Age change: Tobacco product sales

Follow this step by step procedure to change the age restriction on cigarette and tobacco groups in the Back Office.

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Cstars of	Vermont		Clock in / out
Receiving and Inventory Control	Finances and Rep	11:41:29A orting	M
Receiving Inventory Counts	<u>S</u> Cashup	House Ch <u>a</u> rges	🕑 Exit
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MAIN MENU V*33 Copyright 1999 GMS			C-STARS

Click on Price book button

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Click on Files



Click on Dept

-	A Brows	e the De	pt File					×
			Departme	ent Nam	e 🗸			
~	Number 0900 0700 0109	Master 1350 1000 1000	Description BEER BOTTLE DEPOSIT CANDY	Tax 1 Y N N	Tax 2 N N	Tax 3 N N N	FS N N N	^
	0500 0800 0400 0108 0100 1200 0105 1300 0200 0300	0550 1000 5000 5000 0550 5000 4500 1000 4000	CIGARETTES COFFEE DAIRY ELECTRONIC LOTTER' GROCERY GROCERY INSTANT LOTTERY SA LIQUOR× NEWSPAPERS SODA	YNNN YNN N				
l				⊻iew		Insert	<u>C</u> hange	Delete
							Close	Help

- Select the departments that require an age change, such as Tobacco and Cigarettes.
- Click Change

A Changing a dept Record				×
Dept Number: » 0500 Description CIGARETTES Age Required 18		Edi Properti	ies Edi Cost 🛛 H Edi Retail	ealth Care Dept
High Limit tender 999,999.00		Restrict Tim	ne of Sale	
Master Group Dept 0550	+		Beginning	Ending
Percent Target 0.00		Sun	0-00	0-00
Properties	Taxes	Mon	0.00	0-00
Discount		Tue	0-00	0-00
Mark Down		Wed	0-00	0.00
Refund	TAX3	Thur	0-00	0-00
Scale	lax 4	Fri	0.00	0.00
Wic Shift		Sat	0-00	0-00
Exclude from Frequent Shop				
Exclude from House Charge		<u> </u>	iave	Cancel

- Fill in Age Required: 21
- Save
- Then Close



- Using the keyboard, press Ctrl+D
- Click on the Utilities icon



Click Cross Dept. Flags to INV

Department Flags to INV	coluio or vo	
1	- Select Department Fl	lags to Cross
	🗆 Food Stamp 🦯	🗌 Tax 1
	🗆 Discount	🗌 Tax 2
	🗌 Mark Drwn	🗌 Tax 3
	🗆 9cale	🗌 Required Age
	Update Register	s
	Updated: 0	
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Click Select Departments

	ription	
Number	Description	^
000 0100 0105 0108 0109 0200 0200 0200 0400 0500 0400 0500 0500	GROCERY INSTANT LOTTERY SALE ELECTRONIC LOTTERY CANDY WINEx NEWSPAPERS SODA DAIRY CIGARETTES TOBACCO BOTTLE DEPOSIT COFFEE BEER Soda Taxable	> ~
Tag	Soda Taxable	I

 Select Dept that needs to be Changed

Ex: Tobacco and Cigarette depts.

A Browse the Department File	×
Number Description	
Number Description 0750 BOTTLE DEPOSIT 0109 CANDY 0500 CIGARETTES 0800 COFFEE 0400 DAIRY 0108 ELECTRONIC LOTTERY 0100 GROCERY 1200 GROCERY TAX 0105 INSTANT LOTTERY SALE 1300 LIQUORx 0200 NEWSPAPERS 0300 SODA 0309 Soda Taxable 000 temp	
	> v
Tag All X All Elip	

 Make sure the chosen items have a red check mark in the box

1500	Select Department	t Flags to Cross
0600	🗌 Food Stamp	🗌 Tax 1
	🗌 Discount	🗆 Tax 2
	🗌 Mark Down	🗆 Tax 3
	🗆 Scale	🗹 Required Age
	🗹 Update Regist	ters
	Undated' 0	

- Select Required Age
- Select Update Registers
- Click Start

- Please wait until whole process is completed
- Close all windows until you get back to the main Menu
- Scan an item at the register to verify the task was processed correctly