



ClipWare

POS Management Software

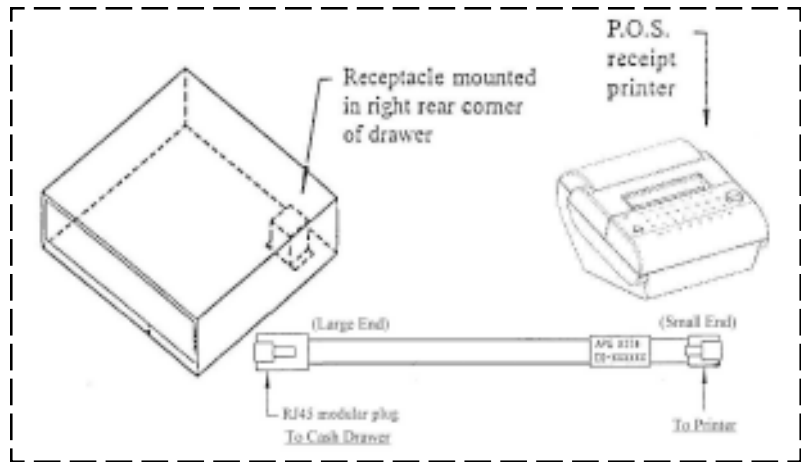
Setup Guide and User Manual

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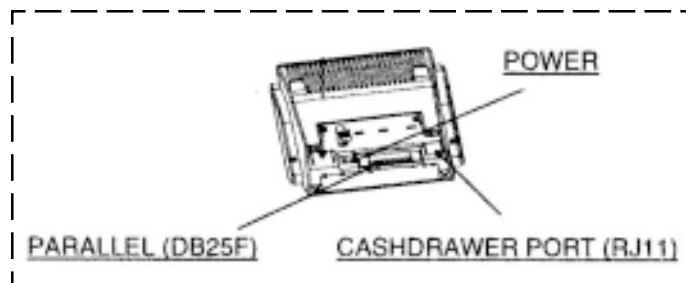
Setting up the System

The system has been pre-configured for easy installation. Follow these steps for a trouble free installation.

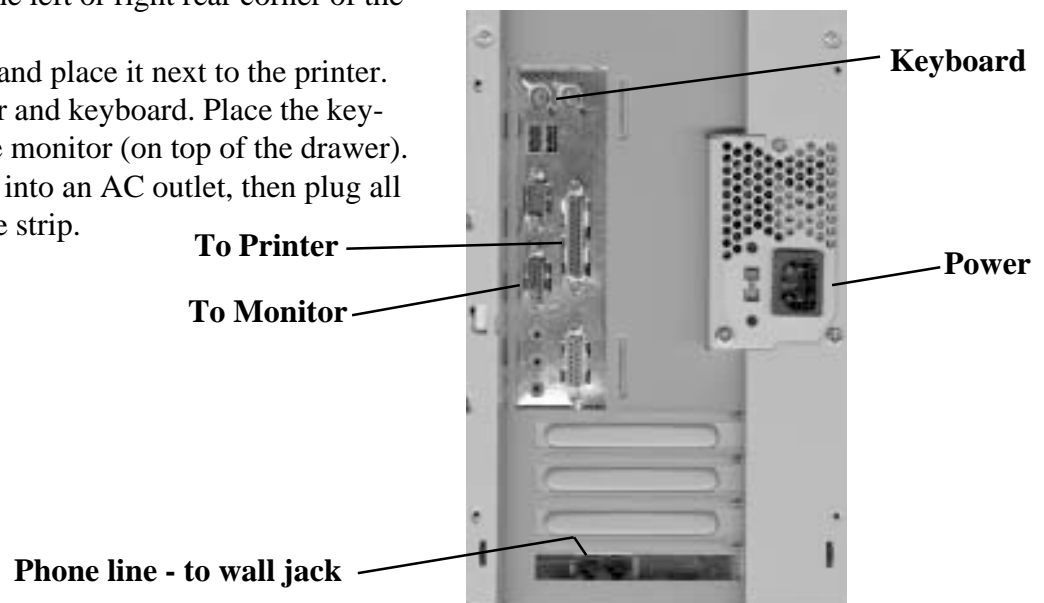
- 1) Unpack the cash drawer, cash drawer cable and printer.
- 2) Connect the large end of the cash drawer cable to the bottom of the cash drawer as shown below.
- 3) Connect the small end of the cash drawer cable to the bottom of the printer in the **Cash Drawer Port**.
- 4) Place the cash drawer on the desk.



- 5) Plug the power adapter cable into the bottom of the printer.
- 6) Connect the printer cable to the bottom of the printer labelled **PARALLEL**.



- 7) Place the printer in the left or right rear corner of the cash drawer.
- 8) Unpack the monitor and place it next to the printer.
- 9) Unpack the computer and keyboard. Place the keyboard in front of the monitor (on top of the drawer).
- 10) Plug the surge strip into an AC outlet, then plug all power cords into the strip.



Disk Tips and Backups

Disk Handling Precautions:

- Never bend or twist.
- Keep away from magnetic fields (TV, Radio, voltage sources).
- Never touch the exposed surface.
- Keep in protective sleeve when not in use.

Formatting Disks - Preparing a New Disk for Use:

- 1) Mark a new label appropriately.
- 2) Affix the label to the top front of the new disk.
- 3) Select the 'Format Disk' option from the housekeeping menu.
- 4) When prompted, place the new disk in the drive with the label up and towards you.
- 5) After completion you will be shown total and available space, and then asked if you want to format another. If you do want to format another, answer 'Y' and repeat steps 1-5. Otherwise, answer 'N' to return to the system menu.

Performing the Daily Backup - General Overview:

Backups are not just important but are crucial to the security and reliability of the computer system. The following scheme will be used to ensure this and provide the needed redundancy in case the backup data is needed. You will begin with a disk for each day, week, month, and year. The daily disks are cycled each week and the weekly disks each month. For a year, this will require a total of 20 disks; Saturday - Friday (7), Monthly (12), and Yearly (1). The monthly disks (at least) should be stored off-site to ensure recovery should something happen to the on-site premises (fire, flood etc.). As your data files grow, so will the number of disks used for each entity (i.e. you may eventually have a set of 2 or more disks per day, week etc.).

Backup Procedure:

- 1) Make sure you have plenty of formatted disks.
- 2) Select the 'Backup' option from the housekeeping menu.
- 3) When prompted for a disk, insert the appropriate disk and press ENTER.
NOTE: The 'appropriate' disk would be the one for that day, month etc.
- 4) If you are prompted for an additional disk, label a new disk to match the rest of the disks in the current set, and repeat step 3.
- 5) When the backup is complete you will be returned to the system menu. Remove the last disk and store in a safe place.

Supplies Required / Support Agreement

Roll Paper	- Standard Thermal 3-1/8" x 2-3/4" Diameter
Diskettes	- 3.5" Double Sided-HIGH Density (2S-HD or DS-HD)

NOTE: All forms sizes (not including labels) include the perforation on each side.

ClipWare Support Agreement

This agreement between you and GT Innovation, Inc. covers both the hardware and software support responsibility and relating issues. The software and hardware configuration installed has been designed to require minimal support. However you may need help from time to time and we are just a phone call away.

Software & Hardware Support Provisions:

- 1) Additional training or other on-site support is available for \$450 per day plus travel expenses.
- 2) One business day response time for all 'hard' failures with hot-spare replacements during the first year or thereafter if under a hardware maintenance agreement. Any repairs or replacements due to damage resulting from misuse, acts of God will be subject to standard time and materials charges.
- 3) You want additional features in the system? So do we! We not only welcome new ideas for new features, we seek them out. Features that are in the best interest of the entire user community will be added at no charge within the standard development time frame. However, site specific changes that pertain only to your situation or extremely urgent changes will be made at a charge of \$80 per hour. Applicability will be based solely upon the discretion of GT Innovation, Inc..
- 4) Any new system updates will be made available free of charge during the first year or thereafter if under a software maintenance agreement.

Not Included but provided for \$80 per hour

- 1) Support or compatibility responsibilities for any other third party software or hardware product.
- 2) System re-configuration due to the installation of other products, intentional and improper powerdown of the hardware, or manipulation of the system by someone other than GT Innovation, Inc.

System Troubleshooting

SYMPTOM: **System does not boot (start) up as normal.**

- DIAGNOSIS:**
- 1) System CPU plugged in and turned on ?
Yes: Goto step 2.
No: Plug in power cord and switch on.
 - 2) Green light 'ON' on System CPU front panel ?
Yes: Goto step 3.
No: Call support.
 - 3) Floppy drive empty and latch open ?
Yes: Goto step 4.
No: Remove floppy, power system off, then on.
 - 4) Display monitor turned on ?
Yes: Check brightness. If OK, goto step 5.
No: Switch monitor on.
 - 5) Does system display an error message ?
Yes: Write down the error message and call support.
No: Call support with the results of steps 1-5.

SYMPTOM: **General Failure error reading/writing drive {A, B, C etc.}.
Abort, Retry, Fail?**

- DIAGNOSIS:**
- 1) If the drive letter is "A":
 - a) Make sure floppy disk is inserted properly.
 - b) Press 'R' to retry operation.
 - c) If message re-appears, press 'A', then try re-formatting the disk from the housekeeping menu.
 - 2) If the drive letter is "C":
 - a) Press 'R' to retry.
 - b) If message re-appears, call support.

SYMPTOM: **Write Protect error reading/writing drive A.
Abort, Retry, Fail?**

DIAGNOSIS: The write protect hole in the floppy disk is open. Slide the protection tab on the bottom of the disk to the closed position.

SYMPTOM: **System Error from within ClipWare.**

DIAGNOSIS: An incorrectable error has occurred. Generally, this is caused by an improper powerdown of the system or a power related problem.

Quick Reference Card - Transactions

Customer Check-In

Menu Selections: *Customer Transactions->Check-In/Register->Check In Guest*
Select customer via search window or add by pressing 'A'.
Enter Stylist, Technician, Item, Quantity and Price for each service/inventory item.
Select Waiting List or In-Service.

Customer Check-Out

Menu Selections: *Customer Transactions->Check-In/Register*
Check-In Customer or Select Customer from Waiting List or In-Service.
Enter additional items, press <ESC> and select Check Out.
Select Payment method and enter amount tendered; customer ticket will be printed.

Walk-In Customers

Menu Selections: *Customer Transactions->Check-In/Register->Quick Register*
Enter Stylist, Technician, Item, Quantity and Price for each service/inventory item.
Press <ESC> and select Check Out.
Select Payment method and enter amount tendered; customer ticket will be printed.

Changing/Deleting Items Entered

Menu Selections: *Customer Transactions->Check-In/Register*
From the item entry screen, press <ESC>.
Select Edit from the options window.
Select the item you wish to change and press <Enter>.
Select Change or Delete depending on the action desired.
If you select Change the cursor will appear on the item line. Make any changes desired.

Voids

Menu Selections: *Customer Transactions->Check-In/Register->Check In Guest*
Select the customer which is in the ticket you are voiding.
Enter each item from the original ticket **EXCEPT use a NEGATIVE QUANTITY.**
Select Check Out, the original Method of Payment and press Enter for the amount tendered.

Refunds

Menu Selections: *Customer Transactions->Check-In/Register->Check In Guest*
Select customer via search window or add by pressing 'A'.
Enter the item and in the price window select OVERRIDE PRICE.
Enter the NEGATIVE AMOUNT.
Select Refund from the SaleType window.
Select Check Out and press Enter for the amount tendered.

REDOs

Menu Selections: *Customer Transactions->Check-In/Register->Check In Guest*
Select customer via search window or add by pressing 'A'.
Enter the stylist number, item number and select Regular Price.
Enter the ORIGINAL stylist number, item number, and select OVERRIDE PRICE.
Enter the NEGATIVE AMOUNT.
Select REDO from the SaleType window.
Select Check Out and press Enter for the amount tendered (which is zero).

Walk-Outs

Menu Selections: *Customer Transactions->Check-In/Register*
Select customer on Waiting List or In-Service and press the key.
Select Walk Out or Continue to return to the Waiting List.

Database File Maintenance

Menu Selections: *File Maintenance*
Select from Customer, Employee, Inventory, and Service.
Use 'Add', 'Update' or 'Delete' (if available) to change the desired file.

Quick Reference Card - Employee / FM / Chemical Cards

Employee Timecard Punch-In

Menu Selections: *Employee Timecard->Employee*

Select employee via search window. Employee name and date will show on screen.

Select Punch In. The current time will display in the 'IN' column.

Answer Y or N to 'Correct Employee and Time' prompt.

Employee Timecard Punch-Out

Menu Selections: *Employee Timecard->Employee*

Select employee via search window. Employee name and date will show on screen.

Select Punch Out. The current time will display in the 'OUT' column.

Answer Y or N to 'Correct Employee and Time' prompt.

Timecard Editing

Menu Selections: *Employee Timecard->Employee*

Select employee via search window. Employee name and date will show on screen.

Select Edit, then the date which you wish to edit.

Select 'Add', 'Change', or 'Delete' to edit the timecard and highlight the line desired.

Enter the correct IN and OUT times in the format 99:99 XX. (ex. 11:30 AM)

Receipt / Issue Inventory

Menu Selections: *File Maintenance->Inventory*

Select Receipt or Issue from Inventory Files Menu.

NOTE: Receipt ADDS items into inventory

Enter a reference number, description, and date to identify the nature of the transaction.

Enter the item number, quantity and cost for each item.

Press <ESC> to exit and select 'Continue', 'Post', 'Edit' or 'Cancel'.

'Continue' will allow you to continue entering items.

'Post' will update the inventory, print an audit report and save all items to an audit file.

'Edit' will allow you to change an item entered incorrectly.

'View' will allow you to browse the items entered before posting to check accuracy.

'Cancel' will abandon all entries so use with caution.

Physical Inventory

Menu Selections: *File Maintenance->Inventory->Enter Physical Inventory*

A prompt will appear asking if you would like to print a Physical Inventory Worksheet.

Answer 'Y' unless you have previously printed one and only wish to enter physical counts.

Count your inventory and enter the actual counts on your worksheet.

Enter the date of the physical inventory.

Enter the item number and actual physical count from your worksheet for each item.

Press <ESC> to exit and select 'Continue', 'Post', 'Edit' or 'Cancel'.

'Continue' will allow you to continue entering items.

'Post' will update the inventory, print an audit report and save all items to an audit file.

'Edit' will allow you to change an item entered incorrectly.

'View' will allow you to browse the items entered before posting to check accuracy.

'Cancel' will abandon all entries so use with caution.

Chemical Cards

Menu Selections: *Chemical Cards->Enter/Edit*

Select the customer by entering the phone number or using <F2> to search.

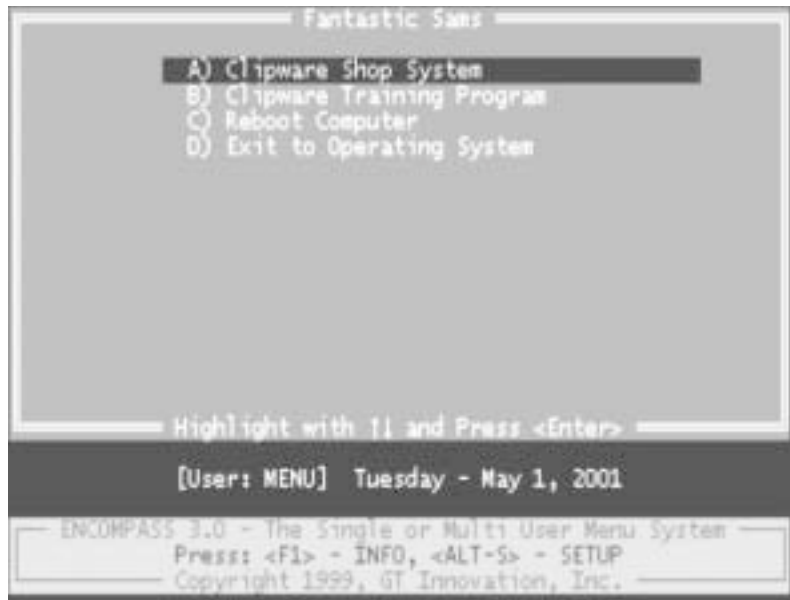
Select the service type (Perm, Color, Haircut).

Enter the date of the service.

Follow each prompt and select the closest response.

Enter the processing time, stylist number (F2 to search) and any related comments.

Finally select 'Save' to save the chemical card or 'Cancel' to abandon the card entries.



Welcome to ClipWare! After you turn on the system you will see a screen similar to the figure above. The selections are defined as follows:

Selection 'A' is the "live" system for everyday, normal use.

Selection 'B' is used for employees to practice on the system without affecting the "live" information.

Selection 'C' is used to restart the computer. This may be necessary if instructed by the home office.

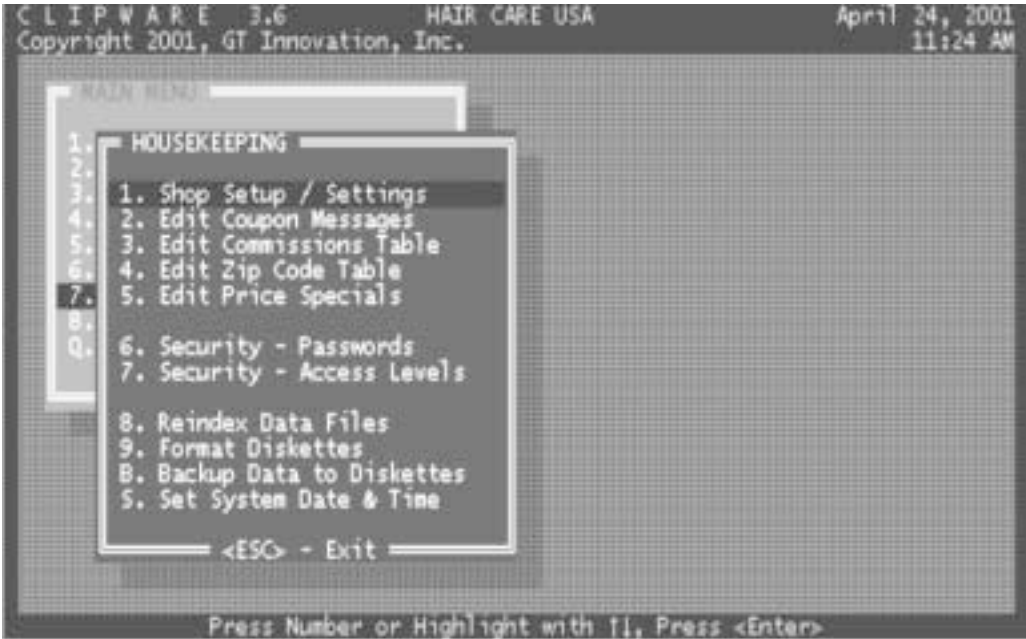
Selection 'D' is used for exiting the menu system to a DOS prompt. If you happen to select this option, simply type 'MENU' then <Enter> to return to the menu.

Quick Start



Main menu of ClipWare. This is the control center for operation of the system. To make a selection, move the hi-light bar with the arrow keys or press the appropriate number. Each area is logically organized to eliminate confusion.

Quick Start - Shop Setup



Press '7' to enter the housekeeping menu. Each option, which is outlined in the following section, is accessed via this housekeeping menu. It is important to complete options 1 through 6 when initially setting up a new shop. Also note that you may change the date and time on the computer through the 'S' menu option.

Quick Start - Shop Setup (cont)



Select "1" from the Housekeeping Menu and complete the following information:

CHAIN:
 STORE:
 COMPANY:
 STORE #:
 PHONE:
 ADDRESS:
 STATE:
 ZIP:

These fields are pre-set in your company serialization.

DRAWER CODES: The character codes to open the cash drawer. Do not change.

SALES TAX: Your sales tax rate as a percentage.

DEFAULT PAY RATE: The pay rate you would like to initially set for each new employee.

GIFT CERT. ITEMS: Range of item numbers that designate gift certificates.

OVERTIME PAY: 'Y' means to compute time and a half over 40 hours.

FLAT RATE COMMISSION: If you pay employees a flat percentage on product sales enter it here. Otherwise leave it blank and setup the commission table in housekeeping.

OPENING DATE: Date this location opened.

PRINTER CODES: Character codes for different print modes. Do not change.

Quick Start - Edit Coupon Messages



TO ENTER/EDIT COUPON MESSAGES

These are messages that you customize to appear on your receipt tickets. They are activated by using the corresponding message number in service/inventory file maintenance.

ON MAIN MENU SELECT "7" (HOUSEKEEPING)

ON HOUSEKEEPING MENU SELECT "2" (EDIT COUPON MESSAGES)

Message Number field : Input a number 1-9

Depress the PAGE DOWN key to edit the message.

Type your message on the lines provided.

Depress the PAGE UP key to save the message

Depress ESCAPE to exit.

Quick Start - Enter/Edit Commission Tables

From	To	Comm
1.00	1.99	0.50
2.00	3.99	0.75
4.00	4.99	1.00
5.00	7.49	1.25
7.50	9.99	1.50
10.00	14.99	2.00
15.00	19.99	2.50
20.00	24.99	3.00
25.00	29.99	3.50
30.00	34.99	4.00
35.00	9999.99	4.50

TO ENTER/EDIT COMMISSION TABLES

ON MAIN MENU SELECT "7" (HOUSEKEEPING)

ON HOUSEKEEPING MENU SELECT "3" (EDIT COMMISSION TABLE)

Depress the PAGE DOWN key to edit the commission table.

In the FROM and TO fields input the sale price range to which the commission will apply.

Input the commission percentage in the COMM field that relates to that sales price range.

NOTE: Each range must be ascending order and amounts must not overlap.

To save changes depress the PAGE DOWN key.

Depress ESCAPE to exit.

Quick Start - Enter/Edit Zip Code Tables

ZIP	CITY	STATE
16131	MERCER	PN
16137	MERCER	PN
28725	DILLSBORD	NC
29728	PAGELAND	SC
30813		GA
32254	JACKSONVILLE	FL
33880	WINTER HAVEN	FL
33948	CHARLOTTE	FL
34677	OLDSMAR	FL
36545	JACKSON	AL
36736	DIXON MILLS	AL

ENTER/EDIT ZIP CODE TABLES

ON MAIN MENU SELECT "7" (HOUSEKEEPING)

ON HOUSEKEEPING MENU SELECT "4" (EDIT ZIP CODE TABLE)

To change an existing zip code:

- 1) Use cursor keys to hilight the desired zip code.
- 2) Press Enter then type in the new data.
- 3) Depress ESCAPE to exit.

To add a new zip code:

- 1) Press <PgDn> until you are at the bottom of the list and <new> appears in the window.
- 2) Input the following:
 - ZIP: Input new zip code.
 - CITY: Input city that relates to that zip code.
 - STATE: Input state in the STATE that relates to that zip code.
- 3) Depress ENTER to save the changes.
- 4) Depress ESCAPE to exit.

Quick Start - Enter/Edit Price Specials



TO ENTER/EDIT PRICE SPECIALS

ON MAIN MENU SELECT "6" (HOUSEKEEPING)

ON HOUSEKEEPING MENU SELECT "4" (EDIT PRICE SPECIALS)

Price specials may be defined to apply automatic special pricing during a customer sale. All existing price specials will be displayed as shown above. Use the cursor keys to select Add, Change, or Delete.

See the next page for details on setting up a price special.

Quick Start - Enter/Edit Price Specials (cont)



```
CHANGE SPECIALS
Description: 50X OFF PROMOTION
Type of Special: Special Price
                  X Discount
                  $ Amount Off
                (F)Next/Prev Field  (ESC)Exit
```

When you add or change a special, you will see the screen shown above. You should select the type of special. Special Price sets a specific price. % Discount deducts a defined percentage to the item's price. \$ Amount Off deducts a specific amount from the item's price.



```
CHANGE SPECIALS
Description: 50X OFF PROMOTION
Type of Special: X Discount      Discount: 50 X
Special Begins: / /             Special Ends: / /
Pertains ONLY to Item: 0 (Leave blank for all items)
                (F)Next/Prev Field  (F)Dtr=Save  (ESC)Exit
```

After you specify the type, you will see the screen shown above. Enter the amount / percentage. Then if you want the special to run for a certain number of days, enter the beginning and ending dates. Finally, if you want the special to only be applies to a specific item, enter the item number in the last field. Press ESCAPE to return to the prev. menu.

Quick Start - Security - Passwords



SECURITY - TO DEFINE PASSWORDS

ON MAIN MENU SELECT "7" (HOUSEKEEPING)

ON HOUSEKEEPING MENU SELECT "5" (SECURITY - PASSWORDS)

There are four levels of security. Each level of security is a clearance level.

For each level of security clearance input a password.

NOTE: Clearance level 1 allows access to all options on the system and is restricted to Home Office Management only. ALT-P allows access to this item!

Depress ESCAPE to exit.

Quick Start - Security - Access Levels



SECURITY - TO DEFINE ACCESS LEVELS

ON MAIN MENU SELECT "7" (HOUSEKEEPING)

ON HOUSEKEEPING MENU SELECT "6" (SECURITY - ACCESS LEVELS)

This option allows clearance to be set by four levels for each menu option in the system. Each of the four levels should be defined through Security - Define Passwords (see prev. page).

For each menu item displayed enter the level of clearance desired (1-4) or zero (0) to allow full access.

Press PAGEDOWN to save then ESCAPE to exit.

Quick Start - Reindex Data Files

ON MAIN MENU SELECT "7" (HOUSEKEEPING)
ON HOUSEKEEPING MENU SELECT "7" (REINDEX DATA FILES)

This option is provided as a maintenance option which should be run immediately after a power failure, accidental (or intentional) system power down without properly exiting the software to the main menu. Once this menu option has begun, you **MUST** allow it to complete in its entirety. If ever in doubt, you are better off to run this reindex option. The more information in the system, the longer it will take to perform the reindex.

Quick Start - Format Diskettes

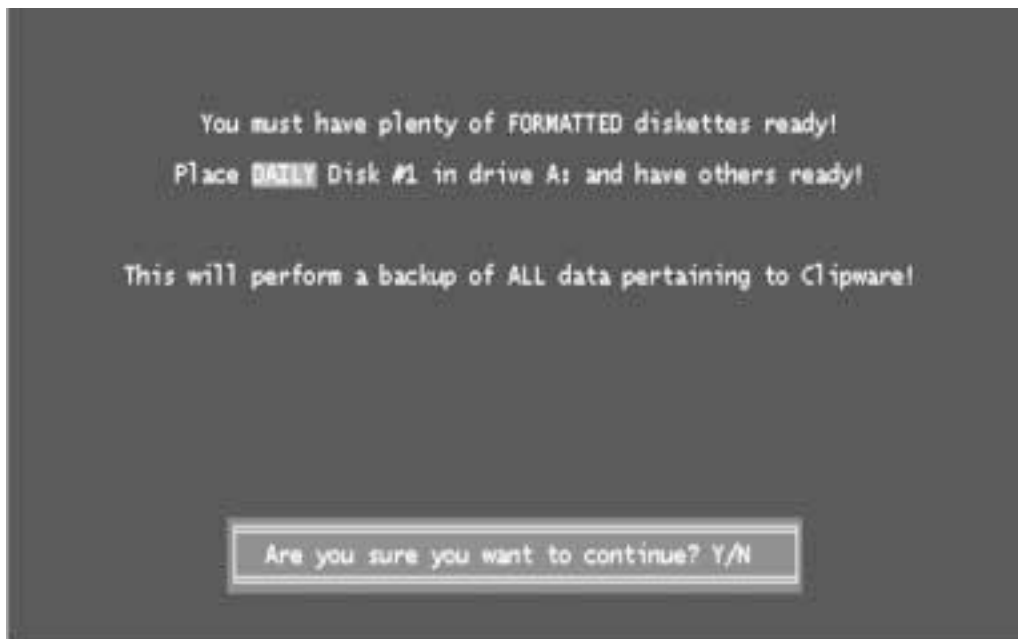


FORMAT DISKETTES

ON MAIN MENU SELECT "7" (HOUSEKEEPING)
ON HOUSEKEEPING MENU SELECT "8" (FORMAT DISKETTES)

This procedure will prepare disk(s) for use. You **MUST** always perform this on **NEW** disks before they can be used in a backup. You may also use this to re-format old diskettes if necessary.

Quick Start - Backup Data to Diskettes



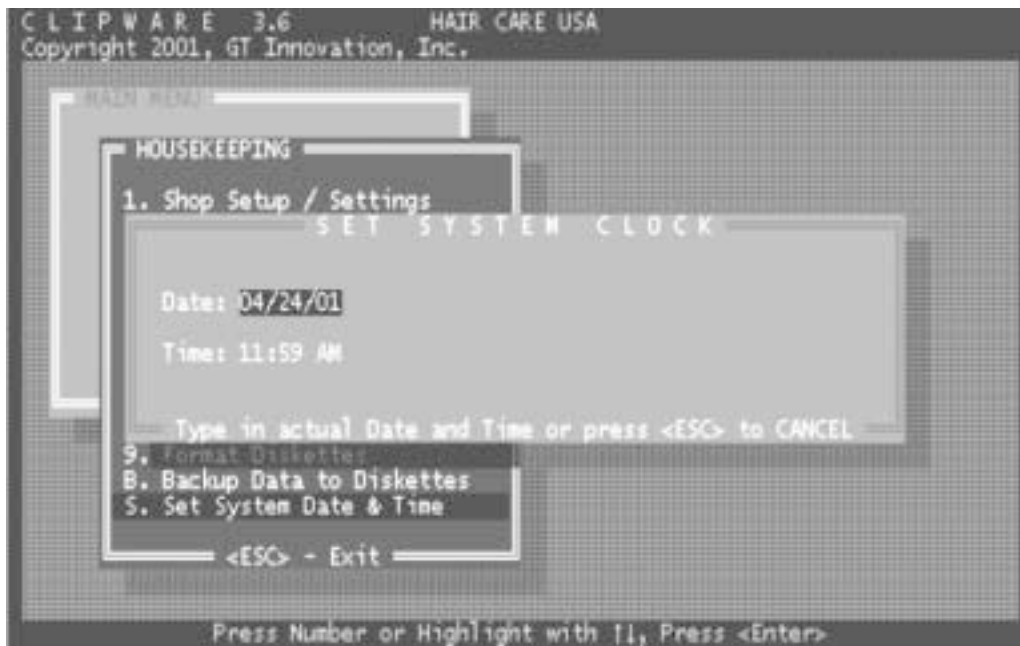
BACKUP DATA TO DISKETTES

**THIS OPTION SHOULD BE PERFORMED AT THE END OF EACH DAY!
PLEASE REFERENCE THE PAGE TITLED DISK TIPS/BACKUPS!!**

**ON MAIN MENU SELECT "7" (HOUSEKEEPING)
ON HOUSEKEEPING MENU SELECT "9" (BACKUP DATA TO DISKETTES)**

You must have plenty of FORMATTED diskettes ready!!
Place DISK #1 in drive A: and have others ready. You will be prompted for each disk as needed. If you start with one disk, eventually two disks will be required then three and so on; i.e. the more information you accumulate, the more disks that will be required. NOTE: If you receive an error during the backup, press 'A' to abort, try reformatting the disk (or select another disk) and begin the backup procedure again.

Quick Start - Set System Date & Time



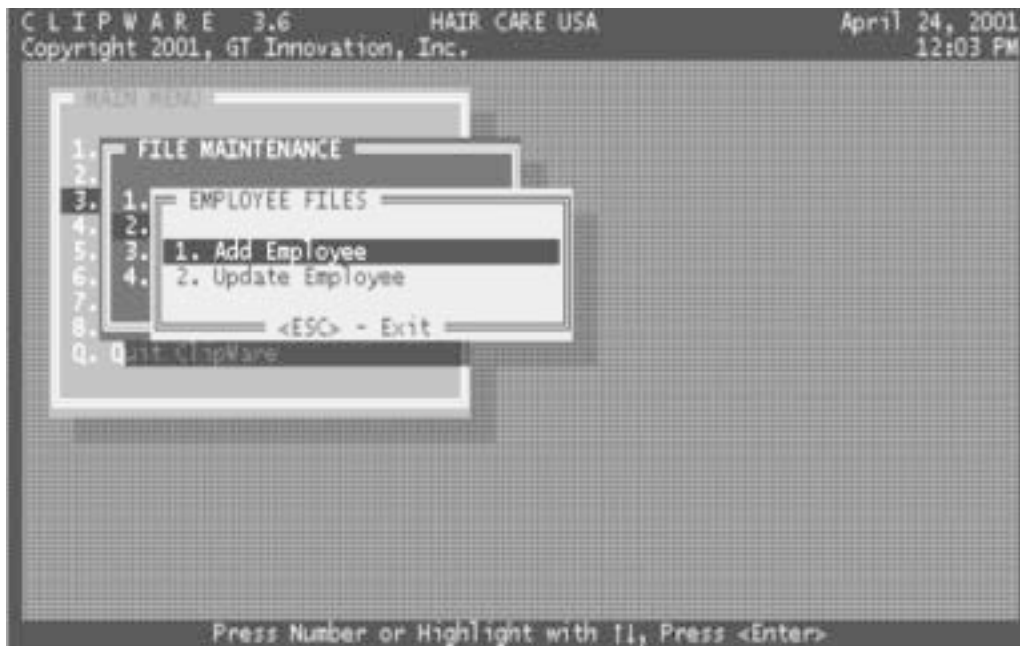
SET SYSTEM DATE & TIME

ON MAIN MENU SELECT "7" (HOUSEKEEPING)

ON HOUSEKEEPING MENU SELECT "S" (SET SYSTEM DATE & TIME)

This procedure will allow you to change the clock built in to the computer. This may be used as often as necessary. The clock may be incorrect due to the spring/fall time change or just off by a few minutes after a period of time.

Quick Start - Setup Employees



SETUP EMPLOYEES

ON MAIN MENU SELECT "3" (FILE MAINTENANCE)
ON FILE MAINTENANCE MENU SELECT "2" (EMPLOYEE FILES)
ON EMPLOYEE FILES MENU SELECT "1" (ADD EMPLOYEE)

(Next page)

Quick Start - Setup Employees (cont)

The screenshot shows a terminal window titled "UPDATE EMPLOYEE". The main screen displays the following information for employee ID 1:

- ID #: 1 Nickname: CHERYL
- Name : CHERYL L ALLEN
- Address : 611 TULANE
- City : WEST MEMPHIS State : AR Zip: 72301
- Phone : 733-0562 Status: I A)ctive I)inactive
- Began : 01/ SS#: 454-39-7233
- Pay Rate: 0.0 # : 619901
- Category: 2 Date: 08/25/70
- Filing Status Exemptions: 0

A "CATEGORIES" menu is overlaid on the screen, listing the following options:

- 1 - STYLIST
- 2 - MANAGER
- 3 - ASST. MANAGER
- 4 - RECEPTIONIST
- 5 - TECHNICIAN

At the bottom of the screen, there are navigation instructions: "<F2>-Search", "||-Move", "←-Select", "→-Browse", and "<ESC>-Exit". The total number of employees on file is shown as 19.

Input the following:

- ID# - Input employee ID#.
- Nickname - Input nickname (if applicable)
- Name - Input employee's name.
- Address - Input employee's address.
- City - Input employee's city.
- State - Input employee's state.
- Zip code - Input employee's zip code.
- Phone number - Input employees phone number.
- Status - Input the status. "A" for active employee "I" for an inactive employee.
- Began - Input the date of hire.
- Ended - Skip (Depress ENTER to skip this until the employee is terminated)
- Social Security Number - Input the employees SS #.
- Pay Rate - Input the employee's base pay rate.
- Payroll Number - Input the employee's payroll number.
- Category - Input the employee's category number.
- Birth Date - Input the employee's date of birth.
- Filing Status - Input the federal filing status as declared on the employee's W-4.
- Exemptions - Input the desired number of exemptions as declared on the employee's W-

4.

Depress F2 to view available categories - move the arrow key until the one you wish to select is highlighted, depress ENTER to select.

Add Inventory Items



ADD INVENTORY ITEMS

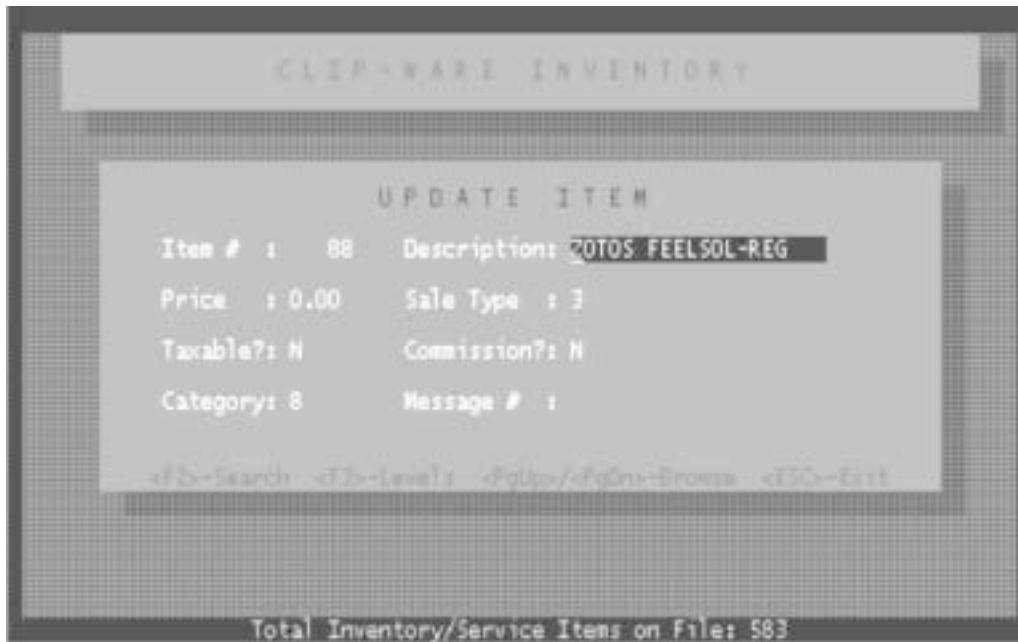
ON MAIN MENU SELECT "3" (FILE MAINTENANCE)

ON FILE MAINTENANCE MENU SELECT "3" (INVENTORY ITEMS)

ON INVENTORY ITEMS MENU SELECT "1" (ADD INVENTORY ITEMS)

(Next Page)

Add Inventory Items (cont)



Input the following:

ITEM # - Input the next item number.

DESCRIPTION - Input the description the of inventory item.

PRICE - Input the retail sales price.

SALE TYPE - Input the sale type number or press F2 to select with a menu.

- 1 - Retail
- 2 - Retail/In-House
- 3 - In-House

TAXABLE - Input "Y" for Yes or "N" for No.

COMMISSION- Input "Y" for Yes or "N" for No.

CATEGORY - Input the category number or press F2 to select with a menu.

MESSAGE - Input the message number which relates to this item. or press F2 to select with a menu. Select "7" on the Main Menu to view established messages.

INVENTORY LEVEL FIELDS

QUANTITY ON HAND - This field is display only. It is a calculated field.

MAXIMUM - Input the maximum amount of stock to have on hand.

QUANTITY PER CASE - Input the quantity that is in each case.

REORDER - Input the quantity to reorder.

COST PER ITEM - Input the unit cost for that item.

ON ORDER - Input the quantity on order.

LAST ORDERED - Input the date you last ordered MM/DD/YY.

YTD SALES - This field is display only. It is a calculated field.

LAST INVOICE - Date of last sale for this item.

Add Inventory Items (cont)

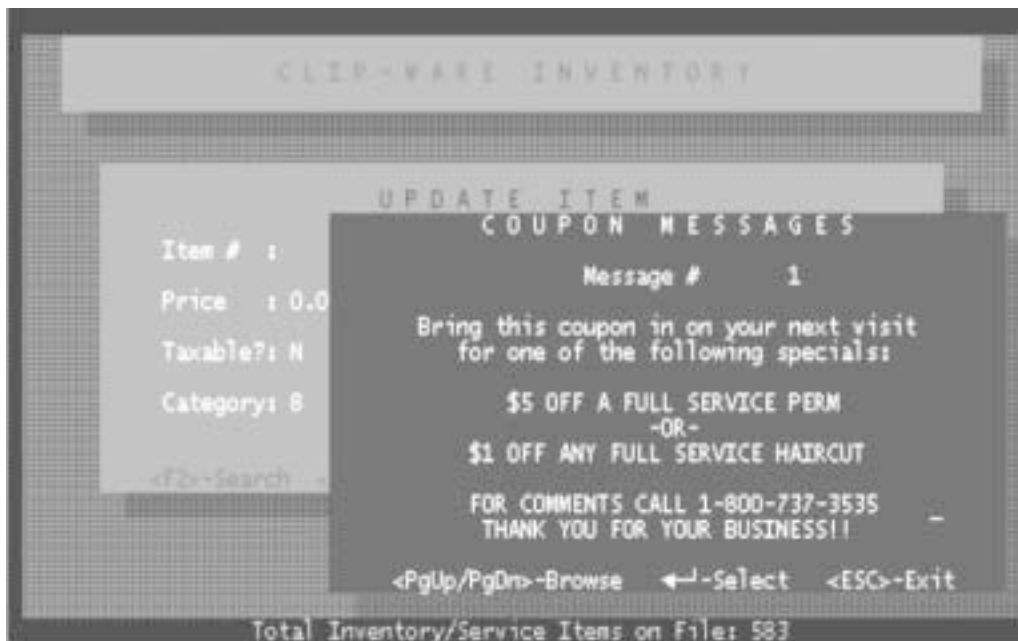


Press F2 to display the Sale Type menu.

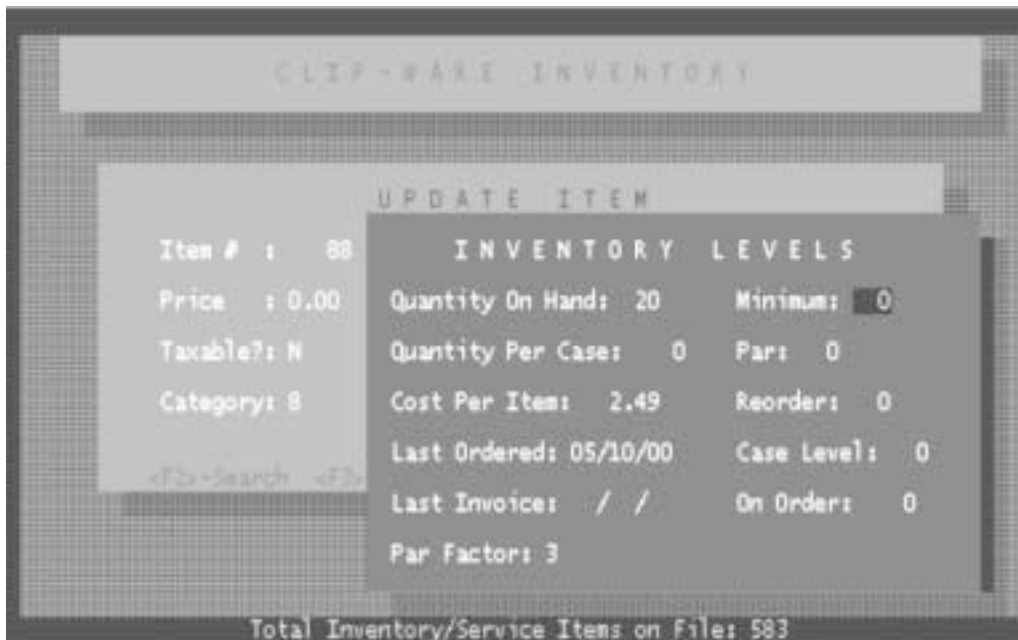


Press F2 to display the Categories menu.

Add Inventory Items (cont)

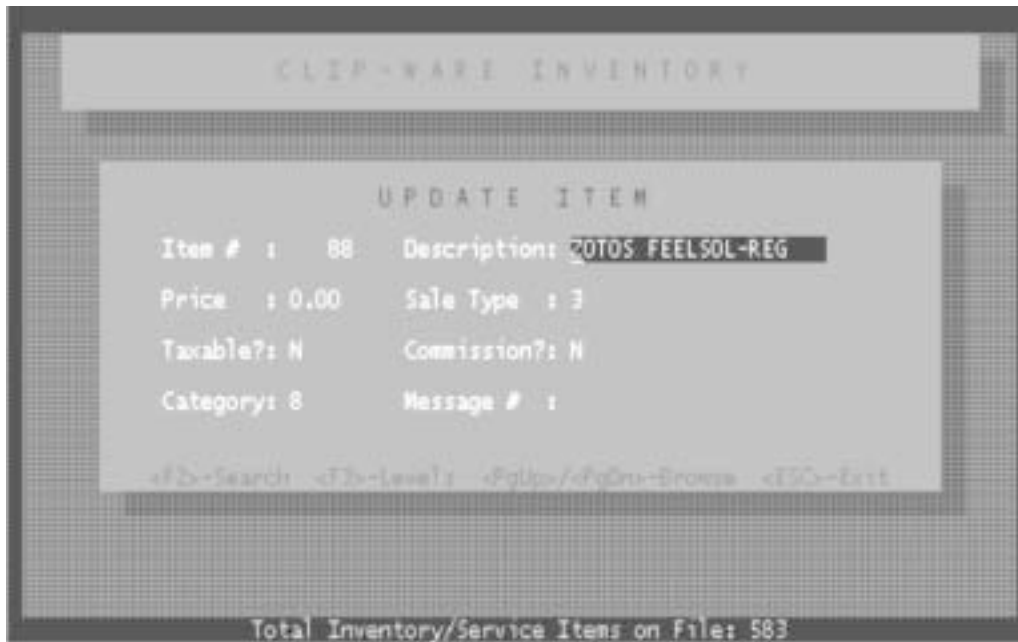


Press F2 to display the Coupon Message menu.



The Inventory Levels screen will appear automatically after completing the primary screen of item information. Fill in the fields as desired. These values will be updated by register transactions.

Update Inventory Items



UPDATE AN EXISTING INVENTORY ITEM

ON MAIN MENU SELECT "3" (FILE MAINTENANCE)

ON FILE MAINTENANCE MENU SELECT "3" (INVENTORY ITEMS)

ON INVENTORY ITEMS MENU SELECT "2" (UPDATE INVENTORY ITEM)

Input the inventory item number to be updated or changed. Press F2 to perform a search for a particular item. See the next page for a description of the search.

Scroll to the field which needs to be updated or changed by depressing the UP or DOWN arrow key.

Make the appropriate changes to that field.

Depress ENTER to accept update or change.

Depress ESCAPE to exit.

Update Inventory Items - Search

Item Number	Description	Price	Sale Type	Sales Tax
88	ZOTOS FEELSOL-REG	0.00	m	N
89	ZOT FEELSOLIV-TINTD	0.00	m	N
90	UB STRIATIONS REG	0.00	m	N
91	UB CREATIVE FREEDOM	0.00	m	N
92	UB ULTRA COOL	0.00	m	N
93	UB BLONDIE	0.00	m	N
94	UB THEATRICKS	0.00	m	N
95	P/M PERM EXPRESSIONS	0.00	m	N
96	UB STRIATIONS TINTD	0.00	m	N
97	UB OVERTURE	0.00	m	N
98	UB CREATIVE LICENSE	0.00	m	N
99	P/M EXPRESSIONS PERM	0.00	m	N
100	DUD-COND LOTION 32OZ	0.00	m	N
101	DUD-CREAM PROTN 16OZ	0.00	m	N

<F2>-Search ←|→-Move <S>-Sort Order <PgUp/PgDn>-Browse <ESC>-Exit

Total Inventory/Service Items on File: 583

A comprehensive search is available anytime an item number is requested. This will allow you to quickly find any item by number or description. The search may also be used as a lookup table to browse the database.

The following options are available.

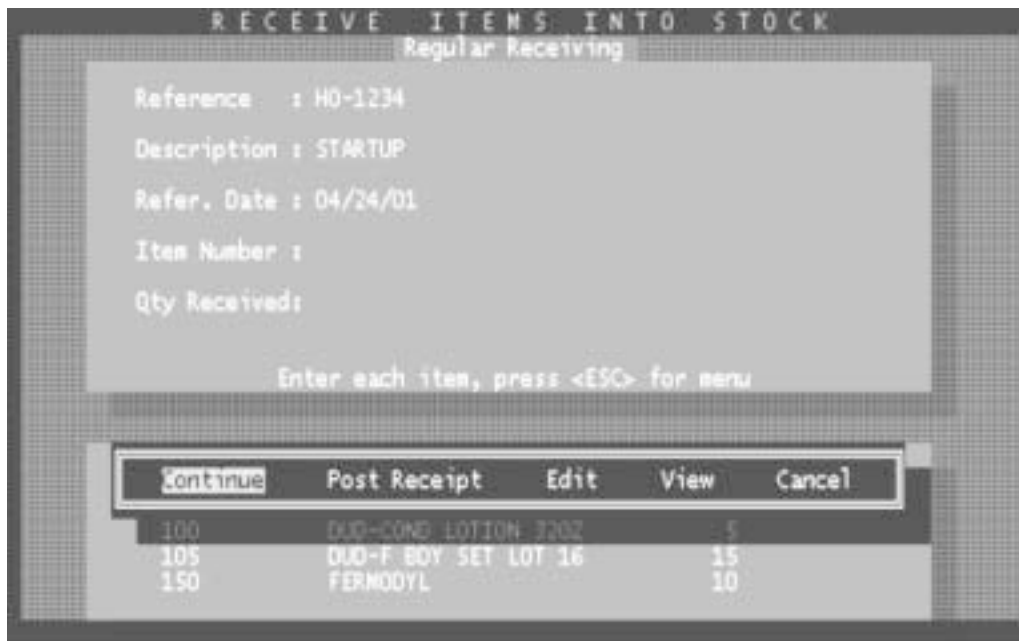
Use cursor keys and page keys to highlight the item desired and press Enter or press ...

F2 - Search for a particular item by number or description.

S - Toggle the displayed order from item number to description.

ESC - Cancel search.

Receive Inventory Items



RECEIVE ITEMS INTO STOCK

Use this menu option to add item quantities into inventory. This will normally be used to receive new stock, but may be used to increase inventory as an adjustment.

ON MAIN MENU SELECT "3" (FILE MAINTENANCE)

ON FILE MAINTENANCE MENU SELECT "3" (INVENTORY ITEMS)

ON INVENTORY ITEMS MENU SELECT "4" (RECEIVE ITEMS INTO STOCK)

Input the following fields:

REFERENCE - Input your reference, such as invoice or purchase order number.

DESCRIPTION - Input any information to describe the transaction.

REFERENCE DATE - Input the day you received this into stock.

ITEM NUMBER - Input the inventory item number.

QTY RECEIVED - Input the quantity received.

Depress ESCAPE.

The following options will appear:

CONTINUE - Continue to enter more receipts.

POST - Print an audit report and update the items in inventory.

EDIT - Edit the inventory receipt, before posting.

VIEW - Browse the items entered to verify accuracy before posting.

CANCEL - Cancel the inventory receipt.

Highlight the appropriate option and depress ENTER.

Issue Inventory Items

```
ISSUE ITEMS FROM STOCK
Transfer Products

Reference : TR-1123
Issue Date : 04/24/01
Issue To : HOME OFFICE ADJUSTMENT
Item Numbers: 92 UB ULTRA COOL
Qty Issued:

Enter each item, press <ESC> for menu

Continue Post Issue Edit View Cancel
```

ISSUE ITEMS FROM INVENTORY STOCK

Use this menu option to remove items from inventory. This will normally be to transfer inventory to another store or the home office. It may be used though to adjust items out of inventory.

ON MAIN MENU SELECT "3" (FILE MAINTENANCE)

ON FILE MAINTENANCE MENU SELECT "3" (INVENTORY ITEMS)

ON INVENTORY ITEMS MENU SELECT "5" (ISSUE ITEMS FROM STOCK)

Input the following:

REFERENCE - Input a miscellaneous comment if necessary.

ISSUE DATE - Input the date the item(s) was removed from inventory.

ISSUE TO - Input the name of the person or store which the inventory was issued.

ITEM NUMBER - Input the inventory item number.

QTY ISSUED - Input the quantity issued.

Depress ESCAPE.

The following options will appear:

CONTINUE - Continue to enter more receipts.

POST - Print an audit report and update the items in inventory.

EDIT - Edit the inventory receipt, before posting.

VIEW - Browse the items entered to verify accuracy before posting.

CANCEL - Cancel the inventory receipt.

Highlight the appropriate option and depress ENTER.

Enter Physical Inventory



ENTER PHYSICAL INVENTORY COUNTS

Use this menu option to change physical inventory counts. This will normally be done once a month. This option will first print a physical inventory worksheet. You will use this worksheet to record the actual quantity on hand for all items. Then you will enter the counts from the worksheet into the system and print an inventory adjustment report.

ON MAIN MENU SELECT "3" (FILE MAINTENANCE)

ON FILE MAINTENANCE MENU SELECT "3" (INVENTORY ITEMS)

ON INVENTORY ITEMS MENU SELECT "6" (ENTER PHYSICAL INVENTORY)

Input the following:

INV. DATE - Input the date item was removed from inventory. MM/DD/YY.

ITEM NUMBER - Input the inventory item number.

QTY ON HAND - Input the actual quantity on hand from the worksheet.

Depress ESCAPE.

The following options will appear:

CONTINUE - Continue to enter more receipts.

POST - Print an inventory adjustments report and update the items in inventory.

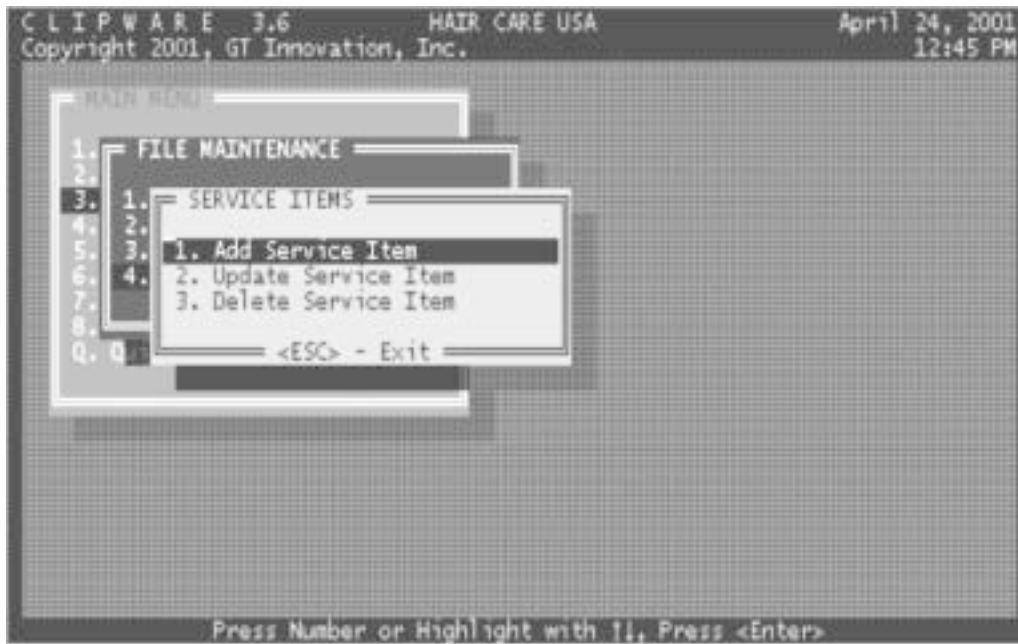
EDIT - Edit the inventory receipt, before posting.

VIEW - Browse the items entered to verify accuracy before posting.

CANCEL - Cancel the inventory receipt.

Highlight the appropriate option and depress ENTER.

Setup Service Items



ENTER/EDIT SERVICE ITEMS

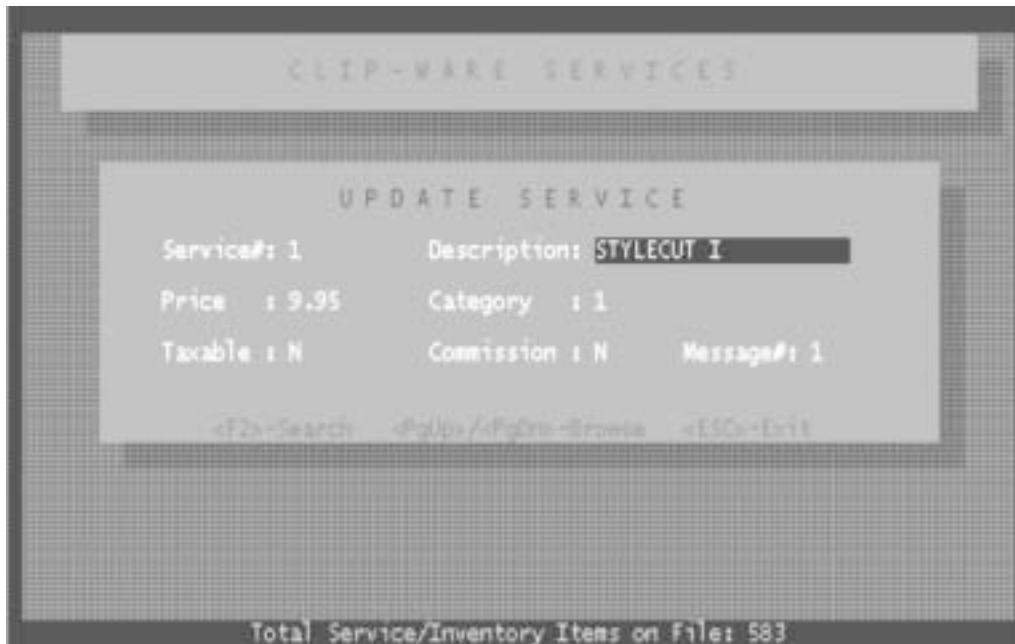
ON MAIN MENU SELECT "3" (FILE MAINTENANCE)

ON FILE MAINTENANCE MENU SELECT "4" (SERVICE ITEMS)

ON INVENTORY ITEMS MENU SELECT "1" (ADD SERVICE ITEM)

(Next Page)

Setup Service Items (cont)



Input the following fields:

SERVICE NUMBER - Input the service number.

DESCRIPTION - Input the description of the service.

PRICE - Input the sales price.

CATEGORY - Enter the category number or pres F2 to select by menu.

TAXABLE - Input "Y" for Yes and "N" for No.

COMMISSION - Input "Y" for Yes and "N" for No.

MESSAGE - Input the message number that you would like to appear on the receipt or press F2 to select by a menu.

Depress ESCAPE to exit.

Setup Customers



Select File Maintenance then Customer Files to Add/Update or Review History.



Enter the customer information into each field. All fields are mandatory except for First Visit and Last Visit (these will be updated automatically by register transactions). If the Zip Code you enter does not exist in your Zip Code file, you will be prompted if you wish to add it. If you answer Yes, you will be prompted for the city and state. By entering comments in the Customer profile field, these comments will be displayed blinking on the Register Screen. This is useful to note problem customers.

Setup Customers (cont)

Phone	First Name	Last Name	Last Visit
000-0000	LAMAR	BAGGETT	06/12/95
000-0000	RON	BAILEY	06/05/95
000-0000	JUANITA	BAKER	05/21/95
000-0000	MARGE	BAKER	05/06/95
000-0000	JOY	BALDWIN	02/09/95
000-0000	SHANNON	BARNES	04/05/95
000-0000	PAUL	BARRETT	03/03/95
000-0000	RICHARD	BARRINGER	02/04/95
000-0000	WAYNE	BARTOUDE	06/03/95
000-0000	JUDY	BARTOUSH	02/24/95
000-0000	WAYNE	BARTOUSH	04/15/95
000-0000	TONY	BEELER	03/08/95
000-0000	CATHY	BETHANY	04/28/95
000-0000	LEONARD	BIGGS	04/22/95

<F2>-Search <F1>-Move <S>-Sort Order <PgUp/PgDn>-Browse <ESC>-Exit

Total Customers on File: 4896

A comprehensive search is available anytime a customer phone number is requested. This will allow you to quickly find a customer by phone number or last name. The search may also be used as a lookup table to browse your customer database. The following options are available.

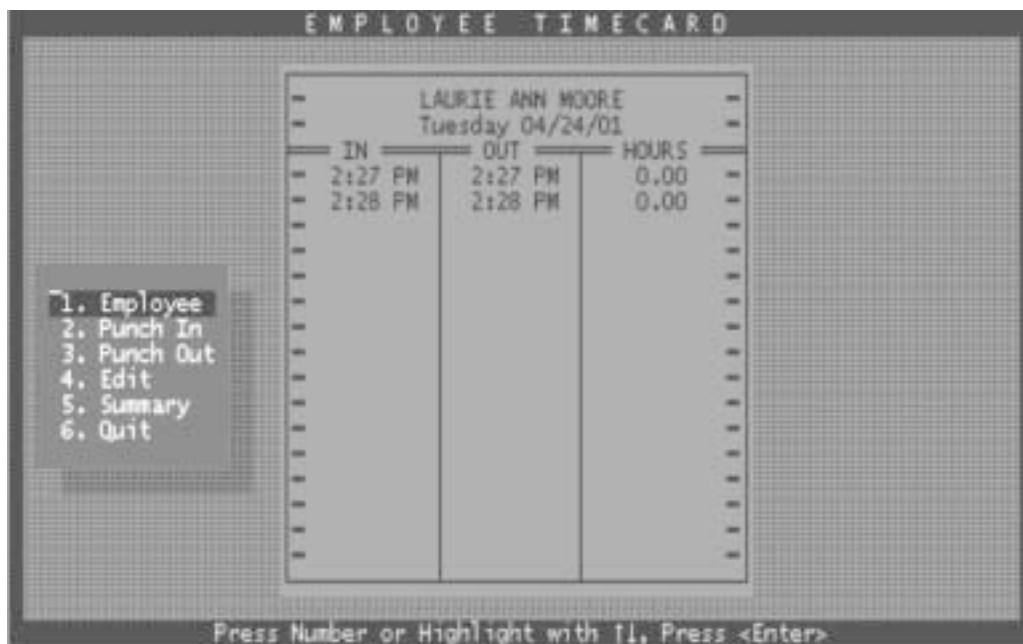
Use cursor keys and page keys to highlight the item desired and press Enter or press ...

- F2 - Search for a particular item by number or description.
- S - Toggle the displayed order from phone number to last name.
- ESC - Cancel search.

Employee Timecards



Select Employee Timecard to Punch In, Out or Edit existing timecards.



This is the Employee Timecard screen. Make your selection from the menu on the left.

Timecards - Punch In/Out



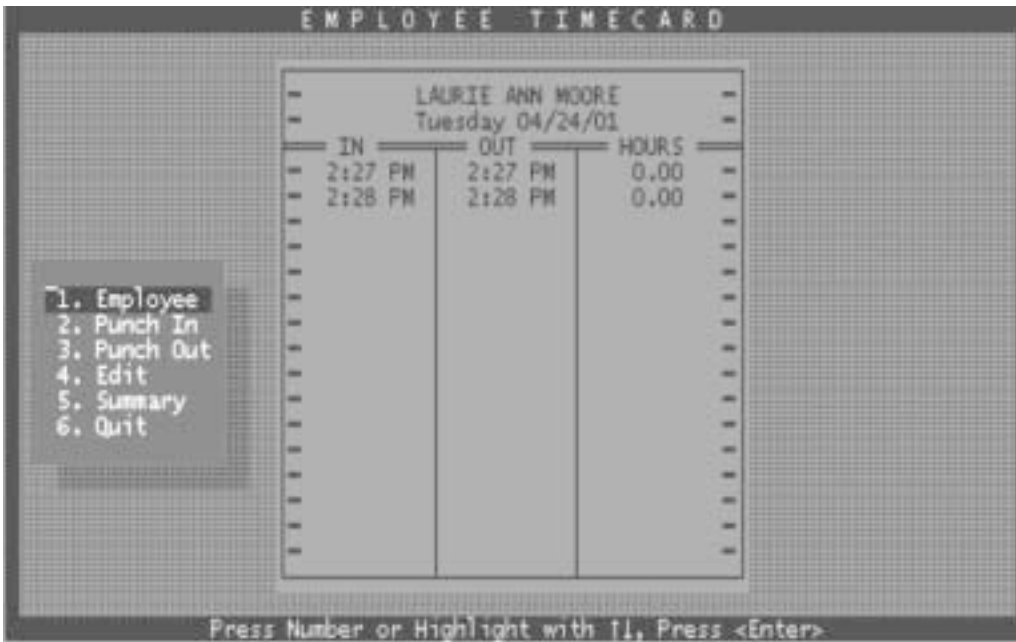
PUNCH IN

ON MAIN MENU SELECT "2" (EMPLOYEE TIMECARD)
ON EMPLOYEE TIMECARD MENU SELECT "1" (EMPLOYEE)
Input your employee ID#, press ENTER.
Press ENTER, again after your ID# and name is shown.
SELECT "2" (PUNCH IN)
If this is the correct time press ENTER.
If this is NOT the correct time..... press ESCAPE to exit.

PUNCH OUT

ON MAIN MENU SELECT "2" (EMPLOYEE TIMECARD)
ON EMPLOYEE TIMECARD MENU SELECT "1" (EMPLOYEE)
Input your employee ID#, press ENTER.
Press ENTER, again after your ID# and name is shown.
SELECT "3" (PUNCH OUT)
If this is the correct time depress ENTER.
If this is NOT the correct time..... press ESCAPE to exit.

Edit Timecards



First select the Employee you wish to change.



Use your cursor (arrow) keys to hilight the day you wish to change. Use the PAGEUP and PAGEDOWN keys to change months if needed.

Edit Timecards



Select the appropriate option from the menu at the bottom of the timecard.

To Add an entry:

- 1) Select Add
- 2) A new line will appear on the timecard. Enter the time in and time out.
NOTE: You must specify AM or PM after the time.

To Change an entry:

- 1) Select Change
- 2) Use your cursor keys to move down to the line you wish to change.
- 3) Press ENTER and correct the time in and/or time out.

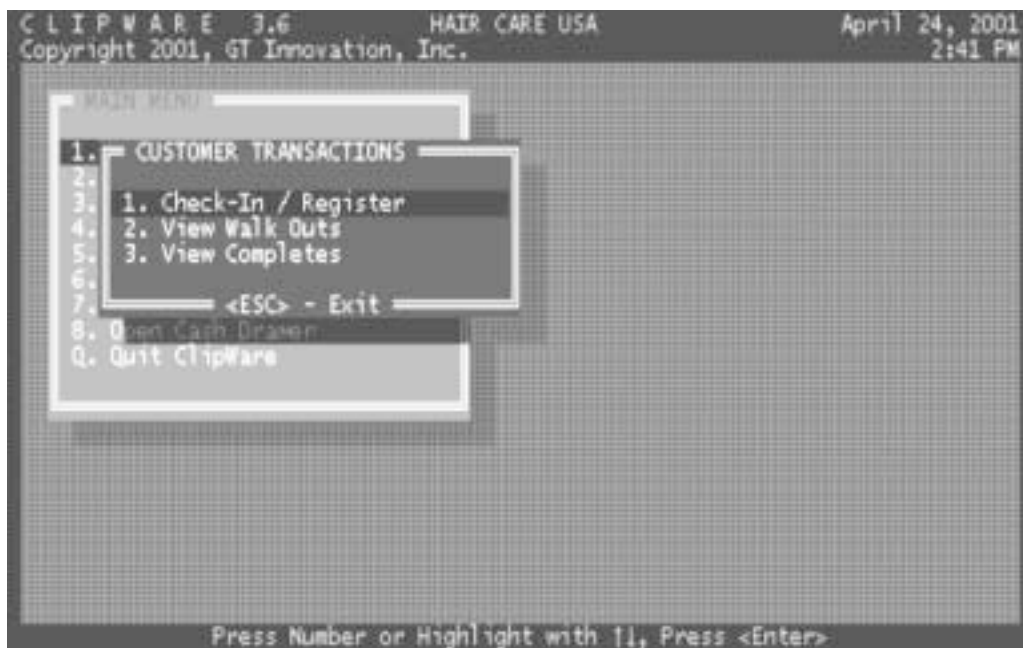
To Delete an entry:

- 1) Select Delete
- 2) Use your cursor keys to move down to the line you wish to delete.
- 3) Press ENTER and you will be prompted to Delete Y/N?
- 4) Answer Y and the line will be removed.

Register Check In



To perform any register function, select Customer Transactions.

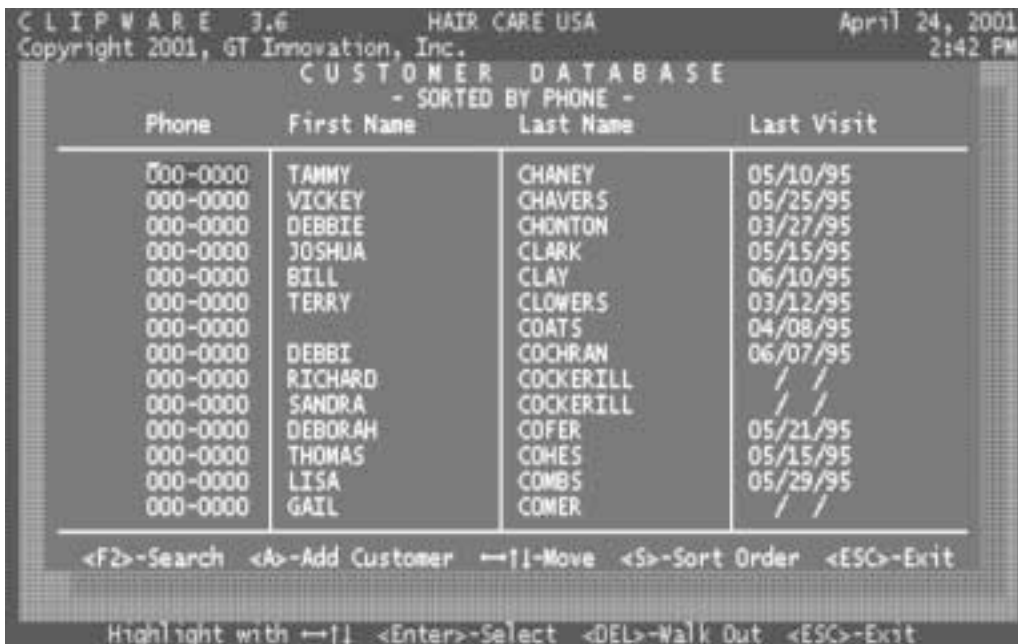


Select Check-In / Register to check-in or check-out a customer.

Register Check In (cont)



Two windows will appear. Customers in waiting will show on the left, while those in service will show on the right. Select CHECK IN GUEST.



Find the customer you wish to check in. If they are a new customer, press 'A' to add them into your files (See Setup Customer Files)

Register Item Entry

CLIPWARE 3.6 HAIR CARE USA April 24, 2001
Copyright 2001, GT Innovation, Inc. 3:05 PM

TAMMY CHANEY (000-0000)

Stylist	Tech #	Item	Description	Qty	Price	Total
3		5	KID'S STYLECUT II	1	10.95	10.95

0

CUSTOMERS ON TICKET
TAMMY

Method Amount

Subtotal: 10.95
Tax: 0.00
Total: 10.95
Tendered: 0.00
Change: 0.00

Enter Stylist/Technician Number <F2>-Search <ESC>-Exit

The item entry screen will appear showing the customer's name and phone number. If you know the stylist and technician numbers enter them (mandatory once in service). Use #30 for sales which are credited to the salon. Next enter each item and select the appropriate quantity and price. Use a NEGATIVE quantity for VOIDS only. Use Override Price to issue as a Free item or perform Refund/REDO.

CLIPWARE 3.5e HAIR CARE USA April 24, 2001
Copyright 1997, Multiuser Microsystems 2:49 PM

TAMMY CHANEY (000-0000)

Stylist	Tech #	Item	Description	Qty	Price	Total
4	3	5	KID'S STYLECUT II	1	10.95	10.95
4	3	5	KID'S STYLECUT II	1	-10.95	

SALETYPE

Refund
REDO
Change Price

↑-Move ←-Select

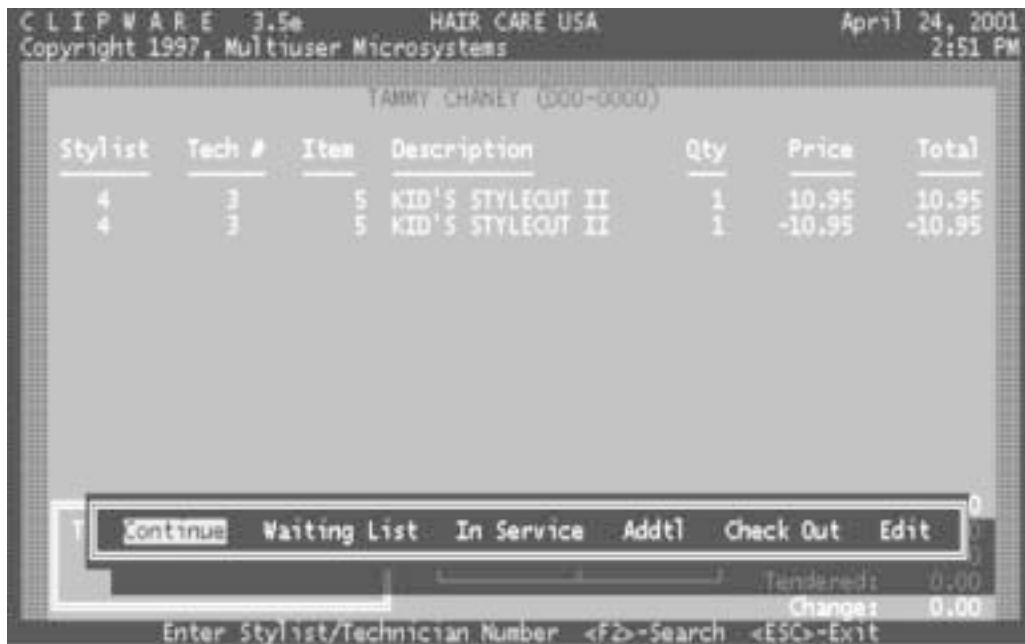
CUSTOMERS ON TICKET
TAMMY

Method Amount

Subtotal: 10.95
Tax: 0.00
Total: 10.95
Tendered: 0.00
Change: 0.00

For a Refund or REDO you must select Override Price and enter a negative price. The menu above will appear allowing you to specify the nature of the transaction.

Register Item Entry



Once the items are entered press ESCAPE for the menu shown above. Select Continue to enter more items, Waiting List to place in waiting, In Service to place in service (sample ticket on following page), Addtl to add a customer to the ticket, Check Out to accept payment and Edit to change any items entered.



Once all items are entered and Check Out is selected, select the payment method and amount tendered by the customer. The change due will appear and a receipt will be printed. (Sample shown on subsequent page)

Gift Certificates

To issue a gift certificate, you **MUST** use the house ID of 30, select Override Price, and enter a non-zero amount. A gift certificate receipt will be printed at the bottom of the receipt which **MUST** be attached to the actual gift certificate. The receipt will contain a unique number and the face value of the gift certificate.

NOTE: All sales reports will reflect and separate gift certificates issued(sold) from total sales.

Product Only Sales

ClipWare disallows a sale consisting of products only-rung up on a stylist's number. This is to prevent a stylist from getting a commission on items where no service was provided.

If you are entering a ticket consisting of products only, you must use the house number (30) for the sale. If you attempt to use any other number, even on one item, you will receive an error message at which point you will have to edit each item and change the stylist number to 30.

Guest Tickets

```

***** GUEST TICKET *****

=====
                HAIR CARE USA #100
04/25/01      ARLINGTON      4:55 PM
=====

                Stylist: SISSY (3)

                SUZETTE CUPPLES (000-00 )
-----
Item  Description                      Amount
-----
    2  STYLECUT II                      14.95
-----
-----
-----

Transaction # 4

    --- Previous Visit: 04/25/01 ---
Styl # 3      STYLECUT II              14.95
-----
                                   14.95
    
```

Sample In-Service Ticket

```

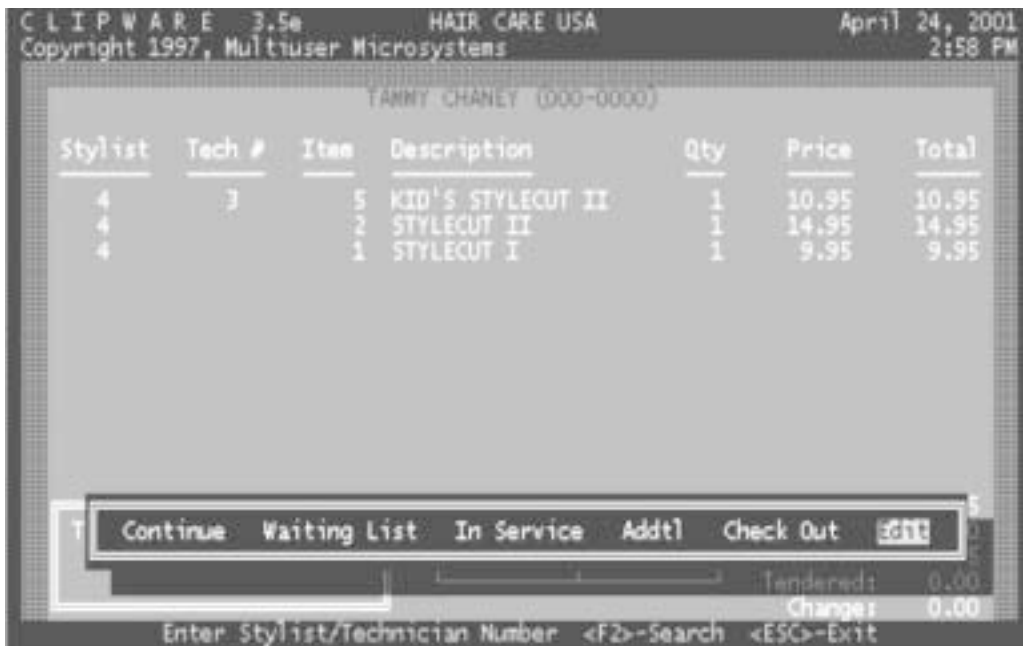
=====
                HAIR CARE USA #100
04/25/01      ARLINGTON      4:55 PM
=====

                SERVICES FOR SUZETTE CUPPLES
-----
Styl  Description                      Qty  Amount
-----
    3  STYLECUT II                      1    14.95
-----
Transaction # 4      Subtotal:      14.95
                    Tax:           0.00
                    -----
                    Total:         14.95
                    CASH:          14.95
                    Change:        0.00

*****
Bring this coupon in on your next visit
for one of the following specials:
$5 OFF A FULL SERVICE PERM
    
```

Sample Guest Receipt

Register - Item Editing

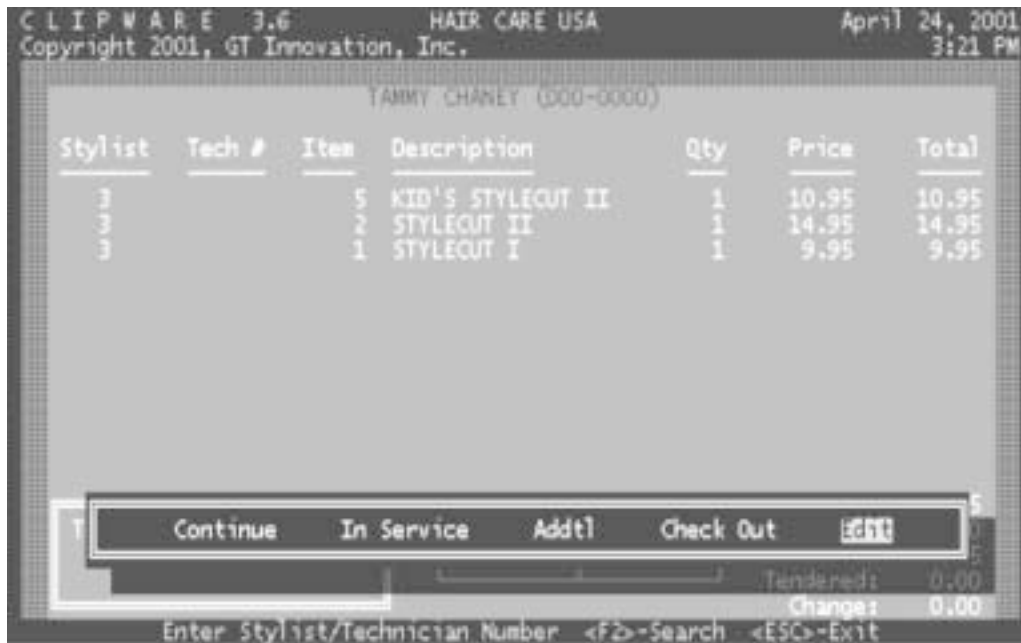


To change or delete any items entered select Edit from the above menu.



Use your cursor (arrow) keys to hilight the item you wish to change or delete and press ENTER. Select CHANGE or DELETE. If you select change the cursor will go to the selected line. Make any changes and press ENTER on each field.

Customer Transactions - Multiple Guests



MULTIPLE GUESTS

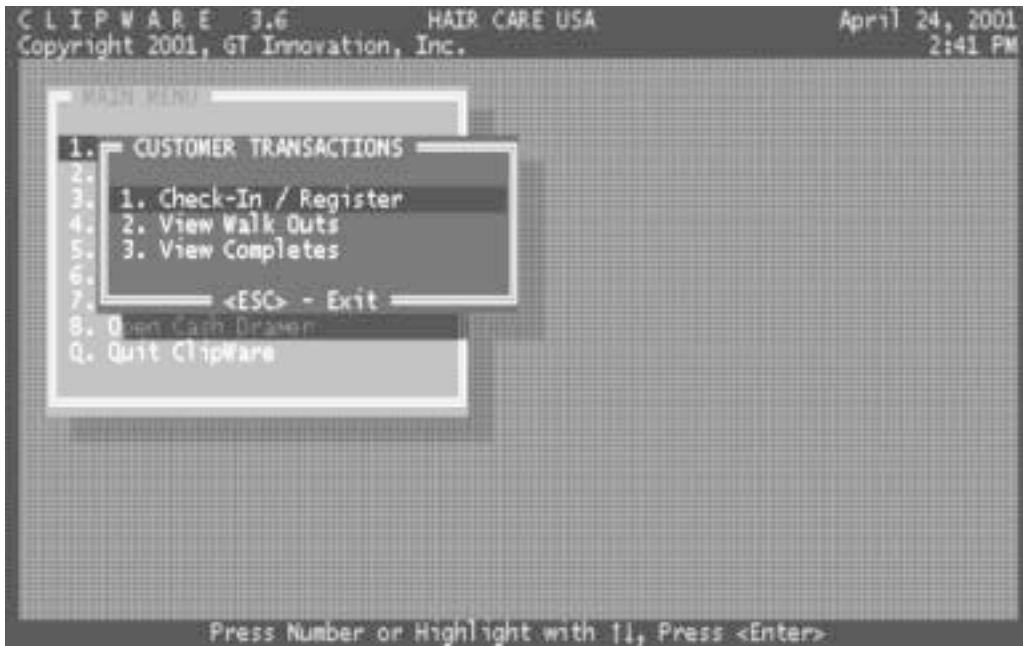
Use the ADDTL option on the check out menu to ring up more than one person on a ticket. The best example is a family that comes in for individual services. Each person would be entered into service. Then when the entire family is completed you can process one ticket with a grand total and receive one full payment.

In Check-In/Register select the customer from "In Service". After entering all services and the customer is ready to check out, press <ESC> to bring up the menu bar. Choose "Addtl" for additional customers. This opens a red window which shows all other customers in service. Cursor down to the customer you want to add to this ticket and press <ENTER>. The screen will switch to the customer selected and the ticket total is automatically updated to reflect the customer's services being added. As additional customers are added, their names will be added to the square in the bottom left hand corner of the screen. This shows all customers currently listed on the ticket. You may use the "Addtl" menu item at any time to add/change services on one or all of the customers on the ticket until ready to check out. Then select "Check Out" as usual. The ticket will show each customer's services with a total at the bottom.

MULTIPLE PAYMENT METHODS

Multiple payment methods are allowed. For example, this will allow you to accept full payment of which part is Check and the rest is Cash. The main use though will be accepting payment by Gift Certificate and another method. To activate this feature, simply enter an amount tendered less than the full amount of the sale and ClipWare will prompt you for the second method & tendered amount.

Customer Transactions - View Walk Outs

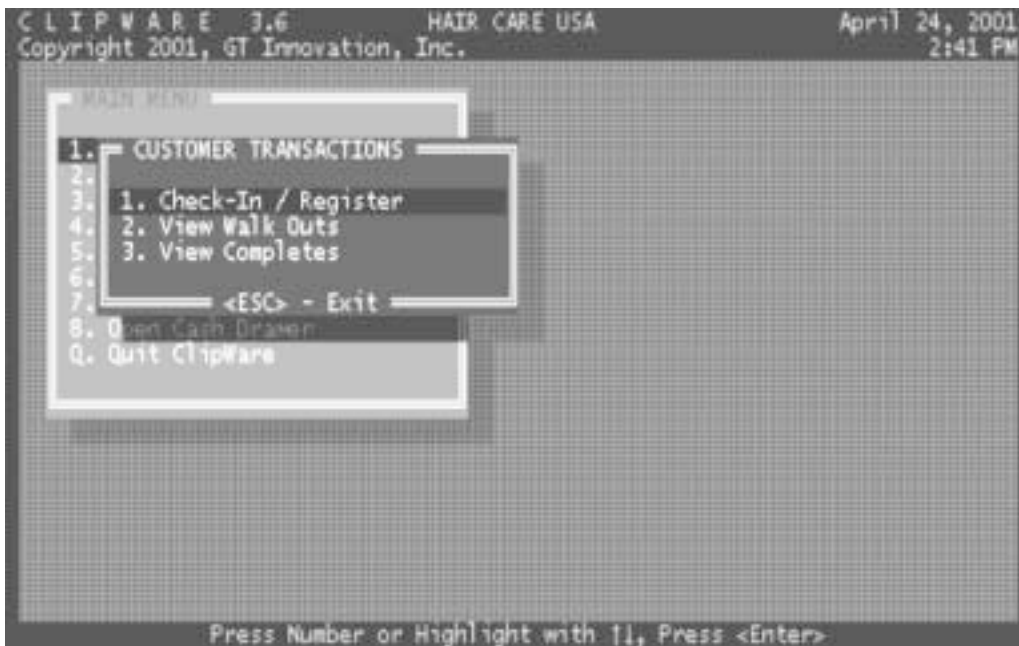


Select Customer Transactions then View Walk Outs from the above menu.



Any walk outs will be displayed in a table. Use your cursor keys to browse the walk out customers.

Customer Transactions - View Completes

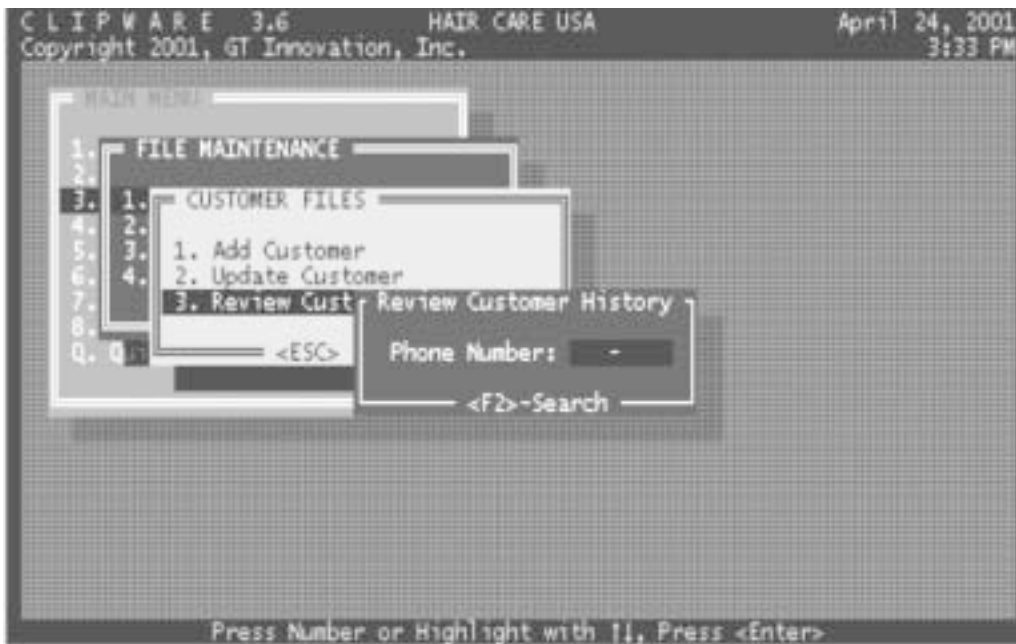


Select Customer Transactions then View Completes from the above menu.



Any completed customers will be displayed in a table. Use your cursor keys to browse the completes.

Review Customer History

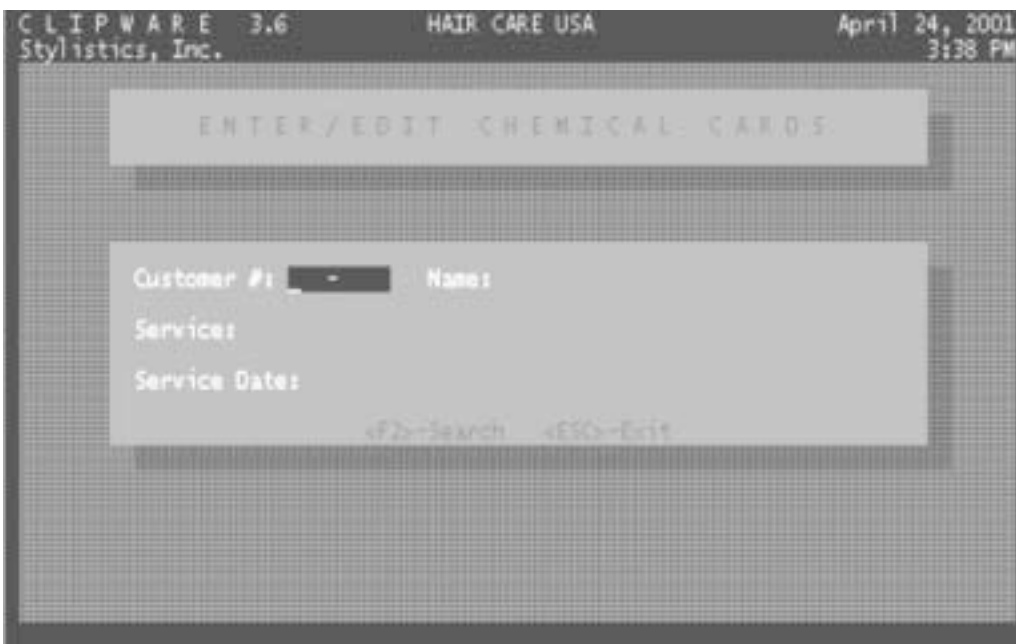
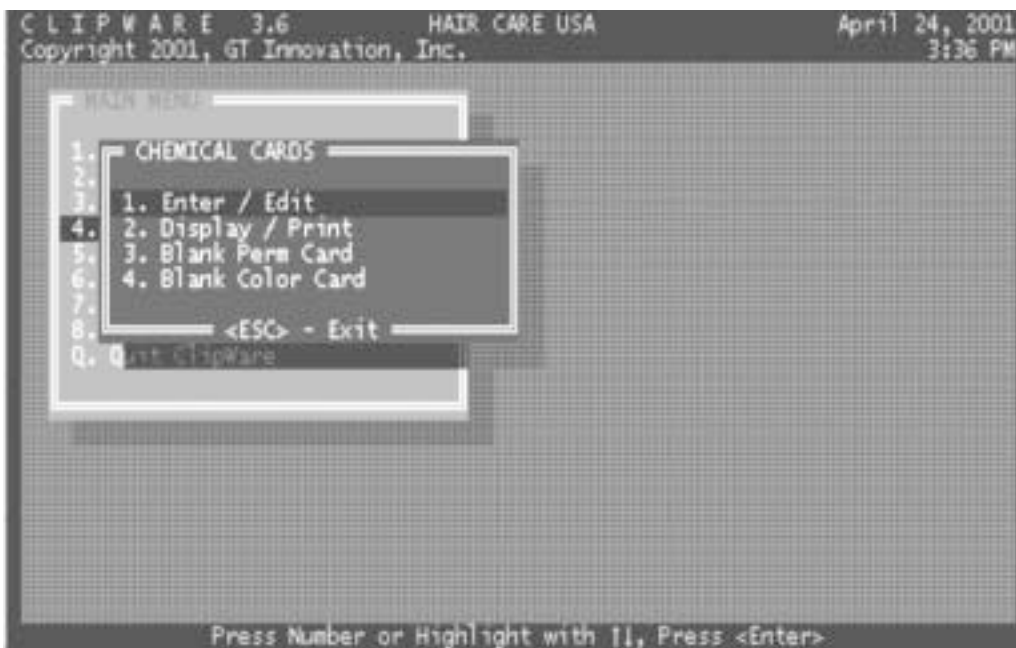


Select File Maintenance, Customer Files, then Review Customer History. Enter the customer's phone number or press F2 to search.



Any customer history will be displayed in a table. Use your cursor keys to browse the customer's transactions.

Enter Chemical Cards



CUSTOMER NUMBER FIELD - Input the customer number. This should be the customer's phone number. Press F2 to search if desired. The computer will show the customer's name once the phone number is input.

Enter Chemical Cards (cont)

```
CLIPWARE 3.6          HAIR CARE USA          April 24, 2001
Stylistics, Inc.                                         3:43 PM

ENTER/EDIT CHEMICAL CARDS:

Customer #: 000-0000  Name: ANNBELL
Service:
Service D:
SERVICE TYPE
  Perm  Color  Haircut
Select with →, Press <Enter>
<F2>-Search  <ESC>-Exit
```

SERVICE FIELD - Highlight the type of service and depress ENTER.

```
CLIPWARE 3.6          HAIR CARE USA          April 24, 2001
Stylistics, Inc.                                         3:43 PM

ENTER/EDIT CHEMICAL CARDS:

Customer #: 000-0000  Name: ANNBELL
Service: PERM
Service Date: 04/24/01
<F2>-Search  <ESC>-Exit
```

Input date of perm in the SERVICE DATE field. Depress ENTER.

Enter Chemical Cards (cont)

```
CLIPWARE 3.6          HAIR CARE USA          April 24, 2001
Stylistics, Inc.          3:43 PM

ENTER/EDIT CHEMICAL CARDS

Customer #: 000-0000   Name: ANNBELL
Service: PERM
Service Date: 04/24/01

Type Of Service
1. CURLY PERM
2. WAVY PERM
3. BODY PERM
4. PARTIAL PERM
5. CUSTOM PERM
   OTHER
<F2>-Search  <ESC>-E
```

Answer each prompt concerning hair condition or process performed.

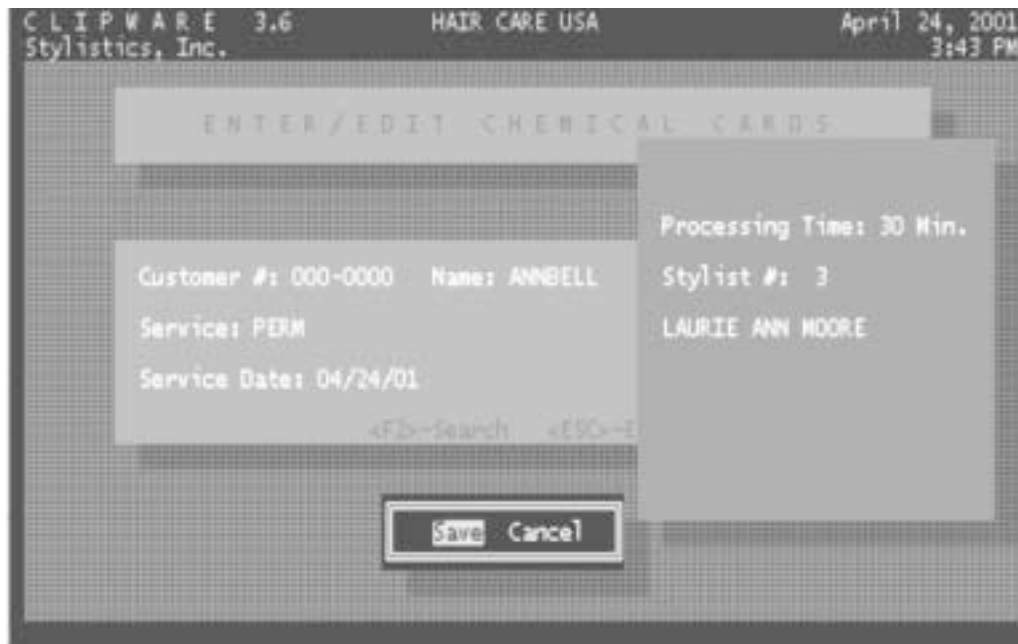
```
CLIPWARE 3.6          HAIR CARE USA          April 24, 2001
Stylistics, Inc.          3:43 PM

ENTER/EDIT CHEMICAL CARDS

Customer #: 000-0000   Name: ANNBELL
Service: PERM
Processing Time: 30 Min.
Stylist #: 3
Laurie Ann Moore
Comments
Hair is extremely fragile. Recently had a fair
amount of damage.
Press <ESC> to Exit
```

COMMENTS - Input as much additional information as you like.

Enter Chemical Cards (cont)

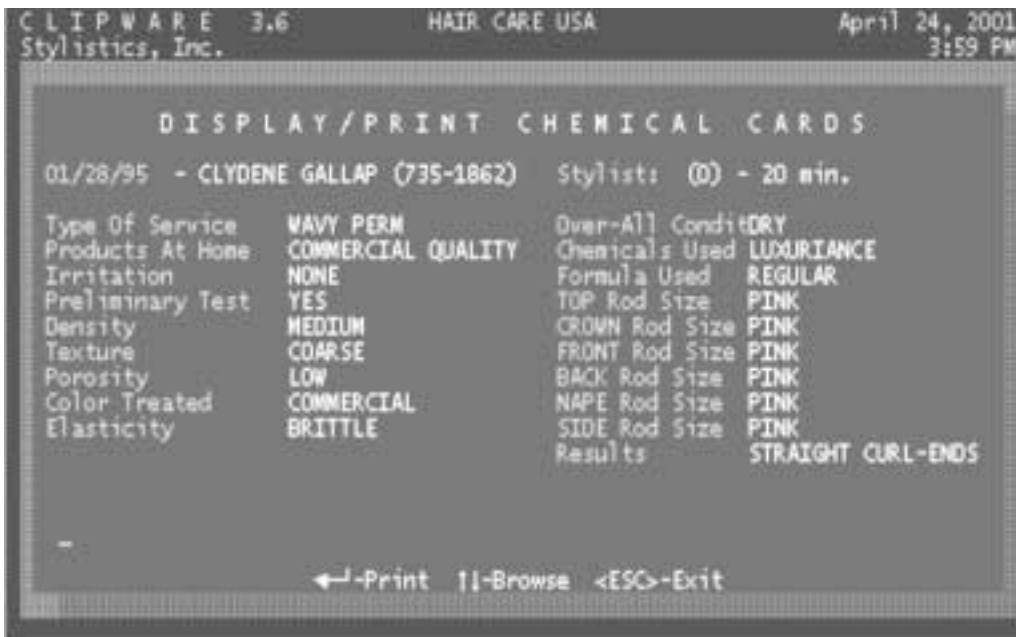


SAVE OR CANCEL - Highlight **SAVE** and Depress **ENTER**. If you do not want to save the chemical card, select **CANCEL**.

Display Chemical Cards



CUSTOMER NUMBER FIELD - Input the customer number. This should be the customer's phone number. Press F2 to search if desired. The computer will show the customer's name once the phone number is input.



To print depress ENTER.

To browse through Chemical cards depress up or down arrow key.

Print Chemical Cards

```
=====
                HAIR CARE USA #100
04/26/01          ARLINGTON          9:16 AM
=====

                CLYDENE GALLAP (735-1862)
                Service Date: 01/28/95
                Stylist: (2) - 20 minutes.

-----
Type Of Service      WAVY PERM
Products At Home     COMMERCIAL QUALITY
Irritation           NONE
Preliminary Test     YES
Density              MEDIUM
Texture              COARSE
Porosity             LOW
Color Treated        COMMERCIAL
Elasticity           BRITTLE
Over-All Condition   DRY
Chemicals Used       LUXURIANCE
Formula Used         REGULAR
TOP Rod Size         PINK
CROWN Rod Size       PINK
FRONT Rod Size       PINK
BACK Rod Size        PINK
NAPE Rod Size        PINK
SIDE Rod Size        PINK
Results              STRAIGHT CURL-ENDS
Hair Length          7 to 8 INCHES

-----

Hair is extremely damaged. Handle with
care.
```

Sample Chemical Card

Blank Chemical Card



```

=====
HAIR CARE USA #100
04/26/01 ARLINGTON 9:31 AM
=====

Phone # _____
Name _____
Address _____
City _____ Zip _____
Medication being used? _____
Recent surgery or pregnancy? _____
Number of caffeinated beverages daily? _____
Color, lightening or highlights in the last year? _____
Date of Last COLOR? _____
Irritation or sensitivity to hair products? _____

All Perms and color services are guaranteed for 14 days
from the DATE OF SERVICE, provided that the recommended
Hair Care Program and professional products are faith-
fully used and provided that the client is not taking
prescription drugs that might adversely affect the
services and/or has not had a recent pregnancy. If you
are not fully satisfied with your perm, the terms of
the agreement provide that one of the following two
services will be given free of charge: Softening of a
wave that is too strong, or strengthening of a wave that
is too weak. In order to guarantee our perms and create
customer satisfaction, we ask you to wait at least 48
hours before shampooing, at least 72 hours before going
into chlorinated water, and to refrain from having any
additional chemical services performed on your hair for
a period of at least one week. Should questions arise,
please do not hesitate to contact us. Please sign prior
to any chemical service. Thank you for your business.

ALL OF THE ABOVE QUESTIONS HAVE BEEN ANSWERED TRUTHFULLY
Signature _____ Witness _____
=====
PLEASE FILL IN ALL BLANKS ABOVE THIS LINE
=====

Type Of Service   Products At Home   Irritation
-----
CURLY PERM       COMMERCIAL QUALITY NONE
WAVY PERM        PROFESSIONAL QUALI SWELLING
BODY PERM                          ITCHING
PARTIAL PERM     REDNESS
CUSTOM PERM      BURNING
                          FLAKING
                          BLISTERING
                          ALLERGIES

Preliminary Test  Density           Texture
-----
YES              THICK            FINE
NO              MEDIUM          MEDIUM
                THIN            COARSE
    
```

```

Results:
-----
(Put in comments
area in computer)

Porosity           Color Treated       Elasticity
-----
HIGH              PROFESSIONAL         BRITTLE
NORMAL           COMMERCIAL          NORMAL
LOW              SEMI: _____   EXCESSIVE
                  PERM: _____

Over-All Condition Chemicals Used       Formula Used
-----
DRY              LUXURIANCE          REGULAR
NORMAL          FINE SOLUTIONS     TINTED
OILY            CATIO-THERM        BLEACHED
ABUSED          EVEN HEAT
                  QUANTUM REGULAR
                  QUANTUM EXTRA
                  QUANTUM PLATINUM
                  QUANTUM DESIGN CTR

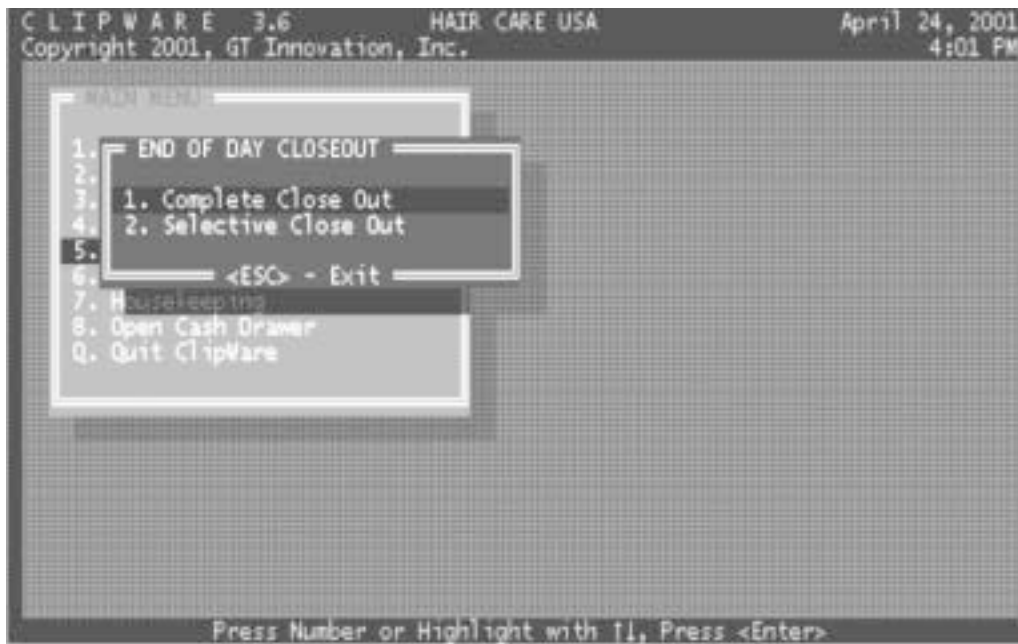
TOP Rod Size     CROWN Rod Size     FRONT Rod Size
-----
PURPLE          PURPLE             PURPLE
PEACH           PEACH             PEACH
WHITE           WHITE             WHITE
GRAY           GRAY             GRAY
PINK           PINK             PINK
BLUE           BLUE             BLUE
YELLOW         YELLOW            YELLOW
RED           RED             RED

BACK Rod Size    NAPE Rod Size      SIDE Rod Size
-----
PURPLE          PURPLE            PURPLE
PEACH           PEACH            PEACH
WHITE           WHITE            WHITE
GRAY           GRAY             GRAY
PINK           PINK             PINK
BLUE           BLUE             BLUE
YELLOW         YELLOW            YELLOW
RED           RED             RED

Results           Hair Length
-----
ROD SIZE CURL    3 to 4 INCHES
FIRM CURL        4 to 5 INCHES
WEAK CURL        6 to 7 INCHES
TOO TIGHT        7 to 8 INCHES
TOO LOOSE        8 to 9 INCHES
UNEVEN CURL      10 to 14 INCHES
PATCHY CURL     15 to 20 INCHES
STRAIGHT ENDS   20 + INCHES

Procedure Time: _____ minutes.
Stylist #: _____ Name: _____
    
```


End of Day Closeout



DAY END CLOSEOUT PROCEDURES

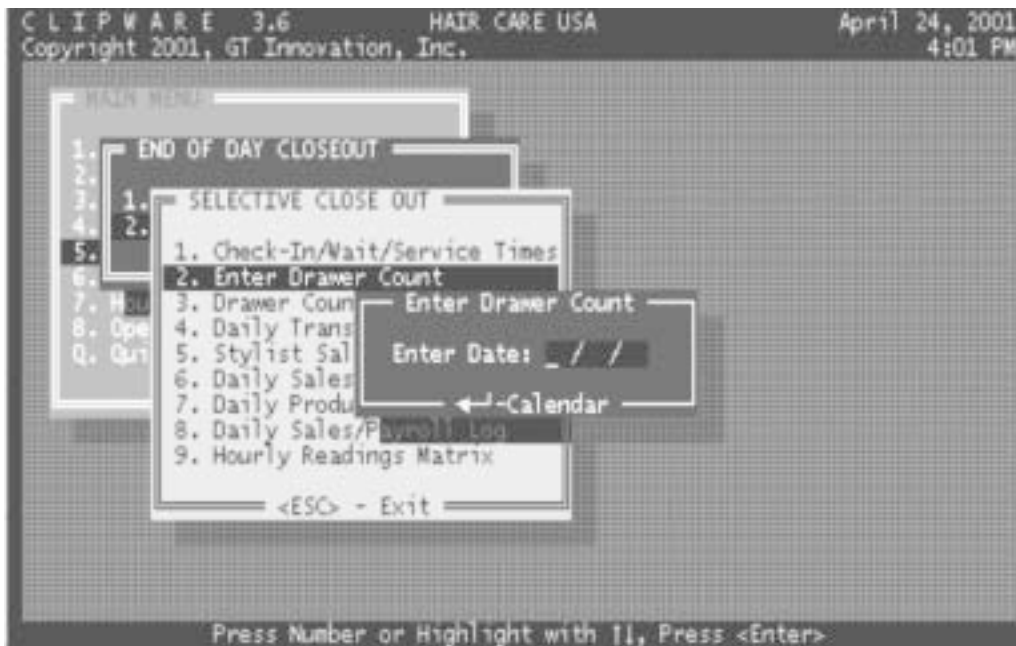
NOTE: ALL EMPLOYEES MUST BE PUNCHED OUT PRIOR TO BEGINNING THIS PROCEDURE!!!!

ON MAIN MENU SELECT "5" (END OF DAY CLOSEOUT)
ON END OF DAY CLOSEOUT MENU SELECT "1" (COMPLETE CLOSE OUT)

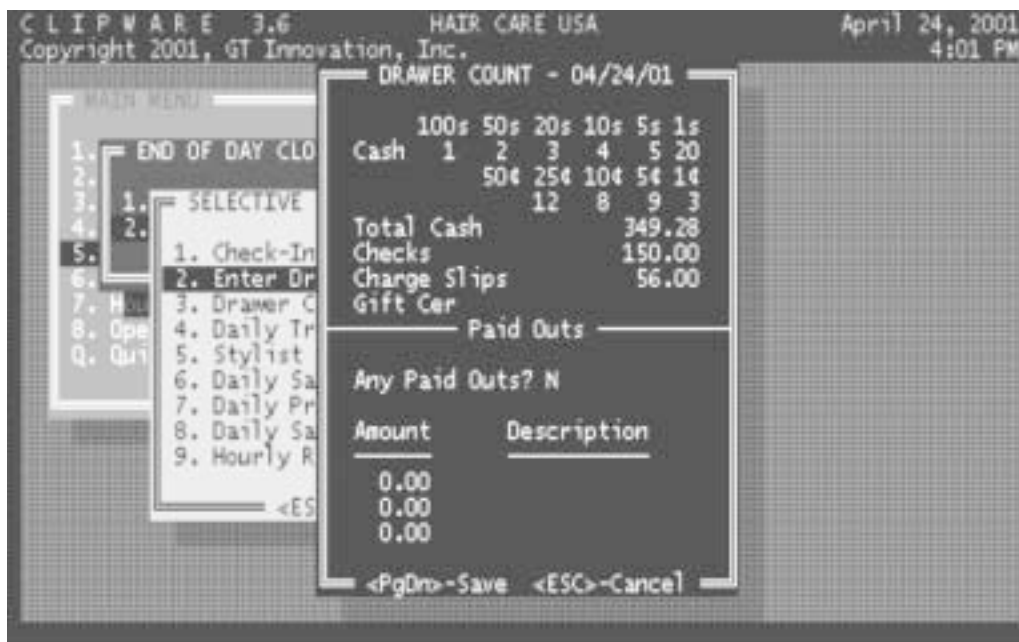
The following will be processed automatically by the system:

- Prints Check-In/Wait/Service Times Report
- Enters Drawer Count (sample screens shown on following page)
- Prints the Drawer Count Report
- Prints the Daily Transaction Report
- Prints the Stylists Sales Summary Report
- Prints the Daily Sales Summary Report
- Prints the Daily Product Summary Report
- Backup all Data to Diskettes.

End of Day Closeout (cont)



Enter the date you want to enter the drawer counts. If you do not enter a date, simply press <Enter> and a calendar will appear. Use the cursor keys to select the desired date.



Count your drawer and enter the amounts for cash, check, charge slips, and any paid outs for the day. The system will notify you if you are over or short at which time you can re-enter the amounts or continue.

End of Day - Selective Closeout



TO RE-PERFORM ONE OF THE ABOVE FUNCTIONS
(for example, due to a printer jam)

ON MAIN MENU SELECT "5" (END OF DAY CLOSEOUT)
ON END OF DAY CLOSEOUT MENU SELECT "2" (SELECTIVE CLOSEOUT)

Select the option you need to reperform.
MAKE A NEW BACKUP BY PERFORMING 'BACKUP DATA TO DISKETTES'
FROM OPTION #9 IN THE HOUSEKEEPING MENU.

Employee Reports - Stylist Sales Summary



```

=====
04/26/01          HAIR CARE USA #100          9:32 AM
                   ARLINGTON
=====
04/26/01
LAURIE ANN MOORE (3)
Payroll # 619903 - STYLIST
-----
Trans  Description                Time    Amount
-----
Total Guests : 0                Total Sales: 0.00
Ticket Avg : *****
Req./Walk-Ins: 0/0
Service Sales: 0.00
Free Services: 0.00
Total Serv. $: 0.00    $/Guest: *****
Product Sales: 0.00
Free Products: 0.00
Total Prod. $: 0.00    $/Guest: *****

TIME CLOCK REPORT
LAURIE ANN MOORE (3)
Payroll # 619903 - STYLIST
-----
Date      Time In    Time Out    Hours
-----
                                0.00

Service $/Hour : *****
Product $/Hour : *****
Production/Hour: *****
-----
    
```

Sample Stylist Sales Summary

Employee Reports - Pay Period Summary / Inactive Employees

```

=====
10/30/99          HAIR CARE USA #100          7:56 PM
                   ARLINGTON
=====

                PAY PERIOD SUMMARY
                From 04/28/01 through 04/30/01

DIAN MICHELE TOWER (1)
Payroll # 876587 - STYLIST
=====
Service$  Product$  Total$  Serv$/Hr  Trmt$/Gst
   5.00    23.36    28.36    0.53     0.00
=====
Guests  Prod$/G  Ticket Avg          Hours
   5     4.67    5.67                9.50
=====
                                Base Hourly Rate:  4.25
                                Calc Hourly Rate:  4.25
                                Overtime Rate   :  6.38
                                Regular Wage    : 170.00
                                Overtime Wage   :  0.00
                                Prod. Commission:  4.00
                                Pay Period Wage : 174.00
                                Req./Walk-Ins  :   3/2

                Quantity Count Summary
Sale Type  AH/C  CH/C  PERM  COLOR  TRTM  PROD
Regular    1     0     0     0     0     4
Free       1     0     0     0     0     0
Redo       1     0     0     0     0     0
Refund     0     0     0     0     0     1
=====
Totals     3     0     0     0     0     5
=====

```

Sample Stylist Pay Period Summary

```

=====
04/26/01          HAIR CARE USA #100          9:47 AM
                   ARLINGTON
=====

                Inactive Employees
=====
ID   Name                               Payroll #
-----
  1  CHERYL L ALLEN                       619901
  2  PAULA J OBRIEN                       619902
  5  TAMMY L. MCGILL                      619905
  6  LISA DAVIS                           619906
  8  DAVIS D. CARPENTER                   619908
  9  MARY WILLIAMS                        619909
 10  KEVIN CRAIG CONDER                   619910
 11  VICKIE L. LOVELESS                   619911
 12  MICHELLE EDEN                        619912
=====

```

Sample Inactive Employee Report

Service/Inventory Reports



```
=====
                HAIR CARE USA #100
04/26/01      ARLINGTON      9:48 AM
=====

                Item Price List

-----
Item  Description      Price
-----
  1  STYLECUT I          9.95
  2  STYLECUT II        14.95
  3  SHAMPOO & SET      8.95
  4  KID'S STYLECUT I   6.95
  5  KID'S STYLECUT II  10.95
  6  SHAMPOO & STYLE    8.95
  7  PARTIAL RELAXER   10.00
  8  RELAXER            33.95
  9  RELAXER W/CUT     43.95
 10  STYLEPERM I        33.95
 11  EXTRA LENGTH      5.00
 12  STYLEPERM II       38.95
 13  SPIRAL PERM        48.95
 14  GLOSSING           8.00
```

Sample Item Price List

Service/Inventory Reports (cont)

```

=====
04/26/01          HAIR CARE USA #100          9:49 AM
                   ARLINGTON
=====

Item Profile Report

-----
Item  Description          Tax  Comm  Message  Category
-----
  1  STYLECUT I              N    N     1         1
  2  STYLECUT II             N    N     1         1
  3  SHAMPOO & SET           N    N     1         1
  4  KID'S STYLECUT I        N    N     1         2
  5  KID'S STYLECUT II        N    N     1         2
  6  SHAMPOO & STYLE         N    N     1         1
  7  PARTIAL RELAXER         N    N     1         3
  8  RELAXER                 N    N     1         3
  9  RELAXER W/CUT           N    N     1         3
 10  STYLEPERM I             N    N     1         3
  
```

Sample Item Profile Report

```

=====
04/26/01          HAIR CARE USA #100          9:49 AM
                   ARLINGTON
=====

Short Inventory Status Report

-----
Item  Description          Par  Min  QOH  Cost  Extended
-----
 88  ZOTOS FEELSOL-REG       0    0   20   2.49   49.80
 89  ZOT FEELSOLIV-TINTD    0    0    0   2.49    0.00
 90  UB STRIATIONS REG       0    0    0   3.54    0.00
 91  UB CREATIVE FREEDOM     0    0   24   3.32   79.68
 92  UB ULTRA COOL           0    0   24   2.66   63.84
 93  UB BLONDIE              0    0    0   3.95    0.00
 94  UB THEATRICS            0    0   22   3.17   69.74
 95  P/M PERM EXPRESSIONS    0    0    0   3.54    0.00
 96  UB STRIATIONS TINTD     0    0   21   3.54   74.34
 97  UB OVERTURE             0    0   17   3.33   56.61
 98  UB CREATIVE LICENSE     0    0   39   4.38  170.82
 99  P/M EXPRESSIONS PERM    0    0    0   2.62    0.00
  
```

Sample Short Inventory Status Report

Service/Inventory Reports (cont)

```

=====
04/26/01          HAIR CARE USA #100          9:49 AM
                   ARLINGTON
=====

                Long Inventory Status Report

-----
Item:      88  Description: ZOTOS FEELSOL-REG
Last Sold: / /      Price: 0.00      Tax:  N
Par Level:      0  Category:      8
Min Level:      0  Commission:      N  Message:  0
Lst Order: 05/10/00  Case Qty:      0  Sale Type:  3
On Order:      0      Cost:  2.49      On Hand:  20
Net Inv.: $  49.80

Item:      89  Description: ZOT FEELSOLIV-TINTD
Last Sold: / /      Price: 0.00      Tax:  N
Par Level:      0  Category:      8
Min Level:      0  Commission:      N  Message:  0
Lst Order: 05/10/00  Case Qty:      0  Sale Type:  3
On Order:      0      Cost:  2.49      On Hand:  0
Net Inv.: $  0.00

Item:      90  Description: UB STRIATIONS REG
Last Sold: / /      Price: 0.00      Tax:  N
Par Level:      0  Category:      8
Min Level:      0  Commission:      N  Message:  1
Lst Order: 05/10/00  Case Qty:     12  Sale Type:  3
On Order:      0      Cost:  3.54      On Hand:  0
Net Inv.: $  0.00
    
```

Sample Long Inventory Status Report

```

=====
04/26/01          HAIR CARE USA #100          9:50 AM
                   ARLINGTON
=====

                Physical Inventory Worksheet

-----
Item  Description          Count          Total
-----
  88  ZOTOS FEELSOL-REG    _____
  89  ZOT FEELSOLIV-TINTD  _____
  90  UB STRIATIONS REG    _____
  91  UB CREATIVE FREEDOM  _____
  92  UB ULTRA COOL        _____
  93  UB BLONDIE           _____
  94  UB THEATRICS         _____
  95  P/M PERM EXPRESSIONS _____
  96  UB STRIATIONS TNTD   _____
  97  UB OVERTURE          _____
  98  UB CREATIVE LICENSE  _____
  99  P/M EXPRESSIONS PERM _____
 100  DUD-COND LOTION 32OZ _____
    
```

Sample Physical Inventory Worksheet

```

=====
04/30/01      HAIR CARE USA #100      11:02 AM
              ARLINGTON
=====

                In-House Usage Worksheet

-----
Item  Description                Count      Total
-----
  88  ZOTOS FEELSOL-REG          _____
  89  ZOT FEELSOLIV-TINTD       _____
  90  UB STRIATIONS REG         _____
  91  UB CREATIVE FREEDOM       _____
  92  UB ULTRA COOL             _____
  93  UB BLONDIE                _____
  94  UB THEATRICS              _____
  95  P/M PERM EXPRESSIONS      _____
  96  UB STRIATIONS TMTD       _____
  97  UB OVERTURE               _____
  98  UB CREATIVE LICENSE       _____
  99  P/M EXPRESSIONS PERM      _____

```

Sample In-House Usage Worksheet

```

=====
04/30/01      HAIR CARE USA #100      11:02 AM
              ARLINGTON
=====

    Receipt Audit Report for 04/25/01 - 04/26/01

-----
                        Gross Receiving:    0.00
                        Less Oper. Supplies:  0.00
                        -----
                        Net Receiving:        0.00

Breakdown by Type -> Regular Receiving:    0.00
                    Promotional Breakdown:  0.00
-----

```

Sample Receipt Audit Report

```

=====
04/30/01      HAIR CARE USA #100      11:18 AM
              ARLINGTON
=====

    Issue Audit Report for 04/21/99 - 04/28/99

-----

Issue Type:   In-House Usage
Issue Date:   04/21/99
Reference:    YVONNE
Issued to:    IN HOUSE USE

-----
Item  Description                Quantity  Unit Cost  Extended
-----
Performed on 04/21/99 at 8:20 am
  835 10G COLORFACTS              2         0.00     0.00
   85 QUANTUM DES CONTROL          1         0.00     0.00
 1151 DRAMATIC FX 10 OZ.          1         0.00     0.00
   86 FINE SOLUTIONS PERM         1         0.00     0.00
   81 QUANTUM EXTRA PERM          1         0.00     0.00
  150 FERMODYL                    36        1.53    55.08
 2060 SUPER JUMBO END WRAP        3         0.00     0.00
-----

```

Sample Issue Audit Report

```

=====
HAIR CARE USA #100
04/30/01 ARLINGTON 12:10 PM
=====

Physical Inventory Audit Report
For 01/01/00 - 12/31/99

-----
Item Description New Unit Cost Sale
Qty Cost Extended Type
-----
Performed on 01/27/99 at 10:16 pm
80 QUANTUM PLATINUM 0 0.00 0.00 0
81 QUANTUM EXTRA PERM 39 0.00 0.00 0
83 CATIO THERM PERM 26 0.00 0.00 0
85 QUANTUM DES CONTROL 23 0.00 0.00 0
86 FINE SOLUTIONS PERM 23 0.00 0.00 0
100 CAT NETWORK 2OZ 0 12.71 0.00 3
101 CAT NETWORK 10OZ 0 4.68 0.00 3
102 CAT NETWORK LITER 0 6.38 0.00 3
103 HAIR CLEANSE CRM 5OZ 0 22.91 0.00 3
104 SHINSEN FINISH 8.5OZ 0 6.38 0.00 3
105 SHIN LV IN TMT 5OZ 0 5.06 0.00 3
106 SOFT DESIGN 8.5OZ 0 3.83 0.00 3
107 AACT-19 5OZ PUMP 0 8.93 0.00 3
108 VIVAGEN TRMT 5OZ 0 4.68 0.00 3

```

Sample Physical Inventory Audit Report

```

=====
HAIR CARE USA #100
04/30/01 ARLINGTON 11:19 AM
=====

Inventory Exception Report
For 04/21/99 - 04/28/99

-----
--- CALC. --- --- PHYS. --- --- DIFF. ---
Cost Cost
Item Descrip Qty Extended Qty Extended Qty Extended
-----
150 FERMODYL -60 -91.80 0 0.00 60 91.80
301 ALOE RID 2 6.50 0 0.00 -2 -6.50
305 ASSURE S 4 15.52 0 0.00 -4 -15.52
317 DIAMETRE 4 19.00 0 0.00 -4 -19.00
331 THERAPPE 3 3.75 0 0.00 -3 -3.75
332 THERAPPE -1 -2.75 0 0.00 1 2.75
333 THERAPPE 5 22.50 0 0.00 -5 -22.50
336 VITA-TRE 2 7.50 0 0.00 -2 -7.50
337 VITA-TRE 2 13.00 0 0.00 -2 -13.00
349 ENSURE C 8 56.00 0 0.00 -8 -56.00
354 HDRS LV 2 6.50 0 0.00 -2 -6.50
358 HUMECTRE 12 33.00 0 0.00 -12 -33.00
359 HUMECTRE 12 60.00 0 0.00 -12 -60.00
361 HUMECTRE 4 32.00 0 0.00 -4 -32.00
365 KERAPHIX 8 54.00 0 0.00 -8 -54.00
373 VITA BIO 4 23.00 0 0.00 -4 -23.00
400 P/M XMAS 18 72.00 0 0.00 -18 -72.00

```

Sample Inventory Exception Report

```

=====
HAIR CARE USA #100
04/30/01 ARLINGTON 11:19 AM
=====

Product Profit Statement
04/21/99 - 04/28/99

-----
Beginning Inventory: 0.00
Plus Regular Receiving: 1652.40
Plus Promo. Cost Diff: 0.00
Less Issued (Transfer): 0.00
Less Issued (In-House): 138.80
Less Issued (Returns): 0.00
Less Retail Sales (Cost): 8.50
-----
Calc. Ending Inventory: 1505.10
Actual Ending Inventory: 0.00
-----
Difference: 0.00

Cost of Goods Sold: 8.50
Retail Prod. Sales: 17.00
% of Retail Prod. Sales: 50 %

Cost of Goods Consumed: 138.80
Service Sales: 255.45

```

Sample Product Profit Statement

```

=====
04/30/01                HAIR CARE USA #100                11:19 AM
                        ARLINGTON
=====
                        BI-WEEKLY Item History Report
=====
Period  Item  Description      Beg.   Transfer  In-House  Return   Last   Calc.  Actual
      Qty  Recvd   Issued   Issued   Issued   Sold   Sale  Ending Ending  Avg.  Cost  Par*Cost
-----
88 ZOTOS FEELSOL-REG      0     0     0     0     0     0     0     0     0
-2   88 ZOTOS FEELSOL-REG      0     0     0     0     0     0     0     0
-1   88 ZOTOS FEELSOL-REG      0     0     0     0     0     0     0     0
CUR   88 ZOTOS FEELSOL-REG      0     0     0     0     0     0     0     0
                                           / /
                                           0  2.49  0.00
=====
-3

```

Sample Bi-Weekly Item History Report

```

=====
                        HAIR CARE USA #100                11:20 AM
                        ARLINGTON
=====
                        BI-WEEKLY Item Reorder Report
=====
Item  Description      Qty   Par   Suggest Order
      Hand  Cost  Level Reorder Qty   Sales  Lostsales  Issues
-----
88 ZOTOS FEELSOL-REG  20   2.49  0   0   -----
89 ZOT FEELSOLIV-TINT  0   2.49  0   0   ----- *
90 UB STRIATIONS REG   0   3.54  0   0   ----- *
91 UB CREATIVE FREEDO  24   3.32  0   0   -----
92 UB ULTRA COOL      24   2.66  0   0   -----
93 UB BLONDIE         0   3.95  0   0   ----- *
94 UB THEATRICS       22   3.17  0   0   -----
95 P/M PERM EXPRESSIO  0   3.54  0   0   ----- *
96 UB STRIATIONS TNTD  21   3.54  0   0   -----
97 UB OVERTURE        17   3.33  0   0   -----
98 UB CREATIVE LICENS  39   4.38  0   0   -----
99 P/M EXPRESSIONS PE  0   2.62  0   0   ----- *
100 DUD-COND LOTION 32   0   12.71  0   0   ----- *

```

Sample Bi-Weekly Item Reorder Report

Daily Sales Reports



```

=====
HAIR CARE USA #100
04/26/01 ARLINGTON 10:06 AM
=====

Check-In / Wait / Service Times for 04/25/01

-----
Trans Phone # Item Styl In Wait Service Status
-----
1 339-2483 1 3 1:17 00:00 00:00 COMPLETE
2 000-0000 2 3 3:18 00:00 01:16 COMPLETE
3 000-00 2 3 4:37 00:00 00:00 COMPLETE
4 000-00 2 3 4:55 00:00 00:00 COMPLETE
1 339-2061 446 30 2:21 01:04 00:00 WALK OUT
1 000-00 1 3 12:22 01:59 01:04 WALK OUT
2 000-000 346 4 12:23 00:54 00:00 WALK OUT
3 000-000 10 4 12:23 00:53 00:00 WALK OUT
=====
    
```

Sample Check-In/Wait/Service Times Report

```

=====
HAIR CARE USA #100
04/26/01 ARLINGTON 10:14 AM
=====

Drawer Count for 04/26/01

-----
Cash 14.95
Checks 0.00
Charge 0.00
Gift Cert. Redeemed 0.00
Total Deposit: 14.95

Daily Comment:

----- PAID OUTS -----
Amount Description
-----
0.00
0.00
0.00
-----

Total Paid Outs: 0.00
Total Receipts: 14.95
Total Sales: 14.95

This report is accurate to the best of
my knowledge. Signed: _____
    
```

Cash Drawer Count Report

Daily Sales Reports (cont)

```

=====
HAIR CARE USA #100
04/26/01      ARLINGTON      10:19 AM
=====

Daily Transactions for 04/26/01

-----
Tr# Item Qty Price SubTot Tax Total Pay Tender Chnge
-----
1 2 1 14.95 14.95 14.95 CSH 14.95 0.00
-----

Service Sales : 14.95
Product Sales : 0.00
Service Refunds: 0.00
Product Refunds: 0.00
Sales Tax : 0.00 ( 7.000 %)
Net Sales : 14.95
Gift Cert Sales: 0.00
    
```

Sample Daily Transactions Report

```

=====
HAIR CARE USA #100
04/26/01      ARLINGTON      10:19 AM
=====

Daily Service/Product Summary
For: 04/26/01

-----
Item Description Qty
-----
2 STYLECUT II 1
-----
    
```

Sample Daily Service/Product Summary

```

=====
HAIR CARE USA #100
04/26/01      ARLINGTON      10:19 AM
=====

Daily Sales Summary for 04/26/01

-----
Category Qty Amount Qty % $/Item Sales %
-----
ADULT HAIR CUTS 1 14.95 100% 14.95 **.***
KIDS HAIR CUTS 0 0.00 0% ***** 0.00%
PERMANENTS 0 0.00 0% ***** 0.00%
COLOR SERVICES 0 0.00 0% ***** 0.00%
TREATMENTS 0 0.00 0% ***** 0.00%
MISC. SERVICES 0 0.00 0% ***** 0.00%
DESIGNER TOUCH 0 0.00 0% ***** 0.00%
MISC. PRODUCTS 0 0.00 0% ***** 0.00%
TOTAL PRODUCTS 0 0.00 0% ***** 0.00%
-----

-- Refund -- -- REDO -- -- Free --
Category Qty Amount Qty Amount Qty Amount
-----
ADULT HAIR CUTS 0 0.00 0 0.00 0 0.00
KIDS HAIR CUTS 0 0.00 0 0.00 0 0.00
PERMANENTS 0 0.00 0 0.00 0 0.00
COLOR SERVICES 0 0.00 0 0.00 0 0.00
TREATMENTS 0 0.00 0 0.00 0 0.00
MISC. SERVICES 0 0.00 0 0.00 0 0.00
DESIGNER TOUCH 0 0.00 0 0.00 0 0.00
MISC. PRODUCTS 0 0.00 0 0.00 0 0.00
-----

Qty Amount Male Female
-----
Adults: 1 14.95 0 0.00 1 14.95
Kids: 0 0.00
-----
Gross Sales: 14.95
REDOS: 0 0.00
Refunds: 0 0.00
-----
Total Sales: 14.95

Gst/Prod Count: 1/1
Ticket Avg: 14.95
Product Sales: 0.00
Product$/Guest: 0.00
Gift Cert Sale: 0.00

New/Rep Qty: 0/1
New/Repeat % 0/100 %
Labor Hours: 5.71
Serv$/Hr: *****
Production/Hr: *****

---- Summary Including Free Items ----
Free Items: 0 0.00
Total Sales: 14.95
Guest Count: 1
Ticket Avg: 14.95
Product Sales: 0.00
Product$/Guest: 0.00

NOTE: Gift cert. sales are not included in total sales.
=====
    
```

Sample Daily Sales Summary Report

Daily Sales Reports (cont)

```

=====
HAIR CARE USA #100
04/26/01 ARLINGTON 10:20 AM
=====

Daily Sales/Payroll Log for 04/26/01
-----

Date: 04/26/01

Total Deposit: 14.95

Gift Cert. Redeemed: 0.00

Credit Card Amount: 0.00

Paid Outs: 0.00

Total Sales: 14.95
(w/o Free Items)

Gift Cert. Sales: 0.00

Refunds: 0.00

Product Sales: 0.00

Hours Worked: 0.00
Manager Hours: 5.7143
-----
Total Hours: 5.71

Labor Cost: 0.00
Management Cost: 0.00
-----
Total Labor Cost: 0.00

Payroll %: 0.00 %

Customer Count: 1
=====
    
```

Sample Daily Sales/Payroll Log

```

=====
HAIR CARE USA #100
04/26/01 ARLINGTON 10:37 AM
=====

Hourly Readings Matrix Report
For 04/26/01 - 04/26/01
COMPUTATIONS BASED ON EVERY DAY

-----
Time Customer Count Walk Sales
IN Avg OUT Avg Out Total Product Service
-----
-10am 0 0 0 0 0 0.00 0.00 0.00
10am-11am 1 1 1 1 0 14.95 0.00 14.95
11am-12pm 0 0 0 0 0 0.00 0.00 0.00
12pm- 1pm 0 0 0 0 0 0.00 0.00 0.00
1pm- 2pm 0 0 0 0 0 0.00 0.00 0.00
2pm- 3pm 0 0 0 0 0 0.00 0.00 0.00
3pm- 4pm 0 0 0 0 0 0.00 0.00 0.00
4pm- 5pm 0 0 0 0 0 0.00 0.00 0.00
5pm- 6pm 0 0 0 0 0 0.00 0.00 0.00
6pm- 7pm 0 0 0 0 0 0.00 0.00 0.00
7pm- 8pm 0 0 0 0 0 0.00 0.00 0.00
8pm- 9pm 0 0 0 0 0 0.00 0.00 0.00
9pm- 0 0 0 0 0 0.00 0.00 0.00

-----
Time Average Average Avg.
Production Styl/Tech Avg.
Per Hr. In Wait
-----
-10am 0.00 0 00:00
10am-11am 0.00 0 00:01
11am-12pm 0.00 0 00:00
12pm- 1pm 0.00 0 00:00
1pm- 2pm 0.00 0 00:00
2pm- 3pm 0.00 0 00:00
3pm- 4pm 0.00 0 00:00
4pm- 5pm 0.00 0 00:00
5pm- 6pm 0.00 0 00:00
6pm- 7pm 0.00 0 00:00
7pm- 8pm 0.00 0 00:00
8pm- 9pm 0.00 0 00:00
9pm- 0.00 0 00:00
=====
    
```

Sample Daily Hourly Readings Matrix

Weekly Sales Reports



```

=====
10/30/99          HAIR CARE CENTER
                  EDINBURG, TX          7:57 PM
=====

                Week Ending Report

=====
Date      Service  Service  Product  Product
          Sales   Refunds  Sales    Refunds
=====
10/28/99  32.85    0.00    85.22    -6.95
10/30/99  43.80    0.00    41.95     0.00
=====
Totals:   76.65    0.00   127.17   -6.95

=====
Date      Total    Total    Sales    Gross
          Sales  Refunds  Tax      Sales
=====
10/28/99  118.07   -6.95    6.03    117.15
10/30/99  85.75    0.00    3.46    89.21
=====
Totals:   203.82   -6.95    9.49    206.36

=====
Date      Total    Total    Paid    Gross    Over/
          Cash/Check Charge  Outs   Receipts Short
=====
10/28/99*  33.15   85.00    0.00   118.15   1.00
10/28/99   32.15   85.00    0.00   117.15   0.00
10/30/99*  44.31   30.00    5.00   79.31   -9.90
10/30/99   43.31   30.00    6.00   79.41   -9.80
=====
Totals:    75.46  115.00    6.00  196.56  -9.80

* denotes figures NOT used in totals.
    
```

Sample Weekly Ending Report

Monthly Sales Reports



```

=====
10/30/99          HAIR CARE CENTER          7:57 PM
                  EDINBURG, TX
=====

Month Ending Report: October, 1999

=====
Date      Service  Service  Product  Product
   Sales  Refunds  Sales    Refunds
=====
10/28/99   32.85    0.00    85.22    -6.95
10/30/99   43.80    0.00    41.95     0.00
=====
Totals:    76.65    0.00   127.17   -6.95

=====
Date      Total    Total    Sales    Gross
   Sales  Refunds  Tax      Sales
=====
10/28/99  118.07   -6.95    6.03    117.15
10/30/99   85.75    0.00    3.46    89.21
=====
Totals:   203.82   -6.95    9.49    206.36

=====
Date      Total    Total    Paid    Gross    Over/
   Cash/Check Charge  Outs  Receipts  Short
=====
10/28/99*  33.15   85.00    0.00   118.15    1.00
10/28/99   32.15   85.00    0.00   117.15    0.00
10/30/99*  44.31   30.00    5.00   79.31   -9.90
10/30/99   43.31   30.00    6.00   79.41   -9.80
=====
Totals:    75.46  115.00    6.00  196.56   -9.80

* denotes figures NOT used in totals.

```

Sample Month Ending Report

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