

# BM1602 – Sales Activity Screen

## Table of Contents

- Sales Activity Screen ..... 2
  - Description (Sales Activity Screen)..... 2
  - User Functions (Sales Activity Screen) ..... 2
  - Displaying Sales Activity by Session or Ring..... 3
  - Displaying Sales Activity by Customer ..... 3
  - Data Fields (Sales Activity Screen) ..... 3
- Void/Cancel Sales Activity Screen..... 7
  - Description (Void/Cancel Screen) ..... 7
  - User Functions (Void/Cancel Screen)..... 7
  - Processing a Void Transaction ..... 7
  - Data Fields (Void/Cancel Screen)..... 7

## Sales Activity Screen

This section describes the Sales Activity Screen (BM1602). This information includes descriptions of the screen, the function keys and the various fields displayed on the screen.

The Sales Activity Screen has two functions:

- viewing customer account activity (which is covered in this section) and
- voiding or canceling customer activity (which is covered in the Void/Cancel section).

### Description (Sales Activity Screen)

The Sales Activity Screen, which you can access from the FMS menu or the Cashiering Screen (BM1600), is essentially an online journal tape. You can select cashiering activity by cashiering session, cashiering ring, or customer ID. The screen then displays customer account activity from the Point of Sale file by cashiering date, device, session, and ring number.

Depending on your access level and equipment configuration, the Sales Activity Screen may allow printing of duplicate receipts and access to the Void Sales Activity screen.

### User Functions (Sales Activity Screen)

Key	Label	Function
F1	Refresh/Cancel)	Erases all entries and redisplay the screen.
F2	Select Customer or	Allows you to select transactions by Customer ID.
	Select Ses/Ring or	Allows you to select transactions by ring number.
	Previous Ring Num	Displays sales activity for the previous ring number.
F3	Next Ring Num	Displays sales activity for the next ring number
F4	Next Keys	Displays the next set of function keys
F5	Void Trns or	Accesses the Void Sales Activity Screen. This function key will only be displayed if: <ul style="list-style-type: none"><li>• You have <b>access level 3</b> (which allows you to add, change, delete, and inquire).</li><li>• You are logged on to the cashiering station where the original transaction was performed.</li><li>• You accessed the Sales Activity Screen through the FMS Menu - not through the Cashiering Screen (BM1600).</li></ul>
	Previous Screen	Displays the previous screen of data.
F6	Reprint Receipt or	Prints a duplicate receipt for the transaction. This function key will be displayed only when you are logged on at the cashiering station where the original transaction took place.

	Next Screen	Displays the next screen of data.
<b>F7</b>	Help	Not available.
<b>F8</b>	Menu	Takes you back to the FMS Menu where you can select a different process or log off the system.

### Displaying Sales Activity by Session or Ring

1. If the Customer Num and Type fields are highlighted, press Select Ses/Ring (F2).
2. Type in the Cashiering Session Date, Cashiering Logical Device, Cashiering Session Number and, optionally, Ring Number.
3. Press Enter.

The sales activity for the specified ring number is displayed.

If Ring Number is omitted, the sales activity for the first ring in the session is displayed.

### Displaying Sales Activity by Customer

1. If the Customer Num and Type fields are not highlighted, press Select Customer (F2).
2. Type in the Customer Num and Type.
3. Press Enter.

The sales activity for the first ring for the specified customer is displayed.

### Data Fields (Sales Activity Screen)

<a href="#">Date</a> (display only)	<a href="#">Description</a> (display only)
<a href="#">Cashiering Session Date</a> (key; required)	<a href="#">Qty</a> (display only)
<a href="#">Cashiering Logical Device</a> (key; required)	<a href="#">Unit Cost</a> (display only)
<a href="#">Cashiering Session Number</a> (key; required)	<a href="#">Charge Amount</a> (display only)
<a href="#">Ring Number</a> (key)	<a href="#">Payment Amount</a> (display only)
<a href="#">Cust Num</a>	<a href="#">Payment Method</a> (display only)
<a href="#">Type</a> (display only)	<a href="#">Total Charges</a> (display only)
<a href="#">Customer Name</a> (display only)	<a href="#">Total Payments</a> (display only)
<a href="#">Fee Code</a> (display only)	

### Date (Sales Activity Screen)

<b>Definition</b>	Display only. The current date.
<b>Length</b>	6 digits
<b>Format</b>	MM/DD/YY

### Cashiering Session Date (Sales Activity Screen)

<b>Definition</b>	Key field. Entry required. The date of the cashiering session you want to select.
<b>Length</b>	6 digits

<b>Format</b>	MMDDYY
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### *Cashiering Logical Device (Sales Activity Screen)*

<b>Definition</b>	Key field. Entry required. A number identifying the logical device (cashiering station) of the cashiering session you want to select.
<b>Length</b>	3 digits

### *Cashiering Session Number (Sales Activity Screen)*

<b>Definition</b>	Key field. Entry required. A number identifying the cashiering session you want to select.
<b>Length</b>	2 digits

### *Ring Number (Sales Activity Screen)*

<b>Definition</b>	Key field. The ring number of the transaction.
<b>Length</b>	5 digits
<b>Additional Information</b>	If this field is left blank, the first ring number of the session is displayed.

### *Customer Number (Sales Activity Screen)*

<b>Definition</b>	<p>A number or code uniquely identifying the customer who participated in the transaction.</p> <p>The customer number can be:</p> <ul style="list-style-type: none"> <li>• a student's identification number</li> <li>• an employee's Social Security number</li> <li>• a vendor's identification number</li> <li>• any other number which identifies the customer</li> </ul>
<b>Length</b>	9 characters

### *Customer Type (Sales Activity Screen)*

<b>Definition</b>	A code identifying the classification of the customer.
<b>Length</b>	1 character
<b>Values</b>	<p>Valid entries are as follows:</p> <p><b>S</b> Student</p> <p><b>E</b> Employee</p>

	<b>V</b> Vendor <b>O</b> Other <b>R</b> Receivable (not currently used)
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**Customer Name (Sales Activity Screen)**

<b>Definition</b>	Display only. The name of the customer who participated in the transaction.
<b>Length</b>	30 characters

**Fee Code (Sales Activity Screen)**

<b>Definition</b>	Display only. A code identifying a type of payment or charge (for example, tuition, class fees, or incidental fees) of cashiering transactions recorded during the cashiering session.
<b>Length</b>	2 characters

**Description (Sales Activity Screen)**

<b>Definition</b>	Display only. The descriptive title of the fee code as found on the Fee Code Table (BM1001).
<b>Length</b>	15 characters

**Quantity (Sales Activity Screen)**

<b>Definition</b>	Display only. The number of credits or quantity of items which are used in the calculation of charge amounts.
<b>Length</b>	3 digits
<b>Format</b>	-99.9

**Unit Cost (Sales Activity Screen)**

<b>Definition</b>	Display only. The amount of fee per fee unit from the Fee Code Table (BM1001).
<b>Length</b>	5 digits
<b>Format</b>	999.99

**Charge Amount (Sales Activity Screen)**

<b>Definition</b>	Display only. The amount charged to the customer's account for the transaction.
<b>Length</b>	8 digits
<b>Format</b>	-999999.99

### *Payment Amount (Sales Activity Screen)*

<b>Definition</b>	Display only. The amount paid for the transaction.
<b>Length</b>	8 digits
<b>Format</b>	-999999.99

### *Payment Method (Sales Activity Screen)*

<b>Definition</b>	Display only. Two fields identifying the method used to pay for the charges and the type of payment (if applicable).
<b>Length</b>	9 characters followed by 1 character
<b>Values</b>	Defined by SBCTC-ITD as follows: <ul style="list-style-type: none"><li>• Cash</li><li>• Check</li><li>• Charge</li><li>• Void</li><li>• A valid Financial Aid Program Code followed by <b>F</b></li><li>• A deposit</li><li>• Another fee code for which a charge exists</li><li>• A valid customer number followed by a valid customer type</li><li>• Nonrefund (display only)</li></ul>

### *Total Charges (Sales Activity Screen)*

<b>Definition</b>	Display only. The total amount of the charges for the ring number displayed.
<b>Length</b>	8 digits
<b>Format</b>	-999999.99

### *Total Payments (Sales Activity Screen)*

<b>Definition</b>	Display only. The total amount of the payments for the ring number displayed.
<b>Length</b>	8 digits
<b>Format</b>	-999999.99

## Void/Cancel Sales Activity Screen

This section describes the Void/Cancel Sales Activity Screen (BM1602). This information includes descriptions of the screen, the function keys and the various fields displayed on the screen.

### Description (Void/Cancel Screen)

The Void/Cancel Sales Activity Screen is used to void a transaction from a current open cashiering session. A voided transaction will be removed from customer accounts, and will not generate accounting. This is the second part of the Sales Activity Screen and may only be accessed by a user who:

- has access level 3;
- is logged on to the cashiering station where the original transaction was performed; and
- accessed the Sales Activity Screen through the FMS Menu - not through the Cashiering Screen (BM1600).

### User Functions (Void/Cancel Screen)

Key	Label	Function
F1	Refresh	Redisplays the screen. Any changes or additions you made to the screen since you last pressed Enter will disappear.
F2	Cancel	Redisplays the screen.
F7	Help	Not available.
F8	Menu	Takes you back to the FMS Menu where you can select a different process or log off the system.

### Processing a Void Transaction

1. Type in corrections to the Amount and Change fields.
2. Press Enter.

### Data Fields (Void/Cancel Screen)

<a href="#">Date</a> (display only)	<a href="#">Type</a> (display only)
<a href="#">Cashiering Session Date</a> (display only)	<a href="#">Customer Name</a> (display only)
<a href="#">Cashiering Logical Device</a> (display only)	<a href="#">Amount</a>
<a href="#">Cashiering Session Number</a> (display only)	<a href="#">Total Tendered</a>
<a href="#">Ring Number</a> (display only)	<a href="#">Change</a>
<a href="#">Cust Num</a> (display only)	<a href="#">Total Received</a>

### Date (Void/Cancel Screen)

<b>Definition</b>	Display only. The current date.
<b>Length</b>	6 digits
<b>Format</b>	MM/DD/YY

### *Cashiering Session Date (Void/Cancel Screen)*

<b>Definition</b>	Display only. The date of the cashiering session.
<b>Length</b>	6 digits
<b>Format</b>	MMDDYY

### *Cashiering Logical Device (Void/Cancel Screen)*

<b>Definition</b>	Display only. A number identifying the logical device (cashiering station) of the cashiering session.
<b>Length</b>	3 digits

### *Cashiering Session Number (Void/Cancel Screen)*

<b>Definition</b>	Display only. A number identifying the cashiering session.
<b>Length</b>	2 digits

### *Ring Number (Void/Cancel Screen)*

<b>Definition</b>	Display only. The ring number of the transaction.
<b>Length</b>	5 digits
<b>Additional Information</b>	If this field is left blank, the first ring number of the session is displayed.

### *Customer Number (Void/Cancel Screen)*

<b>Definition</b>	<p>Display only. A number or code uniquely identifying the customer who participated in the transaction.</p> <p>The customer number can be:</p> <ul style="list-style-type: none"><li>• a student's identification number</li><li>• an employee's Social Security number</li><li>• a vendor's identification number</li><li>• any other number which identifies the customer</li></ul>
<b>Length</b>	9 characters

### *Customer Type (Void/Cancel Screen)*

<b>Definition</b>	Display only. A code identifying the classification of the customer.
<b>Length</b>	1 character



<b>Values</b>	Valid entries are as follows:  <b>S</b> Student <b>E</b> Employee <b>V</b> Vendor <b>O</b> Other <b>R</b> Receivable (not currently used)
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***Customer Name (Void/Cancel Screen)***

<b>Definition</b>	Display only. Displays the name of the customer.
<b>Length</b>	30 characters

***Amount (Void/Cancel Screen)***

<b>Definition</b>	Display only. The payment amounts for the transaction, broken down by payment type.
<b>Length</b>	8 digits
<b>Format</b>	-999999.99

***Total Tendered (Void/Cancel Screen)***

<b>Definition</b>	Display only. The dollar amount received from the customer to pay for the outstanding charges.
<b>Length</b>	8 digits
<b>Format</b>	-999999.99

***Change (Void/Cancel Screen)***

<b>Definition</b>	Display only. The amount of change due to the customer.
<b>Length</b>	8 digits
<b>Format</b>	-999999.99

***Total Received (Void/Cancel Screen)***

<b>Definition</b>	Display only. The total dollar amount received from the customer to pay for the outstanding charges.
<b>Length</b>	8 digits
<b>Format</b>	-999999.99