

# **FullCalc Operating Guide**

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# **INTRODUCTION**

## Introduction

### Introduction

Creative custom picture framing is an art form. Since framers are artistically motivated, many have not entered the era of high technology. However, frame shop managers and owners today are realizing the necessity of becoming more professional in their business management practices by using quantitative as well as qualitative techniques.

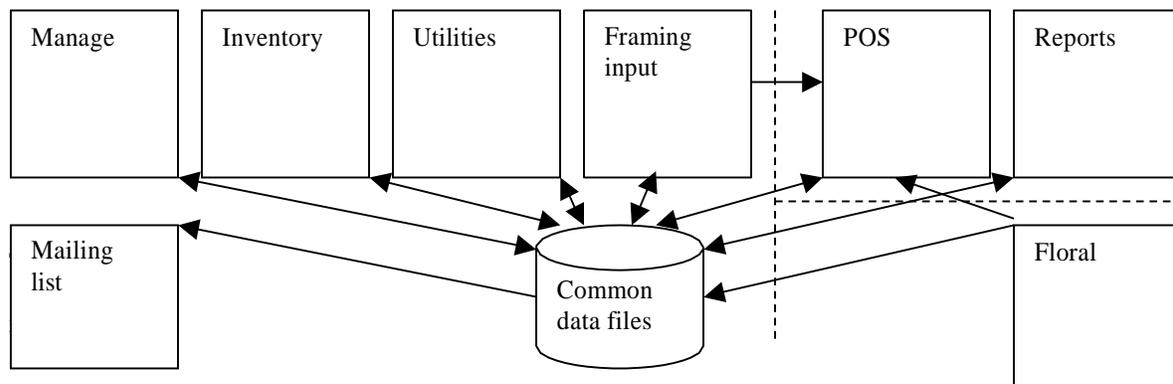
We recognized this necessity and did a thorough analysis of computer software available for the retail framing industry. In general, the results yielded programs that were technically coherent but cumbersome to use, often written by software experts with little knowledge of the framing industry. We were challenged to develop a simple product at a reasonable cost for use by the majority of retail framing shops across the country.

Thus, FullCalc framing software was born. This software allows framers at retail frame shops an entry into the world of computerized order and data capture with a full set of tools with which to manage the framing process. The FullCalc program has been designed to be used by virtually all retail frame shops whether you own one frame shop with one computer or if you own multiple frame shops each of which has multiple computers.

The eight major sections of the program are:

- **Framing input** - allows for the entry of a customer's framing order.
- **Management** - management of framing orders and reporting on framing order status.
- **Mailing list** - prints a mailing list of customers.
- **Inventory** - creates and updates an inventory of items (mats, moulding, prints, gifts, etc.), generates purchase orders and receives items the frame shop has ordered.
- **Point of sale** - processes the sale of one or more items, which may be any combination of a framing order, floral order or an item from inventory (photo frames, giftware, etc.), to the retail customer.
- **Reports** - generates numerous reports on sales made via POS.
- **Floral** - allows for the entry of a floral order.
- **Utilities** - performs a number of utility functions for the operation of the FullCalc program including the setup of various parameters.

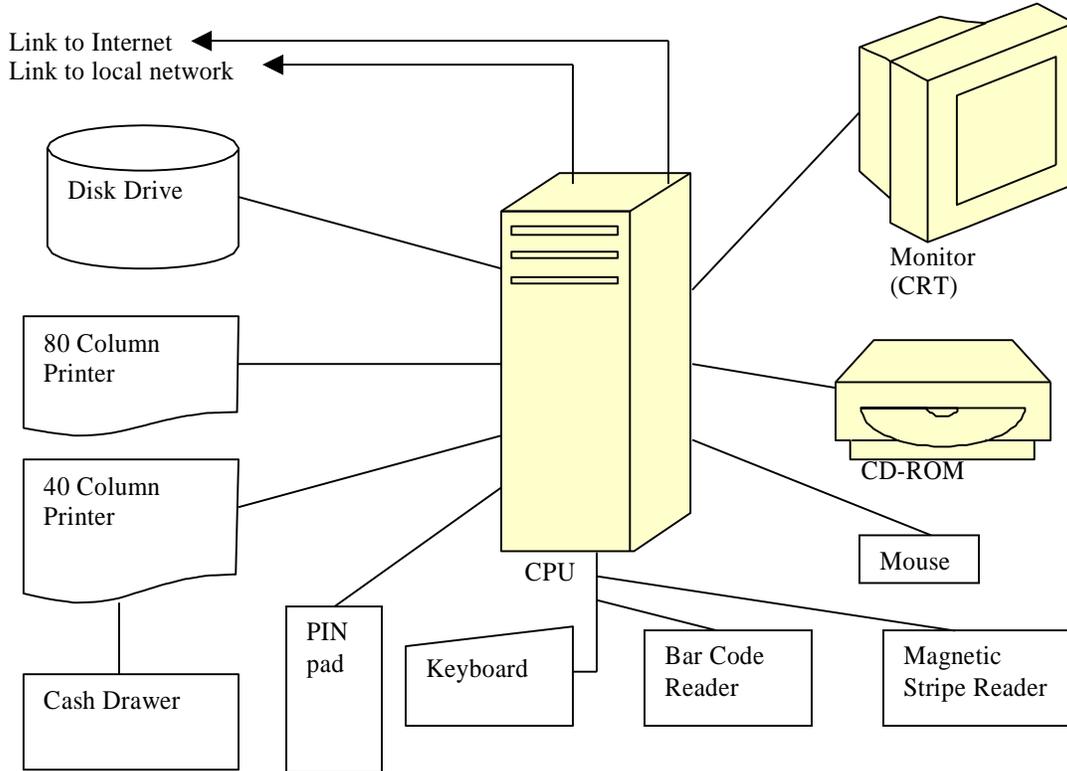
The framing input, management, mailing list, and inventory sections represent the core functionality of FullCalc. The point of sale, reports, and floral sections provided enhanced capabilities to the frame shop owner. The utility section is used in the setup, operation and maintenance of the other parts of the program.



# FullCalc Operating Guide

The diagram above shows the basic layout and grouping of the modules. The arrows show the direction of the major flows of data, in one direction or in both directions, in the program.

The diagram below shows the basic layout of a typical set of hardware on which FullCalc runs. Some of the items listed, for example the cash drawer, 40-column printer, PIN pad, barcode reader, and magnetic swipe reader, are optional. See the next section for a list of required hardware items.



## System Requirements

FullCalc has the following minimum hardware and software requirements:

- Intel Pentium II, or other 32 bit, processor running at 400 MHz or higher<sup>1</sup>
- 256 megabytes (MB) of RAM or greater
- 20.0 GB of free hard drive space or greater
- Video display which operates at 800x600 pixels (or greater) with a color palette of 32,000 colors (15 bits)
- Windows 2000 or XP (home or professional) or Vista
- One CD-ROM or DVD-ROM drive (may be read only or read/write)
- One inkjet or laser printer which prints on 8.5"x11" paper
- Microsoft mouse or compatible pointing device
- Access to the Internet either via a dial-up account running at 56KB with an Internet Service Provider (ISP) or a constant high speed connection through a network (ISDN, DSL, cable, T1, etc.)
- An Internet browser (for example Internet Explorer) installed and configured
- A copy of pcAnywhere installed and configured

<sup>1</sup> The processor must use 32 bits. FullCalc will not run on 64 bit processors.

# FullCalc Operating Guide

- A backup device using some type of removable media (tape drive, Zip drive, write able CD-ROM, etc.) and an associated backup/restore program<sup>2</sup> such as Microsoft Backup

Note: If two or more computers that run FullCalc are networked together then all of the computers in the network must meet all of the requirements except the last four requirements that need to apply to only one computer in the network. The required networking hardware and software must also be installed and properly configured.

Note: The pcAnywhere program is not part of FullCalc and must be purchased separately.

Note: The pcAnywhere program may also require changes to the configuration of any routers, firewalls and/or anti virus programs that are part of the connection to the Internet. These hardware and/or software items need to be configured to allow the transfer of data using pcAnywhere. See the documentation provided by the router, firewall and/or anti virus manufactures for details on how to configure the settings for pcAnywhere usage.

Note: Under some conditions you may also need to purchase a backup/restore program separately.

Note: You will also need documentation on the use of your version of Windows, pcAnywhere, and the backup/restore program being used. Documentation for the Windows operating system, and the other programs, is provided by the supplier of that program, not by Eagle Computers. Windows documentation is also available from bookstores such as Amazon.com, Borders, or Barnes and Noble. In a network of computers, multiple sets of Windows documentation may be required if different versions of the Windows operating systems are installed on different computers.

In addition, the following program must be available to read and print the FullCalc documentation:

Adobe Acrobat Reader

Note: The Adobe Acrobat Reader is not part of FullCalc. The Acrobat Reader is available over the Internet from Adobe, Inc. at their web site [WWW.ADOBE.COM](http://WWW.ADOBE.COM).

Note: You will also need documentation on the use of Adobe Acrobat Reader. Adobe Acrobat Reader documentation is provided by Adobe, Inc., not Eagle Computers.

If the frame order visualization feature is to be used then a TWAIN compatible camera is required.

If the QuickBooks interface is being used then it is assumed that the QuickBooks program has been installed. You will also need documentation on the use of QuickBooks. This documentation is provided by Intuit Corporation, not Eagle Computers.

Additional hardware and/or software may be necessary for the use of some features of FullCalc. See below for these additional requirements.

The following table lists the software products, as outlined above, which are required to be installed with FullCalc and version numbers for each of these products. The column marked 'minimum version' lists the oldest version of the product that is supported. The 'current version' column lists the current version (the most recently released version) of the product. Contact the vendor of each product directly for full details on each version of their program and on any available updates for it. In some cases the 'minimum version' of a product listed in the table is an obsolete unsupported product or the vendor has announced an end of

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<sup>2</sup> An extremely basic backup facility is included in FullCalc. The use of the FullCalc backup facility is **not** recommended. Users should use Microsoft Backup or the backup program provided by the vendor of the backup device being used. Third party backup programs are also available for purchase at most computer stores.

# FullCalc Operating Guide

support for it. Because of this, users should consider their options to upgrade to the ‘current version’ of the products listed.

Software product	Vendor	Minimum version <sup>3</sup>	Current version
Windows operating system	Microsoft Corp.	2000	Vista
pcAnywhere <sup>4</sup>	Symantec Corp.	9.0	12.1
Adobe Acrobat Reader	Adobe Inc.	5	9

Note: For each of the products listed in this table there may be one or more versions between the ‘minimum version’ and the ‘current version’.

Note: Users should update all of the products listed in the table above on a regular basis. Contact the vendor of each product or see the documentation provided by each vendor listed, not Eagle Computers, on how to update each of these programs.

Microsoft Corporation provides the following programs as a part of the Windows operating system. Use of these programs, or programs with similar capabilities, may be required to do certain operations.

- Microsoft Backup<sup>5,6</sup>
- Microsoft Notepad
- Microsoft Paint
- Microsoft Windows Explorer

See the documentation provided by Microsoft Corporation, not Eagle Computers, on how to use each of these programs. Usage of each of the programs listed above varies based on which version of the Windows operating system is being used.

If PowerPay is to be used with FullCalc, Microsoft .NET version 2 or above must be installed. Contact Microsoft Corporation, not Eagle Computers, for more on .NET and how to install or upgrade this product to version 2 or above.

Any computers various functions can be kept working optimally by performing regular maintenance. Keeping your system's software up to date is the first and most important step in keeping your PC healthy. Operating system developers have continued to make the process of updating your software easier over the last few years, making it a simple task to update Windows. Windows and the core utilities that come with it are the most important factors in the performance and reliability of your computer. You can update your Windows operating system software by visiting the <http://windowsupdate.microsoft.com> website<sup>7</sup>.

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<sup>3</sup> The ‘minimum version’ supported is as of the date of this manual. From time to time the vendors of the products listed drop support of various products. For the minimum version you should contact the vendor of that product to determine when that vendor will end support for the product listed. After the ending of support of one of the listed programs by its vendor you will need to upgrade that product for continued support of FullCalc. FullCalc cannot be properly supported if software products, such as the Windows operating system, that it uses are not supported by their respective vendors.

<sup>4</sup> The version(s) of this product that can be used on a given computer depends on the version of the Windows operating system installed. Contact Symantec Corp. directly for information on which version of the pcAnywhere product is required for proper operation with a given version of the Windows operating system.

<sup>5</sup> This program is not supplied with all versions of the Windows operating system. Contact Microsoft Corporation directly for details on its availability with your version of Windows.

<sup>6</sup> In some cases you may need to purchase a separate backup/restore program. Backup/restore programs are available for purchase at most computer stores.

<sup>7</sup> This website is provided by Microsoft Corporation. Contact Microsoft Corporation directly if you have any questions about its content or use.

# FullCalc Operating Guide

The first updates that you will want to install are the critical updates. These updates fix security holes and vulnerabilities and may require a reboot after they have been installed.

Check back often, at least once each month, to make sure that you are current on all the critical updates, as Microsoft Corporation releases them frequently.

Windows 2000/XP/Vista users have the option of making the installation of critical updates automatic. See the documentation provided by Microsoft Corporation for instructions on how to do this.

The Windows update list also contains a list of optional Windows updates and driver updates. Keeping on top of these updates is a good habit for a healthy PC. Note that Windows XP will not automatically install these updates so you must visit the Windows update website to install them.

See the documentation provided by Microsoft Corporation, not Eagle Computers, on how to use the Microsoft update website.

Vendors of other programs, such as Adobe (for the Adobe Acrobat Reader) and Symantec (for pcAnywhere), also have web sites from which updates for their products can be downloaded. See the documentation provided by each of these vendors, not Eagle Computers, on how to do so.

## Windows Main Window

The example below shows the Windows main window with FullCalc running.

Note: The Windows main window shown in this example is for Windows XP, other versions of Windows look slightly different. See the documentation for your version of Windows, provided by Microsoft Corporation, for full details about the Windows main window and its use.

# FullCalc Operating Guide



Some of the items on the Windows main window include:

- 1) **Minimize, maximize and exit icons** – There are three small icons in this area (the upper right corner of the screen). The left icon is the minimize icon. It reduces (shrinks) a window to a button on the Windows taskbar (see item 4 below). The middle icon is the restore/maximize icon. When acting as the restore icon it reduces the size of the window to something less than full screen and allows the window to be sized as desired. When acting as the maximize icon it increases the size of the window to fill the display. The right icon is the close window icon. This icon is not available for use in FullCalc.
- 2) **Notification area** – This area displays icons that notify the user of the status of various programs that are running on the computer. Infrequently used icons in this area can be automatically hidden by Windows to save space (a '<<' appears if some icons are hidden). The system clock can also appear in this area.  
Note: In versions of Windows before Windows XP this was called the 'system tray'.
- 3) **Taskbar** – The Windows taskbar runs from one side of the screen to the other on any edge of the screen, as desired by the user. Shown here at the bottom of the screen, the taskbar assists in organizing open windows and provides quick access to programs that have icons on the taskbar. It also holds the start button (see 5 below) and a list of running programs (see 4 below). See the documentation provided by Microsoft Corporation with your version of Windows for instructions on how to move the Windows taskbar.
- 4) **Running program list** – This area represents active windows, some of which may have been reduced (minimized) so that they appear only on the taskbar.

# FullCalc Operating Guide

- 5) **Start button** – This button provides quick access to programs, recent documents, operating system settings, online help, etc.
- 6) **Desktop** – The area with the icons on it is the Windows desktop. Each icon launches or displays an application, file, folder, etc.

See the documentation for your version of Windows, provided by Microsoft Corporation, for full details about the Windows main window and its use.

## Starting FullCalc

FullCalc can be started in a number of ways<sup>8</sup>. Start FullCalc by double clicking on the FullCalc icon. This icon is normally located on the Windows desktop.



00001

A second way to start FullCalc is to click on the Windows 'start' button, then click on the 'programs' entry on the start menu and then click on the entry for FullCalc on the list of programs.

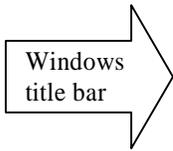
Note: See the documentation for your version of Windows, provided by Microsoft Corporation, for other ways to start FullCalc.

## FullCalc Main Menu

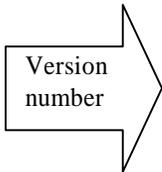
When FullCalc starts its main menu will appear.

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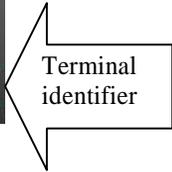
<sup>8</sup> See the documentation provided by Microsoft Corporation for your version of the Windows operating system for full details on all of the ways FullCalc, or any other program, may be started.



Windows title bar



Version number



Terminal identifier

00002

In the upper right quadrant of the main screen there are nine buttons. Click on any one of the nine buttons to activate one of the major sections of FullCalc. A check mark will appear in the button selected. The 'reports' and 'POS' buttons will not appear if POS is not installed. The 'floral' button will not appear if the floral feature has not been activated.

The FullCalc version number appears in red in the lower left corner of the screen. The version number and the name of the specific part of the program being run also appears at the top of the screen on the Windows title bar (the blue band at the top of the screen).

In the lower right corner of the screen a FullCalc terminal identifier appears<sup>9</sup>.

You may click on the eagles' beak to register FullCalc.

## Stopping FullCalc

To stop FullCalc, click on the 'quit' button on the FullCalc main menu.

Note: The normal Windows convention of clicking on the 'X' icon in the upper right of the screen will not stop FullCalc. The standard Windows 'X' icon is disabled on all screens when FullCalc is running.

<sup>9</sup> See page 868 for a description of the network status feature which is available from the main menu.

## Basic Sequence of Operations

The basic function of FullCalc is to take custom framing orders. The basic sequence of operations in using FullCalc to take a custom framing order is:

- 1) Define a number of options to control the use of the program (this is also called setup).
- 2) Define data about the vendors you do business with.
- 3) Define which items you will sell by defining a set of SKU numbers for moulding, mats, etc.
- 4) Take a framing order from the customer.
- 5) Take a deposit, if required in your shop, from the customer.
- 6) Order, as required, the materials necessary to complete framing order.
- 7) When all of the required materials are available, build the frame as ordered by the customer.
- 8) Take payment for the order from the customer if there is any outstanding balance due on the order.
- 9) Deliver the order to the customer.
- 10) Do steps 4 to 9 again for each additional framing order.

The following table points to the sections in this manual that describe in detail the steps listed above.

Custom framing operation	Manual section
Define a number of options to control the use of the program (also called set-up).	Section V – set-up
Define data about the vendors you do business with.	Section IV – inventory
Define which items you will sell by defining a set of SKU numbers for moulding, mats, etc.	Section IV - inventory
Take a framing order from the customer.	Section I – framing input
Take a deposit, if required in your shop, from the customer.	Section VI – point of sale
Order, as required, the materials necessary to complete framing order.	Section II - management
When all of the required materials are available, build the frame as ordered by the customer.	Not part of FullCalc. This is a manual operation.
Take payment for the order from the customer if there is any outstanding balance due on the order.	Section VI – point of sale
Deliver the order to the customer.	Not part of FullCalc. This is a manual operation.

Note: The first three steps in the table above are normally done only once, before taking the first framing order, and as needed thereafter. These three steps are not normally done for each framing order.

For other activities such as giving an estimate, selling an item of giftware, etc. other sequences of operations are required under some circumstances. See the remainder of this manual for full details on all of the available features of FullCalc.

# SECTION I

# FRAMING INPUT



# FullCalc Operating Guide

- 4) Measure piece to be framed exactly as it will show. Cover or white space must be pre-determined and included in the measurement.
- 5) Pick up the selected mats and frames in order, and go to the computer.

The basic steps in the input of a framing design into the computer to create a framing order are:

- 1) Enter the size of the image to be framed.
- 2) Enter the SKU number(s) of mat(s), if any, which are around the image and any fillets that are attached to the mats.
- 3) Enter the SKU number(s) frame(s) and/or fillets, if any, which are part of the order.
- 4) Define the types of glass, mounting and finishing to be used.
- 5) Specify any additional labor and/or miscellaneous items that are to be made part of the order.
- 6) Define the customer by entering the name or telephone number of the customer (if the customer has multiple telephone numbers it may be any of those on file). For a new customer additional information, such as their address, should be entered.
- 7) Describe the image being framed and its condition.
- 8) Complete the order by identifying the quantity of frames to be made, when the order is to be delivered to the customer, etc.
- 9) If point of sale (POS) is installed, print the framing order and go to POS to take any required deposit. If POS is not installed then, optionally, take a deposit from the customer and print the framing order.

The steps listed above to create a framing order are normally done in the order listed. The rest of this chapter describes in detail how to do each of the steps listed above.

The following points should be kept in mind during the entry of the framing order into the computer:

- 1) Use the 10-keypad on the right side of most keyboards to input the image width and height<sup>10</sup>. Be sure that the 'num lock'<sup>11</sup> key is on. Use the '+' and '-' keys to increment the dimensions in eighths of an inch (sixteenths on mats) for mats, frames, etc. Press the 'enter' key. See also page 26 for information in entering dimensions.
- 2) Always hit the 'enter' key to go to next logical input box. The 'tab' key, mouse, or arrow keys may also be used.
- 3) Key in mat numbers. No 'B' or 'C' prefix needed be entered for Bainbridge and Crescent mats. Insert the code letter for all other vendors before the number of other mats. For example, enter 'T' followed by a number for a Tru-View mat. See page 27 for full listing of mat prefix letters. Click on the "MATS" button to put in total mat width.
- 4) The color name and recommended size are automatically entered following entry of the mat number. Recommended mat sizes are described on page 470.
- 5) All mat sizes, by side, may be altered but exposures (reveals) of inner mats will remain constant. Use the arrow keys to select an exposure box and the '+' and '-' keys to change them. Up to eight mats may be selected. Click on the "more mats" button to enter the last four mats. See also page 123 for an example of the extra mats and frames page of the printed framing work order.
- 6) Input the frame style number for each of up to eight stacked frames or liners. Click on the "more frames" button for the last four frames. See also page 123 for an example of the extra mats and frames page of the printed framing work order.
- 7) Use the '+' and '-' keys and the 'enter' key to select glazing type, mount type, fitting choices, other miscellaneous items, and image condition. You may also use the mouse.
- 8) The total framing cost will continually show at the bottom of the input screen. Additional defaults are as shown.

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<sup>10</sup> United Inches are calculated and rounded in one of three ways. See page 456.

<sup>11</sup> FullCalc uses a number of special keys. There are a number of different types of keyboards. Common keyboards include the 83-key (PC/XT), 84-key (AT), 101-key (enhanced), 102-key (enhanced), 104-key (Windows), etc. There are also a number of non-standard and ergonomic (natural) keyboards available on the market. The existence and location of a given key is dependent on which style of keyboard you have.

# FullCalc Operating Guide

In the following sections entry of the required and optional data items for a framing job will be described in detail. The 'framing input' screen, shown above, is the starting point for entry of a framing job into the computer.

## Help

On the framing input screen a help box appears in the upper right of the screen. This help box gives one to three lines of additional assistance for the currently active input field. When the 'more mats' and 'more frames' button have been pressed, see below for details, the help box on the main framing input screen gives information about the fields on the 'more mats' or 'more frames' screen.

## Image Input

The screenshot shows the 'Framing Input' screen with the following data:

Image Width	Image Height	Total Width	Total Height	United In
17-3/8	28-7/8	23-7/8	35-3/8	60

TOP	WHITE MOIRE	2 POMPANO BEA	3 TV GREY PAPI	4 4 PLY ARCHIV	
A7200	C1000	B88	C1100		69.75
Exp 2-1/2	Exp 1/4	Exp 1/4	Exp 1/4		13.95
					20.95
					24.00
					128.65

Total Mat Width	Top Dim	Left Dim	Right Dim	
3-1/4	3-1/4	3-1/4	3-1/4	0.00

A 'Help' box is located on the right side of the screen, pointing to the 'More Mats' button.

01002

The image area at the top of the 'framing input' screen is where one normally starts with the definition of a framing job. Measure the image to be framed and then enter the values into the 'image width' and 'image height' boxes<sup>12</sup>. It is important to enter an accurate set of values for the image size as the later calculation of the size of other items on the order, such as the amount of moulding required, and the cost of the order are based on the size of the image being framed. The fields in this section of the input screen, shown above, include:

- **IMAGE WIDTH** –the width of the visible image.
- **IMAGE HEIGHT** – the height of the visible image.
- **TOTAL WIDTH** – The outside dimension of the finished piece. Includes the width of the visible image plus the mat(s), frame(s), etc. This is a calculated value and is not entered by the user.
- **TOTAL HEIGHT** - the outside dimension of the finished piece. Includes the height of the visible image plus the mat(s), frame(s), etc. This is a calculated value and is not entered by the user.
- **UNITED IN** - the United Inches<sup>13</sup> of the outside dimension of the finished piece. This is a calculated value and is not entered by the user. See also page 454 for information about the "\$ by ready made" option and page 456 for information about the "rounding #" option. See also page 26.

Both an image width and height must be specified if an order is to be printed.

<sup>12</sup> See page 36 if stretcher bars are to be used.

<sup>13</sup> 'United Inch' is defined as the width, measured in inches, plus the height, measured in inches, of an item. For example, a mat 36 inches wide by 38 inches high would have a size of 74 United Inches.

# FullCalc Operating Guide

Dimensions, be they dimensions for the image or other types of items, may be entered in a number of forms. Valid forms are:

- 1) whole numbers (1, 13, 999, etc.)
- 2) decimal numbers (.5, 1.25, 33.3, 999.99, etc.)
- 3) fractional numbers (1/2, 4 1/4, 27 31/32, etc.)

For example, fifteen and one half inches could be entered as '15.5', a decimal number, or '15 1/2', a fractional number. A dimension of fifteen inches would be entered as '15', a whole number. Dimensions may always be entered in whole numbers. For all frame types the dimensions may also be specified in 1/2's, 1/4's or 1/8's of an inch. For custom frame orders only the dimension may also be specified in 1/16's or 1/32's of an inch. For example, a dimension could be entered as '12 1/32' for a custom frame but not for a ready-made frame.

At the top of the image input area on the 'framing input' screen are the following buttons:

- **NO. ORDERS** – click on this button to see a list of the next thirty days and the number of orders to be delivered on each date. See page 148.
- **TIME CLOCK** – click on this button to clock in or clock out. See page 757. See also the next section for another way to clock in or clock out.
- **RECALL** – click on this button to recall an old order. See page 159.
- **CLEAR** – click on this button to clear the 'framing input' screen and start a new order.

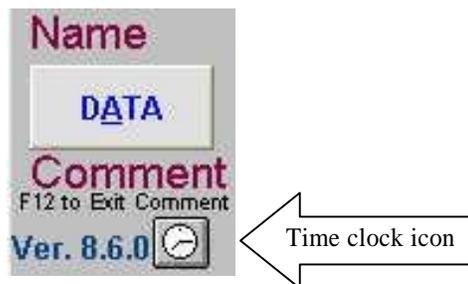
At the top center of the 'framing input' screen the 'request date' is listed. This date is the date the order being taken will normally be delivered.

To the right of the 'united in' value is a short set of instruction on how to use a feature of the program.

The word 'framing input' at the top of the screen is also a button. Click on 'framing input' to go directly to the management screen. See page 170.

## Time Clock

At the lower left of the 'framing input' screen is the time clock icon.



01142

Left click on this icon to clock in or clock out. See page 757 for details on the clock in or clock out process.

Right click on the time clock icon to generate a timecard for one employee. The screen shown below will then appear.

# FullCalc Operating Guide

**Timecard**

Employee: TLA

Code: \*\*\*\*\*

Name: Terry Anderson

Week Ending Date: 06/04/2008

Print

Cancel

01143

Enter a set of initials in the 'employee' field for the one associate for whom a timecard is to be printed. The name of the employee will appear in the 'name' field. The 'name' field cannot be edited. Enter the login code for the employee in the 'code' field. The 'code' field should be left blank if no login code is defined for the employee. Enter a date for the last day of the week for the timecard to be generated. This date must not be a date in the future. Click on the 'print' button to print the timecard.

Note: It is advisable to clock out before generating a timecard. If an employee is clocked in when the timecard is generated for a date in the specified week, one record on the time card will have a blank 'time out' value and the number of hours for that record will be computed as zero.

See page 461 for information on how to define a list of associates and their login codes.  
See page 755 for a description of the timecard generated.

Fields on the timecard screen include:

- **EMPLOYEE** – the initials of the employee.
- **CODE** – the login code for the employee. The value entered is replaced by one or more '\*' characters as it is entered. If there is no login code defined for this employee then leave the field blank.
- **NAME** – the name of the employee. This value cannot be edited.
- **WEEK ENDING DATE** – the last day for data to be included on the time card. The reporting period is one week, seven days, long.

## Mat, Fillet Input

In the mats section of the 'framing input' screen are four boxes with which to define mats on an order. Enter in each mat number starting with the first box on the left. This first input box is for the top mat. When you enter the mat number you enter just the numeric mat number (no 'B' or 'C' prefix is needed) for Bainbridge and Crescent mats (for other mat vendors see below). A UPC number or location also may be used in place of a mat number.

**Mats**

CTRL+F12 Total Mat

FILLETS

CALIPSA

Mat	Exp	Price
C1000	2-1/4	14.93
C4128	1/4	16.80
B4143	1/4	49.75
		0.00
		15.47
		66.01

Total Mat Width

Dim	Value
Bot Dim	2-3/4
Top Dim	2-3/4
Left Dim	2-3/4
Right Dim	2-3/4

0.00

# FullCalc Operating Guide

01084

You may enter any of the following mat identifiers:

- **VENDOR ITEM NUMBER** – the number from the mat vendors catalog. In most cases this vendor number value will be prefixed by one or more letters to identify the vendor (see below). This is the normal value most people will enter.
- **UPC** - the UPC code assigned to this item. This is always a numeric value that is more than 9 digits long.
- **LOCATION** – the location of the mat. This value must be prefixed by the '/' character. For example, if the mat is located in bin 10 then you might have entered the value of '10' into the 'location' field in the inventory. See page 324 for information on how to add or update a SKU number in the inventory, including its location. To locate this item by its location enter '/10'. Note: For this feature to be used properly the locations for all mats must be unique. You will not be able to select between multiple mats with identical location values.

In the case of a specification by location, the value entered will be converted to the vendor item number. The vendor item number is the value that will be shown on the finished framing order.

The screenshot shows a software interface for entering mat information. It features four columns representing mat positions 5, 6, 7, and 8. Each column has three input fields: a top field for the mat's SKU number, a middle field for the exposure (labeled 'Exp'), and a bottom field for the fillet's SKU number. Position 5 is labeled '5 WHITE/CREAM' and has 'C33' in the top field and '1/4' in the middle field. Position 6 is labeled '6 TV GREY PAPER' and has 'B88' in the top field and '1/4' in the middle field. Position 7 is highlighted with a purple background and has an empty top field and an empty middle field. Position 8 is empty. To the right of the columns, the values '10.40' and '15.60' are displayed. A 'Return' button is located at the bottom right of the screen.

01003

After four mats have been entered on the framing input screen you may hit the “more mats” button. The input screen shown above is used to enter mats 5 to 8. For each mat position there are three fields into which values may be entered. The top field is for the mats SKU number. The middle field is for the mats exposure. The bottom field is for the SKU number of a fillet that is to be attached to mat. See page 30 for additional information on how to attach fillets to mats.

For vendors other than Bainbridge and Crescent you will need to enter a prefix to identify the vendor before you enter the mat number. Valid vendor prefixes are:

- **T** - Tru-View
- **R** - Rising
- **VS** and **F** - Vicki Schober
- **RF** - Raphael's
- **H** - Hurlock
- **S** - Specialty

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- **Q** - Queen City
- **FE** - Falcon
- **CB** - Superior
- **E** – Savage
- **P** - Pacific Framing
- **AM** - AMCI
- **A** - Andrews and Artique
- **AR** - Archive
- **MA** - Mat City
- **D** – Don Mar
- **N** – Nelson’s
- **C** – Crescent
- **B** - Bainbridge

The mat color name and recommended size are automatically shown after the mat number has been entered. Recommended mat sizes are described on page 470.

All mat sizes, by side, may be altered but exposures (reveals) of inner mats will remain constant.

Always hit the ‘enter’ key to go to next logical input box. The tab, mouse, or arrow keys may also be used. Use the arrow keys to select a box, then use the ‘+’ and ‘-’ keys to change the value in the box.

A warning message will appear if the mat widths are less than 1”.

Click on the word “MATS” to bring up the “total mat width” option. This option allows using the total width and still having reveals backcalculated.

Bainbridge oversized mats have numbers with an ‘L’ at the end. Crescent oversized mats have a mat number that starts with ‘C8’. You will be prompted to change your mat selection to an oversize mat when necessary.

The screenshot shows the 'Mats' selection screen. At the top, there are four mat categories: 'TOP WHITE/CREAM 2 SABLE', '3 TV GREY PAPI', and '4 DUSK'. Below these are four mat boxes: 'C33', 'C997', 'B88', and 'C979'. Each box has an 'Exp' field with values '2-1/4', '1/4', '1/4', and '1/4' respectively. To the right of these boxes are price values: 11.80, 11.80, 17.70, and 11.80. A 'More Mats' button is located to the right of the price values. Below the mat boxes is a 'Total Mat Width' section with 'Bot Dim' set to 3, and 'Top Dim', 'Left Dim', and 'Right Dim' all set to 3. The total price for the selected mats is 53.10, and the total mat width price is 0.00.

01004

Above each mat box is the mat relative location, “top”, “2”, “3”, etc. For mats 1 to 4 only, the name or other description, follows the location.

## Total Mat Width

Below each mat box is the exposure of the mat. Optionally, the mat exposure may be specified by entering the total mat width of all of the mats on the order. Enter the mat numbers in the normal manner. See page 27. Adjust the exposure for the second and later mats (but not the exposure of the top mat), as desired, before you specify the total mat width.

Type ctrl-F12 when any of the mat boxes are highlighted. The screen shown below will then appear. Enter the total mat width desired. The width of the top mat will be adjusted, as required, so that the total mat

# FullCalc Operating Guide

width (the exposure of the top mat plus the exposure of all other mats) equals the total mat width value entered. Only the value of the top mat will be altered, not the width of any of the other mats on the order.



01068

The total mat width value entered:

- must be a positive number. A value of zero or a negative number is not allowed.
- must be equal to or larger than the total exposure of the mats other than the top mat (the total exposure of mats two to eight).
- must be large enough so that the calculated width of the top mat is 1/4" or more. However, it is recommended that the width of the top mat never be less than 1 inch.
- should not be specified if there is only one mat on the order.

## Fillets Attached to Mats

Below the mat exposure box another box may be used to specify a fillet that is to be attached to a mat. Fillets may be attached to mats by doing the following:

- 1) Add one or more mats to the order.
- 2) Click on the "fillets" button at the left side of the screen if a fillet is to be added to mat 1 to 4. Click the 'more mats' button if the fillet is to be added to mat 5 to 8<sup>14</sup>. A fillet box under each mat exposure box will open.  
or  
Type a F12 (function key 12) the mat box to which you wish to attach a fillet. A fillet box will open below the mat exposure box.
- 3) Input a fillet style number, a SKU number, under the mat to which it will be attached. Press the 'enter' key. The fillet length is calculated 1" larger than opening to allow for proper fitting. The fillet is priced as a frame.

Note: Total mat size will remain constant. The outer mat will be made smaller to accommodate the fillet sight size.

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<sup>14</sup> For mats 5 to 8 the 'fillet' button need not be pressed. On the 'more mats' screen a box always appears to allow for the SKU number of a fillet to be entered.

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Normally the fillet input boxes are used to enter fillet numbers. However, when any fillet box, including the fillet input boxes on the 'more frame' screen, is highlighted you may also use the following keys on the keyboard:

- **F12** – press function key 12 (F12) to add a fillet to the inventory. See page 345. The use of this feature is not the recommended way to add a new fillet to the inventory. If at all possible, add the fillet to the inventory before starting a framing order. This feature will only add the basic information for a fillet. You will then need to go back and finish the entry of full data for the fillet (add additional data values).
- **F11** – press function key 11 (F11) to clear the fillet box.
- **+ -** press the 'plus' key to show a screen to select a fillet from. See below for details.

Mats	TOP HYDRANGEA 52 WHITE VINYL	3 BRONZE GREE	4 8 PLY DAWN €	52.00	
CTRL+F12: Total Mat	B4209	VM1900	HZ33106	C621574	17.60
FILLETS	Exp 1-3/4	Exp 1/4	Exp 1/4	Exp 1/4	17.60
Edipase		101WO			52.00
Total Mat Width					26.44
Bot Dim 3	Top Dim 3	Left Dim 3	Right Dim 3		112.76
					42.20
					8.02
					34.18

Price of the fillet on mat 2.

01085

Note: If you have attached a fillet to a mat and if the type of frame is a sectional or a ready made and if the SKU number of the fillet attached to a mat is subsequently changed, the price of the fillet may be improperly calculated. Change the SKU number of the fillets before adding the sectional or ready made or alternately remove the sectional or ready made, change the fillet SKU number and then add the sectional or ready made back.

## Mat Selection

If an invalid mat number has been entered then a message appears noting the invalid mat. Click on the 'OK' button and then press the '+' key to go to the screen shown below. To select a mat, highlight it in the grid and press the enter key or click on the desired mat with the mouse. Many more mats are defined than can appear on the screen. You may need to scan up and down the list to find the desired mat as the screen will show a mat close to the mat number entered (there is no exact match in this case).

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Item #	Vend	Description
B4194 L	M26	VIOLET SUEDE 40X60
B4195	M26	DUSK SUEDE
B4195L	M26	DUSK SUEDE 40X60
B4196	M26	MIST SUEDE
B4196L	M26	MIST SUEDE 40X60
B4197	M26	SHADOW SUEDE
B4197L	M26	SHADOW SUEDE 40X60
B4198	M26	BREEZE SUEDE
B4198L	M26	BREEZE SUEDE 40X60
B4199	M26	VERDE SUEDE
B4199L	M26	VERDE SUEDE 40X60
B4200	M26	SOLE SUEDE

01078

If the 'item #' field in the screen show above is highlighted:

- Press the '+' key to move down the list of mouldings.
- Press the '-' key to move up the list of mouldings.

Some of the columns on this screen are:

- **ITEM#** - mat style number.
- **VEND** - vendor number.
- **DESCRIPTION** – a short description of the mat.

## Frame Input

Frames	Inner	2	3	4		More Frames
CUSTOM	1-600	199825	4-800	499825	276.80	
	004 / 27.98 / 9.9	001 / 33.96 / 9.5	004 / 52.02 / 9.9	001 / 55.38 / 11.2	287.53	
					515.00	
					620.26	1699.59

01005

In the frames section of the 'framing input' screen are four boxes with which to define frames or fillets on an order. Enter in each frame or fillet number starting with the first box on the left. This first input box is for the inner frame. Later frames are farther from the image. When you enter the frame or fillet number you enter the number from the frame vendors catalog (in some cases just a number and in other cases a prefix followed by the number). You may enter any of the following frame identifiers:

- **VENDOR ITEM NUMBER** – the number from the frame vendor's catalog. This is the normal value most people will enter.
- **SKU NUMBER** – the store defined SKU number. In most cases, but not in all cases, this will be the same as the vendor assigned item number.

# FullCalc Operating Guide

- **UPC** - the UPC code assigned to this item. This is always a numeric value that is always more than 9 digits long.
- **WALL LOCATION** – the location of the moulding on the wall. This value must be prefixed by the ‘/’ character. For example, if the moulding is located in position 10 of column 3 on the wall then you might have entered the value of ‘3-10’ into the ‘wall’ field in the inventory. See page 324 for information on how to add or update a SKU number in the inventory, including its wall location. To locate this item by its location enter ‘/3-10’.  
Note: For this feature to be used properly the wall locations for all mouldings must be unique. You will not be able to select between multiple mouldings with identical location values.

In the case of a specification by SKU number or wall location, the value entered will be converted to the vendor item number. The vendor item number is the value that will be shown on the finished framing order.

5	6	7	8	
899825	NC104	015-009-000	77765	1872.40
001 / 137.3 / 13.6	NIE / 3.90 / 13.5	031 / 3.24 / 13.0	001 / 195.0 / 14.5	52.52
				42.12
				2821.00

[Return](#)

01006

After four frames or fillets have been entered you may hit the “more frames” button. The input screen shown above is used to enter frames or fillets 5 to 8.

There are three fields below each frame style number separated by slashes (the ‘/’ character). They are:

- **VENDOR ID** - a three-character code specified on the vendor data screen. See page 280. If the ‘vendor id’ field is blank it is because it is not specified in the ‘vendor id’ field in the vendor database (but the vendor number is defined). See page 280. If the ‘vendor id’ field is ‘N/A’ the vendor number for this moulding is not defined in the vendor database. See page 280. The vendor id is thus not available and ‘N/A’ appears. As a general rule, the vendor ID should not be the same as the vendor number.
- **RETAIL COST** - the retail cost per foot is calculated using the specified markup method and table. See page 287 and following for details about markup methods. If the letter code method is used to calculate the retail cost of the moulding then the price code letter will be shown in this field, not the price per foot. For example, a value of ‘K’ means that the letter code method is being used while a value of ‘42.52’ means that the retail price is based on a markup based on the cost per foot.
- **FOOTAGE** - the footage is calculated from the size of the image, any mats and their exposures, the width of the moulding and any fillets on the order. The frame footage value may also be adjusted by one or more of the following factors:
  - The rounding option selected by the user. This will increase the United Inch value that in turn will increase the footage.
  - The inclusion or non-inclusion of the WASTE=OFF option. This option is described on page 431. If you include WASTE=OFF the footage will be decreased.
  - The inclusion of the WASTE=VENDOR option. This option is described on page 285 and 431. If you include WASTE=VENDOR the footage may increase or decrease depending on the moulding vendor used, the size of the frame, and the vendor specific values for waste specified.

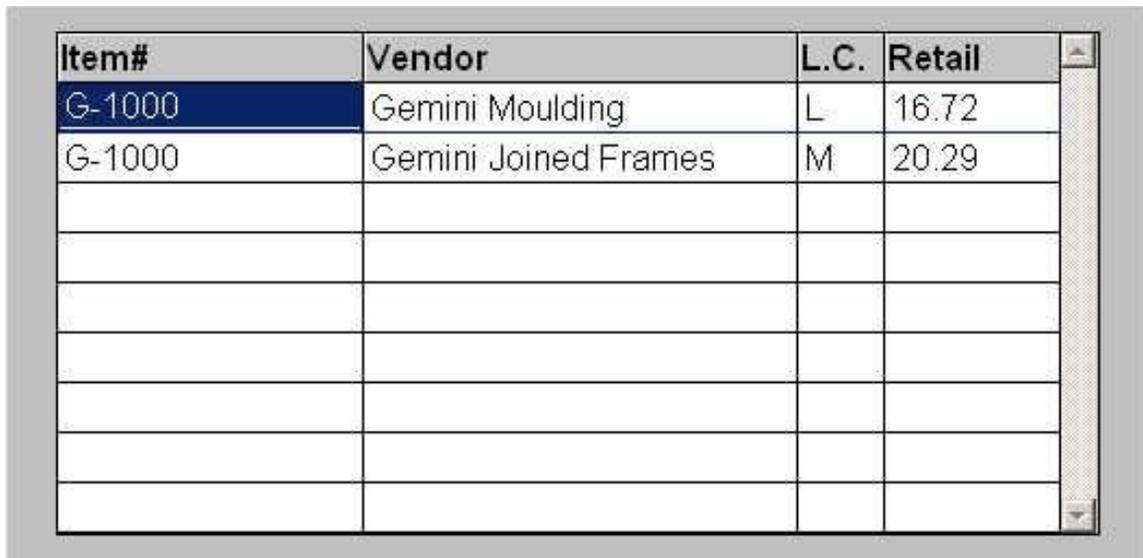
# FullCalc Operating Guide

- A blade cut adjustment will always be calculated. This calculation can add from nothing to up to one foot (1') to the footage. It is based on the fractional portion of the footage as adjusted by the first two factors listed above.

The relative importance of the three footage adjustments listed can become, in some cases, relatively large if the frame footage is small.

Normally the frame input boxes are used to enter moulding numbers. However, when any frame box, including the frame input boxes on the 'more frame' screen, is highlighted you may also use the following keys on the mouse and the keyboard:

- **RIGHT CLICK** – the width of the moulding will be displayed when a frame box is clicked with the right mouse button and it contains a moulding number. The width will be listed in 32nds of an inch and as a fractional value. For example a moulding might be listed as 16 32nds of an inch and ½ inch.
- **F12** – press function key 12 (F12) to add a frame to the inventory. See page 345. The use of this feature is not the recommended way to add a new moulding to the inventory. If at all possible, add the moulding to the inventory before starting a framing order. This feature will only add the basic information for a moulding. You will then need to go back and finish the entry of full data for the moulding (add additional data values for the moulding).
- **F11** – press function key 11 (F11) to clear the frame box.
- **+ -** press the 'plus' key to show a screen to select a frame from. See below for details.



Item#	Vendor	L.C.	Retail
G-1000	Gemini Moulding	L	16.72
G-1000	Gemini Joined Frames	M	20.29

01007

The screen shown above appears when two mouldings in the inventory have the same style number. Highlight the desired moulding and press the enter key to select it. In some cases the number of duplicate moulding numbers may require you to look down past the bottom of the screen shown to find the proper moulding.

Some of the columns on this screen are:

- **VENDOR** – the name of the vendor from the vendor database. See page 280.
- **ITEM#** - moulding style number.
- **L.C.** - letter code.
- **RETAIL** – the retail price per foot of the moulding.

# FullCalc Operating Guide

Remember that in some cases mouldings with the same style number from different vendors are identical. In other cases mouldings with the same style number from different vendors are totally different as to material, finish, color, price, etc. Depending on the markup method you use for mouldings, the retail price per foot of the same moulding can be the same or different depending on the vendor.

If an invalid moulding number has been entered then a message appears noting the invalid moulding. Click on the 'OK' button and then press the '+' key to go to the screen shown below. To select a moulding, highlight the desired moulding in the grid and press the enter key or click on the moulding desired with the mouse. Many more mouldings are defined than can appear on the screen. You may need to scan up and down the list to find the desired moulding as the screen will show a moulding close to the moulding number entered (there is no exact match in this case).

Item #	Vend	Retail	Description
1007	001	4.03	ARQADIA SILVER W/GOLD LIP 2"
1012	001	1.64	ARQADIA GOLD FILLET 9/16"
101221	001	13.44	W0 INTAGLIO GOLD FILLET 3/8"
101223	001	13.44	W0 INTAGLIO BLACK FILLET 3/8"
101610	001	32.34	W0 LUXOR GOLD FILLET 1/4"
101611	001	32.34	W0 LUXOR SILVER FILLET 1/4"
101WO	001	14.90	W0 101WO 1/2
102212	001	32.64	W0 SENELAR W/GILD FILLET 1/8"
102530	001	9.24	W0 TUSCANY IT DRK WAL FIL 3/8"
102531	001	15.40	W0 TUSCANY IT CREME FIL 3/8"
1029	001	4.34	ARQADIA WALNUT 2 1/4"
102CG	001	25.14	W0 CLASSIC GOLD 1/2

01008

If the 'item#' field in the screen show above is highlighted:

- Press the '+' key to move down the list of mouldings.
- Press the '-' key to move up the list of mouldings.

Some of the columns on this screen are:

- **ITEM#** - moulding style number.
- **VEND** - vendor number.
- **RETAIL** – the retail price per foot.
- **DESCRIPTION** – a short description of the moulding.

## Selling Moulding Using Join Pricing

The retail price of most moulding is based on it being purchased by the frame shop based either on chop or length pricing. In some cases, however, the moulding is purchased by the frame shop using join pricing. The retail price of a frame purchased using join pricing can be set using the following method:

- 1) Set the price of the moulding in the inventory using chop pricing. See page 289 for more on selection of a markup method and how to specify the required markup table.

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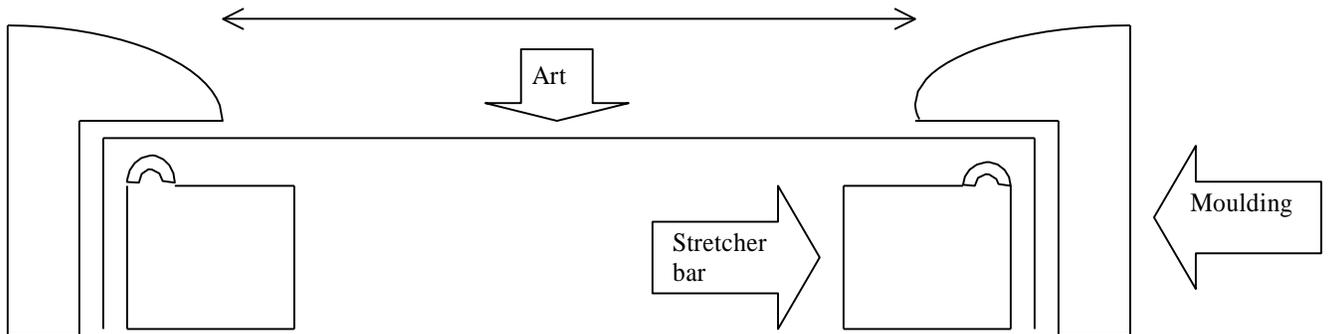
- 2) Specify an additional cost for the join operation by adding, or increasing, the finishing charge. This may require the selection specific type of finishing for joined frames. See page 68 for more on the specification of the finishing charge on the 'framing input' screen. See page 472 for more on how to specify or alter a retail price chart.

Using this method, the retail price of the joined frame will be the total of the moulding price and the finish charge.

## Stretcher Bars

A stretcher bar is a wooden frame used by artists to mount their paintings. The stretcher bar is located under the work of art not outside the work of art as a moulding is.

The diagram below shows, in cross-section, a typical frame order with a work of art, stretcher bars, and a single moulding. In the diagram a double ended arrow appears at the top center to represent the opening size (it could be the height or the width of the image opening) between the the first (inner) mouldings.



To specify in FullCalc the use of stretcher bars and to define their size and cost two methods may be used: the mount method and the frame method. These two methods are described in the next two sub-sections.

### Mount Method

If the mount method is to be used:

- Specify a mount type for the use of stretcher bars. See page 467 for details on how to define a new mount type.
- Specify a price chart for the new mount type. This price chart should define the retail price to include the material costs for the stretcher bars and the labor cost of installing both the bars and the work of art on the stretcher bars. See page 472 for information on defining price charts.
- On the framing input screen define the image dimensions in the normal manner. In addition specify the mount type as defined above. Do not specify the stretcher bars as a frame (as a separate item) on the order.

### Frame Method

- Specify stretcher bars as a type of moulding in the inventory. In most cases this will be done for you automatically when doing an Internet update of mat and moulding prices. For each moulding the vendor will specify the width of the moulding (in this case the width of the stretcher bar). See

# FullCalc Operating Guide

page 324 for details on how to manually define a new item in the inventory. See page 308 for information on how to do an Internet update of mat and moulding prices.

- On the framing input screen define the image dimensions in the first frame box. The dimensions entered for the height and width should be the actual height and width of the image less twice the width of the stretcher bar being used (as specified in the inventory database). For example, if the height of the actual work of art, after it is stretched is 11 inches and the width of the stretcher bar being used, as specified in the inventory database, is 1.5 inches, enter the height as 8 inches (11 inches less 1.5 inches for the top bar and less 1.5 inches for the bottom bar). Note that this calculation assumes that the width of the stretcher bars, as entered in the inventory, is not zero.
- On the framing input screen define the stretcher bar, by way of its SKU number, in the 'inner' frame box.
- On the framing input screen define the mouldings in the normal manner except for their position. The first actual moulding, or fillet, should be entered in the second frame box, not in the 'inner' frame box.

## Mat Design Buttons

There are a number of computer controlled mat cutters that can be used with FullCalc. To use any of these mat cutters click on the mat design button on the left side of the "framing input" screen. The button will be marked "Wizard", "Gunnar", "Fletcher", etc. based on the type of mat cutter in use in a given store. See the sections below for specific instructions on the interface to the type of mat cutter you are using.

Note: Only one type of mat cutter at a time may be used from within FullCalc. If more than one type of mat cutter is defined an error message will be generated and framing orders cannot be taken. The type of mat cutter is determined by the name of the graphic file installed in the C:\WINCALC\GRAPHICS directory and displayed on the mat design button. The mat cutter type and the file name of the graphic file are as per the following table.

Mat cutter type	Graphic file name
Wizard	WIZLOGO1.BMP
Kaibab	KAIBAB.BMP
Gunnar	GUNNAR.BMP
Fletcher	FLETCHER.BMP
Eclipse	ELCIPSE.BMP

To use the mat design feature, first enter the dimensions of the image. Then specify one or more mats. Finally, click on the mat design button. See the sections below for additional information based on the type of mat cutter you are using. In the example below, four mats have been specified and a Wizard mat cutter is being used.

The screenshot shows the 'Framing Input' screen with the following data:

Image Width	Image Height	Total Width	Total Height	United In
12-1/8	16-5/8	20-5/8	25-1/8	47

Key color number 3rd Mat c982  
After enter hit F12 for fillet #

TOP POMPAÑO BEZ 2	DARK BERRY :	3 TV GREY PAPE	4 4 PLY BRIGHT	
C1000	B4207	B88	C1120	15.66
Exp 3-1/2	Exp 1/4	Exp 1/4	Exp 1/4	52.20
				15.66
				25.80

Total Mat Width: 109.32

Bot Dim	Top Dim	Left Dim	Right Dim
4-1/4	4-1/4	4-1/4	4-1/4

0.00

This graphic depends on the mat cutter type.

# FullCalc Operating Guide

01072

Note: All of the mat cutter options described below assume that the framing order has had at least one mat specified as part of the framing order.

## Mat Design/Wizard

The Wizard mat cutter is the default mat cutter for FullCalc. The Wizard logo will appear on the left of the framing input screen below the 'fillets' button. See the example above.

If you have been using some other type of mat cutter and wish to change back to the Wizard mat cutter, contact Eagle Computers at 866-426-3696, to receive a file containing the Wizard logo. This logo file should be placed in the C:\WINCALC\GRAPHICS directory.

There are two modes for use of the Wizard mat cutter based on the definition of the WIZMODE= parameter in the WINCALC.INI file as described in the following table. See page 432 for more information on the SET WIZMODE= parameter. Only one of the two interfaces may be used at any given time.

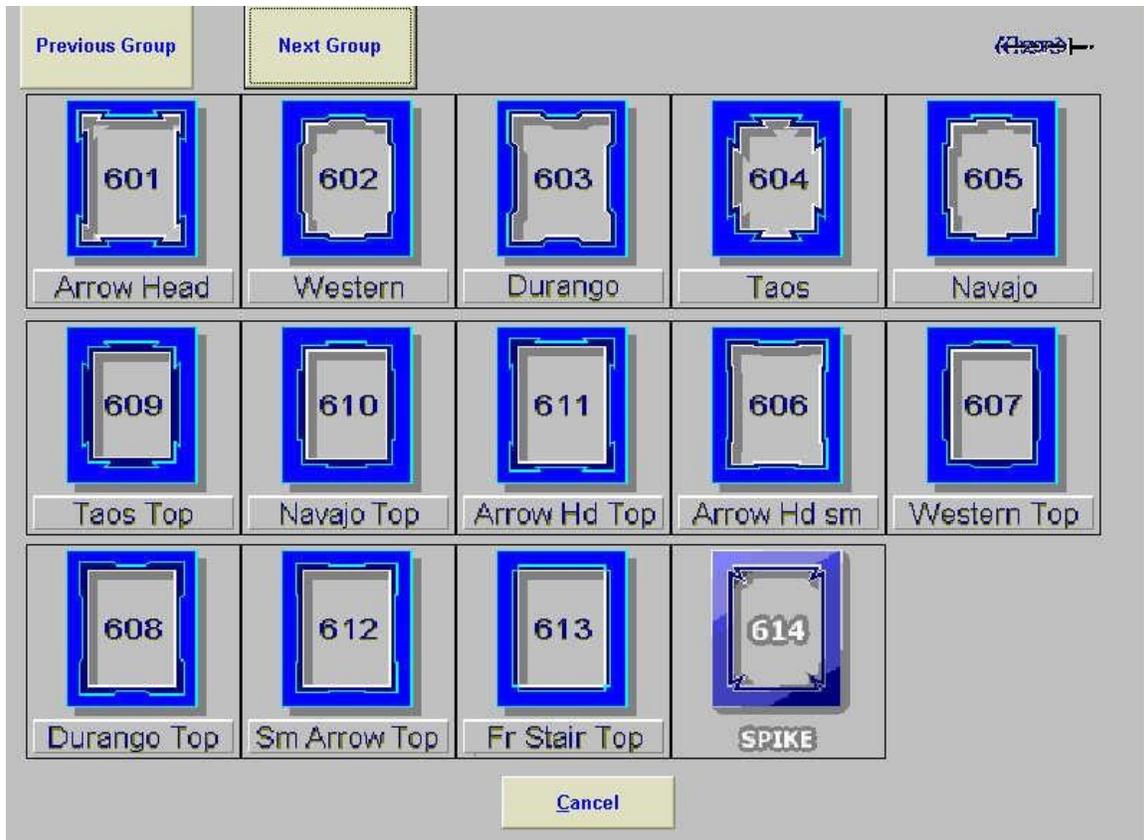
SET WIZMODE= parameter	Mode to be used is...
SET WIZMODE=WIZ	The FullCalc interface to the Wizard mat cutter is to be used.
SET WIZMODE=WZX	The Wizard MatDesigner program is to be used.

Based on the value of the SET WIZMODE= parameter, see the appropriate section below.

### FullCalc Interface

Start to use the FullCalc interface to the Wizard mat cutter by defining the image width and height on the 'framing input' screen. Once the desired mat(s) have been specified, click on the 'wizard' button to start to the design of the Wizard mat cut.

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01009

The first step in the design process is to select the mat cut desired. This is done from the design selection screen, an example of which is shown above. The 'next group' and 'previous group' buttons can be used to display other pages of mat cuts. Select the desired mat cut from one of the design selection screens by clicking on it.

The additional dimension screen, see the example below, will then appear.

## FullCalc Operating Guide

**Grecian Notch**

**RADIUS** 2.0000

**OFFSET WIDTH** 0.5000

**STEP WIDTH** 0.3300

**NOTCH WIDTH** 0.7500

407

Grecian Notch

STEP WIDTH

RADIUS

NOTCH WIDTH

OFFSET

Return Cancel View Cut Types

01010

Input any additional required dimensions for the selected mat cut, beyond the FullCalc supplied data, on this detailed input screen. See the example above. The name of the cut appears at the top of the screen. The number and type of additional data items to be entered varies based on the mat cut selected (from zero to six data values may be required). The data item(s) to be entered appear below the mat cut name field. The diagram at the lower right of the detail input screen should be used as a guide to entering the dimensional values.

Click on the 'return' button on the detail input screen after the last piece of information has been entered.

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POS
**Framing Input**
NO. ORDERS
Request Date  
Fri 07/20/2007
TIME CLOCK
RECALL
CLEAR  
ALT+C

---

**Size**

MENU

**Mats**

CTRL+F12 Total Mat

FILLETS

Frames

CUSTOM

Other

OTHER

DISCNT

Art

ART INDEX

VISUALIZE

Name

DATA

Comment

F12 to Exit Comment

Ver. 8.6.0

Image Width	Image Height	Total Width	Total Height	United In	Key color number 4th mat b88 After enter hit F12 for fillet #
16-7/8	23-3/8	21-7/8	28-3/8	50.2	

TOP WHITE/CREAK	2 PAPERMAT T.1	3 POMPANO BEA	4	16.90	
C33	B88	C1000		19.10	
Exp 2	Exp 1/4	Exp 1/4	Exp	19.10	
				0.00	<b>55.10</b>

Total Mat Width					
Bot Dim	Top Dim	Left Dim	Right Dim		
2-1/2	2-1/2	2-1/2	2-1/2		<b>0.00</b>

Inner	2	3	4		
					<b>0.00</b>

Glass	Mount	Finish	Labor	16.25	
Regular	Dry	Basic fitting	None	16.20	
LN Dept	Description	Qty	Price	0.00	
1 350	MAT CUT#205 Four square	1	19.60	0.00	
				Other Total	<b>52.05</b>
				19.60	

Image Description	Image Condition		
	OK	0.00	<b>0.00</b>

Look Up

COMPLETE

Subtotal **107.16**

Tax **6.43**

**TOTAL 113.58**

The mat cuts price.

01094

Wizard mat cuts will be priced if there is a 'MAT CUT#' entry in the list of miscellaneous items. The entry in the list of miscellaneous items description may be followed by additional descriptive information about the cut. The price specified for the cut is per United Inch, not per order or per opening. See page 487 for more on adding miscellaneous items and page 207 for how to generate a sales analysis report by mat cut.

Other Rollfile		Pricing Input					
Dept	Description	Price	Per	Fixed	Tax	Disc	
350	MAT CUT#202 French stair 4 not	0.3000	UI	0.00	T	T	
350	MAT CUT#203 French stair outsi	0.3000	UI	0.00	T	T	
350	MAT CUT#204 French stair insid	0.3200	UI	0.00	T	T	
350	MAT CUT#205 Four square	0.3900	UI	0.00	T	T	
350	MAT CUT#209 Two square	0.3500	UI	0.00	T	T	
350	MAT CUT#210 Castle	0.3000	UI	0.00	T	T	
350	MAT CUT#211 Dynasty	0.3000	UI	0.00	T	T	
350	MAT CUT#206 Octangle	0.3000	UI	0.00	T	T	
350	MAT CUT#207 Octogan inside	0.3000	UI	0.00	T	T	
350	MAT CUT#208 Deco Rectangle	0.3000	UI	0.00	T	T	
350	MAT CUT#212 Circuit	0.5700	UI	0.00	T	T	
350	Corner	1.0000	MT	0.00	T	F	
100	Colored Bevel	0.2500	UI	0.00	T	F	
110	slant cross V-groove	0.1100	UI	0.00	T	F	
110	multiple openings	1.0000	EA	0.00	T	F	
100	French line	0.5000	UI	0.00	T	F	
120	Floating mat	2.5000	EA	0.00	T	F	
100	Gel-mount	1.2000	EA	0.00	T	F	
100	es062 1/16 clear	0.1000	UI	0.00	T	F	
100	RUSH CHRAGE	1.5000	LB	0.00	T	F	
100	Spacers 1/4" - plastic	1.0000	FT	0.00	T	F	

01132

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# FullCalc Operating Guide

The example above shows the miscellaneous items portion of the 'other and condition' tab in setup. The 'price' column shows the price per United Inch for each of the several mat cuts listed.

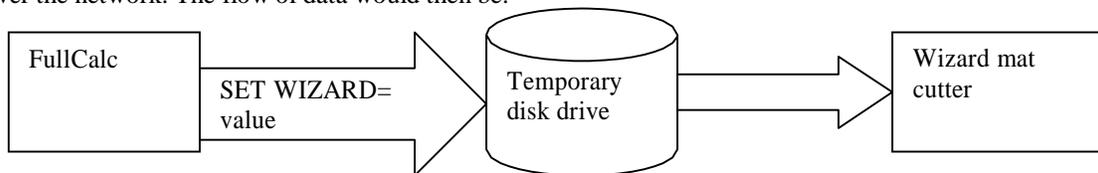
For example, if the number of United Inches for the order is 50 and the price per UI is .39 then the retail price of the mat cut will be calculated as \$19.50. In the 'other' items grid on the 'framing input' screen the description will be that from the definition of the miscellaneous items and the price will be calculated.

See page 487 for more on adding miscellaneous items.

Note: If the SET WIZALL=YES value is added to the WINCALC.INI file it is assumed that all orders will cause a Wizard output file to be generated. If the mat design button is not clicked, and thus a specific mat cut selected as described above, it is assumed that the mat cut is to be a rectangle.

Next, insert a diskette into the computers A: drive. After the end of normal order processing (after pressing the 'complete' button as described on page 117 and following), you will be asked to insert a diskette into the A: drive. Insert a diskette, if you have not done so already, and then click on the "OK" button. The program will then copy all necessary dimension data to the diskette.

If the framing computer and the Wizard mat cutter are networked and if the SET WIZARD= parameters has been added to the WINCALC.INI file, as described on page 432, then the floppy disk will not be required. Mat cutting data will reside on the specified hard drive and the Wizard mat cutter will access it over the network. The flow of data would then be:



When cutting mats, remove the diskette from the framing computer and insert it in the Wizard mat cutting machine. If you are using a network, hit the 'LOAD' button on the mat cutter, and data showing the order number will be displayed on the mat cutters screen.

Click on order number to be cut. Contact Wizard International directly for more information on how to cut mats using the Wizard mat cutter.

You may also print out a mat design cut report. See page 198 for details.

## Wizard MatDesigner Interface

The MatDesigner<sup>15</sup> interface from FullCalc assumes the following:

- The Wizard MatDesigner program has been installed on the computer FullCalc is running on. This program is normally loaded into the C:\PROGRAM FILES\WIZARD directory and a number of sub-directories. One of these sub directories is assumed to be C:\PROGRAMFILES\WIZARD\MATS.
- The SET WIZARD= parameter has been defined in the WINCALC.INI file and is pointing to the directory where the MatDesigner program is located.
- The SET WIZMODE= parameter has been defined in the WINCALC.INI file and has a value of 'WZX'.

<sup>15</sup> MatDesigner is a product of Wizard International, Inc. Contact Wizard International directly to acquire a copy of this program and its associated documentation.

# FullCalc Operating Guide

For example, a WINCALC.INI file used to cut mats using the Wizard MatDesigner program and a Wizard mat cutter might be:

```
SET USER=1
SET DATA_ALL=C:\WINCALC\DATA
SET WIZARD=C:\PROGRA~1\WIZARD
SET WIZMODE=WZX
```

Start to take a framing order in the normal manner. Be sure to specify an image height and an image width plus one or more mats. You may also specify any other desired elements of the framing order such as frames, glass, mounting, etc. The example below shows a portion of a framing order.

The screenshot shows the 'Framing Input' window. On the left, there is a vertical menu with buttons for 'POS', 'MENU', 'Mats', 'FILLETS', and a 'WIZARD' button. The main area contains the following data:

Image Width	Image Height	Total Width	Total Height	United In
12-1/8	18-7/8	17-5/8	24-3/8	42.0

Below this, there is a table for 'Mats':

TOP	WHITE/CREAK	2	TV GREY PAPE	3	MIST GRAY	4		
C33			B88		C1002			10.45
Exp: 2-1/4			Exp: 1/4		Exp: 1/4			14.93
								14.93
								0.00

At the bottom, there are fields for 'Total Mat Width' and 'Bot Dim' (2-3/4), and 'Top Dim' (2-3/4), 'Left Dim' (2-3/4), and 'Right Dim' (2-3/4). The total mat width is 40.31 and the bottom dimension is 0.00.

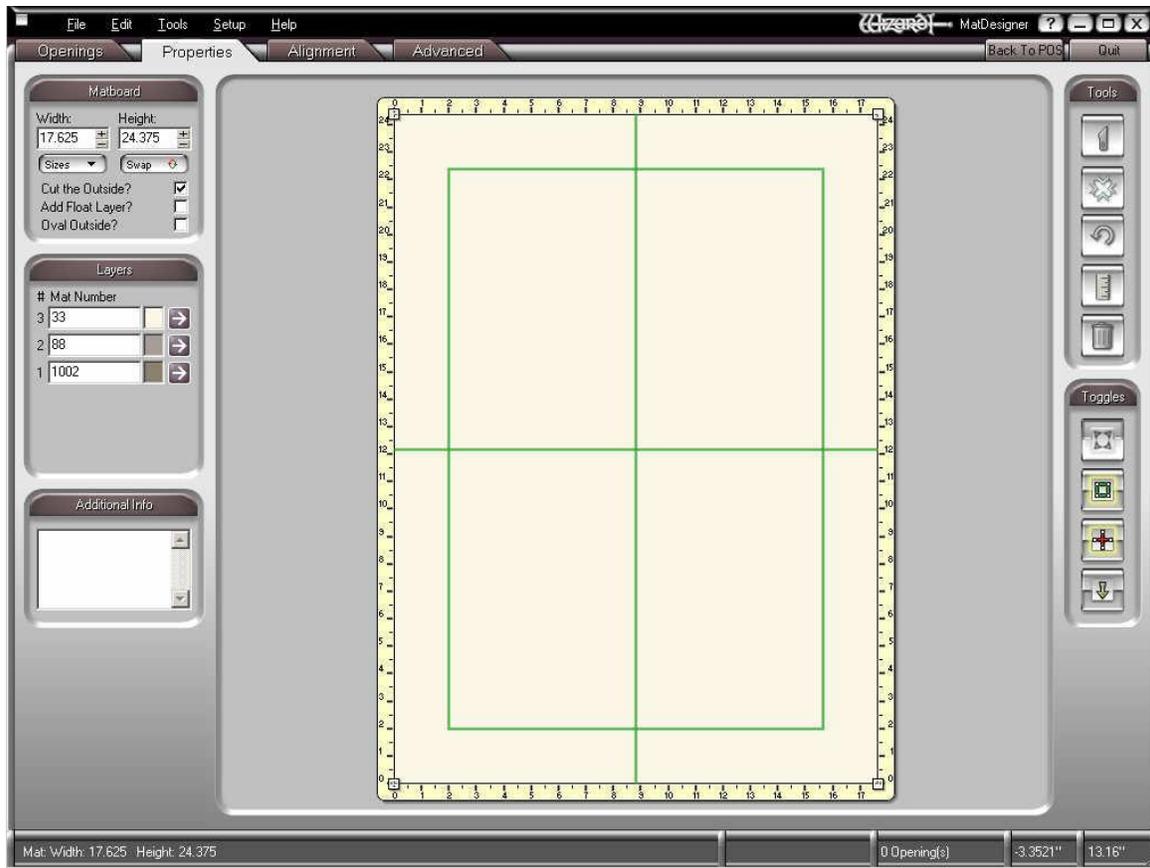
The mat cutter is by Wizard.

01091

The area specified in FullCalc by the image width and height, which is always a rectangle, must enclose the area of all of the openings that you may wish to create in the MatDesigner program.

Click on the 'wizard' button on the left side of the framing input screen. The Wizard MatDesigner program will then start to execute. The information about the mats and the image size will be transferred from FullCalc to the MatDesigner program.

# FullCalc Operating Guide



01092

Follow the instructions provided by Wizard International to design your mats. See the documentation provided by Wizard International.

When you have finished the mat design, click on the 'quit' button at the upper right of the MatDesigner screen to return to FullCalc.

The FullCalc order can then be completed in the normal manner.

You may cut the mats at either of two points in time:

- You may cut the mats while you are in the MatDesigner program and before you return to FullCalc. This means that the mat is cut before the framing order is completed in FullCalc. See the documentation provided by Wizard International for instructions on how to do this from within the MatDesigner program.
- You can design the mat, as described above, and then return to FullCalc. The framing order is then completed in the normal manner. The mat design information will then be saved, as the framing work order is printed, into the C:\PROGRAM FILES\WIZARD\MATS directory. The file with the Wizard mat cutting information will be named: <FullCalc order no.>.WZX. For example, FullCalc order number '1234' will create a file named '1234.WZX'. Later you may start the MatDesigner program, recall the cutting instructions, and then cut the mats.  
Note: The Wizard mat cutting information will not be saved if a quote (estimate) is generated in FullCalc and the order is placed into 'H' (held) status.

Note: See the documentation provided by Wizard International for instructions on how to cut the mats on your model of Wizard mat cutter.

# FullCalc Operating Guide

Note: The Wizard mat design cut report, described on page 198, is not available if you use the MatDesigner program to design the mat cuts.

## Mat Design/Fletcher

The mat cutter is by Fletcher.

01097

The mat cutters by the Fletcher –Terry Company can be accessed from FullCalc using either of two interfaces. The Fletcher logo will appear on the left of the framing input screen below the ‘fillets’ button. See the example above.

If you have been using some other type of mat cutter and wish to change to a Fletcher mat cutter, contact Eagle Computers at 866-426-3696, to receive a file containing the Fletcher logo. This logo file should be placed in the C:\WINCALC\GRAPHICS directory.

There are two modes for use of the Fletcher mat cutter based on the definition of the FTMODE= parameter in the WINCALC.INI file as described in the following table. See page 430 for more information on the SET FTMODE= parameter. Only one of the two interfaces may be used at any given time.

SET FTMODE= parameter	Mode to be used is...
SET FTMODE=F6100	The Fletcher F-6100 interface to the Fletcher mat cutter is to be used.
SET FTMODE=FMD	The Fletcher Future Mat Designer program is to be used.

Based on the value of the SET FTMODE= parameter, see the appropriate section below.

### Future Mat Designer Interface

To activate the Fletcher Future Mat Designer interface, contact Eagle Computers at 866-426-3696, to receive a file containing the Fletcher logo. This file should be placed in the C:\WINCALC\GRAPHICS directory.

Verify that your computer has the necessary hardware resources to adequately operate the Fletcher Future Mat Designer software. Contact Fletcher-Terry if you have questions about the hardware requirements. Install the Fletcher Future Mat Designer software into the C:\Program Files\FutureMatDesigner directory. Follow the instructions provided by Fletcher-Terry.

To generate a Fletcher mat cut do the following:

# FullCalc Operating Guide

- 1) Design a frame order in the normal manner within FullCalc. FullCalc will assume that there will be one opening in the mat and that it will be a rectangular opening.

Image Width	Image Height	Total Width	Total Height	United In
8	10	12-15/16	13-1/4	26.1

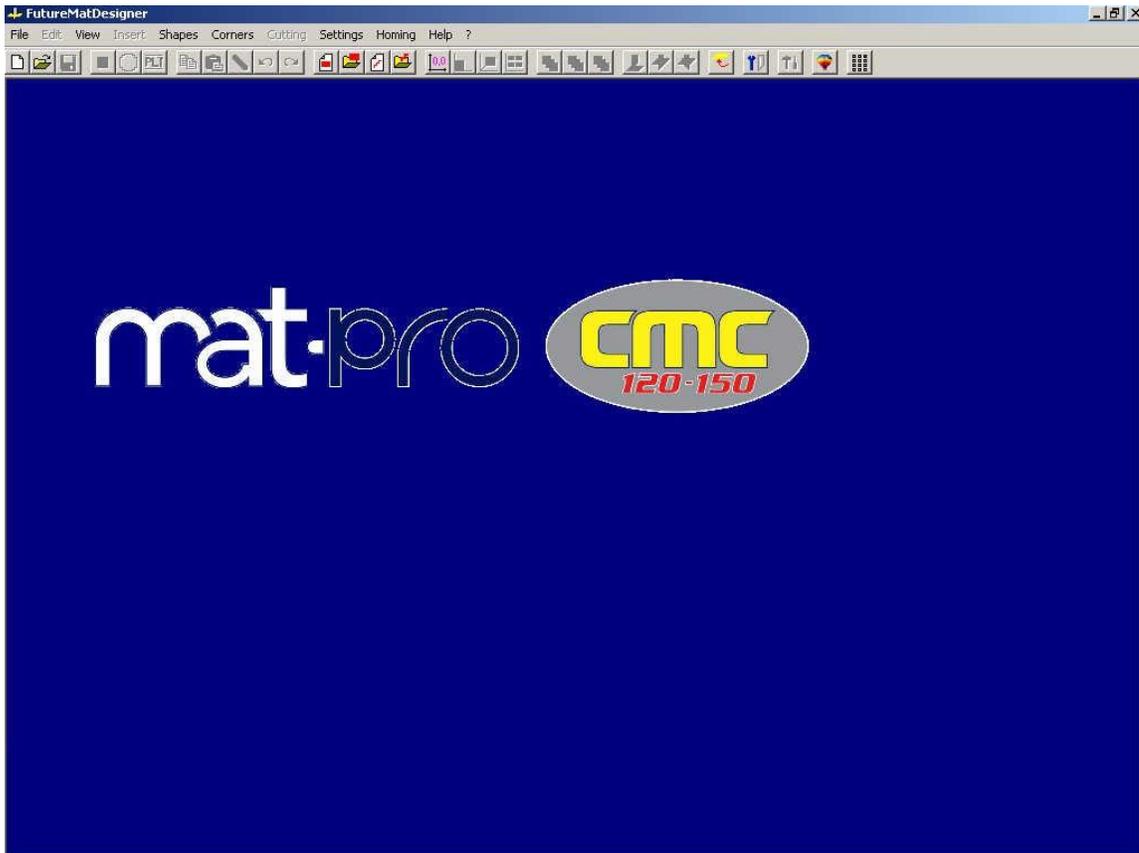
Mats	TOP POMPANO BE# 2	3	4	11.55
C1000				0.00
Exp 2				
				1.73
				9.82

Total Mat Width	Top Dim	Left Dim	Right Dim	0.00
2	1-1/4	2-15/16	2	

01098

- 2) On the FullCalc framing input screen, click on the “Fletcher” button.
- 3) The screen shown below appears when the Fletcher Future Mat Designer program starts operating. This window it is not part of FullCalc.



01099

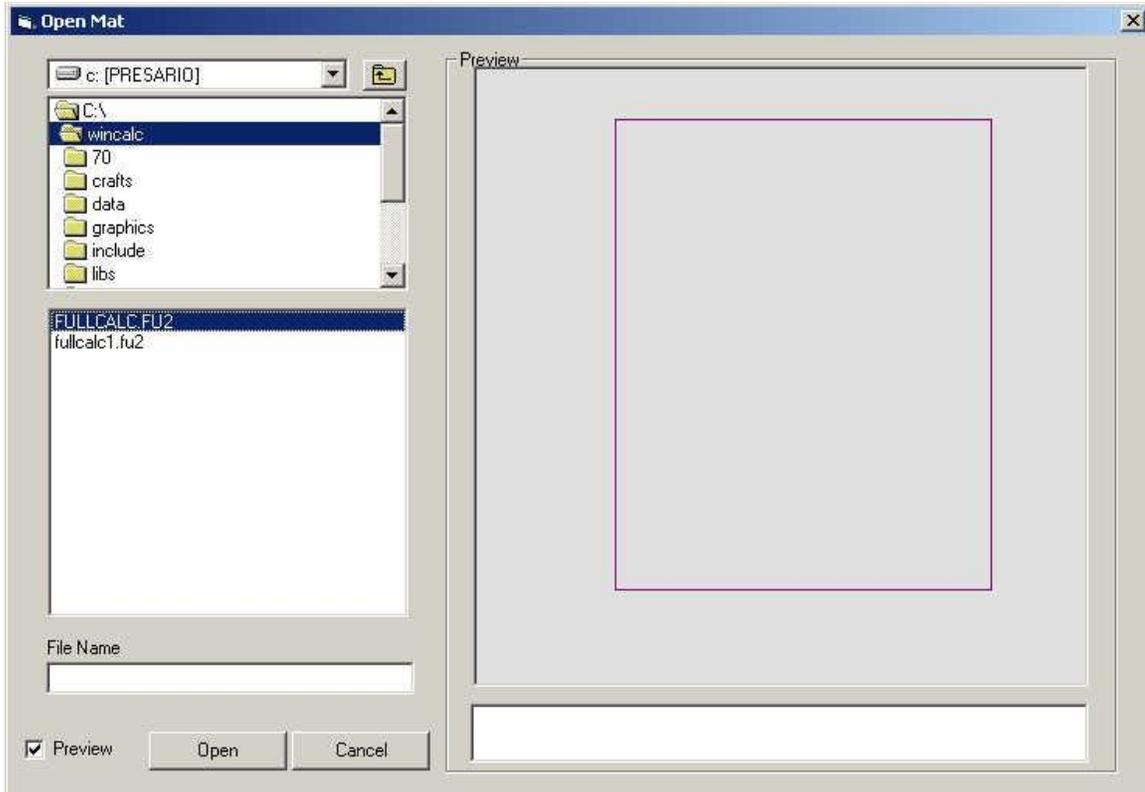
- 4) Click on the ‘open mat’ item on the ‘file’ pull down menu in the Fletcher Future Mat Designer program. Select the ‘fullcalc.fu2’ file in the directory with FullCalc in it<sup>16</sup> from the Future Mat

<sup>16</sup>This is normally the C:\WINCALC directory.

# FullCalc Operating Guide

Designers 'open mat' screen and then click on the 'open' button. See the example below. Note that the preview portion of this screen, the right portion of the screen, shows the preliminary mat design, always a rectangular opening, transferred from FullCalc.

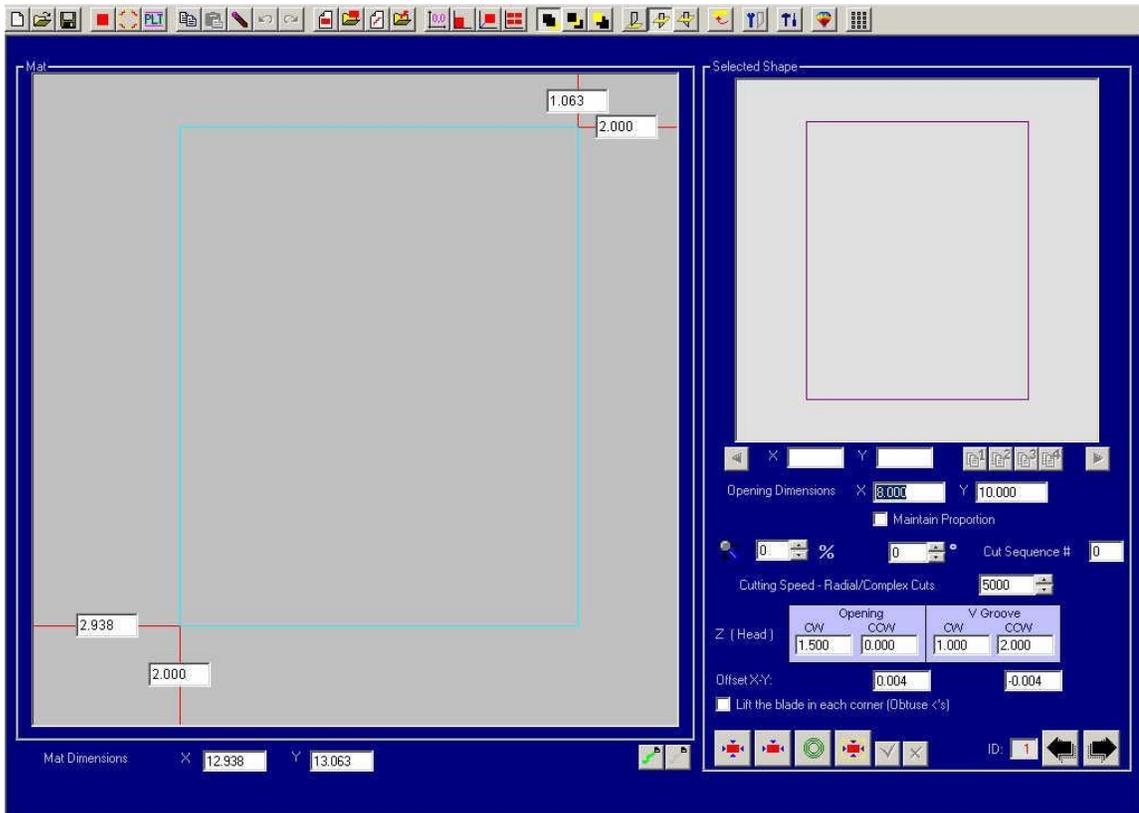
This operation will load the data created in FullCalc into the Fletch Future Mat Designer software.



01100

The Fletcher Future Mat Designers main screen will then appear with the preliminary opening design displayed. See the example below.

# FullCalc Operating Guide



01101

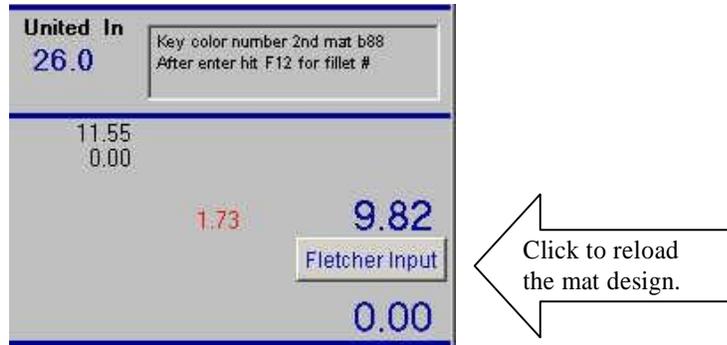
Modify the mat design as desired using the Fletcher Future Mat Designer program. See the Fletcher-Terry provided documentation for information on the use of the Fletcher Future Mat Designer program.

- 5) Click on the 'file' item on the menu bar and then the 'save mat' item<sup>17</sup> on the pull down menu to save the mat design data to be passed back to FullCalc.
- 6) Cut the mat design by way of the Fletcher Future Mat Designer program.
- 7) Exit from the Fletcher software by clicking on the 'file' item on the menu bar and then the 'exit' item on the pull down menu.
- 8) The FullCalc framing input screen should appear.
- 9) Click on the 'Fletcher Input' button, located on the right side of the FullCalc framing input screen, to retrieve the data created or updated by the Fletcher Future Mat Designer software. See the example below. You may then continue with the definition of the FullCalc framing order in the normal manner.

In most cases a charge for the mat cut(s) made will be made. Do this by adding the charge to the list of 'other' items on the order. See page 72 for details on how to add such a charge.

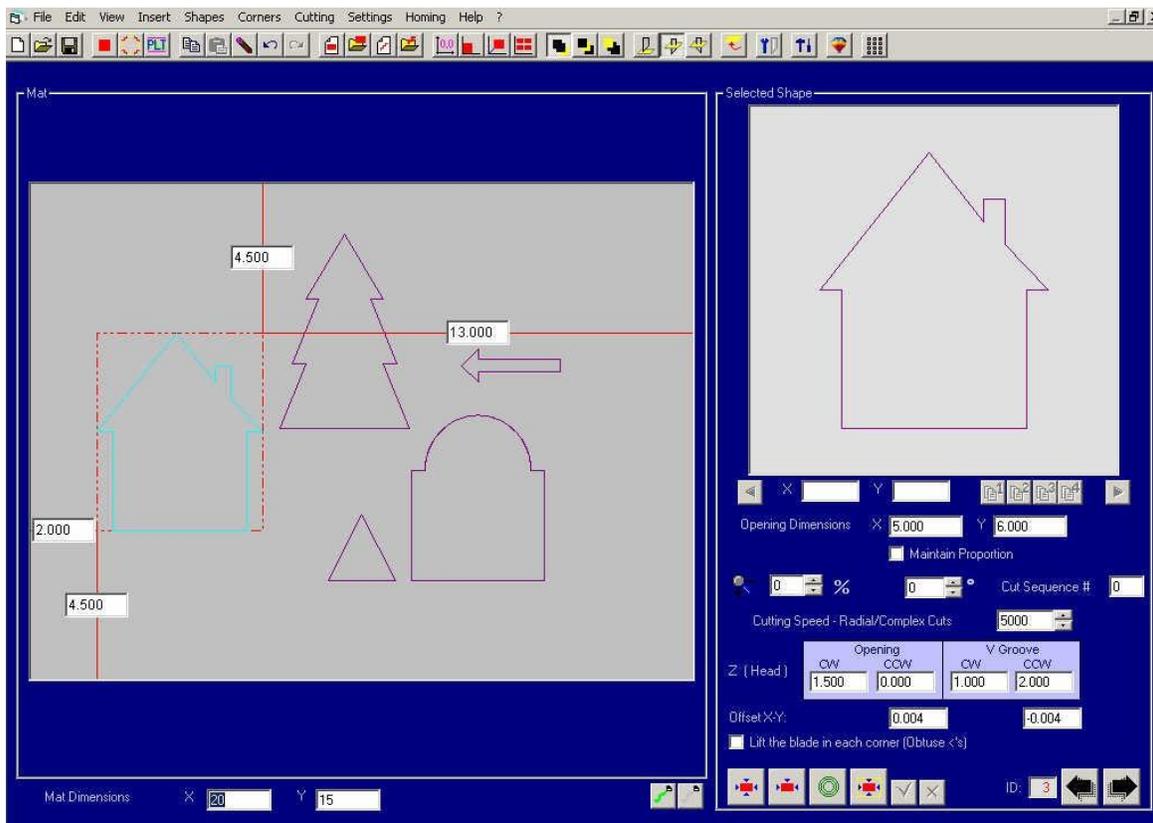
<sup>17</sup> The 'save mat' item on the pull down menu is used to save the altered mat design back into the same file as it came from. You may use the 'save mat as' item on the pull down menu if you wish to save the mat cutting information in a second file. This second file may be used for other purposes.

# FullCalc Operating Guide



01102

The example below shows a mat design in the Fletcher Future Mat Designer. This design has multiple openings. When this design is returned to FullCalc a rectangular pseudo opening will be calculated and used by FullCalc. This pseudo rectangular opening will have a location and dimensions sufficient so as to enclose all of the actual openings in the mat.



01103

## F-6100 Interface

To activate the Fletcher F-6100 mat cutter link, contact Eagle Computers at 866-426-3696, to receive a file containing the Fletcher logo. This file should be placed in the C:\WINCALC\GRAPHICS directory.

# FullCalc Operating Guide

Install the Fletcher software into the C:\Program Files\F-6100 directory. Follow the instructions provided by Fletcher.

In the C:\WINDOWS directory, there is a file F-6100.INI that should be edited to read as follows:

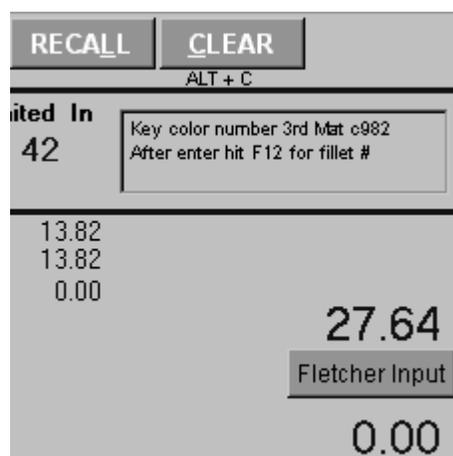
```
[Fletcher-Terry. F6100]
Source=C:\ProgramFiles\F-6100\
Data=C:\Program Files\F-6100\
Archive=C:\ProgramFiles\F-6100\Archive\
[FULLCALC FOR WINDOWS]
FinalData=C:\WINCALC
```

If the last statement shown above does not exist, contact Fletcher for the latest program update. The statement "FinalData=" controls where the final mat cut information file will be placed for Fletcher to read and cut from. It should be changed on all networked computers. All networked machines should point to the same physical location.

01011

To generate a Fletch mat cut do the following:

- 1) Design a frame order in the normal manner within FullCalc.
- 2) On the FullCalc framing input screen, click on the 'Fletcher' button.
- 3) The menu shown at the left appears when the Fletcher program starts operating. This window it is not part of FullCalc.
- 4) Click on 'Import FullCalc' to load the data created in FullCalc into the Fletch software. See the Fletcher documentation for information on the use of the Fletcher program.
- 5) Click on the 'Export FullCalc' button to create a file with data to be passed back to FullCalc.
- 6) Exit from the Fletcher software.
- 7) The FullCalc framing input screen should appear.
- 8) Click on the 'Fletcher Input' button, located on the right side of the screen, to retrieve the data created or updated by the Fletcher software. See the example below.



01012

Fletcher mat cuts will be priced if there is a 'Mat Cut#' entry in the list of miscellaneous items. Each mat cut is priced separately. The quantity value in the 'other' items grid reflects the number of mats on the

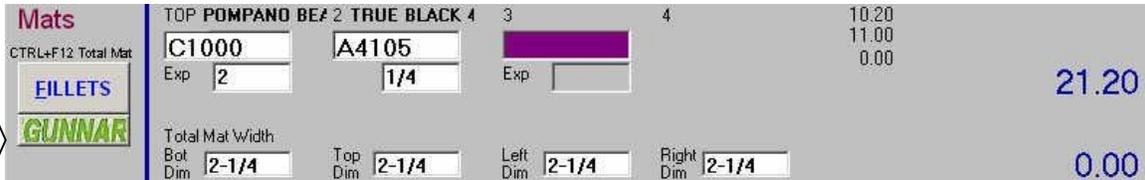
# FullCalc Operating Guide

order. See page 490 for details on adding miscellaneous items and page 207 for how to generate a sales analysis report by mat cut.

## Mat Design/Gunnar

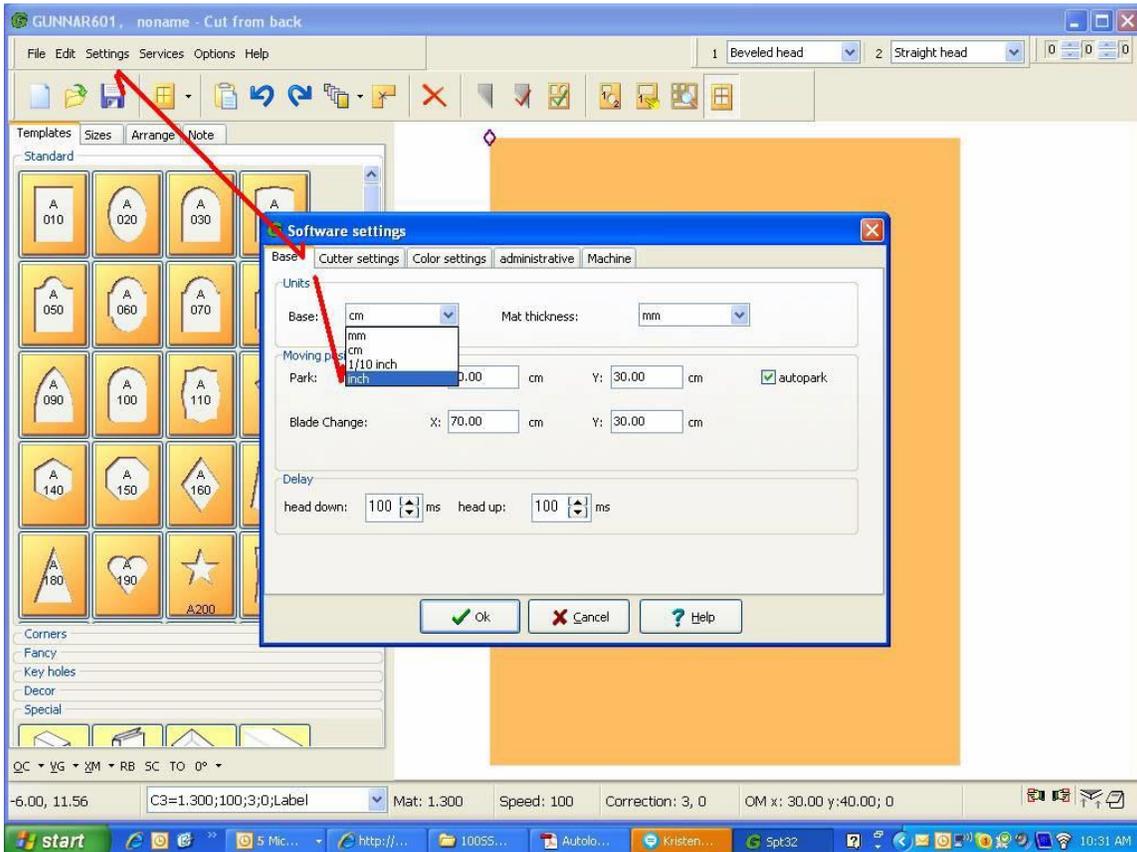
To activate the Gunnar mat cutter link, contact Eagle Computers at 866-426-3696, to receive a file containing the Gunnar logo. This file should be placed in the C:\WINCALC\GRAPHICS directory. The Gunnar logo will appear on the left of the framing input screen below the 'fillets' button. See the example below.

The mat cutter is by Gunnar.



01150

Install the Gunnar software into the C:\spt32 directory. Follow the instructions provided by Gunnar International to do this installation. After installation of the Gunnar software is complete, open the Gunnar program by clicking on 'start', 'programs', and then 'Spt32 No Machine'. In the Gunnar software you will need to change the setting to inches by clicking on 'settings', 'software setting', 'base' and then 'inches'.



01151

# FullCalc Operating Guide

Exit from the Gunnar software and then start FullCalc. You should contact Gunnar International there are any problems configuring the Gunnar software.

To generate a Gunnar mat cut do the following:

- 1) Design a frame order in the normal manner within FullCalc.
- 2) On the FullCalc framing input screen, click on the "Gunner" button.
- 3) The screen shown below appears when the Gunnar software starts operating. This window is not part of FullCalc.

## Mat Design/Kaibab

To activate the Kaibab mat cutter link, contact Eagle Computers at 866-426-3696, to receive a file containing the Kaibab logo. This file should be placed in the C:\WINCALC\GRAPHICS directory.

Install the Kaibab software into the C:\Program Files\matwriter directory.

## Mat Design/Eclipse

To activate the Eclipse mat cutter link, contact Eagle Computers at 866-426-3696, to receive a file containing the Eclipse logo. This logo file should be placed in the C:\WINCALC\GRAPHICS directory. The Eclipse logo will appear on the left of the framing input screen below the 'fillets' button. See the example below.

**Mats**

CTRL+F12 Total Mat

**FILLETS**



TOP POMPANO BEZ 2 WHITE/CREAM 3 TV GREY PAPER 4

C1000	C33	B88		12.83
Exp 2	Exp 1/4	Exp 1/4	Exp	8.98
				12.83
				0.00

34.64

Total Mat Width

Bot Dim 2-1/2	Top Dim 2-1/2	Left Dim 2-1/2	Right Dim 2-1/2	
---------------	---------------	----------------	-----------------	--

0.00

01086

The mat cutter is by Eclipse.

There are two modes for use of the Eclipse mat cutter based on the definition of the LJCOMPLETE.OPT option file as described in the following table. Only one of the two interfaces may be used at any given time.

LJCOMPLETE.OPT file	Mode to be used is...
The file is not found	The Eclipse Create program, as described below, is used to create the mat cutter instructions. See the section below titled 'Eclipse Create Interface'.
The file is found	The Eclipse mat cutter interface works much like the FullCalc Wizard interface as described on page 39. See the section below titled 'FullCalc Interface'.

See page 845 if you wish to define this option file.

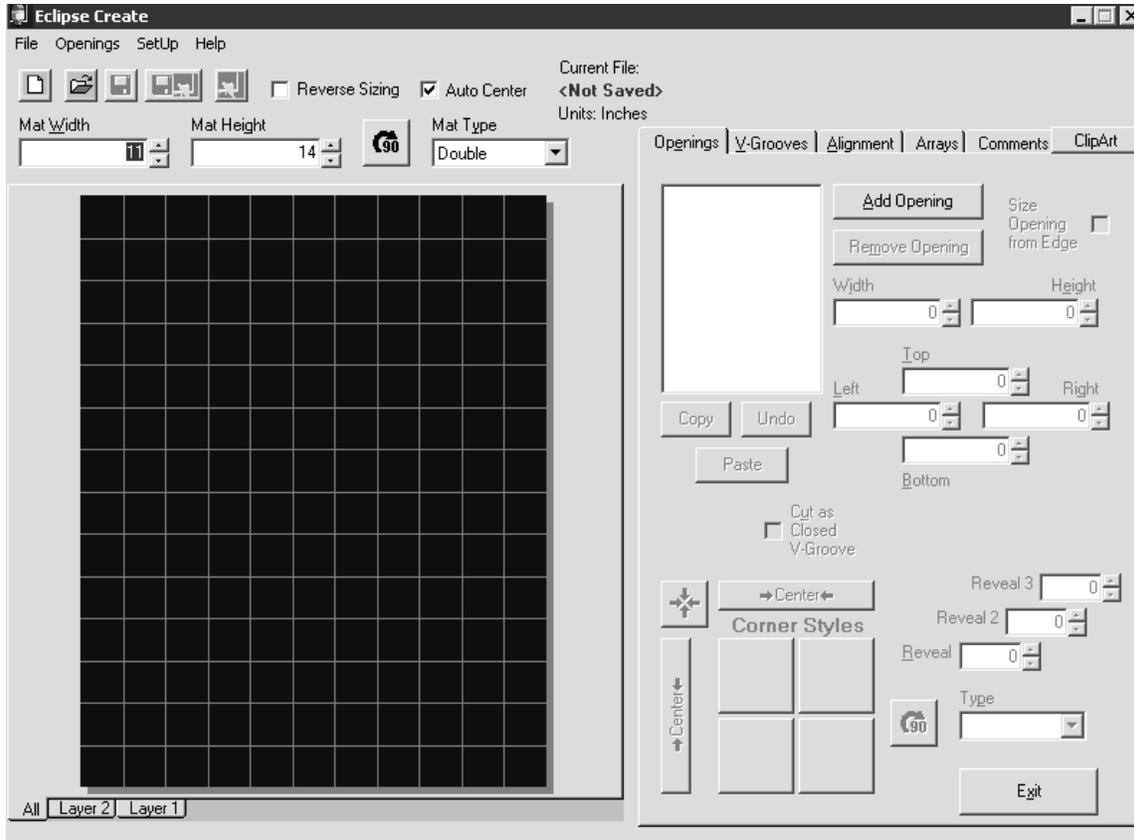
The following two sections define the two separate Eclipse mat cutter interfaces.

### Eclipse Create Interface

# FullCalc Operating Guide

If the Eclipse Create interface is to be used then the next step is to install the Eclipse software into the C:\Program Files\eclipse directory.

In FullCalc, take a framing order. Then click on the Eclipse logo on the left side of the framing input screen.



01013

The screen shown above appears when the Eclipse program starts operating. No data is transferred from FullCalc to the Eclipse software. This window it is not part of FullCalc. See the Eclipse documentation for information on its use.

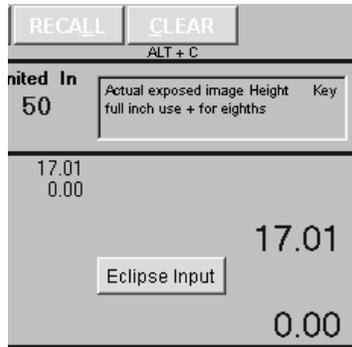
Define the mat(s) and associated cut information. Save the Eclipse data into the file:

C:\TEMP\ECBACK.MW3

Exit from the Eclipse software and return to FullCalc.

The 'eclipse input' button should appear on the FullCalc framing input screen. See the example below. Click on the 'eclipse input' button to import the data.

# FullCalc Operating Guide



01014

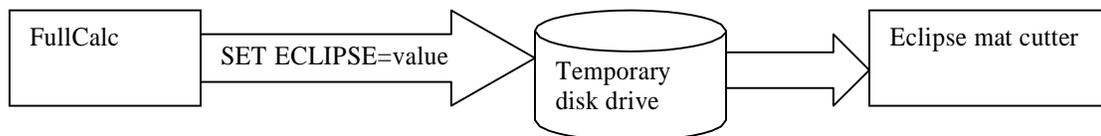
Note: Only a limited amount of data will be imported into FullCalc. The description of the mat style (the SKU number of the mat) will not be imported.

Note: FullCalc uses the last opening specified by Eclipse software if there are multiple openings on a mat.

## FullCalc Interface

To use the FullCalc interface to the Eclipse mat cutter two setup parameters must be defined along with the prices of the mat cuts.

- The LJCOMPLETE.OPT option file must first be defined. See page 845 for more on how to define this option file.
- The SET ECLIPSE= value must be defined in the WINCALC.INI file to specify where the mat cut information is to be placed<sup>18</sup>. For example, if one specified 'SET ECLIPSE=C:\MYDIR' in the WINCALC.INI file then the mat cutting information would be placed into the MYDIR directory on the C: drive. See page 430 for more about this option. If the Eclipse mat cutter and the computer that FullCalc is run on are the same, or are networked together, then the data can be transferred directly to the mat cutter.

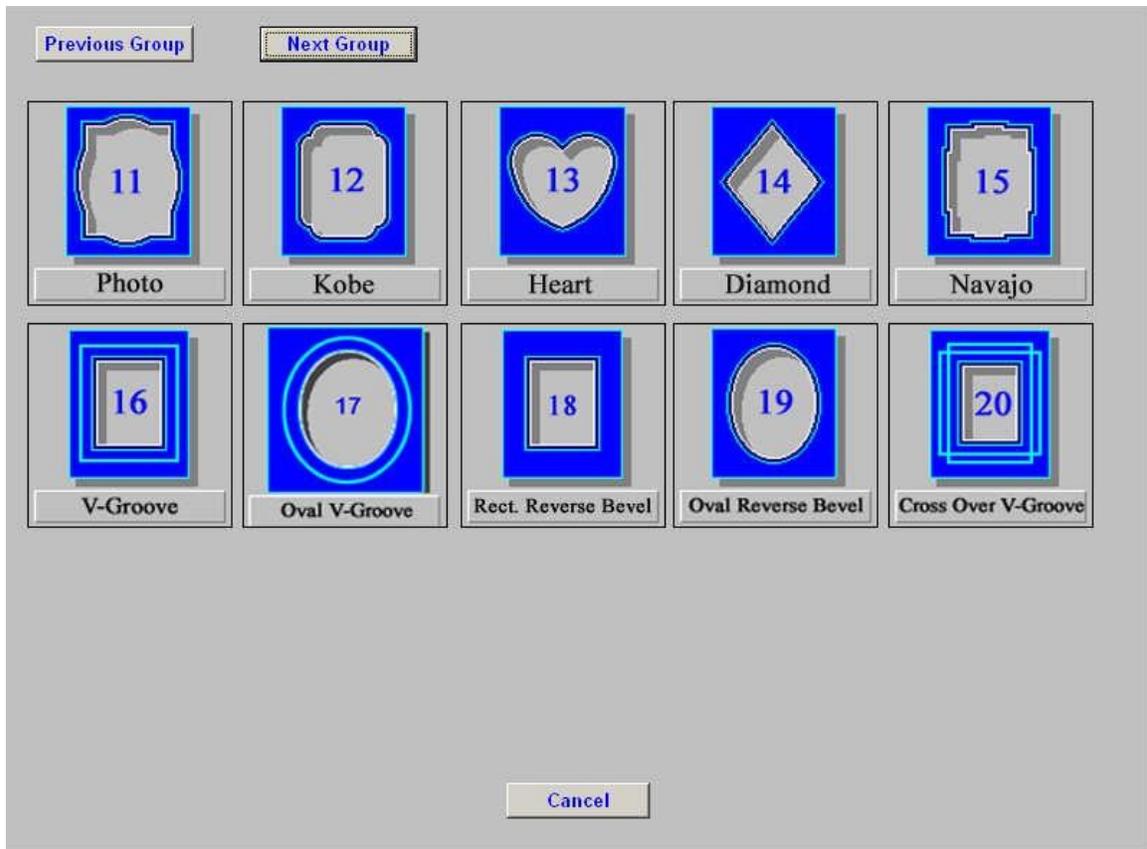


- The price of each cut needs to be defined in the list of miscellaneous items. The description of the item, the mat cut, should be 'MAT CUT #' followed by the cut number. The description may be followed by additional descriptive information about the cut. The price specified for the cut is per United Inch, not per order or per opening. See page 487 for more on adding miscellaneous items.

Once the setup parameters have been defined, take a framing order in the normal manner on the FullCalc framing input screen. This order must include at least one mat. Once the desired mat(s) have been specified, click on the 'eclipse' button to start to design the Eclipse mat cut.

<sup>18</sup> You will also need to define this location to the Eclipse mat cutter. See the documentation supplied with your mat cutter on how to do this.

## FullCalc Operating Guide

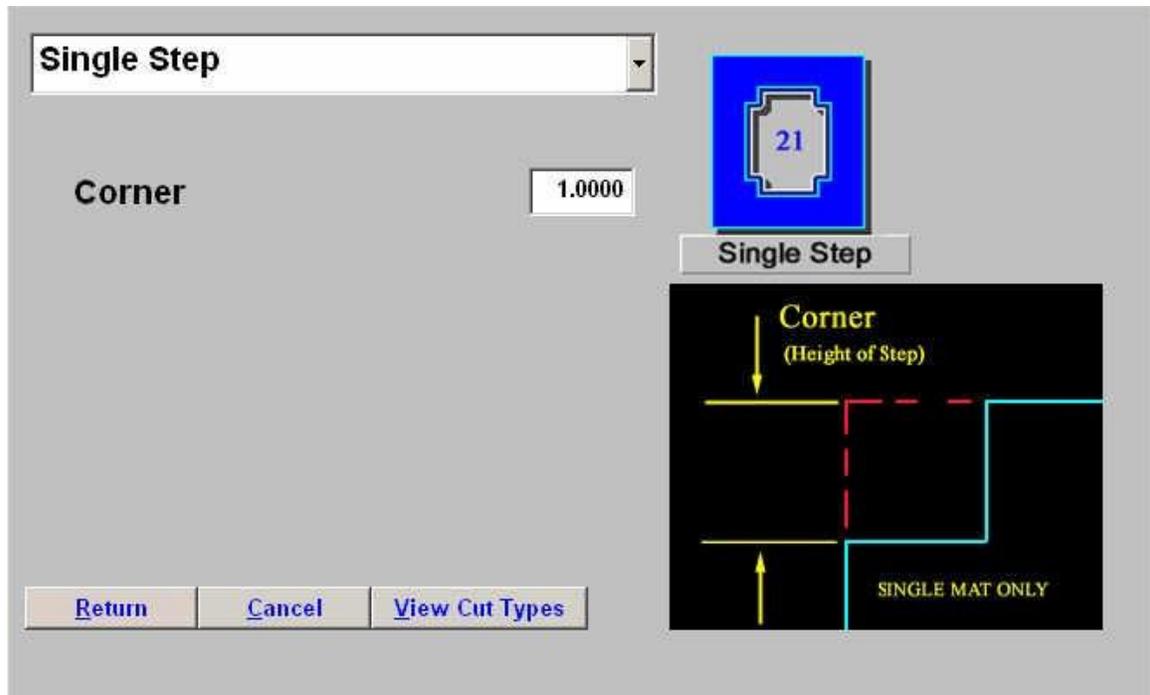


01087

The first step in the mat cut design process is to select the mat cut desired. This is done from the design selection screen, an example of which is shown above. The 'next group' and 'previous group' buttons can be used to display other pages of samples of various a number of other mat cuts. Select the desired mat cut from one of the design selection screens by clicking on it.

The additional dimension screen, see the example below, will then appear.

## FullCalc Operating Guide



01088

Input any additional required dimensions for the selected mat cut, beyond the FullCalc supplied data, on this detailed input screen. See the example above. The name of the cut appears at the top of the screen. The number and type of data items to be entered varies based on the cut selected (from zero to six data values may be required). The data item(s) to be entered appear below the mat cut name field. The diagram at the lower right of the detail input screen should be used as a guide to enter the dimensional values.

Click on the 'return' screen when the last of the dimensional values has been entered.

# FullCalc Operating Guide

POS

## Framing Input

NO. ORDERS
Request Date  
Fri 01/13/2006
TIME CLOCK
RECALL
CLEAR

---

**Size**

MENU

**Mats**

CTRL+F12 Total Mat

FILLETS

Eclipse

**Frames**

CUSTOM

**Other**

DISCNT

**Name**

DATA

**Comment**

F12 to Exit Comment

Ver. 8.2.0

Image Width	Image Height	Total Width	Total Height	United In	
57-7/8	27-3/4	62-7/8	32-3/4	95.6	
Warning: Mats may be oversized!		Note: Mat has 5 openings 18.13"x12.88"			
TOP WHITE/CREAK	TV GREY PAPI	3	4	24.36	
C33	B88			34.80	
Exp: 2-1/4	Exp: 1/4			0.00	59.16
Total Mat Width					
Bot Dim: 2-1/2	Top Dim: 2-1/2	Left Dim: 2-1/2	Right Dim: 2-1/2		0.00
Inner: 8910		3	4	2052.66	2052.66
057 / 111.0 / 18.5					
Glass: Regular	Mount: Conserv.	Finish: Special Fitting	Labor: 1 1/2 hours	999.99	
				47.00	
LN	Dept	Description	Qty	Price	
1	350	MAT CUT#26 Sqr/rect 5 open	2	57.38	
				30.00	
				60.00	
				Other Total	1194.37
				57.38	
Image Description		Image Condition			0.00
		OK			
Look Up					
COMPLETE				Subtotal	3306.19
				Tax	198.37
<b>TOTAL</b>					<b>3504.56</b>

For multiple openings, the number and size of each mat opening.

The mat cuts price.

01089

Note that if the mat cut selected has multiple openings then the size of the openings will be computed. The number of openings and the size will be shown at the top of the framing input screen (just below the total width and height values).

If the retail price of each cut has been predefined in the miscellaneous items file, the price of the cut will appear in the 'other' items grid on the framing input screen. The quantity value in the 'other' items grid reflects the number of mats specified on the order. See the example above and page 490 for details.

# FullCalc Operating Guide

Other Rollfile		Pricing Input				
Dept	Description	Price	Per	Fixed	Tax	Disc
350	Corner	1.0000	MT	0.00	T	F
100	Colored Bevel	0.2500	UI	0.00	T	F
110	slant cross V-groove	0.1100	UI	0.00	T	F
110	multiple openings	1.0000	EA	0.00	T	F
100	French line	0.5000	UI	0.00	T	F
120	Floating mat	2.5000	EA	0.00	T	F
100	Gel-mount	1.2000	EA	0.00	T	F
100	es062 1/16 clear	0.1000	UI	0.00	T	F
100	RUSH CHRAGE	1.5000	LB	0.00	T	F
100	Spacers 1/4" - plastic	1.0000	FT	0.00	T	F
100	MAT CUT #11 - Photo	0.1700	EA	0.00	T	F
100	MAT CUT #12 - Kobe	0.2200	EA	0.00	T	F
100	MAT CUT #13 - Heart	0.1700	EA	0.00	T	F
100	MAT CUT #14 - Diamond	0.2500	EA	0.00	T	F
100	MAT CUT #15 - Navajo	0.3900	EA	2.00	T	F

01133

The example above shows the miscellaneous items portion of the 'other and condition' tab in setup. The 'price' column shows the price per United Inch for each of the several mat cuts listed.

For example, if the number of United Inches for the order is 50 and the price per UI is .39 then the retail price of the mat cut will be calculated as \$19.50. In the 'other' items grid on the 'framing input' screen the description will be that from the definition of the miscellaneous items and the price will be calculated.

See page 487 for more on adding miscellaneous items.

Complete the framing order in the normal manner. The Eclipse mat cutting information will be placed into a file in the directory specified by the SET ECLIPSE= value in the WINCALC.INII file with a name comprised of the FullCalc order number and the .MW3 file extension.

For example, if:

- SET ECLIPSE=C:\MYDIR and
- the FullCalc order number is '1234'

then the output file from FullCalc with the Eclipse mat cut data would be named: C:\MYDIR\1234.MW3.

Contact Eclipse directly for more information on how to cut mats using the Eclipse mat cutter.

## Frame Input Screens

Frame types are called by clicking with the mouse on the button marked "custom" or left arrow from the inner frame box. Then enter data for a given type of frame as per one of the sections below.

See also page 26. See also page 66 for information about plaques.

## Custom

Frames	Inner	2	3	4		More Frames
<b>CUSTOM</b>	sc400-y	blk13	101wo	573ib	534.60	
	031 / 64.00 / 9.9	031 / 26.04 / 9.9	001 / 5.76 / 9.8	001 / 86.52 / 10.4	257.80	
					56.64	
					896.92	
						<b>1745.96</b>

01015

Custom frames are the default. You will not need to click on the 'custom' button to select this option. Then do the following:

- 1) Input the frame style number for each of up to eight stacked frames, liners or fillets. If "invalid" appears press the '+' key for list of frames. Invalid frame style numbers MUST be deleted before you can exit from the field.

Use the '+' and '-' keys, along with the 'enter' key (or the use mouse), to select the desired frame style from the list.

Key F12 to add a frame style number or input a new price, if the frame style number is not there. See page 345. This feature will only add the basic information for a moulding. You will then need to go back and finish the entry of full data for the moulding (add additional data values).

- 2) The total framing cost will immediately show at bottom of input screen using additional defaults as shown.

## Stack Frames/Liner/Fillets

You may stack frames or add liners and/or fillets to the frame by doing the following:

- 1) Go to innermost space that a frame or fillet or liner will occupy. Input the frame or fillet or liner style number. It will be priced as if was a frame.
- 2) Enter the SKU number of second and following frames. The question will be asked: "Is the previous frame a fillet?" whenever the prior frame is less than 1" wide.
  - A reply of "yes", will cause the new frame size to be set equal the original inner frame size (fillet). This implies that the width of the fillet, the previous frame, is zero. The image will be partially covered by the fillet.
  - If the reply is "no", the second frame is made larger to fit around inner frame.

## Ready-Mades

## FullCalc Operating Guide

The screenshot shows a software interface titled "Ready Made Pricing". It features three input fields: "Rdy Made Number" containing "rm9x12", "Size" with a dropdown arrow, and "Price" containing "25.00". A "Return" button is located at the bottom right of the interface.

01016

Before a ready-made frame can be properly defined on a framing order at least one mat should normally be defined on the framing order<sup>19</sup>. Then:

- 1) Go to “custom button”. Key ‘+’ or click on the button with the mouse until the “rdy made” appears on the button. Press the ‘enter’ key.
- 2) The ‘ready made pricing’ screen, shown above, will then appear. Enter a SKU number in the ‘rdy made number’ box or press ‘enter’ if you have not pre-defined the ready-made frame to be used. If you do not enter a SKU number then you will be asked to enter the price of the ready-made that is being used. Exact ready-made size, in the ‘rdy made number’ box, or mat size, in the ‘size’ box, must be used.
- 3) If mats are used, the program pre-selects the next larger ready-made size to fit. Input the frame style number, size, and price in the ready-made pricing window.

Note: SKU number, item number, or UPC code may be used to specify the ready-made.

Stock ready-made frames should be defined in the inventory before they are sold. The ‘rdy made number’ may be a SKU number or an item number (both should be defined for each ready-made but do not need to be the same). The ‘size’ value is from the ‘rm’ column of the price charts. See page 472. If no values appear in the ‘size’ field either the SKU number was defined in the inventory with no total size or the size of the ready-made is smaller than that required to frame the image and its mat(s). Based on the SKU number entered, the price of the ready-made will be found. If no SKU number is available for the ready-made then enter “RM” for the SKU number and manually enter the price.

In the following example an image has been specified along with a mat. A mat exposure was automatically computed to be 2 ½” on each side of the image (top, bottom, left and right)<sup>20</sup>. The total size is thus 22 1/8” by 25 7/8”. The ready-made size selected from the price chart was 22” by 28”. On the ‘ready-made pricing’ screen a ready-made sized 20” by 24” was chosen by the user. Because this ready-made size is smaller than the computed size required, the mat exposures were recalculated (the exposures became 1 9/16” for the top and bottom and 1 7/16” for the left and right) once the ‘return’ button was clicked on the ‘ready-made pricing’ screen.

<sup>19</sup> See the note at the end of this section if the framing order contains no mat.

<sup>20</sup> See page 470 for details on how to define the default mat exposures.

# FullCalc Operating Guide

**Framing Input** NO. ORDERS Request Date Tue 03/25/2008 TIME CLOCK RECALL CLEAR ALT+C

**Size** Image Width: 17-1/8 Image Height: 20-7/8 Total Width: 22-1/8 Total Height: 25-7/8 United In: 48

**Mats** TOP POMPANO BE# 2 3 4 106.66  
C1000 0.00  
Exp 2-1/2 106.66

**Frames** RDY MADE

**Other** OTHER DISCNT

**Art** VISUALIZE

**Name** DATA

**Comment** F12 to Exit Comment

Ver. 8.6.0

**Ready Made Pricing**

Rdy Made Number: g2562024 Size: 20x24 Price: 12.60

Return

Other Total: 0.00

106.66
0.00
0.00
44.06
0.00
150.72
1.98
<b>TOTAL 152.70</b>

01141

Note: See page 472 to define ready-made sizes. This must be done before taking an order for a ready-made.

Note: When a ready-made is being done the first frame input box (the inner frame input box) on the 'framing input screen' will be disabled. You may not enter or change the ready-made SKU number in the first frame input box. To change the ready-made frame SKU number tab, arrow, or click to get to the button, ensure that it says 'rdy made' and then press the 'enter' key to display the 'ready made pricing' screen again.

Note: When a fit for a ready-made is being done, both of the dimensions of the image must fit into the ready-made frame. For example, say that the size of the item to go into the ready-made frame is 10" by 20" (30 United Inches) and the following ready-made sizes had been defined, see page 472 (the example is only a part of the ready-made size definitions):

<u>UI</u>	<u>RM size</u>
22	9x12
24	12x12
26	
28	12x16
30	
32	
34	
36	16x20
38	
40	
42	18x24

# FullCalc Operating Guide

A match would be made at 36UI (a size of 16x20) as this is the first ready-made size where both of the dimensions are equal to or larger than the required values. The entries in the sample tables will not match at 24UI or at 28UI as only one dimension, not both, meet the minimum size requirements. A match will not be made at 30UI, 32UI or 34UI because no ready-made size is defined for these three United Inch values.

Note: A ready-made frame can be used without a mat if the size of the image to be framed is exactly equal to the size of a ready-made. This would mean that the ready-made size would be listed in the 'rm' column of the price charts. See page 472 for details on defining price charts. If the image is larger than the ready-made then the image would not fit into the frame and will not be allowed. If the image is smaller than the ready-made then the image would be 'floating' in the ready-made and will not be allowed.

## Special

**Special Frame Size**

Width  Height

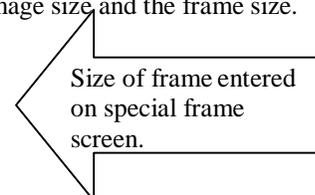
01017

Use this option when the customer knows the size and/or supplies the frame. The customer must have selected at least one mat if this type of frame is to be specified.

- 1) Click the "custom" button with the mouse, or press the '+' key, until "special" appears on the frame type button.
- 2) Hit the 'enter' key. The "special" window shown above will then appear. Enter the size, the height and the width, of the special frame.
- 3) Hit the 'enter' key. The mat size(s) are then re-calculated to fit the frame.
- 4) Input the frame number for price lookup or type in "own" if the frame is provided by the customer. The price may be manually entered in "other" box if required (see page 72 for more about the entry of miscellaneous items).

In the example below:

- The image is 5" by 7".
- The special frame, as specified on the special frame screen, has a size of 7-3/4" by 9-5/8".
- The customer provided the frame.
- The mat exposure on each side was calculated based on the image size and the frame size.



# FullCalc Operating Guide

<b>Size</b>	<b>Image Width</b>	<b>Image Height</b>	<b>Total Width</b>	<b>Total Height</b>	<b>United In</b>	<small>Glass type eg. regular, nonglare other. Use +/- to scroll</small>
<b>MENU</b>	5	7	7-3/4	9-5/8	18	
<b>Mats</b>	TOP POMPANO BEA 2 3 4 7.35					
CTRL+F12 Total Mat	C1000				0.00	
<b>FILLETS</b>	1-5/16					7.35
<b>Frames</b>	Total Mat Width					
<b>SPECIAL</b>	Bot Dim 1-5/16	Top Dim 1-5/16	Left Dim 1-3/8	Right Dim 1-3/8		0.00
	Inner 2	Customer provided frame.				
	own	Calculated exposures.				0.00
						0.00

01130

For special frames, the size of the frame must be so large as to allow 1 inch of mat exposure on each side. A mat needs to be specified or the size must be a ready-made size.

Note: See also page 65 for another form of special frame.

## Sectionals

### Sectional Pricing

<b>Sectional1</b>	<b>Size</b>	<b>Price</b>
x17	17.0000	42.00
<b>Sectional2</b>	<b>Size</b>	<b>Price</b>
x19	19.0000	44.00
<b>Return</b>		

01018

Sectional frames are precut moulding pieces that need to be assembled into a finished frame. Sectionals are assumed to come in pairs, one set for the top and bottom and a second set for the left and right sides of the finished frame. Sectionals in FullCalc operate like ready-made frames with the size being set to next even inch (or 8 1/2).

On the sectional screen, shown above, enter the SKU numbers of the two pairs of sectionals. The upper box, the 'sectional1' box, is for the top and bottom pieces and the lower box, the 'sectional2' box, is for the left and right pieces.

The initial size values are computed based on the image size and mat exposure values. The size values may be changed in the following ways:

- The size value will be taken from the inventory record, the 'total size' field, for the SKU number.
- You may manually change the size values if required. In most cases this should not be done and the sectional size should be taken from the inventory information.

# FullCalc Operating Guide

If the size value is modified by any of the ways listed above, the mat exposure value(s) for the order may be changed to allow the mat(s) to fit into the frame created by the sectionals. If the image size, in one dimension, is 10” and there is a 2” mat exposure then the total size in that dimension is 14”. If the selected sectional is 15” long, then FullCalc will adjust the exposure in that dimension to 2 ½” in the proper direction to allow for the mat to fit into the sectional properly.

The price values are the retail prices of the sectionals as taken from the inventory database.

## Custom/wedge

Custom/wedge identifies that wedging<sup>21</sup> is to be done at frame assembly time. A price for this assembly operation may be added manually in the “other” section of the order. See page 72 for information on how to add an ‘other’ item (wedging in this case) to a framing order.



01149

## Silhouette

Larson-Juhl, Inc. has added a very creative series of frames to their line. It is available in custom sizes and goes by the name “Silhouette”. Item numbers are:

343804	Black	1-1/4” high
353804	Black	1-5/8” high
353806	Black w/Gold	1-5/8” high
353808	Black w/Silver	1-5/8” high
363804	Black	2-5/16” high

These “L” shaped frames are used to frame stretched artwork such as oils, canvas, tapestries, stretched needlepoint, etc. It is essentially an insert to create a floated shadow box effect.

To use this series of frames with FullCalc for Windows do the following:

- 1) Create a “Silhouette” mat using the display/edit feature in inventory. See page 324 and following. Set the mat code to a column with zero pricing. This setup step needs to be done only once.

---

<sup>21</sup> Wood frames can be assembled using a peg and slot system that is sometimes referred to as “wedging” (and sometimes as “rout and insert”). In any case, the basic procedure is the same: a plastic or wood peg (or wedge, or insert, if you like) is inserted into a routed slot on the back of the frame sections. For a wide frame two or more wedges may be inserted in each corner. The frame corner is formed by pressing, or hammering, the wedge into the slots in the mitered ends of two frame sections.

## FullCalc Operating Guide

- 2) Do an approximate measurement of the artwork. Use these dimensions for the image width and height.
- 3) Determine the amount of “reveal” (usually 1/4” to 1/2”) you want to show behind the artwork.
- 4) Type in “Silhouette” for the mat style. No charge will be made in the mat section if it was set up properly in step 1).
- 5) Make the exposure of the mat equal the “reveal”.
- 6) Select a frame style, such as those shown above, for the inner frame.
- 7) Then select a wrap frame style to place around the “Silhouette” frame. Answer “no” to the question “Is the previous frame a fillet?” The outer frame (the wrap frame) will cover part of the “Silhouette” but give a smooth inner look for the desired effect. Cut instructions on the FullCalc order is “cut to fit” but the frame will be sized correctly.

Larson-Juhl has installation instructions for this special frame.

## Boxers™

FrameMica has introduced an extended line of “Boxers™”. These frames are used to synthesize virtually any necessary Shadow Box. Item numbers are:

US91267	White cap with extensions	US92267, US93267
US91273	Black cap with extensions	US92273, US93273
US91005	Bull cap with extensions	US92005, US93005
US91059	Gold cap with extensions	US92059, US93059
US91063	Oak cap with extensions	US92063, US93063
US91015	Maple cap with extensions	US92015, US93015

Boxers™ are ordered in any combination of one cap and up to 7 extensions and are placed in the frame boxes. Answer “no” to the question “Is the previous frame a fillet?”. The footage required will remain the same for all items numbers. When entering Boxers™, enter all of the extenders first and the cap last on the framing input screen

## Frame Price Override

There are two types of special frames in FullCalc. The first is one provided by the customer that has a specified size. The inputting of this type of special frame is described on page 62 in the section titled ‘special frame size’. The second type of special frame is one where the retail price is entered directly (manually).



01019

The example above shows the specification of this type of special frame. Enter the “\$” character (without quotes) and then the retail price of the frame into the frame style box, in this case “\$199.95”.

# FullCalc Operating Guide



01020

Pressing the 'enter' key changes the frame style number from the retail price entered to the word 'special' and moves the price to the retail price column on the framing input screen. See the example above.

## Plaques

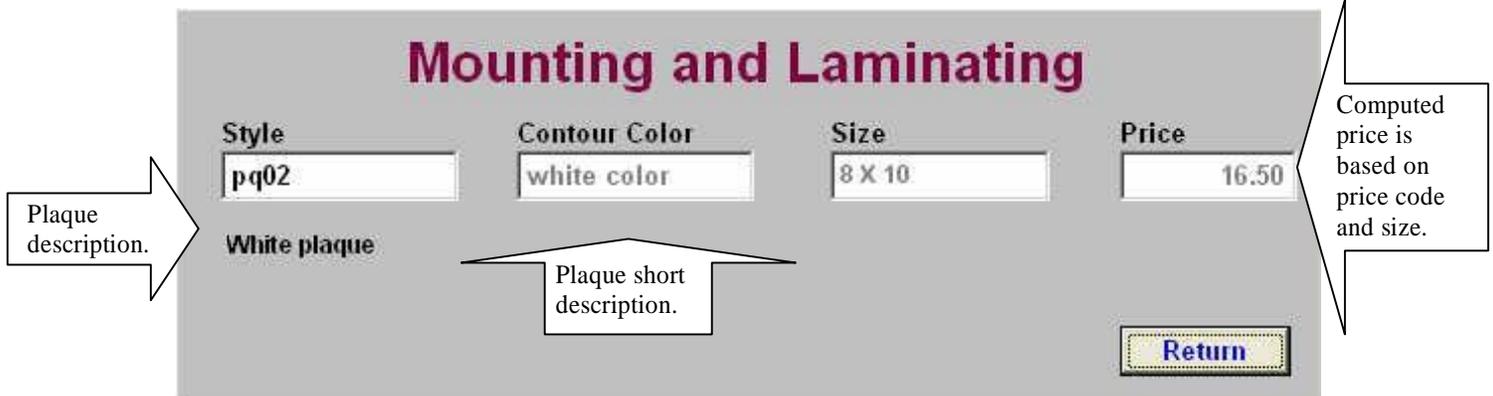
If the database PLAQUE.DBF is defined in the FullCalc data directory then plaque processing is enabled. On the FullCalc main menu, the notation "plaque's enabled" will appear in the lower right corner of the screen.



The plaque feature is enabled.

01155

The frame type button on the left edge of the framing input screen will contain an entry of "plaque" in addition to "custom", "special", etc.



01021

Select the "plaque" entry on the frame type button by clicking on it as required. The screen shown above will then appear. Enter in the 'style' box the SKU number of a plaque that has been defined in the inventory. When the plaque SKU number is defined there should only be one SKU number for a given plaque style, not per size of the plaque. The vendor number for all plaques is 'B01'. The color will come

# FullCalc Operating Guide

from the 'short description' entry in the inventory database. The size value will come from the image height and width values entered on the framing input screen. The price will be computed from values in the plaque database. A description of the plaque will be displayed below the 'style' input box and comes from the entry in the inventory database.

The retail price will come from the plaque database. A retail price cannot be entered into the price box.

Fields on the mounting and laminating screen include:

- **STYLE** – the SKU number of the plaque.
- **CONTOUR COLOR** – the color of the plaque. This value is taken from the short description of the SKU number specified in the inventory.
- **SIZE** – the size values, height and width, of the plaque taken from the image height and width values on the framing input screen.
- **PRICE** – the retail price of the plaque as specified in the PLAQUE.DBF database. The price is computed based on the price code of the plaque and its size.

On the framing work order, an example of which is shown below, the plaque appears as a frame. On the upper of the two lines the SKU number of the plaque is followed by the identifier 'plaque'. On the lower of the two lines is the color of the plaque followed by the identifier 'plaque'.

<u>Frames</u>	<u>Style</u>	<u>Width</u>	<u>Height</u>	<u>Vend</u>	<u>UI</u>	<u>FT</u>	<u>Location</u>		
Stacked	P001 PLAQUE	8-1/2	11	B01	20.00	4.4		15.75	13.39
Stacked	RED COLOR PLAQUE	9-1/4	11-3/4	B01	20.50	4.5	Cut to Fit		0.00

01128

See page 343 for information on how to add plaque SKU numbers to the FullCalc inventory.

See page 516 for information on how to edit the plaque price table.

## Accessory Charges



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- 2) Arrow to the desired selection. You may also continue to hit the '+' key to move down the list of glass types until the desired glass type is highlighted. Hit the '-' key to move up the list of glass types. Hit the 'enter' key to select a glass type.

Up to 20 unique price columns for an unlimited number of glass types may be defined. See page 467 for information on how to define glass types.

- 3) The selected glass type will be shown in the original box and will be priced.

The glazing is normally placed inside the first (inner) frame. This places the glass directly above the top most mat (or above the image if there are no mats on the order). In some cases, such as where the image has some depth (is 3-dimensional) it may be required to place the glass farther from the image. This can be done by specifying a liner as the first (inner) frame and placing the glass above the liner.

To do this in FullCalc, first specify the SET GLASSOVERLINER=ON statement in the WINCALC.INI file. See page 430 for details. When the framing order is taken, specify two or more frames with the first (inner) frame being a liner. A check box will then appear above the glass type selection box. The check box will have the title 'in frame 2' and will not be checked. You may then do one of the following:

- 1) Click on the check box to attach the glass to the second frame.
- 2) Right click on the check box to attach the glass to any frame that is defined on the order. The screen shown in the example below will then appear. Type in the number of the frame you wish to attach the glass to. You may also use the up and down arrows to the right of the frame number to make your selection. The default value is the second frame. Click on the 'return' button to return to the framing input screen. The title of the check box will reflect the specified frame number.

The largest frame number that you can select, or type in, depends on the number of frames defined on the framing order.

If you define a frame, attach the glass to that frame, and later delete the frame, the glass will be reattached to the second frame.

If you attach the glass to the second frame and later delete the second frame then the glass will be reattached to the first (inner) frame and the check box will disappear.

If you uncheck the check box then the glass will be reattached to the first (inner) frame and the check box will have the title 'in frame 2'.

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**POS** | **Framing Input** | NO. ORDERS | Request Date: Thu 02/28/2008 | TIME CLOCK | RECALL | CLEAR | ALT + C

Image Width	Image Height	Total Width	Total Height	United In	Frame style +or- scroll	Key in eg. 215uo,
8-1/2	11	12-1/2	15	27.5		

**Mats**  
CTRL+F12 Total Mat

TOP	POMPANO BEZ	2	3	4	11.55	0.00
C1000						
Exp	2					11.55

**Frames**  
CUSTOM

Check box

Which frame is the glass attached to?

Return

32.07	More Frames	
190.28		
36.58		
503.45		762.38
7.75		
9.60		
0.00		
0.00		
Other Total		17.35

**Other**  
OTHER  
DISCNT

**Art**  
ART INDEX  
VISUALIZE

**Name**  
DATA

**Comment**  
F12 to Exit Comment

Ver. 8.6.0

Image Description: [ ] | Image Condition: OK | 0.00 | 0.00

Look Up: [ ]

COMPLETE | Subtotal: 791.28 | Tax: 1.98 | **TOTAL: 793.26**

01139

If the glass is attached to a frame other than the inner frame then the name of the glass will be altered when printed on the framing work order. The glass name of the glass will have the frame number appended to the end of the glass type. For example, 'regular' glass that is attached to the third frame would be listed as 'regular3'.



01140

## Mounting

The mount field is used to specify the type of mounting to be used on the framing order.

- 1) Select the mounting option list by keying a '+' in the mount box or clicking in the mount box with the mouse.

You may also right click in the mount box to go to the next mounting option without the list of options appearing. In this case skip the next step.

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- 2) Arrow to the desired selection. You may also continue to hit the '+' key to move down the list of mounting types until the desired mounting type is highlighted. Hit the '-' key to move up the list of mount types. Hit the 'enter' key to select a mount type.

Up to 20 unique price columns for an unlimited number of mounting types may be defined. See page 467 for information on how to define mounting types

- 3) The selected mount type will be shown in the original box and will be priced.

## Finish

The finish charge is normally used to cover the cost of assembly of the framing order. The finish charge is a form of labor charge.

- 1) Select the finishing option list by keying a '+' in the finish box or clicking in the finish box with the mouse.

You may also right click in the finish box to go to the next finishing option without the list of options appearing. In this case skip the next step.

- 2) Arrow to the desired selection. You may also continue to hit the '+' key to move down the list of finish types until the desired finish type is highlighted. Hit the '-' key to move up the list of finish types. Hit the 'enter' key to select a finish type.

Up to 20 unique price columns for an unlimited number of finish types may be defined. See page 467 for information on how to define finish types.

- 3) The selected finish type will be shown in the original box and will be priced. The finishing operation is taxed or not taxed in the same way as labor (see below).

Note: The title 'finish' can be replaced by the contents of the FINISH.TXT file. See page 435. The replacement text should not exceed twelve characters in length.

## Labor

A labor charge may be added to the cost of a framing order as required. This charge reflects pure labor, not the cost of labor included in the price of mats, glass, etc. and not labor covered in the finish charge. See above. This labor is often considered to be 'extra labor' or 'special labor'. The labor type can be specified by:

- 1) Select the labor option list by keying a '+' in the labor box or clicking in the labor box with the mouse.

You may also right click in the labor box to go to the next labor option without the list of options appearing. In this case skip the next step.

- 2) Arrow to the desired selection or continue to hit the '+' key until it is highlighted. Hit the 'enter' key to select a labor type. An unlimited number of labor types may be defined. See page 470.

- 3) The selected labor type will be shown in the original box and will be priced.

Labor and finishing charges may be taxable or non-taxable. See page 454 for information on how to define them as taxable or non-taxable.

# FullCalc Operating Guide

Labor costs may be defined as a percent of total orders price or a fixed amount. Decimal values are entered for percent values. Whole numbers are entered for exact dollar amounts to be added to the charges. See page 472 for how to specify the dollar amount or the percent amount for the labor charge.

Note: The title 'labor' can be replaced by the contents of the LABOR.TXT file. See page 436. The replacement text should not exceed twelve characters in length.

## Miscellaneous Items Input

Miscellaneous items may be added to a framing order in any one, or more, of three ways:

- By selection from the list of miscellaneous framing items. This method is described in this section.
- By way of the manual entry of information for the item. This method is described in the next section.
- By the entry of the SKU number of an 'other' item. This method is described two sections down.

Note: On a single order any one or any combination of the methods listed above may be used to add the miscellaneous items.

The screen shown below is used to specify the 'other' items required for a framing job. Pressing the 'other' button on the left of the 'framing input' screen accesses the miscellaneous items screen.

**Misc. Input** Enter to add qty., - to reduce, Esc to return

Description
Acrylic Coat Tex.
<b>Acrylic Coat Tex. Brushstroke</b>
Canvas Trans. Photo
Canvas Transfer ( stretched )
Canvas Transfer w Brush
CHOP & JOIN
CHOP ONLY
Glazing 1/8 Acrylic Conserv.
Glazing 1/8 Acrylic Clear
Glazing 1/8 Acrylic Non Glare

Man. Entry  
Next Dept.  
Previous Dept.  
Next Page  
Previous Page  
Delete Line

SKU No.   
Quantity   
'Other' SKU No

Return

01023

To specify the 'other' items on a framing order from the list 'other' items:

- 1) Click on the "other" button on the left side "framing input" screen. The screen shown above will then appear.

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- 2) Roll through the list of options with the page up and page down keys, the arrow keys or the mouse. Highlight the desired item and then hit the 'enter' key. You may also click on the item to select it.
- 3) Data about the 'other' item will appear in the 'other' grid on the framing input screen. In the example below a total of three 'other' items have been added to the order.

<b>Other</b>		<b>Glass</b>	<b>Mount</b>	<b>Finish</b>	<b>Labor</b>	7.75
		Regular	Dry	AC32	None	9.60
OTHER		<b>LN Dept</b>	<b>Description</b>	<b>Qty</b>	<b>Price</b>	0.00
DISCNT		1 011	Security Hangers	2	4.72	0.00
		2 520	vs w/woven cover wht/nat	3	150.00	
		3 150	manually entered item	1	8.96	
						Other Total 164.67

01081

In this example the upper two lines (with 'ln' values 1 and 2) were entered by selection from the list of 'other' items. The third line (with a 'ln' value of 3) was entered manually. See the next section on how to enter an 'other' item manually.

- 4) Once an item has been selected, a quantity larger than one may be specified by any of the following methods:
  - Hit the 'enter' key once to select the first unit (to set the quantity to one). Then press the '+' key to increase the quantity by one. Press the '-' key to decrease the quantity by one.
  - Click the item multiple times with the mouse. Left click to increase the quantity by one. Right click once to decrease the quantity by one.
  - Type in the quantity on the keyboard.

For example, if you wish three units of an item then click on the item name three times with the mouse.

Note: The miscellaneous item file may be set up by, sorted by, department number for ordering purposes. Orders may be placed for these items through the management screens on page 199. Select one vendor order per department.

- 5) Up to eight unique input items may be selected.
- 6) Click on the "return" key to return to the "framing input" screen. You can also click on the 'esc' key to exit from the screen

See page 487 for information on how to define an items ability to be taxed and/or discounted.

The following buttons are defined on the miscellaneous items input screen:

- **MAN. ENTRY** - Use the manual input screen to specify a miscellaneous item. See below for how to do a manual entry.
- **NEXT DEPT.** - Go to items in the next department.
- **PREV. DEPT.** - Go to items in the previous department.
- **NEXT PAGE** - Go to next page of miscellaneous items.
- **PREVIOUS PAGE** - Go to previous page of miscellaneous items.
- **DELETE LINE** - Delete one line of miscellaneous input. See below.
- **'OTHER' SKU NO.** - Use the 'sku no.' and 'quantity' fields to specify a pre-defined SKU number from the inventory. See below for how to uses this button and its associated data fields.
- **RETURN** - Return to the "framing input" screen.

Fields on the 'other' items grid on the framing input screen include:

- **LN** - the line number of the 'other' item (a value between 1 and 8).
- **DEPT** - department number or for items specified by SKU number this will be the SKU number.

# FullCalc Operating Guide

- **DESCRIPTION** – a description of the item.
- **QTY** – the quantity of the item on each frame.
- **PRICE** – the retail price. This is calculated as the price per unit times the quantity. For some items a fixed amount may then be added to arrive at the final price shown.

See page 487 to define ‘other’ items on the miscellaneous input screen.

## Manual Entry

<b>Description</b>	<b>Price</b>	<b>Per</b>	<b>Qty</b>	<a href="#">Return</a>
More than 10 oval openings in a mat	9.98	EA	12	
<b>Dept</b>	<b>Plus \$</b>	<b>Tax</b>	<b>Disc</b>	<a href="#">Cancel</a>
150	0.00	T	T	

01024

The screen shown above is used to specify ‘other’ items that are not pre-defined in either the list of ‘other’ items that can be added to framing orders or in the inventory. These items are referred to as manually entered items.

- 1) Click on the “other” button on the left side “framing input” screen. The screen shown in the previous section will then appear.
- 2) Click on the “man. entry” button on the “misc. input” screen. The middle window above will appear.
- 3) Type in the following pieces of information for each manually entered ‘other’ item:
  - a) A description of the item.
  - b) The price per unit. The price per unit normally is a positive number. A value of zero (0.00) may be entered if you wish to give the item away. A negative price per unit may also be specified to give the customer an explicit discount on a specific item. In this case a message will ask you to confirm that a negative price per unit is correct.
  - c) A unit of measure (per) to be used such as:
    - EA** - each
    - UI** - United Inch
    - SF** - square feet
    - FT** – feet. Orders need at least one moulding if the price of a miscellaneous item is based on the number of feet in the order. If the order has several mouldings then the footage of the inner moulding will be used in the price calculation.
    - MT** - per the price of a regular mat (a mat of price code 1) at retail. There is no requirement that the order contain a mat or that if there is a mat that the mat have a of price code of 1.

See also page 487.

  - d) A quantity.
  - e) A department number.
  - f) A fixed dollar amount to be added to unit price (if any). This is the “plus \$” amount.
  - g) Enter a “T”, for true, or “F”, for false, to specify if the item is taxable
  - h) Enter a “T”, for true, or “F”, for false, to specify if a discount can be applied to the item.
- 4) Click on “return” to accept input the input and return to the ‘miscellaneous input’ screen. Click on the “cancel” button to return to the ‘miscellaneous input’ screen.
- 5) Data about the ‘other’ item will appear in the ‘other’ grid on the framing input screen. See the example in the previous section.

# FullCalc Operating Guide

- 6) Up to eight unique input items may be specified.
- 7) Click on the “return” key again to return to the “framing input” screen. You can also click on the ‘esc’ key to exit from the screen

The retail price is the sum of the ‘price’ and ‘per’ value computation. To this is added the ‘plus \$’ value, if any.

Note: If the unit of measure is “FT” then at least one frame must be specified on the order to allow for the calculation of footage. If the order has several mouldings then the footage of the inner moulding will be used in the price calculation. For predefined items see page 487.

## ‘Other’ SKU Number

01080

The screen above is used to specify ‘other’ items that are to be added to the framing order and which have been pre-defined in the inventory. Only SKU numbers that were given a category of ‘other’ in the inventory can be added to the framing order using this method<sup>22</sup>. See page 324 for more on how to define a SKU number in the inventory and how to specify its category as ‘other’.

<sup>22</sup> The following table shows the section of the framing input screen where each category of SKU number in the inventory can be entered into a framing order:

SKU category	Framing input screen section	See page ...
Mats	Mats	27
Frames and fillets	Frames or mats for fillets attached to mats	32 or 27
Prints	Other (the image description box)	85
Sectionals and ready mades	Frames	32
Accessories/other	Other	72

# FullCalc Operating Guide

- 1) Click on the “other” button on the left side “framing input” screen. The screen shown above will then appear.
- 2) Tab to or click on the ‘SKU no.’ box. Enter a pre-defined SKU number that has a category of ‘other’ in the ‘SKU no.’ box.
- 3) Enter the desired quantity for this SKU number to be used on each frame in the ‘quantity’ box.
- 4) Click on the “other SKU no.” button.
- 5) Data about the ‘other’ item, the specified SKU number, will appear in the ‘other’ grid on the framing input screen.

<b>Other</b>		<b>Glass</b>	<b>Mount</b>	<b>Finish</b>	<b>Labor</b>	7.75
<input type="button" value="OTHER"/>		Regular	Dry	Basic fitting	None	9.60
<input type="button" value="DISCNT"/>		<b>LN Dept</b>	<b>Description</b>	<b>Qty</b>	<b>Price</b>	0.00
1	140	Acrylic Coat Tex.		1	3.23	0.00
2	150	manual other item		1	1.98	
3	BOWL1	glass bowl - large red		2	30.00	
						Other Total 35.21

01095

In this example the upper line (with a ‘ln’ value of 1) was entered by selection from the list of ‘other’ items. The middle line (with an ‘ln’ value of 2) was entered manually. The third line (with a ‘ln’ value of 3) was entered by specifying a SKU number. Note that the ‘dept’ column lists department number for the first two lines and the SKU number for the third line. See the two sections above on how to enter an item from the list of ‘other’ items and how to enter an ‘other’ item manually.

- 6) Up to eight unique input items may be specified.
- 8) Click on the “return” button to return to the “framing input” screen. You can also click on the ‘esc’ key to exit from the screen

Note: For an ‘other’ item entered for the list of ‘other’ items or manually specified, the ability to tax the item can be specified. However, for an ‘other’ item specified by way of its SKU number, the item will always be taxable.

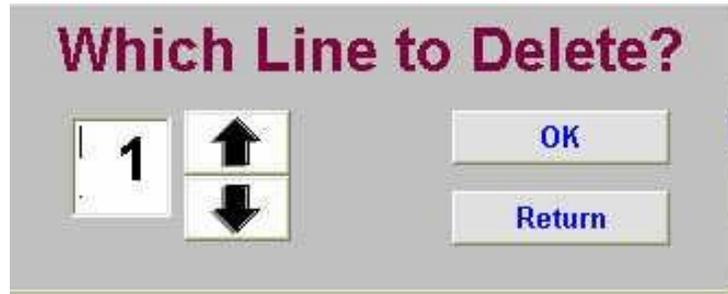
Note: For an ‘other’ item entered for the list of ‘other’ items or manually specified, the ability to discount the item can be specified. However, for an ‘other’ item specified by way of its SKU number, the item will always be discountable.

Note: The on hand inventory for the SKU number specified will be adjusted at the completion the POS transaction, not at the completion of the framing order, only if the MULTLINE.TXT file is defined. See page 436 for details on this option. In addition, it is advisable that the SKU number not be three characters long. See page 324 for additional information on SKU number restrictions.

Fields on the ‘other’ items grid on the framing input screen include:

- **LN** – the line number of the ‘other’ item (a value between 1 and 8).
- **DEPT** – department number or for items specified by SKU number this will be the SKU number.
- **DESCRIPTION** – a description of the item.
- **QTY** – the quantity of the item on each frame.
- **PRICE** – the retail price. This is calculated as the price per unit times the quantity. For some items a fixed amount may then be added to arrive at the final price shown.

## Delete Line



01025

The screen shown above is used to delete 'other' items that have been previously selected.

- 1) Click on the "delete line" button on the "misc. input" screen. The window shown above will then appear.
- 2) Select the line number to delete. You may type in the line number, or click on the arrows with the mouse until the desired line number is displayed.
- 3) Click on "OK" to delete the line and return to the "misc. input" screen. Click on the "return" button to return to the "misc. input" screen without deleting any of the 'other' items.

## Discounts

After a framing order has been taken a discount may be applied to the price of the order or a portion of the order. To take a discount click on the 'discnt' button in left most column of the "framing input" screen. Then follow the instructions in the next four sections.

The table below shows which parts of the framing input screen are discounted if a percentage value is specified on either the 'this order only' or 'all orders' screens. See below for additional information

Discount field	Items in which section discounted
Print	image
Custom	frame (custom frame only)
Total	mat, frame, other
Ready-made	frame (ready-made frame only)
Sectional	frame (sectional frame only)
Other	mat and other

These discounts will not reappear when you recall an order. See pages 23 and 159.

## This Order Only

# FullCalc Operating Guide

**THIS ORDER ONLY**

Dollar Amount to Deduct from Order (\$Discount) 0.00

Custom %  Mats %

ReadyMade %  Sectional %

Print %  Other %  Total %

Promotion ALT + # for Promo

Sale #1	Sale #2	Sale #3	Sale #4	Delete Promotion	Return
Sale #5	Sale #6	Sale #7	Sale #8		

Press to modify ALL Orders Discounts

01026

To apply a discount which applies only to the current order:

- 1) Hit the “discnt” button on the left side of the “framing input” screen.
- 2) The “this order only” discount screen will appear. See the example above.
- 3) Select one of the following types of discounts from this screen;
  - a) Insert the dollar amount of the discount in the box at the right end of the top line. This amount will appear on the “ framing input” screen in red just to the right of the price of the glass. This amount will appear on the framing work order, if it is in ‘customer’ format, on the ‘less’ line in the lower right of the order just above the totals for the order. See the example below.

Less:	<b>100.00</b>
Subtotal:	<b>5847.20</b>
Quantity:	<b>1</b>
Tax:	<b>0.00</b>
<b>Total:</b>	<b>5847.20</b>

‘Less’ dollar amount.

01125

- b) Enter a percentage amount (1 to 100) in one or more of the following boxes:
  - Print – image if it is being sold as part of the order. Images that are supplied by the customer, and thus have to price, are not discounted.
  - Custom – when the frame type is ‘custom’, ‘custom/wedge’ or ‘special’, the moulding only is discounted.
  - Mats – the mats only. See also below.
  - Total – the total order.
  - Readymade – when the frame type is ‘rdy made’, the ready-made frame only.
  - Sectional - when the frame type is ‘sectional’ the sectional frame only.

# FullCalc Operating Guide

- Other – all of the ‘other’ items plus glass, mount, and finish. Labor is not discounted. See also below.

These boxes allow you to discount some or only parts of an order. The following rules apply to entry of discounts into the various boxes:

- Prints will not be discounted when a “total” discount is specified.
- If a “total” discount is specified along with a “custom”, “mat”, “readymade”, and/or “sectional” discount an error message is generated and the “total” discount is set to zero.
- If an “other” discount is specified then the mats will be discounted using the “other” percentage. If an “other” discount is not specified but a “mat” discount is specified then the mats will be discounted using the “mat” percentage.

Any discounts given will appear in red on the “framing input” screen just to the left of the net price column. The list price and the net price (after discount price) will appear on the framing work order, if it is in ‘customer’ format, on the right side of the order.

Enter a value of 0 (zero) in any of the boxes for which no discount is to be given. This is the default discount for all of the boxes.

- c) Click on one of the eight ‘sale’ buttons. See the next section, titled ‘package promotions’, for details. This type of discount will appear on the “framing input” screen and on the framing work order as a line in the miscellaneous items section.
- 4) The proper discounts will be taken on this order only.
- 5) Click on the ‘return’ button to return to the ‘framing input’ screen.

The amount of the discount will appear on the ‘framing input’ screen to the left of the price column. The discount amounts will be shown in red.

## Package Promotions

A package of items may be discounted as a group. Up to eight promotional packages may be predefined. See page 463 for details.

- 1) Hit the “discnt” button on the “framing input” screen.
- 2) The “this order only” discount screen will show. See the example in the previous section.
- 3) Specify the promotional package to be used by doing one of the following:
  - a) Click on the desired promotional package button (1 to 8).
  - b) Enter the ‘alt’ key and the number of the promotion (1 to 8) for this sale. For example enter ‘alt 3’ if you wish to use promotional package three.
- 4) Click on the ‘return’ button to return to the ‘framing input’ screen.

The use of a sale button to calculate a discount adds an entry to the ‘other’ box. The description holds the name of the package selected and the package price. The ‘price’ value is the discount given by use of the package. If the ‘price’ value shown is positive then the package costs more than the items at regular price. See page 80.

For example, if the description added to the ‘other’ box is ‘Frame Sale 2 39.95’ this means that the second promotional package (marked ‘sale #2’ on the ‘this order only’ screen) has been selected and that the price of the package is \$39.95 for the size of the frame on this order.

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<b>Other</b>		<b>Glass</b>	<b>Mount</b>	<b>Finish</b>	<b>Labor</b>	91.25
<b>OTHER</b>		Museum	Dry	Basic fitting	None	10.80
<b>DISCNT</b>		<b>LN</b>	<b>Dept</b>	<b>Description</b>	<b>Qty</b>	<b>Price</b>
<b>Promo</b>		1	140	Acrylic Coat Tex. Brushstroke	1	82.50 ▲
		2	150	Spacers METAL Fr. Paper / Rag	4	132.00
		3	120	Frame Sale 1 35.00	1	-147.94 ▼
						Other Total 66.56

Net price of all 'other' items

01096

In the example above there are three 'other' items shown. The promotional package is on the third line (with a 'ln' value of 3). The 'price' value for the promotional package is negative showing that a discount has been given (the package costs less than the individual items).

Click on the 'delete promotion' button to remove a previously applied promotional package from the current order.

Note: Only the buttons that correspond to previously defined promotional packages will be highlighted on the "this order only" screen. Only the highlighted buttons may be selected.

Once a promotional sale package has been selected the 'promo' button will appear. Click on the 'promo' button to display the package discount screen.

**Promotional Package Discounts**

Mat discount	Yes - 9.95	9.95
Frame discount	2 frames - 363.19	726.38
Glass discount	No	0.00
Mount discount	Yes - 12.60	12.60
Finish 1 discount	No	0.00
Finish 2 discount	No	0.00
<b>Totals:</b>	<b>Sale #:</b> 1	
Before discount	385.74	
After discount	35.00	
		<b>-246.14</b>

Return

01029

The 'promotional package discount' screen gives details about the discount offered. For each type of item which may be discounted is 'no' to indicate that that type of item is not part of the package or 'yes'

# FullCalc Operating Guide

followed by the pre discount price of the item. For glass, mats, and mounts, 'Diff' followed by the portion of the price being discounted appears only if the PROMODIF.OPT option file is defined. See page 437. For frames only, the number of frames (for example '1 frame') replaces the 'yes'. The total value of items in the package before and after discounts appears at the bottom (in general, this is not the total value of items in the entire order).

On the 'promotional package discount' screen some of the values are:

- **MAT DISCOUNT** – 'no' if no mats are included in the promotional package or the number of mats in the package and their original retail price if they are part of the package. Remember that not all mats need be part of the package and that the mats need to be at the specified price code to be included. The use of the PROMODIF.OPT option can also alter the mat price. See page 463 for details.
- **FRAME DISCOUNT** – 'no' if no frames are included in the promotional package or the number of mats in the package and their original retail price if they are part of the package.
- **GLASS DISCOUNT** – 'no' if the glass is not included in the promotional package or 'yes' followed by the original retail price if it is part of the package. Remember that the glass needs to be at the specified price code to be included in the package unless PROMODIF.OPT is defined. See page 463 for details.  
**Note:** The glass discount may not be correct if glass is priced by lite size.
- **MOUNT DISCOUNT** – 'no' if the mount is not included in the promotional package or 'yes' followed by the original retail price if it is part of the package. Remember that the mount must be at the specified price code to be included in the package. The use of the PROMODIF.OPT option can also alter the mat price. See page 463 for details.
- **FINISH 1 DISCOUNT** – 'no' if the first finish is not included in the promotional package or 'yes' followed by the original retail price if it is part of the package.
- **FINISH 2 DISCOUNT** - 'no' if a second finish is not included in the promotional package or 'yes' followed by the original retail price if it is part of the package.
- **SALE #** - the number of the promotional package selected.
- **BEFORE DISCOUNT** – the total retail price of the items in the package before the discount is applied.
- **AFTER DISCOUNT** – the total retail price of the items in the package after the discount is applied.

Once a promotional sale package has been selected the order may change. For example a mat may be added or deleted from the order or the size of the order may be increased or decreased. A change to the order may or may not change the amount of the discount price of the items and/or the amount of the discount depending on the specific change and the promotional pricing package definition. FullCalc will recalculate the regular price of the order, the promotional pricing package price, and the amount of the discount following each change to the order. The 'price' value in the 'other' items box will be changed for the promotional package as needed.

## All Orders

## DISCOUNT AND DATE INFORMATION

### All Orders

Custom	%	<input type="text" value="5"/>	Mats	%	<input type="text" value="10"/>			
ReadyMade	%	<input type="text" value="33"/>	Sectional	%	<input type="text" value="17"/>			
Print	%	<input type="text" value="0"/>	Other	%	<input type="text" value="75"/>	Total	%	<input type="text" value="0"/>

Enter Min. Number Of Days To Completion

Completion Date: Thu 03/01/2007

Enter Number Of Orders Allowed Per Day

01027

Discounts can be applied to all orders, not just the current order, if desired. To set the discount so that it applies to all future orders do the following:

- 1) Hit the "discnt" button on the "framing input" screen.
- 2) The "this order only" discount screen will then appear.
- 3) Click on the "all orders" button at the bottom of the "this order only" screen.
- 4) The "all orders" discount screen will show. See the example above.
- 5) Enter a percentage amount (1 to 100) in the "print", "custom", "mats", "total", "readymade", "sectionals", or "other" boxes to discount only parts of all future orders. If a value is entered in the "total" discount box you should not use other individual discounts, other than 'prints', since this will cause a compound discount to be given.  
Enter a value of 0 (zero) in any of the boxes for which no discount is to be given.
- 6) Click on the 'return' button to return to the 'this order only' screen.
- 7) Click on the 'return' button to return to the 'framing input' screen.

## Completion Days

The completion days is used to calculate the number of days from when an order is taken until the order is to be delivered. The computed date becomes the "date requested" value listed on a framing work order. You may also modify the number of days to completion, if desired, on the 'all orders' screen. The completion date will then be computed, do not enter the actual completion date. See also page 23.

Note: The completion date for a specific order can also be specified on the 'completion' screen. See page 117.

Note: If the number of orders due to be completed on a given day, see the next section, exceeds the number of orders which can be completed on a given day then the completion date of that framing order may be changed from the number of days specified. The new completion date will be later than it normally would be.

Note: The number of days to completion calculation is not done for store samples. For store samples the order completion is always assumed to be the date the order was taken.

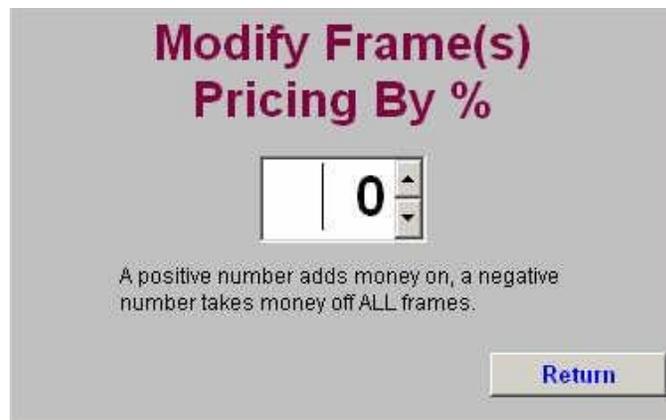
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## Orders Per Day

You may also modify the number of orders allowed per day, if desired, on the 'all orders' screen. The number of orders per day should be set a value that reflects the capacity of the frame shop to complete orders. It should be based on the available staff and equipment in the frame shop and the average complexity of the orders taken by the shop. Press the '+' or '-' keys to modify the number of orders value. The system will show a warning when this limit is reached when taking a framing order on the 'framing input' screen. The value can be set for up to 99 orders to be taken each day.

If the actual number of orders due on a given day exceeds the number specified then the completion date for additional orders will be increased by one (to the next later day). See also the previous section, 'completion days'.

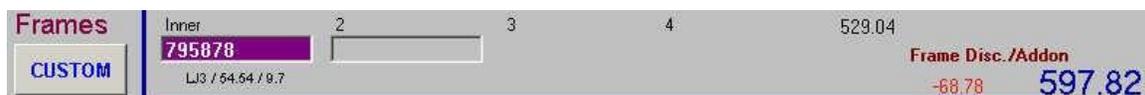
## Frame Discount



01028

To discount, or increase, only the price of the frame you may click on the word "frame" on the left side of the "framing input" screen. The window shown above will then appear. You may type in the desired discount, or increase, on the frame only as a percentage. You may also use the '+' and '-' keys to specify the value of the increase or decrease. The value entered may be positive or negative and may be used with other discounts. A negative discount value indicates a price increase (a negative discount). The discount, or increase, entered in this box will show on the 'framing input' screen, see the example below, but not on the framing work order.

The frame price may be modified by up to 100 percent in either direction (it may be increased or decreased by up to 100 percent).



01069

When the frame discount option is selected the note 'frame disc./addon' appears in red on the 'framing input' screen at the right of the screen. See the example above. The amount added or subtracted (the discount or the addition) appears below the note.

# FullCalc Operating Guide

The amount of the frame discount is shown on the framing work order as the 'includes a frame discount of:' value. This discount appears at the lower right of the framing work order. See the example below.

## Comments

The diagram shows a framing work order with several callouts:

- Left Callout:** "The frame discount is included in this value." points to the "Original Price of Order: 3259.95".
- Top Right Table:**

Subtotal:	2726.83
Quantity:	1
Tax:	0.00
<b>Total:</b>	<b>2726.83</b>
- Center:** "Original Price of Order: 3259.95" followed by "You Saved: 533.12". Below this is a line with "\*\*\*\* Thank You Please Come Again \*\*\*\*" and a paragraph: "Placing This Order Hereby Authorizes The Above Work To Be Done, The Customer Also Assumes All Risks And Liabilities, Recognizing That Due Care Will Be Taken With The Article(s) Being Framed."
- Right Callout:** "The frame discount is not included in this value." points to the "You Saved: 533.12" value.
- Bottom Right Callout:** "Frame discount." points to "Includes a frame discount of: 294.30".

Invoice 01126

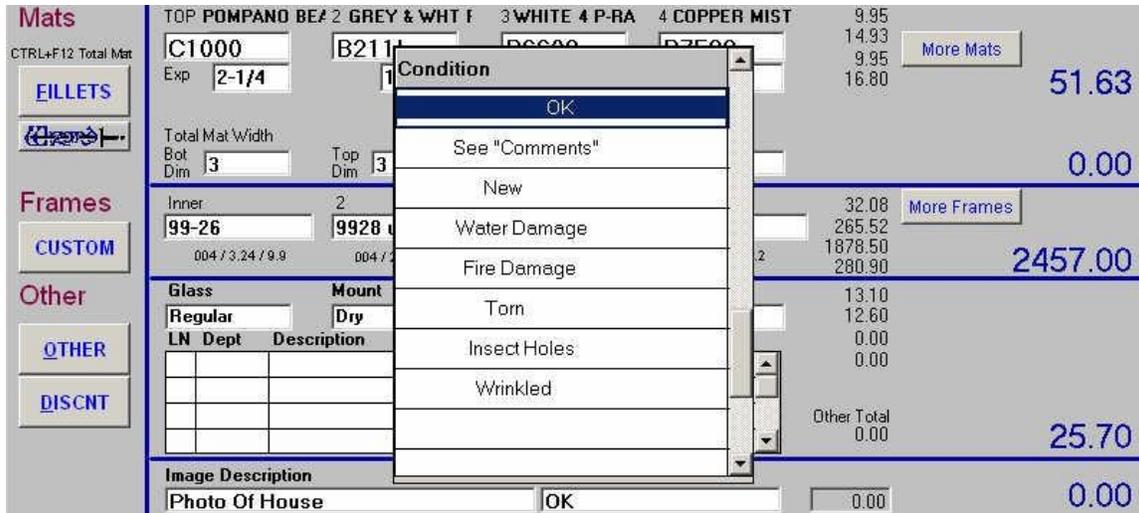
Note: The amount of the frame discount is not included in the 'you saved' value on the framing work order. The amount of the frame discount is included in the 'original price of order' value on the framing work order.

## Art

The image, for example a piece of art, to be framed may be specified in FullCalc in several ways depending on the source of the image. The major sources of the image are:

- the customer.
- the store's FullCalc inventory. This includes such things as open prints as well as signed and numbered (limited edition) prints.
- the store but not from the FullCalc inventory.

# FullCalc Operating Guide



01030

## Art – Customer Provided

If the customer supplies the image, enter a short description of it in the “image description” box. Click on the “image condition” box to show a list of the possible image conditions. Highlight the desired condition and press ‘enter’. See page 491 to define the image condition values. See the example above.

## Art – Not From Inventory



01093

If the image is sold as part of the framing job and if the image is not in the FullCalc inventory then type in a short description of it in the “image description” box. Click on the “image condition” box to show a list of the possible image conditions. Highlight the desired condition and press the ‘enter’ key. See page 491 to define the image condition values. Enter the price of the image in the box to the right of the “image condition” box. The price of the image will be added to the price of the framing job. See the example above.

You may also highlight the “image description” box and press the ‘+’ key if the ‘art index’ button is visible on the left of the “framing input” screen<sup>23</sup>. You may then select a work of art from the art index. See the sections titled ‘art from fullcalc inventory’ on page 89 and ‘art from the art print index cd-rom’ on page 93 for more information.

## Art – From Inventory

<sup>23</sup> Unless the art index information is to come from the Lieberman etailer CD-ROM.

# FullCalc Operating Guide

Image Description	Image Condition	
Print6 Boy And Girl	Water Damage	100.00

01031

If POS is installed and if the SKU number for an item of artwork has been entered into the FullCalc inventory as a print, you may type in the SKU number of the image you wish to sell. The artwork must have been defined in the inventory as a print for this feature to work properly. See page 324 and following.

For example, if the SKU number of the item you wish to sell is 'print6' type just the SKU number into the 'image description' box and press 'enter'. The description of the image will then appear in the 'image description' box following the SKU number. In the example above, 'print6' is the SKU number and 'boy and girl' is the description of the image. The price of the image will appear in the box to the right of the 'image condition' box. Both the description and the price come from the definition of the SKU number in the FullCalc inventory.

Note: You may type in the description of the image into the 'image description' box. However, no lookup of the item or its retail price will be done.

You may also highlight the "image description" box and press the '+' key if the 'art index' button is visible on the left of the "framing input" screen<sup>24</sup>. You may then select a work of art from the art index. See the sections titled 'art from fullcalc inventory' on page 89 and 'art from the art print index cd-rom' on page 93 for more information.

Click on the "image condition" box to show the possible image conditions. Highlight the desired condition and press 'enter'. See page 491 to define the image condition values. See the example above.

**Choose Edition Number**

133  
134  
135  
136  
137  
138

If returning an edition, enter edition number here and press button

Returning Edition

01032

If the image is in the FullCalc inventory and is also a signed and numbered print (a limited edition print) then the screen shown above will appear. Highlight the number of the edition being sold and press 'enter'.

<sup>24</sup> Unless the art index information is to come from the Lieberman etailer CD-ROM.

Certificate of authentication is available for this limited edition print.

# FullCalc Operating Guide

Note: When selling a signed and numbered print, do not enter a value in the box at the bottom of the “choose edition number” screen or click on the “returning edition” button at the bottom of the screen.

Image Description	Image Condition	Image Type	Cert. of Auth.
Ed.# 19 Ltd1 Fruit In Bowl	OK	Customer	100.00

01136

The image description field will then contain the following items:

- “Ed.#” followed by the edition number selected on the ‘choose edition number’ screen.
- The SKU number of the image.
- The description of the signed and numbered print, if available, from the inventory.

In addition the note ‘cert. of auth.’ may appear to the right of the price if a certificate of authentication is available for this signed and numbered print (limited edition print)<sup>25</sup>. The availability of this certificate is specified in the inventory definition of the signed and numbered print by checking on the ‘certificate of authentication’ box in the definition of a print on the display/edit tab. See page 336 for how to define a signed and numbered print (limited edition print).

If POS is installed and the image is defined in the FullCalc inventory as a print and has a digital image file specified, see page 346, then a small button marked ‘enlarge image’ will appear above the image box.

Image Description	Enlarge Image	Image Condition	
Beach1 Beach And Surf		Ok	100.00

01104

In the example above, ‘beach1’ is the SKU number and ‘beach and surf’ is the description of the image taken from the definition of the SKU number in the FullCalc inventory. Click on the ‘enlarge image’ button to see a digital version of the image. See the example below.

Note: If POS is not installed you may type in the SKU number of the image into the ‘image description’ box. However, no lookup of the items description or retail price will be done. In addition, the ‘enlarge image’ button will not appear.

<sup>25</sup> The ‘cert. of auth.’ message only appears if: 1) the image is a signed and numbered print, 2) if the ‘certificate of authentication’ box has been checked in the definition of the SKU number in the inventory section, and 3) the image is specified by entering a SKU number in the ‘image description’ field.



01105

Note: If the enlarged image appears to be made up of set of small rectangles it is often referred to as being 'pixilated'. This effect is often caused by an over enlargement of the graphical data. This effect may also be caused by the use of a low-resolution camera to create the digital image or by subsequent editing of the captured image that may have been done.

## Art – Image Type

Regardless of how the image, the work of art, is specified, an optional type designator may be specified for the image. The following conditions must all be met for this to happen.

First, the SET IMAGETYPE=ON statement WINCALC.INI file. See page 430 for more information.

Second, a set of image types must be defined. Each store should determine how images should be categorized. See page 514 for information on how to defined a set of image types.

When this is done, the image section of the “framing input” screen will look as per the example below.

Image Description	Image Condition	Image Type			
Bowl Of Figs And An Apple	New	OIL	199.95	29.99	169.96

01134

Note that the width of the 'image condition' field is narrower. The 'image type' field now uses a portion of the area previously used by the image condition. Specify the image type by:

# FullCalc Operating Guide

- 1) Key a '+' in the image type box or click in the image type box with the mouse. A pull down menu of predefined image types will appear.

You may also right click in the image type box to go to the next image option without the list of options appearing. In this case skip the next step.

- 2) Arrow to the desired selection or continue to hit the '+' key to go down the list, or hit the '-' key to go up the list until it is highlighted. Hit the 'enter' key to select the highlighted image type. You may also click on the desired selection with the mouse.
- 3) The selected image type will be shown in the original box.

For the image type menu, only the predefined values may be selected. If a value is typed in it will be ignored.

## Art Index

The art index feature allows for the searching for prints or other artwork by artist name or by title. Data about the work of art, and in some cases its source (the vendor of the art) can also be found. For some, but not all, works of art an image is also available.

There are two slightly different interfaces to three different art indexes. One interface uses information from the FullCalc inventory of prints. The second interface uses information from an Art Print Index CD-ROM or from a Lieberman's etaler CD-ROM. Only one of the two interfaces, and only one of the three art indexes, may be used at any given time.

Art Index	Mode to be used is specified by...
FullCalc Inventory	Adding an ARTINDEX=ON or ARTINDEX=IMAGE statement to the WINCALC.INI file. See page 429.
Art Print Index CD-ROM <sup>26</sup>	Defining an APIIMAGE.OPT option file. See page 434.
Lieberman's etailer CD-ROM <sup>27</sup>	Defining an APIIMAGE.OPT option file. See page 434.

Based on the interface and art index specified, see one of the following three sections for a description of the art index interface.

Note: Only one of the three art indexes may be used at any one time.

## Art From the FullCalc Inventory

Before an item, as represented by a SKU number, can be properly be used by this feature the following must be done:

- The digital image of the work of art must be captured and saved. See page 870 for details.
- A SKU number for the item must be created. See page 324 for details on how to define a SKU number.

<sup>26</sup> The Art Print Index CD-ROM is not part of FullCalc. This CD-ROM must be licensed from its provider.

<sup>27</sup> The Lieberman's etailer CD-ROM is not part of FullCalc. This CD-ROM must be licensed from its provider.

# FullCalc Operating Guide

- The digital image associated with the item (with the SKU number) must be specified. See page 346 for details on this process.

Once the three activities referenced above are completed the image and other information about a given work of art can be used. Finally, a SET ARTINDEX=ON or SET ARTINDEX=IMAGE statement must be added to the WINCALC.INI file to enable the art index feature by displaying the 'art index' button on the 'framing input' screen. A value of 'ON' in this statement indicates that all works of art can be searched. A value of 'IMAGE' in this statement indicates that only works of art which have an image file name specified in the inventory can be searched.

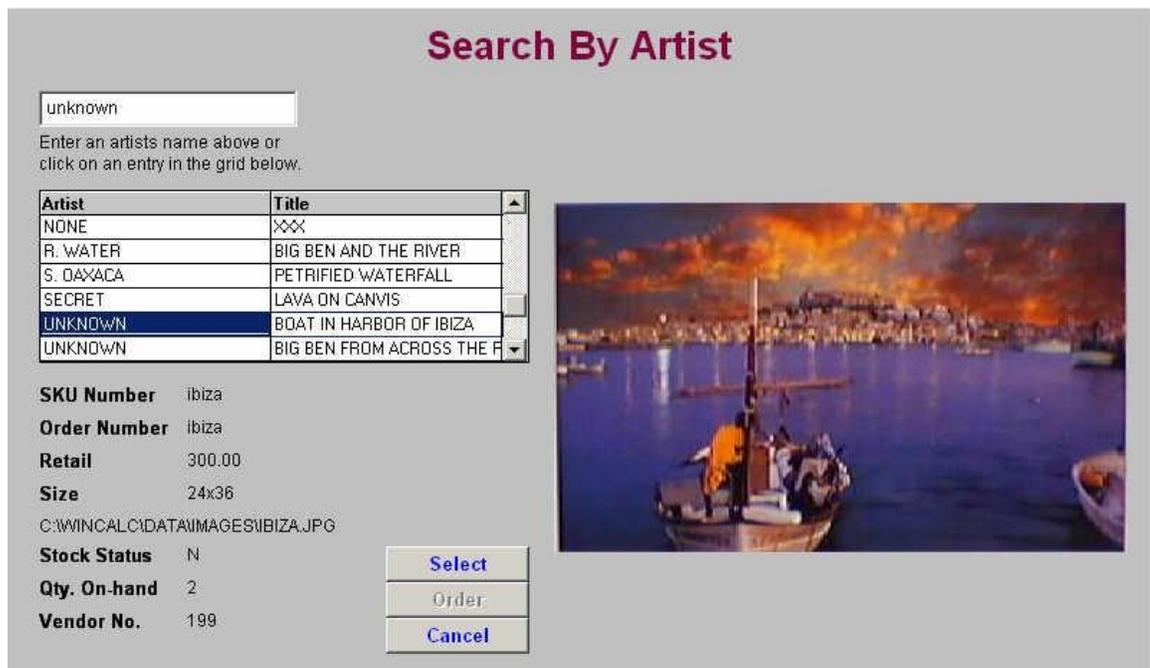
To access the art index with data in the FullCalc inventory do the following:

- 1) Go to the 'framing input' screen.
- 2) Click on the 'art index' button. The screen shown below will then appear.



01106

- 3) Click on one of the search buttons (the 'search by artist' button or the 'search by title' button). A screen like that shown below will then appear.



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# FullCalc Operating Guide

- 4) Depending on the search option selected, enter the name of an artist or the title of a work of art in the box at the upper left of the screen.
- 5) The title(s) of the available pieces of art, if any, which meet the specified criteria will appear in the grid in the upper left. The grid will also show the name of the artist of each work.
- 6) If needed, scan up and down the list of works of art in the data grid. Use the 'page up' and 'page down' keys as needed. You may also use the slider at the right of the grid or the up and down arrow keys or click on one of the items in the data grid. The up and down arrow keys may also be used to highlight an item in the grid as can clicking on the item with the mouse. All of these activities will highlight one of the works of art.

Details as to the size, price, etc. of each work of art will appear below the data grid for the selected artist/title combination. An image of the selected work of art, if available, appears on the right side of the screen. Values shown on the screen below the data grid include:

- **SKU NUMBER** – the SKU number of the item.
- **ORDER NUMBER** – the vendor assigned number by which the item can be ordered.
- **RETAIL** – the retail price of one unit of the item.
- **SIZE** – the size of the item.
- **STOCK STATUS** – the stock status code for the item. Valid stock status codes include:
  - **S** - a regularly stocked item.
  - **N** - an item that is available but not stocked.
  - **X** - an item only ordered once (for example a seasonal import).
  - **D** - a deleted item but one you may still have in stock.
- **QTY. ON-HAND** – the number of units of the item that are currently on-hand. This number may be zero (for example for an item which is not stocked).
- **VENDOR NO.** – the vendor number of the item.

In addition, the full name of the image file will appear if it is available. The name may be followed by '<- file not found' if the name of an image file can be found but the image file itself cannot be found. The name will be replaced by 'no image available' if no image file name has been specified for a given print.

- 7) To order a copy of the selected work of art, click on the 'order' button. This should only be done if the quantity on hand shown is zero or less<sup>28</sup>. A special order form will then be printed and an entry will be made in the printer order log (see below). Note that two copies of the order data will be printed on one sheet of paper (the two parts may be cut in half as needed).

---

<sup>28</sup> If the quantity on hand is 1 or larger then the 'order' button will be disabled and a special print order form cannot be printed. If the quantity on hand is 1 or larger then use the 'select' button.

## Special Print Order Invoice

09/18/2006

<b>Vendor</b>	MYVENDOR
<b>Item #</b>	qazwsx
<b>Size</b>	large
<b>Catalog Page</b>	
<b>Sug. Retail</b>	500.00
<b>Title</b>	LAVA ON CANVIS
<b>Artist</b>	SECRET
<b>Cust Name</b>	Store
<b>Cust Phone</b>	



01108

This will also cause information about the highlighted print to be transferred to the framing input screen.

Values shown on the special print order, see the example above, include:

- **VENDOR** – the name of the vendor of the item.
  - **ITEM #** - the vendor assigned number by which the item can be ordered.
  - **SIZE** – the size of the item.
  - **SUG. RETAIL** – the retail price of one unit of the item.
  - **TITLE** – the description of the item.
  - **ARTIST** – the name of the artist.
  - **CUST NAME** – the name of the customer. This will be 'store' if the customer has not yet been specified on the 'framing input' screen.
  - **CUST PHONE** – the telephone number of the customer including the area code if available. If the customer is the 'store' then this field will be blank.
- 8) Clicking on the 'select' button will select the highlighted print and transfer information about it to the framing order screen.
  - 9) Clicking on the 'select', 'order', or 'cancel' button on the 'search by title' or 'search by artist' screen will cause control to return to the 'art index' screen.
  - 10) Clicking on the 'print orders' button generates a list of special print orders. A set of values is added to the print order log each time the 'order' button is clicked on either the 'search by artist' or the 'search by title' screen.

If the print order report is output to the printer then you will be asked if the print order log is to be emptied or not. Reply 'yes' to clear the log or 'no' to keep the log.

# FullCalc Operating Guide

## Print Order

09/18/2006

Item No.	Artist	Price
Title	Page	
Size	Customer Name	Phone No.
xxxx	JONES	1000.00
LTD ED PRINT OF TWO HORSES		
1x2	Store	
-----		
	JONES	100.00
BOY AND GIRL		
small	Store	
-----		
rocket1	WHOEVER	99.95
ROCKET LIFTOFF		
large	Store	
-----		
print69	NONE	9.00
XXX		
	Store	
-----		
print3	SMITH	199.95
A NEW PRINT		
Donald Duck	(212) 555-1212	
-----		
xxxx	JONES	1000.00
LTD ED PRINT OF TWO HORSES		
1x2	Muriel Vebsky	(904) 555-1212
-----		
qazwsx	SECRET	500.00
LAVA ON CANVIS		
large	Muriel Vebsky	(904) 555-1212
-----		

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Fields on the print order report include:

- **ITEM NO.** – the vendor assigned number by which the item can be ordered.
- **ARTIST** – the name of the artist.
- **PRICE** – the retail price of one unit of the item.
- **TITLE** – the description of the item.
- **SIZE** – the size of the item.
- **CUSTOMER NAME** – the name of the customer. This will be ‘store’ if the customer had not yet been specified on the ‘framing input’ screen when the special order was printed.
- **PHONE NO.** - the telephone number of the customer including the area code if available. If the customer is the ‘store’ then this will be blank.

## Art From The Art Print Index CD-ROM

If the art index to be accessed from the Art Print Index CD-ROM then the CD-ROM must first be installed and configured. The steps in this process are:

- 1) Place the CD-ROM with the art index files on it into the CD-ROM drive on the server computer. Copy the four index files from the CD-ROM to the directory with the FullCalc data in it as specified by the DATA\_ALL= parameter. See page 428 for more about the DATA\_ALL= parameter. The FullCalc data directory is normally named C:\WINCALC\DATA. The version of the index files must match the version of the Art Print Index CD-ROM.

# FullCalc Operating Guide

- 2) Place the Art Print Index CD-ROM in the CD-ROM drive on the server computer. This CD-ROM must be in the CD-ROM drive whenever the art index is being accessed. If FullCalc is running on more than one computer then make sure that this drive is shared across the network. With networked computers, do not put a separate CD-ROM in each computer.
- 3) Define the APIIMAGE.OPT option file. See page 434 for more on this option. If FullCalc is running on more than one computer this must be done on every computer in the network.
- 4) Define the SET CDROMDRIVE= option in the WINCALC.INI file. See page 429 for details. This setup option statement points to the CD-ROM drive where the art index CD-ROM was loaded in step 2 above. If FullCalc is running on more than one computer this must be done on every computer in the network. In a network of computers remember that the drive letter for the CD-ROM drive may be different on every computer in the network.

To access the art index do the following:

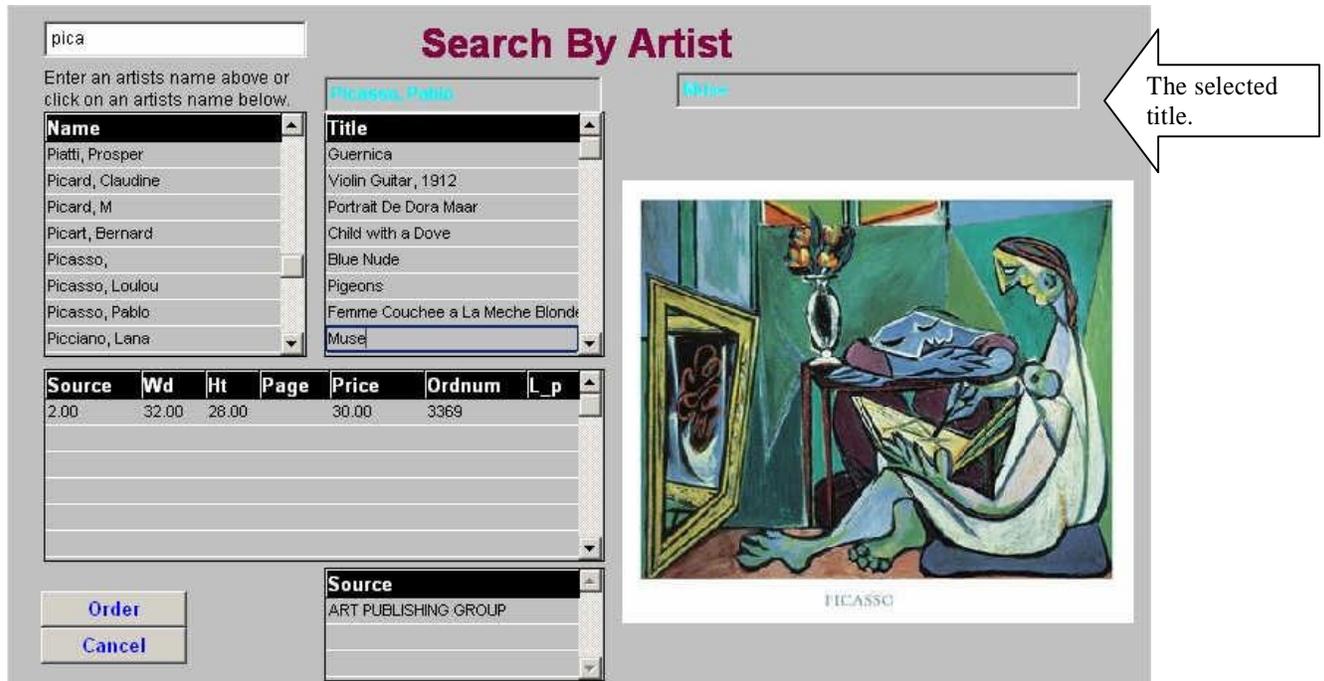
- 1) Go to the 'framing input' screen.
- 2) Click on the "art index" button at the left side of the 'framing input' screen. The screen shown below will appear.



01033

- 3) Click on either the 'search by artist' or 'search by title' button to look for a work of art. The example below shows the search by artist screen.

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- 4) Enter the name of an artist in the box at the upper left corner or click on the artist's name in the grid at the upper left.
- 5) The title(s) of the available pieces of art by that artist appear in the grid in the upper center. The name of the selected artist appears at the top center. The name of the selected title, the first title if one has not been selected, appears at the upper right.
- 6) Click on one of the titles in the grid. Details as to the titles size, price, etc. appear in the large grid in the middle on the left side of the screen. If available, an image of the work of art appears on the right side of the screen.
- 7) Click on one of the lines in the middle grid to find the name of the vendor of that piece of art. The vendors name appears in the grid in the lower center. Other fields in the middle grid include:
  - **WD** – The width of the piece of art.
  - **HT** – The height of the piece of art.
  - **PRICE** – The price of the item.
  - **ORDNUM** – The item number by which the piece of art may be ordered from the vendor.
- 8) To order a copy of the selected work of art, click on the “order” button. A special order form will then be printed.

The example below shows the search by title screen. To search for a work of art by title:

# FullCalc Operating Guide

The screenshot shows a search interface titled "Search By Title". At the top left, there is a search input field containing "samb". Below it, a prompt says "Enter a title above or click on a title below." To the right, a dropdown menu displays "Samburo Dancers I". A callout box points to this dropdown with the text "The selected title." Below the search input is a list of titles: Sambouck, Mer Rouge; Sambouck, Mer Rouge; Sambucus Tree; Samburo Dancers I; Samburo Dancers I; Samburo Dancers I; Samburo Dancers II; and Samburo Dancers II. To the right of this list are two dropdown menus: "Name" (showing "Gamboua,") and "Source" (showing "WILD ART GROUP"). Below these is a table with columns: Source, Wd, Ht, Page, Price, Ordnum, and L\_p. The first row contains the values: 39.00, 17.00, 13.00, 60.00, 387. To the right of the table is a large image of five Samburo dancers in traditional attire. At the bottom left are "Order" and "Cancel" buttons.

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- 1) Enter the name of a work of art in the box at the upper left corner or click on the title in the grid at the upper left. The name of the selected title appears at the upper right.
- 2) Click on one of the titles in the grid at the upper left. Details as to the titles size, price, etc. appear in the large grid in the middle. The name of the artist will appear in the grid in the upper center. If available, an image of the work of art appears on the right side.

Some of the fields in the grid in the middle include:

- **WD** – The width of the piece of art.
  - **HT** – The height of the piece of art.
  - **PRICE** – The price of the item.
  - **ORDNUM** – The item number by which the piece of art may be ordered from the vendor.
- 3) Click on one of the lines in the middle grid to find the name of the vendor of that piece of art. The vendors name appears in the grid below the artist's name.
  - 4) To order a copy of the selected work of art click on the "order" button. A special print order form will be printed. See the example below.

# FullCalc Operating Guide

Special Print Order Invoice		11/21/2006
<b>Vendor</b>	WILD ART GROUP	
<b>Item #</b>	387	
<b>Size</b>	17X13	
<b>Catalog Page</b>		
<b>Sug. Retail</b>	60.00	
<b>Title</b>	Samburo Dancers II	
<b>Artist</b>	Gamboa,	
<b>Cust Name</b>	Store	
<b>Cust Phone</b>		



01036

Values shown on the special print order include:

- **VENDOR** – the name of the vendor of the item.
- **ITEM #** - the vendor assigned number by which the item can be ordered.
- **SIZE** – the size of the item.
- **SUG. RETAIL** – the retail price of one unit of the item.
- **TITLE** – a description of the item.
- **ARTIST** – the name of the artist.
- **CUST NAME** – the name of the customer. This will be ‘store’ if the customer has not yet been specified on the ‘framing input’ screen.
- **CUST PHONE** – the telephone number of the customer including the area code if available. If the customer is the ‘store’ then this field will be blank.

If available, an image of the artwork appears on the right side of the special printer order.

When the “order” button is pressed on the search by artist or search by title screen the customers name is taken from the framing input screen. If no customer name has been specified then the screen shown below is displayed with the default name of “store”.

## FullCalc Operating Guide

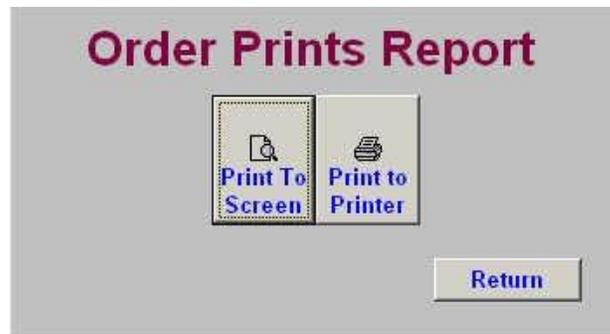


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You may specify the customer on this screen by entering any one of the following:

- a customer name
- a customers telephone number
- the name of a company preceded by a '\*' character (for example '\*General Motors')

The name of the customer and the customer's telephone number will then be found in the FullCalc name and address database for past customers. If the customers name and address are not on file then you may add the information for this customer. See page 238 for detailed information on adding a customer name.



01037

From time to time you may print a list of print order taken. Click on the 'print orders' button on the main art index screen. You should then click on either of the two buttons shown in the example above to print out a log of prints to be ordered. A sample of the print order log is show below.

# FullCalc Operating Guide

## Print Order

11/24/2006

Item No.	Artist	Price
Title	Page	
Size	Customer Name	Phone No.
387	Gamboa,	60.00
	Samburo Dancers II	
17X13	Store	
D256	Duvall, Roger	32.00
	Passageway in Provence	
36X28	Store	
2117WH	Young,	85.80
	First Sunday	
34X26	Donald Duck	(212) 555-1212
AR101	Unknown,	6.00
	First Step	
10X12	Donald Duck	(212) 555-1212
WWW0012	, Burwell	40.00
	Jazz Storm	
24X18	Holly Zuschlag	(352) 860-1784
V19718	A' Court, Susan	18.00
	Spaghetti Italiano	
16X20	xxxxxxqqqaaazzz	

01038

Fields on the print order report include:

- **ITEM NO.** – the vendor assigned number by which the item can be ordered.
- **ARTIST** – the name of the artist.
- **PRICE** – the retail price of one unit of the item.
- **TITLE** – a description of the item.
- **SIZE** – the size of the item.
- **CUSTOMER NAME** – the name of the customer. This will be 'store' if the customer had not yet been specified on the 'framing input' screen when the print order was printed.
- **PHONE NO.** - the telephone number of the customer including the area code if available. If the customer is the 'store' then this will be blank.

If the output of the print order log is to the printer then you will be asked if the print order log is to be emptied or not. Reply 'yes' to empty the print order log or 'no' to retain the print order log.

There is one print order log for each computer in a network of computers.

## Art From The Lieberman's etailer CD-ROM

The art index to be accessed from the Lieberman's etailer CD-ROM works almost identically to the interface for the Art Print Index CD-ROM. The Lieberman's CD-ROM must first be installed and configured following the steps listed below:

- 1) Place the Lieberman's etailer CD-ROM into the CD-ROM drive on the server computer.

# FullCalc Operating Guide

This CD-ROM must be in the CD-ROM drive when it is being setup and whenever the art index is being accessed. If FullCalc is running on more than one computer then make sure that this drive is shared across the network. With networked computers, do not put a separate CD-ROM in each computer.

- 2) Define the SET CDROMDRIVE= option in the WINCALC.INI file. See page 429. This option points to the CD-ROM drive where the art index CD-ROM was loaded. If FullCalc is running on more than one computer this must be done on every computer in the network. In a network of computers remember that the drive letter for the CD-ROM may be different on every computer in the network.
- 3) Build a set of index files for the CD-ROM following the procedure described on page 881.
- 4) Define the APIIMAGE.OPT option file. See page 434. If FullCalc is running on more than one computer this must be done on every computer in the network.

To access the art index follow the instructions in the previous section, the section for the Art Print Index, other than the setup instructions at the beginning of that section.

## Frame Order Comments

At the bottom of the 'framing input' screen is the 'comment' box. This box can be used to enter any desired comments about the framing order. The comments entered here will be printed on the framing work order. As a general rule, these comments should relate only to one specific framing order. Comments can be entered in other places that relate to a given customer or to a given POS transaction.

The screenshot shows a software interface for entering framing order details. At the top, there are fields for 'Name' (DATA), 'Look Up' (212) with a value of 555-1212, and 'Preferred' (Donald, Duck). A 'Disc.' field shows 153.41. Below these are 'Subtotal' (869.31) and 'Tax' (0.00). A 'COMPLETE' button is visible. The 'Comment' box contains two lines of text: 'Locate the v-groove 1/2 inch from the opening on the top, left and right.' and 'Locate the v-groove 3/4 inch from the opening on the bottom. Call the customer as soon as the order is ready for pickup.' A 'TOTAL' field shows 869.31. The version 'Ver. 8.5.0' is in the bottom left.

01122

If the BOLD.TXT option is specified then the comments will be printed in bold font on the framing work order.

## Frame Order Visualization

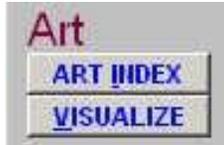
Once a custom frame order has been entered into the FullCalc 'framing input' screen it can be visualized. In the visualization process the completed frame order including the image to be framed along with the specified mats, frames, and fillets can be shown to the computer monitor or on a separate television screen<sup>29</sup>. This process can be done if the following conditions have been met:

- The SET VISUALIZE= parameter has been added to the WINCALC.INI file.
- A framing order has been specified. The order must contain at least one mat or one frame.

<sup>29</sup> See page 546 for more on the possible hardware configurations that can be used for framing order visualization.



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Note: If the order type is not 'custom' or 'cust/wdg' then the 'visualize' button will be disabled.

Note: The 'visualize' button may also appear with a '+' at the right end. See below for more information.

If the 'visualize' button is clicked then the name of the file with the image in it is specified by way of the SET VISUALIZE= parameter in the WINCALC.INI file. The SET VISUALIZE= parameter can be as per the following table

Parameter	File name is...
SET VISUALIZE=<file name>	The <file name> value is the full name of the image file. For example enter:  SET VISUALIZE=C:\TEMP\MYIMAGE.JPG
SET VISUALIZE=ON	if the image file is on the 'C:' drive in the '\TEMP' directory and is named 'MYIMAGE.JPG'. A screen will appear to allow entry of the image file name. The file name may be entered in any of three formats:  1 – a full file name such as 'C:\TEMP\MYIMAGE.JPG' that specifies a disk drive, directory, file name and file name extension. See below for a list of valid file name extensions.  2 – a file name and extension such as 'MYIMAGE.JPG'. The image file will be assumed to be in the FullCalc image directory. This is normally the C:\WINCALC\DATA\IMAGES directory.  3 – a file name without extension such as 'MYIMAGE'. The file extension will be assumed to be '.JPG'. The image file will be assumed to be in the FullCalc image directory. This is normally the C:\WINCALC\DATA\IMAGES directory.

This image file is assumed to exist and has been created outside of FullCalc. The image file name should have one of the following file extensions (each of which specifies the file type and the format of the graphical data in the file):

- .BMP – Windows Bit Mapped format **Error! Bookmark not defined.**
- .JPG – Joint Photographic Experts Group format
- .GIF – Graphics Interchange Format
- .TIF – Tagged Image File Format

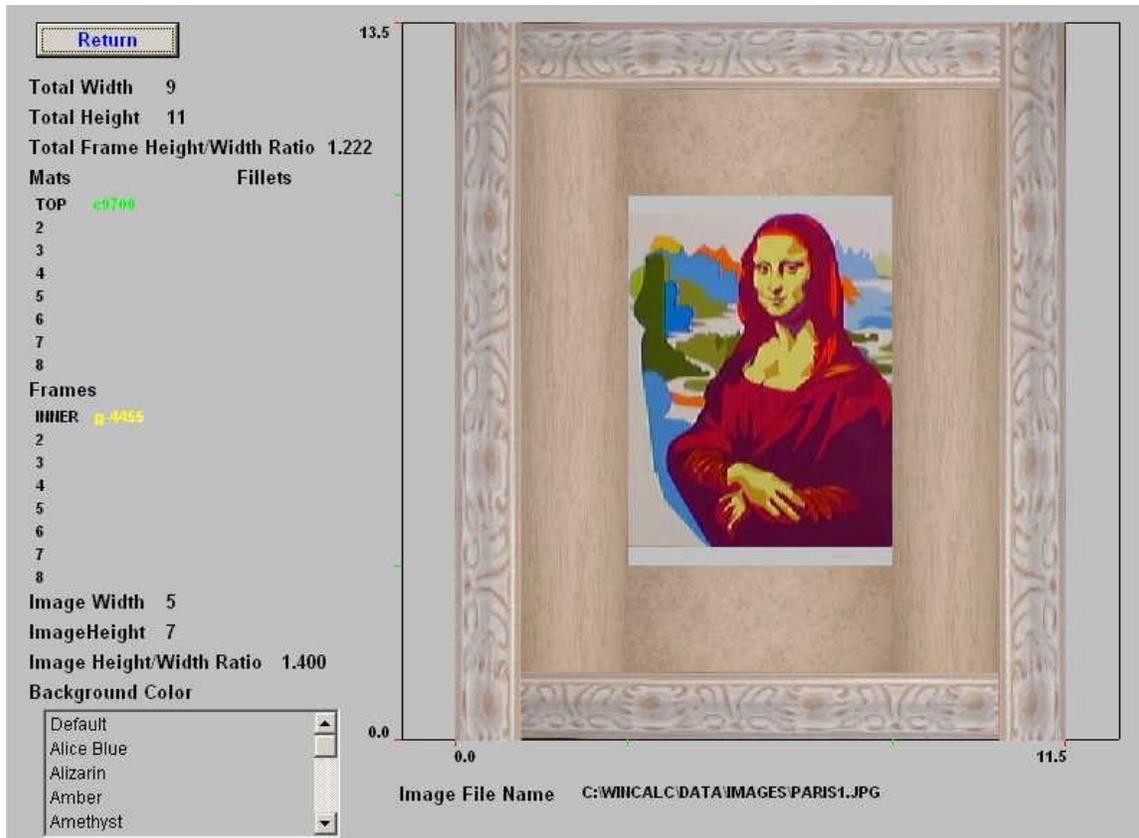
Files that are not one of the specified types may not display properly.

You may also right click on the 'visualize' button. In this case an image will be captured and immediately displayed. This option assumes that a TWAIN compatible device, such as a camera, is installed. See page 870 for information on how to capture an image and edit the captured image from within FullCalc. The name of the file captured will be WORKORD.JPG.

# FullCalc Operating Guide

After right clicking on the 'visualize' button and displaying the completed frame order, a small button marked '+' will appear to the right of the 'visualize' button. This '+' button may be clicked on to display the completed frame order without capturing the image second time. The same image as was last captured by use of right clicking on the 'visualize' button will be used again. The '+' button is designed to be used when it is necessary to alter one of the elements of the framing order on the 'framing input' screen (for example altering the color of a mat) while continuing to use the same image.

The image along with its associated mats and/or mouldings and/or fillets will then be shown. See the example below.

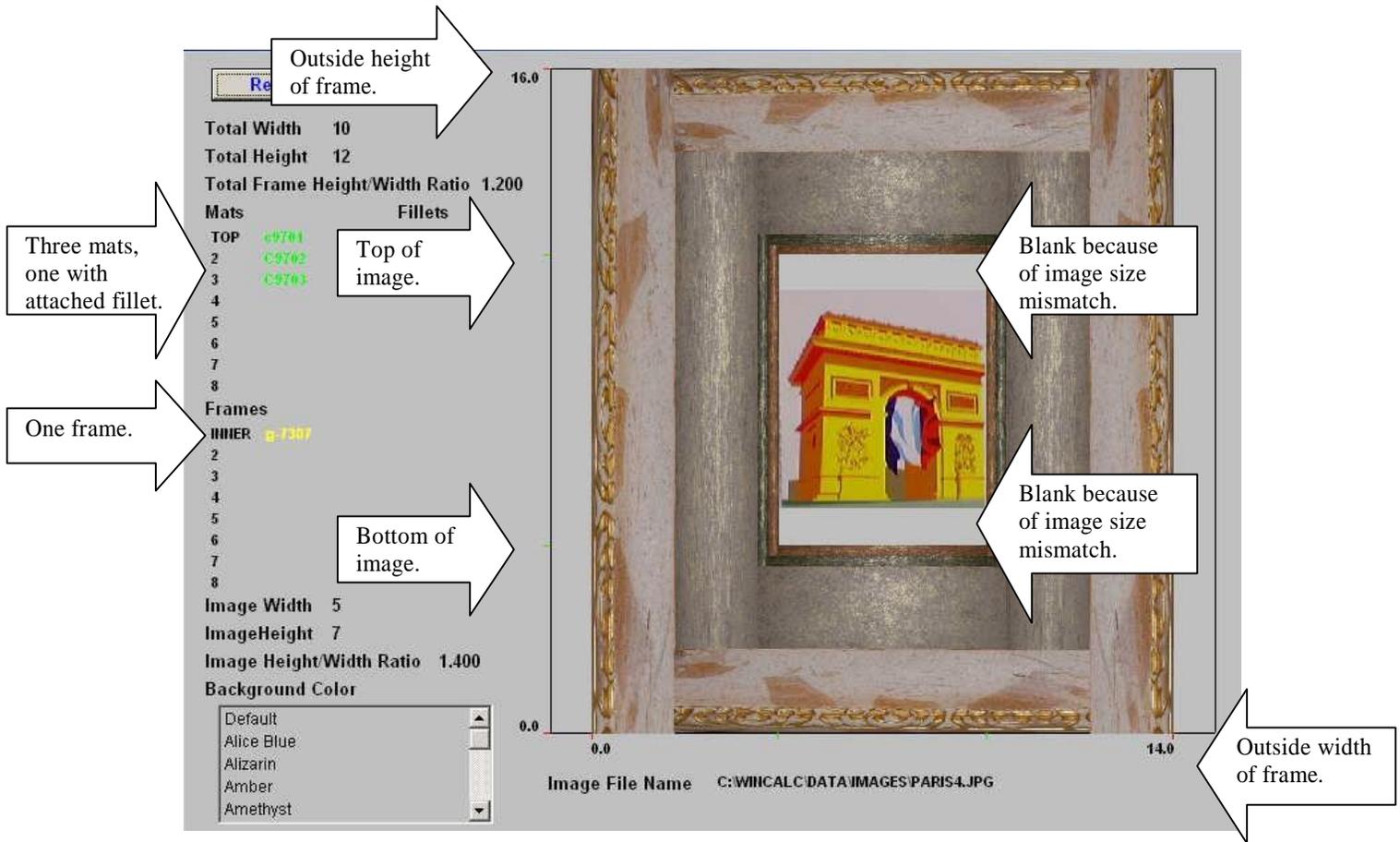


01112

On the visualization screen the image and its associated mats, mouldings, and fillets are displayed on the right. Information about the framing order appears on the left side of the screen. For the mats, fillets and frames, if the color is red then no image file was found and the mat, frame or fillet is displayed in a false color. In this case the size and position of the false color replacement is correct but the color is calculated by FullCalc and is not correct. If the color of the SKU number is green then an image file was found for the mat, frame or fillet (for a frame this includes an image file for the corner). For frames only, a SKU number colored yellow indicates that an image file was found only for the top, bottom, left and right sides only (no image for the corner was found).

The example shown above contains an image, one mat and one frame. The example shown below shows an image, three mats, one of which has a fillet attached to it, and one frame. Note that in this example there is a blank area above and below the image. This blank area is the result of an invalid specification of the height and width of the image area on the 'framing input' screen. The actual image height/width ratio does not match the values specified on the 'framing input' screen.

# FullCalc Operating Guide



01113

Note that in the example above the frame has no corners. The inclusion of corners on the visualization requires that an image file of the corner exist in addition to an image file of the moulding. The image file of the corner should have a name that is the same as that of the moulding but with the suffix of '-CORNER'. For example, if the name of the image file for the moulding is 'ABCDEF.JPG' then a file named 'ABCDEF-CORNER.JPG' would contain the image of the corner for that moulding. See page 348 for information about adding moulding images.

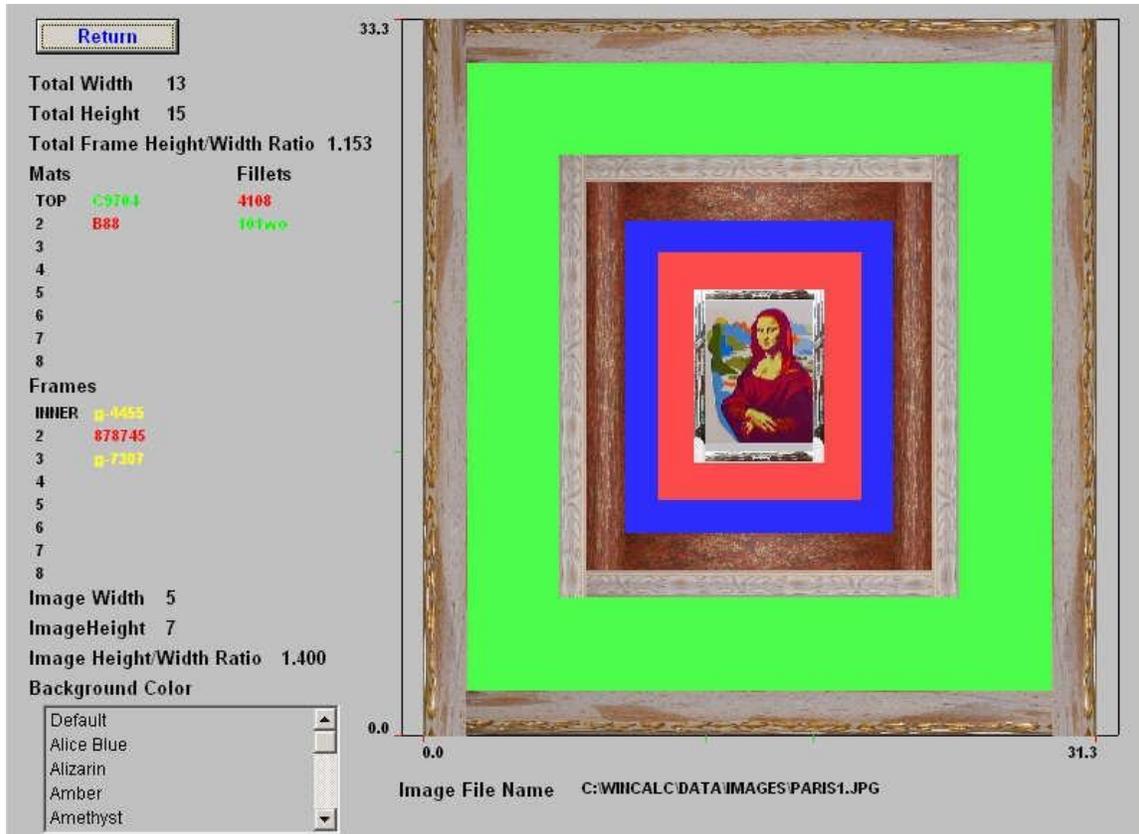
# FullCalc Operating Guide

The screenshot shows the FullCalc software interface. On the left, there is a settings panel with a 'Return' button at the top. Below it, the following properties are listed: Total Width 10, Total Height 12, Total Frame Height/Width Ratio 1.200. Under the 'Mats' section, 'TOP' is set to 'c9701' (green), 'C33' (red), and 'B88' (blue). Under the 'Frames' section, 'INNER' is set to 'g-7307' (yellow). A 'Background Color' dropdown menu is visible with options: Default, Alice Blue, Alizarin, Amber, and Amethyst. On the right, a preview window shows a Mona Lisa image centered within a decorative frame. The frame consists of an inner red border, a middle grey area, and an outer gold border. The preview window has a vertical axis from 0.0 to 16.0 and a horizontal axis from 0.0 to 14.0. At the bottom of the preview window, the 'Image File Name' is 'C:\WINCALC\DATA\IMAGES\PARIS1.JPG'. Two callout boxes on the left point to the 'Mats' and 'Frames' sections. The first callout box contains the text 'Two mats shown with false colors.' and the second callout box contains the text 'No corner image.'

01117

In the following example there are two mats. The top mat has an associated image file but not the second mat. Each mat has a fillet attached to it. The second fillet has an associated image file but there is no image available for the fillet attached to the top mat. There are three frames on the order. The inner and outer frames have image files while the middle frame has no image file available. Corners are shown only on the outer frame. The missing image files, for mats, fillets, and frames, are replaced by false color shapes the size and shape of the missing image.

# FullCalc Operating Guide



01118

The color of the background for the framed order can be changed by selecting a color from the list of colors in the lower left of the visualization screen. The first entry on the list of colors is 'default', a light grey color. In the example below the background color for the screen has been changed from the default color by clicking on the name of the desired background color in the list of colors. This can be useful in showing the customer how the finished frame order will look when it is installed on the customer's wall. Options for clicking on the list of background colors are described in the table below:

Type of click	Result
Left mouse button on a color name	The color clicked on is shown as the background for the list of colors. The background for the remainder of the screen is not changed. This is intended as a way to preview the background color before actually changing it.
Double click of left mouse button on a color name	The background color for the list of colors and the remainder of the screen are both changed to the color clicked on.
Right mouse button anywhere in the list of colors	The 'default' color (light grey) is selected. This is the first color in the table. The color of both the list of colors and the remainder of the screen are changed to the default color.

The background color for the list of colors, but not the color of the remainder of the screen, is also changed by any of the following:

- Using the up arrow or down arrow key to move to a new color in the list of colors.
- Using the page up or page down key to move to a new set of colors in the list of colors.

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01137

Note: Some of the values on the left of the screen, as described above, are colored. In addition, the tick marks on the left and bottom of the large box on the screen are colored. Some or all of these colored items may not be readable, or visible, with the selection of some background colors.

Note: A background color of 'black' is not available.

Data values shown on the left of the visualization screen include:

- **TOTAL WIDTH** – The width of the image and the mats, along with any fillets attached to any of the mats, on the order (if any).
- **TOTAL HEIGHT** – The height of the image and the mats, along with any fillets attached to any of the mats, on the order (if any).
- **TOTAL FRAME HEIGHT/WIDTH RATIO** – The ration between the 'total height' and the 'total width' values.
- **IMAGE WIDTH** – The width of the image. This value was specified on the 'framing input' screen.
- **IMAGE HEIGHT** – The height of the image. This value was specified on the 'framing input' screen.
- **IMAGE HEIGHT/WIDTH RATIO** – The ration of the image height to the image width. These width and height values were specified on the 'framing input' screen. If the image height/width ratio specified on the 'framing input' screen and the height/width ratio of the image data from the image file are not identical then a pair of blank areas will appear on the visualization screen. The blank areas will be on the top and bottom if the height value specified on the 'framing input' screen is too large or the width is too small. The blank areas will be on the left and right if the width value specified on the 'framing input' screen is too large or the height is too small.

# FullCalc Operating Guide

- **BACKGROUND COLOR** – A list of colors that can be selected as the background color for the framed work of art. The default color is a light grey.

Data values shown at the bottom of the visualization screen include:

- **IMAGE FILE NAME** – The full name of the file that contains the image to be framed. If the 'visualize' button was right clicked then the name of the file will be set to WORKORD.JPG.

On the bottom and left side of the visualization, on the right side of the screen, appear two tick marks that are colored red. These red tick marks indicate the left and right, or top and bottom, extend of the outermost part of the framed image. The left tick mark, at the bottom, and the bottom tick mark, at the left, are always zero.

On the bottom and left side of the visualization, on the right side of the screen, appear two tick marks that are colored green. These green tick marks indicate the left and right, or top and bottom, of the image. The green tick marks (image tick marks) are always inside the range of the red tick marks (framed image tick marks).

A v-groove can be added to the frame order visualization if required. Specify the v-groove as an 'other' item in the normal manner. The description of the 'other' item must contain the word 'v-groove' and is assumed to be a single v-groove located on the top mat. See the example below and page 72 for details on how to specify an 'other' item.

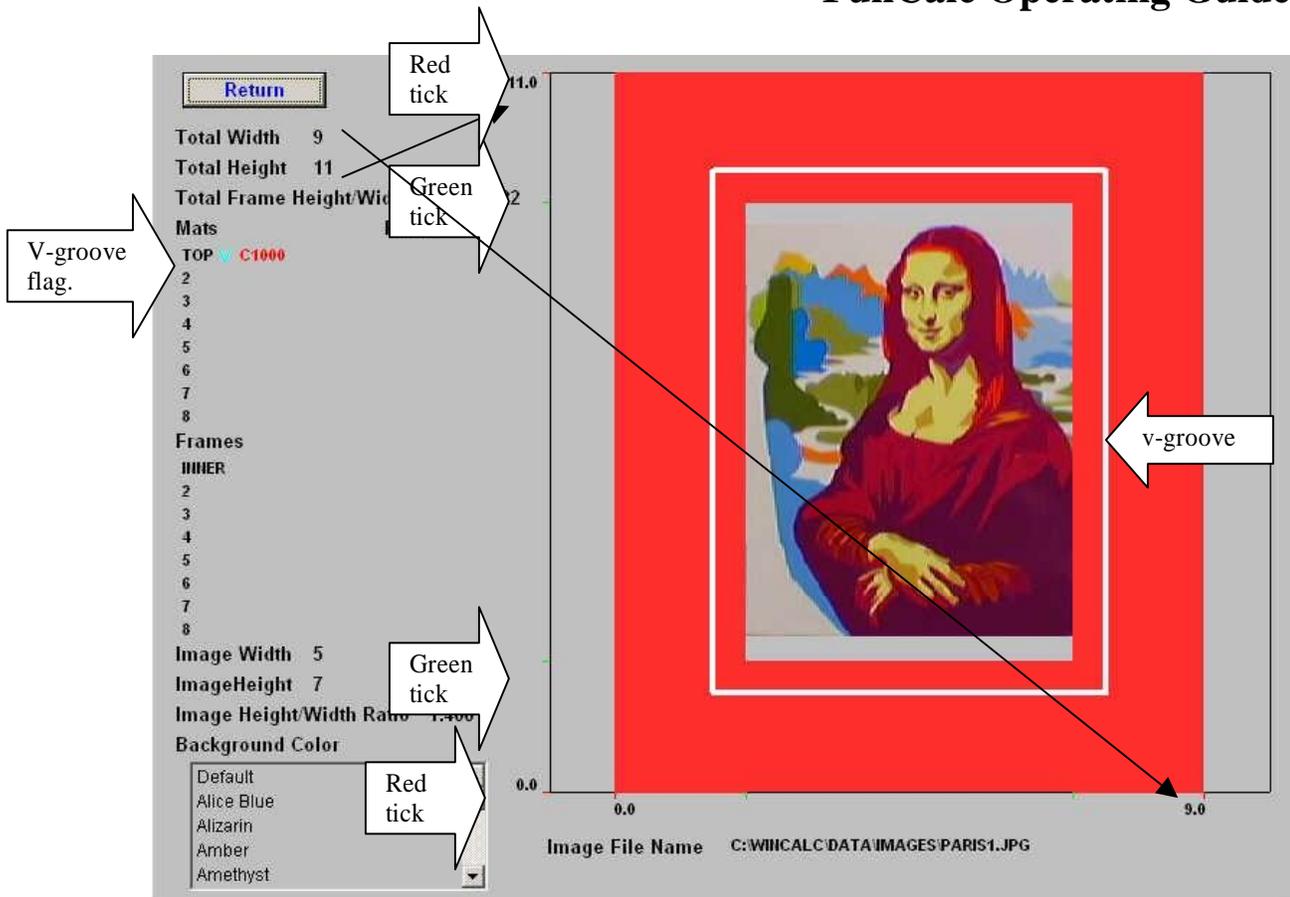
LN	Dept	Description	Qty	Price
1	150	SINGLE V-GROOVE	1	5.36

Other Total 5.95 1.86 16.84

01121

Then click, or right click, the 'visualize' button as described above. In the example below the v-groove has been added to the visualized order.

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01120

Note that a 'V' character appears in blue between the word 'top' and the SKU number for the top mat. This v-groove indicator appears at the upper left of the visualization screen. In addition, the v-groove itself is always displayed using the following assumptions:

- The v-groove is a single v-groove.
- The color of the groove is white regardless of the mat being used.
- The v-groove is located ½ inch inside of the opening.

A v-groove cannot be displayed if the exposure on any side of the top mat is less than one inch.

Click on the 'return' button to return to the 'framing input' screen.

## Name Input

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Search: 222-3344

Area: 312 Phone: 222-3344 Exten.:

First: Fred Last: Flintstone Company: Hard Rock Mining Billing Address: 100 Sandstone Drive Suite City: Anywhere St./Prv.: GA Postal Code: 12345 Tax ID:

Request Date: Thu 07/07/2005

NO. ORDERS: TIME CLOCK: RECALL: CLEAR: ALT+C

Total Width: 21 Total Height: 6-1/8 United In: 28

Condition, OK is default or key upto 30ch damage description

3	4	7.70	0.00
Left Dim: 2 Right Dim: 2		0.00	
3	4	172.72	
Finish: Basic fitting Labor: None		9.85	9.60
Qty: Price:		0.00	0.00
		Other Total	0.00
			19.45
Image Description: Two Cats Image Condition: Insect Holes		999.95	999.95

Name: DATA Look Up: (312) 222-3344

Comment: F12 to Exit Comment

Ver. 8.0.0

COMPLETE Subtotal: 1199.92 Tax: 89.99 TOTAL: 1289.81

01039

The 'look up' box in the example is used to enter the name or telephone number of a customer. For existing customers this will allow for all of the available information about that customer to be accessed. If customer's name or telephone number is not found then you will be asked if you wish to add a new customer to your system.

If a customer's last name or telephone number is entered in the 'look up' box and found then a check can be made to ensure that the customer's e-mail address is defined. Add a SET ASKFOREMAIL=ON statement to the WINCALC.INI file to do this additional test of the customer's information. See page 429. This check will not change the order or change any data about the customer.

The basic name addition screen is shown at the upper left in the example above. In addition to going to the name addition screen when you take a framing order you may also click on the "data" button to the left of the "look up" box to display this screen.

For more information about a customer, click on the "more info" button. See page 239.

- 1) A customer may be looked up in three ways: by telephone number, by last name (all or partial) or by company name.

Name: DATA Look Up: (212) 555-1212 Donald Duck

01040

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- a) **Last Name:** Key in at least three alpha characters from the person's last name. For example, type in 'smith'. Press the 'enter' key. The list of all customer names on file with these three, or more, characters will show. Select the correct last name with the arrow key or a mouse click. Go to step 3. Use this method to find the customer number. See the example below. The characters entered may be any part of the name.

Select Name					
Area	Phone	Last Name	First Name	Company	ID#
	860-0089	Smith	Mable		2777
	344-4286	Smith	George		2902
	799-4880	Smith	Mark		3090
	726-1461	Smith	Lori		3110
	344-0485	Smith	Trish		3124
	344-8111	Smith	Jennifer		3359
	527-3205	Smith	Kathy		3488
	726-2632	Smith	Becky		3616
	563-2710	Smith	Cynthia		3643
	344-4972	Smith	Joanne		3720

01041

- b) **Phone Number:** Key in the customer's telephone number (seven digits or ten digits). For example, type in '5551212' or '8005551212'. If the number is found, both the full phone will show in box and the customer's name will appear to the right of the box. See the example above. If the phone number is found multiple times, a list will show, see the sample above, all of the customers with this phone number. The list may include customers with the same phone number but with different area codes. Select the correct customer with the arrow key or a mouse click.

Note: Each customer can have up to four telephone numbers. The phone number match is attempted on the first phone number, then the second phone number, then on the third and finally on the fourth phone number. If a match is made against the second, third or fourth phone number then the lookup box shows the first phone number, not the phone number that was entered.

Note: If the phone number entered is ten digits long the first three are assumed to be the area code.

Go to step 3.

- c) **Business Name:** If a business name (company name) is to be input the use of an asterisk (\*) before the name will cause the company name field to be used for selection. For example, type in '\*Microsoft'. Company names should not be put in the first or last name fields.
- 2) If the name does not exist in the file, you will be asked whether to add the name or not. You may not print an order without either a name or a phone number. Selecting "yes" makes the "add name" window appear, as shown above. Fill in blanks and hit the "return" button to save the new name. Click on "cancel" to return to the "framing input" screen without adding the name.





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Entering a valid order status code in the status field, the 'S' column, for a specific order may be used to change the status of that order. A new bin number may also be entered in the 'bin' column of a specific order. The other data fields may not be changed in the order history grid.

## Order History Report

At the lower right of the customer order history grid is the 'report' button. Click on the 'report' button to print a customer order summary report. The data on the printed report is the same as in the data grid. See the example of the data grid above and the printed report below.

Note: The 'report' button is available only when the name and address data is accessed from the 'framing input' screen. It is not available if it is accessed from POS or floral. In addition, the button will be active only if the customer has one or more orders in their order history.

## Customer History

10:21:07 Ver. 8.5  
03/13/2007

Donald Duck  
100 Main St.  
Upper Apartment  
Hollywood, CA 90210

Tax #: 1234  
(212)555-1212 (812)876-5432  
(352)555-0000 (704)123-1234

S Order#	Bin	Taken Picked	By Description	Qty	Total Tot Wd	Tot Ht	G M #	Balance
P 1814		01/16/2007	tla	1	9.35 6	10	NN 0	0.00
		02/22/2007						
P 1815		01/16/2007	tla	1	14.45 9-1/2	12	NN 0	14.45
		02/23/2007						
P 1816		01/16/2007	tla	1	19.51 9	11	RD 1	0.00
		02/23/2007						
P 1817		01/16/2007	tla	1	13.39 8-1/2	11	NN 0	0.00
		02/23/2007						
P S1050		01/23/2007	tla	1	7635.26 23-1/8	24-7/8	PS 4	0.00
		02/22/2007	Red Sails In The Sunset					
HE1051		02/21/2007	tla	1	184.99 5	5	RD 1	184.99
		//						
L  bowl1		02/23/2007	jak	0	15.00		0	10.00
		//	LO#bowl1glass bowl - large red					
L  ltd3		02/23/2007	jak	0	199.95		0	179.95
		//	LO#ltd3Ed.# 5 abstract print in gre					
L  DEPT 12		02/23/2007	jak	0	99.98		0	49.99
		//	LO#DEPT 12MOULDING					

01043

The name and address of the customer, along with other identifying information, appear at the top of the report. This information includes a tax exemption number, if available, and up to four telephone numbers with area codes. The other fields on the report include:

- **S** – order status.
- **ORDER#** - order number.
- **BIN** – bin number location.
- **TAKEN** –the date the order was taken.
- **PICKED** – the date the order was picked up.

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- **BY** – the initials of the person who took the order.
- **QTY** – the number of identical frames on the order.
- **TOTAL** – the total cost of the order.
- **TOT WD** – total width of the frame.
- **TOT HT** – total height of the frame.
- **G** – glass type.
- **M** – mount type.
- **#** - the number of mats on order.
- **DESCRIPTION** – a short description of the order taken from the image description field.
- **BALANCE** – the balance due on the order. The balance will be zero if the order has been paid for.

Note: The fields on the customer history report are the same fields as in the data grid shown above.



01044

Right click on the 'report' button to export the order summary data to an external file on a floppy diskette. The screen shown above can be used to specify the format of the file as being one of the following:

File format	File name
Microsoft Multiplan Version 4.1	A:\CUSTHIST.MOD
Lotus 1-2-3 Version 1-A	A:\CUSTHIST.WKS
Microsoft Excel	A:\CUSTHIST.XLS

The first line (row) of the Microsoft Excel file contains column headings (column titles) and is not order data.

There are fifteen data items (columns) for each order. The data items in the file created are the same items in the same order as seen in the order summary grid and the customer history report shown above.

## Find Orders With A Mat/Frame

At the lower left of the customer order history grid is the 'find' button. Click on the 'find' button to find those framing orders for a customer containing a specified mat or frame (the mat or frame is specified by SKU number). The search will also include, in addition to custom orders, store samples, estimates, quick sales, etc. See above for an example of the customers order history data grid and the location of the 'find' button. Only those orders that appear in the order history grid will be searched.

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Note: The 'find' button is available only when the name and address data is accessed from the 'framing input' screen. It is not available if it is accessed from POS or floral. In addition, the button will be active only if the customer has one or more orders in their order history.

**Find Mat/Frame**

Frame  
 Mat

SKU 500540

Find  
Cancel

01145

On the screen shown above, click on 'frame' or 'mat' to specify what type of item is to be searched for in the order history for the customer. Then enter the SKU number of the desired mat or frame in the box provided.

Click the 'find' button to search the customers' framing orders for the specified mat or frame. A message will appear informing you of the number of framing orders, if any, containing the specified mat or frame. If the number of orders is greater than zero, click on the 'yes' or 'no' button to display or not display the results of the search.

Click the 'cancel' button on the screen shown above to not do a search.

**Orders With Specified Mat/Frame**

Order #
1735
1738
1739
1747
1748
1751
1784
1868
S1050

Mat  
SKU C1002  
9 orders

Return

01146

The screen shown above will display the list of framing order numbers for this customer that contain the specified mat or frame. The values shown may be for custom framing orders, store samples, quick sales,

# FullCalc Operating Guide

estimates, etc. Entries in the data grid are sorted by the framing order number. At the right of the data grid are three values:

- The type of item being searched for, and found, in each listed order. This value will be 'mat' or 'frame'
- The SKU number being searched for.
- The number of orders that contain the specified SKU number.

## Order Completion

The screenshot shows a screen with several sections of buttons and input fields:

- TAKEN BY**: A button labeled 'BY' is highlighted with a dashed border. To its right are buttons for '1', '7/7', and 'ORDER'.
- DEPOSIT**: A row of buttons including 'ALL', 'HALF', a percentage symbol '%', and 'F'. To the right is a text input field containing '0.00'.
- TENDER TYPE**: A row of four buttons: 'CASH', 'CHECK', 'CHARGE', and 'GIFT CERT'.
- COMPLETION TYPE**: A row of four buttons: 'PRINT', 'SHOW', 'INVOICE', and 'RETURN'.

01045

After the customer's name or telephone number is accepted the cursor goes to the "complete" button. Press the 'enter' key to go to the "complete" screen shown above. The 'complete' screen contains two rows of buttons that always appear (the top and bottom rows) and two rows that appear if POS is not present (the two center rows) and the "deposit" option is on. The "deposit amount" and "tender type" rows of buttons are designed to be used only when a simple version of accounts receivable is required (also called simple POS) and full POS is not installed.

Note: The two center rows of buttons on the 'complete' screen are always missing for a 'quote' (an estimate) regardless of any other setting (see the next note). This is because no money is to be taken for a quote.

Note: The 'deposit' option should be off, and thus the two center rows of buttons on the "complete" screen should not be seen, if full POS is installed. See page 454 for information on how to specify the 'deposit' option. In addition, the DUPDEPOK.OPT file can be used to allow or not allow the two center rows of buttons to be seen even if full POS is installed. See page 435 for more on the DUPDEPOK.OPT option. The following table lists the conditions under which the two center rows of buttons appear or do not appear on the 'complete' screen (see also the previous note).

Deposit option is...	POS is installed	DUPDEPOK.OPT is...	Two center rows of buttons are...
----------------------	------------------	--------------------	-----------------------------------

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T (on)	Yes	Defined	Defined and usable
T (on)	Yes	Not defined	Missing
T (on)	No	Defined	Defined and usable
T (on)	No	Not defined	Defined and usable
F (off)	Yes or no	Defined or not defined	Missing

**Taken By:** Hit the '+' or '-' keys or click with mouse to roll through the list of available framers initials as established in store setup. See page 459 for more on how to add, delete and change the list of available framer initials. You may also press the "L" key for list of framers. Then highlight the desired set of initials and press 'enter'. See below and page 135 for an example of the list selection screen.

If the FIRSTBY.OPT file is defined, this button will contain the first name of the associate rather than a set of initials. In the example below, the 'taken by' button shows the first name of the associate, 'anyone' in this case, rather than the initials of the associate. On the framing work order, see below for examples, the associates initials will always appear (never their first name). See page 435 for additional information on this option.



01123

**Quantity:** You may specify the quantity of identical frames being ordered in any one of three ways.

- Each mouse click on the quantity button increases the quantity by 1. Each right click of mouse on the quantity button decreases the quantity by 1.
- Key a character or shift and a character with the quantity button highlighted, as per the following table, to increase or decrease the quantity by 1 or 10.

Key pressed	The quantity will...
+	increase by 1
-	decrease by 1
n	increase by 1
j	decrease by 1
shift +	increase by 10
shift -	decrease by 10

# FullCalc Operating Guide

N	increase by 10
J	decrease by 10

- Key a “Q” with the quantity button highlighted to get a box for the manual entry of a quantity of up to 9999. See page 135 for an example of the quantity box.

**Order Button:** The ‘order’ button is used to specify they type of order being processed.

- “Order” is a regular custom order.
- “Quote” (also referred to as an estimate) saves the data but does not create an order.
- “Multord” is selected for a multiple order that places an “M” after the order number to indicate customer has several orders in house.
- “Quick” is for a quick sale which is a custom order that does not stay in house overnight. These orders are normally finished while the customer waits.
- “Store” is for a store sample<sup>32</sup>.
- “Live” is for a quick sale at a Great Frame Up store. The TGFU.OPT file needs to be defined for this order type to be available.
- “Cut&hold” is for a custom order at a Great Frame Up store which is to be only partially completed. The TGFU.OPT file needs to be defined for this order type to be available.

A quick sale is not added to the work queue and is given a “P” status (picked up) as soon as the order is taken. A quote is given an “H” status (held) . Both quick sales and quotes receive today’s date. A “sample” is for items framed for the store. An “S” is added before the order number and the item is added to inventory. See page 403.

The following table details the order type and the order status code of each framing job when the order is completed. See page 170 for a description of each of the order status codes listed.

Order type	Order status
Order	<b>O</b> – open
Quote	<b>H</b> – held
Quick	<b>P</b> – picked up
Multord	<b>O</b> – open
Sample	<b>O</b> - open
Live	<b>P</b> – picked up
Cut&hold	<b>O</b> - open

**Date Requested:** The “date requested” is the completion date of the framing order. The date may be changed with left and right clicks of the mouse to add or subtract one day. The ‘+’ and ‘-’ keys may also be used to change date due by one day. Key “C” to pull up a calendar for date selection. Enter the date at the bottom of the calendar or use the mouse to specify the day, month, and year the order is requested. See page 136 for an example of the calendar screen.

The date requested is listed on the framing work order as the ‘estimated date’ and the day of the week (Sunday, Monday, etc.) is listed below the date.

Note: This button cannot be used to specify a completion date for a store sample. The completion date of a store sample is always set to the current date.

The see page 82 for information on how to specify the default number of days until order completion.

<sup>32</sup>This option will not be available unless POS is installed.

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**Deposit Amount:** The deposit amount and tender type lines are optional. They should be present only if POS is not installed. See page 454 to set the “deposit” option on to use these two lines in the “complete screen”. If the deposit option is off, all deposits must be done in accounts receivable section of POS. See page 556.

Note: The ‘deposit’ option should be off, and thus the two center rows of buttons on the “complete” screen should not be seen, if POS is installed. Deposit amounts should not be entered on the “complete” screen if POS is installed. See page 454.

Click on the appropriate deposit button. The options are:

- “all” – the deposit is equal to the full amount of the order.
- “half” – the deposit is equal to half of the amount of the order.
- “%” (percent) – the deposit is equal to a given percentage of the amount of the order. If “%” is clicked and ‘25’ is entered in the box to the right then the deposit will be calculated as twenty-five percent of the order amount.
- “F” – the deposit is equal to the value of the frame portion of the order.
- You may also enter an exact dollar amount in the box provided.

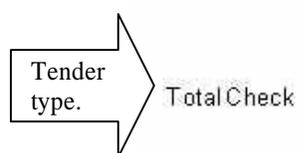
The deposit is applied to the order total with tax unless the DEPOSIT.TXT option is set to apply tax only on the final payment. See page 435.

At Deck the Walls stores the ‘half’, ‘%’ (percent), and ‘F’ (frame value) buttons do not appear even if POS is not installed.

This row of buttons will appear only if full POS is not installed or if full POS is installed and the DUPDEPOK.OPT option specified. See page 435 for more on the use of the DUPDEPOK.OPT file.

**Tender Type:** Arrow to the desired button and hit enter or click on the desired type of tender. Valid tender types are ‘cash’, ‘check’, ‘credit’ (for any type of credit card), and ‘gift cert’ (for the redemption of a gift certificate). This is also done in POS. See page 581 for a list of the available tender types in POS.

This row of buttons will appear only if full POS is not installed.



Subtotal:		1223.22
Quantity:	1	
Tax:		189.60
<b>Total:</b>		<b>1412.82</b>
Deposit		706.41
Balance:		706.41

01127

On the framing work order, see the example above, the tender type, deposit amount, and balance due appear in the lower right corner. Valid values for the tender type are:

- **Total Cash** - cash was used as the tender type
- **Total Check** – a check was used as the tender type
- **Total Credit** – a credit card was used as the tender type
- **Total Gift** – a gift certificate was used as the tender type



# FullCalc Operating Guide

- The store shipping information appears at the top left of the order. See page 459. At right is the order number, prefixed with an optional store number. See page 456. Below the order number is the quantity ordered and the date the order is due.
- The second section contains the customer's name, address and telephone number (there may be up to four telephone numbers listed in this section along with extension numbers, if available). See pages 110 and 239. At the right are the initials of the person who took the order, the date the order was placed, the date the order is due and a bin location for the order.

Note: If the FIRSTBY.OPT file is defined the initials of the person who took the order will not be replaced by the person's first name. See above and page 435 for additional information.

- The image description, image condition, and the total size of the finish order are located in the third section. This section is titled 'image'.
- Definitions of zero to four mats appear in the section titled 'mats'. For each mat, its relative location (form top to bottom), its color, its vendor assigned item number, its exposure (on each of the four sides), and its location are listed. See also pages 27 and 123 for an example of the extra mats and frames page of the printed framing work order.

Definitions of zero to four fillets that are attached to the mats may also appear in this section. These fillets, if any, follow the format of the frames as described below.

- Definitions of zero to four frames and/or fillets appear in the section titled 'frames'. For each frame or fillet, its description, its vendor assigned item number, the width (the length of the chop for the top and bottom sides), the height (the length of the chop for the left and right sides), the vendor number, the number of United Inches of frame required, the number of feet of moulding required, and the location of the moulding are listed. See also page 123 for an example of the extra mats and frames page of the printed framing work order.
- In the 'supplies' section glazing, mounts, finish and labor data appears. See page 68.
- Miscellaneous items required to finish the frame appear in the section titled 'miscellaneous'. For some items in this section a quantity values appears. This quantity is the number of units of the item that are part of each finished frame. See pages 72 and 487.
- Comments entered when the frame was ordered appear in the section titled 'comments'. The total price of the frame order, with and without tax, is at the lower right of the order. The quantity value listed in this section is the total number of identical frames that are part of the order.

If the BOLD.TXT option is specified then the comments will be printed in bold font on the framing work order.

- Trailer information appears at the bottom of the order if the order is in 'customer' format. See page 459.

The order shown above is in "customer" format and is for a regular order (a custom framing order). A framing order can also be printed in a slightly different format named the "shop" format. See also page 526 for more on how to specify the format of each copy of the framing work order and how to specify the report name. See pages 117 and 123 for information about other order types.

# FullCalc Operating Guide



**Test Frame Shoppe**  
 100 Main St.  
 Anywhere, GA 12345  
 (800) 555-1212

**CUSTOMER COPY**

14:01:22 Ver. 8.0

**Order # 1 - 1623**  
 Quantity: 1 06/30/2005

## EXTRA MATS OR FRAMES PAGE

Donald Duck (212) 555-1212 Taken By: *jak*  
 (352) 555-0000 301 Date Ordered: 06/30/2005  
 100 Main St. (812) 876-5432 Estimated Date: 07/07/2005  
 Upper Apartment (704) 123-1234 Thursday  
 Hollywood CA 90210 Bin In:  
 Bin Out:

<b>Image</b>		Size: 18-1/8 X 20-7/8		Width x Height					
Old House And Barn On A Farm				<b>28 X 30-3/4</b>					
Fire Damage				Total Size				List	Net
<b>Mats</b>	Color	Number	Expos	Top	Left	Right	Bottom		
5th Mat	MIST GRAY	C1002	1/4	2	2	2	2		13.95
6th Mat	WHITE/CREA	C33	15/16	2-15/16	2-15/16	2-15/16	2-15/16	Rev. Bevel For Fillet	13.95
Fillet	101WO	WO 101WO 1/2		21-1/8	23-7/8	001	45.00	99-99 Fit to 6th	48.77
7th Mat	GRAVEL PAP	B876	1/4	3-11/16	3-11/16	3-11/16	3-11/16	Rev. Bevel For Fillet	20.95
Fillet	9001	Small Honey Oak Cap		21-5/8	24-3/8	004	46.00	99-99 Fit to 7th	24.55
8th Mat	GOLD DUST	B4008	1/4	4-15/16	4-15/16	4-15/16	4-15/16		69.75
<b>Frames</b>	Style	Width	Height	Vend	UI	FT	Location		

01047

The extra mats or frame page of an order, as shown above, is printed if there are more than four mats and/or more than four frames on a given order. Mats 5 to 8 appear on the top of the page and frames 5 to 8 appear below.

The following four examples are all for the same order. The first two are printed in 'customer' format and the second two are in 'shop' format. The features of the order include:

- The customer has four telephone numbers. The first two telephone numbers each have an extension number.
- The customer's full name and address appears on the order in 'customer' format. In 'shop' format only the customer's name and the name of any company or business appear.
- An image is sold as part of the order.
- The customer is given a discount on various parts of the order (print 5 percent, framing, 10 percent and 'other' items 25 percent).
- The list price and the net price (the price of each item after taking the appropriate discount) are shown on the pages in 'customer' format. Only the total price of the order appears on the pages in 'shop' format.
- There are eight mats on the order.
- Fillets are attached to the first mat (the top mat) and mat six.
- There are eight frames on the order.
- Two identical frames are to be produced.
- For some of the miscellaneous items, the quantity of the miscellaneous items is greater than one. The quantity listed on the order is the number on each of the frames (it is not the total quantity of those items on the two frames to be produced).
- A comment about the order appears on the printed order.



# FullCalc Operating Guide



**Eagle Demo Store**  
700 Kendrick Rd.  
Zebulon, Ga. 30295

WHITE COPY

11:53:08 Ver. 8.0

**Order # 1 - 1054**  
Quantity: 2 01/27/2005

## EXTRA MATS OR FRAMES PAGE

Martin Wasserman  
Smith, Jones, Brown And Wasserman  
100 Elm St.  
Suite 100  
Zebulon GA 30223

(770) 666-0123 007  
(770) 666-9876 123  
(770) 999-2345  
(440) 777-6543

Taken By: WDA  
Date Ordered: 01/27/2005  
Estimated Date: 02/11/2005  
Friday  
Bin In:  
Bin Out:

**Image** Size: 11-7/8 X 16-7/8

Sailboat On The Water  
Insect Damage

Width x Height  
**22-3/8 X 27-3/8**  
Total Size

List Net

Mats	Color	Number	Expos	Top	Left	Right	Bottom		List	Net
5th Mat	WHITE/CREA	C33	1/4	4	4	4	4		16.86	12.65
6th Mat	TV GREY PA	B88	1/4	4-1/4	4-1/4	4-1/4	4-1/4	Rev. Bevel For Fillet	16.86	12.65
Fillet	101wo	W0 101WO 1/2		14-7/8	19-7/8	001 34.75	6.7	99-99 Fit to 6th	56.75	51.08
7th Mat	Dark Umbri	1710 CMB	1/4	5	5	5	5		27.90	20.93
8th Mat	Zinc 4 Ply	Z43240	1/4	5-1/4	5-1/4	5-1/4	5-1/4		27.90	20.93

Frames	Style	Width	Height	Vend	UI	FT	Location		List	Net
Stacked	6686 Gianni, 4 1/4" Vintage	38-5/8	43-5/8	057	79.50	16.7	99-99	Cut to Fit	852.20	766.98
Stacked	55354 Ferro, 3 1/4" Silver Leaf	46-5/8	51-5/8	057	94.50	18.7	99-99	Cut to Fit	556.14	500.53
Stacked	442428 W1 PEARLS PINK	52-5/8	57-5/8	001	105.50	19.7	99-99	Cut to Fit	416.06	374.45
Stacked	332630 W1 MUSEE 1 1/8"	56-5/8	61-5/8	001	112.50	20.7	99-99	Cut to Fit	571.11	514.00

This order is a photo of the customers sail boat. Note the white sail on the boat.

Subtotal:		3956.43
Quantity:	2	
Qtytotal:		7912.86
Tax:		474.78
<b>Total:</b>		<b>8387.64</b>

Original Price of Order: 8941.30

**You Saved:1028.44**

Eagle Computers, Inc. This is just a demo Trailer

01075

The example above, page 2 of the order, is the extra mats and frames page in 'customer' format.

# FullCalc Operating Guide

Blue copy

11:53:10 Ver. 8.0



**Eagle Demo Store**  
700 Kendrick Rd.  
Zebulon, Ga. 30295

Quantity: 2

Taken By: WDA

Order # 1- 1054

Date Ordered: 01/27/2005 Estimated Date: 02/11/2005

Bin In: \_\_\_\_\_

Friday

Martin Wasserman (770) 666-0123 007 (770) 999-2345  
Smith, Jones, Brown And Wasserman (770) 666-9876 123 (440) 777-6543

IMAGE DESCRIPTION		IMAGE SIZE					Width X Height	
Sailboat On The Water Insect Damage		11-7/8 X 16-7/8					22-3/8 X 27-3/8	
							TOTAL SIZE	
<b>Mats</b>	Color	Number	Expos	Top	Left	Right	Bottom	
TopMat	POMPANO BE	C1000	2-5/8	2-5/8	2-5/8	2-5/8	2-5/8	Rev. Bevel For Fillet
	101DP fillet		17-1/8	22-1/8	001	39.25	7.3	0.375000
2ndMat	MIST GRAY	C1002	1/4	3-1/4	3-1/4	3-1/4	3-1/4	
3rdMat	Pompano Bc	1000 CMB	1/4	3-1/2	3-1/2	3-1/2	3-1/2	
4thMat	Archival M	1100 CMB	1/4	3-3/4	3-3/4	3-3/4	3-3/4	

Frames	Width	Height	Vendor	UI	FT	Location	
99 Sonora, 3/4" Weathered	22-3/8	27-3/8	057	51.00	9.0	99-99	Stacked
779183 W2 AMBROSIA	22-3/8	27-3/8	001	50.00	11.3	99-99	Stacked
88855 Regatta, 2" Gold Leaf	28-5/8	33-5/8	057	61.50	12.3	99-99	Stacked
99855 Cross Hatch, 3 1/4"	32-5/8	37-5/8	057	68.50	14.3	99-99	Stacked

Supplies appear here.

UV Plexi Glass ( 24x30 )	Canvas Stretch Mount	Fit And Finish	Qty
	3-D Double Bevel		4
	Crossover Slant V-Groove		1
	Acrylic Spacers 1/4" Clear		4
	Acid Free Foamcore 40X60 3/16"		1
	Security Hanger (Metal)		1
	Security Hanger Wrench		1

## Comments

This order is a photo of the customers sail boat. Note the white sail on the boat

Subtotal:		3866.43
Quantity:	2	
Qtytotal:		7942.86
Tax:		474.78
<b>Total:</b>		<b>8387.64</b>

01074

The example above, page 3 of the order, is the basic order in 'shop' format. Note that in the 'shop' format any 'labor' value will not be shown on the order. This is because the 'labor' value, if any, is not an item that is part of the completed order. Only the physical items that go into the order appear on the 'shop' format of the order.

# FullCalc Operating Guide

11:54:35 Ver. 8.0



**Eagle Demo Store**  
700 Kendrick Rd.  
Zebulon, Ga. 30295

## SHOP COPY

Quantity: 2  
Taken By: WDA

**Order # 1 - 1054**  
Estimated Date: **02/11/2005**  
Friday

### EXTRA MATS OR FRAMES PAGE

Martin Wasserman (770) 666-0123 007 Date Ordered: 01/27/2005  
Smith, Jones, Brown And Wasserman (770) 666-9876 123 Bin In: \_\_\_\_\_  
(770) 999-2345 (440) 777-6543

IMAGE DESCRIPTION			IMAGE SIZE				Width X Height	
Sailboat On The Water Insect Damage			11-7/8 X 16-7/8				22-3/8 X 27-3/8	
							TOTAL SIZE	
<b>Mats</b>	Color	Number	Expos	Top	Left	Right	Bottom	
5th Mat	WHITE/CREA	C33	1/4	4	4	4	4	
6th Mat	TV GREY	B88	1/4	4-1/4	4-1/4	4-1/4	4-1/4	Rev. Bevel For Fillet
	101wo W0	101WO 1/2	14-7/8	19-7/8	001	34.75	6.7	99-99
7th Mat	Dark Umbria	1710 CMB	1/4	5	5	5	5	
8th Mat	Zinc 4 Ply	Z43240	1/4	5-1/4	5-1/4	5-1/4	5-1/4	
<b>Frames</b>			Width	Height	Vendor	UI	FT	Location
6686	Gianni, 4 1/4" Vintage		38-5/8	43-5/8	057	79.50	16.7	99-99 Stacked
55354	Ferro, 3 1/4" Silver		46-5/8	51-5/8	057	94.50	18.7	99-99 Stacked
442428	W1 PEARLS PINK		52-5/8	57-5/8	001	105.50	19.7	99-99 Stacked
332630	W1 MUSEE 1 1/8"		56-5/8	61-5/8	001	112.50	20.7	99-99 Stacked

Subtotal:	3956.43
Quantity:	2
Qtytotal:	7912.86
Tax:	474.78
<b>Total:</b>	<b>8387.64</b>

01076

The example above, page 4 of the order, is the extra mats and frames page in 'shop' format.

In the following example:

- The BARME.OPT option file has been defined. This causes the store number to appear as a barcode to the left of the 'order #' label in the upper right of the order.
- The second barcode, located on the right just above the label 'net' and below the space to hold the bin numbers', contains the customer's primary telephone number.

## FullCalc Operating Guide

- The order contains three fillets. One fillet is attached to the second mat. A second fillet is attached to the fourth mat. The final fillet is specified to be the first or inner frame.
- The order has been discounted by use of a promotional pricing package. In the 'miscellaneous' section of the order the entry 'frame sale 1' followed by a price notes which promotional package was specified and the price of the items in the package. The negative dollar value shown in the 'net' column is the amount of the discount given.
- This customer has been designated as a 'preferred' customer and has a discount applied to every order. Those items in the 'supplies' section and the 'miscellaneous' section, which are not part of the promotional pricing package, have been given the preferred customer discount applied to this customer. The list price and the net price (the price after applying this persons preferred customer discount) are shown at the two right columns. The total amount of the discount applied using this method appears at the bottom of the 'comments' section as the 'you saved' amount. The 'you saved' amount does not include the savings because of the promotional pricing package discount.
- A comment about the customer appears in the 'comments' area. This comment is specific to this order, not the customer.
- The CANADATX.OPT option file has been defined. The amount of the GST and the PST for the order is shown at the bottom of the 'comment' section of the order. The total of the two amounts is also shown as the 'tax' value.
- The BIGDUE.OPT option file has been defined. A larger version of the orders due date appears at the lower left of the framing work order. The due date also is shown in the upper right of the order, its standard location.

# FullCalc Operating Guide



**Test Frame Shoppe**  
 100 Main St.  
 Anywhere, GA 12345  
 (800) 555-1212

CUSTOMER COPY

09:28:41 Ver. 8.0

**Order # 1 - 1527**  
 Quantity: 1 **02/01/2005**

Holly Zuschlag (352) 860-1784 Taken By: jak  
 Smith, Jones, And Zuschlag (352) 860-9999 Date Ordered: 02/01/2005  
 1 Pritchard Beach (860) 860-8888 Estimated Date: 02/08/2005  
 Apt. 100 (860) 860-1111 Bin In: Tuesday  
 Zebulon GA 32450 Bin Out:

**Image** Size: 14-5/8 X 27-7/8 Width x Height  
 Still Life 21-1/8 X 34-3/8 List Net  
 OK Total Size 199.95

Mats	Color	Number	Expos	Top	Left	Right	Bottom		
TopMat	BLACK MOIR	A7201	1-1/2	1-1/2	1-1/2	1-1/2	1-1/2		69.75
2ndMat	POMPANO BE	C1000	1/4	1-3/4	1-3/4	1-3/4	1-3/4	Rev. Bevel For Fillet	13.95
Fillet	101DP	copy of 101dp		17-5/8	30-7/8	199	48.50	9.0 88-88 Fit to 2nd	89.70
3rdMat	BURGUNDY M	VM1902	1/4	2-1/2	2-1/2	2-1/2	2-1/2		24.00
4thMat	CHAMOIS GO	SRM994	1/4	2-3/4	2-3/4	2-3/4	2-3/4	Rev. Bevel For Fillet	20.95
Fillet	101WO	W0 101WO 1/2		16-5/8	29-7/8	001	46.50	8.7 99-99 Fit to 4th	86.71

Frames	Style	Width	Height	Vend	UI	FT	Location	
Stacked	102 Metro, 3/4" Black Iron	21-1/8	34-3/8	057	56.00	9.9	99-99	82.31
Stacked	9954 La Galleria, 3" Slate Grey	21-1/8	34-3/8	057	55.00	11.7	99-99	Cut to Fit 572.00
Stacked	8047 La Galleria, 2 1/2" Ivy	27-1/8	40-3/8	057	66.00	13.3	99-99	Cut to Fit 644.33
Stacked	967032 W0 RAPHAEL	32-1/8	45-3/8	001	75.00	16.7	99-99	Cut to Fit 718.66

Supplies	GLASS	Denglas	( 24x36 )	
MOUNT	Strch&Block			45.00
FINISH	AC32			
LABOR	2 1/2 hours			100.00 1.00

Miscellaneous	Acrylic Coat Tex. Brushstroke		
	Glazing 1/8 Acrylic Conserv.		140.00 1.40
	Spacers WOOD Fr. Paper / Rag	Qty 4	186.68 1.87
	Frame Sale 1 50.00		112.00 1.12
			-604.31

## Comments

This is a preferred customer who has been with us for many years. The image is green in color. Call the customer when the second fillet has been added to the fourth mat.

Subtotal:		2118.99
Quantity:	1	
Tax:		317.85
<b>Total:</b>		<b>2436.84</b>

Tax broken into GST and PST.

GST 148.33 PST 169.52 Total Credit

Deposit: 0.00  
 Balance: 2436.84

Original Price of Order: 2652.28

**You Saved: 533.29**

\*\*\*\* Thank You Please Come Again! \*\*\*\*

Placing This Order Hereby Authorizes The Above Work To Be Done, The Customer Also Assumes All Risks And Liabilities, Recognizing That Due Care Will Be Taken With The Article(s) Being Framed.

Big (large) version of due date.

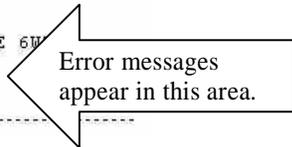
Invoice Due **02/08/2005**

01077

If the CHKNAMES.OPT option has been specified and if the 'print', 'show', or 'print/pos' button is clicked on the order completion screen, a check of the customer name and address database will be done. If any errors are found a message will appear informing you of this fact. Click on the 'yes' button to generate a report showing the names found to be in error. A sample of the report generated is shown below. Click on the 'no' button to skip printing the report.

# FullCalc Operating Guide

Bad Names				01/19/2006	
Phone no. 1 Name	Phone no. 2 Address	City	St	Postal Code	
Cell phone no.	'Other' Phone no.				
Customer No.					
		Anywhere	GA	12346	
	Phone No. 1 missing				
10007717	-----				
		Anywhere	GA	12345	
	Phone No. 1 missing				
10007723	-----				
735-	Patton	Bryce			
	2000 Airport Road N.E.	Clagary	AB	T2E 6W	
		Phone No. 1 not 8 char.			
10007726	-----				



01090

Some of the fields on the bad names report include:

- **PHONE NO. 1** – the customers primary phone number.
- **NAME** – the customers name.
- **PHONE NO. 2** – the customers secondary phone number.
- **ADDRESS** – the address of the customer.
- **CITY** – the city the customer lives in.
- **ST** – the state or province the customer lives in.
- **POSTAL CODE** – the customers ZIP code or postal code.
- **CELL PHONE NO.** – the customers cell phone number.
- **'OTHER' PHONE NO.** – the customers 'other' phone number.
- **CUSTOMER NO.** – the FullCalc internal customer number.

Below the address, city and state of the customer, one or more of the following messages can appear:

- **Phone no. 1 missing** – each customer must have a primary telephone defined. No primary phone number in any format was found.
- **Phone no. 1 not 8 char.** – a primary phone number was found, however, the primary phone number is not of the form 'xxx-xxxx'.
- **Phone no. 2 not 8 char.** - a secondary phone number was found, however, the secondary phone number is not of the form 'xxx-xxxx'.
- **Cell phone not 8 char.** – a cell phone number was found, however, the cell phone number is not of the form 'xxx-xxxx'.
- **'other' phone not 8 char.** – an 'other' phone number was found, however, the 'other' phone number is not of the form 'xxx-xxxx'.

## Estimates

# FullCalc Operating Guide

If the order type is an estimate then you may be asked if detail pricing is to be shown. Reply “no” if you wish only the total price for the order to print. See page 454. Estimates say “Estimate Order” above the order number. Estimate order numbers begin with “E”.

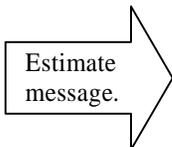
As taking an estimate is not financial transaction, the two center rows of buttons on the ‘complete’ screen, see above, are never shown.

On a framing work order, a sample of which is shown below, which has been designated an estimate; the notation ‘estimates good for 14 days’ appears at the bottom of the comment section. The number of days the estimate is valid for can be changed to something other than 14 by specifying the SET ESTDAYS= value in the WINCALC.INI file. The number of days can be from 1 to 999. See page 430.

<b>Supplies</b>	GLASS	Regular	( 14x18 )	6.95	<b>5.91</b>
	MOUNT	Dry		9.60	<b>8.76</b>
	FINISH	Basic fitting			
<b>Miscellaneous</b>		Canvas Transfer wBrush			<b>88.50</b>
		Gel-mount			<b>7.20</b>
		RUSH CHARGE			<b>1.50</b>
		Spacers 1/4" - plastic	Qty 4		<b>35.30</b>

## Comments

Subtotal:		<b>5947.20</b>
Quantity:	<b>1</b>	
Tax:		<b>0.00</b>
<b>Total:</b>		<b>5947.20</b>



Estimates good for 14 days.

Original Price of Order: 6974.38

**You Saved:1027.18**

\*\*\*\* Thank You Please Come Again! \*\*\*\*

Placing This Order Hereby Authorizes The Above Work To Be Done, The Customer Also Assumes All Risks And Liabilities, Recognizing That Due Care Will Be Taken With The Article(s) Being Framed.

01124

## Quick Sales

Quick sales say “Quick Sale” above the order number. Quick sale order numbers begin with “Q”.

## Store Samples

Store sample order numbers start with “S”. See page 403. For example, if the order is for store “10” and the sample number is “S1004” then the full order number would be “10-S1004. See also pages 153 and 164.

When a store sample is created it also creates a new SKU number in the inventory. The SKU number created is the same as the order number without the store number, for example the SKU number could be “S1004” but not “10-S1004”. If the DECKSAM.TXT file is defined then the SKU number would be the same as the order number followed with a hyphen and the department number of the art department. For example “S1004-410” if “410” is the department number for art. See page 434.

# FullCalc Operating Guide

The estimated date of a store sample is always the date the order was taken. The normal completion date is not calculated and a completion date cannot be specified on the order completion screen.

Note: Store samples can be created only if POS is installed.

## Multiple Orders

Multiple orders have order numbers ending with "M". See pages 117, 153, and 155 for how to generate a summary of multiple orders for a customer.

See also the use of the OFMULTOR.OPT option as described on page 437.

# FullCalc Operating Guide



**Test Frame Shoppe**  
 100 Main St.  
 Anywhere, GA 12345  
 (800) 555-1212

**CUSTOMER COPY**

14:15:04 Ver. 8.0

**Order # 1 - 1624**  
 Quantity: 2 06/30/2005

Donald Duck (212) 555-1212 Taken By: *jak*  
 (352) 555-0000 301 Date Ordered: 06/30/2005  
 100 Main St. (812) 876-5432 Estimated Date: 07/07/2005  
 Upper Apartment (704) 123-1234 Thursday  
 Hollywood CA 90210 Bin In:  
 Bin Out:

<b>Image</b>	Size: 18-3/8 X 21-7/8	Width x Height <b>24-3/4 X 28-9/16</b>	List	Net
Old House And Barn On A Farm		Total Size	795.00	739.35
Torn				

Mats	Color	Number	Expos	Top	Left	Right	Bottom					
TopMat	DUSTY ROSE	C1010	3/8	9/16	1/16	9/16	3/8	Rev. Bevel For Fillet	12.75	11.09		
Fillet	12-02	Frosted Silver		22-7/8	26-3/8	004	49.25	9.9	99-99	Fit to Top	23.17	20.62
2ndMat	WHITE MOIR	A7200	1/4	1-13/16	1-5/16	1-13/16	1-5/8	Rev. Bevel For Fillet	63.75	55.46		
Fillet	101WO	W0 101WO 1/2		21-3/8	24-7/8	001	46.25	9.2	99-99	Fit to 2nd	52.99	47.16
3rdMat	CRM & WHT	B111L	1/4	2-9/16	2-1/16	2-9/16	2-3/8	Rev. Bevel For Fillet	19.10	16.62		
Fillet	176360	W0 ANTICA ALMOND		20-5/8	24-1/8	001	44.75	8.4	99-99	Fit to 3rd	78.49	69.86
4thMat	DEEP PURPL	C1037	1/4	3-3/16	2-11/16	3-3/16	3	Rev. Bevel For Fillet	12.75	11.09		
Fillet	103237	W0 ACADEMIE SILVER		19-7/8	23-3/8	001	43.25	8.0	99-99	Fit to 4th	23.92	21.29

Frames	Style	Width	Height	Vend	UI	FT	Location				
Stacked	899825	W0 AUBUSSON SILVER	24-3/4	28-9/16	001	54.00	12.0	99-99	1648.08	1466.79	
Stacked	NC104	WILD OAK PELICAN	32-3/4	36-9/16	080	69.00	12.4	99-99	Cut to Fit	48.62	43.27
Stacked	787-920-001	3 INCH	32-3/4	36-9/16	031	68.00	14.0	99-99	Cut to Fit	1651.44	1469.78
Stacked	6673	Ornate Gold With Dk Plum	38-3/4	42-9/16	004	79.00	17.2	99-99	Cut to Fit	954.60	849.59

Supplies	GLASS	Plexicl	( 32x40 )		
	MOUNT	Shrnkwp		16.20	14.09
	FINISH	Special Fitting		16.20	14.09
	LABOR	2 1/2 hours		100.00	87.00

Miscellaneous			
	Glazing 1/8 Acrylic Conserv.		182.23
	Spacers WOOD Fr. Paper / Rag	Qty 4	108.00
	Floating mat		2.50
	slant cross V-groove	Qty 2	11.88
	Extra 16-20 mat openings		50.00
	Painted Bevel		18.90
	BLOCKED UP MAT PER 1/4"		8.10
	Rush Charge \$50.00		50.00

**Comments**

Donald is a well known movie and TV star.

Subtotal:	5380.73
Quantity:	2
Qtytotal:	10761.46
Tax:	807.11
<b>Total:</b>	<b>11568.57</b>

Original Price of Order: 12034.60 **You Saved:1273.14**

\*\*\*\* Thank You Please Come Again! \*\*\*\*

Placing This Order Hereby Authorizes The Above Work To Be Done, The Customer Also Assumes All Risks And Liabilities, Recognizing That Due Care Will Be Taken With The Article(s) Being Framed.

01048

# FullCalc Operating Guide

## Store Copy

14:15:06 Ver. 8.0



**Test Frame Shoppe**  
100 Main St.  
Anywhere, GA 12345  
(800) 555-1212

Quantity: 2  
Taken By: jak  
Date Ordered: 06/30/2005 Estimated Date: 07/07/2005  
Bin In: \_\_\_\_\_ Thursday

**Order # 1 - 1624**

Donald Duck (212) 555-1212 (812) 876-5432  
(352) 555-0000 301 (704) 123-1234

IMAGE DESCRIPTION	IMAGE SIZE	Width X Height
Old House And Barn On A Farm Torn	18-3/8 X 21-7/8	<b>24-3/4 X 28-9/16</b> TOTAL SIZE

Mats	Color	Number	Expos	Top	Left	Right	Bottom	
TopMat	DUSTY ROSE	C1010	3/8	9/16	1/16	9/16	3/8	Rev. Bevel For Fillet
	12-02 Frosted Silver		22-7/8	26-3/8	004	49.25	9.9 99-99	1.000000
2ndMat	WHITE MOIR	A7200	1/4	1-13/16	1-5/16	1-13/16	1-5/8	Rev. Bevel For Fillet
	101WO W0 101WO 1/2		21-3/8	24-7/8	001	46.25	9.2 99-99	0.500000
3rdMat	CRM & WHT	B111L	1/4	2-9/16	2-1/16	2-9/16	2-3/8	Rev. Bevel For Fillet
	176360 W0 ANTICA		20-5/8	24-1/8	001	44.75	8.4 99-99	0.375000
4thMat	DEEP PURPL	C1037	1/4	3-3/16	2-11/16	3-3/16	3	Rev. Bevel For Fillet
	103237 W0 ACADEMIE		19-7/8	23-3/8	001	43.25	8.0 99-99	0.250000

Frames		Width	Height	Vendor	UI	FT	Location	
899825	W0 AUBUSSON	24-3/4	28-9/16	001	54.00	12.0	99-99	Stacked
NC104	WILD OAK PELICAN	32-3/4	36-9/16	080	69.00	12.4	99-99	Stacked
787-920-001	3 INCH	32-3/4	36-9/16	031	68.00	14.0	99-99	Stacked
6673	Ornate Gold With Dk	38-3/4	42-9/16	004	79.00	17.2	99-99	Stacked

**Plexicl Glass ( 32x40 )                      Shrnkwp Mount                      Special Fitting**

### Miscellaneous

	Qty
Glazing 1/8 Acrylic Conserv.	1
Spacers WOOD Fr. Paper / Rag	4
Floating mat	1
slant cross V-groove	2
Extra 16-20 mat openings	1
Painted Bevel	1
BLOCKED UP MAT PER 1/4"	1
Rush Charge \$50.00	1

### Comments

Donald is a well known movie and TV star.

Subtotal:	5380.73
Quantity:	2
Qtytotal:	10761.46
Tax:	807.11
<b>Total:</b>	<b>11568.57</b>

01049

The two examples above are for the same order. The upper example is the customer copy and contains prices. The lower example is the shop copy and contains no price information other than order totals.

In the orders shown above the message "Cut to Fit" means that the frame length shown is longer than required and it will need to be cut down. The messages "Fit to Top", "Fit to 2nd", etc. mean that the mat sizes shown may be oversized and may need to be cut down.

The three screens shown below are all called from the order completion screen. See also page 117 and following.



## FullCalc Operating Guide

**Date Requested**

July 2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

OK

//

01052

By typing “C” when the “date req” button is highlighted the screen shown above is displayed. You may specify a requested date for the order by typing it at the bottom of the screen and clicking on the “OK” button.

You may also use the calendar to specify an order requested date as follows:

- 1) Specify the year by clicking on either of the buttons at the right of the year box. Each click increases or decreases the year shown by one year.
- 2) Specify the month by clicking on the button at the right of the month box, highlighting the desired month, and pressing the ‘enter’ key.
- 3) Specify the day by clicking on the desired day.

The next two examples are for the same order. The upper example is in ‘customer’ format. The lower example is in ‘shop.’ format.

# FullCalc Operating Guide



**Test Frame Shoppe**  
123 Main St.  
Anytown, NY 10000  
(800)555-1212

**CUSTOMER COPY**

10:51:41 Ver. 5.2

**Order # 11 - 133**  
Quantity: 1 02/12/2001

Bob White (770) 123-1234

Taken By: CW

101 First St.

Date Ordered: 02/12/2001

Estimated Date: 03/16/2001

Friday

Zebulon GA 30295

Points: 36.00

Bin In:  
Bin Out:

<b>Image</b>	Size: 23-7/8 X 36-5/8	Width x Height	List	Net
P1234	City Sky Line	<b>32-7/8 X 45-5/8</b>	295.00	265.50
Not Noted		Total Size		

Mats	Color	Number	Expos	Top	Left	Right	Bottom			
TopMat	White	a4101	2-1/2	2-1/2	2-1/2	2-1/2	2-1/2	Rev. Bevel For Fillet	25.20	18.90
Fillet	102	WALNUT W/GOLD LIP	27-3/8	40-1/8	001	67.50	12.7	99-99 Fit to Top	44.20	22.10
2ndMat	ShmrkGrSu	c7111	1/4	3-1/2	3-1/2	3-1/2	3-1/2	Rev. Bevel For Fillet	48.00	36.00
Fillet	101	BLK W/GOLD LIP 3/4IN	26-7/8	39-5/8	001	66.50	12.7	99-99 Fit to 2nd	62.87	31.44
3rdMat	Silversto	b881	1/4	4-1/2	4-1/2	4-1/2	4-1/2		12.60	9.45

Frames	Style	Width	Height	Vend	UI	FT	Location		
Stacked	173-053 Carpathian Elm Veneer	32-7/8	45-5/8	043	79.00	16.7	99-99	1184.36	592.18
Stacked	WDA-112 4 1/2 GLD	39-1/8	51-7/8	110	90.50	19.0	99-99	Cut to Fit 1169.64	584.82
Stacked	4037 Ant. Gold w/Black Centre	48-1/8	60-7/8	043	107.50	21.7	99-99	Cut to Fit 1211.51	605.76
Stacked	52555 HARLEQUIN MOTIF 6	56-7/8	69-5/8	057	124.00	22.0	99-99	Cut to Fit 1881.00	940.50

Supplies	GLASS	OvalNonReflect (36x48)		
	MOUNT	LamLetterPouc	35.28	26.46
	FINISH	ACID FREE FC	6.88	5.16

Miscellaneous		Qty		
	Addl oval mat openings	2	4.00	3.00
	Laminate in addition to Dry Mt		11.78	8.84
	Rush Fee		35.33	26.50
	Wizard Cut 707 OV Oval NP	2	6.00	4.50
	Wizard Cut 706 OV Rect Np	2	5.00	3.75
	Rush Fee per Mat over 3 mats		1.00	0.75
	Shipping charge			10.00
	Turn Buttons (Preservation)	6	1.50	1.13

**Comments**

Subtotal:	3268.74
Quantity:	1
Tax:	344.88
<b>Total:</b>	<b>3613.62</b>

Deposit:	
Balance:	

Original Price of Order: 6147.15 **You Saved:2878.41**

Thank you for shopping with us!

01053

Some points to note on the example above include:

- The image description starts with a SKU number. This means that the image was sold from the inventory by entry of the SKU number only.
- The order contains two fillets attached to the first two mats.
- To the left of 'order #' in the upper right of the order is a barcode. This barcode contains the store number and the order number.
- To the left of 'bin in' is a second barcode. This second barcode contains the customer telephone number (the primary telephone number if there are multiple numbers).
- To the left of 'bin out' is the title 'points' followed by a number. This is the point value of the order.

## FullCalc Operating Guide

- In the mat section the note 'rev. bevel for fillet' indicated that a special cut is required to fit the fillets to the mats.
  - In the comment section is a note showing the total discount given on this order and the original price of the order.
  - In the lower right of the order are two boxes marked 'deposit' and 'balance'. These two boxes appear because the deposit option (also called simple POS) is specified. If a deposit was taken in framing, on the "complete" screen, it would appear along with any remaining balance due. See also page 454.
- Note: If POS is installed then the deposit option should be set off and no deposit or balance should show on framing order.

# FullCalc Operating Guide

Shop Copy

36.00 Points



**Test Frame Shoppe**  
123 Main St.  
Anytown, NY 10000  
(800)555-1212

Quantity: 1  
Taken By: CW

**Order # 11 - 133**  
Estimated Date: **03/16/2001**  
Friday

Bob White ( 770 ) 123-1234 Date Ordered: 02/12/2001  
Bin In: \_\_\_\_\_

IMAGE DESCRIPTION		IMAGE SIZE		TOTAL SIZE				
P1234 City Sky Line Not Noted		23-7/8 X 36-5/8		32-7/8 X 45-5/8				
<b>Mats</b>	Color	Number	Expos	Top	Left	Right	Bottom	Rev. Bevel For Fillet
TopMat	White	a4101	2-1/2	2-1/2	2-1/2	2-1/2	2-1/2	0.750000
102	WALNUT W/GOLD LIP		27-3/8	40-1/8	001	67.50	12.7	99-99
2ndMat	ShmrkGrSu	c7111	1/4	3-1/2	3-1/2	3-1/2	3-1/2	0.750000
101	BLK W/GOLD LIP 3/4IN		26-7/8	39-5/8	001	66.50	12.7	99-99
3rdMat	Silversto	b881	1/4	4-1/2	4-1/2	4-1/2	4-1/2	

Frames		Width	Height	Vendor	UI	FT	Location	
173-053	Carpethian Elm	32-7/8	45-5/8	043	79.00	16.7	99-99	Stacked
WDA-112	4 1/2 GLD	39-1/8	51-7/8	110	90.50	19.0	99-99	Stacked
4037	Ant. Gold w/Black	48-1/8	60-7/8	043	107.50	21.7	99-99	Stacked
52555	HARLEQUIN MOTIF 6	56-7/8	69-5/8	057	124.00	22.0	99-99	Stacked

OvalNonReflect Glass ( 36x48 ) LamLetterPouc Mount ACID FREE FC

Miscellaneous	Qty
Add oval mat openings	2
Laminate in addition to Dry Mt	1
Rush Fee	1
Wizard Cut 707 OV Oval NP	2
Wizard Cut 706 OV Rect Np	2
Rush Fee per Mat over 3 mats	1
Shipping charge	1
Turn Buttons (Preservation)	6

**Comments**

Subtotal:	3268.74
Quantity:	1
Tax:	344.88
<b>Total:</b>	<b>3613.62</b>

01054

Some points to note on the example above include:

- At the top left of the order is the title 'points' followed by a number. This is the point value of the order.
- To the left of the stores name and address is a logo for the store. This logo is from the FCBLOCK.BMP file. There is a set amount of space, height and width, on the framing work order into which the logo can appear. The graphic data in the FCBLOCK.BMP file is expanded or contracted in both the vertical and horizontal dimensions so as to fit the allocated space. The

# FullCalc Operating Guide

graphic may appear 'too small' if the graphic in the FCBLOCK.BMP file contains an empty border (also known as 'white space'). The graphic may appear 'distorted' if its aspect ratio, the ratio of its height to width, is not the same as that of the allocated space it is being printed into. See page 425 for more information about creating and editing the graphics file containing the stores logo.

- The image condition appears below the image description.
- The glass type is followed by the lite size from which to cut the required piece of glass.  
Note: If the glass is attached to a frame other than the inner frame then the name of the glass will be altered when printed on the framing work order. The glass name of the glass will have the frame number appended to the end of the glass type. For example, 'regular' glass that is attached to the third frame would be listed as 'regular3'.
- In the upper right corner of the order are two barcodes. The upper barcode is the store number and order number. The lower barcode is the customer telephone number (the primary telephone number if there are multiple numbers).
- The last column on the right in the 'frames' section can contain one of the notes listed in the following table.

Frame notes
Fillet
Custom
Stacked
Even
Rdy Made

# FullCalc Operating Guide



**Eagle Computers, Inc.**  
700 Kendrick Rd.  
Zebulon, Ga. 30295

**CUSTOMER COPY**

10:00:07 Ver. 5.2

**Order # 10 - 1044**  
Quantity: 2 **04/24/2001**

Tax Free ( 770 ) 999-9999

Taken By: JAK

Date Ordered: 04/24/2001

Tax #: Taxno1

Estimated Date: 05/11/2001

Friday

Griffin GA 30295



Bin In:  
Bin Out:

**Image** Size: 12-1/8 X 16-3/8  
Customer Provided  
Not Noted

Width x Height  
**16-9/16 X 19-7/8**  
Total Size

List Net

Mats	Color	Number	Expos	Top	Left	Right	Bottom				
TopMat	TVGrey	B88	1-3/4	1/4	1-3/16	1-3/4	1-3/4	Rev. Bevel For Fillet		16.60	
Fillet	101DP	101DP 1/2		14-5/8	18-7/8	001	33.50	6.3	99-99	Fit to Top	48.76
2ndMat	SmthWht&C	C33	1/4	1	1-15/16	2-1/2	2-1/2				16.60

Frames	Style	Width	Height	Vend	UI	FT	Location	
Custom	651734 ASHLAND WAL	16-9/16	19-7/8	001	37.00	7.3	99-99	163.37

Supplies	GLASS	None	( 18x24 )	
	MOUNT	Dry		14.48
	FINISH	Refit		16.50
	LABOR	1/2 hour		20.00

Miscellaneous	Keystone V-Groove	ADDL.	Qty 2	112.88
---------------	-------------------	-------	-------	--------

## Comments

This is an order from a tax exempt customer.

Subtotal:		409.19
Quantity:	2	
Qtytotal:		818.38
Tax:		0.00
<b>Total:</b>		<b>818.38</b>

Customer has reviewed the above estimate and authorizes the work to be completed. There is a lifetime guarantee on materials and workmanship. All Framing orders are final sale and non-refundable. Items left over 60 days are not the responsibility of this establishment.

Customer signature: \_\_\_\_\_

01055

Some points to note on the example above include:

- Two frames that are the same, a quantity of 2, are to be made. This is noted in the upper right and low right of the order.
- The customer is tax exempt.
- Additional labor is being charged in the 'supplies' section.

# FullCalc Operating Guide

- Some comments about the customer appear in the 'comments' section.



**Eagle Computers, Inc.**  
700 Kendrick Rd.  
Zebulon, Ga. 30295

**CUSTOMER COPY**

10:19:59 Ver. 5.2

 **Order # 10 - 1046**  
Quantity: 1 04/25/2001

John Smith (770) 555-1212  
J. Smith And Co.  
123 Main St.  
Griffin GA 30295  
Tax #: Ex123-12345-01

Taken By: ABC  
Date Ordered: 04/25/2001  
Estimated Date: 05/12/2001  
Saturday  
Bin In:  
Bin Out:



<b>Image</b>	Size: 16-1/8 X 4-7/8	Width x Height <b>21-5/8 X 10-3/8</b>	List	Net
Fox And Hounds Insect Damage		<b>Total Size</b>	199.95	179.96

<b>Mats</b>	Color	Number	Expos	Top	Left	Right	Bottom				
TopMat	White	a4101	1-3/4	1-3/4	1-3/4	1-3/4	1-3/4			21.22	
2ndMat	OffWhite	a4102	1/4	2	2	2	2	Rev. Bevel For Fillet		21.22	
Fillet	101DP	101DP 1/2		18-5/8	7-3/8	001	26.00	5.0	99-99	Fit to 2nd	38.70
3rdMat	TVGrey	b88	1/4	2-3/4	2-3/4	2-3/4	2-3/4			16.60	

<b>Frames</b>	Style	Width	Height	Vend	UI	FT	Location			
Stacked	99-23 OLD WORLD PEWTER	21-5/8	10-3/8	004	33.00	6.3	99-99		35.78	23.97
Stacked	963 Tanger Tree Clear Cups 24"	22-1/8	10-7/8	K04	33.00	6.7	99-99	Cut to Fit	683.40	457.88
Stacked	46016US PANIT SPLATTER	24-1/8	12-7/8	004	36.00	7.0	99-99	Cut to Fit	57.82	38.74
Stacked	76010 CH TWISTED	26-1/8	14-7/8	T29	39.00	7.7	99-99	Cut to Fit	669.90	448.83

<b>Supplies</b>			
GLASS	Customers Own ( 18x24 )		
MOUNT	Mount on Black		18.50
FINISH	Quick Fit		8.25
LABOR	1/2 hour		20.00

<b>Miscellaneous</b>			
	Fit Drymount to stretcher Bars	Qty 4	31.92
	Back with Acid Free FC		8.82
	Slant Cross V-Groove ADDL.	Qty 2	91.30

## Comments

This is a good customer. Finish the work as soon as possible and call when the work is done.

Subtotal:		1413.14
Quantity:	1	
Tax:		0.00
<b>Total:</b>		<b>1413.14</b>

Total Credit Deposit: **748.97**  
Balance: 664.17

Original Price of Order: 1923.38 **You Saved: 510.24**

Customer has reviewed the above estimate and authorizes the work to be completed. There is a lifetime guarantee on materials and workmanship. All Framing orders are final sale and non-refundable. Items left over 60 days are not the responsibility of this establishment.

Customer signature: \_\_\_\_\_

01056

Some points to note on the example above include:

- Additional chargeable labor required to complete the frame is indicated by the 'labor' entry in the 'supplies' section.

## FullCalc Operating Guide

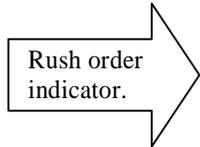
- Below the 'total' amount, in the shaded area at the lower right of the framing work order, are three values. These values appear only if POS is not installed and the 'deposit' option has a value of 'y' or if POS is installed and the DUPDEPOK.OPT file is defined, and the 'deposit' option is installed. See page 454 for more on defining the deposit option and page 435 for more on the DUPDEPOK.OPT file. These three values are:
  - o **TOTAL** – the format of the deposit payment being made. The value can be: 'cash', 'credit' (for credit card), 'check', 'gift cert' (a gift certificate is being redeemed), 'unknown' (indicates an error) or blank if no deposit is being made.
  - o **DEPOSIT** – the amount of the deposit. This value should be zero if no deposit is being made.
  - o **BALANCE** - the remaining balance after the deposit is made.
- Multiple identical frames have been ordered. This is indicated to the right of the 'quantity' title in the upper right. It is also indicated to the right of the 'quantity' title in the lower right.
- To the right of 'tax #' title in the upper center is the customers tax exemption number.
- The 'ft' column in the 'frames' section contains the footage required for the moulding. This is the United Inch value rounded. See page 456 for rounding options.
- In the 'mats' section is a fillet attached to a mat. The data values for the fillet are: width, height, vendor number, United Inches, footage, and bin location.
- The 'list price' column contains a price only if a discount was given for a given item. For non-discounted items only a 'net price' value is shown.
- The note 'cut to fit' in the frames' section indicated that a frames footage will be specified slightly longer than required and will need to be cut down when assembled.
- In the 'miscellaneous' section an entry of 'qty' followed by a number will appear only if more than one of an item is required. The number listed is the quantity required on each frame.

# FullCalc Operating Guide

Shop Copy



16:08:47 Ver. 5.5



**Rush!!!** Due 07/07/2001



**Eagle Computers, Inc.**  
700 Kendrick Rd.  
Zebulon, Ga. 30295

Quantity: 1  
Taken By: ABC

**Order # 10 - 1055**  
Estimated Date: **07/07/2001**  
Saturday

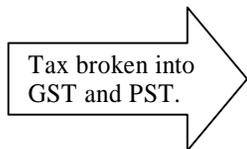
John Smith (770) 555-1212 Date Ordered: 07/05/2001  
J. Smith And Co. Bin In: \_\_\_\_\_

IMAGE DESCRIPTION		IMAGE SIZE		Width X Height			
		8-1/2 X 11		12 X 14-1/2			
				TOTAL SIZE			
Mats	Color	Number	Expos	Top	Left	Right	Bottom
TopMat	AntqSrstrn	vs1717	1-3/4	1-3/4	1-3/4	1-3/4	1-3/4

Frames	Width	Height	Vendor	UI	FT	Location
X2814 2 1/2 KINGSFORD	12	14-1/2	001	27.00	6.7	99-99 Custom

Customers Glass ( 12x16 )	Archival Dry Mount	Fitting	Qty

**Comments**



Subtotal:	206.18
Quantity:	1
Tax:	20.62
<b>Total:</b>	<b>226.80</b>
Deposit:	0.00
Balance:	226.80

GST 14.43 PST 6.19 Total Credit

01057

Some points to note on the example above include:

- If the order is due within seven days, the word “rush!!!” and the due date appear at the upper center of the framing work order. This appears only on the shop copies, if any. See page 526.

# FullCalc Operating Guide

- In Canada, the CANADATX.OPT file is defined and if GST and PST tax rates are entered then the each tax on the order is calculated. The calculated GST and PST amounts appear in the comment section of the framing work order. The total tax is also shown. See pages 434 and 460.

In Alberta, where PST is not charged, or in Nova Scotia, New Brunswick or Newfoundland and Labrador, where HST is charged but not GST or PST, do not define the CANTAX.OPT file.



**Eagle Demo Store**  
700 Kendrick Rd.  
Zebulon, Ga. 30295

**CUSTOMER COPY**

09:01:56 Ver. 7.0

**Order # 1 - 1047**

Quantity: 1 11/04/2004

Fred Flintstone (770) 555-1212  
Hard Rock Cafe  
100 Main St.

Taken By: WDA  
Date Ordered: 11/04/2004  
Estimated Date: 11/19/2004  
Friday

Zebulon GA 30223

Bin In:  
Bin Out:

<b>Image</b>	Size: 17-1/4 X 25-7/8	Width x Height <b>27-3/4 X 38-1/8</b>	List	Net
Still Life		Total Size	199.00	189.05
Insect Damage				

Mats	Color	Number	Expos	Top	Left	Right	Bottom					
TopMat	thai bambo	T5957L	3-5/8	3-5/8	3-5/8	3-5/8	5-3/8	Rev. Bevel For Fillet	37.74	25.29		
Fillet	101DP	fillet		20-1/2	29-1/8	001	49.62	9.0	Fit to Top	36.63	32.97	
2ndMat	DARK GREEN	VM1901	1/4	4-1/4	4-1/4	4-1/4	6		37.74	25.29		
3rdMat	TV GREY PA	B88	1/4	4-1/2	4-1/2	4-1/2	6-1/4	Rev. Bevel For Fillet	23.28	15.60		
Fillet	101WO	W0 101WO 1/2		19-3/4	28-3/8	001	48.12	9.0	99-99	Fit to 3rd	76.23	68.61
4thMat	WHITE & CR	C1034	1/4	5-1/4	5-1/4	5-1/4	7		23.28	15.60		

Frames	Style	Width	Height	Vend	UI	FT	Location			
Stacked	899825 W0 AUBUSSON SILVER	27-3/4	38-1/8	001	67.00	14.7	99-99	819.38	737.44	
Stacked	967032 W0 RAPHAEL	35-3/4	46-1/8	001	82.00	17.7	99-99	Cut to Fit	1025.36	922.82
Stacked	101DP fillet	45-1/4	55-5/8	001	100.00	17.3		Cut to Fit	70.41	63.37
Stacked	870-105 Venetian Classics	45-1/4	55-5/8	255	99.00	18.7	99-99	Cut to Fit	441.13	397.02

Supplies					
GLASS	Museum UV	(30x40)		399.99	267.99
MOUNT	Lacing			72.45	48.54
FINISH	AC32			17.25	11.56
LABOR	2 HRS.			70.00	46.90

Miscellaneous			
	3-D Double Bevel	Qty 2	40.20
	Crossover Slant V-Groove		33.50
	Acrylic Spacers 1/4" Clear		16.75

## Comments

Subtotal:		2928.65
Quantity:	1	
Tax:		175.72
<b>Total:</b>		<b>3104.37</b>

Original Price of Order: 3440.32 **You Saved: 511.67**

Eagle Computers, Inc. This is just a demo Trailer

01070

Some points to note on the example above include:

## FullCalc Operating Guide

- Fillets are attached to the first and third mats and are listed in the mats section of the order. These fillets are listed on the lines below the mats they are attached to.
- In the note section for the first and third mats is 'rev. bevel for fillet'. This is used to note the additional processing required for these two mats.
- For the two fillets in the mats section, the notes 'fit to top' and 'fit to 3<sup>rd</sup>' appear in the notes section of the respective fillets.
- A third fillet is listed in the frame section of the order. This fillet is the third item in the group of four frames on this order.
- Discounts have been applied to this order by specifying a percentage discount. Different parts of the order (print, custom, and other) were discounted using different percentages.
- This example is printed in 'customer' format with detailed printing of prices enabled.

# FullCalc Operating Guide

## Shop Copy

09:01:56 Ver. 7.0



**Eagle Demo Store**  
700 Kendrick Rd.  
Zebulon, Ga. 30295

Quantity: 1  
Taken By: WDA

**Order # 1 - 1047**  
Estimated Date: **11/19/2004**  
Friday

Fred Flintstone  
Hard Rock Cafe

(770) 555-1212

Date Ordered: 11/04/2004

Bin In: \_\_\_\_\_

IMAGE DESCRIPTION			IMAGE SIZE				Width X Height	
Still Life			17-1/4 X 25-7/8				27-3/4 X 38-1/8	
Insect Damage							TOTAL SIZE	
<b>Mats</b> Color	Number	Expos	Top	Left	Right	Bottom	Rev. Bevel For Fillet	
TopMat thai bambo	T5957L	3-5/8	3-5/8	3-5/8	3-5/8	5-3/8		
101DP fillet		20-1/2	29-1/8	001	49.62	9.0	0.375000	
2ndMat DARK GREEN	VM1901	1/4	4-1/4	4-1/4	4-1/4	6		
3rdMat TV GREY PA	B88	1/4	4-1/2	4-1/2	4-1/2	6-1/4	Rev. Bevel For Fillet	
101WO W0 101WO 1/2		19-3/4	28-3/8	001	48.12	9.0	99-99	0.500000
4thMat WHITE & CR	C1034	1/4	5-1/4	5-1/4	5-1/4	7		

<b>Frames</b>	Width	Height	Vendor	UI	FT	Location
899825 W0 AUBUSSON	27-3/4	38-1/8	001	67.00	14.7	99-99 Stacked
967032 W0 RAPHAEL	35-3/4	46-1/8	001	82.00	17.7	99-99 Stacked
101DP fillet	45-1/4	55-5/8	001	100.00	17.3	Stacked
870-105 Venetian Classics	45-1/4	55-5/8	255	99.00	18.7	99-99 Stacked

Museum UV Glass ( 30x40 )                      Lacing Mount      AC32

### Miscellaneous

	Qty
3-D Double Bevel	2
Crossover Slant V-Groove	1
Acrylic Spacers 1/4" Clear	1

### Comments

Subtotal:	2928.65
Quantity:	1
Tax:	175.72
<b>Total:</b>	<b>3104.37</b>

01071

The example above is for the same order as the previous example. The only difference is that this example is printed in 'shop' format while the previous example is printed in 'customer' format. Note that in 'shop' format:

- Only the total price of the order and the tax are printed even though detailed prices are printed on the same order in 'customer' format.
- The trailer message, if any, which is printed in 'customer' format is not printed in 'shop' format

## Foreign Exchange

The total amount of a framing order can be converted into a foreign currency if desired. First, add the SET FOREIGN=ON statement to the WINCALC.INI file. See page 430. Then define a country code and the exchange rate for that country into dollars. See page 578. Take the framing order in the normal manner.



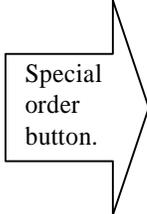
The total amount for the framing order, as expressed in dollars, appears to the right of the word 'total' on the 'framing input' screen. The total amount for the framing order, as expressed in the designated foreign currency, appears below the word 'total' on the 'framing input' screen. The three-character code for the country or currency appears to the left of the foreign currency amount for the order.

## Number of Orders

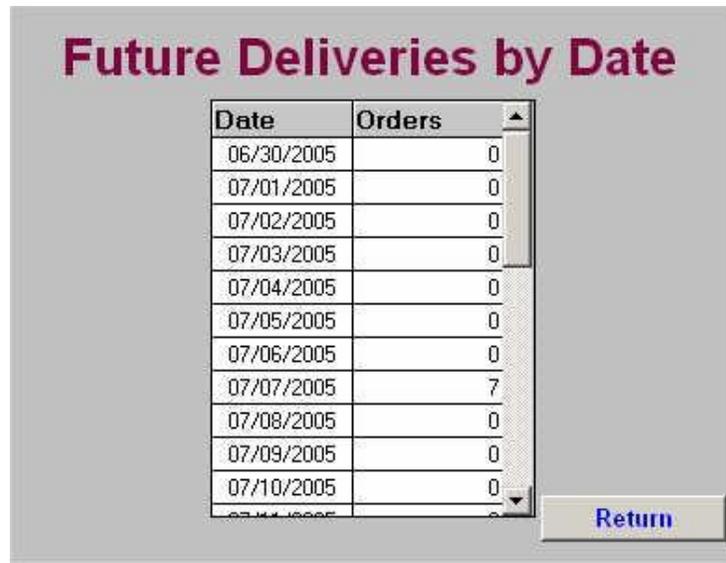


01067

At the upper center of the 'framing input' screen the 'no. orders' button appears just to the left of the requested delivery date, see the example above. Click on the 'no. orders' button to display the screen shown below.



## FullCalc Operating Guide



The screenshot shows a window titled "Future Deliveries by Date". It contains a table with two columns: "Date" and "Orders". The "Orders" column has a small upward-pointing arrow icon at the top right. Below the table is a button labeled "Return".

Date	Orders
06/30/2005	0
07/01/2005	0
07/02/2005	0
07/03/2005	0
07/04/2005	0
07/05/2005	0
07/06/2005	0
07/07/2005	7
07/08/2005	0
07/09/2005	0
07/10/2005	0
07/11/2005	0

01058

The screen above lists each date for the next month, thirty days, and the number of framing orders currently scheduled for delivery on each of these dates. The number of orders includes orders with any status (open, frame ordered, completed, etc.). The value represents the number of orders taken for delivery on the specified date. See also pages 82 and 117

The columns in the future delivery grid are:

- **DATE** – a date during the next month (30 days).
- **ORDERS** – the number of orders that are scheduled to be delivered on a given date. The value shown includes orders with any order status. The number may be zero.

You may also right click on the 'no. orders' button to generate the same report in the form of a calendar. See the example below.

**Future Deliveries by Date**  
Today's Date 12/17/2007

Sun.	Mon.	Tue.	Wed.	Thr.	Fri.	Sat.
		18 0	19 0	20 2	21 3	22 2
23 6	24 1	25 3	26 0	27 6	28 2	29 17
30 3	31 5	1 4	2 4	3 0	4 3	5 0
6 0	7 0	8 0	9 0	10 0	11 0	12 0
13 0	14 0	15 0	16 0			

[Return](#)

01038

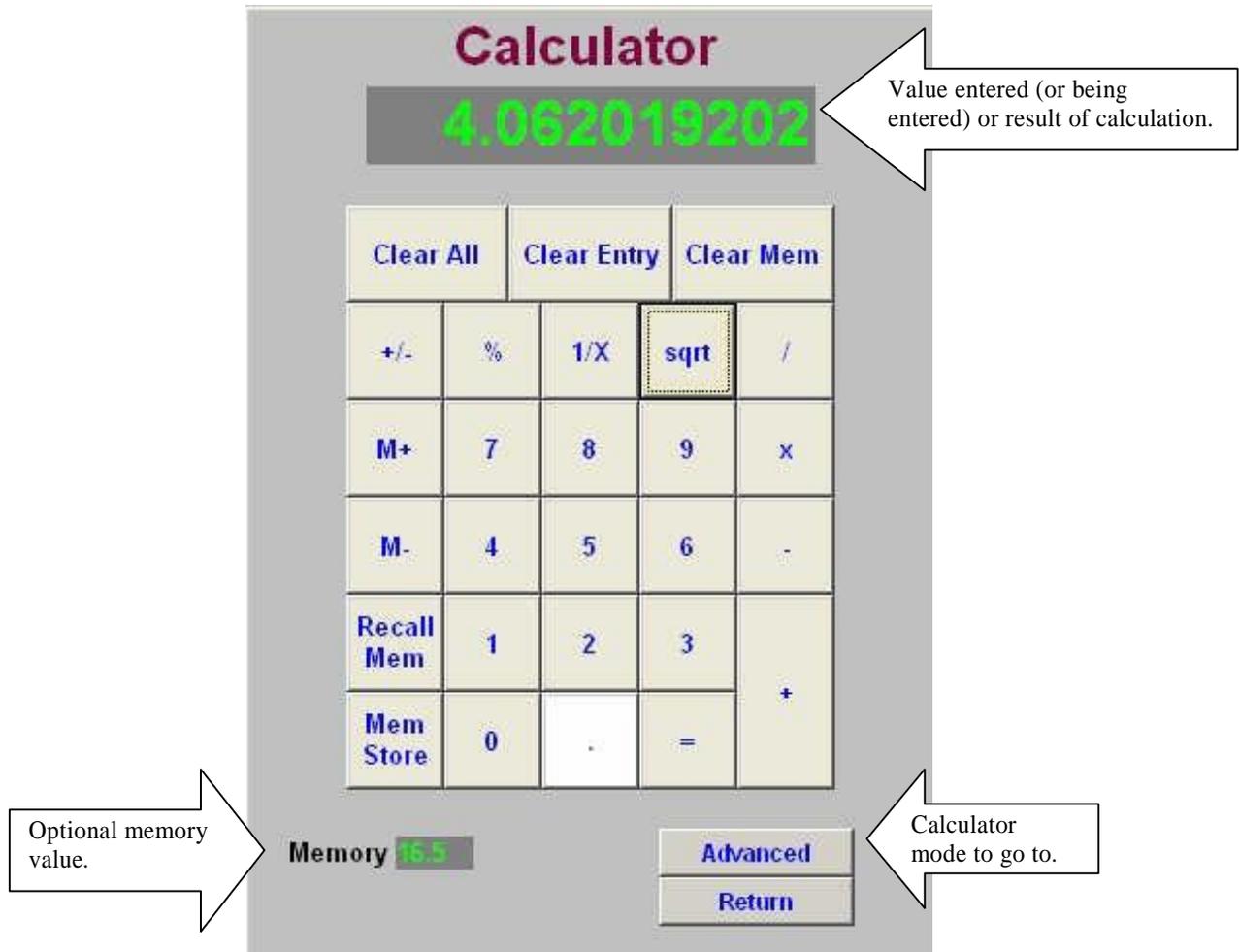
The date is show in the upper left of each box. The number of orders that are scheduled to be delivered on each date is in the lower right of the box. The number of orders includes orders with any status (open, frame ordered, completed, etc.). The value represents the number of orders taken for delivery on the specified date. The number of orders may be zero.

Note: In most cases the top row of the grid and the bottom row of the grid will contain one or more empty boxes.

## Calculator

FullCalc offers a calculator that can be accessed by clicking on the 'calc' button at the upper right of the framing input screen. The calculator has two modes, 'basic' and 'advanced' that can be selected. The 'advanced' mode contains all of the features of the 'basic' mode plus additional features. The example below shows the calculator in its default 'basic' mode.

# FullCalc Operating Guide



01148

The numeric value being entered and the results of the calculations appear in the large colored area at the top of the calculator screen. The colored area can hold ten digits plus a decimal point and a negative sign (if required). This area also contains the result of the calculation. Numbers that contain more than ten digits will be truncated on the right. For example, a result of '123456789.01234' would be displayed as '123456789.0'.

The calculator contains a memory that can hold one number. The value of the memory, if present, appears at the bottom left of the calculator screen.

Some of the buttons on the calculator that are available in both 'basic' and 'advanced' mode are:

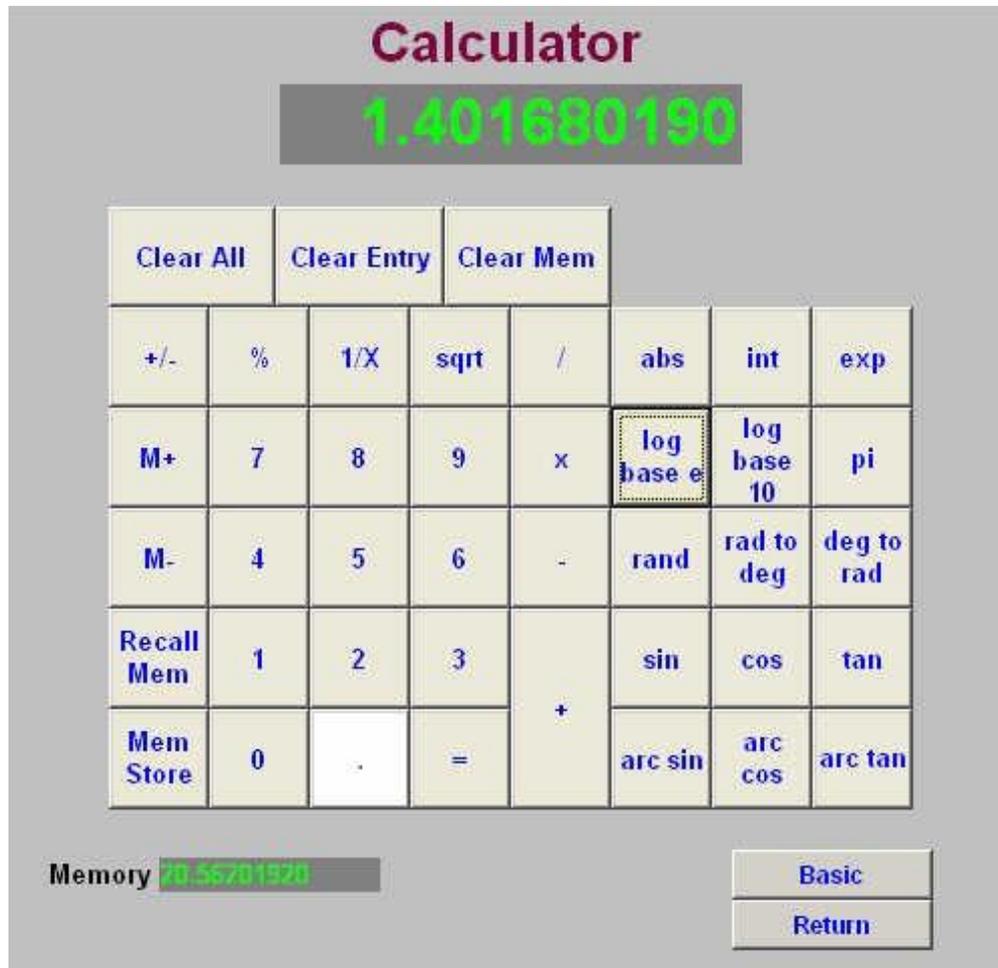
- **CLEAR ALL** – clear the entry display (set to zero) and the memory value, if any (set to zero).
- **CLEAR ENTRY** – clear the entry display (set to zero).
- **CLEAR MEM** – clear the memory value, if any (set to zero).
- +/- - change the sign of the value in the entry display.
- **1/X** – replace the entry value with the inverse of the entry value. The entry value may not be zero.
- % - replace the entry value with the result of the last computation, if any, plus the percent specified of the result of the last computation.
- **sqrt** – replace the entry value with the square root of the entry value. The entry value may not be negative.

# FullCalc Operating Guide

- **MEM STORE** – store the value in the entry display to the memory.
- **RECALL MEM** – recall the value from the memory and place it into the entry display.
- **M+** - add the value in the entry display to the value, if any, currently in memory. Replace the memory value with the result.
- **M-** - subtract the value in the entry display from the value, if any, currently in memory. Replace the memory value with the result.

By clicking on the mode button the mode changes from 'basic' to 'advanced' or from 'advanced' to 'basic'. The text on the mode button shows the mode to be entered by clicking on the button.

The example below shows the calculator in 'advanced' mode.



01154

Some of the buttons on the calculator that are available only in 'advanced' mode are:

- **ABS** – replace the entry value with the absolute value of the entry value.
- **INT** – replace the entry value with the integer portion of the entry value.
- **EXP** – replace the entry value with e (2.71828...) raised to the power of the entry value.
- **LOG BASE E** - replace the entry value with the natural logarithm (base e) of the entry value.
- **LOG BASE 10** – replace the entry value with the common logarithm (base 10) of the entry value.
- **PI** – replace the entry value with the value pi (3.1415...).

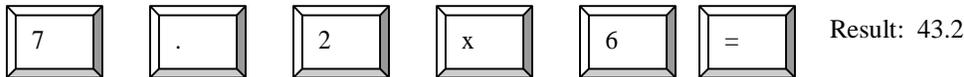
# FullCalc Operating Guide

- **RAND** – replace the entry value with a random number. The result will be in the range from 0 to 1.
- **RAD TO DEG** – replace the entry value with the value converted from radians to degrees. The starting entry value is assumed to be in radians. The result is in degrees.
- **DEG TO RAD** – replace the entry value with the value converted from degrees to radians. The starting entry value is assumed to be in degrees. The result is in radians.
- **SIN** – replace the entry value with the sine of the entry value. The starting entry value is assumed to be an angle expressed in radians. The result will be in the range of  $-1$  to  $1$ .
- **COS** – replace the entry value with the cosine of the entry value. The starting entry value is assumed to be an angle expressed in radians. The result will be in the range from  $-1$  to  $1$ .
- **TAN** – replace the entry value with the tangent of the entry value. The starting entry value is assumed to be an angle expressed in radians.
- **ARC SIN** – replace the entry value with the arc sine of the entry value. The starting entry value must be in the range of  $-1$  to  $+1$ . The result will be in the range from  $-\pi/2$  to  $+\pi/2$  ( $-1.57079$  to  $+1.57079$ ). The result is in radians.
- **ARC COS** – replace the entry value with the arc cosine of the entry value. The starting entry value must be in the range of  $-1$  to  $+1$ . The result will be in the range from  $0$  to  $\pi$  ( $0$  to  $3.1415\dots$ ). The result is in radians.
- **ARC TAN** – replace the entry value with the arc tangent of the entry value. The result will be in the range from  $-\pi/2$  to  $+\pi/2$  ( $-1.57079$  to  $+1.57079$ ). The result is in radians.

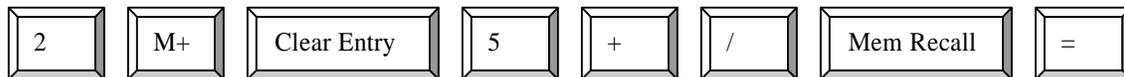
Example 1: Add 2 and 3.



Example 2: Multiply 7.2 times 6.



Example 3: Load 2 into memory. Divide 5 by the contents of memory.



Result: 2.5

Example 4: Add ten percent of fifteen to fifteen.



## Order Numbers

The table below gives examples of the several types of order numbers that can be generated based on the order type selected. The order type is specified by clicking on the 'ord type' button as shown on page 117.

Order type	Example	Description
Order (also called a custom order)	10-1234	'10' is the store number and '1234' is the actual order

## FullCalc Operating Guide

		number.
Quote (also called an estimate)	10-E1234	'10' is the store number and then 'E' followed by the actual order number.
Quick sale	10-Q1234	'10' is the store number and then 'Q' followed by the actual order number.
Multi order	10-1234M5	'10' is the store number and then the actual order number, then 'M' followed by a number to indicate which of the multi orders this one is. The value '5' is which of the multiple orders this order is.  If the OFMULTOR.OPT file is not present then the order number would be "10-1234M" (no appended digit).
Store sample	10-S1234	'10' is the store number and then 'S' followed by the actual order number.
Store sample	S2345	'S' followed by the actual order number.
Live order	Q1234L	'Q' followed by the order number followed by 'L'.
Cut&hold order	1234H	The order number followed by 'H'.
A modification of a previously entered order	Z125	The order number prefixed by 'Z'.

For each type of order the order number may, optionally, start with the store number followed by a dash. See page 456 on how to specify the store number. See page 32 for information on floral order numbers.

For multi orders the following screen will appear.



01059

A value may be entered. This digit becomes the last digit of the multi orders order number. This digit also is listed on the framing work order. For example, if the digit '2' is entered then the notation '2 of \_\_\_\_\_' will appear on the framing work order. This feature requires that the OFMULTOR.OPT option file be defined. See page 437.

## Invoice

## Select Date Range to Invoice

Start Date: 02/16/2007

End Date: 02/22/2007

**Return**

01060

An invoice shows all or some of the framing orders for a given customer taken during a specified period. The invoice feature described here is intended to be used if POS is not installed. If POS is installed then use the various accounts receivable reports in the reports section, see page 662, to list the A/R balances, and use POS to take payments from the customer. The time period of time is first selected using the screen shown above.

Note: This screen applies to orders only, not estimates. See below for additional information about estimates.

## Select/Deselect Orders to Invoice

Order #	Order Date	Last Name	Phone	Print?
1814	01/16/2007	Duck	555-1212	Y
1815	01/16/2007	Duck	555-1212	Y
1816	01/16/2007	Duck	555-1212	Y
1817	01/16/2007	Duck	555-1212	Y
S1050	01/23/2007	Duck	555-1212	Y

Specify a purchase order no.

**Print All**   **Print None**   **Enter Deposit**   **Return**

# FullCalc Operating Guide

01061

The screen shown above appears after the date range for orders has been specified. This screen is used to further select the framing orders to appear on the invoice. All framing orders, but not estimates, taken in the specified date range appear. Select the specific order(s) by:

- You may include all orders for printing by clicking on the 'print all' button. A value of 'Y' will appear in the 'print?' column for all orders shown.
- You may include none of the orders for printing by clicking on the 'print none' button. A value of 'N' will appear in the 'print?' column for all orders shown.
- To select a given order, double click on the line the order appears on. You may also move the cursor to a line and type 'Y' or 'N' in the 'print?' column.

In the 'print ?' column a 'Y' means the order will appear on the invoice. A 'N' in the 'print?' column means that the order will not be printed on the invoice.

Buttons at the bottom of this screen include:

- **PRINT ALL** – Include all of the orders shown in the data grid on the invoice.
- **PRINT NONE** – Include none of the orders shown in the data grid on the invoice.
- **ENTER DEPOSIT** – Enter a deposit on an order. This button will be active only if:
  - 1) POS is not installed and the deposit option is specified in setup or
  - 2) POS is installed, and the deposit option is specified in setup, and the DUPDEPOK.OPT option has been specified.

Some of the fields on this screen are:

- **ORDER #** - the framing order number (without the leading store number, if any).
- **ORDER DATE** – the date the order was taken.
- **PRINT?** – a 'Y' (yes) or 'N' (no) to print or not print the given order on the invoice.
- **LAST NAME** – the customers last name.
- **PHONE** – the customers phone number.

The 'specify a purchase order no.' field may be used to enter a purchase order number to appear on the invoice.

A deposit on the order may be entered by clicking on the 'enter deposit' button.

Note: The 'enter deposit' button is available only if:

- POS is not installed and the deposit option is specified in setup, or
- POS is installed, and the deposit option is specified in setup, and the DUPDEPOK.OPT option has been specified.

In addition, if the 'enter deposit' button is enabled a notation will appear in red at the bottom of the screen shown above to warn that there are two ways in which a deposit can be entered. See page 454 for more on defining the deposit option and page 435 for more on the DUPDEPOK.OPT file.

# FullCalc Operating Guide



01062

The screen that appears above will then appear if one or more orders fall into the date range specified. You may then click on one of the deposit amount buttons. The deposit is based on the outstanding balance at the time the deposit is calculated not on the total cost (not the original cost) of the order. Note that you cannot enter a dollar amount, only some percentage of the amount due. Click on the 'all' button to payoff the order.



**Eagle Frame Shop - Zebulon GA.**  
700 Kendrick Road  
Zebulon GA. 30295

09:39:19 Ver. 6.5  
02/19/2003

## Invoice For Orders

Purchase Order No. 100QAZ

Test Customer  
Infoworks Inc  
3.14159 Pi St.

(770)555-1212  
Tax #: 383-0001-abc

Zebulon, GA 30295

Order#	Qty	Due	By	SubTotal Pay Type	Tax	Total Payment Balance
2023	1	03/04/2003	GW	121.69	0.00	121.69 55.85 55.84
2024	1	03/04/2003	GW	192.28	0.00	192.28 48.07 48.07
				<b>313.97</b>	<b>0.00</b>	<b>313.97</b>
					<b>Payment</b>	<b>103.92</b>
					<b>Balance</b>	<b>103.91</b>

01063

The invoice, shown above, includes orders, quick sales, store samples and/or multi orders. This invoice may be used if POS is not installed. Orders that appear on this invoice have been taken over a period of time specified by the user. Any estimates taken for the customer over the specified period of time appear on a separate sheet titled 'invoice for estimates'. This second report has the same format as that shown above. See also page 117.

In the last column of the invoice are three numbers for each order. The top number is the total price of the order. The middle number is the current deposit being made (zero if no deposit being made on a given order). The bottom number is the outstanding balance on the order (zero if there is no outstanding balance).

# FullCalc Operating Guide

If a purchase order number was entered on the order selection screen, shown above, it will appear under the title 'invoice for orders' at the upper right of the invoice.

If the customer is tax exempt then the customer's tax exemption number appears below the customer's telephone number.

Trailer information appears at the bottom of the invoice if it is in 'customer' format. See page 459. This is the same trailer information that appears at the bottom of framing work orders.

A second invoice is also generated if any estimates were taken today for the customer. The data range specified above is not used to select the estimates, if any, to be reported on.

Some of the columns in the invoice are:

- **SUBTOTAL** - order amount without tax.
- **TAX** - the tax on the order.
- **TOTAL** - order amount with tax.
- **PAYMENT** - current deposit being made. If no deposit is being made then this value will be zero.
- **BALANCE** - balance due after subtracting current payment from previous balance.
- **BY** - the initials of the person who took the order.
- **DUE** - the date the order is due to be delivered.
- **QTY** - the number of identical frames to be delivered.
- **ORDER#** - for framing orders this would be the framing order number (it could also be the quick sale, store sample or multi order number). In addition, if the order number starts with a '|' character it is an item put on layaway or entered into accounts receivable<sup>33</sup>.

If a framing order has been placed and a deposit has been taken on the 'completion' screen and the 'deposit' option is on and POS is not present, one can pay off the outstanding balance on the framing order by doing the following:

- 1) Go to the 'framing input' screen.
- 2) Enter the customer's telephone number in the 'lookup' box.
- 3) Click on the 'completion' button.
- 4) Enter a set of initials for the person taking the payment.
- 5) Click on the 'invoice' button.
- 6) Enter a start date and end date (a date range) that includes the date on which the framing order was taken.
- 7) The 'select/deselect orders to invoice' screen will appear, see above.
- 8) Highlight the order against which a payment is to be made.
- 9) Click on the 'enter deposit' button.
- 10) The 'select deposit amount' screen will then appear. See above. Enter the amount of the deposit being made. If this is the final payment on the order, click on the 'all' button.
- 11) Do steps 8) to 10) again, as needed, to make payments against other orders for this same customer. The orders must all appear on the same 'select/deselect orders to invoice' screen.
- 12) Click on the 'return' button. This will post the payment(s) against the specified order(s). An invoice for the customer will then print. The printing of the invoice should happen even if all of the orders have a balance of zero.

Note: Do not use this procedure if POS is installed. See the POS section for instructions on how to take payments using POS.

---

<sup>33</sup> The possibility of it being an item on layaway or an item entered into accounts receivable can occur only if the DUPDEPOK.OPT file has been defined and if POS is installed. See page 435. The indicators 'LO#' or 'LI#' would also appear on the same line as the '|' character.

## Order Recall

Recall Old Order

Order Number

Reload Order

Modify Order

List Today's Est.

List Palm Today's

Show Printout

Reprint Order

Reproduce Sample

Delete Order

Return

01064

Clicking on the “recall” button at the top right of the “framing input” screen brings up the screen shown above. The buttons on the recall old order screen are:

- **RELOAD ORDER** – This option reloads the order into the ‘framing input’ screen. The order can then be modified as required. The modified order will be printed with a new order number.

If a discount was applied to the original order, other than a promotional pricing package discount as described on page 79, that discount will not be reflected in the price of the reloaded order. You will need to apply any discount to the recalled order as required.

If the price of an item on the order has changed, for example if the price per foot of a moulding has increased, then the retail price of the item will be re-calculated at current prices. This may cause the price of the recalled framing order to differ from its original price.

During the reload process the inventory as well as the glass, mount, finish and labor type tables are checked to see if various parts of the order, for example mats and moulding, are defined. Error messages can appear to indicate that some parts of the order are not currently defined. This may result in no SKU number appearing, no price being calculated, etc.

Right click on the ‘reload order’ button to reload the last order taken.

- **MODIFY ORDER** - If an order still has an “O” status and if the price of the modified order is within 50% of original price, be it 50% above the original price or 50% below the original price,

# FullCalc Operating Guide

the order can be changed in the system with no price change or with a price change. Outside this price change range a new order number must be created, the new order printed, and the old order must be deleted. This option should be used only if the order changes not if the customer changes (new name, new address, etc.). If the customer changes then reload the order and create a new order for the new, actually modified, customer.

To modify an order first enter the existing order number in the box at the top of the recall screen. Second, click on the 'modify order' button to indicate to FullCalc that a modification is to be done to this order. Third, modify the order as desired. Finally, click the 'complete' button on the framing input screen just as you would with a normal order. The price of the old and the modified order will be computed. Either one or the other of the following two conditions will be true:

- The new price will differ by more than 50% from the original price. In this case a new order will be created. The status of the old order will not be changed. Review the status of the job, and change the status as required (for example set the status of the old job to 'D' to delete the old order) in the FullCalc management screen. See page 170 for details on the use of the management screen.
- The new price will differ by 50% or less from the original price. In this case the price change, a positive or negative number, will be displayed, see the example below.



01083

You can then select 'yes' if you wish to not change the price of the order. The difference between the original price of the order and the price of the modified order will then appear in the 'less' field at the lower right of the framing work order (just above the order sub total).

Less:		<b>0.75</b>
Subtotal:		<b>22.95</b>
Quantity:	<b>1</b>	
Tax:		<b>2.07</b>
<b>Total:</b>		<b>25.02</b>

Change in price that is not to be passed on to the customer

Original price of the order and the price of modified order

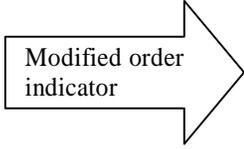
01152

You can select 'no' if you wish to create a new order. This causes a copy of the original order to be saved with a 'Z' prefix and with an order status of 'D' (deleted).

If a minor modification of the order is made then print the modified order out by clicking on the 'complete' button on the 'framing input' screen. The date on the order will now become the date on which the order was modified (the date the order was originally taken will be lost). The title at the top of the order will be prefixed by 'MOD-' (for example the 'store copy' title will become 'MOD-store copy' on the modified framing work order. See page 117 for more about order completion.

# FullCalc Operating Guide

Use this option only if the order is changed not if the customer changes (for example, if the name, address, etc. changes). If the customer changes then reload the old order and create a new order for the new customer.



**Test Frame Shoppe**  
 100 Main St.  
 Anywhere, GA 12345  
 (800) 555-1212

**MOD-CUSTOMER COPY**

11:32:36 Ver. 8.5

**Order # 1 - 1837**  
 Quantity: 1 05/02/2007

Donald Duck (212) 555-1212 Taken By: *tla*  
 (352) 555-0000 301 Date Ordered: 05/02/2007  
 100 Main St. (812) 876-5432 Estimated Date: 05/09/2007  
 Upper Apartment (704) 123-1234 Wednesday  
 Hollywood CA 90210 Tax #: A-1234-q9 Bin In:  
 Bin Out:

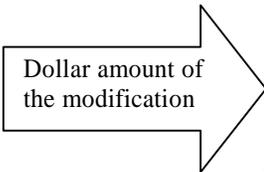
**Image** Size: 8-1/2 X 11 Width x Height  
**15 X 17-1/2**  
 Total Size List Net  
 OK

<b>Mats</b>	Color	Number	Expos	Top	Left	Right	Bottom	Location		
TopMat	POMPANO BE	C1000	2-3/4	2-3/4	2-3/4	2-3/4	2-3/4		12.83	10.91
2ndMat	POMPANO BE	C1000	1/4	3	3	3	3		12.83	10.91
3rdMat	POMPANO BE	C1000	1/4	3-1/4	3-1/4	3-1/4	3-1/4		12.83	10.91

<b>Frames</b>	Style	Width	Height	Vend	UI	FT	Location		
Stacked	893503 W0 ISABELLA RED	15	17-1/2	001	33.00	8.3	99-99	443.29	376.80
Stacked	101WO W0 101WO 1/2	21-1/16	23-9/16	001	44.12	8.3	99-99	Cut to Fit 92.00	78.20
Stacked	671082 W2 SOHO BLK SLOPE	21-1/16	23-9/16	001	43.12	9.9	99-99	Cut to Fit 170.57	144.98

<b>Supplies</b>	GLASS	Regular	(16x20)		
MOUNT	Strch&Block			7.75	6.59
FINISH	Special Fitting			27.00	22.95
				10.50	8.93

## Comments



Less:		14.73
Subtotal:		656.45
Quantity:	1	
Tax:		0.00
<b>Total:</b>		<b>656.45</b>

Original Price of Order: 789.60

**You Saved: 133.15**

\*\*\*\* Thank You Please Come Again! \*\*\*\*

Placing This Order Hereby Authorizes The Above Work To Be Done, The Customer Also Assumes All Risks And Liabilities, Recognizing That Due Care Will Be Taken With The Article(s) Being Framed.

01131

If a modification is being done to a modified order (one with the same order number and with a 'Z' prefix) already exists, a warning message will be given to note the existence of the previous modification. Review the status of the job, and change the status as required (for example set the

# FullCalc Operating Guide

status of the old job to 'D' to delete the previous modifications) in FullCalc management. See page 170 for details.

Note: This operation can cause a copy of the original order to be saved with a 'Z' prefix and with an order status of 'D' (deleted).

Note: Estimates cannot be modified.

- **LIST TODAY'S EST.** – This button is used to reload an estimate that was taken today. If, for example, in the middle of an order you put in a name or telephone number, click on the "complete" button to go to the "complete" box and click on the "ord type" button until "quote" for quotation (or estimate) appears. You may then write or save other orders. To go back to the former customer, click on the "recall" button at the top of the 'framing input' screen and then the "list today's est." button. A window showing all saved orders from today, all of the estimates that were taken today, will then appear. See the example below. Click on one of the estimates, or highlight it and press 'enter', to select that estimate and then return to processing that estimate. Click on the 'return' button to select none of the estimates and return to the 'framing input' screen.

Customer	Order #	Description	Total	Taken
Duck	E1031		14.57	jak
Smith	E1032		30.15	abc
Zuschlag	E1033	Photo Of Old Car	57.03	tla

01065

Some of the columns on the order selection screen shown above include:

- **CUSTOMER** – the last name of the customer.
  - **ORDER #** - the framing order number.
  - **DESCRIPTION** – a description taken from the image field on the order.
  - **TOTAL** – the total dollar value of the order.
  - **TAKEN** – the initials of the person who took the order.
- **LIST PALM TODAY'S** - Shows all orders transmitted from the Palm Pilot to the order writing mechanism. The desired order may be called to the screen in the same was as "list today's" (see above).

Right click on the 'list palm today's' button to get the number of order that can be processed.

## FullCalc Operating Guide

- **SHOW PRINTOUT** - Show the printout of the named framing work order to the screen. This is the same as reprinting the order (see the next item). The order may be reprinted, if desired, by clicking on the printer icon on the small screen that appears when the order is shown (on the printer preview bar).
- **REPRINT ORDER** - Reprints the framing work order with the specified order number. On a reprinted order the word 'REPRINT' appears in the upper right corner of the framing work order above the order number. See the example below.

A reprint request generates only one copy of the framing work order. The reprinted order always includes the prices of the items.

# FullCalc Operating Guide



**Test Frame Shoppe**  
 100 Main St.  
 Anywhere, GA 12345  
 (800) 555-1212

14:31:22 Ver. 8.1

Reprint  
 identifier

**Order #** 1 - 1656  
**Quantity:** 1 **09/27/2005**

Donald Duck (212) 555-1212 Taken By: *jak*  
 (352) 555-0000 301 Date Ordered: 09/27/2005  
 100 Main St. (812) 876-5432 Estimated Date: 10/04/2005  
 Upper Apartment (704) 123-1234 Tuesday  
 Hollywood CA 90210 Bin In:  
 Bin Out:

**Image** Size: 12 X 14 Width x Height  
 Painting 20 X 22  
 Ok Total Size List Net  
 100.00 80.00

Mats	Color	Number	Expos	Top	Left	Right	Bottom			
TopMat	POMPANO BE	C1000	1-1/4	1-1/4	1-1/4	1-1/4	1-1/4			9.95 6.97
2ndMat	POMPANO BE	C1000	1/4	1-1/2	1-1/2	1-1/2	1-1/2	Rev. Bevel For Fillet		9.95 6.97
Fillet	101WO		17	19	001	0.00	7.4	Fit to 2nd		42.43 40.31
3rdMat	POMPANO BE	C1000	1/4	2-1/4	2-1/4	2-1/4	2-1/4			9.95 6.97
4thMat	POMPANO BE	C1000	1/4	2-1/2	2-1/2	2-1/2	2-1/2			9.95 6.97

Frames	Style	Width	Height	Vend	UI	FT	Location		
Stacked	901847	20	22	001	0.00	10.0			847.20 804.84
Stacked	80003	27-3/4	29-3/4	001	0.00	10.8	Cut to Fit		21.23 20.17
Stacked	700240	27-3/4	29-3/4	001	0.00	12.6	Cut to Fit		820.91 779.86
Stacked	600540	34-1/4	36-1/4	001	0.00	14.0	Cut to Fit		1165.92 1107.62

Supplies	GLASS	MOUNT	FINISH	LABOR		
	Museum	( )				98.75 69.13
	Dry					12.60 8.82
	Basic fitting					
	1 hours					40.00 28.00

Miscellaneous		
	Acrylic Coat Tex.	3.23 2.26
	Acrylic Coat Tex. Brushstroke	105.00 73.50
	Canvas Trans. Photo	231.00
	Canvas Transfer ( stretched )	105.00
	Canvas Transfer w Brush	126.00
	CHOP ONLY	15.00
	Glazing 1/8 Acrylic Conserv.	120.60 84.42
	Glazing 1/8 Acrylic Clear	48.61 34.03

**Comments**

Subtotal: 6043.00  
 Quantity: 1  
 Tax: 453.23  
**Total: 6496.23**

Total Credit Deposit: 0.00  
 Balance: 6496.23

Original Price of Order: 6486.81 **You Saved: 443.81**

\*\*\*\* Thank You Please Come Again! \*\*\*\*

Placing This Order Hereby Authorizes The Above Work To Be Done, The Customer Also Assumes All Risks And Liabilities, Recognizing That Due Care Will Be Taken With The Article(s) Being Framed.

Invoice

01082

Right click of the 'reprint order' button to reprint the last order taken.

- **REPRODUCE SAMPLE** - Reprints a store sample order with the specified sample number. See also pages 117, 131, and 403. When reprinted the word "SAMPLE" appears above the order number.

# FullCalc Operating Guide

When the store sample is reproduced the quantity on hand of the SKU number for the store sample is increased by one (1) unit. At the same time the quantity on hand for each of the SKU numbers that makes up the store sample (for example mouldings, mats, print, etc.) are decreased by the appropriate amounts. In addition:

- The quantity value for the store sample order is increased by one (1) unit if the status of the order is 'O' (open). The 'quantity' value on the framing work order shows the new quantity on hand. This value is not the number of additional units of the store sample to be constructed. The 'subtotal' value on the framing work order should be ignored.
- If the status of the order is not 'O' (if the original store sample order is not open) then the status of the store sample order reset to 'O' (open) and the quantity is set to one (1) unit.

The SET SAMPLEDATE=RESET parameter can be defined in the WINCALC.INI file to modify the order date and possibly the date the order is due, the date the order was completed and the date the order was picked up. The date(s) are changed as per the following table only if the SET SAMPLEDATE=RESET parameter is defined.

Order status is 'O' (open order)	Order status is not 'O' (order not open)
The date the order was taken is set to the current date.	The date the order was taken is set to the current date.
The date the order is due is not changed.	The date the order is due is set to the current date.  In addition, the date the order was completed is removed (becomes undefined) and the date the order was picked up is removed (becomes undefined).

- **DELETE ORDER** - Deletes the specified order number. The outstanding accounts receivable balance, if any, becomes zero. This button will not be active if the balance due on the order is greater than zero (if there is an outstanding accounts receivable balance).
- **RETURN** - Takes you back to the "framing input" screen.

## Other Screens

To get to other functional areas you may click on any of the following buttons:

- **POS** - Go to POS, if it is active. See the section of this manual starting on page 559
- **CLEAR** - Clear the framing input screen of the current framing job. See page 23.
- **MENU** - Return to the main menu. Use this to quit the program.
- **MOUSE** - Brings up a 10 key input pad. Click on the button a second time and an alphanumeric pad appears. You may turn the feature off with a third click on the button.

## Notes On Orders

The following notes may appear on some orders to the right of the location column and to the left of the price columns. The notes provide additional information on how to complete the order. See below for an example.

# FullCalc Operating Guide

- **A float mount is required** - This message appears in the comments section of the order. The mat has no exposure (an exposure of 0) and there are additional openings specified in the miscellaneous section of the order. This message may not be true under all conditions and should be considered a recommendation.
- **Cut to fit** - This message may appear in the mats or frames section of the order. The frame or fillet length is calculated to be slightly longer than required. Cut the frame or fillet as required to fit properly to the mat or frame to which it is to be attached.
- **Rev. bevel for fillet** - This message may appear in the mats section of the order. To allow for a fillet to be attached properly to the mat you need to cut a reverse bevel on the mat.
- **Fit to top, Fit to 2nd, etc.** - These messages may appear in the mats section of the order. See the “cut to fit” note above.

<u>Mats</u>	Color	Number	Expos	Top	Left	Right	Bottom	
TopMat	WHITE/CREAM	C 33	1-3/4	1-3/4	1-3/4	1-3/4	1-3/4	
2ndMat	POMPAIO	C 1000	1/4	2	2	2	2	<b>Rev. Bevel For Fillet</b>
Fillet	101DP	WO 101DP 1/2		14-1/2	14-1/2	001	29.00	5.7 99-99 <b>Fit to 2nd</b>
3rdMat	MIST GRAY	C 1002	1/4	2-3/4	2-3/4	2-3/4	2-3/4	

01066

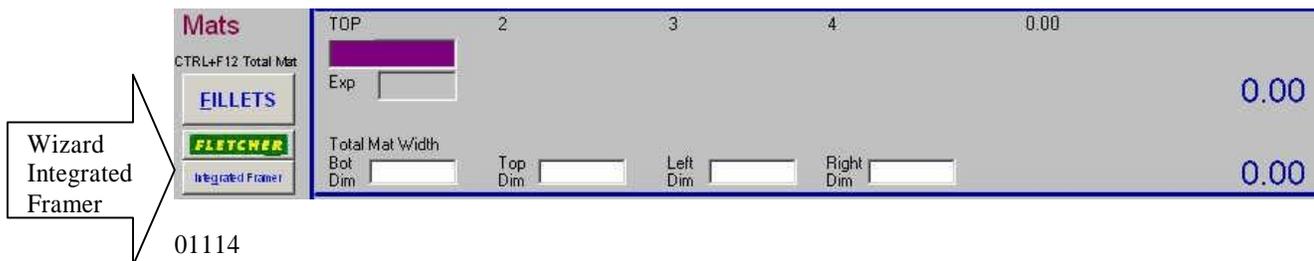
In this example there are two notes that relate to the second mat:

- The second mat on the order needs a reverse bevel to attach a fillet to it.
- The fillet may need to be cut to fit properly to the second mat.

## Wizard Integrated Framer

FullCalc has the ability to call the Wizard Integrated Framer program and retrieve selected data back into FullCalc. This feature is enabled by adding an SET INTEGRATEDFRAMER= statement to the WINCALC.INI file. See also page 430. When this is done the ‘integrated framer’ button appears on the left side of the ‘framing input’ screen as shown on the example below.

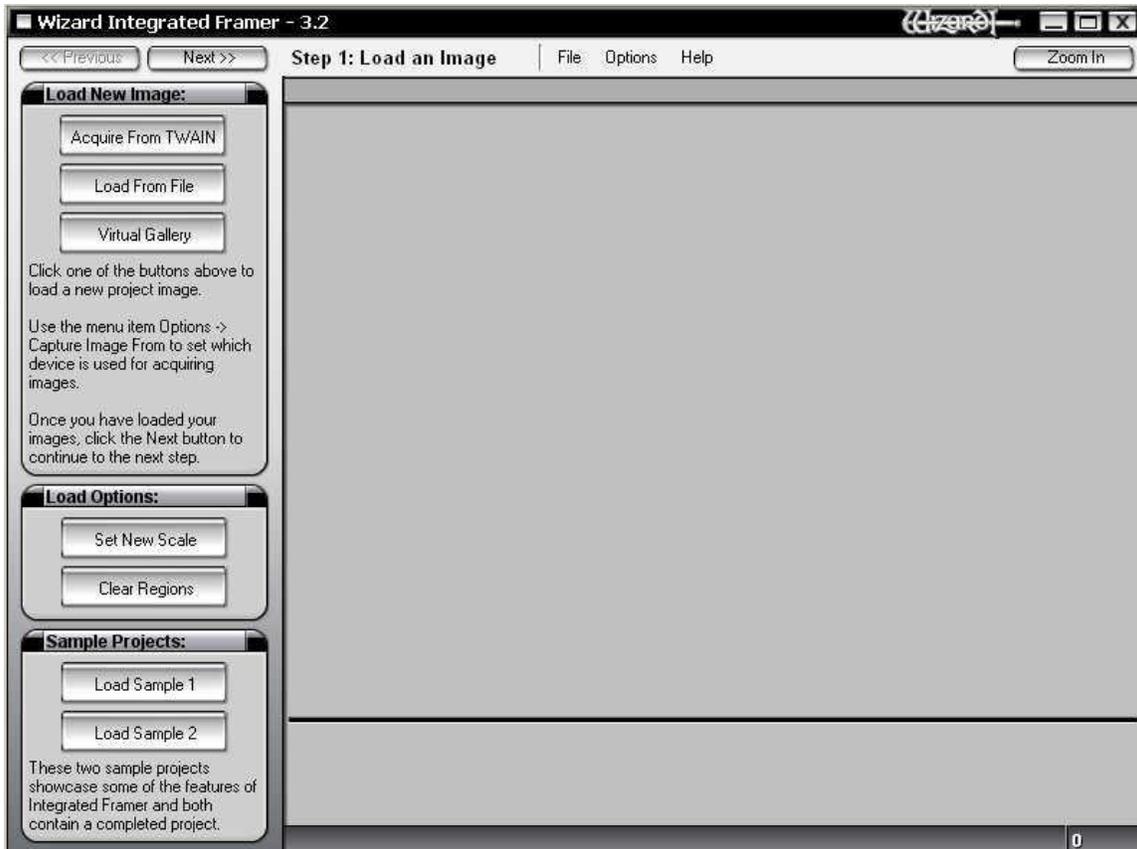
Note: The Wizard Integrated Framer program should be installed before using this feature. Wizard International, not Eagle Computers, supplies the Integrated Framer program. See the documentation provided by Wizard International for information on how to install the Integrated Framer program.



01114

Click on the ‘integrated framer’ button to go to the Integrated Framer program. Note that no mats need to be defined before going to the Integrated Framer program. A screen like that shown below will then appear.

# FullCalc Operating Guide

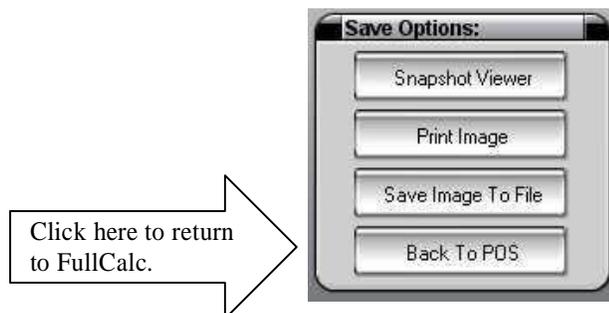


01115

Follow the instructions provided by Wizard International on how to use the Integrated Framer program.

When you are finished using the Integrated Framer program, click on the 'back to POS' button to return to the FullCalc 'framing input' screen.

Note: Clicking on the 'back to POS' screen will not return control the FullCalc POS screen.



01116

Selected data items will then be transferred from the Integrated Framer program into FullCalc. You should then complete the FullCalc framing order in the normal manner.

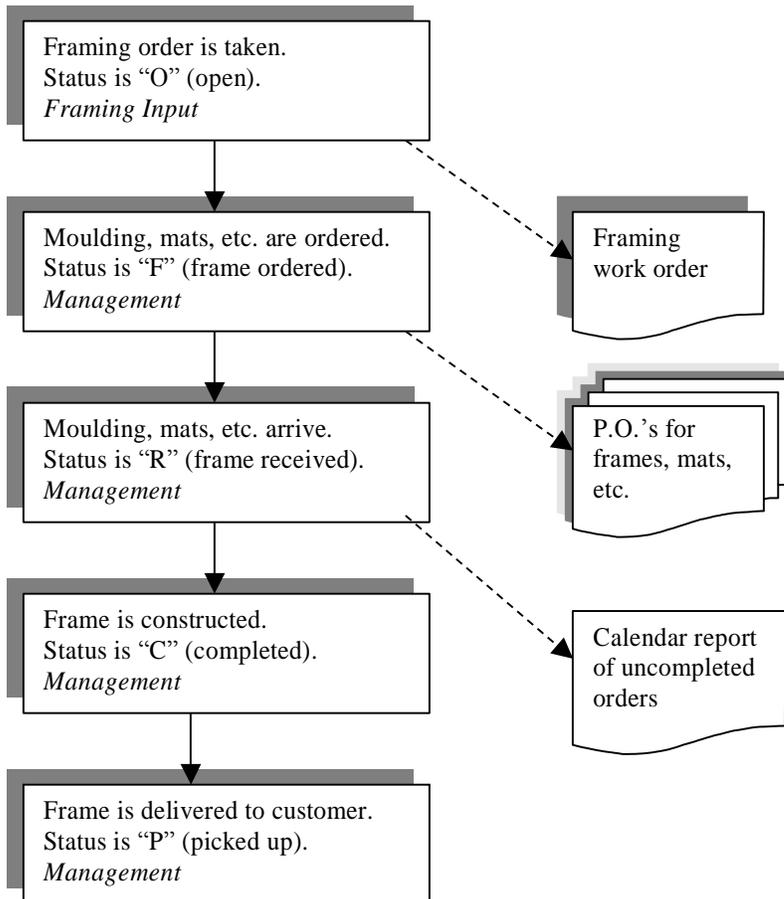
# **SECTION II MANAGEMENT**

# Section II - Management

## Introduction

The management section is concerned with the management of frame orders within a shop. It is used to track, report and control the flow of framing orders. The following diagram shows how a typical framing order flows through a framing store and how the status of the order changes at the various steps in the process. For the full utilization of all of the portions of the program, FullCalc assumes that the status of each order will change several times between the time the order is taken and the time it is delivered to the customer.

Note: In the following diagram for the boxes in the left column: the upper line is the operation being done, the middle line is the status of the framing order at the end of the operation, and the bottom line, in italics, is the name of the FullCalc module being used. In the column at the right is shown a typical output that can be generated, if desired, at each step. Numerous other forms of output are also available.



The diagram above is a very simplified example and is for customer placed framing orders only. Numerous additional reports, for example, are available at many points in the process. In addition, customers or the store may place estimates, multiple orders, store samples, etc. Each of these order variations would have a diagram which is similar to that shown above but which differs in one or more significant ways.

# FullCalc Operating Guide

Note: Most of the management reports assume that the status of every frame order is changed within FullCalc in a timely manner. If the status of orders is not updated on a regular basis the calculations in many reports will be invalid.

## Order Status

### Order Status Reports

O - Open                    M - Multi Frames  
 F - Frame Ordered       P - Picked Up  
 R - Frame Received      H - Held  
 C - Completed            D - Deleted

**Sort Criteria**  
Select Column Headings for Sort

Clear
Search

Locate Order

O	F	R	C	P	H	D
---	---	---	---	---	---	---

Update Changes
Calendar Report
Print Order Status

S	Order#	Bin	Taken	Due	Qty	By	Total	Description	Phone	Name
<input checked="" type="checkbox"/>	1905		03/10/2008	03/17/2008	1	tla	423.34		746-7532	Smith
<input type="checkbox"/>	1879		01/22/2008	01/29/2008	1	tla	17.12		746-7532	Smith
<input type="checkbox"/>	1915	11	04/25/2008	05/02/2008	1	tla	116.38		746-7532	Smith
<input type="checkbox"/>	1912		04/11/2008	04/18/2008	1	tla	3824.97		726-3883	Smith
<input type="checkbox"/>	1877	X6	11/21/2007	11/28/2007	1	tla	51.47	Brown	726-2767	Jones
<input type="checkbox"/>	1920		08/13/2008	08/20/2008	1	tla	474.92	Thing	555-1212	Duck
<input type="checkbox"/>	1918		05/21/2008	05/28/2008	1	tla	445.94	Print	555-1212	Duck
<input type="checkbox"/>	1919		07/15/2008	07/22/2008	1	tla	1052.15		555-1212	Duck

# of Orders    8       \$ 6406       Orders Comp.    0       \$ 0       Avg \$/Order \$ 801

Hours Used    0                    Picked up       0       \$ 0       Avg Delay       0

**Reports**

Order Log	Vendor Orders	Productivity	Sales By Date	Sales Analysis	Sales Summary	Orders by Type
Planning	Status Study	Frame Shop Sales	Sales by Emp.	Sales by Image	Orders For One Cust.	Order Cost

02001

Virtually all management reports are run from the 'order status' screen. The 'order status' screen, as shown above, calls all of its functions from the buttons at the bottom of the screen or in the upper right of the screen.

We suggest doing the following procedure on a daily basis.

- 1) Run the order log daily to see that all orders are to be accounted for. See page 178 for details on this report.
- 2) Run the order status report. Select any or all of the various status options desired. See page 184 for details. Valid order status codes are:
  - **O** - open order. This status is normally assigned to a framing order when it is taken. It indicates that nothing has been done to the order other than being taken.
  - **F** - frame material ordered. This indicates that any required materials such as moulding, mats, etc. have been ordered but have not yet been received. Orders in this status cannot, normally,

# FullCalc Operating Guide

be constructed because one or more of the component parts are not available. Some jobs may never need to be in “F” status if all of the component materials are in stock when the order is taken.

- **R** - frame material received or on hand. Orders in this status are ready for construction because all of the required materials are available.
- **C** - job completed. After the frame(s) for an order have been completed they would normal enter “C” status. These orders are ready to be delivered to the customer.
- **P** - customer picked up completed order. These orders have been delivered to the customer. All quick sales are given a status of “P” when they are taken (they do not take any of the other status).
- **H** - job held. Jobs enter this status in two ways. First, any quote (also called an estimate) is automatically given an “H” status. Second, a customer may request, for various reasons, that an order not be completed or possibly not even started. Held orders should be reviewed on a regular basis and either completed or deleted. See also the discussion for the KEEPHOLD.OPT file on page 435.
- **D** - deleted job. This status should be given to orders which will never be completed and where the data about the order will never be needed in the future. Deleted jobs will be removed from the computer from time to time.

To look at only orders that are in house select “OFCRM”. Click on the “search” button to display the orders. To look at all uncompleted orders select “OFR”. Click on the “search” button to display the orders. Click on the “print order status” button to print a report showing the selected orders. See page 184 for details. For another search, click on “clear”, and then specify other order type(s).

- 3) All orders with the designated status will be displayed. They may be sorted by clicking on any of the column headings such as:

- **S** – order status.
- **ORDER #** - order number.
- **DUE** – date the order is due.
- **TAKEN** – date the order was taken.
- **NAME** – name of the customer.
- **BIN #** - bin number where the order is located.
- **QTY** – the number of identical frames on the order
- **BY** – initials of the person who took the order.
- **TOTAL** – the total dollar value of the order.
- **DESCRIPTON** – a description taken from the image on the order.
- **PHONE** - the customers telephone number.

and then clicking on the ‘search’ button.

Note: The ‘order#’ field is a character field and not a numeric field. Because of this the order numbers will be sorted in character order, not in numeric order.

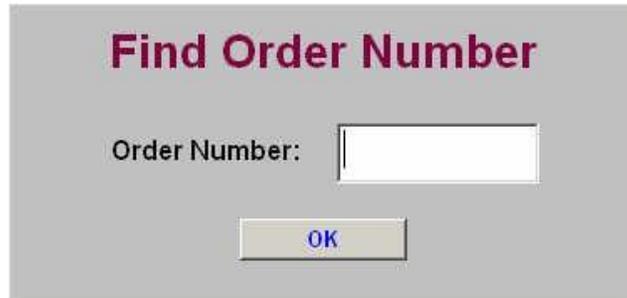
In the following example the ‘total’ title has been clicked on to sort the selected orders by descending dollar value of each order.



# FullCalc Operating Guide

- 9) Run an alphabetical or name sort of all orders in “C” status and print it off. This report will give a list of orders for use in calling customers.
- 10) Input the hours used for use in productivity calculations. See page 202.
- 11) To use the “bin” field for storing miscellaneous information, such as delay, do the following. First, highlight the “S” field in the proper record. Second, press the “right arrow” key to get to the “bin#” field. Enter the desired information. Click on the “update changes” button after the last change has been made.

The ‘locate order’ button can be used to find a specific order in the data grid on the order status screen. First, select orders in one or more of the statuses, as described above. Then click on the ‘locate order’ button. The screen shown below will then appear.



02042

Enter an order number in the box provided and click on the ‘OK’ button. If the specified order is in the data grid then it will be highlighted. This feature is used to find an order if numerous orders have been selected.

Note: If the order number specified is not in the data grid, even if it is a valid order number, you will receive an error message indicating that the order was not found.

See the following pages for details on the use of all of the features of the “order status” screen.

Some of the fields in the data grid on the order status screen are:

- **S** – the current status of the order.
- **ORDER#** - the framing order number.
- **BIN** – the location where the frame is located. See the next two sections for other uses of this field.
- **TAKEN** – the date the framing order was taken.
- **DUE** – the date framing order is due.
- **QTY** – the number of identical frames ordered.
- **BY** – initials of the person who took the framing order.
- **TOTAL** – the total dollar value of the order.
- **DESCRIPTON** – a description taken from the image on the order.
- **PHONE** - the customers telephone number.
- **NAME** – the name of the customer.

Below the data grid on the order status screen are a number of additional data values that, in many cases, relate to the selected orders in the data grid:

- **# OF ORDERS** – the number of orders which meet the specified selection criteria. The number of orders will be followed by ‘\$’ and then the dollar value of the orders selected.

# FullCalc Operating Guide

- **HOURS USED** – the number of hours used for production of framing orders yesterday (the calendar day before the current date). This value is entered by use of the ‘hour input’ button. See page 202 for information on how to enter this value. This value is not related to the orders appearing in the order status screen data grid.
- **ORDERS COMP.** – the number of orders that were completed yesterday (the calendar day before the current date). This value is not related to the number of orders appearing in the order status screen data grid. The number of orders will be followed by ‘\$’ and then the dollar value of the orders completed yesterday.
- **PICKED UP** - the number of orders that were picked up yesterday (the calendar day before the current date). This value is not related to the number of orders appearing in the order status screen data grid. The number of orders will be followed by ‘\$’ and then the dollar value of the orders picked up yesterday.
- **AVG \$/ORDER** – the average dollars per selected order. This is computed from the two values shown in the ‘# of orders’ field.
- **AVG DELAY** – the average number of days that orders that were completed yesterday were ahead or behind schedule. The delay is calculated by doing a comparison of the date that the order was completed and the date on which it was scheduled for delivery. If the number is positive then the average order was completed late (after it was scheduled to be completed). If the number is negative then the average order was completed early (before it was scheduled to be completed). This value is not related to the orders appearing in the order status screen data grid.

Note: The ‘hours used’, ‘orders comp.’, ‘picked up’, and ‘avg delay’ values will not be correct if order statuses are not changed on a daily basis.

The second button from the left at the bottom of the screen will read either ‘vendor orders’ or ‘eez-order’ depending on the reorder method being used. If EEZ-Order is installed then the FullCalc vendor reorder process described on pages 188 and following will not be used and the EEZ-Order reorder process will be used. See the EEZ-Order documentation for details on how to use EEZ-Order to place orders.

If EEZ-Order is installed but the FullCalc reorder process is still to be used, define the WCREORD2.OPT file. See also page 201 for additional information of both FullCalc ordering and EEZ-Order ordering can be used.

## Completed and Picked up Dates

One would normally update the status of a given order by altering the status code in the “S” column to the appropriate code (see above for a list of status codes). Then click on the “update changes” button after the last status change has been entered. If the new status of a framing order is ‘C’ (completed) or ‘P’ (picked up) then the date the order was completed or picked up would be set to the current date (the date the status change was entered into the computer). There are two ways in which the date may be set to something else.

First, date the order was completed or picked up may be set to the day before the order status is changed to ‘C’ or ‘P’. Defining the CPDATEM1.OPT option file specifies this action. See page 434 for more on this option.

The second option allows the completed date or the picked up date to be set to any desired date. Rather than click on the ‘update changes’ button, right click on the ‘update changes’ button to specify the exact date desired. The screen shown below will then appear.

**ORDER COMPLETION AND  
PICKED UP DATES**

Use Special Completion Date  
08/06/2008

Use Special Picked Up Date  
//

Return  
Cancel

02070

Click on the 'use special completion date' or the 'use special picked up date' check box. Then enter a date in the box provided and click on the 'return' button. Both options may, if desired, be clicked and two dates entered in the boxes provided. The date(s) entered must be in the past. If both options are checked and two dates provided then the dates do not need to be the same.

## Bin Number Usage

The "bin" field can be used for storing miscellaneous information, such as the location of the frame job or the delay of the order. To load information into the "bin" field first highlight the "S" field in the proper record. Second, press the "tab" or "right arrow" key to get to the "bin" field. Enter the desired information. Click on the "update changes" button after the last bin number change has been made.

In the following example a bin number has been added for the second order in the grid.

S	Order#	Bin	Taken	Due	Qty	By	Total	Description	Phone	Name
O	1740		05/15/2006	05/22/2006	1	jak	26.04	poster	860-1784	Zuschlag
O	1786	bin 1	12/21/2006	12/28/2006	1	abc	13.61		555-1212	Duck
O	S1044		12/18/2006	12/18/2006	8	jak	982.70		555-1212	Duck
O	1785		12/21/2006	12/28/2006	1	jak	13.61		555-1212	Duck

02055

## Changing Date Due

The date that a framing order is due, i.e. the date the order has been requested by the customer, can be changed from the management screen. To change the date due, first highlight the "S" field in the proper record. Second, press the "tab" or "right arrow" key to get to the "bin" field. Enter a "\*" character in the "bin" field. The following screen will then appear.



02047

Enter the new due date in the field provided. Click on the “return” button on the screen shown above. Then click on the “update changes” button after the last change has been made to the orders on the management screen.

Note: The ‘\*’ will not be saved in the bin field and any bin number value currently associated with the selected order will not be changed.

## E-mail Messages On Order Completion

When a framing order is completed it is possible to send an e-mail message to the customer telling them of the fact. This process assumes that:

- The frame shop has a connection to the Internet.
- An e-mail account has been defined for the frame shop.

To send one or more e-mail messages to customers on the completion of an order do the following:

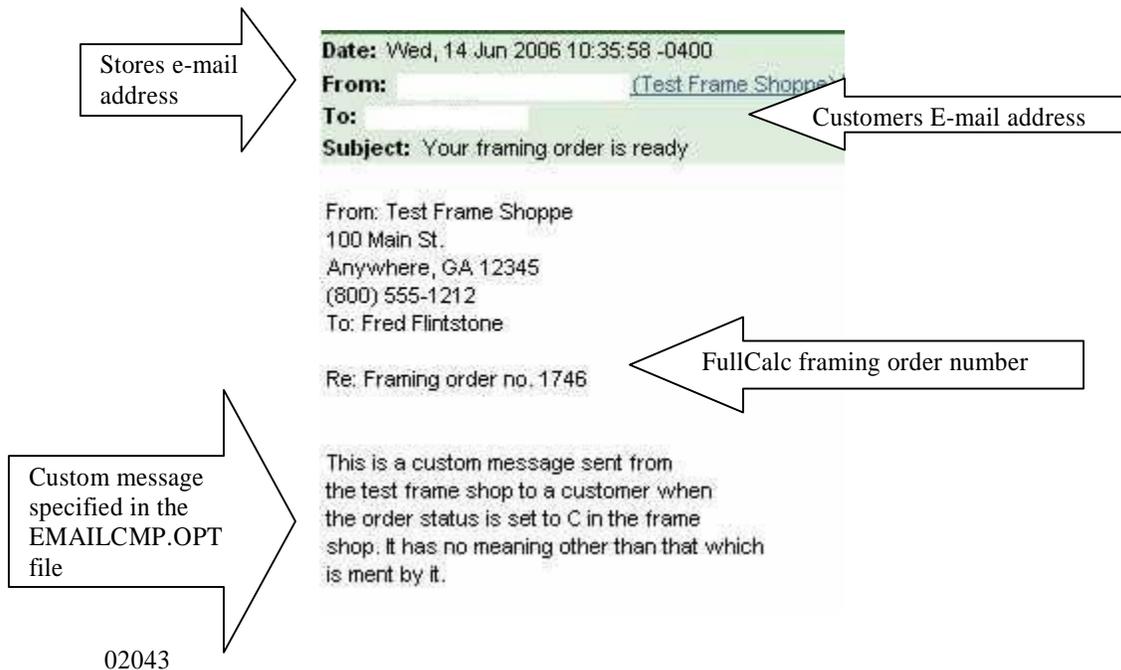
- 1) Add the e-mail address for the customer to the customers’ name and address information. See page 238 for details on how to do this.
- 2) Add the EMAILCMP.OPT file to allow sending the e-mail message. See page 435 for details.
- 3) Add the name of the e-mail server for the store and the name of the stores e-mail account the Internet update information. See page 503 for details on how to do this. You should contact your Internet Service Provider (ISP) for these two pieces of information.
- 4) Take a custom framing order from the customer. Normally the status code of the order will be ‘O’ (open) when the order is taken. The materials would then be ordered and received and the status would be changed to ‘R’ (frame received) .
- 5) Complete the framing order. Normally the status code of the order will be ‘R’ (frame received) when the frame is being constructed.
- 6) Connect to the Internet. Contact your Internet Service Provider (ISP) for instructions on how to connect to the Internet. You may minimize the screen showing the connection to the Internet but it should remain active until you reach the end of this procedure.
- 7) Start FullCalc.
- 8) Go to the order status screen. See page 170.

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Note: No e-mail will be sent if the status of the order is changed in the framing input, POS or floral sections of the program.

- 9) Change the status code of the desired framing order to 'C' (completed) . If desired, more than one order may have its status code changed to 'C'.
- 10) Click on the "update changes" button in the upper center of the order status screen.
- 11) When asked if you wish to send an e-mail message to the customer, reply 'yes'. If more than one order has had its status code changed to 'C' (completed) then you will be asked this question for each order that has its order status changed to 'C'.

The e-mail message sent will look like the following (note: the e-mail addresses of the sender and receiver have been removed from the following example but will appear in the actual e-mails sent).



- The 'to' e-mail addresses will be the e-mail address of the customer. This e-mail address is taken from the name and address information for the customer. See page 238 for details.
- The 'from' e-mail address will be the e-mail address of the store. This e-mail address is taken from the Internet update options for the store. See page 503 for details.
- The 'from' e-mail address will be followed by the name of the frame shop within a set of '( )' characters. This value is taken from the store information area on the 'store' tab in setup. See page 454 for details on how to enter and modify the store information data.
- The 'from' value in the body of the message is taken from the store information area on the 'store' tab in setup. It normally includes both the name of the store and its address. See page 454 for details on how to enter and modify this data.
- The 'to' name value in the body of the message is taken from the name and address information for the customer. See page 238 for details on how to enter and modify this data.
- The 'framing order no.' in the body of the message is the same as listed at the top right of the printed framing work order.

# FullCalc Operating Guide

- The body of the message is either a standard message or a custom message that you have defined. If you wish to send a custom message to your customer then use the FullCalc text file editor, as described on page 833, or some other text file editor, such as Microsoft Notepad, to place the message desired custom message into the EMAILCMP.OPT file (create the EMAILCMP.OPT file first). The custom message must be at least 10 characters long (if it is not then the standard message will be used).

12) Exit from the order status screen. Following this you may, optionally, disconnect from the Internet.

E-mail messages can only be sent to those customers who have had their e-mail addresses added to the name and address database, and only if the EMAILCMP.OPT file has been defined, and only if the name of the e-mail account and e-mail server used by the store are defined and only if a 'yes' reply is entered when you are asked if a message is to be sent, and if there is an active connection to the Internet.

Note: Some e-mail servers will not allow for the 'from' and 'to' e-mail addresses to be the same. This means that the store may not be able to send the store notification that an order has been completed.

## Work Order Log

**WORK ORDER INFORMATION**

Date Begin: 04/06/2005      Date Ending: 04/06/2005

Order By Date Taken  
 Order By Customer

---

Show Deleted Orders

02002

The work order log is a listing of basic information for framing orders taken over a set period of time. The work order log should be run on a regular basis, normally every day. The report accounts for all framing orders taken over a time period specified by the user. In addition to the basic framing order log report, from zero to three optional summary reports can also be generated.

- 1) Click on the "order log" button on the "orders status" screen. See page 170.
- 2) Enter a date range for the report on the screen shown in the example above. The icon to the right of each date box may be clicked on to show a calendar that may be used to specify the date desired. See page 202 for an example of the date selection calendar.

# FullCalc Operating Guide

- 3) Click on the desired sort order. The sort order options are 'date taken' or 'customer name'. A dot should appear before the specified sort order.
- 4) Click, if desired, to display deleted orders. A check mark should appear in the box if you select this option.

## Work Orders by Day

Date: 01/09/2009  
Orders Taken On: 01/08/2009

V	Ord#	F	Style#	Width	Height	Qty	Mats	Glass	Mount	Finish	TPrc	DtReq	By
Description								Name				Phone	
	1938	N	NONE			1	1	Regular	Dry	Basic	13.91	01/15/2009	tla
								Jones, Mary O				(904) 344-3915	
001	1939	C	766340	6	7	1	1	Regular	Dry	Basic	482.87	01/15/2009	tla
								Brown, Jean				(904) 637-3442	
001	1940	C	bd3454	8-1/2	9-1/2	1	2	Regular	Dry	Basic	342.53	01/15/2009	tla
								Wilson, Mrs Eleanor				(904) 746-0420	
001	1940	f	1012	7-1/2	8-1/2	0	2	Regular	Dry	Basic	0.00	01/15/2009	tla
								Wilson, Mrs Eleanor				(904) 746-0420	
001	1941	W	663227	13	12	1	1	Regular	Dry	Basic	477.84	01/15/2009	tla
								Hall, James				(904) 637-2441	
001	1942	R	rm11x14	11	14	1	1	Regular	Dry	Basic	33.70	01/15/2009	tla
								Hicks, Connie				(352) 795-8246	
001	1943	E	rm1234	24	24	1	1	Regular	Dry	Basic	98.95	01/15/2009	tla
								White, Walter				(904) 489-8406	
001	1943	E	rm1234	24	24	0	1	Regular	Dry	Basic	0.00	01/15/2009	tla
								White, Walter				(904) 489-8406	
001	1944	?	own	9	11	1	1	Regular	Dry	Basic	22.95	01/15/2009	tla
								Zollo, Enrico				(352) 726-3448	
024	1945	S	1111	16-1/2	21-7/8	1	2	Regular	Dry	Basic	2803.7	01/15/2009	tla
								Zink, Lloid				(352) 637-5216	
024	1945	S	2222	21	26-3/8	0	2	Regular	Dry	Basic	0.00	01/15/2009	tla
								Zink, Lloid				(352) 637-5216	
001	1945	S	336124	24	29-3/8	0	2	Regular	Dry	Basic	0.00	01/15/2009	tla
								Zink, Lloid				(352) 637-5216	
001	1945	S	878745	27-1/4	32-5/8	0	2	Regular	Dry	Basic	0.00	01/15/2009	tla
								Zink, Lloid				(352) 637-5216	
<hr/>													
<b>Total Dollars</b>	<b>Total Orders</b>			<b>Avg. Dollars/Order</b>			<b>Total Jobs</b>			<b>Avg. Dollars/Job</b>			
4276.41	8			534.55			8			534.55			

02003

- 5) Click on the desired button to output the report to the screen or to the printer. The work order log by day will then be output. See the example of the report above.

For each day specified and for which at least one order was taken, a separate report is generated. The date that the orders were taken for that report is listed at the upper right on the report as 'orders taken on'. The report lists each frame on the order separately. If a given order contains more than one frame then each frame will be printed on a separate line but will contain the same framing work order number in the 'ord#' column.

A summary of the orders taken appears at the bottom of the report. In the summary:

# FullCalc Operating Guide

- **TOTAL ORDERS** – this is the number of different work order numbers used.
- **TOTAL DOLLARS** – this is the dollar value of all of the orders taken on the given day.
- **AVG. DOLLARS/ORDER** – this is the average dollar value of the orders taken on a given day.
- **TOTAL JOBS** – this is the number of frames to be created as specified by the quantity value on each order. If some orders have quantities larger than 1 then the number of jobs will be larger than the number of orders. The number of jobs is always equal to or larger than the number of orders.
- **AVG. DOLLARS/JOB** – this is the average dollar value of the jobs taken on a given day. This value is the total dollars divided by the number of jobs (the number of frames produced).

Some of the work order report fields are:

- **V** - vendor number. This field is blank if the frame style number value is 'NONE' (see below).
- **F** - frame type code:
  - **C** – custom
  - **W** – custom/wedge
  - **f** - fillet
  - **R** – ready-made
  - **E** – sectional
  - **S** – stacked
  - **P** – plaque
  - **?** – own (a user provided frame)
  - **N** - none
- **MATS** - number of mats.
- **TPRC** - total price of order without tax. If the 'qty' value is larger than one then this is the total price of all frames to be produced as part of this order.
- **ORD#** - the framing work order number.
- **STYLE#** – the frame style number (the SKU number of the frame). This value is 'NONE' if there is no SKU number available. If the frame style number is 'NONE' then the vendor number field (the 'v' field) is blank.
- **WIDTH** – the width of the frame. For an order with multiple frames the width will normally be different for each frame.
- **HEIGHT** – the height of the frame. For an order with multiple frames the height will normally be different for each frame.
- **QTY** – the number of identical frames to be made as part of this order. For an order with multiple frames the quantity will be zero for the second and later frames.
- **GLASS** – the type of glass to be used.
- **MOUNT** – the type of mounting to be used.
- **FINISH** – the type of finishing to be done.
- **DTREQ** – the date the order is to be delivered.
- **BY** – the initials of the person who took the order.
- **DESCRIPTION** – a description of the order. This value is taken from the image description field on the order.
- **NAME** – the customers name.
- **PHONE** – the customers telephone number.

A summary of sales by framer may also be output. Reply "yes" or "no" when asked if the report is to be output. This report covers the specified period of time listed at the upper left of the report. See the example below.

# FullCalc Operating Guide

## Framer Dollar Summary

Date: 12/28/2006

Orders Taken Between: 12/20/2006 and 12/27/2006

Framer	Total Jobs Taken	Total Dollars Taken	Avg. Dollars	Store Sample	Store Sample Dollars
abc	2	2701.74	1350.87	0	0.00
jak	2	337.40	168.70	0	0.00
tla	1	2479.01	2479.01	0	0.00
	5	5518.15	1103.63	0	0.00

02004

Some of the framer dollar summary report fields are:

- **FRAMER** – the initials of the person who took the orders.
- **TOTAL JOBS TAKEN** – this is the number of frames to be created as specified by the quantity value.
- **TOTAL DOLLARS TAKEN** – the dollar value of the framing jobs taken.
- **AVG. DOLLARS** – the average dollar value of each framing job.
- **STORE SAMPLE** – the number of store sample frames to be created.
- **STORE SAMPLE DOLLARS** – the dollar value of the store samples taken.

A second summary of sales by finish type may also be output. Reply “yes” or “no” when asked. This report covers a specified period of time listed at the upper left of the report. See the example below.

## Job Summary

Date: 11/16/2005

Orders Taken Between: 11/15/2005 and 11/15/2005

Job Type	Order Taken	Jobs Taken	Avg. Dollars
Basic fitting	1	1	2100.85
	1	1	2100.85

02035

Some of the job summary report fields are:

- **JOB TYPE** – the finish type specified.
- **ORDER TAKEN** – the number of orders taken of a given finish type.
- **JOBS TAKEN** – the number of jobs taken of a given finish type.
- **AVG. DOLLARS** – the average dollar value of each order taken.

A third summary of sales by order type may also be output. Reply “yes” or “no” when asked. This report covers a specified period of time listed at the upper left of the report. See the example below.

# FullCalc Operating Guide

## Order Type Summary

Date: 12/28/2006

Orders Taken Between: 12/20/2006 and 12/28/2006

Order Type	Orders Taken	Dollars
Custom	5	5518.15
Estimate	0	0.00
Quick	2	2624.81
Store Sample	1	6976.87
Multi Order	0	0.00

Note: Multi orders are also counted within other order types.

02036

Some of the order type summary report fields are:

- **ORDER TYPE** – a type code ('custom', 'store sample', etc.) based on the order number of the order.
- **ORDERS TAKEN** – the number of orders of a given type taken.
- **DOLLARS** – the dollar value of the orders of a given type.

## Calendar Report

The calendar report option allows for the generation of one or optionally two reports. To get the work schedule requirements by day do the following:

- 1) Click on the "calendar reports" button at the top right of the "order status" screen. See page 170.
- 2) Click on the desired button to output the report to the screen or the printer. A sample report is shown below. The calendar has three sections, past due, current, and future orders, as described below. Jobs shown on the calendar have a status of "O", "F", "R", or "M". See page 170 for a description of the order statuses.

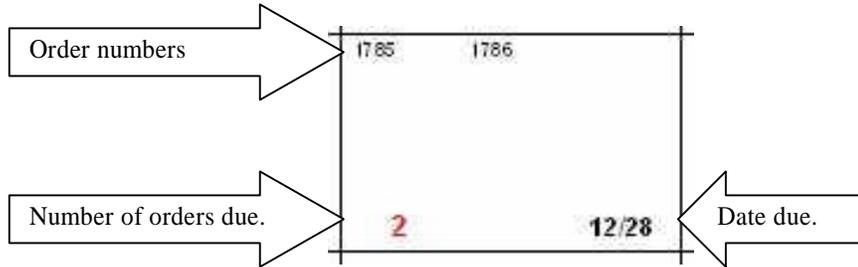


02005

**Current orders:** Current orders are from today and extend for four full weeks plus the remaining days of the current week plus four additional days (39 days maximum). The number in the lower left of each date

# FullCalc Operating Guide

box is the total number of orders due on that day. The date is in the lower right of each box. The order numbers for that day are listed starting in the upper left of each date box. If more than one frame is to be made on the order then the quantity appears within '( ' )' characters. For example, an order number of '1234' would indicate that one frame is to be made on order '1234' while a value of '1234 (3)' would indicate that three identical frames are to be made as part of order '1234'.



02053

**Past due orders:** The large box at the top left contains a list of past due orders. Only the order numbers are shown. In some cases, if there are a very large number of past due orders, some of the order numbers will not be shown. This condition may indicate problems.

**Future orders:** The large box at the lower right shows future orders. Only the order numbers are shown. In some cases, if there are a very large number of future orders, some of the orders will not be shown. This condition may indicate problems.

Note: All orders may not show in the past due and/or future order boxes or in any given days box. As many order numbers as possible will be shown in the space provided.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0 7/18 1501 1502 1503 1504 (3)	0 7/19	0 7/20	0 7/21	0 7/22	0 7/23	0 7/24
6 7/25	0 7/26	0 7/27	0 7/28	0 7/29	0 7/30	0 7/31
0 8/1	0 8/2	0 8/3	0 8/4	0 8/5	0 8/6	0 8/7
0 8/8	0 8/9	0 8/10	0 8/11	0 8/12	0 8/13	0 8/14
0 8/15	0 8/16	0 8/17	0 8/18	0 8/19	0 8/20	0 8/21
0 8/22	0 8/23	0 8/24	0 8/25	Future Orders		

# FullCalc Operating Guide

02037

A second textual version of this report can be generated by clicking on the 'also as schedule report' check box as shown on the screen above. Orders that are due for completion in the next 30 days will be shown on the report. Jobs shown on the report have a status of "O", "F", "R", or "M". See page 170 for a description of the order statuses. See below for an example of this optional report.

<b>Order Completion Schedule</b>							Page No.:	1
Open Frame Orders Due In Next 30 Days								
Date Due	Order #	Qty	Description	By	Name	Phone		
<b>Date Due : 05/20/2006</b>								
05/20/2006	1743	2	Something in oil	tla	Zolkiewicz	726-8155		
		2						
<b>Date Due : 05/21/2006</b>								
05/21/2006	1742	1	dog and cat	jak	Zorn	527-9334		
		1						
<b>Date Due : 05/22/2006</b>								
05/22/2006	1740	1	poster	jak	Zuschlag	860-1784		
05/22/2006	1741	1	photo of house	tla	Zuege	637-4507		
		2						

02052

The order completion schedule is sorted and grouped by the date the order is due. The total number of frames to be delivered on a given date is also calculated.

Fields on the order completion schedule include:

- **DATE DUE** – the date the order is due.
- **ORDER #** - the framing order number.
- **QTY** – the number of frames to be delivered.
- **DESCRIPTION** – a description of item being framed.
- **BY** – the initials of the person who took the order.
- **NAME** – the name of the customer.
- **PHONE** – the primary telephone number of the customer.

## Order Status Reports

The order status reports show the status of the selected orders. The various forms of the order status report can be used in many ways including:

- The report on "F" (frame ordered) jobs can be used to ensure that vendors of mats, mouldings, etc. are delivering materials in time for the job to be completed as scheduled.
- The report on "R" (frame received) jobs can be used to identify jobs that can be constructed because all of the required materials have arrived. This form of the report may assist in employee scheduling and time management.
- The report on "C" (completed) jobs can be used to inform customers that their orders are ready for pickup.

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Do the following to run the order status report:

- 1) On the “order status” screen select any or all of the various order status codes desired (“O”, “F”, “R”, etc.). See page 170.

**ORDER STATUS REPORTS**

**Start Processing**

Print to Screen    Print To Printer

Return

02038

- 2) Click on the “print order status” button. The “order status reports” screen will appear. See the example above.
- 3) Enter a start and end date value. The default date range is the last week with the ending date being today. This date range will be compared to the date the order was taken unless the “date due”, “date completed” or “date picked-up” option is specified (see the next step).
- 4) Click on one of the field name buttons (“status”, “order number”, “date due”, “date taken”, etc.) to define the reports sort order.

Note: The “date completed” and “date picked-up” options appear on the screen shown above and will be used for sorting the order status report even though these two fields do not appear on the report. See below for more on how to display these two fields.

- 5) Click on one of the quantity buttons (“all”, “25”, “50”, etc.) to limit the size of the report.
- 6) Place a check in the “print only orders with a balance”, as desired. Clicking on this option will, in general, will reduce the number of items shown on the report.
- 7) See the next section if order status data is to be exported to a file.

# FullCalc Operating Guide

**Test Frame Shoppe**  
100 Main St.  
Anytown, NY 10000  
(1800) 555-1212

## Order Status Report

Run: July 18, 2004  
Status's Run: 0

S	Order#	Bin	Taken	Due	Total	By	Qty	Description	Phone	Name
O	1504		7/18	7/25	467	jak	3		(904) 726-2241	Smith, Joan
O	1503		7/18	7/25	807	ff	1		(904) 726-0901	Haag Gaffney An
O	1502		7/18	7/25	428	jak	1		(352) 527-9334	Zorn, Cathy
O	1501		7/18	7/25	20	jak	1		(352) 555-1212	Flintstone, Fred

<b>Number Orders</b>	<b>4</b>	<b>Dollars/Order \$</b>	<b>431.12</b>
<b>Number Jobs</b>	<b>6</b>	<b>Dollars/Job \$</b>	<b>287.41</b>
<b>Total Dollars</b>	<b>1724.50</b>		

02006

- 8) Click on the button to direct the report to the screen or the printer. See above for a sample order status report.

Note that there are four restrictions on the selection of orders on this report:

- 1) the order status(s)
- 2) a date range
- 3) printing only orders with a balance due
- 4) the absolute number of orders to appear

If the first, second, and/or third selection criteria are too restrictive then it is possible that no orders will appear on the report.

Some of the columns on the order status report are:

- **S** – the order status.
- **ORDER#** - the order number.
- **BIN** – the location where the frame is kept.
- **TAKEN** – the date the order was taken.
- **DUE** – the date the order is due to be delivered.
- **BY** – the initials of the person who took the order.
- **QTY** – the number of identical frames to be delivered.
- **TOTAL** – the total dollar value, whole dollars only, of the order.
- **DESCRIPTION** – a description of the order taken from the 'image' field on the framing input screen.
- **PHONE** – the customers telephone number.

Note: No values for the order completion date or the order pickup date appear on this report. However, these two fields may be used to sort the report. See below for information on how to display these two fields.

In addition, the balance due on an order will be shown on a separate second line if the following conditions are true:

- Full POS is installed.
- The NOSTBAL.OPT option file is not defined. See page 436 for details on this option file.
- The outstanding balance due on the order is greater than zero.

Some of the items at the bottom of the order status report are:

# FullCalc Operating Guide

- **TOTAL** - the total dollar value of the order. If an order specifies a quantity greater than 1 then the amount is for all of the items, not just one unit. Only whole dollars are shown.
- **NUMBER OF ORDERS** - the number unique order numbers. Each unique order has an order number.
- **NUMBER OF JOBS** - the quantity of frames to be produced. If some orders have quantities larger than 1 then the number of jobs will be larger than the number of orders. The number of jobs is always equal to or larger than the number of orders.
- **ORDER HAS BALANCE OF ...** - entries, if any, appear only if there is a balance, full POS is installed, and the NOSTBAL.OPT file is not defined. See also page 436.

You may right click on the 'print order status' button in step 1 above to generate a variation of the basic order status report. This variation contains two additional date fields:

- **COMP** – the date the order was completed.
- **PICK** – the date the order was picked up.

These two additional fields will be blank if the order has not been completed and/or picked up. See below for an example of the second form of the order status report.

**Test Frame Shoppe**  
100 Main St.  
Anywhere, GA 12345  
(800) 555-1212

## Order Status Report

Run: May 12, 2006  
Status's Run: OFRCM

S	Order#	Bin	Total	By	Qty	Description	Phone	Name	Taken	Due	Comp	Pick	
O	1739		1543	abc	1		(212) 555-1212	Duck,Donald					
			Order has balance of <b>\$1543.83</b>							5/12	5/19		
C	1737		3016	jak	1	Something In Oil	(212) 555-1212	Duck,Donald					
			Order has balance of <b>\$3016.12</b>							5/ 5	5/12	5/12	
O	1738		1020	jak	1		(212) 555-1212	Duck,Donald					
									5/12	5/19			
O	1736		52	jak	1		(212) 555-1212	Duck,Donald					
									5/ 5	5/12			

Pre-paid order.

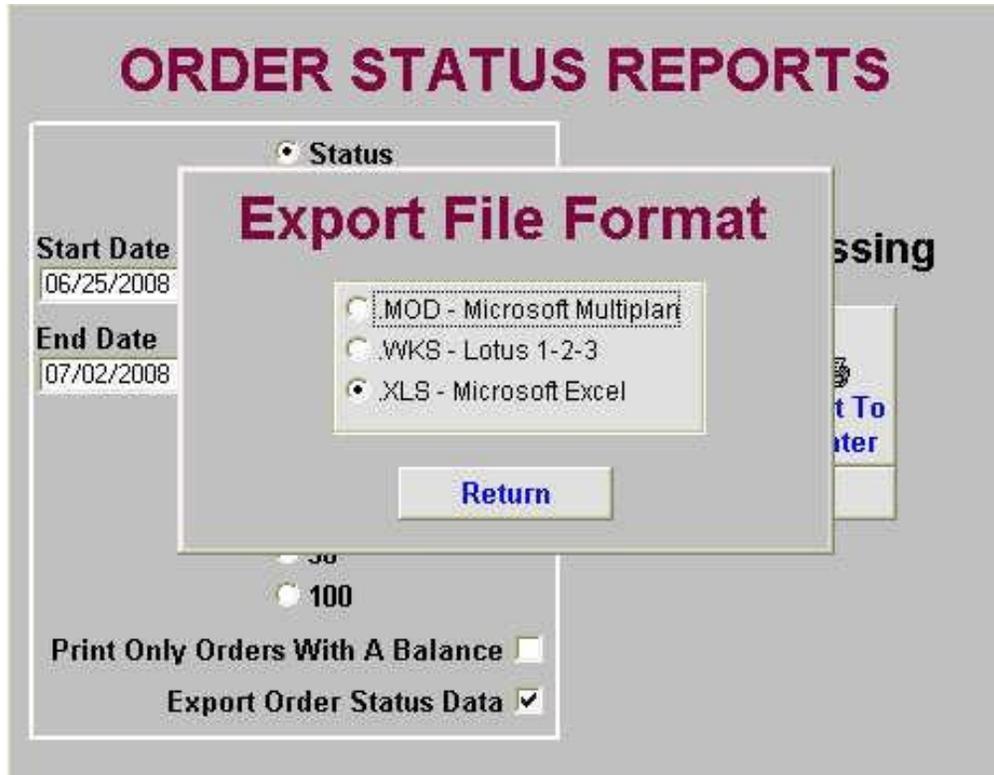
Completed but not picked up order.

**Number Orders**      4                      **Dollars/Order** \$ 1408.03  
**Number Jobs**        4                      **Dollars/Job**    \$ 1408.03  
**Total Dollars**      5632.13

02051

## Exporting Order Status Data

Order status data may be exported to a file, if desired, so that other programs may process it. Follow the instructions in the previous section. On the report selection screen place a check in the 'export order status data' box before clicking on one of the buttons to direct the report output to the printer or the screen.



02069

The screen shown above can be used to specify the format of the output file as being one of the following:

File format	File name
Microsoft Multiplan Version 4.1	ORDSTATX.MOD
Lotus 1-2-3 Version 1-A	ORDSTATX.WKS
Microsoft Excel	ORDSTATX.XLS

The output file will be in the disk drive and directory where FullCalc is located. The first line (row) of the output file contains column headings (column titles) and is not order status data.

There are eleven data items (columns) for each order selected. The number of orders to report on specification value, used for printing the order status reports, is ignored when creating an output file. The data items in the file created are the same items in the same order as seen in the order status report shown in the last section.

## Vendor Ordering

Once a number of framing orders have been taken the materials to be used can be ordered. From the “order status” screen, click on the “vendor orders” button. The “FullCalc ordering reports” selection screen shown above will then appear. Click on the desired ordering button and follow the instructions in the following sections.

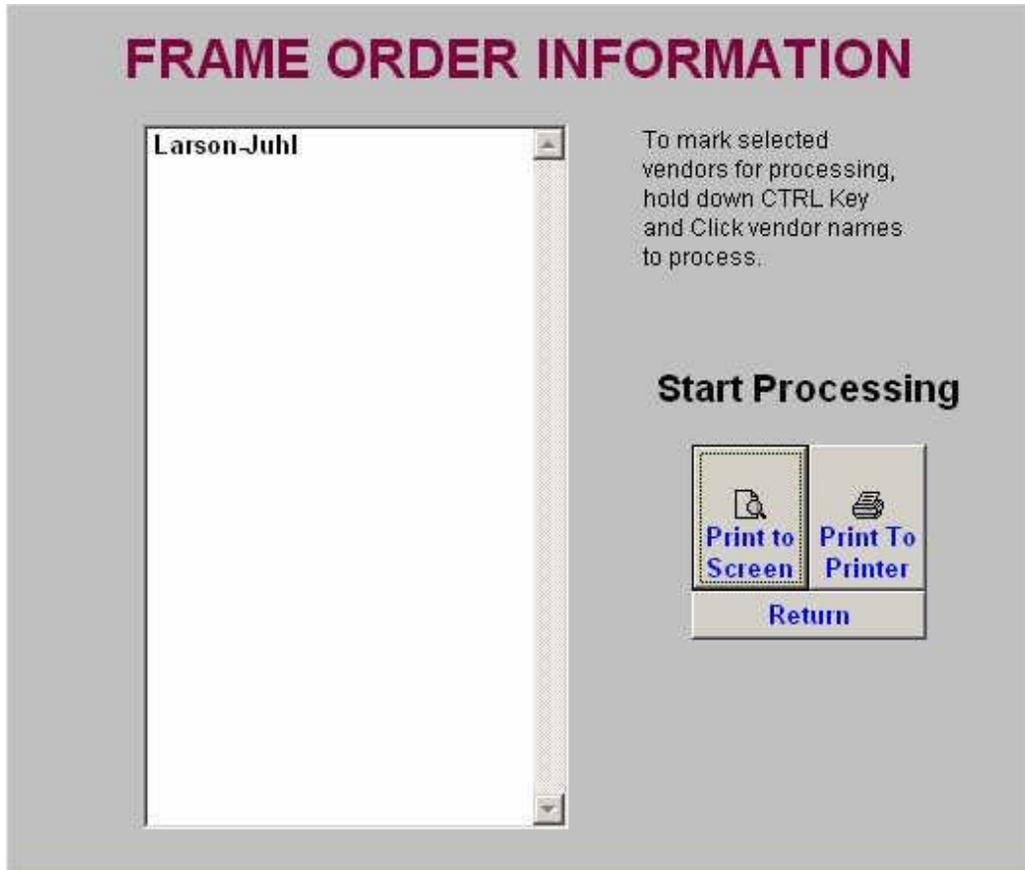


02007

Note: The purchase orders generated in this section are not passed to the receiving facility described in the section starting on page 362. The FullCalc receiving facility cannot receive purchase orders generated in this section.

## Frame Ordering

Click on the “frame ordering” button. The name of each of the frame vendors with outstanding items to be ordered appears.



02008

Select the vendors to process by clicking the vendor name or using the down arrow key to highlight a vendor name and hitting the space bar. See the example above.

The report may be output to either the screen or the printer by clicking the desired button. See the report example below. The report will contain all of the mouldings for the specified vendor on framing orders that are in 'O' (open) status.

# FullCalc Operating Guide

## Frame Order Report

Larson-Juhl  
5365 Industrial Way  
Fleetside Commerce Center  
Benicia CA 94510  
Craig Ponzio

**P.O.# 1196**

Date: 01/08/2009

Phone: (800)438-5031  
Fax: (800)772-0225

**SHIP TO: Test Frame Shoppe**

1 Big Bill Lane  
Bill City, NY 10001  
(123) 123-1234

**BILL TO: Bills Unlimited**

100 Main St.  
Anywhere, GA 12345  
(800) 555-1212 upd  
www.fullcalc.com

Acct# 123-1234567890A  
Terms net 30  
Shipping UPS ground

Ord# Name	DateDue	By	T	W	Qty	Style#	Width	Height	Loc	Footage Cost/Ft	Retail Cost
1939 Brown	1/15	tla	C		1	766340 W2 NOUVEAU GILD BRONZE 3 3/16"	6	7	99-99	5.2 14.39	466.87 74.83
1940 Wilson	1/15	tla	C		1	BD3454 ANTIQUÉ SILVER 3 1/4"	8-1/2	9-1/2	99-99	6.2 7.48	298.09 46.38
1940 Wilson			f		1	1012 ARQADIA GOLD FILLET 9/16"	7-1/2	8-1/2	99-99	4.2 0.40	18.59 1.68
1941 Hall	1/15	tla	C	W	1	WEDGED ANTIQUÉ SILVER W/GOLD 3"	13	12	99-99	7.1 10.20	453.19 72.42
1942 Hicks	1/15	tla	R		1	RM11X14 READY MADE 11X14	11	14		5.3 5.00	10.00 26.50
1943 White	1/15	tla	E		1	RM1234 READY MADE	24	24		9.2 5.00	25.00 46.00
1943 White	1/15	tla	E		1	RM1234 READY MADE	24	24		9.7 12.50	25.00 121.25
			?		1	OWN OWN FRAME	9	11		4.5 0.00	0.00 0.00
1945 Zink	1/15	tla	S		1	336124 RUBENS COBALT BLUE 1 5/8"	24	29-3/8	99-99	10.6 7.25	494.87 76.85
1945 Zink	1/15	tla	S		Multiple frames on same order		27-1/4	32-5/8	99-99	13.5 20.42	1,691.47 275.67
Orders	10	Units	10							Total Retail	3,483.08
										Total Cost	741.57
										Cost %	21.29

02009

At the top of the purchase order, on the left side in the example above, is information about the vendor. This information comes from the vendor file. See page 280 for information about the vendor file. The purchase order number and date of the purchase order are in the top center. At the right of the purchase order is the address, the 'ship to' address, where the items are to be sent and the address, and the 'bill to' address, where the invoice and other paperwork are to be sent. See page 459 for more on how to specify the store shipping information and the store billing information.

Note: If the REVPOADR.OPT option file is defined the two addresses on the purchase order shown above appear in reversed positions.

# FullCalc Operating Guide

## Frame Order Report

Larson-Juhl  
5365 Industrial Way  
Fleetside Commerce Center  
Benicia CA 94510  
Craig Ponzio

## P.O.# 1096

Date: 11/15/2005  
Phone: (800)438-5031  
Fax: (800)772-0225

## SHIP TO: Test Frame Shoppe

100 Main St  
Anywhere, GA 12345  
(800) 555-1212

## BILL TO: Bills Unlimited

1 Big Bill Lane  
Bill City, NY 10001  
(123) 123-1234

Acct# 123-1234567890A  
Terms: net 30  
Shipping UPS ground

Ord# Name	DateDue	By	T	W	Qty	Style#	Width	Height	Loc	Footage Cost/Ft	Retail Cost
1690 Duck	11/22	jak	S		1	878745 WD PRADO 4 3/8"	16-1/2	18-1/2	99-99	9.8 18.86	1,111.88 184.83
									<b>Cut To Fit</b>		
1690 Duck	11/22	jak	S		1	766340 W2 NOUVEAU GILD BRONZE 3 3/16"	25-1/4	27-1/4	99-99	12.3 12.92	955.49 158.92
									<b>Cut To Fit</b>		
Orders	2	Units	2							Total Retail	2,067.37
										Total Cost	343.74
										Cost %	16.63

02028

Note: If the REVPOADR.OPT option file is defined the two addresses on the purchase order shown above appear in reversed positions.

Fields on the frame order report include:

- **ORD#** - framing order number.
- **NAME** – the customers name.
- **BY** – the initials of the person who took the order.
- **T** - frame type code:
  - **C** – custom or custom/wedge
  - **f** - fillet
  - **R** – ready-made
  - **E** – sectional
  - **S** – stacked (the comment ‘cut to fit’ will appear in the ‘loc’ column as a reminder that manual fitting may be required)
  - **P** – plaque
  - **?** – own (user provided frame)
  - **N** - none
- **QTY** – quantity.
- **W** – the corner is to be wedged if “W” appears. The value of the “T” column should be “C” (custom).
- **WIDTH** – the width of the frame.
- **HEIGHT** – the height of the frame.
- **LOC** - bin location. A note may appear under the bin location field for stacked frames.
- **FOOTAGE** – the number of feet of the moulding required for the order.
- **DATEDUE** – the date the order is due.
- **STYLE#** – the frame style number (the SKU number).
- **COST/FT** – the cost per foot.
- **COST** – total cost of the moulding (‘cost/ft’ times ‘footage’).
- **RETAIL** – the retail price after applying any discounts to the order unless the SHOWRT.TXT and NORETAIL.CHP option files are present. Note that the NORETAIL.CHP file only alters the output if the ‘print to printer’ button is clicked. See page 437. See the table below for the effect of these two option files on the output report generated.

# FullCalc Operating Guide

NORETAIL.CHP defined <sup>34</sup>	SHOWRT.TXT defined	Retail price output on the report
Yes	Yes	No retail price shown.
Yes	No	No retail price shown.
No	Yes	Price before any discounts.
No	No	Price after applying any discounts. This is the default output for this field.

At the bottom left of the report the number of orders (unique order numbers) is listed along with the number of units to be produced. The number of units is always equal to or larger than the number of orders.

At the bottom right of the report is a summary of the cost of the mouldings ordered, their retail price and a calculation of the cost as a percentage of the retail price. The values in the summary area are:

- **TOTAL RETAIL** – the total retail price of the mouldings.
- **TOTAL COST** – the total cost of the mouldings. This value does not include any shipping charges and excludes any discounts offered by the vendor.
- **COST %** - the percent the ‘total cost’ value is of the ‘total retail’ value.

Note: The ‘total retail’ and ‘cost %’ values in the summary area are calculated based on which retail price is used. See the discussion above on the use of the SHOWRT.TXT option file.

A second report showing usage by frame style may also be printed. Click, when asked, on “yes”. See below for a sample of this report. In the heading of this report the two columns on the left identify the vendor of the mouldings while the column on the right identifies the frame shop.

## Length Summary

Larson-Juhl (800)438-5031  
 5365 Industrial Way (800)772-0225  
 Fleetside Commerce Center 123-1234567890A  
 Benicia C 94510 net 30  
 Craig Ponzio  
 Date: 11/16/2005

## Test Frame Shoppe

100 Main St.  
 Anywhere, GA 12345  
 (800) 555-1212

**P.O.# 1099**

Frame #	Loc	Description	Qty	Footage	Cost	Retail
101WO	JAKLOC	W0101WO 1/2	1	3.5	10.08	20.12
700240	99-99	W2 JAVA BEAN 3 1/4"	1	9.2	99.64	595.16
901847	99-99	W0 VERMEER GOLD 3 7/8"	1	6.0	84.72	507.68
<b>TOTALS</b>			<b>3</b>	<b>18.7</b>	<b>194.44</b>	<b>1,122.96</b>

02010

Fields on the length summary report include:

- **FRAME#** - the SKU number for the moulding.
- **LOC** - bin location.
- **DESCRIPTION** – a description of the moulding.
- **QTY** – the number of orders that use the moulding.
- **FOOTAGE** – the total number of feet of the moulding required.
- **COST** – the total cost of the required number of feet of the moulding.

<sup>34</sup>This option only alters the output if the ‘output to printer’ button is clicked.

# FullCalc Operating Guide

- **RETAIL** – the total retail price of the required number of feet of the moulding. If the NORETAIL.CHP option file is present no retail price will be printed on the report if the ‘print to printer’ button is clicked. See also page 436.

A change of the order status to ‘F’ (frame ordered) can be done after the frame order report is printed<sup>35</sup>, but not if the report is output to the screen, by replying ‘yes’ when asked if the change is to be made for a specific frame vendor. If a single framing order contains two or more frames, or fillets, from different vendors, the order status will be changed to “M” to allow the frames or fillets from the second vendor to be ordered. If the output of the summary by frame style report is not printed or if the reply is ‘no’ to the status change question then the status of each frame order needs to be done manually.

## Mat Ordering

**MAT ORDER INFORMATION**

Start Date  
03/31/2005

End Date  
04/07/2005

Simple  
 Graphical

**Start Processing**

Print to Screen    Print To Printer

Return

02011

Click on the “mat ordering” button. The screen shown above appears. Dates can be entered to select the orders for which mats are to be shown on the report. Click on “simple” or “graphical” to generate the report in either of the two forms shown below.

---

<sup>35</sup> The order statuses can also be changed as part of the mat ordering process. See the next section for details.

# FullCalc Operating Guide

## Mat Work Orders Report

Run: 07/19/2004

Order No.	Mat No.	Description	Expo	By	Top	Left	Right	Bottom	Name	Instructions	Phone No.
1501	1 QTY	0.25 SH		jak		Image 1 X 2			Flintstone		555-1212
	Mat 1	C1000 POMPANO	2		2	2	2	2			
	Total Size 5 X 6					Taken 07/18/2004				Due 07/25/2004	
1502	1 QTY	0.25 SH		jak		Image 5 X 9			Zorn		527-9334
	Mat 1	C1000 POMPANO	2		2	2	2	2			
	Total Size 9 X 13					Taken 07/18/2004				Due 07/25/2004	
1503	1 QTY	0.25 SH		ff		Image 12 X 9					726-0901
	Mat 1	C1000 POMPANO	2		2	2	2	2			
	Mat 2	C33 WHITE/CREAM	1/4		2-1/4	2-1/4	2-1/4	2-1/4			
	Mat 3	B88 TV GREY	1/4		2-1/2	2-1/2	2-1/2	2-1/2			
	Total Size 17 X 14					Taken 07/18/2004				Due 07/25/2004	
1504	3 QTY	0.75 SH		jak		Image 1 X 2			Smith		726-2241
	Mat 1	C1010 DUSTY ROSE	2		2	2	2	2			
	Total Size 5 X 6					Taken 07/18/2004				Due 07/25/2004	

02012

The example above shows the mat orders in 'simple' format. Some of the fields on the mat work order report are:

- **ORDER NO.** - order number.
- **MAT NO.** - mat number.
- **DESCRIPTION** – a description of the mat.
- **BY** – initials of the person who took the order.
- **IMAGE x** - the size of the image in inches.
- **EXPO** – the default exposure on each side of a given mat. The user may change the default mat exposure for one or more sides.
- **TOP** – top exposure of the mat.
- **LEFT** – left side exposure of the mat.
- **RIGHT** – right side exposure of the mat.
- **BOTTOM** – bottom exposure of the mat.
- **NAME** – the customers last name.
- **INSTRUCTIONS** – special instructions for the order.
- **PHONE NO.** – the customers phone number.
- **QTY** - the number of identical items (finished pieces).
- **SH** - the estimated number of full or partial sheets required for each mat. The number of sheets is based on units of quarter sheets (full sheet, .25 sheet, .50 sheet, or .75 sheet)<sup>36</sup>.
- **TOTAL SIZE \_\_\_x\_\_\_** - the dimensions of the total order.
- **TAKEN** – the date the order was taken.
- **DUE** – the date the order is due to be delivered.

<sup>36</sup> The calculation of the sheet size needed by a given order (full sheet, .25 sheet, .50 sheet, or .75 sheet) is based on the number of square inches of mat needed for an order, not the geometry of the required mat. All mats are assumed to be standard size sheets (32" by 40"). A quarter sheet is 0 to 320 square inches, a half sheet is 321 to 640 square inches, three quarters of a sheet is 641 to 960 square inches, and a full sheet is 961 or more square inches.

# FullCalc Operating Guide

If there are several mats on a given framing job then one line will appear for each mat. The mats will be identified as 'mat 1', 'mat 2', etc. at the left end of each line of mat definition.

**Mat Work Orders Report**  
Run: 07/18/2004

<b>1501</b> Filate view 5 FWD 8 FHT 1 IWD 2 IHT 07/18/2004 07/25/2004 Jak 1 QTY	Mat 1 CWD POMPAHO 2 2 2 2 2	Mat 2	Mat 3	Mat 4
Mat 5 Mat 6 Mat 7 Mat 8				
<b>1502</b> Zaarn 9 FWD 13 FHT 5 IWD 9 IHT 07/18/2004 07/25/2004 Jak 1 QTY	Mat 1 CWD POMPAHO 2 2 2 2 2	Mat 2	Mat 3	Mat 4
Mat 5 Mat 6 Mat 7 Mat 8				

02013

The example above shows the mat orders in 'graphical' format. Basic data about the order appears in the left most box of a set. Data about the first mat, the top mat, appears in the box to the right of the basic data box.

In the graphical form of the report the following abbreviations are used:

- **FWD** - frame width.
- **FHT** - frame height.
- **IWD** - image width.
- **IHT** - image height.

# FullCalc Operating Guide

If there are several mats on a given framing job then data values will appear in more than one box to the left and below the basic data box. The mats will be identified as 'mat 1', 'mat 2', etc. at the upper left of each mat definition box.

The report may be output to either the screen or the printer by clicking the desired button, see above. The report shows orders with one or more mats which are in 'O', 'F', and 'R' status.

A second summary report may also be printed to show the total quantity required for each mat by clicking on "yes" when asked.

## Mat Summary Report

Date:07/19/2004

Mat Number	Description	Sheets Required
C1000	POMPANO BEAC	0.75
C1010	DUSTY ROSE	0.75
B88	TV GREY	0.25
C33	WHITE/CREAM	0.25

02014

Some of the fields on the mat summary report are:

- **MAT NUMBER** – the SKU number of the mat being ordered.
- **DESCRIPTION** – a description of the mat.
- **SHEETS REQUIRED** – the number of full or partial sheets of a given mat that are required for all of the jobs for which orders are being placed. This value is given in terms of quarter sheets (full sheet, .25 sheet, .50 sheet, or .75 sheet)<sup>37</sup>.

Once the mat work order report and the option mat summary report have been generated, pull all available mats and cut blanks.

Line out those mats in stock from the report shown at the right (simple format).

Manually order any other mats required as soon as possible. These mats may be added manually to EEZ-Order.

A change of the order status to 'F' (frame ordered) can be done after the mat order report is printed<sup>38</sup>, but not if the report is output to the screen, by replying 'yes' when asked if the change is to be made for all orders with mats for the specified time period. If the reply is 'no' to the status change question then the status of each order needs to be done manually.

## Wizard Report

<sup>37</sup> The calculation of the sheet size needed by a given order (full sheet, .25 sheet, .50 sheet, or .75 sheet) is based on the number of square inches of mat needed for an order, not the geometry of the required mat. All mats are assumed to be standard size sheets (32" by 40"). A quarter sheet is 0 to 320 square inches, a half sheet is 321 to 640 square inches, three quarters of a sheet is 641 to 960 square inches, and a full sheet is 961 or more square inches.

<sup>38</sup> The order statuses can also be changed as part of the frame ordering process. See the previous section for details.

# FullCalc Operating Guide

If you have designed your mat cuts using the FullCalc interface to the Wizard mat cutter you may click on the “wizard reports” button.

Note: If you have used the Wizard MatDesigner program to design your mat cuts, as described on page 42, this report cannot be generated.

## WIZARD CUT INFORMATION REPORT

Date:11/16/2005

Order#	Wizard #	Last Name Design Name	Phone No.	Taken
1025		Doe	555-1212	08/26/2003
	<b>103</b>	<b>Octagon</b>		
Outside Width	<b>16-1/2</b>		Number of Mats: <b>1</b>	
Outside Height	<b>16-1/2</b>		C1000	CHAMFER 0.5000
Bottom Border	2.2500			
Top Border	2.2500			
Side Border	2.2500			
Opening Width	<b>12</b>			
Opening Height	<b>12</b>			
1124			555-1212	11/21/2003
	<b>001</b>	<b>Rectangle</b>		
Outside Width	<b>11-1/4</b>		Number of Mats: <b>4</b>	
Outside Height	<b>13-1/4</b>		C1000	
Bottom Border	3.1250	Reveal 1 0.2500	C1002	
Top Border	3.1250	Reveal 2 0.3750	B88	
Side Border	3.1250	Reveal 3 0.5000	C33	
Opening Width	<b>5</b>			
Opening Height	<b>7</b>			
1125			555-1212	11/21/2003
	<b>002</b>	<b>Oval</b>		
Outside Width	<b>16</b>		Number of Mats: <b>1</b>	
Outside Height	<b>16</b>		C1000	
Bottom Border	2.0000			
Top Border	2.0000			
Side Border	2.0000			
Opening Width	<b>12</b>			
Opening Height	<b>12</b>			

02015

The report may be output to either the screen or the printer by clicking the desired button. See the sample report above.

Most data shown on the report is already on a disk or a file located on the network. This data will be called up on the Wizard machine with a Wizard “LOAD” operation. Mat colors are shown here and may be used to select the mat for the next mat cut as the orders progress.

Outside dimensions may also be cut for speed and less expense.

The report is broken into three sections for the mat(s) that are to be cut.

- The box on the left lists the dimensions of the mat(s) as a whole.
- The middle box lists the number of mats and the SKU number for each mat. If the order has more than one mat then the reveal of each mat, other than the top mat, is also listed.
- The box on the right lists any required additional information to do the mat cut. This can include the name of the parameter, for example ‘chamfer’ or ‘step width’, and the value of that parameter. For some mat cuts there is no information in this box.

# FullCalc Operating Guide

Some fields on the Wizard cut information report include:

- **ORDER#** - the framing work order number.
- **WIZARD #** - the number of the Wizard cut.
- **LAST NAME** – the last name of the customer.
- **DESIGN NAME** – the name of the Wizard cut.
- **PHONE NO.** – the telephone number of the customer.
- **TAKEN** – the date the order was taken.

## Other Item Ordering

Click on the “other items report” button. The window shown below will appear.

**OTHER INFORMATION REPORT**

FRAMING  
MATS  
Other things  
Promotional packages

Start Date  
03/31/2005  
End Date  
04/07/2005

Start Processing

Print to Screen Print To Printer  
Return

02016

Select what types of items to process by clicking the type of item in the box on the left of the screen shown in the example above. The titles in the box on the left come from the description field in the department table. You may select one or more of the item types. See page 518 for more about the department table. You may also use the down arrow key to highlight a type of item and hit the space bar to select one of the types. The items in each type depend on the department number of the items. See also miscellaneous processing on page 487 and page 525 for information about the SKU file.

Dates can be enter to specify which items to show on the report.

# FullCalc Operating Guide

## Other Information Report

Date: 11/16/2005

Department: 130 GLASS										
Order Number	S	Last Name	Date Due	Date Order	Phone Number	Image Description	Frame Dim.	Ft.	UI	By
1691		O Duck			555-1212					
1		11/23/2005	11/16/2005		2 X 4	6-1/2 X 8-1/2		3.49	16	jak
Other Description						Other Qty	Other Price			
Glazing 1/8 Acrylic Conserv.						1	31.76			
1693		O Duck			555-1212	Work Of Art				
1		11/23/2005	11/16/2005		11 X 13	16 X 18		9.16	34	jak
Other Description						Other Qty	Other Price			
Glazing 1/8 Acrylic Conserv.						2	171.00			

Department: 140 FINIS										
Order Number	S	Last Name	Date Due	Date Order	Phone Number	Image Description	Frame Dim.	Ft.	UI	By
1691		O Duck			555-1212					
1		11/23/2005	11/16/2005		2 X 4	6-1/2 X 8-1/2		3.49	16	jak
Other Description						Other Qty	Other Price			
Acrylic Coat Tex.						2	6.46			

02017

The report may be output to either the screen or the printer by clicking on the desired button. For each framing order with 'other' items on it, the upper part of each entry identifies the order while the lower part identifies the one or more 'other' items on the order.

The department number and descriptive title will appear as the first line of each section of the report. The descriptive title for the department comes from the department table. See page 518 for information on the department list.

Some of the fields on the other items report are:

- **ORDER NUMBER** – the framing order number.
- **DEPARTMENT** – the number of the department for the items and a description of the department. This information comes from the department table.
- **QTY** – the number of identical frames to be made.
- **DATE DUE** – the date the order is to be delivered to the customer.
- **DATE ORDER** – the date the order was placed.
- **S** – the status of the order (open, frame ordered, etc.).
- **LAST NAME** – the customers last name.
- **PHONE NUMBER** – the customers telephone number
- **IMAGE DIM.** – the size of the image. This would normally be a number followed by 'x' and then another number such as '8x10'.
- **FRAME DIM.** – the size of the frame. This would normally be a number followed by 'x' and then another number such as '10-7/8x22-1/4'.
- **FT.** – the footage of the frame.
- **UI** – the United Inches required for the frame.
- **BY** – initials of the person who took the order.
- **OTHER DESCRIPTION** – a description of the 'other' item.
- **OTHER QTY** – the number, quantity, of the 'other' item required on each frame. Multiply this value by the 'qty' value to calculate the total number of units of this item that are required for all of the frames ordered.

# FullCalc Operating Guide

- **OTHER PRICE** – the total price of all of the units of each ‘other’ item listed in the ‘other qty’ column. Multiply this value by the ‘qty’ value to calculate the total cost of the item described in the ‘other description’ field.

## Electronic Ordering



02056

The ‘eez-order’ button will be enabled on the ‘fullcalc ordering reports’ screen only if both of the following conditions are true:

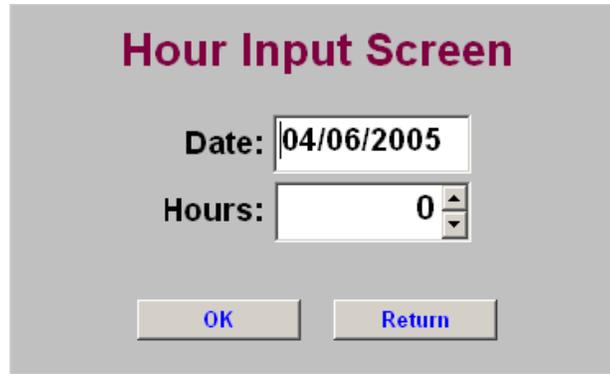
- The WCREORD2.OPT option file has been defined. See page 438 for details about this option.
- A SET EEZPROG= statement has been added to the WINCALC.INI file to define where the EEZ-Order program and its associated data has been installed. See page 430.

The EEZ-Order is executed when this button is clicked. See the EEZ-Order documentation for full information on the use of this program.

When the ‘eez-order’ button is active then either standard FullCalc ordering or EEZ-Order ordering can be used to order mat, frames, etc.

## Hour Input - Productivity Report

## FullCalc Operating Guide



The image shows a software window titled "Hour Input Screen". It features a date input field with the value "04/06/2005" and a numeric input field for "Hours" with the value "0". Below these fields are two buttons: "OK" and "Return".

02018

While updating the statuses of orders you may also input the number of hours used on a framing order to determine your shop productivity by day and week. Click on the "hour input" button on the "order status" screen. The screen shown above will then appear. Input the total number of hours used for the specified date. You may enter a date or leave the date as yesterdays date, the default date.

The hour input field allows only whole hours, not fractions of an hour, to be entered. The number of hours must be in the range of 0 to 999 (it is normally not zero).



The image shows a software window titled "PRODUCTIVITY INFORMATION". It features two date input fields: "Date Begin" with the value "03/31/2005" and "Date Ending" with the value "04/07/2005". Below these fields are three buttons: "Print to Screen", "Print To Printer", and "Return".

02019

Some time later, after you have entered a number of hour values, you may select "productivity" on the "order status" screen, see page 170, and the screen shown above will appear.

# FullCalc Operating Guide



02020

Select the days to report on. The default ending date is today and the default starting date is one week in the past. You may enter two dates or click on the icon to the right of the date box to show a calendar to specify the dates.

If you choose to use the calendar then the screen shown above appears. The month and year specified in the box appears at the top of the calendar screen. Below that are two boxes that may be used to specify a month and a year. The body of the calendar screen shows the month specified. The current day number is highlighted. Use the mouse to specify a date (click on the month, year, and/or day as required with the mouse). The 'today' button is a shortcut to selecting today (clicking on 'today' may change the day, month, and/or year). Click on 'OK' to accept the date.

## Daily Productivity Report

### Test Frame Shoppe

100 Main St.  
Anywhere, GA 12345  
(800) 555-1212

Taken Factor : 0.5  
Completed Factor : 0.75  
Run on : 12/26/2006

Report Run For 12/19/2006 To 12/26/2006

Date	Orders Taken			Completed			Picked Up		Hours		Prod %	
	#	\$	Avg	#	\$	Due	Delay	#	\$	Used		Earned
12/20/2006	0	0	0	1	25	10/19/2006	62	1	25	0	1	0
12/21/2006	2	27	14	0	0	//	0	0	0	0	1	0
12/25/2006	0	0	0	0	0	//	0	0	0	6	0	0
12/26/2006	3	5491	1830	0	0	//	0	0	0	1	2	150
<b>Totals</b>	<b>5</b>	<b>5518</b>	<b>1103</b>	<b>1</b>	<b>25</b>		<b>62</b>	<b>1</b>	<b>25</b>	<b>7</b>	<b>4</b>	<b>57</b>

Dollars Taken Per Hour \_\_\_\_\_ **788**  
 Current Unfinished Orders \_\_\_\_\_ **7**  
 Unfinished Dollars \_\_\_\_\_ **6525**  
 Total Unfinished Orders Past Date Due \_\_\_\_\_ **1**  
 Unfinished Dollars Past Date Due \_\_\_\_\_ **24**  
 Historic Days to Completion \_\_\_\_\_ **49**

02021

# FullCalc Operating Guide

The report shows work done by day. There is one line on the report for each day in the specified date range for which there is data to report on. The report will be output to either the printer or the screen. On the report changes to order status are shown for the following dates:

- **ORDERS TAKEN** - day the status of the order was changed to order taken.
- **COMPLETED** - day the status of the order was changed to completed or the day before the status of the order was changed to completed if the CPDATEM1.OPT option file is defined (see page 434) or the completed date specified by the user (see page 174).
- **PICKED UP** - day the status of the order was changed to picked up or the day before the status of the order was changed to picked up if the CPDATEM1.OPT option file is defined (see page 434) or the picked up date specified by the user (see page 174).
- **HOURS USED** - date specified on the hour input screen (see page 202).

At the top of the report two numbers are listed:

- **TAKEN FACTOR** – the estimated number of hours that it will take to take a framing order from the customer.
- **COMPLETED FACTOR** – the estimated number of hours that it will take to complete a framing order.

These two numbers are used to compute the ‘hours earned’, see below. The default values are .5 hours for the taken factor and .75 hours for the completed factor. You may specify different values in the PROD.OPT file. See page 437 for more on how to specify different factor values.

At the bottom of the daily productivity report are a number of summary lines:

- **DOLLARS TAKEN PER HOUR** – the dollar value of new orders taken divided by the hour value entered for that date on the ‘hour input’ screen, see above.
- **CURRENT UNFINISHED ORDERS** – the number of unfinished orders. These orders are those orders with a status of ‘O’, ‘F’, or ‘R’.
- **UNFINISHED DOLLARS** – the dollar value of the current unfinished orders. These orders are those orders with a status of ‘O’, ‘F’, or ‘R’.
- **TOTAL UNFINISHED ORDERS PAST DATE DUE** - the number of unfinished orders that have a due date which is before today. These orders are those orders with a status of ‘O’, ‘F’, or ‘R’.
- **UNFINISHED DOLLARS PAST DATE DUE** - the dollar value of the current unfinished orders that have a due date which is before today. These orders are those orders with a status of ‘O’, ‘F’, or ‘R’.
- **HISTORIC DAYS TO COMPLETION** – the number of days, on average, between taking an order and completing it (setting the order status to ‘C’).

Some of the fields on the daily productivity report include:

- **ORDERS TAKEN #** - number of orders taken.
- **ORDERS TAKEN \$** - dollar value of the orders taken.
- **ORDERS TAKEN AVG** – average dollar value of each order taken.
- **COMPLETED #** - number of orders completed.
- **COMPLETED \$** - dollar value of the orders completed.
- **COMPLETED DUE** - the average date due for orders completed on this day.
- **COMPLETED DELAY** - the average number of days early (a ‘-’ value) or late (a ‘+’ value) from the scheduled date due when the order was completed.
- **PICKED UP #** - number of orders picked up.
- **PICKED UP \$** - dollar value of the orders picked up.
- **HOURS USED** – the actual number of hours used.

# FullCalc Operating Guide

- **HOURS EARNED** – the estimated hours that should be used to complete the orders. This value is based on the number of orders, the taken factor and the completed factor (see above for a definition of these values).
- **PROD %** - productivity is defined as the number of orders taken times a standard number of hours, plus the number of orders completed times a standard number of hours to get the hours earned. This number of hours divided by total hours used (as input above) gives the productivity.

$$\text{PROD \%} = \frac{\text{NO. OF ORDERS} * (\text{TAKEN FACTOR} + \text{COMPLETED FACTOR})}{\text{HOURS USED}}$$

This value will be:

- zero if the 'hours used' field or the 'hours earned' value is zero for a given day.
- '100' if the hours used equals the hours earned.
- larger than '100' if the number of hours used is less than the number of hours earned.
- less than '100' if the number of hours used is larger than the number of hours earned.

If the 'taken factor' and the 'completed' factor are correctly specified for a given frame shop, the goal is to have the productivity '100' or slightly larger than '100' every day. Productivity values less than '100' indicate that orders, on average, are taking too long to complete.

The standard taken time is normally about 20 minutes. The standard completed time is normally about 60 minutes but varies by average transaction. A more detailed version of this feature is in the planning section. See page 496 to define the standard times for your store.

## Sales Comparison Report

The sales comparison report is used to compare framing sales during two time periods. It is useful for sales and tax reporting if you are not using POS. If you are using POS, use the sales reports available in POS. This report is also useful for determining business trends.

**Sales Comparison Report**

	Date Range One	Date Range Two
Begin	03/31/2005	03/01/2005
End	04/07/2005	03/08/2005

Print to Screen    Print To Printer

Return

02022

# FullCalc Operating Guide

Click on the 'sales by date' button at the bottom of the 'order status' screen to generate the sales comparison report.

Enter two date ranges in the boxes provided on the sales comparison screen. See the example above. Date range one is the 'current period'. Date range two is the period you wish to compare to (the 'comparative period'). In most cases the date ranges should not overlap.

Click on the "print to screen" or "print to printer" button to produce the desired output. An example of the report generated is shown below.

<b>SALES COMPARISON REPORT</b>				Date Run 07/19/2004			
<b>Current Period</b>				<b>Comparative Period</b>			
07/12/2004		to 07/19/2004		06/12/2004		to 06/19/2004	
	Total Retail	Total Net	%Total Net	Total Retail	Total Net	%Total Net	%Change
<u>Mats</u>	175.90	175.90	8.88	0.00	0.00		0.00
<u>Frames</u>	1,265.78	1,265.78	63.95	0.00	0.00		0.00
<u>Glass</u>	120.05	120.05	6.06	0.00	0.00		0.00
<u>Mounts</u>	75.45	75.45	3.81	0.00	0.00		0.00
<u>Finishing</u>	0.00	0.00		0.00	0.00		
<u>Labor</u>	30.00	30.00	1.51	0.00	0.00		0.00
<u>Other</u>	312.00	312.00	15.76	0.00	0.00		0.00
	0.00	0.00		0.00	0.00		
<u>Prints</u>	0.00	0.00		0.00	0.00		
<u>Less</u>	0.00	0.00		0.00	0.00		
<b>Total</b>	<b>1,979.18</b>	<b>1,979.18</b>		<b>0.00</b>	<b>0.00</b>		<b>0.00</b>
<u>Tax</u>		96.44			0.00		0.00
<u>Orders</u>	5	<u>Avg\$/Order</u>	395.83	<u>Orders</u>	0	<u>Avg\$/Order</u>	
<u>Jobs</u>	7	<u>Avg\$/Job</u>	282.74	<u>Jobs</u>	0	<u>Avg\$/Job</u>	

02023

The report contains two sets of columns. A set of '|' characters separate the two sets of columns. The time period represented by each set of columns is listed at the top of the report. The left set of columns is for the 'current period' and the set of columns on the right is for the 'comparative period'.

Some of the columns on the sales comparison report include:

- **TOTAL RETAIL** – the retail price for each category of items.
- **TOTAL NET** – the retail price after any percent discounts are taken. Any dollar discounts given are not included in these values.
- **% TOTAL NET** – the percentage the total net on this line represents of the sum of the total net values for this time period. The values in this column are percent values, not dollar values, and always total 100.
- **% CHANGE** – for a given line on the report, the percentage the total net value for the period on the right is of the total net value for the period on the left. A value of "100" means that the two total net values are identical. A value less than 100 means that the total net value in the period on the right is lower than that on the left. A value more than 100 means that the total net value in the period on the right is higher than that on the left.

# FullCalc Operating Guide

There is one line on the report for each major section on the framing input screen (mats, frames, etc.). The 'less' line shown on the report lists the dollar discount given on frame orders. Percent discounts are not included in the 'less' line.

Only orders with a current order status of "O", "F", "R", "C", or "P" appear on the report. Orders that have had one or more of these status codes at some time in the past but do not do so when the report is run will not be included.

Some of the summary values at the bottom of each half of the report are:

- **ORDERS** – the number of orders taken during the period. Each order has a unique order number.
- **JOBS** – the number of jobs taken during the period. Each order consists of one or more jobs (expressed as the quantity, number of frames, on each order). If some orders have quantities larger than 1 then the number of jobs will be larger than the number of orders. The number of jobs will always be equal to or larger than the number of orders.
- **AVG\$/ORDER** – the average dollar value of each order taken.
- **AVG\$/JOB** – the average dollar value of each job.

## Sales Analysis Report

The seven sales analysis reports each function in the same manner. These reports show sales of frames, mats, glass, mounting, finishing, image name of mat cut over a specified period of time. They will tell you what types of items to continue to keep in stock, drop, push, or show multiple samples of, etc.

### Frames



The screenshot shows a web-based interface for generating a sales analysis report. The title "Sales Analysis Report" is displayed in a large, bold, red font. Below the title, there are two input fields for dates: "Begin Date" and "End Date". The "Begin Date" field contains the text "03/31/2005" and the "End Date" field contains "04/07/2005". At the bottom of the form, there are two buttons: "Locate Data" and "Return". The "Locate Data" button is highlighted with a dashed border, indicating it is the active or selected button.

02024

To generate a sales analysis report for frames:

- 1) Click on the "sales analysis" button at the bottom of the "order status" screen.
- 2) Enter a date range for the report on the screen shown above.
- 3) Click on the "locate data" button on the screen shown above. The screen shown below will then appear.

## Which Sales Analysis Report

Frames
Mats
Glass
Mount
Finish
Image
Mat Cut

Number of Frames  
25

Number of Mats  
6

Number of Glass Types  
4

Number of Mount Types  
3

Number of Finish Types  
2

Number of Images  
5

Number of Mat Cuts  
2

Sort By  Vendor

Frame

Occurrence

Feet

Chop \$

Retail \$

All

Top

Bottom

  
 Print to  
Screen

  
 Print To  
Printer

Return

02025

On the left of the screen shown above the number of different frames (unique SKU numbers), the number of different mats (unique SKU numbers), the number of different glass types, etc. used on the several orders for the specified time period.

- 4) Click on the “frames” button to generate a frame report.
- 5) Click on one of the sort options (‘frame’, ‘occurrence’, ‘feet’, etc.) in the center of the screen.
- 6) If desired, place a check mark to the left of “vendor” to generate totals by vendor.
- 7) Click on one of the number options at the right (“all”, “top” or “bottom”). If “top” or “bottom” is selected then pick one of the values 25, 50 or 100. For example, if you click on ‘top’ and ‘25’ then the twenty-five most popular frames will appear on the report.

<b>Test Frame Shoppe</b>					Date Run 07/19/2004	
100 Main St.						
Anytown, NY 100000						
(1800) 555-1212						
<b>SALES ANALYSIS REPORT FOR FRAMES</b>						
Begin Date 07/12/2004		End Date 07/19/2004		Sorted By Frame Number		
Frame #	Vendor	Hits	Feet	Chop Dollars	Retail Dollars	
101dp	001	1	5.7	15.39	38.48	
1112	118	1	9.9	101.97	203.94	
899825	001	2	15.0	322.20	644.40	
b8206	118	3	29.7	189.49	378.96	
<b>GRAND TOTALS</b>		<b>7</b>	<b>60.3</b>	<b>629.05</b>	<b>1,265.78</b>	

02026

# FullCalc Operating Guide

- 8) Click on one of the output buttons, 'print to screen' or 'print to printer', to generate the report. In the example above, the report generated is sorted by SKU number. The example shown below is sorted by the occurrence (the number of orders with the SKU number on it).

The name and address of the frame shop appear at the upper left of the report. The period covered by the report appears below the report title. The sort order for the data on the report appears to the right of the report time period.

Frame #	Vendor	Hits	Feet	Chop Dollars	Retail Dollars
779183	001	3	28.2	360.11	2,163.23
101w0	001	3	17.2	47.82	96.00
sjb1	24	1	11.2	37.52	150.08
b9422	001	1	11.4	22.57	33.76
896825	001	1	10.8	204.77	1,232.40
760773	001	1	8.0	71.36	428.16
<b>GRAND TOTALS</b>		<b>10</b>	<b>86.8</b>	<b>744.15</b>	<b>4,103.63</b>

02044

This report is a useful tool for vendor negotiations since it will be sorted and totaled by vendor.

Columns on the sales analysis report for frames include:

- **FRAME #** - the item number of the frame.
- **VENDOR** – the vendor number of the frame supplier. If the moulding can be ordered from more than one vendor then this is the vendor who the moulding was actually ordered from.
- **HITS** – the number of times the moulding was used on the several orders. If a given moulding, a given SKU number, is used more than once on a given framing order then each usage is counted separately. This is also referred to as the number of occurrences.
- **FEET** – the number of feet of the moulding used on the several orders.
- **CHOP DOLLARS** – the cost of the moulding used on the several orders.
- **RETAIL DOLLARS** – the retail price of the moulding, before any discounts are applied to the framing orders, on the several orders.

## Mats

## Which Sales Analysis Report

Frames
Mats
Glass
Mount
Finish
Image
Mat Cut

<p><b>Number of Frames</b> 25</p> <p><b>Number of Mats</b> 6</p> <p><b>Number of Glass Types</b> 4</p> <p><b>Number of Mount Types</b> 3</p> <p><b>Number of Finish Types</b> 2</p> <p><b>Number of Images</b> 5</p> <p><b>Number of Mat Cuts</b> 2</p>	<p><b>Sort By</b></p> <p><input type="radio"/> Mat</p> <p><input type="radio"/> Occurrence</p> <p><input checked="" type="radio"/> Sheets</p> <p><input type="radio"/> Retail \$</p>	<p><input type="radio"/> All</p> <p><input checked="" type="radio"/> Top</p> <p><input type="radio"/> Bottom</p> <p><input checked="" type="radio"/> 25</p> <p><input type="radio"/> 50</p> <p><input type="radio"/> 100</p>
---	--	--

  
**Print to Screen**

  
**Print To Printer**

Return

02045

To generate a sales analysis report for mats:

- 1) This report is generated like the report for frames, see above for details, except you click on the “mats” button. See the example shown above.
- 2) You may not sum this report by vendor.
- 3) You may sort by mat number, occurrence, number of sheets, or by retail dollars by clicking on one of the sort options in the center of the screen.
- 4) Click on one of the number options at the right (“all”, “top” or “bottom”). If “top” or “bottom” is selected then pick one of the values 25, 50 or 100. For example, if you click on ‘top’ and ‘25’ then the twenty-five most popular mats will appear on the report.

<b>Test Frame Shoppe</b>	Date Run 07/19/2004			
100 Main St. Anytown, NY 100000 (1800) 555-1212				
<b>SALES ANALYSIS REPORT FOR MATS</b>				
Begin Date 07/12/2004	End Date 07/19/2004	Sorted By Mat Number		
Mat #	Description	Hits	Retail	Sheets
B88	TV GREY	1	19.52	0.25
C1000	POMPANO BEAC	6	100.86	1.50
C1010	DUSTY ROSE	3	36.00	0.75
C33	WHITE/CREAM	1	19.52	0.25
		11	175.90	2.75

02027

# FullCalc Operating Guide

The example shown above is sorted by the SKU number of the mats sold during the specified time period. The example shown below is sorted by the number of sheets used.

The name and address of the frame shop appear at the upper left of the report. The period covered by the report appears below the report title. The sort order for the data on the report appears to the right of the report time period.

---

<b>Test Frame Shoppe</b> 100 Main St. Anywhere, GA 12345 (800) 555-1212	Date Run 03/17/2005
--	---------------------

<b>SALES ANALYSIS REPORT FOR MATS</b>				
Begin Date: 03/17/2005	End Date: 03/17/2005	Sorted By: Sheets		
Mat #	Description	Hits	Retail	Sheets
C1000	POMPANO BEAC	10	113.15	4.50
B110	OFF WH & WHT	5	40.70	1.50
C1002	MIST GRAY	2	19.90	1.00
C1010	DUSTY ROSE	2	16.75	0.75
		19	190.50	7.75

---

02046

Columns on the sales analysis report for mats include:

- **MAT #** - the item number of the mat.
- **DESCRIPTION** – a description of the mat.
- **HITS** – the number of times the mat was used on the several orders. If a given mat, a given SKU number is used more than once on a given framing order then each usage is counted separately.
- **RETAIL** – the retail price of the mats, before any discounts are applied to the framing orders, on the several orders.
- **SHEETS** – the estimated number of sheets required. This number is in multiples of quarter sheets.

## Glass, Mount, Finish, Image, and Mat Cut

## Which Sales Analysis Report

Frames
Mats
Glass
Mount
Finish
Image
Mat Cut

<p><b>Number of Frames</b> 25</p> <p><b>Number of Mats</b> 6</p> <p><b>Number of Glass Types</b> 4</p> <p><b>Number of Mount Types</b> 3</p> <p><b>Number of Finish Types</b> 2</p> <p><b>Number of Images</b> 5</p> <p><b>Number of Mat Cuts</b> 2</p>	<p><b>Sort By</b></p> <p><input checked="" type="radio"/> Glass</p> <p><input type="radio"/> Occurrence</p> <p><input type="radio"/> Retail \$</p> <p><input type="radio"/> Lite Size</p>
---	---

 Print to Screen	 Print To Printer
<b>Return</b>	

02060

To generate a sales analysis report for glass types, mount types, finish types, image name, or mat cut:

- 1) This group of reports is generated like the report for frames except that you click on the “glass”, “mount”, “finish”, “image”, or “mat cut” button. See the example shown above. For images, only those images sold, not images provided by the customer, are included in the report.
- 2) You may not sum the reports for glass types, mount types, finish types, image name or mat cut by vendor.
- 3) You may not specify the number of items that appear on the reports. The report generated will show all of the glass types, mount types, finish types, image names, mat cuts, or lite sizes sold during the specified period.
- 4) You may sort by glass type, mount type, finish type, image name, mat cut, occurrence, or by retail dollars by clicking on one of the sort options in the center of the screen. You may also sum the glass report by lite size.

**Test Frame Shoppe**  
100 Main St.  
Anywhere, GA 12345  
(800) 555-1212

Date Run 10/05/2007

### SALES ANALYSIS REPORT FOR GLASS

Begin Date 01/01/2007

End Date 10/05/2007

Sorted By Retail Dollars

Glass	Hits	Retail
REGULAR	65	333.50
MUSEUM	1	63.33
PLEXING	1	38.57
	67	435.40

# FullCalc Operating Guide

02061

The example shown above is a sales analysis report for glass types. The sample report shown is sorted by the number of retails dollars of each type of glass sold.

The name and address of the frame shop appear at the upper left of the report. The period covered by the report appears below the report title. The sort order for the data on the report appears to the right of the report time period.

Columns on the sales analysis report for glass types, mount types, finish types, image names, or mat cut include:

- **GLASS** or **MOUNT** or **FINISH** or **IMAGE** or **MAT CUT** - the type of glass, mount, finish, image name or mat cut. The values shown on the report are those actually sold during the report period and not what might have been sold.

For images, only images that have been sold, not provided by the customer, are listed on the report.

For mat cuts, the mat cut name is as specified in the 'other' box on the framing input screen and in the list of miscellaneous items for sale in the store. The mat cut description is 'mat cut#' followed by the three digit cut number and then its actual description. See page 487 and page 490 for more on how to define the mat cut descriptions.

- **HITS** – the number of times the glass type, mount type, finish type, image name, or mat cut was used on the several orders.
- **RETAIL** – the retail price of the glass, mount, finish, image, or mat cut, before any discounts are applied to the framing orders, on the several orders. Images with a retail price of zero are not included on the report.
- **LITE SIZE** – the lite size from which the required piece of glass can be cut. This is not the size of the glass sold. The lite size will be equal to or larger than the size of the glass sold.

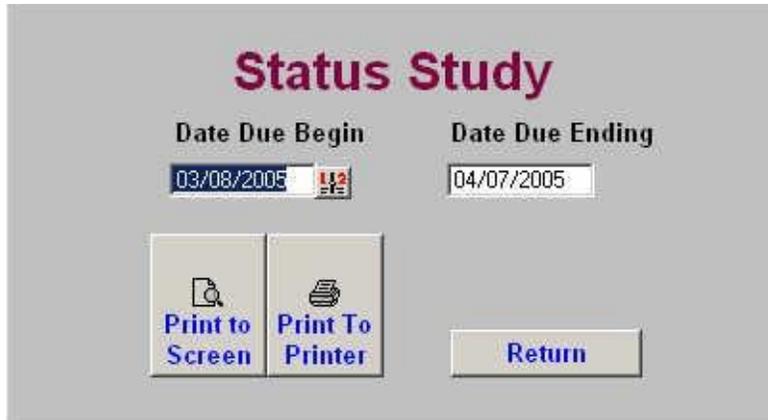
For the glass report by lite size only the lite size and hits columns appear.

## Status Study

The status study reports are designed to show when orders are completed and picked up as compared to the promised completion date. The orders are shown in terms of number of jobs and the dollar value of the jobs. To generate a set of status study reports:

- 1) Select "status study" at the bottom of the "order status" screen.

# FullCalc Operating Guide



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- 2) Enter a data range for the reports, when requested, using the screen shown above. The date range is based on the date the order is due to be delivered to the customer.
- 3) Click on one of the output buttons, “print to screen” or “print to printer”, to generate the two reports.

Note: The completed date and the picked up date for an order are described on page 202. These two dates can also be altered by use of the CPDATEM1.OPT option file as described on page 434 or by entry of a user supplied completed and/or picked up date (see page 174). The default and altered date rules influence where a given job appears on the status study report.

Test Frame Shoppe  
100 Main St.  
Anywhere, GA 12345  
(800) 555-1212

**Status Study Report** Run On :06/21/2005  
From 06/15/2005 to 06/21/2005

The date the report was run.

Date	Total		4 or M Early		3 Days Early		2 Days Early		On Time		1 - 3 Days		4 - 7 Days		7 + Days		Not Marked				
	#	\$	#	\$	#	\$	#	\$	#	\$	#	\$	#	\$	#	\$	#	\$			
06/15/2005	4	93	1	53	25	0	0	0	0	0	0	0	0	0	0	3	41	75	0	0	
06/16/2005	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06/17/2005	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06/18/2005	3	1045	1	763	33	0	0	0	0	0	0	0	0	0	0	2	282	67	0	0	
06/19/2005	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06/20/2005	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06/21/2005	3	1986	1	14	33	0	0	2	1972	67	0	0	0	0	0	0	0	0	0	0	
	10	3124	3	830	30	0	0	2	1972	20	0	0	0	0	0	0	5	323	50	0	0

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The first report is for completed jobs, jobs with an order status of ‘C’. This report breaks down the actual completion dates into seven time categories plus a total. One line is shown for each possible completion date during the period specified. The date of possible completion is shown in the ‘date’ column at the left of the report. The range of possible completion dates listed at the upper right of the report. See the example above.

The name and address of the frame shop appear at the upper left of the report.

Fields on the completed section of the status study report include:

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- **DATE** – the date the order was completed.
- **TOTAL** – the totals for all of the other columns.
- **4 OR M EARLY** – orders completed four or more days early.
- **3 DAYS EARLY** – orders completed three days early.
- **2 DAYS EARLY** – orders completed two days early.
- **ON TIME** – orders completed one day early or on the date due.
- **1 – 3 DAYS** – orders completed one, two, or three days late.
- **4 – 7 DAYS** – orders completed four to seven days late.
- **7 + DAYS** – orders completed seven or more days late.
- **NOT MARKED** – orders which have a status of ‘O’, ‘F’, or ‘R’ and which are not marked as being completed on the date due.

For some of the fields listed above the following sub-fields appear:

- **#** - the number of orders.
- **\$** - the dollar value of the orders.
- **%** - the percent of the orders for a given date that fall into the specified category.

Test Frame Shoppe  
100 Main St.  
Anywhere, GA 12345  
(800) 555-1212

## Status Study Report

Date: 06/21/2005  
From 06/15/2005 to 06/21/2005

Date	Pick Ups												
	Total		Early			On Time			Late			Not Marked	
	#	\$	#	\$	%	#	\$	%	#	\$	%	#	\$
06/15/2005	4	93	1	53	25	0	0	0	3	41	75	0	0
06/16/2005	0	0	0	0	0	0	0	0	0	0	0	0	0
06/17/2005	0	0	0	0	0	0	0	0	0	0	0	0	0
06/18/2005	0	0	0	0	0	0	0	0	0	0	0	0	0
06/19/2005	6	3387	1	763	17	0	0	0	5	2624	83	0	0
06/20/2005	0	0	0	0	0	0	0	0	0	0	0	0	0
06/21/2005	2	127	2	127	100	0	0	0	0	0	0	0	0
	12	3607	4	943	33	0	0	0	8	2665	67	0	0

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The second report is for picked up jobs, jobs with an order status of ‘P’. This report lists the jobs that were picked up before, on, or after the promised date. The report also contains a total column. One line is shown for each possible pick up date, the date of which is shown in the ‘date’ column at the left of the report. See the example above.

The name and address of the frame shop appear at the upper left of the report. The period covered by the report appears to the right of the report just below the date the report was run on.

Fields on the pick up section of the status study report include:

- **DATE** – the date the order was picked up.
- **TOTAL** – the totals for the other columns.
- **EARLY** – orders picked up before the due date.
- **ON TIME** – orders picked up on the due date.
- **LATE** – orders picked up after the due date.
- **NOT MARKED** - orders which have a status of ‘O’, ‘F’, or ‘R’ and which are not marked as being picked up on the date due.

# FullCalc Operating Guide

For some of the fields listed above the following sub-fields appear:

- # - the number of orders.
- \$ - the dollar value of the orders.
- % - the percent of the orders for a given date that fall into the specified category.

## Planning Production Needs

Once an order is written and the framing work order is printed, the various parts of the order are analyzed and the estimated time to produce the order is calculated. This process is based on the ability to assign various standard times for the various operations, as shown below. In the FullCalc setup options, select “edit build time” from the “other and condition” tab. See page 496 for information on editing the build time table. An example of the build time table is shown below.

Division	Type	up to 20UI	up to 36UI	up to 54UI	up to 72UI	up to 144UI
MATS	Level1 Top	15	20	20	25	30
Mats	Level1 Extra	5	10	10	15	15
Mats	Level2 Top	15	20	20	25	30
Mats	Level2 Extra	5	10	10	15	15
Mats	Level3 Top	15	20	20	25	30
Mats	Level3 Extra	5	10	10	15	15
Mats	Level4 Top	15	20	20	25	30
Mats	Level4 Extra	5	10	10	15	15
Mats	Level5 Top	15	20	20	25	30
Mats	Level5 Extra	5	10	10	15	15
Fillets	Fillet	20	20	20	30	30
Frames	Inner Frame Joined	10	10	10	15	30
Frames	Extra Frames Joinec	10	10	10	15	30
Frames	Inner Frame Cut	20	25	25	35	45
Frames	Extra Frames Cut	20	25	25	35	45
Glazing	Glass	10	15	15	20	20
Mount	Dry	10	15	15	20	25

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The build time table contains the standard or estimated number of minutes for each of the listed functions<sup>39</sup> for various frame sizes (in the five listed United Inch categories). The minute values in the table are modifiable for a given frame shop. See page 496 for more information about the entry and updating of this table.

<sup>39</sup> Except for the ‘cost’ division entry. See page 496 for more information about this entry.

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In place of time (minute values) the planning can be done in terms of 'points'. To use points define the POINT.OPT file. See page 437 for details.

Fields on the build time screen include:

- **DIVISION** – the major grouping of the type of material or labor.
- **TYPE** – a more specific grouping of the type of material or labor (a sub-grouping of the division entry).
- **UP TO 20 UI** – the standard (or average) number minutes, or points, required to produce a frame order with an item in the group specified by the division and type fields which is up to 20 UI in size.
- **UP TO 36 UI** – the standard (or average) number minutes, or points, required to produce a frame order with an item in the group specified by the division and type fields which is 21 to 36 UI in size.
- **UP TO 54 UI** – the standard (or average) number minutes, or points, required to produce a frame order with an item in the group specified by the division and type fields which is 37 to 54 UI in size.
- **UP TO 72 UI** – the standard (or average) number minutes, or points, required to produce a frame order with an item in the group specified by the division and type fields which is 55 to 72 UI in size.
- **UP TO 144 UI** - the standard (or average) number minutes, or points, required to produce a frame order with an item in the group specified by the division and type fields which is 73 to 144 UI in size.

A framing order is then taken. The contents of the framing order, for example the number and size of the mats, will be matched against the entries in the table shown above and converted into minute values. The values for the individual operations will be totaled for the entire job. This information is then stored in a database.

**PLANNING INFORMATION**

Date Begin: 04/07/2005

Date Ending: 04/17/2005

By Order Number: Print to Screen, Print To Printer

By Date Due: Print to Screen, Print To Printer

Return

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After the framing order has been entered and printed, do the following to generate a planning report based on the estimated times taken from the build time table:

# FullCalc Operating Guide

- 1) Select "planning" at the bottom of the "order status" screen.
- 2) Enter a date range for the desired report on the screen shown above.
- 3) Select either the report by order number or the report by date due by clicking on the appropriate "print to screen" or "print to printer" button. These reports are organized by date range and by order number. See below for samples of the two reports.

In the sample reports shown, the 'mat', 'frame', 'glass', 'mount', 'other', 'finish' and 'total' columns are all expressed in minutes, or points if the POINT.OPT file is defined.

The range of order dates being reported on.

## Planning Report By Date Due

Date Run: 04/15/2005

Beginning Date: 04/19/2005      End Date: 04/25/2005      Time requirements in minutes

The date the report was run.

### Date Due

Order #	Order Date	Qty	Taken	Mat	Frame	Glass	Mount	Other	Finish	Total	Cost	Retail\$	%
<b>04/19/2005</b>													
1571	04/12/2005	1	20.0	20.0	45.0	15.0	15.0	0.0	10.0	<b>125.0</b>	20.83	84.01	24
<b>SubTotal:</b>		1	20.0	20.0	45.0	15.0	15.0	0.0	10.0	<b>125.0</b>	20.83	84.01	24
<b>04/21/2005</b>													
1572	04/14/2005	1	15.0	0.0	0.0	10.0	10.0	0.0	5.0	<b>40.0</b>	6.66	9.95	67
<b>SubTotal:</b>		1	15.0	0.0	0.0	10.0	10.0	0.0	5.0	<b>40.0</b>	6.66	9.95	67
<b>04/22/2005</b>													
1573	04/15/2005	1	20.0	40.0	100.0	15.0	15.0	0.0	10.0	<b>200.0</b>	33.33	2,344.48	1
1574	04/15/2005	3	20.0	150.0	300.0	45.0	45.0	0.0	30.0	<b>590.0</b>	98.33	5,753.74	1
1575	04/15/2005	1	20.0	0.0	0.0	15.0	15.0	0.0	10.0	<b>60.0</b>	10.00	16.62	60
1576	04/15/2005	1	15.0	0.0	0.0	10.0	10.0	0.0	5.0	<b>40.0</b>	6.66	9.95	67
<b>SubTotal:</b>		6	75.0	190.0	400.0	85.0	85.0	0.0	55.0	<b>890.0</b>	148.33	8,124.79	1
<b>Grand Total:</b>		8	110.0	210.0	445.0	110.0	110.0	0.0	70.0	<b>1,055.0</b>	175.83	8,218.75	2
Down Time 25%											43.9		
Total Payroll%											219.7	8,218.75	2

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The planning report by date due is sorted by the date each order is due. For each date that one or more orders are due a sub total is calculated. In addition, totals are calculated for all orders in the specified date range. The date range of the report is listed at the top of the report.

Fields on the planning report by date due include:

- **ORDER #** - the framing order number.
- **ORDER DATE** - the date the order was taken.
- **QTY** - the number of identical frames to be made for this order.
- **TAKEN** - the standard number of minutes to take the order.
- **MAT** - the standard number of minutes to cut and install the mats
- **FRAME** - the standard number of minutes to cut and construct the frame.
- **GLASS** - the standard number of minutes to install the glass.
- **MOUNT** - the standard number of minutes do the mounting.

# FullCalc Operating Guide

- **OTHER** – the standard number of minutes to do the specified other operations.
- **FINISH** – the standard number of minutes to do the finishing.
- **TOTAL** – the total standard number of minutes to do all parts of the framing order.
- **COST** – the estimated cost of the labor required to complete the order. This is based on the standard cost per hour of labor in this shop and the total number of minutes, at the standard estimating rates, required to complete the job.
- **RETAIL\$** - the retail price of the framing order.
- **%** - what percent the cost of the estimated labor is of the total retail price (the 'cost' field divided by the 'retail\$' field times 100).

Note: The values listed above are in points, not minutes, if the POINT.OPT file is defined.

At the bottom of the table, below the 'grand total' line, the following values appear:

- **DOWN TIME 25%** - an additional factor for non-productive time. It is assumed to be twenty five percent of the time required to cost out an order.
- **TOTAL PAYROLL%** - the sum of the time required to cost out the orders plus twenty five percent.

The range of order dates being reported on.

## Planning Report By Order

Date Run: 04/15/2005

The date the report was run.

Beginning Date: 04/19/2005      End Date: 04/25/2005      Time requirements in minutes

Order #	Date Due	Order Date	Qty	Taken	Mat	Frame	Glass	Mount	Other	Finish	Total
1571	04/19/2005	04/12/2005	1	20.0	20.0	45.0	15.0	15.0	0.0	10.0	125.0
1572	04/21/2005	04/14/2005	1	15.0	0.0	0.0	10.0	10.0	0.0	5.0	40.0
1573	04/22/2005	04/15/2005	1	20.0	40.0	100.0	15.0	15.0	0.0	10.0	200.0
1574	04/22/2005	04/15/2005	3	20.0	150.0	300.0	45.0	45.0	0.0	30.0	590.0
1575	04/22/2005	04/15/2005	1	20.0	0.0	0.0	15.0	15.0	0.0	10.0	60.0
1576	04/22/2005	04/15/2005	1	15.0	0.0	0.0	10.0	10.0	0.0	5.0	40.0
<b>Grand Total:</b>			8	110.0	210.0	445.0	110.0	110.0	0.0	70.0	1,055.0

02033

The planning report by order is sorted by the order number. Totals are calculated for all orders in the specified date range. The date range of the report is listed at the top of the report.

Fields on the planning report by order include:

- **ORDER #** - the framing order number.
- **DATE DUE** – the date the order is due.
- **ORDER DATE** – the date the order was taken.
- **QTY** – the number of identical frames to be made for this order.
- **TAKEN** – the standard number of minutes to take the order.
- **MAT** – the standard number of minutes to cut and install the mats
- **FRAME** – the standard number of minutes to cut and construct the frame.
- **GLASS** – the standard number of minutes to install the glass.
- **MOUNT** – the standard number of minutes do the mounting.
- **OTHER** – the standard number of minutes to do the specified other operations.
- **FINISH** – the standard number of minutes to do the finishing.
- **TOTAL** – the total standard number of minutes to do all parts of the framing order.

Note: The values listed above are in points, not minutes, if the POINT.OPT file is defined.

## Frame Order Cost Analysis

The frame order cost analysis report is used to analyze a frame order, and its various parts, to determine the profit of the framing order. This process is based on the ability to construct the frame using the various standard times for the various operations required to construct the frame. These standard times are specified in the build time table. In addition, information needs to be specified in the department number table, SKU table, and optionally in the glass, mount, and finish type tables. See page 496 for information on editing the build time table. An example of the build time table is also shown in the previous section.

The tables that need to be edited before a framing order cost analysis can be performed are:

- **SKU** – specifies the default department numbers to be associated with the parts of a framing order. See page 525.
- **DEPARTMENT NUMBER** – lists all valid department numbers for the store. For each valid department number a default markup should be specified. See page 518.
- **BUILD TIME** – specifies the built time, expressed in minutes, for each part of a framing order such as mats, moulding, fillets, etc. In addition the following values should be specified in the built time table:
  - **COST** – the cost per hour of labor. This value should include the employee salary plus other directly related labor costs (FICA, health insurance, workman’s compensation, unemployment insurance, etc.).
  - **TAKEN** – the number of minutes required to take an order from the customer.
  - **OVERHEAD FIXED** – a fixed dollar value for overhead (rent, utilities, franchise fees, royalty fees, marketing costs, etc.). A value of ‘10.00’ would be specified if the minimum overhead cost for an order is \$10.00. This value may be combined with the ‘overhead variable’ value to compute the total overhead cost of an order. This value specifies the lower bound for overhead to be charged to each order.
  - **OVERHEAD VARIABLE** – a percentage value for overhead (rent, utilities, franchise fees, royalty fees, marketing costs, etc.). This percentage rate is applied to the total of the other costs for the order. A value of ‘66’ would be specified if the overhead costs are 66% of the total cost of the labor and the total material costs associated with the order. This value may be combined with the ‘overhead fixed’ value to compute the total overhead cost of an order. See page 496 for additional information on the build time table and how to edit it.
- **GLASS TYPE** – specify a department number for each glass type. Also include an entry for each glass type in the build time table. See pages 467 and 518. Use of this table is optional.
- **FINISH TYPE** – specify a department number for each finish type. Also include an entry for each finish type in the build time table. See pages 467 and 518. Use of this table is optional.
- **MOUNT TYPE** – specify a department number for each mount type. Also include an entry each the mount type in the build time table. See pages 467 and 518. Use of this table is optional.

After the framing order has been entered and printed and the tables described above have been updated, do the following to generate a framing order cost analysis for a single framing order:

- 1) Select “order cost” at the bottom of the “order status” screen.

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- 2) Click on the appropriate “print to screen” or “print to printer” button on the screen shown above.



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- 3) Enter the order number for which the analysis is to be generated and click on the ‘ok’ button.

The cost analysis for a single framing order will then be generated. An example is shown below.

## Framing Order Cost Analysis

Date: 06/13/2008

Order no.	Item Type	Item	Labor Hr.	Labor \$	UM	Qty.	Mat. \$	Tot Cost	Retail
1753	TAKEN		0.50	15.00	EA	1.00	0.00	15.00	0.00
1753	MAT	C1000	0.50	15.00	SH	4.25	21.00	36.00	246.64
1753	MAT	C33	0.25	7.50	SH	4.25	16.79	24.29	246.64
1753	MAT	B88	0.25	7.50	SH	4.25	22.78	30.28	29.33
1753	FRAME	B9422	0.75	22.50	FT	14.20	2.04	24.54	43.58
1753	FRAME	878745	0.75	22.50	FT	17.10	19.82	42.32	2030.65
1753	FRAME	122037	0.75	22.50	FT	16.80	4.68	27.18	472.47
1753	FRAME	659WS	0.75	22.50	FT	18.20	15.43	37.93	1688.88
1753	FILLET	101WO	0.50	15.00	FT	12.30	2.98	17.98	183.65
1753	GLAZING	REGULAR	0.75	22.50	UI	73.00	0.00	22.50	35.85
1753	MOUNT	DRY	0.42	12.50	UI	73.00	0.00	12.50	25.20
1753	FINISH	STANDARD	0.00	0.00	UI	73.00	0.00	0.00	22.98
1753	OTHER	ACRYLIC COAT TEX. BR	0.00	0.00	UI	73.00	66.36	66.36	182.50
1753	OTHER	SPACERS ACRYLIC	0.00	0.00	UI	73.00	18.58	18.58	51.10
1753	OTHER	EASEL BACK 11X14	0.00	0.00	EA	1.00	4.36	4.36	12.00
1753	OVERHEAD	VARIABLE	0.00	0.00	EA	1.00	189.91	189.91	0.00
1753	OVERHEAD	FIXED	0.00	0.00	EA	1.00	5.00	5.00	0.00
			6.17	185.00			389.73	574.73	5271.47
						Average markup	9.1	Average margin	89.1

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Fields on the framing order cost analysis include:

- **ORDER NO** - the framing order number.
- **ITEM TYPE** – this is a general category of item such as ‘mat’, ‘frame’, ‘overhead’, etc.
- **ITEM** – the specific item. In some cases this is a SKU number. In other cases it could be more generic, for example ‘dry’ as the mounting item. A more generic type of entry normally comes from the build time table.
- **LABOR HR.** – the number of hours required to construct this part of the order. For example, this could be the number of hours required to install a fillet. Always zero for all ‘overhead’ item types.
- **LABOR \$** – the dollar value the labor required to construct this part of the order. This value is computed as the number of hours required times the cost, per hour, of labor. Always zero for all ‘overhead’ item types and may be zero for some other items.
- **UM** – unit of measure.
- **QTY.** – the number of units used to construct the frame.
- **MAT. \$** – the dollar value of the material, based on cost, to construct this part of the order. This is computed as the number of units required times the cost, per unit, of the material. Always zero for the ‘taken’ item type. This dollar value is computed as:
  - o For an item in the inventory (such as a moulding) - the cost value specified in the inventory times the quantity.
  - o For an item not in the inventory (such as the finishing) – the retail price divided by the markup specified in the department number table. The department number is specified in the glass type, mount type, or finish type table. If it is not specified by one of these tables then the department number comes from the SKU table.
- **TOT COST** – sum of the labor cost and the material cost.
- **RETAIL** – the retail price charged the customer for this part of the order.

At the bottom of the report the average markup for the order and the average margin for the order are shown. These values are computed as follows:

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$$\text{average markup} = \frac{\text{total retail}}{\text{total cost}}$$

$$\text{average margin} = \left| 1 - \frac{\text{total cost}}{\text{total retail}} \right| * 100$$

## Weekly Sales Report

The weekly sales report gives a summary of the framing sales for a specified time period. The screen shown below is used to specify the date range of the report. If there was no activity on a given day, even if it is within the date range specified, then that date will not appear on the report.

The screenshot shows a software interface for generating a weekly sales report. The title "Weekly Sales Report" is displayed in a large, bold, red font. Below the title, there are two date selection fields. The first field, labeled "Date Due Begin", contains the date "03/31/2005" and has a small calendar icon to its right. The second field, labeled "Date Due Ending", contains the date "04/07/2005". At the bottom of the screen, there are three buttons: "Print to Screen" (with a magnifying glass icon), "Print To Printer" (with a printer icon), and "Return".

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Do the following to generate a frame shop weekly sales report:

- 1) Select "weekly sales report" at the bottom of the "order status" screen.
- 2) Enter a date range for the report, when requested, on the screen shown above.
- 3) Click on one of the two buttons to specify if the report is to be output to the screen or the printer.

A sample of the weekly sales report is shown below.

# FullCalc Operating Guide

Frame Shop Weekly Sales Report														07/19/2004
Date	Day	Number of Shop Orders	Number of Shop Orders With Custom Frames	Number of Quick Fits	Dollar Amount of Mats	Dollar Amount of Custom Frames	Dollar Amount of Ready Made Frames	Dollar Amount of Glass	Dollar Amount of Drymount	Dollar Amount of Stretch or Lace	Dollar Amount of All Other	Dollar Total of Discounts	Number of Shop Orders Finished	Total of Shop Orders
07/07/2004	WED	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
07/08/2004	THU	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
07/09/2004	FRI	1	1	0	27.74	55.89	0.00	9.85	12.80	0.00	0.00	0.00	0	106.88
07/10/2004	SAT	2	0	2	0.00	0.00	0.00	5.50	11.80	0.00	0.00	0.00	0	17.30
<b>2004 - Wk 28</b>		<b>3</b>	<b>1</b>	<b>2</b>	<b>27.74</b>	<b>55.89</b>	<b>0.00</b>	<b>15.35</b>	<b>24.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>123.18</b>

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The report generated is rather complex. Most fields are easy to understand and contain dollar values. Other columns contain the number of orders of a specific type. Each line in the report is for a single day.

Fields on the frame shop weekly sales report include:

- **DATE** – the date that the line on the report applies to. This is the date an order was taken or completed.
- **DAY** – the day of the week, ‘mon’, ‘tue’, ‘wed’, etc., for the date specified.
- **NUMBER OF SHOP ORDERS** – the total number of orders.
- **NUMBER OF SHOP ORDERS WITH CUSTOM FRAMES** – the number of frame orders with quantity values over zero. It includes the number of quick fit orders.
- **NUMBER OF QUICK FITS** – the number quick fits and all other orders excluding custom frame orders.
- **DOLLAR AMOUNT OF MATS** – the dollar amount mats on the orders.
- **DOLLAR AMOUNT OF CUSTOM FRAMES** – the dollar amount of custom frames and ‘special’ frames on the orders.
- **DOLLAR AMOUNT OF READY MADE FRAMES** – the dollar amount of orders with ready-made frames.
- **DOLLAR AMOUNT OF GLASS** – the dollar amount of glazing on the orders
- **DOLLAR AMOUNT OF DRY MOUNT** – the dollar amount of dry mounting. The mount type must contain the word ‘dry’ in it to be included in this value.
- **DOLLAR AMOUNT OF STRETCH OR LACE** – the dollar amount of the stretch or lace mounting. The mount type must contain the word ‘lac’ or the word ‘stretch’ in it.
- **DOLLAR AMOUNT OF ALL OTHER** – the total value of the order not reflected in the other dollar amount columns on the report (‘dollar amount of mats’, ‘dollar amount of custom frames’, etc.).
- **DOLLAR TOTAL OF DISCOUNTS** - the discount, if any, which was taken during the creation of the framing order. If a discount was taken in POS, if used, that discount will not show in the frame shop weekly sales report. In addition, discounts taken by way of the use of promotional pricing packages will not show in this report.
- **NUMBER OF SHOP ORDERS FINISHED** – the total number of orders picked up on the given date.
- **TOTAL OF SHOP ORDERS** - the sum of the dollar values shown to the left except the discount field (which was previously taken out of the other values).

Notes for the weekly sales reports shown above:

- Estimates are not included on this report, only orders.
- The dollar amounts in the various columns of the report, except for the discount amount, are after removing any applicable discounts.

# FullCalc Operating Guide

- The ‘number of shop orders’, ‘number of shop orders with custom frames’ number of quick fits, and ‘number of shop orders finished’ columns all contain the number of orders, not the number of frames. Orders with multiple frames, entered in framing input as the ‘quantity’, are considered to be one order.
- At the bottom of the ‘date’ column will be a year value followed by ‘Wk’ and a number. This number is the week number. The first week of the year is the week that contains January 1st. Weeks start, for this report, on Sunday and end on Saturday. For example, ‘2000-Wk 1’ would appear for the report on the week which contains January 1, 2000.
- If the date range specified is not for a full week or if it ends on a day other than Saturday:
  - If output is to the screen then one week’s data, or a portion of a week’s data, is shown on the screen. The week always ends on a Saturday. You may use the icons on the ‘print preview’ bar to view the other page(s) of the report.
  - If output is to the printer then each week, or portions of a week’s, data appears on a separate page. Each week or partial week ends on a Saturday or the end date entered. For example, in the report shown below the starting date is on Friday and this page of the report ends on the following Saturday (the next day).

## Frame Shop Weekly Sales Report

Date: 12/27/2006

Date	Day	Number of shop Orders	Number of Shop Orders With Custom Frames	Number Of Quick Fits	Dollar Amount of Mats	Dollar Amount of Custom Frames	Dollar Amount of Ready Made Frames	Dollar Amount of Glass	Dollar Amount of Drymount	Dollar Amount of Stretch or Lace	Dollar Amount of All Other	Dollar Total of Discounts	Number of shop Orders Finished	Total of shop Orders
12/01/2006	FRI	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
12/02/2006	SAT	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
<b>2006-Wk 48</b>		0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00

02057

## Sales by Employee Report

The sales by employee report is designed to show framing order sales for a period of time broken down by the employee who took the order. The report generated shows the number of orders and the number of dollars for the orders that were: taken, completed (the order status was changed to ‘C’) and picked up (the order status was changed to ‘P’) during a specified period of time. The date the order was completed and/or picked up may be within the specified time period or it may be later than the specified time period.

Note: This report assumes that the status of each order has been changed in a timely manner.

Note: This report is different from the sales by associate report described on page 647. The sales by employee report relates only to framing orders. The sales by associate report relates to all sales to a customer (both framing and non-framing) and is available only if POS is installed.

# FullCalc Operating Guide



02049

Do the following to generate the sales by employee report:

- Select “sales by employee” at the bottom of the “order status” screen.
- Enter a date range for the report on the screen shown above. The date range specifies dates on which the framing order was originally taken.
- Click on one of the two buttons on the screen shown above to specify if the report is to be output to the screen or the printer.

A sample of the sales by employee report is shown below. There is one line for each employee who took a framing order during the specified time period. The time period specified by the user (the start date and the end date) is listed at the upper left of the report. The date the report was run is listed at the upper right of the report.

## Sales by Employee Report

### Test Frame Shoppe

100 Main St.  
Anywhere, GA 12345  
(800) 555-1212

Report for orders taken from 01/01/2006 to 03/02/2006

Run on: 02/20/2006

Date orders were taken on.

Date the report was run.

By	Taken			Completed		Picked Up	
	Number	Dollars	Avg. dollars	Number	Dollars	Number	Dollars
abc	3	1544	514	3	1544	2	1528
bb	2	82	41	2	82	2	82
jak	14	6553	468	13	6542	8	5261
xyz	1	16	16	1	16	1	16
<b>Totals</b>	20	8195	409	19	8184	13	6887

02050

Fields on the sales by employee report include:

- **BY** – the initials of the person who took the order.

# FullCalc Operating Guide

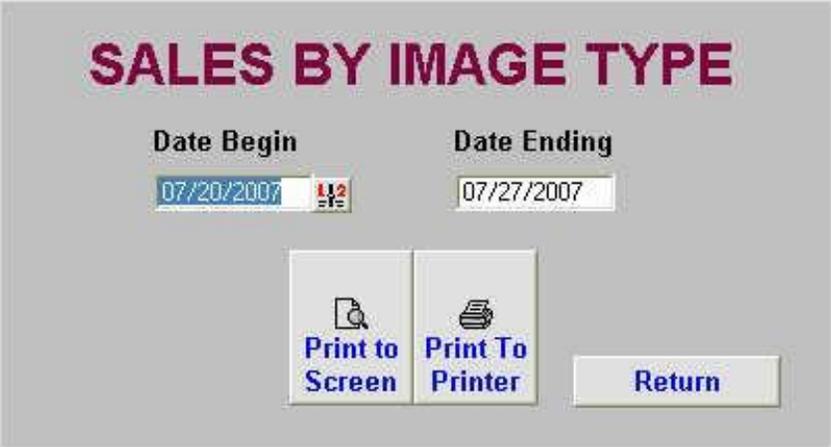
- **NUMBER** – the number of orders.
- **DOLLARS** – the number of dollars for all of the orders.
- **AVG. DOLLARS** – the average number of dollars for each of the orders. This value is computed only for each order when it was taken.

The ‘number’ and ‘dollars’ fields appear three times on the report. They appear once each for: orders taken, orders completed (the order status was changed to ‘C’) and orders picked up (the order status was changed to ‘P’). In general, the values in the ‘completed’ columns will be less than or equal to the values in the ‘taken’ column and the values in the ‘picked up’ columns will be less than or equal to the values in the ‘completed’ columns.

## Sales by Image Type

The sales by image type report is designed to show sales of images, for example prints or posters, on framing orders for a period of time broken down by the type of image. The report generated shows the number of orders and the number of dollars for the orders that were for the image sold. A separate line reports on each type of image sold over the period of time.

This report assumes that the SET IMAGETYPE=ON statement has been specified in the WINCALC.INI file. See page 430 for more information. In addition, it assumes that on the framing input screen the image type has been specified for each order.



02058

Do the following to generate the sales by image type report:

- Select “sales by image” at the bottom of the “order status” screen.

Note: This button will appear on the “order status” screen if the SET IMAGETYPE=ON statement appears in the WINCALC.INI file.

- Enter a date range for the report on the screen shown above. The date range specifies dates on which the framing order was originally taken.
- Click on one of the two buttons on the screen shown above to specify if the report is to be output to the screen or the printer.

# FullCalc Operating Guide

A sample of the sales by image type report is shown below. There is one line for each image type for which a framing order during the specified time period. The time period specified by the user (the start date and the end date) is listed at the upper left of the report. The date the report was run is listed at the upper right of the report.

## Sales by Image Type Report

### Test Frame Shoppe

100 Main St.  
Anywhere, GA 12345  
(800) 555-1212

Report for orders taken from 01/20/2007 to 07/27/2007

Run on: 07/27/2007

Image Type	Total \$	#Orders	Image List \$	Image Net \$
	518	12	0	0
CANVAS	20	1	3	3
CUSTOMER	27	1	0	0
MAP	183	1	100	100
PENCIL	1423	3	39	39
PRINT	110	1	100	87
<b>Totals</b>	2281	19	243	230

02059

Fields on the sales by image type report include:

- **IMAGE TYPE** – the image type specified for each the order. This value is specified on the framing input screen. This field may be blank.
- **TOTAL \$** – the dollar value of the orders. This value includes the image and all other components of the framing orders selected.
- **#ORDERS** – the number of orders.
- **IMAGE LIST \$** – the list price of the images on the orders selected.
- **IMAGE NET \$** - the net price of the images on the orders selected after subtracting any discounts.

## Orders by Type

The orders by type report is designed to show each framing order of a specified type taken over a time period. The orders shown on this report are for all customers and can have any order status. The report generated shows a summary of each framing order for a specified time period.

**ORDERS BY TYPE**

Type:

- All
- Order
- Estimate
- Quick Sale
- Store Sample
- Multi Order

Date Begin: 05/06/2007

Date Ending: 05/13/2008

Print to Screen    Print To Printer

Return

02062

Do the following to generate the orders by type report:

- Select “orders by type” at the bottom of the “order status” screen.
- Specify the type of orders to be included on the report. The options are:
  - o **All** – all orders of all types.
  - o **Order** – all orders that are not estimates, quick sales, or store samples. This option includes multi orders as part of the report.
  - o **Estimate** – also known as quotes.
  - o **Quick Sale**
  - o **Store Sample**
  - o **Multi Order** – orders that come in several parts but have the same order number.

See the various sections of chapter I for a description of each of the order types listed above.

- Enter a date range for the report on the screen shown above. The date range specifies dates on which the framing order was originally taken.
- Click on one of the two buttons on the screen shown above to specify if the report is to be output to the screen or the printer.

A sample of the orders by type report is shown below. There are two lines for each order of the specified type taken during the specified time period. The time period specified by the user (the start date and the end date) is listed at the upper center of the report. Below the time period is the type of orders included on the report. The date the report was run is listed at the upper right of the report.

# FullCalc Operating Guide

## Orders by Type

12:13:15 Ver: 8.6

05/13/2008

Beginning Date: 05/06/2007 End Date: 05/13/2008

Type: Estimates

S Order#	Taken	By	Qty	Total	Tot Wd	Tot Ht	GM#	Balance Telephone	UI
Description					Name				Foot
HE1070	01/25/2008	tla	1	25.30	13	16	R D 1	25.30 (212)555-1212	29
					Duck				0.00
HE1071	04/02/2008	tla	1	206.08	9	11	R D 1	206.08 (903)746-7532	20
					Smith				4.49

02063

Fields on the orders by type report include:

- **S** – order status.
- **ORDER#** - order number.
- **TAKEN** –the date the order was taken.
- **BY** – the initials of the person who took the order.
- **QTY** – the number of identical frames on the order.
- **TOTAL** – the total cost of the order.
- **TOT WD** – total width of the frame.
- **TOT HT** – total height of the frame.
- **G** – glass type.
- **M** – mount type.
- **#** - the number of mats on order.
- **DESCRIPTION** – a short description of the order taken from the image description field.
- **BALANCE** – the balance due on the order. The balance will be zero if the order has been paid for.
- **NAME** – the customers last name.
- **TELEPHONE** – the customers primary telephone number.
- **UI** – the United Inches of the order based on the total size of the order.
- **FOOT** – the footage of the inner frame.

## Orders For One Customer

The orders for one customer report is designed to show all framing orders taken for one customer. The report generated shows a summary of each framing order. The time period of the report is from when the first framing order was taken for the customer until today.

## FullCalc Operating Guide

**ORDERS FOR ONE CUSTOMER**

Customer Phone Number/Last Name/Business Name

(904) 637-3747 Virginia Jones

Print to Screen Print To Printer Return

02064

Do the following to generate the orders for one customer report:

- Select “orders for one cust.” at the bottom of the “order status” screen.
- Enter a telephone number, last name, or a business name for the customer to be report on in the box shown on the screen shown above.
  - a) **Last Name:** Key in at least three alpha characters from the person’s last name. For example, type in ‘smith’. Press the ‘enter’ key. The list of all customer names on file with these three, or more, characters will show. Select the correct last name with the arrow key or a mouse click.
  - b) **Phone Number:** Key in the customer’s telephone number (seven digits or ten digits) and then press the ‘enter’ key. For example, type in ‘5551212’ or ‘8005551212’. If the phone number is found multiple times, a list will show all of the customers with this phone number. The list may include customers with the same phone number but with different area codes. Select the correct customer with the arrow key or a mouse click.

Note: Each customer can have up to four telephone numbers. The phone number match is attempted on the first phone number, then the second phone number, then on the third and finally on the fourth phone number. If a match is made against the second, third or fourth phone number then the lookup box shows the first phone number, not the phone number that was entered.

Note: If the phone number entered is ten digits long the first three are assumed to be the area code.

- c) **Business Name:** If a business name (company name) is to be input the use of an asterisk (\*) before the name will cause the company name field to be used for selection. Press the ‘enter’ key after the name. For example, type in ‘\*Microsoft’.

After pressing ‘enter’ an attempt will be made to find the customer. If a match is found then the customers telephone number, including area code, and name, both first and last, will be shown.

Note: It is possible to have a customer name in the database without having any framing orders associated with it. For example, the customer may only have conducted POS or floral transactions in the past.

# FullCalc Operating Guide

- Click on one of the two buttons on the screen shown above to specify if the report is to be output to the screen or the printer.

A sample of the framing orders for one customer report is shown below. There are two lines for each order taken for the customer.

## Orders For One Customer

16:50:17 Ver. 8.6  
05/05/2008

S Order#	Taken	By	Qty	Total	Tot Wd	Tot Ht	GM#	Balance Telephone	UI
Description				Name					Foot
P 1606	05/24/2005	jak	1	156.97	21-1/2	22-1/2	R D 1	0.00 (904)746-7532	45
				Smith					8.83
P 1749	06/29/2006	jak	1	14.43	5	6	R D 1	0.00 (903)746-7532	11
				Smith					0.00
P S1067	11/15/2007	tla	1	1689.79	11	13	R D 1	0.00 (903)746-7532	24
Sail Boat				Smith					7.16
O 1879	01/22/2008	tla	1	17.12	6	7	R D 1	12.12 (903)746-7532	13
				Smith					0.00
D 1894	02/26/2008	tla	1	503.42	9	11	R D 1	503.42 (903)746-7532	20
				Smith					5.16
D 1895	02/26/2008	tla	1	503.42	9	11	R D 1	503.42 (903)746-7532	20
				Smith					5.16
D 1903	02/27/2008	tla	1	2054.47	13	16	MD 1	2054.47 (903)746-7532	29
				Smith					5.66
O 1905	03/10/2008	tla	1	423.34	9	11	R D 1	209.17 (903)746-7532	20
				Smith					7.08
HE1071	04/02/2008	tla	1	206.08	9	11	R D 1	206.08 (903)746-7532	20
				Smith					4.49
O 1913	04/11/2008	tla	1	17.80	8	10	R D 1	8.90 (903)746-7532	18
				Smith					0.00
O 1915	04/25/2008	tla	1	116.38	7	7	R D 5	58.19 (903)746-7532	14
				Smith					3.24

02065

Fields on the orders for one customer report include:

- **S** – order status.
- **ORDER#** - order number.
- **TAKEN** –the date the order was taken.
- **BY** – the initials of the person who took the order.
- **QTY** – the number of identical frames on the order.
- **TOTAL** – the total cost of the order.
- **TOT WD** – total width of the frame.
- **TOT HT** – total height of the frame.
- **G** – glass type.
- **M** – mount type.
- **#** - the number of mats on order.
- **DESCRIPTION** – a short description of the order taken from the image description field.
- **BALANCE** – the balance due on the order. The balance will be zero if the order has been paid for.
- **NAME** – the customers last name.
- **TELEPHONE** – the customers primary telephone number.
- **UI** – the United Inches of the order based on the total size of the order.

- **FOOT** – the footage of the inner frame.

## Frame Order Sales Summary

The frame order sales summary report is designed to give a short summary of frame orders taken over a specified period of time.



02071

Do the following to generate the frame order sales summary report:

- Select “sales summary” at the bottom of the “order status” screen.
- Enter a date range for the report on the screen shown above. The date range specifies dates on which the framing order was originally taken.
- Click on one of the two buttons on the screen shown above to specify if the report is to be output to the screen or the printer.

A sample of the frame order sales summary report is shown below. The report is divided into four sections. The top section is titled ‘orders’ and contains data about all orders during the specified period. Orders in this section are divided into those orders with mouldings and those orders without mouldings.

The second section of the report is titled ‘order sections’ and contains one line for each possible section on a framing order (mast, frames, glass, etc.). The data in this section breaks a framing order into its major components. Each of the major components of an order appears in this section even if no orders contained that component during the specified time period.

The third section of the report, titled ‘supplemental statistics’, contains three lines. The first line lists average and maximum values related to the size of orders as measured in United Inches. The second line lists information related to the number of mats on orders. The third line lists information related to fillets that are attached to mats on orders.

The fourth section of the report is titled ‘glass/mount/finish’ and gives information about the usages of various types of glass, mounting, and finishing. A given glass type, mounting type, or finishing type will appear in this section of the report only if it was included on one or more framing orders during the specified time period.

The time period being reported on.

## Frame Order Sales Summary

Date: 08/13/2008

**Report for orders taken from 01/01/2007 to 08/13/2008**

Orders	No. of orders	%	Total \$	%	Avg. \$/order	Max. \$
Orders - with moulding	62	53	45341	97	390	7635
Orders - without moulding	54	46	1248	2	10	322
Orders - total	116		46589			

Order Sections	No. of orders	%	Total \$	Avg. \$/order	Max. \$
Mats	90	77	1618	17	117
Frames	63	54	42391	672	7228
Glass	113	97	724	6	63
Mount	113	97	899	7	31
Finish	1	0	8	8	8
Labor	1	0	85	85	85
Other	6	5	464	77	193
Image	6	5	686	114	300

### Supplemental Statistics

Order United Inches	<b>Avg.</b> 21	<b>Max.</b> 74	<b>Avg. \$/UI</b> 16.36	<b>Max. \$/UI</b> 159.07
Number of mats	1 67 2 6 3 9 4 7	<b>over 4</b> 1	<b>Avg.</b> 1.5	<b>Max.</b> 5
Number of fillets on mats	1 2 2 1 3 0 4 0	<b>over 4</b> 0		

Glass/Mount/Finish	Type	No. of orders	Total \$	Avg. \$/order	Max. \$
Finish	SPECIAL FITTING	1	8	8	8
Glass	FAKE	1	4	4	4
	MUSEUM	1	63	63	63
	PLEXING	1	38	38	38
	REGULAR	109	601	5	35
	REGULAR3	1	16	16	16
Mount	DRY	108	801	7	25
	STRCH&BLOCK	2	54	27	31
	WET	3	43	14	14

02072

Fields in the first (top) section of the frame order sales summary report include:

- **NO. OF ORDERS** – the number of orders taken during the time period.
- **%** – the percent of the orders which are with or without mouldings. The two values may not sum to 100% due to rounding.
- **TOTAL \$** – the total dollar value of the orders taken during the time period.
- **%** – the percent of the dollars for orders which are with or without mouldings. The two values may not sum to 100% due to rounding.

# FullCalc Operating Guide

- **AVG. \$/ORDER** - the average dollar value of orders taken during the period that are with or without mouldings.
- **MAX. \$** - the highest dollar value of any order taken during the time period that are with or without mouldings.

Fields in the second section of the frame order sales summary report include:

- **NO. OF ORDERS** – the number of framing orders that contain an entry of the specified type and for which a charge was made. An order will be counted only if there was a charge for the item(s) in the section. For example, the number of orders that contain some type of glass for which a charge was made. This field may be zero (0) if the orders during the specified period do not contain the item type or if they contain the item type but there is no charge for the item.
- **%** – the percent of all orders which contain an entry of the specified type.
- **TOTAL \$** – the total dollar value for entries of the specified type.
- **AVG. \$/ORDER** - the average dollar value of entries of the specified type on orders taken during the period.
- **MAX. \$** - the highest dollar value of any entry of the specified type on any order taken during the time period.

The third section of the report contains three lines of supplemental statistics for orders taken during the specified time period. The supplemental statistics are:

- **ORDER UNITED INCHES**
  - **AVG.** – the average number of United Inches of all orders. This is a measure of the average physical size of frame being produced.
  - **MAX.** – the maximum number of United Inches of any order.
  - **AVG. \$/UI** – the average price per United Inch of all orders. This is a measure of the average price of the frame based on its physical size.
  - **MAX. \$/UI** – the maximum price per United Inch for any order.
- **NUMBER OF MATS**
  - **1** – the number of orders that have one mat.
  - **2** – the number of orders that have two mats.
  - **3** – the number of orders that have three mats.
  - **4** – the number of orders that have four mats.
  - **OVER 4** – the number of orders that have more than four mats.
  - **AVG.** – the average number of mats on those orders that have any mats.
  - **MAX.** – the maximum number of mats on any order.
- **NUMBER OF FILLETS ON MATS**
  - **1** – the number of orders that have one mat with a fillet attached.
  - **2** – the number of orders that have two mats with fillets attached.
  - **3** – the number of orders that have three mats with fillets attached.
  - **4** – the number of orders that have four mats with fillets attached.
  - **OVER 4** – the number of orders that have more than four mats with fillets attached.

Fields in the fourth (bottom) section of the frame order sales summary report include:

- **NO. OF ORDERS** – the number of framing orders that contain the specified glass, mount, or finish type. An order will be counted only if there was a charge for the item(s) (glass, mount or finishing) in the section. This field will never be zero (0).
- **TOTAL \$** – the total dollar value for the specified glass, mount, or finish type on all orders taken during the time period.
- **AVG. \$/ORDER** - the average dollar value of the specified glass, mount, or finish type on orders taken during the period. The average is based only on those orders that contain the specified glass mount, or finish type.

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- **MAX.** \$ - the highest dollar value of the specified glass, mount, or finish type on any order taken during the time period.

# SECTION III

# MAILING LIST

# Section III - Mailing List

## Introduction

The simple yet effective mailing list system included within FullCalc is designed to generate a simple mailing list and/or a set of gummed labels. It is a simple program with limited capabilities. The program allows for a file with name data to be created so that additional processing may be done on the selected names

## Name Screen

The 'name' screen is used to enter and update customer name and address data. The screen can be accessed by:

- 1) from the 'framing input' screen, click on the 'data' button on the left of the screen.
- 2) from the POS 'register input' screen, click on the 'name' button on the left of the screen.
- 3) from the 'floral input' screen, click on the 'name data' button at the top center of the screen.

**Search** 888-8888

Area	Phone	Exten.
312	888-8888	
312	123-1234	1234

**Call Info.**

Area	Phone	Cell	A/R Pre-payments
800	987-6543		
206	876-5432	Other	0.00

**Customer Information**

First: John  
 Last: Doe  
 Company: Doe, Ra, Me, Fa, So & Co.  
 Billing Address: 1234 Elm St, Suite 1234  
 City: Anywhere, St./Priv.: GA, Postal Code: 12345  
 Tax ID: [Find ZIP], [Find City]  
 E-Mail: JDOE@AOL.COM  
 Preference: Kin  
 Customer Info: John is a new customer.  
 Member: SILVER  
 Birthday: 01/01/2001  
 Discount: 5  
 Anniversary: 12/31/2002  
 Interest Rate: [ ]

Total Orders: [ ], Total Dollars: 0.00, Date Added: //, Last Ord Date: //

S	Order#	Bin	Taken	Picked	By	Qty	Total	Tot Wd	Tot Ht	G	M	#	Description	Balance

Find      Ctrl +R to Recall Order      Report

03001

## New Customer Input

In most cases a new customer will be entered from the 'framing input' screen. Start by identifying the customer. Key in the customers seven digit phone number (normally the customers primary telephone number), or a partial last name, or an "\*" followed by a name, for a business name, into the "lookup" box on the "framing input" screen. If the customer information is available then the data for that customer will appear (see the next section). If not, the top left portion of the screen shown above will appear. The customer can also be specified by use of the 'search' field, see below.

Note: A customer can have up to four telephone numbers defined. A match is attempted for each of these four telephone numbers in order. The first match will be attempted against the customer's primary telephone number and then the other numbers if a match is not found.

Note: In POS click on the 'name' button on the register input screen to go directly enter the 'name' screen'. On the 'floral input screen' enter the phone number, last name of '\*' and the business name into the box to the left of the 'name data' button. Then follow the instruction in this section.

Fill in the various fields with the appropriate values<sup>40</sup>. If more data is to be entered press the "more info" button on the screen shown above. The upper right section will then appear. Add the additional data as required. Click on the 'update' button to save the data and then click on the "return" button to exit the screen.

Fields on the name and address screen include:

- **TELEPHONE NUMBERS** – There is space to specify up to four telephone numbers for a customer. On the left side under the headings of 'area', 'phone' and 'exten.' (extension number) you may specify two telephone numbers. The upper phone number of the pair is the primary telephone number and the lower one is the secondary phone number. To the right of these fields are spaces to enter a cell phone number and an 'other' phone number. An extension cannot be specified for the cell or 'other' phone numbers. As a general rule, the primary phone number should always be specified for each customer.  
Note: In addition, a fax number can also be specified for the customer.  
Note: The customer must always have one telephone number, the primary telephone number, specified. If an attempt is made to add a customer without a primary telephone number then a random telephone number will be generated. The random telephone number will be of the form '000-xxxx' where 'xxxx' are four random digits assigned by the computer. The customers' primary telephone number cannot be undefined.
- **BILLING ADDRESS** – this field starts the several fields, two address lines, city, state or province, and postal (ZIP) code to which the bill is to be sent. Click on the title 'billing address' to display the shipping address fields. The shipping address fields include two address lines, city, state or province, and postal (ZIP) code to which the goods are to be shipped. Use the shipping address fields only if the goods are not to be sent to the same location as the bill is to be sent to. For most retail customers only the billing address fields are used.
- **TAX ID** – the customers tax exemption number. For customers who are out of state enter a tax exemption numbers starting with 'OS'.
- **PREFERENCE** – one or more three-character preference codes. The preference codes should not be separated by other characters, for example spaces or commas, but should adjoin each other. Valid code strings might be 'ABC', 'Q19W18' or '123ABC9Q7TTT' but not 'XYZ 987'. Each store needs to define the set of valid codes before using them. You may select a preference code from a list of standard preference codes by moving the cursor to the 'preference' field and clicking on the '+' key. See also page 494 for information on how to define a list of preference codes.

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<sup>40</sup> As a general rule, the more data specified the better. This means both the number of fields specified and the data values in each field. For example, it is best to specify a city, state, and ZIP code (postal code). For the street address specify if it is 'east', 'north', etc. and if it is a 'circle', 'road', etc.

# FullCalc Operating Guide

- **E-MAIL** – an e-mail address.
- **SEARCH** - this field can be used to find the data about a customer other than the current customer. Enter a telephone number into the 'search' field and press the 'enter' key. The name and address information about the customer with the specified telephone number will be displayed. A message will be displayed asking if a new customer is to be defined if there is no customer with the specified telephone number. If two or more customers have the same telephone number then a screen will appear listing all such customers and allow the user to select the desired customer.
- **CUSTOMER INFO** – this is an area to hold comments about the customer. This field can be searched during the selection of customer names during the generation of a mailing list. See page 253 for additional information.  
You can also click on the words 'customer info' to get to the 'referred by' and 'drivers lic' fields (see below).
- **REFERRED BY** – this field is used to hold the name of the person who referred this customer to the store. Access this field by clicking on the words 'customer info'.

The screenshot shows a software interface with various input fields and buttons. A callout box with a white background and black border points to the 'Referred By' field, which contains the text 'Whoever Unknown'. The callout text reads: 'Click on 'referred by' to return to the 'customer info' field.'

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- You can click on the words 'referred by' to return to the customer information field (see above).
- **DRIVERS LICENSE** – this field is used to hold the customers drivers license number. Access this field by clicking on the work 'customer info'. You can click on the words 'referred by' to return to the customer information field (see above).
- **A/R PRE-PAYMENT** – the accounts receivable pre-payment balance for the customer. This field appears only if POS is installed. See page 575 for information on A/R pre-payments. The value cannot be changed from this screen.

The screenshot shows a software interface with various input fields and buttons. A callout box with a white background and black border points to the 'A/R Pre-payments' field, which contains the value '123.00'. The callout text reads: 'The A/R pre-payment balance is available only if POS is installed.'

# FullCalc Operating Guide

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- **BIRTHDAY** – the customers' birthday.
- **ANNIVERSARY** – the customers' anniversary.
- **DISCOUNT** – a discount, expressed in percent, which is always to be applied to all framing orders for the customer.
- **MEMBER** – a membership number for a store based promotional program.
- **INTEREST** – the interest rate to be charged a customer on selected items that are sold on account. This rate will be used if the INTEREST.OPT file has been defined and if the item has been sold with the 'sell on account' option selected as the payment type and has an outstanding balance which is greater than zero. The interest rate specified is a percent value of the form 99.999 and specifies the interest rate per year. For a yearly rate of 6 ½ percent per year enter '6.5'.

Buttons on the name and address screen include:

- **NEW** – create a blank name and address record.
- **DELETE** – delete the current customers name and address.
- **FIRST** – go to the first customers record.
- **NEXT** – go to the next customers record.
- **PRIOR** – go to the previous customers record.
- **LAST** – go to the last customers record.
- **RETURN** – exit from the screen. This button appears in two locations on the screen.
- **UPDATE** – update the data entered by replacing values in the database.  
Note: The 'update' button is used to update data about a customer (the current name and address record). If the customer is in fact new then clicking the 'update' button will cause the new name and address to be saved. If there is an active customer name and address record then clicking the 'update' button will cause that name to be updated. If you are adding multiple new customer names then remember to click on the 'new' button before starting to add each name.
- **UNDO** – restore the data values to what they were before editing started (or to the values which existed after the 'update' button was last pressed).
- **REPORT** – generate a report on framing orders previously taken for this customer. Available only if the screen was entered from the 'framing input' screen.
- **FIND** – search the orders for single customer looking for a specified mat or moulding. Available only if the screen was entered from the 'framing input' screen.
- **CANCEL** – exit from the screen without updating any of the saved customer data.
- **FIND ZIP** – given a city, find its matching ZIP code. See page 882 for information on how to edit the list of ZIP codes and their matching cities.
- **FIND CITY** – given a ZIP code, find its matching city. See page 882 for information on how to edit the list of ZIP codes and their matching cities.
- **MORE INFO** – display or do not display the right half of the screen.

## Look-up From Framing Input Screen

To retrieve data about an existing customer, input either a phone number, a last name (a partial name will do), or an "\*" followed by a name, for a business name in the "look-up" box on the "framing input" screen. For example:

'555-1212' – a telephone number

'smith' – a persons name

'\*IBM' – a company name



## FullCalc Operating Guide

To track promotions or customer interests<sup>41</sup>, one or more three-character preference codes may be added to the preference box. See the next section.

City	St./Prv.	Postal Code
Anywhere	GA	12345
Tax ID	Find ZIP	Find City
9876-123-x	Cancel	Return

03004

City	St./Prv.	Postal Code
Anywhere	GA	12345
Tax ID	Find ZIP	Find City
9876-123-x #2	Cancel	Return

03005

City	St./Prv.	Postal Code
Anywhere	GA	12345
Tax ID	Find ZIP	Find City
TAX IS 12.345	Cancel	Return

03006

The 'tax ID' field is used to hold the customer's tax exemption number if the customer is tax-exempt. The tax ID number can also take additional forms, examples of which are shown above:

- The first form, shown in the upper example, exempts the customer from all taxes. This is the basic form, and use, of the 'tax ID' field. For example, enter '123-123-123X' in the tax ID field.
- The second example above shows how to exempt the customer from any one of the three possible taxes. Which tax the customer is exempt from is indicated by the addition of '#1', '#2', or '#3' after the tax ID number. For example, if the tax ID is '123-123-123X' and the customer is to be exempt only from tax number 2, enter '123-123-123X#2' in the tax ID field.
- The third example above shows how to set the tax rate for a customer to a specific value. This customer is not tax exempt, rather the customer has a special tax rate that is specific to that customer only and is not the normal tax rate. See also page 460.

To avoid problems, a standard tax exemption number, where the customer is exempt from all taxes, should not contain the word 'tax'. If the tax exemption number field starts with 'tax' it must start with 'tax is' and then the tax rate (the third example above). The tax exemption number should not contain '#1', '#2', or '#3' except as the last two characters. If this is true then the second example above will be assumed. For example a tax ID of 'TAX#33-444-555A' should not be defined.

In addition to the examples above, customers who are out of state enter a tax exemption numbers starting with 'OS'.

<sup>41</sup> See page 577 for how to track interests by SKU number.

# FullCalc Operating Guide

The 'discount' field holds the amount, in percent, of the discount that is to always be given to the customer. If the value is greater than zero then the word 'preferred' appears on the 'framing input' screen to the right of the customer's name.

Note: If on the standard discount screen a 'total' discount percentage value is entered and if the 'total' discount percentage is larger than the value in the 'discount' field for a given customer, then the 'total' discount percentage will be used and the word 'preferred' will not appear on the 'framing input' screen.

In the right center of the screen are four boxes that show a summary of the customer's past framing orders. The fields, which are read only, are:

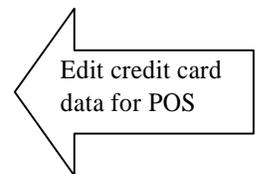
- **DATE ADDED** – the date the customer name and address data was entered.
- **TOTAL ORDERS** – the total number of framing orders.
- **TOTAL DOLLARS** – the total dollar value of all framing orders.
- **LAST ORD DATE** – the date of the last framing order.

At the bottom of the 'name' screen is a data grid. This grid shows a list of past framing orders. The 'S' column may be used to change the status of a framing order while the 'bin' column can be used to change the framing orders bin location. Hitting Ctrl-R can be used to reload the order in the grid that is highlighted

Date Added	Total Orders	Total Dollars	Last Ord Date
11/13/2003	221	94340.76	01/12/2007
Show POS	103	133775.88	02/05/2007

03002

If the name and address screen is accessed by pressing on the 'name' button on the POS register input screen, a screen similar to that shown above will appear. The screen will differ from that shown above and on page 238 in that a 'show POS' button and three additional data boxes will appear. See the examples above and below. The four boxes on the upper line relate to framing jobs (see above) while the 'show POS' button and the three boxes on the lower line relates to POS transactions.





# FullCalc Operating Guide

Pressing on the 'show POS' button shows the customers POS purchase history (this is not the same as the customers framing order history). See the example below. You may scroll up and down over this screen. Some fields are visible only by scrolling to the right by use of the slider at the bottom of the screen. To exit from the POS purchase history screen and return to the main name and address screen, click on the 'show framing history/edit name data' button at the top of the POS purchase history screen.

See also page 706 for another way to display a customers POS order history.

[Show Framing History/ Edit Name Data](#)

Tran #	Date	SKU	Description	Dept.	Qty	Price	Disc.	Net	By	T
1129	12/29/2003		CASH	0	0.00	0.00	0.00	0.00	tla	0.
1129	12/29/2003	C1000	POMPANO BEAC	110	1.00	4.90	0.00	4.90	tla	0.
1129	12/29/2003	NONE		110	1.00	0.00	0.00	0.00	tla	0.
1129	12/29/2003	Regular	Regular	130	1.00	2.75	0.00	2.75	tla	0.
1129	12/29/2003	Dry	Dry	140	1.00	5.90	0.00	5.90	tla	0.
1129	12/29/2003	FC32AF	FC32AF	140	1.00	6.40	0.00	6.40	tla	0.
1129	12/29/2003	CHARGE	FRAMING ORDER #1271 DL	98	-1.00	-19.95	0.00	-19.95	tla	0.
1129	12/29/2003	PAYMENT	PAYMENT ON #1271	98	1.00	9.97	0.00	9.97	tla	0.
1129	02/18/2004		CASH	0	0.00	0.00	0.00	0.00	tla	0.

03003

Note: The POS transaction history screen for a customer, as shown above, is not available if the name and address screen has been accessed from the 'framing input' screen or from the floral module.

Click on the 'show framing history/edit name data' button to return to the 'name' screen.

Some of the fields on the POS transaction history screen include:

- **TRAN #** - POS transaction number.
- **DATE** – the date of the POS transaction.
- **SKU** – the SKU number of the item sold. This may also be a department number or some other identifier.
- **DESCRIPTION** – a description of the item sold. This may include identifiers for framing orders, payments, etc. In some cases this field can be blank.
- **DEPT** – department number.
- **QTY** – quantity sold.
- **PRICE** – the retail price.
- **DISC** – the discount, if any, applied to the retail price.
- **NET** – the net price.
- **BY** – the initials of the person who sold the item.
- **TAX** – the tax on the item.
- **LINE** – the POS line number.
- **COST** – the cost of the item. Some lines in the order, for example line 98, always have a default cost of "0.00".
- **TAXABLE** – a flag set to 'T' if taxable or 'F' if non-taxable. Some lines in the order, for example line 98, are always non-taxable.
- **CREDIT CARD NO.** – the number of the credit card used to pay for the purchase. The credit card number may also appear in the 'description' field.
- **APPROVAL/TIME** – the credit card approval number or the time of the transaction. The time of the transaction is in the form: HH:MM:SS. The credit card approval number or time is attached to only selected lines in a transaction. This field is blank for most lines in a transaction.

# FullCalc Operating Guide

If the NOCCNO.OPT option file is defined then the credit card number in the 'description' and 'credit card no.' fields will have all but the last five digits replaced by '\*' characters.

Buttons on the 'name' screen are:

- **CANCEL** - exit without saving changed data.
- **RETURN** - exit saving changed data.
- **MORE INFO** - show or do not show order history and columns on right of screen.
- **NEW** - add a new customer.
- **DELETE** - delete the customer shown. May require password.
- **UPDATE** - update changed data for the current customer.
- **UNDO** - restore most recently changed data.
- **FIRST** - go to the first name.
- **NEXT** - go to the next name.
- **PRIOR** - go to the previous name.

If you enter the 'name' screen from the 'framing input' screen you may click on the 'last' label (above the last name entry box) to combine data for two customers. See the 'name swap/combination' section on page 252 for details.

## Map

A map showing the address of the customer can be generated if all of the following conditions are true:

- The SET MAPQUEST=ON parameter is specified in the WINCALC.INI file. This allows the 'map' button to appear on the name and address screen. See page 430 for additional information.
- The customer name and address record contains a street address. The street address must be specified on the first (the upper) line if the address uses two lines (the second address line, if defined for the customer, is ignored in the map generation process). The address should be as complete as possible. For example it may need to specify a direction, such as 'east', 'north', etc., plus a street type, such as 'road', 'circle', etc., for proper operation.
- The customer name and address record contains a city and state or a ZIP code (postal code). If possible, include the city, state, and ZIP code.
- There is an active connection to the Internet.

Note: Access to the Internet either via a dial-up connection running at 56KB or a constant high-speed connection through a network (for example ISDN, DSL, cable, T1, etc.) is technically possible. However, use of a dial-up connection with this feature is not recommended.

Note: This feature will work only for addresses in the United States, Canada, American Samoa, Guam, Commonwealth of The Northern Mariana Islands, Commonwealth of Puerto Rico, and U.S. Virgin Islands.

If all of these conditions are true, go to the customer name and address screen for the desired customer. Note the 'map' button on the name and address screen. See the example below. Click on the 'map' button.

# FullCalc Operating Guide

The screenshot shows the FullCalc software interface. On the left, there are callouts pointing to the 'Customer address' field (containing 'Smith, Jones, And Zuschlag') and the 'City, state and ZIP' field (containing 'Zebulon GA 32450'). A 'Map button' is also highlighted. The interface includes a search bar with '637-5216', a 'Call Info.' section with phone numbers, and a 'Customer Info' section with an email address 'tickets@inil.com' and a note: 'This customer lives in a very small apartment.' Below this is a summary table with columns for 'Total Orders', 'Total Dollars', 'Date Added', and 'Last Ord Date'. At the bottom, there is an order history table with columns for 'S', 'Order #', 'Taken', 'Picked', 'By', 'Qty', 'Total', 'Tot Wd', 'Tot Ht', 'G', 'M', '#', 'Description', and 'Balance'.

Total Orders	Total Dollars	Date Added	Last Ord Date
21	18765.74	11/04/2003	01/04/2007

S	Order #	Taken	Picked	By	Qty	Total	Tot Wd	Tot Ht	G	M	#	Description	Balance
P	1271	12/29/2003	02/17/2004	tia	1	21.15	5	6	Reg	Dr	1		0.00
P	1448	02/13/2004	02/17/2004	tia	1	29.47	12	11	Reg	Dr	1		0.00
P	1463	02/18/2004	10/22/2004	tia	1	103.03	17	29	Reg	Dr	2		0.00
L	lrm1234	11/05/2004	02/28/2005	tia	0	132.50					0	LO#rm1234ready made	0.00
P	1520	11/18/2004	11/18/2004	tia	1	0.28	16	16	Reg	Dr	1		0.00

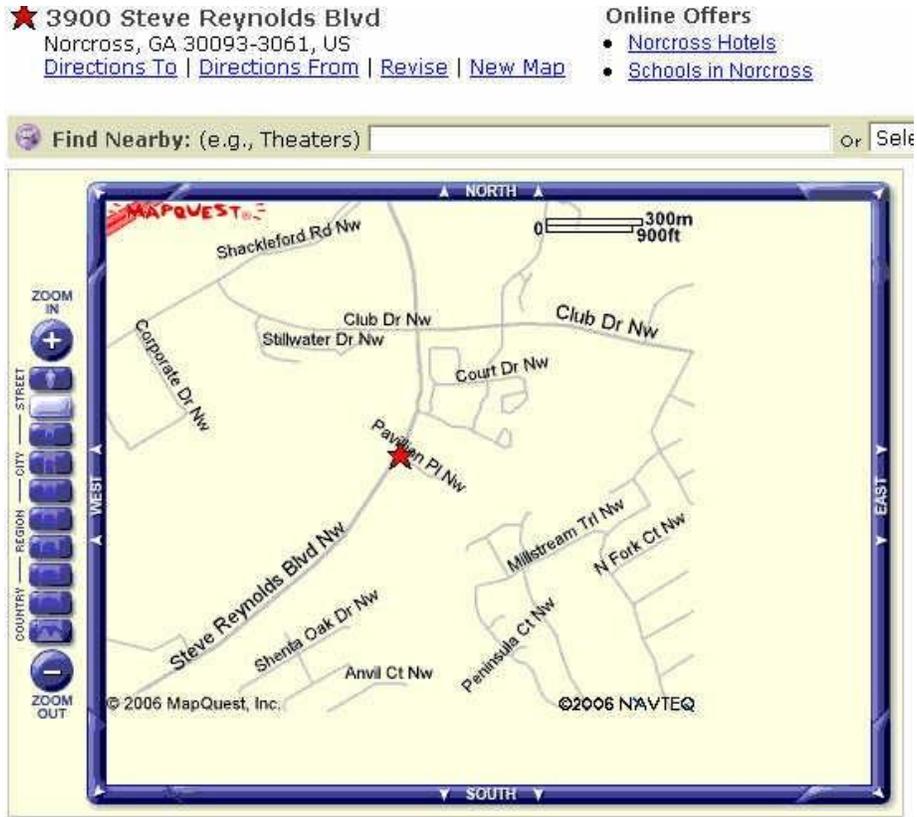
03031

A connection<sup>42</sup> will then be made from FullCalc to the MapQuest web site ([WWW.MAPQUEST.COM](http://WWW.MAPQUEST.COM)) over the Internet and a map showing the customer's address will be displayed. See the example below for a portion of the web page showing the map generated. This page is displayed by use of your web browser. See the documentation provided with your web browser for all of the available features of this web page including how to exit from the web page and return to FullCalc.

Note: If your web browser is active when the map button is pressed the page being displayed may be lost and replaced by the MapQuest map. You may need to click on the browser's 'return' button to re-display the original page. See the documentation provided with your browser for details.

<sup>42</sup> You must have established a connection to the Internet before you can do this operation. Contact your Internet Service Provider for information on how to connect to the Internet.

# FullCalc Operating Guide



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In some cases the address of the customer has not physical location on a map, for example a post office box number. In other cases the street, city, and or state is invalid. In these cases MapQuest may give a general area map of a city. See the MapQuest documentation for more details on how MapQuest processes map requests that contain invalid data.

The caption on the 'map' button may change color while it is active (connected to MapQuest) to indicate the status of the link from this computer to the MapQuest web site that contains the geographic data. The following table lists the possible colors of the 'map' button and the meaning of each color.

Caption color	Connection status
Green	The connection to MapQuest is good.
Red	The connection to MapQuest is bad or could not be made. The downloading of data is not possible. Check to see that you are properly connected to the internet.

## Preferences/Interests

Tracking customer's history as well as interests<sup>43</sup> may be done by the use of a set of preference codes. Preference codes are three-character alpha numeric codes that you create based on your customers interest.

<sup>43</sup> The interests traced by way of preference codes are general in nature. For example, a person is interested in works of art about dogs and cats. Interests may also be tracked on the SKU number level. For example, a

# FullCalc Operating Guide

Examples might include: “MON” for Monet, “RED” for Redlin, “GIF” for gift items, “HMD” for home decor, etc. Each store needs to determine its own sets of preference codes. This feature may also be used to track promotions.

The preference code(s) may simply be typed into the field. The three character codes should not be separated from each other by any punctuation (such as blanks, commas, etc.).

Search: 999-9999

Call Info.

Area: 352, Phone: 999-9999, Exten.: [ ]

Area: 312, Phone: 999-9997, Cell: [ ], 708, Phone: 999-9996, Other: [ ]

Fax: 630, 999-9995

Member: [ ]

E-Mail: daffy@ducksunlimited.com

Preference: Red

Customer Info: [ ]

Birthdate: [ ]

Discount: 0

Anniversary: [ ]

Interest Rate: [ ]

Total Orders: 0, Total Dollars: 0.00, Date Added: [ ], Last Ord Date: [ ]

S	Order#	Bin	Taken	Picked	By	Qty	Total	Tot Wd	Tot Ht	G	M	#	Description	Balance

Ctrl +R to Recall Order

Report

03024

A set of pre-defined preference codes may also be entered. See page 494 for information on how to define a set of preference codes. To select one of the predefined preference codes, move the cursor to the ‘preference’ field and press the ‘+’ key. Highlight the desired preference code from the list and press ‘enter’.

person is interested in purchasing SKU number ‘12345a’. See page 577 for information on how to track interests by SKU number and page 694 on how to generate reports on interests by SKU number.

# FullCalc Operating Guide

Search 999-9999

Call Info.

Area Phone Exten. Area Phone Cell Other

123 637-4507 312 123-1234

352 999-9999 800 555-6666

First Monique Last Zuege Company Smith Jones And Brown Billing Address 909 Sweet Pine City Chicago St./F IL Tax ID Find ZIP Ca

Update New Undo Delete First Next Prior Last Return

Member Birthday / / Discount 10 Anniversary / / Interest Rate 3.500 Last Ord Date 03/11/2005

**Preference Codes**

Code	Description
STL	Still life
WST	American west
MOD	Modern
ABS	Abstract
CUB	Cubist
LND	Landscapes
PET	Dogs, cats, etc.
MON	Monet

Return

S	Order#	Bin	Tak	Description	Balance
P	1449		02/13/2004 02/17/2004	tia 1 29.47 9 11	0.00
P	1484		03/23/2004 04/19/2005	tia 1 9.17 4 5	0.00
D	Z1487		05/26/2004 / /	tia 1 14.36 8 9	14.36
P	1487		05/26/2004 04/19/2005	tia 1 14.36 8 9	0.00
L	I#DEPT 10		02/10/2005 04/19/2005	jak 0 11.50	0.00

Ctrl +R to Recall Order Report

03023

## Memberships

Some customers may be defined as special customers based on any number of factors. The 'member' field on 'name' screen is used to enter the category of membership for a given customer. The type of member may simply be typed into the field. In addition, a set of pre-defined member categories may also be entered. See page 495 for information on entering a set of membership codes. To select one of the predefined membership cods, move the cursor to the 'member' field and press the '+' key. Highlight the desired member category from the list and press 'enter'.

# FullCalc Operating Guide

Search  Call Info.

Area  Phone  Exten.  Area  Phone  Cell

352     Other

First  Fax

Last  Number

Company

Billing Address

City  St./  FI

Tax ID  Find ZIP  Ca

[More Info](#)

### Select Membership Code

Code	Description
FC	Frequent Customer
silver	Silver level

[Return](#)

Update  New

Undo  Delete

First

Next

Prior

Last

Return

Birthdays

Discount

Anniversary

Interest Rate

Last Ord Date

S	Order#	Bin	Tax	Description	Balance
P	1450		02/13/2004		0.00
P	1485		03/23/2004	10/22/2004 tla 1 14.36 8 9 Reg Dry 1	0.00
P	1486		03/23/2004	11/09/2004 tla 1 37.79 8 9 Reg Dry 0	0.00
L	lrm9x12		11/05/2004	11/09/2004 tla 0 25.00	0.00
P	1662		12/01/2005	05/18/2006 jak 1 34.14 1 1 Reg Dry 0	0.00

Ctrl +R to Recall Order

[Report](#)

03007

## Name Swap/Combination

To combine two customer records: click on the word 'last' over the last name field on the 'name and address' screen. See page 238. The screen shown below will then appear. Input the customer number of the "from" and the customer number of the "to" customer for the two records to be combined. This operation will combine all of the framing orders (including estimates, quick sales, etc.) and any POS transactions.

### Name Swap

Swap From Number

Swap To Number

Swap From Number orders will be assigned to the SwapTo Number

03008

# FullCalc Operating Guide

You can lookup the customer number by entering the customer's last name in the 'look-up' box on the 'framing input' screen. See pages 111 and 823 for details.

## Mailing Lists

The mailing list feature is used to output a list of customer names that meet certain criteria in a specified way. This means that each customer has a set of attributes, for example a ZIP code, which is shared by a number of individuals<sup>44</sup>. Data on customers must first be entered. This is normally done when the customer first places a framing order, places a floral order, or does a POS transaction. Use the 'name' screen as described above to enter most of the data about the customer. Some data about the customer, such as the number of orders placed and the dollar value of the orders, is added automatically as part of a framing order, floral order, or POS transaction.

Note: Individuals who have not placed an order are not considered customers. It may not be possible to select and/or properly output information about an individual who is not considered a customer.

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<sup>44</sup> This implies that customers cannot be selected on an individual basis. For example, a number of people have placed the same number of framing orders in the past. If 'John Smith' and 'Mary Jones' had both placed two framing orders in the past then they could be selected by way of the number of orders attribute. However, the selection rule 'number of past framing orders is equal to two' might also select other individuals.

## WinCalc Customer Reports

**SELECTION CHANGES**

<input checked="" type="radio"/> Preferences <input type="radio"/> Comments <input type="radio"/> Departments <input type="radio"/> Member No.	<input checked="" type="radio"/> Last Order <input type="radio"/> Birthday <input type="radio"/> Anniversary
---	--

**SELECTION CRITERIA** Totals

ZIPs :	From	90210	To	90210
	From		To	
	From		To	
	From		To	
Preferences:	3 Digit Alphanumeric Code			
Last Order :	From Date (eg. 12/01/1991)	/ /	To Date	12/03/2006
	<input checked="" type="radio"/> Framing	<input type="radio"/> POS		
Frequency :	Min.	0		
Amount :	<input checked="" type="radio"/> Framing	<input type="radio"/> POS		Min. <input style="border: 1px solid gray;" type="text" value="0"/> <input type="checkbox"/> For specified date range.
E-mail :	<input type="radio"/> Present	<input type="radio"/> Absent	<input checked="" type="radio"/> Optional	
State :				
Number Of Customers Who Meet All Criteria			<input type="button" value="Process"/>	

**REPORT CRITERIA**

03009

To generate an output from the customer name and address database a selection rule, or a set of selection rules, must first be specified. Customers may be selected by use of a number of specifications:

- 1) ZIP (postal code) specifications may be entered in four sequences. This allows for geographic selection. Customers who are not in any of the specified ZIP code ranges are excluded from the list. The 'ZIP' fields are not numeric fields but rather are alphabetic fields. They select names but based on alphabetic selection rules. Use with care if the fields contain mixed ZIP, ZIP+4 and/or alphabetic postal codes. In general, at least one ZIP code range should be specified.

Rules for coding ZIP code sequences include:

- In the United States, entry of '00000' for the 'from' ZIP code and '99999' for the 'to' ZIP code will cause all names with ZIP codes to be selected.
- If a 'from' ZIP code value is specified but no 'to' ZIP code value in any of the four sequences then no names may be selected by that sequence.
- If the 'from' ZIP code value is larger than the 'to' ZIP code value in any of the four sequences this may cause no names to be selected by that sequence.

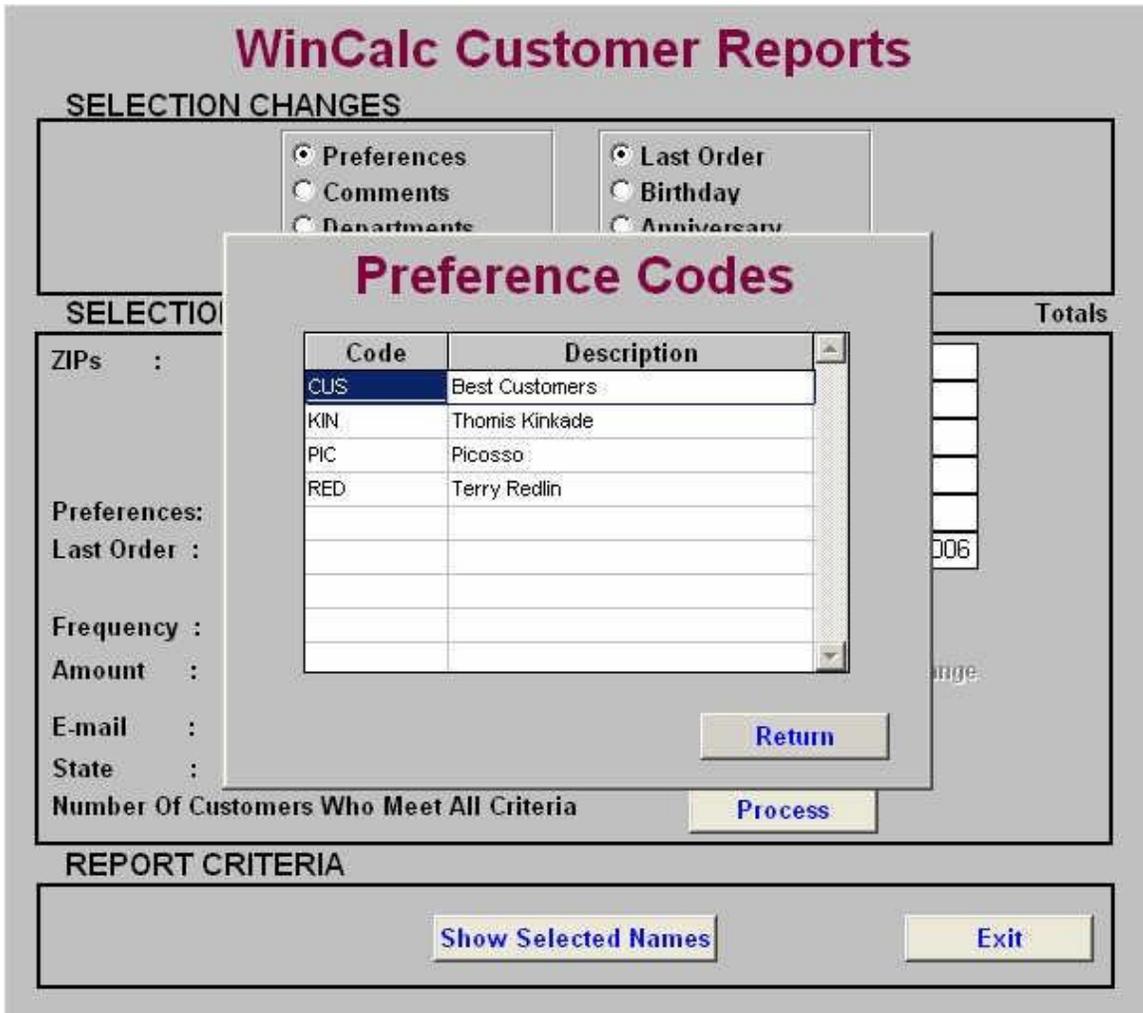
## FullCalc Operating Guide

- The ‘from’ and ‘to’ ZIP code sequences may overlap. However, any name will be selected once, based on the ZIP code rules, even if the name appears in two or more of the ZIP code sequences.
- The total number of names selected by ZIP code is the sum of those selected by each of the four ZIP code sequences if the ZIP code ranges do not overlap.

See the following table for examples of ZIP code ranges.

The ‘from’ ZIP code value	The ‘to’ ZIP code values	
00000	99999	In the United States, selects all names with standard, 5 digit ZIP codes.
90120	90210	Selects all names with one specified ZIP code.
30301	30399	Selects all names in a range of ZIP codes. This range could represent a city, state, or some other grouping.
(blank)	69999	Selects all names with ZIP codes less than or equal to the ‘to’ value.
00000	(blank)	This is an invalid range of ZIP codes. A ‘to’ value needs to be specified.
55555	11111	This is an invalid range of ZIP codes. This will select no names as the ‘from’ value is less than the ‘to’ value.

- 2) Preferences codes are three-character alphanumeric codes entered in the “name” screen preference field. See page 249 for more on how to add these codes to a customers record. You may also type a ‘+’ to show a list of standard preference codes. To select a code, select it from the screen shown in the example below and then click on the ‘return’ button or simply click on the code in the left column of the table. See page 494 for information on how to define preference codes.



03033

Use of this field is inclusive rather than exclusive. Any match will select the name for mailing. See also below for selection rules that replace the preference code specifications.

For example, in the example below only customers with a preference code of 'ABC' will be selected.

Preferences: 3 Digit Alphanumeric Code

03026

However, in the next example, any customer with a preference code of 'ABC' or 'XYZ' or 'Q19' will be selected.

Preferences: 3 Digit Alphanumeric Code

03027

# FullCalc Operating Guide

- 3) The last order date range is useful for identifying old customers. Those individuals who were added without an order have no order date. The 'from date' field should be left blank if the individual has not yet placed a framing order and if the name is to be selected. In addition to the standard format with a 'from date' and a 'to date' there are two other possible date formats. By clicking on the phrase 'last order' once or twice the two other forms appear. The first format is 'after' and selects customers with a last order date after the date entered. The second format is 'before' and selects customers with a last order date before the date entered. See also below for selection rules that replace the last date ordered range specification.

The selection of the 'framing' or 'POS' buttons specifies selection rules for any of the several forms of date entry. The option to specify 'framing' or 'POS' is not enabled if POS is not installed.

See also below for information on how the date field(s) entered change meaning when the 'for specified date range' box is checked.

The screenshot shows a software interface for selecting customers based on their last order date. The 'Last Order' field is set to 'After' with the date '11/03/2000'. The 'Framing' radio button is selected. The 'Amount' field is also set to 'Framing'. The 'E-mail' field is set to 'Optional'. The 'State' field is empty. A 'Process' button is visible at the bottom right.

03015

The screenshot shows the same software interface as above, but the 'Last Order' field is now set to 'Before' with the date '12/03/2007'. The 'Framing' radio button remains selected. The 'Amount' field is also set to 'Framing'. The 'E-mail' field is set to 'Optional'. The 'State' field is empty. A 'Process' button is visible at the bottom right.

03016

Note: The date or dates entered are compared with the date of the last order taken for the customer not the date of each order. It is not possible to compare the date or dates entered against the date of a specific order, other than the last order, when more than one order has been taken for a given customer. For example, say it is October 15 of a given year and a specific customer placed orders on January 1, July 1, and October 1 of the same year. Entering a date range that includes October 1, for example August 1 to October 15, would select the customer because October 1 is in the specified date range. Entering a date range that includes July 1, for example June 1 to September 1, would not select the customer because October 1, the date of the last order, is not in the specified date range.

## FullCalc Operating Guide

- 4) Enter a minimum number of orders placed value to avoid mailing to customers who have only shopped a few times. The minimum number of orders placed is referred to as the 'frequency'. Enter a value of '0' for the frequency if you wish to include customers who have ever placed any orders.
- 5) Specify the minimum amount sold value, expressed in dollar, for similar reasons. To the left of the minimum amount field are two buttons. The selection of the 'framing' or 'POS' buttons specifies selection rules for both the frequency values and the amount values. The option to specify 'framing' or 'POS' is not enabled if POS is not installed.

The dollar value entered for the minimum amount sold can have either of two meanings:

- total dollars spent by a customer since the customers name and address was first defined or
- total dollars spent, net, by a customer in POS over a specific date range.

The first meaning is always used unless all of the following conditions are true:

- a) In the box on the right in the 'selection changes' section of the field, the 'last order' option is selected.
- b) For the 'last order' option there is a dot in front of 'POS'.
- c) For the 'amount' option there is a dot in front of 'POS'.
- d) There is a check in the 'for specified date range' check box.

If any of the conditions listed above are not true then the amount entered will be assumed to be the total dollars spent since the customers name and address was first defined. See the example below.

## WinCalc Customer Reports

**SELECTION CHANGES**

<input checked="" type="radio"/> Preferences <input type="radio"/> Comments <input type="radio"/> Departments <input type="radio"/> Member No.	<input checked="" type="radio"/> Last Order <input type="radio"/> Birthday <input type="radio"/> Anniversary
---	--

**SELECTION CRITERIA** Totals

ZIPs :	From	<input type="text" value="00000"/>	To	<input type="text" value="99999"/>
	From	<input type="text"/>	To	<input type="text"/>
	From	<input type="text"/>	To	<input type="text"/>
	From	<input type="text"/>	To	<input type="text"/>
Preferences:	<input type="radio"/> 3 Digit Alphanumeric Code			
Last Order :	From Date (eg. 12/01/1991)	<input type="text" value="01/01/2000"/>	To Date	<input type="text" value="12/03/2007"/>
	<input type="radio"/> Framing	<input checked="" type="radio"/> POS		
Frequency :	Min.	<input type="text" value="0"/>		
Amount :	<input type="radio"/> Framing	<input checked="" type="radio"/> POS	Min.	<input type="text" value="100"/>
	<input checked="" type="checkbox"/> For specified date range			
E-mail :	<input type="radio"/> Present	<input type="radio"/> Absent	<input checked="" type="radio"/> Optional	
State :	<input type="text"/>			
Number Of Customers Who Meet All Criteria			<input type="button" value="Process"/>	

**REPORT CRITERIA**

<input type="button" value="Show Selected Names"/>	<input type="button" value="Exit"/>
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03022

In the example above the amount specified is assumed to be the minimum amount recorded in all POS transactions<sup>45</sup> from the first order date specified to the last order date specified.

Note: Item 3 applies to framing jobs or POS orders, item 4 apply to framing jobs only, and item 5 applies to framing jobs or POS orders.

- 6) Specify if names are to be selected by way of an e-mail address. Click on 'present' if the person must have an e-mail address. Click on 'absent' if a person must not have an e-mail address. Click on 'optional' if the person can be selected if there is an e-mail address or not.
- 7) The state field can contain the two character state or province abbreviation. If the value is blank then customers from every state or province will be selected.

<sup>45</sup> For POS transactions this means that payment has been received. If an item was sold and only a partial payment was taken then only that partial payment was recorded. If, for example, an item valued at \$100 was put on layaway and a deposit of \$10 was taken then the POS sale is considered to be \$10. In addition, if there are any returns for the customer then the sales are reduced by the amount of the returns.

# FullCalc Operating Guide

8) To list all customers in the name and address database, the input fields should be set to the following values:

- ZIPs: '00000' to '99999'
- Preferences: leave all four fields blank
- Last order: leave the 'from date' blank and set the 'to date' to today's date
- Frequency: '0'
- Amount: '0'
- E-mail: put a dot in front of 'optional'
- State: leave blank

Note: The ZIP code specification used to select all customers shown above is for the United States only. Alternate specifications may be required in other countries.

9) Click on the "process" button.

The selection specifications will then be processed. The number of customers that meet the selection rules will be shown at the right of each selection rule in the column marked 'totals'. If the 'totals' value for any specification, other than the preferences line, is blank then no names have been selected. If no names have been selected for one of the selection criteria, other than the preferences line, this may cause the total number of names selected to also be zero. See the example below. In addition, the total number of customers who meet all selections rules will be shown as the last line<sup>46</sup>. If the number of records selected is too high or too low you may need to change the selection rule(s) and click the 'process' button again.

Note: Individuals who have not placed an order are not considered customers. It may not be possible to select and/or properly output information about an individual who is not considered a customer.

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<sup>46</sup> The number of customers who meet all criteria may be substantially less than the number of customers who meet any specific criteria. An individual customer must meet every one of the specified criteria to be included in the final group of selected customers.

## WinCalc Customer Reports

**SELECTION CHANGES**

<input checked="" type="radio"/> Preferences <input type="radio"/> Comments <input type="radio"/> Departments <input type="radio"/> Member No.	<input checked="" type="radio"/> Last Order <input type="radio"/> Birthday <input type="radio"/> Anniversary
---	--

**SELECTION CRITERIA** **Totals**

ZIPs :	From	00000	To	99999	5757
	From		To		
	From		To		
	From		To		
Preferences:	3 Digit Alphanumeric Code				
Last Order :	From Date (eg. 12/01/1991)	01/01/2000	To Date	12/03/2007	50
	<input type="radio"/> Framing	<input checked="" type="radio"/> POS			
Frequency :	Min.	0			5771
Amount :	<input type="radio"/> Framing	<input checked="" type="radio"/> POS	Min.	100	29
	<input checked="" type="checkbox"/> For specified date range				
E-mail :	<input type="radio"/> Present	<input type="radio"/> Absent	<input checked="" type="radio"/> Optional	5771	
State :					
<b>Number Of Customers Who Meet All Criteria</b>					<b>29</b>

**REPORT CRITERIA**

03010

Once some customer names have been selected, the total number of un-mailable customer names will be shown in a separate window. Un-mailable customers have missing data items such as city names or street address. In the example below some customers have been found to be un-mailable because of multiple errors for a single customer. See below for more about un-mailable customer names.



03034

At the top of the selection screen is the 'selection changes' section. There are two boxes within the 'selection changes' section.

## WinCalc Customer Reports

### SELECTION CHANGES

<input type="radio"/> Preferences <input type="radio"/> Comments <input checked="" type="radio"/> Departments <input type="radio"/> Member No.	<input checked="" type="radio"/> Last Order <input type="radio"/> Birthday <input type="radio"/> Anniversary
---	--

### SELECTION CRITERIA

	Totals
ZIPs : From <input type="text" value="00000"/> To <input type="text" value="99999"/> From <input type="text"/> From <input type="text"/> From <input type="text"/>	5757
Departments : To and From Department <input type="text" value="128"/> <input type="text" value="129"/>	
Last Order : Dates from POS Transactions <input type="text" value="01/01/2007"/> To Date <input type="text" value="12/03/2007"/>	16
Frequency : <input checked="" type="radio"/> Framing <input type="radio"/> POS Min. <input type="text" value="0"/>	5771
Amount : <input checked="" type="radio"/> Framing <input type="radio"/> POS Min. <input type="text" value="1000"/> <input type="checkbox"/> For specified date range	251
E-mail : <input type="radio"/> Present <input type="radio"/> Absent <input checked="" type="radio"/> Optional	5771
State : <input type="text"/>	
<b>Number Of Customers Who Meet All Criteria</b>	<input type="button" value="Process"/>

### REPORT CRITERIA

03019

Click on one of the items in the box on the left in the 'selection changes' area to replace the preference boxes in the 'selection criteria' section of the screen. In the screen shown above, for example, the 'departments' button has been selected. The preference selection rules have been replaced in the 'selection criteria' section by two fields into which department numbers may be enter as an alternative selection rule.

The options in the left box, which are not covered above, are:

- COMMENTS** – do a free form scan of the comment field for each customer. Enter the text to be searched for in the 'comments' box (which replace the four preference boxes). If the value entered in the 'selection criteria' area of the screen match any part of the comment then the entire comment will be considered as having been matched. For example, if 'cubist' is entered in the comment box in the 'selection criteria' area of the screen then a comment of 'cubist', 'neocubist', 'he likes cubist paintings' or 'she hates faux non-cubist works' would all match.

# FullCalc Operating Guide

SELECTION CRITERIA		Totals	
ZIPs :	From	00000	To 99999
	From		To
	From		To
	From		To
Comments :			

03028

- DEPARTMENTS** – for a range of department numbers, a starting and an ending department number, a scan is made of the POS transaction log. Enter the two department numbers to be searched for in the ‘departments’ boxes (which replace the four preference boxes). If the department numbers in the specified range appear a part of a POS transaction then that customer is selected for inclusion in the mailing list. Only POS transactions done within the 35 days preceding the last running of a reindx are included. The “POS” and “framing” options for the date range and amount options are ignored if the department option is selected.

Note: For this option to work properly the MULTLINE.TXT file needs to be defined. See page 436 for information on how to define this option.

SELECTION CRITERIA		Totals	
ZIPs :	From	00000	To 99999
	From		To
	From		To
	From		To
Departments :	To and From Department		

03029

- MEMBER NO.** – attempt to do a match of the member number. Enter the two member numbers to be searched for in the ‘frequent cust.’ boxes (which replace the four preference boxes). If the value entered in the ‘selection criteria’ area of the screen matches any part of the member field then the entire member value will be considered matched. For example, if ‘1000’ is entered in the member number field in the ‘selection criteria’ area of the screen then a member value of ‘1000’ or ‘1000000’ will match.

SELECTION CRITERIA		Totals	
ZIPs :	From	00000	To 99999
	From		To
	From		To
	From		To
Frequent Cust.:	To and From Member No.		

03030

The options in the right box, not covered above, are:

- BIRTHDAY** – attempt to match the month, but not the day or year, of the value entered against the persons birthday month. For example, entry of ‘01/01/1950’ in the ‘selection criteria’ area of the screen will match ‘01/01/1975’, ‘01/11/2001’, ‘01/01/1950’, ‘01/02/1950’ and ‘01/30/1950’.

# FullCalc Operating Guide

Note: A day number and a year number must be entered as part of the birthday selection criteria but both are ignored.

- **ANNIVERSARY** - attempt to match the month, but not the day or year, of the value entered against the persons anniversary month. For example, entry of '05/01/1990' in the 'selection criteria' area of the screen will match '05/25/2000', '05/05/1050', '05/01/1990', '05/02/1990' and '05/25/1990'.

Note: A day number and a year number must be entered as part of the anniversary selection criteria but both are ignored.

In the example below the preference rule boxes have been replaced by two boxes that can be used to specify a range of member numbers. In the box on the right in the 'selection changes' area the birthday item has been selected. This has caused the last order boxes in the 'selection criteria' area of the screen to be replaced by a single birthday selection box.

In general, one and only one item can be selected in each of the two boxes in the 'selection changes' area. Based on which item is selected in each of the boxes, a different set of data values can be specified in the 'selection criteria' section of the screen. The number of input fields depends on the selection rule(s) selected.

## WinCalc Customer Reports

**SELECTION CHANGES**

<input type="radio"/> Preferences <input type="radio"/> Comments <input type="radio"/> Departments <input checked="" type="radio"/> Member No.	<input checked="" type="radio"/> Last Order <input type="radio"/> Birthday <input type="radio"/> Anniversary
---	--

**SELECTION CRITERIA** **Totals**

ZIPs :	From	00000	To	99999	5757
	From		To		
	From		To		
	From		To		
Frequent Cust.: To and From Member No.					
Last Order :		/ /	To Date	12/03/2007	5771
	<input checked="" type="radio"/> Framing	<input type="radio"/> POS			
Frequency :		Min.		0	5771
Amount :	<input checked="" type="radio"/> Framing	<input type="radio"/> POS	Min.	0	5771
			<input type="checkbox"/> For specified date range		
E-mail :	<input type="radio"/> Present	<input type="radio"/> Absent	<input checked="" type="radio"/> Optional		5771
State :					
Number Of Customers Who Meet All Criteria					5757

**REPORT CRITERIA**

<input type="button" value="Show Selected Names"/>	<input type="button" value="Exit"/>
--	-------------------------------------

# FullCalc Operating Guide

03020

When you have selected the desired number of names click on the “show sort” button. The names and other data about customers selected will be shown in a table like that shown in the example below.

<b>Selected Names</b>									
Last Name	First Name	Address	City	ZIP	St	Ord.	Dollars	Phone	E-mail
Vebsky	Muriel	136 W Goldenhurst Ct	Beverly Hills	34465	FL	8	4896.2	555-1212	
Diluglio	Jeanne	4080 Bluewater Dr	Herando	34442	FL	1	120.00	344-3300	
Inverness	Bank Of	19891 Sw 93rd Ln	Dunnellon	34432	FL	7	148.69	489-4675	
Culley	Jean			34453	FL	5	448.41	527-2760	
				34453	FL	1	301.67	000-2475	
Ups	Rich	379 S. Croft Ave	Inverness	34453	FL	23	2981.0	726-7206	
Irene Or Raymond	Helsel			34453	FL	0	0.00	637-2818	
Anderson	Robin			34453	FL	2	148.88	726-4965	
King	Anthony		Inverness	34453	FL	0	0.00	637-0880	
Radcliffe	Lee		Inverness	34453	FL	0	0.00	527-1484	
Flynn	Joyce		Inverness	34453	FL	0	0.00	527-0542	
Mr And Mrs	Perry		Inverness	34453	FL	1	75.47	726-4746	
Gauthier	Pauline	1651 N Dalary Pt	Crystal River	34429	FL	32	1503.4	563-2921	
Bolling	Ethel	17 S. Tyler	Beverly Hills	34465	FL	3	160.00	746-7292	
Stone	Mrs		Beverly Hills	34453	FL	1	8.50	746--114	
Arrington	Mickie	828 Inverie Ct	Inverness	34453	FL	1	18.19	637-7180	
Kozlowski	Ed		Hernando	34446	FL	0	0.00	746-1688	

<u>L</u> ast Name	<u>Z</u> IP Code	<u>F</u> rame <u>O</u> rders	<u>F</u> rame <u>D</u> ollars	<u>P</u> OS <u>T</u> rans.	<u>P</u> OS <u>D</u> ollars	<u>E</u> -mail
<u>P</u> rint <u>L</u> abels	<u>P</u> rint <u>L</u> ist	<u>P</u> rint <u>B</u> ad	<u>E</u> xport to <u>F</u> ile	<u>S</u> end <u>E</u> -mail	<u>P</u> rint <u>C</u> ards	<u>E</u> xit

03011

There are two rows of buttons at the bottom of the ‘selected names’ screen. The upper row of buttons is used to sort the data and the lower row of buttons is used to output the data in a specific format. The buttons at the bottom of the selected names screen are:

- **LAST NAME** – sort the selected names by customers last name.
- **ZIP CODE** - sort the selected names by the postal code (ZIP code).
- **FRAME ORDER** - sort the selected names by the number of framing orders.
- **FRAME DOLLARS** – sort the selected names by the number of framing order dollars.
- **POS TRANS.** – sort the selected names by the number of POS transactions.
- **POS DOLLARS** – sort the selected name by the number of POS transaction dollars.
- **PRINT LABELS** - print on gummed labels. See also below for more on the use of this button.
- **PRINT LIST** - print in list format with one name per line.
- **PRINT BAD** - print un-mailable names. An un-mailable name is defined as a name that is missing one or more items required by the post office, for example a name with no street address or with no city.
- **EXPORT TO FILE** – place the selected names into a file for later processing by any program that supports the use of comma delimited ASCII text files, or optionally in other file formats, as input. The ASCII text file created is named CUSTOMER.TXT.

You will be asked if only printable addresses are to be output to the file. Reply ‘yes’ to exclude those names that are un-mailable (names with incomplete addresses, see above). Reply ‘no’ to include all of the names previously selected.

# FullCalc Operating Guide

Normally the CUSTOMER.TXT file is output to the A: drive (the computers floppy diskette drive). When asked, reply 'yes' to place the data on a floppy diskette. Reply 'no', when asked, to output the file to the hard drive.

Note: If the file is being output to the hard drive and if FullCalc has been loaded into the C:\WINCALC directory, then the full output file name will be C:\WINCALC\CUSTOMER.TXT. If FullCalc has been loaded into another directory then the output data file will be located in the directory into which FullCalc has been loaded. If the file is being output to the floppy drive the full output file name will be A:\CUSTOMER.TXT.

Note: If the file being output is larger than will fit on a floppy diskette, the default output device, then output the data to the hard drive. You can then move the CUSTOMER.TXT file created to some other media such as a CD-ROM. Use a program such as Microsoft Windows Explorer to transfer the data to the desired media. See the documentation provided by Microsoft Corporation, not Eagle Computers, on how to use this program.

Right click on the 'export to file' button to create two files with the customer name and address data in different formats. The first file is named CUSTOMER.TXT and is a comma delimited ASCII file as described above. The second file is in one of the three following file formats:

- Microsoft Multiplan version 4.01
- Lotus 1-2-3 version 1-A
- Microsoft Excel

The screen shown below will be displayed to allow for the selection of the output file format of the second file.



01044

The name of the file will be as per the format of the file as listed in the following table:

File format	File name
Microsoft Multiplan Version 4.01	CUSTOMER.MOD
Lotus 1-2-3 Version 1-A	CUSTOMER.WKS
Microsoft Excel	CUSTOMER.XLS

The second file created will always be output to the hard drive, normally into the C:\WINCALC directory, even if the first file, the CUSTOMER.TXT file, is output to the floppy diskette. If FullCalc has been loaded into another directory then the output data file will be located in the directory into which FullCalc has been loaded.

# FullCalc Operating Guide

The first line (row) of the Microsoft Excel file contains column headings (titles) and is not customer name data. The example below shows a Microsoft Excel format file, a CUSTOMER.XLS file, including the column headings (titles).

	A	B	C	D	E	F	G	H	I	J	K	L	
	area1	phone1	exten	area	phone2	extentio	phncmnt	taxid	cccard	birthday	anniver	discount	prefs
1				904					100	-	-	0	
2	904	746-3790		904					101	-	-	0	
3	904	344-3300		904	637-6964				102	-	-	0	
4	904	489-4675		904					103	-	-	0	
5	904	527-2760		904					104	-	-	0	
6		000-2475		904					105	-	-	0	
7		726-7206		904					106	-	-	0	
8		637-2818		904					107	-	-	0	
9	904	726-4965		904					108	-	-	0	
10		637-0880		904					109	-	-	0	
11		527-1484		904					110	-	-	0	
12	904	527-0542		904						-	-	0	
13		726-4746		904						-	-	0	
14		563-2921		904						-	-	0	LIKES TRADITION
15		746-7292		904						-	-	0	
16		746--114		904						-	-	0	
17		637-7180		904						-	-	0	
18		746-1688		904						-	-	0	
19		637-0631		904						-	-	0	
20		527-2483		904						1/1/1950	-	0	
21		726-3845		904				E123-1234-X		-	-	0	So is EI
22	212	746-0420		904	726-7598	1234				-	-	0	
23		637-2496		904						-	-	0	
24		726-3883		904						-	-	0	
25		637-3581		904						-	-	0	
26		000-4638		904						-	-	0	
27		637-2056		904						-	-	0	
28		000-4247		904						-	-	0	
29		000-4416		904						-	-	0	
30		621-0994		904	637-1737					-	-	0	
31		637-0551		904						-	-	0	
32		860-0725		904						-	-	0	
33		746-7532		904						-	-	0	
34		637-6599		904						-	-	0	

03025

Note: In the example shown above only some of the data values are shown. See the Microsoft Excel documentation for full details on how to use Excel.

Note: See below for an example of the output in ASCII format.

The fields in the CUSTOMER.TXT file (or CUSTOMER.MOD, or CUSTOMER.WKS, or CUSTOMER.XLS if a second output file was created) are:

- **AREA CODE 1** – area code of first phone number.
- **PHONE NUMBER 1** – first phone number.
- **EXTENSION 1** – extension number for first phone number.
- **AREA CODE 2** – area code of second phone number.
- **PHONE NUMBER 2** – second phone number.
- **EXTENSION 2** – extension number for second phone number.
- **PHONE COMMENT** – a phone number comment.
- **TAX ID** – tax exemption number. For customers who are out of state enter a tax exemption numbers starting with 'OS'. This field is blank for taxable customers.
- **CUSTOMER CARD** – customer id card number.
- **BIRTHDAY** – the date of the customers' birth.
- **ANNIVERSARY** – the date of the customers' anniversary.
- **DISCOUNT** – the discount, in percent, that is always to be given this customer.

# FullCalc Operating Guide

- **PERFERENCES** – a set of three-character preference codes for the customer.
- **FIRST NAME** – the customers first name.
- **LAST NAME** – the customers last name.
- **BILL COMPANY NAME** – the name of the company to be billed.
- **BILL ADDRESS 1** – the first line of the address to be billed.
- **BILL ADDRESS 2** – the second line of the address to be billed.
- **BILL CITY** – the name of the city to be billed.
- **BILL STATE** – the name of the state to be billed.
- **BILL ZIP** – the postal code to be billed.
- **SHIP FIRST NAME** – the first name of the person to ship to.
- **SHIP LAST NAME** – the last name of the person to be shipped to.
- **SHIP COMPANY** – the name of the company to be shipped to.
- **SHIP ADDRESS 1** – the first line of the address to be shipped to.
- **SHIP ADDRESS 2** – the second line of the address to be shipped to.
- **SHIP CITY** – the name of the city to be shipped to.
- **SHIP STATE** – the name of the state to be shipped to.
- **SHIP ZIP** – the postal code to be shipped to.
- **DATE ADDED** – the date the customer was added to the database.
- **NUMBER OF ORDERS** – the number of framing orders the customer has placed since being added to the database.
- **TOTAL DOLLARS** – the total dollar value of all framing orders placed since being added to the database.
- **DATE OF LAST ORDER** – the date of the last framing order.
- **CUSTOMER NUMBER** – the FullCalc customer number.
- **PRINTABLE** – a flag used to denote if sufficient customer information is available to allow for printing of a mailing label or not. A value of ‘T’ indicates that a label is printable. A value of ‘F’ indicates that one or more pieces of data are missing and the address label is not printable.
- **15 NUMERIC FIELDS** – reserved for future use. These fifteen fields are normally set to 0.
- **FAX AREA CODE** – area code of the fax phone number.
- **FAX PHONE** – fax phone number.
- **E-MAIL ADDRESS** – an e-mail address.
- **WEB PAGE** – the customers Internet web page address.
- **NUMBER OF TRANS** – the number of POS transactions since being added to the database.
- **LAST POS** – the date of the last POS transaction.
- **POS DOLLARS** – the total dollar value of all POS transactions the customer has made since being added to the database.
- **RESERVED** – reserved for future use. This field is normally set to “T”.

A sample record in the CUSTOMER.TXT file, in comma delimited ASCII format, would be:

```
"770","444-4444","1111","770","555-5555","2222","","123-45678-  
a","99999",01/01/1950,12/31/1990,10,"Red","John","Smith","Smith, Smith And  
Jones","3 Red St.,"Apt 2","Zebulon","GA","30223","John","Smith","Xyz  
Company","100 Main St.,"Loading Dock X","New  
York","NY","10000",10/04/2004,1,70.3700,10/04/2004,2006,T,0.0000,0.0000,0.0000,0.  
0000,0.0000,0.0000,0.0000,0.0000,0.0000,0.0000,0.0000,0.0000,0.0000,0.0000,"  
800","555-1212","fake@yahoo.com","",1,10/15/2004,50.4200,T
```

Note: In the example above the data record for one customer has been folded to fit on the printed manual page. In the actual data file all of the items would appear on a single line.

Note: See above for an example of the data in Microsoft Excel format.

# FullCalc Operating Guide

- **SEND E-MAIL** - send the same message to those customers selected who have an e-mail address.
- **PRINT CARDS** – print two sided cards with the name of the framing shop on one side. The name of the customer and a message to the customer appears on the other side. The message can contain a special offer, a message about a sale, an identifier for a special class of customer, or anything you wish. The message can be up to 200 characters long and must fit on four lines. Enter this message on the screen shown below. After the first side is printed remove the cards from the printer and turn them over. Then click on 'OK' to print the second side. Up to ten cards are printed on each sheet of paper.



03036

An example of the customer name/message side of the finished cards is shown below

**Xyz Company**  
**Cathy Zorn**  
3329 W Dan Ct  
Beverly Hills,CA 90210

**Greek Orthodox Youth Center**  
1 Olympic Village Ln  
Hollywood,CA 90210

Monster sales next weekend. Bring this card in for 1 percent off on everything in the store. Valid only on sales of \$10,000 or more. Valid only between 4:58 PM and 5:00 PM. Not valid on anything red.

Monster sales next weekend. Bring this card in for 1 percent off on everything in the store. Valid only on sales of \$10,000 or more. Valid only between 4:58 PM and 5:00 PM. Not valid on anything red.

**Zuege, Jones & Smith**  
**Monique Zuege**  
909 Sweet Pine St.  
Suite 1502-a  
Hollywood,CA 90210

**Cathrerine Young**  
5 W Mustang  
Beverly Hills,CA 90210

Monster sales next weekend. Bring this card in for 1 percent off on everything in the store. Valid only on sales of \$10,000 or more. Valid only between 4:58 PM and 5:00 PM. Not valid on anything red.

Monster sales next weekend. Bring this card in for 1 percent off on everything in the store. Valid only on sales of \$10,000 or more. Valid only between 4:58 PM and 5:00 PM. Not valid on anything red.

03037

The finished cards are 3.5" wide and 2" high. If you print the cards on card stock then you can use your manual mat cutter to cut out each card. The cards can even be laminated, if you wish.

# FullCalc Operating Guide

Normally, one button on the top row is clicked to sort the names selected by last name, ZIP code (postal code), number of orders, etc.<sup>47</sup> Then one of the buttons on the bottom row is clicked to do something with the selected and sorted names such as print labels, create a file, etc.

Note: If the 'send e-mail' button is to be used then which of the sort buttons, the buttons in the top row, is selected is not important. All of the e-mail messages while sent one at a time are for all practical purposes sent at almost the same time.

The names and other customer data showing in the data grid may also be sorted by clicking on selected column headings for the data grid. The column headings that may be used for sorting (clicked on) are:

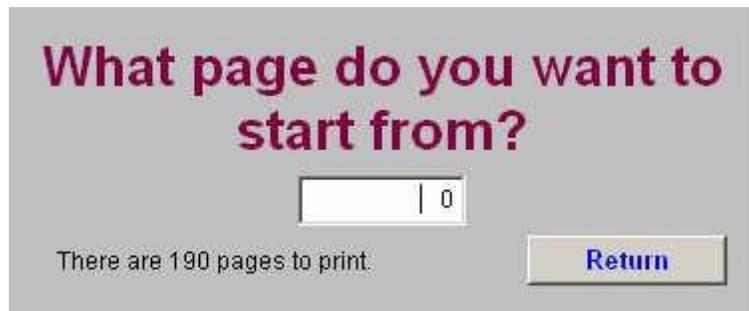
- **LAST NAME** – this is the same as the 'last name' button.
- **ZIP** – this is the same as the 'zip code' button.
- **ORD** – this is the same as the 'frame order' button.
- **DOLLARS** – this is the same as the 'frame dollars' button.

See above for more information about each button listed.

If

- the 'print labels' button is clicked, see above, and if more than 150 names and addresses have been selected or
- the 'print cards' button is clicked, see above, and if more than 50 names and addresses have been selected

then the following screen will appear:



The screenshot shows a dialog box with a grey background. At the top, the text "What page do you want to start from?" is displayed in a large, bold, dark red font. Below this text is a white text input field with a vertical cursor and the number "0" inside. Underneath the input field, the text "There are 190 pages to print." is shown in a smaller, dark grey font. To the right of this text is a rectangular button with a blue border and the word "Return" in blue text.

03021

Enter the number of the page you wish to start printing labels from. There are 30 labels printed per page for labels and 10 cards printed on each card page. The first page is page number one (enter '1' to print all of the pages of labels). The total number of pages that can be printed is listed in the lower left of the screen shown above. This feature allows for restarting the printing of the labels or cards as required, for example after a paper jam, at a specific spot.

---

<sup>47</sup> See also the next paragraph below for an alternate way to sort the selected data.

# FullCalc Operating Guide

Single Line Customer Report							Page No.	1	
Date:	06/20/2002							Orders	Dollars
Last Name	First Name	Phone	City	State	ZIP	Date			
Hudson	Barb	(770) 562-5582	New York	NY	10001	05/17/2002	1	\$69.59	
			123 River St.			POS -> 05/24/2002	1	\$71.69	
Smith	John	(770) 456-0987	Sidney	NY	13838	05/10/2002	0	\$0.00	
			101 Elm St.			POS -> 05/28/2002	114	13369.31	

03012

An example of the mailing list in list format sorted by last name is shown above. For each selected customer two lines are printed. The upper line shows the basic data on the left. The last three columns show the date of the last framing order, the number of framing orders and the dollar value of framing orders. The second line shows the street address, date of the last POS transaction, the number of POS transactions, and the dollar value of POS transactions. Some items in the last three columns may be missing for some customers depending on their purchase history.

Columns on the single line customer report include:

- **DATE** - date of the last framing order or the last POS transaction. The framing order date is the date on which the order was taken, not the date on which a full or partial payment for the order was taken. The POS transaction date is for any POS transaction that may or may not be related to a framing order.
- **ORDERS** - number of framing orders or POS transactions.
- **DOLLARS** – dollar value of all framing orders or all POS transactions. The POS transaction dollars are for any POS transaction. That may include framing orders and sales of other items.
- **POS->** - points to POS sales data fields.
- **LAST NAME** – last name of customer.
- **FIRST NAME** –first name of customer.
- **PHONE** – telephone number
- **CITY** – name of city. The street address appears below the city name.
- **STATE** – state or province.
- **ZIP** – ZIP or postal code.

Smith And Co.  
**John Smith**  
 123 Main St.  
 Zebulon,GA 30295  
 ████████████████████

**John Smith**  
 100 Elm St.  
 Zebulon,GA 30295  
 ████████████████████

Smith, Smith, And Jones  
**J. Smith**  
 100 Elm St.  
 Zebulon,GA 30295  
 ████████████████████

**Mary Smith**  
 100 Elm St.  
 Zebulon,GA 30295  
 ████████████████████

**Billie Bob Thornton**  
 123 Main  
 Kennesaw,GA 30152  
 ████████████████████

**Bob White**  
 101 First St.  
 Zebulon,GA 30295  
 ████████████████████

03013

In the example shown, the mailing list is output in label format sorted by last name. Labels are printed on 8.5" x 11" sheets. Avery label number 5160 may be used to print three names across the sheet by ten names down the sheet

# FullCalc Operating Guide

Labels may also be printed in ‘exceptional address format’<sup>48</sup> by right clicking on the ‘print labels’ button. This address format is mainly used for bulk mailings. The example below shows the resultant labels.

**Cathy Zorning**  
or Current Occupant  
Po Box 146  
Palm City, FL 34451  
llllllllllllllllllll

**Susan Jones**  
or Current Occupant  
1882 W Pickett Ct  
Hernando, FL 34442  
llllllllllllllllllll

**Holly Zuschlag**  
or Current Occupant  
1 Pritchard Beach  
Apt. 100  
Zebulon, GA 32450  
llllllllllllllllllll

**Cathy Zorn**  
or Current Occupant  
3329 W Dan Ct  
Beverly Hills, CA 90210  
llllllllllllllllllll

**Monique Zuege**  
or Current Occupant  
909 Sweet Pine St.  
Suite 1502-a  
Hollywood, CA 90210  
llllllllllllllllllll

**Donald Duck**  
or Current Occupant  
100 Main St.  
Upper Apartment  
Hollywood, CA 90210  
llllllllllllllllllll

**Fred Flintstone**  
or Current Occupant  
100 Main St.  
Suite 123  
Anywhere, GA 12345  
llllllllllllllllllll

03040

Labels in ‘exceptional address format’ are identical with the regular format labels except that: 1) no company name will appear on the label and 2) the ‘exception’ name of ‘or current occupant’ appears on the second line of the label.

## Single Line Customer Report - Bad Address Listing

Date: 12/14/2001

Last Name	First Name	Phone	City	State	ZIP	Date	Page No.	
							Orders	Dollars
Customer	Test	(770) 222-2222	Zebulon	GA	30295	11/13/2001	5	\$949.48

03014

One or more data items such as city, or province, or ZIP code is missing from each name listed on the bad address report shown above. See page 239 for information on how to update the name and address data for a given person.

Columns on the bad address list include:

- **DATE** - date of last framing order.
- **ORDERS** - number of framing.
- **DOLLARS** – dollar value of all orders.
- **LAST NAME** – last name of customer.
- **FIRST NAME** –first name of customer.
- **PHONE** – telephone number
- **CITY** – name of city.
- **STATE** – state or province.
- **ZIP** – ZIP or postal code.

<sup>48</sup> See the United States Postal Service *Domestic Mail Manual*, section 602.3.4 and titled ‘Exceptional Address’, or call your local post office for additional information on exceptional address formats for letters.

**Subject:**  
Super BIG sale this weekend!!!!

**Message:**  
Come to our framing store this weekend for the BIG sale of the year! Everything in the store will be up to 99 percent off. This sale runs every day all weekend long but only from 2:00 AM to 2:05 AM each day. It's limited to stock on hand with a limit of one item per person. All sales are final (no refunds or exchanges on sale items). Items with a red dot, blue dot or green dot are not included. Items with a yellow dot are 1 percent off. Items with a magenta dot and an original price of \$1.98 or less are 99 percent off while those above \$1.98 are 2 percent off.  
  
Other terms and conditions apply. See the attachments for samples of the sale items.  
Don't miss this super BIG sale!!!!

**Attachments:**  
\\winc80\data\images\paris1.jpg  
\\temp\sample13.jpg

**Send** **Return**

03017

Clicking on the 'send e-mail' button on the mailing list, the 'selected names' screen, see page 265, will display the screen shown above. This screen is used to send the same e-mail message to multiple customers that have been selected using the specified selection criteria. In addition to meeting all of the selection criteria, the customers must also have an e-mail address specified. You may enter the following items on the screen shown above:

- A subject line for the e-mail in the upper box. A subject is required.
- The body of the message to be sent in the middle box. This message should be at least ten characters long. The message can continue to be entered after the box shown above is filled. The scroll bar on the right of the message box can be used to display the entire message.
- One to three optional attachment file names may be specified in the lower boxes. These file names specify files to be attached to the message. The attachment(s) may be additional text, a picture or other type of graphic, etc. These entries are optional (leave the boxes empty if no files are to be attached to the e-mail message). The upper of the three boxes should be specified first and the others should be filled in, as required, from top to bottom.

Note: The name of the directory where the attachment file is located, if specified, and the name of the attachment file should not contain any blanks. For example the attachment file could be "C:\TEMP\PRINT.JPG" but should not be "C:\DOCUMENTS AND SETTINGS\MY FILE.TXT".

# FullCalc Operating Guide

Then click on the 'send' button to send the same message to each e-mail address selected.

To exit the screen shown above, click on the 'return' button.

Note: You may right click on the 'send' button to both send the same message to each e-mail address selected and create log file of the e-mail transmission. The log file will be named SMTPLOG.TMP and be placed in the same directory as FullCalc (normally C:\WINCALC). Use the FullCalc text file editor, as described on page 833, to view and/or print out this file. This log file is normally used only if there are e-mail transmission problems.

Note: You must define the name of your e-mail server and e-mail account before attempting to send one or more e-mail messages. See page 503 for details. Contact your ISP, if required, for the names of your e-mail server and e-mail account.

Note: Some Internet Service Providers (ISP's) place a limitation on the number of e-mails that can be sent at one time. Even with the FullCalc e-mail feature properly defined and used this limitation can prohibit a successful e-mailing. Contact your ISP for more information on any limitations.

Remember that e-mail cannot be sent unless you are connected to the Internet. In most cases you should:

- 1) Follow your normal process to connect to the Internet. You should contact your ISP for details on how to connect to the Internet. When you are connected to the Internet you should minimize any Internet related window that appears.
- 2) Start FullCalc.
- 3) Generate the e-mails as described above.
- 4) Exit FullCalc.
- 5) Exit from the Internet.

# SECTION IV INVENTORY

# FullCalc Operating Guide

# Section IV - Inventory

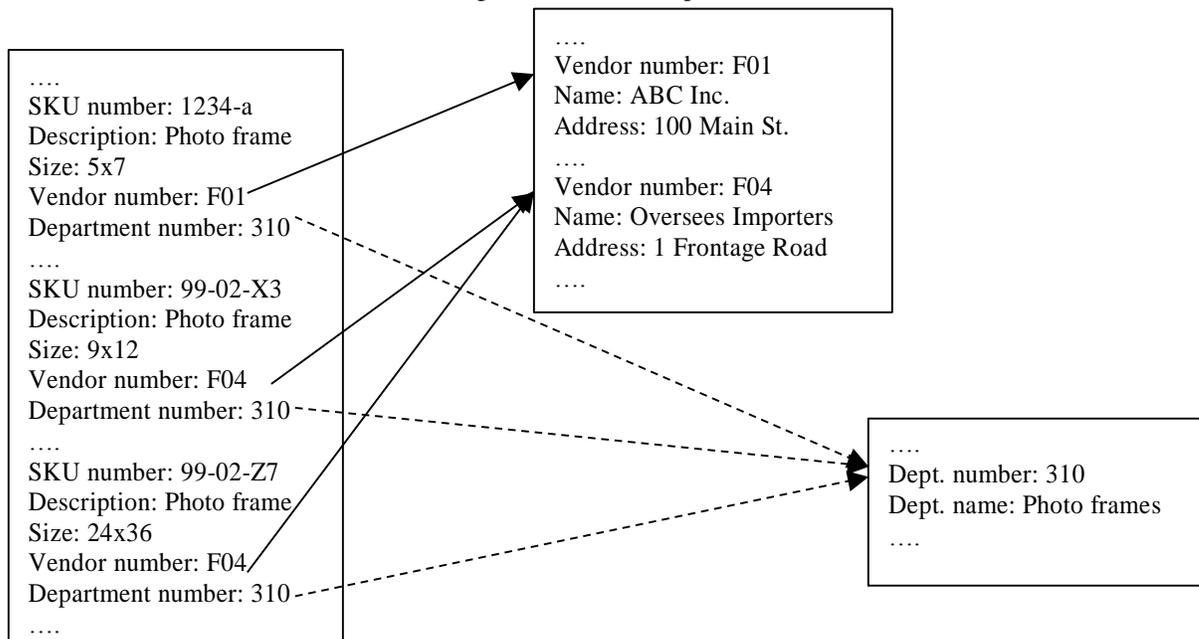
## Introduction

The maintenance of inventory is almost as basic to accounting as keeping track of sales. In both cases the data may be maintained at various levels of detail or accuracy. In particular, inventory may be determined in the aggregate by taking the beginning inventory dollars, adding receipts and subtracting sales to get the ending inventory. In retail sales, numerous transactions make the retention of detailed data difficult and time consuming. A simpler method of summarizing data at the department level would give stores greater accuracy than in the aggregate system above but not require SKU level input.

A SKU number, or Stock Keeping Unit, is an identifier used to identify the products that a company produces or sells. Each different product has its own unique SKU number (see below for an exception to this rule for mouldings). Each SKU number has a number of attributes such as size, color, department number, vendor number, artist, cost, retail price, number of units on hand, etc.

There are two basic ways that SKU numbers are grouped in FullCalc. First each SKU number has a vendor number attached to it. Each vendor has a unique vendor number. The inventory may have several different items in it from the same vendor. Second, each SKU number has a department number. The department number groups items of the same type together. The inventory may have several different items of the same type that are in the same department.

In the following example: 1) There are three SKU numbers shown on the left. These SKU numbers are defined in the inventory, a portion of which is shown in the box at the left. The SKU numbers are all for photo frames but of different sizes and from two different vendors. 2) There are several vendor numbers defined in the vendor file, a portion of which is in the box in the center. The three SKU numbers point to two different vendor number. 3) The box at the right shows a portion of the department number definition file. The three SKU numbers have all been assigned to the same department number.



# FullCalc Operating Guide

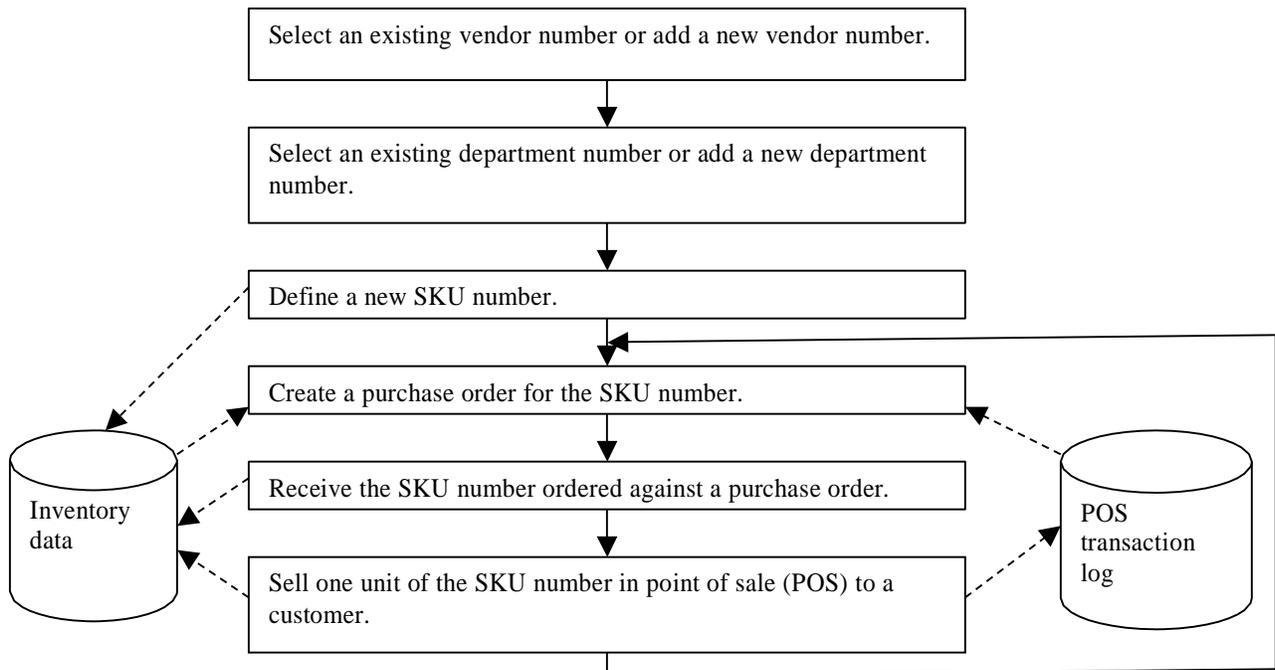
Note: In the example above, only a portion of each entry in each table is shown. Each entry in each of the tables has many more attributes than shown. See below for a full description of each table.

In general, a given store will have many SKU numbers, many vendor numbers, and many department numbers defined. Each SKU number will be unique<sup>49</sup> and will be associated with exactly one vendor number and exactly one department number. Each vendor number will be unique and will be referred to by many SKU numbers. Each department number will be unique and will be referred to by many SKU numbers.

The departmental breakdown method is an attempt to average items of like style and similar margins. Problems can arise in this method when the “averages” by their nature are too diverse thereby allowing inaccuracies to develop.

To maintain accurate data, each SKU must be tracked. This can be a daunting task for an individual store retailer with a wide range of products. In the picture framing product line, FullCalc facilitates the costing process by providing update product records for frame moulding and mat vendors. For those retailers selling a broader product line, it is mandatory to set up similar information for all products sold. Even though most vendors supply SKU numbers for their products, the burden ultimately comes back to the individual retailer to maintain this data. In some cases inventory management is too expensive to be justified and the maintenance must continue at the department level. Whether you are seeking accuracy of accounting data on the aggregate level or on the SKU number level the following will outline the steps necessary to retain accurate records.

The basic flow of processing for any given SKU number in the FullCalc inventory is as follows:



Each of the steps in this basic process diagrammed above is explained in more detail below.

Note: The number of units of a given SKU number in the inventory, the quantity on hand, can also be altered in a number of other points during the use of FullCalc. These points include:

<sup>49</sup> There is an exception in FullCalc to the SKU number uniqueness requirement for moulding only. See below for details.

# FullCalc Operating Guide

- The ‘display/edit’ screen can be used to manually adjust (increase or decrease) quantities on hand.
- The ‘listing’ screen can be used to manually adjust (increase or decrease) quantities on hand.
- Creating a store sample creates the SKU number and increases the quantities on hand.
- Reproducing a store sample increases the quantities on hand for the store sample SKU number. The process also decreases the quantities on hand for the items that go into the store sample.
- In doing a physical inventory the quantities on hand can be adjusted (increased or decreased).

The graph above shows a reorder cycle for any given SKU number. The FullCalc inventory process assumes that most items in the inventory, other than mats and frames, will be reordered from time to time. A minority of items will not be reordered.

In the diagram above, solid lines show program flows (the order in which operations are done). The flow of operations starts at the top and continues down to the bottom box. It then circles back to create a continuous loop.

In the diagram above, dotted lines show the flow of data between the operations and the inventory and POS transaction databases. The flows of data shown in the diagram are:

- **Define SKU to inventory** – When a new SKU number is defined a new record with data about a SKU is added to the inventory database. Initial values for various attributes of the SKU number are normally defined at this time.
- **Inventory to create PO** – When a purchase order is created the current inventory, the number of units on hand, is one factor used to decide what to order and how much to order.
- **Receive to inventory** – When a purchase order is received the receive action increases the number of units on hand in the inventory for the SKU number being received.
- **POS to inventory** – When POS is used to sell an item the number of units on hand in the inventory for the SKU number being sold is decreased<sup>50</sup>.
- **POS to transaction log** – When a POS transaction is used to sell an item the details about the transaction is saved.
- **Transaction log to create PO** – When a purchase order is created the sales events over history are used to estimate future sales and become one factor used to decide what to order and how much to order.

## Retail Prices

Retail prices for an item are store specific for each item (each SKU number) in the inventory. There are three general methods used in FullCalc to determine retail prices for any given item at the time of the sale. The table below outlines these methods.

SKU attribute	Method 1 - multiplier	Method 2 – table lookup	Method 3 – defined with SKU
SKU number	Defined when item is added to inventory. Example: ‘frame1234’	Defined when item is added to inventory. Example: ‘mat1234’	Defined when item is added to inventory. Example: ‘print1234’
Cost	Defined when item is added to inventory. Normally set by the vendor of the item. Example: \$4.00 per foot	Defined when item is added to inventory. Normally set by the vendor of the item. Example: \$5.12 per sheet	Defined when item is added to inventory. Set by the vendor of the item or the store. Example: \$99.95 each

<sup>50</sup> Inventory is ‘relieved’ (the quantity on hand for a SKU number is decreased) for a framing order only when it is processed thru POS. Creation of a framing work order without it being processed in POS will not change the quantity on hand of items in a framing order.

## FullCalc Operating Guide

Price code	Normally based on a range of cost values.	Normally based on a range of cost values.	Not used (normally blank).
Retail price	Defined as some multiple of the cost value, a multiplier. This value is calculated and kept in the inventory. Example: if the cost is \$4.00 per unit, and multiplier is 3 then the retail price is \$12.00 ( $\$4.00 \times 3 = \$12.00$ ).	Not used (normally zero).	Defined when item is added to inventory. This value is not calculated at any point in the program. Example: \$249.95

For items defined by SKU number in the inventory:

- Method 1 (multiplier) - The selling price is calculated as the number of units sold times the retail price from the inventory. Used with moulding.
- Method 2 (table lookup) - The selling price is calculated as the number of units sold times some value found in a price lookup table. The table has row and column values based on price codes and the number of units being sold. Used with mats and may be used with moulding.
- Method 3 (defined with the SKU) – The selling price is calculated as the number of units sold times the retail price from the inventory. Used with giftware, prints, and other items. It is possible, but not normal, to use this method with moulding.

See the sections below for additional details.

## Vendor Data

Each vendor has its' own particular identification number, minimum order size, lead times, SKU structure, etc. As such, vendor data must be added before any product data is added for that vendor. This vendor information need only be set up once and then updated periodically. Finally, each vendor must be assigned a unique vendor code. One possible vendor number structure includes the first character of the vendor name plus a 2 digit numeric code. This facilitates sorting vendor information and name recognition. Please note that for frame vendors, which are already defined with a three digit numeric vendor numbers, and mat vendors, which have vendor numbers of 'M' and two digits, vendor numbers do not need to be added, only checked and updated. As a general rule, vendor numbers should be assigned in some consistent manner. If a vendor number contains letters then remember that the case of the letters is not important. For example, vendor numbers of: 'xx1', 'Xx1', 'xX1' and 'XX1' are all considered to be the same vendor number.

# FullCalc Operating Guide

Display / Edit	Listing	Reorder	Receiving	Physical	Auth. Vendors	Vendor	Menu
----------------	---------	---------	-----------	----------	---------------	--------	------

## Vendor Data

Description	Data Input	Description	Data Input
Vendor Number	199	Terms	cash
Vendor Name	MyVendor	Account#	123-12345a
Address1	100 Main St.	Vendor ID	
Address2		Minimum \$	100
City	Anytown	Delay Days	30
State	NY	Ship Via	mule train
ZIP	10000		
Phone	(800)555-1212		
Fax			
Contact	John DOW		
Vendor Markup			3.0000
Purchase YTD \$			0.00
EDI Vendor	N		
E-mail	fake@unknown.com		
Web Page	www.unknown.com		

Sort By

Vendor Name

Vendor Number

Ven #	Vendor Name
135	Superior Moulding Co.
136	Aetna Frame
138	Omega Moulding Co.
175	Putnam Moulding
199	MyVendor
204	Monarch Moulding
206	Vermont Hardwoods
213	Falcon East
217	Vickie Shober Faux Fillets
249	Adrienne Crombie
251	Malden
260	USF
262	In Line Ovals

04001

Click on the “vendor” tab. The ‘vendor data’ screen will appear. This screen is broken into two parts. The main section, at the left and the upper right, is used to display and enter data about one vendor. The small screen in the lower right corner lists the vendor names in alphabetical order or in numeric vendor number order. Click on one of the buttons at the top left of the small grid to specify the sort order to be used. You can use it to find a vendors’ vendor name or number.

To add a vendor fill out the screen shown above as required. Vendor numbers may be any combination of three letters and/or numbers with the following restrictions:

- Non-authorized frame vendor numbers should be assigned in the range from number 191-199 or greater than 300.
- Other all-numeric vendor numbers, 001 to 190 and 200 to 300, are reserved for use with authorized frame vendors.
- Vendor number ‘B01’ is to be used as the plaque vendor number.

Do not use duplicate vendor numbers for the same vendor. For each vendor include the vendor number, vendor name, address, city, state or province, ZIP code or postal code, phone, fax, contact, vendor default markup, the purchases year-to-date, and whether this is an EEZ-Order (EDI) vendor or not. The second column contains terms, account number, vendor ID, the minimum order amount, the expected days for shipping, and the means of shipping.

You may call up information about any vendor by use of the chart at the bottom right of the screen shown above. Simply highlight the vendor of interest. You may use the buttons at the bottom of the screen to get to the first vendor in the file, the next vendor, the prior vendor, or the last vendor. The “add” button clears the vendor data screen to add a new vendor. To delete a vendor highlight it in the chart at the lower right

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and click on the “delete” button. Click on the “save” button after you have entered data for a new vendor or after you have changed information for an existing vendor.

Note that a number of moulding and mat vendors are pre-loaded. The usage of these vendors will require you to use of the inventory input and edit features only to modify existing data. See page 287 on how to specify authorized mat and frame vendors. See page 324 to add inventory once a vendor has been defined.

Buttons on the ‘vendor data’ screen are:

- **SAVE** - save changed data.
- **NEW** - add a new vendor.
- **DELETE** - delete the vendor shown.
- **UNDO** - restore most recently changed data.
- **FIRST** - go to the first vendor name.
- **NEXT** - go to the next vendor name.
- **PRIOR** - go to the previous vendor name.
- **LAST** - go to the last vendor name.

Some of the fields on the ‘vendor data’ screen include:

- **VENDOR NUMBER** – the vendor number that has been assigned. Must be unique. See above for restrictions on assigning vendor numbers.
- **VENDOR NAME** – the name of the vendor.
- **ADDRESS1** – the first line of the mailing address of the vendor.
- **ADDRESS2** – the second line of the mailing address of the vendor.
- **PHONE** – the primary telephone number of the vendor.
- **FAX** – the fax telephone number of the vendor.
- **VENDOR MARKUP** - a default markup for all items from this vendor. This markup is used to create a default retail price based on the items cost.
- **VENDOR ID** - a three-character identifier. It is used in frame ordering in place of the vendor number. For moulding vendors a vendor id is required, for vendors of other type of items it is optional. The vendor id must be unique. As a general rule, the vendor ID should not be the same as the vendor number. For example, for vendor number 004, ABC Moulding, a good vendor ID would be ‘ABC’ while ‘004’ would be a poor but workable vendor ID.
- **ACCOUNT#** - the account number used by the vendor to identify this framing shop.
- **EDI VENDOR** - Is electronic ordering enabled (‘Y’ for yes or ‘N’ for no). Must be ‘N’ to use the vendor ordering features described on pages 188 and following.
- **DELAY DAYS** – the number of days the vendor takes, on average, to deliver an order. This should reflect the amount of time it takes to send an order to the vendor, the time the vendor takes to process the order and the time required to ship the order from the vendor to your store. See also ‘ship via’ below.
- **SHIP VIA** – the usual method that a vendor uses to ship an order to your store. Some methods, such as truck, usually take longer than other methods, such as FedEx. This needs to be factored into the ‘delay days’ value. See above.
- **CONTACT** – the name of a contact person, for example a salesperson, at the vendor.
- **E-MAIL** – the e-mail address of the vendor.
- **WEB PAGE** – the vendors web page address (URL).
- **WASTE** – see the next section for a description of the various waste options. This field appears only if SET WASTE=VENDOR appears in the WINCALC.INI file.

To print out a list of vendors, click on the title ‘vendor data’ at the top of the ‘vendor data’ screen as shown above. You will then be asked if the report is to show only the vendor number and the vendor name. Reply ‘yes’ to generate a report with only the vendor name and the vendor number. Reply ‘no’ to generate a

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report with additional data. See the two examples below for samples of the vendor data in each of the two formats (the first example in the short format and the second example in the longer format).

---

## Vendor Listing

01/17/2006

---

Number	Name
M22	ABC Mats
004	ABC Moulding
003	AMCI
118	AMPF Metro Picture
249	Adrienne Crombie
136	Aetna Frame
751	Amazing Art Images
069	Arquati Moulding Co.
183	Art Express /MI
454	Art in Motion
005	Art-O-Rama, Inc.
M07	Artique / Larson-Juhl
203	Aspen Moulding
M26	Bainbridge
M02	Bainbridge Larson-Juhl Pricing
652	Bard's Products Inc.
009	Bay Moulding Co.
208	Bella Moulding
036	Bendix Moulding
300	Bruce McGaw matted prints
B36	Bruce Telekey
458	California Gold
495	Cards Plus

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Fields on the short form of the vendor listing include:

- **VENDOR** – the three character vendor number.
- **NAME** – the name of the vendor.

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## Vendor Listing

11/07/2002

Number	Name	Address1	Address 2	State	Zip	Phone	Fax	Vendor ID
EDT	Contact	City						
	Account #							
	E-mail							
	Web Page							
000	Select Vendor							
N								
M22	ABC Mats	123 Main St.				(212) 123-1234		
N	John Smith							
	12345-a	Anytown		NY	10001			ABC
	Smith@abcmats.com							
	www.abcmats.com							
004	ABC Moulding							ABC
N								
003	AMCI Ltd.							AMC
N								
M21	AMCI Mats							
N								
118	AMPF Metro Picture Frame							AMP
N								
102	Advantage Midg							102
N								
136	Aetna Frame							AET
N								
146	Alumaframe	101 Elm St.				(800) 555-1212		
N	Billy Bob Jones					(800) 123-1234		
	999-12345	Big City		CA	90000			ALU
	Bob@aol.com							
	www.alumaframe.com							
M03	Archive Paper Company							
N								
220	Armel Company, Inc.							220
N								
069	Arquati Moulding Co.							ARQ
N								
201	Art Board West							ABW
N								
183	Art Express / MI							AEX
N								
005	Art-O-Rama, Inc.							005
N								

04002

Fields on the long form of the vendor listing include:

- **NUMBER** – the three character vendor number.
- **NAME** – the name of the vendor.
- **ADDRESS1** – the first line of the mailing address of the vendor.
- **ADDRESS2** – the second line of the mailing address of the vendor.

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- **PHONE** – the primary telephone number of the vendor.
- **FAX** – the fax telephone number of the vendor.
- **ACCOUNT #**– the account number used by the vendor to identify this framing shop.
- **CITY** – the name of the city of the vendor.
- **STATE** – the state or province of the vendor.
- **ZIP** – the ZIP code or postal code of the vendor.
- **EDT** – is electronic ordering enabled (‘Y’ for yes it is enabled or ‘N’ for no it is not enabled).
- **VENDOR ID** - a three-character identifier. It is used in frame ordering in place of the vendor number.
- **CONTACT** – the name of a contact person, for example a salesperson, at the vendor.
- **E-MAIL** – the e-mail address of the vendor.
- **WEB PAGE** – the vendors web page address (URL).

## Waste Specification

The amount of moulding waste included in the computation of the moulding footage required for a framing order may be specified for all moulding vendors or for each moulding vendor individually. There are three different waste specifications that can be made via the SET WASTE= statement in the WINCALC.INI file. The waste specification options are summarized in the following table.

WASTE= option	Result
WASTE=OFF	No allowance is made for waste in the moulding footage calculation.  This waste option is applied to all moulding vendors.
No waste specification (the default)	If the frame size is 58 UI or less then add .33 ft. for waste. If the frame size is more than 58 UI then add .66 ft. for waste.  These waste values are applied to all moulding vendors.
WASTE=VENDOR	Add the specified waste footage value above and below a specified United Inch value.  The waste footage values and the break point are specified individually for each moulding vendor. If no waste footage values are specified for a given moulding vendor it results in no waste factor being added for any frames from that vendor.

If SET WASTE=VENDOR has been specified in the WINCALC.INI file then the vendor page includes three lines of additional fields for moulding waste specification.

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Description	Data Input										
Terms											
Account#											
Vendor ID											
Minimum \$	0										
Delay Days	0										
Ship Via											
Waste	<input checked="" type="checkbox"/> Add Moulding Waste Amount Waste Ft. <input type="text" value="0.50"/> Less Than <input type="text" value="12"/> UI Waste Ft. <input type="text" value="1.50"/> More Than <input type="text" value="12"/> UI										
Sort By	<table border="1"> <thead> <tr> <th>Ven #</th> <th>Vendor Name</th> </tr> </thead> <tbody> <tr> <td>M22</td> <td>ABC Mats</td> </tr> <tr> <td>004</td> <td>ABC Moulding</td> </tr> <tr> <td>249</td> <td>Adrienne Crombie</td> </tr> <tr> <td>136</td> <td>Aetna Frame</td> </tr> </tbody> </table>	Ven #	Vendor Name	M22	ABC Mats	004	ABC Moulding	249	Adrienne Crombie	136	Aetna Frame
Ven #	Vendor Name										
M22	ABC Mats										
004	ABC Moulding										
249	Adrienne Crombie										
136	Aetna Frame										
<input checked="" type="radio"/> Vendor Name <input type="radio"/> Vendor Number											

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The top waste line is a check box. A check in the box indicates that for this vendor a waste amount is to be specified for this vendor. Uncheck the box to not specify a waste amount for this vendor. If the box is not checked it is the same as having specified WASTE=OFF for this vendor.

The second waste line specifies a footage value and a United Inch value. For frames with United Inch values less than or equal to the specified UI value, the footage specified on this line will be added as the waste amount.

The bottom waste line specifies a footage value. In addition, the United Inch value from the second line is repeated. For frames with United Inch values greater than the specified UI value, the footage specified on this line (and on the second line) will be added to the waste amount.

Example: For a given moulding vendor the waste footage for a frame of 50 UI or less is .5 ft. and for a frame of more than 50 UI it is 1.5 ft. Three orders are taken for frames 10"x10", 20"x20" and 30"x30" using the same moulding. The footage for the moulding is calculated as shown in the following table. The differences in the frame footage, as shown in the table, for the three orders is caused by the waste factor, if any, that is added to the order for that frame.

WASTE= value	10"X10" frame	20"x20" frame	30"x30" frame
WASTE=OFF	5.2 ft.	8.5 ft.	11.8 ft.
No waste specification	5.5 ft.	8.8 ft.	12.5 ft.
WASTE=VENDOR	5.7 ft.	9.0 ft.	13.3 ft.

## Plaques

Vendor number 'B01' should be reserved for the plaque vendor if plaques are to be orderable via the framing input screen.

## Department Setup

Before an item is added to the inventory the department assigned to the item must be known. Department numbers must, therefore, be defined before starting to add an item. See the 'department list' on page 518 for details of how to design a valid departmentalization for a store and then do a department setup.

## Authorized Vendors

A given frame shop may use any number of vendors for the various types of item it sells. For mats and moulding only, vendors are broken down into two groups: authorized vendors and regular vendors. The difference between the two is that for authorized moulding and mat vendors only, Eagle Computers maintains a list of valid SKU numbers and related information. For all regular vendors of mats, mouldings, and and/or any other type of item each frame shop must maintain the data in the inventory database.

**Frame Vendors**

Vendor	Id	X
Holiday Picture Frames, Inc.	129	
Huneywood Inc.	258	
Indian River Picture Frm	035	C
Ivy Industries, Inc.	037	
J. Orr Moulding & Chop	041	L
Jayeness Moulding Co.	029	
Jorh Frame & Moulding Company	238	
La Marche Moulding Co.	043	
Larson-Juhl	001	C
Larson-Juhl "CANADA"	020	
Le Winter Midg & Supply	131	
Louisiana Midg & Supply	083	
Ludwig Framemakers	174	
MBL Enterprises	086	

**Mat Vendors**

Name	Man.#	Used	Vendor
ABC Mats	M22		
MPF Mats	M21		
Artique / Larson-Juhl	M07	D	
Bainbridge Larson-Juhl Pricing	M02		
Bainbridge's Suggested Pricing	M26	X	
Crescent Mats Larson-Juhl Pricing	M01		
Crescent's Suggested Pricing	M25	X	
Culver	M20		
Decor	M17		
Don Mar.	M33		
Framing Wholesalers	M29		
Frank's Fabrics	M24		
JORH	M32		
Mat City	M15		

**Buttons:** Modify Frame Data, Multi Markups, Cost Markups, Vendor Markups, Frame Stats, Mat Stats, Modify Mat Data, Mat Price Codes, Markup Options, Off-line Update, Re-Calc Retail \$, Last mat data update: 06/18/2008, Last frame data update: 06/18/2008, Barcode Labels.

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Buttons on authorized vendors page, shown above, include:

- **MODIFY FRAME DATA** – update the frame data (add or delete frame vendors) using information currently on the computer.

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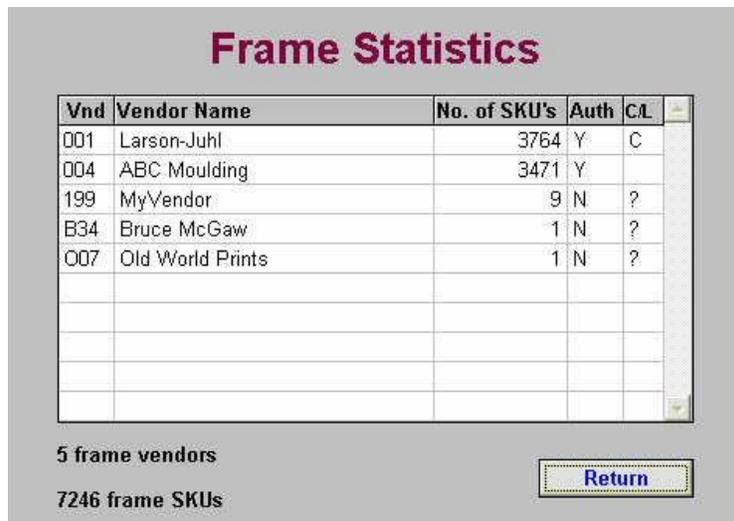
- **MODIFY MAT DATA** – update the mat data (add or delete mat vendors) using information currently on the computer.
- **MODIFY MAT PRICE CODES** – re-define the price codes for all mats. See page 315.
- **COST MARKUPS** – click to edit the cost markup table. See page 299.
- **VENDOR MARKUPS** – click to edit the vendor markup table. See page 303.
- **MULTIMRK** – click to edit the multi markup table. See page 301.
- **FRAME STATS** – click to display statistics about frames currently in the inventory. See the next section.
- **MAT STATS** – click to display statistics about mats currently in the inventory. See the next section.
- **INTERNET UPDATE** – click to do an Internet update of the mats and/or frames. See page 308. Right click to get a list of mat and moulding vendors and the date of the currently available data files for each vendor.
- **RE-CALC RETAIL \$** - click to re-calculate the retail prices of all of the mouldings.
- **BARCODE LABELS** – click to generate labels with bar codes for items in the inventory. See page 316.

See the pages listed for a full explanation of the function of each button.

At the bottom center of the screen are two dates. The upper date lists the date the last update of mat data was done. The lower date lists the date the last update of frame date was done. The two dates are changed by clicking on the 'internet update', 'modify frame data', and/or 'modify mat data' buttons. The dates are not changed by use of the 'listing' tab or the 'display/edit' tabs in inventory.

## Mat And Frame Statistics

There are two buttons on the authorized vendor screen that can be used to display statistics. The buttons are labeled 'frame stats' and 'mat stats' and are located in the center of the screen below the authorized mat and frame vendor grids. Clicking on either of the two buttons will display information about what mats or frames are currently defined in the FullCalc inventory. See the example below.



The screenshot shows a window titled "Frame Statistics" with a table of vendor data. Below the table, it displays summary statistics: "5 frame vendors" and "7246 frame SKUs". A "Return" button is located at the bottom right of the window.

Vnd	Vendor Name	No. of SKU's	Auth	C/L
001	Larson-Juhl	3764	Y	C
004	ABC Moulding	3471	Y	
199	MyVendor	9	N	?
B34	Bruce McGaw	1	N	?
007	Old World Prints	1	N	?

5 frame vendors  
7246 frame SKUs

Return

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The type of statistics being shown, mat or frame, is listed at the top of the screen. The number of vendors with items, SKU numbers, of the given type in the inventory is shown below the data grid. The total number of items, SKU numbers, of the given type for all vendors is also shown.

Fields on the mat and frame statistics screens include:

- **VND** – vendor number.
- **VENDOR NAME** – the name of the vendor.
- **NO. OF SKU’S** – the number of SKU numbers of the given type that are defined in the inventory.
- **AUTH** – an indicator to note if this vendor is an authorized mat or frame vendor or not. A value of ‘Y’ appears for an authorized vendor otherwise a value of ‘N’ appears.
- **C/L** – an indicator of how moulding is ordered from a vendor (this column is displayed for frame vendors only):
  - o **C** – chop
  - o **L** – length
  - o (blank) – for an authorized vendor the method is unknown
  - o **?** – for an unauthorized vendor the method is unknown

## Authorized Frame Vendors

The grid on the left in the screen shown below shows the selection of pre-defined authorized frame vendors available.

**Authorized Vendors**

Frame Vendors			Mat Vendors			
Vendor	Id	X	Name	Man.#	Used	Vendor
Holiday Picture Frames, Inc.	129		BC Mats	M22		
Huneywood Inc.:	258		MPF Mats	M21		
Indian River Picture Firm	035	C	rtique / Larson-Juhl	M07	D	
Ivy Industries, Inc.	037		Bainbridge Larson-Juhl Pricing	M02		
J. Orr Moulding & Chop	041	L	Bainbridge's Suggested Pricing	M26	X	
Jayeness Moulding Co.	029		Crescent Mats Larson-Juhl Pricing	M01		
Jorh Frame & Moulding Company	238		Crescent's Suggested Pricing	M25	X	
La Marche Moulding Co.	043		Culver	M20		
Larson-Juhl	001	C	Decor	M17		
Larson-Juhl "CANADA"	020		Don Mar.	M33		
Le Winter Mldg & Supply	131		Framing Wholesalers	M29		
Louisiana Mldg & Supply	083		Frank's Fabrics	M24		
Ludwig Framemakers	174		JORH	M32		
MBL Enterprises	086		Mat City	M15		

**Control Panel:**

- Buttons: Modify Frame Data, Cost Markups, Frame Stats, Modify Mat Data, Mat Price Codes, Multi Markups, Vendor Markups, Mat Stats.
- Markup Options:
  - Standard Markup
  - Vendor Markup
  - Cost Markup (Selected)
  - Multi Markup
  - Letter Code
- Markup: 99.00
- Add \$/Foot: 0.00
- Buttons: Off-line Update, Re-Calc Retail \$, Barcode Labels.
- Status: Last mat data update: 06/18/2008, Last frame data update: 06/18/2008.

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To select a vendor, scroll to the desired vendor. Click on the vendor name, (not on the vendor number) or highlight the vendor name and hit the space bar. This will mark the selected vendor with a “C” for chop pricing in the column titled “X”. To use length pricing for the vendor click again and an “L” will appear. To delete a vendor you must click again to mark it with a “D”. A blank in the “X” column will not remove a vendor from the list of selected vendors. The codes are summarized in the following table

The ‘X’ column contains ...	Meaning
C	Frames are ordered from the vendor as chops.
L	Frames are ordered from the vendor as length.
D	The frames from the vendor are to be deleted from the inventory.
The column is blank.	The inventory items for this vendor are not to be changed.

Note: There is no code to identify that moulding is to be order as join. See page 35 for more about join pricing.

Continue to mark vendors until all desired authorized vendors frame have been selected. Click on the “modify frame data” button to rebuild the file with the selected vendors frames.

When the ‘modify frame data’ button is clicked it is possible that frame data, data for a specific SKU number, in the inventory will be added, changed, or deleted. The ASKDEL.OPT and DELEDISC.OPT option files can be used to control the delete process for frames. The delete options are:

- If the DELEDISC.OPT file is defined then all non-stock discontinued frames will be deleted.
- If the ASKDEL.OPT file is defined then a check will be made during the processing of each vendor. If one or more frames are to be deleted a question will be asked if all discontinued frames for the vendor are to be deleted (see below).

The following table describes the action taken for deleted frames depending on the definition (or non-definition of the ASKDEL.OPT and DELEDISC.OPT files.

ASKDEL.OPT file	DELEDISC.OPT file	Action
Defined	Defined	Error – The results of the update are unknown and may be invalid. Correct the error with the option definitions and do another update of the mat and moulding inventory data.
Defined	Not defined	Ask the user if a given discontinued SKU number is to be deleted from the inventory or not. This question will be asked for each discontinued SKU number.
Not defined	Defined	Remove the discontinued SKU number from the inventory without asking for directions. Do not indicate the number of discontinued SKU numbers, if any, are being deleted.
Not defined	Not defined	Do NOT remove any discontinued SKU numbers from the inventory. Do not ask for directions or indicate the number of discontinued SKU numbers, if any, being retained.

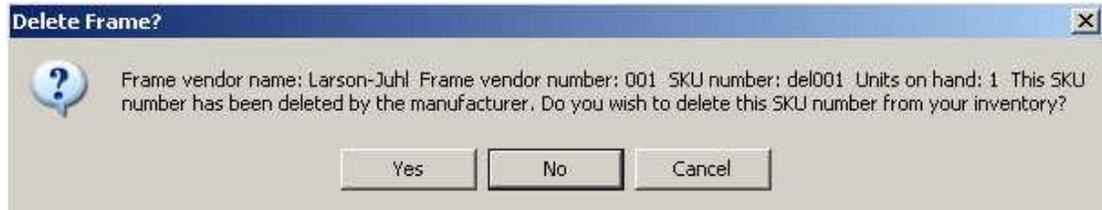
If the user is to be asked if one or more frames are to be deleted then the following questions will be asked.



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- Click on 'yes' to delete all discontinued frames for the single vendor identified in the message.
- Click on 'no' if you wish to be asked about each discontinued frame for the specified vendor. For each frame you may click on 'yes' or 'no' to delete that given frame (see below). Note that the number of units of this SKU number on hand, if any, are listed.



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Note: As a general rule you do not want to specify both the ASKDEL.OPT and the DELEDISC.OPT at the same time. Doing so may cause unpredictable results in the update process. In addition, an error message will be generated.

Note: Some vendors only offer moulding in chop and others offer it only in length. For those vendors only the "L" or "C" options, not both, will be available for selection.

Note: Do not type any letter into the column marked 'X'. To change the value in this field click on the vendor name or highlight the vendor name and hit the space bar.

If a new SKU number is being added to the inventory for a new moulding, a number of attributes will be automatically defined (will be assigned default values). These attributes include:

- **DEPARTMENT NUMBER** – the department number will be one of the following three values:
  - If the MULTLINE.TXT file is defined then the department number will be taken from the 'frames' entry in the SKU file if it is present and if it is valid. See also page 525.
  - If the MULTLINE.TXT file is defined but if the 'frames' entry in the SKU file is missing or invalid then '110' will be assumed to be the department number. See also page 525.
  - If the MULTLINE.TXT file is not defined then the department number will be assumed to be '100'.

As a general rule, it is best to define the 'frames' entry and its associated department in the SKU file before doing an update of frame data.

- **STOCK STATUS** – the stock status will be set to 'N' (non-stock).
- **LOCATION** – the location will be set to '99-99'.
- **UNIT OF MEASURE** – the unit of measure will be set to 'FT' (feet).
- **QUANTITY ON HAND** – this will be set to 0 (zero).

Select one of the following six markup methods which is to apply to all mouldings in the inventory<sup>51</sup>:

- 1) **STANDARD** - a standard markup (in the range 1.0 to 6.0) that is for all mouldings from all vendors may be entered. For example, for a 3.5 markup from chop to retail enter "3.5" in the box to the right of "markup options".

<sup>51</sup> In addition to the six moulding markup methods listed, a markup may be applied to individual moulding SKU numbers in most cases. See page 306 for details. If markups are applied to some individual moulding SKU numbers you still must select one of the six standard moulding markup methods and specify the required parameters for that moulding markup method.

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The markup specified applies to all mouldings from all vendors. This option requires the smallest number of pricing parameters. However, it offers the least control of prices.

- 2) **VENDOR** - type "98" in box to the right of "markup options" to use a different markup for each vendor. The same markup applies to every moulding from each vendor. Select "vendor markups" to build the vendor markup table. A vendor "0", for the default vendor, should be included with a markup (for example "3.5") or with a value of "99.0" where the default vendor will use the cost markup table.

The "markup options" box is not available for use if the vendor option is selected.

- 3) **COST** - type "99" in box to the right of "markup options" to use a table of markups based on cost. For all moulding in a given price range, regardless of the vendor, the same markup will be applied. Select "cost markup" to build the cost markup table.

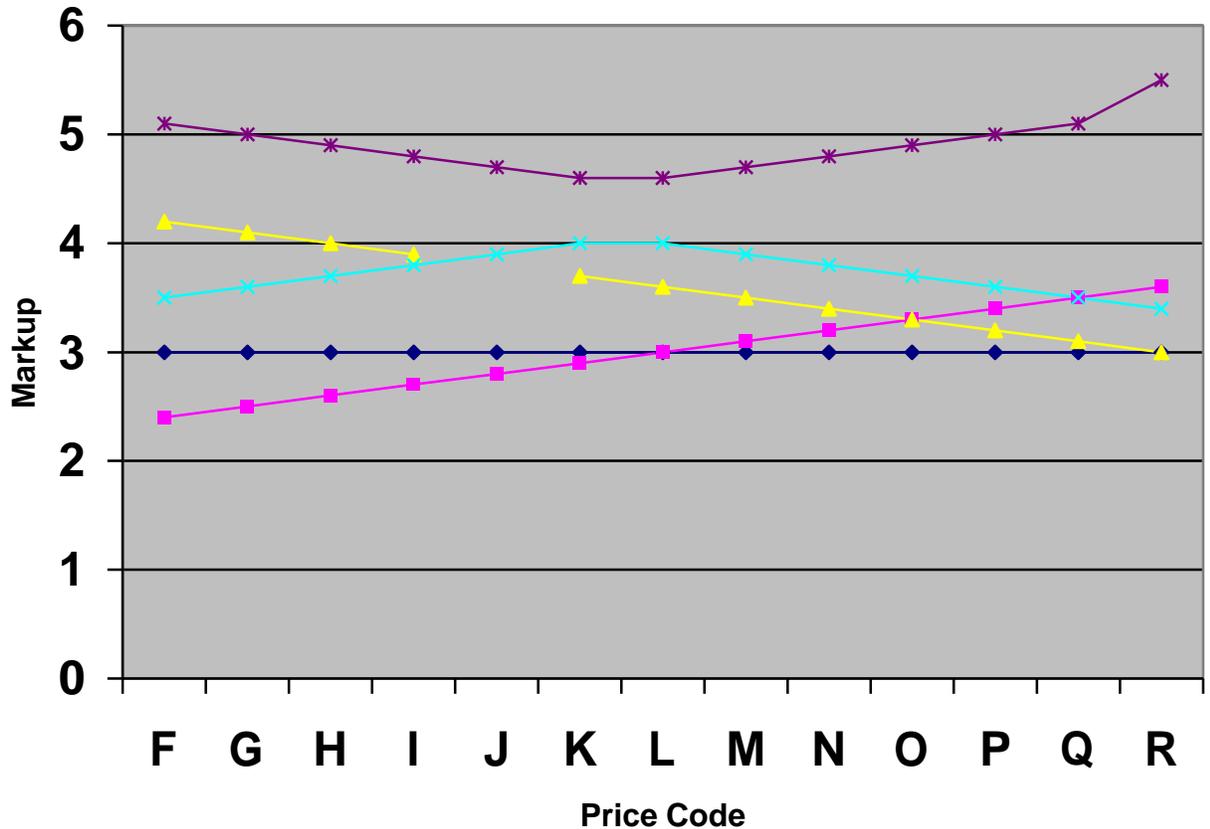
For example, the following table, and its associated graph, shows five different ways to change the markup over a range of costs. The column marked 'letter code' lists a price range, at cost, of a group of mouldings. The letter codes used are from the Larson-Juhl "simplified" retail pricing system. The columns labeled '1' to '5' contain possible markups using different philosophies of how to change the markup over the change in costs. The column marked '1' applies a constant markup across all costs. Column '2' shows an increasing markup as cost increases. Column '3' shows a decreasing markup as cost increases. Column '4' shows an inverted 'U' shaped curve with lower markups at the higher and lower ends of the cost range and higher markups in the middle price ranges. Column '5' shows a 'U' shaped curve with lower markups in the middle price ranges and the higher markups at the highest and lowest points in the price range.

The "markup options" box is not available for use if the cost markup option is selected.

Note: The markups shown in the table below are only examples of the form that markups can take.

Letter code (increasing cost per foot)	1 (constant markup)	2 (increasing markup)	3 (decreasing markup)	4 (inverted 'U' shaped change in markup)	5 ('U' shaped change in markup)
F	3	2.4	4.2	3.5	5.1
G	3	2.5	4.1	3.6	5.0
H	3	2.6	4.0	3.7	4.9
I	3	2.7	3.9	3.8	4.8
J	3	2.8	3.8	3.9	4.7
K	3	2.9	3.7	4.0	4.6
L	3	3.0	3.6	4.0	4.6
M	3	3.1	3.5	3.9	4.7
N	3	3.2	3.4	3.8	4.8
O	3	3.3	3.3	3.7	4.9
P	3	3.4	3.2	3.6	5.0
Q	3	3.5	3.1	3.5	5.1
R	3	3.6	3.0	3.4	5.2

## Examples of Markups by Price Code



The graph shown above shows the same markup values as in the preceding table. The five lines on the graph correspond to the five columns on the right in the table shown above. The five examples show the basic ways in which the markup can change as the cost per foot of moulding changes (as the letter code increases the price per foot of the moulding increases). The markups used in any given store can follow one of the forms shown or can combine two or more of the basic forms.

- 4) **MULTI MARKUP** - each vendor may have its own markup table based on moulding cost. This option allows for a different cost markup table to be defined for each different vendor to allow for markups to vary by both vendor and cost.

The “markup options” box is not available for use if the multi markup option is selected.

This option allows for the greatest control of prices. However, it may require the largest number of pricing parameters to be specified of any of the pricing methods.

- 5) **LETTER CODE** - frames may also be priced by letter code. All mouldings for the same letter code will be priced at retail the same regardless of the vendor. See page 455 to price by letter code. See page 444 for the letter code table. If this option is chosen then markups may not be specified for individual mouldings. See page 306 for details.

The “markup options” box is not available for use if the letter code option is selected.

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- 6) **JAY GOLTZ METHOD** - you may also place a value in the 'add \$/foot' box if the retail price of a moulding is calculated on a per foot basis. The amount entered in this box will be added to the dollar per foot retail price otherwise calculated<sup>52</sup>.

Each of the moulding markup methods listed above can be used to achieve specific goals for a given frame shop. Typical reasons to select one method over another include:

Markup method	Reason(s) to use
Standard	All mouldings are to be marked up by the same amount. Easy to use.
Vendor markup	All mouldings from each vendor are to be marked up by the same amount.
Cost markup	As the cost of each moulding increases the markup to be applied to the cost is to change. This changing markup is to be applied to all moulding vendors.
Multi markup	As the cost of each moulding increases the markup to be applied to the cost is to change. For each moulding vendor the change in the markups is to be different. Offers the maximum flexibility in pricing.
Letter code	An industry standard markup method is to be used. A simplified cost markup method with decreasing markups as the cost increases is desired.
Jay Goltz	A fixed markup is to be applied to the retail price of each moulding in addition to the markup calculated by using one of the other markup methods (excluding the letter code method). Better reflects overhead costs in the retail price than the other methods.

Once one of the markup methods listed above has been selected, one or more pricing parameters must be specified for that markup method. The following table summarizes the data requirements, the parameters that need to be defined and where the parameters are specified, for each markup method.

Markup	Parameters required	Where the parameters are specified
Standard	A value in the range of 1.0 to 6.0.	The 'markup options' box on the authorized vendor page.
Vendor	A list of vendor numbers and markups. Note: May also require a cost markup table.	The vendor markup table.
Cost	A list of cost break points and markups.	The cost markup table.
Multi markup	A list of vendor numbers, cost break points, and markups.	The multimrk table.
Letter code	A set of letter codes, either United Inch values or ready-made sizes, and the retail prices at each size for each letter code	Columns on the price charts page. Click on the 'L.C.' button to access the desired letter code column.
Jay Goltz	A dollar value to be added plus the data required for the following markup methods: <ul style="list-style-type: none"> <li>• standard</li> <li>• vendor</li> <li>• cost</li> <li>• multi markup</li> </ul>	The 'add \$/foot' box on the authorized vendor page.

<sup>52</sup> This value is added to the retail price for each foot. This value is not added to the total prices of the frame. See below for an example of the calculation of the price of a foot a moulding using the various markup methods.

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Click on the “cost markups”, “vendor markup”, or “multi markup” buttons to build or modify your markup table. To use a standard markup enter your markup value into the “markup options” box. See the next section for more about how to change the markup tables.

After any markups are changed you must click on the “re-calc retail \$” button to activate the new prices (except in the case of the letter code method where this step is not required).

Note: If there are any mouldings for which you do not wish to recalculate retail prices when the ‘re-calc retail \$’ button is clicked then you need to use one of the following markup methods and follow the instructions, as listed below, for the markup method selected above, or use the individual SKU number markup method described on page 306:

- **Letter code** – no additional actions are needed.
- **Multi markup** – define the vendor number for all of the mouldings that are not to have retail prices calculated to be a special vendor (given a unique vendor number). Define a markup table for the special vendor with a markup value of ‘1.0’. See page 301.
- **Vendor markup** - define the vendor number for all of the mouldings that are not to have retail prices calculated to be a special vendor (given a unique vendor number). Add an entry to the vendor markup table for the special vendor with a markup value of ‘1.0’. See page 303.
- **SKU markup** - see the section on SKU markups on page 306.

If the list of authorized vendors is changed you must click on the “modify frame data” button to activate the new vendors.

To unselect a moulding vendor that has a “C” or “L”, click on the vendors name until a “D”, for delete, appears.

All of the frames in the inventory can be deleted by clicking on the ‘frame vendors’ title line as shown in the example below. You will then be asked to confirm that all of the mouldings are to be deleted. Click on the ‘mat vendors’ title line to do the same for all mats in the inventory.

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Click here to delete all mouldings in the inventory.

Click here to delete all mats in the inventory.

**Authorized Vendors**

Frame Vendors			Mat Vendors		
Vendor	Id	X	Name	Man.#	Use
Hollywood Picture Frames, Inc.	129		ABC Mats	M22	
Hollywood Inc.	258		AMPF Mats	M21	
Indian River Picture Frm	035	D	Artique / Larson-Juhl	M07	
Ivy Industries, Inc.	037		Bainbridge Larson-Juhl Pricing	M02	
J. Orr Moulding & Chop	041	L	Bainbridge's Suggested Pricing	M26	X
Jayness Moulding Co.	029		Crescent Mats Larson-Juhl Pricing	M01	
Jorh Frame & Moulding Company	238		Crescent's Suggested Pricing	M25	X
La Marche Moulding Co.	043		Culver	M20	
Larson-Juhl	001	C	Decor	M17	D
Larson-Juhl "CANADA"	020		Don Mar	M33	
LeWinter Midg & Supply	131		Framing Wholesalers	M29	
Louisiana Midg & Supply	083		Frank's Fabrics	M24	
Ludwig Framemakers	174		JORH	M32	
MBL Enterprises	086		Mat City	M15	

**Markup Options**  
 Standard Markup  
 Vendor Markup  
 Cost Markup  
 Multi Markup  
 Letter Code

Markup:   
 Add \$/Foot:

Last mat data update: 06/18/2008  
 Last frame data update: 06/18/2008

04017

Note: Use of the all mat deletion feature and/or the all frame deletion feature is not recommended. The use of the all mat deletion feature and/or the all frame deletion feature, if used at all, should be used with great care.

For each moulding vendor you can specify if moulding is to be ordered by chop or length (this is specified in the 'X' column as described above). Which of these options can be used may need to be changed from time to time. Right click on the 'frame vendors' title line as shown in the example below to display an additional column in the frame vendor grid. The 'A' column (availability) contains one of the three following codes:

- **B** – both chop and length are available for selection.
- **C** – only chop is available for selection.
- **L** - only length is available for selection.

Right click on the 'frame vendors' title line a second time to hide the additional column. Then specify which type of order you wish to place (as specified in the 'X' column of the table) as described above.

Right click here to display the 'A' (availability) column.

**Frame Vendors**

Vendor	Id	X	A
Great North Moulding	089		B
Gryphon Moulding Inc.	210		B
Guerrini/Frame City	268		B
Holiday Picture Frames, Inc.	129		B
Huneywood Inc.	258		B
Indian River Picture Firm	035		B
Ivy Industries, Inc.	037		B
J. Orr Moulding & Chop	041		B
Jayness Moulding Co.	029		B
Jorh Frame & Moulding Company	238		B
La Marche Moulding Co.	043		B
Larson-Juhl	001	C	B
Larson-Juhl "CANADA"	020		L
Le Winter Mldg & Supply	131		B

**Mat Vendors**

Name	Man.#	Used	Vendor
AMPF Mats	M21		
Artique / Larson-Juhl	M07		
Bainbridge Larson-Juhl Pricing	M02		
Bainbridge's Suggested Pricing	M26	X	
Crescent Mats Larson-Juhl Pricing	M01		
Crescent's Suggested Pricing	M25	X	
Culver	M20		
Decor	M17		
Don Mar	M33		
Framing Wholesalers	M29		
Frank's Fabrics	M24		
JORH	M32		
Mat City	M15		
Matboard Design	M31		

04110

**Warning** **Warning:** Mats and moulding from authorized vendors can be reloaded by clicking on the 'internet update' button. However, any mats and/or mouldings from other vendors that are deleted in error will need to be entered again by hand.

## Authorized Mat Vendors

The grid on the right in the screen shown above shows the selection of pre-defined authorized mat vendors available. Mat vendors are handled the same way as frame vendors. Select a mat vendor by clicking on the mat vendors name, an "X" should then appear in the 'used' column. To delete a vendor you must click again to mark it with a "D". Then click on the "modify mat data" button. The codes are summarized in the following table.

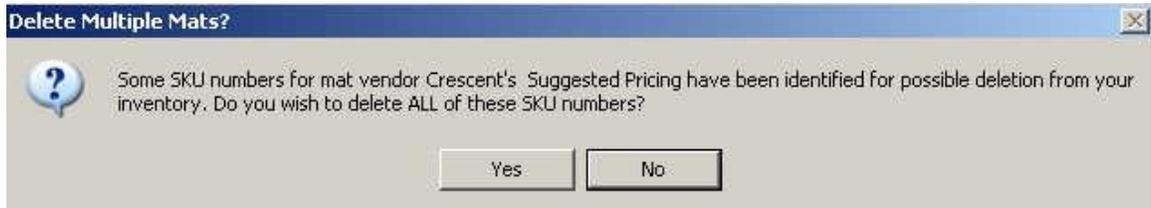
The 'used' column contains ...	Meaning
X	Mats are ordered from the vendor.
D	The mats from the vendor are to be deleted from the inventory.
The column is blank.	The inventory items for this vendor are not to be changed.

When the 'modify mat data' button is clicked it is possible that mat data, data for a specific SKU number, in the inventory will be added, changed, or deleted. The ASKDEL.OPT and MATDISC.OPT option files can be used to control the delete process for mats. The delete options are:

- If the MATDISC.OPT file is defined then all discontinued mats will be deleted.

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- If the ASKDEL.OPT file is defined then a check will be made during the processing of each vendor. If one or more mats are to be deleted a question will be asked if all discontinued mats for the vendor are to be deleted (see below).



04077

- Click on 'yes' to delete all discontinued mats for the single vendor.
- Click on 'no' if you wish to be asked about each discontinued mat for the vendor. For each mat you may click on 'yes' or 'no' to delete that given mat (see below). Note that the number of units of this SKU number on hand, if any, are listed.



04078

Note: As a general rule you do not want to specify both the ASKDEL.OPT and the MATDISC.OPT at the same time.

Note: Do not type any letter into the column marked 'used'. To change the value in this field click on the vendor name or highlight the vendor name and hit the space bar.

If a new SKU number is being added to the inventory for a new mat, a number of attributes will be automatically defined (will be assigned default values). These attributes include:

- **DEPARTMENT NUMBER** – the department number will be one of the following values:
  - The department number will be taken from the 'mats' entry in the SKU file if it is present. See also page 525.
  - If the 'mats' entry in the SKU file is missing then '120' will be assumed to be the department number. See also page 525.As a general rule, it is best to define the 'mats' entry and its associated department in the SKU file before doing an update of mat data.
- **STOCK STATUS** – the stock status will be set to 'N' (non-stock).
- **UNIT OF MEASURE** – the unit of measure will be set to 'SH' (sheet).
- **TOTAL SIZE** – the size of the mat will be set to '32x40' unless the mat is oversize in which case the size will be set to '40x60'.
- **QUANTITY ON HAND** – this will be set to 0 (zero).

Mats are priced by category. A category represents a range of costs for mats, and thus a number of mats. Each mat price category is assigned a price code (a number from 1 to 20). See page 444.

## Moulding Markups

From time to time the markup tables may need to be modified. To modify one of the markup tables click either on the “cost markups”, “vendor markups”, or “multi markups” button<sup>53</sup> on the authorized vendor page to modify the desired markup table.

### Cost Markup

High Cost	Markup
1.00	4.0000
1.25	3.5000
1.50	2.8000
2.75	1.5000
3.00	2.0000
3.25	3.0000
3.50	4.0000
4.00	5.0000

Buttons: Add, Delete, Return

04004

The cost markup table and the multimrk table specify the markups used for all mouldings which cost up to and including the “high cost” value listed in the left hand column of the table. The last “high cost” value should be “999.99” and should have a markup specified. High cost values should be ordered in increasing high cost value order. High cost values should never be duplicated in a given table. Each high cost entry should have a markup value which is different from the markup at the preceding and following high cost points. If two high cost values have the same markup value then the first one (the line with the lower high cost value) is not needed and should be removed.

Note: The cost markup table should have a “high cost” value of “999.99”. Failure to have such an entry may cause some mouldings to be priced with an invalid markup. The results can be unpredictable in some cases. An invalid cost markup table or a moulding with a cost that is higher than the largest “high cost” value may cause some mouldings to be marked up by zero (given a retail price of zero).

For example, if a portion of a cost markup included high costs and markups of:

<u>High Cost</u>	<u>Markup</u>
1.25	3.0
1.99	3.4

<sup>53</sup> The ‘multi markups’ button will appear only if the MULTIMRK.DBF file exists. If the ‘multi markups’ button appears then the ‘cost markup’ and ‘vendor markup’ buttons will not appear.

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3.16	4.1
15.95	5.8
21.95	3.6
999.00	2.75

Then if the cost of a foot of moulding is \$1.50 per foot the markup would be 3.4 and the retail price of a foot of the moulding will be calculated as \$5.10. If the cost of a second moulding was \$3.15 per foot the markup would be 4.1 and the retail price would be \$12.92 per foot. If the cost of a third moulding was \$25.00 per foot the markup would be 2.75 and the retail price would be \$68.75 per foot.

Click on the “add” button to add a high-end value and markup. Highlight and click on the “delete” button to delete a high-end value and markup. Click on the “return” button to save your changes and return to the “authorized vendor” screen.

Columns on the cost markup screen include:

- **HIGH COST** – The highest cost per foot of a moulding for which a specified markup applies. The markup is the column to the right.
- **MARKUP** – The markup that is to be applied to mouldings in a given range of costs. The markup is a number greater than zero. The upper limit of the range is listed in the column to the left of the markup (in the ‘high cost’ column). The lower limit of the range is in the previous entry in the ‘high cost’ column plus \$.01. For the first entry in the table the lower limit of the cost range is assumed to be \$.00.

After the cost markup table, or any other markup table, has been changed you must click on the “re-calc retail \$” button to activate the new prices.

Click on the title of the screen, the ‘cost markup table’ line, to print a copy of the markup table. An example of the report generated is shown below.

---

**Cost Markups**  
02/06/2008

---

High Cost	Markup
1.49	3.5000
1.99	3.0000
2.99	2.9000
3.99	2.8500
4.99	2.7500
5.99	2.7000
6.99	2.6000
999.99	6.0000

---

04112

Columns on the report include:

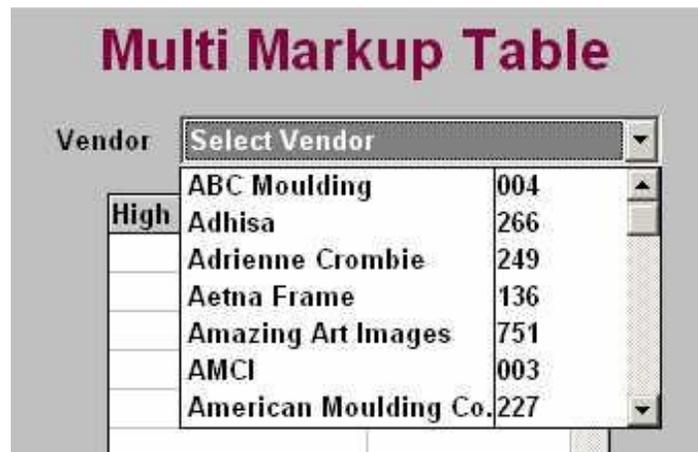
- **HIGH COST** – The highest cost per foot of a moulding for which a specified markup applies.
- **MARKUP** – The markup that is to be applied to mouldings in a given range of costs.

## Multi Markup



04005

For the multimrk table, you must first select a vendor by clicking on the delta at the right of the box at the top of the screen shown above and then highlighting a vendor name. The name of the vendors will be followed by their vendor number on a pull down menu (see the example below). After the vendor has been selected, only the name of the vendor will be displayed (as seen in the example above).



04108

That portion of the multi markup table that relates to the named vendor will then appear. The multi markup table for each vendor has the same form and content as the cost markup table. See above for an example of a cost markup table. The multi markup table differs in that each moulding vendor has its own set of markups and only that part of the table related to the vendor listed at the top of the screen appears. To see other parts of the multi markup table change the vendor name in the box at the top of the screen. The multimrk method uses a markup of 1.0 for unknown vendors.

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Note: Vendor "000", the default vendor, should always be defined if the multi markup table is being used. Failure to do so may cause invalid retail moulding prices to be calculated. The default vendor can be found by looking in the vendor list, as described on page 280, for the vendor with the vendor number of "000".

Note: The cost markup table for every vendor, including the default vendor, should have a "high cost" value of "999.99" as its last (highest) entry. Failure to have such an entry may cause some mouldings to be priced with an invalid markup.

Note: If two or more mouldings have the same SKU number and if the mouldings are available from different vendors, then the markup could be different on each moulding.

Columns on the multi markup screen include:

- **HIGH COST** – The highest cost per foot of a moulding for which a specified markup applies. The markup is the column to the right.
- **MARKUP** – The markup that is to be applied to mouldings in a given range of costs. The markup is a number greater than zero. The upper limit of the range is listed in the column to the left of the markup (in the 'high cost' column). The lower limit of the range is in the previous entry in the 'high cost' column plus \$.01. For the first entry in the table the lower limit of the cost range is assumed to be \$.00.

After the multi markup table, or any other markup table, has been changed you must click on the "re-calc retail \$" button to activate the new prices.

Click on the title of the screen, the 'multi markup table' line, to print a copy of the markup table. An example of the report generated is shown below.

<b>Multimark Markups</b>		
02/07/2008		
	<b>High Cost</b>	<b>Markup</b>
<b>Vendor No.:</b> 000		
<b>Vendor Name:</b> Select Vendor		
	1.00	4.9000
	5.00	2.0000
	11.00	8.5000
	999.00	7.0000
-----		
<b>Vendor No.:</b> 071		
<b>Vendor Name:</b> Shenandoah Framing		
	3.00	3.0000
	5.00	4.0000
-----		
<b>Vendor No.:</b> 301		
<b>Vendor Name:</b> Spartacraft		
	3.00	4.0000
	9.00	5.0000
	13.00	6.0000
	27.00	7.0000
	999.00	9.0000
-----		

04113

There is a separate section on the report for each vendor. The markup table for a given vendor starts with the vendor number and the vendor name being listed.

Columns on the report include:

- **HIGH COST** – The highest cost per foot of a moulding for which a specified markup applies.

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- **MARKUP** – The markup that is to be applied to mouldings in a given range of costs.

## Vendor Markup

Vendor Number	Markup
0	2.7000
001	2.7000
017	3.0000
024	2.7000
035	2.7000
057	2.7000
075	2.7000
104	4.0000

Buttons: Add, Delete, Return

04006

The vendor markup table lists the markups for each vendor, identified by its vendor number, shown. Vendor numbers must be three characters, for example “001” for Larson-Juhl. Use “0” for default vendor (for any vendor not listed in the table). If the markup for vendor number “0” is “99.0” then the cost markup table, shown above, is used for all vendors not listed in the vendor markup table<sup>54</sup>.

Note: Vendor “0”, the default vendor, should always be defined. Failure to do so may cause unpredictable invalid retail moulding prices to be calculated. If the vendor markup table is invalid it may cause some mouldings to be markup by zero (given a retail price of zero) or to be marked up by one (given a retail price equal to the cost).

Note: If two or more mouldings have the same SKU number and if the mouldings are available from different vendors, then the markup could be different on each moulding.

Example 1:

<u>Vendor Number</u>	<u>Markup</u>
0	3.0
001	3.25
004	2.9
067	3.66

<sup>54</sup> If the markup is “99.0” for vendor “0” then both the vendor markup table and the cost markup table must be defined.

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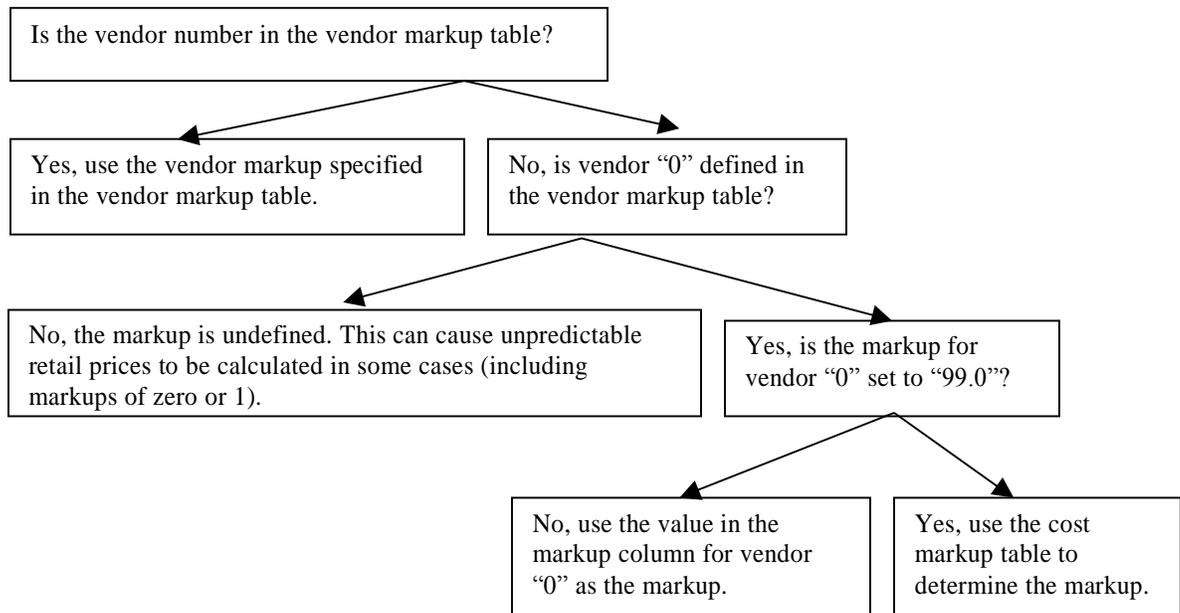
In this example the default markup for vendors not listed in the table is 3.0. Three other vendors are listed, each with their own markup.

Example 2:

Vendor Number	Markup
0	99.0
001	3.0
004	4.75
235	2.1
043	3.0

In the second example, the default vendor has a markup of 99. This means that a cost markup table needs to be defined, see above, and will be used for all vendors other than the four vendors listed in the table. Of the four vendors listed in the vendor markup table, two vendors use the same markup, a value of “3.0”, and two other vendors have individual markups.

The following diagram shows how the markup is determined when using the vendor markup method and its various options. Note that in one case it is possible to have an undefined markup if the tables are not defined properly.



Click on the “add” button to add a high-end value and markup. Highlight and click on the “delete” button to delete a high-end value and markup. Click on the “return” button to save your changes and return to the “authorized vendor” screen.

Columns on the vendor markup screen include:

- **VENDOR NUMBER** – The three digit number used to identify a moulding vendor. The markup to be applied to mouldings from this vendor is the column to the right.
- **MARKUP** – The markup that is to be applied to mouldings in a given range of costs. The markup is a number greater than zero. The upper limit of the range is listed in the column to the left of the markup (in the ‘high cost’ column). The lower limit of the range is in the previous entry in the ‘high cost’ column plus \$.01. For the first entry in the table the lower limit of the cost range is assumed to be \$.00.

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Click on the title of the screen, the 'vendor markup table' line, to print a copy of the markup table. An example of the report generated is shown below.

<b>Vendor Markups</b>	
<i>02/06/2008</i>	
<b>Vendor No.</b>	<b>Markup</b>
0	2.9000
001	2.7000
017	3.0000
024	2.7000
035	2.6500
057	2.7000
075	2.7000
104	4.0000
005	99.0000
191	3.0000
192	99.0000

04114

Columns on the report include:

- **VENDOR NO.** – The three digit number used to identify a moulding vendor. Vendor '0' is for the default vendor.
- **MARKUP** – The markup that is to be applied to mouldings in a given range of costs.

After the vendor markup table, or any other markup table, has been changed you must click on the "re-calc retail \$" button to activate the new prices.

Note: If there are any mouldings for which you do not wish to recalculate retail prices when the 're-calc retail \$' button is clicked then you need to use one of the following markup methods and follow the instructions, as listed below, for markup method selected above, or use the individual SKU number markup method described on page 306:

- **Letter code** – no additional actions are needed.
- **Multimrk** – define the vendor number for all of the mouldings that are not to have retail prices calculated to be a special vendor (given a unique vendor number). Define a markup table for the special vendor with a markup value of '1.0'. See page 301.
- **Vendor markup** - define the vendor number for all of the mouldings that are not to have retail prices calculated to be a special vendor (given a unique vendor number). Add an entry to the vendor markup table for the special vendor with a markup value of '1.0'. See page 303.
- **SKU markup** – see the section on SKU markups on page 306.

Examples of retail price calculations using the 'markup option' and 'Add \$/Foot' boxes and the cost and vendor tables would be:

Factor	Standard markup method	Cost markup method	Jay Goltz method	Vendor markup method
Cost per foot	3.25	4.30	10.00	12.05
Vendor	-	-	-	121

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number				
Markup	3.0	2.8	3.0 <sup>55</sup>	3.9
Add \$/ft.	0.00	0.00	2.25	0.00
Retail price/ft.	9.75	12.04	32.25	46.99

Vendor number values in the table above marked with a '-' do not play a role in the calculations. If the 'add \$/foot' value had been set to \$2.00 then the retail prices would be calculated as 11.75, 14.04, 32.00, and 48.99 respectively.

### SKU Markup

A markup may be applied to an individual moulding SKU number if desired. This individual markup applies only to one moulding SKU number and replaces the result of any of the six standard moulding markup methods described above except for the letter code markup method. If the standard moulding markup method being used is the letter code method then do not apply individual SKU markups to individual mouldings. As a general rule, one of the standard markup methods should be used for most mouldings and individual SKU markups should be applied to a small number of SKU numbers (the exceptions to the general rule).

To apply an individual SKU markup to an individual moulding do the following:

- Go to the 'display/edit' tab in inventory section. See page 324 for details.
- Click on the 'frames/fillets' tab. This is the default tab when you enter display/edit.
- Enter the SKU number for the moulding for which an individual markup is to be applied.
- Click on the 'detailed information on item' tab. The screen shown below will then appear.

---

<sup>55</sup> This markup would come from the cost markup table or the vendor markup table as per the value specified in the "markup option" and the associated data table(s) for that markup method.

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Frames/Fillets	Mats/Glass	Prints	Custom/Ready Made	Other			
<b>Add/Modify Item</b>		<b>Detailed Information on Item</b>					
Date Added	04/13/2006	Last Change	09/19/2006				
Item Sku	101610	Average Cost	0.000				
UPC#	720472147194	Average Sales	0				
Description	W0 LUXOR GOLD FILLET	Last Year Sales	0.00				
<b>Markup Method</b>	<b>Month to Date Statistics</b> <b>Year to Date Statistics</b> <b>Last Year Statistics</b>						
<input type="radio"/> Standard Method <input type="radio"/> Use No Markup <input checked="" type="radio"/> This SKU Only	<b>Cost</b> <input type="text" value="0.00"/>	<input type="text" value="0.00"/>					
<input type="text" value="5.000"/>	<b>Sales</b> <input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>				
	<b>Units</b> <input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>				
<b>Price Sampler</b>	<b>Image File</b> <input type="text"/>						
<b>Size</b>	5x7	8x10	9x12	11x14	20x24	22x24	36x48
<b>United Inch</b>	12	18	21	25	44	46	84
<b>Est. Feet *</b>	1.0	1.5	1.75	2.1	3.3	3.8	7.0
<b>Est. Retail *</b>	17.55	26.33	30.71	36.86	57.92	66.69	122.85
* Estimated value. The actual value depends on the setup parameters used.							

04074

- The three markup options that may, if desired, be applied to an individual moulding SKU number appear in the lower right of the screen. Click on the dot in front of the option to select the desired option. The three markup options are:
  - **STANDARD METHODS** – no individual markup is to be applied to the specified moulding SKU number. The markup method used for all frames and fillets, as specified above (standard markup, cost markup, vendor markup, etc.), is to be used for this SKU number. This is the default for all moulding SKU numbers unless either of the two options listed below have been selected for a given SKU number.
  - **USE NO MARKUP** – no retail price is to be calculated for this SKU number. Any retail price entered for the SKU number on the main screen for frames and fillets will not be changed.
  - **THIS SKU ONLY** – the markup specified below this option will be applied to this single moulding SKU number. The markup for this SKU number must be specified in the range of 0.001 to 99.000. The markup specified for this SKU number may not be zero or negative. Each SKU number for which this option is specified may have a different markup.
- Click on the ‘add/modify item’ tab to return to the main product entry screen for the specified moulding.
- Click on the ‘save’ button to save any changes which have been made.
- If a new markup option is to be specified for one or more other mouldings then repeat the steps listed above.
- Click on the ‘exit’ button on the main product entry screen. This will display the ‘authorized vendor’ screen.
- If the ‘this sku only’ option has been specified for one or more mouldings, see above for details of this option, click on the ‘re-calc retail \$’ button. This will apply the special markup entered for each moulding, or the normal markup if a special markup is not specified, to compute the retail price of each moulding.
- Click on the ‘menu’ tab to return to the FullCalc main menu.

# FullCalc Operating Guide

Note: If a moulding SKU number is deleted and then added back into the inventory, the SKU will be added back with the 'standard methods' option. The 'use no markup' option or the 'this sku only' option will need to be defined again, if desired, for the desired SKU number(s).

Note: If two or more mouldings have the same SKU number, if for example the moulding is available from multiple vendors, then the desired individual SKU number option will be applied to the multiple SKU numbers individually. Each of the multiple SKU numbers could thus have different markups applied to them (this can also occur using the vendor markup method and the multi-markup method).

Note: Individual SKU markups may be applied to moulding only. Individual SKU markups cannot be applied to mats, prints, etc.

**Warning**

**Warning:** If markups are applied to some individual moulding SKU numbers you still must select one of the six standard markup methods and specify the required markup parameters for that moulding markup method.

## Internet Update

From time to time the list of available mats and moulding styles along with their associated prices should be updated. The time interval between updates depends on multiple factors including the number of mat and frame vendors used by a given store.

Note: The procedure described in this section will not update the FullCalc program. In addition, the procedure described in this section will not alter any setup parameter or user specified markup. Any changes to retail prices are the result of changes to the cost of the items.

To do an Internet update of mat and frame styles and prices do the following.

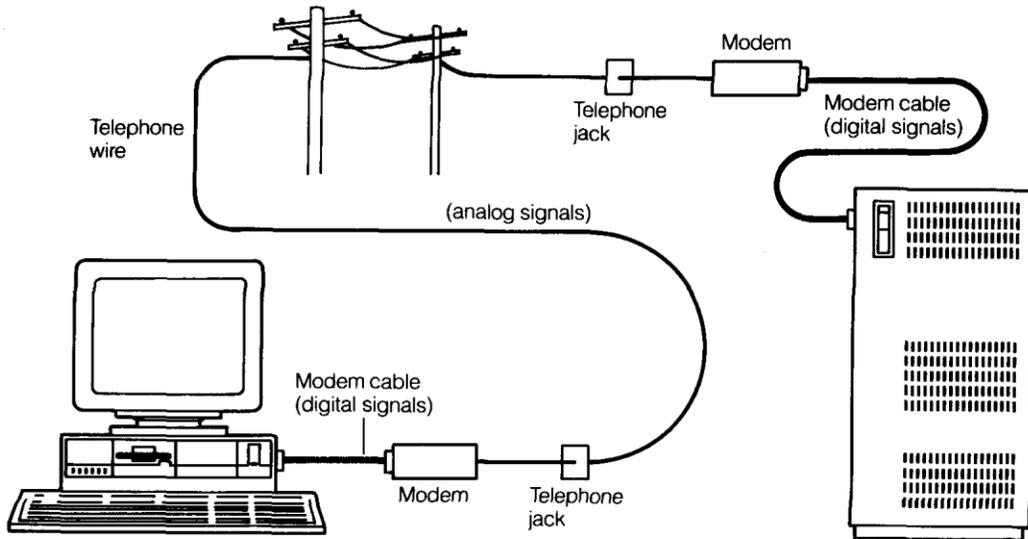
- 1) Install and configure a modem and its associated telephone line to access the Internet<sup>56</sup>. This normally is done when the computer is installed and will not need to be changed. The diagram below shows the PC on the left side and the computer that is to be connected to, the FTP server, on the right side. The example in the diagram is for a dial-up connection to the Internet using a modem.
- 2) Configure the connection to the Internet<sup>57</sup>. In most cases this will have been done when the computer is installed and will not need to be changed. The following example shows a typical configuration using a wired connection.

---

<sup>56</sup> Connections to the Internet may be made via T1, ISDN, cable, DSL or other type of connection. Contact your Internet service provider (ISP) for details on how to define your connection to the Internet.

<sup>57</sup> This may also require changes to the configuration of any routers, firewalls and/or anti virus programs that are part of the connection to the Internet. These hardware and/or software items need to be configured to allow the transfer of data using FTP. Note should also be made of the fact that if two or more of these features are on the same computer that they can interact with each other. See the documentation provided by the router, firewall and/or anti virus manufactures for details on how to configure the FTP settings.

# FullCalc Operating Guide



04062

The modem, telephone jack, telephone wire to the street can be replaced by a wireless broadband modem. See the example at the left. This wireless modem is inserted into the computers USB port. It acts as if it was a cellular telephone and a modem in one and can be purchased from most major cell phone companies. A wireless broadband modem can be used in any type of computer but is most used in portable (lap top) computers.



04120

The following example shows a typical configuration using a wireless connection using a broadband connection.

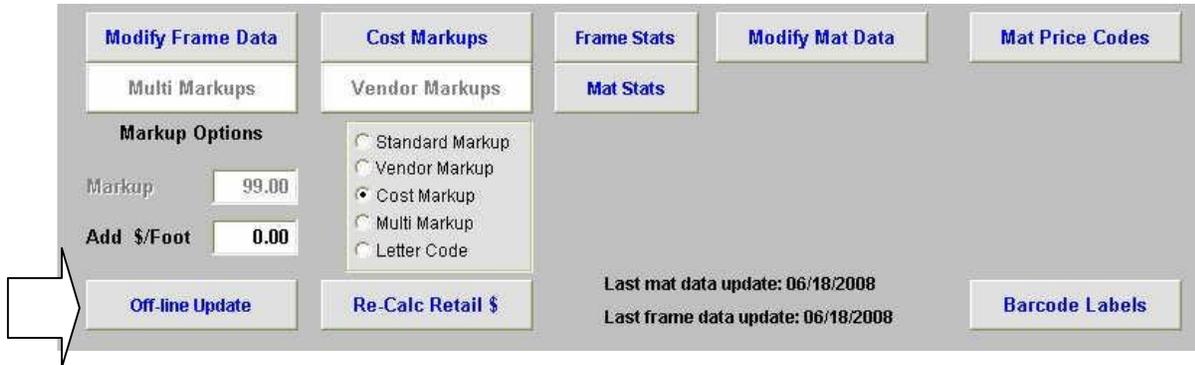
04123

- 3) Follow your normal process to connect to the Internet. You should contact your ISP for details on how to connect to the Internet. When you are connected to the Internet you should minimize any Internet related window that may appear.
- 4) Start FullCalc on the computer with a connection to the Internet. FullCalc must be stopped on all other computers in the network, if any.
- 5) Configure the FullCalc Internet update options as described on page 503. This is normally done once when your connection to the Internet is first defined. If the FTP address, FTP ID and/or FTP password are not entered or are invalid then no connection to the FTP server can be made<sup>58</sup>.
- 6) From the main menu select “inventory”.

<sup>58</sup> A valid FTP connection also requires that any router, firewall and/or anti virus program which is installed on the computer be properly configured to allow the FTP connection and later the FTP data transfer to take place. Note should also be made of the fact that if two or more of these features are on the same computer that they can interact with each other. See the documentation provided by the router, firewall and/or anti virus manufactures for details on how to configure the FTP settings.

# FullCalc Operating Guide

- 7) Make sure that for each authorized frame vendor that you use, either the letter “L” or the letter “C” appears after their name in the column headed by ‘X’. See page 287. At least one frame vendor needs to be marked.
- 8) Make sure that for each mat vendor that you use the letter “X” appears after their name in the column headed by ‘used’. See page 287. At least one mat vendor needs to be marked.



04007

- 9) Click on the ”internet update” button on the “authorized vendors” screen. See the example above. All of the buttons on the screen will become inactive. The caption on the ‘internet update’ button may change color while it is active (connected to the FTP server) to indicate the status of the link from this computer to the FTP server that contains the data. The following table lists the possible colors of the ‘internet update’ button and the meaning of each color.

Caption color	Connection status
Green	The connection to the FTP server is good.
Yellow	The connection status to the FTP server is unknown or is ambiguous. It may or may not be possible to successfully download mat and frame data from the server. If the transfer takes place you should check the results of the transfer carefully.
Red	The connection to the FTP server is bad or could not be made. The downloading of data from the FTP server is not possible. Check to see that you are properly connected to the internet and have the proper FTP user name and password installed on your computer. See page 503.

- 10) Data will then be downloaded. The data will include data about all of the mats and frames offered by each of the authorized mat and frame vendors that have been identified as being used in this frame shop (see steps 7 and 8 above). In addition, updates to the list of authorized mat and frame vendors<sup>59</sup> and updates to the list of option files that can be set in the protected utilities<sup>60</sup> and a file with FullCalc news may be downloaded.

If the SET VISUALIZE= parameter has been defined in the WINCALC.INI file an attempt will be made to download image files for mats and mouldings.

<sup>59</sup> The new vendors will be added to the end of the list of authorized mat and frame vendors. If one of these vendors is to be used then complete this Internet update, mark the desired new vendor(s) and do another Internet update following the procedure listed here.

<sup>60</sup> See page 845 for information about how to define the option files.

# FullCalc Operating Guide

If a new FullCalc news file has been downloaded you will be asked if you wish to view the updated news file<sup>61</sup>. Click “yes” to view the new news file. See page 868 for an example of the FullCalc news file and for an alternate method to view the file.

After all of the mat and frame updates have been downloaded you will always be asked if you wish to install the updates. Click on “yes” to process the downloaded updates. Click on “no” to abort the update process and go to step 13. See below if you have problems.

- 11) When asked if you wish to update frame data, click on the “yes” button to do the update of frame data or “no” to not update frame data.
- 12) When asked if you wish to update mat data, click on the “yes” button. Click on the “no” button to not update mat data. If you have changed the definition of the mat price levels you should see step 15 below and page 315444. Any redefinitions of mat price levels you have made in the past will have been replaced by the standard definitions of the mat price levels during the update of the mat data.

Note: For any updates to be done you need to reply “yes” in step 10 and reply “yes” to one or both of the questions in steps 11 and 12. If you reply “no” in step 10 any new mat and frame data will be transferred to your computer but will not be installed.

Mat and frame data, including the re-calculation of retail prices, in the inventory will be updated as described on page 287. In addition, image files for mats and moulding from authorized vendors may be downloaded. Depending on the number of mat and/or frame vendors, this operation may take some time.

Note: If there are any mouldings for which you do not wish to recalculate retail prices when the ‘internet update’ button (which clicks the ‘re-calc retail \$’ button for you) then you need to use one of the following markup methods and follow the instructions, as listed below, for the markup method selected:

- **Letter code** – no additional actions are needed.
- **Multimrk** – define the vendor number for all of the mouldings that are not to have retail prices calculated to be a special vendor (given a unique vendor number). Define a markup table for the special vendor with a markup value of ‘1.0’. See page 301.
- **Vendor** - define the vendor number for all of the mouldings that are not to have retail prices calculated to be a special vendor (given a unique vendor number). Add an entry to the vendor markup table for the special vendor with a markup value of ‘1.0’. See page 303.

If the SET NEWMATFRAME=ON parameter has been defined in the WINCALC.INI file, then you will be asked if a report of new frames or a report of new mats is to be printed. The report(s) will not contain a list of any mats and/or mouldings that are updated (changed in some way). These two questions will only be asked if there are new mats and/or new frames. See page 431 for more information on the SET NEWMATFRAME=ON parameter.

An example of report for new frames is shown below.

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<sup>61</sup> If a new FullCalc news file has not been downloaded you will not be asked to view the news file. See page 868 if you wish to see the most recent FullCalc news file.

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07/12/2007

## New Frame Report

Page 1

SKU Number	Dept	Vendor	Description	Cost	PC
BD9935	120	001	ANTIQUE BLACK LINE 2 1/2"	6.08	L
BDGG8222	120	001	GOLD COMPO ORN 1 1/8"	3.13	J
CM1099	120	001	WHITE	2.33	I

04109

Fields on both the new frame report and the new mat report are:

- o **SKU NUMBER** – the SKU number of the new mat or moulding
- o **DEPT** – department number.
- o **VENDOR** – vendor number.
- o **DESCRIPTION** – a description of the mat or moulding.
- o **COST** – the cost per unit (per foot for moulding or per sheet for mats).
- o **PC** – price code. This value will be a number for mats and a letter for mouldings.

At the bottom center of the screen are two dates. The upper date lists the date the last update of mat data was done. The lower date lists the date the last update of frame date was done. The two dates are changed by clicking on the 'internet update', then replying 'yes' in step 11, and then replying 'yes' to one or both of the questions in step 12. The responses to the questions described in steps 11 and 12 determine which dates, if any, change. The dates are not changed by use of the 'listing' tab or the 'display/edit' tabs in inventory. Under some circumstances, the two dates listed may not be the same.

- 13) Disconnect from the Internet<sup>62</sup>. Depending on your method of connection to the Internet this may require you to minimize FullCalc, maximize your connection to the Internet, stop the Internet connection, and then maximize FullCalc again. You should contact your ISP for details on how to disconnect from the Internet.
- 14) Modify mat pricing, if required. See page 315.

If you have problems with the Internet transfer, try looking at your Internet settings.

- See page 503 to check your Internet options. Make sure that the check box used to specify if a modem is used to connect to the Internet is not checked. If it is checked, uncheck it and try the update again.
- If the box is unchecked, make sure your Internet connection is up and running. For example, check your e-mail or attempt to go to any well-known web site.
- The Internet update process uses FTP to transport the data from the server the local computer. If the local computer has a router<sup>63</sup>, firewall<sup>64</sup>, and/or anti virus<sup>65</sup> program installed the settings need to be checked to see that the security settings have been properly configured to allow for FTP to be used. If the settings are not set properly it may not, in some cases, be possible to establish a

<sup>62</sup> For some types of Internet connections, such as T1 and DSL, this step should be skipped as these connection types are not normally terminated (they are always on).

<sup>63</sup> This is normally a separate box containing both hardware and software components.

<sup>64</sup> This is normally a separately purchased software product. However, it may be software supplied by Microsoft Corp. as part of the operating system and in some cases may be a separate box containing both hardware and software components.

<sup>65</sup> This is normally a separately purchased software product.

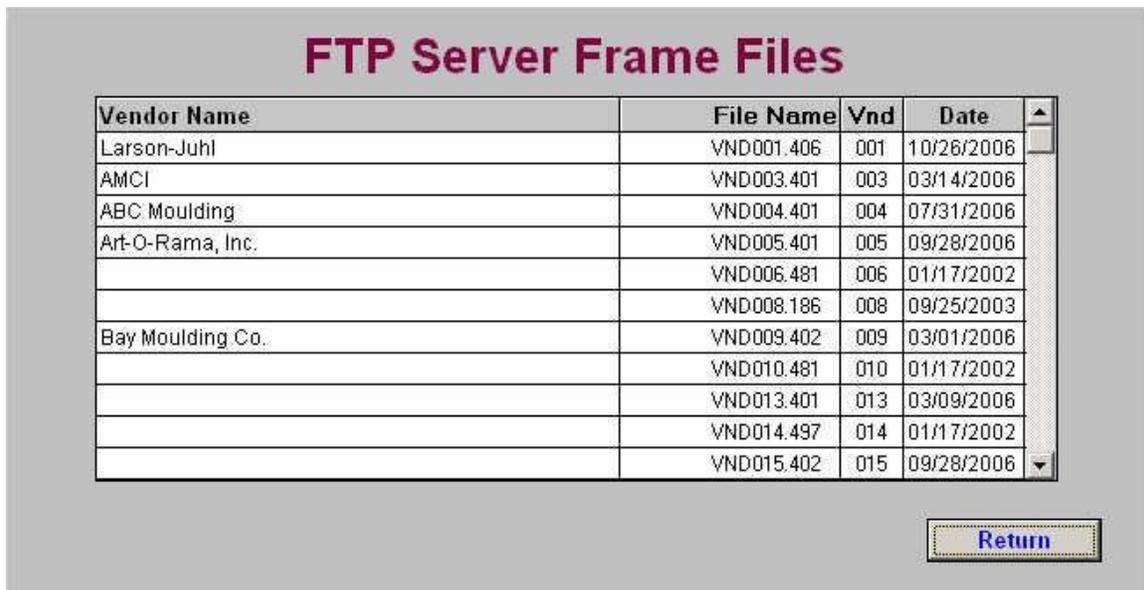
# FullCalc Operating Guide

connection to transfer the files and in other cases it may not be possible to do the transfer of the data to the local computer. If two or more of these programs are installed on a computer they may interact with each other to prohibit access to FTP sites. See the documentation provided by the maker if these other products, not Eagle Computers, for full details of how to determine the proper settings for FTP usage.

Also look at the Internet update log, as described on page 838, to determine what update operations have been done. Downloading the data for mats and/or frames alone is not sufficient. The data must also be installed before it is available for use in FullCalc.

Note: The Internet update button is used mainly to update the price of mats and frames. However, it also updates the list of possible setup option files that may be defined and the list of authorized mat and frame vendors.

The “internet update” button can also be right clicked to determine the date of the current set of data from each of the several authorized mat and moulding vendors. The screen shown below displays date values for moulding vendors. A second similar table shows the date values for mat vendors.



The screenshot shows a window titled "FTP Server Frame Files" with a table containing the following data:

Vendor Name	File Name	Vnd	Date
Larson-Juhl	VND001.406	001	10/26/2006
AMCI	VND003.401	003	03/14/2006
ABC Moulding	VND004.401	004	07/31/2006
Art-O-Rama, Inc.	VND005.401	005	09/28/2006
	VND006.481	006	01/17/2002
	VND008.186	008	09/25/2003
Bay Moulding Co.	VND009.402	009	03/01/2006
	VND010.481	010	01/17/2002
	VND013.401	013	03/09/2006
	VND014.497	014	01/17/2002
	VND015.402	015	09/28/2006

Below the table is a "Return" button.

04084

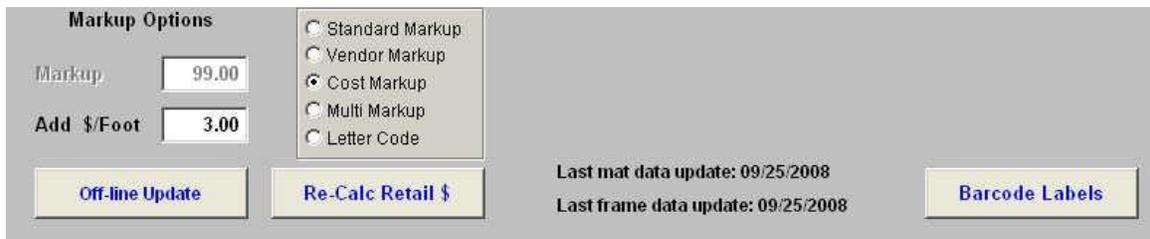
Columns on the screen shown above include:

- **FILE NAME** – the full name of the file with data about the mats or mouldings.
- **VND** – the vendor number. This value is three digits for a moulding vendor (for example '001') or 'M' followed by two digits for a mat vendor (for example 'M01').
- **DATE** – the date the currently available data for this vendor was created.
- **VENDOR NAME** – the name of the mat or moulding vendor. This name comes from the vendor database. See page 280 for more on how to add and/or update vendor data values. If the value in the table shown above is blank this means that the vendor, as specified by the vendor number, is not in the vendor database or is in the vendor database but has an undefined (blank) vendor name value.

## Off-line Update

The off-line update feature works much the same way as the Internet update feature described in the previous section. The differences are:

- The SET OFFLINEDATA= parameter must be defined in the WINCALC.INI file. This parameter specifies a disk drive and directory where the mat and moulding is to be found. The disk drive and directory should not be the \VNDFILES sub-directory of the directory in which FullCalc is loaded. The data files begin with 'vnd' or 'mat'. There should be one file for each mat vendor and moulding vendor that has been marked as being used.
- The button at the lower left of the authorized vendor page is marked 'off-line update'. Click this button to do an off-line update of mat and moulding data.
- No connection to the Internet is required to do the update.



The image shows a software dialog box titled "Markup Options". It contains two input fields: "Markup" with the value "99.00" and "Add \$/Foot" with the value "3.00". To the right is a radio button menu with five options: "Standard Markup", "Vendor Markup", "Cost Markup" (which is selected), "Multi Markup", and "Letter Code". Below the input fields are two buttons: "Off-line Update" and "Re-Calc Retail \$". On the right side of the dialog, there are two lines of text: "Last mat data update: 09/25/2008" and "Last frame data update: 09/25/2008". At the bottom right is a button labeled "Barcode Labels".

04123

Example: Moulding vendor 001 and mat vendor M01 have been marked as the only two vendors to be updated and the data is to come from the C:\MYDIR directory. The SET OFFLINEDATA= parameter would be:

```
SET OFFLINEDATA=C:\MYDIR
```

The C:\MYDIR directory would contain mat and moulding files with such names as:

```
VND001.123  
MATM01.456
```

The C:\MYDIR directory may contain additional files. However, any additional files (for example mat and moulding data for other mat and moulding vendors or data for other programs) will be ignored.

With the data files in place and with the SET OFFLINEDATA= parameter defined, click the 'off-line update' button to do the update.

Note: The SET OFFLINEDATA= parameter should not point to the \VNDFILES sub-directory under the directory into which FullCalc is loaded.

## Mat Price Codes

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## Modify Mat Pricing

Key in price for 32"x40" matboard, oversize mats will be automatically calculated .

Mat Level 1 up to \$	<input type="text" value="4.75"/>	Mat Level 11 up to \$	<input type="text" value="0.00"/>
Mat Level 2 up to \$	<input type="text" value="6.00"/>	Mat Level 12 up to \$	<input type="text" value="0.00"/>
Mat Level 3 up to \$	<input type="text" value="11.39"/>	Mat Level 13 up to \$	<input type="text" value="0.00"/>
Mat Level 4 up to \$	<input type="text" value="20.60"/>	Mat Level 14 up to \$	<input type="text" value="0.00"/>
Mat Level 5 up to \$	<input type="text" value="32.00"/>	Mat Level 15 up to \$	<input type="text" value="0.00"/>
Mat Level 6 up to \$	<input type="text" value="40.96"/>	Mat Level 16 up to \$	<input type="text" value="0.00"/>
Mat Level 7 up to \$	<input type="text" value="49.92"/>	Mat Level 17 up to \$	<input type="text" value="0.00"/>
Mat Level 8 up to \$	<input type="text" value="58.88"/>	Mat Level 18 up to \$	<input type="text" value="0.00"/>
Mat Level 9 up to \$	<input type="text" value="70.40"/>	Mat Level 19 up to \$	<input type="text" value="0.00"/>
Mat Level 10 up to \$	<input type="text" value="999.99"/>	Mat Level 20 up to \$	<input type="text" value="0.00"/>

After entering any changes: 1) click on the 'process' button, 2) click on the 'return' button and 3) click on the 'modify mat data' button on the authorized vendor page.

[Process](#) [Revert](#) [Return](#)

04008

A standard set of mat price code definitions are used by default. See page 444 for a list of these price code definitions. The definitions of the mat price codes may be changed, if desired. From the “authorized vendors” page in the inventory section, click on the “mat price codes” button. The screen shown above will then appear. Enter the upper bound for the cost of a standard 32” by 40” sheet of mat board for up to twenty mat levels (price code categories). The highest mat price level to be used should always have a price of “999.99” and all higher mat price levels (those price levels which are not being used) should have a price of “0.00”.

Click on the “process” button to redefine the price code level for each mat in the inventory. Then click on the “return” button to return to the “authorized vendors” page. Then click on the “modify mat data” button on the authorized vendor page to install the changed price codes.

Click on the “revert” button to restore the previous definitions for the price level definitions. Then click on the “process” button and the “modify mat data: button as described above.

If you have defined non-standard mat price code definitions, as outlined above, and you do an Internet update of mat data then follow the process described above to redefine the price code level for each of the mats. This operation needs to be done after every update of the mat data.

## Label Printing



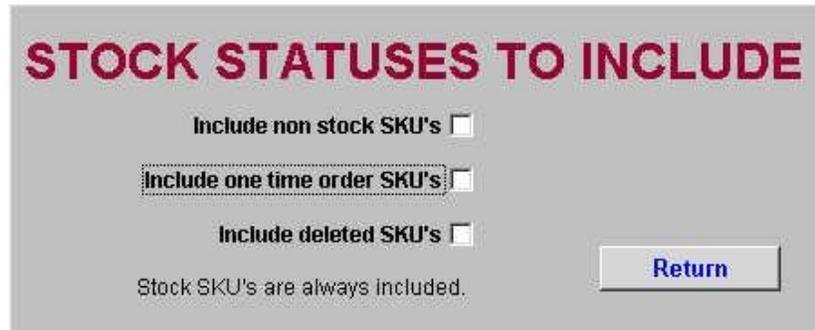
04009

Some people make bar coding a big deal and even charge for this as a special “service”. You need only know that a barcode reader is simply a hardware device for entering data into a computer, nothing more! As hardware costs have come way down and installation of peripherals has become easier, anyone can purchase and use a “wand” or light reader that connects between the computer and the keyboard. Any time the computer wand sees a barcode in close proximity, it will read the data into the computer and put it into memory. In FullCalc you can use the wand for names, phone numbers, and SKU numbers. Labels may be printed in various ways with output to a laser printer.

First go to the authorized vendor screen and select “barcode labels”. The screen shown above will then appear. For a barcode to be create the items must be marked as “stock” items and have a quantity greater than zero. See page 383 on how to check for the status of SKU numbers.

The above menu of options will then appear. You may then click on any of the following buttons:

- **CLEAR LABELS** - gets rid of any residual label definitions from previous label creation runs.
- **ALL ON HAND** - prints labels for 100% of the on hand inventory.



**STOCK STATUSES TO INCLUDE**

Include non stock SKU's

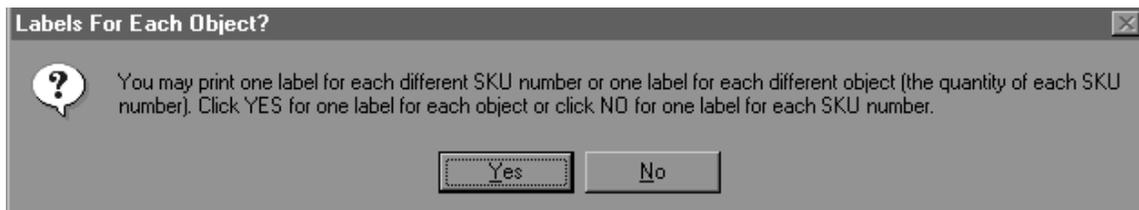
Include one time order SKU's

Include deleted SKU's

Stock SKU's are always included.

**Return**

04010



**Labels For Each Object?**

?

You may print one label for each different SKU number or one label for each different object (the quantity of each SKU number). Click YES for one label for each object or click NO for one label for each SKU number.

**Yes** **No**

04011

The upper screen then allows for selected stock statuses to be included. Stock items are always included. Zero or more of the other statuses may be included. The lower screen allows for one label to be printed for each unit in stock to be printed, otherwise only one label will be printed for each different SKU number. These two options, and screens, are also asked for other options shown on the screen shown above.

- **RANGE OF SKU'S** - calls up a screen to print as for item B but only for the SKU range indicated.
- **RANGE OF DEPT/VENDORS** - does the same thing as item B but only specified departments and/or vendors are selected.
- **PICK AND PRINT** - allows you to first select a range of SKU numbers that appear on the screen (see page 318). You may then pick any of the SKU numbers shown by clicking on the SKU number. A check mark will show in the far right column.
- **FRAME LABELS** - allows you to select a range of vendor numbers. Labels for each frame style for the specified vendor(s) can then be printed on a smaller size label that can be attached to frame samples. See page 322. Selection of this option will not cause the frame styles (the SKU numbers for the frames) to be added to the database of current data.
- **PRINT FROM CURRENT DATA** - allows you to print, or reprint, a set of labels using a previously selected set of SKU numbers.
- **PUT CURRENT DATA INTO FILE** - moves the label data to a text file. The text file created is a comma delimited ASCII file named LABPRNT.TXT.

Normally you would first click on the 'clear labels' button to clear the file of current label printing data. Then you would click on one or more of the 'all on hand', 'range of sku's', 'range of dept/vendors', and 'pick and pint' buttons. This will cause SKU numbers to be selected for later label printing. Finally, click on the 'print from current data' button to print the actual labels.

When there is current data that can be printed (when there have been SKU numbers selected for label printing) then the number of labels appears at the bottom of the screen. The line will not appear if no SKU numbers have been selected for label printing.

When asked, after clicking on some of the selection options, if you want to print one label object or one label per SKU number reply: "yes" for 1 label for each object in the inventory (one label for the quantity of

# FullCalc Operating Guide

each different SKU number in inventory) or “no” for 1 label for each different SKU number without regard to the quantity in the inventory.

Click on “return” to bring up a menu shown on page 319.

## Select SKU's to Print

SKU	Dept	Description	S. Desc.	Bin Number	Vend	Item Number	Qty	Cost	Retail	Choose
10108B	600	POLISHED WOOD EASELS	BLACK		A13	10108B	2.00	3.000	7.50	
10108F	600	POLISHED WOOD EASELS	FRUITWOOD		A13	10108F	2.00	3.000	7.50	
10110B	600	POLISHED WOOD EASELS	BLACK		A13	10110B	1.00	4.250	10.75	✓
10110F	600	POLISHED WOOD EASELS	FRUITWOOD		A13	10110F	2.00	4.250	10.75	
10112B	600	POLISHED WOOD EASELS	BLACK		A13	10112B	1.00	5.500	13.75	
10112F	600	POLISHED WOOD EASELS	FRUITWOOD		A13	10112F	1.00	5.500	13.75	
44410	600	EASEL	IRON 10		A13	44410	1.00	4.950	13.00	
44413	600	EASEL	IRON 13		A13	44413	2.00	6.080	16.00	
44418	600	EASEL	IRON 18		A13	44418	1.00	11.700	30.00	✓
44425	600	EASLE	IRON 25		A13	44425	1.00	15.530	41.00	
50705	600	Standard Acrylic Easel 5"			A13	50705	2.00	2.300	5.75	
50708	600	Standard Acrylic 8"			A13	50708	2.00	3.500	8.75	
SH285	515	hook w/ph fr nickel 4x6v	hook		A63	sh285	2.00	7.220	17.00	
SH286	515	hook w/ph fr nickel 4x6 h	hook		A63	sh286	2.00	7.220	17.00	
SH295	515	hook w/ph fr brass 4x6v	hook		A63	sh295	2.00	7.220	17.00	✓
SH296	515	hook w/ph fr brass 4x6h	hook		A63	sh296	2.00	7.220	17.00	✓
A77D3	430	TIGER STADIUM	AIM		A77	a77D3	1.00	10.000	12.50	
SMIEIGARB	430	BIG HOUSE ANN ARBOR	SMITH		A77	SMIEIGARB	1.00	12.500	25.00	
A87F963	430	SON OF MAN	MAGRITTE		A87	a87F963	1.00	15.000	30.00	
A88P731	430	GIVE IT YOUR BEST	COINER		A88	a88P731	1.00	10.000	10.00	
81954	515	WALL PLAQUE WWAPPLES	tile 12"		A91	81954	1.00	3.870	21.00	
104703	230	GALAXY SILVER	3OP/4X6		B15	104703	2.00	4.850	11.75	
104746	230	GALAXY SILVER	4X6		B15	104746	2.00	4.600	11.00	

Click on SKU's you want labels for, a check mark will appear to let you know which you have chosen.

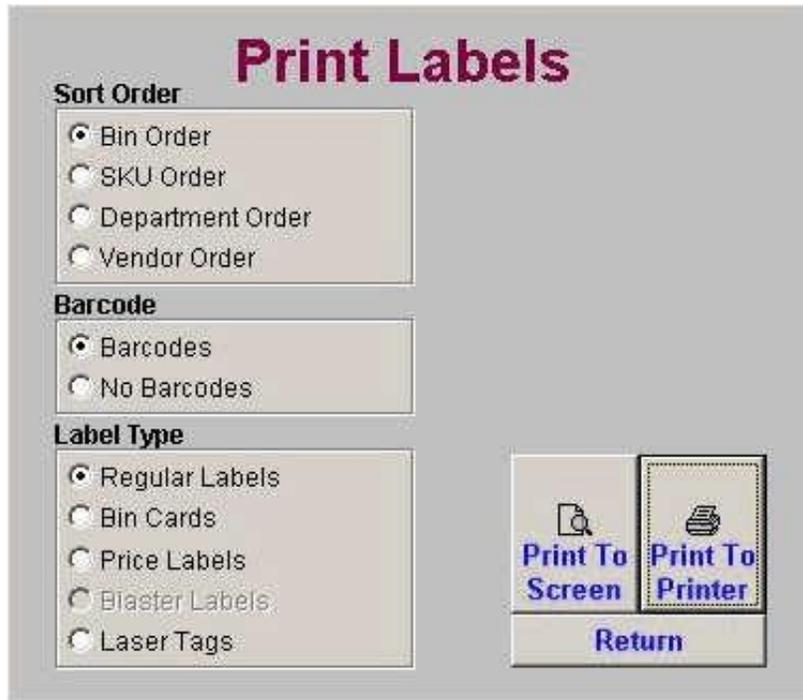
Return

04012

When “pick and print” is selected, see above, the screen shown above appears. Click on the SKU number(s) you wish to print labels for. A check mark appears in the “choose” column for each SKU number selected. You may click on the SKU number again to unselect the item.

Columns on the ‘pick and print’ screen include:

- **SKU** – the SKU number of an item.
- **DEPT** – department number.
- **DESCRIPTION** – a description of the item.
- **S. DESC.** – a short description, artist, or color
- **BIN NUMBER** – the bin location of the item.
- **VEND** - vendor number.
- **QTY** – the number of units of the item in stock.
- **COST** – the cost of one unit of the item.
- **RETAIL** – the retail price of one unit of the item.
- **CHOOSE** - the SKU has been selected if a check mark appears.



04013

Except for frame labels, see page 322, the screen shown above is displayed after the SKU numbers to be printed are selected.

Labels will be printed as selected with all of the options listed on the screen shown at the right. Select the options as follows:

- 1) Select one of the listed sort orders.
- 2) Specify if barcodes are to be part of the label or not (except for frame price labels, Blaster labels, and Laser Tags, which are always printed with barcodes).
- 3) Specify the type of label to be used. All labels are printed on 8.5" x 11" sheets. The format of the sheets may be as shown in the examples on page 320 (mailing label size, 3 across by 10) or as bin cards (calling card size, 2 across by 5 down) or frame price labels (4 across by 20 down) or Laser Tags (4 across by 20 down). The bin card format is used mainly for prints.

Note: The Blaster label option (for the Barcode Blaster™ printer) is available only if the BLASTER.OPT file is defined. See page 434.

- 4) Load the printer with the desired style of blank labels.
- 5) Click on the "print to printer" button.

Avery label number 5160 is required for printing regular labels or Avery label number 5371 for bin cards or Avery label number 5167 for frame price labels.

Deck the Walls stores may add the DTWSING.PRN file to the C:\WINCALC\DATA directory. This will allow for use of the Eltron thermal label printer. On this type of printer only one column of labels is printed (not the normal two, three or four columns of labels) across the page.

# FullCalc Operating Guide

<b>Brass thing</b>  i100 170 300 <b>\$20.00</b>	<b>Brass thing</b>  i100 170 300 <b>\$20.00</b>	<b>Another thing</b>  i101 180 300 <b>\$2.50</b>
<b>Another thing</b>  i101 180 300 <b>\$2.50</b>	<b>Another thing</b>  i101 180 300 <b>\$2.50</b>	<b>Another thing</b>  i101 180 300 <b>\$2.50</b>

04014

Regular labels, shown above, sorted by SKU number with barcodes. Fields on the label are:

- description
- artist (or short description)
- price
- vendor number
- department number
- bin number
- SKU number (printed and as a barcode)

<b>Brass thing</b> i100 170 300 <b>\$20.00</b>	<b>Brass thing</b> i100 170 300 <b>\$20.00</b>	<b>Another thing</b> i101 180 300 <b>\$2.50</b>
<b>Another thing</b> i101 180 300 <b>\$2.50</b>	<b>Another thing</b> i101 180 300 <b>\$2.50</b>	<b>Another thing</b> i101 180 300 <b>\$2.50</b>

04015

Regular labels, shown above, sorted by SKU number with no barcode. Fields on the label are:

- description
- artist (or short description)
- price
- vendor number
- department number
- bin number
- SKU number

# FullCalc Operating Guide

**Title:** PAINTED METAL OBJECT  
**Artist:** PINK  
**Price:** 99.95  
**Vend#:** 199  
**Dept:** 140  
**Bin #:**  
**SKU #:** jak202

**Title:** PAINTED METAL BOWL  
**Artist:** TOM JONES  
**Price:** 99.95  
**Vend#:** 199  
**Dept:** 140      **Size:** large  
**Bin #:**  
**SKU #:** jak203

**Title:** YELLOW MOON OVER THE BARN  
**Artist:**  
**Price:** 350.00  
**Vend#:** 199  
**Dept:** 140      **Size:** 36x48  
**Bin #:** bin 13  
**SKU #:** jak200

**Title:** WOODEN BOX  
**Artist:** BROWN  
**Price:** 59.95  
**Vend#:** 199  
**Dept:** 140      **Size:** 5x7x9  
**Bin #:** east w  
**SKU #:** jak5

04016

Bin cards, shown above, sorted by SKU number with no barcode. Fields on the label are:

- description
- artist (or short description)
- price
- vendor number
- department number
- bin number
- SKU number
- size of the item (if there is a size specified for the item in the inventory)

**Title:** PAINTED METAL OBJECT  
**Artist:** PINK  
**Price:** 99.95  
**Vend#:** 199  
**Dept:** 140  
**Bin #:**



**Title:** PAINTED METAL BOWL  
**Artist:** TOM JONES  
**Price:** 99.95  
**Vend#:** 199  
**Dept:** 140      **Size:** large  
**Bin #:**



**Title:** YELLOW MOON OVER THE BARN  
**Artist:**  
**Price:** 350.00  
**Vend#:** 199  
**Dept:** 140      **Size:** 36x48  
**Bin #:** bin 13



**Title:** WOODEN BOX  
**Artist:** BROWN  
**Price:** 59.95  
**Vend#:** 199  
**Dept:** 140      **Size:** 5x7x9  
**Bin #:** east w



04098

Bin cards, shown above, sorted by SKU number with barcode. Fields on the label are:

# FullCalc Operating Guide

- description
- artist (or short description)
- price
- vendor number
- department number
- bin number
- SKU number as a bar code and printed below the bar code
- size of the item (if there is a size specified for the item in the inventory)

**Vendor Select**

Vendor Start  Vendor End

[Return](#)

04017

For frame price labels, the screen shown above appears. Enter a vendor number or vendor number range.

<b>1009</b>		<b>101</b>		<b>1010</b>		<b>101050</b>	
L	\$18.56	G	\$6.60	J	\$10.52	H	\$8.28
<b>101450</b>		<b>101DP</b>		<b>101WO</b>		<b>102</b>	
H	\$8.40	I	\$9.28	I	\$9.28	F	\$4.64

04018

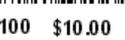
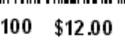
The labels appear as shown above. Fields on the label are:

- moulding number (the SKU number of the moulding)
- price code letter
- bin number (the bin number is not printed if the bin number value in the inventory is '99-99')
- retail price

Note: The retail price of the moulding is not shown if the NOLBLPRC.OPT option file is defined. See page 436.

Avery label number 8167 is required for printing frame price labels. These labels are on 8.5" x 11" sheets (4 across by 20 down).

# FullCalc Operating Guide

 9950	 ag09	 ag17	 ag19
100 \$59.25	151 \$10.44	151 \$15.81	151 \$16.89
 ag24	 ag30	 jak11	 jak345678
151 \$19.68	151 \$23.25	920 \$200.00	100 \$8.00
 jak345678	 jak345678	 jak345678	 jak345678
100 \$9.00	100 \$10.00	100 \$11.00	100 \$12.00
 m08	 m12	 jak9	 jak7
151 \$9.84	151 \$12.57	110 \$40.00	120 \$200.00
 jak12	 jak15	 jak13	 jak1
100 \$20.94	450 \$99.98	100 \$101.94	100 \$3.30
 jak10	 jak14	 jak8	
100 \$4.13	450 \$299.95	120 \$79.90	

04019

Price labels, shown above, always come with the barcode for the SKU number. Fields on the price label, in addition to the SKU number barcode, are:

- department number
- retail price
- SKU number (as both a barcode and as a number)

Note: The retail price is not shown if the NOLBLPRC.OPT option file is defined. See page 436.

Most data on the label fits in the left 1" of the label. If the SKU number is too long to fit in 1" then one or more characters from the right end of the SKU number will not appear as part of the barcode (the SKU number will be truncated on the right). The second version of the SKU follows the barcode version and may also be truncated on the right (and it may be truncated differently than the barcode).

This style of label is intended to be folded a short distance to the right of the end of the barcode.



**Warning:** Use this style of label only if your SKU numbers are short.

 f2	Ret: \$3	 f2	Ret: \$3	 f2	Ret: \$3	 f2	Ret: \$3
flower 2		flower 2		flower 2		flower 2	
 f2	Ret: \$3	 f2	Ret: \$3	 fl001	Ret: \$3	 fl001	Ret: \$3
flower 2		flower 2		green		green	
 fl001	Ret: \$3	 fl001	Ret: \$3	 fl001	Ret: \$3	 fl001	Ret: \$3
green		green		green		green	
 fl001	Ret: \$3	 fl001	Ret: \$3	 fl001	Ret: \$3	 fl002	Ret: \$1
green		green		green		black	
 fl002	Ret: \$1	 fl002	Ret: \$1	 fl002	Ret: \$1	 fl099	Ret: \$4
black		black		black		red rose	
 fl099	Ret: \$4	 fl099	Ret: \$4	 fl099	Ret: \$4	 plant2	Ret: \$10
red rose		red rose		red rose		test	
 plant2	Ret: \$10	 plant2	Ret: \$10	 plant2	Ret: \$10	 plant2	Ret: \$10
test		test		test		test	

04020

# FullCalc Operating Guide

Laser Tags, shown above, always come with barcodes. Fields on the label are:

- SKU number (as both a barcode and as a number)
- retail price (the lower price on the label)
- discounted price (the upper price on the label)

See page 323 for information about truncation of SKU numbers. This style of label is intended to be folded just to the right of the end of the barcode. See the next section on how to set the discounted price for a SKU number. For this style of label the discount date range specified for the SKU number is ignored when printing labels.



## Warning

**Warning:** Use this style of label only if your SKU numbers are short.

## Product Entry

Once the set of valid department numbers and vendor numbers are known and set up, each individual item must be entered into the inventory. The items SKU number is usually assigned with assistance from the vendor who can supply you with a SKU number or a UPC value. For consistency use these numbers whenever possible. If they are not available, an item number may be used as the SKU number. As a general rule, it is best to assign SKU numbers that contain only letters (a to z) or digits (0 to 9). While some special characters can be used as part of the SKU number there are a number of restrictions on their use, as outlined below. FullCalc will look up an item under all three of these numbers until a match is achieved.

Note: Do not use 'none' as a SKU number.

Note: Do not use 'own' as a SKU number for a moulding.

Note: Do not use department numbers as SKU numbers. Department numbers are normally three digits long. See page 518 for information about entry and listing of department numbers. This includes department numbers 998, 999, and the two digit department numbers 90 to 99. To be safe do not use the values 1 to 999 as SKU numbers. In some cases SKU numbers of this form may be confused with the department numbers.

Note: Do not use the '/' character as the first character of a SKU number.

Note: For proper use of some features of FullCalc it is important to always enter data values into the inventory using consistent spelling, abbreviation and case rules. For example, for the color black one could enter 'bk', 'blk', 'Blk', 'BLK', 'black', etc. While any of these values is valid, only one should be used wherever the color black is required.

Note: Do not use any of the characters listed in the following table as part of a SKU number:

Character	Character name
	Blank
<	Less than
>	Greater than
&	Ampersand
'	Single quote (apostrophe)
"	Double quote (quotation mark)

Examples: Examples of invalid SKU numbers include:

NONE

is the reserved word 'none'

# FullCalc Operating Guide

998	a department number
123	may or may not be a department number (store specific)
/1234a	starts with the character '/'
123PRINT 103B	contains the blank character
X306<Q9	contains the '<' character

Another method you can use is to construct your own internal SKU number. Simply use the 3 characters of the department number followed by a unique 3-digit number. This gives a 6 character SKU number for each item in the store with the facility of knowing each item's department at a glance. For example, for vendor 'ABC' you would construct SKU numbers such as: 'ABC001', 'ABC002', 'ABC003', ... 'ABC999' in the order of the last 3 digits. In the future it is probable that UPC codes will become the standard. These will make product maintenance easier because electronic files with item specifications will be available from the vendors. The problem with UPC codes is that they are quite long (typically being 12 characters). With identifiers this long barcode readers become useful.

Frames/Fillets	Mats/Glass	Prints	Custom/Ready Made	Other
<b>Add/Modify Item</b>		<b>Detailed Information on Item</b>		
SKU	Lookup 234	Frame Width (32nds)	24	
UPC#	720472100649	Unit Measure	FT	
Vendor	001	Item#	234	
Dept	120	Feet Per Box	0	
Description	W1 234 3/4	Box Volume (Ft <sup>3</sup> )	0.00	
Short Description		Discount Start	/ /	
Price Code	K	Discount End	/ /	
Cost	3.430	Discount Amount	0.00	
Retail	13.72	Qty On Order	0.00	
Retail 2	0.00	Model Stock	0	
Retail 3	0.00	Reorder Point	0	
Chop	0.00	Reorder Amount	0	
Wholesale	0.00	Item Type	FRAME	
On Hand	16.00	Allocated	0.000	
Stock Item	N	Loc	99.99	Wall 99.99
Value On Hand	54.88000		Use Mod	Cst 0.0 Whl 0.0 Ret 0.0
Save Item		Set as Default		Prev SKU
Delete		Use Default Values		Next SKU
				Clear/New
				Exit

04021

Product entries may be made from either the "display/edit" screen (see the example above) or the "listing" screen (see page 383). The example shown above shows the "display/edit" screen for frames and fillets. The process to add an item to the inventory from the "display/edit" screen is:

- 1) Select a category tab (frames, mats, prints, etc.). Use the 'other' tab for all items that are not in any of the other categories<sup>66</sup>.

<sup>66</sup> Also use the 'other' tab to specify items that are to be added to framing orders by way of SKU number from the "misc. input" screen. See page 75 for how to specify an 'other' item on a framing order by use of a SKU number.

# FullCalc Operating Guide

- 2) Then input the products SKU number. An attempt will be made to match the value entered to existing entries in the inventory database. The value entered in the SKU number field will be matched first against SKU numbers, then against vendor item numbers (the 'item#' field on the screen), and then against UPC numbers (the 'UPC#' field on the screen). If no match can be found in the inventory then a new SKU number is assumed.

Each SKU number must be unique<sup>67</sup> but can be, in most cases, the vendor product code for simplification<sup>68</sup>. If the SKU number already exists in the inventory database, even if it is for an item in a different category, it will be rejected. For example, if there is a moulding with a SKU number 'A1234' then there cannot be a print with a SKU number of 'A1234'. See above for ideas on generation of unique SKU numbers and the examples below. See page 342 for use of the 'lookup' button.

Note: In place of the use of the 'lookup' button, you may highlight the SKU number field and press the F6 function key to do the lookup function.

If the JEWELRY.OPT file is defined, see page 435, and the 'other' tab has been selected, and no SKU number has been entered, the entry of a department number will cause a SKU number to be created of the form:

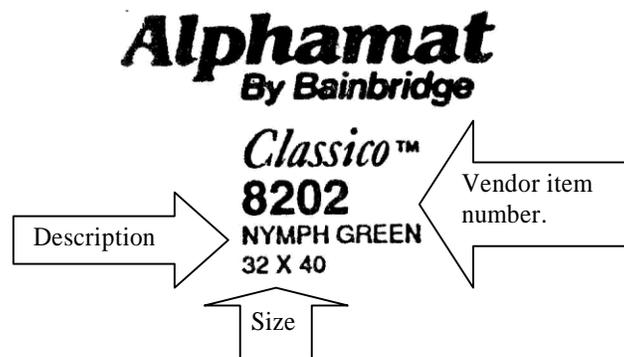
DDD-99999

where 'ddd' is the department number and '99999' is a five-digit number.

Below are examples of two labels from back of items that can be used as the basis of defining the item number and the SKU number of an item. The upper example is from a moulding and the lower example is from a mat. Labels can also provide descriptions of the items, sizes, UPC codes, colors and other information used to define the item in the FullCalc inventory.

nielsen®      SPECIALTY MOULDING      FINISH  
Painted Moulding      Profile 97      176  
Coordinates with Bainbridge® Alphamat® Board      Ironstone

04096



<sup>67</sup> For SKU numbers that are mouldings and that are from authorized vendors and which are added by doing an update from the 'authorized vendor' page, the uniqueness requirement is waved. In all other cases the SKU number must be unique. For example, if a print is defined in the inventory with a specific SKU number and an attempt is made to add a moulding with the same SKU number an error message will display, when the SKU number is entered into the SKU field on the 'display/edit' screen, saying that the SKU number already exists and is of a certain type.

<sup>68</sup> The SKU number 'none' should not be used. Also, SKU numbers should not be the same as any valid department number and should not start with the '/' character. See above for a full description of the restrictions on SKU numbers.

# FullCalc Operating Guide

04097

- 3) The vendor number and department numbers are then entered. Both the vendor and department numbers must have already been defined. You cannot continue if either if these data values are not defined. See pages 280 and 518 for information on how to define these two numbers.
- 4) The vendor item number should always be entered for frames and fillets (see also the table below). In most cases, the SKU number and the item number should be the same for each moulding. In framing, moulding will be looked up first by vendor item number and then by SKU number. In most other cases the lookup will be done by SKU number first and then by vendor item number and finally by UPC code. See also the two examples above

You may press the F10 function key to copy the value from the SKU number field to the vendor item number field. This shortcut is most useful during entry of new SKU numbers.

- 5) A description and short description (often the name of the artist) are then input.

If a mat has a description that contains the character string 'del' this indicates to FullCalc that the mat has been deleted by the vendor even if it still appears in the inventory. The mat can be sold, however, a warning message appears when the framing order is taken to indicate that the mat may in fact not be available.

- 6) Costs and retail prices are entered as appropriate. For mats, frames, and fillets only, the retail price is calculated using the specified markup method and amounts<sup>69</sup>. The cost of the items should be before any discounts are subtracted and before any extra charges, such as shipping charges, are added. This cost value is often referred to as 'list price'.

Any specified retail prices for mats, frames, and fillets that are entered on this screen will be ignored in framing but are used in POS if the item is sold in POS by SKU number. See page 287 and following on how to specify mat and frame markups.

If the department markup is specified, see page 518 for how define a markup for a department, then the retail price is automatically calculated. For other types of items see page 324 for use of the "set as default" and "use default values" buttons.

- 7) The quantity on hand is specified. Enter a value of '0' if there is no quantity on hand.
- 8) Location is normally entered for frames only. It may, in some cases, be entered for other types of items.
- 9) With the number on hand specified the assigning of a stock code is important. In the "stock item" box enter one of the following stock status codes:
  - **S** - the default and means regularly stocked item.
  - **N** - an item to be priced but not stocked (labels will not print).
  - **X** - an item only ordered once (for example a seasonal import).
  - **D** - a deleted item but one you may still have in stock.
- 10) Frames and fillets must have the width specified in 32nds of an inch. The width value must be in the range of 0 to 9999 32nds of an inch. See the table on page 443 convert the width of the frame or fillet from inches and fractions of an inch to 32nds. For example, enter '48' if the frame is 1 ½ inches wide.

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<sup>69</sup> See the section starting on page 335 for more on the calculation of these retail prices.

# FullCalc Operating Guide

- 11) Most other items on the display/edit screen are optional. The following table lists those data items that should be defined for each category tab on the display/edit screen.

Data item on display/edit screen	Frames/fillets	Mats/glass	Prints <sup>70</sup>	Custom/ready-made	Other
SKU	X	X	X	X	X
Vendor	X	X	X	X	X
Item	X	X		X	
Dept	X	X	X	X	X
Description	X	X	X	X	X
Price code	X	X			
Cost	X	X	X	X	X
On hand	X	X	X	X	X
Stock item	X	X	X	X	X
Frame width	X				
Unit measure	X	X	X	X	X
Total size				X <sup>71</sup>	
Artist			X		
Retail			X	X	X
Location	X				

A value of 'X' in the table shown above indicates that the data item listed should be defined for a SKU number in the category indicated at the top of the column. However, it is always best to define as many of the data values shown on the display/edit screen as possible for every SKU number.

- 12) If you are to do suggested reorders then reorder point (min), model stock (mod) and reorder amount (pack) values are important. See page 352. The reorder point value should be 1 or larger. The model stock value should be equal to or larger than the reorder point value. The reorder amount value should be 1 or larger.
- 13) If an item is to be discounted you should enter the amount of the discount and either a starting date (for an item to always be discounted), and ending date (for an item which is to be discounted up to a date) or both a starting date and an ending date (for an item to be discounted for a specific period).
- 14) Click on the 'save item' button to save the data for the SKU number just entered.
- 15) Click on the 'clear/new' button and enter the next SKU number, if any. If there are no additional SKU numbers to enter then click on the 'exit' button.
- 16) Go to the "auth. vendors" tab.

<sup>70</sup> For a signed and numbered print additional data values must be defined on the display/edit screen. See page 336 for additional data requirements.

<sup>71</sup> For a ready-made the size needs to be entered into the inventory record in the normal manner with the small dimension first followed by 'x', in lower case, and then the larger dimension. For example, a size value of '10x14' is valid while '14x10' is not valid. In addition, the ready-made size needs to match one of the entries in the 'rm' column of the price chart table. See page 472 for details. Adding a new ready-made SKU number may require a modification to the price charts.

For a sectional the size should be the length of the sectional in inches, for example '12' for a 12 inch long sectional.

## FullCalc Operating Guide

- 17) Click on the 're-calc retail \$' button. This will allow for the retail prices of the mouldings to be calculated.

Each type of item, such as glass, prints, etc., is entered on one of the other tabs. The input data fields in each category (frames, mats, print, etc.) are slightly different.

The item types and their associated type codes are listed on page 361. The item type can be changed only on the 'frames/fillets' tab. Type in 'frame' or 'fillet' or right click with the mouse to toggle between the two item types.

Example: Say that a moulding is to be added to the inventory. The following table contains a list of the required data items and the values for the new SKU number to be added to the inventory.

Data item on display/edit screen	Value for new SKU number	Notes on the sample values
SKU	F1234	Normally the moulding number specified by the vendor. However, for non-standard mouldings the SKU number can be defined by the frame shop.
Vendor	310	Previously defined in the vendor table. See page 280.
Item	F1234	Specified by the vendor of the item. Normally the same as the SKU number.
Dept	123	Previously defined in the department number table. See page 518.
Description	Oak with gold	
Price code	Q	Based on the cost of the moulding. See table on page 444.
Cost	17.10	The vendors 'list' price without discounts or shipping charges.
On hand	100	Number of feet in stock.
Stock item	S	Item is normally in stock.
Frame width	32	The moulding width is 1 inch.
Unit measure	FT	
Location	BIN 1	

The following display/enter screen shows the values from the table above as entered into the computer using the display/edit screen. Click on the 'save item' button at the bottom of the screen to save the values entered. Then click on the 'clear/new' button. Another new SKU number can then be entered via the display/enter screen or the 'exit' button can be clicked to end entering new SKU numbers.

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Frames/Fillets	Mats/Glass	Prints	Custom/Ready Made	Other
<b>Add/Modify Item</b>		<b>Detailed Information on Item</b>		
SKU	<input type="text" value="Lookup"/> <input type="text" value="F1234"/>	Frame Width (32nds)	<input type="text" value="32"/>	
UPC#	<input type="text"/>	Unit Measure	<input type="text" value="FT"/>	
Vendor	<input type="text" value="310"/> <input type="text" value="Item# F1234"/>	Feet Per Box	<input type="text" value="0.00"/>	
Dept	<input type="text" value="123"/>	Box Volume (Ft <sup>3</sup> )	<input type="text" value="0.00"/>	
Description	<input type="text" value="Oak with gold"/>	Discount Start	<input type="text" value="//"/>	
Short Description	<input type="text"/>	Discount End	<input type="text" value="//"/>	
Price Code	<input type="text" value="Q"/>	Discount Amount	<input type="text" value="0.00"/>	
Cost	<input type="text" value="17.10"/>	Qty On Order	<input type="text" value="0"/>	
Retail	<input type="text" value="0.00"/> <input type="text" value="Retail 2 0.00"/>	Model Stock	<input type="text" value="0"/>	
Retail 3	<input type="text" value="0.00"/>	Reorder Point	<input type="text" value="0"/>	
Chop	<input type="text" value="0.00"/> <input type="text" value="Wholesale 0.00"/>	Reorder Amount	<input type="text" value="0"/>	
On Hand	<input type="text" value="100"/> <input type="text" value="Allocated 0"/>	Item Type	<input type="text" value="FRAME"/>	
Stock Item	<input type="text" value="S"/> <input type="text" value="Loc BIN 1"/> <input type="text" value="Wall"/>	<input type="button" value="Use Mod"/> Cst <input type="text" value="0.0"/> WHI <input type="text" value="0.0"/> Ret <input type="text" value="0.0"/>		
Value On Hand	<input type="text" value="1710.00"/>			
<input type="button" value="Save Item"/>		<input type="button" value="Set as Default"/>		<input type="button" value="Prev SKU"/>
<input type="button" value="Delete"/>		<input type="button" value="Use Default Values"/>		<input type="button" value="Next SKU"/>
				<input type="button" value="Clear/New"/>
				<input type="button" value="Exit"/>

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Buttons on the 'display/edit' screen include:

- **CLEAR/NEW** - resets the fields for the entry of the next item.
- **SAVE ITEM** – save the new or changed data values for the SKU number being worked on.
- **DELETE** - sets items status to "D" so that the item may be deleted when doing the next reindx. See also page 346 if a print is being deleted from the inventory.  
Note: For signed and numbered prints (limited edition prints) only, clicking on the 'delete' button will also cause all information about the edition numbers in stock for the specified SKU number to be deleted. See page 336 for more information about signed and numbered prints (limited edition prints).
- **SET AS DEFAULT** - saves the value to a default SKU. If you have several items of similar origin you may use the default values for the input of multiple SKU numbers. For example, you can save the current values to use these values with items with similar descriptions, similar prices, etc. You would then use the "Use Default Values" button on the second and subsequent items.
- **USE DEFAULT VALUES** - uses the values from the default SKU number for the current SKU number. For values different from the default values you merely override, or add, them.
- **PREV SKU** - display the previous SKU's with similar SKU numbers.
- **NEXT SKU** - display the next SKU's with similar SKU numbers.
- **EXIT** - must be selected to leave the data entry screen. Then click the "menu" tab to return to the FullCalc main menu.

Note: See page 342 for details on the use of the 'lookup' box located next to the SKU number input field.

Each SKU number entered into the inventory must be unique even if items are of different categories.

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The retail prices for frames, fillets and mats that are entered on this screen will always be ignored in framing. The retail price entered on this screen will be used in POS for all types of SKU numbers (see also below for an exception).

The 'discount amount' field contains the retail price after the discount has been applied (it is not the amount of the discount). A value of '0' (zero) is entered if no discount is to be given (if 'discount amount' field is 0 then the retail price is listed in the 'retail' field). For the 'discount amount' value to be used it is required that a date value be supplied for both the 'discount start' field and the 'discount end' field. The date of the sale of the SKU number must be within the date range specified for the 'discount amount' field to be used. A discount for the SKU number will be calculated in POS and ignored in framing.

Example: Say that there is a specific SKU number with a normal retail price of \$10.00. The following table shows the final price, the price after any discounts, on July 1, 2000. The three columns on the left of the table show various values for the discount start date, discount end date, and discount amount (discounted price). Only one set of discount values can be specified for a given SKU number at any one time.

Discount start	Discount end	Discount amount	Final price	Because...
None	None	0	10.00	No discount is specified and the regular retail price is charged.
01/01/2000	12/31/2000	6.95	6.95	The date of the sale is within the discount period. The discount price is used.
01/01/2000	06/30/2000	7.25	10.00	A discount is to be taken only during the first six months of the year. The discount period ends before July 1 and is thus not to be taken. The regular retail price is charged.
06/01/2000	None	8.25	8.25	A discount is to be taken starting June 1 and continue forever. The discount price is used.

If a store sample is created then a SKU number of category 'custom/ready made' will be created. The store sample entry created may then be edited to add additional information, as required. See page 403 on how to create the basic store sample entry.

If the 'detailed information on item' tab is highlighted then more details about an item are available. See page 403.

The 'use mod' button and the 'retail2', 'retail3', 'cst', 'whl', and 'ret' fields are used by Central Frame Shop, not by FullCalc, and should be ignored

Some of the fields on the 'display/edit' screen are:

- **ITEM #** - the vendors item number. Use the F10 function key to copy the SKU number value to the item number field during entry or updating of information about an item.
- **UPC#** - the Universal Product Code. This code must contain 8 or more characters. Each character must be a digit.
- **VENDOR** – vendor number.
- **DEPT** – department number.
- **DESCRIPTION** – a description of the SKU number. If a mat has a description that contains the character string 'del' it indicates to FullCalc that the mat has been deleted by the vendor even if it still appears in the inventory.
- **SHORT DESCRIPTION** or **ARTIST/DESCRIPTION**– this normally holds either a one-word description of the item or some type of supplemental descriptive data value such as a color.
- **TITLE** – the name of a work of art.
- **ARTIST** – the name of the artist.

# FullCalc Operating Guide

- **PRICE CODE** – a code that relates to the price of the item to a group of items with prices that are about the same as this SKU. Required for moulding and mats, optional for other categories of items. For moulding the code is a letter in the range ‘D’ to ‘R’. For mats the code is a number in the range ‘1’ to ‘20’. See page 444 for a listing of the standard mat and moulding price code definitions. See page 315 for a way to change mat price code definitions.

Note: As a general rule, mat and moulding price codes should not be modified by hand. The use of the Internet update feature described on page 308 will cause any manual changes to the price codes to be lost.

- **LOC or LOCATION**– location of the item, for example a bin number. This value is listed as ‘loc’ for mouldings only and ‘location’ for all other types of items. This is an alternate location to that specified for a moulding in the ‘wall’ field. For mats only this value can be used as an alternate identifier of an item.
- **WALL** – location of the item if it is on a wall. This value is different from the ‘loc’ value for a moulding. For moulding this value can be used as an alternate identifier of an item.
- **FRAME WIDTH (32 nds)** – the width of a moulding in 32nds of an inch. This value is critical to the proper calculation of moulding chops.

Warning

**Warning:** If the width value entered is incorrect it will cause the computed length of chops to be incorrect.

- **TOTAL SIZE** – the size of a SKU number. Could be a descriptive word such as ‘small’, a length value such as ‘10’ or a set of dimensions such as ‘32x40’. For a ready-made, the size must be given and the specified size must contain the letter ‘x’ between the two numbers, for example ‘18.5x23.75’. In addition, for a ready-made the size needs to be defined in the price chart table as described on page 472.
- **ALLOCATED** – the number of units that are being put to some use, such as sent out on approval, but have not been sold.
- **UNIT MEASURE** – a two-character unit of measure code. The possible units of measure codes include:
  - **EA** – each.
  - **FT** – feet. Orders need at least one moulding if the price of a miscellaneous item is based on the number of feet in the order. If the order has several mouldings then the footage of the inner moulding will be used in the price calculation.
  - **UI** - United Inches.
  - **MT**- per the price of a regular mat (a mat of price code 1) at retail. There is no requirement that the order contain a mat or that if there is a mat that the mat has a price code of 1.
  - **SF** - square feet.
- **EDITION SIZE** – for a print, the total number of signed and numbered prints (limited edition prints) that have been produced. This field can be double clicked on to view and/or edit the edition numbers of signed and numbered prints in the inventory. See page 336 for additional information. This field should be available only for a print when the ‘dept’ field contains a number of a signed and numbered print department. If this field is blank then it is assumed that the SKU number is not for a signed and numbered print (limited edition print).
- **DISCOUNT START** – the date on which discounting of a SKU number is to start.
- **DISCOUNT END** – the date on which discounting of a SKU number is to end.
- **DISCOUNT AMOUNT** – the retail price of the item during the discount period. This is not the amount of the discount, that will be calculated when the SKU number is sole.
- **REORDER AMOUNT** or **REORDER AMOUNT/PACK** – the minimum number of items that can be ordered at one time. This value should be 1 or larger.
- **REORDER POINT** or **REORDER POINT/MIN** – the minimum stock level. This is the number of units that you never wish to go below. This value should be 1 or larger.
- **MODEL STOCK** or **MODEL STOCK/MOD** – the model stock level. This is the optimum number of units you wish to have on hand. This value should be equal to or larger than the reorder point value.
- **ON HAND** – the number of units currently on hand.
- **QTY ON ORDER** – the number of units currently on order.

# FullCalc Operating Guide

- **VALUE ON HAND** – the dollar value of the units on hand. This is calculated as the cost per unit times the number of units on hand.
- **COST** – the cost per unit.
- **RETAIL** – the retail price per unit.
- **STOCK ITEM** – the stock status code for the item. Stock status codes are:
  - **S** - stock
  - **N** - non-stock
  - **X** - order once
  - **D** – deleted or discontinued
- **ITEM TYPE** – the item type code that matches the tab clicked at the top of the screen. Values are ‘frame’, ‘fillet’, ‘mat’, ‘print’, ‘readymade’ or ‘other’.

Note: Not all of the fields listed above occur on every version of the ‘display/edit’ screen. Some of the fields listed apply only to one category of items.

Note: As a general rule, all known data about a given SKU number should be entered. All of the fields are used at some point in FullCalc. Missing data items may cause problems later at other points in the program.

Note: For the proper operation of FullCalc the department number and the vendor number entered must be accurate. Both of these values should be defined before attempting to add as new SKU number or updating the department number and/or vendor number of an existing SKU number

For all categories of items a number of supplemental data values are available. First, select the category, enter the SKU number desired, and then click on the ‘detailed information on item’ tab. A screen like that shown below will appear.

The screenshot shows the 'Detailed Information on Item' screen for a 'print' category item. The interface includes the following elements:

- Navigation Tabs:** Frames/Fillets, Mats/Glass, Prints, Custom/Ready Made, Other.
- Item Information:**
  - Date Added: 06/08/2006
  - Item Sku: print13
  - UPC#: 0
  - Description: abstract oil in red and blu
  - Last Change: 12/20/2007
  - Average Cost: 1.980
  - Average Sales: 0
  - Last Year Sales: 0.00
- Statistics:**
  - Month to Date Statistics: Cost (1.98), Sales (199.95), Units (1.00)
  - Year to Date Statistics: Cost (1.98), Sales (199.95), Units (1.00)
  - Last Year Statistics: Sales (0.00), Units (0.00)
- Additional Fields:**
  - Image File: [Redacted]
  - Certificate of Authentication: [ ] Edit Ltd. Ed.
  - Consigned From: JOHN DOE
  - % to Artist: 13
  - Medium: PAPER
  - Last Ord. Date: / /
  - Last Ord. Qty.: 0.00

Callout boxes indicate: 'Click here to return to the add/modify tab.' (pointing to the 'Add/Modify Item' tab) and 'Click here to view the supplemental data.' (pointing to the 'Detailed Information on Item' tab).

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Note: None of the data values shown on the ‘detailed information on item’ screen can be changed except for:

# FullCalc Operating Guide

- The type of markup to be used and the markup for this SKU number, if that option is selected, for frames only. See page 306 for more information about SKU number markups.
- The name of the image file for frames, mats, and prints

The following example is detailed information screen for a moulding.

Frames/Fillets	Mats/Glass	Prints	Custom/Ready Made	Other																																								
<b>Add/Modify Item</b>		<b>Detailed Information on Item</b>																																										
Date Added	06/18/2008	Last Change	06/18/2008																																									
Item Sku	101WO	Average Cost	0.000																																									
UPC#	720472100014	Average Sales																																										
Description	WO 101WO 1/2	Last Year Sales	0.00																																									
Markup Method	<b>Month to Date Statistics    Year to Date Statistics    Last Year Statistics</b>																																											
<input checked="" type="radio"/> Standard Method <input type="radio"/> Use No Markup <input type="radio"/> This SKU Only	<b>Cost</b> 0.00 <b>Sales</b> 0.00 <b>Units</b> 0.00	0.00 0.00 0.00	0.00 0.00 0.00																																									
Image File: 001101WO.JPG 	Price Sampler * Estimated value. The actual value depends on the setup parameters used.	<table border="1"> <tr> <td>Size</td> <td>5x7</td> <td>8x10</td> <td>9x12</td> <td>11x14</td> </tr> <tr> <td>United Inch</td> <td>12</td> <td>18</td> <td>21</td> <td>25</td> </tr> <tr> <td>Est. Feet *</td> <td>1.0</td> <td>1.5</td> <td>1.75</td> <td>2.1</td> </tr> <tr> <td>Est. Retail *</td> <td>5.96</td> <td>8.94</td> <td>10.43</td> <td>12.52</td> </tr> <tr> <td>Size</td> <td>20x24</td> <td>22x24</td> <td>36x48</td> <td>40X60</td> </tr> <tr> <td>United Inch</td> <td>44</td> <td>46</td> <td>84</td> <td>100</td> </tr> <tr> <td>Est. Feet *</td> <td>3.3</td> <td>3.8</td> <td>7.0</td> <td>16.6</td> </tr> <tr> <td>Est. Retail *</td> <td>19.67</td> <td>22.65</td> <td>41.72</td> <td>98.94</td> </tr> </table>			Size	5x7	8x10	9x12	11x14	United Inch	12	18	21	25	Est. Feet *	1.0	1.5	1.75	2.1	Est. Retail *	5.96	8.94	10.43	12.52	Size	20x24	22x24	36x48	40X60	United Inch	44	46	84	100	Est. Feet *	3.3	3.8	7.0	16.6	Est. Retail *	19.67	22.65	41.72	98.94
Size	5x7	8x10	9x12	11x14																																								
United Inch	12	18	21	25																																								
Est. Feet *	1.0	1.5	1.75	2.1																																								
Est. Retail *	5.96	8.94	10.43	12.52																																								
Size	20x24	22x24	36x48	40X60																																								
United Inch	44	46	84	100																																								
Est. Feet *	3.3	3.8	7.0	16.6																																								
Est. Retail *	19.67	22.65	41.72	98.94																																								

See page 213 for more on SKU markups.

Appears only for mouldings.

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For mouldings only, the price sampler box appears in the lower right of the ‘detailed information on item’ screen. This table gives a quick estimated retail price for selected common sizes of frames for the specified moulding<sup>72</sup>. The exact retail price of the moulding will be calculated later when the frame order entered. The actual footage required, and thus the retail price of the moulding, depends on several setup parameters, for example the rounding option, that has been specified in FullCalc. These setup parameters are not used in calculating the estimated footage or retail prices shown on this page. Some of the rows in the price sampler are:

- **SIZE** – the size of the frame in inches.
- **UNITED INCH** – the number of United Inches of moulding required.
- **EST. FEET** – the estimated number of feet of moulding required. This value is subject to modification based on the FullCalc setup parameters being used.
- **EST. RETAIL** – the estimated retail price of the frame. This value is subject to modification based on the FullCalc setup parameters being used.

Some of the fields on the detailed information screen are:

<sup>72</sup> The prices shown in the price sampler are estimates only and should not be used for pricing framing orders.

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- **DATE ADDED** – the date the item was added to the inventory.
- **ITEM SKU** – the SKU number of the item. This value also appears on the ‘add/modify item’ screen for this category of items.
- **UPC#** - the Universal Product Code. This value also appears on the ‘add/modify item’ screen for this category of items.
- **DESCRIPTION** – a description of the SKU number. This value also appears on the ‘add/modify item’ screen for this category of items.
- **IMAGE FILE** – the name of the file that contains an image of the item. This field appears only for mats and mouldings.
- **LAST CHANGE** – the date information about the SKU number was last updated.
- **AVERAGE COST** – the average cost of the item.
- **AVERAGE SALES** – the average monthly sales of the item based on the sales of the SKU number thru POS for the last thirteen weeks<sup>73</sup>.
- **LAST YEAR SALES** – the number of units of sales of the SKU number last year. This sales value is also shown below on the screen (and described in the next paragraph).
- **LAST ORD. DATE** – the date of the last purchase order created for this SKU number (the date the item was last ordered). The purchase order must have been placed using the reorder feature described on page 352.
- **LAST ORD. QTY.** – the number of units of this SKU number on the last order placed. If two or more orders were placed for this SKU number on a given date then this is the quantity ordered on the last order for that date. This value will not reflect any changed and/or canceled orders or items. The SKU number must have been ordered by means of a purchase order. The purchase order must have been placed using the reorder feature described on page 352.

In addition, for the current month, for the year to date, and for last year, the following values are shown:

- **COST** – the dollar cost of the number of units of the SKU number which were sold (this is not shown for last year). These values are not the cost of the units in the inventory at any point in time.
- **SALES** – the dollar retail price of the number of units of the SKU number which were sold.
- **UNITS** – the number of units of the SKU number which were sold. For the sales for last year in units, the value is duplicated above on the screen (and described in the previous paragraph).

If the SKU number is for a store sample and the ‘detailed information on item’ tab is being viewed from the custom/ready-made tab, additional information is shown. See the example in the store sample section starting on page 403.

The statistical data shown on this screen is accurate only if end of day, end of month, and end of year processing has been done on a regular basis and in that order. See page 673.

Click on the ‘add/modify item’ tab to return to the main screen for this category of item.

## Mat, Frame, and Fillet Retail Price Calculations

For mats, frames, and fillets only, the retail price is calculated using the specified markup method and amounts. The retail price in each case is based on the cost of the item and on a user specified markup. The following two sections describe how the retail price calculations are done.

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<sup>73</sup> This value is calculated during end of month processing. See page 673 for information about the collection and processing of sales data during end of month processing.

# FullCalc Operating Guide

## Mats

The retail price of a mat used on a framing order is calculated as follows:

- 1) The SKU number of the mat and the size of the required mat are specified on the framing input screen. See the section starting on page 23.
- 2) Knowing the cost of a sheet of the mat, a price code for the mat is determined. The standard mat price codes are listed on page 444. You may also define your own set of price codes for mats using the method as detailed on page 315.
- 3) The retail price is found by looking up the price in a price chart for the price code calculated in step 2). See page 472 for information on defining a price chart.

## Frames and Fillets

The retail prices of a frame or fillet on a framing order is calculated as follows:

- 1) The SKU number of the frame or fillet and the amount material are specified on the framing input screen. The material required is expressed in both the size of the frame, height and width, and as the number of feet of moulding required. See the section starting on page 23.
- 2) If moulding, either as a frame or as a fillet, is to be sold using ready-made sizes then do steps 3) to 5). If moulding is to be sold using footage then do steps 6) to 9).
- 3) Knowing the cost per foot of the moulding, a price code for the moulding is determined. The standard price codes are listed on page 444.
- 4) Using the height and width of the frame, the smallest ready-made size specified in the price charts which can be used for this framing job is found. See page 472 for information on defining a price chart.
- 5) The retail price is found by looking up the price in a price chart for the letter code calculated in step 2). See page 472 for information on defining a price chart.
- 6) Determine which markup methodology is to be used. See page 299 for a list of the several methodologies.
- 7) Define the required parameter(s) for the markup methodology. See page 299 and the sections following for details.
- 8) Click on the 're-calc retail \$' on the authorized vendor page to calculate the retail price per foot for the frame or fillet. See page 287.
- 9) Calculate the retail price by multiplying the price per foot times the required footage.

## Signed and Numbered Prints

To add a signed and numbered print (limited edition print) to the inventory a number of things must be done in addition to those listed in the previous section for any regular SKU number.

# FullCalc Operating Guide

Frames/Fillets	Mats/Glass	Prints	Custom/Ready Made	Other
<b>Add/Modify Item</b>		<b>Detailed Information on Item</b>		
SKU	<input type="button" value="Lookup"/> p1234	Total Size	24x36	
UPC#		Unit Measure	EA	
Vendor	199	Edition Size (dbl click)	1000	
Item#	p-76-q-9	Box Volume (Ft <sup>3</sup> )	0	
Department	709	Discount Start	/ /	
Title	Endless summer at the beach	Discount End	/ /	
Artist	unknown	Discount Amount	0.00	
Cost	1.98	Qty On Order	0	
Price Code		Model Stock/Mod	0	
Retail	99.95	Reorder Point/Min	0	
Retail 2	0.00	Reorder Amount/Pack	0	
Retail 3	0.00			
Wholesale	0.00			
On Hand	5			
Allocated	0			
Stock Item	S	Location	east wall	
Item Type	PRINT			
Value On Hand	9.90	Use Mod	Cst	0.0
		Whl	0.0	Ret
			0.0	0.0
<input type="button" value="Save Item"/>		<input type="button" value="Set as Default"/>		<input type="button" value="Prev SKU"/>
<input type="button" value="Delete"/>		<input type="button" value="Use Default Values"/>		<input type="button" value="Next SKU"/>
		<input type="button" value="Clear/New"/>		<input type="button" value="Exit"/>

Must be a signed and numbered department.

Must be defined if signed and numbered.

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- 1) Specify the start and end department number(s) for signed and numbered prints (limited edition prints) in the FullCalc setup option screen. See page 454.
- 2) Define the signed and numbered print (limited edition print) department number(s) in the department table. See page 518.
- 3) Optionally, define a summary department in the key summary department table for the signed and numbered print (limited edition print) department(s). The department numbers for signed and numbered prints (limited edition prints) may also be added to an existing key summary department. See page 523.
- 4) Define a default department number for art in the SKU file. See page 525. As a general rule, the default department number for art should not be a signed and numbered print (limited edition print) department number. The exception to this would be if for art you sell only signed and numbered prints (limited edition prints).
- 5) Add the SKU number for the signed and numbered print (limited edition print) to the inventory in the normal manner. See page 324, and following, and the example shown above. When you come to the 'department' field enter a department number for a signed and numbered print (limited edition print) department. This department number was pre-defined in step 2 above.
- 6) When you come to the "edition size" box, see the example above; a number must be entered to signify that the print is a signed and numbered print (limited edition print). Entry of no edition size, a blank "edition size" field, means that the print is not a signed and numbered print. The screen shown below will then appear, if the edition size is specified, for a signed and numbered print (limited edition print).

## Display Edition Information

SKU	Number	Vendor	Cost	Retail	
ltd2	100	199	1.98	19.95	▲
ltd2	101	199	1.98	19.95	
ltd2	102	199	1.98	19.95	
ltd2	103	199	1.98	19.95	
ltd2	210	199	1.98	19.95	
ltd2	345	199	1.98	19.95	
ltd2	198	199	1.98	19.95	
ltd2	199	199	1.98	19.95	▼

Qty. On Hand 13      Edition No.'s Defined 10      Edition Size 1000

Add

Delete

Save

Edit

Exit

Add Multi

Del Multi

Print

04023

The data grid on this screen shows the currently defined edition numbers for the SKU number listed in the 'SKU' column. In general, the values in each of the columns of the data grid should be the same except for the values in the 'number' column. Below the data grid are listed:

- **QTY. ON HAND** – the number of units on hand. This value is entered, and shown, on the 'add/modify item' tab for the print.
- **EDITION NO.'S DEFINED** – the number of units for which an edition number has been defined for the SKU number. This should be the same as the number of data lines shown in the data grid.
- **EDITION SIZE** – the total size of the edition. This value is the same as entered, and shown, on the 'add/modify item' tab for the print. This number is larger than zero for a signed and numbered (limited edition) print.

Some of the fields on the 'display edition information' screen are:

- **SKU** – the SKU number of the signed and numbered print (limited edition print).
- **NUMBER** – the edition number. If the edition size is '1000' and the edition number was '5' the print would normally carry the notation '5/1000' (print five of one thousand) or '5 of 1000'.
- **VENDOR** – the vendor number.
- **COST** – the cost of the print.
- **RETAIL** – the retail price of the print.

- 7) Enter the required information for each individual copy of the signed and numbered print (limited edition print) that is in the inventory using the screen shown above.

The buttons on the bottom of the screen are:

- **ADD** - creates a record with data about one copy of the print, except that the edition number is set to 0.

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- **DELETE** – delete the edition information about the currently highlighted edition number.
- **EDIT** - allows a record to be changed.  
Note: The data grid on data information screen is normally 'locked'. This means that no values on the screen can be changed. Clicking on the 'edit', 'add', or 'add multi' buttons 'unlocks' the screen to allow data values to be changed in the grid.
- **SAVE** - is used to save any changes made to the data. Use this button before you use the "exit" button.
- **EXIT** - exits the screen without saving any changes made. Use the "save" button first, as required.
- **ADD MULTI** - is used to add data about several prints at once. The screen shown below will appear to ask for the range of edition numbers being added to the inventory. The 'start at' and 'end at' values must be zero or above. Use a value of zero only if you plan to click on the 'cancel' button. The two values must be equal to or less than the edition size value. The number of currently defined edition numbers plus the number of new edition numbers being added must not total more than the number of units on hand.
- **DEL MULTI** - is used to delete data about several prints at once. A screen similar to the one at the lower right above will appear to ask for the range of edition numbers being deleted from the inventory. The 'start at' and 'end at' values must be zero or above. Use a value of zero only if you plan to click on the 'cancel' button. The two values must be equal to or less than the edition size value.

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- **PRINT** – print out a listing of the edition numbers of the several prints on hand for this SKU number. See the example below.

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## Signed And Numbered Print Edition Numbers

01/30/07

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SKU	Number	Vnd	Cost	Retail
ltd2	100	199	1.98	19.95
ltd2	101	199	1.98	19.95
ltd2	102	199	1.98	19.95
ltd2	103	199	1.98	19.95
ltd2	210	199	1.98	19.95
ltd2	345	199	1.98	19.95
ltd2	198	199	1.98	19.95
ltd2	199	199	1.98	19.95
ltd2	987	199	1.98	19.95
ltd2	988	199	1.98	19.95

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Fields on the report include:

- **SKU** – the SKU number of the signed and numbered print (limited edition print).
- **NUMBER** – the edition number.
- **VND** – the vendor number.
- **COST** – the cost of the print.
- **RETAIL** – the retail price of the print.

Note: On this report all of the values should be identical except for the ‘number’ value (the edition number).

Note: Not all of the buttons shown on the ‘display edition information’ screen will be available at all times. For example, if the number of units on hand and the number of edition numbers that have been defined are equal, then the ‘add’ button will be disabled.

Note: Information about the edition numbers of signed and numbered prints in the inventory will also be deleted when the ‘delete’ button is clicked on the inventory information screen, see above, for the print.

Example: For a given SKU number the edition size is 1000 and the store has prints number 20, 21, 22, 23, 24, and 99. To add the individual prints edition information using the ‘display edition information’ screen and the ‘add a range of limited editions’ screens:

- 1) Click on the ‘add multi’ button.
- 2) Enter ‘20’ in the ‘start at’ box and ‘25’ in the ‘end at’ box on the ‘add a range of limited editions’ screen.
- 3) Click on the ‘add’ button.
- 4) Click on the ‘edit’ button.
- 5) Change the value in the ‘number’ field of the record just added to ‘99’.
- 6) Click on the ‘save’ button.
- 7) Click on the ‘exit’ button.

Once a SKU number has been defined for a signed and numbered print the information about each of the individual prints may be changed in either of the following two ways:

- Double click on the ‘edition size’ box on the ‘add/modify item’ tab. This field appears only if the SKU number has a department number in the range specified for signed and numbered prints.
- Click on the ‘edit ltd. ed.’ button on the ‘detailed information on item’ tab. This button appears only if the SKU number has a department number in the range specified for signed and numbered prints and has an edition size specified.

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Frames/Fillets	Mats/Glass	Prints	Custom/Ready Made	Other
<b>Add/Modify Item</b>		<b>Detailed Information on Item</b>		
Date Added	06/08/2006	Last Change	12/20/2007	
Item Sku	print13	Average Cost	1.980	
UPC#	0	Average Sales	0	
Description	abstract oil in red and blu	Last Year Sales	0.00	
<b>Month to Date Statistics    Year to Date Statistics    Last Year Statistics</b>				
<b>Calculate Statistics</b>	Cost	1.98	1.98	
	Sales	199.95	199.95	0.00
	Units	1.00	1.00	0.00
Image File	BEACH1.JPG	<input type="checkbox"/> Certificate of Authentication	<a href="#">Edit Ltd. Ed.</a>	
	<a href="#">Delete Image</a>	Consigned From	JOHN DOE	
	<a href="#">Enlarge Image</a>	% to Artist	13	
	Last Ord. Date	/ /		
Last Ord. Qty.	0.00			
		Medium	PAPER	

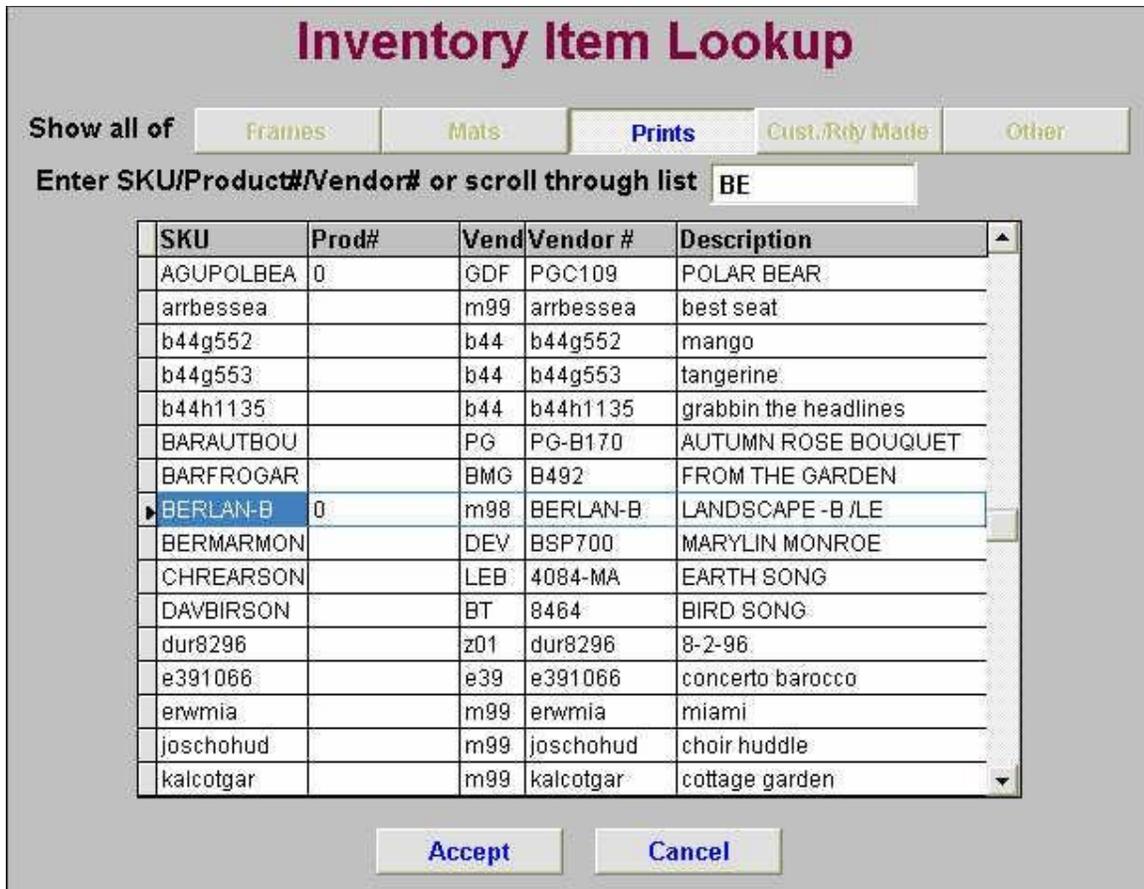
Click to edit limited edition print information.

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In either case, the 'display edition information' screen described above will appear. The values for the prints for the SKU can then be modified as required.

On the 'detailed information on item' screen you may also specify if a certificate of authentication is available with this limited edition print or not. Check the box provided to indicate that there is a certificate of authentication.

## SKU Number Lookup



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The 'lookup' button on the display/edit screen, see page 324 and following, can be used to find an existing item in the inventory<sup>74</sup>. After the 'lookup' button is pressed a screen like that shown above appears. The category button selected at the top of the screen shown above ('frames', 'mats', etc) will be based on which tab on the display/edit screen was selected when the 'lookup' button is pressed. Then enter a SKU number, a product number (which is the UPC code), or a vendor number (which is the vendors item number) in the box provided and press 'enter'.

A group of SKU numbers with values equal to or near to the entered value will then appear. Highlight the desired item from the list shown and then click on the 'accept' button at the bottom of the screen. The highlighted items SKU number will be entered into the SKU number field on the display/edit screen along with any other associated information that is available for that SKU number.

You may also find a SKU number from the list by use of the up and down arrow keys, the page up and page down keys, and the slider at the right side of the data grid.

Click on the 'cancel' button at the bottom of the inventory item screen to return to the display/edit screen without selecting a SKU number.

Fields on the inventory item lookup screen include:

<sup>74</sup> In place of the use of the 'lookup' button, you may highlight the SKU number field on the display/edit screen and press the F6 function key to do the lookup function.

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- **SKU** – the SKU number.
- **PROD#** - the vendor assigned UPC code.
- **VEND.** – the vendor number.
- **VENDOR #** - the vendor assigned item number.
- **DESCRIPTION** – a description of the item.

## Plaques

Plaques follow all of the standard rules for data entry plus the following items:

- 1) Plaques are classified as 'other' items.
- 2) A price code must be specified for each plaque. The price code must be a letter in the range of 'a' thru 'f'.
- 3) The vendor number must be 'B01'.
- 4) The color of the plaque in the 'short description' field.
- 5) The size of the plaque in the 'total size' field. This should be a dimension number followed by 'x' followed by another dimension number. For example "9x12" for a nine inch by 12 inch plaque with the shortest dimension first. This is normally the size of the smallest sized plaque of a given plaque style.
- 6) When the plaque SKU number is defined there should only be one SKU number for a given plaque style, not per size of the plaque.
- 7) There must be a value in the 'item#' field for each plaque. This is the field that will be used for finding the item in the inventory. In most cases, the SKU number and the item number field should be the same.

For example, the following plaque would be entered into the inventory database as shown below.



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Frames/Fillets		Mats/Glass		Prints		Custom/Ready Made		Other				
<b>Add/Modify Item</b>					<b>Detailed Information on Item</b>							
SKU	<input type="button" value="Lookup"/>	<input type="text" value="mdfinlay79"/>			Total Size	<input type="text" value="7x9"/>						
UPC#	<input type="text" value="0"/>				Unit Measure	<input type="text" value="EA"/>						
Vendor	<input type="text" value="B01"/>	Item#	<input type="text" value="mdfinlay79"/>			Qty Per Box/Bulk	<input type="text" value="0"/>					
Department	<input type="text" value="400"/>				Box Volume (Ft <sup>3</sup> )	<input type="text" value="0.00"/>						
Description	<input type="text" value="MDF inlay mahogany"/>				Discount Start	<input type="text" value="//"/>						
Short Description	<input type="text" value="mahogany"/>				Discount End	<input type="text" value="//"/>						
Cost	<input type="text" value="9.990"/>				Discount Amount	<input type="text" value="0.00"/>						
Price Code	<input type="text" value="B"/>				Qty On Order	<input type="text" value="0.00"/>						
Retail	<input type="text" value="54.95"/>				Model Stock/Mod	<input type="text" value="0"/>						
Retail 2	<input type="text" value="0.00"/>	Retail 3	<input type="text" value="0.00"/>			Reorder Point/Min	<input type="text" value="0"/>					
Wholesale	<input type="text" value="0.00"/>	Box/Bulk Price	<input type="text" value="0.00"/>			Reorder Amount/Pack	<input type="text" value="1"/>					
On Hand	<input type="text" value="2.00"/>	Allocated	<input type="text" value="0.000"/>			Item Type	<input type="text" value="OTHER"/>					
Stock Item	<input type="text" value="S"/>	Location	<input type="text" value="bin1"/>			<input type="button" value="Use Mod"/>	Cst	<input type="text" value="0.0"/>	Whl	<input type="text" value="0.0"/>	Ret	<input type="text" value="0.0"/>
Value On Hand	<input type="text" value="19.98000"/>											
<input type="button" value="Save Item"/>			<input type="button" value="Set as Default"/>			<input type="button" value="Prev SKU"/>			<input type="button" value="Clear/New"/>			
<input type="button" value="Delete"/>			<input type="button" value="Use Default Values"/>			<input type="button" value="Next SKU"/>			<input type="button" value="Exit"/>			

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## Adding a Frame

### Add Frame

Frame #	<input type="text" value="jak-123"/>
Vendor #	<input type="text" value="US Frame"/>
Width/32	<input type="text" value="10"/>
Letter Code	<input type="text" value="K"/>
Frame Cost	<input type="text" value="3.950"/>
Frame Retail \$/Ft	<input type="text" value="12.01"/>
Location	<input type="text" value="99.99"/>

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The screen above is used to add a SKU number to the inventory and define a frame or fillet from the 'framing input' screen, the 'more frames' screen or the 'more mats' screen<sup>75</sup>. This is done when any of the frame or fillet selection fields have been highlighted. You may add the SKU by pressing the f12 key. Enter the data values listed on the 'add frame' screen shown above and then click on the 'add' button. The framing order can then be completed in the normal manner.

While this screen adds the basic data about a frame or fillet, you should see page 324 and following on how to add additional information about the frame. The use of the 'add frame' screen is not the recommended way to define a new item in the inventory. The 'add frame' screen only defines a minimal set of fields about the frame or fillet.

Some of the fields on the add frame screen are:

- **FRAME #** - the SKU number of the moulding.
- **VENDOR #** - the name of a moulding vendor. The vendors name will be converted into a vendor number.
- **LETTER CODE** – a code that relates to the price of the item to a group of items with prices that are about the same as this SKU. For moulding the code is a letter in the range 'D' to 'R'. See page 444 for a listing of the standard mat and moulding price code definitions.
- **FRAME COST** – the cost per foot of the moulding
- **FRAME RETAIL \$/FT** – the retail price per foot of the moulding. Note should be made of the fact that this value is normally calculated. On this screen, however, the value is not calculated by the program and must be entered.
- **LOCATION** – location of the item, for example a bin number.
- **WIDTH/32** – the width of a moulding in 32nds of an inch. This value is critical to the proper calculation of moulding chops. If the width value entered is incorrect it will cause the computed length of chops to be incorrect.

In addition to the values entered on the screen shown above, the new SKU number is also given the following attributes:

- The description is set "moulding".
- The stock status is set to 'N' (non-stock).
- The department number is set to '110'.

Note: Use of the f2 key on the 'framing input' screen is not the preferred method to be used to add new mouldings to the inventory. If at all possible, define new moulding SKU numbers before its usage on a framing job, not in the middle of a framing job. The normal sequence of operations to add a frame to the inventory is:

- 1) Select a vendor number for the frame. If none of the existing vendor numbers apply then add a new vendor number. If a new vendor number is added then care needs to be taken to conform to the restrictions on allowable vendor numbers. See page 280.
- 2) Select a department number for the frame. If none of the existing department numbers apply then add a new department number (this may also require modifications to the key summary table and the SKU file). If a new department is added then care needs to be taken to conform to the restrictions on allowable department numbers. See page 518.
- 3) Add the frame SKU number and associated data. See page 324. The product entry section of this manual contains a table showing the required data items for each frame SKU number being added. In general, more data values should be added for each SKU number than are required minimum.

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<sup>75</sup> From the 'more mats' screen enter new fillets only.

## Print Images

For prints, an image of the SKU number, the print, can be attached to the inventory record for that SKU number. The process to do this is as follows:

- 1) Create a digital image of the print. Follow the instructions on page 870 to capture the image.

Note: The digital image of the print should be created before adding the SKU number to the FullCalc inventory.

Note: As a general rule, it is best to set the name of the prints image file to be the same as the prints SKU number. It is also best to associate each print SKU number to a unique image file (do not use the same image file with two or more SKU numbers).

- 2) In the FullCalc inventory, define a new SKU number for the print in the normal manner. See page 324 and following for details on how to do this. You may also need to see page 336 if the print being added is a signed and numbered print.
- 3) Click on the 'detailed information on item' tab. The screen shown below will then appear.

Frames/Fillets	Mats/Glass	Prints	Custom/Ready Made	Other
<b>Add/Modify Item</b>		<b>Detailed Information on Item</b>		
Date Added	12/20/2007	Last Change	12/21/2007	
Item Sku	print22	Average Cost	1.000	
UPC#	0	Average Sales	0	
Description	PINK PASTEL	Last Year Sales	0.00	
<b>Month to Date Statistics    Year to Date Statistics    Last Year Statistics</b>				
	Cost	2.00	2.00	
	Sales	198.00	198.00	0.00
	Units	2.00	2.00	0.00
Image File	BEANY.BMP			
	<input type="button" value="Delete Image"/>		Consigned From <input type="text" value="BOB WHITE"/>	
	<input type="button" value="Enlarge Image"/>		% to Artist <input type="text" value="22"/>	
	Last Cost			0.00
	Last C			0.00

04099

Appears only if image file name is specified.

- 4) Enter the name of the image file created in step 1, see above, in the box provided. After the image file name has been entered a small version of the image (often called a 'thumbnail') will appear below the image file name. In addition, two buttons will appear to the left of the small version of the image (see below for details on the use of these buttons).

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Note: If the image appears as a square with the letter 'X' in it then the file named may exist but is not a valid image file. This may indicate that the file is in some unknown format, the file is corrupt, etc. It could also mean, in a few cases, that the file named cannot be found.

Note: See page 870 for information on how to create an image file for a print or other work of art.

- 5) Click on the 'add/modify item' tab to return to the main data entry screen for the print.
- 6) Click on the 'save item' button to save all of the information about the print.

The screen shown above contains the following fields that relate only to prints and other works of art:

- **IMAGE FILE** – The name of a digital image file that is associated with the SKU number. See also page 870.
- **CONSIGNED FROM** – The name of the person who consigned this SKU number. In many cases this will be the name of the artist.
- **% TO ARTIST** – The percent of the retail price to be paid to the artist.
- **MEDIUM** – The medium of the work of art such as paper, oil, watercolor, etc.

The two buttons on the screen shown above are:

- **ENLARGE IMAGE** – This button is used to display a larger version of the prints digital image. In the example of the enlarged image shown below:
  - The name of the image file appears below the image.
  - The 'return' button can be clicked to return to the detailed information screen.

When the image is enlarged an attempt will be made to fill the black rectangle on the screen. The enlargement will be done in an isometric manner (both dimensions will be changed by an equal percentage). If a gray band appears at the top and bottom, or on the left and right, between the image and the black rectangle it indicates that the image is not square. The bands appear on the left and right when the image is higher than wide. The bands appear on the top and bottom when the image is wider than high.

Note: If the enlarged image appears to be made up of set of small rectangles it is often referred to as being 'pixilated'. This effect is often caused by an over enlargement of the graphical data. This effect may also be caused by the use of a low-resolution camera to create the digital image or by subsequent editing of the captured image.

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- **DELETE IMAGE** – This button is used to delete the image file. This button will not delete the SKU number.

Note: The 'delete' button on the 'add/modify item' screen will delete both the SKU number in the inventory and its associated image file.

## Moulding Images

For moulding, an image of the SKU number, the moulding, can be attached to the inventory record for that SKU number. The process to do this is as follows:

- 1) Create a digital image of the moulding. Follow the instructions on page 870 to capture the image.

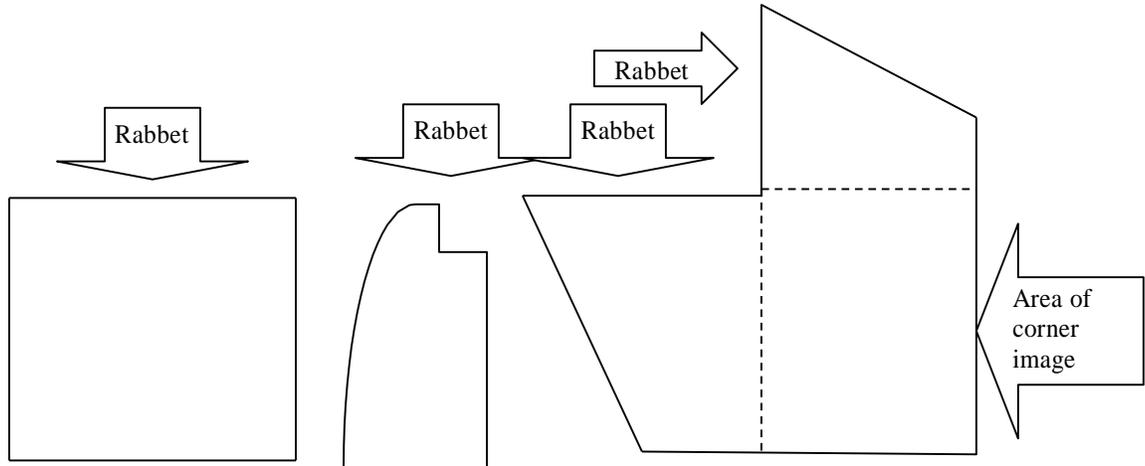
Note: The digital image of the moulding should be created before adding the SKU number to the FullCalc inventory.

Note: As a general rule, it is best to set the name of the mouldings image file to be the same as the mouldings SKU number. It is also best to associate each moulding SKU number to a unique image file (do not use the same image file with two or more SKU numbers).

Note: If the image is to be used with the FullCalc frame order visualization feature described on page 100, the image should have be wider than high. It should also the frames rabbet aligned at the top of the image. The frame order visualization feature assumes that the rabbet is oriented toward the image being framed. The example below shows a moulding with the front view on the left and

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the moulding in profile with the rabbet to the top in the middle. In addition, a second image of a corner of the moulding should be taken. The corner should be orientated as shown below on the right. The image of the corner should be that of the area formed by the dotted line. The name of the image of the corner should be the same with the suffix of '-CORNER'. For example, if the SKU number of the moulding is '1234' then the name of the image file for the moulding would be '1234.JPG' and the name of the image file for the corner would be '1234-CORNER.JPG'.



- 2) In the FullCalc inventory, define a new SKU number for the moulding in the normal manner. See page 324 and following for details on how to do this.
- 3) Click on the 'detailed information on item' tab. The screen shown below will then appear.

Frames/Fillets	Mats/Glass	Prints	Custom/Ready Made	Other																																								
<b>Add/Modify Item</b>		<b>Detailed Information on Item</b>																																										
Date Added	06/18/2008	Last Change	06/18/2008																																									
Item Sku	10-700	Average Cost	0.000																																									
UPC#	0	Average Sales																																										
Description	Cherry Veneer	Last Year Sales	0.00																																									
Markup Method	<b>Month to Date Statistics    Year to Date Statistics    Last Year Statistics</b>																																											
<input checked="" type="radio"/> Standard Method <input type="radio"/> Use No Markup <input type="radio"/> This SKU Only	Cost <input type="text" value="0.00"/> Sales <input type="text" value="0.00"/> Units <input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="text" value="0.00"/> <input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="text" value="0.00"/> <input type="text" value="0.00"/>	<input type="text" value="0.00"/> <input type="text" value="0.00"/> <input type="text" value="0.00"/>																																								
Image File	G-7402.JPG	<table border="1"> <tr> <td>Size</td> <td>5x7</td> <td>8x10</td> <td>9x12</td> <td>11x14</td> </tr> <tr> <td>United Inch</td> <td>12</td> <td>18</td> <td>21</td> <td>25</td> </tr> <tr> <td>Est. Feet *</td> <td>1.0</td> <td>1.5</td> <td>1.75</td> <td>2.1</td> </tr> <tr> <td>Est. Retail *</td> <td>79.20</td> <td>118.80</td> <td>138.60</td> <td>166.32</td> </tr> <tr> <td>Size</td> <td>20x24</td> <td>22x24</td> <td>36x48</td> <td>40x60</td> </tr> <tr> <td>United Inch</td> <td>44</td> <td>46</td> <td>84</td> <td>100</td> </tr> <tr> <td>Est. Feet *</td> <td>3.3</td> <td>3.8</td> <td>7.0</td> <td>16.6</td> </tr> <tr> <td>Est. Retail *</td> <td>261.36</td> <td>300.96</td> <td>554.40</td> <td>1314.7</td> </tr> </table>			Size	5x7	8x10	9x12	11x14	United Inch	12	18	21	25	Est. Feet *	1.0	1.5	1.75	2.1	Est. Retail *	79.20	118.80	138.60	166.32	Size	20x24	22x24	36x48	40x60	United Inch	44	46	84	100	Est. Feet *	3.3	3.8	7.0	16.6	Est. Retail *	261.36	300.96	554.40	1314.7
Size	5x7	8x10	9x12	11x14																																								
United Inch	12	18	21	25																																								
Est. Feet *	1.0	1.5	1.75	2.1																																								
Est. Retail *	79.20	118.80	138.60	166.32																																								
Size	20x24	22x24	36x48	40x60																																								
United Inch	44	46	84	100																																								
Est. Feet *	3.3	3.8	7.0	16.6																																								
Est. Retail *	261.36	300.96	554.40	1314.7																																								
<input type="button" value="Delete Image"/> Last Ord. Date <input type="text" value="//"/> Last Ord. Qty. <input type="text" value="0.00"/>	<input type="button" value="Price Sampler"/> * Estimated value. The actual value depends on the setup parameters used.																																											

Appears only if image file name is specified.

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- 4) Enter the name of the image file created in step 1, see above, in the box provided. After the image file name has been entered a small version of the image (often called a 'thumbnail') will appear below the image file name. In addition, a button will appear above the small version of the image (see below for details on the use of this button).

Note: If the image appears as a square with the letter 'X' in it then the file named may exist but is not a valid image file. This may indicate that the file is in some unknown format, the file is corrupt, etc. It could also mean, in some cases, that the file named cannot be found.

Note: See page 870 for information on how to create an image file.

Note: The image and the associated button will appear only if an image file name is specified.

- 5) Click on the 'add/modify item' tab to return to the main data entry screen for the moulding.
- 6) Click on the 'save item' button to save all of the information about the moulding.

The button on the screen shown above is:

- **DELETE IMAGE** – This button is used to delete the image file. This button will not delete the SKU number.

Note: The 'delete' button on the 'add/modify item' screen will delete both the SKU number in the inventory and its associated image file.

## Mat Images

For mats, an image of the SKU number, the mat, can be attached to the inventory record for that SKU number. The process to do this is as follows:

- 1) Create a digital image of the mat. Follow the instructions on page 870 to capture the image.

Note: The digital image of the mat should be created before adding the SKU number to the FullCalc inventory.

Note: As a general rule, it is best to set the name of the mats image file to be the same as the mats SKU number. It is also best to associate each mat SKU number to a unique image file (do not use the same image file with two or more SKU numbers).

- 2) In the FullCalc inventory, define a new SKU number for the mat in the normal manner. See page 324 and following for details on how to do this.
- 3) Click on the 'detailed information on item' tab. The screen shown below will then appear.

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Frames/Fillets	Mats/Glass	Prints	Custom/Ready Made	Other
<b>Add/Modify Item</b>		<b>Detailed Information on Item</b>		
Date Added	03/11/2008	Last Change	06/18/2008	
Item Sku	B110	Average Cost	0.000	
UPC#	702946042174	Average Sales		
Description	OFF WH & WHT PAPER	Last Year Sales	0.00	
<b>Month to Date Statistics    Year to Date Statistics    Last Year Statistics</b>				
<b>Calculate Statistics</b>	Cost	0.00	0.00	
	Sales	0.00	0.00	0.00
	Units	0.00	0.00	0.00
Image File	JAK1234.JPG			
	<b>Delete Image</b>			

Appears only if image file name is specified.

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- 4) Enter the name of the image file created in step 1, see above, in the box provided. After the image file name has been entered a small version of the image (often called a 'thumbnail') will appear below the image file name. In addition, a button will appear to the left of the small version of the image (see below for details on the use of this button).

Note: If the image appears as a square with the letter 'X' in it then the file named may exist but is not a valid image file. This may indicate that the file is in some unknown format, the file is corrupt, etc. It could also mean, in some cases, that the file named cannot be found.

Note: See page 870 for information on how to create an image file.

Note: The image and the associated button will appear only if an image file name is specified.

- 5) Click on the 'add/modify item' tab to return to the main data entry screen for the mat.
- 6) Click on the 'save item' button to save all of the information about the mat.

The button on the screen shown above is:

- **DELETE IMAGE** – This button is used to delete the image file. This button will not delete the SKU number.

Note: The 'delete' button on the 'add/modify item' screen will delete both the SKU number in the inventory and its associated image file.

## Reorder

A real challenge with inventory management is maintaining realistic inventory levels. We have implemented the basic capability to do this in FullCalc. This feature simply takes your average sales per week and projects your needs for a suggested reorder period. In addition, we have also implemented a simple override of this by allowing you to specify three parameters for each SKU number:

- **MIN** – the minimum stock level. This is the number of units that you never wish to go below for a given SKU number.
- **MOD** – the model stock level. This is the optimum number of units you wish to have on hand for a given SKU number. This value should be equal to or larger than the MIN value.
- **PACK** - the minimum number of items that can be ordered at one time for a given SKU number. Often this is the number of units that are packed together in a box or other container. This value should be 1 or larger.

When an inventory item goes below the MIN (minimum stock level) value, a reorder is suggested to bring the inventory up to the MOD (model stock level) value by ordering the necessary number of PACKS (minimum number of items that can be ordered at one time).

Let's use the example of one item with their MIN, MOD, and PACK values all set at 1. When the stock level drops below 1 unit, a suggested reorder of 1 unit would be made to bring the inventory level back up to 1. You can add additional items to the suggested reorder and then create a purchase order or you can add the items to the EEZ-Order<sup>76</sup> screen. The P.O. number in either case would then be stored for receiving later.

For a second example, assume for a specific item that MIN is 3 units, MOD is 6 units and PACK is 2 units. If the number of units on hand drops to 1 unit then the suggested number of units to order would be six. This is because five units are required to reach the model stock level (the MOD value). However, because the item can be ordered only in pack sizes of two (the PACK value), a total order of six units will be suggested.

Ven #	Vendor	Address	City	St	Zip	Country	Min						
199	MyVendor	100 Main St.	Anytown	NY	10000	10000	\$100.00						
Phone	Contact	Terms	Total Order										
(800)555-1212	John DOW	cash	\$123,504.00										
Fax	Enter Order Qty for each item. Select 'Create PO' to create purchase orders.												
SKU	Item #	Description	Dept	Ord Qty	Pack	Min	Mod	On Hand	On Order	Cost	Retail	Ext.Cost	Sugg
12345678	12345678	12345678901234	123	1	1	0.00	0.00	0	3	123456	123457	123456.00	1
beach1		BEACH AND SUR	400	0	1	0.00	0.00	0	0	1.98	100.00	0.00	1
bowl1	b100	red bowl 6"	200	0	1	2.00	4.00	9	1	10.00	25.00	0.00	1
bowl2		red bowl 8"	200	4	1	2.00	4.00	8	2	12.00	30.00	48.00	1
bowl3		red bowl 12"	200	0	1	2.00	4.00	9	0	30.00	55.00	0.00	1
bowl4		green bowl 9"	200	0	1	2.00	4.00	10	0	22.00	45.00	0.00	1
ellie1		THING	100	7	1	0.00	0.00	9	0	1.00	3.00	0.00	1
ellie2		SOMETHING ELS	110	0	1	0.00	0.00	18	0	1.98	5.94	0.00	1
fil0	fil0	WVO 1/2	120	0	1	0.00	0.00	0	2	2.88	5.76	0.00	1
fil1	fil1	WVO 1/2	120	0	1	0.00	0.00	0	2	2.88	5.76	0.00	1

Suggested Order    Create PO    Add Line    List All Items    Undo Changes    Exit

04027

<sup>76</sup> EEZ-Order is a separately orderable product available from Eagle Computers. EEZ-Order is not a part of FullCalc.

# FullCalc Operating Guide

To use the reorder feature properly you must:

- Enter the MIN, MOD, and PACK values individually for each SKU number on the ‘display/edit’ screen. See page 324 for information on how to do this.
- Define the stock status value for each SKU number on the ‘display/edit’ screen.
- Define the number of ‘delay days’ for each vendor on the vendor data screen. This is the number of days a given vendor normally takes to deliver an order. See page 280.
- Sell items in POS by SKU number. While this is not always possible the goal should be to sell ninety-five percent of all items, or more, by SKU number. Items that are sold by department number will not allow for the collection of all of the required data for the proper calculation of the quantities to be reordered.
- Do end of day and end of month processing on a regular basis. See page 632 for instructions on how to do end of day processing. See page 673 for information on end of month processing. Reordering cannot properly operate unless there are thirteen or more weeks of sales history, including three-month endings, available. The average sales of each SKU number is based on the sales for the last three months for which end of month processing has been done.

To let FullCalc reordered SKU numbers based on usage and desired inventory levels do the following:

- 1) After clicking on the “reorder” tab the screen shown below will appear.

The screenshot shows a software interface titled "Suggested Order Data". At the top, there is a dropdown menu for "Vendor" with the value "000" displayed. Below this is the text "Select Vendor". Underneath are two spinners: "Lead Time" set to "6" and "Mod Weeks" set to "6". At the bottom of the interface, there are three buttons: "Suggested Orders", "All Items", and "Manual PO's". At the very bottom are "OK" and "CANCEL" buttons.

04028

- 2) Select the desired vendor from the ‘vendor’ drop down box after clicking on the delta at the right of the ‘vendor’ drop down box. See the example below. This drop down box will show only those vendors who have been defined in the vendor file. See page 280 for more on how to define vendors. The drop down box contains three columns:
  - the vendor number
  - the vendor name
  - a blank field (reserved for future use)

## FullCalc Operating Guide

**Suggested Order Data**

Vendor: 000

000	Select Vendor
001	Larson-Juhl
024	Engelsen Frame & Mldg
075	Nurre Caxton
123	USA Wholesalers
199	MyVendor
B34	Bruce McGaw

OK CANCEL

04089

You may also type in a vendor number into the 'vendor' box, if desired.

After a vendor has been selected the vendor number will appear in the 'vendor' box. The name of the vendor will appear below the 'vendor' box. See the example below.

**Suggested Order Data**

Vendor: 024  
Engelsen Frame & Mldg

Lead Time: 0 Mod Weeks: 6

Suggested Orders All Items Manual PO's

OK CANCEL

04090

- 3) Fill in the lead-time for the vendor and the desired number of weeks of stock as required. The default lead-time value will be taken from the value in the vendor file for this vendor. The lead time value will be zero if the lead time value in the vendor file for this vendor is undefined.

The desired number of weeks of stock value, the 'mod weeks' value, will only be used if the average sales are in excess of one per month. In most cases this means that only very high volume locations will need to worry about specifying this value.

- 4) Click on the "suggested order", "all items" or "manual PO's" button as desired. Select this last button only if you are entering new items that are not in the inventory or for which you do not yet have at least thirteen weeks of sales history.
- 5) Click on the "OK" button to search for items to reorder. You may also click on the "cancel" to exit from the reorder process.



# FullCalc Operating Guide

will not (the suggested order amount will be zero). In addition, the 'ord qty' is always set to zero even if the suggested order amount is larger than zero.

<b>Ven #</b>	<b>Vendor</b>	<b>Address</b>	<b>City</b>	<b>St</b>	<b>Zip</b>	<b>Country</b>	<b>Min</b>
001	Larson-Juhl	3900 Steve Reynolds Bl.	Norcross	GA	30093	30093	\$25.00
<b>Phone</b>		<b>Contact</b>		<b>Terms</b>		<b>Total Order</b>	
800-438-5013		Craig Ponzio		30days		\$37.73	
<b>Fax</b>		<b>Enter Order Qty for each item.</b>					
800-772-0225		Select 'Create PO' to create purchase orders.					

SKU	Item #	Description	Dept	Ord Qty	Pack	Min	Mod	On Hand	On Order	Cost	Retail	Ext.Cost	Sugg	▲
101221	101221	WO INTAGLIO GO	120	0	1	0.00	0.00	-2	1	3.36	13.44	0.00	1	
101223	101223	WO INTAGLIO BLA	120	0	1	0.00	0.00	0	2	3.36	13.44	0.00	-2	
101610	101610	WO LUXOR GOLD	120	0	1	0.00	0.00	0	3	5.39	32.34	0.00	-3	
101611	101611	WO LUXOR SILVE	120	7	1	0.00	0.00	3	0	5.39	32.34	37.73	3	
101wo	101wo	WO 101WO 1/2	120	0	1	0.00	0.00	100	0	2.98	5.96	0.00	1	
102212	102212	WO SENELAR WO	120	0	1	0.00	0.00	10	0	5.21	31.26	0.00	10	
102530	102530	WO TUSCANY IT	120	0	1	0.00	0.00	0	0	2.98	5.96	0.00	0	
102531	102531	WO TUSCANY IT	120	19	1	0.00	0.00	-8	0	2.98	5.96	0.00	8	
102cg	102cg	WO CLASSIC GOL	120	0	1	0.00	0.00	0	7	4.19	25.14	0.00	-7	
102cs	102cs	WO CLASSIC SILV	120	0	1	0.00	0.00	0	0	4.19	25.14	0.00	0	

Suggested Order    Create PO    Add Line    List All Items    Undo Changes    Exit

04091

- 9) The “manual PO’s” button is used to create a manual order by inputting all of the necessary data. This is useful for SKU numbers that are not in the inventory or which do not yet have a sales history.
- 10) Click on the “create PO” button at the bottom of the suggested order screen to print a copy of the order and save it for later use order. See above and page 357.
- 11) The “undo changes” button at the bottom of the suggested order screen resets the order quantities to original suggested values.
- 12) Click on the “add line” button to add an additional line to the bottom of the order. The ‘sku’ field on the new line will be highlighted. Enter a SKU number for an existing item into the ‘sku’ field. The order quantity will be set to 1. You may then modify the order quantity as required.

Note: If the SKU number to be added to the order is not defined then see the next section.

The name of the vendor being ordered and the vendor number appear at the top of the reorder screen (in the colored band). More detailed information about the vendor also appears at the top of the screen.

Note: Items with a stock status of ‘D’ (discontinued) cannot be automatically reordered. If a discontinued item is to be reordered<sup>78</sup>, it must be done so by clicking on the ‘all items’ button and then manually entering the number of units to be ordered. See the sample screen above.

Note: Items with a stock status of ‘N’ (non stock) may appear on the automatic reorder list but only if the number of units on hand plus the number of units on order is less than zero. Otherwise, items with a stock status of ‘N’ will never appear on the automatic reorder list.

Some of the fields at the top of the reorder screen include:

<sup>78</sup> By definition, items with a stock status of ‘D’ (discontinued) should not be able to be reordered. If they can be reordered then it is probable that the stock status should not be ‘D’. If they are truly discontinued then any reorder sent to the vendor will be rejected.

# FullCalc Operating Guide

- **VEN #** – the vendor number that has been assigned.
- **VENDOR** – the name of the vendor.
- **ADDRESS** – the first line of the mailing address of the vendor.
- **CITY** – the city the vendor is located in.
- **ST** – the state or province the vendor is located in.
- **ZIP** – the ZIP code or postal code of the vendor.
- **MIN** – the minimum order that can be placed with the vendor.
- **PHONE** – the primary telephone number of the vendor.
- **FAX** – the fax telephone number of the vendor.
- **CONTACT** – the name of a contact person, for example a salesperson, at the vendor.
- **TERMS** – the vendor's terms for taking an order or for payment.
- **TOTAL ORDER** – the total dollar value of the order. This value changes each time an item is added, deleted, or changed on the current order.

Some of the fields in the body of the reorder screen include:

- **ITEM #** - the vendors item number.
- **SKU** – the SKU number of the item.
- **DESCRIPTION** – a description of the item.
- **DEPT** – department number.
- **ORD QTY** – the number of units you wish to order. This number defaults to a value of zero (0) or the 'sugg' value if the 'suggested order' option was selected above.
- **PACK** – the minimum number of items that can be ordered at one time.
- **MIN** – the minimum stock level. This is the number of units that you never wish to go below.
- **MOD** – the model stock level. This is the optimum number of units you wish to have on hand. This value should be equal to or larger than the MIN value.
- **ON HAND** – the number of units currently on hand.
- **ON ORDER** – the number of units currently on order.
- **COST** – the cost of one unit of the item.
- **RETAIL** – the retail price of one unit of the item.
- **EXT. COST** – the extended cost of the item. This is the 'ord qty' value times the 'cost' value.
- **SUGG** – the number of units FullCalc suggests be ordered.

Clicking on the 'suggested order' button generates a report with the items FullCalc suggests be reordered. An example of the report is shown below. The "suggested order" includes suggested items for which you assign an order quantity of zero.

# FullCalc Operating Guide



## Test Frame Shoppe

100 Main St.  
Anywhere, GA 12345  
(800) 555-1212

06/09/2006

### SUGGESTED ORDER REPORT

**Vendor #:** 199

MyVendor  
100 Main St.  
Suite 123  
Anytown, NY 10000

**Acct #:** 123-12345a  
**Voice #:** (800)555-1212  
**Fax #:** (800)555-1200  
**Contact:** John Doe

**Terms:** cash  
**Freight:** mule train

Item	SKU Number	Dept	Description	On Hand	Sugg Qty	Order	Cost	Retail	Extended Cost
	A101	100	MOULDING	-5	50		2.99	5.98	149.50
	A102	100	MOULDING	5	200		6.00	30.00	1,200.00
<b>*** Totals ***</b>					250				1,349.50

04029

Clicking on the 'create PO' button generates a purchase order. An example of the report is shown below. The purchase order includes all items with an order quantity greater than zero. The purchase order number generated consists of the optional store number followed by the actual PO number.



**Ship To**  
**Eagle Demo Store**  
700 Kendrick Rd.  
Zebulon, Ga. 30295

12/21/2004

### PURCHASE ORDER REPORT

PO Number 1 - 94925

<b>Vendor #:</b> 199			<b>Acct #:</b> 12345			<b>Terms:</b> cash only		
MyVendor			<b>Voice #:</b> (800)555-1212			<b>Freight:</b> mule train		
100 Main St.			<b>Fax #:</b>			<b>Min Order:</b> 100.00		
Anytown, NY 99999			<b>Contact:</b> John Doe			<b>Arrive by:</b> _____		
						<b>Cancel by:</b> _____		

Item	SKU Number	Description	Dept	Qty Ord	Qty Rec	UM	Cost	Retail	Extended Cost
POT1	POT1	red pot	100	3		EA	2.00	5.95	6.00
PRINT100	PRINT100	Abstract still life	400	4		EA	15.00	100.00	60.00
PRINT123	PRINT123	abstract still life	400	5		EA	1.98	49.95	9.90
<b>***** Totals *****</b>							<b>Margin:</b> 88 %		75.90

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The number of copies of the purchase order printed is set in the 'trans. copies' field on the option tab. See page 454 for more details.

# FullCalc Operating Guide

The suggested order and the purchase order both contain some or all of the following fields in the upper part of the order:

- **VENDOR #** - the vendor number.
- **ACCT #** - the stores account number as assigned by this vendor.
- **VOICE #** - the vendors telephone number.
- **FAX #** - the vendors fax telephone number.
- **CONTACT** – the name of a contact person, for example a sales person, for the vendor.
- **TERMS** – the terms of sale of the vendor.
- **FREIGHT** – the normal method of shipment from this vendor.
- **MIN ORDER** – the minimum order value that the vendor will bill.
- **ARRIVE BY** – a notation as to how the order was actually shipped to the store.
- **CANCELED BY** – the name of a person who canceled the order.

The suggested order and the purchase order both contain some or all of the following fields in the body of the order:

- **DEPT** - the department number.
- **ITEM** – the vendors identifying number for the item.
- **QTY ORD** - quantity ordered.
- **QTY REC** - quantity received.
- **UM** - unit of measure.
  - **EA** - each
  - **UI** - United Inch
  - **SF** -square feet
  - **FT** – feet. Orders need at least one moulding if the price of a miscellaneous item is based on the number of feet in the order. If the order has several mouldings then the footage of the inner moulding will be used in the price calculation.
  - **MT** – per the price of a regular mat (a mat of price code 1) at retail. There is no requirement that the order contain a mat or that if there is a mat that the mat has a price code of 1.
- **ON HAND** - units on hand.
- **SUGG QTY** - suggested quantity to order.
- **ORDR** - units being ordered.
- **RETAIL** – the retail price of a unit of the item.
- **COST** – the cost of one unit of the item.
- **SKU NUMBER** – the items SKU number.
- **EXTENDED COST**- the extended cost of the item (the cost per unit times the quantity).

At the bottom of the purchase order is the total for the extended cost of all of the items ordered. If the total cost of all items on the purchase order is greater than zero and the total retail price of all items on the purchase order is also greater than zero, then the average margin for the items ordered is calculated. The average margin is:

$$\frac{\text{cost}}{\text{retail price}} * 100$$

For example, if the for a number of items the total cost is \$18.98 and the total retail price is \$155.90 then the average margin is calculated as:

$$\frac{18.98}{155.90} * 100 = (1 - .12) * 100 = (.88) * 100 = 88$$

# FullCalc Operating Guide

- 155.98 -|

This margin value will be accurate only if all of the items on the purchase order have both costs and retail prices.

Buttons at the bottom of the suggested order screen include:

- **SUGGESTED ORDER** – generate a list showing the items that should be ordered. This is not an order but a working list of items.
- **CREATE PO** – generate a purchase order. The purchase order generated may later be recalled and closed when the items ordered arrive. See page 362 for information about the receive process.
- **ADD LINE** – adds a new line to the existing order for an item that is not listed.
- **LIST ALL ITEMS** – add to the existing order all of the items that can be ordered from the vendor being processed. Depending on the vendor, this may add numerous items to the order. The order quantity is set to zero for all of the items added. You may then select specific items and change the order quantity to some other value.
- **UNDO CHANGES** – reset the order quantities to the original suggested values.
- **EXIT** – exit from the suggested order screen.

## Adding an Item

**Item Add**

SKU	print27	Width	24.00
Item #	print27	Height	36.00
Description	ABSTRACT IN PINK/BLUE OIL		
Color/Artist	JONES	Vendor	199
Type of Item	<input type="radio"/> Frames/Fillets <input type="radio"/> Mats/Glass <input checked="" type="radio"/> Prints <input type="radio"/> Custom/Ready Made <input type="radio"/> Other		
	Edition Size		
	Price Code		
	Department	400	
	Cost	1.98	
	Wholesale	0.00	
	Retail	199.95	
Type Description	PRINT		

**Add Item**  
**Cancel**

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The SKU number for each item to be ordered or reordered should be in the inventory database before it is ordered. Use the product edit/entry capability described on page 324 and following to define a new SKU number.

# FullCalc Operating Guide

If, however, you are in the middle of selecting items for a purchase order, as described in the previous section, and click on the 'add line' button and an item has not been previously defined in the inventory then you will be asked if a new item is to be added to the inventory. If you reply 'yes' then the screen shown above will be displayed.

The SKU number value will have been filled in from the value on the suggested order screen. The item number will be assumed to be the same as the SKU number. The vendor number value will also have been filled in from the value on the suggested order screen. Enter the data requested for the other fields on the screen and click on the 'add item' button at the lower right of the screen.

See the product edit/entry capability described on page 324 and following for a description of the fields on the screen shown above. After the purchase order has been completed you should then go back to the 'display/edit' screen and complete the entry of data for the new SKU number.

Note: The use of the screen shown above is not the preferred method to be used to add a SKU number to the inventory. The screen shown above does not allow you to completely or properly define a new SKU number as it allows you to only enter a usable skeleton entry for the SKU number. After the suggested order or purchase order has been placed you should use the 'display/edit' screen shown on page 324 and following to add additional data values for the new SKU number

If the item is in a signed and numbered print (limited edition print) department then the edition data may also be asked for.

The 'type description' in the screen above will be set based on which button in the 'type of item' box is clicked on. The height box in the screen above is not enabled if the item type is specified as being a frame.

Buttons on the add item screen include:

- **ADD ITEM** – add the item to the inventory.
- **CANCEL** – abort the addition of the item to the inventory.

Fields on the item add screen include:

- **ITEM #** - the vendors item number.
- **SKU** – the items SKU number.
- **VENDOR** – vendor number.
- **DEPARTMENT** – department number.
- **DESCRIPTION** – a description of the SKU number.
- **COLOR/ARTIST** – the color of the item or the name of the artist.
- **PRICE CODE** – a code that relates to the price of the item to a group of items with prices that are about the same as this SKU. This field is required for moulding and mats, optional for other categories of items. For moulding the price code is a letter in the range 'D' to 'R'. For mats the price code is a number in the range '1' to '20'. See page 444 for a listing of the standard mat and moulding price code definitions. See page 315 for a way to change mat price code definitions. Note: As a general rule, mat and moulding price codes should not be modified by hand. The use of the Internet update feature described on page 308 will cause any manual changes to the price codes to be lost.
- **WIDTH** – the width of the item.
- **HEIGHT** – the height of the item. This value is not used for frames.
- **COST** – the cost per unit (each, Unit Inch, foot, etc.) of the item.
- **WHOLESALE** – not currently used.
- **RETAIL** - the retail price per unit (each, Unit Inch, foot, etc.) of the item. For mouldings only, this value will be changed after the Internet update feature described on page 308 is used.
- **TYPE DESCRIPTION** – the value of this field is automatically set based on which button in the 'type of item' box is clicked.



# FullCalc Operating Guide

- Use the grid at the top of the screen shown above to select a vendor. Scroll up or down the list of vendors and then click on the name of the desired vendor. The vendor number for that vendor will appear in the 'enter vendor number' box. Then click on the 'open po' button as described in step 2) below.
- Click on the 'list all open po's' button to select a specific purchase order. A screen showing the list of open purchase orders and the associated vendor numbers will then appear. See below for more information.

Each of these three methods will allow for a list of open purchase orders to be displayed. See example below.

Buttons on the receive screen include:

- **OPEN PO** – select an open purchase order from the currently specified vendor. The vendor must be selected before this can be done.
- **LIST ALL OPEN PO'S** – select an open purchase order from a list of orders that includes the vendor number along with the purchase order number. The list shown shows all open purchase orders from all vendors.
- **EDIT OPEN PO'S** – edit an open purchase order from the currently specified vendor. The vendor must be selected before this can be done.
- **EDIT ALL OPEN PO'S** – edit an open purchase order from a list of orders that includes the vendor number along with the purchase order number. The list shown shows all open purchase orders from all vendors.
- **OPEN PO REPORTS** – output a report listing open purchase orders. Multiple reports can be generated to the screen or to the printer.
- **ADD ITEM** – add an item to an existing purchase order. This may also be used to create a list of items to be received without an open purchase order. See page 380 for details.
- **DELETE ITEM** – the highlighted item on the selected purchase order is deleted.
- **RECEIVE ALL ITEMS** – mark all items on the purchase order as being received. The quantity received is set to the quantity ordered for each item on the purchase order being processed.
- **SAVE AND PRINT** – update the inventory and print a receiving report for the current purchase order.
- **RECEIVE REPORT** – print a report showing SKU numbers received for a specified period of time.
- **DELETE PO** – delete the current purchase order being processed.
- **CLEAR** – clear the data grid of data about the purchase order being processed. Data about the purchase order is not saved.
- **EXIT** – exit from purchase receive processing.

Fields on the upper grid (the vendor identification grid) on the receive items screen include:

- **VEN#** - the vendors vendor number.
- **VENDOR NAME** – the name of the vendor.
- **ADDRESS 1** – the first line of the vendors address.
- **ADDRESS 2** – the second line of the vendors address.
- **CITY** – the vendors' city.
- **ST** – the vendors' state or province.
- **ZIP** – the vendors ZIP code or postal code.
- **PHONE #** - the telephone number of the vendor.
- **CONTACT** – the name of the person to contact at the vendor.
- **FAX#** - the fax telephone number of the vendor.
- **PURCHASE** – the amount of year to date purchases from the vendor.
- **TERMS** – the credit terms, if any, of the vendor.

# FullCalc Operating Guide

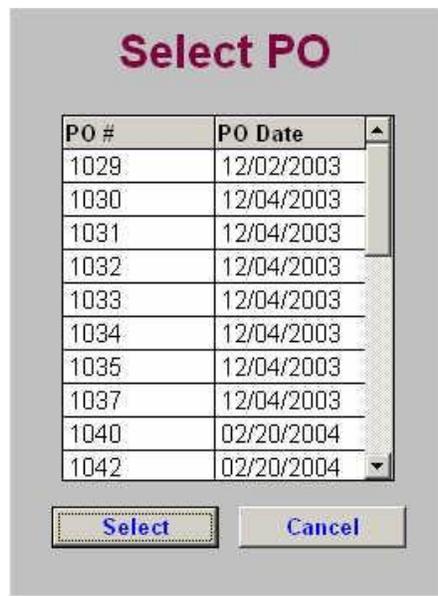
- **ACCOUNT** – the account number of this store as assigned by the vendor.
- **MIN ORDER** – the minimum dollar value of orders from the vendor.
- **DELIVERY** – the normal number of days in which the vendor will deliver items.
- **FREIGHT LINE** – the normal method of shipment from the vendor.

Note: Not all of the fields listed above are normally shown on this screen for the various vendors. Highlight the desired vendor in the upper grid and then use the right tab key and the left tab key to display additional fields as needed.

Note: Data in this grid, the upper grid, cannot be changed on the receiving screen. Data about the vendors can be entered and edited on the 'vendor' tab. See page 280 for more on the entry and editing of vendor information.

Fields on the lower grid (the purchase order data grid) on the receive items screen include:

- **ITEM #** - the vendor assigned identification number for the item.
  - **SKU** – the SKU number of the item.
  - **DESCRIPTION** – a description of the item.
  - **OLD ON HAND** – the current number of units in the inventory. This is the number of units before this purchase order is received.
  - **ORDER QTY** – the number of units of the item ordered on the original purchase order.
  - **REC QTY** – the number of units of the item actually received. The number of units received may be zero or larger. The number of units received need not be the same as the number of units ordered (it may be more than the number ordered or less than the number ordered).
  - **COST** – the cost per unit of the item.
  - **EXTENDED COST** – the cost per unit times the number of units received.
  - **STOCK** – the stock status code of the item.
- 2) Click on the "open PO" button to get a list of all open purchase orders for the specified vendor. Highlight the purchase order you wish to receive, see the example below, and then click on the 'select' button.



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Note: The purchase order selection screen shown above is displayed if a vendor number has been specified. If the 'list all open po's' button has been clicked then a different screen, shown below, will be displayed. See page 372 for an example. The selection screen in this case differs from the one shown above in that it also shows the vendor number for each open purchase order in addition to the purchase order number and date of the purchase order.

Note: If the you did not complete processing of the last purchase order by clicking on the 'save and print' button, then click the 'clear' button before you select another open purchase order for processing. Failure to do so may cause the items from the two purchase orders to be received at the same time and cause only one of the purchase orders to be properly closed when the 'save and print' button is clicked.

If no open purchase order exists for this vendor, you may create one through reordering (see page 352) or see page 380 to receive items without a purchase order.

The purchase order number selected will appear in the lower left of the receive items screen.

The select PO screen, shown above, contains the following columns:

- **PO #** - the purchase order number.
- **PO DATE** – the date the purchase order was created.

- 3) With an open purchase order selected, enter the number of units received for one of the items on the order in the 'rec qty' field and press 'enter'. The number of units received may be:
  - a) The same as the number of units ordered. This should be the normal case for most purchase orders.
  - b) A positive number which is larger than the number of units ordered. This indicated that more units have arrived than were ordered.
  - c) A positive number which is smaller than the number of units ordered (but larger than zero). This indicated that some units arrived but not all of the ordered on the purchase order have arrived. This often indicates that the item has been 'backordered' by the vendor.
  - d) Zero if no units were received. This often indicates an order that has been shipped in multiple parts. It may also indicate that the item has been 'backordered' by the vendor.

The number of units received cannot be a negative number.

As items are received, the total dollar value of the items received, based on cost of each unit, is shown in the lower right of the received items screen. This value is the sum of the values in the 'extended cost' column.

If the 'enter' key was pressed after entering the 'rec qty' value, the 'cost' field will now be highlighted. You may now enter a new cost for each unit of the SKU number. This new cost will be loaded into the stores inventory database when the receiving report is printed (when the 'save and print' button is clicked, see below).

If the 'enter' key was pressed after entering the 'cost' value, the 'stock' field will now be highlighted. The 'stock' field is used to hold the stock status code for the item. You may enter a new stock status code for the SKU number at this time. The new stock status code will be loaded into the stores inventory database when the receiving report is printed (when the 'save and print' button is clicked, see below). Valid stock status codes:

- **S** – this is the default and means regularly stocked item.

# FullCalc Operating Guide

- **N** - an item to be priced but not stocked. This implies that labels will not be printed for the item (see below).
- **X** - an item only ordered once. This stock status could be used, for example, for a seasonal item.
- **D** - a deleted item but one you may still have in stock.

Note: If you press the 'down arrow' key after entering the number of units received, rather than the 'enter' key, you will go directly to the 'rec qty' field for the next item on the purchase order. This will cause you to skip the 'cost' and 'stock' fields.

Do this for every item shown on the purchase order that is being received.

Note: Pressing the 'enter' key in the 'stock' field will cause a new line to open at the bottom of the purchase order. It is the same as clicking on the 'add item' button. See page 367 for more information.

- 4) The SKU number for each item to be received should normally be on the purchase order and be in the inventory database before it is received. However, in some cases one or the other or both of these conditions is not true.

Clicking on the "add item" button on the 'receive items' screen will allow adding items, one at a time, to the current purchase order and in some cases to the stores inventory. See page 367 for additional information.

- 5) The "delete item" button will delete one selected item from those on the purchase order. Highlight the item to be deleted before you click on the "delete item" button.
- 6) Clicking on "receive all" allows receipt of an entire purchase order without quantities being input for each item. When this button is clicked it is assumed that the quantity received for each item is the same as the quantity ordered. You can later go back and change any quantities for single items, as required, to reflect the actual quantities received.
- 7) The "save and print" button will update the inventory and print a receiving document. This must be done before exiting from the receiving screen. After the receiving document has been printed you will be asked if the document printed properly. Reply "no" to reprint the receiving document.

Following this a label printing option will be displayed to allow for the printing of labels for the items that are being received. If the reply is "yes", label printing is to be done, then:

- a) Reply "yes" to clear the label file. This will cause any label data that may be in the label file to be deleted.
- b) Reply "yes" to print one label for each quantity of each SKU number received or "no" to print one label for each SKU number received.
- c) A screen will then appear telling how many entries have been added to the label file and the total number of entries in the label file. Click on the 'OK' button to continue.

Then go to the authorized vendors page by clicking on the 'auth. vendors' tab and click on the "barcode labels" button. See page 287. On the 'create labels from inventory' screen, see page 316, click on the "print from current data" button to generate a set of labels. Do not click on any of the other buttons on the "create labels from inventory" screen. Finally, on the "print labels" screen, select the desired label printing options to generate a set of labels for the items on the order(s) just received.

The receiving report, an example of which is shown below, shows what has been received, the purchase order number against which it was received, and the vendor who it was received from.

# FullCalc Operating Guide

Only items on the purchase order for which the quantity received is larger than zero will appear on the receiving report. Items with a quantity received of zero will not appear on the receiving report.

See page 380 for an example of a receiving report which was created without a purchase order number.

11:39:12 Ver. 8.5  
12/14/2006



**Test Frame Shoppe**  
100 Main St.  
Anywhere, GA 12345  
(800) 555-1212

## Receiving Report

**PO Number 1 - 1150**

Purchase order being received.

<b>Vendor #:</b> 199		<b>Acct #:</b> 123-12345a
MyVendor		<b>Voice #:</b> (800)555-1212
100 Main St.		<b>Fax #:</b> (800)555-1200
Suite 123		<b>Contact:</b> John Doe
Anytown, NY 10000		

Item	SKU Number	Description	Qty Recvd	Cost	Extended Cost
	A101	MOULDING BIN1	19	2.99	56.81
BEACH	BEACH1	Palm tree	3	6.00	18.00
<b>*** Totals ***</b>			22		74.81

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Fields on the receiving report include:

- **ITEM** - the vendor assigned identification number for the item.
- **SKU NUMBER** – the SKU number of the item.
- **DESCRIPTION** – a description of the item. Below the description is the bin number of the item. The bin number appears on the report only if it is defined in the inventory at the time the report is printed.
- **EDITION** – the number of the print of the edition that was received. This field only appears if one or more of the SKU numbers being received is a signed and numbered, limited edition, print.
- **QTY RECVD** – the number of units of the item actually received. The number of units received need not be the same as the number of units ordered (it may be more than ordered or less than ordered).
- **COST** – the cost per unit of the item.
- **EXTENDED COST** – the cost per unit times the number of units received.

## Adding An Item To A Purchase Order

The SKU number for each item to be received should normally be on the purchase order and be in the inventory database before the purchase order is received. However, in some cases one or the other or both of these conditions is not true.

Clicking on the “add item” button on the ‘receive items’ screen will allow adding items, one at a time, to:

- the current purchase order and
- the stores inventory if the SKU number is not in the stores inventory.





# FullCalc Operating Guide

The “edit open PO’s” button on the ‘receive items’ screen will allow changes to be made to one of the open purchase orders for the currently specified vendor. See the example edit screen above. The “edit all open PO’s” button on the ‘receive items’ screen can be used to show all PO’s from all vendors and to select one of these PO’s for editing, see below.

The purchase order being edited is identified at the upper left of the screen by the following values:

- **SELECTED PO** – the purchase order number.
- **VENDOR** – the vendor number.
- **PO DATE** – the date the purchase order was created.

These three fields are for purposes of identification only and cannot be modified.

At the right and above the data grid is the ‘lead wks’ value.

For the purchase order shown you may edit the items on it by doing any of the following:

- a) Type over a value to change it.

If the number of units on order (the ‘qty’ value) is altered, the new value must be larger than zero. If it is set to zero then you will be asked to delete the line from purchase order or enter a new value that is larger than zero.

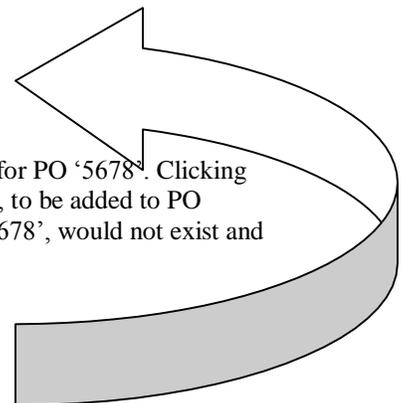
- b) Delete a single item on the purchase order by clicking on the small box to the left of the SKU number field. The box should turn black.
- c) Delete a single item on the purchase order by highlighting the item and then clicking on the “delete sku” button. The small box to the left of the SKU number field should turn black.
- d) Delete all of the items on the purchase order by use of the “delete all” button. The small box to the left of the SKU number field should turn black.
- e) Add an item to the purchase order by clicking on the “add sku” button. A new empty line should appear at the bottom of the list of existing items. Enter information about the new item as required.
- f) Add the items from another PO for the same vendor to this PO and close the second PO by clicking on the “merge po” button.

For example, say there are two PO’s for vendor ‘ABC’ numbered ‘1234’ and ‘5678’.

PO	Vendor	SKU	Description	...
1234	ABC	Q19b	Wood bowl	...
1234	ABC	F39145	Green flower	...

The grid above shows data for PO ‘1234’ and the grid below shows data for PO ‘5678’. Clicking on the ‘merge po’ button could allow for the two items for the PO ‘5678’, to be added to PO ‘1234’. After the merge operation the PO shown in the grid below, PO ‘5678’, would not exist and PO ‘1234’ would contains four lines.

PO	Vendor	SKU	Description	...
5678	ABC	T99999	Red flower	...
5678	ABC	9B7	Blue flower	...



# FullCalc Operating Guide

- g) Print a copy of the revised purchase order by clicking on the 'print po' button.
- h) Move an item to another purchase order by clicking on the 'move sku' button after entering the purchase order number to which the item is to be moved in the 'new po' box.

For example, say there are two PO's for vendor 'ABC' numbered '1234' and '5678'.

PO	Vendor	SKU	Description	...
1234	ABC	Q19b	Wood bowl	...
1234	ABC	F39145	Green flower	...

The grid above shows data for PO '1234' and the grid below shows the data for PO '5678'. If the last item was highlighted when the 'move sku' button is clicked, the last line of PO '1234' is moved to PO '5678'. After the move operation both PO's would continue to exist. There would then be one item remaining in PO '1234', the top item in the grid shown above, and three items in PO '5678'.

PO	Vendor	SKU	Description	...
5678	ABC	X99999	Red flower	...
5678	ABC	9B7	Blue flower	...

Click on the "done" button and exit from the PO edit screen. In most cases it is advisable to print out a copy of the revised purchase order by clicking on the 'print po' button before you click on the "done" button.

Fields on the PO edit screen include:

- **VENDOR ITEM #** - the vendor assigned identification number for the item.
- **SKU** - the SKU number of the item. When a new SKU number is entered or an existing SKU number is modified, all of the other fields for that line on the 'edit purchase order' screen, except for the quantity field, will be updated using values from the inventory.
- **DESCRIPTION** - a description of the item.
- **ARTIST/COLOR** - a short supplemental description of the item.
- **UNIT** - the unit of measure (foot, United Inch, each, etc.) for the item.
- **QTY** - the number of units of the item ordered on the original purchase order. This number must be larger than zero.
- **COST** - the cost per unit of the item.
- **RETAIL** - the retail price per unit of the item.

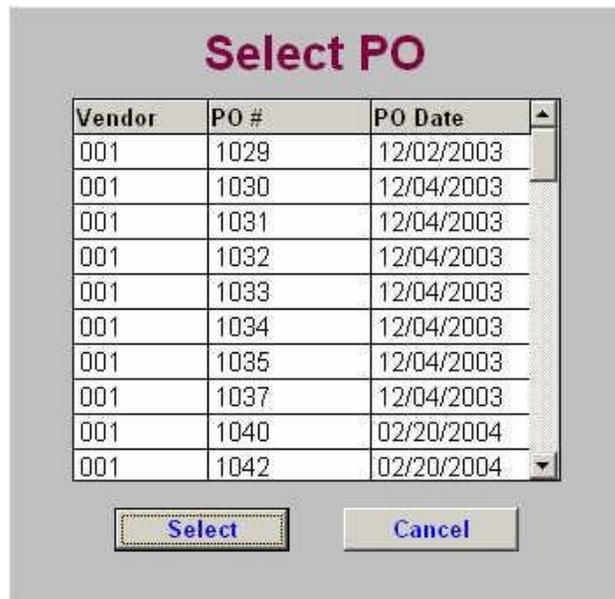
Buttons on the PO edit screen include:

- **DELETE ALL** - delete all of the items on the purchase order. The small boxes to the left of the SKU number field should turn black for all of the items on the purchase order.
- **DELETE SKU** - delete the highlighted item on the purchase order. The small box to the left of the highlighted SKU number should turn black.
- **SAVE CHANGES** - save the altered purchase order. This must be done before the 'done' button is clicked. Changes that are not saved will be lost when the 'done' button is clicked. If a second PO is merged into this PO, see 'merge po' below, then the second PO will be deleted when the change are saved. If one or more items are to be moved to another PO, see 'move sku' below, then the move will be done when the changes are saved. In most cases it is advisable to print out a copy of the revised purchase order, by clicking on the 'print po' button, after you click on the 'save changes' button.

# FullCalc Operating Guide

- **UNDELETE ALL** – restore all deleted items on the purchase order. The small boxes to the left of the SKU number field should turn white for all of the items on the purchase order. If an item is to be moved to another PO, see below for a discussion of the ‘move sku’ button, that item will be restored to the current purchase order by clicking on the ‘undelete all’ button.
- **PRINT PO** – print a copy of the revised purchase order. If you have not clicked on the ‘save changes’ button a warning message will appear noting that some or all of the changes made, if any, will not appear on the revised purchase order. The revised purchase order includes only those changes that have been saved.
- **ADD SKU** – is used to add a SKU to the current purchase order. Click on this button to add a blank line to the bottom of the PO. Enter a valid SKU number, one that has been pre-defined in the inventory, in to the SKU number field. All of the other data items, except for the quantity, will be added using the values from the inventory. An error message will appear if the SKU number is not been pre-defined in the inventory.
- **MERGE PO** – all of the items on some other PO can be added to the end of the existing purchase order. The PO to be added on will be identified by way a screen similar to the ‘select po’ screen shown below. This ‘select po’ screen will be missing the ‘vendor’ field shown in the example below. Only PO’s for the current vendor, the vendor number shown in the ‘vendor’ field, can be merged into the existing purchase order. The PO that is merged into the existing PO will be closed when the ‘save changes’ button is clicked.
- **MOVE SKU** – the currently highlighted item of the PO is moved to another purchase order. The other purchase order must be for the same vendor as this PO and must exist and be open. The number of the PO that is to receive the item is entered in the ‘new po’ box before clicking on the ‘move sku’ button. Note that when the ‘move sku’ button is clicked the deletion box, at the left of the data grid, will turn black for the specified SKU number to indicate that the item is being deleted from the current purchase order.
- **DONE** – exit from the ‘PO edit’ screen. Any changes that have not been saved will be lost when the ‘done’ button is clicked. Click the ‘save changes’ button before clicking the ‘done’ button if you wish to save the changes you have made to the purchase order.

The “edit all open PO’s” button is the same as “edit open PO’s” but allows for the selection of a vendor as well as a purchase order. See the sample selection screen below.



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The select PO screen shown above contains the following columns:

# FullCalc Operating Guide

- **VENDOR** – the vendor number.
- **PO #** - the purchase order number.
- **PO DATE** – the date the purchase order was created.

Note: The 'select po' screen used by the 'merge po' button contains only the 'po #' and 'po date' columns.

## Open Purchase Order Reports

The "open PO reports" button is used to output a report listing open purchase orders. The following screen will first appear.

**Open P.O. Reports**

**Report By**

- P.O. Number
- Vendor Number
- Department Number
- Delivery Date
- SKU Number

**Print To**

- Printer
- Screen

**Return**

04066

This screen is used to specify if the report generated is to be sorted by purchase order number, vendor number, department number, expected delivery date, or SKU number. Output may be sent to the screen or to the printer. An example of the open purchase order report, sorted by purchase order number, is shown below.

**OPEN PURCHASE ORDERS**

Date: 09/22/2008 Page No.: 1

Ordered by P.O. number

P.O. No.	VND	Vendor Name	P.O. Date	Cost	Retail	Deliver	Days
1090	199	MyVendor	06/08/2006	167.74	411.52	07/08/2006	837
1104	199	MyVendor	01/08/2008	62.00	123.00	02/07/2008	258
1105	099	Store Sample	06/05/2008	106.95	213.89	06/05/2008	109
1107	099	Store Sample	06/05/2008	106.95	213.89	06/05/2008	109
1108	199	MyVendor	06/18/2008	322.90	1186.33	07/18/2008	96
1109	199	MyVendor	06/18/2008	172.00	350.00	07/18/2008	96
1110	199	MyVendor	06/19/2008	50.82	119.46	07/19/2008	95
1112	199	MyVendor	08/05/2008	203.98	424.95	09/04/2008	48
1113	199	MyVendor	08/05/2008	863.78	1924.45	09/04/2008	48
<b>TOTAL</b>				2057.12	4967.49		

04067

Some of the fields on the open purchase orders by purchase order number report include:

- **P.O. NO.** – the purchase order number.

# FullCalc Operating Guide

- **VND** – the vendor number.
- **VENDOR NAME** – the name of the vendor.
- **P.O. DATE** – the date the purchase order was created.
- **COST** – the total extended cost of all of the items on the purchase order.
- **RETAIL** – the total extended retail price of all of the items on the purchase order.
- **DELIVER** – the expected delivery date of the items. This is calculated as the date the purchase order was created plus the number of days the vendor normally takes to deliver items. The number of delivery days is taken from the ‘delay days’ field on the vendor screen. See page 280 for information on how to enter to edit data about a vendor.
- **DAYS** – the number of days since the purchase order was placed.

**OPEN PURCHASE ORDERS**

Date: 09/22/2008 Page No.: 1

Ordered by vendor number and P.O. number

P.O. No.	VND	Vendor Name	P.O. Date	Cost	Retail	Deliver	Days
1105	099	Store Sample	06/05/2008	106.95	213.89	06/05/2008	109
1107	099	Store Sample	06/05/2008	213.90	427.78	06/05/2008	109
<b>VENDOR 099</b>				213.90	427.78		
1090	199	MyVendor	06/08/2006	167.74	411.52	07/08/2006	837
1104	199	MyVendor	01/08/2008	229.74	534.52	02/07/2008	258
1108	199	MyVendor	06/18/2008	552.64	1720.85	07/18/2008	96
1109	199	MyVendor	06/18/2008	724.64	2070.85	07/18/2008	96
1110	199	MyVendor	06/19/2008	775.46	2190.31	07/19/2008	95
1112	199	MyVendor	08/05/2008	979.44	2615.26	09/04/2008	48
1113	199	MyVendor	08/05/2008	1843.22	4539.71	09/04/2008	48
<b>VENDOR 199</b>				1843.22	4539.71		
<b>TOTAL</b>				2057.12	4967.49		

04068

The open purchase order reports by vendor number, department number, and expected delivery date, an example of which is above, all group open purchase orders by the specified value and then give a total for the cost and retail fields. In the example above the value on the total line and in the cost column for a given vendor therefore represents the total extended cost for all of the items on all of the open purchase orders for that vendor.

The fields on this report are the same as on the open purchase order report sorted by purchase order number.

## OPEN PURCHASE ORDERS

Date: 09/22/2008

Ordered by SKU number and P.O. number

Page No.: 1

SKU No.	P.O. No.	VND	Vendor Name	P.O. Date	Cost	Retail	Deliver	Days
BEACH1	1090	199	MyVendor	06/08/2006	1.98	100.00	07/08/2006	837
BEACH1	1108	199	MyVendor	06/18/2008	5.94	300.00	07/18/2008	96
BOWL1	1090	199	MyVendor	06/08/2006	10.00	25.00	07/08/2006	837
BOWL1	1104	199	MyVendor	01/08/2008	13.00	43.00	02/07/2008	258
BOWL1	1108	199	MyVendor	06/18/2008	18.94	102.85	07/18/2008	96
BOWL2	1104	199	MyVendor	01/08/2008	35.00	45.00	02/07/2008	258
BOWL2	1104	199	MyVendor	01/08/2008	59.00	105.00	02/07/2008	258
BOWL2	1108	199	MyVendor	06/18/2008	107.00	225.00	07/18/2008	96
BOWL2	1109	199	MyVendor	06/18/2008	131.00	285.00	07/18/2008	96
BOWL3	1090	199	MyVendor	06/08/2006	150.00	275.00	07/08/2006	837
BOWL3	1108	199	MyVendor	06/18/2008	300.00	550.00	07/18/2008	96
BOWL3	1109	199	MyVendor	06/18/2008	360.00	660.00	07/18/2008	96
BOWL4	1108	199	MyVendor	06/18/2008	22.00	45.00	07/18/2008	96
BOWL4	1109	199	MyVendor	06/18/2008	110.00	225.00	07/18/2008	96
C1000	1108	199	Crescent Suggested	06/18/2008	34.58	207.48	06/18/2008	96
C1000	1108	199	MyVendor	06/18/2008	69.16	414.96	07/18/2008	96
ELLIE1	1108	199	MyVendor	06/18/2008	8.00	24.00	07/18/2008	96
ELLIE2	1108	199	MyVendor	06/18/2008	15.84	47.52	07/18/2008	96
FIL2	1090	199	MyVendor	06/08/2006	5.76	11.52	07/08/2006	837
S1026	1107	099	Store Sample	06/05/2008	106.95	213.89	06/05/2008	109
<b>TOTAL</b>					831.59	2284.74		

04111

The open purchase order report by SKU, an example of which is above, groups items on open purchase orders by the specified SKU number and then by the purchase order number. A total for the cost and retail fields for all SKU numbers is given. The value on the total line in the cost column represents the total extended cost for the SKU number for that open purchase order. The value on the total line in the retail column represents the total extended retail price for the SKU number for that open purchase order.

Note: See also the 'inventory items with units on order' report, as described on page 743, for additional information about SKU numbers on order.

Some of the fields on the open purchase orders by SKU number report include:

- **SKU NO.** – the SKU number of an item.
- **P.O. NO.** – the purchase order number.
- **VND** – the vendor number.
- **VENDOR NAME** – the name of the vendor.
- **P.O. DATE** – the date the purchase order was created.
- **COST** – the total extended cost of all of the items (quantity times cost per unit).
- **RETAIL** – the total extended retail price of all of the items (quantity times retail price per unit).
- **DELIVER** – the expected delivery date of the items. This is calculated as the date the purchase order was created plus the number of days the vendor normally takes to deliver items. The number of delivery days is taken from the 'delay days' field on the vendor screen. See page 280 for information on how to enter to edit data about a vendor.
- **DAYS** – the number of days since the purchase order was placed.

## Backordered Purchase Order Reports

# FullCalc Operating Guide

The “backorder reports” button is used to output a report listing open purchase orders where one or more of the items on the purchase order are on backorder. This button appears only if the NOBKORD.OPT file is not defined. See page 436 for additional information on this option.

Note: Backordered items will appear on both the open purchase order reports, as well as the backordered purchase order reports, as backordered items are also considered to be open.

Note: Because of editing of a purchase order, some lines of a purchase order may be on backorder while others are not. This can happen, for example, when purchase order editing adds lines to a purchase order or there is a merger of two purchase orders. The backordered purchase order reports will display only those lines that are on backorder (which may not be all lines on a purchase order).

The following screen will first appear after clicking the “backorder reports” button.

**Backordered P.O. Reports**

**Report By**

- P.O. Number
- Vendor Number
- Department Number
- Delivery Date
- SKU Number

**Print To**

- Printer
- Screen

**Return**

04116

This screen is used to specify if the report generated is to be sorted by purchase order number, vendor number, department number, expected delivery date, or SKU number. Output may be sent to the screen or to the printer. An example of the backordered purchase order report, sorted by purchase order number, is shown below.

## BACKORDERED PURCHASE ORDERS

Date: 09/23/2008      Ordered by P.O. number      Page No.: 1

P.O. No.	VND	Vendor Name	P.O. Date	Cost	Retail	Deliver	BO Date
1104	199	MyVendor	01/08/2008	17.00	60.00	02/07/2008	09/23/2008
1108	199	MyVendor	06/18/2008	322.90	1186.33	07/18/2008	06/20/2008
1109	199	MyVendor	06/18/2008	172.00	350.00	07/18/2008	06/20/2008
<b>TOTAL</b>				511.90	1596.33		

04117

Some of the fields on the backordered purchase orders by purchase order number report include:

- **P.O. NO.** – the purchase order number.
- **VND** – the vendor number.
- **VENDOR NAME** – the name of the vendor.
- **P.O. DATE** – the date the purchase order was created.

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- **COST** – the total extended cost of all of the items on the purchase order.
- **RETAIL** – the total extended retail price of all of the items on the purchase order.
- **DELIVER** – the expected delivery date of the items. This is calculated as the date the purchase order was created plus the number of days the vendor normally takes to deliver items. The number of delivery days is taken from the ‘delay days’ field on the vendor screen. See page 280 for information on how to enter to edit data about a vendor. This is the original delivery date of the order.
- **BO DATE** – the date one or more items on the purchase order were placed on backorder.

## BACKORDERED PURCHASE ORDERS

Date: 09/23/2008      Ordered by vendor number and P.O. number      Page No.: 1

P.O. No.	VND Vendor Name	P.O. Date	Cost	Retail	Deliver	BO Date
1104	199 MyVendor	01/08/2008	17.00	60.00	02/07/2008	09/23/2008
1108	199 MyVendor	06/18/2008	339.90	1246.33	07/18/2008	06/20/2008
1109	199 MyVendor	06/18/2008	511.90	1596.33	07/18/2008	06/20/2008
<b>VENDOR 199</b>			511.90	1596.33		
<b>TOTAL</b>			511.90	1596.33		

04118

The backordered purchase order reports by vendor number, department number, and expected delivery date all group open purchase orders by the specified value and then give a total for the cost and retail fields. In the example above the value on the total line and in the cost column for a given vendor therefore represents the total extended cost for all of the items on all of the backordered purchase orders for that vendor.

The fields on this report are the same as on the backordered purchase order report sorted by purchase order number.

## BACKORDERED PURCHASE ORDERS

Date: 09/23/2008      Ordered by SKU number and P.O. number      Page No.: 1

SKU No.	P.O. No.	VND Vendor Name	P.O. Date	Cost	Retail	Deliver	BO Date
BEACH1	1108	199 MyVendor	06/18/2008	3.96	200.00	07/18/2008	06/20/2008
BOWL1	1104	199 MyVendor	01/08/2008	5.00	30.00	02/07/2008	09/23/2008
BOWL1	1108	199 MyVendor	06/18/2008	10.94	89.85	07/18/2008	06/20/2008
BOWL2	1104	199 MyVendor	01/08/2008	12.00	30.00	02/07/2008	09/23/2008
BOWL2	1108	199 MyVendor	06/18/2008	60.00	150.00	07/18/2008	06/20/2008
BOWL2	1109	199 MyVendor	06/18/2008	84.00	210.00	07/18/2008	06/20/2008
BOWL3	1108	199 MyVendor	06/18/2008	150.00	275.00	07/18/2008	06/20/2008
BOWL3	1109	199 MyVendor	06/18/2008	210.00	385.00	07/18/2008	06/20/2008
BOWL4	1108	199 MyVendor	06/18/2008	22.00	45.00	07/18/2008	06/20/2008
BOWL4	1109	199 MyVendor	06/18/2008	110.00	225.00	07/18/2008	06/20/2008
C1000	1108	199 Crescent Suggested	06/18/2008	34.58	207.48	06/18/2008	06/20/2008
C1000	1108	199 MyVendor	06/18/2008	69.16	414.96	07/18/2008	06/20/2008
ELLIE1	1108	199 MyVendor	06/18/2008	8.00	24.00	07/18/2008	06/20/2008
ELLIE2	1108	199 MyVendor	06/18/2008	15.84	47.52	07/18/2008	06/20/2008
<b>TOTAL</b>				511.90	1596.33		

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The backordered purchase order report by SKU, an example of which is above, groups items on backordered purchase orders by the specified SKU number and then by the purchase order number. A total for the cost and retail fields for all SKU numbers is given. The value on the total line in the cost column represents the total extended cost for the SKU number for that open purchase order. The value on the total line in the retail column represents the total extended retail price for the SKU number for that backordered purchase order.

Note: See also the 'inventory items with units on order' report, as described on page 743, for additional information about SKU numbers on order.

Some of the fields on the backordered purchase orders by SKU number report include:

- **SKU NO.** – the SKU number of an item.
- **P.O. NO.** – the purchase order number.
- **VND** – the vendor number.
- **VENDOR NAME** – the name of the vendor.
- **P.O. DATE** – the date the purchase order was created.
- **COST** – the total extended cost of all of the items (quantity times cost per unit).
- **RETAIL** – the total extended retail price of all of the items (quantity times retail price per unit).
- **DELIVER** – the expected delivery date of the items. This is calculated as the date the purchase order was created plus the number of days the vendor normally takes to deliver items. The number of delivery days is taken from the 'delay days' field on the vendor screen. See page 280 for information on how to enter to edit data about a vendor. This is the original delivery date of the order.
- **BO DATE** – the date the item on the purchase order was placed on backorder.

## Purchase Order Receive Report

The "receive report" button is used to print a report showing SKU numbers received for a specified period of time. The period of time covered by the report, the receive log, is first specified on the following screen.



The screenshot shows a dialog box titled "Report Date" with a red title bar. It contains two date input fields: "From: 06/01/2006" and "To: 06/08/2006". Below the fields is an "OK" button.

04069

The report is sorted by department number and by SKU number. There are three levels of summarization done on the report:

- The label 'total dept', followed by a three-digit department number, indicates the total cost and the total extended cost for all items from that department.
- The label 'total division', followed by a one-digit division number (which is the first digit of the department numbers being summarized), indicates the total cost and the total extended cost for all

# FullCalc Operating Guide

items from that division. For example, if the label is 'total division 2' the totals are for all departments numbered 200 to 299.

- The label 'total extended' indicates the total extended cost for all items on the receiving report.

<b>RECEIVE LOG</b>		Run From: 10/04/2005		To: 10/06/2005				
10/06/2005								
<b>Dept 001</b>								
SKU	Description	Ven	Date	PO#	Qty	Cost	Extended	Retail
rm9x12	rm9x12	199	10/06/2005	1087	0	10.00	0.00	25.00
<b>Total Dept 001</b>							10.00	0.00
<b>Total Division 0</b>							10.00	0.00
<b>Dept 100</b>								
SKU	Description	Ven	Date	PO#	Qty	Cost	Extended	Retail
234	234	001	10/05/2005	1030	8	3.11	24.88	13.20
234	234	001	10/05/2005	1029	4	4.00	16.00	13.20
426-3696	426-3696	199	10/06/2005	1086	6	3.00	18.00	4.00
rm1234	rm1234	199	10/06/2005	1087	5	1.98	9.90	25.00
<b>Total Dept 100</b>							12.09	68.78
<b>Dept 110</b>								
SKU	Description	Ven	Date	PO#	Qty	Cost	Extended	Retail
bow1	bow1	199	10/06/2005	1086	7	5.00	35.00	15.00
bow12	bow12	199	10/06/2005	1086	8	6.00	48.00	17.00
c17111	c17111	199	10/06/2005	1086	9	22.00	198.00	0.00
ca7202	ca7202	199	10/06/2005	1086	1	26.00	26.00	0.00
ca7206	ca7206	199	10/06/2005	1086	2	26.00	52.00	0.00
print2	print2	199	10/06/2005	1087	1	25.00	25.00	150.00
<b>Total Dept 110</b>							110.00	384.00
<b>Total Division 1</b>							122.09	452.78
<b>Dept 210</b>								
SKU	Description	Ven	Date	PO#	Qty	Cost	Extended	Retail
print7	print7	199	10/06/2005	1087	4	1.98	7.92	99.95
<b>Total Dept 210</b>							1.98	7.92
<b>Total Division 2</b>							1.98	7.92
<b>Dept 702</b>								
SKU	Description	Ven	Date	PO#	Qty	Cost	Extended	Retail
print5	print5	199	10/06/2005	1087	2	199.00	398.00	1000.00
print6	print6	199	10/06/2005	1082	3	45.00	135.00	100.00
print6	print6	199	10/06/2005	1087	3	45.00	135.00	100.00
<b>Total Dept 702</b>							289.00	668.00
<b>Total Division 7</b>							289.00	668.00
<b>Total Extended</b>							1128.70	

Time period of the report.

Totals for one department.

Totals for all departments with the same first digit in their department number.

Department being reported on.

Totals for all orders.

04070

Note: The receive log shows receive operations. If for whatever reason a receive operation is in error it can be corrected by use of the SKU number display/edit features described on page 324. This will result in an alteration of the quantity on hand. However, it will not alter the receive results as seen in the receive log.

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Some of the fields on the receive log include:

- **SKU** – the SKU number.
- **DEPT** – the department number. This is a heading for the one or more lines that follow. A ‘total dept’ heading indicates the end of a block of one or more items that were received and which are in the same department.
- **DESCRIPTION** – the description of the item.
- **VEN** – the vendor number.
- **DATE** – the date the purchase order was created.
- **PO#** - the purchase order number. This value is ‘none’ if the item was not received on a purchase order.
- **QTY** – the quantity received.
- **COST** – the cost of one unit of the item.
- **EXTENDRD** – the extended cost of the item (the cost per unit times the quantity received).
- **RETAIL** – the retail price of one unit of the item.

## Delete Purchase Order

The “delete po” button on the ‘receive items’ screen deletes all items on the specified purchase order. A purchase order must be selected before this button is used.

## Receive Items Without a Purchase Order

From time to time you may be required to receive items for which there is no existing purchase order. The steps in this process are:

- 1) After clicking on the “receiving” tab, enter the vendor number for the items that are to be received in the box provided.

You may also use the grid at the top of the screen shown below, the receiving screen, to select a vendor. Scroll down the list of vendors and then click on the name of the desired vendor. The vendor number will then appear in the ‘enter vendor number’ box.





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13:19:09 Ver. 8.5  
12/14/2006



**Test Frame Shoppe**  
100 Main St.  
Anywhere, GA 12345  
(800) 555-1212

## Receiving Report

Note the lack of a PO number.

<b>Vendor #:</b> 199	<b>Acct #:</b> 123-12345a
MyVendor	<b>Voice #:</b> (800)555-1212
100 Main St.	<b>Fax #:</b> (800)555-1200
Suite 123	<b>Contact:</b> John Doe
Anytown, NY 10000	

Item	SKU Number	Description	Edition	Qty Recvd	Cost	Extended Cost
LTDED007	LTDED007	test limited east wall	69	1	100.00	100.00
*** Totals ***				1		100.00

04082

Fields on the receiving report include:

- **ITEM** - the vendor assigned identification number for the item.
- **SKU NUMBER** – the SKU number of the item.
- **DESCRIPTION** – a description of the item. Below the description is the bin number of the item.
- **EDITION** – the number of the print of the edition that was received. This field only appears if one or more of the SKU numbers being received is a signed and numbered, limited edition, print.
- **QTY RECVD** – the number of units of the item actually received. The number of units received need not be the same as the number of units ordered (it may be more than ordered or less than ordered).
- **COST** – the cost per unit of the item.
- **EXTENDED COST** – the cost per unit times the number of units received.

## Product Listing

Click on the 'listing' tab to display, add, edit, and report on SKU numbers in the inventory. The major function of this screen is to provide for the easy construction of various report structures based on ranges of SKU numbers, department numbers and vendor numbers.

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Display / Edit	Listing	Reorder	Receiving	Physical	Auth. Vendors	Refreshing information...													
<b>Inventory Listing</b>																			
<b>Show None</b>		<b>Frames</b>	<b>Mats</b>	<b>Prints</b>	<b>Cust.Rdy Made</b>	<b>Accessories/Other</b>	<b>Non Stock</b>												
<b>From SKU</b>				<b>From Dept</b>			<b>From Vendor</b>												
<b>To SKU</b>				<b>To Dept</b>			<b>To Vendor</b>												
SKU	Dept.	Vendor	Item	Description	Cost	Retail	Qty On Hand	Stock	Min										
▶ jak201	140	001	pqa15v	test giftware item	1.980	25.00	3.00	S	0										
▶ bowl1	400	199	bowl1	glass bowl - large red	5.000	25.00	15.00	S	4										
▶ bowl10	100	199	bowl10	test bowl in green	10.000	100.00	29.00	S	0										
▶ bowl2	110	199	bowl2	glass bowl - green:	6.000	18.11	34.00	S	2										
▶ bowl3	110	199	bowl3	glass bowl - green:	6.000	22.00	16.00	S	0										
▶ flo100	130	199	FLO100	Red flower	1.000	4.00	-1.00	N	0										
▶ flo110	130	199	flo110	Green flower	1.230	5.00	-10.00	N	0										
▶ flo123	130	199	flo123	Blue and white flower	2.980	16.96	-2.00	N	0										
▶ xxx3	100	199	xxx3	XXX	10.000	30.00	3.00	N	0										
▶ pq01	100	B01	PQ01	Red plaque	10.000	30.00	-9.70	S	0										
▶ pq02	100	B01	PQ02	White plaque	10.950	35.00	-8.90	S	0										
▶ PQ03	100	B01	PQ03	Blue plaque	19.950	49.95	-6.90	S	0										
▶ pqbad	100	b01	pqbad	bad plaque	1.000	7.00	6.00	S	0										
<table border="1"> <tr> <td rowspan="2">63172 SKU's selected</td> <td><b>Refresh</b></td> <td><b>Add Blank Item</b></td> <td><b>Save Changes</b></td> <td><b>Don't Show Deleted</b></td> <td rowspan="2"><b>Exit</b></td> </tr> <tr> <td></td> <td><b>Copy to New Item</b></td> <td><b>Undo Changes Since Last Save</b></td> <td><b>Print Reports</b></td> </tr> </table>										63172 SKU's selected	<b>Refresh</b>	<b>Add Blank Item</b>	<b>Save Changes</b>	<b>Don't Show Deleted</b>	<b>Exit</b>		<b>Copy to New Item</b>	<b>Undo Changes Since Last Save</b>	<b>Print Reports</b>
63172 SKU's selected	<b>Refresh</b>	<b>Add Blank Item</b>	<b>Save Changes</b>	<b>Don't Show Deleted</b>	<b>Exit</b>														
		<b>Copy to New Item</b>	<b>Undo Changes Since Last Save</b>	<b>Print Reports</b>															

04036

Prices for frames are calculated on the “authorized vendor” screen as described on page 287. This should be done before any reports are generated, see below, and after any costs are changed.

To view and/or report on a group of SKU numbers:

- 1) Click on one or more of the buttons at the top of the ‘inventory view’ screen to specify which broad category(s) of items are to be displayed. The down (depressed) position of any of the buttons limits the search. For example, if the ‘frame’ button is depressed then SKU numbers for frames will appear but if it is up then no frames will appear. You may clear the screen by selecting the “show none” button. Depress the ‘non stock’ button to include non-stock SKU numbers (any stock status other than ‘S’) along with stock SKU numbers (SKU numbers with a stock status of ‘S’).

Note: At least one of the item category buttons such as ‘frames’, ‘mats’, etc. must be depressed.

- 2) You may search for any item or range of items by entering the ranges of the items:
  - a) In the ‘from SKU’ and ‘to SKU’ fields enter SKU numbers.
  - b) In the ‘from dept’ and ‘to dept’ fields enter department numbers.
  - c) In the ‘from vendor’ and ‘to vendor’ fields enter vendor numbers.

Each of the values, SKU number, department number, or vendor number, entered may be full or partial. For example if the value ‘7’ is entered for the SKU number then any SKU which starts with ‘7’ will be considered a match. If a department number value of ‘10’ is entered then any department number in the range of ‘100’ to ‘109’ will match the specified value.

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Note: Values may be entered into any combination of the range boxes.

If no “to” value is entered the search will be done on the “from” value only.

- 3) Click on the “refresh” button to show the results of the search.

Note: Overly restrictive combinations of buttons and/or SKU number, department number, or vendor number ranges may give no results.

Note: If one or more reports are to be generated they will include, at most, only those items that show in the ‘inventory view’ screen after the ‘refresh’ button has been pressed.

Note: The number of SKU’s selected appears to the left of the ‘refresh’ button each time the button is clicked. If no SKU’s are selected during the refresh process then no number appears.

Example 1: If the ‘frame’ and ‘non stock’ buttons are depressed and the ‘from vendor’ field is ‘001’ and the ‘to vendor’ field is ‘001’ then all Larson-Juhl moulding will be displayed in the data grid after the ‘refresh’ button is clicked.

Example 2: If the ‘mat’ and ‘non stock’ buttons are depressed and the ‘from SKU’ field is ‘C100’ and the ‘to SKU’ field is ‘C100’ then all Crescent mats which start with ‘C100’ will be displayed in the data grid after the ‘refresh’ button is clicked. See below.

Only SKU's starting with C100

SKU	Dept.	Vendor	Item	Description	Cost	Retail	Qty On Hand	Stock	Min
C1000	110	M01	C1000	POMPANO BEACH WHIT	5.230	0.00	-11.25	N	0
C1001	110	M01	C1001	MOSS POINT GREEN 3	5.230	0.00	0.00	N	0
C1002	110	M01	C1002	MIST GRAY 32X40	5.230	0.00	0.00	N	0
C1007	110	M01	C1007	TAUPE 32X40	5.190	0.00	0.00	N	0
C1008	110	M01	C1008	IVORY 32X40	5.190	0.00	0.00	N	0
C1009	110	M01	C1009	CRES LT. JONQUIL 3	5.190	0.00	0.00	N	0

6 SKU's selected

Refresh

Add Blank Item    Save Changes    Don't Show Deleted

Copy to New Item    Undo Changes Since Last Save    Print Reports    Exit

04083

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To delete an item that appears in the data grid, mark it to the left of the line by clicking with the mouse on the small rectangle. When you click on this rectangle a black rectangle will show on the appropriate line.

Note: If the item being deleted is a signed and numbered print (limited edition print) then clicking on the small rectangle will not delete information on which prints are in the inventory. Use the 'display/edit' tab, as described on page 324, to delete both the signed and numbered print information and the associated edition number information.

Other buttons on the 'inventory view' screen are:

- **SAVE CHANGES** - this button must be pressed to save any edits to SKU's. It is very important to save changes. As the changes are saved a check is made to see if the cost or retail price of any SKU number being saved is negative. If one or more SKU numbers have a negative cost or retail price you will be asked if a list of these SKU numbers is to be generated. Reply 'yes' to generate the following report:

SKU NUMBERS WITH NEGATIVE COSTS OR RETAILS							
Date:	12/22/04					Page No.:	1
SKU #	Item #	Dep	Ven	Artist/ Color	Description	Cost	Retail
POT1	POT1	100	199	pot	red pot	-1.00	5.95

04071

Fields on this report include:

- **SKU #** - the SKU number.
- **ITEM #** - the vendors item number.
- **DEP** - department number.
- **VEN** - vendor number.
- **ARTIST/COLOR** - a short description, normally the name of the artist or the color.
- **DESCRIPTION** - a longer description.
- **COST** - the cost of one unit of the item.
- **RETAIL** - the retail price of one unit of the item.
- **UNDO CHANGES SINCE LAST SAVE** - this button returns without any changes being saved.
- **PRINT REPORTS** - this button is described on page 388.
- **ADD BLANK ITEM** - adds a new blank SKU number to the inventory. All of the fields need to be specified as every field is blank.
- **DON'T SHOW DELETED** - If any SKU numbers have been marked for deletion they will not appear in the data grid after this button is clicked.
- **COPY TO NEW ITEM** - this button copies the highlighted SKU number to create a new SKU number.
- **EXIT** - exit from the 'inventory view' screen.

You may click on the 'SKU', 'vendor', and 'item', column headings to sort the data values by the specified column.

## Adding New Items

The 'inventory view' screen can be used to add new SKU numbers to the inventory. The steps in this process are:

- 1) Click on the most similar existing item to the new item and click on the "copy to new item" button.

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- 2) A line will open with all of the data copied except it will have blank SKU and item fields for the item to be added. Enter the SKU number and item number values for the new item.
- 3) Type over any other data items that need to be altered.
- 4) Save the changes by clicking on the “save changes” button.
- 5) Add the next item, as required, by repeating the process described above.

Note: While the ‘inventory view’ screen can be used to add a new SKU to the inventory, the product entry screen described on page 324 and following is the preferred method for the definition of new SKU numbers.

## Inventory Reports

A number of reports can be generated from the inventory data. The reports are based on the SKU numbers selected on the ‘inventory view’ screen as described above. The selected SKU numbers are then sorted and additional selection rules may then be applied. Optional rules on the generation of totals and sub totals, etc. may also be specified in some cases. Do the following to generate an inventory report:

- 1) Select items, SKU numbers, from the inventory to be reported on. Follow the instructions starting on page 383. The report to be printed will contain, at most, only those items selected. Steps 4 and 5, as described below, may further reduce the number of items shown on the report.

Below is shown a sample report.



**INVENTORY REPORT BY:** SKU number

**SUMMARY REPORT IN:** Units

SKU #	Item #	Artist/		Description	Cost	Retail	Mar	Units		Units Mod Stck	Dolls On Hand	Units On Hand	Units On Ord	Cnt Units	
		Dep	Ven					Min	Pack						
F1		110	199	flower 1	1.00	2.00	50.00	0	1	0	-1.00	-1.00	0.00		
F2		110	199	flower 2	1.10	3.95	72.15	0	1	0	6.60	6.00	0.00		
FLO100		120	199	rose	1.00	5.00	80.00	0	1	0	-2.00	-2.00	0.00		
FLO101	FLO199	130	199	green rose	1.00	3.15	68.25	0	1	0	9.00	9.00	0.00		
FLO102	FLO102	130	199	black rose	1.00	1.98	49.49	0	1	0	4.00	4.00	0.00		
FLO199	FLO199	130	199	red rose	1.00	4.00	75.00	0	1	0	4.00	4.00	0.00		
PLANT2	PLANT2	120	199	test plant	7.99	10.00	20.10	0	1	N STK	183.77	23.00	N STK		
POT1	POT1	110	199	test pot	5.00	55.00	90.91	0	1	0	15.00	3.00	0.00		
<b>*** Totals ***</b>												77.56	219.37	46.00	0.00

04037

Some of the fields on the inventory report by SKU number in units are:

- **SKU #** - SKU number.
- **ITEM #** - vendor item number.
- **DEP** - department number.
- **VEN** - vendor number.
- **ARTIST/COLOR** – the name of the artist, the color, or other supplemental data.
- **DESCRIPTION** – a description of the item.
- **COST** – the cost of each unit of the item.

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- **RETAIL** – the retail price of each unit of the item.
- **MAR** – margin.
- **UNITS MIN** – minimum number of units in stock.
- **UNITS PACK** – minimum number of units orderable in a package.
- **UNITS MOD STCK** - desired, or model, number of units to be kept in stock. A value of 'n stk' means that the item is not a stock item (the items stock status is not "S").
- **UNITS ON HAND** – the number of units on hand less the units allocated, not the actual units on hand.
- **DOLLS ON HAND** – the dollar value of the units on hand.
- **UNITS ON ORDR** – the number of units on order. A value of 'n stk' means that the item is not a stock item (the items stock status is not "S").
- **CNT UNITS** - units counted. This value is entered by hand on the line provided while doing a physical inventory.

Note: This field can be replaced by the bin/location value or the number of allocated units based on the options selected if the report is by SKU number.

- 2) Click on the "print reports" button on the 'inventory view' screen. See page 383. A check will then be made to see if any of the selected SKU numbers which are about to be printed have invalid vendor numbers and/or invalid department numbers. If there are invalid department numbers or invalid vendor numbers you will be asked if you wish to print a report on the invalid data. Reply 'yes' to print the indicated report. Reply 'no' if you do not wish to see the indicated report. Samples of the two reports are shown below.

## VENDOR NUMBERS USED BY SKU'S BUT NOT IN VENDOR NAME TABLE

Date: 12/22/04  
vend.

Page No.: 1

jak

To correct this type of error do one or both of the following:

- 1) Add the vendor number to the vendor name table.
- 2) Change the inventory entry for one or more SKU numbers to use a valid vendor number.

Note: This report may not list all of the invalid vendor numbers.

04072

Some of the fields on the report are:

- **VEND** – the vendor number.

To correct the vendor number errors found do one, but not both, of the following:

- Add the vendor number to the vendor table. See page 280.
- Change the vendor number for one or more SKU numbers to use a valid vendor number. See page 324.

## DEPARTMENT NUMBERS USED BY SKU'S BUT NOT IN DEPARTMENT NUMBER TABLE

Date: 12/22/04

DEPT.  
069

Page No.: 1

To correct this type of error do one or both of the following:

- 1) Add the department number to the department number table.
- 2) Change the inventory entry for one or more SKU numbers to use a valid department number.

Note: This report may not list all of the invalid department numbers.

# FullCalc Operating Guide

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Some of the fields on the report are:

- **DEPT** – the department number.

To correct the department number errors found do one, but not both, of the following:

- Add the department number to the department table. See page 518.
- Change the department number for one or more SKU numbers to use a valid department number. See page 324.

- 3) Click on one of the buttons in the “report order” box shown below. This will specify how the SKU numbers are sorted on the report and in some cases how the data is to be summarized. Based on the report order selected additional options become available.

**Inventory Report Options**

**Report Order:**

- SKU
- Item
- Bin Location
- DeptSales YTD
- DeptSKU
- DeptVendor
- VendorDept
- VendorBin
- VendorSKU
- Artist

**Print:**

- All Items
- Stock Items
- Neg Items
- Discontinued Items
- Non Stock Items
- Allocated Items
- Items With Qty.
- Non-standard Markup

**Sales by:**

- Units
- Dollars

**Destination:**

- Screen
- Printer

Display Min and Pack

Totals and Subtotals only

Ending SKU: 1007

Starting SKU: xxxx

Display Bin Location

Rank by Sales-to-date

Sales for Last Year

**Report** **Cancel**

04038

- 4) In the upper right of the screen shown above are two check boxes. You may check or uncheck one or both of these boxes as desired.
- **Display Min and Pack** – this check box specifies if the report is to include the minimum reorder point and the pack size or not.
  - **Totals and Subtotals only** – this check box specifies if detailed data is to be displayed or only the total and subtotal lines for the report selected is to be displayed. In some cases checking this box may result in a report being only one line long.

# FullCalc Operating Guide

Below the two check boxes, in the right center of the screen, are two selection boxes. In two selection boxes values will appear. The title of the selection boxes ('starting sku', 'starting item', 'starting bin', 'starting artist', etc.) is based on the sort order selected in step 2. The content of the two selection boxes is based on the SKU numbers selected in step 1. These two selection boxes can be used to further restrict the SKU numbers that appear on the report generated.

In the example above the 'starting SKU' and 'ending SKU' boxes appear when 'SKU' is selected as the report order. Based on which report order is selected, these two selection boxes may be used to identify the starting and ending SKU number, item number, bin number, department number or vendor number, etc. See below for an example of specifying something other than SKU numbers. You may click on the triangles at the right of each selection box to see the possible values. Adjust, as required these additional selection values to further restrict the items shown on the report.

Note: The starting and ending values listed, for example SKU numbers, in the 'starting' and 'ending' selection boxes are based on the values in the selected data shown on the main data grid for the listing tab (the 'inventory view' screen). The values in both selection boxes are case sensitive. Thus if the value 'ABC' and 'abc' are found in the input then both would appear in the list of starting and ending values. In addition the value 'ABC' would appear first in the list and would not, in general, be next to the value 'abc' in the list. For proper use of the 'starting' and 'ending' selection boxes it is important to always enter data values into the inventory using consistent spelling, abbreviation, and case rules.

Note: Based on the starting and ending values selected in these two boxes it is possible to exclude all SKU numbers from the report. This will result in no report being generated.

**Inventory Report Options**

**Report Order:**

- SKU
- Item
- Bin Location
- Dept\Sales YTD
- Dept\SKU
- Dept\Vendor
- Vendor\Dept
- Vendor\Bin
- Vendor\SKU
- Artist

**Print:**

- All Items
- Stock Items
- Neg Items
- Discontinued Items
- Non Stock Items
- Allocated Items
- Items With Qty.
- Non-standard Markup

**Sales by:**

- Units
- Dollars

**Destination:**

- Screen
- Printer

Display Min and Pack

Totals and Subtotals only

Ending Dept: 100

Starting Dept: 120

Rank by Sales-to-date

**Report** **Cancel**

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In the example above, the two boxes at the upper right of the screen are used to specify department numbers because the report order is specified as 'dept\sales YTD'.

# FullCalc Operating Guide

Below the start and end selection boxes the following may also appear<sup>81</sup>:

- **Sort by SKU/Item** – this set of buttons appears when the report order is specified as 'dept\vendor'. It identifies the sort order of the report.
- **Display Bin Location** – this check box appears when the report order is 'SKU' and the print option is not 'allocated items'. This specifies if the bin location is to appear on the report or not.
- **Rank by Sales-to-date** – this check box always appears.
- **Sales for Last Year** – this check box appears when the report order is 'SKU'.
- **Simple Format** – this check box appears when the report order is 'item'. The simple format shows fewer items of data for each SKU number selected.

5) In the "print" box click on the button that specifies which of the items selected in step 1 (and possibly in step 4) are to be shown. Selecting "all items" displays all items selected in step 1 (and possibly in step 4). The other options further restrict the items shown on the report.

- **STOCK ITEMS** - shows only SKU numbers with stock status codes of "S".
- **NEG ITEMS** - shows only SKU numbers with negative quantity on hand values.
- **DISCONTINUED ITEMS** - shows only SKU numbers with stock status codes of "D".
- **NON STOCK ITEMS** - shows only SKU numbers with stock status codes of "N". See page 324.
- **ALLOCATED ITEMS** – shows only SKU numbers that have allocated but unsold items.
- **ITEMS WITH QTY.** – shows only SKU numbers that have a quantity on hand (number of units on hand) that is larger than zero.
- **NON-STANDARD MARKUP** – shows only moulding SKU numbers that have a non-standard markup option specified (no markup is used or a special markup is used only for this SKU number). This option is available only for the report ordered by SKU number. If this option is selected and SKU is the print option then some of the selection options listed in the previous step, and in the table below, will not appear.

Note: In general, all of the options in the "print" box, other than the "all" option, will cause fewer SKU numbers to appear on the report. Based on the options selected in step 4 and which of the options, if any, are selected in this step, it is possible to exclude all SKU numbers from the report. This will result in no report being generated.

- 6) Click on the desired entry in the "sales by" boxes to specify the units of some values on the report. Sales can be expressed in units or in dollars.
- 7) Click on the desired entry in the "destination" box to specify the output device. The options available are "screen" and "printer".
- 8) Click on the "report" button at the bottom of the screen to generate the report. See page 388 and following for sample reports.

Note: The samples shown below do not show examples of every report format that can be generated.

The table below shows which options, as described above, are available for a given report. A '√' in the table, columns 2 to 9, indicates that the option is available for the specified report order as specified in column one of the table.

Report order	'display	totals	two	display	rank	sales	simple	sort by'
--------------	----------	--------	-----	---------	------	-------	--------	----------

<sup>81</sup> See the table below for a description of which of the options are available for which report order.

# FullCalc Operating Guide

	min and pack <sup>2</sup> check box	and subtotal s only <sup>2</sup> check box	selection boxes (SKUs, items, artists, etc.)	bin location <sup>2</sup> check box	by sales-to-date <sup>2</sup> check box	for last year <sup>2</sup> check box	format <sup>2</sup> check box	buttons
SKU <sup>82</sup>	√	√	√	√	√	√		
Item	√	√	√		√		√	
Bin location	√	√	√		√			
Dept/sales/YTD	√	√	√		√			
Dept/SKU	√	√	√		√			√
Dept/vendor	√	√	√		√			
Vendor/dept	√	√	√		√			
Vendor/bin	√	√	√		√			
Vendor/SKU	√	√	√		√			
Artist	√	√	√		√			



## Eagle Computers, Inc.

700 Kendrick Rd.  
Zebulon, Ga. 30295

**INVENTORY REPORT BY:** Vendor number\Dept. number

**SUMMARY REPORT IN:** Units

SKU #	Item #	Artist/ Color	Description	Cost	Retail	Units Mar	Units Min	Units Pack	Units Mod Stck	Dolls On Hand	Units On Hand	Units On Order	Cnt Units
<b>Vendor:</b> j98													
<b>Department:</b>	100		CUSTOM FRAMING										
Department:	100		CUSTOM FRAMING			0.00	0	1	0	0.00	0.00	0.00	
<b>** Subtotals **</b>													
<b>Department:</b>	110		CUSTOM FRAMES										
Department:	110		CUSTOM FRAMES			50.00	1	2	2	175.61	9.00	0.00	
<b>** Subtotals **</b>													
<b>Department:</b>	120		CUSTOM MATS										
Department:	120		CUSTOM MATS			66.67	2	2	3	-99.92	-4.00	0.00	
<b>** Subtotals **</b>													
Vendor:		j98				65.43	3	5	5	75.69	5.00	0.00	

04039

Some of the columns on the inventory report by vendor number/department number in units include:

- **SKU #** - SKU number.
- **ITEM #** - vendor item number.
- **ARTIST/COLOR** – the name of the artist, the color, or other supplemental data.
- **DESCRIPTION** – a description of the item.
- **COST** – the cost of each unit of the item.
- **RETAIL** – the retail price of each unit of the item.
- **UNITS MIN** – minimum number of units in stock.

<sup>82</sup> If 'non-standard markup' is selected as the print option then only the two SKU selection boxes appear. The other options marked in the table for the SKU print option will not be present on the screen.

# FullCalc Operating Guide

- **UNITS PACK** – minimum number of units orderable in a package.
- **MAR** - margin.
- **UNITS MOD STCK** - desired, or model, number of units to be kept in stock.
- **DOLLS ON HAND** - dollar value of units on hand.
- **UNITS ON HAND** – number of units on hand.
- **UNITS ON ORDR** – number of units on order.
- **CNT UNITS** - units counted. Entered by hand on the line provided while doing physical inventory.

Above is one page of the “vendor\dept” report for “all items” in “units” with the “totals and subtotals only” box checked. The sample shows data for one vendor only (this report starts a new page for each vendor). For each department for which the vendor has SKU numbers a subtotal line is printed. On the last page of the report, not shown, a total line for all vendors and all departments selected is also generated.



**Eagle Computers, Inc.**  
700 Kendrick Rd.  
Zebulon, Ga. 30295

## INVENTORY REPORT BY: Bin Location

### SUMMARY REPORT IN: Dollars

SKU #	Item #	Dep	Ven	Artist/		BinLoc	Cost	Retail	Dollars	Dollars	Dollars	Dollars	Crt	
				Color	Description				Sold YTD	Sold MTD	Mod Stck	On Hand		On Ordr
JAK2	JAK2222222	110	j98	blue	jak2 item	99-98	17.98	35.96	35.96	35.96	2	35.96	.00000	_____
JAK9	JAK9A	110	j99	blue	jak9 item	99-99	20.00	40.00	0.00	0.00	0	140.00	.00000	_____
JAK5	JAK54321A	120	j98	pink	afgan	99-99	39.98	79.96	399.80	399.80	0	-199.90	.00000	_____
JAK7	AAA12	120	j99	black	rug	back r	100.00	200.00	0.00	0.00	10	200.00	.00000	_____
JAK1	JAK1	100	j98		jak1	bin1	1.00	2.00	0.00	0.00	0	0.00	.00000	_____
JAK3	JAK321	110	j98	white	ajak3 mat	bin1	19.95	39.90	39.90	39.90	0	139.65	.00000	_____
JAK10		100	j99		jak10	bin3	1.25	2.50	0.00	0.00	0	10.00	.00000	_____
JAK8	J99-99	120	j99	brass	lamp	floor	39.95	79.90	0.00	0.00	15	399.50	.00000	_____
*** Totals ***									475.66	475.66		399.50	.00000	

04040

The example above shows the “bin location” report for “stock items” in “dollars”. Some of the fields on the inventory report are:

- **SKU #** - SKU number.
- **ITEM #** - vendor item number.
- **DEP** - department number.
- **VEN** - vendor number.
- **ARTIST/COLOR** – the name of the artist, the color, or other supplemental data.
- **DESCRIPTION** – a description of the item.
- **BINLOC** – bin number or location.
- **COST** – the cost of each unit of the item.
- **RETAIL** – the retail price of each unit of the item.
- **DOLLARS SOLD YTD** - sales year to date in dollars.
- **DOLLARS SOLD MTD** - sales month to date in dollars.
- **MOD STCK** - desired, or model, number of units to be kept in stock.
- **DOLLARS ON HAND** - dollar value of units on hand.
- **DOLLARS ON ORDR** - dollar value of units on order.

# FullCalc Operating Guide

- **CNT UNITS** - units counted. Entered by hand on the line provided while doing physical inventory.

Report totals may include SKU's with negative quantity on hand values. This may decrease the units and/or dollar value of the inventory as shown on the report. Some demand reports described in the report section may give different values as they report only on SKU's with quantities on hand which are larger than zero.



**Eagle Computers, Inc.**

700 Kendrick Rd.  
Zebulon, Ga. 30295

**INVENTORY REPORT BY:** Dept. number/Sales YTD

**SUMMARY REPORT IN:** Units

SKU #	Item #	Artist/ Ven Color	Description	Bin/Loc	Cost	Mar	Units Sold YTD	Units Sold MTD	Mod Stck	Units On Hand	Units On Ordr	Cnt Units	
<b>Department</b>		110 CUSTOM FRAMES											
JAK2	JAK2222222	j98 blue	jak2 item	99-98	17.98	50.00	1	1.00	2	2.000	0.00		
JAK3	JAK321	j98 white/p	jak3 mat	bin1	19.95	50.00	1	1.00	0	7.000	0.00		
<b>SUMMARY</b>													
					Model Stock			On Hand YTD	On Hand Retail	Sold MTD	Cost MTD	Margin MTD	
					Cost	Retail	Mar						
<b>Department</b>		110 CUSTOM FRAMES			35.96	71.92	50.00					50.00	
<b>Department</b>		120 CUSTOM MATS											
JAK4	JAK4	j98 brass	brass thing	east w	99.98	66.67	0	0.00	N STK	1.000	N STK		
JAK5	JAK54321A	j98 pink	afgan	99-99	39.98	50.00	2	2.00	0	-5.000	0.00		
JAK6	AAAAAA	j99 unkno	rug in green and blue and pink	floor	500.00	50.00	0	0.00	N STK	1.000	N STK		
<b>SUMMARY</b>													
					Model Stock			Sold YTD	On Hand Cost	On Hand Retail	Sold MTD	Cost MTD	Margin MTD
					Cost	Retail	Mar						
<b>Department</b>		120 CUSTOM MATS			0.00	0.00	66.67					80.00	
<b>Master Dept.</b>		1's		<b>** SubTotal **</b>		35.96	71.92	65.43				75.21	
<b>*** Totals ***</b>					35.96	71.92	65.43					75.21	

04041

The example above shows the “sales year to date by department” report for “all items” in “units”. Some of the fields on the inventory report are:

- **SKU #** - SKU number.
- **ITEM #** - vendor item number.
- **VEN** - vendor number.
- **ARTIST/COLOR** – the name of the artist, the color, or other supplemental data.
- **DESCRIPTION** – a description of the item.
- **BINLOC** – bin number or location.
- **COST** – the cost of each unit of the item.
- **RETAIL** – the retail price of each unit of the item.
- **VEN** - vendor number.
- **BIN/LOC** - bin number or location.
- **MAR** - margin.
- **UNITS SOLD YTD** - sales year to date in units.

# FullCalc Operating Guide

- **UNITS SOLD MTD** - sales month to date in units.
- **MOD STCK** - desired, or model, number of units to be kept in stock. This column can also contain 'n stk' if the item is not a stock item (the items stock status is not "S").
- **UNITS ON HAND** - number of units on hand.
- **UNITS ON ORDR** - number of units on order. A value of 'n stk' means that the item is not a stock item (the items stock status is not "S").
- **CNT UNITS** – units counted. Entered by hand on the line provided while doing inventory.
- **SOLD YTD** – dollar value of sales year to date.
- **ON HAND COST** – dollar value of the units on hand based on the cost.
- **ON HAND RETAIL** – dollar value of the units on hand based on the retail price.
- **SOLD MTD** – the number of units sold month to date.
- **COST MTD** – the cost of the units sold month to date.
- **MARGIN MTD** – the margin on the units sold month to date.



**Eagle Computers, Inc.**

700 Kendrick Rd.  
Zebulon, Ga. 30295

**INVENTORY REPORT BY:** Dept. number/Vendor number

**SUMMARY REPORT IN:** Units

SKU #	Item #	Artist/ Ven Color	Description	BinLoc	Cost	Mar	Units Sold YTD	Units Sold MTD	Mod Stck	Units On Hand	Units On Ordr	Cnt Units	
<b>Department 110 CUSTOM FRAMES</b>													
JAK2	JAK2222222	j98 blue	jak2 item	99-98	17.98	50.00	1	1.00	2	2.000	0.00		
JAK3	JAK321	j98 white/p	jak3 mat	bin1	19.95	50.00	1	1.00	0	7.000	0.00		
<b>SUMMARY</b>													
					Model Stock			Sold YTD	On Hand Cost	On Hand Retail	Sold MTD	Cost MTD	Margin MTD
					Cost	Retail	Mar						
<b>Department 110 CUSTOM FRAMES</b>					35.96	71.92	50.00						50.00
<b>Department 120 CUSTOM MATS</b>													
JAK4	JAK4	j98 brass	brass thing	east w	99.98	66.67	0	0.00	N STK	1.000	N STK		
JAK5	JAK54321A	j98 pink	afgan	99-99	39.98	50.00	2	2.00	0	-5.000	0.00		
JAK6	AAAAAA	j99 unkno	rug in green and blue and pink	floor	500.00	50.00	0	0.00	N STK	1.000	N STK		
<b>SUMMARY</b>													
					Model Stock			Sold YTD	On Hand Cost	On Hand Retail	Sold MTD	Cost MTD	Margin MTD
					Cost	Retail	Mar						
<b>Department 120 CUSTOM MATS</b>					0.00	0.00	66.67						80.00
<b>Master Dept. 1 's</b>					<b>** SubTotal **</b>		35.96	71.92	65.43				75.21
<b>*** Totals ***</b>					35.96	71.92	65.43						75.21

04042

The example above shows the "department number/vendor number" report for "all items" in "units". An additional screen also allows sorting of items by SKU number to be specified. Some of the fields on the inventory report are:

- **VEN** - vendor number.
- **BIN/LOC** - bin number or location.
- **SKU #** - SKU number.
- **ITEM #** - vendor item number.

# FullCalc Operating Guide

- **ARTIST/COLOR** – the name of the artist, the color, or other supplemental data.
- **DESCRIPTION** – a description of the item.
- **COST** – the cost of each unit of the item.
- **RETAIL** – the retail price of each unit of the item.
- **MAR** - margin.
- **UNITS SOLD YTD** - sales year to date in units.
- **UNITS SOLD MTD** - sales month to date in units.
- **MOD STCK** - desired, or model, number of units to be kept in stock. This column can also contain ‘n stk’ if the item is not a stock item (the stock status is not “S”).
- **UNITS ON HAND** - number of units on hand.
- **UNITS ON ORDR** - number of units on order. A value of ‘n stk’ means that the item is not a stock item (the items stock status is not “S”).
- **CNT UNITS** - units counted. Entered by hand on the line provided while doing inventory.



**Eagle Computers, Inc.**

700 Kendrick Rd.  
Zebulon, Ga. 30295

**INVENTORY REPORT BY:** Vendor number/Bin location

**SUMMARY REPORT IN:** Units

SKU #	Item #	Artist/ Color	Description	Bin	Cost	Retail	Units			Units Mod Stck	Dolls On Hand	Units On Hand	Units On Order	Cnt Units	
							Mar	Min	Pack						
<b>Vendor:</b>		j99	J99 VENDOR												
JAK9	JAK9A	blue	jak9 item	99-99	20.00	40.00	50.00	0	1	0	140.00	7.00	0.00		
JAK7	AAA12	black	rug	back r	100.0	200.0	50.00	5	2	10	200.00	2.00	0.00		
JAK10			jak10	bin3	1.250	2.50	50.00	0	1	0	10.000	8.00	0.00		
JAK8	J99-99	brass	lamp	floor	39.95	79.90	50.00	10	4	15	399.50	10.00	0.00		
Vendor:		j99	J99 VENDOR				<b>** Subtotals **</b>	37.50	15	8	25	749.50	27.00	0.00	
<b>*** Totals ***</b>								44.44	16	13	27	731.15	34.00	0.00	

04043

The example above shows one page of the “vendor number by bin location” report for “stock items” in “dollars”. Each vendor number starts on a new page.

The vendor number and vendor name appear at the start and end of the report section for that vendor. The vendor name appears as ‘??unknown??’ if the vendor number is not defined.

Some of the fields on the inventory report are:

- **BIN** - bin number or location.
- **MAR** - margin.
- **SKU #** - SKU number.
- **ITEM #** - vendor item number.
- **ARTIST/COLOR** – the name of the artist, the color, or other supplemental data.
- **DESCRIPTION** – a description of the item.
- **COST** – the cost of each unit of the item.
- **RETAIL** – the retail price of each unit of the item.
- **UNITS MIN** - minimum number of units to stock.
- **UNITS PACK** - minimum number of units orderable in a package.
- **UNITS MOD STCK** - desired, or model, number of units to be kept in stock.

# FullCalc Operating Guide

- **DOLLS ON HAND** - dollar value of units on hand.
- **UNITS ON HAND** - number of units on hand.
- **UNITS ON ORDR** - number of units on order.
- **CNT UNITS** - units counted. Entered by hand on the line provided while doing inventory.



**Eagle Computers, Inc.**

700 Kendrick Rd.  
Zebulon, Ga. 30295

**INVENTORY REPORT BY:** Vendor number/SKU number

**SUMMARY REPORT IN:** Units

SKU #	Item #	Dep	Ven	Artist/ Color	Description	Bin/Loc	Cost	Retail	Units Sold YTD	Units Sold MTD	Mod Stck	Units On Hand	Units On Ordr	Cnt Units
JAK11	JAK111111	920	j97	Redlin	item with bad vendor number		1.98	200.00	0	0.00	0	3.00	0.00	
JAK1	JAK1	100	j98		jak1 test item with a long des	bin1	1.00	2.00	0	0.00	0	0.00	0.00	
JAK2	JAK222222	110	j98	blue	jak2 item	99-98	17.98	35.96	1	1.00	2	2.00	0.00	
JAK3	JAK321	110	j98	white/pjak3	mat	bin1	19.95	39.90	1	1.00	0	7.00	0.00	
JAK5	JAK54321A	120	j98	pink	afgan	99-99	39.98	79.96	2	2.00	0	-5.00	0.00	
JAK10		100	j99		jak10 non duplicate item	bin3	1.25	2.50	0	0.00	0	8.00	0.00	
JAK7	AAA12	120	j99	black	rug	back r	100.00	200.00	0	0.00	10	2.00	0.00	
JAK8	J99-99	120	j99	brass	lamp	floor	39.95	79.90	0	0.00	15	10.00	0.00	
JAK9	JAK9A	110	j99	blue	jak9 item with a full descript	99-99	20.00	40.00	0	0.00	0	7.00	0.00	
*** Totals ***									4.00	4.00	27	34.00	0.00	

04044

The example above shows the “vendor number by SKU number” report for “stock items” in “units”. The total value at the bottom of the ‘mod stck’ column is the total for stock items only (stock status of “S”).

Some of the fields on the inventory report are:

- **DEP** - department number.
- **VEN** - vendor number.
- **SKU #** - SKU number.
- **ITEM #** - vendor item number.
- **ARTIST/COLOR** – the name of the artist, the color, or other supplemental data.
- **DESCRIPTION** – a description of the item.
- **COST** – the cost of each unit of the item.
- **RETAIL** – the retail price of each unit of the item.
- **BIN/LOC** - bin number or location.
- **MAR** - margin.
- **UNITS SOLD YTD** - sales year to date in units.
- **UNITS SOLD MTD** - sales month to date in units.
- **MOD STCK** - desired, or model, number of units to be kept in stock.
- **UNITS ON HAND** - number of units on hand.
- **UNITS ON ORDR** - number of units on order.
- **CNT UNITS** - units counted. Entered by hand on the line provided while doing inventory.

# FullCalc Operating Guide



## Test Frame Shoppe

100 Main St.  
Anytown, NY 100000  
(1800) 555-1212

**INVENTORY REPORT BY:** SKU number

**SUMMARY REPORT IN:** Units

SKU #	Item #	Artist/		Description	Cost	Retail	Mar	Units		Units Mod Stck	Dolls On Hand	Units On Hand	Units On Ordr	Cnt Units	
		Dep	Ven					Min	Pack						
PLAQUEP	PLAQUEP	120	B01	plaque as print	0.00	0.00	0.00	0	1	0	0.00	0.00	0.00		
PRINT3		100	199	unknow test print	1.98	99.95	98.02	0	1	0	-1.98	-1.00	0.00		
PRINT5	PRINT5	099	199	unknow test print	1.98	100.00	98.02	0	1	0	-1.98	-1.00	0.00		
<b>*** Totals ***</b>												-3.96	-2.00	0.00	

04045

The example above shows the “sku” number report with the “sales for last year” box checked. If the “sales for last year” box is not checked the report shown on page 388 is output.

Some of the fields on the inventory report are:

- **DEP** - department number.
- **VEN** - vendor number.
- **SKU #** - SKU number.
- **ITEM #** - vendor item number.
- **ARTIST/COLOR** – the name of the artist, the color, or other supplemental data.
- **DESCRIPTION** – a description of the item.
- **COST** – the cost of each unit of the item.
- **RETAIL** – the retail price of each unit of the item.
- **BIN/LOC** - bin number or location.
- **LAST YEAR UNITS SOLD** - sales last year in units.
- **LAST YEAR DOLLARS SOLD** – sales last year in dollars.
- **MOD STCK** - desired, or model, number of units to be kept in stock.
- **DOLLS ON HAND** - dollar value of units on hand.
- **UNITS ON HAND** - number of units on hand.
- **UNITS ON ORDR** - number of units on order.
- **CNT UNITS** - units counted. Entered by hand on the line provided while doing inventory.  
Note: This field can be replaced by the bin/location value or the number of allocated units based on the options selected if the report is by SKU number.

# FullCalc Operating Guide



## Test Frame Shoppe

100 Main St.  
Anytown, NY 100000  
(1800) 555-1212

**INVENTORY REPORT BY:** SKU number

**SUMMARY REPORT IN:** Units

**WITH ALLOCATED UNITS**

SKU #	Item #	Artist/		Description	Cost	Retail	Mar	Units		Units Mod Stck	Dolls On Hand	Units On Hand	Units		
		Dep	Ven					Color	Min				Pack	On	Aloc
PLANT2	PLANT2	120	199		7.99	10.00	20.10	0	1	N STK	127.84	16.00	N STK	7	
POT1	POT1	110	199		5.00	55.00	90.91	0	1	0	120.00	24.00	0.00	1	
<b>*** Totals ***</b>							80.02					247.84	40.00	0.00	8

04046

The example above shows the “sku” number report with the “sales for last year” box checked. As the ‘allocated units’ option was also checked the note ‘with allocated units’ appears at the top right of the report. This indicates that the number of allocated units for each SKU number will be shown in the last column of the report.

Some of the fields on the inventory report are:

- **DEP** - department number.
- **VEN** - vendor number.
- **SKU #** - SKU number.
- **ITEM #** - vendor item number.
- **ARTIST/COLOR** – the name of the artist, the color, or other supplemental data.
- **DESCRIPTION** – a description of the item.
- **COST** – the cost of each unit of the item.
- **RETAIL** – the retail price of each unit of the item.
- **MAR** - margin.
- **UNITS MIN** - minimum number of units to stock.
- **UNITS PACK** - minimum number of units orderable in a package.
- **UNITS MOD STCK** - desired, or model, number of units to be kept in stock. This column can also contain ‘n stk’ if the item is not a stock item.
- **ALOC UNITS** - units allocated to some use, such as out on approval, but not sold.

Note: This field can be replaced by the bin/location value or a space to write in the number of counted units based on the options selected if the report is by SKU number.

# FullCalc Operating Guide



## Works Of Art Custom Framing & Gallery Inc

379 S. Croft Ave., Inverness, FL 34453  
 Main (352) 726-7206 Fax (352)344-0065  
 (next To Inverness Walmart)

**INVENTORY REPORT BY:** SKU number

**SUMMARY REPORT IN:** Units

SKU #	Item #	Dep Ven	Artist/ Color	Description	Cost	Retail	Mar	Units Min	Units Pack	Units Mod Stck	Dolls On Hand	Units On Hand	Units On Ordr	Units On Bin/Loc
PRINT1	PRINT1	110	199	MOULDI moulding	1.98	2.97	33.33	0	1	N STK	-7.92	-4.00	N STK	bin 99
PRINT2	PRINT2	110	199	MOULDI moulding	25.00	150.00	83.33	0	1	N STK	-2400.0	-96.00	N STK	
A100		100	199	test a100	0.00	0.00	0.00	0	1	N STK	0.00	-1.00	N STK	bin 1
A101		100	199	test a101	2.99	5.98	50.00	0	1	N STK	-5.98	-2.00	N STK	
A102		100	199	test a103	5.00	30.00	83.33	0	1	0	0.00	0.00	0.00	bin 2
A103		100	199	test a103	5000.00	0.00	0.00	0	1	0	-85000	-17.00	0.00	
101DP	101DP	100	199	copy of 101dp	2.70	4.05	33.33	0	1	N STK	0.00	0.00	N STK	88-88
<b>*** Totals ***</b>								<b>*** **</b>			-87413.9	-120.00	8.00	

04063

The example above shows the “sku” number report with the “display bin location” box checked.

Some of the fields on the inventory report are:

- **DEP** - department number.
- **VEN** - vendor number.
- **SKU #** - SKU number.
- **ITEM #** - vendor item number.
- **ARTIST/COLOR** – the name of the artist, the color, or other supplemental data.
- **DESCRIPTION** – a description of the item.
- **COST** – the cost of each unit of the item.
- **RETAIL** – the retail price of each unit of the item.
- **MAR** - margin.
- **UNITS MIN** - minimum number of units to stock.
- **UNITS PACK** - minimum number of units orderable in a package.
- **UNITS MOD STCK** - desired, or model, number of units to be kept in stock. This column can also contain ‘n stk’ if the item is not a stock item.
- **DOLLS ON HAND** – dollar value of the units on hand.
- **UNITS ON HAND** – the number of units on hand.
- **BIN/LOC** - bin number or location.

Note: This field can be replaced by the number of allocated units value or a space to write in the number of counted units based on the options selected if the report is by SKU number.

# FullCalc Operating Guide



**Test Frame Shoppe**

04/09/08

100 Main St.  
Anywhere, GA 12345  
(800) 555-1212

## INVENTORY REPORT BY: SKU number

SKU #	Item #	Dep Ven	Artist/ Color	Description	Cost	Retail	Mar	Markup Method	Special Markup
101WO	101WO	120	001	w0 101wo 1/2	2.98	14.90	80.00	Special	5.00
102212	102212	120	001	w0 senelar w/gild fi	5.44	32.64	83.33	Special	6.00
102531	102531	120	001	w0 tuscany it creme	3.08	15.40	80.00	Special	5.00
1029	1029	100	001	arqadia walnut 2 1/4	1.24	4.34	71.43	None	

04115

The example above shows the “sku” number report with the “non-standard markup” print option selected. This report contains only moulding SKU numbers that do not use one of the normal markup methods to calculate their retail price per foot.

Some of the fields on the inventory report are:

- **DEP** - department number.
- **VEN** - vendor number.
- **SKU #** - SKU number.
- **ITEM #** - vendor item number.
- **ARTIST/COLOR** – the color of the moulding or other supplemental data. This field is often blank.
- **DESCRIPTION** – a description of the item.
- **COST** – the cost of each foot of the item.
- **RETAIL** – the retail price of each foot of the item.
- **MAR** - margin.
- **MARKUP METHOD** – the non-standard markup method to be used for this SKU number. Possible values are:
  - o ‘none’ - no markup is to be used. This markup method is normally used when the retail price per foot is entered manually.
  - o ‘special’ - a unique markup is to be applied to this SKU number only. The markup applied to this SKU number is listed in the ‘special markup’ field on the report.
- **SPECIAL MARKUP** – the unique markup to be applied to this SKU number only. This value appears only if the ‘markup method’ field has a value of ‘special’. This field is blank if the markup method is not ‘special’.

# FullCalc Operating Guide



## Test Frame Shoppe

100 Main St.  
Anywhere, GA 12345  
(800) 555-1212

### INVENTORY REPORT BY: Artist

#### SUMMARY REPORT IN: Units

SKU #	Item #	Artist/		Description	Cost	Retail	Mar	Units		Units Mod Stck	Dolls On Hand	Units On Hand	Units On Ordr	Cnt Units		
		Dep	Ven					Color	Min						Pack	
ERWMIA	ERWMIA	430	m99	erwitt	miami	7.00	7.00	0.00	1	1	1	0.00	0.00	0.00		
B44G552	B44G552	430	b44	gravelle	mango	5.50	12.00	54.17	1	1	1	0.00	0.00	0.00		
B44G553	B44G553	430	b44	gravelle	tangerine	5.50	11.00	50.00	1	1	1	0.00	0.00	0.00		
B44H1135	B44H1135	430	b44	holston	grabbin the headline	12.50	25.00	50.00	1	1	1	0.00	0.00	0.00		
JOSCHOHUD	JOSCHOHUD	430	m99	joseph	choir huddle	17.50	17.50	0.00	1	1	1	0.00	0.00	0.00		
KALCOTGAR	KALCOTGAR	430	m99	kalinows	cottage garden	21.25	42.50	50.00	1	1	1	0.00	0.00	0.00		
OKELARLEA	OKELARLEA	430	m99	c'keefe	large dark leaves	12.50	12.50	0.00	1	1	1	0.00	0.00	0.00		
TANFLOHYD	TANFLOHYD	430	m99	tanabe	flowering hydrangea	10.00	10.00	0.00	1	1	1	0.00	0.00	0.00		
T391871	T391871	430	t39	unknow	mysterious dancer	20.00	40.00	50.00	1	1	1	0.00	0.00	0.00		
*** Totals ***												37.04	0.00	0.00	0.00	

04085

The example above shows the “artist” report in units with artists names from ‘erwitt’ to ‘unknown’ selected.

Some of the fields on the inventory report by artist are:

- **DEP** - department number.
- **VEN** - vendor number.
- **MAR** - margin.
- **UNITS MIN** - minimum number of units to stock.
- **UNITS PACK** - minimum number of units orderable in a package.
- **UNITS MOD STCK** - desired, or model, number of units to be kept in stock. This column can also contain ‘n stk’ if the item is not a stock item.
- **DOLLS ON HAND** – dollar value of the units on hand.
- **UNITS ON HAND** – the number of units on hand.
- **UNITS ON ORDR** - number of units on order. This column can also contain ‘n stk’ if the item is not a stock item.
- **SKU #** - SKU number.
- **ITEM #** - vendor item number.
- **ARTIST/COLOR** – the name of the artist, the color, or other supplemental data.
- **DESCRIPTION** – a description of the item.
- **COST** – the cost of each unit of the item.
- **RETAIL** – the retail price of each unit of the item.
- **CNT UNITS** - units counted. Entered by hand on the line provided while doing inventory.  
Note: This field can be replaced by the bin/location value or the number of allocated units based on the options selected if the report is by SKU number.

# FullCalc Operating Guide



**Test Frame Shoppe**  
100 Main St.  
Anywhere, GA 12345  
(800) 555-1212

**INVENTORY REPORT BY:** Item number

**SUMMARY REPORT IN:** Units

SKU #	Item #	Dep	Ven	Artist/Color	Description	Retail
PRINT13	0-1234-QA	210	199	unknown	dog and cat	99.99
PRINT7	1-QAZ-111	210	199	unknown	test limited ed print	99.95
LTDDED007	LTDDED007	210	199	Jones	test limited ed. print	300.00
PRINT10	PRINT10	100	199	Brown	large print	100.00
PRINT3	PRINT3	000	000	Smith	a newprint	199.95
PRINT11	Q62J-B	210	199	unknown	red sails in the sunset	99.95
PRINT5	XXXX	702	199	jones	ltd ed print	1000.00

04086

The example above shows the “item” report in units and in “simple” format. The regular item number report, not shown here, looks much like the report by SKU number as shown above. The “simple” format of the item number report shows fewer data items for each SKU number.

Some of the fields on the inventory report by item number in “simple” format are:

- **DEP** - department number.
- **VEN** - vendor number.
- **SKU #** - SKU number.
- **ITEM #** - vendor item number.
- **ARTIST/COLOR** – the name of the artist, the color, or other supplemental data.
- **DESCRIPTION** – a description of the item.
- **RETAIL** – the retail price of each unit of the item.

## Store Samples

An item created in the store and added to the inventory for later sales is called a store sample. To create a store sample, such as a piece of framed art, do the following:

- 1) Go to the “framing input” screen and enter the components of the framed art as a normal order. This can include mats, frame, glass, etc. It normally will include some time of work of art.
- 2) The “sample” option is selected from the “ord type” button in the complete box. See page 117.

**Store Sample**

Samples Original Price	86.9100
Samples New Price	99.95
Samples Description	baseball and bat
Samples SKU #	S1021
Number of Samples	1
Samples Department	120

Return  
Cancel

04047

- 3) After the framing order is printed the screen shown above appears. Enter some or all of the following values (write over the default values to change them as required):
  - a) “samples new price” is the price you wish to sell the item at. It may be higher or lower than the price based on the price of the components that make up the store sample. The default value for the “samples new price” will be the framing order ‘subtotal’ (before tax) as listed in the ‘samples original price’ field. It is based on the regular price of the order.
  - b) “samples description” is any description of the sample taken as a whole. The default value is the value of the ‘image description’ field on the ‘framing input’ screen.
  - c) “samples SKU #” is the SKU number for the group of items. Normally the SKU number created consists of the letter “S” followed by a several digits (for example “S1234”). By default it is the framing order number. In most cases the SKU number should not be changed from the default value.

Note: It is possible to create duplicate SKU numbers by entering values on this screen.
  - d) “number of samples” is the number of samples added to the inventory. This will become the quantity on hand in the inventory. Zero is not valid.
  - e) “samples department” is the department number assigned to the SKU number. The default department number is from the SSAMPLE.DPT file (see page 437) or from the ‘frames’ entry in the SKU file (see page 525) if SSAMPLE.DPT is not defined.
- 4) The quantity on hand for each of the orders components are immediately deducted from inventory upon printing of the sample order.
- 5) No receivable is created in A/R.
- 6) The new inventory item is created with an inventory type of “custom/ready-made”.

## Store Sample

**Samples Original Price**   
**Samples New Price**   
**Samples Description**   
**Samples SKU #**   
**Number of Samples**

Prices for Department		
<b>Art Department</b>	<input type="text" value="100"/>	<input type="text" value="199.95"/>
<b>Frame Department</b>	<input type="text" value="100"/>	<input type="text" value="168.42"/>
<b>Misc. Department</b>	<input type="text" value="120"/>	<input type="text" value="116.70"/>

04048

The store sample screen of the form shown above appears if the DECKSAM.TXT file is defined. See page 434 for details on how to add this file. The art price value comes from the price input field to the right of the 'image description' field on the 'framing input' screen. The frame price value comes from adding up the costs of all of the frames specified on the framing input screen. The misc. price is calculated as the total price of the order less the art and frame prices.

Note: If DECKSAM.TXT is defined then the SKU number for the store sample will be as listed on the screen followed by a hyphen followed by the three-digit art department number. For example, if the 'samples sku #' field contains 'S1015' and the art department number is '400' then the SKU number generated will be 'S1015-400'.

Note: The date due for a store sample, as listed on the framing work order, will always be the date the store sample was created (the date the framing work order was originally created).

The user may enter department numbers for each of these three priced sections of the store sample.

Some of the fields on the store sample screen include:

- **SAMPLES ORIGINAL PRICE** – the price of the original framing order without tax.
- **SAMPLES NEW PRICE** – the retail price of the store sample. This originally the 'original price' but can be modified as required.
- **SAMPLES DESCRIPTION** – a description that comes from the 'image description' field on the 'framing input' screen. If the image description field was created by entry of a SKU number then the samples description will also contain that SKU number.
- **SAMPLES SKU #** - the SKU number which is to be assigned to the sample. The SKU number begins with 'S' and is followed by one or more digits. The number appears in the upper right of the framing work order for the sample. See page 153 for a discussion of order number types. See

# FullCalc Operating Guide

page 117 and following for a discussion on order completion and the format of framing work orders. See also the note above if DECKSAM.TXT is defined.

- **NUMBER OF SAMPLES** – the number of identical store samples that are to be produced. This value becomes the on hand quantity in the inventory.
- **SAMPLES DEPARTMENT** – the department number to be assigned to the store sample. If this field appears then the DECKSAM.TXT file is not defined. If the DECKSAM.TXT file is defined then this field will not appear but the next three fields will appear.
- **ART DEPARTMENT** – the department number and dollar amount to be assigned to the image being sold as part of the store sample.
- **FRAME DEPARTMENT** – the department number and dollar amount being assigned to the frames part of the store sample.
- **MISC. DEPARTMENT** – the department number and dollar amount being assigned to all other parts of the store sample. This is a computed amount. If the dollar amount assigned to the art and/or frame department is increased, the dollar amount assigned to the miscellaneous department may become a negative number.

In addition to the values entered, the SKU number created is assigned the following attributes:

- The inventory type is set to “custom/ready-made”.
- The stock status is assumed to be “S” (stock).
- The vendor number is set to “099”.
- The unit of measure is set to “EA” (each).
- The artist/color is set to equal the SKU number.
- The location is set to “sample”.

The SKU number will need to be edited in the inventory to change and/or add additional attributes once the SKU number has been created. See page 324 and following for a full description of the display/edit facility to do this.

## Inventory Display/Edit

Frames/Fillets	Mats/Glass	Prints	Custom/Ready Made	Other
Add/Modify Item		Detailed Information on Item		
Date Added	01/23/2007	Last Change	/ /	
Item Sku	S1050	Average Cost	0.000	
UPC#	0	Average Sales		
Description	Red Sails In The Sunset	Last Year Sales	0.00	
Frames Included		Mats Included		
	Frame SKU	Height	Width	
Position #1	77878	24-7/8	23-1/8	Position #1
Position #2	88855	27-7/8	26-1/8	Position #2
Position #3	6686	31-7/8	30-1/8	Position #3
Position #4 <small>(Top)</small>	55355	40-3/8	38-5/8	Position #4 <small>(Top)</small>
	Mat SKU	Top	Bottom	Right
	C33	1-3/4	1-3/4	1-3/4
	B88	2-1/2	2-1/2	2-1/2
	C1000	2-3/4	2-3/4	2-3/4
	C1002	3	3	3
Fillet SKU	Height	Width	Loc	Print SKU
101wo	22-3/8	20-5/8	5	Red Sails In Th
Glass SKU	Mount SKU	Labor SKU		
Plexing	Strch&Blo	2 1/2 hour		
Month to Date Statistics Year to Date Statistics Last Year Statistics				
Calculate Statistics	Cost	0.00	0.00	
	Sales	0.00	0.00	0.00
	Units	0.00	0.00	0.00

04049

The screen shown above is part of the inventory 'display/edit' feature. See page 324 and following for a full description of the display/edit facility. If a store sample is added its type is classified as "custom/ready-made". The "custom/ready-made" tab has two sub tabs. Click on the "detailed information on item" sub tab to see the screen shown above.

On the screen shown above you may highlight the fields where a SKU number would normally appear ('frame sku', 'mat sku', etc.) and press the F6 function key to do the lookup function into the inventory. See page 342 for use of the 'lookup' function. You may then use the selected SKU number to replace the SKU number that was previously defined. This 'edit' type operation on the custom/ready-made SKU number will change the contents of the store sample but it will not cause a recalculation of the cost and/or retail price of the store sample.

Data about up to four frames or fillets appear in the left center of the screen. The 'position 1' frame or fillet is the inner frame. See page 23.

Data about up to four mats appear in the right center of the screen. The 'position 1' mat is the top mat. See page 23. The 'top', 'bottom', 'left', and 'right' values are the widths of the mat, not the exposures (except for the top mat).

Fields on this screen that are unique to custom/ready-made items version of the "detailed information on item" screen include:

- **FRAME SKU** – the SKU number of up to four frames.
- **HEIGHT** – the height of each of up to four frames.
- **WIDTH** – the width of each of up to four frames.

# FullCalc Operating Guide

- **MAT SKU** – the SKU number f up to four mats.
- **TOP** – the top width of each of up to four mats.
- **BOTTOM** – the bottom width of each of up to four mats.
- **RIGHT** – the right width of each of up to four mats.
- **LEFT** – the left width of each of u to four mats.
- **FILLET SKU** - the fillet shown at the lower left is for one of the fillets, if any, attached to a mat. Fillets attached to frames are shown in the frame section
- **HEIGHT** – the height of the fillet.
- **WIDTH** – the width of the fillet.
- **LOC** – a number representing which item the fillet is attached to.
- **PRINT SKU** - the image description. The value in this field should be the same as in the ‘description’ field in the upper portion of the screen.
- **GLASS SKU** – the type of glass to be used.
- **MOUNT SKU** – the type of mount to be used.
- **LABOR SKU** – the amount of additional labor to be used.

See the description of the standard “detailed information on item” screen starting on page 324 and example of the standard screen in the next section.

## Statistics

### Inventory Display/Edit

Frames/Fillets	Mats/Glass	Prints	Custom/Ready Made	Other
----------------	------------	--------	-------------------	-------

<b>Add/Modify Item</b>	<b>Detailed Information on Item</b>																
<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Date Added</td><td style="border: 1px solid gray;">08/30/2006</td></tr> <tr><td>Item Sku</td><td style="border: 1px solid gray;">C1000</td></tr> <tr><td>UPC#</td><td style="border: 1px solid gray;">93924201219</td></tr> <tr><td>Description</td><td style="border: 1px solid gray;">POMPANO BEACH WHIT</td></tr> </table>	Date Added	08/30/2006	Item Sku	C1000	UPC#	93924201219	Description	POMPANO BEACH WHIT	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Last Change</td><td style="border: 1px solid gray;">01/12/2007</td></tr> <tr><td>Average Cost</td><td style="border: 1px solid gray; text-align: right;">0.000</td></tr> <tr><td>Average Sales</td><td style="border: 1px solid gray; text-align: right;">0</td></tr> <tr><td>Last Year Sales</td><td style="border: 1px solid gray; text-align: right;">19.50</td></tr> </table>	Last Change	01/12/2007	Average Cost	0.000	Average Sales	0	Last Year Sales	19.50
Date Added	08/30/2006																
Item Sku	C1000																
UPC#	93924201219																
Description	POMPANO BEACH WHIT																
Last Change	01/12/2007																
Average Cost	0.000																
Average Sales	0																
Last Year Sales	19.50																
<b>Month to Date Statistics    Year to Date Statistics    Last Year Statistics</b>																	
<div style="border: 1px solid gray; padding: 2px; width: fit-content; margin: 0 auto;">Calculate Statistics</div>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; border-right: 1px solid gray;">Cost</td> <td style="width: 20%; border: 1px solid gray; text-align: right;">21.00</td> <td style="width: 20%; border: 1px solid gray; text-align: right;">21.00</td> <td style="width: 40%;"></td> </tr> <tr> <td style="border-right: 1px solid gray;">Sales</td> <td style="border: 1px solid gray; text-align: right;">151.84</td> <td style="border: 1px solid gray; text-align: right;">151.84</td> <td style="border: 1px solid gray; text-align: right;">695.71</td> </tr> <tr> <td style="border-right: 1px solid gray;">Units</td> <td style="border: 1px solid gray; text-align: right;">4.25</td> <td style="border: 1px solid gray; text-align: right;">4.25</td> <td style="border: 1px solid gray; text-align: right;">19.50</td> </tr> </table>	Cost	21.00	21.00		Sales	151.84	151.84	695.71	Units	4.25	4.25	19.50				
Cost	21.00	21.00															
Sales	151.84	151.84	695.71														
Units	4.25	4.25	19.50														
Image File																	

04050

# FullCalc Operating Guide

The screen shown above is part of the inventory product edit/entry process. See page 324 and following for full details on this process. If there have been sales during the current month and year for the selected SKU number then clicking on the 'detailed information on item' tab will show a summary of the sales in terms of units, sales dollars and cost dollars. See page 324 and following for a description of the screen shown above.

The statistical data shown on this screen is accurate only if end of day, end of month processing has been done on a regular basis and in that order. See page 673.

## Physical Inventory

From time to time the inventory kept in the computer needs to be compared with the actual inventory in the store. You normally determine the actual inventory by finding and counting each item in the store. Any changes to the computers inventory, so that it matches what is actually in the store, needs to be done after the counting of the items has finished. This process is commonly referred to as doing a physical inventory.

Physical inventories need to be done for a number of reasons including:

- legal reasons
- for balance sheet purposes
- tax reasons
- internal controlling reasons

Most people do a physical inventory on a regular schedule, for example once each year or once each quarter. If and when a physical inventory is done is determined by any number of factors.



04051

The screen shown above is used to specify which of the physical inventory options is to be done. Select an option and then click on the 'enter' button. The options, which are explained in detail on the following pages, are:

# FullCalc Operating Guide

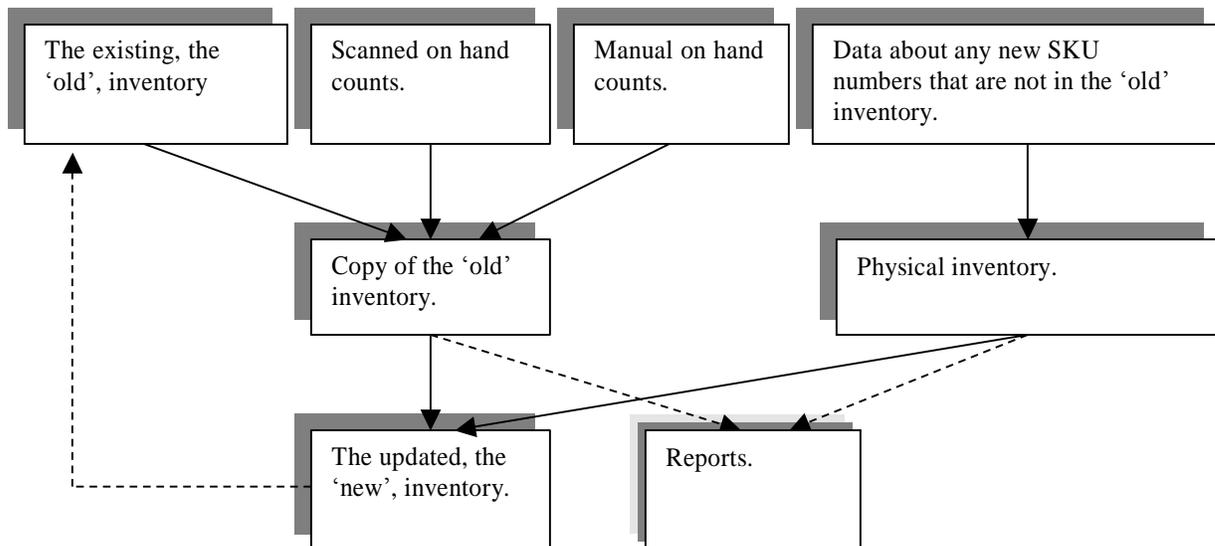
- **Copy Data to Physical Inventory Database** - A copy of the current inventory is made from the inventory kept in the directory identified in the SET DATA\_ALL= parameter in the WINCALC.INI file. Changes are made to this copy to set the units and dollars on hand for each SKU number to zero. A second database is created to hold the physical inventory data to be collected. If the databases exist then any data in them is destroyed. During a physical inventory this operation must be done only once and must be the first option selected.

Note: If the screen shown above is displayed and if there are no physical inventory databases, then an automatic copy of the data may be done.

Note: The physical inventory software works only on the data identified by the SET DATA\_ALL= parameter. If multiple pricing levels are in use then a physical inventory can be done only on pricing level 1.

- **Import Scanned Items** - Enter into FullCalc physical inventory on hand quantity data collected by use of a barcode reader.
- **Input On hand Items** - Enter into the FullCalc physical inventory on hand quantity data collected by hand using either of two methods.
- **Input Screen** - Enter into the FullCalc physical inventory data about SKU numbers that are currently not in the inventory.
- **Reports** - Generate a number of reports about the physical inventory data.
- **Update Inventory** - The updated values in the copy of the current inventory are written over the current inventory. During a physical inventory this operation must be done only once.
- **Delete Physical Inventory Database** - The physical inventory data that is no longer required is deleted along with the copy of the original inventory. During a physical inventory this must be done only once and must be the last option selected.

The diagram below shows the basic data flow of the physical inventory process. The basic steps in the process are:



# FullCalc Operating Guide

- 1) Copy the existing (the 'old') inventory values. Use the 'copy data to physical inventory database' option. This also creates the physical inventory database.

Note: Always take a backup of all FullCalc databases on the server before starting to do a physical inventory. Do not use the backup utility described on page 829, as this will not backup any of the physical inventory databases. Use a general-purpose backup utility such as the Microsoft Backup program supplied with Windows to backup the entire FullCalc directory and all of its sub-directories. See the documentation provided with the backup utility you decide to use for details on its operation.

- 2) Collect on hand data using barcode readers and/or data collection sheets.
- 3) Enter on hand values into the copy of the 'old' inventory database (from a barcode reader or from the data collection sheets). Use the 'import scanned items' and/or 'input on hand items' options.
- 4) Enter data about additional SKU numbers (any SKU number not in the 'old' inventory) into the physical inventory database by use of the 'input screen' option.
- 5) Generate reports on SKU's in the copy of the 'old' inventory or the physical inventory via the 'reports' option.
- 6) Collect and enter additional data, as required, by doing steps 2 to 5 as often as is necessary.
- 7) Move the collected on hand counts plus the new SKU numbers to the 'new' inventory using the 'update inventory' option. The 'old' and 'new' inventory databases will in fact be the same database.

Note: It is recommended that a backup of the FullCalc databases on the server be made before doing this operation. Do not use the backup utility described on page 829, as this will not backup any of the physical inventory databases. Use a general-purpose backup utility such as the Microsoft Backup program supplied with Windows to backup the entire FullCalc directory and all of its sub-directories. See the documentation provided with the backup utility you decide to use for details on its operation.

- 8) Use the 'delete physical inventory database' option to delete the physical inventory databases.

Note: It is recommended that a backup of the FullCalc databases on the server be done before doing this operation. Do not use the backup utility described on page 829, as this will not backup any of the physical inventory databases. Use a general-purpose backup utility such as the Microsoft Backup program supplied with Windows to backup the entire FullCalc directory and all of its sub-directories. See the documentation provided with the backup utility you decide to use for details on its operation.

## Input Scanned Data

In some cases the collection of on hand quantities will be automated. If this is the case the data should be collected as a group for a specific location. Enter the location number and the bin number in the upper two boxes shown on the screen below. Each value may be up to two digits long. The location in the FullCalc inventory will be set to <location>-<bin>. For example the location will be set to '12-34' if '12' is the location value and '34' is the bin value. All of the SKU numbers imported are assumed to be in the same location and bin.

**Import Scanned Items**

Enter Location of scanned items

LOCATION: 01

BIN: 09

BY: JAK

Enter file name to import

c:\temp\myfile.dat

Import Install Cancel

04052

Enter the initials, up to three characters, of the person who collected the data in the third box.

Enter the name of the file with the scanned data to be entered in the bottom box. You may include a disk drive name and a directory name as part of the file name.

The data collected should be a set of records with a SKU number and an on hand quantity for that SKU number. The data needs to be in the form a comma delimited ASCII file. For example:

```
"SKU1",10  
"12345A",19.5  
"1-234-XY",3  
"ABC-1234-7Q",99.9
```

Note: The quantity on hand values may contain decimal points but may not be negative. Values of "5" and "29.5" are valid but "-7" is not a valid quantity.

Click on the "import" button to move the data into a temporary input database. After the data is in the temporary input database, click on the "install" button to update the copy of the current inventory. If one or more items in the inventory have the same SKU number (as is often true of moulding) only one of them will be updated. If the same SKU number is scanned more than once then the last scanned value imported will be used.

## Input Manual Data

The quantity on hand values can also be entered manually by use of either of two methods. Which method is to be used is selected on the physical inventory screen shown above on page 409. The two methods described in this selection are:

- Grid method – select the desired SKU number from a grid showing all known SKU numbers in the copy of the original or 'old' inventory.
- SKU number method – type in the SKU number and then the quantity on hand of a SKU number in the copy of the original or 'old' inventory.

The 'grid method' is the default data entry method. To use the 'SKU number method', right click on the 'input on hand items' entry on the physical inventory screen and then click on the 'enter' button.

# FullCalc Operating Guide

By:

## On Hand Input

SKU	Qty	Location	Dept	Cost	Extend	By	Description	Vnd
	0.00			0.00	0.00	JAK		
xxx	0.00		110	1.00	0.00		MOULDING	B34
fil0	0.00		120	2.88	0.00		WV0 1/2	199
fil1	0.00		120	2.88	0.00		WV0 1/2	199
fil2	0.00		120	2.88	0.00		WV0 1/2	199
qaz	0.00			0.00	0.00			007
A7200	0.00		110	26.65	0.00		WHITE MOIRE	M25
A7201	0.00		110	26.65	0.00		BLACK MOIRE	M25
BR14921	0.00		110	19.98	0.00	JAK	BLACK ON BLUE	M25
BR14987	0.00		110	19.98	0.00		WHITE ON BLUE	M25

16113 records

SKU numbers in inventory.

04053

For the 'grid method' the screen shown above is displayed. Like the import of scanned data, only the quantity on hand, location, and 'by' values may be entered. The other fields are only used to identify which SKU number is to be updated and cannot be changed.

Always enter a 'by' value in the upper left of the screen before doing any other operation. This set of initials will be used as the default 'by' value for any SKU edited which has no current 'by' value.

The quantity on hand value may contain decimal values but it may not be negative.

Four sort buttons appear at the bottom of the 'on hand input' screen. Click on any one of them to re-sort the data for easier data entry. The sort buttons are:

- **SORT BY SKU NO.** – sort the inventory by SKU number.
- **SORT BY DEPT. NO.** – sort the inventory by department number.
- **SORT BY BIN NO.** – sort the inventory by bin number (location).
- **SORT BY VND NO.** – sort the inventory by vendor number.

In the lower left corner of the screen the number of SKU numbers in the inventory appears.

Click on the 'return' button when all of the new on hand data values have been entered.

Some of the fields on the screen shown above are:

- **QTY** – actual quantity on hand.
- **DEPT** – department number.
- **BY** – initials of the person doing the operations.
- **VND** – vendor number.
- **SKU** – a SKU number.
- **LOCATION** – the location of the item.
- **COST** – the cost per unit.
- **EXTEND** – the extended cost (the cost per unit times the quantity).
- **DESCRIPTION** – a description of the SKU.

Data values in the box are for the previous SKU processed.

# FullCalc Operating Guide

**BY:** JAK **On Hand Input - SKU No. Mode**

**SKU Number** zzp01w **Last SKU No. processed**

**Qty** 2 .00  Use add mode **SKU Number** 10104b

**Location** **Qty** 7.00

**Dept** 500 **Location**

**Cost** 3.75 **Dept** 600

**Description** White Bean Ball **Cost** 1.75

**Vnd** P01 **Description** POLISHED WOOD EASELS

**Vnd** A13

17596 records

[Return](#)

04065

For the 'SKU number method' the screen shown above is displayed. Like the import of scanned data, the SKU number, quantity on hand, and 'by' values may be entered. However, the location cannot be entered (as it can be using the grid method described above). The other fields are only used to identify which SKU number is to be updated and cannot be changed.

Always enter a 'by' value in the upper left of the screen before doing any other operation. This set of initials will be used as the default 'by' value for any SKU edited.

Once a SKU number has been entered the location, department number, cost, description and vendor number values, if available, will appear. The quantity on hand can then be entered. The quantity on hand value may contain decimal values but it may not be negative.

The 'use add mode' check box is used to specify how the quantity value entered is to be processed. If the 'use add mode' box is checked then the quantity entered is added to any existing quantity on hand value in the inventory. If the box is not checked then the quantity value entered replaces any existing quantity value for the specified SKU number. The 'use add mode' box should be checked or unchecked, as required, before entering a quantity value.

By pressing the 'enter' key after entering the quantity, control will return to the SKU number field and all of the other fields, except the 'by' field, will be reset. Only the 'by', 'SKU number' and 'qty' fields can be changed on this screen. The other fields are used for confirmation and identification of the SKU number only. If you do not enter a SKU number in the field provided and then press the 'enter' key, control will go to the 'return' button.

The right side of the input screen shows the data values for the SKU number previously processed. These values can be used to verify the previous values and to ensure that the previous values are not being entered a second time. None of the values on the right side of the screen can be changed.

In the lower left corner of the screen the number of SKU numbers in the inventory appears.

Click on the 'return' button when all of the new data values have been entered.

Some of the fields on the screen shown above are:

# FullCalc Operating Guide

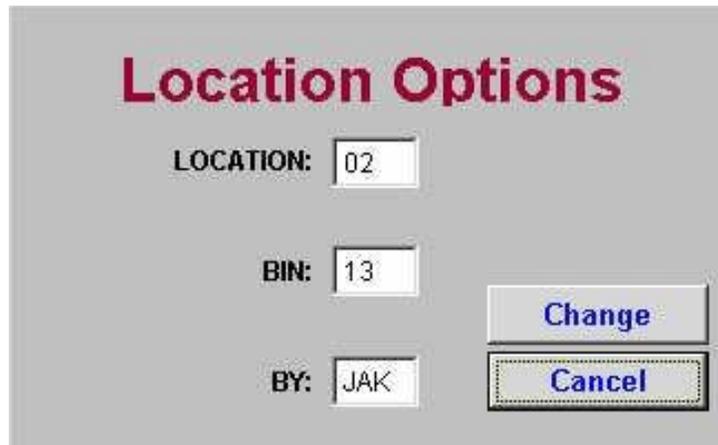
- **QTY** – actual quantity on hand.
- **DEPT** – department number.
- **BY** – initials of the person doing the operations.
- **VND** – vendor number.
- **SKU** – a SKU number.
- **LOCATION** – the location of the item.
- **COST** – the cost per unit.
- **DESCRIPTION** – a description of the SKU.

Note: The same fields are defined for the current SKU number being processed and the previous SKU number processed.

## New Items

The scanned and manual on hand quantity methods described above both relate to SKU numbers that already exist in the inventory (the ‘old’ inventory). However, during a physical inventory some small number of additional SKU numbers may need to be entered into the inventory. The next two screens allow for the entry of data about these new SKU’s.

Note: The use of the new items option is intended to enter only a small number of items into the inventory. As a general rule, enter all SKU numbers into the inventory before doing the physical inventory even if quantity on hand values are unknown. See page 324 for information on how to add a new SKU number or update the attributes of an existing SKU number.



The screenshot shows a screen titled "Location Options" in red text. Below the title are three input fields: "LOCATION:" containing "02", "BIN:" containing "13", and "BY:" containing "JAK". To the right of these fields are two buttons: "Change" and "Cancel".

04054

The screen above is used to specify the location of the items and the initials of the person doing the inventory. The data required is identical to that for the import of scanned on hand quantities. When using the ‘add’ and ‘delete’ buttons only SKU’s with locations of the form LL-BB (based on the values entered) will appear.

Click on the ‘change’ button to go to the next screen.



# FullCalc Operating Guide

- **SKU** – the SKU number.
- **LOCATION** – the location of the item.
- **COST** – the cost per unit.

## Reports



The screenshot shows a dialog box titled "Physical Inventory Reports". It contains a "Report:" section with five radio button options: "Department/SKU - Totals", "Department/SKU - Subtotals", "Counts" (which is selected and highlighted with a dashed border), "Location - Totals", and "Location - Subtotal". Below this is a "Destination:" section with two radio button options: "Screen" (selected) and "Printer". To the right of the destination options are two text input fields labeled "Start Bin:" and "End Bin:". At the bottom of the dialog are two buttons: "Report" and "Cancel".

04056

The data in the physical inventory database and in the copy of the inventory master database can be printed out. Select one of the five reports on the screen shown above. Specify an output device, screen or printer. Specify which SKU numbers are to be output by specifying a starting and ending bin (location) or department number range depending on the report requested. Click on the 'report' button to generate the report. Selected SKU numbers, those that meet the selection rules, will be shown on the reports generated.

If data is not available to generate a report then that report option(s) will not be available for selection.

Sample reports are shown below.

# FullCalc Operating Guide

## PHYSICAL INVENTORY REPORT

Date: 12/01/2002

Counts by Location

Page No.: 1

SKU	Item	Vnd	Location	Description	Cost	U/M	OH Units	Cost Extension	
qaz5		001	01-02		1.000		1.00	1.00000	
101221	101221	001	01-02		3.080	FT	5.00	15.40000	
N117170	N117170	001	99-99		2.300	FT	1.00	2.30000	
N117171	N117171	001	99-99		2.300	FT	2.00	4.60000	
N11719	N11719	001	99-99		2.300	FT	3.00	6.90000	
N11720	N11720	001	99-99		2.450	FT	4.00	9.80000	
N11721	N11721	001	99-99		2.450	FT	5.00	12.25000	
101223	101223	001	99-99		3.080	FT	3.00	9.24000	
101DP	101DP	001	99-99		2.620	FT	99.00	259.38000	
102CG	102CG	001	99-99		3.830	FT	4.00	15.32000	
102CS	102CS	001	99-99		3.830	FT	5.00	19.15000	
103235	103235	001	99-99		1.850	FT	3.00	5.55000	
physinv3							<b>Grand Total</b>	135.00	360.89000

04057

Some fields on the counts by location report include:

- **VND** - vendor number.
- **U/M** - unit of measure.
  - **EA** – each.
  - **UI** - United Inch.
  - **SF** - square feet.
  - **FT** – feet. Orders need at least one moulding if the price of a miscellaneous item is based on the number of feet in the order. If the order has several mouldings then the footage of the inner moulding will be used in the price calculation.
  - **MT** – per the price of a regular mat (a mat of price code 1) at retail. There is no requirement that the order contain a mat or that if there is a mat that the mat must have a price code of 1.
- **OH UNITS** - on hand units.
- **SKU** – the SKU number.
- **ITEM** – the vendor identification number.
- **LOCATION** – the location of the item.
- **DESCRIPTION** – a description of the item.
- **COST** – the cost per unit.
- **COST EXTENSION** - the extended cost (the cost per unit times the quantity).

# FullCalc Operating Guide

## PHYSICAL INVENTORY REPORT

Date: 12/02/2002

by SKU and Department Number

Page No.: 1

SKU	Item	Dept Description	Location	OH Units	Cost	Cost Extension
flow8	123-1234-a	002 Large blue flo	020203	3	9.95	29.85
flow8	123-1234-a		<b>Total From Input Screen:</b>	3	9.95	29.85
			<b>Total From Bin Report:</b>	0	0.00	0.00
			<b>Combined Total</b>	3	9.95	29.85
flow1	fl a	002 Red flower	020201	7	1.00	7.00
flow1	fl a		<b>Total From Input Screen:</b>	7	1.00	7.00
			<b>Total From Bin Report:</b>	0	0.00	0.00
			<b>Combined Total</b>	7	1.00	7.00
flow2	fx74	002 Green flower	020202	1	1.23	1.23
flow2	fx74		<b>Total From Input Screen:</b>	1	1.23	1.23
			<b>Total From Bin Report:</b>	0	0.00	0.00
			<b>Combined Total</b>	1	1.23	1.23
<b>Dept No:</b>	002		<b>Total:</b>	11		38.08
physinv1			<b>Grand Total</b>	11		38.08

04058

The two reports shown above and below both come in two formats. The examples show the 'totals' formats of each report that includes all details. The 'subtotal' forms of the two reports show only the total lines from the reports.

## PHYSICAL INVENTORY REPORT

Date: 12/02/2002

by Location

Page No.: 1

SKU	Item	Dept Description	Location	OH Units	Cost	Cost Extension
flow1	fl a	002 Red flower	020201	7	1.00	7.00
flow2	fx74	002 Green flower	020202	1	1.23	1.23
flow8	123-1234-a	002 Large blue flo	020203	3	9.95	29.85
			<b>location: 020203</b>	11		38.08
physinv2			<b>Grand Total</b>	11		38.08

04059

## Update Inventory



04060

# FullCalc Operating Guide

The data collected during the physical inventory is returned to the main inventory database during the update phase. The inventory database is located in the directory identified in the SET DATA\_ALL= parameter in the WINCALC.INI file. Click on the 'update' button to update the inventory database. The update operation works in two phases. During one phase new SKU numbers found during the physical inventory are added to the main inventory. During the other phase the quantity on hand values of existing SKU numbers are updated. During a physical inventory this operation must be done only once.

Note: The physical inventory software works only on the data identified by the SET DATA\_ALL= parameter. If multiple pricing levels are in use then a physical inventory can be done only on pricing level 1.

Note: There must be at least one SKU number in the copy of the 'old' inventory and at least one SKU number in the physical inventory (one new SKU number not in the 'old' inventory) if an update is to be done.

It recommended that a backup of the FullCalc databases on the server be done before doing an inventory update.

# **SECTION V**

# **SET-UP**

# Section V - Set-up

## Introduction

The setup section is the main point at which set-up parameters are entered into FullCalc. The major parts of the set-up section are:

- **OPTIONS** – defines a large number of basic parameters.
- **STORE** – defines the name of the store and other parameters related to the store.
- **GLS & MNTS** – defines glass, mount and finish types. Also defines the default mat exposures and the charges for additional labor.
- **OTHER & COND** – defines a number of miscellaneous items. Additional buttons, some of which are optional, allow entry of a number of other miscellaneous parameters.
- **PRINTERS** – defines which printers are being used.
- **DEPARTMENT** – defines the valid department numbers.
- **PRC CHARTS** – defines the prices for mats, glass, mounts, finish, and mounding when the letter code method is being used.
- **PROMO** – defines the contents of promotional pricing packages and their prices.

The set-up section is entered from the utilities main menu. See page 822. Go to the desired major section, as listed above, by clicking on one of the tabs at the top of the screen. See page 454 for an example. See the sections below for a description of the various setup parameters.

Note: Some setup functions are done in other sections of the program including inventory and reports.

If the FullCalc program has been installed a good sequence of steps to do the initial customization of the basic<sup>83</sup> FullCalc program options are:

Step no.	Setup of...	See page number
1	The definition of the environment in which FullCalc operates. This includes setting the monitor, task bar, etc. These steps relate mainly to Windows.	423
2	The attributes about the store such as its name, tax rate, the employees, etc.	460
3	The printers to be used for invoices, reports, etc.	526
4	The following options on the basic setup page: <ul style="list-style-type: none"> <li>• Glass \$ by lite</li> <li>• \$ by ready-made</li> <li>• \$/ft vs lc</li> <li>• rounding</li> <li>• min. foot</li> <li>• all of the order numbers (framing order, quick fits, estimates, etc.)</li> </ul> Most of these factors will impact pricing of items such as mats and frames.	454
5	The vendors from which items of any type are purchased. If the vender has been pre-defined then check the contents	280

<sup>83</sup>The list of steps shown in this table is not a complete list of all setup options available in FullCalc. Additional setup operations may be required based on individual needs and which portions of the FullCalc program are being used.

# FullCalc Operating Guide

	and add and/or modify the existing data about the vendor.	
6	The department numbers to be attached to each type of item sold.	518
7	The key summary definitions to allow for the generation of the sales summary report.	523
8	The SKU file to allow for default department numbers to be assigned to items on a framing order.	525
9	The types of glass, mount, and finishing sold on framing orders. A price code must be included for each type of each item sold. Include a department number if appropriate.	467
10	The price chart for each price code associated with each type of glass, mount and finishing sold.	472
11	The authorized frame vendors to be used and if each vendor is to be ordered by length or chop.	287 and 289
12	The markup method to be used for frames. Once this method is selected one or more markup method dependent data values (markup values) will also need to be specified.	289
13	The authorized mat vendors to be used.	287 and 297
14	The Internet update options. Then do an Internet update of the mat and frame data.	308
15	The list of miscellaneous items sold in the store.	487

While the table above lists the basic setup steps, additional setup steps may also be needed depending on which other portions of the program are being used.

## Preliminary Set-up

Prior to using the FullCalc system, you will need to complete the following start up steps:

### Set Your Monitor

Check the screen resolution by clicking on the “start” button, on the task bar, then “settings”, and then “control panel”. When your control panel is opened, click on “Display” and then click on the “Settings” tab. The screen size should be set at 800 x 600 pixels. This is important! It will allow you to see the entire screen in the FullCalc program. We recommend color depth of at least 16-bit. If you cannot set the screen size to 600 x 800 pixels you should call your hardware vendor for assistance. Click the “X” box in all open windows to close them.

Note: You should also see the documentation for your version of Windows, as provided by Microsoft Corp., and any documentation that may have been provided by the maker of the video driver card you are using.

### Set Your Task Bar To Auto Hide

Check the Windows task bar settings by right clicking on the “start” button, normally on the lower portion of screen, then “settings”, and then “taskbar”. The “auto hide” option should be checked. If not, put a check on the box by clicking on it. Click on “OK”. Your task bar should go away now unless you are pointing toward that area of your screen.

# FullCalc Operating Guide

See the documentation for your version of Windows, as provided by Microsoft Corp., on how to auto hide the Windows task bar.

## Make Sure The FullCalc Icon Is On The Desktop

The icon for FullCalc should automatically come up with your installation. If you find that it is missing, do the following. Right click on the background of your Windows 98, ME, 2000, NT or XP desktop. Select “new” off the menu and then “shortcut”. A window will appear with a button marked “browse”. Click on “browse”, then double click on the “C:” drive, then double-click on the “FullCalc” folder, and then double click on the “FC.EXE” icon. You should be taken back to the box with the “browse” button. Click on “next”. Change the name of the icon to “FullCalc for Windows” and then click on “finish”.

## Num Lock Key

On each keyboard, turn the ‘num lock’ key on. See Appendix 1 on page 891 for examples of some of the more common types of keyboards.

## Desktop Appearance

On some computers using some versions of Windows, the colors of some screens may be hard to read. This may be caused by the Windows theme that is in use. FullCalc is designed to be used with the ‘Windows Classic’ theme.

See the documentation for your version of Windows, as provided by Microsoft Corp. not Eagle Computers, as to how to determine which Windows theme you are using and how to change the Windows theme, if required.

## Firewalls, Routers, and Anti Virus Programs<sup>84</sup>

Some portions of FullCalc use FTP to transport the data to the local computer (the computer in the store). If the local computer has a router<sup>85</sup>, firewall<sup>86</sup>, and/or anti virus<sup>87</sup> program installed the settings need to be checked to see that they have been properly configured to allow for FTP to be used. If the settings are not set properly it may not, in some cases, be possible to establish a connection to transfer the files and in other cases it may not be possible to do the transfer of the data to the local computer. If two or more of these programs are installed on a computer they may interact with each other to prohibit access to FTP sites. See the documentation provided by the maker if these other products, not Eagle Computers, for full details of how to determine the proper settings for FTP usage.

---

<sup>84</sup> As a general rule, all computers should have an anti virus program and an anti spyware program installed even if FTP is not to be used to access the Internet. Both of these programs are separately purchased products. These programs may also be available from your Internet service provider (ISP).

<sup>85</sup> This is normally a separate box containing both hardware and software components.

<sup>86</sup> This is normally a separately purchased software product. However, it may be software supplied by Microsoft Corp. as part of the operating system and in some cases may be a separate box containing both hardware and software components.

<sup>87</sup> This is normally a separately purchased software product.

# FullCalc Operating Guide

You may also need to configure your router, firewall, and/or anti virus program to allow pcAnywhere to be used on your computer. See the documentation provided by the router, firewall and/or anti virus manufactures for details on how to configure the settings to allow the use of pcAnywhere.

You may also need to configure your router or firewall to allow e-mail to be sent from your computer. Make sure that your Windows firewall is set up to allow access through port 25 which is the default SMTP port (or whatever other port you might be explicitly using). Some Anti-Virus software like McAfee also monitors TCP/IP ports in use and requires that you configure each application that uses a specific port.

If you have a wireless router that connects your computers then you should turn on the common security features of the wireless router. These security features normally include:

- Every LAN card, which is located in the computers, has a MAC address. Store the MAC address of every computer on the network in the router. Have the router only accept messages from computers with the listed MAC addresses.
- Turn on the encryption feature in the router.
- Wireless routers broadcast their Service Set Identifier (SSID) to surrounding computers. Change the SSID name often and disable router broadcasting.
- Change the password and, if possible, the account name for the routers administrator account.

See the documentation provided with the router or call the routers maker for information on how to implement the security features listed above.

## Windows Privileges

Some versions of Windows, but not all, allow multiple user accounts to be defined on a computer. Each of these user accounts has a set of privileges (also called permissions) that 'allow' or 'deny' access to certain computer resources. In addition, some versions of Windows, but not all, allow groups of user accounts to be defined on a computer. Each of these groups of user accounts also has a set of privileges (also called permissions). Privileges for a given account can be both directly assigned to that account or can be inherited from the group or groups to which a given account is a member of. These accounts, and groups if groups are defined, need to be defined so that any account from which FullCalc is run can execute programs and both read and write to the hard drive.

The definition of security privileges in Windows can create quite a web of interrelationships and it is easy to get lost in the relationships. This is because 'allow' permissions are cumulative in that a user's permissions are determined by all of the groups to which the user belongs. On the other hand, 'deny' permissions override 'allow' permissions and therefore need to be created with caution.

For a full discussion of this topic, see the documentation provided by Microsoft Corporation, not by Eagle Computers, for your version of the operating system.

## Setting Your Logo

A graphical logo can appear on the framing work order and selected other reports. In addition, a second graphical logo can appear on the POS register input screen. The default Eagle logo is there for you to use, if you desire, in both of these cases. As an option you can either send us your logo and we will scan it for you or you can simply override any logo, including the Eagle logo, with a blank logo. Either one or both of the logo files can be changed independently.

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## Blank Logo

To make a blank logo, go to Windows task bar and click on the “Start”, “Programs”, and “Accessories” buttons. On the list of accessories, click on either “Microsoft Paint” or “Paintbrush” entries. A blank screen will appear for the program selected. Save the blank screen, which is the blank logo, to the C:\WINCALC\GRAPHICS directory (or place it in the \GRAPHICS sub-directory of the directory which holds the FullCalc program) with a file name as per the following table.

Logo type	Logo file name
Framing work order and selected other reports	FCBLOCK.BMP
POS register input screen	POSREC.BMP

The Microsoft Paint program is part of Windows, not FullCalc. Microsoft Corporation, not Eagle Computers, provides the Windows documentation, which may be required to use the Paint program.

## Personal Logo

To generate a personal logo start with a printed copy of the logo. This printed input could come from a letterhead, business card, etc. For best results the printed copy of the logo should:

- be square or almost square in shape
- contain a minimum of small details
- be black and white, not gray scale or colored



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Use a scanner to convert the printed logo into an electronic form. The example above shows a scanned version of a logo. The original, shown above reduced, is 8.5" by 11".



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Use a graphics-editing program, such as Microsoft Paint, to crop the graphic so as to remove as much 'white space' around the graphic as possible. Most graphics editing programs can also be used to correct any minor errors in the electronic version of the logo caused by the scanning process. Save the scanned logo to the C:\WINCALC\GRAPHICS directory (or place it in the \GRAPHICS sub-directory of the directory which holds the program) with a file name as per the table in the blank logo section (see the section above).

The example above shows the same scanned logo after it is been corpped to remove almost all of the 'white space' from around the logo.

The scanned data should be saved as a Windows Bit Mapped (a .BMP) file. The file should be saved as a black and white file with a bit depth of one bit (black and white only), not as a gray scale file and not as a full color file.

See the documentation supplied by the scanner manufacturer on how to use the scanner and how to name and save the resulting data file.

As an alternate, the logo can be created directly (without need for a printed copy of the logo) by use of a graphics design program. For example, the Microsoft Paint program could be used. The logo should be saved, from the graphics program, as a Windows Bit Mapped (a .BMP) file in the C:\WINCALC\GRAPHICS directory (or place it in the \GRAPHICS sub-directory of the directory which holds the FullCalc program). See the table in the previous section for the name of the file to be created. The Microsoft Paint program is part of Windows, not FullCalc. Microsoft Corporation, not Eagle Computers, provides the Windows documentation, which may be required to use Microsoft Paint.

Note: If the personal logo file is not in .BMP format (for example if it is in .GIF, .TIFF or .JPEG file format) it may be converted into .BMP format by use of Microsoft Paint. The Microsoft Paint program is part of Windows, not FullCalc. Microsoft Corporation, not Eagle Computers, provides the Windows documentation, which may be required to use Microsoft Paint.

Note: There is a set amount of space, height and width, into which the logo can appear on the various reports. The graphic data in the FCBLOCK.BMP file is expanded or contracted in both the vertical and horizontal dimensions so as to fit the allocated space. The graphic may appear 'too small' if the graphic in the FCBLOCK.BMP file contains an empty border area (also known as 'white space'). The graphic may appear 'distorted' if its aspect ratio, the ratio of its height to width, is not the same as that of the allocated space it is being printed into. Use a graphics-editing program, such as Microsoft Paint, to crop the graphic so as to remove as much 'white space' around the graphic and/or adjust its aspect ratio.

## Touch Screen Setup

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Touch screen software is available at an additional charge. This provides an interface in the Framing and POS screens. A button marked “mouse” is pressed and a keypad and mini keyboard appear on screen for input.

## Update WINCALC.INI

The install process will have created a default WINCALC.INI file in the same directory as the program was loaded into. You must check and update, as required, the SET USER=, SET DATA\_ALL= and SET ZIP= options. You may also wish to add other options to this file. See pages 428 and 432.

## Set Up Options

There are two basic types of setup options. First, some option values are parameters located in the WINCALC.INI file. Second, some options are files located in the C:\WINCALC directory of each computer. The WINCALC.INI file must be defined for FullCalc to operate and it must contain two parameters (see below).

## Parameters in WINCALC.INI

The following two options, indicated in bold type, must be defined in the WINCALC.INI file. In a network of computers these two parameters will never be the same on all of the computers in the network.

- **SET USER=1** - For the master (also known as the ‘server’) in a network of computers or for a stand alone machine, set the value to “1”. For all other computers (also known as ‘station’, ‘workstation’ or ‘slave’ computers) on a network the value should be set equal to “2”, “3”, etc. Each computer in a network of computers should have a unique user number.
- **SET DATA\_ALL=C:\WINCALC\DATA\** - The value specified points to the directory with the FullCalc data in it. For networked machines (also known as ‘station’, ‘workstation’ or ‘slave’ computers), the value “C:” as shown above is replaced by the drive letter assigned to the master machine’s (also known as the ‘server’) C: drive. All of the computers on a network should point to the same data directory.

Note: Disk drive mapping is a function of Windows, not FullCalc. See the Windows documentation provided by Microsoft Corporation for instructions on how to map a disk drive.

Note: In a network of computers the SET DATA\_ALL= value will never specify the disk drive as being “A:” or “B:” on any computer in the network. For all of the station computers the SET DATA\_ALL= value will never specify the disk drive as being “C”.

Note: See below for information on the usage of the SET DATA\_ALL2=, SET DATA\_ALL3=, and SET DATA\_ALL4= parameters which can be used to specify alternate sources of data.

Examples of valid WINCALC.INI files might be:

Example 1 – server or standalone computer.

```
SET USER=1
SET DATA_ALL=C:\WINCALC\DATA\
```

Example 2 – the third computer in a group of networked computers where the server computer has been mapped to the “S:” drive as seen by the station computer.

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```
SET USER=3
SET DATA_ALL=S:\WINCALC\DATA\
```

The following options may also be defined in the WINCALC.INI file. All of the options listed below are optional and need not appear in any given system.

- **SET ARTINDEX=ON** – This value indicates that the FullCalc art index interface is to be used. This version of the art index interface uses data from the standard FullCalc inventory database. All works of art will be searched.
- **SET ARTINDEX=IMAGE** – This value indicates that the FullCalc art index interface is to be used. This version of the art index interface uses data from the standard FullCalc inventory database. Only works of art with an image file name specified will be searched.
- **SET ASKFOREMAIL=ON** – This value indicates that in framing input a check is to be made to see that a customer has an e-mail address defined in the name and address database.
- **SET BACKUP=C:\MYFILE** – Defines the default directory to put backups into. Backup files placed in this directory need to be reviewed from time to time. See page 832.
- **SET CCARDDATE=OFF** – This value indicates that the credit card expiration date is not to appear on the signature receipt.
- **SET CCARDSW=PCCHARGE** – This value indicates the name of the program that is installed and is to be used to verify credit cards and possibly debit cards. This value works with the SET SCANDIR= value, see below, and cannot be used alone. If the SET DEBITCARD=ON value is defined then this value indicates that debit cards can be used (in addition to credit cards) with the name program. If the SET CCARDSW= value is:
  - **PCCHARGE** - the PCCHARGE program by VeriFone Software is assumed to be the credit card verification software to be used.
  - **ICVERIFY** – the ICVERIFY program by ICVERIFY, Inc. is assumed to be the credit card verification software to be used.
  - **XCHARGE** – the X-Charge program by CAM Commerce Solutions is assumed to be the credit card verification software to be used.
  - **POWERPAY** – the PowerPay program by PowerPay LLC is assumed to be the credit card verification software to be used.
  - missing<sup>88</sup> – the Authorizer program by Atomic Software is assumed to be the credit card verification software to be used.
- **SET CDROMDRIVE=E:** - Specifies the disk drive for the art search CD-ROM drive. The drive letter assigned to the CD-ROM drive should replace the value of “E”.
- **SET CO=CRAFTS** - Enables special settings for Crafts & Stuff stores.
- **SET CO=DECK** - Enables special settings for Deck the Walls stores.
- **SET CO=PICTURESPLUS** - Enables the special settings for Pictures Plus stores.
- **SET CO=FRAMEKING** - Enables the special settings for Corners stores
- **SET CO=FRMSUN** - Enables the special settings for Frames Unlimited stores.
- **SET CO=FRUGAL** - Enables the special settings for Frugal Framers stores.
- **SET CO=ADAMS** - Enables the special settings for Walter Adams stores.
- **SET CO=JOANN** - Enables the special settings for JoAnn ETC stores.
- **SET CO=PGARDEN** – Enables the special settings for Prairie Garden stores.
- **SET CO=LYNCH** - Enables the special settings for Deck the Walls Lynchburg, VA.
- **SET CO=TGFU** – Enables the special setting for Great Frame Up stores.
- **SET DATA\_ALL2=C:\WINCALC\DATA2\** - Can be used to specify a second location for data. This is useful when using separate price schedules for wholesale and retail customers. The SET DATA\_ALL= parameter must be specified if this parameter is specified.
- **SET DATA\_ALL3=C:\WINCALC\DATA3\** - Can be used to specify a third location for data. This is useful when using separate price schedules for wholesale and retail customers. If this value

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<sup>88</sup> Debit cards cannot be used with this product.

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is specified then SET DATA\_ALL2= must also be specified. The SET DATA\_ALL= parameter must be specified if this parameter is specified.

- **SET DATA\_ALL4=C:\WINCALC\DATA4\** - Can be used to specify a fourth location for data. This is useful when using separate price schedules for wholesale and retail customers. If this value is specified then SET DATA\_ALL2= and SET DATA\_ALL3= must also be specified. The SET DATA\_ALL= parameter must be specified if this parameter is specified.
- **SET DATA\_MULTI=C:\WINCALC\MULTI\** - The disk drive and directory which contains multi store data in it.
- **SET DEBITCARD=ON** – Enables the use of debit cards with the specified credit card verification software. Debit cards cannot be used with all brands of credit card verification software. See the SET CCARDSW= parameter, described above, for more information on how to specify which credit card processing software is to be used.  
Note: This option assumes that a PIN pad has been installed and that a PIN number will be entered each time a debit card is accepted. This option assumes that the use of a signature to verify the cardholder is not in use. See also page 536.  
Note: Debit cards can be used only to sell items and return items (give credits). Debit cards cannot be used to give additional cash back to customers.
- **SET ECLIPSE=C:\ECLIPSE** – The disk drive and directory to put Eclipse mat cutting data into.
- **SET EEZPROG=C:\EEZORDER** - The disk drive and directory where EEZ-Order programs are located.
- **SET EEZTRANS=C:\EEZORDER** - The disk drive and directory where data is to be placed for EEZ-Order to transmit.
- **SET EEZRECV=C:\EEZORDER** - The disk drive and directory where EEZ-Order places data it has received.
- **SET ESTDAYS=30** – The number of days estimates are valid for. The value specified must be in the range of 1 to 999 days. The default value is 14 days.
- **SET FLINE=300** - Sends all of the sales data for floral orders to the department number specified.
- **SET FLORAL=ON** - Allows the floral module to be used. This will cause the ‘floral’ button to appear on the FullCalc main menu.
- **SET FOREIGN=ON** – Foreign exchange calculations are to be done.
- **SET FRIEDMAN=C:\TEMP** – The directory into which a comma delimited ASCII file is to be written with data to be transferred to the A.I. Friedman AS400.
- **SET FTMODE=F6100** – The Fletcher F-6100 interface is to be used with the Fletcher mat cutter.
- **SET FTMODE=FMD** - The Fletcher Future Mat Designer program is to be used to interface to the Fletcher mat cutter.
- **SET GIFTRECEIPT=ON** – Allow the printing of gift receipts in POS. This will cause the ‘gift receipt’ check box to appear on the POS payment selection screen.
- **SET GLASSOVERLINER=ON** – Allows for the positioning of the glass at a location (a frame) specified by the user. If this option is not specified then the glass will be positioned inside of the first (inner) frame.
- **SET GRAPHING=ON** – Allows for graphs to be generated as a supplemental form of output for selected reports.
- **SET IMAGETYPE=ON** – Allows for the collection and reporting on the type of image sold as part of a framing order.
- **SET INTEGRATEDFRAMER=ON** – The use of the Wizard Integrated Framing program from within FullCalc is enabled.
- **SET MAPQUEST=ON** – MapQuest is to be used to generate a map showing a customers address.
- **SET MARKETINGCODES=ALWAYS** – In POS, the customer will always be asked how they heard about the store and a standardized marketing method code will be recorded for the POS transaction.

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- **SET MARKETINGCODES=OPTION** – In POS, the customer will be asked how they heard about the store if they indicate that they want to record this information. They can then identify a standardized marketing method code will be recorded for the POS transaction.
- **SET MATXML=ON** – The mat cutter instructions generated are to be in XML format. This format of data is not usable by all mat cutters and varies by mat cutter when it is generated.
- **SET NEWMATFRAME=ON** – When doing an Internet update of mat and/or moulding data, allow for the possibility of print reports on the new mats and/or mouldings.
- **SET OFFLINEDATA=D:\MYFILE** – Specifies a disk drive and directory name from which mat and moulding data is to be copied to update the inventory.
- **SET POSSPECIALORDER=ON** – In POS, a special order of an item may be taken for an item which is not in the inventory. One copy of the special order form will be printed.
- **SET POSSPECIALORDER=2** – In POS, a special order of an item may be taken for an item which is not in the inventory. The specified number of copies, from 1 to 9, of the special order form will be printed.
- **SET POTTERY=C:\TEMP** – The directory into which an XML file is to be written with data to be transferred to the Williamsburg Pottery POS system.
- **SET SAMPLEDATE=RESET** – When a sample is reproduced the date of the order is reset to the date of reproduction. In addition, if the status of the sample is not 'O' (open) then the date due for the order is set to the later (farthest in the future) of the original order date or the current date.
- **SET SAVECC=ON** – The credit card number for a customer can be saved for future use in POS.
- **SET SCANDIR=C:\ATOMIC** - The name of the disk drive and directory which contains:
  - **THE AUTHORIZOR** - the Atomic credit card verification software.
  - **X-CHARGE** - the X-Charge credit card verification transaction requests.
  - **ICVERIFY** - the ICVERIFY credit card verification transaction requests.
  - **PCCHARGE** - the PCCharge credit card verification software.
  - **POWERPAY** – the PowerPay databases.

This value should not be specified if a standalone credit card verification machine is being used. See the documentation provided by each credit card processing vendor for additional information as to the disk drive and directory names and contents. This option works in association with the SET CCARDSW= parameter and the SET DEBITCARD=ON parameter, see above.

- **SET SLINE=006** - Sends all of the sales data for framing orders to the department number specified.
- **SET STOSXFER=C:\TEMP** - Specifies the name of a disk drive and directory where shared store-to-store transfer data is to be saved. If present, it is assumed that this disk drive and directory can be accessed from all computers for which a store-to-store transfer is to be done. It is also assumed that EEZ-Order is not to be used to do store-to-store transfers.
- **SET TRAIN\_ALL=C:\WINCALC\TRAINING\** - Can be used to specify a location for training data. This is useful when using training new employees. Must be specified if training mode is to be used.
- **SET USERNAME=**
- **SET VISUALIZE=C:\WINCALC\DATA\IMAGES\MYFILE.JPG** – Specifies the name of a file that contains an image of a work of art that is to be visualized. The file should be in .BMP, .JPG, .GIF, or .TIF format.  
**SET VISUALIZE=ON** – Specifies that the user will enter the name of a file that contains an image of a work of art that is to be visualized. The file should be in .BMP, .JPG, .GIF, or .TIF format.
- **SET WASTE=OFF** - When the footage required for moulding is calculated a waste factor can be calculated for each moulding on a framing order.  
If the value of this option is set to 'OFF' this waste factor is not added to the moulding footage. If SET WASTE=OFF is not specified then a waste factor is added as follows:
  - If the width of the moulding is 58 32<sup>nd</sup>'s or less then a standard waste factor of .33 feet is added to the footage of the required moulding.
  - If the width of the moulding is more than 58 32<sup>nd</sup>'s then a standard waste factor of .66 feet is added to the footage of the required moulding.

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This waste footage is in addition to additional United Inch amount calculated as specified by the rounding option. See page 456. This option will not change the calculated width or height of any moulding on the order. However, it will always increase the moulding footage ordered and the retail price of the moulding on every order.

- **SET WASTE=VENDOR** – When the amount of the waste for a framing order varies from vendor to vendor then set this option to ‘VENDOR’. The amount of waste must then be defined for each vendor used.
- **SET WIZALL=YES** – The Wizard mat cutter is to be used to cut all mats. This includes both special mat cuts and rectangular openings. It assumes that the SET WIZARD= option is defined and that the SET WIZMODE=WIZ option is defined.
- **SET WIZARD=A:** - The disk drive and directory to put Wizard mat cutting data into if the FullCalc interface to the Wizard mat cutter is being used. If this parameter is not present then the A: drive (the primary floppy diskette drive) will be assumed to be the Wizard output device. If the Wizard MatDesigner interface to the Wizard mat cutter is being used then this value points to the disk drive and directory where the MatDesigner program is located. See page 42 and the WIZMODE= parameter for more information.
- **SET WIZMODE=WIZ** – The Fullcalc interface is to be used interface to the Wizard mat cutter.
- **SET WIZMODE=WZX** – The Wizard MatDesigner program is to be used to interface to the Wizard mat cutter.
- **SET ZIP=C:\WINCALC\ZIP** - The directory which is to be used to contains backups made during reindx operations. The contents of this directory should be reviewed on a regular basis. See page 826.

Examples of valid WINCALC.INI files might be:

Example 1 – server or standalone computer that uses the floral option and where backups are to be placed into the C:\MYBACKUP directory.

```
SET USER=1
SET DATA_ALL=C:\WINCALC\DATA\
SET ZIP=C:\MYBACKUP
SET FLORAL=ON
```

Example 2 – the second computer in a group of networked computers where the server computer has been mapped to the “D” drive as seen by the station computer, a Wizard mat cutter is being used and is accessed over the network via the “W” drive and uses alternate pricing from a second directory on the server.

```
SET USER=2
SET DATA_ALL=D:\WINCALC\DATA\
SET WIZARD=W:\CUTTER
SET DATA_ALL2=D:\WINCALC\RETAIL\
```

Example 3 – the fifth computer in a group of networked computers where the server computer has been mapped to the “Q” drive as seen by the station computer. Any .ZIP files created are placed in the Q:\WINCALC\ZIP directory that is also on the server computer. Floral processing is enabled. All charges for framing orders will be charged to department number ‘123’. For each moulding on a framing order the footage of each moulding will not be increased .33 or .67 feet, depending on the size of the frame, to allow for waste.

```
SET USER=5
SET DATA_ALL=Q:\WINCALC\DATA\
SET ZIP=Q:\WINCALC\ZIP
SET FLORAL=ON
SET SLINE=123
```

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```
SET WASTE=OFF
```

Example 4 – server or standalone computer uses PCCHARGE to process both credit cards and debit cards.

```
SET USER=1
SET DATA_ALL=C:\WINCALC\DATA\
SET CCARDSW=PCCHARGE
SET DEBITCARD=ON
```

Example 5 – server or standalone computer has a set of works of art in the FullCalc inventory that can be accessed from the framing input screen via the ‘art’ button.

```
SET USER=1
SET DATA_ALL=C:\WINCALC\DATA\
SET ARTINDEX=ON
```

Example 6 – server or standalone computer has POS installed. In POS a gift receipt can be generated and special order for an item, one that is not in the inventory, can be taken with two copies of the special order being printed.

```
SET USER=1
SET DATA_ALL=C:\WINCALC\DATA\
SET GIFTRECEIPT=ON
SET POSSPECIALORDER=2
```

Example 7 – server or standalone computer can generate a map showing the location of a customer. This assumes that the computer is connected to the internet.

```
SET USER=1
SET DATA_ALL=C:\WINCALC\DATA\
SET MAPQUEST=ON
```

Example 8 – the third computer in a group of networked computers where the server computer has been mapped to the “X” drive as seen by the station computer and can use alternate pricing from a second directory on the server. The amount of waste for moulding is different for each vendor with the amount of waste for each vendor being specified in a special table.

```
SET USER=3
SET DATA_ALL=X:\WINCALC\DATA\
SET DATA_ALL2=X:\WINCALC\DATA2\
SET WASTE=VENDOR
```

## Option Files

The following is a list of additional files that may be used to modify the operation of the programs. All of the files listed below are optional.

The files listed may be created or edited using any text editor (use, for example, DOS editor, Microsoft Notepad, etc. but do not use a word processing program such as MS Word), except as listed. The option file created may contain any desired data (the data in the file is not important), except as listed for a given option. If the file is to contain one or more data values use any text editor (use, for example, DOS editor, Microsoft Notepad, etc. but do not use a word processing program such as MS Word), to add the values to the file. See the documentation supplied with each text editor on its proper use (documentation for the use

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of Microsoft Notepad and the DOS editor is supplied by Microsoft Corporation with your version of Windows).

All of the files listed below should be added to the C:\WINCALC directory. On networks of computers, add each file desired on each computer in the network. To create the files you may also use the 'option file listing' as explained on page.

- **ALASKA.OPT** - Limits the sales tax to a specified value and adds a message to the POS register input screen and the POS transaction receipt if the normal tax exceeds that amount. This file needs to be defined if there is a sales tax and if there is an upper limit to the sales tax for a given location. Use the FullCalc text file editor, as described on page 833, or some other text file editor, such as Microsoft Notepad, to enter the maximum sales tax value into the file.
- **APIIMAGE.OPT** - The art index and image library is present. Use the data from the CD-ROM drive.
- **ARINVOIC.OPT** - Customer statements say 'invoice' rather than 'statement'.
- **ARTAX.OPT** - Shows supplemental accounts receivable data, including tax data, on the department sales summary report.
- **ARTON.OPT** - Enable use of the 'art' button on the framing input screen.
- **ASKDEL.OPT** - Ask the user if mats or frames that have been discontinued are to be deleted from the inventory master database when updating the mats or frames. As a general rule you do not want to specify the ASKDEL.OPT option and either the DELEDISC.OPT or MATDISC.OPT options at the same time. See page 435.
- **AUTODEL.OPT** - Do not ask about deleting 'D' status orders when running fixcid2 but do delete these orders. The AUTODEL.OPT option and the NODEL.OPT option, see page 436, are mutually exclusive. If both are defined then AUTODEL.OPT will be used and NODEL.OPT will be ignored.
- **BARME.TXT** - Puts barcodes in several locations on each framing work order.
- **BIGDUE.OPT** - Places a second copy of the due date at the bottom left of the framing work order. This due date is in a large font.
- **BLASTER.OPT** - Allows for the use of the Barcode Blaster™ printer to output labels of items in the inventory.
- **BOLD.TXT** - Makes any comments appear in a bold type font on the framing work order.
- **BRUCE.OPT** - Enables the special settings for Bruce White stores.
- **CALTAX.OPT** - Replaces the standard tax separation report with a different report that is based on the California Department of Revenue reporting requirements. This file must contain four parameters. See the description of the California tax separation report on page 702 for details on the contents and structure of the parameters. Use the FullCalc text file editor, as described on page 833, or some other text file editor, such as Microsoft Notepad, to enter the four parameters.
- **CANADATX.OPT** - Prints the GST and the PST as separate values on framing work orders. In Alberta, where PST is not charged, or in Nova Scotia, New Brunswick or Newfoundland and Labrador, where HST is charged but not GST or PST, do not define the CANTAX.OPT file.
- **CENTRAL.OPT** - Central processing of mats and frames is done.
- **CHKNAMES.OPT** - Check customer names and phone numbers for validity.
- **CHNGDATE.OPT** - Requires the use of a user name and password to change the date of a POS transaction.
- **COMMRPT.OPT** - Allows for the generation of a commission report.
- **CORPDATA.OPT** - Replaces the 'report' button on the main menu with the 'corp. inv.' button if POS is not installed.
- **COUPONS.OPT** - Allows for the generation of store coupons based on the sale of items by SKU number.
- **CPDATEM1.OPT** - For status changes to 'C' or 'P', the change date should be yesterday, not today.
- **DECKSAM.TXT** - For store samples this file contains three department numbers separated by spaces (art, frame, and misc. departments). Each department number should be three digits long.

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Use the FullCalc text file editor, as described on page 833, or some other text file editor, such as Microsoft Notepad, to enter the three department numbers.

- **DELEDISC.OPT** - Automatically delete discontinued frames during frame update. The frames must not be stock frames if they are to be deleted. As a general rule you do not want to specify both the ASKDEL.OPT and either the DELEDISC.OPT or MATDISC.OPT options at the same time. See above.
- **DOSOPEN.OPT** – Use a DOS batch file to open the cash drawer. May be required for some operating systems.
- **DOTWORK.OPT** - Use dot matrix version of work order print routines.
- **DUPDEPOK.OPT** - Allows the deposit option to be on and full POS to be installed at the same time.
- **DEPOSIT.TXT** - Sales and tax are not recorded in accounting until item is paid in full. In addition, the 'allocate deposits' button on the POS 'enter deposits on 'A/R' screen will not operate and new framing orders on which no payment is not being made will not be transferred to the POS register input screen.
- **DTWPARTD.OPT** - If the CO=DECK option is defined, enable the 'half', '%', and 'F' buttons on the framing work order completion screens to allow partial payments to be taken at Deck the Walls stores.
- **DTWSING.PRN** - Specifies use of the Deck the Walls barcode printer (the Eltron printer).
- **EEZORDER.OPT** - Used to trigger use of EEZ-Order Software.
- **EMAILCMP.OPT** – Specifies that an e-mail message can be set to a customer when the status of a framing order becomes 'C' (completed) in the management screen. Optionally, this file can contain a message that is to be sent to the customer. The optional message to be sent must be more than ten characters long. Use the FullCalc text file editor, as described on page 833, or some other text file editor, such as Microsoft Notepad, to enter the desired e-mail message.
- **EPSON.OPT** - Identifies POS receipt printer as being an Epson TMU200D printer.
- **FINISH.TXT** – Replace the title 'finish' with a new title on the 'framing input' screen. The file should contain the replacement text. The replacement text should not exceed twelve characters in length. Use the FullCalc text file editor, as described on page 833, or some other text file editor, such as Microsoft Notepad, to enter the replacement text.
- **FIRSTBY.OPT** – Display the first name in the associate list, if present, as the caption of the 'by' button on the completion rather than the associates initials.
- **FKSING.PRN** – Print a single label for the Barcode Blaster™ printer.
- **FLOATMAT.OPT** - Outputs a comment on a framing work order if a float mat is required.
- **FRMUL.OPT** - Price frames from the United Inch table.
- **FULLDAY.DAT** - For Frames Unlimited stores, specifies which day of the week to do a full data collection, as opposed to a partial data collection, when doing multi-store data collection. The file should contain a single digit in the range 1 to 7.
- **FULLNAME.OPT** - Print order takers name on the 40-column POS receipts (but not on 80 column receipts or framing work orders).
- **GIFTCARD.OPT** – Allow for gift cards to be used in place of paper gift certificates. Gift cards are assumed to allow value of the card to be changed, sometimes referred to as being 'reloaded', while gift certificates cannot have their value changed once they are sold.
- **GIFTCHK.OPT** – Do not check to see if a gift certificate has been sold before it is redeemed. If this option is on the gift certificate not sold error message will not appear.
- **INVLOG.OPT** - Generate a log of POS transactions and purchase order receives of SKU numbers in the inventory.
- **INV40PRN.DRV** - Use the Windows driver for the POS printer.
- **INTEREST.OPT** – For selected items that have been put into accounts receivable using the 'sell on account' payment type option be charged interest on a monthly basis.
- **JEWELRY.OPT** - Allows automatic generation of SKU numbers during SKU number entry.
- **KEEPCONV.OPT** - Retains all 'H' (hold) status orders forever. Otherwise, reindx will delete the orders after 120 days in hold status.

# FullCalc Operating Guide

- **LABOR.TXT** – Replace the title ‘labor’ with a new title on the ‘framing input’ screen. The file should contain the replacement text. The replacement text should not exceed twelve characters in length. Use the FullCalc text file editor, as described on page 833, or some other text file editor, such as Microsoft Notepad, to enter the replacement text.
- **LJCOMPLETE.OPT** – Indicates that mat processing, including the cutting of special mat openings, is to be completed by Larson-Juhl. This option implies that an Eclipse mat cutter is to be used.
- **LOG.IN** - Requires POS users to enter login codes, not select from a list of codes, when using the time clock function, or the login button on the POS register input screen. This option should be added only after the login codes for each user have been defined.
- **MATDISC.OPT** - Automatically delete discontinued mats during mat update. The mats must not be stock mats if they are to be deleted. As a general rule you do not want to specify both the ASKDEL.OPT and either the DELEDISC.OPT or MATDISC.OPT options at the same time. See above.
- **METRIC.OPT** - Calculate values in metric units.
- **MINFOOT.DBF** – If this file is present it holds a table of moulding vendor numbers and the minimum footage for each vendor. The table has two columns and as many rows as there are moulding vendors which you use. For example, if the minimum footage for Larson-Juhl moulding is 4 foot 3 inches then there would be an entry of “001 4.25” in the table.
- **MULTMRK.DBF** - Allows you to price frames based on both vendor and cost tables. Some vendors may have a set markup, while other vendors markups can be based on cost.
- **MULTLINE.TXT** - Sends all framing order sales detail to individual departments, i.e. glass portion of sale goes under the glass department, to be recorded in the POS transaction log. It also causes the SKU number of art sold by SKU number also to be recorded. See also page 463. If this file is not present then all charges are assigned to the department number of the frame as defined in the SKU file. See page 525.
- **NETSTAT.OPT** – Allow the network status data be collected and reported on.
- **NODEL.OPT** - Do not ask about deleting ‘D’ status orders when running fixcid2 and do not delete these orders. The AUTODEL.OPT option, see page 434, and the NODEL.OPT option are mutually exclusive. If both options are defined then AUTODEL.OPT will be used and NODEL.OPT will be ignored.
- **NOBKORD.OPT** - Do not allow items in an order to be put on backorder.
- **NOCCNO.OPT** - Print all digits of a credit card number, except the last 5, as ‘\*’ on POS transaction receipts. The ‘\*’ characters also appear on the POS transaction data screen displayed when editing a customer name in POS.
- **NODASH.OPT** - Finds an item number that contains dashes without the requirement that dashes be entered to find it.
- **NODEMAND.OPT** - Deactivates access to demand reports.
- **NOLBLPRC.OPT** - Do not print retail prices on labels in either the ‘frame label’ format or the ‘price label’ format.
- **NOMONTHR.OPT** - Deactivates access to monthly reports.
- **NOMULTI.OPT**<sup>89</sup> - Deactivates the ability to do multi orders in framing input.
- **NONEGFRM.OPT** - Moulding which has a stock status of ‘S’ (stock) and which has a negative quantity on hand is not suggested for reorder when placing purchase orders.
- **NOPOSPRC.OPT** - Do not allow a price to be entered for a SKU number on the POS register input screen.
- **NOPOSRCT.OPT** - Disables printing of POS receipts and doing reprints of the same.
- **NOREORG.OPT** - Suppresses reorganizing the accounts marker in the order database.
- **NORETAIL.CHP** – Suppresses the printing of retail prices on frame order reports in management.
- **NOSTBAL.OPT** - Causes the balance to not display on the order status report.

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<sup>89</sup>This option cannot be specified at the same time as the TGFU.OPT option.

# FullCalc Operating Guide

- **NOTAXSEP.OPT** – Adds a taxable/non taxable set of totals to the department sales summary report. Use this option only if one tax rate is defined.
- **NOTIME.CHK** - Will not display a warning message when a user is not clocked in to POS.
- **OFMULTOR.OPT** - Prints a ‘ OF ’ line on framing work orders for multi orders. This option also changes the form of the order number generated.
- **PALMHERE.OPT** - Indicates that PalmCalc is installed.
- **PAYOFFST.OPT** - When a framing order is paid off in POS its order status is always changed to ‘P’ (picked up).
- **POINT.OPT** - Use points in place of min. for productivity factors and print a point value on work orders.
- **PROD.OPT** - Contains two numeric values, the taken factor and the complete factor, used in the productivity calculations. If the file is not present then the default values will be used. A typical set of values in this file might be “0.75 1.25” if an average framing order takes 45 minutes (.75 hours) to take and 1 hour 15 minutes (1.25 hours) to complete. Use the FullCalc text file editor, as described on page 833, or some other text file editor, such as Microsoft Notepad, to enter the two values.
- **PROMODIF.OPT** - If for a promotional package the actual glass and package glass differ then the less expensive one is used to calculate the promotional discount. The use of PROMODIF.OPT has similar results for mats and mounts that are part of a promotional package. See page 463 for details.
- **REFUND.OPT** – Causes a return/refund receipt to be printed as part of POS transaction processing.
- **REINDEX.ME** - If the fixcid2 program is run then also run the reindx program.
- **REPSVIEW.DBF** - Allows you to change order and name of framing order printouts.
- **REVPOADR.OPT** – Causes the billing address and the shipping address of the frame shop to appear in reversed positions on the framing purchase order.
- **SHORTAR.OPT** - Contains ‘T’ to have the tax shown or ‘F’ to set the tax to zero (0).
- **SHOWAR.TAX** - Show non-taxable A/R on the sales summary report.
- **SHOWRT.TXT** – If present, the retail price is the price before any discounts have been applied, otherwise, it is the price after discounts have been applied.
- **SMALL.TXT** - Makes the font size of the trailer information smaller if the trailer has more than 7 lines. The small font allows up to 10 lines of trailer information.
- **SSAMPLE.DPT** - Contains a default department number for store samples. The value is three digits long.
- **STAR212.OPT** - Identifies POS receipt printer as being a Star SP212 impact (dot matrix) printer.
- **STAR312.OPT** - Identifies POS receipt printer as being a Star SP312 impact (dot matrix) printer.
- **STAR613.OPT** - Identifies POS receipt printer as being a Star SP613 thermal printer.
- **STOCK.ON** - Gives on screen out of stock warning message for stock items (stock status is “S”). The message appears for mats, mouldings and prints only when their SKU numbers are entered on the framing input screen and the quantity on hand is less than 1 (when it is zero or negative).
- **STUDIO.OPT** - Enables special settings for Lake Forest Frame & Design stores.
- **TAXNOTV.OPT** - Suppresses showing the orders tax and total value on the Framing input screen.
- **THANKYOU.TXT** - Contains a message to appear at the bottom of POS transaction receipts. Use the FullCalc text file editor, as described on page 833, or some other text file editor, such as Microsoft Notepad, to enter the message.
- **TRAINING.OPT** - Specified that training mode is to be used.
- **TGFU.OPT**<sup>90</sup> - Enables special settings for The Great Frame Up stores.
- **TRACY.OPT** - Enables the Tracy Chop options.
- **UNPROC.OUT** - Specifies that during end of day processing a list of unprocessed framing orders will be printed.

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<sup>90</sup>This option cannot be specified at the same time as the NOMULTI.OPT option.

# FullCalc Operating Guide

- **WCREORD.OPT** - Use FullCalc to place reorders even if EEZ-Order is present. Used in reorder (inventory).
- **WCREORD2.OPT** - Use FullCalc to place reorders even if EEZ-Order is present. Used in vendor ordering (management).
- **ZEROTOTD.OPT** - Do not flag as an error a total discount that is zero dollars or zero percent.

Note: In a network of computers make the changes or additions to all of the computers in the network.

Note: After adding or changing any of the parameters and/or files listed above:

- 1) Shutdown and reboot<sup>91</sup> the computer if the AUTOEXEC.BAT file has been updated or added to change any 'set' parameter. If AUTOEXEC.BAT has not been changed then a shutdown and reboot of the computer is not required.
- 2) Stop and restart FullCalc.

Contact our technical support department at 866-426-3696 before changing any of these settings.

## Alternate Pricing



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<sup>91</sup> See the documentation provided by Microsoft Corp. for the version of Windows installed on your computer for instructions on how to shutdown and how to boot your computer.

# FullCalc Operating Guide

The alternate pricing mode actually sets up a second, third, or fourth data folder with alternate, and in most cases different, sets of pricing, orders, and customer name tables. This would be done if, for example, one operates both a wholesale and a retail business. To implement alternate pricing do the following:

- 1) Create, on the server, a new folder to hold the alternate pricing, order, and customer name and address tables. This data folder may have any name desired.

Note: Alternate pricing should not be confused with or used with training mode. See also page 441 for information about training mode.

- 2) Copy the contents of the C:\WINCALC\DATA directory to the new folder. This will copy the pricing data along with the old order data and the customer name and address data.
- 3) Create a new line in the WINCALC.INI file on each computer that will be using alternate pricing of the form:

```
SET DATA_ALL2=<alternate pricing folder>
```

where “<alternate pricing folder>” names the data folder created in step 1. You will need to specify the proper drive letter on all networked computers.

If more than one set of alternate pricing files are to be used then the WINCALC.INI file would contain lines of the form:

```
SET DATA_ALL3=<alternate pricing folder>  
SET DATA_ALL4=<alternate pricing folder>
```

Note: The SET DATA\_ALL2=, SET DATA\_ALL3=, and SET DATA\_ALL4= statements must be defined in that order. Missing alternate pricing folder specification statements are not allowed. If SET DATA\_ALL3= is defined then SET DATA\_ALL2= must be defined.

- 4) To use alternate pricing start FullCalc in the normal manner. On the main menu a button will appear in the lower left corner marked “at pricing level 1”. This button indicates that the main pricing tables are being used. Click on the button to use the alternate pricing tables. The bottom should now read “at pricing level 2”. Click on the button again to go to next higher numbered alternate pricing tables or return to the main pricing tables.



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At any point in time only one of the sets of data is in use (can be assessed by FullCalc).

Pricing level 1 data comes from the folder specified by the SET DATA\_ALL= parameter, pricing level 2 data comes from the folder specified by the SET DATA\_ALL2= parameter, etc. Right click on the ‘at pricing level 1’, ‘at pricing level 2’, etc. button to display the full name of the directory holding the data at that pricing level.

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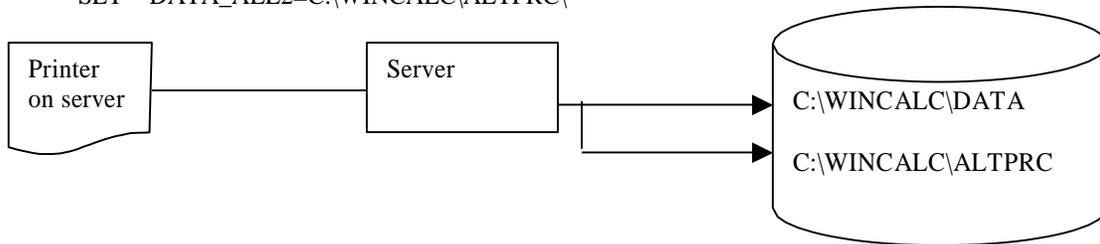
- 5) Modify the main and alternate pricing tables, as required, separately. Apply all updates to the tables separately.

Remember that the main and alternate databases contain separate customer order histories and name and address data. The data in the main and alternate databases cannot be combined and cannot be modified at the same time. If, for example, a SKU number appears in the inventory of the main and alternate directories changes its description then it will need to be updated in each inventory file separately.

## Example 1:

For example, if the computer was a server or standalone computer that uses alternate pricing from the C:\WINCALC\ALTPRC directory and its main pricing from the C:\WINCALC\DATA directory then WINCALC.INI file would contain the following statements:

```
SET USER=1
SET DATA_ALL=C:\WINCALC\DATA\
SET DATA_ALL2=C:\WINCALC\ALTPRC\
```



In the example above there is one computer, one copy of FullCalc, and one disk drive. There are two directories on the drive and the computer points to both of the directories (one at a time).

Note: FullCalc always requires that the primary pricing directory be specified, a SET DATA\_ALL= parameter, even if an alternate pricing directory is specified.

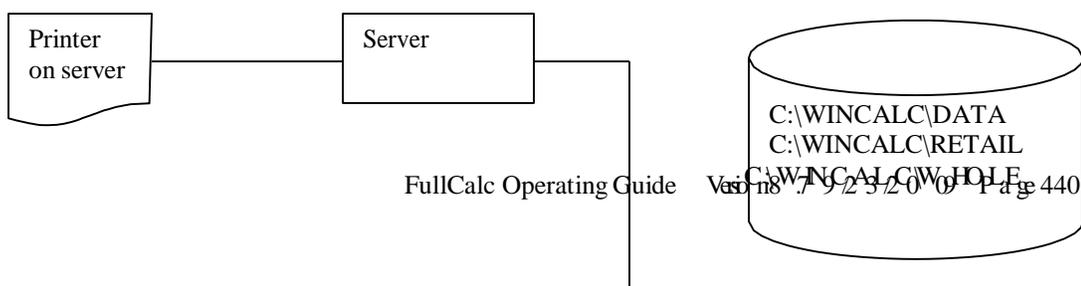
## Example 2:

The server computer is to be used with a total of four different sets of FullCalc data including names, addresses, orders, and prices. The data is to be kept on two disk drives, the C: drive and the D: drive, in the following data directories:

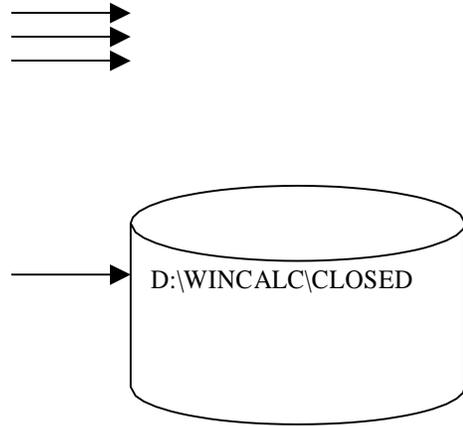
```
C:\WINCALC\DATA
C:\WINCALC\RETAIL
C:\WINCALC\WHOLE
D:\WINCALC\CLOSED
```

The WINCALC.INI file would contain the following statements:

```
SET USER=1
SET DATA_ALL=C:\WINCALC\DATA\
SET DATA_ALL2=C:\WINCALC\RETAIL\
SET DATA_ALL3=C:\WINCALC\WHOLE\
SET DATA_ALL4=D:\WINCALC\CLOSED\
```



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In the example above there is one computer, one copy of FullCalc, and two disk drives. There are four directories on the two disk drives and the computer points to all four of the directories (one at a time).

Note: FullCalc always requires that the primary pricing directory be specified, a SET DATA\_ALL= parameter, even if an alternate pricing directory is specified.

## Training Mode

The definition of training mode actually sets up a second set of data within FullCalc that can be used to train employees. The second set of data goes into a data folder called “training”. In addition, to use this feature you will need to create a second icon on the Windows desktop to start the FullCalc program in training mode while using the training data folder. When you print an order or do a POS transaction, a message will appear warning you that you are in the training mode.

The steps in the definition of training mode are:

- 1) Create a new folder to hold the training data. This folder may have any name desired, however, in most cases it would be called C:\WINCALC\TRAINING.

If there is a network of computers running FullCalc, it is, in general, best to put the FullCalc training data on the same computer as the production data (but in a different directory). This will ease the network protection and mapping issues as well as the backup issues.

- 2) Copy all files from the current “data” folder, the folder that contains the production data, to the new “training” folder. For example, copy the contents of the C:\WINCALC\DATA directory to the C:\WINCALC\TRAINING directory if this is the name of the folder created in step 1.

You can use a program such as Microsoft Windows Explorer to copy the files. See the documentation provided by Microsoft Corporation on how to use this program.

- 3) Create a new line in the WINCALC.INI file on each computer using the training mode of the form:

```
SET TRAIN_ALL=<training folder>
```

where “<training folder>” is the name the folder created in step 1. You will need, if required, to map the training folder in Windows and then specify the proper drive letter on all networked computers.

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An example of the contents of WINCALC.INI for the server computer might be:

```
SET USER=1
SET DATA_ALL=C:\WINCALC\DATA
SET TRAIN_ALL=C:\WINCALC\TRAINING
```

- 4) In Windows, create a new icon on the Windows desktop for the training mode version of FullCalc. The icon properties should be identical to that for standard FullCalc icon except that it should contain a command line of the form:

```
C:\WINCALC\FC.EXE TRAINING
```

The parameter 'TRAINING' on this command line indicates that it is for FullCalc training mode.

Rename the new icon as "FullCalc Training".



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- 5) Start FullCalc using the new training icon to go into training mode. Click on 'utilities' and then 'setup prog'. Finally select the 'store' tab in setup. Enter the word 'training' after the name of your store. This name will appear on all reports printed in training mode. See also page 459.

See also page 438 for information about the use of alternate pricing tables. Training mode should not be used with or confused with alternate pricing.

While in training mode the phrase "training mode" appears:

- 1) on the main menu at the lower left



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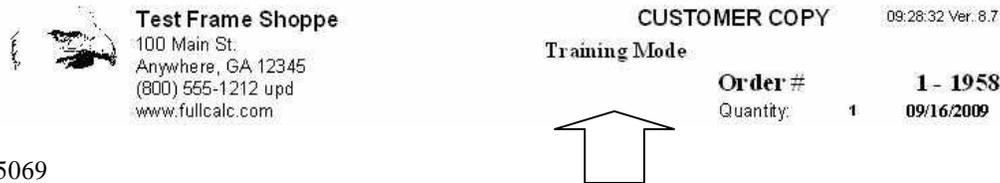
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- 2) on the Framing Input screen below the “complete” button



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- 3) at the top of printed framing work orders (including the sheet for extra mats and frames)



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A message also appears each time the “complete” button on the Framing Input screen is pressed to confirm that training mode is being used.

Standard FullCalc and FullCalc in training mode cannot be both running at the same time. You will need to stop and a start the two versions of FullCalc so as to ensure that only one version of the program is running at any one time.

## Frame and Mat Set Up Notes

### Frame Width (32nds)

The following table is used to convert the width of a frame expressed in inches into the equivalent width expressed in 32nds of an inch. For example, a one-inch wide frame is 32 32nds wide.

Width in inches	Width in 32nds	Width in inches	Width in 32nds	Width in inches	Width in 32nds
¼	8	1/8	4	1/16	2
½	16	3/8	12	3/16	6
¾	24	5/8	20	5/16	10
1	32	7/8	28	7/16	14
1 ¼	40	1 1/8	36	9/16	18
1 ½	48	1 3/8	44	11/16	22
1 ¾	56	1 5/8	52	13/16	26
2	64	1 7/8	60	15/16	30
2 ¼	72	2 1/8	68	1 1/16	34
2 ½	80	2 3/8	86	1 3/16	38
2 ¾	88	2 5/8	84	1 5/16	42
3	96	2 7/8	92	1 7/16	46

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3 ¼	104	3 1/8	100	1 9/16	50
3 ½	112	3 3/8	108	1 11/16	54
3 ¾	120	3 5/8	116	1 13/16	58
4	128	3 7/8	124	1 15/16	62
4 ¼	136	4 1/8	132	2 1/16	66
4 ½	144	4 3/8	140	2 3/16	70
4 ¾	152	4 5/8	148	2 5/16	74
5	160	4 7/8	156	2 7/16	78
5 ¼	168			2 9/16	82
5 ½	176			2 11/16	86
5 ¾	184			2 13/16	90
6	192			2 15/16	94
6 ¼	200			3 1/16	98

### Frame Price Codes

The frame price code table below lists the letter code to be assigned to each moulding. The letter code is based on a range of costs per foot (this is also called 'list price'). For example, if a given moulding costs \$1.90 per foot it will be assigned to letter code "H" as it is within the range of \$1.87 to \$2.19.

The cost per foot is assumed to be the cost to a frame shop of one foot of the moulding without any discount subtracted and without any shipping charges or taxes, if any, added (this is also called 'list price').

Price code	Cost per foot	Median cost
D	.00 - .89	.85
E	.90 - 1.29	1.10
F	1.30 - 1.51	1.41
G	1.52 - 1.86	1.70
H	1.87 - 2.19	2.03
I	2.20 - 2.58	2.39
J	2.59 - 3.37	2.99
K	3.38 - 4.49	3.94
L	4.50 - 6.18	5.34
M	6.19 - 8.99	7.60
N	9.00 - 11.24	10.12
O	11.25 - 12.85	12.00
P	12.86 - 14.75	13.81
Q	14.76 - 17.50	16.13
R	17.51 and above	20.00

Note: Price codes 'D' and 'E' are not currently in use but are retained for historic reasons.

Note: As a general rule, frame price codes of individual SKU numbers should not be modified by hand. The use of the Internet update feature, as described on page 308, will cause any manual changes to the price codes associated with a given SKU number to be lost.

### Mat Price Codes

The mat price code table below lists the standard numeric price code assigned to each mat. The chart shown below relates the cost per sheet of the mat, for a standard 32" by 40" sheet, to its price code.

## FullCalc Operating Guide

Typical mats in the several mat price code categories in the table shown at the right are:

- Price code 1 - regular paper, etc.
- Price code 2 - black core, faux marble, etc.
- Price code 3 - silk, metallic, etc.
- Price code 4 - linen, black core silk, etc.
- Price code 5 - suede, leather, etc.

Price code	Cost per sheet <sup>92</sup>	Cost per square inch
1	.00 – 4.60	.0036
2	4.61 – 6.01	.0047
3	6.02 – 11.39	.0089
4	11.40 – 20.60	.0161
5	20.61 – 32.00	.0250
6	32.01 - 40.96	.0320
7	40.97 - 49.92	.0390
8	49.93 - 58.88	.0460
9	58.89 - 70.40	.0550
10	70.41 and above	Over .0550

The exact specification of the code for each mat depends on its price per square inch as per the table above (column three of the table). A mat falls into a given price code if its cost per square inch is less than or equal to the value in the 'cost per square inch' column. The cost per sheet value in the table above (the middle column) is for a standard 32" by 40" mat (a mat with a size of 1280 square inches). The cost per sheet to be the cost to a frame shop of one sheet of the mat without any discount subtracted and without any shipping charges or taxes, if any, added (this amount is also called 'list price').

Example 1: A 32" by 40" mat costs \$5.00 per sheet. The cost per square inch is .0039 (\$5.00 divided by 1280 square inches). The cost per square inch for this mat is greater than .0036 but less than .0047. Therefore, the mat is in price code 2.

Example 2: An oversized mat, 40" by "60", costs \$20.12 per sheet. The cost per square inch is .0084 (\$20.12 divided by 2400 square inches). The cost per square inch for this mat is greater than .0047 but less than .0089. Therefore, the mat is price code 3. Price code 3 is the same price code of a standard size sheet of mat which costs as little as \$6.02 per sheet, about 1/3 of the cost of the oversize sheet in this example. Mats with this wide variance in price per sheet are in the same price code because of the difference in the sizes of the sheets and because one mat is at the bottom of the price code range and the second mat is at the top of the price code range.

See page 315 for a method to redefine the definitions of mat price codes, if desired.

Note: As a general rule, mat price codes should not be modified by hand. The use of the Internet update feature described on page 308 will cause any manual changes to the price codes to be lost.

Note: The two tables above define mat and frame categories that are used to define retail prices. If you do not like the price code for a given mat or frame you may change it. See page 324 and following. However, if the mat or frame is from an authorized vendor, see page 287 and following, the next update of the authorized vendors mat or frame tables may change the price codes back to their original values, based on the tables shown above. See also page 308 for an exception to this.

The following notes apply to mats and frames:

- 1) For frames from authorized vendors, 'cost' is either chop cost (C) per foot or length (L) cost per foot. See also point 3 below for an alternate pricing method.
- 2) Size in 32nds is the moulding width in 32nds of an inch. See the table above to convert fractions of an inch into 32nds of an inch.
- 3) Letter code values for mouldings are taken from the chart shown on page 444. The code is used if the letter code pricing method is used to determine the retail prices of mouldings. See page 455 for information on how to specify that letter code pricing is to be used. In letter code pricing, a frame is priced by finding the retail price in a table based on the number of United Inches and the price

<sup>92</sup>This cost is for a standard 32" by 40" sheet of mat.

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code of the frame in the same manner as mats are priced. The letter code method uses an industry standard table of United Inch values and price codes that cannot be changed by the user (only the retail prices can be changed by the users).

- 4) Mats are categorized by cost per square inch. You will find that mat costs are nearly identical for both regular and oversize mats when the price is stated on a per square inch basis. Therefore, the same oversized mat will have the same mat code. The price variance is accomplished in setup by varying the cost per UI. See the table on page 444 for a list of the standard mat price code definitions or page 315 for information on how to define a set of store specific mat price code definitions.

Note: Standard mats are 32" by 40" or 1280 square inches. Oversize mats are normally 40" by 60" or 2400 square inches.

- 5) Frame footage is calculated as:

$$\text{footage} = 2/12 \times \text{UI} + 2/3 \times \text{width} + \text{waste}$$

where: UI = United Inches, and  
width = frame width in inches

Waste is .33 for frames up to 50 UI and .67 for frames over 50 UI.

Note: The footage calculation, as described above, can be altered by the settings of the following store specific setup options:

- The minimum footage requirement as described on page 456.
- The rounding number option as described on page 456.
- The presence of the SET WASTE=OFF statement in the WINCALC.INI file as described on page 431.
- The presence of the SET WASTE=VENDOR statement in the WINCALC.INI file as described on page 431.

## International and Metric

# FullCalc Operating Guide

The screenshot displays the 'Données d'enc' (Document Data) screen in the FullCalc software. The interface is organized into several sections:

- Header:** Includes 'POS', 'Données d'enc', 'NO. ORDERS', 'Request Date' (Wed 09/08/2002), 'TIME CLOCK', 'Rappelar', 'Effecar', and 'ALT + C'.
- Format:** Fields for 'Largeur de l'image', 'Hauteur de l'image', 'Largeur Totale', 'Hauteur Totale', and 'Po unis' (0.00). A note states: 'Actual exposed image Width full inch use + for eighths'.
- Passe-paro:** Fields for 'EXT.', '2', '3', '4', and '0.00'. A language selection button (globe icon) is set to 'French'.
- FILETS:** Includes 'Exp' and '0.00'.
- Cadres:** Fields for 'Largeur Totale', 'Bas Dim', 'Haut Dim', 'G Dim', and 'D Dim', with a value of '0.00'.
- Autre:** Fields for 'Vitre' (Regular), 'Montage' (Dry), 'Assemblage' (AC32), and 'Main-d'oeuvre' (None), with a value of '0.00'. A table with columns 'LN', 'Dept', 'Description', 'Qty', and 'Price' is shown below.
- RABAIS:** Includes 'Other Total' and '0.00'.
- Nom:** Fields for 'Description de l'image', 'État de l'image' (OK), and '0.00'.
- NOM DATA:** Includes 'Rechercher' and '0.00'.
- Commentai:** Includes 'F12 to Exit Comment' and 'Ver. 7.0.0'.
- Summary:** 'Finis' button, 'Total Part' (0.00), 'Taxe' (0.00), and a large 'Total' field.

05002

For the international version, a language database, LANGDATA.DBF, needs to be installed in the C:\WINCALC directory. If the language database is present then a button appears on the main menu and on the "framing input" screen (it looks like a globe). Click on the language button to allow switching the language used. On the "framing input" screen the name of the language currently in use will appear in red just to the left of the language selection button. You can switch between English, French, Spanish, Dutch, and Russian with English being the default language.

Note: Currently only the "framing input" screen can be seen in multiple languages.

Metric conversions can be done with an option file named METRIC.OPT in the C:\WINCALC directory. Instead of United Inches, United Centimeters are calculated.

## Notes For Installing FullCalc For Windows On Windows Based Networks

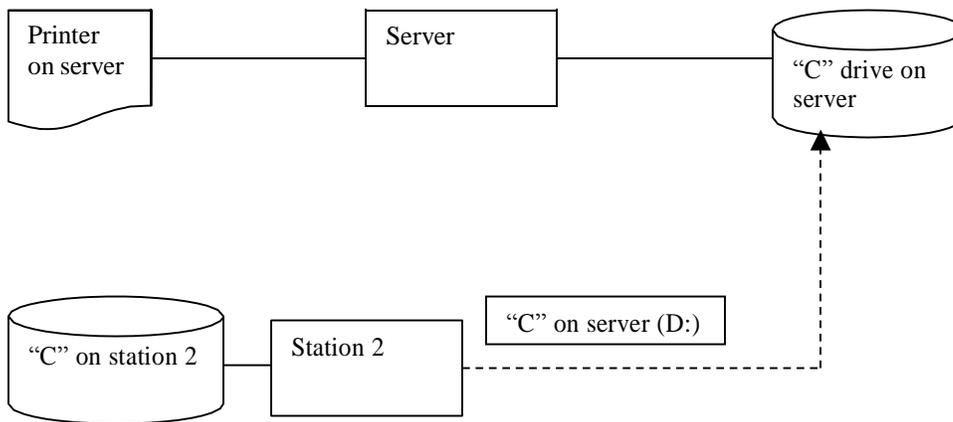
In a network of two or more computers each of which is running FullCalc there are two types of computers. There is one and only one 'server' computer and one or more 'station' computers (also called 'workstation' or 'slave' computers). The main part of this part of the FullCalc manual describes how to define the FullCalc parameters on a server computer. This section defines those unique aspects of how to define all computers in the network other than the server computer (how to define the 'station' or 'workstation' or 'slave' computers).

# FullCalc Operating Guide

Note: Many of the steps listed below are done within Windows, not FullCalc. See the documentation for your version of Windows, as provided by Microsoft Corporation, for details on how to do these operations. Microsoft Corporation, not Eagle Computers, provides the Windows documentation that may be required.

Note: In a network of computers, always start the computer that has been specified the FullCalc server first and then start FullCalc on the slave computer(s). The FullCalc server computer must be active whenever FullCalc is running on any of the slave computers. While the server computer needs to be running, the FullCalc program need not be running on the server computer(s).

The following diagram is an example of a simple network of two computers. In this example there is one server computer, marked 'server', and one 'station' computer, marked 'station 2'. The server computer has one disk drive locally attached, known as the drive 'C', and one printer that is shared by the two computers. The 'station' computer has no printer, one disk drive locally attached, known as the 'C' drive, and accesses across the network the servers 'C' drive, known on the 'station' computer as the 'D' drive. In the diagram below a solid line indicates a direct physical connection between the items, for example a cable, while a dotted line indicates a logical connection across a network. The network used may be a cable, optical, wireless, etc. (any desired type of network may be used as long as it is supported by Windows).



Note: In the diagram above, solid lines represent direct physical connections and dashed lines represent drive mappings across the network. The mapping definition is in the box above the dashed line and contains the name of the computer and the mapped drive letter within the '( ' )' characters.

Do the following to allow FullCalc to operate properly over a network.

- Set all computer video displays to 800x600 pixels at high color. See the section titled 'Set Your Monitor' on page 423.
- Make the local hard drive (normally the C: drive) on all machines, and any other drive where FullCalc has been loaded if it is not the C: drive, shared and give all other computers full access to the drive. This implies that the other computers in the local network can read, write, update, and delete<sup>93</sup> data on the servers C: drive. See also the discussion of Windows privileges, in the section titled 'Windows Privileges', on page 425.

Note: The sharing should be for the entire disk drive, not for a specific directory on the drive.

- Share any printers you have on the various computers so as to allow other computers to access them. This needs to be done on the computer that the printer is physically attached to.

<sup>93</sup> In some version of Windows this is referred to as the ability to change files. In other versions of Windows this is referred to as full access.

# FullCalc Operating Guide

- Make sure you can see all of the computers on the network from every other system. You can use a program such as Windows Explorer to do this.
- If the network being used uses some form of optical or wireless technology, for example if it is a Wi-Fi based network, be sure to secure the network. This may include such activities as:
  - Activate encryption.
  - Change the passwords and, if possible, the user IDs for routers and nodes. Default user ID's and especially default passwords should not be used unless required by maker of the network.
  - Changing the name of the network. Default network names should not be used.
  - Creating a list of computer MAC addresses on the network that can access this computer (a unique list must be created on each computer in the network). Store this list on the router and have it only accept messages from computers with the specified MAC addresses.

See the documentation provided by the maker of the optical or wireless network as to how to implement its security features.

- Load all printer drivers to each of the computers, even if you are sharing the printer across the network. If a printer is to be physically attached to one computer but accessed from another computer you must declare it as being a 'network' printer, not a 'local' printer.

If a POS receipt printer is being used, load the 'generic' printer driver and/or the Star printer driver as well as the regular printer driver. Contact Star Micronics for questions about the drivers for Star printers.

Follow the instructions provided by the printer manufacturer on how to install the printer drivers and how to declare them to be either 'local' or 'network' printers.

- On each workstation (on each 'slave' computer), go to network neighborhood<sup>94</sup>, and create a mapping to the servers data drive. Make sure to mark the box to reconnect to the server at login. See the documentation provided by Microsoft Corporation for the specific version of the operating system you are using for more information on how to define disk drive mapping across a network.

Note: The mapping should be to the root directory of the disk drive being mapped to on the server, not to a specific directory on the disk drive being mapped to.

In the process of mapping the servers hard drive you will need to assign a drive-mapping letter that will be used later. The shared drive can never be mapped to the A:, B: or C: drive as these drive letters are reserved for the local computers floppy diskette drives and the main hard drive. In addition, other drive letters may be unavailable because of other hardware, such as CD-ROM, drives, tape drives, Zip drives, etc. It is a good idea to keep careful records of which drive letters have been mapped to which physical disk drives and the computers on which the mapped drives are physically located.

You can test the disk drive mapping by going to DOS on the slave computer and entering the following commands:

X:	<- enter the letter of the mapped drive, 'X' in this example
CD \WINCALC	<- expect the DOS prompt to become 'X:\WINCALC>' if 'X' is the mapped drive letter for the server
DIR	<- expect to see a directory of 150 to 200 files

---

<sup>94</sup>In Windows Vista open the Network folder to do this operation.

# FullCalc Operating Guide

DOS may return error messages if the mapping is not properly defined. If the \WINCALC directory cannot be found, in the second command, then the mapping may be pointing to an invalid disk drive.

Note: See Appendix 2 on page 882 for more on DOS and DOS commands.

- Set the network properties so that each workstation has a different name. If the version of Windows allows groups of computers to be given a common name then ensures that all computers running FullCalc have the same group name.
- At this point test the Windows system setup. You should ensure that it is possible to generate a printer test page from each computer in the network to each printer that you wish to use from that computer. You should also ensure that each 'slave' computer is able to both read and write files on the server computer.

For example, use a program such as Microsoft Notepad, which is supplied by Microsoft Corp., to write a file from each 'slave' computer onto the hard drive on the server and then attempt to read it from every other computer in the network. Microsoft Notepad can also be used to test the printers by attempting to print the same file to the various printers from each computer. See the documentation provided by Microsoft Corp. on how to use the Notepad program.

- Install the FullCalc program on all workstations and on the server computer.

Note: You must use a FullCalc 'install' CD-ROM to install the program from or by downloading the install package from the [WWW.FULLCALC.COM](http://WWW.FULLCALC.COM) web site. A FullCalc 'update' CD-ROM cannot be used to install the program. If you attempt to use a FullCalc 'update' CD-ROM to install the program you will find that a number of required files will be missing and that FullCalc will not operate properly.

- Edit the file on each machine and modify the SET USER=, SET DATA\_ALL= and, optionally, the other environment variables described on page 428 and following. This can be done using Microsoft Notepad program or the DOS editor (see the documentation provided by Microsoft Corp. on the use of these programs).
- The SET USER= value should be set to a unique number on each station (for example: SET USER=1 on the server, SET USER=2 on the second machine, SET USER=3 on the third machine and so on). The value of '1' is used to identify the server computer.
- The SET DATA\_ALL= value should point to the servers' data directory (for example: SET DATA\_ALL=W:\WINCALC\DATA if 'W' is the drive letter mapped to the servers 'C' drive if the mapping from the slave is to the entire 'C:' drive on the server). Only on the server should the SET DATA\_ALL= value point to the local 'C:' drive. In general, the drive mapping used should point to the root directory of the servers' 'C:' drive.

Example: For example say that the 'C:' drive on the server has FullCalc loaded into the \WINCALC directory and its sub-directories. The data would then be located in the C:\WINCALC\DATA directory.

One can, if required, map from the 'slave' computer to a directory other than the 'C:' drive root directory. For example the 'slave' computer can map to the C:\WINCALC directory or the C:\WINCALC\DATA directory. The following table shows the mapping from the workstation computer and the related SET DATA\_ALL= statement.

Mapping from the workstation to ...	Matching SET DATA ALL= statement on
-------------------------------------	-------------------------------------

# FullCalc Operating Guide

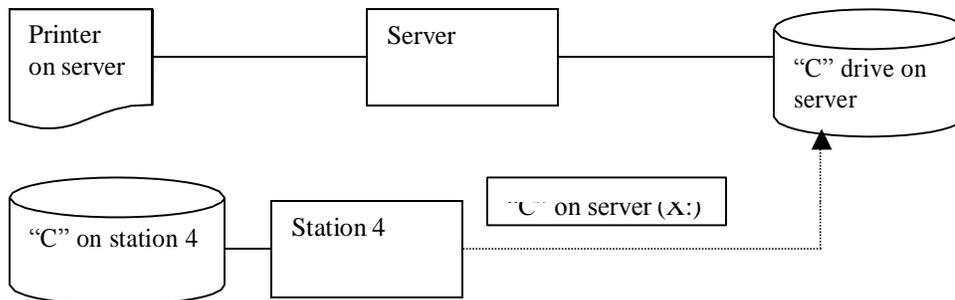
	workstation computer is ...
C: drive root directory on server as the X: drive	SET DATA_ALL=X:\WINCALC\DATA
C:\WINCALC directory on server as the Y: drive	SET DATA_ALL=Y:\DATA
C:\WINCALC\DATA directory on server as the Z: drive	SET DATA_ALL=Z:

Note: The first option in the table above, mapping to the root directory on the servers 'C:' drive, is the preferred option.

Note: Only one disk drive mapping should be done from the workstation to the server and only one SET DATA\_ALL= statement should be defined on the 'slave' computer.

- Optionally, if the SET DATA\_ALL2= value is defined then the SET DATA\_ALL2= value should point to the servers' second data directory. It should be coded just like the SET DATA\_ALL= parameter (as described above).
- Optionally, change any of the other parameters in the WINCALC.INI file on each computer and then save the resultant file.
- Rename the \WINCALC\DATA directory to \WINCALC\DATA\_OLD on all of the workstations (or 'station' or 'slave' computers) but do not rename the directory on the server computer. This can be done, for example, by use of the Microsoft Windows Explorer (see the documentation provided by Microsoft Corp. on the use of this program).
- The icons on the server or 'slave' computers's Windows desktop do not need to be modified.
- Within all copies of FullCalc, define which physical printers are to be used to print which types of FullCalc data. See page 526 for information on how define the printers within FullCalc.

Example 1 - an example of a WINCALC.INI file on a 'slave' computer in the following diagram might be:



```

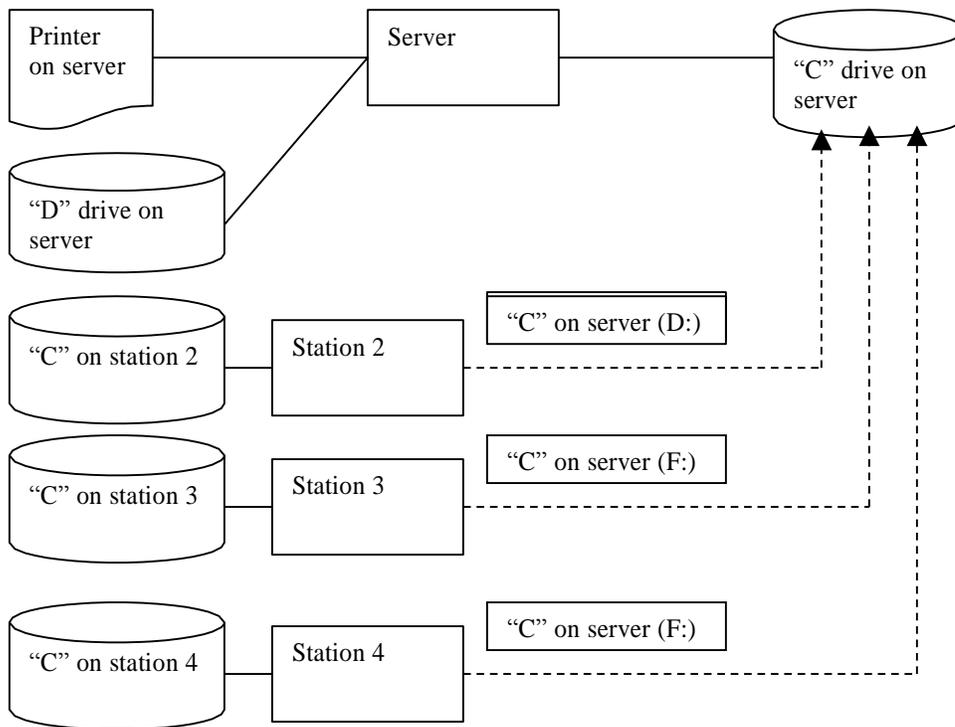
SET USER=4
SET DATA_ALL=X:\WINCALC\DATA\
  
```

In this example, the 'slave' computer is identified as station number four and the disk drive on the server with the data on it has been mapped as the 'X' drive on this workstation.

Note: In the diagram above, solid lines represent direct physical connections and dashed lines represent drive mappings across the network. The mapping definitions are in the box above each dashed line and contain the name of the computer and the mapped drive letter within the '( ' )' characters.

Example 2 – an example of a network of one server and three stations might be:

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Note: In the diagram above, solid lines represent direct physical connections and dashed lines represent drive mappings across the network. The mapping definitions are in the box above each dashed line and contain the name of the computer and the mapped drive letter within the '( ' )' characters.

If we assume that the data is kept on the server in the C:\WINCALC\DATA directory then the values in the WINCALC.INI file on each of the computers would be:

Server

```
SET USER=1  
SET DATA_ALL=C:\WINCALC\DATA
```

Station 2

```
SET USER=2  
SET DATA_ALL=D:\WINCALC\DATA
```

Station 3

```
SET USER=3  
SET DATA_ALL=F:\WINCALC\DATA
```

Station 4

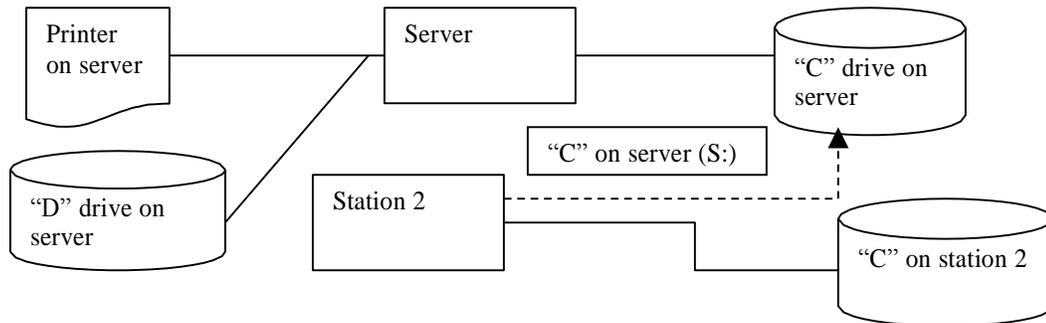
```
SET USER=4  
SET DATA_ALL=F:\WINCALC\DATA
```

Note: The network definition (the definitions of the mapped drives) in the diagram above and the WINCALC.INI definitions are correct, however, they may be confusing. It would be better design if all of

# FullCalc Operating Guide

the station computers reference the same disk drive mapping<sup>95</sup>. Thus one would change the mapping of the servers' C drive on station number two from D to F. This change would make all of the mapped references the same (F in this case) on all of the station computers. This change would also avoid any confusion as to which drive (the C drive or the D drive) on the server is referred to by station two.

Example 3 – an example of a network of one server and one station might be:



Note: In the diagram above, solid lines represent direct connections and dashed lines represent drive mappings across the network. The mapping definitions are in the box above each dashed line and contain the name of the computer and the mapped drive letter within the '( ' )' characters.

If we assume that the data is kept on the server in the C:\WINCALC\DATA directory then the values in the WINCALC.INI file on each of the computers would be:

Server

```
SET USER=1  
SET DATA_ALL=C:\WINCALC\DATA
```

Station 2

```
SET USER=2  
SET DATA_ALL=S:\WINCALC\DATA
```

Once the steps listed above have been completed the network should be tested by doing the following:

- 1) Create a framing work order on every computer in the network. See page 23.
- 2) Recall and reprint every framing work order created on every computer. See page 163.
- 3) On the main menu check to see that one computer is 'server' and the others have unique station numbers.

## Set Up Options

<sup>95</sup> See the documentation provided by Microsoft Corporation for the specific version of the operating system you are using for more information on how to define disk drive mapping across a network.

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Options		Store	Gls & Mnts	Other & Cond.	Printers	Department	Prc Charts	Promo	Menu
<b>FullCalc System Setup</b>									
<b>Option Information</b>									
Server									
Change	Y/N	Description	Data Input	Description	Data Input	Description			
Change	Y	AR	****	Owner PIN	1323	Trans. #			
Change	Y	Inventory	****	Manager PIN	80	80 or 40 Col.			
Change	Y	Deposit	1095	PO #	2	40 Col. LPT			
Change	Y	Glass \$ by Lite	1	Store #	1	Trans. Copies			
Change	N	\$ by Ready Made	1682	Work Order #	701	Signed Start			
Change	N	No Tax on Labor	2	Rounding #	711	Signed End			
Change	N	No Detail/Printout	Edit	Minimum Ft.					
Change	N	Sound	32	Min. Width					
Change	Y	\$/FT VS LC	1	# of Copies	200.00	Over Pay \$			
Change	N	Top Vs Total Mat	1025	Estimate #					
Change	N	Adv. Security	1001	Quick Sale #					
			Fitt	TF Acc. #					
			7	Drawer Code					
			3	On App. #					
			3.000	Int. Rate					

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There are three columns of options that may be set on the 'option' screen in FullCalc setup. The following options are specified in the first column of the setup options. See the example above. For the following ten options value entered may be "yes" or "no" ("Y" or "N") only. Clicking on the "change" button allows you to go from "Y" to "N" and back again.

- 1) **AR** - Accounts receivable in POS is used or not.
- 2) **Inventory** - Inventory features are used or not.
- 3) **Deposit** - Deposit option in order writing is used or not (simple POS). This value should be set to 'N' if POS is installed.
- 4) **Glass \$ by Lite** - Glass dollars amount is calculated by lite size (or by United Inches).
- 5) **\$ by Ready Made** - Price all items (except glass) by United Inch or not. If ready-made sizes are used then the UI value used will match the next higher ready-made size in the table. Prices will then be calculated at a higher price than if the true UI value is used.
- 6) **No Tax on Labor** - No tax is charged on labor (the finish and labor charges).
- 7) **No Detail/Printout** - Are no details to be printed on the frame order printout. A value of 'N' specifies that details are to be printed on the framing work order. In this case prices for each item on the order (mats, frames, glass, etc.) will be listed along with any discounts given. At the bottom right of the framing work order the total value of the order and the tax on the order will appear. A value of 'Y' specifies that details are not to be printed on the framing work order. In this case only the total value of the order and the tax will appear (no price will appear for the individual items

# FullCalc Operating Guide

which make up the order). If multiple copies of the framing work order are to be printed then the setting of this option alters the contents of all copies of the framing work order. See also page 526 for a description of the two formats of framing work orders, “customer” format and “shop” format.

- 8) **Sound** – Enable or disable the use of sound when doing some operations. This option will not turn off some sounds generated by error messages.

Note: The use of sounds assumes that a sound card and a set of speakers have been installed on the computer.

- 9) **\$/FT VS LC** - Moulding is priced per foot (or by letter code, see page 444).
- 10) **Top Vs Total Mat** - Is the first mat width equal to this mat only or to the total package width.
- 11) **Adv. Security** – Is the advanced security system in use or not. If advanced security is in use then:
- The ‘owner PIN’ field on this page is disabled.
  - The ‘manager PIN’ field on this page is disabled.
  - The ‘PIN’ field on the store information tab, see the next section below, is disabled.

If advanced security is not in use then the three fields listed above are enabled.

See page 847 for a full discussion on the use of the advanced security features.

The action of each ‘Y’ or ‘N’ value entered for each of the options listed above is as follows:

Option number	Value is “Y” (yes) then ...	Value is “N” (no) then ...
1	Use accounts receivable	Do not use accounts receivable
2	Use inventory	Do not use inventory
3	Take deposits in framing input	Do not take deposits in framing input
4	Price glass by lite size <sup>96</sup>	Price glass by United Inches
5	Price mats, etc. by ready-made size	Price mats, etc. by United Inches
6	Do not tax labor	Tax labor
7	Do not print price details on framing orders	Print price details on framing orders
8	Use sounds	Do not use sounds
9	Price frames based on cost per foot	Price frames based on letter codes
10	First mat width is the width of the top mat	First mat width is the total width of all mats
11	Advanced security is being used	Standard security is being used

The following options are specified in the second column of the setup options. See page 454.

- 1) **Owner PIN** - Shows the owner personal identification number<sup>97</sup>, PIN number. This may be up to four characters long<sup>98</sup>. If the advanced security package is in use the PIN number must be four characters long and must be unique. Use of the advanced security package will deactivate this field.

<sup>96</sup> Selection of this option may cause the calculation of the glass price of a promotional pricing package to be invalid.

<sup>97</sup> Personal identification numbers are also known as PIN numbers and passwords.

<sup>98</sup> PIN numbers should be as long as possible and they should be unique. As a general rule, both the owner PIN and the manager PIN should be defined and should not be the same value. If the advanced security package is being used than all PIN numbers must be unique and four characters long.

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Note: If advanced security is in use then the 'owner PIN' field is disabled. See above.

- 2) **Manager PIN** – Shows the manager personal identification number, PIN number. This may be up to four characters long. If the advanced security package is in use the PIN number must be four characters long and must be unique. Use of the advanced security package will deactivate this field.

Note: The manager PIN number can also be set on the 'store information' tab in setup. See page 460. On the 'store information' tab the manager PIN number is listed as 'pin'.

Note: If advanced security is in use then the 'manager PIN' field is disabled. See above.

- 3) **PO #** - Next purchase order number to be used.
- 4) **Store #** - Store number. This is normally set to '1' if there is only one store under common ownership. For a chain or group of stores under common ownership the number should be defined and be unique in each store.
- 5) **Work Order #** - Next framing work order number to be used.
- 6) **Rounding #** - The moulding length rounding option is a code number. This option is used to round the number of inches of moulding, the required height and width, into the number of United Inches for framing orders. The rounding value entered may be as per the following table.

Rounding option	Description
0	Add the width and height values together.
1	Round up the width and the height values and then add the two values together.
2	Add the width and height values together and then round up the result.
3	Add the width and height values together and then round up the result to the next even number.

In most but not all cases, for a given set of width and height values, option 3 will give the largest United Inch value while option 0 will give the smallest United Inch value.

Example: For each of the following sized frames the same moulding is used. For the frame width and height (expressed in inches) the United Inch value is given for each rounding option.

Width	Height	Rounding option		
		1	2	3
8.5 in.	11 in.	20UI	20UI	20UI
14 1/8 in.	19 5/8 in.	35UI	34UI	34UI
30 in.	30 1/8 in.	61UI	61UI	62UI

- 7) **Minimum Ft** – The minimum number of feet of moulding to charge (4.0' is the default). This minimum value applies to all mouldings from all vendors.

If the MINFOOT.DBF database is present then an 'edit' button will be displayed in place of the area in which to enter a single minimum footage value. See page 436. Click on the 'edit' button to display a table of minimum footage values by vendor. See the example below.

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The vendor minimum footage table contains the following columns:

- **VENDOR NUMBER** – the vendor number for which a minimum footage is to be specified. This should be a three-digit number. Vendor ‘000’, the default vendor, should always be defined. The default vendors’ minimum footage value will be used for all moulding vendors who do not appear in the table.
- **MIN. FOOTAGE** – the minimum number of feet of moulding that any order from the specified moulding vendor will be charged for.

The vendor minimum footage table has the following buttons at the bottom of the screen:

- **ADD** – add a new blank entry to the table.
  - **DELETE** – delete the highlighted entry in the table.
- 8) **Min. Width** – The minimum moulding width in 32nds of an inch (a value of ‘32’, which is 1”, is the default).
  - 9) **# of Copies** - How many frame order copies to print (the value entered should be between 0, if no copies are desired, and 9).
  - 10) **Estimate #** - Next estimate number to be used (estimate numbers are preceded by “E”).
  - 11) **Quick Sale #** - Next quick sale number to be used (quick sale numbers are preceded by “Q”).
  - 12) **TF Acc. #** - Electronic Data Interchange (EDI) account number (used with EEZ-Order).
  - 13) **Drawer Code** - Code number to open cash drawer from POS. This value is dependent on the make and model of the cash drawer being used. Contact the hardware vendor for the proper code.
  - 14) **On App. #** - Next on approval number to be used.
  - 15) **Int. Rate** – The default interest rate that may be applied to selected items in accounts receivable during end of month processing. The rate is expressed as a percent per year value in the form:

# FullCalc Operating Guide

99.999. For example, if the rate is 5 1/8 percent per year then the interest rate would be entered as '5.125'.

The following options are specified in the third column of the setup options. See page 454.

- 1) **Trans. #** - Next POS transaction number.
- 2) **80 or 40 Col.** – The POS transaction receipt will be printed in 80 column form on LPT1 if the value is '80' or will print in 40-column form if the value is '40'. The number of columns is determined by the width of the paper, see the table below.

Paper width	Number of columns
8.5 inches	80
3 inches	40

- 3) **40 Col. LPT** - Specifies the printer port for the 40-column form of POS transaction receipt (the value should be '1' or '2').
- 4) **Trans. Copies** - How many POS transaction receipt copies are to be printed (the value entered should be between 1 and 9). This is also the number of copies of a purchase order to be printed in the inventory section of the program.
- 5) **Signed Start** - Signed and numbered prints (limited edition prints) beginning department number.
- 6) **Signed End** - Signed and numbered prints (limited edition prints) ending department number.
- 7) **Over Pay \$** - For POS, the maximum amount of change to be given to a customer (the over payment limit) during a POS transaction. Enter a positive number or zero if an unlimited amount of change can be given to a customer. This field appears only if POS is installed.

Note: The "terminal default" button at the top left of the screen is not used.

## Store Information

**Terminal Default**

## Store Information

**Store Shipping** Click for Billing

Test Frame Shoppe  
 100 Main St.  
 Anywhere, GA 12345  
 (800) 555-1212

**Associate List**

Initials	Name	Code	I/O
abc	Anyone Smith	101	0
BBB			
jak	Jon	100	0
▶tla	Terry Anderson	eagle	1

**Trailer Information**

\*\*\*\* Thank You Please Come Again! \*\*\*\*

Placing This Order Hereby Authorizes The Above Work To Be Done, The Customer Also Assumes All Risks And Liabilities, Recognizing That Due Care Will Be Taken With The Article(s) Being Framed.

**Store Information**

Area	Postal Code	State/Prov.	City
312	12345	GA	Anywhere

Tax1	Tax2	Tax3	Pin
6.0000	0.0000	0.0000	XXXX

**POS Message Board**

Message  
 Thanks for shopping with us to

**Add** **Delete**

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## Store Shipping Information

This is the header information that will appear on all printed order forms. Only four lines of store shipping information, plus the company name, may be printed. A logo may be added on the top of each framing order, POS transaction, etc. by adding a Windows bitmap file called FCBLOCK.BMP in C:\WINCALC\GRAPHICS.

Click on the title 'store shipping' to show the store billing information. The title will change to 'corp. bill to'. This is heading information that will appear on selected printed forms, for example purchase orders. Only four lines of store billing information, plus the company name, may be printed. The store shipping information and the store billing information may be the same or different as may be required. Click on 'corp. bill to' to return to the store shipping information.

## Trailer Information

This is the information to include at the bottom of each custom framing order that is in 'customer' format. Up to ten lines are available for the trailer. If the trailer information is more than seven lines long, the font type can be made smaller and lines 8 to 10 of the trailer can be shown. Add the file SMALL.TXT in the C:\WINCALC folder (see page 437) to show the last three lines of the trailer (lines 8 to 10).

## Store Information

The store information area includes default values for:

- 1) telephone area code
- 2) postal code (ZIP code)
- 3) state or province
- 4) city
- 5) one, two, or three tax rates. Enter each tax rate as a whole number and a fraction. For example, enter a tax rate of five and one half percent as '5.5', do not enter it as '.055'.
- 6) manager PIN number (also called a password). The PIN number is used to activate some security features. The default manager PIN number is "1111". If changed, record the PIN number and store it in a secure location. If the advanced security package is in use the PIN number must be four characters long and must be unique. Use of the advanced security package will deactivate this field.

Note: The manger PIN number can also be set on the 'options' tab. See page 454.

Note: If advanced security is in use then the 'PIN' field, which contains the manager PIN number, is disabled. See the previous section.

When a new customer is added, the telephone area code, postal code (ZIP code), state or province and city in the store information section of this screen will be assumed to be the values for the new customer. Because of this, the values entered in this screen should match the values of the most common new customers for a given store.

Up to three sales tax rates may be specified. The tax charged, for taxable items and customers, is calculated as the sum of the one, two or three tax rates times the cost of the goods and services. The meaning of each tax rate (the 'tax1', 'tax2', and 'tax3' values) is dependent on the taxing bodies in your area. The values could, for example, be taxes imposed by a state, city, county, parish, borough, parish, etc. See also page 243 on how to specify special tax rates for a customer including tax-exempt customers.

- In Canada the CANADATX.OPT file should also be defined if both federal goods and services tax (or GST) and provincial sales tax (or PST) is to be collected. The 'tax1' field should hold the GST rate and the 'tax2' field should hold the PST rate. The provincial sales tax in Quebec is called the Quebec Sales Tax (or QST) (French: *taxe de vente du Québec*, or TVQ). In Alberta do not define the CANADATX.OPT file and set 'tax1' field to the GST rate and the 'tax2' field to zero. In Nova Scotia, New Brunswick and Newfoundland and Labrador, where HST is charged, but not GST or PST, do not define the CANADATX.OPT file and set the 'tax1' field to the HST rate and the 'tax2' field to zero. See page 434.

The screenshot shows a form titled "Store Information" with the following fields and values:

Area	Postal Code	State/Prov.	City
416	X1A 2A9	NT	Yellowknife
Tax1 (GST)	Tax2 (PST)	Tax3	Pin
7.0000	3.0000	0.0000	====

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## Associate List

The associate list contains the initials, up to three characters, of each associate, their name, their personal code, and an indicator of whether they are in or out (only used with POS and the associated reports). This list is used with time clock feature. See page 757 and following. A unique code should be assigned to each employee for use in login. The code should not be the same as the person's initials. See above and page 604.

The 'code' value in the associate list is used with the LOG.IN file and the time clock features. Added these codes for each associate before the LOG.IN file is added. See also page 436.

The 'I/O' value in the associate list is used with the time clock features to note if the person has logged in or not. The possible I/O values are:

- **I** - logged in.
- **O** - logged out.

To add a new associate to the list:

- Click on the 'add' button below the associate grid, as shown above. A new blank entry will appear at the end of the table.
- Enter values for the new associate.

To delete an existing associate from the list:

- Highlight the associate to be deleted in the associate grid, as shown above.
- Click on the 'delete' button below the associate grid.

Fields on the associate list section of the option screen include:

- **INITIALS** – the initials of the person. There may be up to three characters for the initials.
- **NAME** – the persons name.
- **CODE** – the persons login code. This is used if the LOG.IN file is defined or to generate a timecard from the framing input screen. See page 436 for details.
- **I/O** – a flag to note if the person has logged in, a value of 'I', or not, a value of 'O', using the time clock feature.

## POS Message Board

Input any message in box (limit 80 characters) that is to appear on the POS message board, then click on the 'add' button. Go to the next line for next message and repeat. All message screens will cycle on POS screen (below the eagle on the right side of the screen), as shown on page 559, every 20 seconds.

## Terminal Default

The 'terminal default' button at the upper left of the screen is not used.

## Printing Setup Options

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The various setup options can be printed out by clicking on the 'store information' title at the top center of the store tab. A total of four reports will be printed. The reports first two reports show various setup options, the third report shows printer settings, and the fourth gives a list of the associates for the store. An example of each report is shown below.

INVOICE SETUP 11/21/2005															Page 1		
User	Invoice1	Deckst	Floraln	Ar	Workordno	Recptprn	Passwd	Col	Tiedup	PrnAscii	Ponum	Storen	Prints	Overpay	Prndept	Signdept	Endsign
Deck	Mat St	Mat End	Frm St	Frm End	Workordno	Recptprn	Passwd	Col	Type	Cpi	Height	Dept3	Warn	Invgrp	Strmgrp	Ownerp	Storeaddr
Storetrailer	Reportsprn	Invoiceprn					Recpcolm80					Chop					
Reportsprn	Reportsprn	Invoiceprn					Recpcolm80					Inventory			Floral		
0	1364				4444	40	287,294.86	2	7	1,100	1	EPSON		200.00	500	210	219
602	602	600	600		1,000 Y	code39				4	2.00	Y	1	2222	3333	9999	C:\WINCALC\DATA
**** Thank You Please Come Again! ****																	
Star SP212 Line Mode Printer																	
HP LaserJet 1200 Series PS																	
Test Frame Shoppe																	
100 Main St.																	
HP LaserJet 1200 Series PS																	
HP LaserJet 1200 Series PS																	

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FCOPT SETUP 11/21/2005															Page 1		
Tax	Tax2	Tax3	Numberpad	Dmatsize	Notlw	Prepost	Prnopt	Glsmr	Frmftpc	Desc	State	Zip	Warning	Inventory			
Area	Frmmult	Round	Minfoot	Allrm	Password	Minfrmwd	Copys	Dolsperhr	Benfrm	Naopt	Ftax	Nodetail	Rmdisc	Sectionaldisc			
Warning	Inventory	Deposit	Ar	Ardeposit	Nontax	Blocktot	Skuon	Afp	Daysout	Sound	Printdisc	Customdisc	Rmdisc	Sectionaldisc			
User	Baflag	Stock	Otherdisc	Totaldisc	Numdayscomp	Maxordday	City										
7.5000	0.0000	0.0000	N	N	N	0	N	Y	Y	N	GA	12345					
312	99.00	3	4.00	N	1111	32	2	35.00	0	Y	7.50	N					
Y	0	Y	N	N	N	N	N	//	Y		0	0					
0	Y	15	0	0	7	1	Anywhere										

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PRINTER SETUP 11/21/2005															Page 1	
User	Recpcolm80	Recptprn	Invoiceprn													
Reportsprn	Reportsprn	Recptprn	Invoiceprn													
0	N	Star SP212 Line Mode Printer	HP LaserJet 1200 Series PS													
1	N	\\ATHLON2000\Star	\\ATHLON2000\HPLaserJ													
2	N	Star	HP LaserJet 4200 PS													
3	N	Star	HP LaserJet 2100 Series PCL 5e													
4	N	star	HP LaserJet 2100 Series PCL 6													

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Associate List 11/21/2005															Page 1	
Init.	Name															
abc	Anyone Smith															
jak	Jon															
tla	Terry Anderson															

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## Promo Options

You may specify up to eight promotional package deals. Each package may include a different set of items (mats, frames, glass, etc.) that is to be offered to customers at a special price. Access the packages defined via the “this order only” discount screen. See page 78. Use of a promotional package requires that the items in the package be defined and that the price of the packaged items then be defined.

Options Store Gls & Mnts Other & Cond. Printers Department Prc Charts **Promo** Menu

### Sales Information

Dept	Sale #	# Mats	Mat Level	# Frames	Glass Level	Mount Level	Finish 1	Finish 2
110	1	1	1	1	3	1	T	F
120	2	3	3	1	0	0	F	F
	3	0	0	0	0	0	F	F
	4	0	0	0	0	0	F	F
	5	0	0	0	0	0	F	F
	6	0	0	0	0	0	F	F
	7	0	0	0	0	0	F	F
	8	0	0	0	0	0	F	F

### Sales Pricing

Dept	Wd	Ht	Sale 1	Sale 2	Sale 3	Sale 4	Sale 5	Sale 6	Sale 7	Sale 8
100	11	14	20.0000	11.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
100	15	18	25.0000	26.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
100	16	22	30.0000	35.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
100	20	24	100.0000	37.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
100	22	28	40.0000	40.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
100	24	30	45.0000	44.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
100	24	36	50.0000	51.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
100	32	40	55.0000	67.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
100	41	41	69.0000	999.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000

Add  
Delete

05005

## Sales Information

The top chart shown on the example above indicates what items are included in each promotional package (the packages are numbered 1 to 8, from top to bottom). For each package specify:

- **DEPT** – an optional department number. This department number is attached to each item sold in part of the promotional package, excluding any art that is sold as part of the package. If the item would normally have a department number assigned to it, for example if a SKU number would be assigned a department number in the inventory, the department number in the sales information screen will be used in its place. This substitution of department numbers will take place for each item on the order.
- **SALE #** - the promotional package number (sale number) (1 to 8).
- **#MATS** - the number of mats (0 to 8) that are part of the package.
- **MAT LEVEL** - the highest mat level that is part of the package. For example, if the mat level is specified as ‘3’ then a mat at level 1, 2 or 3 could be part of the package.
- **#FRAMES** - the number of frames (0 to 8) that are part of the package.

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- **GLASS LEVEL** - the glass type code that is part of the package.<sup>99</sup>
- **MOUNT LEVEL** - the mount type code that is part of the package.
- **FINISH 1** and **FINISH 2** – one or two different finish options (enter a “T” for true or “F” for false for each of the finish options).

Each item type can be specified differently for each promotion number. Enter a value of ‘0’ or ‘F’ if a given type of item is not part of a given package. Each sale of a promotional package can also be reported to a different department number. See page 518 to define departments.

Only the types of items listed: mats, frames, glass, mount, and finish, may be part of the promotional package. Other items such as fillets, art, etc. cannot be part of a promotional package. See pages 487 and 518 for additional ways to discount items.

Note: The ‘mat level’ field, the ‘glass level’ field, and the ‘mount level’ field describe the exact level (price code) of a given type of item that is part of the package. Except as provided with via the use of the PROMODIF.OPT file, see page 437, any item which is on the order but has a different price code will be priced at the regular price. For example, if the ‘mount level’ field for a given promotional package is set to ‘1’ and the actual mount sold has a price code of ‘2’ then no discount will be given for the mount on the order. If the PROMODIF.OPT file is defined then the price code of the item on the order is at a higher price level then the difference between the item in the package and the higher priced item will be added to the discounted price of the item in the package (this applies to mats, glass, and mounts).

Note: Exactly eight promotional packages can be defined. The number cannot be changed.

The sales information may be printed out by clicking on the ‘sales information’ title above the upper grid on the example above. The example below shows the sales information report. The columns on this report are the same as the columns in the upper grid in the example above.

Page 1

SALES INFORMATION TABLE								
Dept	Sale #	# Mats	Mat Level	# Frames	Glass Level	Mount Level	Finish 1	Finish 2
100	1	1	2	2	3	1	Y	N
100	2	2	1	2	1	2	Y	N
100	3	1	1	0	1	1	N	N
	4	0	0	0	0	0	N	N
	5	0	0	0	0	0	N	N
	6	0	0	0	0	0	N	N
	7	0	0	0	0	0	N	N
	8	0	0	0	0	0	N	N

05038

## Sales Pricing

The sales pricing table, the lower table in the example shown above, specifies the price of the items in the promotional package for various frame sizes. The eight columns on the right of the sales pricing table correspond to the eight rows in the sales information table. The price shown in the table is the total price for each of these various options with the width and height spelled out on each of these. If the width and height

<sup>99</sup> Glass should be priced by United Inch, not by lite size, if the price of a promotional package is to be correct.

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both have dimensions then sizing will require both dimensions fit. If the width is left at "0" then sizing will be by total United Inches as specified by the value in the height box. Included is the ability to set varying prices for each United Inch or size and the department number into which sales are accumulated in POS transaction files. The width and height should be specified in whole inches only, no fractions of an inch.

Example 1 – both dimensions are defined

<u>Wd</u>	<u>Ht</u>	<u>Sale 1</u>
11	14	29.95
14	18	35.76
16	20	44.63
..	..	....
999	999	999.99

Example 2 – size based on United Inches

<u>Wd</u>	<u>Ht</u>	<u>Sale 1</u>
0	25	29.95
0	32	35.76
0	36	44.63
..	..	....
0	999	999.99

Items not included in the sales information table, the upper table in the example shown above, for a given package will be sold at the regular price. Also, except as provided with via the use of the PROMODIF.OPT file, see page 437 and the next three paragraphs, any item which is on the order but has a different price code will be priced at the regular price. For example, if a package includes one mat at price level one and the given framing job uses a mat at price level two the mat will not be discounted and no credit will be given for the price level one mat.

For glass, the PROMODIF.OPT file, see page 437, can be used to base the discount on the difference in price between the glass actually used and the glass included in the promotional package.

For mats, the PROMODIF.OPT file, see page 437, can be used to base the discount on the difference in price between the mat actually used and some or all of the mats included in the promotional package. Because the mat(s) actually on the order are included or excluded from the promotional pricing package based on being equal to or less than a specified mat level, the discount is based on the highest possible mat price code which may be part of the package. This may, under some conditions, cause the promotional pricing discount to be larger than expected, because the price of the maximum possible price coded mat is used in the discount computation, and thus the final retail price to be lower than expected.

For mounts, the PROMODIF.OPT file, see page 437, can be used to base the discount on the difference in price between the mount actually used and the mount included in the promotional package. The rules are the same as described in the last paragraph (for mats).

Order the sales pricing table by increasing values of width (the 'Wd' column) and height (the 'HT' column). The width and height of the last entry should be '999'. Prices at a size of 999 by 999 and at sizes for which a given package are not offered should be set to '999.99'. All prices should be positive numbers only.

Note: If one or more items are specified in the sales information table, the upper table in the example above, and the corresponding column in the sales price table contains only values of '0.00', the items will be given away if the appropriate sale button is clicked on the "this order only" discount screen. See page 78.

Fields in the sales pricing table include:

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- **DEPT** – an optional department number.
- **WD** – the width of a frame that is to be priced. The values should be either of the following:
  - always '0' if pricing is based on the United Inches of the frame.
  - never '0' if pricing is based on the frames dimensions. These values should be in order of increasing value down the column. The values are in whole inches only (no fractions of an inch). The last value in the column should be '999'.
- **HT** – the height of a frame that is to be priced or the number of United Inches of the frame (see the definition of the 'wd' field above). The values are in whole inches only (no fractions of an inch). This value should be equal to or larger than the 'wd' value on the same line. If United Inch based pricing is being used, these values should be in order of increasing value down the column. The last value in the column should be '999'.
- **SALE 1** – the retail price for which the items in the sale 1 package are to be sold. The items are specified on line 1 of the 'sales information' table. In the 'sales information' table the value of this line in the 'sale #' column will be '1'.
- **SALE 2** – the retail price for which the items in the sale 2 package are to be sold. The items are specified on line 1 of the 'sales information' table. In the 'sales information' table the value of this line in the 'sale #' column will be '2'.
- **SALE 3** – the retail price for which the items in the sale 3 package are to be sold. The items are specified on line 1 of the 'sales information' table. In the 'sales information' table the value of this line in the 'sale #' column will be '3'.
- **SALE 4** – the retail price for which the items in the sale 4 package are to be sold. The items are specified on line 1 of the 'sales information' table. In the 'sales information' table the value of this line in the 'sale #' column will be '4'.
- **SALE 5** – the retail price for which the items in the sale 5 package are to be sold. The items are specified on line 1 of the 'sales information' table. In the 'sales information' table the value of this line in the 'sale #' column will be '5'.
- **SALE 6** – the retail price for which the items in the sale 6 package are to be sold. The items are specified on line 1 of the 'sales information' table. In the 'sales information' table the value of this line in the 'sale #' column will be '6'.
- **SALE 7** – the retail price for which the items in the sale 7 package are to be sold. The items are specified on line 1 of the 'sales information' table. In the 'sales information' table the value of this line in the 'sale #' column will be '7'.
- **SALE 8** – the retail price for which the items in the sale 8 package are to be sold. The items are specified on line 1 of the 'sales information' table. In the 'sales information' table the value of this line in the 'sale #' column will be '8'.

The sales pricing values may be printed out by clicking on the 'sales pricing' title above the lower grid on the example above. The example below shows the sales pricing report. The columns on this report are the same as the columns in the upper grid in the example above.

Page 1

SALES PRICING TABLE										
Dept	Wd	Ht	Sale 1	Sale 2	Sale 3	Sale 4	Sale 5	Sale 6	Sale 7	Sale 8
120	11	14	20.00	30.00	30.00	0.00	0.00	0.00	0.00	0.00
120	14	18	25.00	35.00	35.00	0.00	0.00	0.00	0.00	0.00
120	16	20	30.00	40.00	40.00	0.00	0.00	0.00	0.00	0.00
120	20	24	35.00	44.00	45.00	0.00	0.00	0.00	0.00	0.00
120	22	28	40.00	56.00	50.00	0.00	0.00	0.00	0.00	0.00
120	24	30	45.00	76.00	55.00	0.00	0.00	0.00	0.00	0.00
120	24	36	50.00	97.00	60.00	0.00	0.00	0.00	0.00	0.00
120	32	40	55.00	102.00	65.00	0.00	0.00	0.00	0.00	0.00
120	999	999	999.00	999.00	999.00	0.00	0.00	0.00	0.00	0.00

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## The Add or Delete Buttons

The 'add' and 'delete' buttons allow any sale prices to be added, or deleted, one at a time. The 'add' button adds a line at the end of the table. The 'delete' button deletes the highlighted line.

The promotional pricing discount shows as the sale of an 'other' item on the framing input screen, see page 23, and on the framing order, with a negative dollar value. If the dollar value is positive that means that the promotional package price is higher than the regular price so do not use promotional pricing for this sale.

The promotional pricing discount shows as a 'return' on the sales reports, see page 624, if the MULTLINE.TXT file is defined. See page 436.

## Glass, Mount, Fitting, and Labor Options

Options		Store		Gls & Mnts		Other & Cond.		Printers		Department		Prc Charts		Promo		Menu	
<b>Glass &amp; Mount</b>																	
<b>Glass Types</b>						<b>Mount Types</b>						<b>Finish Types</b>					
Glass Type	Code	Dept				Mount Type	Code	Dept				Finish Type	Code	Dept			
Regular	1					Dry	1					Basic fitting	2				
Non-Glare	2					Conserv.	2					Special Fitting	1				
Plexicl	7					Stretch	3					None	0				
Plexing	3					Strch&Block	4										
Conclr	5					Lacemt	5										
Conng	6					Floatmt	6										
Museum	7					Special	7										
Denglas	8					Wet	2										
<b>Add</b>		<b>Delete</b>		<b>Add</b>		<b>Delete</b>		<b>Add</b>		<b>Delete</b>		<b>Add</b>		<b>Delete</b>			
UI	Top	Inner1	Inner2	Inner3		Name	Price	Dept									
24	2.0000	0.2500	0.2500	0.2500		None	0.00										
36	2.2500	0.2500	0.2500	0.2500		1/4 hour	10.00										
48	2.5000	0.2500	0.2500	0.2500		1/2 hour	20.00										
60	2.7500	0.2500	0.2500	0.2500		3/4 hour	30.00										
72	3.0000	0.2500	0.2500	0.2500		1 hours	40.00										
<b>Add</b>		<b>Mat Defaults</b>		<b>Delete</b>		<b>Add</b>		<b>Labor</b>		<b>Delete</b>							

05006

## Glass, Mount, and Fitting Types

Each glass type, mount type, and finish type, is input into the appropriate table and is given a numeric code. That code is consistent with the price chart category levels that are built later. See page 472 for details on how to build the price charts for glass, mounts, fitting, etc. See below for more on the relationship of the glass, mount and fitting type table and the price table.

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You may put a virtually unlimited number of glass types, mount types, or finish types in each table. Each type of glass, mount or finish is assigned a name. The name should end with a letter. The name is a required field.

Each type of glass, mount or finish is also assigned a code level between 1 and 20. The code level is a required field. If two types of items, for example two types of glass, are to be priced identically, they would receive the same numeric code. If two types of items are to be priced differently they would receive different numeric codes. The code numbers for one type of item are only associated with other items of the same type. For example glass of type code 1 will not be priced the same as mounts of price code of 1. All types of glass mounts and fitting must be priced on the appropriate user specified price charts or the system will not work properly. See page 472 on how to define a set of price charts.

You can add or delete a glass, mount or fitting type by using the buttons at the bottom of each table. Always include a glass, mount and finish type of "none" with a price code of "0" (do not charge for the item). The first item in each table (the top item) is the default value.

An example of a glass type table might be:

<u>Glass type</u>	<u>Code</u>
Regular	1
Museum	2
Plexi	2
None	0

In this example:

- 'regular' glass will be priced using glass price chart number 1. In the price chart screen, see page 472, click on the 'glass' button once to get to the proper price chart. The retail price for the 'regular' glass would be in the right most column with the heading of 'glass1'. Both 'museum' and 'plexi' will be priced using glass price chart number 2 (and the same size sheet of either type of glass will sell for the same price). In the price chart screen, see page 472, click on the 'glass' button twice to get to the proper price chart. The retail price for the two glass types would be in the right most column with the heading of 'glass2'.
- The default glass is 'regular'.
- The 'none' option will not be priced. There is no price chart for this option.
- No department numbers are associated with the glass types defined in this example.
- The third column of the glass type, mount type, and fitting type tables is an optional department number. The department number values must match valid numbers in the department table. If no department number is specified then the department number will be taken from the SKU file. See page 525.

To add a new glass type, mount type, or finish type:

- Click on the 'add' button below the appropriate grid, as shown above. A new blank entry will appear at the end (bottom) of the appropriate table.
- Enter values for the new type (glass, mount or finish) and the code number. The name of the type of glass, mount or finish should end with a letter.
- Optionally, enter a department number.
- Optionally, define a new price chart as described starting on page 472. This needs to be done only if price chart is not currently defined for this type of item at this price code.  
Note: The default values in a price chart are "0.00". If the code for the new glass type, mount type, or finish type refers to a price chart that is not defined then the program may work but the retail prices for the glass, mount or finish may be calculated as zero.
- Optionally, define a new department number. This needs to be done only if the department number entered is not currently defined.

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To delete an existing glass type, mount type, or finish type:

- Highlight the item type to be deleted in the appropriate grid, as shown above.
- Click on the 'delete' button below the appropriate grid.

When the glass, mount, or fitting type table is defined a value for each type of glass, mount or fitting is specified in the 'code' column. That code, a number in the range of 1 to 20, is used to associate a specific type of glass, mount, or fitting to retail prices. See page 472 for details on how to build the price charts for glass, mounts, fitting, etc.

In the example below, the code value of '3' in the glass type table is used to associate the glass type of 'plexing' with the 'glass3' price table (a portion of this price chart table has been superimposed on top of the glass and mounts screen for illustration only). If, for example, a framing order specifies 'plexing' as the glass to be used and the size of the glass required is 11" by 14" (25 United Inches) then the retail price would be \$13.80. This retail price comes from the 'glass3' price table at the appropriate size value (using the 'UI' column if pricing is by United Inches, or the 'Lite' column if pricing is by lite size).

**Glass Types**

Glass Type	Code	Dept
Regular	1	
Non-Glare	2	
Plexicl	7	
Plexing	3	
Conclr	5	
Conng	6	
Museum	7	
Denglas	8	

**Mount Types**

Mount Type	Code
Dry	1
Conserv.	2
Stretch	3
Strch&Block	4
Lacemt	5
Floatmt	6
Special	7
Wet	2

**Glass3 Price Chart**

UI	RM	Lite	Glass3
0		0.00	0.0000
12			7.3500
14			7.3500
16			7.3500
18	8x10	8x10	7.3500
20			13.8000
22			13.8000
24			13.8000
25	11x14	11x14	13.8000
26			19.4250
28			19.4250
30			19.4250
32	14x18	14x18	19.4250
34			22.3500
36	16x20	16x20	22.3500
38			27.3750
40			27.3750
42	18x24	18x24	27.3750

**Mat Defaults**

UI	Top	Inner1	Inner2	Inner3
24	2.0000	0.2500	0.2500	0.2500
36	2.2500	0.2500	0.2500	0.2500
48	2.5000	0.2500	0.2500	0.2500
60	2.7500	0.2500	0.2500	0.2500
72	3.0000	0.2500	0.2500	0.2500

**Labor**

3/4 hour	30.00
1 hours	40.00

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Note: The example above shows a portion of a price chart table has been superimposed on top of the glass and mounts screen. This was done for purposes of illustration only. It is not possible to display this example by use of FullCalc.

## Mat Defaults

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You have the option to set the default mat width dimensions. This chart indicates the United Inches maximum with a set of recommended exposures for each of up to four mats. Normally the default mat width is largest for the top mat and smaller for each succeeding inner mat. Normally the default mat width increases as the number of United Inches increases. The last United Inch value should always be 9999.

Note: If the exposure of the top mat is less than one inch a warning message will be displayed on the framing input screen as the top mat is entered. As a general rule, therefore, default top mat exposures should be larger than one inch.

## Labor Charges

The labor grid is a chart is used to add various alternatives charges for labor to an order. This labor is normally some type of labor not included in the price of other items on the framing order. This is normally considered to be 'additional labor', 'special labor', etc. The labor charges table can also be used in those cases where tax laws require all labor to be shown, and taxed or not taxed, as a separate item on the bill.

The labor grid contains three columns. The first column, the left most column, is a descriptive title for the charge. It could specify an amount of time, some type of operation, etc.

The second column is labor charge. There are three ways to specify the price for the labor:

- If labor is to be calculated as a percent of total order excluding the price of the image (art sold as part of the framing order) and before discounts are applied, enter the percentage value as a decimal (a number less than 1.0). For example, if the labor charge is 25% enter it as '.25'.
- If the labor charge is to be specified as a dollar charge, enter it as a dollar amount greater than 1.00. For example, if the labor charge is \$5.00 enter it as "5.00".
- If the labor charge is per UI or is over \$99.99, you must use 'miscellaneous' pricing feature on the framing input screen and not the labor chart. See page 487. In this case the labor grid is not used.

Example one:

<u>Name</u>	<u>Price</u>
15 min.	10.00
30 min.	25.00
45 min.	30.00
1 hour	40.00
Assembly	69.50
Disassembly	19.95

This example shows the first and second columns of a labor table. The charge for labor in this example is being expressed as dollar values.

Example two:

<u>Name</u>	<u>Price</u>
15 min.	.15
30 min.	.12
45 min.	.15
1 hour	.10
Assembly	.33
Disassembly	.05

This example also shows the first and second columns of a labor table. The charge for labor in this example is being expressed as a percentage of the cost of the total order.

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The third column of the labor table is an optional department number. The department number values must match valid numbers in the department table or must be empty. If no department number is specified then the department number for labor will be taken from the SKU file. See page 525.

To add a new labor type:

- Click on the 'add' button below the labor grid, as shown above. A new blank entry will appear at the end of the table.
- Enter values for the new labor type and the code number.
- Optionally, enter a department number.
- Optionally, define a new price chart as described starting on page 472. This needs to be done only if price chart is not currently defined for this labor price code.
- Optionally, define a new department number. This needs to be done only if the department number entered is not currently defined.

To delete an existing labor type:

- Highlight the labor type to be deleted in the labor type grid, as shown above.
- Click on the 'delete' button below the labor grid.

## Price Charts

Options	Store	Gls & Mnts	Other & Cond.	Printers	Department	Prc Charts	Promo	Menu
<b>Pricing Input</b>								
<b>Category</b>								
<b>Mats</b>		Glass	Mount	Finish	Letter Code			
<b>Mat Level 2</b>								
UI	12-35	36-71	72-100	101-144	Fixed Cost	0.00		
\$/UI	0.445	0.369	0.372	8.218	Change			
UI Range	\$		From	To	Fixed Cost	0.00		
\$/UI	0.000				Change			
Fixed Price	\$		From	To	Change			
0.000								
Percent Change				%	Change			
UI Value	<b>Append</b>							
<b>Instructions</b>						<b>Print</b>		
1) Select Category						<b>Save</b>		
2) Input Avg. Price per UI Range						<b>Undo</b>		
3) Select Change								
4) If fixed price for UI range, use Fixed price								
5) To change Category by percent (+ or -), select Percent Change								
UI	RM	Lite	Mat2					
0		0x0	0.0000					
12			7.3500					
14			7.3500					
16			7.3500					
18	8x10	8x10	7.3500					
20			10.2000					
22			10.2000					
24			10.2000					
25	11x14	11x14	10.2000					
26			11.5500					
28			11.5500					
30			11.5500					
32	14x18	14x18	11.5500					
34			12.8300					
36	16x20	16x20	12.8300					
38			14.9300					
40			14.9300					
42	18x24	18x24	14.9300					

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Price charts are used to specify a store specific retail price for a quantity of something, for example a piece of glass, being sold as part of a framing order. The price chart table shown on the right side of the example above indicates a United Inch value, a ready-made size, a lite size, and a retail price that is to be charged for something. Which unit of size, United Inch, ready-made size, or lite size, is being used depends on the type of item being sold and the setting of the setup options as described on page 454.

To view and/or change a price chart you must first select the category of the price chart. These categories include:

- mats
- glass
- mount
- finish
- letter code

Click on the desired category button to go to the desired pricing levels (price codes) under each category. Left click to go up 1 pricing level or right click to go down 1 pricing level. A short name for the category and price level being processed will appear at the top of the right most column of the data grid. For example, if you click on the 'mats' button three times then 'mat3' will appear at the top of the right most column of the data grid and the notation 'mat level 3' will appear below the category buttons.

Mat, glass, mount, and finish pricing levels (price codes) are in the range from 1 to 20. Letter codes are in the range from "A" to "Z". Not all of the pricing levels (price codes) in a given category need be defined (need to be used).

The pricing levels (price codes) are defined:

- Mats – Mat price levels (price codes) are entered in the 'price code' field for each mats SKU number in the inventory. See page 324 on how to add or update the price code for a mat. See page 483 for information specific to mat price charts.
- Glass, mount, and finish – Price levels (codes) for glass, mounts, and finishes are defined in 'code' field of the 'glass type', 'mount type' and 'finish type' tables. See page 486 for information specific to lass price charts. See also page 470.
- Letter Code – Letter code definitions are shown in the table on page 444.

The other column headings, for the three left columns, in the price charts are always:

- **UI** - United Inches
- **RM** - ready-made size
- **LITE** - glass lite size

Note: Ready-made size and lite size values must contain an 'x', not an 'X' (capital) value. There must be a number to the left of the 'x' and a number to the right of the 'x'. The number to the left of the 'x' should be the smaller of the two. For example, at 20 United Inches:

10x10 <- valid  
1x19 <- valid  
19x1 <- invalid – the number to the left of the 'x' must be the smaller of the two numbers  
10X10 <- invalid – the upper case 'X' character cannot be used

Note: The 'L.C.' button (for letter code) can be pressed only if letter code pricing is being used. See page 455.

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Each row of the table lists a United Inch value as well as what ready-made size this equates to, what glass lite size this equates to and what retail price will be assigned for this particular UI value. You may alter any of these numbers, except the United Inch value, directly.

You may print this chart by clicking on the words “pricing input” at the top of the screen. Click on the “undo” button to go back to the original values in a table after you have made changes to it. You must click on the “save” button to retain the changed information you have entered. If you click on one of the “change” buttons but do not click on the “save” you will be asked if the changes are to be saved or not. Click on “no” and the changed prices will revert to the original prices. Click on “yes” to save the changed values.

**Note:** Ready-made sizes must be entered here for them to be available on the ‘framing input’ screen.

Four tools are provided to automate the creation and modification of the retail price values. The first three tools may create or modify retail price values while the fourth tool can only modify existing retail price values. The four tools calculate prices for only one pricing table at a time.

- 1) **UI Tool** – The first tool defines four fixed UI ranges (12-35, 36-71, 72-100 and 101-144 United Inches). When entering a given chart the \$/UI values shown summarize what your prices presently yield per United Inch. Below each UI range a price per UI can be entered to change the retail prices.

The ‘fixed cost’ box is used to enter an additional dollar amount that is to be added to the price calculated using the UI tool. The fixed cost value may be in the range of 0.00 to 99.99. The retail price calculation is thus:

$$\text{retail price} = (\text{UI times dollars per UI}) + \text{fixed cost}$$

Click on the ‘change’ button to calculate the retail prices.

Example: Say the dollar per UI values for the four fixed ranges are defined as: 12-35 is “.50”, 36-71 is “.67”, 72-100 is “1.00”, and 101-144 is “.33” and there is no ‘fixed cost’ value (the ‘fixed cost’ value is zero). When the ‘change’ button is clicked some of the retail prices calculated would be:

<u>UI</u>	<u>Retail</u>
...	...
18	9.00
20	10.00
22	11.00
...	...
34	17.00
36	24.12
38	25.46
...	...
98	98.00
100	100.00
102	33.66
104	34.32
...	...

- 2) **\$/UI Range Tool** – This tool allows for a retail price to be calculated over a specific United Inch range. Enter a price per UI in the first box. Enter a United Inch value in the ‘from’ and ‘to’ boxes. The ‘to’ UI value should be larger than the ‘from’ UI value. Click on the ‘change’ button to calculate the retail prices for the specified range. The ‘fixed cost’ box is used to enter an additional

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dollar amount that is to be added to the price calculated using the UI tool. The fixed cost value may be in the range of 0.00 to 99.99. The retail price calculation is thus:

$$\text{retail price} = (\text{UI times dollars per UI}) + \text{fixed cost}$$

Special rules apply for glass prices, see page 486 for details.

Example: Say the dollar per UI value is '1.00', the 'from' value is '18', the 'to' value is '22', and the 'fixed cost' value is '3.00'. When the 'change' button is clicked the retail prices calculated would be:

<u>UI</u>	<u>Retail</u>
...	...
18	21.00
20	23.00
22	25.00
...	...

- 3) **Fixed Price Range Tool** - A fixed price charge for a range of United Inch values can be input and changed by clicking on the "change" button.

Example: Say the dollar value is '17.50', the 'from' value is '20', and the 'to' value is '24'. When the 'change' button is clicked the retail prices calculated would be:

<u>UI</u>	<u>Retail</u>
...	...
20	17.50
22	17.50
24	17.50
...	...

- 4) **Percent Change Tool** – For an existing price chart, a percent change for an entire chart may be implemented by using the percent change tool. Enter a percentage value in the "%" box. Click on the 'change' button to calculate the new retail prices. When using the capability of copying one chart to another, making a percentage change is a convenient method of updating the new chart. Use a minus sign to decrease the prices by a given percentage.

Note: A 'pricing changed' note appears at the top and bottom of the price table after any of the 'change' buttons has been pressed.

Note: When any of the tools listed above are used to change any of the price tables a manual check should be done of the newly calculated prices before they are saved. Some parameters used by the tools can produce mathematically valid results (retail prices) that may be 'incorrect' from a business perspective.

To copy one column to another, click on "instructions". You may then scroll to select your "from" and "to" columns then select "OK" to copy. In general, once one column has been copied to another column a change of some type will be made to one or both of the columns.

The pricing tables always contain a value of "0" United Inches. Normally the retail price for zero UI is "0.00". If the value is "99.00" then no discount will be given for items in this category.

The price tables normally are defined with United Inch values up to 144 UI (plus a 999 UI value). If United Inch values larger than 144 are required then click on the "append" button. This will add a larger UI value to all of the price tables. The new UI value will be 2 United Inches larger than the largest previous UI value (not counting the 999 UI value). The price value will equal that of the previous largest UI value in each

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price table (not including the 999 UI value). The ready-made and lite size values will always be set to blank even if specified in the previous largest UI value. Every price chart will need to be reviewed and updated, as required, after adding a new UI value. The top and bottom “change” buttons (the UI tool and percent change tools) do not work for UI values above 144.

Note: For the 999 UI value the retail price is normally set to a value of “999.99”. A retail price of “999.99” is also used for smaller United Inch values which cannot be sold (for example for glass sizes which are not available).

Buttons on the price chart page include:

- **PRINT** – print out one price chart for mats, glass, etc. See page 476 for additional information.
- **SAVE** – save any changes made to the current price chart. You must click on the “save” button to retain the changed information you have entered.
- **UNDO** – undo any changes made to the current price chart since the “save” button was clicked.
- **APPEND** – add a new United Inch value to all of the price charts. The new UI value will be 2 United Inches larger than the previous UI value (not counting the 999 UI value).

## Copying a Price Chart

From time to time a new price chart may be required. The process, in some cases, can be simplified by using another price chart as a starting point. Copying an existing price chart and then modifying the copied price data can create a new price chart.

A single price chart can be copied by clicking on the word ‘instructions’ in the lower left of the price chart screen. The following screen will then appear.

**Category**

Mats Glass Mount Finish Letter Code

**Mat Level 2**

UI 12.35 36.71 72.100 101.144 Fixed Cost 0.00

\$/UI 0.445

UI Range \$/UI 0.00

Fixed Price 0.00

Percent Change

UI Value Append

**Copy Column To Column**

Copy MAT2 To MAT14

OK Return

Change Print Save Undo

UI	RM	Lite	Mat2
0		0x0	0.0000
12			7.3500
14			7.3500
16			7.3500
18		8x10	7.3500
20			10.2000
22			10.2000
24			10.2000
26		11x14	10.2000
28			11.5500
30			11.5500
32	14x18	14x18	11.5500
34			12.8300
36	16x20	16x20	12.8300
38			14.9300
40			14.9300
42	18x24	18x24	14.9300

**Instructions**

- 1) Select Category
- 2) Input Avg. Price per UI Range
- 3) Select Change
- 4) If fixed price for UI range, use Fixed price
- 5) To change Category by percent (+ or -), select Percent Change

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The left box indicates the name of an existing price chart (the 'from' column). Click on the downward pointing arrow at the right of the box to make a selection. For example, select 'mat1' from the list if mat price data for price code number 1 is to be used. The right box indicates the name of the new price chart (the 'to' column).

Note: The entries in the two boxes on this screen are sorted in alphabetic, not numeric, order.



## Warning

**Warning:** Select the names of the two columns with care. This feature will allow for an existing price chart to be written over.

After the two columns have been selected, click on the 'ok' button to copy the data. Click on 'return' if you do not wish to copy any data.

Once the data has been copied from one column to another it will in most cases need to be modified. Follow the instructions in the previous sections to modify the retail prices as required.

## Printing Price Charts

The following are examples of the output of the printout of the pricing charts. Price charts may be printed in either of three different ways.

- You may print a total set of all price charts, about thirty pages in total, by clicking on the title "pricing input" at the top of the price chart screen. The tables printed are for mats, glass, mounts, finish, and letter code pricing. Because of the number of rows and columns of each table, each table appears on several sheets of paper.
- You may print a partial set of price charts, about 6 pages, by clicking on one of the category buttons, "mats", "glass", etc., and then clicking on the "print" button at the lower center of the screen. Because of the number of rows and columns of the table selected, the table appears on several sheets of paper.
- You may print a single price chart by clicking on one of the category buttons, "mats", "glass", etc, and then right clicking on the "print" button at the lower center of the screen. Because of the number of rows of the table selected, the table appears on several sheets of paper.

Note: In the following examples, only one sheet of each table is shown. The complete table appears on several sheets of paper.

In each of the tables the following columns appear:

- **RM** – ready-made size.
- **Lite** – glass lite size.
- **UI** – United Inches.

In addition, for the full set of tables or for the partial set of tables, those for one category, each table contains twenty or more other columns such as "mat1" (mats with a price code of 1), "mat2" (mats with a price code of 2), "glass13" (glass with a price code of 13), "finish7" (finish with a price code of 7), etc. These column headings are the same as appear at the top of the right most column on the price chart screen shown above. On the letter code pricing table report the column headings are "K", "L", "M", etc. These are the actual letter codes.

In the third case, only one column heading appears. This single column is the same as appears on the full set of tables.

**MAT PRICING TABLE 1-10** 08/27/2004

RM	LITE	UI	Mat1	Mat2	Mat3	Mat4	Mat5	Mat6	Mat7	Mat8	Mat9	Mat10
5X7	5X7	12	6.72	10.08	10.80	18.80	22.40	0.00	0.00	0.00	0.00	0.00
6X8		14	6.72	10.08	10.80	18.80	22.40	0.00	0.00	0.00	0.00	0.00
		16	6.72	10.08	10.80	18.80	22.40	0.00	0.00	0.00	0.00	0.00
8X10	8X10	18	6.72	10.08	10.80	18.80	22.40	0.00	0.00	0.00	0.00	0.00
		20	9.18	13.76	14.40	25.30	30.60	0.00	0.00	0.00	0.00	0.00
		22	9.18	13.76	14.40	25.30	30.60	0.00	0.00	0.00	0.00	0.00
		24	9.18	13.76	14.40	25.30	30.60	0.00	0.00	0.00	0.00	0.00
11X14	11X14	25	9.18	13.76	14.40	25.30	30.60	0.00	0.00	0.00	0.00	0.00
		26	10.08	15.12	16.80	31.75	33.60	0.00	0.00	0.00	0.00	0.00
		28	10.08	15.12	16.80	31.75	33.60	0.00	0.00	0.00	0.00	0.00
		30	10.08	15.12	16.80	31.75	33.60	0.00	0.00	0.00	0.00	0.00
		32	10.08	15.12	16.80	31.75	33.60	0.00	0.00	0.00	0.00	0.00
		34	10.92	16.38	18.36	34.25	36.40	0.00	0.00	0.00	0.00	0.00
		36	10.92	16.38	18.36	34.25	36.40	0.00	0.00	0.00	0.00	0.00
		38	12.78	19.17	21.60	39.80	42.60	0.00	0.00	0.00	0.00	0.00
		40	12.78	19.17	21.60	39.80	42.60	0.00	0.00	0.00	0.00	0.00
		42	12.78	19.17	22.68	39.80	42.60	0.00	0.00	0.00	0.00	0.00
18X24	18X24	44	14.16	21.24	22.68	41.85	47.20	0.00	0.00	0.00	0.00	0.00
20X24	20X24	46	15.66	23.49	25.80	47.40	52.20	0.00	0.00	0.00	0.00	0.00
		48	15.66	23.49	25.80	47.40	52.20	0.00	0.00	0.00	0.00	0.00
		50	15.66	23.49	25.80	47.40	52.20	0.00	0.00	0.00	0.00	0.00
22X28	22X28	52	16.86	25.29	27.90	51.35	56.20	0.00	0.00	0.00	0.00	0.00
		54	16.86	25.29	27.90	51.35	56.20	0.00	0.00	0.00	0.00	0.00
24X30	24X30	56	19.32	28.98	30.96	56.90	64.40	0.00	0.00	0.00	0.00	0.00
		58	19.32	28.98	30.96	56.90	64.40	0.00	0.00	0.00	0.00	0.00
24X36	24X36	60	19.32	28.98	30.96	56.90	64.40	0.00	0.00	0.00	0.00	0.00

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**GLASS PRICING TABLE 1-10**

RM	LITE	UI	Glass1	Glass2	Glass3	Glass4	Glass5	Glass6	Glass7	Glass8	Glass9	Glass10
		114	1,199.98	1,199.98	999.99	265.00	115.00	51.00	999.99	0.00	0.00	0.00
		116	1,199.98	1,199.98	999.99	265.00	115.00	51.00	999.99	0.00	0.00	0.00
		118	1,199.98	1,199.98	999.99	265.00	115.00	51.00	999.99	0.00	0.00	0.00
		120	1,199.98	1,199.98	999.99	275.00	125.00	51.00	999.99	0.00	0.00	0.00
		122	1,199.98	1,199.98	999.99	275.00	125.00	9,999.99	999.99	0.00	0.00	0.00
		124	1,199.98	1,199.98	999.99	275.00	125.00	9,999.99	999.99	0.00	0.00	0.00
		126	1,199.98	1,199.98	999.99	275.00	125.00	9,999.99	999.99	0.00	0.00	0.00
		128	1,199.98	1,199.98	999.99	275.00	125.00	9,999.99	999.99	0.00	0.00	0.00
		130	1,199.98	1,199.98	999.99	275.00	125.00	9,999.99	999.99	0.00	0.00	0.00
		132	1,199.98	1,199.98	999.99	275.00	125.00	9,999.99	999.99	0.00	0.00	0.00
		134	1,199.98	1,199.98	999.99	275.00	125.00	9,999.99	999.99	0.00	0.00	0.00
		136	1,199.98	1,199.98	999.99	275.00	125.00	9,999.99	999.99	0.00	0.00	0.00
		138	1,199.98	1,199.98	999.99	275.00	125.00	9,999.99	999.99	0.00	0.00	0.00
		140	1,199.98	1,199.98	999.99	275.00	125.00	9,999.99	999.99	0.00	0.00	0.00
		142	1,199.98	1,199.98	999.99	275.00	125.00	9,999.99	999.99	0.00	0.00	0.00
		144	1,199.98	1,199.98	999.99	275.00	125.00	9,999.99	999.99	0.00	0.00	0.00

48x72

48x96

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## MOUNT PRICING TABLE 1-10

RM	LITE	UI	Mount1	Mount2	Mount3	Mount4	Mount5	Mount6	Mount7	Mount8	Mount9	Mount10
62		23.70	37.28	44.85	50.00	25.25	72.45	56.75	0.00	0.00	0.00	0.00
64		23.70	37.28	44.85	50.00	25.25	72.45	56.75	0.00	0.00	0.00	0.00
66		23.70	37.28	44.85	50.00	25.25	72.45	56.75	0.00	0.00	0.00	0.00
68		23.70	37.28	44.85	50.00	25.25	72.45	56.75	0.00	0.00	0.00	0.00
70		23.70	37.28	44.85	50.00	25.25	72.45	56.75	0.00	0.00	0.00	0.00
72		27.60	44.10	52.30	57.45	35.45	84.55	66.20	0.00	0.00	0.00	0.00
74		27.60	44.10	52.30	57.45	35.45	84.55	66.20	0.00	0.00	0.00	0.00
76		27.60	44.10	52.30	57.45	35.45	84.55	66.20	0.00	0.00	0.00	0.00
78		27.60	44.10	52.30	57.45	35.45	84.55	66.20	0.00	0.00	0.00	0.00
80		27.60	44.10	52.30	57.45	35.45	84.55	66.20	0.00	0.00	0.00	0.00
82		27.60	44.10	52.30	57.45	35.45	84.55	66.20	0.00	0.00	0.00	0.00
84		27.60	44.10	52.30	57.45	35.45	84.55	66.20	0.00	0.00	0.00	0.00
86		32.95	52.50	62.25	67.40	44.45	100.60	78.80	0.00	0.00	0.00	0.00
88		32.95	52.50	62.25	67.40	44.45	100.60	78.80	0.00	0.00	0.00	0.00
90		32.95	52.50	62.25	67.40	44.45	100.60	78.80	0.00	0.00	0.00	0.00
92		32.95	52.50	62.25	67.40	44.45	100.60	78.80	0.00	0.00	0.00	0.00
94		32.95	52.50	62.25	67.40	44.45	100.60	78.80	0.00	0.00	0.00	0.00
96		32.95	52.50	62.25	67.40	44.45	100.60	78.80	0.00	0.00	0.00	0.00
98		32.95	52.50	62.25	67.40	44.45	100.60	78.80	0.00	0.00	0.00	0.00
100		32.95	52.50	62.25	67.40	44.45	100.60	78.80	0.00	0.00	0.00	0.00
102		999.99	75.60	74.75	79.85	51.00	100.60	113.55	0.00	0.00	0.00	0.00
104		999.99	75.60	74.75	79.85	51.00	100.60	113.55	0.00	0.00	0.00	0.00
106		999.99	75.60	74.75	79.85	51.00	100.60	113.55	0.00	0.00	0.00	0.00
108		999.99	75.60	74.75	79.85	51.00	100.60	113.55	0.00	0.00	0.00	0.00
110		999.99	75.60	74.75	79.85	51.00	100.60	113.55	0.00	0.00	0.00	0.00
112		999.99	75.60	74.75	79.85	51.00	100.60	113.55	0.00	0.00	0.00	0.00

30x40 30x40  
32x40 32x40

36x48 36x48

40x60 40x60

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## FINISH PRICING TABLE 1-10

RM	LITE	UI	Finish 1	Finish 2	Finish 3	Finish 4	Finish 5	Finish 6	Finish 7	Finish 8	Finish 9	Finish 10
5X7	5X7	12	5.75	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6X8		14	6.25	6.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		16	6.75	7.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8X10	8X10	18	6.75	7.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		20	7.00	7.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9X12	9X12	22	8.00	7.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		24	8.00	8.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11X14	11X14	25	8.00	8.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		26	8.50	8.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12X16	12X16	28	8.50	8.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		30	8.75	9.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14X18	14X18	32	8.75	9.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		34	9.75	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16X20	16X20	36	9.75	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		38	11.00	11.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		40	11.00	11.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18X24	18X24	42	11.00	11.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20X24	20X24	44	11.50	11.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		46	12.75	13.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		48	12.75	13.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22X28	22X28	50	12.75	13.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		52	13.25	13.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
24X30	24X30	54	13.25	13.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		56	14.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		58	14.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
24X36	24X36	60	14.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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## LETTER CODE PRICING TABLE A-M

RM	LITE	UI	A	B	C	D	E	F	G	H	I	J	K	L	M
		62	0.00	0.00	0.00	0.00	48.21	60.08	68.03	78.69	92.03	111.29	140.05	182.78	256.41
		64	0.00	0.00	0.00	0.00	48.21	60.08	68.03	78.69	92.03	111.29	140.05	182.78	256.41
		66	0.00	0.00	0.00	0.00	51.52	64.20	72.57	83.95	98.01	118.53	148.93	194.38	272.27
		68	0.00	0.00	0.00	0.00	51.52	64.20	72.57	83.95	98.01	118.53	148.93	194.38	272.27
		70	0.00	0.00	0.00	0.00	51.52	64.20	72.57	83.95	98.01	118.53	148.93	194.38	272.27
		72	0.00	0.00	0.00	0.00	54.83	68.33	77.11	89.20	104.00	125.77	157.81	205.97	288.14
		74	0.00	0.00	0.00	0.00	54.83	68.33	77.11	89.20	104.00	125.77	157.81	205.97	288.14
		76	0.00	0.00	0.00	0.00	58.13	72.45	81.65	94.46	109.99	133.01	166.70	217.56	304.00
		78	0.00	0.00	0.00	0.00	58.13	72.45	81.65	94.46	109.99	133.01	166.70	217.56	304.00
		80	0.00	0.00	0.00	0.00	58.13	72.45	81.65	94.46	109.99	133.01	166.70	217.56	304.00
		82	0.00	0.00	0.00	0.00	61.44	76.57	86.20	99.71	115.97	140.25	175.58	229.16	319.87
		84	0.00	0.00	0.00	0.00	61.44	76.57	86.20	99.71	115.97	140.25	175.58	229.16	319.87
		86	0.00	0.00	0.00	0.00	64.75	80.69	90.74	104.97	121.96	147.49	184.46	240.75	335.73
		88	0.00	0.00	0.00	0.00	64.75	80.69	90.74	104.97	121.96	147.49	184.46	240.75	335.73
		90	0.00	0.00	0.00	0.00	64.75	80.69	90.74	104.97	121.96	147.49	184.46	240.75	335.73
		92	0.00	0.00	0.00	0.00	68.05	84.81	95.28	110.22	127.95	154.73	193.35	252.34	351.60
		94	0.00	0.00	0.00	0.00	68.05	84.81	95.28	110.22	127.95	154.73	193.35	252.34	351.60
		96	0.00	0.00	0.00	0.00	71.38	88.93	99.82	115.48	133.94	161.97	202.23	263.93	367.46
		98	0.00	0.00	0.00	0.00	71.38	88.93	99.82	115.48	133.94	161.97	202.23	263.93	367.46
		100	0.00	0.00	0.00	0.00	71.38	88.93	99.82	115.48	133.94	161.97	202.23	263.93	367.46
		102	0.00	0.00	0.00	0.00	74.67	93.05	104.37	120.73	139.92	169.21	211.11	275.53	383.33
		104	0.00	0.00	0.00	0.00	74.67	93.05	104.37	120.73	139.92	169.21	211.11	275.53	383.33
		106	0.00	0.00	0.00	0.00	77.97	97.17	108.91	125.99	145.91	176.45	219.99	287.12	399.19
		108	0.00	0.00	0.00	0.00	77.97	97.17	108.91	125.99	145.91	176.45	219.99	287.12	399.19
		110	0.00	0.00	0.00	0.00	77.97	97.17	108.91	125.99	145.91	176.45	219.99	287.12	399.19
		112	0.00	0.00	0.00	0.00	81.28	101.29	113.45	131.24	151.90	183.70	228.88	298.71	415.06

30x40 30x40  
32x40 32x40

36x48 36x48

40x60 40x60

## MAT LEVEL 5 PRICING TABLE

07/20/2007

RM	LITE	UI	Mat5
		12	24.50
		14	24.50
		16	24.50
8x10	8x10	18	24.50
		20	34.00
		22	34.00
		24	34.00
11x14	11x14	25	34.00
		26	38.50
		28	38.50
		30	38.50
14x18	14x18	32	38.50
		34	42.75
16x20	16x20	36	42.75
		38	49.75
		40	49.75
18x24	18x24	42	49.75
20x24	20x24	44	52.00

05059

The example above shows the retail prices for a single price code of a single category. This report may occupy one or more sheets of paper.

The retail price of items using the price charts is calculated using the general method exemplified by a mat. We assume, for this example, that mat number is '1234' and that for a given order the size of the mat required is 12 inches by 12 inches. The steps in calculating the retail price of this mat would then be:

- 1) From the FullCalc main menu, click on the 'inventory' button.
- 2) Click on the 'display/edit' tab.
- 3) Click on the 'mats/glass' tab.
- 4) Enter the mat number, '1234' in this example, into the SKU number box.
- 5) Find the 'cost' value, say '5.00' for this example, and the 'price code' value, say '2' for this example, on the screen.
- 6) Click on the 'exit' button.
- 7) Click on the 'menu' tab to return to the main menu.
- 8) Click on the 'utilities' button and enter the required password.
- 9) Click on the 'setup prog.' button and enter the required password.
- 10) Click on the 'options' tab.
- 11) Find the '\$ by ready made' value in the fifth entry in the left column. For this example assume it to be 'N' (ready-made pricing is not being used).
- 12) Click on the 'prc charts' tab.

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- 13) Click on the 'mats' button the required number of times. For this example it is twice as the price code found in step 5 was '2'.
- 14) Go down the left column, the 'UI' column, in the grid on the right of the page until a value equal to or larger that the number of required United Inches for the mat in this order is found. The retail price is the value in the right most column of the grid on this line.

## Mat Price Charts

Mat price codes relate groups of mats that have costs within a specified range to a retail price based on the size of the mat sold. The mat cost ranges are specified in either of two ways:

- The default price code definitions as described on page 444. This is the set if definitions used in most frame shops.
- A user specified set of price code definitions as described on page 315.

Mat cost ranges, as defined in either of the two ways list above, always have increasing sets of cost values. That is to say that the cost range of price code 2 mats is always higher than the cost range of price code 1 mats and the cost range of price code 3 mats is always higher than the cost range of price code 2 mats, etc.

A mat price chart relates mat size to retail price for mats in a given mat price code. The price code of a mat depends only on its cost per sheet (it is not related to the size of the sheet, the material, the color, etc.). If the default price code definitions are being used for mats, see page 444 for the definitions, then price charts for price codes 1 to 6 must be defined. Price charts for prices codes 7 and above may also be required in some cases.

An example of a mat price chart is shown below.

Options	Store	Gls & Mnts	Other & Cond.	Printers	Department	Prc Charts	Promo	Menu
---------	-------	------------	---------------	----------	------------	------------	-------	------

### Pricing Input

**Category**

Mats	Glass	Mount	Finish	Letter Code
------	-------	-------	--------	-------------

Mat Level 5

UI	12-35	36-71	72-100	101-144	Fixed Cost
\$/UI	1.485	1.231	1.240	8.218	0.00 <span style="float: right;">Change</span>

UI Range	\$	From	To	Fixed Cost
\$/UI	0.000			0.00 <span style="float: right;">Change</span>

Fixed Price	\$	From	To	Change
				<span style="float: right;">Change</span>

Percent Change	%	Change
		<span style="float: right;">Change</span>

UI Value Append

UI	RM	Lite	Mat5
0		0x0	0.0000
12	5x7		24.5000
14			24.5000
16			24.5000
18	8x10	8x10	24.5000
20	8.5x11		34.0000
22	9x12	9x12	34.0000
24			34.0000
25	11x14	11x14	34.0000
26			38.5000
28	12x16	12x16	38.5000
30			38.5000
32	14x18	14x18	38.5000
34			42.7500
36	16x20	16x20	42.7500
38			49.7500
40			49.7500
42	18x24	18x24	49.7500

**Instructions**

- 1) Select Category
- 2) Input Avg. Price per UI Range
- 3) Select Change
- 4) If fixed price for UI range, use Fixed price
- 5) To change Category by percent (+ or -), select Percent Change

Print
Save
Undo

# FullCalc Operating Guide

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In the example above the price chart for mat price code 5 is shown. Note that the identifier ‘mat level 5’, located below the ‘mats’ button, and the column heading for the right most column of the price chart, ‘mat 5’, identify the price code as being 5. If the default mat price code definitions, as described on page 444, are being used, this table defines the retail price of mats that cost from \$20.61 to \$32.00 for a 32” by 40” sheet. The average cost for a sheet of mat board in this price code, for a 32” by 40” sheet, is \$26.31.

The size of the mat being sold is always specified via a United Inches or ready-made size, the UI or RM columns of the price chart, never the lite size (the lite column). See page 454.

Because of the regular nature of mat prices, and thus mat price codes, the retail price of mat can be easily calculated. The following example shows two methods to use to do the required calculations (other methods can also be used).

Example: At the current time a mat price chart exists for mats with a price code of 6 and a price chart needs to be calculated for all mats with price codes of 7. We know the following:

- The cost range for price code 6 mats is \$32.01 to \$40.96. Default price codes as described on page 444 are assumed to be being used.
- The average cost of price code 6 mats is \$36.49. This is calculated as:  $\$36.49 = 32.01 + ((40.96 - 32.01)/2)$ .
- The cost range for price code 7 mats is \$40.97 to \$49.92.
- The average cost of price code 7 mats is \$45.45. This is calculated as:  $\$45.45 = 40.97 + ((49.92 - 40.97)/2)$ .
- For price code 6 mats the \$/UI values are: 12-35UI \$1.70, 36-71UI \$1.60, 72-100UI \$1.50, and 101-144 UI \$1.40. These \$/UI values are shown on the left side of the price chart page after clicking the ‘mats’ button six times. These values are unique for this shop and are set by the shop owner.
- For this frame shop the desired price markup is 3 times cost (or as close as possible) for full sheets of mat board. This markup is unique to this shop and is set by the shop owner.

The table below shows a portion of the mat price code 6 price chart, the left three columns, and in the right two columns the computed values for the mat price code 7 price chart using the two methods described below. Note that the two methods give different results. Use the method desired, or another method, and adjust the results as required.

UI	RM	MAT6	MAT7 Method #1	MAT7 Method #2
68		108.80	126.48	136.00
70		112.00	130.20	140.00
72	32x40	108.00	134.51	134.64
74		111.00	138.25	138.38
76		114.00	141.36	142.12

Method 1 – calculations based on the cost of a full sheet

Click on the ‘mats’ button to go to the mat price code 6 price chart.

Divide the retail price for 72 United Inches of price code 6 mats, \$108.00, by the average cost of price code 6 mats, \$36.49. The result, 2.96, is the markup for price code 6 mats. This value is close to the shop owners desired markup of 3.0 for a full sheet of mat board and will be used for price code 7 mats.

Click on the ‘mats’ button to go to the mat price code 7 price chart.

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Multiply the markup, 2.96, by the average cost for a sheet of price code 7 mat board, \$45.45. The result, \$134.51, is the retail price of 72 United Inches of price code 7 mat board.

Divide the price of 72 United Inches of price code 7 mat board by 72. The result, \$1.86, is the average retail price per UI of price code 7 mat board.

Multiply the average retail price per UI, \$1.86, by 74 to get the retail price for 74 UI of price code 7 mat board. Insert the calculated value into the proper line of the price chart. See the table above for a portion of the price chart in the column marked 'MAT7 method #1'.

Repeat the last calculation for the other UI values in the price chart (12UI to 144UI).

Click on the 'save' button to save the price chart.

Method 2 – calculations based on the \$/UI retail values

Take the average cost for price code 7 mats, \$45.45, and divide it by the average cost for price code 6 mats, 36.49. The result, 1.25, is the ratio between the costs of mats in the two price codes.

Click on the 'mats' button to go to the mat price code 6 price chart.

Find the four \$/UI values for price code 6 mats on the left side of the price chart screen.

Multiply the four \$/UI values for price code 6 mats by this ratio, as calculated above, to get the \$/UI values for price code 7: 12-35UI  $\$1.70 \times 1.25 = \$2.12$ , 36-71UI  $\$1.60 \times 1.25 = \$2.00$ , 72-100UI  $\$1.50 \times 1.25 = \$1.87$ , and 101-144 UI  $\$1.40 \times 1.25 = \$1.75$ .

Click on the 'mats' button to go to the mat price code 7 price chart.

Enter the four \$/UI values calculated in the previous step into the four boxes on the left side of the price chart screen for mat price code 7.

Click the 'change' button to the right of the 101-144 \$/UI box. The retail prices for mats in price code 7 should then appear in the right most column of the grid on the right of the screen. See the table above for a portion of the price chart in the column marked 'MAT7 method #2'.

Click on the 'save' button to save the price chart.

Note that these two calculation methods, and any other method which may be used, give different results. Review the resulting price chart(s) and adjust the results as may be required.

## Glass Price Charts

# FullCalc Operating Guide

**Pricing Input**

Category: Mats Glass Mount Finish Letter Code

Glass Level 2

Fixed Cost: 0.00

Fixed Cost: 0.00

UI Range: \$/SF 1.00 From 1 To 17

Fixed Price: \$ From To

Percent Change: %

UI Value: Append

Instructions:

- 1) Select Category
- 2) Input Avg. Price per UI Range
- 3) Select Change
- 4) If fixed price for UI range, use Fixed price
- 5) To change Category by percent (+ or -), select Percent Change

**Pricing Changed**

UI	RM	Lite	Glass2
0		0x0	0.0000
12			0.3704
14			0.4321
16			0.4938
18	8x10	8x10	0.5556
20			0.8556
22			0.9411
24			1.0267
25	11x14	11x14	1.0694
26			12.9500
28			12.9500
30			12.9500
32	14x18	14x18	12.9500
34			14.9000
36	16x20	16x20	14.9000
38			18.2500
40			18.2500
42	18x24	18x24	18.2500

05008

For glass only, pricing values entered for two of the pricing tools may be entered in either of four units of measure:

- dollars per United Inch (UI)
- dollars per square foot (SF)
- dollars per square yard (SY)
- dollars per square inch (SI)

The UI tool and the UI Range tool are the only parts of the pricing input screen that allows for the use of this choice of input values.

To the left of the category buttons, see the example above, click on the desired unit of measure, “per UI”, “per SF”, “per SY” or “per SI”, for the unit price to be entered. The dollar value entered will then be interpreted as being specified by the unit button selected. In the example above the “per SF” button was selected. If the “UI range” values were used to specify prices then the first value (the “\$” value) would be the number of dollars per square foot and the “from” and “to” values would be a range of United Inch values. The retail price would be calculated and shown in the table shown at the right above.

In the example above:

- 1) The glass price code being changed is code 2 (‘glass level 2’). Note that the identifier ‘glass level 2’, located below the ‘mats’ button, and the column heading for the right most column of the price chart, ‘glass2’, identify the price code as being 2.
- 2) The UI range tool is being used to compute the prices.
- 3) The price of the glass per square foot is \$1.00.
- 4) The price calculation extends for United Inch values of 1 UI to 17 UI.

The size of the glass being sold is always specified via a United Inches or lite size, the UI or lite columns of the price chart, never the ready-made size (the RM column). See page 454.

## Miscellaneous Items Pricing

Options	Store	Gls & Mnts	Other & Cond.	Printers	Department	Prc Charts	Promo	Menu
<b>Other Rollfile</b>			<b>Pricing Input</b>				<b>Condition</b>	
Dept	Description	Price	Per	Fixed	Tax	Disc	Condition	
140	Acrylic Coat Tex.	2.0000	EA	1.23	T	T	OK	
140	Acrylic Coat Tex. Brushstroke	2.5000	UI	0.00	T	T	See "Comments"	
150	Canvas Trans. Photo	5.5000	UI	0.00	T	F	New	
150	Canvas Transfer ( stretched )	2.5000	UI	0.00	T	F	Add Delete	
150	Canvas Transfer w Brush	3.0000	UI	0.00	T	F	Floral Setup Parameters	
150	CHOP ONLY	15.0000	EA	0.00	T	F	Load Pricing Data to Palm Pilot	
130	Glazing 1/8 Acrylic Conserv.	33.2500	SF	19.00	T	T	Load Option Data to Palm Pilot	
130	Glazing 1/8 Acrylic Clear	13.4000	SF	7.66	T	T	Edit Preference Codes	
130	Glazing 1/8 Acrylic Non Glare	18.4400	SF	10.54	T	T	Edit Membership Codes	
130	Glazing Anti-Reflective Glass	58.8000	SF	33.60	T	T	Edit Build Times	
130	Glazing Con. Per. Vue	53.4500	SF	30.54	T	T	Edit Paid Out Accounts	
130	Glazing Flat Mirror	18.2000	SF	10.40	T	T	Edit Discount Descriptions	
130	Glazing Museum Glass	78.4000	SF	44.80	T	T	Edit Internet Update Options	
130	Glazing Oval or Special Cut	5.0000	SF	2.00	T	T	Edit Plaque Prices	
150	Join Only	15.0000	EA	0.00	T	T	Edit Interest Department No.	
140	Needle Work Padding (Batting)	5.0000	SF	0.00	T	T	Add	
140	Sew Down	10.0000	SF	10.00	T	T	Sort By Dept	
150	Spacers Acrylic	0.3500	UI	0.00	T	T	Delete	
150	Spacers METAL Fr. Paper / Rag	1.0000	UI	0.00	T	T	Edit Store Coupons	
150	Spacers METAL Fr. Suede / Lin	1.2500	UI	0.00	T	T		
150	Spacers WOOD Fr. Paper / Rag	0.5000	UI	0.00	T	T		

05009

The miscellaneous items pricing file is used for defining the pricing miscellaneous items that are sold on a regular basis. The file includes the following fields:

**DEPT** - department number. The department number values must match valid numbers in the department table or may be empty.

**DESCRIPTION** - a description of the item to be sold. See page 490 for additional information on how to describe mat cuts.

**PRICE** - retail price per unit of measure.

**PER** - the unit of measure. Units of measure are identified by a two-character code. The possible units of measure codes include:

- **EA** – each.
- **FT** – feet as shown in the ‘FT’ column of the frame section of the framing work order. Orders need at least one moulding if the price of a miscellaneous item is based on the number of feet in the order. If the order has several mouldings then the footage of the inner moulding will be used in the price calculation.
- **UI** - United Inches as shown in the ‘UI’ column of the frame section of the framing work order.

# FullCalc Operating Guide

- **MT**- per the price of a regular mat (a mat of price code 1) at retail. There is no requirement that the order contain a mat or that if there is a mat that the mat has a price code of 1.
- **SF** - square feet as calculated by taking the total width times the total height from the 'image' section of the framing work order and dividing by 144.

The default unit of measure value is "EA" (each).

**FIXED** - a fixed charge to be added to the price per unit of measure.

**TAX** – a flag indicating if the item is taxable ("T") or not ("F"). The default value is "T" (true).

**DISC** – a flag indicating if the item is discountable ("T") or not ("F"). The default value is "F" (false).

An unlimited number of items may be included in the miscellaneous file. To add a new miscellaneous item to the list:

- Click on the 'add' button below the miscellaneous items grid, as shown above. A new blank entry will appear at the end of the table.
- Enter values for the new miscellaneous item.

To delete an existing miscellaneous item from the list:

- Highlight the miscellaneous item to be deleted in the miscellaneous items grid, as shown above.
- Click on the 'delete' button below the miscellaneous item grid.

See also page 72.

The basic equation used to calculate the retail price of a miscellaneous item is:

$$\text{Retail} = ((\text{price per unit times units used}) + \text{fixed}) \text{ times qty}$$

If the unit of measure is "FT" then a frame must be specified as part of the framing order to allow for the calculation of footage. If the order has several mouldings then the footage of the inner moulding will be used in the price calculation.

Example: If the items defined in the miscellaneous items grid as per the three columns at the left in the table below, and the number of units used on a given framing order are as per the fourth column, then retail price for each of the miscellaneous items would be as listed in the right most column. The actual calculation of the retail price is shown just to the left of the 'retail' column.

<u>Price</u>	<u>Per</u>	<u>Fixed</u>	<u>Units used</u>		<u>Retail</u>
1.11	EA	1.00	1	(1.11 * 1) + 1.00 =	2.11
2.22	FT	2.00	6 feet	(2.22 * 6) + 2.00 =	15.32
3.33	UI	3.00	32 United Inches	(3.33 * 32) + 3.00 =	109.56
4.44	MT	4.00	1 mat with a retail price of \$10.08	(4.44 * 10.08) + 4.00 =	48.76
5.55	SF	5.00	1 square foot	(5.55 * 1) + 5.00 =	10.55

The items in the miscellaneous items grid may be sorted by the department number field by clicking on the 'sort by dept' button at the bottom of the data grid. Grouping by department number allows for faster searching on the framing order screen. For example, use this to your advantage by putting mat cuts under 110, equipment under 120, and supplies under 130, etc. See also page 72.

Department numbers are also used to select a list for items necessary to be reordered. Be sure to assign a unique department number to each vendor so they can be ordered independently. The department number values must match valid numbers in the department table. See page 518. If no department number is specified then the department number in the SKU file will be used. See page 525. The order report for these items is created in Management - Vendor Orders - Other Item Reports as shown on page 199.

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Example: In the following table the 'price per unit', 'per' and 'fixed' values, located to the left of the '|' in the table below, are from the corresponding columns from the miscellaneous items pricing file. The 'units used' value is based on the values entered for the various items on a given framing order or as calculated from these inputs. The 'qty' value is specified by the user when the item is selected for inclusion on the order. The 'retail' value is the retail price for the item as calculated and is based on the other five values in the table.

<u>Price per unit</u>	<u>Per</u>	<u>Fixed</u>		<u>Units used</u>	<u>Qty.</u>	<u>Retail</u>
1.00	EA	0.00		1	1	1.00
1.00	EA	1.00		1	1	2.00
2.00	FT	0.00		9	2	36.00
2.00	FT	2.00		9	2	40.00
3.00	UI	0.00		36	3	324.00
3.00	UI	3.00		36	3	333.00
4.00	MT	0.00		10.92	1	43.68
4.00	MT	4.00		10.92	4	190.72
5.00	SF	0.00		2.25	1	11.25
5.00	SF	5.00		2.25	5	81.25

Details of the calculation are:

$$\begin{aligned}
 \text{retail} &= ((\text{price per unit times units used}) + \text{fixed}) \text{ times qty} \\
 &= ((1.00 \text{ times } 1) + 0.00) \text{ times } 1 && \text{line number 1 in the table above} \\
 &= 1.00 \text{ times } 1 \\
 &= 1.00 \\
 &= ((2.00 \text{ times } 9) + 2) \text{ times } 2 && \text{line number 4 in the table above} \\
 &= (18.00 + 2.00) \text{ times } 2 \\
 &= 20.00 \text{ times } 2 \\
 &= 40.00 \\
 &= ((5.00 \text{ times } 2.25) + 5.00) \text{ times } 5 && \text{line number 10 in the table above} \\
 &= ((11.25) + 5.00) \text{ times } 5 \\
 &= 16.25 \text{ times } 5 \\
 &= 81.25
 \end{aligned}$$

Click on the title at the top of the miscellaneous pricing screen, the phrase 'pricing input', to print a copy of the miscellaneous pricing, vendor markup, and cost markup tables. See also page 301.

The following example shows a framing input screen with a number of miscellaneous items specified.

# FullCalc Operating Guide

**POS Framing Input** NO. ORDERS Request Date Thu 06/01/2006 TIME CLOCK RECALL CLEAR ALT+C

Size: Image Width 18, Image Height 24, Total Width 24-1/2, Total Height 30-1/2, United In 55.0

Mats: TOP POMPANO BEA 2 WHITE/CREAM, 3 TV GREY PAPER, 4 OFF WHITE 40. C1000, C33, B88, A4102. Exp 2-1/8, 1/4, 1/4, 1/4. 12.08, 68.47

Frames: 101wo, 77878, 893503, 858404. 57.56, 2598.18, 1403.09, 2122.88. 927.25, 5254.46

Other: Glass Plexing, Mount Strch&Block, Finish Special Fitting, Labor None. 68.63, 45.00, 17.75, 0.00. Other Total 614.03, 110.30, 635.11

Image Description: Image Condition OK, 0.00, 0.00

Name: Look Up

Comment: F12 to Exit Comment

Ver. 8.2.0

Disc. 1057.62

COMPLETE Subtotal 6008.29, Tax 360.20

TOTAL 6363.49

05051

## Mat Cut Pricing

If a Wizard<sup>100</sup>, Fletcher, or Eclipse<sup>101</sup> computerized mat cutter is being used, the price of the mat cut can be automatically priced. In the miscellaneous items pricing file place an entry for each mat cut offered. The description of the item in the miscellaneous items file should:

- start with 'MAT CUT#'
- be followed by the three digit mat cut number
- be followed by the description of the cut

For example, 'MAT CUT#202 French stair four notch' would be the entry in the miscellaneous items pricing file for mat cut number 202 with a description of 'french stair four notch'. The price per unit should be entered as desired. The price might be based on each mat, the number of United Inches, etc.

The price for the special mat cut will be charged for each mat on the order. If there are multiple mats on the order then the quantity shown in the 'other' items data grid on the framing input screen will show a quantity that is equal to the number of mats on the order. See also the example below.

<sup>100</sup> Using the Fullcalc mat design interface. If the SET WIZALL=YES value has been added to the WINCALC.INI file and no mat cut has been explicitly specified, no charge will be made for a rectangular mat cut.

<sup>101</sup> Using the Fullcalc mat design interface.

# FullCalc Operating Guide

Options Store Gls & Mnts Other & Cond. Printers Department Prc Charts Promo Menu

## Pricing Input

### Other Rollfile

Dept	Description	Price	Per	Fixed	Tax	Disc
012	Nielsen Corners COR01BZ	20.0000	EA	0.00	T	F
012	Nielsen Corners COR01G	20.0000	EA	0.00	T	F
012	Nielsen Corners COR01LG	20.0000	EA	0.00	T	F
012	Nielsen Corners COR01S	20.0000	EA	0.00	T	F
012	Nielsen Corners COS01B	20.0000	EA	0.00	T	F
012	Nielsen Corners COS01S	20.0000	EA	0.00	T	F
350	BLOCKED UP MAT PER 1/4"	0.1500	UI	0.00	T	T
350	Extra 1 mat opening (each)	5.0000	EA	0.00	T	T
350	Extra 4-5 mat openings	20.0000	EA	0.00	T	T
350	Extra 6-10 mat openings	30.0000	EA	0.00	T	T
350	Extra 11-15 mat openings	40.0000	EA	0.00	T	T
350	Extra 16-20 mat openings	50.0000	EA	0.00	T	T
350	Oversize Mat 48 x 72	125.0000	EA	0.00	T	T
350	Painted Bevel	0.3500	UI	0.00	T	T
350	V- Groove	0.3000	UI	0.00	T	T
350	MAT CUT#1 Square/Rectangle	0.3000	UI	0.00	T	T
350	MAT CUT#2 Oval / Circle	0.3000	UI	0.00	T	T
350	MAT CUT#3 Slant Corner	0.3000	UI	0.00	T	T
350	MAT CUT#4 Round Corner	0.3000	UI	0.00	T	T
350	MAT CUT#5 Offset Corner	0.3000	UI	0.00	T	T
350	MAT CUT#6 Slant Corner	0.3000	UI	0.00	T	T

### Condition

Condition
DK
See "Comments"
New

Add Delete

Floral Setup Parameters

Load Pricing Data to Palm Pilot

Load Option Data to Palm Pilot

Edit Preference Codes

Edit Membership Codes

Edit Build Times

Edit Paid Out Accounts

Edit Discount Descriptions

Edit Internet Update Options

Edit Plaque Prices

Edit Interest Department No.

Add Sort By Dept Delete Edit Store Coupons

Mat cut prices.

05046

## Condition

### Condition

Condition
New
Water Damage
Fire Damage

Add Delete

05010

The "condition" area is used to specify standard condition descriptions for the image to be framed. On the "framing input" screen click on the "image condition" box to display the list of standard descriptions. Highlight the desired condition and press 'enter'. See page 23.

To add a new standard condition to the list:

- Click on the 'add' button below the condition grid, as shown above. A new blank entry will appear at the end of the table.

# FullCalc Operating Guide

- Enter the new condition.

To delete an existing condition from the list:

- Highlight the condition to be deleted in the condition grid, as shown above.
- Click on the 'delete' button below the condition grid.

## Palm Pilot

The two buttons described below are used to update the data on the Palm Pilot. If the buttons do not appear on the screen it indicates that the PalmCalc software has not been installed on the computer. Place the Palm Pilot into its cradle before using either button.

### Load Pricing Data to Palm Pilot

This button is used to copy frame pricing data from the computer to the Palm Pilot. Click on the 'yes' button when asked if you wish to update the Palm Pilot. The following table lists the file names created and their contents.

Data type	File name
Frames and fillets	mats.pdb
Mats	fillet.pdb
Other (miscellaneous) items	rollfile.pdb
Mat/glass/finish/labor prices	uiprice.pdb
FullCalc options	fcopt.pdb

The files, as listed in the table above, are Palm databases that can be loaded onto the PalmPilot.

Click on 'OK' on the install tool user name specification screen. Click on 'done' on the install tool file list screen. Click on the 'OK' button on the install tool confirm screen. Click on the 'OK' button on the data ready screen. After the data transfer finishes the program should return to the pricing input screen.

For more information on the use of the Palm Pilot and the Palm desktop program see the documentation provided by Palm, Inc.

Note: For PalmCalc to properly operate on the Palm Pilot both the FullCalc pricing data and the FullCalc option data need to be loaded onto the Palm Pilot.

Note: The following table defines the name of the disk drive and directory where the data destined for the Palm is written to. FullCalc determines the output location based on where the Palm software is loaded on the computer.

Program name	Data files output to
C:\PALM\INSTAPP.EXE	C:\PALM
C:\PROGRAM FILES\INSTAPP.EXE	C:\PROGRAM FILES\PALMONE
None of the above programs can be found	C:\ (the root directory)

If the INSTAPP.EXE program cannot be found in one of the listed locations then the data files created by FullCalc are written to the root directory of the C: drive.

# FullCalc Operating Guide

## Load Option Data to Palm Pilot

This button is used to copy mat, glass and other pricing data from the computer to the Palm Pilot. The following table lists the file names created and their contents.

Data type	File name
Finish types	finish.pdb
Glass types	glass.pdb
Mount types	mounttype.pdb
Labor charges	labor.pdb
Image condition types	comp.pdb

The files, as listed in the table above, are Palm databases that can be loaded onto the PalmPilot.

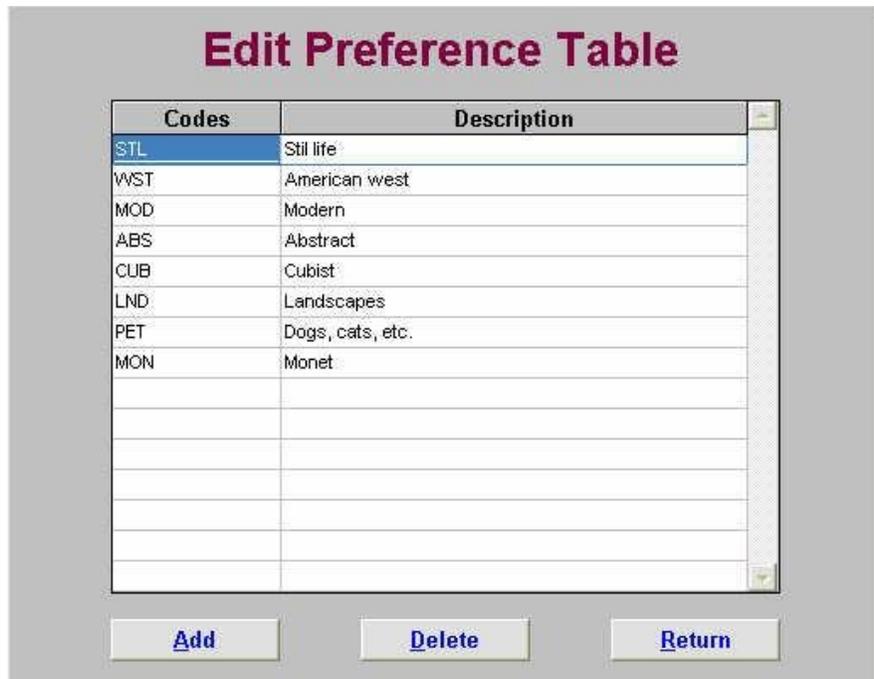
Click on the 'yes' button when asked if you wish to update the Palm Pilot. Click on 'OK' on the install tool user name specification screen. Click on 'done' on the install tool file list screen. Click on the 'OK' button on the install tool confirm screen. Click on the 'OK' button on the data ready screen. After the data transfer finishes the program should return to the pricing input screen.

For more information on the use of the Palm Pilot and the Palm desktop program see the documentation provided by Palm, Inc.

Note: For PalmCalc to properly operate on the Palm Pilot both the FullCalc pricing data and the FullCalc option data need to be loaded onto the Palm Pilot.

Note: The table at the end of the previous section defines the name of the disk drive and directory where the data destined for the Palm is written to. FullCalc determines the output location based on where the Palm software is loaded on the computer. If the INSTAPP.EXE program cannot be found in one of the listed locations then the data files created by FullCalc are written to the root directory of the C: drive.

## Edit Preference Codes



05011

This button brings up a display of standard customer preference codes. Preference codes may contain any character desired. A set of preferences codes needs to be defined in each store.

To add a new preference code to the list:

- Click on the 'add' button below the preference code grid, as shown above. A new blank entry will appear at the end of the table.
- Enter values for the new preference code.

To delete an existing preference code from the list:

- Highlight the preference code to be deleted in the preference code grid, as shown above.
- Click on the 'delete' button below the preference code grid.

To use a standard code, go to the preference field in the name and address section of framing input, POS or floral and type "+". The list of standard preference codes will then appear. Highlight a preference code and press the 'enter' key to use that code. See page 253 for how to use the preference codes during the selection of customer names and addresses within the mailing list section of FullCalc.

The following buttons appear on the 'edit preference codes' screen.

- **ADD** – add a blank line into which a preference code and its associated description can be added.
- **DELETE** – remove the highlighted value.
- **RETURN** – return to the 'other and condition' page.

## Edit Membership Codes



05012

This button brings up a display of standard customer membership codes. To use a standard code, go to the member field and type “+”. The list of standard membership codes will appear. Highlight a code and press ‘enter’ to use that code. See also page 251.

To add a new membership code to the list:

- Click on the ‘add’ button below the membership code grid, as shown above. A new blank entry will appear at the end of the table.
- Enter values for the new membership code.

To delete an existing membership code from the list:

- Highlight the membership code to be deleted in the membership code grid, as shown above.
- Click on the ‘delete’ button below the membership code grid.

The following buttons appear on the ‘edit membership codes’ screen.

- **ADD** – add a blank line into which a membership code and its associated description can be added.
- **DELETE** – remove the highlighted value.
- **RETURN** – return to the ‘other and condition’ page.

## Edit Build Times

## Build Time Edit

Division	Type	up to 20UI	up to 36UI	up to 54UI	up to 72UI	up to 144UI	▲
MATS	Level1 Top	15	20	20	25	30	
Mats	Level1 Extra	5	10	10	15	15	
Mats	Level2 Top	15	20	20	25	30	
Mats	Level2 Extra	5	10	10	15	15	
Mats	Level3 Top	15	20	20	25	30	
Mats	Level3 Extra	5	10	10	15	15	
Mats	Level4 Top	15	20	20	25	30	
Mats	Level4 Extra	5	10	10	15	15	
Mats	Level5 Top	15	20	20	25	30	
Mats	Level5 Extra	5	10	10	15	15	
Fillets	Fillet	20	20	20	30	30	
Frames	Inner Frame Joined	10	10	10	15	30	
Frames	Extra Frames Joinec	10	10	10	15	30	
Frames	Inner Frame Cut	20	25	25	35	45	
Frames	Extra Frames Cut	20	25	25	35	45	
Glazing	Glass	10	15	15	20	20	
Mount	Dry	10	15	15	20	25	▼

Add
Delete
Return

05013

The 'edit build times' button brings up a display of all default times required to complete the various elements of a framing order. See the sample screen above. The time values, specified in minutes, in the five columns at the right of the screen may be changed (written over). As a general rule, the time values increase, or at least stay the same, as the number of United Inches increase. The division and type fields, taken together, specify the operation being done. These two fields can also be edited. However, none of the existing entries should be deleted.

See planning on page 216 and productivity report on page 202 for details on the use of the build time values.

The following table describes the meaning of the time value (or in some cases the dollar value) for the various division and type values.

Division	Type <sup>102</sup>	Description
Mats	level? top	For the level specified, top mat, second mat, etc., the time to install the mat. The '?' character is the mat level (1, 2, 3, etc.). Example: The type value for a top mat with a price code of 1 would be 'level1 top'.
Mats	level? extra	For the level specified, top mat, second mat, etc., the additional time to

<sup>102</sup> The values in the type column must be entered exactly as shown except for the '?'. The '?' character is replaced with another value as described in the description column. For example the type value would be 'level 1 top' for a top mat of price code 1 and the value would be 'regular' for regular glass.

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		<p>install the mat because of the other mats on the order. This value is for each of the other mats on the order (the time specified times the total number of mats less one). The '?' character is the mat level (1, 2, 3, etc.).</p> <p>Example: The type value for a second, or later, mat with a price code of 5 would be 'level5 extra'.</p>
Fillets	fillet	The time to install each fillet.
Frames	rdymade	The time to install a ready-made frame.
Frames	inner frame joined	The time to install the first (inner) joined frame.
Frames	extra frames joined	The time to install any joined frame after the first (inner) joined frame.
Frames	inner frame cut	The time to install the first (inner) non-joined frame.
Frame	extra frames cut	The time to install any non-joined frame after the first (inner) non-joined frame.
Glazing	?	The time to install the glazing. The '?' character is the type of glazing being installed (regular, non-glare, etc.).
Glazing	glass	The time to install no glazing (a glass type of 'none') into the frame.
Mount	?	The time to do the mounting. The '?' character is the type of mounting being done (dry, stretch, etc.).
Mount	dry	The time to do no mounting (a mount type of 'none') to the frame. This means that no mounting is taken to be the same as dry mounting.
Other	?	The time to install each of the specified 'other' items. The '?' character is the name of the 'other' item being installed (v-groove, shadow box, etc.). If multiple items of a given type are installed on a given frame then the time specified will be multiplied by the quantity installed.
Finish	?	The time to do the finishing. The '?' character is the type of finishing being done.
Finish	finish	The time to do no finishing (a finish type of 'none') to the frame.
Labor	labor	The time to do no special labor (a labor type of 'none') to the frame.
Cost	?	<p>The cost, expressed in dollars per hour, of labor in this shop. The '?' character may be replaced by anything desired as it is not used. In most cases this value would be the same for all of the columns, all of the United Inch values, in the table.</p> <p>The cost of labor should include the direct cost of labor, wages, plus the labor burden. The labor burden includes the average cost of such things as medical insurance, workers compensation, payroll taxes, etc.</p> <p>This value is normally the same for all United Inch values.</p>
Taken	?	The time required for other activities related to taking the order (miscellaneous activities). The '?' character may be replaced by anything desired as it is not used.
Overhead	fixed	<p>A fixed dollar amount to be added to each order for overhead costs. Expressed in dollars per order. Enter '10.50' if the fixed overhead is \$10.50.</p> <p>Specification of this factor sets the lower bound to the amount of overhead applied to each framing order.</p> <p>This value is normally the same for all United Inch values.</p>
Overhead	variable	A percentage value for overhead. This percentage value is applied to the total cost of the order excluding overhead. Enter '90' if the variable overhead is ninety percent of the other costs.

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		<p>The overhead rate should be calculated by dividing the total dollars of overhead by the total direct costs, both labor and material, over a period of time. This calculation should be done on a regular basis. Some people suggest calculating the overhead rate on a quarterly basis for a rolling period of twelve months to avoid the effects of seasonality.</p> <p>This value is normally the same for all United Inch values.</p> <p>Example: For a period of time total direct cost of sales, material costs plus direct labor costs, are \$10000. Overhead expenses for the same time period are: advertising \$300, insurance \$150, rent \$1500, repairs \$200, and utilities \$300. The percentage value for overhead is calculated as:</p> $\frac{500 + 150 + 1500 + 200 + 300}{10000} * 100 = 26.5$ <p>In this example the variable overhead costs are calculated to be 26.5 percent of the direct costs during the specified time period.</p>
--	--	---

The edit build time screen includes the following fields:

- **DIVISION** – the general section of the framing order of the operation (mats, frames, mounts, etc.). See the table above for details.
- **TYPE** – a detailed description of the operation within a division (a general section of the framing order). The division and type fields together specify an operation. See the table above for details.
- **UP TO 20 UI** – the standard (or average) number minutes, or points, required to produce a frame order with an item in the group specified by the division and type fields which is up to 20 UI in size.
- **UP TO 36 UI** – the standard (or average) number minutes, or points, required to produce a frame order with an item in the group specified by the division and type fields which is 21 to 36 UI in size.
- **UP TO 54 UI** – the standard (or average) number minutes, or points, required to produce a frame order with an item in the group specified by the division and type fields which is 37 to 54 UI in size.
- **UP TO 72 UI** – the standard (or average) number minutes, or points, required to produce a frame order with an item in the group specified by the division and type fields which is 55 to 72 UI in size.
- **UP TO 144 UI** – the standard (or average) number minutes, or points, required to produce a frame order with an item in the group specified by the division and type fields which is 73 to 144 UI in size.

The following buttons appear on the ‘build time edit’ screen.

- **ADD** – add a blank line into which a division value, type value and associated build times can be added. When a new line is added the ‘division’ value should be ‘taken’, ‘mats’, ‘fillets’, ‘frames’, ‘glazing’, ‘mount’, ‘finish’, ‘other’, ‘labor’, ‘cost’, or ‘overhead’. For ‘division’ values of ‘glazing’, ‘mount’, ‘finish’, and ‘other’ enter a ‘type’ value in place of the ‘?’ character as described in the ‘description’ column of the table above.
- **DELETE** – remove the highlighted value.
- **RETURN** – return to the ‘other and condition’ page.

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You may print the build time table by clicking on the title “build time edit” at the top of the editing screen. An example of the table printed is shown below. The columns on the printed table are the same as on the build time edit screen as shown above.

<b>BUILD TIME SETUP</b>		<i>07/25/2008</i>				
<b>Division</b>	<b>Type</b>	<b>Up to 20 UI</b>	<b>Up To 36 UI</b>	<b>Up To 54 UI</b>	<b>Up To 72 UI</b>	<b>Up To 144 UI</b>
MATS	Level1 Top	15	20	20	25	30
Mats	Level1 Extra	5	10	10	15	15
Mats	Level2 Top	15	20	20	25	30
Mats	Level2 Extra	5	10	10	15	15
Mats	Level3 Top	15	20	20	25	30
Mats	Level3 Extra	5	10	10	15	15
Mats	Level4 Top	15	20	20	25	30
Mats	Level4 Extra	5	10	10	15	15
Mats	Level5 Top	15	20	20	25	30
Mats	Level5 Extra	5	10	10	15	15
Fillets	Fillet	20	20	20	30	30
Frames	Inner Frame Joined	10	10	10	15	30
Frames	Extra Frames Joined	10	10	10	15	30
Frames	Inner Frame Cut	20	25	25	35	45
Frames	Extra Frames Cut	20	25	25	35	45
Glazing	Glass	10	15	15	20	20
Mount	Dry	10	15	15	20	25
Mount	Conserve	10	15	15	20	25
Mount	Stretch	20	25	25	30	35
Mount	Block	30	40	40	50	60
Mount	Stretch&Block	45	60	60	60	60
Mount	Canv. Stretch	30	40	40	40	40
Other	Sew Mount	20	25	25	30	40
Other	Shadow Box	20	25	25	30	40
Finish	Finish	5	10	10	15	20
COST	COST	40	40	40	40	40
TAKEN	TAKEN	10	20	20	25	30

05063

## Edit Marketing Method Codes

This button is used to edit a set of marketing method codes. For this button to be visible the SET MARKETINGCODES= value must be defined in the WINCALC.INI file. See page 431 for more information. The screen below will then be shown.

## Marketing Method Codes

Code	Description
100	newspaper display ad
110	radio - am station
111	radio - fm station
120	cable tv
200	friend told me
201	walked in
202	art work on-line web site XYZ
399	other

05052

Marketing method codes may contain any character desired. Each marketing method code also requires an associated description of that code. The table is sorted by the code value.

To add a new marketing method code to the list:

- Click on the 'add' button below the marketing method code grid, as shown above. A new blank entry will appear.
- Enter values for the new marketing method code and its associated description. The marketing method code should be unique.

To delete an existing marketing method code from the list:

- Highlight the marketing method code to be deleted in the grid, as shown above.
- Click on the 'delete' button below the marketing method code grid.

The following buttons appear on the 'marketing method codes' screen.

- **ADD** – add a blank line into which a marketing method code and its associated description can be added.
- **DELETE** – remove the highlighted value.
- **RETURN** – return to the 'other and condition' page.

You may print this table by clicking on the words "marketing method codes" at the top of the screen.

## Edit Paid Out Accounts



05014

This button brings up a list of standard accounts for which monies are paid out or are paid in. See the example above. See page 574 for how to use the accounts.

To add a new paid out account to the list:

- Click on the 'add' button below the paid out account grid, as shown above. A new blank entry will appear at the end of the table.
- Enter the new paid out account.

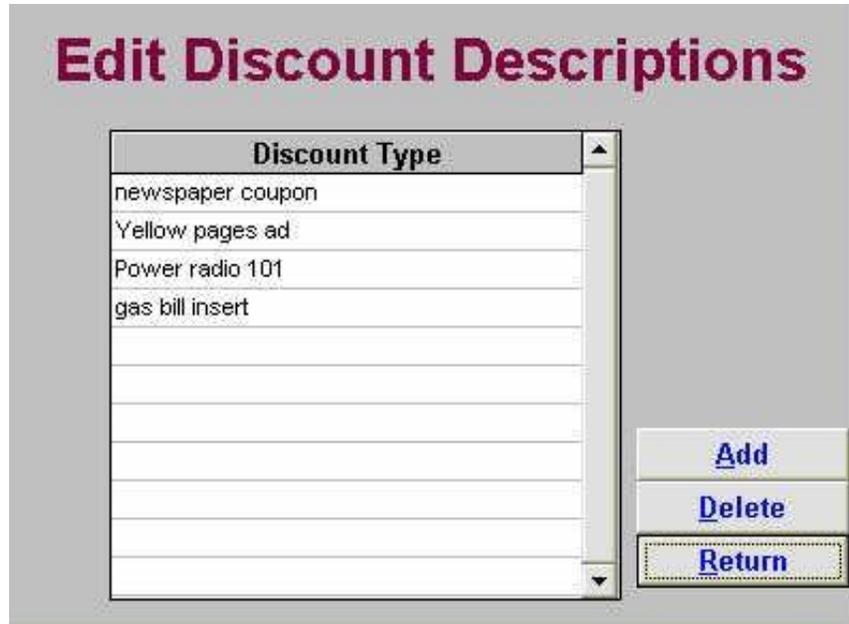
To delete an existing paid out account from the list:

- Highlight the paid out account to be deleted in the associate grid, as shown above.
- Click on the 'delete' button below the paid out account grid.

The following buttons appear on the 'edit paid out accounts' screen.

- **ADD** – add a blank line into which a paid out account description can be added.
- **DELETE** – remove the highlighted value.
- **RETURN** – return to the 'other and condition' page.

## Edit Discount Descriptions



05015

This button brings up a list of discount descriptions that may be used to track promotions, for example newspaper ads. See the example above. See page 567 to use the discount descriptions.

To add a new discount description to the list:

- Click on the 'add' button below the discount description grid, as shown above. A new blank entry will appear at the end of the table.
- Enter the new discount description.

To delete an existing discount description from the list:

- Highlight the discount description to be deleted in the discount description grid, as shown above.
- Click on the 'delete' button below the discount description grid.

The following buttons appear on the 'edit discount descriptions' screen.

- **ADD** – add a blank line into which a discount description can be added.
- **DELETE** – remove the highlighted value.
- **RETURN** – return to the 'other and condition' page.

## Edit Internet Update Options

**Edit Internet Options**

I Use a Modem to Connect to the Internet

RAS Name:

ISP ID:

ISP Password:

E-mail Server:

SMTP Port No.:   E-mail server uses authentication

Server User Name:

Server Password:

E-mail Address:

FTP Address:

FTP ID:

FTP Password:

[Return](#)

05016

The 'edit internet update options' button brings up a list of Internet related options. These options are used to allow access by FullCalc of e-mail and FTP services on the Internet.

The 'e-mail server' is the name of the e-mail server used by the store (by the store's e-mail account). This e-mail server must be a SMTP server that is responsible for sending the message. The server must support 'pure' SMTP mail services. This entry is used if you wish to send e-mail messages from within FullCalc. This box will be usable only if the EMAILCMP.OPT file is defined. See page 435 for additional information. A typical address would be of the form 'smtp3.aol.com'. Contact your Internet service provider (ISP) for the proper value for this field and to confirm that it is a 'pure' SMTP server.

The 'smtp port no.' is the port number used to transfer data to the SMTP e-mail server. This box will be usable only if the EMAILCMP.OPT file is defined. See page 435 for additional information. The value is normally set to '25' and will not need to be changed in most cases. Its setting is dependent on your network definitions. In some cases you may need to contact your Internet service provider (ISP) for the proper value for this field.

Click on the 'e-mail server uses authentication' check box if your Internet service provider (ISP) requires authentication for e-mail users. If you check this box then enter values provided in the next two boxes. Your Internet service provider (ISP), not Eagle Computers, supply you with these two values.

# FullCalc Operating Guide

The 'server user name' and 'server password' fields contain the user name and password for the e-mail server you use (named above in the 'e-mail server' field). Your Internet service provider (ISP), not Eagle Computers, supply you with these two values.

The 'e-mail address' is the e-mail address of the store. This entry is used if you wish to send e-mail messages from within FullCalc. This box will be usable only if the EMAILCMP.OPT file is defined. See page 435 for additional information. A typical e-mail address would be of the form 'bob123@aol.com'. Contact your Internet service provider (ISP) for the proper value for this field.

The three bottom entries on the screen ('FTP address', 'FTP id', and 'FTP password') are used to connect to the Eagle Computer FTP server to do an Internet update of frame and mat price information. Contact Eagle Computers for the proper values for the 'FTP address', 'FTP id', and 'FTP password' fields.

Enter the desired values into the data fields and click on the "return" button.

Note: The Internet options must be configured before an attempt is made to do an Internet update of the mat and moulding data or send an e-mail. If the Internet options are missing or invalid no connection to the FTP server or e-mail server will be allowed and the data transfer will not take place.

Note: You may also need to configure your router or firewall to allow e-mail to be sent from your computer. Make sure that your Windows firewall is set up to allow access through port 25 which is the default SMTP port (or whatever other port you might be using as specified by the 'smtp port no.' value). Some Anti-Virus software like McAfee also monitors TCP/IP ports in use and requires that you configure each application that uses a specific port.

The edit Internet options screen includes the following fields:

- **E-MAIL SERVER** – the name of the e-mail server used by the store. Your Internet service provider (ISP), not Eagle Computers, assigns the name of the e-mail server.
- **SMTP PORT NO.** – the port number used to connect to your e-mail server. Your Internet service provider (ISP), not Eagle Computers, assigns this value. The value is normally '25'.
- **SERVER USER NAME** - the user name used to connect to your e-mail server. Your Internet service provider (ISP), not Eagle Computers, assigns this value.
- **SERVER PASSWORD** - the password used to connect to your e-mail server. Your Internet service provider (ISP), not Eagle Computers, assigns this value.
- **E-MAIL ADDRESS** – the e-mail address of the store. Your Internet service provider (ISP), not Eagle Computers, assigns the e-mail address.
- **FTP ADDRESS** – the address of the Eagle Computers FTP server.
- **FTP ID** – the user name assigned to the store by Eagle Computers to allow access to the Eagle Computers FTP server.
- **FTP PASSWORD** – the password assigned to the store by Eagle Computers to allow access to the Eagle Computers FTP server.

The following table shows when the various fields on the screen are active.

Field	'I use a modem to connect to the internet' is checked and the EMAILCMP.OPT file is not defined	'I use a modem to connect to the internet is checked and the EMAILCMP.OPT	EMAILCMP.OPT file is defined	EMAILCMP.OPT file is defined and the 'e-mail server uses authentication' box is checked
RAS name	Yes	Yes	No	No
ISP ID	Yes	Yes	No	No
ISP password	Yes	Yes	No	No
E-mail server	No	Yes	Yes	Yes

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SMTP port no.	No	Yes	Yes	Yes
Server user name	No	No	No	Yes
Server password	No	No	No	Yes
E-mail address	No	No	Yes	Yes
FTP address	Yes	Yes	Yes	Yes
FTP ID	Yes	Yes	Yes	Yes
FTP password	Yes	Yes	Yes	Yes

### Edit Internet Options

I Use a Modem to Connect to the Internet

RAS Name:

ISP ID:

ISP Password:

E-mail Server:

SMTP Port No.:   E-mail server uses authentication

Server User Name:

Server Password:

E-mail Address:

FTP Address:

FTP ID:

FTP Password:

05058

The 'test e-mail' button is used to send a test e-mail message. The e-mail message will be sent to the e-mail address specified in the 'e-mail address' field (normally the store). The test e-mail message sent will contain the following items:

- The 'from' address on the message will be the value specified in the 'e-mail address' on the screen shown above. This is normally the e-mail address of the store.
- The 'to' address on the message will be the value specified in the 'e-mail address' on the screen shown above. This is the same address as the 'from' address.
- The 'subject' line on the message will contain the date of the test and the value specified in the 'e-mail server' field on the screen shown above.
- The body of the e-mail message will be 'test message.'

This button is visible only if the EMAILCMP.OPT file is defined. See page 435 for additional information. The button is enabled only if the EMAILCMP.OPT file is defined and one or more of the 'e-mail server', 'server user name', or 'server password' fields are defined.

# FullCalc Operating Guide

Note: You may right click on the 'test e-mail' button to both send a test message and create a log file of the e-mail transmission. The log file will be named SMTPLOG.TMP and be placed in the same directory as FullCalc (normally C:\WINCALC). Use the FullCalc text file editor, as described on page 833, to view and/or print out this file. See below for an example of the SMTP log file. This log file is normally used only if there are e-mail setup or transmission problems.

The following table lists some common error messages returned when sending an e-mail message. The left column shows the error message. The middle column describes one or more possible causes of the problem. The right column lists the name of one or more of the fields on the 'edit internet options' screen to check for valid data values (see above for a description of each of the fields on this screen).

Message	Cause of problem	Field to check
-2 – Couldn't connect to server	The name of the e-mail server is missing or invalid.	E-mail server
-3 – Couldn't connect to server	The port number for the e-mail server is invalid.	SMTP port no.
500 5.5.1 command unrecognized: 'auth login'	The 'e-mail server uses authentication' box is checked, however, the e-mail server is not using authentication. When an authentication command was sent to the e-mail server it could not be processed. Un-check the 'e-mail server uses authentication' box.	E-mail server uses authentication
500 5.7.0 authentication failed	The user name on the e-mail server is missing or invalid.	Server user name
535 authentication failed or 535 5.7.0 authentication failed or 535 5.7.0 incorrect user name or password	The password associated with the specified user name on the e-mail server is missing or invalid.  The password may contain an invalid character. For most e-mail servers the character 'A' and 'a' are not the same character.	Server user name and Server password
550 5.7.1 <...> Relaying denied. IP name lookup failed [...]	The e-mail server being used requires authentication. The <...> value is an e-mail address such as 'me@aol.com'. The [...] value is normally the IP address of an e-mail server.  This message may also indicate that the FullCalc computer is connected to some computer with an e-mail server other than the computer where your e-mail account resides. You must enter the e-mail server user name and password for the computer that the FullCalc computer is connected to.	E-mail server uses authentication
553 sorry, relaying denied from your location [...]	The e-mail server being used requires authentication. The [...] value is normally the IP address of an e-mail server.	E-mail server uses authentication
500 OOPS: cannot locate user entry: nobody or 500 OOPS: child died	There is an error on the FullCalc FTP server.	None – call FullCalc support for assistance.
553: Sorry, that domain isn't in my list of allowed rcpthosts	This error message indicates that the <b>remote server</b> has rejected your message due to your host not being on a list of servers able to send the destination server mail. This error can also indicate that your e-mail address or server is listed on a DNS blacklist.	None - you will need to contact the remote server administrator for assistance with this issue.

# FullCalc Operating Guide

The following is an example of the contents of the SMTPLOG.TMP file. The example shows a successful e-mailing of a message.

```
2009.02.3 11:36:20:158 - --- Start Sending Email to authmail.core.com:25
2009.02.3 11:36:20:876 - rec: 220 smtp4.localnet.com ESMTP
2009.02.3 11:36:20:876 - snd: ehlo Donald1
2009.02.3 11:36:20:970 - rec: 250-smtp4.localnet.com
2009.02.3 11:36:20:986 - rec: 250-PIPELINING
2009.02.3 11:36:20:986 - rec: 250-AUTH LOGIN PLAIN
2009.02.3 11:36:20:986 - rec: 250 8BITMIME
2009.02.3 11:36:20:986 - snd: auth login
2009.02.3 11:36:21:079 - rec: 334 VXNlcm5hbWU6
2009.02.3 11:36:21:079 - snd: dGlja2V0c0BpbmlsLmNvbQ==
2009.02.3 11:36:21:173 - rec: 334 UGFzc3dvcmQ6
2009.02.3 11:36:21:173 - snd: OTE5c2lvdXh6UQ==
2009.02.3 11:36:21:283 - rec: 235 nice to meet you
2009.02.3 11:36:21:283 - snd: mail from: <donald@duck.com>
2009.02.3 11:36:21:376 - rec: 250 ok
2009.02.3 11:36:21:376 - snd: RCPT TO: <donald@duck.com>
2009.02.3 11:36:21:470 - rec: 250 ok
2009.02.3 11:36:21:470 - snd: DATA
2009.02.3 11:36:21:564 - rec: 354 go ahead punk, make my day
2009.02.3 11:36:21:579 - snd: Importance:Normal
2009.02.3 11:36:21:579 - snd: To: donald@duck.com
2009.02.3 11:36:21:579 - snd: From: "Test Frame Shoppe" <donald@duck.com>
2009.02.3 11:36:21:579 - snd: Subject: Test E-mail message
    date: 02/03/2009
    E-mail server: authmail.core.com
End of message

2009.02.3 11:36:21:579 - snd: X-Mailer: West Wind SMTP 4.0
2009.02.3 11:36:21:579 - snd: Mime-Version: 1.0
2009.02.3 11:36:21:579 - snd: Date: Tue, 3 Feb 2009 11:36:21 -0500
2009.02.3 11:36:21:579 - snd: Content-Type: text/plain
2009.02.3 11:36:21:579 - snd: Content-Transfer-Encoding: 8bit
2009.02.3 11:36:21:579 - snd:
2009.02.3 11:36:21:579 - snd: Test message.
2009.02.3 11:36:21:579 - snd:
2009.02.3 11:36:21:579 - snd: .
2009.02.3 11:36:21:829 - rec: 250 ok 1233678984 qp 27804 by smtp4.localnet.com
2009.02.3 11:36:21:829 - snd: quit
2009.02.3 11:36:21:923 - rec: 221 smtp4.localnet.comGoodbye.
11:36:21:923 - --- Mail sending complete
```

## Edit PCCharge Parameters

**Edit PCCharge Options**

Processor ID:

Merchant Number:

[Return](#)

05034

This button brings up a screen to specify the two PCCharge setup options. It is available only if the SET CCARDSW =PCCHARGE value is defined in the WINCALC.INI file. The two PCCharge setup options are:

- **PROCESSOR ID** – A one to four character identifier of the credit card processor. Contact VeriFone Software, the authors of PCCharge, for a list of valid credit card processors and their associated codes. The processor id value entered should match that specified in PCCharge. See the PCCharge documentation, as supplied by VeriFone Software, for details.
- **MERCHANT NUMBER** - The one to thirty-two character merchant identification number assigned to you by your credit card processor. Contact the credit card processor for this number.

Note: The PCCharge setup options listed above must be defined before attempting to use PCCharge to process credit cards in POS.

## Edit PowerPay Parameters

**PowerPay Options**

Edit Settings [Settings](#)

Settle Transactions [Settle](#)

Display Settlement History [Settle History](#)

Display Transaction History [Trans. History](#)

[Return](#)

05055

# FullCalc Operating Guide

The 'edit powerpay parameters' button brings up a screen shown above. This screen is used to define a number of PowerPay options, do one action, and view a number of log files. The options available from this screen are:

- **EDIT SETTINGS** – This option displays several screens used to specify PowerPay setup up options. Click on the 'merchant settings' button to display an editing screen used to enter the merchant number, merchant name, etc. For the merchant settings you will need to contact PowerPay LLC, not Eagle Computers, for the following values:
  - o Merchant ID
  - o Registration key (Reg Key)
  - o Client number
  - o User name
  - o Password

In addition, the terminal id will normally be set to '001' and the industry code will normally be set to 'R'. These settings will be used to update or add a record on the 'edit merchant settings' screen.

Click on the 'ip connection' button to display an editing screen used to enter the proxy host, remote port number, etc. For the connection settings you will need to contact PowerPay LLC, not Eagle Computers, for the following value:

- o Remote\_host\_1

In addition, you will need to know the record number from the merchant setting to be used (see above).

Note: There are additional PowerPay setting screens available. See the PowerPay documentation, as supplied by PowerPay LLC, for details on the use of all of the screens.

Note: The settings screens are provided by PowerPay LLC and are not part of FullCalc.

- **SETTLE TRANSACTIONS** - This option is used to settle a group of transactions (a transaction batch) with your credit card processor. It is normally done on a regular basis such as once a day. See the PowerPay documentation, as supplied by PowerPay LLC, for details about transaction batch settlement.
- **DISPLAY SETTLEMENT HISTORY** – This option displays any one of three log files of PowerPay activity. The 'pending transactions' option can also be used to settle transactions. See the PowerPay documentation, as supplied by PowerPay LLC, for details.

Note: The settlement history screens are provided by PowerPay LLC and are not part of FullCalc.

- **DISPLAY TRANSACTION HISTORY** – This option displays the details about one or more settlements. It shows the individual transactions that were part of each settlement. See the PowerPay documentation, as supplied by PowerPay LLC, for details.

Note: The transaction history screen is provided by PowerPay LLC and is not part of FullCalc.

Note: The PowerPay merchant and connection setup options listed above must be defined before attempting to use PowerPay to process credit cards in POS.

## Edit PIN Pad Parameters

# FullCalc Operating Guide

If debit cards are to be accepted in POS as a form of payment using PCCharge, ICVERIFY, X-Charge, or PowerPay then a PIN pad is required. This option allow for the entry of a number of hardware specific parameters related to the make and model of PIN pad in use and specific to the credit card processing program being used. Contact the maker of the PIN pad, and the documentation supplied by its maker, for full details on the installation of the PIN pad and its proper setup. Contact your credit card processor for information about the encryption method and keys used, if any, to encrypt the PIN number data. Note that in some cases the PIN pad is setup by the credit card processor and the encryption method and associated keys do not need to be set from within FullCalc.

Note: There are two formats for the PIN pad parameter edit screen. One format is for use with PowerPay and the second form of the screen is for all other debit card processing programs. Not all fields on the second form of the screen are needed for all PIN pad configurations or all debit card processing programs.

This option will be available only if all three of the following parameters are defined in the WINCALC.INI file:

- **SET SCANDIR=** - must point to a directory into which to place the debit card, as well as credit card, transaction information for processing.
- **SET CCARDSW=** - must name a credit card processing program which can process debit cards.
- **SET DEBITCARD=ON** – specifies that debit cards, in addition to credit cards, can be processed.

Dept	Description	Price	Per	Fixed	Tax	Disc
140	Acrylic Coat Tex.	2.0000	EA	1.23	T	T
140	Acrylic Coat Tex. Brushstroke	2.5000	UI	0.00	T	T
150	Canvas Trans. Photo	5.5000	UI	0.00	T	F
150	Canvas Transfer ( stretched )	2.5000	UI	0.00	T	F
150	Canvas Transfer w Brush	3.0000	UI	0.00	T	F
150	CHOP ONLY	15.0000	EA	0.00	T	F
130	Glazing 1/8 Acrylic Conserv.	33.2500	SF	19.00	T	T
130	Glazing 1/8 Acrylic Clear	13.4000	SF	7.66	T	T
130	Glazing 1/8 Acrylic Non Glare	18.4400	SF	10.54	T	T
130	Glazing Anti-Reflective Glass	58.8000	SF	33.60	T	T
130	Glazing Con. Per. Vue	53.4500	SF	30.54	T	T
130	Glazing Flat Mirror	18.2000	SF	10.40	T	T
130	Glazing Museum Glass	78.4000	SF	44.80	T	T
130	Glazing Oval or Special Cut	5.0000	SF	2.00	T	T
150	Join Only	15.0000	EA	0.00	T	T
140	Needle Work Padding (Batting)	5.0000	SF	0.00	T	T
140	Sew Down	10.0000	SF	10.00	T	T
150	Spacers Acrylic	0.3500	UI	0.00	T	T
150	Spacers METAL Fr. Paper / Rag	1.0000	UI	0.00	T	T
150	Spacers METAL Fr. Suede / Lin	1.2500	UI	0.00	T	T
150	Spacers WOOD Fr. Paper / Rag	0.5000	UI	0.00	T	T

05035

The screen shown below is used to enter and/or edit the PIN pad setup parameters used by PowerPay compatible PIN pads.

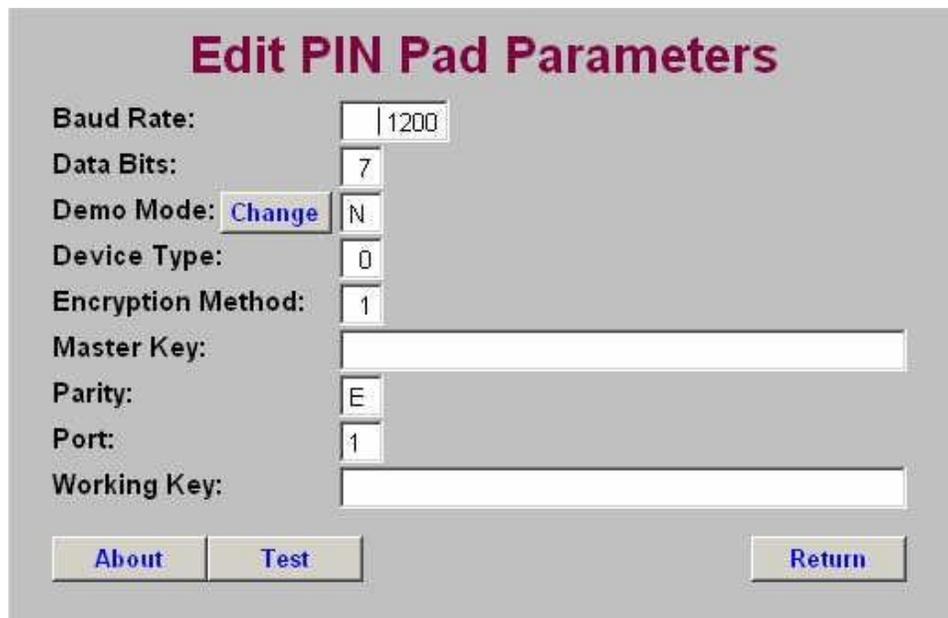


05054

Fields on the screen include:

- **PORT** – the number of the COM port to which the PIN pad is attached. For example, enter a value of ‘1’ if the PIN pad has been attached to COM port 1 (often called COM1). COM ports can be numbered 1, 2, 3, or 4. However, most computers do not have all possible COM ports installed. Contact the manufacturer of your computer to determine which COM ports have been defined and are in use.

The screen shown below is used to enter and/or edit the PIN pad setup parameters used by PCCharge, ICVERIFY, or X-Charge compatible PIN pads.



05036

Fields on the screen include:

- **BAUD RATE** – the rate at which data is sent to/from the PIN pad.
- **DATA BITS** – the number of bits of data. Normally set to ‘7’ or ‘8’.
- **DEMO MODE** – indicated if the PIN pad software is to run in demo mode or not. Demo mode is used mainly for testing of the hardware and software. Valid values are:
  - **Y** – use demo mode.
  - **N** – do not use demo mode. This is the normal mode of operation.
- **DEVICE TYPE** – the PIN pad that is being used. Valid values are:

# FullCalc Operating Guide

- **0** – VeriFone 101, VeriFone 1000, or VeriFone 2000.
- **1** – Ingenico EN-CRYPT 2100.
- **ENCRYPTION METHOD** – the encryption method that is to be used with PIN number data sent to the credit card processor. Contact your credit card processor for this value. Valid values are:
  - **0** – master session encryption.
  - **1** – DUKPT (Derived Unique Key Per Transaction)
- **MASTER KEY** – the master key for master session encryption. Set this value to ‘0’ if no master key is to be used. Contact your credit card processor for this value.
- **PARITY** – the parity used by the PIN pad. Valid values are:
  - **E** – even parity.
  - **O** – odd parity.
  - **N** – no parity is used.
- **PORT** – the number of the COM port to which the PIN pad is attached. For example, enter a value of ‘1’ if the PIN pad has been attached to COM port 1 (often called COM1). COM ports can be numbered 1, 2, 3, or 4. However, most computers do not have all possible COM ports installed. Contact the manufacturer of your computer to determine which COM ports have been defined and are in use.
- **WORKING KEY** – the card processor’s working key. This value is required for a master session. Contact your credit card processor for this value.

The following buttons appear on the ‘edit pin pad parameters’ screen.

- **CHANGE** – change the demo mode value, see above, from ‘Y’ to ‘N’ or from ‘N’ to ‘Y’.
- **RETURN** – return to the ‘other and condition’ page.
- **TEST** – check the PIN pad for proper operation. A message will be generated telling you if the PIN pad can be properly initialized or not. If it cannot be initialized some of the possible problems include:
  - There is no power to the PIN pad.
  - The PIN pad is not connected to the computer.
- **ABOUT** – information about the OCX (ActiveX) control which interfaces FullCalc with the PIN pad. The following screen appears when the ‘about’ button is clicked.



05037

See the documentation provided by the ActiveX controls author for more information about this screen and its sub-screens.

## Edit Store Coupons

From time to time a store may wish to issue a coupon based on past sales of a SKU number. The 'edit store coupons' button allows for the definition of such a store coupon. This button will appear only if the COUPONS.OPT option file is defined. See page 434 for details. When you click on the 'edit store coupons' button on the 'other and condition' tab the following screen will appear.

SKU No.	Text	Header	Store Name
bowl1	All holiday items 75% off with this coupon. Valid only on January 1 from 6:00 AM to 8:00 AM. Not valid with any other offers. Not valid on layaways or previous sales. Not valid for purchase of gift certificates. One coupon per customer. No cash value.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

05045

The screen shown above is used to define when the coupon is to be generated and its contents and format.

The fields in the screen shown above include:

- **SKU NO.** – the SKU number which, when sold in POS, causes the store coupon to be generated. This may be any SKU number defined in the inventory that is not for a mat or moulding.
- **TEXT** – this is the text that is to appear as the body of the store coupon. You may enter any desired text in this field.
- **HEADER** – click on this check box to automatically add a header to the coupon containing the words “store coupon”.
- **STORE NAME** – click on this check box to automatically add the name and address information about the store to the bottom of the coupon. This information comes from the store information tab as described on page 460.

To add a new store coupon to the list:

- Click on the 'add' button below the store coupon grid, as shown above. A new blank entry will appear at the top of the table.
- Enter values for the new store coupon.

To delete an existing store coupon from the list:

- Highlight the store coupon to be deleted in the store coupon grid, as shown above.

# FullCalc Operating Guide

- Click on the 'delete' button below the store coupon grid.

You may change an existing store coupon definition by typing in new information in the desired field or clicking on one of the check boxes.

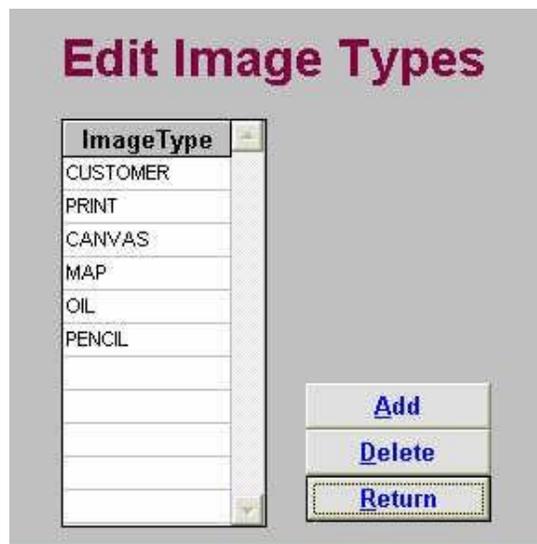
Note: There should be only one store coupon definition for a given SKU number. If there are multiple definitions for a SKU number then the coupon generated may be any of definitions. The results are not predictable.

Buttons on the store coupon screen include:

- **ADD** – add a new blank store coupon to the store coupon database.
- **DELETE** – delete the highlighted store coupon from the store coupon database.

## Edit Image Types

The types of images sold on a framing order can be recorded and later reported on. To do so a list of the types of images sold in a store must be defined. The 'edit image types' button allows for the definition of such a list. This button will appear if the SET IMAGETYPE=ON statement has been specified in the WINCALC.INI file. See page 430 for more information. When you click on the 'edit image types' button on the 'other and condition' tab the following screen will appear.



05060

To add a new image type to the list:

- Click on the 'add' button at the lower right of the grid, as shown above. A new blank entry will appear at the bottom of the table.
- Enter values for the image type (up to eight characters).

To delete an existing image type from the list:

- Highlight the image type to be deleted in the grid, as shown above.
- Click on the 'delete' at the button right of the grid.

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You may change an existing image type definition by typing in new information in the desired image type field (up to eight characters).

Buttons on the edit image types screen include:

- **ADD** – add a new blank image type to the image type database.
- **DELETE** – delete the highlighted image type from the image type database.

## Floral Setup

**Floral Setup Options**

Floral Department Number

Floral Order Number

Floral Order Trailer

Floral Orders ONLY: Minimum 50% Deposit Required.

[Return](#)

05017

The floral setup screen is used to define options for floral order processing. See page 32. The three options that can be set are:

- 1) The department number to be used for custom floral orders. The department number needs to be defined in the department table before it is entered on the floral setup screen. See page 518.
- 2) The number of the next floral order. Floral order numbers start with 'F' for custom floral orders (for example 'F1234') or 'SF' for store floral orders (for example 'SF4567').
- 3) A set of floral order trailer information that appears at the bottom of each printed floral order. This is a free form block of text.

## Edit Plaque Prices

## Plaque Price Edit

UI	Lg Dim	Sm Dim	RM	Sq In	Code A	Code B	Code C	Code D	Code E	Code F	▲
10	6	2	2x7	20	1.00	1.00	1.00	1.00	1.00	1.00	
22	7	5	5x7	40	8.50	11.00	15.00	21.00	24.00	32.00	
15	9	6	6x9	60	11.00	13.00	17.00	0.00	0.00	0.00	
18	10	8	8x10	85	13.50	16.50	20.00	30.00	34.00	39.00	
20	12	8	8x12	100	15.75	19.50	22.00	34.00	38.00	45.00	
22	12	10	10x12	125	17.00	22.00	25.00	0.00	0.00	0.00	
25	14	11	11x14	160	20.00	24.00	28.00	43.00	49.00	53.00	
28	16	12	12x16	200	22.50	28.00	32.00	0.00	0.00	0.00	
32	18	14	14x18	265	26.50	31.50	36.00	0.00	0.00	0.00	
36	20	16	16x20	325	30.50	41.50	48.00	0.00	0.00	0.00	
40	20	20	20x20	400	34.00	43.50	50.00	0.00	0.00	0.00	
44	24	20	20x24	500	38.00	47.50	58.00	0.00	0.00	0.00	
48	24	24	24x24	600	43.00	54.00	66.00	0.00	0.00	0.00	
52	28	24	24x28	700	48.00	62.00	74.00	0.00	0.00	0.00	
56	32	24	24x32	800	53.00	66.00	80.00	0.00	0.00	0.00	
60	36	24	24x36	900	57.50	70.00	85.00	0.00	0.00	0.00	
62	32	30	30x32	1000	64.00	75.00	95.00	0.00	0.00	0.00	
66	36	30	30x36	1100	68.00	82.00	0.00	0.00	0.00	0.00	
72	36	36	36x36	1300	83.00	92.00	0.00	0.00	0.00	0.00	
76	40	36	36x40	1450	93.00	100.00	0.00	0.00	0.00	0.00	
80	40	40	40x40	1600	100.00	110.00	0.00	0.00	0.00	0.00	
82	42	40	40x42	1700	108.00	115.00	0.00	0.00	0.00	0.00	
85	45	40	40x45	1800	114.00	125.00	0.00	0.00	0.00	0.00	
87	47	40	40x47	1900	120.00	135.00	0.00	0.00	0.00	0.00	
90	50	40	40x50	2000	130.00	150.00	0.00	0.00	0.00	0.00	

Add

Delete

Return

05018

The plaque price file, PLAQUE.DBF, is used to define the retail pricing for plaques. The file includes the following fields:

- **UI** – United Inches.
- **LG DIM** – large dimension (a whole number of inches).
- **SM DIM** – small dimension (a whole number of inches).
- **RM** – ready-made size with the small dimension first followed by a small ‘x’ and then the large dimension (all dimensions a whole inches).
- **SQ IN** – the number of square inches in the plaque.

In addition, there are several price fields labeled ‘codea’ to ‘codef’. The last letter in the column name, ‘a’, ‘b’, etc., corresponds to the price code defined for the plaque in the FullCalc inventory. For example, if the price code of a given plaque is ‘b’ then the ‘codeb’ column in the plaque table contains its prices. For a given size, a given United Inch value, a price must be defined for each price code. If for a given UI value a plaque is not sold in a given price code, enter a price of “999.99” for that price code.

To add a new row (new United Inch value) to the plaque price list:

- Click on the ‘add’ button at the bottom right of the plaque price grid, as shown above. A new blank entry will appear at the end of the table.

## FullCalc Operating Guide

- Enter values for the new UI value. This includes the UI value itself and all of the fields described above. If at a specific UI value a plaque of a given price code is not sold then enter a price of '999.99' for that price code.

To delete an existing plaque size from the list:

- Highlight the UI value to be deleted in the plaque price grid, as shown above.
- Click on the 'delete' button below and to the right of the plaque price grid.

Buttons on the plaque price edit screen include:

- **ADD** – add a new blank plaque price definition to the plaque price database.
- **DELETE** – delete the highlighted plaque price definition from the plaque price database.

## Edit Foreign Exchange Data

The foreign exchange data can be edited by clicking on the 'edit fx data' button. This button will appear only if the SET FOREIGN=ON statement has been added to the WINCALC.INI file. See page 430.



The screenshot shows a window titled "Foreign Exchange" with a light gray background. At the top, the title "Foreign Exchange" is written in a large, bold, red font. Below the title, there are two input fields. The first is labeled "Country Code" and contains the text "GBP". The second is labeled "Exchange Rate" and contains the text "1.9700". At the bottom right of the window, there is a button labeled "Return" with a blue border and a dotted outline.

05062

The foreign exchange screen contains two fields. Enter into the 'country code' field a three-character code for the country or currency that is to be exchanged. Enter into the 'exchange rate' field the exchange rate for the foreign currency. This amount is the value of one unit of the foreign currency in terms of one dollar. The exchange rate cannot be zero or negative. The exchange rate can be any positive number including values larger than zero and less than 1.

Example: If one British pound costs \$1.97 to purchase then enter 'GBP' for the 'country code' and '1.97' for the 'exchange rate'.

## Department List

# FullCalc Operating Guide

Options	Store	Gls & Mnts	Other & Cond.	Printers	Department	Prc Charts	Promo	Menu	
<b>Departments</b>									
Dept.	Department Description	Meas.	U	Markup	T	Disc.	Start Dt.	End Dt.	Key
100	FRAMING	UI	1	3.00	Y	0.00	//	//	0
110	MATS	UI	1	3.00	Y	0.00	//	//	0
120	MOULDING	UI	1	3.00	Y	0.00	//	//	0
130	GLASS	UI	1	4.00	Y	0.00	//	//	0
140	FINISHING	UI	2	3.50	Y	0.00	//	//	1
150	Other things	EA	0	2.00	Y	0.00	//	//	
151	Easels	EA	1	5.00	Y	0.00	//	//	
200	Art	EA	1	4.00	Y	0.00	//	//	
210	LIMITED EDITION PRIN	EA	3	5.00	Y	13.00	01/01/20	01/01/20	
300	Promotional packages	EA	0	2.00	Y	0.00	//	//	
400	GIFTS	EA	3	2.50	Y	0.00	//	//	
93	DEPOSIT	EA	3	0.00	N	0.00	//	//	0
930	bad	EA	1	2.00	N	1.00	//	//	
94	GIFT CERTIFICATE	EA	1	0.00	N	0.00	//	//	0
96	Total Discount	EA	0	1.00	N	0.00	//	//	
98	PAID ON ACCOUNT	EA	1	0.00	N	0.00	//	//	0
99	PAID OUT	EA	1	0.00	N	0.00	//	//	0
990	STORE CREDIT	EA	1	0.00	Y	0.00	//	//	0
998	MISC	EA	1	0.00	Y	0.00	//	//	0

05019

For POS, inventory, management, and a number of other parts of FullCalc a list of valid department numbers must be defined. This department definition should be done before taking a framing order, before adding an item into the inventory, and before doing a POS transaction. The department table, see the example above, defines all valid departments in FullCalc. You may define some department numbers while other department numbers are pre-defined. Department numbers are normally three digits long and in the range from 100 to 929.

Note: The department table is the definition of what is and what is not a valid department number, except for the predefined department numbers listed below. Any department number not in this table is, by definition, invalid.

The first step in defining a department structure is to get a clear picture of the goods and services you sell. Categorize all of the items, creating groups. We discourage creating too many groups (a concept of “too many” groups may be governed by Miller’s Law – the magical number seven, plus or minus two) or artificially forcing everything into one or two monolithic groups.

One might use this set of groupings to establish a hierarchical outline of the products carried. If someone were to ask what you carried in your store, you would not lay out in detail every item you had but rather say something like, “We have custom framing, framed art, unframed art, and gifts”. For this response the structure might look like this:

- I. Custom Framing
- II. Framed Art
- III. Gifts
- IV. Unframed Art

# FullCalc Operating Guide

Note: The numbers 'I', 'II', 'III', and 'IV' in this example are not FullCalc department numbers.

These major groupings of what is sold then would become your first (highest) level of a department hierarchy. You then might be asked what types of gifts you carry? These might include music boxes, wall hangings, and photo frames. Your product outline would then look like this:

- I. Custom Framing
- II. Framed Art
- III. Gifts
  - 1. Music boxes
  - 2. Wall hangings
  - 3. Photo frames
- IV. Unframed Art

Note: The numbers 'I', 'II', 'III', 'IV', '1', '2', and '3', in this example are not FullCalc department numbers.

If you then add a set of numbers to the outline shown above you would have a department structure such as:

- 100 Custom Framing
- 200 Framed Art
- 300 Gifts
  - 310 Music boxes
  - 320 Wall hangings
  - 330 Photo frames
- 400 Unframed Art

The numbers that you add to the product outline are the department numbers. FullCalc would be ready to track your inventory, sales, etc. by department.

Remember that the breakdown of any part of the department outline can be done in many ways. You will need to determine which of the several possible alternatives is best for your store. Take for example the Framed Art department in the example shown above. Several breakdowns (for example, school of art, artist name, subject, media, time period, etc.) are possible. Below are two possible breakdowns but many other are possible.

- 200 Framed Art
  - 210 Modernism
  - 220 Impressionism
  - 230 Cubism
  
- 200 Framed Art
  - 210 Monet
  - 220 Dali
  - 230 Picasso
  - 240 Kinkade

As department numbers contain three digits, the department structure could be broken down further. For example:

- 200 Framed Art
  - 210 Monet
  - 220 Dali
  - 230 Picasso

# FullCalc Operating Guide

231 Blue period  
232 Red period  
240 Kinkade

The basic function of the department structure is to show the relation between groups of SKU numbers.

A fuller, yet still simple, example of a department structure from which a department table could be built might be:

100 Custom Framing  
    110 Mats  
    120 Frames  
    130 Glazing  
        131 Glass  
        132 Plastic  
    140 Mounts  
    150 Finish  
    190 Other  
200 Art  
    210 Framed Art  
    220 Unframed Art  
        221 Posters  
        222 Prints  
        223 Oils  
    230 Signed and Numbered Art  
    290 Other  
300 Frames  
    310 Photo  
    320 Open Wood  
    330 Sectionals  
    390 Other  
700 Art Supplies  
    720 Paint  
    750 Brushes  
    790 Other  
800 Gifts  
    810 Seasonal  
        811 Christmas  
        812 Mothers Day  
        813 Fathers Day  
        814 Easter  
        815 Kwanzaa  
        816 Canada Day  
    820 Non-seasonal  
    890 Other

Other department numbers are predefined. FullCalc uses the several predefined department numbers in various predefined manners. Each of the predefined departments may be defined in the department table. The predefined department numbers are:

- **93** - A/R prepayments.
- **94** - purchased gift certificates.
- **95** - employee discounts.
- **96** - total order discounts.
- **97** - frame discounts.

# FullCalc Operating Guide

- **98** - A/R paid on account or charged on account.
- **99** - paid in and paid out.
- **998** - various functions, however, it is normally used to identify something, such as a SKU number, which has a department number which is not valid (it is the 'invalid' department number). For example a SKU number which has a department number attached to it but for which the department number specified is not in the department table would be assigned department number 998 when it is processed thru POS. In general, the use of department 998 means that there is a high likelihood of an error in the definition of a SKU number, or an invalid data entry by a user, or that one of the setup parameters within FullCalc is invalid.
- **999** - various functions.

Note: If the floral section of FullCalc is being used then department 371 should be reserved for custom floral orders and department 382 should be reserved for store floral orders. See section IX for instructions on using the floral order processing module.

Note: Department numbers used anywhere in the program (in the inventory, in the glass type definition table, in the promotional package definition table, etc.) which are not in the department table are, by definition, invalid. Always define a department number in the department table before using it.

The department table contains the following fields:

- **DEPT** – the department number. Except for the pre-defined department numbers listed above, all department numbers are three digits long.
- **DEPARTMENT DESCRIPTION** – a short description of the department.
- **MEAS.** - unit of measure of items. Units include:
  - **EA** – each
  - **FT** – feet. Orders need at least one moulding if the price of a miscellaneous item is based on the number of feet in the order. If the order has several mouldings then the footage of the inner moulding will be used in the price calculation.
  - **UI** – United Inches
  - **MT** - per the price of a regular mat (a mat of price code 1) at retail. There is no requirement that the order contain a mat or that if there is a mat that the mat has a price code of 1.
  - **SF** - square feet as calculated by taking the total width times the total height from the 'image' section of the framing work order and dividing by 144.
- **U** - usage of items in this department in inventory. This details how an item in a department is used in reordering:
  - 0 - not used in reordering. Items that are not physical objects, such as shipping charges, should always be assigned this usage code.
  - 1 - used for information only.
  - 2 - used for reordering.
  - 3 - used for both reorder and pricing.
- **MARKUP** – default markup. Margins should always be larger than 0, and should normally be 1 or larger. The markup is used to assist in editing inventory items and will be used to calculate your margins when costs do not exist. See page 324 and following.
- **T** – are items in this department taxable ('Y') or not ('N'). Only departments where the goods or services are taxable should be set to 'Y' (taxable). Consult the taxing bodies in your state to see if some of the departments should be marked as being non-taxable. Common items that are not taxed include shipping charges, labor (pure labor which is not part of the cost of a physical item), food, and clothing for children. Other items that are not taxed include the sale of gift certificates, employee discounts, total discounts, and accounts receivable prepayments.
- **DISC.** – the discount percentage for all items in the department (use a value of '0.00' for no discount). The discount percentage along with the discount start date and discount end date allow for departmental promotional pricing for a period of time.
- **START DT.** – the date the discount is to start.

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- **END DT.** – the date the discount is to end.

Example: Say that there is a specific SKU number with a normal retail price of \$25.00 with a specific department number. The following table shows the final price, the price after any discounts, on July 1, 2000. The three columns on the left of the table show various values for the discount percentage, discount start date, and discount end date for the items specified department number. Only one set of discount values can be specified for a given department at any one time.

DISC.	START DT.	END DT.	Final price	Because...
None	None	None	25.00	No discount is specified and the regular retail price is charged.
10	None	None	22.50	A 10% discount is always to be taken.
10	01/01/2000	12/31/2000	22.50	A 10% discount is to be taken during the entire year 2000. This includes July 1, 2000.
5	01/01/2000	06/30/2000	25.00	A 5% discount is to be taken only during the first six months of the year. The discount period ends before July 1 and is thus not to be taken.
20	06/01/2000	None	20.00	A 20% discount is to be taken starting June 1 and continue forever.

Departments 998 and 999 should be included the department table and be taxable.

Departments 93, 94, 95, 96, 98, and 99 should also be included in the department table and should not be taxable.

Buttons at the bottom of the 'department' screen include:

- **ADD DEPARTMENT** – add a blank record to the department table. Data values for a new department can then be entered.
- **KEY SUMMARY** – exit from the department table and display the key summary table. See the next section.
- **SKU FILE** – exit from the department table and display the SKU file. See page 525.
- **DELETE DEPARTMENT** – delete the highlighted department in the department table.

## Key Summary

# FullCalc Operating Guide

Options Store Gls & Mnts Other & Cond. Printers Department Prc Charts Promo Menu

## Departments

Description	Key	Begin	End	Or
Framing	1	100	199	199
Art	2	200	299	299
Other	3	400	929	929
998 - bad dept.	4	998	998	998
999 - bad dept.	5	999	999	999
Packages	6	300	399	399
	7			
	8			
	9			
	10			
	11			
	12			
	13			
	14			
	15			

05020

The key summary table is used to summarize each department, as defined in the department table, into one of up to fifteen groups that are called summary departments. The key summary table contains exactly fifteen rows. The 'key' field contains a key number with a value from 1 to 15 with the values being ordered from '1' at the top of the table to '15' at the bottom of the table.

Each summary department definition, key 1 to key 15, specifies a "begin" and "end" department number range. The definition of a summary department also includes a single "or" department (the 'or' department may be one of those in the range specified). For example, if department structure (in the department table) was defined as being:

- 100 Custom Framing
- 200 Framed Art
- 300 Gifts
  - 310 Music boxes
  - 320 Wall hangings
  - 330 Photo frames
- 400 Art
  - 410 Prints
  - 420 Oils
    - 421 Picasso
    - 422 Monet
  - 430 Lithographs
  - 440 Watercolors

then one might define a key summary department titled 'gifts' as having a 'begin' department number of '300', an 'end' department number of '399' and an 'or' department number of '399'. One might define a

# FullCalc Operating Guide

second key summary department number titled 'art' as having a 'begin' department number of '400', an 'end' department number of '499' and an 'or' department number of '499'.

Include all department numbers in the range 100 to 929 plus departments 998 and 999 in one of the summary departments (in one of the keys). Each department number must be included in the definition of only one key summary department (in only one of the keys). The key summary departments are used in end of day reporting. See page 626.

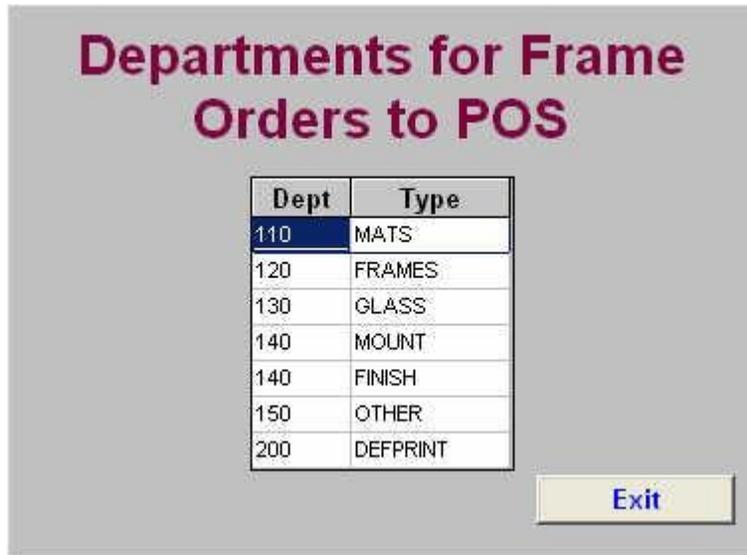
Common errors related to the key summary department table include:

- If a sale is made for an item, as specified by a SKU number, and the department number for that item is not in the department table then the department number is changed to 998 (the 'invalid' department number). This can cause unexpected sales for the key summary department that includes department number 998.
- If department 998 and/or department 999 are not included in the definition of one of the summary departments, then any sales that may be in these departments will not be recorded. This will cause sales to be understated.
- If the SKU file, see below, includes an invalid department number it may cause sales of some or all of the items related to framing orders to go department 998 (the 'invalid' department number) or cause the sales not to be reported properly.
- If the SET SLINE= or the SET FLINE= parameters in the WINCALC.INI file point to an invalid department number then sales of floral and/or framing orders it may cause some sales to go to department 998 (the 'invalid' department number) or cause the sales not to be reported properly.

The key summary table contains the following fields:

- **DESCRIPTION** – a description of the key.
- **KEY** – the key number. This is also referred to as the summary department number. It is a value in the range of 1 to 15.
- **BEGIN** – the first department number that is included in the key.
- **END** – the last department number that is included in the key.
- **OR** – some other department number, which may or may not be in the range of the 'begin' and 'end' department numbers, that is to be included in the key.

## SKU File



05021

The SKU file is what is used to designate the default department numbers that the various parts of frame orders are to be assigned to in POS when originating from FullCalc. Non-default department number values are assigned to a part of the order, for example, if the part of the order has a SKU number and the SKU number has a department number assigned to it in the inventory or the items type definition table specifies a department number. See pages 463, 345, and 487. The SKU file is also used to assign, under certain conditions, the department numbers to mats and moulding from authorized mat and frame vendors as they are added to the inventory. See pages 289 and 297 for additional information.

The SKU file contains exactly seven lines and two columns. The 'type' column lists a part of a framing order such as 'mats', 'glass', etc. The 'dept' column holds a department number.

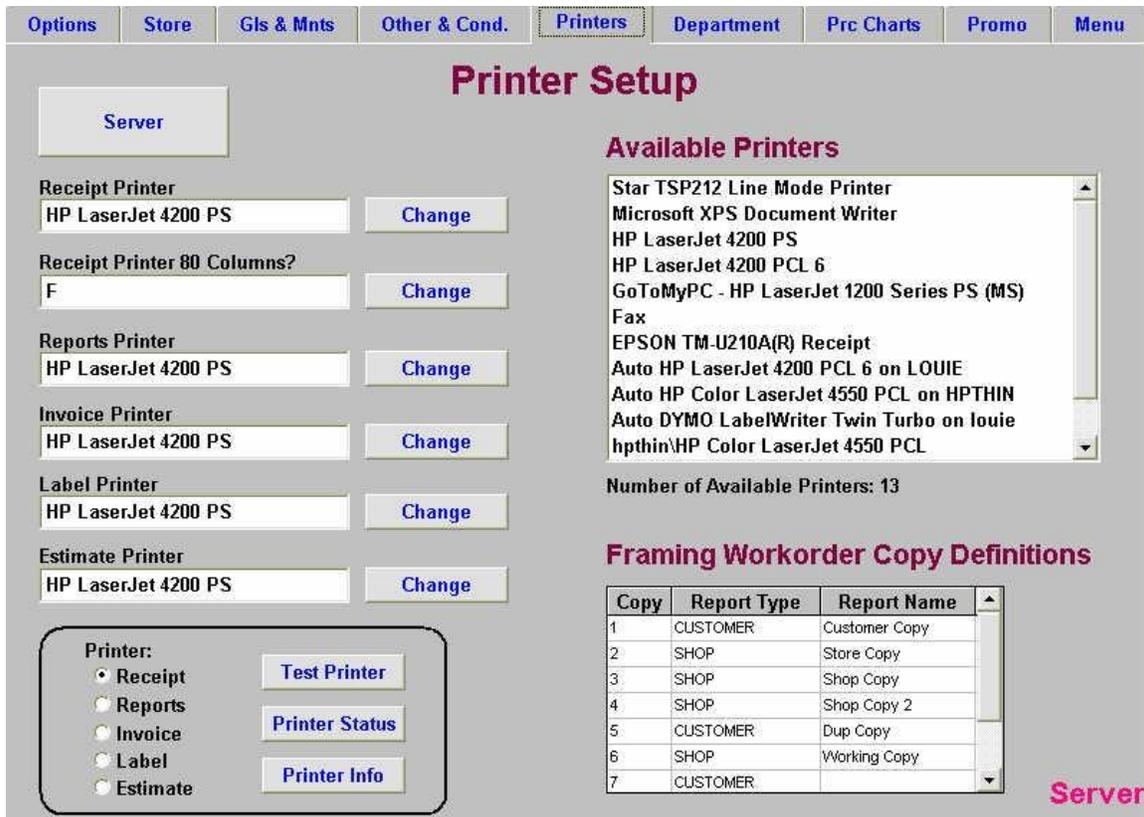
The 'finish' entry is used to define the department number for three types of charges:

- Any actual finish costs.
- Labor charges.
- Dollar discounts specified by dollar value that appear on the 'less' line of the framing work order.

Works of art, also referred to as the image, are assigned to the 'defprint' entry. Miscellaneous items are assigned to the 'dept' entry in the miscellaneous items table. Mouldings that are added by doing an Internet update are given the department number of the 'frames' entry. See page 487.

If is not defined then all charges for the framing order will be assigned to the department number of the 'frames' entry. In the example above, all framing charges are placed in department '120' unless the SKU number of the frame is specified in the inventory database, the glass type database, the mount type database, the finish type database, or the miscellaneous items database. See also page 436 for information on the use of the MULTLINE.TXT file.

## Printers



05022

FullCalc can output data to five types of logical printers:

- receipt printer
- report printer
- invoice printer
- label printer
- estimate printer

The physical printer to be used for each of these logical printer types needs to be defined before FullCalc can be used. Each of the five types of logical printer is used to print a different type of output. For example, the 'receipt printer' is used to print POS transaction receipts while the 'label printer' is used to print gummed labels.

For each logical printer type, first find the name of the physical printer to be used in the list of available printers (the large box on the right side of the example shown above shows the available physical printers<sup>103</sup>). The number of physical printers is listed below the list. There must be at least one physical printer for FullCalc to work properly. Highlight the desired physical printer to be used by a FullCalc logical printer. Click the 'change' button to the right of the logical printer type being specified (one of the boxes on the left side of the screen in the example above). Each type of printed output may go to a different physical printer or multiple types of output may go to a single physical printer.

If the receipt printer is a forty-column printer, the second box on the left side of the example shown above should be set to 'F' (for false, it is not an eighty column printer), otherwise it should be 'T' (it is true that the printer is an eighty column printer). Click the 'change' button to switch between values of 'T' and 'F'.

<sup>103</sup> Physical printers need to be installed and tested before they can be defined in FullCalc on this screen.

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Note: There is one printer setup for each computer (for each SET USER= value as specified the WINCALC.INI file). Click on the button at the upper left of the printer setup page to select which printer setup is being defined. See page 428. The caption on the button at the upper left should match the user value listed in red in the lower right corner of the screen.

Note: If the operating system is Windows XP and if the printer to be used from this computer is attached to another computer and if the name of the other printer starts with the name of the other computer, then a check will be made of the name and the '\\ characters added as a prefix to the name if the '\\ characters do not appear as the first two characters of the name in the box in the upper right of the printers page.

The box 'framing work order copy definitions' is used to set up the format and sequence of each copy of the framing orders printed. The grid contains three columns:

- copy
- report type
- report name

The 'copy' column contains a copy number in the range of 1 to 9. The definition with the copy value of '1' is the first copy to be printed. The number of framing work order copies can be set on the 'options' tab. See page 457.

Under the 'report' heading, the middle column of the table, specify whether a framing work order is to be printed in "customer" or "shop" format. All copies of the order that are printed in the same format, "customer" or "shop", will contain the same data regardless of the order in which they are printed.

Under the "report name" heading, the right column in the table, enter the title to be printed on the upper-right corner of the framing work order form. A report name might be 'office copy', 'Franks copy', 'accounting/invoicing', etc. The title printed on the framing work order has no influence on the format of the output. The report name can be prefixed by way of a number of factors. The 'MOD-' prefix, for example, can be added to the 'Store Copy' to become 'MOD-Store Copy' if the framing order has been modified and then printed after the modification. See page 159 for more about recalling and modifying existing framing orders. The prefixes which can be added to the 'report name' value include:

Prefix added...	Added to 'report name' because ...
PLAQUE	The 'frame' button on the framing input screen is 'plaque'.
MOD	The framing order has been modified and is being printed again after modification.
CUT&HOLD	The 'ord type' button on the order completion screen is 'cut&hold'. This is available only at Great Frame Up stores.
LIVE	The 'ord type' button on the order completion screen is 'live'. This is available only at Great Frame Up stores.

For example, if the value in the 'report name' field is 'Bob in factory' and the 'frame' button on the framing input screen reads 'plaque' then the printed framing order would have a title line at the top of 'plaque-bob in factory'.

The "customer" and "shop" formats of a framing work order differ slightly in format and content. The main difference between the two formats is that the "customer" format contains detailed pricing information while the "shop" format contains only the total price for the order and the tax on the order. See also the table below and page 134 for an example of the two framing work order formats. The number of copies printed is specified on the options screen under setup. See page 454 for information on the option screen under setup. The option screen also can be used to suppress detailed pricing on the 'customer' format copies, if desired.

# FullCalc Operating Guide

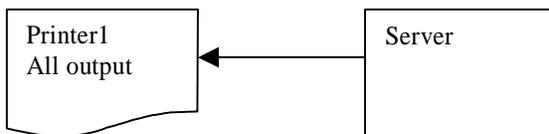
The differences between the two formats can be summarized as follows:

	The item is included on 'customer' format work orders	The item is included on 'shop' format work orders
Customer name	Yes	Yes
Business name	Yes	Yes
Customers address (street name and number, city, state or province and ZIP code or postal code)	Yes	No
List price of each item	Yes <sup>104</sup>	No
Net price of each item	Yes or No <sup>105</sup>	No
Total price of the order (including the total amount of the tax, if any)	Yes	Yes
Summary of discounts given	Yes	No
Store specific trailer (store hours, return policies, etc.)	Yes	No

The area shown in the lower left of the example on page 526 is used to test the printers. Click on the type of printer to be tested and then click on one of the test type buttons:

- The “test printer” button causes a short test output will be generated, if possible, on the printer selected. The test page consists of four lines of output: a horizontal line, the words ‘Printer Test Page’, the current date, and a second horizontal line. For 40-column printers additional output is also generated.
- The “printer status” button displays a message showing if the printer is online or offline. If the printer is connected to a COM port, it returns ‘READY’ if the printer returns ‘Clear To Send Data’ or ‘Data Set Ready’. If the printer is connected to a parallel port, it returns ‘OFFLINE’ if the printer returns ‘Out of Paper’, ‘I/O Error’, ‘Time Out’, ‘Printer Busy’, or ‘Printer Not Selected’.
- The “printer info” button causes the screen shown in the next section to be displayed showing the parameters of the printer.

Example 1 – There is one computer and one printer.



On the server computer the printer definitions would be:

```

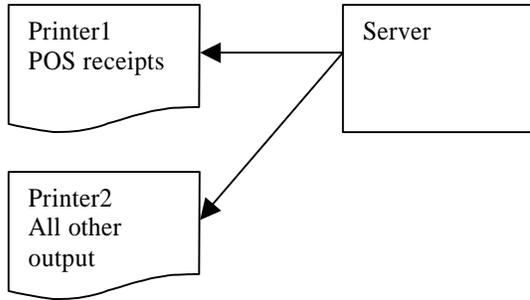
Receipt printer printer1
Reports printer printer1
Invoice printer printer1
Label printer printer1
Estimate printer printer1
  
```

Example 2 – There is one computer and two printers. One printer is to be used for printing POS invoices only and the second printer is to be used to print all other forms of output.

<sup>104</sup> This is included only if the item is discounted on an individual item basis.

<sup>105</sup> This depends on the setting of the ‘no detail/printout’ option in setup. See page 454 for information on the specification of this option in setup.

# FullCalc Operating Guide

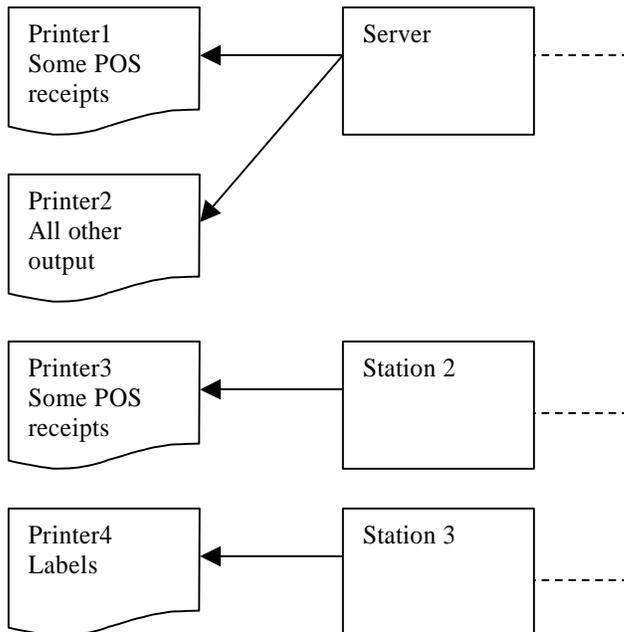


On the server computer the printer definitions would be:

```

Receipt printer printer1
Reports printer printer2
Invoice printer printer2
Label printer printer2
Estimate printer printer2
    
```

Example 3 – There are three computers and four printers. Two printers are to be used for printing POS invoices, one printer is to be used to print labels and one printer is to be used to print all other forms of output. Printer1 and Printer2 are attached to the server. Printer3 is attached to Station 2 and Printer4 is attached to Station 3. All three computers are networked together (the dotted line).



The printer definitions on each of the three computers might be<sup>106</sup>:

Computer	Receipt printer	Reports printer	Invoice printer	Label printer	Estimate printer
Server	printer1	printer2	printer2	printer4	printer2

<sup>106</sup> The example shown is only one possible setup of printers. Other sets of definitions are possible and should be considered under various sets of conditions even with the same number of computers and printers and with the same computer network.

# FullCalc Operating Guide

Station 2	printer3	printer2	printer2	printer4	printer2
Station 3	printer3	printer2	printer2	printer4	printer2

This setup of the printers might be defined because the server computer is physically close to the first POS receipt printer (printer1) while the two station computers are physically close to the second POS receipt printer (printer3).

The FullCalc printer setup values may be printed out by clicking on the 'printer setup' title at the top center of the printer tab. A total of three reports will be printed. These reports show the FullCalc setup values, including the printer setup values. The reports generated from this tab are the same as the first three reports generated from the store tab. See page 462 for examples of these three reports.

## Printer Info

<b>Paper Orientation</b>	Portrait
<b>Paper Size</b>	10x14 in.
<b>Paper Length in .1mm</b>	N/A
<b>Paper Width in .1mm</b>	N/A
<b>Output Scale Factor</b>	100
<b>Number of Copies</b>	1
<b>Paper Source</b>	15 - UNKNOWN
<b>Horz. Dots Per In. or Print Quality</b>	600
<b>Color or Monochrome</b>	Color
<b>Duplex Mode</b>	-1 - UNKNOWN
<b>Vert. Dots Per In.</b>	600
<b>True Type Font</b>	Use device fonts
<b>Collation</b>	Collated

[Return](#)

05023

The screen above shows the printer setup parameters for a specified printer. The values shown have been returned to FullCalc from the printer driver and are hardware dependent. Note that not all of the data values apply to a given printer. See the printer documentation (hardware specification) or contact the printer maker for additional information.

# FullCalc Operating Guide

If the value for a setting is listed as '-1 – unknown' then no value was returned by the printer driver for the specified printer for one or more types of settings. This lack of data is hardware dependent.

## Notes on Installing a Star Printer

The FullCalc program can use a Star printer to print POS receipts. The example below is of a Star SP212 impact printer.



05056

The next example is of a Star TSP613 thermal printer.



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To use this feature do the following.

# FullCalc Operating Guide

- 1) Check to see that the computer has a second printer port<sup>107</sup>. The port should be called LPT2. Install a second printer port into the computer, if required.
- 2) Connect the Star printer to the computer following the manufacturers instructions. This includes installing both the hardware and the printer driver provided by the manufacturer. You may need to have a copy of the install disks or CD-ROM for your operating system available for the printer software installation. You should print a test page from Windows to check the printer for proper operation.

Note: If you are installing a Star SP212 dot matrix printer you will need to know which printer driver you are installing. See step 12 below for additional information.

- 3) From the Windows desktop, go to the printer section under setup. Check to see what the name of the Star printer is defined as in Windows.
- 4) Right click on the printer icon and select 'properties'. Do one or more of the following paragraphs depending on your printer and/or printer driver being used:
  - For the Star SP212 printer using the standard driver, click on the 'paper' tab. In the 'media choice' box check to see that 'cash drawer #1' has been selected. If this is not the selection then change it to 'cash drawer #1'.
  - For the Star SP212 or SP312 printer using the standard driver, in the 'paper source' box on the 'paper' tab, check to see that 'roll paper', for the Star SP212, or 'receipt mode' for the Star SP312 has been selected. If this is not the selection then change it to the proper value.
  - For the Star SP212 printer using the line mode driver, on the 'advanced' tab check to see that 'enable advanced printing features' has been selected.
  - For the Star SP212 printer using the line mode driver, on the 'device settings' tab, check to see that the 'form to tray assignment function' value is 'letter' and the 'paper type' under 'installable options' is set to 'receipt'.
  - For the Star SP212 printer using the line mode driver, on the 'print options' tab set the 'cut action end page/end doc' value to 'form feed/tear bar'.

Note: The instructions in this step are dependent on the version of the Star printer driver you are using. See the documentation provided by Star Micronics on setup of the driver.

- 5) Save the changes, if any, to the printer properties and return to the Windows desktop.
- 6) Start FullCalc.
- 7) On the right side of the example on page 526 is shown a list of available printers. Select the Star printer from the list on your computer for the receipt printer and then click on the 'change' button. You should have noted the name of the Star printer in step 3) above.
- 8) On the left side of the example on page 526 the second entry asks if the POS receipt is to be in 80 column format. If the value is not 'F' then click on the 'change' button to make it 'F'.

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<sup>107</sup> According to Star Micronics, Star receipt printers cannot be connected to computers using USB printer cables. You should see the manufacturers instructions or contact Star Micronics directly for questions on how to install a Star printer.

## FullCalc Operating Guide

- 9) On the right side of the example on page 454 is shown an entry to select the POS receipt printer width. Enter a value of '40' (not '80') on your computer.
- 10) On the right side of the example on page 454 is shown an entry to select the printer port (the LPT) for the 40-column printer. Enter a value of '2' on your computer.
- 11) In the center of the example on page 454 is shown an entry to specify the drawer opening code. In most cases the code should be '7'. However, this is specific to the make and model of cash drawer and may need to be some other value. The maker of the cash drawer can tell you the required code to enter.
- 12) Add zero or one file as per the table shown below. Find the printer type in the first column and the printer model in the second column to decide which file(s) to add. See page 845 on the use of the option file listing feature in the protected utility section.

Printer type	Printer model	STAR212.OPT file defined	STAR312.OPT file defined	STAR613.OPT file defined
Dot matrix	Star SP212 *	Yes	Yes	No
Dot matrix	Star SP212	Yes	No	No
Dot matrix	Star SP312	No	Yes	No
Thermal	Star TSP212	No	No	No
Thermal	Star TSP613	No	No	Yes
	* An error message is output. The default type of Star printer (the Star SP212) is assumed.			

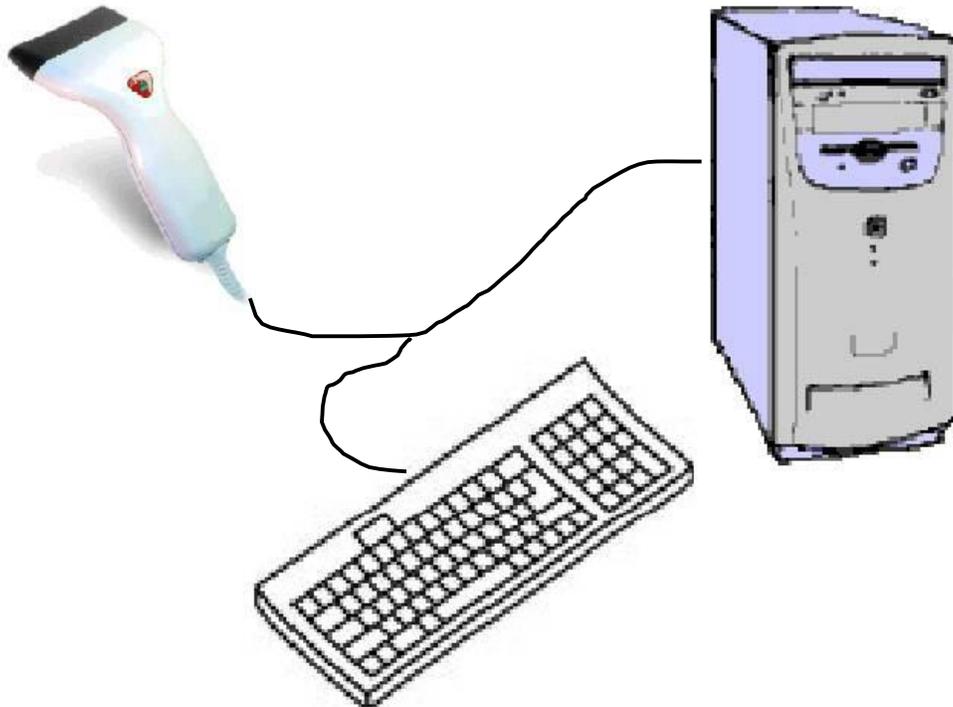
Note: If the type of printer being used is the Star SP212 and if the Star Micronics provided 'line mode' driver is being used, edit the STAR212.OPT file in the C:\WINCALC directory and make the files contents 'LINE'. Use the FullCalc text file editor, as described on page 833, to edit this file. The file can also be edited using the DOS editor or Microsoft Notepad. If two or more computers are networked together the STAR212.OPT file must be modified on each computer.

- 13) Generate a test POS transaction. If the message 'summary band too large' appears then exit FullCalc. Check the Star printers driver setup options. Increase the length of the paper area specified by the driver as being usable. See the documentation supplied with the printer on how to do this or contact Star Micronics.

## Notes on Installing Barcode Reader

If FullCalc is to use barcodes then a barcode reader needs to be installed. The normal way in which this is done is to attach the barcode reader to the computer by way of a 'Y' cable to the keyboard. A typical setup would be as shown in the following example.

# FullCalc Operating Guide

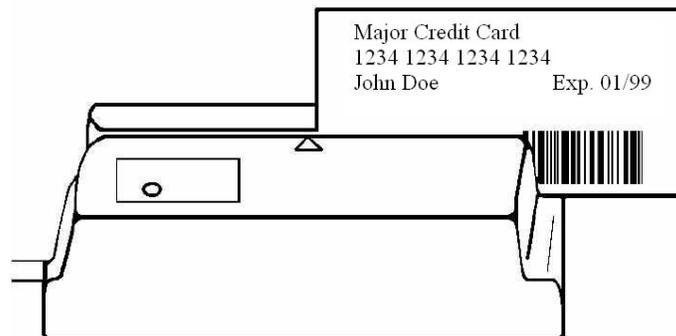


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See the documentation provided by the barcode reader manufacturer for full details on installing the reader.

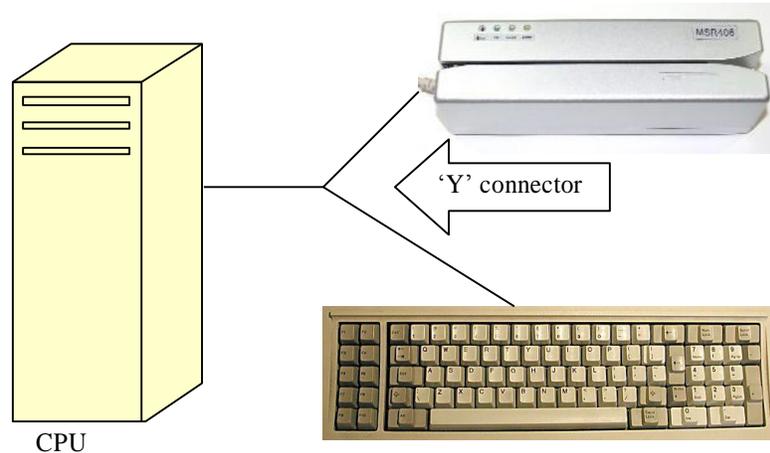
## Notes on Installing Magnetic Stripe Readers

If a credit card authorizing program is to be used with FullCalc, see the following sections for each credit card authorizing program supported by FullCalc, then a magnetic stripe reader may be used to read the credit card data off of the back of the credit card. The magnetic stripe reader may be built into a keyboard or it may be a separate unit. See the sample reader shown below for an example of a separate unit.



A separate magnetic stripe reader might be connected to the computer in the following manner.

# FullCalc Operating Guide



The magnetic stripe reader needs to be configured so that:

- Track 2 from the credit card is read into FullCalc<sup>108</sup>.
- All of the data from the track should be sent as one long character string.
- The credit cards starting sentinel character and ending sentinel character should be included in the data sent from the magnetic stripe reader.
- The last character sent to FullCalc after reading the card should be a carriage return character. This may mean that a carriage return character may need to be added to the end of data stream.

The magnetic stripe reader is normally installed as a 'keyboard wedge'. Note that you may also need a 'Y' connector cable to install the magnetic stripe reader (see the example above).

See the documentation provided by the manufacturer of the magnetic stripe reader for how to install and configure the reader. Call the manufacturer if you have questions or problems in installation or configuration of the reader.

The information on track 1 of financial cards (credit cards) is contained in several formats. FullCalc assumes that format 'B' of track 1 data, which is used by VISA, Master Card, American Express, etc., is being used. The format of track 1 in format 'B' is described below:

Track one, format B:

- **Start sentinel** — one character ('%')
- **Format code** — one character ('B')
- **Primary account number (PAN)** — up to 19 characters. Usually, but not always, matches the credit card number printed on the front of the card.
- **Field Separator** — one character ('^')
- **Name** — two to 26 characters
- **Field Separator** — one character ('^')
- **Expiration date** — four characters in the form YYMM.
- **Service code** — three characters
- **Discretionary data** — may include Pin Verification Key Indicator (PVKI, 1 character), PIN Verification Value (PVV, 4 characters), Card Verification Value or Card Verification Code (CVV or CVK, 3 characters)
- **End sentinel** — one character ('?')

<sup>108</sup> You may configure the magnetic stripe reader to also read track 1 followed by track 2 or track 2 followed by track 1 if desired. Do not configure the magnetic stripe reader to read track 1 only.

# FullCalc Operating Guide

Track 2 on the financial card (credit card) contains banking specific data. The data format of track 2 is described below:

Track two:

- **Start sentinel** — one character (;)
- **Primary account number (PAN)** — up to 19 characters. Usually, but not always, matches the credit card number on the front of the card.
- **Separator** — one character (=)
- **Expiration date** — four characters in the form YYMM.
- **Service code** — three characters
- **Discretionary data** — as in track one (see above)
- **End sentinel** — one character (?)

To test the magnetic stripe reader, start Microsoft Notepad and swipe a test credit card. The data transferred to Microsoft Notepad should appear in either of the following forms:

Track 1 followed by track 2: % <track 1 data> ?; <track 2 data> ?

Track 2 followed by track 1: ; <track 2 data> ?% <track 1 data> ?

Track 2 only: ; <track 2 data> ?

Where <track 1 data> and <track 2 data> is the data for track 1 or track 2 as described above. Check to see that the data sentinels (delimiters), '%', '?', and ';', appear in the proper locations in the data transferred from the test credit card.

Example: An example of track 1 data followed by track 2 data might look like the following:

```
%B123456789012345^SMITH/JOHN^1105000987654?;123456789012345=1105000987654?
```

Where:

Primary account number (credit card number) = 123456789012345

Name = Smith/John

Expiration date = 1105

Service code = 000

Discretionary data = 987654

## Notes on Installing a PIN Pad

If a credit card authorizing program is to be used with FullCalc and if debit cards are to be accepted using PIN number authentication, then a PIN pad must be installed. PIN pads can be directly connected to the computer or can be made part of a magnetic stripe reader. See the previous section for more on magnetic stripe readers. FullCalc provides support for the following PIN pads connected to a serial port (also known as a COM port) for PIN entry only:

- VeriFone 101/1000
- VeriFone 2000
- Ingenico eN-Crypt 2100
- Hypercom P1320

The last PIN pad listed above can be used only with PowerPay while PCCharge, ICVERIFY, and X-Charge can be used with the other PIN pads listed.

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The example below on the left is of the VeriFone model 1000se PIN pad. The example below on the right is a Hypercom P1320 PIN pad. Each PIN pad contains an alphanumeric LCD display at the top. Below the display are three function buttons that may be used to enter user data in addition to the ten digit buttons. At the bottom are three colored buttons. The red button on the left is the 'cancel' button. The yellow button in the center is the 'reset' button. The green button at the right is the 'enter' button.



See the documentation provided by the manufacturer of the PIN pad for how to install and configure it. The manufacturers documentation will also provide additional information on the devices use.

How to specify the PIN pad setup parameters to FullCalc is detailed on page 510.

The SET DEBITCARD=ON parameters will also need to be added to the WINCALC.INI file. See page 430.

## Notes on Installing X-Charge Software

The FullCalc program can use the X-Charge program from CAM Commerce Solutions to process credit card transactions from POS. To use this feature do the following:

- 1) Check with your credit card processor to see if they accept electronic transactions. If they do then you will need the processors modem telephone number, if you use dial-up access, and access codes. In addition you will need a credit card processor assigned merchant number.
- 2) Install, if required, a modem (internal or external) in your computer. Connect the modem to the telephone system. You can also use a high-speed connection to the Internet using a T1, ISDN, DSL, cable or other type of communications line.
- 3) Install one of the three following configurations of hardware:
  - A standard keyboard if you plan to enter all of the credit card information manually.
  - A keyboard with a built-in magnetic stripe reader if you plan to swipe credit cards for direct input of credit card data. The magnetic swipe reader reads data from the back of the credit card. See page 534 for more on magnetic swipe readers and the configuration requirements.

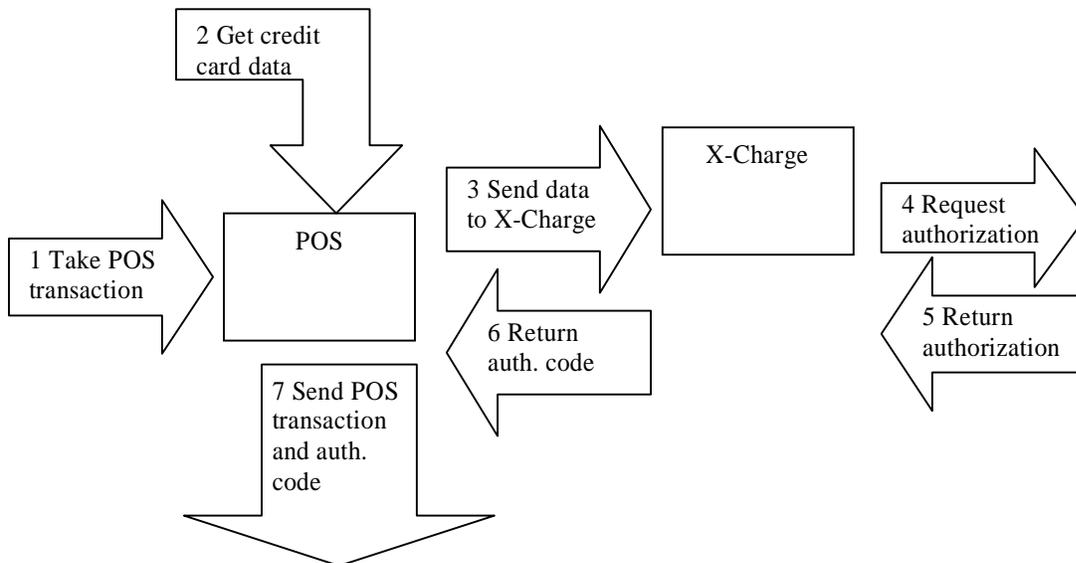
# FullCalc Operating Guide

- A standard keyboard plus a standalone magnetic stripe reader if you plan to swipe credit cards for direct input of credit card data. Note that you may also need a ‘Y’ connector cable. See the documentation provided by the manufacturer of the magnetic stripe reader for how to install and configure the reader. The magnetic swipe reader reads data from the back of the credit card. See page 534 for more on magnetic swipe readers and the configuration requirements.
- 4) Install and configure the X-Charge program from CAM Commerce Solutions. Follow the instructions supplied by CAM Commerce Solutions along with the data provided by your credit card processor (step 1 above). As part of the X-Charge setup you can specify the disk drive and directory where the transaction data is to be located.
  - 5) Add a SET SCANDIR= parameter to the WINCALC.INI file. See page 431. This value should point to the same disk drive and directory as specified in step 4 above to contain the X-Charge transaction data. For example, SET SCANDIR=C:\Program Files\X-CHARGE\LocalTran if this is the disk drive and directory where you have told X-Charge to place the transaction data.
  - 6) Add a SET CCARDSW=XCHARGE parameter to the WINCALC.INI file. See page 431.
  - 7) If debit cards are to be accepted, in addition to credit cards, and processed using X-Charge then install a PIN pad. See page 536. In addition, add a SET DEBITCARD=ON parameter to the WINCALC.INI file. See page 430.

Note: Debit cards can be used only to sell items and return items (give credits). Debit cards cannot be used to give additional cash back to customers. Only debit cards using PIN number verification, not signature verification, should be processed if the SET DEBITCARD=ON parameter is defined in the WINCALC.INI file.

When credit cards are to be accepted, start the X-Charge program first and then minimize it. Then start FullCalc and process the transaction using POS.

With X-Charge installed the basic data flow for a POS transaction using a credit card is as per the following diagram:



# FullCalc Operating Guide

Credit card  
processor

POS receipt

## Notes on Installing PCCharge Software

The FullCalc program can use the PCCharge program from VeriFone Software to process credit card transactions from POS. To use this feature do the following:

- 1) Check with your credit card processor to see if they accept electronic transactions. If they do then you will need the processors modem telephone number, if you use dial-up access, and access codes. In addition you will need a credit card processor assigned merchant number.
- 2) Install, if required, a modem (internal or external) in your computer. Connect the modem to the telephone system. You can also use a high-speed connection to the Internet using a T1, ISDN, DSL, cable or other type of communications line.
- 3) Install one of the three following configurations of hardware:
  - A standard keyboard if you plan to enter all of the credit card information manually.
  - A keyboard with a built-in magnetic stripe reader if you plan to swipe credit cards for direct input of credit card data. The magnetic swipe reader reads data from the back of the credit card. See page 534 for more on magnetic swipe readers and the configuration requirements.
  - A standard keyboard plus a standalone magnetic stripe reader if you plan to swipe credit cards for direct input of credit card data. Note that you may also need a 'Y' connector cable. See the documentation provided by the manufacturer of the magnetic stripe reader for how to install and configure the reader. The magnetic swipe reader reads data from the back of the credit card. See page 534 for more on magnetic swipe readers and the configuration requirements.
- 4) Install and configure the PCCharge program from VeriFone Software. Follow the instructions supplied by VeriFone Software along with the data provided by your credit card processor (step 1 above).
- 5) Add a SET SCANDIR= parameter to the WINCALC.INI file. See page 431. This value should point to the same disk drive and directory as specified in step 4 above to contain the PCCharge program. For example SET SCANDIR=C:\Program Files\PCCW if this is the disk drive and directory where you have loaded PCCharge.
- 6) Add a SET CCARDSW=PCCHARGE parameter to the WINCALC.INI file. See page 431.
- 7) Define within FullCalc two PCCharge setup parameters, processor id and merchant number. See page 508 for details on how to enter these values into FullCalc. Contact VeriFone Software for the processor id value to be entered. The merchant number is assigned to you by the credit card processing company you use. See step 1 above.
- 8) If debit cards are to be accepted, in addition to credit cards, and processed using PCCharge then install a PIN pad. See page 536. In addition, add a SET DEBITCARD=ON parameter to the WINCALC.INI file. See page 430.

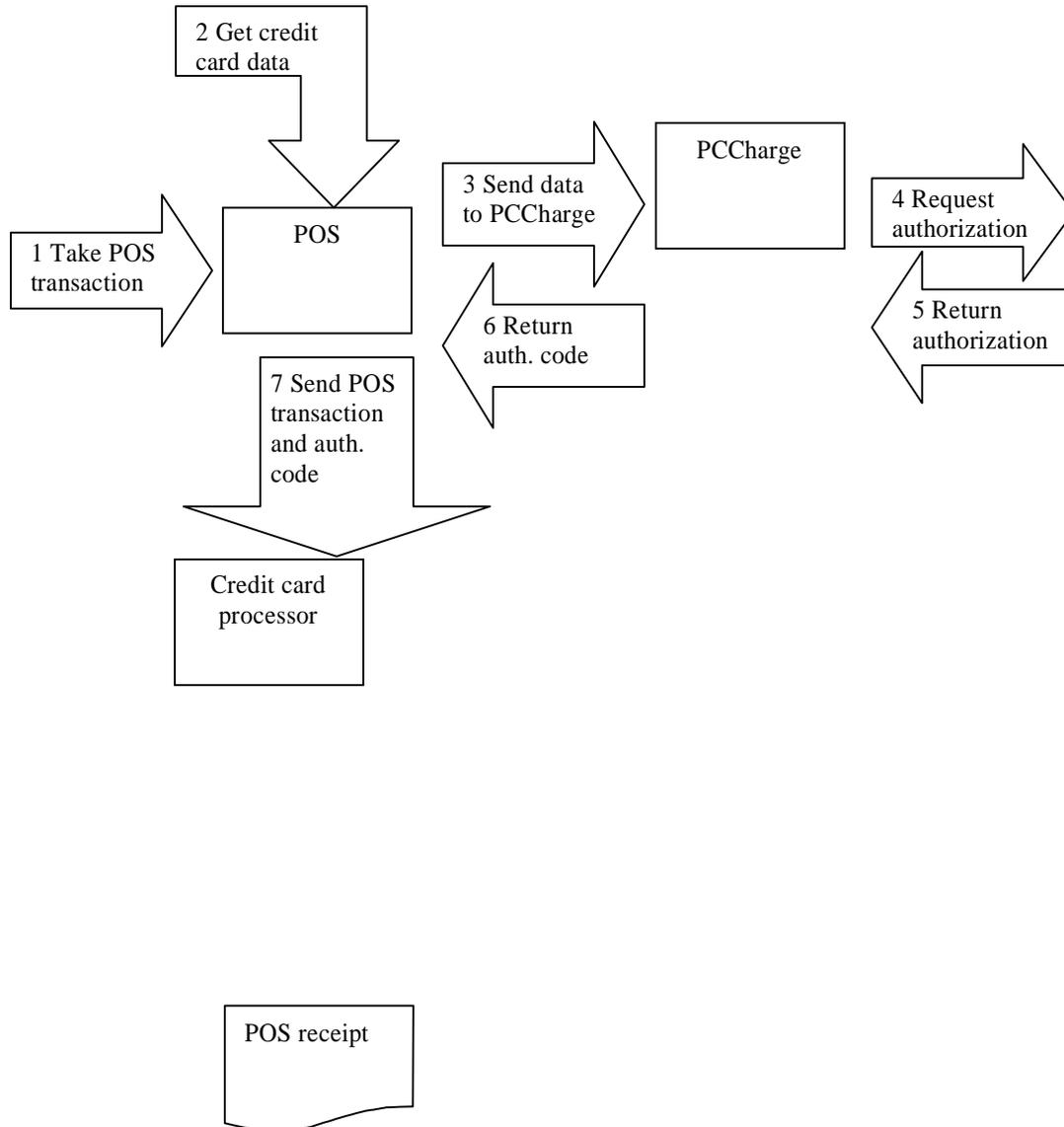
Note: Debit cards can be used only to sell items and return items (give credits). Debit cards cannot be used to give additional cash back to customers. Only debit cards using PIN number verification,

# FullCalc Operating Guide

not signature verification, should be processed if the SET DEBITCARD=ON parameter is defined in the WINCALC.INI file.

When credit cards are to be accepted, start the PCCharge program first and then minimize it. Then start FullCalc and process the transaction using POS.

With PCCharge installed the basic data flow for a POS transaction using a credit card is as per the following diagram:



## Notes on Installing ICVERIFY Software

The FullCalc program can use the ICVERIFY program from ICVERIFY, Inc. to process credit card transactions from POS. To use this feature do the following:

- 1) Check with your credit card processor to see if they accept electronic transactions. If they do then you will need the processors modem telephone number, if you use dial-up access, merchant number, access codes, etc.

## FullCalc Operating Guide

- 2) Install, if required, a modem (internal or external) in your computer. Connect the modem to the telephone system. You can also use a high-speed connection to the Internet using a T1, ISDN, DSL, cable or other type of communications line.
- 3) Install one of the three following configurations of hardware:
  - A standard keyboard if you plan to enter all of the credit card information manually.
  - A keyboard with a built-in magnetic stripe reader if you plan to swipe credit cards for direct input of credit card data. The magnetic swipe reader reads data from the back of

# FullCalc Operating Guide

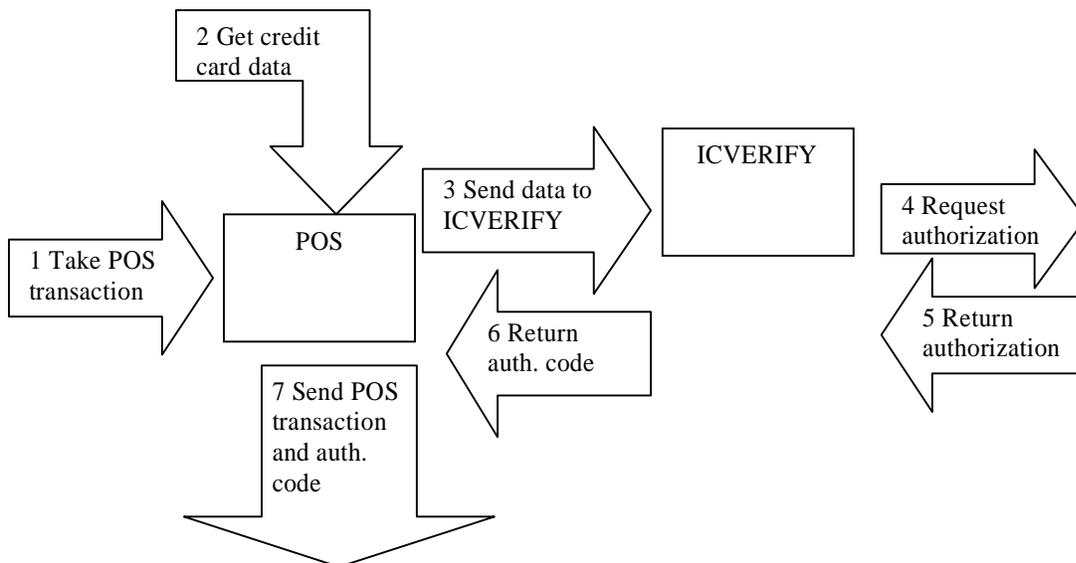
the credit card. See page 534 for more on magnetic swipe readers and the configuration requirements.

- A standard keyboard plus a standalone magnetic stripe reader if you plan to swipe credit cards for direct input of credit card data. Note that you may also need a ‘Y’ connector cable. The magnetic swipe reader reads data from the back of the credit card. See page 534 for more on magnetic swipe readers and the configuration requirements.
- 4) Install and configure the ICVERIFY program from ICVERIFY, Inc. Follow the instructions supplied by ICVERIFY, Inc. along with the data provided by your credit card processor (step 1 above). As part of this setup you will need to:
    - a. Define a request directory. This definition will be done in Windows, not in ICVERIFY.
    - b. Specify to ICVERIFY the name of the request directory you have created.
  - 5) Add a SET SCANDIR= parameter to the WINCALC.INI file. See page 431. This value should point to the same disk drive and directory as specified in step 4a and 4b above to contain the ICVERIFY requests. For example SET SCANDIR=C:\Program Files\REQDIR if this is the disk drive and directory where you have told ICVERIFY to look for requests.
  - 6) Add a SET CCARDSW=ICVERIFY parameter to the WINCALC.INI file. See page 431.
  - 7) If debit cards are to be accepted, in addition to credit cards, and processed using ICVERIFY then install a PIN pad. See page 536. In addition, add a SET DEBITCARD=ON parameter to the WINCALC.INI file. See page 430.

Note: Debit cards can be used only to sell items and return items (give credits). Debit cards cannot be used to give additional cash back to customers. Only debit cards using PIN number verification, not signature verification, should be processed if the SET DEBITCARD=ON parameter is defined in the WINCALC.INI file.

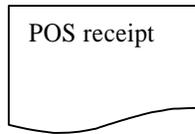
When credit cards are to be accepted, start the ICVERIFY program first and then minimize it. Then start FullCalc and process the transaction using POS.

With ICVERIFY installed the basic data flow for a POS transaction using a credit card is as per the following diagram:



# FullCalc Operating Guide

Credit card  
processor



## Notes on Installing PowerPay Software

The FullCalc program can use the PowerPay program from PowerPay LLC to process credit card and debit card transactions from POS. To use this feature do the following, except as noted below, on each computer running FullCalc:

- 1) Check with your credit card processor to see if they accept electronic transactions. If they do then you will need the processors modem telephone number, if you use dial-up access, merchant number, access codes, etc. These setup values will be provided by PowerPay LLC, not by Eagle Computers.
- 2) Install, if required, a modem (internal or external) in your computer. Connect the modem to the telephone system. You can also use a high-speed connection to the Internet using a T1, ISDN, DSL, cable or other type of communications line.
- 3) Check your version of Windows to see that version 2 of .NET, or above, is installed. Install or upgrade .NET as required. Contact Microsoft Corporation, not Eagle Computers, for more information on .NET and how to install or upgrade this product.
- 4) In the C:\Program Files\EPSTIPNET directory, run the INSTALL.BAT batch file.
- 5) Install one of the three following configurations of hardware:
  - A standard keyboard if you plan to enter all of the credit card information manually.
  - A keyboard with a built-in magnetic stripe reader if you plan to swipe credit cards for direct input of credit card data. The magnetic swipe reader reads data from the back of the credit card. See page 534 for more on magnetic swipe readers and the configuration requirements.
  - A standard keyboard plus a standalone magnetic stripe reader if you plan to swipe credit cards for direct input of credit card data. Note that you may also need a 'Y' connector cable. The magnetic swipe reader reads data from the back of the credit card. See page 534 for more on magnetic swipe readers and the configuration requirements.
- 6) Add a SET SCANDIR= parameter to the WINCALC.INI file. See page 431. This value should point to the disk drive and directory that contains the FullCalc databases. The normal location is C:\WINCALC\DATA. For example SET SCANDIR=C:\WINCALC\DATA
- 7) Add a SET CCARDSW=POWERPAY parameter to the WINCALC.INI file. See page 431.
- 8) Configure the PowerPay program from PowerPay LLC. Enter the PowerPay setup parameters using the 'edit powerpay parameters' options as described on page 509. Specifically use the 'edit merchant settings' option to define your shop as a merchant and the 'edit connection settings' option to define your connection to the PowerPay LLC computers. Follow the instructions

# FullCalc Operating Guide

supplied by PowerPay LLC, not Eagle Computers, along with the data provided by PowerPay and/or your credit card processor (see step 1 above).

For the merchant settings you will need to contact PowerPay LLC, not Eagle Computers, for the following values:

- Merchant ID
- Registration key (Reg Key)
- Client number
- User name
- Password

In addition, the terminal id will normally be set to '001' and the industry code will normally be set to 'R'. These settings will be used to update or add a record on the 'edit merchant settings' screen.

For the connection settings you will need to contact PowerPay LLC, not Eagle Computers, for the following value:

- Remote\_host\_1

In addition, you will need to know the record number from the merchant setting to be used (see above).

- 9) If you have only one computer running FullCalc then go to step 11 (skip this step and the next step). If you have two or more computers that run FullCalc then do the following step on the server computer only (skip this step on the workstation computer(s)).

Allow the linking the PowerPay control database on the FullCalc server from the FullCalc workstation computer(s) by doing the following:

- Stop FullCalc on the server computer and all other computers (including the work station computer(s)).
- Click on the 'start' button.
- Click on 'all programs'.
- Click on 'accessories'.
- Click on 'windows explorer'. The Windows Explorer screen should appear.
- In the panel on the left, click on the '+' to the left of 'my computer'.
- Click on the '+' to the left of 'local drive (C:)'.  
• Click on the '+' to the left of 'program files'.
- Right click on 'epstipnet'.
- On the popup menu, click on 'properties'.
- Click on the 'sharing' tab.
- Place a check mark in the box to the left of 'share this folder on the network'.
- Check to see that the share name is 'epstipnet'.
- Place a check mark in the box to the left of 'allow network users to change my files'.
- Click on the 'apply' button.
- Click on the 'ok' button.
- Click on the 'X' at the upper right of the Windows Explorer screen.

- 10) If you have two or more computers that run FullCalc then do the following step on each of the workstation computers only (skip this step on the server computer).

Link the PowerPay control database on each FullCalc workstation connected to the FullCalc server by doing the following:

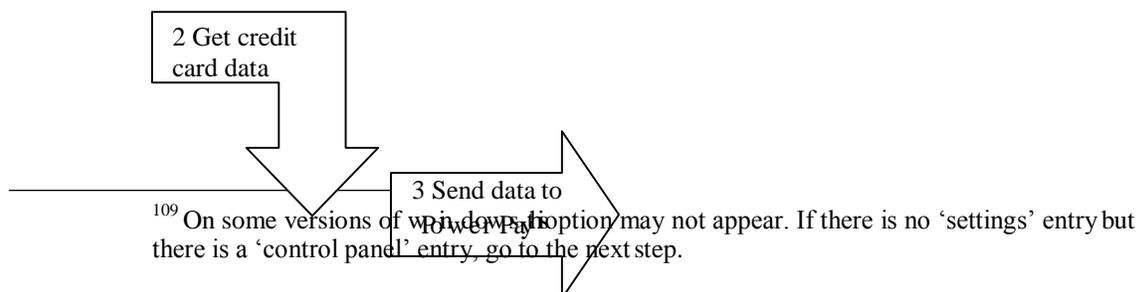
# FullCalc Operating Guide

- Stop FullCalc on this workstation and all other computers (including the server computer).
- Click on the 'start' button. The Windows start menu should then appear.
- Click on 'settings'<sup>109</sup>.
- Click on 'control panel'
- Double click on 'administrative tools' icon.
- Double click on 'data sources (ODBC)' icon.
- Click on the 'file dsn' tab.
- Click on the 'tipnet' icon on the large box on the screen to highlight it.
- Click on the 'configure...' button. The 'odbc microsoft access setup' screen should appear.
- Click on the 'select...' button. The 'select database' screen should appear.
- Click on the 'network' button. The 'map network drive' screen should appear.
- In the 'drive' box, select a drive letter to be used. This drive letter should not be currently in use and should not be 'a', 'b', or 'c'.
- Click on 'browse...'
- Click on the '+' to the left of 'entire network'. If a '-' appears to the left of 'entire network' do not click on it.
- Click on the '+' to the left of 'microsoft windows network'. If a '-' appears to the left of 'microsoft windows network' do not click on it.
- Click on the '+' to the left of the name of your network. This network name is store dependent (it will be different in every store).
- Click on the '+' to left of the name of the server computer in your network. This computer name is store dependent (it will be different in every store).
- Click on 'epstipnet'.
- Click on 'ok'.
- Place a check mark in the box to the left of 'reconnect at logon'.
- Click on the 'finish' button. The 'select database' screen should appear again.
- After the new disk drive and directory have been specified, click on the 'ok.' button.
- Click on the 'ok' button.
- Click on the 'ok' button.
- Click on the 'X' at the upper right of the 'administrative tools' screen.

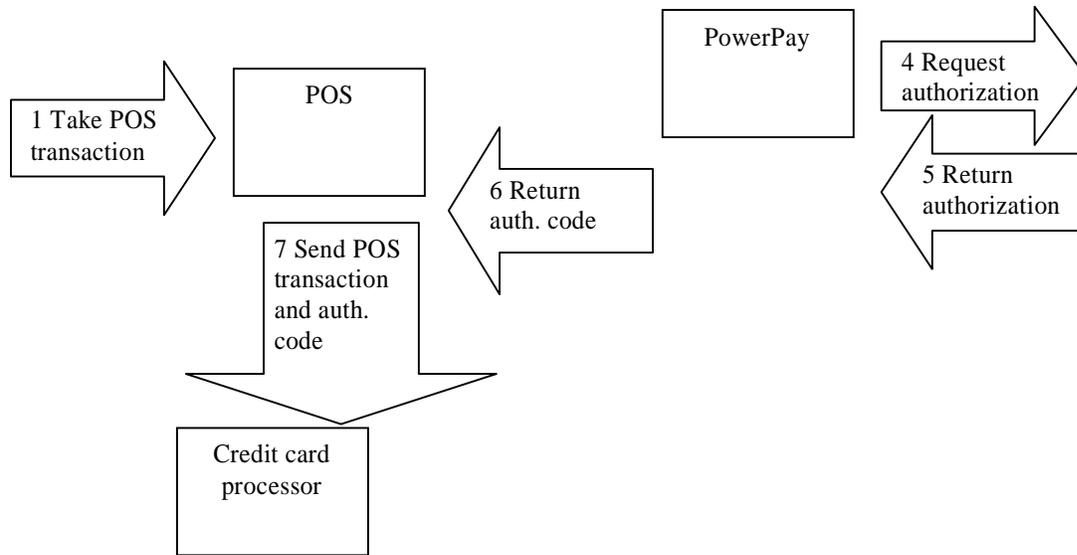
- 11) If debit cards are to be accepted, in addition to credit cards, and processed using PowerPay then install a Hypercom P1320 PIN pad. See page 536. In addition, add a SET DEBITCARD=ON parameter to the WINCALC.INI file. See page 430.

Note: Debit cards can be used only to sell items and return items (give credits). Debit cards cannot be used to give additional cash back to customers. Only debit cards using PIN number verification, not signature verification, should be processed if the SET DEBITCARD=ON parameter is defined in the WINCALC.INII file.

With PowerPay installed the basic data flow for a POS transaction using a credit card is as per the following diagram:



# FullCalc Operating Guide



## Warning

**Warning:** If PowerPay has been installed by another program, installing and/or updating FullCalc may cause PowerPay and the other program to stop operating properly together. Contact PowerPay LLC directly for version compatibility information.

## Notes on Installing Authorizer Software

The FullCalc program can use the Authorizer program from VeriFone Software (formerly GO Software and formerly Atomic Software) to process credit card transactions from POS. To use this feature do the following:

- 1) Check with your credit card processor to see if they accept electronic transactions. If they do then you will need the processors modem telephone number, if you use dial-up access, and access codes.
- 2) Install, if required, a modem (internal or external) in your computer. Connect the modem to the telephone system. You can also use a high-speed connection to the Internet using a T1, ISDN, DSL, cable or other type of communications line.
- 3) Install one of the three following configurations of hardware:
  - A standard keyboard if you plan to enter all of the credit card information manually.

## FullCalc Operating Guide

- A keyboard with a built-in magnetic stripe reader if you plan to swipe credit cards for direct input of credit card data. The magnetic swipe reader reads data from the back of the credit card. See page 534 for more on magnetic swipe readers and the configuration requirements.
- A standard keyboard plus a standalone magnetic stripe reader if you plan to swipe credit cards for direct input of credit card data. Note that you may also need a 'Y' connector cable. The magnetic swipe reader reads data from the back of the credit card and the configuration requirements.

# FullCalc Operating Guide

- 4) Install and configure the Authorizer program from VeriFone Software (formerly Atomic Software). Follow the instructions supplied by VeriFone Software along with the data provided by your credit card processor (step 1 above).

Under the 'advanced' setting within the Authorizer, indicate that the batch API is to be used. In addition, enter the name of the disk drive and directory into which the Authorizer program has been loaded, for example C:\ATOMIC.

- 5) Add a SET SCANDIR= parameter to the WINCALC.INI file. See page 431. This value should point to the same disk drive and directory as specified in step 4 above, for example SET SCANDIR=C:\ATOMIC.

Note: Debit cards and PIN pads cannot be used with the Authorizer program.

When credit cards are to be accepted, start the Authorizer program first and then minimize it. Then start FullCalc and process the transaction using POS.

## Notes on Visualization Hardware

If frame order visualization is to be done then a camera and potentially other computer hardware is required. In the example below are two possible types of cameras that can be used in the visualization process. On the left is an example of a digital camera and on the right is an example of a web camera<sup>110</sup>. Each of these two types of devices can be connected to a computer using a cable that attaches to a USB port. See the maker of the camera for information on the required cable and the installation procedure.



05053

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<sup>110</sup> The camera, cables, and any other hardware described in this section are not part of FullCalc and are not required for the proper operation of the basic FullCalc software or FullCalc with POS installed. They are required only if frame order visualization is to be done. The camera, cables, and any other hardware items required to connect the camera to the computer are not supplied by Eagle Computers.

# FullCalc Operating Guide

There are three basic hardware configurations that can be used to display the visualization of the frame order. All three of the options required the instillation of a TWAIN compatible camera and some required that additional hardware be installed<sup>111</sup>. The three options are:

- 1) Computer monitor output
- 2) Television connection to the computer
- 3) Television connection by way of a scan converter

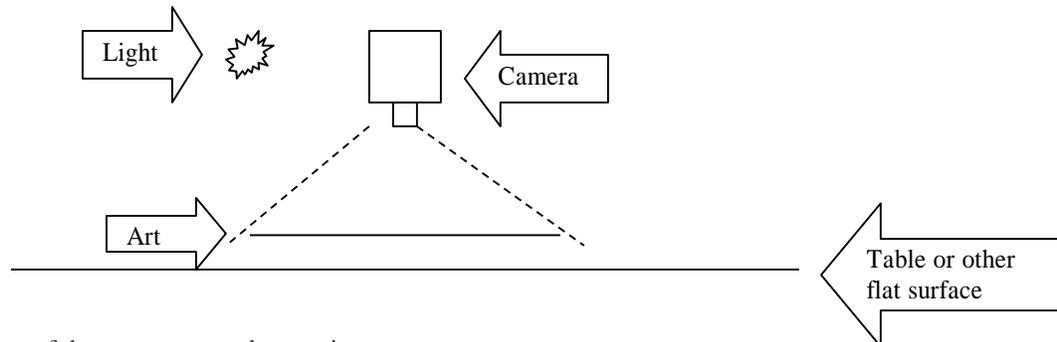
## Computer Monitor Output

The simplest option is to just add a camera to the basic hardware and software requirements for FullCalc as described on page 14. The camera used must be TWAIN compatible. As a general rule, the quality of the visualized framing order will improve as the quality of the camera and the quality of the output device are improved.



In this configuration the camera, shown on the right in the example above, is connected to the computer. The frame order is then visualized on the standard computer monitor, shown on the left in example above.

There are many ways in which the camera can be mounted and used. One possible way is to suspend the camera above a table or other flat surface on which the work of art has been placed. The following diagram shows this possible configuration.



The instillation of the camera may also require:

- An extension USB cable which can reach from the camera to the computer. USB cables, or USB extension cables, of the proper length should be purchased. Do not make, modify, or splice USB cables. See the maker of your computer as to which version of USB you are using and any cable length restrictions.

<sup>111</sup> The camera, cables, television set, and any other hardware described in this section are not part of FullCalc and are not required for the proper operation of the basic FullCalc software or FullCalc with POS installed. They are required only if frame order visualization is to be done. The camera, cables, and any other hardware items required to connect the camera to the computer are not supplied by Eagle Computers.

# FullCalc Operating Guide

- A power supply for the camera that is connected to a wall outlet. The use of a battery to operate the camera is not recommended.

The quality of the finished digital image of the work of art is dependent on many factors. These factors include the following:

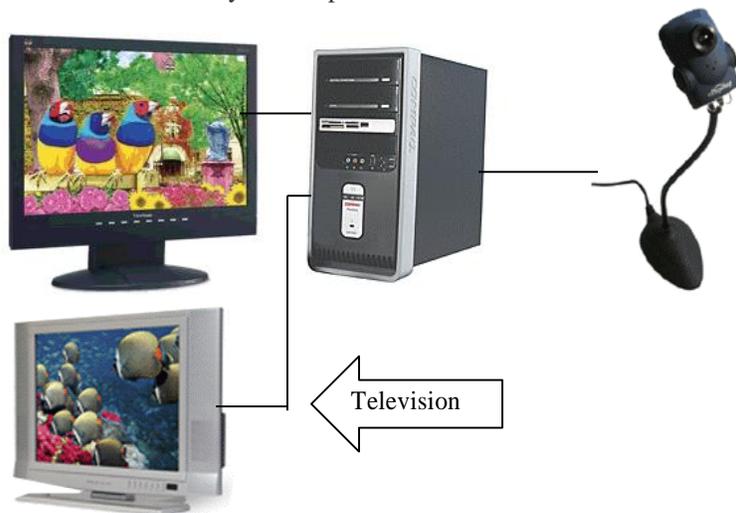
- The quality of the camera. This is often measured in the number of pixels per image.
- The location of the camera relative to the work of art.
- The lighting of the work of art. This includes the amount of light, the direction of the light, and the color of the light.

Note: Laying the work of art on a surface with a grid on it will help you get the work of art properly aligned in FullCalc. This will reduce the amount of editing of the digital image that is required.

## Television Connection to the Computer

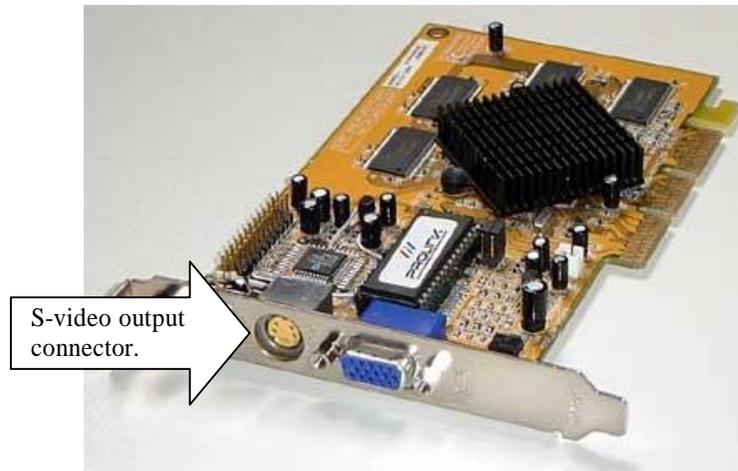
The second configuration uses the S-video output port on the computers video card. As in the first option, a camera must be added. A cable is then run from the S-video output port on the video card directly to a television.

Note: Not all video cards supplied with all makes and models of computers come with a S-video output port. The video card in a computer may, in some cases, need to be replaced if this option is to be used. Contact the maker of your computer and/or video card to see if an S-video output port is available or not.



Following the installation of the hardware, Windows may need to be configured to support the additional output device. See the documentation supplied by Microsoft Corporation with your version of Windows and the documentation supplied with the graphics card for more information on this process.

## FullCalc Operating Guide



The example above shows a typical video card with an S-video output connector. Use a cable to connect the S-video output connector to the 'video in' port on a television.

Note: Contact the maker of your television to see if it supports direct video input. Televisions that support this option normally have a 'video in' port.

Note: Not all versions of Windows support the use of multiple monitors. Contact Microsoft Corporation for full information on support for this option by the various versions of Windows.

If the second option is selected then all output from the computer will be displayed on both the computer monitor and the television.

### Television Connection by way of a Scan Converter

A third option is to use a scan converter to convert the output sent to the computer monitor into a format that can be used by a television.



# FullCalc Operating Guide

In the example shown above, a 'y' cable connects the computer to both the standard computer monitor and to the scan converter (shown at the bottom right in the example)<sup>112</sup>. The output of the scan converter is then connected to the 'video in' port on a television by way of a separate cable.

Note: Contact the maker of your television to see if it supports direct video input. Televisions that support this option normally have a 'video in' port.

If the third option is selected then all output from the computer will be displayed on both the computer monitor and the television.

## E-mail



05024

The e-mail function in the mailing list section uses the same settings as Microsoft's Outlook or Outlook Express. If you don't use either of these programs for your e-mail or if you have never sent an e-mailing from the mailer before, you may receive a window similar to the one shown above.

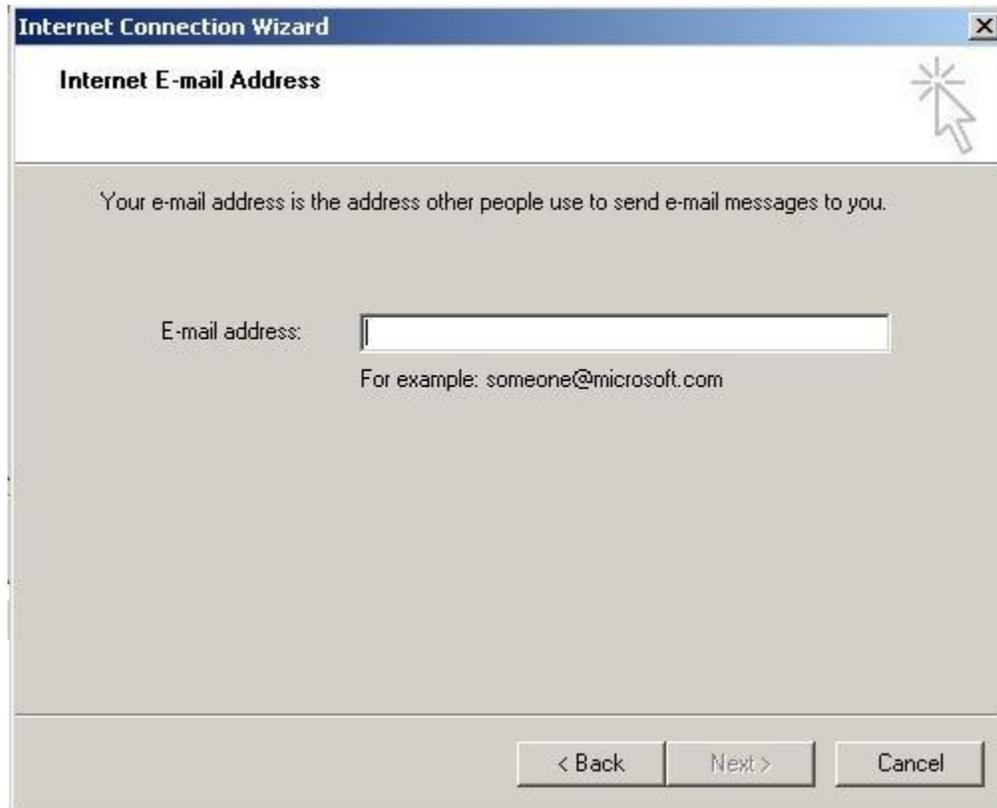
Simply enter your personal name or your business's name in the box provided. Click on the 'next' button.

Enter the e-mail address your e-mail provider and you have chosen in the screen at the right. Click on the 'next' button.

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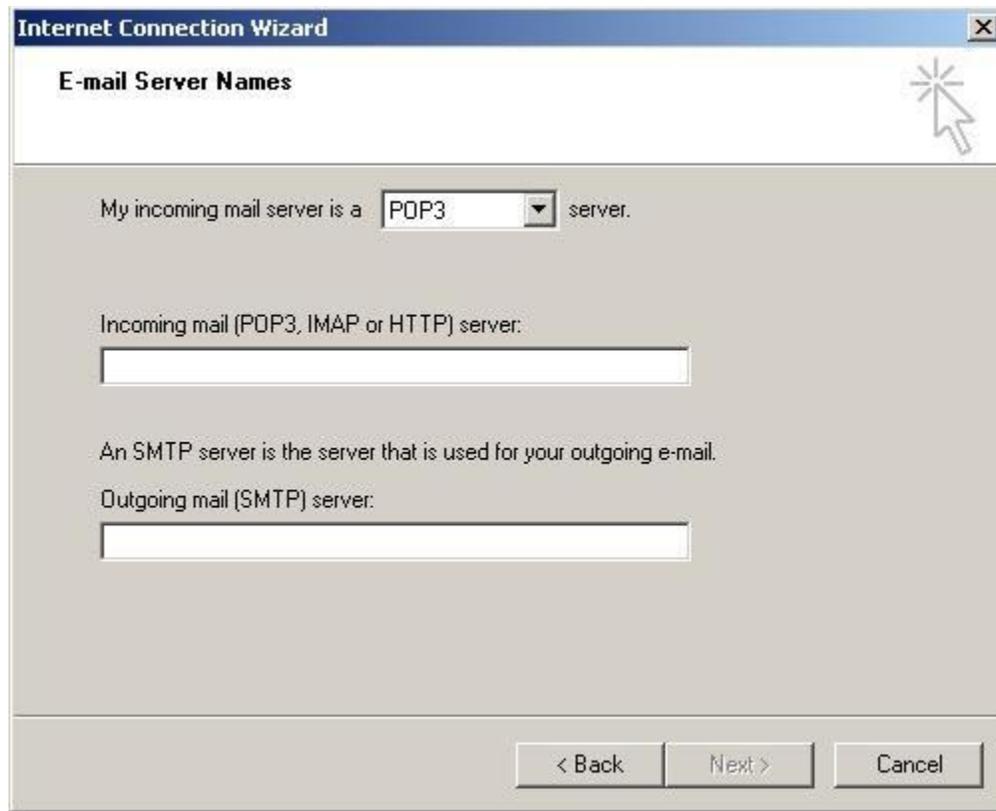
<sup>112</sup> For some scan converters the normal video output of the computer goes directly to the scan converter. A second cable then connects the scan converter to the computer monitor. Contact the manufacturer of the scan converter for installation instructions.

# FullCalc Operating Guide



05025

After that the screen shown below (with some variation) will appear.



05026

For this screen, you may need to talk to your e-mail provider. Basically the system needs to know where to get your e-mail and where to send it out through. This information can usually be found on your e-mail providers website. Look for help topics on e-mail and setting up Outlook. You may also call your e-mail provider's help line and ask them for the names of their POP3 and SMTP servers.

# FullCalc Operating Guide



05027

The last important screen you may get is shown above. As the dialog says, this information is from your Internet or e-mail provider. Click the 'next' and then 'finish' buttons on the screen. You shouldn't have to touch this setup again while using the same Internet service provider.

Points to consider:

- Be wary of e-mailing to customer's who do not wish to receive mailings. Remember that some states have passed or are considering laws regulating mass mailings.
- After doing an e-mailing you may have several 'undeliverable' notices in your e-mail box the next time you check it. Correct your customer data as needed.
- Some e-mail providers have size limits on incoming and outgoing e-mails.
- This mailer program will not work with some services such as Hotmail. You cannot send d-mails thru Hotmail but others can receive them via Hotmail.

# **SECTION VI POINT OF SALE**

# Section VI - Point Of Sale

## Introduction

The FullCalc point of sale (POS) feature is designed to be a replacement for a cash register and much more. Its major function is to identify items being sold and to take payment for these items from the customer. POS can be entered directly from the FullCalc main menu or from the framing input screen.

## A/R - POS Screen

**Register Input**  
**Open Accounts Receivable**

Area	Phone #	Last Name	First Name
352	726-2767	Jones	Richard
903	746-7532	Smith	Cathi
904	555-1212	Vebsky	Muriel
352	637-4507	Zuege	Monique

NOTE: Select current customer, enter new customer, or press enter twice for non recorded customer sale.

**Special Department Keys**  
 93 - Deposit  
 94 - Gift Certificate  
 95 - Employee Discount  
 96 - Total Discount  
 99 - Paid Out

Thanks for shopping with us today.

Ver. 8.1.0 **FullCalc Framing**  
 09/15/2005 09:50:29

06001

When POS is started the first screen to appear is the open accounts receivable screen. This window shows the names and telephone numbers of any customers with open framing orders or layaways that owe you money (see example above). The customer must first be identified. The customer can be specified by any one of the five following methods:

- 1) Highlight one of the records in the list of open accounts receivable.
- 2) Type a phone number into the 'phone #' field on the blank top line. See also the note below.
- 3) Type a persons last name into the 'last name' field on the blank top line.

# FullCalc Operating Guide

- 4) Type a '\*' character followed by a company name into the 'last name' field on the blank type line.
- 5) Press 'enter' while the cursor is in the blank top line to specify a cash customer (this is a customer you do not have a name or address for).

Note: Each customer can have up to four telephone numbers<sup>113</sup>. The phone number match is attempted on the first phone number, then the second phone number, then on the third and finally on the fourth phone number. If a match is made against the second, third or fourth phone number then the customers first phone number, not the phone number that was entered, will be used in POS once the match is found.

Note: Framing orders should be processed thru POS as soon as possible after being taken so as to 'relieve' inventory and record the sale. If no deposit is being taken the deposit entered should be zero (0). See below for additional information.

## Balance Due on Framing

s	Order #	Taken	Balance	Payment
P	1608	05/24/2005	73.20	0.00

Special Department Keys  
93 - Deposit  
94 - Gift Certificate  
95 - Employee Discount  
96 - Total Discount  
99 - Paid Out

Ver. 8.1.0 09/15/2005 09:51:45

FullCalc Framing

06002

If the customer selected has an outstanding balance then the 'enter payments on A/R' screen will appear showing the A/R detail for this customer. If "print/POS" was selected as the completion type on the 'framing input' screen (see page 117), you will go directly to the 'register input screen' (the 'enter payments on A/R' screen will not appear).

<sup>113</sup> Customers may also have a FAX number that is not searched or matched against.

# FullCalc Operating Guide

There is one line on the screen for each framing order with an outstanding balance and for each layaway item. The 'enter payments on A/R' screen will open with each A/R entry being listed by color code. The color codes are:

- Green is for orders taken today and not processed through the POS payment screen.
- Blue is for open account balances already processed through the POS payment screen.
- Red is for older orders (before today) not yet processed through the POS payment screen.

Note: As a general rule, all framing orders should be processed thru POS as soon as possible. Normally this means when the customer is still at the framing counter. This also implies that on the 'enter payments on A/R' screen there will normally be no orders will appear in red If no deposit is to be taken from the customer then enter the payment as zero (see below on how to take a POS payment) for a given order.

The status of any order may be changed, if required, by clicking in the 'S' column and then entering the new order status. See also page 170 for a list of valid order status codes.

Input the payment amount for zero or more of the orders by entering a value into the 'payment' field for the desired order(s):

- an exact dollar amount (for example "10.00"). A value of "0.00" can be entered to indicate that no payment is being taken from the customer (but that a POS transaction is to be generated).
- "a" for all (full payment of the outstanding balance).
- "\*" for 50% (half payment of the outstanding balance).
- an amount followed by "%" as indicated (for example "25%") to the specified percent of the outstanding balance.

Note: If desired, no payments need to be made to any orders. Taking a payment of "0.00" and not taking a payment are not the same thing.

In addition there are several buttons at the right of the 'enter payment on A/R' screen which can also be used to specified the amount of the payment to be made against orders with outstanding balances:

- **PAY ALL** - to pay 100% on all orders with outstanding balances without changing the status of any order.
- **PAY NEW** - to pay 100% for new orders only. This button is enabled only if there are new orders against which a payment can be made.  
Note: The "pay new" button will not be available for use if there are no new orders.
- **PICK UP AND PAY ALL** - to pay 100% on all orders with outstanding balances and change the status of all orders to "P" (picked up).
- **ALLOCATE DEPOSIT** - to all open orders and allocate part of a deposit to each order. This button is enabled only if there are two or more orders against which a payment can be allocated. The amount to be allocated must be larger than zero. The amount of the deposit entered is allocated on a percentage basis across all of the orders with outstanding balances. This option should not be used if you wish to pay the full amount of all orders with balances (use one of the previous three options listed above).  
Note: The "allocate deposit" button will not be available for use if there is only one order for the customer.  
Note: The "allocate deposit" button will not be available for use if the DEPOSIT.TXT option is specified. See page 435.

## FullCalc Operating Guide

**Enter Payment to Allocate  
Against All Payments**

500.00

Total Balance Due 928.07

Return

06028

Remember that a portion of the amount specified, regardless of the method used to specify the amount, is for the goods sold and a portion is for the tax on those goods, if the item(s) and/or customer is taxable.

If the customer owes money on a framing order and a credit is to be given against the outstanding accounts receivable balance, enter an exact dollar amount followed by the “C” character. This is referred to as a ‘credit memo’. For example, to give a customer a \$10.00 credit, enter a value of “10.00C”. As a general rule, give credits only for a portion of the balance due, not the entire amount.

Click on the “continue” button if no payment is to be made against any outstanding order or after the last payment against the outstanding orders has been entered. The main portion of the register input screen with all of the frame order information for new orders already entered will then appear.

Note: If the DEPOSIT.TXT option is specified and no payment is being made on a given new order, then the order information will not be transferred from the ‘enter payments on A/R’ screen to the main portion of the register input screen. See also page 435.

Note: If you do not wish to make any payment on any order you should simply click on the ‘continue’ button on the ‘enter payments on A/R’ screen.

Note: Store samples will show here until completed. No balance will show.

At the bottom of the ‘enter payments on A/R’ screen there are up to three values:

- The title of the image on the highlight order, if any, appears at the left.
- The total of the balances due on all orders appears at the bottom of the ‘balance’ column.
- The total of the payments being made on all orders appears at the bottom of the ‘payment’ column.

## Register Input

# FullCalc Operating Guide

06003

The 'register input' screen will then appear. At the top is the register input area that consists of the following fields:

- **DEPARTMENT/SKU** – an area to enter a department number or SKU number.
- **PRICE** – the price of an item. If the quantity being sold is more than one then this is the price for each unit being sold.
- **QTY** – the quantity of the item being sold.
- **DISCOUNT** – the discount to be given to the item being sold. If the quantity being sold is more than one then this is the discount for each unit.
- **AMOUNT** – the price of an item less the discount. If the quantity being sold is more than one then this is the total amount for all of the units of the item being sold.

Input a department number or SKU number (including the SKU number for a store sample) into the 'department/sku' field. The price and description of the item will be displayed, if known, in the area below the 'department/sku' field. The description will be from the department table if a department number was entered. The description will be from the inventory database if a SKU number was entered.

If the price cannot be determined, for example if you enter a department number, input the retail price to be charged into the 'price field' and press 'enter'. If a SKU number is entered, the retail price will come from the inventory. However, if you wish to charge the retail price you may do so by entering a new retail price in the 'price' field. In either case, press the 'enter' key to go to the next field (the 'qty' field).

# FullCalc Operating Guide

Note: If there is a department number and a SKU number that have the same number, for example SKU number '100' and department number '100' are both defined, then the value entered will be assumed to be a department number. Avoid this problem by not defining SKU numbers in the range 0 to 999.

Note: You may also use the find item button, described on page 602, for another way to specify a SKU number to be used in the 'department/sku' field.

If on the 'register input' screen you enter a value which is not a valid SKU number or a valid department number, a message appear informing you that the item was not found and asking what is to be done. You have three options that can be selected in the following order until one of the options is selected or the end of the list is reached:

- **SKU LOOKUP** – look for the desired SKU number by specifying any one of a number of attributes about the SKU (for example vendor number).
- **DEPARTMENT NUMBER SELECTION** – select a department number from a list of all of the available department numbers.
- **ADD A NEW SKU** – add a skeleton for a new SKU number to the inventory.

The first question will ask if you wish to do a lookup of the SKU number in the inventory (this is because the value entered into the 'department/sku' field will have been assumed to be a SKU number). Reply 'yes' to go to the 'look up' screen described on page 602 to specify a SKU number.

If you reply 'no' to doing a SKU lookup you will be asked if you wish to see a list of departments (this is because the value entered into the 'department/sku' field will have been assumed to be a department number). Reply 'yes' to display a list of valid department numbers. See the example of a list of department numbers below. Select a department number from the list and press 'enter' to select it for use in the 'department/sku' field. You may also double click on the list of departments to close the screen without selecting any of the listed departments.



100	SOME CUSTOM
110	SOME CUSTOM
111	XYZ ENTERPRISE
112	OTHER CUSTOM
120	CRESCENT
120	BAINBRIDGE
130	CUSTOM GLASS
140	CUSTOM MOUNT
150	CUSTOM - OTHER
200	READY MADE FRAME
210	OPEN FRAME
220	SECTIONAL FRAME

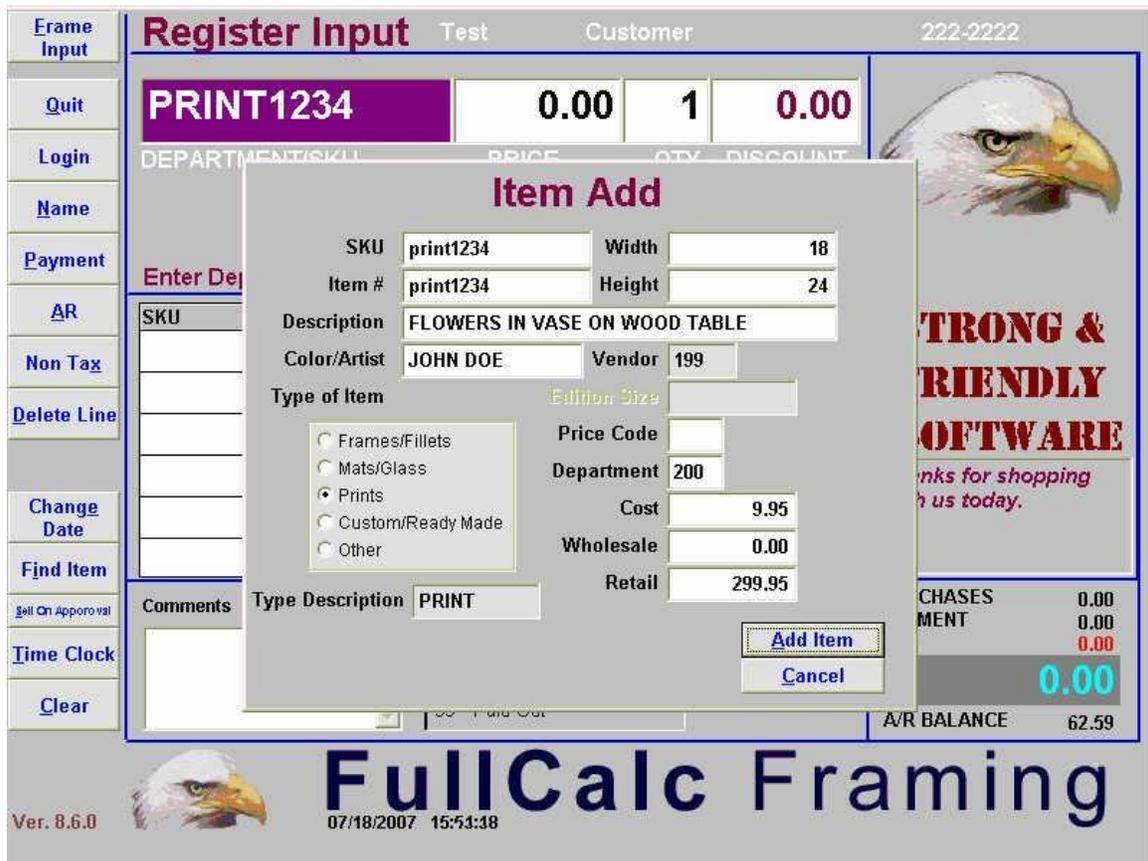
06035

If you reply 'no' to doing a department number selection from a list you will be asked if you wish to add a new SKU number to the inventory. Reply 'yes' to add the SKU number. See the section on page 360<sup>114</sup> for more on how to add a new SKU number to the inventory from the POS register input screen. SKU numbers, as a general rule, should be in the inventory database before being sold via POS. Use the product edit/entry capability described on page 324 and following to define a new SKU number

<sup>114</sup>The section referred to relates to adding a SKU number for placing an order or a reorder of items. The screen, fields, and data items described under reordering also apply to adding a SKU number from the POS register input screen.

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In the example below the SKU number was entered on the POS register input screen. This SKU number was transferred to the 'item add' screen where the other values were then entered.



06068

Note: The use of the feature described on page 360, and shown in the example above, is not the preferred method to be used to add a SKU number to the inventory. This feature does not allow you to completely or properly define a new SKU number as it allows you to only enter a usable skeleton entry for the SKU number. After the item has been sold in POS you should use the 'display/edit' screen shown on page 324 and following to add additional data values for the new SKU number

Reply 'no' to adding a new SKU number is the same as if you enter no SKU number and no department number (in effect to start over in specifying a value in the 'department/sku' field).

If a SKU number is entered on the 'register input' screen and if the department number attached to the SKU number is invalid then an error message will appear. The invalid department number will be changed to "998" (the 'invalid' department number). In general, department 998 indicates an error in the definition of a SKU number, an invalid input by a user, or an invalid setup parameter within FullCalc. You should check the SKU number and the department number table and correct the values as required. See page 324 and following and page 518.

There are a number of special pre-defined department numbers that may be entered:

- **93** – accounts receivable deposit.
- **94** – gift certificate.

# FullCalc Operating Guide

- **95** – employee discount.
- **96** – total discount.
- **99** – paid out.

The uses of the special departments listed above are explained below.

If a department number is entered on the 'register input' screen and if the department number is invalid then an error message will appear. You will be asked if the value entered is an item number (not a SKU number). If you reply 'yes' then an attempt will be made to find a matching item number. You may reply 'no' to attempt to search for a matching department number in the department database.

Input the quantity of the item being sold and press 'enter' or see page 562 to specify a discount. The quantity specified may be a positive number if the item is being sold. The quantity specified may be a negative number if the item is being returned. See page 576 for more on returns.

Continue entering items until the order is complete. As each item is defined it will be moved from the register input area at the top of the screen to the detail area below. The sample order at the right contains one framing job, two items sold by SKU number, and one item sold by department number. See page 567 to enter an employee or total discount for the order.

To take a discount of a single item on the POS "register input" screen do the following:

- 1) After you have input the quantity into the "qty" box or accept the default value of "1". Press the right arrow key to go to the "discount" box. Do not press the enter key while in the "qty" box.
- 2) Enter the numeric value of the discount in the "discount" box and press 'enter'.
- 3) If the value entered for the discount is equal to or less than '20' then you will be asked if the value entered is a percent value or not. Click on 'yes' to accept the amount entered in the "discount" box as a percent discount of the price. Click on "no" to accept the amount entered as a dollar value. For example, if the price of the item is \$50.00 and the discount amount entered is "15" then a reply of "yes" gives a discount of \$7.50 and a reply of "no" gives a discount of \$15.00
- 4) If the value entered for the discount is larger than '20' then the value entered is assumed to be a dollar value. For example, if the price of the item is \$50.00 and the discount amount is "30" then a discount of \$30.00 is given.
- 5) The cursor will return to the "qty" box. Press the 'enter' key. The discount given is shown in the "disc" column of the lower section along with the SKU number, department number, retail price, etc. The "amount" column in the grid shows the amount charged the customer after the discount.

After each item is entered into the input area it will appear in the large grid in the center of the 'register input' screen. The screen detail will be similar to that shown in the example below.

# FullCalc Operating Guide

Identifies the register input field being used.

DEPARTMENT/SKU	PRICE	QTY	DISCOUNT
110	1499.53	1	0.00
DEPT 120	19.98	2	3.00
bowl2	17.00	1	0.00

PURCHASES	1550.49
PAYMENT	50.96
TAX	3.82
<b>TOTAL</b>	<b>54.78</b>
A/R BALANCE	1601.99

06004

In the lower right of the register input screen is a summary area for POS. The fields in the summary area are:

- **PURCHASES** – new purchases, if any, made today.
- **PAYMENT** – the payment (full payment or partial payment or no payment) being made on items in accounts receivable plus the payment (full payment) to be made on items not in accounts receivable.
- **TAX** – the tax, if any, on the payment being made. If the ALASKA.OPT file is defined, see page 434, and if the amount of the tax would normally be more than the amount specified in the file, then the tax is set to the amount specified in the file and the note '(AK tax limited)' appears to the left of the tax field.
- **TOTAL** – the sum of the 'payment' value and the 'tax' value.
- **A/R BALANCE** – the currently outstanding accounts receivable balance.

To the left of the accounts receivable balance amount the title 'you saved' may appear along with a dollar value. The title and the dollar amount will appear only if one or more of the items on the order have been discounted on the register input screen. The amount appearing below the 'you saved' title is the sum of the quantities (from the 'qty' column of the grid) times the discounts per unit (from the 'discount' column of the grid). Other forms of discounts, such as employee discounts, are not included in the amount appearing below the 'you saved' title.

On the left of the 'register input' screen are a number of buttons:

- **FRAMING INPUT** – go directly from POS to the 'framing input' screen.

# FullCalc Operating Guide

- **QUIT** – quit POS and return to the FullCalc main menu.
- **LOGIN** – identify the associate ringing the order.
- **NAME** – add or edit customer name and address data.
- **PAYMENT**– select the form and amount of payment to be received from the customer.
- **AR** – go to the ‘enter payments on A/R’ screen.
- **NON TAX**– identify this customer as being non-taxable.
- **DELETE ITEM** – delete one item from the POS transaction.
- **CHANGE DATE**– alter the date for this POS transaction.
- **FIND ITEM** – search the inventory for a SKU number.
- **ON APPROVAL** – place one or more items in ‘on approval’ status.
- **TIME CLOCK** – log an associate in or out.
- **CLEAR** – clear the POS register input screen and all of the items on it.

Most of these buttons are described in more detail below.

The Eagle graphic in the upper right of the POS register input screen can be changed, if desired. See page 425 for details on how to add a POSREC.BMP file to replace this graphic.

In addition to the buttons listed above, there are three other things, shown in the example below, that may be click on and which work much like buttons:

- 1) At the top of the ‘register input’ screen is the title ‘register input’. Click on the word ‘Register’ to print a sales summary report for today. See also page 626.
- 2) Click on the image of eagle in the lower left of the ‘register input’ screen to open the cash drawer, if a cash drawer is present.
- 3) Along the bottom of the ‘register input’ screen is the title ‘FullCalc Framing’. Click on the letter ‘F’ in the word ‘Framing’ to reprint the last POS transaction. See page 601.

# FullCalc Operating Guide

**Register Input** Duck 212 555-1212

0.00 0 0.00

DEPARTMENT/SKU PRICE QTY DISCOUNT

Enter Department or Item #

SKU	Dept	Description	Price	Qty	Discount	Amount
	110	FRAMING ORDER #1910 DU	31.93	1	3.19	28.74
	110	FRAMING ORDER #1911 DU	28.90	1	2.88	26.02

Comments F12 to Exit

Special Department Keys  
 93 - Deposit  
 94 - Gift Certificate  
 95 - Employee Discount  
 96 - Total Discount  
 99 - Paid Out

Deposit 135.00  
**TOTAL**

PURCHASES 54.76  
 PAYMENT 100.00  
 TAX 0.00  
**100.00**  
 A/R BALANCE 235.76

Thanks for shopping with us today.

Ver. 8.6.0

06069

When the order is complete, click on the “login” button until you get to your initials.

If a file called LOG.IN is defined you may login by typing with initials rather than clicking on the “login” button. A screen will pop up to input the “login code”. See pages 459 and 604.

## Miscellaneous Input

### Comments

Comments about a given POS transaction may be entered in the ‘comments’ box at the lower left of the ‘register input’ screen. Exit from the comment box by use of the F12 function key. The comments entered will be printed at the bottom of the POS transaction receipt in either 40 column or 80 column receipt format.

The following example is of a POS transaction receipt in 40 column format. At the bottom of the receipt is the ‘thank you’ message. See page 437 for more information. The ‘thank you’ message appears on all POS transactions. Following this is the POS comment for this order only.

# FullCalc Operating Guide

Test Frame Shoppe

100 Main St.  
Anywhere, GA 12345  
(800) 555-1212

Transaction 1 - 1368  
11/30/2005 10:58:14  
Taken By: jak  
Donald Duck  
100 Main St.  
Upper Apartment  
Hollywood CA 90210  
(212) 555-1212

Dept Item	Description	Price	Disc	Qty Amount
				1
	Purchased Today	0.00	0.00	0.00
	Subtotal			0.00
	Tax:			0.00
	Grand Total:			0.00
	Payments Today			
	Merchandise Orders:			0.00
	Framing Orders:			9.30
	Total Payment Today:			9.30
	Tax Included on Payment:			0.70
	Total Payment w/Tax:			10.00
	Amounts Tendered			
	CASH			10.00
	Change			
	Change			0.00
	A/R prepayments		10.00	
	A/R amounts due		43.86	
	A/R net due		33.86	

5-1

Thank you  
message

This is the `thankyou.txt` file in `\wincalc`  
This file name contain any number of  
items. For example it may contain:  
1 - store hours  
2 - refund policy  
3 - sales notes  
4 - special event information

POS  
comment

Anything else may also be included.  
This is a POS comment which appears at  
the bottom of the POS receipt.

06051

## Employee and Total Discounts

Employee discounts (department number 95) or total discounts (department number 96) bring up input boxes as shown below. Enter either a dollar or percentage value, not both, for the discount and press 'enter'. If a discount description box appears, type in a description of the discount being given or click on the downward pointing triangle at the right end of the description box and select one of the pre-defined discount types. See page 624 for a discount report. See page 502 to define discount types.



The screenshot shows a form titled "Total Discount" with a light gray background. It contains three input fields and a button. The first field is a dropdown menu labeled "Discount description" with the text "newspaper coupon" and a downward arrow. The second field is a text box labeled "Percentage" containing the value "25". The third field is a text box labeled "Dollar" containing the value "0.00". At the bottom right is a button labeled "Return" with a blue border and text.

06005

If a type 96 discount (total discount) is followed by a type 95 discount (employee discount) the user may specify that the second discount be to be based on the total amount or the amount after the first discount. A type 95 discount (employee discount) followed by a type 96 discount (total discount) is not allowed. Specify an employee or total discount as the last item on the order and give it only if the orders net value is positive.

# FullCalc Operating Guide

**Register Input** Donald Duck 212 555-1212

0.00 1 0.00

DEPARTMENT/SKU PRICE QTY DISCOUNT

Enter Department or Item #

SKU	Dept	Description	Price	Qty	Discount	Amount
DEPT 200	200	Art	199.95	2	20.00	359.90
bowl1	110	glass bowl	15.00	1	0.00	15.00
print6	998	boy and girl	100.00	1	0.00	100.00
DEPT 96	96	Tot Disc newspaper coup	156.72	-1	0.00	-156.72

Thanks for shopping with us today.

Comments F12 to Exit

Special Department Keys  
 93 - Deposit  
 94 - Gift Certificate  
 95 - Employee Discount  
 96 - Total Discount  
 99 - Paid Out

Deposit 10.00  
**TOTAL**  
 You Saved 40.00

PURCHASES 318.18  
 PAYMENT 318.18  
 TAX 23.86  
**342.04**  
 A/R BALANCE 1601.99

Ver. 8.1.0  **FullCalc Framing**  
 09/15/2005 10:04:50

06006

## Signed and Numbered Prints

The sale of a signed and numbered print (limited edition print) requires an extra step in POS.

- 1) Enter the SKU number in the regular manner. When POS determines that the SKU number being sold is a signed and numbered print (limited edition print) the edition number selection screen will appear.
- 2) On the screen shown below, highlight which edition of the SKU number is being sold from the list of edition numbers and press 'enter'.

# FullCalc Operating Guide

**Choose Edition Number**

1  
2  
3  
4  
5

If returning an edition, enter edition number here and press button

0

Returning Edition

06026

The edition number (the title “Ed.#” followed by the number of the print) then appears along with the prints description below the SKU number on the ‘register input’ screen. See the example below. Always specify a quantity of “1” for signed and numbered prints (limited edition prints).

**Register Input** Bob 770

<b>print3</b>	<b>179.90</b>	<b>1</b>	<b>0.00</b>
DEPARTMENT/SKU	PRICE	QTY	DISCOUNT
Ed.# 4 Dog and Cat			

Enter Quantity

SKU	DEPT	DESCRIPTION	PRICE	QTY	DISC	AMOUNT
print2a	701	Ed.# 52 Tall building	99.95	1	0.00	99.95

06027

## Gift Certificates Purchases

## FullCalc Operating Guide

Gift certificate<sup>115</sup> purchases are entered on the POS “register input” screen as a sale in department 94. The window shown below then appears. Insert the gift certificate number and the dollar amount of the certificate in the spaces provided. The gift certificate number may not be more than 12 characters long. These two values will be recorded and saved for later usage.

To redeem a gift certificate, see the POS “payment screen” on page 581.

For gift certificates, the amount of change given cannot be more than \$10.00. If more change is due the customer then issue a new gift certificate for most of the amount due plus less than \$10.00 in cash.



06007

A sample pre-printed gift certificate might look like the following.



<sup>115</sup> A ‘gift certificate’ is normally printed on paper and has a value that cannot be changed. A ‘gift card’ is normally a plastic card. FullCalc considers gift cards with fixed values to be the same as gift certificates. Gift cards that can have variable and changing monetary values between their initial sale and final redemption are not treated or processed the same as gift certificates.

# FullCalc Operating Guide

06029

If pre-printed gift certificates are not available then click on 'print certificate' on the screen shown above to allow FullCalc to print a certificate in any one of a number of predefined styles. A check should appear in the box. Then click on the 'return' button. The following screen will appear.

**Gift Certificate Printing**

To: John Q. Public

From: Mary Smith

Message: Happy Anniversary!

Style 1  
 Style 2  
 Style 3  
 Style 4

Print  
Cancel

06056

You may type in up to three items:

- **FROM** – the name of the person giving the gift certificate.
- **TO** – the name of the person to receive the gift certificate.
- **MESSAGE** – a short message to be added to the certificate.

Each of these three items can be up to forty characters in length.

Then click on one of the buttons at the lower center of the screen to specify the style of the gift certificate to be printed. All of the certificate styles are designed to fit into number 10 envelopes. Click on the 'print' button to print the certificate. See below for examples of each certificate style. Click on the 'cancel' button to cancel printing of the certificate.

# FullCalc Operating Guide

**Test Frame Shoppe**

100 Main St.  
Anywhere, GA 12345  
(800) 555-1212

*Gift Certificate*

Amount 10.00

To John Smith

From Mary Smith

Happy Anniversary

Date Issued 04/05/2006

Certificate a110

06057

<b>Test Frame Shoppe</b> 100 Main St. Anywhere, GA 12345 (800) 555-1212		
25.00	<i>Gift Certificate</i>	25.00
To John Smith		
From Mary Smith		
Happy Anniversary		
Date Issued 04/05/2006		Certificate a111

06058

## FullCalc Operating Guide

75.00	<i>Gift Certificate</i>	75.00
	Happy Anniversary	
To	John Smith	
From	Mary Smith	
Date Issued	<b>Test Frame Shoppe</b> 100 Main St. Anywhere, GA 12345 (800) 555-1212	Certificate a112
04/05/2006		

06059

	<b>Test Frame Shoppe</b> 100 Main St. Anywhere, GA 12345 (800) 555-1212	
	<i>Gift Certificate</i>	
	Amount 250.00	
Date Issued	04/05/2006	Certificate A116

06060

Each style of gift certificate includes the following types of information:

- The name and address of the frame shop.
- The dollar amount of the gift certificate.
- The number of the gift certificate.
- The date the gift certificate was issued.
- The name of the person who is to receive the gift certificate.
- The name of the person who is giving the gift certificate.
- A short message, up to forty characters long, of the users choice.

Note: There is no 'from' name, no 'to' name and no message on the fourth style of gift certificate.

# FullCalc Operating Guide

Gift certificates are assumed to have a value assigned when they are issued and the value cannot be changed once it is issued. The same methods that are used with gift certificates see above, may also be used with gift cards that have a fixed value that cannot be changed. See the example below.



06030

Some gift cards, however, do not have a fixed value, as shown in the example above, but can have a value that is both variable and changes over time. If the value of a gift card can be increased after its initial purchase it is often said that the card can be 'reloaded'. To allow the possibility that a gift card can both increase and decrease in value before it is finally redeemed, define the GIFTCARD.OPT file. See page 435. Selling the gift card initially is identical to selling a gift certificate. Adding value to an existing gift card is identical to selling a gift certificate or a new gift card except that you will be asked to confirm that value is to be added to the card.

Note: The GIFTCARD.OPT file should be defined only if gift cards are sold and redeemed in only one location. Do not use this feature if gift cards can be redeemed in more than one location.

## Paid Out or Paid In

Any amounts paid out are entered on the POS "register input" screen as sales in department 99. You may insert a description and an amount using the screen shown below. The value entered should be positive for a paid out (for example, '19.95') and negative for a paid in (for example, '-1.98'). Type in a description of why a paid out or paid in is being done or hit the "+" key and then select the desired pre-defined description of the transaction.

See page 501 for information on how to pre-define transaction descriptions.



06008

# FullCalc Operating Guide

Note: Frames Unlimited users cannot type in the paid in/paid out description. Only the pre-defined paid in and paid out descriptions should be used.

## Accounts Receivable Deposits

Deposits are often important for government and interior design work where large deposits are often left before any work is initiated. To take an A/R deposit, enter it on the POS “register input” screen as a sale in department 93. The amount of the deposit is entered on the screen shown below, not on the POS “register input” screen.

This feature is also useful for those wanting to report sales after pick up. When the order is picked up select “AR payment” as the tender type. See page 581. Department 93 must be defined, see page 518, before an A/R deposit can be taken.



06009

## Payment on Old Order

To take a payment on an unspecified old order, enter it on the POS “register input” screen as a sale in department 98. The amount of the payment is entered on the screen shown below, not on the POS “register input” screen. This operation causes the dollar amount of the POS transaction to increase without altering accounts receivable.

**Warning**

**Warning:** This form of payment is not applied against any outstanding order. This operation will not alter the balance do on any specific order. The use of this feature is not recommended. See page 555 for the preferred method of accepting payments for orders in accounts receivable.



06045

# FullCalc Operating Guide

## Returns

Goods may be returned from the customer from time to time for a refund or an exchange. Use one or the other of the following two methods based on whether the item is in accounts receivable or not.

If the item is not in accounts receivable<sup>116</sup> then do the following in POS to return an item:

- 1) Enter the customer's telephone number or name on the top line (the blank line) of the A/R listing screen. See page 559.
- 2) On the 'register input screen', type in the SKU number or department number of the item being returned and then press 'enter'. Type in the quantity as a negative value, for example "-1" or "-5", and press 'enter'. If the item is being returned by department number you will also need to enter the price and press 'enter'.
- 3) Click on the "payment" button and select the tender type as "cash". Finish the POS transaction as you normally would.

If the item is in accounts receivable<sup>117</sup> then do the following in POS to return an item:

- 1) If a balance is due on the order, select the customer from the A/R listing or type in the customers' telephone number on the first blank line. See page 559. Pay off any balance due on the transaction being returned using cash as the payment type. See page 556.
- 2) Void the transaction just completed. See page 751.
- 3) Select the customer from the A/R listing or type in the customers' telephone number on the first blank line. See page 559.
- 4) On the 'register input screen', type in the SKU number or department number of the item being returned and then press 'enter'. Type in the quantity as a negative value, for example "-1" or "-5", and press 'enter'. If the item is being returned by department number also enter the price and press 'enter'. If a framing order is being returned then the department number for framing should be entered, the quantity would be "-1" and the original payment made on the framing order (not the full price of the framing order) needs to be entered.

Click on the "payment" button and select the tender type as "cash". Finish the POS transaction as you normally would.

- 5) If the item being returned is a framing order then exit POS and go to "management" from the main menu. Find the framing order being returned and change the status to "D" (delete). See page 170.

Note: By following the method described above the original payment will be negated. Sales reports for the date of the original payment will still show the sale and the date of the return will show a negative sale of the same amount. Sales reports that include both the date of the original sale and the return will show a net sale of zero for the two transactions.

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<sup>116</sup> Normally this would be an item sold by SKU number or department number. It would not be a framing order or an item placed on layaway.

<sup>117</sup> Normally this would be a framing order or an item sold by SKU number or department number which had been put on layaway.

# FullCalc Operating Guide

If the REFUND.OPT option file is defined, a return/refund slip can be generated. This slip, which is printed at the same time as the POS transaction receipt, shows those items that are being returned. See pages 594 and 599 for examples of the return/refund slip generated.

If the REFUND.OPT option file is defined then the customer should be defined by way of their name or telephone number. If no customer is defined and a negative value is entered in the quantity field on the POS register input screen, an error message will be generated. You can define a customer at that point by:

- Click on the 'name' at the left of the POS screen.
- Define a new customer (name, address, telephone number, etc.) or by finding the desired customer in the name and address database and clicking on the 'return' button.

You will then return to the POS register input screen to finish the POS transaction in the normal manner.

See also page 632 for reports about returns.

## Interests<sup>118</sup>

An item may be specified as being an 'interest' if the customer may want to order it and the item is not in stock. To collect a list of interests, enter the SKU number of the item on the register input screen with a '/' character as a prefix. For example, if the SKU number of the item is '12345a' then enter '/12345a'.

**Register Input** Holly Zuschlag 352 860-1784

**/print5** 0.00 1 0.00

DEPARTMENT/SKU PRICE QTY DISCOUNT

Enter Department or Item #

SKU	Dept	Description	Price	Qty	Discount	Amount
	110	FRAMING ORDER #1582 DU	25.05	1	2.50	22.55
	110	FRAMING ORDER #1583 DU	26.15	1	0.00	26.15
	110	FRAMING ORDER #1570 DU	25.05	1	24.79	0.26
/bowl2	110	glass bowl - green	0.00	1	0.00	0.00
bowl1	110	glass bowl	15.00	1	0.00	15.00

Comments F12 to Exit

Special Department Keys  
 93 - Deposit  
 94 - Gift Certificate  
 95 - Employee Discount  
 96 - Total Discount  
 99 - Paid Out

Deposit 60.00

**TOTAL**  
You Saved 37.29

PURCHASES 79.01  
 PAYMENT 87.20  
 TAX 13.07  
**100.27**  
 A/R BALANCE -60.00

Thanks for shopping with us today.

**FullCalc Framing**  
 Ver. 8.0.0 04/21/2005 12:17:50

<sup>118</sup> Interests of a general nature may be tracked. For example, a person might be interested in works of art about dogs and cats. Use the preference code feature described on page 249 to track general interests of a customer.

# FullCalc Operating Guide

06037

In the example above, a SKU number has been added with a leading '/' character into the register input area to indicate an interest. The price of the item will be set to zero, regardless of the retail price specified in the inventory. No price for an interest should be manually entered into this screen. The quantity will default to one and should not be changed. Do not give a discount to the item. In the body of the screen in the example above are several framing orders, followed by another item of interest, and finally an item being sold by SKU number.

Complete the POS transaction in the normal manner, except as shown in the example below. As all 'interest' items have no retail price (they have a retail price of zero), a message will appear telling you of this fact. Reply 'yes' or 'no' to print or not print the 'interest' items on the POS transaction receipt.

Once a set of interests have been entered you may report on them. See page 694.

The screenshot shows the 'Register Input' screen for 'Holly Zuschlag' with phone number '352 860-1784'. The payment method is 'CASH' with an amount of 100.27. The total is 100.27 and change is 0.00. The item list includes:

SKU	Dept	Description	Price	Qty	Discount	Amount
	110	FRAMING ORDER #1583 DU	26.15	1	0.00	26.15
	110	FRAMING ORDER #1570 DU	25.05	1	24.79	0.26
/bowl2	110	glass bowl - green	0.00	1	0.00	0.00
bowl1	110	glass bowl	15.00	1	0.00	15.00
/print5	998					

A dialog box titled 'Print Free Items?' is displayed, asking: 'A total of 2 items have no net retail price (the net retail price is zero). Do you wish to print these items on the POS transaction receipt?' with 'Yes' and 'No' buttons.

The bottom of the screen shows a 'TOTAL' of 100.27, 'You Saved 37.28', and 'A/R BALANCE -60.00'. The FullCalc Framing logo and version 'Ver. 8.0.0' are at the bottom left.

06038

## Foreign Exchange

The total amount of a POS transaction can be converted into a foreign currency if desired. First, add the SET FOREIGN=ON statement to the WINCALC.INI file. See page 430. Then define a country code and the exchange rate for that country into dollars. See page 578. Take the POS in the normal manner.

# FullCalc Operating Guide

06070

The total amount for the transaction, as expressed in dollars, appears to the right of the word 'total' on the POS register input screen. The total amount for the POS transaction, as expressed in the designated foreign currency, appears below and to the left of the word 'total' on the POS register input screen. The three-character code for the country or currency appears above the foreign currency amount. Note that the color of the total amount for the transaction in the two currencies is in the same color.

## Special Orders

Items that are not in the inventory may be sold as a special order item and added to a POS transaction from the POS register input screen. This may be done by clicking on the 'special order' button on the left side of the POS register input screen. This button is available if the SET POSSPECIALORDER= statement has been added to the WINCALC.INI file. See page 431 for additional information.

Special order button.

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After clicking on the 'special order' button the special order screen will then appear, see the example above. Enter values for the fields on the special order screen to identify what is being sold as a special order item. In general, it is best to enter a value into each of the fields on the special order screen. At the minimum, the quantity, department number, vendor number, and item number fields must be filled in. Department '998', the 'invalid' department number, is used as the default department number and should be changed if the sales reports are to be correct. Click on the 'order' button to add the special order item to the current POS transaction. Click on the 'cancel' button to abort the special order operation. If you order the item will also be asked if a special order form is to be printed.

Note: Selling an item by way of a special order in POS will not add the item to the inventory. See page 324 for information on how to add an item to the inventory.

Fields on the special order screen include:

- **DESCRIPTION** – a description of the item.
- **PRICE** – the price of one unit of the item.
- **QTY** – the number of units of the item to be ordered.
- **DEPT** – the three-digit department number for the item. This value cannot be one of the special department numbers in the range of 93 to 99.
- **VEND** – the three character vendor number of the item.
- **ITEM NO.** – the vendor assigned item number for the item to be special ordered. This will also be used as the SKU number for the item special ordered.

After the item has been added to the POS transaction you will be asked if you wish to print out a special order form. Reply 'yes' to print out the special order form or 'no' if you do not need a copy of the special order form. A copy of the printed special order form is shown below.

**Special Order Invoice**

<b>Vendor</b>	199
<b>Vendor Item Number</b>	12345
<b>Department Number</b>	998
<b>Description</b>	ccccccccc
<b>Retail Price Per Unit</b>	2.00
<b>Quantity</b>	1
<b>Customer Name</b>	Richard Jones
<b>Customer Address</b>	520 Montgomery
<b>Customer City, State</b>	Inverness FL 34451
<b>Customer Phone Number</b>	352 726-2767
<b>Taken By</b>	

07/14/2008  
16:09:50

Date and  
time special  
order taken

May be  
blank.

06066

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The date and time of the special order appear at the upper right. The name of the customer and their telephone number appear at the bottom of the form. The last line on the form shows the initials of the person who took the order if the information is available (otherwise the field is blank).

Fields on the special order form include:

- **DESCRIPTION** – a description of the item.
- **RETAIL PRICE PER UNIT** – the price of one unit of the item.
- **QUANTITY** – the number of units of the item to be ordered.
- **DEPARTMENT NUMBER** – the department number for the item.
- **VENDOR** – the vendor number of the item.
- **VENDOR ITEM NUMBER** – the vendor assigned item number for the item to be special ordered.
- **CUSTOMER NAME** – the first and last name of the customer.
- **CUSTOMER ADDRESS** – the first line of the customers address.
- **CUSTOMER CITY, STATE** – the customer’s city, state and ZIP code.
- **CUSTOMER PHONE NUMBER** – the telephone number, with area code, of the customer.
- **TAKEN BY** – the initials of the person who took the special order. This field will be blank if a set of initials has not been selected by clicking on the ‘name’ button on the POS screen.

The SET POSSPECIALORDER= statement, in the WINCALC.INI file, can take two types of values. If the value is “ON” one copy of the special order form will be printed. If the value is a digit from 1 to 9 then the specified number of copies of the special order form will be printed. For example, the statement ‘SET POSSPECIALORDER=3’ will cause three copies of the special order form to be printed. See page 431 for additional information.

## Tender Type Selection

<b>CASH</b>	<b>VISA</b>	<b>GIFT CERT</b>	
<b>CHECK</b>	<b>AMEX</b>	<b>LAYAWAY</b>	<b>ON APPROVAL</b>
<b>MASTER</b>	<b>DISCOVER /OTHER</b>	<b>USE DEPOSITS GIVEN</b>	<b>CANCEL</b>

06010

On the ‘register input’ screen, hit the enter key 3 times to go to the “tender type” screen. See page 581. You may also click on the ‘payment’ button on the left of the ‘register input’ screen’. The “tender type” window is used to specify a single tender type. The possible tender types available are:

- **CASH** – cash.
- **CHECK** – personal or corporate check.
- **MASTER** – Master Card credit card.
- **VISA** – Visa credit card.
- **AMEX** – American Express credit card.
- **DISCOVER/OTHER** – Discover credit card or any other form of payment.

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- **GIFT CERT** – gift certificate or gift card.
- **LAYAWAY** – the order is put on layaway and no payment is being taken. See page 610.
- **SELL ON ACCOUNT** – the order is put into accounts receivable and no payment is being taken. This differs from the ‘layaway’ key in that this allows for interest to be added to the order during end of month processing. This key appears only if the INTEREST.OPT file is defined. See page 435. See also page 610 for more on the use of layaway and page 611 for selling items on account and the payment type selection screen showing this button.
- **USE DEPOSITS GIVEN** – payment is being made using an accounts receivable pre-payment (deposit). See page 575.
- **ON APPROVAL** – the order is marked as out on approval and no payment is being taken. See page 606.

Note: If the INTEREST.OPT file is defined, see page 611 for an example of the payment type selection screen showing the ‘sell on account’ button and a description of its usage.

Click on one of the buttons shown on the ‘tender type’ screen. The ‘on approval’, ‘layaway’, ‘sell on account’, and ‘use deposits given’ buttons are highlighted only if they can be used to pay for a given order.

Based on the button (tender type) selected, a screen will appear. The fields available on the screen will be unique to each form of payment. However, for most payment types three fields will be available:

- **AMOUNT TENDERED** – the amount the customer is paying against the order with this type of tender. When the screen is entered this amount will be the same as the ‘total’ amount (see the next item).
- **TOTAL** – this is the total amount still due on the order.
- **CHANGE** – the amount of change to be given to the customer. When the screen is entered this amount will be zero.

See the next two examples for samples of these payment type specific screens.

Input the amount tendered and the change amount, if any, due the customer will appear. If there is an over payment limit set, see page 458, which is not zero, and the amount of the change calculated is larger than the specified limit, then a warning message will appear.

For some payment types additional information may be needed, for example a check or credit card number.



For credit cards both the card number and a valid expiration date need to be specified. Enter ‘\*’ for either or both if values are not available. Enter an up arrow character to go to the “OK” button with either no credit card number or expiration date value.

<b>Amount Tendered</b>	<input type="text" value="80.05"/>	<b>AMEX CARD</b>
<b>Total</b>	<input type="text" value="80.05"/>	
<b>Change</b>	<input type="text" value="0.00"/>	
<b>AMEX NUMBER</b>	<input type="text" value="12345678901234"/>	<input type="button" value="DEPOSIT"/>
<b>Expires</b>	<input type="text" value="1205"/>	<input type="button" value="OK"/>
		<input type="button" value="CANCEL"/>

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06011

If a credit card is used for the payment type and an actual credit card number and expiration date were entered and if PCCharge, ICVERIFY, X-Charge, PowerPay, or Authorizer software has been installed<sup>119</sup>, when the 'ok' button is clicked a message will be sent to the credit card processor (for example a bank). POS will then wait for up to two minutes for a response from the credit card processor with a message appearing in the upper right of the screen.

Note: The credit card information may also be entered by scanning the credit card thru a magnetic stripe reader, see the example below. If this is done the reader must be installed and configured before use.



If a debit card is to be used then the SET DEBITCARD=ON parameter must be specified in the WINCALC.INI file<sup>120</sup>. When a debit card is scanned the following changes then take place on the payment type specific screen:

- A small area with two buttons appears on the payment type specific screen to allow for selection of the card type. Click on 'credit card' or 'debit card' based on the cards type.
- The message 'waiting for pin' appears below the buttons at the lower right of the payment type specific screen after the 'ok' button has been pressed and before the user enters the PIN number (or the PIN pad times out waiting for the PIN number to be entered).

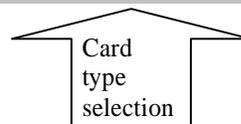
It is assumed that for all debit cards that a PIN pad has been installed and configured.



The screenshot shows a payment screen with the following fields and controls:

- Amount Tendered**: 4.17
- Total**: 4.17
- Change**: 0.00
- VISA NUMBER**: 123456789012345
- Expires**: 1299
- Card Type Selection**: Radio buttons for  Credit Card and  Debit Card.
- Buttons**: OK, Cancel, and a status message **Waiting for PIN**.

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<sup>119</sup> See pages 431, 508, 539, and 545 for additional information on defining the credit card verification software.

<sup>120</sup> Not all credit card processing software packages support the use of debit cards.

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One credit card or debit card number can be saved in POS for the customer. In the WINCALC.INI file the SET SAVECC=ON statement must first be defined. See page 431 for details. Once this is done the cashier will be asked if the credit card number is to be saved or not for future use. Once a credit card number has been saved, the saved credit card number will be automatically entered when the credit card is to be used as the payment method.

If the amount tendered will not cover amount due you may select up to two more tender types to cover the total amount due. For the second and third payment types, if three forms of payment are required, the 'total' value shown will be the amount still to be paid (the original amount due less the amount(s) of any previous forms of payment). As a general rule, if multiple types of payment are to be taken for a given order then cash should be the last form of payment selected.

The change given to a customer is limited if the payment method is 'gift cert'. See page 570.

Gift certificates have a fixed value but gift cards can have a value that is both variable and changes over time. A screen, like the one shown above for a credit card, will ask for the gift certificate number to be entered. A check will be made of the following:

- Has the gift certificate has been sold be for and the number of the certificate has been recorded. See page 570.
- Is the value of the gift certificate is less than the 'amount tendered' value entered.
- Has the gift certificate been redeemed before.

If any of these conditions are true, an error message will be generated. Click on the appropriate button on the message window to continue (or not continue) with the POS transaction.

To allow the possibility that a gift card can be used as tender for an order define the GIFTCARD.OPT file. See page 435. Taking a payment using a gift card is identical to taking payment in the form of a gift certificate except that you will be asked if the value is to be subtracted from the card or if the card is being redeemed. Once the gift card is redeemed it cannot be used again as a form of payment even if it still contains some value.

Note: The GIFTCARD.OPT file should be defined only if gift cards are sold and redeemed in only one location. Do not use this feature if gift cards can be redeemed in more than one location.

See page 610 on how to use the "layaway" button to do a layaway. This button is highlighted only for non-framing orders. See also page 576 for a copy of a layaway receipt.

Click on "use deposits given" to pay using an accounts receivable pre-payment (pay using a deposit made in the past). See page 575. The "use deposits given" button is highlighted only if there is a deposit balance. The pre-payment (deposit) balance is listed below the list of items to be purchased, and above the word "total", as "deposit". See also page 662 and the example below. On the amount tendered screen for accounts receivable prepayments there are three boxes:

- **Amount tendered** – the amount from the current pre-payment balance that is to be applied to this POS transaction. This value can be less than or equal to the deposit balance. If the value entered in this box is less than the accounts receivable pre-payment balance then the balance will be reduced but will not become zero. The remaining accounts receivable pre-payment balance will appear the next time there is a POS transaction for this customer. If this value equals the accounts receivable-prepayment balance then the accounts receivable pre-payment balance becomes zero and will not appear the next time there is a POS transaction for this customer.
- **Total** – the total amount of the POS transaction that is to be paid. If the "amount tendered" value is less than the "total" value then an additional payment must be made using some other form of payment (cash, check, etc.).

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- **Change** – this is always zero when the payment type is the accounts receivable prepayment. This is because change cannot be given for this payment type. Note that this field has a different color than the other two fields.

In the example below, the total due is \$112.22, the accounts payable pre-paid balance is \$55.00 and the amount tendered is \$30.00. At the end of the transaction the accounts payable pre-paid balance will be \$25.00. The customer will also be required to pay \$82.22 using some other form of payment (cash, check, etc.) to complete the POS transaction. Note that in this example the accounts pre-payment balance, the total amount to be paid and the portion of the total amount to be paid using the accounts receivable pre-payment balance are all different.

**Register Input** Donald Duck 212 555-1212

Amount Tendered **5.38** **A/R PRE-PAYMENT**

Total **5.38**

Change **0.00**

Buttons: **OK**, **Cancel**

SKU	Dept	Description	Price	Qty	Discount	Amount
DEPT 200	200	Art	5.00	1	0.00	5.00

Comments: F12 to Exit

Special Department Keys:  
 93 - Deposit  
 94 - Gift Certificate  
 95 - Employee Discount  
 96 - Total Discount  
 99 - Paid Out

Deposit: 10.00

**TOTAL**

PURCHASES 5.00  
 PAYMENT 5.00  
 TAX 0.38

**5.38**

A/R BALANCE 1601.99

Thanks for shopping with us today.

Ver. 8.1.0 **FullCalc Framing**  
 09/15/2005 10:09:12

06031

Click on the “on approval” button to place the items on approval (but not sold). See also page 606.

When the payment is equal or greater than the amount due a receipt, click on the ‘OK’ button so that either a 40 column or 80 column POS transaction receipt will print. See pages 589 and 597.

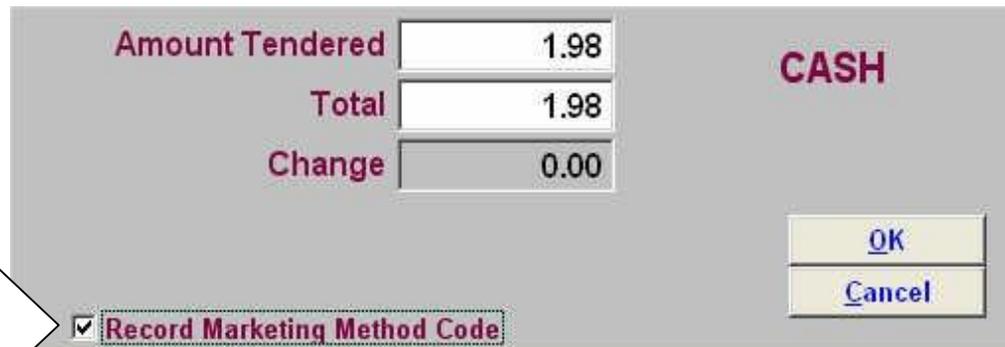
If the SET MARKETINGCODES=ALWAYS parameter is defined in the WINCALC.INI file then the following screen will appear. Highlight the marketing method code desired and click on the ‘return’ button to complete the POS transaction.

Note: Only the predefined marketing method codes can be specified. Additional marketing method codes cannot be defined at the time of the POS transaction. See page 499 for information on how to define marketing method codes.



06061

If the SET MARKETINGCODES=OPTION parameter is defined in the WINCALC.INI file then the following screen will appear. Place a check in the box next to 'record marketing method code' to allow the screen shown above to appear. Highlight the marketing method code desired and click on the 'return' button to complete the POS transaction. If no check appears in the box next to 'record marketing method code' then a marketing method code will not be asked for, the screen shown above will not appear, and a marketing method code will not be recorded for later use.



Appears only if  
MARKETINGCODES=OPT  
ION is defined.

06062

If the CHANGDEP.OPT file is defined, the 'deposit' button will appear above the 'OK' button. If change is to be given then the 'deposit' button will be enabled. If the 'deposit' button is then clicked, the change amount will become an accounts receivable deposit.

Right click on the 'deposit' or 'OK' buttons if the POS transaction receipt is to be output to the screen and not printed.

See also pages 632 and 635 for reports about payment types.

## POS Transaction Receipts

Clicking on the 'OK' or the 'deposit' button on the tender type screen causes a POS transaction receipt to be generated. This receipt comes in two formats, 40 column format and 80 column format. See pages 458

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and 526 for information on how to define the format of the output (40 column or 80 column). In addition, several other receipts may also be generated. The various parts of a POS transaction receipt are described on the pages listed in the following table:

POS transaction receipt part...	40 column format	80 column format
Basic POS transaction receipt	Page 589	Page 597
Shipping document	Not created	Page 600
Credit card signature	Page 589	Not created
Return/refund receipt	Page 594	Page 599
Store coupon	Page 593	Not created

For each POS transaction the basic receipt is always printed. The generation of the other parts, listed in the table above, is governed by:

- The setup options specified.
- The contents of the transaction.
- The format of the receipt (is it in 40 column or 80 column format).

## 40 Column Receipt

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Frame shop identification

Customer identification

Items sold today

Payment types and amounts

A/R summary

Thank you message

Test Frame Shoppe

100 Main St.  
Anywhere, GA 12345  
(800) 555-1212

Transaction 1 - 1432  
02/08/2006 16:57:02  
Taken By: jak  
Donald Duck  
100 Main St.  
Upper Apartment  
Hollywood CA 90210  
(212) 555-1212

---

Dept Item	Description	Price	Disc	Qty	Amount
110	FRAMING ORDER #1726 DUE:0			1	
		1115.66	0.00		1115.66
110	glass bowl			2	
	bowl1	15.00	2.55		24.90
200	Art			1	
	DEPT 200	17.93	0.00		17.93
93	AR Deposit			1	
	DEPT 93	25.00	0.00		25.00
Purchased Today-----					
Subtotal					1183.49
Tax:					69.51
Grand Total:					1253.00
Payments Today-----					
Merchandise Orders:					67.83
Framings Orders:					1143.44
Total Payment Today:					1211.27
Tax Included on Payment:					71.18
Total Payment w/Tax:					1282.45
Amounts Tendered-----					
MASTER CARD *****01234					1000.00
CHECK 4321					200.00
CASH					100.00
Change-----					
Change					17.55
A/R prepayments				35.00	
A/R amounts due				3276.79	
A/R net due				3241.79	

POS transaction identification

Totals for today's purchases

Totals for today's payment

Change given

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06012

The 40 column POS transaction receipt contains, from top to bottom, the following parts:

- 1) The name of the store appears at the top.
- 2) The identification of the transaction appears next.
- 3) The third section identifies the individual items sold today and their prices.
- 4) The “purchased today” section of the receipt contains a summation of today’s sales.
- 5) The “payments today” section contains payment information for current and past custom framing orders and all non-custom framing orders.
- 6) The amount tendered and the type of tender (up to 3 types) will be shown in the ‘amounts tendered’ section.
- 7) The ‘change’ section lists any change given the customer. In addition, accounts receivable data can appear. The A/R data can include the following:
  - a. ‘A/R prepayments’ – the amount of prepayments made by the user (POS type 93 transactions).
  - b. ‘A/R amounts due’ – the amount of any outstanding framing orders and/or layaways on which a full or partial payment is due.
  - c. ‘A/R net due’ – the difference between the A/R prepayments and the A/R amounts due.
- 8) If the CANADATX.OPT option file has been defined then the GST and PST for the transaction will be listed.
- 9) A “thank you” message will be printed at the bottom of the receipt, if defined.
- 10) A POS comment will be printed at the bottom of the receipt, if defined. In some cases this comment may write over a portion of the “thank you” message.

Note: If a POS transaction contains many items, normally more than about twenty five line items, then the: name of the store, identification of the transaction, identification of the customer, and column headings for the line items will be repeated.

The cash drawer will open when triggered by the receipt printer, if the required hardware is present.

An optional POS shipping document may also be printed. If a shipping address is available for the customer, reply ‘yes’ when asked if a shipping invoice is to be printed. See pages 239 and 600.

The POS transaction contains the following features:

- 1) The POS transaction number appears in the upper right of the receipt. The number is of the form: xx-yyyy where ‘xx’ is the store number and ‘yyyy’ is the actual transaction number. See page 456 to set the store number.
- 2) If for a framing order a quantity larger than 1 is specified on the completion screen (see page 117), the POS transaction receipt will show a quantity of ‘1’ (for one framing order).

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- 3) If the item sold is a signed and numbered print (limited edition print) then which edition of the print was sold will appear in the description field. The description will start with 'Ed.#', followed by the edition number, followed by the standard description of the print.
- 4) If the 'qty' field contains a negative number it indicates a return, not a sale.
- 5) In the 'amounts tendered' section, if a credit card or a gift certificate is used then the credit card number or gift certificate number will be displayed.

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Store name and address

Eagle Demo Store  
700 Kendrick Rd.  
Zebulon, Ga. 30295

Customers name, address, etc.

Transaction 1 - 1059  
11/28/2004 13:10:37  
Taken By: TLA  
Bill Smith  
101 South St.  
Suite 100  
South Zebulon GA 30224  
(770) 111-1111 1111  
Bill Smith Co.

POS transaction number

Item sold by dept. number

Dept Item	Description	Price	Disc	Qty Amount
110	FRAMING ORDER #1049 DUE:1	550.88	0.00	1 550.88
100	SOME CUSTOM FRMS			1
DEPT 100		19.98	0.00	19.98
100	red pot			5
pot1		5.95	0.60	26.75
		0.00	0.00	0.00

New framing order sold

Item sold by SKU number

Totals for items sold today

Purchased Today  
Subtotal 597.61  
Tax 35.85

Payments on framing orders

Grand Total: 633.46  
Payments Today  
Merchandise Orders: 46.73  
Framing Orders: 468.22  
Total Payment Today: 514.95  
Tax Included on Payment: 30.89

Payments on non-framing items

Change to be given

Total Payment w/Tax: 545.84  
Amounts Tendered  
AMEX CARD 1234567890123456 500.00  
CHECK 987654 40.08  
CASH 10.00  
Change 4.24

Payments tendered

Thankyou.txt message

A/R prepayments 100.00  
A/R amounts due 639.79  
A/R net due 539.79

A/R summary

E-1  
Thanks for shopping at the Eagle Demo Store. Our holiday hours are 6:00AM to midnight every day.

No returns after 7 days.

Door busters are available only on the fifth Friday of each month from 6:00AM to 7:00AM.

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06032

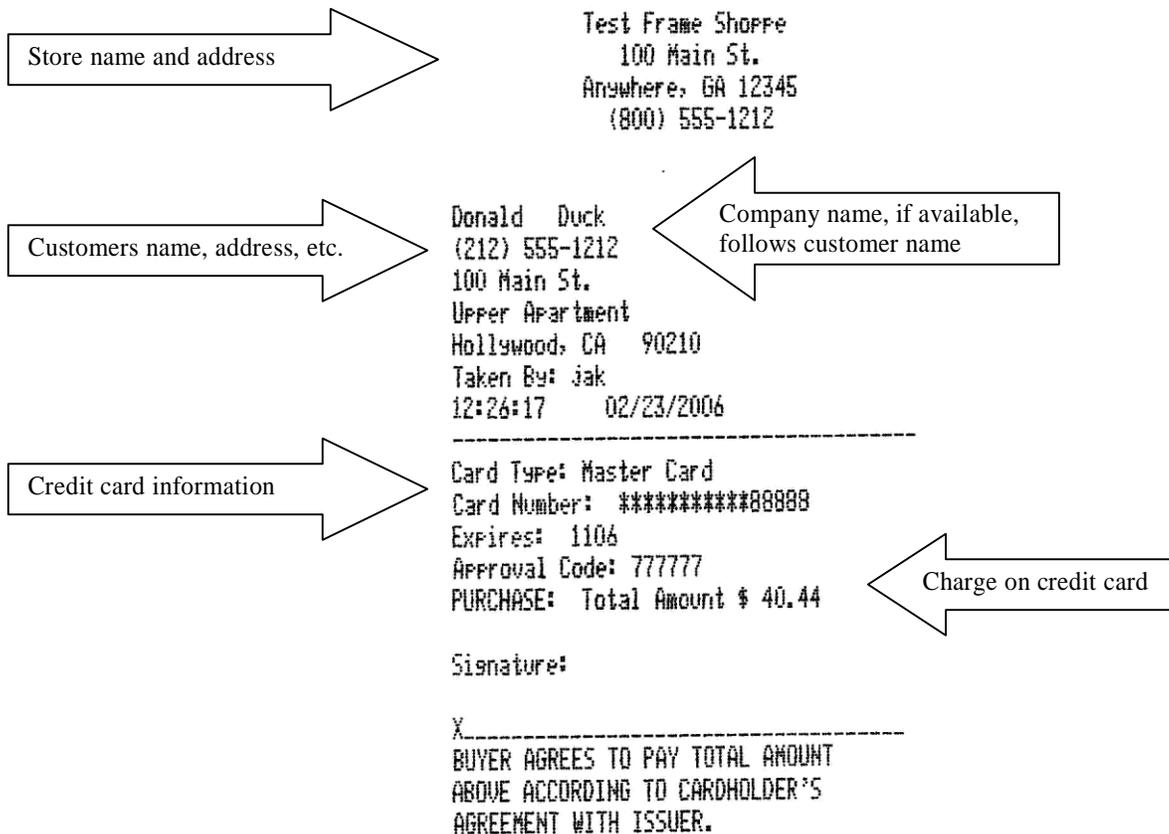
## Signature

If the Atomic Software, PCCharge, ICVERIFY, PowerPay, or X-Charge is installed and if a credit card was used for payment, a 'signature' receipt will also be printed. This supplemental document is to be signed by the customer and retained as proof that the customer is accepting the credit card charge. The signature receipt includes the following data:

- Name and address information for the store.
- Name and address of the customer.
- The date and time of the transaction
- The credit card type, number and expiration date. The appearance of the expiration date is controlled by the SET CCARDDATE=OFF parameter in the WINCALC.INI file. See page 429.
- The approval code from the credit card issuer.
- The amount of the purchase that will be charged to the credit card.

In addition, a company name, if available, will follow the name of the customer.

No signature receipt will be printed if a debit card is being processed. Only debit cards using PIN number verification, not signature verification, should be processed if the SET DEBITCARD=ON parameter is defined in the WINCALC.INI file.



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Note: One of the following option files may need to be defined or the signature receipt may print on an invalid printer, one other than the POS receipt printer, for example the default printer: STAR212.OPT, STAR312.OPT, STAR613.OPT or EPSON.OPT. See page 437 for additional information.

## Store Coupon

A 40 column POS transaction receipt<sup>121</sup> may, optionally, have a store coupon printed at the bottom of the receipt. This store coupon issued when a specific SKU number is sold in POS. Store coupons are not generated when a department number is used to sell an item in POS.

To issue a store coupon all of the following must be done:

1. Define the COUPONS.OPT option file. See page 434 for details.
2. Add a SKU number to the FullCalc inventory. This SKU number must be for some type of item other than a moulding or a mat (for example it can be for a print).
3. Define the format of the coupon. See page 513 for details. The definition of the coupon must specify the specific SKU number that is to be used to generate the store coupon. Each SKU number should have no more than one store coupon definition.
4. Sell the item in POS by way of its SKU number.

The POS transaction is completed in the normal manner. When the 40 column receipt is printed, and it contains the specified SKU number, the store coupon will be printed.

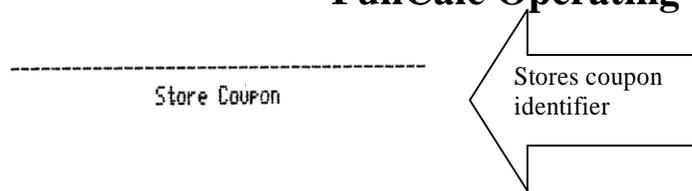
In a single POS transaction only one store coupon will be printed for a given SKU number even if the quantity of the SKU number is more than one or if the same SKU number appears several times in the POS transaction. Multiple different store coupons can be printed if the POS transaction contains multiple SKU numbers for which a store coupon is to be printed.

In the sample shown below both the 'store coupon' heading option and the store name and address option have been turned on.

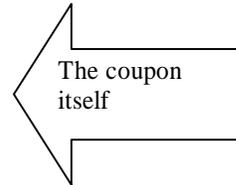
---

<sup>121</sup> Store coupons cannot be printed with POS transaction receipts in 80 column format.

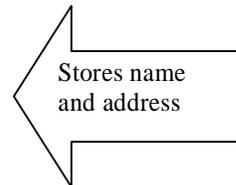
# FullCalc Operating Guide



\* All holiday items 75% off with this coupon.  
Valid only on January 1 from 6:00 AM to 8:00 AM. Not valid with any other offers.  
Not valid on layaways or previous sales.  
Not valid for purchase of gift certificates.  
One coupon per customer.  
No cash value.



Test Frame Shoppe  
100 Main St.  
Anywhere, GA 12345  
(800) 555-1212



06052

## Return/refund

A 40 column POS transaction receipt may, optionally, have a return/refund receipt printed with it. To print a return/refund receipt the following must be done:

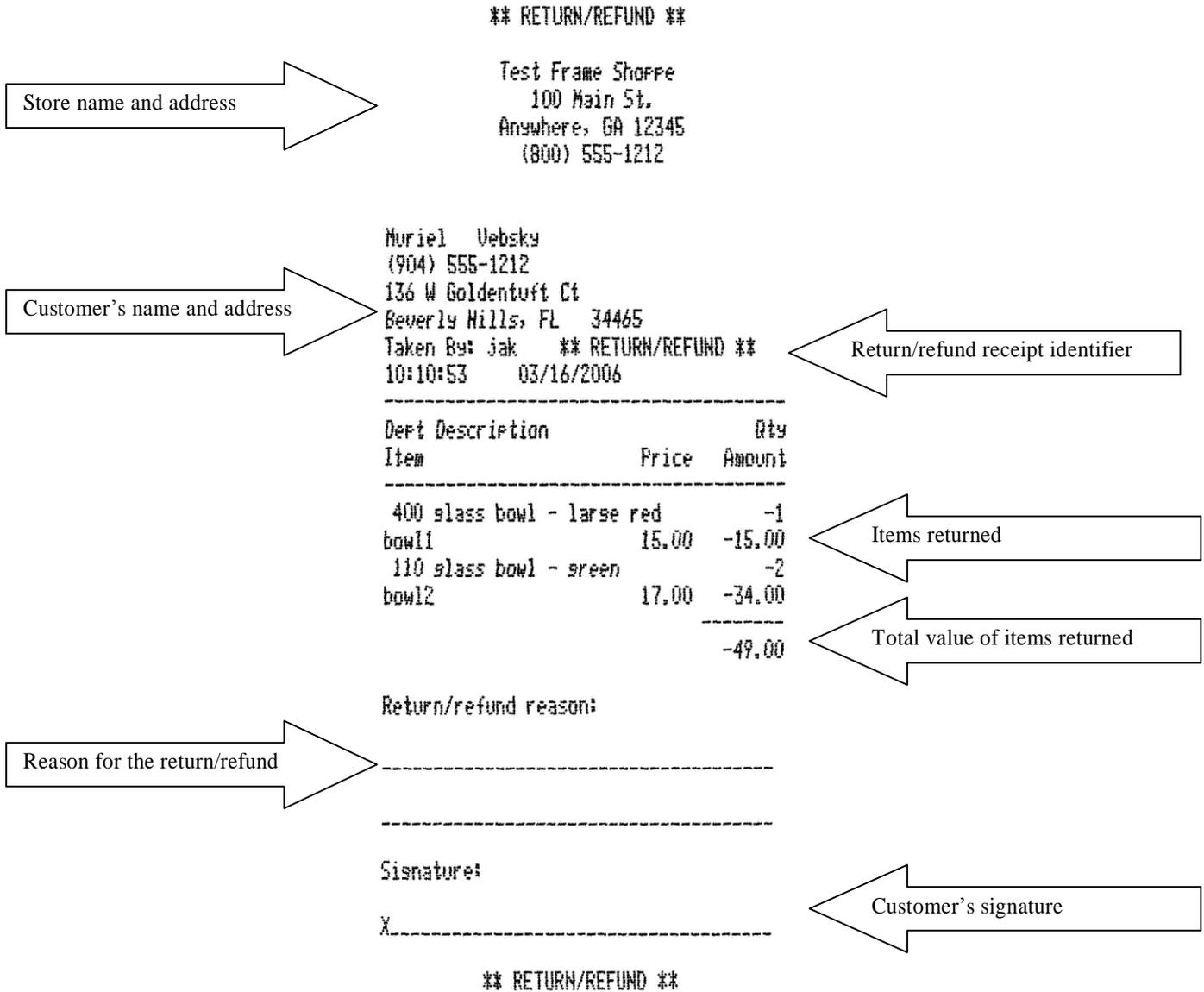
- Define the REFUND.OPT option file. See page 437 for details.
- Return the item in POS by way of specifying a negative quantity on the POS register input screen. See page 576 for details.

The POS transaction is completed in the normal manner. When the 40 column receipt is printed, and it contains items with negative quantities, the return/refund receipt will also be printed.

The return/refund receipt contains spaces for:

- The customer, or the person taking the return, to give the reason for the return.
- The customer's signature.

# FullCalc Operating Guide



06054

Fields on the return/refund receipt include:

- **DEPT** – the department number of the item returned.
- **DESCRIPTION** – a description of the item returned.
- **QTY** – the number of units returned. This value is always negative.
- **ITEM** – the vendor item number.
- **PRICE** – the retail price for each unit of the item returned.
- **AMOUNT** – the dollar amount of the item returned. This value is always negative.

## Gift Receipt

# FullCalc Operating Guide

A 40 column POS transaction receipt may, optionally, have a gift receipt printed after it. To print a gift receipt the following must be done:

- Define the SET GIFTRECEIPT=ON parameter in the WINCALC.INI file. See page 430 for details. This will display the 'gift receipt' box on the payment type selection screen.
- Check the 'gift receipt' box on the payment type selection screen. See the example below. This box is normally not checked and thus a gift receipt is not normally printed.

Amount Tendered	211.95
Total	211.95
Change	0.00

**CASH**

Gift Receipt

OK  
Cancel

Check here to generate optional gift receipt.

06063

The POS transaction is completed in the normal manner. When the 40 column receipt is printed, the gift receipt will also be printed.

```
***** Gift Receipt *****  
  
Test Frame Shoppe  
100 Main St.  
Anywhere, GA 12345  
(800) 555-1212  
  
Transaction i - 1536  
  
12/21/2006 13:37:53  
  
Taken By: jak      Type: 1  
  
***** Gift Receipt *****
```

06064

The gift receipt contains the following data items:

- The POS transaction number.
- The date and time of the POS transaction.
- The initials of the person who completed the POS transaction.
- A code showing the payment type. Valid payment type codes are:
  - 0=check
  - 1=cash
  - 2=master card
  - 3=visa card
  - 4=american express card
  - 5=discover/other card

# FullCalc Operating Guide

- 6=gift certificate redeemed
- 9=a/r prepayments
- The name and address of the store.

If a gift receipt is used for a refund or exchange, the dollar value of the POS transaction can be determined by use of the 'transaction total listing'. See page 633 for details on this report.

## 80 Column Receipt



**Eagle Frame Shop - Zebulon GA.**  
700 Kendrick Road  
Zebulon GA. 30295

Transaction # 1 - 100122  
10/25/2002 14:25:58

Test Customer 3.14159 Pi St.	( 770 ) 555-1212 Infoworks Inc	Taken By: GW			
Zebulon	GA 30295				
Dept Description	Qty	Item	Price	Disc	Amount
110 FRAMING ORDER #1969 DUE:11/02/2002	1		43.39	0.00	43.39
002 Brass thing	3	i100	35.00	3.50	94.50
007 Prints	3	DEPT 007	7.77	0.00	23.31
001 Custom Frames	12	DEPT 001	1.98	0.10	22.56
<b>Purchased Today</b>					
Subtotal:					183.76
Tax:					0.00
<b>Grand Total:</b>					<b>183.76</b>
<b>Payments Today</b>					
Payment on Merchandise Orders					140.37
Payment on Framing Orders					44.10
<b>Total Payment Today</b>					<b>184.47</b>
Tax Included on Payment					0.00
<b>Total Payment and Credits with Tax</b>					<b>184.47</b>
<b>Amounts Tendered</b>					
GIFT CERTIFICATE 12345					100.00
AMEX CARD 123123123987					84.47
<b>Change</b>					<b>0.00</b>
A/R prepayments	10.99	A/R amounts due	352.59	A/R net due	341.60

06013

The POS 80 column form of the POS transaction receipt follows the same basic format as the 40 column format with a few exceptions:

- 1) For framing orders, the description of the order shows not only the forming order number but also the date that the framing order is due.
- 2) A graphical logo can appear in the upper left of the POS transaction receipt.
- 3) If the CANADATX.OPT option file has been defined then the GST and PST for the transaction will be listed on the same line as the A/R prepayments, A/R amounts due, and A/R net due values.

# FullCalc Operating Guide

If the ALASKA.OPT file is defined, see page 434, and if the amount of the tax would normally be more than the amount specified in the file, then the tax value shown in the 'purchased today' section of the 80 column form of the POS transaction receipt is set to the amount specified in the file. In addition, the note '(AK tax limit)' appears to the left of the tax field.

## Signature

If the Atomic Software, PCCharge, ICVERIFY, PowerPay, or X-Charge is installed and if a credit card was used for payment, a 'signature' receipt will also be printed. This supplemental document is to be signed by the customer and retained as proof that the customer is accepting the credit card charge. The signature receipt includes the following data:

- Name and address information for the store.
- Name and address of the customer.
- The date and time of the transaction
- The credit card number. If the NOCCNO.OPT file is defined then only the last five digits of the credit card number will appear. See page 436 for additional information.
- The date the credit card expires. The appearance of the expiration date is controlled by the SET CCARDDATE=OFF parameter in the WINCALC.INI file. See page 429.
- The approval code from the credit card issuer.
- The credit card type.
- The amount of the purchase that will be charged to the credit card.

In addition, a company name, if available, will below the telephone number of the name of the customer.

No signature receipt will be printed if a debit card is being processed. Only debit cards using PIN number verification, not signature verification, should be processed if the SET DEBITCARD=ON parameter is defined in the WINCALC.INI file.



**Test Frame Shoppe**  
100 Main St.  
Anywhere, GA 12345  
(800) 555-1212

05/07/2007 12:06:33

---

Donald Duck  
100 Main St.  
Upper Apartment  
Hollywood CA 90210

( 212 ) 555-1212

Taken By: abc

---

Card #: \*\*\*\*\*56781

PURCHASE

Expires: 0809

Total Amount: 18.00

Approval: 090736

Card Type: Master Card

---

Signature

BUYER AGREES TO PAY TOTAL AMOUNT ABOVE  
ACCORDING TO CARDHOLDER'S AGREEMENT.

06067

# FullCalc Operating Guide

## Return/refund

An 80 column POS transaction receipt may, optionally, have a return/refund receipt printed with it. To print a return/refund receipt the following must be done:

- Define the REEFUND.OPT option file. See page 437 for details.
- Return the item in POS by way of specifying a negative quantity on the POS register input screen. See page 576 for details.

The POS transaction is completed in the normal manner. When the 80 column receipt is printed, and it contains items with negative quantities, the return/refund receipt will also be printed.

The return/refund receipt contains spaces for:

- The customer, or the person taking the return, to give the reason for the return.
- The customer's signature.

**Test Frame Shoppe**  
100 Main St.  
Anywhere, GA 12345  
(800) 555-1212

Stores name and address

**RETURN/REFUND**

Return/refund receipt identifier

03/16/2006 12:24:05

---

Hank Whoever ( 312 ) 000-0001 Taken By: *jak*

Customers name and address

1 Unknown Lane

Anywhere GA

Dept	Description	Qty	Item	Price	Amount
100	test bowl in green	-1	bowl10	100.00	-100.00
110	glass bowl - green	-3	bowl2	17.00	-51.00
400	glass bowl - large red	-1	bowl1	15.00	-15.00
					-166.00

Items returned

Total value of items returned

Return/refund reason:

Reason for the return/refund

Customer's signature

Signature

06055

Fields on the return/refund receipt include:

- **DEPT** – the department number of the item returned.
- **DESCRIPTION** – a description of the item returned.
- **QTY** – the number of units returned. This value is always negative.
- **ITEM** – the vendor item number.
- **PRICE** – the retail price for each unit of the item returned.
- **AMOUNT** – the dollar amount of the item returned. This value is always negative.

## Thankyou.txt

# FullCalc Operating Guide

The THANKYOU.TXT file contains a 'thank you' message that appears, if the file is present, at the bottom of the POS transaction receipt in the 40 column and 80 column formats. This file should be created and edited using the DOS editor or the Microsoft Notepad editor. It may also be edited (but not created) using the FullCalc text file editor described on page 833.

If the THANKYOU.TXT file is not present the message at the bottom of the POS transaction receipt, in 80 column format, reads 'Thank you for shopping at <store name>'. The store name comes from the first line of the store shipping information in the setup options. See also page 459 for more about entry of store information and page 833 for information on how to use the FullCalc text file editor.

Note: If both a 'thank you' message and a POS comment are to be printed on the same transaction receipt the two may overlap and thus become unreadable. Shorten the 'thank you' message as needed to avoid this problem.

## Shipping Document

	<b>Eagle Frame Shop - Zebulon GA.</b> 700 Kendrick Road Zebulon GA. 30295	<b>Shipping Invoice</b>
		Transaction # 1 - 100121 10/25/2002 13:59:36
Test Customer	( 770 ) 222-2222	Taken By: RW
Eagle		
Loading Dock #3		
100 Elm St.		
Zebulon	GA 30295	
<b>Dept</b>	<b>Description</b>	<b>Qty</b> <b>Item</b>
009	Photo Frames	2 DEPT 009
002	none	1 jak1
		1

06014

Above is an example of an 80 column POS shipping document. The shipping document is an additional document provided with the POS transaction receipt. The POS transaction receipt comes in two forms, the 80 column form is shown on page 597 and the 40 column form is shown on page 589. The shipping document is optionally printed along with the POS transaction receipt. The shipping document can be printed only if a shipping address is available and is requested by the user (after printing the POS transaction receipt). It shows no prices for the order or any item. The comment field from the customers' name and address record appears on the bottom of the shipping invoice. See also pages 239, 589, and 597.

## Reprint Transaction

# FullCalc Operating Guide

**Register Input** Donald Duck 212 555-1212

Quit 0.00 0 0.00

DEPARTMENT/SKU PRICE QTY DISCOUNT

Enter Department or Item #

SKU	Dept	Description	Price	Qty	Discount	Amount

Comments F12 to Exit

**Special Department Keys**  
 93 - Deposit  
 94 - Gift Certificate  
 95 - Employee Discount  
 96 - Total Discount  
 99 - Paid Out

Deposit 10.00  
**TOTAL**

PURCHASES 0.00  
 PAYMENT 0.00  
 TAX 0.00  
**0.00**

Thanks for shopping with us today.

Reprint Last Transaction  
 Reprint Transaction #  
 Cancel Transaction Reprint

Click on the 'F' in the word 'framing' to show the reprint options.

Ver. 8.1.0 09/15/2009

06015

Click on the letter 'F' in the word 'framing' at the bottom of the POS input screen to reprint a POS transaction. See page 597. Three buttons will then appear in the lower right corner of the POS screen. You may then do any one of the following three functions:

- 1) Click on the top button to reprint the last POS transaction. The transaction reprinted will have been the last POS transaction taken on this register.
- 2) Enter a POS transaction number in the box to the right of the middle button to reprint a specific transaction. The POS transaction reprinted may have been taken on any register.
- 3) Once the reprint has started then the third button may be pressed to cancel the reprint in progress.

See also page 752 for another way to reprint a POS transaction.

On the POS transaction reprint the word 'reprint' will appear at the top under the POS transaction number if the reprint is in 40 column format or above the POS transaction number if the reprint is in 80 column format. The date and time which appear on the reprint are the date and time of the reprint, not the date and time of the original POS transaction. In addition, at the bottom of the reprinted transaction 'end of reprint' will appear if the receipt is printed in 40 column format.

Note: If the MULTLINE.TXT option is specified, see page 436, then the reprint may differ from the original POS transaction receipt. The reprint will show the details of any framing order being processed thru POS as part of the original POS transaction.

## Find Item

You may find (look up) a SKU number from the POS “register input” so as to add it to the existing list of items to be sold in POS. Arrow to or click on the “find item” button on the left side of the POS ‘register input’ screen. The screen shown below will then appear.



06034

Select the “find item” button to query the inventory using the ‘look up’ screen shown below.

You may search by any of the headings shown, vendor number, SKU number, artist, etc., but multiple values may not be entered. Data entered into the desired field may be partial (except for the ‘vendor’ field and the ‘dept’ field). For example, to search for a print of a red bridge you need only insert “red” in title box and press the ‘enter’ key.

For the ‘vendor’ field and the ‘dept’ field you must enter a three-character value (each of which must be a digit for the department number filed). For these two fields only, the entry of the third character will automatically cause the ‘enter’ key to be pressed.



06016

Fields on the lookup screen include:

- **VENDOR** – the vendor number. This value must be three characters long.
- **SKU NO.** – the SKU number.
- **ARTIST** – the items artist or color.
- **TITLE** – the items description.
- **ITEM** – vendor item number.

# FullCalc Operating Guide

- **DEPT** – department number. This value must be three digits long. You may not enter a department number in the range of 93 to 99.

**Look Up Results**

SKU	Dept	Vend	Description	Artist	Item	Retail	OH	Location	
123456789012345	123	199	123456789012345678901234567		123456789012345	123457	1.00	123456	
beach1	400	199	BEACH AND SURF	UNKNOWN		100.00	2.00		
bowl1	200	199	red bowl 6"	bowl	b100	25.00	0.90		
bowl2	200	199	red bowl 8"	bowl		30.00	3.00		
bowl3	200	199	red bowl 12"	bowl		55.00	14.00		
bowl4	200	199	green bowl 9"	bowl		45.00	-5.00		
ellie1	100	199	THING			3.00	9.00		

Press enter on SKU or click on SKU to select.  
Press cancel to return without selection.

06033

A listing of all available inventory items that match the full or partial specification entered, such as the example above, will then appear. Scroll to the appropriate desired item and hit the 'enter' key to select that item. You may also click on the desired item with your mouse to select it. The item selected will then be inserted into the register input box and await the entry of a quantity. Click on the 'cancel' button to return to the 'register input' screen without selecting any of the items.

The 'look up' screen can also be accessed a second way. If on the 'register input' screen you enter an invalid SKU number a message will then appear informing you that the item was not found and asking if a lookup is to be done. Reply 'yes' to go to the 'look up' screen shown above and continue with the process as described above for use of the 'find item' button.

Fields on the lookup selection screen include:

- **SKU** – the SKU number.
- **DEPT** – the department number.
- **VEND** – the vendor number.
- **DESCRIPTION** – the description of the item.
- **ARTIST** – the name of the artist or the color.
- **ITEM** – the vendors item number.
- **RETAIL** – the retail price of one unit of the item.
- **OH** – the number of units of the item currently on hand.
- **LOCATION** – the location code for the item.

## Change Date

**Change Transaction Date**

11/15/2005

# FullCalc Operating Guide

06017

When information has been voided for a prior day you may want to insert the correct data back into the computer. Input all data as always and then select the “change date” button on the POS “register input” screen. Enter date to file the transaction with. The date entered may be the current date or within the last eight days. See the example above.

## Time Clock

The screenshot shows a window titled "Time Clock" with a light gray background. On the left, there are two text input fields: "EMPLOYEE" and "NAME". To the right of these fields is a control box containing two radio buttons: "Clock In" (which is selected) and "Clock Out". Below this control box are two buttons: "RETURN" and "CANCEL".

06018

Employees should use the ‘time clock’ screen, shown above, to login or logout. See also page 757. Enter a set of initials in the ‘employee’ field and press ‘enter’. The persons name will then appear in the ‘name’ field and the new time clock status ‘clock in’ or ‘clock out’, will be highlighted. The highlighted status will be the status that is opposite the current status for the employee listed. Click ‘return’ to clock in or out. Click ‘cancel’ to not change the current status (retain the current status).

If the LOG.IN file is defined then the screen shown below will appear in place of the one shown above. See page 436.

This screenshot shows a more complex "Time Clock" window. It includes a "CODE" field with "\*\*\*" entered, an "EMPLOYEE" field with "abc" entered, and a "NAME" field with "Anyone Smith" entered. The "Clock In" radio button is selected. "Return" and "Cancel" buttons are at the bottom.

06024

Enter the login password for the employee in the ‘code’ box. The initials and name for the employee should then appear. If the ‘code’ is entered then the ‘employee’ box is disabled and no value may be entered into it. Click on the ‘return’ button to clock in or clock out. Remember that the login password needs to be defined before you get to this screen.

## POS Message Board

# FullCalc Operating Guide

A message board appears at the center right of the 'register input' screen. It may contain one or more messages. See pages 461 and 559 for how to set up and use the POS message board.

## AR Button

The "AR" button is used to exit from the 'register input' screen and go to the 'enter payments on A/R' screen. This would allow for additional payments to be made against framing orders.

## Login Button

The "login" button is used to identify the person who is conducting the POS transaction. The button contains the initials of the person conducting the transaction or the word 'login' if the associate who is conducting the POS transaction has not yet been identified. Click on the button until the proper set of initials appears.

See page 461 for information on how to define associates and their initials.

If the LOG.IN file is defined then the screen shown below will appear when the 'login' button is clicked. See page 436.



06044

Enter the login password for an employee in the box provided. The initials and name for the employee should then in place of 'login' on the button after 'return' is clicked. Remember that the login password needs to be defined before you get to this screen.

## Name Button

The "name" button is used to add, delete or change customer name and address data. This button displays the 'name and address' screen as described on page 238. In addition to the standard name address features, a customers of framing or floral, the POS "name" button allows for the display of the customers POS sales history. This feature is described on page 244.

## Department Sales Report (readings)

## FullCalc Operating Guide

During the day sales can be tracked by taking a 'reading' from time to time. From the POS register input screen click on the word "Register Input" at the top of the screen. A department sales report for the current day will be output to the screen. See page 626 for a description of this report.

### Non-Taxable Sale



The screenshot shows a dialog box with a light gray background. At the top, the text "TAX ID FOR CUSTOMER" is displayed in a bold, red, sans-serif font. Below this text is a white rectangular text input field with a thin black border, containing the text "123-smith-q34-2000". To the right of the input field are two stacked buttons. The top button is labeled "OK" and the bottom button is labeled "Cancel", both in a blue, sans-serif font.

06019

Most non-taxable sales are made to customers who have been designated tax-exempt at some point in the past. See page 239 on how to specify a customer who is tax exempt. If, however, during a specific sale the customer is found to be non-taxable, that the customers tax exemption number has not been specified, click on the "non tax" button on the POS screen. Enter the tax exemption ID on the screen shown above and then click on the "OK" button.

Note: The use of this feature will make the customer tax exempt starting with this sale. This is, therefore, another method to edit the customers' name and address data. This is not, however, the best way to make a customer tax exempt. See page 239.

### Delete Line

The delete line button is used to delete one line from the data grid on the POS register input screen. To delete a specific line, highlight the line by clicking on it with the mouse and then click the 'delete line' button. If no line has been highlighted then the line deleted is the last, bottom, line in the data grid. The 'delete line' button deletes only one line at a time from the data grid.

This button is disabled if the data grid contains no data.

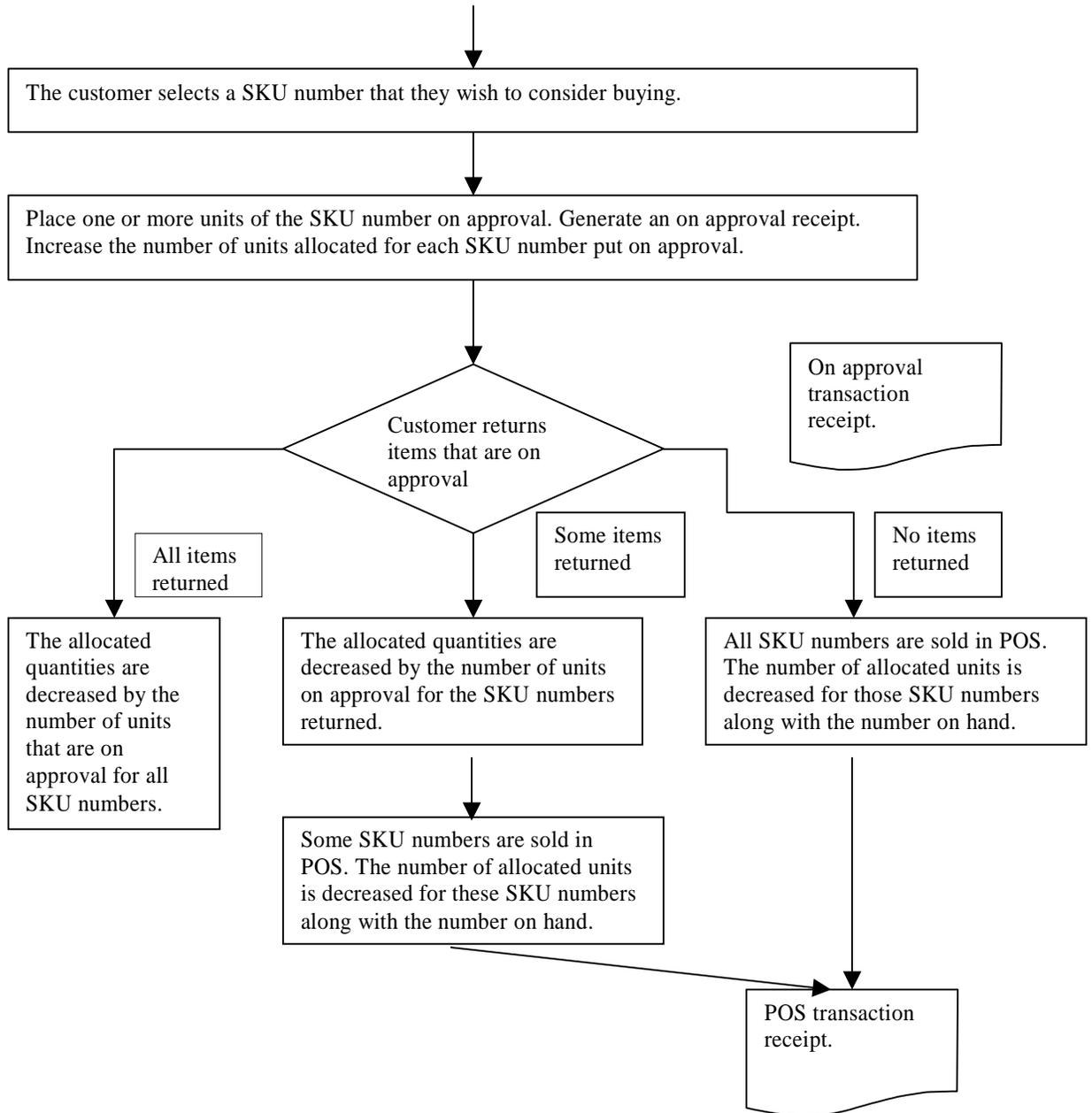
### On Approval

Items are said to be 'on approval' when they have been transferred from the store to a customer. This transfer operation is not a sale of the item but rather a temporary loan of an item with the possibility of a future sale of the item. The placing of the item on approval modifies the number of units of the SKU number that are allocated<sup>122</sup> but not the number of units on hand or sold. The sequence of operations may be described as follows:

Define a SKU number in the inventory. Define some number of units as being on hand.

<sup>122</sup> Allocated – units of a SKU number that are being put to some use, such as out on approval, but have not been sold.

# FullCalc Operating Guide



Items may be sent out to customers on approval by doing the following:

- 1) Go to the POS 'open accounts receivable' screen. See page 559.
- 2) Select a customer telephone number for the list of open accounts receivable or type in a customer's telephone number.
- 3) If there are any open balances due on framing jobs, see page 556; do not select any of them for payment.
- 4) On the "register input" screen, see page 559, specify one or more items by SKU number to be placed on approval. Do not include:

# FullCalc Operating Guide

- new framing jobs
- payments on existing framing jobs
- accounts receivable prepayments
- items on layaway
- items specified only by department number

5) On the payment type screen, see page 581, select 'on approval' as the payment type. Only the entire amount may be put on approval. The amount tendered screen, shown on page 583, will not appear.

Note: If any of the items that appear on the 'register input' screen are of any of the types listed in step 4, see above, then the 'on approval' button will be disabled on the payment type screen.

Eagle Computers, Inc.  
700 Kendrick Rd.  
Zebulon, Ga. 30295

## On Approval

On App. # 10 - 116  
08/14/2001 15:11:27

Test Customer		( 770 ) 111-1111		Taken By: ABC	
123 Main St.					
Zebulon	GA	30295			
Dept	Description	Qty	Item	Price	Amount
120	PAPERMAT TV GREY 4	3	B88	1.50	4.50
120	TEST MAT	1	jak2	12.00	12.00
400	TEST PRINT	2	jak3	13.00	26.00
110	TEST READY MADE	3	jak4	14.00	42.00
300	TEST OTHER ITEM	4	jak5	15.00	60.00
130	LONG SKU NO ITEM	5	jak123456789	16.00	80.00
<u>On Approval Today</u>					
				Subtotal:	224.50
				Tax:	22.45
				<b>Grand Total:</b>	<b>246.95</b>

06021

An on approval receipt, shown above, will be generated. An on approval receipt has the title 'On Approval' in the upper right and below it is the on approval number, not a POS transaction number. A POS transaction receipt will not be generated when items are placed on approval.

An on approval operation, as described above:

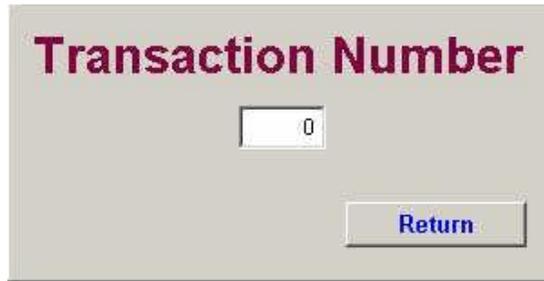
- modifies inventory to increase the number of 'allocated' units for each SKU number and
- will not create a POS sales transaction (see also below)

Items that have been sent out to a customer on approval may be sold by doing the following

- 1) Go to the POS 'open accounts receivable' screen. See page 559.
- 2) Select a customers' telephone number from the list of open accounts receivable or type in a customer telephone number.
- 3) If there are any open balances due on framing jobs, see page 556, you may select zero or more of them for payment.

# FullCalc Operating Guide

- Click on the 'sell on approval' button located on the left of the POS 'register input' screen.



06020

- The screen shown above will then appear. Enter an on approval transaction number (do not enter a POS transaction number). The items out on approval with that on approval transaction number will appear on the "register input" screen along with any other items being sold.
- Complete the transaction as you would any other POS transaction.

Date:		08/15/2001		<b>ITEMS OUT ON APPROVAL</b>			Page No.:	1
				SELL/RETURN STATUS				
S	ON APP. #	SKU NO.	DESCRIPTION	PHONE NO.	CUSTOMER	QTY	PRICE	
SOLD	115	jak2	TEST MAT	111-1111	Customer	1	13.20	
RET	115	jak3	TEST PRINT	111-1111	Customer	2	28.60	
SOLD	115	jak4	TEST READY MADE	111-1111	Customer	3	46.20	
RET	115	jak5	TEST OTHER ITEM	111-1111	Customer	4	66.00	
SOLD	115	jak123456789	LONG SKU NO ITEM	111-1111	Customer	5	88.00	
SOLD	115	B88	PAPERMAT TV GREY 4	111-1111	Customer	3	4.95	
TOTAL							246.95	

06022

The items out on approval report shown above may be generated after the 'sell on approval' button is pressed and the on approval number has been entered. The generation of the report indicates that some of the items sent out on approval are being sold and some other items have been returned. If all of the items originally sent out on approval have been returned or all of the items originally sent out on approval are being sold then this report will not be printed.

Fields on the report include:

- S** - status of each line. The status can be 'sold' if the item is being sold or 'ret' if it has been returned (deleted) in the past.
- ON APP. #** - the on approval transaction number.
- QTY** - total number of this SKU number out on approval.
- PRICE** - retail price without discounts.

## Layaway

# FullCalc Operating Guide

The screenshot shows the 'Register Input' screen for a customer named Donald Duck at phone number 212 555-1212. The screen is divided into several sections:

- Payment Method Selection:** A grid of buttons for CASH, VISA, GIFT CERT, CHECK, AMEX, MASTER, DISCOVER /OTHER, USE DEPOSITS GIVEN, ON APPROVAL, and CANCEL. A 'LAYAWAY' button is also visible.
- Item Grid:** A table with columns for SKU, Dept, Description, Price, Qty, Discount, and Amount. One item is listed: 'bowl1' in department '110' with a description 'glass bowl', priced at 15.00 with a quantity of 1 and a discount of 0.00, totaling 15.00.
- Summary:** A 'TOTAL' of 16.13 and an 'A/R BALANCE' of 1601.99.
- Dialog Box:** A 'Layaway Selected' dialog box is open, asking 'These items are about to be put on layaway. Is this correct?' with 'Yes' and 'No' buttons.

At the bottom of the screen, there is a logo for 'FullCalc Framing' with the version number 'Ver. 8.1.0' and the date/time '09/15/2005 10:12:51'.

06023

You may put an item on layaway by doing the following:

- 1) Go to the point of sale. Identify the customer by entering a phone, last name, or "\*" plus the company name (for example "\*Ameritech"). If the "enter payments on A/R" screen appears then click on the "continue" button. Do not make any payments on any outstanding framing orders or other layaways at this time.
- 2) Enter. On the 'register input' screen the SKU number or department number for the item that you are selling and discount it if applicable. You must discount each line item separately for the system to track the discounted amount due for a layaway item.
- 3) When all the items that are to be placed on layaway have been entered, and appear in the main grid on the screen, click on the "login" button as needed. Then click on the "payments" button. On the 'tender type' screen click on the "layaway" button. You will get the message, "These items are about to be put on layaway. Is this correct?" Confirm or cancel the layaway by clicking on the "yes" or "no" buttons.
- 4) You will then be asked if you wish a layaway receipt to be printed. Reply "yes" to print a receipt like that shown below.

# FullCalc Operating Guide



**Test Frame Shoppe**  
100 Main St.  
Anytown, NY 100000  
(1800) 555-1212

Items  
Placed on Layaway  
07/21/2004 10:18:49

Fred Flintstone  
100 Main St.

( 352 ) 555-1212

Taken By: *jak*

Space City FL 34453

Dept	Description	Qty	Item	Price	Disc	Amount
120	test plant	1	plant2	10.00	0.00	10.00
Placed on Layaway Today						
Subtotal:						10.00
Tax:						0.60
Grand Total:						10.60

inv801

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- 5) You will be returned to the “open accounts receivable” screen and the layaway item you entered should now appear on the top of the screen in green (meaning no payment has been made).
- 6) Double click or arrow down and press ‘enter’ on the customers phone number. FullCalc will bring you to the “enter payments on A/R” screen. Enter the amount of the down payment and click on the “continue” button.
- 7) Process your payment as you would on any order.

Note: You may skip steps 6 and 7 of the procedure listed above if you do not require the customer make a down payment on a layaway.

## Sold On Account

Items sold on account in POS are handled the same way as items placed on layaway with the following exceptions:

- The ‘sell on account’ button is pressed rather than the “layaway” button when the type of payment is specified. The “sell on account” button will appear only if the INTEREST.OPT file is defined.
- The user can be charged interest each month on the outstanding balance of the order. No interest can be charged if the “layaway” button is clicked.
- The optional receipt, see the previous section, has ‘items placed on account’ in the upper right corner rather than ‘items placed on layaway’.
- The description of the items placed on account start with ‘LI#’ rather than ‘LO#’ for items on layaway.

When the INTEREST.OPT file is defined the payment type selection screen is altered. The ‘layaway’ button is split in two. The upper half size buttons still functions the same as the ‘layaway’ did before. The new half size button below is marked ‘sell on account’ See the example of the button layout below.

# FullCalc Operating Guide

<b>CASH</b>	<b>VISA</b>	<b>GIFT CERT</b>	
<b>CHECK</b>	<b>AMEX</b>	<b>LAYAWAY</b>	<b>ON APPROVAL</b>
<b>MASTER</b>	<b>DISCOVER /OTHER</b>	<b>SELL ON ACCOUNT</b>	<b>CANCEL</b>
		<b>USE DEPOSITS GIVEN</b>	

06036

## Layaway Tips

The following is a list of common questions about layaway operation problems.

**Q.** FullCalc will not allow the items to go on layaway:

- Make sure you are not making payments on anything in A/R.
- Make sure all current receivables have received at least one payment. For example, a layaway cannot be done until a partial payment has been taken on all previous layaways. Check to see that the customer is coded the color blue before you put in the layaway.

**Q.** Can I layaway part of an order:

- No. Enter some items as one order and layaway those items. Then do a second regular POS transaction for those items you are selling.

**Q.** FullCalc did not maintain the discount:

- Make sure that you do not use department 96 (total order discount) or department 95 (employee discount) to discount the order. If you did, you will need to credit the layaway item for the amount of the discount before making a payment.
  - On the “enter payments on A/R” screen on the A/R screen under “Payment” type the dollar amount with a “C”, for a credit memo, at the end of the number. For example enter “10.00C” to give a ten dollar credit. See also page 556.
  - Click on “return”, “login”, “payment” and “cash” to complete the sale. Then go back in the customer’s file to make the payment.
- Print out a customer statement for the customer (under “reports” on the main menu and then “A/R reports”) and see if it prints the correct information. See page 662. If yes, then reindx to get the POS and AR screens to report the same amount. If no, go to first suggestion and try it or void the transaction and process the layaway as instructed above.

**Q.** Can I charge a customer interest on an item on layaway:

- No you cannot. You may, however, charge interest on items put on account if you do the following:
  - First define the INTEREST.OPT file. See page 435.

# FullCalc Operating Guide

- Then define the interest rate you wish to charge a customer.
- Finally, do end of month processing each month. See page 673.

**Q.** Can I make a payment on a framing order while doing a layaway:

- No, you cannot place an item on layaway while you are making a payment on a current receivable (A/R).

## PCCharge Reports

If PCCharge is installed, see page 539 for details, the 'pccharge report' button will appear in the lower left of the POS register input screen.

**Register Input**  
**Open Accounts Receivable**

Area	Phone #	Last Name	First Name
	555-1212	Doe	John
	000-8428		
	860-1784	Zuschlag	Holly

**STRONG & FRIENDLY SOFTWARE**  
*Thanks for shopping with us today.*

**Special Department Keys**  
93 - Deposit  
94 - Gift Certificate  
95 - Employee Discount  
96 - Total Discount  
99 - Paid Out

**FullCalc Framing**  
Ver. 8.0.0 05/10/2005 14:15:57

PCCharge Report

06039

Click on the 'pccharge report' button to select which of four available PCCharge reports<sup>123</sup> is to be generated. The screen shown below will then appear. Click on one of the four report options. Then click on the 'return' button.

<sup>123</sup> PCCharge allows for a number of reports to be generated. However, only four of these PCCharge reports can be generated from within FullCalc.

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The report selected will then be printed on the default printer as defined in PCCharge. See the PCCharge documentation on how to define the printer. The report will cover the current day (since midnight) and be for all transactions processed by PCCharge.

***Credit Card Detail Report***  
*Wednesday, May 11, 2005 11:51:17 AM*

<u>TrouID</u>	<u>Date</u>	<u>Trans Type</u>	<u>Status</u>	<u>Ticket</u>	<u>Issuer</u>	<u>Card</u>	<u>Member</u>	<u>AVSResponse</u>	<u>Auth</u>	<u>Trans Ref</u>	<u>Amount</u>
Totals for Merchant#: No Transactions Within Criteria											<b>Total:</b> \$0.00
											* Not added to Totals
<b>Sales:</b>			\$0.00				M= Manually Entered				
<b>Credits:</b>			\$0.00								
<b>Voids:</b>			\$0.00								
<b>Pre-Auths:</b>			\$0.00								
<b>Post-Auths:</b>			\$0.00								
<b>Reversals:</b>			\$0.00								
<b>Sales w/ Gratuity:</b>			\$0.00								
<b>Books:</b>			\$0.00								
<b>Ships:</b>			\$0.00								

**This report was generated using the following filters:**

**Start Date/Time:** Wednesday, May 11, 2005 12:00:00 AM  
**End Date/Time:** Wednesday, May 11, 2005 11:59:59 PM  
**Member:**  
**Card:**  
**TID:** All  
**Card Type:** All  
**Result:** Approved  
**User:**  
**Batch Number:**  
**Ticket:**  
**Amount:**

06041

The report format, see the example above, is identical to that generated directly by PCCharge. See the PCCharge documentation for a detailed description of each of the reports.

## X-Charge Reports

If X-Charge is installed, see page 537 for details, the 'x-charge report' button will appear in the lower left of the POS register input screen.

**Register Input**  
**Open Accounts Receivable**

Area	Phone #	Last Name	First Name
212	555-1212	Duck	Donald
903	726-3883	Smith	Jolynn
904	555-1212	Vebsky	Muriel
312	000-0001	Whoever	Hank
352	637-4507	Zuege	Monique

NOTE: Select current customer, enter new customer, or press enter twice for non recorded customer sale.

**Special Department Keys**  
 93 - Deposit  
 94 - Gift Certificate  
 95 - Employee Discount  
 96 - Total Discount  
 99 - Paid Out

Thanks for shopping with us today.

**FullCalc Framing**  
 Ver. 8.2.0 11/28/2005 13:49:53

06046

Click on the 'x-charge report' button to select which of three available X-Charge reports is to be generated. The screen shown below will then appear. Click on one of the three report options. Then click on the 'return' button.

**X-Charge Report**

Credit Card Totals Report  
 Transaction Totals Report  
 Transaction Details Report

Return

06047

The report selected will then be printed on the FullCalc report printer. The report will cover the current day (since midnight) and be for all transactions processed by X-Charge.

# FullCalc Operating Guide

YSUCCESS

X-Charge Transaction Totals

Printed 11/28/2005

11/28/05 - 11/28/05

Purchase

```
-----  
Card   Count   Total$   Average$  
MC      0     $0.00    $0.00  
VISA    0     $0.00    $0.00  
AMEX    0     $0.00    $0.00  
Diners  0     $0.00    $0.00  
Discover 0     $0.00    $0.00  
Debit   0     $0.00    $0.00
```

06048

The report is always printed in a 40 column format even if the physical printer is an 80 column printer. See the X-Charge documentation for more information about the report generated.

## ICVERIFY Reports

If ICVERIFY is installed, see page 540 for details, the 'icverify report' button will appear in the lower left of the POS register input screen.

# FullCalc Operating Guide

**Register Input**  
**Open Accounts Receivable**

Area	Phone #	Last Name	First Name
212	555-1212	Duck	Donald
903	726-3883	Smith	Jolynn
904	555-1212	Vebsky	Muriel
312	000-0001	Whoever	Hank
352	637-4507	Zuege	Monique

NOTE: Select current customer, enter new customer, or press enter twice for non recorded customer sale.

**Special Department Keys**  
93 - Deposit  
94 - Gift Certificate  
95 - Employee Discount  
96 - Total Discount  
99 - Paid Out

Thanks for shopping with us today.

Ver. 8.2.0 **FullCalc Framing**  
11/29/2005 16:40:17

06049

Click on the 'icverify report' button to select which of four available ICVERIFY reports is to be generated. The screen shown below will then appear. Click on one of the four report options. Then click on the 'return' button.

**ICVERIFY Report**

Totals only  
 Include details with totals  
 Settlement sub-totals  
 Settlement sub-totals with details

**Return**

06050

The report selected will then be printed on the FullCalc report printer. The report will cover the current day (since midnight) and be for all transactions processed by ICVERIFY. See the ICVERIFY documentation for more information about the report generated.

# SECTION VII REPORTS

# **Section VII - Reports**

## **Introduction**

The report section is designed to generate a large number of reports. Most of the reports are generated as part of processing POS transactions. The reports button appears on the main FullCalc menu only if POS is installed. In most cases, the reports can be generated only after one or more POS transactions have been completed. Other basic assumptions include:

- 1) The accounts receivable reports assume that one or more framing orders have been processed thru POS and that a final payment has not been made on them. Alternately, one or more items, as specified by their SKU numbers, have been placed on layaway.
- 2) The monthly reports assume that end of day processing has been done every day and that end of month data collection has been done at the end of every month and end of year processing has been done at the end of last year. These steps need to be done exactly in this order.
- 3) The multi-store reports assume that data is available from two or more stores.

If these basic assumptions are not true then some of the reports cannot be generated or will produce invalid results.

## **Reports Menu**



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There are six report menus, each accessible by clicking on the relevant button shown above.

- 1) **Sales Reports** - Primarily daily cashiering reports including end of day and departmental breakdowns.
- 2) **A/R Reports** - Accounts receivables menu to access open accounts and produce statements.
- 3) **Demand Reports** - Reports not regularly required. Includes sold prints report and customer sales history.
- 4) **Monthly Reports** - End of month sales, margin, inventory and receipts reports.
- 5) **Management Reports** - Transaction corrections and time clock analysis.
- 6) **Multi-Store Reports** - Collects multi-store data and reports on it.

## Graphing

Various reports can be accessed on each of the six report menus. Some, but not all, of the reports on some of the report menus allow for a graphical output to be generated. The graphical output is a supplemental form of output and may not be produced even if the standard report is generated properly. If graphing is to be done the following conditions must be true:

# FullCalc Operating Guide

- Microsoft Excel must be installed on the computer<sup>124</sup>.
- The SET GRAPHING=ON statement must appear in the WINCALC.INI file. See page 430 for more information.
- The FullCalc report generated must contain not less than two and not more than fifteen data values. FullCalc reports with more data values or fewer data values will be generated but no graph will be generated.

If a graph can be generated for a given report then the 'graph' check box will appear on the report screen. Check the box to generate the graph or leave the box unchecked if you desire only the regular report and do not wish for the graph to be generated.



07221

The standard report will be generated and then the graph. Graphs are generated in three formats:

- Bar
- Line
- Pie

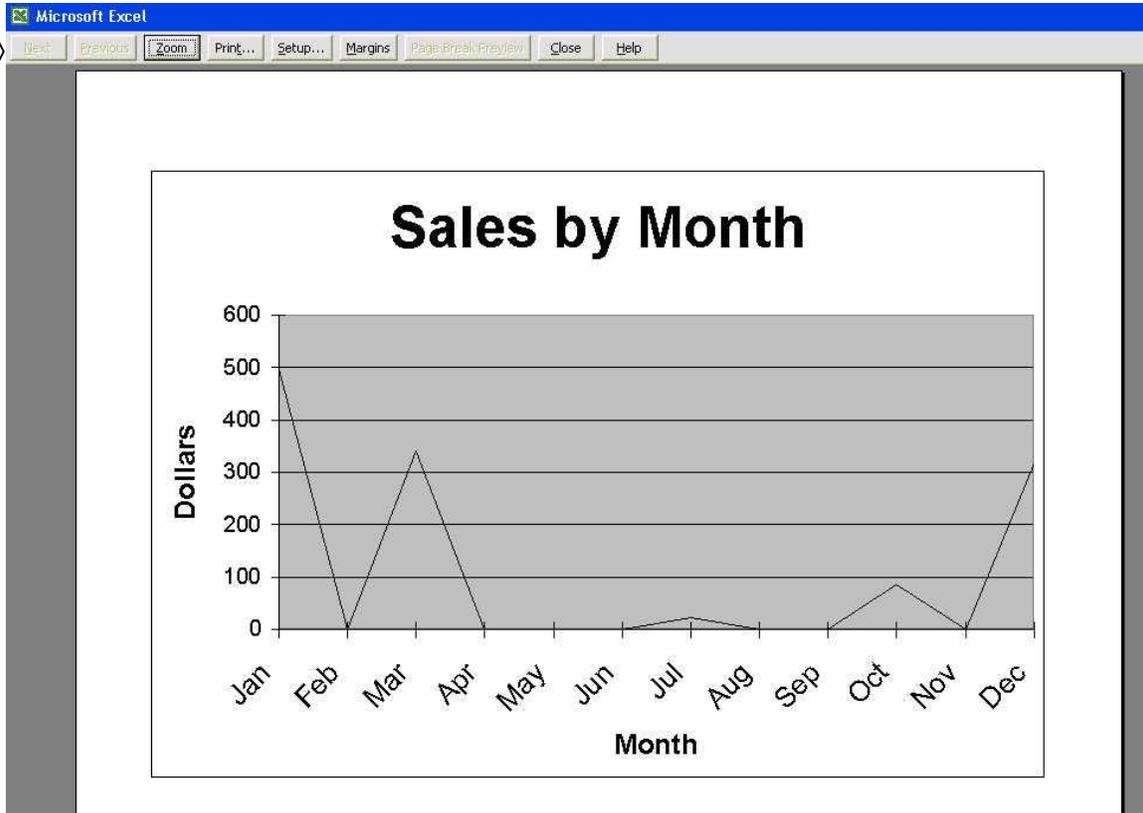
See below for examples of graphs in each of the three formats listed above. The format of the graph generated differs between the various FullCalc reports and cannot be altered. Each report, and thus each graph, must contain not less than two data values and not more than fifteen data values. The values displayed on each axis of the graph, if there is an axis, will depend on the data values selected for the report.

The Microsoft Excel print preview window will appear if the graph can be generated. The graph generated from the data will appear in the center of the Excel print preview window with an Excel menu bar displayed at the top. See the documentation provided with Excel by Microsoft Corporation on the functions and use of this menu bar. The 'close' button will normally close the graph window.

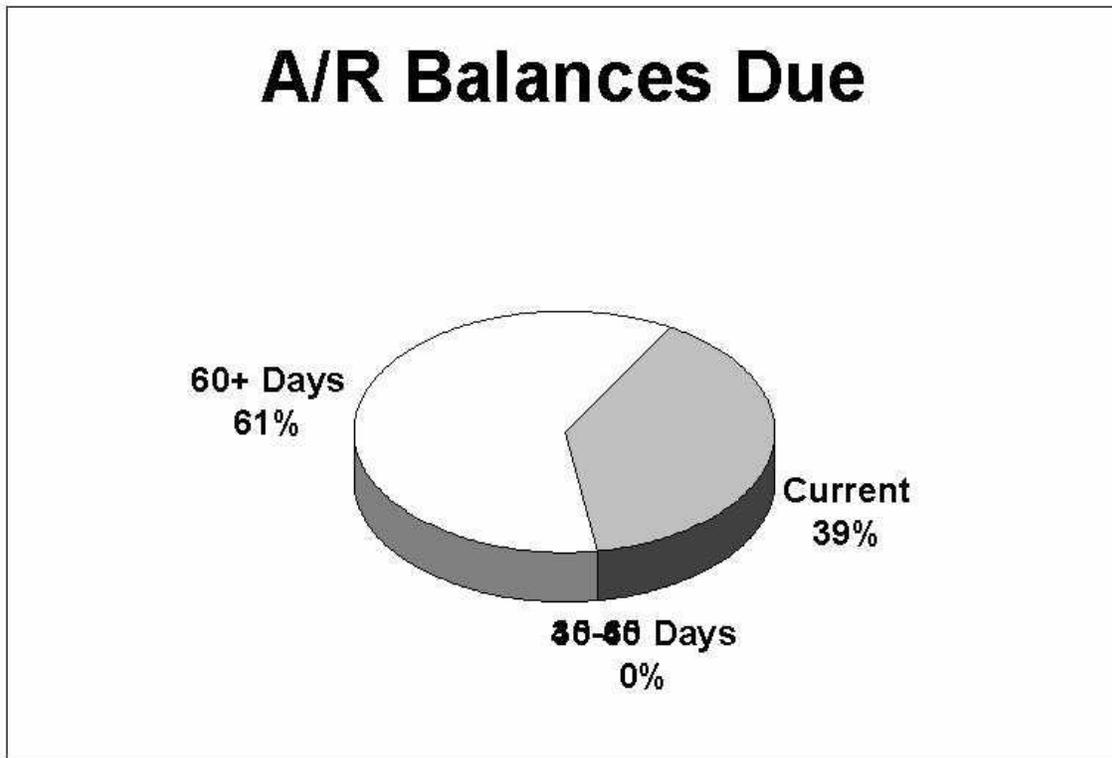
---

<sup>124</sup> Excel is a product of Microsoft Corporation. It is not part of FullCalc and must be purchased separately. Contact Microsoft Corporation, not Eagle Computers, for full details on this product.

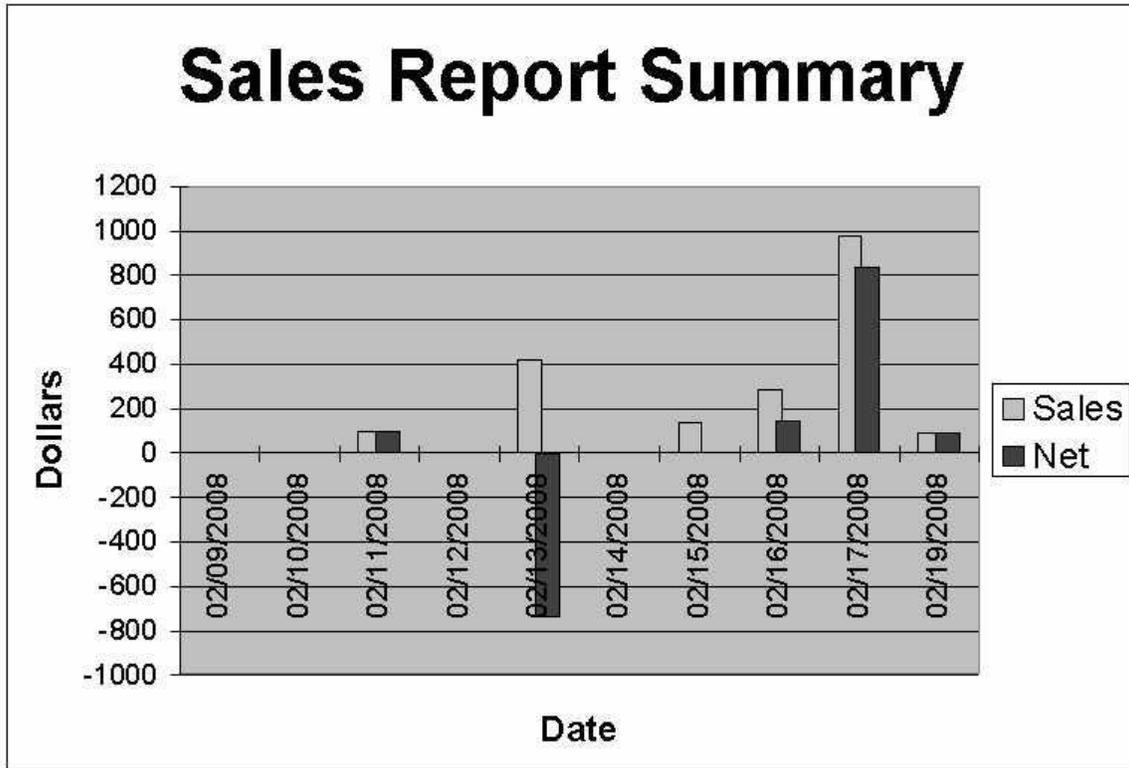
Microsoft Excel menu bar



07222



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## POS Sales Reports Menu

## POS Sales Reports

**Report Type:**

- Summary
- End of Day
- Transaction Detail
- Cashier Reports
- Tax Exempt
- Individual Transaction
- Analysis Reports
- Daily Totals
- Material/Labor Sales
- Cost of Stock Goods
- Discounts Types Given
- Discount Amounts
- Sales by Vendor
- Sales by SKU

Start Date: 06/28/2006

End Date: 06/28/2006

Register: ALL

Archive Date: 11/14/2005

07002

The sales reports listed below all report on POS transactions. Framing and other orders that have not been processed by POS will not be shown on these reports<sup>125</sup>. A sale is defined as when money (cash, check, credit card, etc.) is taken as full or partial payment for an order and is in the amount of the payment. A sale is not recorded when a framing order is placed without payment being taken. If a partial payment is taken then two or more sales will be recorded (one at the time of each partial payment).

1) Summary - shows a summary of sales for a time period on one sheet. The report can be run at any time to take readings or check on operations. This report is normally used at end of day, week, and month. See page 626.

2) End of Day - allows balancing the till and calculating over and short. This option also calls up a menu for the selection of other supplemental reports related to the single day specified. See page 632 for additional details about report options.

End of day processing needs to be done at the end of every day. It should be done after the last transaction of a given day and before the first transaction of the next business day. If a transaction has been recorded for the following business day then some of the data values that are saved as part of end of day processing may not be correct. End of day processing can be done only for days before the archive date listed at the bottom center of the screen shown above (however, it is strongly recommended that it be done promptly at the end of every business day). End of day processing needs to be done before end of month processing and end of year processing (these three types of processing need to be done in exactly this order). See page 671.

<sup>125</sup> Because of this it is recommended that all framing orders be taken thru POS as soon as the framing order is taken. If no deposit is to be taken on a given framing order then take a deposit of zero dollars (\$0.00) in cash.

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- 3) Transaction Detail - shows detail for each POS transaction run in time period.
- 4) Cashier Report - shows sales for each cashier summarized. See pages 647 and following.
- 5) Tax Exempt - details non-taxable sales for the time period. See page 650.
- 6) Individual Transaction - shows totals for each transaction but no detail. See page 651.
- 7) Analysis Reports - groups all sales for a period by: division (first digit of department number), category (first two digits of department number), department (all three digits of department number), or SKU number. More than one grouping may be done at the same time. Do not specify SKU number grouping with any of the other options. See page 652.
- 8) Daily Totals - shows a summary of sales for each day for a time period. See page 632.
- 9) Material/Labor Sales - divides each transaction into labor and material parts and sums each. See page 656.
- 10) Cost of Stock Goods - details the retail price and cost of SKU numbers sold for the period. See page 657.
- 11) Discounts Types Given - details the type and amount of discounts given. These discounts are given to the order as a whole, not individual items on the order. See page 658.
- 12) Discount Amount Given - details the item discounts given. These discounts are given to individual items on the order, not the order as a whole. See page 659.
- 13) Sales by Vendor - shows a summary of sales by each vendor for a time period. See page 659.
- 14) Sales by SKU – shows a summary of sales for each SKU number for a time period. The report can also be restricted to show only SKU numbers in a specified range of department numbers. See page 660

All reports may be run for any time period and for any register except the "end of day" report that is for only one day. Screen or printer output may be selected for each report.

The archive date is listed at the bottom of the POS sales report screen. This date is the date of the oldest POS transaction in the active transaction log. Older data may be in the POS transaction archive. Some reports can only report on data on or after the archive date (older POS transactions cannot be reported on).

All of the reports, except for the end of day report, can be for a specified period of time. The period can be for a day, a week, 19 days, or any other user specified period of time. Enter the start date of the period and the end date of the period in the two boxes provided.

Note: POS, and thus the sales reports, work on the `cash' basis of accounting. An item is considered sold only when payment is made (when payment in the form of cash, check, etc. is received). It is common in the framing industry to take a partial payment when a framing order is taken and a final payment when the framing order is delivered. In FullCalc this sequence is considered to be two sales not one (one sale when the order and partial payment is taken and a second sale when the final payment is made).

## Department Sales Report

# FullCalc Operating Guide

## DEPARTMENT SALES REPORT

FROM 02/19/1999 TO 02/19/1999

DATE 02/19/1999 TIME 11:04:46

DEPARTMENT NAME	DEPT	SALES	RETURNS	DISC \$	NET \$	PCT	NON-SALES TOTAL w/TAX	TOTAL CASH
FRAMING	1	4696.91	0.00	0.00	4696.91	99.1		
SEASONAL	2	0.00	0.00	0.00	0.00	0.0		
FLORAL	3	0.00	0.00	0.00	0.00	0.0		
ART	4	41.00	0.00	0.00	41.00	0.9		
SEASONAL	5	0.00	0.00	0.00	0.00	0.0		
HOME ACCENTS	6	0.00	0.00	0.00	0.00	0.0		
MISC	7	0.00	0.00	0.00	0.00	0.0		
MISC	8	0.00	0.00	0.00	0.00	0.0		
MISC	9	0.00	0.00	0.00	0.00	0.0		
	10	0.00	0.00	0.00	0.00	0.0		
	11	0.00	0.00	0.00	0.00	0.0		
	12	0.00	0.00	0.00	0.00	0.0		
	13	0.00	0.00	0.00	0.00	0.0		
	14	0.00	0.00	0.00	0.00	0.0		
	15	0.00	0.00	0.00	0.00	0.0		
<b>DEPARTMENT TOTALS</b>		<b>4737.91</b>	<b>0.00</b>	<b>0.00</b>	<b>4737.91</b>		<b>301.64</b>	<b>5039.55</b>
EMPLOYEE DISCOUNT	95							
ADVERTISING	96							
FRAME DISCOUNTS	97							
<b>NET SALES TOTALS</b>							<b>TAX</b>	<b>TOTAL</b>
		<b>4737.91</b>	<b>0</b>	<b>0.00</b>	<b>4737.91</b>		<b>331.65</b>	<b>5069.56</b>
DEPOSITS (AR Prepay)	93							
GIFT CERT ISSUED	94							
A/R PAYMENTS	98		4522.91		4522.91			4522.91
A/R CREDITS	98		0		0			0
A/R DEBIT	98		-4522.91		-4522.91			-4522.91
NET PAID OUT	99		-30.01		-30.01			-30.01
<b>NET NON-SALES TOTALS</b>		<b>0.00</b>	<b>-30.01</b>	<b>0.00</b>	<b>-30.01</b>		<b>0.00</b>	<b>-30.01</b>
<b>TOTAL ACCOUNTING</b>		<b>4737.91</b>	<b>-30.01</b>	<b>0.00</b>	<b>4707.90</b>		<b>331.65</b>	<b>5039.55</b>
<b>TOTAL RECEIPTS</b>		<b>TYPE #</b>		<b>ACTUAL</b>	<b>NBR</b>	<b>AMOUNT</b>		
TOTAL CHECK	0			4514.10	2		4514.10	
TOTAL CASH	1			440.97	4		440.97	
TOTAL MASTER CARD	2			0.00				
TOTAL VISA	3			40.61	1		40.61	
TOTAL AMERICAN EXPRESS	4			43.87	1		43.87	
TOTAL DISCOVER	5			0.00				
TOTAL GIFT CERT. REDEEMED	6			0.00				
<b>NON TAX SALES</b>		<b>0.00</b>		<b>TOTAL AMOUNT</b>		<b>5039.55</b>	<b>5039.55</b>	
<b>PERCENT OF LINES W/SKU</b>		<b>50.00%</b>		<b>OVER OR (SHORT)</b> 0.00				
<b>NUMBER OF TRANSACTIONS EXCLUDING</b>		<b>0 OPENS &amp; 0 PRINT FAIL 8</b>						
<b>AVERAGE TRANSACTION</b>		<b>588.49 AS OF 02/19/1999</b>						

07003

The department sales report is used to display a summary of all sales accounting data for a specified period of time. Before you generate a POS transaction and before you run this report you should define up to 1000 departments and up to 15 summary departments. See page 518 for how to define department numbers and the limitations on the use of some department numbers. See also page 626 for other forms of the department sales report.

15 Summary Departments: (Key Summary) For this report we summarize sales data into up to 15 pre defined categories. Note that each department must be represented in one and only one summary department. See page 523 to define the summary departments.

Sales Info: For each summary department sales, returns, discount, net and percentage of total sales will show and be totaled. Non-Department Sales Deductions: For certain categories of discounts it is difficult to precisely allocate to department. Employee discounts (department 95) affect the cost of goods sold but are often an employee benefit to be summarized. A coupon or total order discount (department 96) also can be promotional and therefore is summarized as advertising. Discounts applied only to frame orders are

# FullCalc Operating Guide

summarized under department 97 even though it is difficult to allocate to precise framing department without having "dangling pennies". This gives us net sales totals for the period specified.

Column heading for the sales information section of the report are:

- **DEPT** - summary department number. See page 523.
- **SALES** – gross sales.
- **RETURNS/CR** – returns. These amounts are normally seen as negative values (negative sales).
- **DISC \$** - discount. These discount amounts has been applied to individual items. It excludes promotional package discounts, employee discounts, transaction discounts, and frame discounts, if any, which are reported elsewhere.
- **NET \$** - net sale after returns, charges, and discounts.
- **PCT** - percent in each summary department.

Below the sales information section of the report are the following lines (identified by their line titles):

- **DEPARTMENT TOTALS** – this is a total line for the sales information section of the report. Each of the dollar columns in the sales information section is totaled on this line.
- **EMPLOYEE DISCOUNT** – the total of all department ‘95’ employee discounts given in POS.
- **TRANSACTION DISCOUNT** – the total of all department ‘96’ total order discounts given in POS.
- **FRAME DISCOUNT** – the total of all department ‘97’ discounts given on the “framing input” screen. Normally this value is zero.
- **NET SALES TOTALS** – the total of all of the lines from ‘department totals’ to ‘frame discount’.
- **DEPOSITS (A/R PREPAY)** – the total of all deposits (A/R prepayments) that have been made by customers to their accounts. These deposits (A/R prepayments) were entered into POS with a department number of ‘93’.
- **GIFT CERT. ISSUED** – the dollar amount of all gift certificates, or gift cards, issued. These gift certificates, or gift cards, were entered into POS with a department number of ‘94’.
- **A/R PAYMENTS** – the total dollar amount that the store has decreased (credited) outstanding accounts receivable. This represents a decrease in the amount due to the store for which the store received some type of payment (cash, check, credit card, etc.). Normally this value is a positive number.
- **A/R CREDITS** – the total dollar amount that the store has decreased (credited) outstanding accounts receivable. This represents a decrease in the amount due to the store for which the store received no payment (no cash, no check, no credit card, etc.). Normally this value is zero or a very small positive number.
- **A/R DEBIT** – the total dollar amount that has been added to (debited) accounts receivable. This represents an increase in the amount due to the store. This is mainly the price of framing jobs but can also include the price of items placed on layaway. This is normally a negative number.
- **NET PAID OUT** – the net total of all department ‘99’ paid in and paid out transactions.
- **NET NON-SALES TOTALS** – the total of all of the lines from ‘deposits (A/R prepay)’ to ‘net paid out’.

Reported Sales: We believe sales should be reported as taken. This is called the “cash” method of accounting. Some want only to report amounts paid and still others want to report only when the piece is delivered. You may accomplish the cash basis by reporting the "total accounting" line. This reports all cash collected. If you desire to report only when framing jobs are picked up you must use the pre-paid deposit option, department 93. Using this will not report sales until they are picked up. Again use the "total accounting" line. The second to last cash on hand column will report taxes charged and collected. The last column indicates the amount of cash (less the starting amount in the till) you should have in your drawer.

Tender Totals: The "total receipts" section will indicate the total net amounts tendered by classification. The total amount must equal the "total accounting" number. If they do not match you have a problem with

# FullCalc Operating Guide

the department set up or a missing transaction. You must review the detail transaction log if this does not tie out. See page 651.

Close Out: When you select "end of day" as the report type the summary report prints and opens a set of windows to input actual counts of tender types. When done the "over or short" value for the day will appear. Other than differences in cash you may find errors by checking the other reports for checks, credit cards, etc. See page 635.

## Other Statistics:

- 1) Non-tax sales for the period are listed on summary. An end of day report lists each non-taxable transaction. See page 636.
- 2) Percent of lines with SKU numbers is a key figure for people using inventory. The value should be over 90 percent if you want to rely on the computer inventory and its suggested reorder features.
- 3) Number of transactions used for averages plus a count of voids and returns.
- 4) Average transaction dollar value as calculated for the specified time period.

If the ARTAX.OPT file is defined, see page 434, then the center section of the department summary report will appear as follows:

<b>DEPARTMENT TOTALS</b>		291.06	-9.43	-2.02	279.61		
EMPLOYEE DISCOUNT	95			-6.06	-6.06		
TRANSACTION DISCOUNT	96			-0.69	-0.69		
FRAME DISCOUNTS	97						
						<i>* Supplemental data/calculation</i>	
<b>NET SALES TOTALS</b>		<b>291.06</b>	<b>-9.43</b>	<b>-8.77</b>	<b>272.86</b>	<b>TAX</b>	<b>TOTAL</b>
						30.31 *	303.17 *
DEPOSITS (AR Prepay)	93		55.00		55.00		55.00
GIFT CERT. ISSUED	94		100.00		100.00		100.00
AR PAYMENTS	98		574.17		574.17	35.02 *	609.19 *
AR CREDITS	98		9.43		9.43		9.43
AR DEBIT	98		-279.16		-279.16	-16.75 *	-295.91 *
NET PAID OUT	99		-19.95		-19.95		-19.95
<b>NET NON-SALES TOTALS</b>			<b>439.49</b>	<b>0.00</b>	<b>671.74</b>	<b>18.27 *</b>	<b>457.76 *</b>
<b>TOTAL ACCOUNTING</b>		<b>291.06</b>	<b>430.06</b>	<b>-26.27</b>	<b>944.60</b>	<b>48.58</b>	<b>760.93</b>

07151

At the right of the example shown above, a total of eight supplemental data values appear. The supplemental values are printed in *italics* and are followed by the "\*" character and appear in the 'tax' and 'total' columns (the last two columns on the right) of the report.

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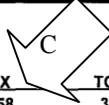
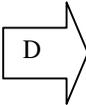
Eagle Demo Store  
700 Kendrick Rd.  
Zebulon, Ga. 30295

## DEPARTMENT SALES REPORT

FROM 10/15/2004 TO 10/15/2004

DATE 10/15/2004 TIME 21:35:02

DEPARTMENT NAME	DEPT	SALES	RETURNS/CR	DISC \$	NET \$	PCT
Custom Frames	1	107.59	0.00	2.02	105.57	37.8
Mats	2	136.20	0.00	0.00	136.20	48.7
Glass	3	17.82	0.00	0.00	17.82	6.4
Mounting	4	14.70	0.00	0.00	14.70	5.3
Fitting	5	14.75	0.00	0.00	14.75	5.3
Labor	6	0.00	0.00	0.00	0.00	0.0
Other	7	0.00	0.00	0.00	0.00	0.0
Foamboard/Backing	8	0.00	0.00	0.00	0.00	0.0
Miscellaneous	9	0.00	-9.43	0.00	-9.43	-3.4
	10	0.00	0.00	0.00	0.00	0.0
	11	0.00	0.00	0.00	0.00	0.0
	12	0.00	0.00	0.00	0.00	0.0
	13	0.00	0.00	0.00	0.00	0.0
	14	0.00	0.00	0.00	0.00	0.0
	15	0.00	0.00	0.00	0.00	0.0
<b>DEPARTMENT TOTALS</b>		<b>291.06</b>	<b>-9.43</b>	<b>-2.02</b>	<b>279.61</b>	
<b>EMPLOYEE DISCOUNT</b>	<b>95</b>			<b>-6.06</b>	<b>-6.06</b>	
<b>TRANSACTION DISCOUNT</b>	<b>96</b>			<b>-0.69</b>	<b>-0.69</b>	
<b>FRAME DISCOUNTS</b>	<b>97</b>					
<b>NET SALES TOTALS</b>		<b>291.06</b>	<b>-9.43</b>	<b>-8.77</b>	<b>272.86</b>	<b>48.58</b>
<b>DEPOSITS(A/R Prepay)</b>		<b>93</b>	<b>55.00</b>		<b>55.00</b>	<b>55.00</b>
<b>GIFT CERT. ISSUED</b>	<b>94</b>		<b>100.00</b>		<b>100.00</b>	<b>100.00</b>
<b>A/R PAYMENTS</b>	<b>98</b>		<b>574.17</b>		<b>574.17</b>	<b>574.17</b>
<b>A/R CREDITS</b>	<b>98</b>		<b>9.43</b>		<b>9.43</b>	<b>9.43</b>
<b>A/R DEBIT</b>	<b>98</b>		<b>-279.16</b>		<b>-279.16</b>	<b>-279.16</b>
<b>NET PAID OUT</b>	<b>99</b>		<b>-19.95</b>		<b>-19.95</b>	<b>-19.95</b>
<b>NET NON-SALES TOTALS</b>			<b>439.49</b>	<b>0.00</b>	<b>671.74</b>	<b>439.49</b>
<b>TOTAL ACCOUNTING</b>		<b>291.06</b>	<b>430.06</b>	<b>-26.27</b>	<b>944.60</b>	<b>48.58</b>
<b>TOTAL RECEIPTS</b>						
	<b>TYPE #</b>			<b>ACTUAL</b>	<b>NBR</b>	<b>AMOUNT</b>
<b>TOTAL CHECK</b>	<b>0</b>				<b>2</b>	<b>200.00</b>
<b>TOTAL CASH</b>	<b>1</b>				<b>4</b>	<b>561.27</b>
<b>TOTAL MASTER CARD</b>	<b>2</b>				<b>1</b>	<b>31.72</b>
<b>TOTAL VISA</b>	<b>3</b>				<b>1</b>	<b>1.58</b>
<b>TOTAL AMERICAN EXPRESS</b>	<b>4</b>				<b>1</b>	<b>30.00</b>
<b>TOTAL DISCOVER/OTHER</b>	<b>5</b>				<b>1</b>	<b>46.19</b>
<b>TOTAL GIFT CERT. REDEEMED</b>	<b>6</b>				<b>2</b>	<b>122.42</b>
<b>NON TAX SALES</b>		<b>0.00</b>				
<b>TOTAL AMOUNT</b>						<b>993.18</b>
<b>PERCENT OF LINES W/SKU</b>			<b>100.00%</b>			
<b>NUMBER OF TRANSACTIONS</b>	<b>EXCLUDING</b>					
<b>0 OPENS &amp; 0 PRINT FAIL</b>	<b>6</b>					
<b>AVERAGE TRANSACTION</b>		<b>45.48</b>	<b>AS OF</b>	<b>10/15/2004</b>		



07150

On the department sales report the total sales for the day, item 'A' in the example above, is listed in the right most column (the 'total' column) on the 'total accounting' line. The total receipts for the day, item 'B' in the example above, is listed in the right most column (the 'total' column) on the 'total amount' line. The total sales should equal the total receipts, item 'A' should equal item 'B' in the example, for every time period (a time period could be a day, week, month, etc.). If the total sales value is less than the total receipts value, item 'A' is less than item 'B' in the example, then it is probable that sales were made in a department that is not summarized into one of the 15 summary departments. Use the sales report detail report (see page 640) to identify all departments where sales were made. See page 518 and 523 for details on defining departments and summary departments and modify the definitions as necessary.

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At Deck the Walls stores the 'employee discount', 'transaction discount', and 'frame discount' lines, item 'D' in the example above, do not appear on the report as type 95, 96, and 97 transactions cannot be done in POS at Deck the Walls stores.

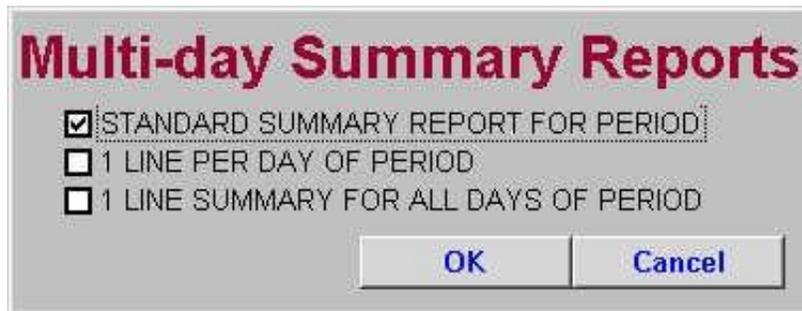
If the sales tax amount, which is located in the 'tax' column on the 'net sales totals' line, item 'C' in the example above, appears to be too low check the following:

- 1) Is labor taxable or not? See page 454.
- 2) Are items in some departments non-taxable? See page 518.

The 'percent of lines w/sku' item in the lower left of the report represents the percentage of items sold by use of a SKU number. This value should be over 90 percent for the suggested reorder feature to generate accurate reorders for SKU's.

## Multi-day Summary Reports

If the sales report summary is output to the printer, but not if it is output to the screen, and if the report is to cover a period of more than one day, then three report options are available. The options are listed on the screen shown below. Click on the desired option to select it and then click on the 'OK' button.



07006

The standard summary report format, the first option, is shown above. The format is the same a summary report for one day.

Sales Information by Day									
Date:	07/11/2005		FROM	07/01/2005		TO	07/11/2005		Page No.: 1
DATE	SALES	RET/CHG	DISC \$	NET \$	TAX	NONSALES NET	CASH OVER/SHORT		
07/07/2005	27783.12	0.00	-2902.04	24881.08	41.57	-24326.78	595.87	-0.87	
07/09/2005	202.02	0.00	-135.36	66.66	5.52	8.65	80.83	0.00	
07/10/2005	100.00	0.00	0.00	100.00	7.50	0.00	107.50	0.00	
07/11/2005	0.00	0.00	0.00	0.00	1964.69	26195.34	28160.03	-0.03	
<b>TOTAL</b>	28085.14	0.00	-3037.40	25047.74	2019.28	1877.21	28944.23	-0.90	

07148

The second option, '1 line per day of period', gives one line of data per day. The example above shows this form of the report for a period of eleven days. In the example, however, data for only four days appears on

# FullCalc Operating Guide

the report. No data will appear on this report for any day on which end of day processing has not been done. This report is the same as the 'daily totals' option. See page 624 and 655.

Column heading for the sales information by day report are:

- **DATE** – the date being reported on.
- **SALES** – gross sales.
- **RET/CR** – returns. These amounts are normally seen as negative values (negative sales).
- **DISC \$** - discount. These discount amounts has been applied to individual items. It excludes promotional package discounts, employee discounts, transaction discounts and frame discounts, if any, which are reported elsewhere.
- **NET \$** - net sale after returns, charges, and discounts.
- **TAX** - tax on net.
- **NONSALES NET** - the net value of any non-sales activity. This is mainly the net amount of charges and payments to accounts receivable. It may also include the net amount layaways and payments on layaways.
- **CASH** - the amount of cash and other forms of payment received. This is the sum of the 'net \$', 'tax', and 'non sales net' fields.
- **OVER/SHORT** – the amount the cash register was over or short for the day when end of day processing was done.

Sales Information by Day								
Date: 07/11/2005	FROM 07/07/2005	TO 07/11/2005	Page No.: 1					
DATE	SALES	RET/CHG	DISC \$	NET \$	TAX	NONSALES NET	CASH OVER/SHORT	
TOTAL	28085.14	0.00	-3037.40	25047.74	2019.28	1877.21	28944.23	-0.90

07149

The third summary report option, '1 line summary for all days of period', generates a report with only one data line on it. The example above is a sample of this form of the report. This report contains the same data as on the total line of the report generated using the second option.

## End of Day Sales Reports

At the end of each day end of day processing needs to be done. Following the last POS transaction for the day, enter the single date to be ended into the sales report screen (a date range is not allow for this process).

Note: End of day processing needs to be done at the end of every day. It should be done after the last transaction of a given day and before the first transaction of the next business day. If a transaction has been recorded for the following business day then some of the data values that are saved as part of end of day processing may not be correct.

Note: End of day processing can be done only for days before the archive date listed at the bottom center of the screen shown above (however, it is strongly recommended that it be done promptly at the end of every business day).

Note: End of day processing needs to be done before end of month processing and before end of year processing.

Note: End of day processing should be done after printing out a sales summary report for the day in question and any errors noted by printing the sales summary report have been corrected.

**End-of-day Reports**

Required reports  
 SUMMARY REPORT

Arrow to optional reports, spacebar to select

TRANSACTION TOTALS LISTING  
 TRANSACTION DETAIL LISTING  
 CHECK LISTING  
 CREDIT CARD/GIFT CERT. LISTING

NON-TAXABLE SALES  
 CREDIT MEMOS  
 PAID OUT LISTING  
 VOID LISTING  
 RETURNS LISTING  
 SALES BY HOUR

ASSOCIATE SALES SUMMARY  
MIN. ORDER VAL

OK

07004

The screen shown above will appear. This screen allows for selection of a number of reports to be printed during end of day processing. The summary report will always be printed while the other reports must be selected if they are to be printed. Reports which have no data associated with them will not be printed. All reports selected on this screen are for the date specified on the POS sales report screen (see page 624). The reports selected will be used for each day's end of day processing until changed. Click on the 'OK' button to generate the reports. See below for examples of the several reports.

If the 'associate sales summary' report is checked then a minimum order value may be specified. Any POS orders less than this specified value will not appear in the associate sales summary report generated. The value should be 0.00 (zero) if all POS orders are to be included on the report.

It is suggested that, as a general rule, the check, credit card, non-taxable, credit memo, paid out, void, and returns reports be checked on this screen. These are exception reports that should be reviewed each day. If there are not transactions of a given type then its corresponding report will not be printed (for example, if non-taxable sales were made then the non-taxable report will not be printed).

Note: At Frames Unlimited stores additional end of day reports are generated. They do not appear on the screen shown above. See the sections below for details on these reports.

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## End-of-day Screen

Date

	ENTER ACTUAL	NBR	AMOUNT
0 CHECK	0.00	0	0
1 CASH	595.00	1	595.87
2 MASTER CARD	0.00	0	0
3 VISA	0.00	0	0
4 AMERICAN EXPRESS	0.00	0	0
5 DISCOVER	0.00	0	0
6 GIFT CERT REDEEMED	0.00	0	0
9 A/R PREPAID REDEEMED	0.00	0	0
<b>TOTAL AMOUNT</b>	<b>595.00</b>		<b>595.87</b>
<b>OVER OR SHORT</b>	<b>-0.87</b>		

07005

The screen above is used to enter actual receipts during drawer reconciliation. The 'enter actual' column is for entry of the contents of the till at the end of the day. The 'nbr' column shows the number of receipts of a given type. The 'amount' column is the expected amount received for a given receipt type. The 'total amount' and 'over or short' values, at the bottom middle of the screen, are calculated amounts, they are not entered amounts as the other items in that column are. Most discrepancies can be identified by use of the appropriate optional end of day report. See page 632.

## Transaction Total Listing

**TRANSACTION SUMMARY**

TRANSACTION LISTING FOR 06/03/2004

Date: 06/03/2004 Page No.: 1

R	TRANS#	PHONE CUSTOMER NAME	SALES	RET/CHG	DISC \$	NET \$	TAX TYP CAS	AMOUNT	BALANCE
1	1204	555-1212	39.10	60.88	0.00	99.98	0.00 1	99.98	60.88
							jak		
1	1205	726-2462 Debbie	50.00	-10.35	3.00	36.65	2.20 5	38.85	5.40
							jak		
1	1206	726-2462 Debbie	20.00	0.00	0.00	20.00	0.00 6	20.00	0.00
							jak		
1	1207	527-9334 Zorn, Cathy	99.95	64.62	0.00	164.57	9.88 5	174.45	64.62
							jak		
1	1208	860-1784 Zuschlag, Holly	25.00	0.00	0.00	25.00	0.00 1	25.00	0.00
							jak		
1	1209	555-1212	199.95	0.00	0.00	199.95	0.00 0	199.95	0.00
							jak		
<b>Total</b>			434.00	115.15	3.00	546.15	12.08	558.23	130.90

07012

The transaction total listing (also called the transaction summary) lists each POS transaction on two lines in summary form. Only the totals, no details, are shown. This report can be use for tracking errors. Fields on the report include:

# FullCalc Operating Guide

- **R** - register number or '!!' for the void of a transaction.
- **TRAN#** - POS transaction number
- **SALES** - Gross sale.
- **RET/CHG** - amount returned or charged.
- **DISC \$** - discount. These discount amounts has been applied to individual items. It excludes promotional package discounts, employee discounts, transaction discounts, and frame discounts, if any, which are reported elsewhere.
- **NET \$** - net sale after returns, charges and discounts.
- **TAX** - tax on net.
- **TYP** - payment type.
- **AMOUNT** - net sale plus tax.
- **BALANCE** - net change to accounts receivable balance.
- **CAS** - cashier initials.

## Transaction Detail Listing

The transaction detail report can also be generated from the POS sales reports screen. See below.

## Check Listing

Date 06/03/2004		<b>CHECK RECEIPTS</b>				Page No.: 1
TRANSACTION LISTING FOR 06/03/2004						
RG	CSH	NAME	PHONE	TRAN#	AMOUNT	CHECK NUMBER
1	jak	,Debbie	726-2462	1205	10.00	12344
1	jak	Zorn, Cathy	527-9334	1207	50.00	5432
1	jak	Zuschlag, Holly	860-1784	1208	15.00	101
1	jak	,	555-1212	1209	199.95	432
<b>TOTAL CHECKS</b>				4	274.95	

Note: Void amounts are negative.

07013

The check listing report lists each check taken for the specified date. This report can be used in the preparation of a bank deposit of receipts. Fields on the report include:

- **RG** - register number or '!!' for the void of a transaction.
- **CSH** - cashier initials.
- **NAME** – the name of the customer.
- **AMOUNT** – the dollar value of the transaction.
- **TRAN#** - POS transaction number.
- **CHECK NUMBER** – the number taken from the customers check.

## Credit Card/Gift Cert. Listing

# FullCalc Operating Guide

Date: 06/03/2004

## CREDIT CARD AND GIFT CERT. RECEIPTS TRANSACTION LISTING FOR 06/03/2004

Page No.: 1

RG	CSH NAME	PHONE	TRAN#	AMOUNT	NUMBER	APPROVAL
<b>MASTER</b>						
1	jak , Debbie	726-2462	1205	15.00	1234567890123456	
<b>TOTAL MASTER CARD</b>			1	15.00		
<b>VISA</b>						
1	jak Zorn, Cathy	527-9334	1207	74.45	112233445566778	
<b>TOTAL VISA</b>			1	74.45		
<b>AMEX</b>						
1	jak , Debbie	726-2462	1206	10.00	765432176543212	
<b>TOTAL AMEX</b>			1	10.00		
<b>DISCOVER</b>						
1	jak , Debbie	726-2462	1205	13.85	0987654321098765	
1	jak Zorn, Cathy	527-9334	1207	50.00	5432154321543215	
<b>TOTAL DISC/OTHER</b>			2	63.85		
<b>GIFT</b>						
1	jak , Debbie	726-2462	1206	10.00	4321	
<b>TOTAL GIFT CERT</b>			1	10.00		
<b>TOTAL CREDIT CARDS /GIFT CERT.</b>			6	173.30		

Note: Void amounts are negative.

07014

The credit card and gift certificate report separates each credit card or gift certificate used to make a payment by the type of card or certificate used. Totals are provided for each card type separately. This report can be used for credit card reconciliation. Fields on the report include:

- **RG** - register number or '!!' for the void of a transaction.
- **CSH** - cashier initials.
- **NAME** – the customers name.
- **PHONE** – the customers phone number.
- **TRAN#** - the POS transaction number.
- **AMOUNT** – the amount of the charge to the credit card. The amount is negative for a void.
- **NUMBER** – the credit card number.
- **APPROVAL** – the credit card processors approval number. This field may be blank.

Note: See page 742 for the description of a similar report.

## Non-Taxable Sales

# FullCalc Operating Guide

Date: 06/03/2004

## TAX EXEMPT SALES

TRANSACTION LISTING FOR 06/03/2004

Page No.: 1

R	CAS	TRANS#	NAME	TAX EXEMPT NUMBER	AMOUNT
1	jak	1204		123-567	39.10
1	jak	1206	Debbie	123456-78	20.00
1	jak	1209		123-567	199.95
<b>TOTAL</b>					259.05
AMOUNT SOLD TO TAX EXEMPT CUSTOMERS					259.05
AMOUNT SOLD TO WHOLESALE CUSTOMERS					0
AMOUNT SOLD TO OUT OF STATE CUSTOMERS					0
AMOUNT OF TAX EXEMPT MERCHANDISE SOLD					0

07015

The tax-exempt sales report shown above lists transactions that contain one or more items, which are exempt from sales taxes. The items are broken down, at the bottom of the report, into four groups:

- 1) Sales to customers who are tax-exempt.
- 2) Sales to customers who are wholesale customers (also known as resellers). These customers have tax-exempt numbers starting with 'R'.
- 3) Sales to customers who are out of state. These customers have tax exemption numbers starting with 'OS'.
- 4) Sales of items that are tax exempt to customers who are taxable (who do not have a tax exempt number).

Fields on the report include:

- **R** - register number or '!!' for the void of a transaction.
- **CAS** - cashier initials.
- **TRANS#** - POS transaction number.
- **NAME** - the name of the customer.
- **TAX EXEMPT NUMBER** - the customers tax exemption number.
- **AMOUNT** - the dollar value of the transaction.

Note: A slightly different report on tax-exempt sales is available from the POS sales report screen.

## Credit Memos

Date: 06/03/2004

## CREDIT MEMOS

TRANSACTION LISTING FOR 06/03/2004

Page No.: 1

TRANS#	NAME	AMOUNT
1211	Zorn, Cathy	-9.43
<b>TOTAL</b>		-9.43

07016

The credit memo report shows credits given to customers. These credits result in a reduction of an outstanding accounts receivable without the taking of any payment and thus the stores income. Fields on the report include:

- **TRANS#** - POS transaction number.

## Paid Out Listing

Date:		01/17/2005		<b>PAID OUT</b>		Page No.: 1	
TRANSACTION LISTING FOR 01/07/2005 TO 01/17/2005							
R	CAS	TRANS#	NAME	AMOUNT			
1	WDA	1110	Smith, Bill	-10.00	SOMETHING OR OTHER-Paid Out		
1	TLA	1111	Flintsone, Fred	199.95	SOMETHING PAID IN BY FRED-Paid Out		
<b>TOTAL</b>				189.95			

Note: Negative amounts are paid out, positive amounts are paid in.

07007

The paid out report lists amounts that have been given out, normally from the cash drawer, to pay for expenses. The amount of a paid out is negative. A paid in, receipt of money that is not a sale of goods or services, appears as a positive amount. A description of the paid out appears to the right of the amount.

Note: This report can also be generated under the demand reports section. See page 698.

Fields on the paid out report include:

- **R** - register number or '!!' for the void of a transaction.
- **CAS** - cashier initials.
- **TRANS#** - POS transaction number.
- **NAME** – the name of the person who received the paid out or made a paid in.
- **AMOUNT** – the dollar value paid in or paid out. Negative amounts are paid out and positive amounts are paid in. The reason for the paid out appears to the right of the amount field.

## Void Listing

Date:		06/03/2004		<b>TRANSACTION VOIDS</b>		Page No.: 1	
TRANSACTION LISTING FOR 06/03/2004							
R	CAS	TRANS#	NAME	AMOUNT			
!!	tla	1212	Zuschlag, Holly	-129.54	Void of 1210		
<b>TOTAL</b>				-129.54			

Note: Void amounts are negative. Void of void amounts are positive.  
Note: Amount shown is the sales before returns, discounts, etc.

07008

The transaction void listing lists any POS transactions that have been voided. The register number is always listed as '!!' The number of the POS transaction that is being voided (not the one doing the void operation) appears to the right of the amount being voided. If a POS transaction is being voided then the amount value will be negative. If a void transaction is being voided (a void of a void) then the amount value will be positive. The amount shown is the sale before any returns, discounts, etc. You should see the transaction detail listing for full details on any void operation.

# FullCalc Operating Guide

Fields on the report include:

- **R** - register number (should always be `!!').
- **CAS** - cashier initials.
- **TRANS#** - POS transaction number which is doing the void.
- **NAME** – the customers name.
- **AMOUNT** – the dollar amount of the items voided.

## Returns Listing

Date: 06/03/2004					Page No.: 1	
<b>RETURNS</b>						
TRANSACTION LISTING FOR					06/03/2004	
<b>R</b>	<b>CAS</b>	<b>TRANS#</b>	<b>NAME</b>	<b>AMOUNT</b>		
1	jak	1205	, Debbie	-15.75		
<b>TOTAL</b>				-15.75		

07009

This report shows the dollar amount of items returned on a given POS transaction. Fields on the report include:

- **R** - register number or '!!' for the void of a transaction.
- **CAS** - cashier initials.
- **TRANS#** - POS transaction number.
- **NAME** – the customers name.
- **AMOUNT** – the dollar amount of the items returned. This value is normally negative for returns.

## Sales by Hour

Date: 06/03/2004			Page No.: 1	
<b>TIME OF DAY</b>				
TRANSACTION LISTING FOR			06/03/2004	
<b>HR</b>	<b>SALES</b>	<b>CUM. SALES</b>		
11	39.10	39.10		
16	376.15	415.25		
18	50.52	465.77		
<b>TOTAL</b>		465.77		

Note: Only hours with sales during the hour are listed.

07017

This report shows sales by hour. The report covers only the single day listed at the upper center of the report. Only hours during which some sales were made are shown on the report. This report can be used to determine staffing levels over the course of a day.

Fields on the report include:

- **HR** - hour of day when sale was made. Only hours with some sales show.
- **SALES** - sales during that hour.

# FullCalc Operating Guide

- **CUM. SALES** - total sales for a day including the current hour.

Note: This report is for one day only (the date being closed during end of day processing). For another form of this report, which covers multiple days, see page 739.

## Associate Sales Summary

This report can also be generated from the POS sales reports screen via the 'cashier reports' options. See below for an example of this report. The only differences are:

- 1) from the end of day screen only the summary form of the report can be generated,
- 2) the minimum order value amount is entered on the end of day screen, not a separate screen and
- 3) the report is for one day only.

<b>CASHIER SUMMARY REPORT</b>										
Date:	02/09/2005		FROM 02/09/2005 TO 02/09/2005				Page No.: 1			
	#TRANS	SALES	RET/CHG	DISC \$	NET \$	TAX	AMOUNT	MAX \$	AVG \$	
<b>TOTAL FOR</b>	abc	1	87.84	0	0.00	87.84	0.57	88.41	10.00	10.00
<b>TOTAL FOR</b>	jak	3	0.00	0	0.00	0.00	0.28	0.28	385.00	133.33
<b>TOTAL FOR</b>	tia	2	3152.82	0	0.00	3152.82	2.79	3155.61	1000.00	524.61
<b>GRAND TOTAL</b>		6	3240.66	0	0.00	3240.66	3.64	3244.30		

07160

Fields on the report include:

- **#TRANS** - number of POS transactions.
- **SALES** - gross sale.
- **RET/CHG** - amount returned or charged.
- **DISC \$** - discount. These discount amounts has been applied to individual items. It excludes promotional package discounts, employee discounts, transaction discounts, and frame discounts, if any, which are reported elsewhere.
- **NET \$** - net sale after returns, charges and discounts.
- **TAX** - tax on net.
- **AMOUNT** - net sale plus tax.
- **BALANCE** - net change to accounts receivable balance.
- **MAX \$** - largest net sale plus tax (largest 'amount' value).
- **AVG \$** - average net sale plus tax (average 'amount' value).

The 'max\$' and 'avg\$' values include payments of all type including those on outstanding accounts receivable balances. The 'sales' value excludes any payments on accounts receivable (previous framing orders).

The initials for the cashier being reported on appear to the left of the '#trans' column (just to the right of the 'total for' label).

## Transaction Detail Report

# FullCalc Operating Guide

Text Frame Shoppe  
 100 Main St.  
 Arnotown, NY 10000  
 (800) 555-1212

## Sales Report Detail

FROM 06/04/2004 TO 06/04/2004

Date: 06/04/2004		Page No.: 1									
R	TRANS#	SKU	DEPT	SALES	RET/CHG	DISC \$	NET \$	TAX	TYP	AMOUNT	DESCRIPTION
		CUSTOMER NAME	DEPT	TEL NO.			COST		CAS		
TRANSACTION FOR			06/04/2004								
1	1213		0	0	0	0.00	0.00	0.00	0	100.00	TIED UP: 40979
1	1213		0	0	0	0.00	0.00	0.00	1	-7.06	CHANGE
1	1213		0	0	0	0.00	0.00	0.00	1	70.00	TIED UP: 40979
1	1213		0	0	0	0.00	0.00	0.00	2	1000.00	TIED UP: 40979
1	1213	NONE	100	199.95	0	0.00	199.95	0.00		0.00	0.00NT Print Of Dog
1	1213	C1000	110	6.80	0	0.00	6.80	0.00		0.00	0.00NT POMPADOUR BEAC
1	1213	C50	110	6.80	0	0.00	6.80	0.00		0.00	0.00NT WHITECREAM
1	1213	B58	110	6.80	0	0.00	6.80	0.00		0.00	0.00NT TY GREY 32#
1	1213	101dp	100	27.00	0	0.00	27.00	0.00		0.00	0.00NT VIO 101DP 1/2
1	1213	B16554	100	297.36	0	0.00	297.36	0.00		0.00	0.00NT VIO EL GRECO
1	1213	101dp	100	45.23	0	0.00	45.23	0.00		0.00	0.00NT VIO 101DP 1/2
1	1213	B78745	100	353.47	0	0.00	353.47	0.00		0.00	0.00NT VIO PRADO 4 3/8"
1	1213	B58404	100	549.12	0	0.00	549.12	0.00		0.00	0.00NT VIO MONTEREY AMER.
1	1213	Museum	130	46.00	0	0.00	46.00	0.00		0.00	0.00NT Museum
1	1213	Floam1	140	7.50	0	0.00	7.50	0.00		0.00	0.00NT Floam1
1	1213	2 hours	140	80.00	0	0.00	80.00	0.00		0.00	0.00NT 2 hours
1	1213	Canvas Transfer	898	66.00	0	0.00	66.00	0.00		0.00	0.00NT Canvas Transfer w/Brush
1	1213	Spacers WOOD	998	66.00	0	0.00	66.00	0.00		0.00	0.00NT Spacers WOOD Fr.
1	1213	EASEL BACK	898	4.00	0	0.00	4.00	0.00		0.00	0.00NT EASEL BACK 11X14
1	1213	CHARGE	98	0	-1762.03	0.00	-1762.03	0.00		0.00	0.00 FRAMING ORDER #1496
1	1213	PAYMENT	88	0	1162.94	0.00	1162.94	0.00		0.00	0.00 PAYMENT ON #1496
1	1213			1762.03	-599.09	0.00	1162.94	0.00	jet	1162.94	
				555-1212			13215.30				TIED UP: 124098.84
1	1214		0	0	0	0.00	0.00	0.68	6	11.96	TIED UP: 42741
1	1214	PAYMENT	88	0	11.28	0.00	11.28	0.00		0.00	0.00 PAYMENT ON #POT1
1	1214			0.00	11.28	0.00	11.28	0.68	jet	11.96	
		Zarr, Cathy		527-9334			0.00				TIED UP: 42752.28
1	1215		0	0	0	0.00	0.00	0.21	1	3.77	TIED UP: 42741
1	1215	DEPT 100	100	3.96	0	0.40	3.56	0.00		0.00	FRAMING
1	1215			3.96	0.00	0.40	3.56	0.21	jet	3.77	
		NO NAME		NO PHONE			2.64				TIED UP: 42744.96
1	1216		0	0	0	0.00	0.00	1.79	4	31.69	TIED UP: 42745
1	1216	print3	100	99.95	0	0.00	99.95	0.00		0.00	test print
1	1216	print5	110	0	-100.00	0.00	-100.00	0.00		0.00	test print
1	1216	DEPT 120	120	29.95	0	0.00	29.95	0.00		0.00	MOULDING
1	1216			129.90	-100.00	0.00	29.90	1.79	jet	31.69	
		Zuege, Monique		837-4507			9.98				TIED UP: 42774.90
TOTAL FOR			06/04/2004								
				1895.69	-667.81	0.40	1207.88	2.68		1210.36	
							13227.82			-687.81	

07018

The transaction detail report, shown above, is used for detailed error checking of POS transactions. Note the following entries on the example above:

Transaction number 1213:

- 1) The POS transaction was paid for using two forms of payment, cash and Master Card.
- 2) The customer was given change in cash.
- 3) All of the lines for goods sold today are parts of a framing order. As each item in the order is listed (each mat, each moulding, etc.) the multiple line option has been turned on.
- 4) All of the lines for goods sold today were sold by use of their SKU numbers.

## FullCalc Operating Guide

- 5) All of the lines for goods sold today have 'NT' after the amount. This indicates that these items are non-taxable. As all lines are so marked it is probable that the customer is tax exempt.
- 6) The framing order was placed into accounts receivable (charged). This is identified by an entry of 'charge' in the 'sku' field. A partial payment was then made on the framing order taken. This is identified by an entry of 'payment' in the 'sku' field. The number of the framing order is shown on both the charge and payment lines in the 'description' field.
- 7) Following the transaction is the customer's name, blank in this case, and their telephone number.

Transaction number 1214:

- 1) The POS transaction was paid for using a gift certificate.
- 2) A payment was made against an item in accounts receivable. In the 'description' field there is no number following 'payment on #' but rather a '|' character. This indicates that the payment was against a layaway. Following the '|' character is the items SKU number (or the first portion of the SKU number).
- 3) Following the transaction is the customers name and their telephone number.

Transaction number 1215:

- 1) An item was sold by way of its department number. In the 'sku' field is the identifier 'dept' followed by the department number. In the 'description' field is the name of the department.

Transaction number 1216

- 1) Two items were sold, one by SKU number and one by department number. For the item sold by department number, in the 'sku' field is the identifier 'dept' followed by the department number. In the 'description' field is the name of the department.
- 2) One item was returned. The returned item was identified by way of its SKU number.

# FullCalc Operating Guide

Engle Demo Store  
7885 Maschick Rd.  
Zebulon, Ga. 30228

## Sales Report Detail

FROM 01/18/2005 TO 01/18/2005

Date: 01/18/2005		Page No.: 1									
R	TRANSA	SKU	DEPT	SALES	RETURNS	DESC \$	NET \$	TRF	TRF	AMOUNT	DESCRIPTION
		CUSTOMER NAME		TOTL	NETL		COST	TYP	CAE		
TRANSACTION FOR 01/18/2005											
1	1112		0	0	0	0.00	0.00	1.48	1	60.00	TIED UP: 31061
1	1112		100	100.00	0	0.00	100.00	0.00		0.00	LOGDEPT 100BOME
1	1112	CHARGE	98	0	-100.00	0.00	-100.00	0.00		0.00	LOGDEPT 100BOME
1	1112	PAYMENT	98	0	48.64	0.00	48.64	0.00		0.00	PAYMENT ON #DEPT 10
1	1112			100.00	48.64	0.00	48.64	1.48	WAO	60.00	
											TIED UP: 31060.54
1	1113	Smith, Carl	0	0	0	0.00	0.00	84.33	0	700.00	TIED UP: 31751
1	1113		0	0	0	0.00	0.00	0.00	1	40.12	CHARGE
1	1113		0	0	0	0.00	0.00	0.00	1	30.00	TIED UP: 31751
1	1113		0	0	0	0.00	0.00	0.00	+	1000.00	TIED UP: 31751
1	1113	PHONE	400	188.93	0	0.00	188.93	0.00		0.00	Blue Print On Gold Paper
1	1113	BOOKS	330	23.30	0	0.00	23.30	0.00		0.00	Double Weight
1	1113	BOOKS	330	25.00	0	0.00	25.00	0.00		0.00	Triple Weight
1	1113	1418 CMB	330	47.40	0	0.00	47.40	0.00		0.00	Post Rag Mat
1	1113	C1000	330	15.88	0	0.00	15.88	0.00		0.00	PUMP AND BEAC
1	1113	101W0	100	88.28	0	0.00	88.28	0.00		0.00	W0 101WAO 12
1	1113	817032	100	886.81	0	0.00	886.81	0.00		0.00	W0 RAPHAEL REPUCA
1	1113	824114	100	801.20	0	0.00	801.20	0.00		0.00	W0 PINE RIVER DK
1	1113	101W0	100	121.12	0	0.00	121.12	0.00		0.00	W0 101WAO 12
1	1113	999225	100	812.38	0	0.00	812.38	0.00		0.00	W0 AUBUSON SILVER
1	1113	Nuveau LV	120	188.98	0	0.00	188.98	0.00		0.00	Nuveau LV
1	1113	Carvase Blotch	130	38.40	0	0.00	38.40	0.00		0.00	Carvase Blotch
1	1113	AC58	140	13.26	0	0.00	13.26	0.00		0.00	AC58
1	1113	2 HRS.	140	70.00	0	0.00	70.00	0.00		0.00	2 HRS.
1	1113	Crossover V40r	110	43.20	0	0.00	43.20	0.00		0.00	Crossover V40r
1	1113	Corner Ornament	998	88.98	0	0.00	88.98	0.00		0.00	Corner Ornament Car018
1	1113	Strip Hangers	998	0.26	0	0.00	0.26	0.00		0.00	Strip Hangers
1	1113	Easel Back 11k	998	5.98	0	0.00	5.98	0.00		0.00	Easel Back 11k14
1	1113	DEPT 94	94	0	250.00	0.00	250.00	0.00		0.00	ARR Deposit
1	1113	DEPT 94	94	0	-250.00	0.00	-250.00	0.00		0.00	ARR Deposit
1	1113	DEPT 98	98	0	45.00	0.00	45.00	0.00		0.00	ARR Deposit
1	1113	DEPT 98	98	0	-45.00	0.00	-45.00	0.00		0.00	ARR Deposit
1	1113	CHARGE	98	0	-3278.03	0.00	-3278.03	0.00		0.00	ARR Deposit
1	1113	PAYMENT	98	0	1639.01	0.00	1639.01	0.00		0.00	ARR Deposit
1	1113	PAYMENT	98	0	84.34	0.00	84.34	0.00		0.00	ARR Deposit
1	1113			3278.03	4294.68	327.80	1625.33	84.33	WAO	1739.88	
											TIED UP: 86608.66
1	1114	Ribeiro, Fred	0	0	0	0.00	0.00	1.48	F	18.28	TIED UP: 34951
1	1114		0	0	0	0.00	0.00	0.00	B	10.00	TIED UP: 34951
1	1114		100	5.96	0	0.00	5.96	0.00		0.00	LOGDEPT LARGE POT
1	1114	CHARGE	98	0	-5.96	0.00	-5.96	0.00		0.00	LOGDEPT LARGE POT
1	1114	PAYMENT	98	0	2.87	0.00	2.87	0.00		0.00	PAYMENT ON #POT1
1	1114	PAYMENT	98	0	12.38	0.00	12.38	0.00		0.00	PAYMENT ON #1028
1	1114	PAYMENT	98	0	9.43	0.00	9.43	0.00		0.00	PAYMENT ON #1027
1	1114			5.92	18.84	0.00	24.76	1.48	WAO	28.28	
											TIED UP: 86626.78
TOTAL FOR 01/18/2005				3283.98	4327.30	327.80	1728.88	87.28		1818.16	
							26610.34			-1677.20	

07158

The transaction detail report shown above contains the following items:

Transaction number 1112:

- 1) The POS transaction was paid for using cash.
- 2) An item was placed on layaway. The item placed on layaway was specified by the department number of the item, not by the SKU number of the item.
- 3) A payment was made against an item on layaway. The item paid against had been specified by department number, not SKU number.

Transaction 1113:

- 1) The POS transaction was paid for using two forms of payment, cash and an American Express card. Change was given in cash.

# FullCalc Operating Guide

- 2) A framing order was processed. Details of the order are shown because the MULTLINE.TXT file has been defined.
- 3) An accounts receivable prepayment was made (money was put on deposit).
- 4) A gift certificate was sold.
- 5) Money was paid out.
- 6) A total discount was given the customer for this order.
- 7) Payments were made on two framing orders.

Transaction 1114:

- 1) The POS transaction was paid for using two forms of payment, a Discover card and by redeeming a gift certificate.
- 2) An item was placed on layaway. The item placed on layaway was sold by SKU number.
- 3) A payment was made against an item on layaway and on two framing orders.

Test Frame Shoppe  
 100 Main St.  
 Anywhere, GA 12345  
 (800) 555-1212

## Sales Report Detail

FROM 03/30/2005 TO 03/30/2005

Date: 03/30/2005		Page No.: 1									
R	TRANS#	SKU	DEPT	SALES	RET/CHG	DISC \$	NET \$	TAX	TYP	AMOUNT	DESCRIPTION
		CUSTOMER NAME		TEL NO.			COST	CAS			
<b>TRANSACTION FOR 03/30/2005</b>											
1	1261		0	0	0	0.00	0.00	0.00	1	100.00	TIED UP: 124793
1	1261		110	17.00	0	0.00	17.00	0.00		0.00	Li#bowl2glass bowl -
1	1261	DEPT 93	93	0	100.00	0.00	100.00	0.00		0.00 NT	AR Deposit
1	1261	CHARGE	98	0	-17.00	0.00	-17.00	0.00		0.00	Li#bowl2glass bowl -
1	1261			17.00	83.00	0.00	100.00	0.00	jak	100.00	
		Zuschlag, Holly		860-1784			58.50				TIED UP: 124893.00
1	1262		0	0	0	0.00	0.00	0.00	4	50.00	TIED UP: 124910
1	1262	DEPT 94	94	0	50.00	0.00	50.00	0.00		0.00	Gift Cert. # 12345c
1	1262			0.00	50.00	0.00	50.00	0.00	jak	50.00	
		Zuschlag, Holly		860-1784			0.00				TIED UP: 124960.00
1	1263		0	0	0	0.00	0.00	2.25	0	12.25	TIED UP: 124960
1	1263	bowl1	110	15.00	0	0.00	15.00	0.00		0.00	glass bowl
1	1263	DEPT	99	0	-5.00	0.00	-5.00	0.00		0.00	164 OFFICE
1	1263			15.00	-5.00	0.00	10.00	2.25	jak	12.25	
		Zuschlag, Holly		860-1784			5.00				TIED UP: 124970.00
1	1264		0	0	0	0.00	0.00	1.30	2	10.00	TIED UP: 124970
1	1264	PAYMENT	98	0	8.70	0.00	8.70	0.00		0.00	PAYMENT ON #BOWL2
1	1264			0.00	8.70	0.00	8.70	1.30	jak	10.00	
		Zuschlag, Holly		860-1784			0.00				TIED UP: 124978.70
1	1265		0	0	0	0.00	0.00	12.56	0	50.00	TIED UP: 124970
1	1265		0	0	0	0.00	0.00	0.00	1	-1.72	CHANGE
1	1265		0	0	0	0.00	0.00	0.00	1	10.00	TIED UP: 124970
1	1265		0	0	0	0.00	0.00	0.00	9	50.00	TIED UP: 124970
1	1265	print6	998	100.00	0	10.00	90.00	0.00		0.00	test print 6
1	1265	DEPT 93	93	0	10.00	0.00	10.00	0.00		0.00 NT	AR Deposit
1	1265	DEPT 94	94	0	15.00	0.00	15.00	0.00		0.00	Gift Cert. # 12345d
1	1265	DEPT 100	100	38.85	0	3.90	34.95	0.00		0.00	FRAMING
1	1265	DEPT	99	0	-13.00	0.00	-13.00	0.00		0.00	160 POSTAGE-Paid Out
1	1265	DEPT 96	96	0	0.00	41.23	-41.23	0.00		0.00	Tot Disc Yellow pages ad
1	1265			138.85	12.00	55.13	95.72	12.56	jak	108.28	
		Zuschlag, Holly		860-1784			114.75				TIED UP: 375005.72
1	1266		0	0	0	0.00	0.00	0.00		0.00	TIED UP: 15:22
1	1266	INTEREST	998	0	0	0.00	0.00	0.00		0.00 NT	INTEREST ADDED \$0.02
1	1266			0.00	0.00	0.00	0.00	0.00	???	0.00	
		Zuschlag, Holly		860-1784			0.00				TIED UP: 0.00
<b>TOTAL FOR 03/30/2005</b>				170.85	148.70	55.13	264.42	16.11		280.53	
							178.25			-8.30	

07164

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The transaction detail report shown above contains the following items:

Transaction 1261:

- 1) An item was sold by SKU number and sold on account. This will allow interest to be charged on this item later.
- 2) An amount of money was deposited on account (an accounts receivable pre payment was made).

Transaction 1262:

- 1) A gift certificate was sold.

Transaction 1263:

- 1) A paid out was done.
- 2) An item was sold by SKU number.

Transaction 1264:

- 1) A payment was made against an item on layaway.

Transaction 1265:

- 1) Three forms of payment were used, check, cash, and the accounts receivable deposit (an existing accounts receivable pre payment was used).
- 2) An item was sold by SKU number.
- 3) An item was sold by department number. This item was given an individual discount.  
Note: Because a total discount was given on the entire order (see below) this item was given a double discount on this order.
- 4) Change was given in cash.
- 5) Money was deposited on account (an accounts receivable pre payment was made).
- 6) A gift certificate was sold.
- 7) A paid out was done.
- 8) A total discount was given on the entire order. Also see the note on item 3) above.

Transaction 1266:

- 1) Interest was calculated and added to a customers account. This was not added in POS but by running end of month data collection. Note that the cashier initials are listed as '???'.

The following two examples are for very similar POS transactions. Each is for a framing order where the details about the order are transferred to POS because MULTLINE.TXT is defined.

R	TRANS#	SKU	DEPT	SALES	RET/CHG	DISC \$	NET \$	TAX	TYP	AMOUNT	DESCRIPTION
		CUSTOMER NAME		TEL NO.		COST		CAS			
	TRANSACTION FOR 02/25/2005										
1	1250		0	0	0	0.00	0.00	0.00	1	721.71	TIED UP: 111396
1	1250	NONE	200	99.95	0	0.00	99.95	0.00		0.00	NT Still Life
1	1250	C1000	110	7.70	0	0.00	7.70	0.00		0.00	NT POMPANO BEAC
1	1250	444cg	100	113.73	0	0.00	113.73	0.00		0.00	NT W2 CLASSIC GOLD 1 1/2
1	1250	Regular	130	7.75	0	0.00	7.75	0.00		0.00	NT Regular
1	1250	Dry	120	9.60	0	0.00	9.60	0.00		0.00	NT Dry
1	1250	Acrylic Coat T	150	2.00	0	0.00	2.00	0.00		0.00	NT Acrylic Coat Tex.

07161

In the example above, the order is taken and no discount is given to the customer. Note that each item on the order is assigned a department number. The department number assigned is based on the definitions in

# FullCalc Operating Guide

the SKU file or the inventory. In this sample order the department number is different for each item on the order.

In the example below, the same order, as shown in the example above, is taken a second time and a promotional package discount is given to the customer and the price of the discounted items. Note the final entry with a description of 'frame sale 1' which is used to note which frame sale was given. The amount of the discount given is shown in the 'disc \$' column. The department number assigned to each item in the framing order, except for the print which is sold as part of the framing order, is the same for each part of the order (for the mat, frame, glass, etc.) and is based on the department number specified in the promotional package definition (the department number is not taken from the SKU file or from the inventory). See page 463 for information on defining promotional pricing packages.

1	1251	0	0	0	0.00	0.00	0.00	1	139.70	TIED UP: 112118
1	1251 NONE	200	99.95	0	0.00	99.95	0.00		0.00 NT	Still Life
1	1251 C1000	300	7.70	0	0.00	7.70	0.00		0.00 NT	POMPANO BEAC
1	1251 444cg	300	113.73	0	0.00	113.73	0.00		0.00 NT	W2 CLASSIC GOLD 1 1/2
1	1251 Regular	300	7.75	0	0.00	7.75	0.00		0.00 NT	Regular
1	1251 Dry	300	9.60	0	0.00	9.60	0.00		0.00 NT	Dry
1	1251 Acrylic Coat T	300	2.00	0	0.00	2.00	0.00		0.00 NT	Acrylic Coat Tex.
1	1251 Frame Sale 1 3	300	0	0	101.03	-101.03	0.00		0.00 NT	Frame Sale 1 30.00

07162

Fields on the transaction detail report include:

- **R** - or '!!' for the void of a transaction.
- **TRAN#** - POS transaction number.
- **SKU** - normally a SKU number for the item sold. The value can also be:
  - blank - a heading lie for the POS transaction that holds the payment type or the amount of change given.
  - 'dept' followed by a number - an item sold by its department number, not its SKU number.
  - 'charge' - the dollar value of an item put into accounts receivable.
  - 'payment' - the dollar value of a payment against something in accounts receivable (framing order, floral order or layaway).
  - 'correction' - amount of a total correction of a framing order error (see below).
  - 'interest' - the amount of interest charged an item which has been placed on account and which is eligible to be charged interest.
- **SALES** - gross sale.
- **RET/CHG** - amount returned or charged.
- **DISC \$** - discount. These discount amounts has been applied to individual items. It excludes promotional package discounts, employee discounts, transaction discounts, and frame discounts, if any, which are reported elsewhere.
- **NET \$** - net sale after returns, charges and discounts.
- **TAX** - tax on net sales.
- **TYP** - payment type:
  - 0=check
  - 1=cash
  - 2=master card
  - 3=visa card
  - 4=american express card
  - 5=discover/other card
  - 6=gift certificate redeemed
  - 9=a/r prepayments

The type occurs always can be found on the first line of a transaction and up to two additional (following) lines. This line(s) has no value in the 'sku' field and a value of '0' in the 'dept' field. If more than one form of payment was taken then one or two additional lines with type data will

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appear. If change was given then the type of change given will also be listed on the change line with a value of 'change' in the description field.

- **AMOUNT** - net sale plus tax.  
A second value appears in the 'amount' column one line below the 'total for .././....' line in a multi day report (or as the last line in a single day report). This second value is the net change for the accounts receivable for a day. The net change can be zero, if there have been no transactions that alter accounts receivable, or positive or negative if one or more transaction had a net effect on the total accounts receivable. See also the 'cost' field below.
- **BALANCE** - net change to accounts receivable balance.
- **CAS** - cashier initials (occurs only on the 'subtotal' line).
- **DESCRIPTION** - a short description of the item from the description field in the inventory or transaction. In most cases this value will be:
  - The description of a SKU number that has been taken from the description field in the inventory. The description in the inventory is used if the item was sold by SKU number.
  - The description of a department number was taken from the description field in the department number table. The description in the department number table is used if the item was sold by department number.

Some of the other possible transaction description field values are:

- 'framing order# .....' - the number of a framing order being added to accounts receivable.
- 'floral order # .....' - the number of a floral order being added to accounts receivable.
- 'payment on # ...' - the number of a framing order for which full or partial payment is being made, or  
the number of a floral order for which full or partial payment is being made, or  
the SKU number of an item in accounts receivable for which a full or partial payment is being made. This item is normally an item that has been put on layaway at some time in the past.
- 'lo# ... ..' - the SKU number of an item and some or all of its description which is being added to accounts receivable as a layaway. If a department number, not a SKU number, is being added to accounts receivable it would be lo#dept ... .. with a department number followed by a description.
- 'li# ... ..' - the SKU number of an item and some or all of its description which is being added to accounts receivable and this item can be charged interest at the end of each month. If a department number, not a SKU number, is being added to accounts receivable it would be 'li#dept ... ..' with a department number followed by a description. Can appear only if the INTEREST.OPT file is defined. When interest is added for this item a line with a description of 'interest added \$ ... new balance \$ ...' will appear (see below).
- 'ar deposit' - the amount of money which is being put on deposit for later use in making payments in POS.
- 'credit on ar' - a credit was given in POS to directly reduce the outstanding accounts receivable due on an order without taking any form of payment. This is often called a 'credit memo'.
- 'gift cert. # ...' - the number of a gift certificate which is being sold.
- '... - paid out' - the description of a paid out amount. This description may be entered by the user or may have been pre-defined.
- 'total disc ...' - the description of a total POS order discount. This description may be entered by the user or may have been pre-defined.
- 'total correction' - a framing order is being processed. The sum of the prices of the items on the framing order are not equal the total price of the order. This probably is caused by an error in saving the framing order. Check to see if the framing order is correct by recalling it or reprinting it.
- 'emp disc ...' - the description of an employee POS order discount. This description may be entered by the user or may have been pre-defined.
- 'frame sale ...' - a discount was specified by way of a promotional pricing package. The first number is the package number (1 to 8) and the second is the retail price of the package.
- 'framing disc' - a discount for a framing order was taken in framing. The exact dollar amount of the discount was entered on the 'this order only' discount screen (the discount amount was not entered as a percentage value). See page 78 for more on entry of the discount by dollar

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amount. The department number for the discount comes from the 'finish' entry in the SKU file. See page 525 for details about the SKU file.

- 'interest added \$ ... new balance \$ ...' – for an item put on account and is which is eligible to be charged interest, this is the amount of interest which has been added to the amount due and the new balance due on the date of the POS transaction. The item on account was marked as being eligible for interest to be added by a description which starts 'li#'. See above.
- **COST** - cost of the item. This value appears in the same column as the 'net \$' value and below the subtotal for the net for a transaction (it is on the same line as the customers telephone number). It also appears in the 'net \$' column and below the total for the net for each day of a multi day report (one line below the line marked 'total for .././....').

The 'tied up' value in the description field is a running total of all transactions taken thru POS over time.

A value of '!!' in the 'r' column (the register number) indicates a void has been done. The number of the POS transaction that is being voided will appear in the 'customer name' field.

If in a line the 'sku' field contains 'correction' and the 'description' field contains 'total correction' this represents a POS total correction entry. Total correction lines can appear in a POS transaction if there is an error of some type in a framing order. In most cases the calculation of the tax will be invalid. The total correction line is an attempt to make the dollar value of the framing order and the POS transaction be the same. If this line appears an investigation of the framing order should be done.

Note: Department number 998 (the 'invalid' department number) should, in general, never appear on this report. If department number 998 appears on the report it means that there is a high likelihood of an error in the definition of a SKU number, or an invalid data entry by a user, or that one of the setup parameters within FullCalc is invalid. If the problem is a setup error then the department number table and the SKU file are the two most likely areas in which to find the error. For example a SKU number which has a department number attached to it but for which the department number is not in the department table would be assigned department number 998 when it is processed thru POS.

## Cashier Reports

**Sales By Associate Report**

Associate Totals  
 Associate Detail

Min. Order Value to Print

0.00

Return

07019

The cashier reports show sales for a period of time broken down by the initials of the seller (also called the cashier or associate). When the report is generated the screen shown above first appears. Click on one of the two buttons to select the form of the report. The 'associate totals' format shows only one line per person while the 'associate detail' format shows one line per POS transaction plus a total line for that person. The

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minimum order value amount is used to exclude, if desired, all orders smaller than a given amount. Enter '0.00' to include all orders.

These two reports may be used in the calculation of compensation based on all sales or on sales larger than a given value.

Note: This report is different from the sales by employee report described on page 225. This report is available only if POS is installed and relates to all sales (both framing and non-framing). The sales by employee report relates only to framing orders.

The sample shown below is in summary format.

This report is also available, as an option, from the end of day report. The only differences are:

**FROM THE END OF DAY SCREEN ONLY THE SUMMARY FORM OF THE REPORT CAN BE GENERATED,**

- 1) the minimum order value amount is entered on the end of day screen, not a separate screen as seen above and
- 2) the end of day form of the report is for one day only.

		<b>CASHIER SUMMARY REPORT</b>							Page No.: 1	
Date: 06/04/2004		FROM 06/03/2004		TO 06/03/2004						
		#TRANS	SALES	RET/CHG	DISC \$	NET \$	TAX	AMOUNT	MAX \$	AVG \$
<b>TOTAL FOR</b>	jak	12	434.00	-15.75	3.00	415.25	12.08	427.33	199.95	46.51
<b>TOTAL FOR</b>	tla	2	59.95	-9.43	0.00	50.52	3.60	54.12	137.42	31.77
<b>GRAND TOTAL</b>		14	493.95	-25.18	3.00	465.77	15.68	481.45		

07020

Fields on the summary form of the cashier report include:

- **#TRANS** - number of POS transactions.
- **SALES** - gross sale.
- **RET/CHG** - amount returned or charged.
- **DISC \$** - discount. These discount amounts has been applied to individual items. It excludes promotional package discounts, employee discounts, transaction discounts and frame discounts, if any, which are reported elsewhere.
- **NET \$** - net sale after returns, charges and discounts.
- **TAX** - tax on net.
- **AMOUNT** - net sale plus tax.
- **BALANCE** - net change to accounts receivable balance.
- **MAX \$** - largest net sale plus tax (largest 'amount' value).
- **AVG \$** - average net sale plus tax (average 'amount' value).

The 'max\$' and 'avg\$' values include payments of all type including those on outstanding accounts receivable balances. The 'sales' value excludes any payments on accounts receivable (previous framing orders).

The initials for the cashier being reported on appear to the left of the '#trans' column (just to the right of the 'total for' label).

The date period being reported on appears at the top of the report directly under the title line.

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<b>CASHIER DETAIL REPORT</b>													
Date:		06/04/2004		FROM 06/03/2004		TO 06/03/2004		PageNo.:		1			
R	TRANS#	#TRANS	SALES	RET/CHG	DISC \$	NET \$	TAX	AMOUNT	BALANCE	#	MAX \$	AVG \$	
TRANSACTION FOR		CASHER	jak										
1	1204		39.10	0	0.00	39.10	0.00	99.98	0	8			
1	1205		50.00	-15.75	3.00	31.25	2.20	38.85	0	2			
1	1206		20.00	0.00	0.00	20.00	0.00	20.00	0	1			
1	1207		99.95	0.00	0.00	99.95	9.88	174.45	0	1			
1	1208		25.00	0.00	0.00	25.00	0.00	25.00	0	1			
1	1209		199.95	0.00	0.00	199.95	0.00	199.95	0	1			
<b>TOTAL FOR</b>		jak	12	434.00	-15.75	3.00	415.25	12.08	558.23	0	14	199.95	46.51
											<b>PER ITEM</b>	39.67	
TRANSACTION FOR		CASHER	tla										
1	1210		0.00	0.00	0.00	0.00	7.88	-137.42	0	0			
1	1211		59.95	-9.43	0.00	50.52	3.60	63.55	0	2			
!!	1212		0.00	0.00	0.00	0.00	-7.88	-137.42	0	0			
<b>TOTAL FOR</b>		tla	2	59.95	-9.43	0.00	50.52	3.60	63.55	0	2	137.42	31.77
											<b>PER ITEM</b>	100.48	
<b>GRAND TOTAL</b>			14	493.95	-25.18	3.00	465.77	15.68	621.78	0			

07021

Fields on the summary form of the cashier report include:

- **R** - register number or '!!' for a void of a transaction.
- **TRANS#** - POS transaction number.
- **#TRANS** - number of POS transactions.
- **SALES** - gross sale.
- **RET/CHG** - amount returned or charged.
- **DISC \$** - discount. These discount amounts has been applied to individual items. It excludes promotional package discounts, employee discounts, transaction discounts, and frame discounts, if any, which are reported elsewhere.
- **NET \$** - net sale after returns, charges and discounts.
- **TAX** - tax on net.
- **AMOUNT** - net sale plus tax.
- **BALANCE** - Net change to accounts receivable balance.
- **MAX \$** - largest net sale plus tax (largest 'amount' value).
- **AVG \$** - average net sale plus tax (average of positive 'amount' values only).

The 'max\$' and 'avg\$' values include payments of all type including those on outstanding accounts receivable balances. The 'sales' value excludes any payments on accounts receivable (previous framing orders).

The date period being reported on appears at the top of the report directly under the title line.

For the total lines, the initials for the cashier being reported on appear to the left of the '#trans' column (just to the right of the 'total for' label).

## Tax Exempt Report

# FullCalc Operating Guide

Date: 03/28/2008

## TAX EXEMPT SALES

Page No.: 1

FROM 01/28/2008 TO 03/28/2008  
CUSTOMERS STILL IN FILE

R	CAS	TRANS#	DATE	NAME	TAX EXEMPT NUMBER	AMOUNT
1	jak	1648	01/29/2008	Duck, Donald	A-1234-q9	242.52
1	jak	1657	03/07/2008	Duck, Donald	A-1234-q9	1375.68
<b>TOTAL</b>						1618.20

AMOUNT SOLD TO TAX EXEMPT CUSTOMERS 1618.20 OF WHICH 0 WAS SOLD TO  
OUT OF STATE CUSTOMERS (TAX EXEMPT NUMBERS STARTING WITH 'OS')  
AMOUNT SOLD TO NON TAX EXEMPT CUSTOMERS 0

07022

The tax-exempt sales report shown above is generated from the sales report menu. The report covers a period of time listed at the top of the report. See page 624. See also page 636 for another form of this report.

The report comes in two parts. One part is for customers in the name and address file and the second part is for customers not now in the name and address file. The title line below the date range for the data, in the upper center of the report, notes if the report is for customers still in the name and address database or not. Sum the values on the two reports to get the total tax-exempt sales.

At the bottom of the report are three summary values:

- The amount sold to customers who are tax exempt and who have a tax exemption number.
- The amount sold to customers who are out of state (they have a tax exempt number starting with 'OS'). This amount is included in the first value.
- The amount sold to taxable customers. This represents the sale of items that are tax exempt (while the customer is taxable).

Fields on the tax-exempt sales report include:

- **R** - register number or '!!' for a void of a transaction.
- **CAS** - the initials of the cashier.
- **TRANS#** - POS transaction number.
- **DATE** - the date of the transaction.
- **NAME** - the name of the customer.
- **TAX EXMPT NUMBER** - the customers tax exemption number. If this field is blank then the customer may be taxable but the item being sold is not taxable.
- **AMOUNT** - the net amount of the sale. This amount may be after a discount has been applied to the item(s).

## Individual Transaction Report

# FullCalc Operating Guide

Test Frame Shoppe  
 100 Main St.  
 Anytown, NY 10000  
 (1800) 555-1212

## Sales Report Detail

FROM 06/04/2004 TO 06/04/2004

Date: 06/04/2004										Page No.: 1	
R	TRANS#	SKU	DEPT	SALES	RET/CHG	DISC \$	NET \$	TAX	TYP	AMOUNT	DESCRIPTION
		CUSTOMER NAME		TEL NO.			COST	CAS			
TRANSACTION FOR		06/04/2004									
1	1213			1762.03	-599.09	0.00	1162.94	0.00	jak	1162.94	
				555-1212			13215.30				TIED UP: 124099.94
1	1214	Zorn, Cathy		0.00	11.28	0.00	11.28	0.68	jak	11.96	
				527-9334			0.00				TIED UP: 42752.28
1	1215	NO NAME		3.96	0.00	0.40	3.56	0.21	jak	3.77	
				NO PHONE			2.64				TIED UP: 42744.56
1	1216	Zuege, Monique		129.90	-100.00	0.00	29.90	1.79	jak	31.69	
				637-4507			9.98				TIED UP: 42774.90
TOTAL FOR		06/04/2004									
				1895.89	-687.81	0.40	1207.68	2.68		1210.36	
							13227.92			-587.81	

07023

The individual transaction report is identical to the transaction detail report, see above, except that it is missing the details. This report only shows the two summary lines from the transaction detail report for each transaction.

Fields on the report include:

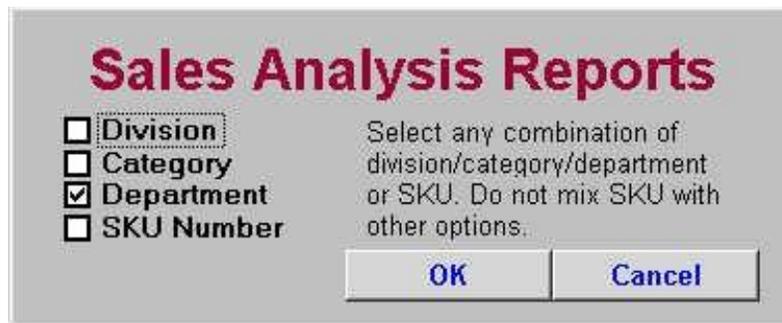
- **R** - register number or '!' for the void of a transaction.
- **TRAN#** - POS transaction number.
- **SKU** - SKU number.
- **CUSTOMER NAME** - the name of the customer.
- **TEL. NO.** - the customers telephone number.
- **DEPT** - department number.
- **SALES** - gross sale.
- **RET/CHG** - amount returned or charged.
- **DISC \$** - discount. These discount amounts has been applied to individual items. It excludes promotional package discounts, employee discounts, transaction discounts, and frame discounts, if any, which are reported elsewhere.
- **NET \$** - net sale after returns, charges and discounts.  
 A second value appears in the 'amount' column one line below the 'total for .././....' line in a multi day report (or as the last line in a single day report). This second value is the net change for the accounts receivable for a day. The net change can be zero, if there have been no transactions that alter accounts receivable, or positive or negative if one or more transaction had a net effect on the total accounts receivable. See also the 'cost' field below.
- **TAX** - tax on net sale.
- **TYP** - payment type:
  - 0=check
  - 1=cash
  - 2=master card
  - 3=visa card
  - 4=american express card
  - 5=discover/other card
  - 6=gift certificate redeemed

The type occurs always can be found on the first line of a transaction and up to three following lines. This line(s) has no value in the 'sku' field and a value of '0' in the 'dept' field. If more than one form of payment was taken then one or two additional lines with type data will appear. If change was given then the type of change given will also be listed on the change line with a value of 'change' in the description field.

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- **AMOUNT** - net sale plus tax.
- **BALANCE** - net change to accounts receivable balance.
- **CAS** - cashier initials (occurs only on the 'subtotal' line).
- **DESCRIPTION** - a short description of the item or transaction.
- **COST** - cost of the item. This value appears in the same column as the 'net \$' value and below the subtotal for the net for a transaction (it is on the same line as the customer's telephone number). It also appears in the 'net \$' column and below the total for the net for each day of a multi-day report (one line below the line marked 'total for .././....').

## Analysis Reports



07024

The sales analysis reports are designed to give a breakdown of sales made via POS. There are four ways to break down and then group sales:

- **DIVISION** - the department of each SKU sold with the grouping being based on the first digit of the department number. Thus department numbers 100, 101, 102, ... 199 are all in the same division.
- **CATEGORY** - the department of each SKU sold with the grouping being based on the first two digits of the department. Thus department numbers 100, 101, 102, ... 109 are all in the same division while department numbers 110, 111, 112, and 119 are in a second category, etc.
- **DEPARTMENT NUMBER** - the department of each SKU sold with the grouping being based on all three digits of the department number.
- **SKU NUMBER** - the individual SKU number.

The screen shown above is used to specify how the grouping is to be done. You may select any combination of division, category, and department options to do an analysis on. You may also select SKU number as the basis of an analysis. Do not select the SKU number option with any of the other options.

The sample analysis report, shown below, is only grouped by department number. The date that the report was run is in the upper left of the report. The 'date from' and 'date to' values specify the period for which the POS transactions are being reported on. Below the 'sales analysis' line is the identifier of the data grouping(s) being used to generate the report. In this example 'department number' is the identifier. A summary line at the bottom is labeled 'company' and is for all departments.

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## Sales Analysis

Date: 06/04/2004

By Department Number

Page No.: 1

Date from: 06/03/2004

Date to: 06/04/2004

	DEPT	SALES	RETURNS	DISC \$	NET \$
DEPARTMENT	100	1935.89	0.00	0.40	1935.49
DEPARTMENT	110	34.00	-100.00	0.00	-66.00
DEPARTMENT	120	99.95	0.00	3.00	96.95
DEPARTMENT	130	56.50	-15.75	0.00	40.75
DEPARTMENT	140	102.50	0.00	0.00	102.50
DEPARTMENT	998	161.00	-9.43	0.00	151.57
COMPANY		2389.84	-125.18	3.40	2261.26

07025

The sales analysis report shown below is grouped by department and division. Note that the column at the left of this report shows the level of summarization for a given line of the report. In the 'dept' column a value of 'x' or 'xx' means 'any'. Thus '1xx' in the 'dept' column on a division summary line indicates that the line is the summary for departments numbered from 100 to 199.

## Sales Analysis

Date: 06/17/2005

By Department Number

Page No.: 1

Date from: 06/17/2005

Date to: 06/17/2005

	DEPT	SALES	RETURNS	DISC \$	NET \$
DEPARTMENT	100	2550.48	0.00	0.00	2550.48
DEPARTMENT	110	89.55	0.00	9.36	80.19
DEPARTMENT	120	15.50	0.00	0.00	15.50
DEPARTMENT	130	203.69	0.00	0.00	203.69
DEPARTMENT	140	116.74	0.00	0.00	116.74
DEPARTMENT	150	799.42	-3.00	0.00	796.42
DEPARTMENT	151	4.00	0.00	0.00	4.00
DIVISION	1xx	3779.38	-3.00	9.36	3767.02
DEPARTMENT	210	99.99	0.00	13.00	86.99
DIVISION	2xx	99.99	0.00	13.00	86.99
DEPARTMENT	998	258.45	0.00	34.00	224.45
DIVISION	9xx	258.45	0.00	34.00	224.45
COMPANY		4137.82	-3.00	56.36	4078.46

07174

Fields on the sales analysis report include:

- **DEPT** – the department number(s) being summarized. A value of 'x' or 'xx' means 'any'. Thus '1xx' in the 'dept' column on a division summary line indicates that the line is the summary for departments numbered from 100 to 199. A value of '14x' on a category summary line indicates that the line is the summary for departments numbered from 140 to 149.
- **SALES** - gross sales.
- **RETURNS** - amount returned or charged.

# FullCalc Operating Guide

- **DISC \$** - discount. These discount amounts has been applied to individual items. It excludes promotional package discounts, employee discounts, transaction discounts and frame discounts, if any, which are reported elsewhere.
- **NET \$** - net sale after returns, charges and discounts.

The example below is the analysis report generated if the 'sku number' option has been selected. The date that the report was run is in the upper left of the report. The 'date from' and 'date to' values specify the period for which the POS transactions are being reported on. A summary line at the bottom is labeled 'company' and is for all SKU numbers. The summary line includes the store number on it.

S K U   R E P O R T

Date: 07/06/2006 Page No.: 1  
 Date from: 06/29/2006 Date to: 06/30/2006

SKU ITEM	DEPT	DESCRIPTION	SALES	RETURNS	DISC \$	NET \$
224175	805		15.90	0.00	0.00	15.90
224175		simple rose pewter				
306228410	260		21.60	0.00	0.00	21.60
306228410		TRAPEZE				
502	612		1.19	0.00	0.00	1.19
502		ZIABICKI HANGER 50#				
752	612		2.38	0.00	0.00	2.38
752		ZIABICKI HANGER 75#				
866436	519		44.00	0.00	0.00	44.00
866436		clock texaco pump				
885551	519		39.90	0.00	0.00	39.90
885551		clock iron swirl dk brn				
B40H	600		6.00	0.00	0.00	6.00
b40h		plate hanger brass				
C214651114	262		33.75	0.00	0.00	33.75
c214651114		frm set cherry				
FA1721	261		63.00	0.00	0.00	63.00
FA1721		Black Frm 14x18				
FR775832	230		22.50	0.00	0.00	22.50
fr775832		echo glass wht 5x7				
SB28	613		5.30	0.00	0.00	5.30
SB28		28" STRETCHER BAR				
SB42	613		9.90	0.00	0.00	9.90
SB42		42" STRETCHER BAR				
W04H	600		6.00	0.00	0.00	6.00
w04h		plate hanger wht				
COMPANY (STORE 1)			271.42	0.00	0.00	271.42

07152

Fields on the sales analysis report include:

- **SKU** – SKU number.
- **ITEM** – item number.
- **DEPT** – department number.
- **DESCRIPTION** – a description of the item.
- **SALES** - gross sales.
- **RETURNS** - amount returned or charged.
- **DISC \$** - discount. These discount amounts has been applied to individual items. It excludes promotional package discounts, employee discounts, transaction discounts, and frame discounts, if any, which are reported elsewhere.
- **NET \$** - net sale after returns, charges and discounts.

## Daily Totals

### Sales Information by Day

DATE	SALES	RET/CHG	DISC \$	NET \$	TAX	NONSALES NET	CASH OVER/SHORT	
07/07/2005	27783.12	0.00	-2902.04	24881.08	41.57	-24326.78	595.87	-0.87
07/09/2005	202.02	0.00	-135.36	66.66	5.52	8.65	80.83	0.00
07/10/2005	100.00	0.00	0.00	100.00	7.50	0.00	107.50	0.00
07/11/2005	0.00	0.00	0.00	0.00	1964.69	26195.34	28160.03	-0.03
<b>TOTAL</b>	28085.14	0.00	-3037.40	25047.74	2019.28	1877.21	28944.23	-0.90

07026

This report shows all sales for a given day on one line. The report is for the time period listed at the upper center. This period may be one or more days. A line will appear in the report only for days on which there was a POS transaction. Fields on the report include:

- **DATE** - the date being reported on.
- **SALES** - gross sale.
- **RET/CHG** - amount returned or charged.
- **DISC \$** - discount. These discount amounts has been applied to individual items. It excludes promotional package discounts, employee discounts, transaction discounts and frame discounts, if any, which are reported elsewhere.
- **NET \$** - net sale after returns, charges and discounts.
- **TAX** - tax on net.
- **NONSALES NET** - the net value of any non-sales activity. This is mainly the net amount of charges and payments to accounts receivable. It may also include the net amount layaways and payments on layaways.
- **CASH** - the amount of cash and other forms of payment received. This is the sum of the 'net \$', 'tax', and 'non sales net' fields.
- **OVER/SHORT** – the amount the cash register was over or short for the day when end of day processing was done.

## Material/Labor Report

# FullCalc Operating Guide

Date: 06/05/2004

## MATERIAL/LABOR

Page No.: 1

FROM 06/03/2004 TO 06/03/2004

R	TRANS#	CAS	MATERIAL	+ =	SALES	RET/CHG	NET \$	TAX	AMOUNT
	CUSTOMER NAME		LABOR			DISC \$	COST		
TRANSACTION FOR 06/03/2004									
1	1204	jak	24.10		39.10	60.88	99.98	0.00	99.98
			15.00			0.00	78.24		
1	1205	jak	50.00		50.00	-10.35	36.65	2.20	38.85
	,Debbie		0.00			3.00	34.95		
1	1206	jak	20.00		20.00	0.00	20.00	0.00	20.00
	,Debbie		0.00			0.00	4.00		
1	1207	jak	99.95		99.95	64.62	164.57	9.88	174.45
	Zorn, Cathy		0.00			0.00	1.98		
1	1208	jak	25.00		25.00	0.00	25.00	0.00	25.00
	Zuschlag, Holly		0.00			0.00	10.00		
1	1209	jak	199.95		199.95	0.00	199.95	0.00	199.95
	,		0.00			0.00	66.65		
1	1210	tia	0.00		0.00	129.54	129.54	7.88	137.42
	Zuschlag, Holly		0.00			0.00	0.00		
1	1211	tia	59.95		59.95	0.00	59.95	3.60	63.55
	Zorn, Cathy		0.00			0.00	15.26		
!!	1212	tia	1.98		1.98	-131.52	-129.54	-7.88	-137.42
	Zuschlag, Holly		0.00			0.00	0.00		
<b>TOTAL FOR 06/03/2004</b>			480.93		495.93	113.17	606.10	15.68	621.78
			15.00			3.00	211.08		

07027

The material/labor report, shown above, is used to divide the sales into material and labor components. The report is intended to allow for the analysis of the cost of the labor and material portions of each order. The total sale amount is the sum of the labor and material parts. Charges to labor are specified via the 'finish' entry in the SKU file. See page 525. The default is department '100'.

The SET SLINE= option described on page 431 must not be defined. The MULTLINE.TXT file must be created. See page 436. With this done the POS transaction will show the details of each item (mats, frames, glass, etc.) which makes up the total framing job.

Fields on the material/labor report include:

- **R** - register number or '!!' for the void of a transaction.
- **CUSTOMER NAME** - name of the customer.
- **CAS** - cashier initials.
- **#TRANS** - number of POS transactions.
- **MATERIAL** - the amount of the order excluding the 'finish' entry.
- **LABOR** - the amount of the order from the 'finish' entry.
- **SALES** - gross sale ('material' plus 'labor').
- **RET/CHG** - amount returned or charged.
- **DISC \$** - discount. These discount amounts has been applied to individual items. It excludes promotional package discounts, employee discounts, transaction discounts, and frame discounts, if any, which are reported elsewhere.
- **NET \$** - net sale after returns, charges and discounts.
- **TAX** - tax on net sale.
- **AMOUNT** - net sale plus tax.
- **COST** - cost of the item.

# FullCalc Operating Guide

## Cost of Stock Goods Report

Date: 06/05/2004

### COST OF STOCK GOODS SOLD

Page No.: 1

FROM 06/03/2004 TO 06/03/2004

SKU	TRANS#	DATE	DPT	VND	QTY	UNIT PRICE	NET SALE	EXT COST	MAR
flo100	1206	06/03/2004	120	199	4 4	5.00	20.00 20.00	4.00 4.00	80
print3	1207	06/03/2004	100	199	1 1	99.95	99.95 99.95	1.98 1.98	98
rm9x12	1208	06/03/2004	998	199	1 1	25.00	25.00 25.00	10.00 10.00	60
<b>TOTAL</b>							144.95	15.98	

NOTE: ONLY STOCK ITEMS SOLD ARE SHOWN. NET SALES IS AFTER ANY DISCOUNTS HAVE BEEN APPLIED.

07028

The cost of stock goods sold report reports on the cost and selling price of stock item sold over a time period. For each SKU number sold the margin is calculated

Fields on the cost of stock goods report include:

- **TRANS#** - POS transaction number.
- **SKU** - SKU number.
- **DATE** - date of the POS transaction.
- **DPT** - department number.
- **VND** - vendor number.
- **QTY** - quantity sold.
- **UNIT PRICE** - retail price per unit before discounts are applied.
- **NET SALE** - retail price of the units sold after discounts are applied.
- **EXT COST** - the extended cost of the item (the cost per unit times the quantity).
- **MAR** - margin calculated as:  $(1 - (\text{cost}/\text{net})) * 100$ .

## Discount Types Given Report

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<b>Discount Types Given</b>					
Date 06/17/200		TRANSACTION LISTING FOR 06/16/2005 TO 06/17/2005			Page No.: 1
Tran#	Phone#	Customer	Amount	Sales	Net \$
Listing for Discount: Tot Disc Power radio 101					
1277	860-1784	Zuschlag, Holly	22.10	170.00	170.00
1278	555-1212	Doe, John	0.17	17.00	17.00
			2	22.27	
Listing for Discount: Tot Disc Yellow pages ad					
1276	637-4802	Smith, Susan	25.00	120.00	120.00
			1	25.00	
Listing for Discount: Tot Disc gas bill insert					
1279	860-1784	Zuschlag, Holly	50.70	705.00	507.00
			1	50.70	
Listing for Discount: Tot Disc newspaper coupon					
1274	555-1212	Doe, John	461.94	2943.41	2943.41
1275	000-8428		10.00	100.00	100.00
			2	471.94	
<b>Grand Total</b>			6	569.91	

07030

The discount types given report, shown above, gives a breakdown of discounts by their type. The type breakdown is based on the text of the discount description for total discounts and employee discounts. Total discount type and employee discount types can be selected from a list of discount types. See also page 502. If possible, the predefined discount descriptions should be used so that the discounts can be sorted and grouped together on this report. The discount description appears on the report following the 'listing for discount:' label. The report is for discounts given over the period listed at the top of the report.

For each type of discount, total or employee, the discount given is shown along with the number of POS transactions on which discounts were given.

For a list of discounts given against SKU numbers or department numbers see the 'discount amounts given' report in the next section.

Fields on the discount types given report include:

- **TRAN#** - the POS transaction number.
- **PHONE#** - the customers telephone number.
- **CUSTOMER** – the customers name.
- **AMOUNT** – the dollar amount of the total discount or employee discount given on this POS transaction. This amount may have been entered as a dollar amount or as a percent.
- **SALES** – the gross sale (before any discount is deducted).
- **NET \$** - the net sales after any item discount has been deducted but before the total discount or employee discount has been deducted. If the 'net \$' value is less than the 'sales' value for a given POS transaction this means that some type of item discount was taken. The actual selling price, therefore, could be the result of either one or two discounts being taken on the items in the order.

## Discount Amounts Given Report

# FullCalc Operating Guide

## DISCOUNT AMOUNTS GIVEN

Date 06/17/20

From 06/17/2005 To 06/17/2005

Page No.: 1

SKU	DESCRIPTION	SALE	DISCOUNT	NET
bowl1	glass bowl	15.00	3.75	11.25
bowl2	glass bowl - green	17.00	5.61	11.39
print13	Ed.#102 dog and cat	99.99	13.00	86.99
print6	boy and girl	200.00	34.00	166.00
<b>TOTAL</b>		331.99	56.36	275.63

07029

The discount amounts given report, an example of which is shown above, is used to show discounts given on POS transactions against department numbers and SKU numbers. It shows the total sales, discount and net amount for a specified time period that is listed at the top of the report.

Discounts given via total order discounts, employee discounts, etc. are not shown. These types of discounts are shown on the 'discount types given' report (see the previous section).

Fields on the discount amounts given report include:

- **SKU** – the SKU number of the item.
- **DESCRIPTION** – a description of the item.
- **SALE** – the gross sale (before any discount is deducted).
- **DISCOUNT** – the amount of the discount given.
- **NET** - the net sales after any item discount has been deducted

## Vendor Sales Report

VENDOR SALES REPORT						
Date: 09/08/2006		FROM 01/08/2006 TO 09/08/2006			Page No.: 1	
Store: 1						
VEN	QTY	SALES	RET/CHG	DISC \$	NET \$	
<b>TOTAL FOR</b>	199	3	110.00	0	0.00	110.00
<b>TOTAL FOR</b>	M25	2	23.03	0	2.30	20.73
<b>GRAND TOTAL</b>			133.03	0	2.30	130.73

07031

The vendor sales report, shown above, breaks sales for a period of time down by the vendor number of the item sold. This report reports only on items that have been sold by SKU number. Other items, for example sales made with only a department number being specified, are not included on the report. For framing jobs to be properly reported the MULTLINE.TXT file must be defined.

The date range included on the report is listed at the upper center of the report. The store number is shown below the date range value.

Fields on the vendor sales report include:

- **VEN** - vendor number.
- **QTY** - number of items sold.

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- **SALES** - gross sale.
- **RET/CHG** - amount returned or charged.
- **DISC \$** - discount. These discount amounts has been applied to individual items. It excludes promotional package discounts, employee discounts, transaction discounts, and frame discounts, if any, which are reported elsewhere.
- **NET \$** - net sale after returns, charges and discounts.

## Sales By SKU Report

SKU SALES REPORT							
Date:	12/18/2006	From	12/18/2006	To	12/18/2006	Page No.:	1
		From Dept.	000	To Dept.	999	Store:	1
SKU No.	Dept. Description	Qty	Sales	Ret/Chg	Disc \$	Net \$	
C1000	110 POMPANO BEACH WHIT	2	10.00	0.00	1.00	9.00	
bow1	400 glass bow - large red	-5	0.00	-75.00	0.00	-75.00	
flor110	130 Green flower	7	35.00	0.00	0.00	35.00	
	<b>Total</b>		45.00	-75.00	1.00	-31.00	

07199

The sales by SKU report, shown above, lists sales for a period of time by the SKU number of the item sold. The report can also be restricted to show only items in a given range of departments. To do this you will be asked to specify a department number range using the following screen.

Enter First and Last Dept. Numbers

Start Dept. 100 End Dept. 199

OK

07200

This report includes items that have been sold by SKU number and items that have been sold by department number. However, items in department numbers from 93 to 99 and departments 998 and 999 do not appear on the report. Items sold by department number will be listed with a SKU number of 'dept' followed by the department number, for example 'dept 123'.

The range of dates and the range of department numbers included on the report are listed at the upper center of the report. The store number is shown next to the department number range.

For framing jobs to be properly reported the MULTLINE.TXT file must be defined.

Fields on the sales by SKU report include:

- **SKU NO.** – the items SKU number.
- **DEPT.** – the department number of items sold.
- **DESCRIPTION** – a description of the item sold.

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- **QTY** – the number of units sold. If there were returns during the period of the report this value may be zero or negative.
- **SALES** - gross sales. Some forms of discounts, see below, are reported as negative sales values.
- **RET/CHG** - amount returned or charged.
- **DISC \$** - discount. These discount amounts has been applied to individual items. It excludes promotional package discounts, employee discounts, transaction discounts, and frame discounts, if any, which are reported elsewhere.
- **NET \$** - net sale after returns, charges and discounts.

## Accounts Receivable Summary

The accounts receivable summary report is available only at Frames Unlimited stores. It is generated as part of end of day processing. This report cannot be selected or de-selected, it is always selected, and it cannot be directed to the screen or the printer, it is always printed. The report is designed to give a single line summary of each POS transaction that included some type of accounts receivable activity.

The first two columns of the report identify the POS transaction. The next three columns list the payment made against accounts receivable. The next column list any credit memo amount applied against accounts receivable. The final three columns list any debits made to accounts receivable. A single POS transaction may appear as one or more lines on the accounts receivable summary report. Each line on the report will contain a non-zero value in only one of the payment, credit and debit columns.

Note: This report is not intended to show accounts receivable data for individuals or for orders. It is, rather, a statistical summary of POS transactions related to accounts receivable.

## ACCOUNTS RECEIVABLE SUMMARY

Date: 12/10/2004

FROM 12/06/2004 TO 12/06/2004

Page No.: 2

Date	Trans#	Payment	Tax	Total	Credit	Debit	Tax	Total
12/06/2004	3900	-192.37	0.00	-192.37	0.00	0.00	0.00	0.00
12/06/2004	3900	-214.58	0.00	-214.58	0.00	0.00	0.00	0.00
12/06/2004	3900	-47.46	0.00	-47.46	0.00	0.00	0.00	0.00
12/06/2004	3900	-29.80	0.00	-29.80	0.00	0.00	0.00	0.00
12/06/2004	3900	-286.37	0.00	-286.37	0.00	0.00	0.00	0.00
12/06/2004	3901	-83.45	-5.01	-88.46	0.00	0.00	0.00	0.00
12/06/2004	3903	0.00	0.00	0.00	0.00	39.45	2.37	41.82
12/06/2004	3903	-20.75	-1.25	-22.00	0.00	0.00	0.00	0.00
12/06/2004	3905	0.00	0.00	0.00	0.00	446.48	26.79	473.27
12/06/2004	3905	-446.48	-26.79	-473.27	0.00	0.00	0.00	0.00
12/06/2004	3908	0.00	0.00	0.00	0.00	250.80	15.05	265.85
12/06/2004	3908	-125.40	-7.53	-132.93	0.00	0.00	0.00	0.00
12/06/2004	3910	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>		<b>-10592.80</b>	<b>-161.09</b>	<b>-10753.89</b>	<b>0.00</b>	<b>3290.84</b>	<b>180.56</b>	<b>3471.40</b>

<b>Beginning A/R</b>						76265.52
<b>A/R Payments</b>		-10592.80	<b>Tax</b>	-161.09	<b>Total</b>	-10753.89
<b>Credit Memos</b>	0.00	<b>included in payments</b>				
<b>A/R Debits</b>		3290.84	<b>Tax</b>	180.56	<b>Total</b>	3471.40
<b>Net Tax</b>		19.47				
<b>Net Change</b>		-8343.86				
<b>Ending A/R</b>		67921.66				

07154

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Some of the columns in the body of the report include:

- **DATE** – the date of the POS transaction being reported on.
- **TRANS#** - the POS transaction number being reported on.
- **PAYMENT** – the dollar amount of a payment made against an existing accounts receivable.
- **TAX** – the dollar amount of the tax on a payment or a debit.
- **TOTAL** – the sum of the dollar amount of the payment, or debit, and the tax, if any, which applies to it.
- **CREDIT** – the dollar amount of a credit memo.
- **DEBIT** – the dollar amount of a debit to accounts receivable. Normally this represents a new entry into accounts receivable.

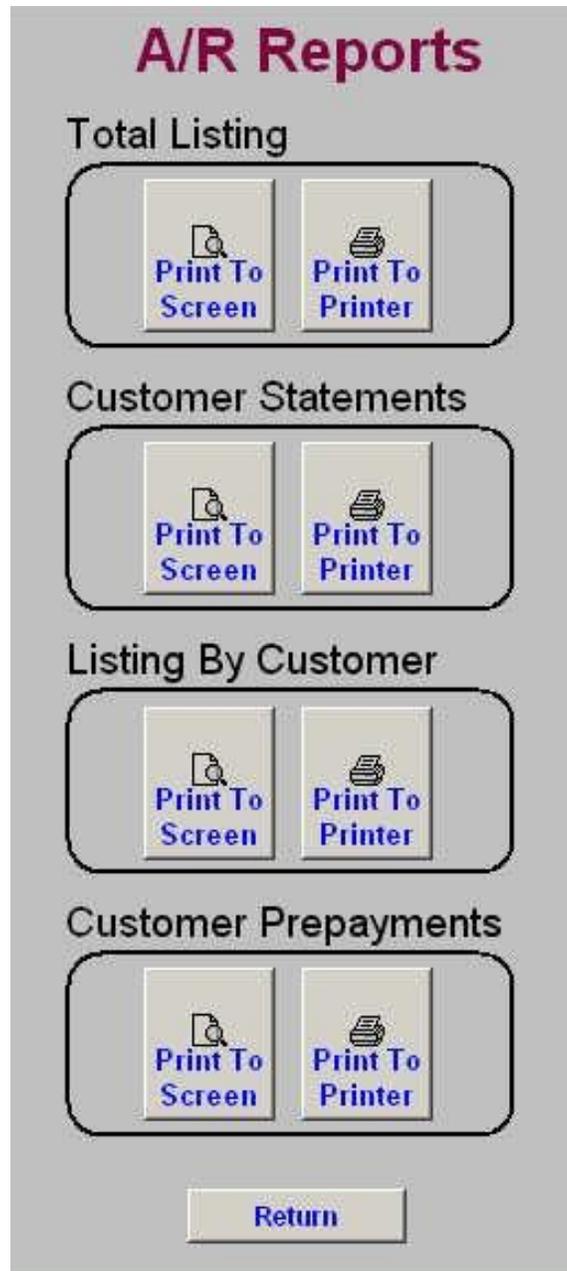
At the bottom of the last page of the report is a summary. The values in the summary area include:

- **BEGINNING A/R** – the dollar value of the outstanding accounts receivable as of the last date before the first date (the ‘from’ date) listed at the top of the report on which end of day processing was done. In most cases this will be the A/R balance at the end of the day before the first date listed at the top of this report.
- **A/R PAYMENTS** – the total dollar amount of all payments made against all existing accounts receivable during the dates listed at the top of the report.
- **CREDIT MEMOS** – the total dollar amount of all credit memos issued against all existing accounts receivable during the dates listed at the top of the report.
- **A/R DEBITS** – the total dollar amount of all debits made to accounts receivable during the dates listed at the top of the report. Normally this represents the total of new entries into accounts receivable.
- **NET TAX** – the net amount of taxes on the A/R payments and A/R debits during the dates listed at the top of the report.
- **NET CHANGE** – the net change in the accounts receivable. This is a calculated amount and represents the difference between the beginning A/R balance and the ending A/R balance. This amount is not calculated based on the A/R payments, credit memos, and A/R debits during the period.
- **ENDING A/R** – the total amount of accounts receivable outstanding at the time the report is run. It is assumed that the report is run at the end of the reporting period. If it is not then the ending A/R value for the ending date of the report will be invalid and the net change value will also be invalid.

Note: End of day processing needs to be done after the last transaction of the day and before the start of the next business day for this report to be correct.

## Accounts Receivable Reports

The accounts receivable reports are used to report on debit and credits amounts due with the customer. These reports represent assets and liabilities that can and should become POS sales transactions at some time in the future.



07032

Four types of reports generated. Select one of the eight buttons shown in the example above or the 'return' button to not generate a report. All of the reports may be output to the screen or to the printer.

- 1) Total Listing Report - contains information on all open receivables.
- 2) Customer Statements - can be used for billing purposes. Right clicking on the two buttons causes the customer prepayment balance statement to be generated.
- 3) Listing by Customer - generates a report showing a summary of monies owed by customer. For the customer all outstanding orders are shown together with the number of orders.

# FullCalc Operating Guide

4) Customer Prepayments - a list of monies owed to various customers.

See the sections below for more details on each type of accounts receivable report.

## Total Listing



**Test Frame Shoppe**  
 100 Main St.  
 Anytown, NY 100000  
 (1800) 555-1212

### Total AR Listing For 06/07/2004

Date	Order#	Order Description	Customer	Phone #	Total\$	Tax	Due\$
<b>DAYS CURRENT TO 30</b>							
06/04/2004	1496	Print Of Dog		(352) 555-1212	1762.03	0.00	599.09
This customer has money left in their In-Store Account of : \$150.00							
06/04/2004	print3	LO#print3test print		(352) 555-1212	99.95	0.00	74.95
This customer has money left in their In-Store Account of : \$150.00							
Total 60+ Days							
Total 45 to 60 days							
Total 30 to 60 Days							
Total Current to 30 Days					1861.98		674.04
<b>Totals to account for</b>					<b>1,861.98</b>	<b>0.00</b>	<b>674.04</b>

07033

The total accounts receivable listing report, shown above, contains information on all open receivables. Receivables are grouped into the categories of: current to 30 days old, 30 to 45 days old, 45 to 60 days old and 60 or more days old. A summary of all receivables is printed at the end of the report. For each receivable the customer and order is identified along with original amount and the amount still due.

If the customer has money on deposit then that amount is also shown on a separate line. The line is identified by 'this customer has money left in their in-store account of:' followed by the amount currently on deposit. If the customer has two or more items in accounts receivable list then the notation will appear after each of the items.

If any items are on layaway the 'Order#' field contains a '|' character followed by up to seven characters of the SKU number or a '|' character followed by 'dept' and the first two digits of the department number. The 'order description' field starts with 'LO#' or 'LI#' followed by the description of the item on layaway. This description may include the department number or the SKU number.

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## Total AR Listing For 11/05/2004

Date	Order#	Order Description	Customer	Phone #	Total\$	Tax	Due\$	
<b>DAYS OVER 60</b>								
02/18/2004	1463		Zuching,Holy	(352) 860-1794	103.03	5.83	91.03	
This customer has money left in their In-Store Account of : \$2.88								
03/23/2004	1484		Zuga,Monique	(352) 637-4507	9.17	0.52	9.17	
03/23/2004	1485		Zon,Cathy	(352) 527-9334	14.36	0.81	13.96	
03/23/2004	1486		Zon,Cathy	(352) 527-9334	37.79	2.14	37.79	
05/26/2004	1497		Zuga,Monique	(352) 637-4507	14.36	0.81	14.36	
<b>DAYS 30 TO 45</b>								
10/04/2004	1511	Something Big		(352) 555-1212	1420.08	0.00	951.46	
<b>DAYS CURRENT TO 30</b>								
10/22/2004	1513			(352) 555-1212	2043.18	0.00	2043.18	
11/05/2004	1514		Customer,Test	(352) 222-2222	30.95	1.75	30.95	
11/05/2004	1515	Customer Supplied Print	Customer,Test	(352) 222-2222	1361.74	77.08	1361.74	
11/05/2004	1516	Sailboat On The Lake	Customer,Test	(352) 222-2222	2441.71	138.21	2441.71	
11/05/2004	DEPT 10	LO#DEPT 100FRAMING	Customer,Test	(352) 222-2222	2.10	0.12	2.09	
11/05/2004	m1234	LO#m1234ready made	Zuching,Holy	(352) 860-1794	132.50	7.50	132.50	
This customer has money left in their In-Store Account of : \$2.88								
11/05/2004	mBx12	LO#m9x12Ready made Bx12	Zon,Cathy	(352) 527-9334	25.00	0.00	25.00	
					Total 60+ Days	178.71	10.11	165.71
					Total 45 to 60 days			
					Total 30 to 45 Days	1420.08		951.46
					Total Current to 30 Days	6037.18	224.65	6037.17
					<b>Totals to account for</b>	<b>7,635.98</b>	<b>234.77</b>	<b>7,154.34</b>

Summary of items for each of four time periods.

Totals for all items in A/R.

07153

Columns on the total accounts receivable report include:

- **DATE** – the date the framing order or layaway was entered into accounts receivable.
- **ORDER#** - one of the following:
  - the framing work order number.
  - ‘|DEPT’ followed by a department number to indicate the layaway of an item identified by a department number.
  - ‘|’ followed by a SKU number to indicate the layaway of an item identified by SKU number.
- **ORDER DESCRIPTION** – one of the following:
  - for a framing order, the image description from the framing order.
  - for a layaway by department, ‘LO#DEPT’ followed by the department number followed by the name of the department.
  - for a layaway by SKU number, ‘LO#’ or ‘LI#’ followed by the SKU number followed by the description of the SKU in the inventory database.
  - for an item sold on account by department, ‘LI#DEPT’ followed by the department number followed by the name of the department. Interest can be added to the balance due on this item.
  - for an item sold on account by SKU number, ‘LI#’ followed by the SKU number followed by the description of the SKU in the inventory database. Interest can be added to the balance due on this item.
- **TOTAL\$** - the total amount of the framing order or item placed on layaway.

- **DUES** - the amount of the framing order or item placed on layaway which is still due (the current account receivable).

## Customer Statements

First Name	Last Name	E-mail Address
Donald	Duck	donald@duck.com
Les And Mary	Zolkiewicz	
Cathy	Zorn	TICKETS@INIL.COM
Cathy	Zorning	
Monique	Zuege	TICKETS@INIL.COM
Holly	Zuschlag	tickets@inil.com

07034

Two types of customer statements can be generated. The first type shows the outstanding accounts receivable balance for a single customer. The second type shows the prepayment balance (the in-store credit balance) for a single customer.

### Accounts Receivable Balance Statement

Customer accounts receivable statement can be used for billing purposes. These customers have framing orders or layaways that have not been paid in full. Click on one of the two customer statement buttons to expand the screens width. Select the names of the customers as shown in the box on the right of the example shown above. This box shows the customers first name, last name, and e-mail address. Click on 'select all' to select all customer names. Click on 'OK to go' to generate the customer statements.

The title 'customer statements' can be changed to 'customer invoices' if the ARINVOIC.OPT option is specified, see page 434. In this case the heading line on the output reads 'customer invoice' rather than 'customer statement' as shown in the example below.

Buttons at the lower right of the screen are:

# FullCalc Operating Guide

- **SELECT ALL** – select all of the names in the box at the upper right of the screen.
- **OK TO GO** – generate statements for the specified customers.
- **CANCEL** – close the right hand side of the screen. Do not output any statements.

02/23/2007

**Test Frame Shoppe**  
 100 Main St.  
 Anywhere, GA 12345  
 (800) 555-1212



**Donald Duck** (212) 555-1212  
 100 Main St.  
 Upper Apartment  
 Hollywood CA 90210

<b>Customer Statement</b>					
<b>Taken</b>	<b>Order #</b>		<b>Total</b>	<b>Paid</b>	<b>Due</b>
12/28/2006	Q1004		427.85	100.00	327.85
01/04/2007	1799		103.07	0.00	103.07
01/12/2007	1813		2,726.83	1,363.41	1,363.42
01/16/2007	1815		14.45	0.00	14.45
02/23/2007	bowl1	LO#bowl1glass bowl - large red	15.00	5.00	10.00
02/23/2007	ltd3	LO#ltd3Ed.#5 abstract print in green	199.95	20.00	179.95
02/23/2007	DEPT 12	LO#DEPT 12MOULDING	99.98	49.99	49.99
			<b>Total</b>		<b>Due</b>
			<b>Past 60</b>	<b>0</b>	<b>0.00</b>
			<b>Past 30</b>	<b>3272.20</b>	<b>1808.79</b>
			<b>Current</b>	<b>314.93</b>	<b>239.94</b>
You have an In-Store Credit of: \$35.00			<b>Totals</b>	<b>3587.13</b>	<b>1,538.40</b>
					<b>2048.73</b>

07035

An example of a customer accounts receivable statement is shown above. Frame orders have only their order number listed in the 'order #' field. Items on layaway appear with a SKU number preceded by a 'l' character and the first seven characters of the SKU number or 'DEPT' and two digits of the department number. This is followed by 'LO#' and by either the full SKU number or '|DEPT' and the full department number. Items placed into accounts receivable for which interest may be changed appear with 'LI#' and either the full SKU number or '|DEPT' and the full department number. For a signed and numbered print (limited edition print), 'Ed.#' and the edition number follows the SKU number. The 'order #' field then ends with some or all of the SKU number or department number description.

Some examples of item descriptions might be:

- LO#ABC123 print of red barn – 'LO#' indicates a layaway, 'ABC123' is the SKU number of the item, and 'print of red barn' is the description of the item itself.
- LO#P1234AEd.#13 blue abstract on paper – 'LO#' indicates a layaway, 'P1234A' is the SKU number of the item, 'Ed.' indicates that the SKU number is for a limited edition print, '#13' indicated that the print number sold is number 13 of the edition, and 'blue abstract on paper' is the description of the item itself.

# FullCalc Operating Guide

- LO#DEPT 400GIFTWARE – ‘LO#’ indicates a layaway, ‘DEPT’ indicates that the item was sold by department number, not by SKU number, ‘400’ is the department number of the item, and ‘GIFTWARE’ is the description of the department.

The ‘total’ column is the price of the item, the ‘paid’ column is the amount that has been paid, and ‘due’ is the remaining balance due on the item.

If the customer has money on deposit that is shown at the lower left on the account receivable statement. See below for a second statement type showing only this prepayment balance.

Some of the columns on the accounts receivable statement include:

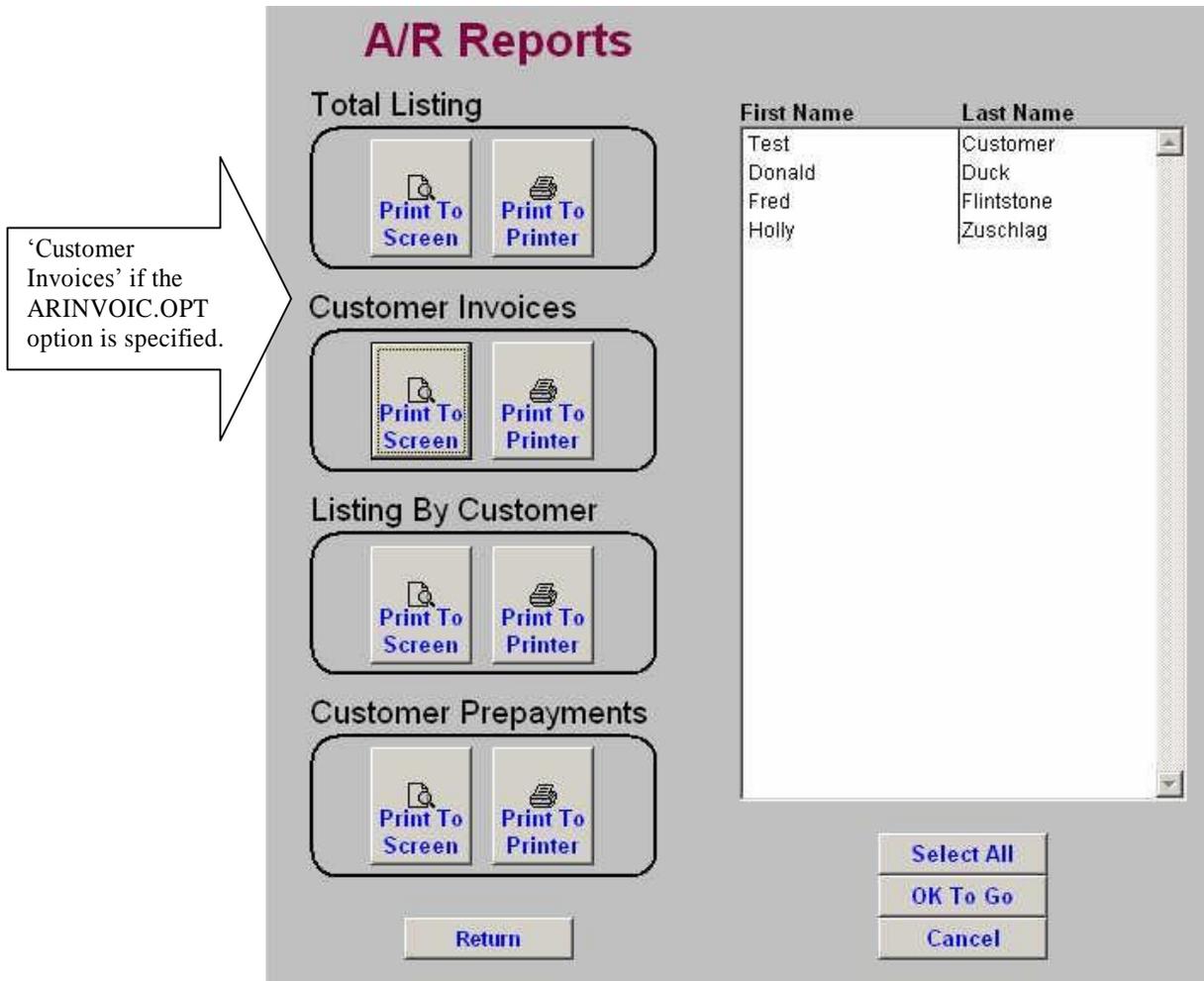
- **TAKEN** – the date the order was taken.
- **ORDER #** - the order number.
- **TOTAL** – the total amount of the order.
- **PAID** – the amount, if any, which has been paid.
- **DUE** – the amount still due.

Clicking on the ‘also e-mail’ check box on the screen shown above will send an e-mail copy of the customer statement, or invoice, to each person selected. An e-mail statement, or invoice, will be sent to a customer who has an e-mail address listed on the screen shown above. The e-mail message sent to each customer will be identical except for the customer statement, or invoice, which is sent as an e-mail attachment. The e-mail version of the statement, or invoice, contains the same information as the printed statement, or invoice, except the stores logo is not included.

Remember that e-mail cannot be sent unless you are connected to the Internet. In most cases you should:

- 1) Follow your normal process to connect to the Internet. You should contact your ISP for details on how to connect to the Internet. When you are connected to the Internet you should minimize any Internet related window that appears.
- 2) Start FullCalc.
- 3) Generate the statement, or invoice, e-mails as described above.
- 4) Exit FullCalc.
- 5) Exit from the Internet.

## Prepayment Balance Statement



07209

Customer prepayment statement can be used for showing the customer the amount of credit they have at your store. These customers may or may not have an outstanding accounts payable balance on a framing order or on a layaway. The statement generated shows the prepayment balance at one point in time only.

Right click on one of the two customer statement buttons to expand the screen's width. Select the names of the customers as shown in the box on the right of the example shown above. Click on 'select all' to select all customer names. Click on 'OK to go' to generate the customer prepayment statements.

Buttons at the lower right of the screen are:

- **SELECT ALL** – select all of the names in the box at the upper right of the screen.
- **OK TO GO** – generate statements for the specified customers.
- **CANCEL** – close the right hand side of the screen. Do not output any customer statements.

# FullCalc Operating Guide

02/14/2007

**Test Frame Shoppe**  
 100 Main St.  
 Anywhere, GA 12345  
 (800) 555-1212



**Donald Duck**  
 100 Main St.  
 Upper Apartment  
 Hollywood CA 90210

(212) 555-1212

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## Customer Prepayment Statement

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You have an in-store credit of: \$35.00

07208

The example above shows a customer prepayment balance statement.

## Listing by Customer



**Test Frame Shoppe**  
 100 Main St.  
 Anytown, NY 100000  
 (1800) 555-1212

### Summary by Customer of Moneys Owed

Run On: 06/07/2004

Name Phone	# of Orders	Total\$	Due \$	Oldest Date Newest Date
Flintstone, Fred (352) 555-1212	3	1955.12	<b>720.61</b>	06/04/2004 06/07/2004
Customer has an In-Store Credit of:		150.00		
<b>Totals</b>		3	1955.12	<b>720.61</b>

07036

The listing by customer shows a summary of monies owed by each customer. For each customer the number of outstanding orders is shown together with the total value of the orders and the total still due on the orders. The date of the newest and oldest order with an outstanding balance is also listed.

If the customer has any money on deposit then the amount is shown to the right of the customers' telephone number and below the total value of the orders.

## Customer Prepayments

# FullCalc Operating Guide

## Positive A/R Balances For 06/07/2004

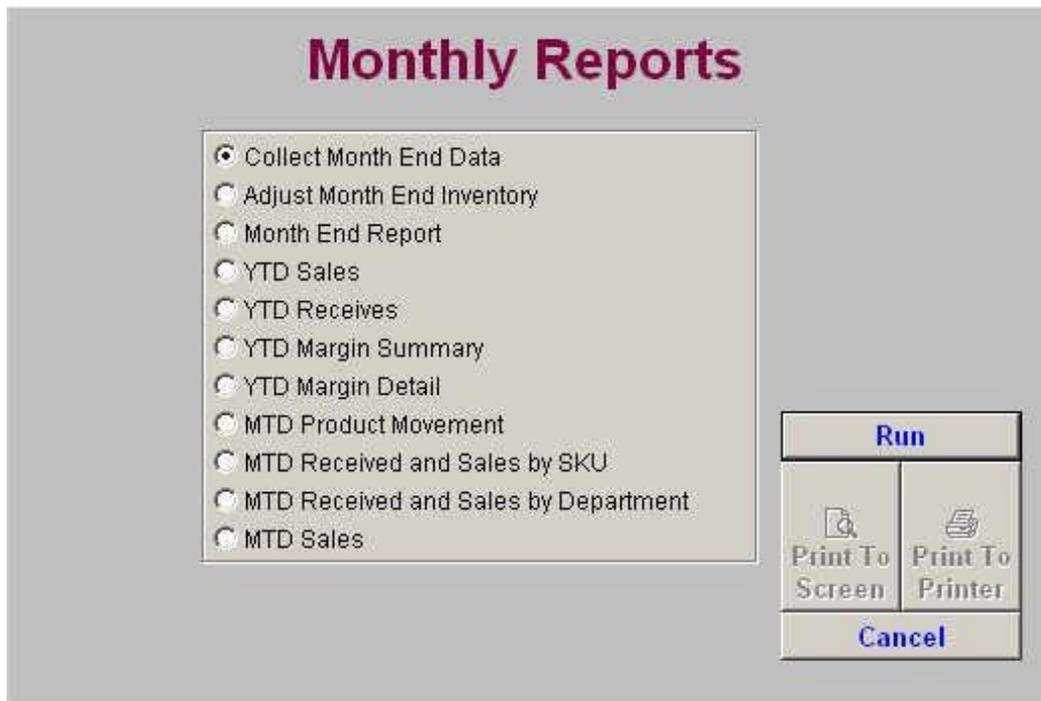
Customer	Phone Number	Positive A/R Balance		
Flintstone,Fred	(352) 555-1212	\$150.00		
Zuschlag,Holly	(352) 860-1784	\$4.86		
	Total	\$154.86	Highest Balance	\$150.00
			Average Balance	\$77.43

The customers listed have the amounts listed left in their in-store accounts.

07037

The report shown above lists any customer A/R prepayments. This is a list of monies owed to various customers which can be use to pay for items, such as framing orders, in the future. Prepayments may be for any customer including those who do not currently have a framing order or layaway outstanding in accounts receivable.

## Monthly Report Menu



07038

The monthly report section is designed to report on activity on a monthly basis. The following basic concepts apply to the monthly reports:

- 1) The user defines the length of a given month. The length need not be the same as that defined by a standard calendar. The only exception to this rule is the MTD product movement report that uses a sliding 35-day period ending on the day the report is printed.

# FullCalc Operating Guide

- 2) A month starts (and ends) when the user desires. A month may end on any day on the standard calendar.
- 3) The act of data collection defines the exact end of a month (and the start of the next month).
- 4) Month end data collection should be done at the end of a day and should be done following end of day data collection. If this is not done then some activity on a given day may appear in two months. In addition, errors may appear in the monthly data because they have not been corrected by doing end of day processing. Neither of these two events is desirable.
- 5) The year ends at the end of the twelfth month (at the end of month end processing for December).

## Monthly Report Description

- 1) Collect Month End Data - create end of month data files. Running end of month data collection defines the end of the month. This option must be run on the month end day after end of day processing for that day. See page 624. The data collected is used for the other end of month end reports options. See page 676. This operation must be done on a regular basis for proper operation of the reordering features. See page 352. See also page 673 for setup requirements.
- 2) Adjust Month End Inventory - allows editing of month end detail data to correct the inventory at the end of the month. See page 678.
- 3) Month End Report - prints out inventory detail collected at the end of the month. See page 679.
- 4) YTD Sales - prints out detailed year to date sales by month. See page 680.
- 5) YTD Receives - prints out detailed year to date receives of items by month. See page 683.
- 6) YTD Margin Summary - summarizes sales margins year to date by department. See page 685
- 7) YTD Margin Detail - prints sales margins year to date per SKU in detail. See page 685.
- 8) MTD Product Movement - prints the product movement per SKU number for the month and parts of the month by summarizing inventory, sales, and receipts. See page 686. This report uses a sliding 35-day period ending on the day the report is printed.
- 9) MTD Received and Sales by SKU - lists item performance by department number/SKU number in units. See page 688.
- 10) MTD Received and Sales by Department - lists month to date receipts and sales by department. See page 688.
- 11) MTD Sales - lists month to date sales by SKU number in units and dollars. See page 690.

The month to date reports (items 8, 9, 10 and 11) can be run any time during a month. To cover the entire month they should be run on the last day of the month, after end of day processing but before month end data collection.

The month end data collection (item 1) should be done after end of day processing for the last day of the month. Month end data collection needs to be done at the end of each month even if the monthly reports are never run.

# FullCalc Operating Guide

Month end inventory adjustments (item 2) should be done after data collection but before report generation.

The year to date reports (items 4, 5, 6 and 7) should be run after month end data collection. The values shown on these reports show only values up to the last month end data collection (they show no data for the current month).

Example: If the financial month and the calendar month are the same for a store and if end of day, end of month and end of year processing is done at the end of the business day, then the sequence of end of day, end of month and end of year operations for the months of December of one year and January of the following year would be:

After the close of business on December 31:

- End of day data collection
- Generate any required month to date reports
- End of month data collection
- End of year data collection
- Generate any required year to date reports

On any day in January before the close of business on January 31:

- Reset the month end databases

After the close of business on January 31

- End of day data collection
- Generate any required month to date reports
- End of month data collection
- Generate any required year to date reports

For all other months (February to November,) the steps are identical to those listed for January in this example. See the sections below for details on how to do each of the operations listed above.

## Collect Month End Data

To collect month end data click on the 'collect month end data' button and then the 'run' button on the monthly reports screen (see above). It is important to remember that **running 'collect month end data' defines the end of a month.** Month end data collection for a given month cannot be done after the end of the month if any transactions have occurred since the end of the month.

The month end data collection operation will provide the desired results only if during the month the inventory has been updated properly by each POS transaction. The following items must be set to collect inventory change data:

Framing jobs	POS only orders	What	See page
X		The MULTLINE.TXT file is defined.	436
X	X	Department numbers are defined and have usage update values in the department table are not 0.	518
X		The SKU number is defined in the inventory.	518
X		Glass, mount, fitting and labor tables have department numbers defined in their respective type definition tables (the department numbers may be blank in the type definition tables if the SKU file is defined).	487
X		Miscellaneous pricing table has department numbers for each item.	487

# FullCalc Operating Guide

X	X	A department number for each SKU number is defined.	324
X	X	The stock status for each SKU number is 'S' (stock).	324

Potential problems in the data collection process include:

- 1) If MULTLINE.TXT is not defined then detail data about framing job is not passed to POS. If POS does not process the detailed framing data then it cannot be used to adjust the inventory.
- 2) If the SKU file is not defined then the inventory is not adjusted.
- 3) If valid department numbers are not referenced in the glass, mount, etc. tables then inventory is not adjusted.
- 4) If the stock status is not 'S' (stock) then the inventory is not adjusted.

If the inventory of each SKU number is not adjusted during the month then the month end values collected will be invalid.

In addition, the month end data collection databases need to be reset before collecting data for the first month of the year. For details on this see the section below relating to end of year processing.



The image shows a dialog box titled "Month End Processing" with a grey background. It contains two input fields: "Month" with the value "4" and "Year" with the value "2005". Below the fields is an "OK" button.

07040

During data collection, the screen shown above appears. Enter the number of the financial month for which you are collecting data for (1=Jan.<sup>126</sup>, 2=Feb., etc. for financial months which are the same a calendar months) and its year. If you use calendar months and collect end of month data at the end of the last day of the month you can use the default values. If your financial months are calendar months but you collect the data on some other date than the last day of the calendar month or if you use non calendar months you may need to change one or both of the month and year values.

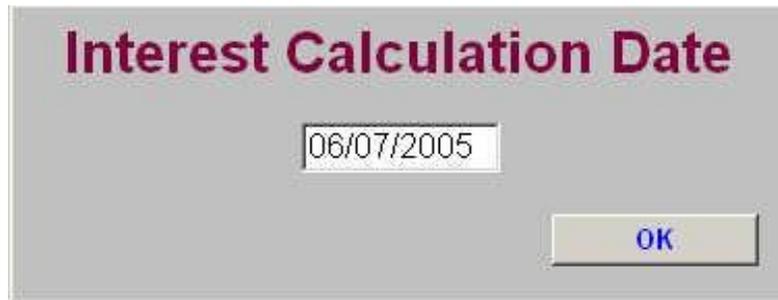
At Frames Unlimited stores a monthly successful sales trends report will also be generated as part of month end data collection.

If the INTEREST.OPT file has been defined then interest can then be calculated for, and added to, selected items that have been sold on account. The items for which interest can be calculated were placed into accounts receivable in POS by clicking on the 'sell on account' button on the payment type screen and have an outstanding balance due and have had an interest rate specified on the name and address screen for the individual customer.

<sup>126</sup> For January, make sure that the month end data collection databases have been reset. See below for details on how to do end of year processing.

## FullCalc Operating Guide

At the conclusion of month end data collection you will be asked if interest is to be calculated. Reply 'yes' to calculate interest or 'no' to skip the interest calculation. Interest should be calculated only once per month. If you reply 'yes' then the screen shown below will appear.



07159

Enter a date in the space provided. Orders that were taken in POS on or before the date specified will have interest added to the outstanding balance. The interest will be for the period of one month and will be equal to  $1/12^{\text{th}}$  of the customer's interest rate<sup>127</sup>, as specified on the name and address screen, times the starting balance for the month (not the starting balance of the order and not the balance after an initial payment). Once the interest for the month has been calculated for an eligible item in accounts receivable it will be added to the current balance for that item. Because of this addition of interest it is possible that the outstanding balance for a given item in accounts receivable can be greater than the original purchase price even if some payments have been received against the item.

A record is made of each addition of interest is made in the POS transaction log. The amount of the interest added each month to each item that has been placed on account can be viewed using the following reports:

- POS transaction detail report. See page 640.
- Customer sales history report. See page 706.

The interest additions shown on these reports will have a SKU number of 'interest'. In the description field will be the notation 'interest added \$ ...' along with the month's interest. The addition of interest is not considered to be a sale on the date that the interest is added to the account.

Example 1: If your financial months are the same as the calendar months and you are collecting November data at the end of the day on November 30, the default values can be used on the screen above.

Example 2: If your financial months are the same as the calendar months and you are collecting November data before the start of business on December 1, the default value for the month on the screen will need to be changed from '12' to '11' and the default value for the year will not need to be changed.

Example 3: If your financial month of November ends on December 3 and you are collecting November data at the end of the day on December 3, the default value for the month on the screen will need to be changed from '12' to '11' and the default value for the year will not need to be changed.

Example 4: If your financial months are the same as the calendar months and the financial year starts on July 1 and you are collecting July data at the end of the day on July 31, then enter '1' for the month and the four digits of the next calendar year for the year value.

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<sup>127</sup> The interest rate charged is based on a monthly basis, not a daily basis. The month, for this calculation, is considered to be 30.4 days long.

# FullCalc Operating Guide

The act of data collection defines the end of the month. Because of this, month end data collection should be done at the end of last business day of the month and before the start of the first business day of the next month.

## END OF MONTH DATA COLLECTION LOG

Date: 04/19/2001

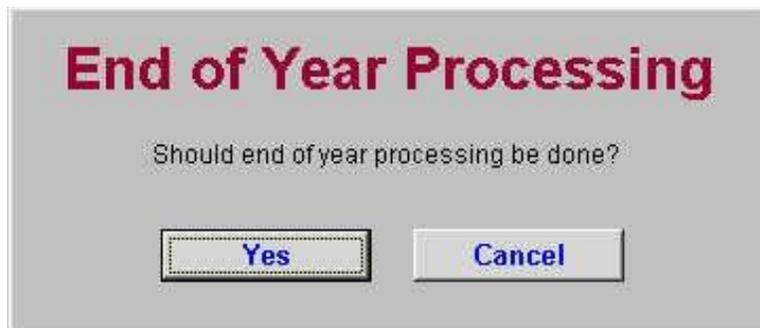
Page No.: 1

PHASE	START TIME	END TIME	RECORDS	RECORDS	RECORDS	DATABASE
			ADDED	UPDATED	TOTAL	
ADJ WEEKS	08:37:58	08:38:43	0	349	34907	FCINVMST
INV PASS 1	08:38:43	08:38:57	0	0	0	FCHIST
RECEIVE	08:38:57	08:39:06	1	0	18	FCHISTR
INV PASS 2	08:39:06	08:48:33	3857	24033	23038	FCHISTI

07041

The report shown above is the result of doing a data collection operation. The phases of data collection, the time each phase started and ended, the number of records processed (the number of SKU numbers) and the database being updated are listed.

If data collection is being run and if the month number is 12 (the last financial month of the year) then the screen shown below will appear. Click on one to the two buttons to continue processing.



07042

The functions of the two buttons are:

- **YES** - end of year processing is to be done. In addition to normal end of month data collection the following things are done:
  - The year to date sales in both units and dollars are saved as 'last years' sales.
  - The current year to date sales in both units and dollars are reset to zero (0).
- **CANCEL** - end of year processing is not done. Only normal end of month data collection is done.

### Warning

**Warning:** For the proper generation of the monthly reports, month end processing needs to be done every month at the end of each month. Month end processing needs to be done after end of day processing for the last business day of the month and before end of year processing.

After end of year processing has been done, and after the start of the new calendar year and before doing end of month data collection for the first month of the new year, the month end data collection databases need to be reset. To reset the month end data collection databases, right click on the top entry on the monthly reports screen.



07155

As the example above shows, the name of the operation will change to 'reset month end databases'. Click on the 'run' button. You will then be asked if the databases are to be reset or not. This message will display the year for which the *new* month end data is to be collected. Reply 'yes' to continue resetting the databases or 'no' if you wish to abort the operation. You should abort the operation if the year value shown in the question is invalid.

Second, you will be asked if a copy of the old end of month data databases are to be made. Reply 'yes' to copy the databases or 'no' to skip making a copy of the databases. If you reply 'yes' to this question you may be asked if the old copies of the backups of the databases, from the last time the databases were reset, are to be written over or not. Reply 'yes' to replace the files.

Note: Do end of month adjustments and generate the month end inventory report, as described in the next two sections, before resetting the month end databases.

## End Of Month Adjustments

## Month End Adjustments

	SKU No.	OH	ADJ	
▶	0134	0	0	▲
	131834	0	0	
	89	1	0	
	92	1	0	
	bowl1	9	0	
	bowl2	1	0	
	pq01	-10	0	
	pq02	-9	0	
	pq03	-7	0	▼

07039

The end of month inventory may need to be adjusted from time to time, for example after an inventory. First, specify the month to be adjusted by entering date values, a month number and a year number, into the screen shown below. The year number value entered must be for this year or for last year.

## Month End Processing

Month

Year

07040

The month end adjustment screen shown above will then appear. Enter the adjustments as required. Enter '0', the default, if no adjustment is required. The end of month inventory can then be printed.

Note: Do end of month adjustments and generate the month end inventory report, as described in the next section, before resetting the month end databases, as described in the previous section.

Columns on the adjustment screen include:

- **OH** - units on hand.
- **ADJ** - adjustment to inventory in units. This number may be a positive number, zero, or a negative number.
- **SKU NO.** – the SKU number being adjusted.

# FullCalc Operating Guide

## Month End Inventory Report

The month end inventory report allows editing of monthly inventory activity. The month of the report must first be specified using the screen shown below.

07201

This report, sorted by SKU, shows the vendor, department, units received during the month (+, added to starting inventory), and unit sales made during the month (-, subtracted from the starting inventory). The values are used to arrive at end of month inventory. When inventory counts are made they are entered in the "ADJ" (adjustment) column to arrive at actual inventory. The retail dollar value of sales is shown for reference.

The full calculation of the number of units in the inventory is:

- starting units in inventory
- + units received
- units sold
- = end of month total in inventory
- +/- adjustments
- = actual units in inventory

An example of the report is shown below.

<b>END OF MONTH INVENTORY</b>										
SORTED BY SKU NUMBER										
Date: 07/06/2006									Page No.: 1	
Store No. 1									Month: 6	
SKU NUMBER	VEN	DEP	START INV	RECEIVE	SALES	EOM INV	ADJ	ACTUAL INV	RETAIL \$ SALES	
0109246	E30	230	1	0	0	1	0	1	0	
02057	L12	230	1	0	0	1	0	1	0	
03431345	E30	230	2	0	0	2	0	2	0	
035701410	u01	230	1	0	0	1	0	1	0	
0797w	n03	260	3	0	1	2	0	2	26	
08-611	Z01	600	19	0	0	19	0	19	0	
103342	t52	503	13	0	0	13	0	13	0	
103854	t52	500	7	0	0	7	0	7	0	
104757	B15	230	3	2	1	4	0	4	11	
104803	B15	230	2	0	0	2	0	2	0	
104880	B15	230	3	0	1	2	0	2	12	
106546	B15	230	1	0	0	1	0	1	0	
106557	B15	230	3	0	0	3	0	3	0	
106646	b15	230	1	1	0	2	0	2	0	
107946	B15	230	1	1	0	2	0	2	0	
107957	b15	230	2	0	0	2	0	2	0	
107980	b15	230	2	0	0	2	0	2	0	
108080	b15	230	3	0	0	3	0	3	0	

07043

# FullCalc Operating Guide

The store number appears at the upper left of the report. The month for which the report was run appears at the upper right of the report.

Note: Do end of month adjustments and generate the month end inventory report, as described in the previous section, before resetting the month end databases.

Columns on the month end report include:

- **VEN** – vendor number.
- **DEP** – department number.
- **START INV** - start of month inventory in units.
- **RECEIVE** – the number of units received during the month.
- **SALES** – the number of units sold during the month
- **EOM INV** - end of month inventory in units.
- **ADJ** – manual adjustments to the inventory. This may be zero if there is no adjustment, or a positive or negative number.
- **ACTUAL INV** - actual inventory (end of month inventory plus adjustment).
- **RETAIL \$ SALES** – the sales during the month in whole dollars.
- **SKU NUMBER** – the SKU number of the item.

## Year to Date Sales

### YEAR TO DATE SALES WITH MARGINS

Date: 12/16/2001

SORTED BY DEPT. AND SKU  
SUMMARY

Page No.: 1

	JAN JUL	FEB AUG	MAR SEP	APR OCT	MAY NOV	JUN DEC	YTD
<b>Division: 0</b>							
<b>Department: 006</b>							
<b>units</b>				2			2
<b>\$</b>				64			64
<b>margin</b>	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	87.1	0.0	0.0	
<b>Division total</b>							
<b>units</b>				2			2
<b>\$</b>				64			64
<b>margin</b>	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	87.1	0.0	0.0	

07133

The year to date sales report shows a monthly history of sales in both units and dollars. The twelve unit sales values appear on the upper two lines (there are values for six months per line) followed by the twelve dollar sales values (there are values for six months per line). The second line of both the unit and dollar values also has a year to date total. Margins, again by month, are also reported (there are two lines with six monthly margin values per line). The monthly data shown in this report is summarized by department number and by division number only.

# FullCalc Operating Guide

The screen shown below is used to select which items are to be reported on in the report. Selection is by vendor number and/or department number.

## Enter First and Last Vendor and Dept. Numbers

	<b>Start</b>		<b>End</b>
<b>Vendor</b>	<input type="text" value="ALL"/>	<b>Vendor</b>	<input type="text" value="END"/>
<b>Dept.</b>	<input type="text" value="ALL"/>	<b>Dept.</b>	<input type="text" value="END"/>
<input type="button" value="OK"/>			

07134

The report is dependent on proper month end cutoffs and the collection of data at the end of each month. See page 673 for more on month end data collection.

This report is also available in detail format with six lines per SKU number in addition to the department summary values.

The year to date sales report should be generated only after month end data collection is run.

## Monthly Sales Totals By Vendor and Department

### YEAR TO DATE SALES SORTED BY VENDOR, DEPT., AND SKU

Date: 12/16/2001

Page No.: 20

SKU DESCRIPTION	ITEM	VND	DPT	JAN AUG	FEB SEP	MAR OCT	APR NOV	MAY DEC	JUN YTD	JUL 3 MO
234	234WO					62			62	
w1 234WO 3/4		001	100			529			529	
548WO	548WO					18			18	
w0 548WO 1 7/8IN		001	100			194			194	
<b>Vendor: BO1</b>										
<b>Department: 100</b>										
1	11				3				3	
plaque		BO1	100		50				50	
1	12				3				3	
PLAQUE		BO1	100		50				50	

07044

# FullCalc Operating Guide

Year to date sales by vendor, department and SKU number are shown on this report. Sales are shown on four lines for each SKU number. Sales values in units for January to July are on the upper line. On the second line are values in units for August to December. In addition, at the right of the second line are values for total year to date sales in units and the average sales per month in units for the last three months. The third and fourth lines per SKU number contain the corresponding sales values expressed in dollars. At the right of the fourth line are values for total year to date sales in dollars and average sales per month in dollars for the last three months.

Each time a new vendor or a new department is found these two values are printed out on separate lines. No totals are calculated on this report (except the year to date sales value for each SKU number).

The screen shown on page 681 is used to select which items are to be reported on in the report.

This report is very important for vendor analysis.

The report is dependent on proper month end cutoffs. See page 673 for more on month end data collection. This report should be generated only after month end data collection has been run

Columns on the month end report include:

- **VND** – vendor number.
- **DPT** – department number.
- **SKU** – the items SKU number.
- **ITEM** – the vendor defined identification number for the item.
- **DESCRIPTION** – a description of the item.
- **YTD** - year to date sales.
- **3MO** – three month average sales.

## Year to Date Receives

# FullCalc Operating Guide

## YEAR TO DATE RECEIVING

SORTED BY VENDOR, DEPT., AND SKU

Date: 08/20/2004

Page No.: 1

Based on cost

SKU DESCRIPTION	ITEM	VND	DPT	JAN JUL	FEB AUG	MAR SEP	APR OCT	MAY NOV	JUN DEC	YTD
<b>Vendor: 001</b>										
<b>Department: 100</b>										
234	234			-----						24
w1 234 3/4		001	100	-----						24
556da	556DA			-----						4
w2 DAWN GRAY 1 5/8"		001	100	-----						4
				-----						27
<b>Vendor: 199</b>										
<b>Department: 099</b>										
print5	print5			-----						16
test print		199	099	-----						16
				-----						31
<b>Department: 100</b>										
pot4				-----						15
garden pot		199	100	-----						15
				-----						75
print3				-----						15
test print		199	100	-----						15
				-----						29

07045

This report shows the month-by-month receiving history in both units and dollars. Data is presented on four lines per SKU number. The top line shows receives in units for January to June. The second line shows receives in units for July to December. The third and fourth lines show receives in dollars for the corresponding months. A year to date value is also shown for both the units received and the dollar value of the received items. The items on the report are sorted by vendor number, department number and then by SKU number.

**Cost or Retail Basis**

Cost

Retail

[Return](#)

07146

The screen shown above is used to specify if the basis of the report is the cost or the retail price of each SKU number

# FullCalc Operating Guide

The screen shown on page 681 is used to select which items are to be reported on in the report.

The report is dependent on proper month end cutoffs. See page 673 for more on month end data collection. This report should be generated only after month end data collection is run.

Under the report title is the basis of the report, 'cost' or 'retail'. See the example above.

Columns on the year to date receive report include:

- **VND** - vendor number.
- **DPT** - department number.
- **SKU** - the items SKU number.
- **ITEM** - the vendor defined identification number for the item.
- **DESCRIPTION** - a description of the item.
- **YTD** - year to date receives. This is the sum of the monthly values shown on the report.

## Year to Date Margin Summary

### YEAR TO DATE SALES WITH MARGINS

Date: 08/16/2004

SORTED BY DEPT. AND SKU  
SUMMARY

Page No.: 1

	JAN JUL	FEB AUG	MAR SEP	APR OCT	MAY NOV	JUN DEC	YTD
<b>Division: 100</b>							
<b>Department: 100</b>							
units	89	19					108
\$	1800	364					2165
margin	0.0	0.0	0.0	0.0	0.0	0.0	
	56.9	48.6	0.0	0.0	0.0	0.0	
<b>Department: 110</b>							
units	172	2					174
\$	5231	119					5351
margin	0.0	0.0	0.0	0.0	0.0	0.0	
	84.7	92.7	0.0	0.0	0.0	0.0	
<b>Department: 120</b>							
units	11						11
\$	77						77
margin	0.0	0.0	0.0	0.0	0.0	0.0	
	40.3	0.0	0.0	0.0	0.0	0.0	
<b>Division total</b>							
units	272	21					293
\$	7109	484					7593
margin	0.0	0.0	0.0	0.0	0.0	0.0	
	77.1	59.5	0.0	0.0	0.0	0.0	

07143

# FullCalc Operating Guide

This report shows the month-by-month sales history in units, dollars and by margin. Data is presented on six lines per department number. The top two lines show the sales in units for January to June. The second line shows sales in units for July to December. The third and fourth lines show sales in dollars for the corresponding months. The final two lines show the margin for the sales for the corresponding months. A year to date value is also shown for sales in units and dollars.

The screen shown on page 681 is used to select which items are to be reported on in the report.

The report is dependent on proper month end cutoffs. See page 673 for more on month end data collection. This report should be generated only after month end data collection is run.

Columns on the report include:

- **YTD** - year to date sales.

## Year to Date Margin Detail

### YEAR TO DATE SALES WITH MARGINS

SORTED BY DEPT. AND SKU

Date: 08/16/2004

Page No.: 1

SKU DESCRIPTION VND DPT ITEM	JAN JUL	FEB AUG	MAR SEP	APR OCT	MAY NOV	JUN DEC	YTD
<b>Division: 1 00</b>							
<b>Department: 100</b>							
101DP copy of 101 dp 199 100 101DP	units 24	6					30
	\$ 164	38					203
	margin 0.0	0.0	0.0	0.0	0.0	0.0	0.0
	60.6	57.9	0.0	0.0	0.0	0.0	
101DP w/o 101DP 1/2 001 100 101DP	units 24	6					30
	\$ 164	38					203
	margin 0.0	0.0	0.0	0.0	0.0	0.0	0.0
	60.6	57.9	0.0	0.0	0.0	0.0	
858404 w/o MONTEREY AMER. COVE 3 1/4" 001 100 858404	units 12						12
	\$ 549						549
	margin 0.0	0.0	0.0	0.0	0.0	0.0	0.0
	50.0	0.0	0.0	0.0	0.0	0.0	

07144

This report shows the month-by-month sales history in units, dollars and by margin. Data is presented on six lines per SKU number. The top two lines show the sales in units for January to June. The second line shows sales in units for July to December. The third and fourth lines show sales in dollars for the corresponding months. The final two lines show the margin for the sales for the corresponding months. A year to date value is also shown for sales in units and dollars.

The screen shown on page 681 is used to select which items are to be reported on in the report.

# FullCalc Operating Guide

The report is dependent on proper month end cutoffs. See page 673 for more on month end data collection. This report should be generated only after month end data collection is run.

Columns on the report include:

- **VND** - vendor number.
- **DPT** – department number.
- **YTD** - year to date sales.
- **SKU** – the items SKU number.
- **ITEM** – the vendor defined identification number for the item.
- **DESCRIPTION** – a description of the item.

## Month to Date Product Movement

This report shows the sales of items for various date periods in the recent past. For this report, the time period of the report is fixed at 35 days. The exact period covered by the report is listed at the upper left of the report.



07046

For each SKU number the upper line is in units and the lower line is in dollars (whole dollars only). The screen shown on page 681 selects the items appear on the report by vendor number and department number. The screen above is used to specific the order in which they appear. The time period, department number range and vendor number range specified for the report is printed at the top left of the report.

# FullCalc Operating Guide

## PRODUCT MOVEMENT SUMMARY

UNITS/DOLLARS  
FOR THE 35 DAY PERIOD LISTED BELOW

ORDER BY ITEM

FROM	TO	FROM DEPT	DEPT	FROM VEN	VEN	DATE	PAGE						MTD	YTD								
02/12/2002	03/21/2002	000	ZZZ	000	ZZZ	03/21/2002	1	SKL	ITEM	DESCRIPTION	VEN/DEP	TODAY	YDAY	03/18	1 - 7	8 - 14	15-21	22-28	29-31	MTD	YTD	
												03/21	03/20	03/21	WEEK1	WEEK2	WEEK3	WEEK4	WEEK5			
								GB0810MAH				0	0	0	0	-1	0	0	0	0	-1	-1
								GB0810MAH				0	0	0	0	-20	0	0	0	0	-20	-20
								Glass/back 8x10 mahogany amr /005														
								ITEM2				0	0	0	0	1	0	0	0	0	1	1
								2				0	0	0	0	100	0	0	0	0	100	100
								test item 2 green 001 /100														
								JAK102				0	0	0	0	-1	0	0	0	0	-1	-1
								JAK102				0	0	0	0	-30	0	0	0	0	-30	-30
								mat m01 /100														

07047

The columns on the left of the report shown above identify the item by SKU number, vendor number, department number, etc. The next three columns relate to movements today, yesterday, and the last three days including today (the specific dates are listed for these three columns).

The next five columns relate to movements during each of the last five weeks in reverse chronological order ('week 1' is the current week, 'week 2' is last week, etc.). The last two columns give month to date and year to date totals.

Columns on the month to date product movement report include:

- **DEP** - department number.
- **VEN** - vendor number.
- **MTD** - month to date movement.
- **YTD** - year to date movement.
- **TODAY** – today.
- **YDAY** - yesterday.
- **SKU** – the items SKU number.
- **ITEM** – the vendor defined identification number for the item.
- **DESCRIPTION** – a description of the item.

## Month to Date Received and Sales by SKU

# FullCalc Operating Guide

## MONTH TO DATE RECEIVED AND SOLD REPORT

Date: 08/16/2004

BY SKU NUMBER

Page No.: 1

SKU	DEPT	VEN	S	START UNITS	RECEIVED UNITS	SOLD UNITS	ON HAND UNITS	RETAIL UNITS
DESCRIPTION					\$	\$	\$	\$
US59101	100	001	N	NULL	0	0	0	0
W1 COLOR DUST WHITE DUST					0.00	0.00	0.00	0.00
556DA	100	001	N	NULL	4	0	4	0
W2 DAWN GRAY 1 5/8"					27.92	0.00	27.92	0.00
234	100	001	N	NULL	24	0	24	0
W1 234 3/4					74.64	0.00	74.64	0.00
<b>Totals:</b>				0	28	0	28	0
					102.56	0.00	102.56	0.00

07048

This report shows the receiving and selling history of items for a month by SKU number. The five columns on the left identify the item (SKU number, description, etc.). The 'start units' column is the quantity on hand at the start of the month. The 'on hand' column is calculated as the 'start' value plus the 'received' value less the 'sold' value. The last three values are expressed in terms of units, on the upper line for each SKU number, and dollars, on the lower line for each SKU number. The 'start' value is shown in units only. The 'sold' dollar value is in terms of cost. The 'retail' column lists the sales in terms of units, on the upper line, and dollars, on the lower line. Items appear on this report only if they have been selected via the screen shown on page 681. In addition the item must both be received and sold during the month.

Totals are calculated and shown at the total store level.

Columns on report include:

- **VND** - vendor number.
- **DPT** - department number.
- **YTD** - year to date receives.
- **VEN** - vendor number.
- **DEPT** - department number.
- **S** - stock status code for the SKU number.
- **START UNITS** - the number of units on hand at start of month.
- **SKU** - the items SKU number.
- **DESCRIPTION** - a description of the item.

## Month to Date Received and Sales by Department

# FullCalc Operating Guide

## MONTH TO DATE RECEIVED AND SOLD REPORT

BY DEPARTMENT NUMBER

Date: 08/16/2004

Page No.: 1

SKU	DEPT	VEN	S	START UNITS	RECEIVED UNITS	SOLD UNITS	ON HAND UNITS	RETAIL UNITS
DESCRIPTION					\$	\$	\$	\$
234	100	001	N	.NULL.	24	0	24	0
W1 234 3/4					74.64	0.00	74.64	0.00
556DA	100	001	N	.NULL.	4	0	4	0
W2 DAWN GRAY 1 5/8"					27.92	0.00	27.92	0.00
USS9101	100	001	N	.NULL.	0	0	0	0
W1 COLOR DUST WHITE DUST					0.00	0.00	0.00	0.00
<b>Department total:</b>	100			0	28	0	28	0
					102.56	0.00	102.56	0.00
<b>Category total:</b>	100			0	28	0	28	0
					102.56	0.00	102.56	0.00
<b>Division total:</b>	100			0	28	0	28	0
					102.56	0.00	102.56	0.00
<b>Grand Total:</b>				0	28	0	28	0
					102.56	0.00	102.56	0.00

07145

This report shows the receiving and selling history of items for a month by department. The five columns on the left identify the item (SKU number, description, etc.). The 'start units' column is the quantity on hand at the start of the month. The 'on hand' column is calculated as the 'start' value plus the 'received' value less the 'sold' value. The last three values are expressed in terms of units, on the upper line for each SKU number, and dollars, on the lower line for each SKU number. The 'start' value is shown in units only. The 'sold' dollar value is in terms of cost. The 'retail' column lists the sales in terms of units, on the upper line, and dollars, on the lower line. Items appear on this report only if they have been selected via the screen shown on page 681. In addition the item must both be received and sold during the month.

Totals are calculated and shown at the department (each of the three digits of the department numbers), category (the left two digits of the department numbers), division (the left one digit of the department numbers) and total store level.

This report can also be generated sorted by SKU number. This second form of the report shows no totals by department, category or division.

Columns on report include:

- **VND** - vendor number.
- **DPT** - department number.
- **YTD** - year to date receives.
- **VEN** - vendor number.
- **DEPT** - department number.
- **S** - stock status code for the SKU number.
- **START UNITS** - the number of units on hand at start of month.
- **SKU** - the items SKU number.
- **DESCRIPTION** - a description of the item.

## Month to Date Sales

# FullCalc Operating Guide

## MONTH TO DATE SALES

BY SKU NUMBER

Date: 03/17/2005

Page No.: 1

SKU	DESCRIPTION	FROM DEPT			FROM VEN			UNITS SOLD	COST \$ SOLD	RETAIL \$ SOLD
		100	199	ZZZ	000	ZZZ	ZZZ			
101DP	copy of 101 dp	100	199	N			44	118.80	178.20	
101WO	W0 101WO 1/2	100	001	N			36	100.91	201.82	
111270	W0 SARANAC MAH FILLET 3/8"	100	001	N			35	105.19	210.38	
131834	LG TBL	131	R01	S			1	30.00	79.99	
222212	W0 SENELAR 3/4" LOUIS XVI	100	001	N			15	138.60	831.60	
334082	W1 SOHO BLK SHT CAP W/BEV 7/8"	100	001	N			17	46.99	70.57	
432035	W2 DAMIRA GOLD 1 1/2"	100	001	N			8	58.02	348.17	
444CG	W2 CLASSIC GOLD 1 1/2"	100	001	N			33	191.98	1151.90	
550285	W2 TRIBECA WIDE FLAT 2 1/4"	100	001	N			43	140.50	421.51	
556DA	W2 DAWN GRAY 1 5/8"	100	001	N			19	141.42	848.55	
779183	W2 AMBROSIA GOLD 3 1/8"	100	001	N			10	127.70	766.20	
80084	ARGADIA BLACK 3 3/4"	100	001	N			10	28.73	57.47	
896825	W0 AUBUSSON SILVER 4"	100	001	N			31	587.76	3526.56	
967032	W0 RAPHAEL TRADITIONAL 4 3/4"	100	001	N			43	1004.66	6027.97	
a-123	discontinued	100	199	S			0	1.00	3.75	
A7201	BLACK MOIRE	110	M25	N			2	58.50	0.00	
B9422	W1 BLACK W/GOLD LIP	100	001	N			7	15.24	22.86	
C1000	POMPANO BEACH WHIT	110	M25	N			12	48.00	0.00	
C1010	DUSTY ROSE	110	M25	N			0	1.00	0.00	
C1169	ANTIQUE WHITE	110	M25	N			1	27.00	0.00	
C33	WHITE/CREAM(S.T.)	110	M25	N			0	2.25	0.00	
C46	WHITE/CREAM(D.T.)	110	M25	N			1	7.50	0.00	
SRM994	CHAMOIS GOLD	110	M25	N			1	6.00	0.00	
VM1902	BURGUNDY MOIRE	110	M25	N			1	12.00	0.00	
<b>Totals:</b>							378	2999.80	14747.56	

07049

This report lists selected SKU number sold during the current month. The 'enter first and last vendor and dept. numbers' screen, shown on page 681, selects the items that are to appear on the report. The department number range and vendor number range specified for the report is printed at the top center of the report.

The month is assumed to have started immediately after the last month end data collection as described on page 673.

The report includes stock and non-stock items in terms of the units sold, the cost of the units sold, and the retail price of the units sold. The month to date sales report is sorted by SKU number. Totals are calculated for the number of units sold and the cost and retail price of the items sold.

This report should be generated before end of month data collection.

Columns on the month to date sales report include:

- **S** - the stock status code for the SKU number.
- **DEPT** - department number.
- **VEN** - vendor number.
- **SKU** - the SKU number of the item.
- **DESCRIPTION** - a description of the item.

## Demand Reports Menu

## Demand Reports

The demand report screen allows for the selection of a large number of reports to be printed either to the screen or to the printer. Most of the reports that can be selected from this screen are run on an infrequent basis. In addition, most of the reports have no relation one to another.



07050

At the right of the demand report screen there are three input boxes, 'SKU#', 'begin date', and 'end date'. The 'SKU#' field is used to restrict a report to a given SKU number. The 'begin date' and 'end date' fields are used to specify a time period over which the report applies.

Which, if any, of the three input fields can be used depends on the report selected. If 'begin date' can be used its default date is one month ago. If the 'begin date' field can be used then the 'end date' can also be used and its default date is today. Based on the report to be generated, either the 'to screen' and the 'to printer' buttons will be operable or the 'select' button will be operable.

Note: If the CALTAX.OPT file is defined then the 'tax separation report' entry on the screen shown above is replaced by 'calf. tax separation report'. See page 700 for more on these two reports.

## Sold Prints Report

# FullCalc Operating Guide

Date: 07/06/2001

## SOLD PRINT REPORT

Page No.: 1

### ARTIST

by artist/customer

SKU	CUSTOMER	TITLE	EDITION	DATE SOLD	RETAIL	VND	CAS
<b>Quick Brown</b>							
Test Customer							
jak15		test print jak15	10/200	07/06/2001	99.98	j99	JAK
					99.98		
<b>smith</b>							
Test Customer							
jak14		test print jak14	4/1000	07/06/2001	299.95	j99	JAK
John Smith							
jak14		test print jak14	3/1000	06/28/2001	299.95	j99	JAK
					599.90		

07051

The sold prints reports list information about who purchased signed and numbered prints (limited edition print). The SKU number and title of the print, the date it was sold, the vendor number, and the person who sold the print identify the purchase. There are four variations of the sold print report. The four report variations are:

- Artist/customer
- Customer/title
- Artist/customer
- Title/edition number

The reports differ in how they are sorted and how the data is summarized.

Date: 07/06/2001

## SOLD PRINT REPORT

Page No.: 1

by title/customer

TITLE	CUSTOMER	SKU	ARTIST	EDITION	DATE SOLD	RETAIL	VND	CAS
DEPT 450								
JohnSmith		99990004560			04/13/2001	0.00		JAK
						0.00		
test print jak14		jak14	smith					
JohnSmith		99990004560	3/1000		06/28/2001	299.95	j99	JAK
						299.95		

07052

Columns on the sold print reports include:

- **TITLE** – the description of the print.
- **CUSTOMER** – the customers name.
- **SKU** – the SKU number of the print.
- **EDITION** – the number of the print sold/size of the edition.
- **ARTIST** – the name of the artist.
- **DATE SOLD** – the date the print was sold on.
- **RETAIL** – the retail price for the print.
- **VND** – vendor number.

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- **CAS** - cashier initials.

The retail price shown on the reports excludes discounts, if any, applied to the sales.

## Editions Still in A/R

A list of signed and numbered prints (limited edition prints) that are in accounts receivable can be generated on a SKU number by SKU number basis. Items identified by SKU number are normally added to accounts receivable by use of layaway, see pages 581 and 610.



Enter SKU To Generate Report For

print99

OK

07053

In the screen shown above, enter the SKU number to be reported on. The report shown below will then appear for the single specified SKU number. The SKU number being reported on is shown at the top of the listing.

Editions Left in Accounts Receivable			
Date:	SKU Reported On:		Page No.:
04/22/2005	print13		1
Last Name	Phone	Description	Order Date
Customer	222-2222	LO#print13Ed.# 103 test print 13	04/22/2005

07054

The signed and numbered prints (limited edition prints) in layaway have a description which starts with 'LO#' while items sold on account and for which interest may be charged start with 'LI#'. This prefix is followed by the SKU number, 'Ed. #', then the edition number, and finally the description from the inventory for that SKU number. For example, if the description of the report is:

LO#xyz1234Ed.# 5 table grapes

Then the SKU number is 'xyz1234', the edition number being sold is '5' and the item being sold is described in the inventory as 'table grapes'.

Fields on the report include:

- **LAST NAME** – the customers last name.
- **PHONE** – the customers telephone number.
- **DESCRIPTION** – the description of the print in accounts receivable. See above for full details on the description field.

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- **ORDER DATE** – the date the POS transaction was taken that placed the print into accounts receivable.

## Interests

Once a set of interests have been collected in POS, see page 577, they can be reported on. There are three reports available for interests:

- Interests by department number
- Interests by SKU number
- Interests by customer name

All of the reports cover a specified period of time over which the interests were entered into POS. The three reports are identical except for the sort order of the report. See the three examples of the reports below.

The sort order is listed in the upper center of the report. The report period, the start and ending date, is listed below the date the report was run and the page number of the report.

<b>INTEREST REPORT</b>					
<b>Date:</b> 04/21/2005		<b>Sorted by Department Number</b>		<b>Page No.:</b> 1	
<b>Date from:</b> 03/22/2005				<b>Date to:</b> 04/21/2005	
SKU ITEM	DEPT DESCRIPTION	CSH	DATE	NAME	PHONE NO.
/bowl1	110 glass bowl	jak	04/20/2005	Duck, Donald	555-1212
/bowl2	110 glass bowl - green	jak	04/21/2005	Order, Order	000-8888
/bowl2	110 glass bowl - green	abc	04/21/2005	Zorn, Cathy	527-9334
/bowl2	110 glass bowl - green	abc	04/21/2005	Zorn, Cathy	527-9334
/bowl2	110 glass bowl - green	jak	04/21/2005	Zuschlag, Holly	860-1784
/print5	998 ltd ed print	jak	04/21/2005	Order, Order	000-8888
/print5	998 ltd ed print	jak	04/21/2005	Zorn, Cathy	726-8141
/print5	998 ltd ed print	jak	04/21/2005	Zuschlag, Holly	860-1784

07165

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## INTEREST REPORT

Date: 04/21/2005

Sorted by SKU Number

Page No.: 1

Date from: 03/22/2005

Date to: 04/21/2005

SKU ITEM	DESCRIPTION	DEPT	CSH	DATE	NAME	PHONE NO.
/bow1		110	jak	04/20/2005	Duck, Donald	
	glass bowl					555-1212
/bow2		110	jak	04/21/2005	Order, Order	
	glass bowl - green					000-8888
/bow2		110	abc	04/21/2005	Zorn, Cathy	
	glass bowl - green					527-9334
/bow2		110	abc	04/21/2005	Zorn, Cathy	
	glass bowl - green					527-9334
/bow2		110	jak	04/21/2005	Zuschlag, Holly	
	glass bowl - green					860-1784
/print5		998	jak	04/21/2005	Order, Order	
	ltd ed print					000-8888
/print5		998	jak	04/21/2005	Zorn, Cathy	
	ltd ed print					726-8141
/print5		998	jak	04/21/2005	Zuschlag, Holly	
	ltd ed print					860-1784

07166

## INTEREST REPORT

Date: 04/21/2005

Sorted by Customer Name

Page No.: 1

Date from: 03/22/2005

Date to: 04/21/2005

SKU ITEM	DESCRIPTION	DEPT	CSH	DATE	NAME	PHONE NO.
/bow1		110	jak	04/20/2005	Duck, Donald	
	glass bowl					555-1212
/bow2		110	jak	04/21/2005	Order, Order	
	glass bowl - green					000-8888
/print5		998	jak	04/21/2005	Order, Order	
	ltd ed print					000-8888
/print5		998	jak	04/21/2005	Zorn, Cathy	
	ltd ed print					726-8141
/bow2		110	abc	04/21/2005	Zorn, Cathy	
	glass bowl - green					527-9334
/bow2		110	abc	04/21/2005	Zorn, Cathy	
	glass bowl - green					527-9334
/bow2		110	jak	04/21/2005	Zuschlag, Holly	
	glass bowl - green					860-1784
/print5		998	jak	04/21/2005	Zuschlag, Holly	
	ltd ed print					860-1784

07167

Fields on all three of the interest reports include the following fields:

- **SKU** – the SKU number. The number shown will have a leading ‘/’ character. The ‘/’ character is not part of the actual SKU number (it is the indicator of an interest).
- **ITEM** – the vendor item number.
- **DESCRIPTION** – a description of the SKU.
- **DEPT** – the department number for the SKU.
- **CSH** – the initials of the cashier.
- **DATE** – the date of the POS transaction when the interest was entered.
- **NAME** – the name of the customer with the interest in the specified SKU number.

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- **PHONE NO.** – the telephone number of the customer.

## Frequent Frame Customers

<b>FREQUENT FRAME CUSTOMERS</b>		BY NO. OF ORDERS		Page No.:		
<b>Date:</b>	12/17/2001	<b>NUMBER REQUESTED:</b>		25		
<b>WITH LAST FRAME ORDER</b>		<b>FROM</b>	01/17/2001	<b>TO</b>	12/17/2001	<b>NO.</b>
<b>TELEPHONE</b>	<b>NAME</b>	<b>ADDRESS</b>		<b>FRAME SALES</b>	<b>FRAME ORD.</b>	<b>LAST INVOICE</b>
[ 770 ] 222-2222	Customer . Test	Zebulon	GA 30295	949.48	5	11/13/2001
[ 770 ] 555-1212	Customer . Test	3.14159 Pi St.	GA 30295	2300.92	2	12/16/2001
[ 732 ] 000-3220	Test . Customer	700 Kendrick Road	GA 30295	61.01	1	06/20/2001
[ 770 ] 345-6789	Wilson . Randy	135 Southridge Cir	GA 30224	444.92	1	02/28/2001
[ 770 ]	Customer . Mrs Test	700 Kendrick Road	GA 30295	266.53	1	02/28/2001
[ 770 ] 111-1111	Smith . John	101 Elm St.	NY 13838	3526.65	1	10/19/2001
[ 770 ] 741-1234	Jones . Fred	123 Easy St	NY 13838	130.73	1	11/13/2001
[ 770 ] 741-2500	Something . Bill	007 Unknown Lane	IL 60120	2729.31	1	10/24/2001

07055

There are two frequent frame customer reports which are both limited to customers who have orders over a set time period. One report selects customers by the number of orders placed. The second report selects customers by the dollar value of the orders placed. When the report is selected a screen will appear asking for the maximum number of customers to be displayed on the report. The maximum possible number of customers may be specified as: 10, 25, 50 and 100.

Note: The report may contain fewer customers than maximum number specified if the total number of customers over the date range specified is less than the maximum number of customers specified.

Below the report title are three lines. The first line identifies how customers were selected for inclusion on the report as being 'by no. of orders' or 'by sales'. The second line specifies the maximum number of orders shown on the report. The third line shows the starting and ending date of orders included on the report.

See page 748 for reports on frequent POS customers.

Columns on frequent frame customer reports include:

- **NO. FRAME ORD.** – number of frame orders.
- **LAST INVOICE** - date of the last frame order.
- **TELEPHONE** – the customers telephone number.
- **NAME** – the customers name.
- **ADDRESS** – the customers address. The upper line contains the street and the lower line contains the city, state and postal code.
- **FRAME SALES** – the total dollar value of framing order sales to this customer.

## Frequent SKU Sales

### ITEMS WITH SKU NUMBERS WITH FREQUENT SALES (YEAR TO DATE)

Date:		12/17/2001		BY SALES		Page No.:		1	
				NUMBER REQUESTED:		10			
SKU NUMBERS WITH ACTIVITY				FROM		01/17/2001		TO 12/17/2001	
SKU	DEPT	VEN	DESCRIPTION	S	YTD UNITS	YTD SALES	LAST SALE/REC		
p1234	015	bmg	The Night Sky - L.E.	N	16	1285.00	05/30/2001		
t222	900	aml	Walnut Endtable	S	2	599.98	10/22/2001		
jak99	100	001	test print in inventory	S	3	599.85	09/20/2001		
C33	151	M01	WHITE/CREAM SMOOTH	N	9	348.53	11/13/2001		
C981	151	M01	POMPEIAN RED 32X40	N	7	215.62	11/13/2001		
jak3	120	JAK3	TEST PRINT	S	1	200.00	10/04/2001		
B88	006	M26	TV GREY 32X40	N	12	193.98	11/02/2001		
l5656blk	007	aml	Black Torche Lamp 50"	S	1	100.00	03/02/2001		
p5432	002	bmg	Buffalo Herd	S	1	99.98	02/28/2001		

07056

There are two sales reports that show the SKU numbers most frequently sold based on year to date sales. The two reports are both limited to SKU numbers that have appeared on POS transactions over a set time period. One report selects SKU numbers by the number of POS transactions placed. The second report selects SKU numbers by the dollar value of the SKU's on the orders placed. When the report is selected a screen will appear asking for the maximum number of SKU's to be displayed on the report. The maximum possible number of SKU's may be specified as: 10, 25, 50 and 100.

Note: The report may contain fewer SKU's than maximum number specified if the total number of SKU's sold over the date range specified is less than the maximum number of SKU's specified.

Note: If a SKU appears on a framing order it will appear in a POS transaction, and thus on this report, only if the MULTLINE.TXT file has been defined. See page 436. Items sold by department number cannot appear on this report.

Below the report title are three lines. The first line identifies how SKU numbers were selected for inclusion on the report as being 'by no. of orders sold' or 'by sales'. The second line specifies the maximum number of SKU numbers shown on the report. The third line shows the starting and ending date of sales included on the report.

Columns on frequent SKU sales reports include:

- **SKU** – SKU number.
- **DEPT** - department number.
- **VEN** – vendor number.
- **DESCRIPTION** – a description of the SKU.
- **S** - stock status.
- **YTD UNITS** - year to date sales in units.
- **YTD SALES** - year to date sales in dollars.
- **LAST SALE/REC** - date the SKU number was last sold or received.

## Paid Out

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Date: 01/17/2005

## PAID OUT

Page No.: 1

TRANSACTION LISTING FOR 12/18/2004 TO 01/17/2005

R	CAS	TRANS#	NAME	AMOUNT
		1068	Jones, Adam	-7.60 160 STAMP S-Paid Out
		1069	Jones, Harry	-99.96 UNKNOWN REASONS-Paid Out
		1070	Smith, Bill	-123.45 177 CLEANERS-Paid Out
		1070	Smith, Bill	1.98 GIFT FROM FRED SMITH-Paid Out
1	WDA	1071	Smith, Bill	-3.33 SOMETHING-Paid Out
1	WDA	1071	Smith, Bill	5.67 SOMETHING PAID IN BY JOE-Paid Out
1	WDA	1110	Smith, Bill	-10.00 SOMETHING OR OTHER-Paid Out
1	TLA	1111	Flintstone, Fred	199.95 SOMETHING PAID IN BY FRED-Paid Out
<b>TOTAL</b>				-36.74

Note: Negative amounts are paid out, positive amounts are paid in.

07057

The paid out report is used to show monies paid out for various activities. Negative dollar values are an amount of a paid out. Positive dollar values are an amount of a paid in.

Note: This report is also part of end of day processing. See page 632.

Columns on the paid out report include:

- **R** - register number or '!!' for the void of a transaction.
- **CAS** - cashier initials.
- **TRANS#** - POS transaction number.
- **NAME** – the name of the person who received the paid out or made a paid in.
- **AMOUNT** – the dollar value paid in or paid out. Negative amounts are paid out and positive amounts are paid in. The reason for the paid out appears to the right of the amount field. The reason descriptions may be typed in or they may come from a pre-defined list of descriptions. See page 501.

## Historic Net Sales

# FullCalc Operating Guide

## HISTORIC NET RECEIVED AND SALES

SORTED BY VENDOR, DEPT., AND SKU  
IN UNITS

Date: 08/20/2004

Page No.: 1

SKU DESCRIPTION	ITEM	VND	DPT	JAN JUL	FEB AUG	MAR SEP	APR OCT	MAY NOV	JUN DEC	TOTALS
<b>Vendor:</b> 199										
<b>Department:</b> 099										
print5	print5									
test print		199	099		1	5				
										16
				1						7
<b>Department:</b> 100										
pot4										
garden pot		199	100		1	4				
										15
										5
print3										
test print		199	100		1	1				
										15
				2						4

07147

The historic net received and sales report shows SKU numbers that have been received and sold, in units, by month. Data is presented on four lines per SKU number. The top two lines show data for January to June and the lower two lines show data for July to December. The upper line of each pair contains receives, in units, for the specified months. The lower line of the pair shows sales, in units, for the specified months. Two year to date values appear at the end of the lower pair of lines. The items on the report are sorted by vendor number, department number and then by SKU number.

For a SKU number to appear on the report it must be in the inventory and both have been sold during the current year and have been received during the current year.

The screen shown on page 681 is used to select which items are to be reported on in the report.

The report is dependent on proper month end cutoffs. See page 673 for more on month end data collection. This report should be generated only after month end data collection is run.

Columns on the year to date receive report include:

- **VND** - vendor number.
- **DPT** - department number.
- **SKU** - the items SKU number.
- **ITEM** - the vendor defined identification number for the item.
- **DESCRIPTION** - a description of the item.
- **TOTALS** - year to date totals for receives (upper value) and sales (lower value).

## Sales Analysis

This is the same report as is available under the 'sales reports' button. Page 652 details generating and using the sales analysis report.

## Tax Separation Report

The tax separation report is used to separate taxable from non-taxable sales. The screen below is used to specify a date range, the output device and if only summary data is to be shown on the report or not.

**Tax Report**

Start Date: 04/22/2005

End Date: 04/22/2005

Screen  
 Printer

Summary Report

Return  
Cancel

07058

A sample report, showing all of the data, is shown below. The report covers a specified period of time that is listed at the top of the report. There is one set of entries, printed on two lines on the report, for each POS transaction.

The report is broken into the following three sections:

- **TAXABLE TRANSACTIONS** – these transactions are fully taxable. In most cases this section will contain the majority of the POS transactions.
- **TAX RATE DIFFERENT THAN DEFAULT** – these transactions are taxable at a specified tax rate. The tax rate for these transactions is not the standard tax rate for most users.
- **TAX ID # PRESENT** – these customers have a tax exemption number. For most of these customers the tax will be zero for the transactions listed (the customer is fully tax-exempt). For some customers, an exemption to one of the tax rates specified may be allowed but the customer may not be exempt from all taxes. For example, a customer may be exempt from PST but not from GST.

Each section ends with a total line and the entire report ends with a total line.

See the discussion on how to define a customer name and address information starting on page 238 for details on how to specify the tax exemption number or the tax rate to be applied to a given customer.

The two tax separation reports shown below are generated if the CALTAX.OPT file is not defined. See page 434.

# FullCalc Operating Guide

## TAX REPORT FOR DIFFERENT TAX CODES

Date from: 04/22/2005 Date to: 04/22/2005

Date: 04/22/2005

Page No.: 1

Tax Id	Sales Name	Disc/Return	Net Company	Tax	Amount Phone	Tran #
<b>Taxable Transactions</b>						
	13.04	0.00	13.04	1.96	15.00	1282
	Customer, Test		Eagle Computers, Inc.		(352) 222-2222	
	1,170.42	0.00	1,170.42	175.56	1,345.98	1283
	Duck, Donald				(212) 555-1212	
	39.90	7.98	31.92	4.79	36.71	1284
	Zolkiewicz, Les And Mary				(904) 726-8155	
	<b>1,223.36</b>	<b>7.98</b>	<b>1,215.38</b>	<b>182.31</b>	<b>1,397.69</b>	
<b>Tax Rate Different than Default</b>						
	129.94	0.00	129.94	2.60	132.54	1286
Tax Is 2.00	Zirkel, Annette		Special Tax Rate, Inc.		(904) 527-0070	
	<b>129.94</b>	<b>0.00</b>	<b>129.94</b>	<b>2.60</b>	<b>132.54</b>	
<b>Tax Id # Present</b>						
	99.95	0.00	99.95	0.00	99.95	1285
123-12345-a	Zito, James		Zito Inc		(352) 341-1864	
	<b>99.95</b>	<b>0.00</b>	<b>99.95</b>	<b>0.00</b>	<b>99.95</b>	
<b>Total:</b>						
	<b>1,453.25</b>	<b>7.98</b>	<b>1,445.27</b>	<b>184.91</b>	<b>1,630.18</b>	

07059

If the summary option is checked then only the three total lines are printed. See the example below.

## TAX REPORT FOR DIFFERENT TAX CODES

Date from: 01/14/2005 Date to: 01/14/2005

Date: 01/14/2005

Page No.: 1

Tax Id	Sales Name	Disc/Return	Net Company	Tax	Amount Phone	Tran #
<b>Taxable Transactions</b>						
	70.70	0.00	70.70	4.25	74.95	
<b>Tax Rate Different than Default</b>						
	100.00	0.00	100.00	2.00	102.00	
<b>Tax Id # Present</b>						
	558.85	0.00	558.85	10.77	569.62	
<b>Total:</b>						
	<b>729.55</b>	<b>0.00</b>	<b>729.55</b>	<b>17.02</b>	<b>746.57</b>	

07157

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Columns on the tax separation report include:

- **TAX ID** - tax exemption id number.
  - For the 'taxable transactions' section of the report this field is empty.
  - For the 'tax rate different than default' section this will contain the tax rate for the customer.
  - For the 'tax id # present' section this field will contain the tax exemption number or the tax exemption number and the number of the tax rate the customer is exempt from.
  - For customers who are out of state the tax exemption number entered should have started with 'OS' if the standard naming convention is being followed.
- **SALES** - gross sales.
- **DISC/RETURN** – returns and discounts given.
- **NET** - net sales after discounts.
- **TAX** – the tax collected. In the 'tax id # present' section this value will always be zero.
- **TRAN #** - the POS transaction number.
- **COMPANY** – the company name, if any, from the billing address.
- **NAME** – the customers name.
- **AMOUNT** – the total of the 'net' and the 'tax' fields.
- **PHONE** – the customers telephone number.

If the CALTAX.OPT file is present then two California tax separation reports, shown below, are output (they replace the regular separation reports). The first report contains the full separation while the second report contains only information about non-taxable sales. This report contains one line for each POS transaction. It is summarized by day. The period of time covered by the report appears at the top center of the report.

The CALTAX.OPT file contains four parameters that are used to control the collection of the data for the report. The parameters are:

- A one to three character prefix added to the customers tax exemption number to identify the customer as a retailer who is purchasing items for resale.
- A one to three character prefix added to the customers tax exemption number to identify the customer as the United States government.
- A one to three character prefix added to the customers tax exemption number to identify the customer as being in interstate or foreign commerce.
- A three-digit department number used to sell nontaxable labor (repair and installation). You may not use departments 93, 94, 95, 96, 97, 98, 99, 998, or 999 for the nontaxable labor department.

Use a text file editor, such as Microsoft Notepad, to add the parameters to the CALTAX.OPT file. For example, if you decide that 'RS' is the reseller prefix, and 'GOV' is the government prefix, and 'OS' is the prefix for interstate or foreign customers, and '123' is the department number for nontaxable labor, then the CALTAX.OPT file should contain:

```
RS GOV OS 123
```

The four parameters should be separated from each other by a blank.

In addition, the following must also be done before running the California tax separation report:

- Change the tax ID fields for one or more customers to add the prefixes you defined in the CALTAX.OPT file. For example, if the customers tax id is 'a1234-x' and the customer is a retailer then add the prefix defined above. If the reseller prefix is 'RE' then the tax id would be changed to 'RE A1234-x'. The prefix is separated from the tax ID by a blank.
- Define the nontaxable labor department number in the department table. See page 518. For this department, set the taxability to 'N' in the department table.

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## California Taxable Sales/Non-taxable Sales/Tax

Date from: 05/12/2005

Date to: 05/13/2005

Date: 05/13/2005

Page No.: 1

Tran #	Sales	Disc	Net	Tax	Taxable Net	Non-Taxable Net	Tax Exempt ID	Tax Rate	
								Total	Taxable
Date: 05/12/2005									
1292	3162.12	0.00	3162.12	237.16	3103.08	59.04		7.50	7.64
1293	2877.68	0.00	2877.68	215.83	2877.68	0.00		7.50	7.57
1294	1265.70	0.00	1265.70	25.00	1265.70	0.00		6.54	6.59
1295	2000.00	0.00	2000.00	25.00	2000.00	0.00		5.40	5.43
1296	1100.00	0.00	1100.00	25.00	1100.00	0.00		5.07	5.10
1297	1100.00	0.00	1100.00	25.00	1100.00	0.00		4.80	4.83
1298	1100.00	0.00	1100.00	25.00	1100.00	0.00		4.58	4.60
	12605.50	0.00	12605.50	577.99	12546.46	59.04			
Date: 05/13/2005									
1299	100.00	0.00	100.00	7.50	100.00	0.00		7.50	7.50
1300	1000.00	0.00	1000.00	25.00	1000.00	0.00		2.95	2.95
1301	1100.00	0.00	1100.00	25.00	1100.00	0.00		2.61	2.61
1302	100.00	0.00	100.00	7.50	100.00	0.00		2.82	2.82
1303	1000.00	0.00	1000.00	75.00	1000.00	0.00		4.24	4.24
1304	1100.00	0.00	1100.00	82.50	1100.00	0.00		5.05	5.05
1305	100.00	0.00	100.00	0.00	0.00	100.00	123-12345-	4.94	5.05
	4500.00	0.00	4500.00	222.50	4400.00	100.00			
Total	17105.50	0.00	17105.50	800.49	16946.46	159.04			

07169

Fields on the California taxable sales/non-taxable sales/tax report include:

- **TRAN #** - POS transaction number.
- **SALES** - gross sale.
- **DISC** - discount. These discount amounts has been applied to individual items.
- **NET** - net sale after discounts.
- **TAX** - tax on net.
- **TAXABLE NET** – the portion of the net that is taxable.
- **NON-TAXABLE NET** – the portion of the net that is not taxable. This may be the entire net sale or only a portion of the net sale.
- **TAX EXEMPT ID** – the customers tax exemption number.
- **TAX RATE TOTAL** – the effective tax rate for the total order. This should be equal to or less than the ‘tax rate taxable’ value.
- **TAX RATE TAXABLE** – the effective tax rate for the taxable part of the order.

The detail report contains one line for each item that is not taxable in any POS transaction. Because of this, there may be several lines on the report for a single POS transaction. It is summarized by day. The period of time covered by the report appears at the top center of the report.

If the customer is tax exempt then the tax exemption number should appear in the ‘tax exempt id’ field. If the field is blank this probably means that the item is in a non-taxable department.

## California Non-taxable Details

Date from: 05/20/2005

Date to: 05/20/2005

Date: 05/20/2005

Page No.: 1

Tran #	Sales	Disc	Net	Tax	Tax Exempt ID	R	CAS Name	Dpt
Date: 05/20/2005								
1264	100.00	0.00	100.00	0.00	Rs Fake Ta	1	jak Zorn, Cathy	100
1265	222.22	0.00	222.22	0.00	Gov 123456	1	jak Zolkiewicz, Les	110
1266	321.09	0.00	321.09	0.00	Os Qaz1234	1	abc Zipprich, Mike	130
1267	99.95	0.00	99.95	0.00		1	jak ,	123
1268	10.00	0.00	10.00	0.00	A-1234-x	1	jak Zuschlag, Holly	123
1269	9.98	0.00	9.98	0.00		1	jak Doe, John	123
	763.24	0.00	763.24	0.00				
Total	763.24	0.00	763.24	0.00				

Sales to other retailers	100.00
Nontaxable labor (repair and installation)	119.93
Sales to the United States Government	222.22
Sales in interstate or foreign commerce	321.09

07170

Fields on the California non-taxable details report include

- **TRAN #** - POS transaction number.
- **SALES** - gross sale.
- **DISC** - discount. These discount amounts has been applied to individual items.
- **NET** - net sale after discounts.
- **TAX** - tax on net.
- **TAX EXEMPT ID** – the customers tax exemption number. The tax exemption number for customers who reside out of state normally start with ‘OS’ if the standard naming convention is being followed.
- **R** - register number or ‘!’ for the void of a transaction.
- **CAS** - cashier initials.
- **NAME** – the name of the customer.
- **DPT** – department number for the item sold.

At the bottom of the report are four lines that give summaries of sales to other retailers for purpose of resale, nontaxable labor, sales to the United States government, and sales in interstate or foreign commerce. The totals listed on these four lines are also included in the body of the report and the values on the reports ‘total’ line. These four lines are intended to aid in the completion of form BOE-401-A from the State of California Board of Equalization.

## Frequent SKU Sales by Margin

# FullCalc Operating Guide

## SKU NUMBERS WITH SALES (YEAR TO DATE) SORTED BY MARGIN

Date: 04/22/2005

NUMBER REQUESTED: 10

Page No.: 1

SKU	DEPT	VEN	DESCRIPTION	S	YTD UNITS	YTD SALES	MARGIN	LAST SALE/REC
print3	000	000	A NEW PRINT	N	1	199.95	100.9	11/19/2004
print10	100	199	large print	S	1	100.00	100.0	03/30/2005
print7	210	199	Test limited ed print	S	0	0.00	50.4	04/22/2005
rm1234	100	199	ready made	S	1	25.00	12.6	09/30/2003
print13	210	199	test print 13	S	0	0.00	10.0	04/22/2005
print2	110	199	MOULDING	N	0	0.00	6.0	09/20/2004
A102	100	199	test a103	S	0	0.00	6.0	09/20/2004
102212	100	001	WD SENELAR W/GILD FILLET	N	0	0.00	6.0	//
105192	100	001	WD 23 KARAT GOLD FILLET	N	0	0.00	6.0	//
105194	100	001	WD 12 KARAT WHT/GLD FILL	N	0	0.00	6.0	//

07135

The frequent SKU sales by margin report is very much like the two frequent SKU sales reports described above. This report shows SKU sales that are limited to SKU numbers that have appeared on POS transactions over a set time period. This report differs in that it selects SKU numbers by way of the computed POS transaction margin on the orders placed. When the report is selected a screen will appear asking for the maximum number of SKU's to be displayed on the report. The maximum possible number of SKU's may be specified as: 10, 25, 50 and 100.

Note: The report may contain fewer SKU's than maximum number specified if the total number of SKU's sold over the date range specified is less than the maximum number of SKU's specified.

Note: If a SKU appears on a framing order it will appear in a POS transaction, and thus on this report, only if the MULTLINE.TXT file has been defined. See page 436. Items sold by department number cannot appear on this report.

The maximum number of orders shown on the report is shown at the top of the report.

Report columns include:

- **SKU** – the SKU number.
- **S** - stock status code of the SKU number.
- **MARGIN** - the margin (markup) of the SKU number.
- **LAST SALE/REC** - the date the SKU number was last sold or received.
- **DESCRIPTION** – a description of the SKU.
- **DEPT** - department number.
- **VEN** - vendor number.
- **YTD UNITS** – units sold year to date
- **YTD SALES** – the dollar value of the units sold year to date.

## Inventory Value by Dept. No.

# FullCalc Operating Guide

## INVENTORY VALUE BY DEPARTMENT NUMBER

Date: 04/22/2005

Page No.: 1

DEPT.	COST	RETAIL	MARKUP
000	11	1199	100.9
100	369	1208	3.2
110	161	843	5.2
210	57	1299	22.5
<b>TOTAL</b>	601	4551	

07136

This report shows the total cost and total retail price for every item in the inventory by department number. The report includes only SKU numbers that have a positive quantity on hand. For each department the average markup is also calculated. Only departments with one or more items on hand are shown. The total cost and retail prices for all items in the store, but not the markup for the store, is also calculated.

Report columns include:

- **MARKUP** - the average markup of the SKU numbers in the department. Only SKU numbers that have positive quantities on hand are used in this calculation.
- **DEPT** - department number.
- **COST** - the total cost of all units on hand.
- **RETAIL** - the total retail price of all units on hand.

## Customer Sales History Report

The customer sales history report shows all POS sales transactions for a single customer number over a specified period of time. Enter the customer number (not their telephone number) when the screen below appears.



The screenshot shows a window with a grey background. At the top, the text "Customer Number" is displayed in a large, bold, dark red font. Below this, there is a white rectangular text input field containing the number "1503". Underneath the input field is a button with a grey border and the word "Return" written in blue text.

07060

See pages 111 and 823 on how to find the customer number. Remember that one customer may have more than one customer number. The report, shown below, shows all of the transactions in detail for the specified customer number. The form of the report is similar to that of the sales detail shown on page 640 except that it is only for one customer number.

The period of the entire report appears at the top center of each page. The report is broken into sections based on the date of the POS transactions. The dates of the transactions in a given section are listed at the start of each section.

# FullCalc Operating Guide

## Customer Sales History Report

Date: 05/22/2006

FROM 04/22/2006 TO 05/22/2006

Page No.: 3

R	TRANS#	SKU	DEPT	SALES	RET/CHG	DISC \$	NET \$	TAX	TYP	AMOUNT	DESCRIPTION
		CUSTOMER NAME	TEL NO.			COST	CAS				
1	1489		0	0	0	0.00	0.00	0.00	1	15.95	TIED UP: 338507
1	1489	DEPT 100	100	15.95	0	0.00	15.95	0.00		0.00	NT FRAMING
1	1489	Duck, Donald		15.95	0.00	0.00	15.95	0.00	abc	15.95	
			555-1212				5.32				
-----											
Transaction date: 05/22/2006											
1	1490		0	0	0	0.00	0.00	0.00	0	13.50	TIED UP: 338523
1	1490	bowH	400	15.00	0	1.50	13.50	0.00		0.00	NT glass bowt - large red
1	1490	Duck, Donald		15.00	0.00	1.50	13.50	0.00	abc	13.50	
			555-1212				5.00				
1	1491		0	0	0	0.00	0.00	0.00	1	44.37	TIED UP: 338536
1	1491	bow2	110	51.00	0	6.63	44.37	0.00		0.00	NT glass bowt - green
1	1491	Duck, Donald		51.00	0.00	6.63	44.37	0.00	abc	44.37	
			555-1212				18.00				
-----											

07061

Some of the fields on the customer sales history report include:

- **R** - register number or '!' for the void of a transaction.
- **TRAN#** - POS transaction number.
- **SKU** - SKU number.
- **DEPT** - department number.
- **SALES** - Gross sale.
- **RET/CHG** - amount returned or charged.
- **DISC \$** - discount. These discount amounts has been applied to individual items. This value excludes promotional package discounts, employee discounts, transaction discounts, and frame discounts, if any, which are reported elsewhere.
- **NET \$** - net sale after returns, charges and discounts.
- **TAX** - tax on net.
- **TYP** - payment type code (check, cash, etc.).
- **AMOUNT** - net sale plus tax.
- **DESCRIPTION** - a description of the SKU number, department number, etc.
- **CAS** - cashier initials.
- **TEL. NO.** - customers telephone number.
- **COST** - the cost of the items sold.

## Stock Items With a Wall Location

The stock items with wall location report shows stock items, SKU numbers with a stock status code of 'S'. The stock item must be in the inventory, and have both a quantity on hand and a wall location value specified. The report is sorted and grouped by wall location.

# FullCalc Operating Guide

**WALL LOCATION**

Date: 12/24/2004 Page No.: 1

**STOCK SKU NUMBERS WITH QTY. ON HAND AND A WALL LOCATION**

LOCATION	DESC	QTY.	DEPT.	COST	RETAIL
11-22	large pot	8	400	5.00	10.00
STORE SAMPLE	Print100 Abstract Still Life	1	400	100.00	200.00
STORE SAMPLE	Print100 Abstract Still Life	2	100	145.00	290.00
STORE SAMPLE	Print100 Abstract Still Life	3	110	150.00	300.00
bin 13	abstract still life in oil	25	400	1.98	49.95
bin 3	Abstract still life	12	400	15.00	100.00
bin 4	red pot	5	069	3.00	5.95

07156

Some of the fields on the stock items with a wall location report are:

- **LOCATION** – the wall location of the item.
- **DESC** – a description of the item.
- **QTY.** – quantity on hand in units.
- **DEPT.** – department number.
- **COST** – the cost of one unit of the item.
- **RETAIL** – the retail price of one unit of the item.

## All Items With a Wall Location

The all items with a wall location report is designed to show all items in the inventory that have both a quantity on hand and a wall location value. The report is sorted and grouped by wall location.

**WALL LOCATION**

Date: 07/16/2004 Page No.: 1

**ALL SKU NUMBERS WITH QTY. ON HAND AND A WALL LOCATION**

LOCATION	DESC	S	QTY.	DEPT.	COST	RETAIL
1	MOULDING	N	5	110	25.00	50.00
99-99	red rose	S	4	130	1.00	4.00
99-99	green rose	S	13	130	2.00	7.15
99-99	black rose	S	17	130	3.00	9.13
STORE SAMPLE		S	1	888	285.91	571.83
STORE SAMPLE	xxx	S	2	888	290.24	580.48
bin 4	test pot	S	3	110	5.00	55.00
east wall	test plant	N	23	120	7.99	10.00

07062

Some of the fields on the all items with a wall location report are:

- **LOCATION** – the wall location of the item.

# FullCalc Operating Guide

- **DESC** – a description of the item.
- **QTY.** – quantity on hand.
- **DEPT.** – department number.
- **COST** – the cost of one unit of the item.
- **RETAIL** – the retail price of one unit of the item.
- **S** – stock status ('N', 'S', etc.).

## Discountable Inventory Items

This report shows which items in inventory, for which there is some quantity on hand, can be sold at a discount. This discounted retail price is applied to all sales, for the date period specified for each SKU number, when the items SKU number is entered into the POS register input screen. See page 559. To specify a discount for a specific SKU number, see page 324.

Note: There are a number of other ways to sell an item with a discount that will not cause the SKU number to be shown on the report. See the index for a list of the other ways to discount all or part of an order.

<b>INVENTORY ITEMS WHICH ARE DISCOUNTED</b>							Page No.:	1
SKU NO.	DEPT	RETAIL	DISCOUNTED RETAIL	COST	DIS. START	DIS. END	QTY.	
bow1	110	15.00	11.00	5.00	01/01/2006	01/01/2005	3	
bow2	110	17.00	1.98	6.00	05/30/2005	05/01/2005	5	
print10	100	100.00	29.95	1.00	12/31/2005	04/01/2005	9	
print13	210	99.99	100.00	9.95	12/01/0225	01/01/2005	13	
print5	702	1000.00	123.45	199.00	11/01/2005	02/01/2005	13	
print6	702	100.00	4.00	45.00	11	11	12	
print7	210	99.95	5.95	1.98	11/01/2005	02/01/2005	21	

Note: Items on this report have a discounted retail price specified. However, they may or may not have been sold at that price.

07063

Some of the fields in the report are:

- **SKU NO.** – SKU number.
- **RETAIL** – the retail price of each unit, without the discount being taken.
- **DISCOUNTED RETAIL** - discounted price at retail of each unit.
- **DEPT** – department number.
- **COST** – the cost of each unit.
- **DIS. START** – the date discount starts (if blank it starts right now).
- **DIS. END** – the date discount ends (if blank it never ends).
- **QTY.** – number of units on hand.

## SKU Sales by Transaction

The SKU sales history report shows the sales of a single SKU number over a specified period of time. The 'sku' column on the report, see the example below, shows the SKU number selected. The time period covered by the report is listed in the upper center below the title of the report.

Sales of SKU numbers as part of framing jobs will not be included unless the framing order detail data is passed to POS. See page 436 on the use of the MULTLINE.TXT option. On the demand reports screen, see page 691, enter a single SKU number and a start and end date range for the POS transactions to be included on the report.

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## SKU SALES HISTORY REPORT

Date: 11/19/2007 FROM 10/20/2007 TO 11/19/2007 Page No.: 1

SKU	R	TRANS#	DEPT	SALES	CUSTOMER NAME	TEL NO.	CAS	QTY	DATE
lbiza	1	1628	400	300.00	Jones, Susan	527-4127	JAK	1	11/19/2007
lbiza	1	1629	400	600.00	Smith, Carolyn	726-1872	JAK	2	11/19/2007
<b>Totals</b>				900.00				3	

07064

If the SKU number being reported on is a signed and numbered print then the print number sold appears below the SKU number. See the example below.

## SKU SALES HISTORY REPORT

Date: 11/20/2007 FROM 10/21/2007 TO 11/20/2007 Page No.: 1

SKU	R	TRANS#	DEPT	SALES	CUSTOMER NAME	TEL NO.	CAS	QTY	DATE
ltd1	1	1630	210	100.00	Smith, Inez	726-7952	JAK	1	11/19/2007
Limited edition print # 18									
ltd1	1	1631	210	100.00	Brown, Chris	726-8963	JAK	1	11/20/2007
Limited edition print # 21									
<b>Totals</b>				200.00				2	

07212

Some of the fields on the SKU sales history report include:

- **R** - register number or '!!' for the void of a transaction.
- **SKU** - the SKU number.
- **TRANS#** - POS transaction number.
- **DEPT** - department number.
- **SALES** - gross amount of the sale before any discounts.
- **CUSTOMER NAME** - the name of the customer.
- **TEL. NO.** - the customers telephone number.
- **CAS** - cashier initials.
- **QTY** - quantity sold in units.
- **DATE** - date of POS transaction.

## Unsold Prints in Inventory

There are three versions of the unsold prints in inventory report. The three reports are identical except for the sort order:

- SKU number
- vendor number
- artist

Which sort order is being used for a given report appears at the top of the report just under the report title.

These reports show the signed and numbered prints (limited edition prints) that have units on hand in the inventory. Both the SKU number and the print number are used to identify the units on hand. Each unit on hand is shown individually. This means that for a given SKU number there can be multiple lines on the

# FullCalc Operating Guide

report with the same SKU number but with different values in the 'print/ed. size' column. If, for example, the 'sku' field and the 'print/ed. size' values were:

<u>SKU</u>	<u>PRINT/ED. SIZE</u>
P1234	10/500
P1234	11/500
P1234	15/500

This would mean that the store has a SKU number called 'p1234'. The SKU number has an edition size of 500 and this store has three of the prints. The print numbers of the three units in the store are '10', '11', and '15'.

## UNSOLD PRINTS IN INVENTORY

Date: 03/09/01

SORTED BY SKU NO.

Page No.: 1

SKU	VND	ARTIST	PRINT/ED. SIZE	RETAIL	COST	DESCRIPTION
print1	009	Smith	10/100	295.00	100.00	Black and White Dog
print1	009	Smith	11/100	295.00	100.00	Black and White Dog
print1	009	Smith	12/100	295.00	100.00	Black and White Dog
print1	009	Smith	19/100	295.00	100.00	Black and White Dog
print1	009	Smith	34/100	295.00	100.00	Black and White Dog
print2	001	le Bouff	1 /500	999.00	300.00	Large French Country Hous
print2	001	le Bouff	3 /500	999.00	300.00	Large French Country Hous
print2	001	le Bouff	5 /500	999.00	300.00	Large French Country Hous
print2	001	le Bouff	11 /500	999.00	300.00	Large French Country Hous
print3	007	Tim Redline	1 /10000	699.95	300.00	NewYork, NY
print3	007	Tim Redline	2 /10000	699.95	300.00	NewYork, NY
print3	007	Tim Redline	3 /10000	699.95	300.00	NewYork, NY
print4	007	Tim Redline	55 /100	395.00	350.00	Updown NewYork
print4	007	Tim Redline	56 /100	395.00	350.00	Updown NewYork

07065

Some of the fields on the unsold prints in inventory reports include:

- **SKU** – the SKU number.
- **VND** - vendor number.
- **ARTIST** – the name of the artist.
- **PRINT/ED. SIZE** – which edition of the print is in the inventory is followed by a '/' and then by the edition size.
- **RETAIL** – the retail price of each unit.
- **COST** – the cost of each unit.
- **DESCRIPTION** – a description of each SKU number.

## Inventory Value by Vendor Number

This report shows the total cost and total retail price for every item in the inventory by vendor number. The report includes only SKU numbers that have a positive quantity on hand. For each vendor the average markup is also calculated. Only vendors with one or more items on hand are shown. The total cost and retail prices for all items in the store, but not the markup for the store, is also calculated.

## INVENTORY VALUE BY VENDOR NUMBER

Date: 07/16/2004

Page No.: 1

VND	#SKU'S	#STOCK SKU'S	COST	RETAIL	MARKUP
099	2	2	290	580	2.0
199	7	0	347	720	2.0
R01	1	0	90	239	2.6
<b>TOTAL</b>	10	2	727	1541	

07137

Report columns include:

- **MARKUP** - the average markup of the SKU numbers from the vendor. The SKU number must have a positive quantity on hand for the calculation to be made for that SKU number.
- **VND** – vendor number.
- **#SKU'S** – the number of SKU numbers for the vendor which have positive quantities on hand.
- **#STOCK SKU'S** – the number of stock SKU numbers (SKU's with a stock status value of 'S') from the vendor that have positive quantities on hand.
- **COST** – the total cost of all items in stock.
- **RETAIL** – the total retail price of all items in stock.

## Commission Report

This report calculates a commission based on sales and a user specified percentage value<sup>128</sup>. Options allow for the specification of which sales are included in the commission calculations. This report option is available in two formats:

- Standard format
- Walter Adams format<sup>129</sup>

The format and content of the report generated is specific to each type of store. The COMMRPT.OPT file must be defined to generate a commission report in either format. See page 434 for additional information on how to define this option. The report will be generated in standard format unless the SET CO=ADAMS statement appears in the WINCALC.INI file. This section describes only the standard format of the commission calculations and the associated reports.

First specify the begin date and the end date for POS transactions to be presented on the report. The POS transactions included in the calculations and reports will include both sales and returns. Framing orders will be included only when they have been processed thru POS.

Then click on either the 'print to screen' or 'print to printer' button to specify the report output device. The main commission calculation screen, see the example below, will then appear.

<sup>128</sup> This report option is not available if the SET CO=DECK statement or the SET CO=TGFU statement appears in the WINCALC.INI file. In this case a Deck the Walls or The Great Frame Up royalty report will be generated. Based on the SET CO= value, the demand report screen entry of 'commission calculations' will be replaced by 'dtw royalty' or 'tgfu royalty'. Deck the Walls stores and The Great Frame Up stores should see the next section.

<sup>129</sup> This form of the commission calculations should be used only at Walter Adams stores because of the unique calculation methods used.



07213

Edit the commission name and/or rate databases as required using the 'edit names' and 'edit rates' buttons. In most cases this will not be required. See the next two sections for details on editing these tables.

Click on one of the buttons on the left to specify the basis on which the commission is to be calculated. The options are:

- **BY ITEM** – the commission is to be calculated separately for each item of a POS transaction. The total commission for an associate will then be the sum of the commissions on each item.
- **BY POS TRANSACTION** – the commission is to be calculated separately for each POS transaction. The total value of each transaction is calculated first and the commission for the POS transaction is calculated. The total commission for an associate will then be the sum of the commissions for each POS transaction.
- **BY ASSOCIATE** – for each associate the value of each item sold will be summed. The commission for the associate is calculated on this total.

For each option, the commission is calculated on net sales, sales after discounts, not on gross sales.

Note: In most cases the commission amounts calculated will be different for each of the three options. See the examples below for details.

Click on the 'calculate' button to do the calculations and generate a commission report. Examples each of the possible commission reports are shown below.

# FullCalc Operating Guide

## COMMISSION REPORT

Date: 11/28/2007

Page No.: 1

FROM 10/29/2007 TO 11/28/2007

TRANS#	CAS	SALES	NET \$	COMM.
<b>TRANSACTIONS FOR CASHIER</b>		jak		
1345	jak	12.83	12.83	0.38
1345	jak	11.00	11.00	0.33
1345	jak	7.35	7.35	0.07
1345	jak	8.55	8.55	0.09
1347	jak	10.20	10.20	0.31
1347	jak	569.27	569.27	28.46
1347	jak	1.98	1.98	0.02
<b>TOTAL FOR</b>	jak	621.18	621.18	29.66
<b>TRANSACTIONS FOR CASHIER</b>		tla		
1351	tla	14.93	14.93	2.84
1351	tla	84.44	84.44	16.04
1351	tla	14.93	14.93	2.84
1351	tla	1198.21	1198.21	227.66
1351	tla	9.85	9.85	1.87
1351	tla	12.60	12.60	2.39
1351	tla	13.26	13.26	2.52
<b>TOTAL FOR</b>	tla	1348.22	1348.22	256.16
		1969.40	1969.40	285.82

07214

The example above shows a commission report 'by item'. There is one line on the report for each item for which a commission is calculated. The values are also summed by the name of the associate. In addition there is a total for all associates.

The commission name table specifies which associates and which items appear on the report. See the next section for details. It is possible that some associates who made sales during the specified period do not appear on this report.

Columns on the report include:

- **TRANS #** - POS transaction number.
- **CAS** - the initials of the associate who made the sales.
- **SALES** - gross sales.
- **NET \$** - net sales. This is the gross sales less any discounts.
- **COMM.** - the commission. This commission is based on the net sales. The commission can be negative if there is a return.

# FullCalc Operating Guide

## COMMISSION REPORT

Date: 11/28/2007

Page No.: 1

FROM 10/29/2007 TO 11/28/2007

TRANS#	CAS	SALES	NET \$	COMM.
<b>TRANSACTIONS FOR CASHIER</b>		abc		
1348	abc	955.14	955.14	0.00
1349	abc	405.96	372.96	0.00
1350	abc	-29.95	-29.95	-0.90
<b>TOTAL FOR</b>	abc	1331.15	1298.17	-0.90
<b>TRANSACTIONS FOR CASHIER</b>		jak		
1345	jak	131.73	131.73	6.59
1346	jak	60.74	60.74	3.04
1347	jak	603.68	603.68	114.70
<b>TOTAL FOR</b>	jak	796.15	796.15	124.33
<b>TRANSACTIONS FOR CASHIER</b>		tia		
1351	tia	1348.22	1348.22	256.16
<b>TOTAL FOR</b>	tia	1348.22	1348.22	256.16
		3475.52	3442.54	379.59

07215

The example above shows a commission report 'by POS transaction'. There is one line on the report for each POS transaction for which a commission is calculated. The values for each item in a POS transaction are first summed. The commission is then calculated for the POS transaction as a whole. The values are then summed by the name of the associate. In addition there is a total for all associates.

All associates with sales during the specified period appear on the report.

Columns on the report include:

- **TRANS #** - POS transaction number.
- **CAS** – the initials of the associate who made the sales.
- **SALES** – gross sales.
- **NET \$** - net sales. This is the gross sales less any discounts.
- **COMM.** – the commission. This commission is based on the net sales. The commission can be negative if there is a return.

## COMMISSION REPORT

Date: 11/28/2007

Page No.: 1

FROM 10/29/2007 TO 11/28/2007

CAS	SALES	NET \$	COMM.
abc	1331.15	1298.17	64.91
jak	796.15	796.15	151.27
tia	1348.22	1348.22	256.16
	3475.52	3442.54	472.34

07216

The example above shows a commission report 'by associate'. There is one line on the report for each associate for whom a commission is calculated. The values for each item in multiple POS transactions are first summed. The commission is then calculated for the associate as a whole. In addition there is a total for all associates.

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All associates with sales during the specified period appear on the report.

Columns on the report include:

- **CAS** – the initials of the associate who made the sales.
- **SALES** – gross sales.
- **NET \$** - net sales. This is the gross sales less any discounts.
- **COMM.** – the commission. This commission is based on the net sales. The commission can be negative if there is a return.

Buttons on the sales commission report screen include:

- **CALCULATE** – calculate and print the commission report requested.
- **EDIT NAMES** – edit the commission name table.
- **EDIT RATES** – edit the commission rate table.

## Commission Names

The commission names table is used to specify the items that are to appear or not appear on the commission report 'by item'. This table, see the example below, is also used to specify the commission rate in some cases.

If the 'by item' option is selected, only associates who appear in this table will have a commission calculated for items that they sell. Only items from the specified departments will have a commission calculated. If none of the department number fields are specified then all items from all departments will be used in the commission calculations. The included departments can be specified as a 'from'/'to' pair of departments and a 'or' department which is not in the specified range. A 'not' department can be used to exclude a department from the commission calculations.

For example, if the 'from' department is '100', the 'to' department is '199', the 'or' department is '302' and the 'not' department is '123' then:

A commission would be calculated for an item from department '111' as it is in the range of the 'from'/'to' departments.

A commission would be calculated for an item from department '199' as it is in the range of the 'from'/'to' departments.

A commission would be calculated for an item from department '302' as it is the 'or' department.

No commission would be calculated for an item from department '234' as it is not in the range of the 'from'/'to' departments and it is not the 'or' department.

No commission would be calculated for an item from department '123' as it is the 'not' department. Note that while the department is in the 'from'/'to' range of departments, the 'not' specification still excludes the item from the commission calculation.

The commission rate can be a standard value or a value from the commission rate table, as described in the next section, can be used. Which commission rate is used is controlled by the 'use std. %' check box for each associate. Check the box to use a standard rate for all sales by the associate or un-check the box to use a value from the commission rate table.

# FullCalc Operating Guide

This table is used only if commissions are to be calculated for each item individually (if the 'by item' option is specified on the main sales commission screen).

Initials	From Dept.	To Dept.	Or Dept.	Not Dept.	Use Std. %	Std. %
jak	100	120			<input type="checkbox"/>	
bob					<input type="checkbox"/>	
AAA					<input checked="" type="checkbox"/>	3
TLA					<input checked="" type="checkbox"/>	19

Buttons: Add, Delete, Return

07217

Columns in the commission name table include:

- **INITIALS** – the initials of an associate for which a commission is to be calculated.
- **FROM DEPT.** - the first department number of a range of department numbers for which a commission is to be calculated.
- **TO DEPT.** – the last department number of a range of department numbers for which a commission is to be calculated. Both the 'from dept.' and 'to dept.' values must be specified. If only one is specified then no range of department numbers is specified and both the 'from' and 'to' values will be ignored.
- **OR DEPT.** – a department number that is not in the 'from'/'to' range that is also to be included in the commission calculation.
- **NOT DEPT.** – a department number that is not to be included in the commission calculation. This department number may be in the 'from'/'to' range specified above.
- **USE STD. %** - a check box used to specify if a standard commission rate is to be used for all selected items. Check the box to use the standard percentage rate. Un-check the box to use the commission rate table (see the next section).
- **STD %** - a percentage that is to be used for the commission for all items. This value is used only if the 'use std. %' box is checked. Each person in the table can have a different standard commission rate specified.

Buttons on the commission name screen include:

- **ADD** – add a new blank entry to the table.
- **DELETE** – delete the highlighted entry in the table.

## Commission Rates

The commission rate table is used to specify the percentage rate of the commission if:

# FullCalc Operating Guide

the calculation and report is 'by item' and the 'use std. %' box for an associate is not checked or  
the calculation and report is 'by POS transaction' or  
the calculation and report is 'by associate'

The commission rate specification is specified by three values. The 'high sales' value is the largest amount of net sales to which the commission rate applies. The '% commission' value is the commission percent to be applied to a given sales amount. This rate is a whole number value between 0 and 100. The 'fixed dollar' value is a dollar amount that is to be added to the commission after the percentage calculation is done. This value may be zero.

If the 'by item' option has been selected then the 'high sales' value is applied to each item in each POS transaction. If the 'by POS transaction' option has been selected then the 'high sales' value is applied to the sum of all items on each POS transaction. If the 'by associate' option has been specified then the 'high sales' value is applied to the sum of all sales by the associate.

High Sales	% Commission	Fixed Dollar	
10.00	1	0.00	
30.00	3	0.00	
99999.00	5	0.00	

Buttons: Add, Delete, Return

07218

Columns in the commission rate table include:

- **HIGH SALES** – the largest dollar value to which a commission rate applies.
- **% COMMISSION** – the commission rate expressed as a percent. The percentage may be in the range of 0 to 100. The percent value is a whole number.
- **FIXED DOLLAR** – a dollar amount to be added to the commission after the percent calculation is done. This value may be zero.

Buttons on the commission rate screen include:

- **ADD** – add a new blank entry to the table.
- **DELETE** – delete the highlighted entry in the table.

## Royalty Report

The royalty report is available in Deck the Walls stores and The Great Frame Up stores only. This report option is available if the SET CO=DECK statement or the SET CO=TGFU statement appears in the WINCALC.INI file<sup>130</sup>. The demand report screen entry of 'commission calculations' is replaced by 'dtw royalty' or 'tgfu royalty'.

This report option, 'dtw royalty' or 'tgfu royalty', should first be right clicked. This displays a screen on which the royalty percent and the marketing fund percent can be entered. The values entered should be whole numbers followed by a fractional part, if required, as a decimal number. For example, if the royalty percent is six percent then enter '6.00'.

Left click on the report option, enter a date range for the report, and then click on the 'print to screen' or 'print to printer' button to generate the actual report. The royalty report consists of a summary page followed by one or more detailed pages.

## Sales by Postal Code

This report shows the sales of items over a specified date range. The two sales values, gross and net, are grouped by the customers' postal code and totaled on the last line for all customers. The 'gross sales' value is calculated after processing voids. The 'net sales' value is gross sales after returns and discounts. Both sales values are shown without tax, if any, being computed.

Date: 03/29/2001	<b>SALES BY POSTAL CODE</b>		Page No.: 1
	FROM 02/27/2001 TO 03/29/2001		
POSTAL CODE	GROSS SALES	NET SALES	
10001	198.00	158.40	
30295	181.96	180.31	
<b>TOTAL</b>	<b>379.96</b>	<b>338.71</b>	

07066

Fields on the sales by postal code report include:

- **POSTAL CODE** – the customers ZIP code or postal code.
- **GROSS SALES** – sales before discounts.
- **NET SALES** – gross sales less any discounts.

## Customer A/R Payment History

The customer A/R payment history report shows all transactions for a single customer number over a specified period of time in which a payment was made on an order with an outstanding balance in accounts receivable. A/R debits and credits are not shown. Enter the customer number (not their telephone number) when the screen shown on page 706 appears. See page 111 on how to find the customer number. Remember that one customer may have more than one customer number. The report, shown below, shows only the A/R payment portion of the POS transactions. The form is similar to the sales detail shown on page 640.

<sup>130</sup> If the royalty report is available then the 'commission report' described in the previous section is not available.

# FullCalc Operating Guide

The time period for which payments are listed on the report appears at the top. This report can only report on data on or after the POS sales transaction archive date (older POS transactions cannot be reported on)<sup>131</sup>. Below the payment period is the customer's name, with the last name shown first, and their telephone number.

## CUSTOMER A/R PAYMENT HISTORY REPORT

Date: 05/23/2001 FROM 01/23/2001 TO 05/23/2001 Page No.: 1  
Smith, John 555-1212

R	TRANS#	SKU	DEPT	DATE	RET/CHG	DISC \$	NET \$	TAX TYP	AMOUNT	DESCRIPTION
1	1124	PAYMENT	98	05/10/2001	50.00	0.00	50.00	0.00	0.00	PAYMENT ON #1047
1	1125	PAYMENT	98	05/10/2001	94.34	0.00	94.34	0.00	0.00	PAYMENT ON #1048
1	1127	PAYMENT	98	05/11/2001	65.13	0.00	65.13	0.00	0.00	PAYMENT ON #1047
1	1127	PAYMENT	98	05/11/2001	160.84	0.00	160.84	0.00	0.00	PAYMENT ON #1048
1	1127	PAYMENT	98	05/11/2001	1318.80	0.00	1318.80	0.00	0.00	PAYMENT ON #1045
1	1127	PAYMENT	98	05/11/2001	1213.14	0.00	1213.14	0.00	0.00	PAYMENT ON #1046
1	1127	PAYMENT	98	05/11/2001	172.87	0.00	172.87	0.00	0.00	PAYMENT ON #1039
1	1127	PAYMENT	98	05/11/2001	68.90	0.00	68.90	0.00	0.00	PAYMENT ON #1038
1	1127	PAYMENT	98	05/11/2001	211.56	0.00	211.56	0.00	0.00	PAYMENT ON #1036
1	1127	PAYMENT	98	05/11/2001	562.37	0.00	562.37	0.00	0.00	PAYMENT ON #1037

07067

Columns on the customer A/R payment history report include:

- **R** - register number or '!!' for a void of a transaction.
- **SKU** - the SKU number. This value should always be 'payment'.
- **DEPT** - department number. This value should always be "98".
- **TRANS#** - POS transaction number.
- **TYP** - payment type code (check, cash, etc.). This value should always be blank.
- **DATE** - date of the POS transaction (date of the payment).
- **SALES** - the gross sale.
- **RET/CHG** - amount returned or charged.
- **DISC \$** - discount. These discount amounts has been applied to individual items. It excludes promotional package discounts, employee discounts, transaction discounts, and frame discounts, if any, which are reported elsewhere.
- **NET \$** - net sale after returns, charges and discounts.
- **TAX** - tax on net.
- **AMOUNT** - net sale plus tax.
- **DESCRIPTION** - a short description of the transaction. Should always be 'payment on #' followed by the framing work order number to which the payment applies.

## Framing Estimates

The framing order estimates report, shown below, shows any estimates currently outstanding. These estimates are all in hold ('H') status.

<sup>131</sup> The 'archive date' is the date of the last FullCalc database reindx or 35 days, whichever is earlier. The date is shown at the bottom of the POS sales report menu. See page 624 for an example of the POS sales report screen and its 'archive date' value.

# FullCalc Operating Guide

## Framing Order Estimates

Date: 06/27/2005

Page No.: 1

Est. No.	Est. Date	Phone Number	Last Name	Taken By	Total Price
E1010	11/17/2004	746-7532	Smith	tla	86.76
E1011	11/17/2004	746-7532	Smith	tla	91.96
E1012	11/17/2004	746-7532	Smith	tla	97.15
E1013	11/17/2004	746-7532	Smith	tla	203.52
E1014	01/25/2005	555-1212		tla	13.55
E1015	01/25/2005	555-1212		tla	28.05
E1016	01/25/2005	860-1784	Zuschlag	tla	4.16
E1017	01/25/2005	860-0089	Zuber	tla	215.10
E1018	02/10/2005	555-1212		jak	25.05
E1021	02/10/2005	555-1212		jak	24.25
E1023	04/15/2005	555-1212	Duck	jak	9.95
E1024	04/15/2005	000-9999	Est	jak	320.63
E1025	05/06/2005	555-1212	Duck	jak	43.04
E1028	06/08/2005	555-1212	Duck	jak	65.25
E1029	06/27/2005	555-1212	Duck	jak	965.20
				<b>Total</b>	<b>2793.62</b>

Note: This report includes only estimates in hold status (H status).

07068

Columns on the framing order estimate report include:

- **EST. NO.** – the estimate number. This number should always start with ‘E’.
- **EST. DATE** – the date the estimate was taken.
- **PHONE NUMBER** – the customer’s telephone number.
- **LAST NAME** – the customers last name.
- **TAKEN BY** – the initials of the person who took the estimate.
- **TOTAL PRICE** – the total price of the estimate. The total price includes the tax, if any, on the estimate. The total price is the taken to be the number of units, the quantity, times the price of each unit.

## Inventory Value by Key Number

### INVENTORY VALUE BY KEY NUMBER

Date: 12/16/2001

Page No.: 1

KEY #	# SKU'S	# STOCK SKU'S	COST	RETAIL	MARKUP
0	10	1	114	1198	10.4
2	4	0	487	1069	2.1
5	1	0	39	79	2.0
7	1	0	69	200	2.8
8	2	1	4428	8886	2.0
15	2	0	1218	2599	2.1
<b>TOTAL</b>	<b>20</b>	<b>2</b>	<b>6358</b>	<b>14035</b>	

07069

This report shows the total cost and total retail price of every item in the inventory by summary department numbers (also called key numbers). The report includes only SKU numbers that have a positive quantity on hand. The key numbers are defined by grouping department numbers. See page 523. Key 0 is used for any item in inventory that fails to fall into one of the other groupings (one of the summary department numbers)

# FullCalc Operating Guide

because of an error in the key summary table or in the definition of the department number in the inventory entry for a SKU number.

For each key the average markup for all the SKU's in the key are also calculated. Only keys with one or more items on hand are shown. Total cost and retail prices for the store, but not the markup for the store, are also calculated.

Columns on the inventory value by key number report include:

- **KEY#** - key number (1 to 15), also called summary department number) or 0 (for any SKU number which is not included in the range of one of the keys).
- **# SKU'S** - the number of SKU numbers in that key number.
- **# STOCK SKU'S** - the number of SKU numbers in that key number with a status of 'S' (stock).
- **MARKUP** - the average markup of the SKU numbers from the keys that have positive quantities on hand.
- **COST** – the total cost of all items in stock.
- **RETAIL** – the total retail price of all items in stock.

## Tissue Analysis

The tissue analysis report is designed to give a detailed analysis of framing orders that have been picked up over a specified period of time. The report comes in two parts. The first part is a two-page analysis grouped by employee while the second part is a summary for all employees.

# FullCalc Operating Guide

## Tissue Analysis Worksheet

Start Date 07/04/2005 End Date 07/11/2005

Date: 07/12/2005

Report for: JAK

Page No.: 1

FRAMING COMPONENTS	TOTAL	%
<b>FRAME TOTAL</b>	16002.26	
MULTIPLE	10403.80	
FILETS	370.65	
<b>GLASS TOTAL</b>	624.73	
LEVEL1	29.75	
LEVEL2	0.00	
LEVEL3	59.71	
LEVEL4	0.00	
LEVEL5	0.00	
LEVEL6	0.00	
LEVEL7	535.27	
LEVEL8	0.00	
LEVEL9	0.00	
LEVEL10	0.00	
LEVEL11	0.00	
LEVEL12	0.00	
<b>MATBOARD TOTAL</b>	533.34	
ONE MAT	20.30	
TWO MATS	0.00	
THREE MATS	36.40	
FOUR MATS	239.44	
FIVE MATS	0.00	
SIX MATS	0.00	
SEVEN MATS	0.00	
EIGHT MATS	237.20	
MAT CLASS 1	153.24	
MAT CLASS 2	99.72	
MAT CLASS 3	0.00	
MAT CLASS 4	0.00	
MAT CLASS 5	280.38	
MAT CLASS 6	0.00	
MAT CLASS 7	0.00	
MAT CLASS 8	0.00	
MAT CLASS 9	0.00	
MAT CLASS 10	0.00	
MAT CLASS 11	0.00	
MAT CLASS 12	0.00	

07070

The examples above and below show the two-age analysis of orders for a single associate. The reports have a date range listed at the top center of the report. This date range identifies the dates during which the analyzed orders were picked up. The initials of the person who took the order are also listed at the top of each part of the report.

The first page of the report, the example above, breaks down the frame, glass and mat board sections of the order. The second page of the report, the example below, breaks down frame borders, specialty cuts, multi-openings, and mounting. On each page of the report, a component is listed in the column on the left and the dollar value of the component is listed at the right.

A component of a framing order in the glass section, for example, would be 'level 1' for glass with a price code of '1'. A given item might appear twice, i.e. on two lines, on the report. For example, in the mat board section a given mat might be include in the 'two mats' line to indicate that it was part of an order which contained two mats and in the 'mat class 3' line to indicate that the mat had a price code of '3'.

# FullCalc Operating Guide

## Tissue Analysis Worksheet

Start Date 07/04/2005 End Date 07/11/2005

Date: 07/12/2005

Report for: JAK

Page No.: 2

<b>FRAMING COMPONENTS</b>	<b>TOTAL</b>	<b>%</b>
BORDERS 0" - 2"	12.60	
BORDERS 2 1/16" - 2 1/2"	0.00	
BORDERS 2 9/16" - 3"	44.10	
BORDERS 3" +	476.64	
SPECIALTY CUTS	0.00	
MULTI-OPENING	0.00	
<b>MOUNTING TOTAL</b>	92.09	
LEVEL1	38.30	
LEVEL2	0.00	
LEVEL3	0.00	
LEVEL4	0.00	
LEVEL5	0.00	
LEVEL6	0.00	
LEVEL7	0.00	
LEVEL8	53.79	
LEVEL9	0.00	
LEVEL10	0.00	
LEVEL11	0.00	
LEVEL12	0.00	
LEVEL13	0.00	
LEVEL14	0.00	
LEVEL15	0.00	
LEVEL16	0.00	
LEVEL17	0.00	
LEVEL18	0.00	
LEVEL19	0.00	
LEVEL20	0.00	
<b>LIVE SALES</b>	0.00	
<b>CUT&amp;HOLD SALES</b>	0.00	
<b>CUSTOM SALES</b>	26458.16	
<b># INVOICES</b>	8	
<b>SALES TOTAL</b>	26458.16	

07071

In addition, at the bottom of the second page of the tissue analysis report, the example above, are the following summary entries:

- **LIVE SALES** – the dollar value of orders in ‘live’ status. These orders normally have an order number starting with ‘Q’ and ending with ‘L’. The TGFU.OPT file must be defined to create these orders.
- **CUT & HOLD SALES** – the dollar value of sales with order numbers ending with ‘H’ (held status) . The TGFU.OPT file must be defined to create these orders.
- **CUSTOM SALES** – the dollar value of custom framing orders, without tax.
- **# INVOICES** – the number of orders.
- **SALES TOTAL** – the total dollar value of live sales plus cut & hold sales plus custom sales.

A summary for all employees’ sales is shown below.

# FullCalc Operating Guide

## Tissue Analysis Summary

Start Date 07/04/2005 End Date 07/11/2005

Date: 07/12/2005

Report for: JAK

Page No.: 1

Framer	# Invoices	Sales\$	Frame\$	Avg Frame	Avg \$/FT	Avg Workorder
JAK	8	26458.16	16002.26	2000.28	50.27	3307.27
ABC	1	1108.60	973.07	973.07	32.22	1108.60
TLA	2	174.76	38.61	19.30	3.90	87.38
	11	27741.52	17013.94	1811.05	48.81	2964.06

07072

Columns on the tissue analysis summary report include:

- **FRAMER** – initials of the framer.
- **# INVOICES** – the number of framing orders
- **SALES \$** - total sales without tax.
- **FRAME \$** - total sales of frame components without tax.
- **AVG FRAME** – total sales, without tax, divided by the number of frames.
- **AVG \$/FT** – total sales of frame components, without tax, divided by the total number of feet of moulding used.
- **AVG WORKORDER** – the total sales divided by the number of invoices.

## Receive Log

The receive log report details each item received over a specified period of time. The report covers a period of time, listed at the top of the report, and is sorted by the department number of the SKU numbers received. The cost of the items received is summed at the department number (all three digits of the department number) and division number (first digit of department. number) with the department number listed both at the top and bottom of the section of the report for that department.

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## RECEIVE LOG

Run From: 12/01/2001 To: 01/21/2002

01/21/2002

Dept 100								
SKU	Description	Ven	Date	PO#	Qty	Cost	Extended	Retail
105CB	105CB	001	12/16/2001	1031	1	2.93	2.93	9.49
105CB	105CB	001	12/17/2001	1032	1	2.93	2.93	9.49
105CB	105CB	001	12/17/2001	1033	1	2.93	2.93	9.49
105cc	105cc	001	12/16/2001	1031	2	2.93	5.86	9.49
105cc	105cc	001	12/17/2001	1032	2	2.93	5.86	9.49
105cc	105cc	001	12/17/2001	1033	2	2.93	5.86	9.49
107vbs	107vbs	001	12/16/2001	1031	3	3.36	10.08	10.85
107vbs	107vbs	001	12/17/2001	1032	3	3.36	10.08	10.85
107vbs	107vbs	001	12/17/2001	1033	3	3.36	10.08	10.85
107vmg	107vmg	001	12/16/2001	1031	4	3.36	13.44	10.85
234	234	001	12/16/2001	1031	5	2.78	13.90	9.28
234	234	001	12/17/2001	1032	4	2.78	11.12	9.28
234	234	001	12/17/2001	1033	4	2.78	11.12	9.28
548vo	548vo	001	12/16/2001	1031	7	3.93	27.51	12.36
548vo	548vo	001	12/17/2001	1032	6	3.93	23.58	12.36
548vo	548vo	001	12/17/2001	1033	6	3.93	23.58	12.36
<b>Total Dept 100</b>						51.15	180.86	
<b>Total Division 1</b>						51.15	180.86	
<b>Total Extended</b>							180.86	

07073

Note: The receive log shows receive operations. If for whatever reason a receive operation is in error it can be corrected by use of the SKU number display/edit features described on page 324. This will result in an alteration of the quantity on hand. However, it will not alter the receive results as seen in the receive log.

Columns on receive log report include:

- **SKU** - the SKU number received.
- **DESCRIPTION** – a description of the SKU number.
- **VEN** - the vendor number.
- **DATE** – the date the SKU number was received.
- **PO#** - the purchase order number against which the item was received. This value is 'none' if the item was not received on a purchase order.
- **QTY** - the quantity received.
- **COST** – the cost per unit.
- **EXTENDED** – the extended cost (the unit cost times the quantity received).
- **RETAIL** – the retail price per unit.

## Gift Certificates

The gift certificate reports are used to track gif certificates once they have been sold to customers.

# FullCalc Operating Guide

**Gift Certificate Report**

**Report**

All  
 Redeemed  
 Outstanding  
 Only One Cert. No.:

**Print To**

Printer  
 Screen

[Return](#)

07074

The screen shown above is used to specify which gift certificate data is to be shown on the report. Select one of the four report types.

- All – all certificates which have been sold.
- Redeemed – certificates that have been sold and redeemed.
- Outstanding – certificates that have been sold but not redeemed.
- Only One Cert. No. – data about one specific certificate.

If data for only one certificate is to be reported on then enter the number of that certificate in the box provided. For the top three report choices listed, specify an output device (screen or printer). For only one certificate, the bottom option, the output is always to the screen and is shown in the example shown below. See further below for an example of the report generated for the top three report types.

**Gift Certificate Data**

**Gift Cert. No.** 12345  
**Date Sold** 01/07/2003  
**Time Sold** 12:07:34  
**Selling Employee**  
**Dollar Value** 11.00  
**Date Redeemed** 01/07/2003

[Return](#)

07075

In the example above the 'date redeemed' field is blank. This indicates that the gift certificate has been sold but has not yet been redeemed.

# FullCalc Operating Guide

Date: 02/19/2003

## GIFT CERTIFICATES SOLD

All Cert.

Page No.: 1

Cert. No.	Sell Date	Sell Time	Emp.	Dollar Value	Redeem Date	
12345	01/07/2003	12:07:34		11.00	01/07/2003	
1234567890123456789012345						12152
123A	01/07/2003	12:13:39		25.00	/ /	
Frank						12163
			Total	36.00		

07076

The type of report is indicated on the line below the heading 'gift certificates sold'. Columns on the gift certificate reports include:

- **CERT. NO.** - the gift certificate number.
- **SELL DATE** - the date on which the certificate was sold.
- **SELL TIME** - the time at which the certificate was sold.
- **EMP** – initials of the employee who sold the certificate.
- **REDEEM DATE** – The date the certificate was redeemed on or blank (printed as ' / / ') if it has not yet been redeemed.

Note: The column to the right of the 'redeem date' has no heading. This column contains the persons FullCalc customer number. The customer's last name appears below the gif certificate number.

## Accounts Receivable End of Day Balances

### ACCOUNTS RECEIVABLE END OF DAY BALANCE

Date: 05/24/2002

FROM 04/24/2002 TO 05/24/2002

Page No.: 1

Date	Balance Due
05/15/2002	199.99
05/20/2002	1541.25
05/21/2002	2537.17
05/23/2002	5479.22

07077

This report shows the accounts receivable due at the end of each day by date. A time period to be reported on is at the top of the report. This report shows values only for days on which end of day processing was done.

Note: The A/R balance is calculated at the moment end of day processing is done. If end of day processing is done after the start of the next business day then the A/R balance value saved will not show the correct balance for the date listed.

## Accounts Receivable Transactions

# FullCalc Operating Guide

## ACCOUNTS RECEIVABLE BY TRANSACTION

Date: 06/07/2002

FROM 06/07/2002 TO 06/07/2002

Page No.: 1

Tran#	Name	Charged	Tax	Total	Paid	Tax Paid	Total
1432	Customer, Test	-281.61	0.00	-281.61	0.00	0.00	0.00
1433	Uyt, Gaz	-62.52	0.00	-62.52	0.00	0.00	0.00
1434	Customer, Test	0.00	0.00	0.00	99.00	0.00	99.00
1435	, Dick	-62.30	-5.84	-68.14	0.00	0.00	0.00
1436	, Dick	0.00	0.00	0.00	62.30	5.84	68.14
	<b>Total</b>	<b>-406.43</b>	<b>-5.84</b>	<b>-412.27</b>	<b>161.30</b>	<b>5.84</b>	<b>167.14</b>

A/R Change -245.13

07078

This report lists net accounts receivable changes or payments for POS transactions over a specified period of time by transaction number. The three columns on the right (to the right of the '|' character) show net A/R payments made, as positive values, while the three columns in the middle show net A/R charges made as negative values. For any transaction, one set of columns will contain values and the other three columns will be zero. If a given transaction contains both A/R charges and A/R payments then only the net value will be shown.

At the bottom of the report the net accounts receivable change for the period is listed. In general, this value will never be zero for any given time period.

Columns on the accounts receivable transactions report include:

- **TRAN#** - the POS transaction number.
- **NAME** - the name of the customer.
- **CHARGED** - the net amount charged (without tax) to A/R. Always a negative number.
- **PAID** - the net amount paid (without tax) against A/R. Always a positive number.

## Inventory Statistics

### INVENTORY STATISTICS

Date: 03/15/2006

Sorted by Vendor Number

Page No.: 1

VND	TOTAL #SKU'S	S - STOCK		N - NON-STOCK		X - ORDER ONCE		D - DELETED	
		#SKU'S	SKU'S WITH STOCK	#SKU'S	SKU'S WITH STOCK	#SKU'S	SKU'S WITH STOCK	#SKU'S	SKU'S WITH STOCK
	9	0	0	9	0	0	0	0	0
001	2885	0	0	2885	3	0	0	0	0
199	3	0	0	3	0	0	0	0	0
A13	34	34	20	0	0	0	0	0	0
A33	44	44	11	0	0	0	0	0	0
A41	5	5	0	0	0	0	0	0	0
A42	23	23	0	0	0	0	0	0	0
A43	12	12	0	0	0	0	0	0	0
A44	5	5	0	0	0	0	0	0	0
A49	10	10	0	0	0	0	0	0	0
A53	7	7	0	0	0	0	0	0	0
A54	1	1	0	0	0	0	0	0	0
A55	1	1	0	0	0	0	0	0	0
A59	12	12	0	0	0	0	0	0	0



## Floral Order Log

### FLORAL TRANSACTIONS

Date: 11/11/2002

FROM 11/05/2002 TO 11/11/2002

Page No.: 1

Order #	Date	Customer	Phone No.	Price	Qty.	Disc.	Amount
F120	11/05/2002	Customer,Test	(770) 555-1212	17.77	1	0.00	17.77
F121	11/05/2002	Yyyyy, Ppppp	(770) 000-0014	17.77	1	0.00	17.77
SF122	11/05/2002	,	( )	3.95	2	0.00	7.90
F123	11/05/2002	Smith, Mary	(770) 000-3220	3.95	1	0.00	3.95
F123	11/05/2002	Smith, Mary	(770) 000-3220	3.00	5	0.33	13.35
F123	11/05/2002	Smith, Mary	(770) 000-3220	5.88	7	0.00	41.16
F123	11/05/2002	Smith, Mary	(770) 000-3220	7.11	15	1.78	79.95
F124	11/05/2002	Customer,Test	(770) 555-1212	17.77	1	0.00	17.77
SF125	11/05/2002	,	( )	17.77	1	0.00	17.77
SF126	11/05/2002	,	( )	17.77	1	0.00	17.77
F127	11/06/2002	Customer,Test	(770) 555-1212	17.77	1	0.00	17.77
F128	11/06/2002	Test, Customer	(732) 000-3220	17.77	1	0.00	17.77
				<b>Total</b>	<b>37</b>		<b>17.77</b>

07080

The floral order log report shows details about floral orders taken over a specified period of time. There is one entry per floral order number.

This report is available only if the SET FLORAL=ON option has been specified in the WINCALC.INI file to enable floral order processing.

Some of the columns on the floral order log report are:

- **ORDER #** - the floral order number.
- **DATE** - the date the order was taken.
- **CUSTOMER** - the name of the customer.
- **PHONE NO.** - the phone number of the customer.
- **PRICE** - the retail price per unit.
- **QTY.** - the number of identical floral items.
- **DISC.** - the discount applied to each floral item.
- **AMOUNT** - the total value of each floral order (the retail price per unit less discount, if any, and the result times quantity).

## Preference Code Usage

# FullCalc Operating Guide

Date: 07/16/2004

## PREFERENCE CODE USAGE

Page No.: 1

CODE	USES
63	1
CA	1
DE	2
DR	1
GA	2
OF	1
RO	1
!!!	1
12	1
12,	1
123	1
7-9	1
803	1
ALL	2
AWI	1
BES	1
CAT	1
CHA	1

07081

The preference code usage report lists each preference code defined for any customer. The number of times that code appears in different customer profiles is also listed.

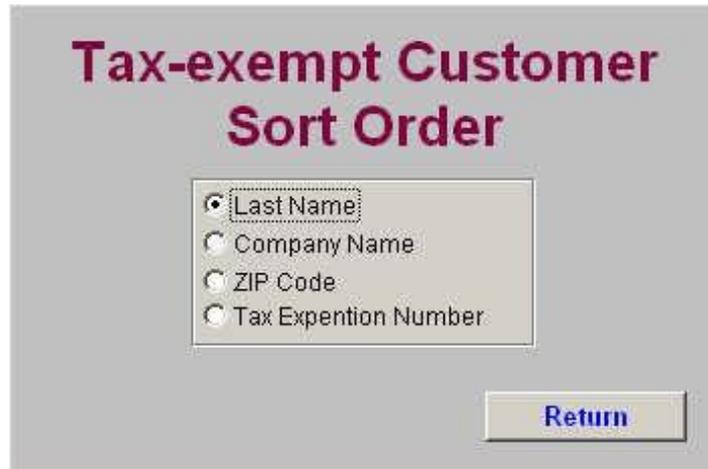
Some of the columns on the preference code usage report are:

- **CODE** – a preference code.
- **USES** – the number of times a given preference code is referred to (the number of customer name records that contain the preference code).

## Tax Exempt Customers

The tax-exempt customers report is used to generate a list of all customers who are identified as being tax exempt. A tax-exempt customer is identified by looking for a tax exemption number in each customer's name and address record. See page 238 for how to enter a customer's tax exemption number.

The report can be sorted in any of four ways by clicking on one of the options shown on the following screen and then clicking on the 'return' button.



07171

The report generated will list the sort order in the upper center, just below the title of the report. See the example below.

<b>Tax Exempt Customers</b>						
Date: 05/20/2005		Sorted by: ZIP Code			Page No. 1	
Last Name	First Name	Phone	City	State	ZIP	Tax Exemption ID
Zirkel	Annette	(404) 527-007	Tax City	GA	34400	Tax Is 2.00
	Special Tax Rate, Inc.		110 Elm St.			
Zito	James	(305) 341-186	Miami	FL	34422	123-12345-a
	Zito Inc.		34 N Indianhead Rd			
Zorn	Cathy	(352) 726-814	Plant City	FL	34451	12-1234-a
	Zorn Inc.		Po Box 1461			
Zorn	Cathy	(818) 527-933	Beverly Hills	CA	90210	Os 12345
	Xyz Company		3329 W Dan Ct			
Youth Center	Greek Orthodox	(352) 746-659	Hollywood	CA	90210	Ca-123456789-qaz
			1 Olympic Village Ln			

07172

Some of the columns on the tax-exempt customers report include:

- **LAST NAME** – the customers last name.
- **FIRST NAME** – the customers first name.
- **PHONE** – the primary telephone number.
- **CITY** – the city.
- **STATE** – the state.
- **ZIP** – the ZIP or postal code.
- **TAX EXEMPTION ID** – the customers tax exemption number. The tax exemption number for customers who reside out of state normally start with 'OS' if the standard naming convention is being used.

In addition, the name of a company or organization, if available, appears below first and last name fields. A street address, if available, appears below the city and state fields.

# FullCalc Operating Guide

## Names Added by Date

This report is used to generate a report showing the date on which names were added to the FullCalc name and address database. Names and addresses can be added to the database, and thus appear on this report, by:

- Taking a framing order from the person.
- Taking a floral order from the person.
- Doing a POS transaction for the person.
- The name was imported from some other program as described on page 864.

The use of any other method for the entry of a name into the database will not cause the name to appear on this report.

The 'from' date and the 'to' date, listed at the top of the report, show the range of dates over which the names were added. There is one line for each date in the period specified on which one or more names were added.

NAMES ADDED BY DATE		Page No.:
Date: 09/08/2005	FROM 01/09/2005 TO 09/08/2005	1
Date	No. Added	
01/27/2005	1	
01/28/2005	1	
04/15/2005	1	
<b>Total</b>	<b>3</b>	

07176

Some of the columns on the names added by date report include:

- **DATE** – the date on which one or more names were added to the name and address database.
- **NO. ADDED** – the number of names added on that date.

## Successful Sales Trends

This report option is available only at Frames Unlimited stores. This report can only be generated to the printer (the print to screen button will be disabled if this option is selected). See page 774 for more about this report.

## Sales Projection

There are two different sales projection reports available in FullCalc. The two sales projection reports are:

- Projected sales by day for the whole store
- Projected sales for a month broken down by department number

Select one of the reports by clicking on one of the two entries at the top of the following screen.



The image shows a dialog box titled "Sales Projection". It contains two radio button options: "Store - by day for next month" (which is selected) and "Department - for next month". Below these options are two input fields: "Month" with the value "1" and "Year" with the value "2007". At the bottom right of the dialog are two buttons: "Continue" and "Cancel".

07206

## By Day

The sales projection report by day is used to forecast net sales for the store, taken as a whole, for the next month. The projection is based on the net sales for the store, taken as a whole, for each day over the past thirty days. The projection of the future sales is based on the assumption that future sales will be like past sales. This report requires that end of day processing be done each day of the period (the last thirty days) or for as many of the days during this period as the store was open. See page 632 for more on end of day processing. The sales projection report cannot be generated if there are less than ten days during which end of day processing was done and that day's sales data was collected.



**Warning**

**Warning:** This report forecasts the future based on past history. The future may not, in all cases, be like the past for any number of reasons. Future projections of sales shown on this report may not be valid and should not be relied on in all cases.

# FullCalc Operating Guide

## SALES PROJECTION

Date: 11/23/2005

Page No.:

DATE	SALES	ACTUAL/PROJ
10/22/2005	93.31	Actual
11/01/2005	24881.08	Actual
11/04/2005	0.00	Actual
11/05/2005	100.00	Actual
11/14/2005	66.66	Actual
11/15/2005	425.59	Actual
11/19/2005	1383.51	Actual
11/20/2005	0.00	Actual
11/20/2005	692.51	Actual
11/21/2005	226.28	Actual
11/22/2005	180.00	Actual
11/24/2005	3764.21	Projection
11/25/2005	4074.98	Projection
11/26/2005	4385.74	Projection
11/27/2005	4696.51	Projection
11/28/2005	5007.28	Projection
11/29/2005	5318.05	Projection
11/30/2005	5628.81	Projection
12/01/2005	5939.58	Projection
12/02/2005	6250.35	Projection
12/03/2005	6561.12	Projection
12/04/2005	6871.88	Projection
12/05/2005	7182.65	Projection
12/06/2005	7493.42	Projection
12/07/2005	7804.18	Projection
12/08/2005	8114.95	Projection
12/09/2005	8425.72	Projection
12/10/2005	8736.49	Projection
12/11/2005	9047.25	Projection
12/12/2005	9358.02	Projection
12/13/2005	9668.79	Projection
12/14/2005	9979.56	Projection
12/15/2005	10290.32	Projection
12/16/2005	10601.09	Projection
12/17/2005	10911.86	Projection
12/18/2005	11222.63	Projection
12/19/2005	11533.39	Projection
12/20/2005	11844.16	Projection
12/21/2005	12154.93	Projection
12/22/2005	12465.70	Projection
12/23/2005	12776.46	Projection

07177

Some of the columns on the sales projection report by day include:

- **DATE** – the date of the actual sales data (dates for today or before today) or projected sales (dates in the future). Some dates in the past, or for today, may be missing. The missing dates represent dates on which end of day processing was not done.
- **SALES** – net sales for the store for the specified date. Net sales are gross sales less any returns, charges or discounts. Net sales are also calculated before taxes are computed.
- **ACTUAL/PROJ** – an indicator of the ‘sales’ value being based on actual sales or not. A value of ‘actual’ represents actual net sales for a date while ‘projection’ is a projected sales value for a date in the future.

# FullCalc Operating Guide

## By Department

The sales projection report by department number is used to forecast net sales for each department in the store for the next month. The projection is based on the net sales for each department in the store for each of the past three months. The projection of the future sales is based on the assumption that future sales will be like past sales. This report also assumes that:

- end of day processing must have been done each day for not less than thirteen weeks
- end of month processing must have been done not less than three times (for not less than three months)
- sales data is collected in POS by SKU number and all items are sold by SKU number

See page 632 for more on end of day processing. See page 673 for more on end of month processing and end of month data collection. The sales projection report cannot be properly generated if there are less than three months of valid sales data.

Click on 'department – for next month' on the screen shown above. Then enter month and year values in the boxes provided. These values should be the month and year values for the most recent month end data collection (the month and year with the most recent historic sales data). Then click on the 'continue' button. The sales projection report shown below will then be printed.

<b>SALES PROJECTION</b>				
<b>Sorted by Department Number</b>				
<b>Date:</b> 01/10/2007				<b>Page No.:</b> 1
<b>Historic sales ending with month 12</b>				
<b>Dept. No.</b>	<b>Month -2</b>	<b>Month -1</b>	<b>Month</b>	<b>Projected Sales</b>
0	0	0	4	5
100	8	10	1073	1429
110	0	0	28	37
120	0	0	47	63
130	0	0	7	9
131	6	7	5	5
210	17	20	2	-2
400	0	0	42	56
702	0	0	10	13
<b>Total</b>	<b>31</b>	<b>37</b>	<b>1218</b>	<b>1615</b>

07207

The number of the last month for which there is historic sales data appears at the top of the report. This is the same value entered on the screen shown above.

Note: Only departments for which there is sales data, by SKU number, available will be shown on the report.

Some of the columns on the sales projection report by department include:

- **DEPT. NO.** – a department number.
- **MONTH -2** – sales in the department for the month two months before the last month of historic sales.
- **MONTH -1** – sales in the department for the month before the last month for which there is historic sales data available.
- **MONTH** – sales in the department for the last month for which there is historic sales data available.

# FullCalc Operating Guide

- **PROJECTED SALES** – projected sales for the next month (the month after that listed at the top of the report).



**Warning:** This report forecasts the future based on past history. The future may not, in all cases, be like the past for any number of reasons. Future projections of sales shown on this report may not be valid and should not be relied on in all cases.

## Inventory Activity Log

The inventory activity report is used to show changes in the number of units of a SKU number due to receiving the SKU number or selling the SKU number or creating a SKU number for a store sample. For a report to be generated the INVLOG.OPT file must exist and one or more POS transactions and/or one or more purchase order receive operations must have been done and/or one or more store samples must have been created.

On the demand report screen three values must be entered:

- A SKU number to be reported on.
- The start date of the report.
- The end date of the report.

The report generated is for one SKU number only and only for the specified time period. An example of the report is shown below.

<b>Inventory Activity Log</b> Run From: 12/21/2005 To: 01/20/2006							
01/20/2006							
SKU	Description	Date	PO#/Tran#	Qty	Cost	Retail	R Prg
234	W1 234 3/4	01/20/2006	1027	8.00	3.11	13.20	1REC
					24.88	105.60	

07178

Fields on the inventory activity log include:

- **SKU** – the SKU number of the item for which there was inventory activity.
- **DESCRIPTION** – a description of the item.
- **DATE** – the date on which the inventory activity took place.
- **PO#/TRAN#** - the purchase order number against an item was received or the POS transaction number against which it was sold or returned. For a store sample creation this number will have a value but has no meaning. Note that it is possible under some conditions for the same SKU number to appear multiple times on a single purchase order or on a single POS transaction.
- **QTY** – the number of units of the item that were received, sold, or returned. A positive value indicates that the inventory was increased. A negative value indicates that the inventory was decreased. The receiving of a purchase order normally results in a positive value. A sale in POS normally results in a negative value. A return in POS normally results in a positive value.
- **COST** – the cost of one unit of the item. Below the cost is the extended cost (the cost per unit times the quantity).
- **RETAIL** – the retail price of one unit of the item. Below the retail price is the extended retail price.
- **R** – the register on which the activity took place.
- **PRG** – the portion of the FullCalc program that did the activity. The value will be 'REC' for a receive operation or 'POS' for a POS transaction or 'SMP' for a store sample creation.

## Sales By Hour

Date: 04/28/2006

### TIME OF DAY

Page No.: 1

FROM 01/29/2006 TO 04/28/2006

HR	SALES	CUM. SALES
8	33.98	33.98
9	1025.47	1059.45
10	1457.11	2516.56
11	85.50	2602.06
12	-162.00	2440.06
13	347.41	2787.47
14	29.36	2816.83
15	26.50	2843.33
16	2602.30	5445.63
17	15.00	5460.63
19	11.00	5471.63
<b>TOTAL</b>	5471.63	

Note: Only hours with sales during the hour are listed.

07192

This report shows sales by hour for a period of time. The time period, in days, is listed in the upper center of the report. Only hours during which some sales were made are shown on the report. This report can be used to determine staffing levels over the course of a day.

Fields on the report include:

- **HR** - hour of day when sale was made. Only hours with some sales show on the report.
- **SALES** - sales during that hour.
- **CUM. SALES** - total sales for a day including the current hour.

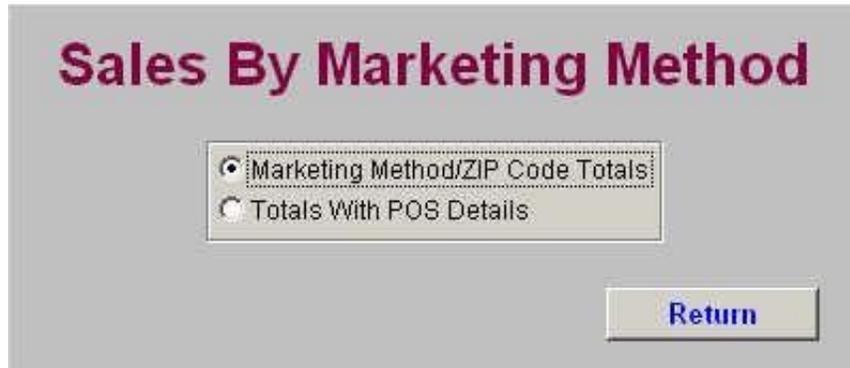
## Sales By Marketing Method

If marketing method codes have been defined and if when a sale is made using POS the marketing method has been identified, then a report can be generated showing sales by marketing method in one of two different formats. Those parts of POS transactions which relate to accounts receivable activity, for example taking a payment on an existing framing order, are not considered sales and do not appear on the sales by marketing method reports. The formats either show totals only grouped by marketing method and ZIP code or the total data plus POS details.

The SET MARKETINGCODES= parameter must be defined in the WINCALC.INI file for these reports to be generated. See page 431 for more on the use of this parameter. If the value of the parameter is 'ALWAYS' then the marketing method code will always be collected and every POS transaction will appear on the report generated. If the value of the parameter is 'OPTION' then the marketing method code may or may not have been collected for a given POS transaction. Only those POS transactions for which a marketing method code is collected will appear on the report.

The desired format of the report is specified by use of the following screen.

# FullCalc Operating Guide



07202

The first example, shown below, is for the report showing only the totals by marketing method and ZIP code. The second example is for the report showing both the totals by marketing method and ZIP code plus details about each POS transaction that are included in the totals.

The reports generated cover a period of time listed at the top center of each report.

The reports include only sales. Non-sales activities, for example payments on previous framing orders, are not included on the reports.

Date: 02/07/2008		<b>SALE BY MARKETING METHOD</b>				Page No.: 1	
Store No.: 1		Summary Report					
		FROM 01/08/2008 TO 02/07/2008					
<b>Marketing method code:</b>	100 newspaper display ad						
<b>ZIP code totals:</b>	34442	# Trans	1	Total Sales	3.80	Avg. Sale	3.80
<b>ZIP code totals:</b>	34451	# Trans	4	Total Sales	10.58	Avg. Sale	2.64
<b>ZIP code totals:</b>	34453	# Trans	1	Total Sales	5.66	Avg. Sale	5.66
<b>ZIP code totals:</b>	90210	# Trans	1	Total Sales	2.00	Avg. Sale	2.00
<b>Marketing method code totals:</b>		# Trans	7	Total Sales	22.04	Avg. Sale	3.14
<b>Marketing method code:</b>	110 radio - am station						
<b>ZIP code totals:</b>	34442	# Trans	1	Total Sales	31.45	Avg. Sale	31.45
<b>ZIP code totals:</b>	34451	# Trans	2	Total Sales	10.23	Avg. Sale	5.11
<b>ZIP code totals:</b>	34465	# Trans	1	Total Sales	6.78	Avg. Sale	6.78
<b>ZIP code totals:</b>	90210	# Trans	1	Total Sales	4.00	Avg. Sale	4.00
<b>Marketing method code totals:</b>		# Trans	5	Total Sales	52.46	Avg. Sale	10.49
<b>Marketing method code:</b>	111 radio - fm station						
<b>ZIP code totals:</b>	34442	# Trans	1	Total Sales	5.00	Avg. Sale	5.00
<b>Marketing method code totals:</b>		# Trans	1	Total Sales	5.00	Avg. Sale	5.00
<b>Marketing method code:</b>	201 walked in						
<b>ZIP code totals:</b>	90210	# Trans	1	Total Sales	1.00	Avg. Sale	1.00
<b>Marketing method code totals:</b>		# Trans	1	Total Sales	1.00	Avg. Sale	1.00
<b>Marketing method code:</b>	202 art work on-line web site XYZ						
<b>ZIP code totals:</b>	34450	# Trans	1	Total Sales	9.00	Avg. Sale	9.00
<b>ZIP code totals:</b>	34451	# Trans	1	Total Sales	1.98	Avg. Sale	1.98
<b>Marketing method code totals:</b>		# Trans	2	Total Sales	10.98	Avg. Sale	5.49
<b>Totals for all marketing method codes:</b>		# Trans	16	Total Sales	91.48		

07203

# FullCalc Operating Guide

On the report shown above, the information for a given marketing method code starts with the notation 'marketing method code:' at the left edge of the report. The code is normally followed by a description of the code. The description may, however, be blank. For example the code could be '100' and its description could be 'newspaper ad'. See page 499 for details on how to define marketing method codes and their descriptions.

Data for one marketing method code is summed for one or more ZIP codes and then totaled for the marketing method code itself. For each summation, ZIP code or marketing method code, the total values calculated are:

- **#TRANS** – the number of POS transactions.
- **TOTAL SALES** – the total net sales (gross sales less any discounts).
- **AVG. SALE** – the average sale ('total sales' divided by '# trans').

Note that the ZIP code being totaled appears to the right of the label 'ZIP code totals'. The ZIP code field may be blank if no ZIP code has been specified for a customer.

<b>SALE BY MARKETING METHOD</b>							Page No.: 1
Date: 02/07/2008		Detail Report					
Store No. 1		FROM 01/08/2008 TO 02/01/2008					
Code	Description	ZIP Code	Tran. Ho.	Tran. Date	Net Amt.		
<b>Marketing method code: 100 newspaper display ad</b>							
100	newspaper display ad	34451	1639	01/18/2008	4.67		
100	newspaper display ad	34451	1641	01/18/2008	1.85		
100	newspaper display ad	34451	1642	01/18/2008	0.93		
100	newspaper display ad	34451	1643	01/18/2008	3.13		
<b>ZIP code totals: 34451</b>			<b># Trans</b>	<b>4</b>	<b>Total Sales</b>	<b>10.58</b>	<b>Avg. Sale</b> 2.64
100	newspaper display ad	90210	1634	01/11/2008	2.00		
<b>ZIP code totals: 90210</b>			<b># Trans</b>	<b>1</b>	<b>Total Sales</b>	<b>2.00</b>	<b>Avg. Sale</b> 2.00
<b>Marketing method code totals:</b>			<b># Trans</b>	<b>5</b>	<b>Total Sales</b>	<b>12.58</b>	<b>Avg. Sale</b> 2.51
<b>Marketing method code: 110 radio - am station</b>							
110	radio - am station	34442	1635	01/11/2008	31.45		
<b>ZIP code totals: 34442</b>			<b># Trans</b>	<b>1</b>	<b>Total Sales</b>	<b>31.45</b>	<b>Avg. Sale</b> 31.45
110	radio - am station	34451	1640	01/18/2008	4.67		
110	radio - am station	34451	1644	01/18/2008	5.56		
<b>ZIP code totals: 34451</b>			<b># Trans</b>	<b>2</b>	<b>Total Sales</b>	<b>10.23</b>	<b>Avg. Sale</b> 5.11
110	radio - am station	34465	1637	01/11/2008	6.78		
<b>ZIP code totals: 34465</b>			<b># Trans</b>	<b>1</b>	<b>Total Sales</b>	<b>6.78</b>	<b>Avg. Sale</b> 6.78
110	radio - am station	90210	1646	01/18/2008	4.00		
<b>ZIP code totals: 90210</b>			<b># Trans</b>	<b>1</b>	<b>Total Sales</b>	<b>4.00</b>	<b>Avg. Sale</b> 4.00
<b>Marketing method code totals:</b>			<b># Trans</b>	<b>5</b>	<b>Total Sales</b>	<b>52.46</b>	<b>Avg. Sale</b> 10.49
<b>Marketing method code: 111 radio - fm station</b>							
111	radio - fm station	34442	1636	01/11/2008	5.00		
<b>ZIP code totals: 34442</b>			<b># Trans</b>	<b>1</b>	<b>Total Sales</b>	<b>5.00</b>	<b>Avg. Sale</b> 5.00
<b>Marketing method code totals:</b>			<b># Trans</b>	<b>1</b>	<b>Total Sales</b>	<b>5.00</b>	<b>Avg. Sale</b> 5.00
<b>Marketing method code: 201 walked in</b>							
201	walked in	90210	1645	01/18/2008	1.00		
<b>ZIP code totals: 90210</b>			<b># Trans</b>	<b>1</b>	<b>Total Sales</b>	<b>1.00</b>	<b>Avg. Sale</b> 1.00
<b>Marketing method code totals:</b>			<b># Trans</b>	<b>1</b>	<b>Total Sales</b>	<b>1.00</b>	<b>Avg. Sale</b> 1.00
<b>Totals for all marketing method codes:</b>			<b># Trans</b>	<b>12</b>	<b>Total Sales</b>	<b>71.04</b>	

07197

On the detailed report, shown above, the dollar value of each sale is the net amount. This means that any discounts applied to an order have been subtracted to arrive at the amount shown.

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The report is sorted and totaled by the marketing method code and by the customers ZIP code. The information for a given marketing method code starts with the notation 'marketing method code:' at the left edge of the report. Data for one marketing method code is summed for one or more ZIP codes and then totaled for the marketing method code itself. For each summation, ZIP code or marketing method code, the total values calculated are:

- **#TRANS** – the number of POS transactions.
- **TOTAL SALES** – the total net sales (gross sales less any discounts).
- **AVG. SALE** – the average sale ('total sales' divided by '# trans'). This value is computed for the ZIP code and marketing method summations but not for the total summation.

Note that the ZIP code being totaled appears 'ZIP code' column and the marketing method code being totaled appears in the 'code' column.

Fields on the detailed report include the following:

- **CODE** – the marketing method code.
- **DESCRIPTION** – a description of the marketing method.
- **ZIP CODE** – the customers ZIP or postal code taken from the customers billing address.
- **TRAN. DATE** – the date of the POS transaction.
- **NET AMT** – the net amount of the POS transaction. This transaction is a sale, not a payment on a previous sale, and is after any discounts have been taken.

## Credit Card Log

<b>Date:</b> 03/21/2007	<b>CREDIT CARD LOG</b>	<b>Page No.:</b> 1				
	TRANSACTION LISTING FOR 03/20/2007					
<b>RG</b>	<b>CSH NAME</b>	<b>PHONE</b>	<b>TRAN#</b>	<b>AMOUNT</b>	<b>NUMBER</b>	<b>APPROVAL</b>
<hr/>						
MASTER						
1	jak Flintstone, Fre	741-8235	1551	10.00	5499990123457881	
<hr/>						
<b>TOTAL</b>	MASTER CARD		1	10.00		
VISA						
1	jak Flintstone, Fre	741-8235	1551	26.58	400300012345781	
<hr/>						
<b>TOTAL</b>	VISA		1	26.58		
<hr/>						
	<b>TOTAL</b>		2	36.58		
<hr/>						
<b>Note: Void amounts are negative.</b>						

07210

The credit card log separates each credit card used to make a payment by the type of card used. The report covers a period of one day. The date to be reported on is entered as the 'begin date' on the demand report screen and is listed at the top center of the report. Totals are provided for each card type separately. This report can be used for credit card reconciliation.

Fields on the report include:

- **RG** - register number or '!!' for the void of a transaction.
- **CSH** - cashier initials.
- **NAME** – the customers name.
- **PHONE** – the customers phone number.
- **TRAN#** - the POS transaction number.

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- **AMOUNT** – the amount of the charge to the credit card. The amount is negative for a void.
- **NUMBER** – the credit card number.
- **APPROVAL** – the credit card processors approval number. This field may be blank.

Note: See also page 635 for similar report.

## Inventory Items With Units On Order

The inventory items with units on order report lists each SKU number in the inventory for which the number of units on order is greater than zero. The report is sorted by SKU number.

### INVENTORY ITEMS WITH UNITS ON ORDER

Date: 10/03/2007

Page No.: 1

SKU	DEPT	VEN	DESCRIPTION	ON HAND	ON ORDER
102CG	120	001	WD CLASSIC GOLD 1/2	0	7
123456789012345	123	199	123456789012345678901234	1	1
22661114	610	U07	11x14 Easel Back	0	1
22661215	610	U07	12x15 Easel Back	0	1
312677GRN	500	P57	TOPIARY MINI MOSS	4	2
511220P	503	M02	CH BEADED	0	1
71776C	501	C12	PH FR W/JEWEL HUMMINGBIR	0	1
71839	501	C12	PH SHELF W/3HOOKS	0	1
911523CRA	553	P57	URN WLID	0	1
911524CRA	553	P57	URN WLID	0	1
A2204701B	503	R02	CH HANGING WIRE	0	1
A2204734B	503	R02	CH METAL DAISY 12"	0	1

07211

Fields on the report include:

- **SKU** – the SKU number of the item for which there was inventory activity.
- **DEPT** – the department number of the item
- **VEN** – the vendor number of the item.
- **DESCRIPTION** – a description of the item.
- **ON HAND** – the number of units of the item currently on hand.
- **ON ORDER** – the number of units of the item currently on order.

## Consigned Works of Art in The Inventory

The consigned works of art in the inventory report displays information about consigned works of art that are defined in the inventory. The SKU number must be defined in the inventory as a print and the name of a person who consigned the item must be defined if it is to appear on the report. The report is sorted by SKU number.

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## CONSIGNED WORKS OF ART IN THE INVENTORY

Date: 12/19/2007

Page No.: 1

SKU	DEPT	VEN	DESCRIPTION	ON HAND	RETAIL	CONSIGNED FROM
ltd2	711	199	test ltd. ed. print	1	199.95	John Smith
print13	701	199	abstract oil in red and blue	2	199.95	JOHN DOE
print69	400	199	oil on watercolor	1	99.95	John Smith

07219

Fields on the report include:

- **SKU** – the SKU number of the item.
- **DEPT** – the department number of the item.
- **VEN** – the vendor number of the item.
- **DESCRIPTION** – a description of the item.
- **ON HAND** – the number of units of the item currently on hand. This may be zero if no units are on hand.
- **RETAIL** – the retail price per unit.
- **CONSIGNED FROM** – the name of the person who consigned the work of art to the store.

## Artist Percentage

The artist percentage report displays information about consigned works of art that have been sold and where a percentage of the sales price is due the artist. This report assumes that the 'consigned from' and '% to artist' fields for each work of art were defined when the SKU number was defined in the inventory. The 'consigned from' field contains the name of the artist. See page 346 for more about these values. The works of art are then sold in POS and this report is then run. The report covers a specified period of time and is sorted by the 'consigned from' value, assumed to be the artist, and the POS transaction number.

The time period of the report is listed at the top center. The total net sales, sales after discounts, and the total dollar amounts due the artist are calculated for each artist.

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## ARTIST PERCENTAGE REPORT

Date: 12/21/2007

Page No.: 1

FROM 12/20/2007 TO 12/21/2007

TRANS#	DATE	SKU NUMBER	DPT	VND	QTY	%	DESCRIPTION	NET \$	ARTIST \$
<b>ART CONSIGNED FROM</b> BILL BROWN									
1356	12/21/2007	ltd1	710	199	1	7	Ed.# 9 FRUIT IN BOWL	100.00	7.00
<b>TOTAL FOR</b> BILL BROWN								100.00	7.00
<b>ART CONSIGNED FROM</b> BOB WHITE									
1352	12/20/2007	print22	402	199	1	22	TEST PRINT	99.00	21.78
1355	12/21/2007	print22	150	199	1	22	PINK PASTEL	99.00	21.78
<b>TOTAL FOR</b> BOB WHITE								198.00	43.56
<b>ART CONSIGNED FROM</b> JOHN DOE									
1352	12/20/2007	print13	401	199	1	13	abstract oil in red	199.95	25.99
<b>TOTAL FOR</b> JOHN DOE								199.95	25.99
<b>ART CONSIGNED FROM</b> UNKNOWN									
1353	12/20/2007	print96	403	199	1	15	abstract	99.95	14.99
1354	12/20/2007	print97	400	199	4	3	TEST OF print 97	20.00	0.60
1355	12/21/2007	print97	150	199	2	3	BLUE OIL ON PAPER	6.70	0.20
<b>TOTAL FOR</b> UNKNOWN								126.65	15.79
								624.60	92.34

07220

Fields on the report include:

- **TRANS#** - the POS transaction number.
- **DATE** – the date of the POS transaction.
- **SKU NUMBER** – the SKU number of the item.
- **DPT** – the department number of the item
- **VEN** – the vendor number of the item.
- **QTY** – the number of units sold.
- **%** - the percentage of the sales price due the artist.
- **DESCRIPTION** – a description of the item.
- **NET \$** – the net sales price, after discounts, of the item.
- **ARTIST \$** – the dollar amount due the artist. This amount is calculated based on the ‘%’ value and the ‘net \$’ value (the net sale after discounts).

## Art Index

There are three art index reports. The reports display information about works of art, for example prints, in the inventory. The reports are identical except for the sort order of the report. The sort orders for the reports are: SKU number, artist name, and the title of the work of art. The sort order is listed at the top center of the report.

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## Art Index

Date: 03/12/2008

Sorted by SKU Number

Page No.: 2

SKU SIZE	DEPT	VND S	TITLE ARTIST	RETAIL
paris5 4x6	400	199 N	Paris city scene by day Monet	250.00
paris6 4x6	400	199 N	Paris city scene Monet	250.00
paris9 17x25	400	199 S	views of Paris Nanettes	99.95
PCW2117VH	200	PCW N	First Sunday Young,	85.80
print11 24x36	210	199 S	Red sails in the sunset unknown	99.95
print13 small	210	199 S	dog and cat unknown	99.99
print5 1x2	702	199 S	ltd ed print of two horses jones	1000.00
print6 small	702	199 S	boy and girl jones	100.00
print69	100	199 N	XXX NONE	9.00
rocket large	400	199 N	rocket littorf whoever	99.95
tower1 24x36	400	199 N	Well known tower in P aris deLesepts	599.00

07225

Fields on the report include:

- **SKU** – the SKU number of the item (work of art).
- **DEPT** – the department number of the item.
- **VND** – the vendor number of the item.
- **TITLE** – a description of the item. This is normally the title of the work of art.
- **RETAIL** – the retail price of the item.
- **SIZE** – the size of the item. This could be an exact size (for example ‘5x7’) or a descriptive size (for example ‘large’).
- **S** - the stock status code for the item. Valid stock status codes include:
  - o **S** - a regularly stocked item.
  - o **N** - an item that is available but not stocked.
  - o **X** - an item only ordered once (for example a seasonal import).
  - o **D** - a deleted item but one you may still have in stock.
- **ARTIST** – the name of the artist.

## Inventory Turns

The inventory turns report is used to display, on one report, both inventory and sales information about SKU numbers. The columns on the left side of the report are taken from the inventory database as of the date the report is run. The columns on the right of the report are taken from the POS transactions for a specified period of time. In general, this report will be accurate only if the end date of the period of time being reported on is the current date.

For a SKU number to appear on this report it must have been sold and/or returned during the specified period of time. The period of time covered by the report, the POS transactions, appears at the upper center

# FullCalc Operating Guide

below the report title. SKU numbers in the inventory for which there were no sales and/or returns during the specified time period will not appear on the report.

The 'inv to sold ratio' value and the 'turns' value both describe the relation of the cost of sales over a period of time to the cost of the current inventory. See below for a description of these computations.

The items on the inventory turns report are sorted by SKU number.

INVENTORY TURNS													
FROM 03/20/2008 TO 03/24/2008													
SKU #	Dep Ven	Description	Cost	Retail	Mar	Units Mod Stck	Units On Hand	Dolls On Hand	Units Sold	Net Dolls Sold	Avg Retail	Invto Sold Ratio	Turns
101WO	120 001	w0 101wo 1/2	2.98	14.90	80.00	0	91.30	272.07	1.00	60.25	60.25	91.30	0.0
ACRYLIC COAT			0.00	0.00	0.00	0	0.00	0.00	2.00	240.00	120.00	0.00	0.0
B9422	120 001	wf black w/gold lip	2.04	3.06	33.33	0	-13.70	-27.95	1.00	13.98	13.98	-13.70	0.0
BD2100	120 001	omate gold w/white	6.63	39.78	83.33	0	-6.50	-43.10	1.00	232.44	232.44	-6.50	0.0
BD3433	120 001	scratched silver 2 1	5.17	31.02	83.33	0	-6.50	-33.61	1.00	181.25	181.25	-6.50	0.0
BOWL1	200 199	red bowl 6" square	1.98	19.95	90.08	4	9.00	17.82	1.00	19.95	19.95	9.00	0.1
BOWL2	200 199	red bowl 8"	12.00	30.00	60.00	4	3.00	36.00	2.00	60.00	30.00	1.50	0.7
BOWL3	200 199	red bowl 12"	30.00	55.00	45.45	4	21.00	630.00	3.00	165.00	55.00	7.00	0.1
BOWL4	200 199	green bowl 9"	22.00	45.00	51.11	4	3.00	66.00	1.00	28.35	28.35	3.00	0.3
C1000	100 199	test item	4.94	29.64	83.33	0	-9.50	-46.93	9.00	103.29	11.48	-1.10	0.0
CANVAS			0.00	0.00	0.00	0	0.00	0.00	2.00	220.00	110.00	0.00	0.0
DRY			0.00	0.00	0.00	0	0.00	0.00	9.00	63.00	7.00	0.00	0.0
GLAZING 1/8			0.00	0.00	0.00	0	0.00	0.00	1.00	23.22	23.22	0.00	0.0
JAK1234	100 199	last test	1.23	99.95	98.77	0	7.00	8.61	1.00	86.96	86.96	7.00	0.1
NONE			0.00	0.00	0.00	0	0.00	0.00	5.00	0.00	0.00	0.00	0.0
REGULAR			0.00	0.00	0.00	0	0.00	0.00	9.00	44.13	4.90	0.00	0.0
STANDARD			0.00	0.00	0.00	0	0.00	0.00	9.00	72.50	8.06	0.00	0.0
							*** Totals ***	878.91	58.00	1614.32			

07226

Fields on the inventory turns report include:

- **SKU #** – the SKU number of the item.
- **DEP** – the department number of the item.
- **VEN** – the vendor number of the item.
- **DESCRIPTION** – a description of the item.
- **COST** – the cost of the item per unit.
- **RETAIL** – the retail price of the item per unit.
- **MARGIN** – the margin for the item. This value is computed as:  

$$(1 - (\text{cost}/\text{retail})) * 100$$
 If the retail price is zero or negative then the margin is set to zero.
- **UNITS MOD STCK** – the model stock for the item.
- **UNITS ON HAND** – the number of units on-hand. For items that are not stock items this value will normally be zero.
- **DOLLARS ON HAND** – the dollar value of the units on-hand based on the cost of each unit.
- **UNITS SOLD** – the number of units of the item sold during the specified period of time. These sales must have been processed in POS. If returns equal sales the value will be zero. If returns exceed sales this value will be negative.
- **NET DOLLS SOLD** – the net dollar value, at retail, of the units sold during the specified period of time. The net dollar value is computed as the gross sales, at retail, less any discounts given.
- **AVG RETAIL** – the actual average retail price of the units sold during the specified period of time. This value is calculated to reflect any discounts given. If the number of units sold is zero or negative (if the number of units returned is larger than the number of units sold), the average retail price is set to as zero.

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- **INV TO SOLD RATIO** – the ratio between the dollar value of the units on hand and the dollar value, at cost, of the units sold during the specified period. This value is computed as:  

$$\frac{\text{(number of units on-hand * cost)}}{\text{(number of units sold * cost)}}$$
 If the dollar value of the units sold, at cost, is zero or negative then the ratio is set to zero.
- **TURNS** – the ratio between the dollar value, at cost, of the units sold during the specified period and the dollar value of the units on hand. This value is computed as:  

$$\frac{\text{(number of units sold * cost)}}{\text{(number of units on-hand * cost)}}$$
 If the number of units on-hand times the cost, the ‘dollars on hand’, is zero or negative then the number of turns is set to zero.

## Frequent POS Customers

FREQUENT POS CUSTOMERS				
Date:	05/27/2008	BY NO. OF TRANS.		Page No.: 1
		NUMBER REQUESTED:	10	
		POS TRANSACTIONS FROM	04/27/2008	TO 05/27/2008
TELEPHONE	NAME	NET SALES	NO. POS TRANS.	LAST TRANS.
349-5855	Brown, Margaret	-99.95	1	05/27/2008
703-7540	Smith, Kahn	66.63	1	05/16/2008
347-7676	Smith, Rona	0.00	1	05/22/2008
270-7923	Younger, Beth	95.77	1	05/22/2008
788-4806	Jones, Tommy	605.28	2	05/27/2008
428-1840	Yount, Renee	39.95	2	05/27/2008
347-3015	Smith, Betsy	1332.93	3	05/21/2008
571-2588	Smith, Kevin	13191.27	3	05/27/2008

07227

There are two frequent POS customer reports which are both limited to customers who have conducted POS transactions over a specified time period. One report orders customers by the number of POS transactions. The second report orders customers by the dollar value of the POS transactions. Both reports select customers based on the time period in which the POS transaction took place. When the report is selected a screen will appear asking for the maximum number of customers to be displayed on the report. The maximum possible number of customers may be specified as: 10, 25, 50 and 100.

Note: The report may contain fewer customers than maximum number specified if the total number of customers over the date range specified is less than the maximum number of customers specified.

Below the report title are three lines. The first line identifies how customers were selected for inclusion on the report as being ‘by no. of trans.’ or ‘by sales’. The second line specifies the maximum number of customers shown on the report. The third line shows the starting and ending date of POS transactions included on the report.

See page 696 for reports on frequent framing order customers.

Columns on frequent POS customer reports include:

- **LAST TRANS.** - date of the last POS transaction.
- **TELEPHONE** – the customers telephone number.
- **NAME** – the customers name (last name first).
- **NET SALES** – the total dollar value of the POS transactions for this customer. This value may be negative, if the customer returned more items than were purchased, or zero.

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- **NO. POS TRANS.** – the number of POS transactions during the specified period. This number includes sales plus such things as payments on framing orders and payments on layaways.

## Days of Sales Outstanding

The days of sales outstanding report shows the relationship between sales and accounts receivable. This report should be run after doing end of day processing. See page 632 for more information about end of day processing.

<b>Days of Sales Outstanding</b>						
<b>Date:</b> 09/16/2008			<b>FROM</b> 08/16/2008	<b>TO</b> 09/16/2008	<b>Page No.:</b> 1	
<b>DATE</b>	<b>POS</b>		<b>FRAMING SALES</b>	<b>END OF DAY A/R</b>	<b>DAYS OF SALES OUTSTANDING</b>	
	<b>SALES</b>	<b>NET \$</b>			<b>POS</b>	<b>FRAMING</b>
09/15/2008	3299.62	2947.39	0.00	11513.36	3.91	0.00
09/16/2008	1086.48	367.11	785.69	11142.57	30.35	14.18
<b>TOTAL</b>	4386.10	3314.50	785.69			
<b>AVERAGE</b>	2193.05	1657.25	785.69	11327.96	17.13	7.09
<b>MAXIMUM</b>	3299.62	2947.39	785.69	11513.36	30.35	14.18
<b>MINIMUM</b>				11142.57	3.91	0.00

07230

The report covers a period of thirty days ending on the day the report is run. The report period is listed at the upper center of the report. There is one line on the report for each day on which end of day processing was run. There is no line on the report for days during the period on which end of day processing was not done. At the bottom of the report are 'total', 'average', 'maximum', and 'minimum' values for the various columns. Note that not all of summary lines have values for all columns.

The days of sales outstanding is defined as being:

$$\text{days of sales outstanding} = \text{A/R balance} / \text{sales}$$

The resulting number will be 0 or larger.

Days of sales outstanding is ...	because...
0	there is no A/R balance at the end of a day or no net sales for a given day.
between 0 and 1	the A/R balance is less than sales. For example, if the value is .5 then the outstanding A/R balance is half the net sales of a given day.
1	the A/R balance equals the sales.
larger than 1	the A/R balance is larger than sales. For example, if the value is 2 then the outstanding A/R balance is twice the net sales of a given day. If the value is 7 then the outstanding A/R balance equals a weeks (seven business days) worth of sales.

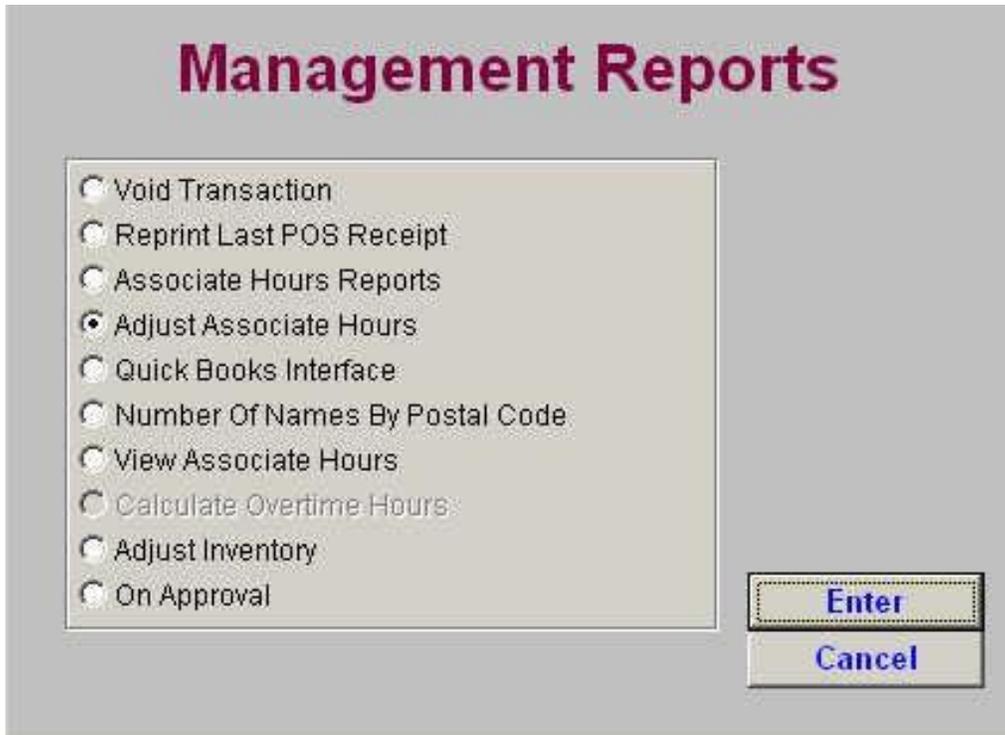
Columns on days of sales outstanding reports include:

- **DATE** - date of the POS transaction or the date the framing order was taken.
- **POS SALES** – gross POS sales. In most cases this will include some or all of the framing sales for a given day (those processed thru POS).

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- **POS NET \$** – net POS sales. In most cases this will include some or all of the framing sales for a given day (those processed thru POS).
- **FRAMING SALES** – net framing sales. Framing estimates and deleted orders are excluded from this total. These framing sales may or may not have been processed thru POS and thus included in the POS sales.
- **END OF DAY A/R** – the total dollar value of the outstanding accounts receivable at the end of the day. This value will include framing orders with balances due plus non-framing items on layaway.
- **POS DAYS OF SALES OUTSTANDING** – the A/R balance at the end of the day divided by the net POS sales for the day.
- **FRAMING DAYS OF SALES OUTSTANDING** – the A/R balance at the end of the day divided by the net framing sales for the day.

## Management Reports



The screenshot shows a window titled "Management Reports" with a list of options and two buttons. The options are:

- Void Transaction
- Reprint Last POS Receipt
- Associate Hours Reports
- Adjust Associate Hours
- Quick Books Interface
- Number Of Names By Postal Code
- View Associate Hours
- Calculate Overtime Hours
- Adjust Inventory
- On Approval

At the bottom right of the window are two buttons: "Enter" and "Cancel".

07082

### Void Transaction

**Transaction Number to Void**  
Enter POS Transaction Number to Void  
1234  
 Pay off balance due on framing orders and delete framing orders on transaction  
Enter  
Cancel

07083

Void a specific POS transaction by entering the transaction number, without the store number, in the screen shown above. The POS transaction number is printed at the top of each POS receipt. Any given POS transaction may be voided only once. A transaction void receipt will be printed showing the current transaction (the voiding transaction) and the number of the transaction that was voided. Along with the number of the voided transaction will be its date (the date of the original transaction) and the customers' name and phone number. Only one copy of this void receipt is printed. See the example below.

Below the field for the transaction number on the screen shown above is a check box. If the box is not checked then the POS transaction number specified will be voided. If the box is checked then the POS transaction number specified will be voided, any framing orders which are part of the POS transaction will have their balance due set to zero, if it is not currently zero, and any framing orders which are part of the POS transaction will have their order status set to "D", deleted. If there are multiple framing orders on the POS transaction specified then the action specified by the check box applies to all of the framing orders.

## TRANSACTION VOID RECEIPT

Date: 12/16/2001

**Transaction**            1089 is void of 1088  
**Transaction Date:** 12/16/2001  
**Customer:**            Customer, Test  
**Phone Number:**    222-2222

07084

Some of the fields on the transaction void receipt are:

- **TRANSACTION** – the number of the current POS transaction (the void receipt) followed by the number of the previous transaction that is being voided.
- **TRANSACTION DATE** – the date of the original POS transaction (the one which is being voided).

## Reprint Last POS Receipt

# FullCalc Operating Guide

Reprints the invoice for the previous POS transaction. This option only works for the **immediate** prior POS transaction that was printed on the computer being used. See also page 601 if any POS transaction other than the last transaction printed on this computer needs to be reprinted.

Reprints differ from the original receipts in the following ways:

- The title “POS receipt reprint” appears at the top of the reprint.
- If the reprint is of a receipt that was originally printed in 80 column format, only the textual part of the receipt will be printed. The graphical elements of the receipts, such as the personal logo in the upper left of the receipt and the lines on the receipt, will not appear on the reprint.

Reprints are disabled if the NOPOSRCT.OPT option file is defined. See page 436. One of the following option files must be defined if the POS receipt printer is 40 columns wide: INV40PRN.DRV, STAR212.OPT, STAR312.OPT or STAR613.OPT. See pages 435 and 437 for details.

## Associate Hours Reports

For reports on associate hours select ‘associate hours reports’ from the list of management reports. You can print the report by associate, by date, or by time type for a specified date range along with timecards. See below for examples of the three types of reports and a timecard. The basic report specification screen is shown below.

07088

The upper set of radio buttons specify if reports or

# FullCalc Operating Guide

generated may be invalid. See page 757 for information on how to make any required corrections to the time clock data.

Note: At Corners stores only, the generation of an associate hour report also generates a Microsoft Excel file with the same data. The file is named <store no.>T.XLS and is located in the FullCalc data directory. See page 428 to specify the FullCalc data directory and 456 to specify the store number.

## Associate Hours by Name, Date and Time

<b>ASSOCIATE HOUR REPORT</b>						
ORDERED BY NAME, DATE AND TIME						
Date:	06/22/2005					Page No.: 1
			FROM 06/22/2005	TO 06/22/2005		
INIT	EMPLOYEE NAME	DATE	TIME IN	TIME OUT	T	SHIFT
ABC	Anywone	06/22/2005	06/22/2005 01:40:51 PM	06/22/2005 02:02:33 PM	W	0.36
ABC	Anywone	06/22/2005	06/22/2005 02:51:39 PM	06/22/2005 02:51:50 PM	W	0.00
<b>ASSOCIATE HOURS</b>						0.36
JAK	Jon	06/22/2005	06/22/2005 01:40:41 PM	06/22/2005 01:41:55 PM	W	0.02
JAK	Jon	06/22/2005	06/22/2005 02:51:59 PM	06/22/2005 02:52:05 PM	W	0.00
<b>ASSOCIATE HOURS</b>						0.02
TLA	Terry Anderson	06/22/2005	06/22/2005 02:02:21 PM	06/22/2005 02:02:40 PM	W	0.01
<b>ASSOCIATE HOURS</b>						0.01
<b>TOTAL HOURS</b>						0.39

The 'Shift' value is a numeric representation of time, e.g. 5 hr. 15 min. is shown as 5.25.

07085

The time period covered by the report is listed at the top center of the report.

Columns on the associate hours report by name, date and time report include:

- **INIT** - employee initials.
- **EMPLOYEE NAME** – the name of the employee
- **DATE** – the date of the clock in operation.
- **TIME IN** – the date and time of a clock in operation.
- **TIME OUT** – the date and time of a clock out operation. If there is no clock out value that may mean that the person is still clocked in or did not properly clock out at some time in the past.
- **T** - time type code. See the table on page 757 for a description of the codes.
- **SHIFT** - time clocked in as hours and decimal fraction of hour. Five hours would be shown as '5.00' and five hours and fifteen minutes would be shown as '5.25'.

## Associate Hours by Date and Name

# FullCalc Operating Guide

## ASSOCIATE HOUR REPORT

ORDERED BY DATE AND NAME  
FROM 06/22/2005 TO 06/22/2005

Date: 06/22/2005

Page No.: 1

DATE	INIT	EMPLOYEE NAME	TIME IN	TIME OUT	SHIFT	T	DAY TOTAL	
06/22/2005								
	ABC	Anywone	06/22/2005 01:40:51 PM	06/22/2005 02:02:33 PM	0.36	W		
	ABC	Anywone	06/22/2005 02:51:39 PM	06/22/2005 02:51:50 PM	0.00	W		
	JAK	Jon	06/22/2005 01:40:41 PM	06/22/2005 01:41:55 PM	0.02	W		
	JAK	Jon	06/22/2005 02:51:59 PM	06/22/2005 02:52:05 PM	0.00	W		
	TLA	Terry Anderson	06/22/2005 02:02:21 PM	06/22/2005 02:02:40 PM	0.01	W		
<b>DAILY HOURS</b>							0.39	
The 'Shift' value is a numeric representation of time, e.g. 5 hr. 15 min. is shown as 5.25.							<b>TOTAL HOURS</b>	0.39

07086

The time period covered by the report is listed at the top center of the report.

Columns on the associate hours report by date and name report include:

- **INIT** - employee initials.
- **EMPLOYEE NAME** – the name of the employee
- **DATE** – the date of the clock in operation.
- **TIME IN** – the date and time of a clock in operation.
- **TIME OUT** – the date and time of a clock out operation. If there is no clock out value that may mean that the person is still clocked in or did not properly clock out at some time in the past.
- **T** - time type code. See the table on page 757 for a description of the codes.
- **SHIFT** - time clocked in as hours and decimal fraction of hour. Five hours would be shown as '5.00' and five hours and fifteen minutes would be shown as '5.25'.
- **DAY TOTAL** - total time clocked in for given day by all employees.

## Associate Hours by Time Type, Date and Name

## ASSOCIATE HOUR REPORT

ORDERED BY TIME TYPE, DATE AND NAME  
FROM 06/22/2005 TO 06/22/2005

Date: 06/22/2005

Page No.: 1

TYPE	INIT	EMPLOYEE NAME	TIME IN	TIME OUT	SHIFT	T	TYPE TOTAL	
W								
	ABC	Anywone	06/22/2005 01:40:51 PM	06/22/2005 02:02:33 PM	0.36	W		
	ABC	Anywone	06/22/2005 02:51:39 PM	06/22/2005 02:51:50 PM	0.00	W		
	JAK	Jon	06/22/2005 01:40:41 PM	06/22/2005 01:41:55 PM	0.02	W		
	JAK	Jon	06/22/2005 02:51:59 PM	06/22/2005 02:52:05 PM	0.00	W		
	TLA	Terry Anderson	06/22/2005 02:02:21 PM	06/22/2005 02:02:40 PM	0.01	W		
<b>TIME TYPE HOURS</b>							0.39	
The 'Shift' value is a numeric representation of time, e.g. 5 hr. 15 min. is shown as 5.25.							<b>TOTAL HOURS</b>	0.39

07087

The time period covered by the report is listed at the top center of the report.

# FullCalc Operating Guide

Columns on the associate hours report by time type, date and name report include:

- **INIT** - employee initials.
- **EMPLOYEE NAME** – the name of the employee
- **DATE** – the date of the clock in operation.
- **TIME IN** – the date and time of a clock in operation.
- **TIME OUT** – the date and time of a clock out operation. If there is no clock out value that may mean that the person is still clocked in or did not properly clock out at some time in the past.
- **T** - time type code. See the table on page 757 for a description of the codes. There should be one entry for each clock in/clock out pair.
- **TYPE** - time type code. See the table on page 757 for a description of the codes. There should be only one entry in this column for each time type code.
- **SHIFT** - time clocked in as hours and decimal fraction of hour. Five hours would be shown as '5.00' and five hours and fifteen minutes would be shown as '5.25'.
- **TYPE TOTAL** - total time clocked in of a given type.

## Timecards

If timecards are to be generated then click on the 'associate timecards' radio button on the associate hour reports screen. The associate hour reports screen will now appear as shown below.

The screenshot shows a web interface titled "Associate Hour Reports". At the top, there are two radio buttons: "Associate Reports" (unselected) and "Associate Timecards" (selected). Below this, there are two more radio buttons: "All Associates" (selected) and "One Associate" (unselected). To the right of the "One Associate" button is a text input field for "Associates Initials" containing the text "JAK". To the right of these options is a "Week Ending Date" field with the date "05/30/2008". Below the date field is a "Print To" section with two radio buttons: "Printer" (unselected) and "Screen" (selected). At the bottom right, there are two buttons: "Enter" and "Return".

07228

Timecards are generated for a period of one week (seven days). Enter the week ending date for the timecard in the box provided.

If there is a clock in but no matching clock out then the number of hours will be calculated as zero. If the 'week ending date' is the date on which the timecard is generated, check to see that the associate is not currently clocked in before attempting to generate the time card(s).

# FullCalc Operating Guide

Time cards may be generated for one associate or for all associates who have clocked in and out during the specified time period. If the 'one associate' option is chosen, enter the initials of the desired associate in the box provided. The timecard(s) will then be generated. There will be one page for each associate who clocked in and out during the specified time period. See the example below.

## WEEKLY TIMECARD

For the week ending: 06/05/2008

Name: Anyone

DATE	INIT	TIME IN	TIME OUT	T	HR
05/30/2008	ABC	05/30/2008 10:09:26 AM	05/30/2008 10:15:00 AM	W	0.09
<b>HOURS FOR 05/30/2008</b>					0.09
06/05/2008	ABC	06/05/2008 09:58:53 AM	06/05/2008 10:14:57 AM	W	0.27
06/05/2008	ABC	06/05/2008 10:20:24 AM	06/05/2008 10:21:39 AM	O	0.02
<b>HOURS FOR 06/05/2008</b>					0.29
<b>REGULAR</b>	0.36	<b>OVERTIME</b>	0.02	<b>OTHER</b>	0.00
<b>TOTAL HOURS</b>					0.38

07229

The name of the associate and the end date of the period being reported on appear at the upper left of the timecard. The associate name is taken from the associate list as described on page 461. The number of hours is summed by day and for the total period (one week). For the total period, regular working hours, time type code 'W', overtime hours, time type code 'O', and all other hours, any time type code other than 'W' and 'O', are also summed. See the table on page 757 for description of the time type codes.

Columns on the timecard include:

- **INIT** - employee initials.
- **DATE** - the date of the clock in operation.
- **TIME IN** - the date and time of a clock in operation.
- **TIME OUT** - the date and time of a clock out operation. If there is no clock out value that may mean that the person is still clocked in or did not properly clock out at some time in the past.
- **T** - time type code. See the table on page 757 for description of the codes. There should be one entry for each clock in/clock out pair.
- **HR** - time clocked in as hours and decimal fraction of hour. Five hours would be shown as '5.00' and five hours and fifteen minutes would be shown as '5.25'.

## Adjust Associate Hours

### Time Clock

EMPLOYEE

NAME

Clock In  
 Clock Out

07089

# FullCalc Operating Guide

The time clock screen, shown above, may be called from either POS (the 'time clock' button on the 'register input' screen, see page 604) or from the 'framing input' screen (the clock icon at the lower left of the screen next to the version number, see page 23). Enter the initials or the login code of the person clocking in or out in the "employee" box. The valid initials, or login code, are from the associate list. See page 461. See also page 604. The 'name' field on the time clock screen is read only. The 'name' field cannot be edited or changed.

To correct employee hours select 'adjust associate hours' from the list of management reports. This requires the owner's PIN (at Corners stores it requires both a set of initials and an individual password).

To remove an existing record, highlight the record and then click on 'delete record' button.

To add a record click on 'add record' button and then enter the correct values over the dummy values. See the example below.

To correct a value, highlight the record and then type in the new data value(s). Each record needs a time type code (see the table below).

The 'name' field on the 'edit employee hours' screen is read only. The 'name' field cannot be edited or changed.

## Edit Employee Hours

Initials:       Date:

Time type codes:

A - adjustment	H - holiday	O - overtime
B - birthday	J - jury	S - sick
D - disability	L - leave	V - vacation
F - funeral	M - military	W - work
		X - other

Initials	Date	Clock In	Clock Out	T	Name
JAK	06/22/2005	06/22/2005 01:40:41 PM	06/22/2005 01:41:55 PM	W	Jon
JAK	06/22/2005	06/22/2005 02:51:59 PM	06/22/2005 02:52:05 PM	W	Jon

07090

The 'initials' and 'date' boxes work with the 'sort' button. Enter either one or both of the two values to specify which records are available for editing and the order in which they will be displayed

Some of the columns on the edit employee hours screen are:

- **T** - time type codes (see the table below). These codes are listed at the top right of the edit associate hours screen.
- **INITIALS** – the initials of the person.
- **DATE** – the date the time record was started (the clock in date).
- **CLOCK IN** – the date and time the person clocked in.
- **CLOCK OUT** – the date and time the person clocked out. If there is no clock out value that may mean that the person is still clocked in or did not properly clock out at some time in the past.

# FullCalc Operating Guide

- **NAME** – the name of the employee.

Valid time type codes in the 'T' column of the screen shown above are defined as follows:

Time type code	Meaning
A	Adjustment
B	Birthday
D	Disability
F	Funeral
H	Holiday
J	Jury
L	Leave
M	Military
O	Overtime
S	Sick
V	Vacation
W	Work
X	Other

The default time type code is 'W' (work).

## QuickBooks Interface

**Quick Books Interface**

Sales Transaction Data  
 Customer Data  
 Vendor Data

Begin Date: 05/28/2005  
End Date: 06/27/2005  
Cash Account: CHECKING  
Sales Account: SALES

Select  
Cancel

07091

The QuickBooks interface is designed to allow for the transfer of selected data from FullCalc to QuickBooks<sup>132</sup>. There is no provision to transfer any information in the reverse direction (from QuickBooks to FullCalc).

On the screen shown above select the one type of data to be exported (sales, customer, or vendor data). For sales data only, enter a POS transaction date range and the names of two accounts that you have defined in

<sup>132</sup> Several versions of QuickBooks are available (simple start, basic, pro, etc.). The use of the FullCalc interface to QuickBooks requires the use of the QuickBooks 'import' feature. This feature is not available in all versions of QuickBooks. Check the documentation supplied by Intuit Corporation for its availability in the version of QuickBooks you are using.

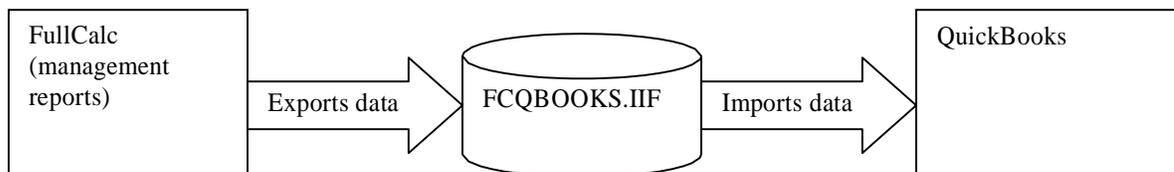
# FullCalc Operating Guide

QuickBooks (you may assign the names to be anything you wish so long as you follow the QuickBooks specified naming convention). The default POS transaction date range is the past month. The default QuickBooks account names are “checking” and “sales”. Click on the “select” button to export the data.

The sales data transferred is for an entire day or group of days. Because of this, the end date values specified should not be today unless the data transfer takes place after the last POS transaction of the day.

The default values shown on the screen above may be over written as required. The ‘sales account’ is the QuickBooks account where all sales are recorded. The ‘cash account’ is the QuickBooks account where all payments are recorded. These two accounts need to be defined in QuickBooks **before** the FullCalc POS data exported using this interface and before it is imported into QuickBooks. It is also assumed that one or more POS transactions have taken place that caused some type of payment to be taken.

FullCalc, and thus the QuickBooks interface, works on the cash basis of accounting and not on the accrual basis of accounting. A financial transaction appears in the QuickBooks interface (is output the interface file) only when some type of payment, such as cash or check, is received from the customer via POS. The creation of an accounts receivable amount in FullCalc POS will not appear in the QuickBooks interface.



The file created by this interface is named FCQBOOKS.IIF and will be in IIF format. It will be located in the same directory as FullCalc. If the file exists then any old data in it is deleted first. The file contains only one type of data (sales, customer, or vendor). See the QuickBooks documentation provided by Intuit Corporation for information on the structure of IIF files, including record types and field names, and on importing the data file generated into QuickBooks. The names of the IIF records generated and IIF fields used in these records for the .IIF file are:

## Sales Transaction Data:

!TRNS - TRNSID, TRNSTYPE, DATE, ACCNT, NAME, CLASS, AMOUNT, DOCUNM, MEMO, CLEAR, TOPRINT, NAMEISTAXA, ADDR1, ADDR3, OTHER1  
!SPL - SPLID, TRNSTYPE, DATE, ACCNT, NAME, CLASS, AMOUNT, DOCNUM, MEMO, CLEAR, QNTY, PRICE, INVITEM, TAXABLE, EXTRA

Note: The ‘cash account’ field name is placed into the ACCNT field of the !TRNS record. The ‘sales account’ field name is placed into the ACCNT field of the !SPL record.

## Customer Data:

!CUST - NAME, BADDR1, BADDR2, BADDR3, PHONE1, TAXABLE

## Vendor Data:

!VEND - NAME, ADDR1, ADDR2, ADDR3, CONT1, PHONE1, FAXNUM, TERMS

## Number of Names by Postal Code

# FullCalc Operating Guide

Date: 08/16/2004

## NUMBER OF NAMES BY POSTAL CODE

Page No.: 2

POSTAL CODE	NO. OF NAMES
34434	57
34435	1
34436	374
34442	914
34445	3
34446	67
34447	7
34448	22
34449	4
34450	968
34451	112
34452	758
34453	1138
34454	1
34456	1
34460	15
34461	335
34464	15
34465	526
34467	1

07092

This option prints a report showing each postal code (ZIP code) for which there is a customer name and the number of customers in that postal code. The report is sorted by postal code. See a sample of report above.

## View Associate Hours

View Employee Hours

Initials	Date	Clock In	Clock Out	T
ABC	06/22/2005	06/22/2005 01:40:51 PM	06/22/2005 02:02:33 PM	W
ABC	06/22/2005	06/22/2005 02:51:39 PM	06/22/2005 02:51:50 PM	W

Time type codes:

A - adjustment	H - holiday	O - other
B - birthday	J - jury	S - sick
D - disability	L - leave	V - vacation
F - funeral	M - military	X - other
		W - work

07138

## FullCalc Operating Guide

**User Initials and Password**

Initials

Password

Employees can view, but not change, their time clock entries by selecting 'view associate hours' on the list of management reports. Both a set of initials and that person's password must then be entered on the screen shown at the left. When the password is entered it is displayed as one or more X's.

Note: the entry of the user initials and password is in addition to any other security requirements.

07139

The screen shown above will then be displayed. Only time clock entries for the initials entered will be shown. Some of the columns on the view associate hours screen are:

- **INITIALS** – the initials of the employee. All of the entries in this column should be the same.
- **DATE** – the date of the clock in operation.
- **CLOCK IN** – the date and time of clocking in.
- **CLOCK OUT** – the date and time of clocking out. If there is no clock out value that may mean that the person is still clocked in or did not properly clock out at some time in the past.
- **T** - time type codes. See the table on page 757. These codes are listed at the bottom of the view associate hours screen.

## Calculate Overtime Hours

This report is available only at Corners and Walter Adams stores.

## Adjust Inventory

**Enter SKU To Adjust**

SKU no.:

Adjustment amount:

Adjust more SKU's?  Yes  No

07094

# FullCalc Operating Guide

The quantity on hand for a given SKU number in the inventory may be adjusted with this option. On the screen shown above, enter a SKU number and the change in the quantity on hand (do not enter the new quantity on hand). The change may be a positive or negative value (plus to increase the quantity on hand or negative to decrease the quantity on hand). Click on the 'yes' or 'no' button to indicate if another SKU number is to be entered. Click on the 'OK' button to adjust this one SKU number.

After the last SKU number and its adjustment value is entered (and the 'no' button selected), the report shown below will be printed. In addition to the units (old, adjustment, and new), the unit price at cost and retail are shown. The extended price (price per unit times the number of units) is shown based on cost and retail both for the adjustment (based on the units of adjustment) and for all units in inventory and after the adjustment has been done (on the lower line for the SKU number and marked by 'after adjustment ->').

## INVENTORY ADJUSTMENTS

Date: 08/16/2004

Page No.: 1

SKU	ADJ	OLD	NEW	COST PER	RETAIL PER	EXTENDED	EXTENDED
	UNITS	UNITS	UNITS	UNIT	UNIT	ADJ. COST	ADJ. RETAIL
pot1	3	25	28	5.00	55.00	15.00	165.00
test pot				After adjustment ->		140.00	1540.00
plant2	-1	22	21	7.99	10.00	-7.99	-10.00
test plant				After adjustment ->		167.79	210.00

07095

Columns on the inventory adjustment report include:

- **SKU** – the SKU number being adjusted.
- **ADJ UNITS** – the number of units the on hand units is to be adjusted by. Negative values are used to decrease inventory on hand, while positive values are used to increase inventory on hand.
- **OLD UNITS** - units on hand before the adjustment.
- **NEW UNITS** - units on hand after the adjustment.
- **COST PER UNIT** – the cost for each unit.
- **RETAIL PER UNIT** – the retail price for each unit.
- **EXTENDED ADJ. COST** – cost per unit times the number of units being adjusted (the value in the 'adj units' column). Below this, on the 'after adjustment ->' line, the cost per unit times the number of units after the adjustment. This may be a positive or negative number based on the value in the 'adj units' column and the 'new units' column.
- **EXTENDED ADJ. RETAIL** – the retail price per unit times the number of units being adjusted (the value in the 'adj units' column). Below this, on the 'after adjustment ->' line, the retail price per unit times the number of units after the adjustment. This may be a positive or negative number based on the value in the 'adj units' column and the 'new units' column.

## On Approval

The on approval functions allow for the tracking of items that have SKU numbers and which are in the possession of customers but have not yet been sold. Items are placed on approval in POS by the selection of 'on approval' as the payment method. This will create an on approval transaction number and, optionally, generate an on approval receipt. See page 581 for details. Once the items have been placed on approval they can be reported on or deleted from the on approval status.

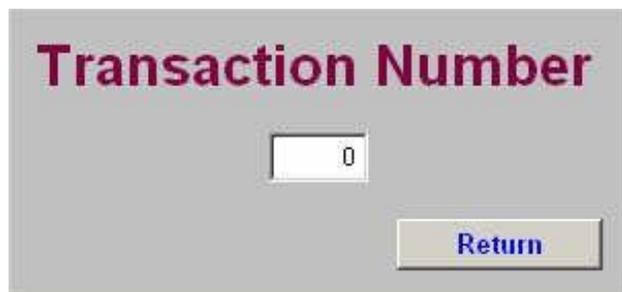


07096

There are four operations available for items that are on approval:

- 1) One entire on approval transaction may be deleted. Using the screen shown in the next section below, enter the on approval transaction number to be deleted. To delete a transaction decreases the number of allocated units for each SKU number in the on approval transaction.
- 2) Items from an on approval transaction may be deleted one item at a time. The second example in the next section below shows each line of every on approval transaction. To delete a single item first highlight it and then press the 'delete' button. Items shown on this screen may not be changed. This screen may not be used to add an item to those on approval. To delete an item decreases the number of allocated units for that SKU number.
- 3) A detail report may be printed. This report shows each item out on approval.
- 4) A summary report may be printed. This report shows a one-line summary of each on approval transaction. Data about individual items is not shown.

## Delete A Transaction



07097

# FullCalc Operating Guide

Use the screen shown above to specify the on approval transaction to be deleted. Enter the on approval transaction number generated in POS when the item(s) went out on approval. This option will delete the on approval transaction and return all of the SKU numbers to the inventory.

## Delete One Item From Transaction

On App. #	SKU No.	Description	Phone No.	Customer
3	bow11	glass bowl	726-2767	Jones
3	print6	boy and girl	726-2767	Jones
4	bow12	glass bowl - green	637-4507	Zuege
4	x20	red sectional	637-4507	Zuege
5	x19	red sectional	746-7532	Smith
5	bow11	glass bowl	746-7532	Smith
5	bow12	glass bowl - green	746-7532	Smith

07098

Use the screen shown above to delete one item out on approval. This option should be used when an on approval transaction contains multiple SKU numbers and only some of the SKU numbers are to be changed from on approval status and returned to the inventory. This screen shows all items that are on approval to all of the customers. Highlight the item on the desired on approval transaction to be deleted, and returned to the inventory, and then click on the 'delete' button at the bottom of the screen.

Note: Care must be used with this screen in the selection of the item to be deleted. The same SKU number may be out on approval to several customers. Because of this check to see that both the correct SKU number and the correct on approval transaction number are selected before anything is deleted.

Columns on the on approval item delete screen include:

- **ON APP. #** - the on approval transaction number.
- **SKU NO.** - the SKU number of the item out on approval.
- **DESCRIPTION** - a description of the item out on approval.
- **PHONE NO.** - the telephone number of the customer.
- **CUSTOMER** - the customers last name.

## Detail Report

# FullCalc Operating Guide

Date: 08/16/2004

## ITEMS OUT ON APPROVAL

DETAIL REPORT

Page No.: 1

ON APP. #	SKU NO.	DESCRIPTION	PHONE NO.	CUSTOMER	QTY	PRICE
3	pot1	test pot	555-1212	Flintstone	1	19.95
				Lines in this order:	1	19.95
4	pot1	test pot	527-9334	Zorn	1	19.95
4	plant2	test plant	527-9334	Zorn	2	20.00
				Lines in this order:	2	39.95
<b>TOTAL</b>						<b>59.90</b>

07099

The on approval detail report shows each SKU number that is out on approval. The report is sorted by the on approval transaction number. At the end of each on approval order number there are three values to the right of the title 'lines in this order':

- The first value is a count of the number of lines in the on approval order. It is not the number of SKU numbers out on approval (as the same SKU number may appear on two or more lines), or the total number of items out on approval (as the quantity for some SKU numbers may be more than one).
- The second value is the total of the 'qty' values. This is the number of physical items out on approval for this on approval transaction number. It will always be equal to or larger than the number of lines in the on approval order (the left most item on this line).
- The third value is the total of the 'prices' values.

Columns on the on approval detail report include:

- **ON APP. #** - on approval transaction number.
- **SKU NO.** - the SKU number of the item on approval.
- **DESCRIPTION** - a short description of the item on approval.
- **PHONE NO.** - the customers phone number.
- **CUSTOMER** - the name of the customer.
- **QTY** - total number of things out on approval.
- **PRICE** - retail price without discounts. This is calculated as the unit price times the quantity placed on approval.

## Summary Report

Date: 08/16/2004

## ITEMS OUT ON APPROVAL

SUMMARY REPORT

Page No.: 1

ON APP. #	NO. LINES	PHONE NO.	CUSTOMER	QTY	PRICE
3	1	555-1212	Flintstone	1	19.95
4	2	527-9334	Zorn	3	39.95
<b>TOTAL</b>					<b>59.90</b>

07100

# FullCalc Operating Guide

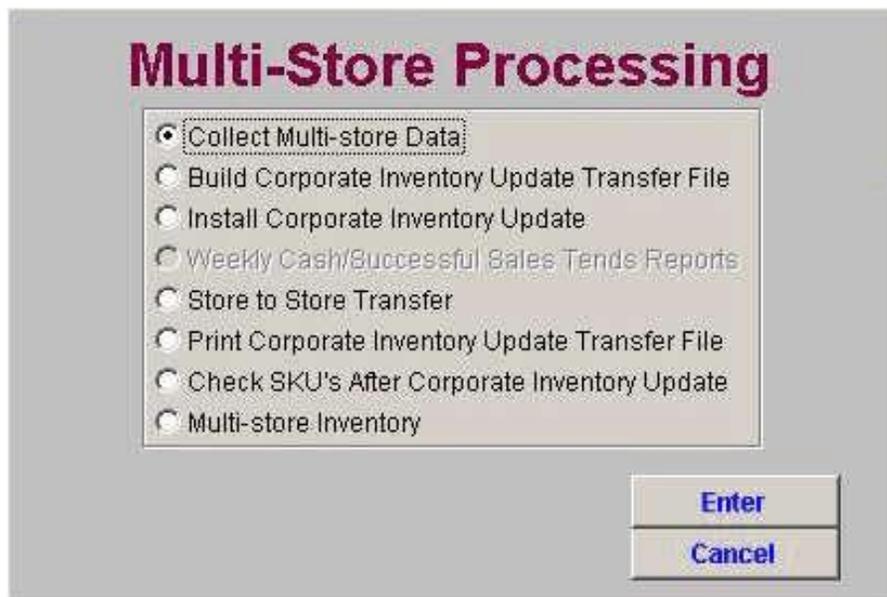
The on approval summary report gives a one-line summary for each open on approval transaction (each unique on approval number). The report, shown above, is sorted by the on approval transaction number.

Columns on the on approval summary report include:

- **ON APP. #** - on approval transaction number.
- **NO. LINES** - count of the number of lines in the on approval order.
- **PHONE NO.** – the customers' telephone number.
- **CUSTOMER** – the name of the customer.
- **QTY** - total number of things (number of physical objects) out on approval.
- **PRICE** - retail price without discounts of all items out on approval. This is computed as the sum of the quantity of each SKU number times the retail price of each SKU number out on approval.

## Multi-Store

### Introduction



07101

The various multi-store features are intended for those who have several stores and wish to update, collect, and report on inventory and sales data for a group of stores as a whole rather than as individual stores. The multi-store features do not apply to those who own only a single store.

The weekly cash/successful sales trends report option is available at Frames Unlimited stores.

If POS is not installed but the CORPDATA.OPT file is installed, then the 'build corporate inventory update transfer file', 'install corporate inventory update' and 'print corporate inventory update transfer file' options can be accessed from the main menu.

### Collect Multi-store Data

# FullCalc Operating Guide

The 'collect multi-store data' option is used to create a set of data files. The files can then be sent to a central location for additional processing. Data collection should be run only once per day (or less frequently). Multi-store data collection should be run after end of day processing has been completed. See page 632 for more on end of day processing. Data collection should not be run in the morning before the start of business. If these rules are not followed then some data will not be included in the multi-store data files.

The collected data is placed into a number of files that begin with a four digit store number (padded with leading '0' characters), see page 456 for how to define the store number, and a file extension which starts with the 'M' character. For example, in store 13 names of some of the files would include 0013.MI1, 0013.MS1 and 0013.MU3. The output disk drive and directory for use with the data files is determined on the following four rules:

- 1) C:\TRANS if SET CO= is set in WINCALC.INI, see page 429, and the C:\EEZORDER directory exists and it contains the CHAIN.OPT file and the C:\TRANS directory exists. See also the EEZ-Order documentation.
- 2) If CO= is set, see page 429, and the send directory used in store-to-store transfer is specified, see page 782, then the store-to-store transfer send directory is used. This location is used if rule 1 is not true.
- 3) C:\TEMP, the default location, is used if both rules 1 and 2 are not true.
- 4) The directory specified by the SET EEZTRANS= parameter in WINCALC.INI. See page 430.

## Build Corporate Inventory Update Transfer File

The 'build corporate inventory update transfer file' option is used to build three files of new and/or changed inventory data to be sent to one or more stores. These change files are used to synchronize the inventory data in all stores across a chain of stores. The 'build corporate inventory update transfer file' function is normally run on a regular basis, such as one a week, and is normally run only on one computer, at a central location, in a group of stores. It is normally run after the computer at the central location has been updated and after that computer has been reindexed.

**Get Data for Transfer**

Date From: 06/07/2005      Date To: 07/07/2005

Which Date Is To Be Used For Selection:  
 Changed Date  
 Added Date

Include Floral SKU's:  
 Yes  
 No

What Type(s) Of Data Is To Be Selected:  
 Frames       Mats  
 Prints       Other  
 Ready Mades / Sectionals

Collect Data  
Quit

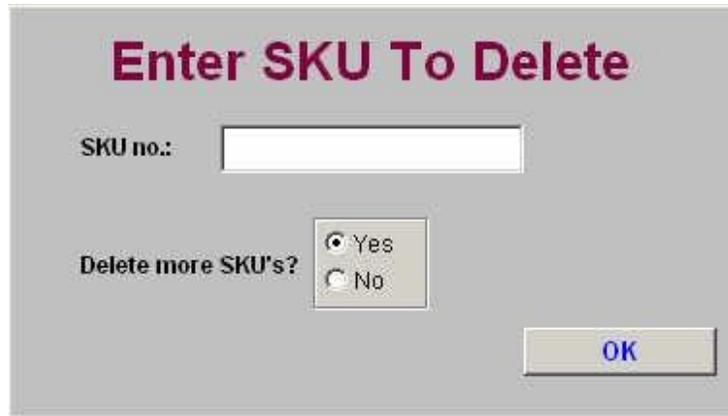
07102

The screen shown above is used to specify which new and changed inventory data is to be transferred to the several stores. Specify a date range via entry of two dates. Click on one of the two date types (date the SKU was last changed or date the SKU was added the inventory). If the floral module is present, click on 'yes' or 'no' to include floral SKU numbers or not (click on 'yes' if the floral module is not present). Click on one or more of the data type boxes (a check mark will appear for the selected data types). Click on the 'collect data' button to select the SKU numbers that meet the selection criteria entered.

A file named:

<data dir.>\TEMP<user>\TRANDATA.DBF

will be created. This file contains new and changed SKU numbers. This file needs to be transferred to the several stores. The <data dir.> value is specified by the DATA\_ALL= setup option and the <user> value is specified by the USER= setup option. For example: if DATA\_ALL=C:\WINCALC\DATA and USER=1 then the file created would be named: C:\WINCALC\DATA\TEMP1\TRANDATA.DBF. See page 428.



07103

The screen shown above is used to specify SKU numbers to be deleted from the inventory in the several stores<sup>133</sup>. Enter a SKU number, click on 'yes' or 'no' to indicate if another SKU number is to be entered and then click on the 'OK' button. Repeat this operation to specify each SKU number to be deleted.

The file named:

<data dir.>\TEMP<user>\TRANDEL.DBF

will be created. This file contains deleted SKU numbers. This file needs to be transferred to the several stores. The <data dir.> value is specified by the DATA\_ALL= setup option and the <user> value is specified by the USER= setup option. For example: if DATA\_ALL=C:\WINCALC\DATA and USER=1 then the file created would be named:

C:\WINCALC\DATA\TEMP1\TRANDEL.DBF

See also page 428.

The third file created is <data dir>\TEMP<user>\TRANSKU.DBF. This contains a list of all SKU numbers. This file needs to be transferred to the several stores. The <data dir.> value is specified by the DATA\_ALL= setup option and the <user> value is specified by the USER= setup option. For example: if DATA\_ALL=C:\WINCALC\DATA and USER=1 then the file created would be named:

C:\WINCALC\DATA\TEMP1\TRANSKU.DBF

See page 428.

The three files need to be transferred to one or more computers where the new and changed data is to be installed. This can be done in any number of ways. For example, it can be done by way of a floppy diskette, a CD-ROM, the use of pcAnywhere, etc. The three files go into the <data dir.>\TEMP<user> directory for the computer(s) on which the install of the corporate inventory data is to be done. The values for <data dir.> and <user> need to come from the DATA\_ALL= and USER= values on the computer(s) on which the install of the corporate inventory is to be done, not the values on the computer where the files were created. Remember that these values may be different on each of the computers where the install is to be done. If the data is placed in the wrong directory on the other computer(s) then it may not be found when an attempt is made to install it.

---

<sup>133</sup> These SKU numbers should have already been deleted from the inventory at the central location.

# FullCalc Operating Guide

Example: If in the WINCALC.INI file SET USER=3 and SET DATA\_ALL=C:\WINCALC\DATA then the files to be transferred would be named:

C:\WINCALC\DATA\TEMP3\TRANDEL.DBF  
C:\WINCALC\DATA\TEMP3\TRANDATA.DBF  
C:\WINCALC\DATA\TEMP3\TRANSKU.DBF

## Install Corporate Inventory Update

The 'install corporate inventory update' option is used to install changes to inventory data sent to a given store. The three files with change data, TRANDATA.DBF, TRANSKU.DBF and TRANDEL.DBF, must have been installed (loaded onto the computer in each store). The 'install corporate inventory update' function is normally run on a regular basis, such as one a week, and is normally run on every FullCalc computer in a group of stores except for the one computer where the transfer files were created.

The files are loaded into the <data dir.>\TEMP<user> directory. The <data dir.> value is specified by the SET DATA\_ALL= setup option and the <user> value is specified by the USER= setup option in each store. Remember that these values may be different on each of the computers where the install is to be done. If the data is placed in the wrong directory on the other computer(s) then it may not be found when an attempt is made to install it. See page 428.

For example, if in a given store DATA\_ALL=C:\WINCALC\DATA and USER=1 then the three files would be named:

C:\WINCALC\DATA\TEMP1\TRANDATA.DBF  
C:\WINCALC\DATA\TEMP1\TRANDEL.DBF  
C:\WINCALC\DATA\TEMP1\TRANSKU.DBF

The changed values for each SKU number effect only values that are independent of the store (for example, color, retail price, size, etc.) and not values which are unique to each store (for example, quantity on hand, year to date sales, etc.). See above for instructions on how to create the three files with the changed data.

### TRANSFER INVENTORY DATA

Date: 08/16/2004

ADDED/CHANGED SKU NUMBERS

Page No.: 1

SKU	DEPT	VEN	ITEM	DESCRIPTION	COST	RETAIL	UNITS	
pot1	110	199	pot1	test pot	5.00	49.95	28	CHG
plant2	120	199	plant2	test plant	7.99	10.00	21	CHG
pot3	110	199	pot3	test pot	7.00	33.00	28	CHG
pot4	100	199		garden pot	5.00	15.00	4	CHG

07104

### TRANSFER INVENTORY DATA

Date: 08/29/2005

DELETED SKU NUMBERS

Page No.: 1

SKU	QTY ON HAND	DESCRIPTION	
jak10	9	test inventory item	Item with some units on-hand

07105

# FullCalc Operating Guide

When the update is completed the reports shown above will be generated. The upper report shows new and changed SKU numbers. The report of new and changed SKU numbers is first sorted by vendor number and then within vendor number by SKU number. The report shown above, the report of deleted SKU numbers, is sorted by vendor number.

Columns on the list of added or changed SKU numbers include:

- **UNITS** - number of units on hand. This value is always zero for added SKU's.
- **DEPT** – department number.
- **VEN** - vendor number.
- **ITEM** - vendor item number.
- **SKU** – the SKU number of the item.
- **DESCRIPTION** – a description of the item.
- **COST** – the cost per unit.
- **RETAIL** – the retail selling price of one unit.

The last column on the report has no heading. It contains the value 'CHG' for a changed SKU number or 'ADD' for a new SKU number that has been added.

The lower report shown above shows the deleted SKU numbers.

The difference between the change of a SKU number and the addition of a SKU number is based on change of:

- 1) the SKU number and
- 2) the vendor number

Some SKU numbers in the inventory database are, or may be, duplicated and thus both the SKU number and vendor number are required to define a unique entry in the inventory.

Pay special attention to SKU numbers on the deleted SKU number report that say 'item with some units on hand' next to the quantity on hand field. These SKU numbers are being deleted by there are some units on hand (in stock). This may indicate an error in the specification of the SKU number to be deleted or the fact that there is an error in the specification of SKU's to be deleted, or an error in the quantity on hand field for the SKU number.

Columns on the list of deleted SKU numbers include:

- **SKU** – the SKU number of the item.
- **QTY ON HAND** – the number of units on-hand. If the number of units is greater than zero then the note 'item with some units on hand' appears to the right of the description field.
- **DESCRIPTION** – a description of the item.

Right clicking on the 'install corporate inventory update' radio button will cause it read 'view corporate inventory update log'. Click on the 'enter' button and the following screen will then appear.

Upd. Date	File Date	Add/Change	Delete
05/12/2005	05/12/2005	5717	0
05/12/2005	05/12/2005	5717	0
05/12/2005	05/12/2005	2735	1

[Return](#)

07168

This screen shows the history of installing the corporate inventory updates.

Note: See also page 834 for another form of this screen and its contents.

Columns on the corporate inventory update log screen include:

- **UPD. DATE** – the date the corporate inventory update was installed.
- **FILE DATE** – the date of the TRANDATA.DBF file being used for the install.
- **ADD/CHANGE** – the number of SKU numbers added or changed during the update.
- **DELETE** – the number of SKU numbers deleted during the update.

## Check SKU's After Corporate Inventory Update

After the corporate inventory update has been done the resulting inventory on the stores computer, the local computer, can be checked against the inventory on the corporate computer.



# FullCalc Operating Guide

A second error report is generated when a check is made to see if a given SKU number is in both the local inventory and in the inventory at the central location. This report assumes that the inventory at the central location contains all valid SKU numbers. The error messages generated identify SKU numbers that are in the local inventory but not in the central inventory and SKU numbers in the central inventory but not in the local inventory.

Columns on the report include:

- **SKU** – the items SKU number.
- **TYPE** – the type code of the SKU number (frames, mats, prints, etc.).
- **VND** – vendor number.

## Weekly Cash/Successful Sales Trends Reports

This option is available only at Frames Unlimited stores. It generates the following reports:

- The weekly cash report for the store.
- The successful sales trends report for the store for the same one week period as the weekly cash report.
- The successful sales trends report for each associate in the store for the same one week period as the weekly cash report.
- The successful sales trends report for the store for the year to date period (since January first of the current year).
- The successful sales trends report for each associate in the store for the year to date period (since January first of the current year).

To generate the first three reports listed above, click on the ‘weekly cash/successful sales trends reports’ item on the multi-store report screen. Then click on the ‘enter’ button.

To generate the last two reports listed above, click on the ‘weekly cash/successful sales trends reports’ item on the multi-store report screen. Then right click on the ‘weekly cash/successful sales trends reports’ item on the multi-store report screen. The title of the item on the screen will change to ‘YTD successful sales trends report’. Then click on the ‘enter’ button.

All of the reports are only for a single store.

The ARTAX.OPT file must be defined for the proper operation of the weekly cash report. See page 434 for information about this setup option.

The weekly cash report uses the following files:

File name	File format	Contents
<store no.>.MU1	ASCII text	Summary of sales for a week.
<store no.>.MU2	FoxPro database (.dbf)	Summary of sales for a week.
<store no.>.MU3	Microsoft Excel	Summary of sales for a week.

For example, in store 13 the files would be named ‘0013.MU1’, ‘0013.MU2’, and ‘0013.MU3’.

The contents of all three of the files are identical. The files differ only in their file format. The three files are all created during multi-store data collection. Collect multi-store data before running this report. See page 767 for information on how to collect this data.

# FullCalc Operating Guide

For the successful sales trends report by associate, the associate must have made at least one sale of a framing order during the period of the report. At least one sale during the period is also required to be included on the report for the store.

Note: The successful sales trends report can also be generated from the demand reports screen. See pages 691 and 734. As a demand report you must enter a start date and an end date for the report on the demand report screen.

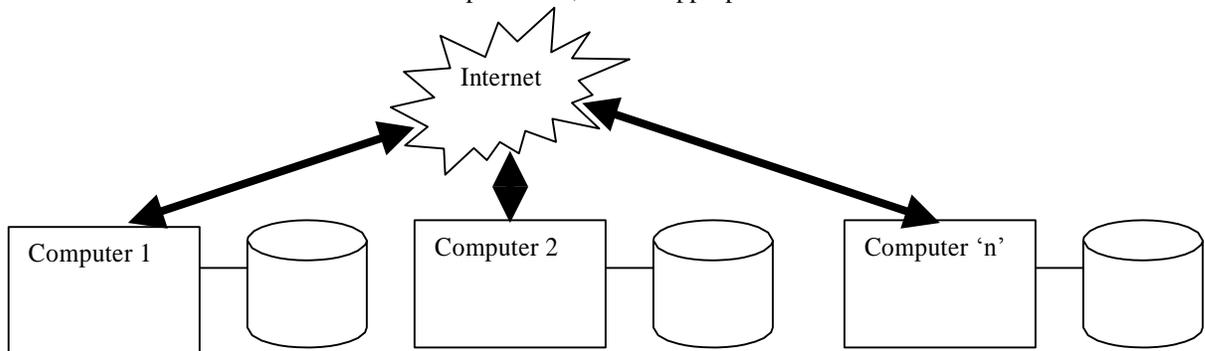
## Store-to-Store Transfer

FullCalc includes two different interfaces to do store-to-store transfers. The store-to-store transfer process can be specified only for items that have SKU numbers assigned to them. Items without SKU numbers cannot be transferred using either of the two interfaces. One interface employs EEZ-Order while the second interface uses shared disk files. The EEZ-Order interface requires that EEZ-Order be installed on each computer that is to do store-to-store transfers. It also requires that each computer have some type of access to the Internet. The disk based interface requires that each computer that is to do store-to-store transfers be networked in such a manner that at least one disk drive is accessible to all of the computers.

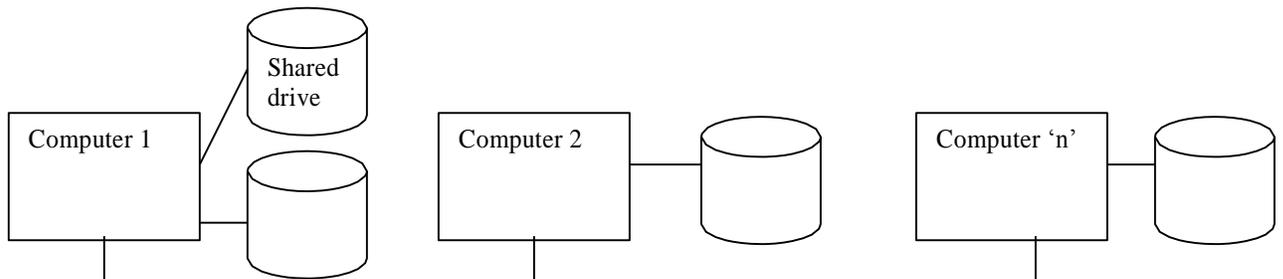
Which store-to-store transfer interface is used is determined by the SET STOSXFER= parameter in the WINCALC.INI file. See page 431. Only one of the two interfaces may be used at any given time.

SET STOSXFER= parameter	Mode to be used is...
is present	The disk based interface is to be used.
is not present	The EEZ-Order interface is to be used.

Based on the value of the SET STOSXFER= parameter, see the appropriate section below.



The diagram above shows several computers attached to the Internet for the passing of store-to-store transfer information. The cloud represents the Internet and the arrows are some connection to it.



The diagram above shows several computers attached to a network of some type, for example a local area network, with a shared disk drive that can be accessed over the network. In the example shown, the disk

# FullCalc Operating Guide

drive labeled 'shared drive' is connected to 'computer 1' but can be used by all of the computers via the network.

## EEZ-Order Store-to-store Transfers

The store-to-store transfer feature of FullCalc is designed to operate with EEZ-Order. It allows a store to request that an item, as specified by its SKU number, be transferred to that store from some other store<sup>134</sup>.



07106

The main store-to-store transfer screen, shown above, specifies which action is to be done to fill a merchandise transfer request that has been made by another store in a chain. The 'setup' option must be done once. The 'receive transfer requests' option must be done to receive a request from another store. The other two options are used to complete the transfer request.

EEZ-Order is used to request a transfer of merchandise to this store from some other store, not FullCalc. EEZ-Order is also used to return status requests to the requesting store. The EEZ-Order program must be installed in both stores (the store requesting a transfer and the store filling the transfer request) for the store-to-store transfer features to work properly.

## Receive Transfer Requests

STORE TO STORE TRANSFER							Page No.:	1
TRANSFER REQUESTS RECEIVED								
STORE ID	ORDER DATE	P.O. NUMBER	QTY.	ITEM NUMBER DESCRIPTION	HEIGHT WIDTH	COST PRICE		
corn0102	01/23/2001	6000		p1	18	30.00		
			2.00	Test Print 1	24	55.00		
corn0101	01/23/2001	7500		p2	16	25.00		
			1.00	Test Print 2	30	47.00		

<sup>134</sup> Store-to-store transfer is not designed to do a transfer for which a request for the transfer has not been made.

# FullCalc Operating Guide

07142

The 'receive transfer requests' option receives zero or more store-to-store transfer requests from other stores. If there are any requests then the report shown above is generated. This report indicates who (which other store in the chain) has requested what from this store. The 'store id' indicates the requesting store. The 'P.O. number' field is generated via EEZ-Order at the store requesting the transfer.

The receive operation plus the fill, ship, and refuse operations (see below) each generate an EEZ-Order message which is sent back to the requesting store. Filling an order (a transfer request) will thus generate a total of three messages (one each for the receive, fill, and ship operations) that are sent back to the requesting store. These messages indicate the status of the store-to-store transfer request at each stage in the process.

Columns on the transfer requests received report include:

- **STORE ID** – the number of the store requesting a transfer.
- **ORDER DATE** – the date the order was placed in EEZ-Order at the requesting store.
- **P.O. NUMBER** – the purchase order number generated by the requesting store.
- **QTY** – the number of items requested.
- **ITEM NUMBER** – the item number.
- **DESCRIPTION** – a description of the item.
- **HEIGHT** – the height of the item.
- **WIDTH** – the width of the item.
- **COST** – the cost of the item.
- **PRICE** – the retail price.

## Reject, Fill or Ship Transfer Requests

Store ID	P.O. Number	Item Number	S
0010	1416	pot1	R
0043	1414	jak9999	R
0009	1001	print2	
0013	1957	XYZ1234-a	

Fill Ship Refuse Return

07107

Once a transfer request has been received it may be processed in one of several ways. The screen shown above is used to specify the status of the order as it is processed. Highlight one of the lines shown, the line for the transfer request being processed, and then click on one of the status change buttons at the bottom of the screen:

# FullCalc Operating Guide

- **FILL** - The order has been filled. An order can be filled only if the quantity on hand in this stores inventory is sufficient to fill the entire order. An order cannot be filled if the quantity on hand is zero or negative. A partial order, and thus the creation of backorders, is not allowed for store-to-store transfers. Filling a store-to-store transfer request decreases the quantity on hand of the item in this store by the amount specified by the requesting store. If an order cannot be filled, refuse the transfer request (see below).
- **SHIP** - The previously filled request has been shipped to the requesting store. Shipping always follows filling<sup>135</sup>.
- **REFUSE** - The store-to-store transfer for the specified item has been rejected by this store. The request is not filled or shipped and the inventory in this store is not changed.

Note: Once an order has been filled it cannot be refused.

The 'S' column on the 'reject, fill or ship' screen holds the transfer request status code. Valid status codes are:

- **R** – request received.
- **F** - request filled.
- **S** – request shipped.
- **X** - request rejected.

The default status code is 'R' (received).

Columns on the store to store transfer fill/ship/refuse include:

- **STORE ID** – the number of the store requesting a transfer.
- **P.O. NUMBER** – the purchase order number generated by the requesting store.
- **ITEM NUMBER** – the item number.
- **S** – status code (see above for a list of the codes).

## STORE TO STORE TRANSFER TRANSFER REQUESTS UPDATED

Date: 02/05/2001

Page No.: 1

STORE ID	ORDER DATE	P.O. NUMBER	QTY.	ITEM NUMBER DESCRIPTION	S	DATE REC. DATE REFUSED	DATE FILLED DATE SHIPPED
corn0101	01/23/2001	7500	1.00	p2 Test Print 2	S	02/05/2001	02/05/2001 02/05/2001
corn0102	01/23/2001	6000	2.00	p1 Test Print 1	F	02/05/2001	02/05/2001

07108

<sup>135</sup> There may be a considerable amount of time, which might be measured in days or even weeks, between filling a transfer request and shipping it. The time between filling a request and shipping it may, for example, be dependent on the means of shipping the items.

# FullCalc Operating Guide

## STORE TO STORE TRANSFER

Date: 02/05/2001

PACKING SLIP

Page No.: 1

STORE ID	ORDER DATE	P.O. NUMBER	QTY.	ITEM NUMBER DESCRIPTION	DATE REC.	DATE FILLED DATE SHIPPED
corn0101	01/23/2001	7500	1.00	p2 Test Print 2	02/05/2001	02/05/2001 02/05/2001

07109

The two reports shown above are generated when the 'return' button on the store-to-store fill/ship/refuse screen is pressed. The upper report shows the status of all items that have had their status changed. The 'S' column shows the new status (after the status change). See above for a list of status codes.

Columns on the transfer requests updated report include:

- **STORE ID** – the number of the store requesting a transfer.
- **ORDER DATE** – the date the original request for a transfer was entered into EEZ-Order at the store requesting the transfer.
- **P.O. NUMBER** – the purchase order number generated by the requesting store.
- **QTY** – the number of items requested.
- **ITEM NUMBER** – the item number.
- **DESCRIPTION** – a description of the item.
- **S** – the current status of the transfer request. See above for a list of valid codes.
- **DATE REC.** – the date the transfer request was received into FullCalc at this store.
- **DATE REFUSED** – the date the SKU number was selected and the 'refused' button was clicked to indicate that the transfer request couldn't be honored by this store.
- **DATE FILLED** – the date the SKU number was selected and the 'fill' button was clicked to indicate that the order has been filled
- **DATE SHIPPED** – the date the SKU number was selected and the 'ship' button was clicked to indicate that the item had been shipped.

The lower report is a packing slip generated when one or more items have their status changed to 'ship'. One packing slip is generated for each store to which items are to be shipped. The date of each status change is also listed. A total of three dates will always appear for each item listed on the packing slip.

Columns on the packing slip include:

- **STORE ID** – the number of the store requesting a transfer.
- **ORDER DATE** – the date the original request for a transfer was entered into EEZ-Order at the store requesting the transfer.
- **P.O. NUMBER** – the purchase order number generated by the requesting store.
- **QTY** – the number of items requested.
- **ITEM NUMBER** – the item number.
- **DESCRIPTION** – a description of the item.
- **DATE REC.** – the date the transfer request was received into FullCalc at this store.
- **DATE FILLED** – the date the SKU number was selected and the 'fill' button was clicked to indicate that the order has been filled
- **DATE SHIPPED** – the date the SKU number was selected and the 'ship' button was clicked to indicate that the item had been shipped.

## Reports

07110

Three reports showing the status of store-to-store transfer requests can be generated. The screen shown above is used to specify the report(s) to be printed (the second option generates two reports). The two date fields show the date range for transfer requests to appear on the second report, if it is generated.

<b>STORE TO STORE TRANSFER</b>						
OPEN TRANSFER REQUESTS						
Date: 10/13/2004						Page No.: 1
STORE ID	ORDER DATE	P.O. NUMBER	QTY.	ITEM NUMBER DESCRIPTION	DATE REC.	DATE FILLED DATE SHIPPED
0010	10/12/2004	1000		print1	10/13/2004	10/13/2004
			2.00	green house at sunri		
0043	10/12/2004	1414		jak9999	10/13/2004	
			1.00	fake item		

07111

The report shown above lists all open transfer requests. Open transfer requests are all requests in received status or in filled status. Refused and shipped transfer requests are not shown on this report. The date received field will always contain a date value. The date filled field may contain a date or it may be blank to indicate that the request has not been filled.

Columns on the open transfer requests report include:

- **STORE ID** – the number of the store requesting a transfer.
- **ORDER DATE** – the date the original request for a transfer was entered into EEZ-Order at the store requesting the transfer.
- **P.O. NUMBER** – the purchase order number generated by the requesting store.
- **QTY** – the number of items requested.
- **ITEM NUMBER** – the item number.
- **DESCRIPTION** – a description of the item.
- **DATE REC.** – the date the transfer request was received into FullCalc at this store.
- **DATE FILLED** – the date the SKU number was selected and the ‘fill’ button was clicked to indicate that the order has been filled
- **DATE SHIPPED** – the date the SKU number was selected and the ‘ship’ button was clicked to indicate that the item had been shipped.

# FullCalc Operating Guide

## STORE TO STORE TRANSFER

ALL TRANSFER REQUESTS RECEIVED

Date: 03/30/2005

FROM 02/28/2005 TO 03/30/2005

Page No.: 1

STORE ID ORDER DATE	P.O. NUMBER	QTY.	ITEM NUMBER DESCRIPTION	COST PRICE	EXT COST EXT PRICE	DATE REC. DATE REFUSED	DATE FILLED DATE SHIPPED
0010 / / : : AM	1416	1.00	pot1 gold pot	19.95 35.00		03/29/2005	
0009 / / : : AM	1000	5.00	print1 green house	9.99 69.95	49.95 349.75	03/29/2005	03/29/2005
0043 / / : : AM	1414	1.00	jak9999 fake item	1.11 5.95		03/29/2005	
0009 / / : : AM	1001	3.00	print2 blue house	3.98 12.12	11.94 36.36	03/29/2005	03/29/2005
0013 / / : : AM	1957	2.00	XYZ1234-a brass bowl	5.67 27.00	11.34 54.00	03/29/2005	03/29/2005

07112

## STORE TO STORE TRANSFER

COST TRANSFER SUMMARY

Date: 03/30/2005

FROM 02/28/2005 TO 03/30/2005

Page No.: 1

STORE ID	EXT COST	EXT PRICE
0009	61.89	386.11
0013	11.34	54.00
<b>Total</b>	<b>73.23</b>	<b>440.11</b>

07163

The second report option generates two separate reports. The upper example shown above shows all orders for a specified date range. The date range entered on the report selection screen, see above, is compared with the date on which the transfer request was received in this store. Orders with any status may appear on this report. There will always be a date value in the date received field. The following table below list all valid combinations of the four date fields for an item on the report.

Date received	Date refused	Date filled	Date shipped
Specified	Specified	Not specified	Not specified
Specified	Not specified	Not specified	Not specified
Specified	Not specified	Specified	Not specified
Specified	Not specified	Specified	Specified

In the table above 'specified' means that a date appears in the date field listed and 'not specified' means that no date appears on the report in the indicated field. If no date is specified it means that the operation has not been done.

The lower example shown above shows a summary of all filled orders for a specified date range. The date range entered on the report screen, see above, is compared with the date on which the transfer request was received in this store. The summary report generates one line per store for which items have been filled. For each store on the report, the total extended cost and total extended price of filled items appears. While the orders have been filled, and thus inventory reduced, not all of the items included on the report may have yet shipped.

Columns on the all transfer requests received by date report include:

- **STORE ID** – the number of the store requesting a transfer.

# FullCalc Operating Guide

- **ORDER DATE** – the date the original request for a transfer was entered into EEZ-Order at the store requesting the transfer.
- **P.O. NUMBER** – the purchase order number generated by the requesting store.
- **QTY** – the number of items requested.
- **ITEM NUMBER** – the item number.
- **DESCRIPTION** – a description of the item.
- **COST** – the cost of the item.
- **PRICE** – the retail price.
- **EXT COST** – the extended cost of the item (the cost per unit times the quantity). This value is present only if the item has been filled.
- **EXT PRICE** – the extended retail price (retail price times the quantity). This value is present only if the item has been filled.
- **DATE REC.** – the date the transfer request was received into FullCalc at this store.
- **DATE REFUSED** – the date the SKU number was selected and the ‘refused’ button was clicked to indicate that the transfer request couldn’t be honored by this store.
- **DATE FILLED** – the date the SKU number was selected and the ‘fill’ button was clicked to indicate that the order has been filled
- **DATE SHIPPED** – the date the SKU number was selected and the ‘ship’ button was clicked to indicate that the item had been shipped.

Note that the date range over which the requests were received appears at the top of the report.

Columns on the cost transfer summary report include:

- **STORE ID** – the number of the store requesting a transfer.
- **EXT COST** – the total extended cost of the item (the cost per unit times quantity) filled for the specified store. This value is present only if the item has been filled.
- **EXT PRICE** – the total extended retail price (retail price times quantity) filled for the specified store. This value is present only if the item has been filled.

Note that the date range over which the requests were received appears at the top of the report.

## Setup

**Transfer Request Message Directories**

Receive Dir.

Send Dir.

Note: Dir. names must match those in EEZ-Order

OK

07113

The setup option screen, shown above, is used to specify the names of two directories that will hold the EEZ-Order message files. This option must be selected before any other store-to-store transfer options may be used. This option requires that EEZ-Order has been installed and configured. The two directories specified here must match the names of the message directories specified in EEZ-Order for store-to-store transfer to work properly. The two directory names need not be the same. Directory names should not end with the ‘\’ character.

# FullCalc Operating Guide

The WINCALC.INI file should also be edited and the following three parameters added:

- SET EEZPROG=
- SET EEZTRANS=
- SET EEZRECV=

See page 435 for details about these parameters.

See also the EEZ-Order documentation for how to define the EEZ-Order transfer directory from within EEZ-Order.

## Disk Based Store-to-Store Transfers

The disk based store-to-store transfer feature assumes that all of the computers that are to do store-to-store transfers have access to a common disk drive and directory. The SET STOSXFER= parameter in the WINCALC.INI file is used to point to this common disk drive and directory. In addition, the store number must be defined and be unique in each store. See page 456 for more on defining the store number.

The screen shown below, the main store-to-store transfer screen, is used to select the transfer function to be done.



07179

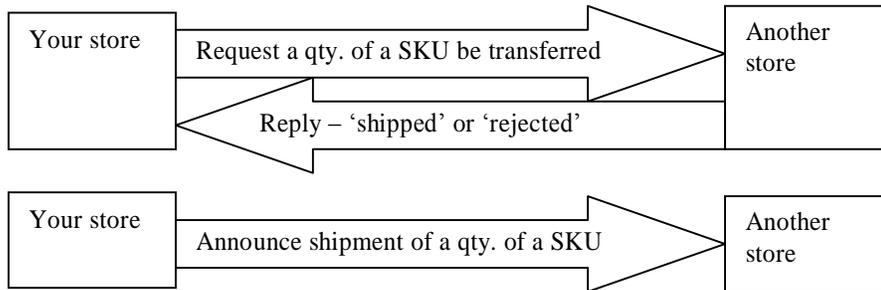
### Initiate a Transfer Request

The screen shown below is used to define the type of transfer to be done and to start the transfer process. The two options are:

- Ask another store to transfer something, a quantity of a specific SKU number, to this store.
- Tell another store that something, a quantity of a specific SKU number, is being transferred from this store to that store. The store that is to receive the item has not asked for the item to be transferred. This causes the quantity on hand for a SKU number to be decreased.

# FullCalc Operating Guide

These two basic operations can be graphically shown as follows:



**Store to Store Transfer  
Initiate Transfer**

Initiate a Transfer Request  
 Announce a Transfer Has Been Started  
 Initiate a Third Party Transfer Request

From Store No.    
To Store No.

07180

Specify in the 'from store no.' box the number of the store from which you are asking for an item to be transferred. If you are sending something to another store, and that store did not ask for it, specify the store that is to receive the item in the 'to store no.' box. You cannot request the transfer of an item from your store and you cannot announce that you are sending your store an item. Then click on the 'enter' button. Click on the 'cancel' button to return to the main store-to-store transfer menu.

If the multi-store inventory feature has been defined, see page 796, then the 'to store no.' or 'from store no.' value entered will be checked for validity. The valid store numbers appear in the multi-store store name database. See page 801 for details.

The screen shown below will then appear.

# FullCalc Operating Guide

**Enter SKU To Transfer**

SKU No.

Quantity to Transfer

More SKU's?  Yes  No

Stock Transfer  Customer Order

07181

In the upper box enter the SKU number to be transferred. This SKU number must be defined in the inventory of the store that has initiated the transfer request.

In the lower box enter the number of units to be transferred. The number of units must be a positive number, never zero or a negative value. If the SKU is to be transferred from this store, the quantity to be transferred must be less than or equal to the number of units in the sending stores inventory.

Click on the 'yes' or 'no' buttons to specify if more SKU's are to be transferred.

If the 'announce a transfer has been started' option has been selected on the previous screen, then a second set of buttons will appear on the screen. Click on 'stock transfer' or 'customer order' to identify the type of transfer being done.

Then click on the 'ok' button. If 'yes' was marked then specify another SKU number to transfer using this screen. This process may be repeated more times if more than one SKU is to be transferred. If 'no' was marked then control will return to the initiate transfer screen and a packing slip will be generated. Items appear on a packing slip in SKU number order. See below for an example of a packing slip.

**STORE TO STORE TRANSFER**  
PACKING SLIP

Date: 09/06/2006 Page No.: 1

From Store	To Store	SKU Number	Qty.	Description	Request Date	Ship Date	Unit Cost	Unit Retail	Ext. Cost	Ext. Retail	T
1	13	bowl1	1	glass bowl - large r	09/06/2006	09/06/2006	5.00	15.00	5.00	15.00	T
1	13	bowl2	2	glass bowl - green	09/06/2006	09/06/2006	6.00	17.00	12.00	34.00	T

\*\*\*\*\* End of Packing Slip \*\*\*\*\*

07182

Some of the fields on the packing slip are:

- **FROM STORE** – the number of the store the item is to be shipped from.
- **TO STORE** – the number of the store the item is to be shipped to.
- **SKU NUMBER** – the SKU number of the item to be transferred.
- **QTY.** – the number of units of the item to be transferred.
- **DESCRIPTION** – a description of the item.
- **REQUEST DATE** – the date the transfer request was initiated.



# FullCalc Operating Guide

- **O** – open – the item has not been transferred.
- **X** – rejected – the transfer request has been rejected. A transfer will not be done.
- **S** – shipped – the item has been shipped.

Select one of the transfer requests from the data grid and then click on one of the buttons at the bottom of the screen to process it. The buttons are:

- **SHIP** – a transfer has been requested (the status is ‘O’) by another store. Click ‘ship’ to note that the item has been shipped. If the SKU is to be transferred from this store, the quantity to be transferred must be less than or equal to the number of units in the sending stores inventory. This causes the quantity on hand for a SKU number to be decreased. One or more packing slips will be generated after the ‘return’ button has been clicked (depending on the number of stores to which items are being shipped). See above for an example of a packing slip.
- **REJECT** – a transfer has been requested (the status is ‘O’) by another store. The request, however, cannot be done for some reason and a rejection message, but no items, will be sent back to the requesting store. For example, the quantity requested is larger than the current inventory of the sending store. This operation will not cause the inventory to be altered.
- **EXTRA** – a shipment has arrived from another store. When the items from the other store, the packing slip and the messages on the screen shown above are compared there is a discrepancy. An extra item has arrived. Alternately, an item has been received but no message has arrived saying that it is to be shipped to this store. The screen shown below will then appear.
  - In the upper box enter the SKU number of the extra item received. This SKU number must be defined in the inventory of the store that has received the item.
  - In the middle box enter the number of units received. The number of units must be a positive number, never zero or a negative value.
  - In the lower box enter the number of the store from which this extra item arrived.
  - Click on the ‘ok’ button to receive the item and increase the quantity on hand for the SKU number.
- **RETURN** – exit from the process screen and return to the main store-to-store transfer screen.

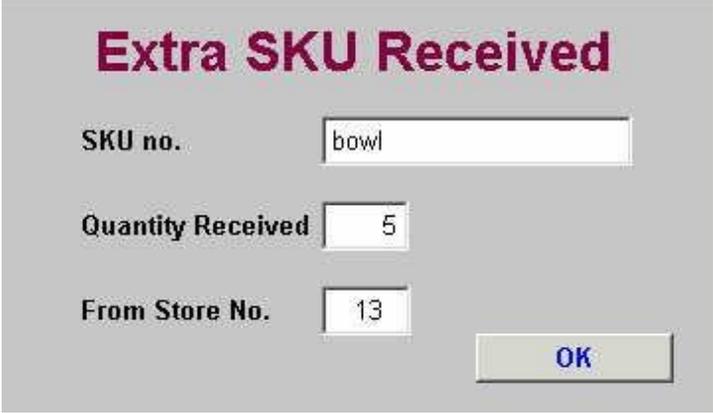
The ‘return’ button is always available for use. The other buttons on this screen will be active, or not active, based on the request status code (‘O’, ‘X’, or ‘S’) of the highlighted record (line in the data grid). As the highlighted record changes the available buttons will also change.

## Replies and Receiving

The replies and receiving screen is used to process messages that have been received by a store from another store. Only messages from another store that have not yet been fully processed and are for this store will appear on the replies and receiving screen. An example of this screen is shown below.



## FullCalc Operating Guide



**Extra SKU Received**

SKU no.

Quantity Received

From Store No.

07198

- In the upper box enter the SKU number of the extra item received. This SKU number must be defined in the inventory of the store that has received the item.
- In the middle box enter the number of units received. The number of units must be a positive number, never zero or a negative value.
- In the lower box enter the number of the store from which this extra item has arrived.
- Click on the 'ok' button to receive the item and increase the quantity on hand for the SKU number specified.
- **MISSING** – a shipment has arrived from another store (the status is 'S'). When the items from the other store, the packing slip and the messages on the screen shown above are compared there is a discrepancy. An expected item has not arrived. Click on 'missing' to clear the message from the screen without altering the inventory. If the item has arrived but the quantity that has arrived is not the expected amount, use the 'missing' button and then the 'extra' button to record the units that did arrive. The 'missing' operation will not cause the inventory to be altered.
- **RETURN** – exit from the process screen and return to the main store-to-store transfer screen.

The 'return' button is always available for use. The other buttons on this screen will be active, or not active, based on the request status code ('O', 'X', or 'S') of the highlighted record (line in the data grid). As the highlighted record changes the available buttons will also change.

### Reports

Five reports are available from the store-to-store transfer reports menu shown below. The first report is output to the printer while the other reports are output only to the screen.

## Store to Store Transfer Reports

Print Selected Transfer Requests

Browse Outstanding Inbound Transfer Requests

Browse Outstanding Outbound Transfer Requests

Browse Initiated Transfer Requests

Browse Full Transfer Log

Print Received Transfer Requests

Print Sent Transfer Requests

Date From

Date To

07185

The first option is used print selected transfer requests as two reports, one report shows transfers to this store and a second report shows transfers from this store. Enter a date range on the main report menu, see the example above, to specify which transfer requests are to appear on the reports. This date range is the date the transfer request was initiated (it is not the date the transfer request was processed or completed).

Examples of the two reports are shown below. The date the report was printed is at the upper left. The date range being reported on by this report is listed in the upper center. The number of store where the report was printed appears below the date range being report on. On one report, the upper example below, it is listed as the 'from store number' as this report shows transfers from this store to another store. On the second report it is listed as the 'to store number' as this report shows transfers to this store from other stores.

### STORE TO STORE TRANSFER

Date: 05/31/2006 FROM 05/01/2006 TO 05/31/2006 Page No.: 1

From Store Number: 1

From Store	To Store	SKU Number	Qty.	Description	Request Date	Cost	Retail	S	Complete Date	T
1	2	2 bowl1		2 glass bowl - large red	05/05/2006	5.00	15.00	S	05/05/2006	T
1	2	2 bowl10		1 test bowl in green	05/05/2006	10.00	100.00	S	05/05/2006	T
<b>Totals for 'to store'</b>			2			15.00	115.00			
1	88	88 bowl1		1 glass bowl - large red	05/03/2006	5.00	15.00	O	/ /	O
1	88	88 bowl1		1 glass bowl - large red	05/03/2006	5.00	15.00	S	05/08/2006	O
<b>Totals for 'to store'</b>			88			10.00	30.00			

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# FullCalc Operating Guide

## STORE TO STORE TRANSFER

Date: 05/31/2006 FROM 05/01/2006 TO 05/31/2006 Page No.: 1

To Store Number: 1

From Store	To Store	SKU Number	Qty.	Description	Request Date	Cost	Retail	S	Complete Date	T
88		1 bowl1		2 glass bowl - large red	05/03/2006	5.00	15.00	S	05/03/2006	T
Totals for 'from store'						88	5.00	15.00		

07194

The entries on each report are sorted by store number which is doing the sending, the 'from' store, or the store number which is doing the receiving, the 'to' store. Totals are calculated and printed for both the cost and the retail price each time the 'to' store or the 'from' store number changes.

Some of the fields on the two reports are:

- **FROM STORE** – the number of the store the item is to be shipped from.
- **TO STORE** – the number of the store the item is to be shipped to.
- **SKU NUMBER** – the SKU number of the item to be transferred.
- **QTY.** – the number of units of the item to be transferred.
- **DESCRIPTION** – a description of the item.
- **REQUEST DATE** – the date the transfer request was initiated.
- **COST** – the cost of each unit of the item.
- **RETAIL** – the retail price of each unit of the item.
- **S** – the request status. Valid status codes are:
  - **O** – open – the item has not been transferred.
  - **X** – rejected – the transfer request has been rejected.
  - **S** – shipped – the item has been shipped.
  - **R** – received – the item has been received.
  - **F** – filed – the user filed the message.
- **COMPLETE DATE** – the date the transfer operation was completed. If this field is blank (if no date is present) then the operation has not yet been completed.
- **T** – the transfer type code. Valid transfer codes are:
  - **C** – customer order
  - **T** – stock transfer
  - blank – unknown (for example an extra item included in a shipment)

The second and third reports provide a list of transfer transactions that are still outstanding for this store. These reports are always output to the screen. See the example below. One report lists transfer requests which ship items to this store, inbound transfers, while the other report lists items which are to be shipped from this store, outbound transfers, to some other store. The direction of transfer and the store number appear at the top of the report in the colored band. These reports are too large to fit on the screen. Use the scroll bars at the right side and the tab keys to view the desired portion of the report. To exit from this screen, click on the 'X' at the upper right of the screen or hit the 'escape' key.

Note: This screen cannot be used to alter or delete any of the data values shown.

Date	From	To	SKU No.	Qty.	Description
03/30/2006	1	99	101wo	2	W0 101W0 1/2
03/30/2006	1	99	jak2	3	Test item #2
04/14/2006	1	2	bowl1	1	glass bowl - large red

# FullCalc Operating Guide

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Some of the fields on the outstanding transfer requests reports are:

- **FROM** – the number of the store the item is to be shipped from.
- **TO** – the number of the store the item is to be shipped to.
- **SKU NO.** – the SKU number of the item to be transferred.
- **QTY.** – the number of units of the item to be transferred.
- **DESCRIPTION** – a description of the item.
- **DATE** – the date the transfer request was initiated.
- **S** – the request status. Valid status codes are:
  - **O** – open – the item has not been transferred.
  - **X** – rejected – the transfer request has been rejected.
  - **S** – shipped – the item has been shipped.
  - **R** – received – the item has been received.
  - **F** – filed – the user filed the message.
- **T** – the transfer type code. Valid transfer codes are:
  - **C** – customer order
  - **T** – stock transfer
  - blank – unknown (for example an extra item included in a shipment)

The fourth report lists all transfer requests initiated by this store. It includes only requests to other stores to send items to this store. This report is always output to the screen and may include transfer requests that have been completed or have been rejected. See the example below. To exit from this screen, click on the 'X' at the upper right of the screen or hit the 'escape' key.



Date	From	To	SKU No.	Qty.	Description
03/30/2006	1	99	101wo	2	W0 101W0 1/2
03/30/2006	1	99	92	3	thing
03/30/2006	1	99	jak2	3	Test item #2

07190

Some of the fields on the report are:

- **FROM** – the number of the store the item is to be shipped from.
- **TO** – the number of the store the item is to be shipped to. This should always be the store that this report is run in.
- **SKU NO.** – the SKU number of the item to be transferred.
- **QTY.** – the number of units of the item to be transferred.
- **DESCRIPTION** – a description of the item.
- **DATE** – the date the transfer request was initiated.

The fifth report is a list of all transfer transaction. This report is always output to the screen. See the example below. This report is too large to fit on the screen. Use the scroll bar at the right side and the tab keys to view the desired portion of the report. To exit from this screen, click on the 'X' at the upper right of the screen or hit the 'escape' key.

Note: This screen cannot be used to alter or delete any of the data values shown.

# FullCalc Operating Guide

Store to Store Transfer Log - All Transactions									
Op	Date Created	Date/Time Created	Orig	From	To	Reg	SKU No.	Qty.	
1	03/30/2006	03/30/2006 11:14:30 AM	99	1	99	1	181wo	2	
1	03/30/2006	03/30/2006 11:16:30 AM	99	1	99	1	92	3	
1	03/30/2006	03/30/2006 11:16:39 AM	99	1	99	1	jak2	3	
2	03/30/2006	03/30/2006 11:19:35 AM	1	1	99	1	bow12	2	

07188

Some of the fields on the report are:

- **FROM** – the number of the store the item is to be shipped from.
- **TO** – the number of the store the item is to be shipped to.
- **SKUNO** – the SKU number of the item to be transferred.
- **REG** – the register number from which the request originated.
- **QTY** – the number of units of the item to be transferred.
- **DESCRIPTION** – a description of the item.
- **COST** – the cost of each unit of the item.
- **RETAIL** – the retail price of each unit of the item.
- **STATUS** – the request status. Valid status codes are:
  - **O** – open – the item has not been transferred.
  - **X** – rejected – the transfer request has been rejected.
  - **S** – shipped – the item has been shipped.
  - **R** – received – the item has been received.
  - **F** – filed – the user filed the message.
- **DATE DONE** – the date the transfer operation was completed. If this field is blank (no date is present) then the operation has not yet been completed.
- **DATE/TIME DONE** – the date and time the transfer operation was completed. If this field is blank (no date is present) then the operation has not yet been completed.
- **ORIG** – the number of the store that originated the request.
- **OP** – operation code.
- **DATE CREATED** – the date the operation was created.
- **DATE/TIME CREATED** – the date and time the operation was created.
- **DONE** – a flag with a value of 'T' (true) to indicate that the operation has been done or 'F' (false) to indicate that the operation has not been done.
- **XFER TYPE** – the transfer type code. Valid transfer codes are:
  - **C** – customer order
  - **T** – stock transfer
  - blank – unknown (for example an extra item included in a shipment)

The sixth option is used print selected transfer requests. The report shows only transfers that were received at this store. Enter a date range on the main report menu, see the example above, to specify which transfer requests are to appear on the report. The date range specified is the date the item was actually received in this store (it is not the date the transfer request was initiated or the date the item was shipped from the sending store). The report is sorted and totaled by the number of the store the items were sent from.

# FullCalc Operating Guide

## STORE TO STORE TRANSFER

Date: 11/24/2006 FROM 06/21/2006 TO 11/24/2006 Page No.: 1

Received In Store Number: 1

From Store	To Store	SKU Number	Qty.	Description	Request Date	Ext. Cost	Ext. Retail	S	Complete Date	T
3	1	pg01	13	Red plaque	06/23/2006	130.00	390.00	R	06/24/2006	T
3	1	bow12	3	glass bowl - green	09/06/2006	18.00	51.00	R	09/06/2006	T
<b>Totals for 'from store'</b>						3	148.00	441.00		
5	1	pink print	2	Red sails in the sunset	09/20/2006	19.90	199.90	R	09/20/2006	T
<b>Totals for 'from store'</b>						5	19.90	199.90		
31	1	jak201	1	test giftware item	06/23/2006	1.98	25.00	R	06/23/2006	T
<b>Totals for 'from store'</b>						31	1.98	25.00		

07204

Some of the fields on the report are:

- **FROM STORE** – the number of the store the item is to be shipped from.
- **TO STORE** – the number of the store the item is to be shipped to.
- **SKU NUMBER** – the SKU number of the item to be transferred.
- **QTY.** – the number of units of the item to be transferred.
- **DESCRIPTION** – a description of the item.
- **REQUEST DATE** – the date the transfer request was initiated.
- **COST** – the cost of each unit of the item.
- **RETAIL** – the retail price of each unit of the item.
- **S** – the request status. Valid status codes are:
  - **R** – received – the item has been received. Only items of type ‘R’ can appear on this report.
- **COMPLETE DATE** – the date the transfer operation was completed. If this field is blank (if no date is present) then the operation has not yet been completed.
- **T** – the transfer type code. Valid transfer codes are:
  - **C** – customer order
  - **T** – stock transfer
  - blank – unknown (for example an extra item included in a shipment)

The seventh option is used print selected transfer requests. The report shows only transfers that were sent from this store. Enter a date range on the main report menu, see the example above, to specify which transfer requests are to appear on the report. The date range specified is the date the item was actually shipped from this store (it is not the date the transfer request was initiated or the date the item was received in the receiving store). The report is sorted and totaled by the number of the store the items were sent to.

## STORE TO STORE TRANSFER

Date: 11/27/2006 FROM 09/01/2006 TO 11/27/2006 Page No.: 1

Sent From Store Number: 1

From Store	To Store	SKU Number	Qty.	Description	Request Date	Ext. Cost	Ext. Retail	S	Complete Date	T
1	13	bow11	1	glass bowl - large red	09/06/2006	5.00	15.00	S	09/06/2006	T
1	13	bow12	2	glass bowl - green	09/06/2006	12.00	34.00	S	09/06/2006	T
<b>Totals for 'to store'</b>						13	17.00	49.00		
1	25	bow11	1	glass bowl - large red	09/06/2006	5.00	15.00	S	09/13/2006	T
<b>Totals for 'to store'</b>						25	5.00	15.00		

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Some of the fields on the report are:

- **FROM STORE** – the number of the store the item is to be shipped from.
- **TO STORE** – the number of the store the item is to be shipped to.
- **SKU NUMBER** – the SKU number of the item to be transferred.
- **QTY.** – the number of units of the item to be transferred.
- **DESCRIPTION** – a description of the item.
- **REQUEST DATE** – the date the transfer request was initiated.
- **COST** – the cost of each unit of the item.
- **RETAIL** – the retail price of each unit of the item.
- **S** – the request status. Valid status codes are:
  - **S** – shipped – the item has been shipped. Only items of type 'S' can appear on this report.
- **COMPLETE DATE** – the date the transfer operation was completed. If this field is blank (if no date is present) then the operation has not yet been completed.
- **T** – the transfer type code. Valid transfer codes are:
  - **C** – customer order
  - **T** – stock transfer
  - blank – unknown (for example an extra item included in a shipment)

## Pack Transfer Log

This option is used to remove old entries from and then pack the store-to-store transfer log database. This operation first finds all entries in the transfer log that are:

- Marked as having been completed.
- Have a completion date which is more than 60 days in the past

Transactions that meet all of these conditions are then marked for deletion. The transfer log database is then packed. The resulting log database contains records that have not been completed or have been completed within the last 60 days.

This operation can be done only from the FullCalc server computer. Other users should exit from FullCalc before starting this operation.

## Print Corporate Inventory Update Transfer File

TRANSFER FILE DATA						
Date: 08/16/2004		ADDED/CHANGED SKU NUMBERS			Page No.: 1	
SKU	DEPT VEN ITEM	DESCRIPTION	COST	RETAIL	DATE ADDED	DATE UPD.
plant2	120 199 plant2	test plant	7.99	10.00	03/22/2004	07/20/2004
pot1	110 199 pot1	test pot	5.00	49.95	03/22/2004	08/16/2004
pot3	110 199 pot3	test pot	7.00	33.00	03/22/2004	08/16/2004
pot4	100 199	garden pot	5.00	15.00	08/16/2004	08/16/2004

Note: The report is sorted by SKU number. The sort is not case sensitive.

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# FullCalc Operating Guide

The example above shows a listing of the corporate inventory update transfer file. This report can be used to check what SKU numbers are about to be changed or have been changed. The report shown is sorted by the SKU number field. The sort is not case sensitive.

The files to be checked are assumed to be loaded into the <data dir.>\TEMP<user> directory. The <data dir.> value is specified by the DATA\_ALL= setup option and the <user> value is specified by the USER= setup option in each store.

For example, if in a given store DATA\_ALL=C:\WINCALC\DATA and USER=1 then the three files would be named:

C:\WINCALC\DATA\TEMP1\TRANDATA.DBF,

This option can be used on either the computer where the corporate inventory transfer files are build or where they are to be installed.

Columns in the transfer file data report include:

- **DEPT** – department number.
- **VEN** – vendor number.
- **ITEM** – the item number, normally defined by the vendor.
- **DATE ADDED** – the date the SKU number was added to the inventory on the computer where the transfer file was made.
- **DATE UPD.** – the date one or more values in the inventory record for the SKU number was last changed on the computer where the transfer file was made.

## Multi-store Inventory

The multi-store inventory allows for inventory data to be collected and used for a group of stores (also called a chain). Its functions are to allow users at one location, one store, to check the inventory at one or more of the other stores of a group of stores both to access available inventory and do central reorders.

### Main Menu

The main multi-store inventory menu is:



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There are two or four lines of data under the options available at the bottom left on this screen. The upper two lines are titled:

- **TABLE BUILD DATE:** – if a multi-store inventory data table has been loaded at some time in the past, this is the date and time when the currently loaded data table was built. If no multi-store inventory data table has been loaded in the past then the date is '01/01/1980' and the time is '00:00'.
- **TABLE LOAD DATE:** - if a multi-store inventory data table has been loaded at some time in the past, this is the date and time when the currently loaded data table was loaded. If no multi-store inventory data table has been loaded in the past then the date is '01/01/1980' and the time is '00:00'. The load date and time should always be after the built date and time.

The build and load options are described in the next two sections. The bottom two lines of data below the list of options may or may not appear see the section titled 'load input file' below for details on these two lines.

## Build Multi-store Inventory Table

The 'built multi-store inventory table' option builds a multi-store inventory database. Input is a set of files created earlier by the 'collect multi-store data' option that have been transferred to a central location<sup>136</sup>. There must be one <store no.> .MI1 file for each store named in the store name database and the number must be specified in the control option database. Each .MI1 file contains the number of units on hand and the number of units on order for each SKU number in the stores inventory with a stock status which is not 'N' (which is not non-stock).

<sup>136</sup> At Frames Unlimited stores only, the first step in the build operation will ask about the data to be used in the build operation This question will be asked before the build operation begins. The user will be asked if the data is to be updated or not. Reply 'yes' to copy the most current data from each store to the input directory for use in the build operation. Reply 'no' to use the data from each store currently in the input directory.

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The 'build' option must be enabled in the control database to be able to use this menu item (see below).  
The output from this option is a database named:

MULTILD.DBF

After the database is built a screen will appear to ask the user if the data is for the end of the month and if it is to be saved. Reply 'no' if the data is not for the end of the month. Reply 'yes' and enter a month number (1 to 12) if the data is for the end of the month.

This option will also generate data for a log report and may generate data for an error report (see notes below). These reports may be printed later, if desired.

## Load Input File

This option has multiple function the most important of which is to load a new multi-store inventory database. The table below lists the available functions, more fully described below, which can be activated by clicking on the 'load input file' option:

Click type	Function
Left click	Load a new multi-store inventory database.
Right click	Reset and load a new multi-store inventory table
Double click	The following functions are accessed in turn: <ul style="list-style-type: none"><li>• Find and display the full name of the new multi-store inventory database (the MULTILD.DBF database).</li><li>• Display a list of SKU numbers that are in the multi-store inventory database but are not in the local inventory.</li><li>• Build a database with a set of SKU numbers to delete from the inventory in each store in a chain (a TRANDEL.DBF database).</li></ul>

Left click the option to load a new multi-store inventory database. The MULTILD.DBF database is used as input. The old multi-store inventory database becomes the backup version and is named MULTIDB.BAK. Make any desired name database changes just before doing a load.

Note: This option will be disabled, in low intensity on the multi-store inventory screen shown above, if the MULTILD.DBF database cannot be found. The MULTILD.DBF and MULTIDB.BAK files are located in the directory pointed to by the SET DATA\_MULTI= parameter in the WINCALC.INI file.

If the MULTIDB.DBF database is not loaded properly or if it is invalid then you may need to reload the MULTIDB.BAK database (the backup database). To reload the backup, do the following steps:

- 1) Exit from FullCalc.
- 2) Use a program such as Microsoft Windows Explorer to rename the MULTIDB.BAK to MULTILD.DBF. These files are located in the directory pointed to by the SET DATA\_MULTI= parameter in the WINCALC.INI file.
- 3) Start FullCalc.
- 4) On the 'multi-store inventory' screen (shown above), right click on the 'load new multi-store inventory table' option (which should be in high intensity). The title of this option will change to become 'reset and load new multi-store inventory table'.
- 5) Click on the 'enter' button.

To determine the full name of the MULTILD.DBF file you may double click on the 'load new multi-store inventory table' option. At the bottom left of the 'multi-store inventory' screen two additional lines of data will appear (they will appear below the 'table build date' and 'table load date' lines). The upper line will

# FullCalc Operating Guide

contain the full name of the file. The lower line will contain the date and time the MULTILD.DBF file was last written to.

You will then be asked if a check is to be made of the SKU numbers in the multi-store database, the MULTILD.DBF file, against the inventory on the local computer. Click on the 'yes' button to do the check or click on the 'no' button to skip the check. If any errors are found then a list of SKU numbers in the multi-store database but not in the local inventory will be displayed.

If there some SKU numbers in the multi-store database, the MULTILD.DBF file, which are not in the inventory of the local computer then you will be asked if a file is to be created to allow for the deletion of these SKU number. Click on the 'yes' button to create the file or click on the 'no' button to not create the file. The file, if created, will be named:

<data dir.>\TEMP<user>\TRANDEL.DBF

This file has the same name and contents as that created when the 'build corporate inventory update transfer file' option is selected. See page 767 for more information about this option. This file, TRANDEL.DBF, needs to be transferred to the several stores along with TRANDATA.DBF and TRANSKU.DBF files. The <data dir.> value is specified by the DATA\_ALL= setup option and the <user> value is specified by the USER= setup option. For example: if DATA\_ALL=C:\WINCALC\DATA and USER=1 then the file created would be named:

C:\WINCALC\DATA\TEMP1\TRANDEL.DBF

See also page 428.

After a copy of TRANDEL.DBF has been moved to each store in the chain it then needs to be installed. See page 770 for more on installing a corporate inventory update.

## Setup

Use this option to select one of two sets of options, the control options database or the store name database, to update.



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## Update Control Options

Enter, view, or update the multi-store inventory options (except the date fields which can not be entered or updated) using the screen shown below.

## Multi-store Inventory Control Options

Use	Floral	Design	3 Result	Build	Full Out	Out Order	No. Stores	Output Full Date	Output Partial Date	Install Update Date
T	F	F	T	T	T	1	35	05/01/2003	05/01/2003	02/18/2005

[Return](#)

07117

The control option screen options are:

- **USE** - multi-store option to be used or not.
- **FLORAL** - include floral items or not (see also full out).
- **DESIGN** - include design items or not (see also full out).
- **3 RESULT** - display only up to three store names with inventory or not. Set to 'T' (true) if only up to three store names (one, two or three store names) with inventory of the item are to be shown. Set to 'F' (false) if all store names with inventory of the item are to be shown.
- **BUILD** - allow building of multi-store inventory at this store or not.
- **FULL OUT** - forces a full output of inventory data from this store (not partial output), assumed true on Saturday regardless of its value.
- **OUT ORDER** - the order in which stores are to be displayed if more than one has inventory for the item. Valid values for the order are:
  - **1** - store number order.
  - **2** - quantity on hand at the store.
  - **3** - priority of the store (see the store name database below for more about priority).
- **NO. STORES** - the number of stores including the central location (must match the number of entries in the store name database). This value should always be 2 or larger.
- **OUTPUT FULL DATE** – the date of last full output of inventory data from the store.
- **OUTPUT PARTIAL DATE** – the date of last partial output of inventory data from this store.
- **INSTALL LUPDATE DATE** – the date of last update of multi-store inventory data.

## Update Store Names



07118

Enter, view, or update the multi-store inventory store name table, a sample of which is shown above, using this screen. Columns in this screen are:

- **STORE NO.** - the number of each store (the store number is on the store setup screen, see page 454, and is unique for each store in the group of stores).
- **STORE NAME** - a descriptive name for each store.
- **USE PRTY** - the priority of usage of each store. Valid priority values are:
  - 0 - do not check this store when checking the multi-store inventory. This priority should be given to the store one is in and may be given to other stores in the chain. At least one store should always be given this priority.
  - 1 to 9 - the priority of usage checking of each store (1 is highest 9 is lowest). Several stores in the chain may be assigned the same priority.

Stores might be assigned a given priority, for example, based of their physical location relative to the current store. The priority might also be based on the speed with which items can be transferred from that store to the current store. While it is possible that the priority of all stores in a chain relative to the other stores might be the same, in general, each store should have its own unique set or priority definitions.

Buttons on the store name screen include:

- **ADD** – add a new blank store name to the store name database.
- **DELETE** – delete the highlighted store name from the store name database.

Example: Assume that a chain has seven stores, four in New York, one in Chicago and two in Los Angles. Also assume that the priority of the store is related to the time it takes to transfer items from this store to a given store. The name table for the Wall St. store in New York might be:

<u>Store no.</u>	<u>Store name</u>	<u>Use prty</u>
101	New York City – east side	1
127	New York City – west side	1
102	New York City – Wall St.	0
109	New York City –Queens	1
154	Chicago – loop	2
107	L.A. – South Central	3

In this example:

- The priority for the Wall St. store is set to 0 as this definition is for the Wall St. store.
- The priorities for each of the other stores in New York City are 1 as they transfer times that are about the same.
- The priority for the Chicago store is set to 2 as it is not in the New York City area but not in Los Angeles.
- The priorities for the two Los Angeles stores are set to 3 as they are the farthest away and thus have the longest transfer times.

This list should:

- Have the same number of entries as the value for the 'no. stores' field in the multi-store control options. See page 799.
- Contain two or more store names.

## Reports

The reports sub-menu allows for the selection of a report on the multi-store inventory data to be printed. Some of the reports relate to the operation of the multi-store inventory features and others output data about the inventory itself.



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The report options are listed on the screen shown above.

## Build Log

Mult-store Inventory							
Build Log							
Date:	07/13/2004					Page No.:	1
Store No.	Type	Date	Time	SKU Upd	SKU Err	SKU Sold	
1	PART	06/17/2004	09:25	16	0	33	
2	PART	06/16/2004	10:25	10	0	33	

07120

The build log option is used to print the log of the last multi-store inventory build done on this computer.

The number of SKU numbers updated is listed as 'sku upd' and the number of SKU numbers not found in the local inventory is listed as 'sku err'.

## Error Log

ERROR LOG					
Date:	08/16/2004			Page No.:	1
ERROR NO.	ERROR DESCRIPTION	PROGRAM LINE NO.	DATE	TIME	
1705	File access is denied c:\winc70\inv40prn OPTTABLE is the table being used	MMMAIN 400	08/16/2004	08:36:20	
1957	Error accessing printer spooler. TEMP1 is the table being used	ADJINVQ 241	08/16/2004	09:10:41	
26	Table has no index order set. CURAPP is the table being used	ONAPPE.INIT 20	08/16/2004	09:22:30	
1705	File access is denied c:\winc70\inv40prn OPTTABLE is the table being used	MMMAIN 400	08/16/2004	11:17:03	
1705	File access is denied c:\winc70\inv40prn OPTTABLE is the table being used	MMMAIN 400	08/16/2004	15:48:34	

07121

Prints a list of the error log contents from the last multi-store build done on this computer. Build errors are recorded when SKU numbers are in one of the databases but not in the central locations database (the local computers inventory on the computer on which the build is done). It is assumed that the inventory on the computer in the central location contains, by definition, all of the valid SKU numbers (and only the valid SKU numbers) for all of the stores in the chain.

## Store Names

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## Multi-store Inventory

Date: 07/13/2004

Store Names

Page No.: 1

Store No.	Store Name	Prt
1	Downtown - Main St.	0
2	Westside Mall	1

07122

The 'store names' option prints out the contents of the multi-store store name database.

Columns in this report are:

- **STORE NO.** - the number of each store (the store number is kept in the INVOICE.DBF database and is unique for each store in the group of stores).
- **STORE NAME** - a descriptive name for each store.
- **USE PRTY** - the priority of usage of each store (1 is highest 9 is lowest and 0 indicates that a store is not to be checked, is excluded from usage).

## Control Options

## Multi-store Inventory

Date: 07/13/2004

Control Options

Page No.: 1

Use multi-store inventory	T
Process floral items	F
Process design items	F
Show only 1 result	F
Allow building of multi-store table	T
Full output only	F
Output order	1
Number of Stores	2
Date of last full output	03/26/2003
Date of last partial output	03/26/2003
Date of last update	07/12/2004

07123

The 'control options' option prints out the contents of the multi-store control option database.

The option table values listed are:

- **USE MULTI-STORE INVENTORY** - multi-store option to be used or not.
- **PROCESS FLORAL ITEMS** - include floral items or not (see also full out).
- **PROCESS DESIGN ITEMS** - include design items or not (see also full out).
- **SHOW ONLY 1 RESULT** - display only up to three store names with inventory or not.
- **ALLOW BUILDING OF MULTI-STORE TABLE** - allow the building of multi-store inventory at this store or not.

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- **FULL OUTPUT ONLY** - forces a full output of inventory data from this store (not partial output), assumed true on Saturday regardless of its value.
- **OUTPUT ORDER** - the order in which stores are to be displayed if more than one has inventory for the item. Valid values for the order are:
  - **1** - store number order.
  - **2** - quantity on hand at the store.
  - **3** - priority of the store (see the store name database later in this chapter).
- **DATE OF LAST FULL OUTPUT** - Date of last full output of inventory data from the store.
- **DATE OF LAST PARTIAL OUTPUT** - Date of last partial output of inventory data from this store.
- **DATE OF LAST UPDATE** - Date of last update of multi-store inventory data.

## Reports by SKU

There are ten reports for data by SKU number available (after the multi-store inventory table has been built and then loaded). The reports are:

- On hand by SKU
- On order by SKU
- Sales by SKU
- Receives by SKU
- Total On Hand Units - Low
- Total On Hand Units - High
- Total On Hand Dollars - High
- On Hand/On Order by Months
- Current Mo. Sales/On Hand/On Order
- Sales projections by SKU

Note: The sales projection report is available only if the 'build' option is set on, set to 'T', in the multi-store inventory setup screen.

**Enter First and Last Vendor and Dept. Numbers**

Vendor	Start	Vendor	End
	ALL		END
Dept.	Start	Dept.	End
	ALL		END

OK

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After a report is selected a window will open, like the one shown above, and ask the user to enter the basic report options. The basic options are:

- A range of vendor numbers.

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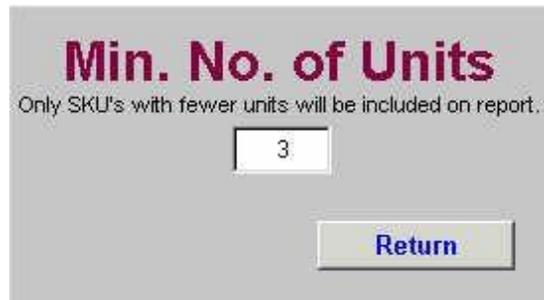
- A range of department numbers.

The values 'all' and 'end' are used to indicate that all vendors or department numbers or vendor numbers are to be selected. Otherwise, you may enter a range of vendor numbers and/or department numbers. The starting and ending value may be the same. For example you could enter department number values of:

- 'all' and 'end' – to generate a report that includes data from all defined departments.
- '100' and '100' – to generate a report that includes data for department 100 only. This assumes that department number 100 is defined.
- '100' and '199' – to generate a report that includes data for all defined departments numbers between 100 and 199 (department numbered 100,101, 102, ... 198, 199). This assumes that at least one department number in the specified range is defined.
- '700' and 'end' – to generate a report that includes data for all defined departments numbers 700 and above (the highest possible department number is 999). This assumes that at least one department number in the range 700 to 999 is defined.

As second screen will then open to ask if all items are to be included on the report or only 'stock' items (those with a stock status of 'S') are to be included. Reply 'yes' to include all SKU numbers including those that are discontinued, non-stock, etc. Reply 'no' to include only stock items.

For the three 'total on hand' reports listed above, an additional screen will appear. Enter, as requested, additional information to specify which range of SKU numbers are to appear on the report. The three selection options are:



**Min. No. of Units**  
Only SKU's with fewer units will be included on report.

3

Return

07125

- **TOTAL ON HAND UNITS - LOW** - Enter the smallest number of units, across the chain, a SKU number can have before which it will appear on the report (those with fewer units appear on the report, those with the number of units specified or with more units do not).

For example, enter '3' to report on SKU numbers with a total of 0, 1, or 2 units on hand in all stores in a chain. A SKU number would be included on the report if for a chain of ten stores one store had 1 unit, one store had 2 units or two stores had 1 unit each. A SKU number would not be included on the report if one store had 5 units or three stores had 1 unit each.

Enter a value of '1' on the screen shown above if you wish a report on SKU numbers with no units on hand.

- **TOTAL ON HAND UNITS - HIGH** - Enter the largest number of units, across the chain, a SKU number can have before which it will appear on the report (those with more units appear on the report).

Enter a value of '0' for the maximum number of units if you wish a report on SKU numbers with some units on hand.

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- **TOTAL ON HAND DOLLARS - HIGH** - Enter the largest dollar value, across the chain, a SKU number can have before which it will appear on the report (those with more dollars of value appear on the report).

Enter a value of '0' for the maximum number of dollars if you wish a report on SKU numbers with some units on hand. This is the same as entering a value of '0' on the 'total on hand units – high' report unless the cost of one or more SKU numbers is zero. If the cost of some SKU numbers is zero then this will cause fewer SKU numbers to appear on the 'total on hand dollars – high' report than will appear on the 'total on hand units – high' report.

For these three reports, the limits apply to the total units or dollars for a given SKU number across the chain (for all stores in a chain taken as a whole) and not for a given store.

Note: Items must also be defined in the local inventory to appear in the multi-store reports.

For the 'total on-hand units – low' report and the 'total on-hand units – high' reports the following screen will appear. Select one of the listed sort orders and click on the 'return' button. For each sort order, other than 'sku number', the items on the report will be selected by the field specified and then by the SKU number.



The image shows a dialog box titled "Report Sort Order" with a red title bar. Inside the dialog, there is a list of five radio button options: "SKU Number", "Item Number", "Department Number", "Vendor Number", and "Date Added". The "SKU Number" option is selected. At the bottom right of the dialog, there is a button labeled "Return".

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Each report generated is ordered by SKU number and restricted by the vendor, department, stock and other options entered as described above.

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**Multi-store Inventory**  
**On-hand Report By SKU Number**  
**In Units**

Date: 05/11/2006

Page No.: 4

Vendor: from B15 to B15 Dept.: from 000 to 999 Stock: All

SKU No.	Item No.				Dept Ven Description											Cost
1	2	3	4	5	6	7	8	9	10	11	12	14	15	16	Mod	Stk
18	20	27	28	29	30	31	32	33	35	36	37	38	39	40	Min	
99	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Pack	
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Total OH
104780	104780				230 B15 GALAXY SILVER											5.00
3	2	2	2	3	3	1	4	3	2	3	3	2	3	3	1	S
4	2	2	2	1	2	2	1	2	2	2	2	4	3	4	1	
0															1	
																74
104803	104803				230 B15 GALAXY BLACK											4.85
1	1	3	3	2	4	1	5	3	3	2	1	3	2	2	1	S
2	2	2	1	2	2	2	1	2	3	5	2	3	2	4	1	
0															1	
																71
104846	104846				230 B15 GALAXY BLACK											4.60
3	1	3	1	2	0	3	2	3	3	3	1	2	3	2	1	S
3	2	1	2	2	2	3	2	3	8	2	2	4	0	3	1	
0															1	
																71
104857	104857				230 B15 GALAXY BLACK											4.75
3	2	3	2	5	3	0	3	3	0	3	3	4	6	3	1	S
3	1	2	3	2	3	2	4	2	5	1	4	9	3	4	1	
0															1	
																91

07126

For the 'on-hand by SKU', 'on-order by SKU', 'sales by SKU' and 'receives by SKU' reports, each SKU number is listed on five lines. The first line describes the item. The four lines below it list the quantity (on hand, on order, sold or received units, as per the report selected) in each store. Unit values for up to 15 stores are listed on each of the four lines. Supplemental information appears at the right of five main lines of data. The store numbers are listed in the heading of the report and are in the order of the store name database.

**Month To Date Sales By SKU Number**  
**In Units**

Date: 07/13/2004

Page No.: 4

For the period ending: 06/17/2004  
 Vendor: from 000 to ZZZ Dept.: from 000 to 999 Stock: All

SKU No.	Item No.				Dept Ven Description											Cost
1	2	-	-	-	-	-	-	-	-	-	-	-	-	-	Mod	Stk
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Min	
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Pack	
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Total Sold	
CVM1900	CVM1900				110 M25 WHITE VINYL MOIRE											8.99
1	1														0	H
															0	
															0	
																2
110100					120 199 orange rose											1.00
4	4														0	S
															0	
															1	
																8

# FullCalc Operating Guide

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The 'month to date sales by SKU number' report is for a portion of a month. The period is from the date of month end data collection, which ended the previous month, to the date listed at the top of the report as 'for the period ending'. This date value may be listed as 'unknown' if the multi-store inventory build log is invalid or missing.

Fields on the reports include:

- **ITEM NO.** – the vendor assigned identification number for the item.
- **SKU NO.** – SKU number.
- **DEPT** – the department number.
- **VEN** – the vendor number.
- **DESCRIPTION** – a description of the item.
- **COST** – the cost of one unit of the item. This cost is before subtracting discounts or adding shipping charges.
- **STK** – the stock status (stock, non-stock, discontinued, etc.) for the item.
- **MIN** – the minimum number of units on hand before which more units will be ordered.
- **MOD** – the desired number of units to be kept on hand.
- **PACK** – the number of units that are packaged together and must be ordered together.
- **TOTAL OH** – the total number of units on hand.
- **TOTAL SOLD** – the total number of units sold.

**Multi-store Inventory**

Date: 05/11/2006 Page No.: 5

In Units For Less Than 5 Units  
In Units

SKU No.	Vendor: from A40 to A99						Dept: from 500 to 512						Stock	Stock Only	Cost		
1	2	3	4	5	6	7	8	9	10	11	12	14	15	16	Mod	Stk	
18	20	27	28	29	30	31	32	33	35	36	37	38	39	40	Min	Added	
99	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Pack		
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Total OH		
<b>1441B</b>				<b>1441b</b>			<b>500</b>	<b>a89</b>	<b>ceramic tile</b>							<b>6.45</b>	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	S	
1	0	0	0	0	0	0	0	0	0	0	1	0	0	0		105/28/2003	
0																1	
																	2
<b>1441C</b>				<b>1441c</b>			<b>500</b>	<b>a89</b>	<b>ceramic tile</b>							<b>6.45</b>	
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	S	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		105/28/2003	
0																1	
																	1
<b>15045A</b>				<b>15045A</b>			<b>502</b>	<b>A83</b>	<b>HEAD</b>							<b>4.50</b>	
0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	S	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		102/21/2002	
0																1	
																	1
<b>15045B</b>				<b>15045B</b>			<b>502</b>	<b>A83</b>	<b>HEAD</b>							<b>4.50</b>	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	S	
0	0	0	0	0	0	0	0	0	0	0	0	0	1	0		102/21/2002	
0																1	
																	1

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For the three total on hand reports, the 'total on-hand units – low', 'total on-hand units – high' and 'total on-hand dollars high' reports, the number of units or dollars specified appear in the title of the report.

# FullCalc Operating Guide

Fields on the three reports include:

- **ITEM NO.** – the vendor assigned identification number for the item.
- **SKU NO.** – SKU number.
- **DEPT** – the department number.
- **VEN** – the vendor number.
- **DESCRIPTION** – a description of the item.
- **STK** – the stock status (stock, non-stock, discontinued, etc.) for the item.
- **MIN** – the minimum number of units on hand before which more units will be ordered.
- **MOD** – the desired number of units to be kept on hand.
- **PACK** – the number of units that are packaged together and must be ordered together.

For the ‘total on-hand units-high’ and the ‘total on-hand units-low’ reports the following fields also appear on the right side of the report:

- **ADDED** – the date the SKU number was added to the database.
- **TOTAL OH** – the total number of units on hand.

For the ‘total on-hand dollars – high’ report the following fields appear on the right side of the report:

- **TOTAL OH UNITS** – the total number of units on hand.
- **TOTAL OH \$** - the total dollar value of the units on hand.

Date: 05/11/2006																	Page No.: 3																																	
Vendor: from 000 to 999																	Dept.: from 000 to 999																	Stock: All																
In Units For More Than																	2 Units																	In Units																
SKU No.	Item No.						Dept	Ven	Description										Cost																															
1	2	3	4	5	6	7	8	9	10	11	12	14	15	16	Mod	Stk																																		
18	20	27	28	29	30	31	32	33	35	36	37	38	39	40	Min	Added																																		
99	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Pack																																		
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Total OH																																		
106580	106580						230	B15	SILVER ENG PAVEABLE										7.65																															
4	3	4	2	2	2	4	6	1	3	3	3	2	6	2	1	S																																		
3	0	2	2	1	2	2	3	3	5	1	3	6	3	2	102/11/2002																																			
0															1																																			
																85																																		
106646	106646						230	B15	silver 4x6dbl										8.25																															
1	2	2	1	2	2	2	3	0	2	1	3	1	2	2	1	S																																		
2	1	1	2	2	1	2	2	2	1	2	1	3	2	2	109/13/2004																																			
0															1																																			
																52																																		
106657	106657						230	B15	sil engr ph fr 5x7dbl										9.95																															
2	1	1	3	2	1	2	3	1	2	2	2	2	1	2	1	S																																		
3	0	2	1	2	2	1	2	2	3	2	2	5	1	3	110/20/2004																																			
0															1																																			
																58																																		
107946	107946						230	B15	bauhaus blk										5.90																															
1	2	2	0	2	2	5	1	2	1	3	2	2	1	2	1	S																																		
3	1	1	2	3	2	2	3	2	3	4	4	6	3	2	108/08/2000																																			
0															1																																			
																69																																		

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Date: 05/11/2006 **Multi-store Inventory** For More Than 1000 Dollars In Units Page No.: 43

Vendor: from 000 to ZZZ Dept: from 000 to 999 Stock: All

SKU No.	Item No.															Cost
1	2	3	4	5	6	7	8	9	10	11	12	14	15	16	Mod	Stk
18	20	27	28	29	30	31	32	33	35	36	37	38	39	40	Min	Pack
99	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>fs46p</b>																
2	1	1	1	2	1	0	1	0	1	4	1	2	1	1	1	14.00
0	0	0	1	1	1	1	1	3	2	0	1	1	0	1	1	S
0																32
-----																
<b>fs46p</b>																
2	2	2	2	2	2	3	4	1	1	4	1	2	2	1	1	14.00
1	0	1	1	1	1	1	0	4	3	1	1	0	2	0	1	S
0																48
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	99.00
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	S
0																8
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	1
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0																8
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	1
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0																8
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	1
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0																8
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	1
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0																8
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	1
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0																8
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	1
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0																8
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	1
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0																8
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	1
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0																8
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	1
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0																8
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	1
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0																8
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	1
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0																8
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	1
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0																8
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	1
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0																8
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	1
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0																8
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	1
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0																8
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	1
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0																8
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	1
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0																8
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	1
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0																8
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	1
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0																8
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	1
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0																8
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	1
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0																8
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	1
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0																8
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	1
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0																8
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	1
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0																8
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	1
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0																8
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	1
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0																8
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	1
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0																8
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	1
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0																8
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	1
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0																8
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	1
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0																8
-----																
<b>g030</b>																
1	0	1	0	0	1	1	0	0	0	1	0	0	0	0	1	1
1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0																8
-----																
<b>g030</b>																
1	0	1	0													

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On the current month sales/on hand/on order report there are thirteen lines per SKU number.

- The top line identifies the SKU number.
- The next four lines contain sales data for up to 60 stores. They are marked by '<-sales' at the right.
- The next four lines contain on hand data for up to 60 stores. They are marked by '<-on hand' at the right.
- The final four lines hold on order data for up to sixty stores. They are marked by '<-on order' at the right.

Supplemental information appears on the right of the sales data section of the report.

Fields on the current month sales/on hand/on order report include:

- **ITEM NO.** – the vendor assigned identification number for the item.
- **DEPT** – the department number.
- **VEN** – the vendor number.
- **DESCRIPTION** – a description of the item.
- **COST** – the cost of one unit of the item. This cost is before subtracting discounts or adding shipping charges.
- **STK** – the stock status (stock, non-stock, discontinued, etc.) for the item.
- **MIN** – the minimum number of units on hand before which more units will be ordered.
- **MOD** – the desired number of units to be kept on hand.
- **PACK** – the number of units that are packaged together and must be ordered together.

**Mult-store Inventory**  
**Month End On-hand And On-order Inventory**  
**In Units**

Date: 05/11/2006 Page No.: 9

Vendor: from 000 to 099 Dept.: from 000 to 999 Stock: Stock Only

SKU No.	Dept	Ven	Item No.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
247012				OH->											
511	D45	247012		OO->			9								
CORFLUGA TED TIN STAR															
247012				OH->				7							
511	D45	247012		OO->											
CORFLUGA TED TIN STAR															
247012				OH->				9							
511	D45	247012		OO->											
CORFLUGA TED TIN STAR															
247012				OH->					7						
511	D45	247012		OO->											
CORFLUGA TED TIN STAR															
247012				OH->											
511	D45	247012		OO->					9						
CORFLUGA TED TIN STAR															

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The month end on hand and on order by months report has three lines for each SKU number. The left most section of each line identifies the SKU number. Fields in this section of the reports include:

- **ITEM NO.** – the vendor assigned identification number for the item.
- **DEPT** – the department number.

# FullCalc Operating Guide

- **VEN** – the vendor number.
- **DESCRIPTION** – a description of the item.

To the right, two lines of twelve columns each that show the on hand and on order units at the end of each of twelve months. The upper line is for the on hand units (it is marked 'OH->' on the report) and the lower line is for the on order units (it is marked 'OO->' on the report).

Mult-store Inventory												Page No.: 1	
Sales Projections													
In Units													
Vendor: from 000 to ZZZ Dept.: from 612 to 612 Stock: All													
SKU No.	Item No.			Dept Ven		Description			Total sales	Cost			
02/20/2005	02/27/2005	03/06/2005	03/13/2005	03/20/2005	03/27/2005	04/03/2005	04/10/2005	<- start date		Stk			
02/26/2005	03/05/2005	03/12/2005	03/19/2005	03/26/2005	04/02/2005	04/09/2005	04/16/2005	<- end date	Max per week	Mod			
04/17/2005	04/24/2005	05/01/2005	05/08/2005	05/15/2005	05/22/2005	05/29/2005		<- start date	Est per week	Avg per week	Min		
04/23/2005	04/30/2005	05/07/2005	05/14/2005	05/21/2005	05/28/2005	06/04/2005		<- end date		Avg per week per store	Pack		
<b>10Z</b>										<b>10Z</b>		<b>612 Z01 ZIABICKI HANGER 10#</b>	
0	1	0	0	0	2	0	0		22		0.55		
-----										11	1		
0	0	5	0	3	11	0			1.5	1			
										0.4	12		
											0.37		
<b>2094</b>										<b>2094</b>		<b>612 U07 Single Hanger Set</b>	
0	0	1	0	0	0	0	0		1		S		
-----										1	1		
0	0	0	0	0	0	0			-0.10	1			
										0.1	1		
										0.0	1		
<b>20Z</b>										<b>20Z</b>		<b>612 Z01 ZIABICKI HANGER 20#</b>	
0	1	0	1	0	6	1	0		14		S		
-----										6	1		
0	0	0	2	0	3	0			1.00	1			
										0.9	1		
										0.2	12		
<b>2158</b>										<b>2158</b>		<b>612 U07 Wire Hooks, eyes</b>	
0	0	0	2	0	0	0	0		4		S		
-----										2	1		
0	1	0	0	0	1	0			0.30	1			
										0.3	1		
										0.1	1		

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The sales projection by SKU number report is used to project sales into the future based on sales in the past. The report includes those SKU numbers that have been sold during the past fifteen weeks. The fifteen periods, each being one week long, are noted at the top of the report by way of each periods start date and end date. Eight sets of date pairs are listed above a dashed line and seven sets of dates are listed below the same dashed line (they are identified by the '<- start date' and '<- end date' markers). In the body of the report, total sales, expressed in units, for all stores are shown above and below a dashed line to match the date ranges listed at the top of the report. The first week of sales data is at the left above the dashed line and the last week is below the dashed line at the right.

The 'est per week' field shows the projected sales during the sixteenth week, the week after the most recent data. This estimate is in units and is for all of the stores in the chain, taken as a whole (there is no projection of sales in any individual store). This projected sales value can be either a positive or negative (if sales are going down) number. When the value for the projected sales during the sixteenth week is compared to the 'avg per week' sales value:

- If the two numbers are equal – sales are flat across the chain as a whole
- If the projected sales are higher – sales are increasing across the chain as a whole
- If the projected sales are lower – sales are decreasing across the chain as a whole

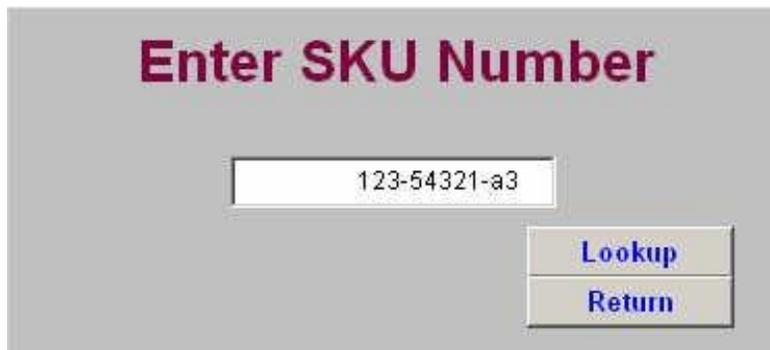
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If sales are increasing or decreasing then the differences between the projected sales for the sixteenth week and the average sales value for the past fifteen weeks will give an indication of the rate of increase or decrease of sales.

Fields on the sales projection report include:

- **ITEM NO.** – the vendor assigned identification number for the item.
- **SKU NO.** – SKU number.
- **DEPT** – the department number.
- **VEN** – the vendor number.
- **DESCRIPTION** – a description of the item.
- **COST** – the cost of one unit of the item. This cost is before subtracting discounts or adding shipping charges.
- **STK** – the stock status (stock, non-stock, discontinued, etc.) for the item.
- **MIN** – the minimum number of units on hand before which more units will be ordered.
- **MOD** – the desired number of units to be kept on hand.
- **PACK** – the number of units that are packaged together and must be ordered together.
- **TOTAL SALES** – the sum of all sales, in units, for the fifteen weeks shown for all stores.
- **MAX PER WEEK** – the largest number of sales, in units, for any the fifteen weeks shown for the sum of sales in all stores.
- **AVG PER WEEK** – the average number of sales, in units, for the fifteen weeks shown for all stores.
- **AVG PER WEEK PER STORE** – the average number of sales, in units, for the fifteen weeks shown divided by the number of stores for which there is data. This number may be a fraction of a unit (less than one).
- **EST PER WEEK** - projected sales during the sixteenth week, the week after the most current data for all stores. This number may be a positive or negative number. This number may be a fraction of a unit (less than one).

## Single Item Lookup



Enter SKU Number

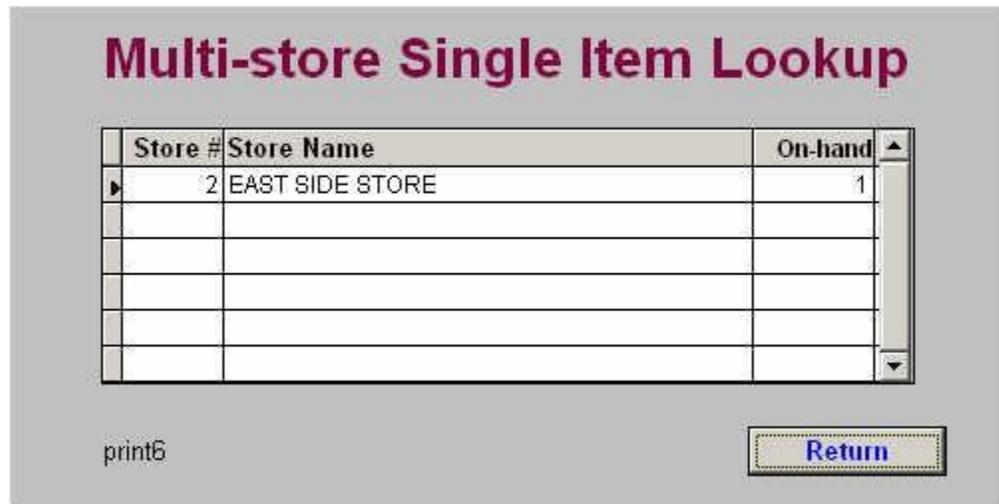
123-54321-a3

Lookup

Return

07131

To lookup the status of a single SKU number, enter the SKU number in the screen shown above.



07132

The inventory, if any, for the SKU number in other stores will be shown.

Up to three or all available other stores with inventory for the item will be shown (as specified by the '3 result' option). If the '3 result' option is specified, set to 'T', then 1, 2, or 3 entries will be displayed. If the '3 result' option is not specified, set to 'F', then as many stores as have the item will be displayed. The order in which the stores are listed is as specified by the 'out order' option. If multiple stores have inventory and are shown, the list of stores can be scrolled up and down by use of the up arrow and down arrow keys to see all of the entries. The SKU number being looked up is shown in the lower left of the screen below the store information grid.

Note: If the '3 result' option is being used (if it is set to 'T') then the size and location of the data grid differs slightly from that shown on the example above. In addition the scroll bar on the right of the grid (the slider) is not present.

## Implement

The following sections describe the several steps in the following types of operations:

- I - Implement the multi-store inventory.
- II - Build a multi-store inventory database.
- III - Query the multi-store inventory.

I. To implement the multi-store inventory feature in a group of stores do the following steps exactly once:

- 1) In each store build a control option database by selecting 'reports', then select 'multi-store reports', then 'multi-store inventory', then select 'setup', and then select 'update control options'. Enter into each of the fields (as described above) the desired control options.
- 2) In each store build a store name database by selecting 'reports', then select 'multi-store reports', then select 'multi-store inventory', then select 'setup', and then select 'update store names'. Enter into each of the fields (as described above) the names and other data of each store. Other than the 'use prty' field, all stores should have the same stores defined in the same order and with the same store numbers.

# FullCalc Operating Guide

- 3) In each store (including the central location) create a set output files by selecting 'reports', then 'multi-store reports', and then 'collect multi-store data'. Use the full out option (set it to 'T' in step 1) so that the output file created contains all inventory items. Always set the value to 'T' if the store name table is to be changed. These files may also be created during end of day processing.
- 4) Send the output files from each store to the central location. These files have name of <store no.>.MI1 (for example: 5.MI1 in store 5), .MI2, .MI3, etc. Use a program such as pcAnywhere to do this (see the documentation provided with the data transfer software provider for more information on its use).

At the end of this step there should be one <store no.> file at the central location for each store (plus a set of .MI2, .MI3, etc. files).

- 5) Build a multi-store inventory database at the central location by selecting 'reports', then select 'multi-store reports', the select 'multi-store inventory' and then select 'build multi-store inventory table'. The control file at the central location needs to specify that building is allowed (do this in step 1 above).
- 6) Send the multi-store inventory database (it is named MULTILU.DBF) from the central location to each store. Use the same software as used in step 4 above to do this.
- 7) Load the multi-store inventory data in each store and the central location by selecting 'reports', then select 'multi-store reports', then select 'multi-store inventory', and then select 'load new multi-store inventory table'.
- 8) Optionally, the user may reset the 'full out option' (except at the central location) in the control option database. Use the same process as in step 1.

## II. After the initial implementation the following steps need to be done from time to time (see notes below):

- 1) In each store (including the central location) create an output file by selecting 'reports', then select 'multi-store reports', and then 'collect multi-store data'. Set 'full out' to 'T' in the control option file so that the output file created contains all inventory items.
- 2) Send the output files from each store to the central location. These files have names of <store no.>.MI1 (for example: 5.MI1 in store 5), .MI2, .MI3, etc. Use a program such as pcAnywhere to do this (see the documentation provided with the data transfer software for more information on its use).

At the end of this step there should be one <store no.>.MI1 file at the central location for each store.

- 3) Build a multi-store inventory database at the central location by selecting 'reports', then select 'multi-store reports', then select 'multi-store inventory' and then select 'build multi-store table'. The control file at the central location needs to specify that building is allowed (do this in part I step 1 above).
- 4) Send the multi-store inventory database (it is named MULTILU.DBF) from the central location to each store. Use the same software as used in step 2 above to do this.
- 5) Load the multi-store inventory data in each store and the central location by selecting 'reports', then select 'multi-store reports', then select 'multi-store inventory', and then select 'load new multi-store inventory table'.

## III. After the implementation has been completed the user may use the multi-store inventory feature by doing either of the following:

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- 1) Generate reports as described above.
- 2) Do lookups on single SKU numbers as described above.

## Appendix

- 1) The 'use' option needs to be on in each store to allow for any usage of the multi-store inventory features.
- 2) The 'floral', 'design', and '3 result' options should usually be set to the same value in every store of a group of stores.
- 3) The 'build' option is normally set on only at the central location. In all other computers it is normally set off.
- 4) The 'no stores' option value must equal the number of entries in the store name database (at all locations) and the number of <store.no.>.MI1 files (at the central location only). The <store no.> values in the file names must match the store numbers in the name table entries (at the central location only). A build operation cannot take place until the number of stores in the control database, the number of entries in the store name database, and the number of .MI1 files all match. The number of stores, the store table, and the <store no.>.MI1 must include the central location even if there is no retail activity at the central location.

In the example below, which shows a portion of the store name database and the control option database, there are two stores, two store names, and two .MI1 files (one file for each store). The name of each file must match the contents of the 'store no.' field in the store name database.



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- 5) The build error log lists any errors found in building the multi-store inventory. The inventory at the central location is assumed to be correct and contain every possible SKU number. Any SKU

# FullCalc Operating Guide

number found in a store file (the inventory of a given store other than the central location) that is not in the inventory of the central location is assumed to be an error.

Two corrections are possible. First, add the SKU number to the central locations inventory. Second, delete or correct the SKU number in the given store and create a new output file for that store. After one or the other of the above have been done for each error then run the build operation again using a corrected set of files.

- 6) Partial output files are smaller, faster to run, and faster to transmit to the central location than total output files. However, a total output file should be generated for each store from time to time so as to not miss any changes to the inventory at a given store. Partial and full output files may be combined in any order when doing a multi-store inventory build. The central location should normally do full outputs only.
- 7) Multi-store inventories are never totally correct. Users should build and install new multi-store inventory databases on a regular schedule based on inventory activity in each of the several stores and the degree to which an accurate inventory value is required.
- 8) The 'use prty' value can be used to group stores. For example, all stores close to this store would have one priority while those farther away would have a lower one. At least one store must have a priority that is not 0. The store name database must include a record for the local store and its priority must be 0. If the central location has no actual inventory it should also be assigned a priority of 0.
- 9) Review the build log following each build. Check to see if there were any errors found. Check to see that the number of SKU numbers processed from each location is valid. Check to see that the dates of each input file is the same or very close to being the same.
- 10) Database and file names used are:

File name	Contents
MULTICTL.DBF	Control option database.
MULTIERR.DBF	Build error database.
MULTILOG.DBF	Build log database.
MULTINAM.DBF	Store name database.
MULTIDB.DBF	Multi-store on hand inventory (loaded).
MULTILD.DBF	Multi-store on hand inventory (to load).
MULTIDB.BAK	Multi-store on hand inventory (backup).
<store no.>.MI1	Inventory by SKU for one store. Includes the number of units on-hand and on-order.
<store no.>.MI2	Sales by SKU at one store.
<store no.>.MI3	Receives by SKU at one store.
<store no.>.MI4	Sales by SKU at one store - MTD.
<store no.>.MI5	Sales for last ten days.
<store no.>.MI6	Receives for last ten days.
<store no.>.MI7	Sales for last 150 days.
MULTIMS.DBF	Multi-store sales - MTD.
MULTILU.DBF	Store name database used in lookup.
MULTIOO.DBF	Multi-store on order inventory.
MULTISS.DBF	Multi-store sales for var. period.
MULTIRS.DBF	Multi-store receives for var. period.
MULTIHO.DBF	Multi-store on-hand/on-order by month.
MULTIUZ.DBF	Unzip log.
MULTIMOH.DBF	Multi-store multi-month on hand by SKU.

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MULTIMSA.DBF	Multi-store multi-month sales by SKU.
MULTIDT.DBF	The date and time the currently installed multi-store inventory database was built and the date and time it was installed.

There should be exactly one of each of the databases listed above and one .MI1, .MI2, .MI3, .MI4, .MI5, .MI6 and .MI7 file at each store, except:

- At the central location only there should be exactly one of each of the MULTIERR, MULTILog, MULTIOO, MULTIRS, MULTIMOH, MULTIMSA and MULTIHO databases.
- At the central location there should be many (one per store) of the .MI1, .MI2, .MI3, .MI4, .MI5, .MI6 and .MI7 files.
- There will be a MULTILD database only until it has been loaded (and thus converted into a MULTIDB database).

11) Menu items for the several options will appear only when a given function is available to be executed.

12) The store name table at each store (and the central location) should be exactly the same except for the priority field. The priority field will always list the local store as having priority 0, usually will list the central location as having priority 0, and may list the other stores with various priorities, including priority 0 (see above). At each store (and the central location) one or more stores must have a priority that is not 0. Store changes take effect only when the multi-store inventory is loaded in a store.

13) If the control database has no values then it may have had its one record marked for delete. Use the FIX1 program to check the control database.

14) End of day and end of month processing needs to be done on a regular basis.

15) When adding a new store to a chain the following actions related to the multi-store inventory need to be done after the store is using FullCalc:

- At the central location – change the number of stores in the control options.
- At the central location – add the name of the new store to the list of store names.
- At the new store – collect multi-store data for that store.
- At the new store – transfer the collected data to the central location.
- At the central location – build a new multi-store inventory.
- At the central location – transfer the updated list of store names, the MULTINAM.DBF file, to each store in the chain.
- At the central location – transfer the new multi-store inventory, the MULTILD.DBF file, to each store in the chain.
- At each store in the chain, including the new store – change the number of stores in the multi-store control options.
- At each store in the chain, including the new store – load the multi-store inventory data.

See the sections above for full details on each of the items listed.

16) When deleting a store from a chain the following actions related to the multi-store inventory need to be done after the store has closed:

- At the central location – change the number of stores in the control options.
- At the central location – delete the name of the closed store from the list of store names.
- At the central location – build a new multi-store inventory.

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- At the central location – transfer the updated list of store names, the MULTINAM.DBF file, to each store in the chain.
- At the central location – transfer the new multi-store inventory, the MULTILD.DBF file, to each store in the chain.
- At each store in the chain – change the number of stores in the multi-store control options.
- At each store in the chain – load the multi-store inventory data.

See the sections above for full details on each of the items listed.

17) On a regular basis the inventory in all stores needs to be updated. On the scheduled dates do the following:

- At each store in the chain – collect multi-store data for that store.
- At each store in the chain – transfer the collected data to the central location.
- At the central location – build a new multi-store inventory.
- At the central location – transfer the new multi-store inventory, the MULTILD.DBF file, to each store in the chain.
- At each store in the chain – load the multi-store inventory data.

See the sections above for full details on each of the items listed.

# **SECTION VIII**

# **UTILITIES**

# Section VIII – Utilities

## Introduction

The utilities section is used to maintain FullCalc. It displays some types of data, sets selected parameters and tests and corrects for various conditions. The main utilities screen, shown below, is used to select the function to be done<sup>137</sup>.



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Note: Some of the buttons on the screen shown above may not be available at all time. Some buttons may be disabled depending on the FullCalc setup options specified.

<sup>137</sup> The network status feature, described below in this section on page 868, is accessed from the main menu, not the utilities menu.

### Select Thanks1.txt, Select Thanks2.txt, Select Thanks3.txt and Select Thanks4.txt

These four buttons are used to select which of four pre defined messages are to be used as the thank you message in POS. Use a text file editor, such as Microsoft Notepad or the text file editor described on page 833, to define the message(s). Then click on one of the four buttons to copy the contents of the specified file, one of the four 'thanks' files, to THANKYOU.TXT. See also page 589.

These buttons do not create or edit the 'thanks' files. Use a text file editor, such as Microsoft Notepad or the text file editor described on page 833, to define the message(s).

## Customer Listing/Edit

The screen shown below is used to edit customer name and address data.

Note: Customer names and addresses may also be edited by clicking on buttons located on the framing input screen, the POS register input screen, and the floral order screen. See also page 238 for an example of the name screen and a descriptions of its fields.

To select a customer or group of customers, first enter a value in the 'lookup' box. Then click on one of the buttons in the three rows at the top right of the screen. The value entered in the 'lookup' box will be matched against the type of data indicated by the button selected. For example, if you enter the name of a city in the 'lookup' box and then press the 'city' button the information about the customers, if any, with addresses in that city will appear in the grid below the buttons. The value entered in the 'lookup' may be either a full value or a partial value. For example, if you enter 'smith' in the 'lookup' box and click on the 'lname' button matches would be made with customers who have a last name of 'smith', 'mc smith', 'franklin-smith' and 'smithson'.

The buttons that can be used for name selection are:

- **CUST#** - customer number.
- **LNAME** – last name.
- **ADDR** – address. The FullCalc name and address screen allows for up to two lines of address. The match is attempted against both lines of the address.
- **CITY** – the city.
- **STATE** – the state or province.
- **E-MAIL** – the e-mail address.
- **ZIP** – the postal code or ZIP code.
- **AREA1** – the area code of the first phone number.
- **PHONE1** – the first phone number.
- **AREA2** – the area code of the second phone number.
- **PHONE2** – the second phone number.
- **AREA3** – the area code of the third phone number.
- **PHONE3** – the third phone number.
- **AREA4** – the area code of the fourth phone number.
- **PHONE4** – the fourth phone number.
- **FAXAREA** – the area code of the fax phone number.
- **FAX** – the fax phone number.

Zero or more sets of customers' data may appear in the grid based on your input and the data in your name and address file. Click on the 'show all' button to display all customer names.

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If more than one name appears in the grid you may wish to select one to view in detail or to update. To select a specific customer, highlight the customer in the grid. A small delta appears at the left end of the line with the selected customer on it. The customer number appears below the grid.

Click on one of the tabs below the customer number as desired. Each tab will display selected fields of related data. You may enter new data values in the fields on each tab. See pages 823 and 823 for examples of the data on the several tabs. Click on the 'save changes' button to save your updates. Click on the 'undo changes' button if you do not wish to save any changes to the customers record. Click on the 'delete customer' button to delete the highlighted customer.

To combine all of the orders for two customers click on the 'combine customers' button. See page 252 for details.

Right click on the 'combine customers' button to move a single order from one customer to another customer. The screen shown below will then appear. Input the "from" customer number and the "to" customer number to identify where the order is to be moved from and to. You can lookup the customer number by entering the customer's last name in the 'look-up' box on the 'framing input' screen. See page 111. The customer number is also shown on the customer listing/edit screen as shown below. Then click on the number of the order to you wish to move (this could also be an estimate, quick sale, etc.) in the large box on the left of the screen. This number will then appear to the right of the order selection box. Finally click on the 'OK' button. Only one framing order may be moved between customers at a time. If there is only one order for a customer, the "from" customer, then the method described on page 252 must be used.

**Name Swap**

Swap From Number: 33      Swap To Number: 106

Select Order To Swap

1606  
1749  
81067  
1879  
1894  
**1895**  
1903  
1905  
E1071  
1913  
1915  
E1072  
E1075  
E1076

Order No.: 1895  
6 of 22

Selected order

Swap the selected order from the Swap From Number to the SwapTo Number

OK      Cancel

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Click on the 'return' button to return to the utilities menu.

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**Customer Listing/Edit**

Lookup

Show All	Cust#	LName	Co Name	Addr	City	State
	Area1	Phone1	Area2	Phone2	Fax Area	Fax
	Area3	Phone3	Area4	Phone4	E-Mail	ZIP

Customer#	Bill Last Nam	Bill First Nam	Area 1	Phone 1	Ext 1	Bill Company	Bill Addr 1	Bill Addr 2	Bill City
4108	Zito	James	352	341-1864			4334 N India		Hernanc
934	Zolkiewicz	Les And Mary	904	726-8155			207 E Harvar		Invernes
1782	Zollo	Enrico	352	726-3448			305 Poinsetta		Invernes
2029	Zorn	Cathy	352	726-8141			Po Box 1461		Invernes
3364	Zorn	Cathy	352	527-9334			3329 W Danr		Beverly I
2777	Zuber	Mable	352	860-0089					Invernes
4722	Zuege	Monique	352	637-4507			909 Sweet Pi		Invernes
2698	Zuschlag	Holly	352	860-1784		Smith, Jones	1 Pritchard B	Apt. 100	Zebulon

Customer #

Billing/General Information	Shipping Information	Comments	Transactions	Keys	Miscellaneous
<b>First Name</b> <input type="text" value="Holly"/>	<b>Address 1</b> <input type="text" value="1 Pritchard Beach"/>	<b>Phone 1</b> <input type="text" value="352"/> <input type="text" value="860-1784"/>			
<b>Last Name</b> <input type="text" value="Zuschlag"/>	<b>Address 2</b> <input type="text" value="Apt. 100"/>	<b>Phone 2</b> <input type="text" value="352"/> <input type="text" value="860-9999"/>			
<b>Company</b> <input type="text" value="Smith, Jones, Anc"/>	<b>City</b> <input type="text" value="Zebulon"/>	<b>Phone 3</b> <input type="text" value="860"/> <input type="text" value="860-8888"/>			
	<b>State</b> <input type="text" value="GA"/>	<b>Zip</b> <input type="text" value="32450"/>	<b>Phone 4</b> <input type="text" value="860"/> <input type="text" value="860-1111"/>		

08002

The following four screens, plus the billing/general information shown above, show the detailed data for a single customer. Click on the specified tab to view the desired set of related data values. Each of the four screens appear at the bottom of the customer listing/edit screen.

The fields on these screens are the same as on the name screen that is accessed from the framing, POS, and floral sections of the program. See page 238 for details.

## Shipping Information

Billing/General Information	Shipping Information	Comments	Transactions	Keys	Miscellaneous
<b>First Name</b> <input type="text" value="Fred"/>	<b>Address 1</b> <input type="text" value="123 Main St."/>				
<b>Last Name</b> <input type="text" value="Flinstone"/>	<b>Address 2</b> <input type="text"/>				
<b>Company</b> <input type="text" value="Smith, Smith &amp; Sr"/>	<b>City</b> <input type="text" value="Badwater"/>				
	<b>State</b> <input type="text" value="AZ"/>	<b>Zip</b> <input type="text" value="90001"/>			

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## Comments

Comments about a customer may contain any information not appearing in the fields on the other tabs.

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Billing/General Information	Shipping Information	Comments	Transactions	Keys	Miscellaneous
General Comment	This is our contact at Smith, Smith, and Smith				
Phone Comment					

08004

## Transaction Data

Fields with a darkened background may not be edited.

Billing/General Information	Shipping Information	Comments	Transactions	Keys	Miscellaneous
Last Order Date	///	Last POS Date	03/24/2004		
Number Orders	0	Number of POS Transactions	6		
Total Order Dollars	180.2000	Total POS Dollars	180.2000		

08005

## Miscellaneous data

Fields with a darkened background may not be edited.

Billing/General Information	Shipping Information	Comments	Transactions	Keys	Miscellaneous
Date Added	11/04/2003	Tax ID	EX-1234-A	Email	donald@duck.com
Birthday	01/01/1950	Credit Card		Web	www.donald.com
Anniversary	12/31/1999	Discount	10	Preferences	RED
<input type="checkbox"/> This Customer is Printable	Interest Rate	3.500	Fax	708	777-8888

08006

## Reindx Files

From time to time it may be necessary to rebuild the indexes of the FullCalc databases. This option will rebuild all of the indexes at one time. The reindx operation should only be done from the FullCalc server when all of the slave computers, if any, have exited from FullCalc. In the process of doing the reindx a copy of selected data will be saved in a .zip file. The .zip file will be saved in the directory specified by the SET ZIP= value in the WINCALC.INI file. See page 432 for more on defining SET ZIP= setup parameter.

The major activities of a file reindx are:

- Delete (or do not delete) framing orders with an order status of 'D' (delete).

# FullCalc Operating Guide

- Delete (or do not delete) framing orders with an order status of 'H' (held) that were created 120 or more days ago.
- Delete data items from other a number of databases that have been marked for deletion in FullCalc. For example, SKU number may have been marked for deletion in the inventory section during an inventory update operation.
- Rebuild the file indexes so as to speed access to FullCalc data.

The following table lists the option files that influence the reindx operation:

Option file name	Alters...	See page
AUTODEL.OPT	framing orders in 'D' (delete) status.	434
KEEPHOLD.OPT	framing orders in 'H' (held) status.	435
NODEL.OPT	framing orders in 'D' (delete) status.	436
NOREORG.OPT	FullCalc account markers.	436

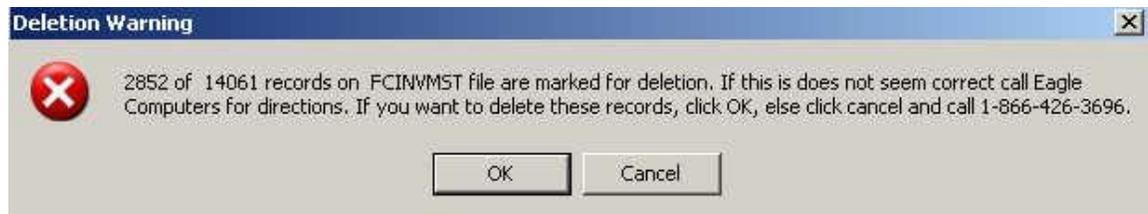
If none of the options listed in the table above have been specified then the reindx operation will:

- Ask if framing orders with an order status of 'D' (delete) are in fact to be deleted from the FullCalc files. Reply 'yes' to remove the 'D' status orders. Reply 'no' to retain the 'D' status orders in FullCalc (they will continue to have a status of 'D').



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- Delete all framing orders with an order status of 'H' (held) that were created more than 120 days in the past.
- Ask if deleted SKU numbers, customer names and addresses, etc. are to be removed or not. This question will be asked for zero or more of the types of data only if more than ten percent of the is to be removed from the indicated database. Reply 'ok' to remove the data items or 'cancel' to not remove the data items. If less than ten percent of the items of a given type are to be removed then the question will not be asked but the deletion will take place.



08061

- Rebuild the file indexes.

If the KEEPHOLD.OPT option is not specified then any orders in 'H' (held) status for more than 120 days after being taken will be deleted. Orders in held status, normally estimates, should be reviewed on a regular basis and either manually changed to 'D' (delete) status or be converted to regular orders.

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The functions of the AUTODEL.OPT and NODEL.OPT options are mutually exclusive. If both of these option files are defined then the AUTODEL.OPT option will be used, see page 434 for details, and the NODEL.OPT option will be ignored.

Note: From time to time the list of .zip files created by the reindx process should be reviewed. After a user selected amount of time the oldest of the backups should be deleted from the directory specified by the SET ZIP= value in WINCALC.INI file. Use Microsoft Windows Explorer, or its equivalent, to delete the old .zip files. See the documentation provided by Microsoft Corporation, not Eagle Computers, on how to use this program.

## Backup

It is important to take a backup of your computer and its data on a regular basis. A minimal set of specifications for taking backups is:

- A backup should be taken at least once every seven days, if not more often.
- Backups should be made to removable media. Backups should not to a hard drive in any computer be it a different drive on the same computer or on another computer via a network<sup>138</sup>.
- At least three backup cycles should be retained on some form of removable media. The media could be a tape cartridge, Zip cartridge, CD-ROM, etc. Use of floppy diskettes as the backup media is not recommended.
- One copy of the backup should be kept in some place other than where the computer is located. This place is called the 'off site' location.
- Each time a backup is taken, one copy of the backup should be taken to the 'off site' location and one copy of the backup should be returned. Copies of the backup should be moved to the 'off site' location in a fixed order. For example, the oldest copy of the backup is taken to the 'offsite' location.
- Backups should not be kept in, on, or near the computer.
- Backups should be kept in a cool, dry, dust free, and safe location. Backups should not be stored in direct sunlight or near sources of heat, cold, or strong electromagnetic radiation.
- If possible, the backup device should be attached to the computer that contains the data to be backed up. Taking a backup across any type of a wireless network is not recommended.
- The backup software should be configured, if possible, to verify the contents of the backup media once it has been created. This requires that the backup software first write the data to the backup media and then read it and compare the data on the backup with the original data. See the documentation for the backup software you are using on how to do this.
- To backup the data for FullCalc, all of the files in the following directories<sup>139</sup>, but not any of the sub-directories of the directories listed, should be backed up:
  - C:\WINCALC\DATA
  - C:\WINCALC\GRAPHICS

If physical inventory data is present then the C:\WINCALC\DATA\CFSPHYS directory must also be backed up.

### Warning

**Warning:** The use of the backup feature described below in this section to create regular backups of FullCalc and its data is not recommended. Use the backup program provided with your backup device, for example the tape drive, Zip drive, or writable CD-ROM drive. You can also use Microsoft Backup that is

### Warning

<sup>138</sup> Disk shadowing and/or the RAID drives for a computer is acceptable so long as there is also an actual backup on removable media.

<sup>139</sup> The directory names listed assume that FullCalc has been installed in the default location, C:\WINCALC. The directory names need to be changed from those listed if FullCalc has been loaded in some other location.

# FullCalc Operating Guide

provided with most versions of Windows by Microsoft Corp. See the documentation provided with the backup utility you decide to use for details on its operation.

**Warning:** The use of any type of a copy operation, such as a DOS copy command, Windows cut and paste, Windows drag and drop, etc., to create a backup is **not** recommended.

**Warning**

**Warning:** The backup feature described below in this section will **not** backup any of the physical inventory databases. If you need to backup the physical inventory databases you should use a general-purpose backup utility such as the Microsoft Backup program supplied with Windows to backup the entire FullCalc directory and all of its sub-directories. See the documentation provided with the backup utility you decide to use for details on its operation.

## Taking A Backup

Left click on the 'backup data/graphics' button on the utilities screen to create an extremely basic backup<sup>140</sup>. This is a backup of most, but not all, of the FullCalc data. The screen shown below is used to specify how to create the backup of the FullCalc data (excluding physical inventory data). The backup can be made to the hard drive, floppy diskettes, or any other type of media that is writable.



08007

Enter the name of the drive and directory where the backup is to be placed in the 'backup directory' box. If a SET BACKUP= value has been specified in WINCALC.INI, the value will be assumed to be the default disk drive and directory and will appear. If there is no SET BACKUP= value then a search will be made for a SET ZIP= value in the WINCALC.INI and used if present. If neither a SET BACKUP= or SET ZIP= value is found in WINCALC.INI then the disk drive and directory name must be manually entered. See page 429 for more on the SET BACKUP= parameter and page 432 for more on the SET ZIP= parameter.

The name of the backup file will be constructed from the time of day as measured in seconds since midnight and the Julian day number and will be of the form:

FCB<seconds>.<day no.>

<sup>140</sup> The use of this feature to take regular backups of FullCalc and its data is **not** recommended. Use the backup software provided with your backup device or Microsoft Backup provided by Microsoft Corp. or purchase a third party backup program at most computer stores.

# FullCalc Operating Guide

For example: FCB29856.081. The backup created is in PKZIP® format.

If you are using floppy diskettes then check the box to allow spanning across multiple diskettes.

Note: The use of floppy diskettes as the backup media is not recommended.

Click on the 'begin backup' button to start the backup process. When the backup has finished click on the 'return' button to return to the utilities main menu.

Note: Close FullCalc on any and all other computers in a network of computers before starting to do any backup.

Note: The use of this feature to create regular backups to the same or another hard drive is not recommended. Regular backups of FullCalc data should be made to removable media. At least three backup cycles need to be retained on the removable media. Backups should not be kept in, on, or near the computer. At least one copy of the backup of FullCalc data should be kept off site. Backups of FullCalc data should be done at least once each week, if not more often.

Note: The backup described here will not backup data from the physical inventory portion of FullCalc, the operating system or any other application on your computer. Regular backups of the of the operating system and other applications should also be done on a regular basis. See the documentation for these programs for details of their backup requirements.

Note: The DOS version of PKZIP® program is supplied by Eagle Computers and is used to create the backup using this option. This version of PKZIP®, the DOS version, is not usable on 64 bit computers. Contact PKWARE Inc., Milwaukee, WI, for an upgraded version of PKZIP® if the FullCalc backup utility is to be used on a 64 bit computer.

To restore a file from the backup file use the DOS PKUNZIP® program or, for Windows, a compatible product. For DOS PKUNZIP® use a command of the form:

```
PKUNZIP <drive>:\<dir>\FCB<seconds>.<day no.> <file name>.
```

For example, to restore the NA.DBF file from a backup named FCB29856.081 that is located on the X: drive, enter the following DOS command:

```
PKUNZIP X:FCB29856.081 NA.DBF
```

Note: PKZIP® is a registered trademark of PKWARE Inc., Milwaukee, WI. See the documentation provided by PKWARE Inc for a full description of the PKZIP® and PKUNZIP® programs and their use.

Note: From time to time old backups should be deleted from the computer. See the next section to view the directory of backups. Selected backups should be deleted from the directory specified by the SET BACKUP= value in WINCALC.INI file. Use a program such as Microsoft Windows Explorer, or its equivalent, to delete the oldest backup files which are no longer required. See the documentation provided by Microsoft Corporation, not Eagle Computers, on how to run the Windows Explorer program.

## Backup Encryption

The 'backup data/graphics' button on the utilities screen can be used to create an encrypted backup file if the advanced security feature is in use. See page 847 for more on the advanced security feature.



08064

Follow the instructions for taking a backup as per the previous section. In addition, check the ‘use encryption’ box and then enter an encryption key (also called a password) in the box provided. The encryption key must be between eight and ten characters long. After clicking on the ‘begin backup’ button you will be asked to confirm that you wish to use encryption. Reply ‘yes’ to this question to use encryption or ‘no’ to not use encryption (even if the ‘use encryption’ box is checked and an encryption key has been specified a reply of ‘no’ will cause encryption to not be used).

There are several things to remember about the encryption process:



- The encryption key is not stored in the backup file or retained anywhere else. This means that you must remember the encryption key. If you lose the encryption key you will never be able to extract the data from the backup.
- A minute change in the encryption key completely alters the encryption scheme. This means that the key must be exact if it is ever to be recovered. For example, capitalization is important. “Secret007”, “secret007”, “SECRET007”, and “SeCrEt007” are all completely different encryption keys.
- The encryption method used has been proved to be weak. Most of the known attacks on the encryption method being used have been either a brute force or a “known-plaintext” attack<sup>141</sup>.

To restore a file from the backup file use the DOS PKUNZIP® program or, for Windows, a compatible product. For DOS PKUNZIP® use a command of the form:

```
PKUNZIP -s"<key>" <drive>:\<dir>\FCB<seconds>.<day no.> <file name>.
```

For example, to restore the NA.DBF file from a backup named FCB29856.081 that is located on the X: drive and was encrypted with the key of ‘abcdefghi’, enter the following DOS command:

```
PKUNZIP -s"abcdefghi" X:FCB29856.081 NA.DBF
```

<sup>141</sup> See also *The Risks Digest*, ACM Committee on Computers and Public Policy, Volume 16: Issue 39, 6 September 1994, *Applied Cryptanalysis: Breaking Ciphers in the Real World* by Mark Stamp and Richard M. Low, Wiley-IEEE Press (April 25, 2007), or *Modern Cryptanalysis: Techniques for Advanced Code Breaking* by Christopher Swenson, Wiley (March 17, 2008), for more information on “known-plaintext” and/or brute force attacks on encrypted data files.

# FullCalc Operating Guide

Note that the encryption key is preceded by '-s' (lower case) and enclosed within double quotes.

## Directory Of Backups

Right click on the 'backup data/graphics' button on the utilities screen to get a listing of the backup files that have been created in the past.



Backup File Name	Size	Date
FCB55008.187	16001386	07/06/2005

C:\WINCALC\ZIP

Return

08008

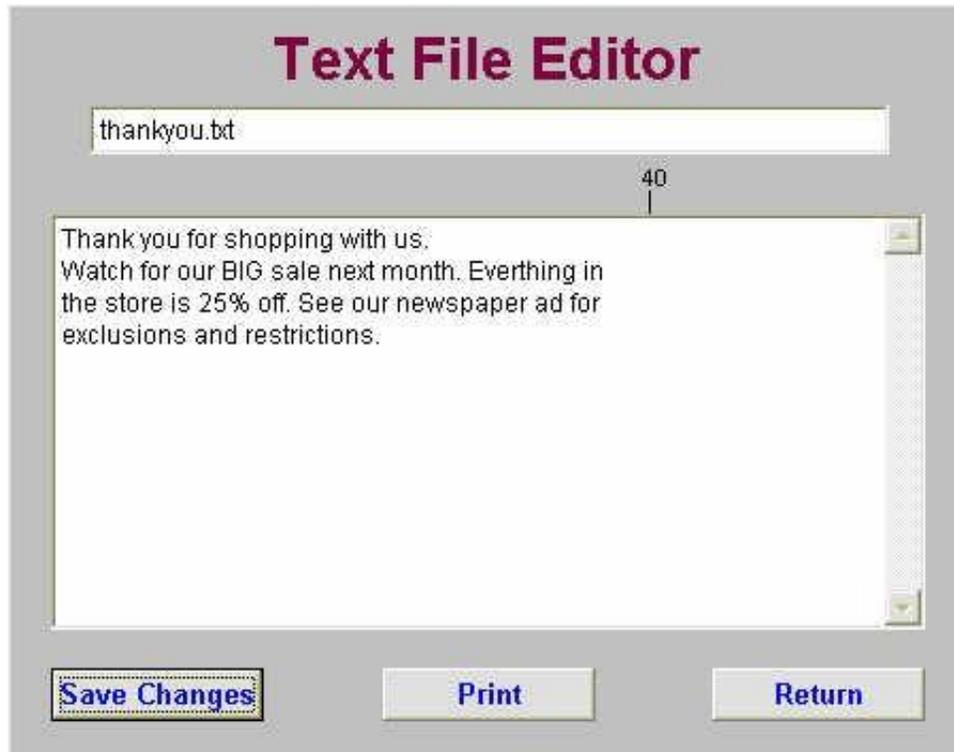
The name of each backup file in the directory specified by the SET BACKUP= value in WINCALC.INI will be shown along with its size and the date it was created. The name of the backup directory (from the SET BACKUP= value in WINCALC.INI) is shown in the lower left of the screen.

Note: From time to time the list of backup files should be reviewed. After a user selected amount of time the oldest of the backups should be deleted from the directory specified by the SET BACKUP= value in WINCALC.INI file. Use Microsoft Windows Explorer, or its equivalent, to delete old backup files that are no longer required. See the documentation provided by Microsoft Corporation, not Eagle Computers, on how to use this program.

Fields on the backup file directory screen include:

- **BACKUP FILE NAME** – the name of the backup file. The name of a backup file should start with 'FCB'.
- **SIZE** – the size of the backup file in bytes.
- **DATE** – the date the backup was taken.

## Edit Text Files



08009

The screen shown above is for the FullCalc text file editor. The FullCalc text file editor is a simple and easy to use program for editing existing ASCII text files. Enter the name of the file to be edited in the upper box and press the 'enter' key. The existing text in the file named will then appear in the large lower box.

This editor cannot be used to create a new file, only to edit an existing file. If a new file needs to be created another text file editor such as Microsoft Notepad should be used (see the documentation provided by Microsoft Corporation with your version of Windows for instructions on the use of Notepad).

The following editing operations can be done on the text in the lower box.

- To add text, click at the point where the text is to be added. Then type the desired text. When you finish typing a line of text, press the 'enter' key to go to the next line.
- To delete text, click on the start of the text you want to delete and then press the 'delete' ('del') key as often as required to delete all of the desired text.
- To change existing text, click on the first character to be replaced. Press the 'delete' ('del') key to delete as many characters as required. Type in the replacement text as required.
- To add a blank line, click at the point where a blank line is to be inserted. Then press the 'enter' key as necessary to insert one or more blank lines.
- To delete a blank line, click on the start of the blank line you want to delete and then press the 'delete' ('del') key.

If a 40 column receipt printer is being used then each line of the message should not go past the 40th column indicated by the '40' above the editing box.

After the required editing has been done to the text, click on the 'save changes' button to save the data.

The 'print' button can be used to print the saved version of the text file. If the file has not been saved then the 'print' button will be disabled.

# FullCalc Operating Guide

Click on the 'return' button to return to the utilities main menu.

The buttons at the bottom of the screen are:

- **SAVE CHANGES** - save the current version of the text file. This needs to be done before exiting from the text editor.
- **PRINT** – print out the last saved version of the text file. This button will be enabled after the 'save changes' button has been clicked and the file has been saved. If you return to the text editing window, even if you make no changes to the files contents, the 'print' button will be disabled.
- **RETURN** - exit from the file edit screen.

## Edit Wincalc.ini

This option is the same as 'edit text files' entry except that it always edits the WINCALC.INI file. See the previous section for information on editing a text file.

## View Corp. Inv. Update Log

Date	Time	Add/Chg Date	Delete Date	No. Add/Chg	No. Delete
04/25/2006	11:20:54	04/24/2006	04/26/2006	4	0
04/26/2006	13:16:31	04/26/2006	04/26/2006	4554	1

Return

08044

The screen shown above is used to view the install corporate inventory update log. An entry is made into this log file each time a corporate inventory update is installed. See page 770 for more information on how to install a corporate inventory update.

Fields in the log include:

- **DATE** – the date on which the update was installed.
- **TIME** – the time when the update was installed.

# FullCalc Operating Guide

- **ADD/CHG DATE** – the date of creation of the file with SKU numbers to be added or changed in the inventory. This is the date of the TRANDATA.DBF file. This date will be missing, or blank, if the file with added and changed SKU numbers cannot be found.
- **DELETE DATE** – the date of creation of the file with SKU numbers to be deleted from the inventory. This is the date of the TRANDEL.DBF file. This date will be missing, or blank, if the file with SKU numbers to delete cannot be found.
- **NO. ADD/CHG** – the number of SKU numbers to be added or changed in the inventory. Not all of the possible add and/or change operations may have succeeded. This number may be zero.
- **NO. DELETE** – the number of SKU numbers to be deleted from the inventory. Not all of the possible delete operations may have succeeded. This number may be zero.

## View Month End Update Log

Operation	Start	End	SKU' s Added	SKU's Updated	Total	File
ADJ WEEKS	14:29:24	14:29:29	0	0	0	FCINVMST
INV PASS 1	14:29:29	14:29:40	0	0	0	FCHIST
RECEIVE	14:29:40	14:29:51	0	0	0	FCHISTR
INV PASS 2	14:29:51	14:29:59	0	0	0	FCHISTI

The data is for the most recent month end data collection done on this computer.

[Continue](#)

08010

The screen shown above is used to view the month end update log created the last time end of month data collection was done. The data is the same as described on page 673.

Fields in the grid include:

- **OPERATION** - the name of the operational phase being done.
- **START** - start time of the operation.
- **END** - end time of the operation.
- **SKU's ADDED** - the number of new SKU numbers added to the database.
- **SKU's UPDATED** - the number of existing SKU numbers for which data was updated.
- **TOTAL** - the total number of SKU numbers in the database.
- **FILE** - the database name.

Click on the 'continue' button on the screen shown above to display the screen shown below. This second screen shows the date of the last twelve months of data collection. The month number value (the left column) is the month value entered at collection time (1=January, 2=February, 3=March, etc.). The right column, the 'date' column, is the actual calendar date the month end data was collected on. A date value of '01/01/1980' in the 'date' column, on the right of the screen, means that data has not been collected for the specified month.

## Month End Update

Month	Date
1	12/23/2004
2	01/01/1980
3	04/14/2005
4	04/08/2005
5	01/01/1980
6	01/01/1980
7	01/01/1980
8	01/01/1980
9	01/01/1980
10	01/01/1980
11	12/23/2004
12	12/23/2004

This is a rolling twelve month summary of month end data collections done on all computers.

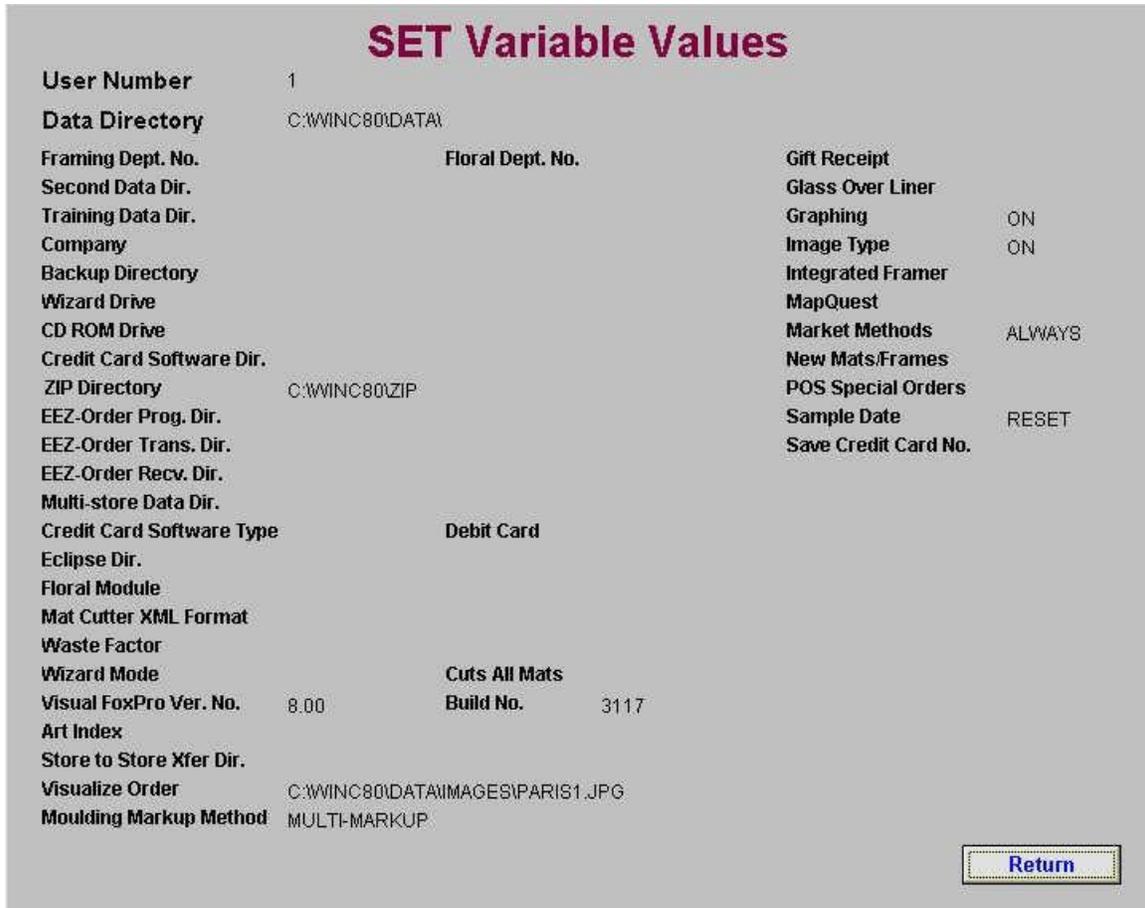
[Return](#)

08011

Fields on the month end update screen include:

- **MONTH** – the number of the month (1=January, 2=February, 3=March, etc.).
- **DATE** – the date on which the month end processing for a given month was done. If the date is '01/01/1980' then month end processing for the given month has never been done.

## SET Variables



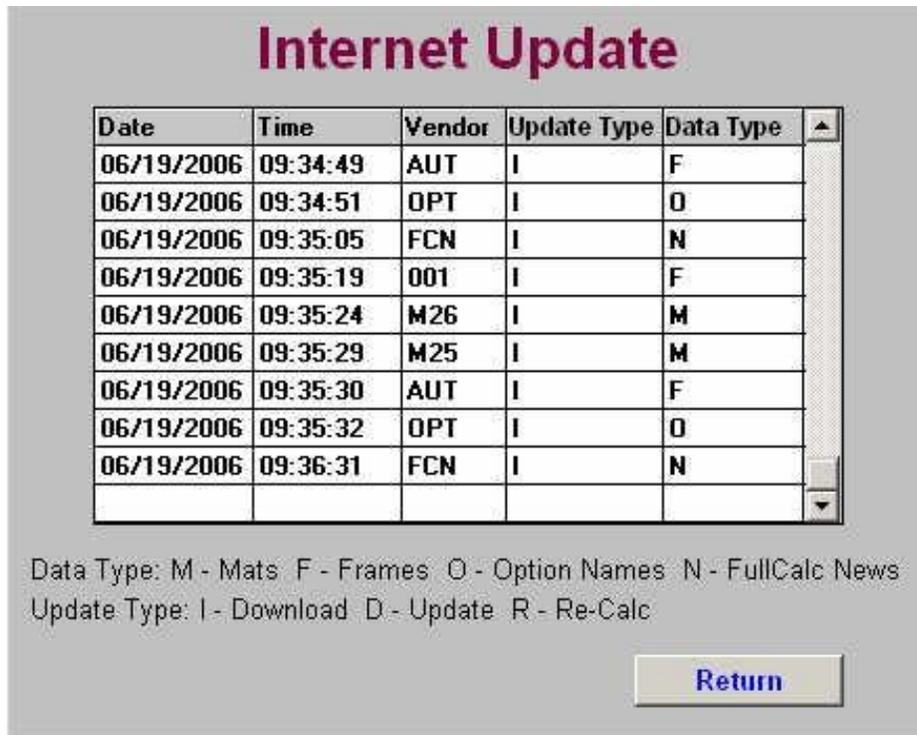
08012

The screen shown above displays the current values of the various SET variables, if any. Only the top two items shown (the user number and the data directory name) must be defined. See page 428 and following for a definition of the various SET variables.

If multiple price levels are in use then the name of the pricing level being used appears just below the 'data directory' entry.

The version of FoxPro being used, which is not a SET variable, also appears in the left column of the screen. The last line in the left column on the screen shows the moulding markup method is being used.

## View Internet Update Log



08013

The screen above is used to view the Internet update log. An entry is made in the log each time an update of the frame price data, mat price data, list of authorized vendors, list of option files and FullCalc news file is done via the Internet or the 're-calc retail \$' button is clicked. See page 308. Each mat or frame data file updated its name is specified on a separate line. The date, time, and vendor number (or 'auth' for authorized vendor list or 'opt' for option file name list or 'all' for a re-calculate) of the operation is shown. The three fields with codes are:

#### Vendor

- A three digit number – frame vendor number (for example '001').
- 'M' plus two digits – mat vendor number (for example 'M01').
- **AUT** – authorized vendor table (mat or moulding).
- **OPT** – FullCalc option file table.
- **FCN** – FullCalc news file.

#### Update Type

- **I** - a file was downloaded via the Internet. Downloaded data is available to, but need not have been used to, update the local database. The date of the data being downloaded is not recorded, however, the data is from the date listed or before (possibly a considerable time before) the date of the download.
- **D** - the local database was updated with the new data values.
- **R** – recalculate retail prices for mouldings.
- **X** – delete all data for the vendor.

#### Data Type

- **F** - frame data.
- **M** - mat data.
- **O** - FullCalc setup option names.
- **N** – FullCalc news.

# FullCalc Operating Guide

The following table lists a number of entries that may occur and have the same three data values for 'vendor', 'update type' and 'data type':

Vendor	Update Type	Data Type	Description
AUT	I	F	A new list of authorized moulding vendors has been downloaded from the FTP server. Note: There is no corresponding record with an update type of 'D' for this type of file.
AUT	I	M	A new list of authorized mat vendors has been downloaded from the FTP server. Note: There is no corresponding record with an update type of 'D' for this type of file.
OPT	I	O	A new list of option files that can be used has been downloaded from the FTP server.
ALL	R	F	The 're-calc retail \$' button has been clicked on the authorized vendors tab in inventory.
FCN	I	N	A FullCalc news file has been downloaded from the FTP server. Note: There is no corresponding record with an update type of 'D' for this type of file.

The screen shown above cannot be used to modify the log data.

## View/Print FullCalc Error Log

**Output Error Log**

Date  
07/06/2005

Print To  
 Printer  
 Screen

Return

08014

The FullCalc error log contains a list of errors found while the program is being run. A list of these errors can be generated to help correct errors in the program. The screen shown above is used to specify a date for which errors are to be reported on and if the report goes to the screen or the printer. The date being reported on appears in the upper center of the report output. An example of the error report generated is shown below.

# FullCalc Operating Guide

## ERROR LOG

Date: 09/29/2005

FOR 09/29/2005

Page No.: 1

ERROR NO.	ERROR DESCRIPTION PROGRAM	LINE NO.	DATE	TIME
1705	File access is denied c:\winc80\decksam. OPTTABLE is the table being used MMMAIN	401	09/29/2005	09:46:23

08015

Fields on the error log include:

- **ERROR NO.** – a FoxPro error number. See the FoxPro documentation for a description of the meaning of the error number.
- **ERROR DESCRIPTION** – a description of the error that was encountered. This error message occupies two lines of output on the report. The actual error message is on the upper line and the name of the data table being used, if any, is listed on the second line.
- **PROGRAM** – the name of the program, method, etc. where the error occurred.
- **LINE NO.** – the line number within a program, method, etc. where the error occurred.
- **DATE** – the date on which the error occurred. This is taken from the computers system clock.
- **TIME** – the time at which the error occurred. This is taken from the computers system clock.

## Operating System Values

### Operating System Values

<b>Operating System</b>	Windows 5.01
<b>Major Version No.</b>	5 - Windows 2000/XP
<b>Minor Version No.</b>	1
<b>Build No.</b>	2600
<b>Op. Sys. Platform</b>	Service Pack 2
<b>Service Pack</b>	Service Pack 2
<b>Disk Space Free</b>	63563231232

Visual FoxPro 08.00.0000.3117 EXE Support Library for Windows [Sep 25 2003 20:47:46] Produ

<b>Oldest Un-Archived</b>	10/19/1995		
<b>Screen Width</b>	1024	<b>Screen Height</b>	768
<b>Processor</b>	Pentium		

Mouse present	<b>Num Lock</b>	On
pcAnywhere was found on the C: drive	<b>Caps Lock</b>	Off
Windows themes are supported		

[Return](#)

# FullCalc Operating Guide

08016

The screen shown above lists a number of values about the operating system such as its version, build number, service pack number, etc.

The amount of free disk space is shown in bytes.

The version of Visual FoxPro shown is the version used to compile FullCalc with.

The oldest un-archived date is the date farthest in the past for which the files archive bit is on. This field may appear in color based on the date shown.

The screen height and width are shown in pixels.

The mouse is present line may also note that the button definitions have been reversed.

If pcAnywhere is loaded on the computer its location is listed. If pcAnywhere is loaded on the computer then the image of two computers with an arrow between them will also appear in green in the lower right corner of the FullCalc main menu.



08065

If pcAnywhere is not load on the computer then the image of two computers with an arrow between them will appear in yellow in the lower right corner of the FullCalc main menu.

The 'num lock' and 'caps lock' values can be 'on' or 'off'. These are the current values (settings) of the num lock key and the caps lock keys on the keyboard.

## FullCalc Programs

## FullCalc Operating Guide



Program Name	Date
CALANDER.EXE	12/21/2006
CFSEDI.EXE	10/22/2004
CFSINV.EXE	12/14/2006
CFSPHYS.EXE	03/23/2006
CORPDATA.EXE	05/03/2004
EDT.EXE	10/10/2006
EDTREAD.EXE	03/25/2005
FC.EXE	06/23/2006
FCINSTAL.EXE	07/17/1999
FCINVEN.EXE	01/08/2007
FIX1.EXE	06/16/2004

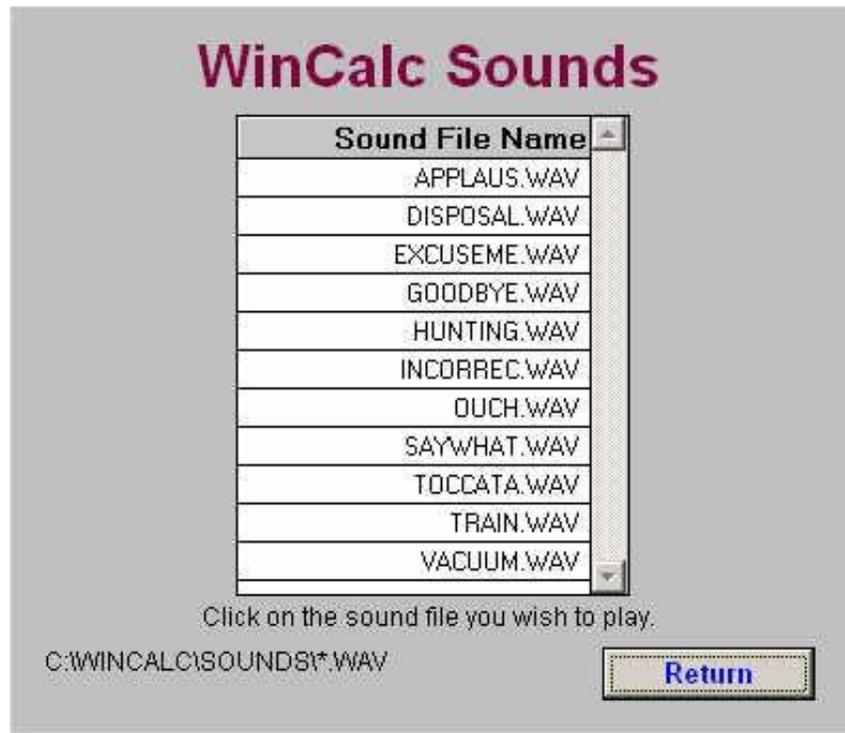
C:\WINCALC\\*.EXE

Return

08017

The screen shown above lists the name of each program module in FullCalc and the date it was created. The name of the directory where the FullCalc programs are located is listed in the lower left corner of the screen.

## FullCalc Sounds



08018

The screen shown above lists the name of each FullCalc file. Click on the name of the sound file to hear a given sound (to play the sound file). The directory where the sound files are located is listed in the lower left corner of the screen.

Note: The use of sounds assumes that a sound card and a set of speakers have been installed on the computer.

Note: Before playing any sound file check to see that the Windows volume control is properly set. See the documentation provided by Microsoft Corporation for details on how to use the Windows volume control features.

## Protected Utilities



08019

The protected utilities screen is used to select which of the protected utilities is to be executed. The 'advanced security' button appears but is not enabled, appears in low intensity, until the feature is enabled. See page 454 for details on how to enable the advanced security feature and page 847 on how to use the feature.

## Option File Listing

Option Description	Include	Option File
Limit the tax to 25.00 and adds a message to input screen if the normal tax exceeds the	F	alaska.opt
Allows use of the Barcode Blaster printer to output labels of items in the inventory.	F	blaster.opt
Allows special settings for Bruce White stores.	F	bruce.opt
Check customer names and phone numbers for validity.	T	chknames.opt
Requires the use of a user name and password to change the date of a POS transaction	F	chngdate.opt
Replaces the 'Report' button on the main menu with the 'Corp Inv' button if POS in not ins	F	corpdata.opt
For status changers to 'C' or 'P' the change date should be yesterday, not today.	F	cpdatem1.opt
For store samples (art, frame, misc.) this file contains dept. numbers. Enter as 'xxx yy z'	F	decksam.bt
Art index and image library is present. Use the data from the CD-ROM drive.	T	apiimage.opt
Customer statements say 'Invoice' at the top rather than 'Statement'.	F	arinvoic.opt
Enable the use of the 'art' button on the framing input screen.	F	arton.opt
Ask if deleted frames or mats are to be kept.	F	askdel.opt
Do not ask about deleting 'D' status orders when running fixcd2 but do delete these ord	F	autodel.opt

# FullCalc Operating Guide

08020

The option file-listing screen lists the option files that may be created from within the program. To use an option place a 'T' (for true) in the 'include' column in the center of the screen shown above. Enter a 'F' (for false) in the center column to not use a given option. Click on the 'create files' button to create and/or delete the specified option file(s). The right column in the grid, see the example above, shows the name of the option file created. If any option setting is changed then the new set of options must be saved, using the 'save changes' button, before exiting this screen. The 'create files' button should also be clicked to create the new option files (or to delete option files no longer needed). The possible option files are listed on page 434 and following.

The buttons at the bottom of the screen are:

- **SAVE CHANGES** - save the current set of option specifications for later use.
- **UNDO CHANGES** - ignore the current option specifications and use the last set of saved option specifications.
- **CREATE FILES** - create the option files specified. This may also mean that some existing option files will be deleted.
- **RETURN** - exit from the option file screen. When exiting the screen shown above you will be given a chance to print out a list of the option file settings. Reply 'yes' or 'no' as required. See below for an example of the option file listing.

# FullCalc Operating Guide

## OPTION SETUP 10/03/2005

Include	Description	File
F	Limit the tax to 25.00 and adds a message to input screen if the normal tax exceeds t	alaska.opt
F	Allows use of the Barcode Blaster printer to output labels of items in the inventory.	blaster.opt
F	Allows special settings for Bruce White stores.	bruce.opt
F	Check customer names and phone numbers for validity.	chknames.opt
F	Requires the use of a user name and password to change the date of a POS transaction.	chngdate.opt
F	Replaces the 'Report' button on the main menu with the 'Corp Inv' button if POS in no	corpdata.opt
F	For status changers to 'C' or 'P' the change date should be yesterday, not today.	cpdatem1.opt
F	For store samples (art, frame, misc.) this file contains dept. numbers. Enter as 'xxx	decksam.txt
F	Art index and image library is present. Use the data from the CD-ROM drive.	apiimage.opt
F	Customer statements say 'Invoice' at the top rather than 'Statement'.	arinvoic.opt
F	Enable the use of the 'art' button on the framing input screen.	arton.opt
F	Ask if deleted frames or mats are to be kept.	askdel.opt
F	Do not ask about deleting 'D' status orders when running fixcid2 but do delete these	autodel.opt
F	Puts bar codes on work orders.	barme.txt
F	Prints GST and PST as separate values on orders.	canadatx.opt
F	Central processing of mats and frames is done.	central.opt
F	Allows for the generation of a commission report for Walter Adams Galleries.	commprt.opt
F	Automatically delete discontinued frames during frame update.	deledisc.opt
F	Sales and tax are not recorded in accounting until item is paid in full.	deposit.txt
F	SPOS	dosopen.opt
F		dosout.opt
F	Use dot matrix versions of work order print routins.	dotwork.opt
F	If CO=DECK this enables partial payments in POS.	dtwpartd.opt
F	Specifies use of the DTW bar code printer (Eltron printer).	dtwsing.prn
F	Allows the deposit option to be on and full POS to be installed at the same time.	dupdepok
F	Trigger for use of the EEZ-Order software.	eezorder.opt
F		fksing.prn
F	Outputs a comment on order if a float mat is required.	floatmat.opt
F	Price frames form the United Inches table.	frmui.opt
F	Print order taker's name on the 40 column POS receipts.	fullname.opt
F	Use windows driver for POS printers.	inv40prn.driv
F	Generate a log of POS transactions of inventory SKU numbers.	invlog.opt
F	Retains all 'H' (hold) status orders forever (they are not deleted after 120 days).	keephold.opt
F	Requires POS users to enter login codes, not select from list, when using time clock	log.in
F	Calculate in metric units.	metric.opt
T	Sends all sales detail to individual departments.	multline.txt
F	Do not allow items in an order to be put on backorder.	nobkord.opt
F	Print all digits, except the last 5, as '*' on POS transaction receipts.	noccno.opt
F		noclrctm.opt
F	Finds an item number containing dashes without the requirement the dashes be entered	nodash.opt
F	Enables special settings for Lake Forest Frame & Design stores.	studio.opt
F	Deactivates access to the demand reports.	nodemand.opt
F	Deactivates access to the monthly reports.	nomonthr.opt
F	Deactivates the ability to do multi orders in framing input.	nomulti.opt
F	Do not allow a price to be entered for a SKU number on the POS register input screen.	noposrc.opt
F	Disables printing of POS receipts and doing reprints of same.	noposrct.opt
F	Suppresses reorganizing the accounts marker in the order database.	noreorg.opt
F	Causes the balance to not display on Order Status report.	nostbal.opt
F	Will not display warning message when the user is not clocked in in POS.	notime.chk
F	Indicates that the PalmCalc software is installed.	palmhere.opt
F	When a framing order is paid off in POS its order status is always changed to 'P' (pi	payoffst.opt
F	Use points in place of min. for productivity factors and print a point value on work	point.opt

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Fields on the option file listing include:

- **DESCRIPTION** – a description of an option.

# FullCalc Operating Guide

- **INCLUDE** – a ‘T’ to include an option or a ‘F’ to exclude an option.
- **FILE** – the name of the option file.

Note: If an option file exists it can be deleted using a DOS command or by use of a program such as Microsoft Windows Explorer. If the option file screen, see above, shows that the option is to be specified, if the ‘include’ column on the right of the screen has a value of ‘T’, then the option file will be recreated by the program. To delete the option, set the value to ‘F’ in the list of options shown above and click on the ‘save changes’ button and then the ‘create files’ button.

Fields on the option file listing screen include:

- **OPTION DESCRIPTION** – a description of an option.
- **INCLUDE** – a ‘T’ to include an option or a ‘F’ to exclude an option.
- **OPTION FILE** – the name of an option file.

## Advanced Security

The advanced security feature is used to allow up to five user accounts, rather than the two user accounts allowed under the standard security system, to be defined to protect various features of FullCalc by way of PIN numbers (passwords). It also allows more features within FullCalc to be PIN number (password) protected when compared to the standard security system. This security option replaces the use of the standard security system when it is activated<sup>142</sup>. See page 454 for a discussion on how to enable the advanced security feature.

The advanced security feature uses nine screens to specify all of the advanced security options. One page is used to specify the PIN numbers (passwords) and the other eight are used to specify the security rules for each major section of FullCalc.

The screen shown below is used to specify the PIN numbers (passwords) used by the advanced security feature. Up to five PIN numbers may be specified. Each PIN number must be exactly four digits long. Each PIN number must be unique.

PIN numbers must be defined before they may be used to protect features within FullCalc. The user names on this page and their associated PIN numbers are used on all of the other pages in the advanced security feature.

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<sup>142</sup> While the advanced security feature is in use the regular security features cannot be used. When advanced security is turned off the use of the regular security features resumes.

# FullCalc Operating Guide

**PIN Numbers**

\*\*\*\* Owner PIN  
\*\*\*\* Manager PIN  
\*\*\*\* User 1 PIN  
\*\*\*\* User 2 PIN  
\*\*\*\* User 3 PIN

Report

08034

Once the PIN numbers have been defined then the security settings can be specified. There are eight tabs that can be clicked on to define the desired security settings. The tabs are marked 'framing', 'management', 'mailing', 'inventory', 'reports', 'utilities', 'POS', and 'floral'. The tabs correspond to the buttons in the upper right quadrant of the FullCalc main menu and protect the corresponding sections of FullCalc. In most cases several features in a given section of FullCalc can be given individual amounts of protection. However, not all of the features listed on any given tab need to have a security definition defined. See page 19 for an example of the FullCalc main menu.

Click on the 'report' button in the center of the screen to print out a report on the current security settings (described more fully below). The report is sorted by the section of FullCalc (framing input, management, etc.) and then by the feature number within that section is being reported on.

## Advanced Security Options

Date: 02/03/2005

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Section	Feature	Description	PIN Req.	Security Levels				
				Owner	Manager	User 1	User 2	User 3
1	0	Framing input	No	No	No	No	No	No
1	1	Discounts	No	No	No	No	No	No
1	2	Recall old orders	No	No	No	No	No	No
-----								
2	0	Management	No	No	No	No	No	No
2	1	Order log	No	No	No	No	No	No
2	2	Vendor orders	No	No	No	No	No	No
2	3	Productivity	No	No	No	No	No	No
2	4	Sales by date	No	No	No	No	No	No
2	5	Sales analysis	No	No	No	No	No	No
2	6	Planning report	No	No	No	No	No	No
2	7	Status study	No	No	No	No	No	No
2	8	Frame shop sales	No	No	No	No	No	No
2	9	Calendar report	No	No	No	No	No	No
2	10	Order status report	No	No	No	No	No	No
2	11	Hour input	No	No	No	No	No	No
-----								
3	0	Mailing list	Yes	Yes	No	No	No	No
-----								
4	0	Inventory	Yes	Yes	Yes	No	No	No
4	1	Display/edit SKU's	No	No	No	No	No	No
4	2	List SKU's	No	No	No	No	No	No
4	3	Reorder	No	No	No	No	No	No
4	4	Receiving	No	No	No	No	No	No
4	5	Physical inventory	No	No	No	No	No	No
4	6	Vendor database	No	No	No	No	No	No
4	7	Internet update	No	No	No	No	No	No
4	8	Mat price codes	No	No	No	No	No	No
4	9	Barcode labels	No	No	No	No	No	No
-----								
5	0	Reports	Yes	Yes	Yes	No	No	No
5	1	Sales reports	No	No	No	No	No	No
5	2	Accounts receivable reports	No	No	No	No	No	No
5	3	Demand reports	No	No	No	No	No	No
5	4	Monthly reports	No	No	No	No	No	No
5	5	Management reports	No	No	No	No	No	No
5	6	Void POS transaction	No	No	No	No	No	No
5	7	Associate hours reports	Yes	Yes	No	No	No	No
5	8	Adjust associate hours	No	No	No	No	No	No
5	9	View associate hours	No	No	No	No	No	No
5	10	Accounts receivable reports	No	No	No	No	No	No
5	11	Sales reports	No	No	No	No	No	No
5	12	Build corporatd inventory upda	No	No	No	No	No	No
5	13	Install corporate inventory up	No	No	No	No	No	No
5	14	Multi-store inventory	No	No	No	No	No	No
-----								
6	0	Utilities	Yes	Yes	Yes	No	No	No

PIN Req. - If 'Yes' then one of the PIN numbers must be entered to access this section/feature.

If 'Yes' appears for one of the security levels ('owner', 'manager', 'user 1', etc.) that PIN number can be entered to access the listed section/feature. If 'No' appears then access will not be allowed even if that PIN number is entered.

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Columns on the advanced security options report include:

- **SECTION** – a numeric identifier for the section of the program (framing input, management, etc.) for which the security settings apply. These numeric values are 1, 2, 3, etc.
- **FEATURE** – a numeric identifier for the specific feature within the section of the program for which the security setting applies. The entry for feature '0' identifies the setting for entry to a section of the program. These numeric values are 0, 1, 2, ... 999.
- **DESCRIPTION** – a short description of the feature being protected. If the feature number is '0' then this is short description of a section of FullCalc.
- **PIN REQ.** – a value of 'Yes' notes that a PIN number needs to be entered to access the feature (or section of the program if the feature number is '0'). In some cases multiple PIN numbers may be used to access the feature. If there is a check mark in the 'owner', 'manager', 'user 1', 'user 2', or 'user 3' column of the grid then this field will contain a 'Yes'. A value of 'No' notes that no PIN number is required to access the feature. A value of 'No' will appear in this column only if there are no check marks in the 'owner', 'manager', 'user 1', 'user 2', and 'user 3' columns of the grid.
- **OWNER** – a 'Yes' in this column identifies which features can be accessed using the 'owner' PIN number.  
Note: The same 'owner' PIN number is used in the advanced security feature as is used in the regular security feature.
- **MANAGER** – a 'Yes' in this column identifies which features can be accessed using the 'manager' PIN number.  
Note: The same 'manager' PIN number is used in the advanced security feature as is used in the regular security feature.
- **USER 1** – a 'Yes' in this column identifies which features can be accessed using the 'user 1' PIN number.
- **USER 2** – a 'Yes' in this column identifies which features can be accessed using the 'user 2' PIN number.
- **USER 3** – a 'Yes' in this column identifies which features can be accessed using the 'user 3' PIN number.

Click on the 'menu' tab to exit from the advanced security section of FullCalc to the protected utilities screen.



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- 4) If the answer to the question in step 3) is 'yes' then check the box(es) in the top line of the grid (the feature '0' line of the grid) for each user who is to be allowed access to any or all of the features in that section of FullCalc. By doing so you are requiring that a password be entered to access any of the features in this section of the program and are thus prohibiting 'everyone else' from using any of the features in the entire section.
- 5) Decide if one or more users with PIN numbers (passwords) are to be required to enter that PIN number to access an individual feature within a given section of FullCalc.
- 6) If the answer to the question in step 5) is 'yes' then for each user with a PIN number (password) who is to have access to the feature, check the user is to be allowed access<sup>143</sup>. These lines are for features numbered 1 to 999. By doing so you are requiring that a password be entered to access the feature and are thus prohibiting access to 'everyone else' and to any user with a PIN number which is not checked.
- 7) If the answer to the question in step 5) is 'no' then do not check any user for that feature. By doing so you will allow anyone to access the feature that can access the section (this includes 'everyone else' if they have access to the section).
- 8) Repeat steps 5) to 7) for each feature within a given section.
- 9) Repeat steps 3) to 8) for each FullCalc section (framing, management, mailing, etc.).

Note: On the inventory tab rules can be set for the 'internet update' button, the 'modify frame data' button and the 're-calc retail \$' button. These three button call or are called by each other in the order listed. As each can have its own security setting it is important that they can call each other. For example, those who can do an Internet update must also be allowed to modify frame data and recalculate retail prices. Failure to set the rules properly may result in only a portion of the Internet update and/or modification of frame data being done properly.

The security rules for the user named 'everyone else' are as follows:

- There is no PIN number (password) associated with the 'everyone else' user. This is the user without a PIN number.
- If for a given section (feature '0') there is a 'N' in the 'PIN req.' column then 'everyone else' may be able to use all, some, or none of the features within that section (depending on the other rules).
- If for a given section (feature '0') there is a 'Y' in the 'PIN req.' column then 'everyone else' cannot use any of the features in that section.
- If for a given feature there is a 'N' in the 'PIN req.' column then 'everyone else' can use the feature (if they have access to the section).
- If for a given feature there is a 'Y' in the 'PIN req.' column then 'everyone else' can never use the feature.

The setting grid contains the following columns:

- **SECTION** – a numeric identifier for the section of the program (framing input, management, etc.) for which the security settings apply. These numeric values are 1, 2, 3, etc.
- **FEATURE** – a numeric identifier for the specific feature within the section of the program for which the security setting applies. The first entry is always for feature '0', the entire section of the program identified at the top of the page. These numeric values are 0, 1, 2, ... 999.
- **DESCRIPTION** – a short description of the feature being protected. If the feature number is '0' then this is short description of a section of FullCalc.
- **PIN REQ.** – a value of 'Y' (for 'yes') notes that a PIN number needs to be entered to access the feature. In some cases multiple PIN numbers may be used to access the feature. If there is a check mark in the 'owner', 'manager', 'user 1', 'user 2', or 'user 3' column of the grid then this field will contain a 'Y'. A value of 'N' (for 'no') notes that no PIN number is required to access the

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<sup>143</sup> For these rules to have any effect either the user must have a check in the box at the top of the grid (the row for feature '0') or there must be a 'N' in the 'PIN req.' column for the top row of the grid (the row for feature '0').

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feature. A value of 'N' will appear in this column only if there are no check marks in the 'owner', 'manager', 'user 1', 'user 2', and 'user 3' columns of the grid.

- **OWNER** – a check mark in this column identifies which features can be accessed using the 'owner' PIN number.  
Note: The same 'owner' PIN number is used in the advanced security feature as is used in the regular security feature.
- **MANAGER** – a check mark in this column identifies which features can be accessed using the 'manager' PIN number.  
Note: The same 'manager' PIN number is used in the advanced security feature as is used in the regular security feature.
- **USER 1** – a check mark in this column identifies which features can be accessed using the 'user 1' PIN number.
- **USER 2** – a check mark in this column identifies which features can be accessed using the 'user 2' PIN number.
- **USER 3** – a check mark in this column identifies which features can be accessed using the 'user 3' PIN number.

Example 1 – to allow only 'user 1' to reindx the files:

- Define the 'user 1' PIN number on the 'PIN numbers' tab.
- On the 'utilities' tab, click on the box in the 'user 1' column on the 'utilities' row. This step can be skipped if the 'PIN req.' value is 'N'.
- On the 'utilities' tab, click on the box in the 'user 1' column on the 'reindx files' row.

Example 2 – to allow the 'owner' and the 'manager' to access the setup program:

- Define the 'owner' PIN number on the 'PIN numbers' tab.
- Define the 'manager' PIN number on the 'PIN numbers' tab.
- On the 'utilities' tab, click on the box in the 'owner' column on the 'utilities' row. This step can be skipped if the 'PIN req.' value is 'N'.
- On the 'utilities' tab, click on the box in the 'manager' column on the 'utilities' row. This step can be skipped if the 'PIN req.' value is 'N'.
- On the 'utilities' tab, click on the box in the 'owner' column in the 'setup program' row.
- On the 'utilities' tab, click on the box in the 'manager' column on the 'setup program' row.

Example 3 – in the following screen the security rules are defined for the management section of FullCalc:

- All users of FullCalc can access the management section of the program.
- All users of FullCalc can generate an order log or a calendar report.
- The 'owner' account can access all other management feature after entering the owner PIN number.
- The 'manager' and 'user 1' accounts can generate vendor orders by entering their PIN number.
- The 'manager', 'user 1' and 'user 2' accounts can generate a sales by date report by entering their PIN number.
- The 'manager', 'user 1', 'user 2', and 'user 3' accounts can generate a status study by entering their PIN number.
- The 'manager' account can generate a productivity report, a sales analysis and a planning report by entering the manager PIN number.
- All other options by all users cannot be done (even the 'everyone else' user who has no PIN number).



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The calendar button displays a calendar. Today's date appears at the bottom of the calendar. The initial month shown the current month and year with the current day highlighted with a colored dot and circled. You may click on any day you wish to highlight it (a colored dot will then appear on that day).

Two buttons appear at the upper right and upper left of the calendar to change the month either backward in time, using the left button, or forward in time, using the right button. When the new month appears the highlighted day number from the current month is also highlighted with a colored dot in the new month.

## About



08022

The about option displays information about FullCalc.

## DB Sizes

## WinCalc Databases

Database Name	Date	Bytes	Records
ARHIST.DBF	05/13/2005	520	0
CATLIST.DBF	06/15/2005	7929	9
CURAPP.DBF	06/27/2005	1905	10
CURFRMOR.DBF	07/01/2005	67261	492
CURMATOR.DBF	07/01/2005	115171	746
CURORD.DBF	07/05/2005	180121	248
CUROTHOR.DBF	06/30/2005	32025	304
DEPTDEF.DBF	02/25/2005	906	15
DISCOUNT.DBF	12/11/2003	422	3
EDNO.DBF	07/06/2005	53941	1162
EDTCODES.DBF	07/01/2005	2844	57

C:\WINCALC\DATA\\*.DBF

[Return](#)

The 'DB sizes' option is used to find and display the size of selected FullCalc databases. The result, an example of which is shown above, contains the following fields:

- **DATABASE NAME** – the name of the database.
- **DATE** – the date the data table was created or was last written to (last updated).
- **BYTES** – the size of the file as measured in bytes. This number is always larger than zero even if the database contains no information.
- **RECORDS** – the size of the file as measured by the number of records in the database. This number may be zero.

The directory where the databases are located is listed in the lower left corner of the screen.

## Check Databases

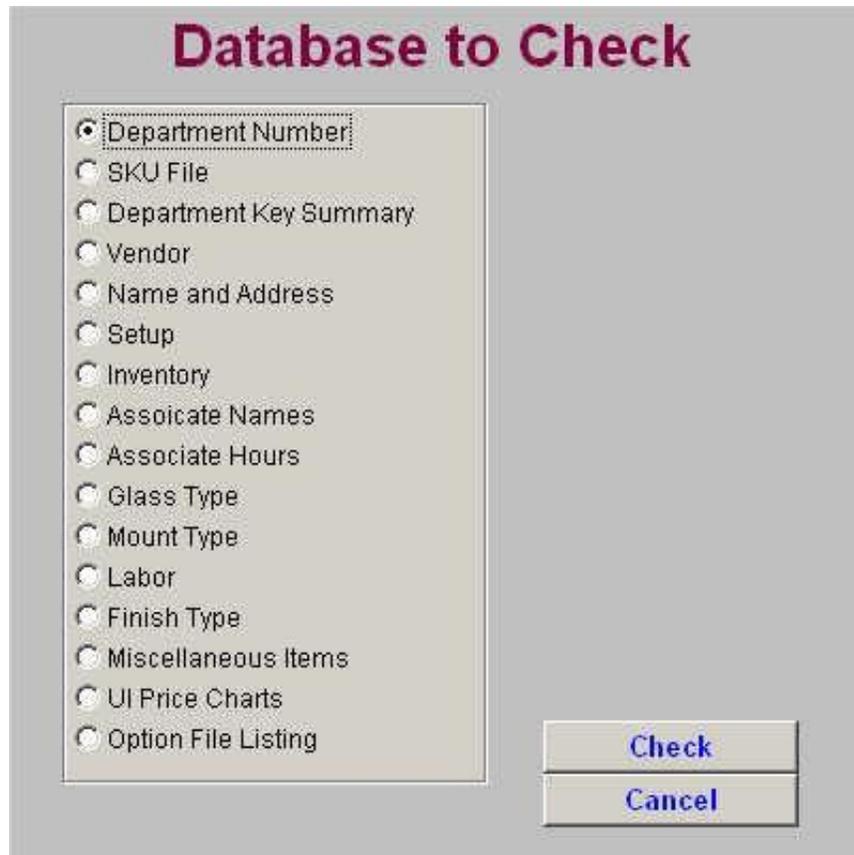
Checking of the FullCalc databases can be broken down into two parts:

- The contents of the database to see that the data values are within specific bounds.
- The format of the database can be checked to see that the database is readable.

FullCalc provides routines to do both types of database checking.

## Database Content

To check the content of a database, left click on the 'check databases' button. Click the name of one of the databases on the left side of the screen shown below and then click on the 'check' button at the lower right of the screen.



08023

If there are any errors in the content of the database selected then a database check error log report will be generated. The error report, an example of which is shown below, will always have the same format. However, the messages vary based on the error found. The fields on the database check error report are:

- **DATE** - the date the error was found.
- **TIME** - the time the error was found.
- **DATABASE** - the name of the database in which the error was found.
- **RECORD NO.** - the number of the record in the database where the error was found. This field may be blank for some errors.
- **ERROR DESCRIPTION** - a text description of the error.
- **VALUE IN ERROR** - the specific value that is in error. This field may be blank for some errors.

## Database Check Error Log

Date: 06/02/2004

Page No.: 1

Date Time	Database Record. no.	Error description Value in error
06/02/2004 10:50:29	FCINVMST	13 inventory records have no SKU number

08024

## Database Corruption

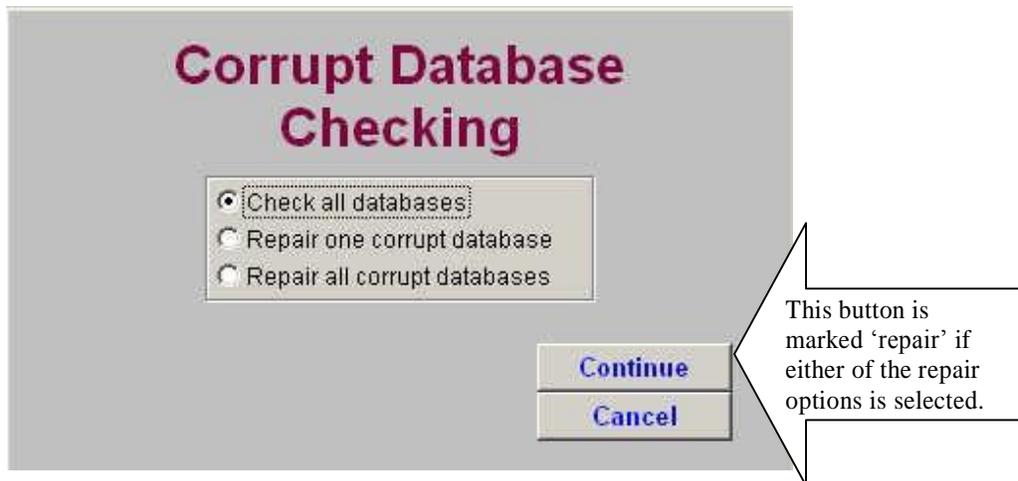
FullCalc databases can become corrupt for a number of reasons. Some of the causes of corrupt databases include:

- Failure or damage to the disk drive holding the FullCalc data.
- Power failures.
- Power fluctuations.
- Turning off the computer while FullCalc is running.

If it is suspected that one or more of the FullCalc databases are corrupt then they can be checked and in most cases repaired. Right click on the 'check databases' button to check every FullCalc database for database corruption (check to see that the databases have a valid format) or to repair corrupt databases. There are three possible options:

- Check all databases possible database corruption
- Repair one corrupt database
- Repair all (multiple) corrupt databases

Normally one selects the checking option first and then clicks on the 'continue' button.



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## FullCalc Databases

Database Name	Date	Status
ADVSEC.DBF	08/22/2005	OK
ARBAL.DBF	04/01/2005	OK
ARHIST.DBF	11/15/2006	OK
ARTIST.DBF	03/23/2004	OK
BLDTIME.DBF	06/23/1999	OK
CASHIER.DBF	02/06/2003	OK
CATLIST.DBF	11/15/2006	OK
CODE.DBF	03/23/2004	OK
CODES.DBF	01/27/1997	DB BACKLINK
COND.DBF	11/03/2003	OK
CORPLOG.DBF	04/26/2006	OK

The number of corrupt databases will appear in this area. It is blank if there are no corrupt databases.

The 'repair button' appears here if there are corrupt databases to repair.

Return

08026

The screen above shows a list of databases used by FullCalc that have been tested for corruption. The database name is in the left column and the date of last access is in the center column. The right column indicates the status of the database. The word 'corrupt' will appear in the right column if the named database is corrupt. If one or more databases are corrupt then the number of corrupt databases will be noted below and to the left of the grid.

## Database To Repair

Database Name

Repair

Return

08027

If only one corrupt database is to be repaired, click on the second option on the corrupt database checking screen, see the 'FullCalc databases' screen above. Then click on the 'repair' button. The screen shown above will then appear. Enter the full name of the database to be repaired and click on the 'repair' button. A message will appear in the lower left of the 'FullCalc databases' screen, shown above, to describe the repair status.

If all corrupt databases (one or more databases) are to be repaired, click on the third option on the corrupt database checking screen shown above. Then click on the 'repair' button. A list of databases will then

# FullCalc Operating Guide

appear along with the number of corrupt databases. Then click on the 'repair' button (it will appear above the 'return' button on the 'FullCalc databases' screen shown above). A message will appear in the lower left of the screen to describe the repair status. Click on the 'return' button to return to the corrupt database checking screen.

Note: If one or more databases cannot be repaired using the features described above then the effected database(s) will need to be restored from the most recent backup taken before the corruption took place. Please have the backup available and then call Eagle Computers for assistance.

## Archive/List/Restore Orders

Framing orders may be archived as needed. This feature is designed to archive picked up orders that are no longer currently needed and which will not be needed in the future. In general, this means orders that were taken years in the past. Do not archive orders that might need to be accessed again. The basic functions of the archive process are:

- Archive a specific group of orders
- List the orders which are archived in the past
- Restore one or more archived orders

Note: Only orders that have been picked up may be archived. Estimates, and other held orders, deleted orders, etc. that do not have a status of "P" (picked up) cannot be archived.



08028

Select the archive function desired from the screen shown above and go to one of the following three sections.

## Archive Orders

**Framing Orders to Archive**

Archive framing orders older than specified date  
 Archive framing orders numbered before specified order

**Date**  **Order No.**

**Continue**

08029

The screen shown above is used to archive orders that are no longer needed. Select one of the two selections rules, by date or by order number. Then enter a value in the appropriate box, a date or an order number. All picked up orders older than the date specified or before the order number specified will be archived.

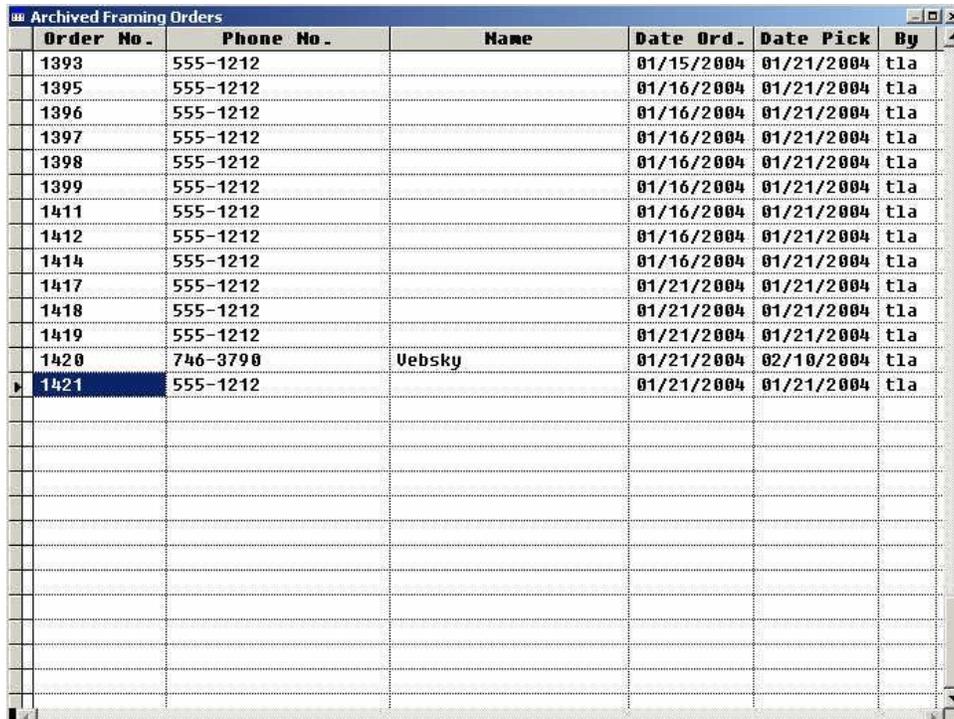
Note: **Orders that are to be archived should be those that will no longer be needed.** Do not archive orders that you probably will need in the future. As a general rule, you should archive only the oldest orders.

Note: Only orders that have been picked up may be archived.

Note: Once you have archived a group of orders there is no option to restore all archived orders at one time.

## List Archived Orders

# FullCalc Operating Guide



The screenshot shows a window titled "Archived Framing Orders" with a table containing the following data:

Order No.	Phone No.	Name	Date Ord.	Date Pick	By
1393	555-1212		01/15/2004	01/21/2004	t1a
1395	555-1212		01/16/2004	01/21/2004	t1a
1396	555-1212		01/16/2004	01/21/2004	t1a
1397	555-1212		01/16/2004	01/21/2004	t1a
1398	555-1212		01/16/2004	01/21/2004	t1a
1399	555-1212		01/16/2004	01/21/2004	t1a
1411	555-1212		01/16/2004	01/21/2004	t1a
1412	555-1212		01/16/2004	01/21/2004	t1a
1414	555-1212		01/16/2004	01/21/2004	t1a
1417	555-1212		01/21/2004	01/21/2004	t1a
1418	555-1212		01/21/2004	01/21/2004	t1a
1419	555-1212		01/21/2004	01/21/2004	t1a
1420	746-3790	Websky	01/21/2004	02/10/2004	t1a
1421	555-1212		01/21/2004	01/21/2004	t1a

08030

The screen shown above shows all of the archived orders. Click on the 'X' icon in the upper right corner to exit from this screen.

Some of the fields on the screen are:

- **ORDER NO.** – the framing order number.
- **PHONE NO.** – the customers order telephone number.
- **NAME** – the customer name.
- **DATE ORD.** – the date the order was placed.
- **DATE PICK** – the date the order was picked up.
- **BY** – the initials of the person who took the order.

## Restore Archived Orders

**Framing Order to Restore Selection Method**

Order number  
 Customer name  
 Customer telephone number

**Continue**

08031

If an archived order, or group of archived orders, is to be restored, the screen shown above will appear. Select the method by which the order(s) to be restored will be selected: order number, customer name, or customer telephone number. Then click on the 'continue' button.

Note: There is no option to restore all archived orders at one time.

**Customer Name**

Smith

Value entered above is...

Full name of customer  
 First letters of customers name  
 Some letters from customers name

**Continue**

08032

With the order selection method selected a screen, such as the one shown above, will appear to allow entry of a value to be used by the specified selection method. Each selection method has its own value entry screen and each asks for a different value. Click the 'continue' button to do the restore of the specified order(s) using the specified selection method and selection value.

Note: Some selection methods may cause more than one archived framing order to be restored.

Note: Once you have restored an archived order you may need to exit FullCalc in order to recall the framing order into the 'framing input' screen.

## Import Names

Names and addresses collected in some other program may be imported into FullCalc. These names are for people who have not been customers in the past and for which no framing orders have been taken in the past, no floral orders have been taken in the past, and no POS transactions have been taken in the past.

Each name and address to be imported contains exactly nine data items in any one of four possible file formats (see below). The nine data items specified for each name and address and their order are:

Data value	Maximum number of	Notes
Area code	3	A three digit number not starting with 0 or 1
Telephone number	8	Has the form 999-9999 with a '-' as character number four
First name	25	
Last name	25	
Address – line 1	25	
Address – line 2	25	Must be present but may be blank
City	20	
State or province	2	Two characters
ZIP code or postal code	10	

The second column of the table above lists the maximum number of characters allowable in each data value. The third column of the table lists special requirements for some of the fields. These special requirements are in addition to the basic requirement that all nine of the fields must be defined for each name and address. The second address line must be defined but it may contain a value of blank.

The nine data items are assumed to appear in the file in the order listed in the table above (area code as the first field and ZIP/postal code as the last field).

The possible file formats for the data to be imported are:

File format	File name extension	Sample file name
Comma delimited ASCII	.TXT	MYFILE.TXT
Microsoft Multiplan Version 4.1	.MOD	PLAN.MOD
Lotus 1-2-3 Version 1-A	.WKS	L123FILE.WKS
Microsoft Excel	.XLS	SPREAD.XLS

The middle column in the table above lists the required file name extension for each type of file. The right column gives an example of a valid file name for each type of file.

If the file is a comma delimited ASCII file then a set of name and address data might contain the two following records:

```
"212","555-1212","John","Doe","100 Main St.,"Apt. #1","Anywhere","NY","12345"
"715","555-1212","Bill","Brown","101 Elm St.,"","Eau Claire","WI","62345"
```

# FullCalc Operating Guide

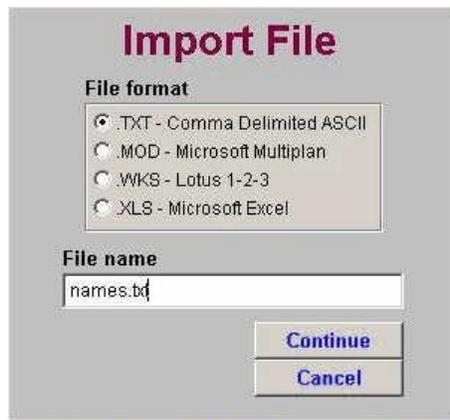
Note that the second record in the example above contains a second address value that is blank, however, the field is still specified by way of a null value (the "" characters with nothing between them).

The following two examples, both in comma delimited ASCII format, are both invalid. The upper example is invalid because it contains no value for the state field. The lower example is invalid because there are two spaces after the last name field (and before the following comma).

"406","123-1234","Mary","Jones","101 Elm St.,"Apt.,"Big City",,"","99999"  
 "250","987-5432","Dick","Daily" ,"1 Yong St.,"","London","ON","N5B 1M7"

Start the name import process by specifying the format of the file with name and address data in it by clicking on the appropriate item in the box at the top of the screen shown below. Then enter the name of the file, including its file extension, in the lower box. The file extension for the input file must match the file type specification selected. See the table above for a list of valid file formats and file extensions that go with each file format.

Click on the 'continue' button to read the data items from the file specified. Click on the 'cancel' button to stop importing name and address data.



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Once the specified file has been read the screen shown below will appear.

### Import File Contents

Area	Phone	First Name	Last Name	Address		City	St	ZIP Code	OK
123	555-1212	John	Doe	100 Main St.	Apt. #1	Anywhere	xx	12345	T
111	555-1212	John	Doe	100 Main St.	Apt. #1	Anywhere	xx	12345	T
222	555-1212	John	Doe	100 Main St.	Apt. #1	Anywhere	xx	12345	T
333	555-1212	John	Doe	100 Main St.	Apt. #1	Anywhere	xx	12345	T
098	111-1111	Dick	Bob	1 Pine Ave.	Suite A	Where	YY	98765	T
	555-1212	John	Doe	100 Main St.	Apt. #1	Anywhere	xx	12345	F
123		John	Doe	100 Main St.	Apt. #1	Anywhere	xx	12345	F
123	555-1212		Doe	100 Main St.	Apt. #1	Anywhere	xx	12345	F
123	555-1212	John		100 Main St.	Apt. #1	Anywhere	xx	12345	F
123	555-1212	John	Doe		Apt. #1	Anywhere	xx	12345	F
123	555-1212	John	Doe			Anywhere	xx	12345	T

20 input records      2 bad area codes      1 bad first names      1 bad addresses      4 bad states  
**14 bad records**      4 bad phone no.s      1 bad last names      1 bad citys      1 bad ZIPs

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The main data grid of this screen shows the contents of the imported file. As the data is imported it is checked for validity. If any errors are found they will be indicated in three ways.

- The last field on the right of the data grid, the 'OK' field, will contain a 'T' for a valid record or a 'F' if an error is found in any field in the record.
- The number of errors will be listed below the data grid (number of bad area codes, number of bad telephone numbers, number of bad first names, etc.). The total number of names imported will be listed on the left end of the upper line below the data grid. If any errors are found in the data in the input file then the total number of names with any errors will be shown in red at the left end of the lower line below the data grid.
- The data values in error will be displayed with a colored background.  
Note: If a given record, a row in the grid shown above, has multiple errors then only one of the errors will be identified by way of the colored background.

At this point it is important to check the data for validity. If some or all of the data values shown in the data grid, see the example above, is in error then do not continue with the importing of the names. Correct any errors found in the input file and then do the import operation again. This may require that the input file be recreated. This recreation may need to be done by the program that originally created the input file or by use of some editing program.

Note: No check for duplicate names will be done. This includes both duplicated within the file to be imported and between the input file and the existing FullCalc name and address database.

The data grid, as shown in the example above, can be used only to view the name and address data being imported. The data grid shown above cannot be used to edit the data being imported.

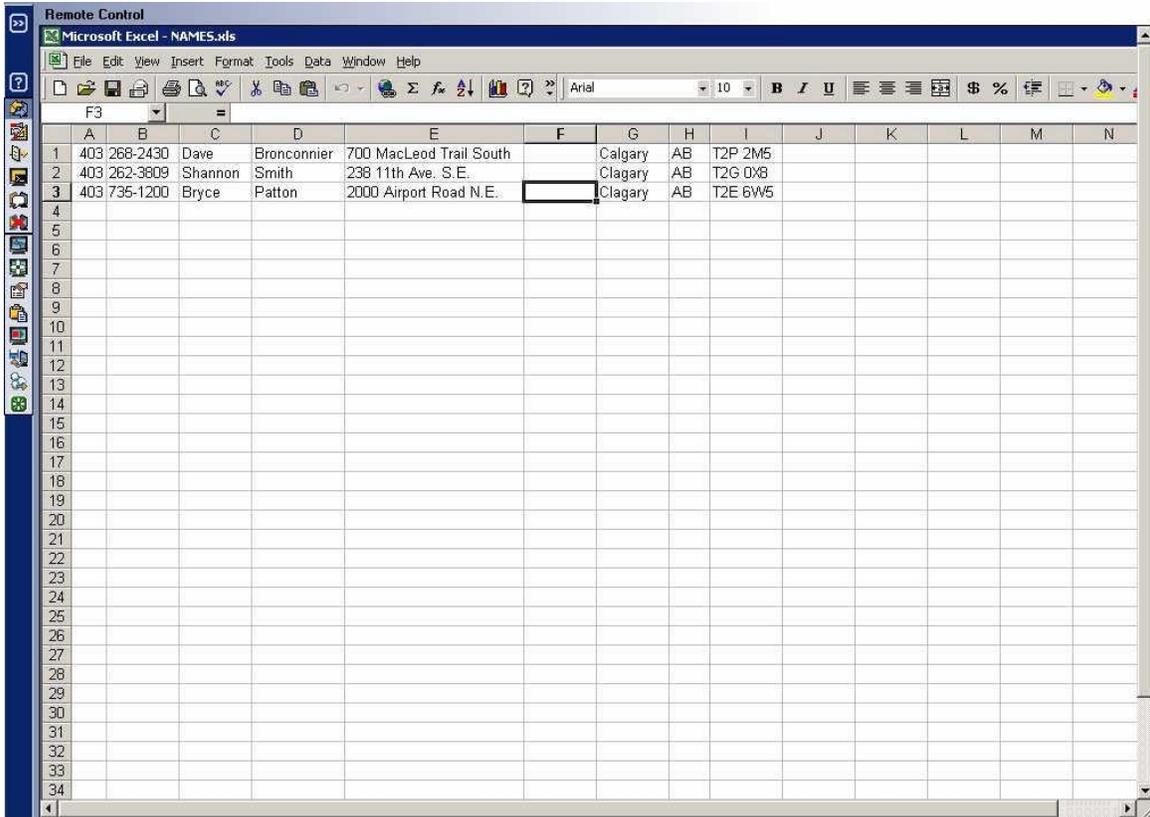
Click on the 'continue' button to add the names and addresses shown in the data grid to the FullCalc name and address database. If a given name from the input file has an error, that is to say if the 'OK' value for the name is shown to be 'F', then that name will not be added to the FullCalc name and address database. Click on the 'cancel' button to abort processing of the names shown in the data grid.

The columns on the import file contents screen include:

- **AREA** – the person's area code.
- **PHONE** – the persons telephone number (the area code is not part of this field).
- **FIRST NAME** – the persons first name.
- **LAST NAME** – the persons last name.
- **ADDRESS** – the persons address. This field is broken into two parts. The title 'address' is above the first address field (the upper address line). The field to its right is the second address field (the lower address line).
- **CITY** – the person's city.
- **ST** – the person's state or province.
- **ZIP CODE** – the persons ZIP code or postal code.
- **OK** –this field indicates if the name and address data has passed a number of validity checks or not. A value of 'T' indicates that it passed the tests while a value of 'F' means that it failed one or more tests.

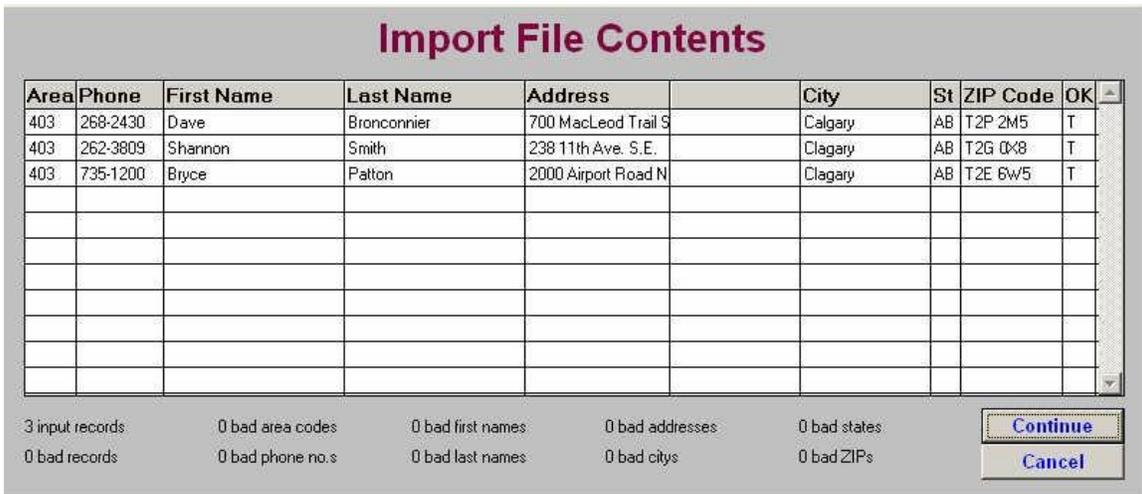
Example: A Microsoft Excel spreadsheet is defined with nine columns and three rows (three names) as shown below. The data values in the spreadsheet are then saved as an .XLS file (as a Microsoft Excel file).

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The import file contents would then be as follows.



08041

As there are no errors in the input file, click on the 'continue' button to add all three of the names to the FullCalc name and address database.

## FullCalc News

This option is used to display the FullCalc news file. The FullCalc news file is downloaded as part of the Internet update of mat and frame data. The file can be viewed at any time after it has been downloaded (after an Internet update has been done). See page 308 for information on how do an Internet update.

An example of the FullCalc news file is shown below. Click on the 'return' button after the news has been viewed.

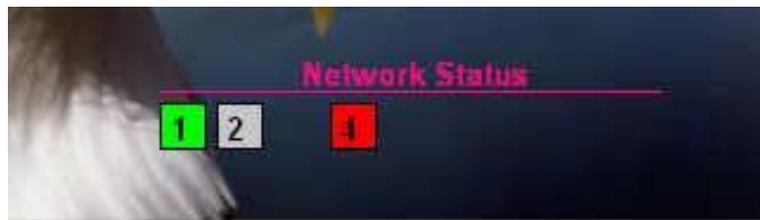


08046

## Network Status

This option is used to display the status of a network of computers each of which is running FullCalc<sup>144</sup>. The network status function is available from the FullCalc main menu, not the utility menu, and only from the server computer in a network of computers. It requires that the NETSTAT.OPT file be defined on each computer in the network that runs FullCalc and that FullCalc be running on each computer. See page 436 for more on defining the option file.

The network status of each FullCalc computer appears in the lower center of the FullCalc main menu. The example below shows an example of the network status output.



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There is one square, a total of up to nine squares, for each computer which:

<sup>144</sup> The network status be tracked is between versions of FullCalc on multiple computers, not between versions of Windows on multiple computers.

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- Is connected to the server computer by way of a network.
- Is running FullCalc.
- Has the NETSTAT.OPT file defined.

The number in each square, a value from 1 to 9, is taken from the SET USER= parameters in each computers WINCALC.INI file. The color of each square indicates the status of the computer:

- green – the computer is networked to the server and is actively running FullCalc.
- gray – the computer has been connected to the server in the past and has been running FullCalc in the past but is not currently active. This may mean that:
  - FullCalc is not running on the computer.
  - the network connection to the server is not currently usable.
  - the computer has been turned off.
- red – the status of the computer is unknown. This is an error condition that should be investigated further.

A blank space, in place of a square, indicates that the computer has not been connected to the server since FullCalc was started on the server. The reasons for the lack of a connection are the same as those listed above if the square color is gray.

The network status shown is updated every twenty seconds.

You may right click on the word 'server', it is colored red, in the lower right of the main menu to display additional status information about the network. The following screen will then appear.



Reg.	Status	Last Start Date
1	ACTIVE	05/26/2006 02:02:28 PM
2	ACTIVE	05/26/2006 02:02:47 PM
3	ACTIVE	05/26/2006 03:04:04 PM
4	ACTIVE	05/26/2006 02:05:17 PM
5	NOT ACTIVE	/ / : : AM
6	NOT ACTIVE	/ / : : AM
7	NOT ACTIVE	/ / : : AM
8	NOT ACTIVE	/ / : : AM
9	NOT ACTIVE	/ / : : AM

Return

08043

There are exactly nine lines in the data grid on this screen. The first column, the left most column, lists the computer number, also called the register number or user number, a value from '1' to '9'. This number comes from the SET USER= value in each computers WINCALC.INI file. See page 428 for more on how to define this parameters. The value '1' indicated the server, the computer that is running this report, and is always present.

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The second column lists the status of the computer. See the table below for a description of each status. Note that each status has its own color.

Status	Meaning
Active	FullCalc on the computer listed is, or has been recently, active and communicating with the server.
Not Active	FullCalc on the computer listed has not been communicating recently with the server, or FullCalc has not been running on the computer listed computer since the server computer was started, or FullCalc was running on the computer listed earlier but FullCalc is not currently running on that computer or the computer listed is not part of the network of FullCalc computers.
Unknown	The status of FullCalc on the computer listed cannot be determined. This may indicate an error in the computer, the network, the FullCalc setup parameters, etc. More analysis of the condition is required.

The third column lists the time and date that the computer last started FullCalc. A blank entry indicates that it has not started to run FullCalc after the server computer started to run FullCalc.

Columns on the network status screen include:

- **REG.** – the user number of computers 1 to 9 in the network. This number comes from the SET USER= value in each computers WINCALC.INI file.
- **STATUS** – the status of the computer. Computers that are ‘active’ are in green, computers in ‘unknown’ status are in red, and ‘not active’ and all other statuses are in black.
- **LAST START DATE** – the date and time the computer was started. This value may be missing.

## Capture Image

This option is used to capture the image of an item using a TWAIN compatible device such as a web camera<sup>145</sup> or using software provided by the maker of a camera<sup>146</sup>. This captured image can later be used in a number of ways within FullCalc. A typical image to be captured would be that of a work of art such as a print, a moulding, or a mat or a fillet. The main image capture screen is shown in the example below.

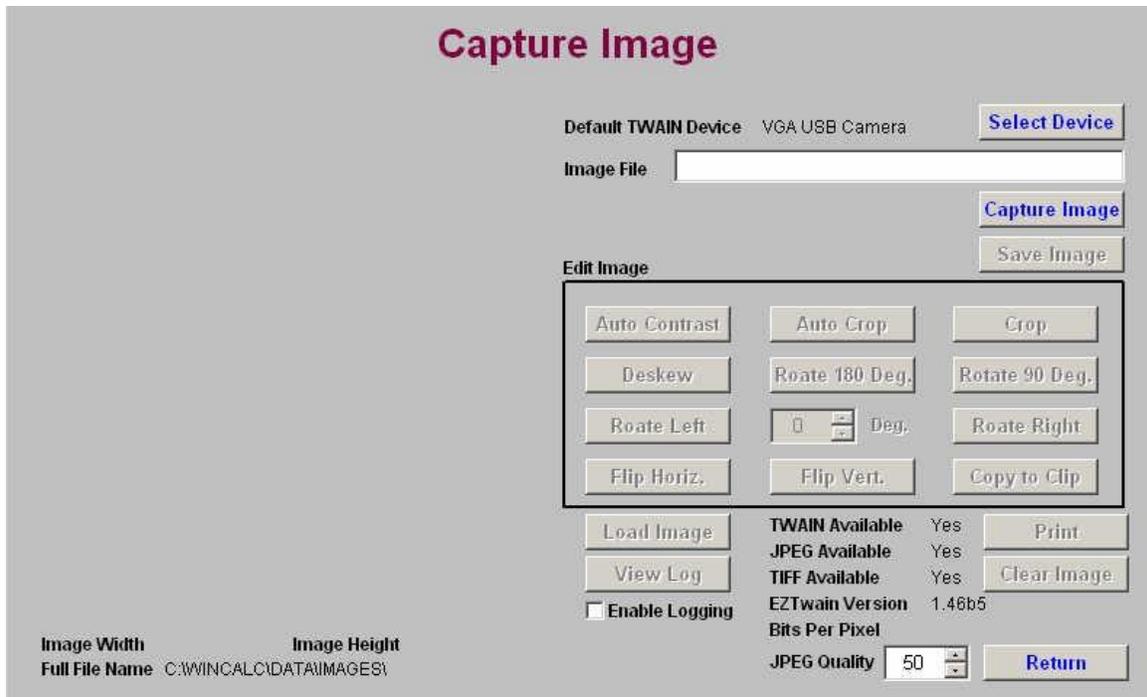
Note: For images of mats, moulding, and fillets, an image is required only for a portion of the mat, moulding or fillet. Follow the instructions given below to capture the entire image. Then crop the image to an area that contains a representation of the entire mat or moulding. See below for information on how to do a manual crop of an image.

---

<sup>145</sup> The TWAIN compatible device, such as a web cam, needs to be installed before attempting to capture an image. See the documentation from the hardware manufacture, camera maker, on how to install and configure the TWAIN device and its associated driver.

<sup>146</sup> This software must be able to generate files in JPEG format. The maker of the camera, not Eagle Computers, provides this software. See the end of this section for information about the use of this feature.

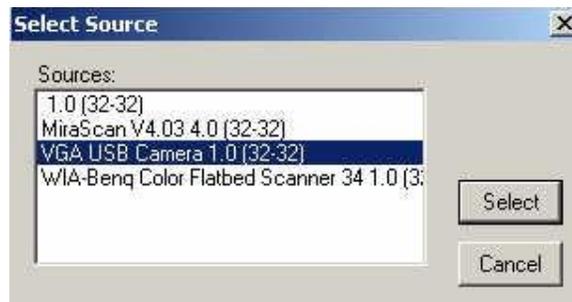
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At the top of the screen is the default TWAIN device for this computer. If this is not the device to be used to capture the image then click on the 'select device' button.

From the list of TWAIN devices, see the example below, highlight the TWAIN desired device. Then click on the 'select' button. The list of devices shown on this screen will differ between computers depending on the hardware items installed on that system.



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The following should be remembered:

- Not all of the TWAIN devices may be usable. For example, a device may appear on the list even if it is turned off. Check to see that the device selected is ready for use before attempting to use it.
- Selection of a TWAIN device from this list changes the default TWAIN device for all applications on the computer. This change in the default TWAIN device may have an impact on the operation of other applications on your system.

# FullCalc Operating Guide

Next, enter the name of the file into which the image is to be saved or from which it is to be loaded. You may enter any valid file name. The file name should have one of the following file extensions (each of which specifies the file type and the format of the graphical data in the file):

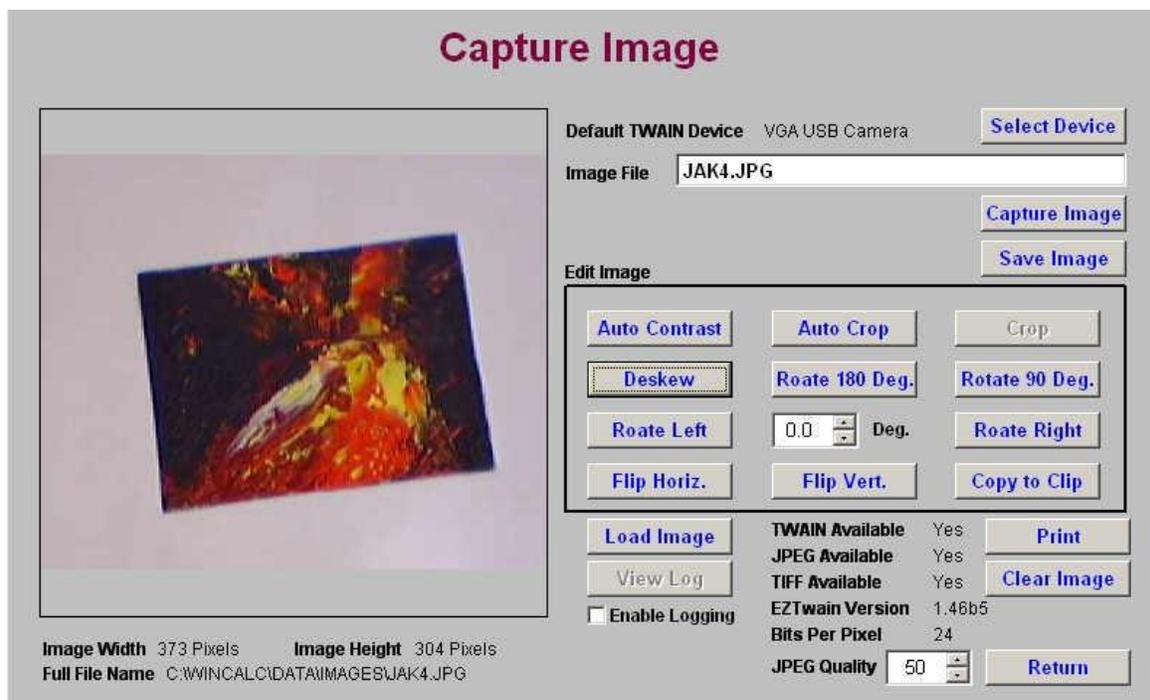
- .BMP – Windows Bit Mapped
- .JPG – Joint Photographic Experts Group
- .GIF – Graphics Interchange Format
- .TIF – Tagged Image File Format

If the file already exists then it will be written over when the image is captured, saved or edited.

Note: File names should be five or more characters long. If the file name is missing an extension then '.JPG' will be assumed to be the extension and will be added to the name entered.

Note: File names for images of mats, moulding, and fillets from authorized vendors may be downloaded while doing an Internet update. See page 308 for details. These image files have names consisting of the vendor number followed by the SKU number of the mat, moulding, or fillet and a file extension of '.JPG'. For example, a moulding from vendor '001' with a SKU number of '1234a' would have an image file name of '0011234a.JPG'. Care should be taken in image file selection to not use the name of an image file for a mat, moulding, or fillet from an authorized vendor.

With both the TWAIN device and the file name specified, click on the 'capture image' button to do the actual capture operation. The capture operation will also save the image to the file specified.



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The example above shows the capture image screen after an image has been captured. Note that the image appears on the left side of the screen in the square picture box. Once an image has been captured it may be edited to improve its quality. The image editing options include:

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- **COPY TO CLIP** – a copy of the image is transferred to the Windows clipboard. This copy of the image can then be used in other Windows applications. See the Windows documentation from Microsoft Corp. on how to use the Windows clipboard.
- **AUTO CONTRAST** – adjust the contrast and brightness of the image to make it ‘better’.
- **AUTO CROP** – attempt to automatically crop the image. The heuristic used in the crop operation attempts to trim off areas of uniform color while keeping the content. For automated cropping to work best the image to be captured should be placed against a background with a uniform solid color. This could be, for example, a framing counter top with the artwork viewed from above the counter.

The auto crop operation will change the size of the image (the number of pixels of height and width of the image). The image may become a set of distinct squares or rectangles (it may become ‘pixilated’) due to the resolution of the hardware or because the cropped to is too small.

- **CROP** – manually crop the image. Specify an area to crop the image to crop to by first clicking on a point that will become the upper left of the modified image. Then click again to the right and below the first point. This second point defines a rectangle that will become the new image. After each click a point will appear on the screen to note the click location. After the second click a box, formed by dashed lines, will appear to note the area to be cropped to. Finally, click on the ‘crop’ button to do the actual cropping.

Before clicking on the ‘crop’ button you may double click on the image to remove the definition of the cropping area. You can also remove the definition of the cropping area by doing any of the following:

- Clicking a third time anywhere on the image.
- Clicking, if the image is not square, in any of the unused areas within the picture box.

The crop operation will change the size of the image (the number of pixels of height and width of the image). The image may become a set of distinct squares or rectangles (that is to say it may become ‘pixilated’) due to the resolution of the hardware or because the cropped area is too small.

Note: You may also crop and save a portion of the current image by following the instructions later in this section.

- **DESKEW** – remove any skew in the image. This may cause the image to be rotated slightly. As a general rule, it is better to deskew an image after doing an auto crop.
- **ROTATE 180 DEG.** – rotate the image by 180 degrees.
- **ROTATE 90 DEG.** – rotate the image in the clockwise direction by 90 degrees.
- **ROTATE LEFT** – rotate the image in the counter clockwise direction by the number of degrees specified to the right of this button. The maximum number of degrees of rotation is 360.
- **ROTATE RIGHT** – rotate the image in the clockwise direction by the number of degrees specified to the left of this button. The maximum number of degrees of rotation is 360.
- **FLIP HORIZ.** – flip the image horizontally.
- **FLIP VERT.** – flip the image vertically.

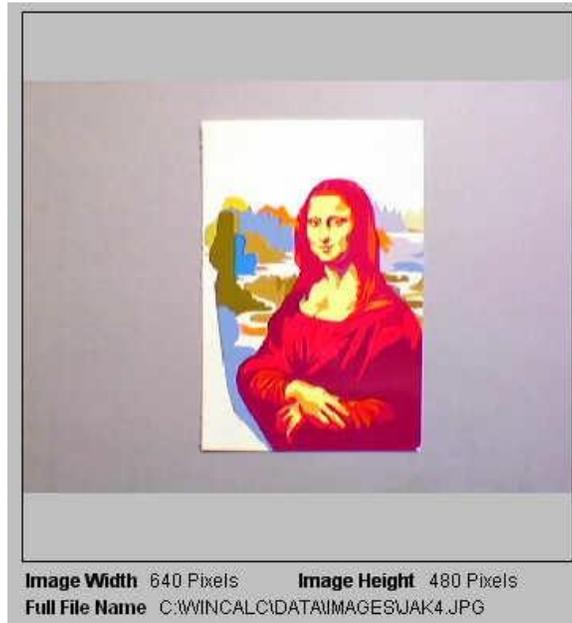
Each time the image is altered by one of the operations listed above it is saved.

Note: You cannot ‘undo’ any of the editing operations. If you do not like the result of an edit operation, click on the ‘clear image’ button, click on the ‘capture image’ button and then start the editing process, as needed, again.

For example, the following is the original scanned image. The work of art was captured while against a solid colored background. Because the scanned image, the work of art and its background, are not square there is a blank area on two sides of the image. In this example the capture operation created an image, including the background area, which is wider than high and thus there are blank area above and below the

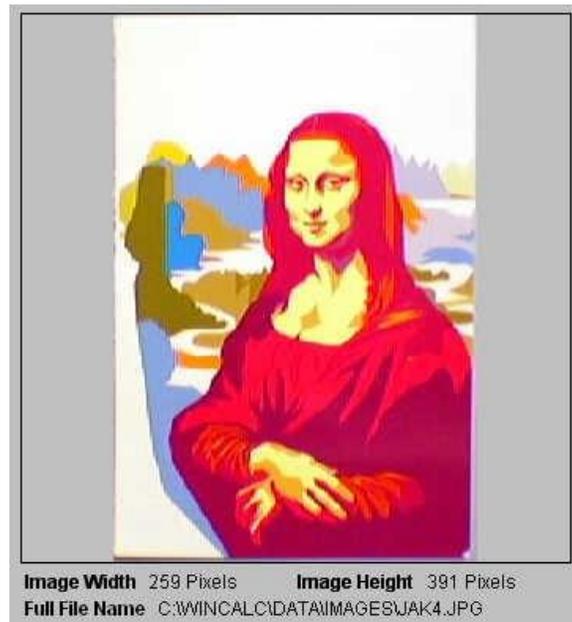
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image. The size of the image is determined by hardware, for example a camera, used to create the image and its associated driver.



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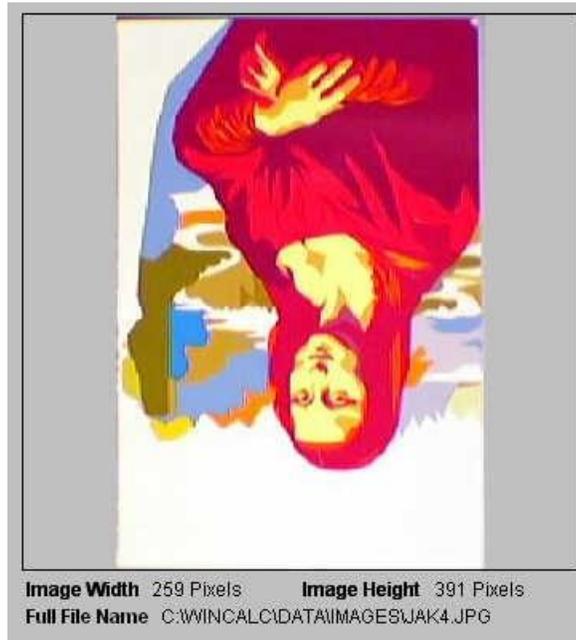
Clicking on the 'auto crop' button results in the following image. It should be noted that the number of pixels for both the width and the height have changed following the crop operation. In the original image there were blank spaces above and below the image. After the crop operation there are blank areas to the left and right of the modified image.



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Clicking on the 'flip vert.' button results in the example shown below. The size of the image, however, is not changed by this transformation.



08052

In the example below the image of a mat corner sample has been captured.



08053

An area of the mat can then be selected and cropped to given the result shown below. To do this click on the upper left and lower right of the area, then click on the 'crop' button.

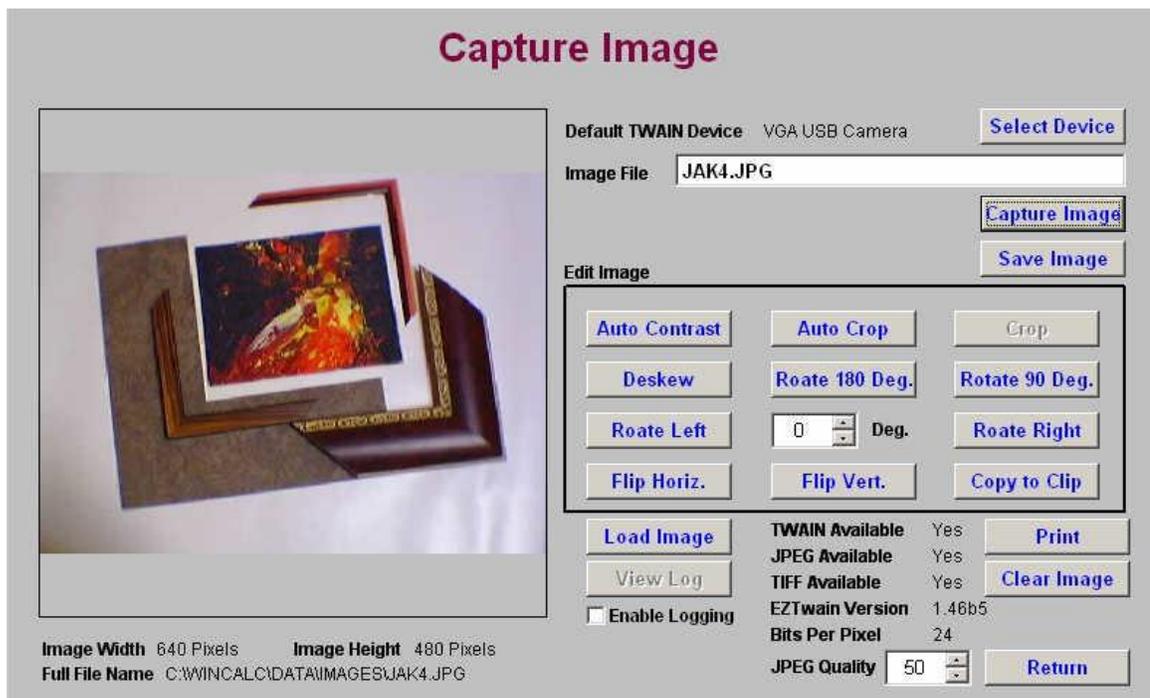
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In some cases a single image will be captured which contains the work of art to be framed and some combinations of mats, mouldings, and fillets. If there are no image files of some or all mats, moulding and fillets then do the following:

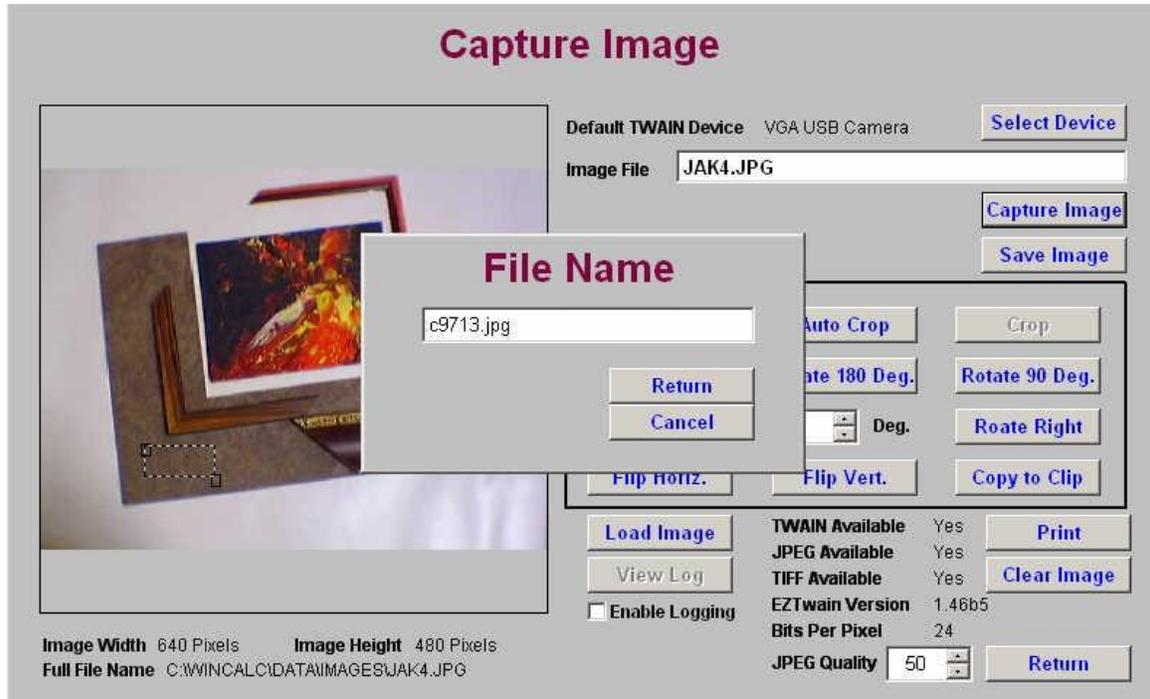
- 1) Capture the image of the work of art to be framed and the other items (mats, mouldings and fillets). See the example below.



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- 2) Identify one of the other items, one mat, molding or fillet, for which a separate image is to be created.
- 3) Left click with the mouse at a point that is at the upper left of the item to go into the separate image file.



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- 4) Right click with the mouse at a point that is at the lower right of the item to go into the separate image file. After this second click is completed a box, formed by dashed lines, will appear to note the area to be cropped to and saved into the separate file. See the example above.
- 5) Enter the name, on the screen provided, of the separate image file for the mat, moulding or fillet. See the example above. This file name should be the SKU number of the item and have a file extension of '.JPG'. For example, for the Crescent 1000 mat the file name for the image should be 'C1000.JPG'.
- 6) Click on the 'return' button on the 'file name' screen to save the cropped area into the separate file (the file named on the 'file name' screen, NOT the file named on 'capture image' screen. The 'file name' screen will then disappear along with the dashed box on the 'capture image' screen. However, the symbol pointing to the upper left of the crop area, created in step 3 above, will remain and can be used for manual cropping or can be removed as detailed above in the description of the crop button.

Once an image file has been created for a mat, moulding or fillet it will not need to be captured again for other framing orders. Because of this, care should be taken when using the method outlined above so that the resulting image file is of the highest quality.

If additional editing of the image is required then a separate graphic editing program can be used. The full name of the image file is listed below the image on the image capture screen. Microsoft Paint is an example of a graphic editing program that can be used. The Microsoft Paint program is part of Windows, not FullCalc. Microsoft Corporation, not Eagle Computers, provides the Windows documentation, which may be required to use the Paint program.

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The capture image screen contains the following buttons, in addition to the image editing buttons described above:

- **SELECT DEVICE** – select a new default TWAIN device. This is the device to be used to capture the image. Normally this is some type of camera.
- **CAPTURE IMAGE** – capture the image using the specified device and place the image into the specified file. A TWAIN device must be specified before an image can be captured.
- **SAVE IMAGE** – save the current image to the specified file. A save operation is automatically done each time an image is captured or edited. If the file already exists then it will be written over when the image is saved.
- **LOAD IMAGE** – load the image from the specified file. A load operation will clear the existing image before loading a new image. The ‘load image’ button will be active only if the named image file can be found to exist. Can also right click on the ‘load image’ button to load the most recently created .JPG file in the image directory. Loading an existing image will enable all of the editing features described above.
- **CLEAR IMAGE** – clear the current image. A new image can then be captured.
- **ENABLE LOGGING** – if this box is checked then data about the image capture operation is collected into a log file. No information is being logged if the box is not checked. This check box is normally not checked. Data logging should be done only during the diagnosis of problems with the image capture process.
- **VIEW LOG** – this button allows for the viewing of the diagnostic log data recorded during the image capture process. This button is normally disabled. The button is enabled if there is data to view and the ‘enable logging’ check box is not checked. The Microsoft Notepad program is used to view the log data.
- **PRINT** – print a copy of the image to any printer attached to the computer. The standard Windows print dialog will be used to specify the printer. See the Microsoft Corporation provided documentation for your version of Windows on how to use the Windows print dialog.
- **RETURN** – return to the utilities menu.

The following data items appear on the capture image screen:

**DEFAULT TWAIN DEVICE** – the name of the TWAIN device from which the image is to be captured.

**TWAIN AVAILABLE** – ‘yes’ or ‘no’ to indicate if TWAIN device support is available on the computer system or not. Do not attempt to capture an image if ‘no’ appears for this value.

**JPEG AVAILABLE** – ‘yes’ or ‘no’ to indicate if the computer system supports reading and writing of JPEG files. Do not attempt to save the image in JPEG format if ‘no’ appears for this value.

**TIFF AVAILABLE** – ‘yes’ or ‘no’ to indicate if the computer system supports reading and writing of TIFF files. Do not attempt to save the image in TIFF format if ‘no’ appears for this value.

**EZTWAIN VERSION** – the version of the EZTwain software being used to capture the images.

**IMAGE WIDTH** – the width of the image in pixels. This value is dependent on the TWAIN device being used and how the device is configured. See the documentation from the hardware manufacture, camera maker, for additional information. This value will be changed by a crop operation.

**IMAGE HEIGHT** – the height of the image in pixels. This value is dependent on the TWAIN device being used and how the device is configured. See the documentation from the hardware manufacture, camera maker, for additional information. This value will be changed by a crop operation.

**FULL FILE NAME** – the full name of the image file. This includes a disk drive and a directory specification in addition to the file name. This name may be required if additional editing of the image file is required. This value will be changed by a crop operation.

**BITS PER PIXEL** – the number of data bits used to represent each pixel of the image. This is a measure of the quality of the image.

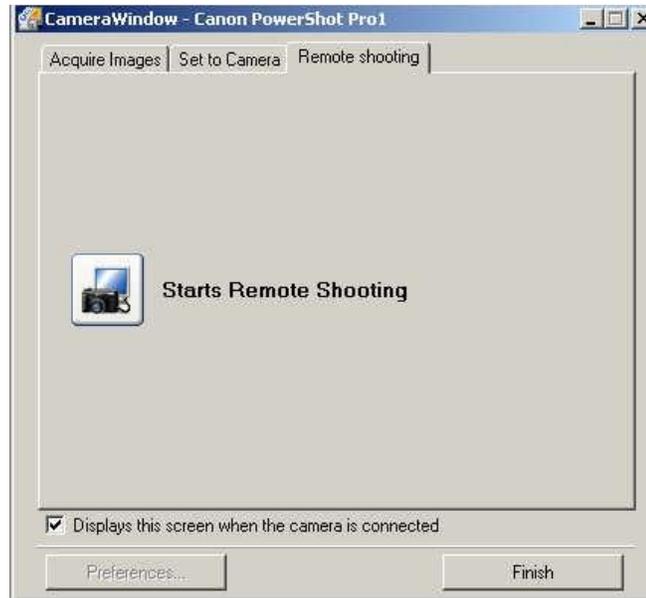
- **JPEG QUALITY** – an approximate quality level for JPEG file compression. The file compression is on a scale of 1 to 100. The minimum quality is 1 and results in a small file. A value of 100 is almost perfect quality and results in the maximum file size.

## Using Camera Maker Provided Software

If a given digital camera cannot be accessed using a TWAIN interface it may be possible that it can be accessed using software provided by the maker of the camera. In that case do the following:

Note: In the following steps the use of a Canon camera and the associated software provided by Canon for use with the Windows XP operating system will be used as an example. Other camera makers' interfaces will have slightly different sequences of steps to do the same functions.

- 1) Install the camera and the software provided by the camera maker.
- 2) Start the software provided by the camera maker.

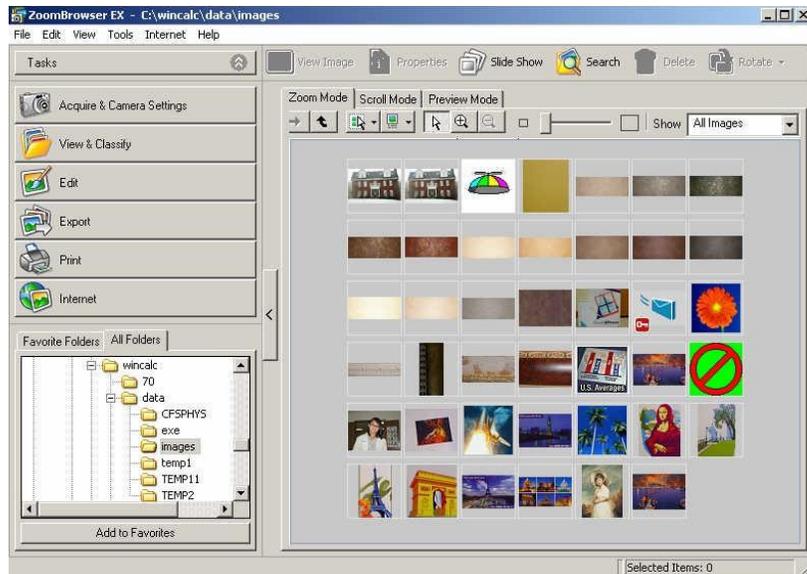


08057

For the Canon provided software, click on the 'remote shooting' tab and then on the 'starts remote shooting' button. See the example above.

- 3) Configure the software provided by the camera maker so that it:
  - Points to the same image directory as FullCalc. See above for details on the directory used by FullCalc.

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For the Canon provided software, the box at the lower left of the screen shown above is used to specify the disk drive and directory into which to place the images. This directory should match the directory used by FullCalc.

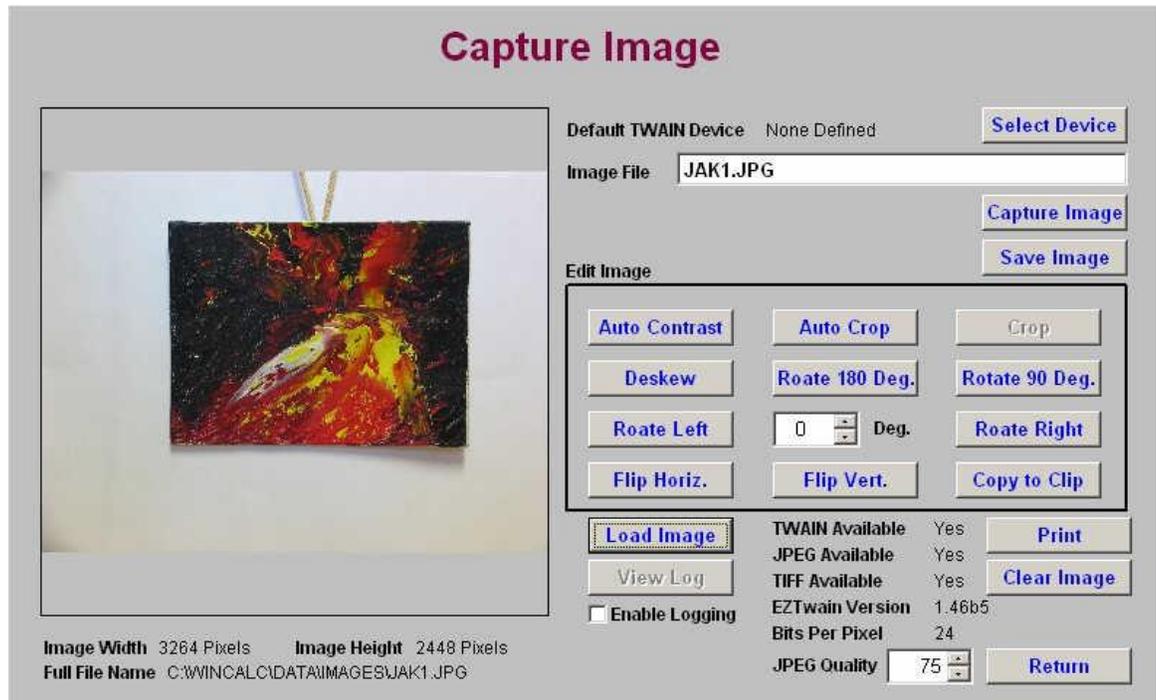
- Creates files in JPEG format. The file extension for this type of tile should be .JPG. FullCalc cannot properly use files created in other formats, for example GIF, TIFF, etc., or with other file extensions.
- 4) Capture an image using the software from the camera maker. Then wait for the image to be transferred from the camera to the computer.



08059

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- For the Canon provided software, click on the 'release' button at the upper right of the remote capture task screen. See the example above.
- 5) Start FullCalc.
  - 6) Click on 'utilities'.
  - 7) Click on 'capture image' on the utilities menu.
  - 8) Enter the name of the FullCalc file you wish to create in the 'image file' box. See the example below.
  - 9) Right click on the 'load file' button on the 'capture image' screen. FullCalc will find the last (most recent) file in JPEG format (file with a .JPG extension) and load it into FullCalc 'capture image' screen.



08060

- 10) Edit the image as required as described above. If no editing of the image is required then click on the 'save image' button. The image will be saved into the file specified on the 'capture image' screen. See the example above.

The procedure outlined above assumes that the last .JPG file is to be moved into FullCalc.

## Build Art Index

This option is used to build a set of index databases for the Lieberman's etailer CD-ROM<sup>147</sup>. Once the index databases have been built the descriptions and images of works of art on the Lieberman's CD-ROM can be accessed from the FullCalc framing input screen.

To build the index databases do the following:

---

<sup>147</sup> The Lieberman's etailer CD-ROM is not part of FullCalc. This CD-ROM must be licensed from its provider.

# FullCalc Operating Guide

Insert the Lieberman's CD-ROM into a CD-ROM drive. The CD-ROM must remain in the drive until the index building finishes.

Edit the WINCALC.INI file to add a SET CDROMDRIVE= parameter. See page 429 for details.

Click on the 'build art index' button.

The index databases will then be built.

Note: The art index databases need to be built each time a new CD-ROM is acquired. Each CD-ROM should only be used with its own set of index databases. The build operation should be done before an attempt is made to access the information on a given version of the CD-ROM.

Note: This option is disabled if the SET CDROMDRIVE= parameter is not defined in the WINCALC.INI file.

## Edit ZIP Code List

This option is used to edit the list of ZIP codes used by FullCalc. This option can be used to add, delete, and/or change ZIP code data. Click on the 'edit zip code list' button on the utilities screen to display the screen shown below.

ZIP	City	St
00210	Portsmouth	NH
00211	Portsmouth	NH
00212	Portsmouth	NH
00213	Portsmouth	NH
00214	Portsmouth	NH
00215	Portsmouth	NH
00501	Holtsville	NY
00544	Holtsville	NY
00601	Adjuntas	PR
00602	Aguada	PR
00603	Aguadilla	PR
00604	Aguadilla	PR
00605	Aguadilla	PR
00606	Maricao	PR
00610	Anasco	PR
00611	Angeles	PR
00612	Arecibo	PR
00613	Arecibo	PR

Sort By

ZIP Code  City

08063

# FullCalc Operating Guide

Fields on the edit ZIP code list screen include:

- **ZIP** – the ZIP code for a city or a portion of a city.
- **CITY** – the name of a city.
- **ST** – a two-character code for the state the city and the ZIP code are located in.

Editing of the data can be done as follows:

- Write over any data item, be it a city, state or ZIP code, to change the value.
- Click the ‘add’ button to add a new ZIP code and its associated city and state.
- Highlight an entry and click the ‘delete’ button to delete any entry.

Buttons at the bottom of the screen include:

- **ADD** – add a blank entry into which a ZIP code, city, and state can be added.
- **DELETE** – delete the currently highlighted ZIP code/city/state entry.
- **RETURN** – return to the utilities menu.

In addition, to the left of the buttons at the bottom of the screen one can specify how the data in the data grid is sorted. Click on ‘ZIP code’ to sort the data by the ZIP code or ‘city’ to sort the data by the name of the city.

# SECTION IX FLORAL

# Section IX - Floral

## Introduction

The floral option is used to take floral orders. The orders are created on the floral screen and then added to the list of orders to be processed (just like a framing order). Floral orders appear in accounts receivable like framing orders and layaways. They can be processed using POS. Floral orders have floral order numbers starting with 'F', for example 'F1234'.

## Setup

Before a floral order can be taken a number of parameters must be defined. The steps required are:

- 1) Install the floral module, FLORAL.EXE in the same directory as the FullCalc program. The normal directory is C:\WINCALC.
- 2) Edit the WINCALC.INI file to add the line 'SET FLORAL=ON'. See pages 430 and 822.

Note: If steps 1 and 2 listed above are not done then the 'flora' button will not appear on the FullCalc main menu and the floral feature will not be available for use.

- 3) Edit, optionally, the WINCALC.INI file to add the 'SET FLINE=<dept. no.>' option. See pages 430 and 822.
- 4) Define the floral setup options. See page 515.
- 5) Define departments 371 (custom floral), 382 (store floral) and any department specified in the floral setup options as being valid department numbers. See page 518.

## Basic Operation

The basic steps in taking a floral order are:

- 1) Click on the 'floral' on the FullCalc main menu. The floral input screen will appear.
- 2) Enter a customer's name or telephone number.
- 3) Identify the employee taking the order.
- 4) Enter a SKU number, vendor item number, UPC code, or department number for an item that is to become part of the floral order. Also specify the quantity and any discount.
- 5) Click on the 'next item' button to add the SKU to the floral order.
- 6) Repeat steps 4 and 5 as often as required.
- 7) Enter, optionally, a design and/or supplies charge.

# FullCalc Operating Guide

- 8) Enter, optionally, a quantity value.
- 9) Click on the 'submit' button to place the order and print it out.
- 10) Click on the 'exit' button to return to FullCalc.
- 11) Process the floral order through POS in the normal manner.

## Floral Input Screen

A floral order consists of one or more SKU numbers (not department numbers). Enter a SKU number or select it from a menu. The description and price appear. Enter quantity and/or discount values, as required. Click on the 'next item' button to add the SKU to the order. Repeat to add more SKU's. Click on the 'submit' button to place the order.

The screenshot shows the 'Floral Input Screen' interface. At the top right, the date and time are '06/01/2004 13:05:28'. The title 'Floral Input Screen' is centered at the top. On the left, there are buttons for 'BY', 'Custom Order', and 'Store Order'. In the center, there is a text input field and a 'Name Data' button. On the right, there is a 'Customer Search' label. Below these are input fields for 'SKU', 'Price' (0.00), 'Quantity' (1.00), and 'Discount' (0.00), along with a 'Search' button and a 'Next Item' button. A table with columns 'SKU', 'Dept', 'Description', 'Price', 'Qty', 'Discnt', and 'Amount' is shown below the input fields. At the bottom left, there are fields for 'Design Charge' (0.00), 'Supplies Charge' (0.00), 'Quantity' (1), and 'Department' (999). At the bottom right, there are fields for 'Subtotal' (0.00), 'Tax' (0.00), and 'Total' (0.00). At the very bottom, there are buttons for 'Submit', 'Clear', 'Void Order', and 'Exit'.

09001

Click on the 'by' button to select the initials of the employee taking the order. The value of 'by' will be replaced with a set of initials.

Click on the 'name data' button to find and/or edit information about a customer. See page 239. The name or telephone number of the customer is entered into the box to the left of the 'name data' button.

Click on the 'next item' button to add the SKU number entered to the floral order. The SKU number input field will then be cleared along with 'price', 'quantity' and 'discount' boxes.

Click on the 'search' button to select a SKU number from a menu. Otherwise, enter a SKU number, vendor item number, UPC code, or department number into the SKU box. Once the SKU number, vendor item

# FullCalc Operating Guide

number or UPC code to be added is specified the price will appear in the 'price' box. If a department number is entered then a price must be entered into the 'price' box.

Floral Input Screen 06/01/2004 13:14:26

555-1212 Name Data Customer Search

555-1212

SKU flo199 red rose Price 4.00 Quantity 1.00 Discount 0.00 Next Item

SKU	Dept	Description	Price	Qty	Discnt	Amount
flo101	130	green rose	3.15	1.00	0.00	3.15
flo102	130	black rose	1.98	5.00	0.10	9.40

Design Charge 10.00 Subtotal 101.50

Supplies Charge 4.50 Tax 0.00

Quantity 7

Department 999 Total 101.50

Submit Clear Void Order Exit

09002

Click on either the 'custom order' or 'store order' to specify the order type. Clicking on one of these two buttons will also define the department number. Clicking on the 'store order' button negates the need to enter a customer's telephone number.

The 'design charge' and 'supplies charge' fields can be used to specify extra charges which are not based on the SKU numbers which appear on the order.

The value in the 'subtotal' box may be altered for store orders.

The buttons at the bottom of the screen are:

- **SUBMIT** - place the order and generate a printed floral order.
- **CLEAR** - clear the current order.
- **VOID ORDER** - void an old floral order.
- **EXIT** - exit from the screen.

## SKU Search

The SKU number to be used may be typed in the SKU box. It may also be specified by:

1) Click on the 'search' button. The screen shown below will appear.

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## SKU Search

SKU  Department  Vendor

SKU	Dept	Vend	Item#	Description	Cost	Retail	S	OnHand	OnOrd
131834	131	R01	XA2205173	LG TBL	30.000	79.99	S	0.00	0.00
0134	000				0.000	0.00	N	0.00	0.00
bowl1	110	199	bowl1	glass bowl	5.000	15.00	S	9.00	0.00
bowl2	110	199	bowl2	glass bowl - green	6.000	17.00	S	1.00	0.00
PQ01	100	B01	PQ01	Red plaque	10.000	30.00	S	-9.90	0.00
PQ02	100	B01	PQ02	White plaque	10.950	35.00	S	-8.90	0.00
PQ03	100	B01	PQ03	Blue plaque	19.950	49.95	S	-6.90	0.00

[Return](#)

09003

2) Enter a value into the 'SKU', 'department', or 'vendor' boxes on the screen and press 'enter'. The first SKU number that matches the value entered will be highlighted.

3) Move up and down the list of SKU's to find and highlight the desired one. Press 'enter' to select SKU number. Data about the selected SKU number will now appear on the floral input screen.

## Floral Order

Clicking on the 'submit' button places the floral order and prints it out.

**Test Frame Shoppe**  
 100 Main St.  
 Anywhere, GA 12345  
 (800) 555-1212

### Floral Order

Store Copy  
 Order Number: 1 - F133  
 Taken By: jak  
 10/10/2006 09:07:34

Floral order number.

Donald Duck	212 555-1212
100 Main St.	352 555-0000
Upper Apartment	812 876-5432
Hollywood CA 90210	704 123-1234

SKU	Description	Cost	Qty	Discount	Price
flo100	Red flower	4.00	1.00	0.00	4.00
flo110	Green flower	5.00	3.00	0.00	15.00
flo123	Blue and white flower	16.96	2.00	4.24	25.44
Design & Supplies					20.93
Qty					2
SubTotal					130.74
Tax					0.00
<b>Total</b>					<b>130.74</b>

Signature \_\_\_\_\_

Floral trailer data.

Floral Orders ONLY: Minimum 50% Deposit Required.

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09004

The floral order printed is shown above. For custom floral orders three copies of the order are generated and marked as 'store copy', 'customer copy' and 'work sheet'. For store orders only one copy is printed and is titled 'store made order'. The customer name is listed as 'store order' with no address or phone number.

The floral order number appears at the upper right of the printed order. Order numbers optionally start with the store number followed by a dash. See page 456 on how to specify the store number. The floral order number starts with 'F' followed by digits for a custom floral order or 'SF' followed by digits for a store floral order.

The floral order trailer message appears at the bottom of the printed order.

# SECTION X APPENDIXES

# Appendix 1 - Special Characters

The following special characters may be used from time to time in the use of FullCalc.

\	backslash
/	forward slash
:	colon
;	semicolon
*	asterisk
?	question mark
“	double quote (quotation mark)
‘	single quote (apostrophe)
<	less than
>	greater than
	vertical bar
+	plus sign
-	minus sign (negative sign)
=	equal sign
[	open square brace
]	close square brace
&	ampersand

Note: The location of these special characters varies between different makes and modules of keyboard. The primary keyboard types are:

- 83-key PC and XT keyboard
- 84-key AT keyboard
- 101-key “enhanced” keyboard
- 104-key “Windows” keyboard
- 109-key “Windows” keyboard

See the examples below for photos of the most common styles of keyboard (there are others).

### 83- Key Keyboard Layout



Close-up photo of an 83-key keyboard.

### 84- Key Keyboard Layout

# FullCalc Operating Guide



Close-up photo of an 84-key keyboard.

## 101-Key "Enhanced" Keyboard Layout



Close-up photo of a 101-key "Enhanced" keyboard.

## 104-Key "Windows" Keyboard Layout



Close-up photo of a black 104-key "Windows" keyboard.

## 109-Key "Windows" Keyboard Layout

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Close-up photo of a 109-key “Windows” keyboard.

# Appendix 2 - MS-DOS

Microsoft DOS (Disk Operating System) is a command line user interface. MS-DOS 1.0 was released in 1981 for IBM computers and the latest version of MS-DOS is MS-DOS 6.22, which was released in 1994. While MS-DOS is not commonly used by itself today, it still can be accessed from every version of Microsoft Windows by<sup>148</sup>:

- 1) Click the 'start' button.
- 2) Click the 'run' button.
- 3) Type "**command**" or "**CMD**" in 'run' window.

When DOS is ready to accept a command its prompt (the DOS prompt) will appear. The prompt designates which disk drive and which directory is to receive the command. For example, the 'C:\>' prompt designates the root directory of the computers main hard drive while the 'C:\WINCALC >' designates the \WINCALC directory on the computers main hard drive (this directory is the 'current' directory).

To change the disk drive being accessed, type the disk drive letter (one of the letters 'A' to 'Z') followed by a colon (the ':' character). For example type 'A:' to change the disk drive being used to the floppy drive.

Note: Press the ENTER key at the end of every DOS command. The command will not be executed until the ENTER key is pressed.

Files are named entities that hold programs, data, documents, etc. Each file has a name that is one to eight characters long followed by a period and a three character extension that designates the type of information in the file. For example, 'ABC.EXE' is the name of a file containing a program (the '.EXE' extension is for programs) named 'ABC' while 'FRED.DAT' identifies a file that contains some data (the '.DAT' extension is for data) and has been named 'FRED'.

In most DOS commands, the file name or the file name extension or both the file name and the file name extension may be replaced by the asterisk (the '\*' character). The asterisk means 'all' in this case. For example '\*.DAT' means 'all files with a .DAT extension' (all data files) and 'ATLANTA.\*' means 'all files of any type with a name of ATLANTA'.

To access a file one also needs to know the location of the file. The file location is specified by the name of the disk or other device on which the file is located and the name of the directory it is in. The full name of any file is thus:

<device name>:<directory name><file name>.<extension>

Each disk or other device has a unique one-letter name (A to Z) followed by a colon (the ':' character). The first floppy disk drive is always called 'A:', the second floppy disk drive is always called 'B:', and the first hard disk drive is always called 'C:'. Other letters are assigned to other hard drives on this computer, hard drives on other computers that can be accessed from this computer over a network (mapped drives), Zip drives, tape drives, CD-ROM drives, etc.

A directory holds a group of related files. Every disk or other device contains a root directory named backslash (the '\' character). On the C: drive the DOS prompt would be 'C:\>' if the current directory is the root directory. Under the root directory are subdirectories each of which has a name and each of which can have subdirectories. FullCalc, for example, is normally kept in the 'wincalc' directory and subdirectories under the 'wincalc' directory. For example, if the full name of a file is:

---

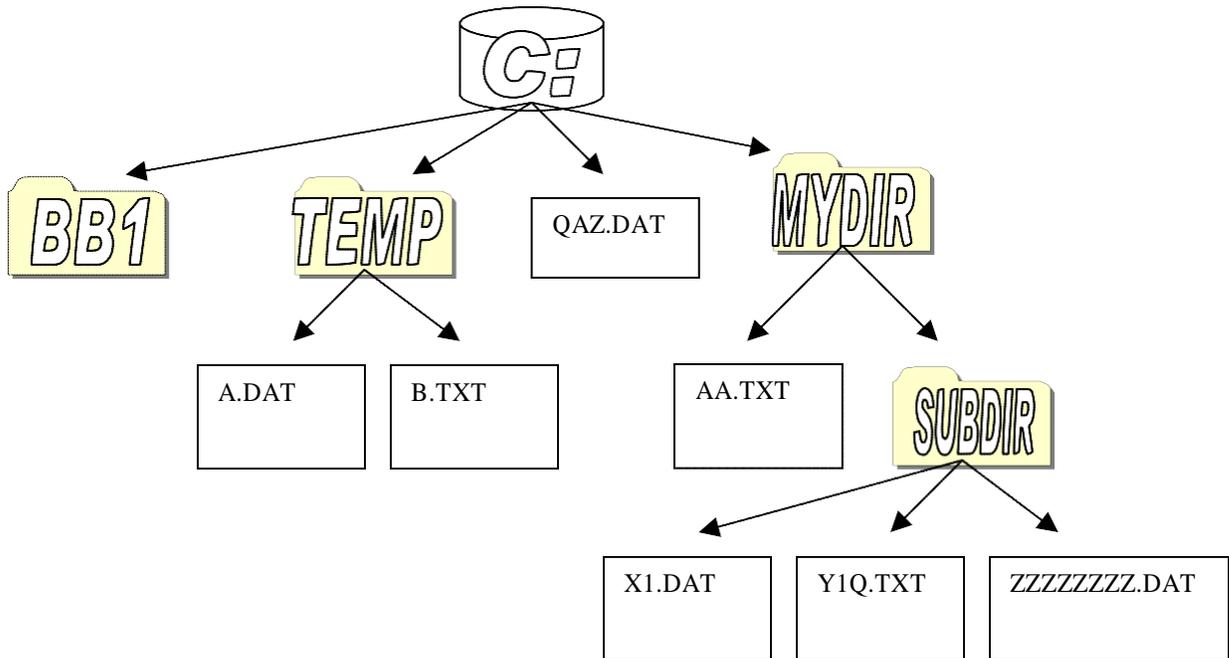
<sup>148</sup> Many, but not all, users also define an icon on the Windows desktop that may be clicked to start MS DOS.

# FullCalc Operating Guide

C:\WINCALC\DATA\EXE\MAINMENU.EXE

The name of the file is 'mainmenu' and it has a file name extension of 'exe'. The file is located in the 'exe' subdirectory under the 'data' subdirectory that is in turn a subdirectory of the 'wincalc' directory. The file and the directory, and the subdirectories, it is in are located on the 'c' drive.

Disk drives, directories and files can be thought of as being structured like an inverted tree. Take for example the following:



In the example above:

- There is one disk drive known as C:.
- The C: drive contains, by default, a directory named '\ ' (this is called the root directory).
- There are three directories in the root directory. They are C:\BB1, C:\TEMP and C:\MYDIR.
- The root directory contains one file named C:\QAZ.DAT.
- The C:\BB1 directory is empty.
- The C:\TEMP directory contains two files named C:\TEMP\A.DAT and C:\TEMP\B.TXT.
- The C:\MYDIR directory contains one file named C:\MYDIR\AA.TXT.
- The C:\MYDIR directory contains one directory (a sub-directory) named C:\MYDIR\SUBDIR. The C:\MYDIR directory can be described as being at a 'higher' level than the C:\MYDIR\SUBDIR directory.
- The C:\MYDIR\SUBDIR sub-directory contains three files named C:\MYDIR\SUBDIR\X1.DAT, C:\MYDIR\SUBDIR\Y1Q.TXT and C:\MYDIR\SUBDIR\ZZZZZZZ.DAT.

Note: In the above the full name has been given for all files. This full name includes drive name, path name, and file name with extension.

You may always reference a file by its full name (disk drive, directory name, and file name with extension). For files in the 'current' directory, you may reference a file by its file name with extension. The DOS prompt shows the name of the current disk drive and directory name. If, using the example above, the DOS

# FullCalc Operating Guide

prompt is 'C:\MYDIR\SUBDIR>' then you could refer to the file C:\MYDIR\SUBDIR\Y1Q.TXT using its full name or simply refer to it as Y1Q.TXT.

Below is a listing of the MS-DOS commands most commonly used. In the MS-DOS command definitions listed:

- Anything between '['...']' characters is optional.
- 'drive:' refers to a disk drive. 'A:' is the first floppy disk drive, 'B:' is the second floppy disk drive, 'C:' is the main hard drive, etc.
- 'path' is the specification of a directory path. For example, '\wincalc' is a directory, while '\wincalc\data' specifies a sub directory (named 'data') under the directory named '\wincalc'.
- 'filename1' and 'filename2' are the names of files. For example, 'myfile.txt' is the name of a file that resides within a directory on a disk drive. The full name of a file consists of its drive, path and name. You may reference any file in the current directory without specifying the drive and path information.

See the documentation provided by Microsoft Corporation for a full description of each of the commands listed below and for all other DOS commands.

**CD** – Switch from one directory to another.

```
CD [drive:][path]
```

## EXAMPLES

Go to the root directory of the current drive.

```
cd \
```

If present, go to the wincalc directory on the disk drive being used.

```
cd \wincalc
```

Go to the next higher level directory (except from the root directory which is the highest directory). For example if one was in the \wincalc\data directory and wished to go to the \wincalc directory then one could enter the following.

```
cd ..
```

Go to the 'xyz' sub-directory of the current directory.

```
cd xyz
```

**DIR** – Displays a list of files and subdirectories in a directory and information about each file.

```
DIR [drive:][path][filename1] [/S]
```

/S - Displays files in specified directory and all subdirectories.

In the above 'filename1' is the name of the file to display information about.

## EXAMPLES

Lists all files and directories in the directory that you are currently in.

```
dir
```

# FullCalc Operating Guide

List all text files (files with a .txt extension) from the directory that you are currently in.

**dir \*.txt**

Lists the files in the directory that you are in and all sub directories under that directory. If you are at root directory (the "C:\>" directory) and you type this command it will list to you every file and directory that is on the computer.

**dir /s**

**COPY** – Copies one or more files to another location.

COPY [drive:][path]filename1 [drive:][path]filename2

The existing (old) file is named 'filename1' and the new file is named 'filename2'.

## EXAMPLES

Copy a file named myfile.txt to another file named newfile1.txt.

**copy myfile.txt newfile1.txt**

Copy all data files (all files with a .dat extension) in the directory currently in use to the \temp directory.

**copy \*.dat \temp**

Copy all files in the directory currently in use to the floppy disk in drive a:. You should place a floppy diskette into this drive before you enter this command.

**copy \*.\* a:**

**DEL (DELETE)** – Deletes one or more files.

DEL [drive:][path]filename1  
DELETE [drive:][path]filename1

In the above 'filename1' is the name of the file to delete. A file name must always be specified.

Note: DEL is a short name for the DELETE command. Both commands operate identically.

## EXAMPLES

Delete the test.tmp file in the directory that you currently are in, if the file exists.

**del test.tmp**

Delete the test.tmp file in the windows directory on the c: drive, if it exists.

**del c:\windows\test.tmp**

**EDIT** – Creates or edits a file.

EDIT [drive:][path]filename1

# FullCalc Operating Guide

In the above 'filename1' is the name of the file to edit or create. A file name must always be specified.

## EXAMPLES

To edit the file called myfile.txt you would type:

```
edit myfile.txt <press enter>
```

This would bring up the existing file, if it exists. If there is no file called myfile.txt a blank edit screen would be displayed. In either case, save the file when you are done editing the file (see below).

At the top of the edit screen is the menu bar. Use the mouse to pull down any of the menus listed and to select an option from the pull down menus. Important items accessible from the menu bar include:

- On the 'file' pull down menu - use 'save' to save the new or changed file.
- On the 'file' pull down menu - use 'exit' to exit from the editor and return to DOS.
- Use all of the entries on the 'help' pull down menu to learn about all of the other features of the MS-DOS editor.

**EXIT** – Exit MS-DOS and return to Windows.

```
EXIT
```

**MKDIR (MD)** - Creates a directory.

```
MKDIR [drive:]path  
MD [drive:]path
```

For this command a 'path' value must always be specified. The path name needs to be unique and must not currently exist.

Note: MD is a short name for the MKDIR command. Both commands operate identically.

## EXAMPLES

Create the test directory in the directory you are currently in. If you are in the c:\myfile directory then the name of the new directory will be c:\myfile\test.

```
md test
```

Create the test directory. The following command will create a directory in the c:\ directory (the system root directory) regardless of the name of the directory you are currently in. The full name of the directory created is c:\test.

```
md c:\test
```

**REN (RENAME)** - Renames one or more files.

```
RENAME [drive:][path][filename1][filename2]  
REN [drive:][path][filename1][filename2]
```

In the above 'filename1' is the old file name and 'filename2' is the new file name. Note that you cannot specify a new drive or path for your destination.

# FullCalc Operating Guide

Note: REN is a short name for the RENAME command. Both commands operate identically.

## EXAMPLES

Rename the chope.txt file in the current directory, if it exists, to hope.txt.

```
rename chope.txt hope.txt
```

Rename all text files in the current directory with a .txt extension to files with a .bak extension.

```
rename *.txt *.bak
```

# Select Bibliography

The following is a very short list of books on Windows (hundreds of books have been written on Windows and how to use it). These books, and many others, can be ordered from your local bookstore, any nation wide bookstore chain such as Borders, Barnes and Noble, or Indigo, or from an on-line bookseller such as Amazon.com or Chapters.ca.

*Alan Simpson's Windows XP Bible*

Publisher: Wiley (September 15, 2001)

ISBN: 0764548603

*Microsoft Windows XP Inside Out*

Publisher: Microsoft (February 2004)

ISBN: 0735613826

*Teach Yourself Microsoft Windows 2000 Professional VISUALLY*

Publisher: Visual (January 1, 2000)

ISBN: 0764560409

*Using Microsoft Windows 2000 Professional*

Publisher: Pearson Education; Book & CD Rom edition (March, 2000)

ISBN: 0789721252

*Using Microsoft Windows XP Home (3rd Edition)*

Publisher: Que; 3rd edition (December 1, 2004)

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