



Active Software & Hardware Systems

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.

The image shows two screenshots of a software interface. The top window is titled "Department Codes" and contains the following fields and options:

- Department:
- Description:
- General Ledger Accounts:
 - Sales Account:
 - Cost of Sales:
 - Inventory Account:
- Discount % for Price Changes:
 - Our Price Disc:
 - Price Level B Disc:
 - Price Level C Disc:
 - Price Level D Disc:
 - Price Level E Disc:
 - Web Price Disc:
- EBT Eligible Department EBT Items Non Taxable
- WIC Eligible Department **Double Up Eligible Dept**

The bottom window is titled "Color Codes" and contains the following fields and options:

- Color Code:
- Double Up Eligible Group**
- Description:

In both screenshots, the "Double Up Eligible" checkboxes are circled in red.



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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

The screenshot shows a POS 'Totals' screen with the following elements:

- Total:** \$6.12 (displayed in a black box)
- Tendered:** 6.12 (displayed in a green box)
- How Paid:** (empty yellow box)
- Change Due:** (empty green box)
- Double Up Amount:** 4.00 (displayed in an orange box, circled in red)
- Apply Double Up:** (button below the Double Up Amount)
- # of Items:** 2 (displayed in a black box)
- Clerk:** RAA (displayed in a light blue box)
- OK:** (green button with a left arrow)
- Cancel:** (red button with a red X)
- Print Preview:** (checkbox)
- Gift Receipt:** (checkbox)
- # of Copies:** 1 (displayed in a light blue box)
- EBT Food Stamp:** (button)
- EBT Cash:** (button)
- Payment Method:** (orange box containing buttons for Cash, Check, Credit Card, Charge to Account, Store Credit, and Other)
- Cash Tended:** (green box containing buttons for \$100, \$50, \$20, \$10, \$5, and \$1)
- Pay With Double Up:** (yellow button)



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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.

The screenshot shows a POS software interface with the following elements:

- Totals:** Total: \$6.12
- Double Up Amount:** 4.00 (highlighted in orange)
- Apply Double Up:** Button
- Tendered:** 4.00
- How Paid:** Double Up
- Tendered:** 2.12
- How Paid:** Cash
- Change Due:** 0.00
- # of Items:** 2
- Clerk:** RAA
- OK:** Green button with left arrow
- Cancel:** Red button with X
- Print Preview:**
- Gift Receipt:**
- # of Copies:** 1
- Payment Method:** Grid with options: Cash, Credit Card, Store Credit, Charge to Account, Other. A tooltip "Select for Check payments" is over the Check option.
- Cash Tendered:** Vertical stack of buttons: \$100, \$50, \$20, \$10, \$5, \$1. The \$1 button is circled in red.
- Pay With Double Up:** Button circled in red at the bottom right.
- EBT Food Stamp** and **EBT Cash** buttons are also visible.



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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:

Sales Report by Sub Dept Criteria

Date Range: 08/09/2021 12:00:00 AM
 Through: 08/09/2021 11:59:59 PM

Sub Dept Range: DOUBLEUPEA
 Through: DOUBLEUPEA

Detail Consolidate SKU's
 Summary Create Sales Graph

Print Order by: SKU Description

Create Excel Export File

Filename:

Preview Report

Start Date: 08/09/2021 address city
 End Date: 08/09/2021

SKU	Description	Gross	Discount	Net	Quantity	Cost	Margin	Markup	Gross Profit
Sub Dept: DOUBLE DOUBLEUPEA									
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.

Transaction Report

Transaction Report Criteria

Date Range: 08/09/2021 12:00:00 AM
 Through: 08/10/2021 11:59:59 PM

Invoices Only
 All Transactions
 Payments/Adjustments Only

Only Payment Types:

All payment Types Other
 Cash Store Credit
 Credit Card Gift Card
 Checks EBT Card
 Charge to Account Double Up

Check Type:

Group By: None Register State

Include Shipping & Handling
 Include Customer & Company Name
 Summary Format
 Preview Report

All Taxable Non Taxable

View/Print Close

address city

Date: 08/09/2021 thru: 08/10/2021						Amount	How	2nd Amt	How	Change	Tax	Total
Date	Time	Clerk	Reg	Invoice	Customer	Tendered	Paid	Tendered	Paid			
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	17:11	RAA	001	3811		4.00	DOUBLE	2.12	CASH	0.00	0.12	6.12
TOTALS:						25.00		2.12		0.00	0.12	27.12

Cash Totals:	31.42		
Credit Card Totals:	0.00		
Check Totals:	0.00		
Charge to Account Totals:	7.00		
Store Credit Totals:	0.00	Double Up Totals:	25.00



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