Banyon Data Systems
Point of Sale (WinPOS)

800-229-1130
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WELCOME

Banyon Data Systems, Inc. (BDS) is pleased to provide you with the enclosed information describing, in general terms, some of the features of the Windows Point of Sale (WinPOS) software program. The following explains the major software features, company profile and support policy.

This document contains four important sections:

- **Introduction and Summary**
- **Sample WinPOS Software Screens**
- **WinPOS Descriptions**

All Banyon Data Systems software was developed to meet the requirements of those customers desiring software to run efficiently and effectively within the Windows95/98/2000 operating system. After 19 years of development on the BDS DOS software, it seemed only natural that BDS would create its Windows version with many featured-packed ingredients that public organizations have been hoping to find in a fully integrated package.

Although the material you review is important, more can be gained and understood from an on site demonstration, or phone discussions with other BDS customers. You may even choose to visit to our World Wide Web site on the Internet (www.banyon.com) and review our Home Page that contains many informative items about our company and software.

Please contact BDS at **(800) 229-1130** for more information or to talk about detail features with one of our sales consultants or programmers.

Please note that pricing information is provided separately in a BDS proposal and is available upon your request.

Thank you for considering **Banyon Data Systems** as your software vendor. We will make every effort to ensure your complete satisfaction.

Sincerely,

INTRODUCTION AND SUMMARY

COMPANY STATEMENT

Banyon Data Systems, Inc. (BDS) is a leading vendor of automated software systems for public organizations.

Established in 1981, BDS has become a leading force in the design, development, and support of hardware and software solutions for municipalities. Over the past 27 years, the number of BDS software installations has grown to over 1300 nationwide. This extraordinary growth in this marketplace reflects an emphasis on understanding and responding to customer's on-going needs. Our dedicated staff of programmers, trainers, support technicians, and salespeople consider customer service to be the single highest priority.

Unlike the approaches of many companies that acquire software packages from the private sector and modify them, BDS software was developed specifically in response to our customers' unique requirements and suggestions from accountants and auditors. Another key principle of the product development strategy has been the creation of a 'family' of software products - products that integrate and meet the full range of your organization's software needs.

Each year our software has been updated to meet the changing needs of our customers and other state and federal mandates. BDS is committed to developing and delivering enhanced software products that continue to meet the needs of our customers, as well as to grow with customers' needs well into the future.

BDS maintains a dedicated and full-time development and support staff.

SUPPORT POLICY (General)

Software support is available to BDS customers in the form of an Annual Support Agreement. For those cities subscribing to this agreement, software support begins at the moment BDS training staff completes training and leaves the customer's site. In addition to unlimited telephone access, BDS' Annual Support Agreement also provides for modem support, software updates, and quarterly newsletters.

With its strong dedication to product quality and timely support, BDS has made staffing provisions to ensure customers access to support personnel during critical installation and start-up periods. In fact, several front-line support people have been added recently in response to a growing customer base, precisely in order to assure the availability of support and consistency of response times. All support staff members have extensive experience with customer support as well as software operation in their areas of specialty.

Software support is available weekdays during the hours of 8AM - 5PM (Central Time). Eighty percent of support queries are handled on the inbound call; the remaining twenty percent receive return calls within 15 minutes to 1 hour. Response to support queries is generally offered within 1 hour. BDS takes a ***shared responsibilities*** approach to customer support; employees are cross-trained on application support to ensure that support people are always available for customer inquiries.

BDS Annual Support Agreement only includes BDS software, including core programs and modules. Support on your operating system, and all other programs must be provided by the software manufacturer or sales vendor The same is true for hardware systems.

TRAINING POLICY (Recommended)

BDS considers training to be a pivotal element of any successful software installation. Accordingly, BDS chooses only the most experienced personnel to conduct training seminars. All BDS trainers have conducted hundreds of sessions, and have themselves personally set-up hundreds of successful installations. Training components include software orientation, application set-up, daily and periodic software operations, and orientation to documentation and support.

Two days of training is recommended for each core software application although one day may suffice under certain conditions. A maximum of 3 people is permitted during any one training session. Generally, a discount is applied if training on multiple software products can be grouped together during the same BDS visit. However, it is recommended that Utility Billing, Special Assessments and Permits and Licensing software be given separate training session days and visits.

Supplemental or additional training is available to any BDS customer. BDS would encourage those customers with staff changes or new staff members to acquire the supplemental training. Supplemental training is charged to the customer based on days of training and travel expenses incurred.

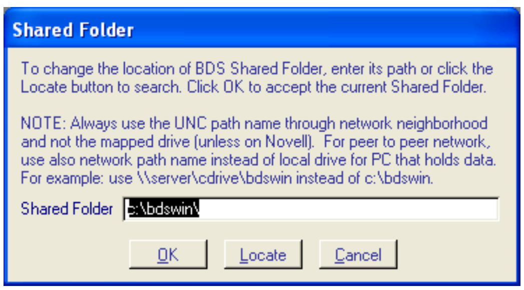
README FIRST

Software Installation

- Only install to the local drive of PCs where the application is run.
- Have a minimum of 500 Megabytes free disk space available to install.
- Close all programs before installing the BDS Software
- Insert the BDS CD in the CD-ROM Drive
- Installation should start automatically, if it does not: Click on **Start** button; Select **Run;** Type in the **Open** text box **"D:\setup"** and press enter.
- Follow instructions on the screen to complete the installation.

Sharing Data

When BDS application is run for the first time, it will prompt you for the location of the Shared Folder (see below).



Where data is stored and shared.

Note: Allow one station to complete the initial start-up before allowing other stations to use the application.

Using the Software

There is an icon (shortcut) for each installed application. Click on the icon and the software will ask for your security password.

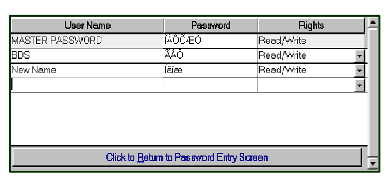
Two passwords are available. They are: ***MASTER*** and ***BDS***

The **MASTER** password, is used to setup and change passwords. The **BDS** password, is used to access the application software. The password BDS has been set up for you. In addition, you can assign Rights to passwords for those who will be looking through the data but not allowed to make entries or changes. The default access rights is Full Read/Write access.

Creating New Passwords and Changing MASTER Password

1. At the password entry screen enter your master password: MASTER and then press ENTER key
   NOTE: If you have changed MASTER enter that password instead.

2. The Password screen then appears:



Under **User Name**, click on next open field, enter new user name, and then enter password. Using the drop down list, select the rights level for this user.

To change MASTER Password, simply click on password field for master password and enter in new MASTER Password. **Note: If you change your Master password, please keep it on file so BDS can have access to your password setup when and if needed.**

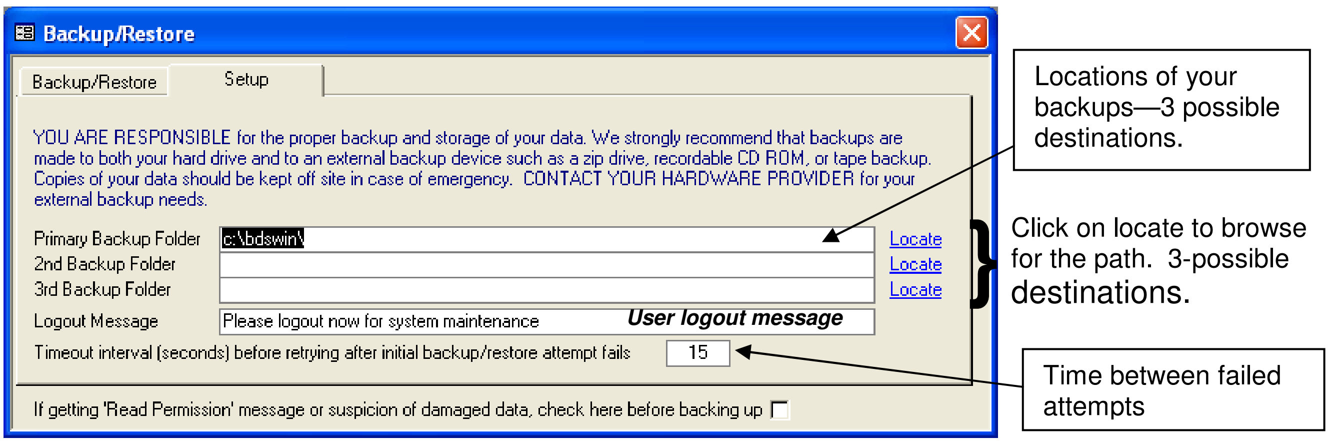
When you are finished entering all users, select the on "**Click to Return to Password Entry Screen**". This will take you back to **Enter Password** screen, where you can enter your security password and begin working.

Backup/Restore

Backups are very important as copies of data can protect you against loss or damage**.** Reconstructing work can be time consuming and sometimes impossible. **It is important to keep at least four backups at all times.**

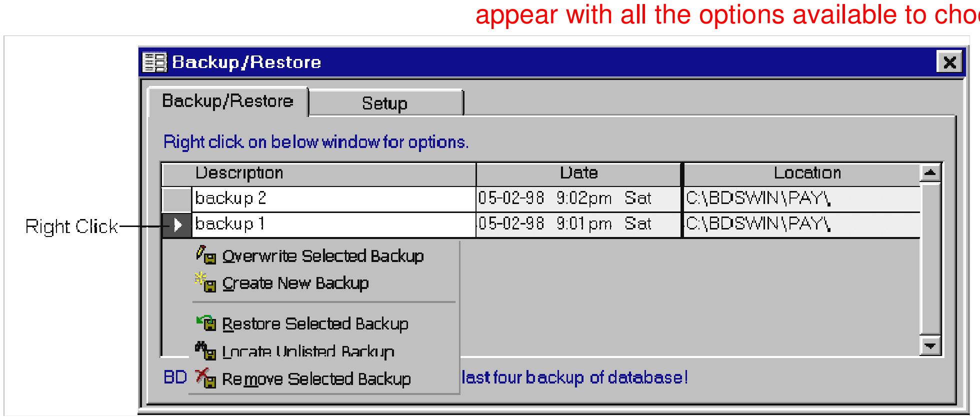
To use Backup/Restore: Click on **Tools** on the top menu bar and select **Backup/Restore.**

Setup Tab: The default backup path is c:\bdswin\. You can change it to the path or folder of your choice in the setup screen.



IMPORTANT NOTE: Please be advised that it is the responsibility of the operator to ensure that a backup is performed. This backup may be made to a directory on a computer server, station or to tape. If you desire to make your backups to tape on a regular basis please consult with your hardware vendor and ask to have the **Data** directory backed up on a regular basis.

Backup/Restore Tab: By right clicking on record selector of the chosen backup, the popup menu will now appear with all the options available to choose from.



- To create a new backup, select **Create New Backup**.
- To search for a backup that is not listed, select **Locate Unlisted Backup**.
- To restore a backup, select **Restore Selected Backup**.
- Use **Remove Selected Backup** to delete unwanted backup files to free up disk space.

Note: To rename a backup, simply highlight the description of chosen backup and then type a new description.

WinPOS SOFTWARE PROGRAM

PASSWORD ENTRY SCREEN

This screen prompts you to enter our user-defined password to access the WinPOS system. The password(s) should be created by a business office manager or supervisor and should be created for each POS computer station. Write down your passwords and keep in a safe place.

SETUP SCREEN

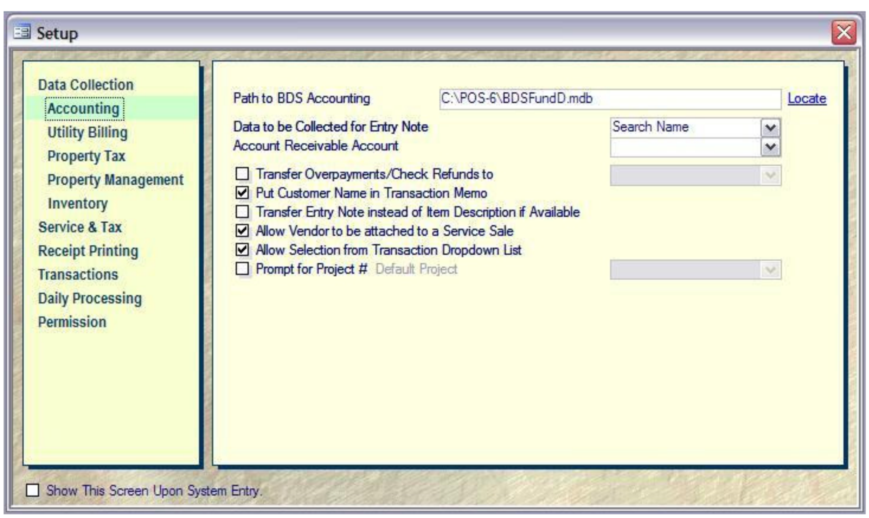
This is where you setup default values for the software including Data Collection, Service & Tax code tables, Receipt Printing, Transactions Daily Processing, and Permission setup screens. This screen is accessed on menu at the top-left corner of the screen under Tools, Setup Options.

Data Collection

This is where you set the appropriate paths to interface with other Banyon Window programs, including Fund Accounting (WinFund), Utility Billing (WinUB), Property Tax, Property Tax Management (also includes Assessements, Permits, Licensing, Violations, and Cemetery, depending on the add on modules purchased), and Inventory. The Locate to the right of the path allows you to search for the correct drive, folder and file. **Under each of the Data collection types you have the option to "Allow Selection from Transaction Dropdown list." Check this in each of the categories if you want to use the transaction dropdown list on the transaction screen**. See processing a transaction for more information.

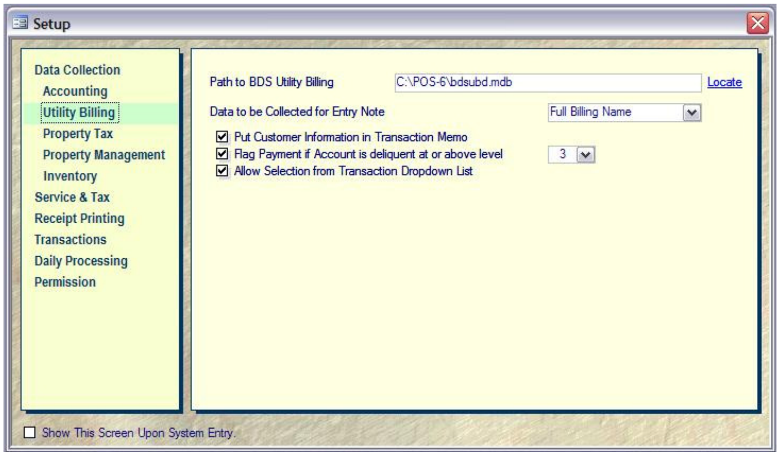
Accounting

You set how you want to retrieve invoice information on this screen. Select the type of Data to be collected for entry note. Options include Vendor#, Search Name, Invoice#, Item, Description, Age(days) Created, and Special Instructions. You may select the default Account Receivable Account number. You may specify which account to transfer over payments (this will affect all over payments including Refunds). You may choose to have the customer name added to the Transactions memo. Use the Entry Note instead of Item Description. Attach a Vendor to a Service sale. Finally, you may select to be prompted for a Project #.



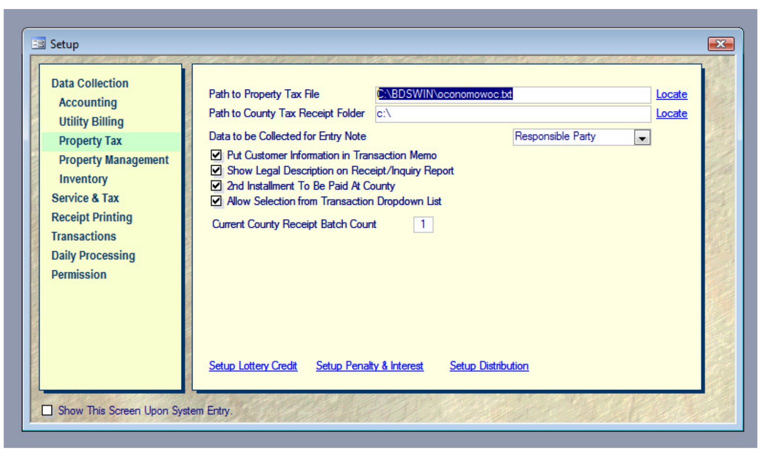
Utility Billing

Select the type of Data to be collected for the entry note. Options include Owner ID, Date Due, Overdue, Full Billing Name, and Formatted Account (Account # with the dashes). You may choose to have the Customer Information in the Transaction Memo. You can also choose to have the transaction indicate that a balance is past due if the account has reached the level that was set.



Property Tax

Select the data to be collected for the entry note. You must click on the Locate option to find the data that is provided by the County. Choices are PIN or Payor Name. You can choose to: Put the customer information in the Transaction memo; Show Legal Description on Receipt/Inquiry report; and have the 2nd installment Paid at County. The current County Receipt Batch Count tells you how many batches you have sent to the county.

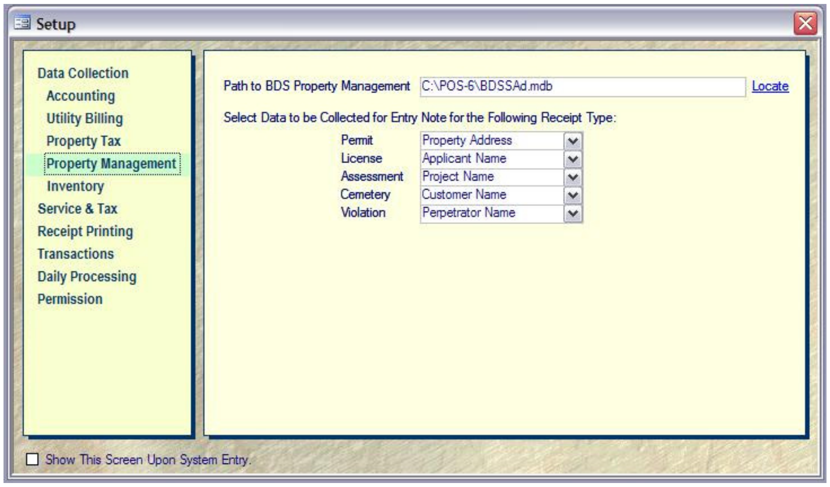


Setup Lottery Credit if applicable.

Setup Penalty & Interest if applicable.

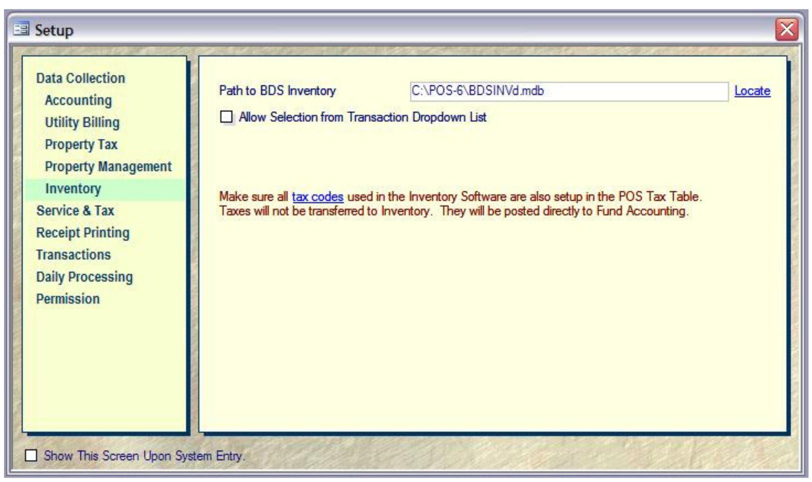
Property Management

Select data to be collected for the entry note in the following receipt types:



Permit: Owner Name or Property Address
License: Applicant Name or Property Address
Assessment: Owner Name, Property Address or Project Name
Cemetery: Customer Name or Death Record Number
Violation: Perpetrator Name or Cited Address.

Inventory



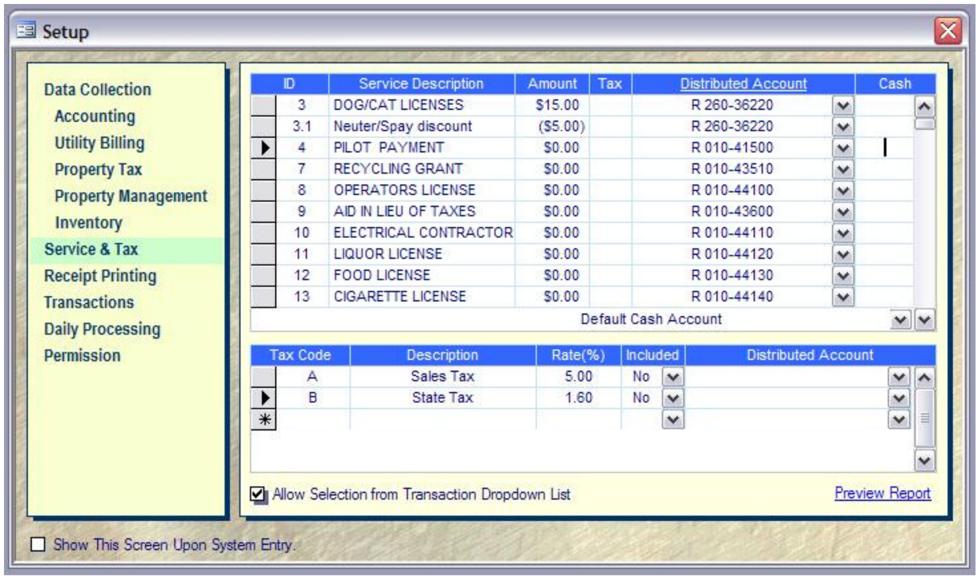
You may choose to “Allow Selection from Transaction Dropdown List” if you are using the context of entry feature.

It is important to make sure all Tax Codes that are used in the Inventory software are also setup in the POS Tax Table.

Service & Tax

This is where you setup your services and taxes, including each items unique code (Service ID), Service Description, amount, tax code (if applicable) and the distribution account that connects the item to the fund accounting software. You may also view or print a list of services and tax codes by clicking on Preview report in the lower right-hand corner of the window.

Service IDs with fraction (i.e. 3.1, 3.2, etc.) are sub-services to whole number main service (in this case it is 3), and will be automatically picked up when the main service is entered in a transaction.

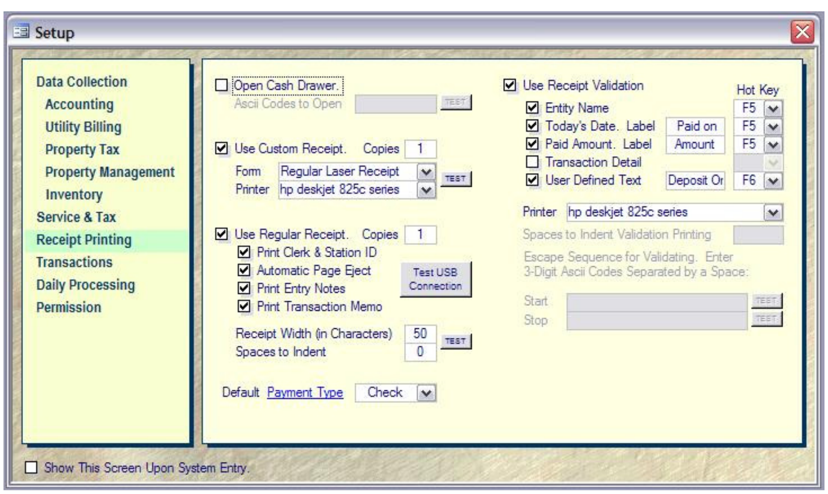


**Service ID 0 is reserved for Petty Cash. Please see "How to use Petty Cash feature."

Receipt Printer

You can set the type of receipt you want and if you want to use the receipt validation option. You also can choose what you want printed on the receipt.

There are two types of receipts. A regular receipt and a custom receipt. The regular receipt is created on a receipt printer. The custom receipt is created on your normal document printer. Keep in mind that the Regular receipt options require a printer that has been setup through Windows as the local port (lpt1). To capture a local USB printer or Network printer-click on Test USB Connection. You also can set your default Payment type.



Receipt Validation is used to print information on the back of a document. Ex. stamp the back of a personal check.

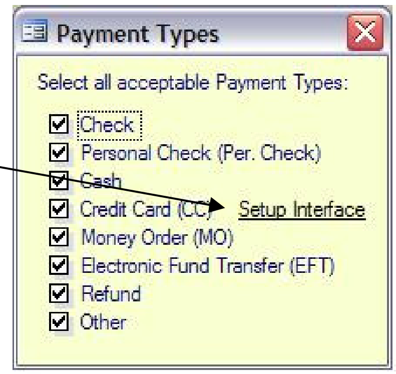
Credit Card Processing Module **(Chargeable add-on module)**

To use this option you must first purchase the module and have it turned on through Add on Modules under Tools in the menu at the top left corner of the screen.

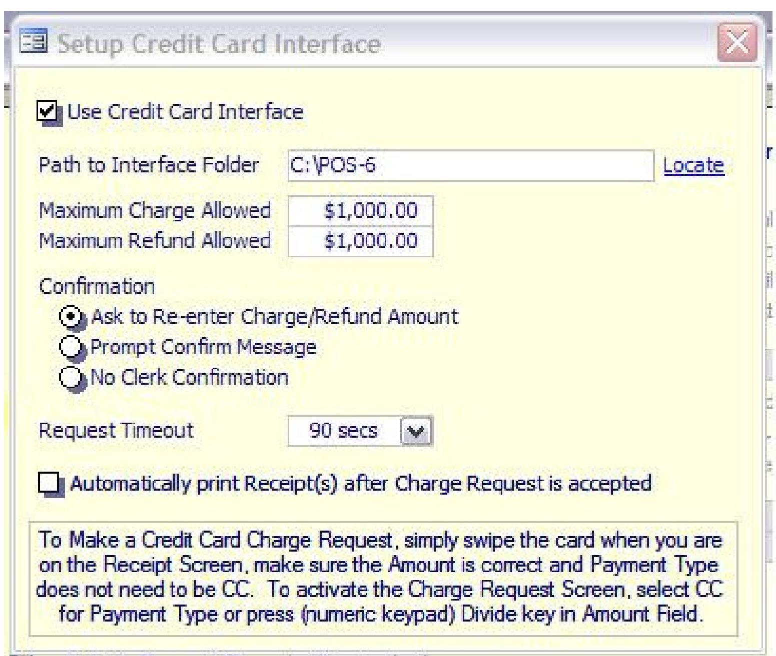
To set up the Credit Card Interface module, go to Tools in the menu at the top left corner of the screen. Highlight Setup Options, select Receipt Printing and Validation. Left click on **Payment Type**

Select all payment types that apply.

Click on Setup Interface



Enter the Path to Interface Folder. This information should come from your credit card software company.



Enter the maximum and minimum Charge and Refund allowed.

Select how you want the confirmation or that you do not want a confirmation.

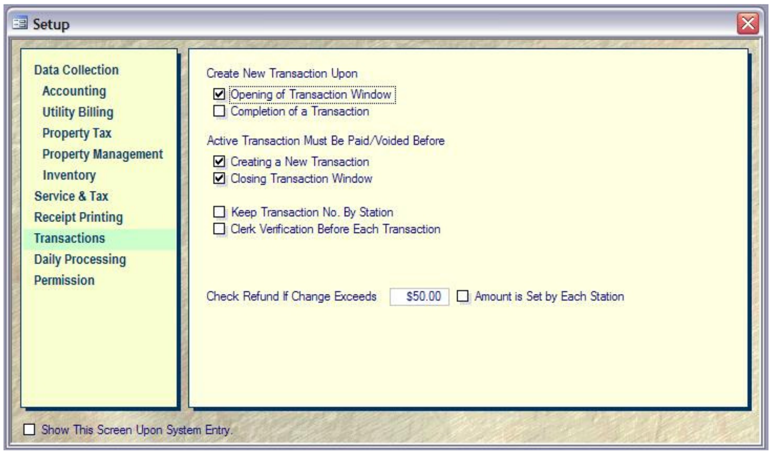
Select from the dropdown arrow the Request Timeout. You can also over-write the timeout if the amount of time required is more or less than the available choices.

Select Automatically print Receipt after Charge Request is accepted if you would like the receipt to print immediately after the credit card approval.

For processing the receipt for a credit card transaction see Receipt Entry.

Transactions

Your transaction items are setup through this Window. First, you decide when a new transaction screen is created. Either when you choose to open the Transaction Window or automatically when a transaction has been completed.



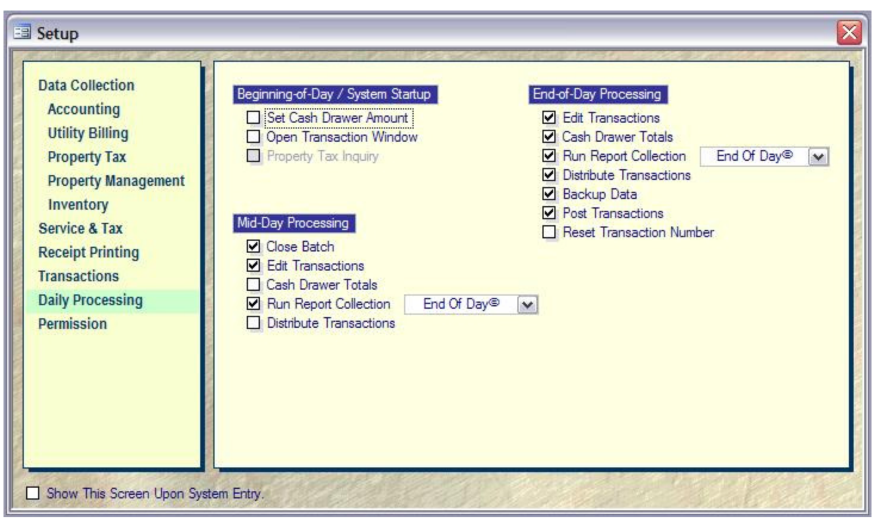
Then choose whether or not the active transaction must be paid/voided before the transaction window can be closed or a new transaction can be created.

Keeping Transaction No. by Station would mean each work station would have a #1 transaction, #2 transaction, etc.

Clerk Verification before each Transaction means the clerk would have to log on before each transaction.

Daily Processing

Select the actions you want when performing the beginning of day, mid-day and end-of-day procedures. For clarification: the Beginning-of-Day means the start of the day, the first thing you do in the POS program; Mid-day Processing would be used if you were going to close a work station before everyone else but are not closing for the day. End-of-Day Processing would be used when you are ready to close day. Be careful to select only those that you really need to streamline the procedures.

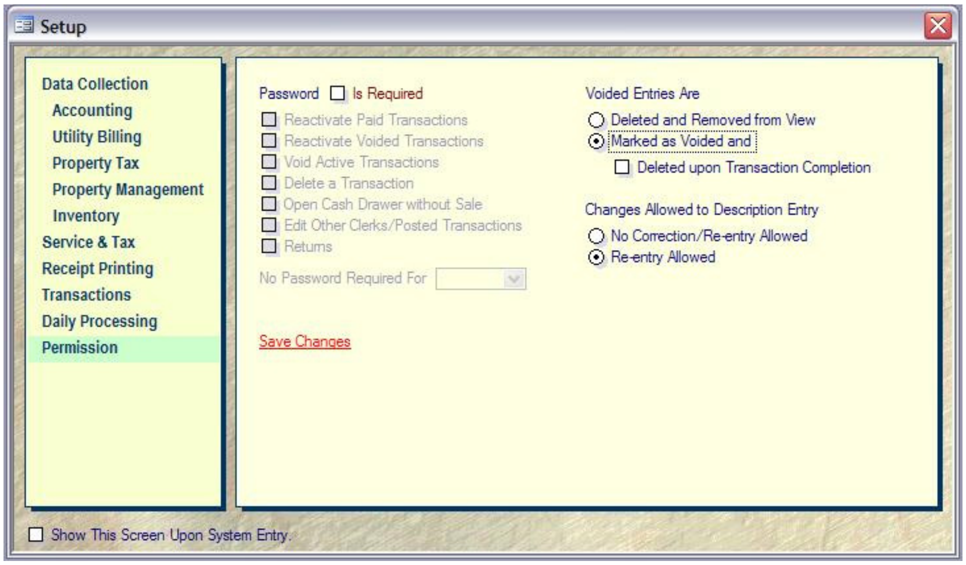


Check the Cash Drawer Totals box will also allow you to print a Deposit Slip during the End of Day procedure. You must have purchased the Deposit Slip Module for the POS system to print Deposit Slip forms.

Permissions

You have the option of choosing when you want a password entered to complete some functions within the system. This is usually reserved for managers or supervisors. Select the type of activities or transaction procedures that require approval via a unique password.

You may also choose to have personnel that require no password to process transaction activities.

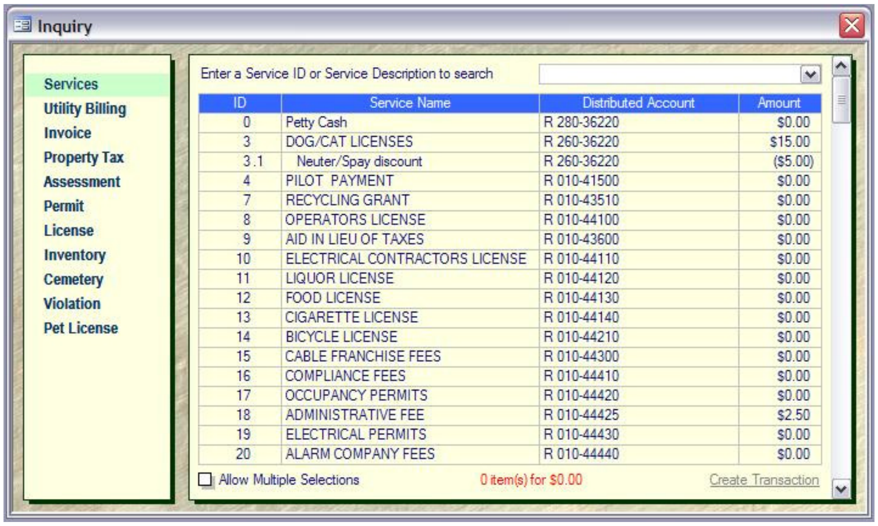


Remember to save the changes by clicking on the "Save Changes" link in the lower left portion of the Window

Inquiry Screen

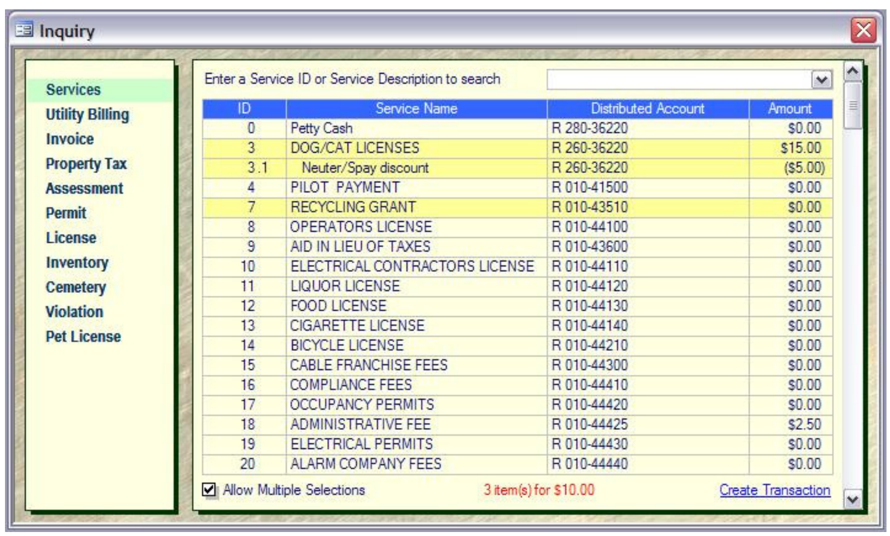
The Inquiry screen is the screen that POS automatically opens to. If you do not want to enter a transaction using the Inquiry option simply close it. To open the Inquiry screen while in a Transaction window, select Inquiry Options in the lower right. You can also access the Inquiry screen by clicking on View in the menu in the upper-right corner of your screen, highlight Inquiry then select the type of receipt you want to create.

The left column has the list of Receipt types. Select the receipt type you need to create.



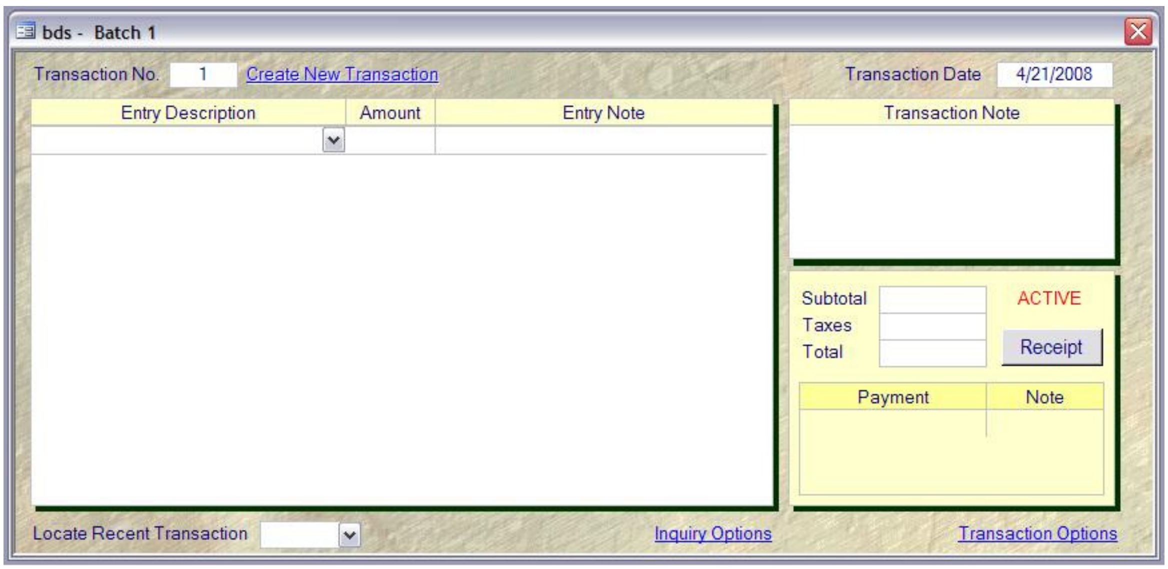
You can search for your entry two ways. You can use the search line and enter the available search field name. Note: the search field names are different for each receipt type. The second way to search would be to scroll down the table and find the desired entry. Once you click on the service it will automatically take you to a transaction screen.

In the lower left corner of the search screen you will see "Allow Multiple Selections". Selecting this option will allow you to select multiple entries for the same receipt. Once you have finished selecting the entries you will need to click on the "Create Transaction" in the lower right corner of the search screen to go to a transaction screen.



Transaction Window

You open the Transaction Window by selecting the View menu option in the upper left corner of the Window and click on Transaction Window. Once opened, you will see several partitioned areas. In the left partition you will be able to enter an item, the amount and entry notes for the transaction. There are several ways to enter the information for the transaction. (1) left click on the down arrow in the first line under Entry Description, all items selected to be shown in the pick list will appear. Scroll down the list and select the desired entry. (2) just start typing the description and the dropdown will automatically drop down. Continue to type until you see your selection in the list. (3) click on Inquiry Option under the lower right corner of the Entry Description partition, select the type of receipt and select the item from the list, or type the item name in the search line, then click on it when you see it in the list. The amount field is user-definable. If default services have been built with amounts already associated to them, the amounts will automatically fill in. If a right-click is done while in the amount field, you can choose the quantity of the item or service. Right click on the line under Entry Description or Entry Note to Void/Un-void entry or Apply/Exempt tax on each item entered.



The Transaction Note in the upper right allows you to add more description for the transaction. The Locate Recent Transaction down arrow allows you to look up transactions or browse. Left click on Transaction Options in the lower right corner to see a submenu that allows you to Open The Cash Drawer, process a Payment or Receipt, Reactivate a Transaction or Delete a Transaction. Function keys may also be used for these options. For instance the F7 key will open the Payment and Receipt processing Window. Alternatively, you can select the Receipt button in the Totals and Payment partition on the lower right.

A right click on the amount field will prompt for quantities. Enter quantity and the system will automatically adjust dollar amount.

Description Entry Field (options)

The Windows POS Transaction Entry Description Field can recognize numerous entry types. Including:

Fund Accounting

- Billing Invoice Number
- Billing Invoice Name (partial)

Utility Billing

- Utility Billing Account Number
- Utility Billing Name (partial)
- PIN (parcel) Number

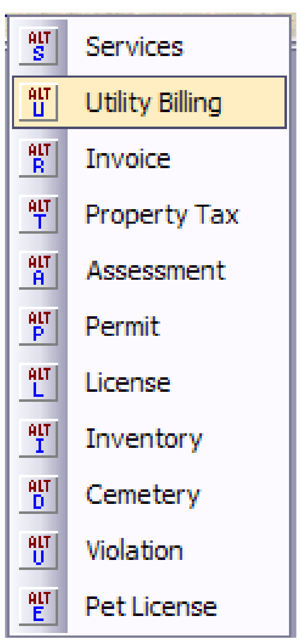
Service & Tax

- Service ID or #
- Service Description (partial)

Property Tax

- PIN / Tax ID
- Customer Name
- Property Address

The hot keys for the inquiry screen are as follows:



How to use Petty Cash feature

Create Petty Cash as a service

1. Create a Service item called Petty Cash using Service ID 0(Zero).
2. Attach to it an Expense or GL account to account for the money being taken.

Treat Petty Cash as a Transaction

1. Record the Petty Cash via the Transaction window using Service 0.
2. Enter the amount of cash taken. The System will automatically convert it into a negative amount – Total Amount due is considered a refund or cash return.
3. Use Entry Note for comments
4. Use Cash (not Refund) for Payment type. The change should be zero.

Petty Cash in Cash Drawer Balance

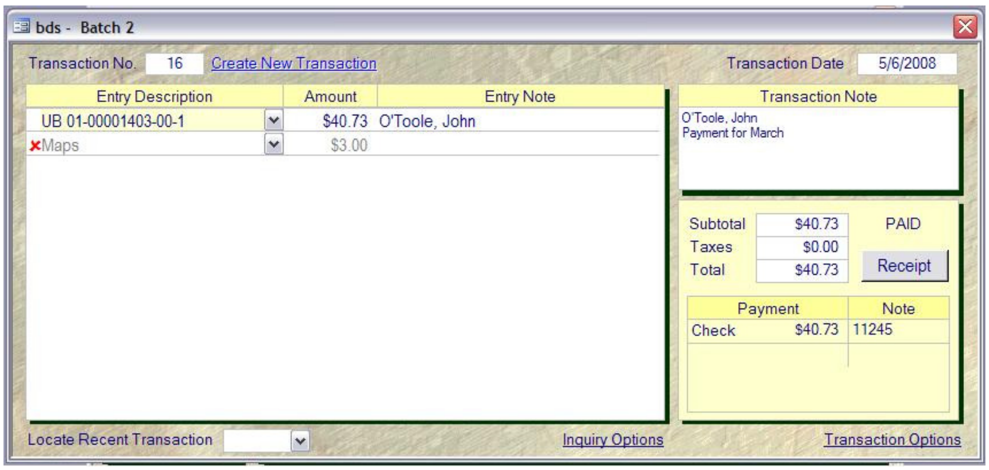
1. Enter total Petty Cash (positive amount) in Petty Cash firld.
2. Actual Drawer Cash field should reflect actual cash now and should agree with Recorded Drawer Cash.

Processing a Transaction

Once a payment has been entered, saved and printed or not printed (you do have the option to print or not print), you will see the Payment and Receipt Note information on the Transaction record Window.

If a transaction line has been voided a red **X** will appear in the transaction line to the left of the Entry Description. If the Transaction has been voided a red **VOID** will appear in the Totals and Payment partition.

PAID will appear in the Totals and Payment partition once the receipt has been paid.

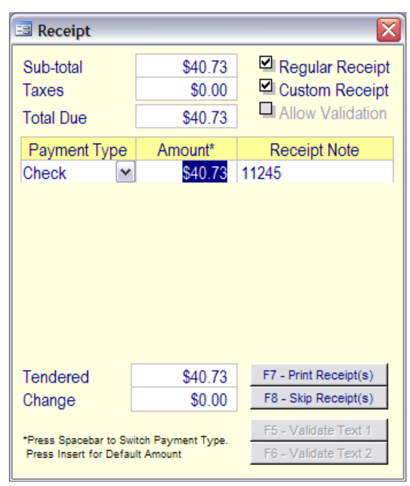


IF YOU WANT TO EDIT THE AMOUNT OF THE CHARGE YOU MUST DO SO ON THE TRANSACTION SCREEN IN THE AMOUNT COLUMN. Do not edit on the receipt window.

Receipt Printing

Press the F7 key or click on the Receipt button and the Receipt screen will appear. Select the customer's payment type (press the space bar to toggle through the payment type options) and enter the amount paid. Press the F7 to print a receipt or F8 to skip printing the receipt.

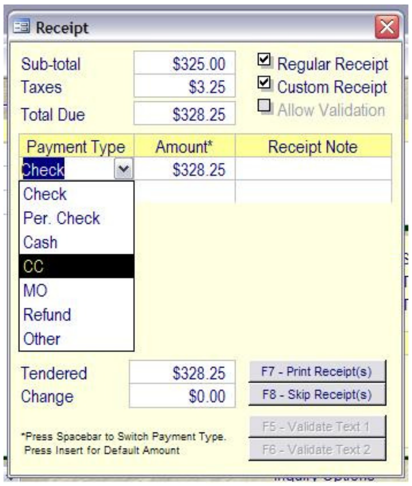
****Note: to reprint a receipt, locate the transaction and click on the Receipt button again.**



Back Date Receipts

If You need to back date entries, click on Tools in the menu in the upper left corner of the screen and click on Receipt Back Date. Enter the date to be used and press the enter key. The system will confirm that the date has been changed and POS will restore to todays date the next time POS is opened. *Note: the date change will remain until you either physically change it again or you exit POS. The system will also ask if you want to change the transaction date on the current active transaction. **A date change can only be done to an active transaction. You can also change the date on a transaction by clicking on the date in the upper-right corner of the transaction screen.

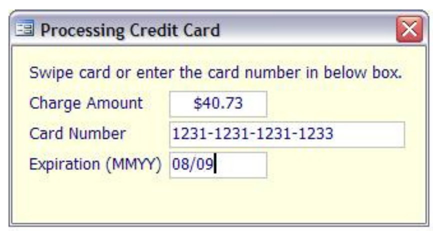
Credit Card Payments-Processing



**You may require credit card processing equipment. Please call Chris for information on companies that supply this type of equipment.

Click on Payment and Receipt
Under Payment Type click on the down arrow and select CC (Credit Card)

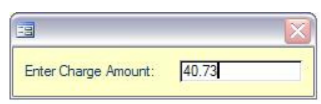
Once you have selected CC the Processing Credit Card window will appear.



The Charge Amount will be taken from the amount due.

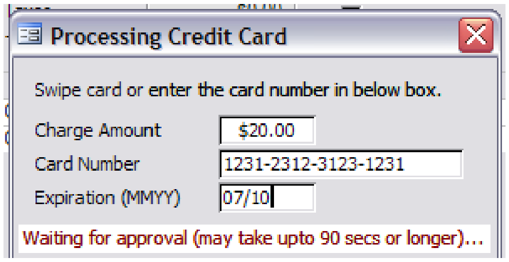
Swipe the credit card or you can enter the credit card number manually.

Enter the Expiration date and press the enter key.



If you requested "Ask to Reenter Charge/Refund Amount" Reenter the amount of the Credit Card charge and press enter.

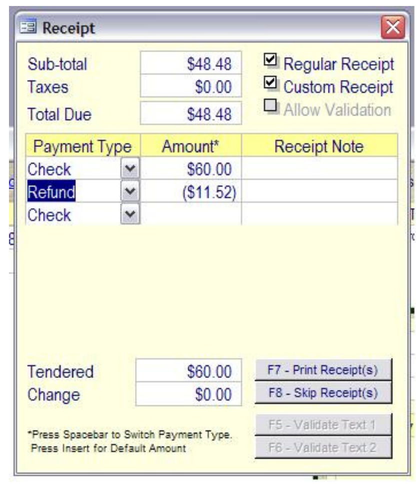
If you requested a Prompt Confirm Message you will see the Confirmation window. If the information is correct click on OK



The Processing Credit Card screen will appear while the credit card is processing. When processing is complete a confirmation message will appear. The receipt will print if the Automatically print receipt after Charge request is accepted option is check on the Setup. If automatic print was not selected you will then need to print or skip the receipt to complete the transaction.

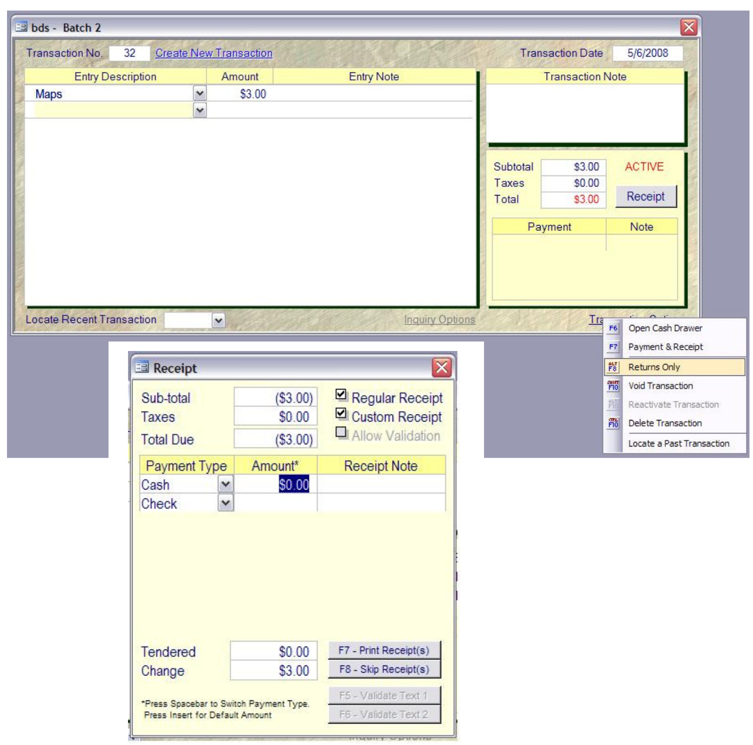
Refunds

This is where you can choose to refund an amount instead of giving change. Under the Payment Type column, click on refund. The system will add the change amount calculated as a refund.



Returns

Select the Entry Description for the return. Left click on the Transaction Options in the lower right corner of the Transaction window. The Receipt window will appear with the transaction amount entered as a negative amount. Click on Print or Skip Receipt to complete the transaction.



End of Day Procedures

End of Day or Mid Day procedures are performed at the discretion of the organization. You may choose the time when end of day takes place, but usually it is at the end of a business day when deposits must be made to the bank or financial institution.

To perform an end of day procedure you must. First: close transaction windows.

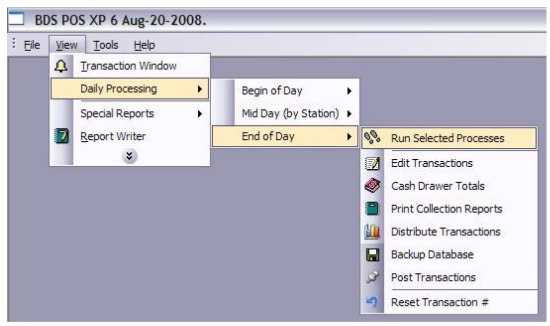
Click on View in the menu in the upper left hand corner of the screen.

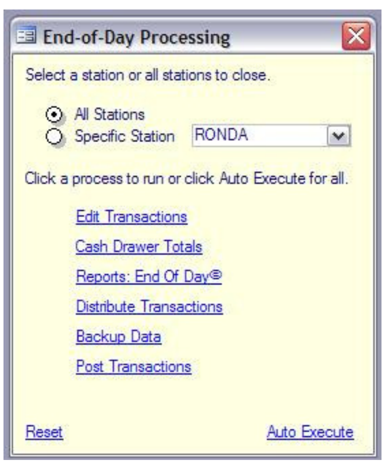
Highlight the Daily Processing menu item

Highlight the Mid Day (by Station) or End of Day menu item. (Most organizations will choose the End of Day option as it fits best with public oriented industries.)

Click on the Run Selected Processes button. This will take you to the End-of-Day Processing screen.

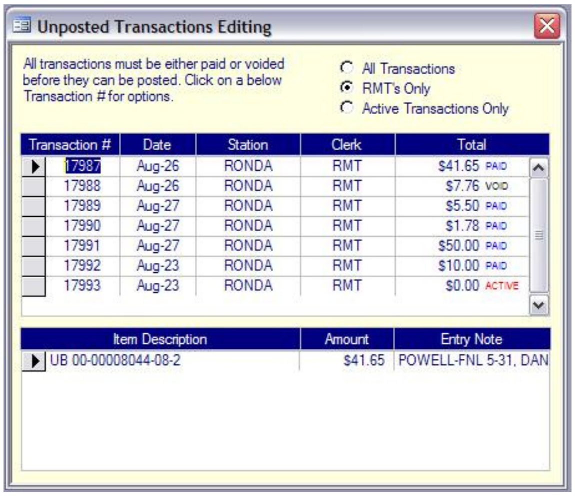
run the procedures that you setup to run as part of the end of day procedure.



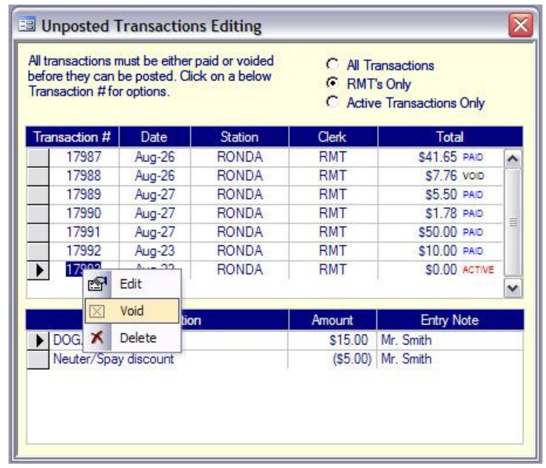


Click on Auto Execute to start the automatic process that will run through each process that you setup to run as part of the end of day procedure. Or, you may choose to run each end of day process independently by clicking on each item on the menu. You may run End of Day for all stations or your own station or computer by clicking on the appropriate radio button.

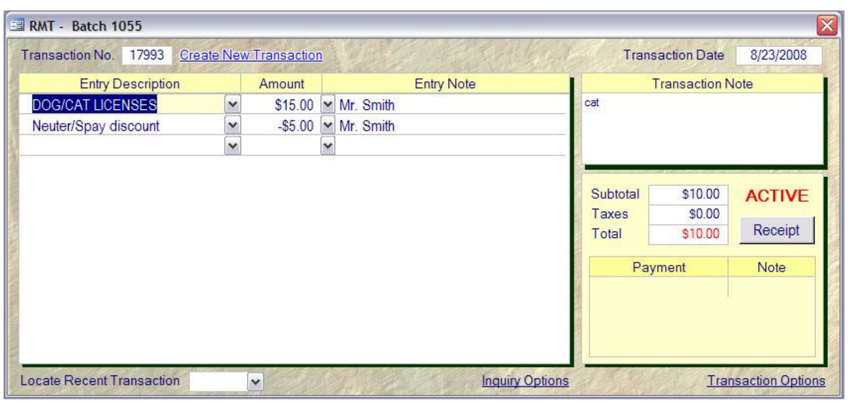
Edit Transactions



Transactions will be shown in the table to the left, including active transactions or empty dollar amount transactions. Click on the Transaction # to edit, void or delete the transactions. Usually, if the transaction is valid but the amount is wrong you will edit the transaction.



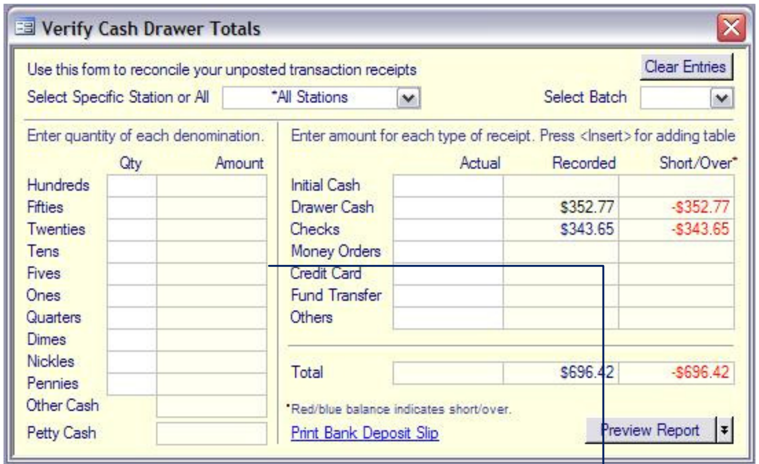
Edit the transaction will open the specific transaction and then you may click on the Transaction Options to re-activate and change the transaction. In this example the transaction was not completed so I will click on the Receipt button to finish the transaction.



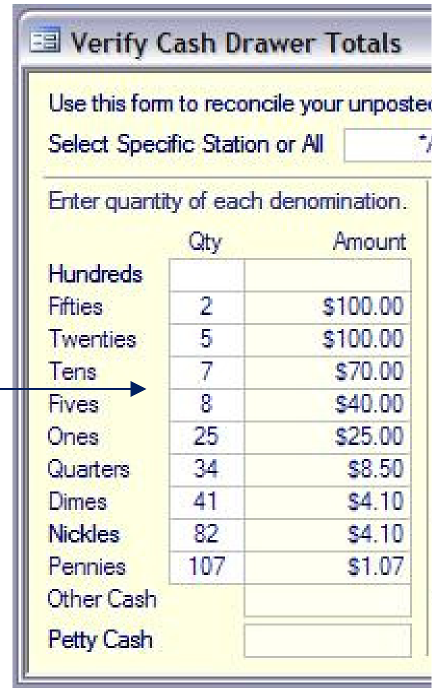
When finished editing the transactions, close the window and a check mark will appear next the the End of Day procedure.

To finish end of day go through each step as shown or highlighted in blue and close each window.

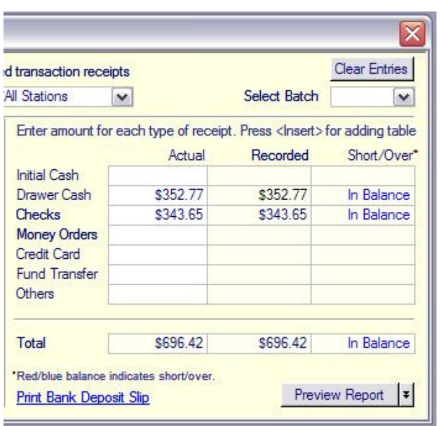
Cash Drawer Totals



This is an optional feature. Enter the cash drawer currency. Remember to enter the quantity in the number of bills or coins for each denomination type.



Remember when entering the Petty Cash amount, enter it as a positive amount. The Petty Cash amount will reflect in the reports as a negative number.



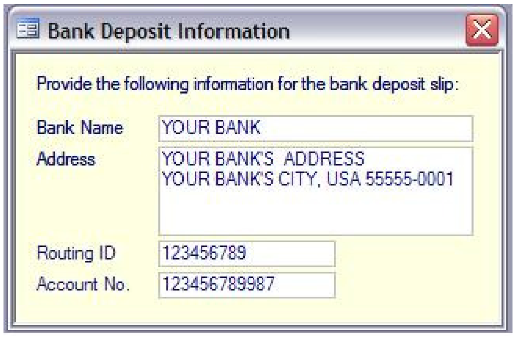
Enter the remaining amounts on the right side of the window.

Preview and print the report.

If you have the Deposit Slip module, this is where you print the Bank Deposit slip.

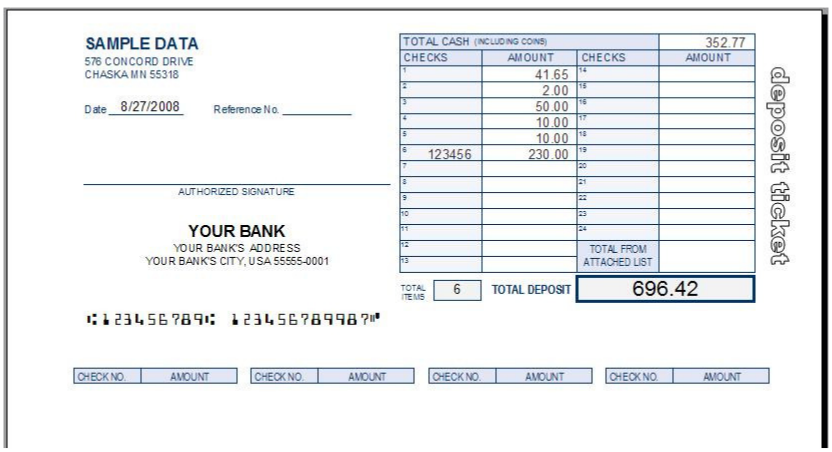
Bank Deposit Slip (Add on module available to purchase)

Go to the Tools menu at the top left corner of the screen in Utility Billing. Choose Add -On Modules. Then, click or select Deposit Slip. Please call BDS for an authorized password. Once turned on, the Bank Deposit Information Screen can be completed with your organizations specific Bank information.



Enter the Bank Name, Address, Routing ID and Account Number.

Enter the total cash deposit including coins.



This is what the deposit slip will look like. Print this and include with your bank deposit.

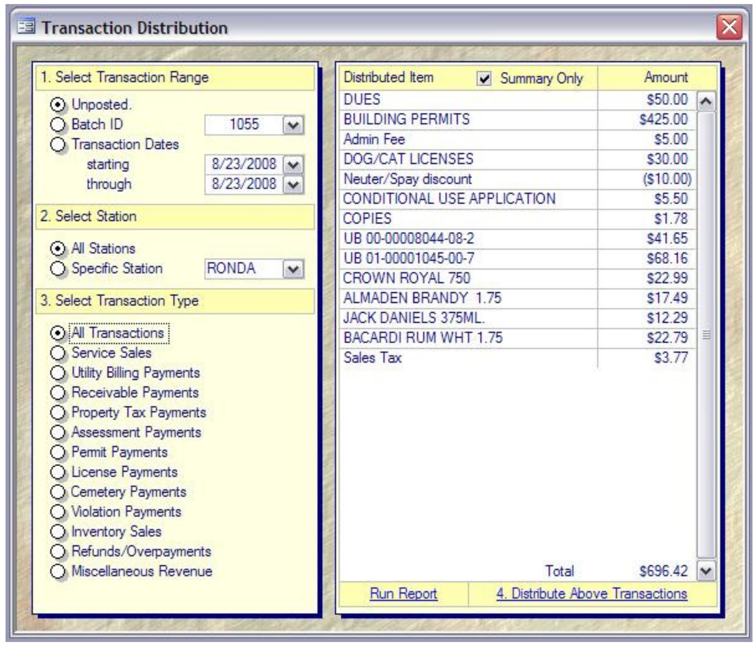
Deposit Slip is accessible via the Cash Drawer Total option during the End of Day Processing. If Cash Drawer Total is not part of the End of Day routine, you can add the Deposit Slip Report as part of the End of Day report collection.

Reports

The Reports will run to any printer in your network. You may choose which set of pre-defined reports you want. BDS has created a pre-set collection for End of Day.

Distribute Transactions

This is the step to send your transactions to the BDS Fund Accounting. Please see Appendix B to see the POS Flow Chart.



First, choose if you want to send all un-posted transactions, or by a batch at a station or transactions between dates specified. Usually, it is all unposted for all stations and all transactions so we default to those settings.

Next review the displayed transactions shown on the table.

Then, click on the Run Report, print the report.

Finally, Click on the Distribute Above Transactions link in the lower right corner. The batch will be sent to the appropriate programs. Invoices, Service Sales and Sales Tax will be sent directly to Fund Accounting in an external batch. Utility Receipts will be sent to Utility Billing; Permits, Licenses, Assessments, Violations and Cemetery Receipts will be sent to Property Management; Inventory Receipts will be sent to Inventory; and Property Tax Receipts will be sent to Property Tax. Post those receipts in their respective programs and then transfer those batches to Fund Accounting. When loaded, you will be asked to give the batch a new name and the batch will be sent to Receipts and Deposit.

Backup Data

Selecting this option will take you to the Backup and Restore menu where you should create a new backup. (See Backup/Restore section of this document)

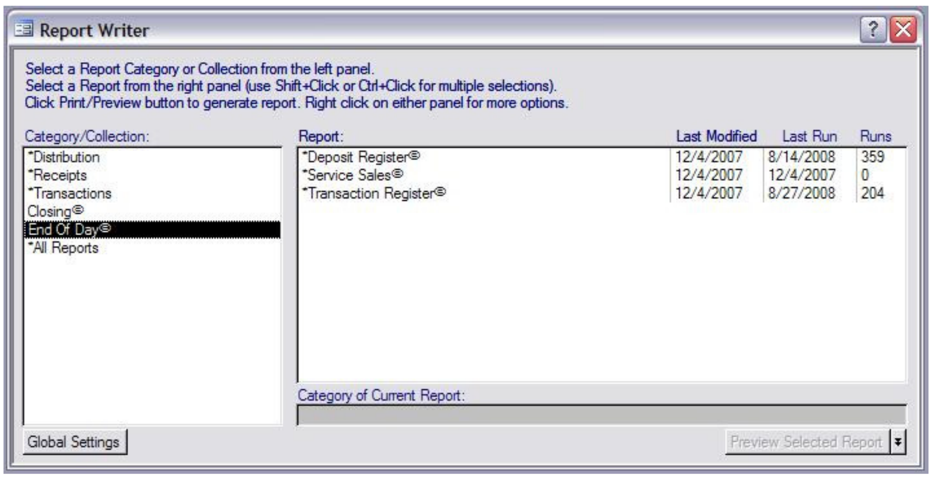
Post Transactions

The Post Transactions will set the transactions as posted and let you begin a new day of processing.

Report Writer

The Report Writer is accessed by selecting View located in the upper left-hand corner of your screen. Having selected the Report Writer menu option you will see several categories or collections of reports. Choose one of the category reports and the reports (standard) will appear in the right area of the Window. Click on the report to highlight the name and then if you right click on the report you will have the options to Print, Preview, create New, Specify Sort/Filter (selection), Add to a collection or Remove from a collection.

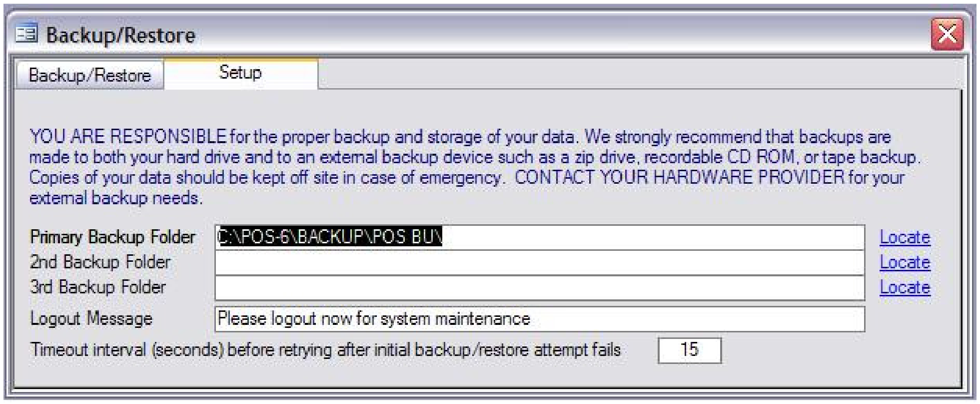
You may also choose to create your own reports and add them to the selection. However, Banyon Data Systems has pre-defined some the most popular reports used by POS systems in a variety of industries.



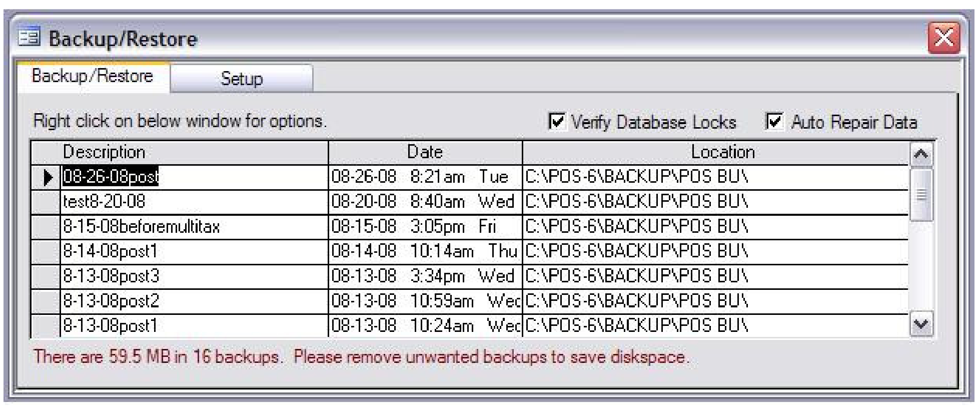
If you have purchased the Deposit Slip Module to the POS system, you can find two Deposit Slip reports (one with comments and one without) in the Report Writer under Category/Collection "*All Reports."

Backup and Restore

Backup and Restore is used the same way as with all Banyon Window programs. You may select the drive, path, and folder for the backup under the Setup tab. You can setup 3 locations for your backups. A logout message is also available to notify others in your network of the backup procedure.



Under the Backup/Restore tab, right click on Description, select create new backup. Select the path if you have more than one location setup. Enter the backup name and hit enter.



APPENDIX A: Known control codes to open cash drawers.

Model Number	Operation Mode	Open drawer #1	Open drawer #2	Autocutter Full cut	Autocutter Partial cut
Citizen CBM-210 Citizen CBM-220	CBM	7	.	.	.
Citizen CBM-230	ESC-POS	27,112,0,50,250	27,112,1,50,250	.	.
Citizen CBM-231	ESC-POS	27,112,0,50,250	27,112,1,50,250	27,105	27,109
Citizen CBM-232	ESC-POS	27,112,0,50,250	27,112,1,50,250	.	.
Citizen CBM-233	ESC-POS	27,112,0,50,250	27,112,1,50,250	27,105	27,109
Citizen CBM-253	ESC-POS	27,112,0,50,250	27,112,1,50,250	27,105	.
Citizen CBM-262	ESC-POS	27,112,0,50,250	27,112,1,50,250	27,105	27,109
Citizen CBM-291 Citizen CBM-293	ESC-POS	.	.	27,105	27,109
Citizen CBM-1000	ESC-POS	27,112,0,50,250	.	.	.
Citizen iDP-460	CBM	7	.	.	27,109
Citizen iDP-3210	ESC-POS	27,112,0,50,250	27,112,1,50,250	27,105	27,109
Citizen iDP-3240	ESC-POS	27,112,0,50,250	27,112,1,50,250	.	27,109
Citizen iDP-3310 Citizen iDP-3410 Citizen iDP-3420 Citizen iDP-3421 Citizen iDP-3423 Citizen iDP-3530 Citizen iDP-3535 Citizen iDP-3540 Citizen iDP-3541 Citizen iDP-3545 Citizen iDP-3546 Citizen iDP-3550 Citizen iDP-3551	ESC-POS	7 or 7,27	.	.	.
Citizen CBM-1000 Citizen CBM-1000 II	ESC-POS	27,112,0,50,250	27,112,1,50,250	.	27,109
Citizen PPU-231	ESC-POS	.	.	27,105	27,109

Manufacturer	Model	Drawer Codes	Cutter Codes
Axiohm	A715 A756 A794	27,112,0,48,251 OR 27,112,1,49,251	27,105 - Full 27,109 - Partial
Epson	?	27,112,48,55,121	.
Epson	M51PD	27,112,0,25,250	.
Epson	TM-L60II	27,70,0,50,50	.
Epson	TM-T60	27,112,32,25	.
Epson	TM-T80P	27,112,0,25,250	.
Epson	T88iii TM-U200D	27,112,0,25,250	27,109
Epson	T88iiiP TM-U200D	27,112,0,64,240	27,109

Epson	TM-88IV	27,112,48,55,121	27, 109
Epson	M188D	27,112,48,55,121	27,112,0, 5,250
Epson	M192C	27,112,48,55,121	27,109
Epson	TM-U200	27,112,0,25,250 OR 27,112,0,64,240	.
Epson	TM-U200B	27,112,48,25,250	.
Epson	TM-U200D	27,112,0,64,240	.
Epson	TM-U210PD TM-U210D	27,112,0,25,250	27,112,0,75,250
Epson	TM-U220A TM-U220PD	27,112,0,25,250	27,112,0,75,250
Epson	TM-U295	27,112,48,55,121	.
Epson	ADP 300	27,112,0,25,250	.
Epson	TM-300D	27,112,0,25,250	27,105
Epson	TM-U950P	27,112,0,50,250	.
Epson	LX-300+	27,112,0,25,250 OR 27,112,48,55,121	.
Epson	TM-U300PD	27,112,0,25,250	.
Epson	TM-U325D	27,112,0,25,250	.
Epson	TM-U375	27,112,0,25,250	.
Epson	M665A	27,112,48,55,121	.
Epson	TM-T883P	27,112,0,50,250	27,109
Epson	TM-U950P	27,112,0,50,250	.
Epson	TM-H5000II	27,113,0,25,250 OR 27,25,247	.
Epson	TM-H6000	27,112,48,55,121	.
IBM	4610	7	.
IBM	4610	27,112,0,50,250	2,12
Ithaca	PcOS 51	27,112,0,25,250	.
Ithaca	PcOS 52	27,112,0,25,250	.
Ithaca	POSjet	27,112,0,25,250	.
Ithaca	80 PLUS	27,120,1	27,118
Ithaca	SERIES 90	27,120,1	.
Ithaca	150	27,120,1	.
Ithaca	POSjet 1000	27,120,1	.
POS-X	XR-200	27,112,0,25,250	27,105

POS-X	XR-500	27,112,0,25,250	27,105
Posiflex	CR 4200	27,112,80,25,250	.
Posiflex	AURA 5600	27,112,0,25,250 or 27,112,80,25,250	.
Posiflex	PP6000/7000	27,112,0,25,250	.
Samsung	STP 131	27,112,0,48,50	.
Samsung	SRP 270	27,112,0,25,250 OR 27,112,0,60,240	.
Samsung	SRP 270A	27,112,0,64,240	.
Samsung	SRP 270	27,112,48,55,121	27,109,0,25,250
Samsung	SRP 350	27,110,0,25,250	.
Star	All?	27,7,11,55,7	.
Star	TSP 100	7	27,100
Star	SP212	27,7,11,55,7	.
Star	TSP200	27,7,11,55,7	27,100,48
Star	SP500	27,122,49,7 OR 27,7,11,55,7	27,100,48
Star	TSP-600	7 OR 27,7,10,50,7	27,100,51
Star	TSP-700	27,07,11,55,07	27,100,51
Star	SP2000	27,122,49,7	27,100,48
TEC	RKP300	27,112,0,100,250	27,105
TEC	TRST-53	27,112,0,100,250	27,105
Toshiba	SX2100	27,112,32,55,255	.
TOSHIBA TEC	DRJST-51	27,112,0,100,250	27,105
Unisys	EF4272	27,112,0,100,250	.
WASP	WTP-100	27,112,49,48,48	27,105
WESTREX	4200	7	20

APPENDIX B: Point of Sale Flow Chart