

**Oracle® Retail MICROS Retail-J**

Data Maintenance

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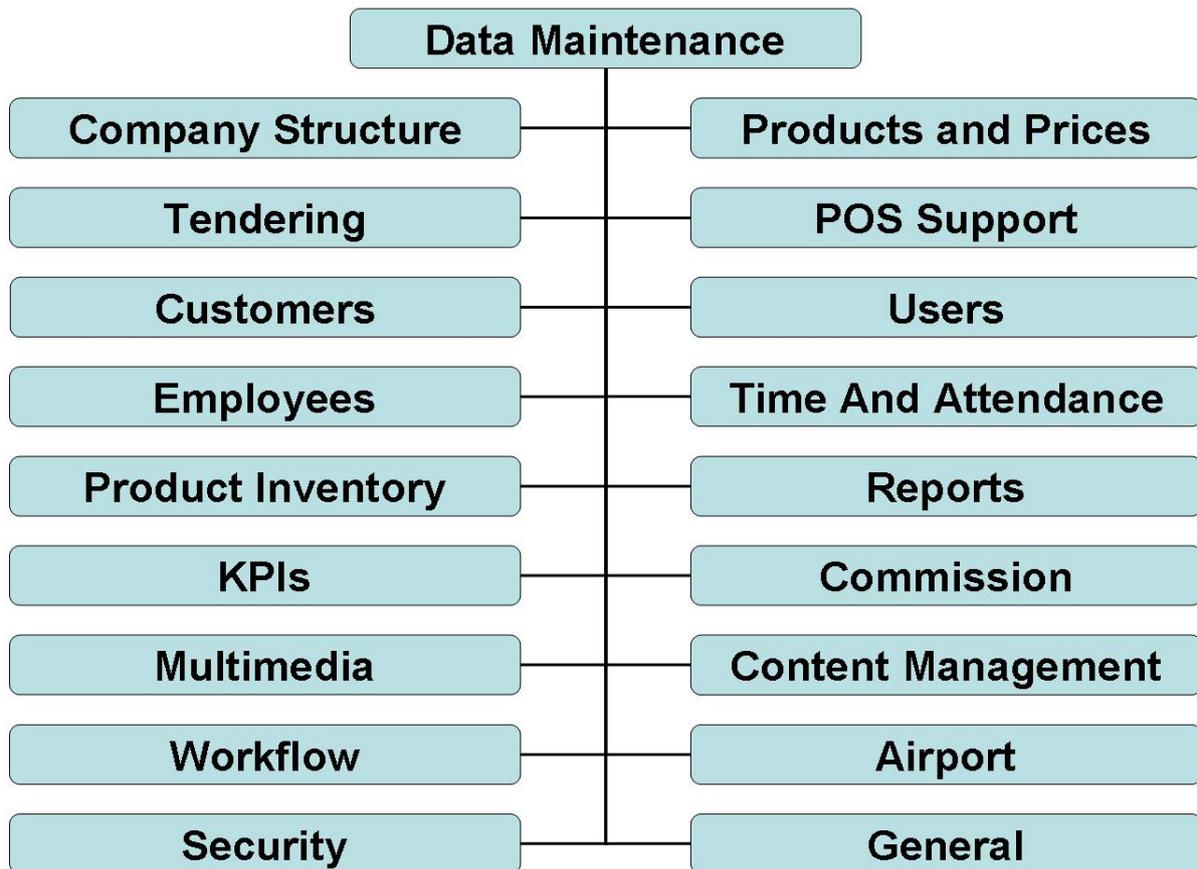
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Note: The rebranding for the latest version of this documentation set is in development as part of post MICROS acquisition activities. References to former MICROS product names may exist throughout this existing documentation set.

This chapter describes the Data Maintenance menu options shown below.



Most systems will be configured by starting from the default configuration data supplied with the installation. However, sometimes you may be start a configuration from a blank database. In this case, the recommended order is as follows:

1. Organisation details
2. Locations, for example stores
3. Devices
4. Currencies
5. Tax Methods (for example UK VAT)
6. Safes
7. Roles
8. Users
9. MMGs and Products

10. POS Menus. The POS will make a default set if not found when first run.
11. Terminals
12. Tenders
13. POS Reason Codes
14. Authorisation Connections
15. Acquirers
16. Card Types
17. IIN Ranges
18. Employees
19. Customers
20. Promotions
21. Product Groups

## 1.0 Company Structure

This section describes how to maintain the data held on the Company Structure using the menu options below:



Each system must be configured with your organisation details. The Organisation is the top-level retail company that the stores report into. The Organisation ID is created when Micros Retail-J is installed. The following options allow the other details to be set:

### 1.1 Organisation Registration

The Organisation Registration pane enables you to view and edit Organisation level details. It is where the official name of the organisation is stored and attributes like base currency and start of week are set.

Note: to modify any of your organisation's attributes you require a system administrator role.

The following fields are available:

Field/Option	Definition
Organisation ID	Unique identification for your organisation. This is typically set as a three character abbreviated form of the customer name. It works in conjunction with the license key.
Organisation Name	The name of your Organisation (up to 20 alphanumeric characters)
License Serial Number	This is no longer required and may be left blank.

<b>Field/Option</b>	<b>Definition</b>
Contact Name	A contact name within your Organisation (up to 20 alphanumeric characters).
Base Currency ID	The ID of the Base Currency. It is chosen from a drop-down menu which is maintained in Currencies.
Start Of Week	The first day of the business week for the Organisation. It is chosen from a drop-down menu which is fixed. This will refresh all sales/reports information for the new week ahead.
Primary Estate Manager Device ID	The ID of the primary estate manager when there are two or more estate managers in the estate.
Encrypt Sensitive XML	This check box replaces the encryptSensitiveXML property in the POS properties file. It is selected by default.
PCI Compliant Information Display	Indicates if PCI Compliant information is displayed.
Message Broker	The Id of the message broker service if configured.
Back Office UI Theme	Indicates look and feel of the Back Office.
<b>User Details</b>	
Location Unique User IDs	This determines whether user IDs are unique to a certain store or used throughout the whole estate. If the box is ticked then a new user created in User set up will automatically have the Location ID against which they are assigned added as a prefix to their ID; for example, User 001 in Store 888 will be identified as 888001. When working in their own store Users will be able to act as 001. When working in other stores Users will need to enter the complete number.
User ID Length	Determines the character length of the user id field. This function is only available if the 'Location Unique User IDs' box has been ticked. User ID length relates to the amount of characters that can be entered on the user ID field in user maintenance or will be prefixed with zeros when the automatic generation of ID number is use.
Single Sign-On Plugin	Name of plugin for single sign on.
<b>Inventory Management Details</b>	
All Inventory Levels Held Centrally	When this check box is selected then inventory levels are stored at the estate manager only.
No Container Tracking	When this check box is selected no container tracking is performed by Inventory Management.
Central Serial Number URL	URL (typically the Estate Manager) for centralised serial number tracking purposes.
Receiving Location owns In Transit Stock	When this check box is selected, in transit stock is allocated to the receiving location.
View Address	Click the Next icon to view the Address.
<b>Order Management Details</b>	

Field/Option	Definition
Advanced Delivery Order Processing	Indicates if advanced delivery Processing is enabled.
Options	Click the Edit icon to edit the Organisation and Address details.

### 1.1.1 Address

The Edit Address screen enables you to view/edit the address details for your Organisation.

1. Enter the name of the Organisation from which the expected delivery will arrive (up to 40 alphanumeric characters).
2. Enter the address details.
  - a. Enter the address in the Street fields (up to 40 alphanumeric characters each).
  - b. Enter the name of the Town or city (up to 25 alphanumeric characters).
  - c. Enter the name of the County (up to 25 alphanumeric characters).
  - d. Enter the Post Code (up to 10 alphanumeric characters). Alternatively, click the Lookup icon to search for a post code.
3. Enter a Delivery Street. Alternatively, click the Lookup Delivery Street icon to search for the street.
  - a. Enter an ID and click the Search icon. Alternatively, enter a Name and click the Search icon.  
The available streets are displayed with their Options, ID, Name and Description.
  - b. Click the Back icon when you have finished.
4. Choose a Country from the drop-down menu (up to 25 alphanumeric characters).
5. Enter a telephone number in the Phone 1 field (up to 18 digits).
6. Enter an alternate telephone number in the Phone 2 field (up to 18 digits).
7. Enter a mobile telephone number in the Mobile field (up to 18 digits).
8. Enter a facsimile number in the Fax field (up to 18 digits).
9. Enter an email address in the E-mail field (up to 40 alphanumeric characters).
10. Click the Save icon to save your changes. Alternatively, click the Cancel icon to abandon your changes and return to the previous screen.

## 1.2 Trading Regions

This Trading Region Maintenance screen enables you to view, edit, remove and create Trading Regions.

Trading regions are typically geographical areas (countries or regions within a country) where language, tax method and currency are configured, to which locations can be assigned.

Note: Trading Regions are a key to system set-up. The default region can be adopted even if only one trading region is required. However, it is recommended that Trading Regions are implemented at the initial set up even if only one region is specified at this stage. The introduction of Trading Regions

retrospectively can be complicated and requires that certain configuration elements, such as Tenders and Reasons, are also extended. This in turn will impact on interfaces and data output.

Grouping of stores within a Trading Region can be used to manage functionality within the Estate, such as:

- Tender Sets
- Reason Codes
- Product Prices

This means that different Trading Regions can operate with different groups of Tenders, Reasons or Prices.

All existing Trading Regions are displayed with the available Options, ID and Description.

The following options are available.

Field/Option	Definition
Options	Click the New icon to add a new Trading Region. Click the View icon to view a Trading Region. Click the Edit icon to edit a Trading Region. Click the Remove icon to delete a Trading Region.

### 1.2.1 New Trading Region

This screen enables you to add a new Trading Region to Micros Retail-J.

To create a new trading region:

1. Enter a unique ID in the New ID field (up to 10 alphanumeric characters).
2. Click the Next icon to proceed to the Edit Trading Region pane. Alternatively, click the Back icon to abandon your changes and return to the previous screen.

### 1.2.2 Edit Trading Region

This screen enables you to edit an existing Trading Region.

To edit a trading region:

1. Enter or amend the contents of the Description field (up to 30 alphanumeric characters).
2. Choose a currency from the Base Currency ID drop-down menu, or accept the existing choice. Options in the drop down list are created under Data maintenance > Tendering > Currencies.
3. Click the Save icon to save your changes. Alternatively, click the Cancel icon to abandon your changes and return to the previous screen.

## 1.3 Locations

This feature enables you to view, edit, remove and create locations in Micros Retail-J. Location is typically used to define a separate trading or operating location. This could be a physical location, or possibly a trading concession within a larger store or building. It is often also referred to as a branch or store.

Locations can also be Warehouses, DC (distribution centres) or Office Locations. Each location needs to be defined and entered into Micros Retail-J before terminals can be defined within them and stock movements performed.

An alternative to using Add is to make use of the Location Wizard, which allows you to create a new Location based on one that already exists.

The Location Wizard sets up the Location Server Device, Location, Terminal Profile, Safe and Retail-J Processes based on the existing location selected. Location specific information, such as Address, is also copied, so care must be taken when creating a new Location using this feature.

The Location Maintenance screen allows you to view, edit, remove and create locations.

Select a Location Type from the drop-down menu.

All existing Locations are displayed with the available Options, ID and Description.

The following options are available.

Field/Option	Definition
Options	Click the New icon to add a new Location. Click the View icon to view a Location. Click the Edit icon to edit a Location. Click the Remove icon to delete a Location.

### 1.3.1 New Location

This screen enables you to add a new location to Micros Retail-J.

To create a new location region:

1. Enter a unique ID in the New ID field (up to 20 alphanumeric characters).
2. Click the Next icon to proceed to the Edit Location screen.

### 1.3.2 Edit Location

This screen enables you to edit an existing location. The fields displayed depend on the location type selected; namely office, warehouse and distribution centre differ from store.

#### 1.3.2.1 Office, Warehouse and Distribution Centre Location

Field/Option	Definition
Location ID	The unique ID for the location.
Name	The name for the location (up to 20 alphanumeric characters), for example the name of a town where the location is situated.
Company	Select from the drop-down menu (in the Store and Warehouse location type).
Friendly Store Name	For example Ryde, rather than Isle of Wight North.
Location Code	This is a unique short reference code for this location which is appended to user IDs to make the ID unique across the whole estate.
Applicable Location Region	Select from the drop-down menu. The available locations are maintained in Data Maintenance > Company Structure > Location Region Hierarchy.
Location Profile	Select from the drop-down menu. The available locations are maintained in Data Maintenance > Company Structure > Location Profiles.

<b>Field/Option</b>	<b>Definition</b>
Server Device ID	This must be chosen from a list of devices previously set up in Estate Manager. Devices are maintained at Data Maintenance > Company Structure > Devices.
Estate Manager Device ID	The ID of the primary estate manager when there are two or more estate managers in the estate.
Broadcast Address	This is the URL from which the location will broadcast.
Trading Region	Select from the drop-down menu.
Default Cost Centre	Select from the drop-down menu. Cost centres are used by cash management when entering an expense transaction they enable cross charging of the expense to either Head Office cost centres or another store (each store is a cost centre).
Base Currency ID	The main currency in which the Location trades. Select from the drop-down menu. The available options are maintained in Data Maintenance > Tendering > Currencies.
Tax Method ID	Selected from the drop-down menu. The available options are maintained in Data Maintenance > Company Structure > Tax Methods.
Tax Division	Name of tax division.
E-mail Account Name	The email address associated with the location (up to 20 alphanumeric characters).
E-mail Password	The email password associated with the location (up to 10 alphanumeric characters).
Locale	The country (which is used to define the required language) of this location region. It is chosen from a drop-down menu which is fixed.
Report Definition Set	Select from the drop-down menu the Report Definition Set to use for this location. Report Definitions enable you to configure which selection criteria are shown for a particular report and these are grouped into Report Definition Sets. The available options are maintained from Data Maintenance > Reports > Report Definitions.
Form Definition Set	Groups of back office forms with specific field only can be predefined and attached within the profile. These can also be set at User Level. Select from the drop-down menu.
Always Use Local Price if Valid	Check the box to force the use of local prices for use at multi-currency locations; for example airport outlets.
Encryption Configuration	Select from the drop-down menu. The available options are maintained from Data Maintenance > General > Encryption.
Messaging Channel	The messaging channel for terminals at this location (up to 40 characters).
Operating Hours	For each day enter Earliest Day End; Latest Day End and a time to Accept a Stock Count. The latter defaults to the latest day end time as a performance optimisation measure.
<b>Edit Address</b> See "Address" on page 5. All address screens in this section are similar to one another.	
<b>Edit Resource Requirements</b>	This screen enables you to edit the resource requirements for a particular location. This identifies the staffing levels required for the required employee duties for the location For each Duty, enter the number of full-time staff required on each Day in the appropriate field. Click the Back icon to return to the previous screen when you have completed your changes.

Field/Option	Definition
Edit E-Mail Accounts	<p>This screen enables you to edit the email accounts for a particular location. For each Role:</p> <ol style="list-style-type: none"> <li>1. Enter an email address in the E-Mail Address field.</li> <li>2. Enter an account name in the E-mail Account Name field.</li> <li>3. Enter the password in the E-mail Password field.</li> </ol> <p>Click the Back icon to return to the previous screen when you have completed your changes.</p>
Inventory Management Details	
Use Store Product Defaults	When checked, the application will use the Store Product Default for maximum and minimum stock and the Min Max Rules selection becomes available.
Min Max Rules	<p>Choose from Default; Accept Greater Than; Accept Less Than.</p> <ul style="list-style-type: none"> <li>• <b>Default:</b> Do not allow Store Product Min/Max settings to deviate from the Store Product Min/Max Defaults on application of the Min/Max rule. Effect: On application of the Min/Max rule, where store Product Min/Max settings deviate from the Store Product Min/Max Defaults, the store setting is removed and the message Store setting removed according business rule is displayed.</li> <li>• <b>Accept Greater Than:</b> Allow Store Product Min/Max settings to be greater than the Store Product Min/Max Defaults on application of the Min/Max rule. Effect: A number too small message is displayed if a smaller number than the Store Product Default is entered on application of the Min/Max rule.</li> <li>• <b>Accept Less Than:</b> Allow Store Product Min/Max settings to be less than the Store Product Min/Max Defaults on application of the Min/Max rule. Effect: A number too big message is displayed if a bigger number than the Store Product Default is entered on application of the Min/Max rule.</li> </ul>
Default Alternative Delivery Location	
Location Type	Choose from Warehouse, DC, Store, Office.
Location ID	Choose from a list of locations of the type selected above.
Edit Default Delivery Address See "Address" on page 5. All address screens in this section are similar to one another.	
Home Delivery Inventory Source Location	
Location Type	Choose from Warehouse, DC, Store, Office
Location ID	Choose from a list of locations of the type selected above.
Default Inventory Source Location	
Location Type	Choose from Warehouse, DC, Store, Office
Location ID	Choose from a list of locations of the type selected above.
Edit Default Invoice Address See "Address" on page 5. All address screens in this section are similar to one another.	
Is Stock Holding Location	Select the Is Stock Holding Location check box if stock will be held at the location.

Field/Option	Definition
Disallow Unexpected Containers in Goods In	If additional containers are received, that are not part of the expected delivery, Retail-J will display a warning message "Unexpected Container" and disallow the container in the delivery. Unchecking the "Disallow Unexpected Container In Goods In" check box allows the user to add additional containers that are not part of the expected delivery with the warning message "Unexpected Container".
Hold Customer Orders Centrally	Select the check box if customer orders will be held at a central location.
Stock Count Serial Number Discrepancy Check	To configure the display of serial number discrepancies prior to accepting the stock count: 1. Disable the "Automatically Accept Finished Stock Count" role from Stock Counting for a user. 2. Enable the "Visible" check box under Data Maintenance > Workflow > Form Definitions > SCViewItems > SCViewItemsData > SerialDiscrepancy > Check Visible and save the changes. 3. At this point, the user is able to see and select the check box "Stock Count Serial Number Discrepancy Check" in Location Maintenance. When this box is checked, you can see the "The discrepancies are outside the acceptable discrepancy limits for the Count and a recount must be performed" message on finishing a stock count when the counted number matches but there is a discrepancy in the counted serial numbers or the counted serial numbers are more/less than the actual serial numbers. When accepting a count, you can see a Serial Number Discrepancy Indicator of "Yes" if there is serial number discrepancy or else "No". The Serial Number Discrepancy icon is shown against Serial Number Discrepancy Products. Click on the Serial Number Discrepancy icon to view the Serial Number Discrepancy Report. The report can be saved or printed.
Goods In Discrepancy Option	Where All or Store to Store are selected, you can see a Goods In Discrepancy Summary screen when accepting a delivery. Goods In Discrepancy Summary is for information only. You cannot return to the Goods In to edit the quantity received. A message "Please Contact the Store Manager of <Store Name> to Correct this discrepancy" is also displayed.
Inventory Reservation Request Method	Choose an Inventory Reservation Request Method from the drop-down menu. The available options are: <ul style="list-style-type: none"> <li>• Automatic</li> <li>• Manual</li> </ul>
Show Expected Stock Values in Stock Count	Select the Expected Stock Values in Stock Count check box to show expected stock values in stock counts.
Perform Stock Count by Location Zone	Select the Perform Stock Count by Location Zone check box to perform stock counts by location zone This enables you to split up a location into smaller virtual or physical sections, that is zones. This means that a stock count can be performed on a zone rather than at the whole location.
Treat Uncounted Values in Stock Count as Zeros	Select the Treat Uncounted Values in Stock Count as Zeros check box to exclude uncounted stock from stock counts.
Ignore Movements in Stock Count	Select the Ignore Movements In Stock Count check box to ignore stock movement in stock counts.
Populate Stock Count Retail Price	Select from: Start Stock Count; Finish Stock Count; Accept Stock Count; Do Not Populate Retail Price.

Field/Option	Definition
Auto Select Discrepancy Items for Recounts	Automatically present discrepancy items for a recount.
Carry Forward Counted Values For Recounts	Select the check box to carry forward previously counted values when recounting items in Stock Counting.
Maximum Number of Stock Count Items to Display	Enter the Maximum Number of Stock Count Items to Display. Default is 1000.
Require reason for each Stock Count Item.	If the check box is enabled, you have the option to select a reason code for each item with discrepancies before accepting a stock count. A warning message "All Items must be allocated Reason Codes" is displayed if a reason code is not selected.
Stock Count Quantity Method	Choose a Stock Count Quantity Method method from the drop-down menu. The available options are: <ul style="list-style-type: none"> <li>• Adjust</li> <li>• Adjust (Differences Only)</li> <li>• Overwrite</li> </ul>
Overwrite Stock Count During CSV Import	Select this check box if the stock count is to be over written when importing a CSV file.
Stock Count View MMGroup URL	Enter in the URL in the Stock Count View MMGroup URL field.
Enter Serial Numbers for Expected Deliveries	Select the Enter Serial Numbers for Expected Deliveries check box to force serial numbers to be entered for any serial tracked item contained in an expected delivery.
Enter Serial Numbers for PIRs	Select the Enter Serial Numbers for Expected Deliveries check box to force serial numbers to be entered for any serial tracked item contained in a Product Inventory Request.
Validate Serial Numbers	When this check box is selected the serial number must be validated.
Generate Expected Delivery ID from Goods Out ID	If this flag is set for a Location receiving a Goods Out from another store, then when the Expected Delivery is created from that Goods Out, its ID will be of the form "EDY:GGGG" where GGGG is the Goods Out ID. If the flag is not set then the Expected Delivery ID will be generated using the sequential numbering system, as per current behaviour.
Latest Goods Out Delivery Time (days)	Enter in the number of days.
Match Ad hoc Deliveries	Select the Match Ad hoc Deliveries check box to enable ad hoc deliveries to be matched to Goods In events where applicable in stock counting.

Field/Option	Definition
Force Single Drop Delivery	Select the Force Single Drop Delivery check box to force deliveries to be sent as a single delivery.
Trigger for In-Transit Reduction	Choose one of the following options: <ul style="list-style-type: none"> <li>None - default option which retains the default functionality i.e. In Transit Inventory at Sending Store, stock is reduced upon receiving Goods In Receipt.</li> <li>Goods In Receipt - is the replacement of another flag called 'Reduce In Transit Inventory by Dispatched Quantity'. When Goods In Receipt flag is enabled, then 'Force Single Drop Delivery' would be set to true. Backward compatibility would be maintained here.</li> <li>Expected Delivery Closure/Completion - is enabled then In Transit Inventory of Receiving Store stock is reduced accordingly.</li> </ul>
Maximum Number of PIRs Submitted in a Day	Enter the maximum number of requests per day in the Maximum Number of Product Inventory Requests Submitted in a Day field.
Partially Accept Delivery Containers	Select the check box to partially accept delivery containers.
Consolidated Item Checking	Consolidated Item Checking for Goods Outs generated from PIRs and for Goods Ins generated from Expected Deliveries uses the following functionality. If the Consolidated Item Checking check box is selected, then for a Goods Out which is generated from an original PIR: <ol style="list-style-type: none"> <li>If a container is added to the Goods Out which was not in the original PIR, the "Unexpected Container" message is not displayed.</li> <li>When deciding whether to show the 'Expected Qty Exceeded' message for the item entry, the total quantity of the item (whether loose or in containers) is taken into account against the total requested quantity of the item (whether loose or in containers) this applies when adding the item in a container or loose. When deciding whether the original PIR has been fulfilled, the application does not try and match items against containers, it just compares the total quantity of each item (whether loose or in a container) against the total requested quantity of the item from the PIR. The above flag also controls whether the above functionality is switched on for a Goods In which is generated from an original Expected Delivery (which may in turn be generated from an original PIR).</li> </ol>
Remove Zero Quantity Lines from Deliveries	When selected, when a Goods Out is submitted, any product lines with a quantity of zero will be removed from the Goods Out. The same applies for Goods In (using the same flag).
Partially Accept Delivery Containers	Select the check box to partially accept delivery containers.
Use FIFO Costing	Select the Use FIFO Costing check box to force product inventory to use first in first out costing.
View Fulfillable Orders in Goods In	Check the box to see customer orders that can be fulfilled by deliveries of reserved products.
Goods Out Print Consignment URL	Enter a URL in the Goods Out Print Consignment URL field.
Inventory Server URL	Enter a URL in the Inventory Server URL field.

Field/Option	Definition
Product Stock Lookup Web Service	Select from the list.
Process Inventory Transactions Using Registered Device	Allow inventory processors to use registered device ID instead of server device ID.
Item Scanning Options	<p>Select the Item Scanning Options for Goods Out, Goods In, Product Inventory Requests, Stock Counts and Stock Adjustments.</p> <p>The available options are:</p> <ul style="list-style-type: none"> <li>• <i>Standard Entry</i> The item is scanned and added to the list.</li> <li>• <i>Batch Entry</i> The item is scanned but not added to the list until the end.</li> <li>• <i>Non-Incremental Entry</i> The item is scanned, but the quantity is not increased and is not added to the list.</li> </ul>
Stock Count Item Display Options	Click the required button to group stock count items by Department or Range.
Operating Hours	For each day enter Earliest Day End; Latest Day End and a time to Accept a Stock Count. The latter defaults to the latest day end time as a performance optimisation measure.
Edit Default Invoice Address	All address screens in this section are similar to one another.
Edit Address	All address screens in this section are similar to one another.
Edit Resource Requirements	<p>This screen enables you to edit the resource requirements for a particular location. This identifies the staffing levels required for the required employee duties for the location.</p> <p>For each Duty, enter the number of full-time staff required on each Day in the appropriate field. Click the Back icon to return to the previous screen when you have completed your changes.</p>
Edit E-Mail Accounts	<p>This screen enables you to edit the email accounts for a particular location.</p> <p>For each Role:</p> <ol style="list-style-type: none"> <li>1. Enter an email address in the E-Mail Address field.</li> <li>2. Enter an account name in the E-mail Account Name field.</li> <li>3. Enter the password in the E-mail Password field.</li> </ol> <p>Click the Back icon to return to the previous screen when you have completed your changes.</p>

Field/Option	Definition
Edit Stock Transfer Options	<p>This screen enables you to edit stock transfer options for the location. To configure the stock transfer options:</p> <ol style="list-style-type: none"> <li>1. For each of the location types in the Stock Transfer Options column, select the Allow Transfer In check box to allow deliveries from this type of location.</li> <li>2. For each of the location types in the Stock Transfer Options column, select the Allow Transfer Out check box to allow deliveries to this type of location.</li> <li>3. For each of the required Permitted Location Regions, choose a region from the drop-down menu and click the Add icon. Click the Remove con to delete any regions added in error. Alternatively, choose All Regions from the drop-down menu to enable stock transfer across all regions.</li> <li>4. For each of the required Permitted Location Types, choose a type from the drop-down menu and click the New icon. Click the Remove icon to delete any types added in error. Alternatively, choose All Types from the drop-down menu to enable stock transfer across all location types.</li> <li>5. For each of the required Permitted Location Locales, choose a locale from the drop-down menu and click the Add icon. Click the Remove icon to delete any locales added in error.</li> <li>6. For each additional country besides the default country, select the required check boxes to enable stock transfer between Warehouses, Stores and DCs.</li> <li>7. Click the Back icon to return to the previous pane.</li> </ol>
Edit Companies	<p>This option is available from the Office location type. You can Add or Remove companies associated with this office location.</p> <ol style="list-style-type: none"> <li>1. Select from the drop-down menu. The available companies are maintained in Data Maintenance &gt; Company Structure &gt; Companies</li> <li>2. Click the Back icon to return to the Location Maintenance screen. Alternatively, click the Add icon to add a new safe at this location.</li> </ol>
Edit Location Types	<p>Location Type Elements and their hierarchy are configured in Data Maintenance &gt; Company Structure &gt; Location Type Hierarchy. From Location Type Hierarchy Maintenance, you can Add or Remove a location type for this location.</p> <ol style="list-style-type: none"> <li>1. To add a location type:</li> <li>2. Enter an existing Location Type ID and click the Add icon.</li> <li>3. Alternatively click the Search icon to search for a location by description. The Location Type Search screen is displayed.</li> <li>4. Select the check boxes for the required location types.</li> <li>5. Click the Select All icon to select all check boxes.</li> <li>6. Click the Unselect All icon to deselect all check boxes.</li> <li>7. Click the Next icon to add the selected location types.</li> <li>8. Enter a new description and click the Search icon to change the search term.</li> <li>9. Click the Back icon to return to the previous pane.</li> </ol>
Edit Shelf Edge Labels Options	<p>Add from the list of applicable shelf edge labels.</p>
Edit Replenishment Request Diary	<p>Links to Replenishment Request Diary that shows a list of the days of the week, with a tick-box next to each day. By default, all days should be ticked. When the Replenishment Process runs, it will first look at the Location settings to check that a PIR can be generated for that location for that day. If the box is ticked, then PIR is generated for that day. If the box is not ticked, then PIR is not generated for that day.</p>
Options	<p>Click the Save icon to save your changes. Alternatively, click the Cancel icon to abandon your changes and return to the previous screen.</p>

### 1.3.3 Store

Field/Option	Definition
Location ID	The unique ID for the location.
Name	The name for the location (up to 20 alphanumeric characters), for example the name of a town where the location is situated.
Friendly Store Name	For example Ryde, rather than Isle of Wight North.
Company	Select from the drop-down menu (in the Store and Warehouse location type).
Location Code	This is a unique short reference code for this location which is appended to user IDs to make the ID unique across the whole estate.
Applicable Location Region	Select from the drop-down menu. The available locations are maintained in Data Maintenance > Company Structure > Location Region Hierarchy.
Location Profile	Select from the drop-down menu. The available locations are maintained in Data Maintenance > Company Structure > Location Profiles.
Server Device ID	This must be chosen from a list of devices previously set up in Estate Manager. Devices are maintained at Data Maintenance > Company Structure > Devices.
Estate Manager Device ID	The ID of the primary estate manager when there are two or more estate managers in the estate.
Broadcast Address	This is the URL from which the location will broadcast.
Trading Region	Select from the drop-down menu.
Default Cost Centre	Select from the drop-down menu. Cost centres are used by cash management when entering an expense transaction they enable cross charging of the expense to either Head Office cost centres or another store (each store is a cost centre).
Base Currency ID	The main currency in which the Location trades. Select from the drop-down menu. The available options are maintained in Data Maintenance > Tendering > Currencies.
Tax Method ID	Selected from the drop-down menu. The available options are maintained in Data Maintenance > Company Structure > Tax Methods.
Tax Division	Name of tax division.
E-mail Account Name	The email address associated with the location (up to 20 alphanumeric characters).
E-mail Password	The email password associated with the location (up to 10 alphanumeric characters).
Locale	The country (which is used to define the required language) of this location region. It is chosen from a drop-down menu which is fixed.
Report Definition Set	Select from the drop-down menu the Report Definition Set to use for this location. Report Definitions enable you to configure which selection criteria are shown for a particular report and these are grouped into Report Definition Sets. The available options are maintained from Data Maintenance > Reports > Report Definitions.
Form Definition Set	Groups of back office forms with specific field only can be predefined and attached within the profile. These can also be set at User Level. Select from the drop-down menu.

Field/Option	Definition
Always Use Local Price if Valid	Check the box to force the use of local prices for use at multi-currency locations; for example airport outlets.
Encryption Configuration	Select from the drop-down menu. The available options are maintained from Data Maintenance > General > Encryption.
Catchment Area	Select from the drop-down menu. The available options are maintained from Data Maintenance > Company Structure > Catchment Areas.
Messaging Channel	The messaging channel for terminals at this location (up to 40 characters).
Branch Number	The branch number of the location (up to 6 digits).
Main Distribution Centre	Only selectable if Warehouse Locations have been defined. Select from the drop-down menu. The available options are maintained from Data Maintenance > Company Structure > Locations.
Web Stock Location	The Web Stock Location (up to 20 alphanumeric characters) used by the Web store to identify stock holding locations.
Manager	The name of the Manager (up to 40 alphanumeric characters) at the location.
Store Live?	Check the box to enable a store to begin trading. If this check box is deselected, card submission data is not included in the submission file, and the operator is unable to use the POS. This also affects the license key count.
Cash Management Method	Select from the drop-down menu. The following methods are available: <ul style="list-style-type: none"> <li>• Manage by terminal</li> <li>• Manage by cashier</li> <li>• Manage by pay point</li> </ul> <p>Most commonly Manage by Terminal whereby reconciliation of tender movements is calculated against the Till for sales, floats, pickups and cash ups.</p>
Airport Terminal	Select from the drop-down menu. If applicable, the available options are maintained from Data Maintenance > Airport > Airport Terminals.
Apply Liquid Sales Restriction	Check the box if applicable to this location.
Allow Flights From Other Terminals	Check the box if applicable to this location.
Commission Scheme	Select from the drop-down menu where applicable.
Customer Welcome Message	The message to be displayed on customer displays at the location.
Enable DCC	Check the box to enable Dynamic Currency Conversion.
Capture Pickup Point at Total	Check the box to prompt the POS operator to enter pickup details when the POS Total button is pressed.

Field/Option	Definition
Pick Ticket Printing	Select from the drop-down menu where applicable. The available options are: <ul style="list-style-type: none"> <li>• Disabled</li> <li>• As Each Item Sold</li> <li>• At Totalling</li> <li>• At Completion</li> </ul>
Pick Time Delay (Sec)	Enter in seconds where applicable.
Customer Counter Configuration	Select from the drop-down menu. Customer counters are maintained from Data Maintenance > Customers > Customer Counter Configuration.
Common Saved Reports Directory	Users with the correct roles can view saved reports created by other users in a common folder.
Prices Exclude WEEE Charge	Check the box if a Waste Electrical and Electronic Equipment Charge is excluded. If the check box is not selected the WEEE charge is not passed on to the customer and is included in the item price. If a product is discounted (either item discount, price override or transaction discount) then only the price excluding the WEEE charge is discounted.
Enable Multi Channel Orders	Check box to enable multi channel orders. A multi-channel order is defined as an order in Retail-J which communicates with the Multi-channel Hub to check stock availability, before allowing the operator to add the item to the order.
Product Search Price Comparison Store	Select from the drop-down menu.
Inventory Management Details	
Use Store Product Defaults	Use the product and store defaults for inventory management
Min Max Rules	Choose from Default; Accept Greater Than; Accept Less Than. <ul style="list-style-type: none"> <li>• Default: Do not allow Store Product Min/Max settings to deviate from the Store Product Min/Max Defaults on application of the Min/Max rule. Effect: On application of the Min/Max rule, where store Product Min/Max settings deviate from the Store Product Min/Max Defaults, the store setting is removed and the message Store setting removed according business rule is displayed.</li> <li>• Accept Greater Than: Allow Store Product Min/Max settings to be greater than the Store Product Min/Max Defaults on application of the Min/Max rule. Effect: A number too small message is displayed if a smaller number than the Store Product Default is entered on application of the Min/Max rule.</li> <li>• Accept Less Than: Allow Store Product Min/Max settings to be less than the Store Product Min/Max Defaults on application of the Min/Max rule. Effect: A number too big message is displayed if a bigger number than the Store Product Default is entered on application of the Min/Max rule.</li> </ul>
Default Alternative Delivery Location	
Location Type	Choose from Warehouse, DC, Store, Office.
Location ID	Choose from a list of locations of the type selected above.
Home Delivery Inventory Source Location	
Location Type	Choose from Warehouse, DC, Store, Office.

Field/Option	Definition
Location ID	Choose from a list of locations of the type selected above.
Default Inventory Source Location	
Location Type	Choose from Warehouse, DC, Store, Office.
Location ID	Choose from a list of locations of the type selected above.
Default Replenishment Source Location	
Location Type	Choose from Warehouse, DC, Store, Office.
Location ID	Choose from a list of locations of the type selected above so that a default location can be specified for the Replenishment Request Process to use if no Source Location is configured in the Replenishment Request Process Configuration.
Is Stock Holding Location	Select the Is Stock Holding Location check box if stock will be held at the location.
Disallow Unexpected Containers in Goods in	If additional containers are received, that are not part of the expected delivery, Retail-J will display a warning message "Unexpected Container" and disallow the container in the delivery. Unchecking the "Disallow Unexpected Container In Goods In" check box allows the user to add additional containers that are not part of the expected delivery with warning message "Unexpected Container".
Hold Customer Orders Centrally	Select the Hold Customer Orders Centrally check box if customer orders will be held at a central location.
Stock Count Serial Number Discrepancy Check	To configure the display of serial number discrepancies prior to accepting the stock count: 1. Disable the "Automatically Accept Finished Stock Count" role from Stock Counting for a user. 2. Enable the "Visible" check box under Data Maintenance > Workflow > Form Definitions > SCViewItems > SCViewItemsData > SerialDiscrepancy > Check Visible and save the changes. 3. At this point, the user is able to see and select the check box "Stock Count Serial Number Discrepancy Check" in Location Maintenance. When this box is checked, you can see the "The discrepancies are outside the acceptable discrepancy limits for the Count and a recount must be performed" message on finishing a stock count when the counted number matches but there is a discrepancy in the counted serial numbers or the counted serial numbers are more/less than the actual serial numbers. When accepting a count, you can see a Serial Number Discrepancy Indicator of "Yes" if there is serial number discrepancy or else "No". The Serial Number Discrepancy icon is shown against Serial Number Discrepancy Products. Click on the Serial Number Discrepancy icon to view the Serial Number Discrepancy Report. The report can be saved or printed.
Goods In Discrepancy Option	Choose from the drop-down menu. The available options are: <ul style="list-style-type: none"> <li>• None</li> <li>• Store to Store</li> <li>• All</li> </ul>
Inventory Reservation Request Method	Choose an Inventory Reservation Request Method from the drop-down menu. The available options are: <ul style="list-style-type: none"> <li>• Automatic</li> <li>• Manual</li> </ul>
Show Expected Stock Values in Stock Count	Select the Expected Stock Values in Stock Count check box to show expected stock values in stock counts.

Field/Option	Definition
Perform Stock Count by Location Zone	Select the Perform Stock Count by Location Zone check box to perform stock counts by location zone This enables you to split up a location into smaller virtual or physical sections, that is zones. This means that a stock count can be performed on a zone rather than at the whole location.
Treat Uncounted Values in Stock Count as Zeros	Select the Treat Uncounted Values in Stock Count as Zeros check box to exclude uncounted stock from stock counts.
Ignore Movements in Stock Count	Select the Ignore Movements In Stock Count check box to ignore stock movement in stock counts.
Populate Stock Count Retail Price	The available options are: <ul style="list-style-type: none"> <li>• Start Stock Count</li> <li>• Finish Stock Count</li> <li>• Accept Stock Count</li> <li>• Do Not Populate Retail Price</li> </ul>
Auto Select Discrepancy Items for Recounts	Automatically present discrepancy items for a recount.
Carry Forward Counted Values for Recounts	When this check box is selected already counted values are carried forward for recounts.
Maximum Number of Stock Count Items to Display	Enter the Maximum Number of Stock Count Items to Display. Default is 1000.
Require reason for each Stock Count Item.	If the check box is enabled, you have the option to select a reason code for each item with discrepancies before accepting a stock count. A warning message “All Items must be allocated Reason Codes” is displayed if a reason code is not selected.
Stock Count Quantity Method	Choose a Stock Count Quantity Method method from the drop-down menu. The available options are: <ul style="list-style-type: none"> <li>• Adjust</li> <li>• Adjust (Differences Only)</li> <li>• Overwrite</li> </ul>
Overwrite Stock Count During CSV Import	Select this check box if the stock count is to be over written when importing a CSV file.
Stock Count View MMGroup URL	Enter in the URL in the Stock Count View MMGroup URL field.
Enter Serial Numbers for Expected Deliveries	Select the Enter Serial Numbers for Expected Deliveries check box to force serial numbers to be entered for any serial tracked item contained in an expected delivery.

Field/Option	Definition
Enter Serial Numbers for PIRs	Select the Enter Serial Numbers for Expected Deliveries check box to force serial numbers to be entered for any serial tracked item contained in a Product Inventory Request.
Validate Serial Numbers	When this check box is selected the serial number must be validated.
Generate Expected Delivery ID from Goods Out ID	If this flag is set for a Location receiving a Goods Out from another store, then when the Expected Delivery is created from that Goods Out, its ID will be of the form "EDY:GGGG" where GGGG is the Goods Out ID. If the flag is not set then the Expected Delivery ID will be generated using the sequential numbering system, as per current behaviour.
Match Ad hoc Deliveries	Select the Match Ad-hoc Deliveries check box to enable ad hoc deliveries to be matched to Goods In events where applicable in stock counting.
Force Single Drop Delivery	Select the Force Single Drop Delivery check box to force deliveries to be sent as a single delivery.
Trigger for In-Transit Reduction	Choose one of the following options: <ul style="list-style-type: none"> <li>• None - default option which retains the default functionality i.e. In Transit Inventory at Sending Store, stock is reduced upon receiving Goods In Receipt.</li> <li>• Goods In Receipt - is the replacement of another flag called 'Reduce In Transit Inventory by Dispatched Quantity'. When Goods In Receipt flag is enabled, then 'Force Single Drop Delivery' would be set to true. Backward compatibility would be maintained here.</li> <li>• Expected Delivery Closure/Completion - is enabled then In Transit Inventory of Receiving Store stock is reduced accordingly.</li> </ul>
Maximum Number of PIRs Submitted in a Day	Enter the maximum number of requests per day in the Maximum Number of Product Inventory Requests Submitted in a Day field.
Consolidated Item Checking	Consolidated Item Checking for Goods Outs generated from PIRs and for Goods Ins generated from Expected Deliveries uses the following functionality. If the Consolidated Item Checking check box is selected, then for a Goods Out which is generated from an original PIR: <ol style="list-style-type: none"> <li>1. If a container is added to the Goods Out which was not in the original PIR, the "Unexpected Container" message is not displayed.</li> <li>2. When deciding whether to show the 'Expected Qty Exceeded' message for the item entry, the total quantity of the item (whether loose or in containers) is taken into account against the total requested quantity of the item (whether loose or in containers) this applies when adding the item in a container or loose. When deciding whether the original PIR has been fulfilled, the application does not try and match items against containers, it just compares the total quantity of each item (whether loose or in a container) against the total requested quantity of the item from the PIR. The above flag also controls whether the above functionality is switched on for a Goods In which is generated from an original Expected Delivery (which may in turn be generated from an original PIR).</li> </ol>
Remove Zero Quantity Lines from Deliveries	When selected, when a Goods Out is submitted, any product lines with a quantity of zero will be removed from the Goods Out. The same applies for Goods In (using the same flag).
Partially Accept Delivery Containers	Select the check box to partially accept delivery containers.
Use FIFO Costing	Select the Use FIFO Costing check box to force product inventory to use first in first out costing.

Field/Option	Definition
View Fulfillable Orders in Goods In	Check the box to see customer orders that can be fulfilled by deliveries of reserved products.
Goods Out Print Consignment URL	Enter a URL in the Goods Out Print Consignment URL field.
Inventory Server URL	Enter a URL in the Inventory Server URL field.
Product Stock Lookup Web Service	Select from the list.
Process Inventory Transactions Using Registered Device	Allow inventory processors to use registered device ID instead of server device ID.
Item Scanning Options	Select the Item Scanning Options for Goods Out, Goods In, Product Inventory Requests, Stock Counts and Stock Adjustments. The available options are: <ul style="list-style-type: none"> <li>• <i>Standard Entry</i> The item is scanned and added to the list.</li> <li>• <i>Batch Entry</i> The item is scanned but not added to the list until the end.</li> <li>• <i>Non-Incremental Entry</i> The item is scanned, but the quantity is not increased and is not added to the list.</li> </ul>
Stock Count Item Display Options	Click the required button to group stock count items by Department or Range.
Trading Sessions	This section differs according to the location type selected. For a store location type, store trading hours are specified as shown below: Enter the trading sessions information. <ol style="list-style-type: none"> <li>1. For each day, enter the Normal Trading Start, Normal Trading End, Earliest Day End and Latest Day End times (in hh:mm format).</li> <li>2. Select the Week End check box for the day on which the Week End process should run.</li> <li>3. Click the After Day End button to run the Week End process following the Day End process on the selected day. Alternatively click the At specific time button and enter a time (in hh:mm format) at which the Week End process should run.</li> </ol> Enter a time accept a stock count. This defaults to the end of trading. It is designed to optimise performance during the trading day.
Nearest Stores	The list of nearest stores is used for stock lookup (for example for branch transfers). Click the Add icon to add up to five stores to the Nearest Stores list. You can either type in the first field which will filter the drop-down menu in the second field, or just from the drop-down menu which is maintained in Data Maintenance > Company Structure > Locations.
Primary Bank Details	Select a bank account reference from the list.

Field/Option	Definition
Available Bank Account Details	<p>Use the options to view, edit or delete bank account details to edit details associated with this location.</p> <p>Enter the Bank Sort Code. The sort code of the bank associated with the selected location (up to six digits). It may be used to populate the claim records in the APACS29 Card Submission file, if the Acquirer "Claim Record per Outlet" flag is set.</p> <p>Enter the Bank Account Number (up to 10 digits). This is the account number of the bank associated with the selected location. It may be used to populate the claim records in the APACS29 Card Submission file, if the Acquirer "Claim Record per Outlet" flag is set.</p> <p>Enter the Bank Account Type (one numeric character). This is the type of bank account associated with the selected location. It may be used to populate the claim records in the APACS29 Card Submission file, if the Acquirer "Claim Record per Outlet" flag is set.</p>
Edit Tender Bank Details	<p>From here you can map Banking Tenders to Banks. If any tender is not mapped to a Bank then the Primary Bank details will be used for banking.</p>
Receipt	
Base Receipt Details On Parent	<p>Select the Base Receipt Details On Parent check box to define receipts at the location level.</p>
Receipt Locale	<p>Choose from the drop-down menu.</p>
Add Receipt	<p>The Receipt Lines Maintenance screen enables you to add, view, edit and remove receipt header and trailer lines for a location.</p> <p>To add a header or trailer line:</p> <ol style="list-style-type: none"> <li>1. Enter the required line in the appropriate field and click the Add icon.</li> <li>2. Select the Fixed check box to force the line to print on a specific line.</li> </ol> <p>Click the Remove icon to delete any unwanted header or trailer receipt lines.</p> <p>Click the Save icon to save your changes. Alternatively, click the Cancel icon to abandon your changes and return to the previous screen.</p>
Edit Safes	<p>Safes are used to hold cash, foreign currencies and other tenders from POS terminals at this location.</p> <p>Each Location must have at least one Safe to allow Terminals and Cash Management to operate.</p> <p>From Safe Maintenance you can View, Edit, Remove or Add a safe at this location.</p> <p>The safes available at this location are displayed with their Options, Safe Number and Description.</p> <p>Click the Back icon to return to the Location Maintenance screen.</p> <p>Alternatively, click the Add icon to add a new safe at this location.</p> <p>Enter a Safe Number (up to 20 digits) and click the Next icon to edit the safe details.</p> <p>Alternatively, click the Back icon to abandon your changes and return to the previous screen.</p> <p>Enter or accept a Description of the safe (up to 30 alphanumeric characters).</p> <p>Select the check boxes of the tenders for which you wish to force individual allocation of safe discrepancies.</p> <p>Click the Save icon to save your changes.</p> <p>Alternatively, click the Cancel icon to abandon your changes and return to the previous screen.</p>

Field/Option	Definition
Edit Location Zones	<p>Location zones enable you to split up a location into smaller virtual or physical sections, that is zones. This enables you to perform stock counts on a zone rather than the entire location. The location zones available at this location are displayed with their Options, ID and Description. Click the View icon to view a zone. Click the Remove icon to delete a zone. You must confirm your request to prevent a location zone being deleted by accident. Click the Add icon to create a new zone. Enter a Location Zone ID (up to 20 digits) and click the Next icon to edit the Location Zone. Alternatively, click the Back icon to abandon your changes and return to the previous screen. Click the Edit icon to edit a zone. Accept or modify the Description of the Location Zone (up to 30 alphanumeric characters). Click the Save icon to save your changes. Alternatively, click the Cancel icon to abandon your changes and return to the previous screen.</p>
Edit Pay Points	<p>Pay points are used within stores to group terminals together for the purposes of cash management. The terminals associated with a pay point are defined in Data Maintenance &gt; POS Support &gt; Terminals. Pay Point Maintenance enables you to View, Edit, Remove or Add Pay Points associated with the location. The Pay Points available at the location are displayed with their Options, ID and Description. Click the View icon to view a Pay Point. Click the Remove icon to delete a zone. You must confirm your request to prevent a Pay Point being deleted by accident. Click the Add icon to create a new Pay Point. Enter a Pay Point ID (up to 20 digits) and click the Next icon to edit the Pay Point. Alternatively, click the Back icon to abandon your changes and return to the previous screen. Click the Edit icon to edit a Pay Point. Accept or modify the Description of the Pay Point (up to 30 alphanumeric characters). Click the Save icon to save your changes. Alternatively, click the Cancel icon to abandon your changes and return to the previous screen.</p>
Edit Inventory Locations	<p>Inventory Location Maintenance enables you to View, Edit, Remove or Add stock-holding locations for the selected location including Virtual Locations designed for stores without storage space where stock might be held in another estate location on behalf of the store. Even though stock is located elsewhere in the estate, all the product inventory functionality behaves as if it were held locally. The Inventory Locations available at the location are displayed with their Options, Description, Physical Location Type and Physical Location Name. Click the View icon to view an Inventory Location. Click the Remove icon to delete an Inventory Location. You must confirm your request to prevent an Inventory Location being deleted by accident. Click the Add icon to create a new Inventory Location. Enter a New ID (up to 20 digits) for the Inventory Location and click the Next icon to edit the Inventory Location. Alternatively click the Back icon to abandon your changes and return to the previous screen. Click the Edit icon to edit an Inventory Location.</p> <ol style="list-style-type: none"> <li>1. Accept or modify a Description (up to 40 alphanumeric characters).</li> <li>2. Select an Inventory Location Type. The available options are: <ul style="list-style-type: none"> <li>• Warehouse</li> <li>• Store</li> <li>• DC</li> <li>• Office</li> </ul> </li> <li>3. Enter an Inventory Location ID or choose one from the drop-down menu. The menu is filtered by the text entered in the field. The available options are maintained in Locations.</li> <li>4. Select the Allow Storage By Containers check box to allow storage by containers at this location.</li> <li>5. Click the Save icon to save your changes. Alternatively, click the Cancel icon to abandon your changes and return to the previous screen.</li> </ol>

Field/Option	Definition
Edit Location Attributes	<p>Location Attribute Maintenance enables you to add and remove location attributes for the selected location.</p> <p>The locations attributes assigned to the location are displayed with their Options, Field, and Value.</p> <p>Click the Remove icon to delete a location attribute. You must confirm your request to prevent a location attribute being deleted by accident.</p> <p>To add a new attribute:</p> <ol style="list-style-type: none"> <li>1. Choose a location attribute from the Field drop-down menu. The available options are defined in Data Maintenance &gt; Company Structure &gt; Location Attributes.</li> <li>2. Choose a Value from the drop-down menu. The available options are defined in Data Maintenance &gt; Company Structure &gt; Location Attributes.</li> <li>3. Click the Add icon.</li> <li>4. Click the Back icon to return to the previous screen.</li> </ol>
Edit Pickup Points	<p>Pickup Point Maintenance enables you to View, Edit, Remove or Add pickup points, used to designate areas from where goods can be collected, for the selected location.</p> <p>The pickup points available at the location are displayed with their Options, ID and Description.</p> <p>Click the View icon to view an pickup point.</p> <p>Click the Remove icon to delete a pickup point. You must confirm your request to prevent a pickup point being deleted by accident.</p> <p>Click the Add icon to create a new pickup point.</p> <p>Enter a New ID (up to 20 digits) for the pickup point and click the Next icon to edit the pickup point. Alternatively click the Back icon to abandon your changes and return to the previous screen.</p> <p>Click the Edit icon to edit a pickup point.</p> <p>Accept or modify a unique Description of the pickup point (up to 30 alphanumeric characters).</p> <p>Click the Save icon to save your changes. Alternatively, click the Cancel icon to abandon your changes and return to the previous screen.</p>
Edit Pick Printer Groups	<p>Pick Printer Group Maintenance enables you to enables you to View, Edit, Remove or Add pick printer groups for the selected location.</p> <p>Pick printer groups available at the location are displayed with their Options, ID and Description.</p> <p>Click the View icon to view a pick printer group.</p> <p>Click the Remove icon to delete a pick printer group. You must confirm your request to prevent a pick printer group being deleted by accident.</p> <p>Click the Add icon to create a new pick printer group.</p> <p>Enter a New ID (up to 20 digits) for the pick printer group and click the Next icon to edit the group details. Alternatively click the Back icon to abandon your changes and return to the previous screen.</p> <p>Click the Edit icon to edit a pick printer group.</p> <p>To edit the pick printer group details:</p> <ol style="list-style-type: none"> <li>1. Accept or modify a unique Description of the pick printer group (up to 30 alphanumeric characters).</li> <li>2. For each of the printers to be included in the group: <ol style="list-style-type: none"> <li>a. Choose a printer from the Description drop-down menu.</li> <li>b. Click the Add icon.</li> </ol> </li> <li>3. Click the Save icon to save your changes. Alternatively, click the Cancel icon to abandon your changes and return to the previous screen.</li> </ol>
Edit Delivery Postcodes	<p>Delivery post codes indicate which post codes are serviced by the current location for the purpose of home deliveries. This is typically used to determine the nearest store to the customer.</p> <p>Delivery Postcodes Maintenance allows you to Add or Remove post codes for the current location.</p>
Edit Default Invoice Address	<p>All address screens in this section are similar to one another.</p>
Edit Address	<p>All address screens in this section are similar to one another.</p>

Field/Option	Definition
Edit Resource Requirements	<p>This screen enables you to edit the resource requirements for a particular location. This identifies the staffing levels required for the required employee duties for the location.</p> <p>For each Duty, enter the number of full-time staff required on each Day in the appropriate field. Click the Back icon to return to the previous screen when you have completed your changes.</p>
Edit E-Mail Accounts	<p>This screen enables you to edit the email accounts for a particular location.</p> <p>For each Role:</p> <ol style="list-style-type: none"> <li>1. Enter an email address in the E-Mail Address field.</li> <li>2. Enter an account name in the E-mail Account Name field.</li> <li>3. Enter the password in the E-mail Password field.</li> </ol> <p>Click the Back icon to return to the previous screen when you have completed your changes.</p>
Edit Stock Transfer Options	<p>This screen enables you to edit stock transfer options for the location.</p> <p>To configure the stock transfer options:</p> <ol style="list-style-type: none"> <li>1. For each of the location types in the Stock Transfer Options column, select the Allow Transfer In check box to allow deliveries from this type of location.</li> <li>2. For each of the location types in the Stock Transfer Options column, select the Allow Transfer Out check box to allow deliveries to this type of location.</li> <li>3. For each of the required Permitted Location Regions, choose a region from the drop-down menu and click the Add icon. Click the Remove con to delete any regions added in error. Alternatively, choose All Regions from the drop-down menu to enable stock transfer across all regions.</li> <li>4. For each of the required Permitted Location Types, choose a type from the drop-down menu and click the New icon. Click the Remove icon to delete any types added in error. Alternatively, choose All Types from the drop-down menu to enable stock transfer across all location types.</li> <li>5. For each of the required Permitted Location Locales, choose a locale from the drop-down menu and click the Add icon. Click the Remove icon to delete any locales added in error.</li> <li>6. For each additional country besides the default country, select the required check boxes to enable stock transfer between Warehouses, Stores and DCs.</li> <li>7. Click the Back icon to return to the previous pane.</li> </ol>
Edit Location Types	<p>Location Type Elements and their hierarchy are configured in Data Maintenance &gt; Company Structure &gt; Location Type Hierarchy.</p> <p>From Location Type Hierarchy Maintenance, you can Add or Remove a location type for this location.</p> <ol style="list-style-type: none"> <li>1. To add a location type:</li> <li>2. Enter an existing Location Type ID and click the Add icon.</li> <li>3. Alternatively click the Search icon to search for a location by description. The Location Type Search screen is displayed.</li> <li>4. Select the check boxes for the required location types.</li> <li>5. Click the Select All icon to select all check boxes.</li> <li>6. Click the Unselect All icon to deselect all check boxes.</li> <li>7. Click the Next icon to add the selected location types.</li> <li>8. Enter a new description and click the Search icon to change the search term.</li> <li>9. Click the Back icon to return to the previous pane.</li> </ol>
Edit Shelf Edge Labels Options	<p>Add from the list of applicable shelf edge labels.</p>
Edit Replenishment Request Diary	<p>Links to Replenishment Request Diary that shows a list of the days of the week, with a tick-box next to each day. By default, all days should be ticked. When the Replenishment Process runs, it will first look at the Location settings to check that a PIR can be generated for that location for that day. If the box is ticked, then PIR is generated for that day. If the box is not ticked, then PIR is not generated for that day.</p>
Options	<p>Click the Save icon to save your changes. Alternatively, click the Cancel icon to abandon your changes and return to the previous screen.</p>

## 1.4 Location Profiles

The *Location Profile Maintenance* screen enables you to view, edit, remove and create location profiles. Location Profiles enable the definition of attributes which are to be inherited by a number of Locations of a similar type. For example, you may have a group of Airport Stores in addition to your High Street Stores, so may choose to set up a separate Location Profile for this set of Locations. This in turn allows the definition of different operational trading attributes.

If required, it is possible to operate with a single Location Profile, where all Locations are alike. Decisions on whether to deploy one or more profiles will be influenced by differences in operating methods within the various Location groups.

Additional Location Profiles may be required if there are Locations which, for example, use different:

- Cash management practices
- Time and Attendance/Employee settings
- Customer Data settings
- Start and End of Day data rules

A specific Location Profile is assigned to a Location under the Location set up.

All existing profiles are then displayed in a table with the following headings:

Field/Option	Definition
Options	The actions you can perform on the location profile, for example view, edit etc. The view icon will take you to a screen the same as the Edit Location Profile screen (see "Edit Location Profile" on page 26), except it will be read-only. The edit icon will take you to the Edit Location Profile screen (see "Edit Location Profile" on page 26). The remove icon will enable you to delete a location profile. You must confirm your request to prevent a location profile being deleted by accident. The new icon will take you to the New Location Profile screen (see "New Location Profile" on page 39).
ID	The ID number of the location profile.
Description	The description of the location profile.

### 1.4.1 Edit Location Profile

This screen enables you to edit an existing location profile.

To Micros Retail-J how long different types of information should be kept at the terminals and servers at the location.

This is an example of the Edit Location Profile pane:

The following information is shown:

Field	Description
Profile ID	The ID number of the location profile. It is read-only at this point. It is defined by you when the location profile is created.
Location Type	The type of location of the location profile. It is read-only at this point. It is defined by you when the location profile is created such as 0=None, 1=Warehouse, 2=Store, 3=Distribution Centre, 4=Office, 5=Supplier.
Description	The description of the location profile (up to 40 alphanumeric characters).

<b>Field</b>	<b>Description</b>
POP3 Server	The server name from which emails are collected.
SMTP Server	The SMTP Server of the location profile. It must contain a full stop (.).
Authenticate Outgoing E-mail	When this check box is selected all outgoing email will be authenticated. Any outgoing e-mail is authenticated using the user's e-mail account and password. If the option is not selected, and the SMTP server requires authentication, any "outgoing" e-mail will not be sent.
Default E-mail Transfer Mechanism	Drop-down option of Pop3/SMTP, Broadcast or Central Database.
Support E-mail Address	The email address of the technical support. It must contain an ampersand (@).
QAS Server	Where the QAS server is installed.
Repeated Sign On Failure Lockout (seconds)	The number of seconds before a User can re-sign onto a terminal. It must be a number in the range 0-3600.
Sign On Lockout Expiry Period (minutes)	Enter in the number of minutes for the sign on lockout expiry period that is, how long a user is locked out following the maximum number of unsuccessful sign-on attempts.
Failed Sign On Attempts Allowed	Enter in the number of failed sign on attempts allowed, within the allocated time, before you are locked out.
Failed Sign On Attempts Warning Count	How many times you have to sign in, incorrectly, before a warning message is displayed informing you that the next time you sign in incorrectly, your account will be locked.
Number of Auto-Generated User ID to Validate	Enter in the number of the generated user ID to validate.
Report Definition Set	Select from the drop-down menu the Report Definition Set to use for this location profile. Report Definitions enable you to configure which selection criteria are shown for a particular report and these are grouped into Report Definition Sets.
Form Definition Set	Groups of back office forms can be predefined and attached within the profile. These can also be set at User Level. Select from the drop-down menu.
Messages Set ID	The messages set ID assigned to this location. This relates to webmail functionality. Select from the drop-down menu.
Messaging Channel	The messaging channel for terminals at this location (up to 40 characters).
Messaging Inactivity Threshold (minutes)	
Time Limit for Local Price Changes (days)	
Use Single Item Counting on HHT	With the check box enabled, follow the usual process of creating a Count Scope; creating a Count Request and then Starting a Count from the Stock Counting Maintenance page.

- Purge Details

Allows purge ages for various data items to be set against a location. This will normally apply on Store Servers, not Tills/Terminals. To configure purging on tills, set at Terminal Profile level. The default Purge Age applies unless a purge age is defined against a specific Data Type. This limits excessive data history being held against devices.

Field	Description
Default Purge Age (days)	The purge age of the store in days. This must be a number in the range 0-9999.
Purge All Stored Transactions	When this check box is selected all stored transactions are purged.
Edit Purge Ages	The next icon will take you to the Edit Purge Ages screen (see "Edit Purge Ages" on page 34).

- System Monitoring Options

Field/Option	Description
Messaging Inactivity Threshold (minutes)	The number of minutes for the inactivity threshold. It must be a number in the range 0-9999. It defaults to an hour (60 minutes).

- Employee Schedules

The settings for employee schedules used in the Time and Attendance module. All options are chosen from a drop-down menu which is fixed. The options are:

Field/Option	Description
Display Type	This can be daily or weekly.
Grid Interval	This can be 10, 15, 20, 30 or 60 minutes.
Start Time	The start time of the employee schedule.
Finish Time	The finish time of the employee schedule.

- Employee Attendance

These settings define which parts of the Time & Attendance Module are editable at Location level. You may wish to control this access centrally. The options are:

Field/Option	Description
Prevent Expected Hours Population from Employee Schedule	Select this check box to not allow expected hours to be populated from the Employee Schedule.
Prevent Expected Hours Population from Employee Rota	Select this check box to not allow expected hours to be populated from the Employee Rota.

<b>Field/Option</b>	<b>Description</b>
Allow Direct Editing of Total Breaks	Select this check box to allow direct editing of Total Breaks.
Allow Direct Editing of Absence	Select this check box to allow direct editing of Absence.
Allow Direct Editing of Cover Out	Select this check box to allow direct editing of Cover Out.
Auto-Populate Cover Out	Select this check box to auto-populate cover outs.
Use Short Weeks at Month End/Start	Select this check box to allow short weeks at month end/start to be used.
Prevent Multiple Clock In/Out	Select this check box to prevent multiple clock in/out events.
Force Clock In During Sign On	When this check box is selected users are forced to clock in.

- Cash Management

The settings for cash management settings for the location profile and allows certain alerts to be generated if cash management activities do not take place at the required time. The options are:

<b>Field/Option</b>	<b>Description</b>
Use Tender Bags	When this check box is selected tender bags are used for this location profile. These are used for banking currencies and can be tracked with serial numbers etc.
Group Tender Bags	This flag allows the user to group tender bags items together for banking.
Scan Tender Bags	This flag allows the user to scan / manually enter the Bag Number in Tender Bag Totals Maintenance. Those scanned bag numbers are automatically selected for banking.
Capture Cash Deposit Barcode	This flag is used by the POS Cash Deposit Pickup that prompts the user to scan or enter the cash deposits barcode to complete.
Capture Bag Tenders Barcode	This flag allows the user to scan / manually enter the Bag Number in Safe Cash Management Bag Tenders.
Prompt for Currency Purchase during Bank Tender Bags	This allows the user to show the confirmation prompt to perform a currency Purchase in Tender Bag Totals Maintenance page once the security details have been entered.
Cash Management Entry	The type of cash management entry for this location profile, that is single or multiple screens. It is chosen from a drop-down menu which is fixed.

<b>Field/Option</b>	<b>Description</b>
Finalise During Cashup?	When this check box is selected, the Display Discrepancy Values During Cashup setting is editable.
Maximum Recounts Allowed For Cashing Up	This must be a numerical value in the range 0-99.
Force Banking Before Safe Closure?	When this check box is selected you will be forced to perform a banking operation before closing a safe session.
Bank Slip A4 Document	When this check box is selected bank slips print on A4 paper.
Check Banking Discrepancies?	When this check box is selected there will be a check performed between the takings and bankings. If not set, the check will be performed between expected and counted safe balance.
Warn if Cash Session spans multiple Trading Days	When this check box is selected you \re warned if the cash session spans multiple days.
Alert if Exceeded Cashup Limits Accepted	When this check box is selected an alert is raised if exceeded cashup limits are accepted.
Force Spot Check at Start of Session	A spot check is used to verify the amount of money in the till. Select this check box to force a spot check at the start of a session.
Toggle Open/ Close Shift Buttons?	When this check box is selected you can toggle between open and close shifts.
Float New Session when POS Session Close Used	When this check box is selected a float is used for the new session when POS Session Close is used.
Check Drawer Limits Against Net Takings	When this check box is selected the cash drawer limits are checked against the net takings.
Display Notes in Cash Management View History	When this check box is selected notes are displayed in cash management view history.
Save Pending Terminal CM Actions to Documents Out	If this option is enabled Pending Terminal CM Action (Uncounted Pickups) are processed by the Master POS/Store Server and sent to the Estate Manager so that they can be extracted (from Documents Out on the EM).

- Default Float Values

Settings that allows the cash management default float (money issued to the terminal at the start of a

session) to be managed centrally The options are:

Field/Option	Description
Default Float Values	These fields enable you to enter the default float values for each currency.
Declared Count Types	Select the tenders for the declared count type.

- Price Management

The settings for price management. The options are:

Field/Option	Description
Time Limit For Local Price Changes (days)	Enter in the number of days as the time limit for local price changes.

- Product Inventory

The settings for product inventory. The options are:

Field/Option	Description
Use Single Item Counting on HHT	When the check box is enabled on Store Location Profile, create a Count Scope and Count Request and then Start Count on Stock Counting Maintenance Page. On the HHT Application 2 after editing the appropriate Count under Stock Counting, a new Option "Single Product Count" is displayed in place of "Record Count". Upon click on "Single Product Count", the application displays "Update Product Count" screen. The "Add To Count" command increments the existing corresponding Inventory of Product with the current counted quantity. "Overwrite Count" overwrites the existing Inventory of Product with the Counted Inventory. After performing the appropriate operation in the user has to finish the Stock Count on the Back Office to update the Product Inventories.

- Customers

These settings control how and when Customer details are saved to, and accessed from, the database. You may choose to store customer details in a separate CRM system. The options are:

Field/Option	Description
Maintain Captured Customer Details?	Select an option from the drop-down list: None, As Captured Customer or As Customer.
Capture customers on all tender types	When this check box is selected customer details are captured on all tender types.
Transaction Threshold before adding to Captured Customers	Enter an amount to act as a threshold for adding captured customer details.
Create Captured Customers for Refunds	Select this check box to enable the capture of customer details for refunds.

Field/Option	Description
Refund Threshold before adding to Captured Customers	Enter an amount to act as a return threshold for adding captured customer details.
Automatically add new Customer details to database?	Select this check box to automatically add new customer details to the database.
Transaction Threshold before adding to Customers	Enter an amount to act as a threshold for adding customer details.
Create Customers for Refunds	Select this check box to create customers for refunds.
Refund Threshold before adding to Customers	Enter an amount to act as a refund threshold for adding customer details.
Record Credit Cards used against customer details?	When this check box is selected credit card details are captured.
Try to identify customer numbers in existing Customer details?	When this check box is selected customer numbers are used to match to existing customer details.
Try to identify customer numbers in existing Captured Customer details?	When this check box is selected customer numbers are used to match to existing captured customer details.
Keep purchase history by default when new customer is created	When this check box is selected keep purchase history is selected as default when a new customer is created.
Set customer status open verified when created from POS	When this check box is selected the customer status is set to open verified when created from POS.
Update amended customer details captured at POS	When this check box is selected the amended customer details captured at POS are updated.
Customer Forwarder Surcharge	Enter in an amount for the customer forwarder surcharge.
Address lookup Url	Used by the Back Office application to determine the web service to use when looking up addresses. This should be set to: <code>http://EstateManager:8080/rjWebServices/QueryAddressServlet</code>
Create customers deposit account	When this check box is selected a customers deposit account is created.
Grips Web Service Url	Enter in an URL for the Grips web service.
Message Broker Server Management URL	Enter in an URL for the Message Broker Server Management URL.
Default Customer VAT Scheme	Select from the drop-down the default customer VAT scheme.

- Receipts

The settings for receipts. The options are:

Field/Option	Description
Receipt Locale	Receipt form and context can be set up by locale, which can be specified on a per terminal basis. It is chosen from a drop-down menu which is fixed.

- Orders

The settings for orders. The options are:

Field/Option	Description
Pack Size Rounding Rule	To obtain the pack size multiple for 'Product Inventory Requests' or 'Purchase Orders', you need to use the 'Pack Size Rounding Rule'. Three options are available: - None - Round up to nearest Pack Size Multiple - Round down to nearest Pack Size Multiple Pack size configuration is undertaken in the Product maintenance screen.

Field/Option	Description
Add Receipt	The next icon will take you to the Add Receipt screen (see "Add Receipt" on page 35). Receipts for each type of transaction can be defined here. Your options at this level depend on whether or not a default receipt is being used. Receipt Formats are set up in Data Maintenance > POS Support > Receipt Formats. If a receipt format is predefined, for example, Gift Receipt, it will be displayed as an option under the relevant field type. Logos, tax on receipts and address details can be set against a profile (also available at Location and Terminal level). Changes on sub pages should be saved at that level prior to exiting back to the main profile screen.
Edit Day Start Configuration	Defines how the Terminal should behave when Day Start is actioned. Also available at Location level. The next icon will take you to the Edit Day Start Configuration screen (see "Edit Day Start Configuration" on page 35).
Edit Day End Configuration	Defines how the Terminal should behave when Day End is actioned. Also available at Location level. The next icon will take you to the Edit Day End Configuration screen (see "Edit Day End Configuration" on page 35).
Edit POS Details	The next icon will take you to the Edit POS Details screen that holds various flags that can be set at the POS. (see "Edit POS Details" on page 38).
Edit Volumetric Weights	Volumetric weights are a measure of density for carriage and storage purposes. A feather pillow and a bag of cement, for example, take up the same volume but vary considerably in weight. The volumetric weight calculation uses a factor based on the type of goods sold or stored at that location. The next icon will take you to the Edit Volumetric Weights screen (see "Edit Volumetric Weights" on page 38).
Edit QAS Information	Information about the address lookup server. The next icon will take you to the Edit QAS Information screen (see "Edit QAS Information" on page 38).

#### 1.4.1.1 User Lockout

Some settings had been added to Location Profile to control user lockout:

- Failed Sign On Attempts Allowed
- Failed Sign On Attempts Warning Count
- Sign On Lockout Expiry Period (minutes)

A resource allocation counter server can be configured to point to a URL with a setting in Terminal Profile:

Resource Allocation Counter Server URL

An icon for unlocking user had been added to the user maintenance pane, the use of this icon is controlled by a new maintenance role:

Unlock User

### 1.4.1.2 Edit Purge Ages

This screen enables you to edit the purge ages associated with the location profile. The Purge Age Maintenance section is reached via either the Location Profile or Terminal Profile maintenance screens allows you to enter a local folder location and a maximum file age.

When the purge runner process runs it looks at the last modified date for all files in the folders configured to find any that are older than the max file age value. If any are found then they are purged or archived.

If the files are to be purged then they are simply deleted. However, if archive is selected then all matching files are combined into a single ZIP file for each purge folder and then deleted. The ZIP file is placed in an archive sub folder of the main purge folder (for example, C:\Interfaces\Baskets would archive files to C:\Interfaces\Baskets\archive).

The ZIP filename is in the format: <PurgeFolderName>\_yyyymmddhhmmss.zip where <PurgeFolderName> is the name of the folder which is being purged (for example, C:\Interfaces\Baskets is archived to a file named Baskets\_yyyyymmddhhmmss.zip)

There is also an entry in the main Retail-J properties file which overrides the default archive location. This causes all archive ZIP files to be placed in the same folder. The property required in the properties file is: PurgeRunnerProcess.DefaultArchiveFolder=xxxxxx for example, PurgeRunnerProcess.DefaultArchiveFolder=C:/InterfaceArchives

The following information is shown:

Field/Option	Description
Options	The actions you can perform on the existing purge ages, for example view, edit etc. The edit icon enables you to edit the data type or purge age of an existing location profile. The remove icon enables you to delete an existing purge age. The new icon enables you to add a new purge age for a particular data type for the location profile. The back icon will return you to the Edit Location Profile screen (see "Edit Location Profile" on page 26).
Data Type	The data type for which the purge age is relevant. It is chosen from a drop-down menu which is fixed.
Purge Age	The purge age in days for the data type. It must be a number in the range 0-9999.

You can specify at directory level to delete/archive files to purge.

Field/Option	Description
Options	The actions you can perform on the existing purge ages, for example view, edit etc.
Directory	The directory for which the purge age is relevant.
Maximum Age	The purge age in days for the directory.

### 1.4.1.3 Add Receipt

The Receipt Lines Maintenance screen enables you to add, view, edit and remove receipt header and trailer lines for a location. To add a header or trailer line:

Enter the required line in the appropriate field and click the Add icon.

Select the Fixed check box to force the line to print on a specific line.

Click the Remove icon to delete any unwanted header or trailer receipt lines.

Click the Save icon to save your changes. Alternatively, click the Cancel icon to abandon your changes and return to the previous pane.

### 1.4.1.4 Edit Day Start Configuration

This screen enables you to configure what actions occur when the Day Start process runs.

The fields are:

Field/Option	Description
Set terminals in use	Selecting this check box means that when the Day Start process runs, all terminals will be set to 'in use'.
Allow Sales	Selecting this check box means that when the Day Start process runs, all terminals will be set to allow sales.

### 1.4.1.5 Edit Day End Configuration

This screen enables you to configure what actions occur when the Day End process runs.

The following information is shown:

- Day End Checks

Field/Option	Description
Check for Open Cash Sessions	When this check box is selected Micros Retail-J will check for any open cash sessions, which have been open for more than the specified number of days (range 0-999), before the Day End process can proceed. If there are any open cash sessions the Day End process will not run. Success/failure of the process will be reported in the Application Event Log. An Application Alert may also be raised on failure, according to role configuration.

<b>Field/Option</b>	<b>Description</b>
Check for Offline Terminals	When this check box is selected Micros Retail-J will check for any offline terminals before the Day End process can proceed. If there are any offline terminals the Day End process will not run. Success/failure of the process will be reported in the Application Event Log. An Application Alert may also be raised on failure, according to role configuration.
Check for Stored Transactions	When this check box is selected Micros Retail-J will check for any stored transactions before the Day End process can proceed. If there are any stored transactions the Day End process will not run. Success/failure of the process will be reported in the Application Event Log. An Application Alert may also be raised on failure, according to role configuration. If there are any offline terminals the Day End process will not run. Success/failure of the process will be reported in the Application Event Log. An Application Alert may also be raised on failure, according to role configuration.
Check for Unsent Transactions	When this check box is selected Micros Retail-J will check for any unsent transactions before the Day End process can proceed. If there are any unsent transactions the Day End process will not run. Success/failure of the process will be reported in the Application Event Log. An Application Alert may also be raised on failure, according to role configuration.
Check for Unsent Transactions on Terminals	When this check box is selected Micros Retail-J will check for any unsent transactions was received from terminals, before the Day End process can proceed.
Check for Failed Transactions	When this check box is selected Micros Retail-J will check for any failed transactions before the Day End process can proceed. If there are any failed transactions the Day End process will not run. Success/failure of the process will be reported in the Application Event Log. An Application Alert may also be raised on failure, according to role configuration.
Check for Day End on Terminals	When this check box is selected Micros Retail-J will check whether POS day end was received from terminals, before the Day End process can proceed. If there are any missing terminal day ends the Day End process will not run. Success/failure of the process will be reported in the Application Event Log. An Application Alert may also be raised on failure, according to role configuration.
Check for Unread E-mail	When this check box is selected Micros Retail-J will check for unread emails before the Day End process can proceed.
Check for Zero Takings	When this check box is selected Micros Retail-J will check for zero takings before the Day End process can proceed.

- Day End Alerts

<b>Field/Option</b>	<b>Description</b>
Send Alert for Open Cash Sessions	When this check box is selected Micros Retail-J will send an alert for cash sessions open for more than the specified days.
Send Alert for Offline Terminals	When this check box is selected Micros Retail-J will send an alert if any terminal is offline at day end.
Send Alert for Stored Transactions	When this check box is selected Micros Retail-J will send an alert if any stored transaction is present at day end.

<b>Field/Option</b>	<b>Description</b>
Send Alert for Unsent Transactions	When this check box is selected Micros Retail-J will send an alert for unsent transactions found at day end.
Send Alert for Unsent Transactions on Terminals	When this check box is selected Micros Retail-J will send an alert for unsent transactions on terminals found at day end.
Send Alert for Failed Transactions	When this check box is selected Micros Retail-J will send an alert for failed transactions found at day end.
Send Alert for Day End on Terminals	When this check box is selected Micros Retail-J will send an alert for day end on terminals.
Send Alert for Unread E-mail	When this check box is selected Micros Retail-J will send an alert for unread emails found at day end.
Send Alert for Zero Takings	When this check box is selected Micros Retail-J will send an alert for zero takings found at day end.

- Day End Functions

<b>Field/Option</b>	<b>Description</b>
Close Open Cash Sessions	Selecting this check box means that when the Day End process runs, any open cash sessions older than the specified number of days will be closed.
Close Open Safe Sessions	Selecting this check box means that when the Day End process runs, any open safe sessions older than the specified number of days will be closed.
Set Terminals Out of Use	Selecting this check box means that when the Day End process runs, all terminals will be set to 'out of use'.
Disallow Sales	Selecting this check box means that when the Day End process runs, sales are not included.
Sort Liquid Sales Restriction	When this check box is selected the Liquid Sales Restriction report is ordered.
Close Trading Session	When this check box is selected the currently open trading session will be closed when the Day End process runs.
Re-submit Failed Documents	When this check box is selected any failed documents will be resubmitted when the Day End process runs.
Re-post Unacknowledged Messages	When this check box is selected any unacknowledged messages will be reposted when the Day End process runs.
Issue day end on terminals	Selecting this check box means that a POS day end will be issued from the terminals when the Day End process runs.

- Week End Functions

<b>Field/Option</b>	<b>Description</b>
Close Cash Sessions	Selecting this check box means that when the Week End process runs, any open cash sessions older than the specified number of days will be closed.
Close Safe Sessions	Selecting this check box means that when the Week End process runs, any open safe sessions older than the specified number of days will be closed.

Field/Option	Description
Float Open Cash Sessions	Select the check box to float open cash sessions.
Finalise Cash Sessions	Select the check box to finalise cash sessions and select one of the following from the drop-down list: Cashup and Leave, Cashup and Empty or Cashup with Closing Float.
Finalise Safe Sessions	Select the check box to finalise safe sessions.

#### 1.4.1.6 Edit POS Details

Field/Option	Description
Force Sale by Selling Code	Selecting this check box means that the sale must use a selling code.
Force Size Capture for Style Colour Size Products	Selecting this check box means that the size must be recorded for a style colour size product.
Force automatic product search on selling code error	Selecting this check box means that when a selling code error has occurred an automatic product search is launched.
Skip prompt for Colour & Size in product sale	Selecting this check box means that no prompt for Colour & Size is displayed when performing a product sale.
Skip prompt for Colour & Size in product return	Selecting this check box means that no prompt for Colour & Size is displayed when performing a product return.
Update All Store Profiles	Selecting this link will update all store profiles with these settings.

#### 1.4.1.7 Edit Volumetric Weights

Field/Option	Description
Volumetric Weight Factor	Enter the volumetric weight factor for the location profile. Where configured, volumetric weight in kilograms is calculated by dividing the volume of a package in cubic centimetres by a factor. Typically, for a box, the factor would be 6,000 and for a pallet 3,000. That means the volumetric weight of a pallet is twice as much as the equivalent box volume. For a package of known dimensions, a precalculated volumetric weight may be applied to a sale item. If a custom package type is selected, height, width and depth measurements need to be supplied. The volumetric weight can be calculated by dividing the calculated volume by a volumetric weight factor stored against the location profile. Also stored against the location profile will be the units for the volumetric weight and dimensions.

#### 1.4.1.8 Edit QAS Information

The QAS settings are used by the web service to determine where the QAS server is installed and also which QAS Layout to use to format the addresses being returned to Retail J.

Field/Option	Description
QAS Server	Where the QAS server is installed.
Layout	Enter the QAS layout to format the addresses returned.

Field/Option	Description
Max Return Results	Used to limit the number of addresses returned if performing a search.
Dataset	Enter the dataset to be used.

This information is used by both the Back Office and POS applications on all devices which are using this location profile.

#### 1.4.2 New Location Profile

This screen enables you to add a new location profile.

The field is:

Field/Option	Description
New ID	The ID number of the new location profile. It must be a unique value, of a maximum of 20 alphanumeric characters).

#### 1.5 Location Wizard

This screen enables you to set up new locations more rapidly where an estate has many locations. You are presented with a series of panes which prompt for relevant details.

The following information is shown:

Field/Option	Description
Device ID	The ID of the device for the location (up to 40 alphanumeric characters).
Host Name	The host name for the location (up to 40 alphanumeric characters).
Branch Number	The branch number of the location (up to six digits).
Location ID	The ID of the location (up to 20 alphanumeric characters).
Location Type	The type of location. It is chosen from a drop-down menu which is fixed.
Location Code	The code number of the location. This is a unique short reference code for this location which can be appended to user IDs, expected delivery IDs etc to make the ID unique across the whole estate. It must be a minimum of 3 and a maximum of 4 alphanumeric characters).
Location Name	The name of the new location (up to 40 alphanumeric characters).
Base on existing location	The name of an existing location on which the new location will be based. You can either type in the first field which will filter the drop-down menu in the second field, or just select from the drop-down menu which is maintained in Locations (see "Locations" on page 6).

The next icon will take you to the following pane, on which the regional details can be entered.

The following information is shown:

Field/Option	Description
Applicable Location Region	The applicable location region, for example north, south etc. It is chosen from a drop-down menu which is maintained in Location Region Hierarchy (see "Location Region Hierarchy" on page 43).
Edit Applicable Location Type	The applicable location type, for example store, superstore etc. It is chosen from a drop-down menu which is maintained in Location Type Hierarchy (see "Location Type Hierarchy" on page 45).
Trading Region	This is chosen from a drop-down menu which is maintained in Trading Regions (see "Trading Regions" on page 5).
Base Currency	This is chosen from a drop-down menu which is maintained in Currencies.

The next icon will take you to the following pane, on which the process options can be entered.

The field is:

Field/Option	Description
Messaging Option	This is selected from drop-down menu which is fixed, that is FTP or HTTP

The next icon will perform all the operations listed to create a new location. A screen is then displayed informing you of the success of the operation.

The new icon will enable you to create another new location, using the Location Wizard, that is returned to the top Location Wizard screen (see "Location Wizard" on page 39).

## 1.6 Location Attributes

The company structure menu now has the option to maintain location attributes. The workflow for this application is exactly the same as for attribute maintenance. Going forward the attribute maintenance application will be changed so that the location attribute maintenance application is no longer required.

The schema for the Attribute table has changed such that now it holds a field to store the attribute type. At the moment the location attribute type is recognised by 2.

A new feature has been added to the location maintenance application so that location attributes can be added to the location.

## 1.7 Location Management Profiles

Location Management Profile Maintenance screen allows you to view, edit, add and delete locations.

## 1.8 Store Attributes

The Store Attributes Maintenance screen enables you to view, edit, add and delete store attributes.

## 1.9 Companies

The Company Maintenance screen enables you to view, edit, add and delete companies.

Each estate should have at least one company defined. However, it is possible that an estate may encompass more than one company, for example, to represent different trading fascias.

Each Location should have the appropriate company name set. If it is not set against a particular Location, the default ID 1 will be applied to this Location.

The company ID forms part of the keyword within the XML of each POS basket and is therefore important for transaction processing purposes.

## 1.10 Devices

This screen enables you to view, edit and remove devices. All terminals, PCs, servers and hand held terminals must have a device entry in the database in order to be recognised by and have access to Micros Retail-J.

The following information is shown:

Field/Option	Description
Location Type	The type of location. It is chosen from a drop-down menu which is maintained in Location Type Hierarchy (see "Location Type Hierarchy" on page 45).
Location Name	The name of the location. You can either type in the first field which will filter the drop-down menu in the second field, or just from the drop-down menu which is maintained in Locations (see "Locations" on page 6).

All existing devices for the selected location type and name are displayed in a table with the following headings:

Field/Option	Description
Options	The actions can be performed by you on the device, for example view, edit etc. The view icon will take you to a screen the same as the Edit Device screen (see "Edit Device" on page 41), except it will be read-only. The edit icon will take you to the Edit Device screen (see "Edit Device" on page 41). The remove icon will enable you to delete an existing device, after confirming the delete. The new icon will take you to the New Device screen (see "New Device" on page 42).
ID	The ID of the device. This is typically a hierarchical structure of the format ALL.organisation.store.till, for example ALL.RJ.S01.T01, ALL.RJ.S01.T02 etc.
Description	The description of the device.

### 1.10.1 Edit Device

This screen enables you to edit an existing device.

The following information is shown:

Field/Option	Description
Device ID	The ID of the device. It is read-only at this point. It is defined by you when the device is created.
Name	This is the name of the device (up to 20 alphanumeric characters).
Organisation ID	The ID of the organisation.
Host Name	The host name of the device (e.g. the IP Address). This is used for areas of the system such as system monitoring.

Field/Option	Description
License Key	Normally left blank.
Web Server Port	Defines the web server port number which is usually 8080. This is used for areas of the system such as system monitoring.
Location Type	The type of location. It is chosen from a drop-down menu which is maintained in Location Type Hierarchy (see "Location Type Hierarchy" on page 45).
Location Name	The name of the location. You can either type in the first field which will filter the drop-down menu in the second field, or just from the drop-down menu which is maintained in Locations (see "Locations" on page 6).
Device Not In Use	If set to not in use the system will retain the configuration details of the device but not impact, the licence and the till will be excluded from processes such as Day end checks. Additionally, the till will not allow a user to sign in, rendering the till unusable.
Notes	This indicates any notes which may be associated with the selected device (up to 160 alphanumeric characters (four rows of 40 characters each)).
Security Camera URL	Where a security camera is to be connected to the device, enter its URL here.
Edit Application Modules	The next icon will take you to the Edit Application Modules screen where you can select the applications to run on the device (see "Edit Application Modules" on page 42).
Serial Number	This indicates any item serial number associated with the selected device (up to 40 alphanumeric characters). New serial numbers may be added using the add icon.
Description	The description associated with the serial number for the selected device (up to 40 alphanumeric characters).

### 1.10.1.1 Edit Application Modules

This screen enables you to edit the application modules which should run on the selected device.

These are used by the SUP process when updating Micros Retail-J and identify which particular versions of applications are in use on a particular system.

Any existing application modules are displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the selected application module, for example remove. The remove icon enables you to delete an existing application module. The add icon enables you to add a new application module to Micros Retail-J. It is chosen from a drop-down menu which is fixed.
ID	The ID of the application module.
Description	This indicates a description of the application module.

### 1.10.2 New Device

This screen enables you to add a new device to Micros Retail-J.

The field is:

Field/Option	Description
New ID	The ID of the new device (up to 40 alphanumeric characters). The ID will be based on a hierarchical structure, for example ALL.RJ.S01.T01, where RJ is the organisation, S01 is store 1, and T01 is till 1.

## 1.11 Device Inventory Report

This screen enables you to examine an inventory report of all devices contained in Micros Retail-J.

The following information is shown:

Field/Option	Description
Location Type	The type of location required for the report. It is chosen from a drop-down menu which is maintained in Location Type Hierarchy (see "Location Type Hierarchy" on page 45).
Location ID	The ID of the location required for the report. You can either type in the first field which will filter the drop-down menu in the second field, or just from the drop-down menu which is maintained in Locations (see "Locations" on page 6).

The view icon will take you to the View Device Inventory Report screen (see "View Device Inventory Report" on page 43).

### 1.11.1 View Device Inventory Report

This screen displays the required device inventory report according to the criteria set by you on the previous pane. It shows all devices for the selected store (s).

The devices are shown in a table with the following headings:

Field/Option	Description
ID	The ID of the device (s) at the selected location.
Name	The name of the terminal.
In Use	When this check box is selected the selected device is currently in use.

Any serial numbers associated with the selected device are also displayed in a table with the following headings:

Field/Option	Description
Serial Number	The serial number associated with the selected device.
Description	This indicates a description associated with the selected serial number.

## 1.12 Location Region Hierarchy

This screen enables you to view, edit, remove and create location regions on Micros Retail-J. The tree displayed can be used to navigate the hierarchy.

Note: Although Location Regions are normally geographical areas within a Trading Region, Location Regions are not automatically defined as sub-sets to Trading Regions.

Locations (or stores) are (optionally) assigned to both a Trading Region and/or a Location Region.

The Location Region Hierarchy facility enables Locations to be grouped into a certain Location Region. For example: a geographical trading region such as the UK may be divided into one or more Location Region(s), North, Midlands, South, Wales, Scotland and so on.

Grouping of stores within a Location Region can be used to manage functionality within the Estate. Examples include:

- Prices
- Promotions
- View Reports

This means that different Location regions can operate with different groups of prices or promotions and reports can be run against stores in that region only.

The new icon will take you to the New Location Region screen (see “New Location Region” on page 44).

The view icon will take you to a screen the same as the Edit Location Region screen (see “Edit Location Region” on page 44), except that it will be read-only.

The edit icon will take you to the Edit Location Region screen (see “Edit Location Region” on page 44).

The remove icon enables you to delete an existing location region.

### 1.12.1 New Location Region

This screen enables you to add a new location region.

You have two options, either:

- New ID  
The ID number of the new location region. It must be a unique value of a maximum of 20 alphanumeric characters).
- Or select a location  
This enables you to select an existing location from a drop-down menu which is maintained in Locations (see “Locations” on page 6).

The next icon will take you to the Edit Location Region screen (see “Edit Location Region” on page 44).

### 1.12.2 Edit Location Region

This screen enables you to edit an existing location region.

The following information is shown:

Field/Option	Description
Location Region ID	The ID number of the location region. It is read-only at this point. It is defined by you when the location region is created.
Parent Region ID	The parent region of this location region. This can be used to sub-divide a Location region into further types, for example: Parent = South, Sub-regions = South-West and South-East It is read-only at this point. It is populated automatically by Micros Retail-J.

Field/Option	Description
Locale	The country (which is used to define the required language) of this location region. It is chosen from a drop-down menu which is fixed.
Description	This indicates a description of this location region (up to 40 alphanumeric characters).

## 1.13 Location Type Hierarchy

This screen enables you to view, edit, remove and create location types on Micros Retail-J. The tree displayed can be used to navigate the hierarchy.

These location types are user configurable and allow details, such as prices and promotions, to be set up on a location type basis. For example: you could arrange your stores by size, such as Express store (small), Store (normal) and Superstore (large). Alternatively, you may prefer to group them by format such as High Street store and Out-of-town store.

The new icon will take you to the New Location Type screen (see “New Location Type” on page 45).

The view icon will take you to a screen the same as the Edit Location Type screen (see “New Location Type” on page 45), except that it will be read-only.

The edit icon will take you to the Edit Location Type screen (see “New Location Type” on page 45).

The remove icon enables you to delete an existing Location Type.

### 1.13.1 New Location Type

This screen enables you to add a new Location Type.

The field is:

Field/Option	Description
New ID	The ID number of the new Location Type. It must be a unique value, of a maximum of 20 alphanumeric characters).

The next icon will take you to the Edit Location Type screen (see “New Location Type” on page 45).

### 1.13.2 Edit Location Type

This screen enables you to edit an existing Location Type.

The following information is shown:

Field	Description
Location Type ID	The ID number of the Location Type. It is read-only at this point. It is defined by you when the location type is created.
Parent Type ID	The ID number of the parent type of this Location Type. This can be used to sub-divide a Location Type into further types for example Parent = Express Store, Sub-types = Express Format 1 South-West and Express Format 2. It is read-only at this point. It is populated automatically by Micros Retail-J.

Field	Description
Locale	This indicates the country of the Location type, for example, English (United Kingdom). The user can select the appropriate country using the drop down list. Defining the country determines the language applied to the Location Type.
Description	This indicates a description of this Location Type (up to 40 alphanumeric characters).

## 1.14 Tax Methods

This screen enables you to view, edit, remove and create various tax methods. Tax methods contain the information required to calculate the tax on products and items.

Up to 32 tax rates can be set within each tax method. Tax methods support UK VAT style and US tax table (see "US Tax Tables" on page 48) calculations.

All existing tax methods are displayed in a table with the following headings:

Field/Option	Description
Options	The actions can be performed by you on the tax methods, for example view, edit etc. The view icon will take you to a screen similar to the Edit Tax Method screen (see "Edit Tax Method" on page 46), but all the fields will be read-only. The edit icon will take you to the Edit Tax Method screen (see "Edit Tax Method" on page 46). The remove icon will delete the selected tax method. The next icon will set the selected Tax Method to default. You will remain on this pane. The new icon will take you to the New Tax Method screen (see "New Tax Method" on page 48).
ID	The ID number of the tax method.
Description	The description of the tax method.
Set Default	The default tax method used by Micros Retail-J. It is chosen from a drop-down menu which is maintained here.

### 1.14.1 Edit Tax Method

This screen enables you to edit the details held on a selected tax method.

The following information is shown:

Field/Option	Description
Tax Method ID	The ID number of the tax method. It is read-only at this point. It is defined by you when the tax method is created.
Tax Type	The type of tax for the tax method. It is read-only at this point. It is defined by you when the tax method is created.
Default Tax Method	When this check box is selected the selected tax method is the default for Micros Retail-J.
Description	This indicates a description of the tax method (up to 40 alphanumeric characters).

Field/Option	Description
Prices normally include tax	When this check box is selected the prices normally include the tax.
Remove tax on sale	When this check box is selected the tax is removed on the sale.
Capture tax exemption ID number	When this check box is selected the tax exemption ID number is recorded.

- Tax Rates

This table indicates the tax rates available to you. They are displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the tax rate, for example edit, remove etc. The edit icon will take you to the Edit Tax Rate screen (see "Edit Tax Rate" on page 47). The remove icon enables you to delete the selected tax rate. You are asked to confirm the deletion before it is actioned. The new icon will take you to the New Tax Rate screen (see "New Tax Rate" on page 47).
Tax Rate	The ID number of the tax rate. It is defined by you when the tax rate is created.
Effective Date	The date from which the tax rate came into effect.
Description	This indicates a description of the tax rate.

#### 1.14.1.1 Edit Tax Rate

This screen enables you to edit the tax rate.

The following information is shown:

Field/Option	Description
Tax Rate ID	The ID number of the tax rate. It is read-only at this point. It is defined by you when the tax rate is created.
Tax Type	The type of tax of the tax rate.
Effective Date	The date at which the tax rate came into force. It is read-only at this point. It is defined by you when the tax rate is created.
Description	The description of the tax rate (up to 40 alphanumeric characters).
Percentage	The percentage of the tax rate. It must be in the range 0% to 100%.
Short Tax Code	The short tax code of the tax rate.

The back icon will return you to the Edit Tax Method screen (see "Edit Tax Method" on page 46).

#### 1.14.1.2 New Tax Rate

This screen enables you to create a new tax rate.

The following information is shown:

Field/Option	Description
New ID	The new ID number for the tax rate (up to two alphanumeric characters, in the range 1 to 32).
Type	Name of tax type.
Effective Date	The date from which the tax rate is valid. It must be entered in dd/mm/yy format. If left blank it defaults to the current date.

### 1.14.2 New Tax Method

This screen enables you to create a new tax method. The following information is shown:

Field/Option	Description
Tax Type	The tax type for the new tax method. It is chosen from a drop-down menu which is fixed.
New ID	The ID number of the new tax method. It must be unique and a maximum of 20 alphanumeric characters).

### 1.14.3 US Tax Tables

The system supports US tax tables in addition to % VAT tax methods. When adding or editing a tax table method, the different ranges and taxable amount need to be set up. These are obtained directly from the tax table information published by the tax authorities.

The following information is shown:

Field/Option	Description
Tax Method ID	The ID of the tax method. It is read-only at this point. It is defined by you when the tax method is created.
Tax Type	The type of tax method. It is read-only at this point. It is defined by you when the tax method is created.
Default Tax Method	When this check box is selected the selected tax method is the default for Micros Retail-J.
Description	This indicates a description of the tax method (up to 40 alphanumeric characters).
Prices normally include tax	When this check box is selected the prices for this tax method normally include the tax.
Remove tax on sale	When this check box is selected the tax is removed from the sale.
Capture tax exemption ID number	When this check box is selected the tax exemption ID number is recorded.
Calculate tax at item level	When this check box is selected the tax is calculated at item level.

The existing tax rates are displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on an existing tax rate, for example edit, remove, etc. The edit icon will take you to the Edit US Tax Table Rates screen (see “Edit US Tax Rates” on page 49), The remove icon will enable you to delete an existing tax rate, once the deletion has been confirmed. The new icon will take you to the New Tax Rate screen (see “New Tax Rate” on page 47).
Tax Rate	The ID of the tax rate. It is defined by you when the tax rate is created.
Effective Date	The date from which the tax rate is valid.
Description	This indicates a description of the tax rate.

### 1.14.3.1 Edit US Tax Rates

This screen enables you to edit existing US tax rates of the US Tax Tables tax method.

The following information is shown:

Field/Option	Description
Tax Rate ID	The ID of the tax rate. It is read-only at this point. It is defined by you when the tax rate is created.
Effective Date	The date from which the tax is applicable. It is read-only at this point. It is defined by you when the tax rate is created.
Description	This indicates a description of the tax rate (up to 40 alphanumeric characters).
Default Percentage	The percentage of the tax rate used as a default. Depending on the tax system this may be used in calculations or may be just used for display purposes (for example when tax tables are used). It must be in the range 0-100%.
Short Tax Code	The short tax code.

The tax table ranges are displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the tax table ranges, for example edit, remove, etc. The edit icon enables you to edit the End Value and Tax Value fields. The remove icon enables you to delete an existing tax table range, once the deletion has been confirmed. The new icon enables you to add a new tax table range by entering values in the End Value and Tax Value fields. The Repeat From field means that this is the point where the table starts repeating from. Number 1 is the first value in the table.
Range	The range of the tax table.
Start Value	The start value of the tax table.

Field/Option	Description
End Value	The end value of the tax table. If the taxable value is less than or equal to this range end (and greater than any previous range end) then this tax value applies. It must be in the range 1-999999999.
Tax Value	The tax value owed for values falling within this range. It must be in the range 0-999999999.

## 1.15 Tax Groups

A maintenance application, 'Tax Group Maintenance', has been added to the Company Structure menu in Data Maintenance. This allows users to configure applicable Tax Codes for each Tax Method. Products and MMGroups can be assigned to a Tax Group using Hierarchy and Products Maintenance.

When setting the Tax Code for a Product, the POS will firstly attempt to determine the Tax Code from the Tax Group configured against the Product. If no Tax Code is found, or no Tax Group is configured against the Product, the POS will then attempt to determine the Tax Code from the Tax Group configured against the Product's MMGroup. If no Tax Code is found, or no Tax Group is configured against the Product's MMGroup, the POS will use the Tax Code configured against the Product. When setting the Tax Code for a Merchandise Item, the POS will attempt to determine the Tax Code from the Tax Group configured against the MMGroup. If no Tax Code is found, or no Tax Group is configured against the MMGroup, the POS will use the Tax Code configured against the MMGroup.

## 1.16 Business Accounts

The Business Account Maintenance screen enables you to view, edit, remove and create business accounts.

## 1.17 Tax Refund Tables

This screen enables you to view, edit, remove and create tax refund tables. The tax refund table defines the refund amount for the customer for example, if the customer spends between 0 and 6.99, the refund will be 0.51 and if the customer spends between 7.00 and 12.99, the refund will be 1.02.

The following information is shown:

Field/Option	Description
ID	ID representing the tax refund.
Decription	Description of the tax refund.
Currency	Select the currency from the drop down list.
Tax Rate	Tax rate as a percentage
Start Date	Start date of tax refund.

### Tax Refund Table Ranges

Field/Option	Description
Range Start	Starting point for tax refund such as 0.00.
Range End	End point for tax refund such as 6.99.
Refund Type	Type of tax refund. Select from drop down list of Percentage, Amount or Tax Deduction.

Field/Option	Description
Refund Value	Value of tax refund

## 1.18 Organisation Periods

This screen enables you to view, edit, create and remove organisation periods. Organisation periods define the week numbers, month, period and year start dates for a year.

All existing organisation periods are displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the organisation period, for example view, edit, remove, etc. The view icon will take you to a screen similar to the Edit Organisation Period screen (see "Edit Organisation Period" on page 51), except that the fields will be read-only. The edit icon will take you to the Edit Organisation Period screen (see "Edit Organisation Period" on page 51). The remove icon will delete the selected organisation period. The new icon will take you to the New Organisation Period screen (see "Edit Organisation Period" on page 51).
Year	The year which the organisation period refers to.
Year Start Date	The start date of the year.
Year End Date	The end date of the year.

### 1.18.1 Edit Organisation Period

This screen enables you to edit the selected organisation period. Due to space constraints only a selection of the screen is shown.

The following information is shown:

Field/Option	Description
Year	The year to which the organisation period refers. It is read-only at this point. It is defined by you when the organisation period is created.
Year Start Date	The start date of the start of the organisation period. The required format is shown to the left of the field, that is dd/mm/yy.
Year End Date	The end date of the end of the organisation period. It is generated automatically by Micros Retail-J, and is read-only at this point.
Number of Periods	The number of periods required. It must be a numeric value in the range 0-99.
Generate Dates	The next icon will generate the required dates for the specified number of periods.
Period Number	The periods generated by Micros Retail-J, based on the number required, are shown in a table with its corresponding start date. New periods can be added using the new icon. Periods can be deleted using the remove icon.
Month Number	Each month is detailed along with the start date for each month. New months can be added using the new icon. Months can be deleted using the remove icon.

Field/Option	Description
Week Number	Each week is detailed along with the start date of each week. New weeks can be added using the new icon. Weeks can be deleted using the remove icon.

### 1.18.2 New Organisation Period

This screen enables you to add a new organisation period to Micros Retail-J.

The field is:

Field/Option	Description
Year	The year required for the new organisation period. The year must be four numeric digits, for example 2011.

### 1.19 Cost Centres

The Cost Centre Maintenance screen enables you to view, edit, remove and create cost centres.

### 1.20 Countries

The Country Maintenance screen enables you to view, edit, remove and create countries.

### 1.21 Country Zone

The Country Zone Maintenance screen enables you to view, edit, remove and create country zones.

### 1.22 Postcode Zone

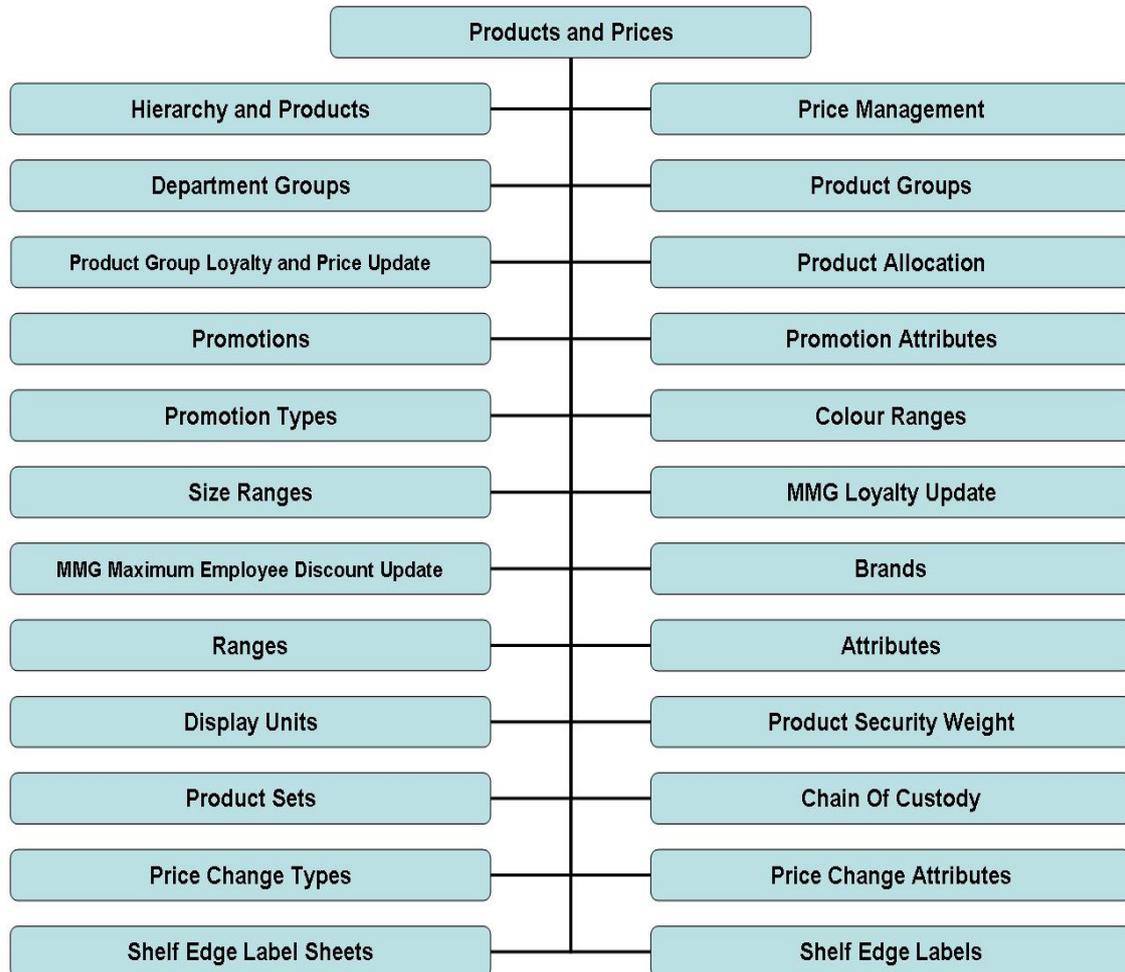
The Postcode Zone Maintenance screen enables you to view, edit, remove and create post codes.

### 1.23 Postcode Range

The Postcode Range Maintenance enables you to view, edit, remove and create post code ranges.

## 2.0 Products and Prices

This section enables you to maintain details held on the products, MM groups (departments) and prices in Micros Retail-J using the menu options detailed below.



Products and prices can be set up in Estate Manager (or imported from another system) and they can be assigned to specific locations and stores. Loyalty points, colour, size ranges, promotions and tax codes can also be specified. There are up to 10 levels of product hierarchy, and a product can have any number of prices assigned to it. Product Groups can contain any desired products regardless of their parent MMG and can be utilised in ranging promotions and reports.

Price Management enables Head Office or Store staff to view, edit, create and remove price changes. Multiple currencies are available and locations can be assigned. The Price Matrix function enables the alteration of prices based on a base product sold, for example a mobile phone with a certain tariff.

### 2.1 Hierarchy and Products

This screen enables you to view, edit, remove and create Merchandise Management Groups (departments) and products. The MMG tree can be used to navigate the hierarchy.

Merchandise Management Groups allow the products to be divided into 'departments', 'sub-departments', 'groups' etc. Up to 10 levels may be defined. Products can be allocated to any level if that is what is required - not just the lowest levels.

The following options are available for the Merchandise Management groups:

The new icon will take you to the New MMG screen (see “New MMG” on page 55).

The view icon will take you to a screen similar to the Edit MMG screen (see “Edit MMG” on page 54), but all the fields will be read-only.

The edit icon will take you to the Edit MMG screen (see “Edit MMG” on page 54).

The remove icon will delete the selected MMG.

The move MM groups icon will take you to the Move MM Groups screen (see “Move MM Groups” on page 56).

The move products icon will take you to the Move Products screen (see “Move Products” on page 56).

The products contained in the selected MMG are also displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the product, for example view, edit etc. The view icon will take you to a screen similar to the Edit Product screen (see “Edit Product” on page 56), but all the fields will be read-only. The edit icon will take you to the Edit Product screen (see “Edit Product” on page 56) or the Edit Size Colour Style Product screen (see “Edit Style Colour Size Product” on page 73) according to the type of product. The remove icon will delete the selected product. The copy icon will take you to the New Product screen (see “New Product” on page 78), to enter the ID for the new product. A new product will then be created with the all the same details as the original product. The new icon will take you to the New Product screen (see “New Product” on page 78)
ID	The ID number of each product.
Description	This indicates a description of each product.

### 2.1.1 Edit MMG

This screen enables you to edit an existing Merchandise Management Group (department).

The following information is shown:

Field/Option	Description
Merchandise Management Group ID	The ID number of the MMG. It is read-only at this point. It is defined by you when the MMG is created.
Parent MMG ID	The ID number of the parent MMG. It is read-only at this point. It is populated automatically by Micros Retail-J when the MMG is created.
Locale	The locale associated with the MMG, that is where the MMG is applicable. It is chosen from a drop-down menu which is fixed.
Description	The description of the MMG (up to 40 alphanumeric characters).
Allow Price Entry Sales	When this check box is selected price entry sales are allowed for this MMG at the POS.
Force Quantity Entry	When this check box is selected the operator will be prompted to enter the quantity when selling any products in the selected MMG.

Field/Option	Description
Operator Message	Enter any message to show the operator.
Receipt Message	If this field is set for an MMGroup, then it will be printed on the receipt as part of the product details for any product sold that belongs to this MMGroup and does not have a receipt message defined.
Force Message Acknowledgement	Indicates if message acknowledgement should be forced.
Suppress Print of Product Details	Select this check box to suppress the print of product details.
Show Product Lists as Buttons in Product by MMG Sale	Select this check box to show product lists as buttons.
Tax Group ID	Select Tax Group ID.
Allow Local Price Changes	Select this check box to allow local price changes.
Concession	Select this check box if concessions are allowed.
Capture Full Details for Unknown Products	Select this check box to capture the full details for unknown products.
Perishable	Select this check box if the product is perishable.
Non Exportable	Select this check box if the product is non exportable.
Display ID	Enter the display ID.
Edit Tax Codes	The next icon will take you to the Edit Tax Codes screen (see "Edit Tax Codes" on page 55).

### 2.1.1.1 Edit Tax Codes

This screen enables you to specify the tax code (s) associated with the selected MMG. These are used by the POS when performing price entry sales against an MMG.

Any existing tax codes are displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the tax code, for example remove. The add icon enables you to add a new tax code to the selected MMG.
Tax Method	The tax method. If you are adding a new one, it is chosen from a drop-down menu which is maintained in Tax Methods (see Tax Methods).
Tax Codes	The tax codes. It is chosen from a drop-down menu which is maintained in Tax Methods (see Tax Methods).

The back icon will return you to the Edit MMG screen (see "Edit MMG" on page 54).

### 2.1.2 New MMG

This screen enables you to create a new Merchandise Management Group (department).

The field is:

Field/Option	Description
New ID	The ID number of the new MMG. It must be unique and a maximum of 20 alphanumeric characters).

### 2.1.3 Move MM Groups

This screen enables you to move the selected MM Group to a different place in the hierarchy.

The field is:

Field/Option	Description
Parent MM Group	The name of the new parent of the selected MM Group. It is chosen from a drop-down menu which is maintained in Hierarchy and Products (see "Hierarchy and Products" on page 53).

### 2.1.4 Move Products

This screen enables you to move product (s) from one MM Group to another. It has the same format as the Move MM Groups screen (see "Move MM Groups" on page 56).

### 2.1.5 Edit Product

This screen enables you to edit details held on a particular product.

The following types of product are available.

Field/Option	Description
Product	This is a standard product.
Style Colour Size Product	These are products which can have specific styles, colours or sizes associated with them.
Composite Product	These are products which consist of more than one product, for example fish and chips could be sold as a single option.
Options Product	It defines a product that has a number of options associated with it. These could be priced options such as products or just attributes which provide extra details against the product when it is sold, for example preparation or fabrication options. These options will appear at the POS when the product is being sold. The different options are organised into sets. Each set is presented to you when the item is sold and an appropriate option is selected.
Promo Voucher Product	This type of product usually has a positive value but when sold (added to the basket) has a zero retail value.
Top Up Voucher Product	This type of product implements a mobile phone top up voucher product.
Coupon Product	This is a coupon product that identifies a product as being money off a transaction.

The edit panes are similar - see sections below.

For Composite Products see "Edit Composite Product" on page 74.

For Coupon Products see “Edit Coupon Product” on page 78.

For Options Products see “Edit Options Product” on page 75.

For Promotional Voucher Products see “Edit Promo Voucher Product” on page 78.

For Style Colour Size Products see “Edit Style Colour Size Product” on page 73.

For Top Up Voucher Products see “Edit Top Up Voucher Product” on page 78.

The following information is shown:

<b>Field/Option</b>	<b>Description</b>
Product Code	The product code as selected by you. It is read-only at this point. It is defined by you when the product is created.
Type	The type of product, for example POS product, Options Product etc. which are described at the beginning of this section (see 3.1.5). It is read-only at this stage. It is defined by you when the product is created.
Locale	This indicates which locale the product is applicable for. It is chosen from a drop-down menu which is fixed. Different products and characteristics can be set up for each locale.
Description	This indicates a description of the product as identified by the Product Code. It is displayed on reports (up to 30 alphanumeric characters).
Long Description	This indicates an additional longer description to be associated with the selected product. It is free format text and can be up to 60 alphanumeric characters). It is used by Product Inventory and Receipts.
Operator Message	This indicates a message for you to be associated with the selected product. It is free format text and can be up to 40 alphanumeric characters). It will be displayed on the POS terminal when the item is entered into Micros Retail-J.
Force Message Acknowledgement	Indicates if message acknowledgement should be forced.
Customer Message	This indicates a message for the customer to be associated with the selected product. It is free format text and can be up to 40 alphanumeric characters). It will be displayed on the customer display on the POS when the item is entered into Micros Retail-J, provided that there is enough room on the display.
Receipt Message	Enter in the receipt message.
You are currently maintaining details for	The currency which applies to the product. It is chosen from a drop-down menu which is maintained in Currencies.
Edit Prices	This option enables you to edit the prices for the selected product. The next icon will take you to the Edit Prices screen (see “Edit Prices” on page 60). If the product is a style/colour/size product you will be taken the Edit Style/Colour/Size Prices screen (see “Edit Prices” on page 60).
Edit Maximum Retail Prices	The next icon will take you to the Edit Maximum Retail Prices screen (see “Edit Maximum Retail Prices” on page 61).
Edit Applicable Routes	The next icon will take you to the Edit Applicable Routes screen (see “Edit Applicable Routes” on page 62).

Field/Option	Description
Edit Loyalty Points	This option enables you to edit the loyalty points associated with the selected product. The next icon will take you to the Edit Loyalty Points screen (see “Edit Loyalty Points” on page 62).
Edit Applicable Trading Regions	The next icon will take you to the Edit Applicable Trading Regions screen (see “Edit Applicable Trading Regions” on page 62).
Edit Applicable Locations	This option enables you to edit locations where the product can be sold. The next icon will take you to the Edit Applicable Locations screen (see “Edit Applicable Locations” on page 62).
Edit Store Specific Details	This option enables you to edit the store specific details for the selected product. These are the minimum and maximum stock levels for the product at a particular store. They also indicate the number of weeks cover of the stock levels. The next icon will take you to the Edit Store Specific Details screen (see “Edit Store Specific Details” on page 62).
Edit Tax Codes	This option enables you to edit the Tax Codes for the selected product. The next icon will take you to the Edit Tax Codes screen (see “Edit Tax Codes” on page 55).
Edit Product Spares	This option enables you to edit the Product Spares for the selected product. The next icon will take you to the Edit Product Spares screen (see “Edit Product Spares” on page 64).
Edit Constituent Products	This option enables you to edit the Product Constituents for the selected product. The next icon will take you to the Edit Product Constituents screen (see “Edit Product Spares” on page 64).
Merchandise Management Group ID	The Merchandise Management Group number associated with the selected product. The search icon will take you to the Merchandise Management Group Search screen (see “Merchandise Management Group Search” on page 65).
Web Merchandise Group ID	The Web Merchandise Group ID associated with the selected product. The search icon will take you to the Merchandise Management Group Search screen (see “Merchandise Management Group Search” on page 65).
Edit Product Groups	The next icon will take you to the Edit Product Groups screen.
Edit Product Dimensions	This contains the following fields: Size Unit Height Length Width Weight Unit Weight Specifying Length, and optionally Width, for a product will enable the Coverage Calculator command to perform calculations based on these measurements
Allow Cost Price by Location	Allow cost price by location.
Cost Price	The cost price of the selected product. The format is locale dependant.
Item Units	This indicates how the selected product is referred to, for example by weight, length, liquid etc. It is chosen from a drop-down menu which is fixed.
Units of Measure	This indicates how the selected product is measured, for example ml, kg etc. It is chosen from a drop-down menu which is fixed.

<b>Field/Option</b>	<b>Description</b>
Units Decimal Places	Enter in the number of decimal places for the units.
Skip External Stock Source Check	Select this check box to skip the external stock source check.
Not For Sale	You can select this check box. That the selected product is not for sale at present and cannot be sold at the POS.
Order Only	Select this check box if the product is for order only.
Allow Order	You can select this check box. That the selected product can be ordered at the POS or in the Back Office.
Dispatch Only	Select this check box if the product is for dispatch only.
Force Order	Select this check box to force the order.
Force Multi Channel Order Basket	Select this check box to force the multi channel order basket.
Home Delivery Only	Select this check box if the product is for home delivery only.
Allow Home Delivery	Select this check box to allow home delivery.
Start Date	The date from which the selected product can be sold. The required format is indicated to the right of the field (dependant on locale), that is dd/mm/yy.
End Date	The date at which the selected product can no longer be sold. The required format is indicated to the right of the field (dependant on locale), dd/mm/yy.
Allow For Loan	When this check box is selected the product can be loaned out rather than sold.
Allow As Option	When this check box is selected the product can have options.
Brand	Select the brand from the drop-down list.
Range	Select the range from the drop-down list.
Tax Group ID	Select the tax group ID from the drop-down list.
Item Packages	Enter the number of item packages.
Perishable	When this check box is selected the product is marked as being perishable.
Shelf Life	The shelf life of the product in days. It must be a number in the range 0-9999 (0 means not relevant).
Edit POS Details	The next icon will take you to the Edit POS Details screen.
Edit Product Inventory Details	The next icon will take you to the Edit Product Inventory Details screen.
Lead Time	The lead-time for the selected product in days, that is how long it takes to order. It must be a number in the range 0-9999.
Deposit Percentage	The amount of deposit required for the selected product.
Edit Automatic Tenders	The next icon will take you to the Edit Automatic Tenders screen.
Pre-Order Product	When this check box is selected this is a pre-order product. This is a product which is not yet available but can be ordered prior to release.
Expected Product ID	The expected product ID for a pre-order product.

<b>Field/Option</b>	<b>Description</b>
Expected Release Date	The expected release date for a pre-order product.
Edit Product Attributes	This option enables you to edit system administrator configurable product attributes associated with the selected product.
Edit Product/Warranty Information	This option allows you to edit the product warranty details for the product.
Edit Alternative Products	This option allows you to edit the alternative products details.
Edit Product Inventory Levels	This option allows you to edit inventory entities.
Edit Selling Codes	This option allows you to edit the selling codes for the product.
Edit Product Image	This option allows you to edit the image associated with the product.
Chain of Custody Flag	Select the required option from the drop-down list.
Chain of Custody Number	Enter the Chain of Custody Number.
Alternative Product 1	This indicates an alternative product (ID number) which could be offered at the POS if the selected product is unavailable (up to 20 alphanumeric characters).
Alternative Product 2	This indicates a second alternate product (ID number) which could be offered at the POS if the selected product is unavailable (up to 20 alphanumeric characters).
Edit Product Attributes	This option enables you to edit the product attributes for the selected product. The next icon will take you to the Edit Product Attributes screen (see “Edit Product Attributes” on page 69).
Edit Product Inventory	This option enables you to edit the product inventory for the selected product. The next icon will take you to the Edit Product Inventory screen (see “Edit Product Inventory” on page 70).
Edit Selling Codes	This option enables you to edit the selling codes for the selected product. The next icon will take you to the Edit Selling Codes screen (see “Edit Selling Code” on page 72).
Edit Product Image	This option enables you to edit the product image for the selected product. The next icon will take you to the Edit Product Image screen (see “Edit Product Image” on page 72).

### **2.1.5.1 Edit Prices**

This screen enables you to edit the prices associated with the selected product.

The following information is shown:

Field/Option	Description
Options	The actions you can perform on the selected product, for example edit, remove etc. The edit icon enables you to edit an existing price. Fields are as described above. The remove icon enables you to delete the price associated with the selected product. You will remain on this pane. The new icon enables you to enter new price details for the selected product.
Price Change ID	The ID number (2 digits)of any price change associated with the selected product.
Price Change Type	The Price Change Type: 1=Regular Retail, 2=First Markdown, 3=Further Markdown, 15=Promotion.
Start Date	The start date and time, from when the unit price is valid. The format required is shown below the field and is locale dependant.
End Date	The end date and time, from when the unit price is no longer valid. The format required is shown below the field and is locale dependant.
Location Region	The regions where the product is sold. It is chosen from a drop-down menu which is maintained via the Locations pane.
Location Type	The type of location where the product is sold, for example out of town, seaside etc. It is chosen from a drop-down menu which is maintained via the Locations pane.
Trading Region	The trading region associated with the price.
Customer Classification	This indicates any customer classifications applicable to the price such as Business Account Customer or New Customer.
Departure Zone	Select the departure zone from the drop-down list.
Destination Zone	Select the destination zone from the drop-down list.
Unit Price	This indicates price per unit of the selected product. The required format is indicated below the field and is locale dependant.
Employee Sale Only	When this check box is selected the price for the selected product only applies for employee sales.
Trade Sale Only	When this check box is selected the price for the selected product only applies for trade sales.
WEEE Applies	When this check box is selected the discount calculation does not include the WEEE charge in the WEEE-included product price. The WEEE charge would then be added to the discount price.
WEEE Charge	Amount to charge if a Waste Electrical and Electronic Equipment Charge is applicable.

### 2.1.5.2 Edit Maximum Retail Prices

This screen enables you to amend the details of the maximum retail price associated with a particular product.

It is of similar format to the Edit Prices screen (see “Edit Prices” on page 60).

### 2.1.5.3 Edit Applicable Routes

Field/Option	Description
Departure Zone	Select the departure zone from the drop-down list.
Destination Zone	Select the destination zone from the drop-down list.
Not For Sale	When this check box is selected the product is not for sale.
Warn For Multiple Price	When this check box is selected a warning is displayed as the product has multiple prices.

### 2.1.5.4 Edit Loyalty Points

This screen enables you to amend the details of the loyalty points associated with a particular product.

It is of similar format to the Edit Prices screen (see “Edit Prices” on page 60), except that the loyalty points are entered rather than the unit price.

### 2.1.5.5 Edit Applicable Trading Regions

Field/Option	Description
ID	Identification of the applicable trading region.
Description	Description of the applicable trading region.

### 2.1.5.6 Edit Applicable Locations

This screen enables you to amend the details of the locations applicable to the selected product. This is because some products can only be sold at certain locations. Areas of the country can be divided into regions, for example north, south etc. The location region indicates which region the product is available in. The type of location indicates what sort of store the product is available in, for example store, superstore etc.

The headings are:

Field/Option	Description
Options	The actions you can perform on the applicable locations, for example remove. The new icon enables you to add a new applicable region or type when it has been selected from the drop-down menus.
Applicable Location Region	The applicable location region of the selected product. It is chosen from a drop-down menu which is maintained via Location Region Hierarchy.
Applicable Location Type	The applicable location type of the selected product. It is chosen from a drop-down menu which is maintained in via Location Type Hierarchy.

### 2.1.5.7 Edit Store Specific Details

This screen enables you to view, edit, remove and create product details that are specific to a store.

The headings are:

Field/Option	Description
Options	The actions you can perform on the product details. The view and edit icons take you to the View/Edit Store Specific Product Maintenance screen (see “Edit Store Specific Product Maintenance” on page 63). The remove icon deletes the store specific details and, after asking you to confirm the deletion, deletes the details and returns you to this pane. The new icon enables you to add new store specific details to the selected product via the New Store Specific Product Maintenance screen (see “New Store Specific Product Maintenance” on page 64).
Store ID	The ID number of the store.
Store Name	The name of the store.

#### 2.1.5.7.1 Edit Store Specific Product Maintenance

This screen enables you to view/edit the store specific product maintenance. Under the edit option only the Minimum and Maximum Stock Levels can be changed.

The following information is shown:

Field/Option	Description
Product ID	The ID number of the product. It is read-only at this point. It is populated automatically by Micros Retail-J.
Product Description	The description of the product. It is read-only at this point. It is populated automatically by Micros Retail-J.
Store ID	The ID number of the store. It is read-only at this point. It is defined by you when the store specific detail is created.
Store Name	The name of the store. It is read-only at this point. It is populated automatically by Micros Retail-J.
Status	Status such as Active. It is read-only at this point. It is populated automatically by Micros Retail-J.
Minimum Stock Level	The minimum stock level required for the selected product. It must be a number in the range -99999 to +99999.
Maximum Stock Level	The maximum stock level required for the selected product. It must be a number in the range -99999 to +99999.
Number of Weeks Cover	This indicates the number of weeks cover for the level of stock of the product. It is used to ascertain when stock needs to be reordered. It must be a number in the range 0-52.
Average Sales Period (weeks)	Replenishment variable.
Slow Movers Period (weeks)	Not used in the standard release (December 2011). Replenishment variable available for use in customised replenishment algorithms.
Must stock	Centrally allocated product. Selecting this check box restricts the ability of store level users to change replenishment options and variables.

Field/Option	Description
Allow Replenishment	This check box controls whether an item can be ordered by the store during a Purchase Order, Product Inventory Request or when running the replenishment report. The flag is only editable against a store product if the product is not marked as Must Stock.
Stock Location Reference	Select the stock location reference.
Stock Location Pick Printer Group	Select the stock location pick printer group.
Prompt for Customs Number	Indicates whether or not to prompt for the Customs Number. If no Store Product is defined, the system uses the flag defined in Products.
Prompt for Issue Date	Indicates whether or not to prompt for the Issue Date. If no Store Product is defined, the system uses the flag defined in Products.
Prompt for Place of Import	Indicates whether or not to prompt for the Place of Import. If no Store Product is defined, the system uses the flag defined in Products.

#### 2.1.5.7.2 New Store Specific Product Maintenance

This screen enables you to select the store for which new details are required.

The field is:

Field/Option	Description
New ID	The ID number of the store required. It is chosen from a drop-down menu which is maintained via Locations.

#### 2.1.5.8 Edit Product Spares

This screen enables you to edit the product spares associated with the product.

Any existing product spares are displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the product spare, for example delete. The add icon enables you to add a new product spare if the Product ID is known. Otherwise, you can use the search icon to locate the required product.
Product ID	The product ID of the product spare (up to 20 alphanumeric characters).
Description	The description of the product.

#### 2.1.5.9 Edit Product Constituents

This screen enables you to edit the product constituents associated with the product.

Any existing product constituents are displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the product constituent, for example delete. The add icon enables you to add a new product constituent if the Product ID is known. Otherwise, you can use the search icon to locate the required product.
Product ID	The product ID of the product constituent (up to 20 alphanumeric characters).
Description	The description of the product.
Quantity	The quantity of the constituent.

#### 2.1.5.10 Merchandise Management Group Search

This screen enables you to search for a particular MM Group.

The field is:

Field/Option	Description
Enter ID	This is the ID of the required MM Group (up to 20 alphanumeric characters). The next icon will initiate the search.

The next icon will return you to the Edit Product screen (see “Edit Product” on page 56) with the required MM Group inserted into the Merchandise Management Group ID field.

### 2.1.5.11 Edit Product Groups

Field/Option	Description
Options	The actions you can perform on the product group, for example add.
Product Group ID	Identification of the product group.
Description	The description of the product group.

### 2.1.5.12 Edit POS Details

Field/Option	Description
Disallow Discount	When this check box is selected when the selected product is purchased, the cashier is not allowed to apply a manual discount.
Disallow Sales	When this check box is selected when the selected product is entered into Micros Retail-J, the cashier is not allowed to apply a sale on the product.
Disallow Returns	When this check box is selected when the selected product is entered into Micros Retail-J, the cashier is not allowed to apply a return on the product.
Disallow Sales From Reservation	When this check box is selected when the selected product is entered into Micros Retail-J, the cashier is not allowed to apply a sale from the reservation.
Disallow Allowances	When this check box is selected when the selected product is entered into Micros Retail-J, the cashier is not allowed to apply any allowances.
Disallow Price Overrides	When this check box is selected price overrides are not allowed.
Disallow Promotions	When this check box is selected the selected product is excluded from any product promotions that might have been set up.
Disallow For Customer View	When this check box is selected customer view is not allowed.
Allow Tax Modification	When this check box is selected tax modifications are allowed.
Cashier Age Restriction	This indicates any age restriction on the cashier required according to the nature of the selected product, for example Cashier has to be over 18 to sell alcohol. It must be in the range 0-99.
Customer Age Restriction	This indicates any age restriction to the cashier on the customer required according to the nature of the selected product, for example Customer has to be over 18 to purchase alcohol. It must be in the range 0-99.
Return Time Limit (days)	The time limit for any returns to be accepted on the selected product. It must be a number in the range 0-365, where 0 means no limit.
Max Quantity Per Transaction	Enter in the maximum quantity of products that can be sold per transaction for example 2 packs of painkillers.
Non Exportable	When this check box is selected the product is not allowed to be exported.
Allow reservation of remote stock	When this check box is selected remote stock can be reserved.
Allow reservation of stock from an expected delivery	When this check box is selected stock from an expected delivery can be reserved.
Reservation limit	Enter the number of units that can be reserved.

<b>Field/Option</b>	<b>Description</b>
Force Price Entry	When this check box is selected when the selected product is purchased, the cashier must be prompted to enter the price manually.
Disallow Zero Price Entry	When this check box is selected Zero priced entries are not allowed.
Ignore Price in Transaction.	When this check box is selected the price of the product will be ignored in the transaction.
Force Quantity Entry	You can select this check box. That when the selected product is purchased, the cashier must be prompted to enter the quantity manually.
Force Use Scales	When this check box is selected when the selected product is purchased, the cashier must be prompted to use the scales.
Force Capture Serial Number	When this check box is selected when the selected product is purchased, the cashier must be prompted to capture the serial number manually.
Serial Number Validator	The name of the validator used to validate any serial numbers entered for the product. They are defined in Input Validators.
Force Capture Reference Number	When this check box is selected when the selected product is purchased, the cashier must be prompted to capture the reference number manually.
Reference Number Validator	The name of the validator used to validate any reference numbers entered for the product. They are defined in Input Validators.
Force Reason Code	When this check box is selected when the selected product is purchased, the cashier must be prompted to enter a reason code manually.
Force Capture Name Address	When this check box is selected the cashier must be prompted to enter the name and address of the customer.
Force Capture Name and Address Item/Product Level	When this check box is selected when the selected product is purchased, the cashier must be prompted to enter the name and address of the customer.
Force Post Code Lookup	When this check box is selected the cashier must lookup the postcode.
Force Salesperson Capture	When this check box is selected the details of the salesperson must be entered.
Prompt for Pair	When this check box is selected when the product is sold, the operator will be prompted to enter a second product ID to make up the pair. The second product ID must be the same as the original one.
Prompt for Deposit	When this check box is selected when the product is sold, the operator will be prompted to enter a value for the deposit.
Prompt for Free Text Entry at Point of Sale	When this check box is selected when the product is sold, the operator will be prompted to enter free text.
Prompt for Customs Number	When this check box is selected the cashier is prompted to enter the customs number.
Prompt for Issue Date	When this check box is selected the cashier is prompted to enter the issue date.
Prompt for Place of Import	When this check box is selected the cashier is prompted to enter the place of import.
Maximum Discount	This indicates a maximum percentage discount which can be applied to the selected product. It must be in the range 0-100.

<b>Field/Option</b>	<b>Description</b>
Maximum Employee Discount	This indicates a maximum percentage discount for an employee which can be applied to the selected product. It must be in the range 0-100.
Product Discount Group	The product discount group to which the selected product belongs (up to 20 alphanumeric characters). This is used to group products together and restrict discounts by reason code.
Product Tender Group	The product tender group to which the selected product belongs (up to 20 alphanumeric characters).
Promotion Quantity Multiplier	Enter in the multiplier for the promotion.
Print in Kitchen	When this check box is selected the receipt is printed in the kitchen.
Force Print Receipt	When this check box is selected when the selected product is purchased, a receipt will be automatically printed, regardless of the receipt print setting against the terminal.
Number of Copy Receipts	Enter in the number of receipt copies required.
Force Customer Signature Slip	When this check box is selected the customer must sign when purchasing the product.
Print Product Return Slip	When this check box is selected the return slip is printed upon a product return.
Open Cashdrawer	When this check box is selected the cash drawer will open when the product is sold or returned.
Display Image	When this check box is selected the image for the selected product will be displayed.
Product Information URL	Enter in the URL in the Product Information URL field.
Force Display of Product Information	When this check box is selected the information about the product is displayed.
Supply Chain Information URL	Enter in the URL in the Supply Chain URL field.
Product Spares Information URL	Enter in the URL in the Product Spares URL field.
Check for Products in MMG	Provides an associated products check by searching the merchandise management groups.
Check for Products Totalling	Enter a value to represent the total value of products.

### 2.1.5.13 Edit Product Inventory Details

Field/Option	Description
No Inventory Tracking	When this check box is selected there will be no inventory tracking on the selected product, that is stock levels will not update when the item is sold.
Allow Negative Stock	When this check box is selected negative stock values are allowed for the selected product. This means that sales of the product will be allowed at the POS regardless of the stock level.
Track Serial Numbers	When this check box is selected the product will be tracked by its serial number.
Force Check of Inventory Level	When this check box is selected a check of inventory level will be carried out when the selected product is sold, and it cannot be sold if there is insufficient stock. When this is set, the Allow Negative Stock flag becomes active.
Locate Inventory	Selection of this check box allows alternative stock holding locations to be, for example, reported at the POS.
Picked Inventory	That is, not held on the sales floor.
Minimum Stock Level	Replenishment variable.
Maximum Stock Level	Replenishment variable.
Number of Weeks Cover (weeks)	Replenishment variable.
Average Sales Period (weeks)	Replenishment variable.
Slow Movers Period (weeks)	Not used in the standard release (December 2011). Replenishment variable available for use in customised replenishment algorithms.
Must stock	Centrally allocated product. Selecting this check box restricts the ability of store level users to change replenishment options and variables.
Allow Replenishment	This check box controls whether an item can be ordered by the store during a Purchase Order, Product Inventory Request or when running the replenishment report. The flag is only editable against a store product if the product is not marked as Must Stock.

### 2.1.5.14 Edit Automatic Tenders

Field/Option	Description
Trading Region	All existing automatic tenders are displayed in a table that can be filtered by the selected trading region.
Options	The actions can be performed on the selected automatic tender.
Tender	The type of tender used.
Amount	The total amount of the tender.
Usage	Fixed Value or Remaining Amount.

### 2.1.5.15 Edit Product Attributes

This screen enables you to add and edit System Administrator configurable product attributes associated with the selected product.

The headings are:

Field/Option	Description
Options	The actions can be performed on the selected product attributes, for example remove. The add icon enables you to enter data into the field and value fields.
Field	This is the name of the product attribute for this product.
Value	This is the value of the product attribute for this product.

### 2.1.5.16 Edit Product Inventory

This screen enables you to view, edit, remove and create the product inventory entries associated with the selected product. The product inventory entry holds information on the current stock levels of the product.

The headings are:

Field/Option	Description
Options	The option available to you at this point, for example view, edit etc. The view icon will take you to a screen the same as the Edit Product Inventory screen (see "Edit Product Inventory Item" on page 70), except it will be read-only. The edit icon will take you to the Edit Product Inventory Item screen (see "Edit Product Inventory Item" on page 70). The remove icon deletes the product inventory details and, after asking you to confirm the deletion, deletes the details and returns you to this pane. The new icon enables you to add new store specific details to the selected product via the New Product Inventory screen (see "New Product Inventory" on page 71).
Location ID	The ID number of the location.
Location Type	The type of location, for example depot, warehouse etc.
Location Name	The name of location, for example Store 1 etc.

#### 2.1.5.16.1 Edit Product Inventory Item

This screen enables you to view or edit inventory details for the selected product.

The following information is shown:

Field/Option	Description
Product ID	The ID number of the product. It is read-only at this point. It is populated automatically by Micros Retail-J.
Location ID	The ID number of the location, associated with the selected product. It is read-only at this point. It is defined by you when the product inventory is created.
Location Name	The name of the location associated with the selected product, for example Store 1, Hertford etc. It is read-only at this point. It is populated automatically by Micros Retail-J.

Field/Option	Description
Location Type	The type of location associated with the selected product, for example warehouse, depot etc. It is read-only at this point. It is defined by you when the product inventory is created.

In the following fields the edit serial numbers icon will appear if it is a serial number tracked product. In this case you must enter the associated serial numbers using the edit serial numbers icon. The amount is then automatically entered by Micros Retail-J, according to the range of serial numbers.

Field/Option	Description
Available	This indicates how many of the selected products are available for sale at the present time (up to 10 digits).
Reserved	This indicates how many of the selected products are reserved for a customer at the present time (up to 10 digits).
Returned	This indicates how many of the selected products have been returned at the present time and are awaiting sorting or return to warehouse or supplier (up to 10 digits).
Damaged	This indicates how many of the selected products have been identified as damaged at the present time (up to 10 digits).
In Transit	This indicates how many of the selected products are in transit at the present time. When a Goods Out is performed to transfer stock to another store, the products are marked as in transit until they are received at the other store (up to 10 digits).
Customer Ordered	This indicates how many of the selected products are on order for a customer at the present time (up to 10 digits).
Disposal	This indicates how many of the selected products have been marked for disposal at the present time (up to 10 digits).
Display	This indicates how many of the selected products have been marked for display at the present time (up to 10 digits).
Available For Loan	This indicates how many of the selected products have been marked as available for loan at the present time (up to 10 digits).
On Loan	This indicates how many of the selected products have been marked as on loan at the present time (up to 10 digits).
Storage	This indicates how many of the selected products have been marked for storage at the present time (up to 10 digits).

#### 2.1.5.16.2 New Product Inventory

This screen enables you to add a new location type or field to the selected product.

The following information is shown:

Field/Option	Description
New Product ID	The ID number of the selected product. It is read-only at this point. It is populated automatically by Micros Retail-J.
New Location Type	The new location type, for example store, warehouse etc. It is chosen from a drop-down menu which is fixed.

Field/Option	Description
New Location ID	The new location ID. You can either type in the first field which will filter the drop-down menu in the second field, or just from the drop-down menu which is maintained in Locations.

#### 2.1.5.17 Edit Selling Code

This screen enables you to change the selling codes associated with the selected product. A selling code is used, together with the item code, at the POS and Back Office to look up a product.

The headings are:

Field/Option	Description
Options	The actions can be performed by you on the selling code, for example remove etc. The remove icon enables you to delete the selected selling code. You will remain on this pane.
Selling Code	The selling code for the product (up to 20 alphanumeric characters).

To enter a new selling code, you must fill in the Selling Code field and click the new icon. The new selling code is then displayed on this pane.

#### 2.1.5.18 Edit Product Image

This screen enables you to edit the product image associated with the selected product.

The fields are:

Field/Option	Description
Store image in the database	When the check box is selected the product image is stored in the database.
Specify image filename only	When the check box is selected only the image filename is stored.
Image Filename	The name of the filename of the image to be uploaded, if the image is already in the file system on the server.

If the image is not currently stored, you can elect to upload a new image from their own PC, by using the next icon. This will take you to the Select New Image screen (see "Select New Image" on page 73).

The following XML tag can be inserted in the Product XML to specify the image filename:

```
<ImageFilename>xyz.jpg</ImageFilename>
```

The image folder is configured by inserting the following line in the Micros Retail-J properties file:

```
Common.ProductImagesHome=/Retail-J/images
```

and changing the location of the folder as appropriate.

By specifying the above `<ImageFilename>` tag, the 'Edit Product Image' screen within Product Maintenance will display this filename with the new option 'Specify image filename only' selected. The alternative existing method of storing the image in the database can also be used if required.

### 2.1.5.18.1 Select New Image

This screen enables you to browse the computer to select a new image to be uploaded. The type of file must be .cpp, .jpg, .jpe or .jpeg.

You can either enter the filename (if known) or use the Browse icon to locate the required file. When the required file is located, the next icon will take you to the Upload New Image screen (see "Upload New Image" on page 73).

### 2.1.5.18.2 Upload New Image

This screen enables you to view a newly uploaded product image. If you are satisfied, the image can be stored in the database against the product details.

## 2.1.6 Edit Style Colour Size Product

This screen enables you to edit a style colour size product. These are products which can have specific styles, colours or sizes associated with them. The screen displayed is the same as the Edit Product screen (see "Edit Product" on page 56) with the addition of the following fields:

The following information is shown:

Field/Option	Description
Style	The style of the product (up to 20 alphanumeric characters).
Colour	The colour of the product (up to 20 alphanumeric characters in length)
Size	The size of the product (up to 20 alphanumeric characters).
Colour Range	The colour range associated with the product. It is chosen from a drop-down menu which is maintained in Colour Range Maintenance (see "Colour Ranges" on page 92).
Size Range	The size range associated with the product. It is chosen from a drop-down menu which is maintained in Size Range Maintenance (see "Size Ranges" on page 93).

### 2.1.6.1 Edit Style/Colour/Size Prices

This screen enables you to edit the prices associated with the selected style/colour/size product. It means that different sizes or colours of the same product can have different prices.

The following information is shown:

Field/Option	Description
Options	The actions you can perform on the selected product, for example edit, remove etc. The edit icon will enable you to edit the price for the selected style/colour/size product. The remove icon enables you to delete the price associated with the selected style/colour/size product. You will remain on this pane. The new icon enables you to enter new price details for the selected style/colour/size product.
Price Change ID	The ID number of the price change.
Base Product ID	The ID of the base product.

Field/Option	Description
Start Date	The start date and time, from when the unit price is valid. The format required is shown below the field and is locale dependant.
End Date	The end date and time, from when the unit price is no longer valid. The format required is shown below the field and is locale dependant.
Location Region	The regions where the product is sold. It is chosen from a drop-down menu which is maintained via the Locations pane.
Location Type	The type of location where the product is sold, for example out of town, seaside etc. It is chosen from a drop-down menu which is maintained via the Locations pane.
Unit Price	This indicates price per unit of the selected product. The required format is indicated below the field and is locale dependant.
Colour	The colour of the selected product. It is chosen from a drop-down menu which is maintained in Colour Range Maintenance (see "Colour Ranges" on page 92).
Size	The size of the selected product. It is chosen from a drop-down menu which is maintained in Size Range Maintenance (see "Size Ranges" on page 93).
Employee Sale Only	When this check box is selected the price for the selected product only applies for employee sales.

### 2.1.6.2 Edit Style/Colour/Size Selling Codes

This screen enables you to edit the selling codes associated with a style colour size product. A selling code is used, together with the item code, at the POS and Back Office to look up a product.

The headings are:

Field/Option	Description
Options	The actions can be performed by you on the selling code, for example remove etc. The remove icon enables you to delete the selected selling code. You will remain on this pane.
Selling Code	The selling code for the product (up to 20 alphanumeric characters).
Colour	The colour of the selected product. It is chosen from a drop-down menu which is maintained in Colour Range Maintenance (see "Colour Ranges" on page 92).
Size	The size of the selected product. It is chosen from a drop-down menu which is maintained in Size Range Maintenance (see "Size Ranges" on page 93).

To enter a new selling code, you must fill in the Selling Code field and click the new icon. The new selling code is then displayed on this pane.

### 2.1.7 Edit Composite Product

This screen enables you to edit a composite product. These are products which consist of more than one product, for example fish and chips could be sold as a single option. You can select whether the prices of the constituent products are included in the price of the composite product or not.

The screen displayed is the same as the Edit Product screen (see "Edit Product" on page 56) with the

addition of the following fields:

The following information is shown:

Field/Option	Description
Edit Constituent Products	This option enables you to edit the constituent products for the selected product. The next icon will take you to the Edit Constituent Products Item screen (see “Edit Product Spares” on page 64>).
Add Constituent Prices	When this check box is selected prices of the constituents are added to the constituent product.

### 2.1.7.1 Edit Constituent Products Item

This screen enables you to add, edit or delete constituent products for the selected composite product.

Any existing product constituents are displayed in a table with the following headings:

Field/Option	Description
Options	The actions can be performed by you on the product constituent, for example edit, remove etc. The edit icon enables you to adjust the quantity for a particular product. The remove icon enables you to delete the selected constituent product. The add icon enables you to add a new constituent product.
Product ID	The ID of the constituent product (up to 20 alphanumeric characters).
Description	The description of the constituent product.
Quantity	The quantity of the constituent product in the composite product.

If the product ID is not known, then you can use the search icon to locate the required product.

### 2.1.8 Edit Options Product

This option enables you to edit an options product.

It defines a product that has a number of options associated with it. These could be priced options such as products or just attributes which provide extra details against the product when it is sold, for example preparation or fabrication options. These options will appear at the POS when the product is being sold. The different options are organised into sets. Each set is presented to you when the item is sold and an appropriate option is selected.

The screen displayed is the same as the Edit Product screen (see “Edit Product” on page 56) with the addition of the following field:

The field is:

Field/Option	Description
Edit Option Sets	This option enables you to edit the option sets for the selected product. The next icon will take you to the Edit Option Sets screen (see “Edit Option Sets” on page 75). The edit option sets icon will take you to the Edit Option Sets (Pictorial) screen (see “Edit Option Sets (Pictorial)” on page 77).

### 2.1.8.1 Edit Option Sets

This screen enables you to edit the option sets associated with the option product.

All existing option sets are displayed in a table with the following headings:

Field/Option	Description
Options	The actions can be performed by you on the product constituent, for example view, edit, remove etc. The view icon will take you to a screen the same as the Edit Option Set screen (see "Edit Option Set" on page 76), except it will be read-only. The edit icon will take you to the Edit Option Set screen (see "Edit Option Set" on page 76). The remove icon enables you to delete an existing option set. The add icon will take you to the Edit Option Set screen (see "Edit Option Set" on page 76).
ID	The ID of the option set.
Description	The description of the option sets.
Mandatory	When this check box is selected the option set is mandatory, that is at least one option must be selected at the POS.
Repeated Selection	When this check box is selected you can repeatedly select from this option set.
Show Options as Buttons	When this check box is selected the options should be presented at the POS as icons rather than a selection list.
Copy Option Sets From Product	The product ID from which option sets can be copied. You can enter the product ID if known (maximum 20 alphanumeric characters) or use the search icon to locate the required product ID. The next icon will copy the options set from the specified product to the current product being edited.

### 2.1.8.1.1 Edit Option Set

This screen enables you to edit an existing option set or add a new option set.

The following information is shown:

Field/Option	Description
Option Set ID	The ID of the option set. It is read-only at this stage. It is defined by you when the option set is created.
Description	This indicates a description of the options for the selected option set (up to 30 alphanumeric characters).
Mandatory	When this check box is selected the option set is mandatory, that is one option must be selected at the POS when selling this product.
Repeated Selection	When this check box is selected you can repeatedly select from this option set.
Show Options as Buttons	When this check box is selected the options should be presented at the POS as icons rather than a selection list.
Product Options	These are the product item options which can be added to the option set. They are displayed in table with the following headings:
Options	The actions can be performed by you on the product item option, for example edit or delete.
Type	The type of product. It is chosen from a drop-down menu which is fixed.

Field/Option	Description
ID	The ID of the product to be included (up to 20 alphanumeric characters). If the product ID is not known, you can use the search icon to locate the required product.
Effect of Price	The effect of the price, that is add or replace. It is chosen from a drop-down menu which is fixed.
Print on Receipt	When this check box is selected the product options will be printed on the receipt.
Locale	The locale associated with the product option. It is chosen from a drop-down menu which is fixed.
Description	The description of the product (up to 30 alphanumeric characters).
Next Option Set	The next option set for the product. It is chosen from a drop-down menu which is maintained by Edit Option Set (see "Edit Option Set" on page 76).

The edit icon enables you to edit an existing product item option.

The remove icon enables you to delete an existing product item option.

The add icon enables you to add a new product item option. If the product ID is not known, you can select the search icon to locate the required product.

- Product Attribute Options

Field/Option	Description
Options	The actions can be performed by you on the product attribute option, for example edit or delete. The edit icon enables you to edit an existing product attribute option. The remove icon enables you to delete an existing product attribute option. The add icon enables you to add a new product attribute option.
ID	The ID of the product attributes option (up to 20 alphanumeric characters).
Locale	The locale associated with the product attribute option. It is chosen from a drop-down menu which is fixed.
Description	This indicates a description of the product attribute option (up to 30 alphanumeric characters).

The back icon will return you to the Edit Option Sets screen (see "Edit Option Sets" on page 75).

### 2.1.8.1.2 Edit Option Sets (Pictorial)

This screen enables you to edit Option Sets using diagrammatical representation.

This performs the same function as the Edit Option Sets screen (see "Edit Option Sets" on page 75).

You can click the icons on the left hand side in order to add option sets, products, attributes etc. The properties are displayed on the right hand side of the screen and you can change the values.

The save icon will save the option set and you will remain on this pane.

The cancel icon will enable you to discard the current option set and will remain on this pane.

### 2.1.9 Edit Promo Voucher Product

This screen enables you to edit a promo voucher product.

This type of product usually has a positive value but when sold (added to the basket) has a zero retail value.

The fields are as described in Edit Product (see “Edit Product” on page 56).

### 2.1.10 Edit Coupon Product

This screen enables you to edit a coupon product.

This is a coupon product that identifies a product as being money off a transaction.

The fields are as described in Edit Product (see “Edit Product” on page 56).

### 2.1.11 Edit Top Up Voucher Product

This screen enables you to edit a top up voucher product.

This type of product implements a mobile phone top up voucher product.

The screen is as explained in Edit Product (see “Edit Product” on page 56) with the addition of the following fields:

Field/Option	Description
Voucher Type	The type of voucher, for example card, voucher or E Top-up. It is chosen from a drop-down menu which is fixed.
Print Separate Voucher	When this check box is selected a separate voucher will be printed when this type of product is sold at the POS.
Authorise Online	When this check box is selected the voucher should be authorised on line.
Acquirer ID	The ID of the acquirer required for online authorisation. It chosen from a drop-down menu which is maintained in Acquirers.
Allowed Cancellation Delay (seconds)	The time allowed to perform a void or return in seconds. It defaults to 600 (that is 10 minutes). It must be a numerical value in the range 0-86400 (1 day).

### 2.1.12 New Product

This screen enables you to create a new product on Micros Retail-J.

The following information is shown:

Field/Option	Description
New ID	The ID number of the new product. It must be a unique value, of a maximum of 20 alphanumeric characters).
Product Type	The type of product to be created, that is product or size colour style product. It is chosen from a drop-down menu which is fixed.

### 2.1.13 View Unknown Products

This screen enables you to view details on any unknown products in Micros Retail-J. An unknown product is a product which has not been entered properly into Micros Retail-J, but is nevertheless physically

present, for example it has been received in a delivery.

All unknown products are displayed in table with the following headings:

Field/Option	Description
Options	The actions you can perform on the unknown product.
ID	The ID of the unknown product.
Description	The description of the unknown product.

## 2.2 Price Management

This screen enables you to view, edit, create and remove price changes.

The following information is shown:

Field/Option	Description
Status	The status of the price activation required. It is chosen from a drop-down menu which is fixed.
Creation Dates	The date the price activations were created. The required format is locale dependent and shown to the right of the field, for example dd/mm/yy.
Start Dates	The start date of the price activations. The required format is locale dependent and shown to the right of the field, for example dd/mm/yy.
End Dates	The end date of the price activations. The required format is locale dependent and shown to the right of the field, for example dd/mm/yy.
Apply Filter	The filter icon will apply the entered criteria and display all applicable price activations.

All current price changes, which meet the criteria, are listed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the selected price activation, for example view, edit, delete, etc. The edit icon will take you to the Edit Price Change screen (see "Edit Price Change" on page 80). The remove icon will enable you to delete the selected price change. The new icon will take you to the New Price Change screen (see "New Price Change" on page 82). The view icon will take you to a screen the same as the Edit Price Change screen (see "Edit Price Change" on page 80), except the fields will be read-only.
Price Change ID	The ID of the selected price change.
Description	The description of the selected price change.
Status	The status of the selected price change.
Start Date	The start date of the selected price change.
End Date	The end date of the selected price change where applicable.

### 2.2.1 Edit Price Change

This screen enables you to edit an existing price change.

The following information is shown:

Field/Option	Description
Price Change ID	The ID of the selected price change. It is read-only at this point. It is defined by you when the price change is created.
Description	The description of the selected price change (up to 40 alphanumeric characters).
Price Change Type	The Price Change Type: Regular Retail, First Markdown, Further Markdown, Promotion.
Notes	Comments field. (Max 250characters).
Status	The status of the selected price change. It is read-only at this point. It is populated automatically by Micros Retail-J according to the current status of the price change.
Creation Date	The date and time when the price change was created. It is read-only at this point. It is populated automatically by Micros Retail-J when the price change is created.
Start Date	The start date of the selected price change. The required format is shown to the right of the field, that is dd/mm/yy hh:mm.
End Date	The end date of the selected price change where applicable. The required format is shown to the right of the field, that is dd/mm/yy hh:mm.
Currency	The currency associated with the selected price change. It is chosen from a drop-down menu which is maintained in Currencies.
Trading Region	The trading region associated with the price change.
Departure Zone	Select the departure zone from the drop-down list.
Destination Zone	Select the destination zone from the drop-down list.
Local	When this check box is selected local price changes are allowed.

A selection of the following options will be displayed according to the current status of the price change:

Field/Option	Description
Edit Applicable Locations	The next icon will allow you to specify the applicable locations for the selected price change (see "Edit Applicable Locations" on page 62).
Edit Items	The next icon will take you to the Edit Items screen (see "Edit Items" on page 81).
Edit Price Matrix	The next icon will take you to the Edit Items screen (see "Edit Items" on page 81).
Approve Price Change	The next icon will approve the selected price change and change its status to approved.
Submit Price Change	The next icon will submit the selected price change and change its status to submitted. If the activate on submission flag is set, the status will become active.

Field/Option	Description
Cancel Price Change	The next icon will cancel the selected price change and change its status to cancelled.

### 2.2.1.1 Edit Items

This screen enables you to specify the items affected by the price change.

The headings are:

Field/Option	Description
Options	The actions you can perform on the selected product.
Product ID	The ID of the product included in the price change (up to 20 alphanumeric characters).
Base Product ID	The ID of the base product associated with the price change (up to 20 alphanumeric characters).
Description	The description of the product.
Colour	The colour of the product, if applicable. It is chosen from a drop-down menu which is maintained in Colour Range Maintenance (see "Colour Ranges" on page 92).
Size	The size of the product, if applicable. It is chosen from a drop-down menu which is maintained in Size Range Maintenance (see "Size Ranges" on page 93).
Employee Sale Only	When this check box is selected the price change only applies to employee sales.
Trade Sale Only	When this check box is selected the price change only applies to trade sales.
Current Price	The current price of the product. Items marked with an asterisk (*) have different prices for the location regions and type defined by the selected price change. Only the highest price is displayed.
New Price	The new price of the product.
Price Change	The price change as a percentage, negative means a decrease, positive an increase.
Margin	This indicates a percentage which is calculated as follows: (unit price - cost price) / unit price, where unit price is what the customer pays at the POS and the cost price is how much the retailer pays for the product.
Messages	This shows any message associated with the selected product.

The lookup product icon enables you to enter a product ID and then examine the stored information on that product.

The add icon enables you to add a new product to the price change.

You can also apply a blanket percentage increase or decrease by using the following fields:

Field/Option	Description
Apply	The amount of percentage increase or decrease required. It must be a numeric value in the range 0-100.
Increase/Decrease	You can select whether an increase or decrease is required. It is chosen from a drop-down menu which is fixed.

In addition, the following options enable you to include and exclude particular items from the price change:

Field/Option	Description
Include MM Group	The next icon will take you to a screen similar to the Hierarchy and Products screen (see "Hierarchy and Products" on page 53), from where the MM Group to be included can be selected.
Exclude MM Group	The next icon will take you to a screen similar to the Hierarchy and Products screen (see "Hierarchy and Products" on page 53), from where the MM Group to be excluded can be selected
Include Product Group	The next icon will take you to a screen similar to the Product Groups screen (see "Product Groups" on page 83), from where the Product Group to be included can be selected.
Exclude Product Group	The next icon will take you to a screen similar to the Product Groups screen (see "Product Groups" on page 83), from where the Product Group to be excluded can be selected.
Include Product	The next icon will take you to a screen similar to the Hierarchy and Products screen (see "Hierarchy and Products" on page 53), from where the product (s) to be included can be selected.
Exclude Product	The next icon will take you to a screen similar to the Hierarchy and Products screen (see "Hierarchy and Products" on page 53), from where the product (s) to be excluded can be selected

### 2.2.2 New Price Change

This screen enables you to add a new price change to Micros Retail-J.

The field is:

Field/Option	Description
Price Change ID	The ID number of the new price change (up to 20 alphanumeric characters).

Alternatively, you can select Auto-Generate ID in which case Micros Retail-J will generate an ID for the new price change automatically.

## 2.3 Department Groups

The Department Group Maintenance screen enables you to view, edit, create, move, and remove department groups. Use the tree to navigate the hierarchy.

## 2.4 Product Groups

This screen enables you to maintain the product groups contained in Micros Retail-J. A product group contains any desired product regardless of the MMG. Product groups are used to set up promotions and reports that cross Merchandise Management Groups.

You can enter a description (maximum 20 alphanumeric characters) to initiate a search of existing product groups.

All existing product groups, which contain the specified description, are displayed in a table with the following headings:

Field/Option	Description
Options	The actions can be performed by you on a particular product group, for example view, edit etc. The remove icon will delete the selected product. The view icon will take you to a screen similar to the Edit Product Group screen (see "Edit Product Group" on page 83), but all the fields will be read-only. The new icon will take you to the New Product Group screen (see "New Product Group" on page 84).
ID	The ID number of the product group.
Description	The description of the product group.

### 2.4.1 Edit Product Group

This screen enables you to edit an existing product group.

The following information is shown:

Field/Option	Description
Product Group ID	The ID number of the product group. It is read-only at this point. It is defined by you when the product group is created.
Locale	The locale associated with the product group. It is chosen from a drop-down menu which is fixed.
Product Group Name	The name of the Product Group (up to 20 alphanumeric characters).

Products can then be added or removed from the product group.

To remove a product, you can click the remove icon.

To add a product, you have two options:

- Enter the Product ID number (maximum 20 alphanumeric characters) and click the new icon, or
- Use the search icon to locate the required product.

The other fields are:

Field/Option	Description
Currency	The currency associated with the Product Group. It is chosen from a drop-down menu which is fixed.

Field/Option	Description
New Price	The new price for all products within this Product Group. It must be a numeric value.
Apply New Price	The next icon will apply the new price, entered in the previous field, to all products within the Product Group. You will be prompted to confirm this action before it is carried out. The action will be performed as a background task.
Update Loyalty Points	The next icon will enable you to alter the loyalty points for all products in the Product Group. The screen displayed is similar to the Edit Loyalty Points screen (see "Edit Loyalty Points" on page 62). You will be prompted to confirm this action before it is carried out. The action will be performed as a background task.

### 2.4.2 New Product Group

This screen enables you to add a new product group.

The field is:

Field/Option	Description
New ID	The ID number of the new product group. It must be a unique value, of a maximum of 20 alphanumeric characters).

## 2.5 Product Group Loyalty And Price Update

The Product Group Loyalty And Price Update screen enables you to add loyalty data and price changes to all products in a product group and its sub-groups. Use the tree to navigate the hierarchy.

## 2.6 Product Allocation

The Product Allocation Maintenance screen enables you to allocate product groups to location types.

## 2.7 Promotions

This screen enables you to view, edit, create and remove product promotions, that is automatic deals that are associated with products and are applied automatically at the POS.

The promotions system supports multiple promotions types across departments, groups and individual products. The algorithm supports multiple overlapping promotions and automatically gives the best deal to the customer when there is an overlap of two or more promotions. This means that there can be virtually any number of 'tiers' with Micros Retail-J automatically calculating which promotion should trigger.

Promotions can be linked to loyalty points, locations, store types, tenders and individual customers or customer classifications.

Some of the features of promotions are:

- Any number of promotion groups can be set up
- Any number of products can be associated with a promotion
- Any number of multiple mix and match groups can be part of a promotion
- The POS works out best deal when promotions overlap
- Promotions can be restricted to certain locations or types of store

- Different descriptions and rewards can be set up for different locales

These are examples of available reward types:

- % off
- % off cheapest item
- % off dearest item
- Fixed discount value
- Fixed bundle price
- Free product alert
- Cheapest/dearest item free
- Additional loyalty points
- Loyalty points multiplier
- Promotional voucher

All existing promotions which meet the criteria shown are displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the promotions, for example view, edit etc. The view icon will take you to a screen similar to the Edit Promotion screen (see “Edit Promotion” on page 85), but all the fields will be read-only. The edit icon will take you to the Edit Promotion screen (see “Edit Promotion” on page 85). The remove icon will delete the selected promotion. The new icon will take you to the New Promotion screen (see “New Promotion” on page 92).
ID	The ID number of each promotion.
Description	The description of each promotion.

### 2.7.1 Edit Promotion

This screen enables you to edit existing promotions.

The following information is shown:

Field/Option	Description
Promotion ID	The ID number of the promotion. It is read-only at this point. It is defined by you when the promotion is created.
Locale	The locale associated with the promotion. It is chosen from a drop-down menu which is fixed.
Description	This indicates a description of the promotion (up to 40 alphanumeric characters).
Notes	This indicates any notes pertinent to the promotion (up to 256 alphanumeric characters).

Field/Option	Description
Loyalty Account Holders	Only when this check box is selected the promotion is only to be applied to loyalty account holders.
Allowed For Employee Sale	When this check box is selected the promotion is also to be applied to employee sales.
Affects Employee Balance	If this flag is checked then the promotion saving will be deducted from the employee's account.
Allow Overlap	When this check box is selected the selected promotion can be overlapped with other promotions.
Calculate net of previous promotions	When this check box is selected the promotion is calculated based on the result of previous promotions.
Include Returns	If this flag is checked then manually returned items will be included in the promotion calculation. Items which have been returned from receipt are not included in the promotion calculation regardless of this flag.
Exclude Non-Discountable Items	If this flag is checked then "non-discountable" items will not be included in the promotion calculation. "Non-discountable" items are Gift Vouchers, Rechargeable Vouchers and Products which have been flagged to disallow discounts.
Distributed Saving Type	<p>There are 3 types of distributed saving:</p> <ul style="list-style-type: none"> <li>• No Distributed Saving: The saving associated with a particular Multi-buy Group / Transaction Reward is applied only to the items that triggered that Multibuy Group / Transaction Reward.</li> <li>• Distribute Saving Over Promotion: The saving is applied to the items which triggered each Multibuy Group / Transaction Reward.</li> <li>• Distribute Saving Over Eligible Items: The saving is applied to the eligible items for each Multibuy Group / Transaction Reward.</li> </ul> <p>For example, you could have a promotion "Buy 2 sandwiches, get 50p off a can of Coke", which would be set up with 2 Multibuy Groups. The first Multibuy Group would trigger on 2 sandwiches but would have no associated reward. The second Multibuy Group would trigger on 1 can of coke and would have a 50p reward. If you sold 3 sandwiches and 2 cans of Coke then the saving would be distributed as follows:</p> <ul style="list-style-type: none"> <li>• No Distributed Saving: The saving would be applied to one can of Coke.</li> <li>• Distribute Saving Over Promotion: The saving would be applied to 2 sandwiches and one can of Coke</li> <li>• Distribute Saving Over Eligible Items: The saving would be applied to the 3 sandwiches and 2 cans of Coke.</li> </ul>
Maximum Triggers per Transaction	The maximum number of times that a promotion will trigger in a transaction.
Loyalty Scheme	If this is set then the promotion will only trigger if there is a customer associated with the transaction and that customer belongs to the configured loyalty scheme.
Raise near miss alerts	If this flag is checked then the promotion will raise a near miss alert (when the POS user presses the Total button) if the promotion has nearly triggered.
Alert Message	The message to display at the POS if the promotion is configured to raise near miss alerts and the promotion has nearly triggered.

Field/Option	Description
Priority	Used to influence the order in which promotions are calculated. Values allowed are in the range 1 to 99 with 1 denoting the highest priority. Please note that the priority always comes secondary to the benefit. The promotion with the biggest benefit to the customer is always applied. The priority would come into effect if you have two or more promotions giving the same benefit to the customer (in which case it would apply the promotion with the highest priority)
Requires Manual Trigger	If this flag is checked then the promotion will only trigger if the POS user has requested the promotion.
Prompt for manual promotion reference	If this flag is checked then the POS will prompt the user for a reference when the user requests a manual promotion.
Edit Locations	The next icon will take you to the Promotions - Edit Locations screen (see "Promotions - Edit Locations" on page 87).
Edit Tenders	The next icon will take you to the Promotions - Edit Tenders screen (see "Promotions - Edit Tenders" on page 88).
Edit Customers	The next icon will take you to the Promotions - Edit Customers screen (see "Promotions - Edit Customers" on page 88).
Edit Employees	The next icon will take you to the Promotions - Edit Employees screen (see "Edit Employees" on page 88).
Edit Transaction Reward	The next icon will take you to the Edit Transaction Reward screen (see "Edit Transaction Reward" on page 88).
Multibuy Group Rewards	The edit icon will take you to the Edit Multibuy Group screen (see "Edit Multibuy Group" on page 89). The remove icon will delete the selected multibuy group. The new icon will take you to the Edit Multibuy Group screen (see "Edit Multibuy Group" on page 89).
Dates	These indicate the start and end dates of the promotion. The required format is locale dependant and is shown to the right of the fields. If no dates are specified then the promotion will trigger on any date.
Timetable	The times when the promotions are applicable. Some promotions can be active only at specific times or on specific days. The copy times icon enables you to replicate times between days. The format required is hh:mm. If no times are specified then the promotion will trigger at any time.

### 2.7.1.1 Promotions - Edit Locations

This screen enables you to configure the location regions and types to which the promotion is applicable. If no location regions / types are configured then the promotion is applicable at all location regions / types.

The following information is shown:

Field/Option	Description
Applicable Location Region	The applicable location region for the promotion for included and excluded location regions. It is chosen from a drop-down menu which is maintained in Location Region Hierarchy. You must then use the add icon to add the new applicable location region. The remove icon deletes the selected applicable location region.

Field/Option	Description
Applicable Location Type	The applicable location type for the promotion. It is chosen from a drop-down menu which is maintained in Location Type Hierarchy. You must then use the add icon to add the new applicable location type. The remove icon deletes the selected applicable location type.

### 2.7.1.2 Promotions - Edit Tenders

This screen enables you to configure which tenders will trigger the promotion. If no tenders are configured then the promotion will trigger for all tenders.

The applicable tenders are displayed.

### 2.7.1.3 Promotions - Edit Customers

This screen enables you to configure which customers / customer classifications will trigger the promotion. If no customers / customer classifications are configured then the promotion will trigger for all customers / customer classifications.

The existing customers (included and excluded) are displayed in a table with the following headings:

Field/Option	Description
Options	The actions which you can perform on the selected applicable customer, that is add.
Applicable Customer	This indicates any customers applicable to the promotion.

The existing customer classifications are displayed in a table with the following headings:

Field/Option	Description
Options	The actions which you can perform on the selected applicable customer classification, that is add.
Customer Classification	This indicates any customer classifications applicable to the promotion.

### 2.7.1.4 Edit Employees

This screen enables you to configure which employee grades will trigger the promotion. If no employee grades are configured then all employee grades will trigger the promotion. The promotion can also be flagged as Employee Targeted.

Field/Option	Description
Employee Targeted	When the check box is selected employee targets are used.
Options	The actions which you can perform on the selected applicable employee grade, that is add.
Employee Grade	This indicates any employee grades applicable to the promotion.

### 2.7.1.5 Edit Transaction Reward

This screen enables you to edit the transaction reward for the selected promotion.

The fields are as described in Edit Multibuy Group (see “Edit Multibuy Group” on page 89).

### 2.7.1.6 Edit Multibuy Group

This screen enables you to edit the multibuy group associated with the selected promotion.

The multibuy group defines a group of products which are part of the promotion and the 'triggers' and rewards associated with the group. It is possible to set up more than one multibuy group. In this case, each group must 'trigger' in order for the whole promotion to 'trigger'. The rewards for each multibuy group will then be applied. When using multiple multibuy groups in this way, some of them may not have an associated reward, they are just part of the 'trigger' criteria.

The reward types supported are:

None	There is no saving associated with this Multibuy Group: the Multibuy Group simply acts as a trigger.
Discount (Bundle)	The saving is calculated as a percentage of the total value of the items that triggered the Multibuy Group.
% Discount (Cheapest)	The saving is calculated as a percentage of the value of the cheapest item that triggered the Multibuy Group.
% Discount (Dearest)	The saving is calculated as a percentage of the value of the dearest item that triggered the Multibuy Group.
% Discount (Closest)	The saving is calculated as a percentage of the value of the last item that triggered the Multibuy Group.
Fixed Discount Value	The saving is a fixed amount.
Fixed Bundle Price	The saving is calculated such that the items that triggered the Multibuy Group are sold for a preset price.
Free Product Alert	No saving is associated with this reward. The POS user is alerted to the fact that the customer is entitled to a free product.
Cheapest Product Free	The saving is the value of the cheapest item that triggered the Multibuy Group.
Dearest Product Free	The saving is the value of the dearest item that triggered the Multibuy Group.
Closest Product Free	The saving is the value of the last item that triggered the Multibuy Group.
Additional Points	A fixed amount of “promotional” loyalty points are applied.
Points Multiplier	The “standard” loyalty points of the items which triggered the Multibuy Group are multiplied.
Promotional Voucher	No saving is associated with this reward. A promotional voucher is printed by the POS, which can then be subsequently redeemed to trigger another promotion.
Rechargeable Voucher	No saving is associated with this reward. A rechargeable voucher is issued by the POS, which can then be subsequently redeemed.
Cheapest Products Free	The saving is the value of the cheapest items that triggered the Multibuy Group. This differs from the Cheapest Product Free promotion in that you can configure how many products are free, e.g. 5 for the price of 3.
Dearest Products Free	The saving is the value of the dearest items that triggered the Multibuy Group. This differs from the Dearest Product Free promotion in that you can configure how many products are free, e.g. 5 for the price of 3.

Spend X Get Y	The saving Y is applied for each X that is spent
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The following information is shown:

Field/Option	Description
Reward Type	The type of reward. It is chosen from a drop-down menu which is fixed.
Threshold Type	The type of threshold, for example count, value, weight, points, effective quantity etc. It is chosen from a drop-down menu which is fixed.
Description	The description of the multibuy (up to 40 alphanumeric characters).
Account To	This indicates which MMG the promotion is to be accounted to. It is chosen from a drop-down menu which is maintained in Hierarchy and Products (see "Hierarchy and Products" on page 53).
Rolling	If the flag is not checked then the promotion will trigger each time the threshold is reached. If the flag is checked then the promotion will trigger once the threshold is reached, and will trigger again for each subsequent eligible item. This flag only applies to the following reward types: <ul style="list-style-type: none"> <li>• Additional Points</li> <li>• % Discount (Bundle)</li> <li>• Fixed Bundle Price</li> <li>• Fixed Discount Value</li> <li>• Points Multiplier</li> </ul>
Unique Items	When this check box is selected the items sold must be unique in order for the multibuy group reward to trigger, for example If a store defined a buy 2 get 1 free DVD promotion, then this setting ensures the customer has to buy 3 different qualifying DVDs.
Disable on Item Discount	If this flag is checked then items which have had an item-level discount applied will be excluded from the promotion calculation.
Include All Items	If this flag is checked then all items will be considered to be eligible for the promotion calculation.
Use Fixed Value in Best Deal Calculation	If this flag is checked then the promotion engine uses a fixed value when calculating the best deal rather than the actual saving.
Rounding Rule	The rounding rule to apply when calculating percentage savings. The following rounding rules are supported: <ul style="list-style-type: none"> <li>• Up – saving is rounded up to the nearest currency unit.</li> <li>• Nearest – saving is rounded to the nearest currency unit.</li> <li>• Down – saving is rounded down to the nearest currency unit.</li> <li>• Up By Quantity – saving is calculated for a single item, rounded up to the nearest currency unit then multiplied by the quantity.</li> <li>• Nearest By Quantity – saving is calculated for a single item, rounded to the nearest currency unit then multiplied by the quantity.</li> <li>• Down By Quantity – saving is calculated for a single item, rounded down to the nearest currency unit then multiplied by the quantity.</li> </ul>
Trigger On Lost Sales	Indicates if promotion is triggered on a lost sale (out of stock product).
Currency	Currency associated with the multibuy.
Reward Discount	The discount percentage off the multibuy group to be given as the promotions reward. It must be in the range 0-100%.

<b>Field/Option</b>	<b>Description</b>
Threshold Count	The number of items from the group that need to be sold before the reward is given. A promotion may only apply if the customer has purchased more than a certain number of items, for example 5% off 6 bottles of wine. It has to be a whole numeric value, that is 2, not 2.5.
Alert Threshold Count	Threshold count that when exceeded will trigger an alert.
Qualifying Item Price Range	The minimum and maximum prices for eligible items.
Locale	This section enables you to select the locale data.
Alert Message	The message to display at the POS if the promotion is configured to raise near miss alerts and the promotion has nearly triggered.

The following options enable you to include and exclude particular product groups and products. This is where the threshold and reward values are set up.

<b>Field/Option</b>	<b>Description</b>
Applicable MM Groups	This section enables you to specify one or more MM Groups which apply to the multibuy. The MM Group is chosen from a drop-down menu which is maintained in Hierarchy and Products (see "Hierarchy and Products" on page 53).
Included Product Groups	This section enables you to specify one or more product groups to be included in the multibuy. The product group is chosen from a drop-down menu which is maintained in Product Groups (see "Product Groups" on page 83).
Excluded Product Groups	This section enables you to specify the particular product groups that are to be excluded from the multibuy. The product group is chosen from a drop-down menu which is maintained in Product Groups (see "Product Groups" on page 83).
Included Products	This section enables you to specify particular individual products to be included in the multibuy. The product is chosen from a drop-down menu which is maintained in Hierarchy and Products (see "Hierarchy and Products" on page 53).
Excluded Products	This section enables you to specify particular individual products to be excluded from the multibuy. This would be used in conjunction with an included product group and just a few products from the group were not included. The product is chosen from a drop-down menu which is maintained in Hierarchy and Products (see "Hierarchy and Products" on page 53).
Included Brands	This section enables you to specify particular individual brands to be included in the multibuy. The brand is chosen from a drop-down menu which is maintained in Brands (see "Brands" on page 94).
Excluded Brands	This section enables you to specify particular individual brands to be included in the multibuy. The brand is chosen from a drop-down menu which is maintained in Brands ("Brands" on page 94).

The edit icon is used to edit an existing MM Group, product or product group.

The remove icon is used to delete an existing MM Group, product or product group.

The add icon is used to add an existing MM Group, product or product group.

The new icon is used to add a new product group. You must supply an ID for the new product group (maximum 20 alphanumeric characters). You will then be taken to the Edit Product Group screen (see “Product Groups” on page 83).

The search icon is used to locate an existing product or product group.

### 2.7.2 New Promotion

This enables you to create a new promotion.

The field is:

Field/Option	Description
New ID	The ID number for the new promotion (up to 20 alphanumeric characters).

## 2.8 Colour Ranges

This screen enables you to view, edit, create and remove colour ranges for products.

All existing colour ranges are shown in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the selected colour range, for example view, edit, remove, etc. The view icon will take you to a screen similar to the Edit Colour Range screen (see “Edit Colour Range” on page 92), except that all the fields will be read-only. The edit icon will take you to the Edit Colour Range screen (see “Edit Colour Range” on page 92). The remove icon will enable you to delete the selected colour range. The new icon will take you to the New Colour Range screen (see “New Colour Range” on page 92).
ID	The ID number of the colour range.
Description	The description of the colour range.

### 2.8.1 Edit Colour Range

This screen enables you to edit details of the selected colour change.

The following information is shown:

Field/Option	Description
ID	The ID of the selected colour change. It is read-only at this point. It is defined by you when the colour range is created.
Description	The description of the colour change (up to 40 alphanumeric characters).
Colours	You can add colours to the colour range using the add icon. Existing colours can be edited, using the edit icon, or deleted using the remove icon. The colour can be up to 20 alphanumeric characters).

### 2.8.2 New Colour Range

This screen enables you to add a new colour range to Micros Retail-J.

The field is:

Field/Option	Description
New ID	The ID of the new colour range being created (up to 20 alphanumeric characters).

## 2.9 Size Ranges

This screen enables you to view, edit, create and remove Size ranges for products.

All existing size ranges are shown in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the selected size range, for example view, edit, remove, etc. The view icon will take you to a screen similar to the Edit Size Range screen (see “Edit Size Range” on page 93), except that all the fields will be read-only. The edit icon will take you to the Edit Size Range screen (see “Edit Size Range” on page 93). The remove icon will enable you to delete the selected Size range. The new icon will take you to the New Size Range screen (see “New Size Range” on page 93).
ID	The ID number of the size range.
Description	The description of the size range.

### 2.9.1 Edit Size Range

This screen enables you to edit details of the selected size range.

The following information is shown:

Field/Option	Description
ID	The ID of the selected size range. It is read-only at this point. It is defined by you when the size range is created.
Description	The description of the size range (up to 40 alphanumeric characters).
Sizes	You can add sizes to the size range using the add icon. Existing sizes can be edited, using the edit icon, or deleted using the remove icon. The size can be up to 20 alphanumeric characters).

### 2.9.2 New Size Range

This screen enables you to add a new size range to Micros Retail-J.

The field is:

Field/Option	Description
New ID	The ID of the new size range being created (up to 20 alphanumeric characters).

## 2.10 MMG Loyalty Update

This screen enables you to add loyalty data to all products in a Merchandise Management Group and its sub-groups. The MMG tree can be used to navigate the hierarchy.

When the required MM Group is selected you can use the next icon to Update Loyalty Points throughout the MM Group (see "Product Loyalty Points Maintenance" on page 94).

### 2.10.1 Product Loyalty Points Maintenance

This screen enables you to enter the details required for the loyalty points update.

The loyalty points for products are displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on each update. The next icon will initiate the update of loyalty points for the selected MM Group, following confirmation by you.
Start Date	The start date from which the loyalty points update is valid. The required format is shown below the field, that is dd/mm/yy hh:mm.
End Date	The END date from which the loyalty points update ceases to be valid. The required format is shown below the field, that is dd/mm/yy hh:mm.
Location Region	The associated location region. It is chosen from a drop-down menu which is maintained in Location Region Hierarchy.
Location Type	The associated location type. It is chosen from a drop-down menu which is maintained in Location Type Hierarchy.
Loyalty Points	The new amount of loyalty points to be applied throughout the MM Group. It must be a numeric value in the range 0- 999999.

The next icon will initiate a background task to update the loyalty points for the selected MM Group, following confirmation from you.

## 2.11 MMG Maximum Employee Discount Update

This screen enables you to set the maximum employee discount for all products in a MM Group and its sub-groups. The MMG tree can be used to navigate the hierarchy.

The discount required must be entered (range 0-100), before clicking the next icon. This will then initiate a background task to update the employee discount in the selected MM Group, following confirmation by you.

## 2.12 Brands

The Brand Maintenance screen enables you to view, edit, remove and create brands.

## 2.13 Ranges

The Range Maintenance panel enables you to view, edit, remove and create Ranges.

Ranges may also be imported from XML. The XML for Ranges is as follows:

```
<Range> <RangeID>1</RangeID> <Description enabled='1'>Fashion</Description> <Description country='GB' language='en' variant="">Fashion</Description> </Range>
```

A range can be set against a product using Product Maintenance, or by adding the following tag to the Product XML:

<RangeID>3</RangeID>

## 2.14 Attributes

The Attribute Maintenance screen enables you to view, edit, remove and create attributes.

## 2.15 Display Units

The Display Unit Maintenance screen enables you to view, edit, remove and create display units.

Field/Option	Description
Export CSV	This option will export all product display units for the location in a comma separated value (CSV) format.
Import CSV	This option allows DisplayUnits.csv file to be imported.

## 2.16 Product Security Weight

The Product Security Weight Maintenance screen enables you to view, edit, remove and create product security weights.

## 2.17 Chain Of Custody

The Chain Of Custody Maintenance screen enables you to view, edit, remove and create chains of custody.

## 2.18 Price Change Types

The Price Change Type Maintenance screen enables you to view, edit, remove and create price change types.

## 2.19 Price Change Attributes Maintenance

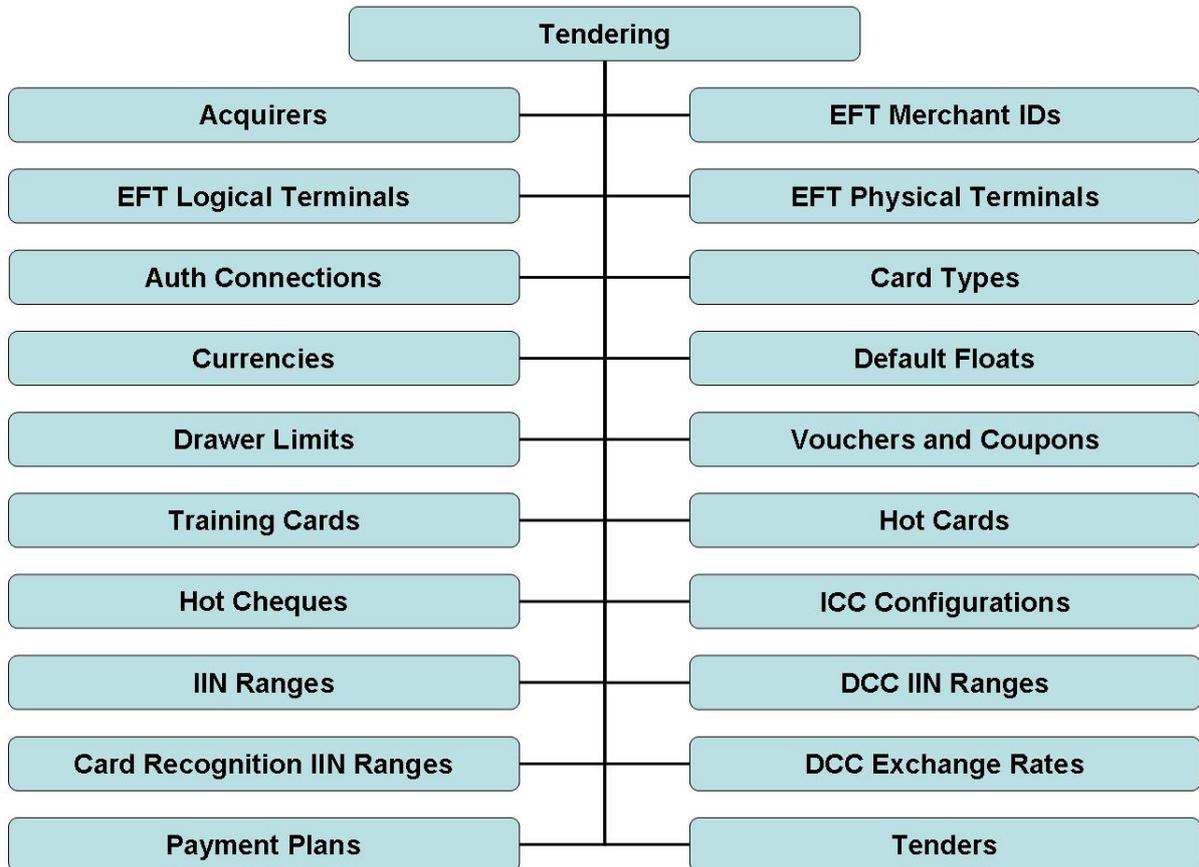
The Price Change Attribute Maintenance screen enables you to view, edit, remove and create price change attributes.

## 2.20 Product Sets

Product Set Maintenance will allow you to view, edit, remove and create Product Sets.

### 3.0 Tendering

This section enables you to maintain the data concerning with tendering on Micros Retail-J using the following functions.



The tenders supported by Micros Retail-J are:

Tender	Comments
Cash	Definition to follow.
Cheque	Supports cheque printing Cheque account number reading Transax (APACS30 authorisation)
Card	Validation against IIN ranges, floor limits etc. APACS30 authorisation Prints voucher on receipt printer
Customer Account Card	Validates card and performs authorisation Reads name and address from Customer Account details Verifies current credit limit and balance
Foreign Currency	Definition to follow.
Euro	Euro triangulation

<b>Tender</b>	<b>Comments</b>
Credit Note	Print credit note with serial number Redeem by scanning or manual entry Verifies serial number was issued and has not been re-used
Gift Voucher	Configure denomination Redeem by scanning or manual entry Verifies serial number was issued and has not been re-used
Loyalty Points	Pay with accumulated loyalty points at a configured exchange rate Authorise loyalty balance
Electronic Vouchers	Issue with an initial amount and recharge Track serial number
Deposit Account	Accumulate deposits against customer account
Coupons	Definition to follow.
Product Coupons	Restrict usage against certain products
Manufacturers Coupons	Definition to follow.
Travellers Cheque	Definition to follow.
Local Account	Definition to follow.
Employee Account	Definition to follow.
Rechargeable Voucher	Definition to follow.
Interest Free Credit	Definition to follow.
Simple Voucher	Definition to follow.
Simple Account	There are also various generic tendering restrictions, these include:
Force Amount Entered	Definition to follow.
Amount restrictions	Amount must be less than or equal to balance Amount must equal balance Amount must be less than next whole unit Amount must equal whole transaction
Payment account limit	Definition to follow.
Credit account limit	Definition to follow.
Change limit	Definition to follow.
Type of change (currently restricted to cash)	Definition to follow.
Force prompt for reference number	Definition to follow.
Capture Name and Address (with post code lookup) for credits or debits	Definition to follow.

Tender	Comments
Cash Management configuration for tenders	Banking Tender (Missed out from banking operations unless set) List Tender (Forces entry/confirmation of every tender during pickups) Auto-Banked (Values considered automatically banked after pickup) Auto-Picked up (Values considered automatically picked up from drawer) Enter Values by denomination

The various tenders can be configured by you, via Tenders (see “IIN Ranges” on page 130), to determine any of the following criteria:

- Banking Tender
- Currency Purchase Tender
- Pickup Tender
- Float Tender
- List Tender
- Auto-Banked
- Auto-Picked-Up
- Money Pickup Option
- Cashup Tender
- Sage limit
- Safe cash operation limit
- Safe discrepancy threshold
- Terminal cash operation limit
- Enter values by denomination
- Maximum tenders per transaction
- Force amount entered
- Capture name and address for tender/credit
- Credit limit for capture
- Open drawer on tender
- Open drawer at transaction end
- Prevent Post Transaction Void
- Tender and Credit restrictions
- Credit limit
- Tender change limit
- Change tender type

- Credit change limit
- Minimum credit amount
- Debit limit
- Minimum debit amount
- Credits allowed
- Debits allowed
- Prompt for reference number
- Frank tender
- Endorsement Style
- Minimum Transaction Value
- Drawer limit

### 3.1 Acquirers

This screen enables you to view, edit, remove and create acquirers. The acquirers are the organisation responsible for processing credit card details, produced by Micros Retail-J. This includes authorising the cards at the POS and processing the sales information.

All existing acquirers are displayed in a table with the following headings:

Field/Option	Description
Options	The actions can be performed by you on a particular acquirer, for example view, edit etc. The view icon will take you to a screen similar to the Edit Acquirer screen (see "Edit Acquirer" on page 99), but all the fields will be read-only. The edit icon will take you to the Edit Acquirer screen (see "Edit Acquirer" on page 99). The remove icon will delete the selected Acquirer. The new icon will take you to the New Acquirer screen (see "New Acquirer" on page 102).
ID	The ID of the acquirer
Description	The description of the acquirer.

#### 3.1.1 Edit Acquirer

This screen enables you to edit details on an existing acquirer.

The following information is shown:

Field/Option	Description
Acquirer ID	The ID of the acquirer. It is read-only at this point. It is defined by you when the acquirer is created.
Acquirer Type	The type of acquirer. It is read-only at this point. It is defined by you when the acquirer is created.
Description	The description of the acquirer (up to 40 alphanumeric characters).

Field/Option	Description
Submission Acquirer ID	The ID of the submission acquirer. It is chosen from a drop-down menu which is fixed. The internal acquirer will be tried first, for example the Estate Manager, then the external acquirer will be used.
Referral Telephone No	The telephone number to be displayed if a referral is required (up to 20 digits).
Authorisation Merchant ID	The ID of the authorisation merchant. If set, this overrides any merchant ID set at the store level in authorisation requests. It is NOT used in submission (up to 15 alphanumeric characters).
Primary Connection ID	<p>The ID of the primary connection for the acquirer. It is chosen from a drop-down menu which is maintained in Auth Connections (see "Auth Connections" on page 104). There are four different types of primary connection ID and the screen will differ slightly according to the selection.</p> <p><b>APACS30 over HTTP</b>  This indicates a network connection. You must enter a Primary URL (up to 60 characters). The primary URL can include replacement tokens. The full list of replacement tokens is:</p> <ul style="list-style-type: none"> <li>• {UID}</li> <li>• {PWD}</li> <li>• {DEVICEID}</li> <li>• {BRANCH}</li> <li>• {STOREID}</li> <li>• {STORESERVERHOSTNAME}</li> <li>• {STORESERVERPORT}</li> <li>• {AUTH}</li> </ul> <p>Of these {STORESERVERHOSTNAME} and {STORESERVERPORT} would likely be the most useful when setting up the URL for a creditauth HTTP connection.</p> <p>Primary and secondary URLs for HTTP connections may contain substitution strings. These include: {STOREID} replaced with the Store ID  {STORESERVERHOSTNAME} replaced with the hostname of the server for the store. {STORESERVERPORT} replaced with the port number of the server for the store.</p> <p><b>APACS30 over ISDN</b>  This indicates a connection via a telephone ISDN line. You must enter a Primary Telephone No. (supplied by the acquirer, maximum 15 digits), Primary NUI (primary user interface, maximum 20 characters), and Primary NUA (maximum 15 characters).</p> <p><b>APACS30 over PSTN 2400</b>  This indicates a connection via a telephone line at 2400 baud rate. You must enter a Primary Telephone No. (supplied by the acquirer, maximum 15 digits) and Primary NUA (maximum 15 characters).</p> <p><b>APACS30 over PSTN 300</b>  This indicates a connection via a telephone line at 300 baud rate. You must enter a Primary Telephone No. (supplied by the acquirer, maximum 15 digits) and Primary NUA (maximum 15 characters).</p> <p><b>APACS30 over TCP/IP</b>  This indicates a direct connection to a bank via ISDN routers.</p> <p><b>APACS30 over X25</b>  This indicates a connection via X25. You must enter a Primary NUA (maximum 15 characters).</p>
Primary Telephone No.	Supplied by the Acquirer (maximum 15 digits).
Primary NUA	Maximum 15 characters.

<b>Field/Option</b>	<b>Description</b>
Maximum Error Count (before failover)	The maximum error count before failover. It must be a number in the range 0-99.
Retry Delay	The retry delay in seconds, following an error (up to six digits).
Secondary Connection ID	The ID of the secondary connection of the acquirer. It is chosen from a drop-down menu which is maintained in Auth Connections (see "Auth Connections" on page 104). It will be used if the primary connection fails for some reason.
Use Short Apacs30 Message	When this check box is selected the short Apacs30 messages should be used. This means that the optional currency fields at the end of the message are not sent. This is used for particular acquirers who do not support them.
Use Logical (Mapped) Terminal IDs	When this check box is selected logical terminal IDs should be used.
Process Acquirer Stand-in ICC Auth as Unable to go online	If set ICC terminal is sent Y3 or Z3 authorisation response code on acquirer stand-in authorisation.
Send Apacs30 Extended Terminal Capabilities	Check box to indicate if Apacs30 extended terminal capabilities are sent.
DCC Exchange Rate Day End Time (hhmm)	Set the day end time in the format hhmm for the DCC exchange rate.
DCC Expired Rate Grace Period (hours)	The grace period in hours for the DCC expired rate.
Merchant Reference	Reference for the merchant.
External Acquirer Type	The type of the external acquirer. It is chosen from a drop-down menu which is fixed.
Bank Sort Code	The bank sort code of the acquirer. It must be 6 numeric digits).
Bank Account Number	The bank account number of the acquirer. It must be 8 numeric digits).
Bank Account Type	The type of bank account of the acquirer. It must be a number in the range 0-9.
Bank Reference	The reference of the bank (up to 18 alphanumeric characters and will be supplied by the bank).
Owner ID	The ID of the owner (up to 15 alphanumeric characters and will be supplied by the acquirer).
Originator Source ID	The ID of the merchant (up to 15 alphanumeric characters in length, and will be supplied by the acquirer).
H/O Merchant ID	The ID of the Estate Manager Merchant (up to 15 alphanumeric characters).
Agency ID	The ID number of the agency (up to three digits in length, and will be supplied by the acquirer).
Claim Record Per Outlet	When this check box is selected a claim record is produced for each store, using the bank account details defined in Locations. If the flag is not set, then a single claim record is generated using the bank account details defined for the Acquirer.

<b>Field/Option</b>	<b>Description</b>
Skip Output	When this check box is selected the output is skipped.
Skip File Submission	When this check box is selected the file submission is skipped.
FTP Host	The name of the FTP host (up to 40 alphanumeric characters). It is the computer name to which Micros Retail-J will try and transfer APACS29 files to at the end of the day.
FTP Username	The user name of the FTP connection (up to 20 alphanumeric characters). It will be supplied by the acquirer and is used to authenticate the file transfer process.
Base Filename	The base filename that the acquirer wishes the APACS29 details to be named by (up to 30 alphanumeric characters). It will be supplied by the acquirer.
Append Weekday to Filename	When this check box is selected the weekday is added to the filename.
Goods Description	The description of the goods of the acquirer (up to 15 alphanumeric characters). Some acquirers (for example American Express) want a broad description of the items which can be printed on the credit card statement, for example Lingerie. The default goods description, for example Clothing, would be used if no specific description was available.
Use RAS Dialling	When this check box is selected Random Access Service (RAS) dialling is to be used. This means that card submission will use RAS dialling as specified in the following fields. The system will make a Windows RAS connection before using FTP to send the file.
RAS Connection Entry	The name of the connection entry for RAS dialling. It must refer to a configured Windows RAS connection.
RAS Username	The user name for the RAS connection (up to 40 alphanumeric characters).
Zip Command	Path of zip command.
DCC IIN Range	Remote file download path for the DCC IIN range.
DCC Exchange Rate	Remote file download path for the DCC exchange rate.
Hotcard File	Remote file download path for the Hotcard file.
Submission Acknowledgement	Remote file download path for the submission acknowledgement.
Edit AVS Configuration	Links to AVS Configuration maintenance to view, add or edit AVS configurations for the selected Acquirer.

### **3.1.2 New Acquirer**

This screen enables you to add a new acquirer to Micros Retail-J.

The following information is shown:

<b>Field/Option</b>	<b>Description</b>
Acquirer Type	The type of acquirer. It is chosen from a drop-down menu which is fixed. The types available are Internal, External and APACS29 External.
New ID	The ID number of the new acquirer (up to 20 alphanumeric characters).

### 3.1.2.1 US Acquirer Type

There is a new acquirer type 'U.S. Acquirer'.

The US Acquirer type has a parameter 'Message Protocol' allowing selection of the protocol to be used. Initially only FDMS-EDC (Electronic Draft Capture - an FDMS proprietary protocol) is supported.

#### 3.1.2.1.1 US Acquirer General Setup

- Submission Acquirer ID should be left blank
- Referral Telephone Number is displayed when a manual authorisation is requested.
- Authorisation Merchant ID should be left blank
- Primary Connection ID should be set to a Datawire connection.
- Maximum Error Count should be set to 1 or 2.
- Retry Delay should be set to 0 for testing.
- Secondary Connection ID should be left blank.

Terminal ID and Merchant ID should be set to the values supplied.

## 3.2 EFT Merchant IDs

The Merchant ID Maintenance screen enables you to view, add or edit EFT Merchant IDs for the selected acquirer.

Field/Option	Description
Select Acquirer	The acquirer is chosen from a drop-down menu.
Enable currency setup for DCC?	Check the box to enable Dynamic Currency Conversion.

### 3.2.1 Edit Merchant IDs

This screen enables you to maintain merchant IDs for the selected acquirer.

All existing Merchant IDs are displayed in a table with the following headings:

Field/Option	Description
Store Name	Name of the store.
Currency ID	ID of the currency.
Merchant ID	The ID of the EFT merchant (up to 15 digits).
Merchant Reference	The merchant reference.

The edit icon will enable you to change an existing EFT Merchant ID.

The new icon enables you to add a new EFT Merchant ID to Micros Retail-J.

## 3.3 EFT Logical Terminals

The Logical Terminal Maintenance screen enables you to add and remove logical (or 'mapped') EFT Terminal IDs for the selected acquirer. You may specify the Device ID of the Server where these Termi-

nal IDs will be available. If the selected Device ID is "Any", the Terminal IDs specified will be available at any server - this may not always be valid where multiple estate OLA servers are in use. Terminal IDs can also be pooled against individual Merchant IDs for use at the store server level or with DCC.

### 3.4 EFT Physical Terminals

The Physical Terminal Maintenance screen enables you to edit physical EFT Terminal IDs. The physical EFT Terminal ID is set for each POS terminal. You may select a store to list only the terminals for that store.

#### 3.4.1 Edit Terminal IDs

This screen enables you to maintain physical EFT Terminal IDs for the selected acquirer. Each device in Micros Retail-J must have an identifier known by the acquirer. These identifiers are set up here. The physical EFT Terminal ID is set for each POS terminal. You may select a store to list only the terminals for that store.

The field is:

Field/Option	Description
Select Store	The name of the store. You can either type in the first field which will filter the drop-down menu in the second field, or just from the drop-down menu which is maintained in Locations.

All existing EFT Physical Terminal IDs are displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the terminal IDs, for example remove. The new icon enables you to add a new EFT Terminal ID to Micros Retail-J. The back icon will return you to the Edit Acquirer screen (see "Edit Acquirer" on page 99).
Store Name	The name of the store where the terminal is located.
Device ID	The ID of the device. When adding, it can be chosen from a drop-down menu which is maintained in Devices.
EFT Terminal ID	The ID of the EFT terminal (up to eight digits).

#### 3.4.2 US EFT Terminal Data

Information required for a Datawire connection is stored in a new table, EFT Terminal Data. Maintenance for this is accessed from the Acquirer record when the Acquirer type is U.S. External.

The Datawire ID and Service Discovery URLs are stored here. These details are obtained and a record is created and populated automatically by the registration process.

However, if it is wished to reuse a MerchantID/TerminalID combination on a different physical environment without re-registration, then the details obtained from a first registration can be manually entered here.

### 3.5 Auth Connections

This screen enables you to edit, remove and create authorisation connections.

Authorisation connections set up how, physically, communications will take place between the stores,

the Estate Manager and acquirers. The following basic types are available:

Field/Option	Description
APACS30 over HTTP	Authorisation over a network (LAN or WAN).
APACS30 over PSTN	Authorisation over a telephone line (analogue). (300 or 2400 baud rate)
APACS30 over ISDN	Authorisation over a telephone line (digital).
APACS30 over X25	Authorisation over a BT X25 lease line.
APACS30 over PAKNET	Authorisation over a radio network.
APACS30 over TCP/IP	Authorisation over a direct connection to a bank via ISDN routers.
APACS30 Hunting	The tills will automatically discover available authorisation servers in the store.
Top Up Vouchers TCP/IP	Authorisation for top up vouchers over a direct connection to a bank via ISDN routers.
Retail Logic SmartSwitch	The configuration for connection to a Retail Logic Smartswitch.

All existing authorisation connections are displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the authorisation connections, for example view, edit etc. The view icon will take you to a screen similar to the Edit Authorisation Connections screen (see "Edit Authorisation Connections" on page 105), but all the fields will be read-only. The edit icon will take you to the Edit Authorisation Connections screen (see "Edit Authorisation Connections" on page 105). The remove icon will delete the selected authorisation connections. The new icon will take you to the New Authorisation Connections screen (see "New Authorisation Connections" on page 108).
ID	The ID of the authorisation connection.
Description	The description of the authorisation connection.

### 3.5.1 Edit Authorisation Connections

This screen enables you to edit existing authorisation connections.

The screen displayed will depend on the type of authorisation connection selected.

#### 3.5.1.1 Edit Authorisation Connections (APACS30 over HTTP)

The following information is shown:

Field/Option	Description
Connection ID	The ID of the authorisation connection. It is read-only at this point. It is defined by you when the authorisation connection is created.
Communication Type	The communication type of the authorisation connection. It is read-only at this point. It is defined by you when the authorisation connection is created.

Field/Option	Description
Description	The description of the authorisation connection (up to 40 alphanumeric characters).
Maximum Connections	The maximum number of concurrent connections allowed to be used over the link at any one time, 0 means unlimited. Range 0-9999.

### 3.5.1.2 Edit Authorisation Connections (APACS30 over PSTN)

The following information is shown:

Field/Option	Description
Connection ID	The ID of the authorisation connection. It is read-only at this point. It is defined by you when the authorisation connection is created.
Communications Type	The communication type of the authorisation connection. It is read-only at this point. It is defined by you when the authorisation connection is created.
Description	The description of the authorisation connection (up to 40 alphanumeric characters).
Primary Connection Class?	When this check box is selected this is a primary connection class. This is only used when the 'hunting' facility is searching for an auth connection. It indicates that this is auth connection is of primary quality.

The local ports associated with the authorisation connection are displayed in a table.

The edit icon will take you to the Edit Local Port screen (see “Edit Local Port” on page 106).

The remove icon will enable you to delete an existing local port.

The new icon will enable you add a new local port. The name of the port can be up to 20 characters).

#### 3.5.1.2.1 Edit Local Port

This screen enables you to edit details on an existing port associated with an authorisation connection.

The following information is shown:

Field/Option	Description
Local Port Name	The name of the local port. It is read-only at this point. It is defined by you when the local port is created.
Baud Rate	The baud rate of the connection. It is chosen from a drop-down menu which is fixed.
Modem Reset Command	The command to reset the modem (up to 40 alphanumeric characters).
Modem Init Command	The command to initialise the modem (up to 40 alphanumeric characters).
Modem Dial Command	The command to enable the modem to dial the authorisation connection (up to five alphanumeric characters).
Disable Modem Ready Check?	When this check box is selected the modem ready check will not be performed.

### 3.5.1.3 Edit Authorisation Connections (APACS30 over ISDN)

This screen has the same format as the Edit Authorisation Connections (APACS30 over PSTN) screen (see "Edit Authorisation Connections (APACS30 over PSTN)" on page 106).

### 3.5.1.4 Edit Authorisation Connections (APACS30 over X25)

The following information is shown:

Field/Option	Description
Connection ID	The ID of the connection. It is read-only at this point. It is defined by you when the authorisation connection is created.
Communications Type	The type of communications being used. It is read-only at this point. It is defined by you when the authorisation connection is created.
Description	This indicates a description of the local port (up to 40 alphanumeric characters).
Primary Connection Class?	When this check box is selected this is a primary connection class. This is only used when the 'hunting' facility is searching for an auth connection. It indicates that this is auth connection is of primary quality.
Maximum Connections	The maximum number of connections. It must be a numeric value in the range 0-9999. 0 indicates no limit.
X25 Port	The number of the X25 port. It must be a positive numeric value.
Local NUA	The local NUA (up to 15 alphanumeric characters).
Hold Open?	When this check box is selected the line will be held open.
Open From Time	The time in hours and minutes (hhmm) from when the connection is open. It must be a numeric value in the range 0000 to 2359.
Open Until Time	The time in hours and minutes (hhmm) at which the connection is closed. It must be a numeric value in the range 0000 to 2359.

### 3.5.1.5 Edit Authorisation Connections (APACS30 over TCP/IP)

The following information is shown:

Field/Option	Description
Connection ID	The ID of the authorisation connection. It is read-only at this point. It is defined by you when the authorisation connection is created.
Communications Type	The communication type of the authorisation connection. It is read-only at this point. It is defined by you when the authorisation connection is created.
Description	The description of the authorisation connection (up to 40 alphanumeric characters).
Primary Connection Class?	When this check box is selected this is a primary connection class. This is only used when the 'hunting' facility is searching for an auth connection. It indicates that this is auth connection is of primary quality.
Maximum Connections	The maximum number of connections for the authorisation connection (up to four digits).
Port	The number of the port for the TCP/IP connection (up to five digits).

Field/Option	Description
IP Address	The IP address or host name for the TCP/IP connection (up to 15 alphanumeric characters).
Add Header?	When this check box is selected a header will be added to the message.
Timeout (seconds)	Definition to follow.

### 3.5.1.6 Edit Authorisation Connections (APACS30 over PAKNET)

This screen has the same format as the Edit Authorisation Connections (APACS30 over PSTN) screen (see "Edit Authorisation Connections (APACS30 over PSTN)" on page 106).

### 3.5.1.7 Edit Authorisation Connections (APACS30 Hunting)

This screen has the same format as the Edit Authorisation Connections (APACS30 over X25) screen (see "Edit Authorisation Connections (APACS30 over X25)" on page 107).

### 3.5.1.8 Edit Authorisation Connections (Top Up Vouchers TCP/IP)

This screen has the same format as the Edit Authorisation Connections screen (APACS30 over TCP/IP) screen (see "Edit Authorisation Connections (APACS30 over TCP/IP)" on page 107).

### 3.5.1.9 Edit Authorisation Connections (Retail Logic SmartSwitch)

The following information is shown:

Field/Option	Description
Connection ID	The ID of the authorisation connection. It is read-only at this point. It is defined by you when the authorisation connection is created.
Communications Type	The communication type of the authorisation connection. It is read-only at this point. It is defined by you when the authorisation connection is created.
Description	The description of the authorisation connection (up to 40 alphanumeric characters).
Primary Connection Class?	When this check box is selected this is a primary connection class. This is only used when the 'hunting' facility is searching for an auth connection. It indicates that this auth connection is of primary quality.
Maximum Connections	This is the maximum number of concurrent connections allowed to be used over the link at any one time, 0 means unlimited. Range 0-10000.
Timeout (seconds)	The overall request timeout in seconds, 0 means use default. It cannot be negative.
Complete Delay (milliseconds)	The delay before issuing the complete call in milliseconds, 0 means zero. It cannot be negative.
Terminate card transaction if authorisation service not available	Definition to follow.

### 3.5.2 New Authorisation Connections

This screen enables you to create a new authorisation connection.

The following information is shown:

Field/Option	Description
Communications Type	The type of communications. It is selected from drop-down menu which is fixed. The types of communications supported are APACS30 over HTTP, APACS30 over PSTN, APACS30 over ISDN, APACS30 over X25, APACS30 over PAKNET, APACS30 over TCP/IP, Datawire VXN and Retail Logic SmartSwitch.
New ID	The ID number of the new authorisation connection (up to 20 alphanumeric characters).

### 3.5.3 FDMS Datawire Authorisation Connection

There is a new Auth Connection type 'Datawire' supporting the First Data Merchant Services Datawire VXN. It has configuration items as follows:

#### 3.5.3.1 Primary Self Registration URL

This is required to allow self registration. Self registration is not mandatory, and this field may be left blank. However the service discovery URLs would then need to be populated manually.

Self registration will be performed if the application starts up or an authorisation request is received, when the this field is populated but there are no entries in the Service Discovery URLs.

It seems registration can only be performed ONCE. If attempted again for the same MerchantID/TerminalID combination, an error 'Merchant Already Provisioned' is returned. Datawire must be contacted if it is necessary to re-register a combination.

#### 3.5.3.2 Secondary Self Registration URL

Optional secondary registration URL if available. This will be used after the primary URL if registration using the primary URL fails.

#### 3.5.3.3 Service ID

This identifies the Datawire service used. This will be '104' for FDMS North EDC transactions.

#### 3.5.3.4 Application ID

This identifies the POS application to the Datawire service.

#### 3.5.3.5 Add to Client Pool

If set this flag allows Datawire clients to be added to a client pool so that connections can be reused and a small number of logical terminal IDs shared amongst all tills in a store.

To use this facility, the connection must be set up against only one Acquirer record, the Acquirer must have Logical Terminal IDs checked, and must have the Authorisation Merchant ID set. One or more Logical Terminal IDs must be defined for the Acquirer and there must be the same number of these as the Max Connections field on the auth connection.

There is very little gain from checking this option since it seems the Datawire VXN performs some caching of details of its own and does not perform service discovery when it does not need to. Thus the most significant time-consuming element is generally avoided anyway. For basic testing this option should probably not be used. Logical terminal IDs can still be used without checking this option.

## 3.6 Card Types

This screen enables you to view, edit, remove and create card types.

Card types define which credit, debit, account or loyalty cards are accepted by the POS terminals for each locale. The card type details specify the limits and authorisation requirements of a range of cards. They also relate ranges of cards to the POS tenders. More than one card type can be associated with a single tender, so it is not necessary to set up a different tender for each card type.

All existing card types are displayed in a table that can be filtered by Trading Region with the following headings:

Field/Option	Description
Options	The actions you can perform on existing card types. The view icon will take you to a screen similar to the Edit Card Types screen (see "Edit Card Types" on page 110), but all the fields will be read-only.] The edit icon will take you to the Edit Card Types screen (see "Edit Card Types" on page 110). The remove icon will delete the selected Card Type. The new icon will take you to the New Card Types screen (see "New Card Types" on page 116).
Description	The description of the card type.
Card Type	The card type.
Locale	The locale associated with a particular card type.

### 3.6.1 US Card Payment Support

New fields have been added to card type to enable Address Verification.

Field/Option	Description
Enable Address Verification	Enables use of AVS for Cardholder Not Present Transactions. Should be checked for U.S. Mastercard, Visa, etc.
Use AVS for Keyed Cardholder Present	Enables use of AVS for Keyed Cardholder Present Transactions. Should be checked for U.S. Mastercard, Visa, etc.
Enable Card Security Code	Enables prompt for Card Security Code. Not currently supported.
Card Security Code length	Specifies the expected length of the Card Security Code. Not currently supported.

#### 3.6.1.1 Online Authorisation flags

- FDMS-EDC does not support online authorisation of refunds. This flag should be unchecked for all cards.
- FDMS-EDCS does not support online reversal for Mastercard. This flag should be unchecked for all Mastercard related types.

### 3.6.2 Edit Card Types

This screen enables you to edit existing card types.

The following information is shown:

<b>Field/Option</b>	<b>Description</b>
Card Type	The type of card. It is read-only at this point. It is defined by you when the card type is created.
Trading Region	The ID of the associated trading region.
Locale	The locale associated with the card type. It is read-only at this point. It is defined by you when the card type is created.
Tender Type	The type of tender. It is chosen from a drop-down menu which is maintained in Tenders (see "Tenders" on page 135).
Tender Sub-Type	The sub-type of tender.
Description	The description of the card type (up to 20 alphanumeric characters).
Group Name	The group name of the tender (up to 20 alphanumeric characters).
Enabled?	When this check box is selected the selected card type is enabled as a payment card.
Part Tender Allowed	When this check box is selected the selected card type allows part tender.
Gift Voucher Sales Allowed	When this check box is selected the selected card type allows gift voucher sales.
Rechargeable Voucher Sales Allowed	When this check box is selected the selected card type allows rechargeable voucher sales.
Grade Sale Allowed	When this check box is selected the selected card type allows employee grade sales.
Receipt Printing Restrictions	This indicates the restrictions on printing receipts for this card type, i.e. <ul style="list-style-type: none"> <li>– Force Receipt on Standard Printer</li> <li>– Force Receipt on Slip Printer</li> <li>– Disallow Receipt on Slip Printer</li> </ul> It is selected from a drop down list which is fixed.
Tax Receipt Printing Restrictions	This indicates the restrictions on printing tax receipts for this card type, i.e. <ul style="list-style-type: none"> <li>– Force Tax Receipt on Standard Printer</li> <li>– Force Tax Receipt on Slip Printer</li> <li>– Disallow Tax Receipt</li> <li>– Disallow Tax Receipt on Slip Printer</li> <li>– Disallow Tax Receipt on Standard Printer</li> </ul> It is selected from a drop down list which is fixed.
Allow Mixed sales and Returns	When this check box is selected the selected card type allows both sales and returns on the same transaction.
Display Image	When this check box is selected the image for the selected card type is displayed.
External System Card Type Identifier	The identifier of the external system card type.
Security Type	Type of security - either Standard or Tokenised Data.
Suppress report PAN data	When checked, the Formatted PAN is NOT written to the Card Number column of the Report Items, Audit Items and Submission Staging tables (Audit/Operational databases).

<b>Field/Option</b>	<b>Description</b>
Suppress voucher PAN data	When checked, the Formatted PAN is NOT written to the POS Basket, Report Items table, Audit Items table and Submission Staging table (Audit/Operational databases). No 'Formatted PAN' is available for receipt printing and asterisks (that is ***** ) are printed on the receipt.
Debit Floor Limit	The floor debit limit. This means the maximum amount that can be put on a card without online authorisation. It must be a number in the range 0.00 to 9,999,999.99.
Credit Floor Limit	The floor credit limit. This means the maximum credit given on a card with online authorisation. It must be a number in the range 0.00 to 9,999,999.99.
Debit Fallback Limit	The debit fallback limit. This means the maximum amount on a card when online authorisation is not working. It must be a number in the range 0.00 to 9,999,999.99.
Credit Fallback Limit	The credit fallback limit. This means the maximum credit allowed on a card when online authorisation is not working. It must be a number in the range 0.00 to 9,999,999.99.
Transaction Ceiling	The transaction ceiling, that is maximum amount for one transaction. It must be a number in the range 0.00 to 9,999,999.99.
Contactless Transaction Ceiling	The contactless transaction ceiling, that is maximum amount for one transaction. It must be a number in the range 0.00 to 9,999,999.99.
Fraud Band Lower	The lower limit of a fraud band. This is used to force online authorisation if the transaction amount falls between the lower and upper band (if it is not over the floor limit). It must be a number in the range 0.00 to 9,999,999.99.
Fraud Band Upper	The upper limit of a fraud band. This is used to force online authorisation if the transaction amount falls between the lower and upper band (if it is not over the floor limit). It must be a number in the range 0.00 to 9,999,999.99.
ICC Debit Floor Limit	This indicates the ICC floor debit limit. This is a separate floor limit which applies to IC cards. It is only effective if it is greater than the standard debit floor limit. It must be a number in the range 0.00 to 9,999,999.99.
ICC Debit Fallback Limit	This indicates the ICC debit fallback limit. This is a separate fallback limit applied to IC cards. It is only effective if it is greater than the standard debit floor limit. It must be a number in the range 0.00 to 9,999,999.99.
Contactless ICC Debit Floor Limit	The floor contactless ICC debit limit. This means the maximum amount that can be put on an contactless ICC card without online authorisation. It must be a number in the range 0.00 to 9,999,999.99.
Contactless MSD Debit Floor Limit	The floor contactless MSD debit limit. This means the maximum amount that can be put on an contactless MSD card without online authorisation. It must be a number in the range 0.00 to 9,999,999.99.
ICC Fallback Action Above Fallback Limit	Action to take when the ICC fallback is above the fallback limit such as Manual Authorisation or Decline.
ICC Fallback Action Below Fallback Limit	Action to take when the ICC fallback is below the fallback limit such as Manual Authorisation or Decline.
ICC Stand-in Action Code	This indicates the action code for the ICC Stand In. It is used to override default behaviour for IC Cards on online authorisation failure, when tender value is below the effective fallback floor limit. It is a 10 character ASCII hex representation with bit meanings as for the TVR and other Action Codes.

<b>Field/Option</b>	<b>Description</b>
ICC Acquirer Stand-in Authorisation Action Code	Definition to follow.
Decline Contactless Acquirer Stand-in Authorisation	Definition to follow.
Contactless ICC Acquirer Stand-in Authorisation Action Code	Definition to follow.
ICC Currency Code Overrides DCC IIN Currency	Definition to follow.
Use ICC Currency Code When No DCC IIN Range Present	Definition to follow.
Is Debit Card	Definition to follow.
Enable Cashback?	When this check box is selected Cashback can be offered on this card type.
Cashback Floor Limit	The floor Cashback limit, that is maximum Cashback allowed. It must be a number in the range 0.00 to 9,999,999.99.
Cashback Ceiling	The Cashback ceiling limit. It must be a number in the range 0.00 to 9,999,999.99.
Additional Debit Voucher Message	This indicates extra text which can be printed on the debit voucher (up to 100 alphanumeric characters).
Additional Credit Voucher Message	This indicates extra text which can be printed on the credit voucher (up to 100 alphanumeric characters).
Manual Authorisation Message	This indicates extra text which can be printed if the authorisation of the card type is done manually. It must be a maximum of 100 alphanumeric characters in length.
Decline Message	This indicates extra text which can be printed if the authorisation of the card type is declined. It must be a maximum of 100 alphanumeric characters in length.
Debit Voucher DCC Message	Definition to follow.
Credit Voucher DCC Message	Definition to follow.
DCC Terms & Conditions Message	Definition to follow.
Acquirer ID	The ID of the acquirer associated with the card type. It is chosen from a drop-down menu which is maintained in Acquirers (see "Acquirers" on page 99).
Enable Address Verification	When this check box is selected the address verification is required for this card type.
Use AVS for Keyed Cardholder Present	When this check box is selected the address verification is required for keyed cardholder present.

<b>Field/Option</b>	<b>Description</b>
Allow Empty AVS	When this check box is selected the address verification can be left blank.
Enable Card Security Code	When this check box is selected the card security code is required for this card type.
Capture Card Security Code for Keyed Cardholder Present	Definition to follow.
Capture Card Security Code for Swiped Cardholder Present	Definition to follow.
Allow Empty CSC	When this check box is selected the card security code can be left blank.
Card Security Code Length	Definition to follow.
Loyalty Scheme	This indicates the loyalty scheme associated with the card type. It is selected from a drop down list which is maintained in Loyalty Schemes.
EMV Acquirer/Scheme Identifier	The EMV Acquirer or Scheme Identifier. It identifies the appropriate acquirer record in the ICC reader data set (up to 6-11 digits in length), although Dione uses a 2 digit number.
Check Consecutive Transactions?	Selecting this check box forces an online authorisation, regardless of floor limits if the same card is used consecutively.
Perform 1 in N Check?	When this check box is selected every 1 in N card transactions will force an online authorisation, regardless of floor limits.
All Cards in 1 in N Check?	When this check box is selected all cards will be included in the 1 in N check. The N count is either by card type or all cards and this flag signifies all.
1 in N Count	The value of N for the 1 in N count (up to two digits).
Multiple Transaction Check?	Selecting this check box forces online authorisation if a card is used more than N times in a day. The value of N is defined in the following field.
Multiple Transaction Count	The number of transactions for the multiple transaction count (up to two digits).
Online Reversal?	Selecting this check box causes the POS to perform explicit reversals by attempting to communicate with the host.
Implicit Reversal	Selecting this check box indicates that a reversal will be performed by not incrementing the sequence number.
Online Refund Authorisation?	When this check box is selected the POS will go online for a refund authorisation.
Terminal Action Code Default	This indicates the default value for the terminal action code. It must be 10 numeric characters in length.
Terminal Action Code Denial	This indicates the terminal action code denial value. It must be 10 numeric characters in length.
Terminal Action Code Online	This indicates the terminal action code online value. It must be 10 numeric characters in length.
Random Threshold Value	This indicates the random threshold value. It must be a numeric value in the range -999999999999 to +999999999999.

Field/Option	Description
Random Target Percentage	This indicates the random target percentage value. It must be a numeric value in the range 0-100.
Random Max Target Percentage	This indicates the maximum random target percentage value. It must be a numeric value in the range 0-100.
Contactless Terminal Action Code Default	Definition to follow.
Contactless Terminal Action Code Denial	Definition to follow.
Contactless Terminal Action CodeOnline	Definition to follow.
Edit Alternative Acquirers	The next icon will take you to the Edit Alternative Acquirers screen (see "Edit Alternative Acquirers" on page 115).
Edit Applicable Locations	The next icon enables you to define the applicable locations to be associated with the card type. It is of the same format as the Edit Applicable Locations pane. This can be used to restrict a card type to certain store locations or types. If left blank, then the card is accepted in all stores in the same locale.
Edit Card Type Image	Definition to follow.
Edit Excluded Products	Definition to follow.

### 3.6.2.1 Edit Alternative Acquirers

This screen enables you to maintain alternate acquirers which are applicable to the selected card type. It enables you to set up alternative Online Authorisation Acquirers by card type for each POS terminal. If there is an entry in the table for a given POS terminal, the Acquirer defined here will be used in preference to the default Acquirer set for the Card Type. This arrangement is normally used with additional "Gateway" Acquirers to provide a load-balancing scheme when multiple OLA servers are in use.

The field is:

Field/Option	Description
Select Store	The name of the store. You can either type in the first field which will filter the drop-down menu in the second field, or just from the drop-down menu which is maintained in Locations.

The existing alternative acquirers are then displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the alternate acquirer.
Store Name	The name of the store, as selected in the first field.
Device ID	The ID of the device (POS terminal).
Acquirer	The Acquirer which will be used in preference to the default Acquirer set for the Card Type. It is chosen from a drop-down menu which is maintained in Acquirers (see "Acquirers" on page 99).

The set all icon enables you to set all the devices displayed in the table to the selected acquirer.

### 3.6.3 New Card Types

This screen enables you to add new card types.

The following information is shown:

Field/Option	Description
Card Type	The type of the new card. It is chosen from a drop-down menu which is fixed.
Trading Region	Filter the existing card types by trading region.
Locale	The locale associated with the new card type. It is chosen from a drop-down menu which is fixed.

## 3.7 Currencies

This screen enables you to maintain the various types of currencies supported by Micros Retail-J.

All existing currencies are displayed in a table with the following headings:

Field/Option	Description
Options	The actions can be performed by you on the currency, for example view, edit etc. The view icon will take you to a screen similar to the Edit Currencies screen (see "Edit Currencies" on page 116), but all the fields will be read-only. The edit icon will take you to the Edit Currencies screen (see "Edit Currencies" on page 116). The remove icon will delete the selected currency. The new icon will take you to the New Currency screen (see "New Currency" on page 119).
ID	The ID of each currency.
Description	This indicates a description of each currency.

### 3.7.1 Edit Currencies

This screen enables you to edit existing currencies.

The following information is shown:

Field/Option	Description
Currency ID	The ID of the currency. It is read-only at this point. It is defined by you when the currency is created.
Description	This indicates a description of the currency (up to 40 alphanumeric characters).
Format Locale	The locale associated with the currency. It is chosen from a drop-down menu which is fixed.
Minimum Accepted Denomination	The minimum denomination for the currency (up to 11 alphanumeric characters).

Field/Option	Description
Minimum Currency Denomination	Definition to follow.
Euro Zone	When this check box is selected the currency belongs to a Euro Zone, that is Euros can also be used.
Enable for DCC	Definition to follow.
Alternative Printable Currency Symbol	Definition to follow.
Edit Denominations	The next icon will take you to the Edit Denominations screen (see “Edit Denominations” on page 117).
Edit Amount Descriptions	The next icon will take you to the Edit Amount Descriptions screen (see “Edit Amount Descriptions” on page 118).

The associated currency exchange rates are displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on a particular exchange rate, for example edit, remove etc. The edit icons will take you to the Edit Exchange Rate screen (see “Edit Exchange Rates” on page 119). The remove icon will delete the selected exchange rate.
Current ID	The ID of the currency of the exchange rate.

To add a new exchange rate, you must select the currency from a drop-down menu which is fixed. The new icon will then take you to the Edit Exchange Rate screen (see “Edit Exchange Rates” on page 119).

### 3.7.1.1 Edit Denominations

This screen enables you to edit the denomination of the selected currency.

The existing denominations for the currency are displayed in a table with the following headings:

Field/Option	Description
Options	The actions can be performed by you on the selected denomination, for example edit, remove etc. The edit icon will take you to the Edit Single Denomination screen (see “Edit Single Denomination” on page 117). The remove icon will delete the selected denomination. The move up and move down icons will change the order of the denominations. The new icon will add new denominations, which will then appear in the table.
Description	The description of each denomination (up to 40 alphanumeric characters).
Multiple of Unit	The multiple of the smallest currency unit, for example a 1 pound coin is 100 units, the smallest unit being pence.

#### 3.7.1.1.1 Edit Single Denomination

This screen enables you to edit the details of a denomination of gift vouchers.

The following information is shown:

Field/Option	Description
Description	The description of the denomination (up to 20 alphanumeric characters).
Multiple of Unit	The multiple of the unit of the denomination (up to 10 alphanumeric characters).

### 3.7.1.2 Edit Amount Descriptions

This screen enables you to edit the amount descriptions for the currency.

The entries define how a number is to be printed in words in the given currency. This is used, for example, when printing cheques on the POS. The system operates by trying to match the entered number against a set of templates and, when finding a match, using the associated formatting information to work out the correct value in words.

The types of template are:

Field/Option	Description
A number, for example 8	An exact match causes the text to be used for example eight.
1**	Substitution is performed using just the * digits into position {0}.
##***	Substitution is performed using just the # digits into position {1}.
TemplateNegative	The template to use when formatting negative amounts.
TemplateZeroMajorNegative	The template to use when formatting negative amounts with no major currency.
TemplateZeroMinorNegative	The template to use when formatting negative amounts with no minor currency.

If no "negative" template is defined then the appropriate "normal" template will be used when converting the amount to words.

The example shown below is only a selection of the whole pane, due to space constraints.

The existing amount descriptions are displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the existing amount descriptions. The edit icon will take you to the Edit Single Amount Descriptions screen (see "Edit Single Amount Descriptions" on page 118). The remove icon will delete the selected amount description. The new icon will add a new amount description.
ID	The ID of the amount description (up to 25 alphanumeric characters).
Description	The description of the amount description (up to 40 alphanumeric characters).

#### 3.7.1.2.1 Edit Single Amount Descriptions

This screen enables you to edit amount descriptions.

The screen displayed is the same format as the Edit Amount Descriptions screen (see “Edit Amount Descriptions” on page 118), except you can insert a new description (maximum 40 alphanumeric characters).

### 3.7.1.3 Edit Exchange Rates

This screen enables you to maintain the exchange rates associated with a particular currency.

Any existing exchange rates are shown in a table with the following headings:

Field/Option	Description
Trading Region	All existing exchange rates are displayed in a table that can be filtered by the selected trading region.
Options	The actions you can perform on the exchange rate, for example edit, remove, etc.
Start Date	The date from which the exchange rate is valid. The format is locale dependent and shown beneath the field, for example dd/mm/yy hh:mm.
End Date	The date when the exchange rate is no longer valid. The format is locale dependent and shown beneath the field, for example dd/mm/yy hh:mm.
Location Region	The location region at which the exchange rate is valid. It is chosen from a drop-down menu which is maintained in Location Region Hierarchy. Alternatively, you can select all.
Location Type	The location type at which the exchange rate is valid. It is chosen from a drop-down menu which is maintained in Location Type Hierarchy. Alternatively, you can select all.
Tender	The tender for the exchange rate.
Customer Buy Rate	The rate at which the customer would 'buy' the currency, for example at the POS when paying in a foreign currency. It must be in the range 0-999999999.99.
Customer Sell Rate	The rate at which the customer would 'sell' the currency. It must be in the range 0-999999999.99.
Bank Buy Rate	The rate at which the bank would 'buy' the currency. It must be in the range 0-999999999.99.
Bank Sell Rate	The rate at which the bank would 'sell' the currency. It must be in the range 0-999999999.99.

Currently Micros Retail-J only ever uses the Customer Buy Rate.

The add icon enables you to add a new exchange rate.

The back icon will return you to the Edit Currencies screen (see “Edit Currencies” on page 116).

### 3.7.2 New Currency

This screen enables you to add a new currency to the database.

The field is:

Field/Option	Description
New ID	The ID of the new currency. It is chosen from a drop-down menu which is fixed.

### 3.8 Default Floats

The Default Float Maintenance screen enables you to view, edit, create and remove default floats. Defaults floats are specified at two differing levels. The default is set at the Store Profile level. It is also possible to specify default floats at the store/terminal level also. Initially the User should select or create a new store default float.

These will override those default floats set at the higher level once saved.

### 3.9 Drawer Limits

The Drawer Limit Maintenance screen enables you to view, edit, create and remove drawer limits. This enables the System Administrator to set drawer maximum values for each currency, i.e. the maximum amount of each currency which can be held in the cash drawer.

### 3.10 Vouchers and Coupons

This screen enables you to define and maintain various types of vouchers and coupons on Micros Retail-J.

There are nine types of vouchers and coupon supported, these are:

- Basic Coupon
- Gift Voucher
- Rechargeable Voucher
- Product Coupon
- Manufacturer Coupon
- Local Authority Voucher
- Health Service Voucher
- Discount Voucher
- Promotion Voucher

For each type language and currency can be selected. Gift Vouchers can be created for designated denominations serial numbers assigned to specify the range start and end. Every Gift Voucher can be allocated to destination types and received in to stores by the store manager if required. All details of voucher and coupon activity are recorded at the POS and at Head Office. Issued serial numbers can be viewed, added and removed giving administrators full visibility of current liability.

The vouchers and coupons are configured differently according to type, which is explained below.

All existing vouchers and coupons are displayed in a table with the following headings:

Field/Option	Description
Options	<p>The actions can be performed by you on the coupons, for example view, edit etc.</p> <p>The view icon will take you to a screen similar to the relevant Edit Vouchers and Coupons pane, but all the fields will be read-only.</p> <p>The edit icon will take you to the following panes depending on voucher type:</p> <ul style="list-style-type: none"> <li>• Edit Basic Coupon (see “Edit Basic Coupon” on page 121)</li> <li>• Edit Gift Voucher (see “Edit Gift Voucher” on page 122)</li> <li>• Edit Rechargeable Voucher (see “Edit Rechargeable Voucher” on page 123)</li> <li>• Edit Product Coupon (see “Edit Product Coupon” on page 126)</li> <li>• Edit Manufacturer Coupon (see “Edit Manufacturer Coupon” on page 127)</li> <li>• Edit Local Authority Voucher Coupon (see “Edit Manufacturer Coupon” on page 127)</li> <li>• Edit Health Service Voucher Coupon (see “Edit Manufacturer Coupon” on page 127)</li> <li>• Edit Discount Voucher Coupon (see “Edit Manufacturer Coupon” on page 127)</li> <li>• Edit Promotion Voucher Coupon (see “Edit Manufacturer Coupon” on page 127)</li> </ul> <p>The remove icon will delete the selected voucher or coupon terminal.</p> <p>The new icon will take you to the New Vouchers and Coupons screen (see “New Vouchers and Coupons” on page 128).</p>
ID	The ID number of each coupon or voucher.
Description	The description of each coupon or voucher.

A new flag, 'Reclaimable', has been added to Vouchers in Voucher and Coupon Maintenance. This flag controls whether the voucher claim prompt is shown when used at the POS.

### 3.10.1 Edit Basic Coupon

This screen enables you to edit the existing basic coupons.

The following information is shown:

Field/Option	Description
Voucher/Coupon ID	The ID of the voucher or coupon. It is read-only at this point. It is defined by you when the voucher/coupon is created.
Voucher/Coupon Type	The type of the voucher or coupon. It is read-only at this point. It is defined by you when the voucher/coupon is created.
Trading Region	The trading region associated with the voucher or coupon. It is read-only at this point. It is defined by you when the voucher/coupon is created.
Description Locale	The locale associated with the voucher or coupon. It is chosen from a drop-down menu which is fixed.
Description	The description of the voucher or coupon (up to 40 alphanumeric characters).
Report Group	The report group of the voucher or coupon.

Field/Option	Description
Currency	The currency of the voucher or coupon. It is chosen from a drop-down menu which is maintained in Currencies (see "Currencies" on page 116).
Coupon Locale	The locale to use for the coupon.

### 3.10.2 Edit Gift Voucher

This screen enables you to edit the existing gift vouchers.

The following information is shown:

Field/Option	Description
Voucher/Coupon ID	The ID of the voucher or coupon. It is read-only at this point. It is defined by you when the voucher/coupon is created.
Voucher/Coupon Type	The type of the voucher or coupon. It is read-only at this point. It is defined by you when the voucher/coupon is created.
Trading Region	The trading region associated with the voucher or coupon. It is read-only at this point. It is defined by you when the voucher/coupon is created.
Description Locale	The locale associated with the voucher or coupon. It is chosen from a drop-down menu which is fixed.
Description	The description of the voucher or coupon (up to 40 alphanumeric characters).
Report Group	The report group of the voucher or coupon.
Currency	The currency of the voucher or coupon. It is chosen from a drop-down menu which is maintained in Currencies (see "Currencies" on page 116).
Coupon Locale	The locale to use for the coupon.
Force Capture Name Address	When this check box is selected the Customer's name and address should be captured when the voucher or coupon is used.
Force Capture Serial No	When this check box is selected the serial number of the voucher or coupon should be captured when it is used.
Track Serial No	When this check box is selected the serial number of the voucher or coupon should be tracked by Micros Retail-J, and checked when the voucher or coupon is redeemed.
Endorse at Time of Issue	When this check box is selected the POS printer will endorse the voucher or coupon at the time of issue.
Skip Gift Voucher Total Declaration	Definition to follow.
Allow Multiple Gift Voucher Entries	Definition to follow.
Endorsement Style	The style of endorsement. It is chosen from a drop-down menu which is fixed. N.B. This option is only available if the previous Endorse at Time of Issue check box is selected.
Disallow Void After Endorsement	When this check box is selected a void will not be allowed following an endorsement.

Field/Option	Description
Print at POS at time of Sale	When this check box is selected the voucher will be printed out at the POS when it is sold.
Open Drawer On Issue	When this check box is selected the cash drawer will open when the gift voucher is issued.
Tender For Issue	This indicates the tender required for issue. It is selected from a drop down list which is fixed. When a Gift Voucher is issued at the POS it is not treated as a tender, and as such does not appear in Cash Management. This field enables the store to reconcile Gift Vouchers issued in Cash Management. The Tender For Issue field allows the store to configure which tender the issued Gift Voucher should be treated as. For Gift Vouchers the list of tenders is restricted to Gift Voucher tenders. When a Gift (Rechargeable) Voucher is issued (i.e. sold, issued as change) if the Tender For Issue is set on the voucher then the Cash Management totals for that tender will be updated.
Serial Number Length	The length of the gift voucher serial number. It must be a numeric value in the range 4-19.
Maximum Value	The maximum value of the voucher or coupon (up to 20 alphanumeric characters).
Minimum Denomination	The minimum denomination of the voucher or coupon. It must be in the range 0-99999999999.
Prevent Voids After Returning	Definition to follow.
Edit Denominations	The next icon will take you to the Edit Denominations screen (see "Edit Denominations" on page 117). This configures the accepted voucher or coupon amounts. If left blank then any amounts can be accepted.

### 3.10.3 Edit Rechargeable Voucher

This screen enables you to edit the existing rechargeable vouchers.

The following information is shown:

Field/Option	Description
Voucher/Coupon ID	The ID of the voucher or coupon. It is read-only at this point. It is defined by you when the voucher/coupon is created.
Voucher/Coupon Type	The type of the rechargeable voucher. It is read-only at this point. It is defined by you when the voucher/coupon is created.
Trading Region	The trading region associated with the voucher or coupon. It is read-only at this point. It is defined by you when the voucher/coupon is created.
Description Locale	The locale associated with the rechargeable voucher. It is chosen from a drop-down menu which is fixed.
Description	The description of the rechargeable voucher (up to 40 alphanumeric characters).
Report Group	The report group of the voucher or coupon.
Currency	The currency of the rechargeable voucher. It is chosen from a drop-down menu which is maintained in Currencies (see "Currencies" on page 116).

<b>Field/Option</b>	<b>Description</b>
Coupon Locale	Definition to follow.
Force Capture Name Address	When this check box is selected the Customer's name and address should be captured when the rechargeable voucher is used.
Value Limit for Capture	Definition to follow.
Allow Top-up	Definition to follow.
Valid From Date	Definition to follow.
Default Expiry Period	Definition to follow.
Expiry Date	Definition to follow.
Force Capture Serial No	Definition to follow.
Track Serial No	When this check box is selected the serial number of the rechargeable voucher should be tracked.
Endorse at Time of Issue	Definition to follow.
Endorsement Style	Definition to follow.
Disallow Void After Endorsement	Definition to follow.
Print at POS at Time of Sale	Definition to follow.
Open Drawer On Issue	When this check box is selected the cash drawer will open when the rechargeable voucher is issued.
Tender For Issue	This indicates the tender required for issue. It is selected from a drop down list which is fixed. When a Rechargeable Voucher is issued at the POS it is not treated as a tender, and as such does not appear in Cash Management. This field enables the store to reconcile Rechargeable Vouchers issued in Cash Management. The Tender For Issue field allows the store to configure which tender the issued Rechargeable Voucher should be treated as. For Rechargeable Vouchers the list of tenders is restricted to Rechargeable Voucher tenders. When a Gift (Rechargeable) Voucher is issued (i.e. sold, issued as change) if the Tender For Issue is set on the voucher then the Cash Management totals for that tender will be updated.
Serial Number Length	The length of the rechargeable voucher serial number. It must be a numeric value in the range 4-19.
Prompt for Promotion Code	Definition to follow.
Fixed Value on Issue	Definition to follow.
Default Value on Issue	Definition to follow.
Minimum Value	The minimum value of the rechargeable voucher (up to 20 alphanumeric characters).
Maximum Value	The maximum value of the rechargeable voucher (up to 20 alphanumeric characters).
Maximum Top-up Value	Definition to follow.

<b>Field/Option</b>	<b>Description</b>
Card Type	The card type associated with the rechargeable voucher. It is chosen from a drop-down menu which is maintained via Card Types (see "Card Types" on page 109).
Single Use	Definition to follow.
Automatic Tender	Definition to follow.
Acquirer ID	Definition to follow.
Allow sale/return offline	Definition to follow.
Allow Return	Definition to follow.
Allow redemption offline	Definition to follow.
Allow Return Without Receipt	Definition to follow.
Allow Post Void	Definition to follow.
Allow key entry for Top-up	Definition to follow.
Allow Top-Up on Refund	Definition to follow.
Allow Balance Enquiry	Definition to follow.
Number of Copy Receipts	Definition to follow.
Print Promotional Message	Definition to follow.
Prevent Sales With Other Items	Definition to follow.
Goodwill Voucher	Definition to follow.
Prompt for Reason Code on Issue	Definition to follow.
Reason Code for Issue	Definition to follow.
Print Advice Slip on Issue	Definition to follow.
Prevent Voids After Returning	Definition to follow.
Allow for Dispatch	Definition to follow.
Allow for Layaway	Definition to follow.
Allow Fallback to Basket Archive Server URL in View History	Definition to follow.
Send Direct Update Immediately	Definition to follow.

Field/Option	Description
Skip New Card Issue Confirmation Prompt and Display Existing Card balance	Definition to follow.
Edit Coupon Sub-Types	Definition to follow.
Edit Voucher Type Restrictions	Definition to follow.
Load Limits	Definition to follow.
Included/Excluded MM Groups	Definition to follow.
Included/Excluded Product Groups	Definition to follow.
Included/Excluded Products	Definition to follow.

### 3.10.4 Edit Product Coupon

This screen enables you to edit details of existing product coupons.

The following information is shown:

Field/Option	Description
Voucher/Coupon ID	The ID of the product coupon. It is read-only at this point. It is defined by you when the voucher/coupon is created.
Voucher/Coupon Type	The type of the product coupon. It is read-only at this point. It is defined by you when the voucher/coupon is created.
Trading Region	The trading region associated with the voucher or coupon. It is read-only at this point. It is defined by you when the voucher/coupon is created.
Description Locale	The locale associated with the product coupon. It is chosen from a drop-down menu which is fixed.
Description	The description of the product coupon (up to 40 alphanumeric characters).
Report Group	The report group of the voucher or coupon.
Currency	The currency of the product coupon. It is chosen from a drop-down menu which is maintained in Currencies (see "Currencies" on page 116).
Coupon Locale	The locale to use for the coupon.
Force Capture Name Address	When this check box is selected the Customer's name and address should be captured when the product coupon is used.
Force Capture Serial No	When this check box is selected the serial number of the product coupon should be captured when it is used.
Track Serial No	When this check box is selected the serial number of the product coupon should be tracked.
Maximum Value	The maximum value of the product coupon. It must be in the range 0 to 9999999999.

<b>Field/Option</b>	<b>Description</b>
Discount Type	The type of discount for the product coupon. It is chosen from a drop-down menu which is fixed. It can be either amount or percentage.
Value	The value of the product coupon. It must be in the range 0 to 99999999999.
Prevent Voids After Returning	When this check box is selected voids are not allowed after returning a product.
Products	This section displays the products associated with the product coupon. You can edit, remove, add and search for products.

### **3.10.5 Edit Manufacturer Coupon**

This screen enables you to edit details of existing manufacturer coupons.

The following information is shown:

<b>Field/Option</b>	<b>Description</b>
Voucher/Coupon ID	The ID of the manufacturer coupon. It is read-only at this point. It is defined by you when the voucher/coupon is created.
Voucher/Coupon Type	The type of the manufacturer coupon. It is read-only at this point. It is defined by you when the voucher/coupon is created.
Trading Region	The trading region associated with the voucher or coupon. It is read-only at this point. It is defined by you when the voucher/coupon is created.
Description Locale	The locale associated with the manufacturer coupon. It is chosen from a drop-down menu which is fixed.
Description	The description of the manufacturer coupon (up to 40 alphanumeric characters).
Report Group	The report group of the voucher or coupon.
Currency	The currency of the manufacturer coupon. It is chosen from a drop-down menu which is maintained in Currencies (see "Currencies" on page 116).
Coupon Locale	The locale to use for the coupon.
Tender Type	The type of tender for the manufacturer coupon.
Force Capture Name Address	When this check box is selected the Customer's name and address should be captured when the manufacturer coupon is used.
Maximum Value	The maximum value of the manufacturer coupon (up to 20 alphanumeric characters).
Value	The value of the manufacturer coupon. It must be in the range 0 to 99999999999.
Enter Value?	When this check box is selected the value of the coupon must be entered manually,
Prevent Voids After Returning	When this check box is selected voids are not allowed after returning a product.
Products	This section displays the products associated with the manufacturer coupon. You can edit, remove, add and search for products.

### 3.10.6 New Vouchers and Coupons

This screen enables you to create new vouchers and coupons.

The following information is shown:

Field/Option	Description
Voucher/Coupon Type	The type of voucher or coupon. It is chosen from a drop-down menu which is fixed.
New ID	The ID number of the new voucher or coupon (up to 20 alphanumeric characters).

### 3.11 Training Cards

This screen enables you to view, add and remove hot training cards.

### 3.12 Hot Cards

This screen enables you to view, add and remove hot cards.

These are cards which have must be declined for some reason, for example card reported stolen etc. Normally, hot card details would not be maintained manually, but would be provided as a file by the Retailer's acquirer.

All existing hot cards are displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the hot card, for example remove. The new icon will take you to the New Hot Card screen (see "New Hot Card" on page 128).
PAN	The number of the hot card. It must be between 9 and 22 numeric characters in length.
Issue Number	The issue number of the hot card. It must be a maximum of 2 numeric characters in length.

#### 3.12.1 New Hot Card

This screen enables you to add a new hot card to the database.

The following information is shown:

Field/Option	Description
PAN	The PAN of the hot card. It must be between 9 and 22 digits long.
Issue Number	The issue number of the hot card (up to two digits).

### 3.13 Hot Cheques

A Hot Cheque Maintenance application had been added. Access to this application is controlled by new Roles under Maintenance.

- Select Hot Cheque
- View Hot Cheque

- Add Hot Cheque
- Edit Hot Cheque
- Remove Hot Cheque

### 3.14 ICC Configurations

This screen enables you to view, edit, create and remove configurations for Integrated Circuit Cards (ICC).

All existing ICC Configurations are displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the ICC Configuration, for example view, edit or remove. The view icon will take you to the Edit ICC Configuration screen (see “Edit ICC Configuration” on page 129) but all fields will be read-only. The edit icon will take you to the Edit ICC Configuration screen (see “Edit ICC Configuration” on page 129). The remove icon enables you to delete an existing ICC Configuration. The new icon will take you to the New ICC Configuration screen (see “New ICC Configuration” on page 130).
ID	The ID associated with the ICC Configuration.
Description	The description of the ICC Configuration.

#### 3.14.1 Edit ICC Configuration

This screen enables you to edit details on an existing Integrated Circuit Card (ICC) device.

The following information is shown:

Field/Option	Description
ID	The ID of the ICC Configuration. It is read-only at this point. It is defined by you when the ICC Configuration is created.
Description	The description of the ICC Configuration (up to 40 alphanumeric characters).
Type	The type of ICC Configuration. It is chosen from a drop-down menu which is fixed.
Firmware Version	The current version number of the firmware.
Application Version	The current version number of the application.
Application Update Directory	This indicates the full path of the directory containing the latest application update for the device.
Welcome Message Line 1-4	This indicates the lines of the welcome message for the device. The maximum length is dependant on the device, in this case 22 alphanumeric characters.
Force No Cardholder Verification to Signature	This indicates that the cardholder will be forced to verify the transaction at the POS with a signature, even if the card is not configured to require either a PIN or signature.

Field/Option	Description
PIN Entry Timeout (seconds)	This indicates the timeout, in seconds, for PIN entry by the customer. It must be a numerical value in the range 0-999.
Other Versions	Other versions associated with the ICC Configuration are displayed in a table with the following headings:
Options	The actions you can perform on the Other Versions, for example edit, remove, etc.
Name	The name of the other version.
Value	The version number of the other version.
ICC Data	The data which contains the configuration details for the ICC.
ICC Keys	The keys for the ICC.

### 3.14.2 New ICC Configuration

This screen enables you to add a new ICC Configuration to the database.

The field is:

Field/Option	Description
New ID	The ID of the new ICC Configuration (up to 40 alphanumeric characters).

### 3.15 IIN Ranges

This screen enables you to view, edit and remove card IIN ranges.

These details are required in order for cards to be accepted at the POS. The POS identifies a card by the first few digits of the card number. The IIN ranges detail which card numbers belong together and how they should be treated.

The example below is just a section of the pane, due to space constraints.

All existing IIN Ranges are displayed in a table with the following headings:

Field/Option	Description
Options	The actions can be performed by you on the IIN range.
Range	The range of numbers associated with a particular IIN range. The view icon will take you to a screen similar to the Edit IIN Range screen (see "Edit IIN Range" on page 130), but all the fields will be read-only. The edit icon will take you to the Edit IIN Range screen (see "Edit IIN Range" on page 130). The remove icon will delete the selected IIN Range. The new icon will take you to the New IIN Range screen (see "New IIN Range" on page 133).
Card Type	The type of card associate with the IIN range.
Description	The description of the IIN range.

#### 3.15.1 Edit IIN Range

This screen enables you to edit the IIN ranges associated with a particular card. The Retailer's acquirer

will provide most of these details.

The following information is shown:

Field/Option	Description
Range start	The first number of the selected IIN range. It is read-only at this point. It is defined by you when the IIN range is created.
Range end	The last number of the selected IIN range. It is read-only at this point. It is defined by you when the IIN range is created.
PAN Length	The length of the PAN for the selected IIN range. It is read-only at this point. It is defined by you when the IIN range is created.
Trading Region	
Access Special Check Digit	When this check box is selected the special check digit should be accessed.
Action For Keyed PAN	The default action if the card number is keyed in manually. The magnetic strip on a credit card defines a service code (and consequent action codes) which is not printed on the card (up to two digits).
Allowed as Cheque Card	When this check box is selected the cards in this IIN range are allowed as cheque cards.
Allowed as Loyalty Card	When this check box is selected the cards in this IIN range are allowed as loyalty cards.
Allowed as Account Card	When this check box is selected the cards in this IIN range are allowed as account cards.
Allowed as Employee Card	When this check box is selected the cards in this IIN range are allowed as employee cards.
Allowed as E-Top Up Card	When this check box is selected the cards in this IIN range are allowed as E Top-up cards.
Card Description	This indicates a description of the card (up to 20 alphanumeric characters).
Card Type	The type of card. It is chosen from a drop-down menu which is maintained via Card Types (see "Card Types" on page 109).
Check Old Midland Switch Card?	When this check box is selected the card should be checked to see if it is an old Midland Card.
Country Code	The code of the country associated with the card (up to three alphanumeric characters). This can be left blank if the card transactions are in the same currency as the POS.
Currency Code	The code of the currency associated with the card (up to three alphanumeric characters). This can be left blank if the card transactions are in the same currency as the POS.
Embossed Digit Group Lengths	This indicates how the digits are grouped on the card, for example in this example 4,4,4,4,0,0 means 4 digits, followed by 4 digits, followed by 4 digits, followed by 4 digits).
Expiry Date Limit Check?	When this check box is selected the expiry date limit will be check for this IIN range.
Ignore Normal Luhn Check?	When this check box is selected the normal luhn check will be ignored.

Field/Option	Description
Mask	Enter the mask required such as 9 or * rather than show the actual card numbers.
Ignore Expiry Date Check for Refund?	When this check box is selected the expiry date is ignored when checking for refunds.
Ignore Expiry Date Check for Payment?	When this check box is selected the expiry date is ignored when checking for payment.
Edit Track Data	The next icon will take you to the Edit Track Data screen (see “Edit Track Data” on page 132).
Edit Action Codes	The next icon will take you to the Edit Action Codes screen (see “Edit Action Codes” on page 133).

A new field has been added to IIN Range Maintenance allowing the action for keyed PAN on refund to be specified independently of sales. This can allow cards such as Electron, which would otherwise not be keyable, to be keyed for refunds.

The default behaviour may be affected by this change and that IIN Range data must be edited.

To allow a card to be keyed for refunds, the new field 'Action for Keyed PAN on Refund' must be set to some value other than 'Reject'. By default, this field will be set to 'Accept'. However, the PAN Attribute under Track Data must also be set to keyable to allow keyed input. Then the existing 'Action for Keyed PAN' field must be set to 'Reject' otherwise keyed input would also be allowed for sales. Finally it may also be necessary to set other Track Data attributes to keyable, such as expiry date, so that they will be captured on a keyed refund.

### 3.15.1.1 Edit Track Data

This screen enables you to edit the track data associated with a particular IIN range. These details will be provided by the Retailer's acquirer.

For each parameter there are the following fields:

Field/Option	Description
Track Number	The track number on which the parameter is held (up to two digits).
Start Position	The start position of the parameter (up to two digits).
Length	The total length of the parameter (up to two digits).
Keyable	When this check box is selected the data for the parameter can be keyed in manually.

The parameters supported are:

- PAN Attributes
- Expiry Date Attributes
- Start Date Attributes
- Months Valid Attributes
- Issue Number Attributes
- Service Code Attributes

- Discretionary Data Attributes
- Additional Discretionary Data Attributes
- Format Code Attributes
- Country Code Attributes
- Currency Code Attributes
- Allowance Usage Attributes
- Restriction of Usage Attributes
- Card Number Attributes
- Extra IIN Check Attributes
- Purchase Order Check Attributes
- Purchase Limit Attributes

### 3.15.1.2 Edit Action Codes

This screen enables you to edit the action codes associated with a particular IIN range. These details will be provided by the Retailer's acquirer.

The action codes are displayed in a table with the following headings:

- Service Code Number
- 1st Digit
- 2nd Digit
- 3rd Digit

The values for each digit are chosen from a drop-down menu which is fixed. Only the values 0, 10, 20, 30 or 40 can be selected.

### 3.15.2 New IIN Range

This screen enables you to enter a new IIN range.

The following information is shown:

Field/Option	Description
Range start	The first number of the new IIN range (up to 10 digits).
Range end	The last number of the new IIN range (up to 10 digits).
PAN Length	The total length of the PAN (up to two digits).
Trading Region	The trading region associated with the selected IIN range.

## 3.16 DCC IIN Ranges

The DCC IIN Range Maintenance screen enables you to view, edit and remove DCC IIN ranges. These are IIN Ranges that support dynamic currency exchange.

The following table shows which currency is offered for each of the ICC combinations of the configuration.

	<b>ICC Currency Code Overrides DCC IIN Currency</b>	<b>Use ICC Currency Code When No DCC IIN Currency</b>	<b>Currency offered</b>
DCC IIN code: Base, ICC code: ABC	True	True	ABC
DCC IIN code: Base, ICC code: ABC	False	False	Base
DCC IIN code: Base, ICC code: ABC	True	False	ABC
DCC IIN code: Base, ICC code: ABC	False	True	Base
DCC IIN code: None, ICC code: ABC	True	True	ABC
DCC IIN code: None, ICC code: ABC	False	False	Base
DCC IIN code: None, ICC code: ABC	True	False	Base
DCC IIN code: None, ICC code: ABC	False	True	ABC
DCC IIN code: XYZ, ICC code: ABC	True	True	ABC
DCC IIN code: XYZ, ICC code: ABC	False	False	XYZ
DCC IIN code: XYZ, ICC code: ABC	True	False	ABC
DCC IIN code: XYZ, ICC code: ABC	False	True	XYZ
DCC IIN code: Base, ICC code: None	Doesn't matter	Doesn't matter	Base
DCC IIN code: None, ICC code: None	Doesn't matter	Doesn't matter	Base
DCC IIN code: XYZ, ICC code: None	Doesn't matter	Doesn't matter	XYZ

### 3.17 Card Recognition IIN Ranges

The Card Recognition IIN Range Maintenance screen enables you to view, edit and remove card recognition IIN ranges. These are IIN ranges that support various types of card recognition.

### 3.18 DCC Exchange Rates

The DCC Exchange Rate Maintenance screen enables you to view, edit and remove the exchange rates associated with dynamic currency exchange.

### 3.19 Payment Plans

The Payment Plan Maintenance screen enables you to view, edit, create, and remove payment plans.

### 3.20 Tenders

This screen enables you to view, edit, create and remove tenders from Micros Retail-J.

You can select the required Trading Region which is chosen from a drop-down menu which is maintained in Trading Regions (see Trading Regions).

All existing tenders are displayed in a table with the following headings:

Field/Option	Description
Options	The actions can be performed by you on an existing tender, for example view, edit etc. The view icon will take you to a screen similar to the Edit Tender screen (see "Edit Tender" on page 135), but all the fields will be read-only. The edit icon will take you to the Edit Tender screen (see "Edit Tender" on page 135). The remove icon will delete the selected tender. The new icon will take you to the New Tender screen (see "New Tender" on page 141).
Description	This indicates a description of each tender.

#### 3.20.1 Edit Tender

This screen enables you to edit an existing tender. The example shown is for cash tenders.

The following information is shown:

Field/Option	Description
Tender Type	The type of the tender. It is read-only at this point. It is defined by you when the tender is created.
Tender Sub Type	The sub type of the tender. It is read-only at this point. It is defined by you when the tender is created.
Trading Region	The trading region associated with the tender. It is read-only at this point. It is defined by you when the tender is created.
Locale	The locale associated with a particular tender.
Description	This indicates a description of the tender (up to 30 alphanumeric characters).
Currency ID	The ID of the currency associated with the tender. It is chosen from a drop-down menu which is maintained in Currencies (see "Currencies" on page 116).
Tender Position Number	Enter in the Tender Position Number.
Is this a Banking Tender ?	When this check box is selected this tender is a banking tender. A tender will only appear in the bankings list in Safe Cash Management (see Store back Office) if this is set.

<b>Field/Option</b>	<b>Description</b>
Is this a Currency Purchase Tender ?	When this check box is selected this tender is a currency purchase tender. A tender will only appear in the currency tender list in Safe Cash Management (see Store Back Office) if this is set.
Is this a Pickup Tender ?	When this check box is selected this tender is a pickup tender. A tender will only appear in the pickup list in Safe Cash Management (see Store Back Office) if this is set.
Is this a Float Tender ?	When this check box is selected this tender is a float tender. A tender will only appear in the float list in Safe Cash Management (see Store Back Office) if this is set.
Is this a List Tender ?	When this check box is selected this tender is a list tender. This means that each time a tender is used at the POS, it will be tracked and declared individually when doing Terminal Cash Management functions (see Store Back Office), for example cheques.
Is this Tender Auto-Banked ?	When this check box is selected the tender is considered to be automatically banked by Micros Retail-J.
Is this Tender Auto-Picked-Up ?	When this check box is selected the tender is considered to be automatically picked up by Micros Retail-J, and will not need to be declared in Terminal Cash Management (see Store Back Office).
Money Pickup Option	These check boxes enable you to specify how the tender will be picked up, that is loose money, tender bags or both.
Is this a Cashup Tender?	When this check box is selected the tender is a cashup tender, that is a tender to be included in any cashup operation.
Safe Limit	The maximum amount of the selected tender to be kept in the safe. It must be a value in the range 0-999999999.
Safe Cash Operation Limit	The maximum amount of the tender allowed in a single safe cash operation. It must be a value in the range 0-999999999.
Safe Discrepancy Threshold	The maximum allowed discrepancy for the selected tender in a safe operation. It is used when finalising a safe session. It must be a value in the range 0-999999999.
Terminal Cash Operation Limit	The maximum amount of the tender allowed in a single terminal cash operation. It must be a value in the range 0-999999999.
Terminal Discrepancy Threshold	The maximum allowed discrepancy for the selected tender in a terminal operation. It is used when finalising a terminal session. It must be a value in the range 0-999999999.
Sum Entry	When this check box is selected the values are summed.
Enter Values by Denomination ?	When this check box is selected the values of the tender should be entered by denomination, rather than just the total value.
Default Denomination Entry Method	Select the default denomination entry method either amount or quantity.
Default Denomination	Select the default denomination such as 1 pound.
Is this a Cash Deposit Tender?	When this check box is selected the tender can be used as a cash deposit.
Max Tenders Per Transaction	The maximum number of this tender allowed per individual transaction (up to two digits).

<b>Field/Option</b>	<b>Description</b>
Force Amount Entered ?	When this check box is selected the cashier must be forced to enter the amount of the tender.
Capture Name And Address for Tender ?	When this check box is selected the name and address must be captured when the tender is used. This is used when issuing credit notes and the name and address pass automatically to the new credit note from the previous credit note.
Tender Limit for Capture	The tender limit for capture. It must be in the range 0 to 999999999.
Capture Name And Address for Credit ?	When this check box is selected the name and address must be captured when the tender is used for credit.
Credit Limit for Capture	The credit limit for the tender. It must be in the range 0 to 999999999.
Open Drawer on Tender?	When this check box is selected the cash drawer will be opened when the selected tender is used.
Open Drawer at Transaction End ?	When this check box is selected the cash drawer will be opened at the end of the transaction containing the selected tender.
Prevent Post Transaction Void ?	When this check box is selected post transaction voids are NOT allowed for this tender.
Tender Tendering Restrictions	This indicates any tendering restrictions for the tender. It is chosen from a drop-down menu which is fixed.
Credit Tendering Restrictions	This indicates any credit tendering restrictions for the tender. It is chosen from a drop-down menu which is fixed.
Credit Limit	The credit limit for the tender. It must be in the range 0 to 999999999.
Assign Over Payment to Income Code?	When this check box is selected over payment is assigned to the income code.
Primary Change Tender Type	Select the tender type for the primary change for example cash from the drop down menu.
Primary Change Tender Limit	Enter the tender limit for the primary change.
Minimum Primary Change Tender Limit	Enter the minimum tender limit for the primary change.
Allow Fallback to Secondary Change Tender Type	When this check box is selected fallback to secondary change tender type is allowed.
Secondary Change Tender Type	Select the tender type for the secondary change for example cash from the drop down menu.
Secondary Change Tender Limit	Enter the tender limit for the secondary change.
Minimum Secondary Change Tender Limit	Enter the minimum tender limit for the secondary change.
Change Voucher Type	Select the voucher type from the drop down menu.
Over Payment Income Code?	Select the over payment income code from the drop down menu. Depends on Assign Over Payment to Income Code check box being selected.

<b>Field/Option</b>	<b>Description</b>
Credit Change Tender Type	Select the tender type for the credit change for example credit note from the drop down menu.
Credit Change Limit	The credit change limit for the tender. It must be in the range 0 to 999999999. Credit change is money owed to the store when overpaying a credit to the customer.
Minimum Credit Amount	The minimum credit amount for which the tender can be used. It must be a value in the range 0-999999999.
Debit Limit	The debit limit for the tender. It must be in the range 0 to 999999999.
Minimum Debit Amount	The minimum debit amount for which the tender can be used. It must be a value in the range 0-999999999.
Credits Allowed ?	When this check box is selected credits are allowed with this tender.
Debits Allowed ?	When this check box is selected debits are allowed with this tender.
Manual Credit Note Required?	When this check box is selected a manual credit note is required.
Prompt For Reference Number?	When this check box is selected the cashier must enter a reference number when the tender is used.
Reference Number Validator	Depends on Prompt For Reference Number being selected.
Frank Tender ?	When this check box is selected the tender must be franked in the POS printer when used.
Endorsement Style	The style of endorsement for frank tenders. It is chosen from a drop-down menu which is fixed.
Allow for Gift Voucher Sales?	When this check box is selected Gift Voucher Sales are allowed for this tender.
Allow for Rechargeable Voucher Sales?	When this check box is selected Rechargeable Voucher Sales are allowed for this tender.
Minimum Transaction Value	The minimum transaction value for the tender. It must be a value in the range 0-999999999.
Include in total tender value check	When this check box is selected this tender is included in the total tender value check.
Receipt Printing Restrictions	Select a receipt print restriction such as Force Receipt on Standard Printer from the drop down menu.
Number of Receipt Copies	Enter the number of receipt copies required.
Tax Receipt Printing Restrictions	Select a receipt print restriction such as Force Tax Receipt on Standard Printer from the drop down menu.
Print Customer Signature Slip?	When this check box is selected a customer signature slip is printed when this tender is used.
Prompt for original transaction date when returning	When this check box is selected a prompt is given for the original transaction date when returning products.
Drawer Limit	Enter in the cash drawer limit.

<b>Field/Option</b>	<b>Description</b>
Round Tender Value	Select the rounding rule and select the multiple required, for example Down to Previous multiple of 1 pound or to Nearest 5 pound.
Credit/Debit Limits	Select the required authorisation and enter the applicable limit.
Return Tender Types	Shows the Return Tender Types allowed.
Product Tender Groups	The product tender groups associated with this product. New groups can be added using the new icon (up to 20 alphanumeric characters).
Edit Transaction Discount Restrictions	The next icon will take you to the Edit Transaction Discount Restrictions pane for the selected tender.
Edit Excluded Products	The next icon will take you to the Edit Excluded Products pane for the selected tender.

Different types of tender have additional criteria to be set. These are detailed below.

For Cash:

<b>Field/Option</b>	<b>Description</b>
Drawer Limit	The drawer limit for the tender. It must be a value in the range 0-999999999.

For Cards, Customer Account, Local Account, Deposit Account, and Loyalty Points:

<b>Field/Option</b>	<b>Description</b>
Disable Card Validation ?	When this check box is selected card validation is disabled.
Disable Reprinting of Voucher?	When this check box is selected reprinting of the voucher is disabled.
Disable Cancellation After Printing of Customer Voucher?	When this check box is selected the cancellation is not allowed following the printing of a customer voucher.

Local Accounts also has the following extra field:

<b>Field/Option</b>	<b>Description</b>
Print Customer Receipt?	When this check box is selected a customer receipt is required for this tender.

For Cheques:

<b>Field/Option</b>	<b>Description</b>
Minimum Credit Value	The minimum credit value of the cheque. It must be in the range 0 to 999999999.
Cheque Payee	This indicates who the cheque should be made payable to (up to 20 alphanumeric characters).

<b>Field/Option</b>	<b>Description</b>
Print Cheque ?	When this check box is selected the cheque will be printed by the POS printer.
Cheque Type	The type of cheque which can be accepted. It is chosen from a drop-down menu which is fixed.
Disable Card Validation ?	When this check box is selected card validation is disabled.
Disallow Unrecognised Cards ?	When this check box is selected any unrecognised cards will be disallowed.
Floor Limit	The floor limit of the cheque. It must be in the range 0 to 999999999.
Fallback Floor Limit	The fallback floor limit of the cheque. It must be in the range 0 to 999999999.
Appraisal Floor Limit	The appraisal floor limit of the cheque. It must be in the range 0 to 999999999.

For Gift Vouchers:

<b>Field/Option</b>	<b>Description</b>
Voucher Type	The type of voucher. It is chosen from a drop-down menu which is maintained in Vouchers and Coupons (see "Vouchers and Coupons" on page 120).
Give Change in Gift Vouchers	When this check box is selected the change for the transaction must be given in gift vouchers.
Other Tender Change Limit	The maximum amount allowed in another tender to be given to the customer for change.

For Rechargeable Voucher, Simple Voucher and Simple Account:

<b>Field/Option</b>	<b>Description</b>
Minimum Transaction Value	The minimum value of the tender per transaction. It must be a value in the range 0-999999999.

Simple Account also has the following extra field:

<b>Field/Option</b>	<b>Description</b>
Print Voucher?	When this check box is selected a voucher will be printed when this tender is used.

For Interest Free Credit:

<b>Field/Option</b>	<b>Description</b>
Maximum Transaction Percentage	The maximum percentage of the transaction for interest free credit. It must be in the range 0-100%
Number of Monthly Payments	The number of monthly payments for the interest free credit. It must be a number in the range 1-24.

Field/Option	Description
Prompt For Authorisation Code	When this check box is selected an authorisation code must be provided when using this tender.
Minimum Deposit Value	The minimum amount allowed for deposit. It must be a numerical value.
Edit Fixed Tender Amounts	The next icon will take you to the Edit Fixed Tenders Amounts screen (see "Edit Fixed Tenders Amounts" on page 141).

### 3.20.1.1 Edit Fixed Tenders Amounts

This screen enables you to set up amounts for interest free credit, where the same amount is to paid regularly.

The field is:

Field/Option	Description
Amounts	The various amounts of the tender available for interest free credit. Each entry must be a unique numerical value.

### 3.20.2 New Tender

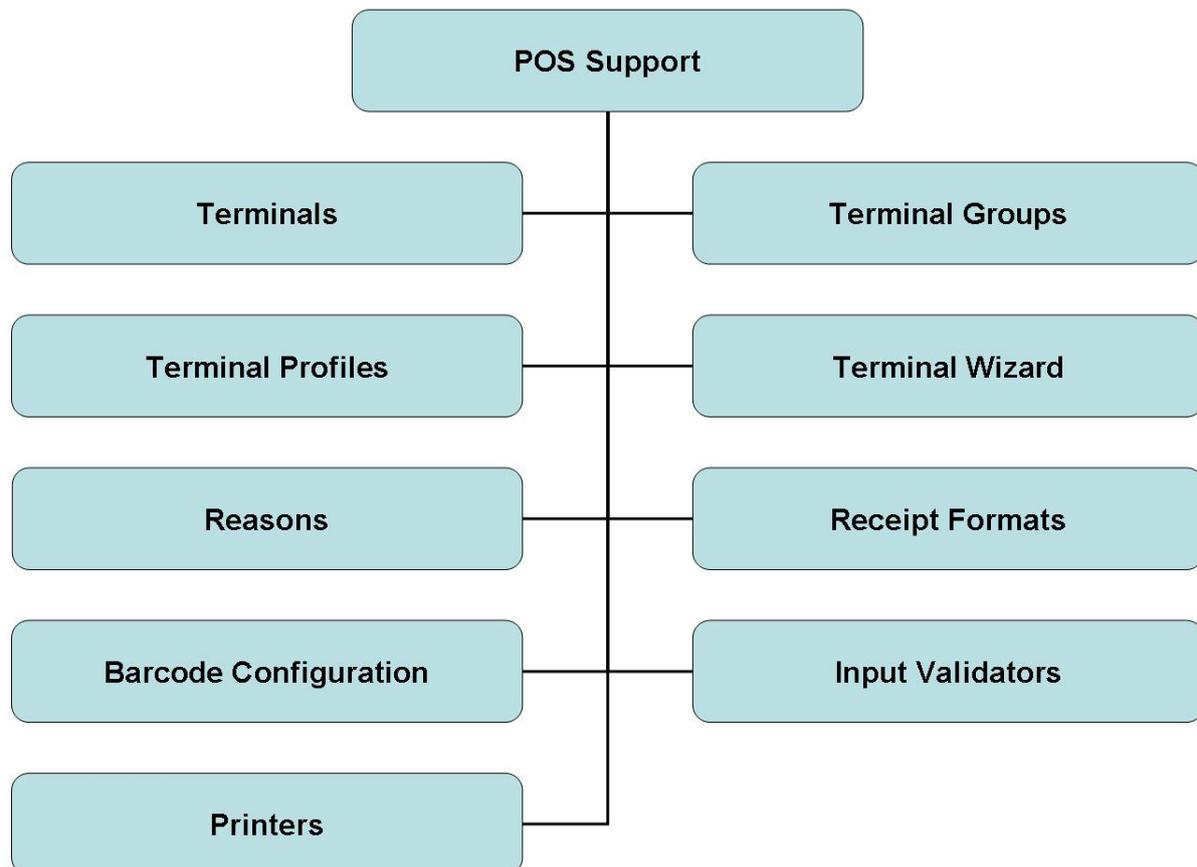
This screen enables you to add a new tender to Micros Retail-J.

The following information is shown:

Field/Option	Description
Tender Type	The type of tender being added. It is chosen from a drop-down menu which is fixed.
New Sub-Type	The sub type of the tender being added. This enables more than one instance of a given type to be defined (up to two digits).

## 4.0 POS Support

This section shows you how to maintain data concerned with the POS software. The following options are available.



### 4.1 POS Support Additions

#### 4.1.1 Configurable Cheque Printing

Default cheque printing is based on UK cheques. Other countries use different formats. So, for example, you might need to configure a French cheque print format.

As well as a print format, you can also define the following fields:

- The organisation to pay
- The amount in words
- The date
- Amount in numbers
- Tender

Cheque printing configuration requires the following activities:

- Receipt Format Maintenance

- Tender Maintenance

#### 4.1.1.1 Configuring a New Format

1. Navigate to *Data Maintenance > POS Support > Receipt Format*. Add a new Format.
2. Enter a new ID and Select Document Type as *Cheque Document* from the drop-down box and click the Next button.
3. Enter the *Description* and *Print Width*. The *Print Width* column will accept a width up to 80.
4. Add a *Format Entry* from the drop-down list.
5. Click the Edit button to create a format for printing the cheque.
6. Configure in the same way as other receipt formats.
7. Navigate to *Data Maintenance > Tendering > Tenders*.
8. Add or Edit the Cheque Tender. Enable the *Print Cheque?* check box and select the *Cheque Print Style* from the drop-down list.

#### 4.1.2 Date Input Validator

There are two type of validator, namely:

- Basic Date Validator
- Configurable Date Validator

##### 4.1.2.1 Basic Date Validator

This validator is used to validate an input date against the “user locale” and will display an error message if the date does not match the user locale date pattern.

To configure the Basic Date Validator:

1. Navigate to *Data Maintenance > POS Support > Input Validators*.
2. Click the Add button and enter an alpha numeric ID for the new Validator.
3. Select Validator type as “Date” from the Validator type drop-down selection list.
4. Select Validator as “Basic Date Validator” from the Validator drop-down selection list and press the Next button.
5. The Edit Validator page is displayed. From here you can enter the description of the Validator and set its priority.
6. Press Save and a list of existing Input Validators is displayed.
7. Save the configuration

##### 4.1.2.2 Configurable Date Validator

The Configurable Date Validator is used to validate the date against the date pattern configured in the `com.retailJava.JavaPOS.properties` file.

To configure the Configurable Date Validator:

1. Add the new property `Common.DatePattern=ddmmyy (Example)` to `com.retail-`

Java.JavaPOS.properties

2. Restart the server.
3. Navigate to Data Maintenance > POS Support > Input Validators.
4. Click the Add button and enter an alpha numeric ID for the new Validator.
5. Select the Validator type as “Date” from the Validator Type drop-down selection list.
6. Select Validator as “Configurable Date Validator” from the Validator dropdown and press the Next button.

The Edit Validator page is displayed. From here you can enter the description of the Validator and set its priority.

The Date Pattern text field contains the pattern from the properties file. If the date pattern is not mentioned an error will be generated when you attempt to save.

7. Save the configuration.

## 4.2 Terminals

This screen enables you to view, edit, create and remove terminals from Micros Retail-J.

A terminal is typically a device that sells things, or it can be configured (via Terminal Profiles) to be a Back Office terminal. These details define the basic parameters of the POS terminals in Micros Retail-J. Every POS device must be defined before it can operate. Details such as the attached devices, receipt details, base currency etc., are all set up here. Devices (see “Devices” on page 41) must be set up first before creating terminals.

You can select the required store by either typing in the first field which will filter the drop-down menu in the second field, or just from the drop-down menu which is maintained in Locations (see “Locations” on page 6). All terminals for the chosen store are then displayed in a table with the following headings:

Field/Option	Description
Options	The actions can be performed by you on a particular terminal, for example view, edit etc. The view icon will take you to a screen the same as the Edit Terminal screen (see “Edit Terminal” on page 144), except that it will be read-only. The edit icon will take you to the Edit Terminal screen (see “Edit Terminal” on page 144). The remove icon will delete the selected terminal. The copy icon will take you to the Copy Terminal screen (see “Copy Terminal” on page 149). The new icon will take you to the New Terminal screen (see “New Terminal” on page 150).
Device ID	The ID of the device (terminal).
Store Name	The name of the store which contains the terminal.
Terminal No.	The ID number of the terminal.

### 4.2.1 Edit Terminal

This screen enables you to edit details on a particular terminal.

The following information is shown:

Field/Option	Description
Device ID	The ID number of the terminal. It is read-only at this point. It is defined by you when the terminal is created.
Store ID	This is the ID number of the store containing the terminal. It is read-only at this point. It is defined by you when the terminal is created.
Terminal Profile	The terminal profile associated with the selected terminal. It is chosen from a drop-down menu which is maintained in Terminal Profiles (see "Terminal Profiles" on page 150). This ensures that the Terminal inherits all the attributes set against the Terminal Profile.
Terminal Number	The ID number of the terminal. It must be in the range 1-9999.
Terminal Group	A Terminal Group sets the products that are sold from this terminal. Select from the drop down list of Terminal Groups or leave blank.
Safe ID	The ID number of the safe associated with the terminal. It is chosen from a drop-down menu which is maintained by Locations (see "Locations" on page 6).
PayPoint ID	The ID number of the PayPoint associated with the terminal. It is chosen from a drop-down menu which is maintained by Locations (see "Locations" on page 6).
Thin POS	Thick POS holds the functional GUI, the business logic, and an instance of the Retail-J database on the Device. Thin POS is an instance of the GUI only, which uses another method to interface with a Server and/or Database.
In Use	When this check box is selected the selected terminal is currently in use and live transactions can take place.
Enable Security Monitor	When this check box is selected the security monitor is enabled.
Disallow Sales	Allows the Terminal to be used for all functions apart from actual Sales transactions, for example, a non-transactional kiosk or enquiry screen.
Training Mode	When this check box is selected the selected terminal is currently in training mode.
Configuration Mode	When this check box is selected the selected terminal is currently in configuration mode.
Exclude From Cash Management	Prevents the terminal from being displayed in the Cash Management screens, for example, this may be applicable if the terminal is a non-transactional kiosk.
Ignore Encryption Config	When this check box is selected the encryption configuration is ignored for this terminal.
Messaging Channel	The messaging channel for terminals at this location (up to 40 characters).
Required Function Authorisation Code	The function authorisation code required for some operations at the selected terminal. It is chosen from a drop-down menu which is maintained in Roles (see Roles).
Donation Config	Select the charitable donation scheme from the drop-down list.
Pickup Points	

Field/Option	Description
View Point	Select the View Point from the drop down menu.
Printers	
Label Printer Type	Select the Label Printer Type from the drop down menu.
Receipt	
Receipt Locale	Receipt form and context can be set up by locale, which can be specified on a per terminal basis. It is chosen from a drop-down menu which is fixed.
Add/Edit Receipt	The next icon will take you to the Edit Receipt screen (see "Edit Receipt" on page 146).
POS Screen	
POS Screen ID	Select a standard or customized layout for the POS screen from the drop down list.
Table Layout	
Table Layout	Used to select or graphically define the layout of dining tables for users in the hospitality sector.
Add Table Layout	The next icon will take you to the Form Maintenance screen.
Kitchen Printer	
Connection Type	Used to define a remote (kitchen) printer and its connection details.
Edit Tax Refund Configuration	Use this link to update the tax refund terminal configuration details.

#### 4.2.1.1 Edit Receipt

This screen enables you to determine the form and content of the receipt produced. The example below is split over two panes in this document due to its size.

The following information is shown:

Field/Option	Description
Print Style	The print style to be used on the receipt. It is chosen from a drop-down menu which is fixed. The types available are: Generic 40 Column Generic 40 Column Multi-line Products Generic 44 Column Generic 44 Column Multi-line Products Generic 38 Column Generic 80 Column Prom Voucher Soft Receipt Format 40 Column

Field/Option	Description
Gift Receipt Style	<p>The style required for a gift receipt. It is chosen from a drop-down menu which is fixed. The types available are:</p> <ul style="list-style-type: none"> <li>Generic 40 Column</li> <li>Generic 40 Column One Receipt Per Product</li> <li>Generic 44 Column</li> <li>Generic 44 Column One Receipt Per Product</li> <li>Generic 38 Column</li> <li>Generic 80 Column</li> <li>Soft Receipt Format 40 Column</li> </ul>
Customer Order Receipt Style	<p>The style required for a customer order receipt. It is chosen from a drop-down menu which is fixed. The types available are:</p> <ul style="list-style-type: none"> <li>Generic 40 Column</li> <li>Generic 40 Column Multi-line Products</li> <li>Generic 44 Column</li> <li>Generic 44 Column Multi-line Products</li> <li>Generic 38 Column</li> <li>Generic 80 Column</li> </ul>
Stored Transaction Receipt Style	<p>The style required for a stored transaction receipt. It is chosen from a drop-down menu which is fixed. The types available are:</p> <ul style="list-style-type: none"> <li>Generic 40 Column</li> <li>Generic 40 Column Multi-line Products</li> <li>Generic 44 Column</li> <li>Generic 44 Column Multi-line Products</li> <li>Generic 38 Column</li> <li>Generic 80 Column</li> </ul>
Card Voucher Style	<p>The style required for a card voucher. It is chosen from a drop-down menu which is fixed. The types available are:</p> <ul style="list-style-type: none"> <li>Generic 38 Column</li> <li>Generic 40 Column</li> <li>Generic 44 Column</li> <li>Generic 40 Column Combined Receipt</li> <li>Generic 40 Column Combined Receipt Multi Line Products</li> <li>Generic 44 Column Combined Receipt</li> <li>Generic 44 Column Combined Receipt Multi Line Products</li> <li>Generic 80 Column</li> <li>Soft Card Voucher Format 40</li> </ul>
Credit Note Style	<p>The style required for a credit note. It is chosen from a drop-down menu which is fixed. The types available are:</p> <ul style="list-style-type: none"> <li>Generic 38 Column</li> <li>Generic 40 Column</li> <li>Generic 44 Column</li> <li>Generic 80 Column</li> </ul>
Gift Voucher Style	<p>The style required for a gift voucher receipt. It is chosen from a drop-down menu which is fixed. The types available are:</p> <ul style="list-style-type: none"> <li>Generic 38 Column</li> <li>Generic 40 Column</li> <li>Generic 44 Column</li> <li>Generic 60 Column Document Station</li> <li>Generic 80 Column</li> </ul>
Promo Voucher Style	<p>The style required for a promotional voucher. It is chosen from a drop-down menu which is fixed. The types available are as for Credit Notes.</p>
Customer Account Voucher Style	<p>The style required for a customer account voucher. It is chosen from a drop-down menu which is fixed. The types available are as for Credit Notes.</p>

<b>Field/Option</b>	<b>Description</b>
Employee Account Voucher Style	The style required for an employee account voucher. It is chosen from a drop-down menu which is fixed. The types available are as for Credit Notes.
Report Style	The style required for a report. It is chosen from a drop-down menu which is fixed. The types available are as for Credit Notes.
Product Return Slip Style	The style required for a product return slip. It is chosen from a drop-down menu which is fixed. The types available are as for Credit Notes.
Top Up Voucher Style	The style required for top up voucher slip. It is chosen from a drop-down menu which is fixed. The types available are as for Credit Notes.
Top Up Card Slip Style	The style required for top up card slip. It is chosen from a drop-down menu which is fixed. The types available are as for Credit Notes.
Employee Signature Slip Style	The style required for an employee signature slip. It is chosen from a drop-down menu which is fixed. The types available are as for Credit Notes.
Customer Signature Slip Style	The style required for a customer signature slip. It is chosen from a drop-down menu which is fixed. The types available are as for Credit Notes.
Simple Account Voucher Style	The style required for a simple account voucher. It is chosen from a drop-down menu which is fixed. The types available are as for Credit Notes.
Local Authority Voucher Slip Style	The style required for a local authority voucher slip. It is chosen from a drop-down menu which is fixed. The types available are:
Generic 40 Column	Generic 40 Column Multi-line Products
Generic 44 Column	Generic 44 Column Multi-line Products
Generic 38 Column	Generic 80 Column
Vat Number	The VAT number of the organisation (up to nine digits).
Print tax details	Selecting this check box causes a tax breakdown to be printed on the receipt.
Print on demand	Selecting this check box causes a receipt to be printed on demand.
Receipt Logo	This indicates a receipt logo to be included on the receipt. It is chosen from a drop-down menu which is maintained by this pane. When a System Administrator uploads a new receipt logo, the filename is added to the drop-down menu which is fixed. The file must be .bmp format. A logo can be specified to be printed at the bottom of the receipt, as well as the one at the top. This logo can be specified in Receipt Maintenance in a similar way to the standard Receipt Logo. It can also be specified as an individual Receipt Section in various types of Receipt Format documents in Receipt Format Maintenance.
Upload Receipt Logo	The next icon will take you to the Upload Logo screen (see "Upload Logo" on page 149).
Display Logo	This indicates a display logo to be included on the POS display. It is chosen from a drop-down menu which is maintained by this pane. When a System Administrator uploads a new display logo, the filename is added to the drop-down menu which is fixed. The file must be ccs.jpg, .jpe, .jpeg or ccs.gif format.
Upload Display Logo	The next icon will take you to the Upload Logo screen (see "Upload Logo" on page 149).

Field/Option	Description
Header	This section enables you to enter lines of text to appear on the header of the receipt. The lines can be up to 40 alphanumeric characters long. You can use the remove icon to delete lines and the add icon to add new lines.
Trailer	This section enables you to enter lines of text to appear on the trailer of the receipt. The lines can be up to 40 alphanumeric characters long. You can use the remove icon to delete lines and the add icon to add new lines.

The receipt produced according to the criteria as set in this example, would look like this:

-----	
WINE FESTIVAL 2001	
20% OFF* ALL AUSTRALIAN WINE	
Offer available 25/4 to 8/7	
excludes case deals	
-----	
Milk 2pts	1.49
-----	
TOTAL	£1.49
Cash	-£2.00
Change	£0.51
-----	
00000100010100031218221338	
OPEN 24 HOURS	
Monday 08:00 until Saturday 22:00	
Sunday 10:00 - 16:00	
THANK YOU	
FOR SHOPPING AT TESCO	
HERTFORD	
TEL (01992) 907500	
If you have any comments about today s	
shopping trip, please let me know	
KATH HOLT	
CUSTOMER SERVICE	
MANAGER	
18/12/03 22:13 000001 0001 0100 jo	

#### 4.2.1.1.1 Upload Logo

This screen enables you to upload an image to be used as a receipt or display logo.

You can either enter the filename (if known) or use the Browse icon to locate the required file. When the required file is located, the next icon will take you to the Upload Image screen (see "Upload Image" on page 149).

#### 4.2.1.1.2 Upload Image

This screen uploads the image and returns you to the Edit Receipt screen (see "Edit Receipt" on page 146). The uploaded logo is displayed on that pane.

#### 4.2.2 Copy Terminal

This screen enables you to copy the attributes from an existing terminal to create a new one. The for-

mat is similar to the New Terminal screen (see “New Terminal” on page 150). This function can be used to speed up the creation of terminals.

### 4.2.3 New Terminal

This screen enables you to create a new terminal.

The following information is shown:

Field/Option	Description
Device ID	The ID of the device. It is chosen from a drop-down menu which is maintained via Devices (see “Devices” on page 41).
Terminal Number	The number of the new terminal (up to four numeric digits).

The next icon will take you to the Edit Terminal screen (see “Edit Terminal” on page 144).

## 4.3 Terminal Groups

The Terminal Group maintenance screen enables you to view, edit, remove and create Terminal Groups that are used to define the products that can be sold through a set of Tills/Terminals. You can include or exclude both Merchandise Management Groups and individual products. You can use the Search Icon to choose from a list of Merchandise Management Groups or products as required. Remember to use the Save Icon to retain your changes.

## 4.4 Terminal Profiles

This screen enables you to view, edit, create and remove terminal profiles that is, it enables the definition of certain attributes which are to be inherited by a number of Terminals and are a key part of setting up the Estate. The Estate should have at least one Terminal Profile. Typically an Estate may have several, to reflect types of device, such as; HHTs, Tills and Kiosks.

Additional Terminal Profiles may be required if there are Terminals at a Location for which elements of the setup are different. For example; the location may use different:

- Physical hardware attached to the device
- Connection to other devices/servers Estate Manager for data look-up
- Receipt formats ( including store address)
- Menu sets
- GUI

A specific Terminal Profile is assigned to a Terminal under the Terminal Set up option.

The Terminal Profile details configure the look, feel and behaviour of the POS terminals in Micros Retail-J. Every POS device must be defined with a device ID (see “Devices” on page 41) and set up as a terminal (see “Terminals” on page 144) before it can be linked to a terminal profile. Details such as the attached devices, receipt details, base currency etc., are all set up here.

You can select the required store by either typing in the first field which will filter the drop-down menu in the second field, or just from the drop-down menu which is maintained in Locations (see “Locations” on page 6).

All terminal profiles for the selected store are displayed in a table with the following headings:

Field/Option	Description
Options	The actions can be performed by you on a particular terminal profile, for example view, edit etc. The view icon will take you to a screen the same as the Edit Terminal Profile screen (see "Edit Terminal Profile" on page 151), except that it will be read-only. The edit icon will take you to the Edit Terminal Profile screen (see "Edit Terminal Profile" on page 151). The remove icon will delete the selected terminal profile. The copy icon will take you to the Copy Terminal Profile screen (see "Copy Terminal Profile" on page 159). The new icon will take you to the New Terminal Profile screen (see "New Terminal Profile" on page 159).
Profile ID	The ID of the terminal profile, which is configured by you.
Store Name	The name of the store which contains the terminal profile.
Description	This indicates a description of the terminal profile.

#### 4.4.1 Edit Terminal Profile

This screen enables you to edit an existing terminal profile.

The example below is shown split over two panes for ease of reading.

The following information is shown:

Field/Option	Description
Profile ID	The ID number of the selected terminal profile. It is read-only at this point. It is defined by you when the terminal profile is created.
Description	This indicates a description of the terminal profile (up to 40 alphanumeric characters).
Terminal Offline Waiting Time (Min)	Enter in the number of minutes to wait.
Store ID	This is the ID number of the store containing the terminal. It is read-only at this point. It is defined by you when the terminal profile is created.
Company Number	The company number associated with the terminal (up to six numeric digits).
Branch Number	The branch number containing the terminal (up to six numeric digits).
Locale	The locale associated with the terminal. It is chosen from a drop-down menu which is fixed.
Trading Region	The trading region associated with the terminal. It is chosen from a drop-down menu which is maintained in Trading Regions (see "Trading Regions" on page 5).
Base Currency ID	The base currency which is used by the terminal. It is chosen from a drop-down menu which is maintained by Currencies.
Maximum Currency Input Digits	The maximum allowed input digits when entering currencies. It must be a numerical value in the range 4-12.

<b>Field/Option</b>	<b>Description</b>
Transaction Tender Limit	Enter the value for the transaction tender limit.
Default Transaction Tender Limit Store Reason	Select the default transaction tender limit reason from the drop down menu.
Default Refund Card Tender Store Reason	Select the default reason for the refund from the drop down menu.
Tax Method ID	The ID number of the tax method associated with the terminal as set up in Company Structure. It is chosen from a drop-down menu which is maintained by Tax Methods (see "Tax Methods" on page 46).
Menu Set ID	This defines the arrangement of buttons which the users will see on the GUI. Choose from menu sets created in Data Maintenance > General > Menus. It is chosen from a drop-down menu which is fixed.
Default Transaction Type	Select the default transaction type for the terminal profile such as Sale, Order, Dispatch and so on.
Hot Key Menu ID (Thin Client type)	Select the hot key menu ID from the drop down menu.
UI Style ID	The ID number of the style of the user interface associated with the terminal, that is how the POS will look to you. It is chosen from a drop-down menu which is fixed.
UI Theme	The ID number of the theme of the user interface associated with the terminal,
UI Format ID	The ID number of the format of the user interface associated with the terminal. Defines how the Operator view will look on the Physical POS. Detailed set up of the format is carried out in Data Maintenance > POS Support > Receipt Formats. It is chosen from a drop-down menu which is fixed.
Show Function Numbers on Command Buttons	When this check box is selected function numbers are shown on the command buttons.
Customer UI Style ID	The ID number of the style of the customer user interface associated with the terminal that is how the customer display will look to the customer. It is chosen from a drop-down menu which is fixed.
Customer UI Format ID	The ID number of the format of the customer user interface associated with the terminal.
Media Channel ID	The ID of the media channel associated with the terminal. It is used for playing media files at a terminal. It is chosen from a drop-down menu which is maintained in Channels.
Messages Set ID	The ID of the Messages Set.
Process Cash Management	When this check box is selected cash management totals are processed at POS.
Capture Customer Postcodes Intermittently	When this check box is selected postcodes are captured intermittently.
Capture Customer Postcode Interval	Enter a value so that postcodes are captured every n transactions.

Field/Option	Description
Capture Customer Postcode Validator	To capture the postcode of customers during a transaction.
Set Captured Customer Postcode on Customer Address	By default this will be enabled for backward compatibility.
Case Restriction in POS	Select from the drop down menu whether upper case, lower case or mixed case is used in passwords.
On Detection of Hot Customer	Select the action to take when there is detection of a hot customer such as decline transaction or warn.
Record Lost Sales	When this check box is selected lost sales are recorded.
Exclude Basket Contents From Inventory Check	When this check box is selected the basket contents are excluded from the inventory check.
Auto populate selling code for product	When this check box is selected the selling code for the product is automatically populated.
External Tax Void Transaction Reason	Select the reason from the drop-down list.
Donation Config	Select the donation config from the drop-down list such as Pennies Charitable Donations. The available options are maintained from Data Maintenance > Tendering > Donation Configs.
Sensitive Customer POS Data Template ID	Select the template from the drop-down menu.
Edit Item Limits	The next icon will take you to the Edit Item Limits pane for the selected terminal profile.
Maximum Return Item Price	Enter a value to limit the maximum price which can be entered when doing a manual return at the POS. Note that this limit is only effective if the user types in a price manually.
Enable Recovery	When this check box is selected the recovery mode is enabled.
Force recovery by the same operator	When this check box is selected the recovery mode must be by the same operator.
Check Prices Against Maximum Retail Price	When this check box is selected the prices are checked against those entered for the maximum retail price.
Customer Prompt	Lists the Customer Prompts (of type 3 (Customer Configurable Prompt) and 6 (Configurable Name Address Prompt)) for the Terminal Profile's Trading Region. Select from the drop down menu. The available options are maintained from Data Maintenance > Workflow > Customer Prompts.
Fire Cash Drawer After Sessions Totals Printed	When this check box is selected the cash drawer is fired after the sessions totals are printed.
Warn If Session Already Closed/ Cashed Up	When this check box is selected a warning is shown if the session is already closed.
Encryption Configuration	Select from the drop down menu. The available options are maintained from Data Maintenance > General > Encryption.

<b>Field/Option</b>	<b>Description</b>
Generate Fiscal Stamp	When this check box is selected the fiscal stamp is generated.
Write Fiscal Stamp To File	Associated with the Generate Fiscal Stamp check box, if selected will write this to file.
Prompt for Customer Data	When this check box is selected a prompt is shown for customer data.
Contactless Transaction Ceiling	The contactless transaction ceiling, that is maximum amount for one transaction. It must be a number in the range 0.00 to 9,999,999.99.
Messaging Channel	The messaging channel for terminals at this location (up to 40 characters).
Restrict Basket Search To Current Store Only	When this check box is selected basket searches in the POS only retrieve baskets for the current store.
Default Loyalty Scheme	Select from the drop-down menu.
Minimum Search Characters	Enter the minimum number of characters to enter to search on.
<b>Device Details</b>	
Edit Devices	The next icon will take you to the Edit Devices screen.
<b>Purge Details</b>	
Default Purge Age (days)	The purge age of the store in days. This must be a number in the range 0-9999.
Edit Purge Ages	The next icon will take you to the Edit Purge Ages screen (see “Edit Purge Ages” on page 34). Allows purge ages for various data items to be set. These are more commonly set against the Location Profile. The default purge age will apply unless a purge age is defined against a specific Data Type. This is used to control excessive data history being held against devices.
Disable Automatically Cutting Paper on Receipt Printer	When this check box is selected the cutting of paper is no longer automatic.
Skip Printing of Store Copy Voucher when Signature Not Required	When this check box is selected the store copy voucher is not printed when a signature is required.
Skip Printing of Store Copy Voucher on PIN Verified	When this check box is selected the store copy voucher is not printed when the PIN is verified.
Enable Biometric Authentication at User ID Prompt	When this check box is selected the user can use biometric (use of finger) authentication at the user ID prompt.
Enable Biometric Authentication At Salesperson ID Prompt	When this check box is selected the system will allow a salesperson to sign on biometrically when prompting for a salesperson at the POS.
Use Biometric Authentication as Password	When this check box is selected the user can log on using a keyed/swiped user ID followed by a biometric (use of finger) authentication of the password. If the biometric authentication is successful the system skips the prompt for the registered keyed password.

<b>Field/Option</b>	<b>Description</b>
No. of Biometric Authentication Attempts	This is an integer value between 1 and 9 (0=unlimited) to tell the system how many biometric attempts the POS allows before reverting to asking for a keyed password. If a keyed password is asked for the system sends an application alert.
Raise Biometric Failure Alerts	When this check box is selected an alert is sent if the biometric sign on fails.
Cashdrawer Open Warning (Seconds)	The number of seconds a cash drawer can be left open before a warning is issued (up to four numeric digits).
POS Dayend Continue Timeout (seconds)	If a value is entered (up to 3 digits) the system will automatically assume continue has been pressed to complete the POS Day End process and will proceed once this delay time has elapsed.
Wait for PDF Printing	When this check box is selected the application waits for PDF printing.
PDF Document Printer	The type of PDF printer attached to the terminal (up to 40 alphanumeric characters). If blank it uses the default printer.
ICC Reader Present Card timeout (Seconds)	Enter in the timeout in seconds.
ICC Reader Reconnection Interval (Seconds)	Enter in the reconnection interval in seconds.
ICC Reader Reconnection Attempts	Enter in the number of reconnection attempts allowed.
ICC Reader Network Timeout (Seconds)	Enter in the timeout in seconds.
Receipt Printer Time Out (seconds)	Enter in the timeout in seconds.
<b>Receipt</b>	
Receipt Locale	The locale to be associated with the receipts on the terminal. Receipt form and context can be set up by locale, which can be specified on a per terminal basis. It is chosen from a drop-down menu which is fixed.
<b>Contactless</b>	
Force Customer Copy Contactless Card Voucher Print	When this check box is selected the customer copy is printed for a contactless card.
Use Contactless Card Type Receipt Print Threshold	When this check box is selected the contactless card type receipt print threshold is used.
Print Contactless Receipt for Part Payment	When this check box is selected a contactless receipt is printed for a part payment.
Edit Receipt	The next icon will take you to the Edit Receipt screen (see "Edit Receipt" on page 146).
Remove Receipt	The next icon enables you to remove an existing receipt.
<b>POS Screen</b>	

Field/Option	Description
POS Screen ID	Read-only field that shows the POS SScreen ID for the selected terminal profile.
Web Browser Type	Allows the POS to use an alternative embedded browser: Legacy, SWT (Native), SWT (Mozilla), SWT (Safari). It is chosen from a drop-down menu which is fixed.  SWT (Native): uses Internet Explorer for rendering SWT (Mozilla): uses Mozilla for rendering and requires XULRunner SWT (Safari): uses Safari (WebBit) for rendering and requires Safari  Each of these embedded SWT browsers require SWT to be deployed. The SWT browser can use the Mozilla renderer by declaring the path to the location of XULRunner using the properties file. The new property is "Mozilla.XULRunnerPath".
Table Layout	
Set Table to Available on Tender	When checked, then at the POS when a user completes the transaction by using any table then that table status will be changed to Available, that is, to the Green colour automatically. When set to false, then at the POS when a user completes the transaction by using any table then that table status will be changed to Paid, that is to the Grey colour automatically.
Elapsed Time Before Table Inactivity Warning (Minutes)	Enter in a time to wait. When a table is inactive for the specified time, then after the specified time the table blinks. Default value of field is zero, that is, no inactive warning would be given to user when it is zero.
Display Tables as POS Buttons	When checked, the tables are shown graphically. When set to false the tables are shown as a list.
Display Table Status	When checked the table status such as Available, or Paid is shown.
Table Layout ID	This enables specific settings to be managed around hospitality/café style functionality.
Prompt for customer count	When checked, a prompt to enter the number of covers is displayed on the POS.
Add Table Layout	The next icon enables you to add a new table layout.
Context Sensitive Help	
Edit Help URLs	Enter in the URL in the Edit Help URLs field.
Instant Messaging Listener Details	
IP Address	Instant Messaging Listener Details
Port	Instant Messaging Listener Details
Timeout (Seconds)	Instant Messaging Listener Details
Application Servers	
Application Server URL	Defines where the terminal references for key actions, such as storing baskets and checking for inventory availability.
Product Information URL	Enter in the URL in the Product Information URL field.
Locate Product Inventory URL	Enter in the URL in the Locate Product Inventory URL field.

<b>Field/Option</b>	<b>Description</b>
Edit Data Sources	The next icon will take you to the Edit Data Sources pane for the selected terminal profile.
Edit Direct Update Connections	The next icon will take you to the Edit Direct Update Connections pane for the selected terminal profile.
Edit External Transaction Interface	The next icon will take you to the Edit External Transaction Interface pane for the selected terminal profile.
Edit External Stock Source	The next icon will take you to the Edit External Stock Source pane for the selected terminal profile.
<b>Kitchen Printer</b>	
Connection Type	Select the connection type for the kitchen printer from the drop-down list of None, HTTP, RMI or TCP/IP.
<b>Tenders</b>	
Edit Credit Limits	The next icon will take you to the Edit Credit Limits pane for the selected terminal profile.
Edit Return Limits	The next icon will take you to the Edit Return Limits pane for the selected terminal profile.
<b>Tax Refund Voucher</b>	
Edit Tax Refund Configuration	The next icon will take you to the Edit Tax Refund Voucher Configuration pane for the selected terminal profile.
<b>Modifier Amount Limit</b>	
Edit Modifier Amount Limits	The next icon will take you to the Edit Modifier Amount Limits pane for the selected terminal profile.
<b>POS Day Start/End Config</b>	
Edit POS Day Start Config	The next icon will take you to the Edit Day Start Configuration pane for the selected terminal profile.
Edit POS Day End Config	The next icon will take you to the Edit Day End Configuration pane for the selected terminal profile.
<b>External Promotion Config</b>	
Edit External Promotion Config	The next icon will take you to the Edit External Promotion Configuration pane for the selected terminal profile.
<b>Authorise Returns and Manual Discounts</b>	
Ask for Total Authorisation	This field decides whether the authorisation has to be prompted for transactions involving returns and discounts.
Threshold Amount For Return Authorisation	Amount set at this field becomes the threshold amount above which the transactions have to be authorised if the transactions have return amounts.
Threshold Percentage For Discount Authorisation	Percentage set at this field becomes the threshold percentage above which the transactions have to be authorised if the transactions contain discounts.
Threshold Amount For Discount Authorisation	Discount amount set at this field becomes the threshold discount above which the transactions have to be authorised if the transactions contain discounts.

Field/Option	Description
Authorisation Code At Total	This drop-down list consists of user defined functions set in roles for that particular user.
Remote Printers	
Print to Remote Printer	When checked the POS will print to a remote printer such as a kitchen printer.

The following fields detail the various web addresses for remote connections for Micros Retail-J. Each one can be up to 120 alphanumeric characters). These allow the POS terminal to access data on the store server or central server for different categories of information. If these are not set up then the terminal will only look locally.

Field/Option	Description
Server URL	This is the default to use where any of those below are blank, for example <a href="http://store1/rjWebServices/">http://store1/rjWebServices/</a>
Application Alert Server URL	This provides access to a central database of application alert details, for example <a href="http://headoffice/rjWebServices/">http://headoffice/rjWebServices/</a>
Application Server URL	This provides access to a central database of application details, for example <a href="http://headoffice/rjWebServices/">http://headoffice/rjWebServices/</a>
Basket Server URL	This is the server for stored transactions. It would typically point to the store server, for example <a href="http://store1/rjWebServices/">http://store1/rjWebServices/</a>
Basket Archive Server URL	This server provides access to historic transactions for receipt returns and other transaction queries. It would typically point to a central repository of transactions, for example <a href="http://headoffice/rjWebServices/">http://headoffice/rjWebServices/</a>
Card Use Server URL	This provides access to a central card use database, for example <a href="http://headoffice/rjWebServices/">http://headoffice/rjWebServices/</a>
Customer Server URL	This provides access to a central customer database, for example <a href="http://headoffice/rjWebServices/">http://headoffice/rjWebServices/</a>
Employee Server URL	This provides access to a central database of employee details, for example <a href="http://headoffice/rjWebServices/">http://headoffice/rjWebServices/</a>
Inventory Server URL	This is the server for consolidated inventory levels. It would typically point to a store or central stock server, for example <a href="http://store1/rjWebServices/">http://store1/rjWebServices/</a>
Issued Serial Number Server URL	This provides access to a central database of issued serial numbers. It is used to check the validity of Gift Vouchers and Credit Notes, for example <a href="http://headoffice/rjWebServices/">http://headoffice/rjWebServices/</a>
Loyalty Account Server URL	This provides access to a central database of loyalty points, for example <a href="http://headoffice/rjWebServices/">http://headoffice/rjWebServices/</a>
Postal Address Server URL	This provides access to a local or central database of postal addresses, for example: <a href="http://EstateManager:8080/rjWebServices/QueryAddressServlet">http://EstateManager:8080/rjWebServices/QueryAddressServlet</a>
Retail Service Server URL	This provides access to a central database of retail service details, for example <a href="http://headoffice/rjWebServices/">http://headoffice/rjWebServices/</a>
Tracked Return Server URL	This provides access to a central database of tracked return details, for example <a href="http://headoffice/rjWebServices/">http://headoffice/rjWebServices/</a>
User Server URL	This provides access to a central database of user server details, for example <a href="http://headoffice/rjWebServices/">http://headoffice/rjWebServices/</a>

Field/Option	Description
User Lock Server URL	This provides access to a central database of user lock details, for example <a href="http://headoffice/rjWebServices/">http://headoffice/rjWebServices/</a>
XML Processing URL	This provides the POS with the ability to post transaction directly to its server. It is used to update online items such as customer orders.

The following fields detail the various web addresses for external transaction interfaces, such as SAP for Micros Retail-J. Each one can be up to 120 alphanumeric characters.

- Transaction Listener URL
- Transaction Connector URL
- Transaction Connector UID
- Transaction Connector PWD

#### 4.4.2 Copy Terminal Profile

This screen enables you to copy the attributes from an existing terminal to create a new one. The format is similar to the New Terminal Profile screen (see “New Terminal Profile” on page 159).

#### 4.4.3 New Terminal Profile

This screen enables you to add a new terminal profile.

The following information is shown:

Field/Option	Description
Profile ID	The ID of the new profile (up to 20 alphanumeric characters).
Store Name	The name of the store for the new terminal profile. You can select the required store by either typing in the first field which will filter the drop-down menu in the second field, or just from the drop-down menu which is maintained in Locations (see “Locations” on page 6).

The next icon will take you to the Edit Terminal Profile screen (see “Edit Terminal Profile” on page 151).

### 4.5 Terminal Wizard

This screen enables you to set up new terminals more rapidly where there are many terminals. You are presented with a series of panes which prompt for relevant details.

The following information is shown:

Field/Option	Description
Store ID	The ID of the store at which the terminal is located. You can either type in the first field which will filter the drop-down menu in the second field, or just from the drop-down menu which is maintained in Locations (see “Locations” on page 6).
Device ID	The ID of the device for the terminal (up to 40 alphanumeric characters).
Host Name	The host name for the terminal (up to 40 alphanumeric characters).

Field/Option	Description
Terminal Number	The number of the new terminal. It must be a numeric value in the range 1-9999.
Terminal Name	The name of the new terminal (up to 20 alphanumeric characters).
Base on existing terminal	The name of an existing terminal on which the new terminal will be based. You can either type in the first field which will filter the drop-down menu in the second field, or just from the drop-down menu which is maintained in Terminals (see "Terminals" on page 144).

The next icon will allow you to enter the terminal profile details.

Field/Option	Description
Terminal Profile	The terminal profile to be associated with the new terminal. It is selected from drop-down menu which is maintained in Terminal Profiles (see "Terminal Profiles" on page 150).

The next icon will ask you to confirm the choices.

The next icon will perform all the operations listed to create a new terminal. A screen is then displayed informing you of the success of the operation.

The new icon will enable you to create another new terminal, using the Terminal Wizard, that is returned to the top Terminal Wizard screen (see "Terminal Wizard" on page 159).

## 4.6 Reasons

This screen enables you to define reasons for particular actions on the POS and the BackOffice.

The field is:

Field/Option	Description
Select a Trading Region	The trading region associated with the selected reason.
Select a Reason Type	The reason type is chosen from a drop-down menu which is fixed.

All existing reasons for that reason type are then displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on a particular reason, for example view, edit etc. The view icon will take you to a screen similar to the relevant Edit Reason screen except that it is read-only. The edit icon will take you to the Edit Reason screen. The remove icon will delete the selected reason. The new icon will take you to the New Reason screen (see "New Reason" on page 161).
ID	The ID of the reason.
Description	The description of the reason.

#### 4.6.1 New Reason

This screen enables you to add a new reason to Micros Retail-J.

The field is:

Field/Option	Description
New ID	The ID of the new reason (up to 20 alphanumeric characters).

#### 4.7 Receipt Formats

This screen enables you to view, edit, create and remove receipt formats.

All existing receipt formats are displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the selected receipt format, for example view, edit etc. The view icon will take you to a screen the same as Edit Receipt Format screen (see "Edit Receipt Format" on page 161), except all fields will be read-only. The edit icon will take you to the Edit Receipt Format screen (see "Edit Receipt Format" on page 161). The remove icon enables you to delete an existing receipt format.
ID	The ID of the receipt format.
Description	The description of the receipt format.
Document Type	The type of document to which the receipt format refers, for example receipt, card voucher etc.
Print Width	The width of the printer for the receipt format.

The add icon will take you to the New Receipt Format screen (see "New Receipt Format" on page 163).

The following option is also available to you:

Field/Option	Description
Populate default data	The next icon will enable you to upload the default data for receipt formats into Micros Retail-J.

#### 4.7.1 Edit Receipt Format

This screen enables you to edit an existing receipt format.

The following information is shown:

Field/Option	Description
ID	The ID of the format receipt. It is read-only at this point. It is defined by you when the receipt format is created.
Description	The description of the receipt format (up to 30 alphanumeric characters).

Field/Option	Description
Document Type	The type of document. It is read-only at this point. It is defined by you when the receipt format is created.
Print Width	The print width of the receipt format. It must be a numerical value in the range 18-80.
Default to Multi-Line Format	When this check box is selected the receipt will default to multi-line format.
Print Transaction Details On Store Copy	When this check box is selected the transaction details will be included on the store copy.
Amalgamate Item Quantities	When this check box is selected the item quantities are accumulated together so 2x item rather than 2 lines.
Blank lines printed as the page separator	Enter the number of blank lines printed as the page separator or leave blank for the printer default.
Blank lines printed when tearing	Enter the number of blank lines printed when tearing or leave blank for the printer default.
Blank lines printed when cutting	Enter the number of blank lines printed when cutting or leave blank for the printer default.
Edit Receipt Sections	The next icon will take you to the Edit Receipt Sections screen (see "Edit Receipt Sections" on page 162).

The format entries are shown in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the selected format entry, for example edit, remove etc.
Format Entry	The type of the format entry. It is chosen from a drop-down menu which is fixed.

#### 4.7.1.1 Edit Receipt Sections

This screen enables you to specify the various sections required for the selected receipt format.

The receipt sections are displayed in a table with the following headings:

Field/Option	Description
Options	You can use the move up and move down icons to adjust the order in which the lines appear on the receipt.
Print Order	The order in which the lines are printed on the receipt format.
Print Section	When this check box is selected the selected line is to be printed.
Section	The name of the receipt section.
Reset	The next icon will reset the print order to default values. You will remain on this pane.

#### 4.7.1.2 Edit Format Entry

This screen enables you to edit an existing format entry. Optional lines are indicated with an asterisk (\*)

and are only printed if the required information is available.

The field is:

Field/Option	Description
Sample Layout	What the receipt section will look like.

The format items are shown in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the selected format item, for example edit or delete. The edit icon enables you to amend an existing format item. The add icon enables you to add a new format item to the receipt.
Data	The type of data for the format item. It is chosen from a drop-down menu which is fixed.
Line	The line on which the format item is to be printed. It must be a numerical value in the range 1-20.
Offset	The offset for the data to be printed, for example in the example above, the tax code is printed right justified, offset by 39 characters.
Length	The length of the line. It must be a numerical value in the range 1-40.
Value	The value (if any) associated with the format item. It is alphanumeric and must not exceed the number of characters specified in the previous field. It is used if you want to enter any fixed text onto the receipt.
Alignment	The alignment of the data on the receipt. It is chosen from a drop-down menu which is fixed, that is left, centred or right.
Font Style	Style of font such as bold, underline or italic.

The add icon enables you to add a new format item to the receipt.

#### 4.7.2 New Receipt Format

This screen enables you to add a new receipt format to Micros Retail-J.

The following information is shown:

Field/Option	Description
New ID	The ID of the new receipt format (up to 20 alphanumeric).
Document Type	The type of receipt required. It is chosen from a drop-down menu which is fixed.

The next icon will take you to the Edit Receipt Format screen (see "Edit Receipt Format" on page 161).

## 4.8 Input Validators

This screen enables you to view and edit details of Input Validators.

All existing input validators are displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the selected input validator, for example view, edit or remove. The view icon will take you to the Edit Input Validator screen (see “Edit Input Validator” on page 165), except all fields will be read-only. The edit icon will take you to the Edit Input Validator screen (see “Edit Input Validator” on page 165). The remove icon enables you to delete an existing Input Validator. The add icon will take you to the New Input Validator screen (see “New Input Validator” on page 167).
ID	The ID of the input validator.
Description	The description of the input validator.
Validator Type	The type of input validator.
Priority	The priority of the input validator.
Minimum Length	The minimum length of the input validator.
Maximum Length	The maximum length of the input validator.

#### 4.8.1 User Password Validator

New password and user id validators had been added in BackOffice under input validator maintenance.

##### *Password Validator*

This validator type is based on a standard validator with the following additional fields:

Field/Option	Description
Allowable Sequence Length	Controls the maximum length of character sequence allowed.
Allowable Repetition Length	Controls the maximum length of consecutive repeated characters allowed.
Allowable Repeated Pattern Count	Controls the maximum number of repeated pattern allowed.

##### *User ID validator*

This validator type is based on password validator with the following additional fields:

check auto-generated

Unlike other validators, a password or user id must pass the tests of all validators for its type before its considered valid.

A user id validator will only be used for validating an generated automatically user id if check auto-generate is set.

A new setting had been added to Location Profile to control the number of auto-generated user id are generated before the auto-generate user id option will fail:

Number of Auto-Generated User ID to Validate

Suggested value 1000.

#### 4.8.2 Suggestion Validator

New validator has been added in BackOffice under input validator maintenance.

The validator allows a set of characters to be defined that will represent Alphabetic Only, Numeric Only, Alphanumeric, and white space. The default characters are as follows:

- X – Alphabetic
- A – Alphanumeric
- 9 – Numeric
- Z – White space

Characters that blank are not permissible, that is if the white space character is set to blank then white space is not permitted within the format.

Suggestion validators allow a set of possible matches to be added. If a match is not found within the list of valid formats, the validator will reformat the input and check if the reformatted code matches any of the masks. If match is found this formatted code is presented back to the user for acceptance.

Currently only a suggested flight code validator is available. This reformats using the following rules.

If position 3 is a number insert a space.

If position 4-7 contains digits pad out to 4 digits using zeros.

#### 4.8.3 Edit Input Validator

This screen enables you to edit details on the selected Input Validator.

The following information is shown:

Field/Option	Description
ID	The ID of the Input Validator. It is read-only at this point. It is defined by you when the input validator is created.
Validator Type	The type of input validator. It is read-only at this point. It is defined by you when the input validator is created.
Validator	The input validator dependant on validator type selected. It is read-only at this point.
Description	The description of the input validator (up to 30 alphanumeric characters).
Priority	The priority of the input validator. It must be a numeric value in the range 1-99.
Minimum Length	The minimum length of the input validator. It must be a numeric value in the range 1-22.
Maximum Length	The maximum length of the input validator. It must be a numeric value in the range 1-22.
Prefix	The prefix for price and weight embedded bar codes. It must be alphanumeric between 1-22 characters).
Numeric	When this check box is selected the validator isa number.
Check Digit Present	When this check box is selected a check digit is present in the barcode.

Field/Option	Description
Validate Check Digit	When this check box is selected the check digit must be validated.
Base For Modulus Calculation	The base for any modulus calculation. It must be a numeric value in the range 1-99.
Valid Sample String	This indicates a sample string against which the bar code is validated. It must be alphanumeric and a maximum of 22 characters).

For product code type input validators, the following extra fields are also included.

Field/Option	Description
Sum Individual Digits After Applying Weight Values	When this check box is selected the digits are added together.
Price Embedded Code	When this check box is selected the bar code has a price embedded in it.
Weight Embedded Code	When this check box is selected the bar code has a weight embedded in it.
Product Code Embedded Code	When this check box is selected the bar code has a product code embedded in it.
Edit Format	This option may be present according to the type of validator code required. The next icon will take you to the Edit Format screen (see "Edit Format" on page 166).
Edit Weight Values	This option may be present according to the type of validator code required. The next icon will take you to the Edit Weight Values screen (see "Edit Weight Values" on page 166).
Valid Sample String	This is an example valid sample string for the input validator (up to 22 alphanumeric characters).

#### 4.8.3.1 Edit Format

This screen enables you to define the required format for the input validator.

The following information is shown:

Field/Option	Description
Decimal Places	The number of decimal places associated with the weight for weight-embedded barcodes. It must be a numeric value in the range 0-22.
Product Code	The start digit of the product code (numeric value in the range 0-21), and the length of the product code (numeric value in the range 0-22).
Weight	For weight-embedded barcodes the start digit of the weight code (numeric value in the range 0-21), and the length of the weight code (numeric value in the range 0-22).

#### 4.8.3.2 Edit Weight Values

This screen enables you to define the weight values for each digit of the input validator

For each digit required, a value must be entered. It must be a numeric value in the range 0-999.

#### 4.8.4 New Input Validator

This screen enables you to add a new input validator to Micros Retail-J.

The following information is shown:

Field/Option	Description
ID	The ID of the new input validator (up to 20 alphanumeric characters).
Validator Type	The type of the new validator, for example product code, serial number or reference number. It is chosen from a drop-down menu which is fixed.

The next icon will take you to the Edit Input Validator screen (see “Edit Input Validator” on page 165).

#### 4.8.5 Add Predefined Validator

This screen enables you to add a new validator from a predefined validator.

The following information is shown:

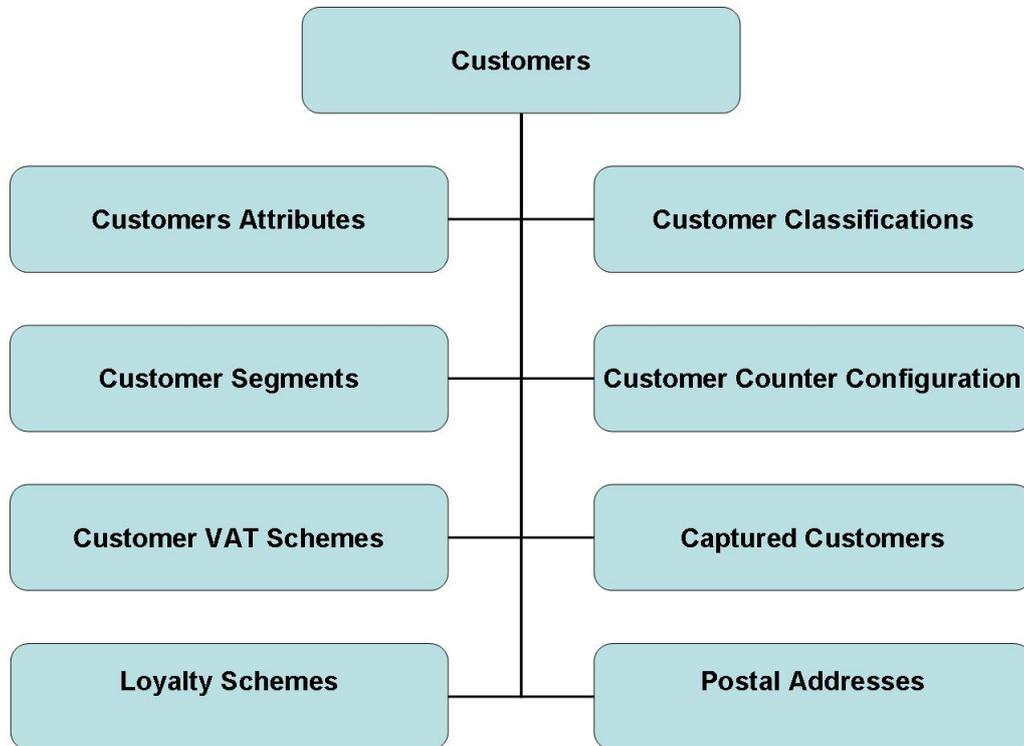
Field/Option	Description
ID	The ID of the new input validator (up to 20 alphanumeric characters).
Validator Type	The type of the new validator, for example product code, serial number or reference number. It is chosen from a drop-down menu which is fixed.
Predefined Validator	The type of predefined validator to be used when creating the new validator, for example generic product code or price embedded code validator. It is chosen from a drop-down menu which is fixed.

### 4.9 Printers

The Printer Maintenance screen enables you to view, edit and remove printers.

## 5.0 Customers

This section enables you to maintain details held on customers. The following options are available.



### 5.1 Customers

The system holds basic customer details, such as name and address, but can also maintain account details, customer account cards and previous purchases.

This screen enables you to view, edit, create and remove customers.

You can initiate a search of the database by entering one of the following fields:

Field/Option	Description
Enter ID	The ID of the customer required (up to 20 alphanumeric characters).
Enter Surname	The surname of the customer required (up to 20 alphanumeric characters).
Enter Postcode	The post code of the customer required (up to eight alphanumeric characters).
Enter Phone No.	The phone number of the customer required.
No of Records	Maximum number of records to return.

All existing customers satisfying the input criteria are then displayed in a table with the following head-

ings:

Field/Option	Description
Options	The actions can be performed by you on a particular customer, for example view, edit etc. The view icon will take you to a screen similar to the Edit Customer screen (see <Undefined Cross-Reference>), except it is read-only. The edit icon will take you to the Edit Customer screen (see <Undefined Cross-Reference>). The remove icon enables you to delete an existing customer. The new icon will take you to the New Customer screen (see <Undefined Cross-Reference>).
Customer ID	The ID number of the customer.
Surname	The surname of the customer.

All existing customers templates are displayed in a table with the following headings:

Field/Option	Description
Options	The actions can be performed by you on a particular customer template, for example view, edit etc.
Template ID	The ID number of the customer.

### 5.1.1 Edit Customer

This screen enables you to edit details held on an existing customer.

The following information is shown:

Field/Option	Description
Customer ID	The ID of the customer. It is read-only at this point. It is defined by you when the customer is created.
Template ID	The ID of the customer template.
Alert	The type of alert such as User Message.
Status	Select from the drop-down list.
Surname	The surname of the customer (up to 20 alphanumeric characters).
Forename	The forename of the customer (up to 20 alphanumeric characters).
Initials	The initials of the customer (up to five alphanumeric characters).
Title	The title of the customer (up to five alphanumeric characters).
Sex	The sex of the customer. You must click either Male or Female.
Date of Birth	The customer's date of birth. The format required is shown to the right of the field, that is dd/mm/yyyy.
Customer Classification	The classification of the customer such as 'New Customer, Loyalty Customer or Business Account Customer'.
Card Holder	When this check box is selected the customer is a cardholder.

<b>Field/Option</b>	<b>Description</b>
Employee ID	The employee ID of the customer, if applicable (up to 20 alphanumeric characters).
Web Customer	When this check box is selected the customer is a web customer. They are then allowed to log into web shopping.
Clothing size	The customer's clothing size (up to two digits). The default value is 0.
Opened Date	The date the customer was added to the database. It is locale dependant and the required format is shown to the right of the field, in this case dd/mm/yy.
Closed Date	The date the customer closed the account. It is locale dependant and the required format is shown to the right of the field, in this case dd/mm/yy.
Password	The customer's password (up to 10 alphanumeric characters).
Home Store	The home store of the customer. It is chosen from a drop-down menu which is maintained in Locations.
Automatically Generated	Indicates if customer is automatically generated.
Data Protected	When this check box is selected the customer details are data protected and is for information only.
Allow Marketing Internal	When this check box is selected marketing is allowed for this customer and is for information only.
Allow Marketing Third Party	When this check box is selected third party marketing is allowed for this customer and is for information only.
Keep Purchase History	When this check box is selected purchase history is kept.
Register Mobile Phones	When this check box is selected mobile phones must be registered.
Order Alert Type	Indicates how the customer is alerted to the order status such as phone, email or SMS.
VAT Number	VAT Number.
Customer VAT Scheme	Select the relevant VAT Scheme to use.
VAT Status	Status of VAT such as 'Not subject to VAT'.
Language	Language.
Promotional Message	This indicates a free format text message which is printed on the receipt when a customer account is used.
Alert Message	This indicates a free format text message for the alert.
Edit Customer Image	The next icon will take you to the Edit Customer Image screen (see "Edit Customer Image" on page 171).
Edit Address	The next icon will take you to the Edit Customer Address screen (see "Edit Customer Address" on page 171).
Edit Customer Account	The next icon will take you to the Edit Customer Account screen (see "Edit Customer Account" on page 171).
Edit Loyalty Account	The next icon will take you to the Edit Loyalty Account screen.
Edit Deposit Account	The next icon will take you to the Edit Deposit Account screen.

Field/Option	Description
Edit Customer Cards	The next icon will take you to the Edit Customer Card screen.
Edit Customer Own Cards	The next icon will take you to the Edit Customer Own Card screen.

#### 5.1.1.1 Edit Customer Image

This screen enables you to edit the customer image.

The existing customer image is displayed. Other existing customer images can be viewed by selecting them via the drop-down menu which is fixed.

A new image can be uploaded by using the next icon. The image must be \*.ccm.jpg, \*.jpe or \*.jpeg format.

#### 5.1.1.2 Edit Customer Address

This screen enables you to edit the customer's address.

The following information is shown:

Field/Option	Description
Organisation	The name of the organisation (up to 40 alphanumeric characters).
Street 1/Street 2/Street 3	These three fields allow for up to three lines of the address, before town. Each one can be up to 40 alphanumeric characters).
Town	This can be up to 25 alphanumeric characters).
County	This can be up to 25 alphanumeric characters).
Country	The country that the organisation is in (up to 25 alphanumeric characters).
Post Code	The post code can be up to 10 alphanumeric characters).
Lookup	If the post code is not known, the operator can use a post code lookup program by clicking the next icon.
Delivery Street	Enter the Delivery Street address in the field.
Phone 1	The telephone number of the organisation (up to 18 digits).
Phone 2	This indicates a second telephone number of the organisation (up to 18 digits).
Mobile	Enter in the mobile phone contact number for the organisation.
Fax	The facsimile number of the organisation (up to 18 digits).
E-mail	The email address of the organisation (up to 40 alphanumeric characters).

#### 5.1.1.3 Edit Customer Account

This screen enables you to edit the customer account details of an existing customer.

The following information is shown:

Field/Option	Description
Customer Number	The ID of the customer. It is read-only at this point. It is defined by you when the customer is created.
Currency ID	The ID of the currency associated with the customer. It is chosen from a drop-down menu which is maintained in Currencies.
VAT Number	The VAT number associated with the customer (up to nine digits).
Account Credit Limit	The credit limit of the customer account. It must be in the range -999999999 to +999999999.
Account Balance	The balance of the customer account. It must be in the range -999999999 to +999999999.
Account Balance Date	The date of the account balance. It is locale dependant and the required format is shown to the right of the field, in this case dd/mm/yy.
Recent Account Credits Total	The total of recent account credits of the customer account. It must be in the range -999999999 to +999999999.
Recent Account Debits Total	The total of recent account debits of the customer account. It must be in the range -999999999 to +999999999.
Stop Account	When this check box is selected this customer account has been stopped, for example customer account tenders will not be allowed at the POS screen.
Stop Tenders	When this check box is selected the tender facility on this account has been stopped.
Delivery Notes	This indicates delivery notes to be associated with this customer account. It is a free format alphanumeric field.

### 5.1.2 New Customer

This screen enables you to add a new customer to the database.

The field is:

Field/Option	Description
New ID	The ID number of the new customer (up to 20 alphanumeric characters).

Alternatively, you can force Micros Retail-J to automatically generate the next ID, by using Auto-Generate ID.

In each case, the next icon will take you to the Edit Customer screen (see "Edit Customer" on page 169).

## 5.2 Customer Classification

Customer Classification Maintenance allows you to view, edit, remove and create Customer Classifications.

You can delete a Customer Classification, edit the description, select a new locale and create a new Customer Classification.

To create a new Customer Classification, click on the add icon.

Enter a new ID and click the next icon.

Select a locate from the drop-down list and enter a description for your Customer Classification.

### 5.3 Postal Addresses

This screen enables you to view, edit, create and remove postal addresses.

All existing post codes are shown in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the post codes, for example view, edit etc. The view icon will take you to a screen similar to the Edit Post Code screen (see "Edit Post Code" on page 173), except it will be read-only. The edit icon will take you to the Edit Post Code screen (see "Edit Post Code" on page 173). The remove icon will delete the selected post code. The new icon will take you to the New Post Code screen (see "New Post Code" on page 173).
Post Code	The post code.

#### 5.3.1 Edit Post Code

This screen enables you to edit an existing post code.

The following information is shown:

Field/Option	Description
Post Code	The post code. It is read-only at this point. It is defined by you when the post code is created.
Coordinates	The coordinates of the address. This single string holds the grid (OS, landranger, long/lat) coordinates of the post code. This is to allow simple Pythagoras to figure out how far two locations are away from each other (up to 16 alphanumeric characters).
Delivery Points	The delivery point (s) associated with the post code. It consists of a string of seven address label fields delimited by the pipe character, as shown below the field. For addresses of less than seven fields, the pipe characters must be inserted for null fields, for example Organisation Street 1   Town Country Post Code. The delivery point can be up to 50 alphanumeric characters). The add icon enables you to add a new delivery point to the selected post code.

#### 5.3.2 New Post Code

This screen enables you to add a new post code to the database.

The field is:

Field/Option	Description
New Post Code	The new post code. It must be unique and a maximum of 8 alphanumeric characters).

The next icon will take you to the Edit Post Codes screen (see "Edit Post Code" on page 173).

## **5.4 Loyalty Schemes**

The Loyalty Scheme Maintenance screen enables you to view, edit, remove and create loyalty schemes.

## **5.5 Customer Attributes**

The Customer Attribute Maintenance screen enables you to view, edit, remove and create customer attributes.

## **5.6 Captured Customers**

The Captured Customer Details Maintenance screen enables you to view, edit, create and remove captured customer details.

## **5.7 Customer Counter Configuration**

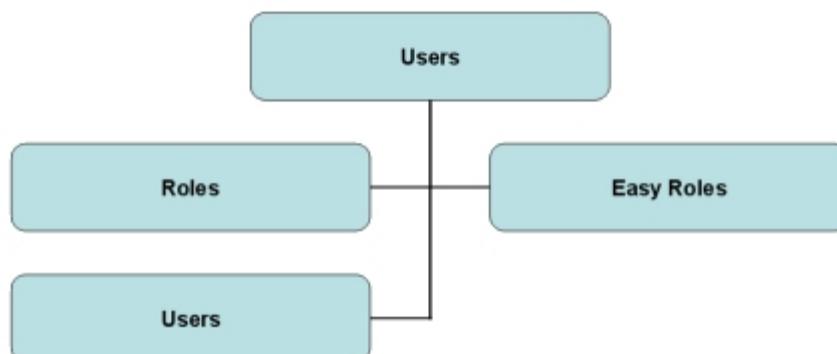
The Customer Counter Configuration screen enables you to view, edit, create and remove counting devices.

## **5.8 Customer VAT Schemes**

Customer VAT Scheme Maintenance will allow you to view, edit, remove and create customer VAT schemes.

## 6.0 Users

This section describes how you can maintain data that is held on each individual User. A User can represent a cashier or employee, who has basic characteristics. Each User is identified by a unique User ID number. Each User can have differing privileges, which enables them to perform certain tasks.



### 6.1 Roles

Roles describe what actions can be performed by certain levels of people, for example a Manager role has more authorisation than an Operator role.

This screen enables you to view, edit, remove and create Roles.

All existing roles are displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the existing role, for example view, edit etc. The view icon will take you to a screen similar to the Edit Role screen except it is read-only. The edit icon will take you to the Edit Role screen. The remove icon will delete the selected customer. The copy icon will take you to the New Role screen (see "New Role" on page 176), to specify the ID for the new role. When it is created it will have the same attributes as that which was copied. The new icon will take you to the New Role screen (see "New Role" on page 176).
ID	The ID number of the role.
Description	The description of the role.

#### 6.1.1 User Defined Functions

This screen enables you to set the user defined functions for a particular role.

The existing user defined functions are displayed in a table with the following headings:

Field/Option	Description
Options	The actions can be performed by you on the user defined function, for example remove. The remove icon will delete the selected user defined function. The new icon will enable you to add a new user defined function.
Value	The value of the user-defined function (up to 30 alphanumeric characters).

The back icon will return you to the Edit Role screen.

### 6.1.2 New Role

This screen enables you to add a new role to the database.

The field is:

Field/Option	Description
New ID	The ID of the new role (up to 20 alphanumeric characters).

The next icon will take you to the Edit Role screen.

## 6.2 Easy Roles

Easy roles describe the actions allowed for each application for each level of person set in Roles.

The Easy Role Maintenance screen enables you to view and edit roles.

## 6.3 Users

These are the people who operate Micros Retail-J. They can be defined as having one or more roles.

This screen enables you to view, edit, create and remove users on the database.

You must first select the location, by specifying the following:

Field/Option	Description
Select Location Type	The type of location. It is chosen from a drop-down menu which is fixed
Select Location Name	The name of the location. You can either type in the first field which will filter the drop-down menu in the second field, or just from the drop-down menu which is maintained in Locations.

You can then initiate a search of the database by entering one of the following fields:

Field/Option	Description
Enter ID	The ID of the user required (up to 20 alphanumeric characters). The next icon will initiate the search of the database.
Enter Surname	The surname of the user required (up to 20 alphanumeric characters). The filter icon will initiate the search of the database.

All existing users satisfying the input criteria are then displayed in a table with the following headings:

Field/Option	Description
Options	The actions can be performed by you on a particular user, for example view, edit etc. The view icon will take you to a screen similar to the Edit User screen (see "Edit User" on page 177), except it is read-only. The edit icon will take you to the Edit User screen (see "Edit User" on page 177). The remove icon will delete the selected user. The new icon will take you to the New User screen (see "New User" on page 179). This option is only available when a particular location name is specified.
User ID	The ID number of the user.
User Type	The type of user.
Position	
Full Name	The full name of the user.
Location Type	The type of location associated with the user.
Location Name	The name of the location associated with the user.

### 6.3.1 Edit User

This screen enables you to edit details of existing users.

The following information is shown:

Field/Option	Description
User ID	The ID of the user. It is read-only at this point. It is defined by you when the user is created.
User Type	The type of user. It is read-only at this point. It is defined by you when the user is created.
Template ID	The ID of the User Template.
Location Type	The type of location. It is read-only at this point. It is populated automatically by Micros Retail-J when the user is created.
Location Name	The name of the location. It is read-only at this point. It is populated automatically by Micros Retail-J when the user is created.
Disabled	When this check box is selected the user is disabled.
First Name	The first name of the user (up to 20 alphanumeric characters).
Last Name	The last name of the user (up to 20 alphanumeric characters).
Printable Name	The name which will appear on Micros Retail-J when the user is logged on (up to 20 alphanumeric characters).
Position	The user's position in the organisation (up to 20 alphanumeric characters).
Card ID	The card ID of the user (up to 20 alphanumeric characters).
Date of Birth	The date of birth of the user. The required format is locale dependant and is shown to the right of the field, in this case dd/mm/yyyy.

<b>Field/Option</b>	<b>Description</b>
E-mail Address	The email address of the user (up to 40 alphanumeric characters and contain an ampersand (@)).
E-mail Account Name	The email account name of the user (up to 20 alphanumeric characters).
E-mail Password	The email account password of the user (up to 10 alphanumeric characters).
Force Sign On each Transaction	When this check box is selected the user must be forced to sign on the POS for each transaction.
Disallow sign-on at multiple locations	When this check box is selected the user cannot sign on at multiple locations.
Only allow Sign-On with card	When this check box is selected the user must sign on with a card.
Bypass Password validation if Sign-On with Card ID	When this check box is selected and the user signs on with a card the password validation is bypassed.
Enable Biometric Sign-On	When this check box is selected biometric sign on is enabled.
Use Two Sets of Biometric Data	When this check box is selected two sets of biometric data is used.
Inactivity Delay (s)	The inactivity delay in seconds, after which the user is logged off the POS automatically (up to five digits).
Web Server Timeout (minutes)	Enter the number of minutes for the Web Server timeout.
Training Mode	When this check box is selected this user is currently in training mode.
Left Handed?	When this check box is selected this user is left-handed. This will affect how the POS is displayed.
Force Change Password	When this check box is selected the user must be forced to change their password, when they use the POS.
Password Expiry Time (in days)	The time in days when the user's password will expire (up to five numeric digits).
Use Password History	When this check box is selected password history is used.
Retained Password History	Enter the number of times to retain the password history.
Locale	The locale associated with this user. It is chosen from a drop-down menu which is fixed.
Report Definition Set	Select from the drop-down menu the Report Definition Set to use for this user. Report Definitions enable you to configure which selection criteria are shown for a particular report and these are grouped into Report Definition Sets.
Form Definition Set	Select from the drop-down menu.
Change Password	The next icon will take you to the Change Password screen (see "Change Password" on page 179).

Field/Option	Description
Roles selected for this User	This indicates which roles are selected for this user. When this check box is selected the role is selected for this user.
Employee ID	The ID of the employee.
Employee Template ID	The ID of the employee template.
Grade	The grade of the employee such as Starter, Junior or Senior.
Save User and Create New Employee	The next icon will take you to the Employee Maintenance screen.

### 6.3.1.1 Change Password

This screen enables you to change the password associated with the selected user.

The following information is shown:

Field/Option	Description
User ID	The ID of the user. It is read-only at this point. It is populated automatically by Micros Retail-J, that is the user being edited.
User Type	The type of user. It is read-only at this point. It is populated automatically by Micros Retail-J, that is the user being edited.
New Password	The new password (up to 10 alphanumeric characters). For security reasons, the characters are not shown on the screen, but marked with asterisks.
Re-Enter New Password	For verification purposes you must re-enter the new password (up to 10 alphanumeric characters). For security reasons, the characters are not shown on the screen, but marked with asterisks.

### 6.3.2 New User

This screen enables you to add a new user to the database.

The following information is shown:

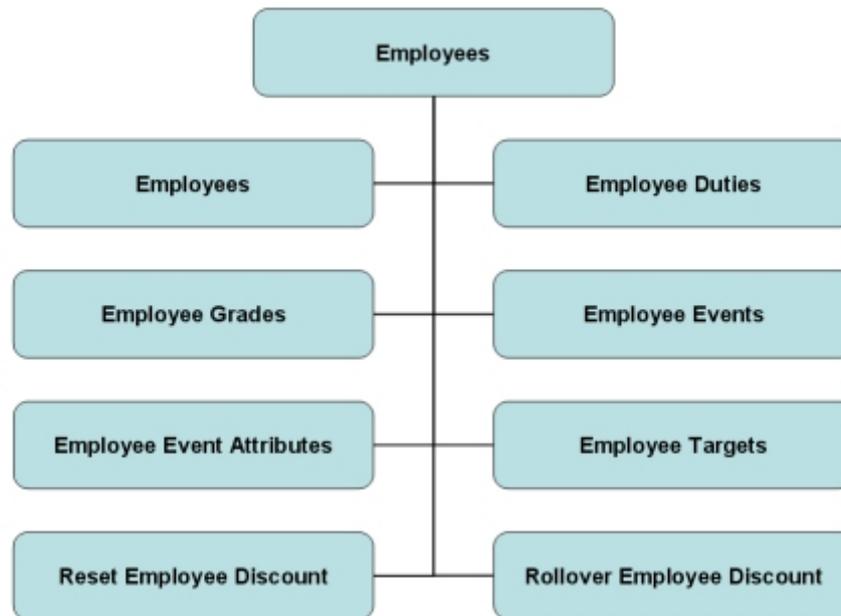
Field/Option	Description
New ID	The ID number of the new user (up to 20 alphanumeric characters).
User Type	The type of user, for example user, cashier or salesperson. It is chosen from a drop-down menu which is fixed.

Alternatively, you can automatically generate the next ID, by using Auto-Generate ID.

In each case, the next icon will take you to the Edit User screen (see “Edit User” on page 177).

## 7.0 Employees

This section shows you how to maintain details held on employees. The available options are shown below..



### 7.1 Employees

This screen enables you to view and edit details of Employees.

The following information is shown:

Field/Option	Description
Select Location	The type and name of the location of the employee. The location type is selected from drop-down menu which is fixed. The location name is selected by either typing in the first field which will filter the drop-down menu in the second field, or just from the drop-down menu which is maintained in Locations.
Select Grade	The grade of the Employee.
Enter ID	The ID of the Employee.
Enter Surname	The surname of the employee (up to 20 alphanumeric characters).

All existing employees which meet the input criteria are then displayed in a table with the following

headings:

Field/Option	Description
Options	The actions you can perform on the selected Employee, for example view, edit etc. The view icon will take you to a screen similar to the Edit Employee screen. The edit icon will take you to the Edit Employee screen (see "Edit Employee Schedule" on page 184). The remove icon enables you to delete an existing Employee. The new icon will take you to the New Employee screen (see "New Employee Schedule" on page 186).
Employee ID	The ID of the employee.
Surname	The surname of the employee (up to 20 alphanumeric characters).
Grade	The grade of the employee. It is chosen from a pop-up menu which is maintained in Employee Grades.
Location Type	The type of location the employee normally works at. It is chosen from a pop-up menu which is maintained in Location Type Hierarchy.
Location Name	The location name associated with the Employee.
Employee Template	

### 7.1.1 Edit Employees

This screen enables you to edit details of the Employee.

Field/Option	Description
Employee ID	The ID of the employee.
Template ID	The ID of the employee template.
Surname	The surname of the employee (up to 20 alphanumeric characters).
Forename	The forename of the employee (up to 20 alphanumeric characters).
Initials	The initials of the employee (up to five alphanumeric characters).
Title	The title of the employee, e.g. Mr., Mrs. etc (up to five alphanumeric characters).
Date Of Birth	The date of birth of the employee. The required format is shown to the left of the field, that is dd/mm/yyyy.
Grade	The grade of the employee. It is chosen from a pop-up menu which is maintained in Employee Grades.
Social Security Number	The social security number of the employee (up to 10 alphanumeric characters).
Job Title	The job title of the employee (up to 40 alphanumeric characters).
Normal Working Location Type	The type of location the employee normally works at. It is chosen from a pop-up menu which is maintained in Location Type Hierarchy for example: 0 = None 1 = Warehouse 2 = Store 3 = Distribution Centre 4 = Office 5 = Supplier

Normal Working Location ID	Location ID where the employee generally works.
Payroll Number	The payroll number for this employee.
Employment Type	The type of employment for the employee, that is full time, part time or temporary. It is chosen from a pop-up menu which is fixed.
Expected Start Date	The expected start date of the employee. The required format is shown to the left of the field, that is dd/mm/yyyy.
Actual Start Date	The actual start date of the employee. The required format is shown to the left of the field, that is dd/mm/yyyy.
Expected End Date	The expected end date of the employee. The required format is shown to the left of the field, that is dd/mm/yyyy.
Actual End Date	The actual end date of the employee. The required format is shown to the left of the field, that is dd/mm/yyyy.
Salary Type	The type of salary for the employee, e.g. yearly, monthly, daily etc. It is chosen from a pop-up menu which is fixed.
Salary Rate	The rate of salary for the time specified in the previous field. It must be a numeric value in the range 0- 999999999999.
Contracted Hours	The number of hour the employee is contracted to work. It must be a number in the range 0-168.
Paid Overtime	When this checkbox is selected the employee will get paid for any overtime worked.
Hourly Overtime Rate	The hourly rate for any overtime for the employee. It must be a number in the range 0- 999999999999.
Maximum Overtime Hours (per week)	The maximum number of hours overtime the employee is allowed to work each week. It must be a number in the range 0-168.
Holiday Entitlement (days)	The number of days holiday which the employee is entitled to. It must be a number in the range 0-365.
Holiday Entitlement (hours)	The number of hours holiday which the employee is entitled to. It must be a number in the range 0-8760.
Commission Scheme	The ID of any commission scheme the employee is entitled to.
Emergency Contact Name	The emergency contact name for the employee (up to 40 alphanumeric characters).
Relationship	The relationship between the contact and the employee (up to 20 alphanumeric characters).
Edit Contact Address	The next icon will take you to the Edit Contact Address pane.
Bank Sort Code	The bank sort code for the employee. It must be 6 characters.
Bank Account Number	The bank account number for the employee. It must be a number between 7 and 10 characters.
Edit Bank Address	The next icon will take you to the Edit Bank Address pane to enter the bank address details associated with the employee.
Employee Duties	The duties which the employee must perform. They are chosen from a pop-up menu which is maintained in Employee Duties.
Edit Working Hours	The next icon will take you to the Edit Employee Maintenance pane to edit the working hours for the selected employee.

Edit Planned Absence	The next icon will take you to the Edit Employee Maintenance pane to edit the planned absences such as holidays for the selected employee.
Edit Address	The next icon will take you to the Edit Employee Address pane.
Edit Employee Targeted Promotions	The next icon will take you to the Edit Employee Targeted Promotions pane.
Edit Employee Account	The next icon will take you to the Edit Employee Accounts pane.
Edit Employee Image	The next icon will take you to the Edit Employee Image pane.
Edit Attached Documents	The next icon will take you to the Edit Employee Maintenance pane to edit the attached documents for the selected employee.
Edit Training Record	The next icon will take you to the Edit Employee Maintenance pane to edit the training records for the selected employee.

## 7.2 Employee Duties

This screen enables you to view, edit, remove and create employee duties.

## 7.3 Employee Grades

This screen enables you to view, edit, remove and create employee grades.

## 7.4 Employee Events

This screen enables you to view, edit, remove and create employee events such as starter, change of details, leaver and so on.

## 7.5 Employee Event Attributes

This screen enables you to view, edit, remove and create employee event attributes.

## 7.6 Employee Targets

This screen enables you to view employee targets for the selected location.

## 7.7 Reset Employee Discounts

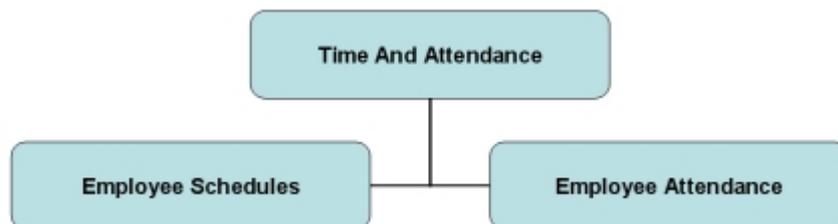
This screen enables you to reset the employee discount for one or more employees.

## 7.8 Rollover Employee Discounts

This screen enables you to rollover the employee discount for one or more employees.

## 8.0 Time And Attendance

This section shows you how to maintain details held on time and attendance. The available options are shown below.



### 8.1 Employee Schedules

This screen enables you to view and edit details of Employee Schedules.

The following information is shown:

Field/Option	Description
Select Location	The type and name of the location of the employee schedule (s). The location type is selected from drop-down menu which is fixed. The location name is selected by either typing in the first field which will filter the drop-down menu in the second field, or just from the drop-down menu which is maintained in Locations.
Enter Start Date	The start date of the Employee Schedule. The required format is dd/mm/yy.
Enter End Date	The end date of the Employee Schedule. The required format is dd/mm/yy.
Apply Filter	The filter icon will apply the entered criteria and display all applicable employee schedules.

All existing employee schedules which meet the input criteria are then displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the selected Employee Schedule, for example view, edit etc. The view icon will take you to a screen similar to the Edit Employee Schedule screen (see "Edit Employee Schedule" on page 184) , except all fields will be read-only. The edit icon will take you to the Edit Employee Schedule screen (see "Edit Employee Schedule" on page 184). The remove icon enables you to delete an existing Employee Schedule. The copy icon will take you to the Copy Employee Schedule screen (see "Copy Employee Schedule" on page 186). The new icon will take you to the New Employee Schedule screen (see "New Employee Schedule" on page 186).
Start Date	The start date of the Employee Schedule.
Location Name	The location name associated with the Employee Schedule.

#### 8.1.1 Edit Employee Schedule

This screen enables you to edit details of the Employee Schedule.

Due to space constraints only part of the screen is shown in the example below.

The following information is shown:

Field/Option	Description
Start Date	The start date of the Employee Schedule. It is read-only at this point. It is defined by you when the employee schedule is created.
Location Type	The location type associated with the Employee Schedule. It is read-only at this point. It is defined by you when the employee is created.
Location Name	The location name associated with the Employee Schedule. It is read-only at this point. It is defined by you when the employee is created.
Daily Allocation	The daily allocation (in hours and minutes) for the Employee Schedule. It is read-only at this point. It is defined by you when the employee schedule is created.
Weekly Allocation	The weekly allocation (in hours and minutes) for the Employee Schedule. It is read-only at this point. It is defined by you when the employee schedule is created.
Select Day	The day to which the Employee Schedule applies. It is chosen from a drop-down menu which is fixed.
Select Input Type	The input type for the Employee Schedule, that is working, absent or break. It is chosen from a drop-down menu which is fixed.
Employee/Time	The schedule for each employee for the specified day. The day is split into half hour slots. To change the details, you can click the relevant time slot and the field will become the relevant colour. For Absent input, you will be taken to the Edit Planned Absence Entry screen (see "Edit Planned Absence Entry" on page 185). The remove icon enables you to delete the selected Employee Schedule. The add icon will enable you to add an existing employee (chosen from a drop-down menu) to the employee schedule. You will then be returned to this pane.
Populate Default Working Hours	The next icon will update the working hours according to what is held in Employee Maintenance (working hours) on that particular employee (s).

### 8.1.1.1 Edit Planned Absence Entry

This screen enables you to edit a planned absence entry for the selected employee.

The following information is shown:

Field/Option	Description
Employee ID	The ID of the employee. It is read-only at this point. It is defined by you when the employee is created.
Employee Name	The name of the employee. It is read-only at this point. It is defined by you when the employee is created.
Start Time	The start date and time of the planned absence. They are selected from drop-down menus which are fixed.
End Time	The end date and time of the planned absence. They are selected from drop-down menus which are fixed.
Absence Reason	The reason for the absence. It is chosen from a drop-down menu which is maintained in Reasons.

Field/Option	Description
Notes	This indicates any notes to be associated with the planned absence (up to 200 alphanumeric characters).

### 8.1.2 Copy Employee Schedule

This screen enables you to copy an existing Employee Schedule to create a new one.

The following information is shown:

Field/Option	Description
Year	The year required for the new Employee Schedule. It is chosen from a drop-down menu which is fixed.
Start Date	The start date for the new Employee Schedule. It is chosen from a drop-down menu which is fixed.

The next icon will take you to the Edit Employee Schedule screen (see “Edit Employee Schedule” on page 184).

### 8.1.3 New Employee Schedule

This screen enables you to create a new Employee Schedule.

The following information is shown:

Field/Option	Description
Year	The year required for the new Employee Schedule. It is chosen from a drop-down menu which is fixed.
Start Date	The start date for the new Employee Schedule. It is chosen from a drop-down menu which is fixed.

The next icon will take you to the Edit Employee Schedule screen (see “Edit Employee Schedule” on page 184).

## 8.2 Employee Attendance

This screen enables you to view and edit details of Employee Attendance.

The following information is shown:

Field/Option	Description
Select Location	The type and name of the location of the employee schedule (s). The location type is selected from drop-down menu which is fixed. The location name is selected by either typing in the first field which will filter the drop-down menu in the second field, or just from the drop-down menu which is maintained in Locations.
Select Employee	The employee (s) required. It is chosen from a drop-down menu which is maintained in Employees, or you can select all.
Enter Start Date	The start date of the Employee Attendance. The required format is dd/mm/yy.

Field/Option	Description
Enter End Date	The end date of the Employee Attendance. The required format is dd/mm/yy.
Select Status	The status of the Employee Attendance required. It is chosen from a drop-down menu which is fixed, or you can select all.
Apply Filter	The filter icon will apply the entered criteria and display all applicable employee attendances.

All existing employee attendances which meet the input criteria are then displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the selected Employee Attendance, for example view, edit etc. The view icon will take you to a screen similar to the Edit Employee Attendance screen (see "Edit Employee Attendance" on page 187) , except all fields will be read-only. The edit icon will take you to the Edit Employee Attendance screen (see "Edit Employee Attendance" on page 187). The remove icon enables you to delete an existing Employee Attendance. The new icon will take you to the New Employee Attendance screen (see "New Employee Attendance" on page 187).
Employee ID	The ID of the employee to whom the attendance record applies.
Week Start Date	The week start date of the Employee Attendance.
Location Name	The location name associated with the Employee Attendance.
Status	The current status of the selected Employee Attendance.

### 8.2.1 Edit Employee Attendance

This screen enables you to update details on Employee Attendance.

The refresh icon will update the screen details. You will remain on this pane.

### 8.2.2 New Employee Attendance

This screen enables you to add a new Employee Attendance record to Micros Retail-J.

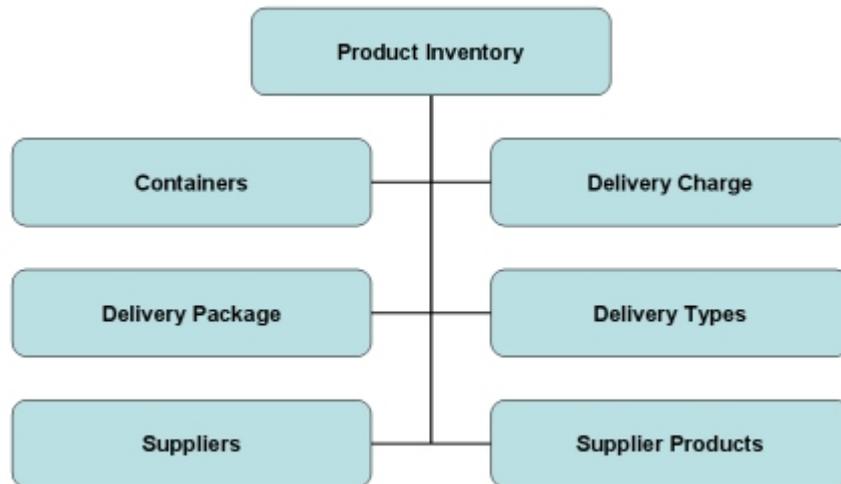
The following information is shown:

Field/Option	Description
Employee ID	The ID of the employee whose attendance record is being created. You can either select the ID from the drop-down menu (which is maintained in Employees - see Employees) or type the ID if known into the first field.
Year	The year required for the new Employee Attendance record. It is chosen from a drop-down menu which is fixed.
Start Date	The start date for the new Employee Attendance record. It is chosen from a drop-down menu which is fixed.

The next icon will take you to the Edit Employee Attendance screen (see "Edit Employee Attendance" on page 187).

## 9.0 Product Inventory

This feature enables you to maintain the database details concerning containers, delivery types, suppliers and supplier products.



### 9.1 Containers

This screen enables you to view, edit, remove and create containers.

All existing containers are displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on each container, for example view, edit, remove etc. The view icon will take you to a screen the same as the Edit Container screen (see "Edit Container" on page 188), except it is read-only. The edit icon will take you to the Edit Container screen (see "Edit Container" on page 188). The remove icon will delete the selected container. The new icon will take you to the New Container screen (see "New Container" on page 189).
ID	The ID number of each container.

#### 9.1.1 Edit Container

This screen enables you to edit details held on an existing container.

The following information is shown:

Field/Option	Description
Container ID	The identification code of the selected container. It is read-only at this point. It is defined by you when the container is created.
Container Type	The type of container, for example box, crate, pallet etc. It is chosen from a drop-down menu which is fixed.
Height	The height of the container. It must be a positive number to a maximum of 20 alphanumeric characters). It is an arbitrary descriptive value only.

Field/Option	Description
Width	The width of the container. It must be a positive number to a maximum of 20 alphanumeric characters). It is an arbitrary descriptive value only.
Depth	The depth of the container. It must be a positive number to a maximum of 20 alphanumeric characters). It is an arbitrary descriptive value only.

### 9.1.2 New Container

This screen enables you to add a new container to the database.

The field is:

Field/Option	Description
New ID	The ID of the new container (up to 20 alphanumeric characters).

The next icon will take you to the Edit Container screen (see “Edit Container” on page 188).

## 9.2 Delivery Charge

The Delivery Charge Maintenance screen enables you to view, edit, remove and create delivery charges.

The following information is shown:

Field/Option	Description
ID	Unique identification of the delivery charge.
Delivery Type	Select from a predefined list that is also configured at the organisational level. The delivery type is chosen based on the country zone and whether the goods are perishable. Delivery types are listed and displayed to the operator based on these facts. If there is only one delivery type that meets the criteria then it will be automatically selected. For example, if this is a UK delivery and there are perishable goods and there is only one UK perishable delivery type then it will be automatically selected.
Country Zone	Select from a predefined list that is configured in Data Maintenance > Company Structure > Country Zone. If any of the items in the basket are non exportable a message is shown to the POS operator.
Postcode Zone	Select from a predefined list that is configured in Data Maintenance > Company Structure > Postcode Zone.
Charge	Currency amount representing the charge for the delivery made by an in-house (contract) carrier. If the delivery type is value or (volumetric) weight based, then the charge is calculated from summing the value/weight of all items. The calculated delivery charge can be overridden or a delivery charge can be entered whether or not an in-house carrier is used.
Admin Fee Percentage	Percentage on cost to add to the delivery charge.
Force Manual Quote	If the force manual quote flag is set, then the POS operator is prompted to enter a delivery charge and a reference number.

## 9.3 Delivery Package

The Delivery Package Maintenance screen enables you to view, edit, remove and create delivery packages. It defines the volumetric weight and description of delivery packages; for example a standard car-

ton with a volumetric weight of 600.

## 9.4 Delivery Types

This screen enables you to view, edit, remove and create delivery types.

The Delivery Type screen defines for each delivery type:

- Expected delivery time
- Whether or not this delivery type handles perishable goods.
- Soft format styles for documentation produced with the delivery namely: Dispatch Receipt; Dispatch Docket; Dispatch Chit; Dispatch Stored Transaction Receipt; Dispatch Combined Card Voucher Receipt
- Delivery Type Destination Zone (not configured in the standard release)
- Delivery Note Header text and format

All existing delivery types are displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on each delivery type, for example view, edit, remove etc. The view icon will take you to a screen the same as the Edit Delivery Type screen (see "Edit Delivery Type" on page 190), except it is read-only. The edit icon will take you to the Edit Delivery Type screen (see "Edit Delivery Type" on page 190). The remove icon will delete the selected delivery type. The new icon will take you to the New Delivery Type screen (see "New Delivery Type" on page 191).
ID	The ID number of each delivery type.
Description	The description of each delivery type

### 9.4.1 Edit Delivery Type

This screen enables you to edit details held on an existing delivery type.

The following information is shown:

Field/Option	Description
ID	The identification code of the selected delivery type. It is read-only at this point. It is defined by you when the delivery type is created.
Locale	The locale associated with the delivery type. It is chosen from a drop-down menu which is fixed.
Description	The description of the delivery type (up to 40 alphanumeric characters).
Delivery Time	The delivery time of the delivery. The second field indicates the units for the delivery time. It is chosen from a drop-down menu which is fixed, that is days, hours or weeks. The first field indicates the number of units.
Handle Perishable	If checked indicates that perishable goods in the delivery can be handled
Delivery Charge Type	The type of delivery charge such as fixed, value based or weight based.
Dispatch Receipt Style	Soft format style for documentation produced with the delivery.

Field/Option	Description
Dispatch Docket Receipt Style	Soft format style for documentation produced with the delivery. At the end of the transaction, if there are items that have not been taken by the customer, a dispatch docket will be printed. This document type is configurable against the delivery type.
Dispatch Chit Receipt Style	Soft format style for documentation produced with the delivery. A dispatch chit is an abbreviated copy of a dispatch docket that is used by carriers to record receipt of goods for carriage.
Dispatch Stored Transaction Receipt Style	Soft format style for documentation produced with the delivery.
Dispatch Combined Card Voucher Receipt Style	Soft format style for documentation produced with the delivery.
Destination Zones	The destination zone associated with the delivery type. Not configured in the standard release.
Delivery Notes	Delivery Note Header text and format.

#### 9.4.2 New Delivery Type

This screen enables you to add a new delivery type to the database.

The field is:

Field/Option	Description
New ID	The ID of the new delivery type (up to 20 alphanumeric characters).

The next icon will take you to the Edit Delivery Type screen (see “Edit Delivery Type” on page 190).

### 9.5 Suppliers

This screen enables you to view, edit, remove and create suppliers.

All existing suppliers are displayed in a table with the following headings:

Field/Option	Description
Options	The actions can be performed by you on an existing supplier, for example view, edit, remove, etc. The view icon will take you to a screen the same as the Edit Supplier screen (see “Edit Supplier” on page 191), except it is read-only. The edit icon will take you to the Edit Supplier screen (see “Edit Supplier” on page 191). The remove icon will delete the selected supplier. The new icon will take you to the New Supplier screen (see “New Supplier” on page 193).
Description	The description of the supplier.

#### 9.5.1 Edit Supplier

This screen enables you to edit details held on an existing supplier.

The following information is shown:

Field/Option	Description
Supplier ID	The ID of the supplier. It is read-only at this point. It is defined by you when the supplier is created.
Name	The name of the supplier (up to 40 alphanumeric characters).
Last Order Date	The date of the last order from the supplier. It is read-only at this point. It is populated automatically by Micros Retail-J.
Locally Managed?	When this check box is selected the selected supplier is locally managed. Normally, when a store raises a purchase, the request will be sent to the Estate Manager, which will contact the supplier and generate an expected delivery, which will then be sent back to the store. Locally managed means that the Estate Manager is not involved. It is assumed that the store will take care of the ordering and payment. An appropriate expected delivery is generated automatically.
Payment Option	The payment option preferred by the supplier, for example payment in advance or payment on receipt. It is chosen from a drop-down menu which is fixed.
Payment Method	The payment option preferred by the supplier, for example cash, cheque, direct debit or letter of credit. It is chosen from a drop-down menu which is fixed.
Currency ID	The type of currency associated with the selected supplier. It is chosen from a drop-down menu which is maintained in Currencies.
Order Value Limit	The maximum value of an order allowed from the supplier. It is displayed in a format according to the Currency ID. It must be in the range 0 to 9999999.
Normal Lead Time	The normal lead time of the supplier.
Edit Address	The next icon will take you to the Suppliers - Edit Address screen (see "Suppliers - Edit Address" on page 192).

### 9.5.1.1 Suppliers - Edit Address

This screen enables you to edit the address associated with a particular supplier.

The following information is shown:

Field/Option	Description
Organisation	The name of the supplier (up to 40 alphanumeric characters).
Street 1/Street 2/Street 3	These three fields allow for up to three lines of the address, before town. Each one can be up to 40 alphanumeric characters).
Town	This can be up to 25 alphanumeric characters).
County	This can be up to 25 alphanumeric characters).
Country	The country that the supplier is in (up to 25 alphanumeric characters).
Post Code	The post code can be up to 10 alphanumeric characters).
Lookup	If the post code is not known, you can use a post code lookup program by clicking the next icon.
Delivery Street	The Delivery Street of the supplier.

Field/Option	Description
Phone 1	The telephone number of the supplier (up to 18 digits).
Phone 2	This indicates a second telephone number of the supplier (up to 18 digits).
Mobile	The mobile number of the supplier.
Fax	The facsimile number of the supplier (up to 18 digits).
E-mail	The email address of the supplier (up to 40 alphanumeric characters).

### 9.5.2 New Supplier

This screen enables you to add a new supplier to the database.

The field is:

Field/Option	Description
New ID	The ID of the new supplier (up to 20 alphanumeric characters).

The next icon will take you to the Edit Supplier screen (see “Edit Supplier” on page 191).

## 9.6 Supplier Products

This screen enables you to view, edit, remove and create supplier products.

You can select the required supplier from a drop-down menu which is maintained in Suppliers (see Suppliers).

All existing supplier products are then displayed in a table with the following headings:

Field/Option	Description
Options	The actions can be performed by you on an existing supplier product, for example view, edit, remove, etc. The view icon will take you to a screen the same as the Edit Supplier Product screen (see “Edit Supplier Product” on page 193), except it is read-only. The edit icon will take you to the Edit Supplier Product screen (see “Edit Supplier Product” on page 193). The remove icon will delete the selected supplier. The new icon will take you to the New Supplier Product screen (see “New Supplier Product” on page 194).
Supplier Product Description	The description of the supplier.

### 9.6.1 Edit Supplier Product

This screen enables you to edit details on an existing supplier product.

The following information is shown:

Field/Option	Description
Supplier ID	The ID of the supplier. It is read-only at this point. It is defined by you when the supplier is created.

Field/Option	Description
Supplier Product ID	The product ID number which the supplier uses to identify the product. It is read-only at this point. It is defined by you when the supplier product is created.
Supplier Product Description	The supplier product description (up to 40 alphanumeric characters).
Local Product ID	The local product identity used within Micros Retail-J (up to 20 alphanumeric characters). If the ID is not known, you can use the search icon to locate the required ID.
Currency ID	The type of currency associated with the supplier. It is read-only at this point. It is populated automatically by Micros Retail-J.
Cost Method	The cost method involved.
Cost Price	The cost price of the supplier product. It is displayed in format according to the Currency ID. It must be in the range 0 to 9999999.
Edit Cost Price	Click this icon to link to the Supplier Product Cost Price Maintenance screen to edit the cost price of the product.
Discount Percentage	Value of Discount Percentage if the Cost Method is set as Discount Percentage.
Refund Rate	Rate of refund.
Lead Time	Lead Time in days.

### 9.6.2 New Supplier Product

This screen enables you to add a new supplier product to the database.

The field is:

Field/Option	Description
New ID	The ID of the new supplier product (up to 20 alphanumeric characters).

The next icon will take you to the Edit Supplier Product screen (see "Edit Supplier Product" on page 193).

### 9.7 Central Product Serial Numbers

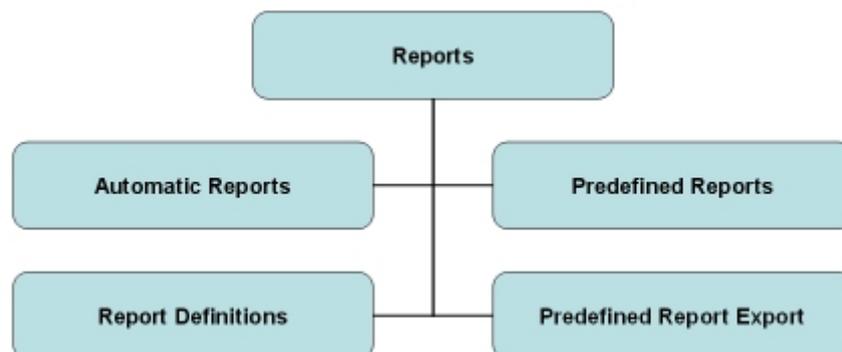
This page shows the location and current status of any serial number in the system. This can be added to the Back Office menu using the following URL:

`CentralProductSerialNumberEnquiry.jsp?enterOnLogin=true`

Each Serial Number row lists the Serial Number, Location Name, Inventory Type and Date of Last Update. Clicking on any of the column headers will sort the data by that column.

## 10.0 Reports

This feature enables you to maintain details held on reports.



The options are:

Field/Option	Description
Automatic Reports	These are reports which are configurable (using Predefined Reports, “Predefined Reports” on page 198) to be run at specific time automatically. You can also configure how the automatic reports are processed, for example saved, emailed etc.
Predefined Reports	This option enables you to define criteria for reports which can be used by the Automatic Reporting function (see “Automatic Reports” on page 196).
Report Definitions	This option enables you to create the definitions of reports so as to make new reports available or change the behaviour of existing reports.
Predefined Report Export	This option enables you to view, edit remove and create predefined report exports.

### 10.1 Report Additions

#### 10.1.1 Reporting Restrictions by Company ID

Restricting report availability requires the following activities.

- Adding a role
- Updating all the reports for restriction
- Location maintenance
- Company maintenance

##### 10.1.1.1 Role

There is a new role within Reports, namely *Allow selection of other companies*

From Data Maintenance > Users > Roles

Edit a Role and select Operational Reports from the *Select an application to view its function list* drop-down list.

Now, select the *Allow Selection of Other Companies* role.

The user's company will be determined by looking up the normal working location for the user.

If this role is not ticked then this will prevent users from running reports for any stores\* outside of their company.

The drop-down location boxes will not show any locations belonging to other companies.

If a user has the *Allow Selection Of Other Locations* ticked and *Allow Selection Of Other Companies* is not ticked then this user will be restricted to selecting locations within their company.

If a user has the *Allow Selection Of Other Companies* ticked and *Allow Selection Of Other Locations*' is not ticked then this user will only be allowed to view reports for their own location. This role should apply regardless of the location type of the registered device.

\* The majority of reports are run against stores but for reports with other available location types for example the Product Inventory Valuation Report then this must also apply for other location types such as Warehouse and DC which will also have a company set against the location ID.

### 10.1.1.2 Reporting

All reports will need to be updated to include the Company ID drop-down box in the report criteria, see below for an example.

Select from the *Select Company* drop-down as above.

When a user views the criteria page for any report, the company in the drop-down list will default to their company unless they have the new role in which case it should default to *ALL*.

If a user does not have the new role mentioned above, then the company drop-down will be greyed out to prevent them from changing it.

If a user selects to run a report on all locations and they do not have the new role then the report only runs for those locations which belong to the users' company.

All reports which can be run by location should be modified to include a company filter.

### 10.1.1.3 Location Maintenance

Location Maintenance has been modified for Office/DC/Warehouse to allow the addition of multiple companies.

Click on the *Edit Companies* link.

Add one or more companies to a particular Office/Warehouse/DC

## 10.2 Automatic Reports

This screen enables you to view, edit, remove and create Automatic Reports. Automatic reports are reports which are configurable (using Predefined Reports, "Predefined Reports" on page 198) to be run at specific time automatically. You can also configure how the automatic reports are processed, for example saved, emailed etc.

The following information is shown:

Field/Option	Description
Select a location type	The type of location required. It is chosen from a drop-down menu which is fixed.
Select a location profile	The location profile required. It is chosen from a drop-down menu which is maintained in Location Profiles, or you can select all.

Field/Option	Description
Select a location	The location required. This is selected by either typing in the first field which will filter the drop-down menu in the second field, or just from the drop-down menu which is maintained in Locations.

All automatic reports which match the search criteria are then displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the selected automatic report, for example view, edit, remove etc. The view icon will take you to a screen similar to the Edit Automatic Report screen (see "Edit Automatic Report" on page 197), except it is read-only. The edit icon will take you to the Edit Automatic Report screen (see "Edit Automatic Report" on page 197). The remove icon will enable you to delete the selected automatic report. The new icon will take you to the New Automatic Report screen (see "New Automatic Report" on page 198).
ID	The ID of the automatic report.
Description	The description of the automatic report.
Report Type	The type of report in the automatic report such as daily, weekly, timetable.
Location Type	The location type of the automatic report.
Location Profile	The location profile associated with the automatic report.
Location	The location of the automatic report.

### 10.2.1 Edit Automatic Report

This screen enables you to edit an existing automatic report.

The following information is shown:

Field/Option	Description
ID	The ID of the automatic report. It is read-only at this point. It is defined by you when the automatic report is created.
Description	The description of the automatic report (up to 30 alphanumeric characters).
Location Type	The type of location for the automatic report. It is chosen from a drop-down menu which is fixed.
Location Profile	The location profile for the automatic report. It is chosen from a drop-down menu which is maintained in Location Profiles, or you can select all.
Location	The location for the automatic report. This is selected by either typing in the first field which will filter the drop-down menu in the second field, or just from the drop-down menu which is maintained in Locations.
Output Type	The type of output required for the automatic report, for example save to file, email etc. It is chosen from a drop-down menu which is fixed. A selection of the following six fields will be displayed according to the output type selected.
Folder	The folder in which the automatic report will be saved, if applicable.

Field/Option	Description
Email Address	The email address to which the report will be emailed, if applicable. It must contain an ampersand (@).
Subject	The subject of the email to be sent, if applicable.
Message	The message required to accompany the automatic report, if it is emailed.
Phone Number	The phone number to which the automatic report will be sent, if applicable.
Report Type	The type of report, that is how often it will be run. It is chosen from a drop-down menu which is fixed. A selection of the following six fields will be displayed according to the output type selected.
Run Date	The date on which the report is to be run. The required format is shown to the left of the field, that is dd/mm/yy hh:mm.
Run Time	The time at which the report is to be run. The required format is shown to the left of the field, that is hh:mm.
Start Time	The start time at which the report starts to be run. The required format is shown to the left of the field, that is hh:mm.
End Time	The end time at which the report ceases to run. The required format is shown to the left of the field, that is hh:mm.
Day of Week	The day of the week on which the report is to be run. It is chosen from a drop-down menu which is fixed.
Day of Month	The day of the month on which the report is to be run. It is chosen from a drop-down menu which is fixed.
Predefined Reports	The predefined reports to be included in the selected automatic report. It is chosen from a drop-down menu which is maintained in Predefined Reports (see "Predefined Reports" on page 198). The add icon enables you to add a predefined report to the selected automatic report. The remove icon enables you to delete an existing predefined report from the automatic report.

### 10.2.2 New Automatic Report

This screen enables you to add a new automatic report to Micros Retail-J.

The field is:

Field/Option	Description
New ID	The ID of the new automatic report (up to 20 alphanumeric characters).

The next icon will take you to the Edit Automatic Report screen (see "Edit Automatic Report" on page 197).

### 10.3 Predefined Reports

This screen enables you to view, edit, remove and create Predefined Reports. This means that you can define criteria for reports which can be used by the Automatic Reporting function (see "Automatic Reports" on page 196).

All existing predefined reports are displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on an existing Predefined Report, for example view, edit, remove etc. The view icon will take you to a screen similar to the Edit Predefined Report screen (see “Edit Predefined Report” on page 199), except it is read-only. The edit icon will take you to the Edit Predefined Report screen (see “Edit Predefined Report” on page 199). The remove icon will enable you to delete the selected Predefined report. The new icon will take you to the New Predefined Report screen (see “New Predefined Report” on page 201).
ID	The ID of the Predefined Report.
Description	The description of the Predefined Report.
Report	The type of report for the Predefined Report.

### 10.3.1 Edit Predefined Report

This screen enables you to edit details held on an existing Predefined Report.

The following information is shown:

Field/Option	Description
ID	The ID of the Predefined Report. It is read-only at this point. It is defined by you when the predefined report is created.
Description	The description of the Predefined Report (up to 30 alphanumeric characters).
Report	The type of report required. It is read-only at this point. It is defined by you when the predefined report is created.
Edit Report Criteria	The next icon will take you to the Edit Report Criteria screen (see “Edit Report Criteria” on page 199).

#### 10.3.1.1 Edit Report Criteria

This screen enables you to enter the criteria details for the selected report. The screen content will differ according to which report is selected. The example below shows the criteria screen for the Sales Transactions report.

The following information is shown:

Field/Option	Description
Select Report Type	The type of report required, for example daily, weekly, monthly, by period, by date range, by trading session. Select the report type by clicking on the circle next to the timescale required.
Select Base Currency	The base currency for the report. It is chosen from a drop-down menu which is maintained in Currencies.
Select Location Region	The location region required. It is chosen from a drop-down menu which is maintained via Location Region Hierarchy.

<b>Field/Option</b>	<b>Description</b>
Select Location Type	The location type required. It is chosen from a drop-down menu which is maintained via Location Type Hierarchy.
Select Company	The name of the store for the report. You can either type in the first field which will filter the drop-down menu in the second field, or just from the drop-down menu which is maintained in Locations.
Select Terminal	The terminal required. It is chosen from a drop-down menu which is maintained via Terminals.
Enter User	The user required. It is chosen from a drop-down menu which is maintained via Users. This can be a specific user, or you can select all.
Enter Auth User	User The authorising user required. It is chosen from a drop-down menu which is maintained via Users. This can be a specific user, or you can select all.
Select Salesperson	The salesperson required. It is chosen from a drop-down menu which is maintained via Users. This can be a specific salesperson, or you can select all.
Select Department	The department (MMG) required. It is chosen from a drop-down menu which is maintained via Hierarchy and Products. This can be a specific department, or you can select all.
Select Product Group	The product group required. It is chosen from a drop-down menu which is maintained via Product Groups. This can be a specific product group, or you can select all.
Enter Item Code	The Item Code required (up to 22 alphanumeric characters). If it is not known, you can use the search icon to find the item code required. Once you have selected the item, he/she is returned back to this current pane, with the selected item code automatically entered.
Enter Serial Number	The serial number of the product, if applicable.
Enter Product Reference	The product reference number of the product, if applicable.
Select Tender	The tender required. It is chosen from a drop-down menu which is maintained via Tenders (see Tenders). This can be a specific tender, or you can select all.
Enter Customer ID	The customer ID required (up to 20 alphanumeric characters). If it is not known, you can use the search icon to find the ID required. Once you have selected the customer, he/she is returned back to this current pane, with the selected customer code automatically entered.
Enter Card Number	The card number required. It has to be numerical between 9 and 22 characters).
Select Transaction Type	Select transaction type such as trade sale or employee sale.
Enter Item Quantity	This enables you to enter the item quantity. There are two fields: You can select a restriction required on the quantity from a predefined drop-down menu for example less than, more than etc or you enter the item quantity in the second field. It is a numerical value in range -99999 to +99999.
Select Reversal Status	
Enter Item Type	The type of item required, for example all, sale, order, return etc. It is chosen from a drop-down menu which is fixed.

Field/Option	Description
Enter Loyalty Points	
Enter Tender Value	The tender value of the item. There are two fields: You can select a restriction required on the tender value from a predefined drop-down menu for example less than, more than etc or you enter the tender value in the second field (up to 15 digits).
Enter Total Transaction Value	The total transaction value of the item. There are two fields: You can select a restriction required on the total transaction value from a predefined drop-down menu for example less than, more than etc or you enter the total transaction value in the second field (up to 15 digits).
Enter Item Unit Price	The unit price of the item. There are two fields: You can select a restriction required on the item unit price from a predefined drop-down menu for example less than, more than etc or you enter the item unit price in the second field (up to 15 digits).
Group Report by User	When this check box is selected the report will be grouped according to User.
Show Loyalty Points	When this check box is selected loyalty points will be included in the report.
Show Product Options	When this check box is selected the product options will be included in the report.
Repeat Transaction Details	
Show Account ID for Account Payments	
Select Sales Type	

### 10.3.2 New Predefined Report

This screen enables you to add a new Predefined Report to Micros Retail-J.

The following information is shown:

Field/Option	Description
New ID	The ID of the new Predefined Report (up to 20 alphanumeric characters).
Report	The type of report required for the Predefined Report. It is chosen from a drop-down menu which is fixed.

The next icon will take you to the Edit Predefined Report screen (see "Edit Predefined Report" on page 199).

## 10.4 Report Definitions

Report Definition enables you to configure which selection criteria are shown for a particular report.

When the database upgrade is run, standard Report Definitions will automatically be created. These can then be modified as required (for example Department or Range can be hidden by deselecting the 'Visible' check box for the 'Select Department' or 'Select Range' criteria as appropriate). A 'Width' value of zero for list boxes specifies that the listbox will be as wide as the longest item in the listbox.

For changes made to Report Criteria to take effect, the user must log off and log in again.

Report Definitions are grouped into Report Definition Sets. The Report Definition Set to use in a particular store can be set against the Location Profile. The database upgrade will create the initial Report Definitions for Report Definition Set 'DEFAULT'. To create Report Definitions for a new Report Definition Set, use the 'Copy Report Definition Set' function.

The following roles have been added to control access to Report Definition Maintenance:

- Select Report Definition
- View Report Definition
- Add Report Definition
- Edit Report Definition
- Remove Report Definition
- Copy Report Definition Set

The Report Definition Set to use for any given report depends on:

- The current user
- The current store
- The location profile for the current store

The Report Definition Set can be specified against each of the above, and it will be looked up in the order specified above, that is first from the user, then from the store, then from the location profile.

The View Items screen in Stock Counting has been changed to use the Report Definition with ID 1500 ('Stock Counting View Items'). The database upgrade script will automatically create this standard Report Definition, which can then be modified as required.

All Operational Reports have been changed to use Report Definitions, so that the criteria selected is configurable. Additionally, the Product Search screen uses a Report Definition ('Product Search Criteria Display') so that the criteria it displays for searching can be configured.

Two new Report Definitions, 'Transaction Search' and 'Transaction Search by Transaction', have been added so that the selection criteria for the BackOffice Transaction Search can be configured.

The 'Transaction Search' Report Definition is used for the criteria displayed when you first go into Transaction Search. If 'By Transaction' is selected as the Filter Type, then the 'Transaction Search by Transaction' Report Definition is used.

Most of the criteria have been added as 'Boolean' types so that they can either be made visible or not. To hide a particular selection criterion, deselect its 'Is Visible' flag. To change the Filter Type so that only 'By Transaction' is available, edit the 'ReportType' criterion in the 'Transaction Search' Report Definition, and remove all of the options except for 'By Transaction'. Note that the Branch Number and Company Number in the 'By Transaction' criteria will now be populated by default from the current store.

'Customer ID' has been added as a selection criterion to the Transaction Search Report Definition.

Additionally, a Form Definition has been added for Transaction Search so that it can be configured which headings to display.

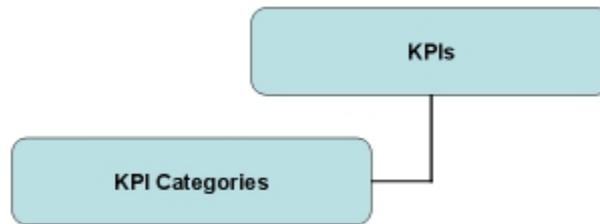
The following new options and selection criteria are added to the report definitions.

1. Add Include/Exclude flag is added to the 'Edit Criteria definition pane'. Selecting this option displays an 'Exclude Selection' check box in the Report criteria pane. This would exclude the

selected items from the search.

2. 'Allow multiple date range' flag is added to the Date criteria type in the 'Edit Criteria definition pane'. Selecting this option enables the user to add multiple date ranges in the selection criteria pane. To use this option the Report Type should be 'By Date Range'. Added dates can be deleted using Remove option in the select report criteria pane.
3. New report criteria type 'Location Attribute' is added to the report definition maintenance. Multiple selection of location attribute is available through Add icon in the selection report criteria pane. Remove option is available to delete the added Location attributes.
4. New variables are available in the report writer to be used in the SQL, LocTypeID\_ListSQL and LocRegionID\_ListSQL. These are available when the Add Include/Exclude flag is selected for criteria Type Application Location Type and Application Region Type.
5. In List type - 'Attribute' is renamed to 'Product Attribute'.

## 11.0 KPIs



### 11.1 Concepts

#### 11.1.1 Introduction

Key Performance Indicators (KPIs) are quantifiable measurements, agreed to beforehand, that reflect the critical success factors of an organisation. Within Retail-J, KPIs can be individually configured for every store and every employee.

Available KPIs include selectable MMG sales or quantities, selectable product sales and quantities and selectable tenders.

KPIs have been used in a number of ways (according to configuration) including:

- Commission calculation
- Employee targets achievement
- KPI reporting

#### 11.1.2 KPI Configuration

KPIs are configured into the system with a maintenance page that specifies which departments and/or products go to make up which KPI figure. Figures can also be specified by tender.

#### 11.1.3 KPI and Commissions

The system operates by first breaking down sales and returns of products into particular KPIs. KPI totals are maintained by transaction processing for both employee and store by each of the KPI categories. Both employee and store totals are calculated so as to allow for both employee based and store based commission strategies.

The inputs to the Retail-J commissions system are:

- Employee sales data by commission category by location by day
- Total store sales by day
- Employee hours worked by location by day

The outputs are:

- Employee monthly commission
- Total store monthly commission

##### 11.1.3.1 Employee Commission Rate Configuration

Not all KPI figures go to make up the commission calculation. Some are for information only. A maintenance page specifies employee commission rate configuration and identifies which of the KPIs are used for commission calculation purposes.

The rate associated with each commission category can be:

- an amount of money for each KPI unit
- a % for a value based KPI
- a target value
- a target quantity

#### **11.1.3.2 Commission Calculation**

Commission owing is calculated by looking at the KPI values by employee, the KPI values by store, the commission rates and the hours worked by employee. Each time it runs it updates two sets of totals: employee commission payments and location commission payments. The commission calculation calculates values for either a specific employee or all employees, a specific location or all locations and for specified dates.

The KPI values that are calculated can be manually edited in case of issues with the store systems.

Once commission has been calculated and approved for a store, or individual employee, then the commission payment details are flagged as approved and can no longer be adjusted. The related KPI figures are also flagged as approved at the same time.

#### **11.1.3.3 Commission Adjustment**

The commission calculated for the store and employees can be adjusted by recording the amount and reason code together with any notes.

The reason code type, "Commission Adjustments", is used. This has to be selected when making any manual adjustments to employee or location commission payments.

#### **11.1.3.4 Employee Monthly Commission Summary**

The Employee Monthly Commission Summary shows the commission on the month to date and last month's commission for all locations at which the employee has worked together with any adjustment details. This report is available in the store and at Head Office.

#### **11.1.3.5 Location Monthly Commission Summary**

The Location Monthly Commission Summary shows the same as the above report but for the location (store). It also shows each of the commission rates that are referred to in the commission scheme and the total earned by each rate by the location for the month.

#### **11.1.3.6 Cross-Store Commission**

If a store refunds an item which was originally purchased in another store, the system removes the commission from the store refunding the item.

If an employee works at a store which is different to his/her base store, the commission is allocated to the base store.

#### **11.1.4 Employee Targets Achievement**

Employee targets can be set against KPI Categories.

The achievement of employee targets is reported on screen or to a spreadsheet format for the month to date with the Employee Targets Report.

## Employee Targets Report

You are viewing the Employee Targets Report for the month to date as at 30/06/11 23:59.

Location Region: All      Location Type: All  
 Store: All  
 Company: All  
 Report run by admin at 03/06/11 12:37

Employee	Target	Actual	% CUM	Target	Actual	% CUM
Chris Sidell	£30,000.00	£0.00	N/A	£30,000.00	£0.00	N/A
Michael Jones	£0.00	£0.00	N/A	N/A	£0.00	N/A
Mandy Wilson	£0.00	£0.00	N/A	N/A	£0.00	N/A
<b>Total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0%</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0%</b>

Cumulative percentages reporting is calculated as Sales Month to Date / ((Monthly Sales Target / No. of Days in Month) \* Days of Month gone by so far).

### 11.1.5 Viewing KPI Totals

KPI totals can be viewed by Location and Employee.

#### 11.1.5.1 Location KPI Totals

Totals can be modified until they have been approved.

## 11.2 KPI Categories

This screen enables you to view and edit details of KPI Categories.

KPI categories are used by KPI Totals and Commissions. A KPI Total (Location or Employee) is generated for each KPI category. A Commission Scheme consists of Commission Rates, which in turn consists of a number of KPI categories. The commission is calculated by applying a rate to each KPI category.

All existing KPI categories are displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the selected KIP category. The view icon will take you to a screen similar to the Edit KPI Category screen (see "Edit KPI Category" on page 206), except it is read-only. The edit icon will take you to the Edit KPI Category screen (see "Edit KPI Category" on page 206). The remove icon will enable you to delete the selected KPI Category. The new icon will take you to the New KPI Category screen (see "New KPI Category" on page 208).
ID	The ID of the KPI category.
KPI Category Type	The type of KPI category.
Description	The description of the KPI category.
KPI Type	The type of the KPI.
Start Date	The start date of the KPI category.
End Date	The end date of the KPI category.

### 11.2.1 Edit KPI Category

This screen enables you to edit an existing KPI category. There are two types of category, product and

tender which will be described in turn.

The following information is shown:

Field/Option	Description
ID	The ID of the KPI category. It is read-only at this point. It is defined by you when the KPI category is created.
KPI Category Type	The type of KPI category. It is read-only at this point. It is defined by you when the KPI category is created.
Locale	The locale associated with the KPI category. It is chosen from a drop-down menu which is fixed.
Description	The description of the KPI category (up to 40 alphanumeric characters).
KPI Type	The type of KPI, that is value or quantity. It is chosen from a drop-down menu which is fixed.
Start Date	The start date of the KPI category. The required format is shown to the right of the field, that is dd/mm/yy.
End Date	The end date of the KPI category. The required format is shown to the right of the field, that is dd/mm/yy.
Applicability	Commissions, Employee Targets, Employee Performance Monitor, KPI Reporting.
Item Type	Sales Only, Returns Only, Both.
Include Tax	Indicates if tax is included.

The following fields apply to product type KPI categories only:

Field/Option	Description
Included MM Groups	This enables you to specify the required MM groups to be included in the KPI category. You can either enter the MM group ID if known, using the add icon, or use the search icon to locate the required MM group.
Excluded MM Groups	This enables you to specify the required MM groups to be excluded in the KPI category. You can either enter the MM group ID if known, using the add icon, or use the search icon to locate the required MM group.
Included Product Groups	This enables you to specify the required product groups to be included in the KPI category. You can either enter the product group ID if known, using the add icon, or use the search icon to locate the required product group.
Excluded Product Groups	This enables you to specify the required product groups to be excluded in the KPI category. You can either enter the product group ID if known, using the add icon, or use the search icon to locate the required product group.
Included Products	This enables you to specify the required products to be included in the KPI category. You can either enter the product ID if known, using the add icon, or use the search icon to locate the required product.
Excluded Products	This enables you to specify the required products to be excluded in the KPI category. You can either enter the product ID if known, using the add icon, or use the search icon to locate the required product.

The following fields apply to tender type KPI categories only:

<b>Field/Option</b>	<b>Description</b>
Applicable Tenders	The tenders you want to apply to the KPI category. Selecting the check box for the relevant tender will indicate its inclusion. The list of tenders is maintained in Tenders (see Tenders).

### **11.2.2 New KPI Category**

This screen enables you to add a new KPI category to Micros Retail-J.

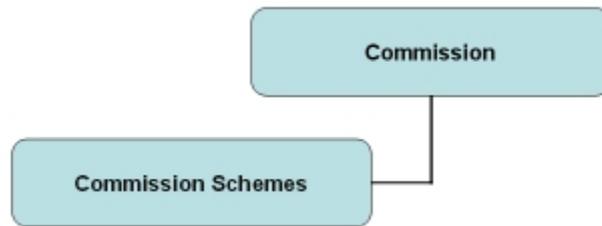
This is an example of the New KPI Category pane:

The following information is shown:

<b>Field/Option</b>	<b>Description</b>
New ID	The ID of the new KPI category (up to 20 alphanumeric characters).
KPI Category Type	The type of KPI category, that is product or tender. It is chosen from a drop-down menu which is fixed.

The next icon will take you to the Edit KPI Category screen (see “Edit KPI Category” on page 206).

## 12.0 Commission

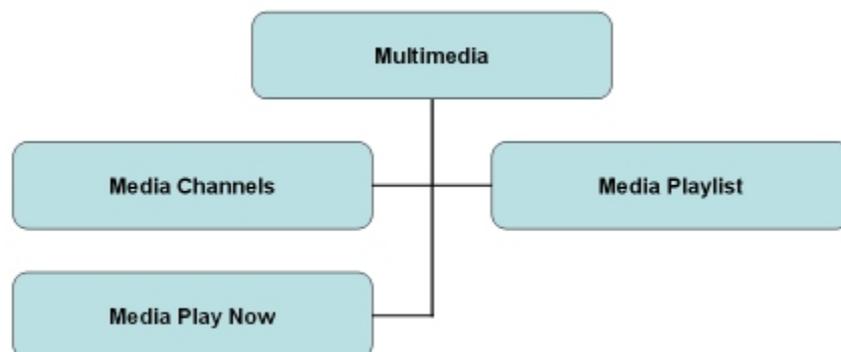


### 12.1 Commission Schemes

The Commission Scheme Maintenance screen enables you to view, edit, remove and create commission schemes.

## 13.0 Multimedia

This option enables you to manage Media Channels and Media Playlists.



### 13.1 Media Channels

This section enables you to view edit, create and remove media channels.

All existing media channels are displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the selected Media Channel, for example view, edit, remove etc. The view icon will take you to a screen similar to the Edit Media Channel screen except that it is read-only. The edit icon will take you to the Edit Media Channel screen (see “Edit Media Channel” on page 210). The remove icon will delete the selected Media Channel. The new icon will take you to the New Media Channel screen (see “New Media Channel” on page 211).
ID	The ID of the Media Channel.
Description	The description of the Media Channel.

#### 13.1.1 Edit Media Channel

This screen enables you to edit details on an existing Media Channel.

The following information is shown:

Field/Option	Description
Channel ID	The ID of the media channel. It is read-only at this point. It is defined by you when the media channel is created.
Description	The description of the Media Channel (up to 40 alphanumeric characters).
Display Logo	Select the display logo to use or upload the display logo.
Edit Schedule	This option enables you to edit, remove or add schedules to the Media Channel. The edit icon will take you to the Edit Schedule screen (see “Edit Schedule” on page 211). The remove icon enables you to delete an existing schedule. The add schedule icon will take you to the Add Schedule screen (see “New Schedule” on page 211).

Field/Option	Description
Defaults	This section enables you to define the default values which will be played when there is no active schedule. There are three choices: Customer Message: Media File, Image File or Web Page. Edit Image - The next icon will enable you to associate an image with the selected channel. The image must be cps.jpg, .jpe or .jpeg. You can select an image already known to Micros Retail-J, or browse to locate a new one.

### 13.1.1.1 Edit Schedule

This screen enables you to edit the schedule associated with a particular media channel.

The following information is shown:

Field/Option	Description
Description	The description of the schedule (up to 40 alphanumeric characters).
Applicable POS States	Select Applicable POS State from the drop-down list.
Start Date / End Date	These indicate the dates between which the schedule is active. The format is locale dependant and shown to the right of the field, that is dd/mm/yy.
Timetable	The times each day at which the schedule will be active. The required format is hh:mm.
Actions	The actions to be included in the schedule. You can edit, remove or add actions. The action is chosen from a drop-down menu which is fixed. The description of the action can be up to 40 alphanumeric characters). The move up and move down icons enable you to change the order in which the actions are performed.

The back icon will return you to the Edit Media Channel screen (see "Edit Media Channel" on page 210).

### 13.1.1.2 New Schedule

This option enables you to add a new schedule. The screen displayed is the same as the Edit Schedule screen (see "Edit Schedule" on page 211).

### 13.1.2 New Media Channel

This screen enables you to add a new media channel to Micros Retail-J.

The field is:

Field/Option	Description
New ID	The ID of the new media channel (up to 20 alphanumeric characters).

The next icon will take you to the Edit Media Channel screen (see "Edit Media Channel" on page 210).

## 13.2 Media Playlist

This section enables you to view edit, create and remove media playlists.

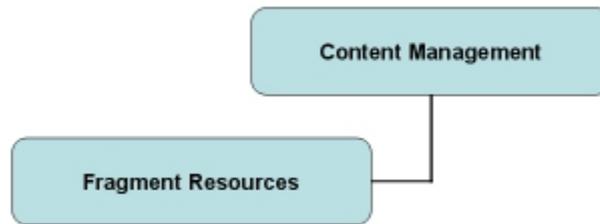
The following information is shown:

<b>Field/Option</b>	<b>Description</b>
Playlist ID	The ID of the playlist (up to 20 alphanumeric characters).
Description	The description of the playlist (up to 40 alphanumeric characters).
Actions	The actions to be included in the playlist. You can edit, remove or add actions. The action is chosen from a drop-down menu which is fixed. The description of the action can be up to 40 alphanumeric characters). The move up and move down icons enable you to change the order in which the actions are performed

### **13.3 Media Play Now**

The Media Channel- Play Now screen enables you to make real-time changes to the POS terminal multimedia display.

## 14.0 Content Management

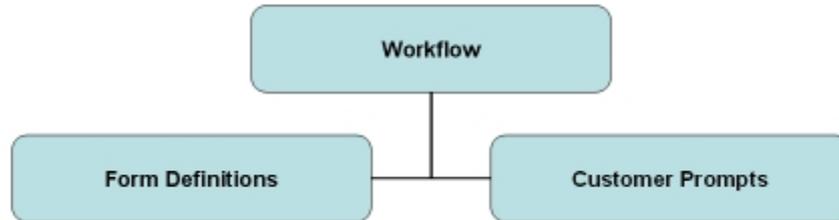


### 14.1 Fragment Resources

The Content Management Maintenance screen enables you to view, edit, remove and create content fragments.

## 15.0 Workflow

You must have Flash installed in your browser in order to edit workflows.



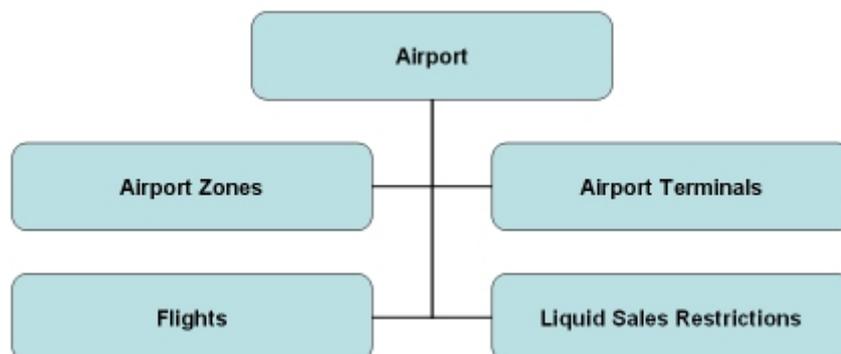
### 15.1 Form Definitions

The Form Definition Maintenance screen enables you to view, edit, remove and create the definitions of forms used by various applications within Micros Retail-J.

### 15.2 Customer Prompts

The Customer Prompt Maintenance screen enables you to view, edit, create and remove customer prompts.

## 16.0 Airport



### 16.1 Airport Zones

This screen enables you to view and edit details of Airport Zones.

Airport zones represent geographical regions where airports are located. Usually we set up UK, EU and Non-EU as Airport Zones. Every airport belongs to an airport zone. Airport zones specify tax rules for flights from the current zone to another zone. This enables us to alter the tax applicable for a sale depending on where the customer's flight is flying from and to (for example Duty Free for UK to Non-EU flights).

The applicable tax options are:

Field/Option	Description
Taxable	The sale is treated normally, that is like a non airport sale.
No tax - reduce price	The value of tax deducted from sale.
No tax - leave price	The value is unaffected, but sale marked as no tax - used by external Estate Manager systems to reclaim tax.
Taxable - leave price	The sale is taxable but the value is unaffected.

Any existing Airport Zones are displayed in a table with the following headings:

Field/Option	Description
Options	The actions can be performed on the existing Airport Zones, that is view, edit or remove. The view icon will take you to the Edit Airport Zones screen (see "Edit Airport Zone" on page 215) except all fields will be read-only. The edit icon will take you to the Edit Airport Zones screen (see "Edit Airport Zone" on page 215). The remove icon will enable you to delete an existing Airport Zone. The new icon will take you to the New Airport Zone screen (see "New Airport Zone" on page 216).
ID	The ID of the Airport Zone.
Description	The description of the Airport Zone.

#### 16.1.1 Edit Airport Zone

This screen enables you to edit an existing Airport Zone.

The following information is shown:

Field/Option	Description
ID	The ID of the Airport Zone. It is read-only at this point. It is defined by you when the airport zone is created.
Description	The description of the Airport Zone (up to 20 alphanumeric characters).
Default Destination Zone	Select the default destination zone from the drop-down list.
Price Warning Destination Zone	Select the price warning destination zone from the drop-down list.

The tax on the sale in an airport zone depends on the destination zone. Multiple destination zones can be assigned to each airport zone.

The destination zones are displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the destination zone.
ID	The ID of the destination zone. It is chosen from a drop-down menu which is maintained in Airport Zones (see "Airport Zones" on page 215).
Tax Calculation	The Tax Calculation for the destination zone. It is chosen from a drop-down menu which is fixed. The options are: <ul style="list-style-type: none"> <li>• Taxable The sale is treated normally, that is like a non airport sale</li> <li>• No tax - reduce price The value of tax deducted from sale</li> <li>• No tax - leave price The value is unaffected, but sale marked as no tax - used by external Estate Manager systems to reclaim tax.</li> <li>• Taxable - leave price</li> </ul>

### 16.1.2 New Airport Zone

This screen enables you to add a new Airport Zone to the database.

The field is:

Field/Option	Description
New ID	The ID of the new Airport Zone (up to five alphanumeric characters).

The next icon will take you to the Edit Airport Zone screen (see "Edit Airport Zone" on page 215).

## 16.2 Airport Terminals

This screen enables you to view, edit, remove and create Airport Terminals.

These are terminals which are specifically located at an airport. All airport terminals must belong to an airport zone (for example Heathrow Terminal 1 is in the UK Airport zone).

All existing Airport Terminals are displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the selected Airport Terminal, for example view, edit, remove etc. The view icon will take you to the Edit Airport Terminal screen (see “Edit Airport Terminal” on page 217) except all fields will be read-only. The edit icon will take you to the Edit Airport Terminal screen (see “Edit Airport Terminal” on page 217). The remove icon will enable you to delete an existing Airport Terminal. The new icon will take you to the New Airport Terminal screen (see “New Airport Terminal” on page 217).
Airport Code	The code of the airport associated with the airport terminal.
Terminal Number	The number of the airport terminal.
Name	The name of the airport terminal.

### 16.2.1 Edit Airport Terminal

This screen enables you to edit an existing Airport Terminal, that is a terminal based in an airport.

The following information is shown:

Field/Option	Description
Airport Code	The code of the terminal. It is read-only at this point. It is defined by you when the airport terminal is created.
Terminal Number	The number of the terminal in the airport. It is read-only at this point. It is defined by you when the airport terminal is created.
Name	The name of the terminal in the airport (up to 50 alphanumeric characters).
Destination Only	Indicates that this is for destination airport terminals only.
Zone	The zone associated with the terminal. It is chosen from a drop-down menu which is maintained in Airport Zones (see “Airport Zones” on page 215
Transfer Location Primary List Size	Enter in the list size.
Transfer Location Usage Counter Size	Enter in the counter size.
Edit Transfer Location Restriction List	Click the icon to link to the location restriction list.

### 16.2.2 New Airport Terminal

This screen enables you to add a new Airport Terminal to the database.

The following information is shown:

Field/Option	Description
New Airport Code	The airport code for the new terminal. It must be 3 alphabetic characters.
New Terminal Number	The number of the new terminal. It must be a numeric value in the range 1-9.

The next icon will take you to the Edit Airport Terminal screen (see “Edit Airport Terminal” on page 217).

## 16.3 Flights

This screen enables you to view, edit, remove and create Flights.

Flight codes must be recorded for sales in airside shops. Using the flight code we can then determine the destination airport and the destination airport zone from our database. If the flight code is not recognised when entered at the POS, the operator can instead select the destination zone from a list. The system uses the departure and destination zones to work out which tax rule to apply.

All existing flights are displayed in a table with the following headings:

Field/Option	Description
Select Departure Terminal	Select a Departure Terminal from the drop-down list if required.
Select Destination Terminal	Select a Destination Terminal from the drop-down list if required.
Flight Code	Select the flight code to use as the filter.
Apply Filter	All existing flights that meet the above criteria are shown when the filter is applied.
Options	The actions you can perform on the selected flight, for example view, edit or remove. The view icon will take you to the Edit Flights screen (see “Edit Flight” on page 218) except all fields will be read-only. The edit icon will take you to the Edit Flights screen (see “Edit Flight” on page 218). The remove icon will enable you to delete an existing Flight. The new icon will take you to the New Flight screen (see “New Flight” on page 219).
Flight Code	The code of the flight. The flight code is set by the airline, but entered by you when the flight is created.
Departure Terminal	The terminal from where the flight is departing.
Destination Airport	The destination of the flight. This is the standard three letter code which is used to identify airports.

### 16.3.1 Edit Flight

This screen enables you to edit details on existing flights.

The following information is shown:

Field/Option	Description
Flight Code	The code of the flight. It is read-only at this point. It is defined by you when the flight is created.
Departure Terminal	This is the terminal from which the flight departs. It is read-only at this point. It is defined by you when the flight is created.
Destination Zone	The destination zone of the flight. It is chosen from a drop-down menu which is maintained in Airport Zones (see “Airport Zones” on page 215).

Field/Option	Description
Destination Airport	The code of the destination airport. This is the standard three letter code which is used to identify airports. It is read-only at this point. It is defined by you when the flight is created.
Destination Description	The description of the destination airport (up to 50 alphanumeric characters).
Start Date	The date on which the flight starts. The required format is shown to the right of the field, that is dd/mm/yy.
End Date	The date on which the flight ends. The required format is shown to the right of the field, that is dd/mm/yy.
Departure Date	The date of departure.

### 16.3.2 New Flight

This screen enables you to add a new flight to the database.

The following information is shown:

Field/Option	Description
New Flight Code	The new flight code (up to 10 alphanumeric characters).
New Departure Terminal	The terminal from where the flight will depart (up to five alphanumeric characters).
New Destination Airport	The code for the destination airport. This is the standard three letter code which is used to identify airports. It must be 3 alphabetic characters).

The next icon will take you to the Edit Flight screen (see “Edit Flight” on page 218).

## 16.4 Liquid Sales Restrictions

The Liquid Sales Restriction Maintenance screen enables you to view, edit, add and delete liquid sales restrictions.

Click the *View* icon to view a restriction.

Click the *Edit* icon to edit a restriction.

Click the *Remove* icon to delete a restriction.

Click the *New* icon to add a new restriction.

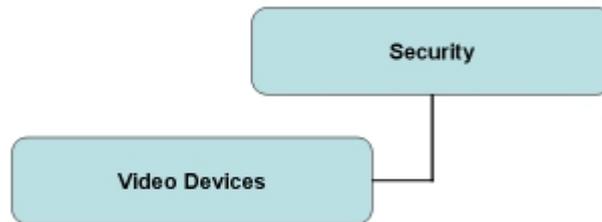
### 16.4.1 Adding a New Liquid Sales Restriction

To add a Liquid Sales Restriction:

1. Click the *New* icon.
2. Enter a *New ID* then click the Next icon. Alternatively, click the *Back* icon to return to the previous screen without creating a new restriction.
3. Enter a unique *Description* for the restriction.
4. Choose a *Workflow ID* from the drop-down menu.

5. Click the *Save* icon to save your changes. Alternatively, click the *Cancel* icon to abandon your changes.

## 17.0 Security



### 17.1 Video Devices

The *Video Device Maintenance* screen enables you to view, edit, add and delete video devices.

Click the *View* icon to view a video device.

Click the *Edit* icon to edit a video device.

Click the *Remove* icon to delete a video device.

Click the *New* icon to add a new video device.

#### 17.1.1 Adding a New Video Device

To add a new video device:

1. Click the *New* icon.
2. Select a *Device ID* from the drop-down menu.
3. Select a *Device Type* from the drop-down menu. The options available are Camera and Recorder.
4. Click the *Next* icon to enter the device details. Alternatively, click the *Back* icon to abandon your changes.

##### 17.1.1.1 Editing a Recorder

The Device ID and Device Type are read-only.

1. Enter a unique *Description*.
2. Enter a *Model*.
3. Select a *Recorder Type* from the drop-down menu. The options available are Analogue and Network.
4. Click the *Save* icon to save your changes. Alternatively, click the *Cancel* icon to abandon your changes.

##### 17.1.1.2 Editing a Camera

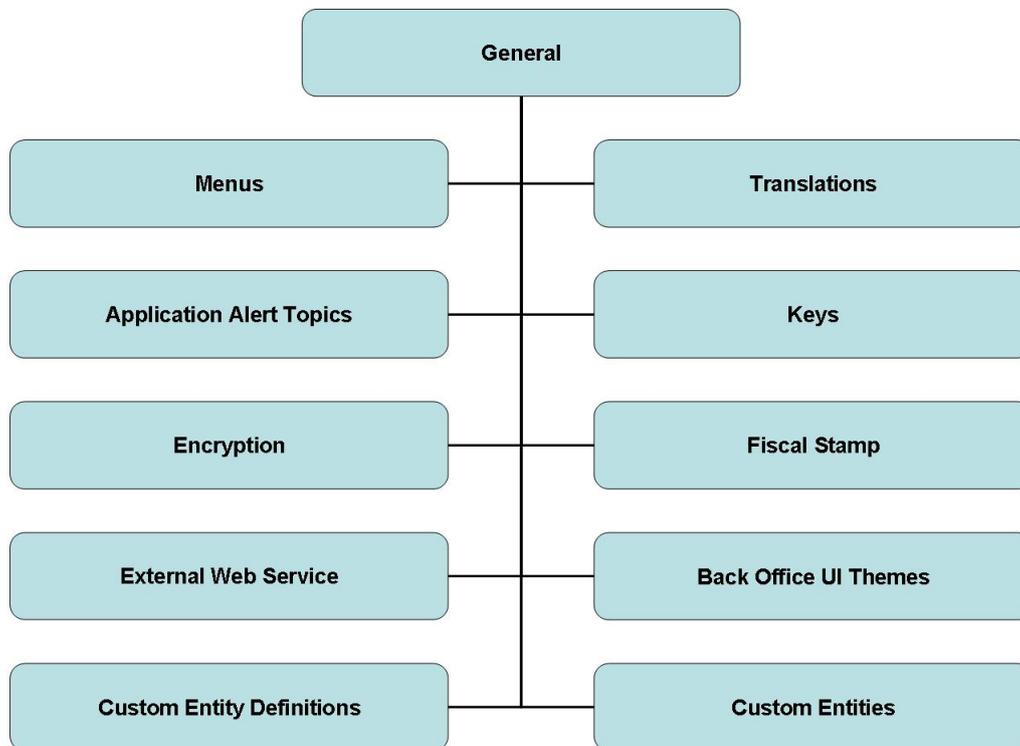
The Device ID and Device Type are read-only.

1. Enter a unique *Description*.
2. Enter a *Model*.
3. Select a *Camera Type* from the drop-down menu. The options available are Analogue and Network.

4. Select an *Output Type* from the drop-down menu. The options available are:
  - Analogue
  - MJPEG
  - MPEG-2
  - MPEG-4
5. Enter a *Frame Rate*.
6. Select the *Pan* check box, if required.
7. Select the *Tilt* check box, if required.
8. Enter a *Recorder Device ID*.
9. Click the *Save* icon to save your changes. Alternatively, click the *Cancel* icon to abandon your changes.

## 18.0 General

By default, the *General* menu includes the options below.



### 18.1 Menus

The *Menu Maintenance* screen enables you to set up how the icons and menus appear in the POS and the BackOffice.

The available options, menu set ID and description are displayed.

Click the *View* icon to view a menu. The process is the same as for editing a menu, but no changes are possible.

Click the *Edit* icon to edit a menu (see “Edit Menu” on page 224).

Click the *Remove* icon to delete a menu.

Click the *Copy* icon to duplicate an existing menu.

Click the *New* icon to create a new menu (see “New Menu” on page 223).

#### 18.1.1 New Menu

This screen enables you to create a new menu.

1. Click the *New* icon.
2. Enter an ID for the menu (up to 20 alphanumeric characters) in the *New ID* field.
3. Select an *Application Type* from the drop-down menu. The default options are:

- POS
  - iPOS
  - Back Office
4. Click the *Next* icon to proceed to the *Edit Menu* screen (see “Edit Menu” on page 224). Alternatively, click the *Back* icon to abandon your changes.

### 18.1.2 Edit Menu

This screen enables you to edit an existing menu.

Use the tree to navigate to the menu entry you wish to edit. For example, click the *Cash Management* link to display the Cash Management menu. The following actions are available for each menu option.

- View
- Edit
- Remove
- Move

Menu options may be one of the following types:

- Menu (sub-menu)
- Command
- Heading

The position of the menu option is displayed. The number of available positions in the POS will depend on the style of POS chosen. For example, the Sculptured POS has eight menu positions. There is no limit on the number of positions in the BackOffice.

The description is will be displayed in the menu.

Click the *View* icon to view a menu option. The process is the same as for editing a menu option, but no changes are possible.

Click the *Edit* icon to edit a menu option (see “Edit Command” on page 225 and “Edit Menu Option” on page 225).

Click the *Remove* icon to delete a menu option.

Click the *Move* icon to move a menu option (see “Move Menu” on page 226 and “Move Command” on page 226).

Click the *New* icon to add a new menu.

Click the *New* icon to add a new command.

Click the *New* icon to add a new heading.

Click the *Back* icon to return to the Menu Maintenance pane.

#### 18.1.2.1 New Menu Option

This screen enables you to add a new menu option to a menu.

Enter a *New ID* (up to 20 alphanumeric characters) then click the *Next* icon to proceed to the *Edit Menu* screen (see “Edit Menu Option” on page 225). Alternatively, click the *Back* icon to return to the previous pane.

#### 18.1.2.2 Edit Menu Option

This screen enables you to edit an existing menu.

To edit the menu:

1. Select a *Locale* from the drop-down menu.
2. Enter a *Menu Name* (up to 20 alphanumeric characters). Alternatively, accept the default name.
3. Enter a message to be displayed to the POS user in the *Operator Prompt* field. This has no effect when editing BackOffice menus.
4. Enter a font colour in hex RGB format, for example 000000, in the *Foreground Colour* field. Alternatively, click the *Search* icon to display the colour picker and click a colour. This only affects certain POS displays and has no effect when editing BackOffice menus.
5. Enter a button colour in hex RGB format, for example FFFFFFFF, the *Background Colour* field. Alternatively, click the *Search* icon to display the colour picker and click a colour. This only affects certain POS displays and has no effect when editing BackOffice menus.
6. Enter the *Position* in which the button is to be displayed. On most POS displays there are eight available positions (1-8). In BackOffice menus the position can be any number from 1 to 999.
7. Select the *Fixed* check box to display a POS menu at its given screen position. If this check box is deselected then the position will be relative and the POS menu will appear after the entry with the next highest position. This check box has no effect when editing BackOffice menus.
8. The *Stay in current menu* check box has no effect on menu options.
9. Select a button image from the *Image URL* drop-down menu, if required. The default image path is <APPLICATION HOME>/<ORGANISATION ID>/Images/Menus.
10. Select a user defined role from the *Function Code* drop-down menu, if required.
11. Enter a contextual help URI (up to 100 alphanumeric characters) in the *Context Help URL* field, if required. To make the help available the *Help* command must be added to the menu.
12. Click the *Save* icon to save your changes. Alternatively, click the *Cancel* icon to abandon your changes and return to the previous pane.

#### 18.1.2.3 New Command

This screen enables you to add a new command to the POS menu.

Select a command from the drop-down menu. The available options depend on the top-level menu selected.

Click the *Next* icon to proceed to the *Edit Command* screen (see “Edit Command” on page 225).

#### 18.1.2.4 Edit Command

This screen enables you to edit an existing command.

To edit the command:

1. Select a *Locale* from the drop-down menu.

2. Enter a command name (up to 20 alphanumeric characters) in the *Caption* field. Alternatively, accept the default name.
3. Enter a message to be displayed to the POS user in the *Operator Prompt* field. This has no effect when editing BackOffice menus.
4. Enter a font colour in hex RGB format, for example 000000, in the *Foreground Colour* field. Alternatively, click the *Search* icon to display the colour picker and click a colour. This only affects certain POS displays and has no effect when editing BackOffice menus.
5. Enter a button colour in hex RGB format, for example FFFFFFFF, the *Background Colour* field. Alternatively, click the *Search* icon to display the colour picker and click a colour. This only affects certain POS displays and has no effect when editing BackOffice menus.
6. Enter the *Position* in which the button is to be displayed. On most POS displays there are eight available positions (1-8). In BackOffice menus the position can be any number from 1 to 999.
7. Select the *Fixed* check box to display a POS menu at its given screen position. If this check box is deselected then the position will be relative and the POS menu will appear after the entry with the next highest position. This check box has no effect when editing BackOffice menus.
8. Select a button image from the *Image URL* drop-down menu, if required. The default image path is <APPLICATION HOME>/<ORGANISATION ID>/Images/Menu.
9. Select a user defined role from the *Function Code* drop-down menu, if required.
10. Enter a contextual help URL (up to 100 alphanumeric characters) in the *Context Help URL* field, if required. To make the help available the *Help* command must be added to the same menu as the command.
11. Click the *Save* icon to save your changes. Alternatively, click the *Cancel* icon to abandon your changes and return to the previous pane.

#### **18.1.2.5 Move Menu**

This screen enables you to move the selected menu to a different location.

To move a menu:

1. Select a new location from the drop-down menu.
2. Click the *Next* icon to move the menu. Alternatively, click the *Back* icon to abandon your changes.

#### **18.1.2.6 Move Command**

This screen enables you to move the selected command to a different location on the POS.

To move a command:

1. Select a new location from the drop-down menu.
2. Click the *Next* icon to move the command. Alternatively, click the *Back* icon to abandon your changes.

## **18.2 Translations**

This Translation Maintenance screen enables you to view and edit translations for various messages used throughout Micros Retail-J.

To edit a translation set:

1. Choose an application from the *Select Application* drop-down menu.
2. Choose a locale from the *Select Locale* drop-down menu. The available options are determined by the Java version in use.
3. Enter a *Translation Set ID*. Alternatively, select an ID from the drop-down menu.
4. Click the *Edit* icon to edit the translations. There is no limit enforced on the length of the translation.
5. Click the *Save* icon to save your changes. Alternatively, click the *Cancel* icon to abandon your changes and return to the previous pane.

Click the *View* icon to view a translation set.

Click the *Remove* icon to delete a translation set.

### 18.3 Application Alert Topics

The *Application Alert Topic Maintenance* screen enables you to view, edit, remove and create application alert topics. Some application alert topics are automatically created by processes within Micros Retail-J. Application alerts are used throughout Micros Retail-J to flag when particular actions or problem occur. In the BackOffice, the *Home* screen displays the current application alerts pertinent to the current user. The application alert topics that can be subscribed to are defined by the user's role.

The available *Options*, *ID* and *Description* are displayed.

Click the *View* icon to view the settings of an application alert topic subscription.

Click the *Edit* icon to edit the settings of an application alert topic subscription (see "Edit Application Alert Topic Subscription" on page 227).

Click the *Remove* icon to cancel a subscription to an application alert topic.

Click the *New* icon to subscribe to a new application alert topic (see "New Application Alert Topic Subscription" on page 227).

#### 18.3.1 New Application Alert Topic Subscription

This screen enables you to subscribe to a new application alert topic.

To subscribe to a new application alert topic.

1. Choose a topic from the *Select from preset topics* drop-down menu. The available topics depend on the user role.
2. Accept the default ID or enter a *New ID*.
3. Click the *Next* icon to proceed to editing the subscription (see "Edit Application Alert Topic Subscription" on page 227). Alternatively click the *Back* icon to abandon your changes and return to the previous pane.

#### 18.3.2 Edit Application Alert Topic Subscription

This screen enables you to edit an existing application alert topic subscription.

To edit the subscription:

1. Choose a locale from the *Select Locale* drop-down menu. The available options are determined by the Java version in use.

2. Enter a unique *Description* (up to 20 alphanumeric characters).
3. Select a user defined role from the *Function Code* drop-down menu, if required.
4. Select one or more of the *Low*, *Medium* and *High* check boxes to make application alerts available at locations other than the one where the user is registered. This is primarily intended for users who work at the estate manger or in multiple locations. The priority of application alerts is fixed.
5. Click the *Save* icon to save your changes. Alternatively, click the *Cancel* icon to abandon your changes and return to the previous pane.

## 18.4 Encrypting Payment Card Primary Account Numbers (PAN)

The following terms are used in this section:

Term	Description
Asymmetric Encryption	A pair of encryption keys, composed of one public key and one private key. Information encrypted using the public key can be decrypted using the private key, and vice versa.
Blowfish	An encryption algorithm that can be supplied as a Java Cryptographic Service.
Bouncy Castle	Bouncy Castle is a Java implementation of cryptographic algorithms.
Certificate	An electronic document attached to a public key by a trusted third party to verify the provenance of the key.
Cryptographic Services	Specifically, Java Cryptographic Extensions (JCE); a set of Java API's which provides cryptographic services such as KeyGenerator, KeyPairGenerator, KeyStore and others.
DES	Data Encryption Standard, specifically, Triple DES is used by Retail-J to encrypt data transported around the system.
Key	A secret code, generally expressed as a numeric value, used to encrypt a message, to make the text unreadable to anyone but the in-tended recipient. If a message encrypted by a key must be decrypted by using the same key, the key is called a symmetric key. If a message encrypted by a key must be decrypted using a different key, the keys are called asymmetric keys, or a key pair. Key pairs usually comprise a public key and a private key.
KeyGenerator	A Java Cryptographic Service that generates secret keys to be used by other services using the same encryption algorithms; for example Blowfish.
KeyStore	A Java Cryptographic Service that stores keys and certificates. The service can be housed on an LDAP server.
LDAP	Lightweight Directory Access Protocol - a protocol that, in this case, helps manage keys and certificates.
RSA	RSA Data Security Inc; the originator of a widely used eponymous encryption key algorithm.
Symmetric Encryption	An encryption method where the same key is used both to encrypt and decrypt messages.
Triple DES	See DES above.

There are three methods of encryption available to protect customer PANs. One, Symmetric Encryption, has been certified as PCI compliant.

- Internal Encryption

- Symmetric Encryption
- Combined Asymmetric and Symmetric Encryption

At the application level, internal encryption is enabled by default. To disable encryption you need to uncheck the "Encrypt Sensitive XML" check box in Organisation Registration.

To work with keys, the following roles are required:

- Select Key
- View Key
- Edit Key
- Add Key
- Remove Key
- Add Part One Of Key
- Add Part Two Of Key
- View Key Value
- Edit Key Value

It is recommended that no single person should have access to more than one part of the key entry system. Therefore, when a new key is added, the key value is not entered immediately, but must be entered in a two stage process by two users having the correct roles enabled. A key is not valid unless both parts of the key have been entered.

#### **18.4.1 Symmetric Encryption**

This method is the one submitted by Micros to obtain Payment Card Industry (PCI) Payment Application (PA) Data Security Standard (DSS) certification.

To use the functionality in support of PCI-DSS compliance, you need to take a number of actions namely:

- Setting roles
- Configuring keys
- Distributing (Messaging) the keys
- Restricting the ability to view credit card numbers in the application
- Setting up password encryption
- Using strong passwords
- Logging
- Setting purge ages
- Protecting your settlement transmissions

For full details, please refer to PC-DSS Configuration Guide.

Encryption is applied to both the transport and storage of payment card details. The transport key is

supplied by the application for use in encrypting card details as they move through the system. No user configuration is required. The data key supplied by the user is used to encrypt stored card details. Two part keys are used so that no one person need be in possession of the full key.

#### 18.4.1.1 Key Maintenance

The *Key Maintenance* screen enables you to view, edit, add and delete encryption keys. This section deals, specifically, with the maintenance of two-part Symmetric Keys.

Your existing keys are listed on the Key Maintenance screen.

Field/Option	Description
ID	The key ID entered when the key was added.
Description	The key description entered/modified when the key was added or edited.
Options	View key details. Edit key details. Delete key details. Add part 1 of the key. Add part 2 of the key. Add a new key.

If you add or edit a key, the following screen is displayed:

The following fields are displayed:

Field/Option	Description
ID	The key ID entered when the key was added.
Description	The key description entered/modified when the key was added or edited.
Type	Always 1
Start Date	The start date from which the key is valid.
End Date	The end date beyond which the key is not valid.
Value	Blank, padded with filler characters, part 1, part 2 or both parts of the key.

In order to encrypt sensitive card data, the type of the key entered should be 'Card Data'. The Transport key type is not used at this time.

The start and end dates are the times between which this key is valid.

Triple-DES encryption is used, so the entire key must be a 24 byte value, entered as 24 ASCII HEX pair digits.

As soon as a valid Card Data key has been saved sensitive card data will be encrypted. A valid key is the only thing required to enable encryption of the data. If the key is deleted or expires then card data is no longer encrypted and Micros Retail-J is no longer PCI compliant.

The View and Edit Key roles allow users to view or edit details of the key, but not the key value itself. The roles View and Edit Key Value must be set to allow users access to the key value.

Click *View* icon to view a key.

Click the *Edit* icon to edit a key.

Click the *Remove* icon to delete a key.

Click the *Add part one of key* icon to add the first part of a key.

Click the *Add part two of key* icon to add the second part of a key.

Click the *New* icon to add a new key.

#### 18.4.1.1.1 Key Maintenance

To create a new key:

1. Click the *New* icon to add a new key.
2. Enter a *New ID* for the key and then click the *Next* icon. Alternatively, click the *Back* icon to return to the previous screen without creating a key.
3. Enter a unique *Description*, for example Card Data
4. Enter a Key Type in the *Type* field. Must
5. Enter a *Start Date* or accept the default of today's date.
6. Enter an *End Date* on which you wish the key to expire, or accept the default of one month from today's date.
7. Click the *Save* icon to save the key. Alternatively, click the *Cancel* icon to return to the previous screen without saving the key. The key is displayed in the *Key Maintenance* pane. You will be given the option to add the two parts of the key if your user role allows it.
8. Click the *Add part one of key* icon.
9. Enter the first part of the key in the *Part One Of Key* field.

TripleDES keys are 192 bytes. AES keys are 16 bytes.

If any changes are made to an existing key it can no longer be used to obtain historical report data.

10. Click the *Save* icon to save part one of the key. Alternatively, click the *Cancel* icon to return to the previous screen without saving the key. Once the first part of the key has been entered successfully it will no longer be possible to edit this part of the key.
11. Click the *Add part two of key* icon.
12. Enter the second part of the key in the *Part Two Of Key* field.
13. Click the *Save* icon to save part two of the key. Alternatively, click the *Cancel* icon to return to the previous screen without saving the key. Once the second part of the key has been entered successfully it will no longer be possible to edit this part of the key.

As each part of the key is entered, Micros Retail-J generates a message and distributes it to all active devices in the estate Each Message contains one part of the key which has been encrypted by the default transport key. When you click the *Save* icon, the key is saved in the Encrypted Keys Table with the following information:

Field/Option	Definition	Comments
ID	nvarchar (20)	ID of the encrypted key

Field/Option	Definition	Comments
Key_Type	integer	The type of key, that is 0 = transport 1 = card data
Start_Date	bigint	The date on which this key becomes active.
End_Date	bigint	The date on which this key ceases to be active.
Description	nvarchar (40)	The description of the encrypted key.
Part_One_Of_Key_Added	boolean	Set indicates that the first part of the key has been added.
Part_Two_Of_Key_Added	boolean	Set indicates that the second part of the key has been added.

## 18.4.2 Combined Symmetric and Asymmetric Encryption

This section describes the configuration of:

- Organisation
- Encryption Configuration Maintenance
- Key Maintenance
- Terminal Profiles/Locations Maintenance
- Process Configuration and Management
- IIN Ranges Maintenance
- The addition of the Bouncy Castle cryptographic extension to the environment

### 18.4.2.1 Prerequisites

Valid certificates should be available from your LDAP server.

### 18.4.2.2 Organisation Configuration

Encrypt sensitive XML needs to be ticked in Organisation at all levels. The flag at Organisation level "encrypt sensitive xml" defines the type of encryption manager used to encrypt and decrypt data.

### 18.4.2.3 Encryption Configuration Maintenance

This step creates a Key Manager using the Encryption Configuration Maintenance menu.

1. Go to Data Maintenance > General > Encryption.  
The Encryption Configuration Maintenance page is displayed.
2. Click the add icon, enter an encryption configuration ID and click next.  
The configuration page for the selected ID is displayed.
3. Enter a valid description
4. Enter the Encryption Target Type. The number entered, needs to match the Key Type imported from the LDAP server – do not use key types 1 or 2, as these are symmetric keys hard coded into Retail POS.
5. Tick both Use Asymmetric and Use Symmetric check boxes

6. Select TripleDES as the Symmetric Algorithm type#  
*Do not* complete the Time to live, Seed and Key Size fields.
7. Select RSA as the Asymmetric Algorithm.  
*Do not* complete the Time to refresh field.
8. Click on the add icon under the title Key Source.  
  
The Key Source configuration for LDAP section of the Encryption Configuration Maintenance page is displayed.
9. Enter the Description of the Key Source (in this case LDAP)
10. Enter the Supplier URL. This is the address of your LDAP server. For example 10.99.60.48 would be the IP of the LDAP server and 10389 would be the LDAP port number
11. Enter the Username using uid='your password',ou=system
12. Enter Password using your password
13. Select Certificate as the Source Type
14. Click on save and then save again at the next level

#### **18.4.2.4 Key Maintenance**

Keys are imported from the LDAP server, but can also be manually input ( for which, additional instructions can be provided on application).

1. Go to Data Maintenance > General > Keys  
  
The Key Maintenance page is displayed.

2. Select keys as required

#### **18.4.2.5 Terminal Profiles/Locations**

In Terminal Profiles/Locations Maintenance, select an entry from the Encryption Configuration Maintenance drop-down menu.

#### **18.4.2.6 Process Configuration and Management**

You need to add the Encryption Key Importer Processor to the available processes on the Estate Manager.

1. Go to Administration > Process > Process Configuration  
  
The Process Config Maintenance page is displayed at the select process and device section.
2. Select the Estate Manager Device ID from the list box, then click on the add icon on Process Config Maintenance page.
3. Click on the next icon  
  
The Process Config Maintenance page is displayed at the configuration section for the selected process.
4. Select Auto Start, specify Job Type, Start Time, End Time and Frequency and save the page

5. Go to Administration > Process > Process Management
6. Start the Process from the Process Management page. The Processor will fetch the keys/certificates from the LDAP Server.

#### 18.4.2.7 IIN Ranges Maintenance

1. Go to Data Maintenance > Company Structure > INN Ranges
2. Mask and unmask characters using '9' unmask and '\*' masks

#### 18.4.2.8 Bouncy Castle

To enable the RSA Algorithm you need to add Sun Bouncy Castle to your environment.

1. Make the following changes to \$JAVA\_HOME/jre/lib/security/java.security  
'security.provider.<2>=org.bouncycastle.jce.provider.BouncyCastleProvider'
2. Move all security.providers down 1 from digit 2 onwards
3. Place the Bouncy Castle jar in the \$JAVA\_HOME/jre/lib/ext path

### 18.5 Fiscal Stamp

The *Fiscal Stamp Maintenance* screen enables you to view or reset the fiscal stamp value.

Click the *Next* icon to reset the fiscal stamp.

### 18.6 External Web Service

The *External Web Service* screen enables you to view, edit remove and create external web services.

All existing external web services are displayed in a table with the following headings:

Field/Option	Description
Options	The actions you can perform on the selected External Web Service, for example view, edit, remove etc.
ID	The ID of the External Web Service.
Description	The description of the External Web Service.

#### 18.6.1 Edit External Web Service

This screen enables you to edit details on an existing External Web Service.

The following information is shown:

Field/Option	Description
ID	ID of the web service. Read only field.
Type	Type of service such as Dummy Service, Customer Lookup, Inventory Lookup, Product Lookup or Stock Source Lookup. Read only field.
Description	Description of web service.
Plug In Class Name	Enter the Plug In Class Name.

Field/Option	Description
URL	Enter the URL for the connection.
Username	Enter the Username for the connection.
Password	Enter the password for the connection.
Timeout	Enter the timeout of the connection.

### 18.6.2 Back Office UI Theme Maintenance

The "Back Office UI Theme" entity allows various configuration options for the look and feel of the Back Office as well as the location of the images. The theme can be set at both Organisation and Company level, with the Company setting taking precedence. If no Theme is specified at either level, then the system will default to a standard "Blue Theme".

The following information is shown from Data Maintenance > General > Back Office UI Themes:

Field/Option	Description
Options	View, Edit, Remove, Add
ID	The default UI theme is 1
Description	Default UI Theme. You can change the description if you edit the theme.

If you select the View or Edit option, the following details are shown:

Field/Option	Description
<b>General Settings</b>	
ID	Read only
Locale	Choose your locale from the drop down menu
Descriptions	Optional description
Theme Name	Choose from: classic; pastel; blue; new world; user defined. In edit mode, selection of the user defined theme allows the Stylesheet, Compact Stylesheet, Reporting Stylesheet and Images folder to be specified.
Stylesheet	Read only unless the user defined theme is selected.
Compact Stylesheet	Read only unless the user defined theme is selected.
Reporting Stylesheet	Read only unless the user defined theme is selected.
Images Folder	Read only unless the user defined theme is selected.
<b>Title Bar Settings</b>	
Title Bar Height	Pixels (default 55)
Hide Help Images	Show/hide the help index and context sensitive help icon. Defaults to show help images.
Show Logged In User	Show/hide the logged in user. Defaults to show logged in user.
Show Current Store	Show/hide the current store. Defaults to show current store.

Show Version Number	Show hide the version number from the manifest file. Defaults to show version number.
<b>Menu Settings</b>	
Menu Frame Width	Percentage; default 20%
Big Button Margin Width	Where the Big Button Menu option is chosen; the margin width; defaults to 5%.
Show Image Borders in Big Button Menu	Show/hide Big Button borders; defaults to show borders.
<b>Home Screen Settings</b>	
Background Image Path	Path to an optional background image.
<b>Image Filenames</b>	Icon file names for Help Contents, Help, Home, Logout, View, Show Menu, Hide Menu, Back To Menu.

### 18.6.2.1 Look and Feel

The following css elements have been added to `maintenance.css` to allow better configuration of the back office look and feel.

TR.login

TD.login

TD.loginSubTitle

TD.welcomeMain

TD.welcomeMainLogin

TR.treeMenuTop

TD.treeMenuTop

TR.treeMenuItem

TD.treeMenuItem

TD.treeMenuLevel1

TD.treeMenuLevel2

TD.treeMenuLevel3

TD.treeMenuLevel4

TD.treeMenuLevel5

TD.BOTreeMenuLevel1

TD.BOTreeMenuLevel2

TD.BOTreeMenuLevel3

TD.BOTreeMenuLevel4

TD.BOTreeMenuLevel5

TD.BOTreeMenuLevel6

TD.treeHeadingLevel1

TD.treeHeadingLevel2

TD.treeHeadingLevel3

TD.treeHeadingLevel4

TD.treeHeadingLevel5

TD.treeHeadingLevel6

TABLE.mainTitleBar

TD.torexBanner

TD.rjVersion

TD.torexBannerStore

### **18.6.3 Custom Entities**

Custom entities are designed for customer specific developments. An entity might be a screen layout, dimension type, product type and so on. A custom entity possess a number of properties. Custom entities mean that the core product database is not bloated with customer specific tables and table extensions.

All custom entities require custom development to set up. Once set up, however, they can be maintained via the Custom Entities options under the General menu.