
Introduction

The following is a list of all of the settings that RetailManager stores. This list can be used to record all of these settings in the event you need to replace your hard drive or your computer.

Setup > Options > General > Transaction Windows

Skip Fields

- Discount (in transaction windows)
- Freight (In Goods Received/Return)
- Sell Price (in transaction windows)

Hide Fields

- Barcode (in transaction windows)
- Categories (in transaction windows)
- Tax Code (in transaction windows)

Touch Screen

- Enable Touch Screens

Display the following Qty's

- Stock
- Lay-by
- Sales Order

Quantity Field

- Display sum of quantity

Identical Items

- One display line per item

Setup > Options > General > Sales

Sales Window

- Always display sales window
- Auto check - customer credit limit
- Prompt for receipt at time of sale
- Round sell price to two decimals
- Skip Custom field
- Skip Customer field
- Scan individual units for fractional qtys

Sales Window Customer History

- Disable customer history
- Only disable account information

Setup > Options > General > Other

Miscellaneous

- Accept leading zeros on barcodes
- Allow decimals in reports
- Auto remind - low stock
- Check last stock supplier
- Drilldowns show cost/sell tax inclusive
- Include tax in costs (in GR, RG & PO)
- Print barcodes with Goods Received
- Repeat description for new stock in GR
- Show outstanding credit note values
- Display Sign-on Method Window
- Use Current cost converting Sales orders
- Use Current cost in Goods Returned

Default Staff

Default staff (Number & Name)

Lock Staff No. (Sales & Payments)

Setup > Options > Printing > Setup

The following shows whether you are printing to 40 col. or A4 and how many invoices/receipts you would like RetailManager to print at the time of sale.

40 col. A4 Receipts

Dockets

Payments

Invoices

Lay-bys

Sales Orders

Quotes

Purchase Orders

Goods/Returns

CSO

Cash up

Format for barcodes \$11.00

\$11.00 inc. GST

\$10.00 + \$1.00 GST

\$10.00 + GST

The Printer you are using in the print setup window when printing to A4, which is accessed by clicking on the transaction types that are set to A4

Dockets

Payments

Invoices

Lay-bys

Sales Orders

Quotes

Purchase Orders

Goods/Returns

CSO

Cash up

Setup > Options > Printing > Settings

Select to Print

Sales Dockets

Lay-bys

Invoices

Sales Orders

Quotes

CSO

Payments

Orders

Goods Received

Returned Goods

Dockets

Use short sales

Use short lay by payment

Include RRP

Include custom field

Include extended description

Miscellaneous

- Don't use shading
- Preview all transactions

Categories

- Include Department
- Include Category 1
- Include Category 2
- Include Category 3

PC-EFTPOS

- Use docket printer for signature slip

Setup>Options>Custom

Custom Field Labels

Stock	Custom 1	<input type="text"/>
	Custom 2	<input type="text"/>
Staff	Custom 1	<input type="text"/>
	Custom 2	<input type="text"/>
	Status	<input type="text"/>
Sales	Custom	<input type="text"/>
Suppliers	Custom 1	<input type="text"/>
	Custom 2	<input type="text"/>
Customers	Custom 1	<input type="text"/>
	Custom 2	<input type="text"/>
	Status	<input type="text"/>

If you have changed all of RetailManager's colours you can keep a record of these by clicking on the colour and inputting the following information.

Miscellaneous Colours

	Hue	Sat	Lum	Red	Green	Blue
Background	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Highlight	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alternate Grid	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Highlight Serial	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Transaction Window Colours

	Hue	Sat	Lum	Red	Green	Blue
SA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
GR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
RG	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Water Mark	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Debtor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LB	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Quote	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Setup > Options > Alerts

- Prompt for data backup when closing
- Prompt for data backup when opening
- Prompt for stock security setting
- Prompt for scan individual units for Fractional quantities
- Display Partial Stocktake Sheets Prompt
- Prompt when overwriting existing pricing grade rules

Search Windows

The Search windows can be found in the in any of the transaction windows by clicking on the icon next to Customers, staff suppliers or stock or by putting your cursor into the field and pressing F2 (Search) on your keyboard. The default search option can be recognized by the option that has an asterisk appear next to it.

Default Search Option

Customers	<input type="text"/>
Staff	<input type="text"/>
Suppliers	<input type="text"/>
Stock	<input type="text"/>

Auto-load option in the Search Windows

Auto-load Customers	<input type="checkbox"/>
Auto-load Staff	<input type="checkbox"/>
Auto-load Suppliers	<input type="checkbox"/>
Auto-load stock	<input type="checkbox"/>

Use Predictive Searching option in the Search Windows

Predictive searching for Customers	<input type="checkbox"/>
Predictive searching for Staff	<input type="checkbox"/>
Predictive searching for Suppliers	<input type="checkbox"/>
Predictive searching for stock	<input type="checkbox"/>

Include inactive records in the Search Windows

Include In-active Customers	<input type="checkbox"/>
Include In-active Staff	<input type="checkbox"/>
Include In-active Suppliers	<input type="checkbox"/>
Include In-active stock	<input type="checkbox"/>

If you have created a your own custom barcode, the settings for this are stored in a file called customlabel.def

This can be can usually be found on the C Drive in your RetailM Folder. It would be a good idea to keep a copy of this file also.

Tools > Custom Barcodes

Your label type

Tools > Scan Individual Units

Scan individual units

Sign-on-method window

The Sign-on Method Window is the window that appears when you first sign on to RetailManager. It will only appear if you are using RetailManager Security. If the Sign-on Method window is still not appearing you can set it to show again by going to Setup>Option>General>Other Then putting a tick in "Display Sign-on Method window.

Select Sign-on Method Staff Group

Individual Staff

Staff Sign-on Group

In the future do not display this message

Admin > Print Customer Statements > Customise

Statement Header

Statement title

Company name and address

Account Manager

Credit limit

Payment terms

Statement Body

Invoice due date

Invoice overdue prompt

Statement Level Detail

- 1
- 2
- 3 Decimal Quantities
- Ext. Description
- Tax on sale items

Statement Summary

Tax code sales break up summary

 Rounding discrepancy

Outstanding credit notes value

Remittance advice and aging

Payment prompt

Ageing

Global Days

Customer Payment Terms

Print report summary page at end

Blank page footer

Stock Management > Bulk Price Updates

By selling price

By EGP% margin

Adjust from current value

Setup > Hardware > Cash Drawer

Use Cash Drawer

Cash Drawer Model

Printer Model

Printer Port

Trigger

Multiplier

Setup > Hardware > Docket Printer

Use Docket Printer

Model

Double Width On

 Off

Second Colour

 On

 Off

Port

Buffer Size

Paper Cutter

Activate

Lines to advance before cut

Half cut

Cut

Setup > Hardware > Pole Display

Use Pole Display

Pole Model

Clear display

Reset Cursor

Test Input

Serial port

Idle Time Display Message

Enable

Refresh

Line 1

Line 2

Setup > Hardware > Scanner

Scanner Type

Scanner Model

Serial Port

Setup > Hardware > Eftpos

Institution/model

Serial Port

Setup > Hardware > Scale

Use Scales

Scale model

Request Code

Serial port

