Appendix C

DAILY SUMMARY WINDOW - SUMMARY TAB

1 | **2** | **3** | **4** | **5** | **6** | **7**

Daily Summary

| Location ▼ | Save | Clear | Delete | Import | Transfer |

8 Location 🔍 **9**   **10** Imported **10** Times **11**

14 🔍 Trxs Lookup

12 Date 🖩 **13**   Transferred **15** Times **16**

17

| Paid Outs | Payable | Receivable | Miscellaneous | Other | Detail |
| Summary | Sales | Discounts | Tenders | Taxes | Over / Short |

Sales	**18**	0.00
Discounts	**19**	0.00

Tenders	**20**	0.00	Payable	**21**	0.00
Taxes	**22**	0.00	Receivable	**23**	0.00
Over / Short	**24**	0.00	Miscellaneous	**25**	0.00
Paid Outs	**26**	0.00	Other	**27**	0.00

Variance	**28**

29 Recalculate

DAILY SUMMARY WINDOW - SUMMARY TAB DEFINITIONS

1. Selection Arrows: These browse buttons allow you to scroll through the current locations that are set up or have been recently worked with.
2. Sort By: You can sort by Location or Date. This changes the way the Selection Arrows will search for locations.
3. Save Button: Use the Save button to save your work. Use this after you have set up your location(s). Once you press Save, the screen will become blank. You may use the arrows directly to the left of this button to bring the desired location in view.
4. Clear Button: The Clear button will simply clear the Daily Summary window. This action will not delete any previously saved work.
5. Delete Button: Pressing this button will delete the location that is currently selected in the Financial Location Setup window. You will receive a prompt asking if you want to delete the location. You may either continue with the deletion or cancel the request.
6. Import Button: This button will import data for a single day that has been selected.
7. Transfer: This button will transfer data for a single day that has been selected *if it is in balance.*
8. Location: This field will allow you to manually enter a desired location or select a location by utilizing the Calendar Lookup Button (#9).
9. Lookup Button: Use this button to access a window that will allow you to select a specific location. You may use this feature with locations that have already been set up.
10. Imported: This field will display the date the data was imported.
11. Times: This will reflect how many times the data for a particular day has been imported.
12. Date: This field will allow you to manually enter a desired date or select a date by utilizing the Calendar Lookup Button (#13).
13. Calendar Lookup Button: Clicking this button will bring a calendar window into view. Simply select the date you would like to work with and press Select!
14. Transaction Lookup: Allows you to choose an existing transaction and import the data. Choose the desired location (#8) before you make a selection with this feature.
15. Transferred Expansion Button: If available, this button will display information, as it will appear to the accounting system. *This feature is specific to your transfer system!*
16. Times: This will reflect how many times the data for a particular day has been transferred.
17. Self-explanatory tabs: Each of these tabs has a corresponding field in the lower portion of this window (Except for Summary and Detail!). Simply select the tab you would like to view. Once you have selected a tab, you can manipulate the accounts within the tab. During the initial installation, some or all tabs will be empty. They will become populated once you have assigned account numbers to the accounts!
18. Sales: This field will reflect the balance of the Sales tab.
19. Discounts: This field will reflect the balance of the Discounts tab.
20. Tenders: This field will reflect the balance of the Tenders tab.
21. Payable: This field will reflect the balance of the Payable tab.
22. Taxes: This field will reflect the balance of the Taxes tab.
23. Receivable: This field will reflect the balance of the Receivables tab.
24. Over/Short: This field will reflect the balance of the Over/Short tab.
25. Miscellaneous: This field will reflect the balance of the Miscellaneous tab.
26. Paid Outs: This field will reflect the balance of the Paid Outs tab.
27. Other: This field will reflect the balance of the Other tab.
28. Variance: This field will display the variance between the accounts, if any.
29. Recalculate Button: This button is used in like manner to the Import button. It's typical use is to refresh the data if there have been any minor changes.
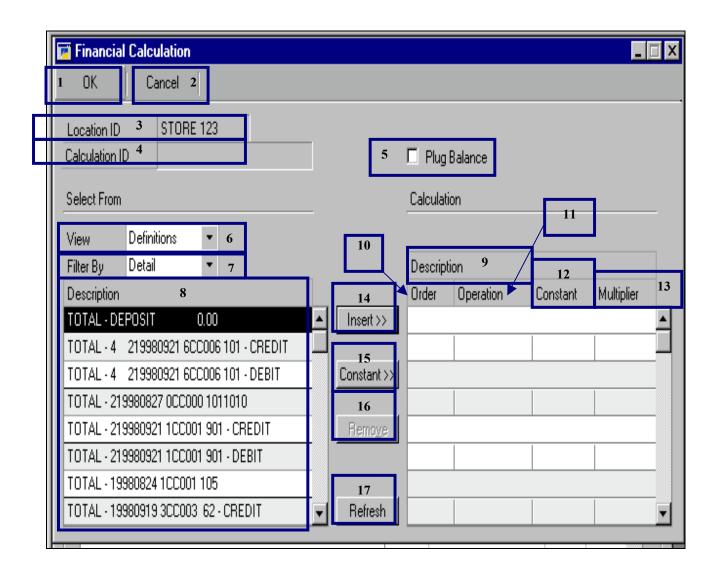
DAILY SUMMARY WINDOW – CATEGORY TABS

1	2	3	4	5	6	7

Daily Summary _ □ X

| ⏮ ◀ ▶ ⏭ | Location ▼ | Save | Clear | Delete | Import | Transfer |

8	Location 🔍	9	10	Imported	9/4/01	Times 12	11
12	Date 🗓 8/3/01	13	14 🔍 Trxs Lookup	15	Transferred	0/0/00	Times 0	16

| Paid Outs | Payable | Receivable | Miscellaneous | Other | Detail |
| Summary | Sales | Discounts | **Tenders** | Taxes | Over / Short |

18	19

Description 17	🔍 ▫	Amount 20
TOTAL - AMEX		$405.06
TOTAL - DEPOSIT		$782.50
TOTAL - DISCOVER		$71.92
TOTAL - MC		$69.71
TOTAL - VISA		$506.21
		$0.00

| | Total 21 | $1,835.40 |

DAILY SUMMARY WINDOW – CATEGORY TABS DEFINITIONS

1. Selection Arrows: These browse buttons allow you to scroll through the current locations that are set up or have been recently worked with.
2. Sort By: You can sort by Location or Date. This changes the way the Selection Arrows will search for locations.
3. Save Button: Use the Save button to save your work. Use this after you have set up your location(s). Once you press Save, the screen will become blank. You may use the arrows directly to the left of this button to bring the desired location in view.
4. Clear Button: The Clear button will simply clear the Daily Summary window. This action will not delete any previously saved work.
5. Delete Button: Pressing this button will delete the location that is currently selected in the Financial Location Setup window. You will receive a prompt asking if you want to delete the location. You may either continue with the deletion or cancel the request.
6. Import Button: This button will import data for a single day that has been selected.
7. Transfer: This button will transfer data for a single day that has been selected *if it is in balance.*
8. Location: This field will allow you to manually enter a desired location or select a location by utilizing the Calendar Lookup Button (#9).
9. Lookup Button: Use this button to access a window that will allow you to select a specific location. You may use this feature with locations that have already been set up.
10. Imported: This field will display the date the data was imported.
11. Times: This will reflect how many times the data for a particular day has been imported.
12. Date: This field will allow you to manually enter a desired date or select a date by utilizing the Calendar Lookup Button (#13).
13. Calendar Lookup Button: Clicking this button will bring a calendar window into view. Simply select the date you would like to work with and press Select!
14. Transaction Lookup: Allows you to choose an existing transaction and import the data. Choose the desired location (#8) before you make a selection with this feature.
15. Transferred Expansion Button: If available, this button will display information, as it will appear to the accounting system. *This feature is specific to your transfer system!*
16. Times: This will reflect how many times the data for a particular day has been transferred.
17. Description: By clicking on Description, you will be presented with the Financial Definitions window that will allow you to format a specific account.
18. Lookup Button: Allows the user to choose a definition for account setup.
19. Expansion Button: Press this button to access a window that will allow the user to assign greater detail to a particular description.
20. Amount: This self-explanatory window simply allows you to view the amount of each account.
21. Total: This field will display the total dollars for the tab you are currently viewing
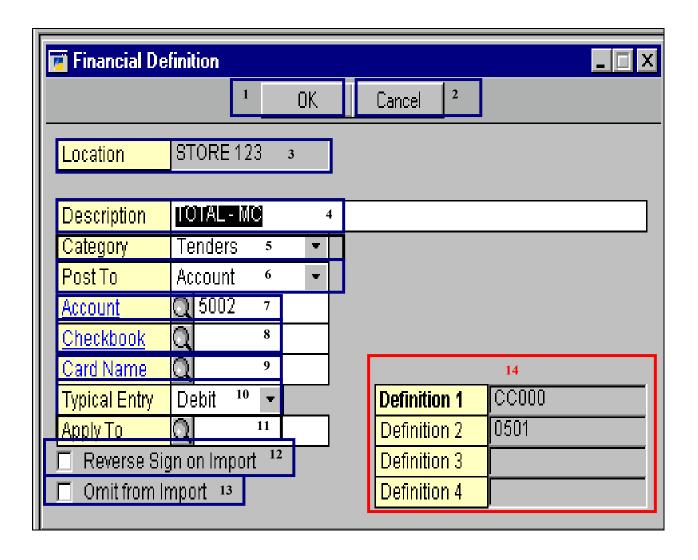
FINANCIAL CALCULATION WINDOW

FINANCIAL CALCULATION WINDOW DEFINITIONS

Note: This window will be displayed when the "New" button is pressed while working in the Calculations tab.

1. OK Button: Press this button after all the information in this window has been completed.
2. Cancel Button: Clicking on this button will simply close the window and bring the user back to the Daily Summary window without saving changes.
3. Location ID: This field will automatically display the current location you are working with.
4. Calculation ID: This is the internal name of the calculation.
5. Plug Balance: This checkbox "plugs" the balance (variance), thus forcing the debits and credits to balance. This feature is also used for rounding errors and over/short issues.
6. View: This drop down menu will allow you to choose how you would like to view the descriptions: either by Definitions or Calculations.
7. Filter By: This feature allows the user to choose how the data will be filtered. There are several selections, including Sales, Tenders, Discounts, etc.
8. Description: These are the definitions of the descriptions.
9. Description: This field will display a definition of the calculation.
10. Order: Selecting this option will set mathematical precedence to the calculations. *Note: If one calculation has an assigned order, all the calculations must then be assigned an order accordingly*.
11. Operation: A drop down menu will ask the user to select the operator: Add, Subtract, Multiply, and Divide.
12. Constant: This button will manipulate figures by a constant value. *Example: Parking Pass expense is a constant of five dollars per day*.
13. Multiplier: Here, the user will manually enter the multiplier figure. *Example: (total sales) Divide sales 1/2, the multiplier would be .5*
14. Insert: Once the user has selected an account to be used in a calculation, press the Insert button. From that point, the account will be moved to the calculation portion of the window.
15. Constant: Inserts a description as a constant. *Example: Parking Fees*
16. Remove: Use this feature to remove an account from a calculation.
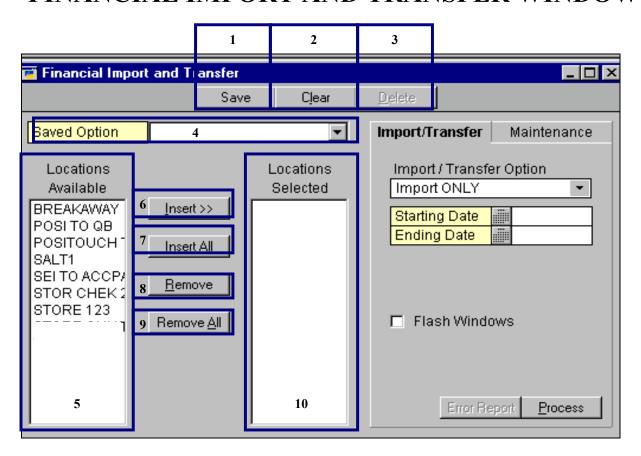17. Refresh: Use this button if you change the order in which the calculations occur.
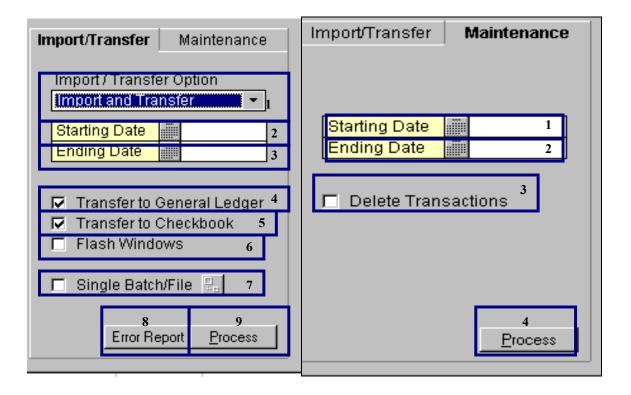
FINANCIAL DEFINITIONS WINDOW

Financial Definition		_ □ X

1	OK	Cancel	2

Location	STORE 123	3

Description	TOTAL - MC	4
Category	Tenders	5
Post To	Account	6
Account	5002	7
Checkbook		8
Card Name		9
Typical Entry	Debit	10
Apply To		11

☐ Reverse Sign on Import 12

☐ Omit from Import 13

14

Definition 1	CC000
Definition 2	0501
Definition 3	
Definition 4	

FINANCIAL DEFINITIONS WINDOW DEFINITIONS

1. <u>OK Button</u>: Press this button after all the information in this window has been completed.
2. <u>Cancel Button</u>: Clicking on this button will simply close the window and bring the user back to the Daily Summary window without saving changes.
3. <u>Location</u>: This field will automatically display the current location you are working with.
4. <u>Description</u>: This field will also automatically display the description of the account that you have chose to modify. Notice the description is highlighted. You may change the description to better suit your needs or simply leave it as it is.
5. <u>Category</u>: This field will automatically be populated with the category the account was imported as from your financial system. The user may change this category by accessing the drop down menu and selecting the appropriate category.
6. <u>Post To</u>: This field will contain information that has been brought over by the financial system. Typically, Account will be displayed here. The user may choose to change this to either Checkbook or Credit Card.
7. <u>Account</u>: Notice *Account* is underlined and highlighted in blue. You may either click on *Account* or select the Lookup button *(magnifying glass icon!)* to access an account browse window. The accounts contained in the browse window were populated when the Transfer tab was completed. The user may manually enter the account number here as well.
8. <u>Checkbook</u>: Notice *Checkbook* is underlined and highlighted in blue. You may either click on *Checkbook* or select the Lookup button *(magnifying glass icon!)* to access a checkbook browse window. The checkbook accounts contained in the browse window were populated when the Transfer tab was completed. The user may manually enter the checkbook number here as well.
9. <u>Card Name</u>: Notice *Card Name* is underlined and highlighted in blue. You may either click on *Card Name* or select the Lookup button *(magnifying glass icon!)* to access a card name browse window. The card name accounts contained in the browse window were populated when the Transfer tab was completed. The user may manually enter the checkbook number here as well.
10. <u>Typical Entry</u>: Again, this field will be automatically populated from the financial system. You may change the entry to either Debit or Credit by clicking the drop down arrow.
11. <u>Apply To</u>: This is a system specific feature based on the system you are transferring to.
12. <u>Reverse Sign on Import</u>: If you import a (+) positive number upon importing or recalculating, this feature will "flip" the sign to a (-) negative, and visa versa. *Note: If you have initially set up an account with the +/- feature, do not use this option, as it will simply void the initial setting.*
13. <u>Omit from Import</u>: By selecting this checkbox, the user may select an account to be imported.
14. *<u>Definitions 1 through 4</u>: These boxes are for ASI use only. Do not change, modify or delete any data that is contained within these boxes.*

FINANCIAL IMPORT AND TRANSFER WINDOW

1	2	3

Financial Import and Transfer   _ □ X

| Save | Clear | Delete |

Saved Option   4   ▼

Locations Available		Locations Selected

Import/Transfer   Maintenance

Import / Transfer Option
Import ONLY   ▼

BREAKAWAY
POSI TO QB
POSITOUCH T
SALT1
SEI TO ACCP/
STOR CHEK 2
STORE 123

6 Insert >>
7 Insert All
8 Remove
9 Remove All

Starting Date   ▦
Ending Date   ▦

☐ Flash Windows

5   10

Error Report   Process

The corresponding tabs for the Financial Import and Transfer window are shown below:

Import/Transfer   Maintenance

Import / Transfer Option
Import and Transfer   ▼ 1
Starting Date   ▦   2
Ending Date   ▦   3

☑ Transfer to General Ledger 4
☑ Transfer to Checkbook   5
☐ Flash Windows   6

☐ Single Batch/File ▣ 7

| 8 | 9 |
| Error Report | Process |

Import/Transfer   **Maintenance**

Starting Date   ▦   1
Ending Date   ▦   2

☐ Delete Transactions   3

| 4 |
| Process |

FINANCIAL IMPORT AND TRANSFER WINDOW DEFINITIONS

1. Save Button: Use the Save button to save your work. Once you press Save, the screen will become blank.
2. Clear Button: The Clear button will simply clear the Financial Import and Transfer window. This action will not delete any previously saved work.
3. Delete Button: Pressing this button will delete the process that is currently in progress. You will receive a prompt asking if you want to continue with this action. You may either continue with the deletion or cancel the request.
4. Saved Option: The Saved Option field allows you to create a user-defined name and to save your settings for this window.
5. Locations Available: From the Locations Available list, select the locations you wish to import and/or transfer.
6. Insert Button: After selecting a location, simply click the Insert button. This will import the location into the Locations Selected field.
7. Insert All Button: Choose this option if you wish to import and/or transfer all locations together.
8. Remove Button: This feature allows you to highlight one location from the Locations Selected field and remove it from the Locations Selected list.
9. Remove All Button: You may select this option to remove all selections from the Locations Selected field.
10. Locations Selected: This field will display the location(s) that have been selected for import and/or transfer.

IMPORT/TRANSFER TAB

1. Import/Transfer Option: This field will present a drop down list that will contain three choices: Import ONLY, Import and Transfer and Transfer ONLY.
    - A.) Import ONLY: This selection will capture the remote data and will be imported to the GETLinked program. No data will be transferred to the financial system.
    - B.) Import and Transfer: This selection will capture the remote data, import the information to GETLinked, and then transfer the data into the financial system in one step.
    - C.) Transfer ONLY: To use this selection, the data must have been imported previously and exists in GETLinked. An import file will be created for transfer into the designated financial system.

   *Note: If you choose **Import and Transfer** or **Transfer ONLY** you also have three available checkboxes. The Transfer to General Ledger, Transfer to Checkbook and Single Batch File*
2. Starting Date: You can manually enter the starting date of the remote data you wish to import and/or transfer or you may select the date by utilizing the Calendar Lookup button located within the Starting Date field.
3. Ending Date: You can manually enter the ending date of the remote data you wish to import and/or transfer or you may select the date by utilizing the Calendar Lookup button located within the Ending Date field.
4. Transfer to General Ledger: This checkbox is selected by default. Leave this checkbox selected if you would like the transfer to affect the general ledger. If, however, you do not want the transaction to reach the general ledger, simply de-select the checkbox.
5. Transfer to Checkbook: This is an advanced feature. Some systems support an additional piece that will transfer to the general ledger and the checkbook. Although this option is selected by default, most users will have no use for this feature. Unless your system supports this alternative, it is recommended that you de-select the checkbox.

6. <u>Flash Windows</u>: If the Flash Windows checkbox is marked, you can watch all the data populating GETLinked as it is being imported and/or transferred. *NOTE: This does cause the system to run much slower when selected. We recommend that this be used only in the beginning so you can verify that your data is importing and/or transferring correctly.*

7. <u>Single Batch/File:</u> This is also an advanced element of the GETLinked program. By selecting this checkbox, the system will "compress" the transfer files into one file. This utility is useful if transferring variable files did not occur daily. The *Single Batch/File* will assign one date for as many dates that were selected in the *Starting Date* and *Ending Date* fields, thus creating a compressed file with one variable file name assigned. Notice the <u>*expansion*</u> button located next to *Single Batch/File*. Press this button to select the file or the batch you are transferring to. You may select a directory and a file name or a batch. These choices are not interchangeable. This feature, although not commonly used, is very useful for multiple variable files or multiple locations. Users with these elements will receive the greatest benefit from this feature.

8. <u>Error Report</u>: This report will print if problems were encountered during the import and/or transfer process.

9. <u>Process</u>: After the location(s) have been selected, and the starting and ending dates are specified, press Process to continue!
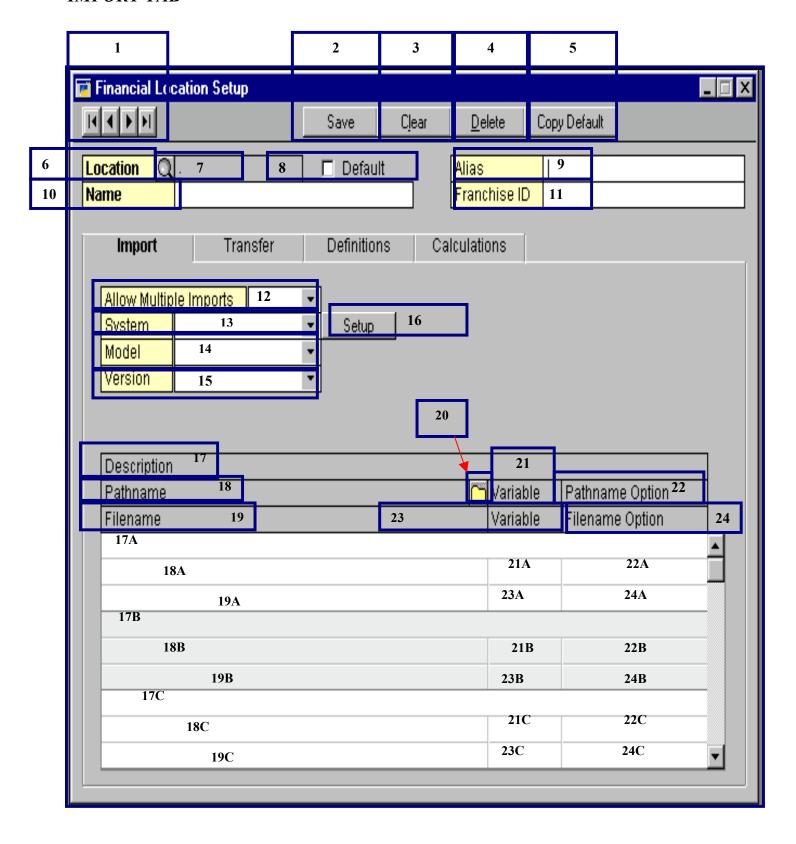
MAINTENANCE TAB

The Maintenance tab allows you to delete information that was imported into GETLinked for specific locations and date ranges.

1. <u>Starting Date</u>: You can manually enter the starting date or you may select the date by utilizing the Calendar Lookup button located within the Starting Date field.

2. <u>Ending Date</u>: You can manually enter the ending date or you may select the date by utilizing the Calendar Lookup button located within the Ending Date field.

3. <u>Delete Transactions</u>: Once you have selected the dates of the data you would like to delete, select this checkbox.

4. <u>Process</u>: Press Process to complete the deletion request. You will receive a message alert asking if you would like to proceed. You may either continue with the deletion or cancel your request.
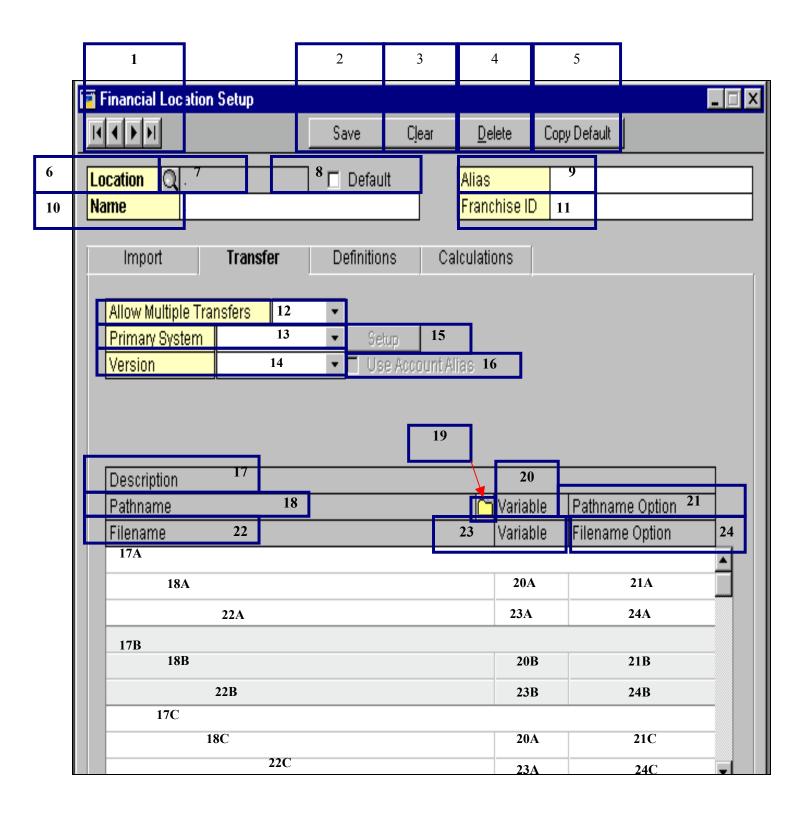
FINANCIAL LOCATION SETUP WINDOW

IMPORT TAB

| 1 | | 2 | 3 | 4 | 5 |

Financial Location Setup — □ ✕

|◄ ◄ ► ►| Save   Clear   Delete   Copy Default

| 6 | Location 🔍 . 7 | 8 | □ Default | Alias | 9 |
| 10 | Name | | | Franchise ID | 11 |

Import   Transfer   Definitions   Calculations

Allow Multiple Imports	12	▼
System	13	▼	Setup	16
Model	14	▼
Version	15	▼

20

		21	
Description	17			
Pathname	18		📁 Variable	Pathname Option	22
Filename	19	23	Variable	Filename Option	24

17A				
	18A		21A	22A
	19A		23A	24A
17B				
	18B		21B	22B
	19B		23B	24B
17C				
	18C		21C	22C
	19C		23C	24C

Import Tab Screen Definitions.

1. <u>Selection Arrows</u>: These arrows allow you to scroll through the current locations that are set up or have been recently worked with.
2. <u>Save Button</u>: Use the Save button to save your work. Use this after you have set up your location(s). Once you press Save, the screen will become blank. The user may use either the arrows directly to the left of this button or the Lookup Button to bring the desired location in view.
3. <u>Clear Button</u>: The Clear button will simply clear the Financial Location Setup window. This action will not delete your work.
4. <u>Delete Button</u>: Pressing this button will delete the location that is currently selected in the Financial Location Setup window. You will receive a prompt asking if you want to delete the account. You may either continue with the deletion or cancel the request.
5. <u>Copy Default Button</u>: If you are setting up multiple locations that share much of the same profile, you will more than likely use this button. First, every location will need it's own Location and Name assigned to it. After these two fields are filled in, press the Copy Default button. The data from the original default location will automatically be imported. Verify the account numbers have imported properly. Some companies have sub accounts that differentiate the separate stores. If this is the case, you will need to change the account numbers that have come in. Remember, the location that was set, as the default will transfer all the data that it contains.
6. <u>Location</u>: During an initial installation, the location of the facility should be entered here. Once data has been entered here, you cannot perform an edit.
7. <u>Lookup Button</u>: Use this button to access a window that will allow you to select a specific location. You may use this feature with locations that have already been set up.
8. <u>Default Check Box</u>: This check box is used to select a location as the default. (Only one location may be selected as the default. Check this box to use this location that will be the location copied when using the Copy Default button (#5))
9. <u>Alias</u>: This field is typically not required, but it can be used to create a different name other than the name originally specified in the Name field. This can be useful if the system you are working with recognizes locations in some format that is difficult for the user to remember. Example: System recognizes #8247 as the Location. The user prefers to call this Store 123.
10. <u>Name</u>: This field is typically used for greater description of the location. Example: Location= My Store #1 Name = 123 Broadway
11. <u>Franchise ID</u>: This is only needed if your specific system makes a point of requiring this feature. *Please see Appendix A in this documentation for your specific system requirements.*
12. <u>Allow Multiple Imports</u>: This function will allow you to select one of three choices.
    a. <u>Ask.</u> By selecting this option, each time you Import data, you will receive a message box asking if you would like to override the previous transaction. This is the most widely used option for all links EXCEPT the PRLink.
    b. <u>Yes:</u> The Yes option will simply override the transactions without the message presentation.
    c. <u>No:</u> No selection will allow only ONE transaction to be imported per day, thus the system will not allow the user to re-import.
13. <u>System</u>: the drop down box allows you to choose the system you will be importing from.
14. <u>Model</u>: If available. User will choose the model of the system they are using. If the selection field is empty, leave this field blank.
15. <u>Version</u>: If available. User will choose the version of the system they are using. If the selection field is empty, leave this field blank.

16. <u>Setup</u>: This button must be pressed after the previous applicable fields have been completed. The user will be presented with a Setup window. This window will ask the user to set up one or more financial fields depending on your specific system.
17. <u>Description</u>: This field will automatically default once all other pertinent information has been completed in previous steps.
18. <u>Pathname:</u> This field will need to be filled in by the user. You may either manually enter the pathname, or browse your network by pressing the yellow file folder (see number #20).
19. <u>File Name</u>: Again, this field will automatically default once all other pertinent information has been completed in the previous steps.
20. <u>Lookup Button:</u> This feature will allow you to browse your system. This is a convenient way to search for a pathname.
21. <u>Variable:</u>   This checkbox works hand in hand with the Pathname Option (22).   If the user wants to transfer files into variable pathname (directories), utilize this feature.
22. <u>Pathname Option</u>: This checkbox works hand in hand with the Variable option (19).   If the user wants to transfer files into variable pathname (directories), select the template that matches the directories to be transferred to.
23. <u>Variable</u>: This checkbox works hand in hand with the Filename Option (24).   If the user wants to import files into variable pathname (directories), utilize this feature.
24. <u>Filename Option</u>: This will change the name of the file depending on the template that is chosen.
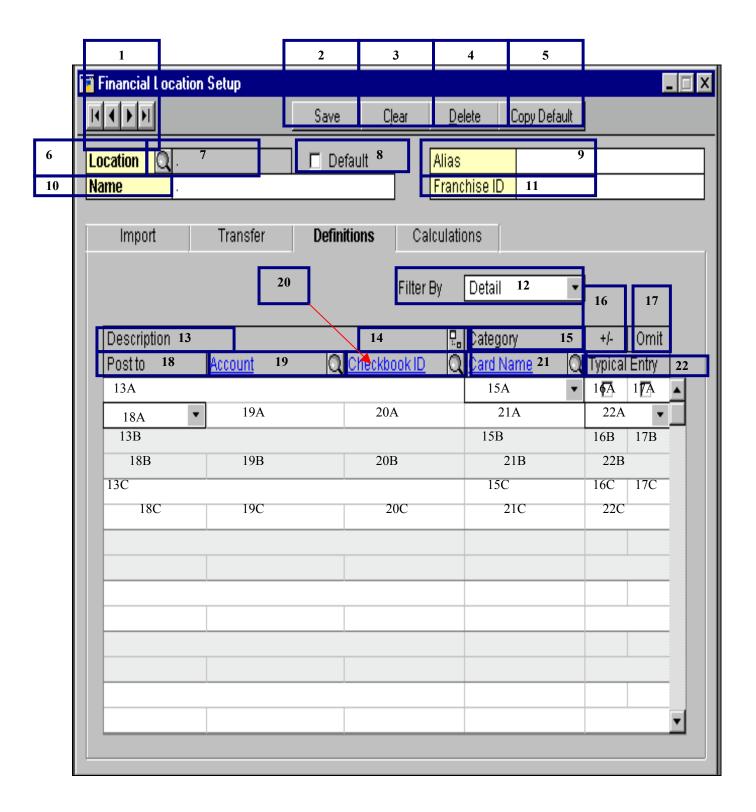
TRANSFER TAB

Financial Location Setup

| | Save | Clear | Delete | Copy Default |

| 6 Location | 7 | 8 ☐ Default | | Alias | 9 |
| 10 Name | | | | Franchise ID | 11 |

Import **Transfer** Definitions Calculations

Allow Multiple Transfers	12	▼
Primary System	13	▼	Setup	15
Version	14	▼	☐ Use Account Alias	16

19

Description	17		20	
Pathname	18		📁 Variable	Pathname Option	21
Filename	22		23 Variable	Filename Option	24

17A			
18A		20A	21A
22A		23A	24A
17B			
18B		20B	21B
22B		23B	24B
17C			
18C		20A	21C
22C		23A	24C

Transfer Tab Definitions.

1. Selection Arrows: These browse buttons allow the user to scroll through the current locations that are set up or have been recently worked with.
2. Save Button: Use the Save button to save your work. Use this after you have set up your location(s). Once the Save button is pressed, the screen will become blank. The user may use the arrows directly to the left of this button to bring the desired location into view.
3. Clear Button: The Clear button will simply clear the Financial Location Setup window. This action will not delete your work.
4. Delete Button: Pressing this button will delete the location that is currently selected in the Financial Location Setup window. The user will receive a prompt verifying this action. The user may either continue with the deletion or cancel the request.
5. Copy Default Button: If you are setting up multiple locations that share much of the same profile, you will more than likely use this button. First, every location will need it's own Location and Name assigned to it. After these two fields are filled in, press the Copy Default button. The data from the original location will automatically be imported. Verify that the account numbers have imported properly. Some companies have sub accounts that differentiate the separate stores. If this is the case, you will need to change the account numbers that have been imported. Remember, the location that was set, as the default will transfer all the data that it contains.
6. Location: During an initial installation, the location of the facility should be entered here. Once data has been entered, the user cannot perform an edit.
7. Lookup Button: Use this button to access a window that will allow the user to select a specific location. You may use this feature with locations that have already been set up.
8. Default Check Box: This check box is used to select a location as the default. (Only one location may be selected as the default. Check this box to use the location that will be the location copied when using the Copy Default button (#5))
9. Alias: This field is typically not required, but it can be used to create a different name other than the name originally specified in the Name field. This can be useful if the system you are working with recognizes locations in some format that is difficult for the user to remember. Example: System recognizes #8247 as the Location. The user prefers to call this Store 123.
10. Name: This field is typically used for greater description of the location. Example: Location= My Store #1 Name = 123 Broadway
11. Franchise ID: This is only needed if your specific system makes a point of requiring this feature. *Please see Appendix B in this documentation for your specific system requirements.*
12. Allow Multiple Imports: This function will allow the user to select one of three choices.
    a. Ask. By selecting this option, each time you Import data, you will receive a message box asking if you would like to override the previous transaction. This is the most widely used option for all links EXCEPT the PRLink.
    b. Yes: The Yes option will simply override the transactions without the message presentation.
    c. No: No selection will allow only ONE transaction to be imported per day. You cannot re-import.
13. Primary System: The drop down box allows you to choose the financial system you will be transferring to.
14. Version: If available. User will choose the version of the system they are using. If the selection field is empty, leave this field blank.
15. Setup: This button must be pressed after the previous applicable fields have been completed. At this point, a new window will be displayed and the user will be asked to set up one or more financial fields depending on your specific system.
16. Use Account Alias: This feature is used for specific systems only. *Please check the Appendix B of this documentation to see if your system requires this setting.*

17. <u>Description</u>: This field will automatically default once all other pertinent information has been completed in previous steps.
18. <u>Pathname:</u> This field will need to be filled in by the user. You may either manually enter the pathname, or browse your network by pressing the yellow file folder (see number #22).
19. <u>Lookup Button:</u> This feature will allow you to browse your system. This is a convenient way to search for a pathname.
20. <u>Variable:</u> This checkbox works hand in hand with the Pathname Option (#18). If the user wants to transfer files into variable pathname (directories), utilize this feature. (On the transfer side, it is easier to use the variable file name option).
21. <u>Pathname Option</u>: This checkbox works hand in hand with the Variable option (#20).   If the user wants to transfer files into variable pathname (directories), select the template that matches the directories to be transferred to.
22. <u>File Name</u>: Again, this field will automatically default one all other pertinent information has been completed in the previous steps.
23. <u>Variable:</u> This checkbox works hand in hand with the Filename Option (#22). If the user wants to transfer files into variable filename (directories), utilize this feature. (On the transfer side, it is easier to use the variable file name option).
24. <u>Filename Option</u>: This will change the name of the file depending on the template that is chosen.

20 – 23 all are dealing with date stamped files or directories.
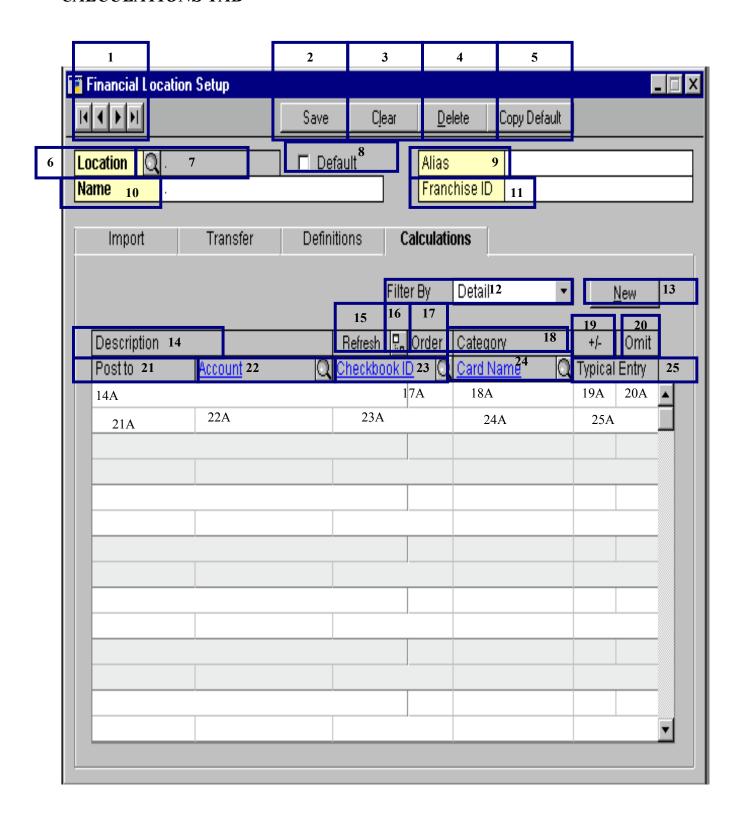
DEFINITIONS TAB

1 **2** **3** **4** **5**

Financial Location Setup

| Save | Clear | Delete | Copy Default |

6 Location 🔍 **7** ☐ Default **8** Alias **9**

10 Name Franchise ID **11**

| Import | Transfer | **Definitions** | Calculations |

20 Filter By Detail **12**

16 **17**

| Description **13** | **14** | Category **15** | +/- | Omit |

Post to **18**	Account **19** 🔍	Checkbook ID 🔍	Card Name **21** 🔍	Typical Entry **22**
13A			15A	16A 17A
18A ▼	19A	20A	21A	22A ▼
13B			15B	16B 17B
18B	19B	20B	21B	22B
13C			15C	16C 17C
18C	19C	20C	21C	22C

Definitions Tab Definitions

1. Selection Arrows: These browse buttons allow you to scroll through the current locations that are set up or have been recently worked with.
2. Save Button: Use the Save button to save your work. Use this after you have set up your location(s). Once you press Save, the screen will become blank. You may use the arrows directly to the left of this button to bring the desired location into view.
3. Clear Button: The Clear button will simply clear the Financial Location Setup window. This action will not delete any previously saved work.
4. Delete Button: Pressing this button will delete the location that is currently selected in the Financial Location Setup window. You will receive a prompt asking if you want to delete the location. You may either continue with the deletion or cancel the request.
5. Copy Default Button: If you are setting up multiple locations that share much of the same profile, you will more than likely use this button. First, every location will need it's own Location and Name assigned to it. After these two fields are filled in, press the Copy Default button. The data from the original location will automatically be imported. Verify that the account numbers have imported properly. Some companies have sub accounts that differentiate the separate stores. If this is the case, you will need to change the account numbers that have been imported. Remember, the location that was set, as the default will transfer all the data that it contains.
6. Location: During an initial installation, the location of the facility should be entered here. Once data has been entered, you cannot perform an edit.
7. Lookup Button: Use this button to access a window that will allow you to select a specific location. You may use this feature with locations that have already been set up.
8. Default Check Box: This check box is used to select a location as the default. (Only one location may be selected as the default. Check this box to use this location that will be the location copied when using the Copy Default button (#5))
9. Alias: This field is typically not required, but it can be used to create a different name other than the name originally specified in the Name field. This can be useful if the system you are working with recognizes locations in some format that is difficult for the user to remember. Example: System recognizes #8247 as the Location. The user prefers to call this Store 123.
10. Name: This field is typically used for greater description of the location. Example: Location= My Store #1 Name = 123 Broadway
11. Franchise ID: This is only needed if your specific system makes a point of requiring this feature. Please see appendix at the end of this document for your specific system requirements.
12. Filter By: This feature filters by a selected category. The user can simply select a category from the drop down menu, which will provide several choices. At that point, the window will display the accounts by the category selected.
13. Description: This field will automatically default once all other pertinent information has been completed in previous steps.
14. Expansion Button: This is one method to set up the account detail. First, click on the account you would like to work with. Next, press the Expansion button. The Financial Definitions window will be displayed. From that point, the user can assign more detail to that particular definition.
15. Category: The Category fields are located throughout the Definitions window. The field will have a drop down box within it. By utilizing this feature, the user will then be able to select which TYPE (or Category) the account it is. Example: Sales, Tenders, Over/Short, etc. This is a visual enhancement feature and does not affect the journal entry in any way!

16. <u>+/-</u>: The change sign option allows the user to "flip" the sign of any data that is imported. Example: Deposits appear as a negative (-), and user wants to see deposits to be viewed as positive (+), simply select this checkbox. Note: The change sign and the Typical Entry fields both affect how the data will be interpreted. In other words, by using this feature, you will affect not only the way the account is viewed, but it will CHANGE the ACCOUNT as well. Please use this option with care.
17. <u>Omit</u>: Use this check box to Omit the specified account from being viewed on the reports. You may de-select this option at any time. Be sure to re-import data after the Omit button is selected or de-selected.
18. <u>Post To</u>: Allows user to choose where the account will be posted. There are three choices available: Account, Checkbook and Card.
19. <u>Account</u>: The General Ledger account number will be entered in this field. The user may select an account by clicking on the Lookup button within the field, or it may be manually assigned.
20. <u>Checkbook ID</u>: Notice the Lookup button located within this field. The user may either select the name of the financial institution by utilizing this feature, or it can be manually entered in this field.
21. <u>Card Name</u>: If your transfer system supports credit card transactions through Bank Reconciliation, the user can enter the card type as it pertains to the users Bank Reconciliation module.
22. <u>Typical Entry</u>: This drop-down box will allow the user to choose either Debit or Credit assignment the account that is being processed.

CALCULATIONS TAB

Financial Location Setup

Save	Clear	Delete	Copy Default		

6 Location [Q] . **7**   ☐ Default **8**   Alias **9**

Name **10** .   Franchise ID **11**

Import | Transfer | Definitions | **Calculations**

Filter By Detail **12** ▼   New **13**

Description **14**		Refresh **15**	🖵 **16**	Order **17**	Category **18**	+/- **19**	Omit **20**	
Post to **21**	Account **22** [Q]	Checkbook ID **23** [Q]			Card Name **24** [Q]	Typical Entry **25**		
14A				17A	18A	19A	20A	▲
21A	22A	23A			24A	25A		
								▼

Calculations Tab Definitions

1. <u>Selection Arrows</u>: These arrows allow you to scroll through the current locations that are set up or have been recently worked with.
2. <u>Save Button</u>: Use the Save button to save your work. Use this after you have set up your location(s). Once you press Save, the screen will become blank. You may use the arrows directly to the left of this button to bring the desired location into view.
3. <u>Clear Button</u>: The Clear button will simply clear the Financial Location Setup window. This action will not delete your work.
4. <u>Delete Button</u>: Pressing this button will delete the location that is currently selected in the Financial Location Setup window. You will receive a prompt asking if you want to delete the account. You may either continue with the deletion or cancel the request.
5. <u>Copy Default Button</u>: If you are setting up multiple locations that share much of the same profile, you will more than likely use this button. First, every location will need it's own Location and Name assigned to it. After these two fields are filled in, press the Copy Default button. The data from the original location will automatically be imported. Verify that the account numbers have imported properly. Some companies have sub accounts that differentiate the separate stores. If this is the case, you will need to change the account numbers that have been imported. Remember, the location that was set, as the default will transfer all the data that it contains.
6. <u>Location</u>: During an initial installation, the location of the facility should be entered here. Once data has been entered, you cannot perform an edit.
7. <u>Lookup Button</u>: Use this button to access a window that will allow you to select a specific location. You may use this feature with locations that have already been set up.
8. <u>Default Check Box</u>: This check box is used to select a location as the default. (Only one location may be selected as the default. Check this box to use this location that will be the location copied when using the Copy Default button (#5))
9. <u>Alias</u>: This field can be used to create a different name other than the name originally specified in the Name field. This can be useful if the system you are working with recognizes locations in some format that is difficult for the user to remember. Example: System recognizes #8247 as the Location. The user prefers to call this Store 123.
10. <u>Name</u>: This field is typically used for greater description of the location. Example: Location= My Store #1 Name = 123 Broadway
11. <u>Franchise ID</u>: This is only needed if your specific system makes a point of requiring this feature. *Please see Appendix A at the end of this chapter for your specific system requirements.*
12. <u>Filter By</u>: This feature filters by a selected category. The user can simply select a category from the drop down menu, which will provide several choices. At that point, the window will display the accounts by the category selected.
13. <u>New Button</u>: Creates a new calculation. The user will need to press this button before beginning an additional calculation.
14. <u>Description</u>: This field will automatically default once all other pertinent information has been completed in previous steps.
15. <u>Refresh</u>: If the order of the calculations are specified, or changed, the Refresh button will need to be utilized at that time.
16. <u>Expansion Button</u>: This button will open the window to the account that the user would like to assign a calculation. The Financial Calculations window will appear. The user will then assign appropriate data for the account. *See the Financial Calculation window section of this Appendix!*
17. <u>Order</u>: Allows the user to choose the order in which the calculations occur. If one account is assigned an order, all the calculations must then be assigned an order number as well. This feature will be most useful if the calculations involve other calculations. (This feature sets precedence between each calculation action).

18. <u>Category</u>: The Category fields are located throughout the Calculation window. The field will have a drop down box within it. By utilizing this feature, the user will then be able to select which TYPE (or Category) the account it is. Example: Sales, Tenders, Over/Short, etc. *This is a visual enhancement feature and does not affect the journal entry in any way!*
19. <u>+/-</u>: The change sign option allows the user to "flip" the sign of any data that is imported. Example: Deposits appear as a negative (-), the user wants to see deposits to be viewed as positive (+). In order to accomplish this action, simply select this checkbox. **Note: The change sign and the typical entry fields both affect how the data will be interpreted. In other words, by using this feature, you will affect not only the way the account is viewed, but it will CHANGE the ACCOUNT as well. Please use this option with care.**
20. <u>Omit</u>: Use this check box to Omit the specified account from being viewed on the reports. You may de-select this option at any time. Be sure to re-import data after the Omit button is selected or de-selected.
21. <u>Post To</u>: Allows user to choose where the account will be posted. There are three choices available: Account, Checkbook and Card.
22. <u>Account</u>: The General Ledger account number will be entered in this field. Notice the Lookup Button located within this field. After the Transfer tab has been completed, specific account numbers can be accessed through the Lookup button. The user can simply browse for the account number by utilizing this feature.
23. <u>Checkbook ID</u>: If your transfer system supports Bank Reconciliation, the user can enter the Financial Institution as it pertains to the users Bank Reconciliation module.
24. <u>Card Name</u>: If your transfer system supports credit card transactions through Bank Reconciliation, the user can enter the card type as it pertains to the users Bank Reconciliation module. After the Transfer tab has been completed, financial institution account information can be accessed through the Lookup button. The user can simply browse for the specific bank by utilizing this feature.
25. <u>Typical Entry</u>: Allows user to choose the destination of the account (debit or credit).