



**Accounting Software**

# **User's Guide (Version 1.4.7)**

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# Introduction

This manual is designed to assist users to perform specific functions within Quasar. It is recommended that prior to performing a task you review contents pertaining to the task in this manual.

Quasar Accounting Software:

- was designed using Qt, a multi-platform C++ GUI tool kit from Trolltech. Qt provides single-source portability across Windows 95/98/NT/2000/XP, Linux, Solaris, HP-UX and many other versions of Unix with X11. See <http://www.trolltech.com/qt> for more information.
- connects to an SQL compliant databases (currently interfaces to PostgreSQL, Firebird and Sybase)

Quasar is a complete business accounting application that includes ledger accounts, inventory control, purchasing and receiving, cheque writing, labels, receivables, payables, sales and an interface to a handheld unit. Businesses requiring both accounting and fast lane point-of-sale will appreciate the interface with the new Quasar Point-of-Sale module.

- Note:**
- Linux is a trademark of Linus Torvalds
  - Quasar<sup>TM</sup> is a Trade Mark of Linux Canada Inc.



## Chapter 1

# Setting Up Your Quasar Company

This chapter leads you through the setup of your Quasar company. When creating new company data it is important to define things in order. Following the order in this chapter will ensure that data is entered in the correct order. While company data can be defined manually, it must also be noted that companies can be defined and data can be imported using Quasar's XML data import facility. You will find a complete list and explanation of the XML tags in the Quasar Reference Guide.

### 1.1 Creating New Company Database

Referencing the Quasar "Installation and Setup" manual you should now have Quasar installed on your server, the first thing you must do is create a company database to work from. To create a new company database utilize the Quasar Setup utility. Quasar Setup must be run as root. Follow these steps:

1. If you use KDE then use the kdesu tool. From your command line enter this command:

- `kdesu /opt/quasar/bin/quasar_setup`

If you use Gnome then use the gnomesu tool. From your command line enter this command:

- `gnomesu /opt/quasar/bin/quasar_setup`

2. In the *Quasar Setup* click on the “New Company” button.
3. In the *New Company* screen enter the name of your new company database.
4. Select which database you will utilize, for example:
  - Firebird
  - PostgreSQL
  - Sybase

**Note:** You must have one of the above databases properly installed on your server in order to create a new company database account. For instructions on installing the databases refer to the Quasar “Installation and Setup” manual.

5. click on create to create the new company.

The Quasar Setup utility will generate a new company database for you.

## 1.2 Starting Your Quasar Client

Once you have created your new company, you will want to start Quasar for the first time. We recomend that you take the time to create a Quasar icon, but Quasar can be started from an x-terminal.

### 1.2.1 Create a Quasar Icon

To create a new Quasar icon:

1. Create a new icon from your desktop.

**Note:** You can find the Quasar Icons in the `/opt/quasar/setup` directory.

2. Name the icon “Quasar”. See Figure 1.1 for a sample of entering the Quasar name in a KDE Desktop configuration.
3. Enter the executable command “quasar” and include the path. See Figure 1.2.

`/opt/quasar/bin/quasar`

4. click on “OK” to file your icon. See Figure 1.3



Figure 1.1: KDE Desktop Icon - Name

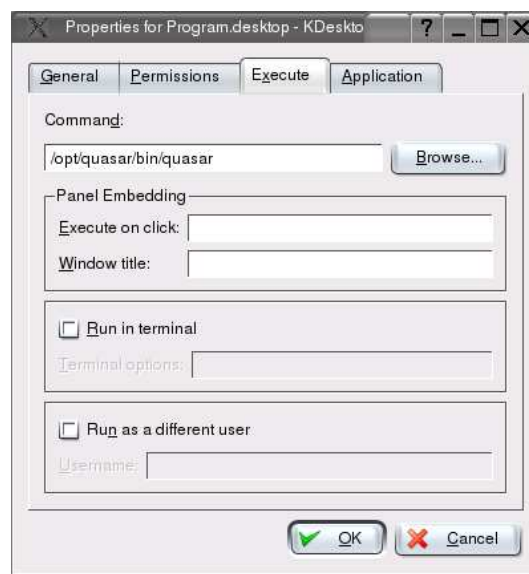


Figure 1.2: KDE Desktop Icon - Executable



Figure 1.3: *KDE Desktop Icon - Quasar*

### 1.2.2 Start Quasar From X-term

Open an X-term and enter the executable command as follows:

```
/opt/quasar/bin/quasar
```

### 1.2.3 Open a Company

When you start your Quasar for the first time you will be taken to the “Welcome to Quasar” screen. Here you will enter the locale where you are working. This is important because it assigns the correct monetary, percentage and number configurations for your local area. It is also on the “Welcome to Quasar” screen where you enter the correct IP address of the server. The default is “localhost”.

After starting the Quasar client the “Open Company” screen will be displayed. See Figure 1.4.

1. High-light the company you wish to open. If no companies are listed you will need to first create a new company.
2. Enter the “User Name”. The default is “admin”.
3. Enter the “Password”. The default is “admin”.

Figure 1.4: *Open Company*

## 1.3 Defining Your Chart of Accounts

While this section describes how to setup a chart of accounts for your company it in no way implies what your chart of accounts should be. We strongly recommend that you consult your accountant for advice on defining your chart of accounts.

### 1.3.1 Using a Basic Chart of Accounts

We at Linux Canada have defined a basic chart of accounts for Quasar. You can either create your own chart of accounts manually, or you can use the Quasar setup utility to import our basic chart of accounts into your company. To import a basic chart of accounts into your company follow these steps:

1. From an xterm login as root.
2. From your command line enter this command:
  - If you use KDE then use the kdesu tool. From your command line enter this command:  
– `kdesu /opt/quasar/bin/quasar_setup`
  - If you use Gnome then use the gnomesu tool. From your command line enter this command:

– `gnomesu /opt/quasar/bin/quasar_setup`

3. In the *Quasar Setup* screen click on the “Import” button.
4. In the *Data Import* screen use the browse feature to select the “basic\_ledger.xml” file to import.
5. Import the file.

Your new chart of accounts will be imported for you. Once your chart of accounts has been imported you can review them and edit them as required to suit the needs of your company.

### 1.3.2 Creating Your Own Chart of Accounts

To create your own basic chart of accounts follow these steps:

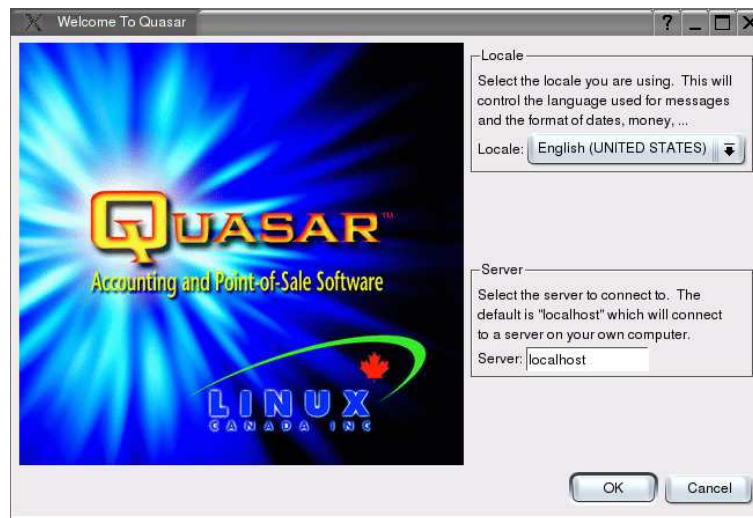
1. Click on the “Ledger” panel button on the left side of the main Quasar screen.
2. Click on the “Chart of Accounts” button in the center of the screen. The chart of account list will be displayed.
3. Click on the “New” button in the bottom left corner of the chart of accounts list.
4. Using the *Account Master* screen define each account in your chart of accounts. Consult the online “Help” or the “Quasar Reference” guide for a detailed review of the *Account Master* screen.

## 1.4 Configure Personal Preferences and International Locales

You can determine the locale settings and personal preferences such as display, color and fonts when working in Quasar. When you start Quasar a .quasar directory is created for you. The locale settings defined when you first login and the settings defined in the Quasar Configuration screen are stored in the user.cfg that is created for you in the .quasar directory.

To change your screen display style, color, font or international locale settings:



Figure 1.5: *Select Locales*

1. Click on “File” at the top of the main screen.
2. Follow by clicking on “Configuration”.
3. Then under “User Configuration” click on “Display” to change the style, color or font. Click on “Internationalization” to change your locale settings.

Consult the online help or Quasar Reference manual for a detailed look at the Quasar configuration screen.

## 1.5 Translating to Other Languages

### 1.5.1 Defining Locales

The first time you start Quasar without a locale setup, it will ask you. It tries to guess what it should be based on how your Linux is setup. The first time you login it puts an entry in `.quasar` that sets your locale directory. All of the code dealing with text files should now be looking for it in the locales subdirectory the user picks. See Figure 1.5.

The possible locales comes from the directories under “locales” in `/opt/quasar`. So if you only have “en\_CA” you will only be given the

option of "English (Canada)". To create a new locales directory start by copying the en\_CA directory to match your requirement. For example, to configure an "English (India)" directory, use this command as "root" from the /opt/quasar/locales directory:

```
cp -a en_CA en_IN
```

Now if you logout of Quasar. Delete the .quasar directory and log back in you will have a new "English (India)" choice.

### Country Codes

Here is the code that handles countries. Select the country code that matches your requirements:

**AF** AFGHANISTAN

**AL** LBANIA

**DZ** ALGERIA

**AS** AMERICAN SAMOA

**AD** ANDORRA

**AO** ANGOLA

**AI** ANGUILLA

**AQ** ANTARCTICA

**AG** ANTIGUA AND BARBUDA

**AR** ARGENTINA

**AM** ARMENIA

**AW** ARUBA

**AU** AUSTRALIA

**AT** AUSTRIA

**AZ** AZERBAIJAN

**BS** BAHAMAS

**BH** BAHRAIN

**BD** BANGLADESH

**BB** BARBADOS

**BY** BELARUS

**BE** BELGIUM

**BZ** BELIZE

**BJ** BENIN

**BM** BERMUDA

**BT** BHUTAN

**BO** BOLIVIA

**BA** BOSNIA AND HERZEGOVINA

**BW** BOTSWANA

**BV** BOUVET ISLAND

**BR** BRAZIL

**IO** BRITISH INDIAN OCEAN TERRITORY

**BN** BRUNEI DARUSSALAM

**BG** BULGARIA

**BF** BURKINA FASO

**BI** BURUNDI

**KH** CAMBODIA

**CM** CAMEROON

**CA** CANADA

**CV** CAPE VERDE

**KY** CAYMAN ISLANDS

**CF** CENTRAL AFRICAN REPUBLIC

**TD** CHAD

**CL** CHILE

**CN** CHINA

**CX** CHRISTMAS ISLAND

**CC** COCOS (KEELING) ISLANDS

**CO** COLOMBIA

**KM** COMOROS

**CG** CONGO

**CD** CONGO, THE DEMOCRATIC REPUBLIC OF THE

**CK** COOK ISLANDS

**CR** COSTA RICA

**CI** CÔTE D'IVOIRE

**HR** CROATIA

**CU** CUBA

**CY** CYPRUS

**CZ** CZECH REPUBLIC

**DK** DENMARK

**DJ** DJIBOUTI

**DM** DOMINICA

**DO** DOMINICAN REPUBLIC

**TP** EAST TIMOR

**EC** ECUADOR

**EG** EGYPT

**SV** EL SALVADOR”);

**GQ** EQUATORIAL GUINEA

**ER** ERITREA

**EE** ESTONIA

**ET** ETHIOPIA

**FK** FALKLAND ISLANDS (MALVINAS)

**FO** FAROE ISLANDS

**FJ** FIJI

**FI** FINLAND

**FR** FRANCE

**GF** FRENCH GUIANA

**PF** FRENCH POLYNESIA

**TF** FRENCH SOUTHERN TERRITORIES

**GA** GABON

**GM** GAMBIA

**GE** GEORGIA

**DE** GERMANY

**GH** GHANA

**GI** GIBRALTAR

**GR** GREECE

**GL** GREENLAND

**GD** GRENADA

**GP** GUADELOUPE

**GU** GUAM

**GT** GUATEMALA

**GN** GUINEA

**GW** GUINEA-BISSAU

**GY** GUYANA

**HT** HAITI

**HM** HEARD ISLAND AND MCDONALD ISLANDS

**VA** HOLY SEE (VATICAN CITY STATE)

**HN** HONDURAS

**HK** HONG KONG

**HU** HUNGARY

**IS** ICELAND

**IN** INDIA

**ID** INDONESIA

**IR** IRAN, ISLAMIC REPUBLIC OF

**IQ** IRAQ

**IE** IRELAND

**IL** ISRAEL

**IT** ITALY

**JM** JAMAICA

**JP** JAPAN

**JO** JORDAN

**KZ** KAZAKSTAN

**KE** KENYA

**KI** KIRIBATI

**KP** KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF

**KR** KOREA, REPUBLIC OF

**KW** KUWAIT

**KG** KYRGYZSTAN

**LA** LAO PEOPLE'S DEMOCRATIC REPUBLIC

**LV** LATVIA

**LB** LEBANON

**LS** LESOTHO

**LR** LIBERIA

**LY** LIBYAN ARAB JAMAHIRIYA

**LI** LIECHTENSTEIN

**LT** LITHUANIA

**LU** LUXEMBOURG

**MO** MACAU

**MK** MACEDONIA, THE FORMER YUGOSLAV REPUBLIC OF

**MG** MADAGASCAR

**MW** MALAWI

**MY** MALAYSIA

**MV** MALDIVES

**ML** MALI

**MT** MALTA

**MH** MARSHALL ISLANDS

**MQ** MARTINIQUE

**MR** MAURITANIA

**MU** MAURITIUS

**YT** MAYOTTE

**MX** MEXICO

**FM** MICRONESIA, FEDERATED STATES OF

**MD** MOLDOVA, REPUBLIC OF

**MC** MONACO

**MN** MONGOLIA

**MS** MONTSERRA

**MA** MOROCCO

**MZ** MOZAMBIQUE

**MM** MYANMAR

**NA** NAMIBIA

**NR** NAURU

**NP** NEPAL

**NL** NETHERLANDS

**AN** NETHERLANDS ANTILLES

**NC** NEW CALEDONIA

**NZ** NEW ZEALAND

**NI** NICARAGUA

**NE** NIGER

**NG** NIGERIA

**NU** NIUE

**NF** NORFOLK ISLAND

**MP** NORTHERN MARIANA ISLANDS



**NO** NORWAY

**OM** OMAN

**PK** PAKISTAN

**PW** PALAU

**PS** PALESTINIAN TERRITORY, OCCUPIED

**PA** PANAMA

**PG** PAPUA NEW GUINEA

**PY** PARAGUAY

**PE** PERU

**PH** PHILIPPINES

**PN** PITCAIRN

**PL** POLAND

**PT** PORTUGAL

**PR** PUERTO RICO

**QA** QATAR

**RE** R?UNION

**RO** ROMANIA

**RU** RUSSIAN FEDERATION

**RW** RWANDA

**SH** SAINT HELENA

**KN** SAINT KITTS AND NEVIS

**LC** SAINT LUCIA

**PM** SAINT PIERRE AND MIQUELON

**VC** SAINT VINCENT AND THE GRENADINES

**WS** SAMOA

**SM** SAN MARINO

**ST** SAO TOME AND PRINCIPE

**SA** SAUDI ARABIA

**SN** SENEGAL

**SC** SEYCHELLES

**SL** SIERRA LEONE

**SG** SINGAPORE

**SK** SLOVAKIA

**SI** SLOVENIA

**SB** SOLOMON ISLANDS

**SO** SOMALIA

**ZA** SOUTH AFRICA

**GS** SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS

**ES** SPAIN

**LK** SRI LANKA

**SD** SUDAN

**SR** SURINAME

**SJ** SVALBARD AND JAN MAYEN

**SZ** SWAZILAND

**SE** SWEDEN

**CH** SWITZERLAND

**SY** SYRIAN ARAB REPUBLIC

**TW** TAIWAN, PROVINCE OF CHINA

**TJ** TAJIKISTAN

**TZ** TANZANIA, UNITED REPUBLIC OF

**TH** THAILAND

**TG** TOGO

**TK** TOKELAU

**TO** TONGA

**TT** TRINIDAD AND TOBAGO

**TN** TUNISIA

**TR** TURKEY

**TM** TURKMENISTAN

**TC** TURKS AND CAICOS ISLANDS

**TV** TUVALU

**UG** UGANDA

**UA** UKRAINE

**AE** UNITED ARAB EMIRATES

**GB** UNITED KINGDOM

**US** UNITED STATES

**UM** UNITED STATES MINOR OUTLYING ISLANDS

**UY** URUGUAY

**UZ** UZBEKISTAN

**VU** VANUATU

**VE** VENEZUELA

**VN** VIET NAM

**VG** VIRGIN ISLANDS, BRITISH

**VI** VIRGIN ISLANDS, U.S.

**WF** WALLIS AND FUTUNA

**EH** WESTERN SAHARA

**YE** YEMEN

**YU** YUGOSLAVIA

**ZM** ZAMBIA

**ZW** ZIMBABWE

### **Language Codes**

And here are codes that handle languages. Even though they are shown in upper case here, they should be used in “lower case” for the locale directory.

**AA** Afar

**AB** Abkhazian

**AF** Afrikaans

**AM** Amharic

**AR** Arabic

**AS** Assamese

**AY** Aymara

**AZ** Azerbaijani

**BA** Bashkir

**BE** Byelorussian

**BG** Bulgarian

**BH** Bihari

**BI** Bislama

**BN** Bengali

**BO** Tibetan  
**BR** Breton  
**CA** Catalan  
**CO** Corsican  
**CS** Czech  
**CY** Welsh  
**DA** Danish  
**DE** German  
**DZ** Bhutani  
**EL** Greek  
**EN** English  
**EO** Esperanto  
**ES** Spanish  
**ET** Estonian  
**EU** Basque  
**FA** Persian  
**FI** Finnish  
**FJ** Fiji  
**FO** Faeroese  
**FR** French  
**FY** Frisian  
**GA** Irish  
**GD** Gaelic  
**GL** Galician

**GN** Guarani

**GU** Gujarati

**HA** Hausa

**HI** Hindi

**HR** Croatian

**HU** Hungarian

**HY** Armenian

**IA** Interlingua

**IE** Interlingue

**IK** Inupiak

**IN** Indonesian

**IS** Icelandic

**IT** Italian

**IW** Hebrew

**JA** Japanese

**JI** Yiddish

**JW** Javanese

**KA** Georgian

**KK** Kazakh

**KL** Greenlandic

**KM** Cambodian

**KN** Kannada

**KO** Korean

**KS** Kashmiri

**KU** Kurdish

**KY** Kirghiz

**LA** Latin

**LN** Lingala

**LO** Laothian

**LT** Lithuanian

**LV** Latvian

**MG** Malagasy

**MI** Maori

**MK** Macedonian

**ML** Malayalam

**MN** Mongolian

**MO** Moldavian

**MR** Marathi

**MS** Malay

**MT** Maltese

**MY** Burmese

**NA** Nauru

**NE** Nepali

**NL** Dutch

**NO** Norwegian

**OC** Occitan

**OM** Oromo

**OR** Oriya

**PA** Punjabi

**PL** Polish

**PS** Pashto

**PT** Portuguese

**QU** Quechua

**RM** Rhaeto-Romance

**RN** Kirundi

**RO** Romanian

**RU** Russian

**RW** Kinyarwanda

**SA** Sanskrit

**SD** Sindhi

**SG** Sangro

**SH** Serbo-Croatian

**SI** Singhalese

**SK** Slovak

**SL** Slovenian

**SM** Samoan

**SN** Shona

**SO** Somali

**SQ** Albanian

**SR** Serbian

**SS** Siswati

**ST** Sesotho



**SU** Sudanese

**SV** Swedish

**SW** Swahili

**TA** Tamil

**TE** Tegulu

**TG** Tajik

**TH** Thai

**TI** Tigrinya

**TK** Turkmen

**TL** Tagalog

**TN** Setswana

**TO** Tonga

**TR** Turkish

**TS** Tsonga

**TT** Tatar

**TW** Twi

**UK** Ukrainian

**UR** Urdu

**UZ** Uzbek

**VI** Vietnamese

**VO** Volapuk

**WO** Wolof

**XH** Xhosa

**YO** Yoruba

**ZH** Chinese

**ZU** Zulu

### 1.5.2 Customizing Screen Text with Linguist

Login as root and change directories to the new locales directory:

```
cd -a /opt/quasar/locales/en_IN
```

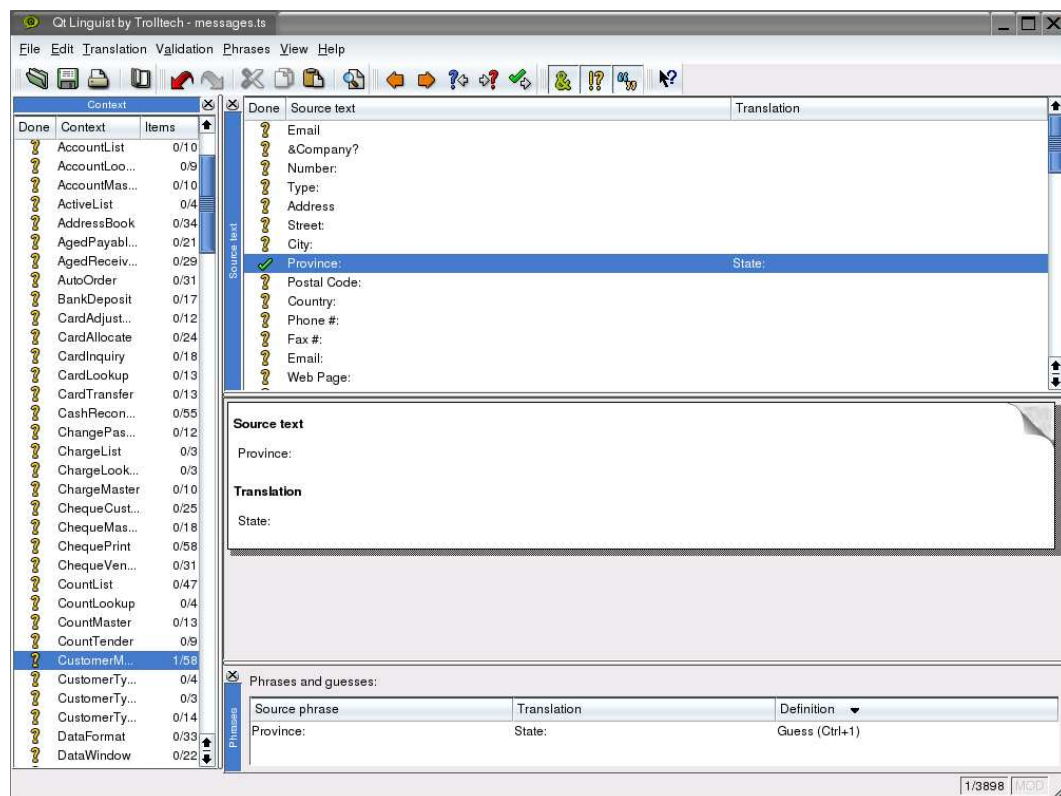
You will notice that the help is now included in the specific locale which provides the ability to customize the help by locale. The screen text is stored in a files called messages.ts and messages.qm. The .qm file holds the finished conversions stored in a compact form and the .ts file holds the work in progress of text conversions. So if you first start out converting to a new language, you would start with a messages.ts that had all the Canadian text and no conversions. Then you would start converting parts of the text and saving that in messages.ts. When ready to try it out, you generate the messages.qm file which Quasar will read. You can then go back and continue work on the messages.ts file.

You work on the messages.ts file using a tool called linguist. Linguist may be installed on your computer by default. However, depending on your distribution it may not be. If you do not have linguist installed, look at your packages with “qt” in the name and if there are any called qt-tools or qt-devel, then install those. If you cannot find linguist with your Linux distribution, then you can download it from “<http://www.trolltech.com>” .

```
linguist messages.ts
```

In linguist there is a pane on the left side that shows the “Context”. See Figure 1.6. This is basically the code where the text is coming from giving you an idea of where it is used. The context is the name of the Quasar C++ code with some generic ones thrown in as well. There is also a top left pane which shows the messages in the currently selected context and their conversion status. Each message has a source (which is the original text from Quasar), a status (unfinished or converted), and a translation. The bottom right pane shows one message and you can type in a translation there.

You can save the current translations which saves the to messages.ts or you can “release” them. There is a release selection in the file menu which will allow you to save the translated text as messages.qm which will then get picked up from Quasar.

Figure 1.6: *Linguist Tool*

**Note:** In order for Quasar to pick up your changes you must log completely out of Quasar, delete your .quasar directory and log back in. You will know you have done it correctly if you have to reselect your country code on login.

### 1.5.3 Customize Locale Formats

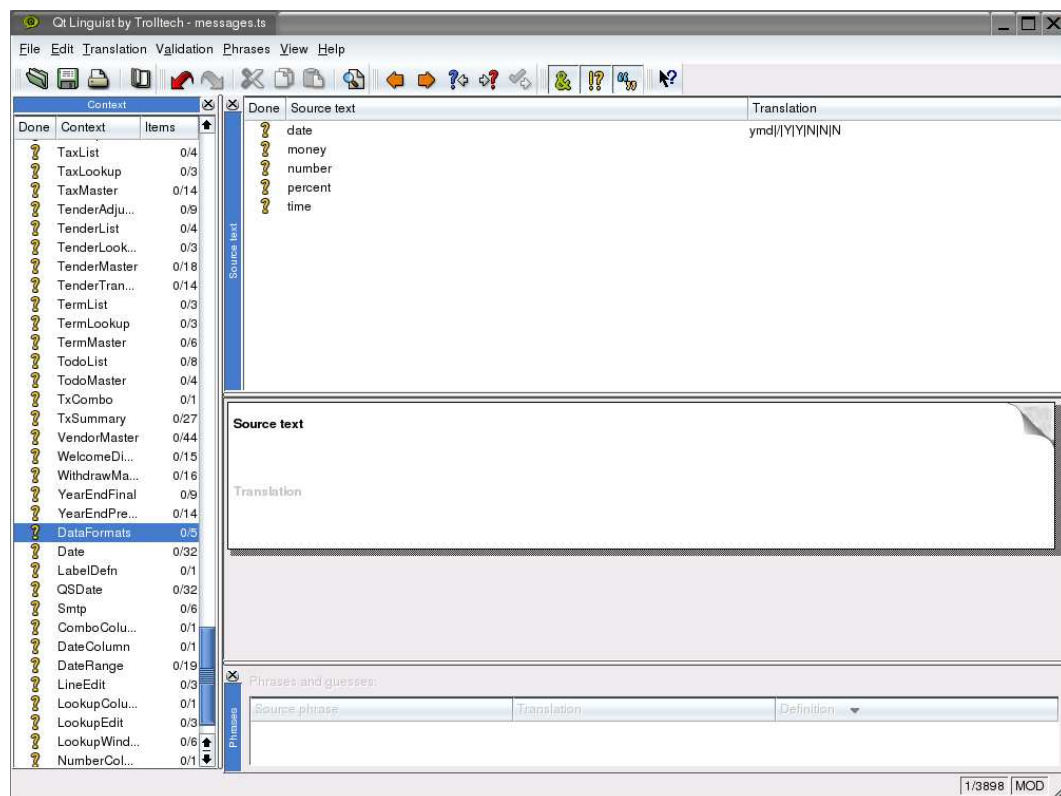
Using linguist you can also set default formats for your locale. Rather than trying to guess at the text string to enter in linguist, set the string using the Quasar configuration screen and then copy it to linguist. The way it works now is that your data formats will default from the locale you have set but you can customize it. A good way to see what the text string of a format will be is to look in the `/.quasar/configuration` file after you have set it using the Quasar configuration screen. For example, if you want a particular time setting, get it how you want in the Quasar configuration screen and then edit the `.quasar/configuration` file and check for the time format. Copy that into the “DataFormats” context in linguist. See Figure 1.7.

The quasar configuration can be viewed and edited by clicking on “File” in the menu bar at the top of the Quasar main window. The drop down window will be displayed. Select “Configuration”. The quasar configuration window will be displayed.

There are two sections in the configuration window. Utilize the first section “User Configuration” to set local preferences such as the look and feel of your display. Your date format, time format, number format, monetary format and percentage format. Utilize the second section “Company Configuration” to define specific information about your company and the defaults that will be used by your company.

## 1.6 Enter New Company Information

In Quasar you must have at least one company (currently limited to one), therefore Quasar creates a “Name of Database” company record for you when the company is created. You will want to change this to be the name desired for your company. Company information that should be entered includes the company address, ledger information such as linked accounts, cash reconciliation methods and rounding rules.

Figure 1.7: *Linguist - DataFormats*

### 1.6.1 Enter Company Address

You can easily define or edit your company address using the “Company Address” section in the Quasar “Company Master” screen.

To enter your company address:

1. Click on “Setup” at the top of the main screen.
2. Follow by clicking on “System”.
3. Then click on “Companies”.
4. From the company list high-light your default company and click on the “Edit” button to edit your company information.
5. Click on the “Address” to edit company address and information such as email addresses and internet information.

Consult the online help or Quasar Reference manual for a detailed look at the company address section of the Quasar company master screen.

### 1.6.2 Setting Company Ledger Defaults

Use the “Company Master” screen to set important defaults such as:

- the default store when the local user logs in
- the start of the fiscal year
- the date the ledger is closed to prior transactions
- the cash reconcile method be it either by “Station” or by “Employee”
- the store which contains the safe for cash reconcile purposes
- the station or employee which acts as the safe for cash reconciliation
- the retained earnings account
- the historical balance account
- the ledger transfer account

To enter your defaults:

1. Click on “Setup” at the top of the main screen.
2. Follow by clicking on “System”.
3. Then click on “Companies”.
4. From the company list high-light your default company and click on the “Edit” button to edit your company information.
5. Click on the “Ledger” to set the ledger defaults.

Consult the online help or Quasar Reference manual for a detailed look at the ledger section of the Quasar company master screen.

### 1.6.3 Linking General Ledger Accounts to Functions

Use the “Company Master” screen to link general ledger accounts to specific tasks or functions.

To enter your linked accounts:

1. Click on “Setup” at the top of the main screen.
2. Follow by clicking on “System”.
3. Then click on “Companies”.
4. From the company list high-light your default company and click on the “Edit” button to edit your company information.
5. Click on the “Accounts” to set the linked accounts.

Consult the online help or Quasar Reference manual for a detailed look at the linked accounts section of the Quasar company master screen.

### 1.6.4 Defining Rounding Rules for Prices

Use the “Company Master” screen to define rounding rules so that you can round your prices to your desired price points.

To define your rounding rules:

1. Click on “Setup” at the top of the main screen.
2. Follow by clicking on “System”.

3. Then click on “Companies”.
4. From the company list high-light your default company and click on the “Edit” button to edit your company information.
5. Click on the “Rounding” to define your price rounding rules.

Consult the online help or Quasar Reference manual for a detailed look at the price rounding section of the Quasar company master screen.

## 1.7 Creating Stores

In Quasar you must have at least one store, therefore Quasar creates a “Default” store for you when the company is created. However, you may choose to have more than one store defined in a company database. It must be noted that the Quasar multi-store feature is designed for those business entities that are running more than one location on a single lan network. An example of where you may define two stores is if you maintain inventory in a warehouse, or where you have a grocery store and a hardware store in the same building.

If more than one store is required you can create or edit a store by:

1. Click on “Setup” at the top of the main screen.
2. Follow by clicking on “System”.
3. Then click on “Stores”.
4. From the store list click on the “New” button to create a new store.

Consult the online help or Quasar Reference manual for a detailed explanation of the stores master screen.

## 1.8 Creating Work Stations

Quasar tracks transaction by work station. If you are just running Quasar Accounting it is not necessary to define work stations. However, if you are utilizing Quasar Retail with Quasar Point-of-Sale then you are required to define at least one station for each of your point-of-sale stations.



**Note:** If you do not configure your point-of-sale to match a valid work station, then the point-of-sale will provide you with an error message “Till not configured”.

If one or more stations is required you can create or edit a station by:

1. Click on “Setup” at the top of the main screen.
2. Follow by clicking on “System”.
3. Then click on “Stations”.
4. From the station list click on the “New” button to create a new station.

Consult the online help or Quasar Reference manual for a detailed explanation of the station master screen.

## 1.9 Defining Taxes

In Quasar you can define as many taxes as required. Taxes may be used for either purchases, sales or both. A tax may be levied on items or on other taxes. Some items may have more than one tax levied on them, and in that case you will need to define tax groups that contain multiple taxes.

If one or more taxes are required you can create or edit a tax by:

1. Click on “Setup” at the top of the main screen.
2. Follow by clicking on “System”.
3. Then click on “Taxes”.
4. From the tax list click on the “New” button to create a new tax.

Consult the online help or Quasar Reference manual for a detailed explanation of the tax master screen.

## 1.10 Defining Tenders

If Quasar will be used to sell products or services, you will need to define the tenders by which invoices and other transactions can be settled. For example, will you be accepting cash, cheques, Visa, MasterCard and/or other forms of settlement.

If one or more tenders are required you can create or edit a tender by:

1. Click on “Setup” at the top of the main screen.
2. Follow by clicking on “Sales”.
3. Then click on “Tenders”.
4. From the tender list click on the “New” button to create a new tender.

Consult the online help or Quasar Reference manual for a detailed explanation of the tender master screen.

## 1.11 Defining Payment Terms

If you will be offering payment terms to your customers, or alternatively, your vendors (suppliers) will be offering you payment terms, then you need to define your payment terms prior to defining your customers and/or vendors. For customers the payment terms are an integral part of the calculation of customer service charges in the event invoices become past due. For vendors payment terms are used by Quasar to calculate early payment discounts.

If one or more terms are required you can create or edit a term by:

1. Click on “Setup” at the top of the main screen.
2. Follow by clicking on “Card File”.
3. Then click on “Terms”.
4. From the terms list click on the “New” button to create a new term.

Consult the online help or Quasar Reference manual for a detailed explanation of the terms master screen.

## 1.12 Creating New Vendors (Suppliers)

Since your inventory items will be linked to your vendors you must create your vendors prior to creating your individual inventory items. If you will be using Quasar to purchase products one or more vendors is required.

If one or more vendors are required you can create or edit a vendor by:

1. Click on the “Card” panel button on the left side of the main screen.
2. Follow by clicking on “Address Book” in the panel.
3. Then click on the “Vendors” tab.
4. Click on the “New” button in the lower left corner of the address book.

Consult the online help or Quasar Reference manual for a detailed explanation of the vendor master screen.

## 1.13 Creating Customer Types

While it is not necessary to define customer types prior to creating new customers. It is highly recommended. The customer type stores default data for a specific type of customer. Utilizing customer types when entering new customers will speed up the entry of new customers and decrease the chance of errors.

If one or more customer types are required you can create or edit a customer type by:

1. Click on “Setup” at the top of the main screen.
2. Follow by clicking on “Card File”.
3. Then click on “Customer Types”.
4. From the customer type list click on the “New” button to create a new customer type.

Consult the online help or Quasar Reference manual for a detailed explanation of the customer type master screen.

## 1.14 Creating New Customers

If you are running strictly a cash business then it is not necessary to setup new customers. However, if you wish to charge to your customers, or if you wish to track sales by customer, then it will be necessary to create a customer card for each customer.

If one or more customers are required you can create or edit a customer by:

1. Click on the “Card” panel button on the left side of the main screen.
2. Follow by clicking on “Address Book” in the panel.
3. Then click on the “Customers” tab.
4. Click on the “New” button in the lower left corner of the address book.

Consult the online help or Quasar Reference manual for a detailed explanation of the customer master screen.

## 1.15 Creating Inventory Departments

While it is not required that inventory departments be defined it is highly recommended for those businesses that wish to track sales, margins and inventory grouped neatly in inventory departments. The hierarchy in Quasar is department, sub-department and item. Therefore you should first create your departments, followed by your sub-departments and then finally your items.

If one or more departments are required you can create or edit a department by:

1. Click on “Setup” at the top of the main screen.
2. Follow by clicking on “Inventory”.
3. Then click on “Departments”.
4. From the department list click on the “New” button to create a new department.

Consult the online help or Quasar Reference manual for a detailed explanation of the department master screen.

## 1.16 Creating Inventory Sub-departments

While it is not required that inventory sub-departments be defined it is highly recommended for those businesses that wish to track sales, margins and inventory grouped neatly in inventory sub-departments. The hierarchy in Quasar is department, sub-department and item. Therefore you should first create your departments, followed by your sub-departments and then finally your items.

**Note:** When you update the target margin or variance for a subdepartment, you will automatically update the target margin and variance for all items linked to the subdepartment. If you manage your target margins by item, then “do not” edit the target margin in the subdepartment.

If one or more sub-departments are required you can create or edit a sub-department by:

1. Click on “Setup” at the top of the main screen.
2. Follow by clicking on “Inventory”.
3. Then click on “Subdepartments”.
4. From the subdepartment list click on the “New” button to create a new subdepartment.

Consult the online help or Quasar Reference manual for a detailed explanation of the subdepartment master screen.

## 1.17 Creating Inventory Items

Regardless of the type of business that you have, you will probably require at least some inventory items. In Quasar you have the ability to define the following types of items:

### Sold Only

Sold only items tend to be service type items. For example, to bill a customer for labour. Sold only items:

- can not be purchased or inventoried
- credits income account when sold
- no on hand or inventory cost tracking

### Purchased Only

Purchased only items are normally for internal use. For example to purchase supplies for your business. Purchased only items:

- can not be inventoried or sold
- debits expense account when purchased

	<ul style="list-style-type: none"> <li>• no on hand or inventory cost tracking</li> </ul>
Inventoried Only	<p>Inventoried only items have limited use, but could be used in a situation where you manufacture a kit and then use that kit as a component to build another kit. Inventoried only items:</p> <ul style="list-style-type: none"> <li>• can not be purchased or sold</li> <li>• credit/debit asset account on adjustments</li> <li>• have on hand and inventory cost tracking</li> </ul>
Sold and Purchased	<p>Sold and purchased items are directly expensed when they are purchased. Typically this is to purchase services from a provider and rebill them to your customer. For example, to supply third party labour to a customer. Sold and purchased items:</p> <ul style="list-style-type: none"> <li>• can not be inventoried</li> <li>• debits expense account when purchased</li> <li>• credits income account when sold</li> <li>• no on hand or inventory cost tracking</li> </ul>
Sold and Inventoried	<p>Sold and inventoried items are items you build or manufacture. In Quasar we refer to this as building a kit. Sold and inventoried items:</p> <ul style="list-style-type: none"> <li>• can not be purchased</li> <li>• credits income account when sold</li> <li>• credit/debit asset account on adjustments</li> <li>• credit asset and debits expense when sold using average cost</li> <li>• have on hand and inventory cost tracking</li> </ul>
Inventoried and Purchased	<p>Inventoried and purchased items are those items that you would purchase for use in manufacturing. You will use these items as components in a kit. Inventoried and purchased items:</p>

- can not be sold
- debits asset account when purchased
- credit/debit asset account on adjustments
- have on hand and inventory cost tracking

Sold, Purchased and Inventoried Sold, purchased and inventoried can be either be a full regular retail item or an open department item.

**Open Department = “No”** Full regular retail item.

- debits asset account when purchased
- credit/debit asset account on adjustments
- have on hand and inventory cost tracking
- credit asset and debits expense when sold using average cost
- credits income account when sold

**Open Department = “Yes”** Used for selling multiple items as one open department. Quasar calculates the cost of goods sold and the inventory reduction from the target margin when sold.

**Note:** If the target margin is left blank Quasar assumes 0.00% margin.

- debits asset account when purchased
- credit/debit asset account on adjustments
- have inventory cost tracking
- credit asset and debits expense when sold by calculating the selling cost using the target margin
- credits income account when sold

If one or more inventory items are required you can create or edit an item by:

1. Click on the “Inventory” panel button on the left side of the main screen.
2. Follow by clicking on “Item List” in the panel.
3. Click on the “New” button in the lower left corner of the item list.

Consult the online help or Quasar Reference manual for a detailed explanation of the item master screen.



## Chapter 2

# Creating Users and Defining Security

This chapter explains the setup of employees and leads you through the process to create security types, define menu options and link your employee/users to those specific security types and menu options. Following are the steps you should follow:

1. Create an employee card for each Quasar user.
2. Define security types.
3. Personalize the user interface and limit menu options.
4. Create Quasar users and link them to employees, security types and menus.

### 2.1 Creating New Employee Cards

If you are using Quasar Accounting and not Quasar Retail or Quasar Point-of-Sale it is not absolutely necessary that you set security and track transaction by employee, it is however, highly recommended. If you do use Quasar Retail and Quasar Point-of-Sale it is necessary for you to at least define all of your cashiers, their cashier numbers and their point-of-sale security levels and passwords.

If one or more employees are required you can create or edit a employee by:

1. Click on the “Card” panel button on the left side of the main screen.
2. Follow by clicking on “Address Book” in the panel.
3. Then click on the “Employees” tab.
4. Click on the “New” button in the lower left corner of the address book.

Consult the online help or Quasar Reference manual for a detailed explanation of the employee master screen.

## **2.2 Defining Security Types**

Security types are used to limit a users ability to create, view, update and delete a record or transaction. For example, a user may have the ability to view an inventory record but not create, update or delete the record.

If one or more security types are required you can create or edit a security type by:

1. Click on “Setup” at the top of the main screen.
2. Follow by clicking on “System”.
3. Then click on “Security Types”.
4. From the security type list click on the “New” button to create a new security type.

Consult the online help or Quasar Reference manual for a detailed explanation of the security type master screen.

## **2.3 Defining User Menus (Advanced)**

You can edit the existing Quasar user interface or alternatively you can make up multiple user interfaces. For example, you can take functions or entire sections of functionality from the users menu options. Creating and designing menus is an advanced procedure requiring the ability to program using XML tags and formats.

Consult the Quasar Getting Started manual for a detailed explanation on designing and creating user screens and menu options.

## 2.4 Creating a Quasar User

Once you have defined your Quasar employees, created your security types and defined your custom user interface screens, you are now ready to create your Quasar users. As you create your users you will set their login name, define their password and you will link them to a security type, a screen and a default store.

If one or more users are required you can create or edit a user by:

1. Click on “Setup” at the top of the main screen.
2. Follow by clicking on “System”.
3. Then click on “Users”.
4. From the user list click on the “New” button to create a new user.

Consult the online help or Quasar Reference manual for a detailed explanation of the user master screen.



## Chapter 3

# Update Quasar to a New Version

This chapter explains how to update your Quasar Company accounts to a newer version number.

### 3.1 Version Update with Quasar Setup

From time to time you will want to upgrade to the latest version of Quasar. To accomplish this, we recommend you follow these steps using a combination of the Quasar Setup utility and Linux tools:

1. If you use KDE then use the `kdesu` tool. From your command line enter this command:

- `kdesu /opt/quasar/bin/quasar_setup`

If you use Gnome then use the `gnotesu` tool. From your command line enter this command:

- `gnotesu /opt/quasar/bin/quasar_setup`

2. In the *Quasar Setup* click on the “Backup” button and backup your existing company. In addition to saving the backup in the `/opt/quasar/backup` directory save it to alternate media.
3. Un-install your old Quasar rpm files or tar files using standard Linux rpm commands.

4. Install your new Quasar rpm files or tar files using standard Linux commands
5. In the *Quasar Setup* screen high-light the company to update and then click on the “Update” button. It is best to update your company one version at a time. Select the updated versions in order from the oldest date to the newest. Continue to update until you are at the latest version.
6. Always remember to backup a copy of your Quasar installation files to alternate media in case you will need to reinstall Quasar at a future date.

## Chapter 4

# Quasar Global Features

Quasar was designed to make things easy for the user. In this chapter we will discuss some of the global features that every user should be aware of.

### 4.1 Cloning Records and Transactions

In many records and transactions much of the data is often repeated. Following are some examples:

Item Records	One item record may have the same department, sub-department, accounts, taxes and prices as other item records. When entering a product line often the only things that change are the descriptions and item numbers.
Purchase Orders	Products ordered from a specific vendor are often repeated.
Transactions	Transactions such as journal entries are often repeated with minor changes in amounts.

Anywhere data is repeated take advantage of our cloning feature. Clone the existing record or transactions. Make any minor modifications and file.

1. in the top left of the record or transaction screen click on "File"
2. Click on "**Clone**" to copy the data from one record or transaction to a new record or transaction

## 4.2 Editing Commands

### 4.2.1 Tab Key

The tab key is a very special key within Quasar . If used correctly it can save literally thousands of keystrokes. Study this section carefully and practice the use of the tab key.

The most common function of the tab key is to tab between attributes within a data entry window. As long as no data is entered or selected within an attribute, pressing the tab key will move the cursor to the next attribute. It is when editing text that the tab key is truly powerful.


The following example shows how the use of the tab key can assist in entering the account name “Salaries and Wages”. On the left side we will display the data as it would be entered. On the right we will describe the entries.



- Place the cursor in the account attribute
- Enter “Sala”



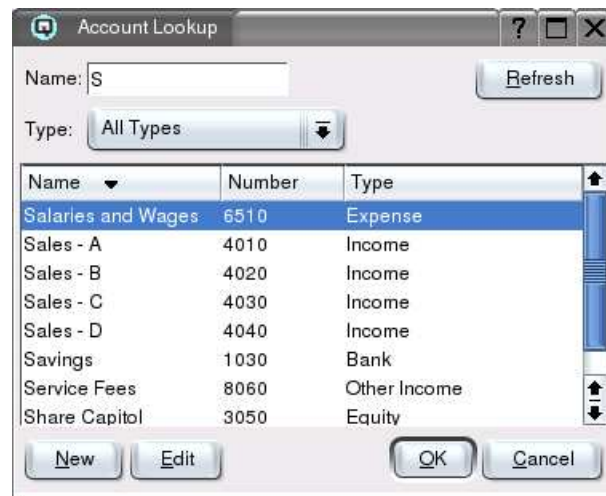
- Now press the tab key



- Notice how the tab function inputs the rest of the characters in “Salaries and Wages” for you

Quasar determined that “Sala” was a unique start and the only account matching this was “Salaries and Wages”. Therefore the account was entered for you. Now we will examine what happens when the entry is not unique.



Figure 4.1: *Account Lookup* - “S”

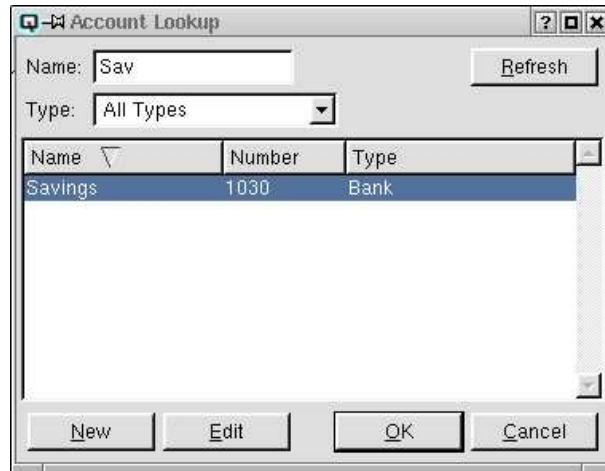
Account

- Place the cursor in the account attribute
- Enter the letter “S”

Account
S

- Now press the tab key

- The account lookup window will pop up and display the first account name that starts with “S”. See Figure 4.1
- Notice the letter “S” is now displayed in the Look for attribute
- The high-lighted account is “Salaries and Wages” We can either select this account or keep typing for a different selection.
- Continue typing by typing the letters “av” and then press the “Refresh” key

Figure 4.2: *Account Lookup* - “Sav”

- Notice how the cursor moved and now high-lighted the “Savings” account which is the only remaining selection matching the lookup criteria. See Figure 4.1
- At this point simply press the enter key to select “Savings”

Lookup windows are specific to the attribute.

#### 4.2.2 Keystroke Commands

These keystroke commands are listed in alphabetical order. We urge you to take some time and play with the various commands. While you can work with Quasar quite nicely without most of these commands, knowing them will certainly enhance the speed at which you can accomplish your tasks.

**Alt/Letter** In the Quasar windows and menus you will notice words that are underlined. Pressing the alt key, and holding it down, while simultaneously pressing an underlined letter will execute the command. Here are some examples:

**Menu Bar** On a menu bar the alt/letter command causes the drop down menu to be displayed.

File “Alt/F” displays the drop down menu for “File”.

Edit	“Alt/E” displays the drop down menu for “Edit”.
Help	“Alt/H” displays the drop down menu for “Help”.

**Functions** In a sub-window the alt/letter command causes buttons to execute their functions.

Ok	“Alt/O” executes the “Ok” command.
Next	“Alt/N” executes the “Next” command.
Cancel	“Alt/C” executes the “Cancel” command.

**Attributes** In a sub-window the alt/letter command causes the cursor to move to the appropriate attribute.

Date	“Alt/D” causes the cursor to go to the “Date” attribute.
Memo	“Alt/M” causes the cursor to go to the “Memo” attribute.

BackSpace Pressing the backspace key while entering text deletes the last character entered.

Ctrl/Letter The control key can be used for multiple text editing functions. These commands are designed to speed up text entry.

Ctrl/A	Pressing the “Ctrl” key, and holding it down, while simultaneously pressing the “A” moves the cursor to the beginning of a text line.
Ctrl/B	Pressing the “Ctrl” key, and holding it down, while simultaneously pressing the “B” moves the cursor to move one character to the left.
Ctrl/D	Pressing the “Ctrl” key, and holding it down, while simultaneously pressing the “D” deletes the character to the right of the cursor.
Ctrl/E	Pressing the “Ctrl” key, and holding it down, while simultaneously pressing the “E” moves the cursor to the end to the text line.
Ctrl/F	Pressing the “Ctrl” key, and holding it down, while simultaneously pressing the “F” moves the cursor one character to the right.

Ctrl/H	Pressing the “ <b>Ctrl</b> ” key, and holding it down, while simultaneously pressing the “ <b>H</b> ” erases the character to the left of the cursor.
Ctrl/K	Pressing the “ <b>Ctrl</b> ” key, and holding it down, while simultaneously pressing the “ <b>K</b> ” deletes all data in a text line to the right of the cursor.
Ctrl/K	Pressing the “ <b>Ctrl</b> ” key, and holding it down, while simultaneously pressing the “ <b>K</b> ” deletes all data in a text line to the right of the cursor.
Down Arrow	Pressing the “ <b>Down Arrow</b> ” key within drop down menus, list windows, lookup windows and tables cause the cursor to move down one line.
Esc	Pressing the “ <b>Esc</b> ” key causes the cursor to escape from a drop down menu.
Left Arrow	Pressing the “ <b>Left Arrow</b> ” key causes the cursor to move one character to the left.
Right Arrow	Pressing the “ <b>Right Arrow</b> ” key causes the cursor to move one character to the right.
Shift/Tab	Pressing the shift key, and holding it down, while simultaneously pressing the tab key, causes the cursor to tab backwards through the window.
Space Bar	Pressing the space bar while entering text enters a space. Pressing the space bar, while the cursor high-lighted a button, executes the button function. Pressing the space bar while on a toggle turns the toggle on or off.
Up Arrow	Pressing the “ <b>Up Arrow</b> ” key within drop down menus, list windows, lookup windows and tables cause the cursor to move up one line.

### 4.3 Menu Bars and Function Buttons

Whether a command is found in a drop down menu or as a button on a window the function it performs is the same. Following is a list of common commands found within Quasar .

Cancel	Cancels the current entry and closes the window
Delete	Deletes the current record
Clone	Clones the data in the current record to a new record while filing the current record
Recurring	Creates a recurring transaction record which provides the ability for the transaction to recur on specific predefined intervals (ie. each month)
Close	Closes the window without saving the current record
Exit	Exits Quasar closing all open windows
Help	Displays the help for the window
Ok	Saves the current record while leaving the window
Next	Saves the current record and prepares the window for the entry of a new record
New	Opens a window for entry of a new record
Use	Accepts the high-lighted data
Refresh	Refreshes the window displaying current data
What's This?	Provides a mechanism for the user to view the usage of some window attributes and commands
About Quasar	Displays information about Quasar
About Qt	Displays information about Qt

## 4.4 Data Entry Tables

Where multiple data line entries are required Quasar utilizes data entry tables. Figure 4.3 shows an example of the data entry table from the journal entry window.

Line Number	The line number on the left of the table indicates the line number of an entry.
-------------	---

	Account	Debit	Credit
1	Salaries and Wages	\$1,500.00	
2	Union Fees	\$100.00	
3	Employee Benefits	\$50.00	
4	Savings		\$1,650.00

Figure 4.3: Data Entry Table

- Scroll Bar** The scroll bar on the right of the table can be used to quickly scroll up and down through the table entries.
- Columns and Rows** The table is divided into columns and rows. Each column has a header at the top to identify the data. Data is entered by rows..
- Delete/Insert Rows** Rows may be deleted or inserted by using the right button of a mouse. First set the cursor on the desired row number and then click on the right mouse button. A small window will display providing a choice of delete or insert. Selecting delete will delete the entire current row. Selecting insert will insert a blank row directly above the current row.

**Note:** The top left corner of the insert/delete window rests in the line entry in the table that will be deleted or have a line inserted in front of it.

## 4.5 Date Lookups and Entry

The date field is very unique in that the date format can be defined in preferences. The date may be invoked in many ways including:

- Default Date** Quasar defaults the date to the current date. To accept this date press the tab key to move to the next attribute.
- D or d** Enter "D" or "d" followed by the tab key to select the current date.




Figure 4.4: Calendar Lookup Window

- X days ago

Enter "X days ago" where X is the number of days ago. For example, entering "10 days ago" followed by the tab key will select the date 10 days prior to the current date.
- Day/Month

Entering the day and month only will select the day and month in the current year. For example, to select "10 August 2000" you can enter either "10 Aug", "10 August", "Aug 10", or "August 10".
- day/month/year

Enter the day month and year. For example, "10 Aug 2000", "10/Aug/2000"
- Date Lookup


 Click on the calendar icon to view the calendar lookup window. Figure 4.4 shows a sample of the calendar lookup window.
 

You can click on a date to select it. Click on the arrows to move forward or backwards through the calendar year. Alternatively, you can use the up, down, left or right arrow keys to move through the month or calendar year. The space bar or enter key will select the high-lighted date.





## Chapter 5

# Year End Procedures

This chapter explains the Quasar year end procedures for accounting purposes. The year end procedures include:

1. Complete a preliminary year end.
2. Complete a final year end close.

### 5.1 Preliminary Year End Process

The preliminary year end process clears the operating accounts that display on your income statement and creates a journal entry transferring your income statement balances to your “Retained Earnings” account. Prior to running this function you should consult with your accountant as to your exact fiscal year end. After completing the preliminary year end process you then have time to make final year end adjustments prior to doing your final year end close.

To complete the preliminary year end process:

1. Click on “Setup” at the top of the main screen.
2. Follow by clicking on “Ledger”.
3. Then click on “Preliminary Year End”.

Enter the start date of your new physical year and click on “OK”.

## 5.2 Final Year End Close

After you have completed your preliminary year end and after your account has made all adjusting entries for the previous year you can perform your final year end close.

**Note:** This process closes the year so that no further adjustments can be made.

To complete the final year end process:

1. Click on “Setup” at the top of the main screen.
2. Follow by clicking on “Ledger”.
3. Then click on “Final Year End”.

Click on “OK” to complete the final year end process.

## 5.3 FAQ - Year End Procedures

This section lists some frequently asked questions pertaining to the year end procedures.

1. **Why do I need to do a preliminary year end?**
  - The preliminary year end function transfers the data from the prior years profit and loss statement to the retained earnings account. In fact it creates a journal entry on the last day of the fiscal year. In effect, any current operating profit/loss moves to retained earnings.
2. **Why then do I have to do a final year end close?**
  - The final year end close does as it implies and closes the year. After the final year end close, no further transactions can occur in the closed fiscal year.
3. **What happens if I complete my preliminary year end procedure and then I need to do further adjustments and journal entries?**

- Quasar is designed to handle this. When a transaction is created for a previous year the journal entry clearing the profit and loss statement is adjusted to account for your adjusting transactions. You do not need to do any further partial closes or anything like that.



## Chapter 6

# Monthly/Weekly Procedures

Monthly or weekly procedures will depend on your business model. Following are the sorts of procedures that can be performed monthly or even weekly:

1. Charge service charges on past due unpaid customer invoices.
2. Send out customer statements for receivable accounts.
3. Post recurring transactions.

### 6.1 Apply Service Charges

While it is not mandatory to apply service charges to past due customer invoices, service charges can be applied as mandated by your company policy. To apply service charges:

1. Ensure you have entered a service charge in the customer master file of each customer to be charged service charges.
2. Next click on the “Sales” panel button on the left side of the main screen.
3. Follow by clicking on “Service Charges” in the report section at the bottom of the main screen.
4. Set the date parameters and click on “Calculate” to calculate service charges.

5. After viewing the calculated service charges click on “Post” to post the service charges.

Consult the online help or Quasar Reference manual for a detailed explanation of the service charges screen.

## 6.2 Print Customer Statements

Customer statements can be printed as required. In most case statements are mailed out monthly at or around the same time.

1. Ensure that the “Statements?” flag is turned on in the customer master screen for all customer whom will receive statements.
2. Next click on the “Sales” panel button on the left side of the main screen.
3. Follow by clicking on “Print Statements” in the report section at the bottom of the main screen.
4. Select to print a statement for all customers, a group of customers or a single customer.

Consult the online help or Quasar Reference manual for a detailed explanation of the print statements screen.

## 6.3 Recurring Transactions

Recurring transactions can be posted daily, bi-weekly, weekly, semi-monthly, monthly, quarterly, semi-annually, annually or by some other specified repeating interval.

### 6.3.1 Defining a Recurring Transaction

The first step will be to define all of your recurring transactions. To do this create a transaction to recur. Then from the transaction you wish to recur:

1. Click on “File” in the top left of the transaction to recur.
2. Select “Recurring” from the drop down menu.
3. Define the recurring parameters in the recurring transaction screen.

Consult the online help or Quasar Reference manual for a detailed explanation of the recurring transaction screen.

### 6.3.2 Recur Invoice to Multiple Customers

Companies providing services such as cable television or internet service may want to create billings to multiple customers from one transaction. To do so follow these steps:

1. First create a new customer group that will link the recurring invoice to the customers who will be billed:
  - Click on “Setup” at the top of the main screen.
  - Follow by clicking on “System”.
  - Then click on “Groups”.
  - In the group list click on “New” to create a new customer group.
2. Create the customer invoice to recur.
3. Create the recurring record and link the customer invoice to the group:
  - Click on “File” in the top left of the transaction to recur.
  - Select “Recurring” from the drop down menu.
  - Define the recurring parameters in the recurring transaction screen. Toggle on “Group” and enter the customer group to be billed.
4. Link the customer group to each customer to be billed the recurring invoice:
  - Click on the “Card” panel button on the left side of the main screen.
  - Follow by clicking on “Address Book” in the panel.
  - Then click on the “Customers” tab.
  - Highlight the customer to be linked to the group
  - Click on the “Edit” button to edit the customer
  - Click on the “Groups” tab and add the recurring customer group to the group table.

### 6.3.3 Post Recurring Transactions

All recurring transactions will be displayed in the “Recurring Transactions” view screen. To view, edit or post recurring transactions:

1. Click on “Setup” at the top of the main screen.
2. Follow by clicking on “System”
3. Then click on “Recurring Txns”.
4. From the recurring transactions list select the recurring transaction to post.

Consult the online help or Quasar Reference manual for a detailed explanation of the recurring transaction screen.

## 6.4 FAQ - Monthly/Weekly Procedures

This section lists some frequently asked questions pertaining to the monthly and weekly procedures.

1. **How does Quasar calculate service charges**
  - Quasar uses the terms as the base for the calculation. Service charges are calculated on the unpaid balances for each day the unpaid amount is overdue.
2. **I have customers who have paid their bill in full and are still being charged a service fee... Why?**
  - The service charge will be for the days the invoice was past due up to the date that the balance was paid.
3. **I do not want to send out customer statements to all of my customers. How do I control who gets a statement?**
  - In the customer master screen there is a “Statements?” toggle that you can turn on or off. For each customer you can define whether or not they get a statement.
4. **The standard customer statement prints all unpaid or unallocated invoices each month. Is there not a way that I can just print a statement with all activity that took place during a specific period of time?**



- Yes, you can print a balance forward type customer statement from the reports section. Just click on “Reports” and then on “Card Files” and then on “Customer Statements”.
5. **I want a recurring transaction to post on the 15th of every month. How do I define the date a recurring transaction will post?**
- You start by creating the original transaction on the correct posting date. Then all other transactions recur from the original transaction and use the original transaction for determining the next posting date.



## Chapter 7

# Dayend Procedures

While not mandatory, it is recommended that your cash and other tenders received during the day be reconciled. The reconciliation process:

- compares the your cash intake with your actual cash on hand and generates an over/short transaction
- generates a bank deposit
- sets your closing cash position for the day

### 7.1 Choosing a Cash Reconcile Method

In Quasar you can reconcile your cash by either “Employee”(cashier) or by “Station”(cash register). Which you choose, will depend on the kind of business you have. For example, if you have many employees accessing the same cash drawer then you will want to reconcile by work station. However, if each cashier is responsible for their own cash and accountable for their own over/shorts then you will want to reconcile by employee.

#### 7.1.1 Creating a Safe Employee or Safe Station

You must select either “Employee” or “Station”.

Employee

If you determine you will do your cash reconcile by “Employee” then you must create a “Safe” employee. To do this:

1. Click on the “Card” panel button on the left side of the main screen.

2. Follow by clicking on “Address Book” in the panel.
3. Then click on the “Employees” tab.
4. Click on the “New” button in the lower left corner of the address book.
5. Create an employee called “Safe” with an employee number of “999”.

**Note:** The name “Safe” and number “999” is suggested but not mandatory.

Station

If you determine you will do your cash reconcile by “Station” then you must create a “Safe” station. To do this:

1. Click on “Setup” at the top of the main screen.
2. Follow by clicking on “System”.
3. Then click on “Stations”.
4. From the station list click on the “New” button to create a new station.
5. Create a new station called “Safe” with a station number of “999”.

**Note:** The name “Safe” number “999” is just suggested but not mandatory.

### 7.1.2 Configure the Cash Reconcile Method

Configure Quasar to use either “Employee” or “Station”. To do this:

1. Click on the “File” menu on the top left of the main screen.
2. Follow by clicking on “Configuration” in the drop down menu.
3. Then select “General Ledger”.
4. Select either “Station” or “Employee” method for cash reconcile.
5. If you selected the “Station” method then link the “Safe” station that you created. If you selected the “Cashier” method then link the “Safe” cashier that you created.

## 7.2 Cash Reconcile Control Center

The cash reconcile screen is the central control center for the cash reconcile process. To access the cash reconcile screen:

1. Click on the “Sales” panel button on the left side of the main screen.
2. Follow by clicking on “Cash Reconcile” in the panel.

From this control center you can:

- View transactions that have not been rung off
- View ringoffs and shifts that have not been reconciled
- View counts that have previously been created
- Do a ringoff
- Create counts
- Reconcile cashier ringoffs
- Deposit funds to the bank
- Record cash parcels
- Record cash pickups and dropoffs

Consult the online help or Quasar Reference manual for a detailed explanation of the cash reconcile screen.

## 7.3 Cash Reconcile Steps - Reconcile by Station

If you have chosen to do your cash reconcile by work station then follow these steps in your cash reconcile process. The cash reconciliation process starts at the point-of-sale work station(cash register) and ends with a bank deposit and reconciliation of your safe.

### 7.3.1 At the Point-of-sale Station

#### Step One - Print Tender List

Prior to doing a Ringoff at each point-of-sale station, always print the Tender List. The tender list contains a detailed list of tenders such as cheques, Visa, MasterCard, Enroute, Debit and AR transactions. The tender list sorts by amount. By comparing your cheques, credit/debit slips and AR slips to the tender list you can confirm the accuracy of your data entry.

First, prepare your cheques and signature slips.

- **Sort the sales slips by tender type**

Now print the tender list.

- **Press the Shift key and while holding down the shift key press the F4 key**

Compare the tender list to the sales slips.

- **Use a pen and strike through each tender entry on the tender list that matches a cheque or signature slip**

Do not worry about errors where you have mixed up the tenders. With the exception of accounts receivable errors, all other tenders will be corrected automatically as long as you create a proper counts for exactly what your real intakes are.

#### Step Two - Tender Count

The cashier creates a tender count on each point-of-sale station. This count is automatically transferred to the cash reconcile screen in Quasar Accounting.

**Note:** This entire step can be done in the cash reconcile screen but the tender must be added manually. By doing the step at the point-of-sale terminal you are lead through a systematic count.

From the *Select a transaction type* prompt at the point-of-sale register select tender count.

- Press the **Shift** key and follow by pressing the **F3** key

The first tender denomination is displayed.

- Enter the count for each denomination at the prompt

**Note:** Enter your cash count as exactly what you have. For example, if you have mistakenly tendered to Visa when the customer paid by Debit then enter the actual amount in the create count screen correctly as a Debit. Quasar will make the tender correction for you.

Quasar will prompt for the count of each tender type.

- Enter the count for each tender type

You can go to the next tender by selecting next.

- Press the **F1** key to go forward to the next tender or denomination

You can go back to the previous tender or denomination by selecting previous.

- Press the **F2** to go back to the previous tender or denomination

When done creating your tender count press the done key.

- Press the **F5** key when done

A tender count is printed.

### Step Three - Ringoff the Point-of-Sale Station

The cashier does a ringoff on the point-of-sale station. This ringoff creates a shift transaction. The shift transaction links all transaction created on or

for the station since the last ringoff was done on that station.

A till ringoff (commonly known as a Z reading) effectively closes the work shift for that station. The process displays current transaction information, clears the current transaction file and creates a shift record in Quasar Accounting. From the *Select a transaction type* prompt at the point-of-sale work station select till ringoff to complete a ringoff.

- Press the **Shift** key and while holding down the shift key press the **F2** key

The ringoff is processed and a ringoff slip is generated on the point-of-sale printer.

**Note:** If transactions have been entered from the back such as transferring cash into the point-of-sale station or out of it using the tender transfer function or tender adjustment function then these will be included in your ringoff report as “Exchange” type transactions

The ringoff details can also be viewed in the “Cash Reconcile” screen in Quasar .

### 7.3.2 From Your Cash Reconcile Screen

#### Step Four - Select Station to Reconcile

Open the cash reconcile screen and view the status of each station. Select an individual station to reconcile by clicking on it to high-light it.



**Step Five - Supervisor Verify Cash Count**

Using the printed cash count slip from the point-of-sale the supervisor must verify the cash count was accurate. This can be done by using a pen to draw a line through each tender denomination on the printed cash count slip as tenders are counted.

You will notice that as soon as you create a cash count, that count will display in the lower right of your cash reconcile screen in the counts area. If necessary, you can edit an existing count or create a new cash count from Quasar by clicking on the “Create Count” button on the lower right of the cash reconcile screen.

**Step Six - Reconcile the Station**

Ensure the correct work station is still high-lighted. Reconcile your station by clicking on the “Reconcile” button in the bottom of the cash reconcile screen. The reconcile summary screen will be displayed.

The reconcile screen shows you the comparison between what Quasar has calculated as required and what you have actually counted. Your over and short amounts will be displayed both by tender and by total. At this point you may find it necessary to search for missing tenders and make adjustments to your count as tenders are found. If you find it necessary to view the details of a shift you can do so by double clicking on specific shift in the shifts section of the cash reconcile screen. Double clicking on a shift brings up the “Shift View” screen. For further details, click on the “Summary” button. The summary screen will show you the details of every transaction in the shift.

Complete the reconcile of the individual station by clicking on the “Reconcile” button. The shift will be reconciled.

**Note: NEVER POST A LARGE OVER/SHORT. ALWAYS FIND YOUR ERROR IMMEDIATELY AND FIX IT BEFORE YOU MOVE ON.**

If an over/short transaction is required it will be created for you automatically. A transaction is also created that transfers your tenders from the station being reconciled to the safe. After you have posted a station, look at your cash reconcile screen. The status for the work station just reconciled should show zero rungeff, zero shifts and zero counts.

**Step Seven - Reconcile Remaining Stations**

Complete steps one through six for each point-of-sale register.

**Step Eight - Deposit Funds**

The next step is to deposit the tenders from your safe to the bank. To do this, first high-light your safe station. Now click on the “Deposit” button on the right of your cash reconcile screen. Quasar will display the total of all funds currently in the safe.

All tenders for deposit can be deposited all at the same time. You may enter each tender amount individually or you can have Quasar do it for you by clicking on the “Deposit All” button. When you click on “OK”, Quasar will create a separate deposit transaction for each tender to the correct bank account.

**Step Nine - Ringoff the Safe**

**Note:** Many stores like to do the remainder of the process the following morning. If so change the date on the cash reconcile screen to the previous day

**...STOP...DID YOU DEPOSIT YOUR FUNDS TO THE BANK..IF NOT, DO SO BEFORE YOU RINGOFF THE SAFE.**

As you reconciled each point-of-sale station in steps 5 and 6, tenders were transferred to the safe, each creating a safe transaction. In step seven the bank deposits also created transactions in the safe. You must now ringoff the safe to verify that the funds remaining in the safe match what has been deposited in the safe from the individual point-of-sale stations, less what you have deposited in the bank. Make sure that your “Safe” work station is high-lighted and then click on the “Ringoff” button.

**Step Ten - Count the Safe Funds**

Once you have rungoff the safe you must now do a cash count if you have retained some cash in the safe. Any amount counted here will be carried forward in the safe to the next day.

**Step Eleven - Reconcile the Safe**

Ensure that the “Safe” station is still high-lighted. Click on the “Reconcile” button at the bottom of the cash reconcile screen. Review your over/shorts and post.

**Note: NEVER POST A LARGE OVER/SHORT. ALWAYS FIND YOUR ERROR IMMEDIATELY AND FIX IT BEFORE YOU MOVE ON.**

Any over/shorts will be posted for you automatically.

**Step Twelve - Print Your Summary Report**

To print this click on “Summary” in the bottom right hand corner of the main Quasar screen. Ensure the date is set to the date you wish to report on. First set the store to be “Store” and click on “Refresh”. When the information is displayed click on “Print”. Select to print all tabs. Now repeat the same procedure for each cost center. For example, if you have a hotel, set the store to “Hotel” and print the report for the hotel.

**Step Thirteen - Double Check**

Double check to ensure the cash reconciliation process is complete.

1. Have all point-of-sale stations been rung off?
2. Has a count been created for each point-of-sale station?
3. Are all point-of-sale stations reconciled?
4. Have you done your bank deposit?
5. Have you reconciled the safe?
6. Have you generated your Summary reports and viewed them for glaring errors?

**7.4 Cash Reconcile Steps - Reconcile by Cashier**

If you have chosen to do your cash reconcile by cashier then follow these steps in your cash reconcile process. The cash reconciliation process starts at the point-of-sale work station(cash register) and ends with a bank deposit and reconciliation of your safe.

### 7.4.1 At any Point-of-sale Station

#### Step One - Print Tender List

**Note:** If a cashier has floated from point-of-sale device to point-of-sale device during the day, they will still only do one ringoff per cashier as Quasar will accumulate their totals from all point-of-sale stations.

After logging in and prior to doing a ringoff each cashier should always print the “Tender List”. The tender list contains a detailed list of tenders such as cheques, Visa, MasterCard, Enroute, Debit and AR transactions. The tender list sorts by amount. By comparing your cheques, credit/debit slips and AR slips to the tender list you can confirm the accuracy of your data entry.

First, prepare your cheques and signature slips.

- **Sort the sales slips by tender type**

Now print the tender list.

- **Press the Shift key and while holding down the shift key press the F4 key**

Compare the tender list to the sales slips.

- **Use a pen and strike through each tender entry on the tender list that matches a cheque or signature slip**

Do not worry about errors where you have mixed up the tenders. With the exception of accounts receivable errors, all other tenders will be corrected automatically as long as you create a proper count for exactly what your real intakes are.

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Each cashier creates a tender count. This count is automatically transferred to the cash reconcile screen in Quasar Accounting.

**Note:** This entire step can be done in the cash reconcile screen but the tender must be added manually. By doing the step at the point-of-sale terminal you are lead through a systematic count.

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- Press the **Shift** key and follow by pressing the **F3** key

The first tender denomination is displayed.

- Enter the count for each denomination at the prompt

**Note:** Enter your cash count as exactly what you have. For example, if you have mistakenly tendered to Visa when the customer paid by Debit then enter the actual amount in the create count screen correctly as a Debit. Quasar will make the tender correction for you.

Quasar will prompt for the count of each tender type.

- Enter the count for each tender type

You can go to the next tender by selecting next.

- Press the **F1** key to go forward to the next tender or denomination

You can go back to the previous tender or denomination by selecting previous.

- Press the **F2** to go back to the previous tender or denomination

When done creating your tender count press the done key.

- Press the **F5** key when done

A tender count is printed.

### Step Three - Ringoff the Point-of-Sale Station

The cashier does a ringoff on the point-of-sale station. This ringoff creates a shift transaction. The shift transaction links all transactions on all point-of-sale stations for that cashier since the cashier last did a ringoff.

A till ringoff (commonly known as a Z reading) effectively closes the work shift for that cashier. The process displays current transaction information, clears the current transaction file and creates a shift record in Quasar Accounting. From the *Select a transaction type* prompt at the point-of-sale work station select till ringoff to complete a ringoff.

- Press the Shift key and while holding down the shift key press the F2 key

The ringoff is processed and a ringoff slip is generated on the point-of-sale printer.

**Note:** If transactions have been entered from the back such as transferring cash into the cashier totals or out of the cashier totals using the tender transfer function or tender adjustment function then these will be included in your ringoff report as “Exchange” type transactions

The ringoff details can also be viewed in the “Cash Reconcile” screen in Quasar .

### 7.4.2 From Your Cash Reconcile Screen

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Open the cash reconcile screen and view the status of each cashier. Select an individual cashier to reconcile by clicking on one to high-light them.

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Using the printed cash count slip from the point-of-sale the supervisor must verify the cash count was accurate. This can be done by using a pen to draw a line through each tender denomination on the printed cash count slip as tenders are counted.

You will notice that as soon as you create a cash count, that count will display in the lower right of your cash reconcile screen in the counts area. If necessary, you can edit an existing count or create a new cash count from Quasar by clicking on the “Create Count” button on the lower right of the cash reconcile screen.

#### Step Six - Reconcile the Cashier

Ensure the correct work cashier is still high-lighted. Reconcile your cashier by clicking on the “Reconcile” button in the bottom of the cash reconcile screen. The reconcile summary screen will be displayed.

The reconcile screen shows you the comparison between what Quasar has calculated as required and what you have actually counted. Your over and short amounts will be displayed both by tender and by total. At this point you may find it necessary to search for missing tenders and make adjustments to your count as tenders are found. If you find it necessary to view the details of a shift you can do so by double clicking on specific shift in the shifts section of the cash reconcile screen. Double clicking on a shift brings up the “Shift View” screen. For further details, click on the “Summary” button. The summary screen will show you the details of every transaction in the shift.

Complete the reconcile of the individual cashier by clicking on the “Reconcile” button. The shift will be reconciled.

**Note: NEVER POST A LARGE OVER/SHORT. ALWAYS FIND YOUR ERROR IMMEDIATELY AND FIX IT BEFORE YOU MOVE ON.**

If an over/short transaction is required it will be created for you automatically. A transaction is also created that transfers your tenders from the cashier being reconciled to the safe. After you have posted a cashier, look at your cash reconcile screen. The status for the cashier just reconciled should show zero rungoff, zero shifts and zero counts.

### **Step Seven - Reconcile Remaining Cashiers**

Complete steps one through six for each cashier.

### **Step Eight - Deposit Funds**

The next step is to deposit the tenders from your safe to the bank. To do this, first high-light your “Safe” cashier. Now click on the “Deposit” button on the right of your cash reconcile screen. Quasar will display the total of all funds currently in the safe.

All tenders for deposit can be deposited all at the same time. You may enter each tender amount individually or you can have Quasar do it for you by clicking on the “Deposit All” button. When you click on “OK”, Quasar will create a seperate deposit transaction for each tender to the correct bank account.

### **Step Nine - Ringoff the Safe**

**Note:** Many stores like to do the remainder of the process the following morning. If so change the date on the cash reconcile screen to the previous day

**...STOP...DID YOU DEPOSIT YOUR FUNDS TO THE BANK..IF NOT, DO SO BEFORE YOU RINGOFF THE SAFE.**

As you reconciled each cashier in steps 5 and 6, tenders were transferred to the safe cashier, each creating a safe transaction. In step seven the bank deposits also created transactions in the safe cashier. You must now ringoff the safe to verify that the funds remaining in the safe match what has been deposited in the safe from the individual cashiers, less what you have deposited in the bank. Make sure that your “Safe” cashier is high-lighted and then click on the “Ringoff” button.



**Step Ten - Count the Safe Funds**

Once you have rung off the safe you must now do a cash count if you have retained some cash in the safe. Any amount counted here will be carried forward in the safe to the next day.

**Step Eleven - Reconcile the Safe**

Ensure that the “Safe” cashier is still high-lighted. Click on the “Reconcile” button at the bottom of the cash reconcile screen. Review your over/shorts and post.

**Note: NEVER POST A LARGE OVER/SHORT. ALWAYS FIND YOUR ERROR IMMEDIATELY AND FIX IT BEFORE YOU MOVE ON.**

Any over/shorts will be posted for you automatically.

**Step Twelve - Print Your Summary Report**

To print this click on “Summary” in the bottom right hand corner of the main Quasar screen. Ensure the date is set to the date you wish to report on. First set the store to be “Store” and click on “Refresh”. When the information is displayed click on “Print”. Select to print all tabs. Now repeat the same procedure for each cost center. For example, if you have a hotel, set the store to “Hotel” and print the report for the hotel.

**Step Thirteen - Double Check**

Double check to ensure the cash reconciliation process is complete.

1. Have all cashiers been rung off?
2. Has a count been created for each cashier?
3. Are all cashiers reconciled?
4. Have you done your bank deposit?
5. Have you reconciled the safe?
6. Have you generated your Summary reports and viewed them for glaring errors?

## 7.5 Receiving or Removing Cash

To receive cash or remove cash from a cashier or a station utilize the “Tender Adjustment” screen.

1. Click on the “Sales” panel button on the left side of the main screen.
2. Follow by clicking on “Cash Reconcile” in the panel.
3. High-light a cashier or a station for which a tender will be adjusted.
4. Click on the “Adjustment” button on the right side of the cash reconcile screen.
5. Adjust the tender or tenders as required. mandatory.

Consult the online help or Quasar Reference manual for a detailed explanation of the tender adjustment screen.

## 7.6 Transfer Cash

To transfer cash from one cashier to another or from one station to another utilize the “Tender Transfer” screen. An example of a tender transfer is if you are doing a cash pickup at a station and transferring the cash to the safe.

1. Click on the “Sales” panel button on the left side of the main screen.
2. Follow by clicking on “Cash Reconcile” in the panel.
3. High-light a cashier or a station for which a tender will be reduced or removed.
4. Click on the “Transfer” button on the right side of the cash reconcile screen.
5. Transfer the tender or tenders as required.

Consult the online help or Quasar Reference manual for a detailed explanation of the tender transfer screen.

## 7.7 FAQ - Dayend Procedures

This section lists some frequently asked questions pertaining to the dayend procedures.

1. **When I open my cash reconcile screen there is a bunch of transaction that are not rung off in the “None” station. What does that mean?**
  - If you do your cash reconciliation by station and you see transactions in the “None” station then you have transactions that were not assigned to a station. If you do your cash reconciliation by employee and you see transactions in the “None” employee then you have transactions not assigned to an employee.
2. **If I have transactions in the “None” station or “None” employee how do I get rid of them?**
  - You have to manually ringoff the “None” station or employee, create a count and reconcile it. Alternatively, those who have the security to do so could edit each transaction and enter the employee and or station. To eliminate this problem from happening in the future, on each work station you should set the default station using the Quasar Setup screen. In the user master you should set the default employee for each user.
3. **When I high-light a station I can see that there are one or more shifts listed in the lower left quadrant of the screen. How do I see what transactions are in each shift?**
  - Double click on the shift you wish to view. This will bring up the shift view screen for that shift. In the lower left of the shift view screen you will see a “Summary” button. Click on the “Summary” button to display the summary screen with the details of the shift.
4. **My employee accidentally did a ringoff and they still have several hours left in their shift. What should I do?**
  - Nothing needs to be done. An employee or station can have multiple ringoffs. So just leave it alone and do a final ringoff at the end of the shift. The important thing is that you do a proper cash count or cash counts. Unless you are short or over cash, your

counts should match your shifts when you reconcile an employee or station.

**5. If I absolutely have to delete a shift so that I can edit a transaction in the shift, is there a way I can do it?**

- Yes, you can delete a shift as long as it has not been reconciled. Double click on the shift to delete and follow by clicking on the “Delete” button. After you delete a shift you will want to refresh your cash reconcile screen.

**6. I made a mistake on my cash count. What should I do?**

- Double click on the count to edit. When your cash count is displayed, simply edit it as required and file it again by clicking OK.

**7. An employee is short a huge amount of cash. Where should I look first?**

- The first place to look would be to check if there was a cash transfer from the employees station that was not recorded in a tender transfer. Alternatively check to see if you have a corresponding overage in an alternate tender. It is possible the employee entered the receipt of cash when in fact they received a cheque or a card.

**8. My cash register does not have any hardcopy backups of the receipts. How do I search through the daily transactions if I need to.**

- Click on the “Summary” screen in the lower right of the main screen and select the data to view. You can use the “Summary” screen to drill down and view very detailed information about your transactions. You are encouraged to practice often with the “Summary” screen. You will find it is an invaluable tool.

**9. I made a mistake and reconciled a shift with a large over/short. Is there a way to open a shift so I can make necessary corrections to my count? If so how?**

- If you have reconciled a shift you will no longer see it on your cash reconcile screen. To view the shift click on the “Find” button on the lower right of the main screen. Select “Shift” as the type

to view within the desired date range. Double click on the shift to view. To re-open the reconciled shift click on the “Re-open” button.

**Note:** Use extreme caution when re-opening a shift. This should only be done on a current shift and not shifts from past dates.

**10. I have reconciled my stations and transferred the money to my safe. However, when I high-light my safe and click on “Bank Deposit” the screen is blank and no tenders are displayed.. why?**

- This is a setup issue. In your tender master screen you need to define the default bank account for each tender. If the bank account is left blank, Quasar assumes you do not deposit this tender.

**11. I am a few days behind in my cash reconciliation. What should I do?**

- It is recommended that you do your cash reconciliation day by day by entering the oldest date in the cash reconciliation screen, reconciling and then moving forward to the current date. The reason you will want to reconcile by date is so that the daily bank deposits match your bank statements.

**12. I have been making sales on my cash register all day, but when I look in my cash reconcile screen no transactions are displayed. What could be wrong?**

- This is likely one of two things. First, check to see if your cash register is online. If it is offline then check your network to see if it is up. Second, check the date and time on your cash register. The transactions are given the date and time from your cash register. If the date is in the future, then the transactions will not display in the current date on the cash reconcile screen.



## Chapter 8

# Quotations, Sales and Returns

In this chapter we examine the Quasar sales process. We will discuss the creation of quotations, creating customer invoices from quotations and handling customer returns.

### 8.1 Preparing a Customer Quotation

Quasar provides you with the capability to prepare a special quote for your customers. When the customer chooses to purchase the goods in the quotation you can quickly create a customer invoice from the quotation.

1. Click on the “Sales” panel button on the left side of the main screen.
2. Follow by clicking on “Customer Quotes” in the panel.
3. From the customer quote list click on the “New” button to create a new customer quote.

Consult the online help or Quasar Reference manual for a detailed explanation of the customer quote screen.

### 8.2 Creating a Customer Invoice

The creation of the customer invoice updates the onhand inventory, increases sales and impacts the cash or receivables. There are two distinct methods to create a customer invoice:

- Create a customer invoice from a customer quote.
- Enter the items in a customer invoice manually.

### 8.2.1 Create the Customer Invoice from a Customer Quote

You can quickly create a customer invoice from an existing customer quote.

1. Click on the “Sales” panel button on the left side of the main screen.
2. Follow by clicking on “Customer Quotes” in the panel.
3. From the customer quote list click enter the name of the customer to search for and click on refresh.
4. Select the customer quote by high-lighting it and then click on edit to edit the customer quote.
5. On the right side of the customer quote screen click on “Invoice” to create a customer invoice using the information on the quotation.
6. In the customer invoice screen make adjustments and tender as necessary.

Consult the online help or Quasar Reference manual for a detailed explanation of the customer quote screen.

### 8.2.2 Create the Customer Invoice Manually

A customer invoice can be created manually by entering the items being sold manually.

1. Click on the “Sales” panel button on the left side of the main screen.
2. Follow by clicking on “Customer Invoices” in the panel.
3. From the customer invoice list click on the “New” button to create a new customer invoice.
4. Enter your customer invoice manually.

Consult the online help or Quasar Reference manual for a detailed explanation of the customer invoice screen.



## 8.3 Creating a Customer Return/Refund

The creation of the customer return updates the onhand inventory, decreases sales and impacts the cash or receivables.

1. Click on the “Sales” panel button on the left side of the main screen.
2. Follow by clicking on “Customer Invoices” in the panel.
3. From the customer invoice list click on the “New” button.
4. In the customer invoice screen, turn the “Return” toggle on. It is located on the right of the customer invoice screen.
5. The customer invoice becomes a customer return. Enter all data as positive numbers.

Consult the online help or Quasar Reference manual for a detailed explanation of the customer return screen.

## 8.4 FAQ - Quotations, Sales and Returns

This section lists some frequently asked questions pertaining to quotations, sales and returns.

1. **I have some items where I want the price to include all the taxes. For example, I sell coffee in my cafeteria for \$1.00 tax included! How do I handle this in Quasar?**
  - In the item master screen under the “Flags” tab you will find a flag called “Price Includes Tax?” Turn this flag to “on” position.
2. **I do not see a customer return screen! Where do I find it?**
  - To do a customer return open the customer invoice screen and click on the “Return” toggle. The customer invoice then becomes a customer return.
3. **Can I do a customer return by just entering negative amounts in the customer invoice screen?**
  - No! You should do a proper customer return. Entering negative amounts on a customer invoice can have a negative effect on allocations of payments.

4. **I am trying to make a customer invoice. The customer is just paying me by cheque. I do not seem to have a way to accept cheques! How do I tender and complete the transaction?**
  - Quasar does not have pre-defined tenders. You must define tenders such as cheques, Visa and MasterCard yourself using the tender master screen. Once you have defined a tender you can enter the tender type in the tender field of the customer invoice or under the tender tab of the customer invoice.
5. **When I create a customer quote is my inventory reduced by the quantities in the quote?**
  - No! The inventory is not adjusted until a customer invoice is created.
6. **I have a very large customer quote of some 200 items. Do I have to re-enter all of this information on a customer invoice when the customer decides to make a purchase?**
  - No! Quasar has a much easier way. In the customer quote screen there is a “Invoice” button. Just click on the invoice button to create an invoice from the quote.
7. **I do service work and charge labour. When I charge a customer for several hours of labour, I do not want my on hand quantities to show negative amounts because there is no inventory of this item. How do I prevent this?**
  - In the “Type” section of the item master screen you will see a type called “Inventoried?” and one called “Purchased”. For service type items these flags should both be set to the “off” position. By defining the item this way the inventory on hand quantities are not tracked.
8. **I have a customer who wishes to return an item but they have lost their receipt. What should I do?**
  - This will depend on the information you have on the original invoice:
    - If a customer number was captured on the original invoice then click on “Sales” on the left side of the main screen. Follow by clicking on “Customer Sales” at the bottom of the

panel. In the customer sales screen, enter the customer and the item for return. Select the approximate date range of the original purchase and click “Refresh”. All purchases of the item for that customer, the quantity and total price paid for the item will be displayed.

- If the customer was not captured on the original invoice you will need to view all purchases of the item. To do this, in the customer sales screen, enter the item for return. Select the approximate date range of the original purchase and click “Refresh”. All purchases of the item by all customers, quantity and total price paid for the item will be displayed.
- If you know the invoice number the best way to view the invoice is to use the “Find Transaction” screen. Click on “Find” at the bottom right of the main menu. Enter the date range, select “Customer Invoice” as the type and enter the invoice number. Click on “Refresh”. The customer invoice will be displayed. You can then double click on the customer invoice to view it.

**9. My customer wishes a detailed list of everything they have purchased. How can I provide that to him/her?**

- There is a couple of ways to provide the list depending whether you will provide a list of all items purchased, or a list of just items and/or transactions that effect the customers receivable account.
  - If you want a list of everything the customer has purchased, use the customer sales screen. Click on “Sales” on the left side of the main screen. Follow by clicking on “Customer Sales” at the bottom of the panel. In the customer sales screen, enter the customer. Select the date range to view. Then click “Refresh”. All purchases for that customer, the quantity and total price paid for all items purchased will be displayed. Click on “Print” to print the list for the customer.
  - If you wish to provide a detailed list of everything the customer has charged to their account and all payments and credits then use the detailed statement. Click on “Sales” on the left side of the main screen. Follow by clicking on “Detailed Statement” at the bottom of the panel. In the detailed statement screen, enter the customer. Select the date range

to view. Then click “Refresh”. All detailed receivable activity for that customer will be displayed. Click on “Print” to print the detailed statement for the customer.

10. **I think that some of my cashiers are working much harder than others. Is there a way I can take a broad look at the activities of my cashiers.**

- Yes, the best way is to print hourly productivity reports for all cashiers for days you wish to analyse. Click on “Reports” in the lower right of the main screen. Follow by clicking on the “Sales” tab. Select the “Hourly Productivity” report. Print the report for each cashier on the day to analyse.

## Chapter 9

# Purchasing Process

In this chapter we examine the Quasar purchasing process. We will discuss the creation of order templates, examine setting min/max quantities, review the auto ordering functions, and look at the tools and screens in the order process.

### 9.1 Create Order Templates

Quasar has an auto order function. In order to take advantage of the auto order function we recommend that you create order templates. Order templates contain a group of items that you will order from a supplier on a regular basis. Order templates can be sorted by department, subdepartment, number or by description. Alternatively you can enter the sort order. The sort order is important as you want to be able to match your internal documentation with the invoices from your vendor.

If one or more order templates are required you can create or edit a template by:

1. Click on “Setup” at the top of the main screen.
2. Follow by clicking on “Purchases”.
3. Then click on “Order Templates”.
4. From the order template list click on the “New” button to create a new order template.

Consult the online help or Quasar Reference manual for a detailed explanation of the order template master screen.

## 9.2 Setting Min/Max Order Quantities

Quasar's auto order feature uses the minimum/maximum quantities that are set at the item level. If the stock onhand, plus the stock onorder is less than or equal to the minimum quantity, Quasar will generate an order. The amount of inventory ordered will be the maximum quantity, minus the onhand and onorder quantity.

The individual min/max levels can be set in the item master screen.

1. Click on the "Inventory" panel button on the left side of the main screen.
2. Follow by clicking on "Item List" in the panel.
3. Enter an item to search.
4. Edit the item and set the min/max quantities as desired.

Consult the online help or Quasar Reference manual for a detailed explanation of the item master screen.

## 9.3 Creating a Purchase Order

There are three distinct methods to create a purchase order.

- An order can be entered manually.
- An order can be populated with an order template and the order quantities can be entered manually.
- An order complete with order quantities can be generated using the Quasar auto order function.

### 9.3.1 Manual Order

To create a manual purchase order:

1. Click on the "Purchases" panel button on the left side of the main screen.
2. Follow by clicking on "Purchase Orders" in the panel.

3. From the order list click on the “New” button to create a new order.
4. Enter your order manually.

Consult the online help or Quasar Reference manual for a detailed explanation of the purchase order screen.

### 9.3.2 Populate an Order with an Order Template

If you wish to manually enter your order quantities from a predefined list of items stored in an order template:

1. Click on the “Purchases” panel button on the left side of the main screen.
2. Follow by clicking on “Purchase Orders” in the panel.
3. From the order list click on the “New” button to create a new order.
4. Click on the “Template” button on the right of the purchase order screen and select an order template.
5. Next enter the quantities of each item to order.

Consult the online help or Quasar Reference manual for a detailed explanation of the purchase order screen.

### 9.3.3 Place an Auto Order

You can generate an auto order using Quasar’s auto order screen:

1. Click on the “Purchases” panel button on the left side of the main screen.
2. Click on “Auto Order” in the reports section at the bottom of the panel.
3. Use the auto order screen to create an auto order based on min/max quantities or based on sales history.

Consult the online help or Quasar Reference manual for a detailed explanation of the auto order screen.

## 9.4 Using Sales History to Assist in Ordering

The sales history screen is a very valuable tool for determining the correct quantities to order. You can view the sales history of an item for all sizes sold or for individual sizes.

### 9.4.1 Viewing Sales History Outside an Order

To view the sales history of an item, outside of a purchase order:

1. Click on the “Inventory” panel button on the left side of the main screen.
2. Follow by clicking on “Sales History” in the reports section at the bottom of the panel.
3. Enter the item to view.

Consult the online help or Quasar Reference manual for a detailed explanation of the purchase order screen.

### 9.4.2 Viewing Sales History Inside a Purchase Order

The sales history screen is particularly powerful when viewed from inside a purchase order.

1. Click on the “Purchases” panel button on the left side of the main screen.
2. Follow by clicking on “Purchase Orders” in the panel.
3. From the order list select a purchase order to view.
4. In the purchase order screen high-light an item to view.
5. Click on the “History” button on the right side of the purchase order screen.
6. The sales history screen will be displayed for the item.
7. By high-lighting alternate items, the sales history for the high-lighted items displays in the sales history screen.



## 9.5 Creating a Receiving Slip

The receiving slip in Quasar was designed to be used with electronic packing slips received from a supplier. They work in conjunction with the PDT-3100 handheld units. Following is the process:

1. A vendor electronically sends a packing slip to your organization.
2. A program needs to be written to convert the electronic packing slip to the XML format required by Quasar .
3. The receiving slip is created in Quasar from the XML file.
4. When the vendor ships the product they include a shipping label that can be scanned. The label contains the electronic packing slip number.
5. The label is scanned using the PDT-3100 handheld unit.
6. Receivings are downloaded from the handheld to Quasar .
7. Quasar matches the received packing slip number from the handhelds to those slips on file and creates a vendor invoice for the receiving.

You can view a receiving slip, or create and post one manually using the “Receive Items” screen.

1. Click on “Setup” at the top of the main screen.
2. Follow by clicking on “Purchases”.
3. Then click on “Packing Slips”.
4. From the receiving list click on the “New” button to create a new receiving slip.

Consult the online help or Quasar Reference manual for a detailed explanation of the receive items screen.

## 9.6 Creating a Vendor Invoice

The creation of the vendor invoice is the process that updates the inventory in Quasar . This includes the increase of the onhand quantity, the debit to the inventory account and the credit to the payables account. There are three distinct methods to create a vendor invoice:

- Create a vendor invoice using the handheld to receive.
- Enter the items in a vendor invoice manually.
- Populate the vendor invoice table from a purchase order.

### 9.6.1 Create the Vendor Invoice with Handheld Receiving

The process noted in Section 9.5 creates a vendor invoice.

### 9.6.2 Create the Vendor Invoice Manually

A vendor invoice can be created manually by entering the items being received manually.

**Note:** This method is used for receiving stock where there is no purchase order.

1. Click on the “Purchases” panel button on the left side of the main screen.
2. Follow by clicking on “Vendor Invoices” in the panel.
3. From the order list click on the “New” button to create a new vendor invoice.
4. Enter your vendor invoice manually.

Consult the online help or Quasar Reference manual for a detailed explanation of the vendor invoice screen.

### 9.6.3 Create the Vendor Invoice from a Purchase Order

To create a vendor invoice from a purchase order:

1. Click on the “Purchases” panel button on the left side of the main screen.
2. Follow by clicking on “Vendor Invoices” in the panel.
3. From the order list click on the “New” button to create a new vendor invoice.
4. Click on the “Orders” tab in the vendor invoice screen.

5. Enter the purchase order(s) to populate the vendor invoice screen.

Consult the online help or Quasar Reference manual for a detailed explanation of the vendor invoice screen.

## 9.7 Claim - Returning Product to Vendor

To return goods to a vendor or to claim for defective or damaged product use the Vendor Invoice screen to create a Vendor Claim.

**Note:** Do not enter minus quantities to create a vendor claim. This will result in vendor invoice allocation problems.

1. Click on the “Purchases” panel button on the left side of the main screen.
2. Follow by clicking on “Vendor Invoices” in the panel.
3. From the order list click on the “New” button to create a new vendor invoice.
4. On the far right of the Vendor Invoice screen, you will find the “Claim” toggle. Toggle on to create a claim.

Consult the online help or Quasar Reference manual for a detailed explanation of the vendor invoice screen.

## 9.8 FAQ - Purchasing Process

This section lists some frequently asked questions pertaining to the purchasing process.

1. **The cost of my item includes tax, yet when I purchase the item, Quasar adds the tax to my tax included cost. What is wrong?**
  - Check in the item master screen for the item. Under the “Flags” tab you will find a toggle called “Cost Includes Tax?”. This must be set to “on” if you want the tax to be included in the replacement cost of your item. If you want the bottle deposit to be included in the cost of your item you need to turn “on” the “Cost includes Deposit?” flag.

2. **I do not see a vendor claim screen or a vendor return screen to return goods to my vendor. Where do I find it?**
  - To do a vendor claim open the vendor invoice screen and click on the “Claim” toggle. The vendor invoice then becomes a vendor claim.
3. **Can I do a vendor claim by just entering negative amounts in the vendor invoice screen?**
  - No! You should do a proper vendor claim. Entering negative amounts on a vendor invoice can have a negative effect on allocations of payments.
4. **I order the same items from several vendors each week. Do I have to enter all the items on my purchase order manually each time I order.**
  - Quasar has two methods you can use. If you order the same items, but in different quantities each week, then you should create an order template for each vendor. Once you have an order template you can import the items from the template to the purchase order. If you order the same items and in the same quantities each week you can use Quasar’s cloning feature. Just edit the last purchase order to the vendor, click on “File” in the top right corner and then click on “Clone”.
5. **In the purchasing process when are the inventory quantities in Quasar updated?**
  - The inventory is increased when you create and file a vendor invoice and it is decreased when you create and file a vendor claim.
6. **Do I have to manually enter all my items on my vendor invoice? I already entered them on my purchase order!**
  - No! Quasar has a much easier way. On a new vendor invoice, click on the orders button and populate your vendor invoice by importing the data from a purchase order.
7. **I have created a purchase order. I have received the goods and have created a vendor invoice. The problem is that the**

**products that were not shipped by my supplier are still showing as on order...why?**

- In the Vendor Master screen for the vendor, you have the option of setting the “Accept Backorders” flag to yes or no. If you set it to “Yes”, then Quasar assumes that short shipped product is still on order and will be shipped on a backorder. In that case you will need to set the purchase order to inactive manually to clear the remaining on order quantities on the purchase order. If you set the “Accept Backorders” flag to “No”, then when you receive a partial shipment, Quasar will set the purchase order to inactive and clear the remaining on orders automatically.

**8. I receive very large orders of 30 or 40 pages. This makes finding items on the vendor invoice very hard and time consuming. What can I do to speed up the process?**

- Quasar has a search feature that allows you to find an item quickly on large vendor invoices. Click on “Search” on the right side of the vendor invoice to search for an item. Also, Quasar sorts items by how they are entered on the order template and purchase order. With a little planning you can create your order templates in the same order as your supplier lists them on the hard copy of their invoice. This speeds things up a great deal.

**9. I see that there is an “Auto Order” feature in Quasar. But I do not trust a computer to order my stock. How can I verify Quasar is ordering the right amount of stock for me?**

- You should always review orders created using the auto order feature. While in a purchase order you can view the sales history of each item ordered. Just high-light the item to view and click on the “History” button on the right side of the purchase order. By high-lighting different items you can view the sales history of each.



## Chapter 10

# Stock Taking Process

In this chapter we will examine the physical inventory, or as it is commonly called, the stock taking process. Quasar is designed so the you can take a complete inventory, or if preferred, you can take inventory using a perpetual method. The Quasar inventory process includes:

- Creating count records. You can have one or multiple count records.
- Reviewing items not counted to ensure all items with an onhand quantity have been counted.
- Reviewing a discrepancy report to compare your actual counts to what you should have onhand.
- Searching for items with large discrepancies and making necessary adjustments.
- Processing the counts to update your physical onhand quantities in Quasar .

### 10.1 Creating an Inventory Count Record

The first step in the stock taking process is to create the inventory counts. You can have one or multiple counts. Quasar adds all your individual counts together to give you a total count. There are two ways to create a count:

- A count can be entered manually.
- A count can be downloaded from the handheld unit.

### 10.1.1 Manual Count

To create a manual count record:

1. Click on the “Inventory” panel button on the left side of the main screen.
2. Follow by clicking on “Physical Counts” in the panel.
3. From the count list click on the “New” button to create a new count.
4. Enter your count manually.

Consult the online help or Quasar Reference manual for a detailed explanation of the count items screen.

### 10.1.2 Creating a Count from the Handheld

An inventory count can be created using the handheld unit and then downloaded to Quasar :

1. Using the handheld unit enter your inventory count.
2. Download your count(s) to Quasar .
3. The download process creates a count record that can be viewed and edited.

Consult the “Working With a Handheld” chapter in this manual for a detailed look at working with your handheld unit.

## 10.2 Viewing Items Not Counted

Once you have created your inventory count records, you will want to run a “not counted” report to see if there are any items with onhand quantities that have not been counted. If you find there are items that should have been counted, that were not, you will want to search for those items in your store and edit your counts as may be required. This report can be run for a department, a subdepartment a group or a location.

1. Click on the “Inventory” panel button on the left side of the main screen.



2. Follow by clicking on “Physical Counts” in the panel.
3. From the count list click on the “Process” menu at the top of the count list.
4. From the combo box select “Items Not Counted”.
5. Enter your criteria to search and click on “OK”.

Consult the online help or Quasar Reference manual for a detailed explanation of the items not counted report.

## 10.3 Creating a Discrepancy Report

The discrepancy report totals the items from all of your counts and compares what you should have counted to what you actually counted. Any discrepancies are printed on the report for your review. You will want to conduct an audit of your stock and review the counts for all significant discrepancies. Edit the counts as may be required.

1. Click on the “Inventory” panel button on the left side of the main screen.
2. Follow by clicking on “Physical Counts” in the panel.
3. From the count list click on the “Process” menu at the top of the count list.
4. From the combo box select “Discrepancy Report”.

Consult the online help or Quasar Reference manual for a detailed explanation of the discrepancy report.

## 10.4 Searching for Items in Your Counts

It may be necessary for you to search through one or more large counts to find your counted quantities for an item. The “Search for Item” process lists all counts and the line number that an item appears on.

1. Click on the “Inventory” panel button on the left side of the main screen.

2. Follow by clicking on “Physical Counts” in the panel.
3. From the count list click on the “Process” menu at the top of the count list.
4. From the combo box select “Search for Item”.

Consult the online help or Quasar Reference manual for a detailed explanation of the search for item report.

## 10.5 Processing Your Counts

When you have created your counts and are confident that your new counts are accurate you can process the counts and update your onhand quantities. The count process creates an item adjustment for those items which the onhand is being adjusted. At the same time the active inventory counts are all set to inactive. The inactive counts can be viewed at a later date by clicking on the “Show Inactive?” toggle on your count list.

1. Click on the “Inventory” panel button on the left side of the main screen.
2. Follow by clicking on “Physical Counts” in the panel.
3. From the count list click on the “Process” menu at the top of the count list.
4. From the combo box select “Process Counts”.

Consult the online help or Quasar Reference manual for a detailed explanation of the process counts function.

## 10.6 FAQ - Stock Taking Process

This section lists some frequently asked questions pertaining to the stock taking process.

1. **What handheld devices can I use with Quasar for taking my physical inventory?**
  - The only device that Quasar supports for this is the Symbol PDT-3100 handheld device.

- 2. I want to have over ten employees assist with stock taking and I have the same item in several places in my store. How do I figure out which items have been counted more than once and how do I add the quantities together.**

- You do not have to do anything special. An item may be counted several times and be on different counts. For reporting and for processing the physical inventory, Quasar adds all individual counts together for you.

- 3. Before I post my physical counts, how do I know if my inventory is accurate.**

- Quasar has some very good tools to assist you.
  - First, you can run the “Discrepancy Report” which will show the variance between your actual count and what your system on hand levels are. Click on “Report” on the right side of your screen, follow by clicking on “Inventory” and select the “Count Discrepancy” report.
  - Next, you can view the “Items Not Counted” report to see items that are in your system as being in stock but do not appear on your physical count. Click on “Report” on the right side of your screen, follow by clicking on “Inventory” and select the “Items Not Counted” report.
  - You can print a “Count Verify” report to verify any individual count. Click on “Report” on the right side of your screen, follow by clicking on “Inventory” and select the “Count Verify” report.

- 4. I know that I have an item in several different places in my store. How can I check my multiple counts to see if the item was counted in all store locations?**

- You can search for an item. From the “Process” menu choice at the top of the count list, select “Search for Item”. This process lists all counts and the line number of a count for an item.

- 5. I counted my stock this evening but my on hand levels have not changed to match my count. What is wrong?**

- This means that you have not processed your counts. The new counts will not take effect until you process the counts. From the

“Process” menu choice at the top of the count list, select “Process Counts” to post your new on hand levels.

**6. I did my count several days ago and I want to process my counts today. Is that a problem?**

- If you have made any sales since you did your count...then “YES” that would be a big problem. Typically you should take your physical inventory when you are closed for business and you should complete your stock taking and process the counts prior to re-opening.

## Chapter 11

# Prices, Promotions and Labels

In this chapter we will discuss the various methods of updating and managing your costs and selling prices. We will also discuss printing shelf labels and how you define your labels using XML.

### 11.1 Updating Your Costs

Quasar allows you to maintain both regular and special costs. Cost prices are set by the item size.

#### 11.1.1 Update Regular Costs

Update your regular cost prices using the “Item Master” screen.

1. Click on the “Inventory” panel button on the left side of the main screen.
2. Follow by clicking on “Item List” in the panel.
3. Enter the item to search and click “Refresh”
4. High-light the item and click on “Edit” or double click on the item using your mouse.
5. In the “Item Master” edit the cost as required.

**Note:** The cost for the default purchase size may be changed in the “General” tab. To edit the cost of alternate sizes click on the “Cost & Prices” tab.

Consult the online help or Quasar Reference manual for a detailed explanation of the “Item Master” screen.

### 11.1.2 Updating Special Costs

In Quasar you can set special costs using the “Cost Master” screen. These costs can be for a single item, a group of items or a supdepartment. The special cost can be time sensitive, can have quantity limits and/or quantity maximums, and can include either special pricing, a percentage discount or a dollar discount. To update the costs using the “Cost Master” screen:

1. Click on the “Inventory” panel button on the left side of the main screen.
2. Follow by clicking on “Item List” in the panel.
3. Enter the item to search and click “Refresh”
4. High-light the item and click on “Edit” or double click on the item using your mouse.
5. In the “Item Master” click on the “Costs” button. The cost list will be displayed.
6. Click on “New” to create a new cost.

or:

1. Click on “Setup” at the top of the main screen.
2. Follow by clicking on “Inventory”.
3. Then click on “Prices & Costs”.
4. Click on the “Cost” tab.
5. In the cost list click on “New” to create a new cost.

Consult the online help or Quasar Reference manual for a detailed explanation of the “Cost Master” screen.

### 11.1.3 Updating Costs Remotely

Quasar has an XML import facility which can be used for importing costs from your vendors. Consult the XML import section in this manual.

## 11.2 Updating and Managing Selling Prices

Quasar has very advanced price management. The price a customer receives may be:

- a regular price which can be:
  - regular single prices (example - \$1.00)
  - at/for pricing (example - 3/\$1.00)
  - you can include both taxes and/or container deposits in the selling price. (Quasar accurately breaks out the taxes and deposits for your customer)
- a promotional price which can be:
  - regular single prices (example - \$1.00)
  - at/for pricing (example - 3/\$1.00)
  - minimum quantity (example - 1-4 units \$1.00 each, 4 or more units \$.90 each)
  - quantity limits (example - limit of 3 at promotion price)
  - mix/match pricing (link numerous items to a group and link a special price to all items in the group)
  - special pricing for a single customer or group of customers
  - promotions with opening and closing dates
  - prices valid only on specific days of the week
  - cost plus pricing (example - a customer can be billed cost plus 10%)
  - percent off pricing (example - a customer can be billed price less 5%)
  - dollar off pricing (example - a customer can be billed price less \$1.00)
- a transaction discount price calculated automatically by linking the customer to a transaction discount

- a discount price taken by the cashier
- a price override by the cashier

### 11.2.1 Update Regular Selling Prices

#### Update Prices One By One

Update your regular selling prices one by one using the “Item Master” screen.

1. Click on the “Inventory” panel button on the left side of the main screen.
2. Follow by clicking on “Item List” in the panel.
3. Enter the item to search and click “Refresh”.
4. High-light the item and click on “Edit” or double click on the item using your mouse.
5. In the “Item Master” edit the selling price as required.

**Note:** The selling price for the default selling size may be changed in the “General” tab. To edit the selling price of alternate sizes click on the “Cost & Prices” tab.

Consult the online help or Quasar Reference manual for a detailed explanation of the “Item Master” screen.

#### Update Multiple Prices

Update multiple prices at the same time using the “Price Batch” screen. You can enter the items into a price batch manually or you can populate the item table from:

- department, subdepartment, group or location
- a vendor invoice
- a purchase order

Once you have determined your approximate selling prices you can round the prices to your favorite price points using your rounding rules which must have been pre-defined in the “Quasar Configuration” screen.



1. Click on the “Inventory” panel button on the left side of the main screen.
2. Follow by clicking on “Price Batch” in the panel.
3. In the price batch list click on “New”

Consult the online help or Quasar Reference manual for a detailed explanation of the “Price Batch” screen.

### 11.2.2 Create Promotion Prices

#### Create a Single Promotion or Special Price

Special or promotion selling prices can be set for a single or group of item using the “Price Master” screen.

1. Click on the “Inventory” panel button on the left side of the main screen.
2. Follow by clicking on “Item List” in the panel.
3. Enter the item to search and click “Refresh”.
4. High-light the item and click on “Edit” or double click on the item using your mouse.
5. In the “Item Master” click on the “Prices” button. The price list will be displayed.
6. Click on “New” to create a new selling price.

or:

1. Click on “Setup” at the top of the main screen.
2. Follow by clicking on “Inventory”.
3. Then click on “Prices & Costs”.
4. Click on the “Price” tab.
5. In the price list click on “New” to create a new price.

Consult the online help or Quasar Reference manual for a detailed explanation of the “Price Master” screen.

### Create a Promotion Batch

You can enter the promotion prices for all items in a promotion using the promotion batch.

1. Click on the “Inventory” panel button on the left side of the main screen.
2. Follow by clicking on “Promotion Batch” in the panel.
3. Enter the item to search and click “Refresh”.
4. In the promotion batch list click on “New” to create a new promotion batch.

Consult the online help or Quasar Reference manual for a detailed explanation of the “Promotion Batch” screen.

### 11.2.3 Updating Selling Prices Remotely

Quasar has an XML import facility which can be used for importing selling prices and promotion prices from your vendors or from your head office. Consult the XML import section in this manual.

## 11.3 Defining and Giving Discounts

### 11.3.1 Create a Discount

In order to give a customer either an item or transaction discount, you must first define the discounts in your “Discount Master” screen. To create new discounts:

1. Click on “Setup” at the top of the main screen.
2. Follow by clicking on “Sales”.
3. Then click on “Discounts”.
4. From the discount list click on the “New” button to create a new discount.

Consult the online help or Quasar Reference manual for a detailed explanation of the discount master screen.

### 11.3.2 Link a Customer to a Discount

The cashier can give item discounts or transaction discounts manually. Transaction discounts can be linked to a customer in such a way that the customer will always receive the transaction discount. To link a customer to a discount:

1. Click on the “Card” panel button on the left side of the main screen.
2. Follow by clicking on “Address Book” in the panel.
3. Then click on the “Customers” tab.
4. Enter the customer to search.
5. High-light the customer and click on “Edit” or double click on the customer with your mouse.
6. In the “Customer Master” screen click on the “Transaction” tab.
7. Enter the appropriate transaction discount to link the customer.

Consult the online help or Quasar Reference manual for a detailed explanation of the customer master screen.

## 11.4 Printing Shelf Labels

When prices are changed it is important that your shelf labels are kept current. Shelf labels are printed from a “Label Batch”. A label batch may be created:

- from the price batch screen
- from the promotion batch screen
- by entering items in the label batch manually

To create a new label batch or edit an existing batch and print labels:

1. Click on the “Inventory” panel button on the left side of the main screen.
2. Follow by clicking on “Label Batch” in the panel.

3. In the label batch list click on “New” to create a new batch or;
4. High-light an existing batch to edit and/or print labels.

Consult the online help or Quasar Reference manual for a detailed explanation of the label batch screen.

## 11.5 Define Labels and Shelf Talkers with XML

You can design your own Quasar labels and shelf talkers by creating an XML label file. Once you have created an XML label file you can place it in your /opt/quasar/labels directory in Linux or in the \Program Files\Quasar\Labels directory in Windows. Once the label file exists you can use it to generate labels.

In this section we will review the creation of an XML label file and the various options available. We suggest that you review this documentation in conjunction with viewing the pre-defined XML label files.

1. The format of an XML label file is that it starts with `<!DOCTYPE type >` and it has one top level tag called the root tag. So for the label XML files, Quasar uses a document type of "LABEL\_DEFN" and a top tag of "LabelDefn".
2. The things in the file are tags. Every tag starts with the tag name like this `" < tag > "` and ends with a slash and the tag name like this `" < /tag > "`.
3. Tags can be nested but not out of sequence. So you can have:

- `< pen >< color > red < /color >< /pen >`

but not something like this:

- `< pen >< color > red < /pen >< /color >`

4. Objects and text are plotted on a label using points. All sizes are in points. With points there are 72 in an inch so if you put a rectangle at 72,144 on a page with no margins, it would be one inch from the left and two from the top. Using a `< scale >` tag, that can be set at the top level of a label definition, you can scale all your values that you use. For example if you set the top scale to .1, then all the values you use for label item positioning should be in deci-points (ie: 720 per inch). This will allow more accurate placement when needed.

5. The first part of the label defines the page layout. You specify the size of the paper, the size of the top and left margins, and the size of the label. You also specify the vertical and horizontal gap between labels and the number of rows and columns of labels. This tells Quasar everything I need to know about laying out each label. Following shows an example of the first part of a label layout:

```
<!DOCTYPE LABEL_DEFN>
<LabelDefn>
  <name>Testing</name>
  <type>Shelf</type>
  <pageWidth>612</pageWidth>
  <pageHeight>792</pageHeight>
  <topMargin>36</topMargin>
  <leftMargin>18</leftMargin>
  <rows>2</rows>
  <columns>1</columns>
  <orientation>portrait</orientation>
  <labelWidth>576</labelWidth>
  <labelHeight>360</labelHeight>
  <hgap>0</hgap>
  <vgap>0</vgap>
```

6. Next comes a list of things to show on each label. Many of them have a x and y location. These locations are the distance from the top left corner of the label to the top left corner of the item to show on the label. So if you define a rectangle to be 36 wide and 36 high with a x location of 72 and a y location of 144, it means you have a 1/2 inch square location 1 inch from the left and 2 inches down from the top level corner of each label.
7. Near the top of the label definition it defines a name and a type. The name is what shows up in the shelf labels screen and the type is "Shelf".
8. Every label object type (rect, ellipse, ...) has some data they share. The data doesn't make sense for all types of data though (for example setting the font size of a rectable doesn't do anything). The shared data are the pen, the brush, and the font.

rect                      Define an object to be a rectangle. Following is an example:

```

<rect>
  <x>0</x> <y>0</y> <width>570</width> <height>320</height>
  <pen><style>no pen</style></pen>
  <brush><color>yellow</color></brush>
</rect>

```

polygon                    A figure with several angles and sides. Usually over four. Following is an example:

```

<polygon>
  <x>144</x> <y>72</y> <width>72</width> <height>72</height>
  <pen><width>4</width><joinStyle>round</joinStyle><color>blue</color><
  <scale>2</scale>
  <point>36,0</point>
  <point>45,27</point>
  <point>72,27</point>
  <point>50,45</point>
  <point>59,72</point>
  <point>36,54</point>
  <point>13,72</point>
  <point>22,45</point>
  <point>0,27</point>
  <point>27,27</point>
</polygon>

```

rrect                    A rectangle with rounded corners. Following is an example:

```

<rrect>
  <x>252</x> <y>72</y> <width>72</width> <height>72</height>
  <xr>50</xr> <yr>50</yr>
  <pen><color>green</color></pen>
</rrect>

```

ellipse                    A closed curve such as a circle. Following is an example:

```

<ellipse>
  <x>360</x> <y>72</y> <width>72</width> <height>72</height>
  <pen><color>orange</color></pen>
</ellipse>

```

panel                    A raised (usually rectangular) object. Following is an example:

```
<panel>
  <x>468</x> <y>72</y> <width>72</width> <height>72</height>
</panel>
```

text                    Regular text made up of standard characters. As with objects you first define the size and location of a box within which your text will appear. Special text tags include:

< *halign* >            You can set halign to "left", "right", or "center" (defaults to "left") This allows you justify your text to right, center or left of your text box.

< *valign* >            . You can set valign to "top", "bottom", or "center" (defaults to "center"). This allows you to justify your text vertically in your text box.

< *wordWrap* >           To stop text from getting automatically wrapped set the flag to "Off". This causes the text to get chopped off when it reaches the end of your allocated space. The default is to have wordWrap set to "On".

Following is a text example:

```
<text>
  <x>468</x> <y>124</y> <width>72</width> <height>108</height>
  <font><size>10</size></font>
  <text>This is some test text to try out text printing</text>
</text>
```

barcode                A series of bars used for scanning purposes. Following is an example:

```

<barcode>
  <x>36</x> <y>280</y> <width>72</width> <height>72</height>
  <format>code39</\format>
  <text>@number</text>
</barcode>

```

9. You can use scaling factors on any label item (rect, polygon, barcode, text, ...) For example if you had an object that was 1 wide and you wanted to make it 4 inches wide you could use `< scale > 4 < /scale >`. You can also scale differently along the X and Y axis so if you did `< scaleX > .5 < /scaleX >` the item would show up at 1/2 the width but the same height or `< scaleY > 2 < /scaleY >` would make the item twice as high but no wider.
10. The pen controls the outline drawing operations. So if you draw a square, the pen controls things like the width and color of the line around the outside. The things you can set in the `pen` tag are:

color	The color of the pen (either a name or #RRGGBB)
width	The width of the pen line (0 means use smallest possible)
style	The style of line drawn (see below)
capStyle	The style of caps (see below)
joinStyle	The style of joins (see below)

11. The pen styles are:

0	No pen (use to not draw outline but just fill in a square)
1	Solid line (default)
2	Dash line
3	Dot line
4	Dash/dot line
5	Dash/dot/dot line

12. The cap style controls how the end points of lines are drawn. These become more visible when you use larger pen widths.

0	Flat cap (default)
---	--------------------



- 1      Square cap
  - 2      Round cap
13. The join style controls how joined points in a polygon are drawn. Again you need larger pen widths to see this.
- 0      Miter join
  - 1      Bevel join
  - 2      Round join
14. The brush controls how the background is drawn. So for a rect type object for example, you can set the pen to black and the brush to red and what you get is a red rectangle with a black border. The things you can set for the brush are:

color	Brush painting color
style	Brush painting style
	0      No brush (don't fill shapes - this is the default)
	1      Solid color (this is the default style)
	2      94% fill pattern
	3      88% fill pattern
	4      63% fill pattern
	5      50% fill pattern
	6      37% fill pattern
	7      12% fill pattern
	8      6% fill pattern
	9      Horizontal lines pattern
	10     Vertical lines pattern
	11     Crossing lines pattern
	12     Diagonal lines (/)
	13     Diagonal lines \
	14     Diagonal cross pattern
	15     Custom pattern (pixmap)
pixmap	Pixmap to use for background. You specify a brush pixmap by giving the file pathname.

font The `< font >` tag can have these things set:

< <i>family</i> >	Family of fonts (Times, Courier, Helvetica)
< <i>size</i> >	Point size of font
< <i>weight</i> >	Weight of font. The font weight can either be "normal" or "bold" or a number from 0 to 99 where the values are:
	Light                      25
	Normal                    50
	Demi-bold                63
	Bold                       75
	Black                     87
< <i>underline</i> >	Flag for setting underline (Yes/No)
< <i>italic</i> >	Flag for italics
< <i>strikeout</i> >	Flag for strike-out
< <i>fixedPitch</i> >	Fixed pitch font (means non-proportional)

15. The barcode format can be:

auto	Any (automatically pick the best to use)
upc-a	UPC-A
upc-e	UPC-E
ean-8	EAN-8
ean-13	EAN-13
code39	Code 39
code93	Code 93
code128	Code 128
i2of5	Interleave 2 of 5
plessy	Plessy
msi	MSI-Plessy
codebar	Codabar

You can set the < *height* > of the barcode and you can set the < *width* > of each barcode (not the total so you should usually set the width to 1).

16. You can define a number of variables. These variables start with an @ and are used to draw data from Quasar and include this data on the label.

@number	The item number
@description	The item description
@price	The price of the item
@date	The current date
@size	The size of the item
@location	The items shelf location
@order_qty	The minimum order quantity (case size) for the item
@order_number	The vendor number for the item
@extra:XXX	This is for extra info fields defined by the user. Replace the XXX with the exact name of the extra info field

## 11.6 FAQ - Prices, Promotions and Labels

This section lists some frequently asked questions pertaining to managing prices, promotions and labels.

1. **I wish to change prices for multiple items at the same time. Is there a way that I can do this?**
  - Yes, you can use the price batch screen to change the price on specific departments, subdepartments, locations, groups, items or even for items ordered on a purchase order or received on an invoice. Click on “Inventory” at the left side of the main screen and follow by clicking on “Price Batch” in the panel.
2. **In my store I have promotions that start on a specific date and end on a specific date. Does Quasar handle this?**
  - Yes, Quasar has a promotion feature. Promotions can be defined in the promotion batch screen and can include start and end dates. Click on “Inventory” at the left side of the main screen and follow by clicking on “Promotion Batch” in the panel.
3. **I wish to take advantage of some market gains created from supplier increases. I see I can generate new prices from the replacement cost using the price batch screen. But I also receive an 8% supplier discount on some items. How does**

**this factor in when Quasar calculates new suggested retail prices?**

- If you have discounts or known costs that effect the landed cost of your item, then you can enter data in the “Cost Discount” field of the item master screen for each item effected. The “Cost Discount” field was created specifically for use with the calculation of prices.

**4. I sell goods to a sister company at a 5% markup from cost. How do I use Quasar to accomplish this?**

- You can use the price master screen. Click on “Setup” at the top of the main screen. Follow by clicking on “Inventory”. Then click on “Prices & Costs”. Click on the “Price” tab. In the price list click on “New” to create a new price. In the process of created the special cost for your customer you will see a toggle called “Cost Plus” in the pricing method section of the screen. Turn on the toggle and enter the % amount to charge for an item.

**5. I do not like to have my prices end in numbers like “22 or 27” I like all my numbers to end in a “9” if possible. How can I facilitate this in Quasar without having to calculate selling prices manually?**

- Quasar provides the ability for you to define your rounding rules. This allows you to round your prices to end in the numbers you desire. Rounding rules are defined in the company master screen. Click on “Setup” at the top of the main menu. Follow by clicking on “System” and then on “Companies”. From your company list double click on the company to edit. This will bring up the company master screen. Click on “Rounding” to define your rounding rules.

**6. We have multiple stores. What is the best way to send out price increases to the stores?**

- Quasar has an XML import feature that allows you to automatically import price batches into Quasar. Refer to the XML section in this manual.

**7. I wish to give a 10% discount on only electrical supplies to electrical contractors. Is there a way I can do this so I do not have to rely on the cashiers to give the discount?**

- Yes, first you will want to use the group master screen to create a customer group called “Electrical” and you will also want to create an inventory group called “Electrical”. To create your new groups click on “Setup” at the top of the main screen. Follow by clicking on “System” and then on “Groups”. In the group list click on “New” to create the new groups. Once you have created your new groups you will want to use the customer master screen to add the customer group to each customer master record for all electrical contractors. You will also want to use the item master screen to add the inventory group to all electrical items. You can now create a new price record using the price master screen that gives a discount to all items in the “Electrical” item group to only customers in the “Electrical” customer group.



## Chapter 12

# Cheques and Bank Reconcile

In this chapter we will discuss the creation of cheques, printing cheques and reconciling your bank account. With Quasar you can create:

- quick cheques to pay miscellaneous expenses
- cheques to pay bills and effect payables detail
- cheques that are debited directly to a customer card and effect the card detail

Once cheques have been written you can print them using Quasar's print cheque function and when your bank statement arrives you can reconcile it using Quasar's bank reconcile feature.

### 12.1 Cheques for Miscellaneous Expenses

To write a cheque to pay a miscellaneous expense you will use the Quasar "Write Cheque" screen.

**Note:** When a cheque is written in this manner there is no payables accounting entry. The only ledger accounts affected will be the bank account that the cheque is drawn on and the expense accounts entered.

To write a quick cheque:

1. Click on the "Cheque" panel button on the left side of the main screen.
2. Follow by clicking on "Write Cheque" in the panel.

Consult the online help or Quasar Reference manual for a detailed explanation of the write cheque screen.

## 12.2 Pay Bills

When we say pay bills, what we are referring to is the payment of bills that have been entered as a payable using a vendor invoice. You can choose to pay either a single vendor using the “Vendor Payment” function or you can choose to pay multiple bills using the “Pay Bills” function. After you have recorded the payments you can then use the Quasar “Print Cheque” screen to physically print your cheques.

### 12.2.1 Pay a Single Vendor

To pay a single vendor:

1. Click on the “Purchases” panel button on the left side of the main screen.
2. Follow by clicking on “Vendor Payment” in the panel.

Consult the online help or Quasar Reference manual for a detailed explanation of the vendor payment screen.

### 12.2.2 Pay Multiple Vendors

To pay multiple vendors:

1. Click on the “Purchases” panel button on the left side of the main screen.
2. Follow by clicking on “Pay Bills” in the panel.

Consult the online help or Quasar Reference manual for a detailed explanation of the pay bills screen.

## 12.3 Write Customer Cheques

A customer cheque reduces the balance of the customers receivable account and affects the receivable detail. This is an excellent feature for paying back customer deposits and paying out receivable credits in one fast and efficient step. To create a customer cheque:



1. Click on the “Cheque” panel button on the left side of the main screen.
2. Follow by clicking on “Customer Cheque” in the panel.

Consult the online help or Quasar Reference manual for a detailed explanation of the customer cheque screen.

## 12.4 Print Cheques

Once you have recorded a cheque using the “Write Cheques”, “Vendor Payment”, “Pay Bills” or “Customer Cheque” screen you can print the cheques by selecting which cheques to print from a cheque list. To print cheques:

1. Click on the “Cheque” panel button on the left side of the main screen.
2. Follow by clicking on “Print Cheques” in the panel.
3. From the “Print Cheques” screen select which cheques to print.

Consult the online help or Quasar Reference manual for a detailed explanation of the print cheques screen.

## 12.5 Reconcile a Bank Account

When you receive your bank statement you can use the Quasar “Account Reconcile” screen to reconcile your bank records to that of your bank. You do not have to complete a reconcile in one sitting. You can file a partially reconciled record and you can then complete it at a later date or time. To reconcile an account:

1. Click on the “Cheque” panel button on the left side of the main screen.
2. Follow by clicking on “Reconcile” in the panel.
3. From the “Reconcile List” click on the “New” button.
4. Match your Quasar records to those recorded on the bank statement.

Consult the online help or Quasar Reference manual for a detailed explanation of the account reconcile screen.

## 12.6 FAQ - Cheques and Band Reconcile

This section lists some frequently asked questions pertaining to cheques and bank reconcile.

1. **What is the difference between using the “Write Cheque” screen, the “Paybills Screen” or the “Vendor Payment” screen?**
  - The “Write Cheque” screen is a way of creating quick cheques for miscellaneous bills. Cheques written from this screen do not impact the payables detail. To pay a vendor and have the payables detail impacted accordingly you would use the “Vendor Payment” screen to pay just one vendor or you would use the “Pay Bills” screen to pay multiple vendors.
2. **I want to write my cheques by hand and do not want to print them on the printer! How do I enter this in Quasar?**
  - To pay miscellaneous bills you would still use the “Write Cheques” screen and to pay your payables you would use the “Vendor Payment” or the “Pay Bills” screen. The only difference is that you would not go to the “Print Cheques” screen to physically print your cheques from Quasar.
3. **I do not see a way to enter bank charges in the bank reconcile screen. How do I enter miscellaneous bank charges?**
  - Bank charges such as interest and fees should be entered using the “Journal Entry” screen. Click on “Ledger” on the left side of the main menu and follow by clicking on “Journal Entry”.
4. **Quasar defaults to the next cheque number, but sometimes I need to enter my own cheque number. Is that possible?**
  - Yes, just click in the “Id No” field and replace the “#” with your new number.

## Chapter 13

# Importing Data Using XML Files

This chapter is for advanced users who wish to create their own XML data import files.

### 13.1 XML File Structure

An XML file must have proper structure and must contained the tags defined for use in Quasar .

See the following sample of a small XML data file and an explanation of its contents:

```
<!DOCTYPE IMPORT><IMPORT>
<account>
  <name>Savings</name>
  <number>1010</number>
  <type>0</type>
</account>
</IMPORT>
```

1. The format of a XML file is that it starts with `<!DOCTYPEtype >` and it has one top level tag called the root tag. So for the import XML files, Quasar uses a document type of "IMPORT"
2. Definitions in the file are tags. Every tag starts with the tag name like this "`< tag >`" and ends with a slash and the tag name like this "`< /tag >`".

3. Tags can be nested but not out of sequence. So you can have:

- `< account >< name > Savings < /name >< /account >`

but not something like this:

- `< account >< name > Savings < /account >< /name >`

4. The root tag has child tags each of which is a type of Quasar data. These data tags are `< account >`, `< group >`, ... Each data tag has some child tags describing the data such as `< name >`, `< number >`, ... These tags have certain formats which need to be described:

**Text** this is for things like names. Some special characters need to be marked specially.

**Number** these are in simple number format as either integers or decimals. No scientific notation allowed and all base 10.

**Boolean** these hold text of either "Yes" or "No", "YES" or "NO", or "yes" or "no".

**Date** date text in the format YYYY-MM-DD

**Time** time text in the format HH:MM:SS using military time

**Special Characters** In XML the following special characters need to be defined in a special way:

```
&    should be  &amp;
"    should be  &quot;
'    should be  &apos;
<    should be  &lt;
>    should be  &gt;
```

## 13.2 XML Data Definitions

The account data is shown in detail so that you can understand the format of a Quasar XML import file. It must be noted that the remainder of the XML data documentation provides brief descriptions only. For detailed descriptions of the attributes refer to the online help in the master screens or review the sections in the guide dealing specifically with the master screens.

### 13.2.1 Account Records

This section explains the various tags that can be used when importing a ledger account record.

#### Insert a New Account

**account**            The parent tag for inserting a new account, or;

**accountInsert**    Alternate parent tag to insert a new account.

- *< account >*
- *< /account >*

<b>name</b>	The name of the ledger account.
	<ul style="list-style-type: none"> <li>• <i>&lt; name &gt; Savings &lt; /name &gt;</i></li> </ul>
<b>number</b>	The number of the ledger account.
	<ul style="list-style-type: none"> <li>• <i>&lt; number &gt; 1020 &lt; /number &gt;</i></li> </ul>
<b>type</b>	Defines the type of account. Following is are the numeric entries used to define account types
	0        Bank
	1        Receivable
	2        Inventory
	3        Other Current Asset
	4        Fixed Asset
	5        Other Asset
	6        Accounts Payable
	7        Credit Card
	8        Other Current Liability
	9        Long Term Liability
	10       Equity
	11       Income
	12       Cost of Goods Sold
	13       Expense
	14       Other Income
	15       Other Expense

	<ul style="list-style-type: none"> <li>• <code>&lt; type &gt; 1 &lt; /type &gt;</code></li> </ul>																		
<b>header</b>	Defines the account as being a header for other accounts. Use “Yes” as the flag. <ul style="list-style-type: none"> <li>• <code>&lt; header &gt; Yes &lt; /header &gt;</code></li> </ul>																		
<b>parent</b>	Defines the accounts parent. Use the account name as the data. <ul style="list-style-type: none"> <li>• <code>&lt; parent &gt; Sales &lt; /parent &gt;</code></li> </ul>																		
<b>link</b>	Defines the configuration links for the account. <table> <tr> <td><b>retained</b></td><td>links the account as the retained earnings account</td></tr> <tr> <td><b>historical</b></td><td>links the account as the historical balance account</td></tr> <tr> <td><b>customer</b></td><td>links the account as the default receivable account</td></tr> <tr> <td><b>vendor</b></td><td>links the account as the default payables account</td></tr> <tr> <td><b>customer_terms</b></td><td>links the account as the default customer terms account</td></tr> <tr> <td><b>vendor_terms</b></td><td>links the account as the default vendor terms account</td></tr> <tr> <td><b>deposit</b></td><td>links the account as the default container deposits account</td></tr> <tr> <td><b>transfer</b></td><td>links the account as the default transfer accrual account</td></tr> <tr> <td><b>split</b></td><td>links the account as the default transfer accrual account for transferring data from</td></tr> </table>	<b>retained</b>	links the account as the retained earnings account	<b>historical</b>	links the account as the historical balance account	<b>customer</b>	links the account as the default receivable account	<b>vendor</b>	links the account as the default payables account	<b>customer_terms</b>	links the account as the default customer terms account	<b>vendor_terms</b>	links the account as the default vendor terms account	<b>deposit</b>	links the account as the default container deposits account	<b>transfer</b>	links the account as the default transfer accrual account	<b>split</b>	links the account as the default transfer accrual account for transferring data from
<b>retained</b>	links the account as the retained earnings account																		
<b>historical</b>	links the account as the historical balance account																		
<b>customer</b>	links the account as the default receivable account																		
<b>vendor</b>	links the account as the default payables account																		
<b>customer_terms</b>	links the account as the default customer terms account																		
<b>vendor_terms</b>	links the account as the default vendor terms account																		
<b>deposit</b>	links the account as the default container deposits account																		
<b>transfer</b>	links the account as the default transfer accrual account																		
<b>split</b>	links the account as the default transfer accrual account for transferring data from																		

	one ledger account to another
physical	links the account as the default physical inventory expense account
charge	links the account as the default for interest service charges
bank	links the account as the default bank account
over_short	links the account as the default account for overages and shortages in the dayend cash reconciliation process

- *< link > deposit < /link >*

Following is a sample of some account XML data:

```

<account>
  <name>Cash On Hand - Stations</name>
  <number>1000</number>
  <type>0</type>
</account>
<account>
  <name>Cash On Hand - Safe</name>
  <number>1010</number>
  <type>0</type>
</account>
<account>
  <name>Chequing</name>
  <number>1020</number>
  <type>0</type>
  <link>bank</link>
</account>

```

**Update an Account Record**

<code>accountUpdate</code>	Parent tag for updating an account.
<code>oldName</code>	select the account record to update, or;
<code>oldNumber</code>	alternate tag for updating a account record.

The following example XML data would change account number “9010” to be account number “9015”.

```
<accountUpdate>
  <oldNumber>9010</oldNumber>
  <number>9015</number>
</accountUpdate>
```

**13.2.2 Company Records****Update a Company Record**

<code>companyUpdate</code>	Parent tag for updating a new company (note only can be one company record per database)
<code>name</code>	the name of the company
<code>street</code>	the first line of the street address of the company
<code>street2</code>	the second line of the street address of the company
<code>city</code>	the name of the city
<code>province</code>	the province or state
<code>country</code>	the country
<code>postal</code>	the postal code or zip code
<code>phone</code>	the phone number
<code>fax</code>	the fax number
<code>email</code>	the email address
<code>webPage</code>	the web page URL
<code>rounding</code>	defines the rounding rules for the store (see example)



Following is a sample of company XML data:

```
<companyUpdate>
  <oldNumber>1</oldNumber>
  <name>Sample Company</name>
  <street>101 Demonstration Valley</street>
  <street2>East Parkway</street2>
  <city>Anycity</city>
  <province>Anyprov</province>
  <country>Canada</country>
  <postal>TOM 1X0</postal>
  <phone>555-5555</phone>
  <fax>555-5556</fax>
  <email>demo@anyweb.com</email>
  <webPage>www.demo.com</webPage>
  <rounding endsIn="1" addAmt="- .03"/>
  <rounding endsIn="2" addAmt=".03"/>
  <rounding endsIn="3" addAmt=".02"/>
  <rounding endsIn="4" addAmt=".01"/>
  <rounding endsIn="5" addAmt=".00"/>
  <rounding endsIn="6" addAmt=".02"/>
  <rounding endsIn="7" addAmt=".01"/>
  <rounding endsIn="8" addAmt=".00"/>
  <rounding endsIn="9" addAmt="- .01"/>
  <rounding endsIn="0" addAmt="- .02"/>
</companyUpdate>
```

### 13.2.3 Store Records

#### Insert a Store Record

store	Parent tag for inserting a new store, or;	
storeInsert	Alternate parent tag for inserting a new store.	
	name	the name of the store
	number	the number of the store
	contact	the contact person at the store
	street	the first line of the street address of the store

street2	the second line of the street address of the store
city	the name of the city
province	the province or state
country	the country
postal	the postal code or zip code
phone	the phone number
fax	the fax number
email	the email address
webPage	the web page URL
canSell	(Yes or No), defines if the store can sell items

Following is a sample of store XML data:

```
<store>
  <name>Hotel</name>
  <number>2</number>
  <canSell>Yes</canSell>
</store>
```

### Update a Store Record

storeUpdate	Parent tag for updating a store.
oldName	select the store record to update, or;
oldNumber	alternate tag for updating a store record.

The following sample XML update would change the store with the name of “Hotel” to be store number “26” and set it’s cansell flag to “No”.

```
<storeUpdate>
  <oldName>Hotel</oldName>
  <number>26</number>
  <canSell>No</canSell>
</storeUpdate>
```

### 13.2.4 Station

#### Insert a Station Record

station	Parent tag for inserting a new station, or;	
stationInsert	Alternate parent tag for inserting a new station.	
	name	the name of the station
	number	the number of the station
	link	Defines the configuration links for the station used if the station is linked to the safe for cash reconciliation purposes

Following is a sample of station XML data:

```
<station>
  <name>Safe</name>
  <number>999</number>
  <link>safe</link>
</station>
```

#### Update a Station Record

stationUpdate	Parent tag for updating a station.	
	oldName	select the station record to update, or;
	oldNumber	alternate tag for updating a station record.

The following sample XML update would change the station with the name of “POS 1” to be station number “25”.

```
<stationUpdate>
  <oldName>POS 1</oldName>
  <number>25</number>
</stationUpdate>
```

### 13.2.5 Tax

#### Insert a Tax Record

tax	Parent tag for inserting a new tax, or;
-----	---

taxInsert	Alternate parent tag for inserting a new tax.	
	name	the name of the tax
	description	the description of the tax
	number	the registered number for the tax
	rate	the percentage rate of the tax
	parent	if the tax is a tax group, define the name of the parent taxes that are included in the group
	collected	the ledger account number for tax collected
	paid	the ledger account number for tax paid

Following is a sample of the XML data for two taxes set and linked to a parent:

```

<tax>
  <name>GST</name>
  <description>Goods and Services</description>
  <number>1234567</number>
  <rate>7</rate>
  <collected>GST Collected</collected>
  <paid>GST Paid</paid>
</tax>
<tax>
  <name>PST</name>
  <description>Provincial Tax</description>
  <number>7654321</number>
  <rate>7</rate>
  <collected>PST Collected</collected>
  <paid>PST Paid</paid>
</tax>
<tax>
  <name>Both</name>
  <description>GST and PST</description>
  <parent>GST</parent>
  <parent>PST</parent>
</tax>

```

**Update a Tax Record**

taxUpdate	Parent tag for updating a tax.
oldName	select the tax record to update.

The following sample XML update would change the tax with the name of “PST” to be a rate of “10%”.

```
<taxUpdate>
  <oldName>PST</oldName>
  <rate>10</rate>
</taxUpdate>
```

**13.2.6 Discounts****Insert a Discount Record**

discount	Parent tag for inserting a new discount.
name	the name of the discount
type	(transaction, line, both) define if the discount is a line discount, transaction discount or both
account	enter a ledger account only if the discount will be posted directly as an expense and not as a reduction of the selling price
method	(percent, dollar) define if the discount is a percent discount or a dollar discount
amount	the amount of the discount

Following is a sample of discount XML data for three discounts:

```
<discount>
  <name>Seniors</name>
  <type>transaction</type>
  <account>Discounts</account>
  <method>percent</method>
  <amount>10</amount>
```

```

</discount>
<discount>
  <name>Managers</name>
  <type>both</type>
  <method>percent</method>
  <amount>10</amount>
</discount>
<discount>
  <name>Cashiers</name>
  <type>line</type>
  <account>Discounts</account>
  <method>percent</method>
  <amount>10</amount>
</discount>

```

### 13.2.7 Charges

#### Insert a Charge Record

charge	Parent tag for inserting a new charge.	
	name	the name of the charge
	account	the ledger account that charge accruals will be posted to
	tax	the name of the tax that impacts the charge
	calcMethod	(manual, cost, weight) the calculation method
	amount	the amount of the charge
	allocMethod	(manual, cost, weight) the allocation method

Following is a sample of charge XML data for two charges:

```

<charge>
  <name>Franchise Fee</name>
  <account>Freight Accrual</account>
  <tax>GST</tax>
  <amount>10</amount>
  <calcMethod>cost</calcMethod>

```

```

    <allocMethod>cost</allocMethod>
</charge>
<charge>
  <name>Regular Freight</name>
  <account>Freight Accrual</account>
  <amount>.25</amount>
  <calcMethod>weight</calcMethod>
  <allocMethod>weight</allocMethod>
</charge>

```

### 13.2.8 Terms

#### Insert a Term

term	Parent tag for inserting a new term.	
	discountDays	the number of days from the invoice date that the terms discount will be in effect
	discount	the amount of the discount if applicable
	dueDays	the number of days from the invoice date that the invoice will be due
	cod	(Yes, No) define if the terms are C.O.D "cash on delivery"

Following is the sample XML data format for four common terms:

```

<term>
  <discountDays>10</discountDays>
  <dueDays>30</dueDays>
  <discount>2</discount>
</term>
<term>
  <dueDays>30</dueDays>
</term>
<term>
  <dueDays>60</dueDays>
</term>
<term>

```

```

    <cod>Yes</cod>
</term>

```

### 13.2.9 Groups

#### Insert a Group

group	Parent tag for inserting a new group.	
	name	the name of the group
	type	(0, 1, 2, 3) use “0” if the type if an account type, “1” if a customer type, “2” if a vendor type, “3” if an item type
	description	the description of the group

Following is the sample XML data of each of the group types:

```

<group>
  <name>Profit A</name>
  <type>0</type>
  <description>Profit and Loss A</description>
</group>
<group>
  <name>Gold</name>
  <type>1</type>
  <description>Gold Customer Card</description>
</group>
<group>
  <name>Blue</name>
  <type>2</type>
  <description>Blue Rebate</description>
</group>
<group>
  <name>Widget</name>
  <type>3</type>
  <description>Widget Tools</description>
</group>

```



**13.2.10 Tenders****Insert a Tender**

tender	Parent tag for inserting a new tender, or;	
tenderInsert	Alternate parent tag for inserting a new tender.	
	name	the name of the tender
	type	(cash, cheque, card, charge) the type of tender
	limit	the maximum amount for the tender
	rate	the conversion rate for the tender (if one to one enter "1.0")
	overTender	(Yes, No) define if you can over-tender
	openDrawer	(Yes, No) define if the cash drawer should open with this tender
	forceAmount	(Yes, No) define if the cashier will be forced to enter an amount
	secondReceipt	(Yes, No) define if the tender requires a second receipt
	menuNumber	define the menu number which determines the order of the tender on the point-of-sale screen
	denomination	define the denominations of the tender to be used in the tender count. Tender the tender attribute "multiplier" is required. See sample to define the denomination for a penny worth .01 of a dollar:
	<code>&lt;denomination multiplier=".01"&gt;Penny&lt;/denomination&gt;</code>	

Following is the sample XML data for a tender:

```
<tender>
  <name>Cash</name>
  <type>cash</type>
  <limit>10000</limit>
```

```

<rate>1.0</rate>
<overTender>Yes</overTender>
<openDrawer>Yes</openDrawer>
<forceAmount>Yes</forceAmount>
<secondReceipt>No</secondReceipt>
<account>1000</account>
<safe>1010</safe>
<bank>1020</bank>
<menuNumber>1</menuNumber>
<denomination multiplier=".01">Penny</denomination>
<denomination multiplier=".05">Nickel</denomination>
<denomination multiplier=".1">Dime</denomination>
<denomination multiplier=".25">Quarter</denomination>
<denomination multiplier=".50">Fifty Cents</denomination>
<denomination multiplier="1">One $</denomination>
<denomination multiplier="2">Two $</denomination>
<denomination multiplier="5">Five $</denomination>
<denomination multiplier="10">Ten $</denomination>
<denomination multiplier="20">Twenty $</denomination>
<denomination multiplier="50">Fifty $</denomination>
<denomination multiplier="100">Hundred $</denomination>
</tender>

```

### Update a Tender

**tenderUpdate**      Parent tag for updating a tender.

                    oldName              select the old name for the tender.

The following sample XML update would change the tender with the name of “Cash” to not allow overtendering at the point-of-sale.

```

<tenderUpdate>
  <oldName>Cash</oldName>
  <overTender>No</overTender>
</tenderUpdate>

```

### 13.2.11 Expenses

#### Inserting an Expense

**expense**              Parent tag for inserting a new expense, or;

expenseInsert	Alternate parent tag for inserting a new expense.	
	name	the name of the expense
	Number	the number of the expense
	tax	the name of the tax that applies to the expense if applicable
	account	the ledger account that the expense will be posted against

Following is the sample XML data to insert an expense:

```
<expense>
  <name>Supplies (taxable)</name>
  <number>1</number>
  <tax>GST</tax>
  <account>Office Supplies</account>
</expense>
```

### Update an Expense

expenseUpdate	Parent tag for updating an expense.	
	oldName	select the old name for the expense.
	oldNumber	select the old number for the expense

The following sample XML update would change the expense with the number of “2” to be number 25.

```
<expenseUpdate>
  <oldNumber>2</oldNumber>
  <number>25</number>
</expenseUpdate>
```

### 13.2.12 Customer Types

#### Insert a Customer Type

customerType	Parent tag for inserting a new customer type.	
	name	name defining customer type
	account	the default receivable ledger account for this type

terms	the payment terms
taxExempt	define the tax code for tax exemption
creditLimit	the default credit limit for this account type
serviceCharge	set the amount of the service charge
canCharge	set to “Yes” or “No” depending on whether a customer can charge or not
canWithdraw	set to “Yes” or “No” depending on whether a customer can withdraw cash from their account
canPayment	set to “Yes” or “No” depending on whether a customer can make a payment on their account
checkWithdrawBalance	set to “Yes” or “No” depending on whether a customer can withdraw without checking their balance to ensure that a prepaid balance exists in an amount greater than the withdraw amount

Following is a sample of the XML data for a customer type:

```
<customerType>
  <name>Commercial</name>
  <account>Accounts Receivable</account>
  <terms>Net 60</terms>
  <creditLimit>.00</creditLimit>
  <serviceCharge>18</serviceCharge>
  <canCharge>Yes</canCharge>
  <canWithdraw>No</canWithdraw>
  <canPayment>Yes</canPayment>
  <checkWithdrawBalance>Yes</checkWithdrawBalance>
</customerType>
```

### 13.2.13 Customers

#### Insert a Customer

customer      Parent tag for inserting a new customer, or;

customerInsert      Alternate parent tag for inserting a new customer.

firstName	customer first name if applicable
lastName	the last name of the customer or the company name
company	(Yes, No) define if the customer is a company
number	the customer number
street	the first line of the street address
street2	the second line of the street address
city	the name of the city
province	the province or state
country	the country
postal	the postal code or zip code
phone	the phone number
fax	the fax number
email	the email address
webPage	the web page URL
Contact	the contact name for a company if applicable
account	the receivable ledger account
terms	the payment terms
creditLimit	the credit limit
serviceCharge	set the amount of the service charge
canCharge	set to “Yes” or “No” depending on whether a customer can charge or not
canWithdraw	set to “Yes” or “No” depending on whether a customer can withdraw cash from their account
canPayment	set to “Yes” or “No” depending on whether a customer can make a payment on their account
checkWithdrawBalance	set to “Yes” or “No” depending on whether a customer can withdraw without checking their balance to ensure that a prepaid balance exists in an amount greater than the withdraw amount

group	define the group(s) that are linked to the customer
reference	a reference for the customer that will require data be entered at the point-of-sale in payments, withdraws and customer invoices.

Following is a sample XML data file to insert a customer:

```
<customer>
  <lastName>Joe's Contracting</lastName>
  <company>Yes</company>
  <number>1000</number>
  <street>101 Construction Blvd.</street>
  <city>Anycity</city>
  <province>Anyprov</province>
  <country>Canada</country>
  <postal>T0M 1X0</postal>
  <phone>555-1000</phone>
  <fax>555-1001</fax>
  <email>joe@anyweb.com</email>
  <webPage>www.joe.com</webPage>
  <contact>Joe Builder</contact>
  <type>Commercial</type>
  <account>Accounts Receivable</account>
  <terms>Net 60</terms>
  <creditLimit>10000</creditLimit>
  <canCharge>Yes</canCharge>
  <group>Gold</group>
</customer>
```

### Update a Customer

customerUpdate Parent tag for updating a customer.

oldNumber	select the old number for the customer.
-----------	---

The following sample XML update would change the customer with the number of "2000" to no longer be on credit hold and to have a 50.00 limit.

```

<customerUpdate>
  <oldNumber>2000</oldNumber>
  <creditHold>No</creditHold>
  <creditLimit>50</creditLimit>
</customerUpdate>

```

### 13.2.14 Vendors

#### Insert a Vendor

vendor	Parent tag for inserting a new vendor, or;	
vendorInsert	Alternate parent tag for inserting a new vendor.	
	firstName	vendor first name if applicable
	lastName	the last name of the vendor or the company name
	company	(Yes, No) define if the vendor is a company
	number	the vendor number
	street	the first line of the street address
	street2	the second line of the street address
	city	the name of the city
	province	the province or state
	country	the country
	postal	the postal code or zip code
	phone	the phone number
	fax	the fax number
	email	the email address
	webPage	the web page URL
	Contact	the contact name for a company if applicable
	account	the payable ledger account
	terms	the payment terms
	group	define the group(s) that are linked to the vendor

backorders	define if backorders are accepted from vendor
------------	---

Following is a sample of vendor definitions included in our test data XML file:

```
<vendor>
  <lastName>Big Vendor</lastName>
  <company>Yes</company>
  <number>10000</number>
  <street>401 Industrial Park</street>
  <city>Anycity</city>
  <province>Anyprov</province>
  <country>Canada</country>
  <postal>TOM 1X0</postal>
  <phone>555-4000</phone>
  <fax>555-4001</fax>
  <email>big@anyweb.com</email>
  <webPage>www.big.com</webPage>
  <contact>Allan Big</contact>
  <account>Accounts Payable</account>
  <terms>2.0% 10 Net 30</terms>
  <group>Blue</group>
</vendor>
```

### Update a Vendor

vendorUpdate     Parent tag for updating a vendor.

oldNumber	select the old number for the vendor.
-----------	---------------------------------------

The following sample XML update would change the vendor with the number of “10000” to have a new contact of “Allan Peelow”.

```
<vendorUpdate>
  <oldNumber>10000</oldNumber>
  <contact>Allan Peelow</contact>
</vendorUpdate>
```



**13.2.15 Employees****Insert an Employee**

employee	Parent tag for inserting a new employee, or;
employeeInsert	Alternate parent tag for inserting a new employee.
firstName	employee first name if applicable
lastName	the last name of the employee or the company name
company	(Yes, No) define if the employee is a company
number	the employee number
street	the first line of the street address
street2	the second line of the street address
city	the name of the city
province	the province or state
country	the country
postal	the postal code or zip code
phone	the phone number
fax	the fax number
email	the email address
webPage	the web page URL
Contact	the contact name for a company if applicable
posPassword	the point-of-sale password if applicable
posLevel	(0, 1, 2, 3) use “0” if no POS access, “1” if cashier, “2” if manager, “3” if supervisor

Following is a sample XML data for an employee:

```
<employee>
  <firstName>Sarah</firstName>
  <lastName>Workoholic</lastName>
  <company>No</company>
  <number>100</number>
```

```

<street>701 Urban Terrace</street>
<city>Anycity</city>
<province>Anyprov</province>
<country>Canada</country>
<postal>T0M 1X0</postal>
<phone>555-7000</phone>
<fax>555-7001</fax>
<email>sarah@anyweb.com</email>
<webPage>www.sarah.com</webPage>
<posPassword>100</posPassword>
<posLevel>1</posLevel>
</employee>

```

### Update an Employee

`employeeUpdate` Parent tag for updating a employee.

`oldNumber` select the old number for the employee.

The following sample XML update would change the employee with the number of “100” to have a new password of “150” and a new point-of-sale security level of “2”.

```

<employeeUpdate>
  <posPassword>150</posPassword>
  <posLevel>2</posLevel>
</employeeUpdate>

```

### 13.2.16 Personal Cards

#### Insert a Personal Card

`personal` Parent tag for inserting a new personal card, or;

`personalInsert` Alternate parent tag for inserting a new personal card.

<code>firstName</code>	first name if applicable
<code>lastName</code>	the last name or the company name
<code>company</code>	(Yes, No) define if the personal card is a company
<code>street</code>	the first line of the street address

street2	the second line of the street address
city	the name of the city
province	the province or state
country	the country
postal	the postal code or zip code
phone	the phone number
fax	the fax number
email	the email address
webPage	the web page URL
Contact	the contact name for a company if applicable

Following is a sample of the XML data for a personal card:

```
<personal>
  <firstName>Suzan</firstName>
  <lastName>MyBuddy</lastName>
  <company>No</company>
  <street>951 Urban Terrace</street>
  <city>Anycity</city>
  <province>Anyprov</province>
  <country>Canada</country>
  <postal>T0M 1X0</postal>
  <phone>555-9500</phone>
  <fax>555-9501</fax>
  <email>suzan@anyweb.com</email>
  <webPage>www.suzan.com</webPage>
</personal>
```

### 13.2.17 Security Types

**securityType** Parent tag for inserting a new security type, or;

**securityTypeInsert** Alternate parent tag for inserting a new security type.

name	name of security type
rule	defines whether the user can create, view, edit and delete records for all records or a given name

ruleUpdate	updates an existing rule
ruleDelete	deletes an existing rule
ruleClear	clears all rules in a security type

Following is a sample XML data file for a security type:

```
<securityType>
  <name>Testing</name>
  <rule view="yes" create="yes" update="no" delete="no">All</rule>
  <rule view="yes">CustomerInvoice</rule>
</securityType>
```

### Update a Security Type

securityTypeUpdate Parent tag for updating a security type.

oldSecurityType	Enter the name for the security type to update.
ruleUpdate	Use to update an existing rule.
ruleDelete	Used to delete an exiting rule.

The following sample XML update would change the security type “Testing” so that the customer invoice could be viewed, created, deleted and updated.

```
<securityTypeUpdate>
<oldSecurityType>Testing</oldSecurityType>
<ruleUpdate view="Yes" create="yes" delete="yes"
update="yes">CustomerInvoice</ruleUpdate>
</securityTypeUpdate>
```

### 13.2.18 User

#### Insert a User

user	Parent tag for inserting a new user, or;
userInsert	Alternate parent tag for inserting a new user.
name	login name of the user

password	login password for the user
screen	security XML file used by the user
securityType	security type used by the user
employee	the employee card linked to the user
store	the users normal store of operation

Following is sample XML data for inserting a user:

```
<user>
  <name>bill</name>
  <password>123</password>
  <screen>testing.xml</screen>
  <securityType>Testing</securityType>
  <employee>Bossman, Bill</employee>
  <store>Default</store>
</user>
```

### Update a User

userUpdate	Parent tag for updating a user.
oldName	Enter the name for the user to update.

The following sample XML update would change the user with a name of “bill” to use the “default.xml” screen.

```
<userUpdate>
  <oldName>bill</oldName>
  <screen>default.xml</screen>
</userUpdate>
```

### 13.2.19 Patronage Group

#### Insert a Patronage Group

patgroup	Parent tag for inserting a new patronage group, or;
patgroupInsert	Alternate parent tag for inserting a new patronage group.
name	login name of the patronage group
number	number assigned to the patronage group

customer	customers that are linked to the patronage group
vendor	vendors that are linked to the patronage group
equity_card	the card that patronage equity will be posted to
credit_card	the card that patronage credit will be posted to

Following is a sample of XML data for a patronage group:

```
<patgroup>
  <name>Joe's Contracting</name>
  <number>1000</number>
  <customer>1000</customer>
  <customer>1001</customer>
  <customer>1002</customer>
  <vendor>10001</vendor>
  <equity_card>1001</equity_card>
  <credit_card>1002</credit_card>
</patgroup>
```

### Update a Patronage Group

patgroupUpdate Parent tag for updating a patronage group.

oldNumber	Enter the number for the patronage group to update.
-----------	---

The following sample XML update would change the patronage group with a number of “1000” to include customer “2000”.

```
<patgroupUpdate>
  <oldNumber>1000</oldNumber>
  <customer>2000</customer>
</patgroupUpdate>
```

### 13.2.20 Departments

#### Insert a Department

dept Parent tag for inserting a new department, or;

deptInsert	Alternate parent tag for inserting a new department.	
	name	the name of the department
	number	the number of the department

Following is sample XML data for inserting a department:

```
<dept>
  <name>Hardware</name>
  <number>100</number>
</dept>
```

### Update a Department

deptUpdate	Parent tag for updating a department.	
	oldNumber	Enter the number for the department to update.

The following sample XML update would change the department with a number of “100” to be the new number “105”.

```
<deptUpdate>
  <oldNumber>100</oldNumber>
  <number>105</number>
</deptUpdate>
```

### 13.2.21 Sub-departments

#### Insert a Sub-department

subdept	Parent tag for inserting a new subdepartment, or;	
subdeptInsert	Alternate parent tag for inserting a new subdepartment.	
	name	the name of the sub-department
	dept	the department the sub-department is linked to
	purchased	(Yes, No) define if the items in the sub-department are purchased

sold	(Yes, No) define if the items in the sub-department are sold
inventoried	(Yes, No) define if the items in the sub-department are inventoried
expenseAccount	the ledger account for expense
incomeAccount	the ledger account for income
assetAccount	the ledger account for inventory asset
sellTax	the tax code used when selling the items
purchaseTax	the tax code used when purchasing the items
targetGM	the percentage amount of the target gross margin
allowedVariance	the allowed variance between the target gross margin and the actual gross margin

Following is the sample XML data for a sub-department:

```

<subdept>
  <name>Hand Tools</name>
  <dept>Hardware</dept>
  <purchased>Yes</purchased>
  <sold>Yes</sold>
  <inventoried>Yes</inventoried>
  <expenseAccount>Cost of Sales - A</expenseAccount>
  <incomeAccount>Sales - A</incomeAccount>
  <assetAccount>Inventory - A</assetAccount>
  <sellTax>Both</sellTax>
  <purchaseTax>GST</purchaseTax>
  <targetGM>40</targetGM>
  <allowedVariance>2</allowedVariance>
</subdept>

```

### Update a Sub-department

subdeptUpdate    Parent tag for updating a sub-department.

oldNumber        Enter the number for the sub-department to update.



The following sample XML update would change the sub-department with a number of “1000” to have a new target margin of “50%” and to have a new variance of “3%”.

**Note:** If you make this change in the subdepartments target margin or variance you will change the target margin and/or variance for all items linked to the subdepartment.

```
<subdeptUpdate>
  <oldNumber>1000</oldNumber>
  <targetGM>50</targetGM>
  <allowedVariance>3</allowedVariance>
</subdeptUpdate>
```

### 13.2.22 Locations

#### Insert a Location

location	Parent tag for inserting a new location.	
	name	the name of the location
	store	the name of the store
	section	the section
	fixture	the fixture
	bin	the bin

Following is a sample of the XML data for locations:

```
<location>
  <store>Default</store>
  <section>Tools</section>
  <fixture>Aisle4</fixture>
  <bin>10</bin>
</location>
```

### 13.2.23 Items

#### Insert an Item

item	Parent tag for inserting a new item, or;
itemInsert	Alternate parent tag for inserting a new item.

description	the item description
dept	the department the item is linked to
subdept	the sub-department the item is linked to
purchased	(Yes, No) defines if the item is purchased
sold	(Yes, No) defines if the item is sold
inventoried	(Yes, No) defines if the item is inventoried
sellSize	the default selling size for the item
purchaseSize	the default purchasing size for the item
expenseAccount	the ledger expense account
incomeAccount	the ledger income account
assetAccount	the ledger asset account
sellTax	the tax code for selling the item
purchaseTax	the tax code for purchasing the item
discountable	(Yes, No) defines if the item can be discounted
qtyEnforced	(Yes, No) define if the cashier is forced to enter the quantity at the point-of-sale
qtyDecimals	(Yes, No) define if the cashier can enter decimal quantities for the item
qtyFromPrice	(Yes, No) define if the quantity should be automatically calculated from the price
weighed	(Yes, No) define if the item is weighed at the point-of-sale
costIncTax	(Yes, No) define if the cost of the item includes tax
costIncDep	(Yes, No) define if the cost of the item includes the container deposit
priceIncTax	(Yes, No) define if the price of the item includes tax

priceIncDep	(Yes, No) define if the price of the item includes the container deposit
size	define the size information and its attributes all in one line. For example to define a size of “Each” with a qty of “1”, a weight of “.15” units with order multiples of “6” you would use the following XML entry

```
<size qty="1" weight=".15" multiple="6">Each</size>
```

discontinued	define if the item is discontinued and should not be re-ordered
number	define the item numbers for the item. Item numbers can be linked to a specific item size. To link item “1234” to the size “Each” use the following format:

```
<number size="Each">1234</number>
```

Normally the size would default to blank. Therefore you would define it like this:

```
<number>1234</number>
```

vendor	define vendor information and link an order number to a vendor. To link item “1234” to vendor “1000” use this format:
--------	---

```
<vendor number='1234'>1000</vendor>
```

One note is that the vendor order number also has to appear as a `number` tag if you want it to be usable as a lookup in screens.

store                    define store information. The following XML entry will define an item stocked in all stores by default:

```
<stocked>Yes</stocked>
```

To specify the stocking status by store use this format:

```
<stocked store=''2''>Yes</stocked>
```

cost                    define cost information for the item. To define a cost for all stores use this format:

```
<cost>1.00</cost>
```

To define a cost for a specific store and a specific size use this format:

```
<cost store=''2'' size=''Each''>1.00</cost>
```

price                   define price information for the item. To define a price for all stores use this format:

```
<price>1.00</price>
```

To define a price for a specific store and a specific size use this format:

```
<price store=''2'' size=''Each''>1.00</price>
```

targetGM                define the target gross margin for the item. To define a target margin for all stores use this format:

```
<targetGM>30</targetGM>
```

To define a target margin for a specific store use this format:

```
<targetGM store=''2'' size=''Each''>1.00</targetGM>
```

**allowedVariance** define the allowed variance in target margin for the item. To define the allowed variance for all stores use this format:

```
<allowedVariance>1</allowedVariance>
```

To define the allowed variance for a specific store use this format:

```
<allowedVariance store=''2'' size=''Each''>1</allowedVariance>
```

**buildQty** used in conjunction with kits to define how many new items are built using the components of the kit.

**component** define package components. Following shows an example of components all with a size of “Each” and a quantity of “5” for items 101, 102 and 103.

```
<component size="Each" qty="5">101</component>
<component size="Each" qty="5">102</component>
<component size="Each" qty="5">103</component>
```

**group** define the group(s) linked to the item

Following is a sample of the XML data for an item:

```

<item>
  <description>Green Widget</description>
  <dept>Hardware</dept>
  <subdept>Hand Tools</subdept>
  <purchased>Yes</purchased>
  <sold>Yes</sold>
  <inventoried>Yes</inventoried>
  <sellSize>Each</sellSize>
  <purchaseSize>Each</purchaseSize>
  <expenseAccount>Cost of Sales - A</expenseAccount>
  <incomeAccount>Sales - A</incomeAccount>
  <assetAccount>Inventory - A</assetAccount>
  <sellTax>Both</sellTax>
  <purchaseTax>GST</purchaseTax>
  <discountable>Yes</discountable>
  <qtyEnforced>No</qtyEnforced>
  <qtyDecimals>No</qtyDecimals>
  <qtyFromPrice>No</qtyFromPrice>
  <weighed>No</weighed>
  <costIncTax>No</costIncTax>
  <costIncDep>No</costIncDep>
  <priceIncTax>No</priceIncTax>
  <priceIncDep>No</priceIncDep>
  <size qty="1" weight=".15" multiple="6">Each</size>
  <number>101</number>
  <vendor number="101101">Big Vendor</vendor>
  <stocked store="Default">Yes</stocked>
  <stocked store="Hotel">Yes</stocked>
  <stocked store="Warehouse">Yes</stocked>
  <location store="Default">Tools,Aisle4,10</location>
  <location store="Warehouse">Storage,Rack,22</location>
  <cost>1.00</cost>
  <price>2.00</price>
  <targetGM>40</targetGM>
  <allowedVariance>2</allowedVariance>
  <group>Widget</group>
  <min store="Default">12</min>
  <min store="Hotel">6</min>
  <max store="Default">24</max>
  <max store="Hotel">12</max>

```

</item>

### Update an Item

itemUpdate	Parent tag for updating an item.	
oldNumber	Enter the number for the item to update.	
numberDelete	Delete a number assigned to an item.	
numberInsert	Insert a number that corresponds to an item.	

The following sample XML update would change the item with a number of “101” to have a description of “Green and Red Widget”.

```
<itemUpdate>
  <oldNumber>101</oldNumber>
  <description>Green and Red Widget</description>
</itemUpdate>
```

You may find that you have made mistakes to item numbers and need to replace the old number with a new number. Following is a sample of how you can do this using the “numberDelete” and the numberInsert tag:

```
<itemUpdate>
  <oldNumber>101</oldNumber>
  <numberInsert>10111</numberInsert>
  <numberDelete>101</numberDelete>
</itemUpdate>
```

### Delete an Item

You can only delete an item if it has never been sold, or is not on a purchase order, order template or otherwise is in use. To delete an item with zero activity:

```
<itemDelete>
  <number>101</number>
</itemDelete>
```

### 13.2.24 Adjustment Reasons

#### Inserting an Adjustment Reason

<code>adjustReason</code>	Parent tag for inserting a new adjustment reason, or;
<code>adjustReasonInsert</code>	Alternate parent tag for inserting a new adjustment reason.
<code>name</code>	the name of the adjustment reason
<code>Number</code>	the number of the adjustment reason
<code>account</code>	the ledger account that the item adjustment will be posted against

Following is the sample XML data to insert an adjustment reason:

```
<adjustReason>
  <name>Physical</name>
  <number>1</number>
  <account>Physical Over/Short</account>
</adjustReason>
```

#### Update an Adjustment Reason

<code>adjustReasonUpdate</code>	Parent tag for updating an adjustment reason.
<code>oldName</code>	select the old name for the adjustment reason
<code>oldNumber</code>	select the old number for the adjustment reason

The following sample XML update would change the adjustment reason with the name of “Advertising” to post to the new account “Physical Over/Short”.

```
<adjustReasonUpdate>
  <oldName>Advertising</oldName>
  <account>Physical Over/Short</account>
</adjustReasonUpdate>
```



## 13.3 Extra Data Fields

In the item master, customer master, vendor master, employee master and personal master file you can add extra data fields. First you must define the name of the extra data field and link it to a data table. Following is a sample of an extra data field called “Category” that will appear on the “Item Master” screens:

```
<extra>
  <name>Category</name>
  <table>Item</table>
</extra>
```

And following is a sample of an extra data field linked to the customer table:

```
<extra>
  <name>Date of Birth</name>
  <table>Customer</table>
</extra>
```

The second step is to define the values that will appear in your extra data attributes. Following is a sample of the value entered in the extra data field of an employee:

```
<extra name="Date of Birth">03 June 1981</extra>
```

## 13.4 Managing Prices With XML

Prices can be updated and managed remotely using XML.

### 13.4.1 Changing the Price of a Single Item

You can change the price or the cost of a single item by doing an item update.

itemUpdate	Parent tag for updating an item.
oldNumber	Enter the number for the item to update.

**Note:** When updating a price of an item, it is important to get the size precisely correct. If you do not know the precise size then use `_SELL_` as the size. This will set the price on the default selling size, whatever it may be. Likewise when updating the cost of an item, is is important to get the purchase size precisely correct. If you do not know the precise purchase size then use `_PURCHASE_` as the size. The will set the cost on the default purchasing size, whatever it may be.

```
<itemUpdate>
  <oldNumber>201</oldNumber>
  <price size=''_SELL_''>2.00</price>
  <cost size=''_PURCHASE_''>12.50</cost>
</itemUpdate>
```

### 13.4.2 Prices and Cost Master

Use the following XML tags to define prices and cost records. The tags you can use are:

price	parent XML tag to define a new price record	
cost	parent XML tag to define a new cost record	
	item	the item number (use either item, itemGroup, dept, or subdept but not more than one)
	itemGroup	the item group if used in place of the item number
	dept	the department
	subdept	the supdepartment
	size	the size of the item(s)
	customer or customerGroup if parent tag was “price”	
	vendor or vendorGroup if parent tag was “cost”	
	store	the store for the price or cost. The default is all stores.
	promotion	defines if the special price or cost is a promotion

discountable	defines if the items can be further discounted
startDate	the start date for the special price/cost (yyyy-mm-dd)
stopDate	the stop date for the special price/cost (yyyy-mm-dd)
qtyLimit	the quantity limit that may be sold/purchased at the price/cost
minQty	the minimum quantity that must be sold/purchased to receive the price/cost
dayMask	The days the special price/cost is in effect. Example YYYYYYYN means the in effect all days except Sunday

The method can be defined in the following ways:

<code>&lt;price&gt;1.99&lt;/price&gt;</code>	implies the price method
<code>&lt;percentOff&gt;10&lt;/percentOff&gt;</code>	implies the %off method
<code>&lt;dollarOff&gt;1.00&lt;/dollarOff&gt;</code>	implies the \$off method
<code>&lt;costPlus&gt;10&lt;/costPlus&gt;</code>	implies the cost+ method

Following is a sample of XML data for a price record:

```

<price>
  <item>101</item>
  <size>Each</size>
  <customerGroup>Gold</customerGroup>
  <store>1</store>
  <promotion>Yes</promotion>
  <discountable>No</discountable>
  <startDate>2005-01-03</startDate>
  <stopDate>2005-01-31</stopDate>
  <qtyLimit>24</qtyLimit>
  <minQty>2</minQty>
  <dayMask>YYYYYYY</dayMask>
  <percentOff>10</percentOff>
</price>

```

### 13.4.3 Insert a Price Batch

priceBatch	Parent tag for inserting a price batch	
number		sets the batch number. Leave blank or set to "#" to have Quasar assign the next number
description		to set a description for the price changes
store		to set the store the price changes are for
item		to add an item to the price batch. The text of the item tag is the item number. Attributes can be "size" and "price". The size tag will default to the default selling size if not given. The price tag is required.

Following is a sample of the XML data for a price batch:

```
<priceBatch>
<number>#</number>
<description>Sample Price Batch</description>
<store>Default</store>
<item size="Each" price="2.20">101</item>
<item size="Each" price="2.20">102</item>
<item size="Each" price="2.20">103</item>
</priceBatch>
```

### 13.4.4 Insert a Label Batch

labelBatch	Parent tag for a label batch.	
number		sets the batch number. Leave blank or set to "#" to have Quasar assign the next number.
description		to set a description for the labels
store		to set the store the labels are for
type		to set the type of labels

item	to add an item to the label batch. The text of the item tag is the item number. Attributes can be "size", "price" and "count". The size tag will default to the default selling size if not given and the count will default to "1" if not given.
------	---

Following is a sample of the XML data for a label batch:

```
<labelBatch>
<number>#</number>
<description>Sample Label Batch</description>
<store>Default</store>
<type>Large Shelf Labels</type>
<item size="Each" price="2.20" count="4">101</item>
<item size="Each" price="2.20" count="6">102</item>
<item size="Each" price="2.20" count="8">103</item>
</labelBatch>
```

## 13.5 Using XML for Purchasing

In Quasar you can use XML to import order templates, purchase orders or electronic packing slips.

### 13.5.1 Order Templates

#### Insert an Order Template

Use the following XML tags to define a purchase order template.

orderTemplate	Parent tag for inserting a new order template.
name	The name of the order template
vendor	The vendor whom the order will be sent to
item	Define the items in the template. The size variable can be added to the item tag. The following example connects the "Case" size to the item to order.

- `<item size="Case">201201</item>`  
`charge` Add internal or external charges to a template. In the following example where we define “Regular Freight” as the charge the tax, type of charge and amount is included within the tags:
  - `<charge tax="GST" internal="Yes" amount="50">Regular Freight</charge>`

Following is a sample an order template using the XML tags:

```
<orderTemplate>
  <name>Big Vendor</name>
  <vendor>Big Vendor</vendor>
  <item>101101</item>
  <item>102102</item>
  <item>103103</item>
  <item>104104</item>
  <item>105105</item>
  <item size="Case">201201</item>
  <item size="Case">202202</item>
  <item size="Case">203203</item>
  <charge tax="GST" internal="Yes" amount="50">Regular Freight</charge>
</orderTemplate>
```

### Update a Template

`orderTemplateUpdate` Parent tag for updating an order template.

- `oldOrderTemplate` Enter the old order template to update.
- `itemInsert` An alternate tag to “item” with the same functionality as the “item” tag. Use to insert an item in the template.
- `itemDelete` Deletes an item from an order template.
- `itemClear` Clears all items in a template.

The following sample XML update would clear all the items in the “Big Vendor” order template.

```

<orderTemplateUpdate>
<oldOrderTemplate>Big Vendor</oldOrderTemplate>
<itemClear></itemClear>
</orderTemplateUpdate>

```

### 13.5.2 Purchase Orders

#### Insert a Purchase Order

order	Parent tag to insert a purchase order, or;
orderInsert	Alternate parent tag to insert a purchase order.
number	tag to set the order number. Use ”#” or leave blank to have Quasar assign the number
vendor	tag to set the vendor (by name or number). This will also set the vendor address and term in the order from the vendor
vendorAddress	sets the vendor address to something different than the default brought over from the vendor tag
shipTo	tag to set card to ship to rather than the store. This will also set the ship to address from the card
shipAddr	tag to set the address to ship to. Defaults from shipTo or can be set with this tag
terms	tag to set the terms for the order if different than default from the vendor
store	tag to set the store to order in to (required flag)
shipVia	tag to set the ship via text
comments	tag to set comments to appear on the purchase order
reference	tag to set a reference number
date	tag to set the order date (required flag)

vendor tag to set the vendor the order will be sent to (required flag)

item or itemInsert to add an item. The text of the tag is the item number. Attributes are "size", "qty", "cost", "ext\_cost", and "tax". The tax will default from the item and the cost will default from the item for the given store, vendor, and size. If not given the ext\_cost will be calculated from the qty and cost. The size defaults to the default purchase size for the item if not given and the qty default to "1" if not given. Following is an example of an item tag:

```
<item size="Each" qty='10' cost='2.00' ext.
tax='GST'>1234</item>
```

charge or chargeInsert to add a charge. The text of the tag is the charge name. Attributes are "internal", "amount", and "tax" with internal being a "Yes" or "No" defaulting to "Yes". The tax will default from the charge if not given. Following is a sample of a charge tag:

```
<charge internal="No">Regular Freight</charge>
```

Following is a sample purchase order import:

```
<order>
<number>1</number>
<vendor>10000</vendor>
<terms>2.0% 10 Net 30</terms>
<store>1</store>
<shipVia>Air Cargo</shipVia>
<comment>Please NO BACKORDERS</comment>
<reference>1234</reference>
<date>2004-07-25</date>
<item size="Each" qty="10" cost=".90" ext_cost="9.00" tax="GST">101</item>
<item size="Each" qty="10" cost=".90" ext_cost="9.00" tax="GST">102</item>
```



```
<item size="Case" qty="2" cost="20.00" ext_cost="40.00" tax="GST">201</item>
<charge internal="No">Regular Freight</charge>
</order>
```

### Update a Purchase Order

orderUpdate	Parent tag for updating a purchase order.
oldNumber	the order number to update.
itemUpdate	to change an item in the order. The text is the item number to change and you can specify new "size", "qty", "cost", ... attributes. Following is a sample of an item update tag;
	<pre>&lt;itemUpdate size="EA"&gt;1234&lt;/itemUpdate&gt;</pre>
itemDelete	to remove an item from the order
chargeUpdate	to change a charge in the order. You specify the new attributes
chargeDelete	to remove a charge from the order

The following sample XML update would delete item "101" and "102" from order "555" and would add item "103" and "104", the date would be updated and the "Regular Freight" charge would be deleted and the "Franchise Fee" charge would be added.

```
<orderUpdate>
<oldNumber>555</oldNumber>
<vendor>Best Vendor</vendor>
<terms>Net 60</terms>
<store>Default</store>
<itemDelete>101</itemDelete>
<itemDelete>102</itemDelete>
<item qty="24">103</item>
<item qty="12">104</item>
<date>2004-10-27</date>
<chargeDelete>Regular Freight</chargeDelete>
<charge internal="Yes">Franchise Fee</charge>
</orderUpdate>
</IMPORT>
```

### 13.5.3 Packing Slips

#### Insert a Packing Slip

slip	Parent tag to insert a purchase order, or;	
slipInsert	Alternate parent tag to insert a purchase order.	
	number	tag to set the packing slip number. Use "#" or leave blank to have Quasar assign the number
	vendor	tag to set the vendor number
	waybill	tag to set the waybill
	carrier	tag to set the carrier
	shipDate	tag to set the date of shipment
	store	tag to set the store the slip is for
	numPieces	tag to set the number of boxes. Will default to "1".
	orderNumber	tag to set the purchase order number the slip is for
	invoiceNumber	tag to set the vendor invoice number for the slip
	item	tag to add an item to the slip. The text of the item tag is the item number and the attributes can be size or qty. The size will default to the default purchase size if not specified and the qty will default to "1" if not specified.

Following is the sample XML data for a packing slip:

```

<slip>
<number>1</number>
<vendor>10000</vendor>
<waybill>D-9710</waybill>
<store>1</store>
<carrier>Air Cargo</carrier>
<shipDate>2004-07-25</shipDate>
<numPieces>2</numPieces>

```

```

<orderNumber>1</orderNumber>
<invoiceNumber>5999</invoiceNumber>
<item size="Each" qty="10">101</item>
<item size="Each" qty="10">102</item>
<item size="Case" qty="2">201</item>
</slip>

```

### Update a Packing Slip

slipUpdate	Parent tag for updating a packing slip.	
oldNumber		used to specify the slip to update when using <code>slipUpdate</code>
itemUpdate		tag to change the size or qty of an item in the slip
itemDelete		to delete an item from the slip
itemClear		to clear all items from the slip

The following sample XML update would change the item “101101” to a size of “Each” and a quantity of “10” in packing slip number “1”.

```

<slipUpdate>
<oldNumber>1</oldNumber>
<itemUpdate size="Each" qty="10">101101</itemUpdate>
</slipUpdate>

```

## 13.6 Transactions

### 13.6.1 Customer Invoices

#### Insert Customer Invoices

customerInvoice	Parent tag for inserting a new tax.	
number		The number of the customer invoice (The <code>&lt; number &gt;</code> is optional and will be automatically assigned if not specified).
date		The date of the transaction. The date is optional and will be automatically assigned if not specified. (yyyy-mm-dd)

time	The time of the transaction. The time is optional and will be assigned if not specified. (hh:mm:ss)
store	The store the transaction will be assigned to. Can be assigned by name or number. This is mandatory.
station	The work station the transaction will be assigned to. Can be assigned by name or number. Is mandatory if doing cash reconciliation by station.
employee	The employee the transaction will be assigned to. Can be assigned by name or number. Is mandatory if doing cash reconciliation by employee.
comment	Comments that are to appear on the invoice.
shipVia	Describes method of shipping products to the customer.
terms	Describes the terms of payment for the invoice. If not defined terms will be picked up from the customer master provided a customer has been defined.
taxExempt	Identifies the tax that the customer is tax exempt.
reference	Enter a reference for the invoice. For example, if importing invoices from another system you may want to use the original invoice number as the reference.
customer	Sets the customer which is not required but if the tenders don't match the invoice total then you will have to have defined a customer for the invoice to be posted. If not the invoice posting will fail. An overtender will credit the customers receivable account.
shipTo	Sets the customer for the items to be shipped to.

item	<p>This is the main table of the invoice and includes the ability to add tag options such as:</p> <table> <tr> <td>qty</td><td>quantity to sell</td></tr> <tr> <td>price</td><td>price to sell individual items for</td></tr> <tr> <td>extPrice</td><td>extended price for a whole line</td></tr> <tr> <td>tax</td><td>tax over-ride (set to “none” for no tax)</td></tr> <tr> <td>size</td><td>over-ride the default size for the item</td></tr> </table> <p>None of the options are required and if you specify extPrice then the price attribute will be ingnored.</p>	qty	quantity to sell	price	price to sell individual items for	extPrice	extended price for a whole line	tax	tax over-ride (set to “none” for no tax)	size	over-ride the default size for the item
qty	quantity to sell										
price	price to sell individual items for										
extPrice	extended price for a whole line										
tax	tax over-ride (set to “none” for no tax)										
size	over-ride the default size for the item										
tender	<p>Tender is optional if the whole amount should be charged to the customer. The text of the tender tag is the tender name and a required attribute is the “amount” which gives the amount being tendered. Following is a sample of a tender tag and required attribute:</p> <pre>&lt;tender amount='123.00'&gt;Visa&lt;/tender&gt;</pre>										

Following is an example of importing a customer invoice:

```
<customerInvoice>
  <number>555</number>
  <store>1</store>
  <station>1</station>
  <date>2005-06-11</date>
  <time>14:02:00</time>
  <employee>100</employee>
  <customer>1000</customer>
  <taxExempt>Both</taxExempt>
  <shipVia>Pickup</shipVia>
  <reference>I45689PT</reference>
```

```

<item>101</item>
<item price="1.90" qty="2">101</item>
<item extPrice="3.71" qty="2">101</item>
<item qty="5">201</item>
<item qty="3">401</item>
<item qty="3" tax="none">401</item>
<item qty="6" size="Each">301</item>
<item price="100.00" qty="10">902</item>
<comment>This is a test comment</comment>
<tender amount="1000.00">Cash</tender>
<tender amount="156.69">Visa</tender>
</customerInvoice>

```

### 13.6.2 Journal Entries

#### Insert Journal Entries

journalEntry	Parent tag for inserting a new tax.
number	The number of the journal entry (The <code>&lt; number &gt;</code> is optional and will be automatically assigned if not specified)
date	The date of the transaction. The date is optional and will be automatically assigned if not specified. (yyyy-mm-dd)
time	The time of the transaction. The time is optional and will be assigned if not specified. (hh:mm:ss)
memo	Memo for the transaction.
station	The work station the transaction will be assigned to. Can be assigned by name or number.
employee	The employee the transaction will be assigned to. Can be assigned by name or number.
store	The store the transaction will be assigned to. Can be assigned by name or number.

account	Enter the account in conjunction with the amount for the each account. A negative will be a credit and a positive will be a debit. The total amounts have to work out to zero. It is not necessary to add the “.00” in the amount below of “123.00”.  <code>&lt;account amount=' '123.00' '&gt;1020&lt;/account&gt;</code>
---------	--

Following is an example of importing a journal entry:

```
<journalEntry>
  <number>555</number>
  <reference>123</reference>
  <date>2005-01-27</date>
  <time>14:02:00</time>
  <memo>This is a test</memo>
  <station>1</station>
  <employee>100</employee>
  <store>1</store>
  <account amount=' '123.00' '>1020</account>
  <account amount=' '-123.00' '>2210</account>
</journalEntry>
```

### 13.6.3 Card Adjustments

#### Insert a Card Adjustment

**cardAdjustment** Parent tag for inserting a card adjustment.

customer	tag if the card adjustment is for a customer. Can be set by name or number.
vendor	tag if the card adjustment is for a vendor. Can be set by name or number.
amount	tag with the amount to adjust by
store	tag to set the store for the transaction. Can be set by name or number.

employee	tag to set the employee for the transaction. Can be set by name or number.
station	tag to set the station for the transaction. Can be set by name or number.
number	tag to set the transaction number. If not set will default to next one from Quasar.
date	tag to set the transaction date. If not set will default to now. (yyyy-mm-dd)
time	tag to set the transaction time. If not set will default to now. (hh:mm:ss)
reference	tag to set a reference number for the transaction
memo	tag to set a memo for the transaction
account	tag to specify an account to post against. An attribute of the tag is "amount" which is the amount to post. If not given the amount will default to the rest thats outstanding to make the posting balance.

The `< amount >` tag is positive to increase the customer/vendor balance and negative to decrease it. The amounts in the `< account >` tag or tags will normally be positive as well. An increase in a customers balance is a debit to the receivables and an increase in a vendors balance is a credit to the payables so positive `< amount >`'s will be a debit to receivables for customers and a credit to payables for vendors. Negative `< amount >`'s will then be a credit to receivables or a debit to payables. Then with the amount attribute in the `< account >` tags a positive amount will be the opposite of the posting of the total `< amount >`. So for a customer positive posting the amount attributes that are positive will be credit postings.

Following is an XML data sample of a posting where the AR recievable account will be debited and the expense account will be credited:

```
<cardAdjustment>
  <store>1</store>
  <customer>1234</customer>
```



```

        <amount>100.00</amount>
        <account amount='100.00'>5678</account>
    </cardAdjustment>

```

## 13.7 Importing from Opening Balances Screen

In addition to importing data using the XML Data Import function you can import opening balances using the *Opening Balance* screen.

**Note:** The XML import files defined in this section work only to import data into the opening balances screen. You CANNOT import these XML files using Quasar's standard XML import feature.

### 13.7.1 Opening Balance - Account

account	Parent tag for inserting an account balance.
name	The name of the account.
number	Alternate, use instead of name.
debit	The amount of a debit entry. The decimal places in the amount fields is optional so the <code>debit</code> of 5.00 could just have been <code>&lt; debit &gt; 5 &lt; /debit &gt;</code>
credit	The amount of a credit entry.

Following is a sample of an example data file for importing an account balance.

```

<?xml version="1.0" encoding="UTF-8"?>
<!DOCTYPE BALANCES>
<BALANCES>
    <account>
        <name>Test Account</name>
        <debit>5.00</debit>
    </account>
</BALANCES>

```

### 13.7.2 Opening Balance - Customer

customer	Parent tag for inserting an customer balance.
----------	---

name	The name of the customer.
number	Alternate, use instead of name.
date	The date of the transaction. Used for receivable aging. (yyyy-mm-dd)
amount	The amount of the receivable entry. The decimal places in the amount fields is optional so the <code>&lt; amount &gt;</code> of 200.00 could just have been <code>&lt; amount &gt; 200 &lt; /amount &gt;</code>

Following is a sample of and example data file for importing a customer balance.

```
<?xml version="1.0" encoding="UTF-8"?>
<!DOCTYPE BALANCES>
<BALANCES>
  <customer>
    <number>1000</number>
    <date>2005-01-27</date>
    <amount>200.00</amount>
  </customer>
</BALANCES>
```

### 13.7.3 Opening Balance - Vendor

vendor	Parent tag for inserting an vendor balance.
name	The name of the vendor.
number	Alternate, use instead of name.
date	The date of the transaction. Used for terms calculation. (yyyy-mm-dd)
amount	The amount of the payable entry. The decimal places in the amount fields is optional so the <code>&lt; amount &gt;</code> of -100.00 could just have been <code>&lt; amount &gt; -100 &lt; /amount &gt;</code>

Following is a sample of and example data file for importing a vendor balance.

```
<?xml version="1.0" encoding="UTF-8"?>
<!DOCTYPE BALANCES>
<BALANCES>
  <vendor>
    <number>1000</number>
    <date>2005-01-27</date>
    <amount>-100.00</amount>
  </vendor>
</BALANCES>
```

#### 13.7.4 Opening Balance - Item

item	Parent tag for inserting an item balance.	
size	The size of the item.	
qty	The total on hand quantity for an item.	
cost	The total cost of the item in inventory.	

Following is a sample of an example data file for importing an item balance.

```
<?xml version="1.0" encoding="UTF-8"?>
<!DOCTYPE BALANCES>
<BALANCES>
  <item>
    <number>101</number>
    <size>Each</size>
    <qty>100</qty>
    <cost>250.01</cost>
  </item>
</BALANCES>
```

## 13.8 Import XML Outside of Quasar

Functionality exists in Quasar to import XML files from a command line outside of the Quasar setup utility. The following command line example assumes that the quasar\_import program is in joes home directory in Quasar/bin. It also assumes the company name is Test.xml and that it is in the /home/joe/Quasar/companies/ directory.

```
/opt/quasar/bin/quasar_import -company /opt/quasar/data/companies/Test.xml  
-file example.xml
```

You can also import a complete directory at one time. Also you can export error output to a file. See below:

```
/opt/quasar/bin/quasar_import -company /opt/quasar/data/companies/Test.xml  
-dir /tmp/import_files >/tmp/import.out 2>/tmp/import.error
```