

# Solution-IV<sup>®</sup> Accounting Point of Sale



46 Vreeland Drive, Suite 1 • Skillman, NJ 08558-2638  
Telephone: 732-560-1377 • Outside NJ 800-524-0430 • Fax: 732-560-1594

Internet address: <http://www.tbred.com>

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Thoroughbred Software International, Inc.  
46 Vreeland Drive, Suite 1  
Skillman, New Jersey 08558-2638

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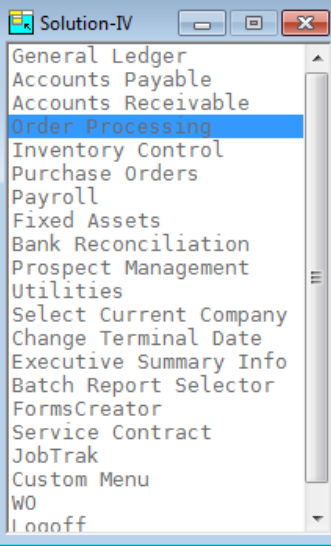
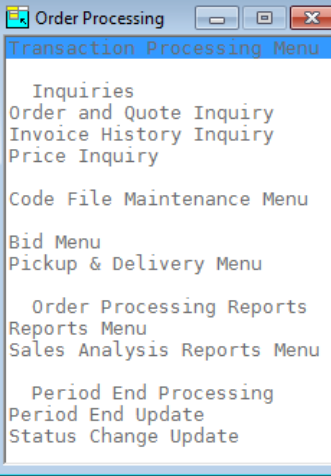
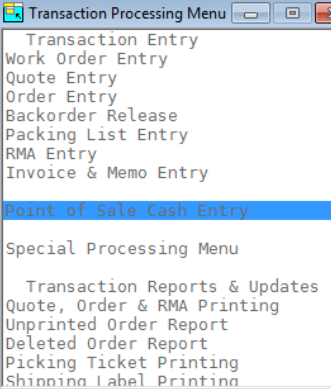
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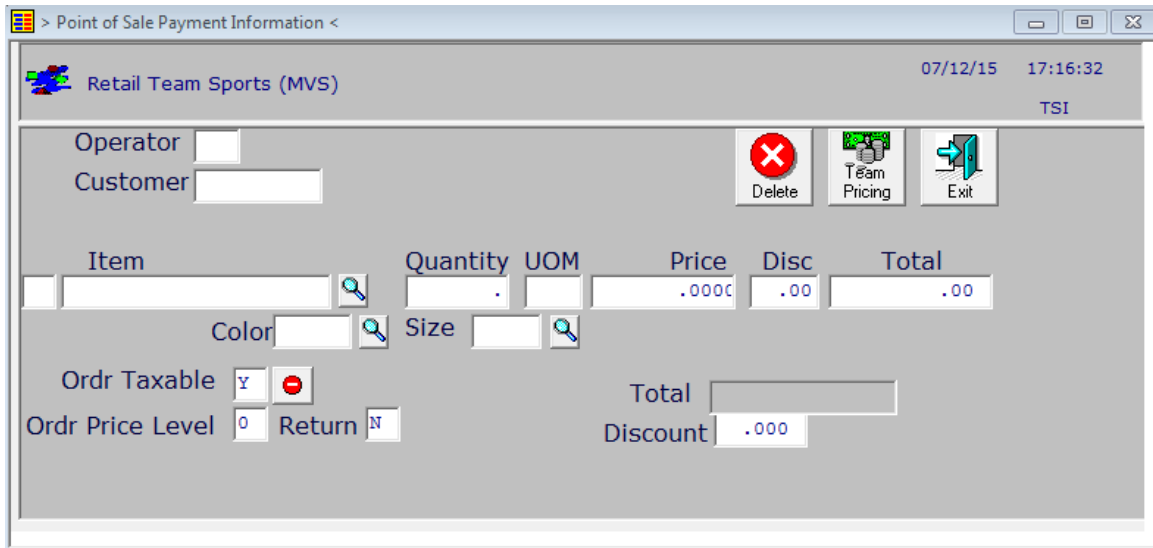
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# Point of Sale

## Retail Sale

For help with any option or field please refer to the Order Processing Manual or press **F6** on your keyboard.

<p>From the Solution-IV Main Menu where you select <b>Order Processing</b>.</p>	 <p>The screenshot shows the Solution-IV Main Menu window. The menu items are: General Ledger, Accounts Payable, Accounts Receivable, Order Processing (highlighted), Inventory Control, Purchase Orders, Payroll, Fixed Assets, Bank Reconciliation, Prospect Management, Utilities, Select Current Company, Change Terminal Date, Executive Summary Info, Batch Report Selector, FormsCreator, Service Contract, JobTrak, Custom Menu, WO, and Logout.</p>	
<p>select <b>Transaction Processing</b></p>	 <p>The screenshot shows the Order Processing Transaction Processing Menu window. The menu items are: Transaction Processing Menu (highlighted), Inquiries (Order and Quote Inquiry, Invoice History Inquiry, Price Inquiry), Code File Maintenance Menu, Bid Menu, Pickup &amp; Delivery Menu, Order Processing Reports, Reports Menu, Sales Analysis Reports Menu, Period End Processing, Period End Update, and Status Change Update.</p>	
<p>select <b>Point of Sale Cash Entry</b></p>	 <p>The screenshot shows the Transaction Processing Menu window. The menu items are: Transaction Entry, Work Order Entry, Quote Entry, Order Entry, Backorder Release, Packing List Entry, RMA Entry, Invoice &amp; Memo Entry, Point of Sale Cash Entry (highlighted), Special Processing Menu, Transaction Reports &amp; Updates, Quote, Order &amp; RMA Printing, Unprinted Order Report, Deleted Order Report, Picking Ticket Printing, and Shipping Label Printing.</p>	



## Operator

Operator Codes are 3 characters alphanumeric which identify the salesperson or associated processing the sales.

Press **F2** display a list of all open POS transactions

## Customer

Press **Enter** to use POS Customer

Enter Customer Code to process payment for Open Invoices.

Press **F2** to Lookup on Customers

Press **F12** to do Customer wildcard search

Press **F1** to Enter Petty Cash (Payout) transaction

Press **F3** to Enter Deposit for Open Order

## Item

Enter up to 22 characters representing the Inventory Control item code.

Press **F2** to Lookup by Item

Press **F12** to Search Item Descriptions

Press **F1** to enter Total Discount

Press **F4** to exit and enter Payment screen

## Color

Enter up to 20 alphanumeric characters to describe the color option for this matrix. You are allowed to enter up to 20 different colors.

**Size**

Enter up to 5 alphanumeric characters to describe the size option for this matrix. You are allowed to enter up to 20 different sizes.

**Quantity**

Enter the quantity of this item actually shipped. The backordered quantity will be calculated automatically from the ordered and shipped fields.

**UOM**

Enter the sales unit of measure for this particular line. If blank, it defaults to the main sales unit of measure from the Item Masterfile.

**Price**

Enter the price of this item being sold. The price will default to the item list price for this unit of measure.

Press **F2** to enter Line Discount

**Discount**

You have the option of overriding the customer discount percentage on a line-by-line basis.

**Total**

This field contains the total amount extension of the quantity ordered times the price for this item. This field may not be overridden.

## Taxable

The taxable flag may be set as follows:

- Y** Will calculate sales tax on this item. It is important to note that if the customer has a resale number, sales tax will not be calculated on the entire order, regardless of this flag.
- N** Will not calculate sales tax on this item. A good example of a non-taxable item code would be labor.

## Price Level

The price break associated with the price level entered here will apply. For example, if the price level = 3, the price break line for 3 will apply, no matter how many widgets the customer ordered.


## Invoice Total

This field contains the total amount of this order,  
Total Sales - Discount + Sales Tax

## Invoice Discount

Enter the discount percentage which applies here.



From the Item Code field, press **F4** or click  to go to Payment screen

## Payment Screen

Order/Invoice Entry - Payment

Retail Team Sports (MVS) 09/30/15 T0

0000000309 POS

Invoice Total 64.19 Payment Total 0.00  
Sequence 1 Balance to apply 64.19  
Payment Method  
Payment Amount .00 Notes  
Check Number Credit Card Number  
Name Exp Date Approval Hold?

### Sequence

If the line exists, pressing **Enter** modifies it.  
If the line is blank, pressing **Enter** adds one.

### Payment Method

Press **F2** for a lookup.  
Enter up to 2 alphanumeric characters for the payment code. The payment code is a file verified code required during entry of payments.

### Payment Amount

Enter the payment amount.

### Check Number

Enter up to 10 characters for the check number.

### Credit Card Number

Enter up to 19 characters for the credit card number. If you desire, you may enter dashes or spaces where appropriate.

### Name

Enter the name attached to this credit card number.

### Expiration Date

Enter the credit card expiration date for this credit card transaction.  
Formatted "MM/YY"

## **Approval**

Enter up to 6 characters for the approval code for this credit card transaction.

## **Hold?**

This flag indicates whether or not an order's payments will be posted during daily cash drawer posting from the order or if the actual payment will be posted at invoice time.

- Y** Yes. Hold the posting of the payment until invoicing.
- N** No. Post the payment now.

Once all payments have been entered press **F4** to print Receipt and open cash drawer.