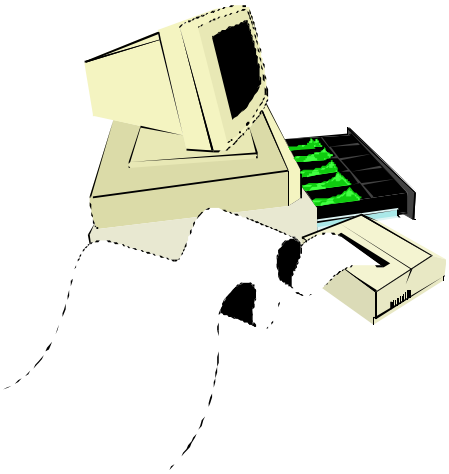
Regit Express

Point-of-Sale For Windows



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For Regit Express and Regit Express Plus Version 4

Regit Express
Point-of-Sale For Windows

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Note: Functions available only in Regit Express Plus are highlighted in green and a (+) symbol.

CHAPTER ONE

GETTING STARTED

PROGRAM OVERVIEW

Regit Express Point-of-Sale for Windows transforms a PC into a powerful point-of-sale cash register for retail sales and service businesses. No limitations are placed on the number of products that can be stored in the system. **Regit Express Point-of-Sale** works with or without bar code equipment.

During the ***basic transaction***, Product Codes are entered or scanned into the transaction and the screen instantly displays the quantity, price, and product description. When completed, the transaction is totaled, sales tax is applied, change is computed, the cash drawer is opened, a receipt is printed, and inventory and sales records are updated. Many options are available to the cashier during a transaction making **Regit Express** a reliable, affordable, and powerful point-of-sale system.

The system is divided into two functional areas:

- The **Regit Express Cash Register**, which is used as a cash register for day to day operations and sales.
- The **Regit Express Office**, which provides all support functions. Regit Express Office handles system setup options, accesses data stored by the system, provides sales and inventory reports, and many other functions.

SYSTEM REQUIREMENTS

Required

A PC with Windows XP, Vista, Windows 7, or Windows 8

Optional Equipment

Important: Check the current list of supported/compatible equipment brands and models on our web site before purchasing any equipment.

- Receipt Printer (for receipts)
- Standard Printer (for reports)

- Bar Code Scanner
- Customer Pole Display
- Electronic Cash Drawer
- Magnetic Card Reader
- Second Monitor for Customer Display

Keyboard and/or Mouse Operation

The **Regit Express Cash Register** has been specially designed to allow for easy operation with or without a mouse. API has designed the **Regit Express Cash Register** to use the function keys, arrow keys, page keys, Escape key, and Enter key to make the **Cash Register** easy to operate even in a mouseless environment. For those who will be using a mouse, mouse operation is standard. You will find the special programming for operation of these keys greatly simplifies getting around in the **Regit Express Cash Register**--with or without a mouse. The **Regit Express Office** is geared more towards standard mouse operations.

Screen Resolution

Regit Express will automatically adjust to the following standard screen resolutions:

1920 X 1080 (widescreen format)
1600 X 1200
1600 X 900 (widescreen format)
1440 X 900 (widescreen format)
1366 X 768 (widescreen format)
1280 X 1024
1280 X 960
1280 X 768 (widescreen format)
1280 X 720 (widescreen format)
1152 X 864
1024 X 768
800 X 600

Second Monitor (for customer display) supports the following resolutions:

1920 X 1080 (widescreen format)
1600 X 900 (widescreen format)
1440 X 900 (widescreen format)
1280 X 1024
1280 X 800 (widescreen format)
1280 X 720 (widescreen format)
1024 X 768

Regit Express expects Window's standard bottom task bar and with no add-on side menus and the default text settings (100%).

Other resolutions will default to 800 x 600 and show as a partial screen (not cover the entire available working area).

UP AND RUNNING IN 5 MINUTES

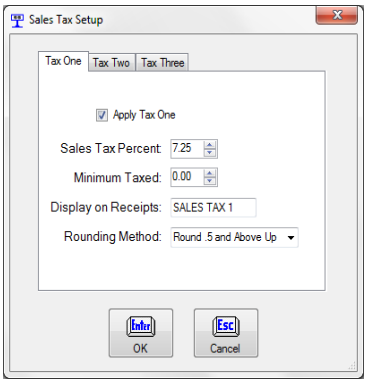
Regit Express was designed to be a powerful system, but at the same time, very simple to operate. Follow these suggestions to get up and running right away:

- Learn the ***basic transaction*** first--this should not take more than five minutes. This will get you up and running and teach you to complete a transaction.
- Skim through the manual to become familiar with available features. Use the manual to learn those features you plan to use.
- Later go through the manual more thoroughly to acquaint yourself with all the features.
- **Regit Express** is loaded with many more features than any single business will ever use. For this reason, we have designed the program so features that are not needed or not being used can be completely ignored. For example, **Regit Express** offers three levels of taxes. Ninety-nine percent of our customers use only a single sales tax and can completely ignore the other two levels. However, if you are a Canadian customer, you will be very interested in the available tax levels and will want to read about them in the manual.

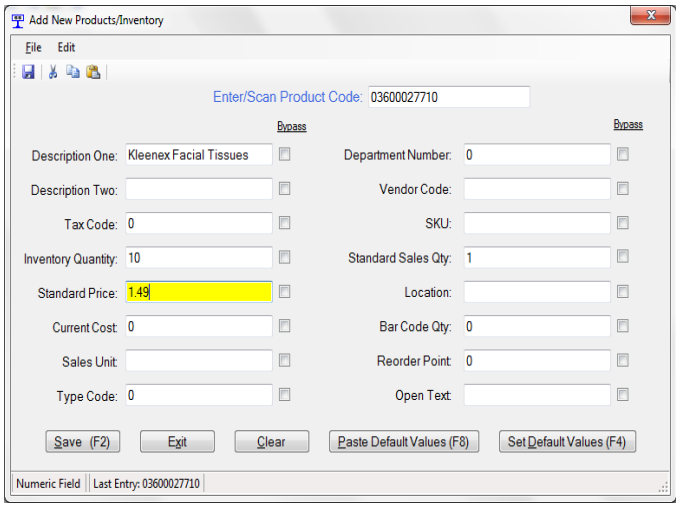
The Quick Setup

Before going through our ***basic transaction*** example, you will first need to enter your tax rate and a test product.

- From the **Regit Express Office** menu select ***SETUP, SALES TAX SETUP***.
- The **Sales Tax Setup Window** will appear. Select the ***Tax One*** tab, if not already selected.
- Check the ***Apply Tax One*** *box*, then enter your ***Sales Tax Percent*** (we will enter “7.25”).
- Move down to ***Display On Receipts*** and enter "Sales Tax", or whatever you wish to call the tax on your receipts. Some like to enter the rate, such as "7.25% Sales Tax", it’s up to you. Your choice will precede the sales tax on the screen and on your receipts. The choice is not permanent, you may return here and change it whenever you like.
- Select how you want your sales tax to round. We selected "Round .5 and above up".
- Select **OK** to save and return to the main **Regit Express Office** screen.



- Now select ***File, Add New Product(s)*** from the **Regit Express Office** menu.
- Enter or scan a Product Code for a new item in the ***Enter/Scan Product Code*** entry box.
- We are entering the Universal Product Code (UPC) for Kleenex Facial Tissues, **03600027710**. You may enter/scan a Product Code of your own.
- Move down to ***Description One*** and enter your product's description, we are entering "Kleenex Facial Tissues".
- We are placing **10** into ***Inventory Qty***.
- Move down to ***Standard Price*** and enter **1.49,** or your product's price.
- Press ***F2*** to save, then ***Exit.***



Entering New Products

The Basic Transaction

We will now enter the most ***basic transaction*** *into the* ***Cash Register***.

- Exit the **Office** to Enter the **Regit Express Cash Register**.
- Enter, scan, or "Lookup" the Product Code: **03600027710**.
- The product appears (repeat above step to enter additional products).
- Press F8 (or click the ***Tender*** ICON) to total the transaction and bring up the **Tender Window**.
- Enter the cash tendered (or select the ***Cash*** ICON to enter the exact cash amount).
- Press ***Enter***, to record the transaction (and print a receipt, if the receipt printing has been setup).

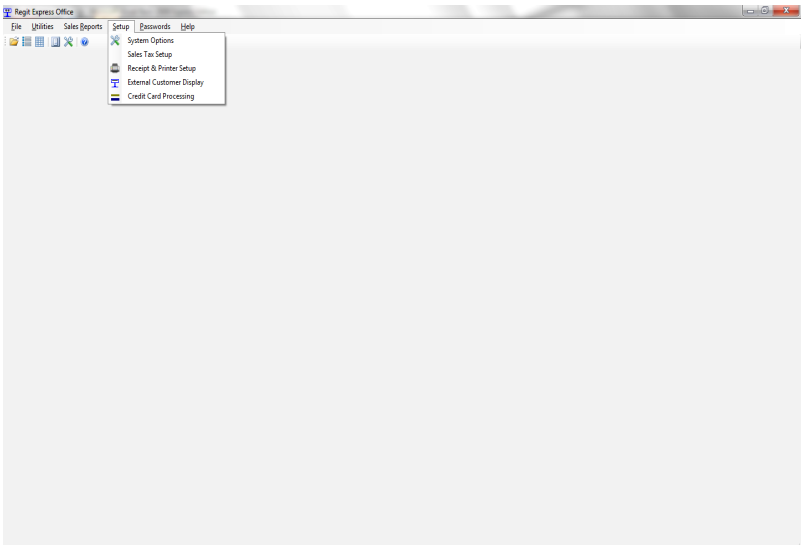
There are many, many possible variations to this ***basic transaction***, however, most transactions will be as simple as this to complete.

Importing Existing Databases

If you already have a list of your products in a spreadsheet, database, or another program, you should be able to import the products directly into **Regit Express**. Existing databases are often available from suppliers. Check with your suppliers, it could save you a lot of time. See IMPORTING PRODUCT/CUSTOMER RECORDS in the **Regit Express Office** section, **Chapter 4** of this manual for details on importing your products into **Regit Express**.

CHAPTER TWO

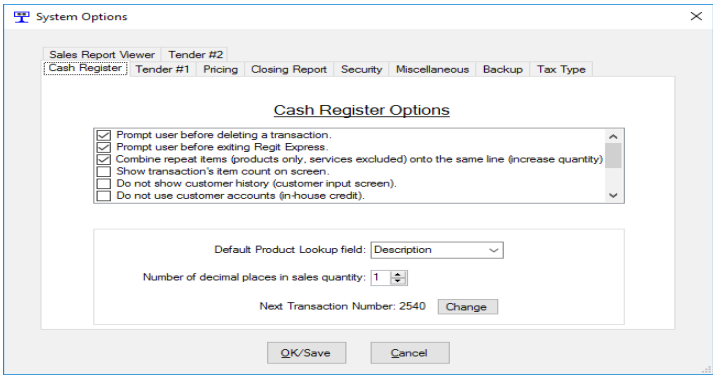
SETUP



Regit Express Office

SYSTEM SETUP *(PREFERENCES)*

Default system preferences are accessible from the **Regit Express Office *SETUP, SYSTEM OPTIONS*** menu. These system preferences allow you to customize how you wish the **Regit Express Cash Register** to respond to different situations. You will probably wish to start with the default preferences (not checked). Then, when you are more familiar with the ***Cash Register's*** operation, come back and review the possibilities to customize you register. The system options are divided between 10 tabs and are generally self-explanatory.



System Options

SALES TAX SETUP

Regit Express has two sales tax application methods.

1) The first, also the default method, is the **tax exclusive method** where tax is applied to the total of taxable items in the transaction (Sales Tax = Taxable Items Sales Total ***x*** Tax Rate).

2) Second is the **tax inclusive method.** With this method, the tax is included in the sales price of the item. Tax is calculated reverse of the exclusive method (Sales Tax = (Taxable Items Sales Total / (100 + Tax Rate)) x Tax Rate). To switch to this method select Setup, System Options, Tax Type tab in the Regit Express Office.

Exclusive Sales Tax

Regit Express will allow you to store and apply taxes at three separate rates. Every product can be set to have any combination of the three taxes or no tax applied at all, giving a total of eight possible combinations. These eight combinations are referred to as the TAX CODES.

Tax Codes

- Code 0 = Nontaxable Item
- Code 1 = Apply Tax 1 Only
- Code 2 = Apply Tax 2 Only
- Code 3 = Apply Tax 3 Only
- Code 4 = Apply Tax 1 & 2
- Code 5 = Apply Tax 1 & 3
- Code 6 = Apply Tax 2 & 3
- Code 7 = Apply Tax 1, 2, 3
- Code 8 = Tax Exempt Item

The appropriate tax code should be entered into the **Product** database table (TaxCode field/column) and then the appropriate tax will be applied during the transaction. The cashier may also change the taxable status of a product during a transaction.

Nontaxable VS Tax Exempt

Before continuing, a brief explanation on nontaxable items verses tax exempt items is necessary. A nontaxable item is an item that is not taxed by the taxing institution (often food and medicine are nontaxable). A tax exempt item is an item that is normally taxable, however, the customer is exempt for some reason (often customers purchasing for resale, charitable organizations, or governments are tax exempt). For tax reporting purposes, the program keeps track of sales made to tax exempt customers. For this reason, the program will require the cashier to identify the tax exempt customer prior to allowing a tax exempt item or tax exempt transaction to be completed (a system preference allows recording of tax exempt customers to be turned off if desired). Tax exempt is a condition of the customer and not the product, thus all tax exempt

sales are identified at the time of sale and not from a default tax code within the **Product** database table.

The **Tax Exempt** database table stores various information on each tax exempt sale. This information may or may not be required by your taxing institution. To avoid accidentally erasing needed information, none of the close/clear utilities delete any of this database's records. How often you delete the file or its records is up to you. It will probably depend on how often you are required to file sales tax information. Past tax exempt database entries can be deleted on the Office's ***Utilities*** menu, ***Clear Tax Exempt.***

Altering Taxes At The Time-Of-Sale

To change a single line item's default tax, access the **Product Window** (F7, or click the ***Product*** ICON). Enter the number of the new tax option in the tax code entry box. As the cashier moves the focus to the tax code entry box, a window with the different tax options will appear to help with the decision.

An entire transaction can also be identified as nontaxable or tax exempt. To do so, bring up the **Transaction Window** (F4, or click the ***Transaction*** ICON). Select ***Nontaxable Transaction*** or ***Tax Exempt Transaction***. Another window will appear allowing the cashier to select any combination of the three tax levels as either nontaxable or tax exempt. For all tax levels selected, the default tax will be overridden. If you are only using one tax level, the cashier may either select that one level, or all of them, it makes no difference, the unused ones are ignored by the program. To keep the cashier informed, a **Transaction Sales Tax Box** will show "NT" followed by the nontaxable tax levels (NT123) or "TE" followed by the tax exempt tax levels (TE123).

Any or all tax levels may also be entered manually. Select ***Manual Tax OverRide*** from the **Transaction Window** and another window will appear which allows the cashier to enter a manual tax for any of the three tax levels. Manual tax entries will override the default tax, charging the manual amount to the transaction. A **Transaction Sales Tax Box** will show "MT", followed by the tax levels entered manually (MT123).

Setting The Tax Rate

- To begin using one or all of the three sales tax levels available, you must first set the tax rate. To set the tax rate, select ***SALES TAX SETUP*** from the **Regit Express Office *SETUP*** Menu. If not already selected, choose the appropriate tab for the tax you will be working with (generally "Tax One").

- Check the ***Apply Tax One*** box***.***

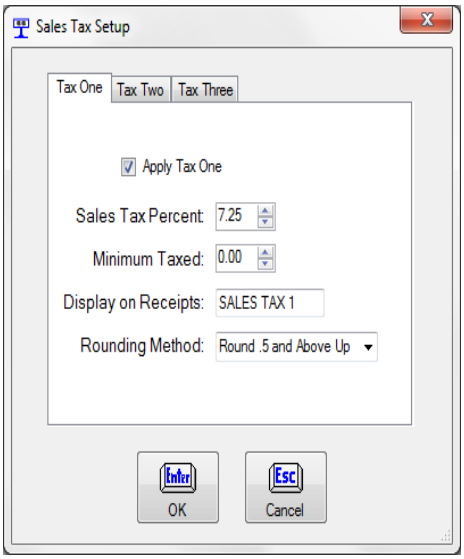
- Enter your ***Sales Tax Percent*** rate (7.25% would be entered as 7.25).

- Some states/countries have a minimum sale before any tax is charged, typically about $0.15, but some areas have extremely high levels. Most will leave this at zero. Enter the correct amount, if any, in ***Minimum Taxed***.

- Move down to ***Display On Receipts*** and enter "Sales Tax", or whatever you wish to call the tax. Some like to enter the rate, such as "7.25% Sales Tax", it's up to you. Your choice will precede the sales tax on the screen and on your receipts. The choice is not permanent, you may return here and change it whenever you like.

- Select how you want your sales tax to round (see Determining The Rounding Method).
- Select **OK** to save and return to the main **Regit Express Office** screen.

Now each item in the product database with a corresponding tax code in the TaxCode field will be have the exclusive tax applied.



Sales Tax Setup

Determining The Rounding Method

If ***Round Up*** is selected, the customer will be charged an entire cent for any portion of a cent owed. For example, if the tax rate is 6.5% and the customer's purchase is for $11.25, the tax owed would be $.73125 (73.125 cents). This would be rounded up by the program to $.74 (74 cents).
If ***Round Down*** is selected, the customer will not be charged until an entire cent is owed. For example, if the tax rate is 6.5% and the customer's purchase was for $11.50, the tax owed would be $.7475 (74.75 cents). This would be rounded down by the program to $.74 (74 cents).

If ***Round .5 And Above Up*** is selected, the tax owed will be rounded to the nearest cent. That is, any calculation showing the tax owed to be one half cent ($.005 or .50 cents) or above will be charged the entire cent. Any calculation showing the tax owed to be less than one half cent ($.0049 or .49 cents) will not be charged for the cent.

The rounding method you should select depends on the laws of your state. Call your appropriate state office to determine the correct method. You may have a little trouble finding someone who knows! So let's discuss an alternate method for determining how your state chooses to round. The method involves the use of the tax schedules that are published by the states to assist businesses in calculating sales tax applicable to taxable transactions.

As an example, we will use the "State of California 6% Sales Tax Reimbursement Schedule, Civil Code Section 1656.1", effective April 1, 1974, Appendix G to Regulation 1700. Any schedule will do, however.

Move down the table and multiply a few of the brackets breaking point by 6% (.06) and compare what 6% actually is to the amount of sales tax listed. Here is a good example from the schedule that shows both the upper and lower limits:

```
Transaction    Tax
-----------    ---
10.75-10.91    .65
```

So the State of California says to charge $.65 if the transaction falls within the range of $10.75 to $10.91. Multiply out the lower break point:

```
.06 X 10.75 = .645
```

Percent of 10.75 is only sixty-four and one half cents. However, the state schedules says to charge a full sixty-five cents. So we now know that the state either rounds everything up, or rounds .5 and above up (to the nearest penny). Let's check the upper break point and find out:

```
.06 X 10.91 = .6546
```

We can now clearly see that California does not round everything up, but rounds to the nearest penny. So we should select ROUND .5 AND ABOVE UP. All transactions will then result in sales tax charges identical to the amount that would be charged if we were using the State's 6% Tax Schedule.

Sales Tax and Transaction Discounts

When an Transaction Discount if given, each item in the transaction is discounted by the discounted amount and the tax is applied to the discounted price.

Inclusive Sales Tax

With the tax inclusive method, **Regit Express** has one tax rate only. Each item can be set as a taxable item (tax code 1) or nontaxable item (tax code 0). The StandardPrice field in the products database table should be populated with the price including the tax (or the total price that will be charged for each item).

For example, if you have a 10% tax rate and an item you wish to sale including tax for $1.00, You enter 1.00 as the standard price and 1 as the tax code. When the item is entered into the transaction the transaction will show the price as $1.00, but the system will keep track that the sales total was actually for $0.91 and the tax was $0.09.

Tax Codes

- Code 0 = Nontaxable Item
- Code 1 = Apply Tax 1

The tax code should be entered into the **Product** database table (TaxCode field/column) after which tax will be calculated and recorded during the transaction.

Altering Taxes At The Time-Of-Sale

You cannot change a single items tax code during a transaction like you can with the exclusive tax method. You can, however, designate the entire transaction nontaxable. Taxable items will be recalculated and the tax portion or the price removed as they are entered into the transaction. Individual prices for items with a nontaxable tax code will not change. To designate the transaction as nontaxable, you must make this designation at the beginning of the transaction. Select the **Trnsactn** icon (or F4), then Nontaxable Transaction (F4), then check the Nontaxable Tax 1 box (or F1).

There is no Manual Tax OverRide for the tax inclusive method as there is with the tax exclusive method.

Setting The Tax Rate

- To switch to the tax inclusive method select ***Setup, System Options, Tax Type*** tab in the Regit Express Office. Then select the tax inclusive method.
- Next you will need to set the tax rate. To set the tax rate, select ***SALES TAX SETUP*** from the **Regit Express Office *SETUP*** Menu. If not already selected, choose the "Tax One" tab.
- Check the ***Apply Tax One*** box***.***
- Enter your ***Sales Tax Percent*** rate (7.25% would be entered as 7.25, 5% as 5.00).
- There is no Minimum Taxed option for the inclusive tax method. This selection is subdued.
- Move down to ***Display On Receipts*** and enter "Sales Tax", or whatever you wish to call the tax. Some like to enter the rate, such as "7.25% Sales Tax", it's up to you. Your choice will precede the sales tax on the screen and on your receipts. The choice is not permanent, you may return here and change it whenever you like.
- For the inclusive tax method taxes are rounded .5 (.005) and above up. Overall taxable sales are rounded based on the transaction total rather than on the individual item. The selection line for this is subdued.
- If you do not wish to show the tax amount on the receipt, check the box "Do Not Print Tax on Receipts"
- Select **OK** to save and return to the main **Regit Express Office** screen.

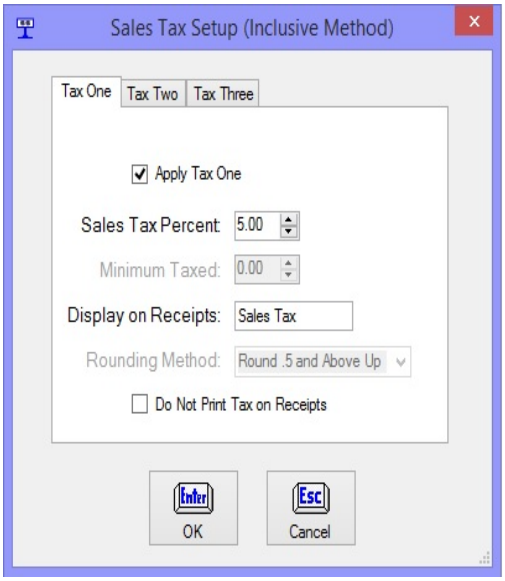
Now each item in the product database with a 1 in the TaxCode field will be have the inclusive tax applied.

You can change the entire or part of products database table's TaxCode field using an update query. For example to change all the tax codes to 1, the query would be:

UPDATE Products SET TaxCode=1

To change just the tax codes for Department #12:

UPDATE Products SET TaxCode=1 WHERE DepartmentNumber=12



Sales Tax Setup

RECEIPT, PRINTER, & CASH DRAWER SETUP

Supported vs Other Receipt Printers

Supported printers are printers we keep on hand and test with supported Windows versions. This allows us to make system default settings to better control these printers' activities. Other printers are printers that we have not tested and the system has no built in default settings. If you have not purchased a printer, you should purchase a supported printer for better control and assured compatibility. If you already have a receipt printer, you will need try to get it functioning correctly with our Other Printers settings (see Other Printer in this section).

Receipt Printer vs Report Printer

Regit Express receipts print to receipt printers using 80mm size paper (3 1/8”). Regit Express Office Reports print to standard printers.

Tell Regit Express what your receipt printer is on the Main Cash Register Screen's FILE menu “Select Receipt Printer”. If you also have a standard printer connected, also tell Regit Express what that printer is also on the FILE menu “Select Report Printer”.

Even if you do not have a standard printer connected, you may want to install a printer driver for one (you can install Windows Generic Printer Driver). If you do not have a standard/report printer driver installed and selected, print previews may only show the 80mm size paper.

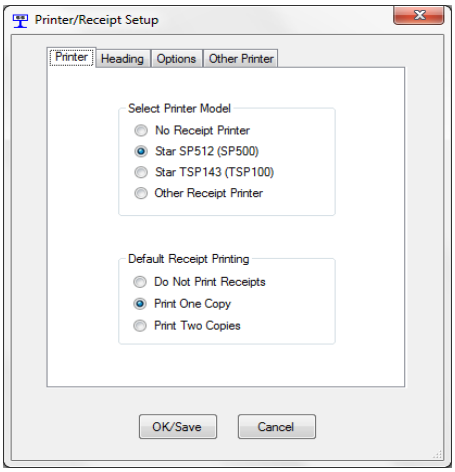
Receipt Printer Settings

Select ***RECEIPT & PRINTER SETUP*** from the **Regit Express Office's *SETUP*** menu to setup or change the receipt settings (or click the Receipt Printer ICON on the tool bar).

A receipt is stored by **Regit Express** even when the user selects not to print a receipt and even when default receipt printing is turned off. These stored receipts can be printed (or reprinted) immediately following a transaction by selecting ***FILE, PRINT LAST RECEIPT (Ctrl+P).*** Receipts can also be printed later by selecting ***FILE, PRINT PAST RECEIPT*** (the system prompts the user to enter the past receipt's transaction number).

These stored receipts are saved in the user defined default receipt format. So if you will only be printing receipts occasionally, it is still a good idea to select the default receipt format that is right for you.

The **Regit Express** Receipt Setup utility divides receipt setup into four tabs ***Printer, Heading, Options,*** and ***Other Printer***.



Printer/Receipt Setup

Printer

Select the printer model and the number of default receipts (if any).

Heading

Enter Receipt heading and bottom line message.

Options

Select the receipt format and customizing options. There are six standard 40 column receipt layouts to select from. The layouts are labeled 40a, 40b, 40c, 40d, 40e, and 40f.

Receipts 40a, 40b, and 40c are two line formats. With these formats, each item sold uses two lines on the receipt, while 40d and 40e use only one line per item. Receipt 40a will expand to three lines if the second description field is used.

Receipt 40a

LINE 1: Item Description
LINE 2: Quantity, unit, @, price per unit, optional tax indicator, extended price

```
|                                          |
|  Goldfish bowl, 1 gallon                 |
|      2.00 ea  @     8.98           17.96 |
|                                          |
```

Receipt 40b

LINE 1: ProductCode
LINE 2: Quantity, unit, @, price per unit, optional tax indicator, extended price

```
|                                          |
|  012345678901                            |
|      2.00 ea  @     8.98           17.96 |
|                                          |
```

Receipt 40c

LINE 1: Item Description, ProductCode (left 13 digits only)
LINE 2: Quantity, unit, @, price per unit, extended price

```
|                                          |
|  Goldfish bowl, 1 gallon  012345678901   |
|      2.00 ea  @     8.98           17.96 |
|                                          |
```

Receipt 40d

LINE 1: Item Description, extended price

```
|                                          |
|  Goldfish bowl, 1 gallon           17.96 |
|                                          |
```

Receipt 40e

LINE 1: ProductCode, extended price

```
|                                          |
|  012345678901                      17.96 |
|                                          |
```

Receipt 40f

LINE 1: Extended Price

```
|                                          |
|                                    17.96 |
|                                          |
```

Policy Statement. The system will print a policy statement on the bottom of each receipt. The policy statement file is used when a large amount of information needs to be placed on a receipt. Return policy and warranty information are common examples.

To print a policy statement, check ***Print Policy Statement on Receipts*** in the Offices ***Setup, Printer/Receipt Setup*** on the ***Options*** tab***.***

The policy statement is written to a text file. This file is then read by the system and added to the bottom of the receipts. The policy statement file can be developed with any text editor/word processor/notepad/etc., that can save information in a standard ASCII (text) format. Window's Notepad is the best choice. Name the policy statement file ***policy.txt.*** Place the file in the ***\posdata*** subdirectory (folder).

The files will be printed exactly as entered in the text editor. Spaces will be retained for centering of text. Each line of the file should end with a carriage return/line feed and should not exceed 40 characters. There is no limit to the length of these statement files.

58mm Printers

We now have a format for 58mm printers. While the short line width limits the versatility of these printers, the cost of the printer and paper make them somewhat attractive. The printer's font size should be set to 8.1 which will give 27 or 28 possible characters per line. Our templets for gift receipts, cash paid out, and policy statements are designed for 40 lines so you will need to adjust accordingly when designing for any of these features.

Keep in mind that all of our credit card partners charge slips are designed for 80mm 40 character slips and not for 27 character lines.

The 58mm format is:

LINE 1: Item Description (DescriptionOne)
LINE 2: Quantity, unit, @, price per unit, optional tax indicator, extended price

```
|                                    |
|  Goldfish bowl, 1 gallon           |
|   2.00 ea @ 8.98           17.96   |
```

Opening Cash Drawers

Every receipt printer that we are aware of includes a cash drawer driver. As Regit Express is designed to print to these receipt printers, Regit Express opens printer driven cash drawers only.

Supported Receipt Printers

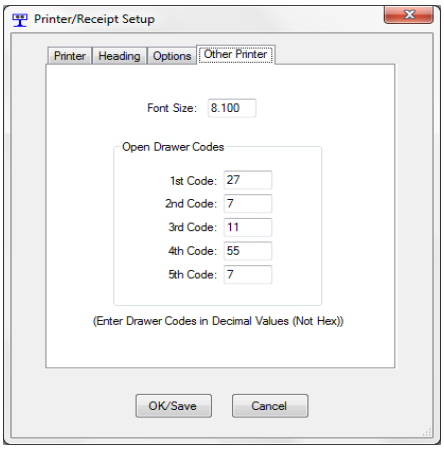
If you have identified a supported receipt printer, the system will automatically send the open drawer signal when a receipt is printed. The open drawer signal may be disabled at the Office's ***Setup, Receipt & Printer Setup, Options Tab,*** then check ***Don't send open drawer signal.***

Other Receipt Printer

The other printer tab is for attempting to get a nonsupported printer to correctly print and open cash drawers with ***Regit Express***. This is not necessary for supported printers as the system knows the correct font size and open drawer signals for supported printers.

You will need to trial and error the font size to find the size that most appropriately fits your paper width.

Below is an example for setting up the supported printer Star TSP100 as a nonsupported printer. Consult your printers manual for open drawer codes for your printer.



Other Printer

Gift Receipts

Gift receipts are available after the transaction has been completed. Select ***File***, then ***Print a Gift Receipt*** (or **Ctrl+G**). The last transaction will be the default gift receipt. Change the transaction number to print a gift receipt from an earlier transaction.

The instructions for customizing a gift receipt are included on a gift receipt that comes with the system. Print a gift receipt from the system to obtain these instructions and see the default example. Change this default gift receipt template to match your return policy. The gift receipt template is located in the ***\posdata*** subfolder and is named ***gift.txt***. Edit this file with Windows Notepad.

External Customer Display

External displays can be set to the Ultimate Standard (UTC), AEDEX Stardard, or PartnerTech CD5220. Currently we have tested only with the Partnertech (which will work in any of the three standards), however should also work on other displays with any of these standard capabilities.

You can use a serial (comm) interface or USB interface. Many computers today come without RS-232 serial ports so you will need a serial port card or a USB to serial port converter. USB models of pole displays are also available, but require special software drivers (which convert them back to a serial (comm) ports. These are available from the manufacturers.

Enter a message to display between transactions. Use blank spaces to adjust/center the message to the position desired.

On Screen Customer Display

Settings to turn on or off the on-screen customer display are located in the top line menu's Preferences section. You may select a phrase to display between transactions and you may select to scroll or not scroll the display. Also available is an adjustment for the speed at which the text will scroll. Scrolling text is limited to a 300 character message. Use spaces to center of adjust for both scrolling and non-scrolling messages. Leave the text blank if you do not want any messages between transactions.

Second Monitor Customer Display

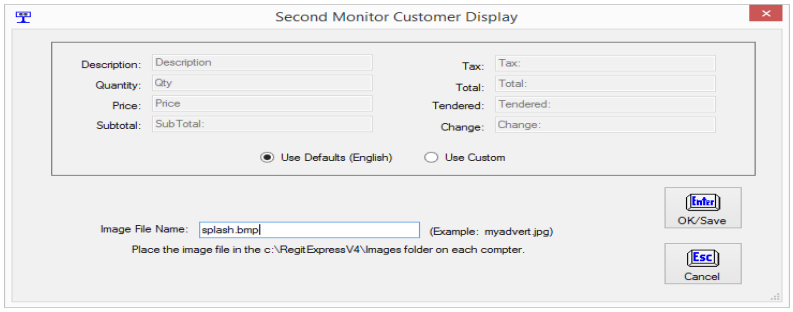
Windows has the capability of displaying on two monitors on one computer. Today's laptop's and desktops usually have this feature built in. With desktops you will generally have two different type connectors. Using both will generally give you the two monitor option. Just make sure your monitor can handle input from the type connection you will be using. Computers with only one video connection will be a little more complicated and require purchasing a video card.

The second monitor is activated through the Windows Control Panel's Display. Or use the Windows Logo Key plus "P" on your keyboard as a shortcut.

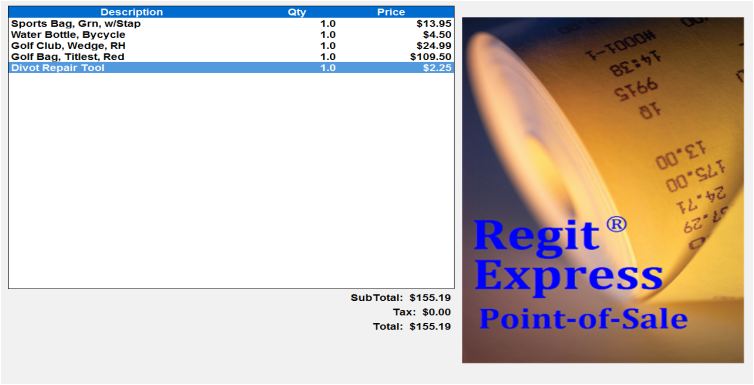
Regit Express Plus automatically recognizes that a second monitor has been activated and adjusts to the screen resolution as it starts. If you change the Windows Second Monitor settings while Regit Express is running, it will be necessary to exit out and re-enter. If you do not you will get errors as system tries to write to a device the may or may not be available. Set the second monitors screen resolution to one of the supported sizes below:

1920 X 1080 (widescreen format)
1600 X 900 (widescreen format)
1440 X 900 (widescreen format)
1280 X 1024
1280 X 800 (widescreen format)
1280 X 720 (widescreen format)
1024 X 768

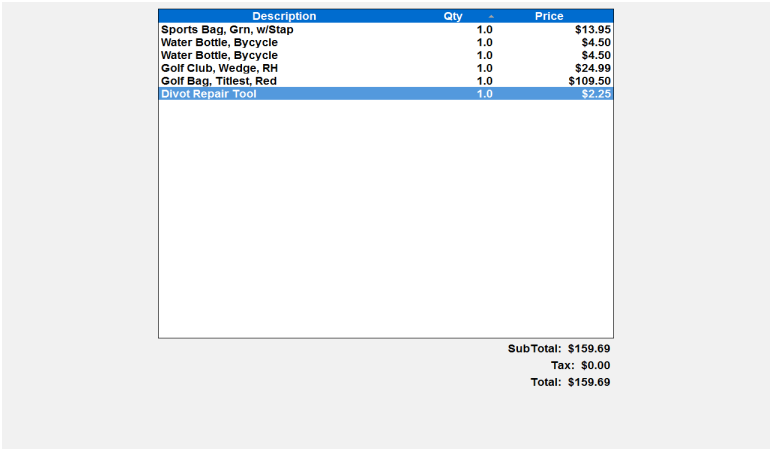
Regit Express Plus allows you to customize the wording on the customer screen. The default is English. You get to the below setup screen in Office, Setup, Second Monitor Customer Display.



The second monitor allows an image to be displayed along with your transaction. Most any image format is acceptable (.bmp, .png, .jpg, etc.). The image file must be place in the c:\RegitExpressV4\Images subfolder on the machine with the second monitor. The image will automatically adjust to the largest size it can while maintaining the images original ratio.



If no image file is identified the transaction portion will adjust to the middle of the monitor. If no image file had been identified with the previous example, the screen would appear as below.



Charge Card Setup

See Appendix 1 for specific charge card software setup information.

Security/Password Setup

By default all password functions are off and it is not necessary to enter an ID or password to enter the Regit Express POS system.

Security of the system can be provided through the use of the cashier/employee's identification numbers, passwords, and authorization levels. The business owner or chief manager (the individual ultimately responsible for the store's funds) should assign the identification and passwords and make all authorization level decisions.

The owner or manager must be assigned an authorization level of 99 (the highest level) to prevent being denied access to any area. To prevent accidental lockout, the system comes with a fictitious employee who carries an authorization level of 99. The Employee ID is "***sysop***", and Sysop's password is "***password***". Once the manager has an Employee ID and password of his/her own, Sysop can be deleted from the **Employee** database table.

As an example, we will assign James Smith as the Store Manager:

- Open **Regit Express Office** ***FILE, OPEN DATABASE TABLE, Employees Database Table.***
- Enter an employee ID in the **CashierID** field/column. A good choice is to use the employee's SSN last 4 digits, however any alphanumeric can be used.
- Enter a password in the ***Password*** field/column.
- Enter 99 in the **PasswordLevel** field/column for the highest authorization level.
- Enter the employee's name (James Smith) and any other information you wish to store about the employee.
- James Smith will need to remember both his cashier ID and password.
- Close the **Employees** database table.
- Choose the ***PASSWORD*** menu selection, then the ***Office Password.***
- Set both the ***Access Employees DB*** and ***Access Password Levels*** to the highest level (99). Anything but the highest level for these two areas negates the whole process by allowing employees to access areas where the levels can be changed.
- From the two available screens, ***Cash Register Passwords and Regit Express Office Passwords,*** input the desired level of password protection (a good starting place is a level of 50--see below for a discussion of this topic). A level of 0 (zero) means the area is not protected at all, a level of 99 means it has the highest possible protection.
- Check the ***Password Protection On/Off*** box to turn on all password protection. This box can be checked on either the ***Cash Register Passwords*** screen or the ***Regit Express Office Passwords*** screen and will turn on all passwords selected on both screens.

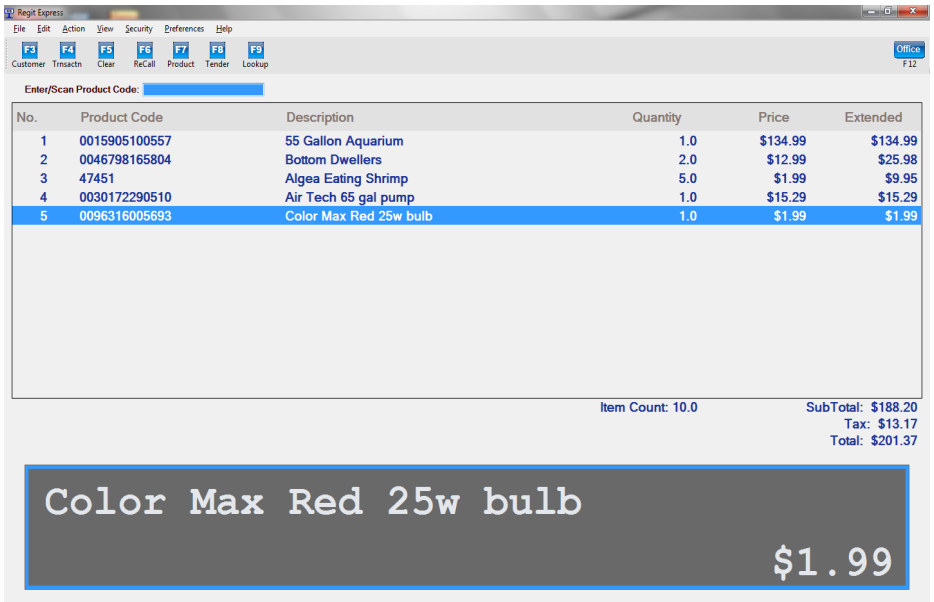
Additional Security information is provided in Chapter 3, Security Section.

Where to Start

Ninety-nine levels are many more than most businesses will need. The easiest method to start is to assign areas you wish to protect a level 50, then assign employees either an access level of 1 or 99. Password protection levels will be an ever changing and developing process. This starting method will put you right in the middle and give the maximum range for developing your security.

CHAPTER THREE

THE REGIT EXPRESS CASH REGISTER



Main Cash Register Screen

The main cash register screen is divided into seven sections.

- **Top Line Menu** - The Top Line Menu can be accessed with the ALT key or mouse as with any standard Windows menu.

- **Tool Bar** - The Tool Bar provides quick access to the most commonly used areas during cash register operation. Each area can be accessed by clicking the tool bar or pressing the indicated function key.

- **Enter/Scan Line** - The Enter/Scan Line is the line that has the focus as items are entered/scanned into the transaction.

- **Center Screen** - The Center Screen displays the products selected for the current transaction. Move the highlight bar with the ***Tab Key***, ***Up/Down Arrow Keys***, ***Page Up/Page Down***, or click with the mouse. You can change the order the products are listed in a transaction. Highlight the product line to move, then press and hold down the ***Shift Key.*** Then using the ***Up/Down Arrow Keys***, move the line to the desired location and release the **Shift Key**.

- **Transaction Information Boxes** - The Transaction Information Boxes displays information relating to the current transaction (tax setting, customer, discounts, etc.).

- **Transaction Totals –** Shows the current transaction's sale, tax, and quantity total (Quantity Total is a system option).

- **On Screen Customer Display –** Optionally display an on screen Customer Display. Settings for this option are located on the Cash Register's top line menu's Preferences selection.

Changing Quantities

There are two methods to change item quantities during a transaction.

First, if not already there, place the highlight bar on the line of the item to change.

- The quickest method is to simply enter the equal sign, the quantity, and press the ***Enter*** key (i.e., =5).

- The second method is to select the ***Product*** ICON (F7) to invoke the **Product Window**. This window has a field for changing quantities.

Note: If a zero is entered into the Products database table's "StandardSalesQty" field, the quantity window will automatically appear when the item is entered or scanned. Use this technique to quickly bring up the quantity box for items that rarely have a consistent sales quantity.

Changing Prices

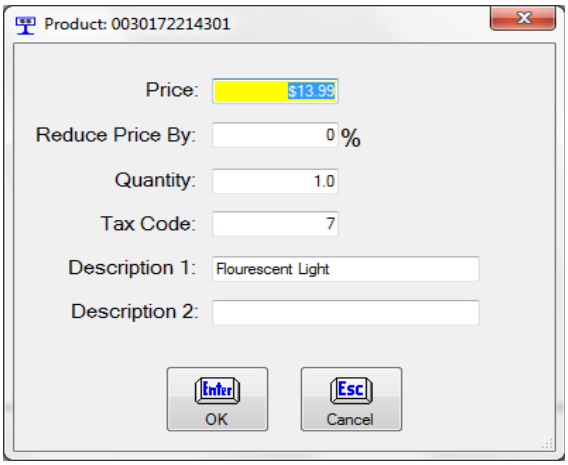
There are two methods for changing price of an item during a transaction. Both methods change the price on the selected line for that transaction only. Change the price in the Regit Express Office to permanently change an item's price.

First, if not already there, place the highlight bar on the line of price to change.

- The quickest method is to simply enter the dollar sign, the individual price, and press the ***Enter*** key (i.e., $5.75).

- The second method is to select the ***Product*** ICON (F7) to invoke the **Product Access Window**. This window has a field for changing the price.

Product Access Window



Product Access Window

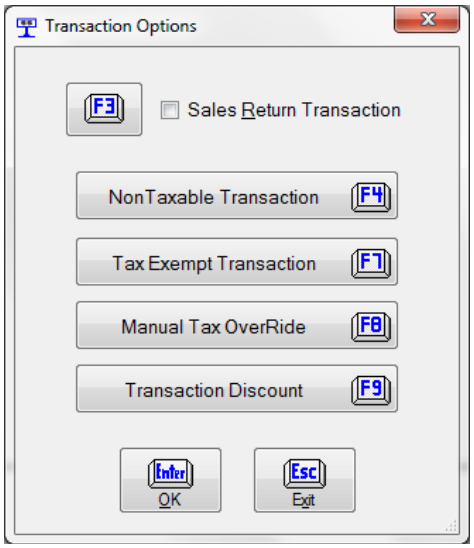
The **Product Access Window** provides access to several of the product's fields that cashiers may need to adjust during a transaction. Changes made within the **Product Window** will change the one product line highlighted by the indicator bar for the current transaction. It does not permanently change the item's database information. To call the window, first move the highlighted indicator bar to the product line you want to access, then select the ***Product*** ICON or press the **F7** function key.

The **Product Window** allows adjustments to the default ***sales tax code***, default ***price, unit,*** or ***item description***.

Deleting/Clearing Items and Transactions

Deleting/Clearing the transaction (F5) also clears all transaction information (identified customers, sales return flag, transaction discount, etc). Deleting all lines in a transaction also clears any associated transaction information when the last line is deleted.

Transaction Options Window



Transaction Options Window

Select F4 or click the Trnsactn Icon to bring up the Transaction Window. The **Transaction Options Window's** selections affect the entire transaction, rather than a single item within the transaction.

- Sales Return Transaction
- Nontaxable Transaction
- Tax Exempt Transaction
- Manual Tax OverRide
- Transaction Discount

For more information about the above selections see the individual topics (i.e. Sales Returns, Sales Taxes, Discounts). To make individual items nontaxable or tax exempt, you will use the **Product Access Window** (F7).

PRODUCT LOOKUP

Click the Product Lookup icon or F9 to lookup an item by Product Code, Description, SKU, or Department. A default look category is available in the ***Office's Setup, System Options, Cash Register*** tab. You can skip the product selection screen by entering the lookup criteria into the Regit Express's Cash Register entry box (Enter/Scan Product Code box) before pressing or clicking the F9. The program will then use that information to match. The match will be made to whichever field has been selected to serve as default in the System Setup.

TYPE CODES

Type codes tell the system what type of item has been entered into the transaction. The type codes are identified by a field (named ***TypeCode***) in the **Product** database table. There are three type codes recognized by the system.

- ***Type Code 0.*** Products (default code)
- ***Type Code 1.*** Services
- ***Type Code 2.*** Payments to Account

The system keeps separate totals for services and product sales. Also, there is no inventory reduction for service items. Other than that, there is no difference in the way the system handles the two categories.

TRANSACTION NUMBERS

Consecutive transaction numbers are automatically assigned by the system. The starting point for the numbers can be changed from the **Regit Express Office, *SETUP, SYSTEM OPTIONS, Cash Register tab.***

- ***Sales Transaction.*** Each sales transaction is assigned a unique transaction number.

- ***Sales Return Transaction.*** Each sales return transaction is assigned a unique transaction number.

- ***Voided Transactions.*** The sale and void share the same unique transaction number.

- ***Void and Restore Last Transaction.*** The original sale and void share a transaction number, the restored (new) transaction has a new transaction number.

You can view that last transaction number and then next transaction number by selecting ***VIEW, TRANSACTION NUMBER,*** or ***CTRL T.***

SALES TAX ALTERNATIVES

See **Chapter 2's *SALES TAX SETUP*** for information on getting your sales tax properly set up for your system. The ***SALES TAX SETUP*** section contains valuable information on how your sales taxes work within **Regit Express**.

During a transaction, the cashier may change the default tax options for a single product or for the entire transaction.

- To change a single line item's default tax, bring up the **Product Access Window** (F7). A second window, listing the different tax options will appear on screen when the focus is on the *Tax Code* box. This list is to help select the appropriate tax code.

- To identify the entire transaction as nontaxable or tax exempt, bring up the **Transaction Options Window** (F4). Select ***Nontaxable Transaction*** or ***Tax Exempt Transaction***. Another window will appear allowing the cashier to select any combination of the three tax levels to be either nontaxable or tax exempt. For all tax levels selected, the default tax will be overridden. To keep the cashier informed, the a **Transaction Information Box** will show "NT" followed by the nontaxable tax levels (NT123) or "TE" followed by the tax exempt tax levels (TE123).

Manual Tax OverRide

Any or all tax levels may be entered manually. Select ***Manual Tax OverRide*** from the **Transaction Options Window** and another window will appear which will allow the cashier to enter a manual tax for any of the three tax levels. Manual tax will override the default tax and charge the manual amount to the transaction. A **Transaction Information Box** will show "MT" followed by the tax levels entered manually (MT123).

If you will need to occasionally or frequently use one of the tax levels to enter a manual amount, then turn the "Apply Tax" to "ON" and set the tax rate to zero in the **Regit Express Office *Sales Tax Setup***. Then when you want to apply the tax, enter it as a ***Manual Tax OverRide***.

Using the ***Manual Tax OverRide*** feature needs some careful consideration. With the ***Manual Tax OverRide***, there is no accurate tracking of the actual taxable event. When you enter a tax manually, your total taxable amount, (the amount you report to your taxing institution) is no longer an accurate percentage of the tax collected. The system records the entire amount of the transaction as taxable when a manual tax is entered, which may or may not be the case. It is assumed that the taxable totals will not be needed for reporting total taxable receipts, possibly because tax is not applied as a percentage of sales, or some manual method is used to maintain or adjust the totals necessary for reporting to the taxing institution. Whatever the case, the decision to use the manual tax should be made with the understanding that tracking the taxable portion of the receipts must become the responsibility of the user.

SYSTEM PRICE SELECTION

The system determines the price charged for an item by examining several criteria.

Manual price override, transaction percent discounts, quantity pricing, customer pricing, standard price, and promotional price, can all influence how the price of a single item is determined.

If the standard price is overridden by a Promotional Sale Price, a Quantity Price, Customer Price or a Manual Price, then a price selection box will appear with the transaction info boxes when the selected (highlighted) line is on that item.

Best Price - How the System Selects a Price

BEST PRICE - The best price means the most favorable price given to a customer based on an examination of all product pricing criteria.

Generally, the system searches all pricing possibilities and provides the customer with the *BEST PRICE* based on the criteria of the sale. For example, suppose an item had a standard price of $1.25, a promotional price of $1.05 (*Promotional Price OverRide* is ON), and a 10 or over quantity price of $1.10. If the customer buys a quantity of 15, the system would check each of these prices because they all fit the criteria for the sale, and then determine that the *BEST PRICE* is the promotional price of $1.05. If the promotional price OverRide had been *OFF*, then the system would have selected the quantity price of $1.10.

Standard Price

The standard price is the default "normal" price charged for an item when no other criteria such as promotional price, quantity price, or discounted price, apply to the item. The standard price for an item is entered or changed in the **Products** database table (**Products** database table, ***StandardPrice*** field).

Promotional Price

The promotional price, ***PromotionalPrice*** field is a "sale" price that can be turned on or off using the ***PromotionalOnOff*** field in the **Product** database table. If a 1 is entered into this field, then the promotional price will be selected over the standard price. (The promotional price must be lower than the standard price or the ***BEST PRICE*** will be charged.) A zero turns off the promotional price. All PromotionalOnOff records can be returned to zero by selecting ***Records*** from the top line menu, then ***Clear Promotional Column*** (this does not clear the PromotionalPrice field, only the on/off status).

Quantity Pricing

Quantity pricing is activated automatically by placing a price in the **Product** database table *Qty A through D Price* field and a quantity greater than or equal to one in the *QtyABreak through QtyDBreak* fields.

Each level the quantity should exceed the previous level, and the price should be the previous price. For example:

	A-D Price	QTYBreak A-D
Level A:	$ 5.00	10
Level B:	$ 4.75	100
Level C:	$ 4.50	1000
Level D:	$ 4.25	10000

The quantity pricing is selected when the purchased quantity equals or exceeds the amount in the *QTYBreak A-D* field. If a customer purchases 100 of the product in the example, they will be charged $4.75 each.

Additionally, the program always checks to see if a promotional sale override is on. If it is on, the customer will be charged the sale price only if it is more advantageous to the customer than the customer or quantity price.

Quantity pricing will not change any price that has been manually overridden (see Manual Pricing below)

Customer Pricing

Each item has 4 customer pricing levels and every customer can be assigned one of those 4 levels. By default, the customers' ***Price Code*** is "**S**" for standard. This means the standard (or best price) is used to determine the customers' prices and not the customer prices.

If you wish a customer to be charged at a different price for all or selected items, you may assign a price level from A to D in the **Customer** database table, ***PriceCode*** field. Place the price to be charged for the item in the product's corresponding field (CustomerAPrice, CustomerBPrice, etc.) in the **Product** database table. Products with a customer price of zero are ignored and charged at the standard or best price.

If a customer is identified during the transaction or at the end of the transaction, with a Price Code other than "S", then the transactions prices will automatically adjust to reflect the new prices. You may change the customer's price code at any time during a transaction and the prices will be recalculated.

Customer Pricing can also be a computed discount of the standard price or a computed increase of the current cost (cost plus). These computed costs can be mixed with fixed costs. For example, a product can have a $10 Customer Price A and a 20% off the Standard Price for Customer Price B.

To discount a standard price, enter the percent discount, as a negative, in the customer price field. For example:

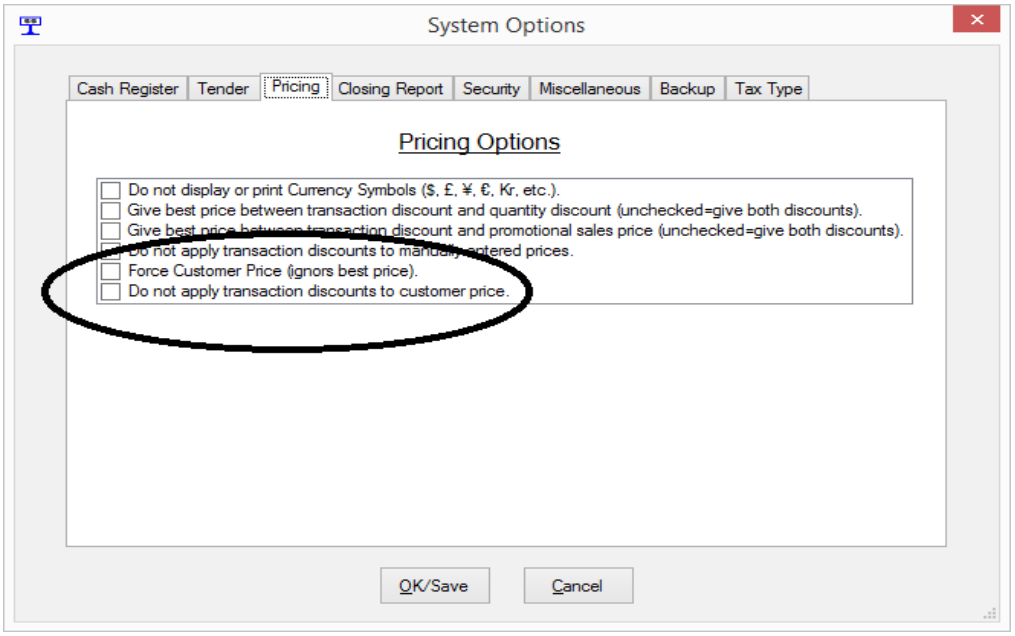
Customer A Price = -.05 for 5% off (.95 X Standard Price)
Customer B Price = -.1 for 10% off (.9 X Standard Price)
Customer C Price = -.15 for 15% off (.95 X Standard Price)
etc.

To Cost Plus the Current Cost field, enter a negative 1 plus the percent over cost to charge. For example:

Customer A Price = -1.05 for Cost + 5% (1.05 X Current Cost)
Customer B Price = -1.1 for Cost + 10% (1.1 X Current Cost)
Customer C Price = -1.15 for Cost + 15% (1.15 X Current Cost)
etc.

A -1 (negative one) for a customer price will charge the current cost for the item. This is useful for businesses that give employees merchandise at cost.

There are two system options available for determining customer prices.



Option "Force Customer Price"

- **If not checked** (default) the system will select the customer price as long as it is a smaller price than the ***Standard Price*** or ***Best Price***. If a customer has a price code identified, and the item does not have a price entered (price = zero), the price will revert to the Standard Price or Best Price.

- **If checked** the system will always select the customer price. If a customer has a price code identified, and the item does not have a price entered (price = zero), the price will revert to the Standard Price or Best Price. This option is generally used if the customer pricing levels are higher than the standard price.

Option "Do Not Apply Transaction Discounts to Customer Price"

If checked will not apply a transaction discount (if given) to items that are customer priced.

Dummy Customers

From time to time it may be desirable to give a customer special pricing, but the customer will not be identified with the transaction. This may be accomplished by setting up several dummy customers with different ***Price Codes***. For example, enter four dummy customers with *Price Codes* A through D. Then when you wish to provide an unidentified customer one of these prices, just identify the corresponding dummy *Customer Code (example dummy customer codes: da, db, dc, or dd)*.

Manual Price

Manual price overrides the standard price, quantity price or promotional price.

There are two methods to manually "OverRide" the system price.

- In the Product Code entry box enter a $ and the new price (for example, $1.99) and the currently highlighted item will receive that price.
- Press F7 for the Product Window and adjust the price for the item in that window.

Once the price for any item has been entered manually, no changes in quantity affect the Manual *Price*. Override the price again to change a price. If you wish the system to reselect the price for one that has been overridden, it is necessary to delete the item and reenter it.

Transaction Discounts

Transaction discounts discount each standard priced item in the transaction by the user selected percentage. Additionally system options allow customizing Transaction Discounts so they may or may not be applied to promotional sales prices, quantity prices, and manual override prices. To give a transaction discount, select the Transaction Icon, then Transaction Discount on the Transaction window (or press F4, then F9) and enter the discount at any time during the transaction.

Once the transaction discount has been selected, a transaction information box will appear showing the discount amount. The individual price on the screen will reflect the discounted price.

There are three options for customizing transaction discounts. These options determine how transaction discounts are applied to quantity discounts, promotional sales prices, and manually overridden prices. These are set in the Regit Express Office Setup System Options section under the Pricing Tab.

With Quantity Discount

Give best price between transaction discount and quantity discount (unchecked=give both discounts).

If above option is checked, the system will apply the lowest price between the quantity discounted and the transaction discounted price. If not checked, the quantity discount will be applied and then an additional discount will be applied for the transaction discount.

With Promotional Sale Price

Give best price between transaction discount and promotional sales price (unchecked=give both discounts).

If above option is checked, the system will apply the lowest price between the promotional sales price and the transaction discounted price. If not checked, the promotional price will be applied and then an additional discount will be applied for the transaction discount.

With Manual Priced Items

Do not apply transaction discounts to manually entered prices.

If the above option is check, the system will not apply the transaction discount to manually overridden prices and vice versa.

Sales Returns and Voided Transactions

The system automatically updates all sales and tax totals to account for returns and voids.

The primary difference between a void and a sales return is the handling of the amount tendered. In a void, the original tendered amounts are voided/removed from the sales totals. In a sales return, the cashier has control over the tender categories that will be returned to the customer.

Sales Returns

There are two methods for returning an item previously sold:

- ***Manual Entry Method.*** A transaction can be identified as a ***Sales Return Transaction*** at any time prior to completing and tendering the transaction. All amounts for items and taxes within the transaction will be returned. Check the ***Sales Return*** box in the **Transaction Window** (F4) to identify the transaction as a ***Sales Return Transaction***. Alternatively, a transaction can be identified as a sales return from the ***ACTIONS, SALES RETURN*** menu selections (or Ctrl+R).

- ***Recall Transaction Method.*** This method allows the original transaction to be recalled and a sales return completed from that transaction. Once the original transaction is recalled, the sales return transaction reverts to the manual method described above, and any items can be added, removed, or changed before completing the return. Select the **Recall ICON** (F6), then ***Sales Return from a Past Transaction*** (F9), then, as prompted by the system, enter the transaction number of the original sale.

Completing a Sales Return

Sales Return Transaction. The standard sales transaction **Tender Window**, will become the **Return Window** during a sales return transaction. Enter the currency type(s) being returned in the appropriate tender category. If a charge card is being credited, then enter the Visa, MC, etc. total. If cash is being given, then enter the return amount in cash. A special sales return slip will print in place of the sales receipt.

Note: When a Regit Express transaction is voided or a sales return is made, Regit Express does not automatically contact the credit card company with that information. You must separately process a refund/void using your charge card processing software to remove the charge from the customer's account.

Voids

A Void returns a transaction and all sales totals back to the amounts that existed prior to the transaction. There are three methods to process a void. All are accessed from the **Recall ICON** (F6) on the tool bar.

- ***Void, Then Restore the Last Transaction (F5).*** Voids the last transaction, then restores the transaction to the way it was prior to totaling/tendering the transaction. Used primarily for the customer who remembered another item they wished to purchase after the sale was completed.

- ***Void the Last Transaction (F7).*** Voids the last transaction.

- ***Void a Past Transaction (F8).*** Voids a past transaction. The system prompts the cashier for the transaction number.

Note: When a Regit Express transaction is voided or a sales return is made, Regit Express does not automatically contact the credit card company with that information. You must separately process a refund/void using your charge card processing software to remove the charge from the customer's account.

Sales Return/Voids and Employee Sales Totals

If an employee/cashier was identified with the original transaction, then a void will always remove the sales quantity for the cashiers running sales totals. A return will also be removed from the employees totals if the return was started from a past transaction and the system option is set to remove sales returns from cashier's sales totals (System Options, Miscellaneous Tab). When a return is initiated manually, then no employee's sales total will be adjusted. for the return.

Sales Totals for Sales Returns & Voids

Sales Returns and Void **Last** Transactions reduce the day, month, year, and life sales totals as reported on the sales reports and printed on the Closing Sales Reports by the values being returned or voided.

Voiding a previous day's transaction should not be a common occurrence. We can think of few reasons why a previous day's transaction should be voided; however, we have provided this capability. When processing a void from a previous day, you will need to keep in mind that the current day's sales totals are adjusted along with all the other (month, year, life, etc.) sales totals. This is necessary to keep the records in balance. If you are processing a lot of these previous day's voids, you may want to do them separately at the end or beginning of the day, then ***Close The Register***. This will keep the voids from being reflected in the current day's sales reports.

Drawer Totals for Sales Returns & Voids

Sales Returns and Void **Last or Past** Transactions are always subtracted from the current drawer totals.

A void on an out-of-the-current-drawer-period transaction will affect the current drawer totals. Thus, this must be kept in mind when balancing your daily or shift drawer totals.

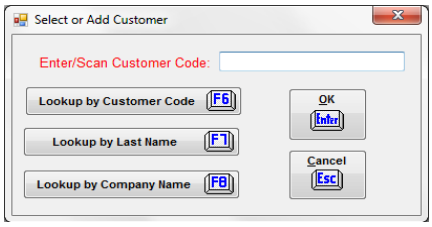
Because sales returns are always assumed to be taken from the drawer, returns that are not actually taken from the drawer require special consideration. For example, if a check was issued for returned merchandise, the checks in the current drawer will be off by that amount. The same would be true if returned cash was taken from another source, such as a safe. This presents no problem except remembering why the drawer is off. If desired, the drawer total can be manually adjusted to reflect the return.

CUSTOMER INFORMATION

Identifying the customer may or may not be necessary for your business or for the individual transaction.

Identifying a Customer

The system can optionally require that a customer be identified for each transaction or it can just remind the cashier to identify the customer (System Options, Miscellaneous Tab).

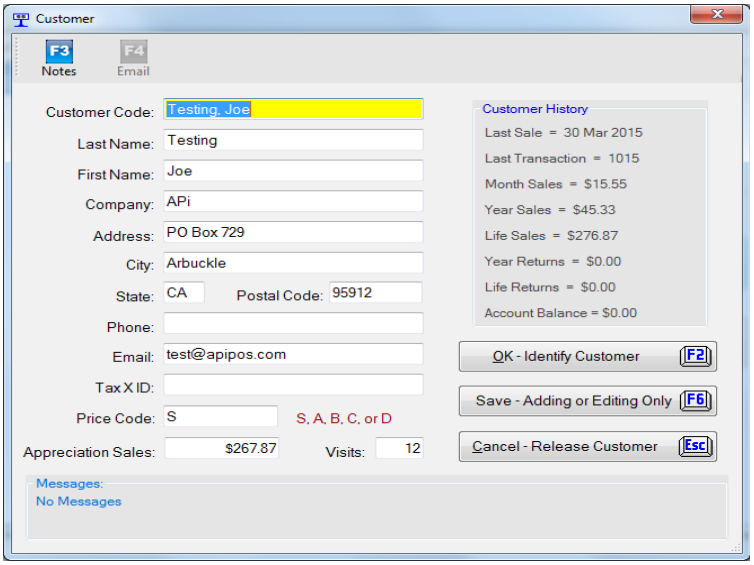


Select or Add Customer

To identify a customer into a transaction, select the ***Customer* ICON** (F3) and a prompt for the customer code will appear. Enter any one to twenty-five digit alphanumeric as a customer code, or use the handy lookup function to lookup the customer by ***Customer Code*** (F6), ***Customer Name*** (F7), or ***Company Name*** (F8).

If the customer already exists in the customer database, the customer's name, address, phone number and all customer information previously entered for that customer will be displayed. If the entered customer number is not in the database, the system assumes a new customer is being entered and an empty record appears. The new customer's name, address, phone number and any other desired information can then be entered.

Use the up and down arrow keys or the tab key to move around in the **Customer Window**. To exit the customer window, the cashier must either select ***F2, F6 or Escape***. ***F2*** will identify this customer with the transaction and write any new or changed customer information to the customer database. ***F6 or Save – Adding or Editing Only*** saves the customer information to the database without identifying the customer to the transaction. ***Escape*** will exit without identifying a customer (or turn off a previously identified customer). An **Information Box** will display the customer code indicating if a customer has been identified for the transaction.



Customer Window

All fields that appear on the **Customer Window** can be accessed by opening the **Regit Express Office *Customer*** database table where customer reports can be created and accessed.

Customer History. The customer's past sales history is shown in the ***Customer History Box.*** The *Month-To-Date* sales, *Year-To-Date* sales, *Life*, and *Year Returns* do not include any sales taxes that may have been charged. The *Month, Year, and Life* sales totals have been adjusted to reflect sales returns. A password level higher than the cashier's for ***"See Customer History"*** will keep this information from appearing on the screen.

F3 or F4. **F3** brings up a text editor to allow entering more verbose information related to the customer. **F4** is Emailing receipt options, Appendix 3 covers this topic.

CARRY ALONGS

A carry along automatically adds a second product /service whenever a primary item is scanned or entered into the transaction. This is primarily used for deposits or container redemption values, but can be used for any other purpose.

You can also chain additional items. For example item A can point to a carry along for item B and item B can point to item C, etc. When item A is entered into the transaction, items B and item C will also be entered into the transaction. If item B were scanned/selected, item C would also be entered, but not item A (careful see the Endless Carry Along Trap below).

If you are using the option to automatically combine like items, the highlighted item after scanning will be the carry along item. In the case of multiple carry along items, the last item in the chain will be highlighted.

To enter a carry along for a primary item, simply enter the carry along item's Product Code in the primary items "CarryAlongItem" field in the Products database table.

Endless Carry Along Trap: Be careful not to point items in a carry along back to each other or you could end up in an endless loop. For example if item A points to item B as a carry along and item B points to item A, then there is no end. Every time item A sells it carries along item B, then item B carries along item A, then item A carries item B, etc., etc., etc. The first time you try to sell and item with an endless carry along, your system will either freeze of fill up to the maximum 350 line items depending on how your combine like quantities option is set.

We could prevent this activity by not allowing the system to chain carry alongs past the second item, but we really don't want to place that limitation on users who might want to chain multiple items. Just be aware of the possible trap.

CASHIER SALES TOTALS

When cashiers are identified through log in requirements, sales total for the day/shift, month, year, and life will be accumulated. These totals are available in the Employees database table grid.

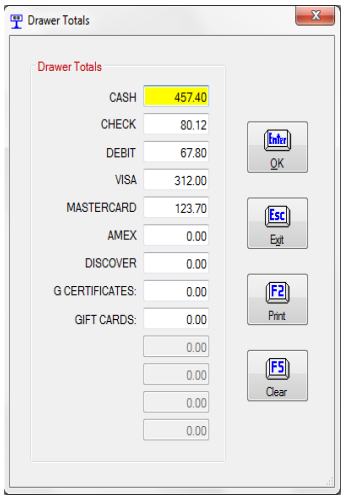
Sales Returns/Voids and Cashier's Sales Totals

If an employee/cashier is identified with the original transaction, then a void will always remove the sales quantity from the cashiers' running sales totals. A return will also be removed if the

return was started from a past transaction (F4 Recall; Sales Return From a Past Transaction F9) and the system option is set to remove sales returns from cashier's sales totals (System Options, Miscellaneous Tab). When a return is initiated manually, no employee's sales total will be adjusted for the return.

CASH DRAWER TOTALS

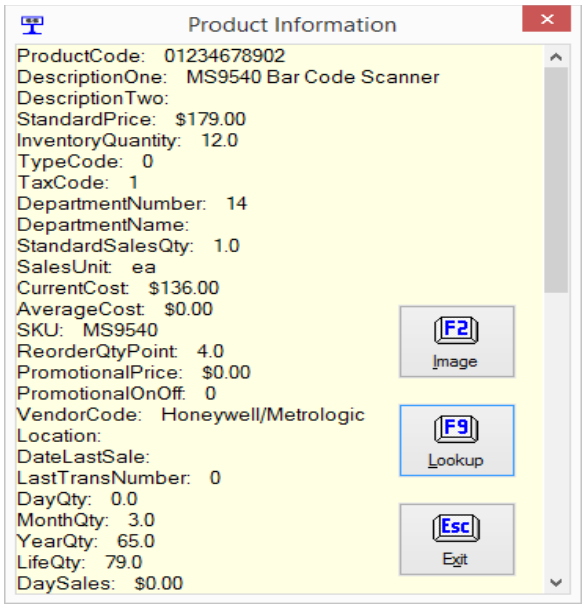
A cash drawer total is kept for each tender category. The totals are cleared (zeroed) when the register is closed. To access the Cash Drawer Totals, select ***VIEW, DRAWER TOTALS*** (or Ctrl+D) from the **Regit Express Cash Register** menu.



Cash Drawer Totals

PRODUCT INFORMATION

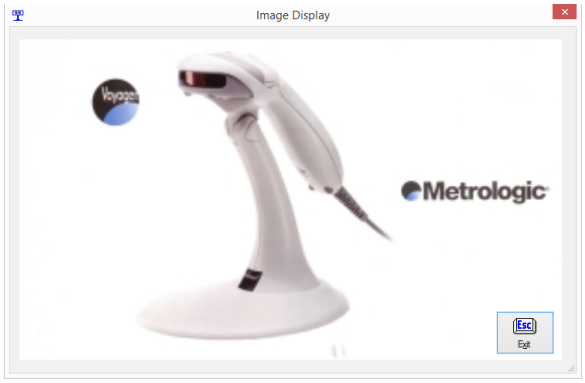
Product information, available from the ***VIEW*** menu selection (or Ctrl+I), allows the cashier to obtain additional information about the currently selected/highlighted product. By default the information for the currently highlighted item in the transaction displays. Use the Lookup button to identify another item.



Product Information Window

Some items, such as inventory and cost, will not display in the product information screen if password protected.

Product images can be displayed by selecting the product image button. Store the image file in the \RegitExpressV4\Images folder (also in \RegitExpressV4R2\Images for Register Two if using a second register) and place the name of the file in the Product database table's ProductImage column.

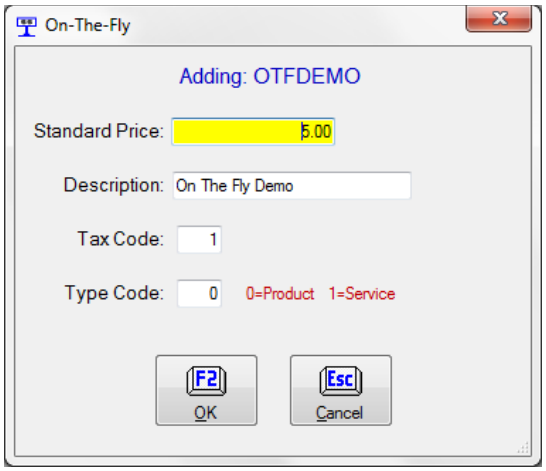


Product Image

ADDING ON-THE-FLY

Adding on-the-fly means adding a product or service during a transaction. A product added on-the-fly will only require the minimal amount of information needed to complete the transaction. Therefore it will be necessary to later add any other information that may be wanted or needed. To aid in identifying the products added on-the-fly, the new products are placed into a common department aptly named ***"on-the-fly".*** Once updated, they can be changed to the department in which they belong (if departments are being used).

To add a product on-the-fly, simply enter or scan the product number. The system will recognize that the number does not exist in the product database and ask the user if they wish to add it. If the cashier chooses to add, the **On-The-Fly Window** will appear. The information needed to add the product into the database and into the transaction can then be entered.

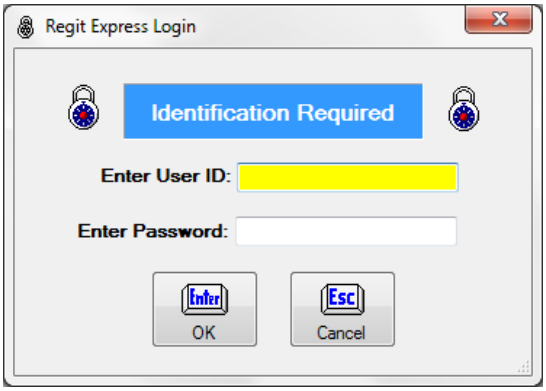


On-The-Fly

CASHIER IDENTIFICATION

The **System Options** (***SETUP, SYSTEM OPTIONS*** menu, ***Security Tab***) provides an option that will require the cashier to identify himself or herself by entering their ID and password when the **Cash Register** is started. While the system does not require identifying the cashier, several functions must have this information to be used or used to the fullest. Some of these functions include password protected areas, cashier sales totals, receipt name, Transaction Log and Product History. In addition, certain reports and databases store the cashier associated with a sale. We suggest that all but sole owner-operated businesses (where there is one and only one person using the register) use this ***Require Cashier Identification*** option.

SECURITY



Password Access Window

To setup and turn on password protection for the system, *see* ***PASSWORD SETUP*** in **Chapter 2**.

Once the password protection has been setup and implemented (turned on), password protection becomes active. When an employee attempts to use a functional area that has a higher authorization level than they have been assigned they will receive an "ACCESS DENIED" message from the system. Someone with a higher access level will be needed to gain access to that area (see ***Manager OverRide*** below).

Regit Express's *SECURITY* menu provides the following options:

- ***Lock Register.*** Brings up the **Password Access Window**. The system is locked and cannot be opened until a valid ID and password are entered. The user may, however, exit (unless password protected to disallow exiting) then re-enter Regit Express. So unless system settings are set to require identification on entry, Lock Register will do no more than delay entry.

- ***Identify Cashier.*** For use by establishments that do not require cashier ID (using the "***Require Cashier Id***" System Option) and do not have password protection turned on, but may want to identify the cashier to place on their receipts and transaction records.

- ***Switch Cashier.*** Used to change the system recognition of current cashier without exiting the register. May be used when switching cashiers or when two or more cashiers are using the same register. If two or more cashiers are using the same register, you may also wish to use the "***Automatically Lock Between Transactions***" System Option. This insures the correct cashier is identified with each transaction. If you plan on using this feature, you may want to keep ID numbers and passwords as short as possible to minimize delays.

- ***Manager Override.*** Used to increase the authorization level to that of the manager or whoever enters their ID and password (Top Line Security, Manager O/R or Ctrl+M). The purpose of this option is to let the manager override the cashier's password level and gain access to a protected area. The manager override function can be set to remain active from 10 to 180 seconds. Once implemented, the user has this amount of time to begin any function that the overriding manager's level has access to. However, during a Manager Override the Regit Express Office is locked to prevent a user from accessing/changing sensitive system data.

CASH REGISTER RECEIPT OPTIONS

Select Default Printer

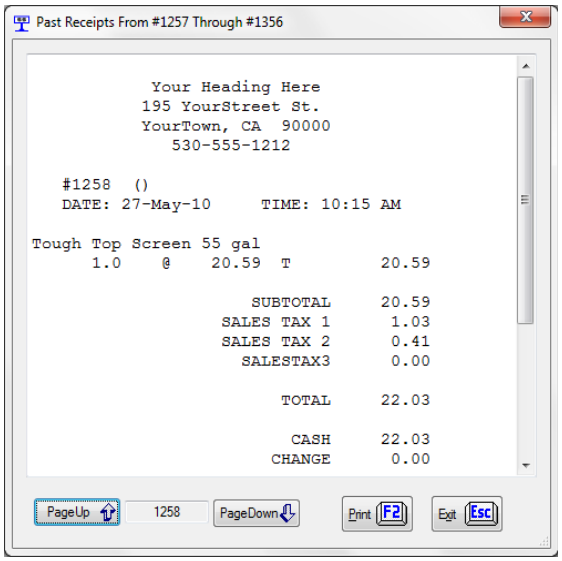
When the **Regit Express Cash Register** is started, all printing is assigned by default to the Window's default printer. The default printer can be changed with the ***Select Default Printer*** Option on the Cash Register's ***File*** menu.

View or Print Past Receipts

Printing Past Receipts is available from the **Recall ICON** (F6). When ***View or Print Past Receipt*** is selected, a prompt requesting the transaction number of the past receipt will appear.

Upon entry of a valid past transaction number, the **Receipt Preview Window** will display. The system also loads the next 99 receipts so you may page up and down through the 100 receipts if

you are searching for a specific transaction for which the transaction number is not known. If not password protected, the receipt can be altered prior to printing. Any alterations made to receipts will not be permanent. The next time the same receipt is recalled, it will be the original.

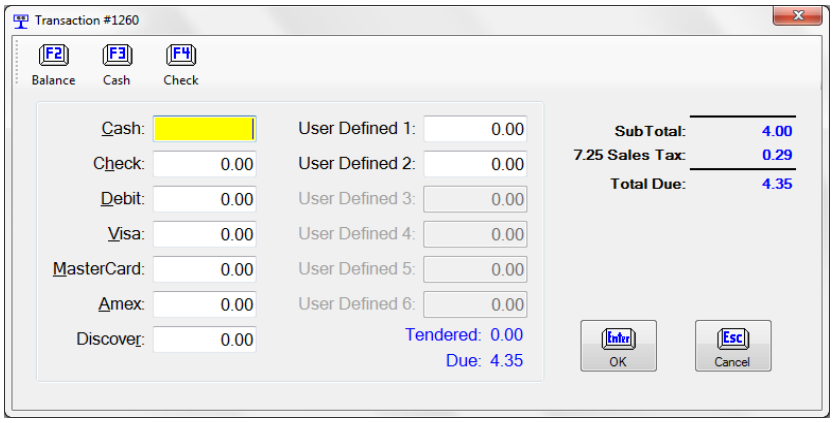


Receipt Preview Window

Print Last Receipt

Print Last Receipt is available from the **Recall ICON** (F6), the **Cash Register's *FILE*** menu, or using the ***Ctrl+P*** keys. The last receipt did not have to be printed in order to reprint it.

TENDERING THE TRANSACTION



The Tender Window

Once all items to be sold are entered into the transaction, the cashier selects the ***Tender* ICON** (F8) from the **Cash Register's tool bar** to bring up the **Tender Window**.

From the **Tender Window**, the cashier enters types and amount of currency tendered. The cashier may ***Cancel*** at any time and return back to the **Cash Register Window** to enter or change items within the current transaction.

The ***Amount Tendered*** area at the left side of the screen is used to enter the amounts tendered. The cashier may combine amounts from any, or all, of the thirteen tender categories (split tender) to arrive at the total amount tendered. The ***Tendered:*** and ***Due:*** lines at the bottom automatically do the calculations for the cashier.

The tool bar ICONS function as follows:

- ***Balance (F2).*** Calculates and places an amount equal to the remaining balance in the current (focused) tender category.

- ***Exact Cash (F3).*** Empties any tender category with an amount in it, then fills the cash tender category with the exact amount of the transaction. Note: A system preferences (**Regit Express Office, *System Options,Tender Tab***) will allow this selection to go automatically into recording the transaction without selecting the OK button.

- ***Exact Check (F4).*** Empties any tender category with an amount in it, then fills the check tender category with the exact amount of the transaction. Note: A system preferences (**Regit Express Office, *System Options,Tender Tab***) will allow this selection to go automatically into recording the transaction without selecting the OK button.

There are six “User Defined” tender categories available for customizing your own tender screen. Add tender categories in the **Regit Express Office, *System Options,*** on the ***Tender Tab.***

OPEN/SAVED TRANSACTIONS

Transactions can be saved and restored at a later time or later date.

Restored transactions can have products added or deleted from them and can be modified just like any other transaction. Then the transaction can either be tendered or re-saved.

To save a transaction select FILE, Save Current Transaction (or Ctrl-F).

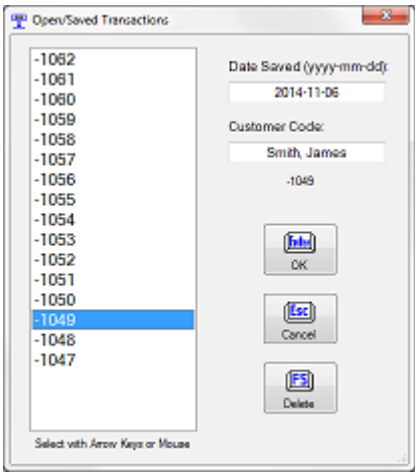
To restore a transaction select RECALL (F6), then Restore Open (Saved) Transaction (or F6, then F10).

The system assigns saved transactions negative transaction numbers starting with -1001. The negative numbers distinguish saved transactions from completed transactions. Once a transaction has been restored, that transaction is removed from the Saved Transaction List. If you need to save it again, simple re-save it and the it will receive a new saved transaction number.

To make it easier to identify saved transactions, the system will allow you to input a reference that will appear in the saved transaction list instead of the negative number. Also, if you identify the customer, the system will automatically use the customer's name as a reference.

Saved transactions do not affect any ongoing totals or any databases in the Regit Express system. Unused or deleted saved transactions have no affect on the system.

Saved transactions are cleared by the selected date range when/if past receipts are cleared on the Office's Utilities menu.



Open/Saved Transaction List

COMMON TRANSACTIONS

Common Transactions are saved as files and can be easily pulled up to help businesses that deal with repetitive sales. As with Saved Transactions, once the common file is pulled into a transaction, items can be added, removed or adjusted, just like with any other transaction.

To create a common transaction file, use FILE, Save Common Transaction (or Ctrl-J). To recall the transaction use FILE, Open Common Transaction (or Ctrl-K). There is no limit to the number of common transactions files you can save.

CLOSING THE REGISTER

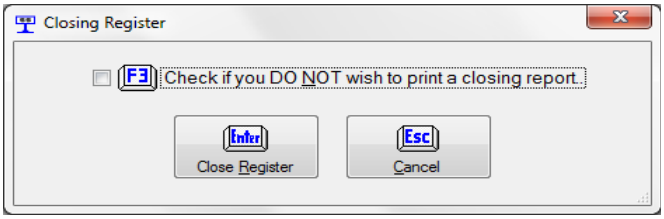
Closing the Register is the process of returning all daily or shift sales totals to zero.

The user can optionally print drawer totals and a ***Closing Report*** during the close process (see Print Closing Report below).

The drawer is also reset (totals returned to zero) when the register is closed.

The drawer may also be cleared independently of closing the register. Often the drawer is reset after every shift while the register is closed daily.

For most operations closing the register daily is standard, however, there are operations that will prefer to close more or less often (both at the end of each shift and once a week are common examples). This does not make any difference to the system. Daily sales reports will then reflect shift or weekly totals rather than daily totals. Also see ***Closing the Month and Year*** in the **Regit Express Office** section.



Close Register

Print Closing Report

A 40 column closing report will print automatically when closing the register. This report is specifically designed to print on 40 column receipt printers. The information on this report is customizable in the Regit Express Office's Setup, Setup Options, Closing Report tab. Customizing the closing reports can prevent employees from seeing certain sales information.

It is not necessary to print closing reports as the system automatically stores a full copy of the Closing Report when the register is closed. See Past Closing Reports in the Regit Express Office, Reports section (Chapter 4) for full information.

You can view a current copy of the closing report at any time in the Office on the Reports Menu. This report reflects what the sales totals would be if you were to close the register at the time you access the report.

Recording Serial Numbers

Regit Express serial number feature prints serial numbers on the receipt and records those numbers in the Product History database.

For Items you wish to record the serial numbers, open the Product/Inventory database table and change the '0' in the "SerialNumberItem" field to a one '1'. The program will them prompt the cashier for the serial number whenever the item is entered into a transaction. The serial number will then display on the recipt (on all receipt formats) and be recorded in the Product History database table.

If the cashier bypasses the serial number recording prompt, the Product History database will show "Unrecorded SN Item" in the SerialNumber field/column. However, this information will not show on the receipt.

When the cash register detects the first serial numbered item, it will turn off the auto combine feature for the remainder of the transaction (if that feature is turned on), so that quantities of more than one can have their individual serial numbers recorded.

The program also prevents either of the features “Save a Transaction” or “Save a Common Transaction” that contain any serial number item for being saved.

Following is a query that will display only serial number records in the Product History database table. If you are using these, copy this query in the Product History for quick access.

SELECT * FROM ProductHistory WHERE SerialNumber <> '' ORDER BY TransactionDate DESC, TransactionNumber DESC, TransactionTime DESC

CHAPTER FOUR

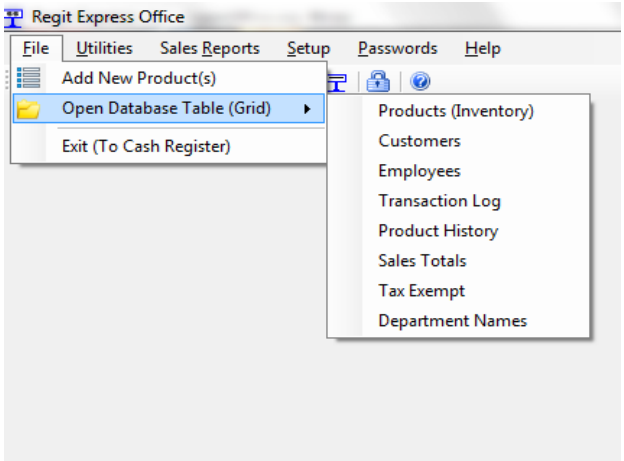
THE REGIT EXPRESS OFFICE

The Regit Express Office provides the support functions for the Regit Express Point-of-Sale System. Database access, data entry, sales reports, system preferences, sales tax setup, equipment setup, receipt preferences, and password/security are some of these support areas.

OPEN DATABASE TABLE—THE GRID

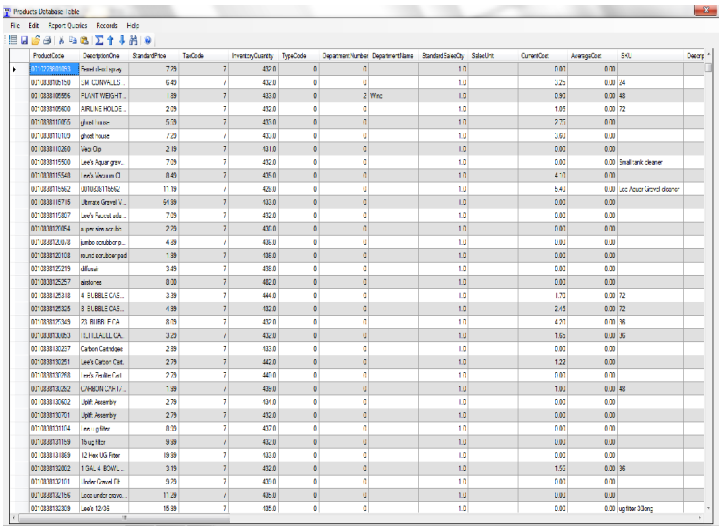
"Open Database Table" is the heart of Regit Express Office. It provides access to all database tables maintained by the Regit Express System.

FILE, OPEN DATABASE TABLE gives the user full edit, query, sort, and reporting capabilities for the database tables maintained by the **Regit Express System**. The row/column "spreadsheet style" grid layout provides quick access to database information.



Database Tables

- Records are displayed in a scrollable grid table.
- Columns may be moved and resized with the mouse.
- Columns may be individually totaled.
- Records may be sorted or viewed by any field order.
- Ability to select multiple records for deletion.
- Report layouts may be saved and reopened using select queries.
- Print preview and reports.



The Database Table Window

Navigating in the Database Tables

The current cell on the grid is identified by the current “selected” Windows color scheme, or, if not selected, by the flashing cursor in the cell. The column containing that cell is also current for any column commands (Sum Current Column, etc.). Make another cell/column current by clicking on it, or using the keypad navigation keys.

To scroll the contents of the grid up or down, use the vertical scroll bar or the numeric keypad navigation keys (arrow keys). To scroll the contents of the grid left or right, use the horizontal scroll bar.

Resizing and Moving Columns

To resize a column, grab the vertical line at the column’s right edge and drag it to the desired location. Columns have a minimum width of one character.

To move a column, grab its heading (the cell in which its field name is displayed) by depressing and holding the left mouse button and dragging the column to the desired location.

Deleting Records

Position the mouse at the far left of the record/row you want to select. The box will highlight. At this point, simply click the left mouse button and the entire row should highlight. You can select as many rows/records as you want by holding down the ***Control Key*** as you click the desired rows. To de-select a row, repeat the same procedure. To mark inclusive rows, hold down the ***Shift Key***, then mark the first and last record. Marking multiple records is used in combination with the ***EDIT, DELETE MARKED ROW(S)*** menu commands for deleting multiple records.

ADDING RECORDS TO DATABASES

- For adding new products, there is a **ADD NEW PRODUCT(S)** utility available from **Regit Express Office's FILE** menu. This form greatly simplifies new product entry and is the method of choice for adding new products to your database. Once entered the item will show up in the grid if you need to adjust any fields.

CHANGING / UPDATING RECORDS

There are two methods to change/update records in a database table:

- Simply click on the row and field/column you wish to change, then edit the data (see Editing Data in the Grid).

- For editing inventory or price/cost for existing items, there are the **Quick Inventory Adjustments** and **Quick Price/Cost Adjustments** (Price/Cost in Plus Version Only) utilities available from **Regit Express Office's** main menu, **UTILITIES** menu.

Editing Data in the Grid

To edit a cell click or move to the cell to edit. If you will be replacing the entire content of the your can just begin typing and the original data will be replaced. To edit within the cell, put the cell in "Edit Mode" by clicking once or twice more on the cell (twice to completely unselect the exiting data). You also need to put a cell into this "Edit Mode" to use the Cut, Copy, and Paste functions.

The Transaction Log, Product History, and Tax Exempt database tables are all read only in the grid (Cannot edit existing data or add new records). You may delete selected rows, but the changes cannot be saved. Update queries can be executed on these database tables. Records from these database tables can be cleared from the Office's ***Utilities*** menu.

Saving Changes to the Grid

Changes made to the grid are saved by selecting FILE, SAVE prior to Exiting the grid. Changes become permanent and written to the Database when they are "SAVED". Selecting ***EDIT, RESTORE/RESET DB TABLE*** reverses any unsaved changes to the grid. To reverse grid changes you can also EXIT without saving. Deleted rows/records are also be reversed if not saved. Note that changes made using the EXECUTE UPDATE QUERY method are automatically saved to the database and cannot be reversed.

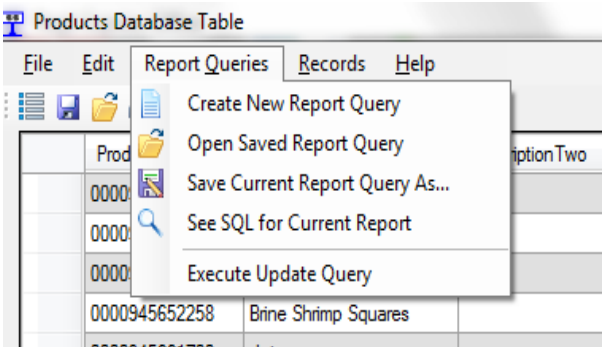
QUERYING YOUR DATA

Types of Queries

There are two types of queries available to the user--the ***SELECT*** query and the ***UPDATE*** query.

- ***Select Queries*** (also referred to in Regit Express as Report Queries) return a subset of the original database table in a selected order based on the specific criteria in the query. No data is actually changed, only the arrangement of the data is changed temporarily.

- ***Update Queries*** permanently changes (updates) the data in the database tables to meet the queries' request. A special type of ***Update Query*** is the ***Delete Query***.



Viewing, Saving, Loading, and Building Report Queries

Select Queries create reports based on customized design criteria. Saving these queries allows you to view the reports, created by the queries, without having to redesign them each time. Access to the queries functions is located on the grid's top line menu under ***Report Queries.***

- **See SQL for Current Report**

  Select ***VIEW SQL FOR CURRENT REPORT*** from the ***REPORT QUERIES*** menu to see how the current database table appears as a query.

- **Save Current Report Query As...**

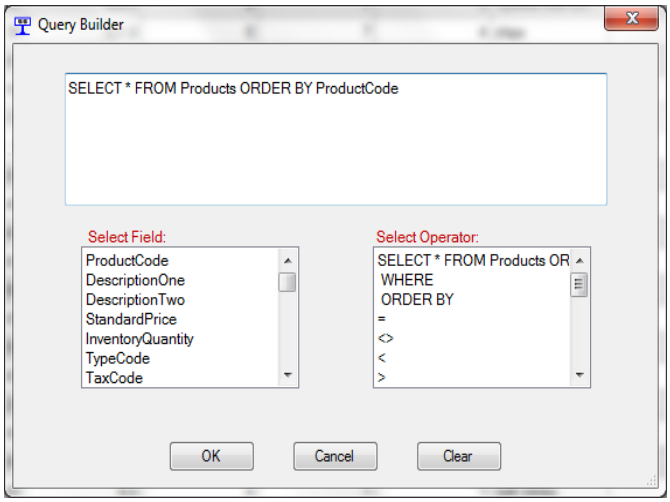
  Save the current query by selecting ***SAVE CURRENT REPORT QUERY AS...*** from the ***REPORT QUERIES*** menu. Then provide a title for the query as prompted. This query can then be recalled under that title by selecting the ***OPEN SAVED REPORT QUERY*** menu selection.

- **Open Saved Report Query**

  Previously saved queries are available by selecting ***OPEN SAVED REPORT QUERY*** from the ***REPORT QUERIES*** menu.

- **Create New Report Query**

  Select ***CREATE NEW REPORT QUERY*** to bring up the handy **Query Builder Window**. This window does most of the work of building a query for you. You simply point and click the fields and operators and the system builds the query for you.



Select Query Builder

SELECT QUERIES (Report Queries)

While you can write select queries that do not contain the database tables' "primary key field" (the column used to identify the record/row), if you do so, you will not be able to save any changes you make to the data. The system would not know where to save the changes. So when creating queries without the primary keys, functions will be limited to viewing or printing reports.

Primary Keys:

Product database table = ProductCode
Customer database table = CustomerCode
Employee database table = CashierID
Sales Totals database table = Record

Quote Marks in Queries

In a query, any text field comparisons must be enclosed in double quotes "text information" while numeric information is not enclosed.

Upper and Lower Case

Upper and lower case is ignored during the sorting and comparing of database fields. So the query:

SELECT * FROM Products ORDER BY DescriptionOne

would return:

Description One
anchovies
Art
BOOKS

bulls

Similarly, the query,

SELECT * FROM Products WHERE Vendor="ABC Company"

will return all or any of the following:

ABC Company
abc company
ABC COMPANY
aBc ComPany

Selecting

SELECT and **FROM** identify the database table and the fields desired. The asterisk "*****" returns all fields.

SELECT ***list field names or asterisk*** FROM ***database table name***

- ***SELECT * FROM Products***

returns the entire "Products" database table.

- ***SELECT ProductCode, DescriptionOne, InventoryQuantity FROM Products WHERE InventoryQuantity<0***

returns just the ProductCode, DescriptionOne, and InventoryQuantity fields from the **Products** database table which have an inventory quantity less than zero.

Where Clause

WHERE is the conditional part of the query. It is generally used with one of the comparison operators equal to, less than, or greater than:

- ***SELECT * FROM Products WHERE StandardPrice > 10***

Select query selecting all records where the Standard Price is greater than 10.

- ***SELECT * FROM Products WHERE VendorCode = "ABC Company"***

Select all records where the vendor is the "ABC Company".

- ***SELECT * FROM Products WHERE InventoryQuantity > 10 AND StandardPrice > 100***

Selects all records where the inventory quantity is greater than 10 and the standard price is greater than $100.

- ***SELECT * FROM Products WHERE LEFT(ProductCode,2) = "V2"***

Selects all records from Products where the left two characters of the ProductCode field equal "V2".

- ***SELECT * FROM Products WHERE RIGHT(ProductCode,4) = "Inch"***

Selects all records from Products where the last four characters of the ProductCode field equal "Inch".

- ***SELECT * FROM Products WHERE MID(ProductCode,2,3) = "xyz"***

Selects all records from Products where the three characters starting at the second position of the ProductCode field are equal to "xyz".

- ***SELECT * FROM Products WHERE LEFT(VendorCode,3) = "ABC"***

Selects all records from Products where the first three characters of the Vendor field equal "ABC".

Sort Order

The ORDER BY clause is to specify the sort order.

- ***SELECT * FROM Products ORDER BY DescriptionOne***

Selects all from Products and sorts by the DescriptionOne field.

- ***SELECT * FROM Products ORDER BY DescriptionOne DESC***

Selects all from "Products" and sorts by the DescriptionOne field (descending order).

- ***SELECT * FROM Products ORDER BY VendorCode, DepartmentNumber***

A double sort query--first sorted by vendor, then by department number.

- ***SELECT * FROM Products ORDER BY DescriptionOne, DescriptionTwo, ProductCode***

A triple sort query, sorting by both description fields, then by ProductCode.

Update Queries

Update queries are extremely powerful database tools. They allow for making global changes to your data that can save you hours of time punching in new or changing existing data.

Because the data is changed rapidly and completely, always make a backup with Regit Express backup utility prior to executing an update query. That way, any mistakes or unexpected results, can be reversed.

OpenText and OpenNumber fields are included is some database tables. These open fields can be used for obtaining the results of calculations or for temporarily holding information.

Select ***EXECUTE UPDATE QUERY*** from the ***REPORT QUERIES*** menu to bring up the **Update Query Window**. The program will check to see if you wish to backup before entering the ***Build*** **Query Window**. ***Update Queries*** cannot be saved and recalled as ***Select Queries*** can.

Here are some sample Update queries that may be useful when designing your own:

- ***UPDATE Products SET PromotionalPrice = Standard Price * .75***

Updates the Products database table's PromotionalPrice field to equal .75 times the Standard Price field.

- ***UPDATE Products SET PromotionalPrice = Standard Price * .75 WHERE DepartmentNumber = 5***

Same query as above but updates only those records where the department is equal to 5.

- ***UPDATE Products SET OpenNumber1 = YearSales - (CurrentCost * YearQty) WHERE YearQty > 1***

This query will place the profit, by line item for year-to-date, into the OpenNumber1 field. Add (sum) the OpenNumber1 column for total annual profit.

- ***UPDATE Products SET OpenNumber1 = MonthSales - (Cost * MonthQty) Where MonthQty > 1***

This query will place the profit, by line item for the month-to-date, into the OpenNumber1 field. Add the Open Number 1 column for total profit for the month.

- ***UPDATE Products SET OpenNumber1 = DaySales - (Cost * DayQty) Where DayQty > 1***

This query will place the profit, by line item for the day, into the Open Number 1 field. Add (sum) the Open Number 1 column for total profits for the day.

- ***UPDATE Products SET OpenNumber1 = 0***

Zero the open number 1 field.

- ***UPDATE Products SET OpenText1 = ""***

Empty the open text field.

- ***UPDATE Products SET TaxCode = 1***

Turn on Tax Code 1 for all products.

- ***DELETE FROM Customer***

Deletes the entire Customer database table--see how easy? This is why you backup before using update queries.

- ***DELETE FROM Products WHERE VendorCode = "XYZ Company"***

An update query that deletes all records for "XYZ Company".

Exporting From the Grid

The Office's Grid allows exporting to .csv files (aka ASCII comma delimited files). These files can then be opened within most spreadsheets programs (Excel, Open Office, Google Spreadsheets, etc.). The export function is accessed on the Grid's FILE menu. Export selections include Export All or Export Selected. Export All exports the entire data currently residing on the grid. Export Selected exports only the data that has been selected/highlighted on the grid.

When opening the exported file in a spreadsheet, most spreadsheet programs will recognize the .csv formated file and will provide a beginning configuration menu. If you are exporting product information that includes the product code (UPC), it will likely be necessary to identify this field as a text field. If you do not, it will attempt to convert it to a number, dropping off leading zeros or other modifications. If any other alphanumeric fields that begin with a number (such as a date, transaction number, etc.) do not import correctly, it will be necessary to identify them as text fields also. Any field you do not want modified should be identified as a text field (column).

By default Regit Express exports the data with column headings. If these headings are not wanted, the data can optionally be exported without them. To do so, go to the Office's SETUP, SYSTEM OPTIONS, MISCELLANEOUS tab, and check the box "Exclude Headers when Exporting Grid Data".

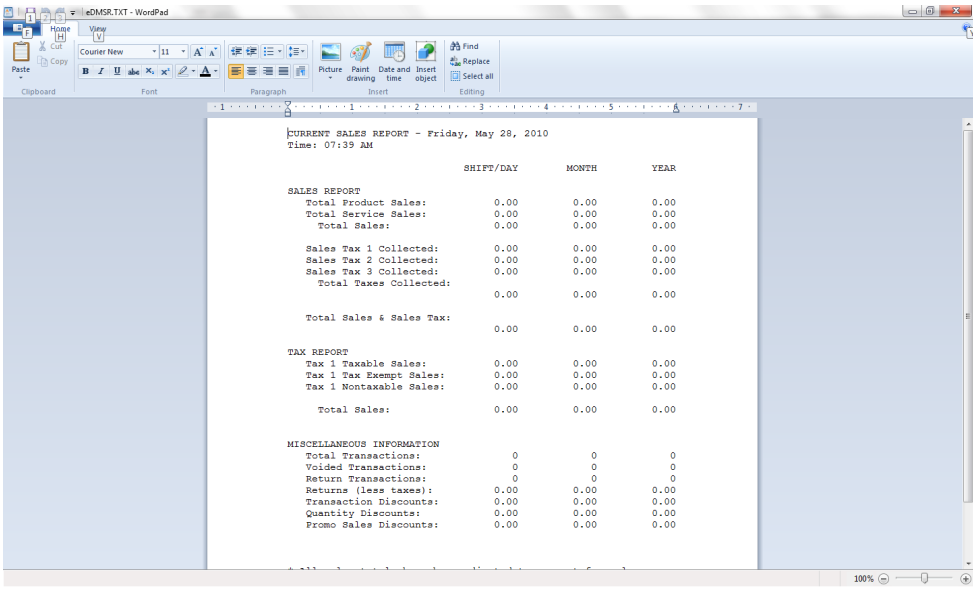
While the Grid Export function's main usefulness is to export the results of database queries, the entire database may be exported if necessary. Depending on the machine's memory and virtual memory settings, the export function may not be able to export extremely large databases. Specific product and customer information can alternatively be exported on the Office's Utilities menu which does not have any size limitations.

REPORTS

Along with the ability to design endless reports from any **"Opened"** database table grid (previous section), **Regit Express** has predefined, commonly used reports. These reports are accessible from the **Regit Express Office's** ***Sales Reports*** menu.

Current Sales Report

The current sales report shows the latest sales figures for your business. If you were to close the register, the current sales report would be written as the Closing Sale Report for that day or shift.
The Current Sales Report is opened in Window's Wordpad.



```
CURRENT SALES REPORT - Friday, May 28, 2010
Time: 07:39 AM

                                   SHIFT/DAY        MONTH         YEAR

SALES REPORT
   Total Product Sales:             0.00           0.00          0.00
   Total Service Sales:             0.00           0.00          0.00
     Total Sales:                   0.00           0.00          0.00

   Sales Tax 1 Collected:           0.00           0.00          0.00
   Sales Tax 2 Collected:           0.00           0.00          0.00
   Sales Tax 3 Collected:           0.00           0.00          0.00
     Total Taxes Collected:
                                    0.00           0.00          0.00

   Total Sales & Sales Tax:
                                    0.00           0.00          0.00

TAX REPORT
   Tax 1 Taxable Sales:             0.00           0.00          0.00
   Tax 1 Tax Exempt Sales:          0.00           0.00          0.00
   Tax 1 Nontaxable Sales:          0.00           0.00          0.00

     Total Sales:                   0.00           0.00          0.00


MISCELLANEOUS INFORMATION
   Total Transactions:                 0              0             0
   Voided Transactions:                0              0             0
   Return Transactions:                0              0             0
   Returns (less taxes):            0.00           0.00          0.00
   Transaction Discounts:           0.00           0.00          0.00
   Quantity Discounts:              0.00           0.00          0.00
   Promo Sales Discounts:           0.00           0.00          0.00
```

Past Closing Sales Reports

Every time you close the register, a copy of the Closing Sales Report is saved for future reference. When selected, the Closing Sales Reports are displayed using Window's Wordpad. Closing Reports can be customized in the ***Office's Setup, System Options, Closing Report*** tab.

The Sales Totals Database Table

Sales totals are kept and adjusted by the program and should normally not require any further adjustment by the user. However, if necessary, any of the sales totals may be directly adjusted by opening the **Sales Totals** database table. Do not change the structure of this database, as the program expects all records to be in the appropriate location.

The first column (field) in each record contains the record number. The second column contains the record description, and the third column contains the current sales total. The remaining 12 columns contain the archived months. The current totals are moved to these columns when the corresponding month is closed.

Sales Returns and Sales Reports

The system automatically adjusts sales totals and sales tax totals to account for sales returns. All sales reports show sales figures that are net after sales returns. In other words, sales returns are subtracted from sales totals (and taxes from tax totals) providing reduced amounts which already account for sales returns.

The total sales returns are provided in ***the Miscellaneous Information Sales Report*** for your information. But remember that it is not necessary to subtract these returns from sales to arrive at your net sales.

MANAGEMENT REPORTS

The Management Reports are two separate reports; the ***Profit Report*** and the ***Inventory Value Report.*** These reports work with departments 1 through 99 (see **Departments** later in this Chapter) to provide information by department, or by the total inventory. The data for these reports are taken from the **Product** database tables. Each record must be read before the various report totals can be calculated. For this reason, there is a brief waiting period (varies according to size of database) while calling either of these reports.

Note: These two reports should not be used instead of the Sales Reports for recording your accounting data. The Sales Reports contain the penny-accurate totals. These two reports are constructed from the individual item totals and are not running sales totals. Items deleted from the database are not included in these report's totals. Also, when using Inclusive tax, the tax is subtracted out of the sales. This can cause rounding errors/differences compared to the calculations for the tax in the individual transactions. However, the reports do provide a sound approximation of the stores activity on which to base management decisions.

Profit Report

This report provides sales, cost, and profits for the entire inventory, for those items in departments 1 through 99, and individually by departments.

The profit column will only be accurate if the current cost field for the items are complete. If the cost field will not be kept accurate for all products, but you wish to keep track of the profitability for certain items, then place those products you wish to track accurately into their own department.

Inventory Value Report

This report provides both the cost and retail value of the inventory. The report only calculates items with a product *type code* (*type code 0*). Any negative inventory quantities are ignored in the calculations. Totals are provided for all departments, for those products in departments 1 through 99, and individually by departments.

Commission Reports

If commissions are not used for your business, then completely ignore this section.

Regit Express can calculate separate commissions for both products and services. This makes it easy to allow for different commission rates for each category. In addition, commission rates can be different for each employee.

Regit Expess Office's sales reports menu "Employee Commissions" brings up the utility that will calculate and print a commission report for any selected employee and any selected date range. (Note: Commission tracking was added to Regit Express in version 4.0.2.6, commission sales made prior to the date the upgrade was installed will not be available.).

Commissions are controlled through the CommissionCode field and CashierID fields in the Product database table. Every product has three possible codes:

• ***Commission Code 0:*** No employee commission total will be calculated for this product, or service (default).

• ***Commission Code 1:*** The currently identified cashier receives the commission for this product or service. If you are not using employee passwords, ensure employee commission records are being updated by selecting one of the options on the System Setup's Security tab. If an employee is not identified at the time of sale, then no commission will be recorded for Commission 1 coded items.

• ***Commission Code 2:*** The employee in the **Product** database table's CashieID field receives the commission for this product or service. Note: If the employee identified in the ***Employee ID*** field is not a valid employee (does not match a CashierID in the **Employee** database table), then no commission total will be updated for this item.

A single transaction can have any combination of the above three types of commissions.

Commission rates for each employee are entered in the Employee database table at ProductCommissionPercent and ServiceCommissionPercent fields/columns. Enter the percentage as a decimal. For example 15% will be entered as .15, 5% as .05, etc. Please note that there are several commission columns in the Employee table that are no longer used by the system (payperiod, month, year, etc. commissions). These columns can be ignored.

Voids And Returns. Commissions are removed for voids, but not returns. Please Note that if a cashier voids a past transaction for another cashier's sale, the Commision Code 1 items commissions will be removed from the current cashier's commissions.

DEPARTMENTS

Departments are used by those who wish to obtain data broken into separate areas. The reasons for breaking information into separate areas vary widely.

If you have no need for information on a department level, then it is not necessary to assign departments.

Numbering Departments

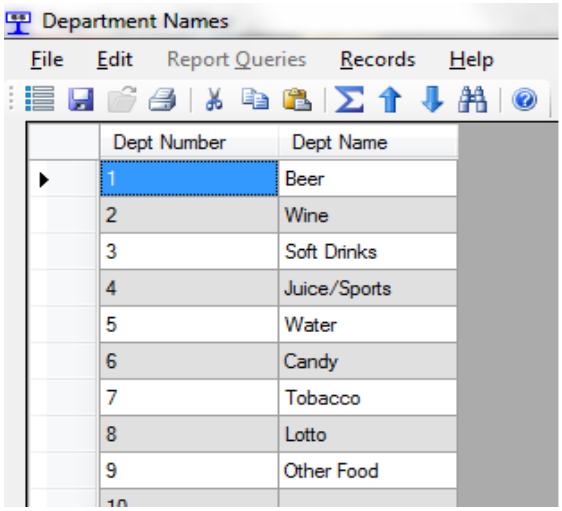
Each product has two fields in the product database associated with the department — ***DepartmentNumber*** and ***DepartmentName.*** You assign each product any department number between 1 and 99. Any department not assigned a department number will be assigned to department zero (0).

Naming Departments

Departments are named in the Department Names Database Grid ***(Office, File, Open Database Table, Department Names).*** In the grid are department numbers 1 through 99. Type in your departments names in the ***DeptName*** column next to the corresponding number in the

DeptNumber column. You may also make any changes to department names in this same manner. Save the table and exit after entering new or changing department names.

On the Main Regit Express Office menu select ***Utilities,*** then ***Write Department Names***. This utility will go through your product database and add (or change) the department names to match the corresponding department numbers.



Department Names

CLOSING THE MONTH AND YEAR

The month and year are closed from the Regit Express Office ***UTILITIES*** menu.

Close Month

The system requires the register be closed before closing the month (the system will notify if the register has not been closed).

Every month, the month sales totals should be closed to bring those month totals back to zero.

Closing the month clears (zeros) monthly running sales totals in the **Sales Totals** database table, **Products** database table, **Customer** database table, and **Employee** database table.

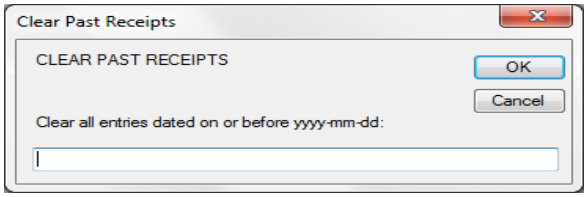
Close Year

The system requires that the register be closed prior to closing the year (the user will be notified if the register has not been closed). Closing the year clears (zeros) daily, monthly, and annual running sales totals in the ***Sales Totals*** database table, ***Products*** database table, ***Customer*** database table, and ***Employee*** database table.

CLEARING PAST INFORMATION

Several database tables contain dated information for your reference. The system does not use this information, it is there to keep you informed or to provide information on past activity. Each

of these areas may be cleared of past data by providing a date from which you wish to clear back from is a clearing utility.



Clear Past Receipts

Access these utilities from the **Regit Express Office *UTILITIES*** menu. They include ***Clear Past Receipts, Clear Product History, Clear Transaction Log,*** and ***Clear Tax Exempt.*** To clear the entire table, you would enter today's date. To clear all entries prior to the year 2010, you would enter **2009-12-31**.

Inventory Tracking

Some operations have no need for inventory tracking, but still need the sales data provided with a POS system. These are generally operations with very quick moving inventories or very slow moving inventories. You may let your inventories go negative from sales updating (this makes no difference to the system), or you may turn off inventory tracking. Check "Do not track/update inventory." in the Offices Setup, System Options, Miscellaneous Tab.

Importing and Exporting

Importing and Exporting product inventory and/or customers in Regit Express is available off the Regit Express Office's Utilities menu.

Working with ASCII Comma Delimited Files

ASCII (Standard Code for Information Exchange) Comma Delimited files are also sometimes referred to as text files or comma separated values. These files often have extensions of .asc, .csv, or .txt.

These files can be viewed and changed in Windows Notepad which will not change the format of the files.

Comma Delimited Record Format

In the comma delimited format, a comma separates each field within a record. The entire record will end with a carriage return and line feed (not visible in most programs).

field 1, field 2, field 3, field 4, field 5<CR><LF>

An example of a file might look like this:

```
089976533, Blueberry Jelly, 3.24, 8, T788
098393992, Strawberry Jelly, 2.38, 6, T738
099338483, Grape Jelly, 197, 9, T745
```

Sometimes alphanumeric fields are enclosed in quotes. This method is used so commas can be distinguished within a field (i.e. "Memphis, TN"). Both methods function the same within the Regit Express. The above file would look like this:

```
"089976533", "Blueberry Jelly", 3.24, 8, "T788"
"098393992", "Strawberry Jelly", 2.38, 6, "T738"
"099338483", "Grape Jelly", 1.97, 9, "T745"
```

Sometimes the first record in an ASCII file will contain the field names. For example:

```
Item Number, Description, Price, Inventory, Location
089976533, Blueberry Jelly, 3.24, 8, T788
098393992, Strawberry Jelly, 2.38, 6, T738
099338483, Grape Jelly, 197, 9, T745
```

It is usually necessary to tell the program that will be using the ASCII file that the first record contains the field names. With the Regit Express import utilities, there is a check box to identify this situation.

ASCII uses quote marks to distinguish between alphanumeric and numeric data. Placing quote marks or using the quote mark to indicate inches " into product descriptions, codes, or any other fields will cause you to lose importing/exporting capabilities until these are removed.

Testing ASCII Comma Delimited Files

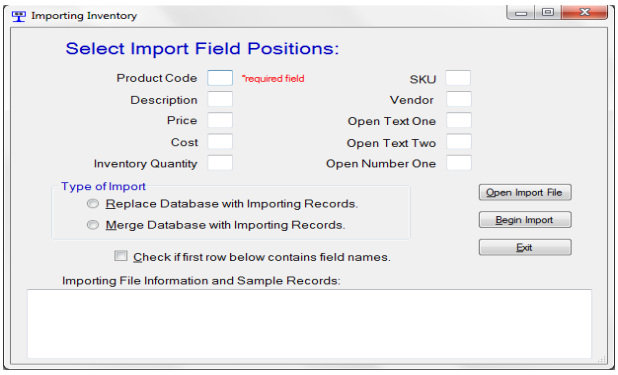
This utility tests ASCII comma delimited files for the correct number of fields in each record. When an error (incorrect number of fields) occurs, the program will stop, identifying the record number where the error was found. Any identified record should be examined for extra commas, unmatched or out-of-place quote marks, and the correct number of fields.

This procedure should be repeated until it can get through the entire file without encountering an error.

Exporting Products and Customers

Select ***Export Data*** from the Utilities menu, then select either Products or Customers. The system will tell you the name and path of the exported file..

Importing Product/Customer Records



(Note: The discussion in this section focuses primarily on the product database, however, the **customer database** will have identical or similar characteristics.)

Regit Express can import an existing database into its Product database table. The imported records can replace an existing database, fill an empty database, or merge with an existing database.

The database being imported must be in ASCII comma delimited format. This format can be "Saved As" with most of the common spreadsheet and database programs (OPEN OFFICE, EXCEL, ACCESS, PARADOX, LOTUS, etc.). This type of file can be referred to as a text file, comma separated ASCII, comma separated values (csv), and sometimes uses file extensions such as .asc, .txt, and .csv. Sometimes alphanumeric characters are enclosed in double quotes "xxxxxx" and sometimes they are not. A sample record might look like this:

"09823338432","9-Digit Calculator",8,"XYZ Inc.",0,1,7,12.95,6.50

The above record has a total of 9 fields (number of commas plus one). This record could also appear without the quotes as:

09823338932,9-Digit Calculator,8,XYZ Inc.,0,1,7,12.95,6.50

and it would make no difference to the importing routine.

The import function allows importing the 10 most commonly imported fields. Most other fields will not be relevant to the Regit Express database (see ***Entering Other Fields***).

We will use our example record to explain the import process:

1. Before importing the ASCII file, first run the ASCII test utility on the file to make sure each record is the correct length (see ***Testing ASCII Comma Delimited Files*** in this section under ***Working With ASCII Comma Delimited Files***.)

2. Click on the ***Open Import File*** button and identify the file to import from the Open Dialog Box.

3. Enter the field location next to the import field it represents. In the example database, 5 of the 9 fields will be imported. The first field is the ProductCode, so a 1 is placed in that box, next is the description so a 2 is placed next to the description box, the price field is the eighth field so an 8 is placed in the price box, the cost is the ninth field so a 9 is place is the cost box, the last field being imported in this example is the vendor field. The vendor field is located in position four so a 4 is placed in the vendor code box. All other boxes are left blank.

4. Select the "Type of Import". Replace existing data (or an empty database), or merge with existing data.

5. Be sure to check if the first record contains the field headings.

6. Click on the "Begin Import" button.

Description Field

If the description being imported exceeds 25 characters, the second 25 characters (or remaining characters) will be placed in the DescriptionTwo field. You may want to edit these descriptions and break them at a more natural separation point.

Common Importing Problems

Importing must be accomplished perfectly. Unfortunately, even an expert may have to do it several times before getting it right. Some of the common (but by no means the only) problems are:

- Identifying the fields in the incorrect order.
- Double quotation (") marks existed somewhere in your product descriptions or ProductCodes. The double quotation mark is used by ASCII to specify an alphanumeric field. If it comes across one in the product description (many times they are used to indicate inches), it will think that is the end of the field. From that point on, your database will be incorrect. Use a text editor to search for stray double quote marks. Also the ASCII Test Utility will identify this problem.
- Incorrect number of fields in a record. Again, use the ASCII Test Utility to identify the offending record.
- Header information if included in the file, in front of the first record. Be sure to check if the first record contains the field names.
- If you edit the file with Wordpad, make sure to save it as "text only" and not in the Wordpad format. (Notepad always saves in the correct format)

Cash Paid Out

The cash paid out feature is generally used for paying vendors from the cash register drawer. The payout should not have anything to do with the sale of merchandise to a customer, but will probably be a business expense or a purchase (cost of goods sold item).

From the Cash Register menu, select ***ACTION, CASH PAID OUT***, then fill in a dollar amount and explanation for the payout. The explanation should be complete enough so your accountant or bookkeeper can determine the expense category the payout will be charged to.

Each payout is recorded in the Paid Out database table. Print a report from this database table so your accountant or bookkeeper can charge the expenses to the appropriate categories.

Discuss with your accountant or bookkeeper how often they will want a copy of the report.

Cash Paid Out is automatically subtracted from the Drawer Total's Cash.

A Cash Paid Out can be reversed by entering a negative for the amount.

Cash Paid Out Printed Voucher

Customizable Cash Paid Out Vouchers are available for printing the last cash paid out. Follow these steps:

1. Create your standard voucher using Windows Notepad or your favorite text editor. It may be easier to just modify the existing paidout.txt file, so open paidout.txt with Windows Notepad.

2. The customized file is named paidout.txt and it is in the \RegitExpressV4\POSData folder or for Register 2 it would be \RegitExpressV4R2\POSData etc..

3. Save it as a text document (Windows Notepad automatically saves as a text doc).

4. The following codes will print specific information from the last recorded cash paid out. Each code must be located on a separate line (see the paidout.txt file example).

   TTTTT (5 T's) = Time
   DDDDD (5 D's) = Date
   AAAAA (5 A's) = Paid Out Amount
   XXXXX (5 X's) = Explanation
   KKKKK (5 K's) = IdentityKey (unique number for cross-referencing to the database)

Your standard receipt heading will be placed as the heading on the voucher.

To print, select FILE, PRINT CASH PAID OUT or CTRL-H.

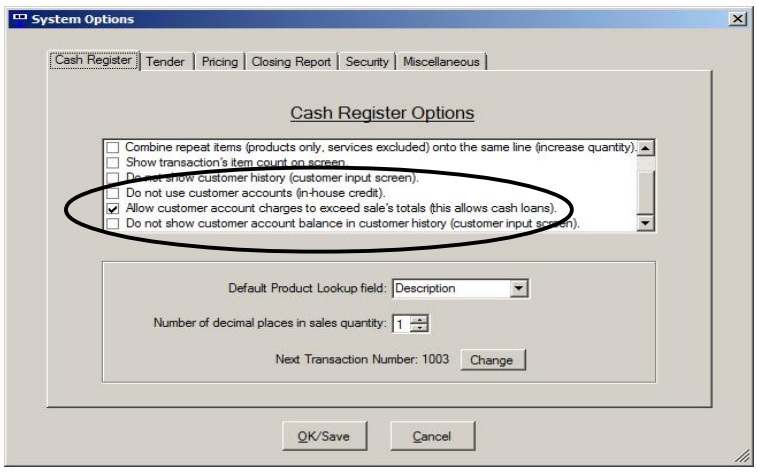
CHAPTER FIVE

CUSTOMER ACCOUNTS

Setup

From the Office's Setup, System Setup menu there are three options for controlling customer accounts.

Do not use customer accounts – By default, the system will accept charges to customer accounts for payment of sales transactions. To stop the tender window from allowing ON ACCOUNT as a tender category check this option.



Allow customer account charges to exceed sale's totals – Select this option to allow cashiers to effectively loan cash to customers (provided as change to the transaction). The cash will be charged to the customer's account. This option may also be password protected to allow a greater selection of who may or may not provide cash loans.

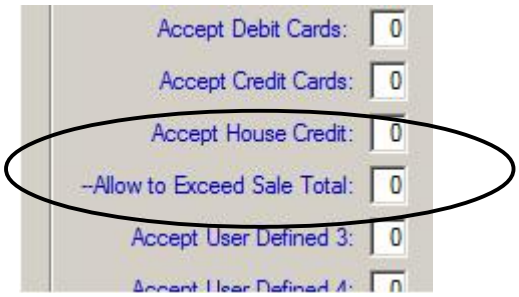
Do not show account balances in customer history – The cash register's customer history shows the current account balance when a customer is identified with a transaction. Check this box if you do not want these balances shown in customer history.

Customer Account Passwords

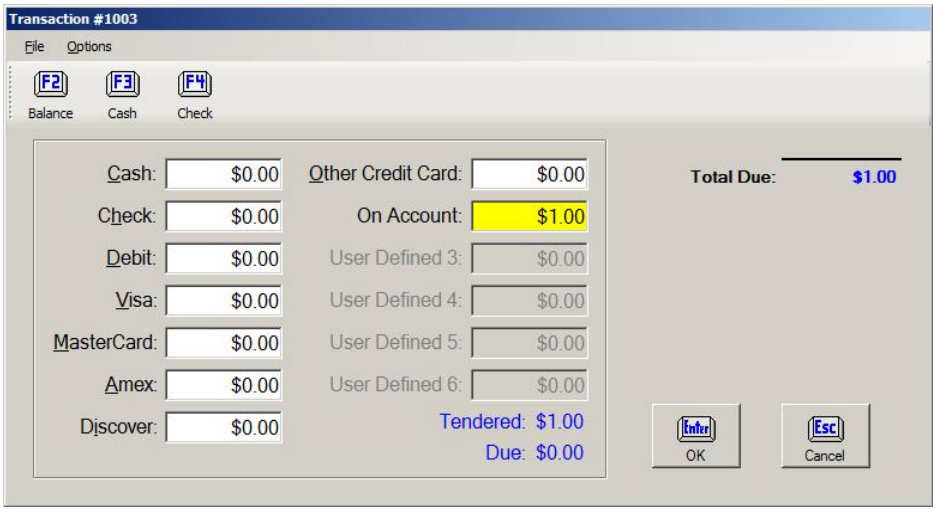
Two cash register passwords apply to customer accounts.

Accept House Credit will require a password level exceeding the entered level to charge sales

- **Allow to Exceed Sales Total** allows the cashier to charge more than the sale amount to an account if the appropriate password level is available. This effectively allows the cashier to give the customer a cash loan provided through the change function. The loan will be charged to the customer's account. The setup option to allow providing cash back from accounts must also be set for this password to be effective (see above setup section).



Tendering a Charge to an Account



The amount being charged to an account is entered in the ***ON ACCOUNT*** tender box. If the entire amount of the transaction is being charged, select the ***ON ACCOUNT*** box and click Balance or F2 to automatically file in the transaction amount. You may also split a charge to an account by entering the amounts to any combination of the cash, check, debit, credit, or user defined and the on account amount.

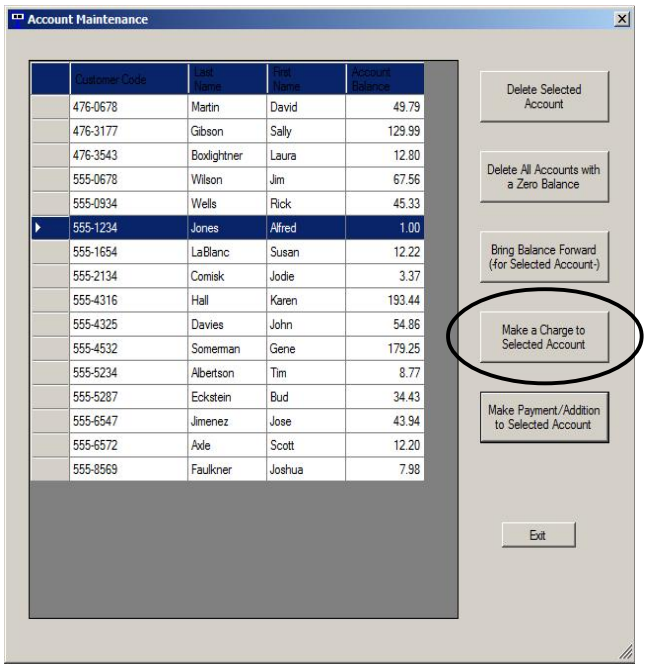
Note that the customer will need to be identified during the transaction before a charge to their account can be completed.

Non Register Charge to Account

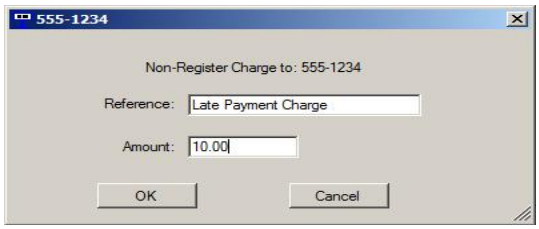
You may wish to occasionally make a non register charge to account. A reason might be for a late payment charge or interest charge. (Note that late payments or interest payments are income which is not tracked by the system.)

On the Office's Account menu select ***Account Maintenance***.

Highlight the Account to charge, then click the ***Make a Charge to Selected Account*** button.



Then enter the reference and amount:



Payments To Accounts

There are two methods for recording payments to accounts.

Method 1: Payments at the Register – payments at the register are generally payments made by on-site customers who want to make a payment while at your location. These type of payments can also be made as part of a regular sales transaction. Drawer totals will reflect the payment.

Method 2: Non Register Payments – non register payments are generally used when payments are made by mail and a customer receipt is not necessary. Current drawer totals are not affected. These type of payments are much quicker to record than processing a full transaction.

At the Register Payments To Accounts

Making a payment to an account at the register is very simple. To the cashier, it looks and is handled just as a product or service sale. To the program, however, it is a payment to an account and is recorded as such.

Payments on accounts may also be made during a sales transaction. The customer's receipt will show that they made a payment along with their purchases.

The **Product** database table comes setup with a payment record -- **PAY**, for "Payments on Account". You may add more or change these records if you desire. If you have upgraded from a version prior to featuring customer accounts or have deleted that record, you will need to add it back to the Product database. See Setting Up Additional Payment Records in this section.

If the cashier needs to know the customer's current account balance, that information can be seen when identifying the customer with the transaction. Detailed account information can be accessed in the Office (addressed later in this section).

To make a payment to account follow these steps:

- Identify the customer (the system will require this if forgotten).
- Enter the product code: **PAY**.
- The **Payment Window** will appear requesting the amount**.**
- Enter the payment amount and close the window.
- If applicable identify any other items being sold (the order is not important).
- Total and tender the transaction normally.
- The receipt will reflect the payment along with any purchases.

The tender categories should reflect the currencies that were actually paid with--if they paid with Visa, then record the tender in the Visa tender category, etc.

The account receivable totals for the customer will be automatically recorded and adjusted to reflect the payment.

Setting Up Additional Payment Records

As mentioned, you may set up as many payment records as you desire. This is handy for using the receipt to explain the transaction to the customer. For example, some prefer their customers to pay a monthly fixed amount. While they could change the amount and month manually during the transaction, it would be easier to add additional records. In this example we will add a payment record for $25 for the month of January.

To set up a new payment record:

- Open the **Product** database table in **Office**.

- Enter a product code in the ***Product Code*** field/column. It may be anything you like. We will use "JANPAY" for our example.

- Enter a description. This will print on the customer's receipt so make it descriptive. We will enter "Jan Payment to Account".

- Enter the payment type code 2 in the ***Type Code*** field/column. This is important, if the type code is not correct, the system will not recognize it as a payment.

- Place a one in the Standard Sales Quantity field to prevent the system from prompting the cashier for the quantity with each payment.

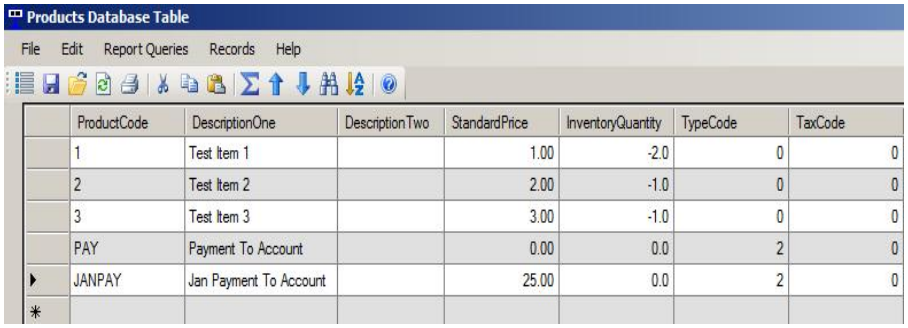
- Be sure to enter a zero as the tax code. You don't want to charge tax for a payment. The customer was already charged taxed at the time of sale.

Note: The system automatically sees a payment as nontaxable even if their is another tax code in the database.

- Normally the standard price will be zero, because the payment amount will be entered at the time of sale. However, if standard payments are common ($5 , $10, $25, etc.), then they may be added to the payment records collection--there are no limits to the number that may be included. We are using $25 for this example.

- Return to the first step to make any additional payment records.

- Save and Close the **Product** database table. That's it, you may now enter ***JANPAY*** as a ***Product Code*** during a transaction to make a payment.

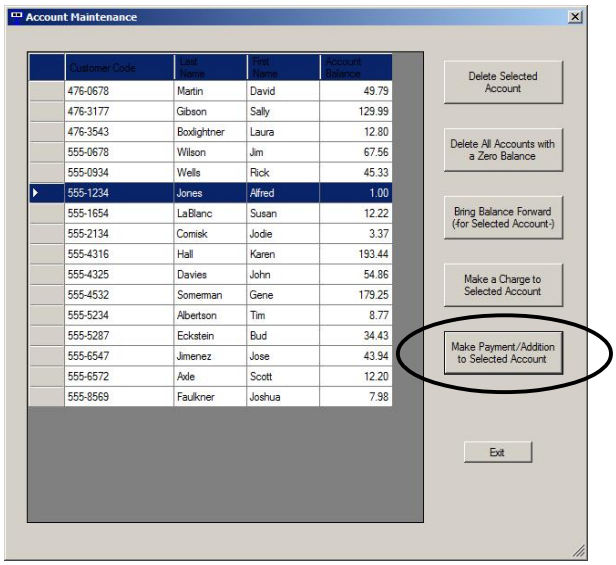


ProductCode	DescriptionOne	DescriptionTwo	StandardPrice	InventoryQuantity	TypeCode	TaxCode
1	Test Item 1		1.00	-2.0	0	0
2	Test Item 2		2.00	-1.0	0	0
3	Test Item 3		3.00	-1.0	0	0
PAY	Payment To Account		0.00	0.0	2	0
JANPAY	Jan Payment To Account		25.00	0.0	2	0

Non Register Payments to Accounts

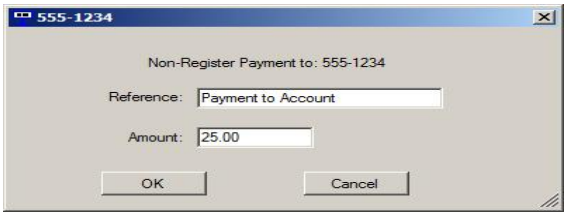
On the Office's Account menu select ***Account Maintenance***.

Highlight the Account to add a payment to, then click the ***Make Payment/Addition to Selected Account*** button.



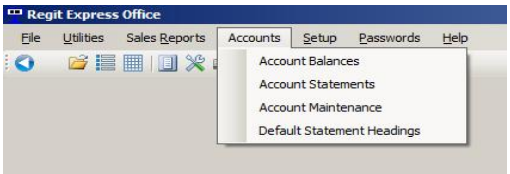
Customer Code	Last Name	First Name	Account Balance
476-0678	Martin	David	49.79
476-3177	Gibson	Sally	129.99
476-3543	Boxlightner	Laura	12.80
555-0678	Wilson	Jim	67.56
555-0934	Wells	Rick	45.33
555-1234	Jones	Alfred	1.00
555-1654	LaBlanc	Susan	12.22
555-2134	Comisk	Jodie	3.37
555-4316	Hall	Karen	193.44
555-4325	Davies	John	54.86
555-4532	Somerman	Gene	179.25
555-5234	Albertson	Tim	8.77
555-5287	Eckstein	Bud	34.43
555-6547	Jimenez	Jose	43.94
555-6572	Axle	Scott	12.20
555-8569	Faulkner	Joshua	7.98

Then enter the payment amount:



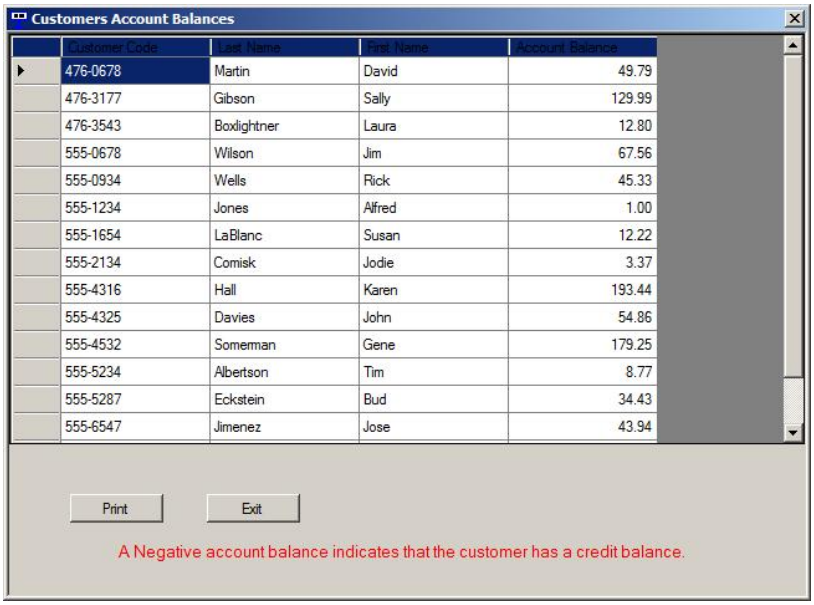
Statements and Reports

Account statements and reports are accessed off the Office's top line menu ***Accounts***:



Account Balances

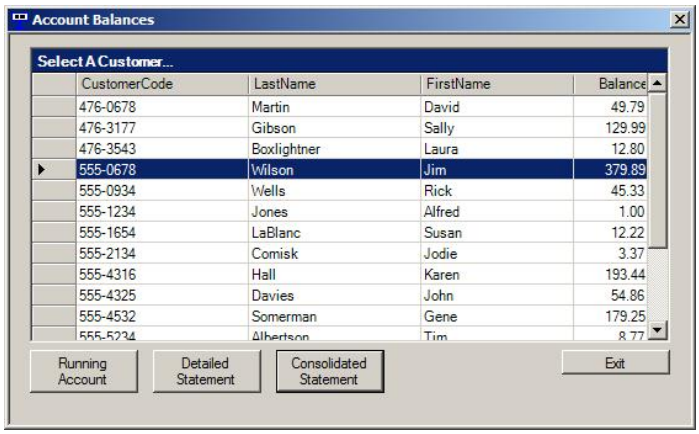
Account Balances lists each customer where a customer account has previously been charged. Accounts are sorted by customer code by default. To resort by last name or another column, simply click the column's name in the column heading. As with all statements and reports, any negative balances indicate the customer has a credit balance (an amount you owe that customer or the customer has prepaid).



Customer Code	Last Name	First Name	Account Balance
476-0678	Martin	David	49.79
476-3177	Gibson	Sally	129.99
476-3543	Boxlightner	Laura	12.80
555-0678	Wilson	Jim	67.56
555-0934	Wells	Rick	45.33
555-1234	Jones	Alfred	1.00
555-1654	LaBlanc	Susan	12.22
555-2134	Comisk	Jodie	3.37
555-4316	Hall	Karen	193.44
555-4325	Davies	John	54.86
555-4532	Somerman	Gene	179.25
555-5234	Albertson	Tim	8.77
555-5287	Eckstein	Bud	34.43
555-6547	Jimenez	Jose	43.94

Account Statements

Regit Express offer's three types of account statements, Running Accounts, Detailed Statements, and Consolidated Statements.



CustomerCode	LastName	FirstName	Balance
476-0678	Martin	David	49.79
476-3177	Gibson	Sally	129.99
476-3543	Boxlightner	Laura	12.80
555-0678	Wilson	Jim	379.89
555-0934	Wells	Rick	45.33
555-1234	Jones	Alfred	1.00
555-1654	LaBlanc	Susan	12.22
555-2134	Comisk	Jodie	3.37
555-4316	Hall	Karen	193.44
555-4325	Davies	John	54.86
555-4532	Somerman	Gene	179.25
555-5234	Albertson	Tim	8.77

Running Account

The running account is handy for businesses that allow charging to an account but do not send out statements. This report/statement shows all accounts and their current balance.

Date	Transaction No.	Reference	Charge	Payment
2012-12-08	22522	Electric Winch	249.99	
2012-12-08	22522	30 ft Tape Measure	7.99	
2012-12-08	22522	Solid Steel Hammer	8.99	
2012-12-08	22522	Miter Saw w/laser	149.99	
2012-12-08	22522	Sales Tax	31.27	
2012-12-01	22021	Payment To Account		200.00
2012-11-08	19020	48 Inch Level	18.99	
2012-11-08	19020	Cordless Drill	37.88	
2012-11-08	19020	Sales Tax	4.27	
2012-10-18	18219	Socket Set	28.77	
2012-10-18	18219	Cordless Drill	37.88	
2012-10-18	18219	Electric Tape	3.87	

Statement Headings

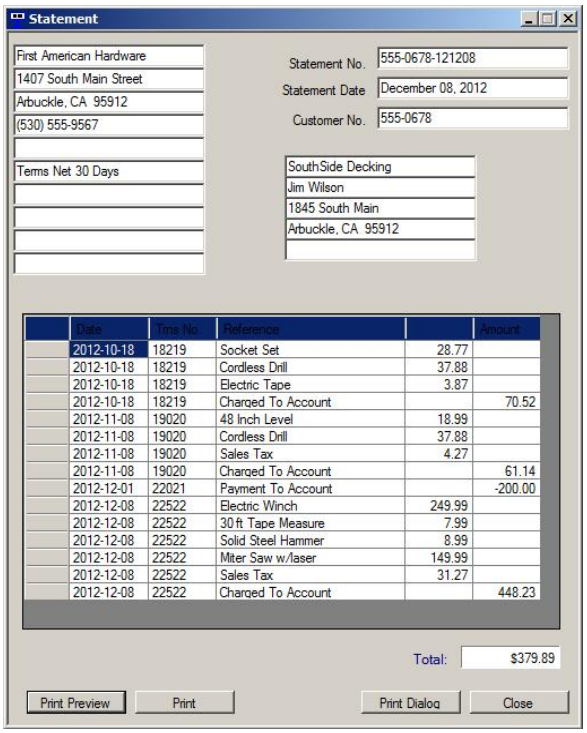
Ten lines are available to print on customer detailed or consolidated statements. To save time, enter default information which will be automatically filled on each statement in the Default Statement Lines. This information may be modified prior to printing a statement.

Detailed and Consolidated Statements

Customer account statements may be either detailed or consolidated. Detailed statements show every charged item while consolidated statements just show transaction totals.

To print a detailed statement:

1. In the Office select ***Accounts***, then ***Account Statements.***
2. Highlight the customer from the list.
3. Select the ***Detailed Statement*** button.
4. Make any changes or additions to the heading information.
5. Select the ***Print*** button.



STATEMENT

First American Hardware
1407 South Main Street
Arbuckle, CA 95912
(530) 555-9567

Terms Net 30 Days

SouthSide Decking
Jim Wilson
1845 South Main
Arbuckle, CA 95912

Statement Number:
555-0678-121208
Statement Date:
December 08, 2012
Customer Number:
555-0678

Date	Trns No.	Reference		Amount
2012-10-18	18219	Socket Set	28.77	
2012-10-18	18219	Cordless Drill	37.88	
2012-10-18	18219	Electric Tape (Qty=3)	3.87	
2012-10-18	18219	Charged To Account		70.52
2012-11-08	19020	48 Inch Level	18.99	
2012-11-08	19020	Cordless Drill	37.88	
2012-11-08	19020	Sales Tax	4.27	
2012-11-08	19020	Charged To Account		61.14
2012-12-01	22021	Payment To Account		-200.00
2012-12-08	22522	Electric Winch	249.99	
2012-12-08	22522	30 ft Tape Measure	7.99	
2012-12-08	22522	Solid Steel Hammer	8.99	
2012-12-08	22522	Miter Saw w/laser	149.99	
2012-12-08	22522	Sales Tax	31.27	
2012-12-08	22522	Charged To Account		448.23
			Amount Due	379.89

The same statement in the consolidated format would appear as:

STATEMENT

First American Hardware
1407 South Main Street
Arbuckle, CA 95912
(530) 555-9567

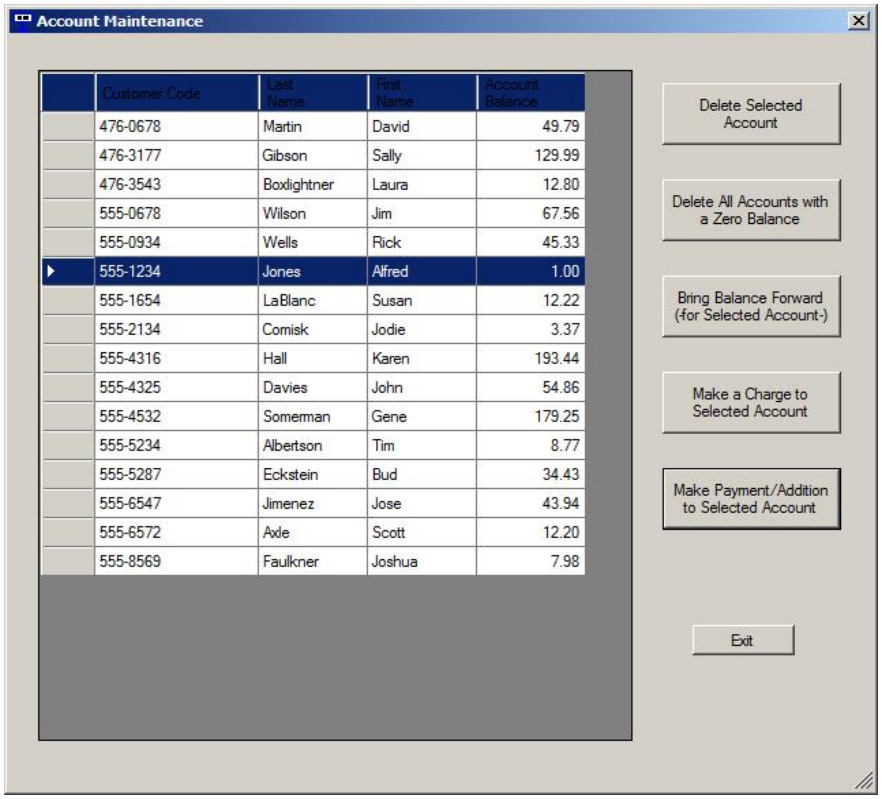
Terms Net 30 Days

SouthSide Decking
Jim Wilson
1845 South Main
Arbuckle, CA 95912

Statement Number:
555-0678-121208
Statement Date:
December 08, 2012
Customer Number:
555-0678

Date	Transaction #	Reference	Amount
2012-10-18	18219	Charged To Account	70.52
2012-11-08	19020	Charged To Account	61.14
2012-12-01	22021	Payment To Account	-200.00
2012-12-08	22522	Charged To Account	448.23
		Amount Due	379.89

Account Maintenance



Delete Selected Account

Deletes the highlighted account (all charges and payments).

Delete All Accounts With a Zero Balance

Deletes all customer accounts that have a zero balance.

Bring Balance Forward

Prompts for a date, then brings the balance forward to that date. The statement will show ***Balance Forward*** with the balance to the account on that date. If the balance forward is zero, the balance forward is eliminated along with the earlier charges and payments.

Add a New Account

There is also an ***Add a New Account*** button not shown on the above screen shot. It is normally not necessary to add a new account as this is automatic when an On Account tender is made during a transaction. Manually entering a new account can be useful when transferring balances from another system. The customer must be in the database first. So if a new customer, enter

their information in the customer database using the Transaction Screen's **Customer** selection ***F3***.

Appendix 1

Credit Card Software with Regit Express

Manuals for setup and using ***Assure, Xcharge XpressLink, or Merchant Warehouse*** are individually available on our website at www.free-pos-software.com/docs.htm.

Appendix 2

Working With Networked Registers (+)

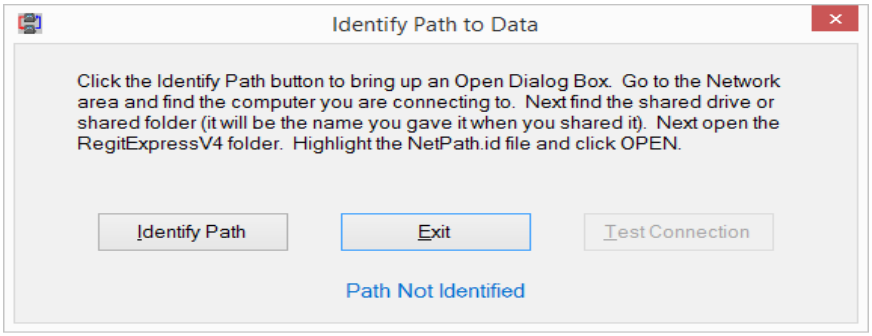
Register Two installs to the c:\RegitExpressV4R2 folder. It uses the local area network to connect to the computer running Register One. Regit Express databases will be located on the Register One computer and Register Two will update transactions to these databases across the network.

Establishing the Network Path to Your Database Files

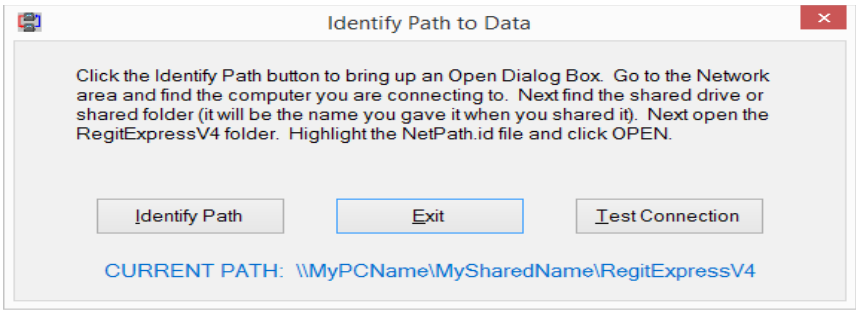
First share the Register One's RegitExpressV4 folder or the entire c: drive and give full read/write access permissions. Procedures for sharing and providing permissions variy with each version of Windows.

The Regit Express Plus database files are located in the file structure of the Register One computer. Register Two must have that path identified so the database files can be accessed across your network as transactions are processed.

Use the NetSet program that is included with Register Two's installation to identify the network path the Register one. The NetSet program will be located in Register Two's c:\RegitExpressV4R2 folder. The full name is NetSet.exe. Simply double click this file to begin.



After you have identified the path the results will look like this:

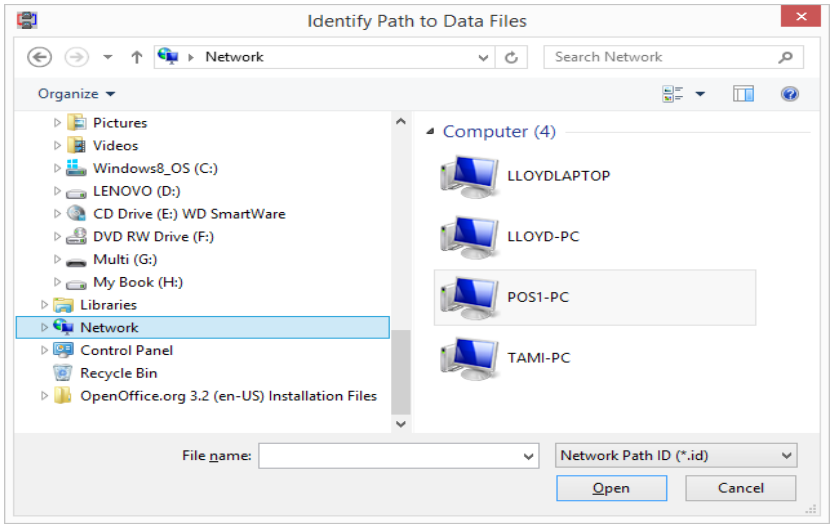


In the above example the computer name is MyPCName, the shared drive or folder name you gave it when you shared is MySharedName and last part of the path is the RegitExpressV4 folder.

Example:

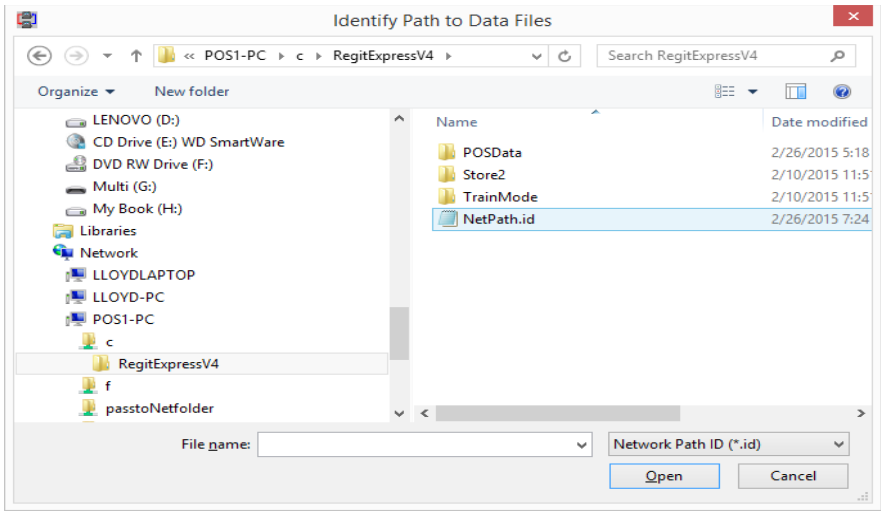
In the following example, the Computer Name is POS1-PC, the C: drive has been shared with full read/write permissions and given the shared name of “c”.

Click the Identify Path button to begin and you will get window similar to this:

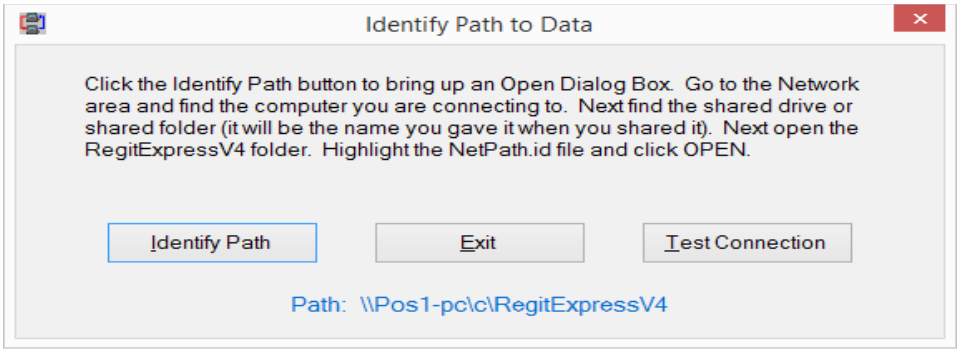


Find the “Network Section” as shown above, then find your Networked Computer (POS1-PC computer shown here).

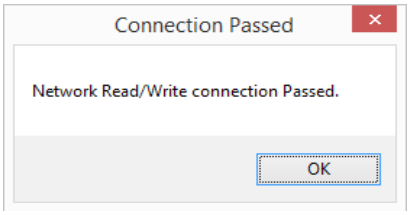
Continued to drill down through your shared name and open the RegitExpressV4 folder. Find the NetPath.id file, highlight it and click the Open Button.



The network path will then display:



Next test the read/write permissions by clicking the Test Connection Button. If you have full read/write permission, you will receive the following message:



The path is now established and saved so Regit Express will know where to access the database files.

Network Permission Denied Errors

Setting up a network on can be a difficult task as setup procedures change with each version of Windows. Getting your network to allow read/write access to the files on your primary computer (Register One) may take some work. Remember that Regit Express Plus cannot access files on the primary computer if you cannot access them outside Regit Express Plus. If you cannot get to the files through Windows Explorer/My Computer, then you cannot access them through Regit Express Plus.

As there can be a thousand reasons your network will not allow read/write access, it is not possible for us to help you set up your network. Go online and search for your error and you will find thousands of people with the same issue. You will also find about that many suggestions to correct it.

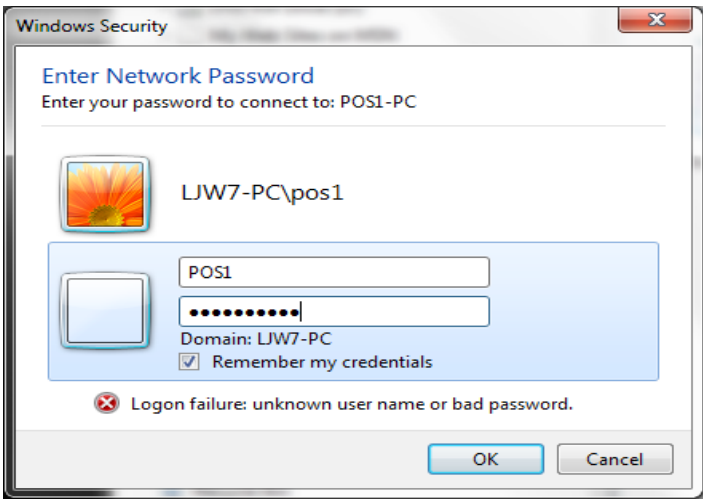
We will make one suggestion that may eliminate a lot of head scratching:

Set up one user account on each computer to match the User and Password on the Register One Computer which has the shared drive or folder (e.g. User: myPOS Password: myPassword). Then have cashiers log in through this user account whenever they intend to use the client register.

This common user suggestion is not necessary for all Windows Version combinations and setups. Many simply ask for credentials to allow access (see next section on Network Password). However some combinations and setups will not ask and simply deny access. In these cases using the same User Name and Password seems to be one way around it when nothing else seems to work.

Network Password

Windows allows you to password protect your network. If you do so, be sure to check the “Remember my credentials” box (shown below) when accessing the network from the Register Two computer. If you do not, each time you restart the Register Two computer you will need to either rerun NetSet or access the network through Windows Explorer or My Computer to re-enter the password that opens the network.



Working With the Grid When Networked

To prevent database concurrency errors, the grids will be read only when the other Register is running. Why is this? Consider this scenario. UserA opens the Product Database Table Grid. A widget on that table has a current inventory of 10 and day sales of 2. While the user is working with the grid, UserB on the other register is making sales. He sells 2 widgets which reduces the inventory to 8 and increases day sales to 4. Now UserA saves the open Product Database Table Grid. The actual inventory of 8 is replaced with the original 10 and the day sales are replaced with the original 2. In database language this is called a concurrency error. It is also a simple example of a concurrency error. Programmers that work with databases that update across networks must constantly be aware of where concurrency problems can occur and subsequently program to prevent them.

If you need to work with a grid with read/write permission, you will need to do one of three things on the other computer(s). First, you can simply exit the Regit Express Plus program on the other computer. Second, you can put the other computer is Standby Mode (File, StandBy Mode, or Ctrl-B). Third, the ***Lock Register*** function also puts the register in Standby Mode (Security, Lock Register, or Ctrl-X). Using the Lock Register requires a User Name and Password for re-entry.

DO NOT re-enter the program or take it out of StandBy Mode before you save the Grid, or it will automatically become read only and you will lose anything you had changed.

Transaction Numbers and the Network

In the network environment, new transaction numbers are sequentially assigned as the cashier moves from the main Cash Register Screen to the Tender Window. The first computer to enter the Tender Window receives the next available transaction number.

The Cash Register's Tender Window title bar displays the transaction number being processed. The next computer to enter the tender window will be assigned the next consecutive number.

The ***Void Last Transaction, Void then Restore the Last Transaction, and RePrint the Last Receipt*** refer to the last transaction made on the specific computer and not on the overall network.

Date/Time and Transaction Numbers

When a transaction is recorded in the Transaction Log, the date and time are taken from the Station's computer time. Because of this, each computer's time should be kept as accurate as possible.

The Transaction Log may record the time in a different order than the transaction numbers. To explain, consider this example:

Two stations are running—Register One and Register two. Register One enters the Tender Window and is assigned transaction number 1701, Register Two enters immediately after and is assigned transaction number 1702. However, Register One is conversing with the customer, and Register Two records the transaction before Register One does. Register Two would have recorded an earlier time than Register One even though Register One has an earlier transaction number.

Unused Transaction Numbers

A transaction number can become unused (shown in the transaction log as (Unused)) as follows:

Register One enters the Tender Window and is assigned transaction 1701. Register Two immediately follows and is assigned 1702.

Register One cancels the tender and returns to the transaction to add another item the customer had forgot. When the transaction number is assigned it will assign 1703. Transaction 1701 will be recorded as "Unused".

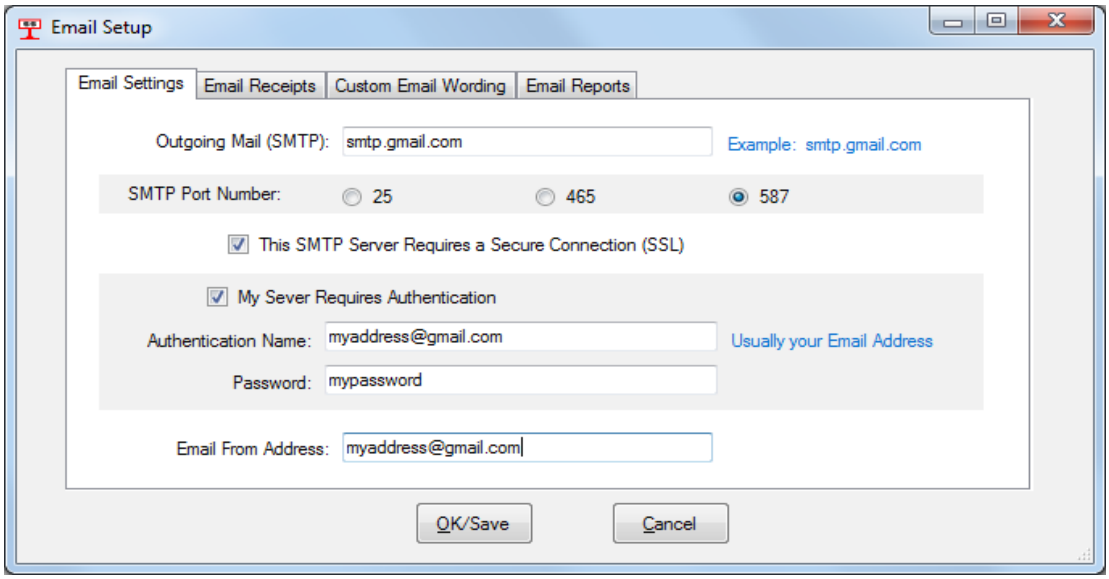
If Register Two had not entered into the Tender Window, the transaction number would have remained at 1701, even with the cancel. The transaction only becomes unused if another user is assigned a transaction number before the tender is canceled.

Appendix 3

Emailing Receipts & Reports (+)

Email Setup

In the Regit Express Plus Office, Select ***Setup***, then ***Email Setup***. Select the ***Email Setting*** tab.



The displayed example is a typical setup for a Google Gmail account.

In the Outgoing Mail (SMTP) box put your Email provider's Server's Outgoing Mail SMTP. This should be easy to find, the provider's make it very easy because everyone using their Email accounts will need it.

Select the Port that your Email Provider's Server uses for outgoing emails. You may need to go to your provider's web site or use a search engine. There is generally much discussion on this topic on line so should be fairly easy to find.

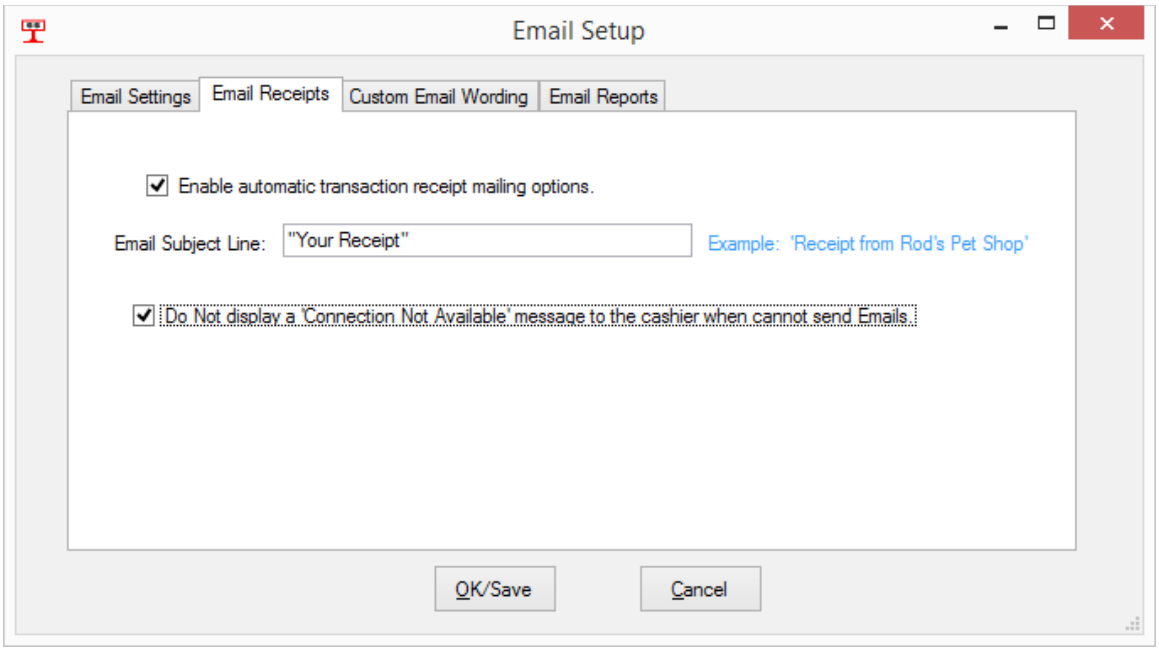
Many providers encrypt email as it is sent (SSL or TSL) often referred to as a “secure connection”. Check this box if your provider uses encryption.

Next select if the Email account requires Authentication. With a couple rare exceptions, this is always true. After checking the box, you can enter your account's Authentication Name/User Name and password.

If you are using Window's Live Mail, these three settings can be found at ***Accounts*** (on the top line menu), then the ***Servers*** tab.

Enter the FROM Email Address you want to display on your Emails. Some providers do not allow a from email address different from the actual address the email is being sent from. These providers will change the from address to the actual address.

Next select the *Email Receipts* tab.

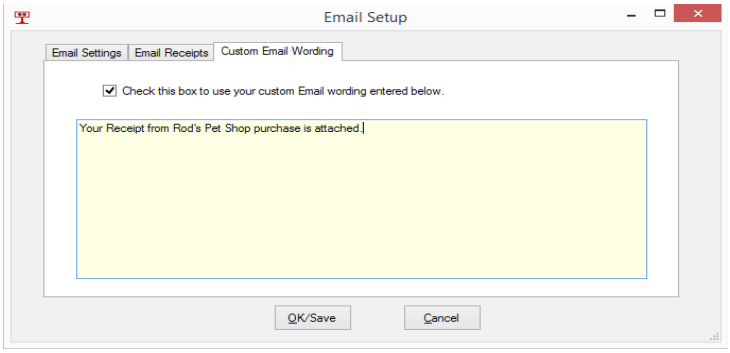


Enter if you want to enable the option to Email receipts to your customers during a transaction. Then enter the subject line you want to display on the Emailed receipts.

By default, the body of the Email will have the following text:

Attached is the Receipt from Your Purchase at "displays the first line from the heading on your standard receipts".

To display something different or in another language, click the ***Custom Email Wording*** tab. Check the box and enter your custom Email message in the text area.



Press OK/Save when you are finished.

Emailing Receipts During a Transaction

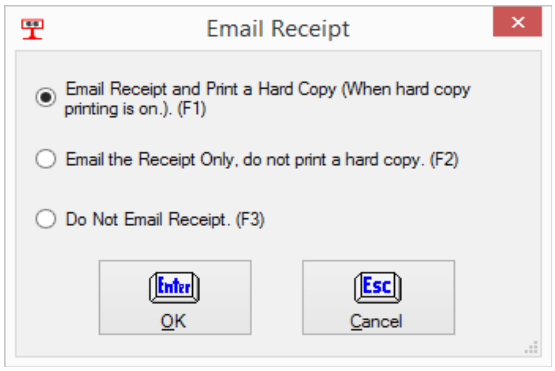
Customer receipts can be automatically emailed during a transaction. The customer's Email address is taken from the database's 'Email' field. The Email address can be entered or changed as the customer is identified.

Receipts are sent as .jpg image attachments to the Emails.

As the customer is being identified, the cashier can select between 3 options (Select F4 or click the Email icon to change the options).

Options:

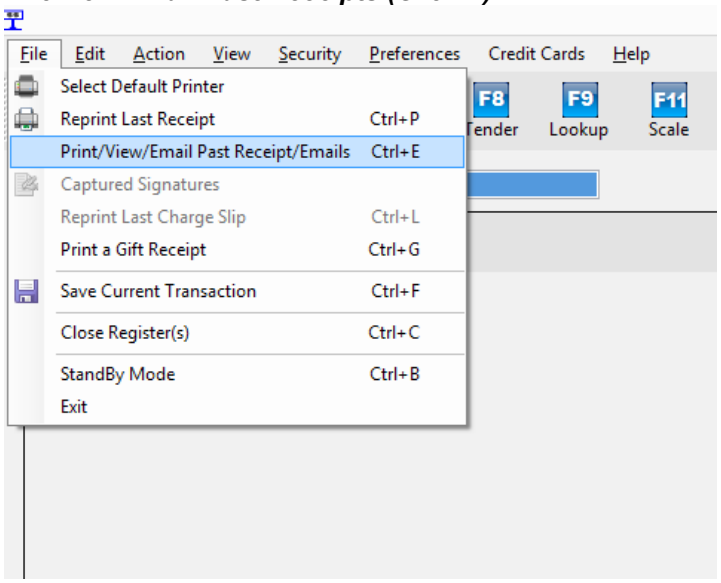
1. Send an Email receipt and print a hard copy (if hard copy printing is defaulted to on in the system).
2. Send an Email and suspend the hard copy receipt for this transaction.
3. Do not send an Email. Receipt will print or not depending on the default settings.



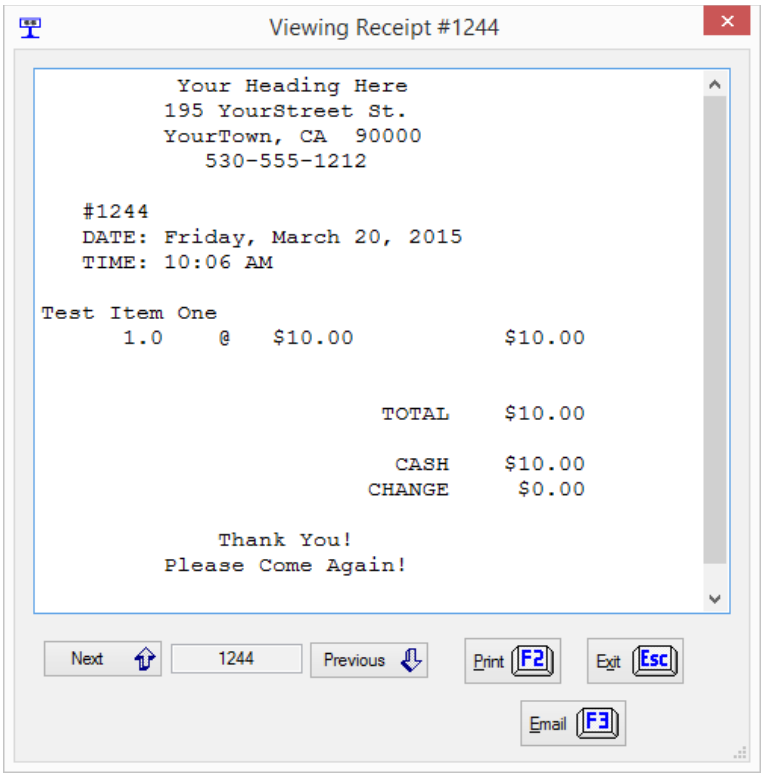
The message box at the bottom of the customer identification screen shows what the current option is. For the next transaction, the option will default to the selection made during that customer's last visit.

Emailing Past Receipts

Select ***File***, then ***Print/View/Email Past Receipts (Cntrl-E).***

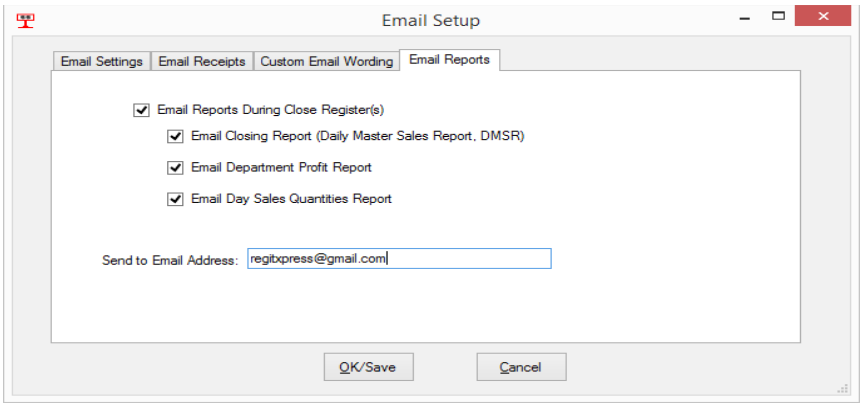


Select the receipt , then click the ***Email Button*** (or press F3). The system will prompt for an Email address. The currently displayed receipt will be sent to the specified address.



Emailing Closing Reports

Regit Express Plus can automatically send reports when the Register(s) is closed. See the previous section on Email settings to enter the necessary Email providers information on the first tab. Next select the tab ***Email Reports***.



Check that you want to Email reports when the registers are closed. Then select any or all of the reports you want to send.

1. Daily Master Sales Report. The full Day, Month, and Year report.

2. Department Profit Report. The Same profit report available on the Office's Reports menu.

3. Day Sales Quantity Report. A report of individual items sold during the day and their current inventory. The report is provided in an ASCII comma delimited format (.csv) so it can be loaded into any spreadsheet program. As it is a text file you can also bring it up in Windows Notepad or your favorite editor. The file will be in the following format:

"Product Code", "Description One", Current Inventory Quantity, Day Sales Quantity

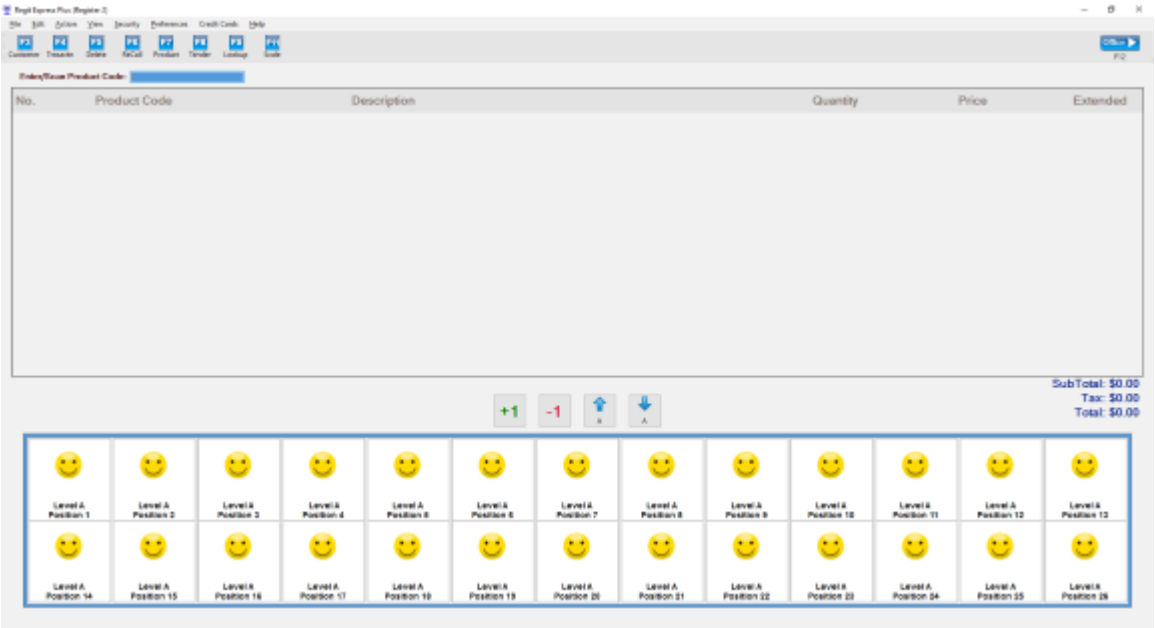
Appendix 4

Touch OR Click Screen

The Regit Express **Touch Or Click Screen** provides a quick method to enter common items into a transaction with a click of the mouse or a touch of the finger (if you have a touch screen monitor).

The **Touch OR Click Screen** has 26 Levels (Levels A thru Z) and each Level has 26 buttons providing a possible 676 (26 X 26 = 676) quick buttons.

Used with Window's "Touch Keyboard", it can help to eliminate the need for a hard keyboard at the register.



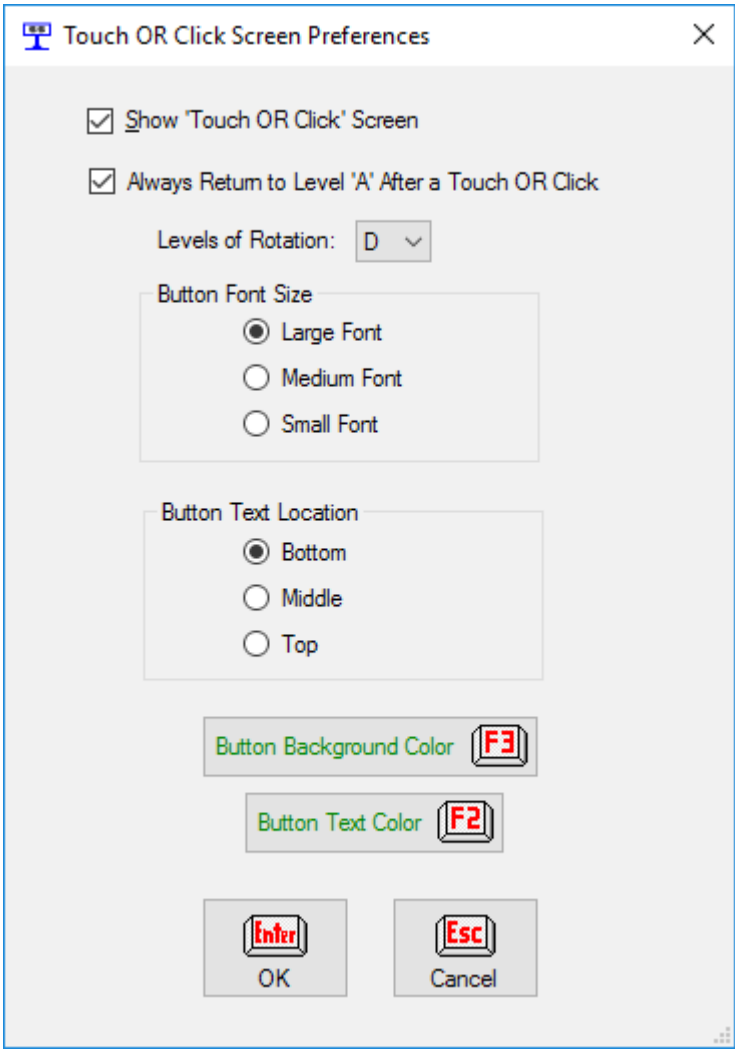
The +1 and -1 buttons provide the user with a convenient method to Add to or Subtract from the quantity on the currently highlighted line. The users can still use the Equals (=) Key, F7 product screen, or simply click the button again to change the quantities.

The Up and Down Arrow keys are used to move between the different Touch Or Click Screen's 26 levels. The Arrow buttons also show what level is currently displayed.

The user can also quickly move to any level by **Left Clicking** the button that corresponds to the button's position in the alphabet. For Example, if you **Left Clicked** the last button (13th button) on the top row, you would move to Level M (13th letter of the alphabet). Of course you cannot Left Click with your finger, so you will need to use the Arrow buttons if using a touch screen.

Preferences

The **Touch Or Click Screen** preferences are located on the main Cash Register Screen's top line menu under ***Preferences, Touch OR Click Screen.***



Show Touch OR Click Screen – Turns on the Touch OR Click Screen option. If the on screen Customer Display was on, it will turn it off.

Always Return to Level 'A' After a Touch OR Click – If checked, this option always returns the screen to Level 'A' after an item on another level has been selected. If not checked the level will remain at the level it was at prior to the touch or click.

Levels of Rotation – Select how many levels are wanted to display. The Arrow buttons will rotate the screen to this level, then go back to Level 'A' and vice versa.

Button Font Size – Select the size of text on the buttons. Larger screens will probably use larger fonts, and smaller screens will use smaller fonts.

Button Text Location – Select if the text is to be displayed at the bottom, middle, or top of the buttons.

Button Background Color – Select the button's background color.

Button Text Color – Select the button's text color.

Note: The Levels of Rotation and Always Return to Level 'A' selections are system wide options (will affect all registers on the network), while all other options are for the preference of the local register.

Touch OR Click Screen's Database Table

The Touch Database Table is used to design your screens and tell the system what to show.

The database table is already structured for quickly adding the image, text, and product codes. To get to the table, go to *Office, File, Open Database Table*, then **Touch OR Click**.

Start with Level 'A', then continue for as many levels as you like in alphabetical order. Level 'B' would be next, followed by C, D, etc. They are already in order in the table.

The Product Code of the item to be inserted into the transaction goes in the ProductCode column. The text on the button goes in the Text column, and the image file name (located in the \Images subfolder) goes in the Image column.

You do not have to put text or an image on a button. If you do not put a product code in the ProductCode column, it will not be of much use—it will just beep when it is clicked. So levels can be partially filled—just leave entries blank when not being used.

This is what the database table looks like for our example, we did not put any product codes into the table so this table here would not be functional. Replace the happy.png and text columns with your own images and/or text.

Touch Database Table

File Edit Report Queries Records Help

Key	Level	Position	ProductCode	Text	Image
1	A	1		Level A\nPosition 1	happy.png
2	A	2		Level A\nPosition 2	happy.png
3	A	3		Level A\nPosition 3	happy.png
4	A	4		Level A\nPosition 4	happy.png
5	A	5		Level A\nPosition 5	happy.png
6	A	6		Level A\nPosition 6	happy.png
7	A	7		Level A\nPosition 7	happy.png
8	A	8		Level A\nPosition 8	happy.png
9	A	9		Level A\nPosition 9	happy.png
10	A	10		Level A\nPosition 10	happy.png
11	A	11		Level A\nPosition 11	happy.png
12	A	12		Level A\nPosition 12	happy.png
13	A	13		Level A\nPosition 13	happy.png
14	A	14		Level A\nPosition 14	happy.png
15	A	15		Level A\nPosition 15	happy.png
16	A	16		Level A\nPosition 16	happy.png
17	A	17		Level A\nPosition 17	happy.png
18	A	18		Level A\nPosition 18	happy.png
19	A	19		Level A\nPosition 19	happy.png

Text

It is not a requirement to have text on the buttons.

As stated before, the text font can be set to small, medium, or large and to top, middle, or bottom in the preferences.

To position text on multiple lines use the **\n** to move to the next line. So **My First Line\nMy Second Line** would show up on the button like this:

Images

So that the images don't have to be transferred across the network, copy the images to the **\Images** subfolder on each Register (\RegitExpressV4\Images, \RegitExpressV4R2\Images, and \RegitExpressV4R3\Images.

It is not a requirement to have an image on the buttons.

For convenience, the program will resize your image to fit the buttons. However, if you want a higher quality image, and you have the time, you can improve the quality of the image.

We use Paint.net, a free, versatile, program available on the internet.

With Paint.net it's easy to make the backgrounds transparent, resize, and move the images around. Use the Paint.net's magic wand and click the background, then hit the DELETE Key and the background becomes transparent, very simple. Save as a .png image so the background stays transparent.

.png is a good choice, but most any image format will work (.bmp, .gif, .jpg).

Try to crop the pictures as square as possible to keep any distortion from stretching down to a minimum.

Then use Paint.net to resize the picture size to about 1 to 2 inches square. Paint.net does an excellent job of reducing large pictures to small ones without loss of the image's integrity. Reducing the size will keep memory requirements down and keep the images from becoming distorted.

To make the image smaller so they don't cover the full button, increase the size of the background (referred to as canvas size in Paint.net) in relation to the picture.

Paint.net is a very popular program so there are many instructions and videos for using it on the internet.

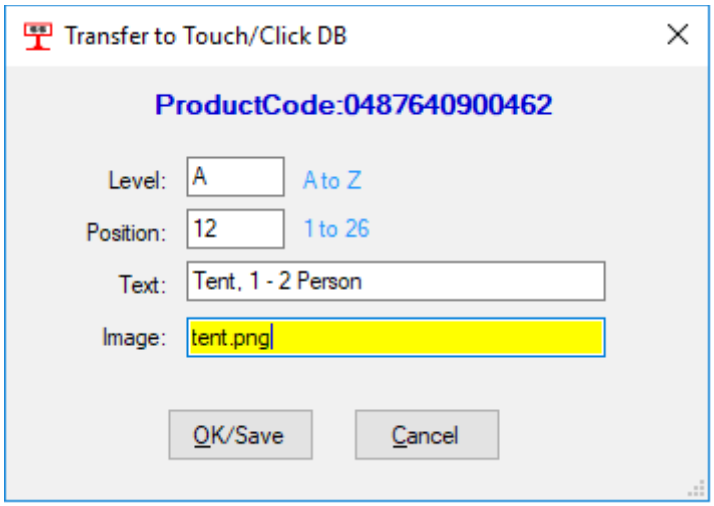
Inputing from the Product/Inventory Grid

Additionally you can input or transfer items into the Touch or Click database table from within the product database table grid.

Place the cursor on the row of the item you wish to transfer to the Touch or Click database table and select **Records** (top line menu), then **Transfer to Click/Touch Database** (or Ctrl-T).

The ProductCode, DescriptionOne, and Image (if one exists) fields will be transferred automatically to the input screen. Edit the DescriptionOne for the Text on the button, and add or edit the image if necessary, then select OK/Save.

You will need to select the Level (A to Z) and Position (1 to 26) the text and/or image button is to be placed on. The system will first check to see if a product already exists in that position and give the opportunity to overwrite it or cancel.



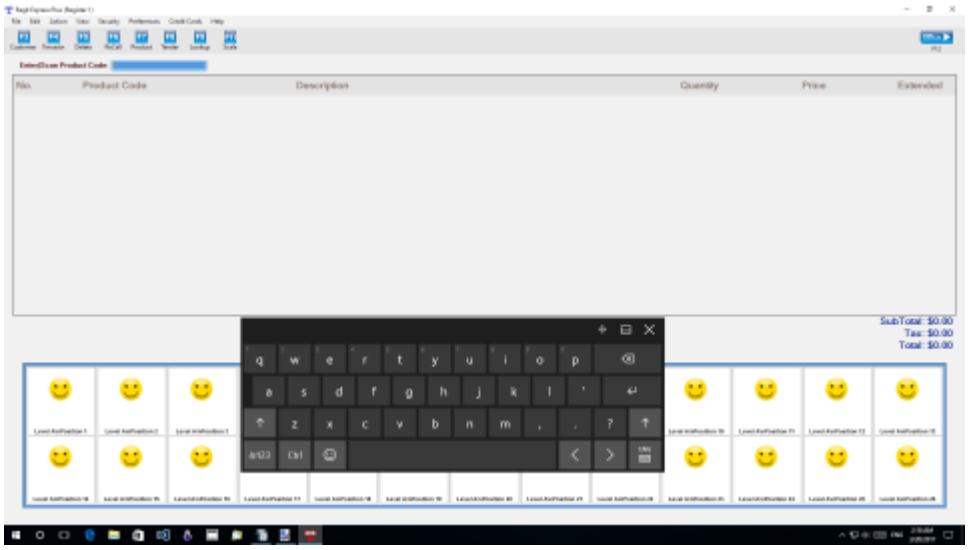
Windows Touch Keyboards

If you are going to use the Windows Touch Keyboards you can place an Icon on the task bar to to easily bring it up when needed. They are very versatile and can be moved, resized, docked, or hidden on the go.

On Windows 10, Left Click on a blank spot on the task bar and on the menu click **Show Touch Keyboard Button.**

On Windows 7, Left Click on a blank spot on the task bar and on the menu click **Toolbars**, then **Tablet PC Input Panel**. When the panel comes up, click the keyboard Icon at the top left of the panel.

You do not have to have a touch screen to use these keyboards. You can use the mouse to click the keyboard rather than a touch.



No.
Product Code
Description
Quantity
Price
Extended
+1
-1
Sub Total: $0.00
Tax: $0.00
Total: $0.00

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