

Point of Sale System

TABLE OF CONTENTS

PAGE NO.

Chapter 14 – Point-of-Sale

Pharmacy System Integration	14.1.1
Pharmacy System Configuration	14.1.1
Point of Sale System Configuration.....	14.1.2
Accounts Receivable Configuration	14.1.3
Transferring Prescriptions to P.O.S.....	14.1.4
Point of Sale System Menu Options	
Sales Processing	14.2.1
File Maintenance.....	14.2.1
Period Processing	14.2.1
Exit P.O.S. System.	14.2.1
Log Clerk Off.....	14.2.2
Misc. Utilities	14.2.2
Bad Check Register.....	14.2.2
Additions	14.2.3
Amendments.....	14.2.4
Deletions.....	14.2.4
Lists	14.2.4
FSI Telecom System	14.2.5
Send Marketing Data	14.2.5
Send Memo	14.2.6
Send File.....	14.2.6
Pickup Update	14.2.6
Pick Up File.....	14.2.7
Pick Up Mail.....	14.2.7
Display/Print Mail	14.2.7
Send Marketing Data (Delayed).....	14.2.7
Disp/Print Mkt Data Log	14.2.7
Send Online Claim/Response File	14.2.7
Send Controlled Substance File	14.2.7
Send 'Print Screens'	14.2.8
Generate/Send Config File	14.2.8
Modem Diagnostics	14.2.8
Dial Immediately	14.2.8
Set Dial Time	14.2.8
Switch Maintenance.....	14.2.9
Sliding Window Xmit-ahead	14.2.9
Change Switch Code.....	14.2.9

Sales Processing

Login	14.3.1
Enter Item(s)	14.3.2
P.O.S. Main Menu	14.3.3
Void Transaction.....	14.3.3
Enter Non-Stock Item	14.3.3
Select Customer	14.3.4
Payment on Account	14.3.4
Rets, P-Outs, Ck Csh'g	14.3.4
Apply Discount.....	14.3.6
Price Quote	14.3.6
Re-Print Invoice	14.3.7
End Transaction	14.3.7
End Transaction	14.3.7
Payment Method – Cash/Check	14.3.8
Payment Method – Coupon	14.3.9
Payment Method – Credit/Debit Cards	14.3.10
Payment Method – Charge A/R.....	14.3.11

File Maintenance

Clerk Maintenance	14.4.1
Add a Clerk.....	14.4.1
Amend a Clerk.....	14.4.2
Delete a Clerk.....	14.4.2
List of Clerks	14.4.3
Clerk's Sec/Fin Info	14.4.3
Coupon Maintenance	14.4.5
Customer Maintenance	14.4.6
Add a Customer	14.4.7
Amend a Customer.....	14.4.9
Delete a Customer.....	14.4.10
List of Customers	14.4.10
Department Maintenance	14.4.10
Add a Department	14.4.11
Amend a Department	14.4.12
Delete a Department	14.4.13
Department List (Code Order)	14.4.13
Department List (Desc Order)	14.4.14
Item Maintenance.....	14.4.14
Add an Item (first screen)	14.4.14
Add an Item (second screen)	14.4.18
Add an Item (third screen).....	14.4.20
Add an Item (fourth screen).....	14.4.22
Amend an Item	12.4.22
Delete an Item	14.4.23
List of Items	14.4.24

Quick Item Amend	14.4.24
List of Items wo/Dept.	14.4.27
Set up Price Code By Dept.....	14.4.27
Re-Define Dept. Codes	14.4.28
Print Item Labels (DYMO)	14.4.29
System Option Maintenance	14.4.30
System Options	14.4.30
System Totals.....	14.4.34
System Totals (screen #2).....	14.4.37
Password and General Ledger	14.4.37
Security Level Setup.....	14.4.39
Terminal/Register Definitions	14.4.39
Modem / Credit Card Setup.....	14.4.40
Price Maintenance	14.4.42
Amend Price Information	14.4.42
List Pricing Information	14.4.45
Copy One Formula to Another.....	14.4.45
Register Maintenance	14.4.46
Register Setup.....	14.4.46
Register Totals	14.4.49
Register Setup (screen #2).....	14.4.50
Credit Card Maintenance	14.4.51
Add / Amend a Credit Card	14.4.51
Delete a Credit Card.....	14.4.52
List of Credit Cards.....	14.4.53
Amend Finance Stats	14.4.53
Batch Process/Voids/Recon	14.4.54
Print Transaction List.....	14.4.54
Edit Transaction.....	14.4.55
VOID a Transaction	14.4.56
Enter (Force) a Transaction Item.....	14.4.56
Transmit Settlement.....	14.4.57
Host Review – Totals.....	14.4.58
Host Review – Item.....	14.4.58
Force Balance.....	14.4.59
CLEAR Host	14.4.60
Print Reconciliation List.....	14.4.60
Print Recon Item List.....	14.4.61
Reconcile Each Item	14.4.61
Totals ONLY Report.....	14.4.62
Move Recon to Current Batch.....	14.4.63
Sale File Maintenance.....	14.4.63
Add / Amend a Sale.....	14.4.64
Delete a Sale	14.4.65
List of Sales	14.4.65
Vendor Maintenance	14.4.66
Add / Amend a Vendor	14.4.66

Delete a Vendor.....	14.4.68
List of Vendors	14.4.69
Amend Finance Stats	14.4.69
Vendor Stats List	14.4.70
Color Select Maint..	14.4.70
Index Maint..	14.4.71
Period Processing	
Daily Processing	14.5.1
Register Check-In.....	14.5.2
Register Check Out	14.5.2
Cash Reconciliation	14.5.3
Check Reconciliation	14.5.4
Credit Card Recon.....	14.5.5
Coupon/Food Stamp Recon	14.5.5
Total Transaction List	14.5.6
Transaction List by Clerk	14.5.6
Delete Transaction File.....	14.5.7
Daily Post to G/L	14.5.8
Credit Card Settle-Up	14.5.8
Register Status	14.5.8
Remote Register Login.....	14.5.9
Script Transfer Status.....	14.5.9
Clear Time-History File.....	14.5.10
Purchasing	14.5.10
Electronic Ordering.....	14.5.10
Prepare Suggested Order.....	14.5.11
List the Order	14.5.12
Edit the Order	14.5.12
Add to the Order	14.5.13
Create Transmit File	14.5.14
Transmit the Order.....	14.5.16
Process Returned Out-Of-Stocks	14.5.16
Manually Process Out-Of-Stocks.....	14.5.16
Process Out-Of-Stocks From Order.....	14.5.17
Change Vendors.....	14.5.17
Select a P.O. File.....	14.5.17
Go To Purchase Order Maintenance	14.5.18
Go To Manual Ordering System	14.5.18
Manual Ordering.....	14.5.18
Create an Empty Order File	14.5.19
List the Order	14.5.19
Edit the Order	14.5.20
Add to the Order	14.5.21
Process the Order into Stock	14.5.22
Select a P.O. File.....	14.5.22
Go To Purchase Order Maintenance	14.5.23

Go To Electronic Ordering System	14.5.23
Purchase Orders	14.5.24
Create a Purchase Order.....	14.5.24
Amend a Purchase Order	14.5.27
Print A Purchase Order.....	14.5.27
Delete A Purchase Order.....	14.5.28
Delete Groups of P.O.'s	14.5.29
Delete All Closed P.O.s.....	14.5.29
Delete All Cancelled P.O.s.....	14.5.29
Delete All P.O.s Prior to Date.....	14.5.30
List P.O.s On File.....	14.5.30
Change Selected Vendors	14.5.31
Go To Electronic Ordering	14.5.31
Go To Manual Ordering	14.5.31
Receiving.....	14.5.32
Out of Stocks	14.5.32
Back Orders	14.5.32
Reporting Programs	14.5.33
Sales Analysis	14.5.33
Sales by Total System	14.5.33
Sales by Item	14.5.35
Sales by Department	14.5.36
Sales by Clerk.....	14.5.38
Sales by Customer	14.5.39
Sales by Credit Card.....	14.5.40
Stock Take Report`	14.5.41
Global Stats Report	14.5.42
Global Tran/Sales Report	14.5.44
Accounts Receivable.....	14.5.45
Accounts Payable ..	14.5.45
General Ledger	14.5.45