

# Welcome to GETLinked!

The POSLink was developed to reduce the time involved with data entry and increase accuracy for our clients. This module will import the sales files from the Remote POS System. Once the files are polled, they will be "translated" into the specific format required by your Financial System. After which, the newly created transfer (translated) file will await importation into the Financial System.

The Setup process consists of four phases:

Phase One deals with all the beginning steps that will address the actual introduction between the two systems within GETLinked.

Phase Two will guide you through a preamble import process where the GETLinked program will then acknowledge the contents of your files. Here, the sales accounts will be accepted and ultimately translated.

Following these steps, Phase Three will take you through the translation process of your data.

The concluding step, Phase Four, will provide instructions for a complete sales import and the creation of the transfer file, which contains the newly translated data.

Phase One will guide you through the steps necessary to "introduce" both of your systems to the GETLinked program. This portion involves system selections for your POS System and your Financial System. The User will be making choices here relating to both of these systems specifically. Be prepared to know the name of each program you are using in this interface, as well as the version. Some systems will also require a Model selection to be made (you may be asked to choose between Windows or DOS for example). If you encounter questions or issues with either your POS System or your Financial System, be sure and contact the respective software representative for instructions.

Phase Two will involve an initial import of your Remote System files. This is a critical phase, which serves as a "building platform" for the sales data contained within these files.

Phase Three furnishes instructions for the actual data translation between your two systems. The User must be aware of each specific account number and description within each of your systems to complete this portion.

The final segment of this installation is contained within Phase Four. Here, directives will be provided for a revised import of sales data. After the figures have been reviewed for accuracy, the sales information will finally be transferred. The transfer process will create and store a file in the specified format and locale while awaiting importation into your Financial System.

The final pages of this document contain instructions for Advanced Features. Depending upon the Users needs, this portion may or may not be utilized. Advanced Features are to be used with caution.

Be prepared to dedicate between one and two hours for the installation.

We hope you find this document useful, fun and easy to use. Our goal is to make this installation an enjoyable experience! If you have any questions regarding this document or any other issues regarding the GETLinked program, please contact us! Our knowledgeable and friendly staff is available to answer your questions Monday through Friday 9 a.m. to 5 p.m. Mountain Standard Time. If you get our voice mail, don't despair! Your call will be returned!



Our toll-free number is 800-597-7185 and is available to all our patrons in the lower 48 states. For our clients outside of the U.S., please call 208-343-2500.

# POSLINK LOCATION SETUP INSTRUCTIONS 1. SETTING UP A LOCATION

# **1.1 POS LOCATION SETUP**

Once the GETLinked program has been accessed, the GETLinked window will be displayed.

From this point, select Setup>> POSLink. The Financial Location Setup window will be displayed.

Image: Save     Clear     Delete     Copy Default       ation     STORE #51 <ul> <li>Default</li> <li>Franchise ID</li> <li>Franchise ID</li> <li>Import</li> <li>Transfer</li> <li>Definitions</li> <li>Calculations</li> <li>Variable</li> <li>Pathname</li> <li>Variable</li> <li>Pathname Option</li> <li>Filename</li> <li>Variable</li> <li>Filename</li> <li>Variable</li> <li>Filename Option</li> <li>Filename Option</li> <li>Filename</li> <li>Variable</li> <li>Filename Option</li> <li>Filename</li> <li>Variable</li> <li>Filename Option</li> <li>Filename</li> <li>Variable</li> <li>Filename</li> <li>Variable</li> <li>Filename</li> <li>Variable</li> <li>Filename</li> <li>Filename</li></ul>						
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Complete the top section of this window as follows:

**Location Number**: This is used to identify each location separately. Each store or location must have its own unique Location Number. This field cannot be changed once information has been entered. This is a 15 character alphanumeric field where an abbreviated location name, number or code is entered. (Example: Store #51.)

Name: Enter a description of the location up to 30 characters. (Example: 5579 MAIN STREET)

Alias and Franchise ID: These fields are for descriptive purposes only. A User may find this additional level of naming capability useful, by allowing greater identification depth of a specific location. These two fields are optional.

# **1.1.2 IMPORT TAB**

Allow Multiple Imports: This field will present you with three choices. Yes, No and Ask. Selecting Yes will import again without presenting a prompt window. Because most systems will have many employees, hours and other data, it is recommended that the user choose Yes to override. Selecting No will not allow importing of data that has been previously imported for that day. Choosing Ask will cause the program to display a message window "asking" if you would like to override the previously imported data. The User may choose either to continue or cancel the request. If the Ask option is selected, the User will receive a message asking for approval for every piece of data that will be imported. This could be time consuming for the User.

**System, Model, Version:** Click on the each of the drop down arrows next to these fields. Choose your Remote POS or Time and Attendance System, Model and Version from the list.

- Depending on your specific system, you may not have selections available for the **Model** or **Version** fields. If this is the case, simply leave the field(s) empty.
- TIP. If no data or incorrect data is imported try a different Model or Version.

After setting up System, Model, and Version, click on the **Setup** button adjacent to the System field. You will be brought into your specific Remote System's demographic window where the User will make the appropriate choices. This setup window is different for each Remote System.

This example shows the setup window for POSitouch.

🗃 POSitouch Financi	al Setup		_ 🗆 🛛
	OK		
Location STORE 7 Name 5579 MA	*51 IN STREET		
Financial Import Files Deposit Import File ( Discount Detail File (	OPTIONAL) OPTIONAL)	Setup Setup Setup	Delete Delete
<ul> <li>Import Totals O</li> <li>Import Totals a</li> </ul>	nly nd Cost Center	s	
		Setup	<u>D</u> elete

Click on the first **Setup** button.

A dialog box will come up that says the setup is complete:

GETLinked	
⚠	Import Files setup finished.
	OK

or a dialog box that is asking for a file:

(Notice in the Title Bar of this window that it's looking for the file DEPOSITS.DBF.

Select the DE	POSITS.DBF file:				? ×
Look jn: 🔁	POS files	- 6	1 🗹	<u> </u>	<b></b>
Coa(1).iif Customer(1) Deposits.db Discount.dt Gl121402.c	SG1122102.csv SG122402.csv f SG122402.csv f SG122902.csv f Item(1)11F sv SG12902.csv f Names.dbf				
File <u>n</u> ame:	[	_			<u>O</u> pen
Files of type:	All Files(*.*)	_	•		Cancel

Navigate to the folder where the file is located, highlight the file, and then click on **Open**.

Continue going through each of the Setup buttons in this manner. When completed, choose OK.

This will take you back to the Financial Location Setup window. Notice the data within the lower portion of the Import tab.

Inancial Lo	cation setup							_
A P PI		Save	Clear	<u>D</u> elete	Cop	y Default		
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me	5579 MAIN STREET	ſ		Franchise	ID		_	_
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Allow Multip	le Imports Yes	•						
System	POSitouch	<ul> <li>Setup</li> </ul>						
Model	ALL	-						
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In this example, three files are required from the Remote System and are listed in the Filename field, as well as the file Description. The Pathname field requires a path so the system knows where to find the remote data files. Place your cursor in the blank Pathname field. Click on the *yellow file folder icon*  $\checkmark$  located next to the Pathname header to open a browse window. Browse to the folder where the import information is located. Each file that appears within this section will require an associated Pathname.

Proceed to **TRANSFER TAB**.

# **1.1.3 TRANSFER TAB**

Click on the **Transfer** tab in the Financial Location Setup window. This is where you are going to determine where the information is going to go after it leaves GETLinked.

Financial Location Setup					
( T ) N	Save	Cjear	<u>D</u> elete	Copy Default	
ocation Q STORE #51	]	ult	Alias		
ame 5579 MAIN STREET			Franchise I	C	
Import Transfer	Definitio	ns Ca	alculations		
Allow Multiple Transfere	-				
Primary System Quickbooks	▼ Se	tun			
Version	- Us	se Account A	lias		
Description					
Bathnome			Citilitaria	blo Rothpor	no Ontion
Fatriname			Varia	ble Patrinar	ne Option
Filename			varia	ole [Filenam	le Option

Complete this window as follows:

Allow Multiple Transfers: This field will present you with three choices. Yes, No and Ask. Selecting Yes will transfer again without presenting a prompt window. Because most systems will have many employees, hours and other data, it is recommended that the user choose Yes to override. Selecting No will not allow transferring of data that has been previously transferred for that day. Choosing Ask will cause the program to display a message window "asking" if you would like to override the previously transferred data. The User may choose either to continue or cancel the request. If the Ask option is selected, the User will receive a message asking for approval for every piece of data that will be transferred. This could be time consuming for the User.

**Primary System, Version:** Click on the each of the drop down arrows next to these fields. Choose your Financial System and Version from the list.

• Depending on your specific system, you may not have selections available for the Version field. If this is the case, simply leave the field empty.

TIP. If no data or incorrect data is transferred try a different Version.

After setting up Primary System and Version, click on the **Setup** button adjacent to the Primary System field. You will be brought into your specific Primary System's demographic window where the User will make the appropriate choices. This setup window is different for each Financial System.

This example shows the setup window for Quickbooks.

🖥 QuickBooks Financial Setup 💦 📃 🖂 🗙								
OK								
Location STORE #51								
Financial Transfer Files	Setup							
Import Accounts	Setup							
Class								

A dialog box will come up that says the setup is complete:



or a dialog box that is asking for a file:

(Notice in the Title Bar of this window that it's looking for the file Chart of Accounts.IIF.

elect the Ch	nart of Accounts IIF file:				? ×
Look jn: 🦳	POS files	-		<u>r</u>	
Coa.iif  Customer(1  Customer(1  Deposits.d  Gl121402.e  Gl122002.e	61122102.csv 1).IIF 5 Gi122402.csv 6 Gi122902.csv 1bf ♥ Iten(1).IIF csv ☐ Journal.dbf csv ☐ Names.dbf				
File <u>n</u> ame:					<u>O</u> pen
Files of type:	All Files(*.*)		•		Cancel

Navigate to the folder where the file is located, highlight the file, and then click on **Open**.

Continue going through each of the Setup buttons in this manner. When completed, choose OK.

This will take you back to the Financial Location Setup window. Notice the data within the lower portion of the Transfer tab.

	etup						
<b>I F F</b>		Save	C]ear	Delete	Co	py Default	
cation Q STORE me 5579 M	E#51 MIN STREET	C Defaul	:	Alias Franchise	ID		
Import	Transfer	Definition	is C	alculations			
Allow Multiple Trans	sfers Yes	*					
Primary System Version	WUICKD00KS	▼ Seb ▼ T Usi	ap Account /	lias			
Primary System Version Description	WUICKD00KS	▼ Seb ▼ Use	Account #	dias			
Primary System Version Description Pathname	WUICKDOOKS	▼ Seb ▼ Usa	Account /	uias	lable	Pathname Optio	on
Primary System Version Description Pathname Filename General Journal Im	portfile	Set Usi	æ ≥ Account A	dias C Var Var	lable	Pathname Optio Filename Optio	on n
Version Description Pathname Filename General Journal Im	portfile	▼ Seb	Account A	dias Var Var	iable	Pathname Optio	on n
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Version Description Pathname Fillename General Journal Im GL.IIF	portfile	• Set	Account /	viias Var Var F R	iable iable	Pathname Optio Filename Optio filename MDD	on n ×

This information is telling the User the GETLinked program will create a Filename of GL.IIF with a Description of General Journal Import file. The Pathname field requires a path so the system knows where to put the transfer file. Place your cursor in the blank Pathname field. Click on the *yellow file folder icon*  $\checkmark$  located next to the Pathname header to open a browse window. Browse to the folder where you want the transfer file to be located.

Once the Transfer tab is complete, choose Save at the top of the window. Close the Financial Location Setup window and proceed to **DAILY SUMMARY**.

# POSLINK LOCATION SETUP INSTRUCTIONS 2. DAILY SUMMARY

• From the menu bar, select POSLink>> Daily Summary.

GET Linked				
<u>F</u> ile <u>E</u> dit <u>I</u>	iools <u>S</u> etup <u>W</u> in	dows <u>H</u> elp		
	SLink PRLink 4	PLink ARLink	GLLink	
	Daily Summary			
	Import and Transfe	r		



The Daily Summary window is the primary situate where the accounts will be acknowledged. After an initial import, the accounts within the Remote System will be 'visible' to the GETLinked program. One at a time, each account will be developed and 'linked' to its corresponding account situated within the Financial Systems database.

🔽 Daily Summary								_ I ×
	cation 💌	Save	Cje	ar <u>D</u> e	elete	Import	T <u>r</u> ansfer	
Location Q Date	0/0/00	] _	Trxs L	ookup	lm; Tra	oorted nsferred 🖳	0/0/00 0/0/00	Times 0 Times 0
Paid Outs	Payable	Receiva	able	Miscellan	eous	Other		Detail
Summary	Sales	Discou	nts	Tende	rs	Taxes		over / Short
Sales Discounts		0.00						
Tenders		0.00	Pay	/able		0.00	_	
Taxes Over (Short		0.00	Rei Mic	ceivable		0.00	_	
Paid Outs		0.00	Oth	ier	·	0.00	-	
Variance		0.00				0.00		Recalculate

Begin by selecting the location you are working with. You may either search for your location by using the browse arrows ( ), or utilize the Lookup window by clicking on the magnifying glass icon within the Location field.

🔽 Daily Summary							_ 🗆 🗵
H I I Loca	ation 🝷	Save	Cļear	<u>D</u> elete	Import	T <u>r</u> ansfer	
Location Q POS Date I UUU	LINK	l a	Trxs Lool	Im sup Tra	ported Insferred 🖳	0/0/00 0/0/00	Times 0 Times 0
Paid Outs	Payable	Receivab	le N	iscellaneous	Other		Detail
Summary	Sales	Discount	ts	Tenders	Taxes	C	ver / Short
Sales Discounts Tenders		0.00 0.00	Payab	le	0.00		
Taxes	1	0.00	Recei	/able	0.00		
Over / Short		0.00	Misce	laneous	0.00		
Paid Outs		0.00	Other		0.00		
Variance		0.00					
							Recalculate

• The Date field is now active. Manually enter a date within this field.

• Press the Import button in the upper right portion of the window.

Be aware of the date you are attempting to import. This date <u>must</u> be contained within the sales file(s). If you receive a message declaring "No Records Found", access your sales file(s) and verify the dates encompassed within them.

R	eport Destination		
	Report Information		
	Name: POS	Financial Import GL	
	Option:		
	Destination Screen ✓ Printer File File Name: File Format:	© Append C Replace	
		ОК	Cancel

• Following the import process, the Report Destination window will be displayed. The Printer is selected by default. You may find it easier and faster to de-select this choice, and select Screen. Doing so will display the report on your monitor. Selecting File will save the report as a document to a location selected by the User.

• A second Report Destination window will appear. This report would display for the Cash Management import, if applicable. Make your selections or cancel the report.

-	
Report Destinati	on
Report Informatio	n
Name: P	OS Financial Import CM
Option:	
Destination	Append C Replace

Ť

The first import that is performed will display a report exactly like the example shown. No data is listed on the report at this time, as the accounts have yet to be translated.

🖬 Sa	reen O	utput	- POS Financial Ir	nport GL					<u>- 0 ×</u>
4	Print		Send To 🛛 🔳			Completed 1 Page		Page 1	
			POSLink	Financial	Import GL		Date 8, Page 1	/12/02	
Loc	ation Date	POSL: 5/14	INK /02						
ACC	OUNT		DESCRIPTION			DEBIT		CREDIT	
	Loca	tion	POSLINK	Date 5/14/	02 Total	\$0.00		\$0.00	
	Loca	tion	POSLINK		Total	\$0.00		\$0.00	

• Simply close the report and continue with the installation.



The Daily Summary window is again visible with apparently no changes.

Daily Summary							
	ation 🝷	Save	Cļear	<u>D</u> elete	Import	Transfer	
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Paid Outs	Payable	Receiva	ble Mis	ellaneous	Other		Detail
Summary	Sales	Discour	nts -	enders	Taxes	0	Over / Short
Discounts Tenders Taxes Over / Short		0.00 0.00 0.00 0.00	Payable Receival Miscella	ole	0.00 0.00 0.00		
Paid Outs		0.00	Other		0.00		
variance		0.00					Recolaulate
							DECAUSIALE I

- The Daily Summary window contains twelve self-explanatory tabs from which you can manipulate data. After the desired accounts have been developed, several of these tabs will contain accounts. These tabs are a logical separation and grouping of similar transactions. Organizing the accounts will in no way affect the journal entry or accounting system. It is simply provides a more user-friendly display of daily transactions.
  - The default tab setting is the Summary tab. At the moment, there is no data listed within this tab.
  - To view the data that has just been imported, select the Detail tab in the right portion of the window.

Daily Summary							
	ocation 💌	Save	Cļear	<u>D</u> elete	Import	T <u>r</u> ansfer	
Location Q P	0SLINK 5/14/02	QI	nxs Lookup	lmı Tra	ported ansferred 🖳	8/12/02 0/0/00	Times 1 Times 0
Summary	Sales	Discounts	; T	enders	Taxes	0	ver / Short
Paid Outs	Payable	Receivable	e Miso	ellaneous	Other		Detail
	Description SYS TRK TTL - Syste	m Tracking 3	1/5 Tips I	이문 Paid - TOT/	Amount §	572.12	
	Description			() 뒤.	Amount		
	SYS TRK TTL - Syste	m Tracking 3	V5 - 100% ·	Comp - TO	(	\$17.16)	
-	SYS TRK TTL - Syste	m Tracking 3	l/5 - Breakf	ast DC - TC	(1	\$16.90)	
	SYS TRK TTL - Syste	m Tracking 3	1/5 - Card A	djust +/ 1	\$2	616.07	
	SYS TRK TTL - Syste	m Tracking 3	V5 - Cash S	Sales - TOT	\$1	231.63	
	SYS TRK TTL - Syste	m Tracking 3	1/5 - Emplo	/ee Discou	(	\$19.91)	
	SYS TRK TTL - Syste	m Tracking 3	1/5 - Gift Re	deem - TO		\$75.00	
	SYS TRK TTL - Syste	m Tracking 3	1/5 - Gift So	d - TOTAL	\$	150.00 🗸	
				Total	\$835,	498.43	

🖬 Daily Summary					X
	ocation 👻	Save Cle	ear <u>D</u> elete	Import Transl	fer
Location Q P Date	OSLINK 5/14/02	Q Trxs L	lmı .ookup Tra	ported 8/12/0 ansferred 🖳 0/0/0	02 Times 1 10 Times 0
Summary	Sales	Discounts	Tenders	Taxes	Over / Short
Paid Outs	Payable	Receivable	Miscellaneous	Other	Detail
	Description SYS TRK TTL - Syst SYS TRK TTL - Syst	em Tracking 3/5 em Tracking 3/5 - 1	Tips Paid - TOT/ 100% Comp - TO	Amount \$572.12 (\$17.16)	1
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	SYS TRK TTL - Syst SYS TRK TTL - Syst	em Tracking 3/5 - ( em Tracking 3/5 - I	Cash Sales - TO1 Employee Discou	\$1,231.63 (\$19.91)	
	SYS TRK TTL - Syst	em Tracking 3/5 - (	Gift Redeem - TO	\$75.00	
	SYS IRK TTL - Syst	em Tracking 3/5 - (	Gift Sold - TOTAL Total	\$150.00 \$835.498.43	<u> </u>
			, otai		



Take a moment to scroll through the entire list of accounts within this tab to familiarize yourself with its contents. At the bottom of this tab, a Total figure is displayed as well. Commonly, this figure will be double the actual sales amount for the day.

- Why is the Total amount elevated? During an average business day, your POS System will import many pieces of data. The captured information will display the site where an item was sold (Restaurant, Lounge, Patio), the item itself (Appetizers, Dinner, Beverages), the amount and so forth. Further, each revenue center will have total amounts of items sold (Restaurant Dinner Total) and the tenders received (Lounge Cash Total).
- What does this mean? The files within the Remote System are providing data as Totals, as well as Details. This is why the Total figure displayed in the Detail tab appears to be duplicated.
- How do I get this figure to reflect actual sales? As you review all the items listed within the Detail tab, decide how you would like the data to import into your Financial System. Would you like to see Details or Totals? Once you have made this decision, you can progress to the next phase of the installation.

# POSLINK LOCATION SETUP INSTRUCTIONS P H A S E T H R E E (A) daily summary



The account setup process is the same regardless of whether account detail is selected for development, or account totals.

• Begin by placing your cursor on an account you would like to develop for transfer into your Financial System.

• Click on <u>Description</u>. Doing so will move you into the Financial Definition window for this specific account.

Daily Summary	Han					
	ocation 👻	Save Li	ear <u>D</u> elete	Import I <u>r</u> an:	ster	
Location Q P Date	OSLINK 5/14/02	🔍 Trxs I	lmı Lookup Tra	oorted 8/12 nsferred 🖳 0/0/	/02 Times 1 00 Times 0	
Baid Outs	Sales	Discounts	l enders Miscellaneous	Taxes Other	Over / Short	
	Description SYS TRK TTL - Syst SYS TRK TTL - Syst	em Tracking 3/5 - em Tracking 3/5 -	- Tips Paid - TOT/ 100% Comp - TO Breakfast DC - TC Card Adjust +/1 Cash Sales - TO1 Employee Discou Gift Redeem - TO Gift Sold - TOTAL Total	Amount \$572.12 (\$17.16 \$2,616.03 \$1,231.63 (\$19.91 \$75.00 \$150.00 \$835,498.43		
						-
	<b>E</b> nancial	Definition				
	Financial	Definition	ОК	Cancel	1	
	Financial Location	POSLIN	<u>ок</u>	Cancel		-
	Financial Location	POSLIN SYS TR	OK IK 'K TTL - Syste	Cancel	 5 Tips Paid -	TOTALJ
	E Financial Location Descriptio Category	POSLIN SYS TR	OK IK K TTL - Syste	Cancel m Tracking 3/6	 5 Tips Paid -	TOTALI
	E Financial Location Descriptio Category Post To	POSLIN SYS TR	OK IK IK TTL - Syste	Cancel m Tracking 3/6	 5 Tips Paid -	TOTALI
	E Financial Location Descriptio Category Post To Account	POSLIN N SYS TR	UK IK IK TTL - Syste	Cancel m Tracking 3/6	 5 Tips Paid -	TOTALI
	E Financial Location Descriptio Category Post To Account Checkboo	POSLIN POSLIN N SYS TR	UK IK IK TTL - Syste	Cancel m Tracking 3/6	 5 Tips Paid -	TOTALI
	E Financial Location Descriptio Category Post To Account Checkboo Card Nam	POSLIN POSLIN IN SYSTR	UK IK IK TTL - Syste	Cancel m Tracking 3/6	5 Tips Paid -	TOTALI
	E Financial Location Descriptio Category Post To Account Checkboo Card Nam Typical En	POSLIN POSLIN In SYSTR	UK IK IK TTL - Syste	Cancel m Tracking 3/6	5 Tips Paid -	TOTALI
	E Financial Location Descriptio Category Post To Account Checkboo Card Nam Typical En Apply To	POSLIN POSLIN IN SYSTR	UK IK IK TTL - Syste	Cancel m Tracking 3/6 <b>Definiti</b> Definiti	5 Tips Paid - on 1 DLYS on 2 005	TOTALI
	E Financial Location Descriptio Category Post To Account Checkboo Card Nam Typical En Apply To Revers	POSLIN POSLIN N SYS TR Q K Q IE Q try e Sign on Im	UK IK IK TTL - Syste	Cancel m Tracking 3/6 <b>Definiti</b> Definiti Definiti	0n 1 DLYS 0n 2 005 0n 3 TRK00	

Each account may or may not have certain data displayed. In the example above, the Remote System is providing a Description of the item. Some Remote Systems will also provide the Category and perhaps the Post To description as well.

6	🖬 Financial Det	Finition		
		OK	Cancel	
	Location	POSLINK		
	Description	SYS TRK TTL - System	n Tracking 3/5 Tip:	s Paid - TOTALI
	Category	•		
L	Post To	•		
	<u>Account</u>	Q		
	Checkbook	Q		
	Card Name	Q	D-Guilliou 4	
	Typical Entry	· ·	Definition 1	
	Apply to		Definition 2	1005
	Reverse Sig	an on import	Definition 3	TRKUUZ
	Omit from Ir	nport	Definition 4	TOTAL
	Typical Entry Apply To	gn on Import	Definition 1 Definition 2 Definition 3 Definition 4	DLYSYSTT 005 TRK002 TOTAL



Five fields within this window must be populated in order for the account to transfer properly. They are Description, Category, Post To, Account and Typical Entry.

What are the four fields in the lower right corner for? These fields represent a 'map' of where the account information was gathered from the Remote System files. They are for the exclusive use of ASI, and may be disregarded.

• Begin with the Description field. Typically, the Description field will automatically populate with the descriptive from the Remote System. This is a user-defined field. You may change the narrative to suit your needs, as shown in the example provided.

🔽 Financial De	finition				_ I X
		OK	Cancel		
Location	POSLINK				
Description	Tips Paid - 1	TOTAL			
Category		-			
Post To		-			
Account	Q				
Checkbook	Q				
Card Name	Q				
Typical Entry		•	Definitio	n 1 DLYSYST	Г
Apply To	Q		Definition	n 2 005	
🗖 🗖 Reverse Sig	gn on Import		Definition	n 3   TRK002	
🔲 Omit from li	mport		Definition	n 4 TOTAL	

- The Category drop-down list contains the same twelve items that are included in the Daily Summary window. In this example, Tips will be classified as a Paid Out.
- The Post To field must have a selection. Account will be listed for this example.



The Post To field allows the User to choose where this specific item will post. Account is by far and away the most widely used selection. However, if you were using a Cash Management utility within your Financial System, selecting Checkbook would be a viable choice. If your Financial System can support importation into BOTH the General Ledger and the Cash Management function, you may select Account and Checkbook in unison. The Card Name field will list the credit cards within your Remote System. Note: The Card Name selection will cause an account to post to a credit card. The Card Name selection is for Advanced Users and is not commonly used.

<b>1</b> Fi	nancial Det	Finition				_
			ок	Cancel		
Loc	ation	POSLINK				
Des	cription	SYS TRK TTL - S	ystem Tra	acking 3/5 Tip	is Paid - TOT/	ALI
Cat	egory		•			
Pos	t To	-	-			
Acc	<u>ount</u>	Q	_			
Che	<u>ickbook</u>	Q	_			
Car	<u>d Name</u>	Q				
Тур	ical Entry	-		Definition 1	DLYSYSTT	
App	ly To	Q		Definition 2	005	
E F	Reverse Sig	in on Import		Definition 3	TRK002	
	Omit from Ir	nport		Definition 4	TOTAL	

- An Account number must either be selected from the imported chart of accounts, or it will be entered manually. If the chart of accounts was imported during the setup, click on the magnifying glass icon located within the <u>Account</u> field. An Account Lookup window will appear, displaying all the accounts within your Financial System. Simply select the corresponding account and either double-click or click once and press the Select button at the top of the window.
  - Finally, you will select either Debit or Credit for each account from the Typical Entry dropdown list.

Each account that is selected for conversion into the Financial System should resemble the example provided.

🖬 Financial De	finition					_ X
		OK	Cancel			
Location	POSLINK					
	_					
Description	Tips Paid - 1	TOTAL				
Category	Paid Outs	•				
Post To	Account	-				
Account	Q 12345					
Checkbook	Q					
Card Name	Q					
Typical Entry	Debit	•	Definition	n 1	DLYSYSTT	
Apply To	QI		Definition	n 2	005	
🗌 🗖 Reverse Sij	gn on Import		Definition	n 3 🚺	TRK002	
🔲 Omit from li	mport		Definition	n 4 🚺	TOTAL	
			-			

• Press OK at the top of the Financial Definitions window and proceed to the next account.



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Accounts are either selected for transfer or selected for omission. Either selection will have no impact on your Remote System files.

All the accounts selected for transfer have been processed. What do I do with the remaining accounts? The accounts that remain will be omitted from importing. Again, omitting an account will have no impact on your Remote files!

🔽 Financial De	finition		
	OK	Cancel	
Location	POSLINK		
Description	SYS TRK TTL - Syster	m Tracking 3/5 - Brea	akfast DC - TOTAL
Category	•		
Post To	•		
Account	Q		
Checkbook	Q		
Card Name	Q		
Typical Entry	-	Definition 1	DLYSYSTT
Apply To	Q	Definition 2	005
🗖 Reverse Si	gn on Import	Definition 3	TRK056
🔲 Omit from li	mport	Definition 4	TOTAL
1			-

- To omit an account, simply expand into the account as previously mentioned. There is an Omit from Import checkbox available at the bottom left corner of the window
- Place a ✓ in the Omit from Import checkbox.
- Press OK at the top of the Financial Definitions window and proceed to the next account.

Your changes will be visible after a new import has been processed!

Daily Summary						_	
	ocation 💌	Save	Cļear	<u>D</u> elete	Import	Transfer	
Location Q PC Date	DSLINK 5/14/02	٩	Trxs Looki	lmı ıp Tra	ported ansferred 🖳	8/12/02 0/0/00	Times 1 Times 0
Summary	Sales	Discour	nts	Tenders	Taxes	(	Over / Short
Paid Outs	Payable	Receivat	ble Mi	scellaneous	Other		Detail
	Description SYS TRK TTL - Syst SYS TRK TTL - Syst SYS TRK TTL - Syst	em Tracking em Tracking em Tracking	) 3/5 Tip: ) 3/5 - 1009 ) 3/5 - Brea	S Paid - TOT/ 6 Comp - TO 6 Kfast DC - TC	Amount \$ (S	572.12 ▲ \$17.16) \$16.90)	
1	BYS TRK TTL - Syst BYS TRK TTL - Syst	em Trackin <u>c</u> em Trackin <u>c</u>	) 3/5 - Card ) 3/5 - Cash	Adjust +/ 1   Sales - TO1	\$2, \$1,	616.07 231.63	
	BYS TRK TTL - Syst	em Trackin <u>c</u>	1 3/5 - Emp	oyee Discou	()	\$19.91)	
	BYS TRK TTL - Syst	em Trackin <u>c</u>	3/5 - Gift F	ledeem - TO		\$75.00	
	5YS IRK ITL - Syst	em Tracking	1 3/5 - Gift S	old - IOTAL	#005	150.00 👻	]
				i otali	\$835,	490.43	

• After all the accounts have either been developed or omitted, it will be necessary to perform a new import. From the top of the Daily Summary window, press the Import button.



If your Remote System contains many accounts, consider processing five or ten accounts and then perform a new import. Repeat this procedure until all the accounts are translated. This method is suggested because some systems may balk at having a high volume of data being updated at once.

# POSLINK LOCATION SETUP INSTRUCTIONS PHASE FOUR (A) DAILY SUMMARY

Report Destination		
Report Information		
Name: POS F	Financial Import GL	
Option:		
Destination Screen Finter File Name: File Format:	Append     C Replace	
	OK	Cancel

• Following the import process, the Report Destination window will be displayed. The Printer is selected by default. You may find it easier and faster to eliminate this choice, and select Screen. Doing so will display the report on your monitor. Selecting File will save the report as a document to a location selected by the User.

Report Information			
Name: POS	Financial Import I	СМ	
Option:			
Destination —			
Screen			
Printer			
🗖 File			
File Name:			
			*
	Append	O Replace	

• A second Report Destination window will appear. This report would display for the Cash Management import, if applicable. Make your selections or cancel the report.



The newly created accounts are now visible.

🖬 Screen Outpu	t - POS Financial Import GL			<u>_     ×</u>
🍰 Print 📃	] Send To 🛛 🔲	Completed 1 Page	Page 1	
	POSLink Financial Import GL	Dat Pag	e 8/13/02 me 1	
Location POS Date 5/1	LINK 4/02			
ACCOUNT	DESCRIPTION	DEBIT	CREDIT	
4000	variance		\$251.15	
1000	SYS TTL - Net Sales Total		\$4,378.73	
1000	Grand Total	\$5 512 22	\$310.22	
6000	SYS TTL - Cancel Count	\$6.00		
4000	SYS TTL - Tip Paid Total		\$572.12	
Location	POSLINK Date 5/14/02 Total	\$5,518.22	\$5,518.22	
Location	POSLINK Total	¢5,518.22	\$5,518.22	T



The result should generate a balanced report similar to the example shown.

🖬 Screen Output	- POS Financial Import GL			_ 🗆 🗵
🍰 Print 🗐 🖃	Send To 🛛 🔲	Completed 1 Page	Page 1	
	POSLink Financial Import GL	Date Page	8/13/02 1	
Location POSL Date 5/14,	INK /02			
ACCOUNT	DESCRIPTION	DEBIT	CREDIT	
4000	variance		\$251.15	
2200	SIS IIL - Net Sales Intal		24,310.13 cale 22	
1000	Grand Total	\$5.512.22	9510.22	
6000	SYS TTL - Cancel Count	\$6.00		
4000	SYS TTL - Tip Paid Total		\$572.12	
Location	POSLINK Date 5/14/02 Total	\$5,518.22	\$5,518.22	
Location	POSLINK Total	\$5,518.22	\$5,518.22	

• Evaluate the report for accuracy. Close the Screen Output window when you are finished.

🔽 Daily Summary							_ I ×
	ation 💌	Save	Clear	<u>D</u> elete	Import	T <u>r</u> ansfer	
Location Q PO Date 5/	BLINK 14/02	Q	Trxs Looku	lmı o Tra	ported ansferred 🖳	8/13/02 0/0/00	Times 17 Times 0
Paid Outs	Payable	Receival	ole Mis	cellaneous	Other		Detail
Summary	Sales	Discour	nts .	Tenders	Taxes	0	ver / Short
Sales Discounts Tenders Taxes Over / Short Paid Outs Variance	4,38 5,511 311 (251 57)	4.73 0.00 2.22 5.22 15) 2.12	Payable Receiva Miscella Other	ble neous	0.00 0.00 0.00 0.00		
							Hecalculate

• If the data is acceptable, press the Transfer button located in the upper right corner of the Daily Summary window.

Report Destination		
Report Information		
Name: POS F	Financial Transfer GL	
Option:		
Destination	Append     Append     Replace	· · ·
	OK	Cancel

• Following the transfer process, the Report Destination window will be displayed. The Printer is selected by default. You may find it easier and faster to eliminate this choice, and select Screen. Doing so will display the report on your monitor. Selecting File will save the report as a document to a location selected by the User.



If you did not utilize the Cash Management feature, you will not receive the second Report Destination, as you have seen during the import process.

Z Screen Output	- POS Financial Transfe	r GL			_
🎒 Print 📃	Send To 🔋 🔳	C	ompleted 1 Page	Page 1	
	POSLink Finan	cial Transfer GL	Date Page	: 8/13/02 : 1	
Location POSLI	1K				
Date 5/14/02	Number 0 - 8/13/0	2			
ACCOUNT 4000 2300 1000 6000 4000 Location	DESCRIPTION variance SYS TTL - Net Sales SYS TTL - Tax Colles Grand Total SYS TTL - Cancel Co SYS TTL - Tip Paid ' POSLINK Date	Total cted Total unt Total 5/14/02 Total	DEBIT \$5,512.22 \$6.00 \$5,518.22	CREDIT \$251.15 \$4,378.73 \$316.22 \$572.12 \$5,518.22	
Location	POSLINK	 Total	\$5,518.22	\$5,518.22	

The final report output will mirror the import report as seen earlier. However, this report is displaying the transactions that have been transferred.



The installation is now complete. The recently created transfer file is awaiting importation into your Financial System.

# PREFACE FOR PHASE TWO, THREE AND FOUR

#### DAILY SUMMARY / IMPORT AND TRANSFER

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Both Daily Summary and Import and Transfer selections contain the same attributes, but consist of diverse formats and functionality.

(A) Daily Summary contains twelve "type" tabs that make for fast, easy account retrieval. The Detail tab will display the entire list of accounts from the Remote System. The straightforwardness of the Detail tab makes this selection the preeminent setting where account development will transpire. The Daily Summary window contains one import date field; meaning data is imported one date at a time, versus several days in unison.



Suggested Use: During the initial installation, utilize the Daily Summary to import one day of data and perform the account setup for each piece of information. Use Daily Summary for quickly locating an existing account. The Daily Summary window displays totals by account and category allowing rapid referencing!

**(B)** Import and Transfer is best suited for one to many days (if the Remote System files accommodate date ranges) of data importation after account setup has been preformed. Accounts may be built by using the Import and Transfer process. However, this method can be time consuming and overwhelming, as the processes involved may seem quite intricate to a new User.

Suggested Use: After the account setup has been completed, the Import and Transfer window is the most effective method to import data and transfer information.

The following segments will guide the User through the essential processes to import and develop preliminary data for each technique listed above. The initial import procedure serves as the 'building platform' from which the account numbers from the Remote System will be introduced and finally, coordinated with the account numbers within the Financial System.



Phases two, three and four can be accomplished in one of two ways. Because of this, the segments have been broken out between PHASE TWO (A), THREE (A) and FOUR (A) followed by PHASE TWO (B), THREE (B) and FOUR (B). The User will follow the instructions for (A) representing Daily Summary <u>OR</u> (B) Import and Transfer, not both. Furthermore, the USER will choose which method is used to complete the installation.

# POSLINK LOCATION SETUP INSTRUCTIONS PHASE TWO (B) IMPORT AND TRANSFER

From the GETLinked menu bar, select POSLink>>Import and Transfer.

🚰 GETLink	ed
<u>F</u> ile <u>E</u> dit	<u>Tools</u> <u>S</u> etup <u>W</u> indows <u>H</u> elp
	POSLINK PRLINK APLINK ARLINK GLLINK
	Daily Summary
	Import and Transfer

The Financial Import and Transfer window will be displayed. If you have multiple locations, you will see them listed within the Locations Available column. The Import and Transfer method not only allows the User to import and transfer several days in unison, it also allows data importation and transference of multiple LOCATIONS as well. However, the date of the data MUST be identical for each location included in a multiple location/date import and/or transfer scenario.

Financial Import and T	ransfer		
	Save	Clear	<u>D</u> elete
Saved Option		•	Import/Transfer Maintenance
Locations Available 1213 A ALOHA 5.2: DD727 - Qf DD727 TES DENCO EDDIE TRI: MICORS 37 PIXEL SAM POSI BING POSITOUC POSLINK RM V 11 - Q RM V 11-AQ	t⇒> All ove /e <u>A</u> ll	Locations Selected	Import / Transfer Option Import ONLY  Starting Date Ending Date Flash Windows Error Report Process



0

In the Locations Available column, the User should see the new location listed here.

- Either double-click on your location, or click once on the selection and press the Insert button displayed to the right of the Locations Available column.
- The Locations Selected column should now display the location the User is working with.
- Within the Import / Transfer tab, there are two date fields. Enter the Starting Date range and Ending Date range accordingly. Note: The date range may encompass between one and several days worth of sales data. Example: 05/14/02 to 05/15/02
- Saved Option is an <u>Optional</u> feature located in the upper left portion of this window. This feature allows the User to save the location(s) and sales dates for future reference. The two date fields must be populated and a name or a description must be entered in the Saved Option field. Press the Save button located directly above the Saved Option field. Example: SALES MAY 14-15.

🖬 Financial Impo	rt and Transfe	sr Class	Dub		<u>_</u> _×
	5a	ve Ljear	Dele	(e	
Saved Option	SALES MAY 1	4-15	- Imp	ort/Transfer	Maintenance
Locations Available 1213 ALOHA 5.2: DAHL & DE DD727 - QE DD727 TES DENCO EDDIE TRI:	Insert >> Insert All Remove	Locations Selected POSLINK	In Ir E	nport / Transfi nport ONLY tarting Date nding Date	er Option 5/14/02 5/14/02
MICORS 37 PHINEAS 7 PIXEL SAM POSI BING POSITOUC POSLINK	Remove <u>A</u> ll			Flash Windi	eport <u>Process</u>

Notice the Import/Transfer Option drop-down field within the Import/Transfer tab. The default selection is Import Only. Within the selection list are two other options. Import and Transfer and Transfer Only. We recommend using the Import and Transfer selections separately. In other words, perform an import and after verifying the data, then process the transfer portion. Although the Import and Transfer option is available, consider using this option after you are certain all your items and revenue centers (if applicable) are intergraded within the program.



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Note: Although utilizing the Flash Window feature will increase the importing process time, it is a useful tool during the initial setup to confirm your data paths and file names. This is an OPTIONAL feature and may be disregarded if desired.

• Once the dates have been entered within the Import/Transfer tab, press the Process button in the lower right corner. The Flash Window selection is optional, as stated previously.

•

Following the import process, the Report Destination window will be displayed. The Printer is selected by default. You may find it easier and faster to de-select this choice, and select Screen. Doing so will display the report on your monitor. Selecting File will save the report as a document to a location selected by the User.

Report Destination	
Report Information	
Name: POS	Financial Import GL
Option:	
Destination —	
Screen	
Printer	
File File	
File Name:	
File Format:	C factor
	Append     O     neplace
	OK Cancel

• A second Report Destination window will appear. This report would display the Cash Management import, if applicable. Make your selections or cancel the report.

meport information			
Name: POS	Financial Import (	CM	
Option:			
Destination			
Printer			
File			
File Name:			<u> </u>
			Ŧ
	Append	O Rieplace	



The first import performed will display a report exactly like the example shown. No data is listed on the report at this time, as the accounts have yet to be translated.

Ī	<b>1</b> 50	creen O	lutput	- POS F	inancial Iı	nport GL						<u>-0</u> ×
I	٩	Print		Send To					Completed 1 Page		Page 1	
ľ					POSLink	Financia	l Import	GL		Date Page	8/12/02 1	
l	Loc	ation Date	POSL 5/14	INK /02								
l	ACC	OUNT		DESCRI	PTION				DEBIT		CREDIT	
		Loca	tion	POSLIN	К	Date 5/1	4/02 Tot	al	\$0.00		\$0.00	
		Loca	tion	POSLIN	к		Tot	al	\$0.00		\$0.00	
l												



Simply close the report and continue with the installation.

🖬 Screen Output -	POS Financial Im	iport GL			<u>_D×</u>
🎒 Print 🗐 🖻	Send To 🛛 🔳		Completed 1 Page	Page 1	
	POSLink	Financial Import GL		Date 8/12/02 Page 1	
Location POSLIN Date 5/14/0	<b>IK</b> 02				
ACCOUNT D	ESCRIPTION		DEBIT	CREDIT	
Location F	POSLINK	Date 5/14/02 Total	\$0.00	\$0.00	
Location F	POSLINK	Total	\$0.00	\$0.00	



The Financial Import and Transfer window is again visible.

🖬 Financial Impo	rt and Transfer		
	Save	e Cļear	Delete
Saved Option	POSLink	•	Import/Transfer Maintenance
Locations Available	Insert >> Insert All Bernove Remove All	Locations Selected POSLINK	Import / Transfer Option Import ONLY  Starting Date 5/14/02 Ending Date 5/14/02  Flash Windows  Error Report Process

• You may close, minimize or leave the Financial Import and Transfer window as it appears on your screen.

# P H A S E T H R E E (B) IMPORT AND TRANSFER

- Once again, select Setup>> POSLink.
- The Financial Location Setup window will once more be displayed.



Sic

Notice the magnifying glass icon  $\square$  located within the Location field and the arrow keys in the upper left corner of the window  $\blacktriangleleft$ . These features allow you to browse a list of location(s) that <u>currently</u> exist within the program.

• Access the location you are currently working with by utilizing one of the methods described above.

hancial Location Setu	P			_
< ▼ ▶ 1	Save Cle	sar <u>D</u> elete	Copy Default	
ation Q	🗖 Default	Alias		
ne		Franchise I	D	
Import Tr	ansfer Definitions	Calculations		
How Multiple Importe				
System	▼ Setun			
Model	•			
/ersion	•			
Description				
Pathname		🗂 Varia	ble Pathname Option	1
ilename		Varia	ble Filename Option	

• After confirming the correct location demographics have populated the window, select the Definitions tab.

ation			fault	Alias		
ne	POSLinkl			Franchise ID		
Import	Transfer	Defini	tions Ca	lculations		
Allow Multi	ple Imports Ask	•				
System	Micros	▼ Set	up			
Model	3700	-				
Version	3.00	•				
Description	n					
Dothnomo				🗂 Variable	Pathname Option	
raumame				Variable	Filename Option	
Filename						
Filename Daily Syste	m Totals file					
Filename Daily Syste F:\Client Da	rm Totals file ata Files∖McPhees G	rill\				-
Fatilitanie Filename Daily Syste F:\Client Da DLYSYSTL	rm Totals file ata Files\McPhees G TXT	rill\				•
Fatilitanie Filename Daily Syste FACIient Da DLYSYSTL Daily Syste	rm Totals file ata Files\McPhees G TXT rm Tracking Totals fil	rill\ e				•
Fatilitatile Filename Daily Syste F:\Client Daily Syste F:\Client Daily Syste	em Totals file ata Files\McPhees G TXT em Tracking Totals fil ata Files\McPhees G	rill\ e rill\				•
Filename Daily Syste F:\Client D: DLYSYSTL Daily Syste F:\Client D: DLYSYSTT	m Totals file ata Files\McPhees G .TXT m Tracking Totals fil ata Files\McPhees G .TXT	rill\ e rill\				* * *
Filename Daily Syste F:\Client Daily Syste DLYSYSTL Daily Syste F:\Client Daily Syste DLYSYSTT	m Totals file ata Files\McPhees G TXT m Tracking Totals fil ata Files\McPhees G TXT	rill) e rill)				* * *
Filename Filename Daily Syste F:\Client Da DLYSYSTL Daily Syste F:\Client Da DLYSYSTT	em Totals file ata Files\McPhees G TXT em Tracking Totals fil ata Files\McPhees G TXT	rill) e rill)				* * *



The Definitions tab allows account setup in a similar fashion as the Daily Summary window.

• Begin with the Description field. Typically, the Description field will automatically populate with the descriptive from the Remote System. This is a user-defined field. You may change the narrative to suit your needs.

Financial Location Setup						[	- 🗆
	Save (	Clear <u>D</u> ele	te Copy D	efault			
Location Q POSLINK	🗖 Default	Alias		_			
Name POSLink	· · · · · · · · · · · · · · · · · · ·	Franch	ise ID				
Imnort Transfer	Definitione	Colculation	10				
mpon manalel	Demildons	Calculation	10				
		Filter By	Detail	•			
						_	_
Description			Category		+/-	Omit	
Post to Account	Q Checkt	<u>book ID</u> Q	Card Name	Q	Typical	Entry	L.,
SYS TTL - Store ID			Other	•			÷.
SVS TTL - Net Sales Total			Poloc		_	_	
Account			Jaies		Credit		
SYS TTL - Return Count					П	П	
•				_		-	ī 📗
SYS TTL - Return Total				-			
•						-	
SYS TTL - Void Count				•			- 1
				_	-	-	-
STSTIL- VUID TOTAL				•			
SYS TTL - Item Discount Total				•			
-				_		•	<b>.</b>
						_	

итри	Save Cle	ar <u>D</u> e	lete Copy D	efault	l		
Location Q POSLINK Name POSLink	Default	Alias Franc	hise ID				
Import Transfer	Definitions	Calculati	ons				
		Filter By	Detail	•	]		
Description		Ţ,	Category		+/-	Omit	]
Post to Account	Q Checkbo	ok ID 🔍	Card Name	Q	Typical	Entry	μ.
SYSTIL-Store ID			Other	•			÷.
SYS TTL - Net Sales Total			Sales	•	Г	<b>_</b>	ш
Account -			Guide	-	Credit		
SYS TTL - Return Count				•			
•						-	]
SYS TTL - Return Total				-			
•				_		-	
SYSTIL-Void Count				•			- 1
SVS TTL - Void Total					-		
STO THE Word Total							
SYS TTL - Item Discount Total				-	L D		
•							-

- The Category drop-down list contains twelve general selections. The example above is displaying a category of "Other" within the Category field.
- The Post To field must have a selection. Account will be listed for the example visible above.

Image: Control of the second secon		
SYS TTL - Store ID 🛷 Account 🚧 123456 🍂	Other 🖈	▪ □ □ ▲ Debit 🍂

Each account designated for setup should resemble the expanded example shown below. In this example account, the 'Description' field contains the Remote systems default description. To the right, a 'Category' of 'Other' has been selected. 'Account' has been selected for the 'Post To' field, and an account number has been manually entered in the adjacent field. A 'Typical Entry' of 'Debit' is also selected.



The Post To field allows the User to choose where this specific item will post. Account is by far and away the most widely used selection. However, if you were using a Cash Management utility within your Financial System, selecting Checkbook would be a viable choice. If your Financial System can support importation into BOTH the General Ledger and the Cash Management function, you may select Account and Checkbook in unison. The Card Name field will list the credit cards within your Remote System. Note: The Card Name selection will cause an account to post to a credit card. The Card Name selection is for Advanced Users and is not commonly used.

Financial Loca	non Serup						1		-
		Save	Ujear	De	lete Copy	Default			
ocation Q	POSLINK	🗌 🗖 Defat	ult	Alias					ī
lame	POSLink			Franc	hise ID				_
Imnort	Transfer	Definitio	ns Ca	dculati	ans				
mpon	manolor	Dominici		ino di di di	5110				
			Filter	Ву	Detail	-	1		
							1		
Description				Ρ.,	Category		+j-	Omit	]
Post to	Account	QC	<u>neckbook ID</u>	Q	Card Name	Q	Typical	Entry	1
SYS TTL - Sto	ore ID				Other	-			j
Account	<ul> <li>123456</li> </ul>						Debit		J
SYS TTL - Ne	t Sales Total				Sales	•			
Account	•						Credit	-	
SYS TTL - Re	turn Count					•			
_	•							-	
SYS TTL - Re	turn Total					*			
	•							-	
SYSTIL-Vo	id Count					•			
	•							-	ų
SYS TTL - Vo	id Total					•			
	•							•	4
SYS ITL- Ite	m Discount Total					•			
	•							-	1

SYS TTL - Store ID Account 123456	Other 🔹 🗖 🗖	
	SYS TTL - Store ID	
	Account 🔹 123456 🗱	

• An Account number must either be selected from the imported chart of accounts, or it will be entered manually. If the chart of accounts was imported during the setup, click on the magnifying glass icon a located within the <u>Account</u> field. An Account Lookup window will appear, displaying all the accounts within your Financial System. Simply select the corresponding account and either double-click or click once and press the Select button at the top of the window.



- Finally, you will select either Debit or Credit for each account from the Typical Entry dropdown list.
- Proceed to the next account and repeat the processes previously described.

# 



Once all the accounts are processed accordingly, perform a new import as described earlier and proceed to the file transfer portion.



Notice the Import/Transfer Option drop-down field within the Import/Transfer tab. Transfer Only has been chosen. Within the selection list are two other options, Import and Transfer and Transfer Only

"Import and Transfer" and "Transfer Only" selections will present additional features and diverse options.

For example, "Transfer to Checkbook" is selected by default. If the Checkbook option was disregarded during the initial setup, remove the checkmark within the corresponding box.

Consider the "Single Batch/File" option. If selected, the adjacent expansion button will become 'active'. The User must press this button and complete the three fields that reside within. Namely, a Batch Name, Batch Comment (if any) and the selection of a Filename. There is also a 'Replace Existing File' checkbox that is optional. The Single Batch/File feature is elective, and may be disregarded.

The "Error Report" button will create an error report IF errors are encountered. This function is voluntary and may be disregarded.

Using the "Import and Transfer" selection seems like it would be faster and easier to use. Why not make use of this choice for the installation? This selection can be used after all the accounts are translated and the User is certain the imported data does not include errors or new accounts. During the initial setup and several successive imports, we recommend importing the data first and transferring the data as a separate action. This method allows the User to verify the data before creating a transfer file.

Financial Import and Saved Option POSL	Transfer Save Clear	Delete Import/Transfer Maintena	_ [] ×]			
Locations Available 1213 ALOHA 5.2 DAHL & DE DD727 - QE DD727	Locations Selected rt >> POSLINK rt All nove	Import / Transfer Option Transfer ONLY Starting Date 5/14/C Ending Date 5/14/C Imported to the start Transfer to General Transfer to Checkt Flash Windows Single Batch/File		7		
			Single Batch / I Batch Name Batch Comment Filename	File OK Clear	Cancel	



- If you are satisfied with the imported figures, select Transfer Only from the Import/Transfer Option field within the window.
- Make the necessary selections or changes to the checkboxes available in the middle of the window.
- Press Process in the lower right corner of the window.

Financial Import and	Transfer		
	Save	Clear	Delete
Saved Option POSL Locations Available 1213 A ALOHA 5.2: DAHL & DE DD727 - QE DD727 - QE DD727 TEE DD727 TEE DD727 TEE DD727 TEE DD727 TEE DT727 TEE DT72 TEE DT727 TEE DT72	ink It >> PC It All   Iove   Ve <u>A</u> ll	Locations Selected	Import/Transfer       Maintenance         Import / Transfer Option       Transfer ONLY         Starting Date       5/14/02         Ending Date       5/14/02         Transfer to General Ledger       Transfer to Checkbook         Flash Windows       Single Batch/File         Error Report       Process

•

Following the transfer process, the Report Destination window will be displayed. The Printer is selected by default. You may find it easier and faster to eliminate this option, and select Screen. Doing so will display the report on your monitor. Selecting File will save the report as a document to a location selected by the User.

Report Destination	
Name: POSI	Financial Transfer GL
Option:	
Destination	C Append C Replace
	OK Cancel

• A second Report Destination window will appear. This report would display the Cash Management import, if applicable. Make your selections or cancel the report.

Report Destination			
Name: POS	Financial Import CM		
Option:			
Destination	Append	Replace	×
		OK	Cancel



The final report output will mirror the import report as seen earlier. However, this report is displaying the transactions that have been transferred.

🖬 Screen Output	- POS Financial Transfer GL		<u>_0</u> ×
🎒 Print 🗐 🖃	Send To 🛛 🔳	Completed 1 Page	Page 1
	POSLink Financial Transfer	Date GL Page	8/13/02
Location POSLI Date 5/14/02	NK Number 0 - 8/13/02		
ACCOUNT 4000 2300 1000 6000 4000 Location	DESCRIPTION variance SYS TTL - Net Sales Total SYS TTL - Tax Collected Total Grand Total SYS TTL - Cancel Count SYS TTL - Tip Paid Total POSLINK Date 5/14/02 Total	DEBIT \$5,512.22 \$6.00 \$5,518.22	CREDIT \$251.15 \$4,378.73 \$316.22 \$572.12 \$5,518.22
Location	POSLINK Tota	 l \$5,518.22	\$5,518.22



The recently created transfer file is awaiting importation into your Financial System.

Your POS module is now installed!



Special Note

The following documentation contains descriptions and procedures for advanced elements within the POS module, specifically, the Calculation tab and the Change Sign feature. The User need continue ONLY if it is essential to utilize either of these characteristics.

# **ADVANCED SETUP FEATURES**

#### THE CALCULATION TAB

The Calculations feature is an advance function that some clients may find useful. This tab will permit you to calculate numbers that do not exist in your POS data. It allows you to Add, Subtract, Multiply, and Divide any data from your POS System. It also allows you to make a calculation on a calculation.



An important note about this process: Calculations themselves will usually (but not always) require at least two processes within them. Let us assume a client accepts VISA. VISA will charge 3% for each transaction for the use of their services. In order to process a calculation for the example, you will need to have a process that will account for the 3% to the credit card company, and 97% for the actual VISA minus service fees. You may find there will be more steps required depending on how elaborate the calculation is.

🖬 Scree	in Output	- POS Fi	nancial Ir	nport GL					_0
🎒 Pr	int 🛛 🖃	Send To				Completed 1 Page		Page 1	
			POSLink	Financial	Import GL		Date 8 Page 1	8/16/02	
Locati Da	on POSI te 12/2	LINK L9/01							
ACCOUN 4000 2300 1000 1000 1000 3000 5000 5000 5000 5	т	DESCRIJ Totals Totals Totals Totals Totals Totals Totals Tender Tender Tender Tender Tender	TION - Tip - Tax 1 - Tax 2 - Food - Bever: - Other - Discor Total - Total - Total - Total - Total - Total - Total -	age Cash American F Master Car Visa Discover C	Xpress Id	DEBIT \$44.4 \$3,045.2; \$233.6 \$392.9 \$3,084.0 \$22.55	4 5 1 3 9 7 3	CREDIT \$461.42 \$279.34 \$151.18 3,734.80 \$188.70 \$2,007.45	
L	ocation	POSLIN	5	Date 12/19	0/01Total	\$6,822.89		6,822.89	
L	ocation	POSLIN	ζ.		Total	\$6,822.89		6,822.89	



Notice this process begins with a <u>balanced</u> POSLink Financial Import GL report. The calculation process will take the Tender Total - Visa account and partition it into two sections, while "hiding" (not omitting!) the original Tender Total - Visa account. If this final step is not completed, the Tender Total - Visa account will be stated <u>twice</u>.

- From the Financial Location Setup window, choose the Calculations tab.
- To begin, press the New button located in the upper right portion of the tab.

Financial Location Setup			_IIX
	Save Clear	Delete Copy Defa	ult
Location Q POSLINK Name POSLink	Default A	lias ranchise ID	
Import Transfer	Definitions Calcu	lations	
	Filter By	Detail	▼ <u>N</u> ew
Description	Refresh 🖳 Ord	ier Category	+/- Omit
Post to Account	Checkbook ID	Card Name	

• You will see "Calculation" in the Description field. Here, you may highlight this default description and enter a unique description for easier reference. Example: Visa Service Fees.

🖬 Financial Location Setup	
	Save Clear Delete Copy Default
Location Q POSLINK Name POSLink	Default     Alias     Franchise ID
Import Transfer	Definitions Calculations
	Filter By Detail
Description	Refresh 🖳 Order Category +/- Omit
Calculation	
· ·	<b>_</b>
	,

• Next, press the expansion button located next to the Refresh button.



The Financial Calculation window will displayed.

Hinancial Calculation					_	
OK Cancel						
Location ID POSLINK						
Calculation ID		🗆 Plug	Balance			
Select From		Calculat	ion			
View Definitions -						
Filter By Tenders -		Descript	tion			
Description		Order	Operation	Constant	Multiplier	
Tender PC - 0 0 0 0 • Management Accc 🔺	Insert >>					-
Tender PC - 0 0 0 0 - Gift Certificate - R 💻	I ———					
Tender Total - Cash	Constant >>					
Tender Total - American Express						
Tender Total - Master Card	Riemo <u>v</u> e					
Tender Total - Visa						
Tender Total - Diners - Receipt						
Tender Total - Discover Card	Refresh					-



This window contains two distinct portions.

OK Cancel	
Location ID POSLINK Calculation ID	Plug Balance
Select From	Calculation
View Definitions   Filter By Tenders  Description	
Tender PC - 0 0 0 0 0 Management Accc ▲ Tender PC - 0 0 0 0 0 Gift Certificate - R	Financial Calculation
Tender Total - Cash	OK Cancel
Tender Total - American Express	
Tender Total - Master Card	Location ID POSLINK
Tender Total - Diners - Receipt	Calculation ID
Tender Total - Discover Card	Select From
	View Definitions -
	Filter By Tenders -
	Description
	Tender PC - 0 0 0 0 • Management Accc
	Tender PC - 0 0 0 0 - Gift Certificate - R
	Tender Total - Cash
	Tender Total - American Express
	Tender Total - Master Card

The 'Select From' area relates to all the data that has imported from the Remote System. Under the 'Select From' header are two fields used to assist in account location. In the example below, 'View' is set to 'Definitions' by default. This field will also allow 'Calculations' to be displayed (if applicable). 'Detail' is the default setting within the 'Filter By' field. Below, 'Tenders' has been selected because this initial calculation will be founded with a Tenders account.

		Calculation	i <mark>al Calculati</mark> Cance ID PO on ID	sn I   SLINK	1		E Plu	Balance		-	
		Select Fr	rom				Calcula	ation			
							-				
_	_	_	_	_			Descrip	Operation	Constant	Multiplier	
				_		Insert >>		operation	Constant	manpio	- E
						Constant >>	J				_
		Dalamaa				Remove	1				-
	I Elua	halance									
	Calculat	ion				D.C.L	. —	1		1	
						Rerresn					
	Descript	tion									
	Order	Operation	Constant	Multiplier							
Insert >>	<u> </u>	1		1	-4						
Constant \\	<u> </u>										
Constditt 77	<u> </u>				-						
Remove											
and the second se											



The 'Calculation' potion is comprised of the selected accounts that will be involved in the equation.

Above 'Calculation' is a checkbox for 'Plug Balance'. This point will be addressed later in this document.

OK Cancel						
Location ID POSLINK						
Calculation ID		🗖 🛛 Plug B	Balance			
Select From		Calculatio	m			
View Definitions 💌						
Filter By Tenders 👻		Descripti	on			
Description		Order	Operation		Constant	Multiplier
Tender PC · 0 0 0 0 · Management Accc 🔺	Insert >>	Tender T	otal - Visa			
Tender PC - 0 0 0 0 - Gift Certificate - R 📃		0		•	0.0000	0.0000
Tender Total - Cash	Constant >>					
Tender Total - American Express						
Tender Total - Master Card	Remoye					
Tender Total - Visa						
Tender Total - Diners - Receipt						
Tender Total - Discover Card	Bafrash					



٩

Select the beginning account by scrolling through the Description list.

Either highlight and press the Insert button in the center of the window or double-click on your selection.



Notice the account description has now been moved from the Selected From portion of the window to the Calculation portion.

🖬 Financial	Calculation								_	×
OK	Cancel									
Location ID	POSLIN	K								
Calculation I	D CALCOO	00016384			🗖 Plug B	Balance				
Select From					Calculatio	on				
View	Definitions	-								
Filter By	Tenders	•			Description					
Description					Order	Operation	ı	Constant	Multiplier	
Tender PC -	0 0 0 0	0 · House Charge · Re	•	linsert >>	Tender T	otal - Visa				
Tender PC -	0 0 0 0	0 · Management Accc			0	Add	•	0.0000	0.0300	
Tender PC -	0 0 0 0	0 - Gift Certificate - R		Constant >>						
Tender Tota	al - Cash									
Tender Tota	al - American Expr	ess		Remo <u>v</u> e						
Tender Tota	al - Master Card									
Tender Tota	al - Visa									
Tender Tota	al - Diners - Recei	pt	T	Refresh						F

- Next, select the mathematical process that will be performed by clicking on the Operation drop-down box. Although the drop-down menu contains four choices (Add, Subtract, Multiply, Divide), Add and Subtract are the most widely used.
- Manually enter the service fee percentage in the Multiplier field. The example above is displaying a multiplier of 3%.
- Press the OK button in the upper left portion of this window.

	Save Clear <u>D</u> elete Copy Default
cation Q POSLINK	Default Alias
me POSLink	Franchise ID
Import Transfer	Definitions Calculations
	Filter By Detail <u>New</u>
Description	Befresh 🖳 Order Category +/- Omit
Post to Account	Checkbook ID Card Name C Typical Entry
Visa Service Fees	
•	•

Ť

Moments later, the User will be brought back automatically to the point of origin: the Calculations tab. The account demographics for the new calculation will now be determined. Consider which account number to allocate for this new entry, as well as the Category it will post to and determine if this account will be a debit or a credit.

- Select Account, Checkbook or Card in the drop-down field directly below your new calculation description.
- To the right of the Post To field, the designated account number will be assigned. If you were able to import the Financial Systems' chart of accounts during the initial phase of the installation, you may browse the Account Lookup window by clicking on the magnifying glass icon within the Location field. Otherwise, manually enter the Financial Systems parallel account number in the Account field.

	Financial Lo	cation Setup		0	D.1.		1	_	.o×
ŀ	Location		Default	Ljear	Alias	Lopy Derault			
	Name	POSLink			Franchise	ID			
	Import	Transfer	Definition	s Cal	culations				
				Filter	By Deta	ail 💌	] _!	lew	
	Descriptio Post to	n <u>Account</u>	Re Q Che	efresh 🖳 C eckbook ID	order Cate	egory <u>d Name</u> 🛛	+/- Typical	Omit Entry	
	Visa Servi Account	re Fees • 1313			0 Othe	er 💌	Credit	•	
									-
L									

- Select the Category from the assortment existing within the drop-down field directly below the <u>Card Name</u> header. 'Other' is displayed in the example above.
- Finally, select debit or credit in the Typical Entry field. 'Credit' is displayed in the example above.
  - The first step of this calculation is complete. A 'Visa Minus Service Fees' calculation will be processed next! This second calculation will calibrate the actual moneys receivable from VISA

Image: Save Clear Delete Copy Default         Location POSLINK       Default       Alias         Poslink       Franchise ID         Import       Transfer       Definitions       Calculations         Filter By       Detail       New         Description       Refresh       © Order       Category         Post to       Account       Q Checkbook ID       Card Name       Q Typical Entry         Visa Service Fees       0       Other       Image: Credit       Image: Credit         Calculation       0       Image: Credit       Image: Credit       Image: Credit
Location       POSLINK       Default       Alias         Name       POSLink       Franchise ID         Import       Transfer       Definitions       Calculations         Filter By       Detail       New         Description       Refresh       © Order       Category       +/-         Post to       Account       Q Checkbook ID       Card Name       Typical Entry         Visa Service Fees       0       Other       Image: Credit Image: Cr
Import     Transfer     Definitions     Calculations       Filter By     Detail       Description     Refresh     P., Order     Category     +/-     Omit       Post to     Account     Q     Checkbook ID     Q     Card Name     Q     Typical Entry       Visa Service Fees     0     Other     Image: Credit     Image: Credit     Image: Credit     Image: Credit       Calculation     0     Image: Credit     Image: Credit     Image: Credit     Image: Credit     Image: Credit
Filter By     Detail     New       Description     Refresh     Po     Order     Category     +/-     Omit       Post to     Account     Checkbook ID     Card Name     Typical Entry       Visa Service Fees     0     Other     Image: Checkbook ID     Card Intry       Account     1313     Credit     Image: Checkbook ID     Image: Checkbook ID       Calculation     0     Image: Checkbook ID     Image: Checkbook ID     Image: Checkbook ID
Description     Refresh     □_n     Order     Category     +/-     Omit       Post to     Account     Q     Checkbook ID     Q     Card Name     Q     Typical Entry       Visa Service Fees     0     Other     •     □     •       Account     1313     Credit     •       Calculation     0     •     □
Visa Service Fees    O Other
Calculation  Calcu

• Again, press the New button located in the upper right portion of the tab.

• Visa Minus Service Fees' has been entered as the new calculation description.

• Next, press the expansion button located next to the Refresh button.

Engreial Location Setur	
REFR	Save Clear <u>D</u> elete Copy Default
Location         Q         POSLINK           Name         POSLink	Alias     Franchise ID
Import Transfer	Definitions Calculations
Description Posto Visa Service Fees Account	Filter By     Detail     New       Refresh     PolOrder     Category     +/-     Omit       Checkbook ID     Card Name     Typical Entry       0     Credit     -       0     -     -       -     -     -       -     -     -       -     -     -       -     -     -       -     -     -       -     -     -       -     -     -       -     -     -



Once more, the Financial Calculation window is presented.

🖬 Financial Calculation					_ 🗆 :
OK Cancel					
Location ID POSLINK Calculation ID		🗖 Plug I	Balance		
Select From		Calculati	on		
View Definitions		Description			
Participe Periodics		Order	Operation	Constant	Multiplier
Tender PC • 0 0 0 0 • Management Accc	Insert >>	order	operation	Constant	
Tender PC - 0 0 0 0 - Gift Certificate - R					
Tender Total - Cash	Constant >>				
Tender Total - American Express					
Tender Total - Master Card	Remo <u>v</u> e				
Tender Total - Visa					
Tender Total - Diners - Receipt					
Tender Total - Discover Card 🗸 🗸	Refresh				-

- The Tender Total Visa account will be a part of this second calculation as well. Tenders are selected from the Filter By field for easier access.
- Highlight the Tender Total Visa account in the Description column and press Insert or simply double click your selection. The Insert button will become active once the Description is highlighted.

The Tender Total – Visa account now appears in the Calculation portion of the window.

Financial Calculation				
OK Cancel				
Location ID POSLINK Calculation ID CALC0000032768	1	Plug Balance		
Select From		Calculation		
View Definitions		D. 14		
Paterial Printers		Description	Constant	k de al Gan Dana
Tender Total - Cash	▲ Insert >>	Tender Total - Visa	Constant	Mulapiler
Tender Total - American Express	1105510.777	DbAI0	• 0.0000	0.0000
Tender Total - Master Card	Constant >>			
Tender Total - Visa				
Tender Total - Diners - Receipt	Remo <u>v</u> e			
Tender Total - Discover Card				
Tender Total - House Charge - Receipt				
Tender Total - Management Account - Receipt	▼ Refresh			<b>•</b>

This additional calculation is comprised of the addition of the Tender Total – Visa account and the subtraction of the first calculation. In the example, the founding account Tender Total – Visa is selected and the operator Add is selected.



To locate the first calculation, Visa Service Fees, select Calculations within the View dropdown menu in the left portion of the window. Be sure Detail appears in the Filter By field.

Financial Calculation							I×
OK Cancel							
Location ID POSLINK							
Calculation ID CALC0000032768		🗖 Plug B	Balance				
Select From		Calculatio	on				
View Calculations -							
Filter By Detail 👻		Descripti	on				
Description		Order	Operation		Constant	Multiplier	
Visa Service Fees	Insert >>	Tender T	otal - Visa				
		0	Add	•	0.0000	0.0000	
	Constant >>	Visa Serv	/ice Fees				
		0		-	0.0000	0.0000	
	Remove						
	Befresh			_			<b>T</b>

• Highlight the existing calculation in the Description column and press Insert or simply double click your selection. The Insert button will become active once the Description is highlighted.

• Select the operator by using the drop-down box within the Operation field. 'Subtract' will be selected from the Operation field for this example.

Financial Calculation OK Cancel						
Location ID POSLINK Calculation ID CALC0000032768		🗖 Plug i	Balance			
Select From		Calculatio	on			
View Calculations 👻						
Filter By Detail 👻		Descripti	on			
Description		Order	Operation		Constant	Multiplier
Visa Service Fees	Insert >>	Tender T	otal - Visa			·
		0	Add	•	0.0000	0.0000
	Constant >>	Visa Serv	vice Fees	_	,	
		0	Subtract	-	0.0000	0.0000
	Remove					
	Refresh					<b>•</b>

• Press the OK button at the top of the window.



Moments later, the User will be brought back automatically to the point of origin: the Calculations tab. The account demographics for the new calculation will now be determined. Consider which account number to allocate for this new entry, as well as the Category it will post to and determine if this account will be a debit or a credit.

Financial Location Setup	
	Save Clear Delete Copy Default
Location Q POSLINK	Default Alias
Name POSLink	Franchise ID
Import Transfe	r Definitions Calculations
	Filter By Detail  New
Description	Refresh 🖳 Order Category +/- Omit
Post to Account	Q Checkbook ID Q Card Name Q Typical Entry
Account 1313	
Visa Minus Service Fees	
•	

- Select Account, Checkbook or Card in the drop-down field directly below your new calculation description.
- To the right of the Post To field, the designated account number will be assigned. If you were able to import the Financial Systems' chart of accounts during the initial phase of the installation, you may browse the Account Lookup window by clicking on the magnifying glass icon within the Location field. Otherwise, manually enter the Financial Systems parallel account number in the Account field.
- Select the Category from the assortment existing within the drop-down field directly below the <u>Card Name</u> header. 'Other' is displayed in the example below.
- Finally, select debit or credit in the Typical Entry field. 'Credit' is displayed in the example below.



Financial Location Setup	Save Clear	Delete Copy D	
ocation Q POSLINK		Alias	
Import Transfer	Definitions Ca	Iculations	
	Filter	By Detail	▼ <u>N</u> ew
Description	Refresh 🖫	Order Category	+/- Omit
Post to Account	Checkbook ID	Q Card Name	Q Typical Entry
Visa Service Fees		0 Other	
Account • 1313			Credit -
Visa Minus Service Fees		0 Other	
Account - 1313			Credit -
			<b></b>



How do I assign an order? In the example above, both of the calculations display '0' by default. To change the order number, simply highlight '0' and manually enter the order number you would like to assign.

Financial Location Setup			_ 🗆 ×
	Save Llear	Delete Copy Di	etault
Location Q POSLINK	🗖 Default	Alias	
Name POSLink		Franchise ID	
Import Transfer	Definitions Ca	lculations	
inipoli indicioi	Dominiono		
	Filter	By Detail	▼ <u>N</u> ew
Description	Refresh 🖫	Order Category	+/- Omit
Visa Service Fees		1 Other	
Account • 1313		- Other	Credit -
Visa Minus Service Fees		2 Other	
Account - 1313			Credit 💌
L			

?

Assigning duplicate order numbers is not allowed. The numbers must be in sequence as well. Example: 1, 2, 3 and so forth.

How do I know what order to put them in? For all calculations, consider what must happen first. Which calculation(s) serve as the platform from which other calculations emerge? In the example provided, Visa Service Fees must be positioned as Order '1' because it is pulling the original account, Tender Total–Visa, and performing an equation with it. The second calculation, Visa Minus Service Fees, will be assigned Order '2' because the first calculation process is embedded within it.

The calculation is now complete!

- •
- Save and close the Financial Location Setup window before proceeding to the next step.

Financial Location S	etup	Save	Cļe	ar	Del	ete Copy Def	ault		]	_ [□]
Location Q POSLI Name POSLI	NK [	De	fault		Alias Franc	hise ID	_			_
Import	Transfer	Defin	itions	C	alculatio	ons				
				Filte	r By	Detail	•	]	<u>v</u> ew	]
Description			Refresh		Order	Category		+/-	Omit	1
Post to	Account	Q	Checkbo	ok IE	Q	Card Name	Q	Typical	Entry	1
Visa Service Fees					1	Other	-			<b>•</b>
Account 🔹	1313							Credit	•	
Visa Minus Service	Fees				2	Other	-		Г	
Account 💌	1313							Credit	•	
				_						-

• To check the functionality of the calculation, select POSLink>>Import and Transfer.





Before importing the data, the original batch must first be deleted.

• Select the location you are currently working with from the Locations Available column. Either highlight your choice and press the Insert button, or simply double-click on your choice.



- Access the Maintenance tab. Verify the dates within the Date fields and place a vithin the Delete Transactions checkbox.
- Press the Process button in the lower right corner of the window.
- Click Yes to continue.

GETLinked	
٩	Do you wish to delete imported transactions for location POSLINK?
	No Yes

• Click OK to acknowledge the message.

GETLinked		
	Done.	
		OK

• Access the Import/Transfer tab. Verify the dates within the Date fields and press Process in the lower right corner of the window.

Financial Import and 1	Transfer	
	Save Clear	Delete
Saved Option SALES	3 12-19-01 💌	Import/Transfer Maintenance
Locations Available POSE SAM ▲ Inser POSI BING POSITOUC POSILINK RM V11 - C RM V1 - C RM	Locations Selected POSLINK tAll vee <u>Al</u>	Import / Transfer Option Import 0NLY

- Once the dates have been entered within the Import/Transfer tab, press the Process button in the lower right corner. The Flash Window selection is optional, as stated previously.
- Following the import process, the Report Destination window will be displayed. The Printer is selected by default. You may find it easier and faster to de-select this choice, and select Screen. Doing so will display the report on your monitor. Selecting File will save the report as a document to a location selected by the User.

Report Destination	
Report Information	
Name: POS	Financial Import GL
Option:	
Destination Screen Printer File File Name: File Format:	
	O oppeni () replace
	OK Cancel

• A second Report Destination window will appear. This report would display the Cash Management import, if applicable. Make your selections or cancel the report.

Report Information			
Name: POS	Financial Import C	Ж	
Option:			
Destination			
C Screen			
Printer			
File			C -
			*
	Append	🔿 Replace	



Again, the POSLink Financial Import GL report will be displayed.

Notice the report is now out of balance. This was caused by the Tender Total – Visa account being listed first singularly, and again by the new calculations.

To rectify this issue, the original VISA line item will need to be "hidden" (not the same as omitting!) from this report.

Screen Output - POS Financial Import GL								
🎒 Print 📃	🕄 Send To   🖪 📔	Completed 1 Page	Page 1					
	POSLink Financial Import GL	Dat Pag	e 8/20/02 me 1					
Location POS Date 12/	3LINK /19/01							
ACCOUNT	DESCRIPTION	DEBIT	CREDIT					
1313	Visa Service Fees	\$92.52						
1313	Visa Minus Service Fees	\$2,991.55						
4000	Totals - Tip		\$461.42					
2300	Totals - Tax 1		\$279.34					
2300	Totals - Tax 2		\$151.18					
1000	Totals - Food		\$3,734.80					
1000	Totals - Beverage		\$188.70					
1000	Totals - Other		\$2,007.45					
3000	Totals - Discount	\$44.46						
5000	Tender Total - Cash	\$3,045.21						
5000	Tender Total - American Express	\$233.63						
5000	Tender Total - Master Card	\$392.99						
5000	Tender Total - Visa	\$3,084.07						
5000	Tender Total - Discover Card	\$22.53						
Location	n POSLINK Date 12/19/01Total	\$9,906.96	\$6,822.89					
				-				



These next few steps will provide directives to "hide" the original Visa account.

•	From the GETLinked program	n, select Setup>>POSLink
---	----------------------------	--------------------------

GET Linked	GETLinked							
<u>F</u> ile <u>E</u> dit <u>T</u> ools	<u>S</u> etup <u>W</u> indov	/s_E	<u>t</u> elp					
	System 🕨	- nk	≬ PL ink	CLLink				
POSEIIIK	POSLink		AILLIIK	GLEINK				
	PRLink 🕨							
	APLink 🕨							
	ARLink 🕨							
	GLLink 🕨							

Select the location you are working with by clicking on the magnifying glass icon Select deviation field or utilize the arrow keys in the upper left corner of the window
 ▲ .

Financial Locatio	n Setup	Save Cle	ar <u>D</u> elete	: Co	py Default	_ []
Location Q		🗖 Default	Alias Franchis	e ID		
Import	Transfer	Definitions	Calculations	;		
Allow Multiple I	mports	•				
System		▼ Setup				
Model		-				
Version		•				
Description Pathname				riable	Pathname Option	
Filename			Va	iriable	Filename Option	

- Select the Definitions tab.
- Select Tenders within the Filter By field.
- Search for the original Visa account.

🖬 Financial Loca	tion Setup								_ [
		Save	Clear	<u>D</u> e	lete Co	py Default			
Location Q	POSLINK	🗖 Defaul	t	Alias					_
Name	POSLink			Franc	hise ID				
Import	Transfer	Definition	s Ca	lculati	ons				
			Filter	Ву	Tenders	•	]		
Description					Category		+/-	Omit	٦
Post to	Account	Q Ch	eckbook ID	Q	Card Nam	<u>e</u> (0	Typical	Entry	
Tender Total	- Cash				Tenders	-			
Account	<ul> <li>5000</li> </ul>						Debit		
Tender Total	- American Express				Tenders	-			
Account	▼ 5000						Debit		
Tender Total	- Master Card				Tenders	-			
Account	▼ 5000						Debit		
Tender Total	- Visa				Tenders	-			
Account	▼ 5000						Debit		
Tender Total	- Diners - Receipt				Tenders	-			
	•								
Tender Total	- Discover Card				Tenders	-			
Account	▼ 5000						Debit	•	
Tender Total	- House Charge - Re	eceipt			Tenders	-			
	•								•

Financial Location Setup						
	Save (	Clear <u>D</u> ele	te Copy D	efault		
ocation Q POSLINK	🗌 🗖 Default	Alias		-		
lame POSLink		Franch	ise ID			
Inchest Transfer	Definitions	Colouiation				
Import Transier	Definitions	Calculation	is			
		Filter By	Fenders	•		
Description		<b>.</b> (	Category		+j-	Omit
Post to Account	Q Check	ookID 🔍	Card Name	Q	Typical E	intry
Tender Total - Cash		-	Fenders	-		
Account - 5000					Debit	•
Tender Total - American Express		-	Fenders	-		
Account - 5000					Debit	•
Tender Total - Master Card		-	Fenders	-		
Account - 5000					Debit	•
Tender Total - Visa		-	Fenders	-		
Account - 5000					Debit	•
Tender Total - Diners - Receipt		-	Fenders	-		
•						•
Tender Total - Discover Card		-	Fenders	-		
Account - 5000					Debit	-
Tender Total - House Charge - R	eceipt	-	Fenders	-		
·						• •

- Highlight and delete the Account number.
- Change the Category from Tenders to Others.
- Press Save at the top of the Financial Location Setup window.
- Close the Financial Location Setup window.

ſ			1				
I	Tender Total - Visa	a	Other	•			
I	Account 🔹				Debit	-	
L							



Your Total Visa account should resemble the example above.

The calculation processes are complete. The final chapter will include eliminating the previous importation, re-importing the data and creating a transfer file.

• From the GETLinked menu bar, select POSLink>> Import and Transfer.



- After selecting the location you are working with and confirming the correct dates are listed within the date fields, select the Maintenance tab.
- Select Delete Transactions.
- Press Process.



- A message window will again appear asking if you want to proceed with the file elimination. Select Yes.
- Another message window will be displayed informing you the process is complete. Press OK to confirm.

- Select the Import/Transfer tab within the Financial Import and Transfer window.
- Verify the dates within the date field.
- Press Process in the lower right corner.



Notice both calculations are listed within the report, while the original Total Visa is now "hidden". The report is now in balance!

Screen Output	- POS Financial Import GL			
🎒 Print 🖃	Send To 🛛 🔲	Completed 1 Page	Page 1	
	POSLink Financial Import GL	Date Page	8/20/02 1	
Location POSL Date 12/1	INK 9/01			
ACCOUNT	DESCRIPTION	DEBIT	CREDIT	
1313	Visa Service Fees	\$92.52		
1313	Visa Minus Service Fees	\$2,991.55		
4000	Totals - Tip		\$461.42	
2300	Totals - Tax 1		\$279.34	
2300	Totals - Tax 2		\$151.18	
1000	Totals - Food		\$3,734.80	
1000	Totals - Beverage		\$188.70	
1000	Totals - Other		\$2,007.45	
3000	Totals - Discount	\$44.46		
5000	Tender Total - Cash	\$3,045.21		
5000	Tender Total - American Express	\$233.63		
5000	Tender Total - Master Card	\$392.99		
5000	lender lotal - Discover Lard	\$22.53		
Location	POSLINK Date 12/19/01Total	\$6,822.89	\$6,822.89	
Location	POSLINK Total	\$6,822.89	\$6,822.89	

# **ADVANCED SETUP FEATURES**

## INSTRUCTIONS TO CREATE A CALCULATION FOR "PLUG BALANCE"FEATURE

- Some clients find they need a tool that will allow them to manage a variance balance that occurs from time to time. For this reason, the Plug Balance feature was created. Although this element is useful, it can also be precarious. We strongly recommend using this characteristic with care.
- From the Calculation tab, press the New button located in the upper right portion of the window.

Financial Location Setup				_ 🗆 🗵
	Save C	]ear <u>D</u> elete	Copy Default	
Location Q 1213 Name 1213	🗖 Default	Alias Franchise I	D	
Import Transfer	Definitions	Calculations		
		Filter By Deta	il 💌	New
Description Post to Account	Refrest	on 🖳 Order Cate	gory Name Q 1	+/- Omit Typical Entry
				·

• Highlight Calculation and type Over / Short.

Financial Location Setup	Caus	Class	Dalata	Conu Dofault	1	×
Location Q 1213	Defaul	It	Alias	Copy Derault		
Name 1213	Definitior	ns Cal	Franchise II			-1
		Filter	By Detai	-	New	
Description Post to Account	B	efresh 🖳 O	rder Categ	jory Name	+/- Omit	
Calculation			0	•		
						•
	_		_	_	_	

Financial Location Setup									I	- 🗆 >
нары	Save	Cļe	ear	De	lete	Copy Die	efault			
Location Q 1213	🗖 Def	ault		Alias						
Name 1213				Franc	hise ID:					
Import Transfer	Definit	tions	Ca	lculati	ons					
			Filter	Bv	Detail		•		New	1
			1 mor	0,	Detail			·	14644	1
Description		Refresh	P. (	Order	Categ	ory		+/-	Omit	
Post to Account	Q.	<u>Checkbo</u>	iok ID		Card N	<u>lame</u>	Q	Typical	Entry	
Account 12345				U	Uver)	snort	•	Dehit		A I
Account 12040								Depit		
										-
			T							
										-
										_

• Expand into the new calculation by clicking on the Expansion button located between Refresh and Order.

Import       Transfer       Definitions       Calculations         Filter By       Detail       New         Description       Account       Okip       Card Name       Typical Entry         Over / Short        Account       Over / Short       Debit       Import	Financial Location Setup	
Location       1213         Import       Transfer         Definitions       Calculations         Filter By       Detail         Posto       Account         Over / Short        Over / Short         Account       12345         Over / Short        Debit         Account       12345	Save Clear Delete Copy Default	
Import       Transfer       Definitions       Calculations         Filter By       Detail       New         Description       P.order       Category       +/- Omit         Posito       Account       Oki D       Card Name       Typical Entry         Over / Short       Debit       Import       Import       Import         Account       12345       Debit       Import       Import         Import       12345       Import       Import       Import         Import       12345       Import       Import       Import         Import       Import       Import       Import       Import       Import         Import       Import       Import       Import       Import       Import       Import         Import       Import       Import       Import       Import       Import       Import         Import       I	Location         Q 1213         Default         Alias           Name         1213         Franchise ID         Inclusion	
Filter By       Detail       New         Description       0 order       Category       +/ Omit         Posito       Account       0 kiD       Category       +/ Omit         Over / Short       0       0 over / Short       0       0         Account       12345       0 over / Short       0       0         Image: Comparison of the state of th	Import Transfer Definitions Calculations	
Description Post to Over / Short Account Account 12345 Over / Short Account 12345 Over / Short Debit Card Name Over / Short Debit Card Name Over / Short Debit Card Name Over / Short Over / Shor	Filter By Detail V New	
Description The other cardy of the cardy of		
Account  12345  Account  Account	Post to Account ok ID Caregory Typical Entry	
	Over/Short     0       Account     12345	
<i>Expansion</i> button		usion button
		Storr Sutton.

- From here, simply select the Plug Balance checkbox.
- Press OK at the top of this window.

Financial Calculation						_	
OK Cancel							
Location ID 1213							
Calculation ID CALC0000016384			🗆 Plug	Balance			
Select From			Calculati	ion			_
View Definitions -							_
Filter By Detail 💌			Descript	ion			
Description			Order	Operation	Constant	Multiplier	
DEPOSITS · TERMINAL .0 · DRAWER 00	SHIFT I 🔺	Insert >>					<u> </u>
DEPOSITS - TERMINAL 00 - DRAWER 00	· SHIFT						_
DEPOSITS - TERMINAL 00 - DRAWER 00	<ul> <li>SHIFT</li> </ul>	Constant >>					
DEPOSITS - TERMINAL 00 - DRAWER 00	- SHIFT						
DEPOSITS - TERMINAL 00 - DRAWER 08	SHIFT	Remove					
DEPOSITS - TERMINAL 16 - DRAWER 00	SHIFT						
DEPOSITS - TERMINAL 19 - DRAWER 09	· SHIFT						
DEPOSITS - TERMINAL 58 - DRAWER 02	• SHIFT 🗨	Refresh					-

• Create an additional Calculation by pressing the New button.

Financial Locat	ion Setup	Save	Clear <u>D</u>	elete Copy Da	efault	
Location Q C Name	ENCO 11C 3700 MAS 90	Default	Alia	s Ichise ID		
Import	Transfer	Definition	s Calculat	tions		
			Filter By	Detail	•	New
Description		Re	fresh 🗄 Order	Category	+/-	Omit
Post to	Account	Che	eckbook ID	Card Name	📿 Typic	al Entry
Over / Short				Over / Short	- L	
Account	<ul> <li>12345</li> </ul>				Debi	it 👻
Calculation				D	- F	
	•					-
	,					
			1			
						-

• Highlight Calculation and enter Plug Balance Over / Short. Fill in the Post To, Account and Typical Entry fields.

ocation Q DE ame Mi	NCO C 3700 MAS 90	☐ De	efault	Alias Franc	hise ID			
Import	Transfer	Defin	itions	Calculati	ons			
				Filter By	Detail	Ŧ		New
Description			Refresh	🖫 Order	Category		+ <i>j</i> -	Omit
Post to	Account	Q	Checkbo		Card Name	Q	Typical	Entry
Over / Short				0	Over / Short	•		
Account	<ul> <li>12345</li> </ul>						Debit	-
Plug Balance O	ver / Short			0	Over / Short	•		
Account	<ul> <li>65432</li> </ul>						Debit	•

• Click on the Expansion button.

Financial Location Setup								]	- 0
	Save	Cļe	ar	<u>D</u> elete	Сору Б	)efault			
Location Q DENCO	☐ De	fault	A	lias					
Name MIC 3700 MAS 90			F	ranchis	e ID				
Import Transfer	Defin	itions	Calcu	Ilations					
			Filter By	De	tail	•	1	New	1
							·		_
Description		Refresh	🖫 Ord	er Ca	tegory		+/-	Omit	
Post to Account	Q	Checkbo	ok ID	Q <u>Ca</u>	rd Name	Q	Typica	I Entry	
Over / Short				0 Ov	er / Short	•			-
Account • 12345							Debit	-	
Plug Balance Over / Short				0 Ov	er / Short	-			_
Account • 65432							Debit	-	

Select Calculation within the View drop-down box. You should see Over / Short (the first calculation that was created). Highlight this and press Insert. DO NOT SELECT CONSTANT (Which is directly below Insert).

Over / Short will be moved to the right column.

Financial Calculation				_ []
OK Cancel				
Location ID DENCO				
Calculation ID CALC0000032768		Plug Balance		
Select From		Calculation		
View Calculations -				
Filter By Detail 💌		Description		
Description		Order Operation	Constant	Multiplier
Over / Short	Insert >>	Over / Short		
		2 Add 💌	0.0000	0.0000
	Constant >>		1	
	Remove			
	<ul> <li>Refresh</li> </ul>			

- Now, change "0" in the Order field to "2
- Select Add from the Operation drop-down box.
- Verify "Plug Balance" has been selected.
- Press OK at the top of the window.

Location       DENCO       Default       Alias         Name       MIC 3700 MAS 90       Franchise ID         Import       Transfer       Definitions       Calculations         Filter By       Detail       New         Description       Refresh       Order       Category         Postto       Account       Checkbook ID       Card Name       Typical Entry         Over / Short       10 over / Short       Debit       Plug Balance Over / Short       Image: Cover / Short         Account       65432       Debit       Image: Cover / Short       Image: Cover / Short       Image: Cover / Short         Image: Cover / Short       Image: Cover / Short       Image: Cover / Short       Image: Cover / Short       Image: Cover / Short         Image: Cover / Short       Image: Cover / Short       Image: Cover / Short       Image: Cover / Short       Image: Cover / Short         Image: Cover / Short       Image: Cover / Short       Image: Cover / Short       Image: Cover / Short       Image: Cover / Short         Image: Cover / Short       Image: Cover / Short       Image: Cover / Short       Image: Cover / Short       Image: Cover / Short       Image: Cover / Short         Image: Cover / Short       Image: Cover / Short       Image: Cover / Short       Image: Cover / Short	Financial Location Setup	Save	Cļear	<u>D</u> e	lete Co	opy Default			_ 🗆 ×
Import       Transfer       Definitions       Calculations         Filter By       Detail       New         Description       Refresh       Order       Category       +/-       Omit         Postto       Account       Checkbook ID       Card Name       Typical Entry         Over / Short       10/ver / Short       Debit       -         Plug Balance Over / Short       2       Over / Short       Debit       -         Account       65432       Debit       -       -       -       -         Output       Image: State	Location C DENCO Name MIC 3700 MAS 90	] 🗆 De	fault	Alias Franc	hise ID				
Filter By     Detail     New       Description     Refresh Pa, Order     Category     +/-     Omit       Post to     Account     Checkbook ID     Card Name     Typical Entry       Over / Short     1     Over / Short     I     I       Plug Balance Over / Short     2     Over / Short     I       Account     65432     Debit     I	Import Transfer	Defini	itions C	alculatio	ons				
Description       Refresh       Order       Category       +/-       Omit         Post to       Account       Checkbook ID       Card Name       Typical Entry         Over / Short       1       Over / Short       Debit •         Account       12345       Debit •       Debit •         Plug Balance Over / Short       2       Over / Short       Entry         Account       65432       Debit •       Entry         Image: State Sta			Filte	r By	Detail	•		<u>N</u> ew	]
Posto     Account     CheckbookID     Card Name     Typical Entry       Over / Short     1     Over / Short     Debit     •       Account     12345     1     Over / Short     Debit     •       Plug Balance Over / Short     2     Over / Short     •     •       Account     65432     0     0     •     •	Description		Refresh 🖫	Order	Category		+/-	Omit	
Account     12345       Plug Balance Over / Short     2       Account     65432	Post to <u>Account</u>	Q	Checkbook II	$\underline{\alpha}$	Card Nam		Typical	Entry	
Pilug Balance Over / Short     Debit       Account     65432	Over) short			11	Over/Sho	ort 💌			4
Account	Account   IZ345  Rive Release Over ( Chart			2	Ourse / Oh -		Debit	-	
Account • 04-32 Depit •	Plug Balance Over / Shon			2	Over/ Sho	on 🔹	Dahit		1
	ACCOUNT • 03432						Depit	•	
									-

- Confirm your data. Change the Order in the first calc (Over/Short) from "0" to "1".
- Press Save at the top of the window.

- Access the Daily Summary window. Find your location. Click on the TRXS Lookup button and select a date that you know is out of balance.
- Press Import.
- Notice in this example the Over/Short has plugged the variance.

Daily Summary							_ <b>_</b> ×
	ocation 💌	Save	Cļear	<u>D</u> elete	Import	Transfer	
Location Q D Date	ENCO 7/7/02	<u>a</u>	Trxs Looku	lm o Tra	ported ansferred 🖳	8/9/02 0/0/00	Times 4 Times 0
Paid Outs	Payable	Receivat	ole Mis	cellaneous	Other		Detail
Summary	Sales	Discour	its	Tenders	Taxes	0	ver / Short
Sales Discounts Tenders Taxes Over / Short Paid Outs	2,629 (23 1,589 149 (127 1)	5.68 .49) 5.68 3.69 .92) 7.15	Payable Receiva Miscella Other	ble neous	0.00 0.00 98.94 0.00		
Variance	(	0.00					Recalculate

# **ADVANCED SETUP FEATURES**

# THE OMIT FEATURE

Although the Omit feature can be activated through both the Daily Summary window and the Definitions tab, an account can only be <u>un-omitted</u> through the Definitions tab.

Accounts cannot be permanently removed. However, they can be omitted from importing. When an account is omitted, the account number and the dollar amount associated with it will NOT be brought into the import and therefore will not be a part of the journal entry. Also, note that an omitted account cannot be part of a calculation.

If the User decides at some point they would like to see a specific account that has been omitted, the user must access the account through the Definitions tab. Simply scroll through the accounts and <u>deselect</u> the Omit checkbox next to the account. Press the Save button at the top of the window. The account will now be displayed in the Daily Summary window in the Detail tab after the data has been <u>re-imported</u>. The user may set up the account information from the Definitions tab or the Daily Summary window.

🖬 Financial Location Setup	
II I FI Save Clear	Delete Copy Default
	Alias
Name POSLink	Franchise ID
Import Transfer <b>Definitions</b> C	alculations
Filte	er By Detail 💌
Description	
Description	P. Category +/- Umit
Discount - 10% Discount	
Account	
Discount - 20% Discount	Discounts 👻 🗖
Account 💌	· · · · · · · · · · · · · · · · · · ·
Discount - Manger Comp %	
Account	_
Discount - Employee Discount	
Account	-
Account	
Discount - Manger Comp \$	-
Account -	
Discount Total	-
Account 💌	

# **ADVANCED SETUP FEATURES**

# THE CHANGE SIGN (+/-) FEATURE

The Change Sign option allows the user to "flip" the sign of any data that is imported. Example: Deposits appear as a negative (-), and user wants to see deposits to be viewed as positive (+), simply select this checkbox. Note: The Change Sign and the Typical Entry fields both affect how the data will be interpreted. In other words, by using this feature, you will affect not only the way the account is viewed, but it will CHANGE the ACCOUNT as well. <u>Please use this option with care.</u>

Financial Location Setup       Save       Clear       Delete       Copy Default         Import       POSLINK       Default       Alias       Franchise ID         Import       Transfer       Definitions       Calculations         Filter By       Detail       •         Description	Financial Location Setup       Save       Clear       Delete       Copy Default         Location       POSLINK       Default       Alias         POSLink       Poslink       Franchise ID         Import       Transfer       Definitions       Calculations         Filter By       Detail       •         Description       Posto       Category       +/-         Post to       Account       Q Checkbook ID       Category       •/-         Discount - 10% Discount       Discounts       Import       •       •         Discount - 20% Discount       Discounts       Import       •       •         Discount - 10% Discount       Discount       Import       •       •         Discount - Spice Discount       Import       Import       •       •         Discount - Spice Discount       Import       Import       •       •         Discount - Spice Discount       Import       Import       •       •       •         Discount - Spice Discount       Import       Import       •       •       •       •         Discount - Spice Discount       Import       Import       •       •       •       •       •         Dis	Financial Location Setup      X         It I I I I Save Clear Delete Copy Default         Location POSLINK       Default         POSLink       Franchise ID         Import       Transfer         Definitions       Calculations         Filter By       Detail         Post to       Account         Discount-10% Discount       Occard Name         Discount-20% Discount       Discounts         Discount - Employee Discount		
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We hope you have found this documentation useful, informative and fun! In our continued effort to assure our clients are receiving the most excellent service and support possible, we would appreciate your time in taking a few moments to complete this short questionnaire.

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