\0 Getting Started With Bookseller \0

Click on a topic in left column to view that topic.
This is the help file and manual. Additional information is at http://www.point0fsale.com/bookseller
Try each and every tab and pull down menu to become proficient withBooksellerl.

Notes:
The term Products and Items are nearly interchangeable in this document. This help document is for all POS versions. You may see references to Business, Restaurant, Bookstore, General Retail or Classic Retail versions. That information will only apply to that version.

\!Start Program\!
Start the program by double clicking on the $ icon or use the shortcut icon. The program is installed by default in the "C:\Program Files\Bookseller POS x.xx" directory. All the files and folders for the POS should be kept in the default folder and not moved.

\!Stop the program\!
By selecting the File | Exit menu. Note: if you cannot see the menu bar at the top of the window, select the Options button. This is on the left side of the window and looks like 3 boxes with 2 check marks. This will open the Options window where you can select the Close Sales button. This will close the Sales window and smaller window will be displayed, select Exit again. The program will ask one time a day if you want to do a backup.

The \@Setup Starter\@ window under the Settings menu has links to the basic information to get started. Such as adding new products, tax rate, employee names, payment methods, security and selecting a receipt printer.

\!Entering Departments\!
\!Entering Menus\! - Restaurant version
Select the Products/Department option in the toolbar. Or, select Products/Menu in the restaurant version. Enter a new department name in the Description box and press the Save button. Or, select an existing name and change the description and press the Save button. Department buttons appear along the top of the sales screen with the categories along the left side.

\!Entering Categories\!
Select the "Products/Categories" option on the toolbar. Enter a new
categories, or change existing category information. All category names will appear on the left side of the sales screen. Departments are along the top. Note: The category headings will not appear until a product is linked with it. Each category can have a picture that will be displayed on the sales screen. The picture file must be placed in the Pics folder.

\!Entering Products\!
Select the "Products/Product Control" option on the toolbar. Choose the
"New" icon from the menu, and enter in as much or little information as
you wish. You must "SAVE" the product information before exiting this screen.
A complete explanation is outlined in the New Product section.
Note: We recommend entering the following fields as a minimum:
Item#, Description, Retail Price, Department, Category, Tax, and Printers.
In the Products Control window under the Tools menu are shortcuts to creating products with relationships. For example, products with case and single quantities can be linked.

\!Settings\!
\!General\!
Select the "Settings/General" option on the toolbar. There are many different setting that will control how the program works. You will want to study this section very carefully.

\!Security\!
Select the "Settings/Security" option on the toolbar. Most functions can be assigned a security level and each employee is assigned a security level. This will allow fine control over which functions each employee can use. The security option should only be started after speaking to a tech/installer. The password will lock the system if forgotten.

\!Taxes\!
Set up your tax screen by selecting "Settings/Tax & Precision" on the
toolbar. Set the values for GST/PST etc. Select the check box to have taxes
shown separately. The rounding box is usually set to .01 cents. Select taxes
being added or included in the overall price of the product.

There can be up to 3 tax rates or VAT's. To read more about this open the help on Tax & Precision.

\!Entering Employees\!
Select the "Settings/Employee" option on the toolbar. Input and/or change employee information from this screen. Provide a password if required by your company. Select a function for the employee such as Cashier or Staff/waiter. Each employee will need to be assigned a security level. This will determine which functions in the security window the employee will be allowed to access.

\!Entering Customers\!
Select the "Customers/Customer Control" option on the toolbar. The search screen is displayed; from here you can find/edit existing customers using

multiple search criteria. To enter a new customer, just click the "New" button and enter as much or little information as your company collects. Your customer database is now active.

\!Receipt Messages\!
Select the "Settings/Receipt Messages" option on the toolbar. You can enter as little or as much information in these fields as you wish.
Note: Depending on "font size & style" we recommend keeping the overall text messages to around 30 characters wide.
Note: We also recommend that each company use one of these message areas to display their GST# or other required business information.

\!Payment Methods\!
Select the "Settings/Payment Methods" option on the toolbar. Choose only the payment types that apply to your company. If you need to add one like "Debit" simply choose the "Terminology" button and change a currently set value listed in the "Payment Methods" screen to the word "Debit". This will update the Payment Methods screen and allow you to select the newly entered payment. Note: you cannot change the function of the payment types. For example to add a 'Debit' card option change the name of a CC (credit card) type. Do not rename a check, cash or other type of payment to a credit card.

\!Make A Sale\!
From the sales screen, add any item or items, which are immediately displayed in the "Sales Window". Then to complete the sale, select the "F12 Finish" icon, and choose your payment type and/or cash received. Press OK to continue. The sale is finalized, and a change window will be displayed (if this option has been selected under "General | Settings") to advise the cashier how much change to give the customer. There is also an option to print a receipt at this point if not done automatically. Press the OK button to close the window. A new sale screen will be selected to continue with the next customer.

\!Discounts\!
Not available in the Basic version.
A discount can be applied to an item, entire sale, by customer or to club members. Since there are many types of discounts, a complete explanation is outlined in the Discount sections.

1) Item Discount:
After capturing an item into the "Sales Window" press the Edit button (pencil) or select the item with a single click from the mouse (or touch it, if using a touch screen monitor). An "Edit Product" screen is displayed. Simply change the "Discount%" value to whatever percentage you wish, and the item will sell for the "Normal Retail Price" minus the "Discount" you just entered. For example enter 10 for a 10 percent discount on the item.

2) Entire Sale Discount:
After capturing several items, press the Options icon and select the "Discount" icon. Enter whatever percentage you wish to apply to the entire sale.

3) Customer Discounts:
From the toolbar select "Customers/Customer Discount Levels". This is intended to be a "Blanket" discount for customers. You can identify a percentage for each level of customer, which will show as a discount % on each purchase. Each customer can be set to a discount level.

4) Club Discounts:
Customers can be assigned to receive the club discounts or a single sale can be given the Club discounts. The discounts can be set in the 'Settings | Club Discount' menu. This club option is associated with "Categories"; so all products under that specific category will be discounted.

Note: A discount line will only be displayed on the sales screen or printed on the receipt when a discount is used.

\!Backup Strategies\!
Every time you exit from the POS program, the system will prompt you to do a backup. The system backup should only be done once a day at day end, as the system will not give a second prompt on the same day if a backup has been completed.
We also recommend that the "EZP Backup" file be backed up to disk after the daily system POS backup has been completed. This file is normally located in the following directory C:/Program Files/Bookseller POS x.xx.

Anytime Backups
- From the toolbar, select "File/Backup Files". Make sure the files are saved to the "EZP Backup" folder. If you choose to do this option, the "Nightly" prompt will not show up at day end.

Off-Site Backup
- We recommend storing a copy of the "EZP Backup" folder off-site daily.
This is just in case your computer encounters hard drive problems, and the data is un-recoverable. Just drag and drop a copy of the "EZP Backup" folder to a storage key, or the CD Burner drive (through Windows Explorer). Rename the folder to today's date, and complete the copy procedure.

\0Taking Orders\0

\!General Retail Interface (Buttons)\!
 o This style is best suited for quick and repetitive sales entry.
 o You want to select your products by their pictures/description.
 o If you have a touch screen or want to use the mouse to select products.
 o This style is used in the General Retail & Restaurant versions.

\!Classic Retail Interface\!
 o This style is the simplest interface for use with a scanner.
 o If you have thousands of products or hundreds of product categories.
 o This style is used in the Bookstore & Classic Retail versions.

\!Business Interface\!

o This style is best suited for maximum control and product searches.
o If you have thousands of products or hundreds of product categories.
o Excellent choice for business to business sales.
o This style is only used in the Business version.

\!Quick Add window\!
Quick Add allows new products to be entered on the fly during a sale entry.

The Quick Add window opens when an unknown Item#/UPC is entered. This dialog allows all the fields to be entered and the new product created. This option can be turned off in the Settings | General menu.

\1Returns\1

Not in Basic versions:
1) Press the "Trade-in/Return" button (two chasing arrows).
2) Scan the item or find it using the search field.
3) Chose either Trade-in or Return:
A Trade-in will give the customer the amount of the item minus the "Trade-in Discount%" and add it back to inventory. No tax refund will be included.
A Return will give the customer the full amount of the item plus tax and add it back to inventory.
4) Enter the quantity being returned if more than 1.

Do a return with a Basic version:
1) Scan the returning item into the sale list.
2) Change the Qty to a negative one or the quantity being returned.
3) Add other items to be purchased as normal.
4) Finish the sale as normal.

Using a negative Qty will return the products back to inventory and adjust the price and taxes properly.

\0Business Order Screen\0

\1Keyboard Only Operation:\1

\!General Retail & Restaurant versions\!

Use the menu Tools | Arrange Functions to select the functions you want on the sales screen. Each function will be assigned to a Function key F2-F11. F1 is always the help window and F12 is always the Finish button.

The Up & Down arrow keys will scroll through the list of items in the order list.

Control-R will open the z-out window.

\1Customer Info\1

The customer window is optional in the Business screen and can be set in the Settings | General menu. Pressing customer icon will open the Customer edit window.

Type a name in the customer field and the software will try to match the name will a customer already in the database. If one is found the rest of the customers information will be displayed. If a match is not found either you will be asked to enter a new customer or the customer window will be automatically opened if Auto Edit is set in the Settings | General menu.

\1Find Products\1
Press the Search button (magnifying glass) to find a product and have it added to the sale. The product will be entered in the next empty line. Or, if the product is already in the sale, the quantity will be incremented. This feature can be turned off in the Settings | General menu.

\!How to Find a Product\!
o Click on the button 'Get Product'.
o Type in part of a description or item# of the product.
o A list of products that meet your description will be listed.
o Click on the product to add it to the sale.
Option:
o Click on the button 'Advanced'.
o Type in a description of the product Item#, Description, Vendor or select a Category.
o Click on the button 'Search'.
o A list of products that meet your description will be listed.
o Click on the Item# in the list.
o That item will be added to the current sale.

\1Options Window\1

Open the Options window to see more options.

\1New\1

Press the New button or F6 to create a new empty sale. If the Navigate window is open the new sale will be shown at the top.

\1Sales Staff\1

Press this button to select a Sales Staff. The Sales Staff is optional but can be made mandatory in the Settings | General menu.

\1How to give Cash Back\1

Example: a customer wants make a purchase using his Visa card and wants $10 back.
o Enter the sale as normal and press the Finish button.
o Press the Cash Back button first and enter the cash back amount 10. Press OK.
o Press the Visa button.

Now complete the sale as normal. The change window will show the amount 10.00 for change (cash back) and the receipt will show the cash -10 and the visa payment amount.

\1F9 - Finish Sale\1

Finish sale will check everything is correct, save the sales information and deduct from inventory all sold products.

Prints a receipt and saves the sales transaction. Up to two receipts can be printed, depending on the Settings option in Settings | Printer & Equipment menu.

\1Cashier\1

Press the Cashier button to log in a cashier. The button text will change to the selected cashier. The next time this button is pressed a window will open asking if you want to log off the cashier. The cashier will remain until logged out.

Cahiers can have a password that is required to log in. Cashiers can be added in the Settings | Cashiers menu.

Using a cashier is optional but can be made mandatory in the Settings | General menu. The z-out report can be connected to cashier login/logout.

An optional cashier report detailing the sales made during their login time will be presented. This option can be changed in the Settings | General menu.

\1Navigate\1

The Navigate window shows all recent sales and their status. View sales by clicking on a sale line. If the sale is finished all the fields will be read only. If the sale is unfinished you can make changes as normal.

The Navigate window will also control the \@Payment History Window\@ and \@Customer History Window\@.

\1Item#\1

\$Item# or UPC\$
The first product field is the product ID or SKU. Type, scan or use the F4- Get Product button to enter the Item#. The rest of the product information will be entered.

\1Qty\1

Enter the number of items sold in the field.

\1Description\1

This field shows the item's description, which can be edited.

\1Sale%\1
Enter a discount percentage in this field (i.e. 10 for 10%). This field may be entered automatically with the products Sale% field when a \$Sale\$ is active. To activate a sale open the menu Settings | Sale Dates and set the dates. When a sale is made within the sale dates, the Sale% field will automatically be entered with the valued in the Products %Sale field.

\1Price\1
This is the price of the product.
In the full version there can be up to six prices for each product, and six discount levels.
The prices for each product are set in the Products Edit window.

The discount percentages are in the Settings | Discount Levels menu. They will apply a percent discount to the entire order.
Each customer can be assigned to a discount level in the Settings | Customer menu.

\@Example 1\@:
If a product has two prices, a customer with a price level of 2 or greater will receive the second price.
\@Example 2\@:
If discount percentage #2 were 10, the same customer would receive a 10% discount on the entire order.

Optionally the discount level can be determined by the subtotal of the order instead of the customer level. This option is in the Settings | Discount Levels menu.

\@Example 3\@:
The \$Sales Discount On\$ button is checked in the Settings | Discount Levels menu and an amount of 200 is in the Sale Subtotal #2. Any purchase of 200 in the subtotal will receive a percentage discount on the entire order. The percentage is the amount in the Level 2 field.

\1Extended\1

For taxed products, the Extended field can show a 'T'. This option is in Settings | Printer Options menu.

\1Discount%\1

Discount the entire sale by a percentage.

The Discount field holds a percentage discount for the entire order before taxes are taken out.
Discount% can be automatically entered by the 'Auto Discount%' in the 'Customer' options.

\1Subtotal\1

The Subtotal fields show the combined totals of the taxed and untaxed subtotals.

\1Tax\1

The Tax field shows the combined total for all taxes.

\1Handling\1

The Handling charges are added after taxes. This amount is not taxed.

\0General Retail / Restaurant\0

\!Department or Menu\!
The buttons at the top are Departments or Menus (restaurants). Click on a department button to show all the categories in that department. The department buttons are generated automatically from the product information. The order in which departments appear can't be changed; they are alphabetized each time the program is started. To control the order of the Departments put a number in front of each Department name (i.e. 1-Tools). Departments that are not used by any product are not shown.

\!Category\!
The buttons on the left side are Categories. Click on a Category to show the first 24 products in this category. Click again to see the next 24 products. The Category buttons are generated automatically from the product information. The order in which categories appear can't be changed; they are alphabetized each time the program is started. To control the order of the Categories put a number in front of each Categories name (i.e. 1-Hammers). Categories that are not used by any product are not listed.

The \@Up\@ and \@Down\@ arrow buttons (left side) scroll through the list of Categories if there are more Categories than can be shown. The number of visible categories can be changed in the Settings | General menu (Category Columns).

\@Keyboard or Scan Item#\@
An item# can be scanned or typed. If the item# exist it will be added to the sale. If the item# doesn't exist, the Quick Add window will open to allow the product information to be added to the database. The Quick Add can be disabled in the Settings | General menu.

\@Edit Items\@
Click on a product item in the blue sales window to open the item edit window. The Quantity, Description, Discount% and Price may be changed. The changes are only for this sale and will not affect the product information in later sales.

\1Handling\1

The Handling and Tip charges are added after taxes. This amount is not taxed.

\1Customer Info\1

Pressing the Customer icon (two people being held) opens the customer window. Type part of a name or ID# in the customer field and the software will try to match the name with a customer already in the database. If only one is found press the tab or enter to key. If more than one is found click on the desired customer. If a match is not found you can enter a new customer by pressing the New button.

\1Find Product\1

Press the button with the magnifier to find a product and have it added to the sale. The product will be entered in the next empty line. Or, if the product is already in the sale, the quantity will be incremented. This feature can be turned off in the Settings | General menu.

\!How to Find a Product\!
o Click on the Find Product button.
o Type part of a description or item# of the product.
o A list of products that meet your description will be listed.
o Click on the product to add it to the sale. Or the enter key if only one product is listed.

Option:
o Click on the button 'Advanced'.
o Type in a description of the product Item#, Description, Vendor or select a Category.
o Click on the button 'Search'.
o A list of products that meet your description will be listed.
o Click on the Item# in the list.
o That item will be added to the current sale.

\1Cashier\1

Press the Cashier button to log in a cashier. The next time this button is pressed a window will open asking if you want to log off the cashier. The cashier will remain until logged out. This operation may by changed in the Settings | General window.

Cahiers can have a password that is required to log in. Cashiers can be added in the Settings | Cashiers menu.

Using a cashier is optional but can be made mandatory in the Settings | General menu. The z-out report can be connected to cashier login/logout.

An optional cashier report detailing the sales made during their login time will be presented. This option can be changed in the Settings | General menu.

\1Sales Staff or Waiter\1

Not available in Basic version

Press this button to select a Sales Staff or Waiter. This is optional but can be made mandatory in the Settings | General menu.

\1New\1

Press the New button (page with plus) or F6 to create a new empty sale. If the Navigate window is open the new sale will be shown at the top.

\1F12 - Finish Sale\1

Finish sale will check everything is correct, save the sales information and deduct from inventory all sold products. Press the casher register icon on the left.

Prints a receipt and saves the sales transaction. Up to two receipts can be printed, depending on the Settings option in Settings | Printer & Equipment menu.

\1Options\1

More options:

\!Print Copy\!
Prints a copy of this sale.

\!Open Drawer\!
Open the drawer now. This function can be restricted by a password in menu Settings | General. Set the password in Settings | Security.

\!Clear Order\!
This will clear a Sale if it hasn't been 'Finished'.

\!Bad Checks\!
Will open a window to search for Bad Checks. Not in Basic version.

\!Discount\!
Discount Entire Purchase:
After capturing several items, enter whatever percentage you wish to apply to the entire sale.
Note: A discount will only be displayed on sales where a discount has been used.

To discount an individual item from the sales screen:
After capturing an item into the "Sales Window" press the Edit button (pencil) or select the item with a single click from the mouse (or touch it, if using a touch screen monitor). An "Edit Product" screen is displayed. Simply change the "Discount" value to whatever percentage you wish, and the item will sell for the "Normal Retail Price" minus the "Discount" you just entered. Example, enter 10 for 10%.

\!Message\!
This message will appear on the receipt and is saved with the sale.

\!Notes\!
These notes will \#not\# appear on the receipt. But will only be visible to the cashier / operator.

\!Club\!
Not available in the Basic version.
Give this sale the Club discounts. The discounts can be set in the 'Settings | Club Discount' menu.

\1Navigate Window\1

The Navigate window (green) shows all recent sales and their status. View sales by clicking on a sale line. If the sale is finished all the fields will be read only. If the sale is unfinished you can make changes as normal.

\1Sale Window\1

The Sale window (blue) shows all the products entered into the sale.

\@Edit Items\@
Click on a product item in the red sales window to open the item edit window. The Quantity, Description, Discount% and Price may be changed. The changes are only for this sale and will not affect product information in later sales.

\0File\0

\1Connect...\1

Network version only:

How To Connect to a Network

The POS Network version allows multiple pc's (cash registers) to connect and share the same files. If you're familiar with windows 'My Network Places' that's just about all you need to know. First your pc must be connected to a network. If you're not sure how to set up a network, go to the Start Menu and open help. Type in the Search window: 'To share a folder or drive with other people' and follow those directions.

\!Things to know first: \!
1) Decide which pc is to host the shared files.
2) A copy of program POS.exe must be on each computer.
3) If you are using product pictures or a logo, the Pics folder with all the pictures must also be on each computer.
4) You may need to be logged on as a member of the Administrators, Server Operators, or Power Users group.

\!On the computer you want to host the files: \!
1) Right mouse click on the Bookseller POS folder.
2) Select Sharing...
3) Click on the Sharing Tab.
4) Select something like "Share this folder on the network".
5) Select something like "Allow network users to change my files" (if there is one).
5) Click on Caching button (if there is one), and uncheck "Allow caching".

Run the program on the host computer. This will be the server.
1) The server must be numbered register 1.
2) All clients must be numbered 2 through 8.
3) Don't skip numbers.

\!On the other computers: \!
1) Run the program (POS.exe).
2) Select the menu "File | Connect..."
3) Look in: "My Network Places" and open the Bookseller POS xxx/ezp folder on the host computer. For version 5.2 you will see 5.2 instead of xxx.
4) Select the "Retail.pos" file inside the ezp folder.

That's it! You're done. Each time you run the computer it will connect to the same file on the network. Of course the network computer needs to be running first. However, the POS.exe program doesn't need to be running at all on the host machine. The product and category pictures must be in the local Pics folder on each computer.

\1Backup Files\1

Saves a backup of all the data files. A navigation window will open to set the backup location. All backups will now be done to the specified location. Including the automatic backups.

Automatic backups are done once a day when using the Exit button.

\1Print Receipt\1

Print a copy of the sales receipt.

\!Print Drivers\!

Most printers work fine with the Generic Text Only driver. This driver comes standard on most Windows computers. It prints very fast but doesn't allow much control over the font face or size. You can also use the manufactures printer driver if you have it. They can often be found on their websites.

\@Generic Text Only driver:\@
1. Go into your "Start menu" and open the control panel.
2. In the control panel open "Printers and Faxes".
3. Open "Add Printer" which will start a "wizard".
4. Set Local or Network printer and click "Next".
5. Click "Next" at New Printer Detection.
6. Set printer port and click "Next".
7. Scroll down the list of Manufacturers and select "Generic".
8. Scroll down the list of Printers and select "Generic / Text Only" and click "Next".
8. If it says on the next screen to "Keep existing driver (recommended)" select that radio button and click "Next"
9. This next box will allow you to name the driver, click "Next"
10. The next window will allow you to print a test page, click "Next"
11. Click on Finish.

Now open the printer properties and find the Paper Source and set it to Continuous Feed with breaks.

\!Print Packing\!
\!Print Kitchen\!
\!Print Bar\!

(Not in Basic versions)

Products can be directed to print to different printers. In the product edit window, choose the printer each product will be sent to. All products are printed on the customers receipt.

\!"Print All Items"\!
This is the normal setting.

\!"Print New Items"\!
Restaurants can use "Print New Items" for the kitchen or bar printers. This will only print items one time to the kitchen or bar. For example: a dessert is added to the ticket and the ticket is sent to the kitchen using the Send button. Only the dessert is printed. Items that were already printed will not be printed a second time.

\!"Print Matching Items"\!
This option can be used for printers in delivery or packing stations. For example some products may need to be packed at station 1,2 or 3. Set the printer selection in the product edit window. Each time the sale is printed, the products will be printed to their assigned printers.

\1Choose Receipt Print\1

Use this to select the printer driver, receipt format and copies of receipts to print. Note: if Copies is 0 (zero), a receipt will not be printed automatically after each sale.

\!"Print All Items"\!
This is the normal setting.

\!"Print New Items"\!
Restaurants can use "Print New Items" for the kitchen or bar printers. This will only print items one time to the kitchen or bar. For example: a dessert is added to the ticket and the ticket is sent to the kitchen using the Send button. Only the dessert is printed. Items that were already printed will not be printed a second time.

\!"Print Matching Items"\!
This option can be used for printers in delivery or packing stations. For example some products may need to be packed at station 1,2 or 3. Set the printer selection in the product edit window. Each time the sale is printed, the products will be printed to their assigned printers.

\1Open Drawer\1

This will manually open the drawer. You must first set the drawer open method in the Settings | Printer & Equipment window.

The drawer will automatically open when a sale is finished depending on the payment type option. Set this in Settings | Payment Types. Check the box by each payment type to open the drawer under the Open Drawer column.

\0Settings\0

o This software was designed to run with the monitor set to a resolution of at least 800x600. The screen resolution can be changed in Windows by going to the Start: Control Panel: Display. When the Display control opens click on the Settings tab. Slide the Screen resolution control. Click Apply and wait a few seconds for the monitor to change. Click OK to close the control.

\1Logo\1
Put your logo file in the Pics folder inside the Bookseller POS x.xx folder. The file name must be Logo.jpg, Logo.gif or logo.bmp.

The logo will automatically be printed on receipts.

\1Scanner Information\1

This software is compatible with scanners. We recommend the type that connects to the keyboard port with a Y connector.

Set the scanner to add one Tab or Enter character to the barcode. You will need to follow the directions supplied by the manufacture.

\1Setup Starter\1

This is a collection of functions that are useful in setting up your software. All these functions are accessible separately. This window is for getting a quick start.

\1General\1

Customize the settings for your business. There are many configuration options here. Look through this window carefully.

\!Global Settings\!
\!Cashier Closing Sales Report\!
A cashier report is displayed when a cashier logs out. The report can be printed.

\!Cashier Z-out\!
A Z-out is generated each time a cashier logs-out.

\!Cashier Must Log In Each Sale\!
For every transaction (sale) a cashier must log into the system.

\!Must enter Cash paid\!
When cash is the payment method the cashier must enter the amount tendered.

\!Must enter Payment type\!
Before a sale can be completed the payment method must be entered.

\!Always to cash payment\!
The system will only display the cash option when a sale is finished.

\!Always to terms payment\!
The system will only display the terms option at end of sale.

\!Show Change Window\!
The system will display the change screen on each transaction

\!Show Print Option\!
The system will display the print option on each transaction. This gives the cashier the option to print a receipt. A receipt can be set to print automatically in the Printer & Equipment window.

\!Show Club Option\!
Displays the check box "Club Discount" options in the customer window and Sales Info window.

\!One Item (qty) Per Line\!
Each item selected will have its own line. If not selected each same item will increase the current number sold on the same line.

\!Auto Quick Add\!
Allow new products to be entered into the database with a Quick Add window when the barcode or item# is not found.

\!Ask For Check #\!
Will display a prompt to enter a specific check #.

\!Bad Check Search\!
When customers pay by check (and select payment type is also selected) a prompt will be displayed indicating the customer has a bad check on file.

\!Offer Store Credit on Returns\!
Store credit will be given to customers on negative balance sales. The credit amount will be saved to the customers record. The customer can use the credit on following sales. You must select the customers name to the sale for the system to offer the store credit.

\!Check Scan for Drivers Lic.\!
Will scan for driver's license swipes.

\!Check Scan for Credit Cards\!
Will scan for credit card swipes.

\!Print Open Drawer Receipt\!
Whenever the cash drawer is opened (not a sale), an 'Open Drawer Receipt' will be printed.

\!Print Payout Receipts\!
A 'Payout Receipt' will be printed whenever a payment is done.

\!Local Settings\!
\!List Only Open Sales\!
Displays only open sales. This function can also be selected using the "Open Sales" button in the sales display window on the main screen.

\!List Only Today's Sales\!
Display only today's sales, as opposed to all sales.

\!List Only Cashier Sales\!
List the sales for a specific cashier. This function can also be selected using the "Cashier Sales" button in the sales display window on the main screen.
Specific cashiers need to be selected.

\!List Only Staff/Waiter Sales\!
Identify all sales by specific staff/Waiter.

\!Show Navigate Window\!
Show or hide the sales navigate window.

\!Show Cashier Button\!
Show or hide the cashier button in the navigate window.

\!Must Select Cashier\!
A cashier must be logged in to complete a transaction.

\!Must Select a Staff/Waiter\!
A salesperson/Waiter must be selected to complete a sale.

\!On Screen Keyboard\!
A small keyboard will be displayed for data entry using the mouse or touch screen.

\!Blind Closing Reports\!
Cashiers will not be able to view sales totals on the screen when doing z-out or Daily Reconciliation.

\!Hide Menu Bar\!
Hides the toolbar. If hidden, bring the menu bar back using the "Hide" icon located on the main screen through the "Options" icon.

\!Don't Maximize Order Window\!
The POS window size can be adjusted as opposed to full screen size.
Note: Double click to maximize.

\!Show Alternate Products\!
This option will list alternate products if the product selected is out of stock.

\!Show Staff/Waiter\!
Displays the Salesperson icon at different windows. Can be used if the salesperson and/or cashier are different individuals.

\!Hide Finish Button\!
Will hide the F12 'Finish' button.

\!Sales Screen\!
(General Retail & Restaurant versions only)

\!Grey Buttons\!
Shades all product buttons to grey.

\!Full Product Description\!
The product (being sold) description is recorded in the open sales window.

\!Show Product Pictures\!
Display pictures of each product on the product buttons if one is available.

\!Enlarge Buttons Mouse-over\!
When selected, the standard 'product' buttons will be enlarged when the mouse arrow goes over them.

\!Categories\!
There is 1 column of categories shown by default. This can be changed to up to 3 columns of categories, for a total of 18 individual categories.

\!Product Watch\!
\!Margin Watch On\!
Select this option to activate the margin watch option.

\!Warn If Product Margin Is Below a %\!
Input a margin % and select the "Warn" option, and the system will prompt the cashier with a message if the margin on a specific product being sold is below this amount.

\!Out of Stock Warning\!
System will display a prompt when last product has been sold.

\!Font\!
This font will be used in the main sales screen.

\!Start In\!
Normally set to "Sales Window"

\!Register #\!
(Network versions only)
The register number of the computer which needs to be unique with all other computers running the software.
With the 9.0 Network versions and later these rules must be followed:
1) The server must be numbered register 1.
2) All clients must be numbered 2 through 8.
3) Don't skip numbers.

\1Security\1
(not in Basic versions)
Turn Security on/off.

Turning Security ON will prevent viewing of sales totals, reports, product cost and other sensitive information. Set the password by entering the password in the 'New Password' and the 'Confirm Password' fields. Click the 'Confirm Change' button.

Most functions can be assigned a security level and each employee is assigned a security level. This will allow fine control over which functions each employee can use. The security option should only be started after speaking to a tech/installer. The password will lock the system if forgotten.

\1Printer & Equipment\1
\!Printing Receipts:\!
Receipts are normally printed at time of purchase. If this option is turned off, it can be turned on through the toolbar under "Settings/Printer & Equipment".
Just change copies 0 to copies 1 under the printer you have selected to be the receipt printer.
The printer needs to be selected first from the menu File/Choose Receipt printer.

\!Cash Drawer\!

\@Open Star\@
\@Open Epson\@
\@Open Citizen\@
\@Open Samsung\@
Send the open drawer escape sequence to the printer.

\@Open Star OPOS\@
\@Open Epson OPOS\@
\@Open Samsung OPOS\@
Send the open drawer control characters using the control font.

\@Open Direct COM#\@
Send the open character (bell ASCII 7) directly to the COM port.

\@Open ESC/POS (user defined)\@
Send the user defined escape character sequence to the printer.

\1Printer Options\1
(not in Basic versions)

\!Roll Width in\!
This is the width of the roll paper in inches. With some printers the width may need to set larger or smaller than the actual width to achieve the desired results.

\!Barcode\!
This is the barcode font to be used for printing. You must supply your own barcode font and install it into Windows. Some fonts are available for free on the

Internet.

\!Print Customer Addresses\!
Print the customer address on the receipt.

\!Print a T for taxed items\!

Taxed products can have a T after the total.
For example:
9.99 (tax exempt)
9.99T (taxed)

\1Receipt Messages\1

Receipts have 2 message areas that can be customized to your business. This window allows the Header and Terms message to be edited.

If you have a pole display, put your general messages here.

Select the "Settings/Receipt Messages" option on the toolbar. You can enter as little or as much information in these fields as you wish.
Note: We recommend that each company use one of these message areas to display their GST# or other required business information.

\1Tax & Precision\1

This dialog is opened by the menu Settings | Tax & Precision.

o Up to 3 Tax Rates
o 123.45 or 123 & Rounding
o Tax method: Tax Added or Tax Included (VAT)

To set the tax rate enter your tax rate in the Tax1, Tax2 or Tax3 fields. Each product can use any or all of the tax rates.
For example, if your tax rate is 7.3%. Enter 7.3 in Tax field.

You can also control the cash rounding. For example Australia needs to set their cash rounding to 0.05. Other fields can be rounded such as the Quantity.
For example if you only sell products in whole quantities set the Quantity Decimals filed to 0 (zero).

\1terminology\1
Change the actual spelling of a term used specific to the system's naming conventions.
- In the toolbar, select "Settings | Terminology"
- Select a word from the terminology list; this will bring the word down into the change window. Change the spelling to the new word that you want to input, and hit the change button to change the spelling. Now everywhere in the software the spelling will be changed.

\1Payment Terms\1
(not it Basic versions)

The ability to input/change payment information specific to your company.
In the toolbar, select "Settings/Payment Terms".
For example, to create a 2% discount if paid by 10 days or 30 days net, put '2' in the Discount% field and '10' in the Discount Days field and '30' in the Net Days field.
Customers can have their own terms option. Use the Customer Control window to create a customer; the Terms you created will be a 'Terms' option.

\1Payment Methods\1
(not it Basic versions)

This window allows you to select which payment methods will be offered to the cashier when finishing a sale.

\! Payment Description \!
Check the boxes in this column to select the payment methods you use.

\!Requires Customer\!
This column will require a customer be selected for this payment type.

\!Open Application\!
This option will run a program or open a website whenever this payment method is used. Use the Locate button to find the program or type in the website address.
Note: do not use this option to integrate with PCCharge.

\!PCCharge\!
The POS will integrate with PCCharge software to process credit cards from your computer using an Internet connection or phone line. You must have the PCCharge software which is not part of the POS.

\!Split Payments\!
Use split payment when the customer wants to pay with more than one type of payment method.

When finished entering sale items, click the button 'Finish'. A window will open with all of the different payment methods. Select the button 'Split' to enter each type of payment. Click on a payment type to enter the payment amount. Enter payments until the field 'Balance' is zero and click 'OK'.

\1Employees\1

Add Employee Names.

This window allows the Employee names to be edited or added.

The password is optional. If used the Employee password will be required when logging in or out.

\1Currency Conversion\1
This function is for showing the correct change amount in your currency when a customer pays with a different currency. The currency type & exchange rate can be input or changed.
- In the toolbar, select "Settings/Currency Conversion".
- Make necessary changes.

\1Email Setup\1
\1Email Report Options\1
(not in Basic versions)
The POS system can send email reports.
On the toolbar, select "Settings/Email" and "Settings/Email Report Options". The Email Setting fields directly match the fields in Outlook Express. The Email Report Options allows you to select what types of reports are to be sent automatically and to which email address.

\0Products\0

\!Arrange Product Buttons\!
(General Retail & Restaurant)
The ability to change the location of product buttons on the sales screen.
- In the toolbar, select "Tools/Arrange Buttons"
- Follow the instructions to move buttons to specific locations.
- First, select the product to move.
- Second, click on the product to move in front of.

\!Coupons\!
Coupons are special products, which are entered into the sales list with the other products being purchased. You can create coupon products in the Product Control window. Create a product like normal but check the Coupon option and enter a negative number in the Price field. The value in the Price field will be deducted from the total sale before taxes. A Coupon% option can also be selected to give percent discounts.

\1Product Control\1
The ability to locate, print, add, delete, and change product information. From the toolbar select "Products | Product Control".

\!Search\!
Enter a description in any of the fields and click the Search button. A list of products will be shown that match the search criteria.
The search can use any combinations of fields: All fields must match the product to be listed. Only 2000 products can be listed at one time.

\!List All\!
Click the List All button to see the first 2000 products.

\!Clear\!
This clears all the search criteria. Product information will not be changed.

\!New\!
This will open a window to enter new products.

\!Edit\!
This window allows the editing of products.
Left mouse click on the Item# and click on the Edit button. Or double click on the product Item#, this will open the Product Edit window.

\!Delete\!
Completely remove the selected product from the database.

Note: do not delete products that have been sold. This will prevent reports from displaying sales information for the deleted product. You can edit a product and check "No Search". This will hide the product from being sold; but will allow reports to function correctly.

o Right mouse click on the Item# of a product in the list.
o Select 'Delete Product'.

Or,

o Left mouse click on the Item#.
o Click the button 'Delete'.

\!Show More\!
Show or Hide columns in the products list.

\!Qty Search\!
This field is for searches only.

For example, select a 'Vender' and type 12 in 'Qty Search'.

Press the 'Search' button and all the products with less than 12 'Qty' and by 'Vender' will be listed.

\2Product Edit\2
o Use the 'List All' or 'Search' buttons to find the product to be edited.
o Double Click the left mouse button on the Item# in the Item# column of the list. The product information will open up in a new window.
o Edit any of the fields and click the button 'Save'.

\3Item#, Code#, Book#, SKU\3
This must be a unique product descriptor. Numbers and letters can be used. The Item# and UPC fields are both used in a product searched.

Examples:
1000
Red Bike
A41-103948

More than one product can have the same UPC descriptor. During a sale if there is more than one product with the same UPC value, the cashier will be asked to choose.

\3UPC, ISBN\3
This can be any combination of numbers and letters. The Item# and UPC fields are both used in a product searched. The best way to enter the UPC value is to scan the products UPC label. Make sure your scanner adds a 'enter' or 'return' key at the end of each scan.

More than one product can have the same UPC descriptor. During a sale if there is more than one product with the same UPC value, the cashier will be asked to choose.

\3Price, Markup%, Cost\3
The Basic versions have one price for each product.
The Pro versions can have up to 6 prices for each product.
The prices can be given any name. The default names can be change in the Settings | Terminology window. Price 1 should be the highest, followed by Price 2 and so on.
To use the Markup% first put in the Cost and then the Markup%. This will cause the Price to be entered automatically.

The Average Cost is calculated automatically by the Purchase Order functions. Each time a P/O is received the Avg Cost is calculated. If 12 items were ordering and 3 were in stock, the Avg Cost is calculated by using the 12 Cost + the 3 Cost averaged together to reflect the average cost of the entire inventory.

\3Stock, Reordering\3
The Stock field holds the inventory count. The Order Qty field is the default amount to order in the Purchase Order window. This quantity can be changed in the P/O.
The Order Point field is the point at which this product needs to be reordered. It's used in various windows to suggest which products need to be reordered.

\3Points, Redeem\3
Points: a value can be given to each product. This value is added to the customer after each sale. The Points are used to earn free products.

Redeem: the number of Points needed to receive this product for free.

For this function the customers name must be selected at each sale.

\3Picture File Name\3
This field holds the file name of product picture. The picture must be in the Pics folder. Only use the file name. Example: name.gif, name.jpg, name.bmp.

Click inside the picture box and navigate to the picture. Select the picture file. This will copy the file to the Pics folder. Or type the file name (somename.gif). This will not copy a file.

The picture should appear in the box.

\3Add-Ons\3
The ability to create a list of 'up-sale' items linked to any purchase. Similar to adding additional cheese and toppings to a pizza at a pre-determined cost.
- This option is located through each individual product screen.
- Select the button (bottom right) and "Add-on" specific products.
- Note: Add-on products will also be taxed during the sale.
- Note: These added items need to be input into the product database first.

\3Rentals\3
Select one of the four "Product Type" options; Rent By "Hour/Day/Week/Flat Rate". Then fill in the "Rent Price" (below Product Type). Select the product from the main sales screen (as normal), follow the prompts. If the product can also be sold, fill in the Retail Price. Now the cashier will be asked if the item is being sold or rented.

Under the toolbar "Sales | Rental Return" will list all rentals, past due and rentals that have not been returned.

\2File\2

\!Import / Export Products\!
You can import or export products in the Products Control window under the menu 'File | Import Products'.
The file format is a standard tab delimited text file, you can open into Excel. When saving from Excel, you must do a Save As... and select Text (Tab Delimited).

Under the toolbar menu "Products/Product Control" screen select "File/Import Products".
Follow the steps:
1 Select the file version# or type to be imported.
2 Open the file to be imported.
3 Use the View function to ensure the data is spaced correctly.
4 Import the file.

Note: redefine the import order if necessary by clicking in the 'Field' column and changing the data type. You may have to massage the file somewhat prior to importing, due to the fact that different files are stored differently. The import file must be a regular text file with each field separated by a tab and each record separated by return. The Fields in the left column 'Import Data' must match the right column 'Field' data.

\2Change && Change All\2

\!Change All and Change Menu\!

The functions in the Change Menu affect all the products shown in the list, usually with the 'Change All' field.

  o All Vendors, Categories and Departments can be changed.
  o All Qty, Cost, Sale%, and Prices can be changed.

1) Type the new information in the 'Change All' edit box.
2) Right mouse click in the column to be changed and select an option. That function will be applied to all the products shown in the list.

Or,

1) Type the new information in the 'Change All' edit box.
2) Select a menu option from the 'Change menu'. That function will be applied to all the products shown in the list.

Other columns have options. For example, right mouse click on a product in the Tax column. You can change all the listed products tax option at once.

\2Define Product & Case\2

(not in Basic versions)

This is a shortcut to defining a product and a case package of the same product. This function will actually create two products. One product will be a single unit. The second product will be a case of the same product.

For example:
Product 1 - can of soda.
Product 2 - 12 pack of soda.

Product 1 will be linked to Product 2. When product 1 is out of stock, during a sale, the computer will automatically break a case of product 2.

This function is only a shortcut to what can be done in the Product Edit window. Once this function has been used to create the products, the Product Edit window must be used to change or edit the product settings. Open the Product Edit window and press the "Parts or Case" button.

\2Define Product & Bulk Supply\2

(not in Basic versions)

This is a shortcut to defining a product portion and the bulk quantity of the same product. This function will actually create two products. One product will be a single portion. The second product will be the bulk quantity of the same product.

For example:
Product 1 - portion of beans.
Product 2 - bulk bag of beans.

Product 1 will be linked to Product 2. When product 1 is sold, the computer will automatically deduct the inventory from Product 2.

This function is only a shortcut to what can be done in the Product Edit window. Once this function has been used to create the products, the Product Edit window must be used to change or edit the product settings. Open the Product Edit window and press the "Parts or Case" button.

\2Define Product Kits\2

(not in Basic versions)

This is a shortcut to defining a Combo Kit that is made up of more than one product. This function will actually create one product. The product will be a kit that 'points' to other products (parts). The kit product can be thought of as the base product. The parts must have been already created before running this function.

Kits are built automatically at the time of sale. The parts are taken from inventory to build the kit at the time of sale. This happens automatically at the time of sale anytime a kit is sold.

Example:
Kit: Dinner Special
 - Part 1: Steak.
 - Part 2: Fries.
 - Part 3: Salad.

1) The product parts must be created first before running the Define Combo Kits function. The parts are just regular products.

2) Run the Define Combo Kits function and enter the kit information.

3) Press the Choose Parts button. This will open the 'Built Products or Kits' window.

4) Use the Add button to select the kit parts. Make sure to put in the Qty for each part.

5) Click the OK button when finished.

6) Now click the Save button and the Done button when you are ready.

This function is only a shortcut to what can be done in the Product Edit window. Once this function has been used to create the kit, the Product Edit window must be used to change or edit the product settings. Open the Product Edit window and press the "Parts or Case" button.

\2Matrix\2

(not in Basic versions)

\!New Matrix\!

Will define a group of products at one time

New Matrix Example:

1) Matrix Name: this will be the name of the matrix shown in the 'List Matrix' function.

2) Item# Base: each product must have a unique Item#. This field will be used as the beginning of the Item# followed by a 4 digit number to be added to each product created.

3) Matrix Base: each product created will start with this information. The Product Edit window will open. Enter all data common to each product in the matrix.

4) Modifiers Used: select each modifier to be used by checking the Use box. Every combination of modifiers used will create a new product in the matrix. For example if 2 modifiers, size and color are used, every combination of size and color will be used to create a product.

5) Create Matrix: the last step to create all the products in the matrix. The Product Edit window will open with the first product in the matrix. Unique information can be entered now like the UPC field. Use the Left and Right arrows to see all the products created. Click Exit when done.

\!List Matrix\!

Will show a list of all Matrixes in the system. Click on a matrix name to list all the products in that matrix.

\1Discount\1
(Not in Basic version)
\!Discount Item Control\!
The Discount window gives you control of when you have discount days or times.

The discount can be by date or time (Happy Hour). You can also use the second product price instead of the Discount% (each product can have 6 prices).

Each product can be given a discount percentage. The discount percentage for each product is set in the Product Edit window. Open the Product Control window and edit a product. Press the Discount button and enter value (10 for 10 percent) in the Discount field.

- From the toolbar select "Products/Discounts". Use this option to discount all purchases within a date / time range.
- Options 2/3 are driven from the individual product "Discounts" button.
- Each product has 6 levels of pricing, Retail, Wholesale, Employee, Price 4, Price 5, and Price 6. The second price field needs to be filled to use options 4/5 below.
Note: If a customer/staff has been given an individual discount level in their customer profile, and options 2/3 are being used here, the customer/staff will receive their normal discount (wholesale for instance) PLUS the individual product discount. Shown in the "Extended Price" column.

The Price field names can be changed in the window 'Sales/Discount Levels'.

\!Discount Customer Levels\!
- From the toolbar select "Customers/Customer Discount Levels".
- This is intended to be a "Blanket" discount for customers. You can identify a percentage for each level of customer, which will show as a discount % on each purchase.
- If this is being used along with the "Customer/Staff" discounts above, it will accumulate, producing 2 discounts for that customer.
- Either use as an overall customer % (Retail / Wholesale / Employee), or as a discount % on subtotal amount of overall purchases.
- This discount will show itself one line down from the item description, and will show as a discount %.

\!Club Discounts\!
- From the toolbar select "Customer/Club Discounts" to set up a discount % for the internal "Price Club".
- This club option is associated with "Categories", so all products under that specific category will be discounted.
- The "Club" option is located on the customers profile selected through "Customers/Customer Control". Simply select the Club box to activate.
- Again be careful here, if used alone this discount is very specific. If used in conjunction with other discounts, it will have a cumulative effect.
- This discount will show itself in the "Extended Price" column next to the item description.

\1Supplier\1

Opens the Suppliers window. These are companies you purchase from. Specify the supplier for each product in the Product edit window.

\1Department or Menu\1

Opens the window for managing your product Departments (Menu for restaurants). Each product is assigned to a department and category. The department is the top level. For example, a hammer could be in the Tool department and the Hand Tools category.

\1Category or Book Type\1

Edit or add new product Categories.
Opens a window for managing your product Categories. Each product is assigned to a department and category. The department is the top level. For example, a hammer could be in the Tool department and the Hand Tools category.

Categories can have a picture. The picture file must be in the Pics folder. Only put the file name in the Picture field (example: hammer.gif)

Each category can have a Default Markup%. This is used when creating a new product. In the product edit window select the category. The Markup% will used to calculate the price by multiplying the Markup % by the Cost.

All products can have an optional Category. Changing a Category description will change all descriptions in previous sales.

\1Vendor or Publisher\1

Edit or add new product Vendors.

All products can have an optional Vendor. Changing a Vendor description will change all descriptions in previous sales.

\1Modifier\1

A Modifier gives the cashier the option of changing a product. For example, the cashier could be asked to select how the customer wants his steak cooked. The steak modifier Temperature could offer the options of Rare, Medium and Well.

There are 8 different modifiers and each of them can have 255 selections.

Modifiers can add or subtract from the price of the product.

Modifiers can be printed on the customers receipt by opening the window Settings | Printer Options, check the box Print Modifiers.

First create the modifier and connect the modifier to a product. Open the product edit window and press the Modifiers button. You will see a Ask box, check this to have the cashier prompted to select the modifier.

The names of the modifiers are changed in the Terminology window under the Settings menu.

\1Check Stock\1

Check the inventory for products that are low in quantity. There are 3 different checks that can be used.

1) If Stock is below Order Point (not in Basic versions). Each product can have an Order point (re-order). Check this box and press the Search button (magnifying glass) to see all products that are below their Order Point.

2) If Stock is below Qty [___]. Check this box and enter a value in the Qty field. Press the Search button (magnifying glass) to see all products that are below the Qty value.

3) If Stock is below estimated Days of inventory [___]. Check this box and enter a value in the Days field. Press the Search button (magnifying glass) to see all products that are below the estimated quantity needed for number of Days entered. The needed quantity is estimated based on passed sales.

\1Adjust Stock\1

(Not in Basic versions)

Inventory adjustment window. Build a list of products that one of these function can executed:

1) Receive Stock - add to stock levels.

2) Transfer Stock - remove stock from this location and transfer it to another location by saving a change file.

3) Send to Shortage - remove stock and add to shortage list. This is for stolen, missing, broken or unusable stock.

4) Stock Correction - count stock and set the current stock levels.

Scan product into the list or use the Find button. With the "1 per Scan" box checked each scan will add 1 to the stock count.

The Add button can be used to add any amount to inventory. For example if you receive a case of 144 items, uncheck the "1 per Scan" box. Scan or Find the product. Enter 144 in the Add box and press the Add button.

Once all the products have been added to the list use one of the four functions.

\0Sales\0

\1Sales Control\1
Today's sales will be listed first when the window is opened. Double click on the Record#/Ticket# to view that sale in the sales window.

\!How to Find a Sale\!
o Type in a description of the sale using Description, Cashier, Vendor, Pay Method, Customer or use any of the fields.
o Click on the Search button.

Double click on the sale to view that sale.

\@Example\@
Find all sales records last week that included Item# 7748.
 o Type 7748 in the Item# field.
 o Check the box 'Search by Dates'.
 o Select the Start Date and Stop Date to only include last week.
 o Click the button 'Search'.

\!Sales Total\!
Click the button Sales Total to see a report on the sales listed.
Only the sales shown in the list are included in this report.

\@Example\@
Report for a Cashier last week:
 o Type in the cashiers name.
 o Check the 'On' box in the Search by Dates.
 o Set the Start Date and Stop Date to include only last week.
 o Click the button Search and then Sales Total.

A sales report is generated for the sales last week, by that cashier only.

\2Sales Tools\2

\!Import Sales & Export Sales\!

Import or export sales information.

\!Import Sales\!

Import sales information from a text file created by the POS software using the Sales export.

\!Export Sales\!

Export sales information to one of four formats.
1) Products Sold - saves only the products sold.
2) Sales Summary - saves a summary report of sales information.
3) Sales in QuickBooks format - saves sales information to a QuickBooks file. This is for importing sales information into QuickBooks.
4) Sales... - Saves sales information to an POS file format. These files can be imported into POS.

Options with a (new sales) save only sales that have not be saved before. For example you can save your 'Sales (new sales)' each day and Bookseller will keep track of which sales have been saved.

\!Clear All Sales\!

CAUTION - This function will delete all sales information from the database. Products, customers and all the settings are not affected, only the sales information.

\1Discount Levels\1
(Not in Basic versions)
- The first step to enable these discounts is to identify how many pricing levels you want as a company. Six are available through each product, Retail, Wholesale, Employee, Price 4, Price 5, and Price 6. Fill in as many as needed.
- Next, you must enter in customers, employees, etc. into the customer database, and identify the discount level for each of them.
- When this is in place, all additional discounts that are established are accumulated on top of this discount (In Addition To).

\1Clear This Sale\1
Clears all the information in the Current Sale. The option is only available when a sale has \!not\! completed (Finished).

\1Edit This Sale\1
Return all the products back into inventory. Opens the sale for making changes. The payments remain unchanged and are not affected. After making the changes \!Finish\! the sale as normal.

This function is only available after a sale has been \!Finish\!.

\1Void This Sale\1
On a closed sale, void the sale being viewed in the sales screen. Items are returned back to stock, and refund payments.

\1Split Sale\1
(not in Basic versions)

A sale can be split into two sales. Or products can be moved from one sale to another sale.

There are two sales lists, left side and right side. Use the Find Sale (Find Ticket) button to select the sale on the right. The left sale will automatically be the current sale or the sale shown in the sales window.

You can move a single item to the other sale by left clicking on the item. In the Restaurant version you can do a right click to move all the items assigned to a seat#.

\1Quote Functions\1
(not in Basic versions)

Save a quote in the database for later viewing, editing or printing.

\!Quote Save...\!
Saving a sale as a quote:
o Enter all the information in the sales screen just as you would for a normal sale.
o Do not press the 'Finish' button, select the menu: 'Sales | Quote Save...'.
You can now print the Quote by using the Sales | Quote Print...
Use the Sales | Clear Sale to clear the quote items from the sales window.

The quote can be re-loaded at any time by using the Sales | Quote Find...

\!Quote Print...\!

Printing a Quote:
o Enter the quote information into the sales window like a regular sale or use the Sales | Quote Find...
o Select the menu: Sales | Quote Print...

\!Quote Find...\!

Find a Quote:
o Select the menu: 'Sales | Quote Find...'.
o Select the date range or scroll through the list of quotes.
o Click on the quote.
o The quote will be shown in the main edit window.

\0Customers\0

\!Manage addresses and customer information\!

Customers can have their own Discount Rate, Tax Rate and Order Limit automatically entered during a purchase. In addition, customers can be categorized in one of 5 types.

\1Customer Control\1

(not in Basic versions)

Manage customer information.
- In the toolbar, select "Customers/Customer Control". From this main screen, all functions are possible.
- Enter a new customer or change the information/options specific for each customer.
- Select discount level, club option, additional limits, etc.
For a new customer press the New button.

New customers can also be entered from the sales screen use the Customer button to find, edit or enter a new customer.

\!General Customer Information\!
There can be more than one customer record with the exact same name. An internal serial# identifies the customers. This is important to know in some cases. Creating a new customer with the same name will \@not\@ be identified as the same customer and will not connect the sales to the new customer record.

\!Customer Button Tools:\!
\@Edit\@ - Open the customer edit window with the selected customer.

\@Delete\@ - Delete the selected customer record from the database. Normally customers should not be deleted, unless the customer has not been associated with a sale. Once a customer record has been attached to a sale, deleting that customer record will result in the sale being disconnected from the customer.

\@Balance\@ - Opens a customer balance report on the selected customer record.

Account Balances
This software has the ability to carry an account balance for customers. Any
"Debit" limit can be specified, and is specific to each "customer" only.

1) Customers must first be entered into the customer database.
2) Select a customer to "Edit" and fill in the "Debit Limit" amount.
3) If the company requests, the "Terms" may also be specified in the customer screen at this time. If the terms are 30 days, and the account has not been cleared, a message will be given.
4) The customer is now able to purchase items up to his/her limit.
5) The cashier should start the sale as usual by selecting the customer, add whatever items, and complete the sale using the "terms" option instead of cash or visa.
6) The receipt will print as usual with a "Balance Due" tag on the receipt.
7) The transaction will close (turns to grey scale when selected) but will read as "NO" under the paid column on the sales screen (bottom right).
8) The customer's balance will show for each future purchase.
9) The customer can make payments to their account in 2 ways. When they make a future purchase, the system will ask if they wish to make a payment. If "Yes" is selected, the cashier will be taken to the payment screen and secondly, through the customer control screen.

Payments - The customer either has a charge account, layaway plan, or an agreement with the store to hold a debit balance for a period of time. Simply select the customer from the menu displayed, and enter a payment to that customer's account. By selecting the specific purchase (if layaway) and applying the payment, the purchase will finalize and show as completed.
Note: Select the purchase and/or payment by selecting the 'first column' where the "X" is, and then hit the apply payment button.

\@Bal. List\@ - Fills the list with only customers that have a balance.

\@Payment\@ - Opens the Advanced Payment window. This window will allow you to make payments, delete payments and print a customer balance report.

\!Customer Tools Menu:\!
\@Edit\@ - Open the customer edit window with the selected customer.

\@Delete\@ - Delete the selected customer record from the database. Normally customers should not be deleted, unless the customer has not been associated with a sale. Once a customer record has been attached to a sale, deleting that customer record will result in the sale being disconnected from the customer.

\@Delete All Customers\@ - Caution! This will delete all customer records.

\@Import Customers\@
\@Export Customers\@ - Import/Export customer records. Records are saved to a tab delimited text file. Excel can read these files.

\@Define Fields\@ - The customer field names can be changed. There are four special fields that are used during customer searches.

\!Customer Payments Menu:\!

\@Make A Payment\@ - Opens the Advanced Payment window. This window will allow you to make payments, delete payments and print a customer balance report.

\@Customer Payments\@ - Customer payment history record. Click on a customer name first then select this function under the Payment menu.

\@Customer Balance\@ - Opens a customer balance report on the selected customer record. Click on a customer name first then select this function under the Payment menu. This is the same as the button Balance.

\@Customers With a Balance\@ - Fills the list with only customers that have a balance. Click on a customer name first then select this function under the Payment menu. This is the same as the button Bal. List.

\@Sales with a Balance\@ - Opens a sales report with all sales that have not been paid for.

\@All Payments\@ - Opens a payment report with all the payments. The list can be filtered to show only payment within a date range; or payments to a specific Record#.

\@Reset Customer Balance\@ - Will recalculate a customer's balance by scanning the entire database for sales and payments. Click on a customer name first then select this function under the Payment menu.

\0Acounts\0

Not in Basic versions.

\1New Purchase Order\1

Not in Basic versions.

\!Overview of Purchase Order Procedure:\!
1) Select a vendor from the 'Step 1: Vendor':
2) Click on the items you wish to order.
3) Change the Qty to the desired quantities.
4) Enter a Title and PO#.
5) Print the PO and then Save.
6) Place your order with the Vendor.
7) Once the order has been received, open the PO with 'Receive Order'.
8) Make any necessary B/O (back ordered) quantity changes.
9) Print and Save.

Note: only products with a Vendor# will be displayed.

\!Clear Invoice# Line:\!
To remove an item from the order, click in the Vendor# edit box and select this menu option.

\!Order Estimator\!
Historical sales analysis by date range

This function helps you estimates how much to order based on past sales. It works by using how much has sold in the past and how many days of inventory you want to carry.

First select the Vendor to place the order with. Set the two dates, the starting date and the ending date. The 'Days of Inventory' field indicates how many days of inventory you want to carry. Press the 'Go' button and the 'Sold' and 'Short' fields will be filled in. The 'Short' field indicates the quantity to order.

For best results set the dates to reflect the sales pattern for your business.

For example if sales are seasonal, then use last years season to predict sales for this season, adjusting for growth.

If sales are not seasonal and sales have grown, use the most recent months sales (~3 months) to predict future sales.

\0Tools\0

\1Pay Out\1
(not in Basic versions)
Pay out cash from the register for specific reasons.

\@General Pay Out\@
1) Press the Pay Out icon or use the menus Tools / Pay Out
2) Enter the amount to pay out.
3) Enter a description of the pay out.

Note: if the 'Print Payout Receipt' option is checked in the Settings / General a Payout receipt will be printed with the amount, date, time, description line and signature line.

\@Lottery example:\@
Create these new products:

Item#	Description	Tax	Product Type
RLT	Redeem Lottery Ticket	No-Tax	Service & Price Prompt
RLN	Redeem Lottery Number	No-Tax	Service & Price Prompt

In the field "Custom 4" enter any needed directions. For example "Enter a negative value".
Service: don't inventory this item.
Price Prompt: ask for the amount of pay out, enter a negative price.

\1TimeClock\1
Have the staff clock in and out for their shifts. Produce reports, etc. for timekeeping purposes.

The TimeClock module is optional. If the TimeClock menu is grayed out then it's not available.

Manage up to 200 employee time cards. Print time sheets with employee hours calculated.

\1Recipe\1

The Recipe module is optional. If the menu item is grayed out then it's not available.

Build and Track Recipes or Sub-part Cost and Prices.

\1Gift Cards\1
The ability to sell a gift card at varying amounts, towards future purchases.

1) You must have "Unique Numbered Gift Cards" for individual purchase. There are many businesses that provide this service. The gift cards can be barcoded or use a magnetic strip. The information on the card must be a unique number that is terminated by a 'Enter Key' character.

2) Create a new product called "Gift Card".

3) Check the "Service/Price Prompt/Gift Card" options on the product screen. No "Cost or Tax" should be selected.

4) To sell this service, select the product "Gift Card" like a normal purchased item, and use the "Finish" icon as normal to complete.

5) Select the payment option (cash for example) and a prompt will ask you to input the gift card number.

6) The system will continue to track the outstanding balance of all cards.

7) As displayed below, reports on purchased gift cards, and outstanding balances through the toolbar under "Accounts".

\0Reports\0

Just about every kind of Report is available. If you don't find what you're looking for, please send us an email and we'll tell you how to get the information your looking for.

\1Z-OUT\1
A balancing report specific to each cashier or register. The z-out report is the same as the Daily Reconciliation report except for the time period. A z-out is from the last z-out until now. And once a z-out is finished the z-out totals are zeroed to start the next z-out period. The Daily Reconciliation report is for a calendar day and can be run at anytime for any date. This report has no effect on the totals and can be rerun at anytime. Use the z-out report if you count the drawer more than once a day.

Manual Selection - Can be generated by selecting z-out under reports.
Automatic Generation - is available from the 'Settings | General' menu, check the 'Cashier z-out' option. This will produce the report when the cashier logs out.

The 'Drawer Start' should be filled out. This is the amount of cash the register starts out with.

Note: After completing the Z-Out report, the system will ask you if you want to Z-Out the register. A yes response will zero the totals; a no response will continue the totals until a z-out is done.
Note: You can also select or deselect the boxes located on the bottom left of the report, providing an extended printout of totals for department, category, payment details and taxes.

\1Z-Out History\1
A report listing all the Z-Out's that have been completed.

\1Daily Reconciliation\1
A report totaling all the day's transactions (by cash drawer). Usually done at day end, after one or several Z-Out's have been completed. This is a compilation of all of the sales for the day. The date being totaled can be changed by using the calendar. The Daily Reconciliation report is for a calendar day and can be run at anytime for any date. This report has no effect on the totals and can be rerun at anytime. Use the z-out report if you count the drawer more than once a day.

Note: If all sales have not been completed (open sales) this report will prompt you as to which sales have not been finalized (by record number). The record number is usually hidden, but can be displayed through the sales window by selecting the "Open Sales" button, or by positing the cursor to the far left of the "Paid" column and expanding this column to see the record column. Finalize the sale if required, and continue the Daily reconciliation.

\1Sales\1
The Sales Reports give a quick report for any given time period.

\2Sales This...\2
These menu options give a one button sales report for sales during:
- o Today
- o This Week
- o This Month
- o This Quarter
- o This Year

\2Sales Last...\2
This menu option gives a one button sales report for sales during:
- o Yesterday
- o Last Week
- o Last Month
- o Last Quarter
- o Last Year

\1Cash Drawer Reconciliation\1
Cash drawer count and verification.

At the end of the day or when changing cashiers, use this function to speed up your cash drawer reconciliation. It gives a break down of each type of sale (VISA, MC, Cash, etc.). It also simplifies counting the change.

\0Helpful Tips\0

\1Screen Size\1

The order window will Maximize to the whole screen unless the "Don't Maximize order window" option is checked in the Settings | General.

\1Tax-exempt\1

The Tax field determines tax-exemption. Set this field in the Product Edit window. Products that are tax-exempt should be set to '0 - No Tax'.

\1Excel\1

How you can view reports and other information with Excel.

All Reports, Customer information, Products and any other information that is \#exported\# is saved in a tab delimited text format (nnn.txt).

These text files can be imported or pasted into Excel. From inside of Excel use the Open File command and change the 'Files of type:' to Text File. Select Tab Delimited information.

Excel can open these files directly. Press the right mouse button on the text file. Select 'Open With -> Excel'.

When you save from Excel use the 'Save As' menu with the 'Files of type:' set to Text File. Don't worry about the warnings from Excel; no information will be lost.