# **Microsoft** Business Solutions **Retail Management System**

## Microsoft **Business** Solutions

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# **Microsoft** Business Solutions **Retail Management System**

## **Store Operations Feature Summary**

## Supported Hardware

- Any PC running Windows 98SE, Windows 2000, Windows NT SP5, Windows Me or Windows XP
- Support for Popular OPOS Printers, Scanners, Scales, Line displays and Cash Drawers
- Support for Windows Printers, Keyboard Wedge Mag Card Readers and PC/PS-2 Keyboards

## **Point-Of-Sale Capabilities**

- Customizable, Resizable Transaction Screen
- Graphical User Interface
- Customize POS Buttons for Web-based Application Shortcuts
- Multi-media Advertisements
- Electronic Receipt on Net Display
- Online Access to the Internet
- Unlimited Line Item Entry
- Automatically Look Up Price (sales, quantity discount, promotional)
- Automatically Compute Tax
- Look Up Quantity and Item Attribute
- Display Item Picture
- Show Item Extended Description and Subdescriptions
- Select Shipping Carrier and Calculate Shipping Charges by Weight/Value
- Multi-Tender (i.e., cash, check, credit card)
- Accept Food Stamps
- Print Check Validation Endorsement
- Sell and Redeem Vouchers/Gift Certificates/Gift Cards
- Place Transaction On Hold and Recall
- Perform Post-Voids
- Process Returns
- · Perform Online Credit Authorizations Using ICVerify or PC-Charge
- User-Definable Keyboard-Shortcut Macros
- Online Help
- Support Mix and Match Pricing Structure
- Discount Entire Sale or Selected Item At Time of Sale
- Add Customer Account

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## **Customer Management and Marketing**

- Search by Account Number, Name, Company, Address, Phone/Fax Number, E-mail Address and Ship To Information
- Define Different Account Types (i.e. Revolving)
- Set Default Account Type for New Customers
- Aged Receivables Option
- Look Up, Adjust and Track Invoices for Specific Customer Account
- Track Purchases By Date, Price and Amount
- Apply Finance Charges on Accounts
- Bill Payments for Net Terms
- · Place Limits on Customer Purchases for Given Time Period
- 15 User-Defined Fields for Customer Information (i.e., Birth-Date, Driver's License Number, Resale Permit Number)
- Create Customer Accounts at the POS
- Define Multiple Shipping Addresses Per Customer
- Print Customer Statements
- Reprint Statement for Selected Customer
- · Generate Mailing List
- Print Accounts Receivable Aging Report
- Print Account Activities Report
- Access and/or Modify Detailed Customer Data Directly from Active Reports

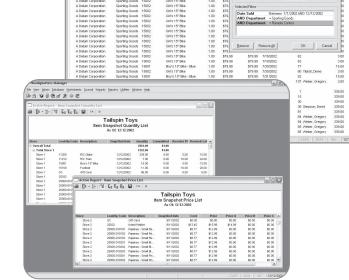
## **Employee Management**

- Track and Manage Employee Information
- Set Up Sales Rep Commission Structure
- Assign Security Levels to Grant Specified Access Privileges

## Interface with Other Accounting Software

- Microsoft Business Solutions Great Plains edition
- Microsoft Business Solutions Small Business Manager
- M.Y.O.B.
- Peachtree Accounting for Windows
- QuickBooks for Windows

## LOFS-0C00-0000000 (3/03)



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Access and analyze data from across your entire business.

## **Retail Management System Designed for independent merchants** like you.

For more information,

Visit our Web site at: www.microsoft.com/BusinessSolutions/POS

Phone: US and Canada call 1-800-456-0025

- E-Mail: mgpinfo@microsoft.com
  - Or contact your Microsoft Business Solutions partner.

- Send Messages to Cashiers
- Generate Time Card Report
- Edit Time Clock Entries
- Generate Cashier Log Report







- · Access Customer Info (i.e., total sales, number of visits, last visit date)
- Issue Store Credit
- · Receive Payment(s) for Individual Invoices
- Process Deposits on Orders
- Search by Customer Ship To Addresses
- Create and Process Layaway, Back Orders, Work Orders and Sales Quotes
- Credit Items Sold to Selected Sales Reps
- Calendar Event Planner and Reminder
- Built-in Time Clock
- Daily Sales Graph
- User-Defined Reminder Messages
- · View and Print Journals from any Register
- Preview, Search and Print Journals by Register, Batch and/or Receipt Number
- Print X, Z and ZZ Reports
- Print Receipt, Invoice and Pick Ticket with Logos/Graphics
- Print Kit Components on Receipt

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An intuitive point-of-sale screen ensures reduced training time and increases productivity.

# **Microsoft** Business Solutions **Retail Management System**

## Microsoft **Business** Solutions

# **Microsoft' Business Solutions Retail Management System**

### Internet Applications

- Retrieve and Process Orders from Virtual Storefronts
- Net Display Channels (Broadcast Pre-Selected Web sites, Web pages and Ads)
- · Custom POS Buttons (On-Screen Shortcuts to Web sites, Software Packages and Application Tools
- E-Receipts
- FedEx and UPS Shipping and Tracking via the Internet

### **Inventory Types**

- Standard
- Service
- Assembly (bill of material
- · Serialized (up to 3 serial numbers)
- Matrix (apparel)
- Lot Matrix Kit
- Weight (tare, actual)
- Gasoline
- Tag Along
- Parent/Child
- Voucher (Gift Card/Gift Certificate)

### **Inventory Control and Tracking**

- Track and Manage All Inventory Types
- Organize and Modify Assembly, Matrix and Lot Matrix Items Using Easy-To-Use Spread Sheets
- Look Up and Modify Matrix Items by Specific Attribute Info (i.e., size, color)
- Automatically Calculate Inventory Replenishment Based on Restock Level or Quantity Sold
- Support Multiple Suppliers for Each Item
- Define Master Pack Quantity for Ordering
- Assign Item Substitutes
- · Support Up to Three Serial Numbers per Item
- Unlimited Item Aliases
- Support Parent and Child Quantity
- Attach Special Notes and Reminder to Specific Item
- Generate Purchase Orders
- Receive Shipment
- Transfer Inventory In/Out
- Design Graphical Labels
- Print Bar Code Labels
- Process External File (data collection unit)
- Store and Track Offline Inventory (items not for sale)
- Customize and Use Reason Codes

## **Advanced Security Options**

- Built-In Security System for both Manager and POS programs
- Every menu and field can be protected based on cashier's security level; Data fields can be hidden, view-only or editable
- Set Cashier Floor Limit
- Set Cashier Return Limit
- Assign Log On Password
- Grant or Deny Cashier Permissions to
- Enter Opening or Closing Amounts
- Change Price at Point-of-Sale
- Change Tax Amount at Point-of-Sale
- Allow No Sales (open drawer)
- Allow Pay Outs
- Allow Item Cost Display
- Allow Editing of Time Clock Entries

- Allow Cashier to View Others' Time Clock Entries
- Allow Generation of X Reports
- Hold Transaction (suspending or stacking)
- Blind Closeout
- View Sales Journal
- · View Sales Graph
- Sign On Before Each Transaction
- Allow New Customers at POS
- Allow Customer Account Modification
- Allow Deletion of Customers and Items
- Allow Item Information Modification
- Enable Global Customers for Multi-Store
- Require Serial Number
- Allow POS Serial Number Creation
- Show Customer Addresses at POS

## Pricing, Sales, and Promotions

- Set Up Mix and Match Pricing Structure
- "Buy X, Get Y" Discount Capability
- Lot Pricing (single, six pack, case, etc.)
- Gasoline Pricing (to 3 decimal positions)
- Multiple Price Levels/Customer (price break tables)
- Discount From Retail
- Mark Up From Cost
- Set Profit Margin
- Discount by Dollar Amount
- Assign Sub-Total Amount
- Set Percent of Discount
- Put Items on Sale/Promotion
- Set Up Weekly Sales Schedules
- Multiple Sales Tax (GST, PST, etc.)
- Multiple Tax Rate Tables (percent, base, cap)
- Support Euro and Value Added Taxation
- Define Sales Commission Schedule
- Return In Local Currency

### **Customizable Active Reports**

- Incorporate Company Logo
- · Sort and Group Report Data Directly on Print Preview Screen
- Filter Data Attribute Information
- Adjust Report Header/Columns On-Screen
- Access Detailed Database Information Directly from Report Preview
- Quickly Drill-Down from Summary Reports to More Detailed Reports
- Memorize Report Settings
- The highly customizable reports are:

Sales Rep and Cashier Daily Sales

• Department and Category Daily Sales

Summary Daily Tax Collected

Customer List

Account Activities

Summary Daily Sales

• Supplier Daily Sales

Register Daily Sales

Detailed Tax Collected

Detailed Sales

Accounts Receivable Aging





- Commission
- Cashier Log
- Register Analysis
- Department Sales/Cost
- Top Sales Reps and Cashiers
- Top Customers
- Top Suppliers
- Top Items
- Top Departments and Categories
- Regional Sales
- Item Price and Quantity Lists
- Item Value List
- Item Reorder List
- Item Movement Report
- · Offline Inventory List
- Serial Number List
- Supplier List
- Alias and Substitute Lists
- · Work Order Summary and Detailed Lists
- Back Order Summary and Detailed Lists
- Quote Summary and Detailed Lists
- Vouchers Summary and Detailed Lists
- Purchase Orders
- Inventory Transfers In/Out
- Open Layaways Report
- Layaway Expiration Report
- Graphs (Numerical/Graphical Format)
- Filter and Export Options

### Wizards

- · Assistant to facilitate large changes to the database
- New Item Wizard to quickly add inventory to the database
- Label Wizard to design and print labels



Design customized price tags with an easy-to-use wizard.