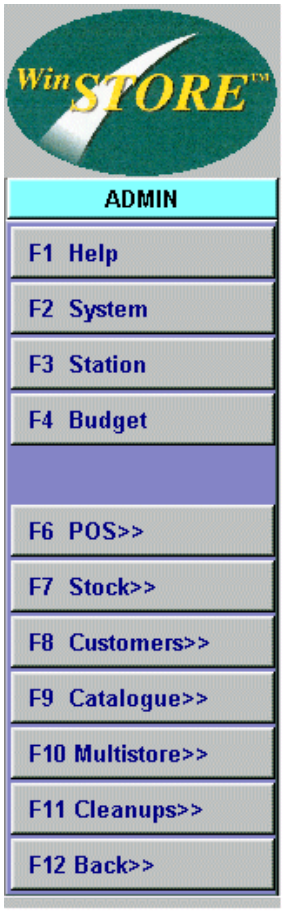
# *System Defaults*

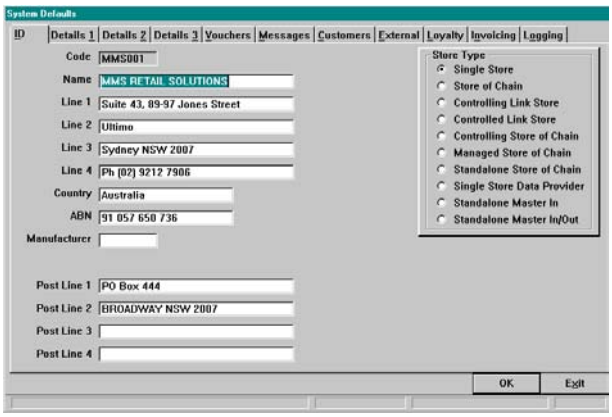
The System Defaults control the global operation of WinSTORE. By maintaining these settings you are able to alter the way in which WinSTORE behaves in certain situations.
On the following pages you will find a view of each System Default tab, showing suggested initial settings as recommended by MMS Retail Solutions Pty Ltd. These suggestions are only for the initial set up and getting started period, refer to 'Getting Started' in the previous section for further information.

To access the System Defaults:

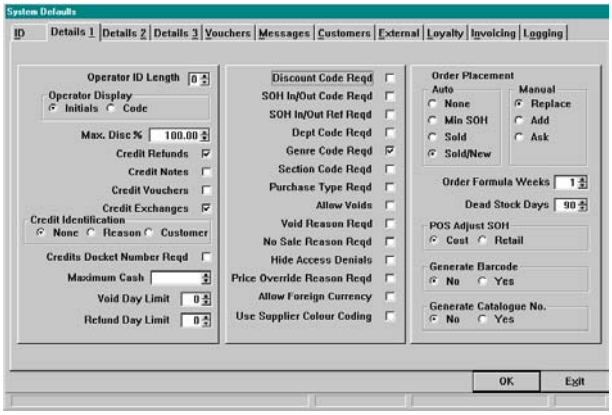
1) Select Alt A Admin from the Main Menu
2) Select F2 for System on the Admin Menu



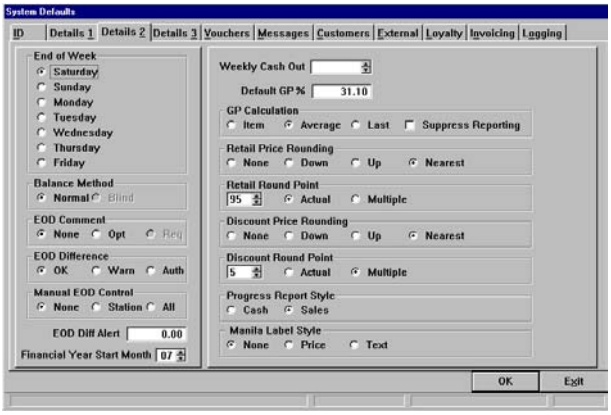

Following any maintenance to the System Defaults, all WinSTORE sessions across all stations must be closed and then reopened for the changes made to be active.




## *ID*




## *Details 1*

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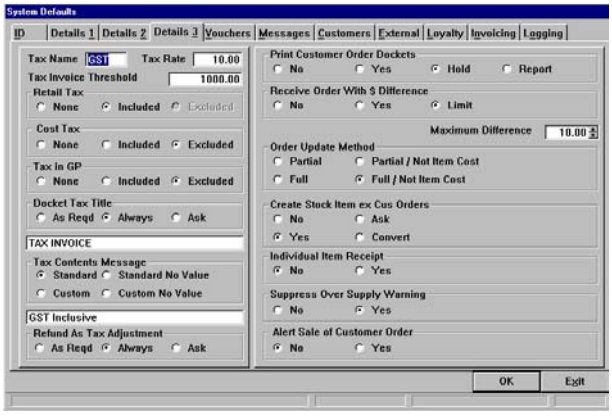
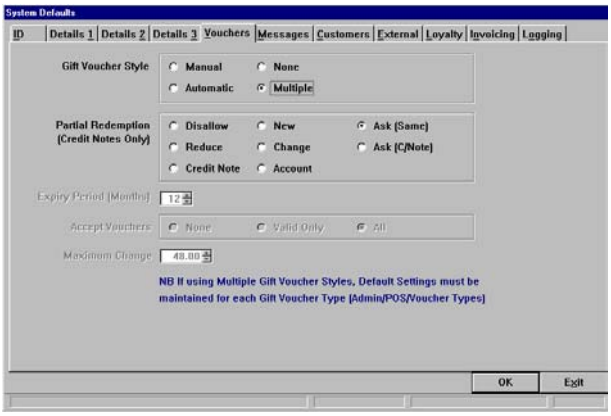
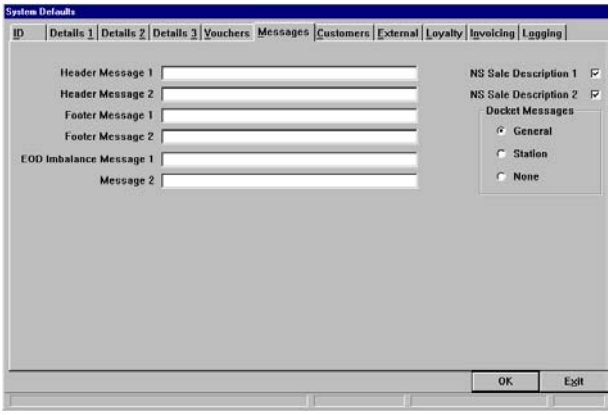


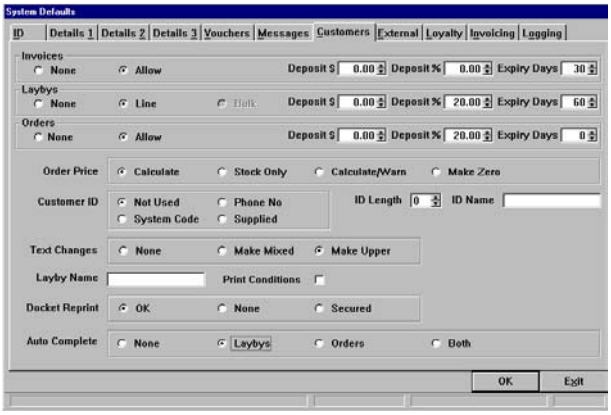

## *Details 3*




## *Vouchers*

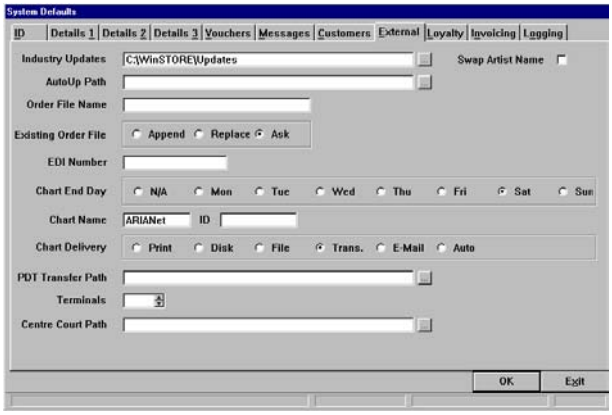
## *Messages*

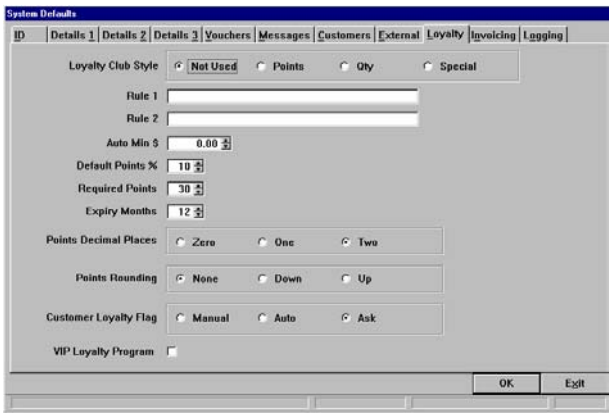



## *Customers*

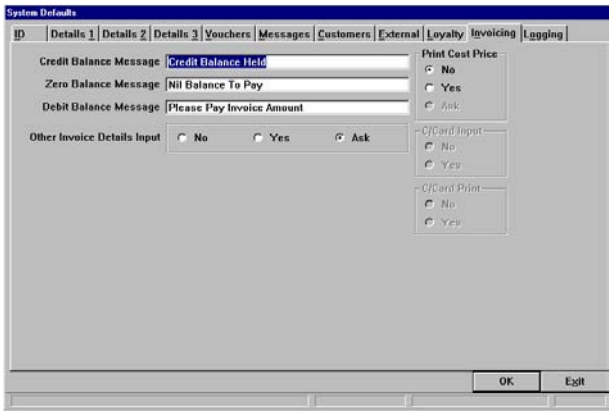
## *External*

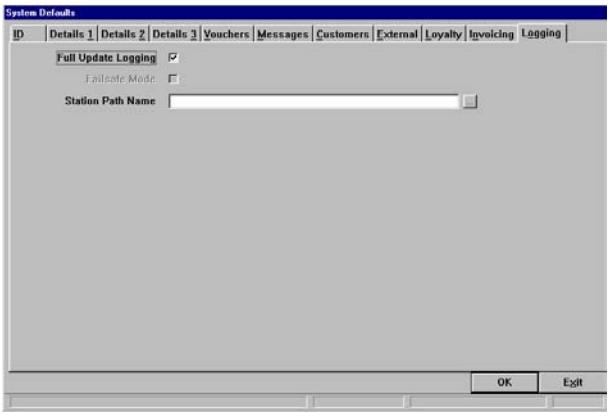





## *Loyalty*

## *Invoicing*




## *Logging*

# *System Defaults - ID*

The ID Tab contains information about your store. The fields indicated with an asterix (*) are locked to your product registration and cannot be altered without re-registration. If any of these indicated fields are incorrect, please contact your software vendor for assistance.

You must use the Apply button to save any changes.

To Access the ID Tab:

1) Select Alt A Admin from the Main Menu
2) Select F2 for System on the Admin Menu

### *Code**

### *Name & Address (Lines 1 - 4)**

### *Country**

* These details are set by the software vendor as part of the store registration and are for display only - direct maintenance is not available. Please contact your vendor if details are incorrect.

### *ABN*
Your Australian Business Number. This will be printed, along with your store name and address details, on all customer receipts and invoices.

### *Manufacturer*
Your store's manufacturer number as issued by APNA - Australian Product Number Association (or equivalent NZ organisation) - if applicable.

### *Post Lines 1 - 4*
Your postal address. This address will print on Customer Statements.

### *Store Type*
Display only, indicates the type of WinSTORE installation. This is linked to your product registration.

# *System Defaults - Details 1*

The Details 1 Tab contains POS defaults & transaction controls & options.

You must use the Apply button to apply and save any changes.

By ticking a box next to a function, you are indicating that you wish to enable that function or option. By marking a circle (radio button) next to one of several options, you are indicating that you wish to enable that particular function of the options available. By leaving the field blank, that setting, function or option will not be operational.

### *Operator ID Length*
The number of characters to be used for the Operator ID for all POS transactions. Selecting a number between 1 and 5 activates the compulsory use of operator identification codes. Operator details must be preset in Admin-POS-Operators. All Operator codes must be of the same length. If operator identification is not required, set this to zero.

### *Operator Display*
Indicates whether the Operator's initials or the Operator's Code will be displayed at POS.

### *Max. Disc %*
The maximum system wide (i.e. Store wide), allowable discount. Each operator may be individually set up with a lower maximum discount however, the individual operator discount maximum may not exceed this store maximum.

### *Credit Refunds*
Determines whether refunding is enabled. Leave unchecked if you do not refund under any circumstances.

### *Credit Notes*
Determines the use of Credit Notes. Leave unchecked if you do not issue Credit Notes. Credit Notes are not printed by the system, pre-printed stationery is required.

### *Credit Vouchers*
Determines the use of Credit Vouchers. If checked, will offer to issue a Gift Voucher in exchange for a return. Credit Vouchers are not printed by the system, pre-printed stationery is required.

### *Credit Exchanges*
Determines whether exchanging is enabled. Use in conjunction with Credit Refunds. Leave unchecked if you do not exchange under any circumstances.

### *Credit Identification*
Select one of these options to determine whether identification is required for any product return.

| | |
|---|---|
| None | No identification is required |
| Reason | Select from a preset list of credit reasons (e.g. Faulty) |
| Customer | Select (or add) a customer for credit identification |

If 'Reason' is selected the reasons must be set in Admin-POS- Credit Reasons.

### *Credit Docket Number Reqd*
Select this option to force the input of a valid customer receipt number when processing a customer return.

### *Maximum Cash*
The maximum cash amount that may be refunded if Credit Refunds has been enabled.

### *Void Day Limit*
The maximum number of days within which a void may be accepted if Voids are enabled.

### *Refund Day Limit*
The maximum number of days within which a customer refund may be accepted if Credit Refunds are enabled.

### *Discount Code Reqd*
Forces the selection of a discount reason when an operator discounts a sale. If selected the discount reasons must be preset in Admin-POS-Discount Codes.

### *SOH In/Out Code Reqd*
Forces the selection of a stock adjustment reason when an operator makes stock in or out adjustments. Stock Adjustment reasons must be preset in Admin-POS-SOH Adjust Codes.

### *SOH In/Out Reference Reqd*
Enables the input of free form text information, e.g. A form or reference number, when an operator makes stock in or out adjustments.

### *Dept Code Reqd*
Determines the use of Departments. Leave unchecked if you do not require departmental breakdown of your stock or sales reporting. Departments must be preset in Admin-Stock-Departments.

### *Genre Code Reqd*
Determines the mandatory use of genre (musical or item style). Genres must be preset in Admin-Stock-Genre Codes.

### *Section Code Required*
Determines the mandatory use of section (store location). Sections must be preset in Admin-Stock-Sections.

### *Purchase Type Reqd*
Determines the mandatory use of supplier purchase types, e.g. SOR/ SOE. Purchase Types must be preset in Admin-Stock-Purchase Types.

### *Allow Voids*
Determines whether voids are enabled. A void is defined in relation to a sales transaction, whereby a specific transaction is nullified or deemed ineffectual.

### *Void Reason Reqd*
If voids are enabled, this forces the selection of a reason for the void. Void reasons must be preset in Admin-POS-Void/No Sale.

### *No Sale Reason Reqd*
Forces the selection of a reason when performing a No Sale. No Sale reasons must be preset in Admin-POS-Void/No Sale.

### *Hide Access Denials*
If enabled, when an operator attempts to access or perform a function for which they have insufficient security access, the function will not happen and no denial of access message will appear - i.e. nothing will happen.

### *Price Override Reason Reqd*
Enables and forces the input of a free text reason when an operator performs a price override.

## *Allow Foreign Currency*
Enables foreign currency to be tendered for cash sales. Additional settings regarding exchange rates and types of currency must be preset and maintained in Admin-POS-Foreign Currency.

## *Use Supplier Colour Coding*
Enables each supplier to appear in a selected colour for easier visual identification, both at POS during a transaction (in the lower left corner), and within the stock file. Colour selections must be preset in Admin-Stock-Suppliers.

## *Order Placement*
Auto is used to determine what level of automatic prompting for reorder (if any) is used. Manual determines the method used when manually adding items to the order placement file.

***Auto:***

| | |
|---|---|
| ***None*** | No automatic order prompting - WinSTORE is not used for ordering stock. |
| ***Min SOH*** | Any stock item that drops below the minimum SOH level due to sales is automatically added to the order placement file. |
| ***Sold*** | Every stock item that is sold is automatically added to the order placement file for review regardless of current SOH level. Each title will appear only once in order placement, each time a title is sold it will update the stock and sales information for that title. |
| ***Sold/New*** | As with Sold, but also any new stock item manually created with zero stock on hand will automatically be placed into the order file. |

***Manual:***

| | |
|---|---|
| ***Replace*** | If the title is already in the order placement file, a manual entry will overwrite any quantity already selected to order. |
| ***Add*** | If the title is already in the order placement file, a manual entry will add to and increase any quantity already selected to order. |
| ***Ask*** | If the title is already in the order placement file, a manual entry will prompt the operator to either add to or overwrite the quantity already entered to order. |

## *Order Formula Weeks*
Determines the number of weeks of sales history to be used in the calculation of the suggested reorder quantity.

## *Dead Stock Days*
Determines the number of days that a stock item may go without a transaction before it will appear on the Slow Movers Report.

## *POS Adjust SOH*
Determines which price will be displayed and printed on stock adjustment dockets when processing a stock adjustment.

## *Generate Barcode*
With this option set to Yes, when a new product does not have a barcode number a valid barcode is automatically generated as the item is added.

## *Generate Catalogue No.*
With this option set to Yes, when a new product does not have a catalogue number a valid number is automatically generated as the item is added.

# *System Defaults - Details 2 Tab*

The Details 2 Tab contains End Of Day, Rounding and Gross Profit defaults and options.

## *End of Week*
Determines which day of the week that your trading week ends.

## *Balance Method*
*This option is not available in this release. Leave on Normal.*

## *EOD Comment*
Enables the input of a free-form text comment after the calculation and input of end of day figures.

## *EOD Difference*
Determines how an end of day difference is handled.

| | |
|---|---|
| OK | An EOD difference of any amount is allowed. |
| Warn | An EOD difference of more than the amount set in EOD Diff Alert setting, will produce a warning but EOD can proceed. |
| Auth | An EOD difference of more than the amount set in EOD Diff Alert setting, will require supervisor authority before proceeding. |

## *Manual EOD Control*
Enables a manual marker to be placed in the transaction file to determine where a ‘day’ starts and finishes. If left unchecked a ‘day’ is from midnight to midnight.

## *EOD Diff Alert*
The minimum dollar value difference allowable between the calculated EOD balance and the counted tenders. Use in conjunction with EOD Difference.

## *Financial Year Start Month.*
Sets the start of the financial year, primarily for Budget input.

## *Weekly Cash Out*
Maximum allowable (if any) Weekly Cash Out (petty cash) amount.

## *Default GP %*
Used to calculate retail prices from cost prices when adding new stock items. Default GP% is found also in Admin-Stock-Suppliers, and Admin-Stock-Categories. When calculating, the system will look first to the Supplier GP setting, if blank it will look next to the Category GP setting, if also blank it will use this setting.

## *GP Calculation*
This determines the method used to calculate the gross profit percentage (GP%) for each stock item.

| | |
|---|---|
| Item | GP percentage is based on margin between item price and GST exclusive retail price. |
| Average | GP percentage is based on margin between average cost price and GST exclusive retail price. |
| Last | GP percentage is based on margin between last cost price and GST exclusive retail price. |

### *Suppress Reporting*
If enabled, suppresses the reporting of the gross profit percentage (GP%) on all Order Receipt Reports.

### *Retail Price Rounding*
Sets the rounding of the retail price that is automatically calculated when raising new stock items. A retail price is calculated based on the supplier (wholesale) price and the appropriate expected GP%.

| | |
|---|---|
| None | No rounding is applied. |
| Down | The retail price is always rounded down to the nominated retail round point. |
| Up | The retail price is always rounded up to the nominated retail round point. |
| Nearest | The retail price is rounded either down or up to the nominated retail round point. |

### *Retail Round Point*
Used in conjunction with retail price rounding. If no (none) retail price rounding has been selected, this setting is irrelevant. If retail price rounding down, up or nearest retail round point has been selected then this will nominate the rounding value to move to after the GP% has been applied to the supplier dealer price.

| | |
|---|---|
| Actual | The suggested retail price will always have the cent component set to the nominated retail round point |
| Multiple | The suggested retail price will always have the cent component set to the next multiple of the retail round point. This ensures that calculated retail prices have a consistent cent value of either .00 or .05. |

### *Discount Price Rounding*
Used in calculating the final rounded sale price of an item after a discount percentage has been applied.

| | |
|---|---|
| None | No rounding is applied |
| Down | down to the nominated discount round point |
| Up | up to the nominated discount round point |
| Nearest | either down or up to the nominated discount round point |

### *Discount Round Point*
In conjunction with discount price rounding. If down, up or nearest is selected this will determine the end price after the discount % has been applied.

| | |
|---|---|
| Actual | The sale price will always have the cent component set to the nominated discount round point |
| Multiple | The sale price will always have the cent component set to the next multiple of the discount round point. This ensures that sale prices have a consistent cent value of either .x0 or .x5. |

### *Progress Report Style*
This sets the progressive sales report on either Cash (bankable tenders), or Total Sales (inclusive of Laybys, Invoices and Collected Customer Orders).

### *Manila Label Style*
Only available with an optional barcode label printer. Leave on ‘None’ if specific printer is not attached.

# *System Defaults - Details 3 Tab*

The Details 3 Tab contains Consumer Tax & order receipt controls and options.

### *Tax Name*
In Australia, the tax name is GST (Goods and Services Tax)

### *Tax Rate*
In Australia, the tax rate is 10.00%. Input as 10.00

### *Tax Invoice Threshold*
In Australia, the Tax Invoice Threshold is $1000. After this amount, a Tax Invoice should be issued to any customer holding an ABN.

### *Retail Tax*
Allows the of inclusion of the GST within the retail price. In Australia, this should be set to “included”.

### *Cost Tax*
Allows the inclusion of the GST within the cost price. In Australia, this should be set to “excluded”.

### *Tax in GP*
Allows the inclusion of the GST within the calculation of the GP. In Australia, this should be set to “excluded”.

### *Docket Tax Title*
Determines when a Tax Invoice receipt will be printed.

| | |
|---|---|
| As Reqd | The tax invoice receipt will be printed after the threshold is reached. |
| Always | Always print a tax invoice receipt |
| Ask | At every sale, ask whether a tax invoice receipt is required. |

### *Docket Tax Title Message Box*
In Australia, the requirement is ‘Tax Invoice’.

### *Tax Contents Message*

| | |
|---|---|
| Standard | The standard message of ‘Includes GST of $x.xx’ will be printed on every sales docket. |
| Standard No Value | ‘Includes GST’ will be printed on every sales docket. |
| Custom | The custom Tax content message suffixed with ‘of $x.xx’ will be printed on every sales docket. |
| Custom No Value | The custom Tax content message will be printed on every sales docket. |

### *Tax Contents Message Box*
Input your custom GST tax content message.

### *Refund As Tax Adjustment*

| | |
|---|---|
| As Reqd | Operator decides when to produce a refund docket as a tax adjustment docket. |
| Always | Always produce a tax adjustment docket on refunds. |
| Ask | With every refund ask whether to produce a tax adjustment docket. |

### *Print Customer Order Dockets*

Determines if dockets for each received customer order are to be printed, and to which printer, as part of the supplier order receipt process.

| | |
|---|---|
| No | Dockets will not be printed |
| Yes | Dockets will be automatically printed to the receipt printer |
| Hold | Dockets will be held for printing to the receipt printer on demand from the orders enquiry screen. |
| Report | Dockets will be automatically printed to the report printer. |

### *Receive order with $ Difference*

Determines whether a dollar difference is allowable between the supplier invoice total and the total calculated after an order has been received through the order receipt process.

| | |
|---|---|
| No | Received order dollar value (reconciled goods receipt value) does not need to match the supplier Invoice dollar value |
| Yes | Received order dollar value must equal the supplier invoice total. |
| Limit | The value of any variance between the received order total and the supplier invoice total cannot be greater than the maximum limit set in the Maximum Difference. |

### *Maximum Difference*

In conjunction with the previous setting when 'Limit' is selected. Set the maximum allowable difference between the supplier invoiced value and the received order.

### *Order Update Method*

Determines whether received orders are to be fully completed (recommended) or only partially completed prior to updating the stock file.

| | |
|---|---|
| Partial | Selected line items can be receipted and processed. |
| Partial/ Not Item Cost | Process will not update Item Costs, only Average and Last Costs. |
| Full | All line items must be actioned prior to processing. |
| Full/ Not Item Cost | Process will not update Item Costs, only Average and Last Costs. |

### *Create Stock Item ex Cus Orders*

Determines what happens when customer orders, that are not, or never have been stock items, are received from suppliers as part of the order receipt process.

| | |
|---|---|
| No | A stock item will not be created. (The sale will be recorded as a generic 'Customer Order') |
| Ask | You are asked if a stock item is to be created each time a customer order is received. |
| Yes | A stock item will be created each time a customer order is received. This allows true item by item sales tracking. (recommended setting) |
| Convert | Stock items will be created each time a customer order is received, the quantity received will be added to store SOH, and the customer order in the customer account will be noted as "made stock". |

### *Individual Item Receipt*
Sets the way in which items will be input through Receive Orders.

No Items will be manually input using either keyboard entry or stock scanning. (recommended)

Yes All items in an order will be scanned individually.

### *Suppress Over Supply Warning*
Relating to the Order Receipt Process this setting determines whether an Over Supply message prompt will open if a higher quantity of an item has been received than was ordered.

### *Alert Sale of Customer Order*
If set to yes, each time a sale is made, the system will check to see if the item is a received customer order, if it is, an option is given to collect the order.

# *System Defaults - Vouchers Tab*

The Vouchers Tab contains the upper level controls and options for Gift Vouchers.

### *Gift Voucher Style*
Controls the numbering of, and the type of Gift Vouchers sold.

| | |
|---|---|
| Manual | The number is entered manually from a pre-numbered voucher |
| Automatic | The number is automatically generated by the system. |
| None | Vouchers cannot be issued |
| Multiple | Different Types of Vouchers are maintained, i.e., Leading Edge Vouchers, Insurance Vouchers, etc. If this option is selected you must also maintain the voucher types in Admin-POS Codes-Voucher Types. |

### *Partial Redemption*
Determines the action if the gift voucher being redeemed is greater in value than the total value of the items being purchased.

| | |
|---|---|
| Disallow | Vouchers must be fully redeemed, disallow partial redemption. |
| Reduce | The value of the voucher is reduced to the remaining amount. |
| Credit Note | A Credit Note is issued for any change |
| New | The voucher is fully redeemed and a new voucher is issued for the difference in value. |
| Change | Cash change is given for the difference in value up to the set maximum change value allowed (see setting below). |
| Account | The voucher is fully redeemed and the value difference is credited to a customer account. |
| Ask (Same) | The operator is prompted to nominate which redemption methods is to be used. Mark voucher down, **issue new voucher**, give change, sell more items or transfer to account. |
| Ask (C/Note) | The operator is prompted to nominate which redemption methods is to be used. Mark voucher down, **issue credit voucher**, give change, sell more items or transfer to account. |

### *Expiry Period (Months)*
The number of months from the date of issue to the date of expiry. Expired vouchers can only be accepted if the All option in the 'Accept Vouchers' setting has been selected.

### *Accept Vouchers*
Controls which gift vouchers may be accepted for redemption.

| | |
|---|---|
| None | No vouchers may be redeemed |
| Valid Only | Expired Gift Voucher are unable to be redeemed. |
| All | Expired Gift Vouchers may be redeemed although a warning will be given that the voucher has expired. |

### *Maximum Change*
Determines the maximum change that can be given when the partial redemption option is Change and the voucher value is greater than the total of the items being purchased.

# *System Defaults - Messages Tab*

The Messages Tab contains Sales Receipt Header and Footer controls and options.

### *Header Messages 1 & 2*
Input optional customer receipt (docket) header lines. Two 35 character header lines can be maintained, these are additional to the store identification lines that appear on all customer receipts.

### *Footer Messages 1 & 2*
Input optional customer receipt (docket) footer lines. Two 35 character header lines can be maintained, these will appear at the bottom of all customer receipts.

### *EOD Imbalance Messages 1 & 2*
Input the end of day imbalance message.

### *NS Sale Descriptions 1 & 2*
Select to make the input of these details mandatory when making a non stock sale. If both these are checked, two description lines must be entered. If only one setting is ticked, only one description line must be entered.

### *Docket Messages*
Docket messages may also be set for individual stations, see in Station Defaults-Messages. Select which messages, if any, are to be used.

# *System Defaults - Customers Tab*

The Customers Tab contains Order, Layby and Invoicing controls and options.

### *Invoices*
Determines if customer invoicing is available, the required deposit and the number of expiry days for overdue reporting.

| | |
|---|---|
| Deposit $ | The minimum dollar value required for a deposit on invoices - set to zero if deposits are not required or deposits are based on percentage. |
| Deposit % | The minimum percentage of the invoice total required as a deposit - set to zero if deposits are not required or deposits are based on dollar vallue. (if both $ and % are set the highest calculated deposit value will be used) |
| Expiry Days | Set the number of days before reported as an overdue account |

## *Laybys*

Determines if laybys are available, the required deposit and the number of expiry days for overdue reporting.

| | |
|---|---|
| None | Laybys are disabled |
| Line | An individual balance is calculated and held on each item on layby |
| Bulk | *This option is not available in this release.* |

Deposit $, % and Expiry Days — As with Invoices above.

## *Orders*

Determines if customer ordering is available, the required deposit and the number of days for overdue reporting.

Deposit $, % and Expiry Days — As with Invoices and Laybys above

## *Order Prices*

Determines which retail price is used for customer orders.

| | |
|---|---|
| Calculate | If the item being ordered is not an item stocked by your store, the retail price will be automatically calculated using the cost price from the catalogue information and your default GP%. If the item is a stock item the normal retail 1 will be used. |
| Stock Only | If the item to be ordered is not an item stocked by your store, the retail price will be set to zero. If the item is a stock item the normal retail 1 will be used. |
| Calculate/Warn | As with the 'Calculate' option but also displays a warning to the operator if the retail price has been calculated from the catalogue information. |
| Make Zero | All items ordered for customers have the retail price set to zero. Retail price must be input when items are received. |

## *Customer ID*

The method used to identify customers at point of sale.

| | |
|---|---|
| Not Used | Customers accounts are found by their Surname |
| Phone No | Customer accounts are found by inputting their telephone number |
| System Code | Customer accounts are found by a system generated account number issued at the time of creating the customer account. |
| Supplied | A store allocated customer identification is used to find an accounts, e.g. Customer card with barcode number. |

## *ID Length*

In conjunction with 'Supplied' above. Set the length of the identification number. This cannot be greater than 13 characters (ie. Length of a barcode).

## *ID Name*

In conjunction with 'Supplied' ID. Input the description (or name), of the type of supplied ID e.g. Barcode or Account Number. This description is used to prompt the operator to input, e.g. 'Input Barcode' or 'Input Account Number' when searching the system for a customer account. This ID Name cannot be greater than 20 characters.

### *Text Changes*
Forces Upper or Lower case when creating new customer accounts.

### *Layby Name*
An optional field to allow the input of an alternative name for laybys, e.g. On Hold. This description will then replace the word 'Layby' on various account displays, reports and dockets. The length cannot be greater than 10 characters.

### *Print Conditions*
In conjunction with Layby Conditions, (Admin-POS-Layby Details). Determines if the conditions are to be printed on layby deposit and payment receipts.

### *Docket Reprint*
Determines whether account sales dockets may be reprinted.

| | |
|---|---|
| OK | All operators are able to reprint a docket |
| None | Docket cannot be reprinted |
| Secured | Docket Reprinting is secured by individual operator access. |

### *Auto Complete*
Determines whether laybys and orders are automatically marked as completed when the final balance has been paid.

| | |
|---|---|
| None | Transactions will not be automatically completed. On finalisation of a layby or customer order the operator will be prompted to mark the item(s) as taken. |
| Laybys | Laybys will be automatically completed on final payment - no message will appear. Orders will prompt the operator. (recommended) |
| Orders | Orders will be automatically completed on final payment - no message will appear. Laybys will prompt the operator. |
| Both | Both laybys and orders will be automatically completed on final payments - no message will appear. |

## *System Defaults - External Tab*

These settings control the importing and exporting of information from and to external sources to update catalogue and chart information, electronic ordering and chart returns for Industry chart and statistical calculations.

### *Industry Updates*
The path for where catalogue updates are to be found, e.g.C:\WINSTORE\UPDATES.

### *AutoUp*
Defunct setting no longer in use, leave blank.

### *Order File Name*
Defunct setting no longer in use, leave blank.

### *Existing Order File*
Defunct setting no longer in use.

### *EDI Number*
Defunct setting no longer in use.

### *Chart End Day*
Select the Chart day end for chart return purposes. For ARIAnet this should be set to Saturday.

### *Chart Name*
Input the name for the external chart, e.g. ARIAnet.

### *Chart ID*
ID code used to identify your store when submitting weekly sales data. This code is available from your software vendor.

### *Chart Delivery*
Determines the method by which your sales data submissions are delivered.

| | |
|---|---|
| Print | Report is manually run and a report is printed |
| Disk | Report is manually run and a file is created and copied to floppy disk |
| File | Report is manually run and a file is created in the WinSTORE directory on your hard drive. |
| Transmit | Report is manually run and data is transmitted via the Telstra MEA network |
| Email | Report is manually run and transmitted using the MailRules automated email. |
| Auto | Chart delivery is fully automated. |

### *PDT Transfer Path*
Relevant only if PDT devices are in use, otherwise leave blank. Establishes the path to access the directory which stores the information collected from the PDT device. Consult your PDT manual for further information.

### *Terminals*
Relevant only if PDT devices are in use. Determines the maximum number of PDT devices that will be in use.

### *Centre Court Path*
Relevant only if Centre Court Trading has been enabled. Consult you software vendor for further information.

# *System Defaults - Loyalty Tab*

The Loyalty Tab contains settings to enable and control the use of the Loyalty Club function. These settings allow you to control the format of the Loyalty points and how these points are to be accumulated, displayed and redeemed.

Refer to the Loyalty operation manual for more information on the Loyalty Club facility.

### *Loyalty Club Style*
Determines if the loyalty program is used and whether bonus calculation is on points accrued or quantity of items purchased.

| | |
|---|---|
| Not Used | The loyalty club is disabled |
| Points | The loyalty club is enabled and all loyalty bonuses are redeemed based on the number of points accrued. |
| Qty | The loyalty club is enabled and loyalty bonuses are redeemed based on the quantity of items purchased. |

### *Rules 1 & 2*
Input of additional text for when the Loyalty Club is enabled. These fields are only active if the Auto Minimum setting (below) contains an amount other than zero. The text input here will override the default messages of 'Item(s) are eligible for Loyalty Club - Update Loyalty Club Details?'

### *Auto Minimum $*
Set the minimum retail price for items to be eligible to collect points. If an amount other than zero is entered, then when this amount is exceeded and a loyalty member has not been selected, the operator is prompted with the message from the previous setting (Rules 1 & 2).

### *Default Points %*
The system (global) setting for points percentage on all stock items. Each individual item or category may be set to override this percentage.

### *Required Points*
If points has been selected in 'Loyalty Club Style', this sets the required points to be achieved before the points can be redeemed. If quantity has been selected in 'Loyalty Club Style', this sets the required quantity of purchases to be achieved before the points can be redeemed

### *Expiry Months*
Set the number of months for which the loyalty points are valid. Only points (or purchase quantities) within this period are calculated for bonus redemption.

### *Points Decimal Places*
The number of decimal places that points are calculated or rounded to.

| | |
|---|---|
| Zero | No decimal points are active, e.g. 10% on $28.95 = 3 points |
| One | One decimal point is in use, e.g. 10% on $28.95 = 2.9 points |
| Two | Two decimal points are in use, e.g. 10% on $28.95 = 2.89 points |

### *Points Rounding*
Determines if and how Loyalty Club points are to be rounded.

| | |
|---|---|
| None | No Points Rounding is used |
| Down | Points are to be rounded down to the nearest valid point |
| Up | Points are to be rounded up to the nearest valid point. |

### *Customer Loyalty Flag*
Determines how to handle a loyalty eligible sale where a customer has been selected that is not flagged as a loyalty club member.

| | |
|---|---|
| Manual | Points will not be accrued. |
| Auto | Customer will be automatically flagged as a club member and points will be accrued. |
| Ask | The operator will be prompted to flag customer as club member. |

# System Defaults - Invoicing Tab

The Invoicing tab provides the settings and options to tailor invoice processing and printing to your requirements.

### *Credit Balance Message*
Input the wording to print on invoices if the calculated invoice total is a credit value. Maximum 35 characters.

### *Zero Balance Message*
Input the wording to print on invoices if the calculated invoice total is a zero value. Maximum 35 characters.

### *Debit Balance Message*
Input the wording to print on invoices if the calculated invoice total is a debit value. Maximum 35 characters.

### *Other Invoice Details Input.*
Enables an optional comment to be entered on the bottom of an invoice.

### *Print Cost Price*
Determines if cost prices or retail prices are to be used when calculating and printing invoices.

| | |
|---|---|
| No | Retail prices will be used when calculating and printing invoices |
| Yes | Cost prices will be used when calculating and printing invoices |

### *C/Card Input*
*This function is not available in this release.*

### *C/Card Print*
*This function is not available in this release.*

# System Defaults - Logging Tab

The logging tab controls the collection of store transaction activity in preparation for transmission where either the MultiStore or HO modules are used.

### *Full Update Logging*
All system maintenance is to be logged in the transaction log. This will normally be required if the MultiStore or HO modules are in operation.

### *Failsafe Mode*
*This setting is not available in this release*.

### *Station Path Name*
Enables program files to be stored and accessed on the local hard drive and may improve individual station performance if more than three stations are in use at one time. Please contact the your software vendor for more information.