Manager/Options Screen
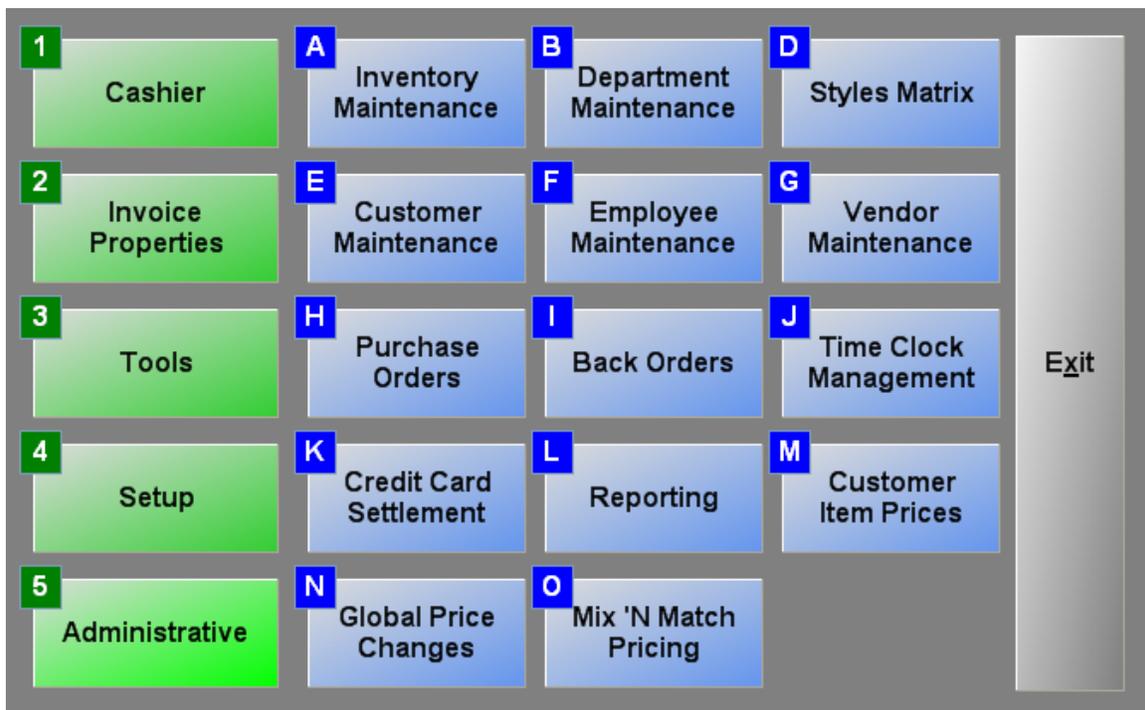

The **Manager/Options** screen is where every screen can be accessed for customizing the software for your store or restaurant. Managing your invento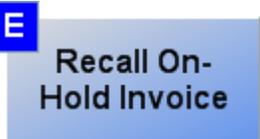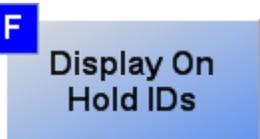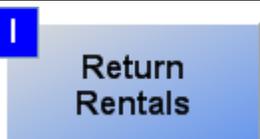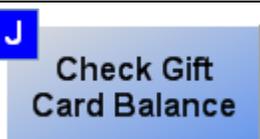ry, customers, employees, vendors, and managing daily operations are only a few edits that can be made. This document will describe the selections that can be made on this screen and refer to documents on http://faq.pcamerica.com for more information.

Cashier

After selecting **Cashier**, there are multiple selections that can be made. They are described below.

B Open Drawer	Selecting **Open Drawer** will open the cash drawer.
C Clock In / Clock Out	Selecting **Clock In / Clock Out** will allow cashiers to clock in and out.
D Recall Invoice	Selecting **Recall Invoice** will bring up a screen on which the cashier can view closed or voided invoices and, in the case of closed invoices, reprint receipts.
E Recall On-Hold Invoice	Selecting **Recall On-Hold Invoice** will bring up a screen on which the cashier can recall an invoice that was placed on hold. Once recalled, it can be modified, completed, voided, or put on hold again.
F Display On Hold IDs	Selecting **Display On Hold IDs** will generate a report containing information about on hold invoices (their date/time, on hold ID, number, and the cashier associated with them).
H Price Check	Selecting **Price Check** will bring up a screen on which the cashier can scan or enter the number of an item and view its price before tax, the taxes applied to it, its price after tax, its description, and its stock levels.
I Return Rentals	Selecting **Return Rentals** will bring up a screen on which the cashier can return a rental item. Refer to the document entitled **Rental Items** on the FAQ site.
J Check Gift Card Balance	Selecting **Check Gift Card Balance** will bring up a screen on which the cashier can check the balance of a gift card.

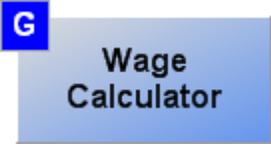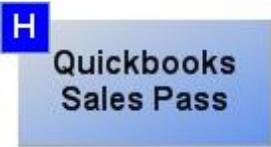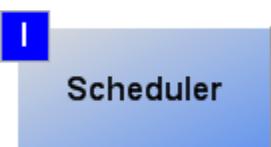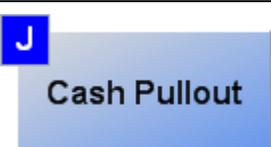|	
K Hold and Print	Selecting **Hold and Print** will, in CRE, prompt the cashier for an on-hold ID, place the invoice on hold, and print a receipt for it. In RPE, the cashier will be told to select **CHECK** from the invoicing screen.
L Print Last Receipt	Selecting **Print Last Receipt** will reprint the last receipt.
M Print Docket (no prices)	Selecting **Print Docket (no prices)** will print a delivery docket (with no prices on it) to your report printer.
N Print Gift Receipt for Last Invoice	Selecting **Print Gift Receipt for Last Invoice** will prompt the cashier to select a closed invoice and then the items on it that should be included on a gift receipt. The gift receipt will then print. **Note**: This feature requires that the option "**Allow Returns**" be checked (on the Additional Info tab of the Optional Info section of Inventory Maintenance) for each item that will be printed on any Gift Receipt.
O Pullback Check	Selecting **Pullback Check** will prompt the cashier to select a closed invoice. The invoice will be reopened. Refer to the document entitled **Voiding and pulling back a check (RPE)** on the FAQ site.

Invoice Properties

After selecting **Invoice Properties**, there are multiple selections that can be made. They are described below.

A Invoice Discount	Selecting **Invoice Discount** will allow the cashier to discount items or categories on the current invoice.
B Notes	Selecting **Notes** will bring up a screen on which the cashier can attach notes to the invoice. These notes will be printed on the receipt.
C Tax Exempt Invoice	Selecting **Tax Exempt** invoice will begin the process of making the current invoice tax exempt.
D Tax Exempt Additional Items	Selecting **Tax Exempt Additional Items** will begin the process of making additional items added to the current invoice tax exempt.
F Desired Grand Total	Selecting **Desired Grand Total** will bring up a screen on which the cashier can enter a desired grand total. The appropriate discounts will be made.
G Print Item Notes for Last Invoice	Selecting **Print Item Notes for Last Invoice** will prompt the cashier to select a closed invoice and then the items on it with notes that should be printed. These notes are configured in the **Notes** tab of **Inventory Maintenance**.
J Check EBT Balance	Selecting **Check EBT Balance** will bring up a screen on which the cashier can check the balance of an EBT card. A processor for these cards must be set up first.
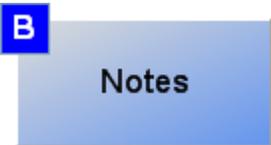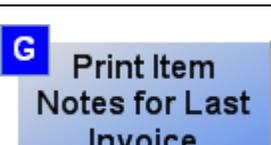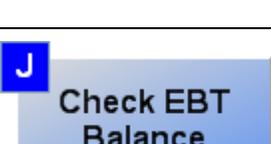
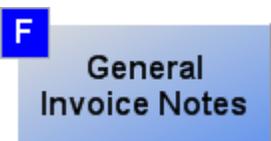|	
K DeActivate GiftCard / Loyalty Card	Selecting **DeActivate GiftCard** will bring up a screen on which the cashier can deactivate a gift card.
M CashOut GiftCard	Selecting **CashOut GiftCard** will bring up a screen on which the cashier can cash-out the remaining balance of the Gift Card.

Tools

After selecting **Tools**, there are multiple selections that can be made. They are described below.

A ASCII Transfer	Selecting **ASCII Transfer** will bring up a screen which facilitates the importation of inventory in comma and tab-delimited format. Refer to the documents entitled **ASCII Transfer** on the FAQ site.
B Labor Scheduler	Selecting **Labor Scheduler** will bring up the labor scheduler. Refer to the document entitled **Labor Scheduler** on the FAQ site.
G Wage Calculator	Selecting **Wage Calculator** will bring up a screen on which an employee's wages can be estimated given a date range and a tax rate.
H Quickbooks Sales Pass	Selecting **QuickBooks Sales Pass** will bring up a screen on which you can configure the export of your sales information to QuickBooks.
I Scheduler	Selecting **Scheduler** will bring up a screen on which events can be scheduled.
J Cash Pullout	Selecting **Cash Pullout** will prompt the cashier for how much cash they would like to remove from the drawer. The pullout will be logged.
K Vendor Payouts	Selecting **Vendor Payouts** will bring up a screen on which the cashier can remove cash from the drawer in order to pay a vendor (**Vendor Payout**), transfer cash from one drawer to another (**Drawer Transfer**), or add money to the drawer (**Found Money**).

L Serial\Batch Number Tracking	Selecting **Serial\Batch Number Tracking** will bring up a screen on which serial or batch numbers can be tracked. Refer to the document entitled **Using Serial Numbers** on the FAQ site.
M Send Mass E-Mail	Selecting **Send Mass E-Mail** will bring up a screen on which mass emails can be sent, assuming CRE/RPE was configured to work with an email server.
N Inventory Track Express	Selecting **Inventory Track Express** will bring up a screen on which the results of taking physical inventory with a handheld device as well as any changes to the items or purchase orders can be imported into the database.
O End of Day	Selecting **End of Day** will run the End of Day function. Refer to the document entitled **Performing End of Day** on the FAQ site.

Setup

After selecting **Setup**, there are multiple selections that can be made. They are described below.

B Cost Markup	Selecting **Cost Markup** will bring up a screen on which the cost markup percentage can be modified. This percentage is used to calculate the price of an item given a cost.
C Customer Loyalty	Selecting **Customer Loyalty** will bring up a screen on which loyalty plans and incentives can be configured. Refer to the document entitled **Customer Loyalty** on the FAQ site.
D Price Levels	Selecting **Price Levels** will bring up a screen on which the price levels for customers can be configured. Changing these levels will result in the default values in the **Price Levels** tab of **Inventory Maintenance** being changed for items added to the system in the future. Existing items price levels will need to be updated individually. The price levels set on the Price Levels screen can also be overridden at the Inventory Maintenance screen for each item individually.
E Display Setup	Selecting **Display Setup** will bring up a screen which contains numerous settings affecting the appearance of CRE/RPE.
F General Invoice Notes	Selecting **General Invoice Notes** will bring up a screen on which the user can provide information that will be printed on the top and bottom of receipts and on store credit slips.
G Setup Screen	Selecting **Setup Screen** will bring up a screen on which settings affecting every part of the program can be found. This screen is discussed in great detail in the document entitled **Setup Screen** on the FAQ site.
H Online Ordering Setup	Selecting **Online Ordering Setup / E-commerce Setup** will bring up a screen on which settings can be configured for your online store.
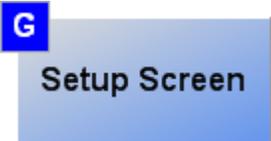
I Tax Rates	Selecting **Tax Rates** will bring up a screen on which tax rates can be configured.
K Touch Screen Configuration	Selecting **Touch Screen Configuration** will bring up a screen on which the contents of the touch screen, including hot buttons, departments, and inventory items, can be configured.
L Friendly Printer Setup	Selecting **Friendly Printer Setup** will bring up a screen on which printers can be added, removed, and configured.
M Barcode Express	Selecting **Barcode Express** will bring up a screen that is used to print barcodes and labels. Refer to the documents entitled **Zebra Label Printer** or **Installing the Barcode Blaster Advantage** on the FAQ site.
M Price Batches	Selecting **Price Batches** will bring up a screen that is used to create price batches. You can apply sale pricing, discounts or other modifications to your items through this screen.
N Self Service Configuration	Selecting **Self Service Configuration** will bring up a screen that is used to configure self-service. Self-service can be used to allow customers to place their own orders as well as pay with a credit card.
O Virtual Pole Configuration	Selecting **Virtual Pole Configuration** will bring up a screen that is used to configure the Virtual Pole Display, including adding images and logos as well as configuring the color scheme.
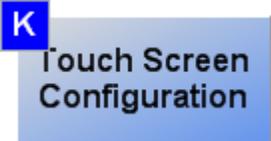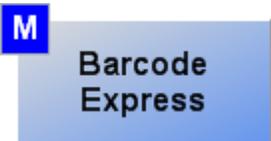
Administrative

After selecting **Administrative**, there are multiple selections that can be made. They are described below.

A Inventory Maintenance	Selecting **Inventory Maintenance** will bring up a screen on which inventory items can be added, removed, and customized.
B Department Maintenance	Selecting **Department Maintenance** will bring up a screen on which departments can be added, removed, and customized. Refer to the document entitled **Creating Departments** on the FAQ site.
D Styles Matrix	Selecting **Styles Matrix** will bring up a screen on which styles matrices (used to generate and keep track of inventory) can be created, removed, and customized. Refer to the document entitled **Styles Matrix** on the FAQ site.
E Customer Maintenance	Selecting **Customer Maintenance** will bring up a screen on which customers can be added, removed, and managed.
F Employee Maintenance	Selecting **Employee Maintenance** will bring up a screen on which employees can be added, removed, and managed. Refer to the documents entitled **Employee Permissions (CRE)**, **Employee Permissions (RPE)**, **Creating Employees**, and **Job Code Setup** on the FAQ site.
G Vendor Maintenance	Selecting **Vendor Maintenance** will bring up a screen on which vendors can be added, removed, and managed. Refer to the document entitled **Vendors and Purchase Orders** on the FAQ site.
H Purchase Orders	Selecting **Purchase Orders** will bring up a screen on which purchase orders and return/credit memos can be generated and orders can be received. Refer to the document entitled **Vendors and Purchase Orders** on the FAQ site.
I Back Orders	Selecting **Back Orders** will bring up a screen on which back orders can be filled. Refer to the document entitled **Back Orders** on the FAQ site.

J Time Clock Management	Selecting **Time Clock Management** will bring up a screen on which time clock records can be read and modified.
K Credit Card Settlement	Selecting **Credit Card Settlement** will bring up a screen on which credit cards can be settled and tips applied.
L Reporting	Selecting **Reporting** will bring up a screen on which reports can be generated. Refer to the document entitled **Reporting** on the FAQ site.
M Customer Item Prices	Selecting **Customer Item Prices** will bring up a screen on which customer-specific prices can be configured.
N Global Price Changes	Selecting **Global Price Changes** will bring up a screen on which all items can be given the same price, temporary sales and discounts can be created, and global price increases and tax changes can be made.
O Mix 'N Match Pricing	Selecting **Mix 'N Match Pricing** will bring up a screen on which discounts and bulk prices can be configured.