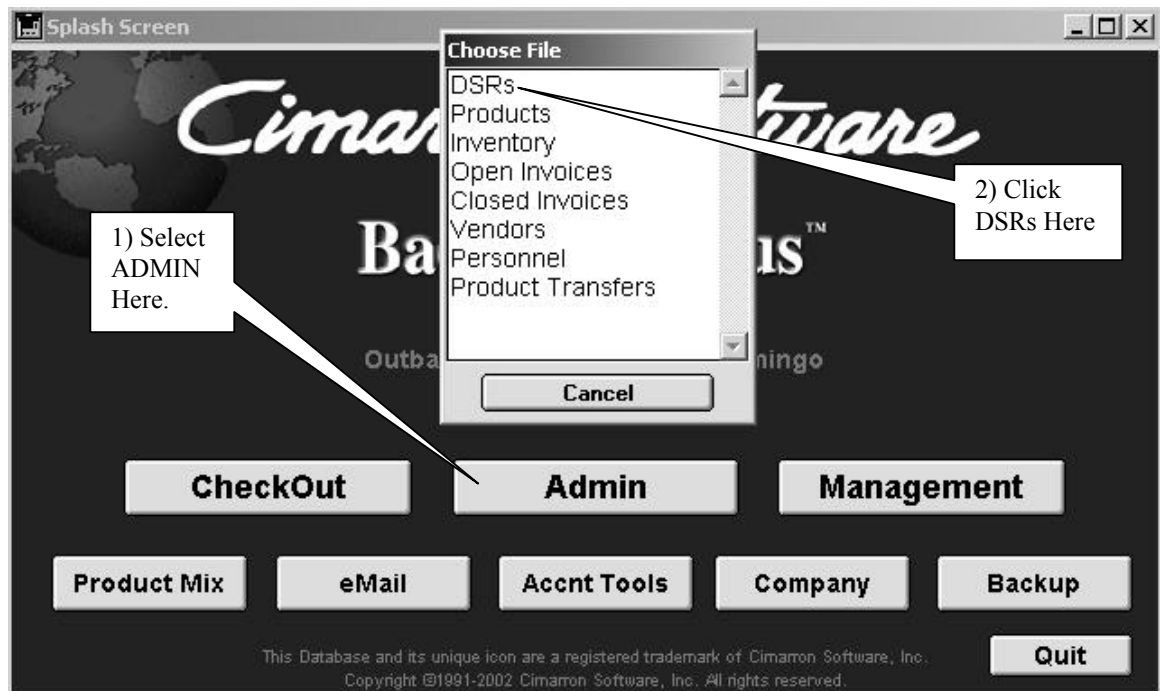


How to Resend DSR's.

In order to resend a DSR to Accounting, you must first “Unpost” the DSR you wish to send.

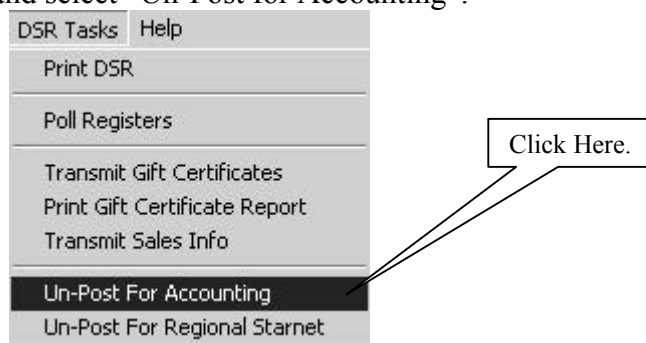
1. Go into “Admin” and select “DSRs”.



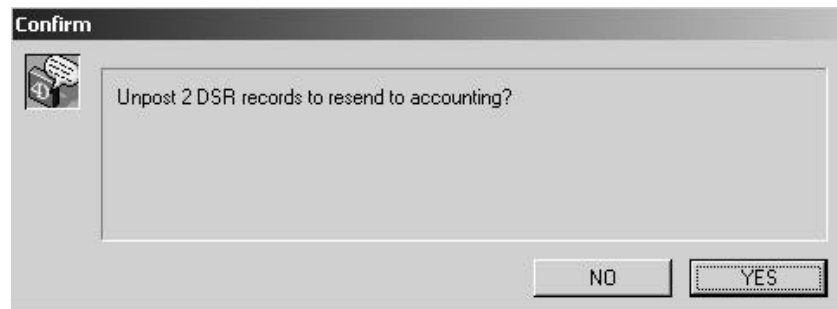
2. Select the DSR(s) you wish to unpost by highlighting them.

DATE	Food	Beverage	Liquor	Beer	Wine	NetSales	Tax 1	Over (Short)
5/14/2000	7,810.42	355.69	411.84	670.80	247.35	9,496.10	397.21	1.30
5/15/2000	5,527.93	237.00	588.00	586.32	304.70	7,243.95	303.71	0.51
5/16/2000	5,826.90	280.55	399.60	654.24	171.95	7,333.24	308.21	1.29
5/17/2000	6,097.30	268.16	584.16	847.20	209.90	8,006.72	333.64	(42.27)

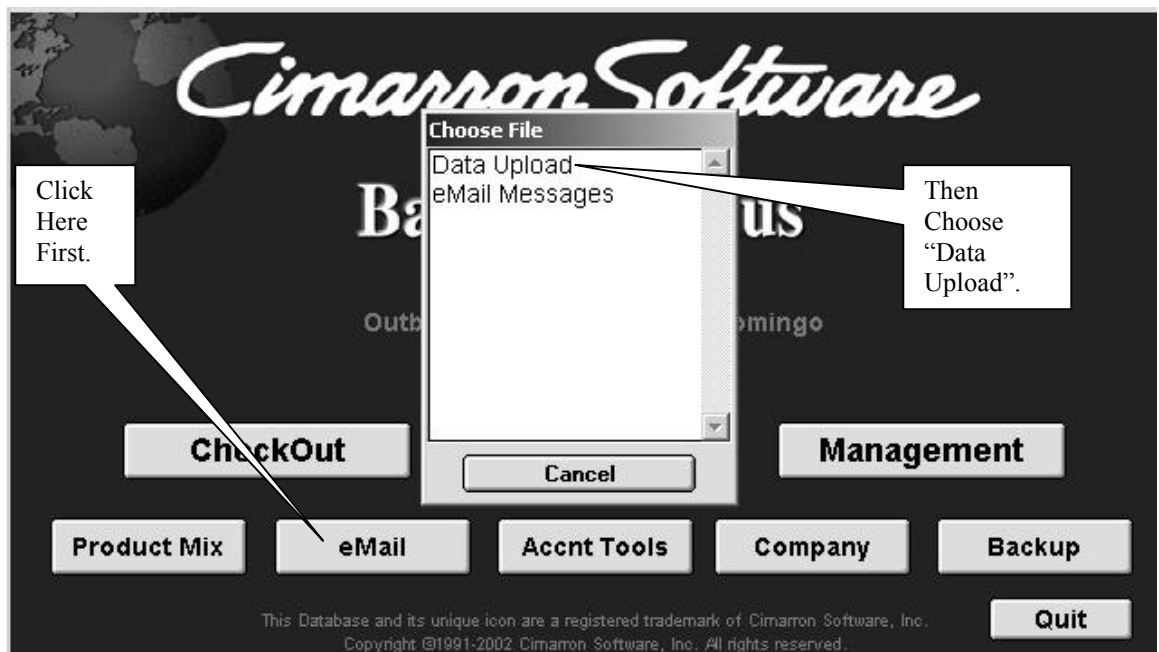
3. Go to DSR Tasks and select “Un-Post for Accounting”.



- The following screen will appear where you will select “Yes”.



- The DSR(s) selected will now be able to be re-transmitted to Accounting. Return to your splash screen and go into “DATA LINK/eMail”, choose “Data Upload”.



- Select “Send Daily Sales Record”.



- Highlight the DSR Record(s) you wish to send to Accounting and select “OK”.

DATE	Open	Close	Gross	Net	Deposit	Accnt / Ops
05/16/00	5967377.92	5975297.18	7,641.45	7,333.24	7,152.64	<input type="checkbox"/> <input type="checkbox"/>
05/17/00	5975297.18	5983781.67	8,340.36	8,006.72	7,861.53	<input type="checkbox"/> <input type="checkbox"/>
05/18/00	5983781.67	0	0.00	0.00	0.00	<input type="checkbox"/> <input type="checkbox"/>
05/19/00	0	0	0.00	0.00	0.00	<input type="checkbox"/> <input type="checkbox"/>

- A confirmation screen will appear, saying “About to post “X”# of selected records. Continue?” You will now select “OK”.
- This will take you back to your “Data Upload Preparation” screen. Send Daily Sales records will now have an “X” next to it, and you will now select “Transmit”.

- The eMail message screen will now appear. The DSR(s) you just sent should have a message with a status of “Uploaded”. You have now successfully re-uploaded DSR(s) to Accounting.

Msg	To	Subject	In/Out	Status
3	OSI_ACCNT@cimarronsoftware.com	Personnel_OB/CI01>>CORP		SEND!
4	OSI_ACCNT@cimarronsoftware.com	Personnel_OB/CI01>>CORP		SEND!

Msg	To	Subject	In/Out	Status
26	osi_accnt@cimarronsoftware.com	DSR_OB/CI01>>CORP	10/20/99:3:52 PM	Uploaded
29	osi_accnt@cimarronsoftware.com	DSR_OB/CI01>>CORP	10/21/99:3:02 PM	Uploaded