

# Microsoft Business Solutions Retail Management System

Microsoft  
Business  
Solutions

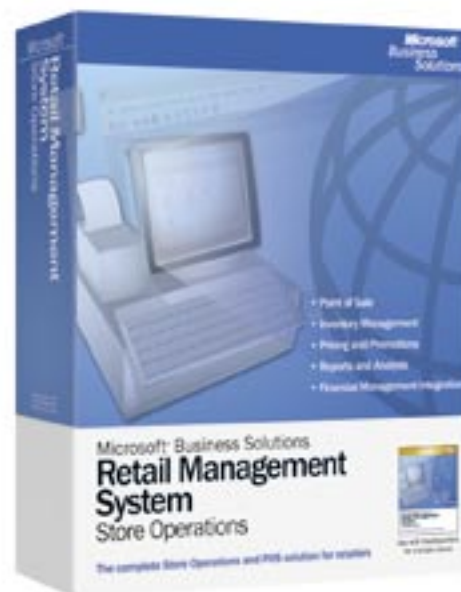
## Store Operations Feature Summary

### Supported Hardware

- Any PC running Microsoft® Windows® 98SE, Windows 2000, Windows NT® SP5, Windows Me or Windows XP
- Support for popular OPOS Printers, Scanners, Scales, Line displays and Cash Drawers
- Support for Windows Printers, Keyboard Wedge Mag Card Readers and PC/PS-2 Keyboards

### Point-of-Sale Capabilities

- Customisable, Resizable Transaction Screen
- Graphical User Interface
- Customisable POS Buttons for Web-based Application Shortcuts
- Multi-media Advertisements
- Electronic Receipt on Net Display
- Online Access to the Internet
- Unlimited Line Item Entry
- Automatically Look Up Price (sales, quantity discount, promotional)
- Automatically Compute Tax/GST
- Look Up Quantity and Item Attribute
- Display Item Picture
- Show Item Extended Description and Subdescriptions
- Select Shipping Carrier and Calculate Shipping Charges by Weight/Value
- Multi-Tender (i.e., cash, cheque, credit card)
- Accept Food Stamps
- Print Cheque Validation Endorsement
- Sell and Redeem Vouchers/Gift Certificates/Gift Cards
- Place Transaction On Hold and Recall
- Perform Post-Voids
- Process Returns
- Perform Online Credit Authorisations
- User-Definable Keyboard-Shortcut Macros
- Online Help
- Support Mix and Match Pricing Structure
- Discount Entire Sale or Selected Item At Time of Sale
- Add Customer Account
- Access Customer Info (i.e., total sales, number of visits, last visit date)
- Issue Store Credit
- Receive Payment(s) for Individual Invoices
- Process Deposits on Orders
- Search by Customer Ship To Addresses
- Create and Process Lay-bys, Back Orders, Word Orders and Sales Quotes
- Credit Items Sold to Selected Sales Reps
- Calendar Event Planner and Reminder
- Built-in Time Clock
- Daily Sales Graph
- User-Defined Reminder Messages
- View and Print Journals from any Register
- Preview, Search and Print Journals by Register, Batch and/ or Receipt Number
- Print X, Z and ZZ Reports
- Print Receipt, Invoice and Pick Ticket with Logos/ Graphics
- Print Kit Components on Receipt



# Retail Management System

## Internet Applications

- Retrieve and Process Orders from Virtual Storefronts
- Net Display Channels (Broadcast Pre-Selected Web sites, Web pages and Ads)
- Custom POS Buttons (On-Screen Shortcuts to Web sites, Software Packages and Application Tools)
- E-Receipts
- FedEx and UPS Shipping and Tracking via the Internet

## Inventory Types

- Standard
- Service
- Assembly (bill of material)
- Serialised (up to three serial numbers)
- Matrix (apparel)
- Lot Matrix Kit
- Weight (tare, actual)
- Petrol and Other Wet Stock
- Tag Along
- Parent/Child
- Voucher (Gift Card/Gift Certificate)

## Inventory Control and Tracking

- Track and Manage All Inventory Types
- Organise and Modify Assembly, Matrix and Lot Matrix Items Using Easy-to-Use Spread Sheets
- Look Up and Modify Matrix Items by Specific Attribute Info (i.e., Colour, Size, Style, Fit, Story)
- Automatically Calculate Inventory Replenishment Based on Restock Level or Quantity Sold
- Support Multiple Suppliers for Each Item
- Define Master Pack Quantity for Ordering
- Assign Item Substitutes
- Support Up to Three Serial Numbers per Item
- Unlimited Item Aliases
- Support Parent and Child Quantity
- Attach Special Notes and Reminder to Specific Item
- Generate Purchase Orders
- Receive Shipment
- Transfer Inventory In/Out
- Design Graphical Labels
- Print Bar Code Labels
- Process External File (data collection unit)
- Store and Track Offline Inventory (items not for sale)
- Customise and Use Reason Codes

## Advanced Security Options

- Built-In Security System for both Manager and POS programs
- Every menu and field can be protected based on cashier's security level; Data fields can be hidden, view-only or editable
- Set Cashier Floor Limit
- Set Cashier Return Limit
- Assign Log-On Password
- Grant or Deny Cashier Permissions to:
  - Enter Opening or Closing Amounts
  - Change Price at Point-of-Sale
  - Change Tax Amount at Point-of-Sale
  - Allow No Sales (open drawer)
  - Allow Pay Outs
  - Allow Item Cost Display
- Allow Editing of Time Clock Entries
- Allow Cashier to View Others' Time Clock Entries
- Allow Generation of X Reports
- Hold Transaction (suspending or stacking)
- Blind Closeout
- View Sales Journal
- View Sales Graph
- Sign On Before Each Transaction
- Allow New Customers at POS
- Allow Customer Account Modification
- Allow Deletion of Customers and Items
- Allow Item Information Modification
- Enable Global Customers for Multi-Store
- Require Serial Number
- Allow POS Serial Number Creation
- Show Customer Addresses at POS

### **Pricing, Sales, and Promotions**

- Set Up Mix and Match Pricing Structure
- "Buy X, Get Y" Discount Capability
- Lot Pricing (single, six-pack, case, etc.)
- Petrol and Wet Stock Pricing (to three decimal positions)
- Multiple Price Levels/Customer (price break tables)
- Discount From Retail
- Mark Up From Cost
- Set Profit Margin
- Discount by Dollar Amount
- Assign Sub-Total Amount
- Set Percent of Discount
- Put Items on Sale/Promotion
- Set Up Weekly Sales Schedules
- Multiple Sales Tax (GST, PST, etc.)
- Multiple Tax Rates Tables (percent, base, cap)
- Support Euro and Value Added Taxation
- Define Sales Commission Schedule
- Return in Local Currency

### **Customisable Active Reports**

- Incorporate Company Logo
- Sort and Group Report Data Directly on Print Preview Screen
- Filter Data Attribute Information
- Adjust Report Header/Columns On-Screen
- Access Detailed Database Information Directly from Report Preview
- Quickly Drill Down from Summary Reports to More Detailed Reports
- Memorise Report Settings

*The highly customisable reports are:*

- Customer List
- Accounts Receivable Aging
- Account Activities
- Summary Daily Sales
- Sales Rep and Cashier Daily Sales
- Supplier Daily Sales
- Register Daily Sales
- Department and Category Daily Sales
- Summary Daily Tax Collected
- Detailed Sales

- Detailed Tax Collected
  - Commission
  - Cashier Log
  - Register Analysis
  - Department Sales/Cost
  - Top Sales Reps and Cashiers
  - Top Customers
  - Top Suppliers
  - Top Items
  - Top Departments and Categories
  - Regional Sales
  - Item Price and Quantity Lists
  - Item Value List
  - Item Reorder List
  - Item Movement Report
  - Offline Inventory List
  - Serial Number List
  - Supplier List
  - Alias and Substitute Lists
  - Work Order Summary and Detailed Lists
  - Back Order Summary and Detailed Lists
  - Quote Summary and Detailed Lists
  - Purchase Orders
  - Inventory Transfers In/Out
  - Open Lay-bys Report
  - Lay-by Expiration Report
  - Graphs (Numerical/Graphic Format)
  - Filter and Export Options
- ### **Wizards**
- Assistant to facilitate large changes to the database
  - New Item Wizard to quickly add inventory to the database
  - Label Wizard to design and print labels

## Customer Management and Marketing

- Search by Account Number, Name, Company, Address, Phone/Fax, Email Address and Ship To Information
- Define Different Account Types (i.e., Revolving)
- Set Default Account Type for New Customers
- Aged Receivables Option
- Look Up, Adjust and Track Invoices for Specific Customer Account
- Track Purchases By Date, Price and Amount
- Apply Finance Charges on Accounts
- Bill Payments for Net Terms
- Place Limits on Customer Purchases for Given Time Period
- 15 User-Defined Fields for Customer Information (i.e., Birth-Date, Driver's License Number, Resale Permit Number)
- Create Customer Accounts at the POS
- Define Multiple Shipping Addresses Per Customer
- Print Customer Statements
- Reprint Statement for Selected Customer
- Generate Mailing List
- Print Accounts Receivable Aging Report
- Print Account Activities Report
- Access and/or Modify Detailed Customer Data Directly from Active Reports

## Employee Management

- Track and Manage Employee Information
- Set Up Sales Rep Commission Structure
- Assign Security Levels to Grant Specific Access Privileges
- Send Messages to Cashiers
- Generate Time Card Report
- Edit Time Clock Entries
- Generate Cashier Log Report

## Interface with Other Accounting Software

- Microsoft Business Solutions Great Plains® Edition
- Microsoft Business Solutions Navision Edition
- Microsoft Business Solutions Solomon Edition
- M.Y.O.B.®
- Peachtree Accounting for Windows
- QuickBooks for Windows

## Retail Management System

### Designed for independent merchants – like you

For more information:

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Or contact your Microsoft Business Solutions partner.