

**Back Room Program
And
Administrator's Guide
For
Demo Version**

Version 8.0

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OVERVIEW

Originally, the business model used in this program was that of an antiques Coop where the vendors rent space in which they place items tagged with their Vendor ID and an optional item number. The store supplies the sales clerks who will make the sales that could consist of many different vendors' items. At the time of the sale, the clerk removes the tags and attaches them to "Tag Sheets" (one for each Vendor) recording the invoice number on to each sheet. The program can print out these sheets and the completed sheets can be delivered to the Vendor with a cover sheet for the day. Sales taxes are recorded and can be reported so that each Vendor knows what tax he/she owes for whatever time period the store wants to report. Or, the taxes can be paid by the store. The sales are entered to the Point of Sales (POS) program and invoice sheets are created for the customer. The details are saved to a database from which reports are created. Some reports only make sense for the one sales desk where the sales took place. However, the system is ready for use on multiple sales desks, in which case the Back Room program should be used for reports of a storewide nature.

In order to automate the process that was in place, we created a system that now consists of a sales desk program (StorePOS) and a back room program (BackRoom) that work off of one database to create the necessary forms and reports. This has been expanded so that additional sales desks can be integrated into the system as long as they are on a network. Newly added is the ability to have the salesdesk detached (not network connected).

We have been using the system for over eight years, and many additions have been made to save time and effort on both the store's and Vendor's part.

Note: The screen shots used in this manual were done running the programs on XP. Only the visual appearance of the items is changed from platform to platform.

Version 3.0 added the capability to record and use an inventory for items in the store. Also SQLite3 is used as the database for a true SQL capability.

Version 4.0 was expanded to allow collection of commissions on sales. Thus consignment sales can be tracked and charged against the vendor.

Version 5 allowed for the commission rates to be specified by vendor. Here we have added the ability to have salesdesks which are detached (not on the network). Also we added a password login for use of the BackRoom program. We have had many requests that the salesclerk (who may be another dealer in a co-op) not examine everyone's information. The password protection allows the store owner to limit the use of the full report programs to only those that need it.

With these expansions, the system now easily handles Consignment Shops as well as Antique Malls, and Co-ops. In fact any setting where multiple vendors sell through one sales desk.

Version 6 added the optional capability to use barcodes on the generated labels. The current version has added the ability to specify non-taxable items within a sale so that tax and non-tax items can be sold in the same transaction. We have also returned the option to pick a vendor number from an auto complete list or drop down list at time of sale.

Some antique malls refer to Dealers rather than vendors as those that put up items for sale. For consignment shops vendors are usually referred to as Consignors. We have come to use those terms interchangeably, but you will find the term as vendor throughout the programs.

We have now added the ability to upload your sales to the Mall-Central site so that your vendors can view their sales on line. You need to set up an account with their site and download the supplied SALES_UPLOAD.BAT file to your [C:\StoreDB](#) folder. The programs will then make available to you the routines to create and upload the sales data. You have control over which vendors can see their sales. See [Mall-Central.com](#) for more information.

DEMO VS PURCHASED

The demo version is fully functional. However, there are two differences in the demo version. The reports and labels carry the name Demo Version and the programs are time limited. The StorePOS (Sales Desk) program will only work for sixty days while the BackRoom program will not work past ninety days. This should be enough time for you to evaluate all the features and hopefully decide to purchase the system.

If you wish to try out the barcode feature you must have IDautomation HC39M fonts installed. You can get them as a free download at [free fonts](#).

SYSTEM SETUP

The Back Room program is the administrator's tool for the system. Besides the examination of and reporting on the data in the database, it is used to modify customer, Vendor, and item descriptor information as well as being the central place for Inventory input and reporting. When the system is going to be used by more than one sales desk, this program is used to register the new desk(s) to the system.

Installation of the system or the programs must be done by a user with administrative rights to the machine. You must make the **C:\StoreDB** folder a shared folder with read/write permissions to the network (even when on one machine only).

The Back Room program is installed on the Master Computer along with the database and a copy of the Sales Desk (StorePOS) program when you choose Full Install on the install disk. The install disk also allows the installation of the StorePOS program individually on a Sales Desk only computer.

Full install will set up the system automatically to use the Master Computer for the work. Installing on a remote networked or detached computer will need to be completed by adjusting the .ini files on the remote computer and the Stations table in the main database.

There are two configuration (.ini) files used by the system. They are stored in the **C:\StoreDB** folder. Notepad can be used to modify either of these files. See the sections below for details. Be sure to have the same options set on each computer used in your networked or detached installation.

Note:

In order to use the system, you must have valid entries in the Vendor table. Once the ini files have been correctly set up for sales tax rates and any other options, use the BackRoom program to add your vendors to the table in the database. Select Tables, Modify, Vendors to open the table for modification. Each Vendor must have a unique ID (up to 6 upper case characters or numbers). When done with the additions, save and close the table. You are now ready to make sales against these valid Vendor ID's.

The BackRoom program can set to be entered with a password. The initial password is 'store' (without the quotes), but can (and should) be changed in the BackRoom maintenace section. See the BackRoom.ini section if you want to turn this password protection on or off. Our current distributions have the password turned off by default.

INI Files

The relationships between the database and the programs are controlled by the .ini files which are found in "C:\StoreDB\"

StorePOS.ini file

The first is the StorePOS.ini file which has these fields:

```
[SalesTax]
Percent=10.0
NoTaxByItem=0

[Station]
Name=MainDesk
UseClerkID=0

[DBLocation]
Host=NoNet
Detached=0

[Descriptors]
BuildHistory=0

[Remarks]
HeaderText=' '
ReduceHeader=0
FooterText=' '
SmallFooter=0

[Inventory]
AutoDiscount=0
Step1Days=9999
Step1Disc=0
```

Entry Values:

[SalesTax]

Percent indicates the percent sales tax used when making a sale in the sales desk program (here 10.0%). Be sure that the Percent is the same as in the BackRoom.ini file.

NoTaxByItem is set to one if you will be doing tax exemptions by item within a sale.

[Station]

Name is the station name used on the invoice (sales slip) output. It must be entered by the administrator along with a unique capital letter into the Station table in the database for the copy of the program to be active in the system. (Default is for single computer operation.)

UseClerkID option is set to 1 if you are using the Clerk identifier option. The administrator must enter the ID and the Clerk name into the SalesClerk table for this to work.

Additional options that you can add: (under the [Station] entry)

a) Vendor options:

When making a sale, each item must have a valid Vendor ID. In order to help speed entry input we have added options to either complete ID's as they are being typed or allow choosing from a dropdown.

VndrFill=1 will autocomplete the vendor ID while typing in.

VndrChoose=1 will present the vendor ID's in a dropdown. You can then choose the ID from the list.

NOTE: VndrFill and VndrChoose cannot be both set.

b) Receipt printing options:

We have had requests for changing the receipt printing. These options are not in the default file as it is installed, but you can add them under the [Station] section.

XtraCpy=1 will print out 2 instead of one copies of the receipt.

NoReceipt=1 will suppress printing of receipts by default. Holding down the shift key while clicking complete will print the receipt if this is set.

[DBLocation]

Host specifies the computer name of the Master Computer (the location of the database) if this is not the master computer. On a single computer installation, there is no need to change the default. The default setup for station and location as set for a single salesdesk operation. Adjust these on a remote sales desk (along with the Station table entry) to incorporate a new sales desk into the network.

Detached indicates that this sales desk is detached from the network (Detached=1). This allows the database information to be manually moved to and from the Master Computer.

[Descriptors]

BuildHistory is set to 1 if the descriptors table is updated on the fly. (See Descriptor under working with tables.)

[Remarks]

HeaderText is the text of the message to appear just below the header.

ReduceHeader is set to 1 (one) if you want to reduce the size of the HeaderText and set to 2 to reduce it even more..

FooterText is the text to appear at the bottom of the receipt/invoice for the customer.

SmallFooter is set to 1 to reduce the size of the FooterText.

[Inventory]

AutoDiscount set to one will fill in the discount percentage based on the Step values for inventoried items.

StepNDays is set to the the age at which the discount will be filled in.

StepNDisc is the percentage for the discount.

There are up to four steps that can be specified for discounting. That is N can be 1,2,3, or 4. You only need to specify the steps that you will be using in the day value order.

BackRoom.ini file

The second configuration file is BackRoom.ini . It defines the operation of the Back Room program as follows:

```
[Host]
Nopass=0
UseClerkID=0
Detached=0

[SalesTax]
Percent=10.0

[OldTax]
Percent=8.25
EndMonth=0612

[ChargeCards]
VndrPays=0
RateAll=3.0

[Commission]
Collect=0
Rate=20.0
IncludeTax=0
SepRent=0
```

[Host]

Nopass is set to 1 if you do not want to have the startup of the BackRoom password protected.

UseClerkID is set to 1 if the Clerk identifier option is to be used.

Detached=1 will invoke the proper routines to allow manual transfers of the information to and from the database on this Master Computer. Set this only if you will be using sales desks which are not networked.

[SalesTax]

Percent is the rate percent for calculating sales tax in the reports. The store is responsible for collecting, reporting, and remitting the tax unless the vendor for the item has a Tax Number specified in which case the tax will be given to the vendor for him/her to report and remit. Be sure that the Percent is the same as in the StorePOS.ini file.

[OldTax] allows for using an older percent which ends in a year month specification. This was added to allow reports to be generated correctly if there is a change in the sales tax rate.

Percent is the old rate.

EndMonth is the last year and month for the old rate. (ie 0912 would be December 2009).

[ChargeCards] tells the program how to handle charges when calculating the settlement reports.

VndrPays tells whether the Vendor pays (1) or the store absorbs the charge (0).

RateAll is the percent that is charged for using the cards. If you are charging a different rate on one of the cards, you can override its rate by specifying the rate for that card.

- **RateVS** is for Visa.
- **RateMC** is for Master Card.
- **RateDC** is for Discover Card.
- **RateAM** is for American Express.
- **RateDB** is for Debit Card.

If there is no override found for the card, the RateAll rate will be used.

If your store pays a check processing fee, an entry of **RateCH** can be used to specify the percent rate that is charged.

[Commission] Whether or not you will be collecting commission on sales.

Collect=0 is no, while **Collect=1** means yes.

Rate is the whole percent rate (i.e. 5% is entered as 5.0). This is the percentage of the sale that the store keeps. This rate is for all sales but can be overridden per vendor in the vendor information table.

IncludeTax determines whether or not sales tax is included in the base for commission. Set to 1 will include the sales tax when calculating the commission to be collected. The default (missing or =0) is to collect only on the item sold amount.

SepRent=0 if the rent is deducted from what is due the vendor, otherwise (=1) it will not be taken from the vendor's earnings for the time period. If not taken from vendor earnings, the store will have to keep track of rents and payments although the rental amount (if any) will still appear on some reports. If you are only collecting commissions and not charging rent at all, we suggest that you set this to 1 so that your reports will be better representative of your vendors activities.

Sample setups

To aid you in setting up the system for various configurations, here are a few sample setups.

Tracking Clerk ID's

Recording of clerk id's is off by default. If you want to have the clerk id recorded with the information for each sale and have this information shown on the reports, you must first turn it on as follows:

1. Edit the backroom.ini file. Change the UseClerkID to 1. Make any additional changes (such as Tax Rate) and save the file.
2. Start the BackRoom program and modify the Clerks table. Add a unique ID for each clerk (we suggest using their initials) along with a name. Delete the NONE entry. It is only there to initialize the table. Save the changes and exit the program.
3. Edit the StorePOS.ini file and turn on the UseClerkID option (make it 1). Make any additional changes (such as Tax Rate) and save the file.

Now each time the Sales Program is started the clerk will be required to enter his/her ID which will be used throughout the session if desired for recording sales. If the "use for whole session" box is not checked the clerk will be asked for his/her id as each sale is initiated.

Note: If you are using more than one computer to work with your database, you must have the UseClerkID turned on for every program in use.

Additional Sales Desks (networked)

To add a new Sales Desk to your store, make note of the network name of your master computer. Pick a station name for your new sales station. This station name along with a one letter identifier must first be entered into the database in the Stations table by the administrator.

Install the program on your new computer using the Remote POS option.

In the StorePOS.ini file on your new station, enter the network name of your master computer as the Host under DBLocation. Enter the station name as the Name under Station. Make any additional changes (such as Tax Rate) and save the file.

You now can use your new station to make sales and reports.

Additional Sales Desks (detached)

To add a new Sales Desk to your store that will not be on your network, you must have Detached=1 in the StorePOS.ini file of the detached salesdesk and in the BackRoom.ini file on your Master Computer as well if there will be any detached stations in your store. Leave the Host name set to NoNet.

PROGRAM REPORTS

If the NoPass option is not set (=1) then when the program opens, the user is required to enter the password. Once the password is accepted, the sliding tab for reports is selected.



Below is an explanation of each report.

Settlement Report

Selecting the settlement report will bring up a screen where you set the month and year for which the report will be generated. Or, you can pick a date range for the report so that you can do weekly or even quarterly reports.



		Oct	2010	Time span <input checked="" type="radio"/> Monthly <input type="radio"/> Range		Retrieve		
Dealer	Name	Sold	Non Tax	Taxable	Tax	Sales	Charge	Bank Fees

The report contains the information for the vendors’ sales for the time specified along with information about how many items and tax amounts were involved. The fee due from the vendor for the month is compared to the amount collected to calculate the amounts to pay out to or collect from the vendor. Only vendors that have activity or rent are included in the table.

Sales tax and Bank fees are calculated per item sold and totaled for the month. If VendorPays is set to one in the .ini file, then the bank fees will be added to what the dealer owes the store. Sales tax (if any) is always included in the total sales figure. However, if the store remits the tax to the state, any collected tax is not given to the dealer. If you are in a state that the dealer is responsible for remission of the moneys to the State, the tax is included in what the store gives to the dealer for the time period. Whether or not the vendor is responsible for sales tax is determined by whether or not there is an entry in the vendor record for Tax Number.

The “**Retrieve**” button retrieves the information.

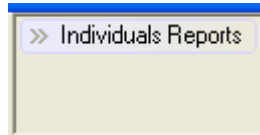
“**Print**” will print out the report. (Once you have retrieved the data)

Once you retrieve the data, you will be presented with new options

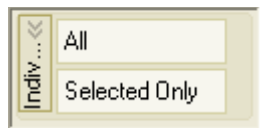
>> Individuals Reports >> Export		Nov	2010	Time span <input checked="" type="radio"/> Monthly <input type="radio"/> Range		Retrieve			Print	
Dealer	Name	Sold	Non Tax	Taxable	Tax	Sales	Charged	Bank Fees	Rent	Co

Individual reports

Clicking on this button will allow you to print reports for each vendor (either all or those you have selected by clicking on the row). You can select multiple vendors by using the <ctrl> or <shift> key along with your mouse click.

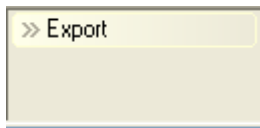


Once the type has been selected, the program prints a balance sheet for each vendor that has transactions in the time period.

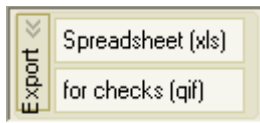


Export

Clicking on export will give you the choice of exporting the report as an xls file or creating a qif file for use in a check writing program



Once you choose the type, you will be presented with options of where to store the files. In the case of creating a qif file you will be asked the starting number for the checks and whether to output the data for all vendors due payment or only the ones you have selected.

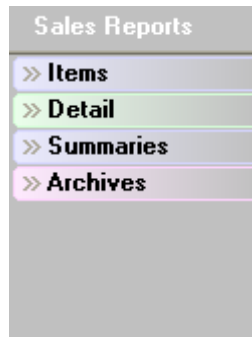


By default, the file names begin with the year/month of the summary if you chose month. The last day of the extract (year/month/day) begins the file name if you chose a date range.

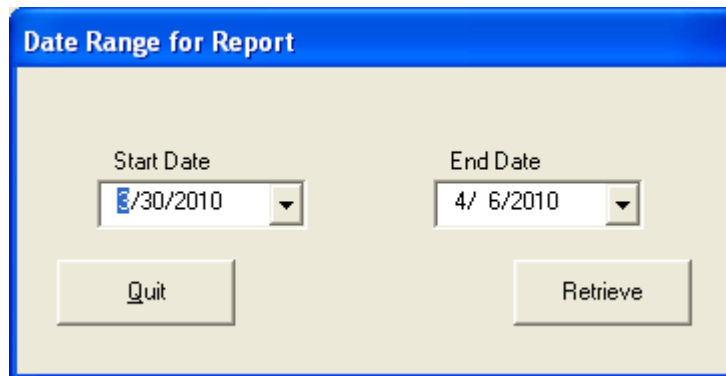
For qif files, the starting check number is saved from your previous session. Checks can be created from the file by importing into a check writing program. JustChecking from JustApps is an inexpensive program (~\$15) that can do that for you. A more complete program is available from [Avanquest](#) as well as the availability of a [bookkeeping](#) program for more complete work.

Sales Reports

There are several reports available that provide information about your items sold for a specified time period.



Many of the reports first display a dialog requesting the time period for the report.



The reports display to the screen with a menu bar at the left that allows you to zoom the image of the page, print the report out, or close the report. If there are multiple pages, there will be a page tab for you to move through the pages. Holding down the mouse button on the report allows you to move the image around in the window.

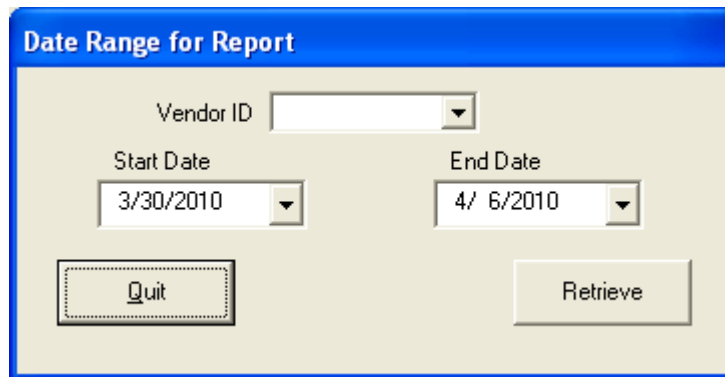
Items

If you click on the **Items** button, you will see the available reports from the active file.



By Vendor

The By Vendor report will first request the vendor you are summarizing for.

A dialog box titled "Date Range for Report" with a blue header. It contains a "Vendor ID" dropdown menu, a "Start Date" dropdown menu with the value "3/30/2010", and an "End Date" dropdown menu with the value "4/ 6/2010". At the bottom, there are two buttons: "Quit" and "Retrieve".

The report will show the items sold and their price information during the time period for the selected vendor. If the vendor is responsible for the reporting and remission of sales tax in your store, any non-taxed items will be reported on an additional page with the exemption reason.

This report, along with the individual report from the settlement option can be given to the vendor as a record of his/her sales.

Note: If you choose All Vendors and have a date range greater than one day, the reports will go directly to the printer without preview.

By Tender

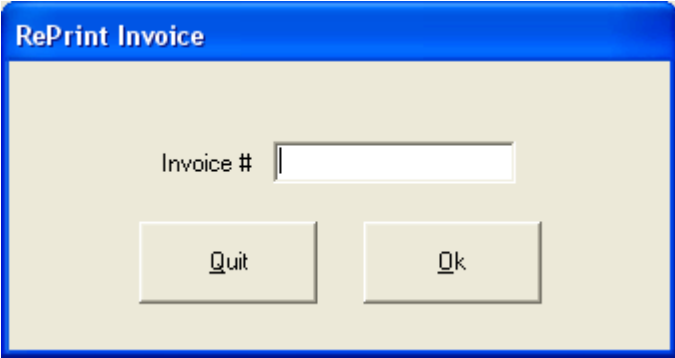
The By Tender report will create listings of the amounts and items sold by cash, check, each type of credit card.

Bank Deposits

Bank Deposits report lists the amount of cash, credit card sales, along with the amount of each check tendered. This is meant to be used at the time of making the bank deposit for your store.

Reprint Invoice

The “**Reprint Invoice**” button will allow locating and printing of a specific invoice. You will have to scroll down to see this button. Upon clicking, you will be asked what invoice number you are after and then the information will be presented if it can be found. This can be an invoice from any sales desk.

A screenshot of a software dialog box titled "RePrint Invoice". The dialog has a blue title bar and a light beige background. It contains a text input field labeled "Invoice #" with a vertical cursor. Below the input field are two buttons: "Quit" on the left and "Ok" on the right.

This option is also available under the detail section.

Detail

The Detail button allows you to produce the following reports;



Invoices

Invoices creates a report that will summarize all the invoices (sales receipts) for the time period.

Each invoice has a header line which lists the invoice number, customer number, and tender method for the sale. Then there is the total for the sale and (if you are using clerk ID's) the clerk ID followed by the total sale with tax.

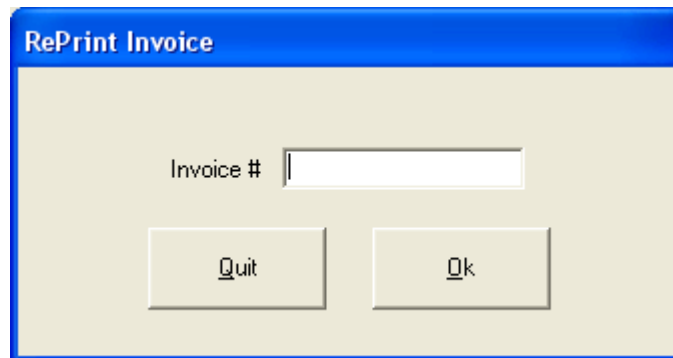
The header is followed by the items sold on that invoice.

Vendors

Vendors creates a report that will summarize all the items sold by vendor.

Each vendor with sales is listed with a header line for the vendor followed by the items sold.

Reprint Invoice



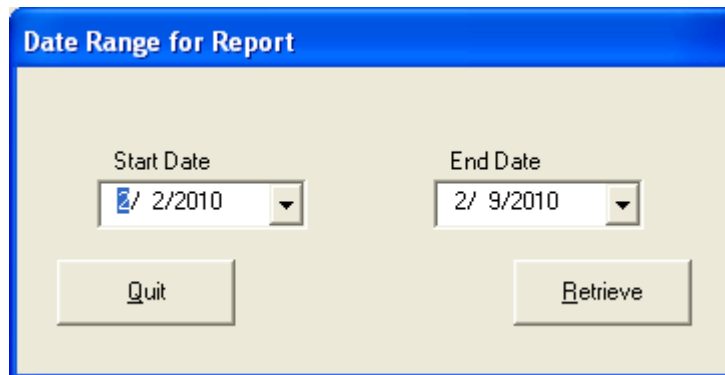
Same as the option under Items.

Summaries

There are three summary reports available. They are grouped for summary purposes.



In each case you are first presented with a dialog to specify the date range of sales.



Inventory

Once you hit the "Retrieve" button, the report will be generated.

The report is presented first as grouped by Vendor. Hitting the "+" will expand the Vendor entries to show each item. You can collapse the information back by hitting the "-" icon. At the end of each Vendor's group is a line with a summary for that Vendor. Under the Item Number heading is the count of unique items sold in the time period. The other entries are the sums for the respective columns.

Sales from Inventory									
Sold between 2/5/2010 and 2/12/2010									
Reported 2/12/2010									
<input checked="" type="radio"/> Group <input type="radio"/> UnGroup									
					Print		Export		
Item Number	Description	Stocked	On Hand	Price	Sold	Sold Total	Total Cost	Income	
+ 8									
5					5	382.00	139.00	236.00	
+ 744									
3					4	150.00	66.00	69.00	
+ RAB									
1					1	55.00	22.00	33.00	

“Export” will allow you to save the current view to an xls spreadsheet.

“Print” button will print out the view you have showing. It is recommended that you ungroup the data before printing or saving.

Clicking Ungroup will present the data by row.

Sales from Inventory									
Sold between 2/5/2010 and 2/12/2010									
Reported 2/12/2010									
<input type="radio"/> Group <input checked="" type="radio"/> UnGroup									
					Print		Export		
<input type="text" value="744"/> <input type="checkbox"/> Filter for Vendor									
Dealer	Item Number	Description	Stocked	On Hand	Price	Sold	Sold Total	Total Cost	Income
8	C90504	print cardinal	2	1	35.00	1	35.00	28.00	
8	C90506	Mirror 21*30 in wood frame	1	0	39.00	1	39.00	14.00	25.00
8	C90508	Bostrom Contractors Level w trip	1	0	175.00	1	175.00	50.00	125.00
8	C90536	Punch bowl large Crystal	1	0	68.00	1	68.00	25.00	43.00
8	C90539	Train Set Merry XMAS	1	0	65.00	1	65.00	22.00	43.00
744	2415	Ink	6	5	5.00	1	5.00	0.00	
744	2417	Pie Dish Glass	5	3	5.00	2	10.00	0.00	
744	C776	Trumpet Cleveland Superior	1	0	135.00	1	135.00	66.00	69.00
RAB	2222	desk	1	0	55.00	1	55.00	22.00	33.00

Note: This report works from items sold in the active database. Currently, asking for sales before the start of current data will not report an error but will not retrieve any data earlier than the active file holds.

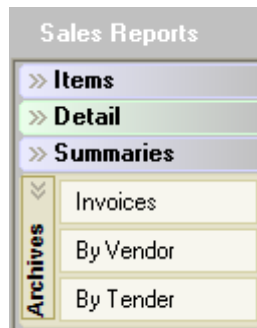
Non-Tax

The Non-Tax report will generate a grouped report by tax exemption reason

Monthly Spending

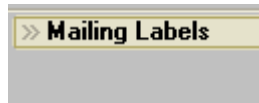
This report presents the data for each month for each customer. You can view the summary by month (formatted as yymm) or by the customer or customer number.

Archives

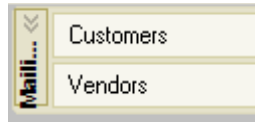


Clicking on the **Archives** button will allow you to get similar reports from the archive file. The report content is the same as described above but gets the data from the archive data.

Mailing Labels



By selecting the Customer or Vendor, a set of labels can be generated when they have an entry for the zip code. After you select which list you wish to generate, a preview will be generated. Once the preview is created. You can print the address labels onto label stock. The Customer list is created from the archive database, so be sure to update archive before you generate the list so that the information is current.



The label size defaults to be correct for Avery Label stock 5160. You do have the ability to redefine the label size for any three across labels that you want to use.

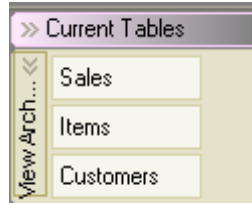
TABLES

Hitting the Tables tag will slide up the Tables menu.

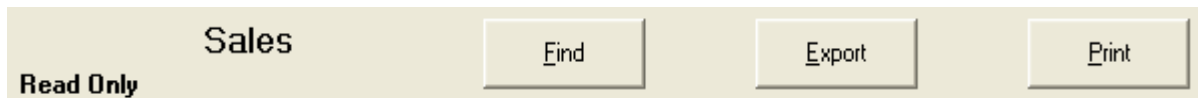


Table Viewing and Editing

By clicking on the table type button and selecting the table in the dropdown, the data from that table will be presented when you click the name. When dropped down, clicking on the table type at the left, will collapse the list.



When the data is displayed, you may use the “**Find**” facility to locate a specific record.



You also can “**Export**” the data to a .xls file for use outside the system, or “**Print**” the table out.

Current tables

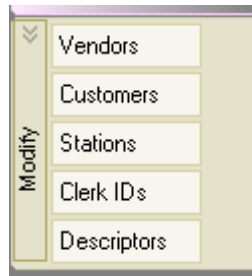
If you are using the ClerkID option, then the Clerk table will also be available here.

Archive tables

Notice that Sales, Items, and Customers have more than one table entry. This is to allow viewing of the active or the archived versions of the table. For Customers, you may view just the current Customers or all the Customers that have been put into the system. (See Update Archive below.)

Modify tables

Pick the Modify button then select the table to be modified. Each table has a slightly different update method.



Vendors

Vendors are edited or entered here.

Customers

Customers can be edited here but are only added in the StorePOS program using "New Customer" on the Sales form.

Stations

Stations is where you need to go to add stations (sales desks) to your network. The Station Name must match that entered in the StorePOS.ini file on the sales desk computer and the Station Code must be a unique one capital letter identifier.

Clerks

Clerks If you are using the ClerkID option, that table will be available here for modification.

Descriptors

Descriptors modified here will be the base descriptor table for the whole network. Each line entered is available to display as the clerk types in a description on the sales form.

Query facility

The query facility is a very powerful tool that allows you to write your own queries against the active or archive database. This is intended to allow you to write audits and reports against your databases which are not preprogramed.

A screenshot of the Query facility interface. On the left, there is a "Table Source" section with two radio buttons: "Active" (selected) and "Archive". Below this are "Export" and "Print" buttons. In the center is a large text input box containing the text "Hit Reset to enter Query here". On the right side, there are four buttons: "Get Query", "Save Query", "Reset", and "Run Query". At the bottom right, there is a "Quit" button.

Choose the database to use for the query under Table Source.

The “**Reset**” button will clear any current query and prepare for a new entry.

The “**Run Query**” button will submit the query and populate the grid below with the result dataset. When the result set is returned, the number of records will be stated above the “**Print**” button.

Note that some queries do not return datasets. The number of records affected by the Query will be displayed.

The “**Get Query**” and “**Save Query**” buttons allow you to save and load queries that you have defined in the query input text box.

The “**Export**” button will create an xls file of the data in the grid.

The “**Print**” button will print out the data grid along with (at the top of each page) the SQL statements that were used to create the result.

The text box in the middle is where you enter any legal SQL statements to generate the result set.

Below are a few sample queries that we think you may find useful. See the Table Definition section of the document for an explanation of the fields available.

Top Descriptors

Occasionally, you may want to check what the most common descriptors are in the items table. This would then be the list you want in your base descriptor table.

```
SELECT Description,count(*) as Appears
FROM Items
GROUP BY Description HAVING count(*)>20
ORDER BY count(*) desc
```

Vendor without Tax Number

If your state requires that the dealer remits the sales tax, each Dealer registered with your store should have a tax number under which he/she will be paying the accumulated sales tax to the state.

```
SELECT * FROM Vendor
WHERE (TaxNbr=' ') or ISNULL(TaxNbr)
```

Multiple Vendor Ids

Here we can check to see if a Dealer has been assigned more than one ID.

```
SELECT VendorName,count(*) as Appears
FROM Vendor
GROUP BY VendorName
ORDER BY count(*) desc
```

INVENTORY

Selecting the Inventory button slides up the Inventory panel where you have the tools to work with any inventoried items in the system.



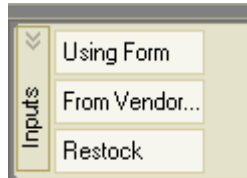
Inventoried item rules:

Vendor ID and Item Number can be any combination of capital letters and numbers. Vendor ID is limited to six in length while Item Number can be up to eight long. If you are using the bar code feature, you may want these to be shorter.

In addition to the format rules for Vendor ID and Item Number, there is a further restriction on the Item Number especially for inventoried items. If it is going to be numeric only, then it must be a number greater than twenty (20). This is to avoid collisions with auto generated item numbers in the Sales Desk (StorePOS) program.

Inventory Inputs

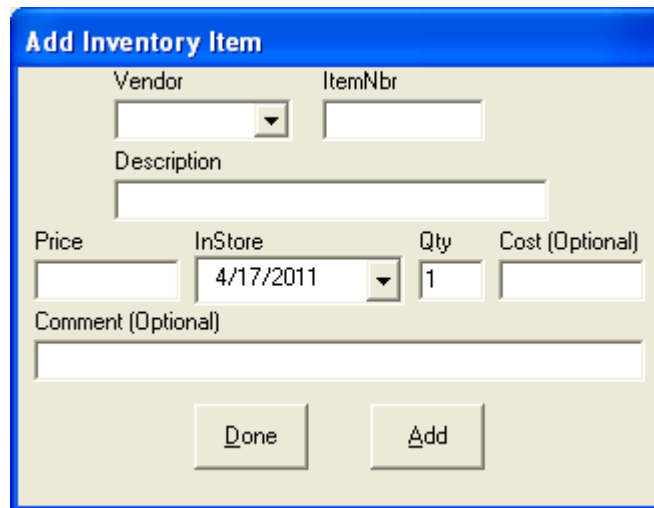
There are three ways to input inventory.



Once you select the Input Method, click on the button to begin entering the data.

Using Form

If you are entering just a few line items, there is a form available for your entries.

A screenshot of a software window titled 'Add Inventory Item'. The window has a blue title bar. Inside, there are several input fields and buttons. At the top, there are two dropdown menus labeled 'Vendor' and 'ItemNbr'. Below them is a text field for 'Description'. Underneath that is a row of four fields: 'Price', 'InStore' (with a date '4/17/2011' and a dropdown arrow), 'Qty' (with the value '1'), and 'Cost (Optional)'. Below these is a text field for 'Comment (Optional)'. At the bottom of the window are two buttons: 'Done' and 'Add'.

When you are done entering the information for each line item, use **"Add"** to add to the inventory table. When you are done with all your entries, the **"Done"** button will cause an Update Archive to take place so that the new entries will be recorded in the full inventory as well as the available inventory table.

Vendor DB

The second input method uses the inventory input database created by the separate VndrLbIs or StoreLbIs programs. The programs were written to allow off-line entry of inventory items and to enable printing of labels for the items before stocking them on the shelves.

See the **Labels documentation** for an explanation of program use.

The difference in the two programs is in the input of cost. The Dealer version (VndrLbIs.exe) does not require the cost for the item to be entered so that the Dealer's cost is kept private. The store version (StoreLbIs.exe) expects the cost to be entered for the store's information. (Default is zero if no entry is made.)

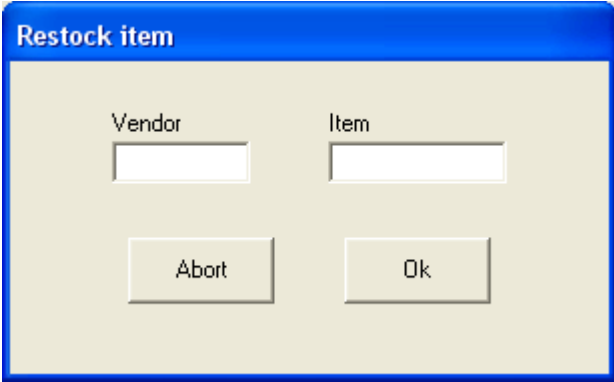
The program should be put into a folder that the user has write access to. To create a new database or to expand or change a current database, choose the appropriate option when the program starts. Whenever the program is closed, the currently displayed database is saved. There is also an option to save the current data into an Excel spreadsheet if there is a desire to use the information in some other way.

Once a database is complete, it can be delivered to the store along with the items and the database will be read into the store inventory using this option. The file will be small enough so that a floppy disk can be used for transport to the store. Also, once a database has been entered into the store inventory, it should not be modified by the stand alone program. Start a new database instead.

Once the file is complete, the data must be added to the inventory table. To get the data into the inventory table: Select it in the open file dialog. Enter the Vendor ID for the data. Hit **“Add”**.

ReStock

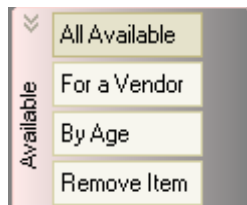
In most cases once an item is inventoried and then sold, it will not be entered again. Occasionally, there is a need to put an item back into inventory. For example, a Vendor may have more than one piece of an item but rather than putting them all into inventory at once, would rather wait until the first one is sold and then put the next into inventory. We call such a situation a restock. By using this input method, you have the ability to enter an item once again.

A screenshot of a software dialog box titled "Restock item". The dialog has a blue title bar. Inside, there are two text input fields: "Vendor" on the left and "Item" on the right. Below these fields are two buttons: "Abort" on the left and "Ok" on the right. The background of the dialog is a light beige color.

After you specify the item, you will be presented with the Add Item dialog with the item information filled in, ready for you to adjust the newly input quantity and add the item.

Note: A restock can not occur on the same day as an item was entered before.

Available Inventory selection



Here you select the report that you want which will include any inventoried line items that have one or more pieces still in stock. Once you have selected the Inventory Type, click the button to generate the report. If you have chosen For a vendor, you will be presented with a drop down list to chose the vendor first.

Picking any of these reports will extract and report the requested data.

All Available

All Available							
<input type="button" value="Labels"/> <input type="button" value="Search"/> <input type="button" value="Print"/> <input type="button" value="Export"/> <input type="button" value="Edit"/>							
Dealer	Item Nbr	Description	Price	In Store	Orig Qty	Available	Last Trans

Several features are present in this grid.

First, the columns can be sorted by clicking on the column heading. A second click will sort descending.

By selecting the lines you can print labels for the selected line items. Control, click and Shift click will allow multiple lines to be selected. One label for each available quantity will be printed in the size which you select. (See Labels documentation)

Clicking on "Edit" will put the table in the edit mode. You can update the description, price, or the comments field (scroll to the right) in the available inventory line items by editing the entries you wish to change. Click once to select the cell and then again to go into edit mode. When done, click on "Update" .

For a Vendor

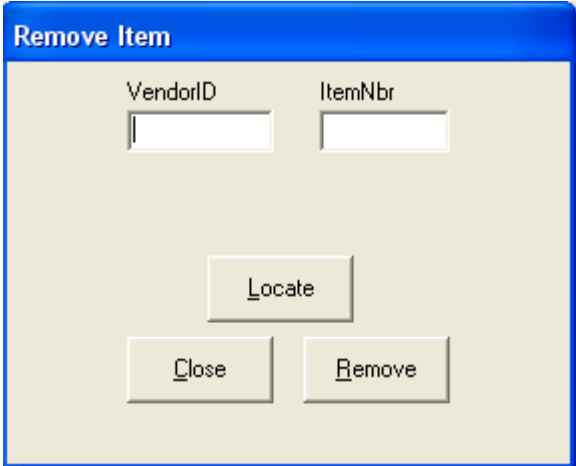
The **For a Vendor** selection will present only the items available for a selected vendor. Otherwise it is the same as the All Available choice.

By Age

The **By age** selection will generate a report listing the items in inventory over 90, 60, or 30 days. You can use this to determine whether you want to drop the price or (in case of consignments) take the item out of stock. You cannot print labels from this view.

Remove Item

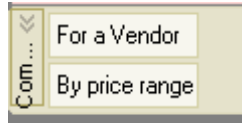
The **Remove Item** selection allows you to decrement the quantity of any inventoried item. This will present you with a dialog where you specify the Vendor and Item number to remove.



The image shows a screenshot of a software dialog box titled "Remove Item". The dialog has a blue header bar with the title. Below the header, there are two input fields: "VendorID" and "ItemNbr". Below these fields is a "Locate" button. At the bottom of the dialog are two buttons: "Close" and "Remove".

Once you enter the Vendor ID and Item Number, hit "**Locate**". If the Item is found you will be able to remove it from available inventory. If the available quantity is greater than one, you will be able to specify the quantity to remove.

Complete Inventory



Selecting one of these reports will extract the data from the archive database where all inventory is kept. (See Update Archive below.) No labels can be printed from the Complete Inventory view, nor can you change any fields.

For a Vendor

You will be presented with a selection dialog where you will set the Vendor ID

By price range

Enter the price range of interest depending on what you have selected. The data used in these reports are all the inventoried data ever put in the store.

Vendor Disk

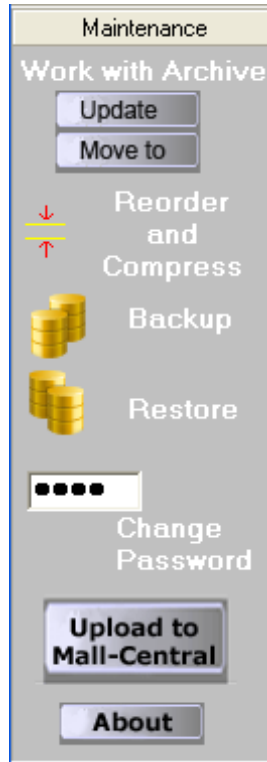


This will make a copy of the Dealer input program for producing the vendor db. This copy can be put on a floppy or other removable media or even saved to a location on the master computer to be then attached to an email .

If you have purchased the system with support, the program is also available on the software web site for the Dealer to download.

MAINTENANCE

Unless you are using a detached salesdesk in your store, the final panel of the Back Room program is used for maintenance of the database(s).



We recommend that while the Back Room program is being used to maintain the database, no other program (on this machine or remotely) be accessing the database. While using these options it is **required** that this be the case or corruption will occur.

Update Archive



The archive database (StoreArch.db3) in addition to holding the records for old sales and items (See Move to Inactive below), keeps tables which are the complete Customer and Inventory history for the store.

In order to keep Customer and Inventory records complete, the update option will update the archived Customer and Inventory tables with any new or updated information such as change of address or sale of inventoried item. We recommend that you run this option once a week.

Move to Inactive

This will move the sales and item records from the active to the inactive database. This will help keep the size of the active database small enough to respond quickly. We recommend that you keep at least two quarters of information in addition to the current quarter in the active file. More reports are available for the active rather than inactive files but sales and Vendor reports are available from the inactive file.

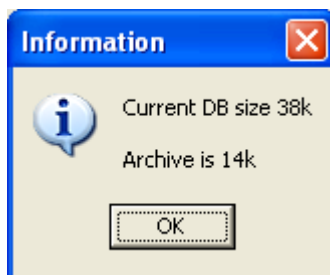


This option will automatically do an update archive and remove any customers from the active database that have not made a purchase in 18 months. This happens regardless of the setting for the date.

ReOrder and Compress Database



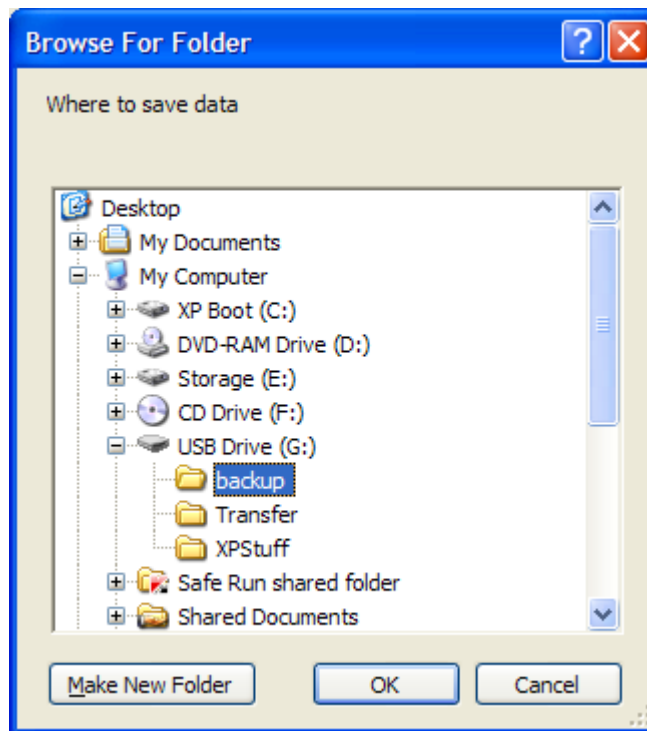
This option in the Maintenance menu is used to reorder and compact the database. When you click on this option, the database will be compacted, cleaned up, and repaired.



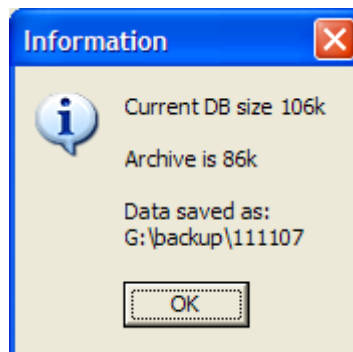
Data Backup



First the databases are cleaned and compressed. After the compacting is complete, you will be presented with a dialog to choose the location of the backup. Copies of the active, inactive, and ini (configuration) files are saved.



Click the folder where the database will be saved and click OK. The saved dataset will be named with the yearmonthday indicator.



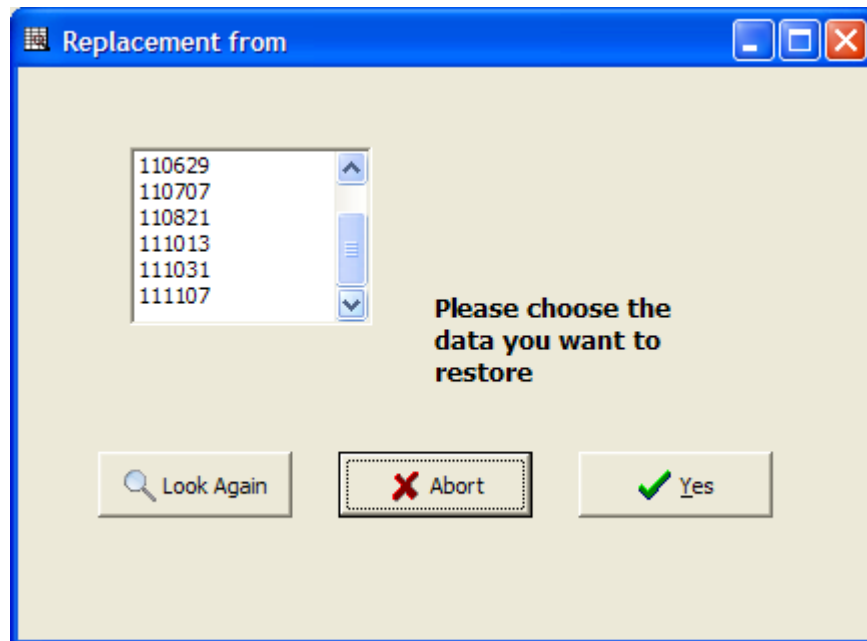
This file can be brought in to replace StoreDB.db3 at a later time, reverting your database to this snapshot. The StoreArch.db3 file is stored in the same location as you have chosen but it will be named xxxxxxArch.db3 instead of xxxxxxDB.db3 for the current data.

Restore Data



This option has been added so that you can easily restore your stores data to a saved point in time. Using the backup and restore options make it easy to replace your main computer or take the data home to work on reports.

After you point the system to the location of your backed up data, it will check for data to pull in. If there is more than one set at that location, you must pick the one that you want to use. When only one set is found, you will be informed of what the name is. If no sets are found, you will be told and you can try specifying the location again.



You will be informed when the restore is complete.

Change Password



Unless you have set the Nopass option on, this will be available to bring up a form for you to change your current password to a new one. Thus you can have control over who is allowed to work with the BackRoom program for reports and updates.

The system is shipped with the default password of 'store' (without the quotes). Purchased copies of the program include a ResetPassword program to set it back to this if your password is lost. The program is on the CD, but not installed onto your system for security purposes.

Upload to Mall Central

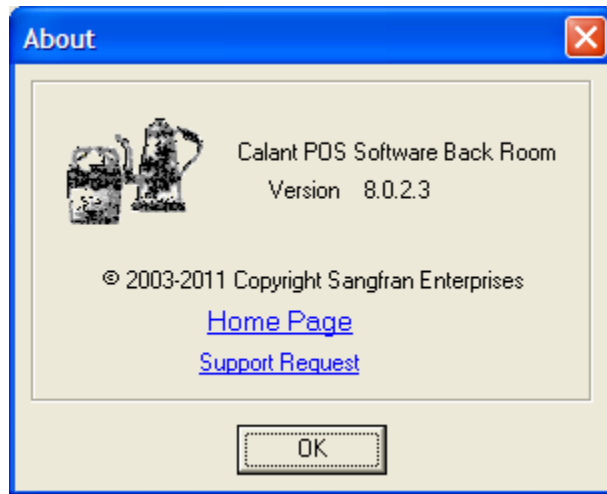


If you have set up an account with Mall-Central and downloaded the SALES_UPLOAD.BAT file into the [C:\StoreDB](#) folder, you will be presented with the button to upload your data. If you are using just one sales station, his upload feature here is as a convenience. It is recommended that you do this upload as part of the daily closing in the Sales Desk program. If you are using detached Sales Desk(s) then you should bring in your transfer databases to your program and do the upload here.



If you are not connected to the Internet when you do this upload, you should follow the instructions on their site to get your data uploaded using a web interface. The data is saved to the UPLOAD.TXT file in [C:\StoreDB](#) and you can copy it to your Internet connected computer.

About

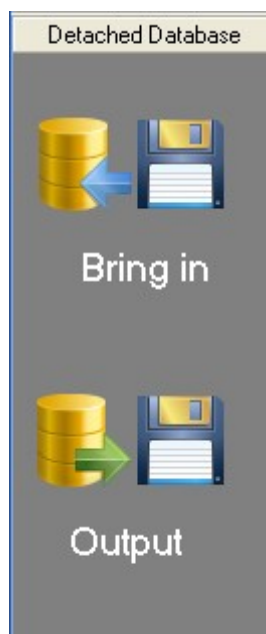


The about button displays the current version you are using. It also can mail a support request using your default eMail program.

DETACHED DATABASE

If you are using at least one external (detached) sales desk, then you must set the option Detached to one in the BackRoom.ini file. A special database will be created to carry the necessary files to the sales desk at the beginning of the session and to get the any updates that have been made such as new sales back to the main computer at the end of the session.

If you have set up your store to support external (detached) sales desks, then you will have the Detached Database options available. At the start of a session (day) that you will be using the detached sales desk, output the data to a removal device such as a floppy, USB memory stick, or zip drive. When you select the drive and folder for the data to be output to, the program will create a database called MastrDB.db3 on that device. Once done with the transfer, take the device to your sales desk computer and load that database into your salesdesk program.



At the end of the day, save the database which has been modified on your salesdesk program using the option under file maintenance in the Sales Desk program. Bring the device with the database to your master computer and bring in the data. You must supply the one letter identifier of the remote desk and the location of the transferring data. The program will use the data to update the master database with the appropriate data for the day. If you are using more than one detached sales desk, be sure that you get the updated databases from each of your salesdesks.

IMPORTANT USAGE NOTES

We wanted to include these comments to help you to utilize the system better.

Charge Cards

The charge card rates are specified in the BackRoom.ini file. If your store absorbs the charges for charge card usage, the default will be fine. If you want to have the Vendor pay for the charges then turn on the VndrPays option (set it to 1). Then the charge amounts will be deducted from what is owed the vendor at settlement time. This setting applies to all charged sales.

Commission

In order to collect commission, you must set Collect=1 in the BackRoom.ini file. There is a default rate specified there also. In each vendor record you can specify a specific rate (including 0) to override the default rate. Commission rate is the percent that the store keeps when an item is sold. Either commission or rent or both can be collected. Note that if the store is paying the tax, be sure to be collecting enough commission to cover your tax payout.

Sales Tax

Originally the program was written to exempt sales when the customer had a Tax Number in the customer record. This was so that a Vendor (entered as a customer) could make purchases for resale. We expanded this so that a sale could be exempt for other reasons. Just clicking the Tax Exempt check box asks for the exempt reason. We also fixed a bug that prevented sales where the tax rate was zero from processing. We now have enhanced tax specification to allow mixed sales as some states exempt certain articles (like clothing) from sales tax. To use this option you must turn on the NoTaxByItem switch (set it to 1) in the StorePOS.ini file. This will present a check box with each item being sold to indicate that it is exempt. If the sale is all items for resale, please use the check box for the whole sale and be sure that you have entered a valid Reseller or Tax Number for the sale as this is reported in the Summary reports to supply a record to show the resale status.

Originally either the store or all vendors reported and paid the sales tax. Since we have many users now that do both rental to vendors who pay their own tax and vendors who are consignors where the store pays the tax, whether or not the tax collected is passed to the vendor is determined by the fact that the vendor has a Tax Number in the vendor record. We do not check for valid tax license numbers, so you should do that before entry into the vendor record.

Separate Rent

The program was written to subtract rental amounts from the amount due to the vendor at settlement time. Many users requested that their store does the rent separately. The option SepRent under the Commission section, if set to 1 will not do this subtraction. Only on the individual summary reports does a reminder of the monthly rental appear.

As typical of such extensions, our users wanted a way to track and report collected rent. We now have a scheme built into the programs that will allow such tracking. First, there is a Vendor id of RENT for the rent collection. To use it, first add a record into the inventory for each vendor. The vendor ID is RENT, the item number should be the vendor's vendor ID. For the description enter the vendor name, The price should be the monthly rent and the quantity would be the number of months (such as 12 for a year) the rent will be collected. Now you are ready to collect rent through theSales Desk.

When a vendor is making a rent payment enter RENT as the vendor ID and the vendor's ID as the item number. The system will find the correct rent from the inventory file when you hit tab. Click on the Tax Exempt check box for the entire sale and enter the reason starting with YYMM (that is July 2010 would be 1007). This is done so that the report will be ordered correctly. If the payment is in cash, finalize the sale and enter the payment amount in the appropriate place. If the payment is by check, Locate the Rental Booth customer and complete the sale. If the vendor is paying more than one month's rent, enter each month as a separate sale.

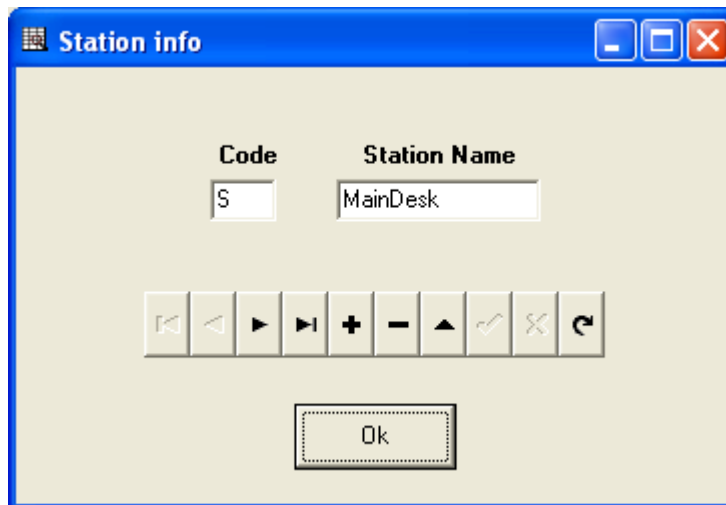
Currently, we only supply a query report for the rent report. In the BackRoom program go to Tables->Query and get the RentalReport query. Run the query and the report will show. In later versions of the program, we will expand and build in reports for separate rents. However, we are waiting for feedback to find out what reports our users are interested in. So **please** let us know what reports you would like around vendor booth rentals.

WORKING WITH TABLES

General Instructions

Modifying tables is done by clicking on the tool bar on the form. Each button has a quick explanation of its function if you hover over the button. In order to ensure that any updates are saved, be sure to click the check mark button before you go on.

Stations



The Stations table is used to register sales desks to the system. If you are only using one station for sales, then the default is fine.

If using more than one sales desk, then the entry for StatnName must match the entry in the StorePOS.ini file for that station. The StatnCode is a one letter (capital) that will be used in creation of the invoices on that sales desk. The station code must be unique for each station.

Customers

Customer information:

Customer Info

Customer File

Customer ID **1**

Name Last First

Company

Street

City

State/Zip

Phone(s) Tax Number

E Mail

Or Locate by Last Name (case sensitive)

Or Customer Number

Customer ID is created by the system when a new customer is created in the StorePOS (Sales desk) program.

The rest of the fields are self explanatory.

Tax Number field is here so that a vendor can be a customer when buying from another vendor. This is to accommodate situations where a vendor is buying items for resale. Sales tax will not be collected on the transaction.

Note: Please do not delete the customer 1 record, as it is used by the system to allow cash sales where the customer does not wish to be added to the customer list.

Vendors

Vendor field definitions:

The screenshot shows a 'Dealer Info' window with the following fields and controls:

- Vendor ID:** VOID
- Name:** Void Sale
- Company:** **Do not Modify**
- Street:** ** Do not Delete **
- City:** [Empty]
- State:** [Empty]
- ZIP:** [Empty]
- Phone/(s):** [Empty]
- eMail:** [Empty]
- Tax Number:** [Empty]
- Rent:** [Empty]
- Commission:** [Empty]
- Or Jump to ID:** [Empty]

Buttons on the right side of the form include: Add New, Edit, Save, <Previous, >Next, Delete, and a Close button at the bottom center.

The ID is up to six capital letters or numbers (no spaces).

Name is used to Identify reports.

The company entry is optional and is for identification purposes.

The address entries are self explanatory.

Phone/(s) allows for the entry of the vendor's phone number. In this day and age, sometimes the vendor will have two numbers (such as a cell). In those cases use a / before the second number.

If there is an entry in the Tax Number field, any sales tax collected on the vendor's sales will be given to the vendor to report and remit to the state. If it is empty, then the store will be reporting and paying the sales tax.

Rent is where you enter the monthly rental for the vendor if you are collecting rent. If SepRent is set to 0 in the BackRoom.ini file, the rent will be deducted from the vendor's proceeds for the month. If set to 1 it will not be deducted and only appear as a reminder on the individual monthly report.

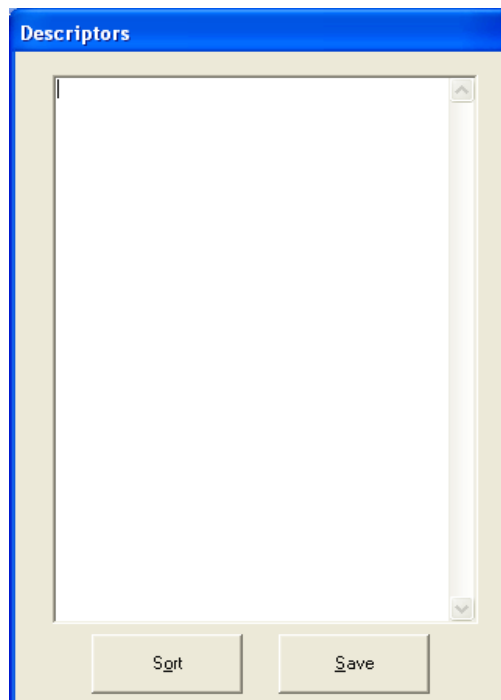
Commission entry is used to override the default store wide commission if you want to collect commissions but this vendor is at a different rate.

In order to change any entries, you must hit the **Edit** key to be in the edit mode.

Note: You may want to delete vendors when they no longer have items in your store. This may be very true in a consignment shop. **Please** be sure that there are no more items tagged as being from this vendor as such an item will prevent the completion of a sale.

Descriptors

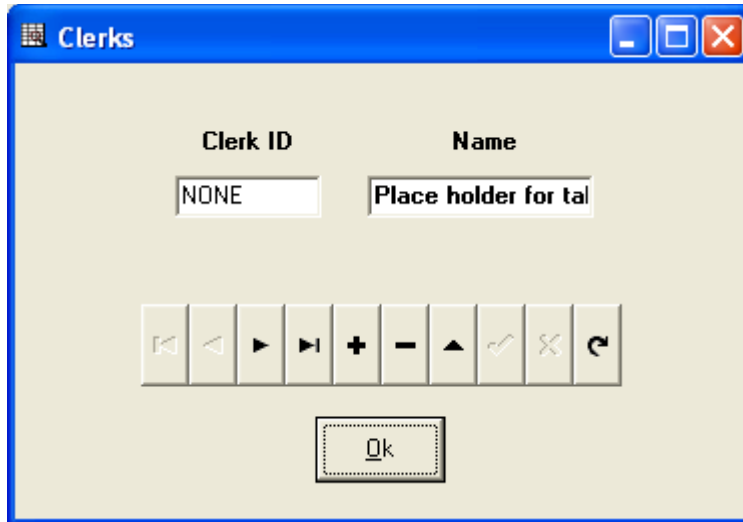
Using descriptors is arguably the most complicated feature of the program. There is a table (just an edit memo) that holds the common descriptors that you have in your shop. When the clerk types in a description, the table is searched for a matching entry. For example, if you have many vases in your shop, the clerk will begin typing in vases and the description will fill with the full match. Then the clerk can accept the entry or better describe it by typing before or after the found entry. (Using descriptors for commonly sold items can save typing and time for the sales clerk.)



Store wide permanent descriptors are entered here. Just enter one descriptor per line. To erase a descriptor, just highlight and delete.

Descriptors can be added to for the Sales Desk session by using the File Maintenance->Modify Descriptors option. Or you can add descriptors as they are typed in by turning on the BuildHistory option in the StorePOS configuration file. These additions will only be in the table for the duration of the Sales Desk session.

Clerks



This table is only available if you have turned on the Use Clerk ID option in your BackRoom.ini file.

If you are using the clerk ID option, this table will be used to request login for the clerk at the start of the sales desk program. (The switches in the BackRoom.ini and StorePOS.ini have to be set).

Clerk ID is the ID that will be used for tracking and reports (we suggest the clerk's initials). This ID must be unique for each clerk.

Name is displayed to the clerk at login time.

Once you have entered your clerk ID's, you may delete the place holder entry.

TABLE DEFINITIONS

Table definitions are not in the demo Documentation but are included in the purchased version.

