



Maintenance Module Guide

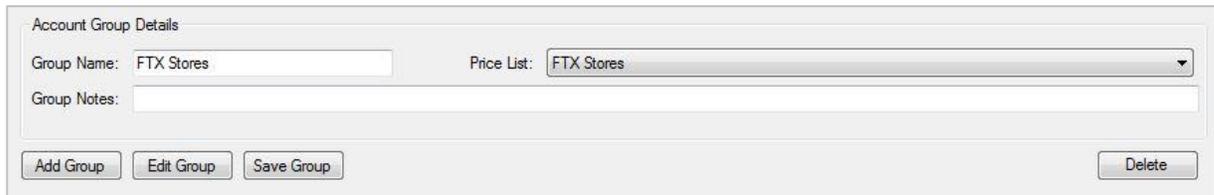
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Account Groups

Account groups are a way to organize your accounts

1) Click Add Group



The screenshot shows a form titled "Account Group Details". It contains the following fields and controls:

- Group Name:** A text input field containing "FTX Stores".
- Price List:** A dropdown menu with "FTX Stores" selected.
- Group Notes:** A large text area for notes, currently empty.
- Buttons:** "Add Group", "Edit Group", "Save Group", and "Delete".

2) Enter the group name

3) Select the appropriate price list from the drop down menu

4) Click Save Group

Accounts

Before Setting up an account make sure to have set up your Account Groups, Payment Terms, Tax Groups and Sales Reps.

- 1) Click Add Account
- 2) Enter the Account Details

The screenshot shows the 'Account Details' form with the following fields and options:

- Account #:
- Name:
- DBA:
- Bill To Address:
- Bill To Address 2:
- FTX Store #:
- Bill To City:
- Bill To State:
- Bill To Zip:
- Fuel Surcharge:
- Ship To Address:
- Ship To Address 2:
- Web #:
- Ship To City:
- Ship To State:
- Ship To Zip:
- Wholesaler
- Account Group:
- Payment Terms:
- Default Salesman:
- Primary Delivery:
- Route #:
- Secondary Delivery:
- Route #:
- Tax Exempt #:
- Current Balance:
- Limit:
- Tax Group:
- Locked
- Hide Cost On Invoices
- [EDI Setup](#)

Buttons at the bottom: Add Account, Edit Account, Save Account, Search By: Name, Search, Reset, Delete Account.

- 3) After all the details are entered click on the Contacts tab

The screenshot shows the 'Account Contacts' form with the following fields and options:

- Contact Name:
- Phone:
- Fax:
- Email:
- Auto Email
- Contact 2 Name:
- Phone:
- Fax:
- Email:
- Auto Email

Buttons at the bottom: Add Account, Edit Account, Save Account, Search By: Name, Search, Reset, Delete Account.

- 4) Enter the contact information for this account
- 5) The Notes tab allows you to enter notes for this specific account

Details Contacts Notes **Order History**

Account Notes

Add Account Edit Account Save Account Search By: Name Search Reset Delete Account

6) The order History tab will allow you to see previous invoices for this account

Details Contacts Notes **Order History**

Data From: 1/ 1/2015 to 12/11/2015 Refresh

Invoice #	Status	Order Date	Invoice Amount	Paid
740	Invoiced	12/4/2015 10:42 AM	\$152.00	<input type="checkbox"/>
734	Invoiced	11/17/2015 7:45 AM	\$47.00	<input type="checkbox"/>
728	Open	11/3/2015 9:06 AM	\$16.00	<input checked="" type="checkbox"/>
681	Invoiced	10/13/2015 2:26 PM	\$395.00	<input type="checkbox"/>
659	Invoiced	9/22/2015 2:22 PM	\$30.00	<input type="checkbox"/>
655	Invoiced	9/18/2015 10:00 AM	\$30.00	<input type="checkbox"/>
654	Invoiced	9/17/2015 1:30 PM	\$10.00	<input type="checkbox"/>
653	Invoiced	9/17/2015 1:28 PM	\$20.00	<input type="checkbox"/>

Add Account Edit Account Save Account Search By: Name Search Reset Delete Account

Product Lines

Product Lines are like departments. They are categories for your products

- 1) Click "Add Line"
- 2) Enter the name of the product line.
- 3) Select the tax type
- 4) Enter the Default margin for the product line.
- 5) Click on "Save Line"

The screenshot shows the 'FasTrax Warehouse - Maintenance' application window. The title bar indicates 'FasTrax Warehouse v2.136'. The main menu includes 'Accounts', 'Account Groups', 'Product Lines', 'Vendors', 'Tax Types', 'Tax Groups', 'Tax Plans', 'Payment Terms', 'Pick Groups', 'Sales Reps', 'Settings', and 'Logins'. The 'Product Lines' menu item is selected.

The 'Existing Product Lines' table is displayed with the following data:

Product Line ID	Line Name	MSRP Is Margin	MSRP Margin
	Default	<input checked="" type="checkbox"/>	0.00
1	CIGARETTES	<input type="checkbox"/>	10.00
2	TEST OTP LINE	<input type="checkbox"/>	0.00
3	SMOKELESS TOB	<input type="checkbox"/>	0.00
4	E CIG	<input checked="" type="checkbox"/>	2.00
5	CIGARS	<input type="checkbox"/>	0.00
6	HOOKAH	<input type="checkbox"/>	0.00
7	General Merchandise	<input type="checkbox"/>	0.00

The 'Product Line Details' form at the bottom includes the following fields and options:

- Product Line Name:
- Tax Type:
- Default Margin:
- Product Line ID:
- MSRP Is Margin
- MSRP Margin %:
- Round to 9's
- Pick Group:
- Default Price Is Markup
- Markup %:

Buttons at the bottom include 'Add Line', 'Edit Line', 'Save Line', and 'Delete Line'.

Vendors

To add new vendors

1) Click "Add Vendor"

2) Enter all applicable information (vendor name, address, primary contact, ect...)

3) Click "Save Vendor" once finished with step 2

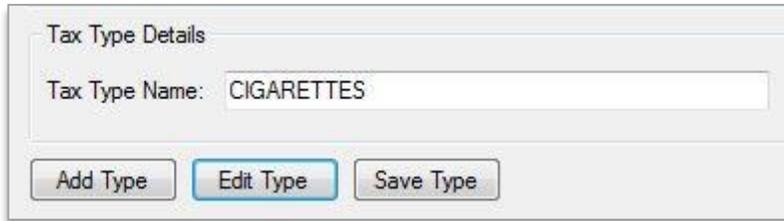
The screenshot shows a 'Vendor Details' form with the following fields and controls:

- Vendor Name:** Text input field.
- Address:** Text input field.
- City:** Text input field.
- Phone:** Text input field.
- Email Address:** Text input field.
- Primary Contact:** Text input field.
- Reorder Days:** Text input field with value '0'.
- Notes:** Text area.
- Account #:** Text input field.
- Address 2:** Text input field.
- State:** Text input field.
- Zip:** Text input field.
- Fax:** Text input field.
- Website:** Text input field.
- Other Contact:** Text input field.
- Terms:** Text input field.
- Ship VIA:** Text input field.
- EDI Send Method:** Dropdown menu with 'None' selected.
- EDI Receive Method:** Dropdown menu with 'None' selected.
- Default To No Tax:** Checkbox.
- Allow Backorders:** Checkbox.

At the bottom of the form, there are buttons for 'Add Vendor', 'Edit Vendor', 'Save Vendor', and 'Delete Vendor'. A search section includes 'Search By: Name' with a dropdown arrow, a search input field, and 'Search' and 'Reset' links.

Tax Types

- 1) Click Add Type
- 2) Enter the name for the tax type



Tax Type Details

Tax Type Name: CIGARETTES

Add Type Edit Type Save Type

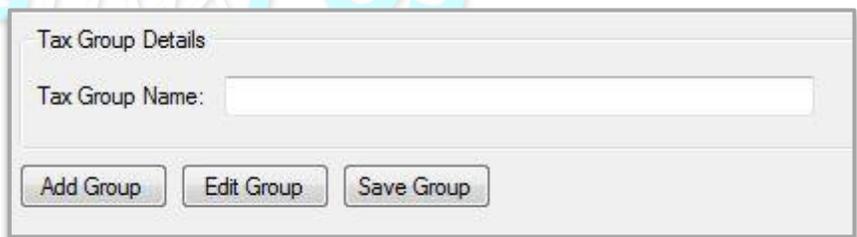
- 3) Click Save Type

Tax types are your different taxes: cigarettes, cigars, OTP, ect.

Tax Groups

Tax groups can be areas where tax will be different. For example if you sale to two different states, you would create a tax group for both states

- 1) Click Add Group
- 2) Name the Tax Group
- 3) Click Save Group
- 4) Continue until you have all your tax groups created.



Tax Group Details

Tax Group Name:

Add Group Edit Group Save Group

Tax Plans

Tax Plans tie the tax groups to the tax types.

- 1) Click Add Plan
- 2) Enter the name of the tax plan
- 3) Set the tax plan type

Tax Plan Details

Tax Plan Name: ALABAMA CIGS Tax Plan Type: Flat Amount Tax Plan Value: 6.35

Tax Group: ALABAMA Tax Type: CIGARETTES

Has Alternate Tax Plan

Alt Threshold: Alt Plan Type: Percentage Alt Plan Value:

Notes:

Add Plan Edit Plan Save Plan Delete Plan

4) Set the tax plan value

Tax Plan Type: Flat Amount

Tax Type: Flat Amount

Size

Weight

5) Select the tax group the plan will belong to

6) Select the tax type

FasTraxPOS

7) Click Save Plan

If there is an alternative tax plan for Purchase Taxes:

- 1) check the box "Has Alternate Tax Plan"
- 2) Enter the Alt Threshold
- 3) Enter the Alt Plan Type
- 4) Enter Alt Plan Value

Totes

- 1) Click the add tote button to create a new tote
- 2) Enter the serial number for the tote
- 3) Enter the location of the tote
- 4) Click save tote

The screenshot shows the 'FasTrax Warehouse - Maintenance' application window. The 'Totes' tab is selected in the top navigation bar. Below the navigation bar, there is a table titled 'Existing Totes' with the following data:

Serial #	Status	Location
1234	In	1
2345	In	1
3456	In	2

A yellow callout box with a black border contains the following text:

There are three different statuses for the totes

- a) In = The tote is available to use
- b) Out = The tote is out for delivery
- c) Destroyed = The tote is damaged and no longer usable

Below the callout box, a red arrow points to the 'Status' dropdown menu in the 'Tote Details' form. The form shows 'Tote Serial #: 1234', 'Status: In', and 'Location: 1'. At the bottom of the form are three buttons: 'Add Tote', 'Edit Tote', and 'Save Tote'.

Logins

Create users and permissions to log into Warehouse

- 1) Click "Add Login"
- 2) Enter Name, password, and set permissions (give users read, write or no permissions for each field.)
- 3) Click "Save Login" once step 2 is complete.

Login Details

Name: Password: Administrator Allow Order Delete

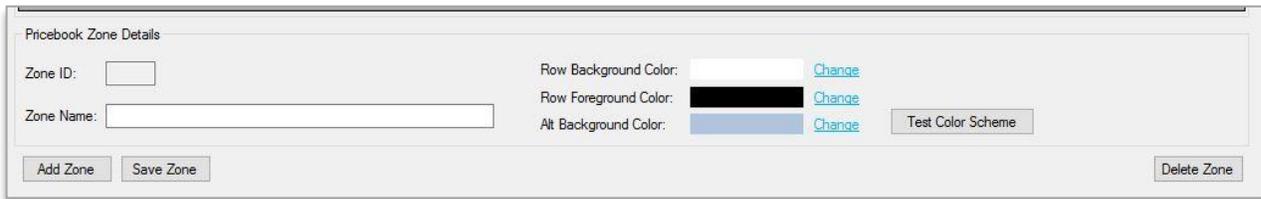
Purchasing: Receiving: Inventory: Pricebook: Billing:

Maintenance: Purchasing Reports: Inventory Reports: Receiving Reports: Other Reports:

Pricebook Zones

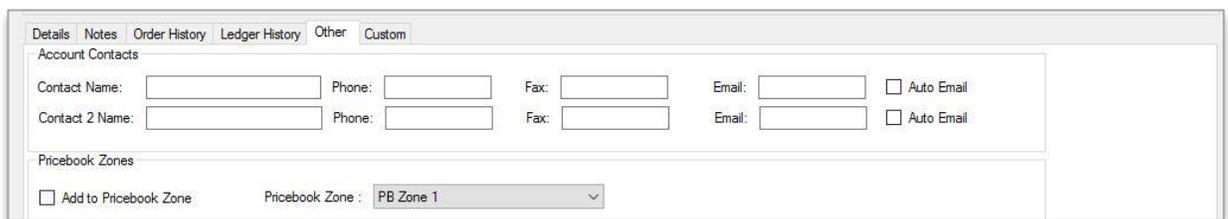
Pricebook zones can be used like a pricing exception for specific accounts

- 1) Click Add Zone
- 2) Give the new zone a name (you can also set up different colors for different zones)
- 3) Click Save Zone



The screenshot shows a 'Pricebook Zone Details' form. It includes fields for 'Zone ID' and 'Zone Name'. There are three color selection options: 'Row Background Color' (white), 'Row Foreground Color' (black), and 'Alt Background Color' (blue), each with a 'Change' link. A 'Test Color Scheme' button is also present. At the bottom, there are 'Add Zone', 'Save Zone', and 'Delete Zone' buttons.

- 4) To add an account to the pricebook zone; go to the accounts tab.
- 5) Select to edit the account and go to the "Other" tab.
- 6) Check the box to Add to Pricebook Zone and select the zone.



The screenshot shows the 'Account Contacts' form with the 'Other' tab selected. It contains fields for 'Contact Name', 'Phone', 'Fax', and 'Email' for two contacts. There are 'Auto Email' checkboxes for each contact. At the bottom, there is a 'Pricebook Zones' section with an 'Add to Pricebook Zone' checkbox and a dropdown menu showing 'PB Zone 1'.

- 7) Save the account

Now we need to set the items that will be in the Pricebook Zone

- 8) Go to Item maintenance and look up the item
- 9) Under cost information click on the link for PB Zones

Cost Information

Last Cost: Manuf List Cost: [Avg Cost:](#)

Landing Tax: MSRP:

Default Price: [Price Lists](#) [PB Zones](#) Markup:



10) Select the Pricebook Zone to use and set the price for the item.

Item Pricebook Zone Prices

C0707 - 3X3 CHURCHILL TUBOS 9'S

Zone Name	Price
PB Zone 1	\$21.00

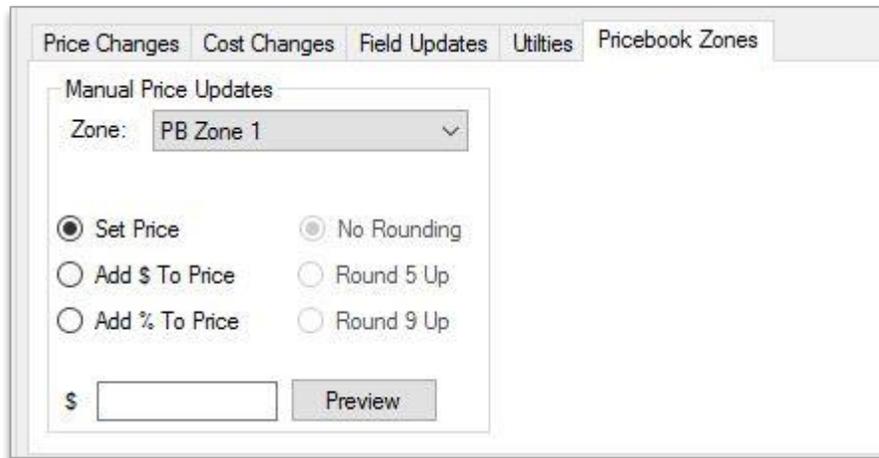
Item Zone Price

Pricebook Zone : Price Ea:

11) Save the price for the pricebook zone

You can also add items to a Pricebook Zone from Mass Updates

- 1) Under mass updates, go to the Pricebook Zones tab

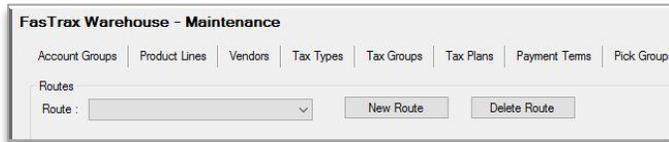


The screenshot shows a software window with several tabs: Price Changes, Cost Changes, Field Updates, Utilities, and Pricebook Zones. The Pricebook Zones tab is active. Inside this tab, there is a section titled "Manual Price Updates". Below this title, there is a dropdown menu labeled "Zone:" with "PB Zone 1" selected. Below the dropdown, there are six radio button options arranged in two columns. The first column contains "Set Price" (which is selected), "Add \$ To Price", and "Add % To Price". The second column contains "No Rounding", "Round 5 Up", and "Round 9 Up". At the bottom of the "Manual Price Updates" section, there is a text input field with a dollar sign (\$) to its left and a "Preview" button to its right.

- 2) Filter to the items you want to add to the pricebook zone
(Remember that all items that show in the window will be affected)
- 3) Set the price and then click preview
- 4) Click Apply Changes to save

Delivery Routes

- 1) Click new route



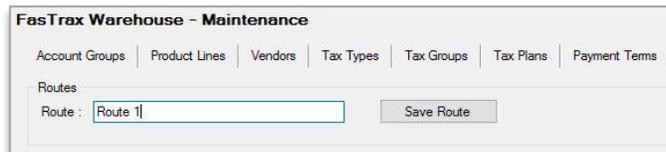
FasTrax Warehouse - Maintenance

Account Groups | Product Lines | Vendors | Tax Types | Tax Groups | Tax Plans | Payment Terms | Pick Groups

Routes

Route :

- 2) Enter the route name



FasTrax Warehouse - Maintenance

Account Groups | Product Lines | Vendors | Tax Types | Tax Groups | Tax Plans | Payment Terms

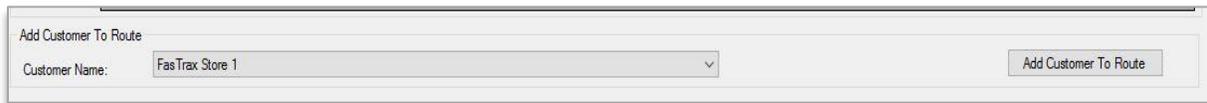
Routes

Route :

- 3) Click Save route

Now from the bottom of the screen we can add customers to the new route.

- 4) Select the customer name



Add Customer To Route

Customer Name:

- 5) Click add customer to route

- 6) That customer now shows on the route.



Customers On Route

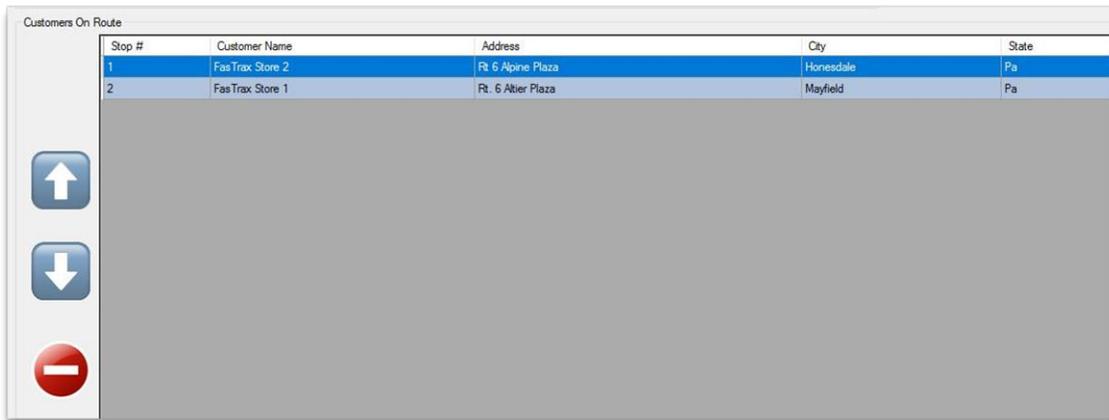
Stop #	Customer Name	Address	City	State
1	FasTrax Store 1	Rt. 6 Alter Plaza	Mayfield	Pa

↑

↓

⊘

- 7) After adding more customers you can change their stop number order by highlighting the customer and clicking the up and down arrow.



If you need to delete a customer from the route

- 8) Highlight the customer

- 9) Click on the red button

FasTraxPOS

For Information on how to use totes/delivery routes please see "How to pick an order" in the Inventory Guide

Sales Tax Rates

Sales Tax are for items that will not be resold. An example is items that are sent to stores that will be used as store use items like paper towels.

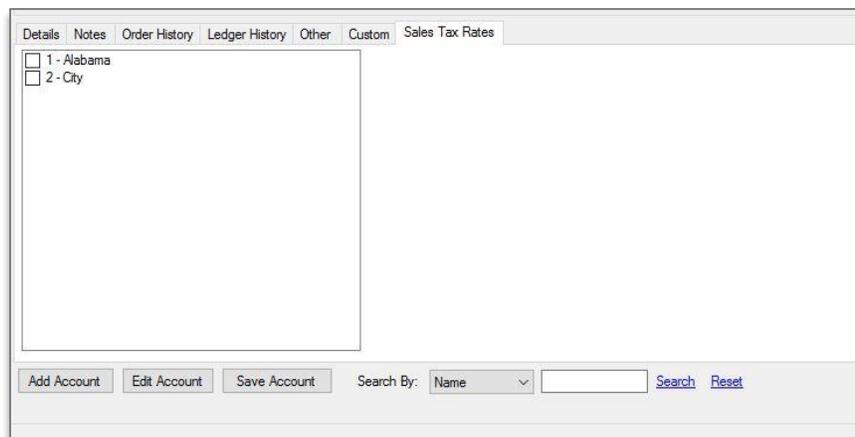
1) Click Add Rate



Sales Tax Rate Details

Sales Tax Name: Tax Rate:

- 2) Enter the Name for the tax rate.
- 3) Enter the amount for the tax rate.
- 4) Click save rate
- 5) To apply the sales tax rate to an account go to the Accounts tab in Maintenance
- 6) Select the account
- 7) Click edit account
- 8) Go to the "Sales Tax Rate" tab on the bottom portion of the screen.
- 9) Select the tax rate to apply to this account.
- 10) Click "Save Account"



Details Notes Order History Ledger History Other Custom Sales Tax Rates

1 - Alabama
 2 - City

Search By: Name

For assistance, please contact Technical Support at Support@FasTraxPOS.com