

46008 Van Dyke Ave. Shelby Township, Michigan 48317 Phone (248) 577-9000 Fax (248) 577-9009

Double Up - Setup, Using and Reporting

Setup:

Items in specific Departments and/or Colors can be flagged to be Double Up Eligible.

🌣 Department Codes			- X						
Department: GROO	Create Reminder								
Description: GROO	CERY DEPARTM	ENT							
General Ledger A	Discount % for Price Changes								
		Our Price Disc:	0.00%						
Sales Account:	✓ Add/Edit	Price Level B Disc:	0.00%						
Cost of Sales :	√ Add/Edit	Price Level C Disc:	0.00%						
Inventory Account:	√ Add/Edit	Price Level D Disc:	0.00%						
✓ ERT Eligible Department ☐ 6	Price Level E Disc:	0.00%							
 ✓ EBT Eligible Department ✓ Double Up Eligible Dept ✓ Web Price Disc: 									
Color Codes			×						
Color Code: DOUBI	LEUP Double	Crea	te <u>R</u> eminder						
Description: DOUBI	LEUP								



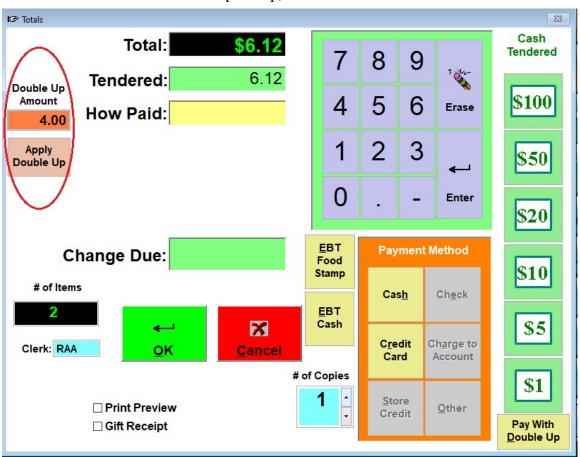
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Using:

After scanning items that are Double Up eligible on the sales screen, Click the Total button to go to the Total Screen. Here the Double Up amount for this transaction will be displayed.

You have two options for Double Up:

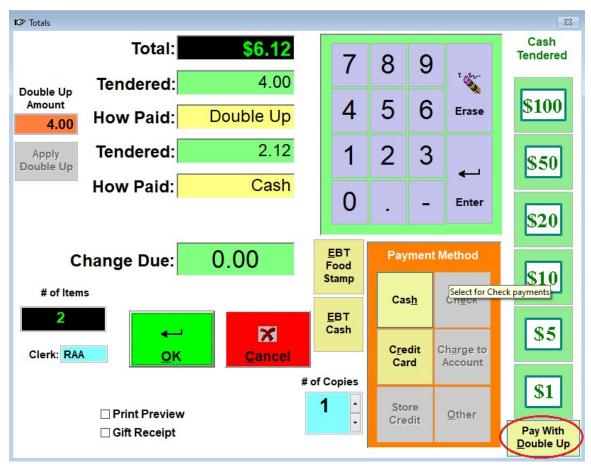
1) Click the "**Apply Double Up**" button which will apply the Double Up eligible amount on this transaction to the Double Up Group, or





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2) Click the "Pay with Double Up" button (shown below) and the Double Up eligible amount for this transaction will be applied to the transaction as a payment method.



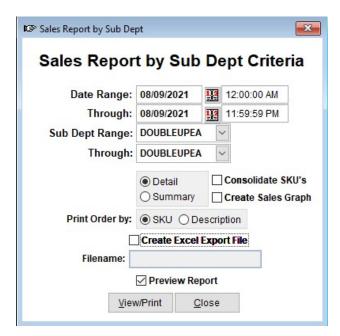


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Reporting:

There are two reports to generate. One will display the total amount of Double Up eligible amounts applied, and the other will display the total amount of Double Up eligible amounts used as payment methods.

Sales by Style Report – Select the date range and Double Up style:

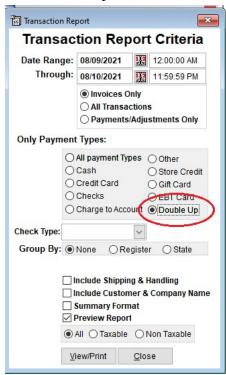


Page 1		Sale	Sale Report by Sub Dept					08/09/2021 05:12:41 PM		
	address city Start Date: 08/09/2021 End Date: 08/09/2021									
SKU	Description	Gross	Discount	Net	Quantity	Cost	Margin	Markup	Gross Profit	
	Sub Dept: DOUBLE DOL	JBLEUPEA								
GROCERY	GROCERY	5.00	0.00	5.00	1	1.25	75.00%	300.00%	\$3.75	
GROCERY	GROCERY	7.00	0.00	7.00	1	1.75	75.00%	300.00%	\$5.25	
GROCERY	GROCERY	10.00	0.00	10.00	1	2.50	75.00%	300.00%	\$7.50	
GROCERY	GROCERY	4.00	0.00	4.00	1	1.00	75.00%	300.00%	\$3.00	
GROCERY	GROCERY	5.00	0.00	5.00	1	1.25	75.00%	300.00%	\$3.75	
	Totals for Sub Dept:	31.00	0.00	\$31.00	5	\$7.75	75.00%	300.00%	\$23.25	
	TOTALS:	31.00	0.00	\$31.00	5	\$7.75	75.00%	300.00%	\$23.25	
		GRAND TOTAL	:	\$31.00						



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Transaction Report: Select the Date Range and select Double Up as the Payment Type.



Page 1		Transaction Report							08/09/2021 05:18:13 PM			
	address city											
Date: 08/09					Customer	Amount Tendered		2nd Amt Tendered		Change	Tax	Total
08/09/2021	16:11	RAA	001	3805	444	6.00	DOUBLE	0.00		0.00	0.00	6.00
08/09/2021	16:29	RAA	001	3809		15.00	DOUBLE	0.00		0.00	0.00	15.00
08/09/2021 17	17:11	RAA	001	3811		4.00	DOUBLE	2.12	CASH	0.00	0.12	6.12
			T	OTALS:		25.00		2.12		0.00	0.12	27.12
			Cash	Totals:		31.42						
Credit Card Totals:				0.00								
Check Totals:				0.00								
C	harge	to Acc	coun	t Totals:		7.00						
Store Credit Totals:				0.00		Doul	ole Up	Totals:		25.00		



Active Software & Hardware Systems
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