POSLink Daily Usage Instructions

The POSLink Module allows you to process your data two different ways.

The first is the through the Daily Summary window. The daily summary allows you to see your transactions in great detail. However, the Daily Summary only allows you to import and transfer data for one location, one day at a time.

The second way is through the Import and Transfer window. The Import and Transfer window does not allow you to see the details of the transactions. However, the Import and Transfer window allows you to import and transfer any number of locations for any number of days in a single process.

Daily Summary Window Usage

From the GETLinked program, select *POSLink>>Daily Summary*.

The *Daily Summary* window will be displayed.

- Select the location you would like to work with by clicking on the Lookup button *(magnifying glass icon!)*.

The *Financial Location Lookup* window will appear.

You may either double-click on your selection, or highlight your choice and press the *Select* button at the top of the screen.

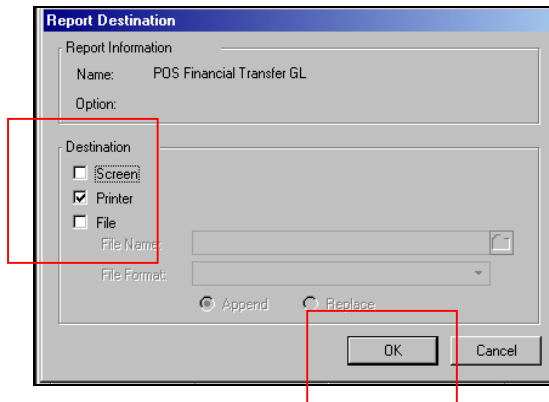- Choose the date you would like to work with by either clicking the *Calendar* button within the *Date* field, or manually enter the date in the *Date* field.
- Press the *Import* button once the date has been selected.

Note: If the day contains a variance, please refer to the POSLink Setup Instructions for more details. GETLinked will not transfer the data to your financial system until you have a balanced Journal Entry.

Once the data is in balance, press the *Transfer* button located at the top right of the window. You will be presented with the *Report Destination* window.

Select the destination method you prefer. For viewing purposes, *Screen* is the most widely used.

- Press the *OK* button.

The transfer is complete!

You will receive the *POSLink Financial Transfer GL* report listing the transactions that were transferred, as well as the date of the data and the date of the report.

At this point, a file has been exported to the location that was specified in the initial setup. You will need to import this file into you accounting system.

If you have questions regarding your accounting systems' importing process, contact your accounting system representative or review your accounting systems documentation.

Import and Transfer Window Usage
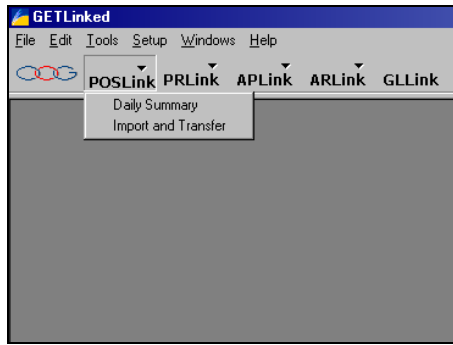
From the GETLinked program, select *POSLink>>Import and Transfer*.

The *Financial Import and Transfer* window will be displayed.
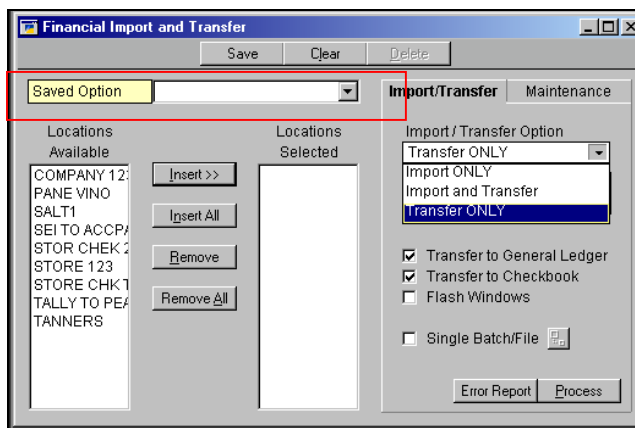
The *Saved Option* feature allows you to select a group of locations and or dates for transfer without having to reselect them time and time again. *This feature is useful if you have multiple locations that you often process together.*

- To set up a *Saved Option*, click in the field provided. Manually enter a unique description. *(Example: All Southwest Stores/Restaurants).*
- From the *Locations Available* field, double click on all the locations you would like to include with this particular set up.
- Press *Save*.

During the next transfer session, simply click the drop-down list and select your *Saved Option*. All the locations within that *Saved Option* will be selected quickly and easily!

- To delete a *Saved Option*, make your selection by utilizing the drop-down list within the field.
- Press the *Delete* button.

You may enter as many Saved Options as you wish!
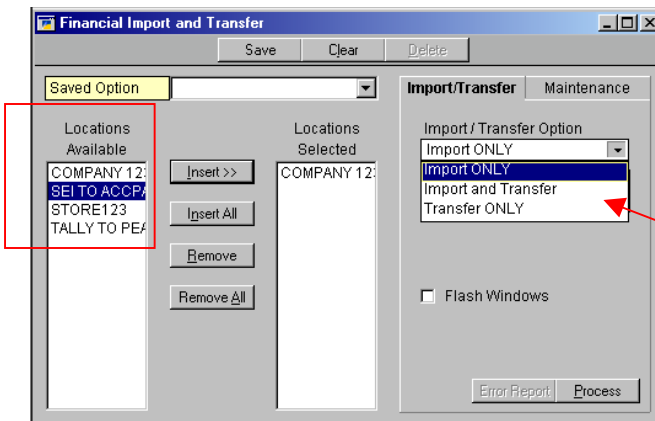
Select your location(s) by either double-clicking on them in the *Locations Available* field, or making the selection(s) and pressing the *Insert* button. You may also chose a Saved Option.

- Select *Import and Transfer* from the *Import/Transfer* field by using the drop-down selection.

- Select the date(s) you would like to import/transfer by either clicking on the *Calendar* buttons within the *Starting Date* and *Ending Date* fields or entering them manually.
- Press *Process*.

Transfer to General Ledger 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.
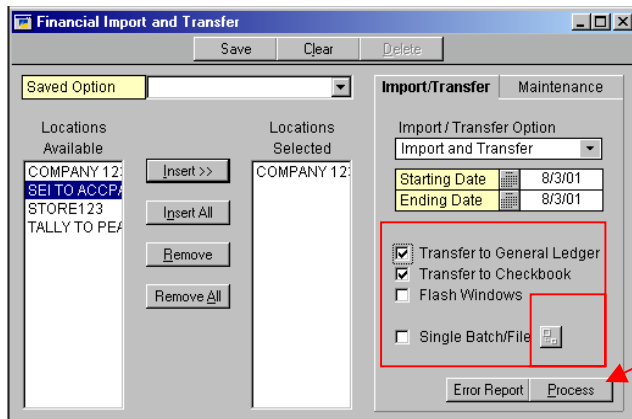
Transfer to Checkbook is an advanced feature. Some systems support an additional piece that will transfer to the general ledger and the checkbook. Although this option is selected by default, most users will have no use for this feature. Unless your system supports this alternative, it is recommended that you de-select the checkbox.

Single Batch/File 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 *expansion* button locate 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.

```
Screen Output - POS Financial Transfer GL                    _ □ ×

 Print   ≡ Send To  □          Completed 1 Page        Page 1

                                        Date 10/9/01
              POSLink Financial Transfer GL            Page 1


Location COMPANY 123
Date  8/5/01    Number 0 - 10/9/01

ACCOUNT       DESCRIPTION                   DEBIT        CREDIT
4000          visa service fee             $12.03
1000          visa minus service fees      $388.93
1000          TOTAL - FOOD-SALES                       $1,255.44
1000          TOTAL - BEER                                $21.40
1000          TOTAL - WINE                                 $5.25
2300          TOTAL - TAX                                 $89.81
4000          TOTAL - DEPOSIT              $660.91
4000          TOTAL - OVER/SHORT                           $0.09
5000          TOTAL - ACME SERVICE         $15.80
5000          TOTAL - ICE                   $2.89
4000          TOTAL - MC                   $89.38
4000          TOTAL - AMEX                $202.05
                                      -------------- --------------
     Location  COMPANY 123   Date 8/5/01  Total   $1,371.99    $1,371.99
                                      ============== ==============


                                      -------------- --------------
     Location  COMPANY 123           Total   $1,371.99    $1,371.99
                                      ============== ==============
```

The transfer is complete!

You will receive the *POSLink Financial Transfer GL* report listing the transactions that were transferred, as well as the date of the data and the date of the report.

At this point, a file has been exported to the location that was specified in the initial setup. You will need to import this file *(not the report!)* into you accounting system.

If you have questions regarding the accounting systems' importing process, contact your accounting system representative or review the accounting systems documentation.


```
Financial Import and Transfer                          _ □ ×
              Save     Clear    Delete

Saved Option        [          ▼]  Import/Transfer   Maintenance

Locations              Locations      Import / Transfer Option
Available              Selected       [Import and Transfer    ▼]
              Insert >>   COMPANY 12
                                      Starting Date  ▦  8/3/01
              Insert All                Ending Date  ▦  8/3/01

              Remove                  ☑ Transfer to General Ledger
                                      ☑ Transfer to Checkbook
              Remove All              ☐ Flash Windows

                                      ☐ Single Batch/File ▣

                                        Error Report   Process
```

If you encounter errors in your transmission report, press the *Error Report* button located in the lower right portion of the window. This report will allow you to view any issues that need to be managed. *(Example: Missing account numbers).*