Accounting and Point-of-Sale Software

Reference (Version 1.4.7)

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Introduction

Welcome to the new and exciting world of Quasar accounting software .
Quasar is a complete, fully functional accounting package, designed specif-
ically by Linux Canada Inc. to take advantage of the power and features
inherent in todays operating systems. It is important to note that Quasar
accounting software was designed in Linux, and was designed with a GUI
interface. Quasar is not a port from a bygone operating system or an old
text based program. Key emphasis has been placed on the ease of setup and
the ease of use.

Quasar Accounting Software:

- was designed using Qt, a multi-platform C++ GUI tool kit from Troll-
  tech. Qt provides single-source portability across Windows 95/98/NT/2000,
  Linux, Solaris, HP-UX and many other versions of Unix with X11. See
  http://www.trolltech.com/qt for more information.

- connects to an SQL compliant databases (currently interfaces to Fire-
  bird and Sybase)

Quasar is a complete business accounting application that includes ledger ac-
counts, inventory control, purchasing and receiving, cheque writing, labels,
receivables, payables, sales and an interface to a handheld unit. Businesses
requiring both accounting and fast lane point-of-sale will appreciate the in-
terface with the new Quasar Point-of-Sale module.

Note: - Linux is a trademark of Linus Torvalds
            - Quasar™ is a Trade Mark of Linux Canada Inc.

Chapter 1

Quasar Configuration

This chapter deals with setting and changing the local configuration files. These files include user interface preferences and includes the selection of your locale.

"File" $\Longrightarrow$ "Configuration" $\Longrightarrow$ The quasar configuration can be viewed and edited by clicking on "File" in the menu bar at the top of the Quasar main window. The drop down window will be displayed. Select "Configuration". The quasar configuration window will be displayed.

1.1 Display

Select "Display" to define the look and feel of the interface. Figure 1.1 shows a sample preference window with the display folder open.

Change Style?	Toggle on or off. Toggle on to change the style. Toggle off to use the default style. Select from the B3, ThinKeramik, systemalt, Light second revision, Highcolor, Keramik, riscos, Default, system, Light 3rd revision, marble, Windows, Motif, CDE, Motif-Plus, Platinum, or SGI styles.
Change Color	Toggle on or off. Toggle on to change the color. Toggle off to set to the default color. Click on the "New Color" button to use the color chart to select new colors. Figure 1.2 shows a sample color chart.
Change Font?	Toggle on or off. Toggle on to change the font style and/or the font size. Toggle off to set to the default

Figure 1.1: *Configuration - Display*
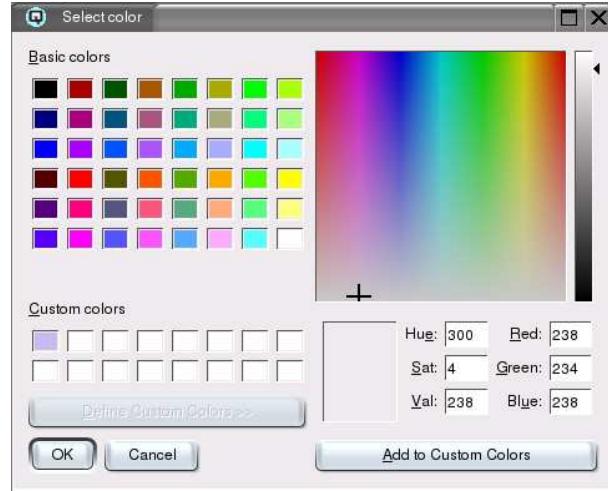
Figure 1.2: *Configuration - Color Chart*
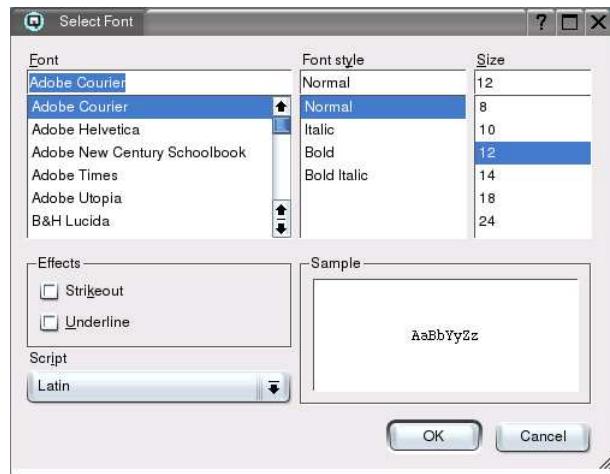
Figure 1.3: *Configuration - Select Font*

font. Click on the **"Push to Choose"** button to use the font chart to select a new font style and font size. Figure 1.3 shows a sample of the select font window.

1.2 Internationalization

Select your formats based on your language and country locale. When you first click on "Internationalization" your format defaults are displayed. To change your formats for your country, click on the "Locale" button on the right of the configuration window and select your locale from the drop down menu. Figure 1.4 shows a sample of the configuration window with the internationalization folder open.
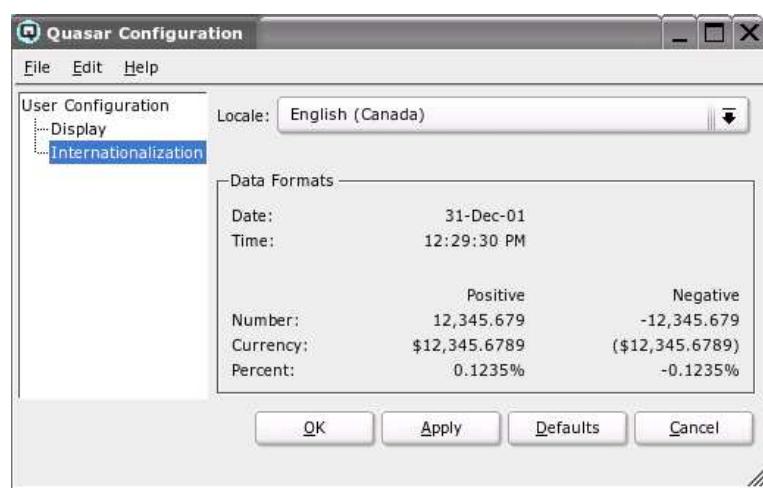
Figure 1.4: *Configuration - Internationalization Folder*

Chapter 2

Setup System

2.1 List of Companies

"**Setup**" $\implies$ "**System**" $\implies$ "**Companies**" $\longrightarrow$ The company list can be viewed by clicking on "**Setup**" in the menu bar at the top of the Quasar main window. The drop down window will be displayed. Select "**System**" followed by "**Companies**". The company list window will be displayed. See Figure 2.1

Currently you can have only one company defined. We are putting the structures in place to add a new head office addition of Quasar in which multiple companies will be available.

The body of the company list contains the following:

Name	The name of the company.
Number	The number of the company.
Inactive	A check mark in this column indicates that a company is inactive.

In the bottom left hand corner of the list you will see the show inactive toggle:

Show Inactive	Toggle on or off. Toggle on if you wish the inactive companies to appear on the list. Toggle off if the inactive companies are not to appear on the list.

Figure 2.1: *Company List* window

2.2   Creating a Company

New $\longrightarrow$ First, go to the company list. For a review of the store list see Section 2.1. Click on the **"New"** button in the bottom left hand corner of the company list. The company master window will be displayed as shown in Figure 2.2.

The company master window is used to define or edit information specifi to the company. This includes the company address, ledger definitions, setting account defaults and defining your price rounding rules.

Name	The name given to the company. This will print on customer invoices, purchase orders, vendor invoices and other company documents.
Number	The number assigned to the company.
Address	Define the address information that will appear on customer invoices, purchase orders, vendor invoices and other company documents. Figure 2.3 shows a sample of the company master window with the address folder open.

Street	The street address for the company.

Figure 2.2: *Company Master* window

Figure 2.3: *Company Master - Address Folder*
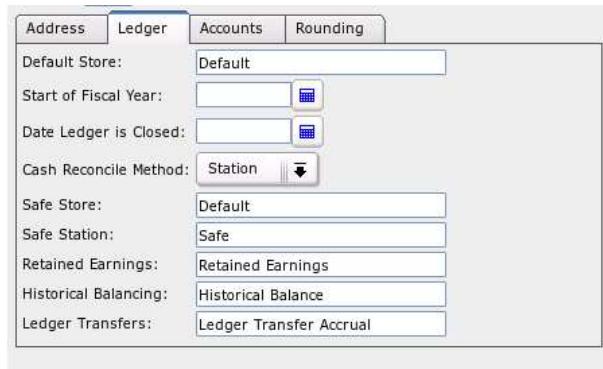
Figure 2.4: *Company Master - Ledger Folder*

City	The city in which the company is located.
Province	The Province in which the company is located.
Postal Code	The companies Postal Code.
Country	The country in which the company is located.
Phone #	The companies main phone number.
Phone2 #	The companies alternate phone number.
Fax #	The companies fax number.
Email	The companies email address.
Web Page	The companies web page.

Ledger
: View the start of your fiscal year, assign cash reconcile method and assign linked accounts. Figure 2.4 shows a sample of the company master window with the ledger folder open.

Default Store	Define the default store. Businesses with multi-store functionality will be required to

enter a store in many of the Quasar screens. You will want to define the main store as the default. In addition, each user can have a default store, and alternatively the store you are working in can be changed at the top of the main Quasar window.

Start of Fiscal Year   Enter the first day of your fiscal accounting year. Quasar requires this date to properly print financial statements.

Date Ledger is Closed   Enter the closing date for the ledger. Once a date is entered, no transactions affecting the ledger accounts may be posted to any date on or prior to the date entered.

Cash Reconcile Method   Select the method by which cash reconciliation will be done.

> **Station** Select station if the cash will be counted and reconciled by point-of-sale station. For example, when multiple cashiers will be using the point-of-sale terminals it will not be possible to reconcile by cashier.

> **Employee** Select employee if each cashier will be responsible for their own cash reconciliation.

Safe Store   Enter the store in which the safe is located.

Safe Station/Employee   The safe is where funds will be stored at night. Enter

		the safe station number when using the station method of reconciliation. If you do not defined a safe station you will need to create one. Alternatively, enter the safe employee number when using the employee method of reconciliation. Again, if you have not defined a safe employee you will need to create one.
	Retained Earnings	Link an account to be the retained earnings account. The retained earnings account is a special account that displays the current profit/loss balance in the equity portion of the balance sheet.
	Historical Balance	Link an account to be the historical balance account. Quasar uses this historical balance for offsetting entries when posting current customer balances, vendor balances and inventory balances.
	Ledger Transfers	Define a default accrual acount for ledger transfers. An accrual account is necessary to ensure that the balance sheet balances in each store.
Accounts		This accounts section is used to link accounts to specific functions. Figure 2.5 shows a sample of the company master window with the accounts folder open.
	Default Bank	Define the default bank account that will be used when

Figure 2.5: *Company Master - Accounts Folder*

	creating cheques and paying bills.
Default Receivables	Define the default receivable account that will be used when creating new customers.
Default Payables	Define the default payable account that will be used when creating new vendors.
Customer Terms Disc.	Define the default early payment terms discount account that early payment terms discounts "given" will be expensed to.
Vendor Terms Disc.	Define the default early payment terms discount account that early payment terms discounts "taken" will be credited to.
Container Deposit	Define a container deposit account. From time to time it is necessary to purchase and sell items that have container deposits. Quasar tracks deposit purchases and deposit

		sales in the container deposit account.
	Transfers	Define an accrual account for stock transfers. When a stock transfer takes place between two stores the balance sheet of each store is impacted. The transfer accrual account is used to offset the in/out postings to inventory.
	Physical Inventory	Define a default expense account for item adjustments created by physical inventory counts. When an item quantity is adjusted, up or down, there is a increase or reduction of the inventory value. This change in value is offset by posting to an expense account.
	Service Charges	Define the income account for service charge fees that are charged when service charges are applied to accounts receivables.
	Tender Over/Short	Define an expense account for tenders that are over or short at the cash register.
Rounding		The rounding section is used to set rounding rules so that you can round your selling prices to desired price points. Figure 2.6 shows a sample of the company master window with the price rounding folder open.
	Ends In	Enter the ending number to round.
	Add On	Enter the plus or minus amount that the price point will be

Figure 2.6: *Company Master - Rounding*

rounded by.

If the sample rounding points shown in the figure are used price points would round as follows:

```
Ends In = ''1''   Add On = ''-.03'' then 2.01 will round to 1.98
Ends In = ''2''   Add On = ''.03''  then 2.02 will round to 2.05
Ends In = ''3''   Add On = ''.02''  then 2.03 will round to 2.05
Ends In = ''4''   Add On = ''.01''  then 2.04 will round to 2.05
Ends In = ''5''   Add On = ''.00''  then 2.05 will round to 2.05
Ends In = ''6''   Add On = ''.02''  then 2.06 will round to 2.08
Ends In = ''7''   Add On = ''.01''  then 2.07 will round to 2.08
Ends In = ''8''   Add On = ''.00''  then 2.08 will round to 2.08
Ends In = ''9''   Add On = ''-.01'' then 2.09 will round to 2.08
Ends In = ''0''   Add On = ''-.02'' then 2.10 will round to 1.98
```

2.3   List of Stores

"Setup" $\implies$ "System" $\implies$ "Stores" $\longrightarrow$ The store list can be viewed by clicking on "Setup" in the menu bar at the top of the Quasar main window. The drop down window will be displayed. Select "System" followed by "Stores". The store list window will be displayed. See Figure 2.7
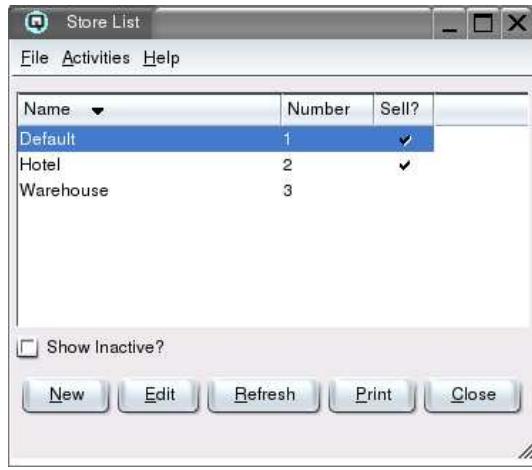
Figure 2.7: *Store List* window
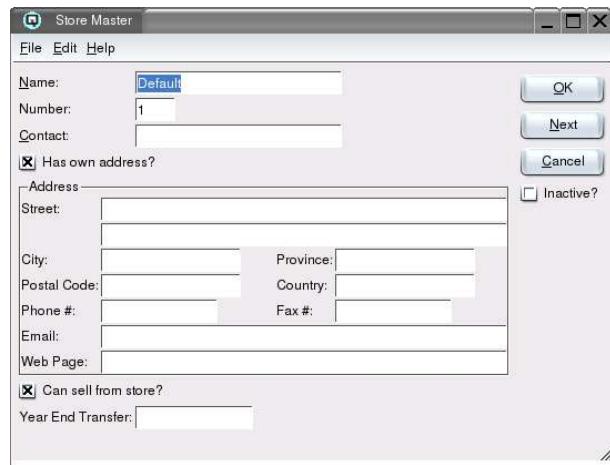
Those with multi-store functionality can define multiple stores. It must be noted that we use the term "Store" as the method of defining an alternative site or location. For example, you may define your admin office or your warehouse as a store.

The body of the store list contains the following:

Name	The name of the store or alternate facility.
Number	The number assigned to the store.
Sell	Displays if the the store is used to sell goods and services. For example, an administration office or warehouse may not be used for selling.
Inactive	A check mark in this column indicates that a store is inactive.

In the bottom left hand corner of the list you will see the show inactive toggle:

Show Inactive	Toggle on or off. Toggle on if you wish the inactive stores to appear on the list. Toggle off if the inactive stores are not to appear on the list.
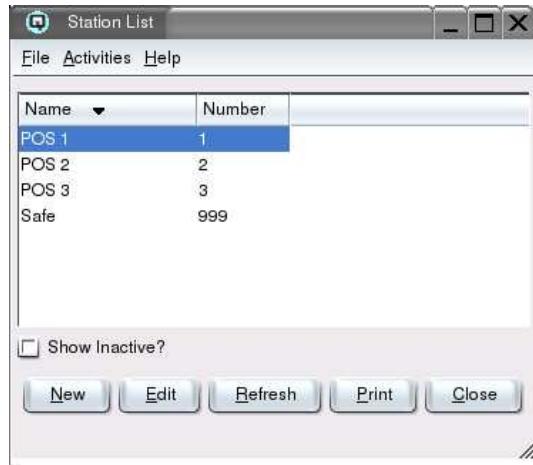
Figure 2.8: *Store Master* window

2.4 Creating a Store

[New] $\longrightarrow$ First, go to the store list. For a review of the store list see Section 2.3. Click on the **"New"** button in the bottom left hand corner of the store list. The store master window will be displayed as shown in Figure 2.8.

The store master window is used to define or edit information on the physical company stores.

Name	The name given to the store.
Number	The number assigned to the store.
Contact	The contact person in the store.
Has own address?	Toggle on or off. Toggle on if the store has its own address.
Address	Enter the address specific to the store. The address entered here will be used on printed forms such as customer invoices, purchase orders and vendor invoices.

Figure 2.9: *Station List* window

Can sell from store?	Toggle on or off. Toggle on if the company sells products or services at the store.
Year End Transfer	When the preliminary year end process is run a journal entry is created that transfers profit and loss balances to the retained earnings account. The journal entry transaction number for that transaction is displayed here.
Inactive?	Toggle on or off. Toggle off to set the store to inactive. Toggle on to re-set the store to active.

2.5   List of Stations

"Setup" $\implies$ "System" $\implies$ "Stations" $\longrightarrow$ The work station list can be viewed by clicking on "Setup" in the menu bar at the top of the Quasar main window. The drop down window will be displayed. Select "System" followed by "Stations". The station list window will be displayed. See Figure 2.9

The term "station" refers to work stations and point-of-sale devices.

The body of the station list contains the following:

Figure 2.10: *Station Master* window

Name   The name of the work station or point-of-sale device.

Number   The number assigned to the station.

Inactive   A check mark in this column indicates that a station is inactive.

In the bottom left hand corner of the list you will see the show inactive toggle:

Show Inactive   Toggle on or off. Toggle on if you wish the inactive stations to appear on the list. Toggle off if the inactive stations are not to appear on the list.

2.6 Creating a Station

 ⟶ First, go to the station list. For a review of the station list see Section 2.5. Click on the **"New"** button in the bottom left hand corner of the station list. The station master window will be displayed as shown in Figure 2.10.

The station master window is used to define or edit information on the physical work stations. Defining work stations is of particular importance if you are using the Quasar point-of-sale and will be balancing your cash using the Quasar cash reconciliation module. You will require at least one work station for each point-of-sale terminal. You will also require one station for your safe to which funds will be transferred. For example, cash is transferred from the point-of-sale to the safe during cash reconciliation.

Name   The name given to the station.

Number   The number assigned to the station.

                        Note: If defining a point-of-sale station, the number entered here must match exactly the number entered in the point-of-sale configuration on the point-of-sale terminal.

Offline#   Quasar tracks the next offline number at each point-of-sale station. An offline number is assigned to each transaction that is created at a point-of-sale device when that point-of-sale device is offline and not communication with the server.

Inactive?   Toggle on or off. Toggle off to set the station to inactive. Toggle on to re-set the station to active.

2.7   List of User Securtiy Types

"Setup" $\Longrightarrow$ "System" $\Longrightarrow$ "Security Types" $\longrightarrow$ The security types list can be viewed by clicking on "Setup" in the menu bar at the top of the Quasar main window. The drop down window will be displayed. Select "System" followed by "Security Types". The security types list will be displayed. See Figure 2.11.

The security types list displays a listing of definded user security types. Each security type can contain its own unique control.

The body of the security types list contains the following:

Name   The name of the security type.

Active   A check mark indicates that a security type is inactive.

In the bottom left hand corner of the list you will see the "show inactive" toggle:

Show Inactive   Toggle on or off. Toggle on if you wish the inactive security types to appear on the list. Toggle off if the inactive security types are not to appear on the list.

Figure 2.11: *Security Types List* window

2.8 Creating a Security Type

New $\longrightarrow$ First, go to the security type list. For a review of the security type list see Section 2.7. Click on the **"New"** button in the bottom left hand corner of the security type list. The security type master window will be displayed as shown in Figure 2.12.

The security type master is used to define security access for users who are linked to the security type. Users are linked to the security type in the user master screen. The user master screen is available using the quasar setup utility.

Name	The name given to the security type.
Rules	The section displays the rules. Click on the "Add" button at the bottom of the window. When adding rules it is important to set the default setting first. For example, if the user will be allowed to create and view most screens then, from the drop down menu, set the screen "All" with the create and view rule turned on. Once you have set your defaults for
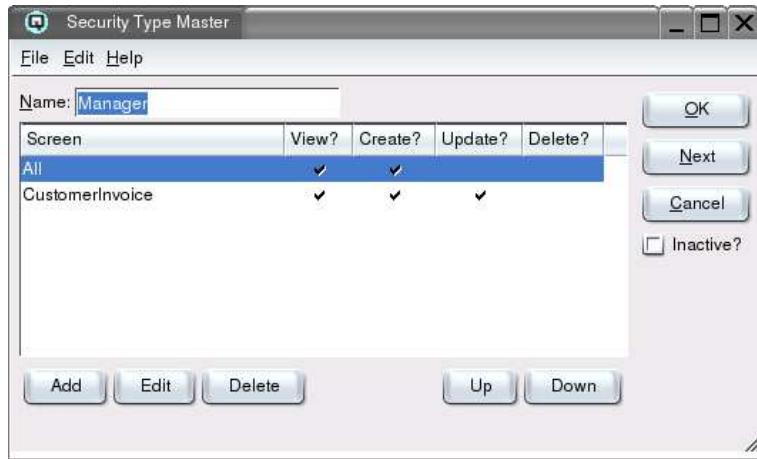
Figure 2.12: *Security Type Master* window

the security type, you can set specific rules screen by screen. There are four rules that may be defined for screens.

View	Toggle on or off. Toggle on to allow the user to view a record in the screen.
Create	Toggle on or off. Toggle on to allow the user to create a record using the screen.
Edit	Toggle on or off. Toggle on to allow the user to edit a record using the screen.
Delete	Toggle on or off. Toggle on to allow the user to delete a record using the screen.
Inactive?	Toggle on or off. Toggle off to set the security type to inactive. Toggle on to re-set the security type to active.

2.9   List of Taxes

"Setup" $\Longrightarrow$ "System" $\Longrightarrow$ "Taxes" $\longrightarrow$ The inventory tax list can be viewed by clicking on "Setup" in the menu bar at the top of the Quasar main
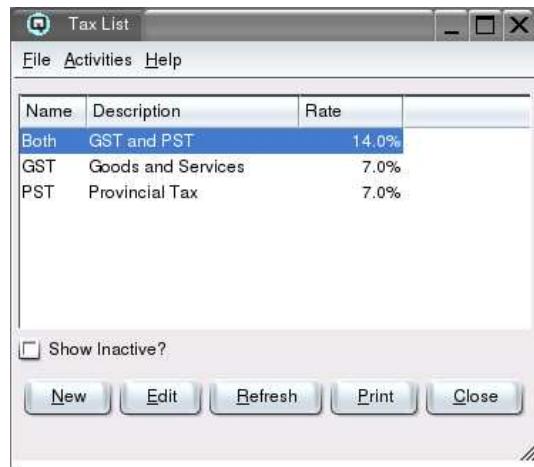
Figure 2.13: *Tax List* window

window. The drop down window will be displayed. Select **"Inventory"** followed by **"Taxes"**. The tax list window will be displayed. See Figure 2.13

The tax list displays the taxes required to purchase and sell certain products.

The body of the tax list contains the following:

Name	The name of the tax.
Description	The description of the tax.
Rate	The percentage rate of the tax.
Active	A check mark indicates that a tax is inactive.

In the bottom left hand corner of the list you will see the "show inactive" toggle:

Show Inactive	Toggle on or off. Toggle on if you wish the inactive taxes to appear on the list. Toggle off if the inactive taxes are not to appear on the list.
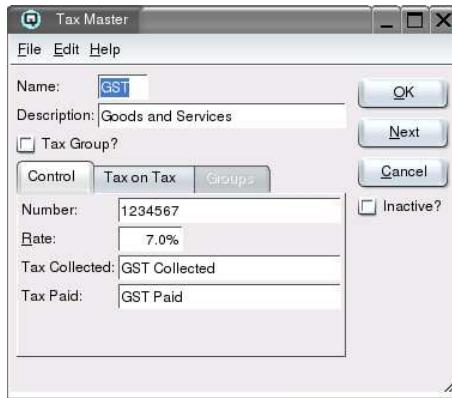
Figure 2.14: *Tax Master* window

2.10   Creating a Tax

New $\longrightarrow$ First, go to the tax list. For a review of the tax list see Section 2.9. Click on the **"New"** button in the bottom left hand corner of the tax list. The tax master window will be displayed as shown in Figure 2.14.

The taxes defined in the tax master are used to purchase and sell items. An individual tax or a group of taxes may be defined. For example, you may define two taxes, tax1 and tax2. If an item you purchase or sell requires both taxes be applied you will need to define a tax group that contains both tax1 and tax2. You can even define if one tax is assessed on top of another tax.

Name	The name of the tax or tax group.
Description	The description of the tax or tax group.
Inactive	Toggle on or off. Toggle on to set the tax to an inactive state. Toggle off to re-instate the tax to its active state.
Tax Group	Toggle on or off. Toggle on to set the tax to be a tax group. Toggle off to set the tax to be a single tax.
	Control The control folder contains information specific to an individual tax.

	Number	The unique tax number assigned to your organization.
	Rate	The percentage rate for the tax.
	Tax Collected	The ledger account that tax amounts will be posted to when the tax is collected in a sale.
	Tax Paid	The ledger account that tax amounts will be posted to when the tax is paid in a purchase.
Tax on Tax		The tax on tax folder is used to define other taxes that this tax will be assessed on.
	Name	The name of the tax upon which this tax will be assessed.
	Description	A description of the tax.
Groups		When the tax group toggle is on the tax group table is displayed. Enter the taxes that will form the tax group.
	Name	The name of the taxes that are included in the group.
	Description	The description of the taxes that are included in the group.

2.11   List of Groups

"**Setup**" $\Longrightarrow$ "**System**" $\Longrightarrow$ "**Groups**" $\longrightarrow$ The group list can be viewed by clicking on "**Setup**" in the menu bar at the top of the Quasar main window. The drop down window will be displayed. Select "**System**" followed by "**Groups**". The group list window will be displayed. See Figure 2.15

The group list displays a list of groups. Groups may be used to group accounts, group customers, group vendors and group items for both functional and reporting purposes.

The body of the group list contains the following:
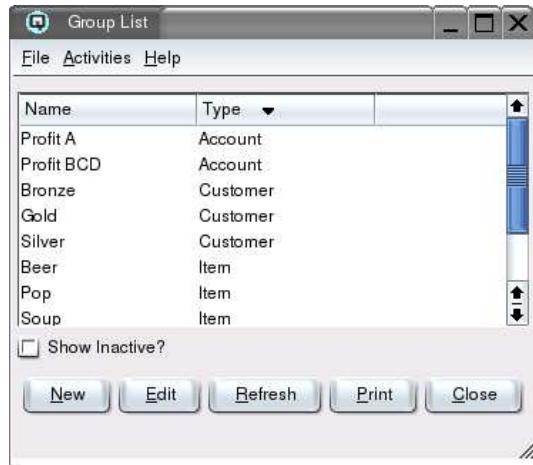
Figure 2.15: *Group List* window

Account	Account groups link ledger accounts for the purpose of reporting. For example, a profit and loss statement can be printed for only those accounts included in a group.
Customer	Customer groups link customers for the purpose of special pricing and reporting. For example, you may sell an item to only a specific group of customers at a special price.
Vendor	Vendor groups link vendors for the purpose of special costing and reporting.
Items	Item groups link items for the purpose of pricing and reporting. For example, you can link a price (regular or promotional) to all items within a group.

In the bottom left hand corner of the list you will see the show inactive toggle:

Show Inactive	Toggle on or off. Toggle on if you wish the inactive groups to appear on the list. Toggle off if the inactive groups are not to appear on the list.

Figure 2.16: *Group Master* window

2.12 Creating a Group

New $\longrightarrow$ First, go to the group list. For a review of the group list see Section 2.11. Click on the **"New"** button in the bottom left hand corner of the group list. The group master window will be displayed as shown in Figure 2.16.

The *Group Master* window is used to create account groups, customer groups, vendor groups and item groups.

Name	The name of the group.
Description	A brief description of the group.
Type	There are four group types:

	Account	Account groups link ledger accounts for the purpose of reporting. For example, a profit and loss statement can be printed for only those accounts included in a group.
	Customer	Customer groups link customers for the purpose of special pricing and reporting. For example, you may sell an item to only a specific group of customers at a special price.
	Vendor	Vendor groups link vendors for the purpose of special costing and reporting.
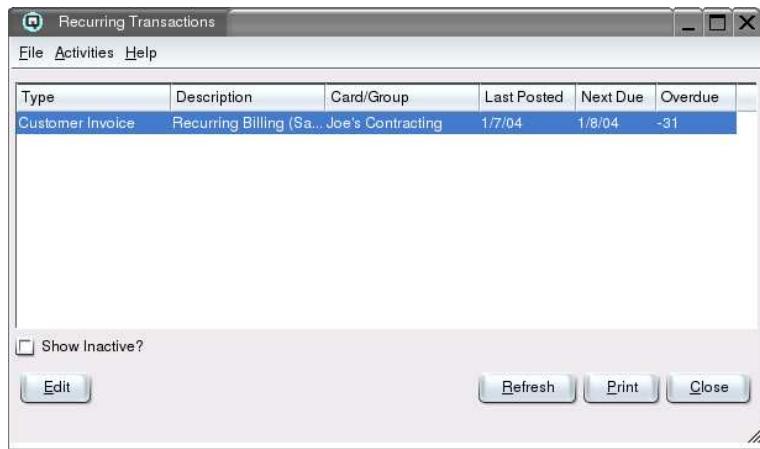
Figure 2.17: *Recurring Transactions List* window

Employee	Employee groups link employees for the purpose of reporting.
Personal	Personal groups link personal cards for the purpose of reporting.
Items	Item groups link items for the purpose of pricing and reporting. For example, you can link a price (regular or promotional) to all items within a group.

Inactive	Toggle on or off. Toggle on to set the charge to inactive.

2.13   List of Recurring Transactions

"Setup" $\implies$ "System" $\implies$ "Recurring Txs" $\longrightarrow$ The recurring transaction list can be viewed by clicking on "Setup" in the menu bar at the top of the Quasar main window. The drop down window will be displayed. Select "System" followed by "Recurring Txs". The recurring transaction list window will be displayed. See Figure 2.17.

The recurring list provides a list of all transactions that will recur. You can set a transaction to recur daily, weekly, bi-weekly, semi-monthly, monthly, quarterly, semi-annually, annually or on demand.

The body of the recurring transaction list contains the following:

Type   The recurring type is displayed.

Customer Invoice	Designates that the recurring transaction is a customer invoice.
Journal Entry	Designates that the recurring entry is a basic journal entry.
Cheque	Designates that the recurring entry is a cheque .
Vendor Invoice	Designates that the recurring entry is a vendor invoice.
Vendor Payment	Designates that the recurring entry is a vendor payment.

Card   The name of the card affected if indeed a card is affected by this recurring transaction.

Last Posted   The last date that the recurring transaction was posted.

Next Due   The next date that the recurring transaction is due to be posted.

Overdue   The number of days the the recurring transaction is overdue by. A positive number denotes days overdue. A negative number denotes days until the next posting date.

In the bottom left hand corner of the list you will see the show inactive toggle:

Show Inactive   Toggle on or off. Toggle on if you wish the inactive groups to appear on the list. Toggle off if the inactive groups are not to appear on the list.
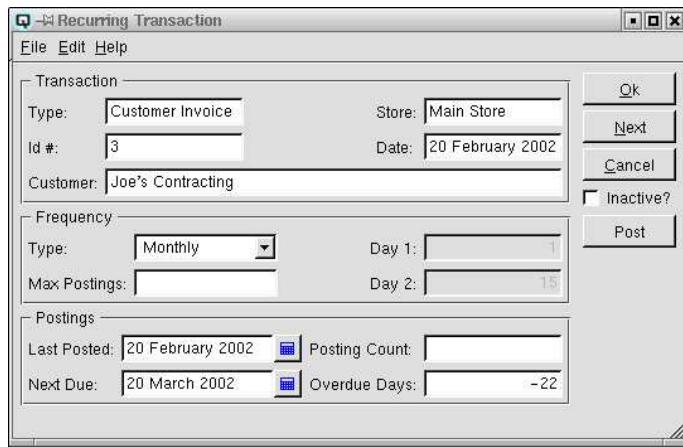
Figure 2.18: *Recurring Transaction* window

2.14   Creating a Recurring Transaction

Create a recurring transaction from the transaction you wish to recur. In the top left hand corner of a journal entry, write cheque , customer invoice, vendor invoice or vendor payment transaction click on "File". Follow by clicking on Recurring. The *Recurring Transaction* screen will be displayed. If you wish to edit a recurring transaction go to the recurring list. For a review of the recurring list see Section 2.13. Double click on a recurring transaction you wish to edit. The recurring transaction window will be displayed as shown in Figure 2.18.

The *Recurring Transaction* screen is used to create/edit a recurring transaction record and to post recurring transactions. There are transactions such as the payment of rent that recur at regular intervals. By creating a Quasar recurring transaction you will not only save time, but you will also help ensure the transaction is recorded in a timely manner.

Transaction   Displays information about the transaction to recur.

                  Type   Displays the recurring transaction type.

                         Customer Invoice Designates that the recurring transaction is a customer invoice.

Journal Entry Designates that the recurring entry is a basic journal entry.

Cheque Designates that the recurring entry is a cheque .

Vendor Invoice Designates that the recurring entry is a vendor invoice.

Vendor Payment Designates that the recurring entry is a vendor payment.

Id# The id number of the transaction to recur.

Store The store in which the transaction is to recur.

Date The date of the original transaction.

Card The card affected by the recurring transaction.

Frequency Define the frequency of that the transaction will recur.

Type Select a frequency type. You may select daily, weekly, biweekly, semi-monthly, monthly, quarterly, semi-annually, annually or other.

Max Postings Select the maximum number of repetitions for the recurring transaction.

Day 1 If you have selected "semi-monthly" as the frequency type you must enter the first day of each month that the recurring transaction will occur.

Day 2	If you have selected "semi-monthly" as the frequency type you must enter the second day of each month that the recurring transaction will occur.

Postings	The posting section displays data about previous and future postings.

Last Posted	Displays the last date that the recurring transaction was posted.
Next Due	Displays the next date that the recurring transaction will be due for posting.
Posting Count	Displays the number of times this recurring transaction has been posted.
Overdue Days	Displays the number of days the recurring transaction is overdue. A positive number denotes the number of days the transaction is overdue. A negative number denotes the number of days until the next posting date.

Post	Click on "Post" to post the recurring transaction.
Inactive	Toggle on or off. Toggle on to set the charge to inactive.

2.15   Define Transaction Number Sequence

"Setup" $\Longrightarrow$ "System" $\Longrightarrow$ "Sequence Numbers" $\longrightarrow$ The sequence numbers window can be viewed by clicking on "Setup" in the menu bar at the top of the Quasar main window. The drop down window will be displayed. Select "System" followed by "Sequence Numbers". The sequence numbers window will be displayed. See Figure 2.19.
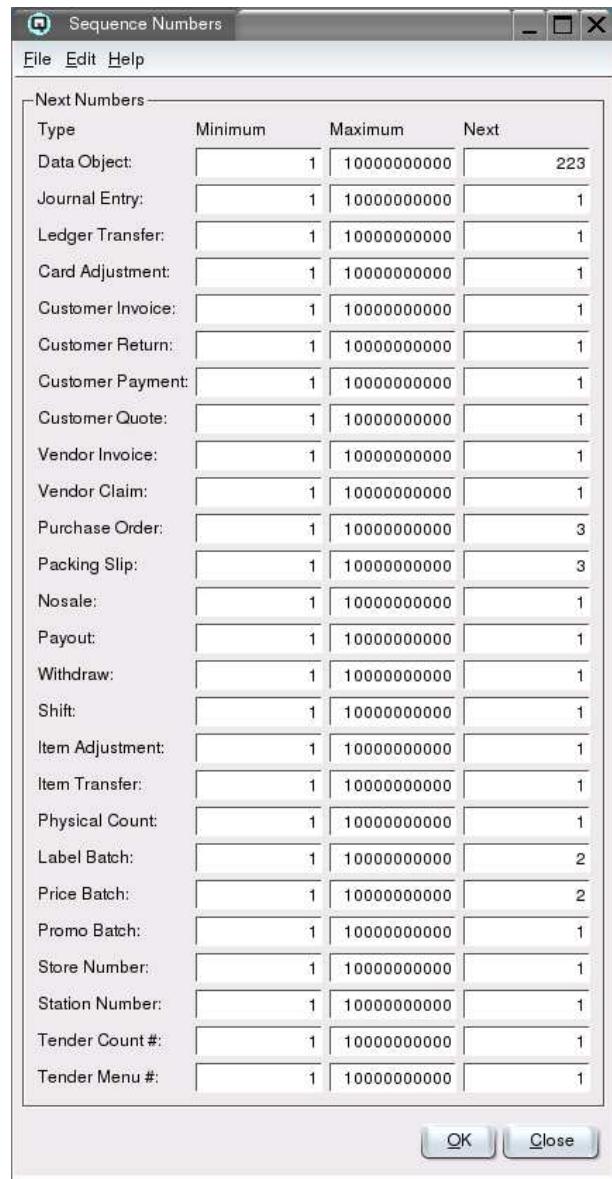
Figure 2.19: *Sequence Numbers* window
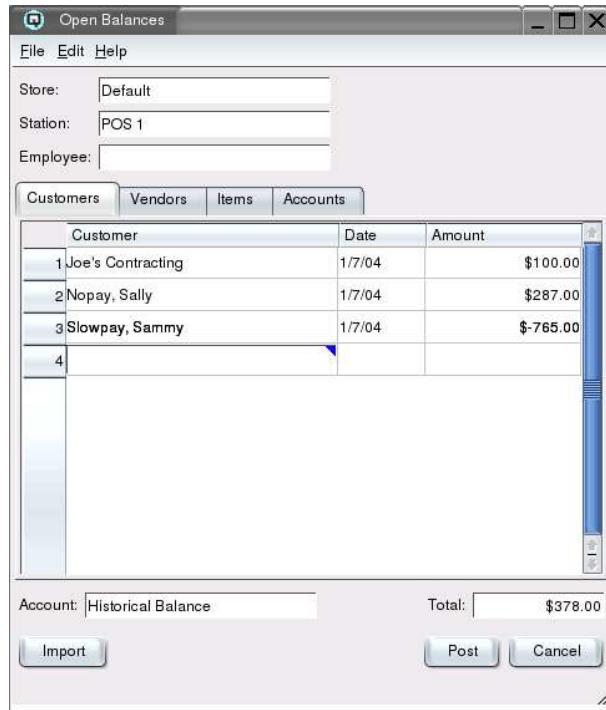
Figure 2.20: *Open Balances* window

Utilize the sequence numbers window to define the next sequence number for the various transactions within Quasar .

2.16   Enter Opening Balances

"Setup" $\Longrightarrow$ "System" $\Longrightarrow$ "Open Balances" $\longrightarrow$ The open balances window can be viewed by clicking on "Setup" in the menu bar at the top of the Quasar main window. The drop down window will be displayed. Select "System" followed by "Open Balances". The open balances window will be displayed. See Figure 2.20.

The open balances screen is for use when first setting up Quasar. Its purpose is to provide a mechanism for entering the opening balances of your customer's receivable accounts, your vendor's payable accounts, your inventory and your general ledger accounts,

Chapter 3

Year End Prliminary and Final Close

When you first install Quasar there is no fiscal year dates set. It is suggested that you enter your opening balance for a previous year and do a preliminary close at which time you set the dates for your fiscal year. Once you are sure that no further changes are required you can do a final year end close.

3.1 Preliminary Year End Close

"Setup" $\Longrightarrow$ "Ledger" $\Longrightarrow$ "Preliminary Year End" $\longrightarrow$

Use this screen to run the preliminary year end process. It can only be run when last year closed is 'Y' and you specify the new start of year date when you run it. It sets the year start date in the company, set last year closed to 'N', and does a transfer of all income statement balances to the retained earnings account with a date of 12:00AM on the start of year date. There is a transfer per store and you can see the current year end transfer number in the store master. The transfer is just a general ledger posting.

After the preliminary year end process is run, if you post a new transaction in to the previous year and it involves income statement (profit and loss) accounts, the transfer for the store is updated to transfer the balances to retained earnings.

3.2 Final Year End Close

"Setup" $\Longrightarrow$ "Ledger" $\Longrightarrow$ "Final Year End" $\longrightarrow$
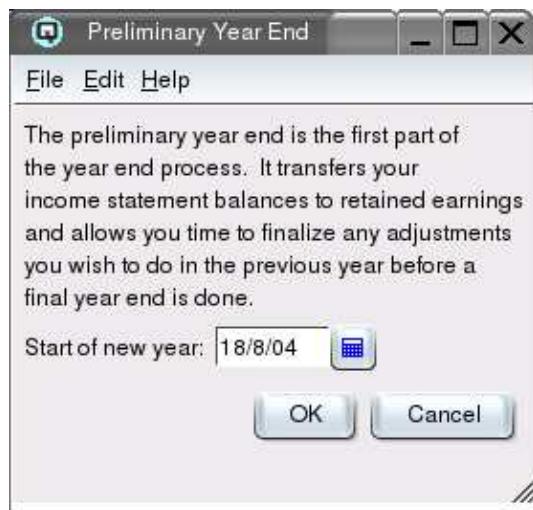
Figure 3.1: *Preliminary Year End* window

Use this screen to run the final year end process. It can only be run when last year closed is 'N' and you have completed the preliminary year end process. After the final close you can no longer create transactions that effect the previous years operations.
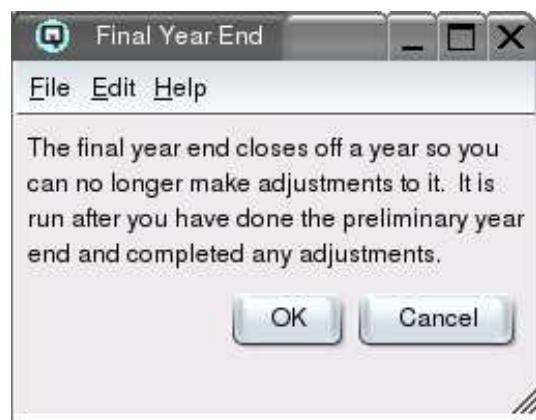
Figure 3.2: *Final Year End* window

Chapter 4

Setup Card

4.1   List of Payment Terms

"**Setup**" $\implies$ "**Card File**" $\implies$ "**Terms**" $\longrightarrow$ The terms list can be viewed by clicking on "**Setup**" in the menu bar at the top of the Quasar main window. The drop down window will be displayed. Select "**Card File**" followed by "**Terms**". The terms list window will be displayed. See Figure 4.1

The terms list displays a list of the payment terms defined for both vendors and customers.

The body of the terms list contains the following:

Name   The name of the payment term.

Inactive   The active state of the term.

In the bottom left hand corner of the list you will see the show inactive toggle:

Show Inactive   Toggle on or off. Toggle on if you wish the inactive
                                terms to appear on the list. Toggle off if the inactive
                                terms are not to appear on the list.

4.2   Creating a Payment Term

New $\longrightarrow$ First, go to the terms list. For a review of the terms list see Section 4.1. Click on the "**New**" button in the bottom left hand corner of the term list. The term master window will be displayed as shown in Figure 4.2.
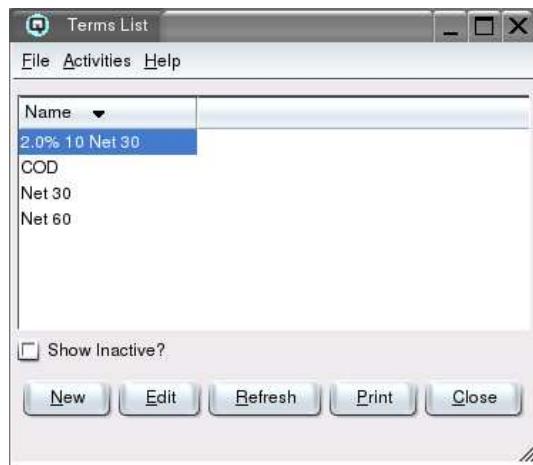
Figure 4.1: *Terms List* window
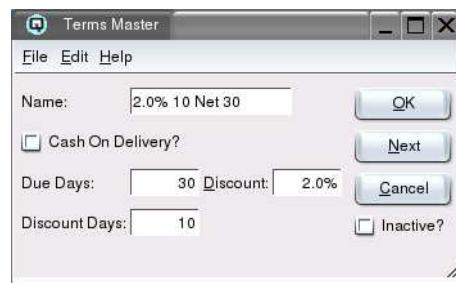
Figure 4.2: *Term Master* window

The terms master window is used create specific payment terms for customers and vendors.

Name	Quasar creates the term name using the information entered in the `Due Days`, `Discount Days` and `Discount` fields.
Cash on Delivery?	Toggle on or off. Toggle on to set the terms to "COD" which means the payment is due on delivery of the goods to the customer.
Due Days	The number of days, after the invoice date, which an invoice is due and payable.
Discount Date	If an early payment discount is to be given, enter the number of days before which an invoice must be paid, in order for the discount to take effect.
Discount	If an early payment discount is to be given, enter the percentage amount of the discount.
Inactive	Toggle on or off. Toggle on to set the term to inactive.

4.3   List of Customer Types

"Setup" $\Longrightarrow$ "Card File" $\Longrightarrow$ "Customer Type" $\longrightarrow$ The customer type list can be viewed by clicking on "Setup" in the menu bar at the top of the Quasar main window. The drop down window will be displayed. Select "Card File" followed by "Customer Types". The customer types window will be displayed. See Figure 4.3.

The customer type list displays a list of the various customer type records that have been created. Customer types can be used to define default information that will be used when creating new customer records. Some changes to the customer types record automatically change the customer records linked to it. For example, if you change the interest rate in a customer type, then the customers linked to that type have their interest rate changed accordingly.

The body of the customer type list contains the following:
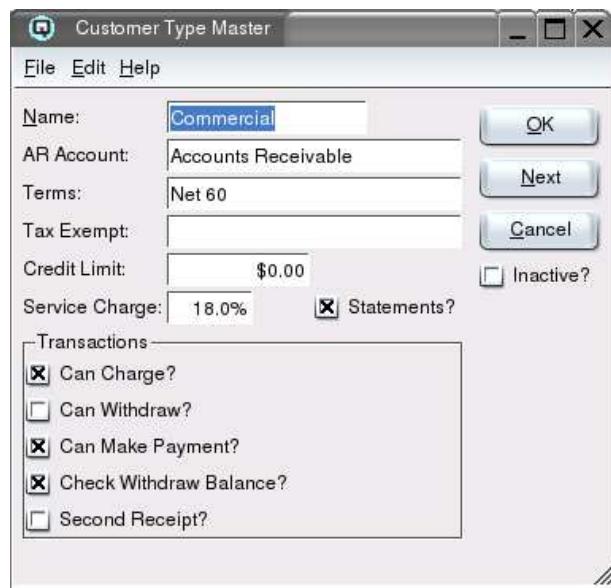
Figure 4.3: *Customer Type* window

Name	The name of the customer type.
Account	The ledger account that the type is linked to.
Inactive	The active state of the customer type .

In the bottom left hand corner of the list you will see the show inactive toggle:

Show Inactive	Toggle on or off. Toggle on if you wish the inactive customer types to appear on the list. Toggle off if the inactive customer types are not to appear on the list.

4.4   Creating a Customer Type

New $\longrightarrow$ First, go to the customer type list. For a review of the customer type list see Section 4.3. Click on the **"New"** button in the bottom left hand corner of the customer type list. The customer type master window will be displayed as shown in Figure 4.4.

The "Customer Type Master" window is used store default data about a specific type of customer. This default data is then used when creating a

Figure 4.4: *Customer Type Master* window

new customer with the customer master screen. If the interest rate is changed in the customer type master, then the interest rate is also changed in each of the customer records linked to the customer type. This will save considerable time if you find a requirement to adjust your interest rate charged on overdue accounts. Therefore, even if you only have one account type, it is recommended that you create an account type record.

Name	The name of the customer type.
AR Account	The accounts receivable ledger account that will be linked to customers.
Terms	Enter the default payment terms that apply to the customers.
Tax Exempt	Enter the tax or tax group from which the customer is exempt.
Credit Limit	Enter the maximum credit that will be available to the customer.

Service Charge   Enter the annual service charge percentage that will be charged to the customer on past due invoices.

Statement?   Toggle on or off. Toggle on if the statements will be printed for the customers.

Transactions   Controls specific types of transactions that can be created for the customer.

> **Can Charge** Toggle on or off. Toggle on if the customer can charge to a receivable account.
>
> **Can Withdraw** Toggle on or off. Toggle on if the customer can withdraw cash from their receivable account.
>
> **Can Make Payment** Toggle on or off. Toggle on if the customer can make a payment to their receivable account.
>
> **Check Withdraw Balance** Toggle on or off. Toggle on if the customer can only withdraw cash when their receivable account is in a credit balance.
>
> **Second Receipt** Toggle on or off. Toggle on if a second receipt is always required by this customer.

Inactive   Toggle on or off. Toggle on to set the customer type to an inactive state. Toggle off to re-instate the customer type to its active state.

4.5   List of Patronage Groups

"`Setup`" $\implies$ "`Card File`" $\implies$ "`Patronage Groups`" $\longrightarrow$ The patronage group list can be viewed by clicking on "`Setup`" in the menu bar at the top of the Quasar main window. The drop down window will be displayed. Select "`Card File`" followed by "`Patronage Groups`". The patronage groups window will be displayed. See Figure 4.5.

The patronage group list displays a list of patronage groups. Patronage groups are created to link customer accounts for the purpose of allocating patronage.
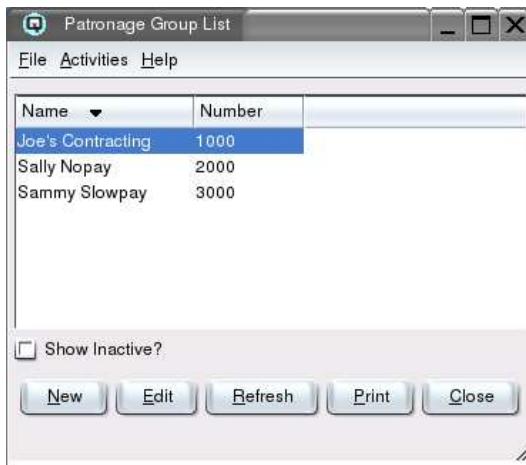
Figure 4.5: *Patronage Group* list

The body of the patronage group list contains the following:

Name	The name of the patronage groups.
Number	The number assigned to the patronage groups
Inactive	The active state of the patronage group.

In the bottom left hand corner of the list you will see the show inactive toggle:

Show Inactive	Toggle on or off. Toggle on if you wish the inactive patronage groups to appear on the list. Toggle off if the inactive patronage groups are not to appear on the list.

4.6 Creating a Patronage Group

New $\longrightarrow$ First, go to the patronage group list. For a review of the patronage group list see Section 4.5. Click on the "New" button in the bottom left hand corner of the patronage group list. The patronage group master window will be displayed as shown in Figure 4.6.

Figure 4.6: *Patronage Group Master* window

The "Patronage Group Master" window is used to link multiple customer accounts to a patronage group for patronage reporting and patronage allocation purposes.

Name	The name of the patronage group.
Number	The number assigned to the patronage group.
Card Entry Table	Use this section to enter the cards which will link to the patronage group.

> **Customer or Vendor** The customer or vendor linked to the patronage group.
>
> **Number** Quasar displays the customer or vendors number.
>
> **Type** Quasar displays whether the card is a customer or vendor.

Equity Member	Enter the receivable card to which patronage equity allocations will be posted.
Credit Member	Enter the receivable card to which patronage credit allocations will be posted.
Inactive	Toggle on or off. Toggle on to set the patronage group to an inactive state. Toggle off to re-instate the patronage group to its active state.

4.7 List of Patronage Worksheets

"Setup" $\Longrightarrow$ "Card File" $\Longrightarrow$ "Patronage Worksheet" $\longrightarrow$ The patronage worksheet list can be viewed by clicking on **"Setup"** in the menu bar at the top of the Quasar main window. The drop down window will be displayed. Select **"Card File"** followed by **"Patronage Worksheet"**. The patronage worksheet list will be displayed. See Figure 4.7.

The patronage worksheet list displays a list of patronage worksheets. Patronage worksheets are created to calculate member equity and credit allocations for Co-operative organizations.

The body of the patronage worksheet list contains the following:
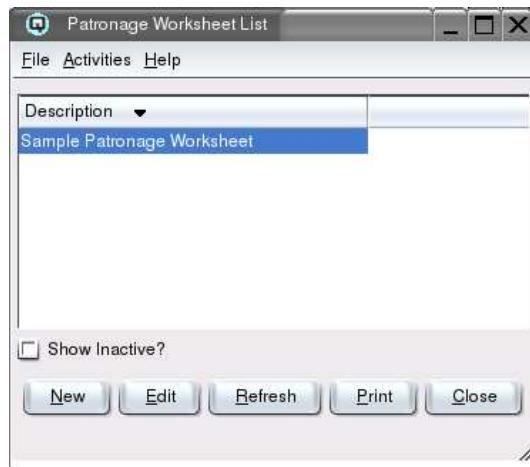
Figure 4.7: *Patronage Worksheet* list

Description	A description of the patronage worksheets.
Inactive	The active state of the patronage worksheet.

In the bottom left hand corner of the list you will see the show inactive toggle:
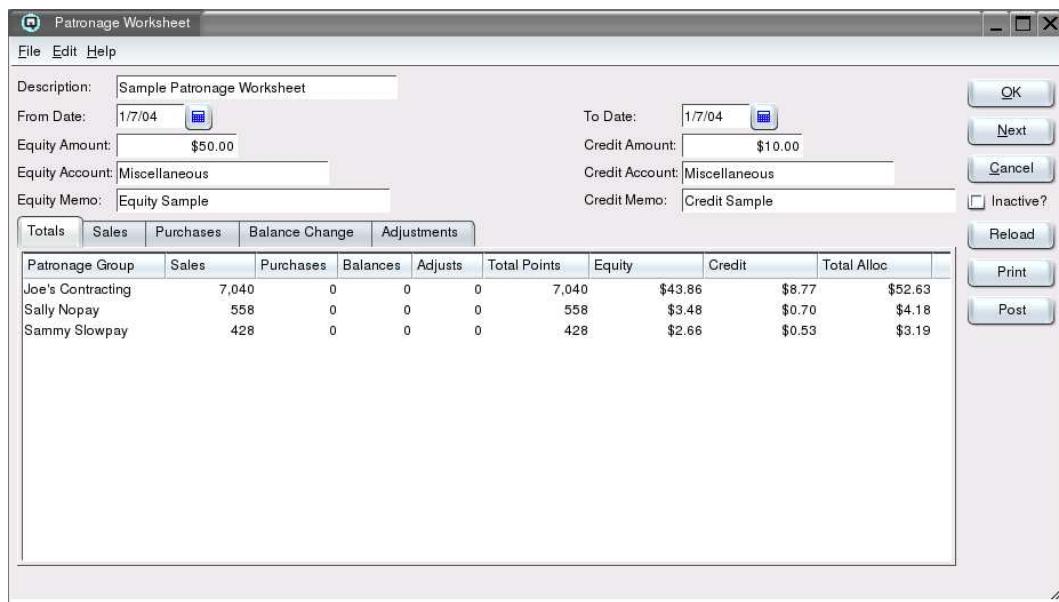
Show Inactive	Toggle on or off. Toggle on if you wish the inactive patronage worksheets to appear on the list. Toggle off if the inactive patronage worksheets are not to appear on the list.

4.8   Creating a Patronage Worksheet

New ⟶ First, go to the patronage worksheet list. For a review of the patronage worksheet list see Section 4.7. Click on the **"New"** button in the bottom left hand corner of the patronage worksheet list. The patronage worksheet master window will be displayed as shown in Figure 4.8.

The "Patronage Worksheet" window is used to view and create patronage allocations for a specified period of time. Patronage points can be allocated based on a customers purchases, purchases from a vendor and decreases in the customers receivable account balances.

Figure 4.8: *Patronage Worksheet Master* window

Description	The description for your patronage worksheet.
From Date	The starting date for the patronage points calculation.
To Date	The ending date for the patronage points calculation.
Equity Amount	Enter the amount of patronage that will be allocated as equit.
Equity Account	Enter the ledger account that will be credited when the equity is allocated to the patronage groups.
Equity Memo	Enter the memo that will appear on all card adjustments created by Quasar when equity is allocated to the patronage groups.
Credit Amount	Enter the amount of patronage that will be allocated as credit.

Figure 4.9: *Patronage Worksheet Master - Totals* window

Credit Account   Enter the ledger account that will be credited when
                    the credit is allocated to the patronage groups.

Credit Memo   Enter the memo that will appear on all card adjust-
                    ments created by Quasar when credit is allocated to
                    the patronage groups.

Totals   The totals folder displays the total points calculated
                    for each patronage group. Points are calculated by
                    clicking on the "Reload" button. Figure 4.9 shows
                    a sample of the totals folder.

        Patronage Group   The name of the patronage
                             group.

        Sales   The patronage points allo-
                             cated to the patronage group
                             as a result of their purchases
                             from you as your customer.

        Purchases   The patronage points allo-
                             cated to the patronage group
                             as a result of your purchases
                             from them as your vendor.

        Balances   The patronage points allo-
                             cated to the patronage group
                             as a result of the paying down
                             of receivable accounts.

        Total Points   Total patronage points allo-
                             cated to the patronage group.

        Equity   The amount of equity that
                             will be allocated to the eq-

Figure 4.10: *Patronage Worksheet Master - Sales* window

	uity account for the patron-age group.
Credit	The amount of the credit that will be allocated to the credit account for the patronage group.
Total Allocation	The total patronage allocation for the patronage group.

Sales

The sales folder displays the total points calculated for each patronage group for sales to customers who belong to the patronage group. You can turn the customer detail and/or the department details on by clicking on the appropriate flag. Figure 4.10 shows a sample of the sales folder.

Group	The number for the patronage group.
Group Name	The name of the patronage group.
Cust #	The customer number for customers in the patronage group.
Customer Name	The name of customers in the patronage group.

Figure 4.11: *Patronage Worksheet Master - Purchases* window

Department	The department from which sales were made.	
Dept Pnts	The points for sales within each department.	
Net Sales	The net sales to the customer or patronage group.	
Points	The total patronage points allocated for sales.	

Purchases

The purchases folder displays the total points calculated for each patronage group for purchases from vendors who belong to the patronage group. You can turn the vendor detail on by clicking on the vendor detail flag. The number of points assigned to each dollar of purchases can be set by enter the multiplication factor in the "Purchase Points" attribute. For example entering "1" will assign 1 point for each dollar of purchases. Figure 4.11 shows a sample of the sales folder.

Group	The number for the patronage group.
Group Name	The name of the patronage group.

Figure 4.12: *Patronage Worksheet Master - Balance Change* window

Cust #	The customer number for customers in the patronage group.	
Customer Name	The name of customers in the patronage group.	
Department	The department from which sales were made.	
Dept Pnts	The points for sales within each department.	
Net Sales	The net sales to the customer or patronage group.	
Points	The total patronage points allocated for sales.	

Balance Change   The balance change folder displays the total points calculated for each patronage group for reduction of accounts receivable balance. You can turn the customer detail on by clicking on the customer detail flag. The number of points assigned to each dollar of balance reduction can be set by enter the multiplication factor in the "Purchase Points" attribute. For example entering "1" will assign 1 point for each dollar of accounts receivable reduction. Figure 4.12 shows a sample of the sales folder.

Group	The number for the patronage group.
Group Name	The name of the patronage group.
Cust #	The customer number for customers in the patronage group.
Customer Name	The name of customers in the patronage group.
Sarting	The accounts receivable balance as/at the start of the points allocation period.
Ending	The ending accounts receivable balance as/at the end of the allocation period.
Change	The net change to the accounts receivable balance
Points	The total patronage points allocated for change to accounts receivable balance..

Adjustments	The adjustments folder is used to manually adjust the patronage points of a pat group.
	Figure 4.13 shows a sample of the adjustments folder.

Group	The number for the patronage group.
Group Name	The name of the patronage group.
Points	The total patronage points adjusted.
Reason	The reason for the adjustment.
Add	Click on the "Add" button to add a manual adjustment. Figure 4.14 shows a sample of the add adjustment window.

Figure 4.13: *Patronage Worksheet Master - Adjustments* window

Figure 4.14: *Patronage Worksheet Master - Add an Adjustments* window

Reload   Click on the reload button to recalculate the alloca-
                          tions based on the entered parameters.

Print   Click on the print button to print a hard copy of the
                          points allocation.

Post   Click on the post button to post the equity and cred-
                          its to the appropriate equity and credit customer ac-
                          counts. A customer adjustment will be created for
                          each equity allocation and each credit allocation.

Chapter 5

Setup Inventory

5.1 List of Departments

"**Setup**" $\implies$ "**Inventory**" $\implies$ "**Departments**" $\longrightarrow$ The inventory department list can be viewed by clicking on "**Setup**" in the menu bar at the top of the Quasar main window. The drop down window will be displayed. Select "**Inventory**" followed by "**Departments**". The department list window will be displayed. See Figure 5.1

Departments are the highest level within the inventory hierarchy. Its only function is to provide a mechanism to sort and group inventory for lists and reports.

The body of the department list contains the following:

Name	The name of the department.
Number	The number of the department.
Inactive	A check mark indicates that a department is inactive.

In the bottom left hand corner of the list you will see the show inactive toggle:

Show Inactive	Toggle on or off. Toggle on if you wish the inactive departments to appear on the list. Toggle off if the inactive departments are not to appear on the list.
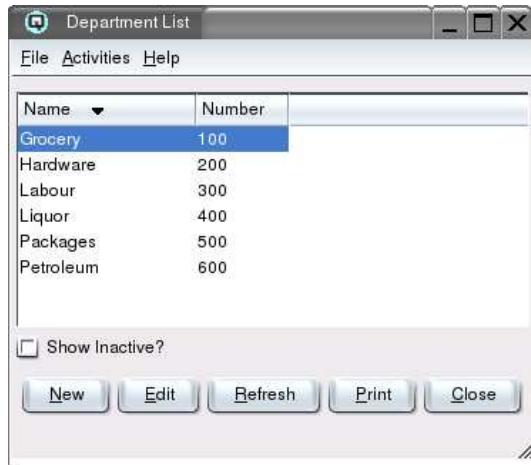
Figure 5.1: *Department List* window

5.2   Creating a Department

New ⟶ First, go to the department list. For a review of the department list see Section 5.1. Click on the **"New"** button in the bottom left hand corner of the department list. The department master window will be displayed as shown in Figure 5.2.

The department master window is very simple. The only attribute that is required is the department name. The department name should be as descriptive as possible as a departments sole purpose is for sorting and grouping inventory items when listing or reporting.

Name	Enter the name of the department.
Number	The number of the department.
Points	Co-operative organizations sometimes allocate profits back to members based on points. Set the points assigned to every dollar of purchases for this department. Default is one.
Inactive?	Toggle on or off. Toggle on to make the department inactive. Toggle off to re-instate the department as active.

Figure 5.2: *Department Master* window

5.3   List of Sub-Departments

"`Setup`" $\implies$ "`Inventory`" $\implies$ "`Sub-Departments`" $\longrightarrow$ The inventory sub-department list can be viewed by clicking on "`Setup`" in the menu bar at the top of the Quasar main window. The drop down window will be displayed. Select "`Inventory`" followed by "`Sub-departments`". The sub-department list window will be displayed. See Figure 5.3

Sub-departments, while not required, if used correctly, can be a tremendous asset. Not only are sub-departments valuable for sorting and listing reports, they also provide default attributes for the fast entry of new items. We highly recommend the use of sub-departments.

The body of the sub-department list contains the following:

Name	The name of the sub-department.
Number	The number of the sub-department.
Department	The name of the department that the sub-department is linked to.
Active	A check mark indicates that a department is inactive.

In the bottom left hand corner of the list you will see the show inactive toggle:
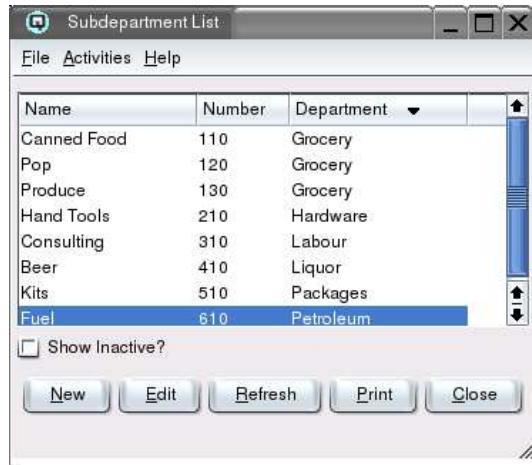
Figure 5.3: *Sub-Department List* window

| Show Inactive | Toggle on or off. Toggle on if you wish the inactive sub-departments to appear on the list. Toggle off if the inactive sub-departments are not to appear on the list. |

5.4   Creating a Sub-Department

⟶ First, go to the sub-department list. For a review of the sub-department list see Section 5.3. Click on the **"New"** button in the bottom left hand corner of the sub-department list. The sub-department master window will be displayed as shown in Figure 5.4.

In addition to providing a way to sort inventory when reporting and listing, sub-departments can substantially speed up the entry of new items. By entering a sub-department, while setting up a new inventory item, the defaulting attributes defined in the sub-department, will immediately be copied to the inventory item. Following is a list of attributes in the sub-department master window:

| Name | The name of the sub-department. |
| Number | The number of the sub-department. |

Figure 5.4: *Sub-Department Master* window

Department	The name of the department that the sub-department is linked to.
Inactive	Toggle on or off. Toggle on to set the sub-department to an inactive state. Toggle off to re-instate the sub-department to its active status.
Type	The type section determines if the items are purchased, sold, inventoried, or any combination of the three. The ledger accounts required will be displayed dependent on the combination selected.

Purchased	Toggle on or off. Toggle on if the items will be purchased through the Quasar purchasing and receiving functions.
Sold	Toggle on or off. Toggle on if the items will be sold through the Quasar sales functions.
Inventoried	Toggle on or off. Toggle on if the items will be inventoried through the Quasar inventory functions.
Expense Account	Defines the ledger account the items are to be expensed to when they are purchased.

		The expense account is required for:
		• items that are purchased only
		• items that are purchased and sold, but not inventoried
	COGS Account	Defines the cost of goods sold ledger account that will be posted to when the items are sold. The cost of goods sold account is required for:
		• items that are purchased, sold and inventoried
		• items that are sold and inventoried, but not purchased
	Income Account	Defines the income ledger account that will be posted to when the items are sold. The income account is required for all items that are sold.
	Asset Account	Defines the asset ledger account the will be posted to when the items are purchased, added to inventory using the item adjustment window or sold. The asset account is required for all items that are inventoried.
Purchase Information		In this section define information required when the items are purchased.
	Purchase Tax	The purchase tax that will be charged when the items are purchased from a vendor.

Sales Information   In this section define information required when the items are sold.

    Selling Tax   Tax that will be charged when the items are sold.

    Target GM   The target gross margin for the items. The target gross margin is used by Quasar to calculate suggested selling prices based on desired margins.

Note: CAUTION: When you update the target margin for a subdepartment, you will automatically update the target margin for all items linked to the subdepartment. If you manage your target margins by item, then "do not" edit the target margin in the subdepartment.

    Variance   The variance attribute works in conjunction with the target gross margin attribute. When calculating suggested price changes Quasar will suggest price changes where the margin change is greater than or less than the variance.

Note: CAUTION: When you update the Variance for a subdepartment, you will automatically update the variance for all items linked to the subdepartment.
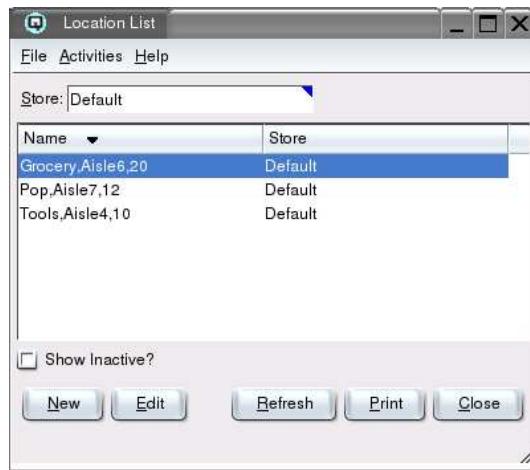
Figure 5.5: *Location List* window

If you manage your variance by item, then "do not" edit the target margin in the sub-department.

5.5   List of Item Locations

"Setup" $\Longrightarrow$ "Inventory" $\Longrightarrow$ "Locations" $\longrightarrow$ The location list can be viewed by clicking on "Setup" in the menu bar at the top of the Quasar main window. The drop down window will be displayed. Select "Inventory" followed by "Locations". The location list window will be displayed. See Figure 5.5

The location list displays a complete list of the inventory locations specified for your company. You may specify one location, per item, per store. Defining the location or address of your items is very helpful when running reports and/or doing functions like taking physical inventory.

The body of the location list contains the following:

Name   The name of the location. Location names can include up to three parts seperated by commas. In

Figure 5.6: *Location Master* window

the example **"Tools,Aisle1,34"** the item can be found in the tool section, in aisle1, bin 34.

Inactive A check mark in this column indicates that a location is inactive.

In the bottom left hand corner of the list you will see the show inactive toggle:

Show Inactive? Toggle on or off. Toggle on if you wish the inactive locations to appear on the list. Toggle off if the inactive locations are not to appear on the list.

5.6 Creating an Item Location

New ⟶ First, go to the location list. For a review of the location list see Section 5.5. Click on the **"New"** button in the bottom left hand corner of the location list. The location master window will be displayed as shown in Figure 5.6.

The location master window is used to define the location addresses within your business. These location addresses can then be used for item reporting and for physical inventory purposes.

Name The name of the location. The location name is unique in that you can not enter it manually. Quasar creates the location name from the section, fixture and bin. For example, section "Tools", when combined with fixture "Aisle1" and bin "34" will create the name **"Tools,Aisle1,34"**.

Section   The highest level in the item location. For example,
                                 in a hardware store or warehouse you may have a
                                 tool section, paint section, plumbing section and an
                                 electrical section. In a grocery store or warehouse
                                 you may have a canned foods section, meat section,
                                 and produce section. In a shoe store you may have
                                 a mens casual section and a ladies casual section.

Fixture   The second level in the item location. For example,
                                 an item may be in section "Tools" and on fixture
                                 "Aisle1".

Bin   The lowest level in the item location. This will be
                                 the actual bin or shelf in which the item is located.
                                 Of course what you consider to be a bin is entirely
                                 up to you.

Inactive?   Toggle on or off. Toggle on to set the location to
                                 inactive. Toggle off to re-set the location to active.
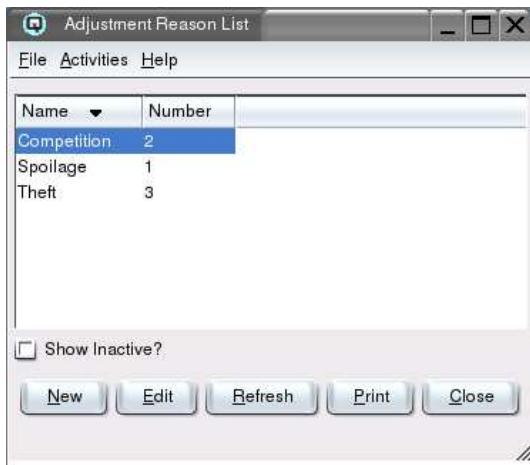
5.7   List of Adjustment Reasons

"Setup" $\Longrightarrow$ "Inventory" $\Longrightarrow$ "Adjustment Reasons" $\longrightarrow$ The adjust-
ment reason list can be viewed by clicking on "Setup" in the menu bar
at the top of the Quasar main window. The drop down window will be
displayed. Select "Inventory" followed by "Adjustment Reasons". The
adjustment reason list window will be displayed. See Figure 5.7

The adjustment reason list displays a complete list of the inventory
adjustment reasons specified for your company. By setting up adjustment
reasons you can quickly take markdowns or do inventory writeoffs without
having to remember the ledger accounts.

The body of the adjustment reason list contains the following:

Name   The name of the adjustment reason.

Number   The number of the adjustment reason. When en-
                                 tering a reason in Quasar you can enter either the
                                 name or the number.

Figure 5.7: *Adjustment Reason List* window

Inactive	A check mark in this column indicates that an adjustment reason is inactive.

In the bottom left hand corner of the list you will see the show inactive toggle:

Show Inactive?	Toggle on or off. Toggle on if you wish the inactive adjustment reasons to appear on the list. Toggle off if the inactive adjustment reasons are not to appear on the list.

5.8   Creating an Adjustment Reason

⟶ First, go to the adjustment reason list. For a review of the adjustment reason list see Section 5.7. Click on the **"New"** button in the bottom left hand corner of the adjustment reason list. The adjustment reason master window will be displayed as shown in Figure 5.8.

Create an adjustment reason for each type of inventory adjustment. Adjustment reasons are entered into the *Item Adjustment* screen by line. Thus you can have an inventory adjustment for multiple reasons.

Name	The name of the adjustment reason.

Figure 5.8: *Adjustment Reason Master* window

Number   The number of the adjustment reason.

Account   Enter the ledger account for the adjustment reason.

Inactive?   Toggle on or off. Toggle on to set the adjustment
                          reason to inactive. Toggle off to re-set the adjust-
                          ment reason to active.

Chapter 6

Setup Sales Information

6.1   List of Selling Discounts
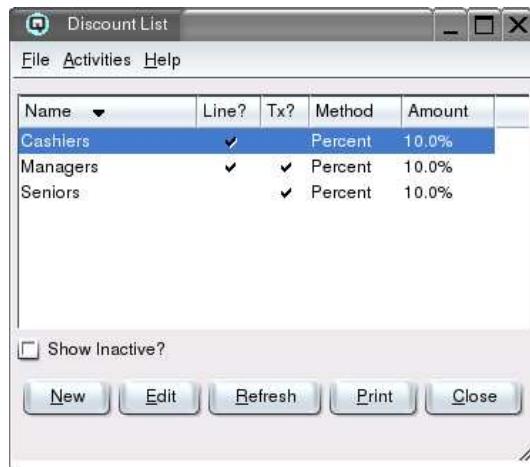
"**Setup**" $\implies$ "**Sales**" $\implies$ "**Discounts**" $\longrightarrow$ The discount list can be viewed by clicking on "**Setup**" in the menu bar at the top of the Quasar main window. The drop down window will be displayed. Select "**Sales**" followed by "**Discounts**". The discount list window will be displayed. See Figure 6.1

There is an audit trail for each discount given in Quasar . All discounts given at the point-of-sale must link back to a pre-defined discount.

The body of the discount list contains the following:

Name	The name of the price discount.
Line	Displays if the discount is a line discount.
TX?	Displays if the discount is a transaction discount.
Method	Identifies the discount method. A discount is either a percent discount or a dollar discount.
Amount	Displays a percent discount as a percentage and displays a dollar discount in dollars.
Inactive	The active state of the discount.

In the bottom left hand corner of the list you will see the show inactive toggle:

Figure 6.1: *Discount List* window

Figure 6.2: *Discount Master* window

Show Inactive   Toggle on or off. Toggle on if you wish the inactive
                       discounts to appear on the list. Toggle off if the
                       inactive discounts are not to appear on the list.

6.2   Creating a Discount

New ⟶ First, go to the discount list. For a review of the discount list
see Section 6.1. Click on the "New" button in the bottom left hand corner
of the discount list. The discount master window will be displayed as shown
in Figure 6.2.

All discounts taken within Quasar must be linked to a pre-defined discount name for audit purposes. A discount may be treated as a reduction of a price or as an expense item.

Name	The name of the discount.
Line Discounts?	Toggle on or off. Toggle on if this discount is to be used to discount individual lines in a transaction.
Transaction Discounts?	Toggle on or off. Toggle on if this discount is to be used to discount an entire transaction.
Account	If the discount is to be treated as a reduction of price for account posting purposes leave this attribute blank. If the discount is to be posted as an expense then enter the expense account.
Percent	Toggle on or off. Toggle on to define the discount method as percent. Enter the percent amount. The percentage entered will be deducted from the regular price of the items.
Dollar	Toggle on or off. Toggle on to define the discount method as dollar. Enter the dollar amount of the discount. Note dollar discount will be given off of each line if a line discount, and off of the transaction total in a transaction discount.
Inactive	Toggle on or off. Toggle on to set the discount to inactive.

6.3 Tender List

"Setup" $\implies$ "Sales" $\implies$ "Tenders" $\longrightarrow$ The tender list can be viewed by clicking on "Setup" in the menu bar at the top of the Quasar main window. The drop down window will be displayed. Select "Sales" followed by "Tenders". The tender list window will be displayed. See Figure 6.3

The tender list contains a list of all tenders that may you used for tendering a transaction at a point of sale terminal.

The body of the tender list contains the following:
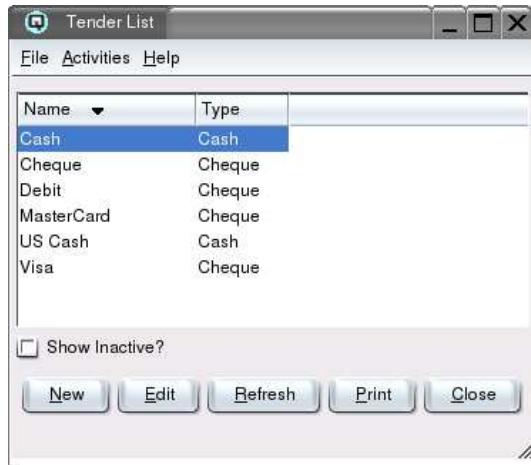
Figure 6.3: *Tender List* window

Name   The name of the tender.

Type   There are four tender types. These include cash, cheque , card and charge.

Inactive   A check mark indicates that a tender is inactive.

In the bottom left hand corner of the list you will see the show inactive toggle:

Show Inactive   Toggle on or off. Toggle on if you wish the inactive tenders to appear on the list. Toggle off if the inactive tenders are not to appear on the list.

6.4   Create a Tender

New $\longrightarrow$ First, go to the tender list. For a review of the tender list see Section 6.3. Click on the "New" button in the bottom left hand corner of the tender list. The tender master window will be displayed as shown in Figure 6.4.

The tender master window is used to create and edit tenders. Tenders are required by Quasar Point-of-Sale to tender transactions at a point of sale terminal.

Figure 6.4: *Tender Master* window

Name	The name of the tender.
Type	There are three types of accounts to select from.

> **Cash** Select **"Cash"** for cash tenders.
>
> **Cheque** Select **"Cheque "** for cheque tenders.
>
> **Card** Not currently in use. Do not select card at this time

Limit	The customers credit limit. Quasar Point-of-Sale will not allow a customer to charge over their credit limit without a credit override.
Convert Rate	The conversion rate required to convert foreign exchange to the base currency.
Menu Number	
Menu Number	The menu number defines the order that the tender will appear on the point-of-sale menu.
Flags	Set the flags to determine functionality at the point-of-sale. See Figure 6.5.
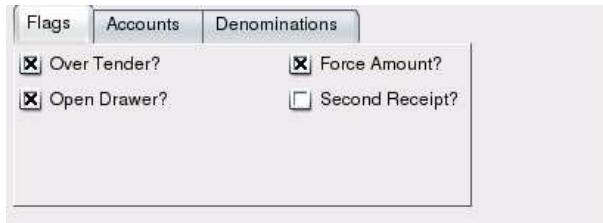
Figure 6.5: *Tender Master - Flags* window

Over Tender   Toggle on or off. Toggle on to allow
an over tender. Toggle off not to allow
the tender amount to be over the total
balance due on the transaction. For
example, at the point of sale, if you
do not allow a personal cheque to be
greater than the amount of the pur-
chase you would set the over tender
flag to off.

Open Drawer   Toggle on or off. Toggle on if the
cash drawer will open when a trans-
action is tendered. Toggle off if the
cash drawer will not open. For exam-
ple, if you have a slotted cash drawer
you may not wish it to open when ten-
dering by card or cheque . Rather, the
cashiers will deposit the card slips and
cheques through the slots.

Force Amount   Toggle on or off. Toggle on to force
the cashier to always enter the amount
being tendered. Toggle off if the cashier
is not forced to enter the amount being
tendered.

Second Receipt   Toggle on or off. Toggle on if a sec-
ond receipt is required. For example,
many organizations wish to print a sec-
ond receipt for charge transactions.

Accounts   Define the ledger accounts that are affected by the

Figure 6.6: *Tender Master - Accounts* window

tender. See Figure 6.6.

Transaction Account The ledger account into which
transactions amounts for this tender
will be posted. For example, sales, re-
turns and payouts.

Safe Account During the cash reconcile process ten-
ders are transferred from the station to
the safe. Enter the ledger account for
the safe.

Bank Account During the cash reconcile process ten-
ders are transferred to the bank. Enter
the ledger account for the bank.

Denominations Denominations are used to count cash at the point-
of-sale during the cash reconciliation process. A
tender may have multiple denominations. For ex-
ample, Canadian cash has pennies, nickles, dimes,
quarters, loonies, toonies, etc.... The denominations
defined are sent to the point-of-sale and create a ma-
trix for counting. For example, you would count 7
dimes and Quasar would calculate that this equals
70 cents or .70 of a dollar. See Figure 6.7.

Name The name of the denomination. For
example, Pennies, Nickles, Dimes and
Quarters.

Muliplier Defines the value of the denomination.
For example a Canadian Quarter = .25

Figure 6.7: *Tender Master - Denominations* window

Figure 6.8: *Expense List* window

of one dollar.

| Inactive? | Toggle on or off. Toggle on to set the tender to inactive. Toggle off to re-set the tender to active. |

6.5 Expense List

"Setup" ⟹ "Sales" ⟹ "Expenses" ⟶ The expense list can be viewed by clicking on "Setup" in the menu bar at the top of the Quasar main window. The drop down window will be displayed. Select "Sales" followed by "Expenses". The expense list window will be displayed. See Figure 6.8

The expense list displays a complete list of expenses that may be used in a
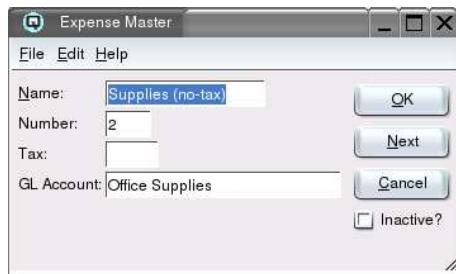
Figure 6.9: *Expense Master* window

pay out type transaction at a Quasar Point-of-Sale terminal. New expenses may created and existing expenses may be viewed and edited.

The body of the expense list contains the following:

Name	The name of the expense.
Number	The number of the expense.
Inactive	A check mark indicates that an expense is inactive.

In the bottom left hand corner of the list you will see the show inactive toggle:

Show Inactive	Toggle on or off. Toggle on if you wish the inactive expenses to appear on the list. Toggle off if the inactive expenses are not to appear on the list.

6.6 Create an Expense

New $\longrightarrow$ First, go to the expense list. For a review of the expense list see Section 6.5. Click on the **"New"** button in the bottom left hand corner of the expense list. The expense master window will be displayed as shown in Figure 6.9.

The expense master window is used to create and edit expenses. Expenses are required by Quasar Point-of-Sale if you wish to pay out cash for minor expenses.

Name   The name of the expense. The expense name will be
                            displayed as a selection on the Quasar Point-of-Sale
                            menu.

Number   The number of the expense.

Tax   Enter the tax code for the tax or taxes that Quasar
                            Point-of-Sale will use to calculate a tax amount when
                            a pay out is done using this expense code.

GL Account   The ledger account that the expense will be posted
                            to.

Inactive?   Toggle on or off. Toggle on to set the expense to
                            inactive. Toggle off to re-set the expense to active.

Chapter 7

Setup Purchasing

7.1 List of Purchasing Charges

"Setup" $\implies$ "Purchased" $\implies$ "Charges" $\longrightarrow$ The charge list can be viewed by clicking on "Setup" in the menu bar at the top of the Quasar main window. The drop down window will be displayed. Select "Purchased" followed by "Charges". The charge list window will be displayed. See Figure 7.1

The charge list displays a list of the extraordinary charges that can appear on purchase orders and vendor invoices. Quasar has provisions for both internal charges and external charges. An internal charge is included on the vendor's invoice. An example of an internal charge would be a franchise service fee. An external charge is not included on the vendor's invoice, but rather is billed by a third party. Freight by a third party carrier would be an external charge. Charges provide a mechanism to properly calculate the actual cost of receiving goods and services. With the use of charges Quasar can accurately calculate the landed cost of each item thus providing a true margin when items are sold.

The body of the charge list contains the following:

Name	The name of the charge.
Inactive	The active state of the charge.

In the bottom left hand corner of the list you will see the show inactive toggle:

Figure 7.1: *Charge List* window

Show Inactive	Toggle on or off. Toggle on if you wish the inactive charges to appear on the list. Toggle off if the inactive charges are not to appear on the list.

7.2   Creating a Charge

New $\longrightarrow$ First, go to the charge list. For a review of the charge list see Section 7.1. Click on the "New" button in the bottom left hand corner of the charge list. The charge master window will be displayed as shown in Figure 7.2.
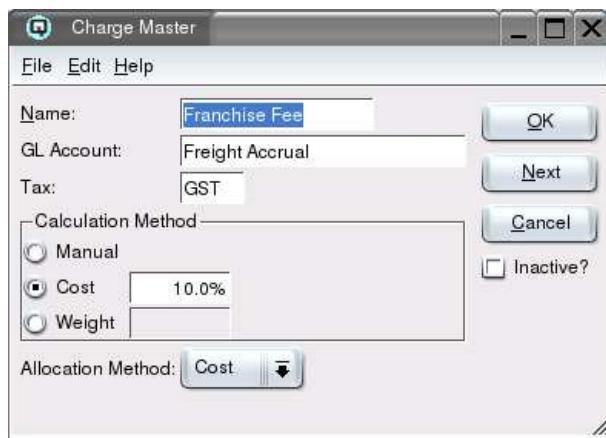
Use this screen to define the extraordinary charges that may appear on your purchase orders and packing slips. Charges include such things as franchise fees and freight. Quasar will calculate the charge based on the calculation method and will allocate the charge over items as defined. In this way the true landed cost of an item can be calculated.

Name	The name of the charge.
GL Account	Define an account for the charge. Quasar may or may not post an entry to the account dependent on the allocation method and whether the charge is used as an internal charge or an external charge.

Figure 7.2: *Charge Master* window

Tax	Enter a tax code only if a tax or group of taxes is applicable to the charge.
Calculation Method	Select the method to calculate the charge.

	Manual	Toggle on if a dollar amount for the charge will be entered manually.
	Cost	Toggle on if the charge will be calculated using the total cost of all items on a purchase order or vendor invoice.
	Weight	Toggle on if the charge will be calculated using the total weight of all items on the purchase order or vendor invoice.

Allocation Method	Select the allocation method for the charge.

	None	Toggle on if the charge will not be allocated back to the item. If "None" is selected the charge will not affect the landed cost of an item.
	Cost	Toggle on if the charge will be allocated by the line cost of each item on
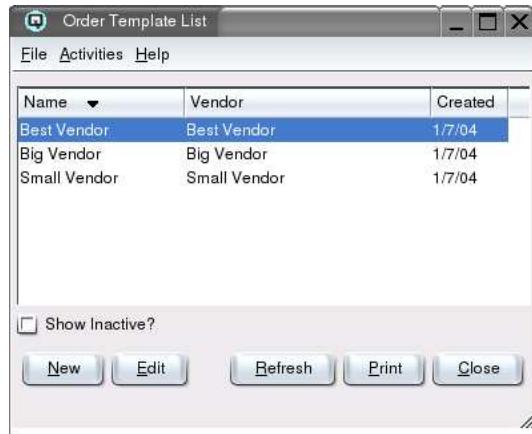
Figure 7.3: *Order Templates* window

	the purchase order or vendor invoice. Charges allocated to each line item will affect the landed cost of the item.
Weight	Toggle on if the charge will be allocated by the total line weight of each item. Charges allocated to each line item will affect the landed cost of the item.
Inactive	Toggle on or off. Toggle on to set the charge to inactive.

7.3   List of Order Templates

"Setup" $\Longrightarrow$ "Purchased" $\Longrightarrow$ "Order Templates" $\longrightarrow$ The oreder template list can be viewed by clicking on "Setup" in the menu bar at the top of the Quasar main window. The drop down window will be displayed. Select "Purchased" followed by "Order Templates". The order templates list window will be displayed. See Figure 7.3.

Order templates are a very powerful tool that can be used over and over again to create automatic orders for the products on the template. You can create an order template in the sequence that your products are

stocked in your store or if you prefer in the order that your vendor will invoice the products. Automatic orders generated from a template are created in the order of the template.

The body of the order template list contains the following:

Name	The name of the order template.
Created	The date that the order template was created.
Inactive	The active state of the order template.

In the bottom left hand corner of the list you will see the show inactive toggle:

Show Inactive	Toggle on or off. Toggle on if you wish the inactive order templates to appear on the list. Toggle off if the inactive order templates are not to appear on the list.

7.4 Creating an Order Template

New $\longrightarrow$ First, go to the order template list. For a review of the order template list see Section 7.3. Click on the **"New"** button in the bottom left hand corner of the order template list. The order template master window will be displayed as shown in Figure 7.4.

The "Order Template Master" is used to define a list of items from which automatic orders can be created. The template should be created in the order and with the order numbers that are to appear on the actual purchase order.

Name	The name of the order template.
Vendor	The vendor for the order template.
Items	This folder is used to add items to the order template.
	Item Number The item number (order number) that will appear on the purchase order. See Figure 7.5.
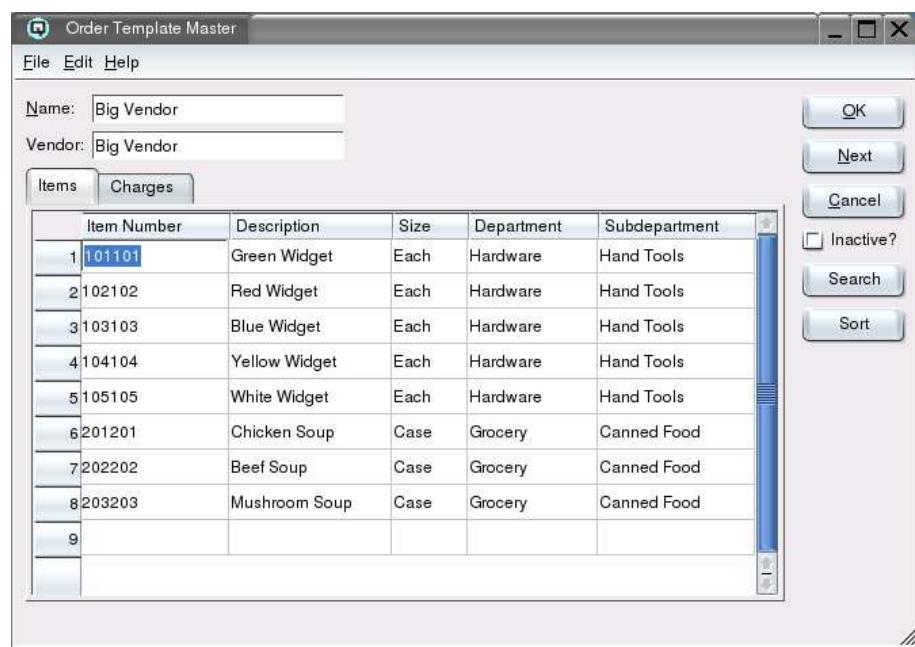
Figure 7.4: *Order Template Master* window

Figure 7.5: *Order Template - Items Folder*

Description The description of the item.

Size The case size being ordered.

Department The department the item is linked to.

Subdepartment The subdepartment the item is linked to.

Charges   Use the charges folder to define internal and external charges that will affect the order. See Figure 7.6.

Figure 7.6: *Order Template - Charges Folder*

Internal Charges Table Use the internal charges table to define internal charges affecting the order. Internal charges will be billed on the vendor invoice. An example of an internal charge is where a franchiser bills a franchise dealer a service fee.

Internal Charge Enter or select the internal charge to apply.

Amount   The amount of the internal charge on the order. This may be calculated or entered.

Tax   Displays the tax code applicable to the charge.

External Charge Table Use the external charge table to define charges that will increase the landed cost of the item. External charges will not print on the hard copy of the order nor will it impact the vendor invoice. The purpose of defining external charges on an order is to provide the ability to calculate new selling prices for items based on its anticipated landed cost. An example of an external charge is freight from a third party carrier.

External Charge Enter or select the external charge to apply.

Amount   The amount of the external charge. This may be calculated or entered.

Search   Click on the search button to search for a specific item in the template. Use this feature when your template is large and it is hard to find a specific item. Figure 7.7 shows a sample of the search screen.

Item Number   Enter item number to search

Description   Enter description to search

Sort   Click on the sort button to sort the items within the template. This feature allows you to create your orders in the same sequence as your supplier invoices,

Figure 7.7: *Order Template - Search Function*

making comparing the supplier invoices to your order easier. Figure 7.8 shows a sample of the sort screen.
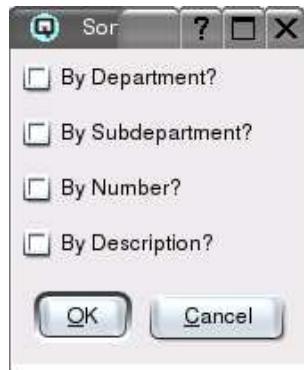
Figure 7.8: *Order Template - Sort Function*

By Department?	Toggle on to sort the item table by department.
By Subdepartment?	Toggle on to sort the item table by subdepartment.
By Number?	Toggle on to sort the item table by item number.
By Description?	Toggle on to sort the item table by description.

Inactive   Toggle on or off. Toggle on to set the order template
                                  to an inactive state.   Toggle off to re-instate the
                                  order template to its active state.

Chapter 8

Card File
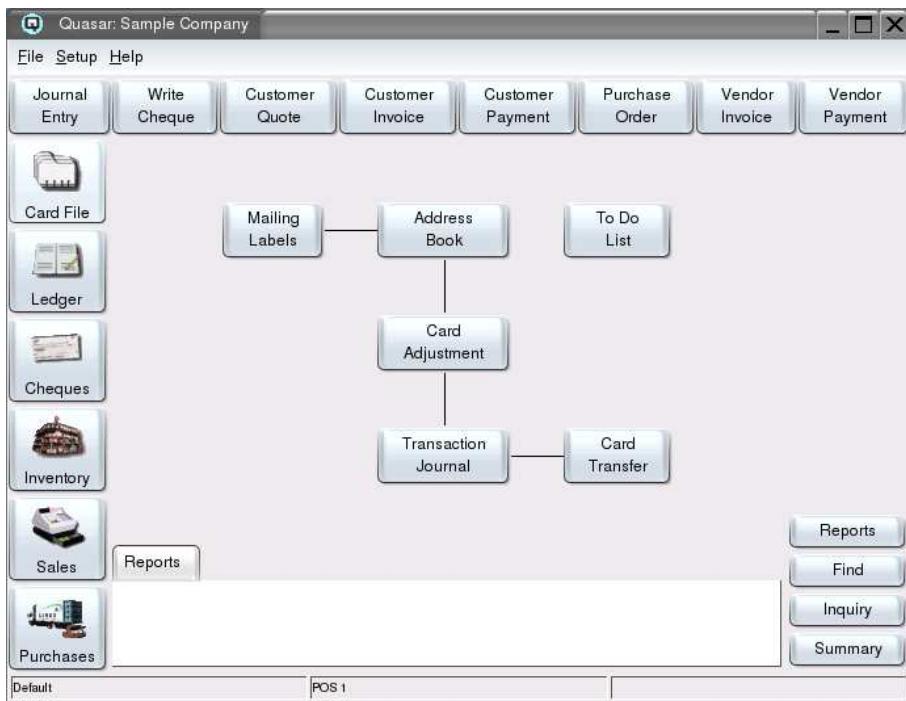
Figure 8.1: Main Menu - Card

In this chapter we will review the card file system within Quasar . In the past the only information required on a card was a name, address and
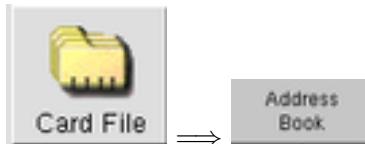
telephone number. Today many entities also have fax numbers, e-mail addresses and web pages. In Quasar this information is all stored in one easy to use address book.

Quasar also features a helpful todo list. This list acts as a reminder for tasks and duties that need to be performed on a specific date and/or time.

These specific areas will be reviewed in this chapter:

Address Book	The name we give to the window in which you can view all names, addresses and other specific information for customers, vendors, employees and personal acquaintances.
New Customer	Adding a new customer
New Vendor	Adding a new vendor
New Employee	Adding a new employee
New Personal	Adding a new personal acquaintance
Todo List	The list that contains all todo's
New Todo	Creating a new todo note
Mailing Labels	Printing mailing labels
Card Adjustment	Changing the balance of a vendor or a customer
Card Transfer	Transfer a portion of the balance from one card (vendor or customer) to another

8.1   Address Book

 $\Longrightarrow$ $\longrightarrow$ The address book can be viewed by clicking on the **"Card File"** icon on the left side of the Quasar main window. Follow by clicking on the **"Address Book"** button.

There are five different folders:
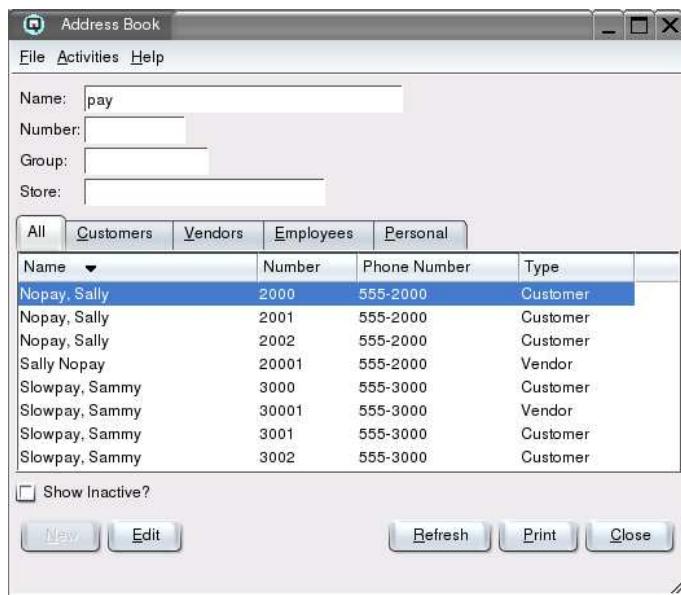
Figure 8.2: *Address Book - Search Feature*

All	Contains all cards
Customers	Contains all customer cards
Vendors	Contains all vendor cards
Employees	Contains all employee cards
Personal	Contains all personal cards

When you first enter the address book no cards are displayed. To display cards enter your specific search data in the `Name` search, `Number` search and/or in the `Group` search.

Name	The name attribute can be used to search for a specific card. Any characters may be entered. Figure 8.2 shows a sample of a search by entering "pay". Notice how only two customers are displayed, "Slowpay" and "Nopay".
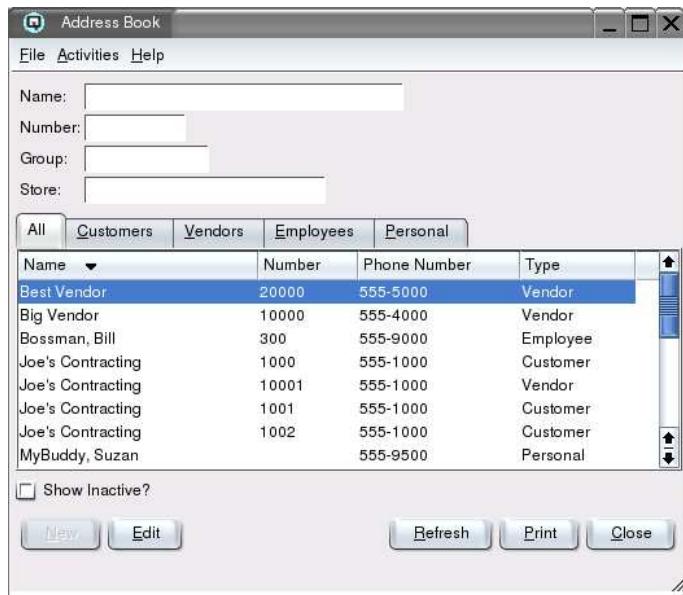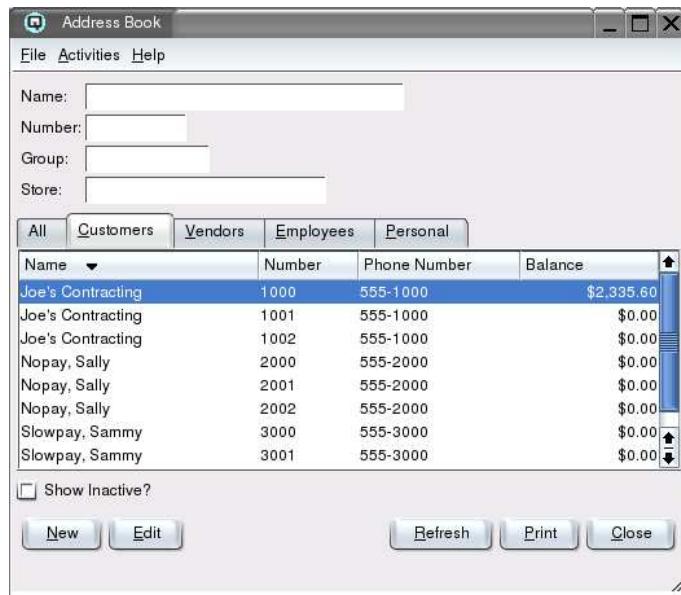
Figure 8.3: *Address Book - All Folder*

Number	The number attribute can be used to search for a card with a specific lookup number. All card numbers are unique.
Group	The group attribute can be used to search for all cards within a specific group. Any characters may be entered.
Store	The store attribute can be used to search for all cards created at a specific store.
Refresh	Once you have entered the data to search click on the `Refresh` button. Clicking on the `Refresh` button without entering data in the select attributes will cause all cards in the folder to be displayed.
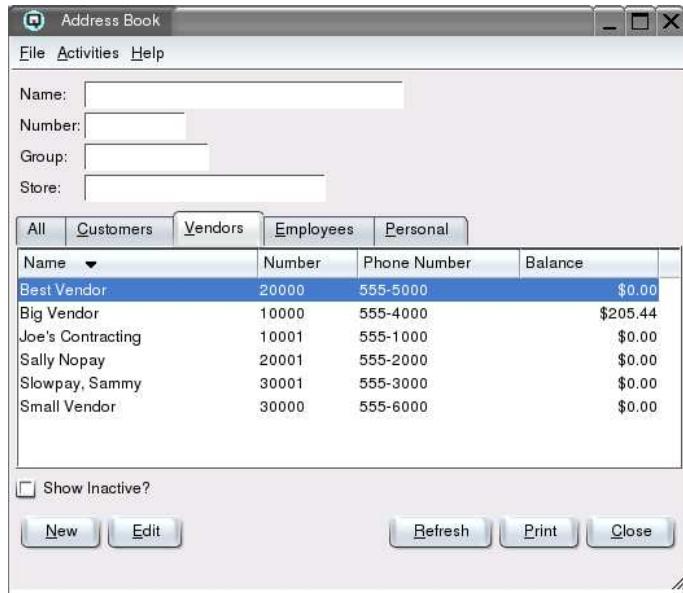
All   `All` ⟶ Click on the **"All"** folder to display all cards. Figure 8.3 shows a sample of the address book with the all folder opened.

Figure 8.4: *Address Book - Customer Folder*

The body of the all list contains the following:

Name	The name listed on the card
Number	Displays the number of the card. The number for each card is unique.
Phone Number	The phone number listed on the card
Type	The type of card
	• Customer
	• Vendor
	• Employee
	• Personal
Inactive?	Identifies if the card is active or inactive

Customer **Customers** ⟶ Click on the **"Customers"** folder to display only customer cards. Figure 8.4 shows a sample of the address book with the customer folder opened.

Figure 8.5: *Address Book - Vendor Folder*

The body of the customer list contains the following:

Name	The name listed on the card
Number	Displays the number of the customer. The number for each card is unique.
Phone Number	The phone number listed on the card
Balance	The current receivable balance on the customers account
Inactive?	Identifies if the card is active or inactive

Vendor   **Vendors** $\longrightarrow$ Click on the **"Vendors"** folder to display only vendor cards. Figure 8.5 shows a sample of the address book with the vendor folder opened.

The body of the vendor list contains the following:

Name	The name listed on the card
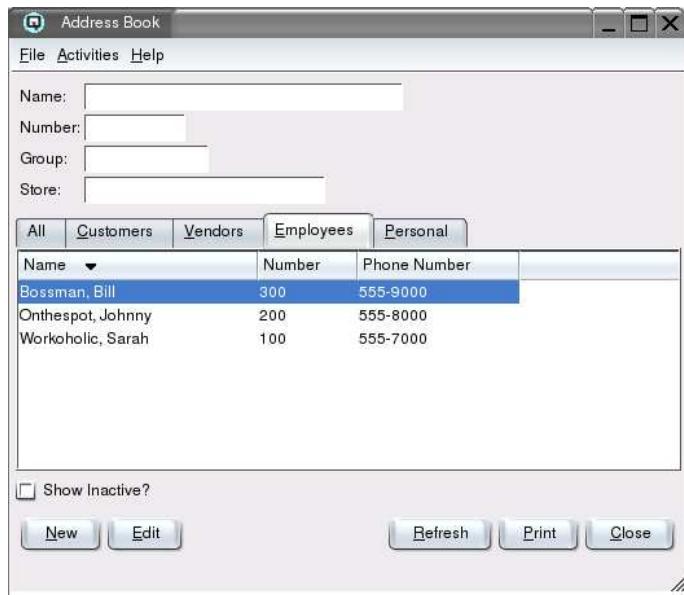
Figure 8.6: *Address Book - Employee Folder*

Number	Displays the number of the vendor. The number for each card is unique.
Phone Number	The phone number listed on the card
Balance	The current payable balance on the vendors account
Inactive?	Identifies if the card is active or inactive

Employee   **Employees** $\longrightarrow$ Click on the **"Employees"** folder to display only employee cards. Figure 8.6 shows a sample of the address book with the employee folder opened.

The body of the employee list contains the following:

Name	The name listed on the card
Number	Displays the number of the employee. The number for each card is unique.
Phone Number	The phone number listed on the card
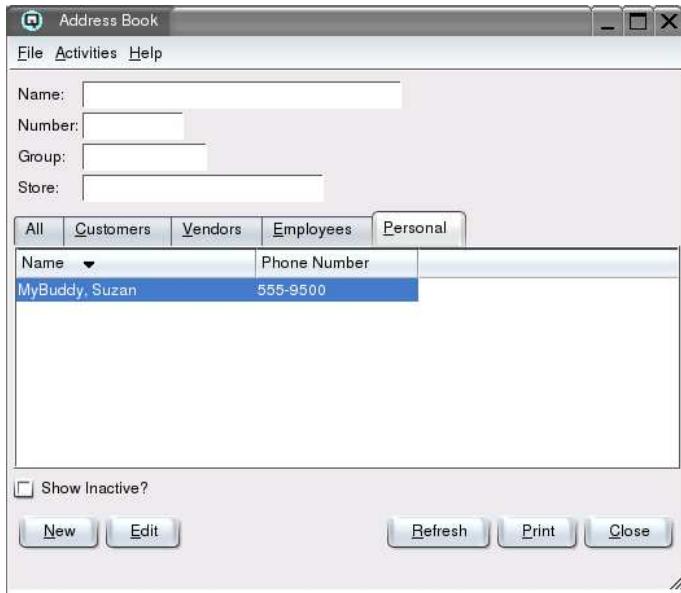
Figure 8.7: *Address Book - Personal Folder*

Inactive?	Identifies if the card is active or inactive

Personal   **Personal** $\longrightarrow$ Click on the **"Personal"** folder to display only personal cards. Figure 8.7 shows a sample of the address book with the employee folder opened.

The body of the personal list contains the following:

Name	The name listed on the card
Phone Number	The phone number listed on the card
Inactive?	Identifies if the card is active or inactive

8.1.1   Creating a New Customer

Customers $\implies$ **New** $\longrightarrow$ To create a new customer first open the address book and click on the customer folder to display the customer list.
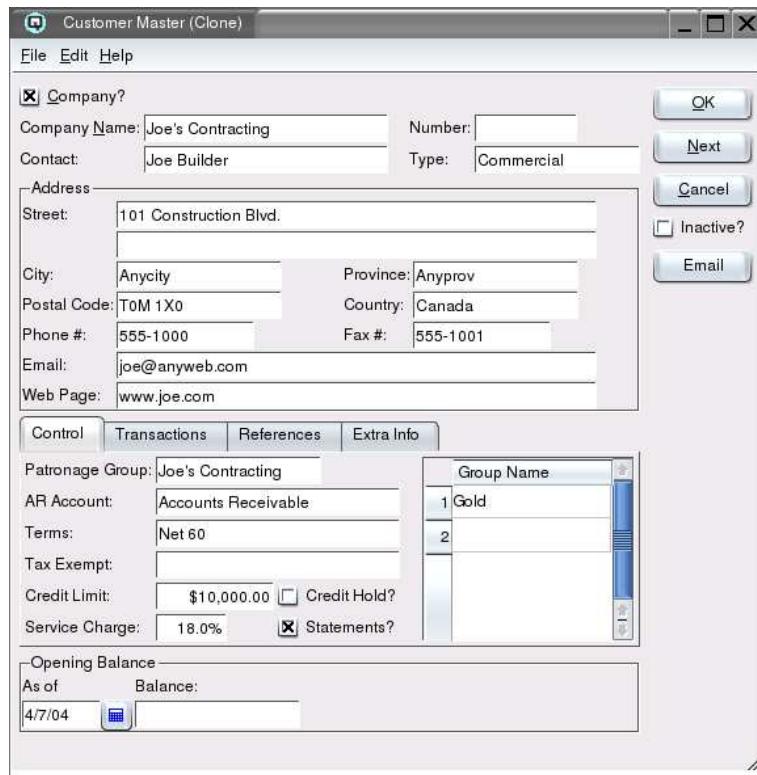
Figure 8.8: *Customer Master* window
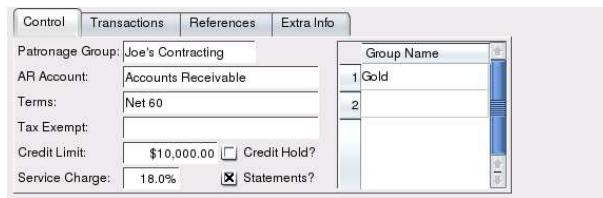
Now click on the **"New"** button. The *Customer Master* screen will be displayed as shown in Figure 8.8.

The customer master window is divided into five sections. The name, address, control, group and opening balance section. In addition there is an inactive flag. This is used to set the customer to an inactive state.

Name   The name section contains the name of the customer and defines whether the customer is a company or individual entity. In this section you also define the customer type that this customer is linked to.

       Company   Toggle on or off. Toggle on if the customer is a company. Toggle off if the customer is a person.

Company Name	If the customer is a company enter the company name.
Contact	If the customer is a company enter the contact name.
Last Name	If the customer is a person enter their surname.
First Name	If the customer is a person enter their given name.
Number	Enter a number that can be used to identify a customer. For example, when entering a customer on an invoice you can enter the number rather than the customer name. The customer name will be displayed.
Type	Select a customer type as defined in the customer type master screen. Selecting a customer type will populate the customer master screen with the default information for that type.

Address   The address section contains the physical address for the customer, the phone and fax numbers and information for the world wide web.

Street	The street address for the customer.
City	The city in which the company is located or the city in which the person resides.
Province	The Province in which the company is located or the province in which the person resides.
Postal Code	The customer's Postal Code.
Country	The country in which the company is located or the country in which the person resides.
Phone #	The customer's phone number.
Phone2 #	The customer's phone number.

Figure 8.9: *Customer Master - Control Section*

Fax #	The customer's fax number.
Email	The customer's email address.
Web Page	The customer's web page.

Control   The control section contains accounts receivable control, credit control and group control. See Figure 8.9.

AR Account	The accounts receivable account in which transactions for this customer will be posted.
Terms	The payment terms for this customer. An existing set of terms may be used or a new set of terms may be defined. The payment terms entered here will appear by default on customer invoices.
Tax Exempt	Enter the tax or tax group from which the customer is exempt.
Credit Limit	The maximum credit that will be extended to the customer.
Credit Hold	Toggle on or off. Toggle on if the customer temporarily has their credit privilages suspended.
Service Charge	Enter the annual service charge percentage for this customer.

Note: If you change the service charge percentage for the customer type, then the service charge percentage for each customer linked to that type will also be changed.
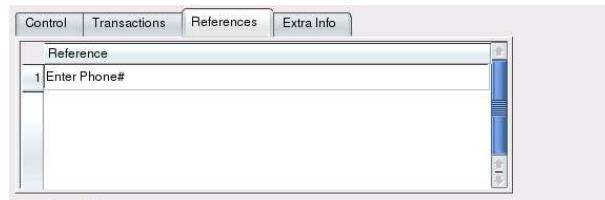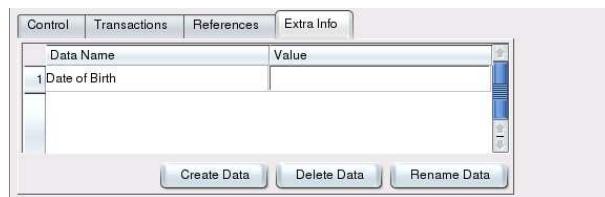
Figure 8.10: *Customer Master - Transactions*

Statement?	Toggle on or off. Toggle on if this customer is to receive a hard copy of their receivable statement.
Groups	The groups section is used to link customers into groups for pricing and other purposes.

	Group Name	Enter the name of the group or names of the groups that this customer will be linked to.

Transactions This section is used to define the types of transactions that can be created for this customer. See Figure 8.10 .

Can Charge	Toggle on or off. Toggle on if the customer can charge to a receivable account.
Can Withdraw	Toggle on or off. Toggle on if the customer can withdraw cash from their receivable account.
Can Make Payment	Toggle on or off. Toggle on if the customer can make a payment to their receivable account.
Check Withdraw Balance	Toggle on or off. Toggle on if the customer can only withdraw cash when their receivable account is in a credit balance.

Figure 8.11: *Customer Master - References*

Figure 8.12: *Customer Master - Extra Info*

Second Receipt?	Toggle on or off. Toggle on if a second point-of-sale receipt is always required by this customer.
Discount	Enter a discount that will be automatically given to this customer when they purchase products at the point-of-sale.

References	A reference entered here is a required reference that must be entered at the point-of-sale for this customer. For example, a customer may request that a purchase order number be entered on every receipt . See Figure 8.11 .

Extra Info	The extra information section is used to record additional information and data about customers which is required by your company. See Figure 8.12 .

Data Name	Displays the name of defined attributes.
Value	Enter the data value specific to this customcer.
Create Data	Click on the "Create Data" button to create a new data attribute that will be displayed for all customers.
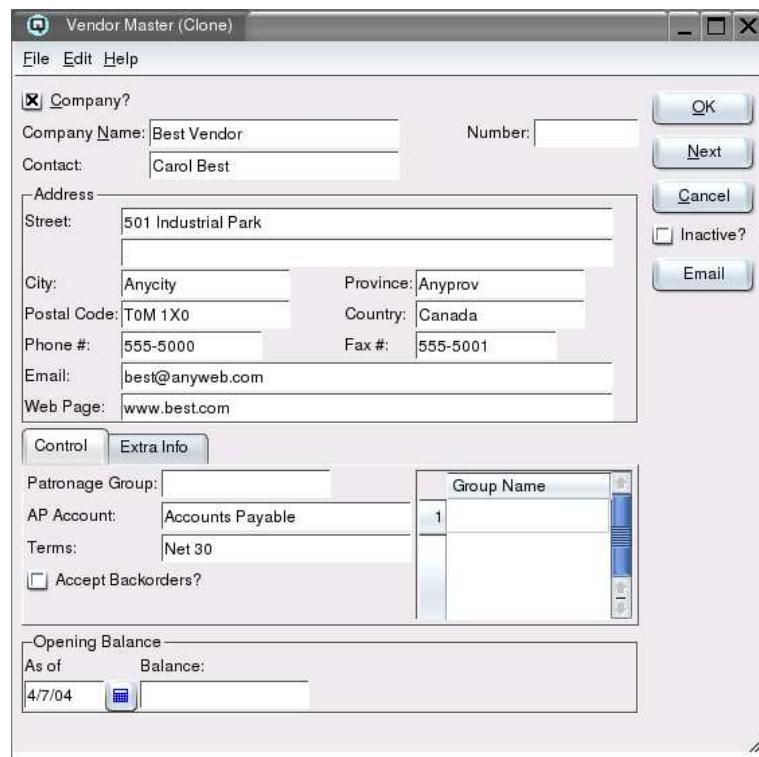
Delete Data	Click on the "Delete Data" button to delete the high-lighted data attribute. BEWARE: This will delete the attribute for all customers and all data values will be lost.
Rename Data	Click on the "Rename Data" button to rename the high-lighted data attribute.

Opening   The opening balance section is only visible on the custmer master window when you first open a new customer account. It is used to record an opening balance forward.

As of	The date as of the balance forward.
Balance	The amount of the balance forward.

Inactive   Toggle on or off. Toggle on to set the card to an inactive state. Quasar will not allow customers with a receivable balance to be set to inactive. Toggle off to make the customer active again.

Email   Click on the email button to send an email message.

8.1.2   Creating a New Vendor
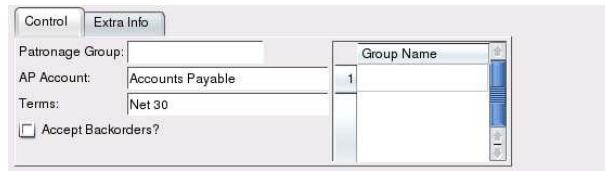
Vendors $\Longrightarrow$ **New** $\longrightarrow$ To create a new vendor first open the address book and click on the vendor folder to display the vendor list. Now click on the **"New"** button. The *Vendor Master* screen will be displayed as shown in Figure 8.13.

The vendor master window is divided into five sections. The name, address, control, group and the opening balance section. In addition there is an inactive flag. This is used to set the vendor to an inactive state.

Name   The name section contains the name of the vendor and defines whether the vendor is a company or individual entity.

Company	Toggle on or off. Toggle on if the vendor is a company. Toggle off if the vendor is a person.
Company Name	If the vendor is a company enter the company name.

Figure 8.13: *Vendor Master* window

Contact	If the vendor is a company enter the contact name.
Last Name	If the vendor is a person enter their surname.
First Name	If the vendor is a person enter their given name.
Number	Enter a number that can be used to identify a vendor. For example, when entering a vendor on a vendor invoice you can enter the number rather than the vendor name. The vendor name will be displayed.

Address   The address section contains the physical address for the vendor, the phone and fax numbers and information for the world wide web.

Street	The street address for the vendor.
City	The city in which the company is located or the city in which the person resides.
Province	The Province in which the company is located or the province in which the person resides.
Postal Code	The vendor's Postal Code.
Country	The country in which the company is located or the country in which the person resides.
Phone #	The vendor's phone number.
Fax #	The vendor's fax number.
Email	The vendor's email address.
Web Page	The vendor's web page.

Control   The control section contains accounts payable control and group control. See Figure 8.14.

AP Account	The accounts payable account in which transactions for this vendor will be posted.

Figure 8.14: *Vendor Master - Control Section*

Terms	The payment terms for this vendor. An existing set of terms may be used or a new set of terms may be defined. The payment terms entered here will appear by default on vendor purchase orders and invoices.
Accept Backorders	Toggle on or off. Toggle on if you accept backorders from the supplier. If you do not accept backorders toggle off. When in the off position all purchase orders from the supplier will be set to inactive as soon as you receive products with reference to the purchase order. This is very important for maintaining accurate on order statistics.
Groups	Vendor groups provide a mechanism to link vendors together for pricing and other purposes.

	Group Names	Enter the name of the group or names of the groups that this vendor will be linked to.

Extra Info	The extra information section is used to record additional information and data about vendors which is required by your company. See Figure 8.15 .

	Data Name	Displays the name of defined attributes.

Figure 8.15: *Vendor Master - Extra Info*

Value	Enter the data value specific to this vendor.
Create Data	Click on the "Create Data" button to create a new data attribute that will be displayed for all vendors.
Delete Data	Click on the "Delete Data" button to delete the high-lighted data attribute. BEWARE: This will delete the attribute for all vendors and all data values will be lost.
Rename Data	Click on the "Rename Data" button to rename the high-lighted data attribute.

Opening   The opening balance section is only visible on the vendor master window when you first open a new vendor account. It is used to record an opening balance forward.

As of	The date as of the balance forward.
Balance	The amount of the balance forward.

Inactive   Toggle on or off. Toggle on to set the card to an inactive state. Quasar will not allow vendors with a payable balance to be set to inactive. Toggle off to make the vendor active again.

Email   Click on the email button to send an email message.

8.1.3   Creating a New Employee

Employees $\Longrightarrow$ **New** $\longrightarrow$ To create a new employee first open the address book and click on the employees folder to display the employee

Figure 8.16: *Employee Master* window

list. Now click on the **"New"** button. The *Employee Master* screen will be displayed as shown in Figure 8.16.

The employee master window is divided into two sections. The name, and address section. In addition there is an inactive flag. This is used to set the employee to an inactive state.

Name   The name section contains the name of the employee and defines whether the employee is a company or individual entity.

Company	Toggle on or off. Toggle on if the employee is a company. Toggle off if the employee is a person.
Company Name	If the employee is a company enter the company name.
Contact	If the employee is a company enter the contact name.

Last Name	If the employee is a person enter their surname.
First Name	If the employee is a person enter their given name.
Number	Enter a number that can be used to identify an employee. If using Quasar Point-of-Sale the number is used by the employee to log in as a cashier.

Address   The address section contains the physical address for the employee, the phone and fax numbers and information for the world wide web.

Street	The street address for the employee.
City	The city in which the company is located or the city in which the person resides.
Province	The Province in which the company is located or the Province in which the person resides.
Postal Code	The employee's Postal Code.
Country	The country in which the company is located or the country in which the person resides.
Phone #	The employee's phone number.
Fax #	The employee's fax number.
Email	The employee's email address.
Web Page	The employee's web page.

Point-of-Sale This section is relevant to those utilizing the retail version of Quasar along with Quasar Point-of-Sale. See Figure 8.17.

Password	The cashiers personal password when logging into point-of-sale.
Security Level	There are four levels of cashier security. Within the point-of-sale setup you can set the security access levels required to perform each point of sale function.

Figure 8.17: *Employee Master - Point-of-Sale*
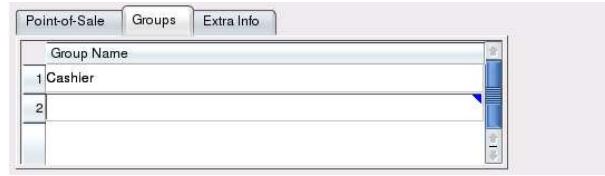
Figure 8.18: *Employee Master - Group*

No Access Select no access when the employee is not allowed access to point-of-sale.

Cashier Select "`Cashier`" to allow the cashier access to functions set as being available to the cashier level. This is the first level of security.

Manager Select "`Manager`" to allow the cashier access to functions set as being available to the manager level and the cashier level. This is the second level of security.

Supervisor Select "`Supervisor`" to allow the cashier access to functions set as being available to the supervisor level, manager level and cashier level. This is the highest level of security.

Group   This section to link the employee to an employee group. See Figure 8.18

Extra Info   The extra information section is used to record additional in-

Figure 8.19: *Employee Master - Extra Info*

formation and data about employees which is required by your company. See Figure 8.19 .

Data Name	Displays the name of defined attributes.
Value	Enter the data value specific to this employee.
Create Data	Click on the "Create Data" button to create a new data attribute that will be displayed for all employees.
Delete Data	Click on the "Delete Data" button to delete the high-lighted data attribute. BEWARE: This will delete the attribute for all employees and all data values will be lost.
Rename Data	Click on the "Rename Data" button to rename the high-lighted data attribute.

Inactive   Toggle on or off. Toggle on to set the card to an inactive state.

Email   Click on the email button to send an email message.

8.1.4   Creating a New Personal Card

Personal $\Longrightarrow$ New $\longrightarrow$ To create a new personal card first open the address book and click on the personal folder to display the personal list. Now click on the "New" button. The *Card Master* screen will be displayed as shown in Figure 8.20.

The personal master window is divided into two sections. The name and address. In addition there is an inactive flag. This is used to set the personal card to an inactive state.
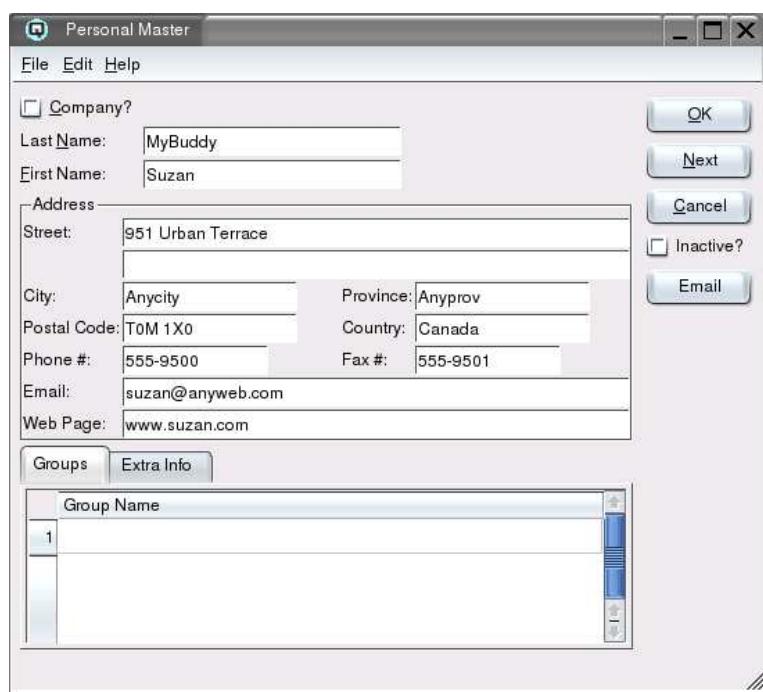
Figure 8.20: *Personal Master* window

Name   The name section contains the name of the personal aquain-
                tance and defines whether the aquaintance is a company or
                individual entity.

        Company   Toggle on or off. Toggle on if the per-
                                               sonal entity is a company. Toggle off
                                               if the entity is a person.

        Company Name   If the personal entity is a company en-
                                               ter the company name.

        Contact   If the personal entity is a company en-
                                               ter the contact name.

        Last Name   If the personal entity is a person enter
                                               their surname.

        First Name   If the personal entity is a person enter
                                               their given name.

Address   The address section contains the physical address for the per-
                sonal entity, the phone and fax numbers and information for
                the world wide web.

        Street   The street address for the personal en-
                                               tity.

        City   The city in which the personal entity
                                               is located.

        Province   The Province in which the personal en-
                                               tity is located.

        Postal Code   The personal entities' Postal Code.

        Country   The country in which the personal en-
                                               tity is located.

        Phone #   The the personal entities' phone num-
                                               ber.

        Fax #   The personal entities' fax number.

        Email   The personal entities' email address.

        Web Page   The personal entities' web page.

Group   This section to link the personal aquaintance to a personal
                group. See Figure 8.21

Figure 8.21: *Personal Master - Group*

Figure 8.22: *Personal Master - Extra Info*

Extra Info   The extra information section is used to record additional information and data about personal aquaintances which is required by your company. See Figure 8.22 .

Data Name	Displays the name of defined attributes.
Value	Enter the data value specific to this personal record.
Create Data	Click on the "Create Data" button to create a new data attribute that will be displayed for all personal records.
Delete Data	Click on the "Delete Data" button to delete the high-lighted data attribute. BEWARE: This will delete the attribute for all personal records and all data values will be lost.
Rename Data	Click on the "Rename Data" button to rename the high-lighted data attribute.

Inactive   Toggle on or off. Toggle on to set the card to an inactive state.

Email   Click on the email button to send an email message.
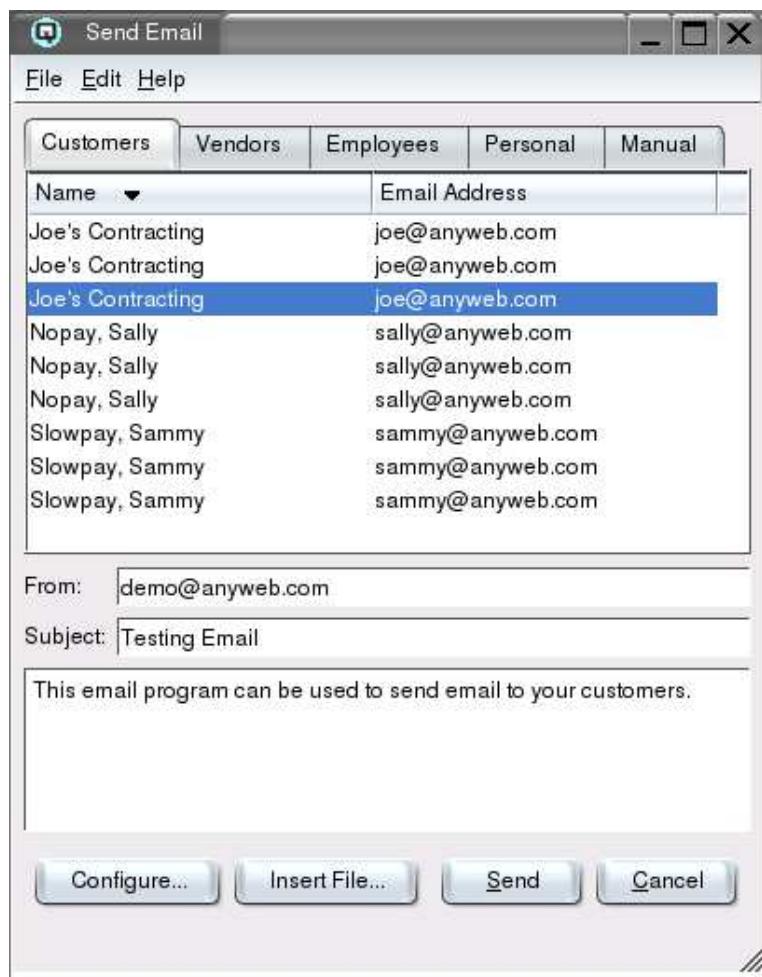
8.1.5   Send Email

 $\Longrightarrow$ $\longrightarrow$ "Activities" $\Longrightarrow$ "Send Email" $\Longrightarrow$ To send email open the address book and click "Activities" on the menubar. Follow by clicking on "Send Email" in the combo box. The *Send Email* screen will be displayed as shown in Figure 8.23.

The send email screen is used to send emails to single or muliple cards. The contents may be entered manually or imported from a file.

Name Table	The name table is used to select single or multiple cards to send.

	Customers	Select the customers folder to send email to one or more customers. High-light the customers you wish the email to be sent to.
	Vendors	Select the vendors folder to send email to one or more vendors. High-light the vendors you wish the email to be sent to.
	Employees	Select the employees folder to send email to one or more employees. High-light the employees you wish the email to be sent to.
	Personal	Select the personal folder to send email to one or more personal acquaintances. High-light the card you wish the email to be sent to.
	Manual	Select the manual folder to enter the email address manually.

From	The from email address will default from your company setup information. However, you can edit this as is required.
Subject	The subject of the email.
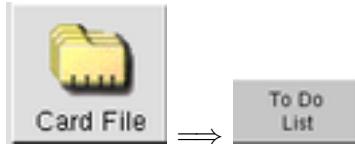
Figure 8.23: *Send Email* window

Contents	Enter the contents of email. This can be done manually or inserted from a file.
Configure	Click on the configure button to enter the mail hostname and port number of your email server.
Insert File	Click the insert file button to insert a file into the email contents.
Send	Click on the send button to send the email.

8.2   Tracking Things To Do

Quasar provides a mechanism to record and track important things to remember an do.

8.2.1   Viewing the"To Do" List

 $\Longrightarrow$ $\longrightarrow$ The "to do" list can be viewed by clicking on the card icon on the left side of the Quasar main window. Follow by clicking on the **"To Do List"** button. The "to do" list will be displayed. See Figure 8.24.
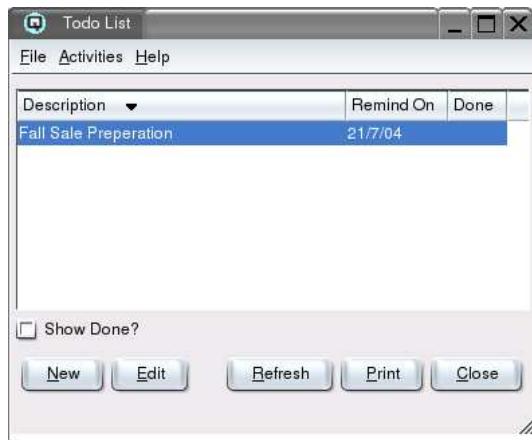
The "to do" list is a composit list of dates, events and tasks that must be remembered and/or completed.

The body of the list contains the following:

Description	The description of the date, event or task that must be remembered.
Date	The date the task or event must be rembered or done.
Done	Acknowledges that the date has been remembered and/or the task has been completed.

In the bottom left hand corner of the list you will see the show done toggle:

Show Done	Toggle on or off. Toggle on if you wish the done tasks to appear on the "to do" list. Toggle off if the done tasks will not be displayed on the "to do" list.
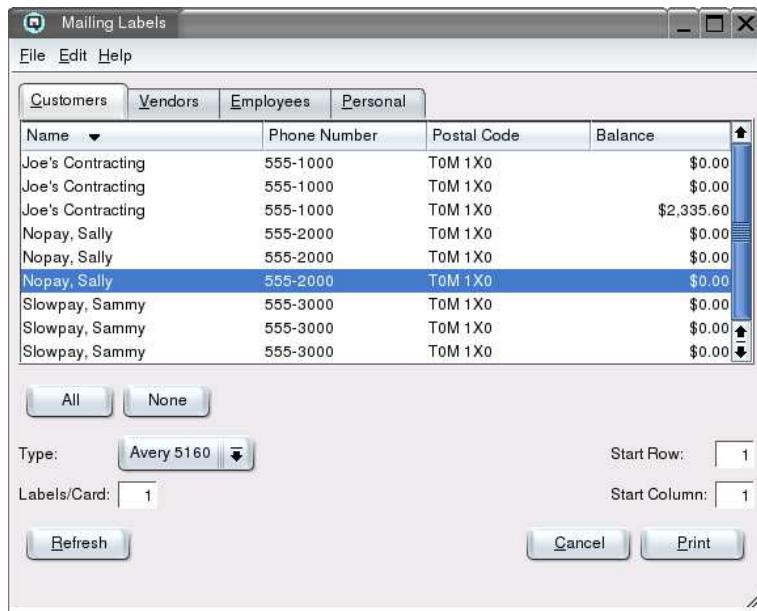
Figure 8.24: *To Do List*

Figure 8.25: *"To Do" Master* window

8.2.2 Recording a New "To Do"

New ⟶ To create a new "to do" note, click on the **"New"** button in the bottom left of the to do list. The *"To Do" Master* window will be displayed as shown in Figure 8.25

Note — Enter the note that describes the date, event or task that must be remembered. The very first few words of the note should be very descriptive as these will appear on the "to do" list to describe the "to do".

Remind On — The date that you wish Quasar to remind you of the
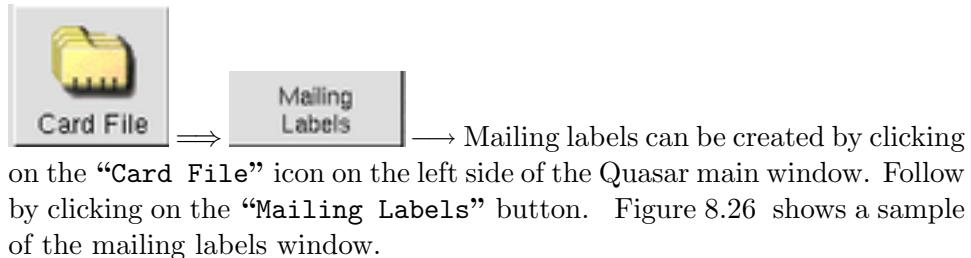
Figure 8.26: *Mailing Labels* window

	"to do".
Done	Acknowledges that the "to do" has been remembered and/or is completed.

8.3   Printing Mailing Labels

 $\Longrightarrow$ $\longrightarrow$ Mailing labels can be created by clicking on the **"Card File"** icon on the left side of the Quasar main window. Follow by clicking on the **"Mailing Labels"** button. Figure 8.26 shows a sample of the mailing labels window.

There are four different folders from which mailing labels can be printed:

Customers	select mailing labels for customers
Vendors	select mailing labels for vendors

Figure 8.27: *Selecting Range of Labels*

| Employees | select mailing labels for employees |
| Personal | select mailing labels from personal cards |

You can sort the mailing label list by clicking on the appropriate column header and selecting ascending or descending order. There are several ways in which you can select the mailing labels that you wish to print.

Select Range   Lets assume that you wish to print a range of labels for customers from a selected Postal Code.

- first, use the left button of your mouse to click on the customer folder
- now use the left button of your mouse to click on "Postal Code" to sort the mailing list by Postal Code
- still using the left button of your mouse select ascending or descending order
- to select a range of customers to print, press the shift key and while holding down on the shift key use the left button of your mouse to select the beginning and ending mailing label in the range

The range of labels that you selected will be highlighted. Figure 8.27 shows a sample of a selected range.

Figure 8.28: *Selecting Random Labels*

Figure 8.29: *Selecting All Labels*

Select Random Labels To select a group of random labels, hold down the ctrl key while using the left button of your mouse to click on each label the you wish to print. The labels you have selected will be high-lighted. Figure 8.28 shows a sample of selecting a random set of labels.

All   Click on "All" to select all labels in the folder. Figure 8.29 shows a sample of all cards selected.

None   Click on "None" to remove all mailing labels from the selection.   Figure 8.30 shows a sample of no cards selected.

Following is a description of the attributes:

Type   Select a predefined label type. Print one of each type

Figure 8.30: *Selecting No Labels*
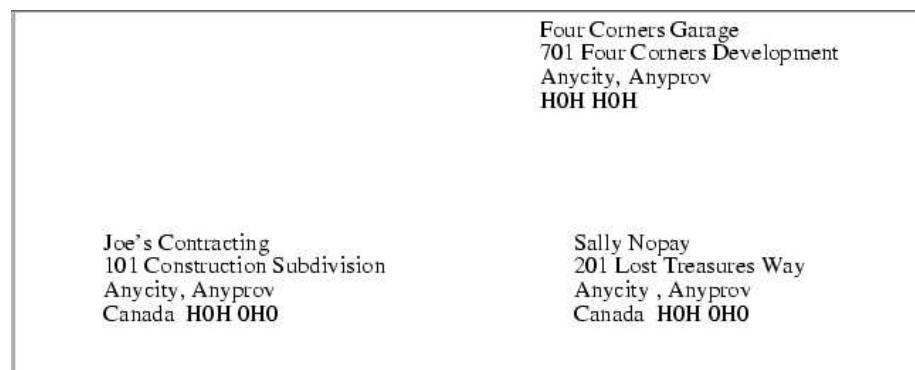
to view. Note that the page type and paper size selected when printing must correspond with the label type.
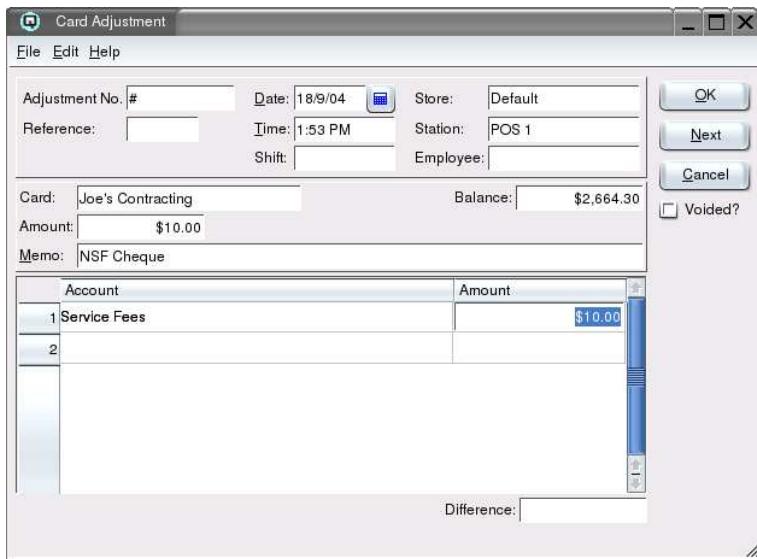
Labels/Card   Enter the number of each mailing label that you wish to print.

Start Row   Enter the row number on which the first label will be printed. For example, if you have already printed labels in all columns in row one then you will begin printing your first label in row two. This attribute works in conjunction with the start column attribute and is a feature to ensure that you do not waste expensive labels. Figure 8.31 shows a sample of labels printed starting on the second row of your label stock.
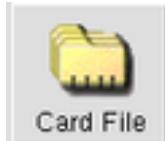
Start Column   Enter the column number on which the first label will be printed. For example, if you have already printed labels in the first column then you will begin printing your first label in column two. This attribute works in conjunction with the start row attribute and is a feature to ensure that you do not waste expensive labels. Figure 8.32 shows a sample of labels printed starting on the second column of your label stock.

Print   Select print to print the high-lighted labels.

Four Corners Garage   Joe's Contracting
701 Four Corners Development   101 Construction Subdivision
Anycity, Anyprov   Anycity, Anyprov
H0H H0H   Canada H0H 0H0

Figure 8.31: *Printing on Row 2*

Four Corners Garage
701 Four Corners Development
Anycity, Anyprov
H0H H0H

Joe's Contracting   Sally Nopay
101 Construction Subdivision   201 Lost Treasures Way
Anycity, Anyprov   Anycity , Anyprov
Canada H0H 0H0   Canada H0H 0H0

Figure 8.32: *Printing on Column 2*

Figure 8.33: *Card Adjustment* window

8.3.1 Creating a Card Adjustment

 $\Longrightarrow$ $\longrightarrow$ Adjust the balance on a card by first clicking on the card icon on the left side of the Quasar main window. Follow by clicking on the **"Card Adjustment"** button. The card adjustment window will be displayed as shown in Figure 8.33.

The balance of either a customer card or a vendor card can be adjusted using this screen. For example, you may wish to write off interest charged on a customer account.
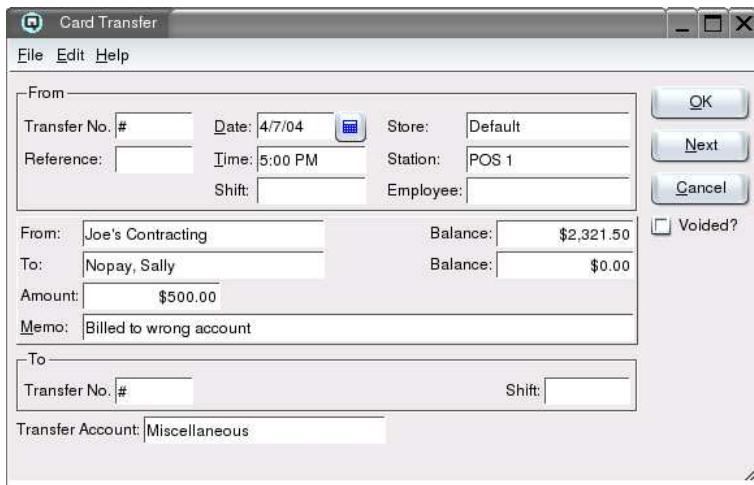
Adjustment No	The adjustment number is incremented by Quasar. This may be changed by the user. If the adjustment number entered is the same as an existing adjustment number then a warning message will be displayed.
Reference	A number that references the card adjustment.
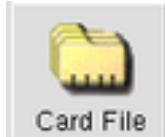
Date	The date for the card adjustment. The date determines the accounting period in which the adjustment will be posted.
Time	The time that the card adjustment is created.
Shift	The shift that the card adjustment is linked to through a shift close.
Store	Enter the store that the card adjustment will affect.
Station	The station (work station) on which the card adjustment is created.
Employee	The employee creating the card adjustment.
Card	Enter the name the card to be adjusted.
Balance	Quasar displays the current balance of the card being adjusted.
Amount	Enter the amount of the card adjustment.
Memo	Enter a note or memo for the card adjustment. A short description for why the adjustment is being made.

Adjustment Entry Table Enter the details of the adjustment in the entry table.

Account	The name of an account(s) to which the card adjustment will be posted.
Amount	The amount of adjustment that will be posted to the account.

Difference	Quasar displays the difference between the total adjustment and the total expensed to accounts. In order for a transaction to post the difference must be zero.
Voided?	Toggle on or off. Toggle on to void the adjustment transaction. Toggle off to reinstate the transaction.

Figure 8.34: *Card Transfer* window

8.3.2 Creating a Card Transfer

 $\Longrightarrow$ $\longrightarrow$ Transfer a portion of the balance in one card to another card by first clicking on the card icon on the left side of the Quasar main window. Follow by clicking on the **"Card Transfer"** button. The card transfer window will be displayed as shown in Figure 8.34.

From time to time it may by necessary to transfer all or a portion of the balance in a customer's receivable or vendor's payable account to another card. For example, you may wish to consolidate the balance from several cards into one.

From   Information about the transaction that will be created for the out-going balance.

              Transfer No   The transfer number is incremented by Quasar. This may be changed by the user. If the transfer number entered is the same as an existing transfer number then a warning message will be displayed.

	Reference	A number that references the transfer.
	Date	The date for the transfer. The date determines the accounting period in which the transfer will be posted.
	Time	The time that the transfer is created.
	Shift	The shift that the transfer is linked to through a shift close.
	Store	Enter the store that the transfer will affect.
	Station	The station (work station) on which the transfer is created.
	Employee	The employee creating the transfer.

Transfer Details Details of the transfer.

	From	The card that the amount is being transferred from.
	Balance	The balance of the from card.
	To	The card that the amount is being transferred to.
	Balance	The balance of the to card.
	Amount	The amount of the card transfer.
	Memo	Enter a memo that details the transaction.

To Information about the transaction that will be created for the in-going balance.

	Transfer No.	The transaction number for the incoming amount.
	Shift	The shift the incoming transaction is linked to.
	Transfer Account	The transfer accrual account to be used for the transfer.

Voided? Toggle on or off. Toggle on to void the tender transfer. Toggle off to reinstate the transaction.

Chapter 9

Ledger
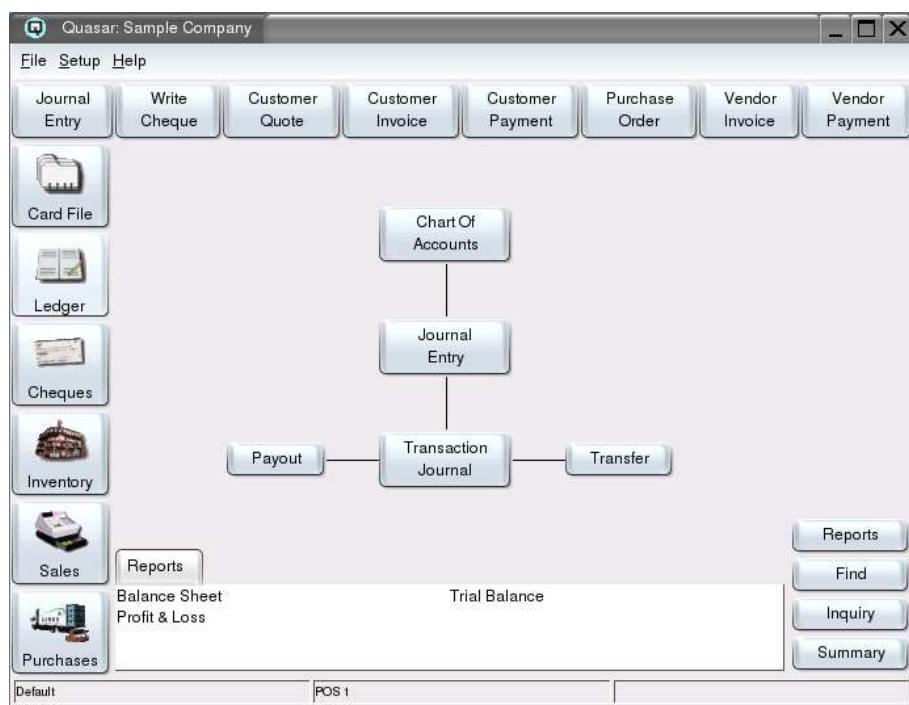
Figure 9.1: Main Menu - Ledger

This chapter takes an in-depth look at building and working with your ledger. Webster's Dictionary describes a ledger as "the book of final entry,

in which a record of debits, credits, and all money transactions is kept". The ledger of a business is made up of a complete set of accounts often referred to as a chart of accounts. In this chapter we will look more specifically at the ledger in Quasar . The following topics are included:

Account List	A complete list of accounts that may be edited, deleted or added to.
New Account	Creating a new account
Journal Entry	Creating journal entries
Account Transfers	Transferring account amounts between two or more stores.
Transaction	Viewing and printing journal entry transactions
Inquiry	Viewing and printing account inquiries
Balance Sheet	Viewing and printing a balance sheet
Profit & Loss	Viewing and printing the profit & loss report
Trial Balance	Viewing and printing a trial balance report

9.1   Chart of Accounts

 $\Longrightarrow$ $\longrightarrow$ The chart of accounts can be viewed by clicking on the ledger icon on the left side of the Quasar main window. Follow by clicking on the **"Chart of Accounts"** button. Figure 9.2 shows a sample of the default chart of accounts.

The body of the list contains:

Account	The name of the account
Type	Quasar utilizes types to properly group accounts together and therefore determine where these accounts will display on a financial statement. Following is a complete list of account types that may be selected in Quasar :

Figure 9.2: *Chart of Accounts* window

Bank Part of current assets, the bank type sorts all bank accounts into one group

Accounts Receivable Part of current assets, the receivable type sorts all receivable accounts into one group

Other Current Asset Sorts all current asset accounts other than a bank account or a receivable account into one group

Fixed Asset Sorts all fixed asset accounts into one group

Other Asset Sorts all asset accounts other than a current asset or fixed asset into one group

Accounts Payable Part of current liabilities, the accounts payable type sorts all payable accounts into one group

Credit Card Part of current liabilities, the credit card type sorts all credit card accounts into one group

Other Current Liability Sorts all current liabilities other than accounts payable and credit card types into one group

Long Term Liability Sorts all long term liability accounts into one group

Equity Sorts all equity accounts into one group

Income Sorts all regular income accounts into one group

Cost of Goods Sold An expense account, the cost of goods sold type sorts all cost of sales accounts into one group

Expense Sorts all regular expense accounts into one group

Other Income Sorts all extra-ordinary income accounts into one group

Other Expense Sorts all extra-ordinary expense accounts into one group

Balance	The current balance of the account
Inactive	The active state of the account

Quasar comes complete with a default chart of accounts. Existing accounts may be viewed, edited and deleted. New accounts may be created.
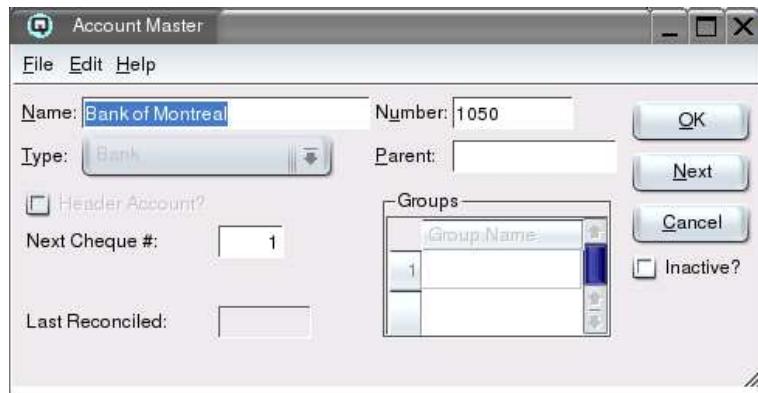
9.2   Creating a New Account

New $\longrightarrow$ To create a new account click on the **"New"** button in the lower left of the chart of accounts window. The *Account Master* screen will be displayed as shown in Figure 9.3.

Following is a description of the attributes in the account master window:

Name	The name of the account. Give some thought to the account names. The names should be as short and as descriptive as possible.
Number	The account number. Quasar does not require that an account number be entered. For ease of use, and to save the memorization of multiple account numbers the name is used to enter accounts on all entry windows.
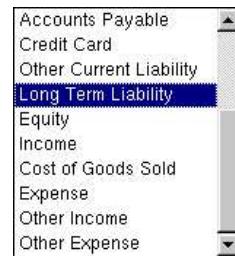
Figure 9.3: *Account Master* window

Figure 9.4: *Types* menu

Type   Select the type of account. This data is required
                              by Quasar to refine selections and to assist in the
                              printing of financial statements. Figure 9.4 and Fig-
                              ure 9.5 show the type selections.

                              Bank Part of current assets, the bank type sorts
                                  all bank accounts into one group

                              Accounts Receivable Part of current assets, the
                                  receivable type sorts all receivable accounts into
                                  one group

                              Other Current Asset Sorts all current asset ac-
                                  counts other than a bank account or a receiv-
                                  able account into one group

Figure 9.5: *Types* menu (continued)

Fixed Asset Sorts all fixed asset accounts into one group

Other Asset Sorts all asset accounts other than a current asset or fixed asset into one group

Accounts Payable Part of current liabilities, the accounts payable type sorts all payable accounts into one group

Credit Card Part of current liabilities, the credit card type sorts all credit card accounts into one group

Other Current Liability Sorts all current liabilities other than accounts payable and credit card types into one group

Long Term Liability Sorts all long term liability accounts into one group

Equity Sorts all equity accounts into one group

Income Sorts all regular income accounts into one group

Cost of Goods Sold An expense account, the cost of goods sold type sorts all cost of sales accounts into one group

Expense Sorts all regular expense accounts into one group

Other Income Sorts all extra-ordinary income accounts into one group

Figure 9.6: *Sample Headers Accounts*

> **Other Expense** Sorts all extra-ordinary expense accounts into one group

Parent   The parent or header account for an active account. Accounts are may be attached to a parent or header account as a method of grouping accounts for financial reporting. Figure 9.6 shows an excerpt from the account list and displays an example of two parent accounts where "Repairs and Maintenance" and "Staff Expenses" are parent accounts for the active accounts grouped below them.

Header   Toggle on or off. Toggle on is the account is a header type account. A header account is a parent of active accounts within a group. Figure 9.6 shows an excerpt from the account list and displays an example of two parent accounts where "Repairs and Maintenance" and "Staff Expenses" are parent accounts for the active accounts grouped below them.

Next Cheque #   For bank type accounts only. Enter the number of your next physical cheque .

Groups   Quasar provides the ability to link profit and loss type accounts to one or more groups for the purpose of printing profit and loss statements.

Figure 9.7: *Journal Entry* window

Last Reconciled   Quasar displays the date that the account was last
                         reconciled.

9.3   Creating a Journal Entry
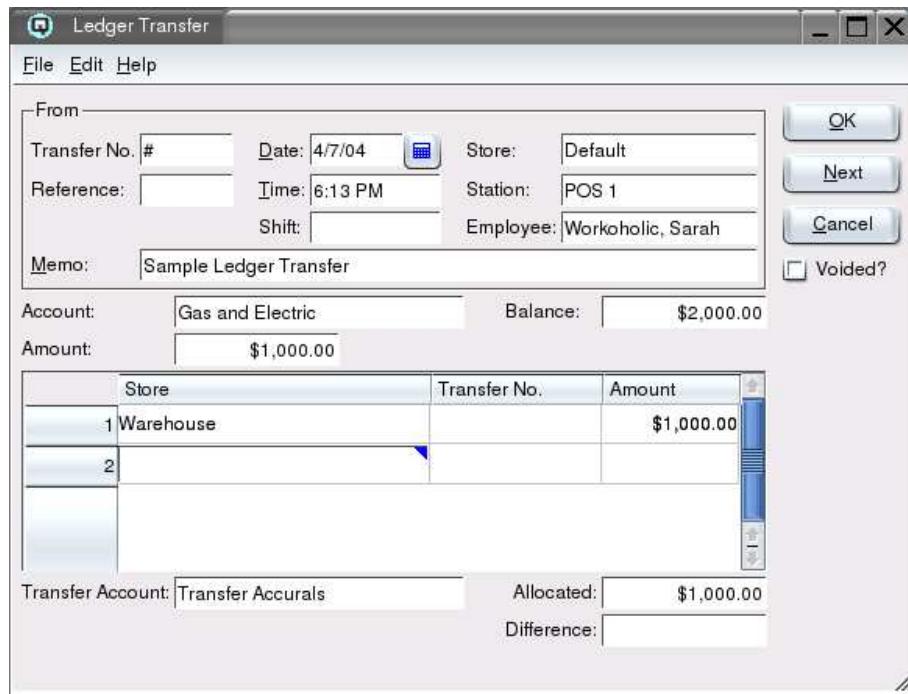
 ⟶ From time to time you will be required to do manual
journal entries. To do a manual journal entry click on the "`Journal Entry`"
button at the top of the main window. The journal entry window, shown in
Figure 9.7, will be opened.

Remember, in a double entry accounting system the total debits must
match the total credits. Quasar does not allow a journal entry that does
not balance to be filed. It is recommended that you enter the data in each
attribute and utilize the tab key to move from attribute to attribute.
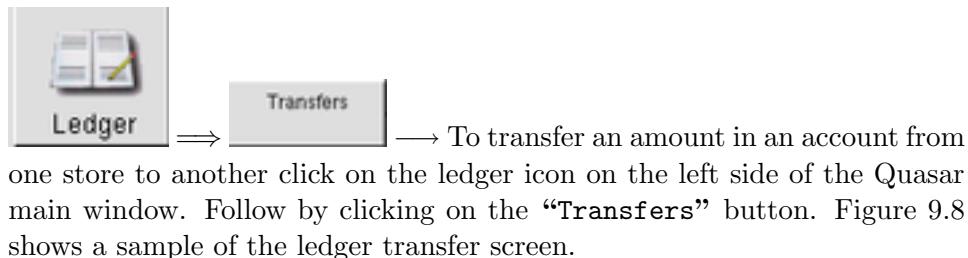
Id No   Quasar defaults to the next available journal id.

Reference | Enter a reference number if required for the journal entry.

Date | The date for which the journal entry will be posted. For example, if you wish the journal to be posted to todays date then enter todays date. However, if you wish the journal to be posted to a previous date then you must enter the previous date.

Time | The time of day the journal entry is created.

Shift | The shift that the journal entry is linked to through a shift close.

Store | The store that the journal posting will affect.

Station | The work station upon which the journal entry was created.

Employee | The employee creating the journal entry.

Memo | The memo defines the journal entry. A short descriptive memo is invaluable for future reference.

Data Entry Table | The transaction data is entered in the data entry table.

Account Enter the name of the account that will be debited or credited.

Debit Enter the amount that the account will be debited.

Credit Enter the amount that the account will be credited.

Debit Total | Quasar displays the total of all debits.

Credit Total | Quasar displays the total of all credits.

Difference | Quasar displays the difference between the total debits and the total credits. In order for a transaction to post there must be no difference between the total debits and total credits.

Figure 9.8: *Ledger Transfer* window

| Voided? | Toggle on or off. Toggle on to void the transaction. Toggle off to reinstate the transaction. |
| Reverse? | Toggle on or off. Toggle on if the journal entry must be reversed at the beginning of the following month. Toggle off if the journal entry is not to be reversed. |

9.4   Transferring Account Balances Between Stores

 ⟹ ⟶ To transfer an amount in an account from one store to another click on the ledger icon on the left side of the Quasar main window. Follow by clicking on the **"Transfers"** button. Figure 9.8 shows a sample of the ledger transfer screen.

The *Ledger Transfer* window is used to transfer ledger account balances from one store to another. For example, an expense such as a power bill may go directly to an administration office for payment. The administration office can then split the expense up between the stores.

Transfer No.	The transfer number is incremented by Quasar. This may be changed by the user. If the number entered is the same as an existing number then a warning message will be displayed.
Reference	Enter a reference number if required for the transfer.
Date	The date for which the transfer will be posted.
Time	The time of day the transfer is created.
Shift	The shift that the transfer is linked to through a shift close.
Store	The store that the transfer posting will affect.
Station	The work station upon which the transfer was created.
Employee	The employee creating the transfer.
Memo	The memo defines the transfer. A short descriptive memo is invaluable for future reference.
Account	Enter the ledger account number to transfer. Transfers will move from the local stores account to the alternate stores same account.
Amount	Enter the total amount being transferred.
Balance	Displays the current balance of the account in the originating store.
Transfer Entry Table	Use the transfer entry table to enter the store and the account amount being transferred to each store.
	Store Enter the store(s) that an amount is being transferred to.
	Amount The amount being transferred to the store.

Transfer Account	When a transfer takes place between two stores an accrual account must be used to maintain a balance in the balance sheet of each store. To maintain this balance an accrual account must be used.
Allocated	The total amount allocated for transfer to all stores.
Difference	Quasar displays the difference between the allocated amount and the total amount. In order for a transaction to post the allocated amount must balance with the total amount.
Voided?	Toggle on or off. Toggle on to void the transaction. Toggle off to reinstate the transaction.
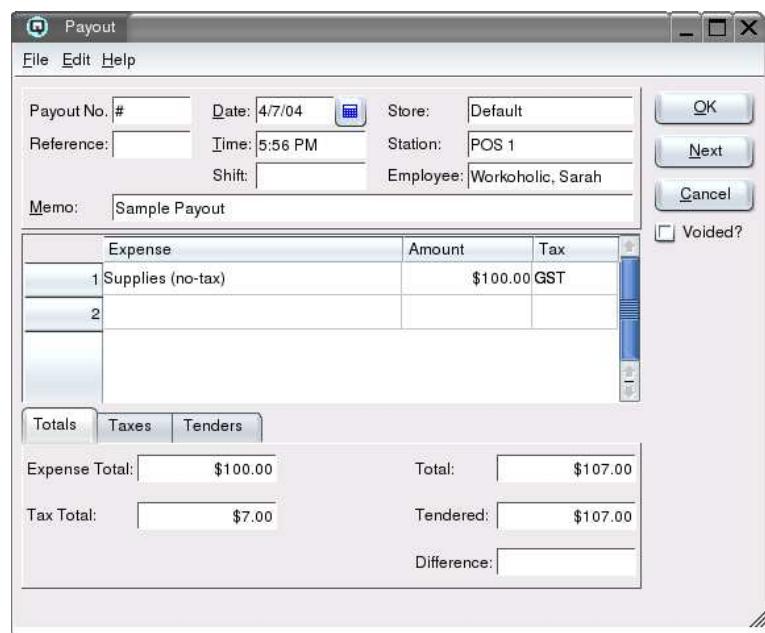
9.5   Create an Expense Payout

 $\Longrightarrow$ $\longrightarrow$ To payout an expense with cash click on the ledger icon on the left side of the Quasar main window. Follow by clicking on the "Payout" button. Figure 9.9 shows a sample of the payout screen.

The *Payout* window is used to pay an expense with cash and to record the transaction against a specific predefined expense.

Payout No.	The payout number is incremented by Quasar. This may be changed by the user. If the number entered is the same as an existing number then a warning message will be displayed.
Reference	Enter a reference number if required for the payout.
Date	The date for which the payout will be posted.
Time	The time of day the payoutis created.
Shift	The shift that the payout is linked to through a shift close.
Store	The store that the payout posting will affect.

Figure 9.9: *Payout Expenses* window

Figure 9.10: *Payout Expenses - Total Folder* window

Station	The work station upon which the payout was created.
Employee	The employee creating the payout.
Memo	The memo defines the payout. A short descriptive memo is invaluable for future reference.
Expense Entry Table	Enter the expense and amounts to payout.

	Expense	Select or enter the expense code to payout.
	Amount	Enter the amount to payout.
	Tax	Select or enter the tax that applies to the expense.

Totals	Click on the totals tab to veiw information about the transaction totals. Figure 9.10 shows a sample of the payout totals folder.

	Expense Total	The total expenses to payout net of taxes.
	Tax Total	The total amount of taxes to payout.
	Total	The total of expenses and taxes to payout.
	Tendered	The total amount tendered.
	Difference	The difference between the total amount tendered and the total payout required. Note the difference must be zero to file the transaction.

Figure 9.11: *Payout Expenses - Taxes Folder* window

Figure 9.12: *Payout Expenses - Tenders Folder* window

Taxes	Click on the taxes tab to veiw information about the transaction taxes. Figure 9.11 shows a sample of the payout taxes folder.

Tax	The identification of the tax.
Name	The name of the tax.
Taxable	The total amount that the tax is calculated on.
Tax Amt	The total amount of the tax.

Tenders	Click on the tenders tab to tender the transaction. Figure 9.12 shows a sample of the payout tenders folder.

Tender	The name of the tender.
Amount	The amount of each tender.
Rate	The foreign exchange conversion rate for the tender.
Total	The total amount of the tender.

Figure 9.13: *Transaction Journal* window

9.6   Viewing Transaction Journal Detail

⟶ Once a transaction has been filed it and the accounts affected may be viewed in the transaction journal window. To open the transaction journal window click on the **"Transaction Journal"** button. See Figure 9.13.

The transaction journal window is a very powerful tool for viewing the journal entries of transactions within a specified range of dates.

Date Range	Select the date range to view.
From	The start date of the range to view.
To Date	The end date of the range to view.
Store	Select the store to view. If left blank data from all stores will be displayed.

All transactions may be viewed within a specified date range or you may elect to view only special types of transactions. The the various types of transactions that you may select for viewing are:

General General transactions created using the journal entry window; no sale transactions created at point-of-sale also appear as general transactions

Disbursements Journal transactions created from the Quasar cheque writing windows

Receipts Journal transactions created for payments on account

Sales Journal transactions created when items are sold

Purchases Journal transactions created when items are purchased

Inventory Journal transactions created when inventory is adjusted other than through sales or purchases

All All journal transactions noted above

Transaction Table   The transaction table displays the journal detail of each transaction within the specified dates.

> **Type** Describes the type of transaction. Following is a listing of the various types:
>
> > **Adjustment** Inventory adjustments from the item adjustment window
> >
> > **Cheque** Quick cheques or vendor payments
> >
> > **Customer Invoice** Transactions created from sales
> >
> > **Customer Payment** Transactions created from customer payments on account
> >
> > **Customer Return** Transactions created from customer returns
> >
> > **Item Transfers** Transactions created when items are transferred from one store to another
> >
> > **Journal Entry** Journal transactions created in the journal entry window

Ledger Transfers Transactions created when ledger amounts are transferred from one store to another

Nosale Nosales transactions created at the point-of-sale

Payout The payout of cash to pay an expense

Shift Close Transactions created when a shift is closed

Tender Exchange Transactions created when one tender is exchanged for another

Vendor Claim Transaction created when claims are processed to a vendor

Vendor Invoice Vendor invoices for the purchase of goods or services

Withdraw Transactions created when a customer withdraws cash from their account

Number The identification number assigned to the transaction.

Date The date of the transaction.

Account The ledger account to which a debit or credit is posted.

Debit The amount of each debit.

Credit The amount of each credit.
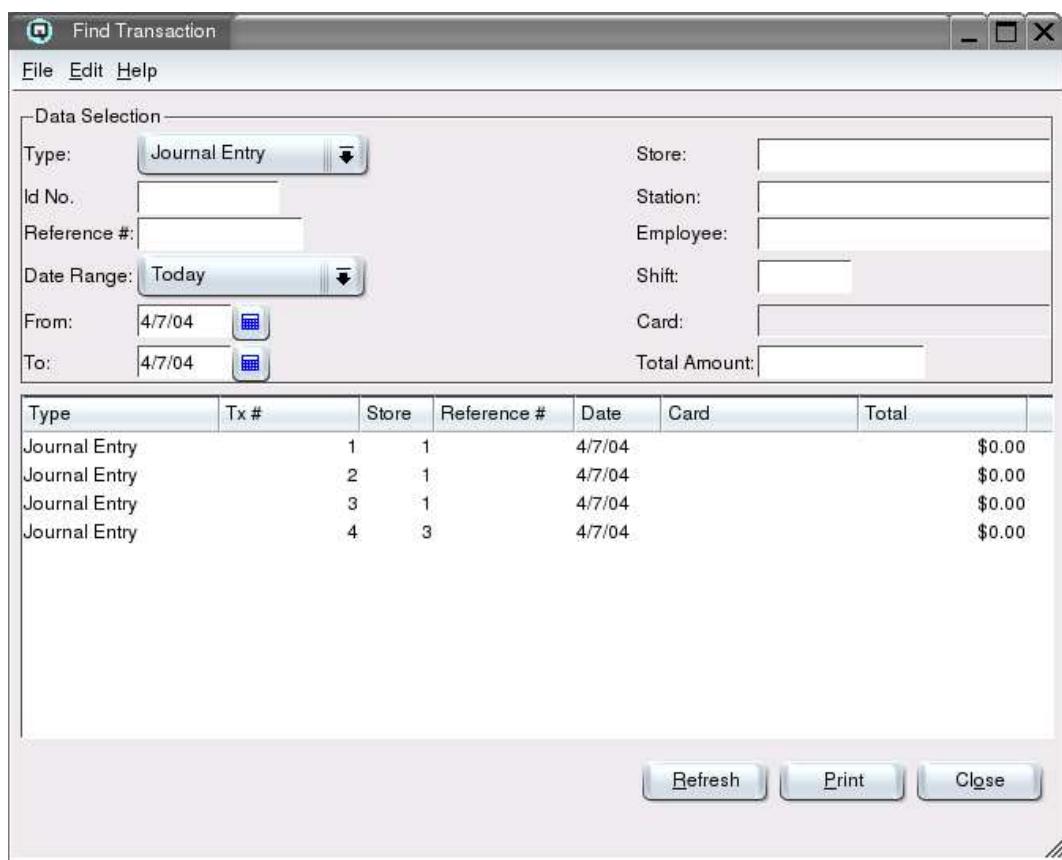
Voided? A checkmark ($\sqrt{}$) is displayed if the transaction is voided.

To view an actual original transaction double click on any line display associated with that transaction.

9.7   Finding a Transaction

Find $\longrightarrow$

The find transaction screen is a search tool designed to find any transaction or group of transactions very quickly. To open the find transaction window click on the **"Find"** button in the lower right hand corner of the main window. Figure 9.14 shows a sample find transaction window.

Figure 9.14: *Transaction Find* window

The transaction find window is broken down into two distinct sections.
The selection criteria and the display table. Once you have defined your
selection criteria click on the "Refresh" button at the buttom of the
window to display the selected transactions.

In data selection section define details of the transaction you wish to find.

Note: The data selection will change slighly dependant on the
transaction type selected.

Type   Select the type to find.

All Types	Displays all transaction types
Journal Entry	Displays only transactions created by transfering account amounts from one store to one or more stores.
Ledger Transfer	Displays transactions created by general journal entries.
Cheque	Displays only cheque transactions created from writing a cheque .
Adjustment	Displays only transactions created from item adjustments.
Item transfer	Displays only transactions created by item transfers from one store to another.
Customer Invoice	Displays only transactions created by customer invoices.
Customer Return	Displays only transactions created by customer returns.
Customer Payment	Displays only transactions created by a customer payment.
Vendor Invoice	Displays only transactions created by a vendor invoice.
Vendor Claim	Displays only transactions created by a vendor claims.

	Withdraw	Displays transactions created by customer cash withdrawls.
	Payout	Displays transactions created at the point-of-sale for the purpose of paying expenses using cash.
	Nosale	Displays sales nosale transactions created at the point-of-sale.
	Shift Close	Displays the transactions create by a shift close.
Id No.		Enter the id number of a transaction.
POS Tx No		Enter the id of the point-of-sale transaction.
Transfer No		Enter the id of the ledger or item transfer.
Cheque No		Enter the cheque number of the cheque .
Adjustment No		Enter the adjustment number for an inventory adjustment transaction.
Invoice No		Enter the customer invoice or vendor invoice number.
Receipt No		Enter the receipt number for a customer payment.
Reference #		Enter the reference number of the transaction. For example, the vendor's invoice number or the customer's purchase order number.
Date Range		Select the date range for the transaction(s).
From		Enter the starting date for a date range.
To		Enter the ending date for a date range.
Store		Select a store to find. If left blank data for all stores will be displayed.
Card		Enter the card id for the transaction. For example, for a customer invoice enter the card id and for a vendor invoice enter the vendor id.

Customer	Enter the customer to find. If left blank all customers will be displayed.
Vendor	Enter the vendor to find. If left blank all vendors will be displayed.
Total Amount	Enter the total amount of a transaction. created.

The transaction find table displays all of the transactions that meet the criteria you have defined in the transaction type and data selection sections.

Type	the type of transaction
Tx #	the transaction id number
Reference #	displays the reference number such as a purchase order or vendor invoice number
Date Range	the date or range of dates to find
Store	the store number in which the transaction was created
Station	the work station or point-of-sale device in which the transaction was created
Employee	the employee creating the transaction to find
Shift	the shift which the transaction has been linked to through a ringoff
Card	the id of the card, customer or vendor
Total	the total amount of the transaction
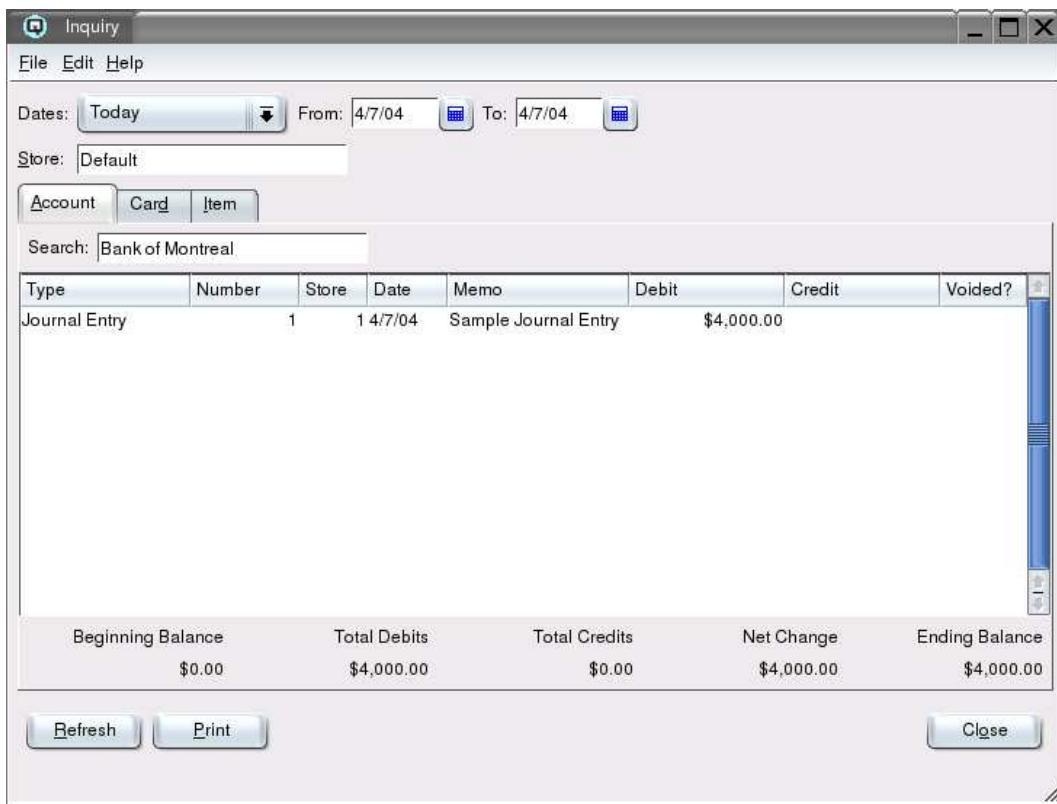
By double clicking on any line in the list you can view the actual transaction.

Figure 9.15: *Transaction Inquiry* window

9.8 Inquiry - View Activity Details

Inquiry ⟶ The inquiry window is a terrific tool for viewing the activity of a specific ledger account, a specific card or a specific item. An inquiry may be conducted for a specified range of dates. To open the inquiry window click on the **"Inquiry"** button in the lower right hand corner of the main window. Figure 9.15 shows a sample inquiry window.

The inquiry screen provides a complete statement of activity including the opening balance, total increase, total decrease, net change and ending balance.

Note: By double clicking on any line in the list you can view the actual transaction.

Date Range	Select the date range to view.
From	The start date for the range of dates being viewed.
To	The end date for the range of dates being viewed.
Store	Select the store to view. If left blank, data from all stores will be displayed.
Account	Select **"Account"** to view transactions within the specified date range that effect a specific ledger account.
Card	Select **"Card"** to view transactions within the specified date range that effect a specific card.
Item	Select **"Item"** to view transactions within the specified date range that effect a specific item.
Search	Enter the appropriate search data. • If viewing a list of transactions for a specific account enter the account name • If viewing a list of transactions for a specific card enter the card name • If viewing a list of transactions for a specific item enter the item number

The transaction table displays the journal detail of each transaction within the specified dates.

Type	Describes the type of transaction. Following is a listing of the various types: **Adjustment** Inventory adjustments from the item adjustment window **Cheque** Quick cheques or vendor payments **Customer Invoice** Transactions created from sales **Customer Payment** Transactions created from customer payments on account **Customer Return** Transactions created from customer returns

Item Transfers Transactions created when items are transferred from one store to another

Journal Entry Journal transactions created in the journal entry window

Ledger Transfers Transactions created when ledger amounts are transferred from one store to another

Nosale Nosales transactions created at the point-of-sale

Payout The payout of cash to pay an expense

Shift Close Transactions created when a shift is closed

Tender Exchange Transactions created when one tender is exchanged for another

Vendor Claim Transaction created when claims are processed to a vendor

Vendor Invoice Vendor invoices for the purchase of goods or services

Withdraw Transactions created when a customer withdraws cash from their account

Number	The identification number given to the transaction
Store	The store in which the transaction was created.
Date	The date of the transaction
	Note: The transactions in the list may be sorted in ascending or descending order by clicking on the directional signal in the date attribute.
Memo	The memo describing the transaction
Debit/Increase	The amount of an debit/increase
Credit/Decrease	The amount of a credit/decrease
Voided?	A checkmark ($\sqrt{}$) is displayed if the transaction is voided.

Near the bottom of the window Quasar displays information on the
corresponding account balance, card balance or item balance.

Beginning Balance	The balance at the beginning of the specified date range
Total Debits/Increases	The total of all debits/increases during the specified date range
Total Credits/Decreases	The total of all credits/decreases during the specified date range
Net Change	The net change during the specified date range
Ending Balance	The balance as at the end of the specified date range
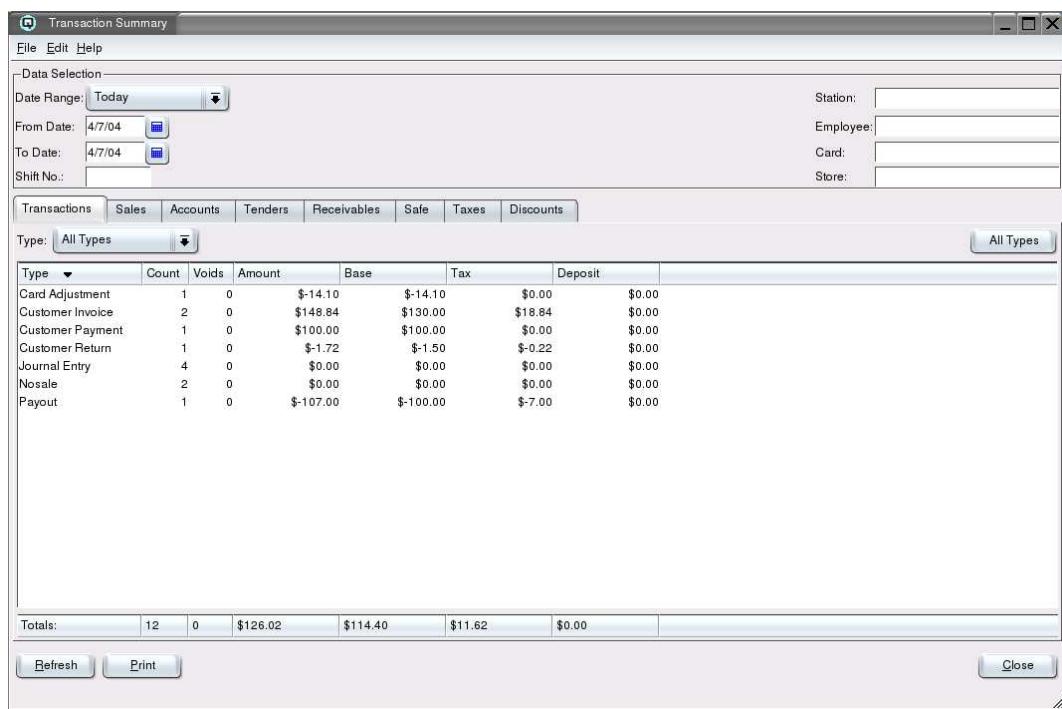
9.9   Summary of Transactions

Summary $\longrightarrow$

The summary window is a powerful reporting tool for viewing the summary details of transaction information. To open the summary window click
on the **"Summary"** button in the lower right hand corner of the main window.
Figure 9.16 shows a sample summary window.

First, select the data for which your summary information will be viewed.

Date Range	Select the date range to view.
From	The start date for the range of dates being viewed.
To	The end date for the range of dates being viewed.
Shift No	Enter the shift number to view. If left blank, data from all shifts will be displayed.
Station	Enter the work station to view. If left blank, data from all stations will be selected.
Employee	Enter the employee to view. If left blank, data from all employees will be selected.
Card	Enter the card to view. If left blank, data from all cards will be displayed.

Figure 9.16: *Transaction Summary* window

Store	Select the store to view. If left blank, data from all stores will be displayed.

Next, select the type of information to view by opening one of the information folders.

Transactions	View a summary of all transactions or specific transaction types.
Sales	View a summary of all sales or sales by department, subdepartment or item.
Accounts	View a summary of all accounts or the summary of a specific account.
Tenders	View a summary of all tenders or the summary of a specific tender.
Receivables	View a summary of receivable accounts or the summary of a specific account.
Safe	View a summary of the safe contents.
Taxes	View the summary of all taxes or the summary of a specific tax.
Discounts	View the summary of all discounts or the summary of a specific discount.
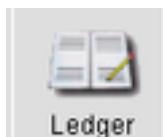
9.10   Balance Sheet

 $\Longrightarrow$ Balance Sheet $\longrightarrow$ To print a balance sheet start by clicking on the **"Ledger"** icon on the left side of the main Quasar window. Follow by clicking on **"Balance Sheet"**, which will now appear in the report section towards the bottom of the window.
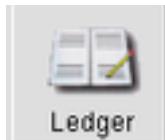
A balance sheet may be printed for the entire company or for a store within the company.

Figure 9.17 shows a sample of the asset portion of a balance sheet and Figure 9.18 shows a sample of the liabilities and equity portion of a balance sheet.

Figure 9.17: *Balance Sheet - Assets*

9.11 Profit & Loss Report

 $\Longrightarrow$ **Income Statement** $\longrightarrow$ To print the profit & loss report start by clicking on the **"Ledger"** icon on the left side of the main Quasar window. Follow by clicking on **"Profit & Loss"**, which will now appear in the report section towards the bottom of the window.

A profit and loss statement may be printed for the entire company, for a store within the company, or for an account group. An account group is a group of accounts linked by a group name defined in the account master.

Figure 9.18: *Balance Sheet - Liabilities & Equity*

Figure 9.19: *Profit & Loss*

9.12   Trial Balance

 $\Longrightarrow$ Trial Balance $\longrightarrow$ To print the trial balance report start by clicking on the **"Ledger"** icon on the left side of the main Quasar window. Follow by clicking on **"Trial Balance"**, which will now appear in the report section towards the bottom of the window.

The trial balance report lists all accounts and their balances. The balances are displayed as debits or as credits. The debits and credits are totalled at the bottom of the report. In a double entry accounting system the total of all debits must always match the total of all credits.

Figure 9.20 shows a sample portion of a trial balance report.

Report Viewer

Report: Trial Balance   [Regenerate]

Trial Balance

As/at 2004-07-04

Number	Name	Debits	Credits
1050	Bank of Montreal	$4,000.00	
1000	Cash On Hand - Stations	$7,028.87	
1110	Accounts Receivable	$2,221.50	
1280	Container Deposit		$75.00
1210	Inventory - A	$79.00	
1220	Inventory - B		$188.00
1230	Inventory - C		$406.54
2010	Accounts Payable		$205.44
2310	GST Collected		$571.12
2320	GST Paid	$20.44	
2360	PST Collected		$566.44
3050	Share Capitol		$4,000.00
4010	Sales - A		$72.50
4020	Sales - B		$428.00
4030	Sales - C		$558.41
4040	Sales - D		$7,100.00
5010	Cost of Sales - A	$41.00	
5020	Cost of Sales - B	$260.00	
5030	Cost of Sales - C	$406.54	
6810	Gas and Electric	$2,000.00	
6140	Miscellaneous		$2,000.00
6150	Office Supplies	$100.00	
8060	Service Fees	$14.10	
Grand Total:		**$16,171.45**	**$16,171.45**

[First] [Prev] [Next] [Last] [Pick]   Page 1 of 1   [Print] [Close]

Figure 9.20: *Trial Balance*

Chapter 10

Cheques
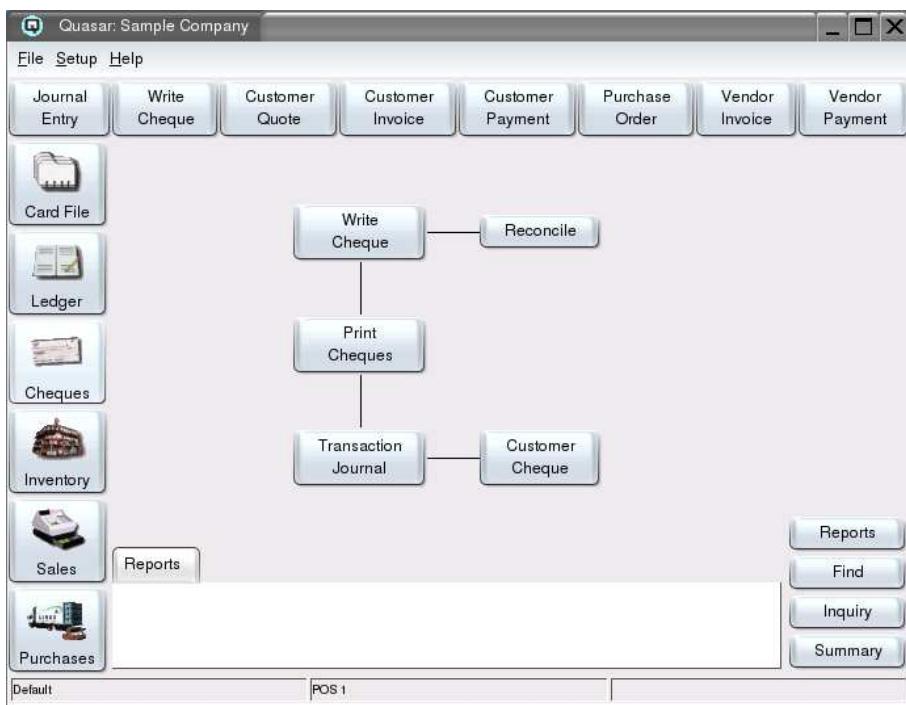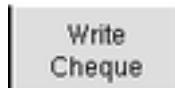
Figure 10.1: Main Menu - Cheques

In this chapter we will review the cheque writing and reconciling capabilities of Quasar . These specific areas will be reviewed in this

chapter:

Write Cheque	Write a quick cheques for goods or services.
Print Cheques	Print cheques from your printer using a pre-printed form.
Reconcile	Reconcile an account to a statement such as a bank statement.
Transaction	View the journal transaction created by Quasar when a cheque is written.
Customer Cheque	Print a cheque to a customer that reduces the customers credit balance on their receivable account.
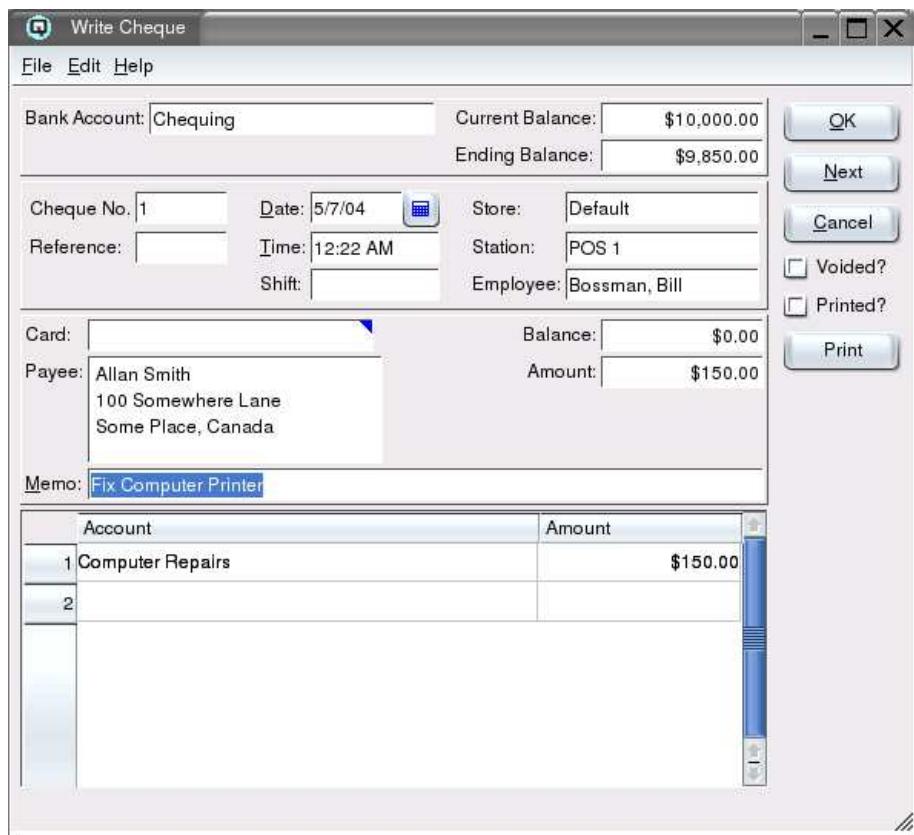
10.1   Write Cheques

$\longrightarrow$ To write a quick cheque click on the "`Write Cheque`"
button at the top of the main window. Figure 10.2 shows a sample of the
write cheques window.
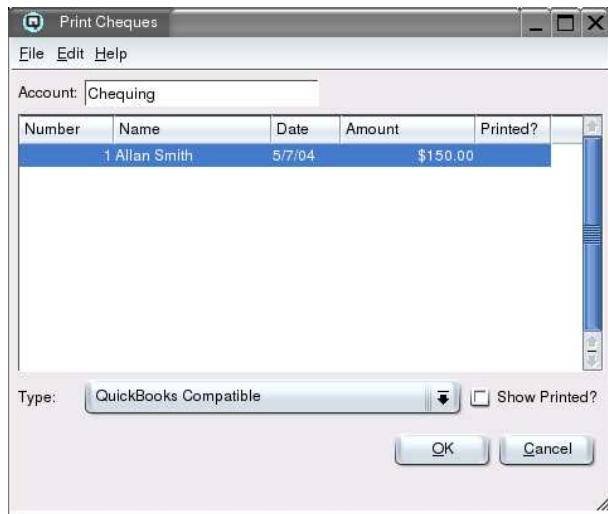
Note: This window is used only to record cheques for goods or services
that have not been previously entered as a payable to a vendor. To
write a cheque for the purposes of reducing a payable to a vendor
use the *Vendor Payment* window.

Following is a description of the attributes within the write cheque window:

Bank Account	The ledger account from which the funds for the cheque will be drawn.
Current Balance	The current balance of the bank account from which the cheque is being made.
Ending Balance	The ending balance of the bank account after the current cheque is considered.
Cheque No.	The transaction id or cheque number assigned to the payment.
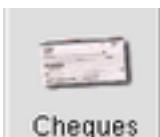
Figure 10.2: *Write Cheques* window

Reference #	Enter the reference number for the payment if applicable
Date	The cheque date. Quasar defaults to the current date, however, you may change the date as is required.
Time	The time of day the cheque is created.
Shift	The shift that the cheque is linked to through a shift close.
Store	The store that the cheque posting will affect.
Station	The work station upon which the cheque was created.
Employee	The employee creating the cheque .
Card	The card identification for the entity to whom the cheque will be made payable. Note that a card is not required you can type the name and address of the payee in the "Payee" attribute.
Balance	The current balance on the card if applicable.
Payee	The name and address of the entity to whom the cheque will be made payable.
Amount	The total amount of the cheque .
Memo	The memo defines the cheque . A short descriptive memo is invaluable for future reference.
Account Table	When a cheque is written the total amount of the cheque is credited to the bank ledger account. The offsetting debit entry/entries are defined in the account table.

Account A ledger account (usually an expense account) that all or a portion of the cheque will debited to.

Amount The amount that will be debited to the corresponding account.

Figure 10.3: *Print Cheques* window

Voided?	Toggle on or off. Toggle on to set the cheque to voided. Toggle off to re-instate the cheque to a non-voided state.
Printed	Toggle is on if the cheque has been physically printed using the print cheque function.

10.2   Print Cheques

 $\Longrightarrow$ $\longrightarrow$ To print a cheque click on the cheque icon on the left side of the Quasar main window. Follow by clicking on the **"Print Cheques "** button. Figure 10.3 shows a sample of the print cheques window.

Following is a description of the attributes within the print cheques window:

Account	The bank ledger account from which the cheque will be drawn. Ensure the correct forms are in the

printer.

Number	The number of the cheque to be printed.
Name	The name of the entity to whom the cheque will be made payable.
Date	The date of the cheque .
Amount	The total amount of the cheque .
Type	Cheque are printed on pre-printed forms. Select the appropriate form type.
Show Printed	Toggle on or off. The print cheques window by default will not show printed cheques . To view or reprint a cheque toggle on.

There are three ways in which you can select the cheque or cheques that you wish to print.

Single Cheque	Click on the the individual cheque that you wish to print. This will high-light the cheque for printing.
Select Range	Press the shift key and while holding down on the shift key use the left button of your mouse to select the beginning and ending cheque in the range. The range of cheques that you have selected will be high-lighted. Figure 10.4 shows a sample of a selected range.
Select Random Cheques	To select a group of random cheques , hold down the ctrl key while using the left button of your mouse to click on each cheque the you wish to print. The cheques you have selected will be high-lighted. Figure 10.5 shows a sample of selecting a random set of cheques .

10.3   Reconcile Accounts

An account can be reconciled to an external statement, such as a bank statement.
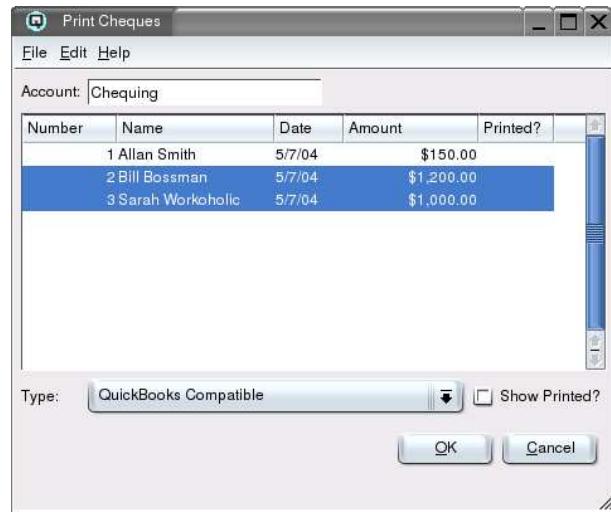
Figure 10.4: *Selecting Range of Cheques*
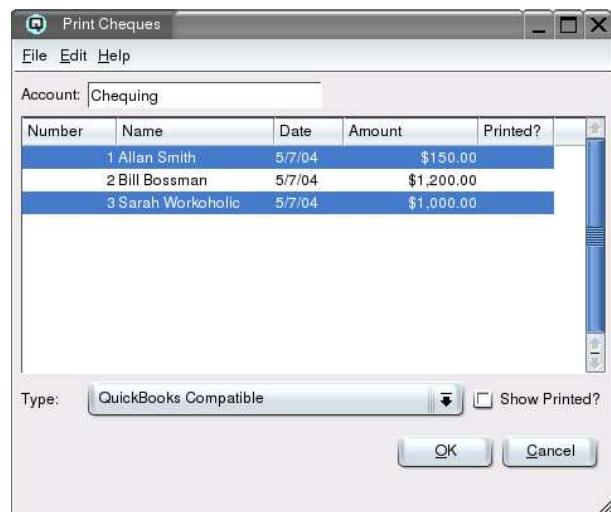
Figure 10.5: *Selecting Random Cheques*

Figure 10.6: *Reconcile List*

10.3.1   List of Reconciliations

 $\Longrightarrow$ $\longrightarrow$ The reconcile list can be viewed by clicking on the cheque icon on the left side of the Quasar main window. Follow by clicking on the **"Reconcile"** button.   Figure 10.6 shows a sample of the reconcile list window.

The reconcile list displays a complete list of reconciliations. By default, only incomplete reconciliations will display in the list. To display and/or reprint completed reconciliations click on the "Show Reconciled?" toggle. Following is a description of the information displayed in the body of the reconcile list:

Account	The ledger account being reconciled.
Date	The date of the account reconciliation.
Reconciled?	Shows which reconciliations have been completed (reconciled). This attribute is only displayed when the `Show Reconciled?` toggle is turned on.

In the bottom the list you will note the following toggles and buttons:

Show Reconciled   Toggle on or off. Toggle on if you wish the completed reconciliations to also appear in the list. Toggle off if only incomplete reconciliations are to appear in the list.

New   Select this function to create a new account reconciliation.

Edit   Select this function to edit the high-lighted reconciliation.

Refresh   Clicking on refresh will refresh the data on the screen.

Print   Select this function to print the contents of the list to the printer.
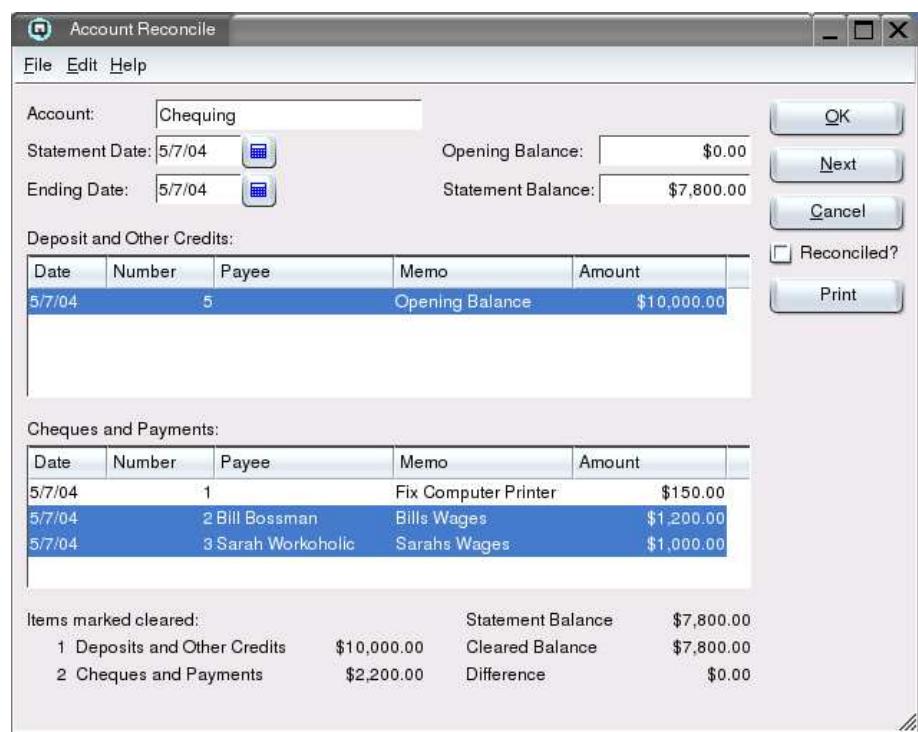
10.3.2 Creating a Reconcile Record

$\longrightarrow$ First open the reconcile list. Follow by clicking on the **"New"** button. Figure 10.7 shows a sample of the reconcile window.

It is not necessary to complete a reconciliation in one sitting. You may open, close and edit the reconciliation several times before you finally reconcile an account. Each time you edit the reconciliation for a specific account you will want to file your work by clicking on OK. Quasar will not allow an account to be reconciled unless the reconciliation balance matches the statement balance exactly.

Following is a description of the attributes in the reconcile window:

Account   The ledger account to be reconciled to an external statement.

Statement Date   Enter the external statement date.

Ending Date   The ending date for the reconciliation. All transactions after the ending date will not be included on the reconciliation.

Opening Balance   The opening balance of the statement.

Statement Balance   Enter the ending balance of the external statement.

Figure 10.7: *Reconcile* window

Deposits and Other Credits This table displays all un-reconciled deposits and credits up to and including the ending date. To clear a deposit or credit, click on it to high-light it. If you make a mistake you may remove the high-light by clicking on it again.

> **Date** The date of the transaction.
>
> **Number** The deposit or credit transaction number being reconciled.
>
> **Payee** The recipient of the cheque .
>
> **Memo** The transaction memo. This memo is entered when a transaction is created to define the transaction.
>
> **Amount** The amount of the deposit or credit.

Cheques and Payments This table displays all un-reconciled cheques and payments up to and including the ending date. To clear a cheque or payment, click on it to high-light it. If you make a mistake you may remove the high-light by clicking on it again.

> **Date** The date of the transaction.
>
> **Number** The cheque or transaction number being reconciled.
>
> **Payee** The recipient of the cheque .
>
> **Memo** The transaction memo. This memo is entered when a transaction is created to define the transaction.
>
> **Amount** The amount of the cheque or payment.

Items Marked Cleared **Deposits and other Credits** To reconcile a deposit, or other credit, click on the transaction to high-light it. Quasar displays the total number and amount of the transactions high-lighted for reconciliation.

> **Cheque and Payments** To reconcile a cheque , or payment, click on the transaction to high-light it. Quasar displays the total number and

Figure 10.8: *Reconcile Now Prompt* window

	amount of the transactions high-lighted for reconciliation.
Statement Balance	Quasar re-displays the statement balance.
Cleared Balance	The total amount of all transaction cleared for reconciliation.
Difference	The difference between the total of the cleared transactions, plus the opening balance, and the statement balance.

Click on the **"Print"** button to print the reconciliation report. Prior to printing a reconciliation you must first complete the reconciliation. To complete a reconciliation the **"Difference"** must be balanced to zero. When you click on the **"Print"** button for an in-complete reconciliation the **"Reconcile Now"** prompt will be displayed. Figure 10.8 shows a sample of the reconcile now prompt.

Reconcile Now You may select to reconcile the account now.

Reconcile Later You may select to reconcile the account later.

If you choose to reconcile the account now the account will be reconciled and the **"Select Report Type"** prompt will be displayed. Figure 10.9 shows a sample of the select report type prompt.

None Select **"None"** to not print the reconciliation report.

Summary Select **"Summary"** to print a summary report only.

Detailed Select **"Detailed"** to print a detailed reconciliation report
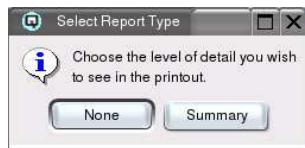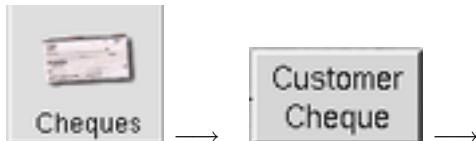
Figure 10.9: *Select Report Type* prompt

10.4   Customer Cheque

 $\longrightarrow$ $\longrightarrow$
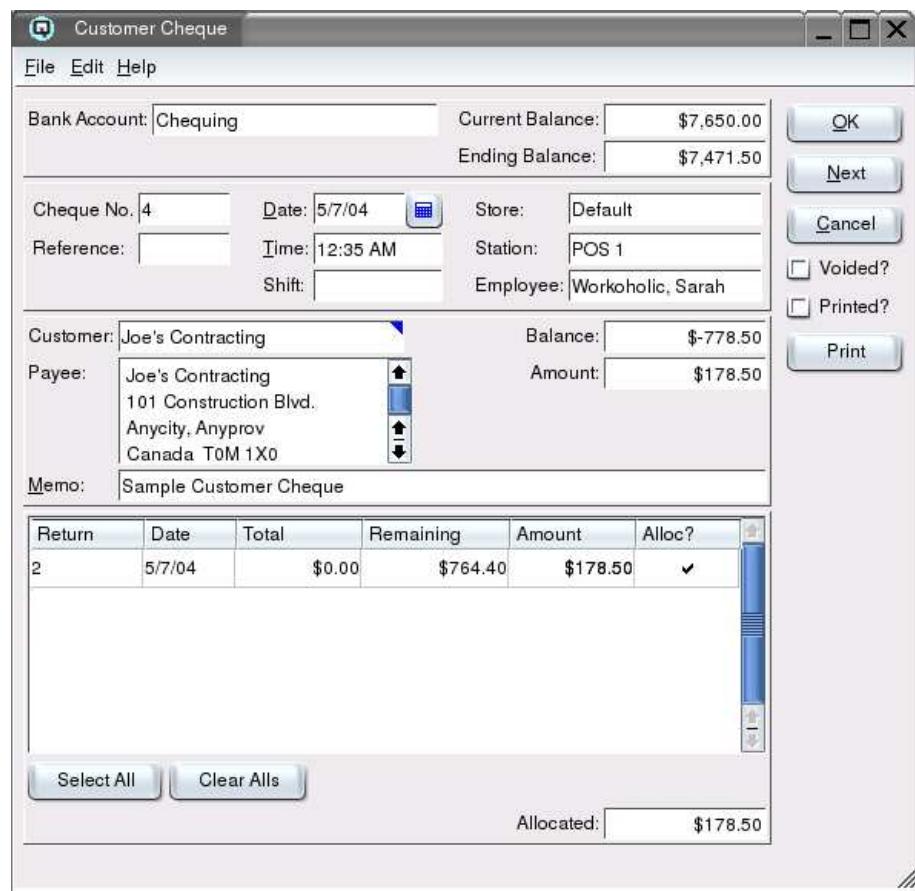
To write a customer cheque click on the **"Cheque "** icon on the left of the main window.   Figure 10.10 shows a sample of the customer cheque window.

Note: This window is used only to record cheques that are written to a customer. The cheques written will debit the customers receivable account in the same way as a customer charge would.

Following is a description of the attributes within the customer cheque window:

Bank Account	The ledger account from which the funds for the cheque will be drawn.
Current Balance	The current balance of the bank account from which the cheque is being made.
Ending Balance	The ending balance of the bank account after the current cheque is considered.
Cheque No.	The transaction id or cheque number assigned to the payment.
Reference #	Enter the reference number for the payment if applicable
Date	The cheque date. Quasar defaults to the current date, however, you may change the date as is required.

Figure 10.10: *Customer Cheque* window

Time   The time of day the cheque is created.

Shift   The shift that the cheque is linked to through a shift close.

Store   The store that the cheque posting will affect.

Station   The work station upon which the cheque was created.

Employee   The employee creating the cheque .

Customer   The customer to whom the cheque will be made payable. Remember, the customers receivable account will be debited for the amount of the cheque .

Balance   The current balance of the customer.

Amount   The total amount of the cheque .

Memo   The memo defines the cheque . A short descriptive memo is invaluable for future reference.

Account Table   When a cheque is written the total amount of the cheque is credited to the bank ledger account. The offsetting debit entry/entries are posted to the customers receivable account. These posting can be allocated against specific customer returns or customer payments.

Return The transaction number for the customer return or payment.

Date The date of the customer return or payment.

Total The total amount of the customer return or payment.

Remaining The amount of the customer return or payment that has not been allocated to an invoice or customer cheque .

Amount The amount of the customer cheque that will be allocated to the return or payment.

Alloc? Toggle on or off. Toggle on to allocate an amount to the return or payment.

Select All	Click on the "Select All" button to allocate against all remaining return and payment balances.
Clear All	Click on the "Clear All" button to clear all allocations.
Voided?	Toggle on or off. Toggle on to set the cheque to voided. Toggle off to re-instate the cheque to a non-voided state.
Printed	Toggle is on if the cheque has been physically printed using the print cheque function.

Chapter 11

Inventory
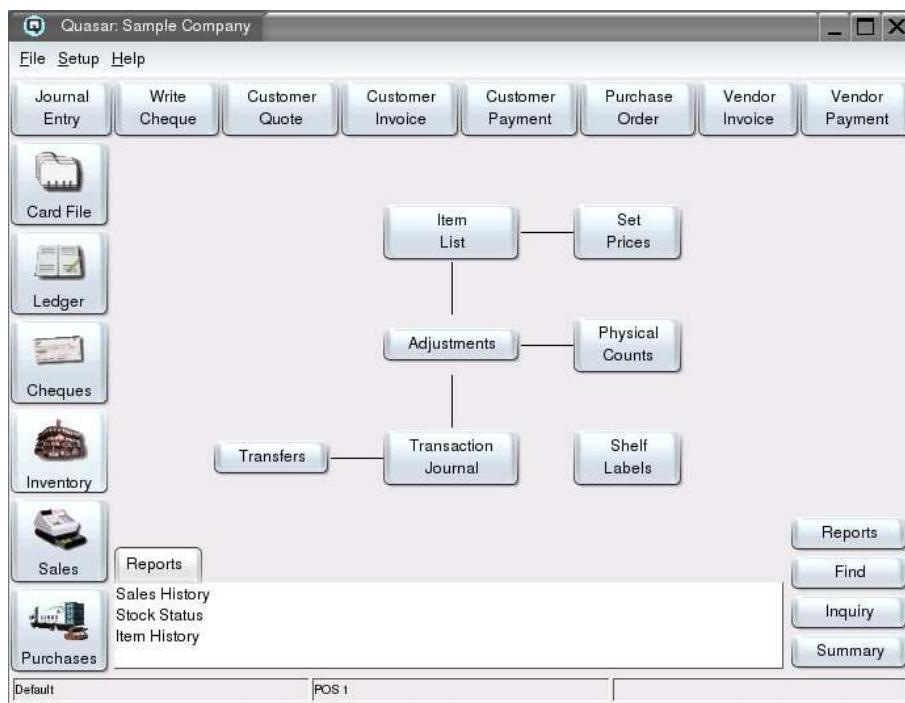
Figure 11.1: Main Menu - Inventory

In this chapter we will review the creation and maintenance of inventory. The highest inventory level within Quasar is the department level. A

department can be linked to multiple sub-departments and multiple items
can be linked to a sub-department. At the sub-department level defaults
can be set. These defaults can substantially speed up the entry of new
items.

It is not necessary to define departments and/or sub-departments.
However, it is highly recommended for those businesses who wish to sort
their inventory into levels for reporting purposes. You may elect to set up
sub-departments for the sole purpose of speeding up the entry of new
inventory items.

In this chapter we will review:

Items The items that can be purchased, inventoried and/or sold through
    Quasar .

Kits Building kits or packages out of multiple items.

Adjustments Adjusting inventory quantities or values.

Transfers Transferring products from one company store to another.

Adjustment Transaction Journal transactions created by an inventory
    adjustment.

Physical Inventory Taking a physical inventory count.

Set Prices Changing the selling price of multiple items.

Costs and Prices Setting costs and prices.

Promotion Pricing Setting promotion pricing and setting promotion start
    and stop dates.

Sales History Viewing the sales history of an item.

11.1   Viewing, Creating and Editing Items

11.1.1   List of Items

 $\Longrightarrow$ $\longrightarrow$ The item list can be viewed by clicking
on the inventory icon on the left side of the Quasar main window. Follow by
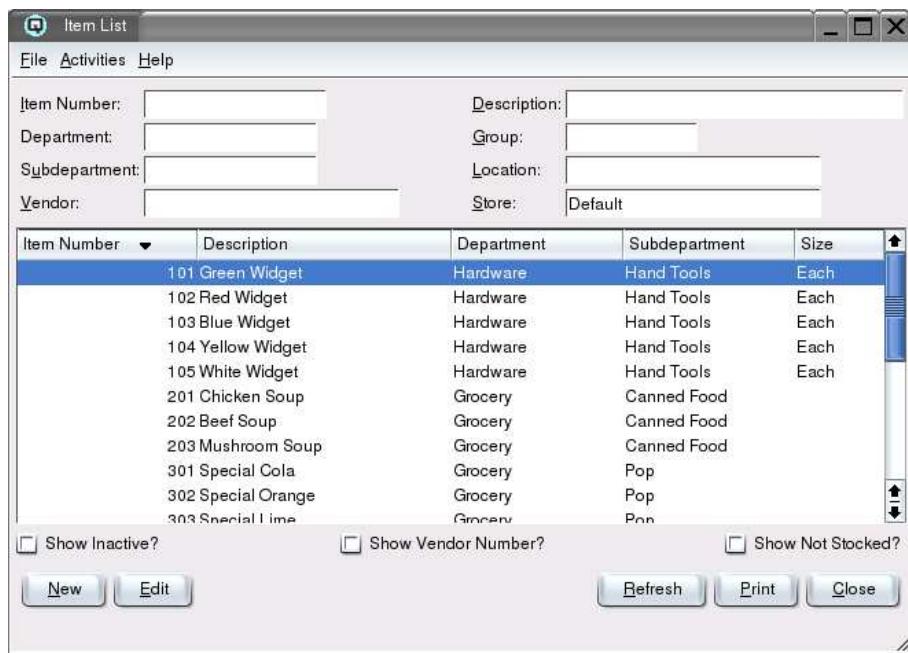
Figure 11.2: *Item List* window

clicking on the **"Item List"** button. The item list window will be displayed as shown in Figure 11.2.

The item list displays the complete list of items and their descriptions, departments they are linked to, subdepartments they are linked to and their size. New items may created and existing items may be viewed and edited. You may view the item list by their primary item number or by the items vendor order number.

To view all items leave the search attributes blank and click on `Refresh` at the bottom of the list. Alternatively you can keep your list short by using the search attributes. You can use one or more of the search attributes. The search attributes act as filters. If more than one search attribute is used, all entered data must be true for an item to appear on a list.

Item Number	Search by and list an item. Enter an exact item number and click on the `Refresh` button.

Department	Search by and list department Enter a department to list and click on the `Refresh` button.
Subdepartment	Search by and list subdepartment Enter a subdepartment to list and click on the `Refresh` button.
Vendor	Search by and list only items for a specific vendor. Enter a vendor to list and click on the `Refresh` button.
Description	Search and list one or more items by description. Enter any series of letters in consecutive order and press the `Refresh` button. For example, you may select all "Widgets" out of a group of items by entering **"wid"** and clicking on the `Refresh` button. Only names with "wid" in them will be displayed. Letters may be entered in either upper or lower case.
Group	Search by and list one or more items by group. Enter any series of letters in consecutive order and press the `Refresh` button. For example, you may select all items within a group called "Wid" by entering **"wid"** and clicking on the `Refresh` button. Only items connected to a group with "wid" in them will be displayed.
Location	Search and list one or more items by item location. You may enter:

- a section only (example - **"Tools"**)
- a section and fixture (example - **"Tools,Aisle4"**)
- a section, fixture and bin (example - **"Tools,Asile4,10"**)

Store	Search and list one or more items based on their stocking status in a given store. Only items stocked in the store will be listed.

The body of the list contains the following:

Item Number	The item identification number.
Description	The description of the item.
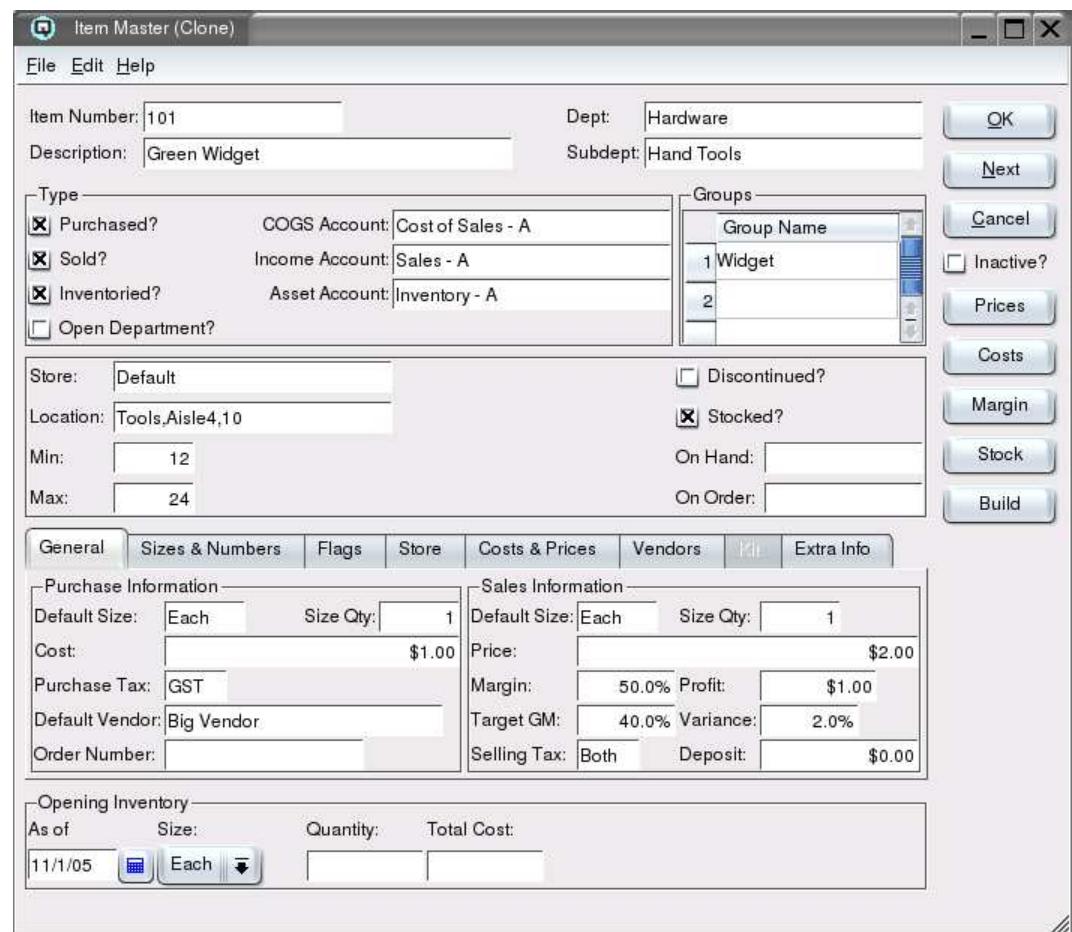
Department	The department that the item is linked to. Departments are the highest level of item hierarchy (department–subdepartment-item).
Subdepartment	The subdepartment that the item is linked to. Subepartments are the second level of item hierarchy (department–subdepartment-item).
Size	The size of the item.
Inactive?	Identifies if the item is active or inactive.
Show Inactive	Toggle on or off. Toggle on if you wish the inactive items to appear on the list. Toggle off if the inactive items are not to appear on the list.
Show Vendor Number?	Toggle on or off. Toggle on to display the vendor's order number for the items in place of the primary item number.
	Show Not Stocked? Toggle on or off. Toggle on if you wish the not stocked items to appear on the list. Toglle off if the not stocked items are not to appear on the list.

11.1.2 Creating an Item

New $\longrightarrow$ First, go to the item list. For a review of the item list see Section 11.1.1. Click on the **"New"** button in the bottom left hand corner of the item list. The item master window will be displayed as shown in Figure 11.3.

Using this screen you can create an item with a single size, cost and price, or you can identify multiple sizes, costs and prices. You can link multiple lookup numbers to an item, link specific customers to a price, specific vendors to a cost or even create kits made out of other items. You can enter a container deposit, taxes and specify if a cost or price includes tax and/or container deposit.

The speed in which new items are created can be substantially sped up by first entering sub-departments containing default data. To create sub-departments see Section 5.4. New items may be defined as items that

Figure 11.3: *Item Master* window

will be sold, items that will be purchased, items that will be inventoried, or any combination of all three. Following is a list of all attributes in the item master window:

Item Number   The item identification number.

Description   The description of the item.

Sub-Department The name of the sub-department that the item is linked to.

Type   The type section determines if the item is purchased, sold, inventoried, or any combination of the three. The ledger accounts required will be displayed dependent on the combination selected.

    Purchased   Toggle on or off. Toggle on if the item will be purchased through the Quasar purchasing and receiving functions.

    Sold   Toggle on or off. Toggle on if the item will be sold through the Quasar sales functions.

    Inventoried   Toggle on or off. Toggle on if the item will be inventoried through the Quasar inventory functions.

    Expense Account Defines the ledger account the item is to be expensed to when it is purchased. The expense account is required for:

            • items that are purchased only

    COGS Account Defines the cost of goods sold ledger account that will be posted to when an item is sold. The cost of goods sold account is required for:

- items that are purchased, sold and inventoried
- items that are sold and inventoried, but not purchased
- items that are purchased and sold, but not inventoried

Income Account	Defines the income ledger account that will be posted to when an item is sold. The income account is required for all items that are sold.
Asset Account	Defines the asset ledger account the will be posted to when an item is purchased, added to inventory using the item adjustment window or sold. The asset account is required for:

- the asset account is required for all items that are inventoried
- the asset account is required for all items that are purchased and sold, but not inventoried

Groups	Item groups are used to link an item to a price. The purpose is to provide the ability to assign a price to multiple items at the same time by linking a price to a group.

Group Name	Enter the name of the group(s) that will link the item to a price. An item may be linked to multiple item groups.

Store	The current store.

Location   The inventory stock location for the store.

Discontinued   Toggle on or off. Toggle on to discontinue the item. When an item is discontinued it can be sold and inventoried, but it can no longer be placed on a purchase order. Use the discontinued flag to phase out an item.

Stocked?   Toggle on or off. Toggle on if the item is stocked in the current store.

Min   The minimum on hand quantity for the item. When the on hand quantity reaches the minimum quantity or less, the auto ordering process will generate an order for the item.

Max   The maximum on hand quantity. The auto order process will order stock up to the maximum amount.

                     Note: The maximum amount may be exceeded if the item is ordered in case sizes greater than 1.

On Hand   Quasar displays the current on hand quantity for the item.

On Order   Quasar displays the current on order quantity for the item.

General   The general folder contains the general purchasing and selling information for an item. More advanced functions can be found in the additional folders. Figure 11.4 shows a sample of the general folder.

                     Purchase Information Purchase information is only required for items that are purchased.

                            Default Size The default purchasing size for the item. For example, if an item is purchased in a case of 12 and sold in eaches. Then the default purchasing size would

Figure 11.4: *Item Master - General Folder*

be something like **"Case"** or **"12 Pack"**.

Size Qty The number of individual selling units in the default purchasing size. For example, if an item is purchased in a case of 12 and sold in eaches. Then the default size qty will be **"12"**. (12 eachs in a case)

Cost The vendor cost of the item. The cost may be entered as an individual cost such as **"$1.00"** or you can use at/for costing.

- enter **" 3/$1.00"**, in this example the item would cost $.33 each or 3 for $1.00.

- enter **"$.40 3/$1.00"**, in this example the item would cost $.40 each unless purchased in groups of three in which case it would be 3 for $1.00.

Purchase Tax The purchase tax that will be charged when the items are purchased from a vendor.

Default Vendor The vendor from who the item is normally purchased.

Order Number The vendor order number for the item if different from

the item number.

Sales Information Sales information is only required for items that are sold.

Default Size The default selling size for the item. For example, if an item is purchased in a case of 12 and sold in eaches. Then the default selling size would be something like "`Each`" or "`Single`".

Size Qty The number of individual selling units in the default selling size. For example, if an item is sold in eaches. Then the default selling size qty will be "`1`".

Price The selling price of the item. Note that the margin and profit attributes are affected by any change to the price attribute. The price may be entered as an individual price such as "`$1.00`" or you can use at/for pricing.

- enter "`3/$1.00`", in this example the item price would be $.33 each or 3 for $1.00.

- enter "`$.40 3/$1.00`", in this example the item price would be $.40 each unless purchased in groups of three in which case it would be 3 for $1.00.

Margin The gross margin of the item. The margin is either calculated or may be entered. Note that the price and profit attributes are affected by any change to the margin attribute.

Profit The dollars profit that will be realized when the product is sold. The profit is either calculated or

may be entered. Note that the price attribute and the margin attribute are affected by any change to the profit attribute.

Target GM The target gross margin for the item. The target gross margin is used by Quasar to calculate suggested selling prices based on desired margins. The target gross margin is also very important when defining an open department item. If the target margin for an open department item is greater than zero, then Quasar will use that target margin to calculate the inventory reduction and cost of goods sold for the item when it is sold.

Variance The variance defines the allowed variance between the actual gross margin and the target gross margin. Reports can be run to identify items whose margin is less than or greater than the allowed variance.

Selling Tax Tax that will be charged when the item is sold.

Container Deposit Some items come in containers that require a container deposit.

Note: Always enter the container deposit by individual selling unit. For example, if $0.10 is the container deposit for an item and that item comes in a case of 12, enter "`$0.10`" as the container deposit.

Sizes & Numbers   Use the sizes and numbers folder to define multiple

sizes, multiple numbers and link sizes to numbers. In addition, use the folder to define the weight of an item and to indicate whether or not a specific size should appear on selling and purchasing item lookup windows.

Figure 11.5 shows a sample of the sizes and numbersfolder.

Figure 11.5: *Item Master - Sizes and Numbers Folder*

Sizes Table Use the sizes table to define one or more sizes for an item and to link the `size quantity` and `weight` to each size. The weight is used for calculating the landed cost of an item.

> **Note:** You must be consistant with the units of measure used. For example, if you use kilograms for one item then use kilograms for all items.

Size Name The name of the size.

> **Note:** For items that you weigh such as produce you must enter "KG" in this field as the size in order for Quasar Point-of-Sale to recognize it.

Quantity The quantity of item units in the size.

Weight The weight of the size.

Multiples In some situations you can order stock in less than case sizes, but you must order in multiples of a specific quantity. Enter any multiple restrictions here. The auto order process will use this multiple factor when suggesting order quantities.

Numbers Table Use the numbers table to define one or item numbers that are linked to an item. Also use the numbers table to link a specific size to an item number. If no specific size is linked to an item number, then Quasar will use the default sizes specified in the general folder.

Item Number Enter the various item numbers that define the item. For example, an item may have multiple UPC codes or price lookup codes (PLU's).

Size The item size that the number is linked to.

Flags   Use the flags folder to toggle on or off flags pretaining to the item. Figure 11.6 shows a sample of the flags folder.

Figure 11.6: *Item Master - Flags Folder*

Discountable? Toggle on or off. Toggle off if the

item may not be discounted at the point-of-sale.

Qty Enforced? Toggle on or off. Toggle on to force the quantity to be entered when the item is sold at the point-of-sale.

Qty Decimals? Toggle on or off. Toggle on if the item can be sold in decimal quantities at the point-of-sale.

Qty From Price? Toggle on or off. Toggle on if the quantity sold is to be automatically calculated from the price entered at the point-of-sale. For example, gasoline can be sold be sold by the gallon or liter. Often a customer will just say "Give me 20.00 worth". You can have Quasar calculate the number of gals/liters sold based on the price.

Weighed?   Toggle on or off. Toggle on if the item must be weighed at the point-of-sale.

Cost Includes Tax? Toggle on or off. Toggle on if the cost of the item includes tax.

Price Includes Tax? Toggle on or off. Toggle on if the price of the item includes tax.

Cost Includes Deposit? Toggle on or off. Toggle on if the cost of the item includes container deposits.

Price Includes Deposit? Toggle on or off. Toggle on if the price of the item includes container deposits.

Store   Use the store file to define information that can vary by store. Figure 11.7 shows a sample of the store folder.

Store The name of the store.

Location The location of the item. *Location Master* (see Section 5.6)

Figure 11.7: *Item Master - Store Folder*

Stocked? Define if the item size is currently stocked. Similar to the active flag. The stocked flag provides an mechanism to reduce the size of lookup lists. Non-stocked items do not appear on lookup lists by default.

Min The minimum on hand quantity for the item. When the on hand quantity reaches the minimum quantity or less, the auto ordering process will generate an order for the item.

Max The maximum on hand quantity. The auto order process will order stock up to the maximum amount.

> **Note:** The maximum amount may be exceeded if the item is ordered in case sizes greater than 1.

Costs & Prices Use the costs and prices folder to set the cost and selling price for items that have multiple sizes. Figure 11.8 shows a sample of the costs and prices folder.

Size The size of the item.

Cost The cost of each size.

Price The selling of each price.

Profit The profit on the sale of an item. The selling price minus the cost.

Margin The percentage profit margin on the sale of an item.

	Store	Size	Cost	Price	Profit	Margin	Target	Allow
1	Default	Each		$0.95	$0.45	47.37%	30.0%	2.0%
2	Default	Case	$12.00	$16.95	$4.95	29.2%	30.0%	2.0%
3	Hotel	Each		$0.95	$0.45	47.37%	30.0%	2.0%
4	Hotel	Case	$12.00	$16.95	$4.95	29.2%	30.0%	2.0%

Figure 11.8: *Item Master - Costs & Prices Folder* window

Target The target gross margin for the item. The target gross margin is used by Quasar to calculate suggested selling prices based on desired margins.

Allow The allowed variance defines the allowed variance between the actual gross margin and the target gross margin. Reports can be run to identify items whose margin is less than or greater than the allowed variance.

Vendors Use the vendors folder to link a specific order number to a vendor. Figure 11.9 shows a sample of the vendors folder.

	Vendor	Order Number	Size
1	Big Vendor		
2			

Figure 11.9: *Item Master - Vendors Folder*

Vendor The name of the vendor(s)

Order Number The vendor's order number(s) for the item.

Size The size for the vendor number.

Kit   The kit folder provides the mechanism to define a
                            kit. A kit is an item created from other items. For
                            example, you may use several items(components) to
                            build a bicycle. Once you have defined a kit you can
                            build them using the `Build` button.

              Note: The kit tab is not available for use unless the
                            purchased toggle is turned off. If the item is
                            set to purchased the kit tab is blanked out.

              Figure 11.10 shows a sample of the kit folder.

Figure 11.10: *Item Master - Kit Folder*

Build Quantity The build quantity defines the num-
                ber of kits that can be built with the
                items listed in the table. For example,
                if you could build two widget kits with
                the items(components) listed in the ta-
                ble, then the build quantity would be
                "2".

Build Cost   The total cost of the items listed in the
                kit table.

Kit Table   The build table is used to define:

                Components The components(items)
                   in a kit or kits.

                Description The description of each
                   component in the kit.

                Size The size of the component.

                Quantity The number of each com-
                   ponent in the kit(s)

Extra Info   The extra info folder provides the mechanism to define special attributes required by a company. While Quasar contains most of the inventory attributes common to the majority of businesses, many companies require the ability to define their own special attributes. Figure 11.11 shows a sample of the extra folder.

Figure 11.11: *Item Master - Extra Info Folder*

Attribute Table The attribute table is used to define:

> **Data Name** Quasar displays the name of the extra data attributes as predefined using the `Create Data` button.
>
> **Value** Enter the value for the extra data attribute.

Create Data Create an extra data attribute to track information by item. When an extra attribute is created, this attribute is created for every item.

Delete Data Use extreme CAUTION when deleting a data name. The deletion of the name deletes the corresponding data value for every item in your database.

Rename Data Use the rename data button to rename a special attribute. A data name may be renamed without deleting the data value for each item.

Opening Inventory   Quasar only displays this section when an item is first created. It is used to enter the current on hand inventory and the total cost of purchasing the inventory. Caution should be taken to ensure accuracy. Any adjustments to on hands or total value after the initial setup of the item must be done in the *Item Adjustment* window (see Section 11.4).

As of	The date the inventory was received.
Quantity	The current on hand level of an item.
Total Cost	The total cost of the on hand inventory for the item.

Inactive?   Toggle on or off. Toggle on to set the item to inactive. Inactive items may not be purchased or sold. Items with an on order or on hand quantity may not be set to inactive. Toggle off to re-set the item to active.

Prices   Click on the `Prices` button to display the price list. From the price list you can create or edit the item prices.

Costs   Click on the `Costs` button to display the cost list. From the cost list you can create or edit the item costs.

Margin   Click on the `Margin` button to display the available margin of the item. Margin can be viewed by replacement cost, landed cost and average cost.

Stock   Click on the `Stock` button to display the stock status for an item.

Build   Click on the "Build" button to build one or more kits. Specify the component multiples. For example if the components listed in the build table created 3 kits, building 3 multiples of the components will create 9 kits. The build process creates an item

adjustment which reduces the inventory of the components and increases the inventory of the kit.

11.2 Price and Cost Maintenance

Quasar has very flexible pricing features. The regular price and cost of items are defined in the inventory master screen. Section 11.1.2. Quasar provides the ability to set the price of multiple items at one time. Quasar also provides the ability to create special prices and costs by item, by item group, by subdepartment, by item size, by card, by card group, and by store. Pricing and costing can be restricted to a specified date range and even to specific days of the week. Quasar handles at/for pricing, promotion discounts, cost plus pricing, price breaks and quantity limits. Review this section in detail to unleash the full costing and pricing power of Quasar .

11.2.1 View/Edit Prices and Margin for Single Item

To view and edit the price and margin of a single item click on the "Margin" button in the inventory master screen. The price and margin information will be displayed. Figure 11.12 shows a sample of the item margin window.

To change the price or margin of an item you can adjust the price manually, or you can adjust the margin on the replacement cost, the landed cost or the average cost. Following is a description of the attributes in the item margin screen:

Item Number   Enter the item number to view.

Description   The description of the item to view.

Store   If the price is valid only in a specific store, enter that store.

Price   This section displays the specific information about the current price of the item. The current price of the item may be changed as required.

    Size   Select the size of the item to view.

    Price   You can view or edit the price for the item size.

Figure 11.12: *Item Margin* window

Tax	Displays the total tax that will be calculated on the item size.
Deposit	Displays the total bottle deposit amount for the item size.
Base	Displays the selling price for the item size exclusive of bottle deposits and taxes.

Rep Cost   This section displays information about the vendor replacement cost for the item.

Size	Select the size of the item to view.
Cost	View or edit the replacement cost of the item.
Tax	Displays the total tax that will be calculated on the item size when purchasing the item.

Deposit	Displays the total bottle deposit amount for the item size.
Base	Displays the base replacement cost for the item size exclusive of bottle deposits and taxes.

Item Margin — This section displays information about the margin of a specific item size. Using this section you can change the price of an item based on the replacement cost, the average cost or the landed cost of an item.

Size	Select the size of the item to view.
Price	View or edit the price of the item.
Target GM	The target margin that has been set for the item.
Rep Cost	Displays the replacement cost of the item. This can be edited as required.
Rep Profit	Displays the profit dollars available on the item based on the replacement cost. By editing the the replacement profit Quasar will re-calculate the selling price.
Rep Margin	Displays the profit margin available on an item based on the vendor replacement cost. By editing the replacement margin Quasar will re-calculate the selling price.
Last Cost	Displays the last landed cost of the item. This is the last landed cost of the item (including charges such as freight).
Last Profit	Displays the profit dollars available on the item based on the last landed cost. By editing the the last profit Quasar will re-calculate the selling price.

Last Margin	Displays the profit margin available on an item based on the last landed cost. By editing the last margin Quasar will re-calculate the selling price.
Avg Cost	Displays the average cost of your current inventory of the item.
Avg Profit	Displays the profit dollars available on the item based on the average cost. By editing the the average profit Quasar will re-calculate the selling price.
Avg Margin	Displays the profit margin available on an item based on the average cost. By editing the average margin Quasar will re-calculate the selling price.

Save	Click on the save button to save your changes and update the price of the item.

11.2.2   Price Batches

Price Batch List

The selling prices for multiple items can be set or changed in the price batch windows. Click on the inventory icon on the left side of the Quasar main window. Follow by clicking on the "Price Batch" button. Figure 11.13 shows a sample of the price batch list.

The price batch list contains a list of all price batches. Only the batches that have not been executed are displayed. Once a batch is executed it is set to inactive. Executed or inactive batches can be viewed at a later date. Following is a description of the attributes in the price batch list.
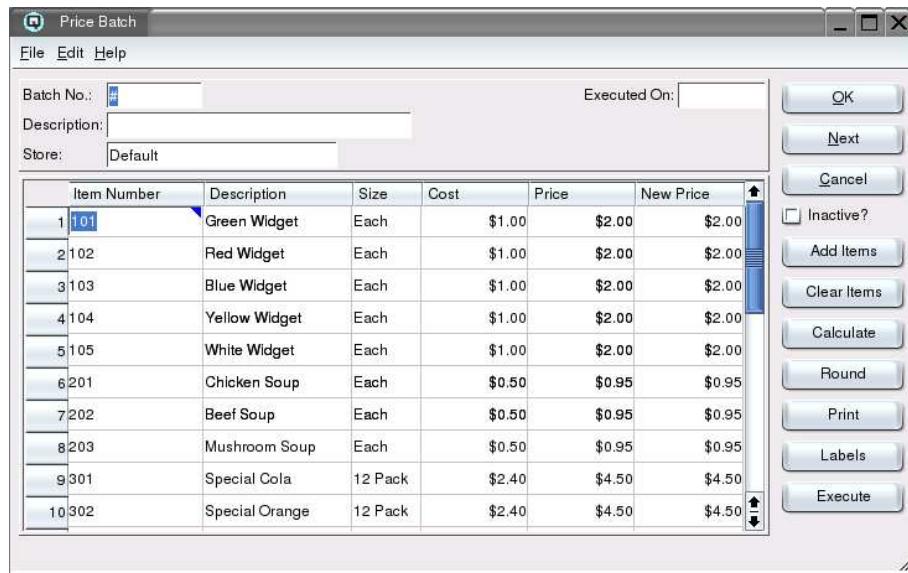
Figure 11.13: *Price Batch List*

Number	The price batch number
Description	The description of the price batch
Inactive	The active state of the batch.
Show Inactive?	Toggle on or off. Toggle on to display both active and non-active batches. Toggle off to display only active batches.
New	Select this function to create a new price batch.
Edit	Select this function to edit the high-lighted batch.
Refresh	Clicking on refresh will refresh the data on the screen.

Price Batch Master

First go into the price batch list. Click on the **"New"** button in the bottom left of the screen. The price batch master window will be displayed as shown in Figure 11.14.

The selling prices for one or multiple items can be changed in a batch. The batch must be executed for the prices to take effect. Executed batches are

Figure 11.14: *Price Batch Master* window

stored as inactive for future reference. You may add items manually to the batch, or you may select the items from a department, sub-department, item group, location, purchase order or vendor invoice. You can calculate the new selling price of all items in the table by clicking on the "Calculate" button. The new price can be calculated using markup, margin, a percentage increase or the items target margin. After calculating new prices you may execute the batch to put the new prices in effect or you may choose to file the batch and execute it at a later date. Price labels may also be generated from the price batch. Following is a description of the attributes and buttons found in the price batch master screen.

Price Change Table	Item Number	The item number of each item.
	Description	The description of the item.
	Size	The size of the item.
	Cost	Displays the costs from the item master file, unless a purchase order was selected. If a purchase order was selected then the cost prices are displayed as per the
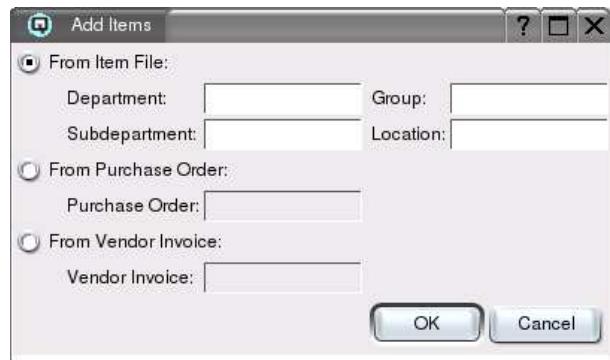
Figure 11.15: *Price Batch Master - Add Items* window

	landed cost in the purchase order.
Price	The old prices as they exist prior to having the prices set.
New Price	The new prices of the items. This can be entered manually or calculated using the use calculate button.

Add Items
Items may be added to the price change table manually or they can be imported. To import items click on the add items button. See Figure 11.15.

Department	Select or enter a department and add all items within it. You can add several departments by choosing one department at at time.
Sub-department	Select or enter a sub-department and add all items within it. You can add several sub-departments by choosing one sub-department at at time.
Group	Select or enter an item group and add all items within it. You can add several groups by choosing one group at at time.
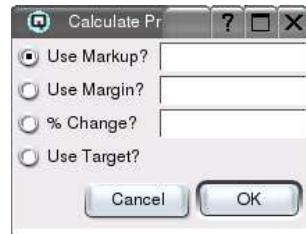
Figure 11.16: *Price Batch Master - Calculate* window

Location	Select or enter a location and add all items within it. You can add several locations by choosing one location at at time.
Purchase Order	Select or enter a purchase order and add all items within it to the price change table. If this option is selected the new selling prices will be calculated based on the landed cost prices in the purchase order itself. The landed cost includes charges such as freight and fees.
Vendor Invoice	Select or enter a vendor invoice and add all items within it to the price change table. If this option is selected the new selling prices will be calculated based on the cost prices in the vendor invoice itself. The landed cost includes charges such as freight and fees.

Clear Items	Select to clear all items on the list.
Calculate	Click on the calculate button to calculate the new selling price of the items. See Figure 11.16.

Use Markup?	Calculates the selling price by marking the price up from cost by the

		entered amount. For example, marking up an item that costs \$1.00 by a 50% markup will set the new selling price to \$1.50.
	Use Margin?	Calculates the selling price so that the desired margin of profit is achieved. For example, to achieve a 50% margin of profit on an item that costs \$1.00 the selling price will be set to \$2.00.
	% Change	Calculates the selling price based on a percentage change from the current price. Entering a positive percentage change will increase the price by that percentage. Entering a negative percentage change will decrease the selling price by that percentage.
	Use Target	Calculates the selling price of each item based on its target margin.
Round		Click on the round button to round all the items to desired price points using your pre-defined rounding rules.
Print		Click on the print button to print a preliminary copy of your price change.
Labels		Click on the labels button to print shelf labels for all of the items in the price batch.
Execute		Click on the execute button to execute the batch. The prices do not take effect until the batch is executed.

11.2.3   List of Advanced Prices and Costs

"Setup" $\Longrightarrow$ "Inventory" $\Longrightarrow$ "Prices & Costs" $\longrightarrow$ The inventory price list can be viewed by clicking on "Setup" in the menu bar at the top of the Quasar main window. The drop down window will be displayed. Select

Figure 11.17: *Prices & Costs List*

"`Inventory`" followed by "`Prices & Costs`". The price and costs list window will be displayed. See Figure 11.17.

The prices and costs list displays the complete list of advanced item prices and costs. New prices/costs may created and existing prices/costs may be viewed and edited.

To view all prices/costs leave the search attributes blank and click on `Refresh` at the bottom of the list. Alternatively you can keep your list short by using the search attributes.

Item	Utilize this section to search for an item by item number.
Customer	Utilize this section to search for one or more prices/costs by customer. Enter or select a valid customer and press the `Refresh` button.
Store	Utilize this section to search for an item by store. Enter or select a store and press the `Refresh` button.
Promo Batch	utilize this section to search for all items within a specific promotion batch.

Figure 11.18: *Price & Cost List - Price Folder*

There are two folders different folders.

Prices

Click on the prices folder to view advanced prices and to create a new price. See Figure 11.18.

The body of the list contains the following:

Item Type
: Defines if the price is linked to an individual item or a group of items.

Name
: The description of the item or name of the item group.

Size
: The size of the item.

Card Type
: Defines if the price is linked to a specific customer, a customer group or all customers.

Name
: The specific name of the customer or customer group.

Price
: The selling price linked to the item.

Inactive
: The active state of the price.

Costs

Click on the costs folder to view advanced costs and to create a new cost. See Figure 11.19.

Figure 11.19: *Price & Cost List - Cost Folder*

The body of the list contains the following:

Item Type	Defines if the cost is linked to an individual item or a group of items.
Name	The description of the item or name of the item group.
Size	The size of the item.
Card Type	Defines if the cost is linked to a specific vendor, a vendor group or all vendors.
Name	The specific name of the vendor or vendor group.
Cost	The advanced cost linked to the item.
Inactive	The active state of the cost.
Show Inactive	Toggle on or off. Toggle on if you wish the inactive items to appear on the list. Toggle off if the inactive items are not to appear on the list.

11.2.4   Creating an Advanced Price Record

New ⟶ First, go to the prices and costs list. For a review of the prices and costs list see Section 11.2.3. Click on the **"New"** button in the bottom
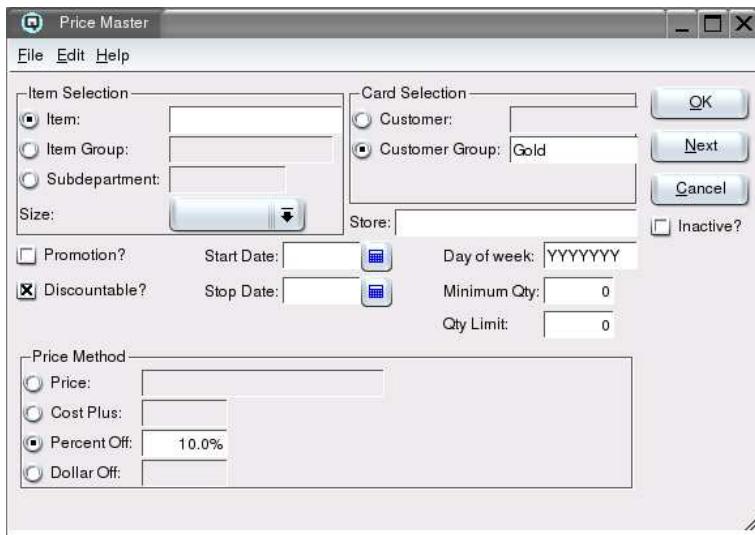
Figure 11.20: *Price Master* window

left hand corner of the price list. The price master window will be displayed as shown in Figure 11.20.

The price master file is used to link advanced prices to items. Quasar provides multiple price types and multiple ways to link prices to items. You may establish multiple prices for one item. In the case where multiple prices are defined, Quasar reviews all the available pricing for a specific customer and gives them the lowest price available at the time.

Item Selection		A price can be linked to an individual item, a group of items, a sub-department and a specific item size.
	Item	Toggle on or off. Toggle on to enter a specific item to which the price will be linked.
	Item Group	Toggle on or off. Toggle on to enter an item group. All items linked to the group will be linked to the price.
	Sub-department	Toggle on or off. Toggle on to enter a specific sub-department. All items linked to the sub-department will be linked to the price.
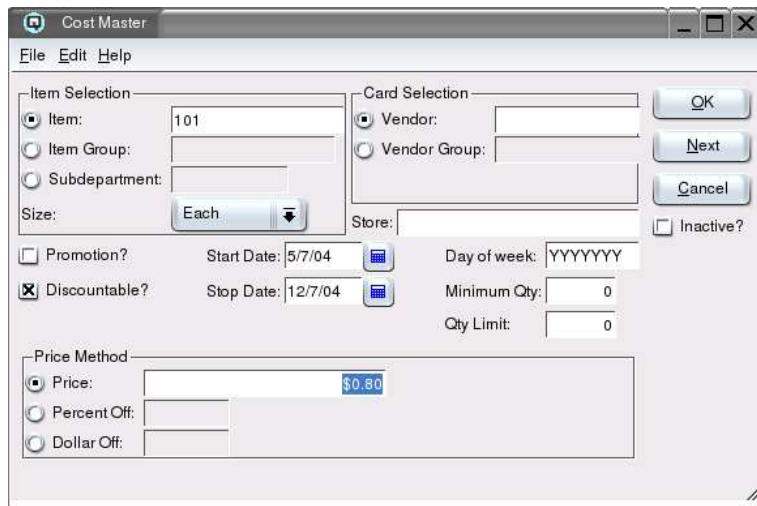
Size   Enter the size of the item(s) that the price will be linked to.

Card Selection A price by default is linked to all customers. This default may be changed and the price may be linked to a specific customer or a specific group of customers.

                Card   Toggle on or off. Toggle on to link a price to a specific customer.

                Card Group Toggle on or off. Toggle on to link a price to a specific group of customers.

Store   If the price is valid only in a specific store, enter that store. If blank the price will be valid in all stores.

Promotion?   Toggle on or off. Toggle on if the price is a promotional price.

Discountable?   Toggle on or off. Toggle on if the price may be further discounted at the point of sale.

Start Date   Use this attribute in conjunction with the `Stop Date` to define a range of dates within which the price will be valid. If a date is entered the price will be valid on or after the date entered. If left blank the price will be valid up until the stop date.

Stop Date   Use this attribute in conjunction with the `Start Date` to define a range of dates within which the price will be valid. If a date is entered the price will be valid before or on the date entered. If left blank the price will be valid indefinitely

Day of Week   The day(s) of the week that a price is valid may be defined individually. The day mask format is in this order: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday. Therefore if you set the day mask to be "NNNNNYY" then the price would be valid only on Saturday and Sunday.

Minimum Qty   The price may be valid only after a minimum qty of the item(s) have been purchased. For example the regular price on an item is 10.00 each. But if you buy twelve of them the price would be 9.00 each. Enter the minimum quantity of units, that a customer must buy, to receive this price. If zero, the price is valid for any quantity.

Qty Limit   You may limit the quantity of items that may be sold at a special price. For example, the regular price of an item may be $10.00 each. You can put this item on special for $6.00 each and limit the quantity that a customer may purchase on a single invoice to two.

Price Method   Quasar has multiple pricing methods.

         Price   Toggle on or off. Toggle on to enter a single price and/or at/for pricing. A single price is simply one item for a single price. For example if you enter ".50" then the price of each unit of sale will be $0.50. . At/For pricing is a quantity for a price. For example, if you enter "3/1.00" the price will be three items for $1.00. You may also enter a combination like ".50 3/1.00". In this case the customer would pay $0.50 each or $1.00 for combinations of three.

                                                 item[Cost Plus] Toggle on or off. Toggle on to enter a cost plus percentage. Cost plus pricing provides the ability to set the price at your cost, plus a percentage markup. For example, if you set the cost plus at "10%" and your cost for an item is $1.00, all customers linked to the price would pay $1.10.

         Percent Off   Toggle on or off. Toggle on to enter a percentage off discount. For example, if "10%" is entered here and the

Figure 11.21: *Cost Master* window

price of an item is $1.00 then the price charged the customer will be (1.00 - 0.10) = $0.90.

Dollar Off   Toggle on or off. Toggle on to enter a specific dollar discount to take off of an item. For example, if you enter "$1.00" the and the regular price of the item is $10.00, then the customer will be charged (10.00 - 1.00) = $9.00 for the item.

11.2.5   Creating an Advanced Cost Record

New ⟶ First, go to the prices and costs list. For a review of the prices and costs list see Section 11.2.3. Click on the "New" button in the bottom left hand corner of the prices and costs list. The cost master window will be displayed as shown in Figure 11.21.

The cost master file is used to link advanced costs to items. Quasar provides multiple cost types and multiple ways to link costs to items. You may establish multiple costs for one item. In the case where multiple costs

are defined, Quasar reviews all the available costing for a specific vendor and selects the lowest cost available at the time.

Item Selection	A cost can be linked to an individual item, a group of items, a sub-department and a specific item size.

	Item	Toggle on or off. Toggle on to enter a specific item to which the cost will be linked.
	Item Group	Toggle on or off. Toggle on to enter an item group. All items linked to the group will be linked to the cost.
	Sub-department	Toggle on or off. Toggle on to enter a specific sub-department. All items linked to the sub-department will be linked to the cost.
	Size	Enter the size of the item(s) that the cost will be linked to.

Card Selection	A cost by default is linked to all vendors. This default may be changed and the cost may be linked to a specific vendor or a specific group of vendors.

	Card	Toggle on or off. Toggle on to link a cost to a specific vendor.
	Card Group	Toggle on or off. Toggle on to link a cost to a specific group of vendors.

Store	If the cost is valid only in a specific store, enter that store. If blank the cost will be valid in all stores.
Promotion?	Toggle on or off. Toggle on if the cost is a promotional cost.
Discountable?	Toggle on or off. Toggle on if the cost may be further discounted at time of purchase
Start Date	Use this attribute in conjunction with the `Stop Date` to define a range of dates within which the cost will be valid. If a date is entered the cost will be valid on or after the date entered. If left blank the cost will be valid up until the stop date.
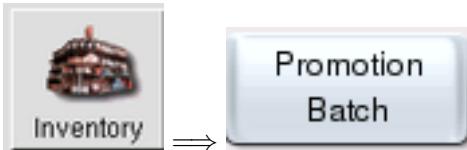
Stop Date

Use this attribute in conjunction with the `Start Date` to define a range of dates within which the cost will be valid. If a date is entered the cost will be valid before or on the date entered. If left blank the cost will be valid indefinitely

Day of Week

The day(s) of the week that a cost is valid may be defined individually. The day mask format is in this order: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday. Therefore if you set the day mask to be "NNNNNYY" then the cost would be valid only on Saturday and Sunday.

Minimum Qty

The cost may be valid only after a minimum qty of the item(s) have been purchased. For example the regular cost on an item is $10.00 each. But if you buy twelve of the item the cost would be $9.00 each. Enter the minimum quantity of units, that you must purchase, to receive this cost. If zero, the cost is valid for any quantity.

Qty Limit

You may limit the quantity of items that may be purchased at a special cost. For example, the regular cost of an item may be $10.00 each. The vendor may put this item on special for $6.00 each and limit the quantity that you may purchase on a single invoice to two.

Costing Method There are multiple methods in which to assign a cost.

Cost

Toggle on or off. Toggle on to enter a single cost and/or at/for costing. A single cost is simply one item for a single cost. For example if you enter ".50" then the cost of each unit of purchase will be $0.50. . At/For costing is a quantity for a cost. For example, if you enter "3/1.00" the cost will be three items for $1.00. You may also enter a combination like ".50

	3/1.00". In this case you would pay $0.50 each or $1.00 for combinations of three.
Percent Off	Toggle on or off. Toggle on to enter a percentage off discount. For example, if "10%" is entered here and the cost of an item is $1.00 then the cost calculated will be (1.00 - 0.10) = $0.90.
Dollar Off	Toggle on or off. Toggle on to enter a specific dollar discount to take off of an item. For example, if you enter "$1.00" the and the regular cost of the item is $10.00, then the cost calculated will be (10.00 - 1.00) = $9.00 for the item.

11.3   Create Promotions

 ⟹ ⟶ Click on the inventory icon on the left side of the Quasar main window. Follow by clicking on the **"Promotion Batch"** button.

11.3.1   Promotion Batch List

Figure 11.22 shows a sample of the promotion batch list.

The promotion batch list contains a list of promotion batches. Even after a promotion batch is created the prices do not take effect until after the batch is "Executed". Following is a list of attributes in the promotion batch list.

Number	The promotion batch number
Description	The description of the promotion batch
Inactive	The active state of the batch.
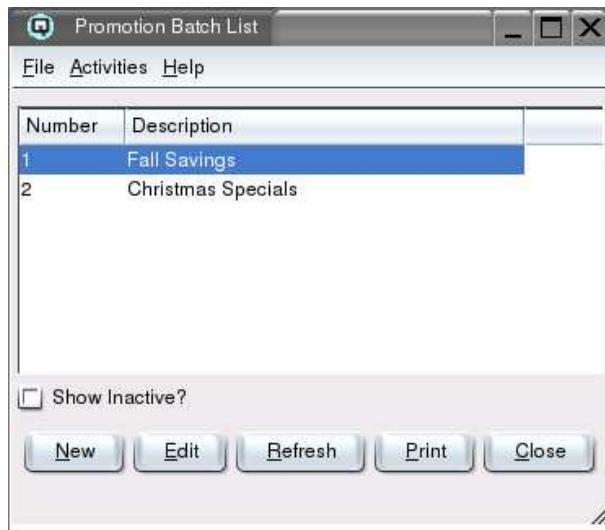
Figure 11.22: *Promotion Batch List* window

Show Inactive?	Toggle on or off. Toggle on to display both active and non-active batches. Toggle off to display only active batches.
New	Select this function to create a new promotion batch.
Edit	Select this function to edit the high-lighted batch.
Refresh	Clicking on refresh will refresh the data on the screen.

11.3.2   Promotion Batch Master Screen

First go into the promotion batch list. Click on the **"New"** button in the bottom left of the screen. The promotion batch master window will be displayed as shown in Figure 11.23.

The promotional selling prices for multiple items can be set using this screen. Prices will take effect during the promotion start and stop dates inclusive. A promotion batch will not be in effect until the batch is "Executed". When a promotion batch is executed Quasar creates a price record for each item in the batch. Individual items can then be edited using the Quasar Price Master screen. You "CANNOT" edit items within and executed promotion batch itself.

Figure 11.23: *Promotion Batch Master* window
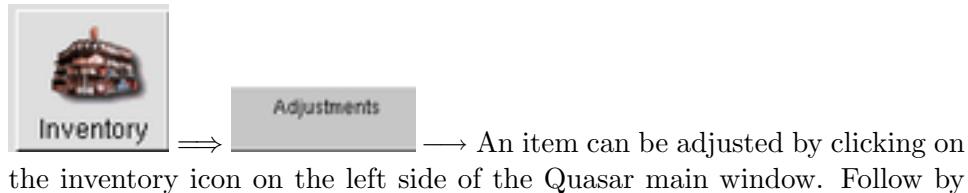
An exciting feature of Quasar is that you can enter the selling quantity that you have purchased for the promotion. During the promotion you can run a promotion activity report to see the on hand status of your promotion stock.
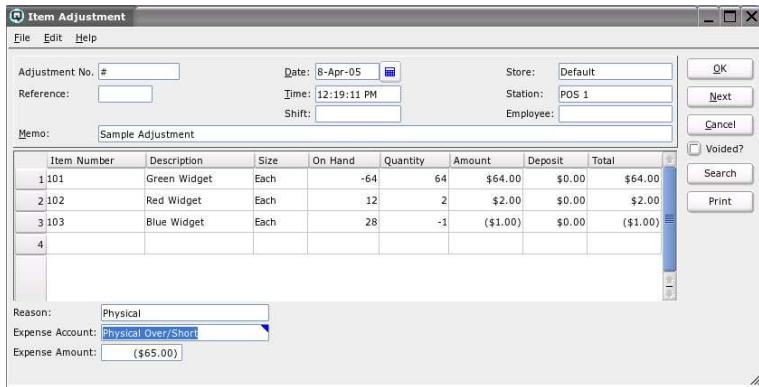
Following is a description of the attributes and buttons found in the promotion batch window.

Batch No	The batch number for the batch. If no data is entered Quasar will default to the next available batch number.
Description	The description of the promotion batch.
Store	The store in which the promotion will be in effect.
From	The start date of the promotion. Promotions are valid as/at the start date until the end date inclusive.

To	The end date of the promotion. Promotions are valid as/at the start date until the to date inclusive.
Executed On	The date that you executed the promotion batch. Note: If you do not execute the batch, the prices will not take effect.
Promo Table	Following is a description of the columns in the promotion table:

Item Number	The item identification for items on promotion.
Description	The description of the items.
Size	The size of the item.
Price	Displays the current regular selling price for the item.
Promo	Enter the promotion price for the item.
Ordered	Enter the quantity of stock you are purchasing for promotion.

Print	Click on the print button to print a copy of your promotion pricing.
Labels	Click on the labels button to print shelf labels for all of the items in the promotion batch.
Execute	Click on the execute button to execute the batch. Executing the batch creates a price record for each item in the batch. Individual items can be viewed or edited using the price master screen. The promotion pricing does not take effect until the batch is executed and the current date is within the start and stop dates defined in the batch.

11.4   Adjusting Inventory Quantities and Values

 $\Longrightarrow$ $\longrightarrow$ An item can be adjusted by clicking on the inventory icon on the left side of the Quasar main window. Follow by
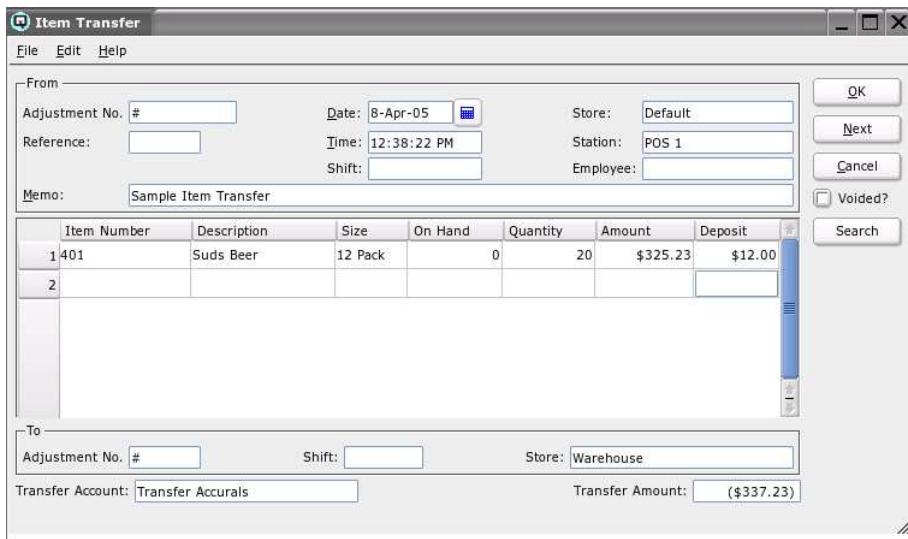
Figure 11.24: *Item Adjustment* window

clicking on the **"Item Adjustment"** button. Figure 11.24 shows a sample of the item adjustment window.

From time to time it will be necessary to adjust either the on hand inventory and/or the total value of the on hand inventory. Whenever an inventory adjustment is required utilize the item adjustment window. Following is a description of the attributes found in the item adjustment window:

Adjustment No.	The adjustment transaction number. Quasar defaults to the next available id. A number may be entered manually if desired. While a number may be used more than once if an number is duplicated Quasar will warn that the it has already been used.
Reference	Enter a reference number, if available, for the item adjustment.
Date	The date for which the item adjustment will be posted.
Time	The time of day the item adjustment is created.
Shift	The shift that the item adjustment is linked to through a shift close.
Store	The store that the item adjustment will affect.

Station	The work station upon which the item adjustment was created.
Employee	The employee creating the item adjustment.
Memo	The memo defines the item adjustment. A short descriptive memo is invaluable for future reference.

Item Number	The identification number for item being adjusted.
Description	The description of the item being adjusted.
Size	The size of the item being ajusted.
On Hand	The current on hand quantity of the item.
Quantity	The quantity of selling units being adjusted. Enter a positive number if items are being added to inventory. Enter a negative number if items are being deleted from inventory.
Amount	The base dollar amount that the item is being adjusted by. Enter a positive number to increase the amount. Enter a negative number to decrease the amount.
Deposit	The amount of the container deposit being adjusted.
Total	The total amount of the adjustment for the line.

Expense Account	The general ledger expense account that the adjustment will be posted against.
Expense Amount	The amount that will be posted against the expense account. The total amount must match the total of all adjustments entered.
Voided?	Toggle on or off. Toggle on to void the adjustment. Toggle off to re-instate the adjustment to its non voided state.

Figure 11.25: *Item Transfer* window

Search Click on the "Search' button to search for items in large adjustments by either item number or description.

Print Click on the "Print" button to print the adjustment.

11.5 Transferring Items Between Stores

 $\Longrightarrow$ $\longrightarrow$ To transfer items between two storess within the company click on the inventory icon on the left side of the Quasar main window. Follow by clicking on the **"Transfers"** button. Figure 11.25 shows a sample of the item transfer window.

From Information specific to the "From" store.

Transfer No Quasar automatically selects the next available transfer number. The user may override the transfer number and enter a different

number. If the number entered is not unique and has been used before Quasar will display a warning message at the time of filing the transfer.

Reference Enter a reference number if required for the transfer.

Date The date for which the transfer will be posted.

Time The time of day the transfer is created.

Shift The shift that the transfer is linked to through a shift close.

Store The store that the transfer posting will affect.

Station The work station upon which the transfer was created.

Employee The employee creating the transfer.

Memo The memo defines the transfer. A short descriptive memo is invaluable for future reference.

Item Entry Table   Enter the items to transfer.

Item Number   The item number for the item being transferred.

Description   The description of the item.

Size   An item may have multiple sizes. Enter the size of the item being transferred.

On Hand   Quasar displays the quantity on hand in the from store.

Quantity   Enter the quantity of items being transferred to the new store.

Amount   The total dollar cost of the items being transferred.

Deposit   The amount of the container deposit being transferred.

To   Information specific to the "To" store.

Adjustment No The item adjustment created for the "To" store.

Shift The shift close number.

Store The store the items are being transferred to.

Transfer Account	The ledger account used to offset the change of inventory in each store.
Transfer Amount	The total dollar amount of the items being transferred.
Search	Click on the "Search" button to search for an item in large inventory transfers by either item number or description.

11.6 Physical Inventory Counts

11.6.1 List of Physical Counts

 $\Longrightarrow$ $\longrightarrow$ The count list can be viewed by clicking on the inventory icon on the left side of the Quasar main window. Follow by clicking on the **"Physical Counts"** button. The count list window will be displayed as shown in Figure 11.26.

The count list displays the individual physical inventory counts. You may use the count master screen to create item counts. Each item count created is displayed on the list. You may add multiple item counts, edit a count, or process the item counts updating the on hand level of items.

The body of the list contains the following:

Date	The date of the physical count.
Number	The number of the count.
Description	The description of the count.
Inactive?	Identifies if the count is active or inactive.
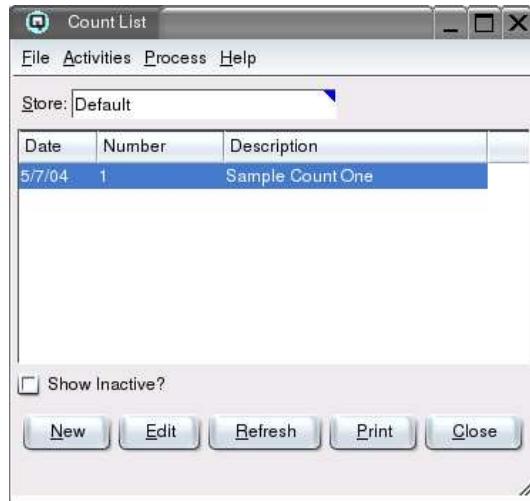
Figure 11.26: *Count List* window

Show Inactive	Toggle on or off. Toggle on if you wish the inactive counts to appear on the list. Toggle off if the inactive items are not to appear on the list. When you process counts, in order to adjust inventory on hands, only active counts will be processed. Once a count has been processed it is set to inactive.

11.6.2   Creating an Item Count Record
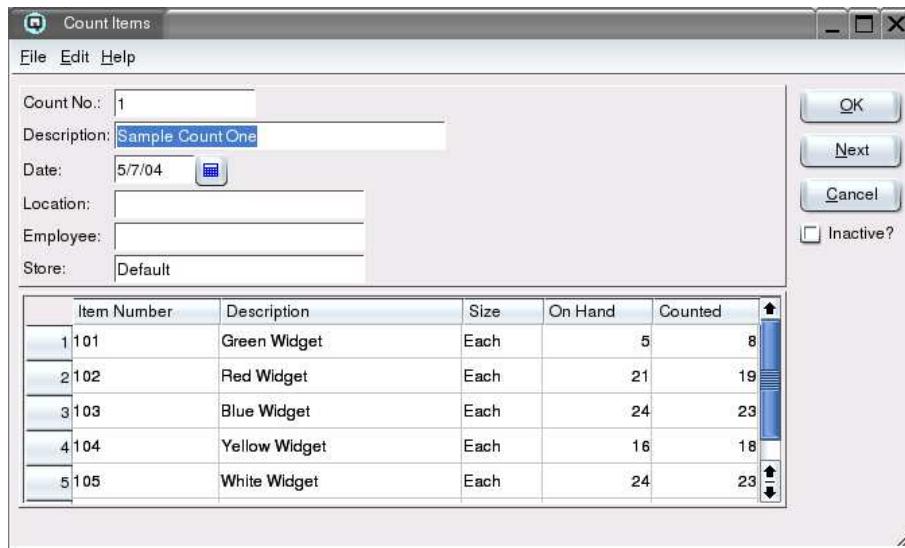
 $\longrightarrow$ First, go to the count list. For a review of the count list see Section 11.6. Click on the **"New"** button in the bottom left hand corner of the count list. The count master window will be displayed as shown in Figure 11.27.

The count master screen is a tool to be used for taking physical inventory of your stock on hands. A physical inventory may be taken as one count, or as multiple counts. The count master, in of itself, does not update the on hand quantities of your stock. The "Process Counts" function is used to consolidate active counts and updates stock on hands by creating an item adjustment transaction.

Count No.	Quasar displays the next available count number.

Figure 11.27: *Count Master* window

Description	The description of your physical count.
Date	The date of the physical count.
Store	The store in which the physical count is being conducted.
Stock Entry Table	Use the stock entry table to enter your item count.

Item Number	Enter the item number for the item counted.
Description	The description of the item counted.
Size	The size of the item counted.
On Hand	The systems current on hand quantity of the item prior to processing your new physical count.
Counted	Enter your actual count for the item.
Differenc	The difference between the system on hand quantity and the actual count.
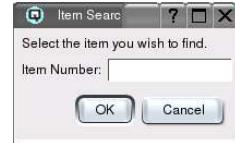
Figure 11.28: *Search for Items*

Inactive?	Toggle on or off. Toggle on to set the count to inactive. Only active counts may be processed.

11.6.3   Search for Items in a Count

New $\longrightarrow$ First, go to the count list. For a review of the count list see Section 11.6. Click on the **"Process"** button in the menu bar at the top of the count list. Follow by clicking on **"Search For Item"**. Enter the item to find. Figure 11.28 shows a sample of a search result.

In the course of physical inventory it is often necessary to challenge the counts. In large count records it is particularily important that you can quickly find a specific count record(s), view the details, conduct recounts and edit the count records as necessary.

11.6.4   View Inventory Not Counted

New $\longrightarrow$ First, go to the count list. For a review of the count list see Section 11.6. Click on the **"Process"** button in the menu bar at the top of the count list. Follow by clicking on **"Items Not Counted"**. Figure 11.29 shows a sample of the items not counted report.

The items not counted report shows any items that are recorded as being in an on hand position, but have not been counted in the listed counts.

11.6.5   Discrepancy Report

New $\longrightarrow$ First, go to the count list. For a review of the count list see Section 11.6. Click on the **"Process"** button in the menu bar at the top of the count list. Follow by clicking on **"Discrepancy Report"**. Select the detail of the report. Figure 11.27 shows a sample of the discrepancy report.

Figure 11.29: *Items Not Counted Report*

Figure 11.30: *Discrepancy Report*

Figure 11.31: *Process Counts Confirmation*

The discrepancy report shows any discrepancy between the inventory quantities counted and the quantities currently on record in Quasar .

11.6.6   Process Inventory Counts
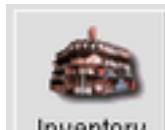
 $\longrightarrow$ First, go to the count list. For a review of the count list see Section 11.6. Click on the **"Process"** button in the menu bar at the top of the count list. Follow by clicking on **"Process Counts"**. Enter the ledger account that any physical over/short amounts will be posted to. Figure 11.31 shows a sample of a process confirmation.
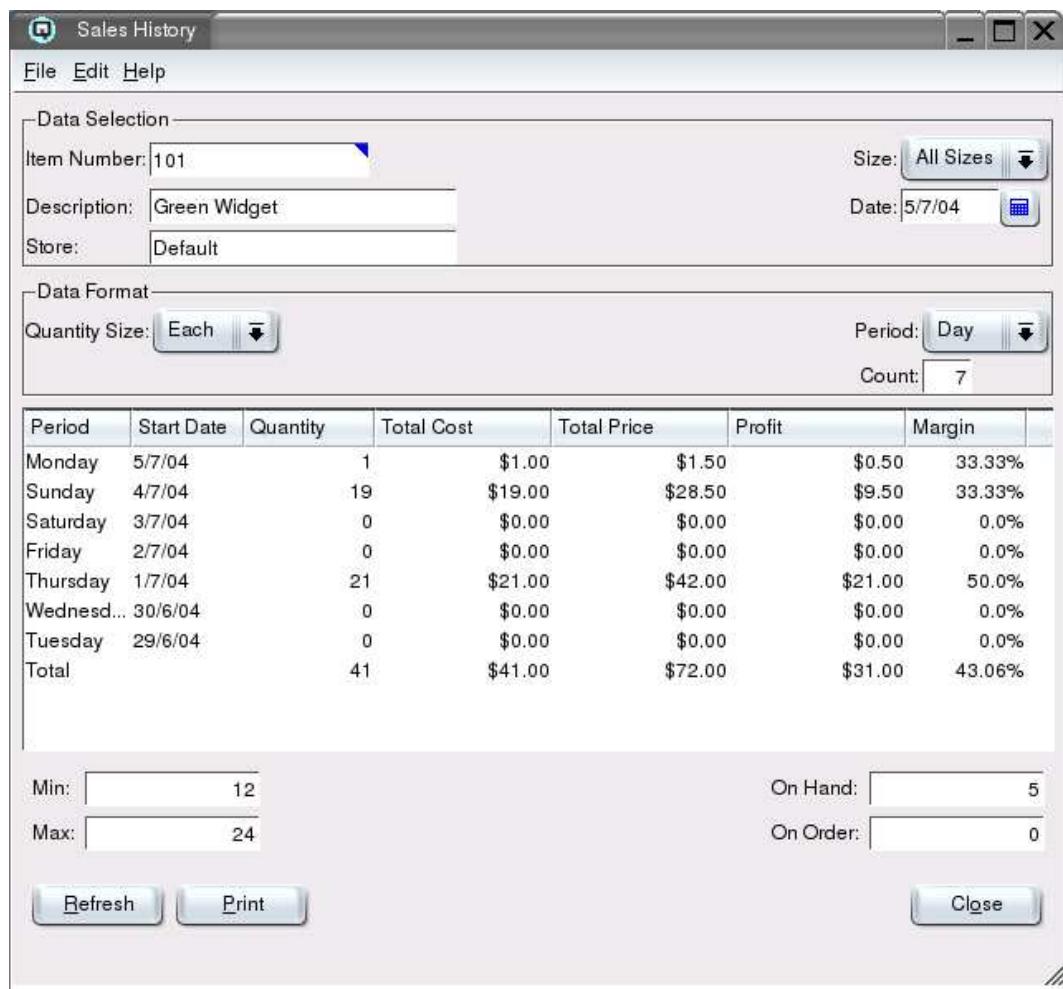
Once you have completed a single or multiple physical count records, confirmed your counts, viewed your discrepancy reports and made any necessary changes, you must then process the new counts for them to take effect. When you process counts Quasar creates an item ajustment, adjusting on hand quantities to match the new count.

11.7   Item Information Screens

The Quasar sales history, stock status and item inquiry screens provide fast access to detailed information on items.

11.7.1   Sales History by Item

 $\Longrightarrow$ $\longrightarrow$ To view the sales history of an item by day, by week or by month, click on the inventory icon on the left side of the Quasar main window. Follow by clicking on the **"Sales History"** button. Figure 11.32 shows a sample of the sales history window.

Figure 11.32: *Sales History* window

Data Selection   Use the data selection section to select data such as
                        the item number, size and store to view.

                        Item Number The item identification number of the
                                     item to view.

                        Description The description of the item.

                        Size   Select the item size to view. You can
                                     choose to view the sales history for all
                                     sizes or you can choose to view the sales
                                     history for a specific size.

                        Date   The as at date from which the sales his-
                                     tory will be viewed in descending order.

                        Store   The store for the history to view.

Data Format   Use this section to define the format in which the
                        data will be displayed.

                        Quantity Size Enter the size for which you wish to
                                     view the history. For example, you can
                                     view the sales of an item for the case
                                     size that the product is purchased.

                        Period   The period to view expressed in months,
                                     weeks or days.

                                     Month Select to display sales history
                                         by month.

                                     Week Select to display sales history
                                         by week.

                                     Day Select to display sales history by
                                         day.

                        Count   The count attribute works in conjunc-
                                     tion with the period attribute. Enter
                                     the number of periods that you wish
                                     to view. For example, if you select the
                                     period "Month" and enter "6" as the
                                     count. Then the sales totals for each of
                                     the last 6 months of sales history will
                                     be displayed.

Display Information   Following is a description of the information displayed in the history table.

> **Period** If sales history is being displayed by month, then the start date of the month will be displayed. If the sales history is being displayed by week then the week number will be displayed. If sales history is being displayed by day then the day of the week is displayed.
>
> **Start Date** The start date of the period.
>
> **Quantity** The total quantity of all sales of the item during the period.
>
> **Total Cost** The total cost of all sales of the item during the period.
>
> **Total Price** The total selling price, attained on the sales of the item, during the period.
>
> **Profit** The gross profit margin for the item, attained on sales during the period, expressed as dollars.
>
> **Margin** The gross margin of profit for the item, attained on sales during the period, expressed as a percentage.

Min   The minimum on hand quantity for the item. When the on hand quantity reaches the minimum quantity or less, the auto ordering process will generate an order for the item.

Max   The maximum on hand quantity. The auto order process will order stock up to the maximum amount.

> **Note:**   The maximum amount may be exceeded if the item is ordered in case sizes greater than 1.

On Hand   Quasar displays the current on hand quantity for the item.

On Order   Quasar displays the current on order quantity for the item.
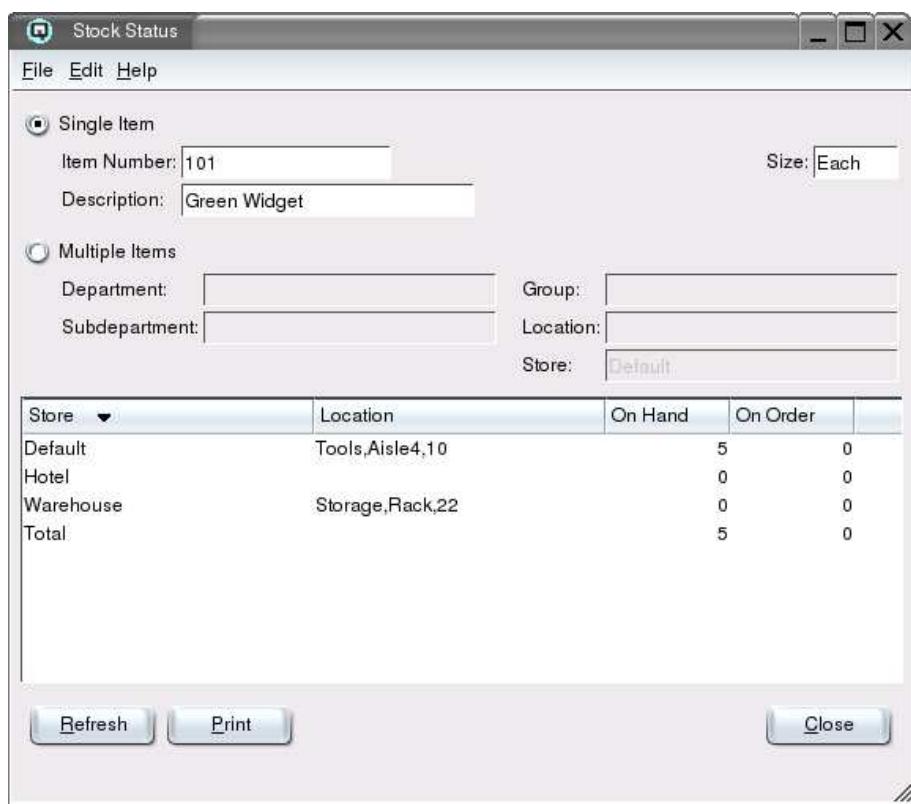
11.7.2   Stock Status Report

$\implies$ "`Stock Status`" $\longrightarrow$ To view the stock status report, click on the inventory icon on the left side of the Quasar main window. Follow by clicking on **"`Stock Status`"** in the report section at the bottom of the window. The stock status window will be displayed. Figure 11.33 shows a sample of the stock status window. The stock status window may also be involked from the customer invoice window or the item master window. If the stock status screen is involked from an alternate window, then the item information contained in the stock status screen pertains to the item you are currently working with on the alternate window.

The stock status window shows the total stock for an item in all stores.

Data Selection	Use this section to select the data to view.	
	Item Number	The item number of the item to view.
	Description	The description of the item to view.
	All Sizes	View your on hand levels for all sizes or by specific size. Note, if you buy in one size and sell in another, you will always want to view for all sizes.
Data Format	Select the format in which you wish to view the data.	
	Quantity Size	Select the size to view. For example, you have an item that you purchase by the case and sell by the each. If you have purchased one case of 12 units and you view these by the "each" size the display will show 12 units on hand. If you view these by the "case" size then the display will show 1 case on hand.
Status Table	Stores	The stores containing the stock.

Figure 11.33: *Stock Status* window

	Location	The physical chelf location where the item is stocked.
	Stocked	Displays if the item is stocked.
	On Hand	The on hand quantity for the store.
	On Order	The on order quantity for the store.
Refresh		Clicking on refresh will refresh the data on the screen to match the current selection criteria.
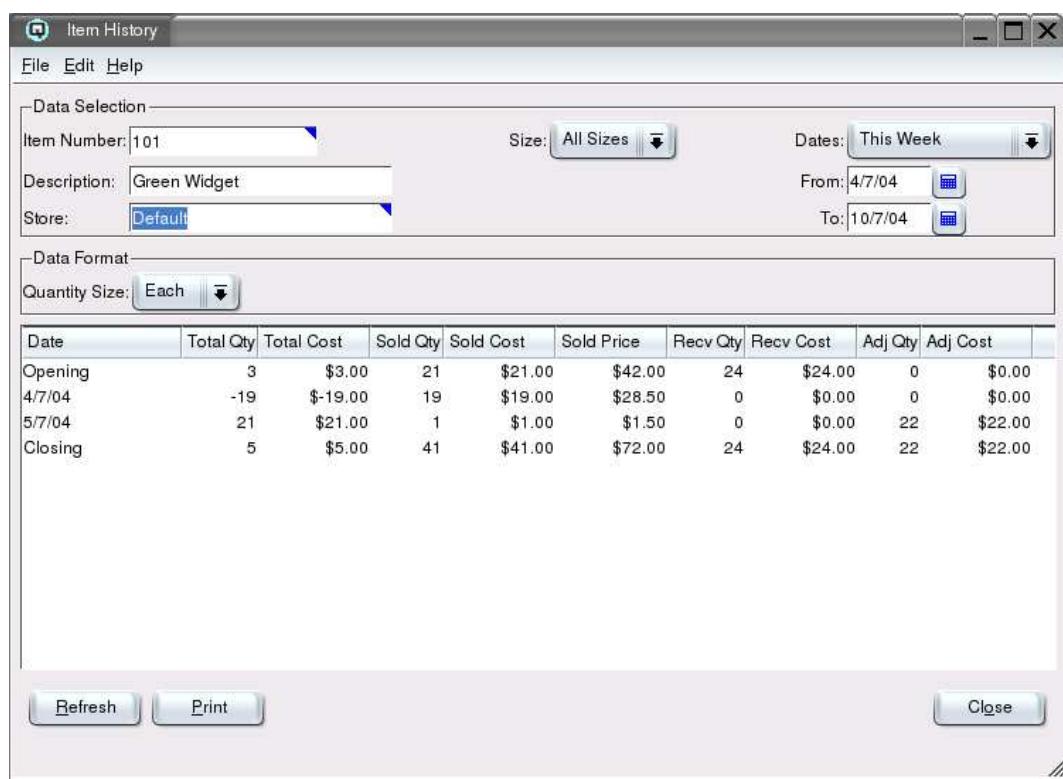
11.7.3   Item History Report

$\Longrightarrow$ "`Item History`" $\longrightarrow$ To view the item history report, click on the inventory icon on the left side of the Quasar main window. Follow by clicking on **"`Item History`"** in the report section at the bottom of the window. The item history window will be displayed. Figure 11.34 shows a sample of the item history window.

The item history window displays all increases or decreases in an item's on hand or total value for a specified date range. View daily sales, purchases and adjustments.
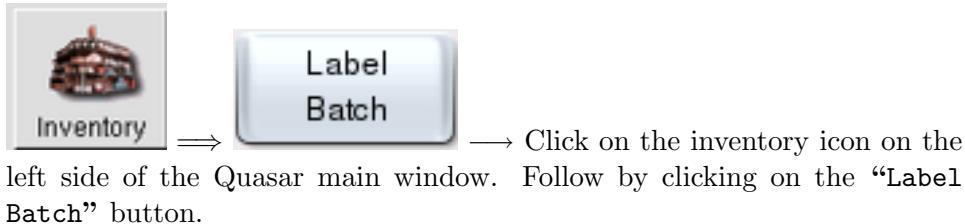
Data Selection		Enter and select the criteria for the data to view.
	Item Number	Enter the item number to view.
	Description	The description of the item.
	Store	The store to view. If left blank all stores will be displayed.
	Size	Select the size to view.
	Note:	where an item is purchased in one size and sold in another size you need to select "All Sizes" to get a true picture of all activity.
	Dates	Select the date range to view.
	From	The start date for the date range to view.

Figure 11.34: *Item History* window

	To The end date for the date range to view.
	Display Table
Data Format	Enter the format in which the data will be viewed.
	Quantity Size Select the size format to view. For example, if an item has two sizes (a case of 12 and a single) and you have 24 single units on hand. If you select "`Case`" as the display format the table will show a total quantity of "`2`" on hand. If you choose to view the data in single units then the display table will show a total quantity of "`24`" on hand.
Display Table	View the item history data selected in the display table.
	Date The date for which the totals are displayed.
	Total Qty Displays the total quantity on hand as at the opening date, the total quantity on hand as at the closing date, and the net change in quantity for each date listed.
	Total Cost Displays the total cost (value) of the item as at the opening date, the total cost (value) of the item as at the closing date, and the net change in cost (value) for each day displayed.
	Sold Qty Displays the total quantity of items sold for the date range and the total quantity of items sold for each day within the date range.
	Sold Cost Displays the total cost of the sold quantity for the date range and the total cost of all items sold for each day in the date range.

Sold Price	Displays the total selling price of the sold quantity for the date range and the total selling price of all items sold for each day within the date range.
Recv Qty	Displays the total quantity of all receivings during the date range and the total quantity of receivings for each day within the date range.
Recv Cost	Displays the total cost of all receivings during the date range and the total cost of receivings for each day within the date range.
Adj Qty	Displays the total quantity of all item adjustments for the date range and the total adjustments for each day within the range.
Adj Cost	Displays the total cost of all item adjustments for the date range and the total cost of adjustments for each day within the date range.

Refresh	Clicking on refresh will refresh the data on the screen to match the current selection criteria.
Print	Click on the "Print" button to print the detail to the printer.

11.8   Print Shelf Labels and Talkers

 $\Longrightarrow$ $\longrightarrow$ Click on the inventory icon on the left side of the Quasar main window. Follow by clicking on the "`Label Batch`" button.

11.8.1   Label Batch List

Figure 11.35 shows a sample of the label batch list.
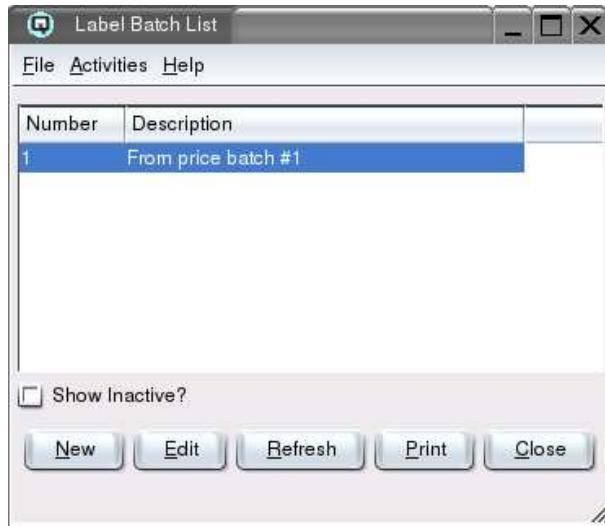
Figure 11.35: *Label Batch List* window

The label batch list contains a list of label batches that have not been printed. Once a batch is printed it is set to inactive. Label batches can be entered manually or created from the handheld or from the price batch master screen. Following is a list of attributes in the label batch list.

Number	The label batch number
Description	The description of the label batch
Inactive	The active state of the batch.
Show Inactive?	Toggle on or off. Toggle on to display both active and non-active batches. Toggle off to display only active batches.
New	Select this function to create a new label batch.
Edit	Select this function to edit the high-lighted batch.
Refresh	Clicking on refresh will refresh the data on the screen.

Figure 11.36: *Label Batch Master* window

11.8.2   Label Batch Master Screen

First go into the label batch list. Click on the **"New"** button in the bottom left of the screen. The label batch master window will be displayed as shown in Figure 11.36.

From the label batch screen you can print predefined shelf labels and shelf talkers. You can either use one of our predefined labels or you can define labels of your own.

To print new labels or shelf talkers:

1. Enter the items, that you wish to print labels for in the data entry table.

2. Select the label format by clicking on the "Type" icon.

3. Print the labels by clicking on "Print".

Following is a description of the attributes and buttons found in the label batch master window.

Label Table   Following is a description of the columns in the labels table:

Item Number The item identification for which labels will be printed.

Description The description of the items.

Size   The size of the item.

Price   The price that will appear on the label (if price is defined on the label format you are printing)

Labels   The number of labels you require for this item.

Type   Select the format of the label to print. Only valid label formats will display.

Start Row   Enter the row number on which the first label will be printed. For example, if you have already printed labels in all columns in row one then you will wish to begin printing your first label in row two. This attribute works in conjunction with the start column attribute and is a feature to ensure that you do not waste expensive labels.

Start Column   Enter the column number on which the first label will be printed. For example, if you have already printed labels in the first column then you will wish to begin printing your first label in column two. This attribute works in conjunction with the start row attribute and is a feature to ensure that you do not waste expensive labels.

Print   Print the labels to the printer or to a file.

Figure 11.37 shows a sample of shelf labels created using the Quasar shelf label window.

Figure 11.38 shows a sample of a sign created using the Quasar label master window.

Figure 11.37: *Labels Sample* window

Figure 11.38: *Labels Sample* window

Chapter 12

Sales
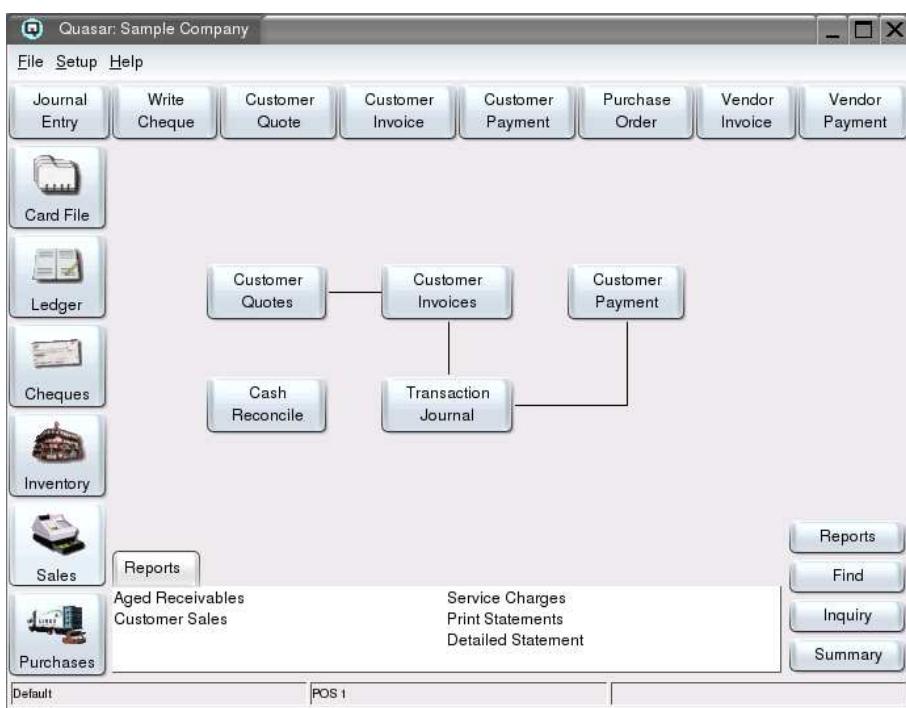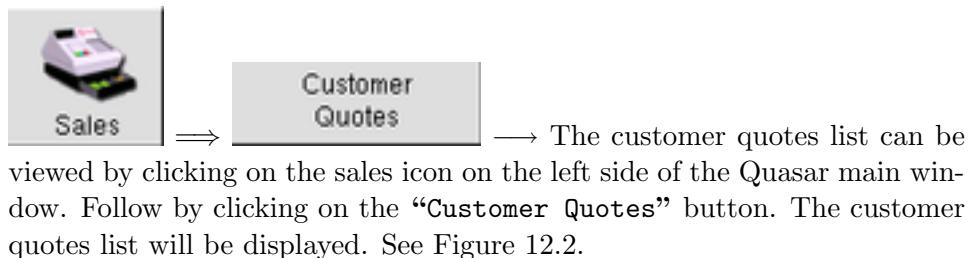
Figure 12.1: Main Menu - Sales

In this chapter we will review the creation of sales invoices, returns and payments on account. All transactions that impact a customers account must be done within this section.

Quotes	Creating a customer quote and then quickly turning the quote into an invoice.
Invoice	Invoice a sale, process a return or create a miscellaneous ledger transaction that impacts a customer account.
Payment	Receive a payment on a customer account.
Sales Transaction	The journal transactions created by a sale.
Receipt Transaction	The journal transactions created by a payment on account.
Print Statements	Printing customer statements.

12.1   Customer Quote

12.1.1   List of Customer Quotes

 $\Longrightarrow$ $\longrightarrow$ The customer quotes list can be viewed by clicking on the sales icon on the left side of the Quasar main window. Follow by clicking on the **"Customer Quotes"** button. The customer quotes list will be displayed. See Figure 12.2.

The body of the list contains the following:

Quote	The customer quote number.
Date	The date the customer quote was created.
Customer	The name of the customer.
Amount	The total amount of the quote.
Inactive?	Identifies if the quote is active or inactive.

In the bottom left hand corner of the list you will see the "show inactive?" toggle:

Show Inactive?	Toggle on or off. Toggle on if you wish the inactive quotes to appear on the list. Toggle off if the inactive quotes are not to appear on the list.

Figure 12.2: *Customer Quotes*
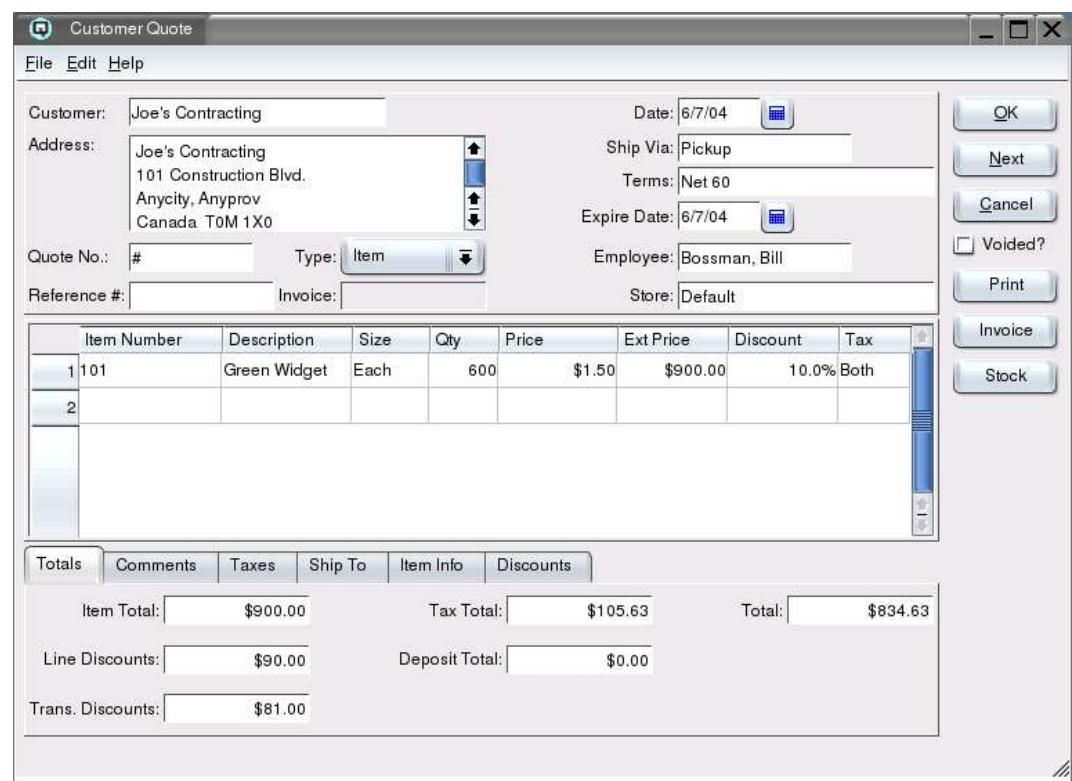
12.1.2   Creating a Customer Quote

 $\longrightarrow$ To create an customer quote click on the **"Customer Quote"** button at the top of the main window. See Figure 12.3. Once a quote has been created you may quickly turn it into an invoice by clicking the "Invoice" button.

Following is a description of the attributes within the customer quote window:

Customer	The customer for whom the quote is being prepared.
Address	The billing address of the customer.
Quote No	Quasar automatically selects the next available quote number. You may override the quote number and enter a different number. If the number entered is not unique and has been used before Quasar will display a warning message at the time of filing the quote.
Reference #	Enter the customers reference number. For example, a customer purchase order number.

Figure 12.3: *Customer Quote* window

Figure 12.4: *Customer Quote (Type = Account)*

Type		Select either item or account.	
		Item If item is selected the quote will be used to sell or return items.	
		Account If account is selected the quote will be used to sell items linked to a ledger account. For example you could select "Account" to sell a one of a kind item. charges. Figure 12.4 shows a sample of a quote with the type set to account.	
Invoice		Quasar displays the invoice number that the quote was invoiced on.	
Date		The quote date. Quasar defaults to the current date, however, you may change the date as is required.	
Ship Via		Method of shipping the product to the customer.	
Terms		The payment terms for this customer. An existing set of terms may be used or a new set of terms may be defined. If payment terms were entered in the customer master window those terms will be displayed by default.	
Expire Date		The date that the quote expires and is no longer valid.	
Salesperson		The card id of the employee or salesperson creating the quote.	
Store		Select or change the default store. If a store has been defined for the user, then the user's store will display by default. If no store has been defined for the	

user, then the default store specified in the *Quasar Configuration* will be displayed.

Item Entry Table   Use this section to enter items on the customer quote.

Item Number The item identification number of the product or services being sold or returned.

Description The description of the product or services being sold.

Size The size of the item.

Quantity The quantity of products being sold. A positive number entered indicates a product purchase. A negative number entered indicates product a return.

Price The price per selling unit for each product being sold.

Ext Price The extended price for the items on the line. The extended price is the gross extended price before discounts.

Discount If the discount is a percent discount then the percentage will be displayed. If the discount is a dollar discount, then the total dollar amount will be displayed. Line discounts are selected in the `Item Info` folder.

Tax The selling tax code for the item. This is defaulted from the data entered in item master window. However, the tax code may be changed if required.

Totals   The totals folder displays the various totals for the transaction. Figure 12.5 shows a sample of the totals folder.

Item Total The net item total before discounts and taxes.

Line Discounts The total of all line discounts.

Figure 12.5: *Customer Quote - Totals*

Figure 12.6: *Customer Quote - Comments*

Trans Discounts The total of all transaction discounts.

Tax Total   The accumulated total of all taxes.

Deposit Total The total of all container deposits.

Total   The gross total for the customer invoice.

Comments   In the comments folder enter any comments relevant to the quote. All comments will be printed on the hard copy of the customer quote. Figure 12.6 shows a sample of the comments folder.

Taxes   Quasar displays a breakdown of the individual taxes. Figure 12.7 shows a sample of the taxes folder.

Tax   The tax id.

Name   The name of the tax.

Taxable   The net base amount that a given tax is charged to.

Tax Amt   The amount of tax allocated to the "Taxable" amount.

Figure 12.7: *Customer Quote - Taxes*

Figure 12.8: *Customer Quote - Ship To*

Inc. Taxable The net base taxable amount includ-
ing the amount of the tax. (for items
with taxes included in the price)

Inc. Tax Amt The net amount of tax calculated from
the "Inc. Taxable" amount.

Ship To   An alternate address where the products are to be
shipped.   Figure 12.8 shows a sample of the ship to
folder.

Ship To   Enter or select a card if the address to
ship to is different from the customers
main address.

Address   Enter the new shipping address.

Item Info   The item info folder displays specific information
about an individual item(line) in the quote. The in-
formation displayed will pertain to the line in which
the cursor is placed. Line discounts are taken using
the item info folder. Figure 12.9 shows a sample of
the item info folder.

Figure 12.9: *Customer Quote - Item Info*

Discountable? Displays whether or not a discount may be taken on an item.

Include Tax? Displays if the price of the item includes taxes.

Include Deposit? Displays if the price of the item includes a container deposit.

Tax	The accumulation of all taxes on the line.
Deposit	The total of the container deposits on the line.
Discount	Select the discount for to take a line discount.
Percent	Toggle on or off. Toggle on if the line discount will be a percentage discount.
Dollar	Toggle on or off. Toggle on if the line discount will be a dollar discount.
Line Disc.	Displays the total amount of a line discount.
Line Total	Displays the gross total for the line.
Trans Disc.	Displays total amount of transaction discounts allocated back to the line.

Discounts The discounts folder is used to define transaction discounts. Figure 12.10 shows a sample of the discounts folder.

Discount Enter or select the discount id. from the customer.
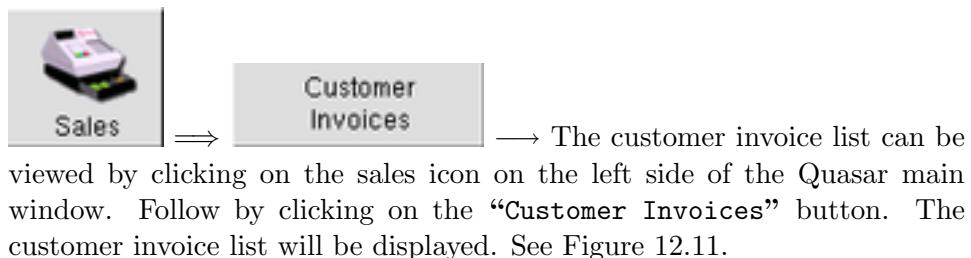
Figure 12.10: *Customer Quote - Discounts*

	Percent	Enter a percentage discount. For example "10%" off.
	Dollars	Enter a dollar discount. For example, "$1.00" off.
	Total	The total of the discount.
Voided?		Toggle on or off. Toggle on to void the invoice. Toggle off to re-instate the quote to its non-voided state.
Print		Click on the `Print` button to print a copy of the customer quote to the printer or to a file.
Stock		Click on the `Stock` button to review the stock status of the item in the line in which you are working
Invoice		Click on the "Invoice" button to create a customer invoice.

When the quote is filed Quasar prompts you to print the quote.

12.2 Customer Invoices

12.2.1 List of Customer Invoices

 $\Longrightarrow$ $\longrightarrow$ The customer invoice list can be viewed by clicking on the sales icon on the left side of the Quasar main window. Follow by clicking on the **"Customer Invoices"** button. The customer invoice list will be displayed. See Figure 12.11.
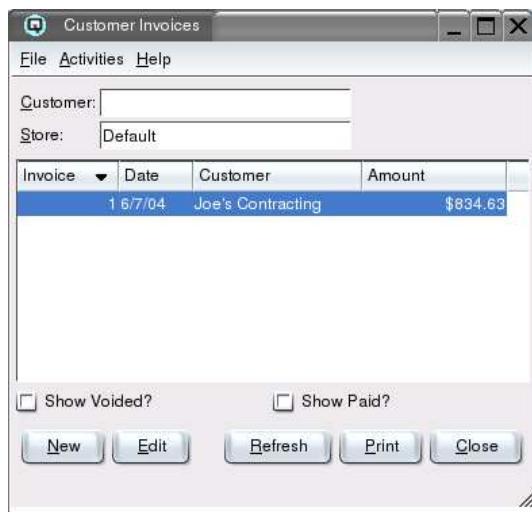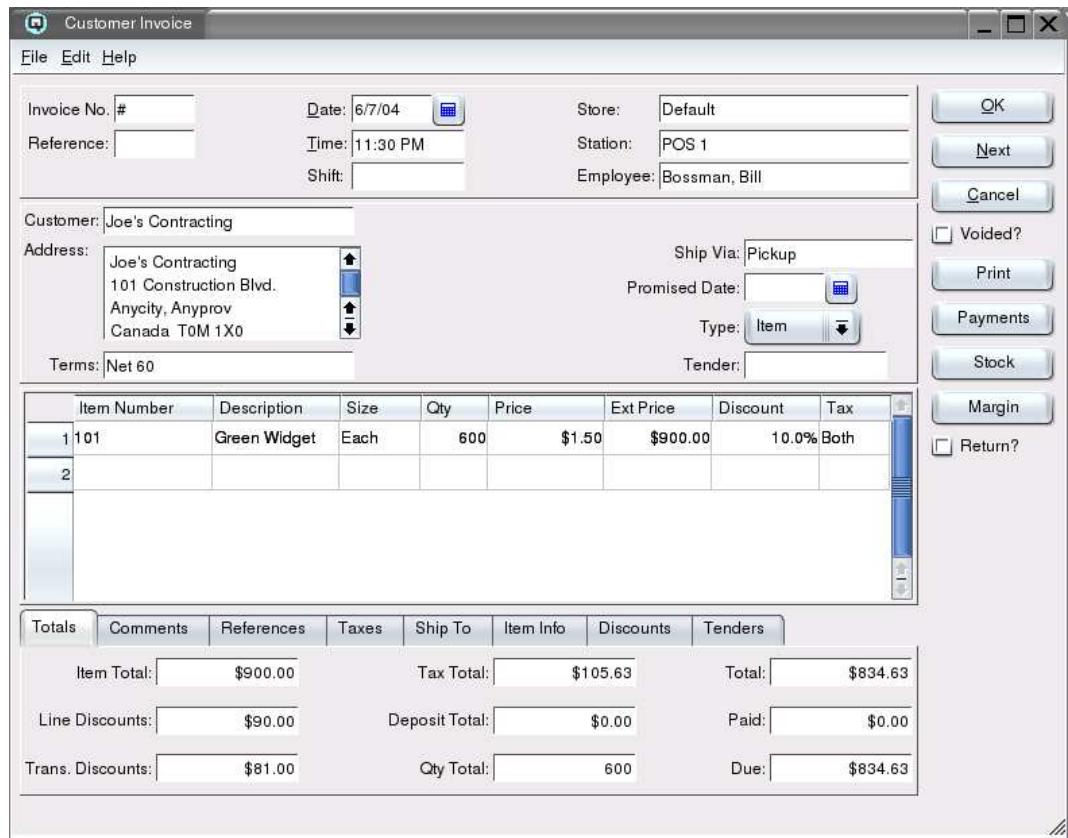
Figure 12.11: *Customer Invoices*

The body of the list contains the following:

Invoice	The customer invoice number.
Date	The date the customer invoice was created.
Customer	The name of the customer.
Amount	The total amount of the invoice.
Inactive?	Identifies if the invoice is active or inactive.

In the bottom of the list you will see the "show voided?" and the "show paid" toggle:

Show Voided?	Toggle on or off. Toggle on if you wish the voided invoices to appear on the list. Toggle off if the voided invoices are not to appear on the list.
Show Paid?	Toggle on or off. Toggle on if you wish the paid invoices to appear on the list. Toggle off if the paid invoices are not to appear on the list.

Figure 12.12: *Customer Invoice* window

12.2.2   Creating Customer Invoices and Returns

$\longrightarrow$ To create an invoice, process a return or post a miscellaneous charge to a customer account click on the "Customer Invoice" button at the top of the main window. See Figure 12.12.

Following is a description of the attributes within the invoice window:

Invoice No	Quasar automatically selects the next available invoice number. You may override the invoice number and enter a different number. If the number entered

	is not unique and has been used before Quasar will display a warning message at the time of filing the invoice.
Reference #	Enter the customers reference number. For example, a customer purchase order number.
Date	The invoice date. Quasar defaults to the current date, however, you may change the date as is required.
Time	The time of day the customer invoice is created.
Shift	The shift that the customer invoice is linked to through a shift close.
Store	The store that the customer invoice posting will affect.
Station	The work station upon which the customer invoice was created.
Employee	The employee creating the customer invoice.
Memo	The memo defines the customer invoice. A short descriptive memo is invaluable for future reference.
Customer	The customer whose account will be affected by the invoice.
Address	The billing address of the customer.
Terms	The payment terms for this customer. An existing set of terms may be used or a new set of terms may be defined. If payment terms were entered in the customer master window those terms will be displayed by default.
Ship Via	Method of shipping the product to the customer.
Promised Date	The date the goods were promised to be available and/or to be delivered to the customer.
Type	Select either item or account.

Figure 12.13: *Customer Invoice (Type = Account)*

Item If item is selected the invoice will be used to sell or return items.

Account If account is selected the invoice will be used for processing other charges. For example you would select account to credit the customer with interest charges. Figure 12.13 shows a sample of an invoice with the type set to account.

Tender   If payment will be made with a single tender select or enter the tender. If the payment will be made with multiple tenders utilize the "Tenders" folder.

Item Entry Table   Use this section to enter items on the customer invoice.

Item Number The item identification number of the product or services being sold or returned.

Description The description of the product or services being sold.

Size   The size of the item.

Quantity   The quantity of products being sold. A positive number entered indicates a product purchase. A negative number entered indicates product a return.

Figure 12.14: *Customer Invoice - Totals*

Price	The price per selling unit for each product being sold.
Ext Price	The extended price for the items on the line. The extended price is the gross extended price before discounts.
Discount	If the discount is a percent discount then the percentage will be displayed. If the discount is a dollar discount, then the total dollar amount will be displayed. Line discounts are selected in the `Item Info` folder.
Tax	The selling tax code for the item. This is defaulted from the data entered in item master window. However, the tax code may be changed if required.

Totals   The totals folder displays the various totals for the transaction. Figure 12.14 shows a sample of the totals folder.

Item Total	The net item total before discounts and taxes.
Line Discounts	The total of all line discounts.
Trans Discounts	The total of all transaction discounts.
Tax Total	The accumulated total of all taxes.
Deposit Total	The total of all container deposits.
Total	The gross total for the customer invoice.

Figure 12.15: *Customer Invoice - Comments*

Figure 12.16: *Customer Invoice - References*

Paid	The amount of all payments allocated to the customer invoice.
Due	The net balance due on the customer invoice after all payments.

Comments	In the comments folder enter any comments relevant to the invoice. All comments will be printed on the hard copy of the customer invoice. Figure 12.15 shows a sample of the comments folder.
References	Some customers require that mandatory references be provided for each sale, payment and withdraw. References are defined in the customers master file. This folder displays mandatory references entered for the invoice. Figure 12.16 shows a sample of the references folder.
Taxes	Quasar displays a breakdown of the individual taxes. Figure 12.17 shows a sample of the taxes folder

Tax	The tax id.
Name	The name of the tax.

Figure 12.17: *Customer Invoice - Taxes*

Figure 12.18: *Customer Invoice - Ship To*

Taxable	The net base amount that a given tax is charged to.
Tax Amt	The amount of tax allocated to the "Taxable" amount.
Inc. Taxable	The net base taxable amount including the amount of the tax. (for items with taxes included in the price)
Inc. Tax Amt	The net amount of tax calculated from the "Inc. Taxable" amount.

Ship To	An alternate address where the products are to be shipped. Figure 12.18 shows a sample of the ship to folder.

Ship To	Enter or select a card if the address to ship to is different from the customers main address.
Address	Enter the new shipping address.

Item Info	The item info folder displays specific information about an individual item(line) in the invoice. The

Figure 12.19: *Customer Invoice - Item Info*

information displayed will pertain to the line in which the cursor is placed. Line discounts are taken using the item info folder. Figure 12.19 shows a sample of the item info folder.

Discountable? Displays whether or not a discount may be taken on an item.

Include Tax? Displays if the price of the item includes taxes.

Include Deposit? Displays if the price of the item includes a container deposit.

Tax   The accumulation of all taxes on the line.

Deposit   The total of the container deposits on the line.

Discount   Select the discount for to take a line discount.

Percent   Toggle on or off. Toggle on if the line discount will be a percentage discount.

Dollar   Toggle on or off. Toggle on if the line discount will be a dollar discount.

Line Disc. Displays the total amount of a line discount.

Line Total Displays the gross total for the line.

Trans Disc. Displays total amount of transaction discounts allocated back to the line.

Figure 12.20: *Customer Invoice - Discounts*

Figure 12.21: *Customer Invoice - Tenders*

Discounts   The discounts folder is used to define transaction discounts. Figure 12.20 shows a sample of the discounts folder.

> Discount Enter or select the discount id. from the customer.
>
> Percent Enter a percentage discount. For example "10%" off.
>
> Dollars Enter a dollar discount. For example, "$1.00" off.
>
> Total The total of the discount.

Tenders   The tenders folder is used to enter multiple tenders. Figure 12.20 shows a sample of the discounts folder.

> Tender Select or enter the name of the tender.
>
> Amount Enter the amount of the tender.
>
> Rate The converson rate for foreign currency.
>
> Total The total amount of the tender.

Voided?	Toggle on or off. Toggle on to void the invoice. Toggle off to re-instate the invoice to its non-voided state.
Print	Click on the `Print` button to print a copy of the customer invoice to the printer or to a file.
Payment	Click on the `Payment` button to allocate payments to an invoice and/or to accept a customer payment for the invoice.
Stock	Click on the `Stock` button to review the stock status of the item in the line in which you are working.
Margin	Click on the `Margin` button to view the cost and available margin on the item that you are selling.

When the invoice is filed Quasar prompts you to print the invoice. Select yes or no. Select yes to print the invoice. Select no to file the invoice without printing it.

12.2.3   Allocate Returns and Payments

 $\longrightarrow$

Using the *Customer Invoice Payments* window, you may allocate a payment or a return to a specific invoice. Alternately you may allocate an invoice to a specific return and/or payment. To allocate an invoice, return or payment click on the payment button located on the right side of the customer invoice window. Figure 12.22 shows a sample of the customer invoice payments window.

Transactions that may be applied to the current invoice or return will be displayed in the body of the window. Figure 12.23 shows a sample of the customer invoice payments window with a transaction that may be allocated towards the current invoice If there are no transactions that may be allocated to the invoice or return, then the body of the window will be blank. Transactions may be applied using the "Auto Allocate" function or transactions may be allocated manually.

To accept payment for the current invoice click on the "`Quick Payment`" button in the bottom left hand corner of the window.
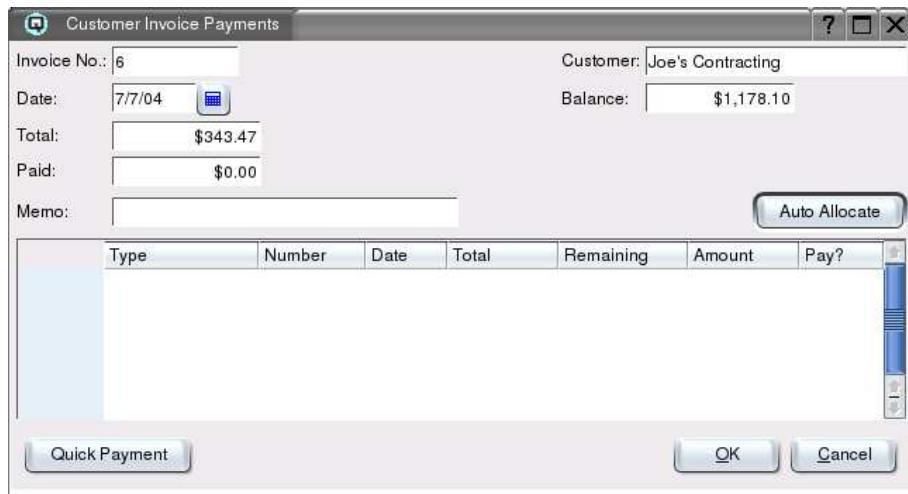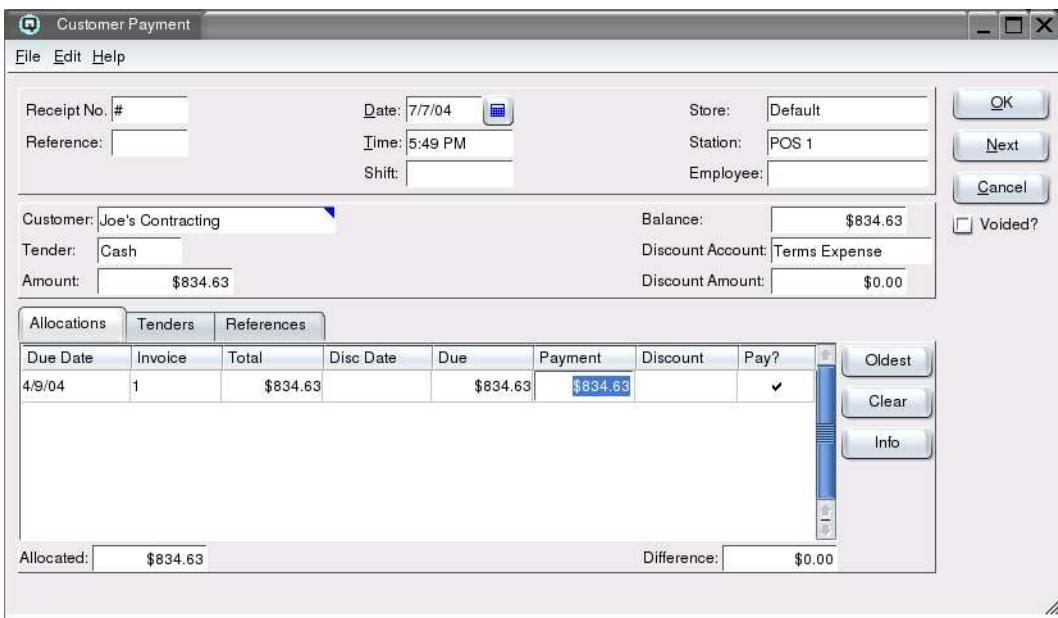
Figure 12.22: *Customer Invoice Payments* window

Figure 12.23: *Transaction to Allocate* window

Following is a description of the attributes within the customer invoice payments window:

Invoice Number	The invoice number for the invoice that you are paying or allocating a return or payment too.
Date	The date of the invoice.
Total	The Total amount of the invoice.
Paid	The amount of the invoice that has previously been paid.
Memo	The memo for the invoice. This memo displays on the journal transaction for the invoice.
Customer	The customer who the invoice is charged too.
Balance	The current balance of the customers receivable account.
Auto Allocate	Click on the **"Auto Allocate"** button to automatically allocate to the invoice.
Type	The type of transaction. For example, Invoice or Payment.
Number	The number of the transaction that may be allocated against the invoice.
Date	The date of the transaction that may be allocated against the invoice.
Total	The total amount of the transaction.
Remaining	The remaining amount of the transaction that may be allocated.
Amount	The amount of the transaction that you wish to allocate to the invoice.
Pay	Toggle on or off. Toggle on to allocate the total amount of the transaction to the invoice.
Quick Payment	Click on the **"Quick Payment"** button to create a payment for the invoice using the *Customer Payments* window.

Figure 12.24: *Customer Payment* window

12.3 Customer Payments on Account

 $\longrightarrow$ To receive a customer payment on account click on the
"Customer Payment" button at the top of the main window. See Figure 12.24.

Customer payments may be applied to the oldest invoices automatically or
if preferred may be allocated by hand to specific invoices. If the amount of
a payment matches an invoice exactly Quasar applies the payment to the
matching invoice. Of course, this may be changed and applied to any
specific invoice or to the oldest, as you wish. Following is a description of
the attributes within the customer payment window:

Receipt No	Quasar automatically selects the next available receipt number. You may override the receipt number and enter a different number. If the number entered is not unique and has been used before Quasar will

	display a warning message at the time of filing the payment.
Reference #	Enter the reference number for the payment if applicable.
Date	The date of the payment.
Time	The time of day the payment is created.
Shift	The shift that the payment is linked to through a shift close.
Store	The store that the payment posting will affect.
Station	The work station upon which the payment was created.
Employee	The employee processing the payment.
Memo	The memo defines the payment. A short descriptive memo is invaluable for future reference.
Customer	Select or enter the customer for the payment.
Tender	Select or enter a single tender. If payment is made with multiple tenders then utilize the "Tenders" folder.
Amount	The amount of the customer payment.
Balance	The current balance of the customer's account.
Discount Account	Select the discount expense account to which any terms discounts given will be posted.
Discount Amount	Quasar calculates the total amount of terms discounts given.
Allocation Folder	The payment table displays all the customer invoices that have remaining balances. The invoices are displayed in ascending order from the oldest to the newest.

> **Due Date** The date that the invoice payment is
> due.

Invoice The transaction id of the outstanding invoices.

Total The total of the invoice.

Disc Date The date that the invoice must be paid if the customer is to receive the terms discount.

Due The unpaid balance of the invoice.

Payment The amount of the payment allocated against the invoice.

Discount The amount of the terms discount applied to the invoice.

Pay Toggle on or off. Toggle on to apply the payment to the invoice. Toggle off to remove the payment from the invoice.

Allocated Quasar calculates the total amount of the payment that is allocated to specific invoices.

Difference The difference between the actual payment and the amount allocated to specific payments.

Tender Folder   Utilize the tender folder to accept the payment with multiple tenders.

Tender Select or enter the tender.

Amount The amount of the tender.

Rate The conversion rate of foreign currency.

Total The total amount of the tender

Reference Folder   Some customers require that mandatory references be provided for each sale, payment and withdraw. References are defined in the customers master file. This folder displays mandatory references entered for the payment.

Name The name of the reference.

Data The data that is entered in response to the reference prompt.

Figure 12.25: *Invoice Information* window
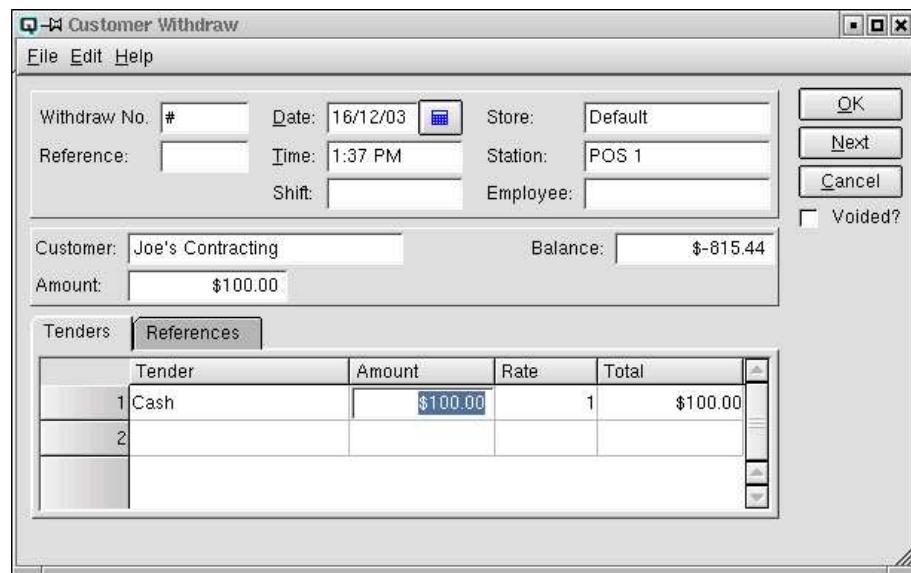
Oldest	Click on the pay oldest button to allocate the payment amount to the oldest invoice.
Clear	Click on the clear payments button to clear all allocated payments and start the allocation process again.
Info	Click on the invoice info button to view specific information about an invoice. The "Invoice Information" window will be displayed. The invoice information displayed is dependant on the line in payment table where the cursor rests. If you move the cursor to a new line in the payment table the information in the "Invoice Information" screen will change accordinly. See Figure 12.25.

Invoice	The transaction id of the invoices.
Total	The total of the invoice.
Paid	The total paid on the invoice.
Due	The unpaid balance of the invoice.
Terms	The discount terms for the invoice.
Invoice Date	The date of the invoice.

Due Date	The date that the invoice payment is due.
Discount Date	The date that the invoice must be paid if the customer is to receive the terms discount.
Discount	The amount of the terms discount calulated from the terms.
Take Discount	Click on the "Take Discount" button to give the customer the calculated discount shown in the discount attribute.
Taken	The amount of terms discount taken.
Clear Discount	Click on the clear discount button to clear any terms discount taken.
View Invoice	Click on the "View Invoice" button to view the actual customer invoice.

Voided?	Toggle on or off. Toggle on to void the payment. Toggle off to re-instate the payment to its non voided state.

12.4 Customer Withdraws on Account

Customer withdraws are the reverse of a customer payment. In a customer withdraw you take money from the customers receivable account and pay it out to the customer.
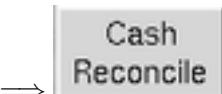
Withdraw No	Quasar automatically selects the next available withdraw number. You may override the withdraw number and enter a different number. If the number entered is not unique and has been used before Quasar will display a warning message at the time of filing the withdraw.

Figure 12.26: *Customer Withdraw* window

Reference	Enter the reference number for the withdraw if applicable.
Date	The date of the withdraw.
Time	The time of day the withdraw is created.
Shift	The shift that the withdraw is linked to through a shift close.
Store	The store that the withdraw posting will affect.
Station	The work station upon which the withdraw was created.
Employee	The employee processing the withdraw.
Customer	Select or enter the customer for the withdraw.
Tender	Select or enter a single tender. If withdraw is made with multiple tenders then utilize the "Tenders" folder.
Amount	The amount of the customer withdraw.

Balance	The current balance of the customer's account. Customers making a withdraw should have a credit balance.
Tender Folder	Utilize the tender folder to payout the withdraw with multiple tenders.

Tender Select or enter the tender.

Amount The amount of the tender.

Rate The conversion rate of foreign currency.

Total The total amount of the tender

Reference Folder	Some customers require that mandatory references be provided for each sale, payment and withdraw. References are defined in the customers master file. This folder displays mandatory references entered for the withdraw.

Name The name of the reference.

Data The data that is entered in response to the reference prompt.

Voided?	Toggle on or off. Toggle on to void the withdraw. Toggle off to re-instate the withdraw to its non voided state.

12.5 Reconcile Daily Cash

 $\Longrightarrow$ $\longrightarrow$ The cash reconcile screen is an extremely powerful tool designed to assist you in the reconciliation of cash intake and deposits. In Quasar you can reconcile your cash either by employee or by work station. If each cashier reconciles their cash independantly of all others then do your cash reconciliation using the employee method. If multiple cashiers work on the same point-of-sale terminal at the same time and share a common cash drawer, then choose the work station method. The method of cash reconciliation can be set in the Quasar configuration area.

12.5.1   Cash Reconciliation Steps

The cash reconciliation process requires the following steps be followed:

1. A tender list is printed and checked at the point-of-sale terminal.

2. A ringoff is conducted at a Quasar point-of-sale station to close an employee or station shift.

3. A cash count is created for the shift.

   Note: The tender count can be done either at the point-of-sale terminal or in the cash reconcile screen.

   - go to the cash reconcile srceen
   - high-light the work station for which the count will be created
   - click on the "Create Count" button and enter the actual cash count for the work station

4. The actual cash counted is reconciled with the totals generated by Quasar for the shift.

   - click on the "Reconcile" button in the cash reconcile screen
   - carefully view the reconcile screen as it displays what you have actually counted to what was really counted
   - post the count only if the over/short amounts make sense;

   Note: **NEVER POST WITH LARGE OVER/SHORTAGES....FIND AND FIX YOUR PROBLEM FIRST**

5. Over/short records are automatically generated by Quasar.

6. The posting of a shift transfers the funds counted to the safe.

7. Cash is deposited from the safe to the bank as required.

   - click on the "Bank Deposit" button in the cash reconcile screen
   - enter the amount of each tender to deposit;

   Note: Several deposits may be required to deposit all of the funds to your various bank accounts.

8. A shift close is conducted on the safe in order to reconcile the total cash in the safe.
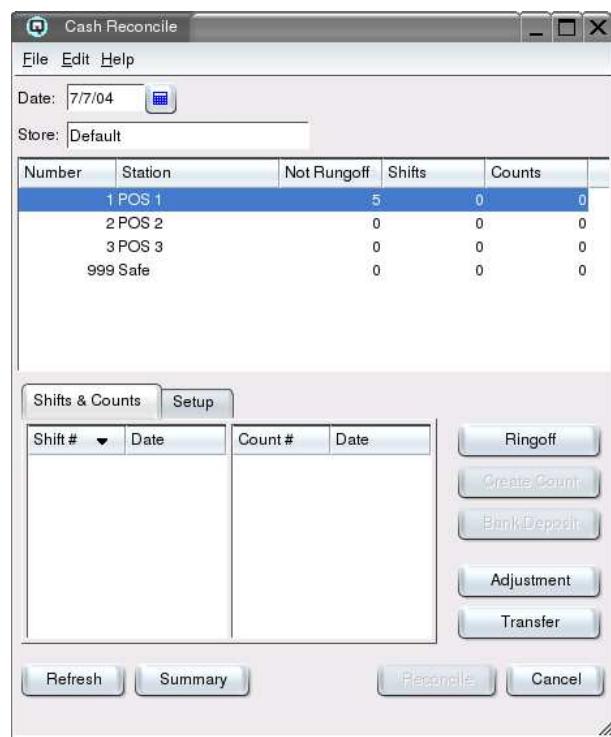
- high-light the safe work station
- click on the "Shift Close" button to close the shift for the safe

9. If a tender is carried forward in the safe from one day to the next, then you must create a cash count for the safe otherwise it will show as a shortage.

10. The cash left in the safe (if any) is reconciled.

11. The shift for the safe is posted.

12.5.2   Understanding the Cash Reconcile Screen

The cash reconciliation screen, shown in Figure 12.27, is divided in two main sections. The top half and the bottom half. The top half shows the status of each point-of-sale station or each employee. The bottom half contains two folders. One folder displays the shifts and counts. The other folder contains setup criteria.

Following is an explanation of the attributes in the cash reconcile screen:

Date	The date of your cash reconciliation. The date may be changed as required. The cash reconcile screen will display all open data that exists up to and including the date entered.
Store	The store for which the cash reconcile is being created.
Status Table	The status table displays each employee/station relative to cash reconciliation.

> **Number** The number of the employee or point-of-sale station.
>
> **Station/Employee** The station or employee.
>
> **Not Rungoff** Quasar displays the total number of transactions for the employee or station that are not rungoff.
>
> **Shifts** Quasar displays the total number of shifts for the employee or station that are not posted.

Figure 12.27: *Cash Reconcile* window

Number	Station	Not Rungoff	Shifts	Counts
1	POS 1	7	0	0
2	POS 2	0	0	0
3	POS 3	0	0	0
999	Safe	0	0	0

Figure 12.28: *Cash Reconcile - Not Rungoff Sample*

Number	Station	Not Rungoff	Shifts	Counts
1	POS 1	0	1	0
2	POS 2	0	0	0
3	POS 3	0	0	0
999	Safe	0	0	0

Figure 12.29: *Cash Reconcile - One Shift Sample*

Counts Quasar displays the total number of counts for the employee or station that are not posted.

Figure 12.28 shows the reconciliation status table with two transactions not rungoff, no shifts closed and no counts.

Figure 12.29 shows the reconciliation status table with all transactions rungoff, one shift closed and no counts.

To view or work with an employee or work station high-light the appropriate line in the status table. In our example Figure 12.30 we have high-lighted the station called "POS 1". Note that there is one shift showing in the status and this shift is now displayed in the shifts and counts section.

Shifts & Counts   The shifts and counts folder displays shifts and counts for the high-lighted employee or station. By double
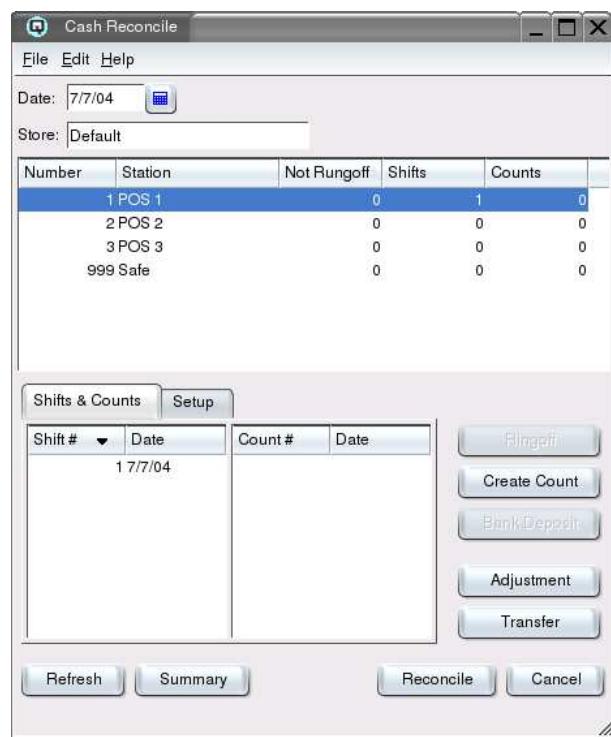
Figure 12.30: *Cash Reconcile - High-lighted Station*

clicking on a shift you can display the shift view screen. Double click on a count to view the count record.

Setup

The setup folder displays the setup criteria for cash reconciliation.

> **Safe Station** When point-of-sale stations post cash reconciles Quasar transfer the funds to the safe station. Identify the safe station.
>
> **Safe Store** Multi-store operations will transfer funds from the point-of-sale stations to the safe work station. Define the store where the safe station is located.
>
> **Over/Short Account** When a cash reconcile containing an over/short amount is posted, the expense for the over/short is allocated to the over/short account defined here.
>
> **Transfer Account** The transfer account is required for transferring tenders from a station to the safe.

Shift Close

A shift is closed on a Quasar point-of-sale device by completing the ringoff function. For all other work stations such as the "Safe" the shift is closed by clicking on the shift close button.

Create Count

To create a count for a shift click on the "Create Count" button.

Bank Deposit

The bank deposit can only be created from the safe station. To deposit funds from the safe to the bank click on the "Bank Deposit".

Reconcile

To reconcile a shift click on the "Reconcile" button.

Tender Adjustment

To adjust the amount of one or more tenders use the tender adjustment screen.

Tender Transfer

Tenders can be transferred from one station to another. For example, for a cash pickup from a point-of-sale till to the safe, use the tender transfer screen.

Figure 12.31: *Cash Reconcile - Create Count*
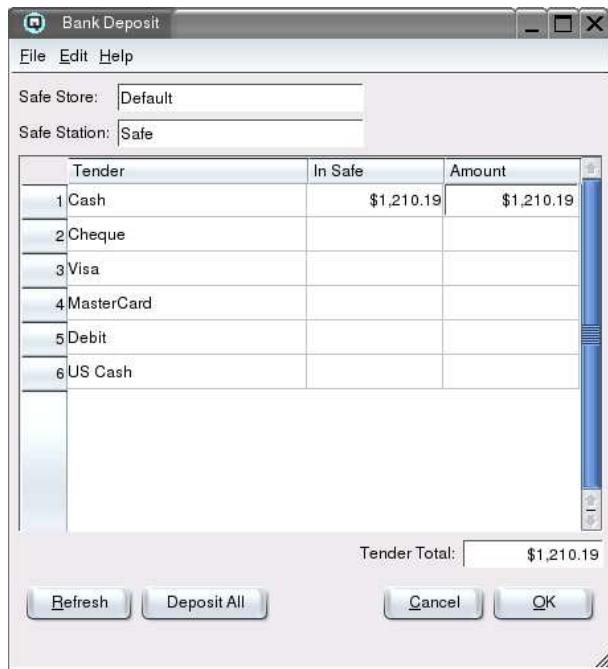
12.5.3   Create a Count

A cash count is created to verify that the actual total amount of tenders
on hand is equal to the required tender amount as calculated by Quasar .
First, ensure to high-light the employee or workstation for which the count
is being created. Click on the "Create Count" button on the right side of the
cash reconcile screen. The count tenders screen will be displayed as shown
in Figure 12.31. Following is a list of attributes in the count tenders screen.

Count No	The number Quasar assigns to the count.
Date	The date of the cash count.
Station/Employee	The station or employee for the count.
Store	The store for which the count is being created.
Tender	The tender being counted.
Amount	The amount counted for the tender.
Total Amount	The total of all tenders counted.

12.5.4   Create a Bank Deposit

The bank deposit screen is used to record tender deposits to the bank.
This function takes tender amounts from your safe and transfers them to

Figure 12.32: *Cash Reconcile - Bank Deposit*

the selected bank accounts. First, ensure to high-light the safe work-station. Follow by clicking on the "Bank Deposit" button. The bank deposit window is displayed as shown in Figure 12.32. Following is a list of attributes in the bank deposit window:

Safe Station	The station that acts as the safe.
Safe Store	The store where the safe is located.
Bank Account	The bank account into which the deposit is being made.
Tender	The tender being deposited.
In Safe	Quasar displays the amount of each tender that should be in the safe.
Amount	Enter the amount of each tender being deposited.
Tender Total	The total of all tenders being deposited.

Figure 12.33: *Cash Reconcile - Reconcile* window
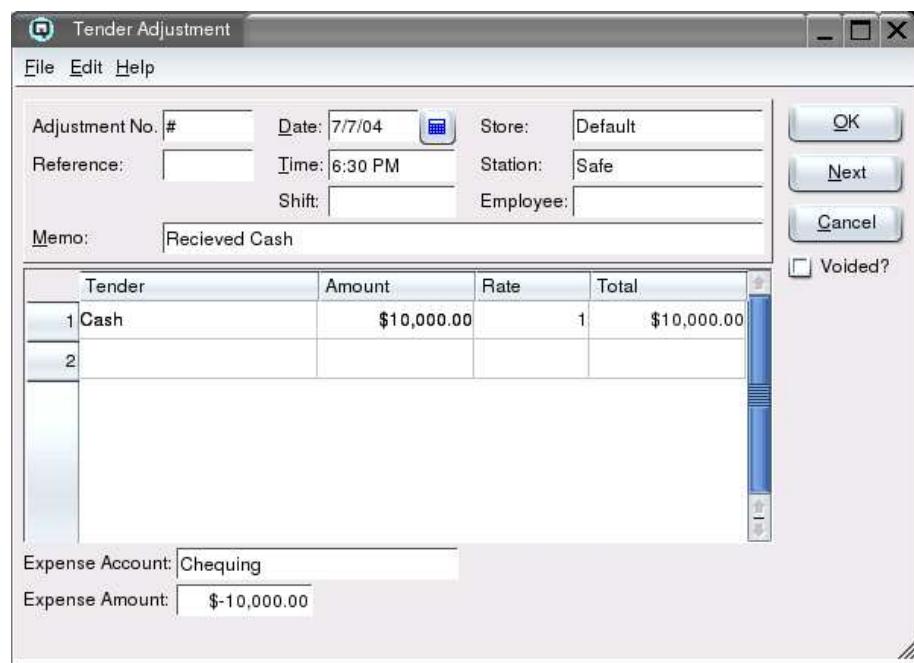
12.5.5   Reconcile Station or Employee

To reconcile the actual cash count to the system count click on the "Reconcile" button in the lower right of the cash reconcile window. The reconcile window is displayed as shown in Figure 12.33. Following is a list of the attributes in the reconcile screen:

Tender	Quasar displays the name of each tender.
Shifts	Quasar displays the calculated tender quantities for the shifts being reconciled.
Counts	Quasar displays the actual counts for each tender.
Over/Short	Quasar displays the amount of the over/shorts for each tender.
Post	To accept the over/shorts as they are and post the shift click on "Post". If you do not accept the over/short amount and wish to investigate further then click on cancel.

12.5.6   Create a Tender Adjustment
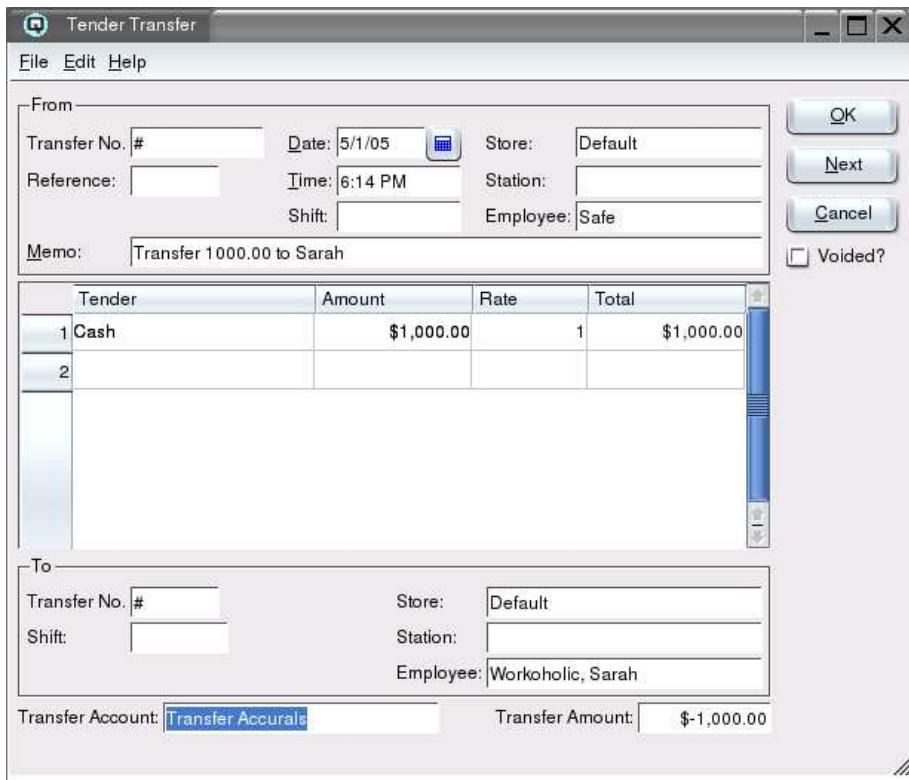
To create a tender adjustment click on the "Adjustment" button on the right side of the cash reconcile screen. Figure 12.34 shows a sample of the tender adjustment window.

Figure 12.34: *Tender Adjustment*

The tender adjustment screen is used manually adjust a tender. For example, you could manually reduce the amount of a tender and post the difference to a ledger account. For example, post a cash shortage to a cash over/short account or move cash from a work station to a bank account. The tender ajustment screen can also be used to reduce the amount of one fund and increase the amount of another. For example, if cash was tendered by mistake, instead of debit, the actual fund amounts can be corrected using this window.

Following is a description of the attributes in the tender adjustment window:

Adjustment No	The adjustment number is incremented by Quasar. This may be changed by the user. If the adjustment number entered is the same as an existing number then a warning message will be displayed.
Store	Enter the store in which the tender adjustment was created.
Date	The date for the tender adjustment. The date determines the accounting period in which the tender adjustment will be posted.
Station	The station (work station) on which the tender adjustment is created.
Time	The time that the tender adjustment is created.
Employee	The employee creating the tender adjustment.
Reference	A number that references the tender adjustment.
Shift	The shift that the tender adjustment is linked to through a shift close.
Memo	Defines the tender adjustment.

Adjustment Entry Table	Tender	The name of the tender.
	Amount	The amount of each tender.
	Rate	The foreign exchange conversion rate for the tender.
	Total	The total amount of the tender.

Figure 12.35: *Tender Transfer*

Expense Account	Enter an expense amount to post a tendering expense. If the expense amount is zero, no expense account is necessary.
Expense Amount	The amount of an expense being posted.
Voided?	Toggle on or off. Toggle on to void the transaction. Toggle off to reinstate the transaction.

12.5.7 Create a Tender Transfer

To transfer a tender amount from one employee to another, or from one work station to another use the tender transfer screen. Click on the "Transfer" button on the right side of the cash reconcile screen. Figure 12.35 shows a sample of the tender transfer window.

The tender transfer window is used to transfer funds from one work station
to another. For example, you can transfer funds from a point-of-sale
station to a safe such as in a cash pickup.

Following is a description of the attributes in the tender transfer window:

From		Describes the from work station.
	Transfer Number	The Quasar selects the next transfer number available. Quasar creates tender adjustment for each of the "From" and the "To" work stations.
	Store	Enter the from store for the transfer.
	Date	The date for the tender transfer. The date determines the accounting period in which the transfer adjustments will be posted.
	Station	The station (work station) on which the tender transfer is created.
	Time	The time that the tender transfer is created.
	Employee	The employee creating the tender transfer.
	Reference	A number that references the tender transfer.
	Shift	The shift that the tender transfer is linked to through a shift close.
	Memo	Defines the tender transfer.

¡h2¿Tender Entry Table¡/h2¿ Following are the attributes in the entry table:

Tender	The name of the tender.
Amount	The amount of each tender.

	Rate	The foreign exchange conversion rate for the tender.
	Total	The total amount of the tender.
To		Describes the "to" workstation or "to" employee.
	Transfer No	The Quasar transfer screen creates an tender adjustment in both the "From" station and the "To" station.
	Station	The name of the station the tenders are being transferred to (required if using the "Station" method of cash reconciliation).
	Employee	The name of the employee that the transfer is to (required if using the "Employee" method of cash reconciliation).
Transfer Account		Enter an transfer account to post the transfer accrual to.
Expense Amount		The amount of the tender transfer.
Voided?		Toggle on or off. Toggle on to void the transaction. Toggle off to reinstate the transaction.

12.5.8 View an Existing Shift

You can edit or view a shift by double clicking on a specific shift for a station or employee. Double clicking on a shift will display the shift view screen. Figure 12.36 shows a sample of the shift view screen. Following is a list of the attributes in the shift view screen.

Shift No.	The transaction number of the shift close.
Date	The data of the shift close transaction.
Time	The time of day that the shift close was created.

Figure 12.36: *Cash Reconcile - Shift View* window

Store	The store in which the shift close was created.
Employee	The employee who created the .
Station	The work station or till id for which the shift close was created.
Over/Short Adjustment	If the shift has been posted and if a tender adjustment has been created by Quasar for over/short amounts then the tender adjustment transaction number will display here.
Safe Transfer	If the shift has been posted, the transaction number for the tender transfer, that transfers the tenders to the safe, will display here.

12.5.9   View or Edit an Existing Count

You can edit or view an existing count by double clicking on a count in the shifts and counts section of the cash reconcile screen.

Figure 12.37: *Aged Receivables* window

12.6 Sales and Receivable Information

12.6.1 View Aged Receivables

$\Longrightarrow$ **"Aged Receivables"** $\longrightarrow$ To view the aged receivables, summary or detail, click on the sales icon on the left side of the Quasar main window. Follow by clicking on **"Aged Receivables"** in the report section at the bottom of the window. The aged receivables window will be displayed. Figure 12.37 shows a sample of the aged receivable window.

Aged receivables may be viewed by store, customer or transaction. You may also filter out data you do not wish to view. For example, you can look at the aged receivables for just a specific store, a specific customer a specific customer group or a specific patronage group.

Following is a description of the contents of the aged receivable window:

Level	There are three possible levels.

> **Store** Displays one combined line of detail for each store.
>
> **Customer** Displays one combined line of detail for each customer.
>
> **Transaction** Displays one line of detail for each transaction.

Quasar has a handy drill down feature that allows you to drill down and view more detailed data. Simply double click on a line in the display table and Quasar will display the next level of detail. You can drill down directly into the transaction.

Store	Select the store to view. Selecting a store displays only aged receivables from the selected store. All other aged receivable information is filtered out.
Account	Select the receivable ledger account to view. Selecting a ledger account displays only aged receivables linked to that ledger account. All other aged receivable information is filtered out.
Customer	Select the customer to view. Selecting a customer displays only aged receivables for the selected customer. All other aged receivable information is filtered out.
Group	Select the customer group to view. Selecting a customer group displays only aged receivables from the selected group. All other aged receivable information is filtered out.
Display Table	The aged receivables window breaks receivable transactions down into aged periods based on the current date.

Store The name of the store

Customer The name of the customer

Id Number The number of the transaction

Balance The balance remaining on the transaction

Current Current receivables 0-29 days old

30 Days Receivables 30-59 days old

60 Days Receivables 60-89 days old

90 Days Receivables 90-119 days old

120+ Receivables 120 plus days old)

The totals are listed at the bottom of the window along with the percentage that each total is of the total receivable balance.

Refresh   Clicking on refresh will refresh the data on the screen.

Print   Select this function to print the contents of the aged receivable screen to the printer.
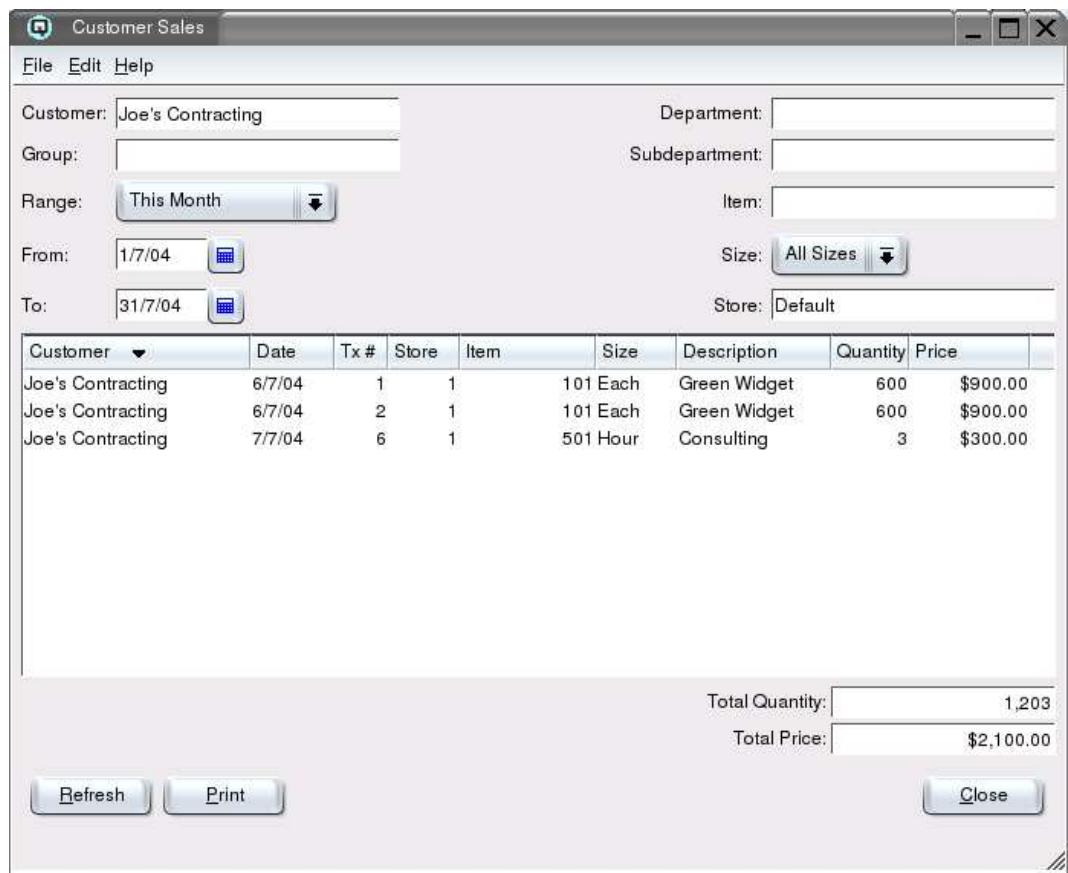
12.6.2 Customer Sales Report

 $\Longrightarrow$ **"Customer Sales"** $\longrightarrow$ To view the customers sales report, click on the sales icon on the left side of the Quasar main window. Follow by clicking on **"Customer Sales"** in the report section at the bottom of the window. The customer sales window will be displayed. Figure 12.38 shows a sample of the customer sales window.

The customer sales report is an excellent tool for viewing the detail of the items purchased by one or all customers for a specified date range. You may sort the report by any of the following column headers:

- Customer

- Date

- Tx Number

- Store

Figure 12.38: *Customer Sales* window

- Item

- Size

- Description

- Quantity

- Price

Following is a description of the selection attributes and buttons available:

Customer	To select only items purchased by a specific customer enter a customer name. To select items purchased by all customers leave the attribute blank.
Range	You may select the date range from a drop down menu or you may enter the dates manually.
From	The starting date for the report.
To	The ending date for the report.
Store	To report on only a specific store enter the store.
Department	To report on only items purchased in a specific department enter the department.
Subdepartment	To report on only items purchased in a specific sub-department enter the sub-department.
Item	To report on only a specific item enter the item.
Size	Enter the size of the item to report on.
Refresh	Clicking on refresh will refresh the data on the screen to match the current selection criteria.
Print	Select this function to print the contents of the customer sales screen to the printer.

Figure 12.39: *Service Charges* window

12.6.3   Apply Service Charges

 ⟹ **"Service Charges"** ⟶ To apply service charges, click
on the sales icon on the left side of the Quasar main window. Follow by
clicking on **"Service Charges"** in the report section at the bottom of the
window. The service charges window will be displayed. Figure 12.39 shows
a sample of the service charges window.

Using the service charges screen you can apply service charges to overdue
invoices (inoices that have not been paid prior to their due date). The due
date of each invoice is determined by the invoice date and the payment
terms for the invoice.

| Start Date | Enter the start date for the service charge calculation. Quasar will default to the date that the last date service charges were posted. |

End Date   Enter the end date for the service charge calculation.

Store   Enter the store for the calculation.

Account   Enter the general ledger account that the service charge income will be posted to.

Customer   Quasar displays the customer name for each customer service charges have been calculated.

Amount   Quasar displays the amount of the service charge calculated for each customer.

Calculate   Click on the calculate button to have Quasar calculate the service charge for each customer.

Post   After viewing the service charge calculations click on "Post" to post the service charges to the customers receivable accounts.

12.6.4 Print Customer Statements

$\Longrightarrow$ "`Print Statement`" $\longrightarrow$ To print customer statements, click on the sales icon on the left side of the Quasar main window. Follow by clicking on **"`Print Statements`"** in the report section at the bottom of the window. The print statements window will be displayed. Figure 12.40 shows a sample of the print statements window.

Using the print statements window you can print customer statements for all customers, a group of customers or a single customer.

All Customers   Toggle on to print statements for all customers.

Group Match   Toggle on to print statements for a selected group of customers.

One Customer   Toggle on to print a statement for a single customer.

Figure 12.40: *Print Statements* window

12.6.5   Detailed Statement
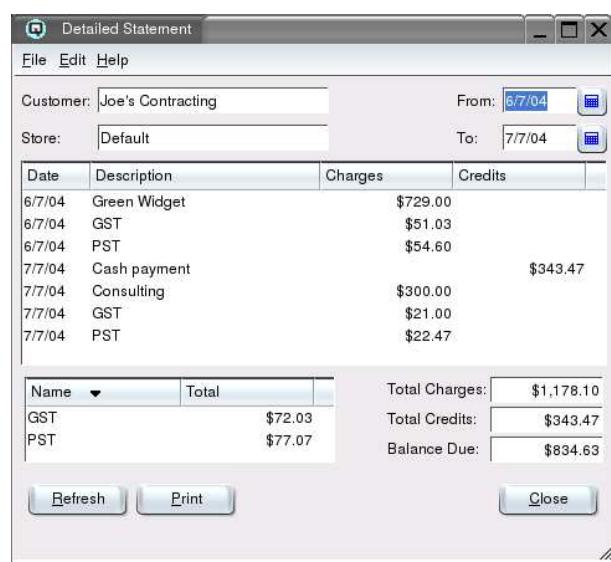
 $\Longrightarrow$ "`Detailed Statement`" $\longrightarrow$ To view and print a detailed
customer statement, click on the sales icon on the left side of the Quasar
main window. Follow by clicking on "`Detailed Statement`" in the report
section at the bottom of the window. The detailed statement window will
be displayed.

Figure 12.41 shows a sample of the detailed statment screen.

Using the print statements window you can print the detail of a customers
accounts receivable transactions for a specified period of time. The
detailed statment shows items sold, payments made and taxes paid.

Customers	Enter the customer to view.
Store	Enter the store to view.
From	The beginning date to view.
To	The ending date to view.

Figure 12.41: *Detailed Statment* window

Chapter 13

Purchases
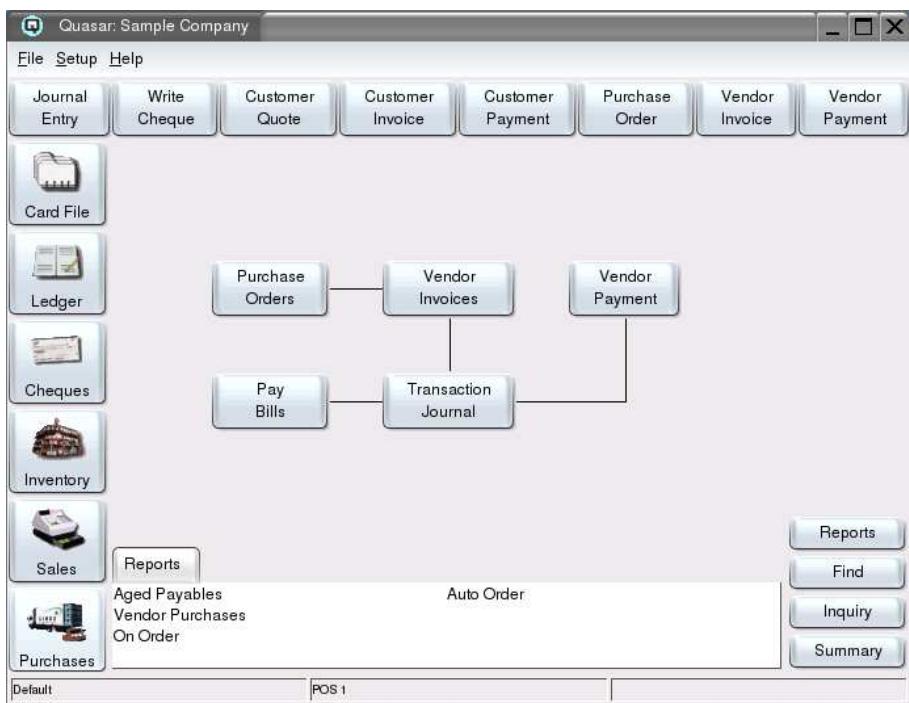
Figure 13.1: Main Menu - Purchases

In this chapter we will review the creation of purchase orders and vendor invoices and payments to vendor accounts. All transactions that impact a

vendors account must be done within this section.

Purchase Orders Ordering items for inventory and/or internal use.

Vendor Invoice Recording a vendor bill and updating on hand quantities.

Vendor Payment Processing and allocating vendor payments.

Pay Bills Paying multiple bills at the same time.

Aged Payables View your aged payables.

Purchase Report Reporting on orders and previous purchases.

Auto Ordering Placing orders using the auto order screen.

13.1   Purchase Orders
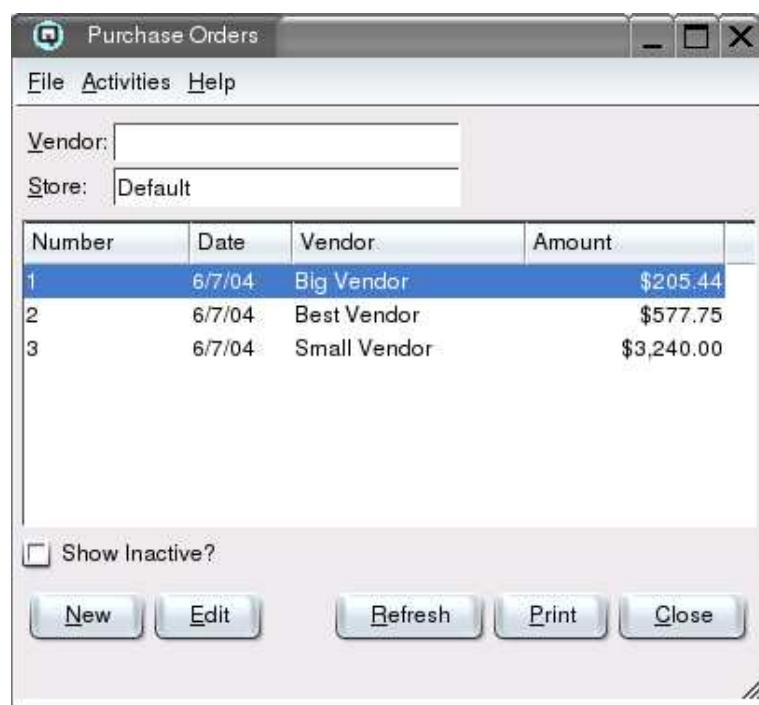
13.1.1   List of Purchase Orders
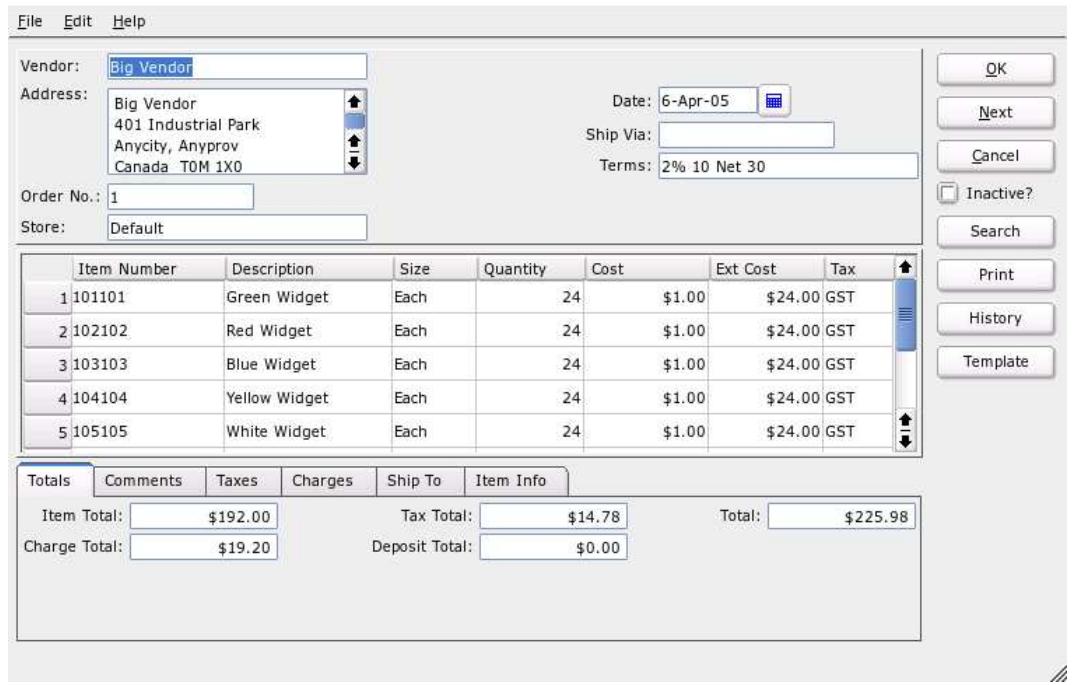
 $\Longrightarrow$ $\longrightarrow$ The purchase order list can be viewed by clicking on the purchases icon on the left side of the Quasar main window. Follow by clicking on the **"Purchase Orders"** button. The purchase order list will be displayed. Figure 13.2 displays a sample of a purchase order list.

The body of the list contains the following:

Number	The identification number assigned to the purchase order.
Date	The date the purchase order was created.
Vendor	The vendor to whom the purchase order has been assigned.
Amount	The total amount of the purchase order.
Closed	Identifies if the purchase order is closed or open. When a purchase order is closed the order quantities are no longer considered for an items on order calculation. In other words, a closed order is no longer considered as an order, regardless if all items ordered have been received or not.

Figure 13.2: *Purchase Order List*

Figure 13.3: *Purchase Order* window

On the bottom left of the window you will find the **"Show Closed"** toggle.

Show Closed   Toggle on or off. Toggle on if you wish the closed
                         orders to appear on the list. Toggle off if the closed
                         orders are not to appear on the list.

13.1.2   Creating a Purchase Order

$\longrightarrow$ Click on the **"Purchase Order"** button at the top of the
main window. See Figure 13.3.

It must be noted that it is not necessary to create a purchase order to be
able to receive items. If a purchase order is not required you may enter a
receiving directly in the receiving window or in the vendor invoice window.
Once a purchase order is created the products may be received in the
receiving window and billed in the vendor invoice window.

In addition to ordering products and or services, Quasar provides a mechanism to add other charges to an order. For example, freight calculated by the weight of the items, or a franchise charge calculated by the cost of the items in the order. Following is a list of the attributes and their functions:

Vendor	The card id for the vendor.
Address	The address of the vendor.
Order No	The order number that will be used as a reference for the purchase order. Quasar defaults to the next available order number.
Store	The store placing the order. If the store's ship to address is different from the company address, the store address will appear in the ship to section of the printed order.
Date	The date the purchase order is created.
Ship Via	Enter the shipping method.
Terms	Enter the payment terms for this vendor. An existing set of terms may be used or a new set of terms may be defined. Payment terms entered in the vendor master screen will appear here by default.
Item Entry Table	Enter the items, quantity and cost of the items to order.

Item Number	The item number of the item ordered.
Description	The description of the item ordered.
Size	The size of the item ordered.
Quantity	The quantity of units (size) ordered.
Cost	The vendor cost for the item being ordered.
Ext Cost	The extended cost of the line.
Tax	The tax code defining the taxes that are applicable to the item.

Figure 13.4: *Purchase Order - Totals Folder*

Totals	The totals folder displays the various totals for the purchase order. See Figure 13.4.

Item Total	The sub-total of all items prior to charges, taxes and container deposits.
Charge Total	The total of all internal charges applied to all items. An internal charge is a charge that will be included on the vendor invoice. For example, A franchiser may charge a franchise dealer a service charge.
Size	The size of the item ordered.
Quantity	The quantity of units (size) ordered.
Tax Total	The total of all taxes on the order.
Deposit Total	The total of all container deposits applicable on the order.
Total	The total of all items, taxes, charges and container deposits on the order.

Comments	Enter comments that are specific to the order. See Figure 13.5.

Taxes	Displays the individual taxes and tax totals for the order. See Figure 13.6.

Tax	The identification of the tax.
Name	The name of the tax.
Taxable	The net base amount that a given tax is charged to.

Figure 13.5: *Purchase Order - Comments Folder*

Figure 13.6: *Purchase Order - Tax Folder*

> Tax Amt   The amount of tax allocated to the "Taxable" amount.
>
> Inc. Taxable   The net base taxable amount including the amount of the tax. (for items with taxes included in the price)
>
> Inc. Tax Amt   The net amount of tax calculated from the "Inc. Taxable" amount.

Charges   Use the charges folder to define internal and external charges that will affect the order. See Figure 13.7.

Figure 13.7: *Purchase Order - Charges Folder*

Internal Charges Table Use the internal charges

table to define internal charges affecting the order. Internal charges will be billed on the vendor invoice. An example of an internal charge is where a franchiser bills a franchise dealer a service fee.

Internal Charge Enter or select the internal charge to apply.

Amount   The amount of the internal charge on the order. This may be calculated or entered.

Tax   Displays the tax code applicable to the charge.

External Charge Table Use the external charge table to define charges that will increase the landed cost of the item. External charges will not print on the hard copy of the order nor will it impact the vendor invoice. The purpose of defining external charges on an order is to provide the ability to calculate new selling prices for items based on its anticipated landed cost. An example of an external charge is freight from a third party carrier.

External Charge Enter or select the external charge to apply.

Amount   The amount of the external charge. This may be calculated or entered.

Tax   Displays the tax code applicable to the charge.

Ship To   Where products are shipped to a card or address other than the company or store address the ship to address can be entered in the ship to folder. The ship to address is printed on the hard copy of the order. See Figure 13.8.

Item Info   The item info folder displays specific information on a line where your cursor resides in the item entry table. See Figure 13.9.

Figure 13.8: *Purchase Order - Ship To Folder*

Figure 13.9: *Purchase Order - Item Info Folder*

Received	Displays the total quantity of the item received and billed on the Quasar vendor invoice screen(s).
Include Tax	Toggle on or off. Toggle on if the cost of the item includes tax.
Include Deposit	Toggle on or off. Toggle on if the cost of the item includes the container deposit.
Tax	Displays the total amount of the tax for the item.
Deposit	Displays the total amount of the container deposit for the item.
Line Cost	Displays the total vendor cost for the item.
Internal Charge	Displays the total amount of internal charges allocated to the item.
External Charge	Displays the total amount of the external charge allocated to the item.
Print	Click on the "Print" button to print a hard copy of the order to the printer.
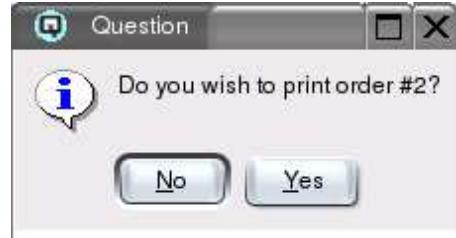
Figure 13.10: *Print Prompt*

Search   Click on the "Search" button to search for an item
                                in large purchase orders by either item number or
                                description.

History   Click on the "History" button to display the sales
                                history for the item in the line where your cursor
                                resides. As you move from one item to another the
                                sales history will refresh and display the history for
                                the current item.

Closed   A purchase order may be closed or open. When
                                an order is open, the ordered quantity minus the re-
                                ceived quantity is calculated as part of the items "on
                                order quantity". When a purchase order is closed it
                                is no longer used in the calculation of an items on
                                order quantity.

When the purchase order is filed Quasar prompts you to print the order.
Figure 13.10 shows a sample of the print prompt.

Select yes or no. Select yes to print the purchase order. Select no to file
the purchase order without printing it. Figure 13.11 shows a sample of a
purchase order.

Figure 13.11: *Purchase Order - Print Sample*

Figure 13.12: *Vendor Invoices List*

13.2   Vendor Invoices

13.2.1   List of Vendor Invoices

 $\Longrightarrow$ $\longrightarrow$ The vendor invoices list can be viewed by clicking on the purchases icon on the left side of the Quasar main window. Follow by clicking on the **"Vendor Invoice"** button. The vendor invoices list will be displayed. Figure 13.12 displays a sample of a vendor invoices list.

The body of the list contains the following:

Number	The identification number assigned to the purchase order.
Date	The date the vendor invoice was created.
Vendor	The vendor from which the order was received.
Amount	The total amount of the vendor invoice.

Closed   Identifies if the vendor invoice is closed or open.

On the bottom left of the window you will find the **"Show Closed"** toggle.

Show Voided?	Toggle on or off. Toggle on if you wish the voided vendor invoices to appear on the list. Toggle off if the voided vendor invoices are not to appear on the list.
Show Paid?	Toggle on or off. Toggle on if you wish the paid vendor invoices to appear on the list. Toggle off if the paid vendor invoices are not to appear on the list.

13.2.2 Creating a Vendor Invoice

 $\longrightarrow$ Click on the **"Vendor Invoice"** button at the top of the main window. See Figure 13.13.
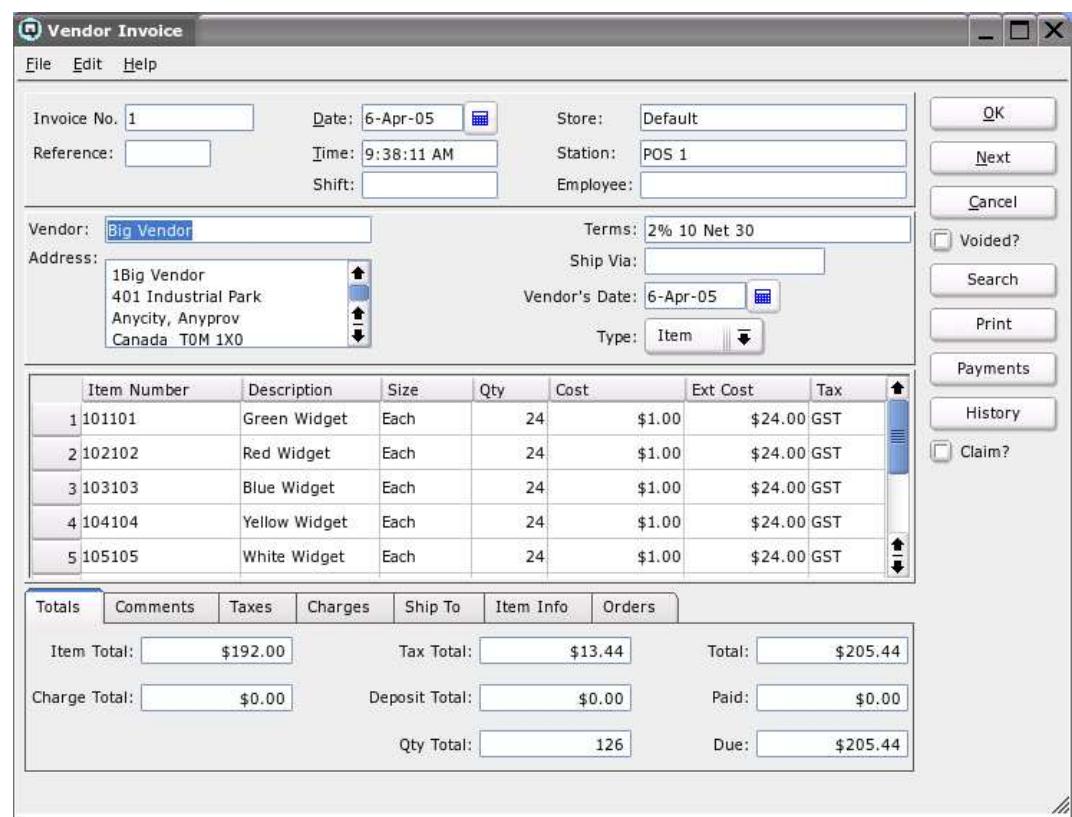
Use the vendor invoice window to enter a vendor bill into Quasar . The vendor invoice updates item on hands and values, payables and ledger accounts. You may enter items manually, import them from a purchase order and/or import them from a receiving.

Following is a list a attributes and features found on the vendor invoice window.

Invoice No	Quasar automatically selects the next available invoice number. You may override the invoice number and enter a different number. If the number entered is not unique and has been used before Quasar will display a warning message at the time of filing the invoice.
Reference #	Enter the vendors reference number. For example, a packing list number.
Date	The invoice date. Quasar defaults to the current date, however, you may change the date as is required.

Figure 13.13: *Vendor Invoice* window

Time	The time of day the vendor invoice is created.
Shift	The shift that the vendor invoice is linked to through a shift close.
Store	The store that the vendor invoice posting will affect.
Station	The work station upon which the vendor invoice was created.
Employee	The employee creating the vendor invoice.
Memo	The memo defines the vendor invoice. A short descriptive memo is invaluable for future reference.
Vendor	The card id for the vendor.
Address	The address of the vendor.
Terms	Enter the payment terms for this vendor. An existing set of terms may be used or a new set of terms may be defined. Payment terms entered in the vendor master screen or purchase order will appear here by default.
Ship Via	Enter the shipping method.
Vendor's Date	Enter the vendors date as displayed on the hard copy of their invoice.
Type	Select either item or account. Select item if the vendor invoice will be used to purchase or return items. Select account if the vendor invoice will reflect a direct charge or credit to a ledger account.
Store	The store where the products or services were received. If the stores ship-to address is different from the company address, the store address will appear in the ship-to section of the printed order.
Reference #	Enter the reference number provided on the vendors documents. (vendor invoice number or packing slip number)

Item Entry Table   Enter the items, quantity and cost of the items on the vendor invoice. Note, the items can be imported from the purchase order by clicking on the `Orders` button, and/or they can be imported by clicking on the `Receive` button.

Item Number The item number of the item invoiced.

Description The description of the item invoiced.

Size The size of the item invoiced.

Quantity The quantity of units (size) invoiced.

Cost The vendor cost for the item being invoiced.

Ext Cost The extended cost of the line.

Tax The tax code defining the taxes that are applicable.

Totals   The totals folder displays the various totals for the vendor invoice. See Figure 13.14.

Totals	Comments	Taxes	Charges	Ship To	Item Info	Orders
Item Total:	$192.00		Tax Total:	$13.44	Total:	$205.44
Charge Total:	$0.00		Deposit Total:	$0.00	Paid:	$0.00
			Qty Total:	126	Due:	$205.44

Figure 13.14: *Purchase Order - Totals Folder*

Item Total The sub-total of all items prior to charges, taxes and container deposits.

Charge Total The total of all internal charges applied to all items. An internal charge is a charge that is included on the vendor invoice. For example, A franchiser may charge a franchise a service charge.

Size The size of the item invoiced.

Qty Total The quantity of units (size) invoiced.

	Tax Total	The total of all taxes on the invoice.
	Deposit Total	The total of all container deposits applicable on the invoice.
	Total	The total of all items, taxes, charges and container deposits on the invoice.
	Paid	The amount paid to the vendor on this vendor invoice.
	Due	The balance due the vendor. (total amount minus paid)

Comments · Enter comments that are specific to the invoice. See Figure 13.15.

Figure 13.15: *Purchase Order - Comments Folder*

Taxes · Displays the individual taxes and tax totals applicable to the invoice. See Figure 13.16.

Figure 13.16: *Purchase Order - Taxes Folder*

	Tax	The identification of the tax.
	Name	The name of the tax.
	Taxable	The net base amount that a given tax is charged to.

Tax Amt   The amount of tax allocated to the
          "Taxable" amount.

Inc. Taxable The net base taxable amount includ-
              ing the amount of the tax. (for items
              with taxes included in the price)

Inc. Tax Amt The net amount of tax calculated from
              the "Inc. Taxable" amount.

Charges   Use the charges folder to define internal and external
                                charges that will affect the invoice. See Figure 13.17.

Totals	Comments	Taxes	Charges	Ship To	Item Info	Orders			
	Internal Charge		Amount	Tax			External Charge	Amount	
1	Franchise Fee		$19.20	GST		1	Regular Freight	$7.50	
2						2			

Figure 13.17: *Purchase Order - Charges Folder*

Internal Charges Table Use the internal charges
    table to define internal charges affecting the or-
    der. Internal charges will be included on the
    vendor invoice and added to payables. An ex-
    ample of an internal charge is where a fran-
    chiser bills a franchise dealer a service fee.

Internal Charge Enter or select the internal charge
                 to apply.
Amount   The amount of the internal charge
            on the order. This may be calcu-
            lated or entered.
Tax   Displays the tax code applicable
            to the charge.

External Charges Table Use the external charge
    table to define charges that will increase the
    landed cost of the item. External charges will
    not print on the hard copy of the invoice nor
    will they impact vendor payables. The purpose

of defining external charges on an invoice is to provide the ability to calculate the landed cost of each item. An example of an external charge is freight from a third party carrier.

An external charge that allocates back to items will in fact increase the inventory value of each item and increases the inventory ledger account. The offsetting entry is made to the accrual account specified in the charges master.

External Charge   Enter or select the external charge to apply.

Amount   The amount of the external charge. This may be calculated or entered.

Tax   Displays the tax code applicable to the charge.

Ship To   Where products are shipped to a card or address other than the company or store address the ship to address can be entered in the ship to folder. The ship to address is printed on the hard copy of the vendor invoice. See Figure 13.18.

Figure 13.18: *Purchase Order - Ship To Folder*

Item Info   The item info folder displays specific information on the line where your cursor resides in the item entry table. See Figure 13.19.

Ordered   Displays the total quantity of items ordered on the purchase order(s)

Figure 13.19: *Purchase Order - Item Info Folder*

Include Tax Toggle on or off. Toggle on if the cost of the item includes tax.

Include Deposit Toggle on or off. Toggle on if the cost of the item includes the container deposit.

Tax Displays the total amount of the tax for the item.

Deposit Displays the total amount of the container deposit for the item.

Line Cost Displays the total vendor cost for the item.

Internal Charge Displays the total amount of internal charges allocated to the item.

External Charge Displays the total amount of the external charge allocated to the item.

Orders Use the orders folder to import the items from a purchase order. This saves having to enter items manually. See Figure 13.20.

Figure 13.20: *Purchase Order - Orders Folder*

	Number	The purchase order number for orders you wish to import. If an order number is entered Quasar will display the **"Import Order Items"** window. The prompt will ask if you wish to copy the items as listed in the purchase order.
	Date	The date of the purchase order being imported to the vendor invoice.
Voided?		Toggle on or off. Toggle on to void the vendor invoice. Toggle off to re-set the vendor invoice to a non-voided state.
Search		Click on the "Search" button to search for an item in large vendor invoices by either item number or description.
Print		Click on the **"Print"** button to print a copy of the vendor invoice to the printer.
Payment		Click on the **"Payment"** button to make a vendor payment and/or allocate a payment or return to an invoice. Clicking on **"Payment"** will cause the **"Vendor Invoice Payments"** window to be displayed. This window will display all transactions that can be allocated to the invoice.
History		Click on the **"History"** button to display the sales history for the item in the line where your cursor resides. As you move from one item to another the sales history will refresh and display the history for the current item.
Claim		Toggle on or off. Toggle on to create a vendor claim.

When the vendor invoice is filed Quasar prompts you to print it.
Figure 13.21 shows a sample of the print prompt.

Select yes or no. Select yes to print the vendor invoice. Select no to file the vendor invoice without printing it. Figure 13.22 shows a sample of a vendor invoice printed to the screen.
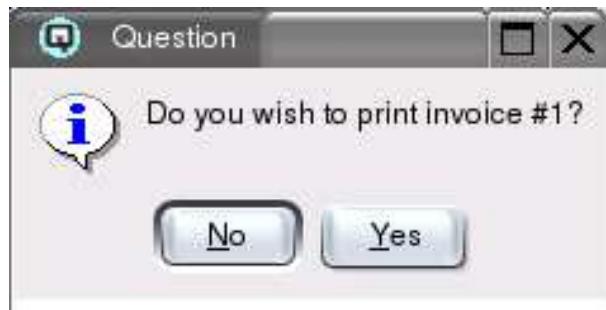
Figure 13.21: *Print Prompt*

13.2.3   Allocate Returns and Payments

 $\longrightarrow$

Using the *Vendor Invoice Payments* window, you may allocate a payment or a return to a specific invoice. Alternately you may allocate an invoice to a specific return and/or payment. To allocate an invoice, return or payment click on the payment button located on the right side of the vendor invoice window. Figure 13.23 shows a sample of the vendor invoice payments window.
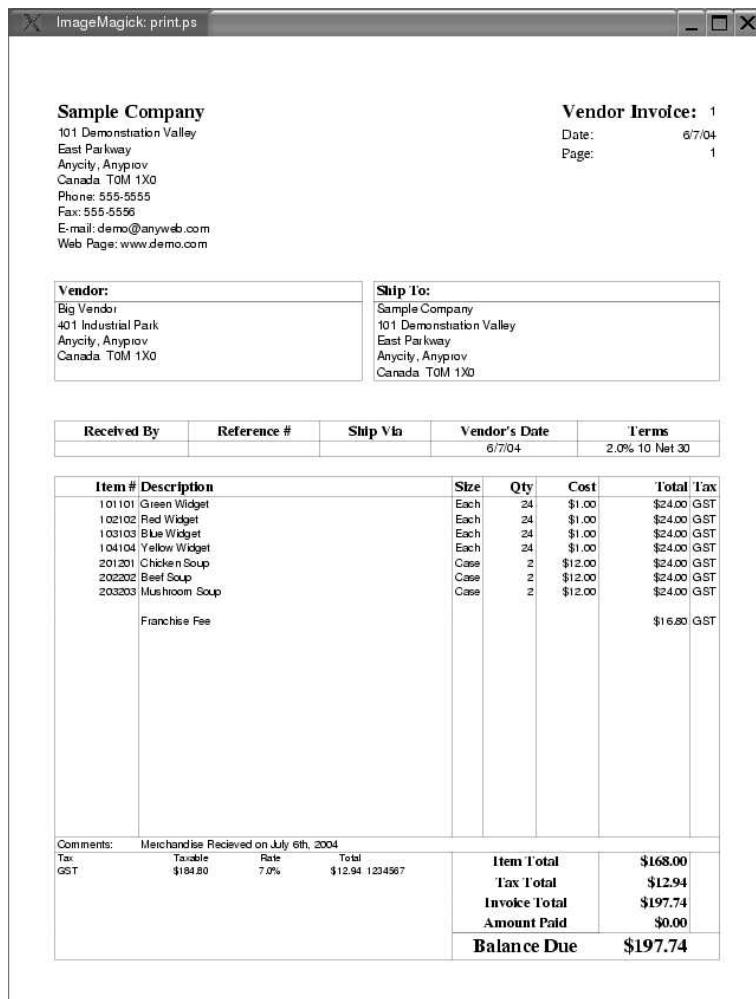
Transactions that may be applied to the current invoice or return will be displayed in the body of the window. Figure 13.24 shows a sample of the vendor invoice payments window with a transaction that may be allocated towards the current invoice If there are no transactions that may be allocated to the invoice or return, then the body of the window will be blank. Transactions may be applied using the "Auto Allocate" function or transactions may be allocated manually.

To pay the current invoice click on the **"Quick Payment"** button in the bottom left hand corner of the window.

Following is a description of the attributes within the vendor invoice payments window:

Invoice Number	The invoice number for the invoice that you are paying or allocating a return or payment too.
Date	The date of the invoice.

Figure 13.22: *Vendor Invoice - Print Sample*
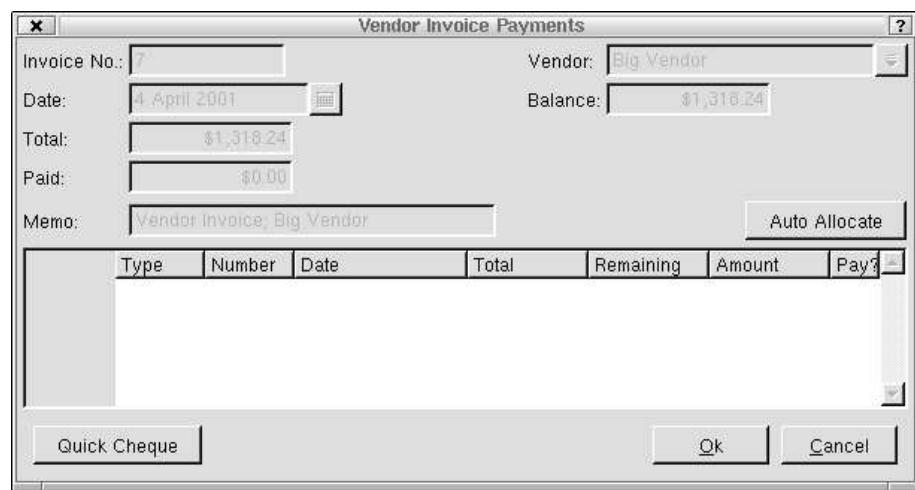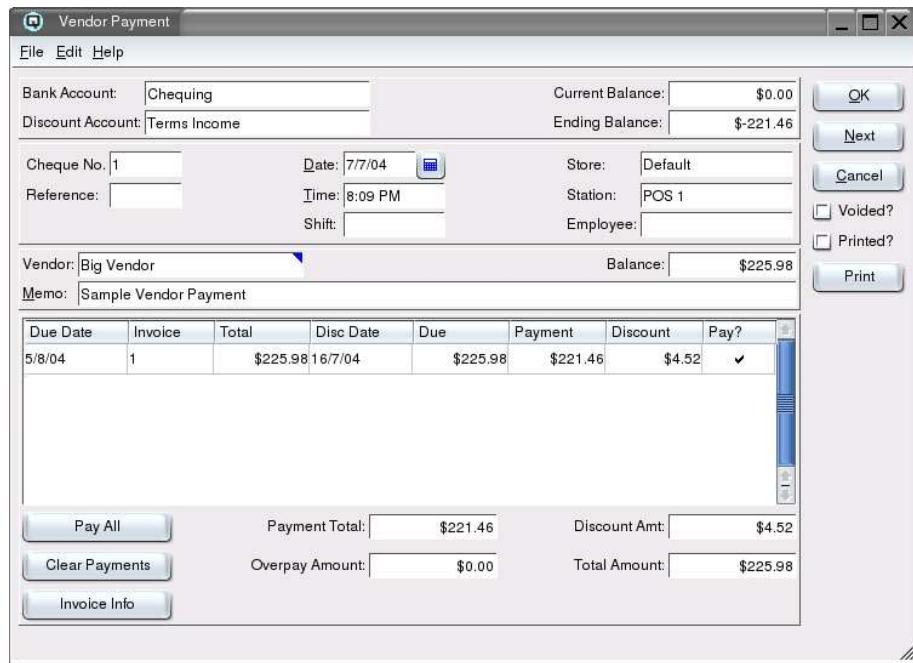
Figure 13.23: *Vendor Invoice Payments* window

Figure 13.24: *Transaction to Allocate* window

Total   The total amount of the invoice.

Paid   The amount of the invoice that has previously been paid.

Memo   The memo for the invoice. This memo displays on the journal transaction for the invoice.

Vendor   The vendor who the invoice is charged too.

Balance   The current balance of the vendors payable account.

Auto Allocate   Click on the **"Auto Allocate"** button to automatically allocate to the invoice.

Type   The type of transaction. For example, Invoice or Payment.

Number   The number of the transaction that may be allocated against the invoice.

Date   The date of the transaction that may be allocated against the invoice.

Total   The total amount of the transaction.

Remaining   The remaining amount of the transaction that may be allocated.

Amount   The amount of the transaction that you wish to allocate to the invoice.

Pay   Toggle on or off. Toggle on to allocate the total amount of the transaction to the invoice.

Quick Payment   Click on the **"Quick Payment"** button to create a payment for the invoice using the *Vendor Payments* window.

Figure 13.25: *Vendor Payment* window

13.3   Payment of Bills

13.3.1   Paying a Single Vendor

⟶ To make a vendor payment click on the **"Vendor Payment"** button at the top of the main window. See Figure 13.25.

Utilize this screen to pay the bills owed to a single vendor. Following is a description of the attributes within the vendor payment window:

Bank Account	The ledger account from which the funds for the payment will be drawn.
Discount Account	Enter the account id for the reduction of payables due to terms discounts. For example, if a payable is debited by $5.00 as the result of a terms discount,

the off-setting entry will be a credit to a discount account.

Current Balance   The current balance of the bank account from which the payment is being made.

Ending Balance   The ending balance of the bank account after the current payment is considered.

Cheque No.   The transaction id or cheque number assigned to the payment.

Reference #   Enter the reference number for the payment if applicable

Date   The payment date. Quasar defaults to the current date, however, you may change the date as is required.

Time   The time of day the payment is created.

Shift   The shift that the payment is linked to through a shift close.

Store   The store that the payment posting will affect.

Station   The work station upon which the payment was created.

Employee   The employee creating the payment.

Memo   The memo defines the payment. A short descriptive memo is invaluable for future reference.

Vendor   The card identification for the vendor.

Balance   The current balance due the vendor.

Payment Table   The payment table displays all of the vendor bills (vendor invoices) that have remaining balances due. The unpaid bills are displayed in ascending order from the oldest to the newest.

　　　　Due Date   The date that the vendor invoice is due.
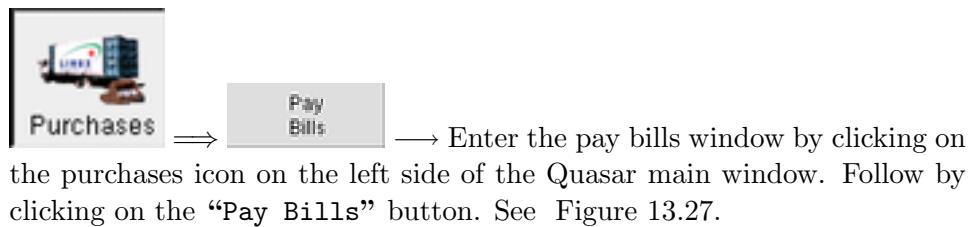
Invoice	The transaction id of the invoice.
Total	The total amount of the invoice.
Disc Date	The date by which the invoice must be paid in order to receive the early payment discount offered within the vendor terms.
Due	The net amount due on the invoice.
Payment	The payment amount being allocated to the vendor invoice.
Discount	The amount of the early payment (terms) discount taken.
Pay	Toggle on to pay. Toggle off to remove the invoice from the invoice list.

Pay All	Click on the `Pay All` button to pay all bills owed to the vendor.
Clear Payments	Click on the `Clear Payments` button to un-select all invoices for payment.
Invoice Info	Click on the invoice info button to view specific information about an invoice. The "Invoice Information" window will be displayed. The invoice information displayed is dependant on the line in payment table where the cursor rests. If you move the cursor to a new line in the payment table the information in the "Invoice Information" screen will change accordinly. See Figure 12.25.

Invoice	The transaction id of the invoices.
Total	The total of the invoice.
Paid	The total paid on the invoice.
Due	The unpaid balance of the invoice.
Terms	The discount terms for the invoice.

Figure 13.26: *Invoice Information* window

Invoice Date	The date of the invoice.
Due Date	The date that the invoice payment is due.
Discount Date	The date that the invoice must be paid to receive the early payment discount.
Discount	The amount of the terms discount calulated from the terms.
Take Discount	Click on the "Take Discount" button to take the calculated discount shown in the discount attribute.
Taken	The amount of terms discount taken.
Clear Discount	Click on the clear discount button to clear any terms discount taken.
View Invoice	Click on the "View Invoice" button to view the actual vendor invoice.

Payment Total	The net amount of the allocated payments.
Overpay Amount	The net amount of unallocated payments.

Discount Amount	The total amount of terms discounts taken.
Total Amount	The total of the payment.
Voided?	Toggle on or off. Toggle on to void the vendor payment. Toggle off to reset the vendor payment to a non-voided state.
Printed?	Quasar will set the printed toggle to on when and if the cheque is physically printed.
Print	Click on the "Print" button to physically print the cheque .

13.3.2   Pay Multiple Vendors

 $\Longrightarrow$ $\longrightarrow$ Enter the pay bills window by clicking on the purchases icon on the left side of the Quasar main window. Follow by clicking on the "Pay Bills" button. See Figure 13.27.

From the pay bills window you can pay invoices, pay patial invoices and take terms from multiple vendors.

Payment Date	The date of the bill payment.
Payment Time	The time of day the bill payment is created.
Store	The store from which the bills are being paid.
Station	The work station upon which the bill payment was created.
Employee	The employee processing the bill payment.
Pay By	Select the method that you will use to pay the bills.

	Cheque	Toggle on or off. Toggle on if the bills are to be paid by cheque .
	Credit Card	Toggle on or off. Toggle on if the bills are to be paid by company credit card.

Figure 13.27: *Pay Bills* window

Account   Enter or select the bank account or
               credit card thet will be credited as a
               result of the payments.

Current Balance The current balance of your bank
               account or credit card account.

Show   Use this section to determine what bills will show
               on the bills table.

               Show all bills Toggle on or off. Toggle on to show
                       all outstanding bills in the bills table.

               Show due on/before Toggle on or off. Toggle on to
                       show only bills due prior to a specific
                       date. Bills are deemed to be due and
                       will be shown if either their due date or
                       discount date is on or before the date
                       entered.

Discount Account   Enter the account id, which will be used for the re-

duction of payables, as a result of payment within the vendor terms. For example, if a payable is debited by $5.00 as a result of a terms discount, the off-setting entry will be a credit to a discount account.

Payment Table	The payment table displays all of the vendor invoices (receivings) that have remaining balances due. The unpaid receivings are displayed in ascending order from the oldest to the newest.

Due Date	The date that the vendor invoice is due.
Vendor	The name of the vendor for the invoice.
Invoice	The transaction id of the invoice.
Total	The amount of the vendor invoice.
Disc Date	The date by which the invoice must be paid in order to receive the payment discount offered within the vendor terms.
Due	The total balance due on the invoice.
Payment	The amount of the payment net of terms.
Discount	The amount of the early payment discount taken.
Pay	Toggle on to pay. Toggle off to remove clear the payment.

Total Paid	Displays the total amount of the bills selected for payment.
Ending Balance	Quasar calculates what the ending balance of your account will be if you pay all of the cheques marked for payment.
Pay All	Select to pay all remaining amounts owed the vendor.
Clear Payments	Click on the clear payments button to un-select all invoices for payment.

Figure 13.28: *Invoice Information* window

Invoice Info

Click on the invoice info button to view specific information about an invoice. The "Invoice Information" window will be displayed. The invoice information displayed is dependant on the line in payment table where the cursor rests. If you move the cursor to a new line in the payment table the information in the "Invoice Information" screen will change accordinly. See Figure 12.25.

|	
Invoice	The transaction id of the invoices.
Total	The total of the invoice.
Paid	The total paid on the invoice.
Due	The unpaid balance of the invoice.
Terms	The discount terms for the invoice.
Invoice Date	The date of the invoice.
Due Date	The date that the invoice payment is due.
Discount Date	The date that the invoice must be paid to receive the early payment discount.

	Discount	The amount of the terms discount calulated from the terms.
	Take Discount	Click on the "Take Discount" button to take the calculated discount shown in the discount attribute.
	Taken	The amount of terms discount taken.
	Clear Discount	Click on the clear discount button to clear any terms discount taken.
	View Invoice	Click on the "View Invoice" button to view the actual vendor invoice.
Print		Click on the **"Print"** button to physically print the cheques .

13.4   Purchasing and Payable Reports

13.4.1   View Aged Payables
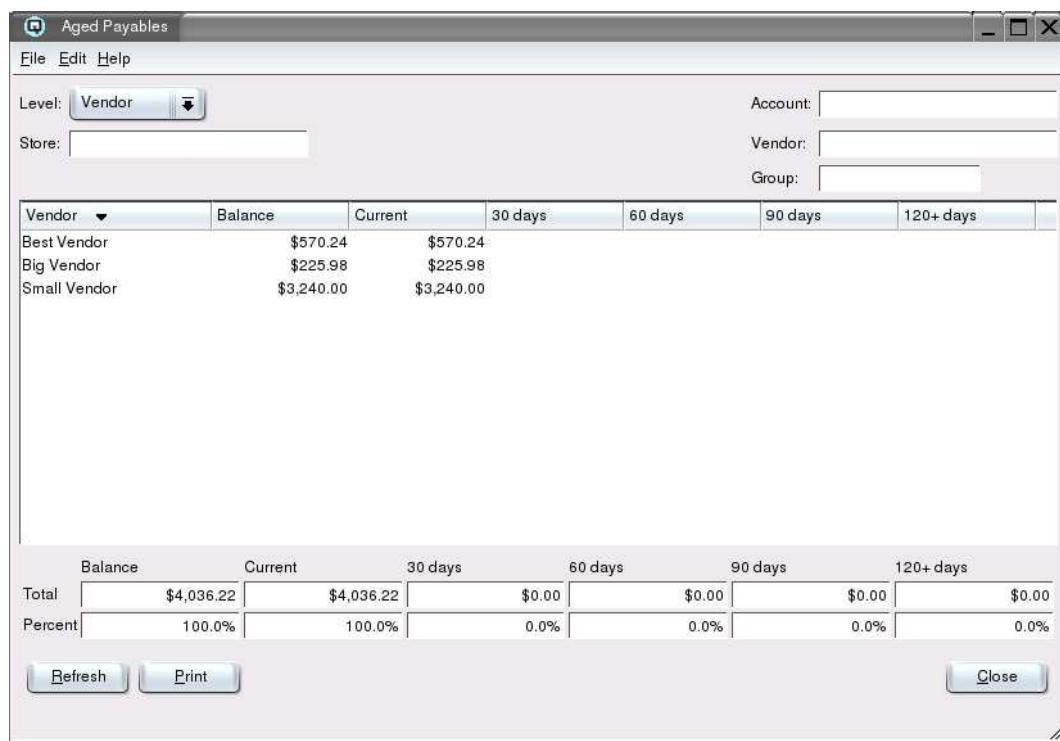
$\implies$ **"Aged Payables"** $\longrightarrow$ The aged payables can be viewed
by clicking on the purchases icon on the left side of the Quasar main window.
Follow by clicking on **"Aged Payables"** in the report section at the bottom
of the window. The aged payables window will be displayed. Figure 13.29
displays a sample of the aged payables window.

Aged payables may be viewed by store, vendor or transaction. You may
also filter out data you do not wish to view. For example, you can look at
the aged payables for just a specific store, a specific vendor or a specific
vendor group.

Following is a description of the contents of the aged payable window:

Level	There are three possible levels.

Figure 13.29: *Aged Payables* window

Store Displays one combined line of detail for each store.

Vendor Displays one combined line of detail for each vendor.

Transaction Displays one line of detail for each transaction.

Quasar has a handy drill down feature that allows you to drill down and view more detailed data. Simply double click on a line in the display table and Quasar will display the next level of detail. You can drill down directly into the transaction.

Store
: Select the store to view. Selecting a store displays only aged payables from the selected store. All other aged payable information is filtered out.

Account
: Select the payable ledger account to view. Selecting a ledger account displays only aged payables linked to that ledger account. All other aged payable information is filtered out.

Vendor
: Select the vendor to view. Selecting a vendor displays only aged payables for the selected vendor. All other aged payable information is filtered out.

Group
: Select the vendor group to view. Selecting a vendor group displays only aged payables from the selected group. All other aged payable information is filtered out.

Display Table
: The aged payables window breaks payable transactions down into aged periods based on the current date.

Store The name of the store

Vendor The name of the vendor

Id Number The number of the transaction

Balance The balance remaining on the transaction

Current Current payables 0-29 days old

30 Days Payables 30-59 days old

60 Days Payables 60-89 days old

90 Days Payables 90-119 days old

120+ Payables 120 plus days old)

The totals are listed at the bottom of the window along with the percentage that each total is of the total payable balance.

Refresh	Clicking on refresh will refresh the data on the screen.
Print	Select this function to print the contents of the aged payable screen to the printer.

13.4.2   Vendor Purchases Report

 $\Longrightarrow$ "`Vendor Purchases`" $\longrightarrow$ To view the vendor purchases report, click on the sales icon on the left side of the Quasar main window. Follow by clicking on **"`Vendor Purchases`"** in the report section at the bottom of the window. The vendor purchases window will be displayed. Figure 13.30 shows a sample of the vendor purchases window.

The vendor purchases report is an excellent tool for viewing the detail of the items purchased from one or all vendors for a specified date range. You may sort the report by any of the following column headers:

- Vendor

- Date

- Tx Number

- Store

- Item

- Size

Figure 13.30: *Vendor Purchases* window

- Description

- Quantity

- Cost
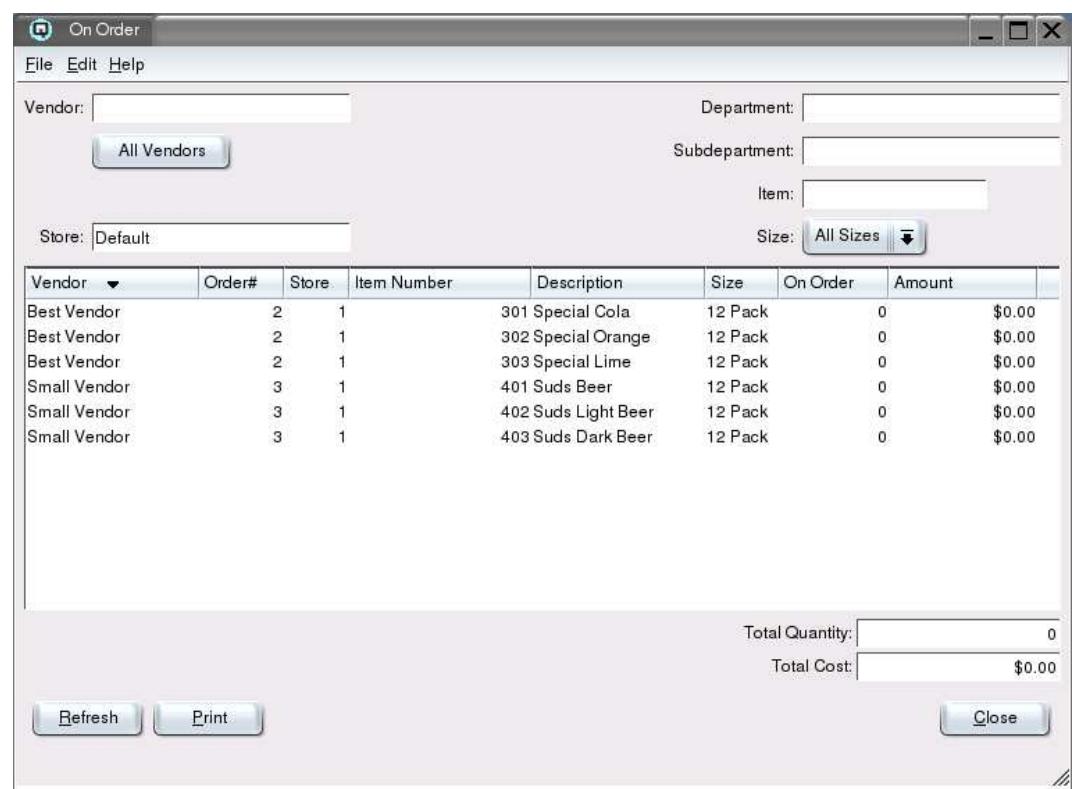
Following is a description of the selection attributes and buttons available:

Vendor	To select only items purchased from a specific vendor enter a vendor name. To select items purchased by all vendors leave the attribute blank.
Range	You may select the date range from a drop down menu or you may enter the dates manually.
From	The starting date for the report.
To	The ending date for the report.
Store	Enter the store to report on.
Department	To report on only items purchased in a specific department enter the department.
Subdepartment	To report on only items purchased in a specific sub-department enter the sub-department.
Item	To report on only a specific item enter the item.
Size	Enter the size of the item to report on.
Refresh	Clicking on refresh will refresh the data on the screen to match the current selection criteria.
Print	Select this function to print the contents of the vendor purchases screen to the printer.

13.4.3   On Order Report

$\Longrightarrow$ "On order" $\longrightarrow$ To view the on order report, click on the purchases icon on the left side of the Quasar main window. Follow by clicking on "On Order " in the report section at the bottom of the window.

Figure 13.31: *On Order* window

The on order window will be displayed. Figure 13.31 shows a sample of the on order window.

The on order report is an excellent tool for viewing the detail of the items currently on order from one or all vendors. You may sort the report by any of the following column headers:

- Vendor

- Order #

- Store

- Item Number

- Description

- Size

- On Order

- Amount

Following is a description of the selection attributes and buttons available:

Vendor	To select only items on order from a specific vendor enter a vendor name.
All Vendors	To report on orders from all vendors click on the "All Vendors" button.
Store	To report on orders from a specific store enter the store.
Department	To report on orders for items in a specific department enter the department name.
Subdepartment	To report on orders for items in a specific subdepartment enter the subdepartment name.
Item	To report on orders for a specific item enter the item id.
Size	Enter the size of the item to report on.

Refresh	Clicking on refresh will refresh the data on the screen to match the current selection criteria.
Print	Select this function to print the contents of the on order screen to the printer.

13.4.4   Ordering with the Auto Order Screen

 $\Longrightarrow$ "`Auto Order`" $\longrightarrow$ To create a purchase order using the auto order screen, click on the purchases icon on the left side of the Quasar main window. Follow by clicking on "`Auto Order`" in the report section at the bottom of the window. The auto order window will be displayed. Figure 13.32 shows a sample of the auto order screen.

Use the auto order screen to create automatic purchase orders based on the minimum and maximum quantity levels of an inventory item or on the actual sales history of an inventory item.

Note: IT IS RECOMMENDED THAT ALL AUTOMATIC ORDERS BE REVIEWED MANUALLY PRIOR TO PLACEMENT

.

Order for Vendor	Enter the Vendor to whom the automatic order will be placed.
Order for Store	Enter the store for which the order is being created.
Item Selection	Use this section to determine which items you will order.

> **Item File** Toggle on to place the order from the item file

Department	Enter the department to order.
Subdepartment	Enter the subdepartment to order.
Group	Enter the group to order.

Figure 13.32: *Auto Order* window

Order Template Toggle on to place the order from a purchase order template. Auto orders by template will be created with exactly the same numbers and in exactly the same order as the template.

    Template   Enter the template to order.

Calculation Method In this section define the method used to calculate your automatic order.

Use Min/Max Toggle on to calculate order quantities using the min/max levels defined in the inventory item master.

Use Sales History Toggle on to calculate order quantities using the sales history of an item.

    End Date   Enter the end date for the sales history period. For example, if you wanted to use the period between Nov. 1st and Dec. 31st as your sales history period, you would enter Dec. 31st as the end date.

    History of   Enter the number of days, weeks or months for the sales history period. For example, if you wanted to use the period between Nov. 1st and Dec. 31st your could enter a history of 60 days, 8 weeks or 2 months.

    Sales Change   Enter the expected percentage increase or decrease in sales.

    Order for   Enter the number of days, weeks or months that you wish to order for. For example, if you wish to order stock for 2 weeks usage

you would enter "2" and select "Weeks". Alternatively, you could enter "14" and select "Days".

Appendix A

Handheld Setup and Use

This appendix provides a general explanation for the preparation and use of the Symbol PDT3100 handheld collection device and its interface to Quasar .

Note: The handheld unit only connects to the Linux version of Quasar and will not work with the Windows versions.

In this reference we will review:

Preparing The Handheld Loading the initial software and down loading the inventory file from Quasar .

Basic Operation Decribe how to enter and send files, operator controls, and setting the scanner.

The Count Inventory File The creation a count for physical inventory. The count file is used to enter physical inventory counts and process them within Quasar . Item numbers can be entered manually or scanned using the built-in scanner. Prior to beginning the physical count, the inventory file from Quasar is down loaded to the handheld device.

The Price File The creation of a price file for verifying shelf prices or completing competitive price checks. The Price File is used to verify shelf prices to the Quasar item price file. Item numbers can be entered manually or scanned. Once entered, the Price File displays the item number and the current shelf price stored in the handheld. The price on the shelf label is entered and later matched to the Quasar item

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file. Any discrepancies found are stored in a price batch which can be edited and later processed to adjust the item price file. Shelf labels can also be generated from this batch once prices have been verified.

The Label File The creation of a file to print shelf labels. The label file is used to enter item numbers to create shelf labels. The label file is down loaded to Quasar and printed via the shelf label program in the *Shelf Label* menu.

Receive Slips File The receive slip file is used to gather unique packing slip numbers that are attached to shipping cartons. These slip numbers, when imported into Quasar, match electronic packing slips and create vendor invoices.

Item File The item file stores the inventory file down loaded from Quasar and is used to verify ids entered into the handheld. Inventory ids can be manually added, deleted or edited if required.

Receive Items The receive items menu option is used to down load the current item file from Quasar to the handheld.

Transmit A File explains how to transmit the file from the handheld to the computer.

A.1   Preparing The Handheld

A.1.1   Loading Handheld Software

The Quasar handheld program must be down loaded from the computer to the handheld prior to completing any data entry. This is done by connecting the Symbol communications cradle to the computer and initiating the down load from the handheld device. Once loaded, the program is stored and does not have to be re-loaded prior to each use.

1. Connecting The Communications Cradle

   - Connect the 9 pin female end of the communications cable to the computer (either COMM port 1 or 2, or one of the serial ports can be used. Consult your system administrator to determine the correct connection.).

- Connect the 25 pin male end of the communications cable to the DB25 female connection on the base of the Symbol communications cradle. Ensure that the cable can move freely to allow you to position the cradle in a convenient work space. Secure the cable in place by tightening the screws at the end of the cable (do not over tighten).

- Plug the adapter end of the power supply into the communications cradle and the plug end into a grounded AC outlet.

2. At The Handheld (35 Key)

- Turn the handheld unit off by pressing the red $\boxed{\text{PWR}}$ key. The handheld unit is off when the display screen is blank.

- While holding down the $\boxed{\text{Backspace}}$ key, $\boxed{\text{Shift}}$ key and $\boxed{\text{Up Arrow}}$ key, turn the hand held device on by pressing the $\boxed{\text{PWR}}$ key. Continue to hold down the $\boxed{\text{Backspace}}$, $\boxed{\text{Shift}}$ and $\boxed{\text{Up Arrow}}$ keys after releasing the $\boxed{\text{PWR}}$ key.

- Release the $\boxed{\text{Backspace}}$, $\boxed{\text{Shift}}$ and $\boxed{\text{Up Arrow}}$ keys. This process reboots the handheld device and prepares it to receive a new handheld program. This may take a few seconds.

- The prompt "`COMMAND MODE Select function, Self test`" should appear. If this does not appear, turn the handheld device off and repeat the previous steps. The power saver feature may also have activated and turned off the handheld unit. If this occurs, simply turn the handheld back on using the $\boxed{\text{PWR}}$ button and continue with the program loading process.

- Press the $\boxed{\triangledown}$ key until the prompt "`COMMAND MODE Select function, Program loader`" is displayed. The $\boxed{\triangle}$ key can be pressed to return to a previous display.

- Press the $\boxed{\text{Enter}}$ key to select the Program Loader option. The screens displays the "`Program loader`" prompt.

- Place the handheld into the communications cradle until the bottom of the handheld connects with the RJ connection inside the mouth of the cradle. The message "`Program loader WARNING: EEPROM WILL BE ERASED CONTINUE? <ENT>`" should be displayed. If the message "`Program loader Status 010`" appears, the handheld unit has timed out. With the handheld unit in the cradle, press the enter twice until the warning message re-appears.

> **Note:**   If the EEPROM has already been erased, this message
> does not appear. Instead, the **"Comm Parameters"** menu
> is displayed. If this is the case, skip the next step.

- Press the $\boxed{\text{Enter}}$ key to begin the procedure to erase the EEP-
  ROM. This process takes a few minutes to complete.

- The **"Comm Parameters"** menu should be displayed and is used
  to select the communications parameters to down load the hand-
  held software. Select the baud rate by pressing the $\boxed{\triangle}$ key until
  "38400" is displayed. Press the $\boxed{\text{Enter}}$ key to set the baud rate
  to 38400.

- Data bit must be set to 7. This is the selected default. Press the
  $\boxed{\text{Enter}}$ key to set the data bit.

- Parity must be set to ODD. This is the selected default. Press
  the $\boxed{\text{Enter}}$ key to set the parity.

- Flow control must be set to Xon/Xoff. Select the flow control
  by pressing the $\boxed{\triangle}$ key until **"Xon/Xoff"** is displayed. Press the
  $\boxed{\text{Enter}}$

- At the **"Comm Parameters Start? <ENT>"** prompt, press the
  $\boxed{\text{Enter}}$ key.

- The message **"Awaiting DSR"** is displayed. The handheld is
  waiting to receive the signal to begin accepting the software trans-
  mission.

- Return to Quasar main menu.

3. At The Handheld (46 Key)

   - Turn the handheld unit off by pressing the red $\boxed{\text{PWR}}$ key. The
     handheld unit is off when the display screen is blank.

   - While holding down the $\boxed{\text{F}}$ key and $\boxed{\text{I}}$ key, turn the hand held
     device on by pressing the $\boxed{\text{PWR}}$ key. Continue to hold down the
     $\boxed{\text{F}}$ and $\boxed{\text{I}}$ keys after releasing the $\boxed{\text{PWR}}$ key.

   - Release the $\boxed{\text{F}}$ and $\boxed{\text{I}}$ keys. This process reboots the handheld
     device and prepares it to receive a new handheld program. This
     may take a few seconds.

   - The prompt **"COMMAND MODE Select function, Self test"** should
     appear. If this does not appear, turn the handheld device off and

repeat the previous steps. The power saver feature may also have activated and turned off the handheld unit. If this occurs, simply turn the handheld back on using the $\boxed{\text{PWR}}$ button and continue with the program loading process.

- Press the $\boxed{\bigtriangledown}$ key until the prompt "`COMMAND MODE Select function,`
`Program loader`" is displayed. The $\boxed{\bigtriangleup}$ key can be pressed to return to a previous display.

- Press the $\boxed{\text{Enter}}$ key to select the Program Loader option. The screens displays the "`Program loader`" prompt.

- Place the handheld into the communications cradle until the bottom of the handheld connects with the RJ connection inside the mouth of the cradle. The message "`Program loader WARNING:`
`EEPROM WILL BE ERASED CONTINUE? <ENT>`" should be displayed. If the message "`Program loader Status 010`" appears, the handheld unit has timed out. With the handheld unit in the cradle, press the enter twice until the warning message re-appears.

  Note: If the EEPROM has already been erased, this message does not appear. Instead, the "`Comm Parameters`" menu is displayed. If this is the case, skip the next step.

- Press the $\boxed{\text{Enter}}$ key to begin the procedure to erase the EEPROM. This process takes a few minutes to complete.

- The "`Comm Parameters`" menu should be displayed and is used to select the communications parameters to down load the handheld software. Select the baud rate by pressing the $\boxed{\bigtriangleup}$ key until "38400" is displayed. Press the $\boxed{\text{Enter}}$ key to set the baud rate to 38400.

- Data bit must be set to 7. This is the selected default. Press the $\boxed{\text{Enter}}$ key to set the data bit.

- Parity must be set to ODD. This is the selected default. Press the $\boxed{\text{Enter}}$ key to set the parity.

- Flow control must be set to Xon/Xoff. Select the flow control by pressing the $\boxed{\bigtriangleup}$ key until "`Xon/Xoff`" is displayed. Press the $\boxed{\text{Enter}}$

- At the "`Comm Parameters Start?  <ENT>`" prompt, press the $\boxed{\text{Enter}}$ key.

Figure A.1: *Send Handheld Program* window

- The message **"Awaiting DSR"** is displayed. The handheld is waiting to receive the signal to begin accepting the software transmission.

- Return to Quasar main menu.

4. At Quasar

- From the main Quasar menu, click on "Setup" Follow by clicking on "Handheld" and then "Send Program". The *Send Handheld Program* screen as shown in Figure A.1.

- Enter the hardware device for the send.

- Click on the "Send Program" button.
  This begins down loading the software program to the hand held. The handheld displays the message **"Receiving :XXXX"**. The 'XXXX' represents alpha/numeric values that are displayed as the down load is processing.

  Note: If the handhand has timed out prior to initiating the software download from Quasar , the handheld will display the message **"Program Loader Status 0020"** and the transmission will fail. To reset the handheld, press the ⌷Enter⌷ key and re-enter the Program Loader settings from the previous step. Return to Quasar and re-initiate the file down load.

- Once the program has been down loaded, the message **"Status 0000"** is displayed on the handheld and the message **"The program**

`has been sent to the handheld`" is displayed in the INFO message prompt in Quasar .

5. At The Handheld (35 key)

   - Remove the handheld from the cradle and turn the handheld off by pressing the `PWR` key.

   - While holding down the `Space` and `Function` keys simultaneously, turn the handheld on by pressing the `PWR` key. Continue to hold down the `Space` and `Function` keys after releasing the `PWD` key.

   - Release the `Space` and `Function` keys to reboot the hand held device. Several messages are displayed on the handheld while it is rebooting. Once completed the handheld displays the inquiry screen indicating the current version of the software program ie. "`VERSION 3.0`".

   - Press the `Enter` key to display the main ***Handheld*** menu. The handheld software has been loaded successfully and is ready for use.

6. At The Handheld (46 key)

   - Remove the handheld from the cradle and turn the handheld off by pressing the `PWR` key.

   - While holding down the `A`, `B` and `D` keys simultaneously, turn the handheld on by pressing the `PWR` key. Continue to hold down the `A`, `B` and `D` keys after releasing the `PWD` key.

   - Release the `A`, `B` and `D` keys to reboot the hand held device. Several messages are displayed on the handheld while it is rebooting. Once completed the handheld displays the inquiry screen indicating the current version of the software program ie. "`VERSION 3.0`".

   - Press the `Enter` key to display the main ***Handheld*** menu. The handheld software has been loaded successfully and is ready for use.

Figure A.2: *Send Items* screen

A.1.2 Loading The Inventory File

Prior to using the handheld program, the inventory file should be down loaded from Quasar . Down loading the inventory file, helps to minimize data entry errors by verifying each item entered. The inventory file can be updated manually prior to each use or the entire file can be re-down loaded as necessary.

1. At Quasar

   - From the main Quasar menu, click on "Setup". Follow by clicking on "Handheld" and next on "Send Items" The "Send Items" screen is diplayed as shown in Figure A.2.
   - Enter the hardware device for the send.
   - Click on send items.
   - Return to the handheld device.

2. At The Handheld

   - Place the handheld into the communications cradle.
   - In the handheld main menu, press the $\boxed{\triangledown}$ key until the cursor high lights the **"Load Items"** option.
   - Press the $\boxed{\text{Enter}}$ key on the handheld device. The handheld displays the message **"Connecting..."**
   - Return to Quasar .

3. At Quasar

- Click on the "Send Items" button. The handheld displays the message "`Rx: inv.dat`". The handheld also displays the total number of items to down load, as well as the number of items currently down loaded.

- Return to the handheld.

4. At The Handheld

- The handheld displays the number of records down loaded. Once completed, the handheld displays the message "`GOOD RECEIVE`".

- Press any key to return to the main menu.

- Return to Quasar .

5. At Quasar

- After the item file has been down loaded, the message indicates the file has been sent.

A.2 Basic Operation

In general, the operator functions are the same regardless of which file is being used. The operations listed below provide a guideline for entering data for either the Count, Label, Price or Item Files.

A.2.1 Select A File

1. From The Handheld Menu

- Press the $\boxed{\bigtriangledown}$ or $\boxed{\bigtriangleup}$ key to move the cursor through the menu options.

- To select a file, move the cursor to the desired menu option and press the $\boxed{\text{Enter}}$ key. The handheld displays the selected file screen and displays the file selected at the top of the display window.

2. While In A File

Note: The documentation is for a 46 key handheld. If using a 35 key handheld you will need to press the $\boxed{\text{Alpha}}$ prior to pressing the characters noted below.

- If already in a file, press the ⬜X⬜ key to return to the main hand-held menu. The ⬜X⬜ key may have to be pressed twice to return to the menu - once to exit out of the data entry mode, and a second time to escape to the main menu. At the main handheld menu, use the ⬜▽⬜ or ⬜△⬜ key to select the desired menu option and press the ⬜Enter⬜ key.

A.2.2   Enter A Record

To enter a record in any of the file options, the handheld device must first be set into the data entry mode. To do this, press the ⬜A⬜ key after selecting the desired menu file option.

1. Entering A Record From The Handheld Menu

   - Using either the ⬜▽⬜ or ⬜△⬜ key, move the cursor to the desired menu file option and press the ⬜Enter⬜ key.
   - The handheld displays the selected file at the top of the window display. If no previous records have been entered, the bottom of the window displays "`0000 of 0000`". If records have been entered, the display indicates the number of records entered thus far.
   - Press the ⬜A⬜ key to enter into the data entry mode. The screen displays a single line with a cursor (v) at the beginning of the line (ie. `v_____`). The bottom of the screen displays the current record count on the left, and the number of records entered on the right. For example, if the total number of records previously entered is 26, the bottom of the screen displays "`0027 of 0026`".
   - Enter the inventory id by either entering the numbers manually or using the handheld scanner.
   - If entered manually, the ⬜Enter⬜ key must be pressed to enter the record into the handheld. If scanned, the handheld automatically enters the record.
   - If a valid id was entered, the description and price are displayed and the cursor moves to the next field. If an invalid id was entered, the handheld **beeps** three times and the error message "`**`
   `Not Found **`" is displayed in the description field and the cursor moves to the next field. If the id entered was incorrect press the ⬜X⬜ key to delete the record. Re-enter the correct id. If the

id was correct, do not remove the entry. Enter the required data normally. If Quasar cannot verify the entry after it is download, a "`** Not Found **`" message is displayed in the resulting batch for later reference (ie. re-verifying the inventory id or adding the id to the inventory file).

- Enter either the quantity, description or price (depending on the file) and press the $\boxed{\text{Enter}}$ key.

- The record is entered into the handheld and the screen is cleared. The count at the bottom of the screen is increased and the cursor returns to a blank line at the top of the display. The next id can now be entered.

2. Re-entering The Data Entry Mode

To view, search or edit a previous record, the handheld unit must exit out of the data entry mode. This is accomplished by pressing the $\boxed{\text{X}}$ key. To re-enter the data entry mode press the $\boxed{\text{A}}$ key while in the selected file.

A.2.3 Edit A Record

1. Correct An Entry In The Current Field

- To correct a single character within the field, press the $\boxed{\text{BSP}}$ key once for each character to be deleted. The character is deleted and the cursor moves back for each character deleted. Enter the correct characters and press the $\boxed{\text{Enter}}$ key to file.

- To correct the entire value within a field, press the $\boxed{\text{CLR}}$ key. The entire field is erased and the cursor moves to the beginning of the field. Enter the correct value and press the $\boxed{\text{Enter}}$ key to file.

2. Correct An Entry In The Previous Field

- To correct a previous field, prior to filing the record, press the $\boxed{\text{X}}$ key once. This deletes the entire record and moves the cursor back to the first line, next to the id field. The id must be re-entered.

3. Correct A Field In A Previous Record

- If currently in the data entry mode, press the ☐X key to exit. Use either the search function, or the ☐▽ or ☐△ key to select the desired record.

- Press the ☐E key to enter the data edit mode.

- The cursor `v_____` is displayed in the item field.

- If the item entered was incorrect, use the ☐BSP or ☐CLR keys to clear the item field. Enter the correct value and press the ☐Enter key.

- If the item entered was correct, but the related description, quantity or price was incorrect, press the ☐Enter key to move the cursor to the desired field. Use either the ☐BSP key to clear each character or the ☐CLR key to clear the entire field. Enter the correct value and press the ☐Enter key.

- Press the ☐A key to re-enter the data entry mode.

A.2.4   Delete A Record

- If currently in the data entry mode, press the ☐X key once to exit. Use either the search function, or the ☐▽ or ☐△ key to select the desired record to delete.

- To delete the record displayed, press the ☐D key.

- The message **"Are you sure you wish to delete one record?"** is displayed.

- Press the ☐Y key to delete the record. Or press the ☐N key to cancel the delete function.

- If ☐Y is selected, the record is deleted and the cursor selects the next record in the file. If ☐N is selected, the record is not deleted and the cursor returns to the record originally selected for deletion.

A.2.5   View A Record

1. Using The Up/Down Arrow Keys

   - If currently in the data entry mode, press the ☐X key once to exit.

- Press the $\boxed{\triangle}$ key to move to the previous record. Pressing the $\boxed{\triangle}$ key repeatedly, scrolls back through the file one record at a time.

- Press the $\boxed{\triangledown}$ key to move to the next record. Pressing the $\boxed{\triangledown}$ key repeatedly, scrolls ahead through the file one record at a time.

- Once the beginning (or end) of the file is reached the cursor wraps around to the end (or beginning) of the file and continues to scroll through the records.

- Each time a record is viewed, the bottom of the display indicates the current record viewed on the left and the total number of records entered on the right. The counter is updated each time the cursor scrolls through the file.

2. Using The Left/Right Arrow Keys

   - If currently in the data entry mode, press the $\boxed{X}$ key once to exit.

   - Press the $\boxed{FNC}$ key and then $\boxed{\triangleleft}$ key to move the cursor to the beginning of the file. The $\boxed{\triangleleft}$ is also the $\boxed{\triangle}$ key but acts differently when the $\boxed{FNC}$ key is pressed.

   - Press the $\boxed{FNC}$ key and then $\boxed{\triangleright}$ key to move the cursor to the end of the file. The $\boxed{\triangleright}$ is also the $\boxed{\triangledown}$ key but acts differently when the $\boxed{FNC}$ key is pressed.

A.2.6 Handheld Key Functions

- $\boxed{PWR}$ Power - Turns the handheld unit off or on.

- $\boxed{FNC}$ Function - Is used in conjunction with other keys. For example, pressing the $\boxed{FNC}$ key and the $\boxed{\triangleleft}$ key acts as a *Home* key and moves the cursor to the beginning of the file.

- $\boxed{CLR}$ Clear - Is used to clear the entire entry within a field prior to pressing the $\boxed{Enter}$ key. For example, while entering an inventory id within the Count file the incorrect id is entered, ie. 667 is entered rather than 67. Pressing the $\boxed{CLR}$ key clears the entire entry ie, clears the 667, but leaves the cursor in the same field.

- ⬚Enter⬚ - Is used to enter data within a field or screen. It is also used to select an option from the menu or clear an error message. Once the ⬚Enter⬚ key is pressed the current keyed or selected entry is accepted into the handheld.

- ⬚A⬚ - The ⬚A⬚ key is used to begin entering new data within a main menu file option. The ⬚A⬚ key must be pressed while in one of the main menu options ie. Count File, to begin the data entry mode. Pressing the ⬚A⬚ key displays the `v_____` prompt.

- ⬚C⬚ - The ⬚C⬚ key is used to clear all data within one of the main handheld menu files. For example, to clear an entire count file, enter into the "`Count File`" option and press the ⬚C⬚ key. The "`Are you sure you wish to delete the entire file?`" prompt appears. Press the ⬚Y⬚ key to clear the entire count or ⬚N⬚ to cancel the clear function. The ⬚C⬚ key cannot be used while in the data entry mode.

- ⬚D⬚ - The ⬚D⬚ key is used to delete a single record from one of the main menu files. For example, deleting an incorrect id count in the "`Count Entry`" menu option. To delete a single record, use the cursor or search function until the entry to be deleted is displayed in the screen. Press the ⬚D⬚ key. The "`Are you sure you wish to delete one record?`" prompt appears. Press the ⬚Y⬚ key to delete the record, or ⬚N⬚ to cancel the delete function. You must exit out of the data entry mode prior to deleting a record.

- ⬚E⬚ - The ⬚E⬚ key is used to edit a record. To edit a record, select the record to be edited and press the ⬚E⬚ key. This enters the handheld into the edit mode and moves the cursor to the `v_____` field. If an incorrect item was entered, either press the ⬚BSP⬚ or the ⬚CLR⬚ key to erase the current entry. Enter the correct value, and press the ⬚Enter⬚ key. If any value other than the inventory id is incorrect, select the record to be edited, press the ⬚E⬚ key to enter into the edit mode and press the ⬚Enter⬚ key to move to the field to be corrected ie. count, price. Press the ⬚BSP⬚ or ⬚CLR⬚ key to clear the incorrect value. Enter the new value and press enter.

  To exit out of the edit mode, prior to changing any fields, press the ⬚X⬚ key.

- ⬚I⬚ - The ⬚I⬚ key is used to display the current status of the file including,

total disk space, available disk space, number of items on file, number of records entered by count, labels and prices. The $\boxed{\text{I}}$ key can be pressed at any time, except when in the data entry mode. Pressing the $\boxed{\text{I}}$ key once enters into the inquiry mode and displays the current file status. Pressing the key again exits out of the inquiry mode.

- $\boxed{\text{N}}$ - The $\boxed{\text{N}}$ key is used for two purposes. Firstly, it is used as a 'No' response when a confirmation prompt is displayed, ie. the **"Are you sure you wish to delete one record?"** prompt when deleting a record. Pressing the $\boxed{\text{N}}$ key at a confirmation prompt cancels the previously keyed function.

  The $\boxed{\text{N}}$ is also used in conjunction with the $\boxed{\text{S}}$ key to complete a record search within a file. The $\boxed{\text{N}}$ key allows you to search for the next entry that matches the search value entered. For example, pressing the $\boxed{\text{S}}$ key prompts you to entry a value to search for. If inventory id 18 was entered, the screen displays the first record that contains id '18' in the file. Pressing the $\boxed{\text{N}}$ key, without exiting out of the search mode, searches for the next available record where id 18 was entered. Pressing the $\boxed{\text{N}}$ key multiple times searches for all records that match the search value entered. The 'next search' function continues to loop through the entire file, repeating each record that matches the search file. The record count at the bottom of the screen indicates which record is currently displayed ie. 0003 of 0185, 0123 of 0185, 0003 of 0185 etc.

- $\boxed{\text{S}}$ The $\boxed{\text{S}}$ key is used to search for a record within a file. Pressing the key displays a prompt to enter the id to search for. Once entered, the handheld unit searches for the first record from the beginning of the file that matches the search pattern entered. For example, entering id 18, searches for the first record that '18' was used. Pressing the $\boxed{\text{N}}$ key after finding the first record that matches search pattern entered searches for additional entries of the same value *(see explanation of the* $\boxed{\text{N}}$ *key).*

  If a match is found, the record is displayed on the screen with its corresponding record number ie. 0003 of 00185. If a match is not found (the value entered does not exist), three consecutive **beeps** are heard. Re-press the $\boxed{\text{S}}$ key to insure the correct value was entered or continue with another function.

- $\boxed{\text{T}}$ - The $\boxed{\text{T}}$ key is used to transmit the selected file (Count, Label,

or Price) to Quasar . To transmit a file, you must first select which file to transmit by moving the cursor in the main handheld menu to the desired file and pressing the $\boxed{\text{Enter}}$ key. This will enter you into the selected file. If already in the selected file, press the $\boxed{\text{T}}$ key to begin the transmission process. Pressing the $\boxed{\text{T}}$ key prompts the user to place the handheld device into the cradle.

- $\boxed{\text{X}}$ - The $\boxed{\text{X}}$ key is used to exit out of the data entry mode or exit to the main handheld menu. If in the data entry mode, the $\boxed{\text{X}}$ key exits out of the data entry mode, but stays in the current menu option. If the $\boxed{\text{X}}$ key is pressed again, the user exists out of the current file and returns to the main handheld menu.

A.3   The Count File

The Count File is used to enter inventory counts during the Physical Inventory process. The count is sent from the handheld to the server computer. The Quasar **Count Items** screen pops up containing the data received. Counts are processed with other counts to create Item Adjustments. To enter a count, complete the following:

- Prior to entering a new count, insure that any previous counts have been processed or deleted.

- From the main handheld menu, use the arrow keys to place the cursor on the menu option "`Count Inventory`", and press the $\boxed{\text{Enter}}$ key.

- The "`Count File`" title should appear at the top of the screen and the counter at the bottom of the screen should display "`0000 of 0000`". If this is not displayed press the $\boxed{\text{X}}$ until the main handheld menu is displayed, and reselect the "`Count File`" option. If records exist on the handheld from a previous count, the record number at the bottom of the handheld screen displays the number of records currently stored ie. "`0124 of 0124`". Either add to the count by entering into the data entry mode or clear the entire file by pressing the $\boxed{\text{C}}$ key.

- To begin entering item counts, press the $\boxed{\text{A}}$ key. This places the handheld into the data entry mode and displays a blank field and cursor (`v_____`).

- Enter the inventory id and press the $\boxed{\text{Enter}}$ key.

- If a valid inventory id was entered, the item description and price is displayed and the cursor moves to the blank field in the bottom right hand corner of the display.

- If an invalid inventory id was entered, the handheld **beeps** three times and displays the message "`** Not Found **`" in the description field. The cursor moves to the blank field at the bottom right hand corner of the display. If the inventory id entered is correct proceed to the next step. If the inventory id entered is incorrect, press the $\boxed{\text{X}}$ key to clear the entire entry and re-enter the inventory id.

- With the cursor in the blank field at the bottom, right hand corner of the display, enter the quantity for the inventory id counted. Press the $\boxed{\text{Enter}}$ key to file the quantity.

- The display is cleared and the cursor moves back to the top of the screen next to the blank line. Enter the next inventory id and quantity.

- Continue to enter counts until all inventory ids have been entered.

- Press the $\boxed{\text{X}}$ key to exit the data entry mode. The handheld displays the last inventory id entered and the total number of records filed.

- To transmit the **Count File** press the $\boxed{\text{T}}$ key and place the handheld into the communications cradle. See Section A.7

A.4 The Price File

The Price File is used to verify that the prices on the shelf label match the shelf price stored in Quasar . It can also be used to compared a competitors price to your own price. The Price File is sent from the handheld to the computer and creates a Price Batch. The Price Batch displays only those items whose label shelf price differs from the price stored in the Inventory Master screen. The batch can be edited and later processed if required. To enter a price count, complete the following:

- Prior to entering a new price count, insure that any previous counts have been erased.

- From the main handheld menu, use the arrow keys to place the cursor on the menu option "`Price File`", and press the $\boxed{\text{Enter}}$ key.

- The "`Price File`" title should appear at the top of the screen and the counter at the bottom of the screen should display "`0000 of 0000`". If this is not displayed press the ☐X until the main handheld menu is displayed, and reselect the "`Price File`" option. If records exist on the handheld from a previous price count, the record number at the bottom of the handheld screen displays the number of records currently stored ie. "`0124 of 0124`". Either add to the price count by entering into the data entry mode or clear the entire file by pressing the ☐C key.

- To begin entering shelf prices, press the ☐A key. This places the handheld into the data entry mode and displays a blank field and cursor (`v_____`).

- Enter the inventory id and press the ☐Enter key.

- If a valid inventory id was entered, the item description and current price is displayed and the cursor moves to the blank field in the bottom right hand corner of the display.

- If an invalid inventory id was entered, the handheld **beeps** three times and displays the message "`** Not Found **`" in the description field. The cursor moves to the blank field at the bottom right hand corner of the display. If the inventory id entered is correct proceed to the next step. If the inventory id entered is incorrect, press the ☐X key to clear the entire entry and re-enter the inventory id.

- The cursor should be in the blank field at the bottom right hand corner of the screen. Enter the actual shelf price of the item (do not enter the current price displayed on the left hand portion of the screen). The decimal point does not have to be entered as the field assumes two decimal places for each value entered. For example, if shelf price is $11.98, enter the price as 1198. If the shelf price is .89 cents, enter the price as 89. Price the ☐Enter after entering the price to file the record.

- The display is cleared and the cursor moves back to the top of the screen next to the blank line. Enter the next inventory id and shelf price.

- Continue to enter inventory ids until all ids have been entered.

- Press the ☐X key to exit the data entry mode. The handheld displays the last inventory id entered and the total number of records filed.

- To transmit the **Price File** press the $\boxed{\text{T}}$ key and place the handheld into the communications cradle. See Section A.7

A.5 The Label File

The Label File is used to create shelf labels for the inventory ids entered. The Label File is sent from the handheld to Quasar through the ***Receive Data*** program in Quasar Accounting. Labels can then be printed using the regular label printing routines. To enter a label count, complete the following:

- Prior to entering new labels, insure that any previous counts have been erased.

- From the main handheld menu, use the arrow keys to place the cursor on the menu option **"Label File"**, and press the $\boxed{\text{Enter}}$ key.

- The **"Label File"** title should appear at the top of the screen and the counter at the bottom of the screen should display **"0000 of 0000"**. If this is not displayed press the $\boxed{\text{X}}$ until the main handheld menu is displayed, and reselect the **"Label File"** option. If records exist on the handheld from previous data entry, the record number at the bottom of the handheld screen displays the number of records currently stored ie. **"0124 of 0124"**. Either add to the label file by entering into the data entry mode or clear the entire file by pressing the $\boxed{\text{C}}$ key.

- To begin entering labels, press the $\boxed{\text{A}}$ key. This places the handheld into the data entry mode and displays a blank field and cursor (v_____).

- Enter the inventory id and press the $\boxed{\text{Enter}}$ key.

- If a valid inventory id was entered, the item description and price is displayed and the cursor moves to the blank field in the bottom right hand corner of the display.

- If an invalid inventory id was entered, the handheld **beeps** three times and displays the message **"** Not Found **"** in the description field. The cursor moves to the blank field at the bottom right hand corner of the display. If the inventory id entered is correct proceed to the next step. If the inventory id entered is incorrect, press the $\boxed{\text{X}}$ key to clear the entire entry and re-enter the inventory id.

- The cursor should be in the blank field at the bottom right hand corner of the screen. If only one shelf label is required for the inventory id entered, press the ☐Enter key. This defaults the field to a quantity of "1" and files the record. If more than one shelf label is required, enter the quantity and press the ☐Enter key. The record is filed when the ☐Enter key is pressed.

- The display is cleared and the cursor moves back to the top of the screen next to the blank line. Enter the next inventory id and quantity.

- Continue to enter inventory ids until all ids that require shelf labels have been entered.

- Press the ☐X key to exit the data entry mode. The handheld displays the last inventory id entered and the total number of records filed.

- To transmit the **Label File** press the ☐T key and place the handheld into the communications cradle. See Section A.7

A.6   The Receive Slip File

The receive slip file is used to receive inventory items into stock.

Note: In order to utilize this function, electronic packing slips, containing the inventory items shipped on each packing slip, must be electronically sent from your distributor and must be imported into your system in advance.

When each unique shipping label is scanned, it is stored in the handheld. When imported into Quasar, the unique number is matched to the electronic packing slips sent by your distributor. Vendor invoices are automatically created for the packing slips. The Receive Slip File is sent from the handheld to Quasar through the **Receive Data** program in Quasar Accounting.

- Prior to entering new packing slips, insure that any previous packing slips have been erased.

- From the main handheld menu, use the arrow keys to place the cursor on the menu option "`Receive Slips`", and press the ☐Enter key.

- The "`Receive File`" title should appear at the top of the screen and the counter at the bottom of the screen should display "`0000 of`

0000". If this is not displayed press the $\boxed{\text{X}}$ until the main hand-held menu is displayed, and reselect the **"Receive Slips"** option. If records exist on the handheld from previous data entry, the record number at the bottom of the handheld screen displays the number of records currently stored ie. **"0124 of 0124"**. Either add to the receive slip file by entering into the data entry mode or clear the entire file by pressing the $\boxed{\text{C}}$ key.

- To begin entering slips, press the $\boxed{\text{A}}$ key. This places the handheld into the data entry mode and displays a blank field and cursor (v₋₋₋₋₋).

- Enter the packing slip id and press the $\boxed{\text{Enter}}$ key.

- Continue to enter packing slips until all slips received are entered.

- Press the $\boxed{\text{X}}$ key to exit the data entry mode. The handheld displays the last packing slip entered and the total number of records filed.

- To transmit the **Receive Slip File** press the $\boxed{\text{T}}$ key and place the handheld into the communications cradle. See Section A.7

A.7 Transmit a File

To process each of the individual files, the file must be transmitted to the computer using the communications cradle. The process to transmit the file is similar for each of the different types of files. To transmit the file complete the following:

From The Main Handheld Menu:

- Use the $\boxed{\triangle}$ or $\boxed{\triangledown}$ keys to select the file to be transmitted.

- Press the $\boxed{\text{Enter}}$ key to select the desired file to transmit. The title of the file selected is displayed at the top of the screen together with the last item entered for that file.

- Place the handheld into the communications cradle.

- Press the $\boxed{\text{T}}$ key to begin the transmission process. The message **"Connecting..."** appears.

- From the main menu of Quasar select "Setup" followed by "Handheld" and then "Receive Data". The *Handheld Receive* screen will be displayed as shown in Figure A.3.

Figure A.3: *Handheld Receive* screen

- Enter the hardware device for the receive.

  Insure the handheld is prepared to send data and click on the "Receive" button. **"File received - OK"** is displayed in Quasar Accounting and the handheld displays the message **"GOOD SEND ### of ### Press any key"**. This indicates that the file was transmitted correctly. The file is does not automatically cleared. The next time you use the handheld you will be asked if you want to clear the data.

When you click on "OK" in Quasar Accounting a screen will be dislayed.

- if you have transmitted an item count then the count master screen will be displayed and will be populated with the items and counts that have been entered on the handheld

- if you have transmitted a label file then the label master will be displayed and will be populated with the labels and quantities you entered on the handheld

- if you have transmitted a price file then the set prices screen will be displayed and will be populated with the items and prices entered on the handheld

See the sections that explain the use of the individual screens as and if required.