

RETAILMAGIC QUICK REFERENCE MANUAL

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CUSTOMER SALE

GOTO: POS / Sales / Daily Entry

- STEPS:**
1. Press the Insert key to add a Sales Invoice
 2. Input Customer number and complete the window
 3. Complete the top section of the screen
 4. Press the Insert key to add a detail line
(A non-inventory product is the Ctrl-Insert key combination)
 5. Input the Product code and complete the line
 6. Repeat until all products are input
 7. Press the ESC key
 8. Input the Tendered By code
 9. Input the amount tendered
 10. Press the letter P to print and post the sales invoice.

CUSTOMER PAYMENT ON ACCOUNT

GOTO: POS / Sales / Daily Entry

- STEPS:**
1. Press the Alt-P key combination to add a payment
 2. Choose Customer
 3. Press the Alt-? key combination to find the customer
 4. Press the Insert key to add a payment
 5. Complete the window
 6. Input Y to print and post the payment
 7. Press the ESC key to return to the Sales Entry screen

ADD A LAYAWAY

GOTO: POS / Sales / Daily Entry

- STEPS:**
1. Press the letter L to choose Layaway
 2. Choose Add
 3. Input Customer number and complete the window
 4. Input (or accept) the Layaway #
 5. Complete the top section of the screen
 6. Press the Insert key to add a detail line
 7. Input the Product code and complete the line
 8. Repeat until all products are input
 9. Press the ESC key
 10. Input (or accept) the Deposit amount
 11. Complete the Layaway Payment Schedule window and press the ESC key
 12. Input the Tendered By code
 13. Input the amount tendered
 14. Press the letter P to print and post the layaway

LAYAWAY PAYMENT

GOTO: POS / Sales / Daily Entry

- STEPS:**
1. Press the letter L to choose Layaway
 2. Choose Payment
 3. Input the Layaway or Customer number
 4. Complete the window
 5. Input Y to print and post the payment

LAYAWAY PICKUP

GOTO: POS / Sales / Daily Entry

- STEPS:**
1. Press the letter L to choose Layaway
 2. Choose Pickup
 3. Input the Layaway or Customer number
 4. Complete the screen as a normal sales invoice

ADD A REPAIR

GOTO: POS / Sales / Daily Entry

- STEPS:
1. Press the letter R to choose Repair
 2. Choose Add
 3. Input Customer number and complete the window
 4. Input (or accept) the RMA #
 5. Complete the window
 6. Input Y to print and post the repair

REPAIR PICKUP

GOTO: POS / Sales / Daily Entry

- STEPS:
1. Press the letter R to choose Repair
 2. Choose Pickup
 3. Input the RMA or Customer number
 4. Complete the screen as a normal sales invoice

PURCHASE OF PRODUCT

GOTO: POS / Office / Receipt Entry

- STEPS:**
1. Press the Insert key to add a Receipt
 2. Input Supplier code and complete the top section of the screen
 3. Press the Insert key to add a detail line
(If a Purchase Order was created, press the letter P)
(If it is a non-inventory charge press the Ctrl-Insert key combination)
 4. Input the Product code and complete the line
 5. Repeat until all products are input
 6. Press the ESC key
 7. Input the Payment code
 8. Press the letter U to update inventory
 9. Choose Yes to confirm the update
 10. Press the Ctrl-P key combination to post the receipt

PURCHASE OF OTHER

GOTO: POS / Sales / Daily Entry

- STEPS:**
1. Press the letter M to add a Miscellaneous Purchase
 2. Press the Insert key to add an invoice
 3. Input the Supplier code
 4. Complete the top section of the screen
 5. Press the Insert key to add a detail line
 6. Input the Miscellaneous code
 7. Complete the detail line (input OGS for Tax and the amount excluding GST)
 8. When complete, press the ESC key
 9. Input the Bank code
 10. If the Total is correct, press the Ctrl-P key combination to post the invoice.

SUPPLIER PAYMENT ON ACCOUNT

GOTO: POS / Sales / Daily Entry

- STEPS:**
1. Press the Alt-P key combination to add a payment
 2. Choose Supplier
 3. Press the Alt-? key combination to find the supplier
 4. Press the Insert key to add a payment
 5. Complete the window
 6. Input Y to print and post the payment
 7. Press the ESC key to return to the Sales Entry screen

CASH RECONCILIATION & BANK DEPOSIT

GOTO: POS / Sales / Daily Entry

- STEPS:**
1. Press the Alt-B key combination to reconcile cash
 2. Highlight the fund to reconcile and press the Insert key
 3. Input the actual amount on hand
 4. Input Y to post the reconciliation
 5. Do the same for all other funds
 6. Highlight a fund and press the Enter key
 7. Use the Spacebar to pick the transactions to deposit
(For Cash you need only input the amount to deposit)
 8. Press the ESC key to return to the fund list
 9. Do the same for all other funds for this deposit
 10. If the To Deposit column total is correct, press the Ctrl-P key combination

BANK CHARGES

GOTO: ACCOUNTING / Bank / Statement Reconciliation

- STEPS:
1. Use the up or down arrow keys to display the correct bank
 2. Press the Insert key to add a charge (Supplier or Bank)
 3. Input the Supplier code (or leave blank for Bank charge)
 4. Complete the window
 5. Input a Y to post the transaction

BANK - Customer NSF Cheque

GOTO: ACCOUNTING / Bank / Statement Reconciliation

- STEPS:
1. Use the up or down arrow keys to display the correct bank
 2. Press the Enter key to move to the detail section
 3. Press the Ctrl-Delete key combination to record the NSF
 4. Complete the window
 5. Input a Y to post the transaction

BANK TRANSFER

GOTO: ACCOUNTING / Bank / Statement Reconciliation

- STEPS:
1. Use the up or down arrow keys to display the correct bank
 2. Press the Ctrl-Insert key combination to begin the transfer
 3. Complete the window
 4. Input a Y to post the transaction

BANK RECONCILIATION

GOTO: ACCOUNTING / Bank / Statement Reconciliation

- STEPS:
1. Use the up or down arrow keys to display the correct bank
 2. Press the Enter key to move to the detail section
 3. Use the Spacebar to pick the items that have cleared the bank
 4. Continue until the Balance per Bank agrees with the Bank Statement
 5. Press the ESC key to return to the top of the screen
 6. Press the Ctrl-P key combination to Close the statement

BEGINNING OF DAY PROCEDURES

Done at the beginning of each day to ensure smooth operation during the day.

A) CHECK DATE AND TIME ACCORDING TO THE COMPUTER

STEPS FOR DOS:

1. If running under DOS, input DATE and press the Enter key
If the date is correct, press the Enter key to accept, else correct the date
2. Input TIME and press the Enter key
If the time is correct, press the Enter key to accept, else correct the time

STEPS FOR WINDOWS 95:

1. Use mouse to point at time at bottom right corner of screen.
2. If date or time is incorrect, double click on the time and correct.

B) REINDEX FILES

- STEPS:**
1. Get into SALEMANSHIP
 2. Under MAINTENANCE, choose SYSTEM INTEGRITY CHECK
 3. Press the Enter key to edit the screen
 4. Input a Y for INDEX FILES and press the Enter key
 5. Press the ESC key to return to the top of the screen
 6. Press the CTRL-P key combination to Proceed
 7. Choose YES to proceed
 8. When complete, press the Enter key to choose OK
 9. Press the ESC key to return to the menu

C) POST GENERAL LEDGER TRANSACTION (Back Office Accounting)

END OF DAY PROCEDURES

Done at the end of the day before closing the store.

- STEPS:**
1. Make sure only one computer is in SALESMANSHIP Point-of-Sale
 2. Under SALES, choose DAILY ENTRY
 3. Press the ALT-A key combination for Activity Report
 4. Press the letter P to print the report
 5. Choose LPT1
 6. When complete, press the ESC key twice to return to the menu
 7. Under SALES, choose CLOSE STORE
 8. Press the CTRL-P key combination to Proceed
 9. Choose YES to Proceed to Close Store
 10. When complete, backup the data files and take them home.

MONTH END PROCEDURES – Charge Interest

Done after the last day of the month, before Aged Receivables Report and before Customer Statements.

GOTO: ACCOUNTING / Receivable / Charge/Uncharge Interest

- STEPS:
1. Press the Enter key and input the Run Date
 2. Press the Ctrl-P key combination to Proceed

MONTH END PROCEDURES – Print Aged Receivables

Done after the last day of the month, after Charge/Uncharge Interest and before Customer Statements.

GOTO: ACCOUNTING / Receivable / Reports / Aged Receivables

- STEPS:
1. Press the Enter key and edit the information
 2. Press the letter P to print

MONTH END PROCEDURES – Print Customer Statements

Done after the last day of the month, after Charge/Uncharge Interest and after Aged Receivables.

GOTO: ACCOUNTING / Receivable / Reports / Print Statements

- STEPS:
1. Press the Enter key and edit the information
 2. Press the letter P to print

MONTH END PROCEDURES – Print Aged Payables

Done after the last day of the month, after all payables have been input.

GOTO: ACCOUNTING / Payable / Reports / Aged Payables

- STEPS:
1. Press the Enter key and edit the information
 2. Press the letter P to print

MONTH END PROCEDURES – Print Trial Balance

Done after the Bank is reconciled and the Receivables and Payables are complete.

GOTO: ACCOUNTING / General / Reports / Trial Balance

- STEPS:
1. Press the Enter key and edit the information
 2. Press the letter P to print

MONTH END PROCEDURES – Print Financial Statements

Done after the Bank is reconciled and the Receivables and Payables are complete.

GOTO: ACCOUNTING / General / Reports / Financial Statements

- STEPS:
1. Press the Enter key and edit the information
 2. Press the letter P to print