Mercury Administration

- **Accounting**
  - House Accounts- Default settings for future house accounts. Current house accounts can't be changed universally
  - Tax Code – Change if local or state tax changes
  - POS Setting- Trailer at bottom of receipt- Can be used for marketing or add coupon
- **Communication**
  - Email- Choose email templates and set reply to email address
- **Delivery**
  - Delivery Priority Code- Set additional price for priority Delivery
  - Delivery Zone- Set local delivery zone and price
  - Delivery Zone Fee- Automatically add delivery price to the order for the delivery zone entered
- **Employee**
  - Employees
    - Adding new employees- Set window access based on job function
    - Terminating existing employees- Removes past employees from the employee list
- **Security**
  - Window Access- Change window access per employee job function
- **Store**
  - General- Set to Auto Forward or No Auto Forwarding
  - Store Setting
    - Store Guarantee- Can be used for marketing or add coupon
    - Change card font – Universal change to all order entry clients.
- **System**
  - Abbreviation Code- Create short cut card message greetings, and send-to codes. Click F12 to get a list for your recipient addresses, or card messages when entering an order
  - Product Category- Add product categories for items you want to keep track of
  - Paid Out/In Types- Using cash drawer as petty cash
- **Printer Setting**
  - Form Alignment- Remove address on statements and invoices for redundancy when you get pre-printed paper
  - Default Printing- Choose between invoice and worksheet
- **Wire Service**
  - Automatic Order Processing- Choose types of orders to automatically process
    - License Key, Credit card processing, delivery module required
    - Pros – Not having to manually attach orders, saves time
    - Cons- Grammatical errors not corrected, must have no errors, long wait time