



PALADIN DATA CORPORATION™

WEBINARS



FREE ADVANCED TRAINING



Transaction Audits: Efficiently Recall Sales Data

Charles Owen





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Transaction Audits: Efficiently Recall Sales Data



- Goals and take-aways
- Importance of quickly recalling past transactions
- Modules for recalling invoice transactions
- The many ways to recall invoice transactions
- Transaction search criteria
- Different transaction formats and types
- Changing default setup options
- Learn more



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Transaction Audits: Efficiently Recall Sales Data



Goals and take-aways



- Streamline recalling of past invoice transactions.
- Know where to go for invoice specific historical data.
- Recognize the many different search criteria options when searching invoice transactions.
- Understand the many different invoice transaction format types.



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Importance of quickly recalling past transactions



- Builds trust and strengthens relationships with your customers.
- Holds your staff members accountable.
- Simplifies the item return process.
 - Accommodates receipt-less returns.
- Provides historical data for financial audits.
- Tracks warranty item sales and services.
- Offers enhanced services to your customers.



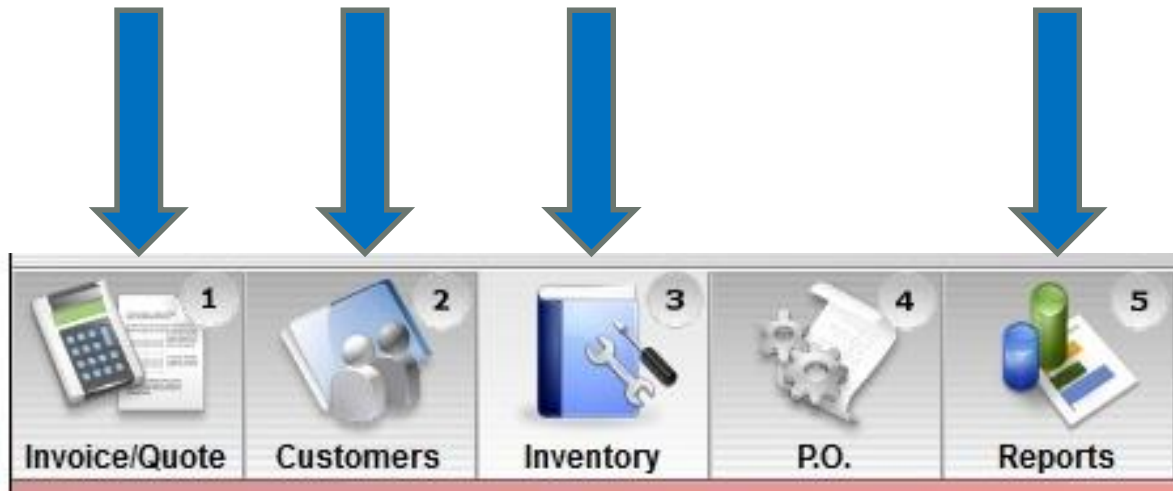
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Modules for recalling invoice transactions



- Invoice/Quote
- Customers
- Inventory
- Reports



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The many ways to recall invoice transactions – Invoice/Quote



1 Invoice/Quote

2 History

3 Inventory

4 Customer

Customer: Invoice Part Part + Customer Invoice Reprint

Invoice

If a customer is selected, this changes to **All Invoices...**

• Invoice/Quote Module:

- Advanced Lookup (F1); History tab
- Customer name
- Invoice number →
- Part number
- Part number + Customer
- Invoice Reprint (last 100 invoices)



7

Double-click an item line to create a duplicate receipt as a PDF

5



The many ways to recall invoice transactions – Customers

Customers

Status: Active

Rewards: 19201355985

Customer: 10 - ROBERTA SMITH

Address 1: 801 NE 112TH AVE #7

Address: [Empty]

City: VANCOUVER

State: WA

Zip: 98684

Buttons: Credit, Balances, Electronic, Cancel

Dropdowns: \$ Credit, Sales History, Accounting Department

Checkboxes: Customer Friendly, Accounting Department

- Customers Module:
 - Credit tab
 - Customer Friendly
 - Accounting Department

Sort by Project or Job

Projects: All Show Inactive Projects

Date	Employee	Term.	Inv #	PO #	Total	Balance	Pmt Type
Results							

Double-click an item line to create a duplicate receipt as a PDF

Report

View invoice results in Excel



The many ways to recall invoice transactions - Inventory

The screenshot shows the 'Inventory' module interface with the following details:

- Tabs:** Inventory (selected), Order Control, Pricing, General
- Part #:** 10111
- Alt #:** 082826000068
- Desc 1:** PAINTBRSH FOAM 2" JEN
- Desc 2:** S
- Order:** 0
- Defective:** 0
- On Hold:** 0
- Stock On Hand:** 1
- Sales Details:**
 - Investment: \$0.16
 - Gross Profit: \$218.10
 - ROI: 2840%
- Sales Figures:**
 - Quantity Sold: 178
 - Sales Total: \$ 246.58
 - Typical Qty: 2.14
- Sales History Table:** Original (selected), Adjusted

- Inventory Module:
 - Select part number → Sales Figures

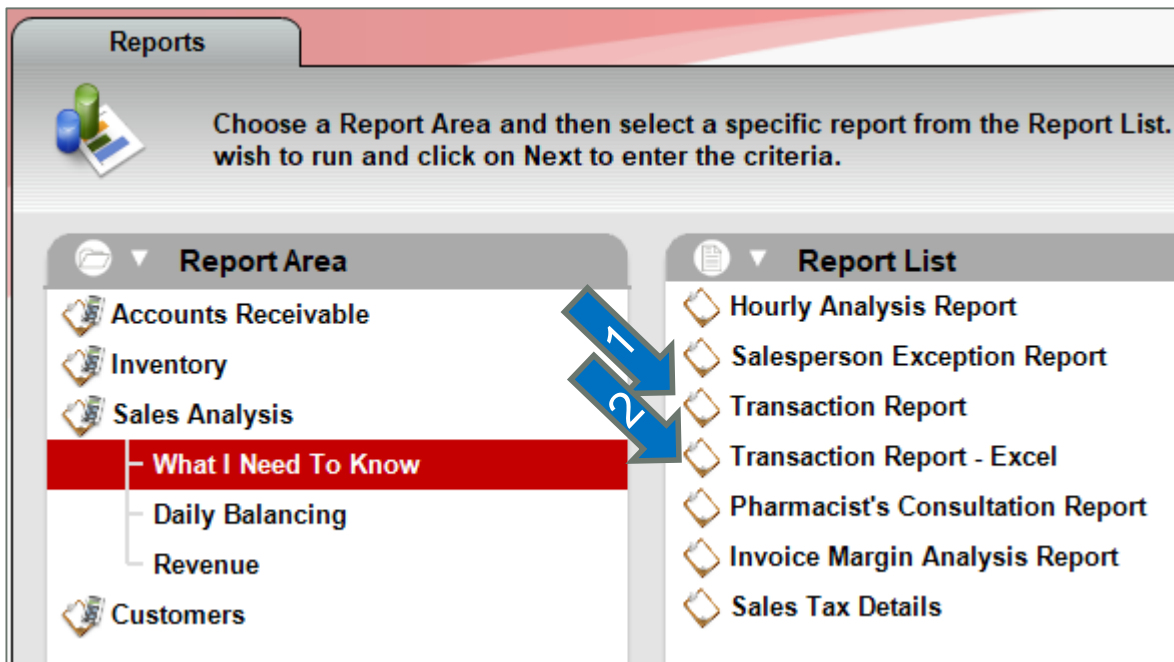
The screenshot shows the 'Recent Sales History' table with the following columns: Date, Time, Employee, Term., Act #, Sold To, Inv #, Qty Sold, Adj Qty, Sale Price, Profit. A 'Report' button is located at the bottom right of the table.

Double-click an item line to create a duplicate receipt as a PDF

Click Report to view invoices in Excel



The many ways to recall invoice transactions - Reports



- Reports Module:
 - What I Need To Know
 - Transaction Report
 - Transaction Report - Excel



Transaction search criteria – Report Settings

1 Report Settings		
Selection	Beginning	Ending
InvoiceDate	22-Apr-19	22-Apr-19
PartNumber		zzzzzzzzzz
Terminal	0	99999999
Employee	0 - Default User	99999999
Department	0	99999999
Supplier	0	99999999
Class	0	99999999
Account	0	99999999
InvoiceNumber	0	99999999

- Select report setting ranges by:
 - Date
 - Part Number
 - Terminal
 - Employee
 - Department
 - Supplier
 - Class
 - Account Number
 - Invoice Number



Transaction search criteria – Additional Settings

The screenshot shows two sections of a software interface. The top section, titled '2 Additional Settings', contains several dropdown menus: 'Payment Method' (set to 'All'), 'Customer Name' (set to 'All'), 'Keyword Search' (set to 'None'), and 'Detail Display' (set to 'None'). Below these is a 'Search Invoice Amount' section with a radio button for 'Greater Than' and a numeric input field set to '0.00'. The bottom section, titled '3 Sorting', has a 'Sort By' dropdown menu and two 'Then By' dropdown menus. The 'Sort By' menu is open, showing options: Terminal, Employee, Account Name, Account Number, and Date. The 'Then By' menus are also open, showing options: Terminal, Employee, Account Name, Account Number, and Date. A 'Run Report' button is visible at the bottom right of the interface.

- Additional settings include:
 - Payment method
 - Customer name (from credit card sales)
 - Keyword search
 - Detail display (printing details and layout)
 - Search invoice amounts
- Sorting options include:
 - By Terminal, Employee, Acct Name or Number, Date



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Different transaction formats and types

INVOICE

Hometown Hardware
3020 NW MERCHANT WAY
BEND, OR 97703
1-800-725-2348

SOLD TO:
892-4612
ROBERTA SMITH
80033 JUMP STREET
BEND, WA 97701

SHIP TO:
ROBERTA
80033 J
BEND, WA

ITEM	DESCRIPTION	Q
081238198547 1066341	GREASD LIGHTNG CLNR 1G	
04000001607 9000076	CANDY SKITTLES 2.17OZ	
717061111742 11111742	ANNIEB'S CARAMELS CAPPUCCINO	

NI - School ACE Hardware

T D N
A E E
X F T

0207U WANO 1843871917 ACCOR-7337 12hr:18

Scan Number Description Part #
802801807188 FILTER AIR PLKAT 14X14K1 418889

Card Number: *****
Exp Date: 0808 Approval: 65860

Jim

T D N
A E E
X F T

0210N DESTONS 1801680492 12hr:18

Scan Number Description Part #
802800181455 SPRIPMT 2X GRAY PRSMR 103284

Card Number: *****
Exp Date: 0808 Approval: 88487

Ch N

T D N
A E E
X F T

02E BUTLER 1912512235 12hr:18

Scan Number Description Part #
804815878254 BLOOM LEAF SCOP 758812

805424818819 BAMBOO CUTTING BOARD 11-18X1 348189

817518851888 PROCT KING FAUCET PROTECTOR 1888182

PLA WOODEN HRROR PLA

Card Number: *****
Exp Date: 0808 Approval: 887611

Spencer Butler

I AGREE TO

SIGNATURE

Book1 - Excel Charles Owen

File Home Insert Page Layout Formulas Data Review View Help Tell me

Clipboard Font Alignment Number Styles Cells

B2 KNIFE SHARPENER 2STEP

Part Number	Description	Qty Sold	Current SOH	Lowest Price	Highest Price
027925190050	KNIFE SHARPENER 2STEP	1	6	4.79	4.79
843518004999	GRILL BRUSH 6.5"WIDE	1	2	6.39	6.39
843518004968	GRILL BRUSH 9" SS/PLSTC	1	3	3.19	3.19
049000023923	BARQS 20OZ BARQS ROOT BEER	1	18	1.43	1.43
078978239005	NECTAR RED RTU 64OZ	1	163	7.19	7.19
078978915152	WOODSTREAM VINTAGE FEEDER	1	0	18.39	18.39
312090002056	LEXOL LEATHER COND16.9OZ	1	4	11.19	11.19
312090002155	LEXOL LEATHER CLNR16.9OZ	1	4	11.19	11.19
076363110076	REFLECTOR BOWL8" #700-8	2	3	3.67	3.67
012587785362	GLAD TK 13G WHITE 9OCT	1	3	12.79	12.79
736846949943	WATER STAIN REMVR 20.3OZ	2	8	12.79	12.79
082901275459	BULB 25W G25 CLR ACE 3PK	1	4	4.79	4.79
843518019016	SHWR HANDHLD 3 FCTN CHRMM	1	0	15.99	15.99
717061111742	ANNIEB'S CARAMELS CAPPUCCINO	4	-4	0.40	0.40
04000001607	CANDY SKITTLES 2.17OZ	1	20	0.87	0.87
049000054552	SPRITE 8.5OZ	1	20	1.29	1.29
848846006536	CM FOAM SLEEVE FILTER	1	0	6.39	6.39
80020523	SS CERTIFICATEC	1	0	-5.00	-5.00
840594066347	MICRO PUCK LIGHT 3 LED	1	0	6.79	6.79
082901916239	PACKING TAPE CLR 54.6YD	1	2	5.59	5.59
641817002094	NON-TOXIC DUST MASK	1	9	3.19	3.19
043168385404	BULB 3WAY 50/150 SW GE	1	-1	2.23	2.23
070686750407	LED NITE LITE AUTO SENSO	1	0	3.59	3.59
064775400366	STEVES MINI ROSE BUSH	1	0	3.99	3.99
071691200314	DUSTPAN ALMND 10-1/4X11"	1	0	3.99	3.99
043168909044	BULB TUBE 40T10/F CD GE	1	2	4.79	4.79
048243909193	MONSTR BOUT COMPTR SURGE	1	0	23.99	23.99
722510032004	WORKING FEET 3.2 OZ JAR	1	8	7.19	7.19
078477789797	SWITCH LAMP CORD BRWN	1	3	3.99	3.99

Sheet1

- Duplicate receipt reprint as a PDF
 - Small and/or large forms
- Transaction report in landscape mode as a PDF
- Invoice summary report in Excel
- Invoice detail report in Excel



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Changing default setup options – Size option

Paladin Configuration

External A... Internal Sync Foms Invoice (Store) KPI-NPS Loc Min Margin Pharmacy Pricing Plan Receivables Remote Access Rewards Rounding

Sale List Supplier Taxes Terminals U/M

Invoice (Local) Network Secure Accounting ACH Charity Class Credit Card Company Customer Type Delivery Dept Employees

Default Invoice Form (Local Terminal)

Receipt Printer Laser Printer

Default Yard Order Form (Local Terminal)

Receipt Printer Laser Printer Half Sheet Type 1 Laser Printer Half Sheet Type 2 Laser Printer Full Sheet

Signature Pad (Local Terminal)

Sig Pad Size Small

Invoice Settings (Local Terminal)

New Invoices Require Cash Drawer Closed

Save

Close

- To default to 3inch receipt or full page, select either:
 - Receipt Printer
 - Laser Printer
- File/Setup/Invoice (local)
- Activates it for all new and any past invoices reprints.



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Changing default setup options – Printout option

Paladin Configuration

Sale List Supplier Taxes Terms U/M

Invoice (Local) Network Secure Printing ACH Charity Class Credit Card Company Customer Type Data Archive Delivery Dept Employees

External AR ExternalSync Forms Invoice (Store) KPI-NPS Loc Min Margin Pharmacy Pricing Plan Receivables Remote Access Rewards Rounding

Cash
 Charge
 Credit Card
 Check

Don't Open Cash Drawer for Zero Dollar Cash Sales
 Disable Automatic Receipt at Checkout
 Add Alternate Part Numbers from Invoicing
 Use Alternate Core Charge Identifier
Core Charge Identifier:

Disable Auto-Combining of Rows
 Display Only Quotes that Match Account #
 Filter Yard Order Printing by Inventory Location
Location: to

Use Receipt Printer for Invoice Reprint
 Hide Item Regular Retail On Invoice
 Invoice F4/Discount Respects Min Margin
 Invoice F4/Discount Applies to Manually Priced Items
 Capture Return Item Invoice Number
 Display Description 2 in Invoice/Quote
 Disable Customer Stored Transaction Count Popup
 Do Not Accept Checks From Non-Charge Customer Accounts

Close

- To default to hard copy receipts, select:
 - Use Receipt Printer for Invoice Reprint
- File/Setup/Invoice (store)
- Generates a hard copy receipt instead of a PDF document.



Changing default setup options – Customer preference

Form Control	
E-mail invoice copies?	<input type="checkbox"/>
E-mail statement copies?	<input type="checkbox"/>
Create month-end statement?	<input checked="" type="checkbox"/>
Force invoice to big form?	<input checked="" type="checkbox"/>
Force sales rpt to 1 invoice per page?	<input type="checkbox"/>

- To customize the default receipt size to large (8.5x11) or small (3 inch), select or deselect:
 - Force invoice to big form?
- Customer Module → Form Control section
- Can be changed on the fly for temporarily changing the invoice reprint format from small to large or vice versa.



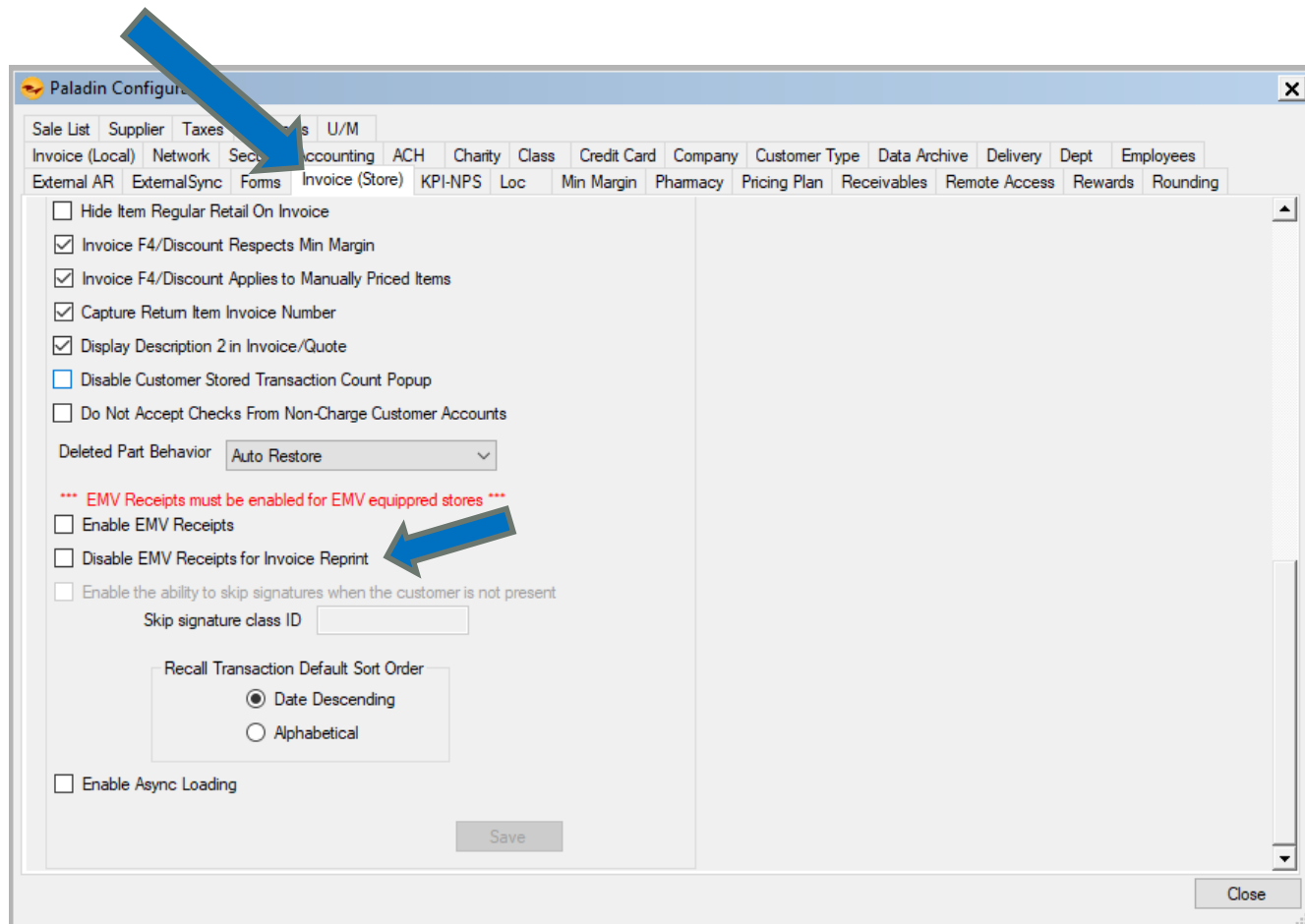
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Changing default setup options – Deactivating EMV Receipts



- To disable reprints of EMV receipts, select or deselect:
 - Disable EMV Receipts for Invoice Reprint
- File/Setup/Invoice (Store)



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Learn more

To learn more, see the following resources in our [Help Portal](#):

[Invoice Recall for Cash Sales in Invoice / Quote](#)

[How to view, email, or print recent invoices](#)

[How to reprint a customer's prior invoice](#)

[Invoice Reprints to Receipt Printer](#)

[How to use Advanced Lookup to reprint an invoice](#)

[How to create a voided transaction report](#)

[View transactions for a customer type in the Transaction Report](#)

[View per-item prices for quantity discount transactions in the Transaction Report](#)

[How to create the Transaction Report](#)

[How to create the Stop Meth Transaction report](#)

[View the last 100 invoices](#)

[Reprint invoices without printing another EMV receipt](#)

A recording of this webinar will be available at portal.paladinpos.com/webinars.



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