Business Manager
Point of Sale

User's Manual

Introduction

This document serves as the user guide for Business Manager's Point of Sale software (BM-POS). It begins by describing the screen layout and components and then outlines the principles of operation of the software and its user interface. Once the basic principles and characteristics of the program are explained, the document begins to describe all facets of the day-to-day operation of the software and its features and functionality.

Screen Layout

Numeric keys

During routine daily operations, the numeric keys are used most often than other keys and therefore are placed low and to the right side of the screen for easy access. Generally, you begin by typing information using the numeric buttons and then select an Action Button.

Data Entry Area

The information you enter is displayed on the top left corner of the screen for optimum readability. This area of the screen is referred to as the "Data Entry Area". You can use the "Erase" and "Back Space" buttons to erase all information in the Data Entry Area (Erase) or just the last character (Back Space).

Cashier Information Area

Immediately underneath the Data Entry Area is another area reserved by the system for its communication with you. All system messages and prompts are displayed in this area. This area is referred to as the "Cashier Information Area". This area eliminate having to inspect all areas of the screen for information. All you have to do is to refer to this area for information.

Both the Data Entry Area and the Cashier Information Area are located close to each other on the top left of the screen. They are both at eye-level and provide easy and fast exchange of information between you and the program.

Receipt Area

Underneath the Cashier Information Area is the Receipt Area. This section of the screen displays information about the products in the sales transaction as well as payments and totals. You can scroll through the information displayed in this area using the Up and Down Arrow Buttons located under the Receipt Area.

Regular Buttons

Regular Buttons are located to the left of the numeric keys. These buttons are frequently used during a sale transaction and therefore are strategically placed for easy use.

Action Buttons

The grid of 24 buttons (4 columns by 6 rows) on the top right corner of the screen is referred to as the Action Buttons. Each one is commonly associated with an action. However their corresponding action toggles based on the Toggle Button that is selected at the time.

Toggle Buttons

The bottom row of buttons between "0" and "Total" are referred to as the Toggle Buttons. By selecting them, you can toggle the Action Buttons on the top right hand side of the screen. The Toggle buttons are used to toggle between fast moving products, departments, payments and other special operations.

Total Button

The "Total" button is used to signify the completion of a sales transaction. This button is located at the bottom left corner of the screen and is distinctly separate from other buttons in order to signify its importance in the daily operation of the software.

User Interface

There are two different user interfaces available with the BM-POS software.

1. Touch Screen

First one is when a touch screen monitor is available for use. You can input information and select buttons simply by touching the computer screen. This interface facilitates cashier training and eliminates the use of a keyboard. The monitor serves as both the keyboard as well as the monitor.

2. Keyboard

The second available interface for BM-POS is by means of a regular computer keyboard.

a) The keypad on the right hand side of the computer keyboard is used for data entry. The "Delete" button on the keyboard acts as the "Erase" button on screen and can be used to completely erase whatever information you have entered in the Data Entry Area. The "Back Space" button on the keyboard can be used to clear information in the Data Entry Area one character at a time.
b) The "Insert" button on the keyboard acts as the "Block" button on screen and is used to block the display of information you input in the Data Entry Area. Managers use this feature when entering their manager code to prevent others from discovering their code. By pressing the "Insert" key before inputting his manager code, the manager prevents cashier from viewing his manager code in the Data Entry Area.
c) The "Enter" key replaces the "Product" button onscreen and is used to enter new products.
d) The Regular Buttons are accessed via the Function Keys (F1 through F12).
e) The Arrow Keys in conjunction with the "+" key are used for maneuvering and selection of Action Buttons. The Arrows keys help you scroll to a desired Action button. The corresponding Action button is then underlined with a "+" sign added to the end of its description. You can press the "+" key to indicate the selection of the underlined Action Button.

The keyboard interface is designed to provide you with a fast and convenient way of selecting buttons on screen when a touch screen is not available. You can also combine the two user interfaces by having a touch screen monitor as well as a keyboard. The touch screen can be used for quick and easy access to buttons and the keyboard for data entry purposes.

Principles of Operation

Input information first and then select a Button

You begin most operations by inputting the desired information first (using the numeric buttons/keys) and then selecting a Button. Information can be entered using a regular computer keyboard or a touch screen. You begin by typing in the information in form of numbers or text and then indicate the corresponding action.

For example, if a customer is purchasing three units of the same product, you select the button "3" first and then "Quantity". In another example to apply a 10 percent discount to a transaction, you begin by entering 10 and then selecting the "Total Disc. $" Button to indicate your desired action.

Setup file and server communication

In order for the Business Manager software to be operational, it must first download its "Setting" file from the Business Manager's central server. This file indicates all operational parameters for the terminal. The terminal is not operational until the setting file is downloaded.

In order to ensure successful download of the setting file, you need an Internet connection for the computer the Business Manager point of sale software is installed on. This connect can be in the form of a modem dialup, DSL or Cable connection to the Internet.

Day to Day Operations

Sales Operations

How to log in at the terminal?

You must first log before you can use the terminal. You can log in by typing the cashier number that is assigned to you and pressing the “Enter” key on the keyboard or button on the screen.

If the cashier number your have entered is incorrect, the system will inform you in the Cashier Information Area. If the cashier number is valid, then the terminal opens for use.

If an opening float available in the cash drawer has not been previously indicated to the system, the system will prompt you to enter the amount of the opening cash that is present in the cash drawer. You should enter this amount followed by the “Enter” button/key.

How to log out?

When you finish your shift or like to leave the terminal temporarily, you should log out so that unauthorized personnel are not able to use the terminal in your absence. You can do so, by first selecting the “Operation” button to display the operation buttons in the Action Button Area and then selecting the “Logout” button.

The terminal logs you out and waits for the next cashier to log in and use the terminal. Logout operation is disallowed in mid sale, so you cannot logout if you are in the middle of a sales transaction.

How to clock in when you start your shift?

Only when the terminal is opened for operation, you can indicate the time you have started shift. This information is used for time and attendance and payroll operations. You can do so by “Clocking In”. Select the “Operation” button to gain access to the “Operations” menu. This menu is displayed in the Action Button Area.

Once the “Operaction” Action Buttons are displayed, select “Clock In”. If you have not previously clocked in, the system displays a confirmation message of your successful clock in. However if you are already clocked in, then the system displays an error message that you are already clocked in.

How to clock out when you finish your shift?

When you finish your shift and about to leave the store, you can clock out by first logging in, selecting the "Operation" menu and then selecting "Clock Out". This button always clocks out the cashier who is currently logged in. Therefore if there is another cashier operating the terminal, he or she has to logout first so that you can log in and then clock out.

If you have not clocked in previously, and select the "Clock Out" button, the system displays an error message in the Cashier Information Area.

How to sell a product?

You can sell a product using any one of the following methods:

1) **Select a product from the list of fast moving products onscreen**
Up to 96 fast moving products can be placed on screen in the Action Button Area. You can select and sell any one of these products by selecting it.
2) **Scan the product**
You can also scan the product using a bar code scanner.
3) **Manually enter the product UPC or number**
You can also enter the UPC or Product number and then select the "Product" button.

As soon as a new product is added to the sale transaction, its information is displayed in the Receipt Area and its price added to the total amount of the sale.

How to void a product?

You can remove a product from a sale transaction using a few methods depending on the configuration of your terminal.

Configuration Number 1: Voided products remain on the sales transaction
With this configuration setting for your terminal, you can select the "Void Last Item" button to void the last item displayed on the receipt. In the case where the product you want to void is not the last product on the sales transaction, then you can select the "Void" button to activate the void mode and then scan or enter the product you like to void.

Configuration Number 2: Voided products do not remain on the sales transaction
When this configuration setting is selected for your terminal, you can select the "Void Last Item" button to void and remove the last product from the sale. You can also type in the "Line Number" (displayed in front of each product in the Receipt Area) that corresponds to the product you like to void followed by the "Void" button.

How to make a department sale?

To make a department sale, the desired department must be configured as an Action button onscreen. To make a department sale, you begin by entering the amount of the sale and then select the corresponding department Action button.

How to void a department sale?

You can void a department sale in the same manner that you void a product. Refer to "How to void a product?" select of this manual for more details.

How to indicate the quantity of a product?

The default quantity for each product on a sales transaction is one. In the case where the quantity different, you can type in the desired quantity and then select the "Quantity" button and then scan or enter the desired product.

When the quantity button is used, the inputted quantity is displayed in the Cashier Readout Area for your information and the next product you sell will default to the inputted quantity. If you enter an amount by mistake, you correct your mistake by entering the number 1 and then selecting the "Quantity" button again in order to set the quantity of the product back to one.

How to record additional reference information along with a sale?

You can record complementary information with a sales transaction using the "Reference" button. This button is among the Operation Action Buttons and becomes available to you as soon as you select the "Operation" button.

This additional information can be client's driver license number, age or other related information. You begin by typing in the additional information and then select the "Reference" button.

How to associate a salesman with a sales transaction?

Cashiers names are recorded along with each sales transaction for control purposes. In addition to cashiers, a salesman can also be associated to a sales transaction for sales reporting and commission purposes.

You can associate a salesman to a sales transaction by typing his number and then selecting the "Salesman" button. If the salesman number you have entered does not exist, then the system displays a message in the Cashier Information Area informing you of the error. If the inputted salesman number is a valid salesman number, then the name of the salesman is displayed in the Cashier Information Area for your information.

How to associate a client with a sales transaction?

In addition to cashier and salesman, you can also associate a client to a sales transaction by typing his number and then selecting the “Client” button. If the client number you have entered does not exist, then the system displays a message in the Cashier Information Area informing you of the error. If the inputted client number is a valid client number, then the name of the client along with his discount rate is displayed in the Cashier Information Area for your information.

Associating clients with sales transaction is used for account receivable operations, special pricing, discounts as well as client specific sales reporting.

How to verify the price of a product?

You can use the system to verify the selling price of products without adding them to the sales transaction by first selecting the “Operation” button to display the operation buttons in the Action Button Area and then selecting the “Price Search” button. When this button is selected, the system displays a message in the Cashier Information Area informing you that the price search mode is activated. This indicates that the next product you enter will not be added to the transaction but instead a price search will be conducted on the product.

Once the price search mode is enabled, you can scan or enter product’s number or UPC and then the system displays the price and description of the product in the Cashier Information Area for your information.

This feature enables you to respond to price enquires from customers. You can quickly determine the price of a product without having to start a sales transaction.

How to view stock information for a product?

Similar to the “Price Search” feature, the system can also provide you with the stock and on order quantities of a product. You can do so by selecting the “Operation” button to display the operational buttons in the Action Button Area and then selecting the “Stock Search” button.

Once this button is selected, the system displays a message in the Cashier Information Area informing you that stock search mode is activated. You can then scan or enter the product number or UPC and the system will then display the stock quantity, quantity on order and shelf location of the entered product. Similar to the price search feature, the product will not be added to the sales transaction.

How to sell cases and pre-packaged products?

The "Case" button facilities entry of products that are sold in single units as well other pre-packaged units. Examples include cases of beer, soda and gift baskets.

In such cases, you first indicate the nature of the packaging by selecting the "Operation" button and then "Case" button. You may have to select the "Case" button several times until the desired packaging is displayed in the Cashier Information Area and then scan or enter the product number or UPC. The "Case" button enables you to record up to 4 different pre-package bundles for products.

How to scroll the receipt to view product information?

In the case where more than 7 products are in the sales transaction, the Receipt Area begins to scroll upwards in order to display the last 7 products on the transaction. If you like to review all products on the receipt, you can do so using the "Arrow Up" and "Arrow Down" buttons provided at the bottom left side of the Receipt Area.

How to search for a product by its description?

You can search for and display product information using their description. You begin by typing the description of the product and then select the "Product Search" button. The system displays a list of products that match the entered description along with their stock quantities and selling prices.

You can select a product from the list by first highlighting it using the up and down arrow keys and then pressing the Enter button. If you have a touch screen, you can select the desired product from the list by touching it and then selecting "Enter".

How to search for a client by his/her name or phone number?

You can search for and display client information using client's name or phone number. You begin by typing the name of the client or his/her phone number and then select the "Client Search" button. The system displays a list of clients that match the entered description.

You can select a client from the list by first highlighting it using the up and down arrow keys and then pressing the Enter button. If you have a touch screen, you can select the desired client from the list by touching it and then selecting "Enter".

Payment Operations

How to enter the payment information for a sales transaction?

Once you complete the entry of all products in the sale, you can select the “Payment” button to display the list of authorized payments in the Action Button Area. When the “Payment” button is selected, you are provided with subtotal, discount, tax and total amount of the sale in the Receipt Area. If change is applicable to the sale, the change amount is displayed in the Receipt Area as well as the Cashier Information Area.

If the amount of payment is different than the total amount of the transaction, then you begin by entering the amount of payment first and then select one of the payment buttons. If the amount of payment is equal to the total amount of the transaction, then you do not have to enter the amount of payment and just select the desired payment button.

Once the payment information is entered, it is displayed in the Receipt Area along.

How to record credit card and check information along with payments?

Payment buttons can be configured to prompt you for additional information such as client’s credit card number, driver’s license number and more. Once a payment button is configured for capture of additional information, you are prompted to input the required information as soon as you select the specified type of payment.

Once presented with the prompt, input the additional information and select “Enter”.

How to record multiple payments for a sales transaction?

To record a sales transaction with multiple payments, begin by entering the amount of each payment and then select the corresponding payment button. For example, for can do the following to record two payments, $20 dollars with Visa and $30 dollars Cash. Begin by entering 20 and then select the “Visa” payment button. As soon as you do the payment is displayed in the Receipt Area and there is a balance of $30 dollars left on the transaction. Enter 30 and then select the “Cash” payment button. A second payment is displayed on the Receipt Area and the sales transaction can now be finalized.

How to correct payment information entered by mistake?

If you select a payment button in error, you can correct your entry by selecting “Delete Last Pymt” button. As soon as you do, the last payment that is recorded for the transaction is deleted.

Using this button removes incorrect payment information so that you can then enter the correct information.

How to finalize a sales transaction?

Once all product and payment information regarding a sales transaction is entered, you can finalize and print the receipt by selecting the "Total" button (or F1 function key).

If the terminal is not configured for account receivable sales, then the "Total" button will not be operational until you complete the entry of payment information regarding the sales transaction. Once the payment entry is complete, then the "Total" button becomes active and you can select it.

Furthermore the terminal can be configured to default to full cash payment when the "Total" button is pressed without prior entry of any payment information. This feature is designed to speed up checkout operations in high traffic stores where cash is the most common form of payment.

Special Operations

Manager authorization!

Certain operations can be configured to require a manager to authorize the action. This feature is designed to provide you with store control and transaction accountability.

Once a button is configured to require manager authorization, then before selecting the button, the manager must first press the "Block" button (in order to block the manager authorization code that he is about to enter from being displayed in the Data Entry Area) followed by his manager authorization number and then select the desired button (example: cancel sale).

If the entered manager authorization code is valid and the manager has been allowed access to the specified operation, then the operation will be carried out. If not, then the request is rejected.

Here is an example as to how to cancel a sales transaction when the "Cancel Sale" button is manager protected. The manager has to be called to the register by the cashier and then the manager first selects the "Block" button (of the "Insert" button on the keyboard in case of keyboard interface) and then proceeds to enter his manager code and then selects the "Cancel Sale" button to cancel the transaction.

How to cancel a sale transaction?

A sale transaction begins as soon as you add the first product. Once the first product is added, then must either finalize the transaction or cancel it. You can cancel the transaction that is currently in progress by first selecting the "Operation" button twice to display the list of special buttons in the Action Button Area and then selecting "Cancel Sale" button.

Depending on the configuration of your terminal, the "Cancel Sale" button may require manager authorization. If authorization is not required, then the sales transaction is cancelled as soon as you select this button. If authorization is required then the manager has to select the "Block" button followed by his Manager Authorization code and then select the "Cancel Sale" button to cancel the sales transaction in progress.

How to make a sales transaction tax exempt?

In the event of sales to individuals with tax exemption rights, you can exempt a sales transaction from tax by selecting the "Operation" button to display the operational buttons in the Action Button Area and then selecting the "Tax Exempt" button.

Selecting this button results in the sales transaction being exempt from all 3 taxes. You can change the exemption profile by continuing to select this button where the system sequences through all 8 existing possibilities which range from "YYY" (Yes to all three taxes) to "NNN" which signifies that the transaction is exempt from all three taxes.

If this button is selected in error, you can correct the tax status of the transaction by selecting the button multiple times until the tax status of the sale is set back to "YYY'.

How to sell a product at a different price than the one indicated in the system?

If the selling price of a product is incorrectly configured in the system, then you can sell the product at a price that you manually enter. You can do so by selecting the "Operation" button to display the operational buttons in the Action Button Area and then entering in the desired price and selecting the "Manual Price" button. The system displays a message in the Cashier Information Area informing you of the manual price that has been entered. You can then proceed to scan or enter the product number/UPC. By doing so, the manually entered price replaces the regular selling price of the product.

The manual price is a one-time action. Therefore, the next time the same product is sold; it is at its regular system price.

How to sell a product at a discount?

You can apply a discount on the last product added to a sales transaction using the two "Item Discount" buttons in the "Operation" buttons. Begin by scanning or entering the product number or UPC. After the product is added to the sales transaction at its regular selling price, select the "Operation" button to display the operation buttons in the Action Button Area. You can then apply any one of the following two item discounts:

1) **Discount by percentage**
   You can apply a discount by percentage to the product by first entering the percentage amount of discount (example: 20) and then selecting the "Item Disc %" button. The desired discount percentage is applied to the regular selling price of the product and the regular selling price of the product is displayed underneath the product along with the applied discount for client's reference and printout on the receipt.

2) **Discount by amount**
   You can also apply a discount by amount by first entering the desired amount of discount (example 5) and then selecting the "Item Disc. $" Button. The desired discount amount is applied to the regular selling price of the product and the regular selling price of the product along with the amount of discount is displayed underneath the product on the receipt for reference.

How to apply a discount to the entire sales transaction?

You can apply a discount to the entire sales transaction using the two "Total Discount" buttons in the "Operation" buttons. Begin by recording all products on the sales transaction and then select the "Operation" button to display the operation buttons in the Action Button Area. You can then use any one of the following methods to apply a discount to the transaction:

1) **Discount by percentage**
You can apply a discount by percentage to the entire sales transaction by first entering the percentage amount of discount (example: 20) and then selecting the "Total Disc %" button. The desired discount amount is applied to the entire sales transaction and displayed on the payment information of the sales transaction as well as the receipt printout for reference.

2) **Discount by amount**
You can also apply a discount by amount by first entering the desired amount of discount (example 5) and then selecting the "Total Disc. $" Button. The desired discount amount is applied to the entire sales transaction and displayed on the payment information of the sales transaction as well as the receipt printout for reference.

Generally, a total discount is applied to a transaction, after the "Payment" button is selected. The total amount of discount is displayed in the Receipt Area. However if you add a total discount to a transaction before the "Payment" button is selected, the discount is applied to the transaction however you can not see it on the receipt until you select the "Payment" button.

How to open the cash drawer?

The cash drawer is configured to open only when a sales transaction is complete and the payment provided by the client requires the cash drawer to open (example: cash sale).

You can open the cash drawer at other times by selecting the "Operation" button twice to display the "Special" buttons in the Action Button Area and then selecting the "Open Drawer" button.

Depending on the configuration of your terminal, the "Open Drawer" button may require manager authorization. If authorization is not required, then the drawer opens as soon as you select this button. If authorization is required then the manager has to select the "Block" button followed by his Manager Authorization code and then select the "Open Drawer" button to open the drawer.

Opening the drawer is disallowed while a sales transaction is in progress. Terminal is capable of operating two separate cash drawers. If your cashier number begins with the number two, then the second drawer is assigned to you. Otherwise, the first drawer will be opened by default.

How to reprint a sales receipt?

A unique invoice number is assigned to each and every sales transaction. You can reprint the last sales transaction by selecting the "Operation" button followed by the "Print Receipt" button. Once this button is selected, the system immediately provides you with a printout of the last sales transaction.

The system can also provide you with a printout of any past sales transaction as follows. You begin by entering the invoice number of the sales transaction you like to reprint and then selecting the "Print Receipt" button. Provided that the sales transaction number you have entered is valid, the specified transaction is immediately reprinted.

How to communicate information using the Internet?

Your terminal is configured to communicate information over the Internet automatically at pre-defined periods during the day. Aside from the pre-defined communication schedule you can also manually initiate communication by selecting the "Operation" button twice to display the "Special" Action Buttons and then select the "Communicate" button.

This feature is useful for whenever product information or settings for the terminal are required to be immediately communicated to the terminal.

Store credit and return operations

How to process a customer refund/return?

A refund/return transaction is one in which a customer returns a previously purchased product and you refund his payment. To record a refund you begin by selecting the "Operation" button twice to gain access to the "Special" Action Buttons and then select the "Return" button. The system displays a message in the Cashier Information Area to inform you that the return mode has been enabled.

Depending on the configuration of your terminal, the "Return" button may require manager authorization. If authorization is not required, then the return mode is immediately activated as soon as you select this button. If authorization is required then the manager has to select the "Block" button followed by his Manager Authorization code and then select the "Return" button to place the terminal in return mode.

If you select the return mode by mistake, you can deactivate it by selecting the "Return" button a second time.

Once the return mode is enabled, all you have to do to record the refund is to repeat the exact process of selling the product and recording the payment. You can scan or enter the product that is being returned and then select the "Payment" button and indicate the tender with which the client is being refunded (cash, credit cards, etc.) and then select the "Total" button to finalize the return along with the refund.

How to record a refund with multiple payments?

In case of a refund with multiple payments, the amount of each partial payment needs to be entered first followed by its corresponding payment button. However since the transaction is a refund, amount of each payment needs to be entered as a negative number. Therefore, the "-" button (minus) needs to be selected first in order to signify the amount of each payment.

How to issue a credit note?

A credit note is similar to a return with the difference that there is no payment issued to the customer. Hence a credit note is a return without a payment.

To issue a credit note, you begin by selecting the "Operation" button twice, followed by the "Return" button. The system displays a message in the Cashier Information Area to inform you that the return mode has been enabled.

Depending on the configuration of your terminal, the "Return" button may require manager authorization. If authorization is not required, then the return mode is immediately activated as soon as you select this button. If authorization is required then the manager has to select the "Block" button followed by his Manager Authorization code and then select the "Return" button to place the terminal in return mode.

If you select the return mode by mistake, you can deactivate the return mode by selecting the "Return" button a second time.

Once the return mode is enabled, all you have to do to issue the credit note is to repeat the process of selling the product however after the product is entered, the sales transaction is finalized without any payment information. In summary, you indicate the products that are being returned and then finalize the credit note by pressing the "Total" button.

How to record a credit note as a form of payment?

Once a credit note is issued to a customer, the customer can use it to make purchases from the store at a later time. In such cases, the credit note is treated as a form of payment. Therefore in order to process credit notes as payments, a button has to be previously configured in the Payment Buttons to accept credit notes as a form of payment.

You begin by entering the products that the customer wishes to purchase and then select the "Payment" button. If the amount of the credit note provided by the customer is different than the total of the transaction, then you enter the amount of the credit note and then select the "Credit Note" button. If there is a balance left, then you can apply a second payment to the transaction before completing it.

In the case where the total of the credit note exceeds the total amount of the new transaction, change is provided to the customer according to your terminal's configuration setting.

How to process an exchange of a product for another?

To exchange one or more products with other ones, you begin by first selecting the "Operation" button twice to gain access to the "Special" Action Buttons and then select "Exchange". The system will inform you that exchange mode is enabled.

Depending on the configuration of your terminal, the "Exchange" button may require manager authorization. If authorization is not required, then the return mode is immediately activated as soon as you select this button. If authorization is required then the manager has to select the "Block" button followed by his Manager Authorization code and then select the "Exchange" button to place the terminal in exchange mode.

If you select the exchange mode by mistake, you can deactivate the exchange mode by selecting the “Exchange” button a second time.

To process an exchange, you begin by selecting the “-“ (minus sign) button to indicate a negative quantity and then enter the quantity of the product that is being returned (usually one) followed by the “Quantity” button. Since the exchange mode is activated, the system allows for negative quantities to be entered. After the negative quantity is entered, proceed to input the product that is being returned.

You have to indicate negative quantities for products that are being returned and positive quantities for products that are being sold to the client. Quantities for products are by default positive.

Administration Operations

How to record a deposit to store safe?

You can withdraw cash from the drawer deposit it to the store safe by selecting the “Operation” button. Once the operational buttons are displayed in the Action Button Area, you can enter the dollar amount of withdrawal (example: 100) and then select the “Deposit to Safe” button.

The deposit to safe is then recorded, cash drawer is opened and two copies of the transaction are printed on the receipt printer. One copy stays in the drawer to help the cashier balance the drawer at the end of the shift and another is enclosed with the actual sum in order to signify the origin of the funds.

How to record a deposit to bank?

Withdrawal of cash from the drawer and its subsequent deposit to bank begins by selecting the “Operation” button. Once the operational buttons are displayed in the Action Button Area, you can enter the dollar amount of withdrawal from the drawer and then select the “Deposit to Bank” button.

The bank deposit is then recorded, cash drawer is opened and two copies of the transaction are printed on the receipt printer. One copy stays in the drawer to help the cashier balance the drawer at the end of the shift and another accompanies the actual cash in order to signify its origin.

How to record a paid out?

Paid outs from the cash drawer as a result of miscellaneous purchases at the store can be recorded by selecting the “Operation” button twice to display the “Special” Action Buttons. Once the special buttons are displayed in the Action Button Area, you select the “Paid Out” button.

Depending on the configuration of your terminal, the “Paid Out” button may require manager authorization. If authorization is not required, then the paid out is immediately activated as soon as you select this button. If authorization is required then the manager has to select the “Block” button followed by his Manager Authorization code and then select the “Paid Out” button.

Once the paid out mode is enabled, you can record the paid out by entering the dollar amount of the paid out followed by the “Enter” button/key. The paid out is recorded and a message is displayed in the Cashier Information Area informing you of the successful processing of the paid out transaction.

How to correct mistakes in paid outs and deposits?

If you record a paid out or deposit to safe or bank by mistake, you can correct your mistake by entering a reversing entry with a negative amount. For example, if you record a one thousand dollar paid out by mistake, then you can correct your mistake as follows.

To correct your mistake, repeat the process but with a negative amount. The "-" (minus) button enables you to enter a negative amount for a transaction.

Reports

How to produce a cashier report?

A cashier report is designed for cashier balancing operations at the end of the shift. The system tracks each cashier's activities during the day. Once a cashier finishes his or her shift, the drawer amounts can be reconciled by printing a cashier report.

The cashier report does not provide any sales information but only information about the tenders collected by the cashier during the shift.

Depending on the configuration of your terminal, the "Cashier Report" button may require manager authorization. If authorization is not required, then the cashier report is immediately printed as soon as you select this button. If authorization is required then the manager has to select the "Block" button followed by his Manager Authorization code and then select the "Cashier Report" button and only then the cashier report will be produced. The "Cashier Report" button is accessed by first selecting the "Operation" button.

How to produce an X report?

An X report provides you with up-to-date sales information. The X report can be produced during the day in order to determine sales figures.

Depending on the configuration of your terminal, the "X Report" button may require manager authorization. If authorization is not required, then the X report is immediately printed as soon as you select this button. If authorization is required then the manager has to select the "Block" button followed by his Manager Authorization code and then select the "X Report" button and only then the X report is printed.

How to produce a closing report?

A closing report provides you with both up-to-date sales and payment information. The closing report is designed for use once at the end of the day to provide you with complete sales and collection totals.

Depending on the configuration of your terminal, the "Closing Report" button may require manager authorization. If authorization is not required, then the closing report is immediately printed as soon as you select this button. If authorization is required then the manager has to select the "Block" button followed by his Manager Authorization code and then select the "Closing Report" button and only then the closing report will be produced.

Unlike ordinary cash registers, the printout of a closing report does not signify the closing of the register and subsequent reset of all sales information to zero. The system provides you with the ability to produce the closing report as many times as you wish during the day. Cashier logout and the subsequent date change of your terminal inform the system of a new day.

How to print a shift (time and attendance) report?

A shift report provides you with start, end and total hours that each and every employee has worked in the store. The shift report facilitates time, attendance as well as payroll operations.

Depending on the configuration of your terminal, the “Shift Report” button may require manager authorization. If authorization is not required, then the shift report is immediately printed as soon as you select this button. If authorization is required then the manager has to select the “Block” button followed by his Manager Authorization code and then select the “Shift Report” button and only then the shift report is printed. The “Shift Report” button can be accessed by selecting the “Operation” button.