

# Freeman Software

Sales: 800-426-6598  
Support: 972-840-1119

## POS-2-GO Inventory Program

- Maintains inventory.
- Writes invoices.
- Provides complete control of inventory and sales.
- Prints detailed inventory and sales reports, reorder listings and mailing labels.
- Optional module for ACCOUNTS RECEIVABLE or CUSTOMER database.
- Prints sales tickets, support cash drawer and bar code scanners.

### Installing the program

Download the demo file into a folder on your hard drive. Run the setup.exe file. We recommend you accept the default options during the installation. If you experience any problems and need assistance please call our **Technical Support Department at 972-840-1119**.

### Getting acquainted with the program

Click on "**Help**" in the program group to learn more about the program. Click on the inventory icon to run the program. Once you are in the program you can access help at any time by pressing the "F1" function key. The program is "**context sensitive**"; meaning it will jump to the part of the help manual, which relates to this part of the program.

### Splash Screen

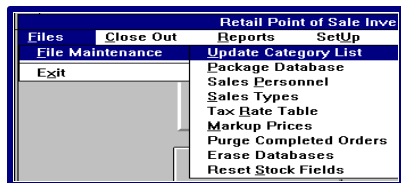


### Help Screen

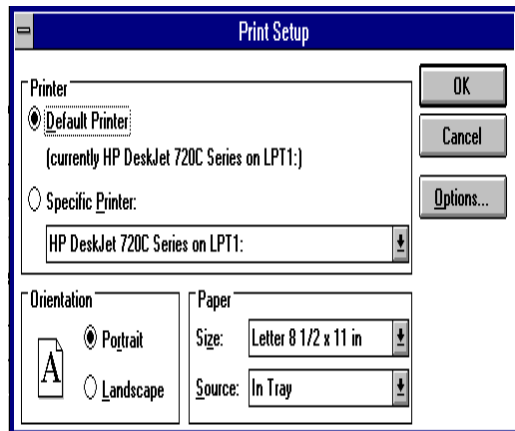


## Hardware configuration

You need to select the printer you will use to print reports in this program. Click on **“Setup”** on the splash screen menu bar. Select **“Hardware changes”**. This opens a window for choosing the hardware. You only need to select the report printer for the demo program.



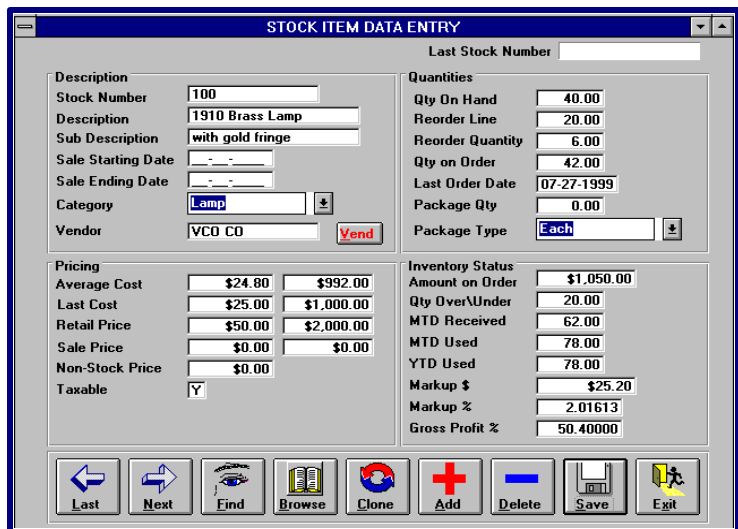
Click on the **“Selection”** button in the section labeled **“Report Printer”**. If text is displayed in this area for a printer you do not have click on **“Clear”** above the **“Selection”** button to remove this and click on **“Selection”**. A window appears. Click on the printer you want to use.



Use the down-arrow button if you do not see it. Click the button to keep this choice, then click **“Save”** on the hardware screen.

## Stock number entry

The stock item entry screen is neatly organized to input data quickly. The pricing information has options for cost and retail prices. Just click on the arrow at the right of several of the fields to drop down the selection box to pick your description. You can easily **“Clone”** one stock number to another number without entering any of the detailed information again. The drop down lists from which to select data are **Package Type** and **Category**. The **vendor field** will drop down a list box in which you can enter multiple vendors from whom you might buy this product. The program shows the Month-to-date and Year-to-date totals sold at a glance.

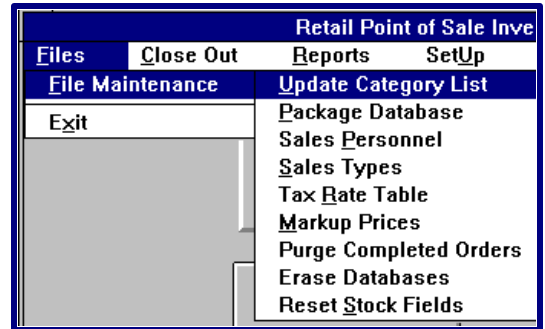


## Updating reference files

Click on the **"FILES/FILE MAINTENANCE"** selection on the menu bar on the main screen. Select any of the several utilities (i.e., Category, Package Type, Tax Rates, etc.) and update the tables with new information. This file information is available for quick, error free selection when entering new stock numbers.

You can add names and descriptions to all of these lists at any time. Just click on the line below the last entry to add new names.

To delete an item click on the left margin next to a name where you normally see the arrow. This area will change color. Press the **"DEL"** key on the keyboard. The line will be deleted.



## Writing Invoices

Click on the **"Invoice"** button on the main screen. Enter a quantity and scan the bar code number with a scanner or type the stock number on the first line in the grid. The lower part of the screen shows the status of the dollars on the sale at all times. If a number between 1-99 has been entered in the second column **"Disc"** this discount percentage will be applied to the unit price of the item and will be discounted immediately. The payment method can be distributed between ten different sale types. Click **"Sale Type"** to change a sale type. Arrow down and press, **"Enter"** to make your selection.

The **"Discount"** option at the top of the screen can be used to discount the entire invoice.

If you enter **"10"**, the appropriate discount will be applied as you enter the stock items.

The screenshot shows the "Customer Invoice" window. At the top, there are buttons for "Delete", "Find Invc", "Last", "Next", "Park It", "Unpark It", and "EXIT". Below these are input fields for "Invoice # 238", "Invc Date 03-27-2000", "Disc 0.00", "Empl Judy", "Customer Customer Invoice", and "Tax Rate .066".

The main part of the window is a table titled "Stock Items" with the following columns: Qty, Disc, Stock Number, Description, Unit Price, Total Price, and Tax. The data in the table is as follows:

| Qty | Disc | Stock Number | Description          | Unit Price | Total Price | Tax |
|-----|------|--------------|----------------------|------------|-------------|-----|
| 4   | 0    | 22680        | Paperweight Crystall | 17.95      | 71.80       | Y   |
| 1   | 0    | 23786        | Angelfish Crystallin | 17.95      | 17.95       | Y   |
| 1   | 0    | 28392        | Elephant Crystalline | 17.95      | 17.95       | Y   |
| 1   | 0    | 29390        | Heart and rose       | 25.95      | 25.95       | Y   |

At the bottom of the window, there are several buttons: "Print Invoice", "Tape Receipt", "Save", "StockJump", "Browse", "Add", "Print Quote", "SaleType", and "Change". On the right side, there is a summary of totals:

|               |                 |
|---------------|-----------------|
| Taxable       | \$133.65        |
| Non-Tax       | \$0.00          |
| Total         | \$133.65        |
| Tax           | \$8.82          |
| <b>Total</b>  | <b>\$142.47</b> |
| <b>Change</b> | <b>\$0.00</b>   |
| Sale Type     |                 |
| Tax Default   |                 |

## Inventory Report Selections

A wide selection of reports is available. Select a type of report. Choose a field to be sorted in order to get the report in a specified order. Specify a search range 'from' and 'to' on any field available on the screen. Now, print the listing or view it on the screen.

You can print labels using a wide selection of Avery© labels.  
You can print vendor listings in the database.

**Inventory Reports**

**Inventory Printouts**

**Report Selections**

- Report with all details
- Report with prices
- Report of items on order
- Report of items to be ordered
- Report by Category
- Report of only items out of stock
- Report of only items in stock
- Report of items on sale
- Ranking report by quantity sold
- Ranking report by retail price
- Report of MTD & YTD Qty Sold

**Sort Field**

- Stock No.
- Description
- Sub-Description
- Vendor
- Package Type
- Category

**Search From**      **To**

|  |  |
|--|--|
|  |  |
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|  |  |
|  |  |

**Print**  
**View**  
**Exit**  
**Help**

## Sales Reports

An excellent choice of sales reports is provided. Select a sales report showing summary or detailed information. You can select a printout sorted in category order, both in summary and detailed fashion. Listing printed by employee or sale type can also be selected. Some of these choices can be printed with a bar graph display. Once the type of report is selected the time period is chosen. The current date is selected by default. You can choose to print the listing for the entire month or by range of dates.

**Sales Reports**

**Sales Report Type**

- Sales Register Summary Report
- Sales Register Detailed Report
- Category Sales Summary Report
- Category Sales Detailed Report
- Category Sales Graph
- Employee Sales Report
- Employee Sales Report Graph
- Sale Type Report
- Sales by Stock Number
- Sales Tax Report

**Date Range**

- Report on current day
- Report on entire month
- Report by range of dates

**From:** 01-03-2000      **To:** 01-03-2000

**Print**  
**View**  
**Exit**  
**Help**

## Utilities

The program includes helpful utilities to make life easy.

|                                  |   |
|----------------------------------|---|
| Data file backup and restore     | Data file repairing and compacting                |
| Downloading of portable scanners | Running discrepancy reports when taking inventory |
| Exporting of data files          | Importing of data files                           |
| Cash drawer tally sheet program  |   |

*Many retail stores favor our Windows Retail POS programs and POS-2-GO.*

- Apparel stores (ask for apparel store version)
- Book stores (ask for book store version)
- Liquor stores (ask for liquor store version)
- Music and CD stores (ask for music store version)
- Shoe stores (ask for apparel store version)
- Army/Navy stores
- Computer stores
- Electronic stores
- Hardware stores
- Marinas
- Beauty supply stores
- Cosmetic stores
- Gift stores
- Health food stores
- Novelty stores
- Camera stores
- Craft stores
- General stores
- Hobby shops
- Party supply stores

*The program supports a number of peripherals supplied by Freeman Software.*

- Bar code scanners (portable)
- MICR check readers
- Cash drawers
- Bar code scanners (KB type), laser, CCD, image scanners
- MSR (mag stripe readers)
- Tape receipt printers
- Slot readers
- Thermal label printers

Ask for our suggestions for the right products for your business.

Our trained staff will be able to help you with your decision.

**For more information just call or E-mail us.**

**Toll free: 800-426-6598 – Support: 972-840-1119 – Fax: 972-864-8994**

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