



# Bookstore Manager

## Technical Information Document

### Scanning Greeting Cards at POS

#### Document Information:

Category	Software	O/S	All	Last Modified	09/17/18
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#### Document Summary

Instructions for scanning greeting cards at POS.

#### Document Contents

We carry a database for Dayspring greeting cards. This enables you to scan Dayspring cards at POS by adding price points rather than each individual card in inventory.

You may scan Dayspring/Falle Cards at the Point of Sale by doing the following:

1. Go into SYS at Enter Program Name. Then go to Config File, then Change Misc. Configurations, then change **Line 4043 - Use Dayspring/Falle file for Prices:** to a "Y".
2. Set up a **Category for Cards** in System Config, by going to SYS at Enter Program Name, then Config File, then Change 999 Categories.

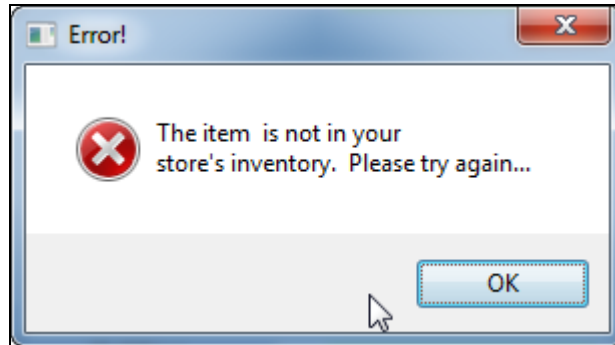
**NOTE: The DAYSPRIN File with the current cards is sent with each monthly update. If you want one more recent than that, call Bookstore Manager Technical Support for instructions.**

3. Put an **item** in your inventory for **each price** of cards that will be sold. **Example:** If a card retails for \$1.75, put an item on inventory with the item number "C175".
  - a. Put **Dayspring or Falle as the Vendor #1.**
  - b. Enter the **category number for cards** in the category field. You may leave the maximum/minimum and on hand at zero.  
  
**\*\* Note: Leaving On Hands at zero will not track inventory totals.** If you want to keep accurate inventory totals you must maintain an accurate on hand count for each price point.
  - c. **Put in the price at \$1.75.**
  - d. On the second screen, set the **IVDC/Turn Field to 0 (number zero)** so the item will not be analyzed/deleted with the history roll.
  - e. Set the Grouping to **Multiples.**

**NOTE: Do this for each different price of cards from Dayspring or Falle.**

4. In **POS**, you may scan the card. It will then read the **DAYSPRIN** file and if the barcode is found will tie the barcode to the item in your inventory with the same price.
  - Example: C175. The card will be sold showing the C175 as the item number and the department you have tied to the category number for cards. The selling price will be \$1.75.

**NOTE: If a card is scanned that does not have an item set up for the price of the card, a message will be displayed:**



5. In the above example, you will need to add an item "**C399**" into your inventory for this item to scan properly.

**With the setup above, you will have sales history on every different priced Dayspring or Falle card..**