PC Pawn

Developed for Metropolitan Nashville Pawn Shops.

**©1998
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Contents

Overview of PCPawn

PCPawn is an inventory tracking system developed specifically for pawn shops. It provides for the pawn, loan, sale, and reporting of all types of merchandise. Each "Pawned" (loan or purchase) item is entered on a ticket, by serial number and NCIC code, when it enters the store and the maturity date and status are computed. All customer information is also entered on the ticket. If the customer has been entered previously then their information can be called up and put on the ticket automatically. The ticket can then be printed and given to the customer for their records. The sale of merchandise is recorded in much the same way as the pawning of merchandise with the broker being able to select available items from inventory. Broker information is also recorded for general business purposes. Daily "Pawn" (loan or purchase) transactions are reported over a modem directly to the local police department from the Administrator screen. Various customizable settings (i.e. days to hold, tax rate, and mark-up) are available in the setup screen. The Reports screen allows for printing various inventory reports using customizable parameters (date ranges and item status).

PCPawn is designed to transmit legally required information to your locsl police agency. Some agencies and jurisdictions require more information than others and PCPawn can accomodate most requirements. Police Departments require identification and addresses but may not REQUIRE estimated item value, for example, and any data can be excluded in the send portion of this application. This program is designed only to send information necessary to meet legal requirements in the jurisdiction it is used. This application was developed for the "Mom and Pop" shop or the national chain. This application is distributed free-of-charge (though integrators may charge to localize (customize) it for that area of the country). Any police department may distribute and use this application free of charge. The Metro Nashville Police Department does not provide technical support EXCEPT in Nashville-Davidson County. The Metro Nashville Police Department chose to use grant funds to provide support and installation to shops in and surrounding Nashville - Davidson County, Tennessee. In addition, the developers, Tim Buchanan, Stan Wilson and Dave Tempero may distribute PCPawn.

All of the information is captured through a Microsoft Visual Basic application and stored in a Microsoft Access database. The database can also be accessed for custom reporting by brokers if they have Access 2.0 or later and are experienced in the building of queries and reports.

The minimum system requirements for running PCPawn is a 486DX 66Mhz with 8 Mb RAM, VGA monitor at 800x600 with 256 colors, 9600 baud modem, running under Windows for Workgroups 3.11. The recommended system would be a Pentium 100Mhz (or faster) with 16 Mb RAM, 28.8 baud modem, running under Windows 95.

Installation and Setup

*Note: Before starting the setup process please be sure you are on the network (if present) and all hardware is working correctly. Make sure you have an active modem and phone line (free support and installation in Davidson County).

Install and Setup of ODBC (Other Database Connectivity Layer)

PCPawn uses ODBC to send transaction updates to the local police department's SQL Server over a modem line. ODBC requires that drivers (software) be added to some systems and that Data Sources (configuration settings) be added, so that different types of databases can communicate with each other. Depending on what type of system you currently have and what types of software you have already installed, you may or may not have to install from the ODBC diskette.

Determining if you need to run the ODBC Setup disk on a Windows for Workgroups PC

Start Windows for Workgroups
In Program Manager, double-click on the Main group.
In Main, double-click on Control Panel.
If you do not see ODBC listed, then follow directions for #1 and #2 below.
In Control Panel, double-click ODBC to open the Data Sources window.
Click on the Drivers… button to see a list of installed drivers.
If you see SQL Server listed, then click Close and follow the directions for #2 below.
If you do not see SQL Server listed, then follow directions for #1 and #2 below.

1.	Insert ODBC diskette in drive A:
	In Program Manager, select Run from the Menu and type A:\setup.exe
	Choose SQL Server drivers and click OK.
	ODBC setup will copy the SQL files to your hard drive and then it will start the Data Sources setup window.

2.	Click the Add button and then click the SQL Server and click OK.
	Fill in the boxes so the information is the same as shown below.

After entering the data click the OK button.
Then click Close in the Data Sources window.
You should then get the Setup Succeeded message if you ran Step #1
Click OK to finish setup.

Install and Setup of PCPawn

Start Windows and insert Disk #1 into drive A.
In Program Manager, select Run from the Menu and type A:\setup.exe
Continue following the instructions on the screen for the rest of the diskettes.

The setup will create a program group and a program icon for running the program. The first time that PCPawn is run the following messages will appear:

Message :	Creating ini file
Reason :	This is creating your settings file in your system directory.
Action to Take:	Click OK to continue.

Message:	" " Isn't a valid path
Reason:	The program cannot find the database initially.
Action to Take:	Follow instructions for the System Setup Form.

Message: You must restart for changes to take effect.
Reason: Any changes on the Setup form take effect after restarting PCPawn.
Action to Take: Click OK and then Click Exit on main Pawn form.

First Things to Do:

After Setup and Installation there are a couple of things that need to be done.
1. Read the rest of the manual.
2. Follow the instructions for the System Setup Form.
3. Follow the instructions for the Broker Form.

Form Instructions

How it all works together, shortcuts, moving along…

All of the forms (also called screens and windows) in PCPawn were designed to be easy to use. However, "easy" for one person may be "bothersome" to another and even "confusing" to someone else. Fortunately, experience, patience, and practice will soon make most operations second nature.

All of the forms in PCPawn are started from the main Pawn screen by clicking the appropriate menu item. There are keyboard "shortcuts" for most screens and buttons. To use these shortcuts, you simply hold down the "Alt" key and press the underlined letter in the item or button you wish to activate. For example: in the main Pawn window you would hold down "Alt" and press P (usually written as Alt+P) to start the Pawn Ticket form or use Alt+R for the Reports. To navigate the various fields on a form you may either use the tab key or click directly on the field . The ESC key also functions as an exit on all forms except the Main Pawn Form. The ESC key does not cancel or erase information that you may have entered already.

On various forms that have entry boxes that you double-click to activate, you can also tab to them and then press RETURN/ENTER to activate them from the keyboard. To activate buttons on various forms you can tab to them and then press the SPACE bar to activate them. On drop-down entry boxes (shown below) you can click the arrow to see the available choices or tab to them and use the up/down arrow keys or start typing you entry and then choose from the selections that match what you've typed.

a drop-down box

The following Function keys are shortcuts on the Main Pawn Form:
        F1 = New Pawn Ticket
        F2 = Find Pawn Ticket
        F3 = New Sell Ticket
        F4 = Find Sell Ticket

Main Pawn Form

This is the controlling form. All forms are accessed from here. It runs everything but does nothing on its own. When you click on Pawn or Sell , you will be given the options of starting a New ticket or Find an existing ticket.

Main Pawn Form
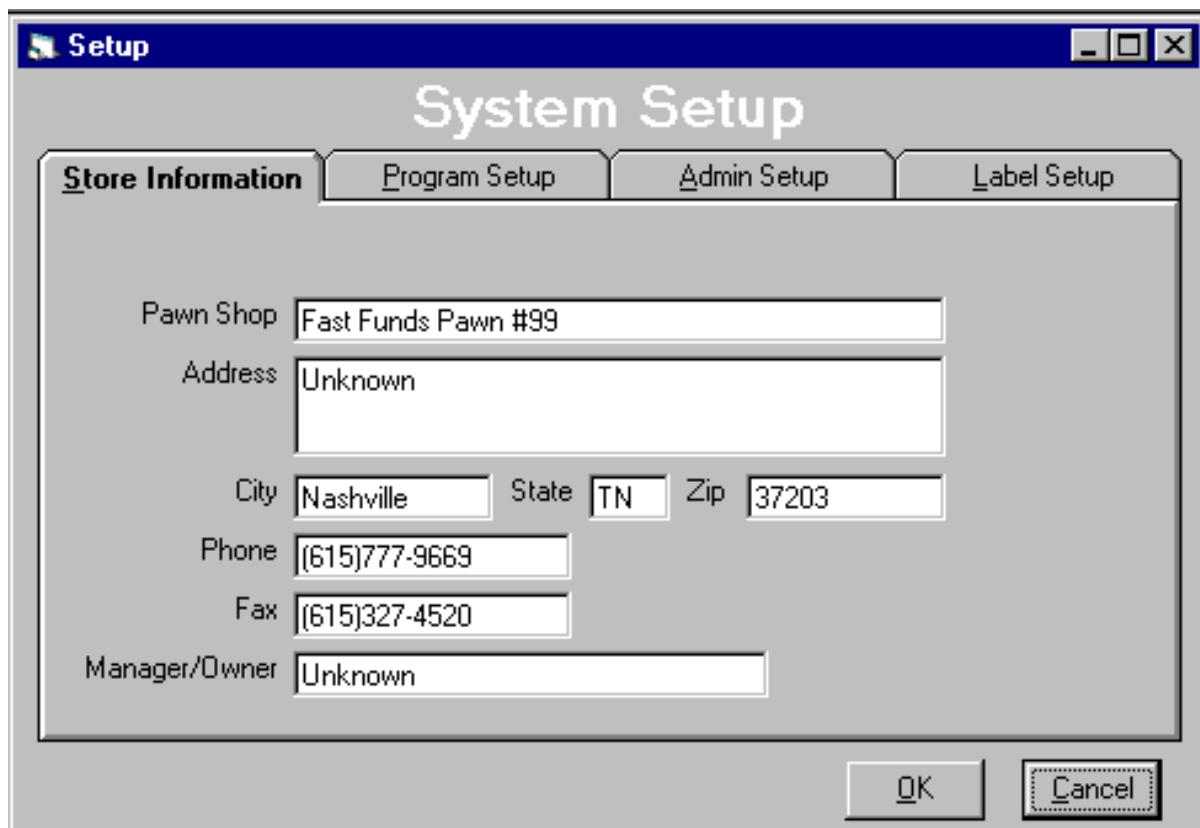
System Setup Form showing Store Information tab.

System Setup Form

        Click Setup in the main Pawn window.

        Click Store Information tab.

        Enter Store Information as requested.
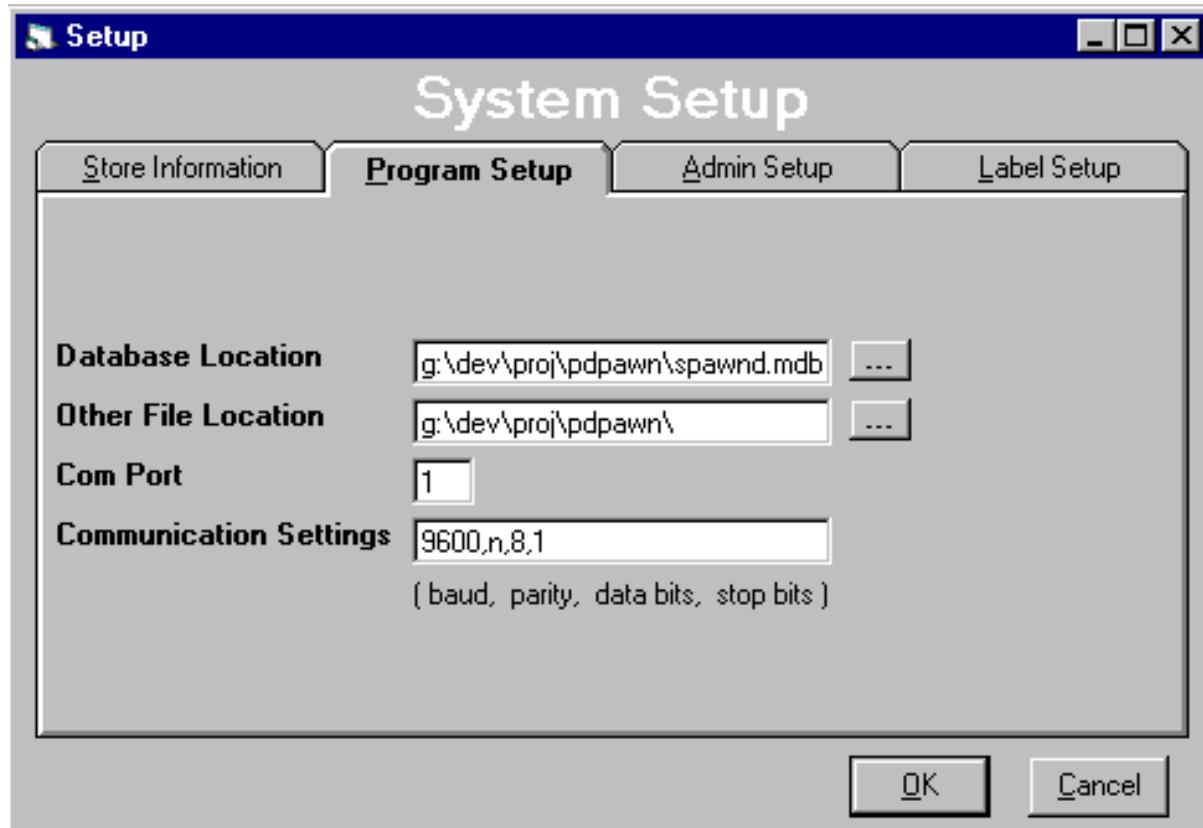
System Setup Form showing Program Setup tab.

Click Program Setup tab.

Enter the directory path and name of the database in database location or browse for it by clicking the box with the three dots.

Enter the directory where PCPawn was installed in other file location or browse for it by clicking the box with the three dots.

The Com Port and Communications settings are for information purposes only in this version.
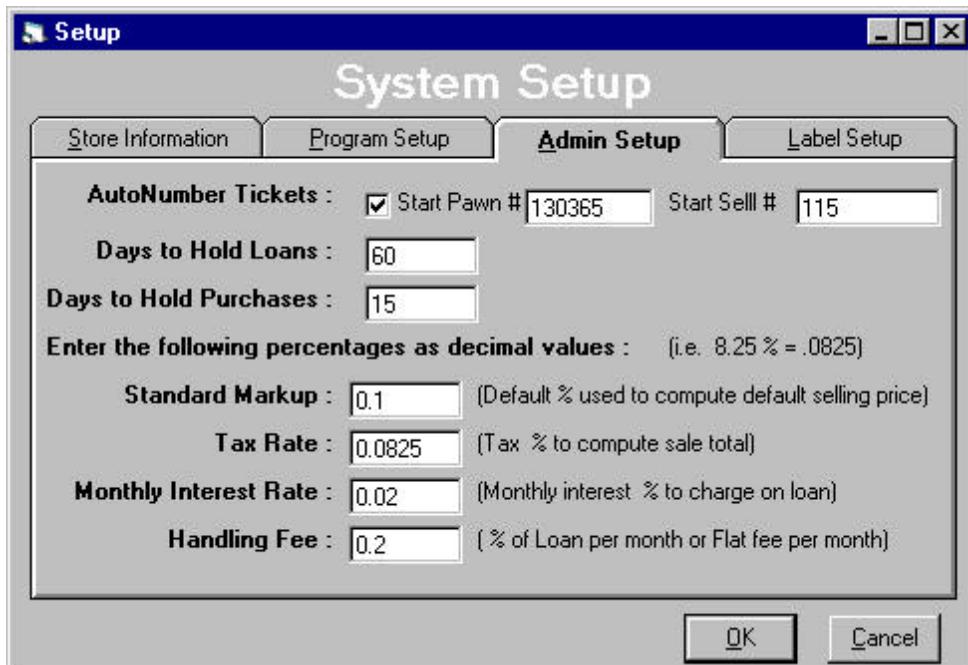
System Setup Form showing Admin Setup tab.

If you wish tickets to be numbered automatically make sure AutoNumber is checked. If AutoNumber is checked, you need to enter the starting Pawn Ticket and Sell Ticket numbers (maximum ticket number is 8 digits).
Enter the number of days to hold items that are on Pawn/Loan.
Enter the number of days to hold item that are purchased outright.
Enter the standard markup to use on sell of merchandise. (Actual sale price can be changed on ticket to any amount.)
Enter the sales tax rate to use on sale of merchandise.
Enter the monthly interest rate on loans.
Enter the monthly handling fee. This fee can be a flat rate or a percentage up to 1/5 (20%) of loan value. PCPawn treats any entry less than 1 as a percentage rate (i.e. .2 = 20% per month).
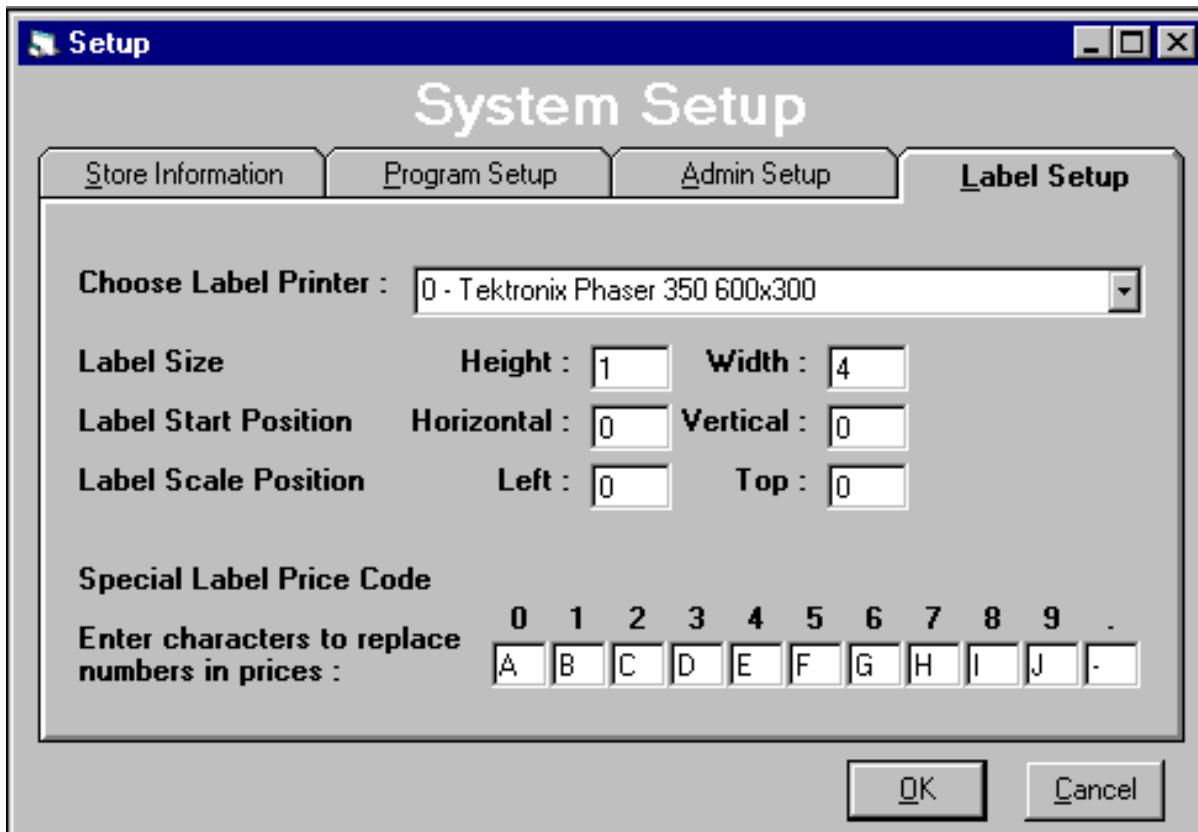
System Setup Form showing Label Setup tab.

Click Label Setup Tab.
Choose the Label Printer from the list of available printers.
Enter the Label Size, Starting positions, and/or scale positions.
(Note: Due to the numerous types of labels and printers available you may need to try various settings to get the best looking labels.)

Enter the Special Label Price code that you wish to see on the labels based on the cost of the item.
This code will allow you to determine your actual cost of an item by reading the label. You can use any printable character but do not use the same character to represent two or more numbers.
For example :   the label code BCF-AA is equal to 125.00 using the code shown below.

Click OK when finished entering all information.
Click OK when told you need to restart.
Click Exit and restart PCPawn to use new settings.

Pawn Ticket Form

Use this to enter pawns/loan and outright purchases of merchandise from customers. Fill in all the information requested by the form. Most of this information is required to be recorded by state or local law. Below are listed any special information or options for the fields. If you have not filled in all the required information a Ticket Error message box (shown with the Gun and Jewelry Detail Forms) will appear that informs you of any missing field and give you the option of losing the information you've entered or returning to the ticket to fix the fields.

Fields:

Ticket # can be set to AutoNumber on the Setup Form or entered manually.

You can double-click on the field to search for a specific Ticket that been entered previously.

Status is a drop-down list of possible ticket statuses

Hold	: Items on ticket are currently on hold either due to date or special circumstances.
Sell	: Items are available for sale.
Police	: Items are held at the request of the police.
Delete	: Items and Ticket are to be deleted.

Note: Status and Maturity date are both based on the number of days to hold an item and the current date. It is also based on the Ticket Type as pawn/loans are typically held longer than purchases. Status is also related to the Special Date and Special Hold fields. These fields are used to record any special reason to hold the ticket and who requested it, whether it was requested by an officer on the pawn detail or a special request from the customer themselves.

Last Name can be double-clicked on new tickets to add an existing customer on the new ticket.

NCIC is the required category field. Double-click on this field to bring up the NCIC Form.

Serial # should be entered if at all possible. It may be left blank for some items (i.e. screwdrivers, sockets) but it is very useful in being able to track and value your inventory.

Owner ID# is any engraving or identifying tag that was applied by a previous owner. This is also useful in identifying inventory cost and profit.

Buttons:

The "<" and ">" are used to move either forward or back in the tickets. The New button will give you a new blank ticket and the Find button will start the Ticket Search form. The Print Ticket button will open a preview of the printed ticket that you can send to the printer by clicking the printer button. The "+" button will add a new line to the item list if you need more lines (use the scroll bars to look at all item lines).

Pawn Ticket Form

Search Forms

To use the Search Forms, enter whatever information you wish to find and then click the Search button. If you find the item you were searching for you can click on it then click on the button that will use this information or you may double-click the field. If you wish to use the keyboard you can use the tab key and the up/down arrows to choose the items in the list and then use Alt + *letter* to activate the button or press Enter to activate the default action. Searches may show multiple listings of the same items if they have more that one Ticket, ID Number, or other information stored in the database.
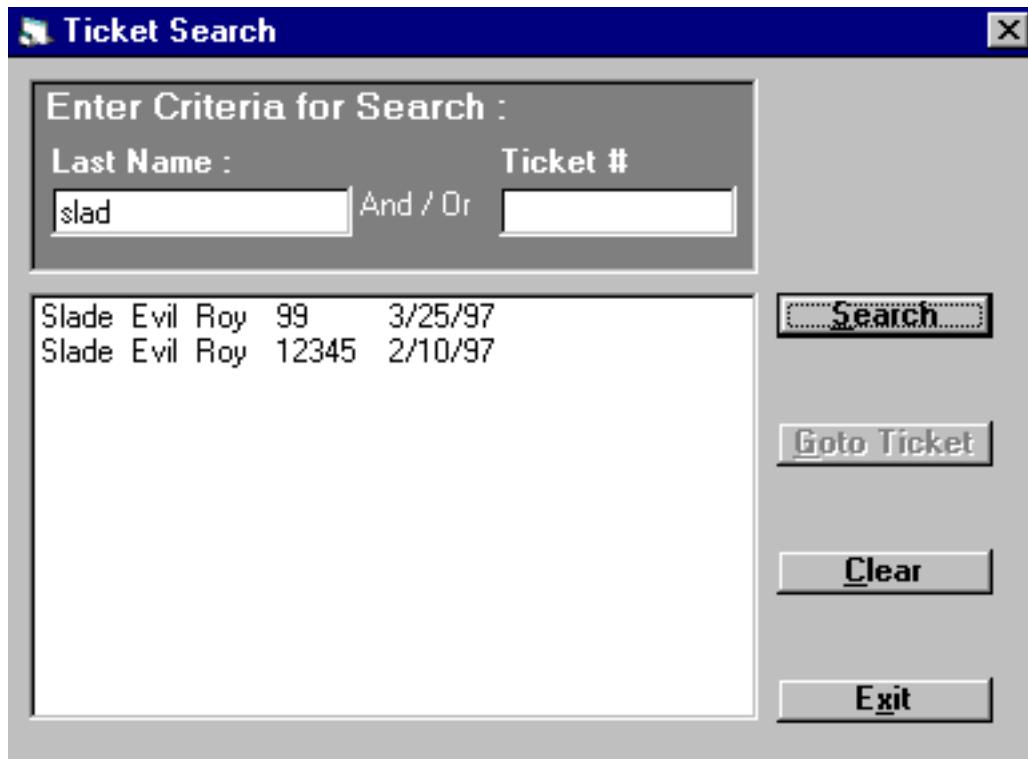
Ticket Search Form
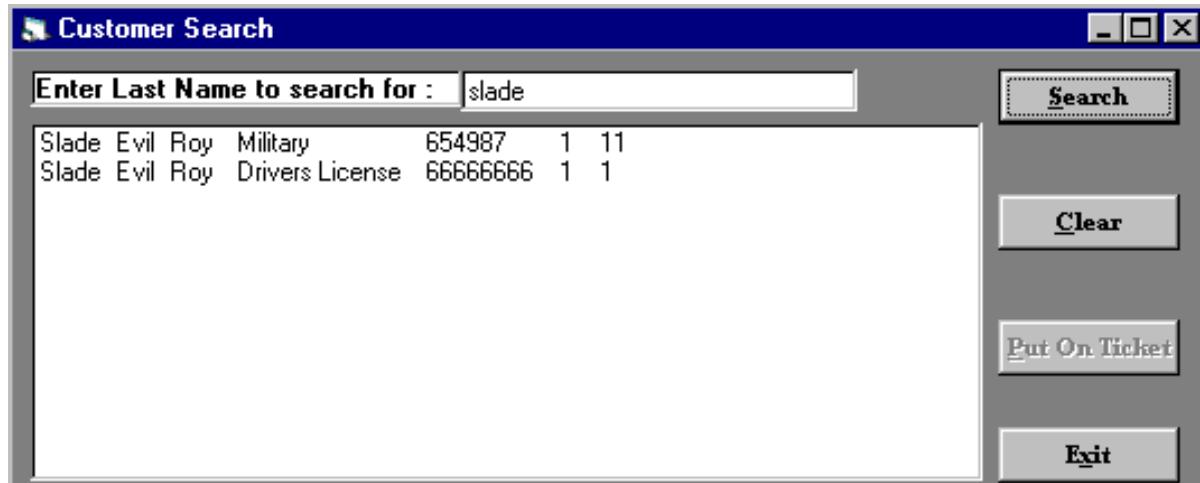
Customer Search Form

NCIC Code Form

The NCIC code form is used to find the appropriate NCIC Code for an item. To use it, first click the NCIC Type for the item and then click on the best fitting description for the item. You can then click the "Use on Ticket" button to copy the NCIC code to the current line item on the current Pawn Ticket. You can also double-click on the best description to copy it to the Pawn Ticket. NCIC Code is useful when categorizing inventory, especially items that do not have a Serial # on them (i.e. sockets, hammers, screwdrivers). If an NCIC Code cannot be found for an item , use the code for items not listed (usually ends in ZZZZZZ) for the closest NCIC Type. Please contact your representative for assistance if you have a large number of items that aren't listed in the Codes.

NCIC Code Form

Loan Payment Form

The Loan Payment Form is used to record customers payments. It also shows their payment history, and categorized totals of their payments. If you enter the full amount that they wish to pay into the $Total field, the program will divide the payment into the categories in the following order:
1. $Handling
2. $Interest
3. $Principle

Alternatively, you may enter the amounts by hand to apply the charges as you deem appropriate.

The Loan Payment History shows detail information about previous payments the customer has made. If you find it necessary to change a past entry, double-clicking on it will move the payment data onto the Loan Payment line , where you can make changes. Before exiting this form or making changes to the History entries, please click on the Save button to record the current payment data. (Note: By not saving the data automatically, as on other forms, this allows you to split the payment into the various fields.)

The most useful fields used in computing the outstanding balance is the Pay Date. By changing the pay date, you can see the balances for any date in the past or in the future. The loan balances will be recalculated if you change any of the fields related to computing the balance. The ReCalculate button also uses the payment history to recompute the current loan balances and make the appropriate corrections to the history information . If the default Handling Fee or Interest Rate has changed since the loan was issued the loan will use the rates that were in effect at the time of the payment and the outstanding balances will be computed using the current rates. The Print button will print a complete history of the current loan. To Delete a payment, double-click on it (to bring it to the payment boxes) and then click on the Delete button. The Clear button will erase any information you may have typed into the payment boxes (but not saved yet) and reset the pay date as the current date. When a loan has been paid up the "Make Loan Payment" bar will say "Loan has been paid in full" as shown below.

Special Note: The balances are computed as of the pay date and include any payments made on the pay date , all payments go into effect immediately and the balances due will be reset to reflect the payment. For example: If someone pays the Total Due, the principle, interest, and handling amounts will be set to zero even though there was principle, interest, and handling included in the final payment.

Loan Payment

Loan Info

Loan Date	04/30/1997
Original Loan	$120.00
Handling Rate	0.2
Interest Rate	0.02

Totals as of Pay Date

Type	Accrued	Paid	Due
Interest	$9.60	$9.60	$0.00
Handling	$96.00	$96.00	$0.00
Principle	$120.00	$120.00	$0.00
Total	$225.60	$225.60	$0.00

LOAN HAS BEEN PAID IN FULL

Ticket #	Pay Date	$ Principle	$ Interest	$ Handling	$ Total
3000	08/26/1997	$0.00	$0.00	$0.00	$0.00

Loan Payment History

3000	5/29/97	0	2.4	24	26.4	146.4	69
3000	6/28/97	0	2.4	24	26.4	146.4	70
3000	7/30/97	0	2.4	24	26.4	146.4	71
3000	8/17/97	120	2.4	24	146.4	146.4	81

Clear
Recalculate
Delete
Save
Print
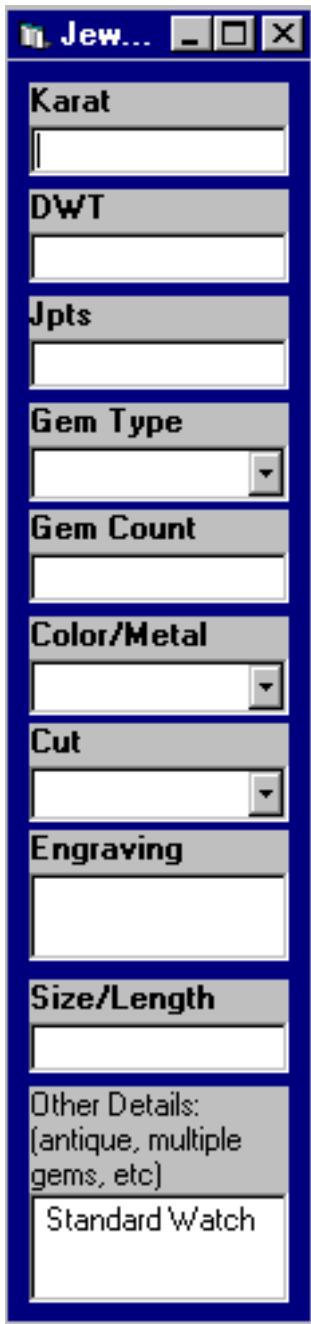
Loan Payment Form

Jewelry Detail Form

Karat

DWT

Jpts

Gem Type

Gem Count

Color/Metal

Cut

Engraving

Size/Length

Other Details:
(antique, multiple gems, etc)

Standard Watch

Jewelry Detail Form

Gun Detail Form

Manufacturer

Colt

Caliber

.45

Action

Semi-Automatic

Finish

Mixed Types

Engraving

Accessories

Gun Detail Form

TICKET ERROR

Data Errors on Ticket !!!
Invalid Broker
Invalid Customer
Invalid Last Name
Invalid First Name
Invalid Address
Invalid City
Invalid Zip
Invalid ID Number
Invalid Date of Birth (DOB)
Invalid Age
Invalid Hair Color
Invalid Weight
Invalid Eye Color
Invalid Height - Feet
Invalid Height - Inches

Do you want to lose changes on this ticket ?

Yes   No
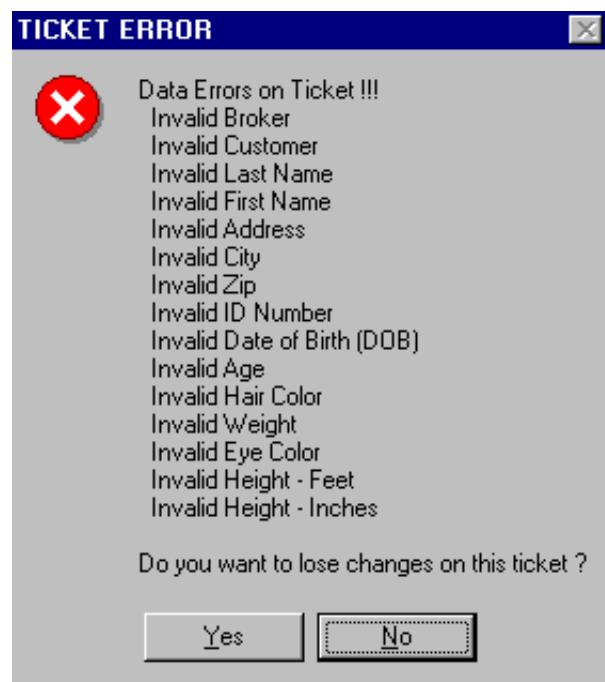
Ticket Error Message

Gun and Jewelry Detail Forms

The Gun or Jewelry Detail Forms will load anytime that the NCIC Code for an item on the ticket is a Gun or Jewelry. These types of items require that more detailed information be recorded for their Pawn/Loan or purchase. If you wish to see these detail forms on an existing ticket, you can click on the Description field of the line on the Ticket that describes these type items.

Sell Ticket Form

   The Sell Ticket is used to record information on sales of merchandise and works very similar to the Pawn Ticket. The following is a description of some of the fields and information on the Sell Ticket.

   The Items for Sale listing shows some of the items that are available for sale. An item will be in the list if is not on "Hold" of some sort and it has a unique Serial # . If you double-click on the item that you wish to sell, it's information will be copied into the correct fields.   Items that are not on the list may still be sold by manually entering the necessary information. The search field and search button may be used to help locate specific items in the database.

   The NCIC Code works the same as on the Pawn Ticket.

   The Price shown on the Sell Ticket, if entered automatically from the list, already includes the markup from the System Setup Form. The Price can be changed by entering it from the keyboard. The Total Price include Tax if the Taxable box is checked. The Tax Rate is also entered from the System Setup Form.

Sell Ticket Form

Customers Form

The Customer Form is used for examining and editing the data pertaining a specific customer. You can see the various types of information about a customer by clicking on the appropriate tab. To find a specific customer you can scroll through the listing or enter the first few characters of their last name in the search for box and then click search. To edit a customers information you can double-click on their name in the customer listing box. This will put their information into the customer data section. You may also walk through each customer by using the < and > buttons. The New button will start a clear form for entering a new customers information.

Note: After changing any existing data or adding a new customer, be sure to save your changes before changing customers or exiting the customer form.


Customers Form

Reports Form

   The Reports Form allows you to print various listings and reports for different date ranges and by item status. To include all items on listing with date fields, use a very early date for the start date and a future date for ending date. (i.e. Start Date = 01/01/1980 and End Date = 12/31/2000). The Print button for each report actually shows you a preview of the report. To print it use the printer button on the preview.

Reports Form

Admin Form   *Broker Information Form*

Admin Form and Broker Information

The Admin Form has several functions. It is used to update ticket statuses, enter Broker information, repair the database, compact and backup database, and to send daily transactions to the local police department.

Update Ticket Status. This button checks all of the tickets in the database to see if there are any that have Matured and changes their Status to sell, if applicable. When you click on this button, a message box will appear asking if all tickets are closed. If you are the only PC using PCPawn then you need to make sure you do not have any tickets open before answering yes. If your database is on a network then you need to be sure that all other users of PCPawn have all if their Tickets closed also before proceeding. When finished, the update will display a box telling how many tickets had a status change. You can print a listing of these by using the Reports Form to print the listing where Status = Sell and the Maturity Date is the current date.

Broker Data. This will open the Broker Information form where you record general employee information. Any employee that will be working on PCPawn will need to be entered as a Broker to allow them to enter their Broker ID on Tickets. When the Date Fired field is filled in, the broker will not be available in the Pawn and Sale ticket and a termination message will show on their Broker Information.

Repair Database. This will repair any structural damage to the database caused by system crashes, or power loss. If the data is severely damaged, some data loss may occur.

Compact Database. This will create a backup copy of the database on your hard drive and compact the database by removing empty records and space. This will NOT renumber or rearrange data.

Sync. Sync is short for synchronization. This button starts the transaction reporting to the local police department over your modem. Depending on your system and modem, the exact process for the Sync varies. Sync basically sends in transactions to the local police department that haven't been sent previously.

Note: You should always have a backup of your computers. They're just machines and they do break.

Troubleshooting and Contacts

If you are having problems with connecting and synchronization, please check with your police representative to insure they are not having modem or server problems.

Contact the Metro Nashville Police Department if you can't find the answer to your question in this manual.

Contact Numbers:

Local Police Department Phone #   _____

Officer Name   _____

Developed by Sector3, Inc
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