

POSLINK LOCATION SETUP INSTRUCTIONS



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.

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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.

Description	Pathname	Variable	Pathname Option

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.

POSLINK LOCATION SETUP INSTRUCTIONS

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.

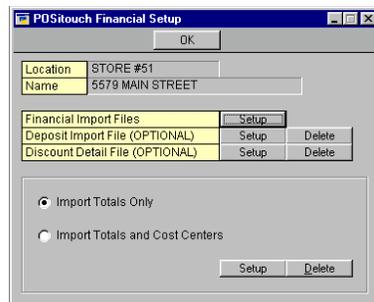
System, Model, Version: Click on the each of the drop down arrows next to these fields. Choose your Remote POS or Time and Attendance System, Model and Version from the list.

- 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**.

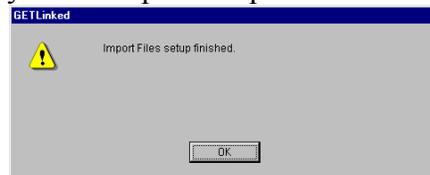
After setting up System, Model, and Version, click on the **Setup** button adjacent to the System field. You will be brought into your specific Remote System’s demographic window where the User will make the appropriate choices. This setup window is different for each Remote System.

This example shows the setup window for POSitouch.



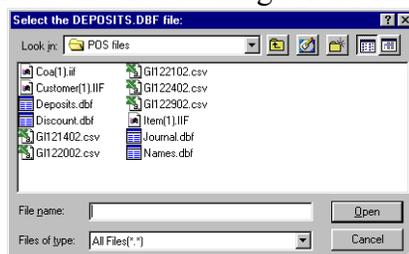
Click on the first **Setup** button.

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 DEPOSITS.DBF.)

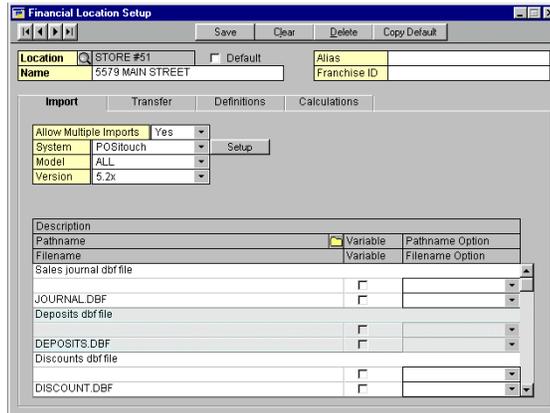


POSLINK LOCATION SETUP INSTRUCTIONS

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.



The screenshot shows the 'Financial Location Setup' window. The 'Location' section has 'STORE #51' and '5573 MAIN STREET' entered. The 'Import' tab is active, showing 'Allow Multiple Imports' set to 'Yes', 'System' as 'POSitouch', 'Model' as 'ALL', and 'Version' as '5.2x'. Below this is a table for file imports:

Description	Variable	Pathname Option
Sales journal dbf file		
JOURNAL.DBF	<input type="checkbox"/>	
Deposits dbf file		
DEPOSITS.DBF	<input type="checkbox"/>	
Discounts dbf file		
DISCOUNT.DBF	<input type="checkbox"/>	

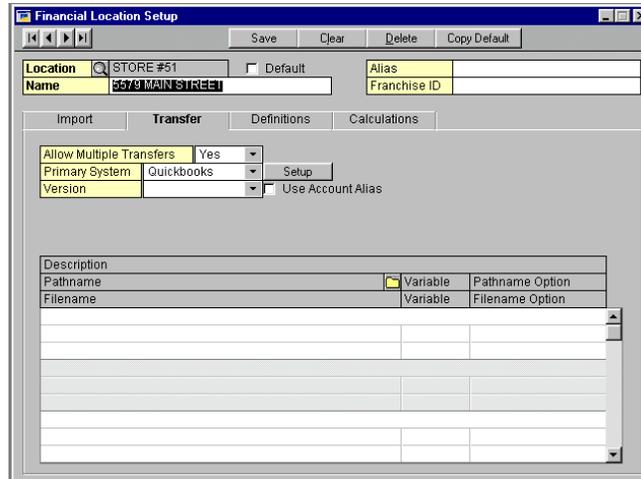
In this example, three files are required from the Remote System and are listed in the Filename field, as well as the file Description. The Pathname field requires a path so the system knows where to find the remote data files. Place your cursor in the blank Pathname field. Click on the *yellow file folder icon* 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.**](#)

POSLINK LOCATION SETUP INSTRUCTIONS

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.



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.

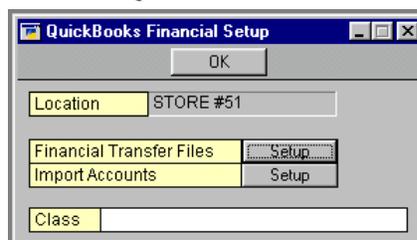
Primary System, Version: Click on the each of the drop down arrows next to these fields. Choose your Financial System and Version from the list.

- 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.



Click on the first **Setup** button.

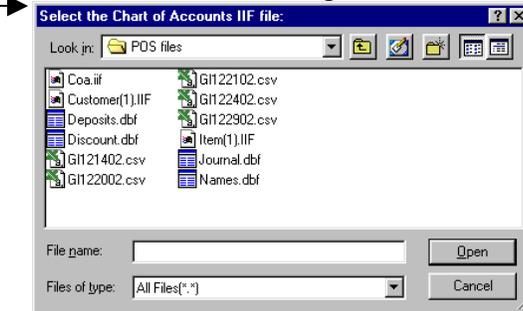
POSLINK LOCATION SETUP INSTRUCTIONS

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



or a dialog box that is asking for a file:

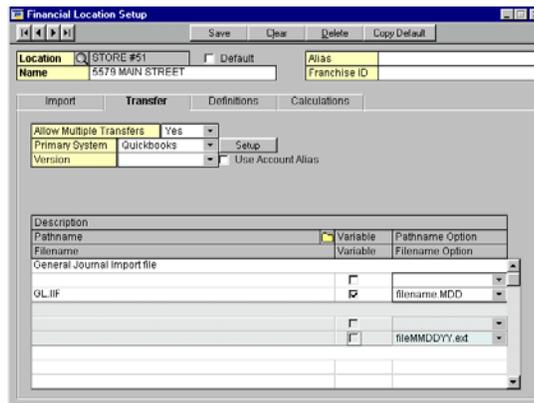
(Notice in the Title Bar of this window that it's looking for the file Chart of Accounts.IIF.



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.



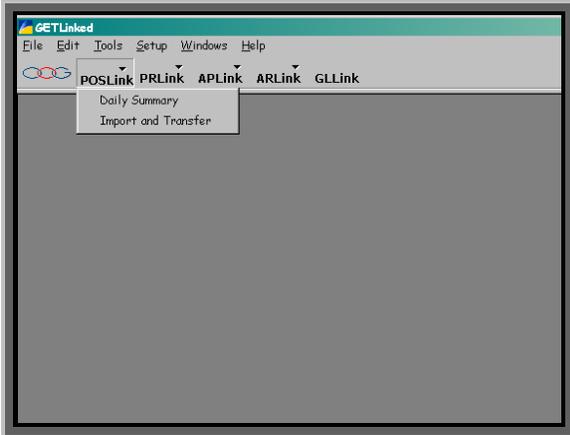
This information is telling the User the GETLinked program will create a Filename of GL.IIF with a Description of General Journal Import file. The Pathname field requires a path so the system knows where to put the transfer file. Place your cursor in the blank Pathname field. Click on the *yellow file folder icon* 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](#).

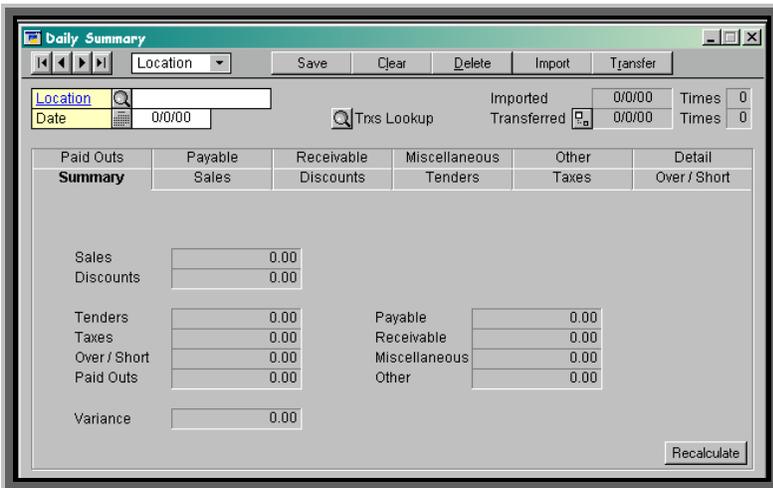
POSLINK LOCATION SETUP INSTRUCTIONS

2. DAILY SUMMARY

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



The Daily Summary window is the primary situation 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.



- 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.

POSLINK LOCATION SETUP INSTRUCTIONS

Paid Outs	Payable	Receivable	Miscellaneous	Other	Detail
Sales	0.00				Over / Short
Discounts	0.00				
Tenders	0.00	Payable			
Taxes	0.00	Receivable			
Over / Short	0.00	Miscellaneous			
Paid Outs	0.00	Other			
Variance	0.00				

- 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 must 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.

Report Information

Name: POS Financial Import GL

Option:

Destination

Screen

Printer

File

File Name:

File Format:

Append 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 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.

POSLINK LOCATION SETUP INSTRUCTIONS

- 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 Destination

Report Information

Name: POS Financial Import CM

Option:

Destination

Screen

Printer

File

File Name:

File Format:

Append Replace

OK Cancel



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.

Screen Output - POS Financial Import GL

Print Send To Completed 1 Page Page 1

POSLink Financial Import GL Date 8/12/02 Page 1

Location POSLINK Date 5/14/02

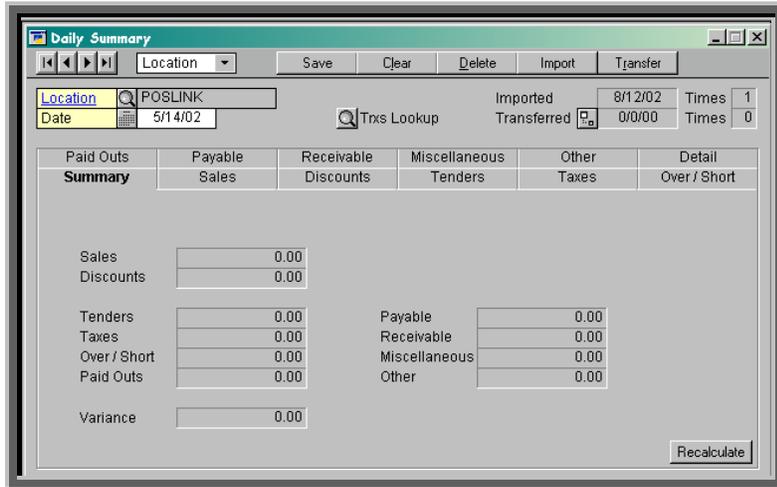
ACCOUNT	DESCRIPTION		DEBIT	CREDIT
Location POSLINK	Date 5/14/02 Total		\$0.00	\$0.00
Location POSLINK	Total		\$0.00	\$0.00

- Simply close the report and continue with the installation.

POSLINK LOCATION SETUP INSTRUCTIONS

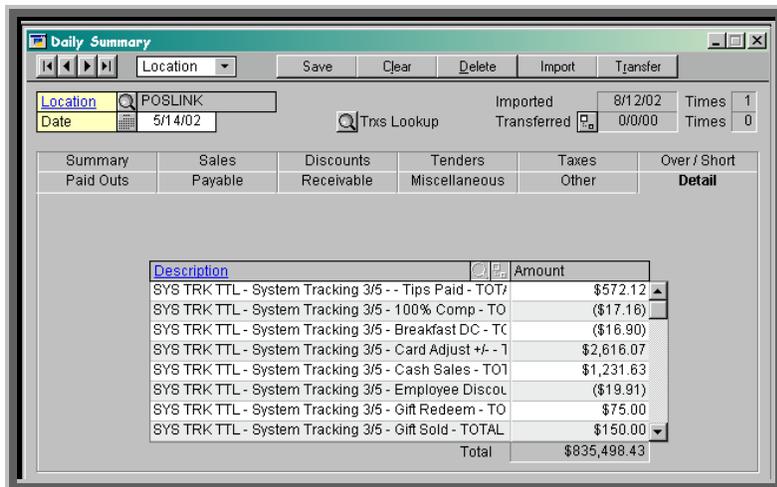


The Daily Summary window is again visible with apparently no changes.



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.



POSLINK LOCATION SETUP INSTRUCTIONS

PHASE THREE (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 [Description](#). Doing so will move you into the Financial Definition window for this specific account.

The 'Daily Summary' window displays the following data:

Summary	Sales	Discounts	Tenders	Taxes	Over / Short																					
Paid Outs	Payable	Receivable	Miscellaneous	Other	Detail																					
<table border="1"> <thead> <tr> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>SYS TRK TTL - System Tracking 3/5 - - Tips Paid - TOT</td> <td>\$572.12</td> </tr> <tr> <td>SYS TRK TTL - System Tracking 3/5 - 100% Comp - TO</td> <td>(\$17.16)</td> </tr> <tr> <td>SYS TRK TTL - System Tracking 3/5 - Breakfast DC - TC</td> <td>(\$16.90)</td> </tr> <tr> <td>SYS TRK TTL - System Tracking 3/5 - Card Adjust +/- - 1</td> <td>\$2,616.07</td> </tr> <tr> <td>SYS TRK TTL - System Tracking 3/5 - Cash Sales - TO1</td> <td>\$1,231.63</td> </tr> <tr> <td>SYS TRK TTL - System Tracking 3/5 - Employee Discou</td> <td>(\$19.91)</td> </tr> <tr> <td>SYS TRK TTL - System Tracking 3/5 - Gift Redeem - TO</td> <td>\$75.00</td> </tr> <tr> <td>SYS TRK TTL - System Tracking 3/5 - Gift Sold - TOTAL</td> <td>\$150.00</td> </tr> <tr> <td>Total</td> <td>\$835,498.43</td> </tr> </tbody> </table>					Description	Amount	SYS TRK TTL - System Tracking 3/5 - - Tips Paid - TOT	\$572.12	SYS TRK TTL - System Tracking 3/5 - 100% Comp - TO	(\$17.16)	SYS TRK TTL - System Tracking 3/5 - Breakfast DC - TC	(\$16.90)	SYS TRK TTL - System Tracking 3/5 - Card Adjust +/- - 1	\$2,616.07	SYS TRK TTL - System Tracking 3/5 - Cash Sales - TO1	\$1,231.63	SYS TRK TTL - System Tracking 3/5 - Employee Discou	(\$19.91)	SYS TRK TTL - System Tracking 3/5 - Gift Redeem - TO	\$75.00	SYS TRK TTL - System Tracking 3/5 - Gift Sold - TOTAL	\$150.00	Total	\$835,498.43		
Description	Amount																									
SYS TRK TTL - System Tracking 3/5 - - Tips Paid - TOT	\$572.12																									
SYS TRK TTL - System Tracking 3/5 - 100% Comp - TO	(\$17.16)																									
SYS TRK TTL - System Tracking 3/5 - Breakfast DC - TC	(\$16.90)																									
SYS TRK TTL - System Tracking 3/5 - Card Adjust +/- - 1	\$2,616.07																									
SYS TRK TTL - System Tracking 3/5 - Cash Sales - TO1	\$1,231.63																									
SYS TRK TTL - System Tracking 3/5 - Employee Discou	(\$19.91)																									
SYS TRK TTL - System Tracking 3/5 - Gift Redeem - TO	\$75.00																									
SYS TRK TTL - System Tracking 3/5 - Gift Sold - TOTAL	\$150.00																									
Total	\$835,498.43																									

The 'Financial Definition' window shows the following fields:

- Location: POSLINK
- Description: SYS TRK TTL - System Tracking 3/5 - - Tips Paid - TOTAL
- Category: [Empty]
- Post To: [Empty]
- Account: [Empty]
- Checkbook: [Empty]
- Card Name: [Empty]
- Typical Entry: [Empty]
- Apply To: [Empty]
- Reverse Sign on Import:
- Omit from Import:

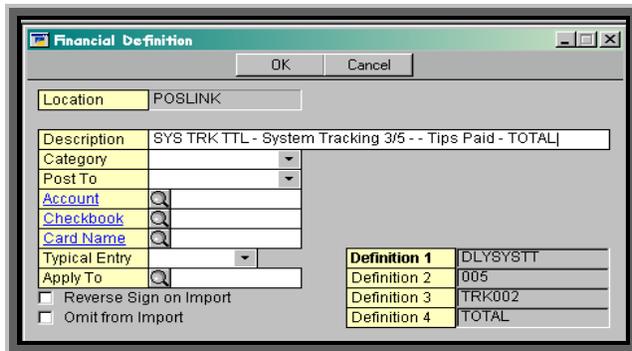
Definitions:

Definition 1	DLYSYSTT
Definition 2	005
Definition 3	TRK002
Definition 4	TOTAL



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.

POSLINK LOCATION SETUP INSTRUCTIONS



Location	POSLINK
Description	SYS TRK TTL - System Tracking 3/5 -- Tips Paid - TOTAL
Category	
Post To	
Account	
Checkbook	
Card Name	
Typical Entry	
Apply To	
<input type="checkbox"/> Reverse Sign on Import	
<input type="checkbox"/> Omit from Import	
Definition 1	DLYSYSTT
Definition 2	005
Definition 3	TRK002
Definition 4	TOTAL



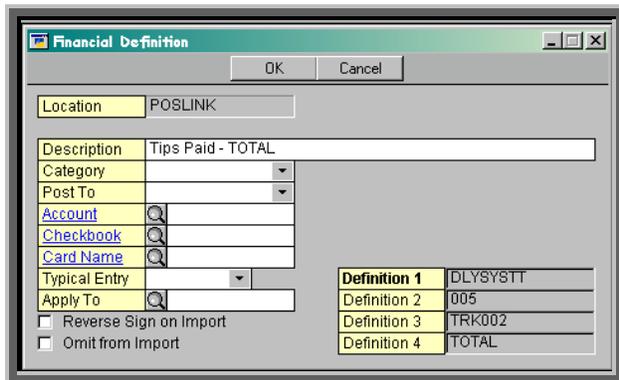
Five fields within this window must be populated in order for the account to transfer properly. They are Description, Category, Post To, Account and Typical Entry.



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.



Location	POSLINK
Description	Tips Paid - TOTAL
Category	
Post To	
Account	
Checkbook	
Card Name	
Typical Entry	
Apply To	
<input type="checkbox"/> Reverse Sign on Import	
<input type="checkbox"/> Omit from Import	
Definition 1	DLYSYSTT
Definition 2	005
Definition 3	TRK002
Definition 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.

POSLINK LOCATION SETUP INSTRUCTIONS

Definition	Value
Definition 1	DLYSYSTT
Definition 2	005
Definition 3	TRK002
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 [Account](#) 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 drop-down list.
-  Each account that is selected for conversion into the Financial System should resemble the example provided.

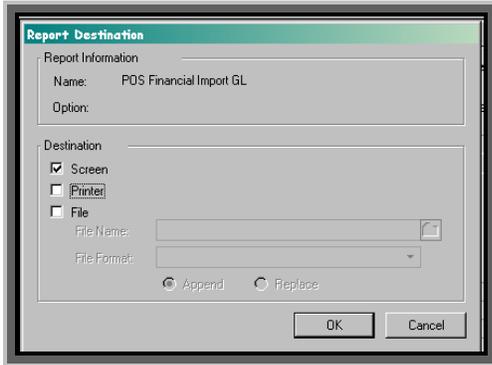
Definition	Value
Definition 1	DLYSYSTT
Definition 2	005
Definition 3	TRK002
Definition 4	TOTAL

- Press OK at the top of the Financial Definitions window and proceed to the next account.
- ⚠ 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!

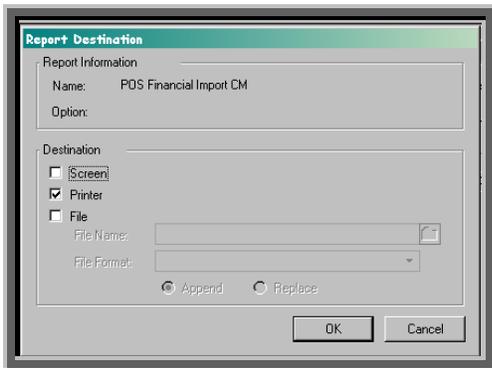
POSLINK LOCATION SETUP INSTRUCTIONS

PHASE FOUR (A)

DAILY SUMMARY



- 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.



- 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.

ACCOUNT	DESCRIPTION	DEBIT	CREDIT
4000	variance		\$251.15
1000	SYS TTL - Net Sales Total		\$4,378.73
2300	SYS TTL - Tax Collected Total		\$316.22
1000	Grand Total	\$5,512.22	
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

POSLINK LOCATION SETUP INSTRUCTIONS



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

Screen Output - POS Financial Import GL
 Date 8/13/02
 Page 1

Location POSLINK
 Date 5/14/02

ACCOUNT	DESCRIPTION	DEBIT	CREDIT
4000	variance		\$251.15
1000	SYS TTL - Net Sales Total		\$4,378.73
2300	SYS TTL - Tax Collected Total		\$316.22
1000	Grand Total	\$5,512.22	
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

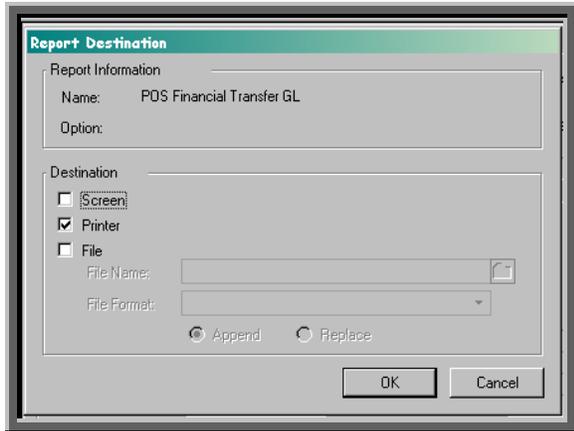
● Evaluate the report for accuracy. Close the Screen Output window when you are finished.

Daily Summary
 Location POSLINK
 Date 5/14/02
 Imported 8/13/02 Times 17
 Transferred 0/0/0 Times 0

Paid Outs	Payable	Receivable	Miscellaneous	Other	Detail
Summary	Sales	Discounts	Tenders	Taxes	Over / Short
Sales	4,384.73				
Discounts	0.00				
Tenders	5,512.22	Payable	0.00		
Taxes	316.22	Receivable	0.00		
Over / Short	(251.15)	Miscellaneous	0.00		
Paid Outs	572.12	Other	0.00		
Variance	0.00				

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

POSLINK LOCATION SETUP INSTRUCTIONS



- 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.

ACCOUNT	DESCRIPTION	DEBIT	CREDIT
4000	variance		\$251.15
1000	SYS TTL - Net Sales Total		\$4,378.73
2300	SYS TTL - Tax Collected Total		\$316.22
1000	Grand Total	\$5,512.22	
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



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.

POSLINK LOCATION SETUP INSTRUCTIONS

PREFACE FOR PHASE TWO, THREE AND FOUR DAILY SUMMARY / IMPORT AND TRANSFER



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.



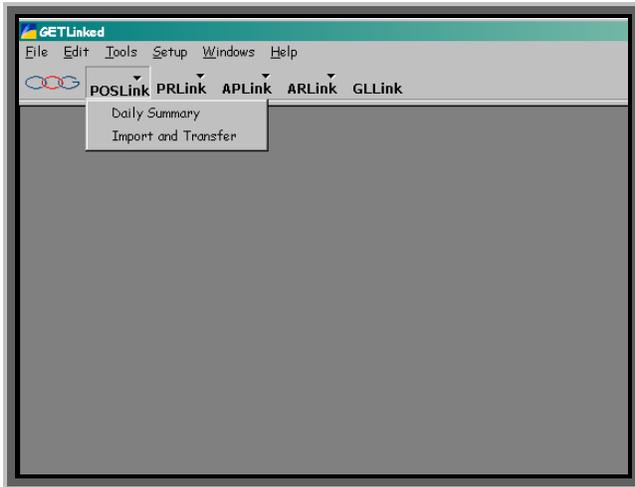
*Phases two, three and four can be accomplished in one of two ways. Because of this, the segments have been broken out between PHASE TWO (A), THREE (A) and FOUR (A) followed by PHASE TWO (B), THREE (B) and FOUR (B). The User will follow the instructions for (A) representing Daily Summary **OR** (B) Import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

POSLINK LOCATION SETUP INSTRUCTIONS

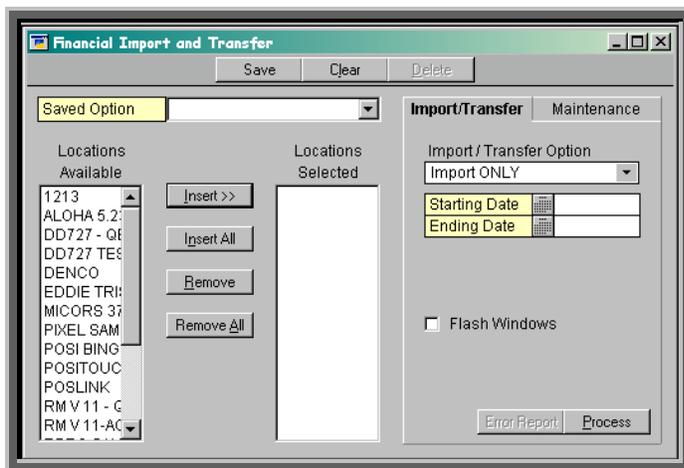
PHASE TWO (B)

IMPORT AND TRANSFER

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



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.



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

POSLINK LOCATION SETUP INSTRUCTIONS

- 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 Optional 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.



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.



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.

POSLINK LOCATION SETUP INSTRUCTIONS

- 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.

The screenshot shows a dialog box titled "Report Destination". Under "Report Information", the Name is "POS Financial Import GL". In the "Destination" section, the "Screen" checkbox is checked, while "Printer" and "File" are unchecked. There are fields for "File Name" and "File Format", and radio buttons for "Append" and "Replace". "OK" and "Cancel" buttons are at the bottom.

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

The screenshot shows a dialog box titled "Report Destination". Under "Report Information", the Name is "POS Financial Import CM". In the "Destination" section, the "Printer" checkbox is checked, while "Screen" and "File" are unchecked. There are fields for "File Name" and "File Format", and radio buttons for "Append" and "Replace". "OK" and "Cancel" buttons are at the bottom.



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.

The screenshot shows a report window titled "Screen Output - POS Financial Import GL". The report content is as follows:

ACCOUNT	DESCRIPTION		DEBIT	CREDIT
Location	POSLINK	Date 5/14/02 Total	\$0.00	\$0.00
Location	POSLINK	Total	\$0.00	\$0.00

Additional text in the report window includes: "Date 8/12/02", "Page 1", and "Completed 1 Page".

POSLINK LOCATION SETUP INSTRUCTIONS

- Simply close the report and continue with the installation.

Screen Output - POS Financial Import GL

Print Send To Completed 1 Page Page 1

POSLink Financial Import GL Date 8/12/02 Page 1

Location POSLINK Date 5/14/02

ACCOUNT	DESCRIPTION	DEBIT	CREDIT
Location POSLINK	Date 5/14/02 Total	\$0.00	\$0.00
Location POSLINK	Total	\$0.00	\$0.00



The Financial Import and Transfer window is again visible.

Financial Import and Transfer

Save Clear Delete

Saved Option POSLink

Import/Transfer Maintenance

Import/Transfer Option: Import ONLY

Starting Date: 5/14/02

Ending Date: 5/14/02

Flash Windows

Error Report Process

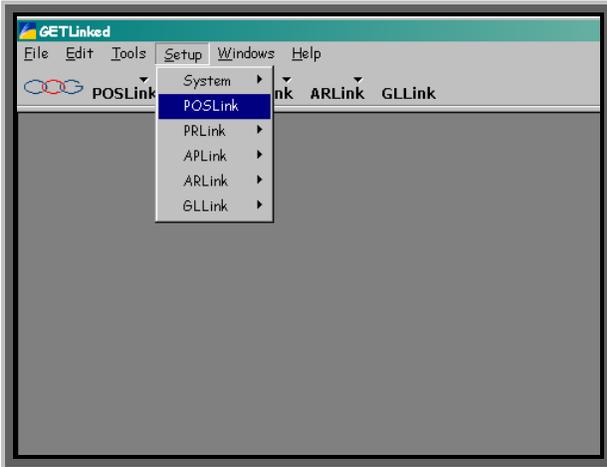
Locations Available	Locations Selected
1213	POSLINK
ALOHA 5.2	
DD727 - Q	
DD727 TES	
DENCO	
EDDIE TRI	
MICORS 37	
PIXEL SAM	
POSI BING	
POSITOUC	
POS LINK	
RM V 11 - C	
RM V 11-AC	

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

POSLINK LOCATION SETUP INSTRUCTIONS

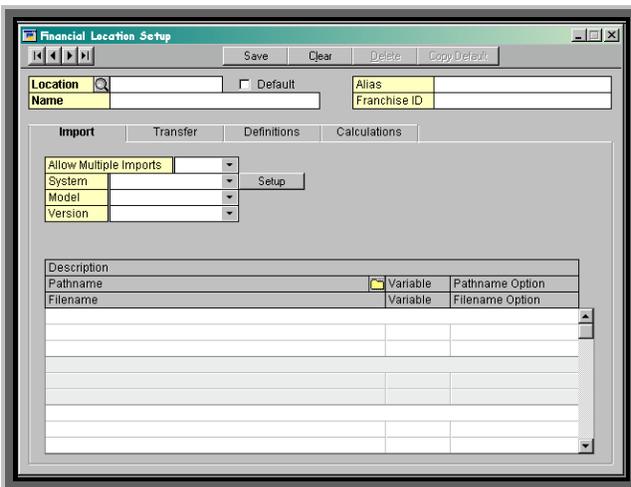
PHASE THREE (B) IMPORT AND TRANSFER

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



Notice the magnifying glass icon located within the Location field and the arrow keys in the upper left corner of the window ◀ ▶. These features allow you to browse a list of location(s) that currently exist within the program.

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



POSLINK LOCATION SETUP INSTRUCTIONS

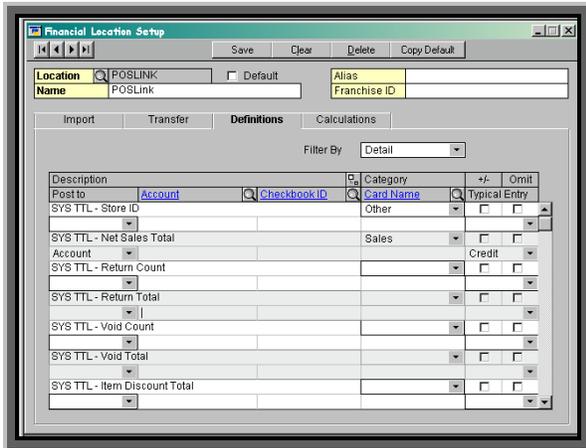
- After confirming the correct location demographics have populated the window, select the Definitions tab.



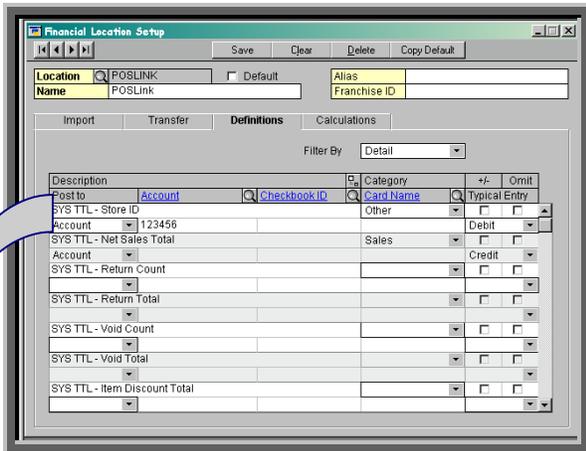
The Definitions tab allows account setup in a similar fashion as the Daily Summary window.

- 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.

POSLINK LOCATION SETUP INSTRUCTIONS



- 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.



SYS TTL - Store ID	★	Other	★	▼			
Account	★	123456	★			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.

POSLINK LOCATION SETUP INSTRUCTIONS



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.

- 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 [Account](#) 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.

POSLINK LOCATION SETUP INSTRUCTIONS

SYS TTL - Store ID		Other	▼	□	□	▲
Account	▼	123456			Debit	

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

POSLINK LOCATION SETUP INSTRUCTIONS

PHASE FOUR (B)

IMPORT AND TRANSFER



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.

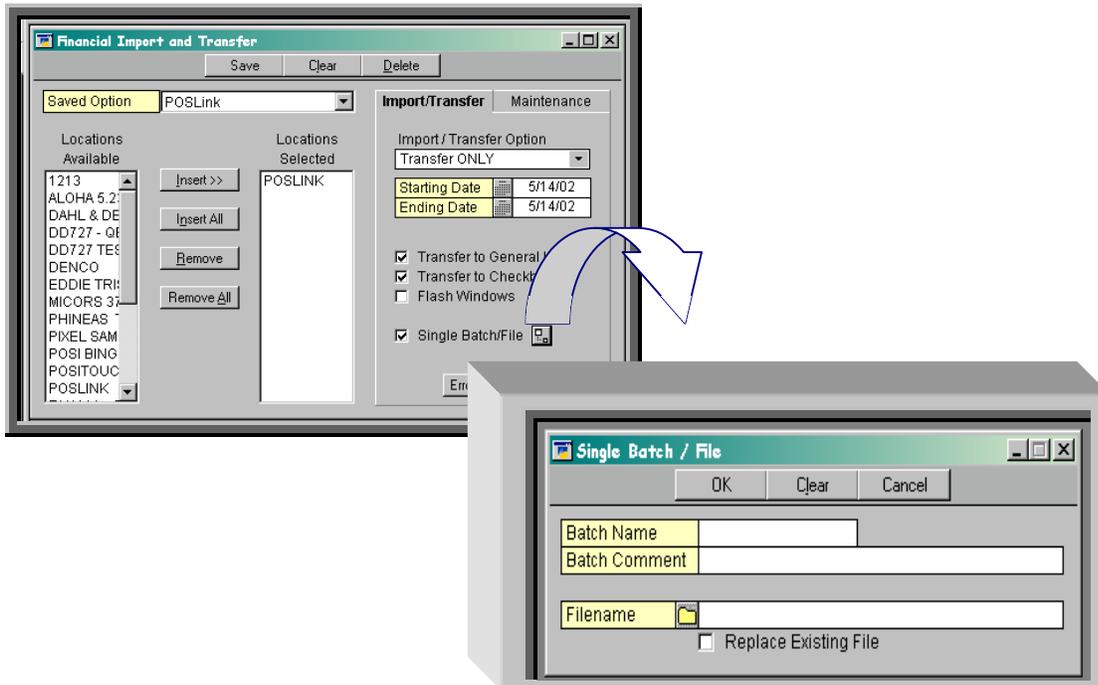
For example, “Transfer to Checkbook” is selected by default. If the Checkbook option was disregarded during the initial setup, remove the checkmark within the corresponding box.

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.

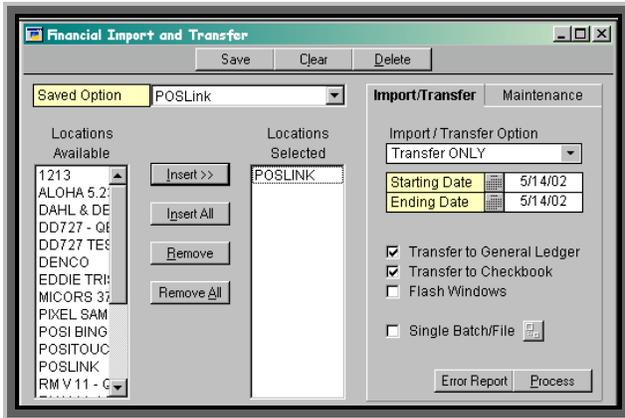
The “Error Report” button will create an error report IF errors are encountered. This function is voluntary and may be disregarded.



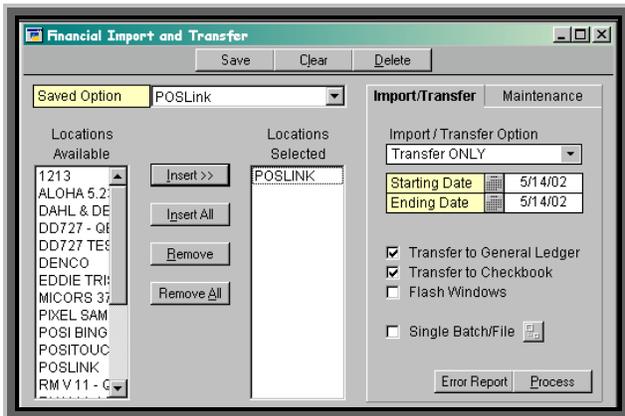
Using the “Import and Transfer” selection seems like it would be faster and easier to use. Why not make use of this choice for the installation? This selection can be used after all the accounts are translated and the User is certain the imported data does not include errors or new accounts. During the 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.



POSLINK LOCATION SETUP INSTRUCTIONS

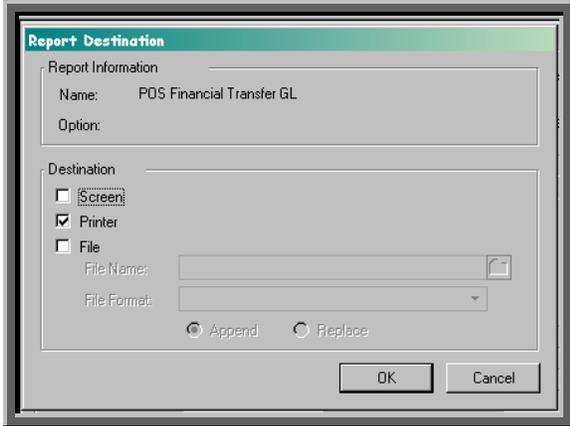


- If you are satisfied with the imported figures, select Transfer Only from the Import/Transfer Option field within the window.
- Make the necessary selections or changes to the checkboxes available in the middle of the window.
- Press Process in the lower right corner of the window.

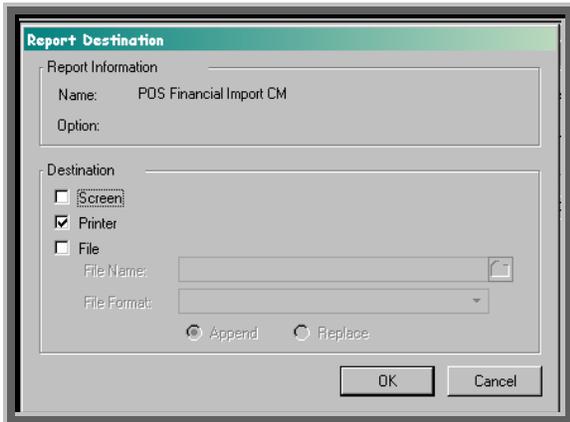


POSLINK LOCATION SETUP INSTRUCTIONS

- 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.



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



POSLINK LOCATION SETUP INSTRUCTIONS



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

ACCOUNT	DESCRIPTION	DEBIT	CREDIT
4000	variance		\$251.15
1000	SYS TTL - Net Sales Total		\$4,378.73
2300	SYS TTL - Tax Collected Total		\$316.22
1000	Grand Total	\$5,518.22	
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



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.

POSLINK LOCATION SETUP INSTRUCTIONS

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.

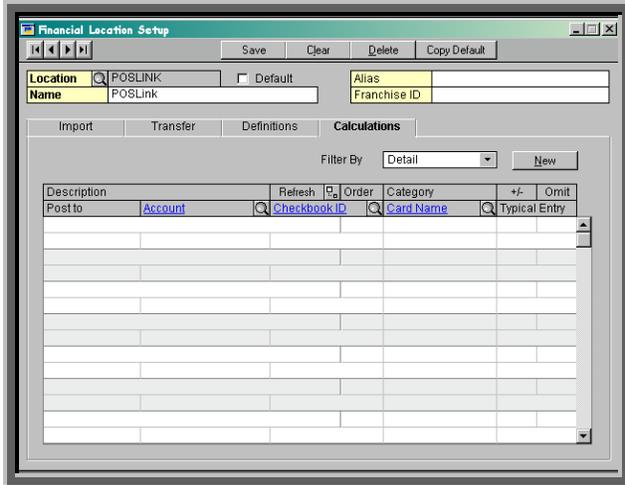
ACCOUNT	DESCRIPTION	DEBIT	CREDIT
4000	Totals - Tip		\$461.42
2300	Totals - Tax 1		\$279.34
2300	Totals - Tax 2		\$151.18
1000	Totals - Food		\$3,734.80
1000	Totals - Beverage		\$188.70
1000	Totals - Other		\$2,007.45
3000	Totals - Discount	\$44.46	
5000	Tender Total - Cash	\$3,045.21	
5000	Tender Total - 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 POSLINK Date 12/19/01Total		\$6,822.89	\$6,822.89
Location POSLINK Total		\$6,822.89	\$6,822.89



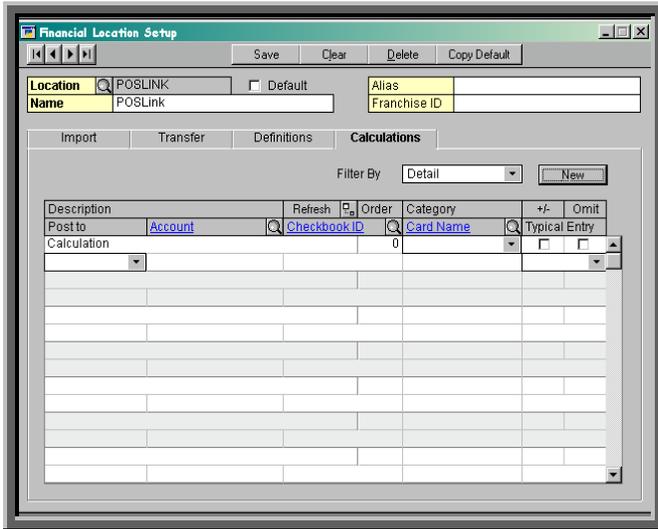
Notice this process begins with a balanced POSLink Financial Import GL report. The calculation process will take the Tender Total - Visa account and partition it into two sections, while “hiding” (not omitting!) the original Tender Total - Visa account. If this final step is not completed, the Tender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

POSLINK LOCATION SETUP INSTRUCTIONS

- 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.

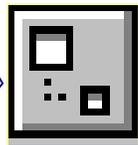
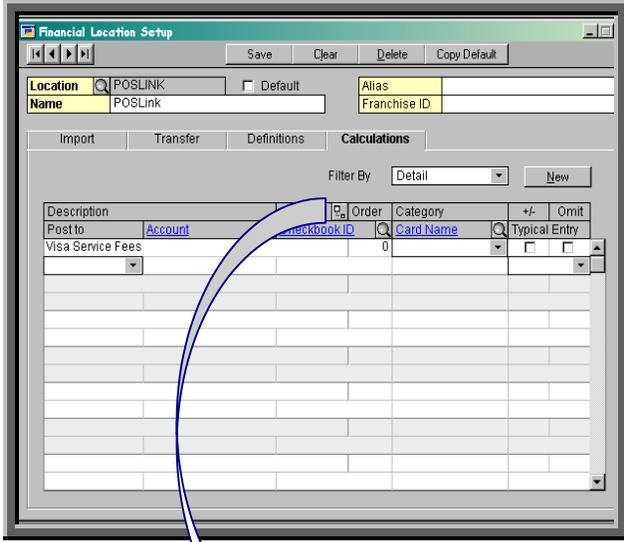


- You will see “Calculation” in the Description field. Here, you may highlight this default description and enter a unique description for easier reference. Example: Visa Service Fees.



POSLINK LOCATION SETUP INSTRUCTIONS

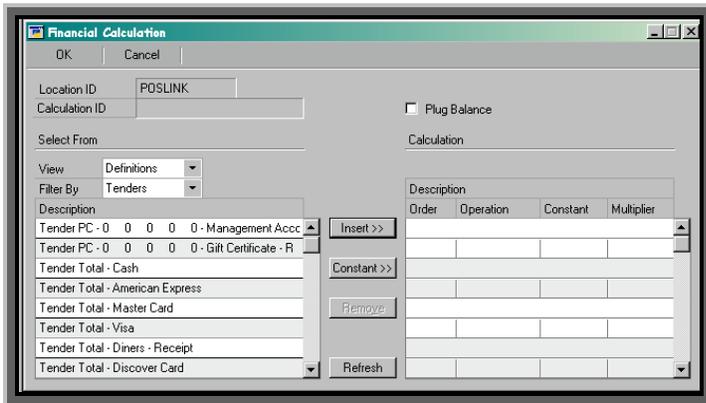
- Next, press the expansion button located next to the Refresh button.



Expansion button.



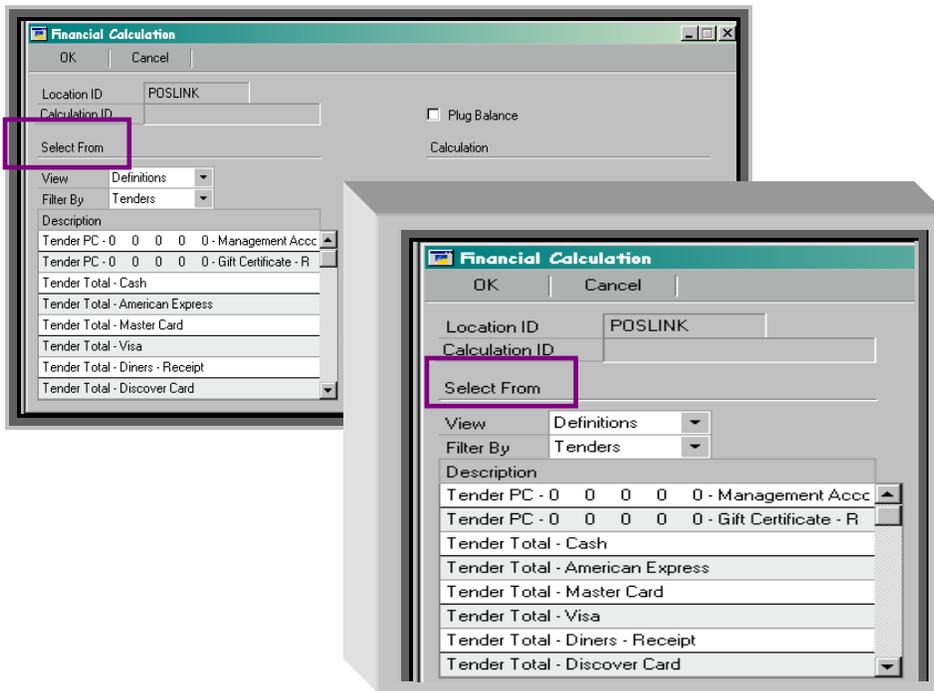
The Financial Calculation window will displayed.



POSLINK LOCATION SETUP INSTRUCTIONS

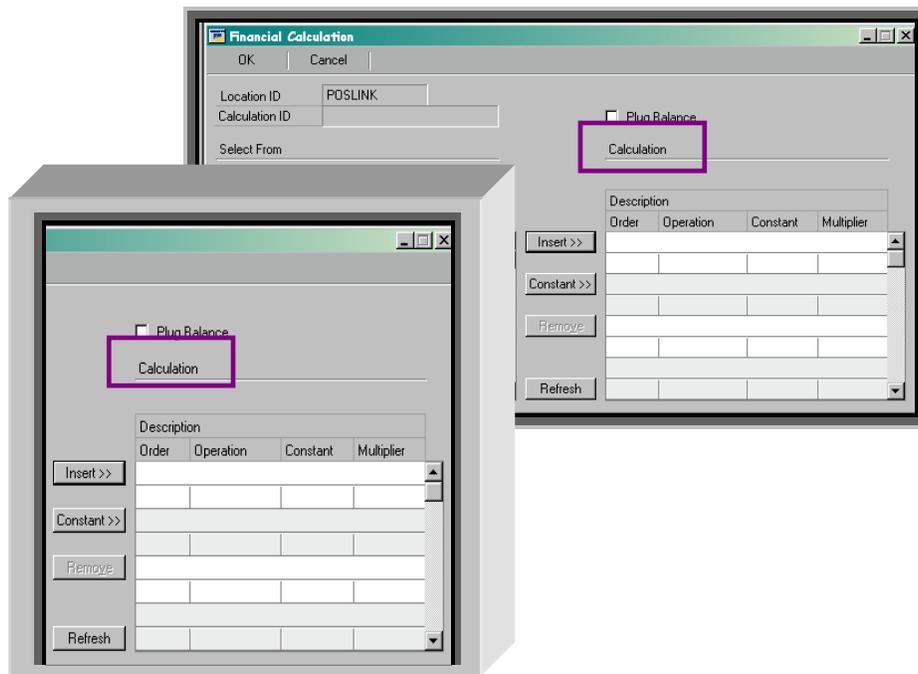


This window contains two distinct portions.



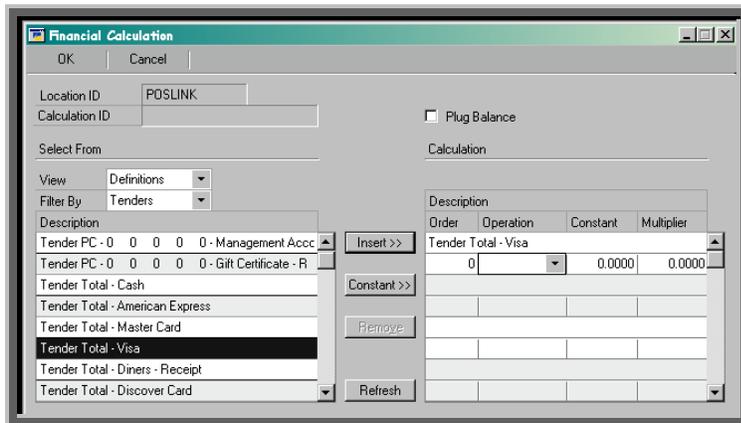
The 'Select From' area relates to all the data that has imported from the Remote System. Under the 'Select From' header are two fields used to assist in account location. In the example below, 'View' is set to 'Definitions' by default. This field will also allow 'Calculations' to be displayed (if applicable). '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.

POSLINK LOCATION SETUP INSTRUCTIONS



The 'Calculation' portion 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.



- 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.

POSLINK LOCATION SETUP INSTRUCTIONS

Financial Calculation

OK Cancel

Location ID: POSLINK
Calculation ID: CALC0000016384

Plug Balance

Select From: _____ Calculation: _____

View: Definitions
Filter By: Tenders

Description	Order	Operation	Constant	Multiplier
Tender PC - 0 0 0 0 - House Charge - R				
Tender PC - 0 0 0 0 - Management Acc				
Tender PC - 0 0 0 0 - Gift Certificate - R				
Tender Total - Cash				
Tender Total - American Express				
Tender Total - Master Card				
Tender Total - Visa	0	Add	0.0000	0.0300
Tender Total - Diners - Receipt				

- 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.

Financial Location Setup

Save Clear Delete Copy Default

Location: POSLINK Default
Name: POSLINK
Alias: _____
Franchise ID: _____

Import Transfer Definitions **Calculations**

Filter By: Detail New

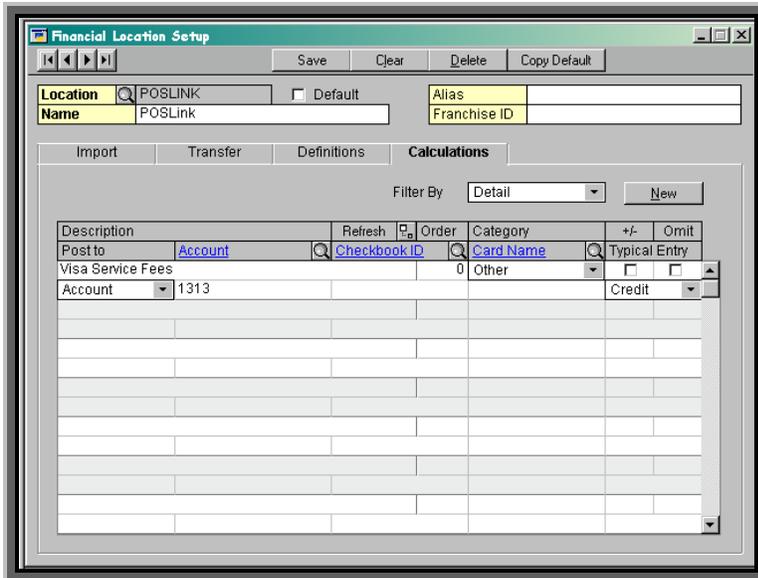
Description	Refresh	Order	Category	+/-	Omit
Post to: Account	Checkbook ID	Card Name	Typical Entry		
Visa Service Fees		0			



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.

POSLINK LOCATION SETUP INSTRUCTIONS

- 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.



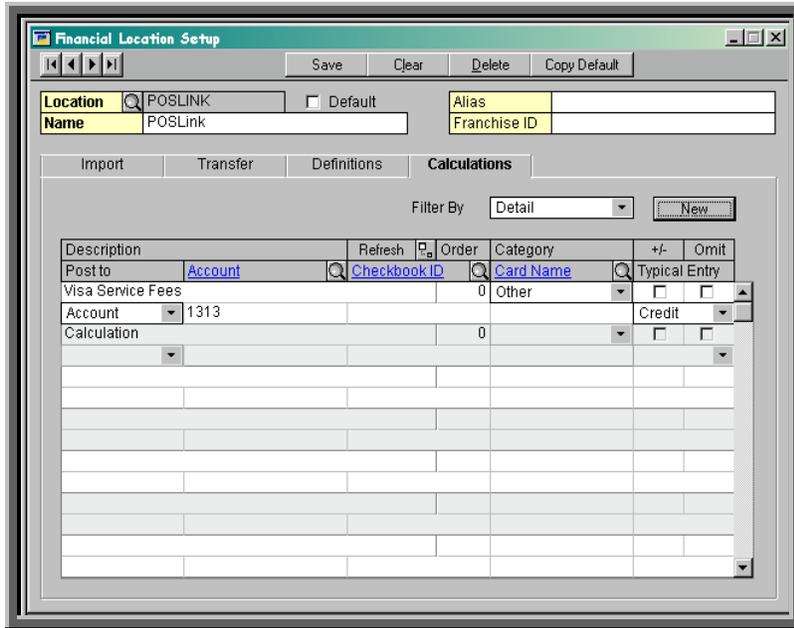
Description	Refresh	Order	Category	+/-	Omit
Post to			Account		
Visa Service Fees		0	Other		
Account			1313		Credit

- Select the Category from the assortment existing within the drop-down field directly below the [Card Name](#) 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.

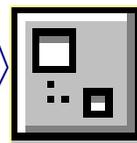
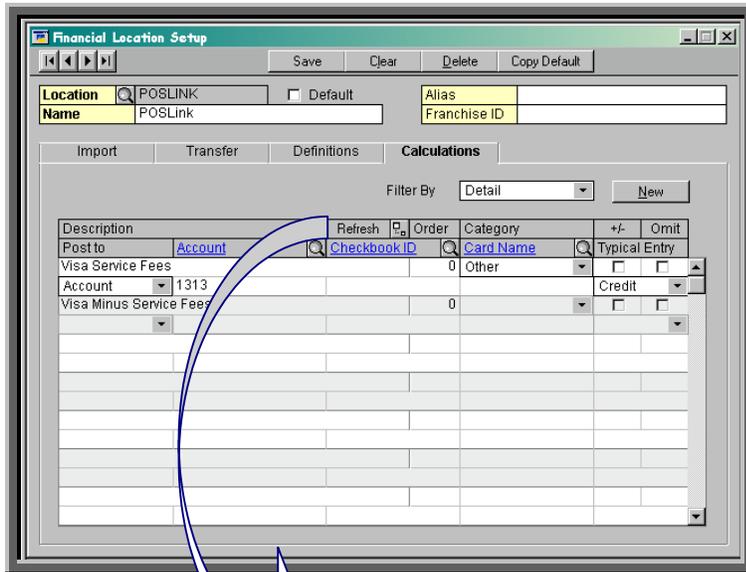


The first step of this calculation is complete. A 'Visa Minus Service Fees' calculation will be processed next! This second calculation will calibrate the actual moneys receivable from VISA

POSLINK LOCATION SETUP INSTRUCTIONS



- 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.



Expansion button.

POSLINK LOCATION SETUP INSTRUCTIONS



Once more, the Financial Calculation window is presented.

Description	Order	Operation	Constant	Multiplier
Tender PC - 0 0 0 0 - Management Acct				
Tender PC - 0 0 0 0 - Gift Certificate - R				
Tender Total - Cash				
Tender Total - American Express				
Tender Total - Master Card				
Tender Total - Visa				
Tender Total - Diners - Receipt				
Tender Total - Discover Card				

- 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.

Description	Order	Operation	Constant	Multiplier
Tender Total - Cash				
Tender Total - American Express				
Tender Total - Master Card				
Tender Total - Visa	0	Add	0.0000	0.0000
Tender Total - Diners - Receipt				
Tender Total - Discover Card				
Tender Total - House Charge - Receipt				
Tender Total - Management Account - Receipt				



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.

POSLINK LOCATION SETUP INSTRUCTIONS



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

Financial Calculation

OK Cancel

Location ID POSLINK
Calculation ID CALC0000032768 Plug Balance

Select From Calculation

View Calculations
Filter By Detail

Description

Description	Order	Operation	Constant	Multiplier
Visa Service Fees	0	Add	0.0000	0.0000
Tender Total - Visa	0	Add	0.0000	0.0000

Buttons: Insert >>, Constant >>, Remove, Refresh

- 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 Balance

Select From Calculation

View Calculations
Filter By Detail

Description

Description	Order	Operation	Constant	Multiplier
Visa Service Fees	0	Subtract	0.0000	0.0000
Tender Total - Visa	0	Add	0.0000	0.0000

Buttons: Insert >>, Constant >>, Remove, Refresh

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

POSLINK LOCATION SETUP INSTRUCTIONS



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.

Description	Post to	Account	Checkbook ID	Order	Category	+/-	Omit
Visa Service Fees	Account	1313		0	Other	Credit	
Visa Minus Service Fees				0			

- 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 [Card Name](#) 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.



The Order feature, although optional, is useful for processing calculations that contain calculations within them (as this example). The Order feature instructs the system which equation to process first, second and so on.

POSLINK LOCATION SETUP INSTRUCTIONS

The screenshot shows the 'Financial Location Setup' window with the 'Calculations' tab selected. The 'Filter By' dropdown is set to 'Detail'. The table below shows the configuration for two calculations:

Description	Refresh	Order	Category	+/-	Omit
Post to <input type="text" value="Account"/> <input type="text" value="Checkbook ID"/> <input type="text" value="Card Name"/> Typical Entry					
Visa Service Fees		0	Other	<input type="checkbox"/>	<input type="checkbox"/>
Account <input type="text" value="1313"/>				Credit	
Visa Minus Service Fees		0	Other	<input type="checkbox"/>	<input type="checkbox"/>
Account <input type="text" value="1313"/>				Credit	



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.

The screenshot shows the 'Financial Location Setup' window with the 'Calculations' tab selected. The 'Filter By' dropdown is set to 'Detail'. The table below shows the configuration for two calculations:

Description	Refresh	Order	Category	+/-	Omit
Post to <input type="text" value="Account"/> <input type="text" value="Checkbook ID"/> <input type="text" value="Card Name"/> Typical Entry					
Visa Service Fees		1	Other	<input type="checkbox"/>	<input type="checkbox"/>
Account <input type="text" value="1313"/>				Credit	
Visa Minus Service Fees		2	Other	<input type="checkbox"/>	<input type="checkbox"/>
Account <input type="text" value="1313"/>				Credit	



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

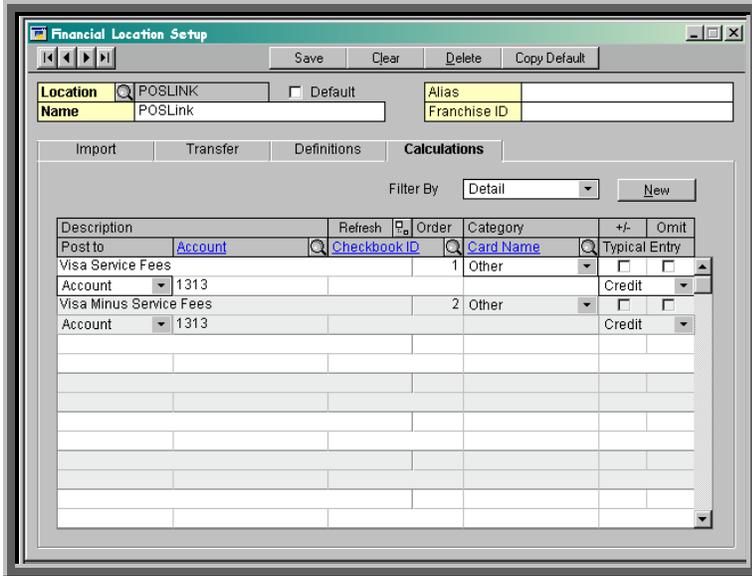


How do I know what order to put them in? For all calculations, consider what must happen first. Which calculation(s) serve as the platform from which other calculations emerge? In the example provided, Visa Service Fees must be positioned as Order '1' because it is pulling the original account, Tender 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.

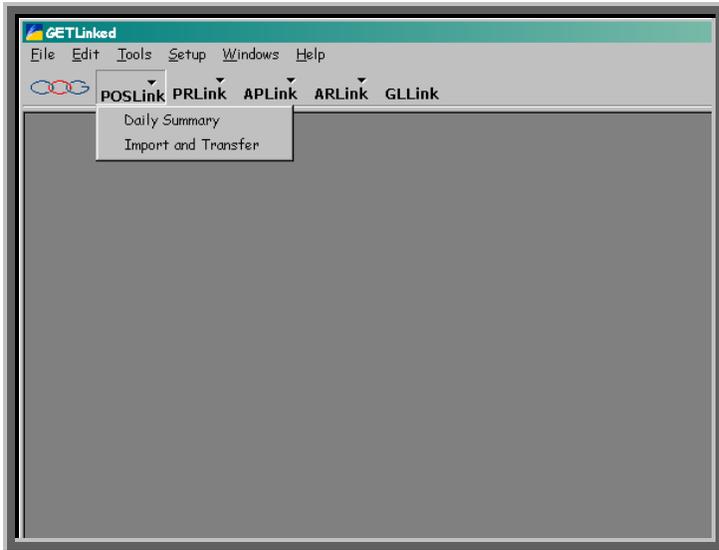
POSLINK LOCATION SETUP INSTRUCTIONS

The calculation is now complete!

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



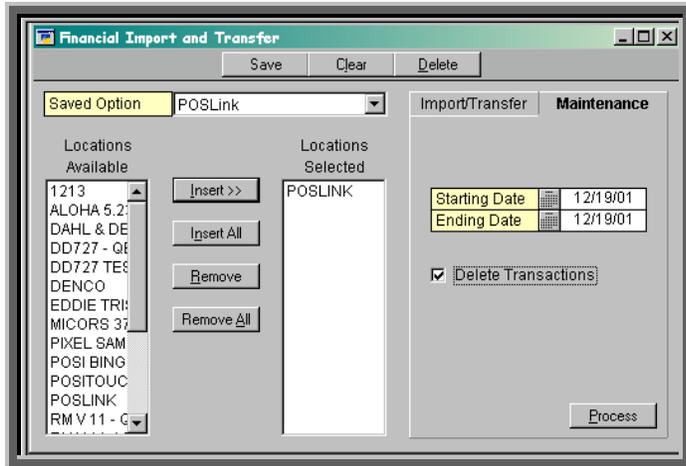
- To check the functionality of the calculation, select POSLink>>Import and Transfer.



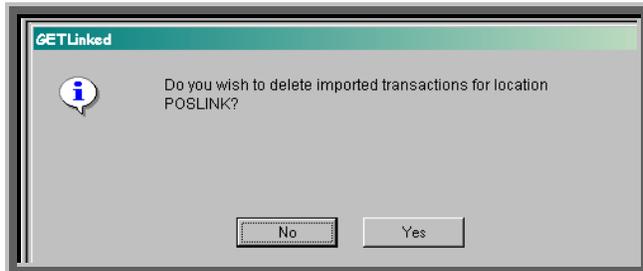
Before importing the data, the original batch must first be deleted.

- 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.

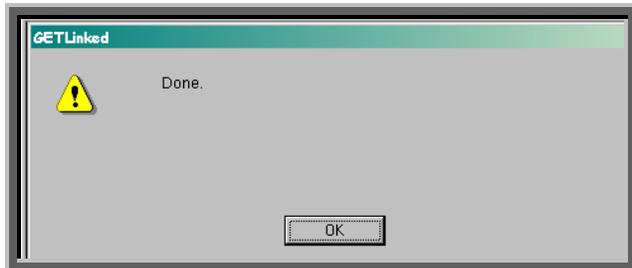
POSLINK LOCATION SETUP INSTRUCTIONS



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

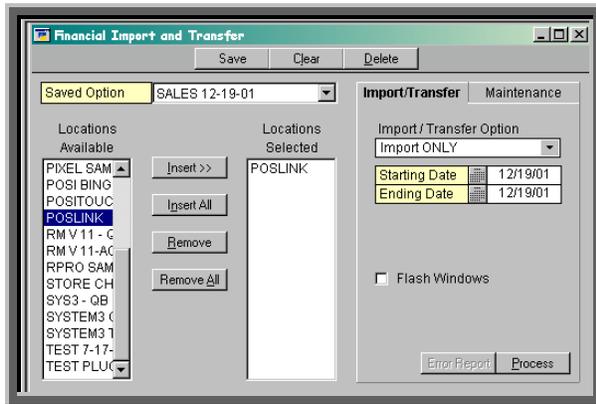


- Click OK to acknowledge the message.

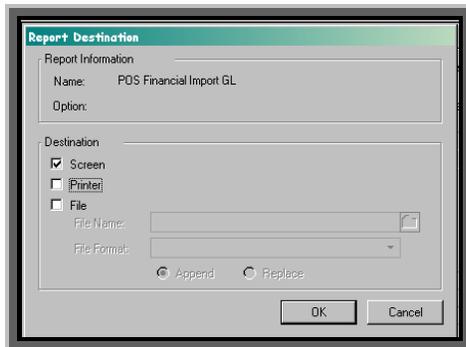


POSLINK LOCATION SETUP INSTRUCTIONS

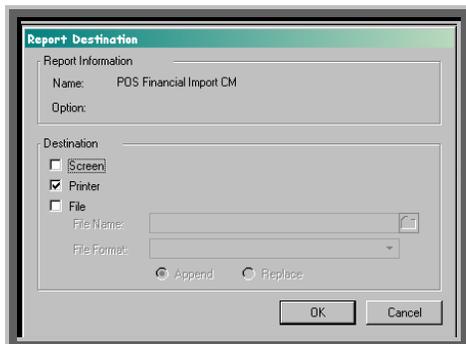
- Access the Import/Transfer tab. Verify the dates within the Date fields and press Process in the lower right corner of the window.



- 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.



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



POSLINK LOCATION SETUP INSTRUCTIONS



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

Date 8/20/02
Page 1

POSLink Financial Import GL

Location POSLINK
Date 12/19/01

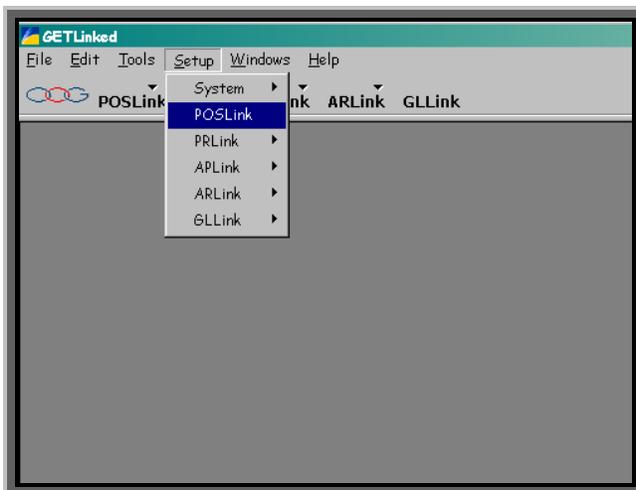
ACCOUNT	DESCRIPTION	DEBIT	CREDIT
1313	Visa Service Fees	\$92.52	
1313	Visa Minus Service Fees	\$2,991.55	
4000	Totals - Tip		\$461.42
2300	Totals - Tax 1		\$279.34
2300	Totals - Tax 2		\$151.18
1000	Totals - Food		\$3,734.80
1000	Totals - Beverage		\$188.70
1000	Totals - Other		\$2,007.45
3000	Totals - 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 POSLINK Date 12/19/01Total		\$9,906.96	\$6,822.89



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

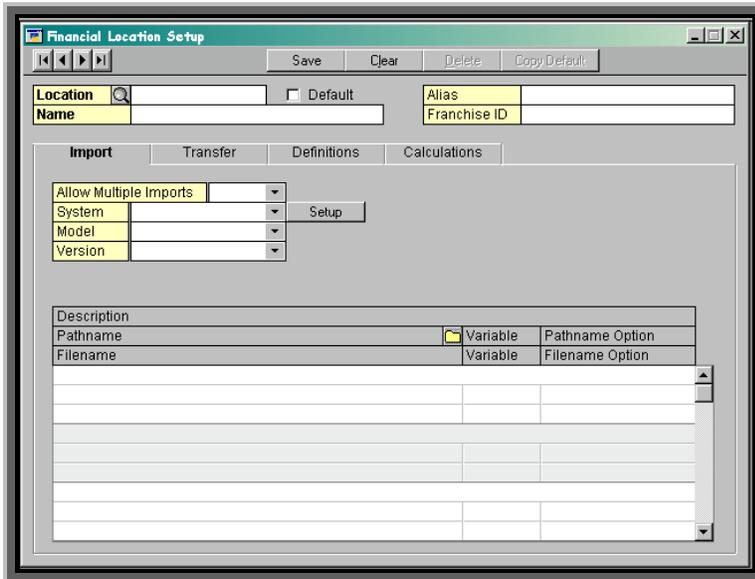


From the GETLinked program, select Setup>>POSLink.



POSLINK LOCATION SETUP INSTRUCTIONS

- Select the location you are working with by clicking on the magnifying glass icon  located within the Location field or utilize the arrow keys in the upper left corner of the window
◀ ▶ .



Financial Location Setup

Save Clear Delete Copy Default

Location Default Alias

Name Franchise ID

Import Transfer Definitions Calculations

Allow Multiple Imports

System Setup

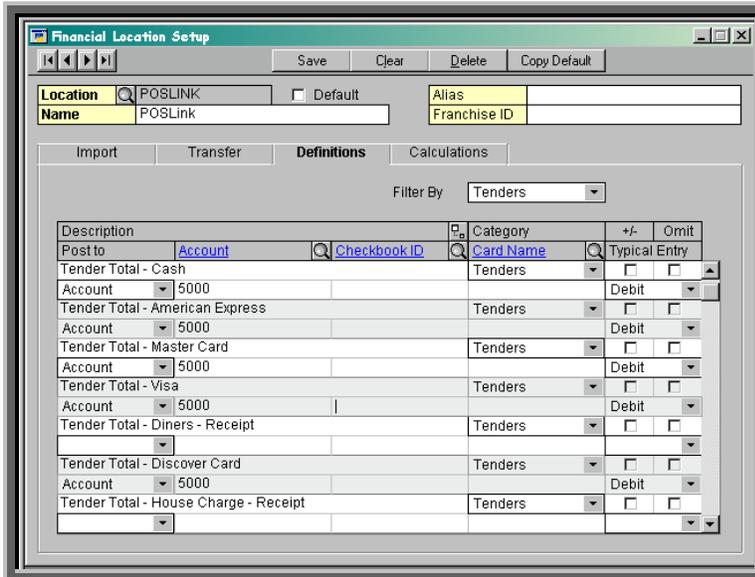
Model

Version

Description

Pathname	<input type="checkbox"/> Variable	Pathname Option
Filename	<input type="checkbox"/> Variable	Filename Option

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



Financial Location Setup

Save Clear Delete Copy Default

Location POSLINK Default Alias

Name POSLink Franchise ID

Import Transfer **Definitions** Calculations

Filter By Tenders

Description	Category	+/-	Omit
Post to <input type="text"/> Account <input type="text"/> <input type="text"/> Checkbook ID <input type="text"/> Card Name <input type="text"/> Typical Entry			
Tender Total - Cash	Tenders	<input type="checkbox"/>	<input type="checkbox"/>
Account <input type="text"/> 5000		Debit	<input type="checkbox"/>
Tender Total - American Express	Tenders	<input type="checkbox"/>	<input type="checkbox"/>
Account <input type="text"/> 5000		Debit	<input type="checkbox"/>
Tender Total - Master Card	Tenders	<input type="checkbox"/>	<input type="checkbox"/>
Account <input type="text"/> 5000		Debit	<input type="checkbox"/>
Tender Total - Visa	Tenders	<input type="checkbox"/>	<input type="checkbox"/>
Account <input type="text"/> 5000		Debit	<input type="checkbox"/>
Tender Total - Diners - Receipt	Tenders	<input type="checkbox"/>	<input type="checkbox"/>
Tender Total - Discover Card	Tenders	<input type="checkbox"/>	<input type="checkbox"/>
Account <input type="text"/> 5000		Debit	<input type="checkbox"/>
Tender Total - House Charge - Receipt	Tenders	<input type="checkbox"/>	<input type="checkbox"/>

POSLINK LOCATION SETUP INSTRUCTIONS

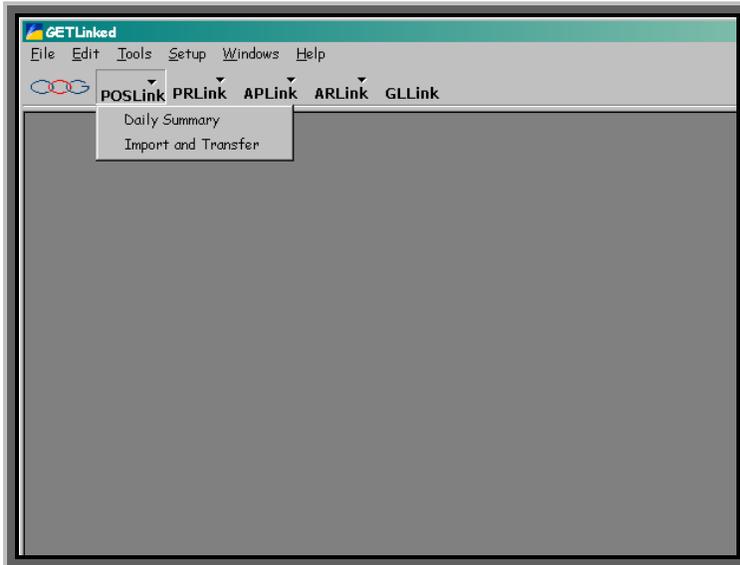
- Highlight and delete the Account number.
- Change the Category from Tenders to Others.
- Press Save at the top of the Financial Location Setup window.
- Close the Financial Location Setup window.

 Your Total Visa account should resemble the example above.

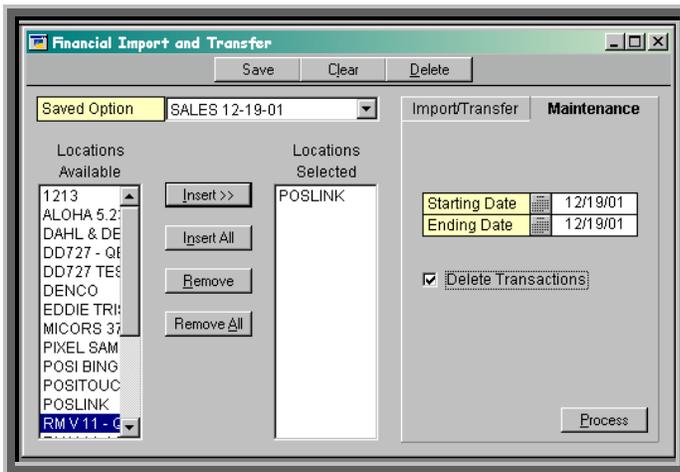
The calculation processes are complete. The final chapter will include eliminating the previous importation, re-importing the data and creating a transfer file.

POSLINK LOCATION SETUP INSTRUCTIONS

- 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.

POSLINK LOCATION SETUP INSTRUCTIONS

- 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!

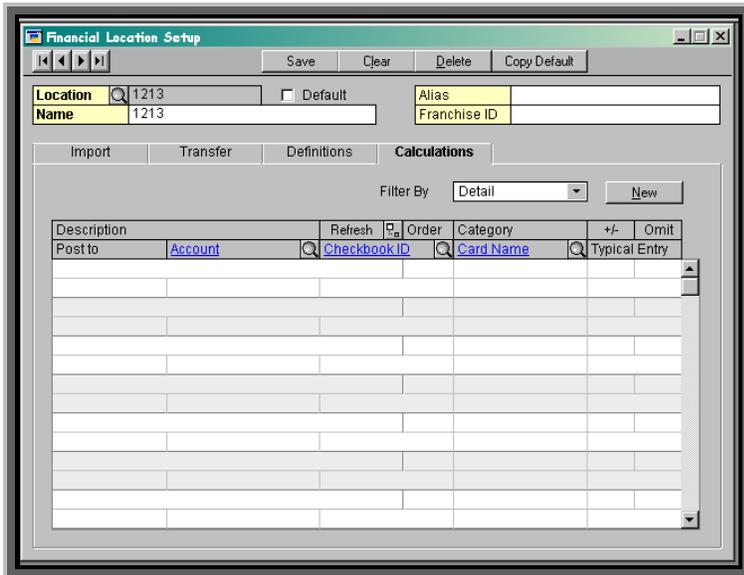
ACCOUNT	DESCRIPTION	DEBIT	CREDIT
1313	Visa Service Fees	\$92.52	
1313	Visa Minus Service Fees	\$2,991.55	
4000	Totals - Tip		\$461.42
2300	Totals - Tax 1		\$279.34
2300	Totals - Tax 2		\$151.18
1000	Totals - Food		\$3,734.80
1000	Totals - Beverage		\$188.70
1000	Totals - Other		\$2,007.45
3000	Totals - 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 - Discover Card	\$22.53	
Location POSLINK Date 12/19/01 Total		\$6,822.89	\$6,822.89
Location POSLINK Total		\$6,822.89	\$6,822.89

POSLINK LOCATION SETUP INSTRUCTIONS

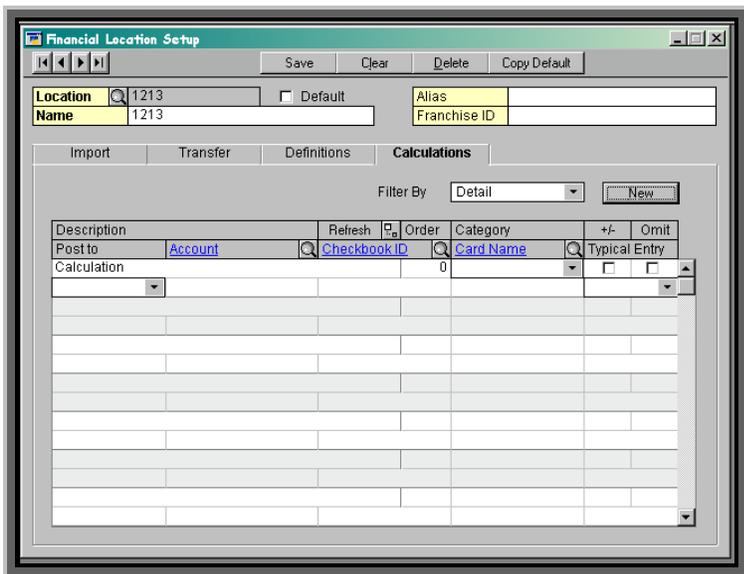
ADVANCED SETUP FEATURES

INSTRUCTIONS TO CREATE A CALCULATION FOR “PLUG BALANCE”FEATURE

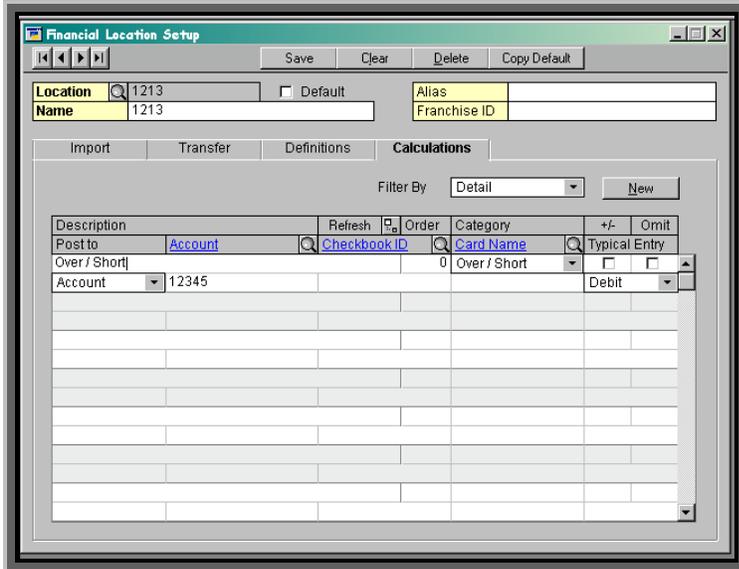
- ▼ Some clients find they need a tool that will allow them to manage a variance balance that occurs from time to time. For this reason, the Plug Balance feature was created. Although this element is useful, it can also be precarious. We strongly recommend using this characteristic with care.
- From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



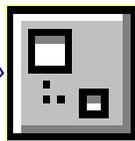
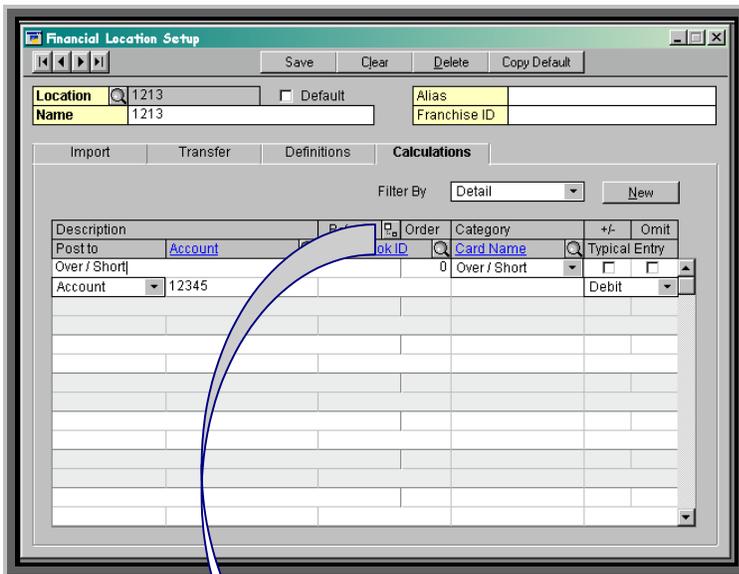
- Highlight Calculation and type Over / Short.



POSLINK LOCATION SETUP INSTRUCTIONS



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



Expansion button.

POSLINK LOCATION SETUP INSTRUCTIONS

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

The screenshot shows the 'Financial Calculation' dialog box. It has a title bar with 'Financial Calculation' and standard window controls. Below the title bar are 'OK' and 'Cancel' buttons. The main area contains several fields and controls:

- Location ID: 1213
- Calculation ID: CALC0000016384
- Plug Balance
- Select From: (empty)
- View: Definitions (dropdown)
- Filter By: Detail (dropdown)
- Description list: A list of descriptions including 'DEPOSITS - TERMINAL 0 - DRAWER 00 - SHIFT 1' through 'DEPOSITS - TERMINAL 58 - DRAWER 02 - SHIFT'. There are 'Insert >>', 'Constant >>', 'Remove', and 'Refresh' buttons next to this list.
- Calculation table: A table with columns 'Description', 'Order', 'Operation', 'Constant', and 'Multiplier'. It is currently empty.

- Create an additional Calculation by pressing the New button.

The screenshot shows the 'Financial Location Setup' dialog box. It has a title bar with 'Financial Location Setup' and standard window controls. Below the title bar are navigation arrows and buttons for 'Save', 'Clear', 'Delete', and 'Copy Default'. The main area contains:

- Location: DENCO (with a search icon) and Default
- Name: MIC 3700 MAS 90
- Alias: (empty)
- Franchise ID: (empty)
- Import, Transfer, Definitions, and Calculations tabs
- Filter By: Detail (dropdown) and a 'New' button
- Table: A table with columns: Description, Refresh, Order, Category, +/-, and Omit. The table contains one row with the following data:

Description	Refresh	Order	Category	+/-	Omit
Over / Short	<input type="checkbox"/>	0	Over / Short	<input type="checkbox"/>	<input type="checkbox"/>

POSLINK LOCATION SETUP INSTRUCTIONS

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

The screenshot shows the 'Financial Location Setup' window with the 'Calculations' tab selected. The 'Plug Balance Over / Short' row is highlighted in yellow. The table below shows the current state of the calculations table.

Description	Refresh	Order	Category	+/-	Omit
Post to	Account	Checkbook ID	Card Name	Typical Entry	
Over / Short		0	Over / Short	<input type="checkbox"/>	<input type="checkbox"/>
Account	12345			Debit	
Plug Balance Over / Short		0	Over / Short	<input type="checkbox"/>	<input type="checkbox"/>
Account	65432			Debit	

- Click on the Expansion button.

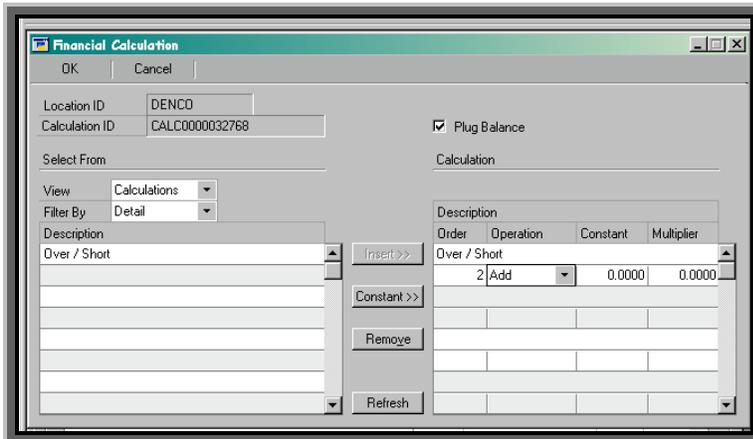
The screenshot shows the 'Financial Location Setup' window with the 'Calculations' tab selected. The 'Plug Balance Over / Short' row is expanded, showing the 'Post to' field. The table below shows the current state of the calculations table.

Description	Refresh	Order	Category	+/-	Omit
Post to	Account	Checkbook ID	Card Name	Typical Entry	
Over / Short		0	Over / Short	<input type="checkbox"/>	<input type="checkbox"/>
Account	12345			Debit	
Plug Balance Over / Short		0	Over / Short	<input type="checkbox"/>	<input type="checkbox"/>
Account	65432			Debit	

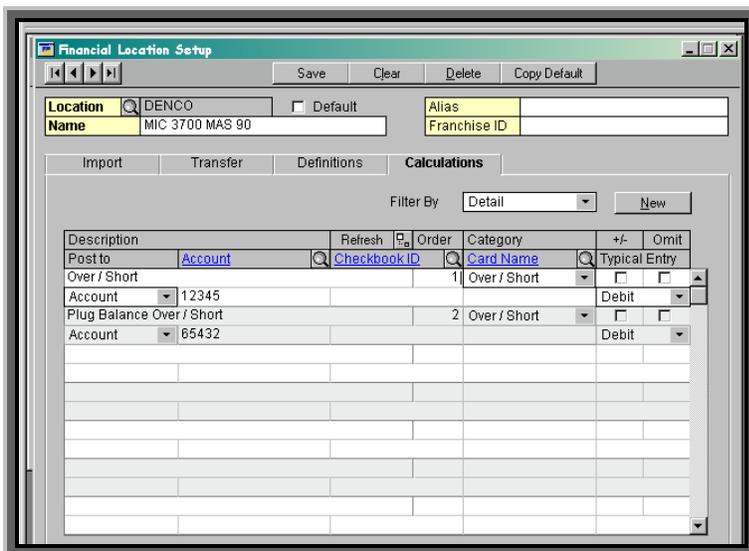
POSLINK LOCATION SETUP INSTRUCTIONS

- 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.



- 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.



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

POSLINK LOCATION SETUP INSTRUCTIONS

- 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.

The screenshot shows the 'Daily Summary' window with the following data:

Paid Outs	Payable	Receivable	Miscellaneous	Other	Detail
Summary	Sales	Discounts	Tenders	Taxes	Over / Short
Sales	2,625.68				
Discounts	(23.49)				
Tenders	1,585.68	Payable		0.00	
Taxes	149.69	Receivable		0.00	
Over / Short	(127.92)	Miscellaneous		98.94	
Paid Outs	17.15	Other		0.00	
Variance	0.00				

Buttons: Save, Clear, Delete, Import, Transfer, Trxs Lookup, Recalculate

POSLINK LOCATION SETUP INSTRUCTIONS

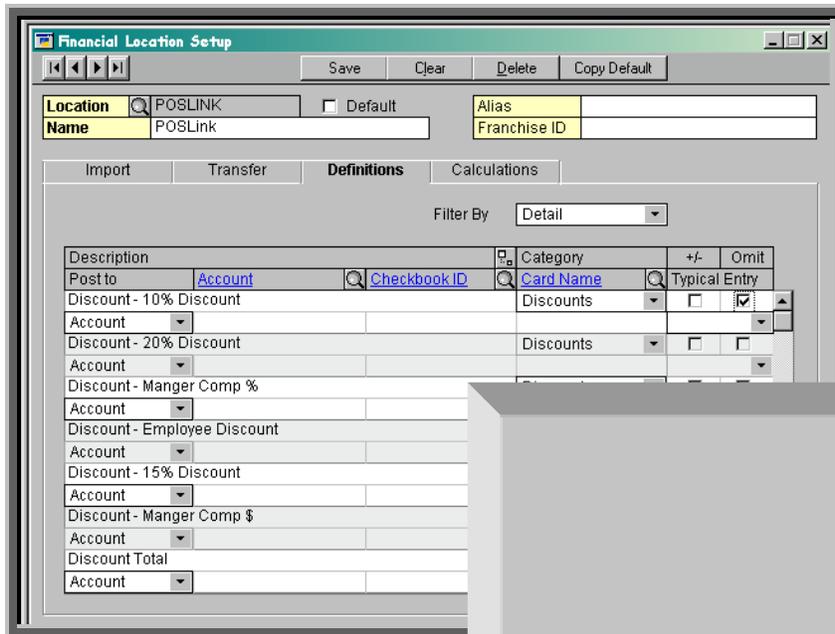
ADVANCED SETUP FEATURES

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 un-omitted 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 de-select 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 re-imported. The user may set up the account information from the Definitions tab or the Daily Summary window.

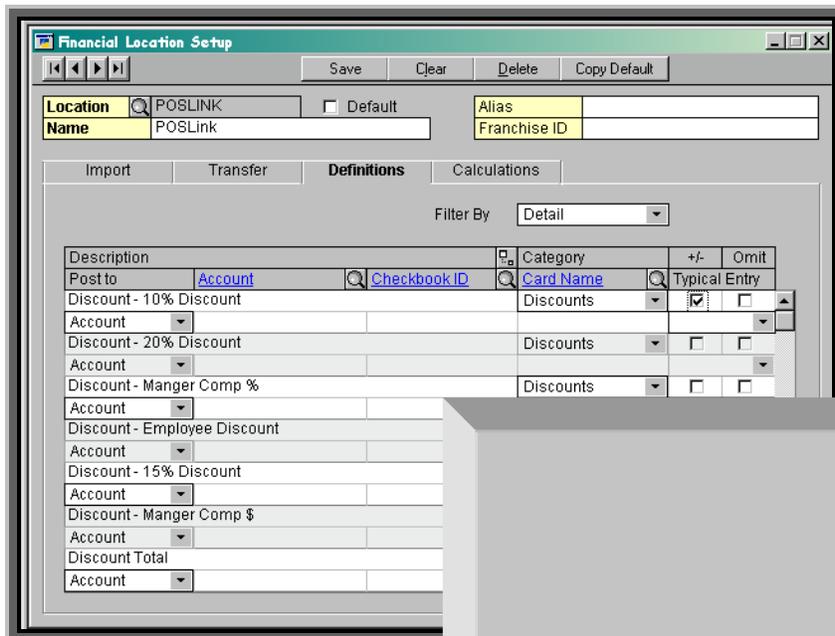


POSLINK LOCATION SETUP INSTRUCTIONS

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. **Please use this option with care.**



POSLINK LOCATION SETUP INSTRUCTIONS

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.

Was this document **useful** during the installation process?

- 0 1 2 3 4
Unacceptable Poor Average Good Excellent

Did you feel the text was **informative**?

- 0 1 2 3 4
Unacceptable Poor Average Good Excellent

Would you consider this document **user-friendly**?

- 0 1 2 3 4
Unacceptable Poor Average Good Excellent

Do you feel this instruction manual was **easy to follow**?

- 0 1 2 3 4
Unacceptable Poor Average Good Excellent

What did you find most useful? _____

What would you change about this document? _____

Thank you for taking time to lend us your thoughts and opinions!

The Technical Support Team

Please return by email at review@getlinked.ws or fax to 1-208-343-2514.