

Volume

1

AGKSOFT™

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Documentation

User Guide

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## Chapter 1 – Introduction

**T**he AGKSoft Software lets you run your Gas Station/C-Store/Liquor Store entirely without ever leaving the software. The software provides all features required to do all your accounting work as well as track your inventory. The software runs as Back Office Software (**BOS**), Home Office Software (**HOS**) or as Point of Sale (**POS**).

If you are running the software as **BOS**, we currently support the following systems:

**Gilbarco Passport**  
**Dresser Wayne Nucleus and NAMOS**  
**Ruby VeriFone, Ruby Sapphire/Topaz, Ruby 2/Ci (Commander)**  
**SmartDESQ ComData**

The software includes the following features:

Gas Sale and Gas Load (Pool Margin and Tank Inventory Tracking)  
Sales Room and Inventory Control  
Client Accounts (Account Receivable, Local Charges, Invoices and Label Printing)  
Expenses, Assets tracking and Car Wash  
Vendors Invoices with Electronic Data Invoicing (**EDI**)  
Portable Scanner to do inventory/load invoices/price change  
Lottery Scratch Tickets, Lottery Machine, Lottery Paid and Lottery Settlements  
Electronic Credit Cards, Manual Credit Cards and eChecks Processing  
Work Order and Garage Inventory  
Payroll (With the ability to handle taxes for all 50 states)  
Multiple Checking Accounts, Electronic and Cash Accounts  
Short/Over and Daily Books  
Balance Sheet, General Ledger and Net Income  
Export to QuickBooks/Excel/HTML, Price book Import/Export.  
Home Office Central Price book and data consolidate from multiple locations and much more...

### Hardware Requirements

- Any PC or Laptop running Windows XP, Vista, Windows 7, Windows 8 or Windows 10.
- 100 GB of free disk space
- 4 GB of RAM
- To connect to a VeriFone Ruby, you will need a serial port (9-pin male)
- To connect to a VeriFone Ruby Sapphire/Commander, Gilbarco Passport, Dresser Wayne Nucleus/NAMOS or COMDATA, you will need 2 network cards unless you have wireless internet.

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## Running AGKSoft

Look for your AGKSoft Icon  on your desktop and open it.

## UPC-Codes

In the United States, there are 2 types of UPC-Codes, UPC-E (short) and UPC-A (long).

In Europe and in the Middle East, EAN8 (short) and EAN13 (long) are the most common.

**UPC-A** is the most common UPC-Code in the U.S. and it looks something like the following:



**UPC-A** is 11-digits + 1 check-digit and it is stored without a check-digit in AGKSoft.

**UPC-E** is 7-digits + 1 check-digit, it always starts with 0 or 1, and it is common for smaller items and it looks something like the following:



**UPC-E** is now expanded to **UPC-A** on most systems.

**EAN13** is the most common UPC-Code outside the U.S. and it looks something like the following:



**EAN13** is entered as 12-digits complete without the check-digit (e.g. 873074512345). The check-digit in this case is “1”.

**EAN8** is common for smaller items outside the U.S. and it looks something like the following:



**EAN8** is entered as 8-digits complete **including the check-digit**. Example: 87307450. Note that the “0” is the check digit and it must be included.

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## **Structure of a UPC-A number**

A UPC-A number consists of four areas: (1) A 1-digit Number System (NS); (2) A 5-digit manufacturer code; (3) A 5-digits product code; (4) A 1-digit check digit.

Normally the Number System (NS) digit is printed to the left of the barcode, and the check digit to the right. The manufacturer and product codes are printed just below the barcode, separated by the guard bar.

(NS)	(UPC-Code Description)
0	Regular UPC code
1	Regular UPC code
2	Weight Items
3	Drug/Health Items
4	<b>In-store use (Make your own UPC-Codes)</b>
5	Coupons
6	Regular UPC code
7	Regular UPC code
8	Regular UPC code (Reserved)
9	Regular UPC code (Reserved)

**Number System (NS):** The number system is the first digit in the UPC number to identify the type of the product. For example, if the barcode starts with digit 5, this barcode is a coupon code.

**Manufacturer Code:** The manufacturer code is assigned by UCC council to each manufacturer or company who distributed goods that uses UPC-A barcode.

**Product Code:** The product code is assigned by the manufacturer. The product code is a 5-digit number so it can accommodate 99,999 possible products for each manufacturer.

**Check Digit:** The check digit is used to verify that the barcode is generated or scanned correctly. The check digit is calculated based on the rest of the barcode digits.

UPC-A (11-digits):      0 12546 30026 1

0 is the Number System (NS) (This is typically 0, 1, 3, 6 or 7 for most C-Store items)

**12546** is the manufacturer's code

**30026** is the manufacturer's item number

**1** is the check-digit **!!!DO NOT ENTER THIS DIGIT WHEN MANUALLY ENTERING A UPC-CODE!!!**

If you want to enter this UPC-Code manually, you would key in **01254630026** (11 digits) and you would leave out the check-digit.

UPC-E (7-digits): 0 499770 4

0 is the prefix (This is typically 0)

**4** is the check-digit **!!!DO NOT ENTER THIS DIGIT WHEN MANUALLY ENTERING A UPC-CODE!!!**

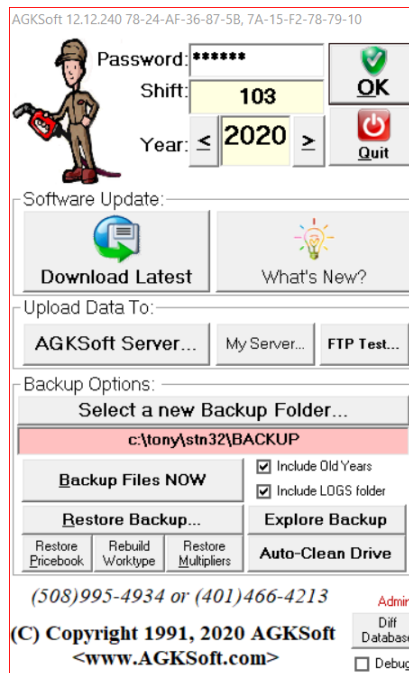
We can expand all UPC-E codes to UPC-A codes. The expanded version of this code is: **0490000977**

If you want to enter this UPC-Code manually, you would key in **0499770** (7 digits)

Make sure you program your scanner to include the prefix and not to transmit the check-digit.



## Chapter 2 – Quick Tour



### Using the AGKSoft login window:

After you run the AGKSoft Software, you will see the Login window shown above. You need to enter a password (by default the supervisor's password is lowercase "s", the manager's password is "m", the worker's password is "w" and the garage's password is "g").

Next to "Year", you will see the current year you are working in. If you want to access another year, click the  $\leq$  or  $\geq$  arrows or simply enter the year you want to access.

If you click on the AGKSoft Logo (The Gas Attendant in brown holding the Gas Nozzle), this will prompt you "Do you want to allow AGKSoft on your PC?" By allowing AGKSoft onto your pc, you will be allowing a Support Engineer to connect to your pc remotely and guide you through training, questions or to simply set up the software in the beginning.

Under "Upload Data To", if you click on "AGKSoft Server..." you will see the "Send files to AGKSoft" window. You can click "Send Files" to send all your files to AGKSoft for Remote Backup or for support.

You can also click "My Server" if you want remote backup on your own server.

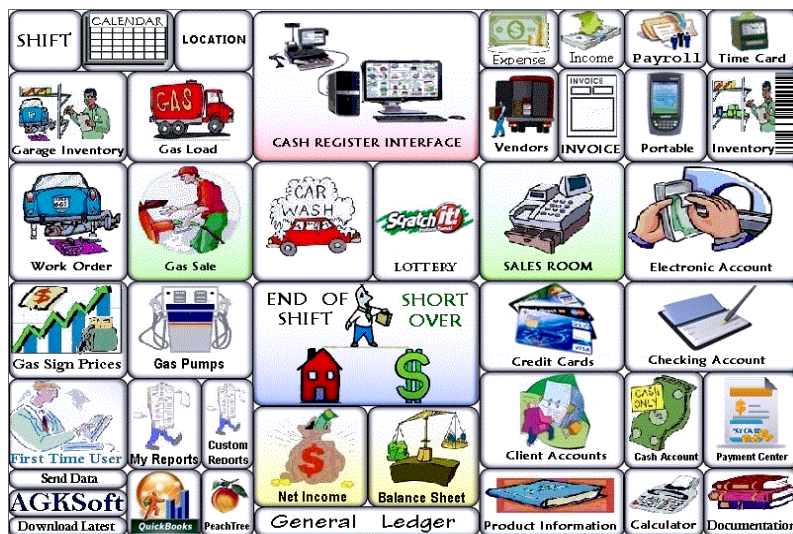
Under "Backup Options", you can click "Select a new Backup Folder" to pick your backup folder. We highly recommend that you backup to a removable drive such as a USB Stick. You can also select a Network drive.

"Backup Files NOW" will perform your backup immediately. Note that the Backup happens automatically once per day to the selected backup folder. If the backup folder is not available, we will back up to your C:\AGKSoft\Backup folder automatically. Note that we do keep up-to 7 unique backups, once per day. If you look at your backup folder, you will see folders 1 to 7 inside the backup folder.

If you click on the "[...]" button, you will be exploring the backup folder in Windows Explorer.

"Restore Your Data from a previous backup..." will give you a choice of up-to 7 backups to choose from. You should always try the latest one 1<sup>st</sup> if you need to restore.

Enter your password; hit the Enter key or click OK and you will now see the AGKSoft Desktop as shown below:



When using the software as a Home Office you have the option of choosing which location to work on separately or choosing to work on "All Locations" at once. As seen below, we show the Home Office Cash Register Interface.

You can enter the Location Number or click on the Location Name to work on the selected location.

**Cash Register Interface**

**Products:** Send to Back Office, Product Wizard

**Setup:** Departments, Price Groups, Categories, Sub-Categories

Home Office  
Active Location: ALL LOCATIONS

Products Download, Show Products, View Products, Validate, Buydown, Setup Override, View Log, Mix Match, Loyalty, Create Modify

Loc. #	Location Name
0	ALL LOCATIONS
1	Location 1
2	Location 2

Gas Selling Prices:  
 Cash  
 Credit  
 Both  
 FULL SELF

Reg	0	0
Plus	0	0
Sup	0	0

Change Send to Back Office

Zone Selection, Setup Zones, Show Sync Conflicts, Auto, Setup, Help, Show Me, Quit

## Creating UPC-Codes or PLUs with AGKSoft

Open Cash Register Interface, select “**Create/Modify Products**” and you will get the following window:

If you have a scanner, you can simply scan an item and make the proper selections. Please contact AGKSoft if you need a scanner. If you do not have a scanner, make sure you enter the 1st digit shown on the UPC-Code, this is the prefix. The prefix is typically 0 or 7 for most convenient store items. **Do not** enter the check-digit at the end of the UPC-Code. UPC-A codes are made up of 11 digits + a check-digit. The check-digit is not used.

UPC-A Example	UPC-A # To Enter	UPC-E Example	UPC-E # To Enter
0 12546 31241 7	01254631241	0 499770 4	0499770

If you have a deli in the store using AGKSoft as the POS, you have the ability to create and print your own in-house bar codes. For example, if you would like to use PLU #321, you would enter “200321”.

If you don't have a scanner, you can lookup UPC-Codes by name by hitting the Enter key while in the UPC Number field in the Create/Modify Product window. When you press Enter, you will see the list of UPC-Codes as shown below.

In this list, you can enter part of the name to help you find the item and press ENTER when you find it. You can also sort by Description or ID by clicking on the title “Description” or “ID”. You can also type a name or a portion into the search field and click find and the software will find all names matching your criteria.

## Barcode Printing with AGKSoft

AGKSoft has the ability to print to barcode printers such as the Dymo Label Writers. **You must install the printer and software that came with your printer before trying to print any labels.** Please follow the instructions that came with your printer. Once your printer is installed please follow the steps below to print shelf labels.

**How to create/print shelf labels:** Open the Cash Register Interface window and click “**Create/Modify Products**”. You will get the window shown below.

The screenshot shows the 'Create/Modify Product' window with the following details:

- Product Type:  UPC  PLU  Dept. **UPC-A**
- UPC Length: 11, Check-Digit: 7
- UPC Number: **01254631241**
- Product Name: **Dentyne Ice Arctic Chill 9pc**
- Dept: **11** (CANDY)
- State Tax (%): **0.000**, Local Tax: **0**
- Quantity/Multipack: **1**
- Selling Price: **\$1.99**, Buy-Down: **\$0.00**
- Buying Price: **1.29**, Min: **0**, Max: **0**
- Purchased QTY: **0**
- Pkg Size: **9pc**, Location: **0**
- Profit Margin: **35 %**
- Price Group: **0**
- Category: **0**
- Sub-Cat: **0**
- Prod. Code: **400**
- Deposit: **0.00**

Buttons: New, Save, Done, Send to Register, Show Me, Close, Adjust Inventory, View Products, Product Info., Inventory, Print UPC, Print Avery.

Status Bar: **Quantity On Hand: -4.00**  
**Created on: 12/30/2019, Updated on: 3/25/2020**  
**Carton UPC: 1254631240 (9 Packs)**

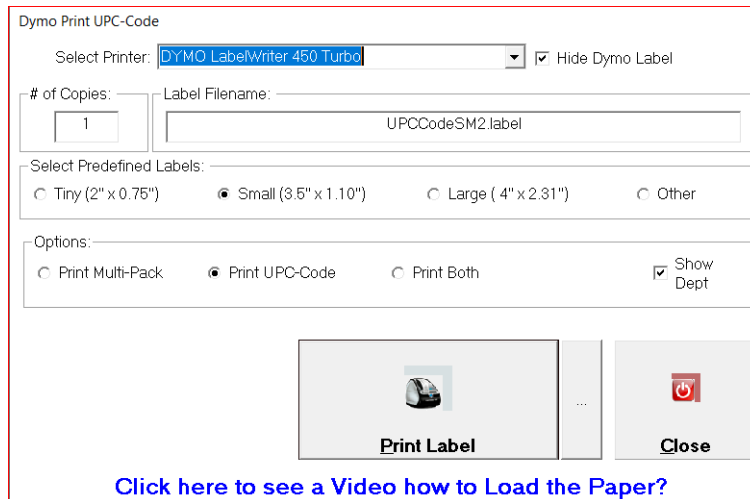
From the Create / Modify Products window do the following:

- In the **UPC Number**, enter or scan the UPC of the item you would like to create the label for, validate that all information for this UPC is correct. An example would be: 4000010001

If you are creating your own In-house UPC-Code, it must start with 4 and have 10 digits after that for a total of 11 digits.

**Note:** AGKSoft will create the check digit based upon the UPC that is entered.

When using a Dymo Label Writer, click **“Print UPC”** and you will get the window shown below:



From the **“Dymo Print UPC – Code”** window, do the following:

- From the combo box next to **“Select Printer”** choose your printer (example: Dymo Label Writer 400)
- Check the **“Hide Dymo Label”** check box to hide the Dymo Software that came with your printer.
- Choose the **“# of Copies”** you would like to print.

If you have chosen to use a label other than one of the **Predefined Labels** choose **“Other”** and enter the **Label Filename** (example: MyOwnCustomLabel.label)

Once all your selections have been made, click on **“Print Label”** and your label will print from your selected printer.

## How to create custom labels:

From the Dymo Software do the following:

Please Save all labels into “C:\AGKSoft” with the extension “.Label”.

1. Choose the label size by clicking on File and New or CTRL + N.
2. Click on “Designer” on the left side.
3. Add a barcode by clicking on the barcode graphic. Once added right click on the barcode and select **“Object Settings”**; you should now see the **“Barcode Setting”** dialog box.
  - Under where it says “Data” enter in a UPC (e.g. 01254630281).
  - For the “Symbology” select UPC A from the list. Press OK once finished.
  - Save the Label.
  - Reminder: Please save all labels into “C:\AGKSoft” with the extension “.Label”.
- Right click again on the barcode and select **“Object Properties”**; you should now see the Object Properties box.
  - Change the **“Reference Name”** from barcode to **“UPCCode”**. Press OK once finished.
  - Save the Label.
4. Click on the “AB” to add a text object. Position it so it looks appropriate for the label size you have chosen. Enter in a description of an item (e.g. Dentyne Ice). Once satisfied right click on the description and select **“Object Properties”**; you should now see the **“Object Properties”** dialog box.
  - Change the **“Reference Name”** from Text to **“Desc”**.
  - Save the Label.
5. Click on the “AB” again to add another text object for the price. Position it so it looks appropriate. Enter in a price (e.g. \$1.95). Once satisfied right click on the price and select **“Object Properties”**; you should now see the **“Object Properties”** dialog box.
  - Change the **“Reference Name”** from Text to **“Price”**.
  - Save the Label.
6. When you are ready to use this label in AGKSoft choose “Other” as your label type and enter the name you saved it as (e.g. MyCustomLabel.Label)
  - **Note:** Please save all labels in C:\AGKSoft.

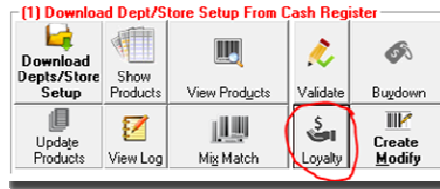
## AGKSoft Loyalty:

How to setup AGKSoft Loyalty?

1. Open Cash Register Interface Setup, click next to Coupons to select the Coupons Department. If it does not exist, you can go ahead and create a Negative Coupons Department.



2. Open Cash Register Interface, click "Loyalty".



3. Click "New Match" and answer all the questions for this Loyalty Program.



4. Click "List Wizard" and select all the products that belong to the selected Loyalty Program.
5. Click "Print UPC List" or "Print UPC List on Avery Sheet". This will print 80 Coupon UPC-Codes by default.
6. Click "Send to Register".

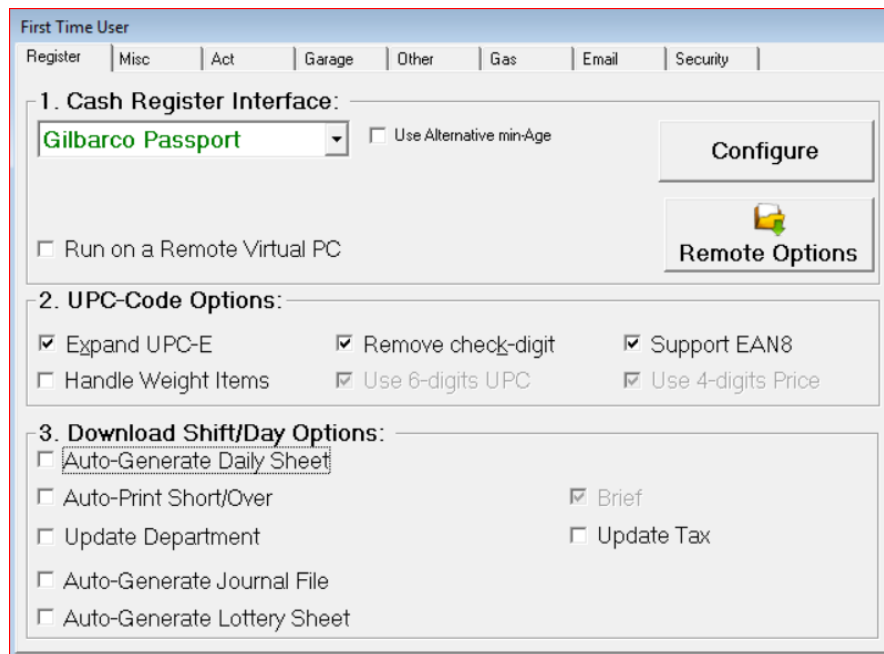
What does a Cashier do?

1. When a client buys the proper Quantity, the Cashier gives one of the printed Coupon UPC-Codes to the client and Scans it after scanning the products. The client will get a discount automatically.
2. The cashier should inform the client to keep the coupon on their key ring or wallet for the next time they come in.
3. When another client buys the proper Quantity, the Cashier gives another Coupon UPC-Codes to this client as well.
4. When the same client returns the next day, the Cashier scans the Coupon UPC-Codes the client already has and should not give this client another Coupon UPC-Code.

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## 1. First Time User:

If this is the first time running the software, you will see the "First Time User" window shown below. If you happen to close it, click on the Help menu and then pick "First Timer User" to see it again.



### First Time User - 1. Cash Register Interface:

Select the Cash Register you are connecting to and click the "Configure" button.

### First Time User - 2. UPC-Code Options:

**Expand UPC-E** – Expand UPC-E to UPC-A should always be checked.

**Remove check-digit** – If you are not able to program your keyboard scanner to automatically remove the check-digit, check this box and we will automatically remove it.

**Support EAN8** – If you get products from Europe, you may want to check this box.

**Handle Weight Items** – Check this box if you have a deli and sell products that you weigh. Note that the weight UPC-Codes will always start with the number 2.

### First Time User - 3. Download Shift/Day Options:

**Auto-Generate Daily Sheet** – Auto-Generate a spreadsheet report of your Daily Batch; your Dept. Sales, Inventory, Gas Sale, Lottery and more.

**Auto-Print Shift Log** – Auto-Print the Shift to the default printer.

**Update Department** – If this is checked & the Dept # on the register is different than the Back Office, we will change it.

**Auto-Generate Journal File** – Auto-Generate a spreadsheet showing all the Tender Types (Cash, Credit, House Charge, etc.). This will also show Voids, Safe Drops, Coupons, etc.

**Auto-Generate Lottery Sheet** – Auto-Generate a Lottery Spreadsheet showing the Open, Sold and Closed books.



## First Time User – Misc Options:

The screenshot shows the 'First Time User' setup window with the following sections:

- Register | Misc | Act | Garage | Other | Gas | Email | Security
- Buttons: Gas Blending (highlighted), Business Info, Taxes, Vendors, Employees, Bank Info, Expenses, Incomes, Work Types, Lottery, Payees, Assets
- Money Order: Profit/Transaction
- Charges: Finance Charge %
- Most Recent:  Weeks
- Payroll:  Do not add Tips to Final Pay
- Tax:  Update Product Tax using Dept. Tax
- Time Card:  Clock In/Out using UPC-Code

- Click “**Gas Blending**” if you sell Gas and blend it.
- Click “**Business Info.**” to setup your Business name, address and e-mail.
- Click “**Taxes**” to setup your Sales Tax Rates.
- Click “**Vendors**” to configure the vendors that you do business with.
- Click “**Employees**” to create employees.
- “**Bank Info**” is only needed if you want to use the software to print checks.
- “**Expenses**” is used to configure all your expenses.
- “**Incomes**” is used to configure all your incomes.
- If you have a Garage, click “**Work Types**” to configure all your Garage Work Types. You can also set the “**Hourly rate**” for labor under “**Garage/Work Order Options**”
- Click “**Lottery**” to configure the lottery scratch ticket UPC-Codes for the software to track.
- “**Payees**” is used to configure Companies used in Pay Center for Bill Payments like Utilities and Phone bills.
- “**Assets**” is used to configure all your Assets.
- **Money Order - Profit/Transaction** – If you use the software as **BOS**, then you can map the "Money Order" department, we are able to give you the profit on the department using the Profit/Transaction value by multiplying the number (e.g. \$0.31) by the # of Money Orders sold.  
**Example:** If profit/ transaction is \$0.31 & you sold 50 money orders; the profit amount would be \$15.50.
- **Charge - Finance Charge** - Enter the percent that will be charged on any unpaid balance in the Client Accounts window.
- **Most Recent** – When you open most windows such as “Gas Sale”, this limits the # of weeks to show in the Most Recent section.
- **Payroll** – “Do not add Tips to Final Pay” would be checked if the Tip was already paid to the employee.
- **Tax** – When checked, the Tax for products will get updated based on the Dept.
- **Time Card** –When checked, you can scan a UPC-Code to clock-in/out in the Time Card window.



## First Time User – Act Options:

The screenshot shows the 'First Time User' window with the 'Act' tab selected. The window is divided into several sections:

- Mercury:** Fields for Credit Card Server, Terminal ID, Hosted Merchant ID, Host Merchant Password, and Host Site. A PinPad dropdown menu is set to 'None'.
- Elavon:** Fields for Account ID, User ID, Pin, and Host Site.
- Credit Card Options:** Three checked checkboxes: 'Prompt for Address/Zip', 'Must Sign Credit/Debit Receipt', and 'Must Sign EBT Receipt'.
- Checks:** Radio buttons for 'Intuit', 'Cynaptics LCM01', and 'Blank Checks'. A 'Max #' field is set to '10000000'.
- Ignore Manual Credit Cards Closing Date:** An unchecked checkbox.

- **Electronic** – Open your Electronic Account.
- **Cash** – Open your Cash Account.
- **Checking** – Open one of your Checking Accounts.
- **Mercury** – This section allows you to process Credit/Debit/EBT Cards with Mercury/Vantiv/Worldpay.
- **Elavon** – This section allows you to process Credit/Debit/EBT Cards as well as eChecks with Elavon/US Bank.
- **Credit Card Options:**
  - **Prompt for Address/Zip**
  - **Must Sign Credit/Debit Receipt**
  - **Must Sign EBT Receipt**
- **Checks Options:**
  - **Intuit** – Use Intuit Quicken style checks
  - **Cynaptics LCM01** – Use Cynaptics style checks
  - **Blank Checks** – Use Blank style checks where we have to fill in the Routing and Account Numbers
  - **Max #** – This is where you can limit the biggest check number to allow.
- **Ignore Manual Credit Cards Closing Date** – When checked, we ignore the Closing Date and simply use the actual Date/Time when the Transaction took place. Note that any transaction after midnight and before 9am will have a different Closing Date.

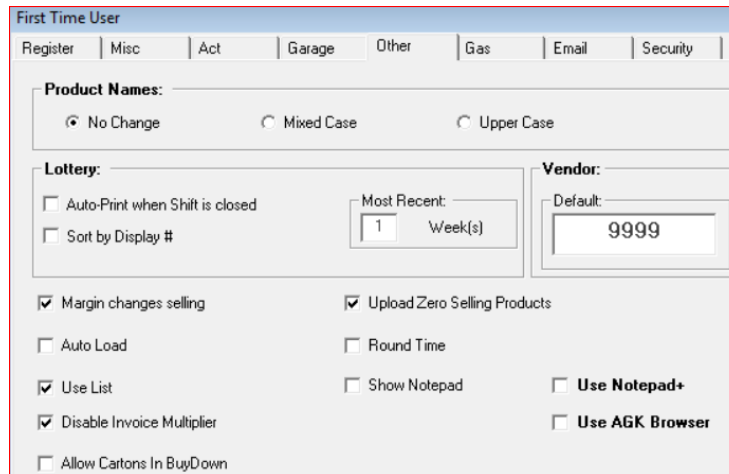
## First Time User – Garage Options:

The screenshot shows the 'First Time User' window with the 'Garage' tab selected. The window is divided into several sections:

- Labor:** A text field for 'Hourly Rate' containing '\$55.00'. Two unchecked checkboxes: 'On Commission' and 'Is taxable'.
- Most Recent:** A text field containing '4' followed by the word 'Weeks'.
- Shop Materials:** A text field for 'Add' containing '0.00' followed by a '%' sign. Two unchecked checkboxes: 'Is taxable' and 'Only on Labor'.
- Include Unpaid Invoices:** An unchecked checkbox.
- Auto Populate Order:** A checked checkbox.

- **Labor** – You can specify your Hourly Rate that you charge for Work Orders.
- **Most Recent** – When you open the Garage Inventory window, this limits the # of weeks to show in the Most Recent section.
- **Shop Materials** – When you create a work order, we can automatically add a % age for Shop Materials.
- **Include Unpaid Invoices** – Check this box, if you want the software to not include Invoices that have no payment. This means the Balance is the same as the Total.
- **Auto Populate Order** – When you open the Work Order window, we will auto-populate the list of work orders automatically when this is checked. If you have too many, this may be slow, so you would not check it.

## First Time User – Other Options:



First Time User

Register | Misc | Act | Garage | Other | Gas | Email | Security

**Product Names:**

No Change     Mixed Case     Upper Case

**Lottery:**

Auto-Print when Shift is closed    Most Recent:  Week(s)

Sort by Display #

**Vendor:**

Default:

Margin changes selling     Upload Zero Selling Products

Auto Load     Round Time

Use List     Show Notepad     Use Notepad+

Disable Invoice Multiplier     Use AGK Browser

Allow Cartons In BuyDown

- **Product Names** – Do not change products names or change them to Mixed Case or Upper Case.
- **Lottery**
  - Auto-Print when Shift is closed – After we download a shift, we will auto-print the Lottery template.
  - Sort by Display # - When check, we can sort the Lottery list by Display # rather than the Lottery ID
  - Most Recent – Show how many weeks.
- **Margin changes selling** - When Changing Profit Margin, If this option is checked, we will change the Selling Price, otherwise we change the cost.
- **Auto Load** - Auto Load/Populate the Expense Lists and Income Lists when one of these windows is opened.
- **Round Time** - Round the time to the nearest 15 minute interval.
- **Use List** - Use List when checked, otherwise create file a text file for Notepad.
- **Show Notepad** - After uploading Products to your register, show Notepad with a list of changed products.
- **Disable Invoice Multiplier** - When loading an Invoice using the Portable, disable the Case/Carton multiplier.
- **Allow Carton in BuyDown** – You typically setup the BuyDown using the Packs, Cartons will be automatically done based on the Pack and the Multiplier. If you do not want to do it by Pack, you can check this box.
- **Update HOS Prices** – Only available for Home Office - When importing from the Back Office, update the Home Office Prices.
- **Use Notepad+** – Rather than using Notepad to view Text Files, we can use Notepad+ when this is checked.
- **Use AGK Browser** – Rather than using Internet Explorer or Google Chrome, we can use the AGK Browser. Using this browser gives AGKSoft better control to certain functions like sending Fuel Prices to a Ruby Commander.

## First Time User – Gas Options:

First Time User

Register | Misc | Act | Garage | Other | Gas | Email | Security

**Email Tank Readings:**

Email

Every  Hours Minimum  Gallons

Email New Gas Delivery

**Gas Price:**

Minimum

Maximum

Convert Liters->Gallons

**TLS Tank Readings:**

Host/IP

Port  Wait  Seconds

**Automation Capture TLS:**

Report  Delivery

**Fee Agent:**

Profit

Remove Credit Card Fees

**Blending:**

Start Date:

- **Email Tank Readings**
  - **Email:** You can enter multiple emails separated by a semicolon (;)
  - **TXT:** Click this to send the message as a Text Message.
  - **Every:** How often to send the Readings.
  - **Minimum:** How many gallons sold before we send the report (Prevent sending nightly reports while you are closed)
  - **Email New Gas Delivery:** If we detect a Gas Delivery, we email you if this is checked.
- **Gas Price**
  - **Minimum / Maximum** are used so the gas price can never be set below the Minimum or above the Maximum price.
- **Convert Liters -> Gallons** - should be checked in Puerto Rico & Canada or anywhere you purchase Gallons and sell Liters.
- **TLS Tank Readings**
  - **Host/IP:** This is the TLS IP Address for us to read directly
  - **TLS:** Select "Veeder Root" TLS350 or TLS450 or "Franklin" TS550.
  - **Port:** Select the Port # assigned at the TLS. Default is 10001.
  - **Wait:** How many seconds do we wait for the TLS to Respond to our commands.
- **Fee Agent**
  - **Profit:** This is used when a Gas Station gets a fixed profit for each gallon they sell. Enter how much you get per Gallon for all grades. If you get different amount for each grade, click "**Configure**".
  - **Remove Credit Card Fees:** When checked, we auto-remove Credit Card Fees while loading Fuel XML or TXT files.
- **Automatic Capture TLS**
  - **Report:** When checked, we will capture the TLS Readings in the Automation
  - **Delivery:** When checked, we will capture the TLS Delivery in the Automation
- **Test TLS:** This allow you to see if your connection to the TLS is working or not
- **Blending**
  - **Start Date:** You can set a Blending Start Date in case you changed your Tanks in the middle of the year.

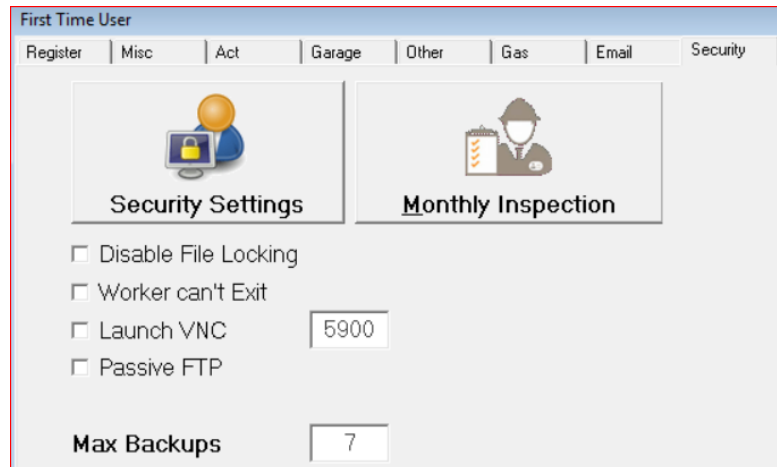
## First Time User – Email Options:

The screenshot shows a window titled "First Time User" with several tabs: Register, Misc, Act, Garage, Other, Gas, Email, and Security. The "Email" tab is selected. The window is divided into three main sections:

- Email Address:** Contains fields for "From:" and "To:", a "TXT" checkbox, and a "Send Test Email" button.
- Send Email Using:** Contains radio buttons for "Outlook/MAPI", "Gmail", "Yahoo", "AOL", and "Hotmail/Outlook". There is also an unchecked checkbox for "Auto-Resolve Email".
- Email When:** Contains several unchecked checkboxes: "Employees Clock-in/out", "Automation Stops", "Shift is not downloading", "Void/Return/NoSale/DriveOff/SafeDrop", "Shift gets downloaded", "Closing Shift", and "Fuel Price Changes". There are also two buttons: "Setup Keywords..." and "Setup Fuel Threshold...".

- **Email Address** – Configure your From/To Emails if you want AGKSoft to auto-email you or send you Text Messages.
  - **From:** Configure your From Email if you want AGKSoft to auto-email.
  - **To:** Configure your “To” Email where to send the email.
  - **TXT:** Click this to send the message as a Text Message.
  - **Send Test Email:** Click this to test the Email to make sure it works. Test emails may take 2 to 3 minutes.
- **Send Email Using** – Select the Email you want to use for Sending Emails and Text Messages.
  - **Outlook/MAPI:** Select this option for Microsoft Outlook or any other Mail API Application.
  - **Gmail:** Select this option to use your Google’s Gmail Account.
  - **Yahoo:** Select this option to use your Yahoo’s email Account.
  - **AOL:** Select this option to use your AOL’s email Account.
  - **Hotmail/Outlook:** Select this option to use Microsoft’s Hotmail or your Outlook.COM email Account.
- **Email When**
  - **Employees Clock-in/out**
  - **Automation Stops**
  - **Shift is not downloading**
  - **Voids>Returns/NoSale/DriveOff/SafeDrop**
  - **Shift gets downloaded**
  - **Closing Shift**
  - **Fuel Price Changes**
  - **Setup Keywords:** You can configure any sentence using these keywords
    - %AR - Acct Receivable
    - %GP - Garage Paid In
    - %GT - Garage Paid Tax
    - %SR - Sales Room
    - %ST - Sales Tax
    - %LT - Lottery Tickets
    - %LM - Lottery Machine
    - %GS - Gas Sales
    - %PC - Payment Center
    - %CW - Car Wash
    - %OI - Other Income
    - %MO - Money Order
    - %RE - Refunds
    - %BD - Bottle Deposit
    - %RB - Rebates
    - %MF - Manual Fuel
    - %TI - Total In
    - %AP - Assets Paid
    - %TC - Total Cash
    - %SO - Short/Over
    - %LC - Local Credit
    - %GC - Garage Cost
    - %EP - Expense Paid
    - %VP - Vendors Paid
    - %LP - Lottery Paid
    - %CC - Credit Cards
    - %MC - Manual Credit
    - %GI - Gas Info
    - %AT - ATM Machine
    - %DI - Discounts
    - %CA - Cash Acceptor
    - %CO - Coupons
    - %FS - Food Stamps
    - %OO - Other Out
    - %DO - Drive Off
    - %GC - Gift Cards
    - %TO - Total Out
    - %NO - Notes/Comments
    - %SD - Safe Drop
    - \t for Tab \n for NewLine
  - **Setup Fuel Threshold:** You can configure each Tank/Grade to be notified when you are running low.

## First Time User – Security Options:



- **Security Settings** – This allows you to setup your Manager and Worker’s security settings.
- **Monthly Inspection** – This will get displayed automatically once every month and will show a variety of issues that need to be addressed.
- **Disable File Locking** - Should only be checked when using a single copy of AGKSoft non-shared. Checking this box will make the software run faster.
- **Worker can’t Exit** - Should be checked if you do not want someone logged-in as worker to be able to close the software.
- **Launch VNC** – This would be checked at the Back Office if you want to easily control the Back Office from your Home Office.
- **Passive FTP** – This can be checked or un-checked for some ISPs if the connection between the Back Office and Home Office does not work.
- **Max Backups** – By default we create up to 7 backups, but you can change it.

## Show Products

Click the “Show Products” button in the **Cash Register Interface** window to see the following:

UPC-Code	Product Name	Dept	Group	Cat	Buying	Selling	Margin	Tax	Age
<input type="checkbox"/> 07617110476	Little Trees Cherry Blossom	2	0	0	\$ .7500	\$1.00	25.00	6.000	0
<input type="checkbox"/> 0761711146	Little Trees Car Fresh True North	2	0	0	\$ .7500	\$1.00	25.00	6.000	0
<input type="checkbox"/> 09418708027	EXCEDN EXTRA STRENGTH 3pks	2	0	0	\$ .9950	\$1.99	50.00	.000	0
<input type="checkbox"/> 09418708028	EXCEDRN MIGRAIN 3pks	2	0	0	\$ .9950	\$1.99	50.00	.000	0
<input type="checkbox"/> 36586065000	Duro Red Lined Gloves	2	0	0	\$1.7500	\$2.99	41.47	6.000	0
<input type="checkbox"/> 36586065015	Brown Jersey Gloves	2	0	0	\$ .8900	\$1.49	40.27	6.000	0
<input type="checkbox"/> 63927704702	ANTACID 60 CHEWABLE TABLETS	2	0	0	\$1.4150	\$2.83	50.00	6.000	0
<input type="checkbox"/> 63927730474	AUTO BUCKET ASH TRAY	2	0	0	\$1.4150	\$2.83	50.00	6.000	0

You can limit the products you see by Dept, PLU, UPC, Name, Price Group, Category/Sub-Category and Selling Price.

You can also further limit to Deleted products or Modified or New as of a # of days.

You can select using the checkbox on the left or simply select with the Shift or Control and click on Range. Then you can change any column’s data by clicking on the “Change” button.

## Products Setup

Click the “**View Products**” button in the **Cash Register Interface** window or click on the Setup menu and pick **Products** then “**List All**”. You will see the following “**Products List**” window as shown below:

ID	Desc	Buying	Selling	StateTax	ID	PriceGroup	Modified	Created	Updated
2820000303	Marlboro BP FF Men 100 HP Smooth 6m	\$5.710	\$5.700	6		0	True		06/30/2018
2820000323	Marlboro BP FF Men Ks HP Smooth 6m	\$5.710	\$5.700	6		0	True		06/30/2018
2820000355	Marlboro BP FF Reg Ks 25s HP 6m Pk	\$7.136	\$6.480	6		0	True		07/05/2018
2820000357	Marlboro BP FF Reg Ls HP Pk	\$5.677	\$5.700	6		0	True		06/30/2018
2820000358	Marlboro BP FF Reg Ks Soft Pk	\$5.677	\$5.700	6		0	True		06/30/2018
2820000359	Marlboro BP FF Men Ks Soft 6m Pk	\$5.650	\$5.700	6		0	True		06/30/2018
2820000361	Marlboro BP FF Men Ks HP 6m Pk	\$5.710	\$5.700	6		0	True		06/30/2018
2820000362	Marlboro BP FF Reg 100 Soft 6m Pk	\$5.610	\$5.700	6		0	True		06/30/2018
2820000363	Marlboro BP FF Reg 100 HP Pk	\$5.677	\$5.700	6		0	True		06/30/2018
2820000364	Marlboro BP FF Men 100 HP 6m Pk	\$5.650	\$5.700	6		0	True		06/30/2018
2820000365	Marlboro BP Med Reg Ks Soft 6m Pk	\$5.650	\$5.700	6		0	True		06/30/2018
2820000367	Marlboro BP Med Reg 100 Soft 6m Pk	\$5.650	\$5.700	6		0	True		06/30/2018
2820000368	Marlboro BP Med Reg Ks HP 6m Pk	\$5.610	\$5.700	6		0	True		06/30/2018
2820000369	Marlboro BP Med Reg 100 HP 6m Pk	\$5.650	\$5.700	6		0	True		06/30/2018
2820000372	Marlboro BP Ls Men Ks Soft 6m Pk	\$5.650	\$5.700	6		0	True		06/30/2018

**ID** – Is your Dept, PLU or UPC-Code. Note that since a Dept. can be the same as a PLU; we automatically add 9500, so ID 9501 is PLU 1. For PLUs larger than 500, we automatically add 95000000000000. So, PLU 500 would look like 95000000000500.

**Desc** – Is the Product Description.

**Deleted** – Tells us to no longer show this product in any list where we have a list of products. We don't recommend that you physically delete the whole line for any particular product if you no longer sell that product, instead you should mark it deleted. The reason for this is that your old saved data may point to this ID. You can also set Deleted to “True” if you want us to remove this product from your Cash Register.

**Buying** – This is your cost to buy this product.

**Selling** – This is your selling price (before tax) for this product.

**Note:** If you are going to use Sales Room by Amount (Sales Room by amount is when you enter in all your information by the total dollar amount and you DO NOT have a scanner), then make sure that the Selling price versus Buying price is your profit margin (**Profit Margin = 1 - (Buying / Selling) \* 100**). Typically most departments don't have a Buying or Selling Price, since Buying and Selling will vary from product to product within the same Dept. and that is the reason why we set the Buying and Selling prices in order to calculate the Profit margin).

**For example:** If an item is selling for 1.00 with a buying price of .75 the profit margin is 25%, if the buying price changes to .67 the Profit Margin changes to 33% with the same selling price of \$1.

- Formula we use to determine the profit margin on an item (**Profit Margin = 1 - (Buying / Selling) \* 100**).

**State Tax** – Enter 5 if your state tax is 5%.

- AGKSoft support up to 4 Tax Rates not counting 0 as No Tax.

**Local Tax** – Leave this blank or Enter 0 if you do not have local, city or county sales tax.

**Parent ID** – This is the Department #

**Parent Desc** – This is the Department Name

**Prod Code** is the Product Code typically used by your Oil Company.

**Modified** is used internally to flag every change you make.

- True = The item has changed in some way buying price, selling, description, price group, category, sub category, was loaded as part of an electronic invoice, had inventory done on it etc... This field is also used when selecting to upload Modified Products Only in the Cash Register Interface.
- False = The item has not changed; it is still in its original form. **Note:** The True field will revert to false once uploaded.

**Discount** – Enter how many cents discount you want to give (Used by the **Point of Sale** only)

**Max Inventory** and **Min Inventory** can be used to automatically generate orders from your vendors this can be setup in the Product Wizard.

- When the Min Inventory number (qty) is reached the software will then order up to the Max Inventory (qty) number through the Vendor Order screen if this option is chosen. **Note:** Taking into consideration cigarettes which always have to be ordered in qty of 10.

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**PriceGroup** allows you to group a bunch of items together that have the same price (Ex: Candy Bars selling for \$0.89).

**Category** is the Category a product or products belong to.

- Category allows you to group items together that share similar price points, manufacturers etc... And also allows for easy reporting and price changing. To setup a Category select the Setup Menu, Products and then Category. Items can then be added either through Create Modify products or in Product Wizard which can both be found in the Cash Register Interface

**SubCategory** is the Sub-Category a product or products belong to.

- Group items together that share similar brands and also allows for easy reporting and price changing. You can group the same item that is in the category, this is useful with packs and cartons of cigarettes. To setup a Sub Category select the Setup Menu, Products and then Sub Category. Items can then be added either through Create Modify products or in Product Wizard which can both be found in the Cash register Interface

**Buy Down** is the amount of money the manufacturer pays you back.

**ProductID** is used for the COMDATA system only.

**LinkedID** is used to automatically link a UPC or PLU to any other UPC or PLU. **Not supported on any Ruby Register.**

**UPCType** tells us what type of UPC-Code it is. 0=UPC-A, 1=UPC-E, 2=EAN8, 3=EAN13, 4=PLU

**OverrideID** is used for the Home Office Override feature.

**Created** is the date you created the product or downloaded it into AGKSoft.

**Updated** is the last date you touched the product or made any changes like Selling price.

If you are connected to your Cash register, you can modify multiple products and click on the “**Send to Register**” button to upload only the products you changed.

### View Product Commands:

**Find** - this will allow you to search for items by dept, tax rate, minimum age etc...

- An example would be; Select "**Modified**" under "Data Field", "**Equal =**" under "Operator", and select "**True**" under "Value". By selecting this, you will search for all the items marked Modified.

**Query Wizard** - Selecting this option, will open a search window and allow searching and modifying of items.

**Print Data** - Will print the current items displayed on the screen. You can modify what is to be printed by clicking on "**Hide Show**".

**Export** - Selecting this option will allow you to choose a destination to export the price book. This would be used to take the Pricebook to another location or to work on it in Microsoft Excel.

**Import** - Select this option to import the price book back into the software.

**Send to Register** - If making any changes in this window, hit send to register to send any changes to the cash register.

**Report** - Select this option to view a report for a selected department or for all departments.

**Delete** - Pressing Delete will delete the selected line. **NOTE:** Delete is permanent.

**Help** - This will open up a help document.

**Quit** - Will close the window.

### View Product Options:

**View Exported File** - If a file is to be exported, you can immediately view the file in Excel with this checked.

**Show Grid** - With this checked, grid lines will be added to the view products window to define each line.



## BuyDown Window

Buydown is the amount of money the manufacturer pays you back for selling a product at a discount.

While in the **Cash Register Interface** click on the **BuyDown** button and you will see the window shown below.

The BuyDown amounts can be setup to automatically start/end on a certain date/time. The BuyDown window will also automatically discount/lower the selling price by the BuyDown amount after the Start Date/Time and will automatically raise the selling price by the BuyDown amount after the End Date/Time.

BuyDown

1. BuyDown Match:

ID	Amount	Desc	Start Date	End Date
01	\$0.60	Marl Mainline	05/09/2018 00:00:00	12/31/2028 23:59:59
02	\$0.80	Marl SpecialBlend	05/09/2018 00:00:00	12/31/2028 23:59:59
03	\$0.80	Marl 72's	05/09/2018 00:00:00	12/31/2028 23:59:59
04	\$1.10	pall mall	07/05/2018 00:00:00	12/31/2028 23:59:59
05	\$0.03	camel	07/05/2018 00:00:00	12/31/2028 23:59:59

2. BuyDown Items:

PLU/UPC	Buying	Selling	Description
04210000004	\$2.92	\$3.09	Grizzly Premium Mint Pouches
04210000006	\$2.92	\$3.09	Grizzly Straight Pouch Cans Tx
04210000064	\$2.74	\$3.09	Grizzly 1900 Natural Long Cut
04210000543	\$2.74	\$3.09	Grizzly Pouches L C Wintergree
04210000552	\$2.72	\$3.09	Grizzly Snuff Natural Fine Cut
04210000871	\$2.92	\$3.09	Grizzly Long Cut Wintergreen Roll
04210000873	\$8.75	\$2.49	Grizzly Fine Cut Natrl Cans Tx

UPC-Code: 04210000006

5 of this Pack UPC makes a Carton of 421000007

Let's say you want to set a BuyDown of **\$0.25** per pack for all Marlboro products selling for **\$3.30**, you would do the following:

1. Click [**New Match**], you will be prompted to enter a description, amount of the buy down and the date/time the discount will be valid. In our example above, our buy down is set to run from 12/10/2013 through 12/31/2023 and the amount of the buy down is **\$0.25**.
2. Click [**Add Item**] to add the various UPC-Codes to be discounted. If you have a scanner hooked up to your PC you simply scan the items into this window. If you do not, click [**List Wizard**] to search for the items, and then add them to the list.

**Note that you should only add the Packs. The Cartons will be done automatically as long as you did not delete the Carton to Pack relationship that is auto-created for you.**

3. Click [**Send to Register**] to send the Buy Down(s) to your cash register. If the date/time matches, the price change will take effect immediately. If the date/time is set for a later time the discount will take effect the next time our Cash Register Interface Automation polls. If you have the polling set at 15 minutes, the price will change within 15 minutes of the date/time match. Please have automation running at all times to send these changes to the register on the specified day.

**Home Office:** When you click [**Send to Register**], you have the option of putting the Buy Down (s) in a Zone to send to a specific location individually or multiple locations at once.

**Back Office:** When we import the files from the Home Office, if the date/time match, we will upload the price change to your cash register. Please see Home Office Zones, to learn more about zones and exporting to the Back Office.



**Point Of Sale:** When you click [**Send to Register**], if the date/time match, the price change will be immediate. When the shift is closed, if the BuyDown end date/time match, the selling price will be raised by the BuyDown amount automatically.

How to use the List Wizard:

The screenshot shows the 'List Wizard' window. On the left, under 'Select Product List by:', 'Product Name' is selected with 'Contains' and 'marl' entered. On the right, under '2. Limit Search to:', 'Selling' is set to '69.21'. Below these are fields for 'Pkg Size', 'Location', 'Category', 'Sub-Category', 'Select Dept.', and 'UPC Start'. At the bottom left, there are 'A+' and 'A-' buttons and a checked 'Inventory' checkbox. On the right, there are 'Find', 'OK', and 'Cancel' buttons. Below the buttons, it says 'Found 9 products'. Below the wizard is a table with the following data:

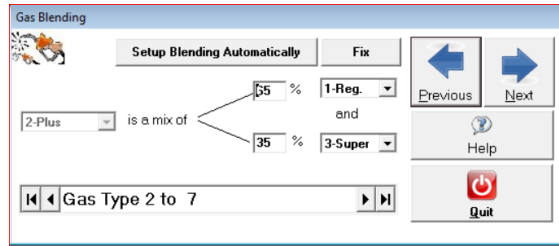
UPC-Code	Buying	Selling	Inventory	Description
02820012640	\$62.2200	\$69.21	11.20	Marlboro 27 Blend King
02820013570	\$62.2200	\$69.21	3.90	Marlboro Red Kings
02820013630	\$62.2200	\$69.21	12.30	Marlboro Red 100
02820013680	\$62.2200	\$69.21	3.20	Marlboro Red Label King
02820013690	\$62.2200	\$69.21	1.20	Marlboro Red Label 100
02820013840	\$62.2200	\$69.21	54.40	Marlboro Gold King
02820014240	\$62.2200	\$69.21	6.70	Marlboro Southern Cut
02820014650	\$62.2200	\$69.21	10.10	Marlboro Gold 100
02820014780	\$62.2200	\$69.21	2.30	Marlboro Ultra Lights 100

In our example above we searched for Marlboro cigarettes. We can then further search for all Marlboro packs selling for 3.30. See below to set this up.

1. Under "**Select Product List by**" select "Product name" choose Contains, and enter "Marl". The reason we selected "Contains Marl" instead of "Starts With" is because the description names may not all start with marl.
2. Click "**Find**", all the items containing the letters "Marl" will now show.
3. Under "**Limit Search To**", select "Selling Price" and enter 5.29 and press "**Find**". Now, only the items selling for 3.30, with the letters "marl" will show.
4. If you are satisfied with your search, press "**OK**", and the items shown in the list will all be added to the Buy Down.

## First Time User - Misc:

**Gas Blending** – If you blend Gas, click the “**Gas Blending**” button in the First Time User window or click on the Setup menu and pick “**Gas Blending**”. You will see the following “**Gas Blending**” window as shown below:



Click Next to move to the next record or click on “**Setup Blending Automatically**”. You will be prompted “**Are you blending Gas?**”

If you select yes you will be prompted “**Do you blend your PLUS Grade Only?**”

If you select Yes you will be prompted “**Enter %age of REGULAR Grade**”. At this point you can enter 50, 60, 33 or whatever the blending ratio may be.

Here’s a list of all records:

- 0-Eco (Default is: 100% 0-Eco and 0% 4-Ultra).
- 1-Reg (Default is: 100% 1-Reg and 0% 4-Ultra).
- 2-Plus (Default is: 100% 2-Plus and 0% 4-Ultra).
- 3-Super (Default is: 100% 3-Super and 0% 4-Ultra).
- 4-Ultra (Default is: 100% 4-Ultra and 0% 0-Eco).
- 5-Diesel (Default is: 100% 5-Diesel and 0% 4-Ultra).
- 6-Kero (Default is: 100% 6-Kero and 0% 4-Ultra).
- 7-Other (Default is: 100% 7-Other and 0% 4-Ultra).

## **Business Information:**

Click on the “**Business Info**” button in the First Time Users window or click on the **Setup** menu and pick **Business Info**. You will see the window shown below:

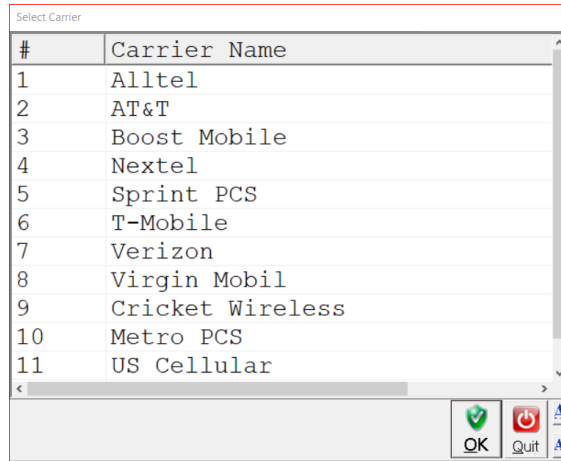
What to enter...

- Business Name
- Street, and City, State, Zip, Phone and E-mail.
- OPTIONAL: Federal ID #.
- Location ID is important only if you have multiple locations and plan to use a Home Office.

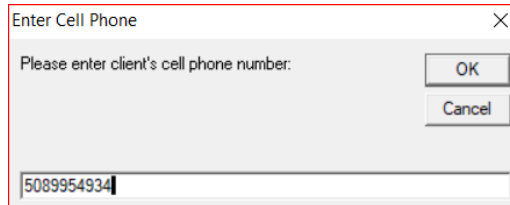
Click Save to save your changes.

By entering your e-mail, the software can e-mail you changes in fuel prices.

It will also e-mail when the shift or day downloads, if the shift or day hasn't downloaded in a day, when prices are imported from an FTP server as well as much more. If you would rather receive a text message on your mobile phone pressing the TXT button will allow you to choose which mobile phone service you have and you are on your way.



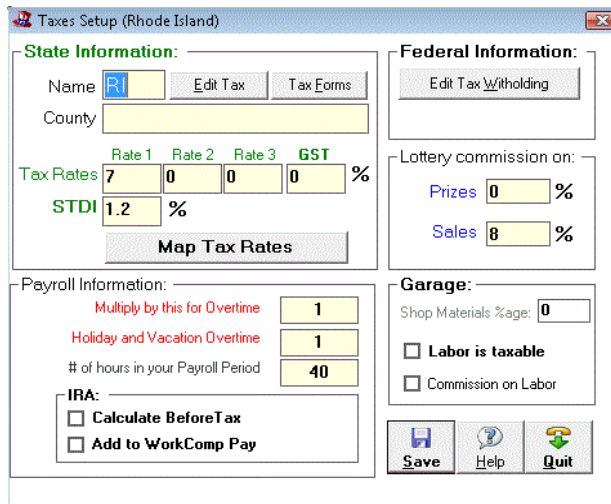
- o Enter in the number next to the carrier name that provides mobile service to you. For example, if you have mobile service through Verizon enter 7 and press OK and you will see the box shown below.



- o Please enter the cell phone number you would like the software to text the information to; please be sure to include the area code as well as the cell phone number. What will appear in the Email section in the business info is 5089954934@vtext.com (This is for Verizon customers only) depending on which mobile carrier you have will depend on the extension that the software will automatically apply to the telephone number. Please know that the mobile carrier will apply normal text messaging rates when receiving.

## Taxes Setup

Click on the Taxes button in the First Time Users window or click on the Setup menu and pick Taxes and you will get the window shown below.



Make sure you enter your State's two-letter code under "State Information:" next to "Name" (Example: **AR**) and your county name next to "County" (Example: **Van Buren**). You should also set your State's Sales Tax and click the Save button. If you only have one tax rate, enter it under Rate 1. If you have other rates, enter them under Rates 2 and 3 (Ex: High and Lo tax).

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If you are in Puerto Rico, enter **PR**.

If you are in Canada, enter your Province Initials (**ON**-Ontario, **QU**-Quebec, **AA** Alberta, **BC**-British Columbia, **NB**- New Brunswick, **NF**-New Found land, **NS**-Nova Scotia, **YU**-Yukon, **NT**-Northwest Territories, **NU**-Nunavut, **and SA**-Saskatchewan, **PE**-Prince Edward Island).

“**Edit Tax**” is a button you can click to adjust the Tax Table for your particular state.

- Example: For Massachusetts, you would enter MA next to the State Name and therefore we will use the configuration file MA INI, so clicking on the “Edit Tax” button will allow you to directly edit MA INI.
- **Note:** You almost never need to edit this file if you have the Maintenance agreement with AGKSoft, where this file is bundled with the AGKSoft Update. If you did make any changes to this file, make sure you email your changes to AGKSupport@AGKSoft.com.

“**Tax Forms**” is a button you can click to research your State or any other State taxes on the Internet.

“**County**” is the county that you live in. This is optional for most states, except for the states where the tax varies by county like Indiana.

“**Tax Rates**” are the various Tax Rates your state requires and will be applied to your Depts. and UPC Codes.

“**GST**” is the Goods and Services Tax or Local Tax

“**STDI**” is the State Disability Insurance; enter the %age for your particular state.

- Note that this would be what the employee pays not the employer.

“**Edit Tax Withholding**” is the Federal Tax tables, which may change slightly every year.

- You almost never need to edit this file if you have the Maintenance agreement with AGKSoft, where this file is bundled with the AGKSoft Update. If you did make any changes to the file, make sure you email your changes to AGKSupport@AGKSoft.com.

“**Lottery Commission on Prizes**” is the %age of the amount the Lottery Company gives you on Lottery Scratch Tickets Prizes (Winnings).

“**Lottery Commission on Sales**” is the %age of the amount the Lottery gives you on Gross Scratch Ticket Sales.

“**Multiply by this for Overtime**” is typically 1.5, which means time and a half.

“**Holiday and Vacation Overtime**” is typically blank or 1, which means straight time.

“**# of hours in your Payroll Period**” is typically blank or 40.

- Note that someone working over 40 hours will be considered overtime.

“**Shop Materials %age**” is a %age added to all work orders. (Total of parts+labor multiplied by the %age of shop materials)

“**Labor is taxable**” should be checked for states such as New York or any other state where the labor is taxable.

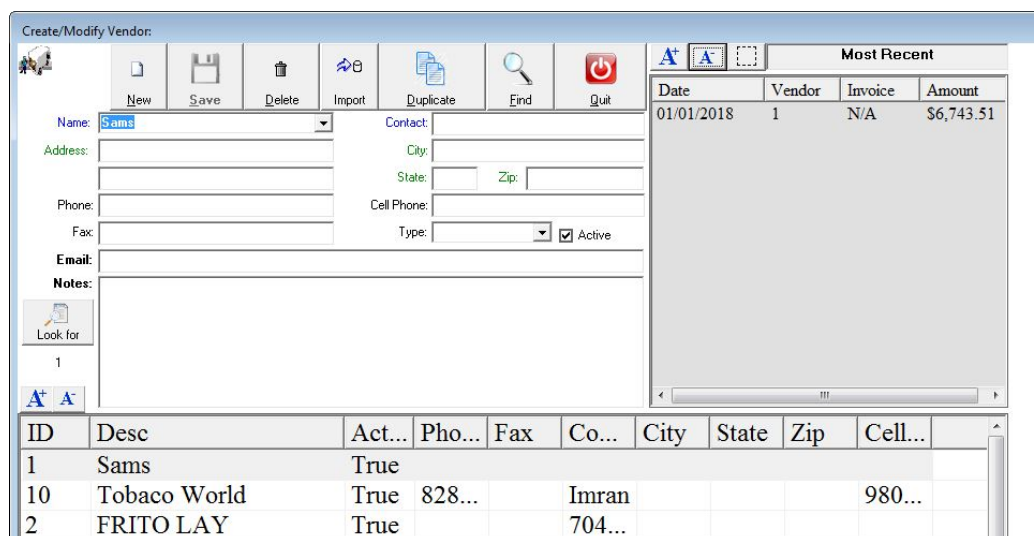
“**Commission on Labor**” should be checked if you pay your mechanic commission on his labor.

**Vendors** – List all Vendors.

Click on the “**Vendors**” button in the **First Time Users** window or click on the Setup menu and pick **Vendors** then **Create/Modify**.

You can use this window to add new vendors or modify existing vendors.

To create a new vendor, click “**New**” and enter the following:



**Vendor Name** is the company name of the vendor.

**Contact** would be the person who you would speak with.

**Street Address, City, State, and Zip Code** is the address where the vendor is located.

**Phone** is the Vendor's main telephone number.

**Cellular Phone** is the mobile telephone number of your contact person.

**Fax** is the Vendor's Fax number.

**Email** is the Vendor's email address. (Example: [agksales@agksoft.com](mailto:agksales@agksoft.com))

**Default Transaction Type** is the type of transaction you typically associate this Vendor with. For example, if this is a cleaning service, you would select "Expense" as the default.

**Notes** are any comments you wish to include about this Vendor.

When you finish, click the "**Save**" button to save it.

To change a vendor, do the following: Click the down arrow next to "**Vendor Name**", or use the left and right arrows to scroll through the vendor names, select a vendor, and make the necessary changes and click the "**Save**" button to save it.

To duplicate a Vendor do the following: Click the down arrow next to "**Vendor Name**", or use the left and right arrows to scroll through the vendor names, select a vendor, click the "**Duplicate**" button, and make the necessary changes, click the "**Save**" button to save it.

To see all the Vendors do the following: Click the "**Find**" button to see all Vendor details.

**Vendors** – List all Vendors.

**ID** is the Vendor's Identifier

- The ID number is also used when saving an invoice on the portable handheld scanner.

**Desc** is the name of the vendor

**Vendor Code** is an internal code used by vendors when you get an Electronic Invoice (EDI)

**Address** is the Vendor's Street Address

**Phone** is the Vendor's main telephone number

**Fax** is the Vendor's Fax number

**Contact** would be the person who you would speak with

**City, State, Zip** is the Vendor's address

**Address 2** is the 2<sup>nd</sup> line of the Vendor's Street Address

**Phone2** is the Vendor's or Contact's cellular number

**Email** is the Vendor's email address

**Notes** can be used to make comments regarding the Vendor

**Employees** – List all your Employees.

Click on the “**Employees**” button in the **First Time User** window or click on the Setup menu and pick **Employees** then **Create/Modify**. You can use this window to add new employees or modify existing employees.

ID	Name	Allo...	S...	Hourl...	Hours	Active	Street	City	State	Zip	Insur...	IRA
1	Your Employe...	3	M	\$10.00	40	True	987 ...	New ...	MA	02745	\$0.00	\$0.00

**What to enter:**

**Employee Name** is the name of the Employee you are entering

**Allowances (Dependants):** The number of dependants the employee claims on their taxes including themselves

**Hourly Pay:** This is the employee's hourly pay (How much they get paid per hour)

**Single or Married:** Select the Employee's marital status

**Password** is used in the Point Of Sale software when the cashier is logging in

**SSN** is the Employee's Social Security Number and it is used in the Back Office for the Ruby System to identify an Employee

**Street, City, State, Zip Code** and **County** is the address where the Employee lives

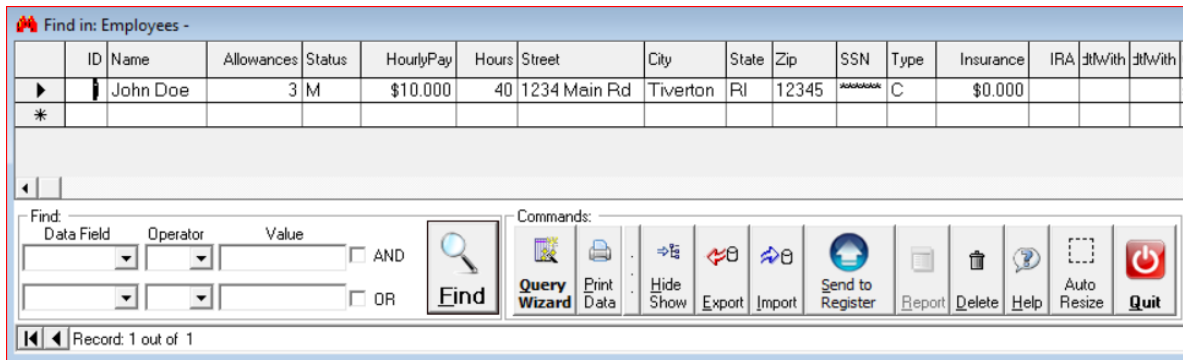
**Notes:** Would be used to enter comments about an Employee

**Active** should be selected if the employee is currently working for you otherwise it should not be selected.

**Commission** would be selected if the employee was on commission.

- To add a new Employee, click the “**New**” button, and enter the Employee Name and all other needed info. And click “**Save**”.
- If the “**New**” button is grayed out (disabled) this means you are already in “**New**” mode and you can start entering your information.
- To change an Employee, click the down arrow next to “**Employee Name**”, select an Employee, and make the changes and click “**Save**”.
- To duplicate an Employee, click the down arrow next to “**Employee Name**” and select an Employee, click the “**Duplicate**” button, make the necessary changes and click “**Save**”.

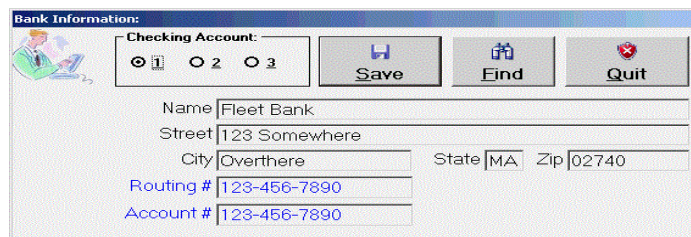
To see all the Employees, click the “**Find**” button.



- ID:** Employee ID number (This number is used for the Time Card to check in and out)
- Name:** Is the Employee’s name
- Allowances:** The number of dependents the Employee claims on their taxes
- Status:** Is the Employee's Marital Status (“M” = Married, “S” = Single)
- Hourly Pay:** The \$ amount the Employee gets paid per hour
- Hours:** The typical number of hours worked per pay period
- Street/City/State/Zip:** The employee’s address
- SSN:** The employee’s Social Security Number
- Type:** This is the default type of payment you typically pay this Employee (Example: C- Check)
- Insurance:** The employee’s portion of the health insurance to be deducted each pay period
- IRA:** This is the IRA or 401K amount the Employee elected to set aside for retirement
- FedAdtlWith:** Additional federal withholding tax the Employee wants to withhold
- StateAdtlWith:** Additional state withholding tax the Employee wants to withhold
- Deleted:** Indicates employee Job Status
  - **True** = Non-Active Employee (**Deleted**)
  - **False** = Active Employee (**Not Deleted**)
- Notes:** Would be used to enter comments about an employee
- Child Support:** The \$ amount to be deducted each pay period
- Child Support Name:** Name to which the support will be paid to
- IRA%:** % of gross reg. pays to be withheld for IRA/401K

**Bank Info.** – List all your bank accounts

Select “**Bank Info**” from the “**First Time User**” window or click on **Setup** then **Bank Info**



To enter in your Bank Information choose the checking account you would like to set up by selecting 1, 2 or 3 under "Checking Account" and fill in the necessary information. Please Note the Bank Information is only important if you want to print Payroll Checks directly from the Weekly Payroll window.

**Make sure you enter:**

- **Name:** This name of the institution where you do your banking
- **Street, City, State and Zip:** This is the address where this bank is located
- **Routing #:** These are the first series of numbers on the bottom of your checks
- **Account #:** These are the second series of numbers on the bottom of your checks

Press **Save** when you are finished making changes



## Expenses – Create/Modify Expense List.

Click on the "Expenses" button in the **First Time User** window or click on the Setup menu and pick **Expenses**. Expenses are things like your telephone bill, Ads, Rent, etc.

ID	Name	Price	Type
144	Annual Registration Fee	\$100.00	
145	Annual Registration Agent Fee	\$175.00	C-Vendors ...
146	Employer's Quarterly Tax Re...		
147	replace pin pad		
148	quarterly report		
149	lighting wairing		
150	nael Kakish		
151	water flood		
153	personal property		
155	internal revenue service		
158	ULINE		
162	Lot Work		
163	Work		
164	UnKnown		
165	helper		
166	Art Vision	\$2,845...	

Date	Shift	Amount	Vendor	Time	Ref #
04/15/2020	0	\$350.00	Nael Kakish	21:10:48	Sneez gards
04/10/2020	0	\$538.00		03:17:19	Insurance (Au
03/22/2020	0	\$225.00		02:26:50	Bookkeeping (
03/22/2020	0	\$956.00		02:26:49	Power (Auto-
03/22/2020	0	\$5,785.80	Unknown-96	02:26:48	RENT FOR S
03/22/2020	0	\$164.04		02:26:47	Phone (Auto-4
03/11/2020	0	\$538.00		01:41:41	Insurance (Au
03/01/2020	0	\$5,955.98	SEIBERTS	15:20:46	3/2020
02/29/2020	110	\$280.00	JAMES	02:21:10	(Auto-Create
02/22/2020	0	\$255.00	ABC	20:03:42	2020
02/21/2020	0	\$225.00		03:29:54	Bookkeeping (
02/21/2020	0	\$956.00		03:29:53	Power (Auto-
02/21/2020	0	\$164.04		03:29:51	Phone (Auto-4
02/10/2020	0	\$538.00		07:59:24	Insurance (Au
02/03/2020	0	\$5,955.98	SEIBERTS	13:37:42	Feb2020
02/02/2020	0	\$2,422.90		10:22:01	DEPARTMEI
01/23/2020	110	\$676.96	SELF SER...	11:11:48	12326
01/22/2020	0	\$225.00		04:04:49	Bookkeeping (
01/22/2020	0	\$956.00		04:04:48	Power (Auto-
01/22/2020	0	\$164.04		04:04:46	Phone (Auto-4
01/11/2020	0	\$538.00		03:05:36	Insurance (Au
01/07/2020	110	\$5,955.98		14:45:54	SEIBERTS
01/03/2020	110	\$266.94	SELF SER...	10:40:38	12316
01/02/2020	110	\$2,425.12		10:35:33	DEPARTMEI

### What to enter:

- **Name:** The name of the expense. Example, Electric Bill.
- **Default Price (Optional):** If you always pay the same price for this expense you can enter it here
- **Category:** Choose a category to assign this expense type to
- **Default Vendor:** Choose which Vendor do you usually pay for this expense.

Choose a default payment type if any from the combo box.

- To add a new Expense, click the "New" button; enter all information and click "Save".
- To change an Expense type, select an Expense, make the necessary changes and click "Save".
- To duplicate an Expense type, select an Expense, click the "Duplicate" button, make the necessary changes and click "Save".



## Income - Create/Modify Income List.

Click on the "Income" button in the **First Time User** window or click on the Setup menu and pick **Income**.

Date	Shift	Amount	Desc	Time
02/09/2020	0	\$200.00	Altria	22:36:49

ID	Name	Price	Type	Cat
1	Altria	\$200.00	C-Bank Of America ...	1

### What to enter:

**Name:** The name of the Income type.

**Default Price (Optional):** If you always collect the same amount you can enter that here.

**Category:** Choose a category to assign this Income type to.

To add a new Income, click the "New" button, and enter the Income Name and all other needed information and click "Save".

To change an Income, select the Income, make the changes and click "Save"

To duplicate an Income type, select the Income, click the "Duplicate" button, make the necessary changes and click "Save".

## Assets – Create/Modify Asset List

Click on the "Assets" button in the **First Time Users** window or click on the Setup menu and pick **Assets**.

Date	Shift	Amount	Desc
04/08/2020	0	\$795.00	AGKSoft

ID	Name	Price	Type	Ca
1	PC	\$795.00	C-Bank Of America ...	1

### What to enter:

**Name:** The name of the Asset

**Default Price (Optional):** If you always pay the same price you can enter that here

**Category:** Choose a category to assign this Asset type to

To add a new Asset, click the "New" button, and enter the Asset Name and all other needed information and click "Save".

To change an Asset, select the Asset, make the changes and click "Save"

To duplicate an Asset type, select an Asset, click the "Duplicate" button, make the necessary changes and click save.

You may only need to enter Assets as you need them, so if you just bought a computer, that would be considered an Asset and not an expense, because you may sell it in the future. Once you sell your Asset, you may enter the loss as an expense. Simply setup another ID (e.g. 2) and enter "Computer Depreciation" under "Desc", enter a negative value under Price. Now you can use the [Assets](#) window on a weekly, monthly, quarterly or yearly basis.

**Work type** - If you have a Garage, use this to Create/Modify your Work Types.

Click on the “**Work Types**” button in the **First Time Users** window or click on the Setup Menu and pick **Work Order** then **Create/Modify**.

You can use this window to add new parts or modify existing parts.

ID	Part #	Buying	Selling	Tax	Hours	Mon...	Category	Com...	Description
112	RAD	0	0	6.35	0	0	16	0	RADIATOR
113	GASKET	0	0	6.35	0	0	16	0	ANY TYPE OF GASKET
114	THERMOS...	0	0	6.35	0	0	16	0	THERMOSTAT
115	GT	0	0	6.35	0	0	16	0	GAS TANK
116	SU	0	0	6.35	0	0	16	0	SENDING UNIT
117	FUEL PUMP	0	0	6.35	0	0	16	0	FUEL PUMP
118	UBJ	0	0	6.35	0	0	16	0	UPPER BALL JOINTS
119	LBJ	0	0	6.35	0	0	16	0	LOWER BALL JOINT
120	CA	0	0	6.35	0	0	16	0	CONTROL ARM
121	O2	0	0	6.35	0	0	16	0	OXYGEN SENSORS
122	MAF	0	0	6.35	0	0	16	0	MASS AIR FLOW
123	MAP	0	0	6.35	0	0	16	0	MANIFOLD AIR FLOW AIR SE...
124	205/60/17	0	0	6.35	0	0	18	0	ALL SEASON TIRE
125	225/40/18	0	0	6.35	0	0	18	0	ALL SEASON
126	IP	0	0	6.35	0	0	16	0	IDLER PULLEY
127	225/50/18	0	0	6.35	0	0	18	0	ALL SEASON
128	CAT	0	0	6.35	0	0	16	0	CATAYITIC CONVERTER

To add a new part, click on the "New" button, enter the Part Number, and enter the Part Description and any other information you want. Click "Save" when you are finished.

To Duplicate a Work type and make a similar one, click the “**Duplicate**” button

**What to enter:**

**Part Number:** Enter the part number for this item (e.g. OC)

**Part Description:** Enter the part's description (e.g. Oil Change).

**Description of Labor:** Enter the description of labor to be printed on the Work Order (e.g. Oil Change, Replace Fuel Filter and Inspect Belts).

**Buying Price:** Enter how much this item cost you.

**Selling Price:** Enter the selling price before tax.

**Labor Hours:** The amount of time the job will take.

**Month (s) Due:** This is used for future scheduling and reminders. If you select "3", any work orders using this part will trigger a reminder after 3 months.

- An Oil Change would be an example of an item having the month (s) Due filled in.

**Category:** This is the Category # for this part.

**Lottery** – If you sell Lottery Scratch tickets, use this to Create/Modify Lottery Scratch Tickets.

Click on the "**Lottery**" button in the **First Time User** window or click on the **Setup** menu and pick **Lottery**.

ID	UPC	Price	Start	End	Acti...	Last Date	Desc
414	87870200927	\$10.00	24	0	True		Casino Cash
331	87870200992	\$10.00	24	0	False		Mega Fortune
345	87870201010	\$10.00	24	0	True		200 k Jackpot
371	87870201047	\$10.00	24	0	True	08/08/2017	200 Grand
382	87870201055	\$10.00	24	0	True	09/19/2017	\$1000 Frenzy
400	87870201071	\$10.00	24	0	True	11/15/2017	\$200K Cash Blowout
425	87870201083	\$10.00	24	0	True	12/29/2017	Big Money
436	87870201091	\$10.00	24	0	True	03/07/2018	50 X Lucky
363	87870201105	\$10.00	24	0	True	04/05/2018	Red 777
475	87870201128	\$10.00	24	0	True	09/05/2018	Make My Year
485	87870201141	\$10.00	24	0	True	01/09/2019	Cash Craze Double Doubler
494	87870201155	\$10.00	24	0	True	12/14/2018	Hit \$200K
356	87870201163	\$10.00	24	0	True	02/01/2019	50 Times
513	87870201180	\$10.00	24	0	True	03/13/2019	Ready Set Gold
528	87870201192	\$10.00	24	0	True	07/03/2019	200K Jackpot
537	87870201202	\$10.00	24	0	True	07/10/2019	Fireball 7s
571	87870201212	\$10.00	24	0	True	08/23/2019	\$200K Cash

**What to enter:**

**Name:** The name of the Lottery Scratch Ticket book.

**Price:** The price per ticket that each ticket is sold for.

**Start and End:** Enter the start and end number of the book (e.g. Start=0, End=59)

**UPC-Code:** The UPC-code for this book. Make sure you enter the 1st digit and DO NOT ENTER the last digit

**Active:** By default, this box is checked, when a ticket is active, it means the ticket is currently being sold. If you no longer sell this ticket, or would like to hide it, uncheck the Active checkbox.

When you are finished click "**Save**" and then "**Send to Register**". This will send all the new tickets to your register.

**Add Lottery Books** – If you sell Lottery Scratch tickets, use this to add book serial numbers.

Look for Name or UPC-Code

Lookup Short/Over

A+ A- Purchased Sold


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#	Lottery Name	Qty	Price	Book Serial #	Date	Serial	Description
332	cash explosion	2	\$2		03/25/2020	1259-024302	Break The Bank
336	DOUBLE MATCH	1	\$2		03/25/2020	1077-006022	Deuces Wild
339	Cash Time	0	\$1		03/20/2020	1258-005527	Show Me \$20...
342	SAINTS GOLD	0	\$5		03/18/2020	1246-003129	Bonus Crossw...
343	RUBY RICHES	0	\$1		03/17/2020	1247-018318	Lady Luck
344	LUCKY SYMBOLS	0	\$2		03/15/2020	1239-051575	The Big Ticket
345	200 k Jackpot	0	\$10		03/13/2020	1259-021199	Break The Bank
350	Lucky No. 7	0	\$5		03/10/2020	1242-000065	Bankroll Bingo
351	Casino Crossword	0	\$3		03/08/2020	1257-003559	Show Me \$10...
353	Money Stash	0	\$1		03/06/2020	1239-050804	The Big Ticket
356	50 Times	1	\$10		03/03/2020	1247-012755	Lady Luck
357	Royal Payday	0	\$5		02/29/2020	1259-017464	Break The Bank
359	Bankroll	0	\$2		02/25/2020	1239-050803	The Big Ticket
360	Triple 3s	0	\$1		02/22/2020	1259-014415	Break The Bank
361	Double It	1	\$1		02/16/2020	1239-050802	The Big Ticket
362	100 K Wishlist	0	\$5		02/13/2020	1239-043083	The Big Ticket
363	Red 777	1	\$10		02/13/2020	1243-009520	Bonus Jackpot
364	Peng Win	0	\$2		02/12/2020	1247-000031	Lady Luck
366	25 X	0	\$5		02/12/2020	1235-012302	Win Win Win
					02/12/2020	1219-002983	Lucky Win
					02/12/2020	1228-005360	Bingo Night
					02/12/2020	AUTO-122...	Mambo Money
					02/09/2020	1239-043082	The Big Ticket
					02/08/2020	1222-005614	5X Payout
					02/05/2020	1239-043043	The Big Ticket
					02/01/2020	1235-012301	Win Win Win
					01/31/2020	1239-035547	The Bin Ticket

When scanning serial #, automatically add the book.

Help Show Me

Quit

If you would like to track the sale of your books and how much money you owe the Lottery Company, use this window to add your books, and then use the Lottery Scratch Tickets window to sell them. Enter the serial numbers for your books under "**Book Serial #**" we will automatically enter the next serial number when the first book settles. Click on the Add button to add the books. If you are entering a range of books like, ABC101-ABC105. Click on the  next to the quit button to add the "end" serial number. If you are unsure if you entered a serial number click on "**Find Books**" or Report buttons, this will show you all serial numbers entered.

## First Time User - Inventory:

**Gas Load** – Use this to enter your Gas purchase.

Click on the "**Gas Load**" button in the **First Time User** window or click on the Vendors menu and pick **Gas Load**.

	Volume	Cost	Tax	Cost+Tax	Previous Cost+Tax	Federal Excise Tax	State Excise Tax	Other State Tax	State Sales Tax	TOTAL GAS TAX
>										
>	Regular	3000	\$3.083100	\$1,550.70	\$3.600000	0.5169	0	0	0	0.5169
>	Plus		\$3.181100	\$0.00	\$3.698000	0.5169	0	0	0	0.5169
>	Super	2000	\$3.363100	\$1,033.80	\$3.880000	0.5169	0	0	0	0.5169
>										
>	Diesel		\$0.000000	\$0.00	\$0.577150	0.57715	0	0	0	0.57715
>										
>										
<b>TOTAL:</b>		<b>5000</b>	<b>\$2,584.50</b>	<b>\$18,560.00</b>						
Paid from Account:		N-None		Other Tax:	0		Additional (\$) Cost:		0	
Memo:		Vendor: pine state		Other Cost Per Unit:	0		Loan Payment Per Unit:		0	
Someone needs to double check the Volume										
04/27/2013		To hide a Gas Type, click the arrow [ > ] shown next to each Grade.								
1		Validate <input type="checkbox"/> Prompt to Associate Credit Card Batches with this Load								

Use this window to enter and track your Gas Loads as well as all the various Gas Buying prices.

- Note that by clicking on the arrows > shown on the left, you can show or hide various types of Gas.

At this point, you should go outside and do a stick reading, figure out how many gallons/liters you have and enter the Volume under the Volume column.

- **Note:** If you live in an area that uses liters such as Puerto Rico or Canada and you want to convert the liters to gallons be sure to check the "**Convert Gas Sale Liters to Gallons**" in the First Time User Screen.

You should figure out what the average price that you paid and enter that under Buying Price.

Make sure you set all the Taxes properly (e.g. 0.18 is 18 cents). If you don't know what your Gas Taxes are, enter 0 or leave the fields blank and make sure to enter the Buying Price with tax included.

For the combo-box next to "Paid from Account", select "N-None" since you are not paying for this 1st Gas Load now.

Click **Save Settings**, then **Save** and **Quit**.

If you want to see what you just entered, click the **Report**, **Find** or **History** buttons.

**Sales Inventory** – If you don't have a portable, use this window to enter your current inventory levels or to make inventory adjustments.

**Portable** – This is used to load your current inventory levels from a portable scanner or Portable Data Collector (PDC). For more info. See the “**Portable Data Collector**” section.

**Vendor Invoice** – If you just opened your store, you can get an Electronic Invoice from your Vendor and load it directly into the software. For more info. See the “**Vendor Invoice**” section.

**Garage Inventory** - If you have a Garage, click the “**Garage Inventory**” button in the **First Time Users** window or click on the **Station** menu and pick **Garage Inventory**. For more info. See the “**Garage Inventory**” section.

**First Time User - Accounts:**

**Electronic Account**

Keep track of all your Electronic Account transactions.

Select **Electronic Account** from the **Bank** menu or from your desktop

Date	Shift	Time	Deposit	Withdraw	Desc	Memo	Category
10/20/2013	1	12:38:13	\$6.84	\$0.00	Electronic Batch...		
10/20/2013	1	12:37:25	\$4,370...	\$0.00	Electronic Batch...		
10/19/2013	1	10:11:24	\$0.00	\$25,454.08	PMI - Shell	Gas L...	
10/18/2013	1	16:19:49	\$0.00	\$1,825.13	Layman Candy	00006...	Vendor
10/18/2013	1	10:17:10	\$5,812...	\$0.00	Electronic Batch...		
10/15/2013	1	11:38:45	\$0.00	\$169.32	Walmart	10/14/...	Vendor
10/14/2013	1	19:03:43	\$0.00	\$7,847.61	JT Davenport	00034...	Vendor
10/12/2013	1	09:58:26	\$0.00	\$25,527.53	PMI - Shell	Gas L...	Vendor
10/11/2013	1	19:11:45	\$0.00	\$1,281.06	Layman Candy	00006...	Vendor
10/10/2013	1	13:01:35	\$0.00	\$78.00	Johnny Gordon Fl...	97583...	Vendor
10/10/2013	1	08:39:10	\$0.00	\$386.89	Walmart	10/10/...	Vendor
10/09/2013	1	08:51:19	\$0.00	\$1,962.12	PMI - Shell	Gas L...	
10/07/2013	1	09:31:43	\$0.00	\$7,545.40	JT Davenport	00034...	Vendor
10/04/2013	1	13:30:31	\$0.00	\$25,241.38	PMI - Shell	Gas L...	Vendor
10/04/2013	1	10:27:49	\$0.00	\$1,500.55	Layman Candy	00006...	Vendor
10/03/2013	1	13:17:55	\$0.00	\$6,068.49	Sam's Wholesale	10/03/...	Vendor
10/02/2013	1	10:32:55	\$0.00	\$304.08	Walmart	10-2-13	Vendor
10/02/2013	1	10:31:48	\$95.53	\$0.00	JT Davenport	10/7/...	

You should start your Account with a positive balance. Click on **New**, enter “**Initial Deposit**” next to “**Description**”, hit Tab on your keyboard, enter the amount next to “**Deposit**” and click the “**Save**” button.

If you would like to edit a transaction, highlight the transaction, click “**Edit**”, and make the necessary changes and click “**Save**”. You can also limit how many transactions are viewed by clicking on the arrow under “**Date Limit**”.

**Checking Account**

Keep track of all your Checking Account transactions.

Select **Checking Account** from the **Bank** menu or from your desktop, if you have more than one Checking Account, select the one you want to open.



Bank Of America													
Date Limit	Balance												
Last 4 Months	-\$47,150.20		New	Edit	Delete	Mark Paid	Categorize	Report	Money Transfer	Import QIF	Find	Help	Quit
Date	S...	Time	Deposit	Withdraw	Desc	Memo	Check	Paid	Category				
09/07/2013	844	05:13:9	\$0.00	\$361.32	APRIL WATSON		1260	False	Payroll				
09/07/2013	844	05:13:14	\$0.00	\$271.82	SAMUEL CARR		1255	False	Payroll				
09/07/2013	844	05:13:13	\$0.00	\$280.17	SHAREE HAYES		1256	False	Payroll				
09/07/2013	844	05:13:12	\$0.00	\$300.86	BETTY MALHOTRA		1257	False	Payroll				
09/07/2013	844	05:13:11	\$0.00	\$153.14	BEVERLEY MOORE		1258	False	Payroll				
09/07/2013	844	05:13:10	\$0.00	\$263.73	ARIEL THAMES		1259	False	Payroll				
09/07/2013	844	05:13:08	\$0.00	\$166.87	RITA ANDERSON		1254	False	Payroll				
09/12/2013	854	09:32:30	\$0.00	\$55.00	GRASS CUTTING	SR852	0	False	Expense				
09/14/2013	858	01:14:17	\$0.00	\$367.78	SHAREE HAYES		1263	False	Payroll				
09/14/2013	858	01:14:16	\$0.00	\$244.85	APRIL WATSON		1267	False	Payroll				
09/14/2013	858	01:14:15	\$0.00	\$208.54	ARIEL THAMES		1266	False	Payroll				
09/14/2013	858	01:14:14	\$0.00	\$280.89	BETTY MALHOTRA		1264	False	Payroll				
09/14/2013	858	01:14:13	\$0.00	\$256.19	SAMUEL CARR		1262	False	Payroll				
09/14/2013	858	01:14:12	\$0.00	\$205.64	BEVERLEY MOORE		1265	False	Payroll				
09/14/2013	857	08:15:48	\$0.00	\$160.52	RITA ANDERSON		1268	False	Payroll				
09/17/2013	863	09:06:08	\$0.00	\$3.18	MISC EXP	SR859	0	False	Expense				
09/17/2013	863	09:05:29	\$0.00	\$50.00	GRASS CUTTING	SR859	0	False	Expense				
09/21/2013	869	02:40:32	\$0.00	\$249.64	BEVERLEY MOORE		1273	False	Payroll				
09/21/2013	869	02:40:31	\$0.00	\$290.56	BETTY MALHOTRA		1272	False	Payroll				
09/21/2013	869	02:40:30	\$0.00	\$176.55	APRIL WATSON		1275	False	Payroll				
09/21/2013	869	02:40:29	\$0.00	\$250.58	SHAREE HAYES		1271	False	Payroll				
09/21/2013	869	02:40:28	\$0.00	\$250.07	RITA ANDERSON		1269	False	Payroll				
09/21/2013	869	02:40:27	\$0.00	\$210.21	SAMUEL CARR		1270	False	Payroll				

Click on **New**, enter “**Initial Deposit**” next to “**Description**”, hit Tab and enter the amount next to “**Deposit**”, check the “**Paid**” check box and click the “**Save**” button. You can limit the view where it says “**Date Limit**”

If you would like to edit a transaction, highlight the transaction, click “**Edit**”, and make the necessary changes and click “**Save**”.

**Select Check Type** - Choose your check style

Click on the **Setup** menu and select “**Check Type**”.

When printing checks, we do support three types of checks **Intuit**, **Cynaptics' LMC01** and **Blank Checks**.

**Cash Account**

Keep track of all your Cash Account transactions or you could use this to track money in a Safe.

Select **Cash Account** from the **Bank** menu or from your desktop

Cash Account												
Date Limit	Balance											
ALL	-\$22,097.84		New	Edit	Delete	Categorize	Report	Money Transfer	Import QIF	Find	Help	Quit
Date	Shift	Time	Deposit	Withdraw	Desc	Memo	Category					
10/19/2013	925	21:40:42	\$0.00	\$565.99	FRITO LAY	497906...	Vendor					
10/18/2013	923	08:48:24	\$0.00	\$1,870.02	SYSCO	310180...	Vendor					
10/03/2013	893	21:04:48	\$0.00	\$1,103.70	COCA COLA BOTTLING ...	120748...	Vendor					
10/01/2013	891	20:50:20	\$0.00	\$311.05	FRITO LAY	497905...	Vendor					
10/01/2013	890	20:30:25	\$0.00	\$2,958.09	SOUTHERN BEVERAGE ...	502001...	Vendor					
10/01/2013	890	20:26:43	\$0.00	\$900.58	CASH CARRY WHOLES...	87879A...	Vendor					
09/24/2013	876	05:55:55	\$0.00	\$2,340.00	SOUTHERN BEVERAGE ...	502000...	Vendor					
09/24/2013	876	05:54:06	\$0.00	\$445.28	FRITO LAY	497905...	Vendor					
09/17/2013	863	05:29:17	\$0.00	\$354.41	FRITO LAY	497903...	Vendor					
08/27/2013	822	11:11:56	\$0.00	\$355.56	FRITO LAY	497902...	Vendor					
08/20/2013	809	11:07:34	\$0.00	\$248.26	FRITO LAY	497901...	Vendor					
08/06/2013	783	04:56:32	\$0.00	\$346.29	FRITO LAY							
07/30/2013	770	04:29:30	\$0.00	\$363.16	FRITO LAY		Vendor					
07/25/2013	759	09:09:48	\$0.00	\$114.62	PRAIRIE FARMS							
07/25/2013	759	09:08:10	\$0.00	\$77.16	PARKER DISTRIBUTION ...							
07/25/2013	759	09:07:16	\$0.00	\$718.20	COCA COLA BOTTLING ...		Vendor					
07/25/2013	759	09:06:24	\$0.00	\$28.88	EARTHGRAINS BAKERY...		Vendor					
07/25/2013	759	09:05:11	\$0.00	\$300.73	ENSLIN SON PACKING ...							
07/25/2013	759	09:03:23	\$0.00	\$137.30	PRAIRIE FARMS		Vendor					
07/24/2013	758	08:50:58	\$0.00	\$19.20	JASPER COUNTY NEWS		Vendor					
07/24/2013	757	08:48:39	\$0.00	\$596.64	Stokes Distributing		Vendor					
07/23/2013	756	09:00:25	\$0.00	\$295.82	FRITO LAY		Vendor					
07/23/2013	756	08:47:12	\$0.00	\$26.50	MISC		Vendor					

Click on **New**, enter “**Initial Deposit**” next to “**Description**”, hit Tab on your keyboard and enter the amount next to “**Deposit**” and click the “**Save**” button.

If you would like to edit a transaction, highlight the transaction, click “**Edit**”, and make the necessary changes and click “**Save**”. You can limit the view where it says “**Date Limit**”

---

### **First Time User - Garage/Work Order Options:**

If you have a garage, this is where you would set up the hourly rate you charge for labor. So if you charge \$55.00 an hour, enter 55 in the box next to **“Hourly Rate”**.

### **First Time User - Gas:**

**Gas Price Min and Max** is where you would enter the minimum and the maximum price you would charge for gas. So, if you wanted your minimum to be \$0.25 and the maximum to be \$10.00, you would enter these numbers into the boxes.

### **First Time User - Other Options:**

**Profit margin changes selling price** - If this check box is checked, when you adjust your profit margin, your selling price will automatically change based on the profit margin you set.

**Convert Gas Sale Liters to Gallons** is **only** used in areas that use Liters such as Puerto Rico & Canada. So, if you live in the United States or somewhere that uses gallons then you would **not** check this box.

**Worker Cannot Exit** - With this check box checked, a worker signed in with the "w" worker password is not able to exit out of the software without the manager or supervisor password.

**Limit Manager Editing** - When checked the manager will no longer be able to make changes in the Short/Over as well as many other areas such as Credit Cards, Gas Sale, etc.

**Round Timecard** - When checked, we will round the Hours Worked to the nearest 15 minute interval.

### **First Time User - Delete Data:**

If you have been messing around or you want to redo all of what you've entered on one shift or today or any date range, you can click on **“Delete Data”** and follow the prompts.

**Note:** Your Setup Information, like the list of Employee Names as well as Products Names will not be deleted.

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## Chapter 3—Overview

### **What you need to do every day**

#### **When you buy Gas...**

Click the "Gas Load" icon on your desktop or select **Vendors** from the menu and pick *Gas Load* (Ctrl-L). Fill out the Volume column, then the Buying Price column (without tax as shown on your Gas Load bill), then click **"Save"**. If you are not sure of the taxes per gallon you are charged then enter the buying price with the tax included.

Note that you can simply click on **"Show Latest"** if the cost is the same as the last load saved, you can change the Price if it has changed. If you cannot figure out your Gas Tax, leave the Tax fields empty and enter the Buying Price with Tax.

Shell, ConocoPhillips as well as other Major Oil Companies are starting to provide Electronic Gas Invoices in the form of an XML file that can be downloaded from the Company's web-site. Click the "W" to go on your Oil Company's Web-site to download the XML file.

If you have such a file, save it in the **"My Documents"** folder or any other folder you wish, click **"Load Invoice"**, select the XML file from the designated folder and click **OK**. The first time you load an XML Invoice, you will be prompted a series of questions, **YOU MUST ANSWER** these questions to the best of your knowledge.

If you have multiple XML files saved in a folder, you can simply select the folder rather than the file and the software will load all the XML files automatically.



If you click the "[...]" button, you will be prompted to validate the Business Name. This will insure that the XML invoice belongs to your location. We do match the Business Name you setup in First Time User to the name on the actual XML invoice.

After you click the "[...]" button, you will also be prompted to "Reset Invoice Settings". This will reset all the answers to the previous questions prompted when loading your 1st XML invoice.

The screenshot shows the 'Gas Load' software interface. At the top, there is a menu bar with icons for 'Load Invoice', 'List', 'History', 'Save', 'Find', 'Report', 'Show Latest', 'Save Settings', 'Help', and 'Quit'. Below the menu is a table with columns: Volume, Cost, Tax, Cost+Tax, Previous Cost+Tax, Federal Excise Tax, State Excise Tax, Other State Tax, State Sales Tax, and TOTAL GAS TAX. The table contains rows for 'Regular', 'Plus', 'Super', and 'Diesel' grades. Below the table, there are input fields for 'TOTAL' (5000), 'Paid from Account' (N-None), 'Vendor' (pine state), 'Other Tax' (0), 'Additional (\$) Cost' (0), 'Other Cost Per Unit' (0), and 'Loan Payment Per Unit' (0). A 'Memo' field contains the text 'Someone needs to double check the Volume'. At the bottom, there is a date selector set to '04/27/2013' and a 'Validate' button. On the right side, there is a 'Most Recent' list showing a history of dates and volumes.

Grade	Volume	Cost	Tax	Cost+Tax	Previous Cost+Tax	Federal Excise Tax	State Excise Tax	Other State Tax	State Sales Tax	TOTAL GAS TAX
Regular	3000	\$3.083100	\$1,550.70	\$3.600000		0.5169	0	0	0	0.5169
Plus		\$3.181100	\$0.00	\$3.698000		0.5169	0	0	0	0.5169
Super	2000	\$3.363100	\$1,033.80	\$3.880000		0.5169	0	0	0	0.5169
Diesel		\$0.000000	\$0.00	\$0.577150		0.57715	0	0	0	0.57715

**TOTAL:** 5000    \$2,584.50    \$18,560.00    Other Tax: 0    Additional (\$) Cost: 0

Paid from Account: N-None    Other Cost Per Unit: 0

Memo: Vendor: pine state    Invoice:    Loan Payment Per Unit: 0

Someone needs to double check the Volume

04/27/2013    To hide a Gas Type, click the arrow [>] shown next to each Grade.

1    Validate     Prompt to Associate Credit Card Batches with this Load

**Most Recent**

Date	Volume
05/15/2013*	3800
05/12/2013*	5000
05/10/2013*	9200
05/09/2013*	6500
05/06/2013*	1200
05/05/2013*	12000
05/01/2013*	14300
04/27/2013*	5000
04/26/2013*	2800
04/25/2013*	8000
04/24/2013*	2800
04/23/2013*	3000
04/22/2013*	2100
04/21/2013*	11500
04/20/2013*	5700
04/17/2013*	5000
04/14/2013*	11000
04/09/2013*	4500
04/09/2013*	2500
04/08/2013*	3000

### When you buy Products, you have a few options...

Ask your Vendor for an Electronic Invoice (EDI file) in the ABC Record format or in the Shell ETD format. Many vendors do provide such a file. Here's a list of some of the vendors that do provide EDI files:


Amcon Distributing, Burk, BWG, Capitol Distributing, CashWa, CDH, Centry, Chamow, CONCO, Cooper, CoreMark, Doug, E B Brown, Farner Bocken, Finkle, Garber, Glidewell Distributing, GROCERY SUPPLY Company (GSC), Hackney, HH Foods, HiWay, HLA, Imperial, JPolep, JT DavenPort, Klein, LIB, Lyons, McLane, MCT Wholesale, Merchant's Grocery, Modern Distributors, Petrey, Pine State, SAINT, South Co, Stewart, Thomas & Howard, Wease Distributing and Zuma & Sons.

Once you have an EDI file, please email it to [AGKSUPPORT@AGKSOFT.COM](mailto:AGKSUPPORT@AGKSOFT.COM) for validation before you use it. You should get the file validated to make sure the vendor is sending you the proper format.

After you get the file validated, you can click on **INVOICE** on your desktop or you can select **Vendors** from the menu and pick **Vendor Invoice**. (Ctrl-I). For more information click on Vendors Invoice.

If you cannot get an EDI file, you can use the Portable Scanner to scan the merchandise you bought. For more information see [Vendors Invoice](#).

### If you go to the bank to make a deposit...

Select **Checking Account** from the **Bank** menu, click on the "New" button, enter a Description or simply click the down arrow  to the right to get a list of descriptions that you have entered in the past. Enter the Deposit or Withdraw amount. If you are writing a check, enter the check number or it will automatically get entered based on the last check # you used, click **Save &** then **Quit**.

Bank Of America

▲ Date Limit Balance

▼ Last 4 Months ▼ -\$47,150.20

New Edit Delete Mark Paid Categorize Report Money Transfer Import QIF Find Help Quit

Date	S...	Time	Deposit	Withdraw	Desc	Memo	Check	Paid	Category
09/07/2013	844	05:13:9	\$0.00	\$361.32	APRIL WATSON		1260	False	Payroll
09/07/2013	844	05:13:14	\$0.00	\$271.82	SAMUEL CARR		1255	False	Payroll
09/07/2013	844	05:13:13	\$0.00	\$280.17	SHAREE HAYES		1256	False	Payroll
09/07/2013	844	05:13:12	\$0.00	\$300.86	BETTY MALHOTRA		1257	False	Payroll
09/07/2013	844	05:13:11	\$0.00	\$153.14	BEVERLEY MOORE		1258	False	Payroll
09/07/2013	844	05:13:10	\$0.00	\$263.73	ARIEL THAMES		1259	False	Payroll
09/07/2013	844	05:13:08	\$0.00	\$166.87	RITA ANDERSON		1254	False	Payroll
09/12/2013	854	09:32:30	\$0.00	\$55.00	GRASS CUTTING	SR852	0	False	Expense
09/14/2013	858	01:14:17	\$0.00	\$367.78	SHAREE HAYES		1263	False	Payroll
09/14/2013	858	01:14:16	\$0.00	\$244.85	APRIL WATSON		1267	False	Payroll
09/14/2013	858	01:14:15	\$0.00	\$208.54	ARIEL THAMES		1266	False	Payroll
09/14/2013	858	01:14:14	\$0.00	\$280.89	BETTY MALHOTRA		1264	False	Payroll
09/14/2013	858	01:14:13	\$0.00	\$256.19	SAMUEL CARR		1262	False	Payroll
09/14/2013	858	01:14:12	\$0.00	\$205.64	BEVERLEY MOORE		1265	False	Payroll
09/14/2013	857	08:15:48	\$0.00	\$160.52	RITA ANDERSON		1268	False	Payroll
09/17/2013	863	09:06:08	\$0.00	\$3.18	MISC EXP	SR859	0	False	Expense
09/17/2013	863	09:05:29	\$0.00	\$50.00	GRASS CUTTING	SR859	0	False	Expense
09/21/2013	869	02:40:32	\$0.00	\$249.64	BEVERLEY MOORE		1273	False	Payroll
09/21/2013	869	02:40:31	\$0.00	\$290.56	BETTY MALHOTRA		1272	False	Payroll
09/21/2013	869	02:40:30	\$0.00	\$176.55	APRIL WATSON		1275	False	Payroll
09/21/2013	869	02:40:29	\$0.00	\$250.58	SHAREE HAYES		1271	False	Payroll
09/21/2013	869	02:40:28	\$0.00	\$250.07	RITA ANDERSON		1269	False	Payroll
09/21/2013	869	02:40:27	\$0.00	\$210.21	SAMUEL CARR		1270	False	Payroll

**If you pay Expenses (Phone Bill, Rent, etc.)**

Select *Expenses* from the *Station* menu and you will see the window shown below.

Type **U** and click on the **down arrow** under Description to get a list of expenses that start with "U". The list should show "Utilities", select it and hit **Tab**, enter the quantity, hit **Tab**, enter the amount (\$), hit **Tab**; enter an Invoice/Ref. #. Select a **Vendor** and then an **Account**. If you selected a Checking Account, you will notice a new **Check #** is automatically generated. You can enter another expense to pay another bill or click **Save** and then **Quit**. If you selected a Checking Account and you check the **Print Check** checkbox before clicking the **Save** button, we will automatically print the check (s).

Expenses Paid Out

Enter a few letters of the description and click on the down arrow to look it up

Description	QTY	Amount(\$)	Invoice/Ref.
Pumps Repair	1	\$676.96	12326

Vendor: SELF SERVICE PUMP INC      Total: \$676.96

Account: C-Checking

Shift: 110      11:11:48

Check #: 9700       Print Check

01/23/2020      7

Auto-Create All Expenses      Add to Auto-Create

Most Recent		
Date	Amount	Vendor
02/29/2020	\$280.00	JAMES
02/22/2020	\$255.00	ABC
02/21/2020	\$225.00	
02/21/2020	\$956.00	
02/21/2020	\$164.04	
02/10/2020	\$538.00	
02/03/2020	\$5,955.98	SEIBERTS
02/02/2020	\$2,422.90	
01/23/2020	\$676.96	SELF SERVICE
01/22/2020	\$225.00	
01/22/2020	\$956.00	
01/22/2020	\$164.04	
01/11/2020	\$538.00	
01/07/2020	\$5,955.98	
01/03/2020	\$266.94	SELF SERVICE
01/02/2020	\$2,425.12	

History      Most Recent      Save      Delete      Show Me      Find      Report      Diff      Setup      Help      Quit

## Chapter 4 - Detailed Menus

### Daily

#### My Reports

Hit **Ctrl-M** or select "My Reports" from the "Daily" menu or from the Desktop.

Select the reports you like by clicking on the check mark to the left of the report name.

Click "**Show Next Report**" to show the next selected report or simply hit the "**Enter**" key. You will now see the first selected report; you can navigate through the report, print it, email it or export it to multiple formats. After you close the report window, you can hit the "**Enter**" key again to view the next selected report.

You can also limit the "**Date Range**" to "This Week", "This Month", "This Quarter" or "This Year".

The "**Generate HTML**" will generate HTML files out of all the reports that are checked.

Note that if you want to send some specific reports to your web-site in the Home Office, make sure you check the reports you want in this window shown below.

The screenshot shows the "My Reports" window with the following sections and options:

- 1. Daily Books:**
  - Short/Over (Shift and Day)
  - Summary Sales
  - Daily
- 2. Sales Room:**
  - Product Inventory
  - Inventory \$ Value Summary
  - Summary (by Department)
  - Summary (by Product)
  - Product Inventory Summary
  - Detailed
  - Inventory \$ Value
  - Monthly Sales
  - Sales by Dept
- 3. Vendors:**
  - Invoices (by Vendor)
  - Invoices (by Date)
  - Cost of Goods
  - Cost of Goods (by Dept.)
  - Cost of Goods (by Invoice)
- 4. Gas:**
  - Gas Sale by Grade
  - Gas Sale Summary
  - Gas Loads
- 5. Customer Accounts:**
  - Charges Summary
  - Accounts with Balance
  - Monthly Invoices
- 6. Payroll:**
  - Detailed
  - Quarterly
- 7. Garage:**
  - Detailed Work Orders
  - Invoice Jobs
  - Garage Parts Buying
  - Garage Inventory
  - Job Desc.
- 8. Bank Accounts:**
  - Cash Account
  - Electronic Account
  - Checking Account
- 9. Other Reports:**
  - Traffic
  - Voids by Date
  - Voids by Employee
- 10. Credit Cards:**
  - Manual
  - Electronic by Day
  - Electronic by Shift
- 11. Misc. Reports:**
  - Scratch Tickets
  - Lottery Machine
  - Lottery Settlement
  - Payment Center
  - Expenses
  - Car Wash (Basic)
  - Car Wash (Detailed)
  - ACH/eCheck

Date Range:  File Format:

Buttons: Show Next Report, Select All, Clear Selection, Generate Files, Help, Quit



## Custom Reports

Click "Custom Reports" on your desktop or select "Custom Reports" from the "Daily" menu.

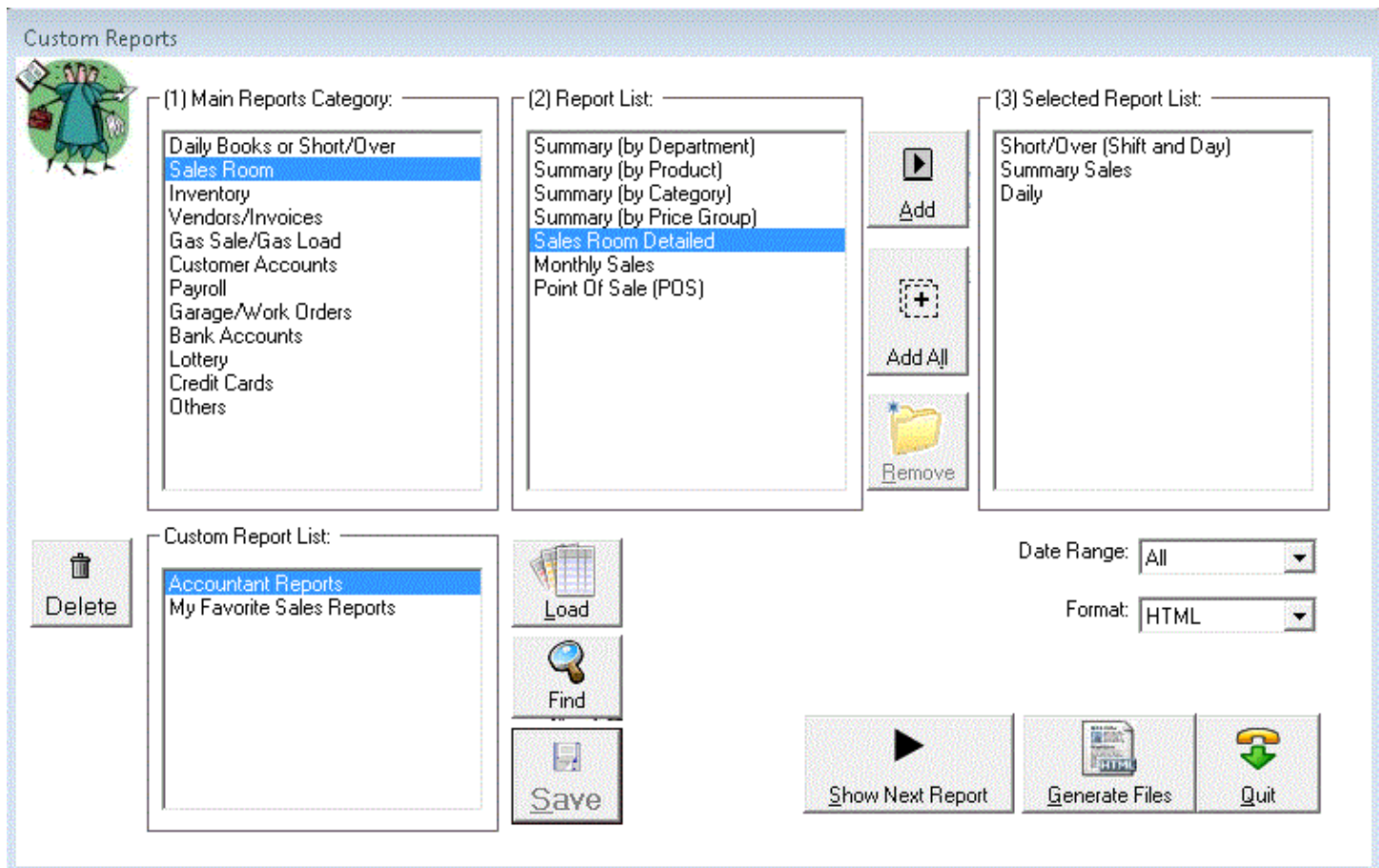
- (1) Select a Report Category from the list of "Main Reports Category"
- (2) Select a Report from the list of "Report List"
- (3) Click "Add" to add the selected report or "Add All" to add all the report to the "Selected Report List"
- (4) Click "Save". You should see a prompt to enter a "Report Name", enter whatever name you would like and click OK.

Repeat steps (1) thru (4) for any other Custom Report List you want to create.

To Preview the reports, select the Report Name from the "Custom Report List", click "Load" and then "Show Next Report".

To Generate HTML files, select the "Date Range", under Format, select "HTML" and click "Generate Files".

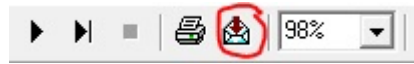
If you want to generate PDF files, select "Printer" next to "Format" and click "Generate Files". Note that you need to setup your PDF Printer as the default printer.



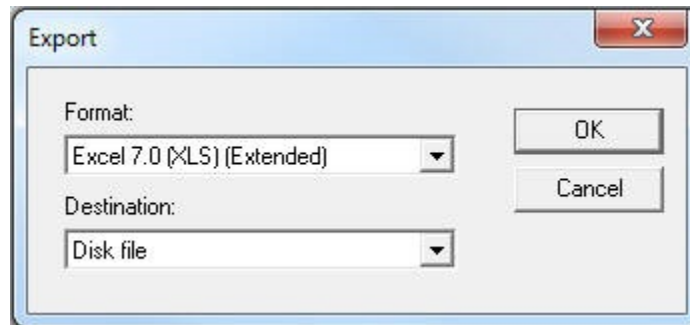
---

## Export Report to Excel

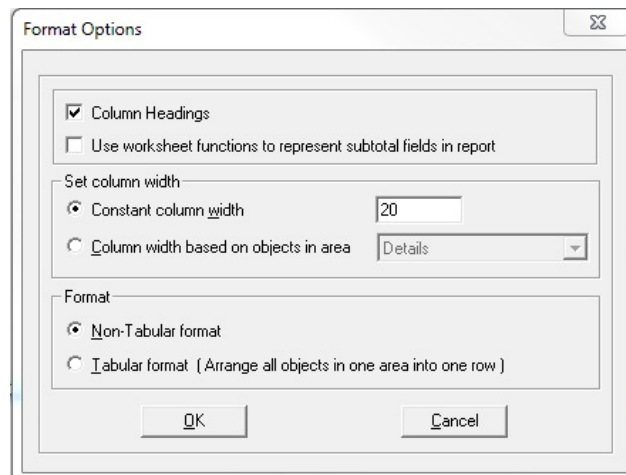
Select the Report you want and make sure it is open.



Click the "Export" button you see above.



Now you see the "Export" dialog, select "Excel 7.0 (XLS) (Extended)" and click OK.



Now you see the "Format Options" dialog, uncheck "Use worksheet functions to represent subtotal fields in report", check "Constant column width" and enter "20" in the box. Note that 20 is the size of each column. If you want it larger, you can increase that number. Click OK.

Now you need to select where to save the Excel File and click OK.

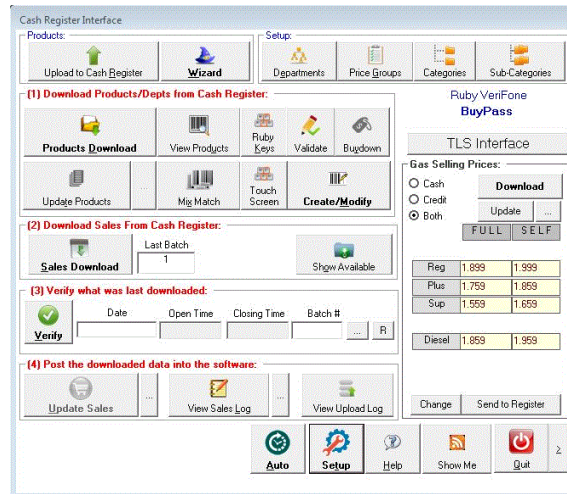
If you want to see the file, navigate to the folder where you saved it and open it.

---

## Cash Register Interface

The Cash Register Interface allows you to connect to your Cash Register and download your Departments, PLU(s), UPC-Codes, Gas Prices and your daily Shifts. You can also program and upload new or existing Products back to the Cash Register.

On some Cash Registers, you can also upload your Gas Prices, Keys and Touch Screen.



If this is the first time you run the Cash Register Interface, then you should click the “**Setup**” button.

A typical usage would be to do the following steps:

**Products Download** – Download your Departments, PLUs and UPC-Codes from the cash register.

**Sales Download** - Download your shift or day from the cash register.

**Verify** – Verify what was last downloaded when you last clicked on “Sales Download”.

**Update Sales** – Post the downloaded data into the software.

**!!! WARNING !!!** You should be downloading the shifts using the Automation window, but we recommend that you download the 1st shift manually to make sure everything is properly configured.

"**Upload Products to Cash Register**" is used to upload a bunch of products that were modified, all products, all PLUs, all UPC-Codes, All Departments or All Products in selected Departments. It also lets you upload your Price Groups on some registers that do support it.

"**Product Wizard**" is used to make changes to a group of products by price group, name, product code, department, UPC-Code, Selling, Buying, Category or Sub-Category.

"**Department Setup**" is used to program your departments and send them to the register.

"**Change Price Groups**" is used to create/modify price groups. Once you create the price group, you can assign various products to that price group and change the price for the whole group in one shot.

"**View Products**" shows a spreadsheet with all your Departments, PLUs and UPC-Codes. Note that all IDs under 9500 are departments, all IDs 9501 to 9999 are PLUs 1 to 499, all IDs 10000 to 95000000000000 and all IDs 95000000000500 to 950000000009499 are PLUs 500 to 9499.

"**Validate Products**" will make sure your products are setup to be compatible with your cash register.

"**Mix Match**" lets you configure the Mix & Match. This is where you can setup multiple items with different UPC-Codes to be in the same promotion such as 1 for \$0.59 and 2 for \$1.00 without hitting any special keys.

"**Create/Modify Products**" will let you create new products or modify existing products. You can change the selling or buying prices as well as many other settings for the selected product.

### On the Ruby

"**Ruby Keys**" lets you program all your Ruby Keys and have your keys map to departments, PLUs, MOP, menu, etc.

"**Last Batch**" is the last batch number (Shift or Day number) that was processed.

"Set Number" lets you select the Set Number to download. 2 is the latest shift or day, 3 is the previous shift or day, 4 is 2 shifts or days back, etc. Some Ruby registers are configured as a 12-shift and others are configured to be 3-shifts. If yours is configured to be 12-shifts, you can download Set Number 2, 3, 4, 5, 6, 7, 8, 9, A, B and C. Note that Set Number 1 is the currently opened shift or day and cannot be downloaded.

### On the Nucleus

"Skip Batches" allows removing many batches from processing. This is useful if you want to skip a date range and start at a later date.

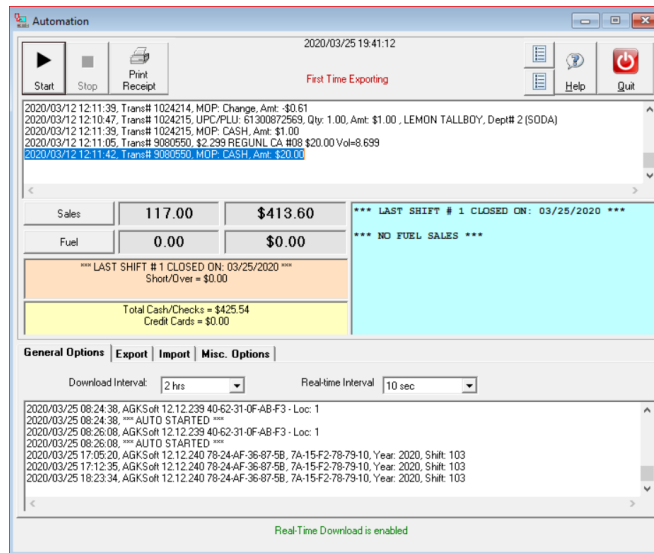
### On the Ruby, Nucleus and Passport

"Show Available Batches" shows the shifts you already downloaded and you can pick any of them to reprocess.

"R" will let you Restore one of the latest 3 batches processed for re-processing. This is useful if you are still playing around with the configuration and you wanted to reprocess the last shift/day you downloaded.

## Cash Register Interface Automation

Automation can do all the work for you automatically. This is important because your Cash Register may only remember a limited number of shifts and days. If automation has been off and you don't do the Download for a while, you will not be able to get the shifts you missed.



You can start the Automation by clicking on the **Daily** menu and selecting "**Cash Register Interface**" and then "**Auto**" or by clicking on the "**Auto**" button from inside the Cash Register Interface window.

The Cash Register Interface - Automation window allows you to select a "Download Interval" such as 15 minutes, 30 minutes, 1 hr, 2 hrs, 3 hrs, etc.

When performing the automation, you have the option for "Product Prices" and "Auto Restart".

If you check "Product Prices", we will download your new product prices from your Cash Register. This option is not recommended, because you should really be changing the product prices from the software and then uploading them to the register.

If you check "Auto Restart", the software will close itself down and then re-open automatically after the shift have been processed.

You can click on "**Start Automation**" to start the automation.

You can cancel the Automation by clicking on the "**Stop Automation**" button.

You can click on the View Last Sales Log button to see which shift was downloaded and when.



To see the shifts or days that have downloaded click on the "End of Shift/SHORT OVER" icon to start the "Short/Over" window. Click "History", select OK to see all the dates/shifts that were processed. Check your Safe Drop and Total Cash & Checks to make sure they match what you actually counted, fix any discrepancies, and click "Close Shift".

Repeat the above steps for every day/shift.

Click OK. The **w** in the path above represents the "Worker" password, which has the least amount of access in the software. If you would rather the software automatically log-in with your password, replace the "w" with your password.

You now see the Gas Station Icon on your Desktop, click it to make sure it works.

After you test your new Shortcut, you can now Drag it to the Start menu, then to the Programs and then to Startup. Once the Shortcut is under the Startup group, it will automatically run at startup.

**Please Note** that the computer has to be turned on for automation to take place. So, if the computer shuts down for whatever reason make sure automation is turned back on.

### Configuring Automation to Export and Import:

The Back Office has the ability to export and import information to and from the AGKSoft Home Office Software or another type of FTP Server. Please see the instructions below to configure the Automation window.

### Exporting to the Home Office

Open the Automation screen from inside the Cash Register Interface screen and click on Auto and finally select the **Export** tab.

Act #	Loc #
001	001
001	001

How to Export data to the Home Office:

1. Click on Auto from the Cash Register Interface screen. Select the Export tab.
2. Check the [X] **All Sales** checkbox and [X] **Setup** (Include Setup for the first export to the Home Office)
3. Click on the [...] to configure the information of the Home Office.
3. Choose the **Date Range** to export (If this is the first time exporting, we recommend **ALL**)

### Importing Price Changes from the Home Office

---

The screenshot shows a software window with four tabs: 'General Options', 'Export', 'Import', and 'Misc. Options'. The 'Import' tab is active. Below the tabs, there are four options, each with a checkbox and a button with '...' next to it:

- Pricebook
- All Sales Data
- Keep Dept. Tax
- Use Passive Connection

There is also a 'Test Connection' button on the right side of the window.

1. Click on Auto from the Cash Register Interface screen. Select the Import tab.
2. Check **[X] Pricebook**.
3. Click on the [...] to configure the information of the Home Office.
4. All Sales Data - Please contact AGKSoft to see if this applies to your location.

## Time Card

Hit **F7** or select “Time Card” from the “**Daily**” menu or from your Desktop.

Time Card gives you the ability to track your Employee's time when they **check-in** (Start working) and when they **check-out** (Finish working).

The screenshot shows the Time Card application window. At the top, it says "Enter your Employee's ID or Scan your Key". Below that, the Employee ID is "1" and the name is "SAMUEL CARR". Today's Date is "12/05/2013". Actual Time is "15:57" and Adjusted Time is "15:57". The status is "CHECKING IN". At the bottom, it says "All times are in 24-hour format". On the right side, there is a numeric keypad (0-9), a CLEAR button, and a "Check In/Out" button. Below these are buttons for List, Find, Report, Help, and Quit.

Before your Employees start working, they need to key in their ID, hit Enter or click on **Check In/Out** to Check In.

Before your Employees leave work, they need to key in their ID, hit Enter or click on **Check In/Out** to Check Out.

**Note:** Based on the Check-In and Check-Out, we can automatically figure out the # of hours the Employee worked, so when using the Payroll, we will automatically calculate the payroll based on the actual # of working hours during the week.

If you are connected to a Ruby VeriFone, make sure the Social Security Number matches the SSN in the Employee Setup. Having this set will allow us to match the Employee's Check-in and Check-out times and will automatically load the information into the Time Card. When closing the shift/day on the Ruby, you must close the payroll period.

When you click the “**Find**” button, you get the window shown below:

The screenshot shows the "Find in: TimeCard" window. It contains a table with the following data:

	Date	ID	HoursWorked	LocationID	TimeIn	TimeOut
▶	04/16/2008	1	2	1	14:59	16:59
*						

Below the table is a "Find:" section with a "Data Field" dropdown set to "ID", an "Operator" dropdown set to "=", and a "Value" input field. There is a "Show Grid" checkbox and a "Find" button. To the right is a "Commands:" section with buttons for Query Wizard, Print Data, Hide Show, Export, Import, Send to Register, Report, Delete, Help, and Quit. At the bottom, it says "Record: 1 out of 1".

# Daily

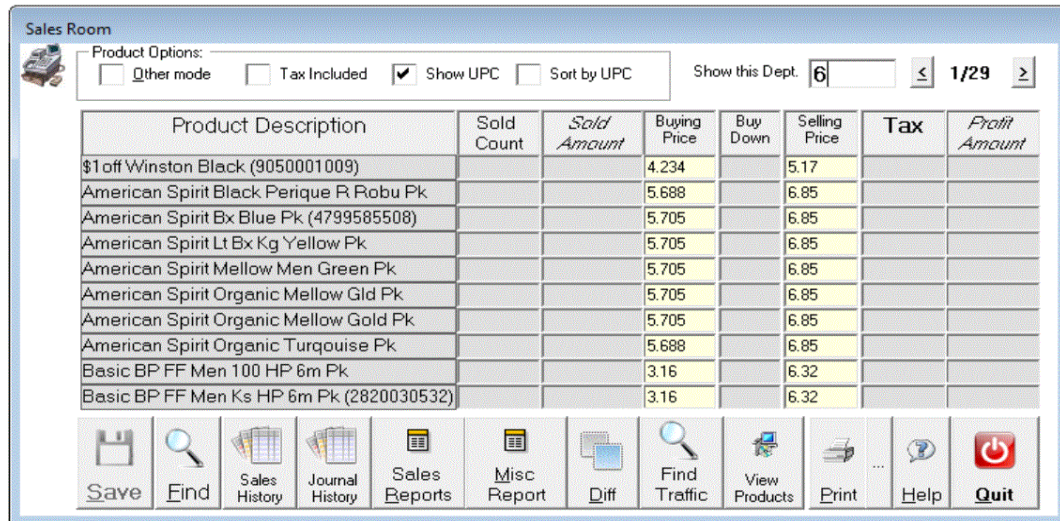
## Sales Room

Click on the “Sales Room” icon or select “Sales Room” from the “Daily” menu or from your Desktop.

### If you using AGKSoft in the Back Office or Home Office:

The "Daily Sales Room" window allows you to track the sales of each individual item in your store.

If you are connected to your Cash Register, you simply use this window to access the Reports, not to enter any data.



Shown above is the Sales Room in Regular Mode, where all departments are listed under "Product Description". You can double click on any of the departments to get a report for that department.

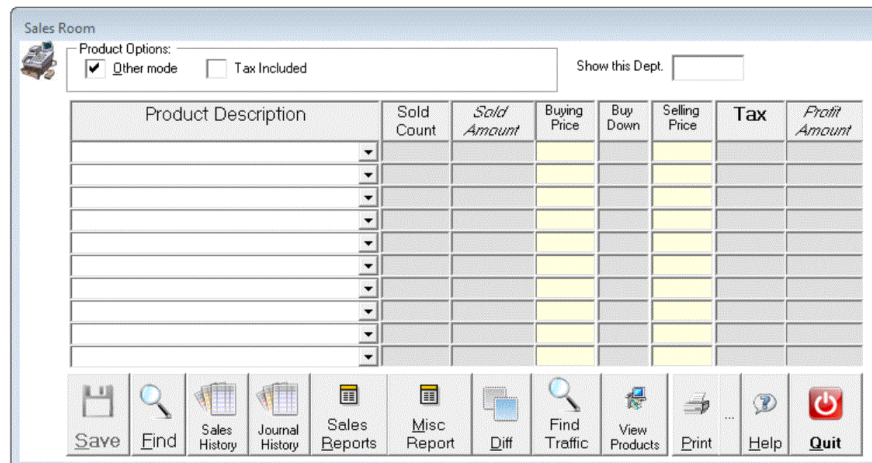
You can get a report for any product by double clicking on it or clicking the **Report** button.

You can also view products in one specific department by entering the department # in the box next to "Show this Dept".

The lists of products are sorted by name unless you check the "Sort by UPC" checkbox.

If you have sales from another area of your store such as Subway or Dunkin Donuts, you can enter the "Sold Count" and "Sold Amount" and click on "Save" to save your manually entered data.

If you check the “Other mode” checkbox, you will see the window change as shown below.



This is what we refer to as the “Other” mode. In this “Other” mode, you work with one product at a time by entering at least the first letter under “Product Description”. You then continue hitting the down arrow to select an item. After you make your selection, you will see the Product Name, Buying and Selling Price.



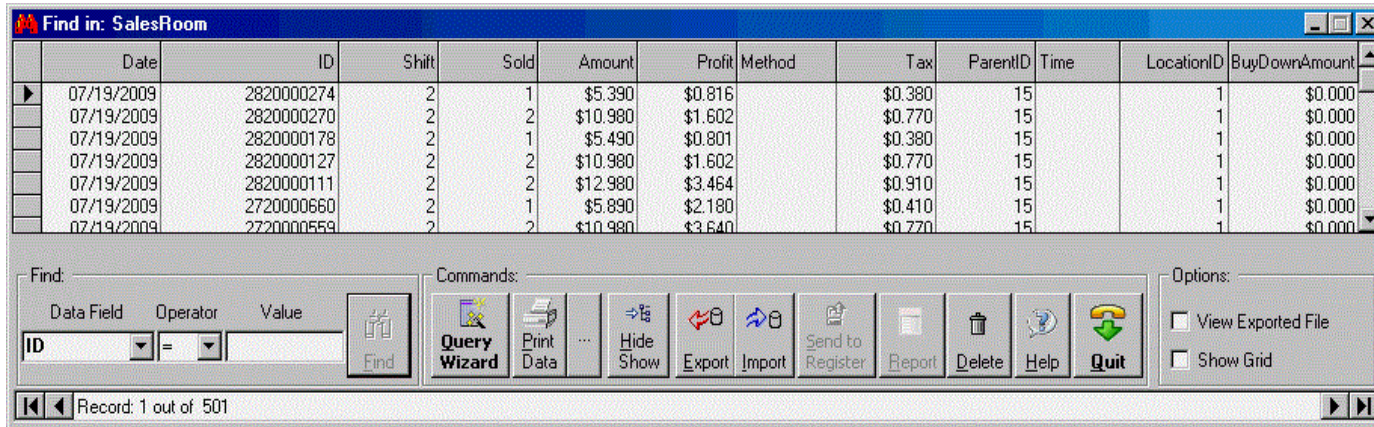
When using this window in this mode, you typically download your shifts from the cash register. You can see the data by clicking on the **Report** button or quickly browse the records using the **"Find"** button. You can also make adjustments to the shift you downloaded using this method.

**Note:** You can also view products in one specific dept by entering the dept number in the box next to **"Show this Dept"**.

**Shortcuts:**

- Enter** Show all UPC-Codes
- /** Show all Departments
- ,** Show all PLUs
- U** Enter PLU Mode, so you can simply type the PLU #

When you click **"Find"** button, you get the window shown below:



**If you using AGKSoft as Point Of Sale (POS):**

See the AGKSoft POS Guide.

# Daily

## Products Inventory

Hit **Ctrl-U** or select “**Inventory**” from the “**Vendors**” menu or click “**Inventory**” on your desktop.

You can use this window to make inventory adjustments.

Scan UPC or enter Dept. #	Product Description	Add # of Products	Remove Products	Buying Price	Selling Price	Current Inventory
02820000363	MARL 100 NM BX FIL			5.337	5.55	39.00
02820000362	MARL 100 NM SP FIL			5.337	5.55	21.00
02820000264	MARL BLEND NO27 KSF NMBX			5.337	5.55	14.00

Use Quantity for Dept.

To do Inventory by department, key in the Dept. # and press “**Enter**”, key in the “**Current Inventory**” and press “**Save**”.

To do Inventory by UPC, scan or key in the UPC and press “**Enter**”, key in the “**Current Inventory**” and press “**Save**”.

You don’t need to use this window to enter what you are buying; you can use the **Invoice** window.

Scan the UPC-Code or simply hit the Enter key. You will get a list of products to pick from, select the product and hit Enter. Check the Buying and Selling Prices, select the Vendor and click on **Save**. To see what you saved, click on the **Report** or “**Find**” button.

To check on your Inventory, click on “**Quick Inventory**”.

If this is the first time using this window, you need to make sure your shift is closed, count the items in your inventory and enter that number under “**Add # of Products**” and hit the “**Save**” button.

If you are simply buying new products, you can enter the # of products under “**Add # of Products**” and hit the “**Save**” button. If you are missing products and you want to remove them from your inventory, and then enter the quantity under “**Remove Products**” and click “**Save**”.

If you are tracking your inventory by department as opposed to UPCs, check the “Use Quantity for Dept.” check box and enter the quantity on hand for that particular department. If you are receiving an order form a vendor enter the amount of items under “**Add # of Products**”, if you are simply doing inventory you can correct the value under where it says “**Current Inventory**”.

### Shortcuts:

- Enter** Show all UPC-Codes
- /** Show all Departments
- ,** Show all PLUs
- U** Enter PLU Mode, so you can simply type the PLU #

## Gas Pumps

### How to use this Window?

There are some odd cases when your register's pumps are not mapped properly and we would have to map them in this window.

Start this window and you should see a list of 24 tanks. Next to each Tank, under GasType, select the Grade. Repeat for all tanks and click Save.

The screenshot shows the "Gas Pumps" window. On the left, there is a list of tanks numbered 1 through 12. Next to each number is a dropdown menu for "GasType". The first four tanks have "3-Super", "1-Reg.", "5-Diesel", and "7-Other" selected. To the right of the list is a "Gas Selling Prices" section with a "SELF" button and several price inputs: "Reg" (1.9990), "Plus" (2.4490), "Sup" (2.6490), "Diesel" (2.3990), and "Other" (2.2990). At the bottom, there are buttons for "Validate TLS", "Total:", "Save", "Find", "Report", "Help", and "Quit".

When you click the "Find" button in the Gas Pumps window, you will see the list of saved entries in the list or spreadsheet shown on the next page.

The screenshot shows the "Find in GasPumps" window. It displays a table with the following columns: Date, Shift, Dispenser, ServiceLeve, Grade, SaleValue, VolSold, OpenVol, CloseVol, and LocationID. The table contains 10 rows of data. Below the table is a "Find" section with a "Data Field" dropdown set to "Date", an "Operator" dropdown set to "=", and a "Value" field. There is also a "Show Grid" checkbox and a "Find" button. To the right of the "Find" section is a "Commands" section with buttons for "Query Wizard", "Print Data", "Hide Show", "Export", "Import", "Send to Register", "Report", "Delete", "Help", and "Quit". At the bottom, it shows "Record: 1 out of 1554".

Date	Shift	Dispenser	ServiceLeve	Grade	SaleValue	VolSold	OpenVol	CloseVol	LocationID
03/25/2008	162	2	SELF SR	MID1 A	\$584,370	190,813	585958.49	586149.3	1
03/25/2008	162	6	SELF SR	PREM	\$105,710	31,191	77580.92	77612.11	1
03/25/2008	162	1	SELF SR	UNL	\$422,500	132,737	332958.9	333091.64	1
03/25/2008	162	1	SELF SR	MID1 A	\$772,140	251,787	689970.78	690222.57	1
03/25/2008	162	2	SELF SR	UNL	\$177,550	55,732	320383.17	320438.9	1
03/25/2008	162	2	SELF SR	PREM	\$60,140	17,745	90729.1	90745.85	1
03/25/2008	162	3	SELF SR	UNL	\$992,590	311,764	670909.67	671221.44	1
03/25/2008	162	3	SELF SR	MID1 A	\$1,604,870	523,183	330888.25	331411.44	1
03/25/2008	162	3	SELF SR	PREM	\$123,820	51,216	129866.53	129937.74	1



## Gas Sale

Click on the "Gas Sale" icon, hit **Ctrl-G** or select "**Gas Sale**" from the "**Daily**" menu or from your Desktop.

If you are running in Stand-Alone Mode, you would use this window to enter the total Volume sold for each grade of gas (Full or Self Serve) and click Save.

If you are running in Back Office Mode, you would use this window to see your Reports or you would click "**History**" to review past saved data and possibly make changes to the "Start", "End" and "Actual" columns.

### How to use this Window?

#### At the end of the shift/day (Stand-Alone Mode ONLY)...

Start this window, enter the amounts sold under "Volume" for Self and Full Serve Gas, do your stick reading and figure out the Actual Volume left in all your tanks and enter the amounts under "Actual". When done, click on **Save**. Note that the difference between "End" and "Actual" is the amount of Gas you are losing underground or the water coming into your tank. In the Gas Sale Report, you should see the "Difference".

The screenshot shows the 'Gas Sale' software interface. It features a menu bar with options like List, History, Save, Find, Report, Diff, Pre-Collect, Show Purchased vs. Sold, Help, and Quit. Below the menu is a toolbar with icons for these functions. The main area is divided into several sections:

- SELF SERVE** and **FULL SERVE** tables for entering sales data.
- Tank Info** table for tracking gas levels in tanks.
- Total** summary section with fields for Fuel Discount, Total Sold, Total Profit, Pool Margin, Water (in), and Actual Gas Cost Value.
- Regular Purchased around** section with a date and amount.
- History** table on the right showing a list of past gas sales with columns for Date, Volume, and PM.

At the bottom, there are buttons for 'Validate TLS', 'Validate Sales', and a checkbox for 'Ignore Errors'. The date '03/16/2015' and station number '851' are also visible.

If running in "Stand-Alone Mode", at the end of the shift/day, you need to enter the Volume sold for Full Serve and Self Serve for all types of Gas that you sell. You should go outside, do a stick reading and enter the Actual Volume left in the Tank. Click on **Save** to save your data. To see what you saved, click on the "**Report**" or "**Find**" button.

**Start** is the Volume you started with at the beginning of the shift / day.

**End** is the Volume you ended with at the end of the shift / day. This is the start minus the volume sold.

**Actual** is what is in the ground (if your register is connected to a tank monitor this comes automatically when you download your shift). If you are not connected, you need to enter these numbers manually.

Water (in) is the amount of water that is in the tank, enter this value in Inches (if your register is connected to a tank monitor this value will come in automatically when you download your shift)

History allows you to view / edit previously saved gas sales right on the gas sale screen.

Pre-Collect, is a window that allows people in states like California to determine how much tax they have pre collected and how much tax was collected during sales and what the differences were.

Ignore errors, check this check box if you DO NOT want the software to warn you about certain errors inside the Gas Sale window.

Click the "**Find**" button and you will see the "**Find in: Gas Sale**" window below.

Date	TotalSelfGallon	GrandTotalGallon	TotalGasProfit	TotalGasMoney	PoolMargin	Shift	SelfGallons1	SelfGallons2	SelfGallons3
03/18/2008	1824.785	1824.785	184.5534	\$5,852.330	10.11	23	1476.842	123.626	105.668
03/17/2008	2243.487	2243.487	251.6914	\$7,254.500	11.22	22	1795.772	170.931	97.299
03/16/2008	2054.098	2054.098	123.4132	\$6,579.070	6.01	21	1713.558	124.037	169.679
03/15/2008	2730.135	2730.135	127.36	\$8,559.260	4.67	20	2444.917	181.056	79.564
03/14/2008	1997.482	1997.482	214.2286	\$6,455.150	10.72	19	1568.21	212.956	68.76
03/14/2008	948.438	948.438	118.8898	\$2,995.800	12.54	18	900.078	5.972	42.388
03/13/2008	1739.709	1739.709	116.7946	\$5,616.170	6.71	17	1446.068	81.033	144.405
03/12/2008	1617.149	1617.149	129.8488	\$5,225.830	8.03	16	1425.817	64.202	74.865
03/11/2008	1427.32	1427.32	135.5283	\$4,649.070	9.50	15	1198.578	122.473	27.685
03/10/2008	1586.456	1586.456	111.9493	\$5,129.370	7.06	14	1375.538	60.964	72.094
03/09/2008	1677.358	1677.358	256.5629	\$5,363.470	15.30	13	1443.201	119.58	81.22
03/08/2008	2119.783	2119.783	162.4671	\$6,787.590	7.66	12	1845.627	90.185	118.706

- **Date** is the date the Gas Sale took place
- **Total Self Gallon** is the Total Self-Serve Volume (Gallon or Liter) Sold.
- **Grand Total Gallon** is the Grand Total Self-Serve + Full-Serve Volume (Gallon or Liter) Sold.
- **Total Gas Profit** is the Total Gas Profit made for that date/shift.
- **Total Gas Money** is the Total Gas Money collected for that date/shift.
- **Pool Margin** is the # of cents per Gallon or Liter you are making for that date/shift.
- **Shift** is the Shift # for that date.
- **Self Gallons 1** is the # of Gallons/Liters sold for Grade # 1 (Regular) for that date.
- **Self Gallons 2** is the # of Gallons/Liters sold for Grade # 2 (Plus) for that date.
- **Self Gallons 3** is the # of Gallons/Liters sold for Grade # 3 (Super) for that date.

# Daily

## Car Wash

### How to use this Window?

#### At the end of the shift/day (Stand-Alone Mode ONLY)...

If you are running in Stand-Alone Mode, you would use this window to enter the # of cars, Profit/Car, the Money in the cash Register, the Total Refunds and Total Vacuums. Click the **Save** button when finished.

To see the data you saved, click the **Report** or “**Find**” button.

#### If you are running in Back Office Mode:

You would use this window to see your Reports or find data saved

You can also setup this window to work automatically with your Cash Register by entering the “**Register PLU Mappings**” as well as the “**Register Tax Rates**”. If you configured PLU # 55 to be an Express Car Wash, you simply enter “55” or “9555” under “**Register PLU Mappings**” in the 1st box.

	With Fill-Up			Without Fill-Up			Register PLU Mappings	Register Tax Rates
	# of Cars	\$ Amount	Sub Total	# of Cars	\$ Amount	Sub Total		
Express								
Good								
Better								
Best								
Ultra								
SubTotal								

When you click the “**Find**” button in the Car Wash window, you will see the spreadsheet shown below.

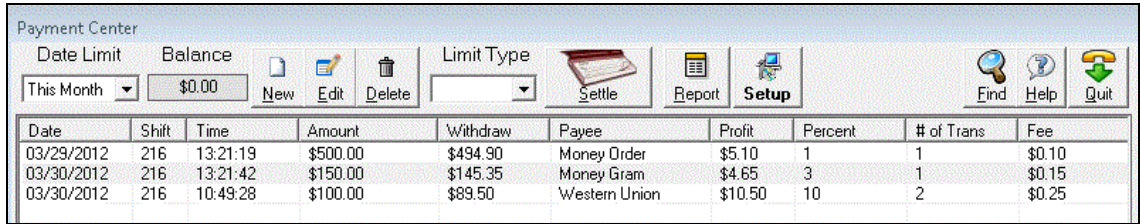
Date	Shift	Weather	FillUpCars	FillUpProfit	NoFillUpCars	NoFillUpProfit	IpCarsXpress	UpCarsGood	JpCarsBetter	IlUpCarsBest
03/25/2008	162	Clear	0	\$0.000	26	\$158.900	0	0	0	0
03/24/2008	161	Clear	0	\$0.000	19	\$110.300	0	0	0	0
03/23/2008	160	Clear	0	\$0.000	19	\$125.260	0	0	0	0
03/22/2008	159	Clear	0	\$0.000	25	\$139.280	0	0	0	0
03/21/2008	158	Clear	0	\$0.000	24	\$133.670	0	0	0	0
03/20/2008	157	Clear	0	\$0.000	29	\$174.810	0	0	0	0
03/19/2008	156	Clear	0	\$0.000	27	\$162.620	0	0	0	0
03/18/2008	155	Clear	0	\$0.000	34	\$203.760	0	0	0	0

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## Payment Center

Select **“Payment Center”** from the **“Daily”** menu.

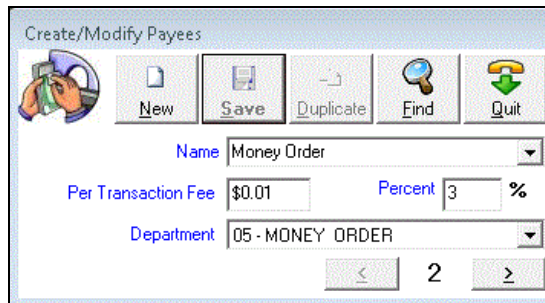
Payment Center is to be used to handle various payment types such as Money Order, Western Union, etc..



The screenshot shows the Payment Center window with a toolbar and a table of transactions. The toolbar includes buttons for New, Edit, Delete, Settle, Report, Setup, Find, Help, and Quit. The table has columns for Date, Shift, Time, Amount, Withdraw, Payee, Profit, Percent, # of Trans, and Fee.

Date	Shift	Time	Amount	Withdraw	Payee	Profit	Percent	# of Trans	Fee
03/29/2012	216	13:21:19	\$500.00	\$494.90	Money Order	\$5.10	1	1	\$0.10
03/30/2012	216	13:21:42	\$150.00	\$145.35	Money Gram	\$4.65	3	1	\$0.15
03/30/2012	216	10:49:28	\$100.00	\$89.50	Western Union	\$10.50	10	2	\$0.25

To use the **“Payment Center”**, you must 1<sup>st</sup> setup your Payees. To do that, click **“Payees”** from the **“First Time Users”** window or click Setup, Payees and you should see the following:



The screenshot shows the Create/Modify Payees window. It has a toolbar with New, Save, Duplicate, Find, and Quit buttons. Below the toolbar, there are fields for Name (Money Order), Per Transaction Fee (\$0.01), Percent (3 %), and Department (05 - MONEY ORDER). There are also navigation buttons for less than or equal to, 2, and greater than or equal to.

You need to also open the Cash Register Interface Setup window and make sure the box next to **“Pay Center”** is checked.

When the fee cannot be calculated using a **“percentage”** or a **“per transaction fee”**, create another department for the fee.

---



## Sign Prices

Select "Sign Prices" from the "Daily" menu or from your Desktop.

This window is used to help you figure out how to set your selling prices outside.

Start this window, enter the **PDI** (Price Decrease/Increase) in cents, select **Full** or **Self Service** under "**Service Type**", and hit Calc to see your current Pool Margin. You may click "Increase Pool Margin" or "Decrease Pool Margin" and enter how many Cents you want to Increase or Decrease and hit Calc again. The program will give you the new Sign Prices for Outside. If you decided to go ahead and change the Sign Prices to what the program is recommending, hit Save Selling Prices to update your selling prices. Upload the new gas prices from the Cash Register Interface.

	Cents +/-	Selling (\$)	Cost (\$)	%Volume	Sign Price (\$)
Regular		3.099	\$2.8815	78.30	3.0990
Plus		3.269	\$3.0700	05.57	3.2690
Super		3.439	\$3.2975	02.76	3.4390
Diesel		3.599	\$3.4757	08.38	3.5990
Other		3.459	\$2.9897	04.99	3.4590

**Service Type** is the way you service your gas self/full or both.

**Change Pool Margin** is used to increase or decrease the pool margin in cents.

**Search for gas prices by U.S. Zip Code** is used to see what other stations surrounding the zip code entered are selling their gas for.

## Daily

### Short/Over (End Of Shift)

Click on the “End of shift” icon, hit “Ctrl-F” or select “Short/Over (End of shift)” from the “Daily” menu or from your Desktop. Most of the information is automatically filled in from using other windows or after downloading from your Cash Register. If you need to adjust any of the items (not in blue), simply click on the name itself and enter the details and when you come back to the short/over window, the amount gets adjusted accordingly. All items shown in blue can be entered directly in this window.

How to use this Window?

#### At the end of the shift/day...

- Open this window and it will automatically show you the numbers for the current date/shift as long as the shift is still open. If the shift was already closed, you can click on "Re-Open Shift" or click "History" and select the shift you want from a list of closed shifts.
- Once the shift is open, you can enter or adjust all the amounts, especially the "TOTAL CASH & CHECKS" and click "Close Shift (SAVE)".
- You can enter the "TOTAL CASH & CHECKS", or in the field under where it says Total Cash & Checks, you can put in the start \$ - (minus) the end \$ and hit enter and the software will do the math.
- If you hit Total, under the safe drop amount, the software will prompt you to choose which account to enter the deposit into automatically.
- If the "Show Daily" check box is checked, you will be able to scroll through various dates without opening and modifying the shift.

The screenshot shows the 'Short/Over' window for shift 1015 on 12/02/2013. The window is divided into several sections:

- Shift Time:** Open 13:08:03, Close 21:24:12
- Voids:** Count 10, Amount 14.75, No Sales 0
- IN (Income) Section:** Includes Account Receivable, Garage Paid In, SALES ROOM (\$1,338.66), SALES ROOM TAX (\$92.76), Lottery Tickets, Lottery Machine, GAS SALE (\$1,791.59), Payment Center, Car Wash, Other Income, Money Orders, Refund, Bottle Deposit, Rebates, Manual Fuel, and a TOTAL of \$3,223.01.
- OUT (Expenses) Section:** Includes Local Charges, Garage Parts Cost, Expenses Paid, Vendor Paid, Lottery Prizes Paid, CREDIT CARDS (\$1,137.47), Manual Credit, Assets Paid, ATM, Discounts, Cash Acceptor, Coupons/Btl Retn, Food Stamps, Other Out (\$51.49), Drive Off, and Gift Cards Paid. A TOTAL of \$3,217.90 is shown.
- Cash Register Section:** Displays 'TOTAL CASH & CHECKS' as \$2,016.43, with a 'Short Over' of -\$5.11.
- Most Recent Table:** Lists recent shifts with columns for Date and Sft.
- Notes:** Includes 'BETTY 4262.67' and '3253/3252'.
- Summary:** Shows 'Credit: \$299.02' and 'Debit: \$838.45'. A 'Finalized' checkbox is checked.
- Toolbar:** Contains buttons for 'Close Shift (SAVE)', 'Re-Open Shift', 'History', 'Find', 'Report', 'Print', 'Validate Shift', 'Validate Range', 'Help', 'Quit', and 'View Shift Log'.

This window accumulates all the data from other windows and saves them under the specified shift.

To see the shifts that are saved click on the “Report”, “History” or “Find” button. You can also view how many "Voids" and the total dollar amount as well as "No Sales".

If you are looking for a shift that you have not closed yet, select the Date, enter the Shift # and click "Lookup Shift".

Clicking on **Validate Shift** or **Validate Range** will let you know if any of the original numbers were changed from what was downloaded from the register.

## Weekly

### Payroll


Click on the “**Payroll**” icon, hit “**Ctrl-Y**” or select “**Payroll**” from the “**Weekly**” menu or from your Desktop.

The Payroll window should be used every Week to do your Payroll. We recommend that you use this window to do your Payroll even if you are using a Payroll service.

The screenshot shows the Payroll software interface. At the top, there is a 'Setup' menu with options like 'Employees', '941', and 'Wages Paid'. Below this is a toolbar with icons for 'Auto-Pay All', 'List', 'History', 'Save', 'Find', 'Report', 'Print Checks', 'Order Checks', 'Help', and 'Quit'. The main area contains a table with columns for Employee Name, Payment Type, Check #, Tips Com., Hourly Pay, Reg. Hours, Holiday Hours, Vacation Hours, Gross Pay, IRA, Ins., Child Support, Wages Garnish, STD Taxes, FICA Taxes, Federal Taxes, State Taxes, Local Taxes, and Final Pay. The table lists several employees including ARIEL THAME, BETTY MALHC, DONALD PAYT, MEKKA PICKET, PRISCILLA CL, RITA ANDERS, and SAMUEL CARF. A 'Total' row at the bottom shows a Gross Pay of 1687.25 and a Final Pay of 1524.45. To the right of the main table is a 'Most Recent' list showing a chronological list of transactions with columns for Date, ID, and Amount. At the bottom left, there are 'Select Dates...' buttons with 'From: 12/01/2013' and 'To: 12/07/2013'. At the bottom right, there is a status line: 'Line 7 [Status: S, Allow: 2] Fed Taxed @ 10%, State Taxed @ 4%'.

How to use this Window?

**At the end of the week...**

Start this window, click on the down arrow  under "Employee Name" and you will see a list of all your Employees, select one of them and you will see most fields get automatically filled in. You may adjust the # of Hours, Commission and Pay if needed. Click on the **Save** button to save your new entries.

To see what you saved, click on the **Report**, **Find** or **History** button. To modify or view existing entries click on "**History**"

After you save your entries, you can click the "**Print Checks**" button to print the Payroll Checks.

We do support three types of payroll checks **Intuit**, **Cynaptics' LMC01**, and **Blank Checks**. You can select which one to use by going to the "**Setup**" menu and selecting "**Check Type**"

Remember that the Taxes must be adjusted every year to accommodate the new Tax laws. If you have a maintenance agreement, you will get your taxes automatically as part of the update.

- **Tips Com.** - This is the amount of Tips and or Commission the Employee earned per pay period
- **Hourly Pay**- How much the Employee gets paid per hour
- **Reg. Hours**- This is the number of hours the Employee worked for this payroll period
- **Holiday Hours**- This is the number of Holiday hours the Employee is getting paid for
- **Vacation Hours**- This is the amount of vacation hours the Employee is getting paid for
- **Gross Pay**- This is the amount before taxes that the Employee earned
- **IRA** - This is the IRA or 401K amount to withhold from the Employee per pay period
- **Ins.** - This is the Insurance payment that the Employee pays per pay period, if you provide health insurance
- **Child Support**- This is the amount to withhold from the Employee per pay period
- If you want to add a new Employee or modify withholding information, click on the **Employees** button
- The "**Wages Paid**" and "**941**" buttons give you the ability to get information ready for your Accountant to handle your Payroll related taxes. In some states (like Massachusetts) you can even print directly to your "Wages Paid" window provided by your state.



## Charge

### Electronic Credit Cards

Click on the “**Electronic Credit Cards**” icon.

The Electronic Credit Cards window holds all the Pending and Settled Credit Card Payments on a daily basis for every shift

How to use this Window?

#### At the end of the shift/day...

Double click under Shift and make sure the Shift # and information is correct, click the **Save** button.

#### If you receive a Batch from the Credit Card Company...

Start this window, look for the Date and Shift, and click "**Settle**". Note that the Batch # will automatically get generated for you. You may adjust the Batch # if it is wrong for any reason.



The Batch # is the electronic credit batch mailed through your electronic machine to inform you a deposit has been made to your electronic account.

If you receive your credit card statements in an XML format, like the ones provided by Shell Oil Company, you can download those directly into the window by clicking on Load XML. By doing this, the software will automatically reconcile the electronic account.

Date	Shift	Batch #	Total Amo...	Net Amount	Settled On	Memo
12/03/2013	1017	0	1033.63	1033.63		
12/03/2013	1016	0	1243.67	1243.67		
12/02/2013	1015	0	1137.47	1137.47		
12/02/2013	1014	0	1184.11	1184.11		
12/01/2013	1013	0	830.07	830.07		
12/01/2013	1012	0	886.73	886.73		

Stati...	Stati...	Other	Visa/...	Disc...	AMEX	Univ...	Univ...	Diners	Debit	Prep...	Active	Wrig...	PHH	IAES	Voya...	Donlen	Misc
0	0	96.69	279.15	0	0	0	0	0	657.79	0	0	0	0	0	0	0	0

You can view All, Pending or Settled batches by clicking on the arrow  in the combo box  under View.

- **New:** Is used when you make a new batch manually
- **Edit:** Allows you to modify one or multiple batches
- **Settle:** Allows you to settle one or multiple batches
- **Delete:** Allows you to delete one or multiple batches. **Note:** Delete is permanent.
- **Report:** View daily credit card reports or shift credit card reports
- **Load XML:** If your Oil Company such as Shell provides an XML file or text file for all the credit card batches along with the fees, click this button and select the XML file to load.
- **Map:** This is where you enter your register mappings
- **Fees:** This is where you enter your fees that you are being charged from the credit card companies



## Create/Modify Credit Card Batch

You can use this window to add a new credit card batch or modify existing batches.

When you would like to make a new batch select "New" and enter in all the dollar amounts for the various types of credit cards. Click "Save". The fees adjust automatically.

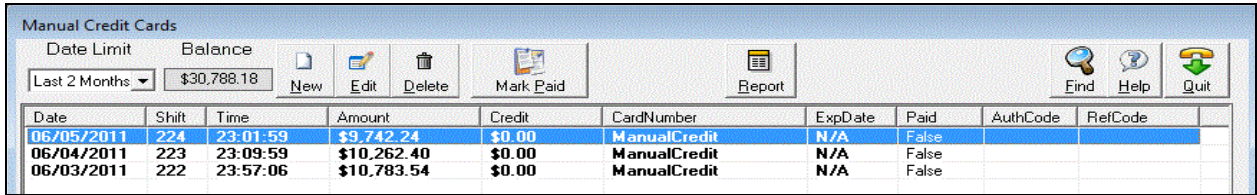
**List Charges-** This window is an alternative to the create/modify window.

Date	VisaMC	Discover	AmExpress	TotalAmount	NetAmount	DebitCard	PrePaidCard	OtherCard	Shift	MiscCard	SettledDate	Batch	Memo
12/11/2013	\$1,511.79	\$109.57	\$570.90	\$3,178.91	\$3,178.91	\$460.84	\$58.20	\$385.39	0	\$0.00	2/12/2013	345333	Loaded fr
12/11/2013	\$0.00	\$0.00	\$0.00	\$96.15	\$96.15	\$0.00	\$0.00	\$0.00	0	\$87.34	2/12/2013	20131211	Loaded fr
12/10/2013	\$315.08	\$0.00	\$95.19	\$1,215.86	\$1,215.86	\$720.39	\$0.00	\$40.69	3	-\$25.00	2/12/2013	345335	Loaded fr
12/10/2013	\$0.00	\$0.00	\$0.00	\$80.66	\$80.66	\$0.00	\$0.00	\$0.00	0	\$73.78	2/12/2013	20131210	Loaded fr
12/09/2013	\$725.34	\$42.22	\$126.82	\$1,367.44	\$1,367.44	\$325.86	\$53.23	\$0.00	3	\$0.00	2/12/2013	344330	Loaded fr
12/09/2013	\$1,414.38	\$108.55	\$647.07	\$3,392.96	\$3,392.96	\$768.50	\$66.50	\$155.59	2	-\$50.00	2/12/2013	344329	Loaded fr
12/09/2013	\$1,294.33	\$30.00	\$343.33	\$2,952.54	\$2,952.54	\$880.89	\$0.00	\$405.58	1	-\$50.00	2/12/2013	344328	Loaded fr
12/09/2013	\$0.00	\$0.00	\$0.00	\$69.72	\$69.72	\$0.00	\$0.00	\$0.00	0	\$62.54	2/11/2013	20131209	Loaded fr
12/08/2013	\$1,776.61	\$91.29	\$13.40	\$3,253.64	\$3,253.64	\$1,040.29	\$110.05	\$126.42	2	-\$25.00	2/11/2013	343326	Loaded fr
12/08/2013	\$1,670.99	\$89.96	\$135.00	\$2,984.86	\$2,984.86	\$549.38	\$64.18	\$114.38	1	\$0.00	2/11/2013	343325	Loaded fr
12/08/2013	\$0.00	\$0.00	\$0.00	\$334.24	\$334.24	\$0.00	\$0.00	\$0.00	0	\$319.46	2/09/2013	20131208	Loaded fr
12/07/2013	\$1,770.88	\$20.07	\$176.71	\$3,481.40	\$3,481.40	\$1,228.13	\$13.15	\$36.80	2	-\$75.00	2/15/2013	342323	Loaded fr

You can modify this list or click on the Fast Forward button  to go to the last record and you will see this star , click next to it under DATE and enter the date, hit the right arrow on your keyboard and enter the dollar amounts for the various types of credit cards.

## Charge

Manual Credit - Select “**Manual Credit Card**” from the “**Charge**” menu or **Shift+Ctrl+F1**.



Date	Shift	Time	Amount	Credit	CardNumber	ExpDate	Paid	AuthCode	RefCode
06/05/2011	224	23:01:59	\$9,742.24	\$0.00	ManualCredit	N/A	False		
06/04/2011	223	23:09:59	\$10,262.40	\$0.00	ManualCredit	N/A	False		
06/03/2011	222	23:57:06	\$10,783.54	\$0.00	ManualCredit	N/A	False		

- **New** is used to enter new transactions
- **Edit** is used to edit an existing transaction
- **Delete** is used to delete a transaction. **Note:** Delete is permanent
- **Mark Paid** is used to mark one or multiple transactions paid
- **Report** is used to view transactions that were saved
- **Find** is used to find all transactions

**Create New Record** - This window is used to create new transactions or modify existing transactions

To edit an existing transaction, click **Edit**; make the necessary changes and then click save.



Update Manual Credit Record

Date: 06/05/2011

Credit Card #: ManualCredit

Amount: \$9,742.24

Credit: \$0.00

Exp. Date: N/A

Time: 23:01:59

Shift: 224

Paid

Save Quit

If you would like to make a new record click on new and enter the following:

- **Date:** Selected from a calendar to specify the charged date.
- **Card Number:** Is the edit field that holds the credit card number.
- **Amount:** Is the amount charged on the credit card.
- **Credit:** Is the credit amount on the credit card
- **Exp. Date:** Is the expiration date of the Credit card.
- **Note:** Time and shift get entered automatically

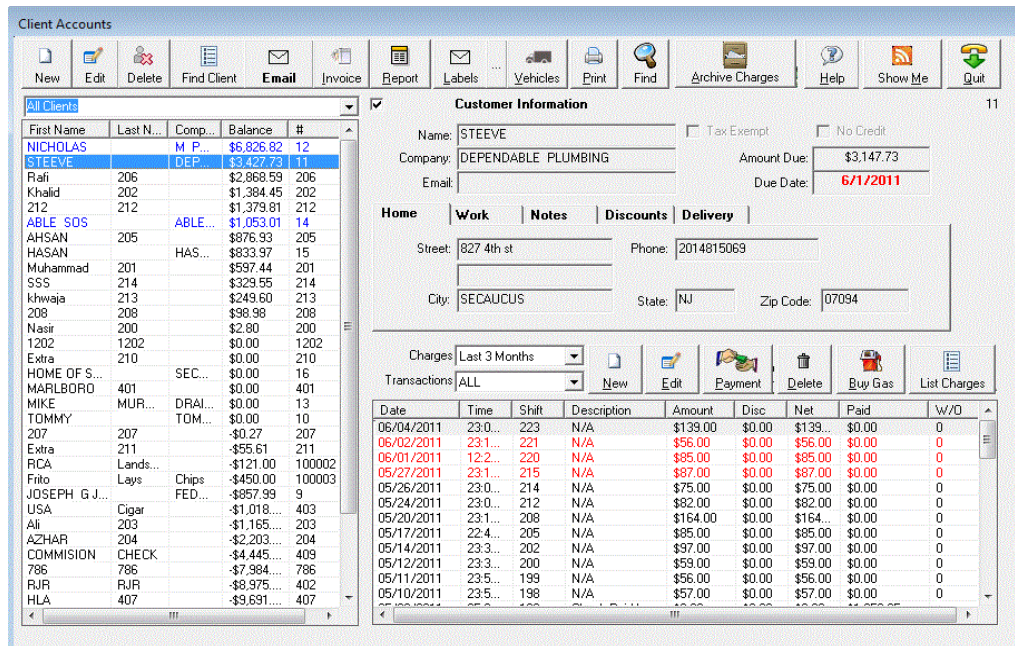



# Charge

## Client Accounts


Select “Client Accounts” from the “Charge” menu or from your desktop.

This window is used for your customers that have a special account with you. You would use this window to track their charges. If your client has an e-mail address or would like to receive text messages about his or her account you can configure their account with this information. Please see C on how to do this. Please know that the mobile carrier will apply normal text messaging rates.



- **New** is used to enter new clients (e.g. e-mail address, mobile phone number, address, etc.)
- **Edit** is used to edit an existing client (e.g. e-mail address, mobile phone number, address, etc.)
- **Delete** is used to delete a client along with the client's charges. **Note:** Delete is permanent .
- **List Clients** is used to view all your clients
- **Email** is used to send your client information about their accounts
- **Invoice** is used to generate an invoice for clients with an amount due
- **Report** is used to view daily, monthly or accounts with balances
- **Labels** are used to print shipping labels for your clients. **Note:** To choose the Avery address label click the  button.
- **Vehicles** is used to add a new vehicle for a client or modify an existing one
- **Print** is used print the labels
- **Find** is used to find all clients, clients with vehicles or charges made by clients

### Charges:

- **New** is used to add a new charge
- **Edit** is used to edit an existing charge
- **Delete** is used to delete a charge. **Note:** Delete is permanent
- **Payment** is used to apply a payment to an existing charge
- **Buy Gas** is used if the client wants to buy gas
- **List Charges** is used to view all the charges your clients have made
- **Note:** You can adjust how many charges you view by clicking the down arrow  and make your selection

## Create/Modify Client

You can use this window to add new customers or modify existing customers.

The screenshot shows the 'Create/Modify Client' window with the following data:

First Name:	1	Last Name:	1	<input type="checkbox"/> Tax Exempt	<input type="checkbox"/> No Credit
Company:	Aid Maintenance Co.		Amount Due:	\$1,857.19	
Email:	fax 401-723-1122	TXT	Due Date:	12/14/2013	
<b>Home</b>   Work   Notes   Discounts   Delivery					
Street:	312 Roosevelt St	Phone:	4017222345		
City:	Pawtucket	State:	RI	Zip Code:	02860
Client Number:	1	Name:	Dan Nory		
			Save	Quit	

If you have a new client enter the following

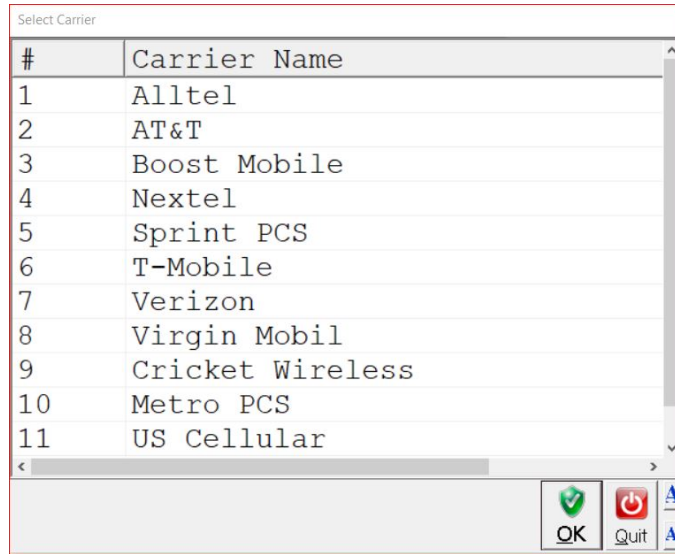
- First Name, Last Name, Company, Email, Street, City, State, Zip, Phone etc.
- **Tax Exempt** should be checked if the client is Tax Exempt
- **No Credit** should be checked if you do not allow this customer to use a house charge (Local Credit)
- **Email** is the client's email and will be used if you choose to send the client information about their account. If the client prefers text messages, click on the [TXT] to configure the mobile phone carrier and cell phone number.
- **First Name** is the client's first name
- **Last Name** is the client's last name
- **Email** is the client's email address
- **No Credit** means client is not allowed to have in-store credit
- **Amount Due** is the \$ amount due for the client to pay you
- **Due Date** is the date when this amount is due
- **Client Number** will allow you to change the client account number
- **Name** is the QuickBooks name and should match the client name that is in QuickBooks if the name already exists, if it does not match QuickBooks will make a duplicate entry.

If you would like to give a client discount, click the **Discounts** tab:

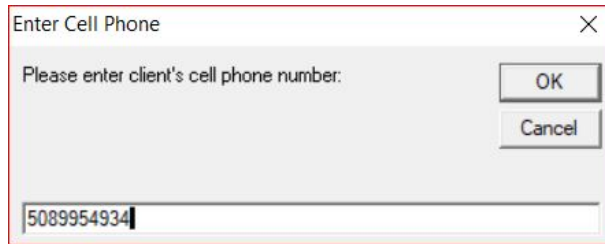
- To apply a discount on merchandise enter how many percent off for merchandise (example 10=10%)
- To apply a discount on gas enter how many cents off each gallon/liter (example 5= 5cents off each gallon/liter)

Once the amount is entered, the Discount is automatically calculated based-upon the Discount used for this client.

**Configuring Text Messaging:**

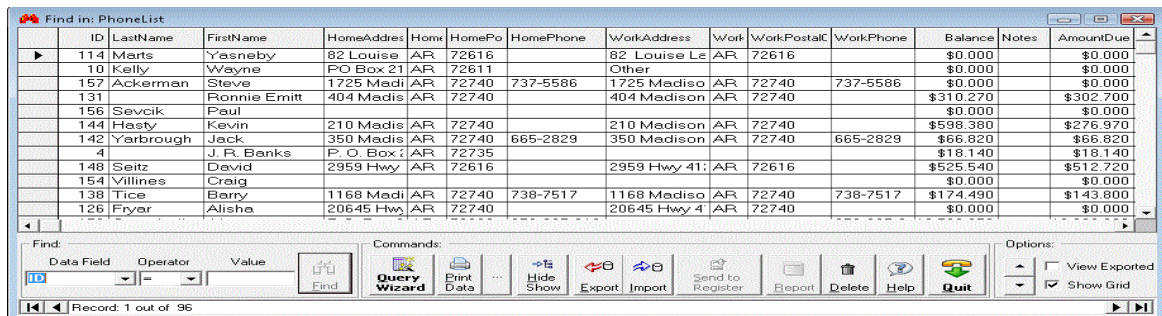




- Please select the cell phone provider that is used by the client. For example if you use Verizon enter 7 and press OK and you will see the window and shown below.



- Please enter the client's mobile phone number starting first with the area code then finishing with the phone number (e.g. 5089954934). In the e-mail box in the Create/Modify client it will look like 5089954934@vtext.com (This is only for Verizon customers) the extension will change based upon the mobile carrier that is selected.

**List Clients - This window is an alternative to the Create/Modify Clients window**



You can modify this list or click on the Fast Forward button  to go to the last record and you will see this star , click next to it under ID and enter a unique ID number, hit the right arrow on your keyboard and enter the Last Name, hit the right arrow and enter the First Name, etc.



**Create New Charge** - This window is used to create new charges/payments or modify existing charges/payments

From the **Clients Account** window, select a client, click **New** in the **Charges** section, enter the charge they are making, the amount and if they paid and click save.

To edit an existing charge, click **Edit**; make the necessary changes and then click save.

**Date** is when the client made the charge (House Charge or Local/Store Credit)

**Description** is the description of the charge

**Note:** You can click on the down arrow  to find various descriptions, or click on the  button to add new ones.



**Amount Charged** is the \$ amount of the charge

**Amount Paid** is the amount the client paid

**Note:** Time, Work Order, and Shift get filled in automatically

**List Charges** - This window is an alternative to the **Create New Charges** window

Date	Amount	Description	Paid	Shift	NetAmount	Time	VehicleID	LocationID	WorkOrder	ModifiedDate	ModifiedTime	File
10/16/2013	\$240.00	\$240.00 Diesel Vol=63.	\$0.000	2248	\$240.000	23:55:46-2	8	1	0			00
10/16/2013	\$22.52	Hardware	\$0.000	2248	\$22.520	10:46:56-2	57	1	0			00
10/16/2013	\$327.90	\$327.90 Diesel Vol=87	\$0.000	2248	\$327.900	10:24:58-2	26	1	0			00
10/16/2013	\$25.01	\$25.01 Reg. Vol=7.917	\$0.000	2248	\$25.010	10:01:00-2	62	1	0			00
10/16/2013	\$228.83	\$226.66 Diesel Vol=60.	\$0.000	2248	\$228.830	09:46:53-4	59	1	0			00
10/16/2013	\$20.10	\$20.10 Reg. Vol=6.362	\$0.000	2248	\$20.100	09:22:41-2	43	1	0			00
10/16/2013	\$131.93	\$131.93 Diesel Vol=35.	\$0.000	2248	\$131.930	08:23:31-2	8	1	0			00
10/16/2013	\$51.73	\$50.00 Diesel Vol=13.2	\$0.000	2248	\$51.730	07:01:57-4	21	1	0			00
10/16/2013	\$492.89	\$472.67 Other Vol=131.	\$0.000	2248	\$492.890	06:50:04-3	57	1	0			00
10/16/2013	\$40.00	\$40.00 Super Vol=11.54	\$0.000	2248	\$40.000	02:28:49-2	85	1	0			00
10/16/2013	\$558.43	\$558.43 Diesel Vol=140	\$0.000	2248	\$558.430	16:22:38-2	0	1	0			00
10/16/2013	\$15.14	N/A	\$0.000	2248	\$15.140	11:12:54-6	79	1	0			00
10/16/2013	\$154.99	\$154.99 Diesel Vol=41.	\$0.000	2248	\$154.990	05:41:32-2	145	1	0			00
10/16/2013	\$83.10	\$81.05 Diesel Vol=21.5	\$0.000	2248	\$83.100	17:06:07-5	21	1	0			00
10/16/2013	\$42.40	\$42.40 Reg. Vol=13.42	\$0.000	2248	\$42.400	11:22:46-2	41	1	0			00
10/16/2013	\$0.00	N/A	\$459.630	2248	\$0.000	15:19:44	0	1	0			00
10/16/2013	\$301.63	\$301.63 Diesel Vol=80.	\$0.000	2248	\$301.630	15:24:15-2	26	1	0			00
10/16/2013	\$0.00	N/A	\$99.000	2248	\$0.000	11:06:49	0	1	0			00
10/16/2013	\$162.70	N/A	\$0.000	2248	\$162.700	16:50:26-2	59	1	0			00

You can modify this list or click on the Fast Forward button  to go to the last record and you will see this star , click next to it under ID and enter a unique ID number, hit the right arrow on your keyboard and enter the date, hit the right arrow and enter the amount, etc.



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## **BOS Mode**

All Local (Store) Credits are automatically retrieved from your Cash Register. Client payments are also automatically entered if you entered them as "Paid In" on your Cash Register.

After downloading from the Cash Register, a new client will show up after the letter Z, The client's first name as well as the last name will both be set to the client's ID (example: 1,1). When you see this, select it and click edit and make the necessary changes.

## **Stand-Alone Mode**

If an existing client is charging their account, click on the client's name. Click "New" in charges, enter the description next to "**Description**"; enter the "**Amount**", if they paid and enter how much in "**Amount Paid**". Click on SAVE. To see what you saved, click on the "**Report**" or "**Find**" button.

## **Import Clients**

You can import 3 types of files into Client Accounts by clicking on the "Import" button in the Client Accounts window.

- **You can import any Excel (.xlsx) file.**
- **You can import a "Tab-Separated Text file".**
- **You can import QuickBooks IIF files as follows:**

Open QuickBooks, select File, Utilities, Export, and Lists to IIF Files and Select "Customers" from the list.

QuickBooks will save an .IIF file which AGKSoft recognizes when importing.

To import clients from other applications, you must have a text file formatted as follows:

***CUSTNO COMPANY FIRSTNAME LASTNAME STREET CITY STATE ZIP PHONE PHONE2 FAXNUM EMAIL NOTES***

This must be the 1st line in the file. These headers can be in any order as long as you have them in there.

After the header, we have the actual client information. The following is an example:

***1234567 AGKSOFT Jonathon Donahue 1420 Main Rd Tiverton RI 02878 508-995-4934 508-995-4934 508-995-4934 xxx@agksoft.com***

Note that, you can create such a file using a spreadsheet and then save it as a "Tab-Separated Text file".

If you are creating the file in Notepad, make sure you use Tabs between columns.

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## Lotto

Select "**Scratch Ticket Books**" from the "**Lotto**" menu, **Ctrl-F3**, or click on "**Tickets**" in lottery.

Click "**Add Books**" to add books to be used in the Lottery Scratch Tickets window shown below.

The Lottery Scratch Tickets window is used to track the sale of your scratch tickets. This window shows all the Books currently open as well as showing the total # of books available in the backroom under the Lottery Name column (Example: 565 Lucky Numbers (2) - meaning we have 1 book left and 1 open).

If you live in an area that settles tickets before they're sold like Texas then check the "Settled" checkbox for each ticket and click on save doing this will force settle these books and send them into the Settlement window. You can have the software print out the lottery list automatically when the shift or day downloads by checking the "**Auto-Print when Shift is closed**" in 1<sup>st</sup> Time User (Select Other Tab). You can also select "Auto-Generate Lottery Sheet" in 1<sup>st</sup> Time User.

#	Lottery Name	Qty	Price	Open	Close	Sold	Amount	Book Serial#	Settled
107	FAST BUCKS	3	1	299				69872019212	<input type="checkbox"/>
125	loose change	1	1	166				AUTO-0827-15	<input type="checkbox"/>
127	HOT 9S	1	1	122				AUTO-0912-13	<input type="checkbox"/>
128	HIT 100	1	1	224				AUTO-0827-11	<input type="checkbox"/>
135	DOUBLE 8S	1	1	295				AUTO-0124-04	<input type="checkbox"/>
136	10 000 TAXES PAI	1	1	151				AUTO-0314-05	<input type="checkbox"/>
152	10X THE CASH	1	1	76				AUTO-0618-07	<input type="checkbox"/>
208	TRIPLE 777	1	2	165				AUTO-0102-03	<input type="checkbox"/>
219	DOUBLE MATCH	1	2	122				AUTO-0326-08	<input type="checkbox"/>
227	100 000 PAYOUT	1	2	192				AUTO-0914-01	<input type="checkbox"/>
229	BREAK THE BANK	1	2	138				AUTO-0912-44	<input type="checkbox"/>
246	Silver 7's	1	2	113				AUTO-0708-01	<input type="checkbox"/>
253	RED HOT 100 00	1	2	125				AUTO-0622-06	<input type="checkbox"/>
271	MAGIC 8 BALL	1	2	96				AUTO-0211-01	<input type="checkbox"/>
282	BINGO	1	2	196				AUTO-0911-01	<input type="checkbox"/>
288	1000 FOR LIFE	1	2	217				AUTO-0811-05	<input type="checkbox"/>
290	MONEY MONEY	1	2	73				AUTO-0605-03	<input type="checkbox"/>
298	HIT 200	1	2	145				AUTO-0905-01	<input type="checkbox"/>
303	POWER PLAY CASHW	1	2	209				AUTO-0331-04	<input type="checkbox"/>

**Lottery Name:** Is the book's name (click on the Setup menu and select Lottery to change the name or add new names) Clicking on any ticket name will generate a report for that ticket only.

**Price:** Is the selling price of the scratch ticket

### What to enter

**Open:** Is the start of lottery tickets at the beginning of the shift or the day

**Closed:** Is the closing number at the end of the shift/day (Double click to close a book)

**Prizes:** Are the winnings (prizes) cashed by your clients

### What is figured out Automatically

**Sold:** Is the difference between the closed and opened (It gives you the number of tickets sold)

---

**Amount:** Is the dollar amount sold

**Total Sales:** Is the total sold amounts added together for all books


**Difference:** Is the total sold amount minus prizes

### What to select

**Book Serial #:** Is the lottery book serial number. In order to start selling a particular book, you must select the Book Serial #. You would use the **Add Lottery Books** to add the books to the list of Book Serial #'S.

If you did not enter a Serial #, we will auto-generate one for you. You can simply type over it the actual Serial # and click **SAVE** to change it.

### Step-by-Step

After adding some books using the "Add Lottery Books" window, you can start the Lottery Scratch Tickets window, click under the "Book Serial #"  
# on the down arrow  and you will see the serial numbers that were added, select any one of these books and we will automatically grey out the Book Serial # combo box until the book is sold out. We will also enter the Open count. At the end of the shift/day, you can enter the Closed count, Prizes and click the **Save** button. If the book was sold out, then double click on the closed edit field and you will see **[sold]** under Closed. When you save this window, any **[sold]** books, will go to the Lottery Settlement window. Use the **Show Me** button to watch a short demo on how to use the lottery scratch tickets window.

If you have been playing around with the Lottery Scratch Tickets and you really want to start over, click on the "**Clean all Tickets**" button. This will remove all open books as well as all settled books.

---

## Lotto

**Lottery Settlement** (This is the window to collect all the Saved Lotto Books to settle with the Lottery Companies. Up to 39 Books per settlement).

Select "Lottery Settlement" from the "Lotto" menu or click on "Settle" in lottery.

### How to use this Window?

#### When you receive the lottery settlement...

Check each box to the left of the Serial # for every book listed on the lottery settlement invoice.

Under Total Prizes, enter the amount received on the lottery invoice, the rest of the amount will be saved for the next settlement. When you are finished, click **Paid (Settle)**.

Serial	Value	Sold Date	Settled Date	Scratch Ticket Name
<input checked="" type="checkbox"/> AUTO-1105-01	\$500.00	12/30/2016		Hit \$1000
<input type="checkbox"/> AUTO-1113-01	\$750.00	12/28/2016		\$1000000 Gold R
<input type="checkbox"/> AUTO-1219-01	\$750.00	12/26/2016		\$1000000 Holida
<input type="checkbox"/> 35-074778	\$600.00	12/25/2016		\$100 Frenzy
<input type="checkbox"/> AUTO-1210-01	\$500.00	12/24/2016		100x
Total:	\$3,100.00			

#### What is figured out Automatically






- **Book Serial #:** Every lottery book sold out in the Lottery Scratch Tickets window will come automatically with the book serial number
- **Value (\$):** Is the value of the lottery book.
- **Total Scratch Tickets:** Is the sum of all Value (\$) for all the settled books.
- **Lottery Machine:** This comes from the Lottery Machine window
- **Total Prizes:** Is the Prizes cashed out by your clients
- **Prizes:** Is a %age of the Total Prizes (Typically it is 1% of Total Prizes)
- **Commission:** Is a %age of the Total Sold Tickets (Typically it is 5% of Total Lottery Sold)
- **Due to Lottery:** Is the Total Scratch Ticket amount plus the Lottery Machine amount minus Total Prizes minus Bonus minus Commission.
- **Paid (Settle):** Use this button every time you do the settlement, but before you press this button, double click on the Book Serial numbers that have not yet settled. When you double click it, it will clear the Value and gray the Serial # and will be saved for the next time you do your settlement. You may also modify the Lottery Machine amount that you received this time and we will automatically save the difference for next time.

*Lotto*

**Lottery Machine** (Is the window that deals with the sale of on-line lottery)

Select “Lottery Machine” from the “**Lotto**” menu, or **Ctrl-F5**.

Lottery Machine	
SPECIAL REPORT	
DAILY INVOICE REPORT	
Amount Sold / TOTAL SALES	
CANCELS	
Coupon Used / FREE BETS	
CASHES	
Prizes Cashed out / CLAIMS BONUS	
ADJUSTMENTS	
Money in Register / NET SALES	\$0.00
Sold Out / COMMISSION	\$0.00
Cashed Out / CASH BONUS	\$0.00
Rental Daily Charge / SERVICE FEE	0
Due To lottery / NET DUE	\$0.00
Daily Net Profit	\$0.00

 Save	 Find	 Report	 Help	 Quit
--	--	--	---	--

Enter the Amount Sold, CANCELS, Coupon Used, CASHES, Prizes Cashed out, ADJUSTMENTS and click on the **Save** button. To see what you saved, click on the “**Report**” or “**Find**” button. Make sure your rental daily charge is set properly as well as the % commission that you make on Sales and Prizes.

## Station


### Expenses Paid Out

Enter your daily expenses such as your Phone Bill, Electric Bill, etc.

Description	QTY	Amount(\$)	Invoice/Ref.	Date	Amount	Desc
UNIFIRST UNIFORM	1	\$65.45	SR990CK4204	12/03/2013	\$192.00	
				12/03/2013	\$6.70	
				12/01/2013	\$55.00	
				12/01/2013	\$5.35	
				11/27/2013	\$8.45	
				11/26/2013	\$65.45	
				11/26/2013	\$62.37	
				11/25/2013	\$454.59	
				11/21/2013	\$65.45	
				11/21/2013	\$5.85	
				11/21/2013	\$332.27	
				11/15/2013	\$11.82	
				11/15/2013	\$2,465.03	
				11/14/2013	\$65.45	
				11/14/2013	\$1,492.33	
				11/14/2013	\$3,602.53	
				11/08/2013	\$65.45	
				11/08/2013	\$11.09	
				11/08/2013	\$6.25	
				11/07/2013	\$428.84	
				11/06/2013	\$20.00	
				11/05/2013	\$55.00	

#### What to select

**Description:** Enter the 1st letter or 2 and click on the down arrow in the Description combo box

 to get a list of all descriptions that start with your selection. This is a quick way to find the expense.

#### What to enter

**QTY:** This is where you would enter how many of this expense.

**Amount:** This is where you would enter the \$ amount paid for this expense.

**Invoice/Ref.:** If there is an Invoice or Reference # for this expense, enter it in this column.

**Vendor:** This is where you would select the vendor by clicking on the down arrow in the combo box

**Account:** This is where you would select the payment type from the list. Click on the combo box to get a list of payment types and select one of them. Electronic payments will automatically go out of your Electronic Account, Check payments will automatically go out of your Checking Account, Cash payments will automatically go out of your Cash Account and Register payment types will go to your Short/Over window.

**Check #:** If your payment type is Check, the check number generated automatically

**Note:** If you would like to print a check make sure the "Print Check" checkbox is selected before you press Save.



## Station

### Income

Enter any other Income such as ATM, Money Order, etc.

#### What to select

**Description:** Enter the 1st letter or 2 and click on the down arrow in the Description combo box to get a list of all descriptions that start with your selection. This is a quick way to find the income type.

#### What to enter

**QTY:** This is where you would enter how many of this item.

**Amount:** This is where you would enter the \$ amount.

**Invoice/Ref.:** If there is an Invoice or Reference # for this item, enter it in this column.

**Account:** This is where you would select the deposit account from the list. Click on the combo box to get a list of accounts and select one of them. Electronic will automatically go into your Electronic Account, Check will automatically go into your Checking Account, Cash payments will automatically go into your Cash Account and Register will go to your Short/Over window under "Other Income"

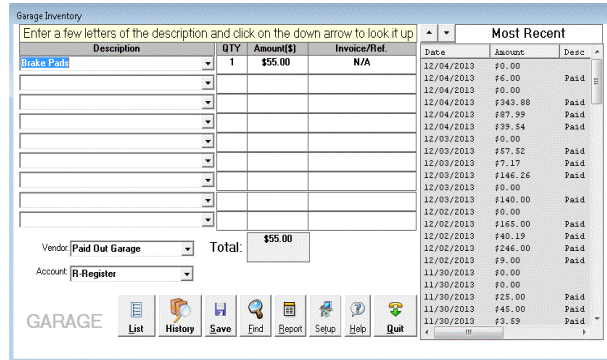
When you click "**F**ind" button, you get the window shown below:

# Station

## Garage Inventory

Enter any parts purchased for the garage in order to track your Garage Inventory.

Count the # of Fuel Filters, Tires, etc., select these names under Description (If the name is not there, click on the Setup button to add it), then enter how many you have under QTY (Quantity), enter your cost under Amount, enter an invoice number if any, select the **Vendor** and **Account** and click **Save**.



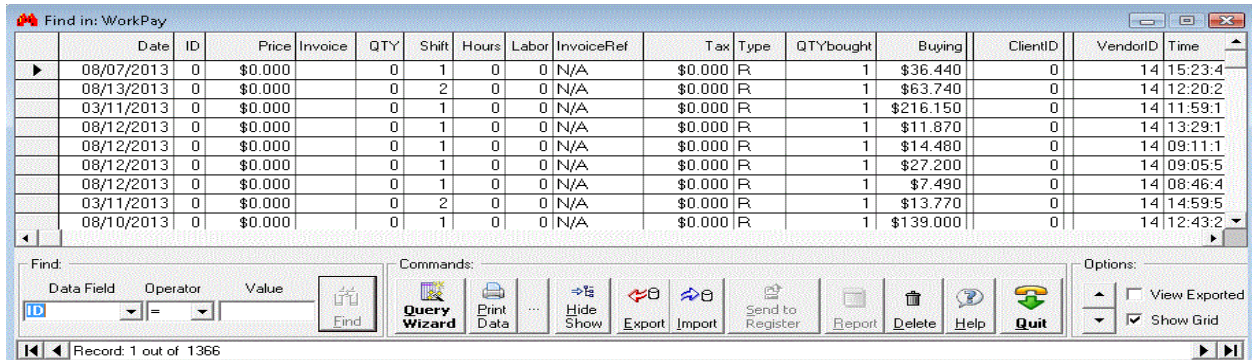
### What to select

- o **Description:** Enter the 1st letter or 2 and click on the down arrow in the Description combo box to get a list of all garage parts matching descriptions that start with the 1st letter or 2 that you entered. This is a quick way to find the part.

### What to enter

- **Qty:** How many of this part you are buying
- **Amount:** This is where you would enter the \$ amount you paid for this part (Your Cost)
- **Invoice/Ref.:** If there is an Invoice or Reference # for this part, enter it in this column.
- **Vendor:** This is where you would select the vendor you bought the parts from
- **Account:** This is where you would select the payment type from the list. Click on the combo box to get a list of payment types and select one of them. Electronic payment types will automatically go out of your Electronic Account, Check payments will automatically go out of your Checking Account, Cash payments will automatically go out of your Cash Account and Register payment types will go to your Short/Over window. When doing inventory select **N-None** as the account type where you are not paying for this item.
- **Check #:** If your payment type is Check, this gets generated automatically

To see what you have saved click the "**Find**" button and you will see the window shown below:



## Station

### Work Order

Click the “**Work Order**” icon, hit **Ctrl-W** or select “**Work Order**” from the “**Station**” menu.

The Work Order window can be used to track all the details of the work completed in your Garage and help you resolve future conflicts. This window also gives you the ability to print professional work orders for your clients. The Work Order window has the built-in ability to launch the Real-Time-Labor-Guide software and automatically fill in the Work Order based-on your selections in the Real-Time-Labor-Guide software. The Work Order window is also able to use the “All Data” database to help you estimate a work order. When “All Data” is installed on this computer, the “All Data” button will be enabled.

#### How to use this Window?

**First, a client comes in:** Start the Work Order window, click on "New", enter the client's Name, the Car's Year & Make, the Problem, the Phone #, etc. If you are going to enter the Address, make sure you enter it in this format:

**1420 Main Rd, Tiverton, RI 02878**

Click on "Save" to save the data. You can also print a copy for the client and your mechanic.

**Your mechanic finishes the work:** Start the Work Order window again, enter the Work Order # and click on the "Lookup Work Order #" button or simply press enter to lookup the Work Order. Once you look up the Work Order, you can fill in the notes section. Enter the Labor amount and click on Save to save the window again. **Note** that the program will warn you about overwriting the previous Job Order #, you simply click on Yes. You can also enter a portion of the Phone #, a portion of the Address or a portion of any other field and hit Enter to lookup the Work Order.

**The client comes back to pick up the car:** Start the Work Order window again, enter the Work Order # and click on the "Lookup Work Order #" button or simply press enter to lookup the Work Order. Once you look up the Work Order, you can fill in the Paid sections; Save the window and Print a copy for the client.

The screenshot shows the 'Work Order' software interface. At the top is a menu bar with icons for New, Save, Delete, Email, End, EPrint, Setup, Dup., Time Card, Help, and Quit. Below the menu bar are several sections:

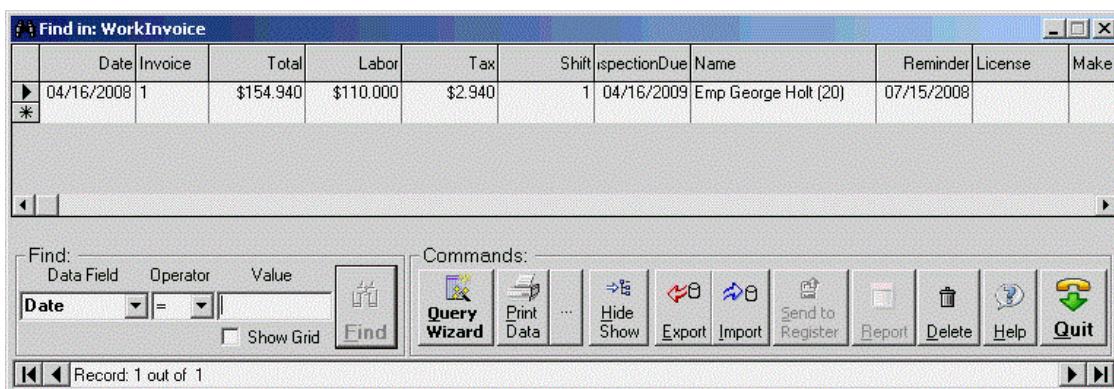
- Client Information:** Name: CARLOS D (00040), Phone: 401-946-1122, Street, City: CRANSTON, Zip: 02910.
- Vehicle Information:** Year, Make, Model, Engine, Mileage, V.I.N., Car ID, Lic. #.
- Shift:** 1
- Employee:** 2
- Date In:** 11/19/2013
- Inspection:** 11/19/2014
- Reminder:** 02/17/2014
- Buttons:** Pending Orders, Vehicle History, Maintenance, Print Sticker.
- Notes:** A text area for entering notes.
- Table:** A table with columns: Qty, Part #, Part Description, Price, Hours, Labor, Vendor. The first row shows: Qty: 1, Part #: 334926, Part Description: 205-70-15 tires new installed, Price: \$116.0, Hours: 1, Labor: \$55.00, Vendor: N/A.
- Financial Summary:** Paid by: Cash, Parts: \$116.00, Labor: \$55.00, Shop Material, State Tax: \$8.12, Local Tax: \$0.00, Tax Exempt (checkbox), Discount, Total: \$179.12, Paid, Balance: \$179.12.
- Reports:** Invoice, Inventory, Parts, Reminder, Detailed.
- Template:** Set, Load.
- Done:** A checkbox labeled 'DONE'.

- **New:** Click New to create a new work order.
- **Save:** Click Save to save your changes.
- **Delete:** Click Delete to delete a work order.
- **Find:** Click Find to list work orders or Work Order Parts in a spreadsheet where you can export, import and find work orders.
- **Email:** use this to email your client information about their account. Please see Create/Modify Client on how to configure this.



- **Print:** Click Print to print the current work order.
- **Print Setup:** Click Print Setup to select the printer to print to, the font name and size, the top/left/bottom margins and other print options.
- **Duplicate:** Click Duplicate to duplicate the current work order and make minor changes.
- **Time Card:** Click Time Card to check-in and check-out as well as see the time card report.
- **Help:** Click Help to get to this help.
- **Quit:** Click "Quit" closing the "Work Order" window.
- **Lookup Work Order #:** Use this button to view saved Work Orders. You can also use the arrows < or > to navigate between work orders.
- **Shift:** This is the Shift # used to save this work order under.
- **Employee:** This is the Mechanic's ID or number associated with this work order.
- **Date In:** This is the date the work order was created for this vehicle.
- **Inspection:** This is the date a Sticker Inspection is due.
- **Reminder:** This is the date to trigger a reminder for this work order.
- **Pending Work Orders:** This is used to list all the Work Orders that are outstanding.
- **Vehicle History:** When working with a client, use this to view past work orders. You can also get a quick list of all work orders.
- **Scheduled Maintenance:** This is used to show you a list of clients that have work to be done. For this feature to work, you need to use Parts that have the "Months Due" set to something other than ZERO. If you do not have any parts already configured, type the part # and hit Tab, you will see the "Create/Modify Work type" window. Fill in all the info. including the "Months Due" and click Save.
- **Paid by:** This is the where you select the form of payment (Cash, Check, Credit, Local Credit, etc.)
- **Parts:** The total amount for parts will automatically populate in this field.
- **Labor:** The total labor will automatically populate in this field.
- **Shop Material:** Total of parts and labor multiplied by the %age of shop materials (This %age has to be set up in Setup Taxes)
- **State Tax:** The percent of tax from the state
- **Local Tax:** The percent of local tax if any
- **Tax Exempt:** Check this box if the customer is exempt from paying tax
- **Discount:** Enter the discount you would like to give this client
- **Total:** The total amount for the work order
- **Paid:** How much the client paid
- **Balance:** The balance remaining that has to be paid

When you click find in the Work Order, you get the window shown on the next page:



This is a list or a spreadsheet of all your Work Order Invoices listed in the order you want. To re-sort the order, simply click on the column header.

---

## Station

### Assets

When you buy Assets or if you already have the Assets and you want to depreciate the Assets, this is where you would enter them.

Description	QTY	Amount(\$)	Invoice/Ref.
Ford Truck	1	14500	94712

Vendor:  Total:

Account:  Check #:   Print Check

ASSETS

#### What to select

**Description:** Enter the 1st letter or 2 and click on the down arrow in the Description combo box

to get a list of all Assets matching descriptions that start with the 1st or 2nd letter that you entered. This is a quick way to find the Asset.

#### What to enter

**Qty:** This is how many of this asset you are entering

**Amount:** This is where you would enter the \$ amount you paid for this Asset (Your Cost). You can enter a negative number to depreciate assets.

**Invoice/Ref.:** If there is an Invoice or Reference # for this Asset, enter it in this column.

**Vendor:** Choose a vendor from the combo box

**Account:** This is where you would select the payment type from the list. Click on the combo box to get a list of payment types and select one of them. Electronic payment types will automatically go out of your Electronic Account, Check payments will automatically go out of your Checking Account, and Cash payments will automatically go out of your Cash Account, and Register payment types will go to your Short/Over window.

**Check #:** If your payment type is Check, this gets generated automatically

Note that if the Amount is positive (Larger than \$0), then we consider the Asset a Fixed Asset Cost and if the Amount is negative (Less than \$0), then it is considered a Fixed Asset Depreciation.

For more information see the Assets Setup window.



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## Vendors

### Inventory

Hit **Ctrl-U** or select "Inventory" from the "**Vendors**" menu.

This is the Inventory window you would use when you buy products, unless you are using the Vendor Invoice window which will feed this window automatically.

Scan the UPC-Code or simply hit the Enter key. You will get a list of products to pick from, select the product and hit Enter. Check the Buying and Selling Prices, select the Vendor and click on **Save**. To see what you saved, click on the "**Report**" or "**Find**" button.

Scan UPC or enter Dept. #	Product Description	Add # of Products	Remove Products	Buying Price	Selling Price	Current Inventory
02820012640	Marlboro Blend 27 Bx King Ctn			31	37.99	5
02820000362	Marlboro FF 100			3.51	4.09	26.00

Vendor: \_\_\_\_\_ Profit Margin: \_\_\_\_\_ %

Save Find Reports... Quick Inventory Clear Inventory... Vendor Order Help Show Me Quit

To check on your Inventory, click on "**Quick Inventory**" and you should see the following:

Quick Inventory

Use Current Cost/Selling Prices

Diagnostics... Get Inventory Quit

Inventory Date Range:

Select Dates... From: \_\_\_\_\_ To: \_\_\_\_\_

Options:

Generate Inventory by:

Carton/Case/Box  Pack/Retail Unit

Report Type:

Summary  Detailed  Zero Inventory  Shrinkage

Limit Report to:

Dept. #: \_\_\_\_\_

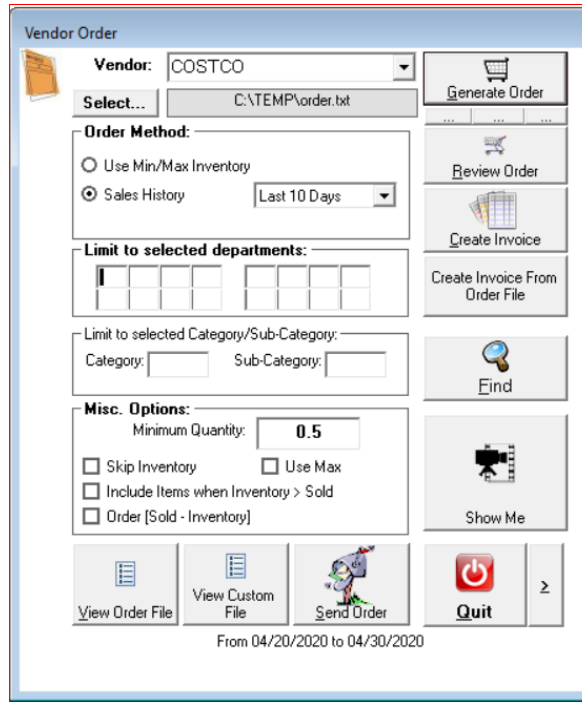
Category: \_\_\_\_\_ Group: \_\_\_\_\_

Sub-Cat: \_\_\_\_\_ Pkg Size: \_\_\_\_\_

UPC: \_\_\_\_\_ Location: \_\_\_\_\_

You can select a Date Range if you wish and click "Get Inventory" to generate the inventory report.

To place a Purchase Order, click on "**Vendor Order**" and you should see the following:



Select your Vendor. The "**Order File Fields Configuration**" only needs to be configured once per vendor.

Click "**Generate Order**" to generate the order. To make adjustments, click "**Review Order**" and to submit the order, click "**Send Order**".

You can also create an invoice by clicking on "**Create Invoice**" and load it into in the software if your vendor does not supply electronic invoices.

## Vendors

### Gas Load

This window is used to enter gas loads received from your Oil Company or to simply set your Gas Buying Prices.

	Volume	Cost	Tax	Cost+Tax	Previous Cost+Tax	Federal Excise Tax	State Excise Tax	Other State Tax	State Sales Tax	TOTAL GAS TAX
>										
>	Regular	3000	\$3,083,100	\$1,550.70	\$3,600,000	0.5169	0	0	0	0.5169
>	Plus		\$3,181,100	\$0.00	\$3,698,000	0.5169	0	0	0	0.5169
>	Super	2000	\$3,363,100	\$1,033.80	\$3,880,000	0.5169	0	0	0	0.5169
>										
>	Diesel		\$0.00	\$0.00	\$0.577150	0.57715	0	0	0	0.57715
>										
<b>TOTAL:</b> 5000      \$2,584.50      \$18,560.00      Other Tax: 0      Additional (\$) Cost: 0										
Paid from Account: N-None      Other Cost Per Unit: 0										
Memo: Vendor: pine state      Invoice:      Loan Payment Per Unit: 0										
Someone needs to double check the Volume										
< 04/27/2013 >      To hide a Gas Type, click the arrow [>] shown next to each Grade.										
1      Validate      Prompt to Associate Credit Card Batches with this Load										

**Note:** that if your Oil Company blends Gas Types, then all you have to enter are the lowest and highest Grade's Volume and Buying Price and the program will figure out the Prices for all other Gas Types automatically assuming you did setup Gas/Blending.

#### What to enter

**Volume:** Is the Volume purchased for this gas load

**Buying Price:** Is the cost price of each Gallon/Liter (tax price not included)

#### What is figured out automatically?

**Buying Price + Tax:** Is the price per gallon/liter plus the tax price

**Previous Cost + Tax:** Is the previous cost of the previous gas load

#### What to enter only once

**Gas Tax:** Is the Tax value that you only enter once, but can be changed anytime

**Loan:** Is the amount in cents per gallon/liter you are being charged by your Station Company for every Gallon/Liter you purchase.

**Paid from Account:** This is the method of payment you are using to pay for the Gas Load.

When you purchase Gas, enter the Volume purchased and the Buying Price before tax. Select the Method of Payment, click on Save. To see what you saved, click on the **Report**, **History** or the **Find** buttons.

**Save Settings** - If your Gas Sale window is not calculating the profit properly, it may be that you never used the Gas Load window before, so you could enter the Buying Price for all gas Types and hit the Save Settings button.

**Show Latest** - This will show you what you paid for the last Gas Load.

Click [**W**] to go on your Oil Company's web-site and download an XML Electronic Invoice. We know at least Shell and Conoco Philips are currently providing XML Invoices.

Click [**Load Invoice**] to load an XML Electronic Invoice automatically. You can select a single filename or a whole folder to load.

Click [...] to set a couple of options:

Compare the Location Name on the Invoice to the Business Name

Reset the Load Invoice settings

Click [**History**] to see all the past saved Gas Loads. You can use this to re-load a Gas Load and resave it under another date.

Click [**Save**] to save a new Gas Load or a modified one.

Click [**Find**] to locate saved Gas Loads in a spreadsheet, which you can use to delete a Gas Load as well.

Click [**Report**] to view the Gas Load report.

Click [**Show Latest**] to show the latest saved Gas Load.

Click [**Save Settings**] to save all your settings.

## Vendors

### Distributors/Vendors

Select “**Vendors**” from the “**Vendor**” menu or from your desktop.

This helps you track your Vendor's Invoices, what you paid so far and what you currently owe.

Date	Shift	Time	TotalAmount	TotalPaid	Desc	Invoice	Vendor #	Vendor Name	Check	Balan...	Src	T
11/26/2013	1	17:12:09	\$419.35	\$419.35		62492	76	Unknown- 76	0	\$333...	INV	
11/26/2013	1	14:27:27	\$2.00	\$2.00	Paid Out Garage		14	costco	0	\$0.00	PAR	
11/26/2013	1	11:12:51	\$156.37	\$156.37	Paid Out Garage		14	costco	0	\$0.00	PAR	
11/26/2013	1	09:36:11	\$500.00	\$500.00	Store Paid Out for dep...		15	PREMIER	0	\$0.00	INV	
<b>11/26/2013</b>	<b>1</b>	<b>08:34:28</b>	<b>\$42,530.05</b>	<b>\$0.00</b>	<b>shell co.</b>		<b>2</b>	<b>pine state</b>	<b>0</b>	<b>\$2.73...</b>	<b>GAS</b>	
11/25/2013	2	17:21:18	\$491.25	\$491.25		62370	76	Unknown- 76	0	\$333...	INV	
11/25/2013	1	19:21:49	\$500.00	\$500.00	Store Paid Out deposit		15	PREMIER	0	\$0.00	INV	
11/25/2013	1	15:38:03	\$18.39	\$18.39	Paid Out Garage		14	costco	0	\$0.00	PAR	
11/25/2013	1	14:53:48	\$264.28	\$264.28	Paid Out Garage		14	costco	0	\$0.00	PAR	
11/25/2013	1	14:22:31	\$11.88	\$11.88	Paid Out Garage		14	costco	0	\$0.00	PAR	
11/25/2013	1	13:54:11	\$50.00	\$50.00	Paid Out Garage		14	costco	0	\$0.00	PAR	
11/25/2013	1	13:22:45	\$17.73	\$17.73	Paid Out Garage		14	costco	0	\$0.00	PAR	
11/25/2013	1	10:13:47	\$121.43	\$121.43	Paid Out Garage		14	costco	0	\$0.00	PAR	
11/25/2013	1	09:24:54	\$87.12	\$87.12	Paid Out Garage		14	costco	0	\$0.00	PAR	
11/24/2013	2	21:26:00	\$500.00	\$500.00	Store Paid Out deposit		15	PREMIER	0	\$0.00	INV	
11/23/2013	2	15:19:11	\$90.00	\$90.00		3053	72	Unknown- 72	0	\$450....	INV	
11/23/2013	1	16:50:02	\$44.42	\$44.42		112313	18	delepp	0	\$258....	INV	
11/23/2013	1	13:19:41	\$80.25	\$80.25	Paid Out Garage		14	costco	0	\$0.00	PAR	
11/23/2013	1	12:19:47	\$37.02	\$37.02	Paid Out Garage		14	costco	0	\$0.00	PAR	
11/23/2013	1	11:41:01	\$31.04	\$31.04	Liner 43x47 black	11/1...	18	delepp	0	\$258....	EXP	
11/23/2013	1	11:29:22	\$146.41	\$195.00	BALANCE OF -31.05 B...	11/1...	18	delepp	0	\$258....	INV	
11/23/2013	1	10:32:08	\$52.84	\$52.84	Paid Out Garage		14	costco	0	\$0.00	PAR	
11/23/2013	1	07:16:14	\$7,000.00	\$7,000.00	Auto-Created		2	pine state	0	\$2.73...	EXP	
11/22/2013	3	14:23:12	\$120.37	\$120.37		7695...	5	pepsi	0	\$188....	INV	
11/22/2013	3	13:31:35	\$25.20	\$25.20		0196...	12	POLAR BEVER...	0	\$0.00	INV	
<b>11/22/2013</b>	<b>2</b>	<b>09:24:20</b>	<b>\$42,630.05</b>	<b>\$0.00</b>	<b>shell co.</b>		<b>2</b>	<b>pine state</b>	<b>0</b>	<b>\$2.73...</b>	<b>GAS</b>	
11/22/2013	1	17:25:49	\$839.35	\$839.35		62394	76	Unknown- 76	0	\$333...	INV	
11/22/2013	1	14:13:44	\$30.00	\$30.00	Paid Out Garage		14	costco	0	\$0.00	PAR	
11/22/2013	1	13:10:39	\$500.00	\$500.00	Store Paid Out		18	delepp	0	\$258....	INV	
11/22/2013	1	12:46:41	\$13.98	\$13.98	Paid Out Garage		14	costco	0	\$0.00	PAR	
11/22/2013	1	09:53:29	\$65.99	\$65.99	Paid Out Garage		14	costco	0	\$0.00	PAR	
11/21/2013	2	15:49:56	\$98.55	\$98.55	Paid Out Garage		14	costco	0	\$0.00	PAR	
11/21/2013	2	15:14:31	\$150.00	\$150.00	Paid Out Garage		14	costco	0	\$0.00	PAR	

- **New** is used to enter new transactions
- **Edit** is used to edit an existing transaction
- **Delete** is used to delete a transaction. **Note:** Delete is permanent
- **Report** is used to view reports for all vendors or a selected vendor
- **Cost of Goods Report** is used to view your sale value and cost value in one easy report
- **Find** is used to find all transactions made by your vendors
- If you click on "**Balance**", you can select to show the Balance of all vendors or simply the selected vendor.

---

**Create New or Update Vendor Record** - This window is used to create new records or edit/modify existing records. To edit an existing transaction, click **Edit**; make the necessary changes and then click save.

Update Vendor Record

Date: 12/18/2013

Description: Auto-Created

Amount: \$1,600.00

Paid: \$1,600.00

Invoice:

Time: 07:16:31

Shift: 1

Tax: \$0.00

Vendor Name: Shell Co.

Bill Of Laden:

Payment Type: 195,454.02


Credit: \$0.00

Other Charges: \$0.00

Trans. Type: Expense

Save Quit

If you would like to make a new record click on new and enter the following:

- **Date:** You can select the Invoice Date using the supplied calendar
  - **Description:** Describes the transaction made
  - **Amount:** The amount shown on your invoice
  - **Paid:** The amount paid to the distributor
  - **Invoice #:** The invoice number on the slip
  - **Vendor Name:** When you click on the combo box , a list of Vendors will display and you may select one of them.
  - **BOL:** The Bill of Laden
  - **Credit:** The credit received from the distributor
  - **Other Charges:** Misc. charges from this transaction
  - **Payment Type:** Click on the down arrow to choose how you would like to pay this vendor
  - **Check #:** Is the check number of the Paid Amount to the selected distributor
  - Check the "Print Check" box if you would like to print this check before you click Save
-





## Vendors

### Vendor Invoice

This window handles entering a Vendor's Invoice manually as well as automatically from an Electronic Invoice (EDI) file provided to you by your vendor. The software will automatically detect if the cost has gone up or down on any item and highlight the line items in **blue** when the cost has gone down and will highlight the line items in **red** when the cost has gone up making it easy to recognize these changes.

If you are getting an Electronic Invoice (EDI file) from your vendor, you can do the following:

Save the file somewhere on your hard disk, let's say **C:\TEMP\INVOICE.DAT**

Select the Vendor Name by clicking on the combo box . If your Vendor's Name is not in there, you can simply type the name to automatically create the vendor or click the  button to create a new vendor.

Under "File/Electronic Invoice", click "Select" and locate the file **C:\TEMP\INVOICE.DAT**

Click "**Load Invoice**" and you will see the Invoice with all the details load.

If you don't have an Electronic Invoice (EDI file), hit the Tab key and enter the Dept #, UPC-Code or PLU, hit Tab, enter the Vendor's Item # for this Item (Note that we will map this product to the Item Number, which you will see under Setup/Vendor Templates), hit Tab and enter the New Cost.

Note that we will automatically get the Old Cost. Hit Tab and enter the Quantity purchased. Note that if you purchased a Carton of cigarettes containing 10 packs enter 1 if the UPC-Code is the Carton's UPC and enter 10 if it is the Pack's UPC.

Click "**Buy (+)**" if you are buying this item or "**Return (-)**" if you are returning an item.

Repeat for all other items until you finish.

When you finish with all items, make sure the Amount is correct, enter the Credit (if any), Paid, Invoice #, select "Paid by", (if paid by check, the check number gets automatically generated) and hit the **Save** button.

---

If you purchased new items you never had before or if you changed the selling price of any items, click "**Send to Register**" to upload the new items or prices to your Cash Register.

If your Electronic Invoice uses Retail UPCs (UPC-Code of the packs), make sure "UPC is Retail" is checked.

"**Remove Item**" can be used to remove one of your items from the list.

"**Clear Invoice**" can be used to remove all items from the list.

"**Delete Invoice**" can be used to delete an Invoice that was already saved.

"**View Old Invoices**" can be used to give you a list of all previously saved Invoices. You can pick one of the Invoices from the list to reload, make changes and re-save.

"**Save**" can be used to save your invoice.

"**Report/Print**" can be used display a report of your currently displayed Invoice.

When you click the [ > ] on the bottom right, you will see few additional options:

**Defaults** - When loading an Electronic Invoice, we can automatically create products using some defaults for all new products; you can select a default Dept., Price Group and Product Code.

**Pricebook Options:**

**Add Carton:** Check this box if you want us to add the cartons to your price book. If you do not sell cartons, you should not check this option.

**Prompt for selling price if item is new:** If this is unchecked, we will automatically use the Vendor's Suggested Retail for all new products.

**Skip Carton to Pack mapping:** Check this box if you do not want the software to create a Carton to pack mapping. This is rarely ever checked.

**Update Names:** When we get an Electronic Invoice, we can update your product names with the names on the Invoice if this is checked.

**Update Selling:** When we get an Electronic Invoice, we can update your selling prices according to the Vendor's Suggested Retail Price.

**Field Length**

**UPC-Code:** This is typically 11, but in case a vendor decides to change that, you can specify what the vendor used.

**Description:** This is typically 25, but some vendor's use 24.

**Vendor Item #:** This is typically 6, but some vendor's use 7.

The software typically can automatically figure out these numbers, but you can override our settings if you have to.

**Vendor Starter File**

**Load:** This is used to load a Vendor Starter File, which is a special file having all the products you purchase from this vendor.

**Map ONLY:** When checked, it means to simply do the Vendor Mapping of the UPC-Code to the Item #.

**Custom File:** When checked, it means the file you are loading is not a standard file; instead it is a custom file typically a spreadsheet that was saved as a Tab-Separated .CSV file.

**Auto-Fill Invoice Date** - When checked, we automatically use today's date for the Invoice Date.

---

Zero Qty is expense - When checked, we would treat Electronic Invoices having ZERO Quantity for an item as an Expense, and otherwise it is a back order item.

---

## Portable Interface

The Portable Interface works with your AGKSoft provided Portable to allow you to update your inventory or to load invoices.. It is very important if your Vendor does not provide an Electronic Invoice (EDI).



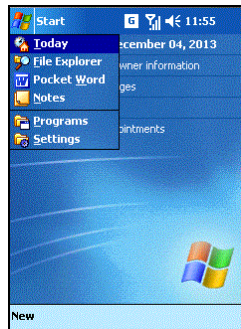
Click the **“Setup”** button and select the type of Portable you have.

To watch a short demo on how to use it, click **“Show Me”**.

The portable is always running, but the screen shuts off when not in use, so press the red button to turn the screen on.

In case the portable locks up or it simply will no longer connect to your PC, you need to Warm Start or Reboot it. To see how, click **“Setup”** and select **“How to Reboot Portable?”**.

When the portable is on, click the Start menu as shown in the picture below and select **“AGKSoft Inventory”**. If you do not see it, contact AGKSoft.



If you find the **“AGKSoft Inventory”** software on your portable, open it and it should look like the following:

AGKSoft Inv 1				
UPC	0000000009501	<	>	
Desc	Fountain 16 oz		R	
Quantity	Selling	Buying		
+ 4	0.99	0.792		
Dept.	Group	CRV	Inventory:	
2	0	0.05	Size=1	
7	8	9	OK	-
4	5	6		N
1	2	3	Save	C
0	.	Clear		?
File				

---

You simply scan an item; the UPC-Code will show up next to UPC. If it does not, your portable could be defective or you are scanning a non-supported UPC-Code. Make sure you try a regular UPC-Code.

If the product you scanned is in your Pricebook already, you will see the "Desc", "Selling", "Buying", "Dept." and "Group" all get filled in with the appropriate values.

If the product you scanned is NOT in your Pricebook, you will see UNKNOWN next to "Desc". Note that "Selling", "Buying", "Dept." and "Group" all stay the same as whatever the last product you scanned. This is done on purpose to help you program many items that belong to the same Department having the same price very quickly.

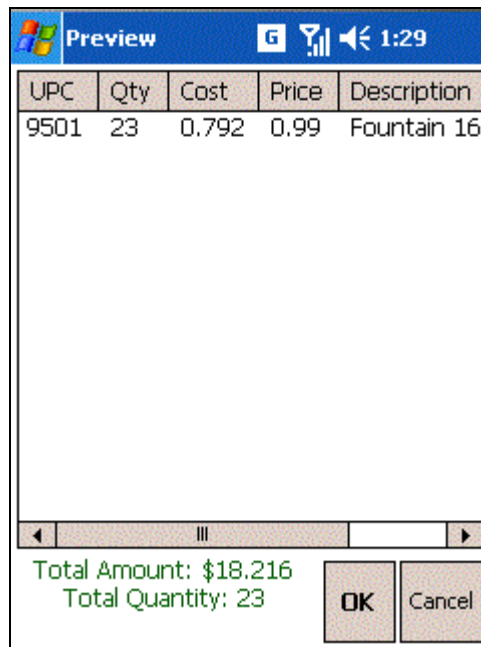
When scanning your store for the 1st time, you should do one department at a time and you should scan all the products that have the same price at the same time.

!!! WARNING!!! When scanning your store, you do not need to enter the "Desc"; it is automatically entered for you when you download into AGKSoft.

After scanning a product, make sure the selling price is correct and make sure the "Dept." is ok as well, tap "**OK**" and repeat the process.

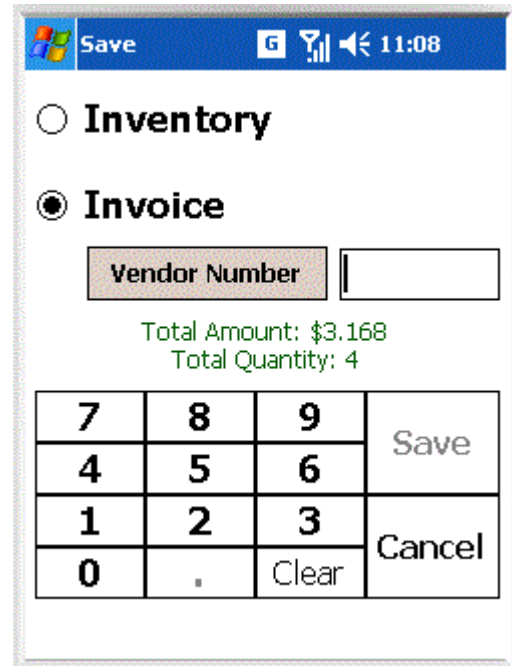
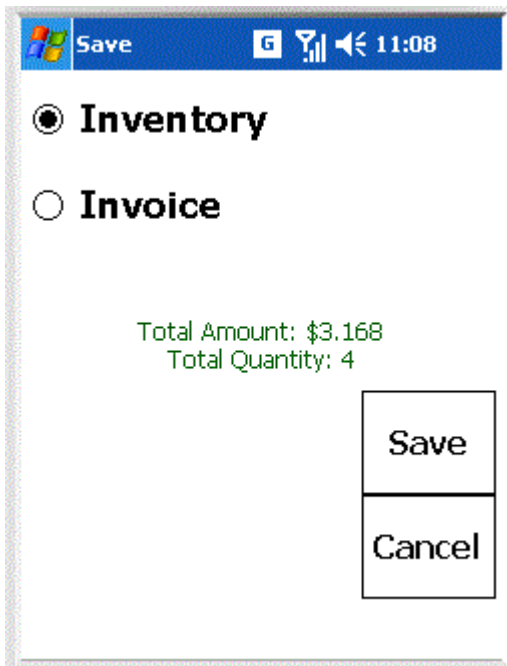
When finished scanning, tap "**Save**".

After you tap "**Save**", you will see the Preview window shown below. Note the Total Amount and Total Quantity and click **OK** to confirm.



After you click OK, you should see the following window:





Select **"Inventory"** or **"Invoice"**. If you are scanning your store or doing your Inventory, select **"Inventory"** and tap **"Save"** again. If you are scanning an Invoice, select Invoice, select a Vendor by clicking the "Vendor Number" button and click **Save**.

**To update your Inventory, follow the steps below:**

Plug the Portable in and wait for the Synchronization process to finish.

Open **AGKSoft** and select **"Inventory"** from the **"(1) Download Type"** section.

Click the **"Download"** button from the **"(2) Download from Portable"** section.

Click the **"Update"** button from the **"(3) Post downloaded data"** section.

If you want to send all the new products to your register, you can click **"Send to Register"** from the **"(4) Upload to Cash Register"** section.

**To load a shipment as an Invoice, follow the steps below:**

Select **"Invoice"** from the **"(1) Download Type"** section.

Click the **"Download"** button from the **"(2) Download from Portable"** section. You will see a list of Invoices if more than one was saved. Select the one you want to preview.

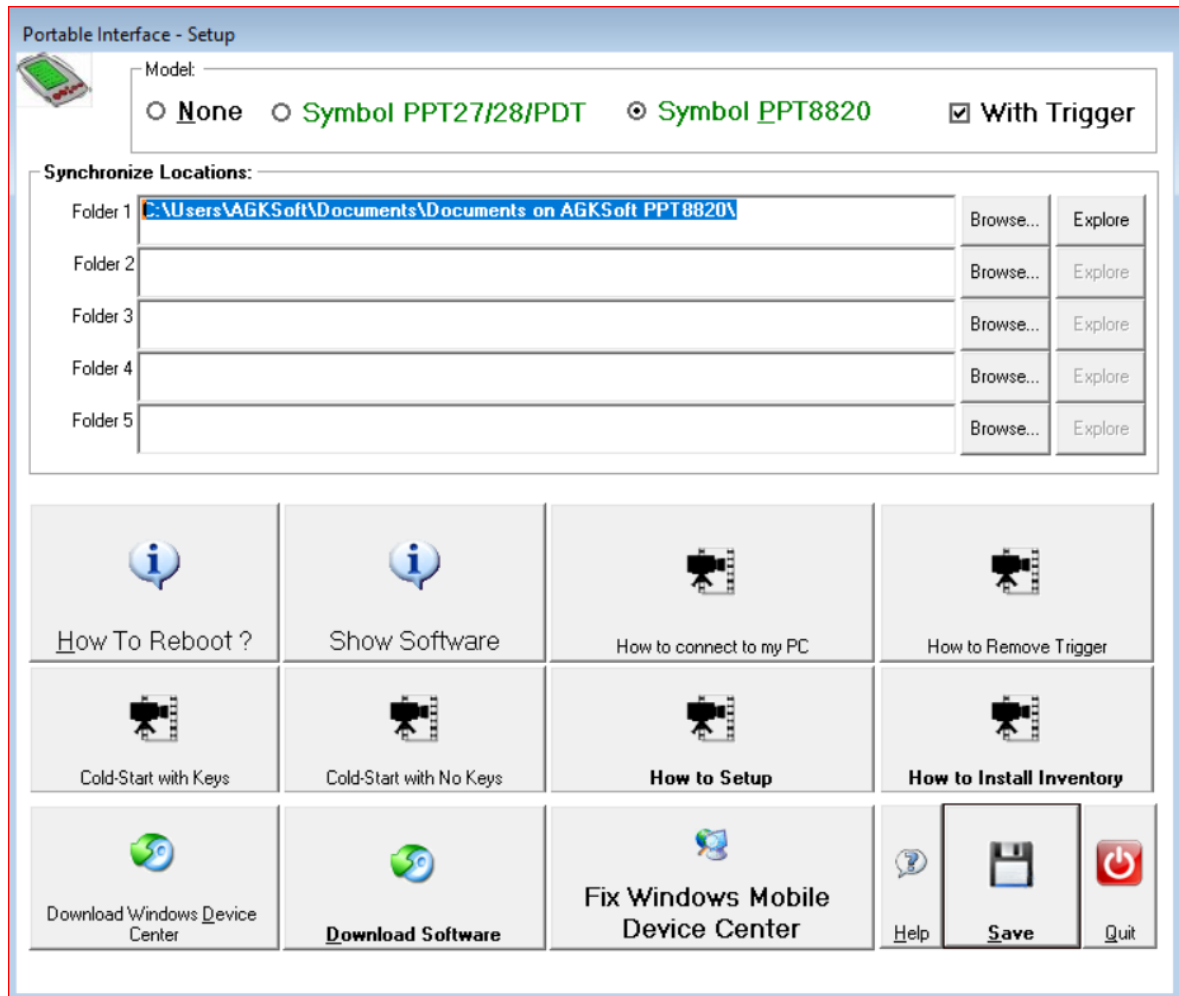
Click the **"Update"** button from the **"(3) Post downloaded data"** section. You will see a list of Invoices if more than one was saved. Select the one you want to Load.

If you want to send all the new products to your register, you can click **"Send to Register"** from the **"(4) Upload to Cash Register"** section.

**OPTIONAL:** To send the new names back to the portable, click **"Upload Products to Portable"** from the **"(5) Upload to Portable"** section.

## Portable Interface Setup

The Setup allows you to select the kind of portable you are using. It should always be set to "Symbol PPT8820".



If you do not see a folder, this means you did not make a Partnership using Windows Mobile Device Center "WMDC".

If you have not yet installed "WMDC", click "Download Windows Device Center" to download it.

If your portable has no software on it, contact AGKSoft.

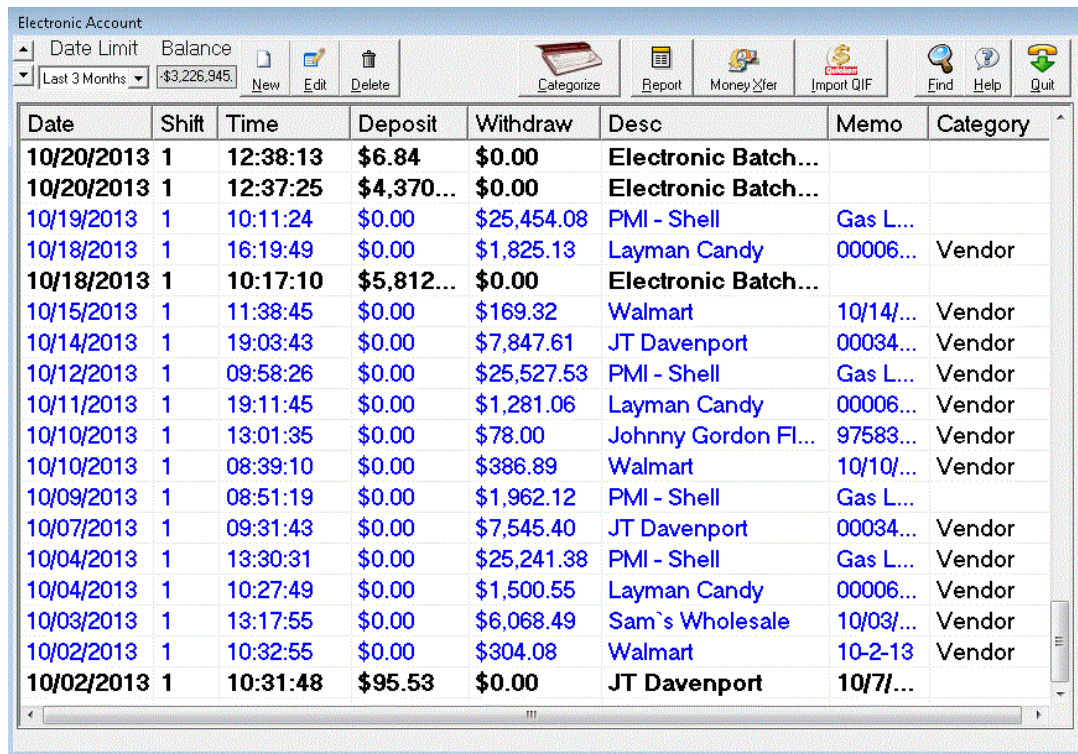
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## Bank

### Electronic Account

Hit "**Ctrl-Shift-F11**" or Select "**Electronic Account**" from the "**Bank**" menu or from your desktop.

This is the window that deals with all electronic transactions that come automatically from the Gas Load, Lottery Settlement and the Electronic Credit Card windows.



Date	Shift	Time	Deposit	Withdraw	Desc	Memo	Category
10/20/2013	1	12:38:13	\$6.84	\$0.00	Electronic Batch...		
10/20/2013	1	12:37:25	\$4,370...	\$0.00	Electronic Batch...		
10/19/2013	1	10:11:24	\$0.00	\$25,454.08	PMI - Shell	Gas L...	
10/18/2013	1	16:19:49	\$0.00	\$1,825.13	Layman Candy	00006...	Vendor
10/18/2013	1	10:17:10	\$5,812...	\$0.00	Electronic Batch...		
10/15/2013	1	11:38:45	\$0.00	\$169.32	Walmart	10/14/...	Vendor
10/14/2013	1	19:03:43	\$0.00	\$7,847.61	JT Davenport	00034...	Vendor
10/12/2013	1	09:58:26	\$0.00	\$25,527.53	PMI - Shell	Gas L...	Vendor
10/11/2013	1	19:11:45	\$0.00	\$1,281.06	Layman Candy	00006...	Vendor
10/10/2013	1	13:01:35	\$0.00	\$78.00	Johnny Gordon Fl...	97583...	Vendor
10/10/2013	1	08:39:10	\$0.00	\$386.89	Walmart	10/10/...	Vendor
10/09/2013	1	08:51:19	\$0.00	\$1,962.12	PMI - Shell	Gas L...	
10/07/2013	1	09:31:43	\$0.00	\$7,545.40	JT Davenport	00034...	Vendor
10/04/2013	1	13:30:31	\$0.00	\$25,241.38	PMI - Shell	Gas L...	Vendor
10/04/2013	1	10:27:49	\$0.00	\$1,500.55	Layman Candy	00006...	Vendor
10/03/2013	1	13:17:55	\$0.00	\$6,068.49	Sam`s Wholesale	10/03/...	Vendor
10/02/2013	1	10:32:55	\$0.00	\$304.08	Walmart	10-2-13	Vendor
10/02/2013	1	10:31:48	\$95.53	\$0.00	JT Davenport	10/7/...	

**New** is used to enter new transactions

**Edit** is used to edit an existing transaction

**Delete** is used to delete a transaction. **Note:** Delete is permanent

**Report** is used to view the transactions in this account

**Money Transfer** use this to transfer money between accounts

**Import QIF** import information from your bank using the **Quicken Interchange Format**

**Find** is used to find the transaction

This Account gets updated automatically, except for deposits that you make. When you get your Bank Statement, you should go through item by item making sure all entries match the bank statement.

If you use Online-Banking with a bank or an Application such as Microsoft Money or Quicken, you can do automatic reconciliation by importing a **QIF** file (**Quicken Interchange Format**) by clicking on the "**Import QIF**" button. Import QIF works by looking for the Date and Amount (plus or minus 10 cents) to match and if it does match the bank, then we simply leave it alone. If the Date and Amount are not found, we simply add it automatically.

Note that you can click on the Date header once to sort Ascending and clicking again will sort Descending. You can click any other header to sort by the selected header up or down.

---

**Create New Electronic Account Record** - This window is used to create new electronic account records or modify existing records. To edit an existing transaction, click **Edit**; make the necessary changes and then click save.

To edit an existing transaction, click **Edit**; make the necessary changes and then click save.

The screenshot shows a software window titled "Create Electronic Account Record". The window contains the following fields and controls:

- Date:** A text box containing "04/30/2020" with a calendar icon to its right.
- Description:** A dropdown menu currently showing "Gas Load".
- Deposit:** An empty text box.
- Withdraw:** A text box containing "6828.48" in red text.
- Memo:** A text box containing "Shell Oil Auto-Draft".
- Time:** A text box containing "12:19:56".
- Shift:** A text box containing "0".
- Buttons:** Two buttons at the bottom: "Save" (with a floppy disk icon) and "Quit" (with a power icon).

If you would like to make a new record click on new and enter the following:

**Date:** When the record was made

**Desc:** Describes the transaction made

**Deposit:** The dollar amount that was deposited

**Withdraw:** The dollar amount that was withdrawn

**Memo:** Use this to write any notes about this transaction

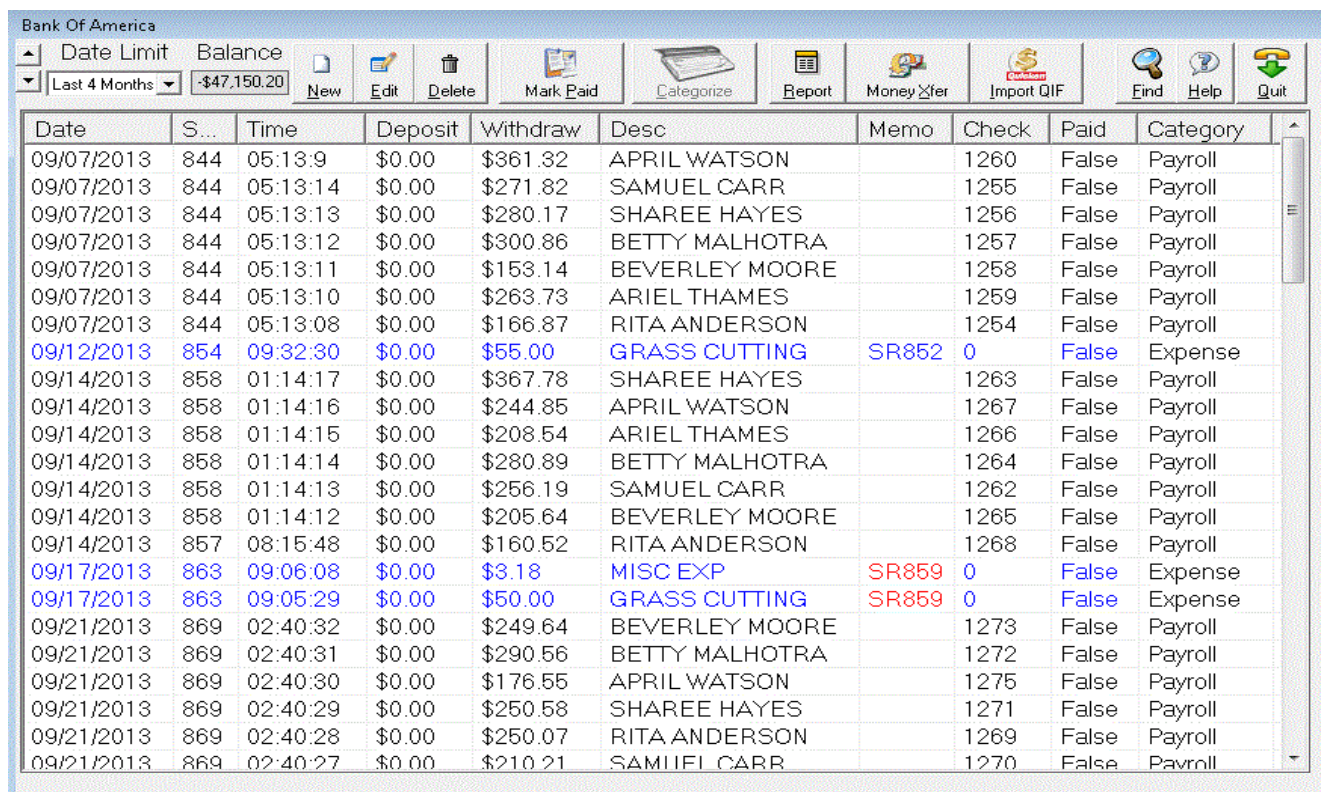
Note: Time and shift get entered automatically

# Bank

## Checking Account

Hit "F11" or select "Checking Account" from the "Bank" menu or from your desktop.

This is the window that deals with all Checking transactions. The checks are automatically entered from the Expense window, Vendors window, Payroll window, etc.



Date	S...	Time	Deposit	Withdraw	Desc	Memo	Check	Paid	Category
09/07/2013	844	05:13:9	\$0.00	\$361.32	APRIL WATSON		1260	False	Payroll
09/07/2013	844	05:13:14	\$0.00	\$271.82	SAMUEL CARR		1255	False	Payroll
09/07/2013	844	05:13:13	\$0.00	\$280.17	SHAREE HAYES		1256	False	Payroll
09/07/2013	844	05:13:12	\$0.00	\$300.86	BETTY MALHOTRA		1257	False	Payroll
09/07/2013	844	05:13:11	\$0.00	\$153.14	BEVERLEY MOORE		1258	False	Payroll
09/07/2013	844	05:13:10	\$0.00	\$263.73	ARIEL THAMES		1259	False	Payroll
09/07/2013	844	05:13:08	\$0.00	\$166.87	RITA ANDERSON		1254	False	Payroll
09/12/2013	854	09:32:30	\$0.00	\$55.00	GRASS CUTTING	SR852	0	False	Expense
09/14/2013	858	01:14:17	\$0.00	\$367.78	SHAREE HAYES		1263	False	Payroll
09/14/2013	858	01:14:16	\$0.00	\$244.85	APRIL WATSON		1267	False	Payroll
09/14/2013	858	01:14:15	\$0.00	\$208.54	ARIEL THAMES		1266	False	Payroll
09/14/2013	858	01:14:14	\$0.00	\$280.89	BETTY MALHOTRA		1264	False	Payroll
09/14/2013	858	01:14:13	\$0.00	\$256.19	SAMUEL CARR		1262	False	Payroll
09/14/2013	858	01:14:12	\$0.00	\$205.64	BEVERLEY MOORE		1265	False	Payroll
09/14/2013	857	08:15:48	\$0.00	\$160.52	RITA ANDERSON		1268	False	Payroll
09/17/2013	863	09:06:08	\$0.00	\$3.18	MISC EXP	SR859	0	False	Expense
09/17/2013	863	09:05:29	\$0.00	\$50.00	GRASS CUTTING	SR859	0	False	Expense
09/21/2013	869	02:40:32	\$0.00	\$249.64	BEVERLEY MOORE		1273	False	Payroll
09/21/2013	869	02:40:31	\$0.00	\$290.56	BETTY MALHOTRA		1272	False	Payroll
09/21/2013	869	02:40:30	\$0.00	\$176.55	APRIL WATSON		1275	False	Payroll
09/21/2013	869	02:40:29	\$0.00	\$250.58	SHAREE HAYES		1271	False	Payroll
09/21/2013	869	02:40:28	\$0.00	\$250.07	RITA ANDERSON		1269	False	Payroll
09/21/2013	869	02:40:27	\$0.00	\$210.21	SAMUEL CARR		1270	False	Payroll

This Account gets updated automatically, except for deposits that you make. When you get your Bank Statement, you should go through item by item clicking the "Mark Paid" button.

- **New** is used to enter new transactions
- **Edit** is used to edit an existing transaction
- **Delete** is used to delete a client a transaction. **Note:** Delete is permanent
- **Mark Paid** is used to mark one or multiple transactions paid
- **Report** is used to view reports for this account
- **Money Transfer** This is used to transfer money between accounts
- **Import QIF** import information from your bank using the **Quicken Interchange Format**
- **Find** is used to find all transactions that you saved

If you use Online-Banking with an Application such as Microsoft Money or Quicken, you can do automatic reconciliation by importing a QIF (Quicken Interchange Format) file by clicking on the "Import QIF" button. Import QIF works by looking for the Check # to match and if it does match the bank, then we simply check the "Paid" check box for you for all matching records. If a check is not found, we simply add it and check the "Paid" automatically.

Note: that you can click on the Date header once to sort Ascending and clicking again will sort Descending. You can click any other header to sort by the selected header up or down.

To see what you have saved click the "Find" button and you will see the window shown below



Date	Shift	Time	Deposit	Withdraw	Desc	Memo	Check	Paid	Category
12/02/2013	2	10:41:31	\$0.00	\$150.00	Auto-Created		0	False	Expense
11/29/2013	1	10:17:52	\$0.00	\$11.000	adjustment exp...	adjust...	1109	False	Expense
11/18/2013	2	17:29:14	\$0.00	\$165.16	Allied Waste	0097...	0	False	Expense
11/18/2013	2	17:12:29	\$0.00	\$102.57	Moble Mini	1471...	0	False	Expense
11/18/2013	2	17:04:29	\$0.00	\$102.57	Moble Mini	1471...	0	False	Expense
11/18/2...	2	16:31:57	\$42.00	\$0.00	A & K ATM cr...	1001...	0	False	Income
11/18/2...	2	16:31:15	\$5.00	\$0.00	liggett vector...	2149...	0	False	Income
10/15/2...	2	15:41:11	\$30.00	\$0.00	blu LOEC. INC	0006...	0	False	Income
10/15/2013	2	15:30:17	\$0.00	\$41.57	Providence Wat...	6271...	0	False	Expense
10/15/2013	2	15:27:28	\$0.00	\$95.65	cox	082013	0	False	Expense
10/15/2013	2	15:25:47	\$0.00	\$170.16	Allied Waste	0012...	0	False	Expense
10/15/2013	2	14:43:57	\$0.00	\$111.75	cox	100413	0	False	Expense
09/30/2...	3	12:41:52	\$54,705.00	\$0.00	Daily Deposit...		0	False	

**Create New Transaction** - This window is used to create new transactions or modify existing transactions.

To edit an existing transaction, click **Edit**; make the necessary changes and then click save.

Create Checking Account 1 Record

Date:

Description:

Deposit:  Time:

Withdraw:  Shift:

Memo:

Check #:

Paid

Print Check

Save Quit

If you would like to make a new record click on new and enter the following:

- **Date:** When the transaction was made
- **Description:** Describes the transaction made
- **Deposit:** Is the deposit amount made
- **Withdraw:** Is the amount withdrawn.
- **Check:** Is the check #.

Note: Time and shift get entered automatically

If this transaction is paid select the "Paid" checkbox, and if you would like to print a check select the "Print Check" checkbox. Click Save.

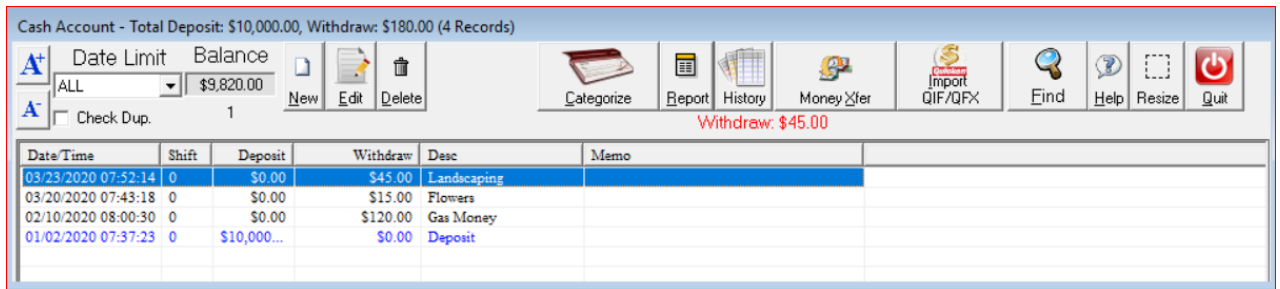
If you are using the Import QIF feature, when the transactions are imported the software will mark the transactions paid automatically. **Note:** AGKSoft supports importing QIF and CSV files.

# Bank

## Cash Account

Hit "F12" or select "Cash Account" from the "Bank" menu or from your desktop.

This is the window that deals with all Cash transactions that come automatically from all other windows where you can specify a payment type.

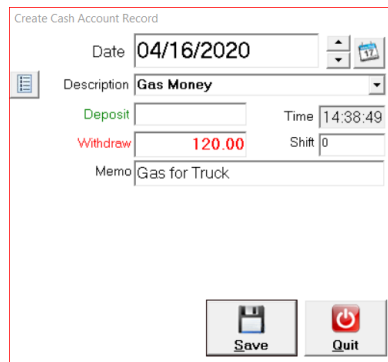


- **New** is used to enter new transactions
- **Edit** is used to edit an existing transaction
- **Delete** is used to delete a transaction. **Note:** Delete is permanent
- **Report** is used to view reports for this account
- **Money Transfer** This is used to transfer money between accounts
- **Import QIF** import information from your bank using the **Quicken Interchange Format**
- **Find** is used to find all transactions that you saved

If you use Online-Banking with an Application such as Microsoft Money or Quicken, you can do automatic reconciliation by importing a QIF (Quicken Interchange Format) file by clicking on the "Import QIF" button. Import QIF works by looking for the Check # to match and if it does match the bank, then we simply check the "Paid" check box for you for all matching records. If a check is not found, we simply add it and check the "Paid" automatically.

Note that you can click on the Date header once to sort Ascending and clicking again will sort Descending. You can click any other header to sort by the selected header up or down.

**Create New Transaction** - This window is used to create new transactions or modify existing transactions.



- **Date:** When this transaction was made
- **Desc:** Describes the transaction made
- **Deposit:** Is the deposit amount made
- **Withdraw:** Is the amount withdrawn
- **Memo:** Use this to write any notes about this transaction

Note: Time and shift get entered automatically

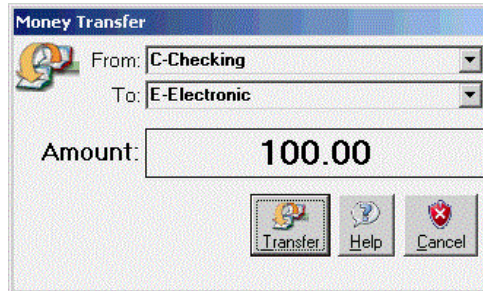
---

## Bank

### Money Transfer

Hit "Ctrl-F11" or select "Money Transfer" from the "Bank" menu.

This is the window that allows you to Transfer money between all your Accounts.



Select the Account to Transfer from by clicking on the "From" box.

Select the Account to Transfer To by clicking on the "To" box.

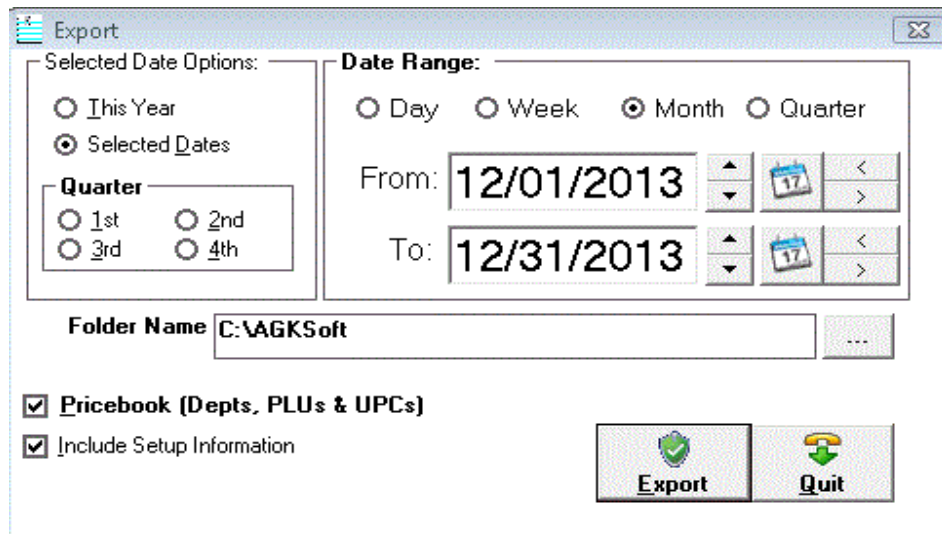
Enter the Amount and then Click on the **Transfer** button

## Misc.

### Export

Hit "Shift-F5" or select "Export" from the "Misc." menu.

This allows you to consolidate multiple locations by exporting data from multiple locations and then importing them into the headquarter location. Simply click the Export button, select the date range and click Export.



If you want to export the Pricebook at the same time, make sure you check the "Pricebook" checkbox.

If you want to export Vendor Lists, Employee Lists, Expense Lists, etc., make sure you check the "Include Setup..." checkbox.

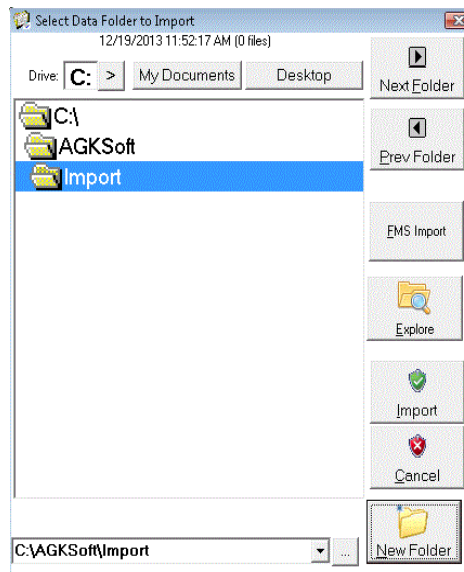
Sales Room data will go into salesroom.dat, Gas Sale data will go into gassale.dat, etc.

---

## Import

Hit **"Shift-F6"** or select **"Import"** from the **"Misc."** menu.

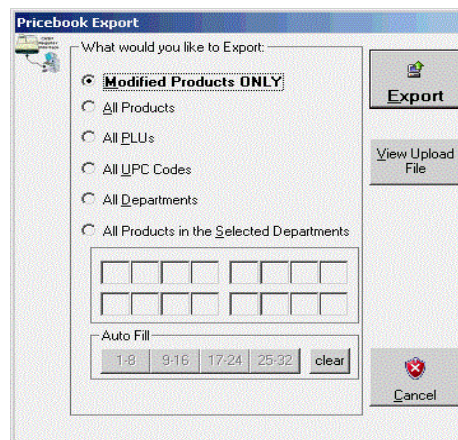
This is used to import data from multiple locations into the headquarter location. Select the folder to import from and click Import.



This will only import files exported using the "Export" feature.

## Pricebook Export

Hit **"Shift-F7"** or select **"Price book Export"** from the **"Misc."** menu.



This dialog is used to export your product prices from one location in order to import the price changes to another location.

Your will be prompted for a folder name to store the files. For the departments, we create "agkdepartments.dat" and for PLUs and UPC-Codes, we create "agkpricebook.dat".

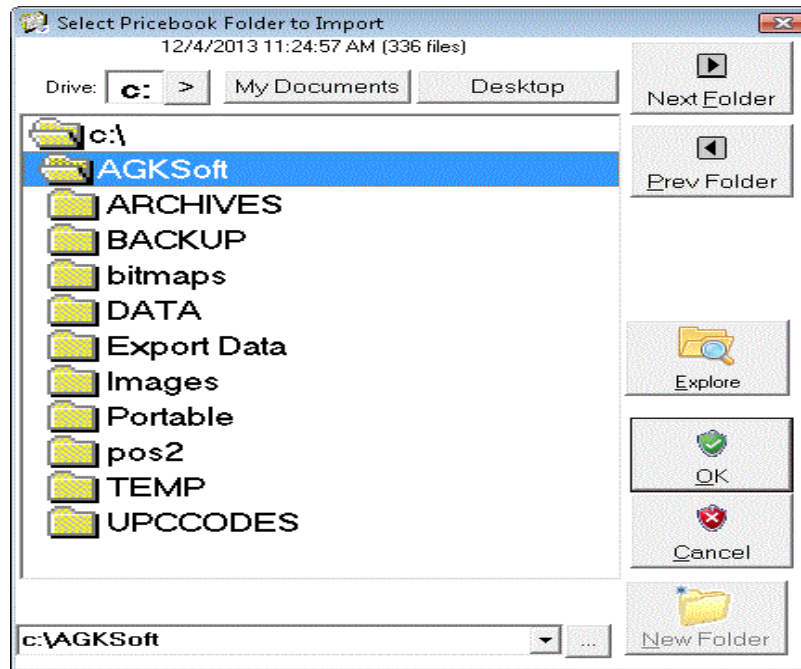
If you select **"All Products"**, we create both files. If you select **"All PLUs"**, then you only get the "agkpricebook.dat" file.

The files are Tab-Separated, so you can open them in Excel, make changes, re-save the file back and then use "Pricebook Import" to import your changes back.

---

## Pricebook Import

Hit “Shift-F8” or select “Pricebook Import” from the “Misc.” menu.



This dialog is used to import the exported pricebook from another location. When importing, new products will simply get created, existing products' selling and buying prices will be updated.

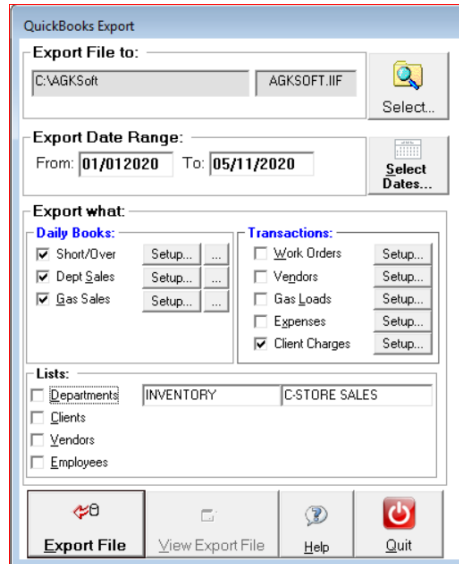
If you want to completely overwrite your existing Pricebook, you need to open the Cash Register Interface, select "View Products", then "Query Wizard", select "Delete All" and click "Perform Query" before you import the pricebook.

---



## QuickBooks Export

Hit “Ctrl-F6” or select “QuickBooks Export” from the “Misc.” menu.



This gives you the ability to export your data to QuickBooks. You can customize the QuickBooks Transaction Type and Account where the data will be imported.

**WARNING:** Do not export the Lists (Departments, Clients, Vendors & Employees) more than once, QuickBooks will create duplicate records.

**WARNING:** Do not export the same date range more than once; QuickBooks will create duplicate sales data.

From QuickBooks, select **File, Utilities, Import, IIF Files**. Now select the **AGKSOFT.IIF** file you exported.

If you are using QB 2019 or later, you will see the following dialog:



Make sure to select “**Import it for me. I’ll fix it later**”.

When Importing the QuickBooks file, if you get an error message such as:

The Tax field cannot be left blank, even for non-taxable customers and sales which have no taxable items, so non-taxable sales will be correct for this district.

Then do the following:

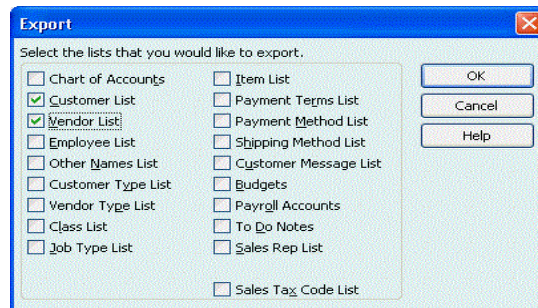
In your QuickBooks file, click **Edit, Preferences**. Select **Sales Tax**. Under "Company Preferences" select "NO" under "**Do you Charge Sales Tax**".

---

## Export Lists from QuickBooks to AGKSoft

Open Quick Books, select the "File", "Utilities", "Export list to IIF files"

You should see the following export dialog, Select "Customer List" and "Vendor List" select ok



Save this file (example QuickBooks.IIF)

### Importing your file...

Hit "Ctrl-F7" or select "QuickBooks Import" from the "Misc." menu.

Click the down arrow in the combo box to select where you saved it

Under "Select Filename" highlight the name of the file (Example: c:\quickbooks.IIF)

Click "OK"

---

## Calculator

This will open the "Calculator" window which will let you perform various calculations.



C will let you clear everything except the numbers in Memory 1, 2 & 3.

CE will simply clear the edit field (known as Readout).

Copy Result will copy the Result to the clipboard.

Copy Note will copy the Journal on the right to the clipboard.

+ is for additions, - subtraction, X is multiplication, / is for division

% will make the number a percentage, so 54 turns into 0.54

---

M1, M2 & M3 will let you store up-to 3 numbers in Memory.

R1, R2 & R3 will let you re-store up-to 3 numbers back from Memory.

### Select Date

This will open the "Select Date" window or Calendar. If you want it to automatically open, click "**Help**", "**Show**" and select "**Date**".

Note that the software automatically populates all the shifts that were processed under that date, so you can simply select the shift that you want to work on from the list.



If you click on the list of shifts (e.g. **0002, 0003**), you will get a log as follows:

-----  
Found the following closed shifts for the month of: March  
-----

```
03/13/2008 - 0001
03/14/2008 - 0002, 0003
03/15/2008 - 0004
03/16/2008 - 0005
03/17/2008 - 0006
03/18/2008 - 0007
03/19/2008 - 0008
03/20/2008 - 0009
03/21/2008 - 0010
03/22/2008 - 0011
03/23/2008 - 0012
03/24/2008 - 0013
03/25/2008 - *** NO SHIFTS FOUND ON THIS DATE ***
...
03/31/2008 - *** NO SHIFTS FOUND ON THIS DATE ***
```

This will help you easily identify any missing shifts.

The bottom left shows today's date and the bottom right shows the selected date.

If you double click on a date, you will get the "Net Income" for the selected date.

### Change Password

Supervisor (This user has full access to everything)

Manager (This user does not have access to change configuration or see any income related reports)

Worker (This user has limited data-entry capabilities as well as the ability to download shifts)

Garage User (This user is mainly for direct access to the Work Order and is used by the Mechanic)

### Edit Configuration Files

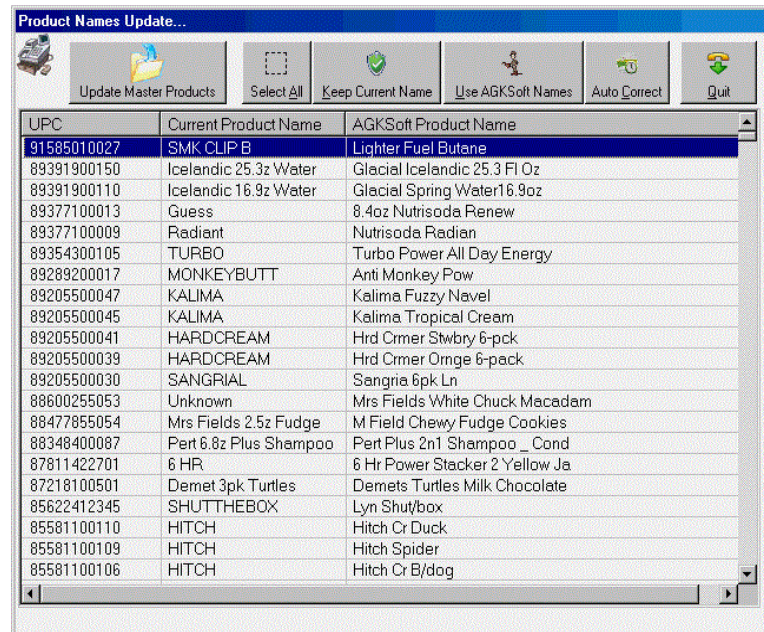
Station (You should never touch this unless directed by AGKSoft)

Window Positioning (You should never touch this unless directed by AGKSoft)

Profile (You should never touch this unless directed by AGKSoft)

### Other Functions

**Product Names Update** (This lets you automatically change your product names using ours)



UPC	Current Product Name	AGKSoft Product Name
91585010027	SMK CLIP B	Lighter Fuel Butane
89391900150	Icelandic 25.3z Water	Glacial Icelandic 25.3 Fl Oz
89391900110	Icelandic 16.9z Water	Glacial Spring Water16.9oz
88377100013	Guess	8.4oz Nutrisoda Renew
89377100009	Radiant	Nutrisoda Radian
89354300105	TURBO	Turbo Power All Day Energy
89289200017	MONKEYBUTT	Anti Monkey Pow
89205500047	KALIMA	Kalima Fuzzy Navel
89205500045	KALIMA	Kalima Tropical Cream
89205500041	HARDCREAM	Hrd Crmer Stwbry 6-pck
89205500039	HARDCREAM	Hrd Crmer Omge 6-pack
89205500030	SANGRIAL	Sangria 6pk Ln
88600255053	Unknown	Mrs Fields White Chuck Macadam
88477855054	Mrs Fields 2.5z Fudge	M Field Chewy Fudge Cookies
88348400087	Pert 6.8z Plus Shampoo	Pert Plus 2n1 Shampoo _ Cond
87811422701	6 HR	6 Hr Power Stacker 2 Yellow Ja
87218100501	Demet 3pk Turtles	Demets Turtles Milk Chocolate
85622412345	SHUTTHEBOX	Lyn Shut/box
85581100110	HITCH	Hitch Cr Duck
85581100109	HITCH	Hitch Spider
85581100106	HITCH	Hitch Cr B/dog

The fastest way and easiest is to click "Select All", then "Use AGKSoft Names".

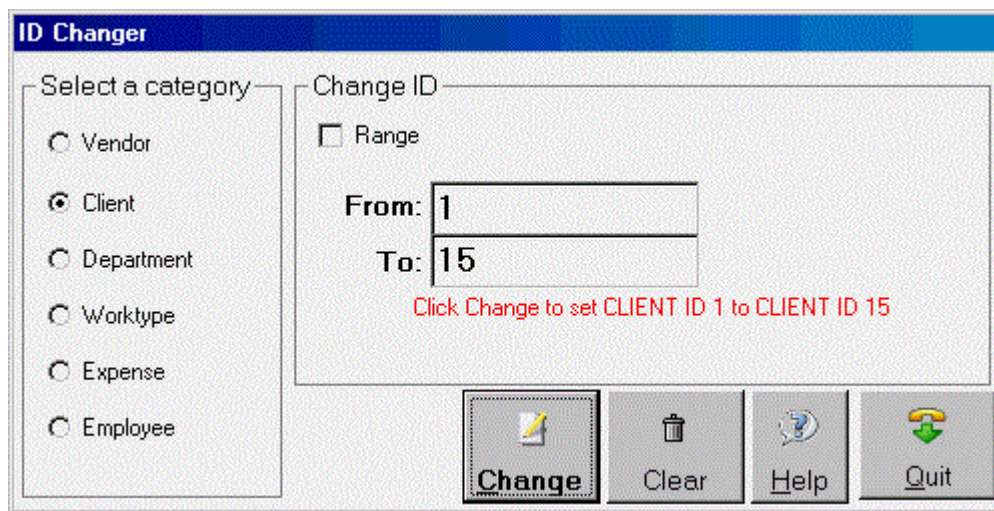
"Auto Correct" will only correct short names or invalid names such as UNKNOWN.

You can do multiple selections by holding the shift key and clicking with the left mouse button, and then you can click "Keep Current Name" or "Use AGKSoft Names".

### ID Changer

(Change the IDs for a Vendor, Client, Department, Work type, Expense or Employee)





If you have the need to move Numbers in various areas, it's best to use the "ID Changer". This will not only move numbers, but it also moves any data saved with that number to the new number.

Example: Let's say Client #1 is John Doe and he happens to already have a charge for \$100. If you want to move John Doe to be Client #15, this will insure that charge for \$100 now goes to Client #15 and not Client #1.

#### **Fix all Department Names**

If you use the "**View Products**" window to change departments (ParentID) without changing the department names (Parent Desc), this function will help you fix that.

#### **Fix Sales Room Profit**

If you started using the software selling things before you enter the cost price, you may need to run this function. You will be prompted to select the following:

Select a specific department or ALL DEPARTMENTS.

Select a Date Range or select ALL Dates.

Select a Profit Formula "Standard Profit", "Percentage of Selling" or "Percentage of Buying".

#### **Synchronize Work Orders**

Print Active Form (Print the current window or form that you have open)

Diagnostics (This is for AGKSoft Support Only)



## Income

### Net Profit

Click on the “Net Profit” icon, hit “Ctrl-N” or select “Net Profit” from the “Income” menu.

This window is used to show the Net Income as well as the Sales Profit, Gross Sales, Paid In and Paid Out. This window could also be used to show the Taxes owed, Total Gas Volume Bought and Sold, etc.

Income Statement (From: 01/01/2013 to: 12/31/2013)

Sales Profit and Gross Sales		
	Profit	Gross
Sales Room	\$201,226.77	\$797,979.54
Lottery Tickets		
Lotto Machine		
Gas Sale	\$66,136.97	\$1,002,288.73
Money Orders		
<input type="checkbox"/> Work Orders		
Car Wash		
Payment Center		
Loyalty		
Short or Over	-\$2,425.71	
<b>TOTAL</b>	<b>\$264,938.03</b>	<b>\$1,800,268.27</b>

Paid Out	
	Amount
Vendors	\$711,280.65
Expenses	\$51,508.85
Invoice Expense	\$115.53
Payroll	\$80,367.61
Payroll Taxes	\$19,421.75
Parts (Cost)	
Credit Card Fees	
Coupons/Btl Ret	\$392.48
Discounts	\$0.02
Drive Off	
<b>TOTAL</b>	<b>\$863,086.89</b>

Paid In	
	Amount
Refunds	
Bottle Deposits	
Other Incomes	\$25,978.39
Rebates	

Deposits and Verification	
	Amount
Elect Deposits (Checking Acct.)	
Elect Deposits (Elect. Acct.)	
Daily Deposits (Checking Acct.)	\$29,603.18 +
Daily Deposits (Cash Acct.)	\$54,296.71 +
Daily Deposits (Electronic Acct.)	\$494,712.81 +
Total Cash/Checks	\$873,183.92 -
<b>Verification</b>	<b>-\$294,571.22 =</b>

Taxable Sales	
	Amount
Work Orders	
Sales Room	\$793,789.62
<b>TOTAL</b>	<b>\$793,789.62</b>

Gas	
	Amount
Purchased Amount	\$942,443.57
Purchased Volume	302,222
Sold Volume	301,878
Gas Inventory	344
Pool Margin	21.91 Cents

Sales Inventory	
	Amount
Sales Inventory	
Pre-Paid Tax	
Cost Of Goods	\$9,827.33

Assets	
	Amount
Depreciation	
<b>Net Income</b>	<b>\$113,131.79</b>

From: 01/01/2013 To: 12/31/2013  
 Show: This Year < >

Buttons: Select Dates... Get Results List Diff Print Help Quit

Click "Select Dates", then "Get Results" to get the Income for the selected date range.

This window automatically figures out all your Sales Profit, Gross Sale, Paid Out, Paid In, Short/Over and Net Income. If you want to figure out your Net Income for a specific month, then click "Select Dates" choose which date then click "Get Results".

You can click on the "Sales Inventory" button to find out what your Sales Inventory is.

If you double click on the specific date in the Calendar, you will get this Income Statement window for that date only.

**Note:** If you select any of the checkboxes the profit and gross numbers will come from the End of Shift Short Over window when you close your shift. So, if you would like the sales room numbers to come into this window check the checkbox next to sales room.

## Income

### Product Information

Use this window to view all sort of valuable information about a UPC-Code, PLU or Department.

The screenshot shows the 'Product Information' window. At the top, the UPC Code or Dept. # is 02820017434, and the MARL is \$1 OF M. Below this, there are three columns: Quantity on hand (0), Buying Price (\$3.61), and Selling Price (\$4.09). A table shows sales and profit for 'Selected Dates', 'This Month', and 'This Year'. The 'Show me moving and non-moving items where:' section has radio buttons for 'Sold Amount is' and 'Sold Count is', and another set for 'Less or equal to' and 'More or equal to'. There are also options for 'by Case (Carton)' and 'by Retail Unit (Pack)'. A 'Limit Search to:' section includes dropdowns for Department, Category, SubCategory, and Vendor, along with a 'Date Range:' section with 'From' and 'To' fields. On the right, a 'Ready...' status bar is visible, and a text area shows 'Selected UPC-Code purchased from: IMPERIAL Part # 1067899' and a list of purchase dates and quantities.

Selected Dates:	This Month:	This Year:
Sales \$122.70	Sales \$0.00	Sales \$122.70
Quantity 30	Quantity 0	Quantity 30
Profit \$14.46	Profit \$0.00	Profit \$14.46

You scan the UPC-Code, enter a Dept/PLU and hit Enter or click on Get Info.

To see moving and non-moving items, you can get it by "Sold Amount" or "Sold Count". You can also select "Less" or "More" than a selected Amount or Count.

Click [Show List] to view Moving or Non-Moving Items.

## Income

### General Ledger

Hit "F8" or select "General Ledger" from the "Income" menu. This window allows you to print the General Ledger for the selected Date Range.

The screenshot shows the 'Print General Ledger' window. It has a 'Selected Date Options:' section with radio buttons for 'This Year', 'Selected Dates', and 'Quarter'. The 'Quarter' section has radio buttons for '1st', '2nd', '3rd', and '4th'. The 'Date Range:' section has radio buttons for 'Day', 'Week', 'Month', and 'Quarter'. The 'From' date is 12/01/2013 and the 'To' date is 12/31/2013. There is a 'Select Printer:' dropdown menu set to '[Default]'. At the bottom, there is a 'Brief' checkbox checked and buttons for 'Printer Setup', 'Help', 'Print', and 'Quit'.



Select [All] and click Print to print the whole year.

Click on 1st, 2nd, 3rd or 4th Quarter to print the selected quarter.

If you do not want to print the general ledger to a printer, you can install the PDF Writer from the AGKSoft CD. Look in the **Adobe\PDF Writer** folder. Run the installer and when finished, you should see a "PDF reDirect..." print driver in your "**Printers and Faxes**" list. Now you can select this printer instead of the "**Default**" printer and you will get a PDF file to view on your screen.

The General Ledger will include the following:

Checking, Electronic & Cash Accounts, Expenses, Assets, Income, Lottery  
Accounts Payable, Accounts Receivable, Credit Cards, Cost Of Fuel, Cost Of Goods  
Payroll Liability, Sales Tax Payable

## Income

Balance Sheet

Select "**Balance Sheet**" from the "**Income**" menu. This window shows the Balance Sheet for the Year or for a particular month.

ASSETS		LIABILITIES & EQUITY	
<b>Current Assets</b>		<b>Liabilities</b>	
Accounts Receivable	\$8,544.40	Accounts Payable	\$111,607.64
Checking Accounts	-\$47,150.20	Electronic Credit Cards	\$0.00
Electronic Account	\$0.00	Payroll Liabilities	-\$1,536.89
Cash Account	-\$22,097.84	Sales Tax Payable	\$18,748.59
Sales Inventory	-\$495,102.48		
<input type="checkbox"/> Gas Inventory	\$1,346.79		
Garage Inventory	\$0.00		
<b>Fixed Assets</b>		<b>Equity</b>	
Cost	\$0.00	Owner's Equity & Profit	-\$683,278.67
Depreciation	\$0.00		
<b>TOTAL</b>	<b>-\$554,459.33</b>	<b>TOTAL</b>	<b>-\$554,459.33</b>

## ASSETS

Checking Accounts is the combination of all Checking Accounts 1, 2 and 3.

Electronic Account is the total Electronic Account.

Cash Account is the total Cash Account.

Accounts Receivable is the Total Amounts charged to a client account minus the Total Amounts Paid. It's the Total Balance owed by all the clients that have an Account at your location.

Sales Inventory is the total Inventory Purchased minus the total Inventory Sold based on cost value.

Gas Inventory is the total Gas Purchased minus the total Gas Sold multiplied by the latest cost.

Fixed Assets Cost is the total Assets purchased.

Fixed Assets Depreciation is the total of negative numbers entered into the Assets window.

## LIABILITIES & EQUITY

Accounts Payable is the total amount purchased from vendors minus the total credit given minus the total payments made.

Electronic Credit Cards is the Total Amount minus Net Amount or simply the total fee owed.

Manual Credit Cards is the Total Amount charged manually that have not been paid or settled.

Payroll Liabilities is the total money owed for Payroll taxes, FICA, State, Federal and STDI taxes.

Sales Tax Payable is the total tax collected in the Sales Room and Work Orders.

## Import/Export

Import and Export gives you the ability to consolidate multiple locations or work on multiple computers at the same time. The way it works is as follows:

You make changes on Computer A

Someone makes changes on Computer B

You Export from Computer A and Import into Computer B

You Export from Computer B and Import into Computer A

---

## Setup

**Locations** - This should only be used by the Home Office Software (HOS) in order to configure all the locations you own. If you are setting up the HOS, leave the ID=0 to be "ALL LOCATIONS" and enter the 1st location # under ID (e.g. 1) and Location #1's name under "Desc". Repeat for each additional location. Your changes are automatically saved, so simply click "Quit" when you finish.

**Business Info.** - This is used to enter your Business Name, Address, Phone #, Federal ID and Location ID. Note that Location ID should be "1" if you only have one location. If you have multiple locations, make sure each location has a unique location ID.

**Bank Info.** - This is used to enter your Banking Information for up-to 3 checking accounts. The Info. includes the Bank's name, address, routing & account numbers.

**Check Type** - Select "Intuit", "Cynaptics" or Blank checks to use when printing checks.

### Vendors

**Create/Modify** - Create new vendors or modify existing vendors

**List All** - Show a spreadsheet with all the Vendors.

**Templates** - Show a spreadsheet with all the mappings of Vendor Item numbers to a specific UPC-Code. Dist ID is the Vendor Number, Part Num is the Vendor's Item Number and ID is the UPC-Code.

**Categories** - Show a spreadsheet with all the Vendor Categories mapped to your Department Numbers. This is automatically populated when loading a custom invoice using the "Department Category" field.

### Products

**Departments** - Show a list of departments. You can create new departments or change existing departments.

**Create/Modify** - Create new product or modify existing products

**List All** - Show a spreadsheet with all your products.

ID 1 to 9500 are considered departments

ID 9501 to 9999 are PLU 1 to 499

ID 10000 to 95000000000000 are all UPC-Codes

ID 95000000000500 to 95000000009499 are PLU 500 to 9499.

**Multiplier** - Show a spreadsheet with all the multipliers (Carton/Case to Pack/Single relationship).

ID is the Carton/Case UPC-Code, Quantity is how many units inside the Carton/Case, Content ID is the UPC-Code of the Pack/Single, and Desc is the name of the product. This is your list of multipliers, but AGKSoft comes with its own list of more than 7000 multipliers. Your list is automatically populated from the AGKSoft list, but you can change your list if you need to.

**Multi-Pack Specials** - Show a spreadsheet with all the Multipack Specials (Sell 1 for \$0.59, but 2 for \$1).

ID is the UPC-Code, Quantity is the # of items for the special (e.g. 2), Price is the selling price for that Quantity (e.g. \$1.00), Desc is the description of the special, Modifier is only used for the Ruby VeriFone and it should always be the same as the Quantity.

**Price Groups** - Show a spreadsheet with all the price groups. ID is the Group #; Desc is the Price Group name.

**Categories** - Show a spreadsheet with all the Categories. ID is the Category #, Desc is the Category name.

**Sub-Categories** - Show a spreadsheet with all the Sub-Categories. ID is the Category #, Desc is the Sub-Category name.

### Work Order

**Create/Modify** - Create new work type or modify existing work types

**List All** - Show a spreadsheet with all your work types (ID is the work type #, Desc is the name of the work type, Type is the type of account associated with this item or simply how you pay for this item when you purchase it, Hours is the # of hours it takes to install this part, etc.

**Select Disclaimer** - Select the disclaimer file to be printed on the Work Order.

**Edit Disclaimer** - Edit the disclaimer file to be printed on the Work Order.

### Employees

**Create/Modify** - Add new employees or change existing employees

**List All** - Show a spreadsheet with all your employees. (ID is the employee #, Name is the employee' name, etc.)

### Expenses

**Create/Modify** - Add new expense types or change existing expense types

**List All** - Show a spreadsheet with all your expenses. (ID is the expense #, Desc is the expense's description, Price is the typical price you pay for this expense, Type is the Type of Payment you typically use to pay for this expense, Category ID is the expense QuickBooks Category # to map to when exporting to QuickBooks)

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## Incomes

Create/Modify - Add new Income types or change existing Income types

List All - Show a spreadsheet with all your Assets.

(ID is the Income #, Desc is the Income's description, Price is the typically price you get paid for this Income, Type is the Type of Account you typically deposit this Income, Category ID is the Income QuickBooks Category # to map to when exporting to QuickBooks)

## Assets

Create/Modify - Add new Asset types or change existing Asset types

List All - Show a spreadsheet with all your Assets.

(ID is the Asset #, Desc is the Asset's description, Price is the typically price you pay for this Asset, Type is the Type of Payment you typically use to pay for this Asset, CategoryID is the Asset QuickBooks Category # to map to when exporting to QuickBooks)

## Lottery

Create/Modify - Add new Lottery Scratch Ticket types or change existing Lottery Scratch Ticket types

List All - Show a spreadsheet with all your Lottery Scratch Ticket types.

(ID is the Scratch Ticket #, Desc is the Scratch Ticket's description, Deleted is typically False unless you no longer sell this kind of ticket, Start is the starting # in each book, End is the Ending #, Price is the selling price per ticket, Display is the display # or position # on your shelf, UPC is the UPC-Code used to scan and sell the ticket.

## QuickBooks Categories

This is used only if you plan on exporting to QuickBooks (ID is the Category #, Desc is the Category's description, TRANS\_ACCNT is the QuickBooks' Transaction Account for this Category, DISTR\_ACCNT is the Distribution Account for this Category)

## Fees

This is only used if you are connected to a Ruby VeriFone Cash Register (ID is the Fee #, Desc is the Fee's description)

## Payees

This is used to setup the Payees to be used in the Payment Center (ID is the Payee's #, Desc is the Payee's description or Company Name, Fee is the amount you get per transaction, Percent is the %age you get)

## Gas Blending

This is used only if you blend Gas such as "Plus". Typically companies blend the "Plus" grade to be 50% "Regular" and 50% "Super" or 60% "Regular" and 40% "Super". Your Cash Register Company or Installer can tell you what your ratio is.

## Taxes

This is used to setup your State & County Names, Tax Rates, Payroll, Lottery commission and Garage Tax.

## Help

**Documentation** (Display this document)

[AGKSoft Web-Site](#) (Connect to the Internet and go to AGKSoft's web page on the Internet)

Cash Register Interface (Display the Cash Register Interface help document)

**First Time User** (This will open the First Time User window to help you start using AGKSoft)

**Show** (Show the following items if checked upon starting AGKSoft)

- Select Date
- Background Picture
- Menus (Show the menu with "Daily", "Weekly", "Charge", etc.)

**PC Information** (Internal for AGKSoft Support)

**Diagnostics** (Internal for AGKSoft Support)

**Download latest Update/Re-Download latest Update/Download Full Installation/Download TeamViewer**

**Open TeamViewer Web Support/Open TeamViewer Quick Support**

**Send Files to AGKsoft/Allow AGKSoft to access your PC.**



## Appendix A—Most Common Reports

Here is a sample of the Short Over Report

My Point of Sale Business		<b>Short Over Report</b>		Printed On: 6/1/2009	
123 Alphabet St Sunshine, Ma 12345 123-456-7890		Shift 442      5/29/2009		22:22	13:58
SHOULD HAVE (IN)		HAVE NOW (OUT)			
Accts. Receivable	\$0.00	Local Charges	\$0.00		
Garage Paid In	\$12.00	Garage Parts Cost	\$0.00		
Garage Tax	\$0.00	Expenses	\$0.00		
Sales Room	\$728.64	Electronic Credit	\$2,040.97		
SALES TAX	\$18.11	Lottery Prizes	\$5.00		
Lottery	\$46.00	Manual Credit	\$0.00		
Lottery Machine	\$280.00	Assets	\$0.00		
Gas Sales	\$2,319.43	Paid to Vendors	\$38.00		
Payment Center	\$0.00	ATM	\$0.00		
Car Wash	\$0.00	Drive Off	\$0.00		
Money Orders	\$0.00	Discounts	\$0.00		
Refund	\$0.00	Cash Acceptor	\$0.00		
Bottle Deposit	\$0.00	Coupons	\$0.00		
Rebate	\$0.00	Food Stamps	\$0.00		
Other In	\$762.99	Other Out	\$0.00		
Manual Fuel	\$0.00	Gift Cards	\$0.00		
		Cash/Checks	\$0.00		
		Safe Drops	\$2,083.26		
<b>TOTAL IN</b>	<b>\$4,167.17</b>	<b>TOTAL OUT</b>	<b>\$4,167.23</b>		
Cash/Checks+Safe Drops	\$2,083.26	Short or Over	\$0.06		
Reg Diff= -\$0.05 Pls Diff= -\$0.06 Sup Diff= -\$0.06					

This report shows you the information for shifts that are closed and saved. The information is entered in automatically from your register when you download your shifts using the software as BOS. If you are using the software as a Point of Sale (POS) then the information gets entered from the various windows that information was entered and saved in.

Here is a sample of the Sales Room Summary by Department report

My Point of Sale Business		Sales Room Summary by Department					Printed on: 6/1/2009	
Dept. #	Description	Qty	Amount	Tax	Profit	BuyDown	Net Profit	
2	BEER	5,750	\$24,927.22	\$1,246.41	\$11,855.19		\$11,855.19	47.56 %
3	PKG BEVERAG	17,112	\$28,179.94	\$1,405.21	\$14,050.18		\$14,050.18	49.86 %
4	PHONECARDS	1,074	\$2,839.00		\$710.75		\$710.75	25.04 %
5	GROCERY	11,154	\$16,126.50	\$791.51	\$7,483.87		\$7,483.87	46.41 %
8	GEN MERCH	787	\$2,040.37	\$101.58	\$888.55		\$888.55	43.55 %
9	COFFEE	1,346	\$1,742.06	\$87.20	\$435.52		\$435.52	25.00 %
10	HEALTHBEAU	482	\$1,366.86	\$67.08	\$713.43		\$713.43	52.19 %
11	PUBLICATIO	218	\$1,982.76	\$97.00	\$731.93		\$731.93	36.91 %
12	TOBACCOPRD	4,027	\$7,895.16	\$394.28	\$3,614.99	\$111.00	\$3,725.99	46.54 %
13	MEDICINE	517	\$984.65	\$0.20	\$484.47		\$484.47	49.20 %
14	INSPECTION	1,150	\$18,037.00		\$18,037.00		\$18,037.00	100.00 %
17	GIFT CARD	3	\$150.00		\$37.50		\$37.50	25.00 %
21	CIGPRMCTN	10,750	\$370,558.88	\$18,528.71	\$63,905.08	\$11,212.00	\$75,117.08	19.68 %
22	CIGPRMPK	7,078	\$28,007.42	\$1,401.03	\$6,454.27	\$840.30	\$7,294.57	25.29 %
23	CIGDISCTN	34	\$872.61	\$43.69	\$306.06	\$5.00	\$311.06	35.44 %
24	CIGDISPK	515	\$1,681.28	\$83.76	\$580.52	\$40.20	\$620.72	36.06 %
26	CIGSUBPK	131	\$402.20	\$20.18	\$98.32		\$98.32	24.45 %
27	CANDY	5,619	\$7,269.83	\$363.86	\$3,762.14		\$3,762.14	51.75 %
28	AUTOSUPPLY	510	\$2,486.28	\$123.40	\$1,166.95		\$1,166.95	46.94 %
29	CIGPROMO	1,708	\$9,582.55	\$476.03	\$2,792.78		\$2,792.78	29.14 %
<b>Grand Total</b>		<b>69,965</b>	<b>\$527,133</b>	<b>\$25,231</b>	<b>\$138,109</b>	<b>\$12,209</b>	<b>\$150,318</b>	<b>27.87 %</b>

This report shows how many items within that dept. were sold, the dollar amount and the profit. When viewing this report you can double click on one of the depts. to get a detailed view of the items within that dept.

Here is a sample of a Gas Sale report

AGKSoft 1420 Main Rd. Tiverton, RI 02878 Mar 16, 2015		Gas Sale Report 03/01/2015 to 03/31/2015					Printed On: 3/19/2015			
	Shift #	851								
	Amount	Volume Sold	Profit	Diff.	Volume %	Actual	Start	End	Price	
Regular	\$2,007.75	869	\$ 79.18	-16	79.92 %	8,644	9,601	8,660	\$2.311	
Plus	\$273.63	109	\$ 17.36		10.03 %				\$2.509	
Super	\$286.88	109	\$ 2.73	0	10.05 %	1,942	2,088	1,942	\$2.627	
<b>Total:</b>	<b>\$2,568.26</b>	<b>1,087</b>	<b>\$ 99.28</b>							<b>Margin: 9.13 ¢ Water: 0.00 "</b>
Mar 16, 2015	Shift #	850								
Regular	\$1,733.92	753	\$ 62.66	38	76.90 %	9,601	6,863	9,563	\$2.303	
Plus	\$183.63	72	\$ 14.98		7.33 %				\$2.559	
Super	\$430.26	154	\$ 28.57	9	15.77 %	2,088	758	2,079	\$2.787	
<b>Total:</b>	<b>\$2,347.81</b>	<b>979</b>	<b>\$ 106.20</b>							<b>Margin: 10.85 ¢ Water: 0.00 "</b>
Mar 15, 2015	Shift #	849								
Regular	\$2,707.69	1,202	\$ 76.35	-8	73.95 %	6,863	8,167	6,871	\$2.254	
Plus	\$342.36	143	\$ 8.53		8.82 %				\$2.390	
Super	\$756.27	280	\$ 27.57	-2	17.24 %	758	1,089	760	\$2.700	
<b>Total:</b>	<b>\$3,806.32</b>	<b>1,625</b>	<b>\$ 112.45</b>							<b>Margin: 6.92 ¢ Water: 0.00 "</b>

This report shows Volume sold, pool margin and your profit. This report also shows the selling price. The "Difference" shown in red is the "Actual minus the End"



Here is a sample report from the Vendors Report

<b>American Bottling Company (402) 498-0440</b>								
3/10/2006	\$846.00	\$846.00	\$0.00	N/A	N/A	13:00:40	C	2,428
3/21/2006	\$658.90	\$658.90	\$0.00	N/A	N/A	09:53:13	C	2,446
<b>Sub Total:</b>	<b>\$1,504.90</b>	<b>\$1,504.90</b>	<b>\$0.00</b>					
<b>Blue Diamond Car Wash</b>								
3/1/2006	\$212.50	\$212.50	\$0.00	N/A	Tokens	12:44:21	C	2,381
<b>Sub Total:</b>	<b>\$212.50</b>	<b>\$212.50</b>	<b>\$0.00</b>					
<b>Coca-Cola Bottling Co. - Mid America (402)</b>								
3/10/2006	\$4,055.12	\$4,055.12	\$0.00	N/A	N/A	12:47:45	C	2,427
<b>Sub Total:</b>	<b>\$4,055.12</b>	<b>\$4,055.12</b>	<b>\$0.00</b>					

This report shows vendor names, how much was paid and balances if any. This report is useful to view all vendor transactions in one screen

Here is a sample report from the Checking Account

<u>Auto Mart</u>		<b>Checking Account Report</b>			Printed on: 3/24/2006	
	Check	Description	Deposit	Withdraw	Balance	
1/12/2006	2,297	Dane		\$558.06	(\$558.06)	N/A 13:11:36
	2,298	Danielle M. Anderson		\$480.75	(\$1038.81)	N/A 13:12:31
	0	Danielle M. Anderson		\$45.65	(\$1084.46)	N/A 13:14:32
	2,299	Darren E. Jones		\$604.90	(\$1689.36)	N/A 13:15:13
	2,300	Scott T. Kyle		\$522.25	(\$2211.61)	13:15:58
1/25/2006	2,317	Dane C. Massey		\$547.07	(\$2758.68)	N/A 14:38:11
1/31/2006	126	Danielle M. Anderson		\$490.83	(\$3249.51)	13:15:07
	127	Danielle M. Anderson		\$46.23	(\$3295.74)	13:15:06
	128	Darren E. Jones		\$542.67	(\$3838.41)	13:15:05
1/25/2006	2,319	Darren E. Jones		\$63.87	(\$3902.28)	N/A 14:42:54

This report shows you transactions within the checking account. It shows you deposit amounts; withdraw amounts and the balance from transaction to transaction.

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## Appendix B-Report

Many windows such as the Sales Room or Gas Sale windows have a Report button. When you click on the Report button, you may be asked to select the type of report that you would like and after making your selection, you will see the following Report dialog:

Report (Sales.rpt)

Send Report to: **Screen**

Report for:

This Year

Selected Dates

Quarter

1st  2nd

3rd  4th

Date Range (Select by):

Day  Week  Month  Quarter

From: 11/29/2013

To: 12/06/2013

Printer: **AGKSoft PDF**

{SalesRoom.Date} >= Date(2013.11.29) and {SalesRoom.Date} < Date(2013.12.07)

[Click OK to preview the selected report on the screen](#)

Show Group

Maximized

**OK** Help **Quit**

The example above shows "**Report (dailygas.rpt)**" in the title, meaning we will be using the report file "dailygas.rpt" to show the report. If you have Crystal Report 8.5, you can open this file and modify it to suit your needs.

Typically, you would simply click the **OK** button or hit the **Enter** key to see your report on the screen.

If you don't care to see the report on the screen, you can simply click the Combo box that says "**Screen**" next to "**Send Report to:**" and select "**Printer**", "**File**" or "**Mail**".

Selecting Printer will let you directly print the report without seeing it first. Selecting File will let you send the report to various file formats, such as text files. Selecting Mail will let you directly E-mail the report to someone with an Internet E-mail address.

**Note** that Mail only works if you have a pop-mail account. Contact your internet service provider on how to set one up.

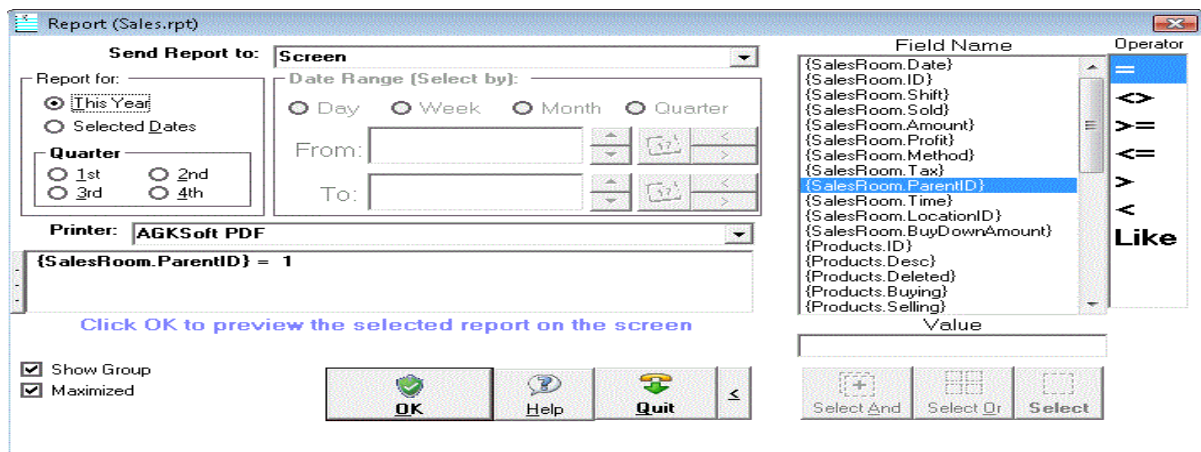
**"Report for which quarter"** lets you select a Quarter (1st, 2nd, 3rd or 4th) or you can pick "**Selected Dates**", which gives you the ability to select a "**Date Range**" by entering the "**From**" and "**To**" dates in "**mm/dd/yyyy**" format.

**Printer** lets you select another printer if you are connected to multiple printers.

Under the Printer section is a big edit field that typically shows you the formula that will be applied to the report based on your selection.

The **OK** button is used to accept your selections and start the report process.

If you are an advanced user, you may click on the special arrow at the bottom right to see more options as shown below:



You will now see a list of Database Field Names under "**Field Name**", select the one to use to limit the report information. Under **Operator**, you can select

Equal (=)

Not Equal (<>)

Greater or Equal (>=)

Less or Equal (<=)

Greater Than (>)

Less Than (<) or like

Under Value, you can enter a number or a description.

Example: If you wanted a report of all your Department 1 sales select the following:

Under Field Name select "{SalesRoom.ParentID}"

Under Operator select "="

Under Value enter "1" and click the "Select" button.

Now you should see "{SalesRoom.ParentID} = 1" in the formulas box. Click the OK button to see the report. If you wanted to limit the report for selling to a range of dates, you would select the dates first and then use the "And" button rather than "Select".




## Appendix C - Finding Information

### Simple Find

This is a simple spreadsheet; it shows you a quick list of all records that you saved.

Date	ID	Shift	Sold	Amount	Profit	Tax	ParentID	Time	LocationID	BuyDownAmount	Discount
01/16/2020	1254631509	245	1	\$2.25	\$1.25	\$0.00	19		1	\$0.00	\$0.00
01/12/2020	1380010342	241	1	\$5.00	\$2.50	\$0.00	19		1	\$0.00	\$0.00
01/15/2020	1380010342	244	1	\$5.00	\$2.50	\$0.00	19		1	\$0.00	\$0.00
01/14/2020	1380093894	243	1	\$5.00	\$5.00	\$0.00	19		1	\$0.00	\$0.00
01/03/2020	1471730907	232	1	\$5.00	\$2.50	\$0.00	13		1	\$0.00	\$0.00
01/05/2020	1471730907	234	1	\$5.00	\$2.50	\$0.00	13		1	\$0.00	\$0.00
01/06/2020	1471730907	235	1	\$5.00	\$2.50	\$0.00	13		1	\$0.00	\$0.00
01/07/2020	1471730907	236	2	\$10.00	\$5.00	\$0.00	13		1	\$0.00	\$0.00
01/08/2020	1471730907	237	3	\$15.00	\$7.50	\$0.00	13		1	\$0.00	\$0.00
01/09/2020	1471730907	238	2	\$10.00	\$5.00	\$0.00	13		1	\$0.00	\$0.00
01/10/2020	1471730907	239	2	\$10.00	\$5.00	\$0.00	13		1	\$0.00	\$0.00
01/14/2020	1471730907	243	1	\$5.00	\$2.50	\$0.00	13		1	\$0.00	\$0.00
01/19/2020	1471730907	248	2	\$10.00	\$5.00	\$0.00	13		1	\$0.00	\$0.00
01/22/2020	1471730907	251	2	\$10.00	\$5.00	\$0.00	13		1	\$0.00	\$0.00

You can simply click on any cell and modify the value, but we highly recommend that you be careful doing it, since your Short/Over will not accurately reflect the changes you are making. If you simply want to delete a line, click on the 1st cell in the line, like the Date Cell, then click on the black arrow that you see on the left  to highlight the whole row, and then hit the delete key on your keyboard.

You can sort this spreadsheet in either Ascending or Descending order of any column by simply clicking on the Column header, in the case shown above, you can click on the "Date" header to sort by Date, you can also click on any other header to sort by the selected header.

### Operators

- = (Equal)
- <> (Not Equal)
- >= (Greater or Equal)
- <= (Less or Equal)
- > (Greater than)
- < (Less than)
- **Like** (This is useful to match names that start with or end with something).

Note that you can use a star "\*" before and after to match all.

## Product Wizard

This window gives you the ability to change the Buying Price, Selling Price, Department, Price Group, Product Code, Min and Max Inventory for many products matching a Product Name, Price Group or Product Code. You can change the selling price for the whole group with a single click.

UPC-Code	Desc	Buying	Selling	Margin	Dept	Grp	Code	Min	Max	Inventory	CRV	Tax	Info	Diff
01254631509	Dentyne Fire Spicy Cinnamon 16pc	\$0.9500	\$2.25	\$7.78	19	00	299	000	000	-36.00	\$0.00	0%		
01254631241	Dentyne Ice Arctic Chill 9pc	\$0.9500	\$2.25	\$7.78	20	00	400	000	000	-93.00	\$0.00	0%		
01254631255	Dentyne Ice Peppermint Split	\$0.9500	\$2.25	\$7.78	20	00	400	000	000	-146.00	\$0.00	0%		
01254631501	Dentyne Ice Spearmint Split	\$0.9500	\$2.25	\$7.78	20	00	299	000	000	-111.00	\$0.00	0%		
01254600867	Dentyne Ice Sub Zero Glacier Gum 16pc	\$0.9500	\$2.25	\$7.78	19	00	400	000	000	-9.00	\$0.00	0%		
01254600869	Dentyne Ice Sub Zero Iceberg Gum 16pc	\$0.9500	\$2.25	\$7.78	19	00	299	000	000	-12.00	\$0.00	0%		
01254600546	Dentyne Ice Winter Chill Split 16pc	\$0.9500	\$2.25	\$7.78	19	00	299	000	000	-48.00	\$0.00	0%		

Example: To change all "Dentyne" that are currently selling for \$2.00 to \$2.25.

Select the following:

Under "Select Product List by:" select "Product Name", enter "Dentyne".

Under "Limit Search to:" select "Selling Price" = and enter "2.00",

Click the **FIND** button.

You will now see a list of all products matching the criteria you specified.

Under "Change Field", select "Selling"

Under "New Value" enter "2.25"

Click "Change".

When you are satisfied, click "Save Changes" and then "Send to Register" to update the prices on your Cash Register.

## Price Groups

This window displays Price Groups that have been created.

To create a new price group, click New, type the name and click Save. Now you can add UPC-Codes one by one or simply select "Wizard" to find a bunch of products to add to that price group.

To change an existing price group, simply select the name and you can add to and delete from the list.

ID	Name
1	Winston_1
2	Virginia_2
3	Marlboro_3

ID	Price	Description
01230000019	\$11.38	Winston Light Gold 85 Pk
01230000012	\$11.38	Winston Box FF King Pk

## Query Wizard

(1) Select Action:  Change  Find  Delete  Delete All

(2) Which: Data Field: Selling To 1st Criteria: Selling Operator: \* 2nd Criteria: 0.70

(3) Where: Data Field: ParentID Operator: = Value: 1

No More  AND  OR

Common Functions:

You can access the Query Wizard from **Simple Find**

In the "Select Action" section, you can select one of three kinds of Actions to perform on your data.

## Change

In the “**Which**” section, you need to select the “**Data Field**” you want to change. In the example shown, we wanted to set the Buying Price to 70% of the Selling Price, so we selected “Buying”.

We want to apply the following formula:

$$\underline{\text{Buying}} = \underline{\text{Selling}} * 0.70 \text{ or } \underline{\text{Set Buying To Selling}} * 0.70$$

We need to set the “1<sup>st</sup> Criteria”, so we select the Top radio button (This is used to select a field.), so we select “Selling” from the combo-box.

Now we select the “\*” from the “Operator” combo-box.

In the “2<sup>nd</sup> Criteria”, we select the bottom radio button (This is used to enter a constant number), and we type 0.7 in the edit field.

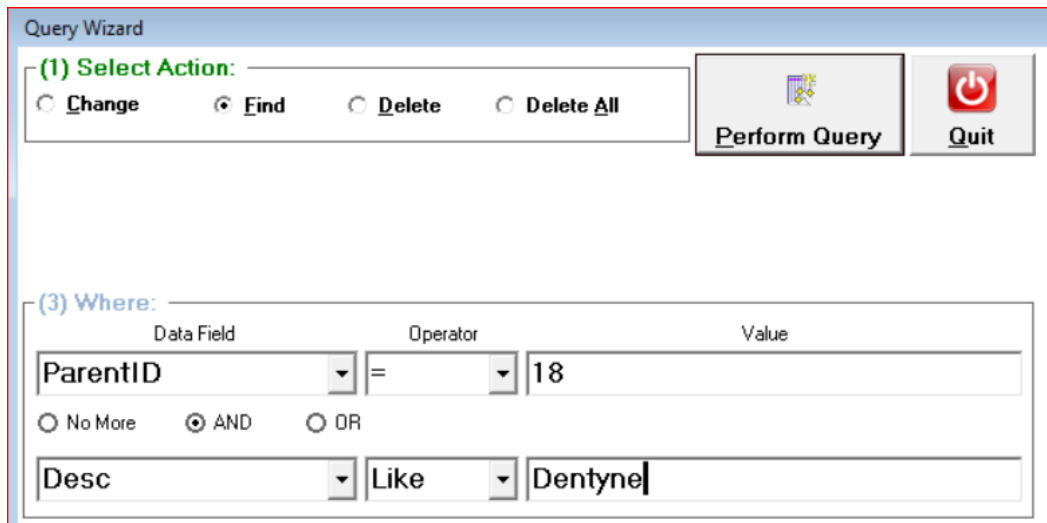
In the “**Where**” section, you need to select the “Data Field”. In our case we want to limit the change to only Department #1; to do that, we select “ParentID” under “Data Field”.

Now we select the “=” from the “Operator” combo-box.

In the “Value” edit field, we type “1” (Department #1).

Now we can click the “**Perform Query**” button to execute the query.

## Find



The screenshot shows the 'Query Wizard' dialog box. At the top, under '(1) Select Action:', the 'Find' radio button is selected. To the right are 'Perform Query' and 'Quit' buttons. Below, under '(3) Where:', there are two criteria rows. The first row has 'ParentID' in the 'Data Field' dropdown, '=' in the 'Operator' dropdown, and '18' in the 'Value' field. Below this row are radio buttons for 'No More', 'AND' (which is selected), and 'OR'. The second row has 'Desc' in the 'Data Field' dropdown, 'Like' in the 'Operator' dropdown, and 'Dentyne' in the 'Value' field.

We are looking for all "Dentyne" products in Department #18, so we select "Find" under "Select Action" group.

In the “**Where**” section, select “ParentID” under “Data Field”.

Select the “=” under “Operator”.

Type “18” under “Value” (Department #18).

Select "AND", pick "Desc" from the list, select "Like" and type "Dentyne" in the box after that.

Now we can click the “**Perform Query**” button to execute the query.

## Delete

The screenshot shows the 'Query Wizard' dialog box. At the top, under '(1) Select Action:', the 'Delete' radio button is selected. To the right are 'Perform Query' and 'Quit' buttons. Below, under '(3) Where:', a table is visible with columns 'Data Field', 'Operator', and 'Value'. The 'Data Field' is 'ParentID', the 'Operator' is '=', and the 'Value' is '18'.

Data Field	Operator	Value
ParentID	=	18

We want to delete all products in Department #18.

In the “**Where**” section, select “**ParentID**” under “**Data Field**”.

Select the “=” under “**Operator**”.

Type “18” under “**Value**” (Department #18).

Now we can click the “**Perform Query**” button to execute the query.