

7. Offline Store Charge for the IBM ACE

How it works:

A windows PC is attached to the IBM ACE system. Nightly, this Backroom PC pulls the transaction log from the previous day, scans it and enters charges and payments to be posted. The customer balances are not updated until the POST ALL TRANSACTIONS is processed.

The IBM system does not know the current balances of the accounts or the account numbers.

HOW TO

7-a. ADD NEW ACCOUNT

1. Once STORECHG is running, click on CUSTOMER MAINTENANCE
2. The "Browse the AR_CUST file" screen will appear
3. Click on INSERT
4. "Adding a AR_CUST record" window will appear. Enter in the information for this customer.
5. When complete, press OK to save.
6. If you do not wish to save the information on the screen, press CANCEL.
7. The "Adding a AR_CUST record" screen will close and you should see your new account listed with the others

7-b. MODIFY AN EXISTING ACCOUNT

1. Once STORECHG is running, click on CUSTOMER MAINTENANCE
2. The "Browse the AR_CUST file" screen will appear
3. Using the slider on the right of the customer list, locate the account you wish to modify.
4. Once found, click on the account's information.
5. The "Changing a AR_CUST record" screen will appear. Make the desired changes.
6. When complete, press OK to save.
7. If you do not wish to save the information, press CANCEL.

7-c. ADDING A MANUAL CHARGE TO AN ACCOUNT FROM CUSTOMER MAINT.

1. Once STORECHG is running, click on CUSTOMER MAINTENANCE
2. The "Browse the AR_CUST file" screen will appear.
3. Using the slider on the right of the customer list, locate the account you wish to update.
4. Once located, click on that account's information.
5. The "Changing a AR_CUST record" screen will appear.
6. Click on ADD INVOICE
7. "Adding a AR_HDR record" screen will appear.
8. Enter the date of the invoice in the DATE field

9. Enter the time of the invoice (or leave at the default) in the TIME field
10. Enter the transaction number, if known, in the TRANS field
11. Enter the register number, if known, in the REG field
12. Enter an explanation of the invoice in the TEXT field
13. Enter the amount of the invoice in the AMOUNT field
14. Ensure that INVOICE is selected in the TRANSACTION TYPE
15. Ensure the correct customer is listed in the RED AREA on the top right
16. Once all is correct, press SAVE to save this invoice.
17. If you do not want to save this information, click CANCEL

7-d. ADDING A MANUAL PAYMENT TO AN ACCOUNT FROM CUSTOMER MAINT.

1. Once STORECHG is running, click on CUSTOMER MAINTENANCE
2. The "Browse the AR_CUST file" screen will appear.
3. Using the slider on the right of the customer list, locate the account you wish to update.
4. Once located, click on that account's information.
5. The "Changing a AR_CUST record" screen will appear.
6. Click on ADD PAYMENT
7. "Adding a AR_HDR record" screen will appear.
8. Enter the date of the payment in the DATE field
9. Enter the time of the payment (or leave at the default) in the TIME field
10. Enter the transaction number, if known, in the TRANS field
11. Enter the register number, if known, in the REG field
12. Enter an explanation of the payment in the TEXT field
13. Enter the amount of the payment in the AMOUNT field
14. Ensure that PAYMENT is selected in the TRANSACTION TYPE
15. Ensure the correct customer is listed in the RED AREA on the top right
16. Once all is correct, press SAVE to save this payment
17. If you do not want to save this information, click CANCEL

7-e. REVIEW A PREVIOUS INVOICE OR PAYMENT (ALREADY POSTED)

1. Click on CUSTOMER MAINTENANCE
2. Locate the desired customer using the slide bar on the right of the list
3. Click on the selected customer
4. The "Changing a AR_CUST" record screen will appear
5. In the lower section, all of this customer's transactions will be listed. Those transactions in RED have been posted, those that are BLACK have not.
6. Locate the desired transaction and click to open it.
7. The "Changing a AR_HDR record" window will appear.
8. To view the transaction details for this entry, press VIEW DETAILS
9. Explanation of the fields:
 - a. SEQ NO- The control number for this entry
 - b. CODE- The customer account code
 - c. DATE- Date for this invoice or payment

- d. TIME- Time of the invoice or payment
- e. TRANS- The POS transaction number for this entry
- f. REG- The POS terminal this was entered on
- g. TEXT- Description printed on the statements for this entry
- h. AMOUNT- The amount of this invoice or payment
- i. TRANSACTION TYPE- Selects if this is a payment or invoice
- j. RED AREA- The customer information based on the CODE
- 10. To close, press CANCEL. Note: You will not be able to SAVE an entry that has been posted
- 11. You will return to the selected customer's screen.

7-f. DAILY PROCEEDURE

1. Run the UNPOSTED TRANSACTION REPORT (ALL)
 - a. Click REPORTS AND STATEMENTS
 - b. Select UNPOSTED TRANSACTIONS(ALL)
 - c. Check that the printer is ready and press the Printer Icon in the upper left of the screen
 - d. The report should print.
 - e. Close the REPORT window by clicking CLOSE
2. Review & verify the unposted transactions
 - a. Compare each entry on the report from step #1 with the front-end receipts.
 - b. Ensure each entry has a valid account name. Unknown account numbers will print ?????????? as the customer name.
3. Correct any incorrect entries
 - a. Click on POST TRANSACTIONS
 - b. Locate the offending transaction in the list
 - c. Click on the desired entry
 - d. The "Changing a AR_HDR record" will appear
 - e. Make the appropriate changes, then press SAVE
4. Post the transactions
 - a. If not already on the screen, click POST TRANSACTIONS
 - b. Click on POST ALL PENDING TRANSACTIONS
 - c. A red "POST TRANSACTION" screen will appear.
 - d. Unless told otherwise, leave the posting date at the default.
 - e. To post, press POST.
 - f. "You have selected to post all transactions prior to....." question will appear. Press YES to go ahead and post.
 - g. You should be returned to a now empty POST TRANSACTION list.
 - h. If you receive an error stating, "Some transactions could not be posted." This means there is one or more transactions with a bad account number or other issue. Repeat steps 1 through 4 again to correct these entries.
 - i. Close the POST TRANSACTION window.
5. Print current balance report (optional)

- a. Click REPORTS AND STATEMENTS
- b. Select SHORT CUSTOMER LIST WITH BALANCES
- c. The report will appear.
- d. Ensure the printer is ready and press the Printer button In the upper left side
- e. The report should print
- f. Close the Reports window by clicking CLOSE
6. Print Daily Recap report (optional)
 - a. Click REPORTS AND STATEMENTS
 - b. Select DAILY TRANSACTION LOG
 - c. The "Daily Log" window will appear.
 - d. Enter the date for the log in the form of MM/DD/YY
 - e. To print the report, click PRINT. To exit, press CANCEL
 - f. The report will appear on the screen.
 - g. Ensure the printer is ready and press the PRINT button to print
 - h. Close the report window.

7-g. PRINT STATEMENTS FOR ONE OR MORE ACCOUNTS:

1. Click on REPORTS AND STATEMENTS
2. Select MONTHLY STATEMENTS (SELECTED)
3. A screen will appear with 2 lists. Moving accounts from the left list to the right list will set those accounts to print.
4. The >>> key will move the account selected on the left list to the right
5. The <<< key will remove an account from the right list and place it back in the left
6. The >>>50 After button will transfer the selected account and the next 50 to the To Print list
7. The >> all after and << all after move the selected account and all entries after.
8. Once you have the desired accounts listed in the TO PRINT (right) column, complete the green area as follows
 - a. Statement Ending Date:
 - b. Skip \$0.00 Bal: Check here will skip the printing for accounts that currently have a 0 bal
 - c. Preview Each: Check here will bring the preview screen for EACH STATEMENT selected
 - d. Print Trans Detail: Check here will print each transaction's receipt detail on the statement for all selected accounts.
9. Click PRINT STATEMENTS to print.