



House Accounts

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Overview of House Accounts

House Accounts are a simple and intuitive way of tracking customer sales, with options of giving them department level discounts, cost plus pricing discounts, an in-store charge tab, or pre-programmed tax exemption options.

House accounts have the option of charging sales to a tab and then paying towards their owed balance over time. All of this data is easily reported on from within Director.

The screenshot shows the FasTrax Director v1.385 interface. The 'Maintenance' section is active, with the 'House Accounts' tab selected. The 'Existing Customers' table is visible, with a red circle '1' highlighting the first row. The 'Customer Information' form is also visible, with a red circle '2' highlighting the form fields. The form includes fields for Account #, Alt Account #, Company Name, Balance, First Name, Last Name, Phone, Email, Credit Limit, Address, City, State, Zip Code, Notes, and Tax Exempt Info. There are also checkboxes for 'House Account', 'Taxable', 'Credit Hold', 'Cost + Discount', and 'Department Level Discount'. A 'Sub Accounts' section is also present with 'Add Sub' and 'Delete Sub' buttons. The status bar at the bottom indicates '1 Stores Selected To Receive Changes/For Reporting' and 'Corporate Mode Settings'.

- 1 Existing Customers – A listing of all customers that have been previously entered
- 2 Customer Information – Fields that are editable when entering or editing customers



Creating a House Account

1. After logging into Director, choose the Maintenance module.



2. Within Maintenance, choose the House Accounts tab

Maintenance

Time Clock | Stores | Departments | Dept Groups | Tenders | POS Flags | POS Accounts | Employees | Vendors | **House Accounts** | Negative Check | L

Account #	Company	First Name	Last Name	City	State	Zip	Phone	Email
123456789	The Night's Watch	Jon	Snow	Winterfell	WS	11111	555-555-5555	lordsnc

Customer Information

Customer Info | Dept Lock Out

Account # Alt Account # Company Name Balance

First Name Last Name Phone Email Credit Limit

Address House Account Taxable Credit Hold

Cost + Discount

City State Zip Code Department Level Discount

Notes

Tax Exempt Info

ID	Name	License #
<input type="text"/>	<input type="text"/>	<input type="text"/>

Sub Accounts

First Name

Last Name

Only Print Customers With A Balance

1 Stores Selected To Receive Changes/For Reporting

Corporate Mode [Settings](#)

- ① Account Number - The numerical house account number
- ② Company Name - The house account / company name
- ③ Balance - The current balance owed by the selected house account
- ④ Credit Limit - The max credit limit allowed for the selected house account
- ⑤ Designates the house account
- ⑥ Cost + Discount pricing
- ⑦ Department level discount designation
- ⑧ Taxable or non-taxable designation
- ⑨ Designates house account charge hold

The "Dept Lock Out" tab allows house accounts to be locked out of purchasing from selected



POS Button Creation

1. After logging into the POS and going to the panel editor, create a button with the following parameters for the house lookup, which is used to add a house account to the sale

settings | BUTTON DETAILS

button type: House Account Lookup
 button size: Medium
 caption: House Lookup
 caption size: Small
 background: POS_Sq_Orange_Up
 glyph:
 Manager Override Required
 register display: Show Default
 go to panel:
 Button Information
house account lookup
 Allows the cashier to add a House Account to the sale
 button preview
 House Lookup
 cancel update

2. If utilizing house charges, create a button with the following parameters on the subtotal panel



settings | BUTTON DETAILS

button type: Tender
 button size: Medium
 caption: House Charge
 caption size: Small
 background: POS_Sq_Orange_Up
 glyph:
 Manager Override Required
 register display: Show Default
 go to panel:
 tender type: HouseCharge
 tender ID: 12
 Button Information
tender
 Allows the cashier to specify how the customer is to pay for the sale. Tender specifics are added based on the tender type. If more than one item is configured, a popup window will appear prompting the cashier to select one.
 button preview
 House Charge
 cancel update

3. If utilized house charges, house payments allows the account to pay towards their charged balance. Create a button with the following parameters.

Remember that a house charge is effectively a tab that allows house accounts to charge to and pay back at a later date.

settings | BUTTON DETAILS

button type: House Account Payment
 button size: Medium
 caption: House Payment
 caption size: Small
 background: POS_Sq_Orange_Up
 glyph:
 Manager Override Required
 register display: Show Default
 go to panel:
 Button Information
house account payment
 Allows Payments on House Accounts
 button preview
 House Payment
 cancel update



Reporting On House Accounts

1. All activity from house accounts, sales, charges, and payments, can be seen via reporting from within Director reports

The screenshot displays the FasTrax Director v1.385 interface. On the left is a blue sidebar with navigation icons for Dashboard, Pricebook, Inventory, Reports (highlighted), Queue, Maintenance, and Loyalty. The main content area is titled 'Reports' and has tabs for List Reports, Sales Reports (selected), Inventory Reports, Scheduled Reports, and Accounting Exports. Under 'Select Report To Run', a grid of report options is shown, with 'Customer Activity Report' highlighted. Below this, the 'Customer Activity Report' configuration panel is visible, featuring a 'Filter The Report By' dropdown set to 'Show All Customers', a 'Select Date Range For The Report' section with 'Start Date' (7/ 1/2017 12:00:00 AM) and 'Stop Date' (7/ 5/2017 11:59:59 PM) fields, and a 'Quick Dates' link. On the right of this panel are a printer icon and three checkboxes: 'Preview Report' (checked), 'Only Show Charges' (unchecked), and 'Show Customer Tax Report' (unchecked). At the bottom of the interface, a status bar shows '1 Stores Selected To Receive Changes/For Reporting' on the left and 'Corporate Mode Settings' on the right.

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