

# POS*i*T

- Integrated POS System
- With Inventory Tracking
- For Networked Multi Retail Stores
  
- **Cash Register** (Version. 2.0)

## Technical Manual

**PKIM, Inc.**

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# 1. Introduction

Power On and wait a few minutes ...

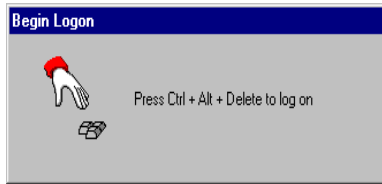
You'll then see this screen, which means successful start.



## Starting and Quitting Windows NT

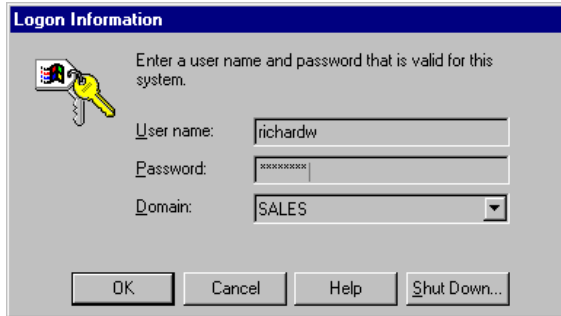
### To log on to Windows NT

1. When you start your computer and see the **Begin Logon** dialog box, press CTRL+ALT+DEL to log on.



You will now see the **Logon Information** dialog box.

2. Type your user name and password in the **Logon Information** dialog box.



Your user name was set when your system administrator established your user account or when you installed Windows NT.

Your password is a security measure to restrict access to your computer by unauthorized users. A password can contain up to 14 characters and can include uppercase and lowercase letters. If you do not want to log on with a password, your system administrator can disable the service.

**To start using Windows NT**

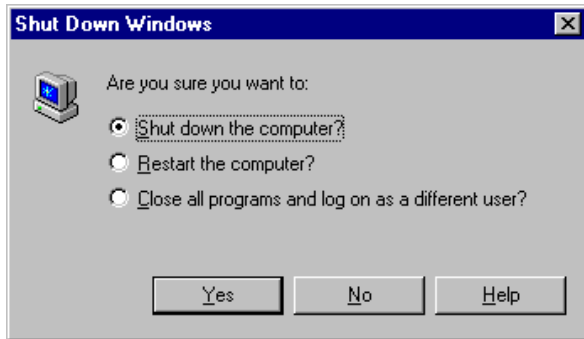
Click the **Start** button to display the **Start** menu.

From this menu, you can start your programs, files, and documents. You also use the **Start** menu to quit Windows NT.



**To quit Windows NT and shut down your computer**

1. Click the **Start** button and then click **Shut Down**.
2. Click **Shut down the computer**.



If you forget to save changes to documents, Windows NT prompts you to save changes.

A screen message lets you know when you can safely turn off your computer.

**Caution**

Before you turn off or restart your computer, always shut down Windows NT.

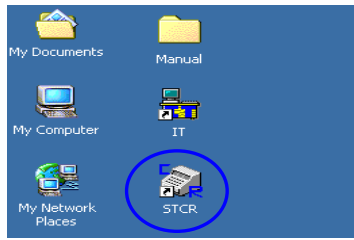
**That way you can be sure your work is saved to your hard disk**

**2. Log On**

**A Cashier must be registered by a Manager in order to use the program.**

### A. Cash Register

Double Click the 'STCR' Icon from the desktop



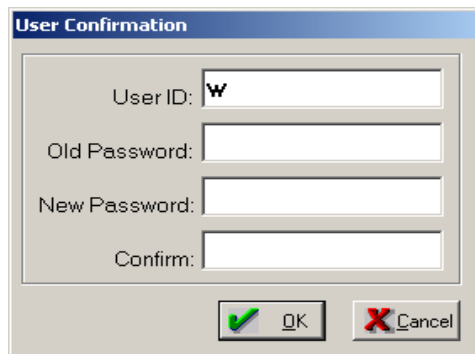
### B. Sign in

Input your **User name** and **password** to login



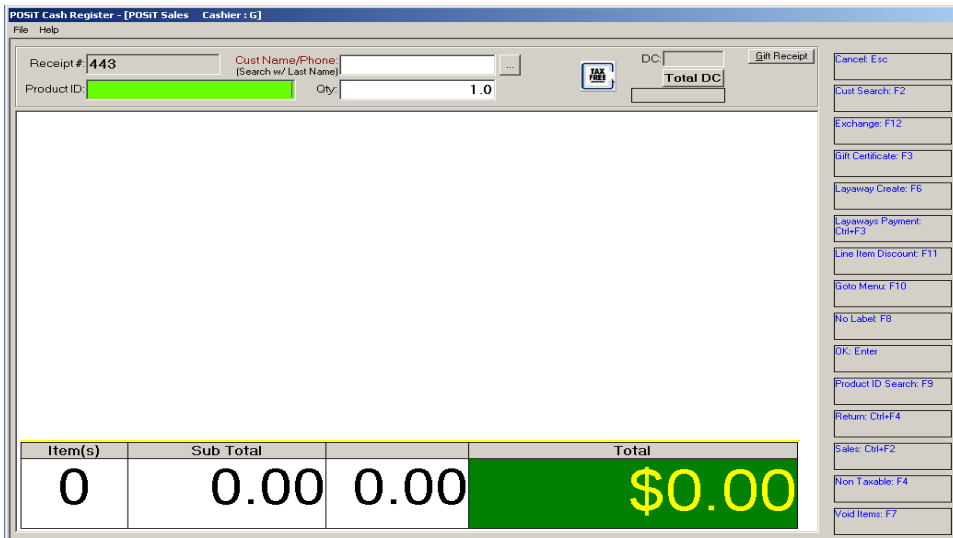
#### Changing the Password

To change the password assigned by the Store Manager, enter your User ID and click '**Change Password**' to access the screen below:



Enter the Old and New Password and confirm the New Password and click '**OK**'

### C. Start Screen



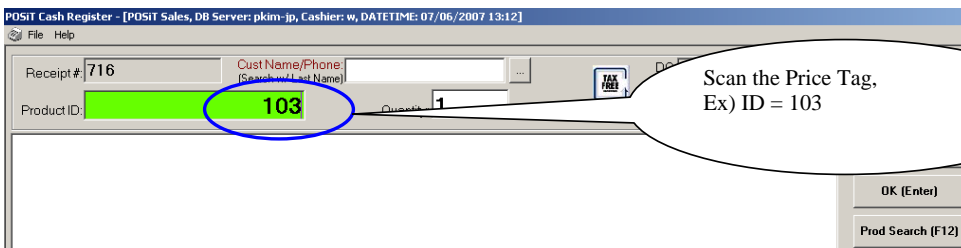
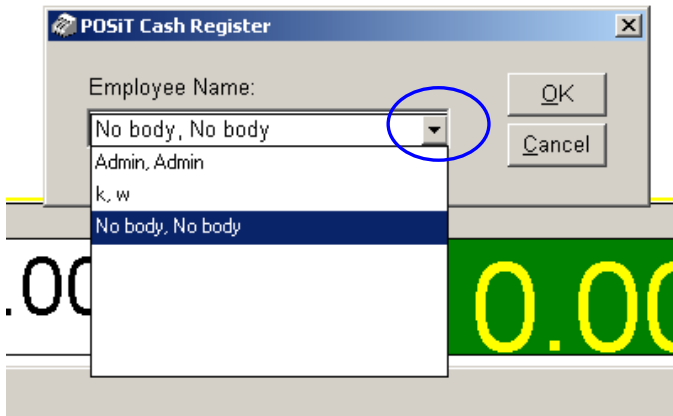
### 3. Sales

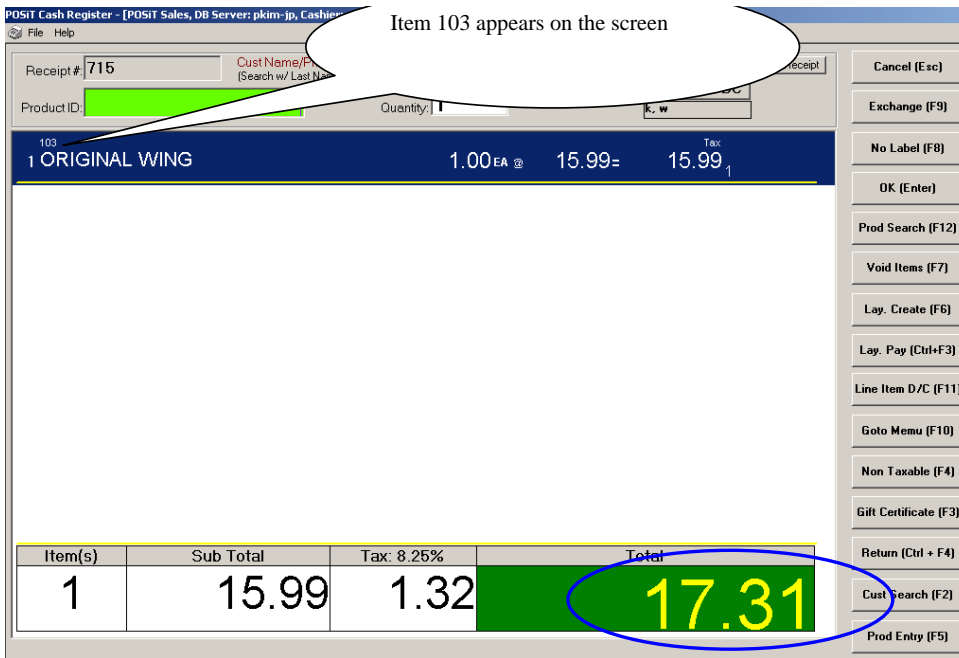
#### A. Regular Sale:

Place the cursor in the Product ID box, and scan the Bar Code from the Price Tag. Click 'Yes' to confirm that you're the current sales person otherwise click 'NO'



If you clicked 'NO' to change the Employee name, highlight the Employee name from the drop-down menu and click 'OK'.



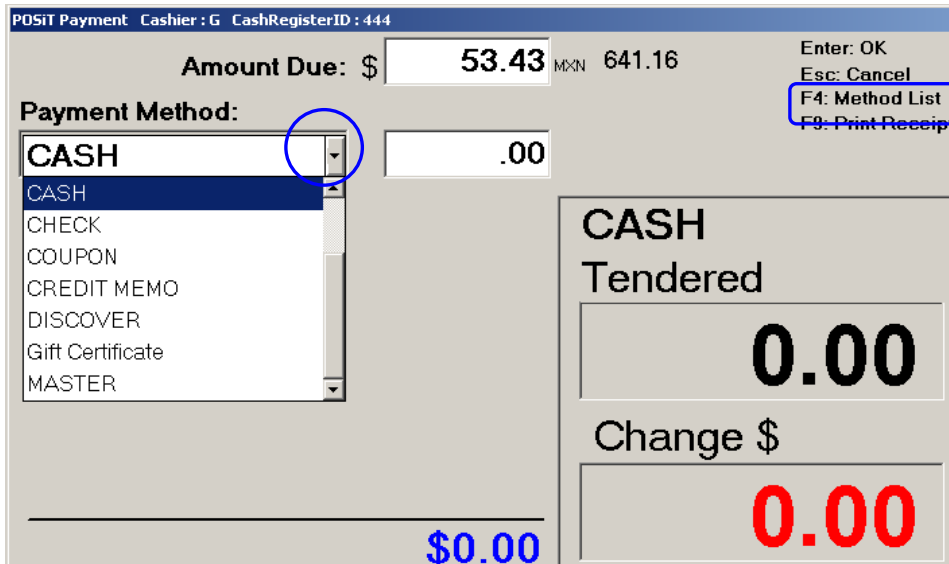


Tax and Total are calculated automatically.

## B. Payment

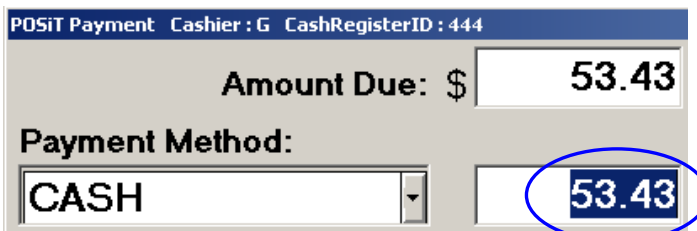
After scanning or inputting all the sale items, press 'ENTER'. Payment window will pop up.

- 1) Payment Method List: Press 'F4' or use the scroll-down menu to select the desired payment method. (You can also type the first letter of the payment method e.g. 'C' for Cash)



- Default Pay Method = Cash

- 2) Amount: After selecting the 'Payment Method', press 'ENTER'. The total payment amount due is entered automatically.



Enter the total amount of money that the customer gives you.

POSiT Payment Cashier : G CashRegisterID : 444

Amount Due: \$

Payment Method:

- After entering the total amount of money received, press 'ENTER'  
→ Change is calculated automatically

POSiT Payment Cashier : G CashRegisterID : 444

Amount Due: \$  MXN 641.16

Payment Method:

Enter: OK  
Esc: Cancel  
F4: Method List  
F9: Print Receipt

1 CASH	\$53.43	CASH Tendered
		<input type="text" value="60.00"/>
		Change \$
	<input type="text" value="6.57"/>	

Click 'Yes' to Finish the Payment.

- Once the 'Payment is saved' message appears, you will need to go to 'Receipt Void' in order to void the sale.

POSiT Payment Cashier : G CashRegisterID : 445

Amount Due: \$  MXN 641.16

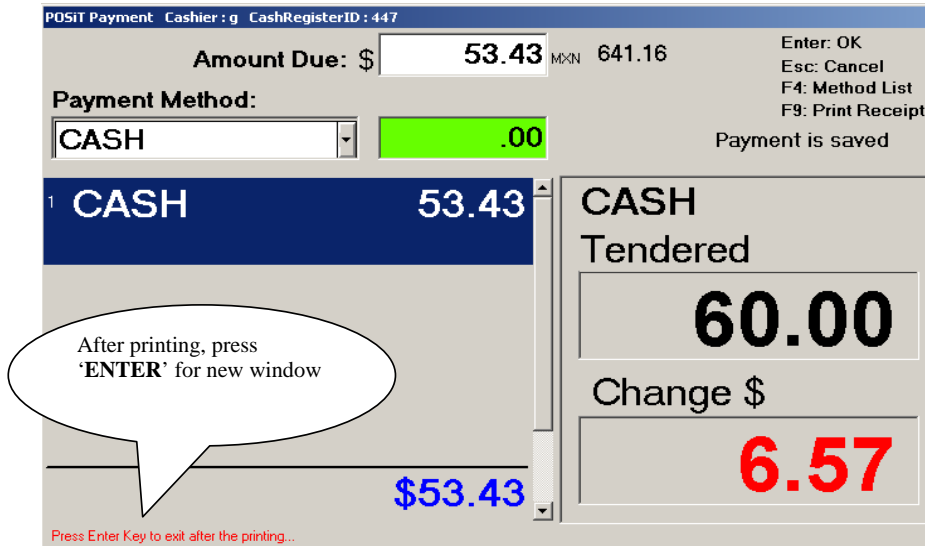
Payment Method:

Enter: OK  
Esc: Cancel  
F4: Method List  
F9: Print Receipt

1 CASH	\$53.43	CASH Tendered
		<input type="text" value="60.00"/>
		Change \$
	<input type="text" value="6.57"/>	

Receipt is printing...

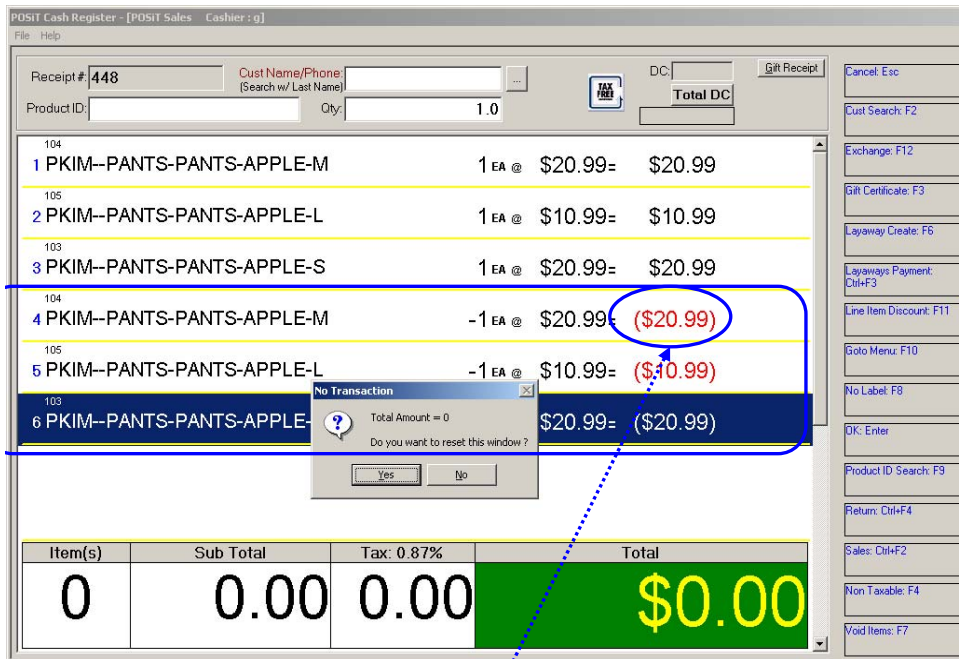
Receipt Print is Ready → Press 'Enter' to print



### C. Cancel Sales Transaction

Cancel the whole sales transaction before saving it into the system

→ Press **Esc** (= Cancel).



- Click 'Yes' to confirm that you want to cancel all transactions, Items will appear on the screen again but the price will be red and in brackets.
- Click 'Yes' again or press 'Enter' to start a new window

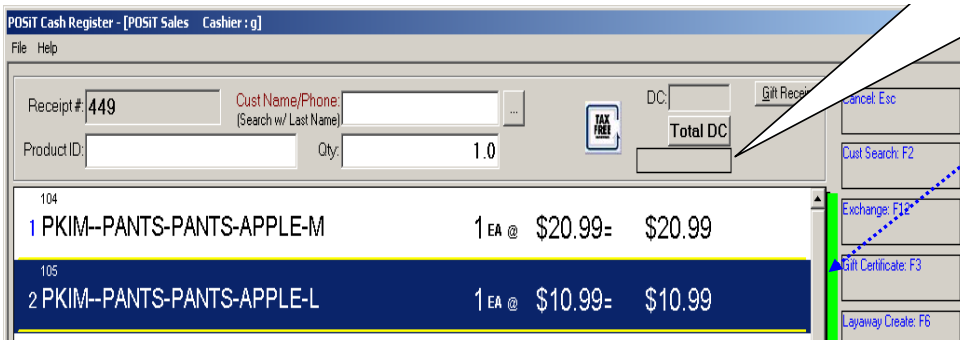
### D. Voiding a Transaction:

(Voids 1 or more sales item but not all transactions)

→ Use the mouse to highlight the item you want to void

→ Press 'F7' and the selected item will be voided – its price will be in red and in brackets too.

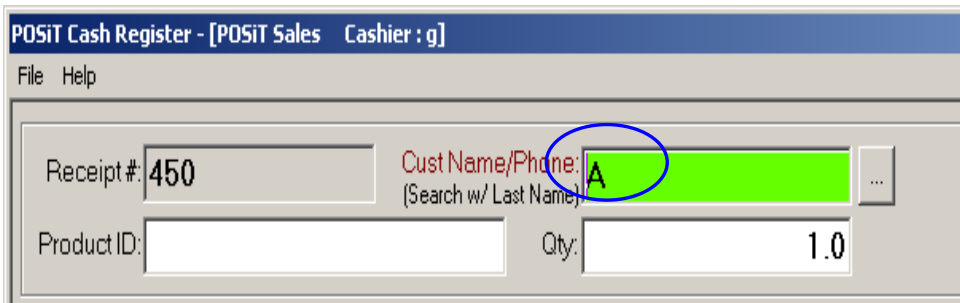
To void Item 105, use the mouse to highlight the item.  
This will also cause the screen to have focus (green border)



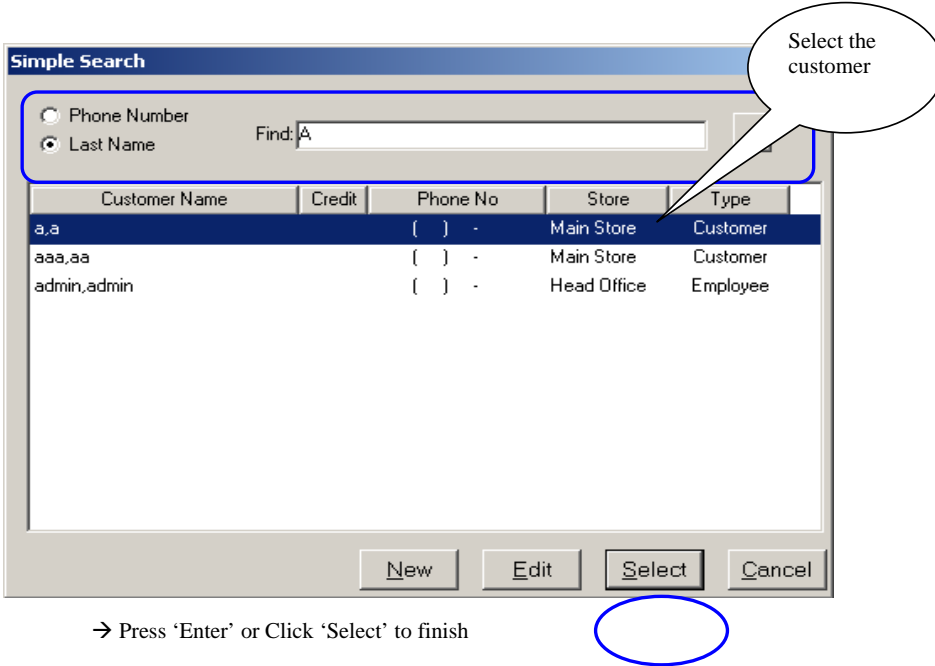
### E. Customer Search:

Searches for a customer by the first letter of his/her last name.

- Press 'F2' to place the cursor in the Find box
- Input the first letter of the last name (ex. A)



- The list of customers whose last name starts with an A will appear
- Select the desired customer from the list by highlighting their name



- Press 'Enter' or Click 'Select' to finish

### F. Gift Certificate

Creates a gift certificate  
1. Press 'F3'

POSiT Gift Certificate

Amount: \$  Enter:OK  
Esc:Cancel  
F7:Void

Qty:

G.Certi ID	Amount	Memo
------------	--------	------

Total 0.00

Input amount and quantity  
→ Enter

POSiT Gift Certificate

Amount: \$  Enter:OK  
Esc:Cancel  
F7:Void

Qty:

G.Certi ID	Amount	Memo
------------	--------	------

Total 0.00

*Example:*  
3 gift certificates for \$20 each

POSiT Gift Certificate

Amount: \$  Enter:OK  
Esc:Cancel  
F7:Void

Qty:

G.Certi ID	Amount	Memo
19	20.00	
20	20.00	
21	20.00	

Total 60.00

Gift certificate ID number is generated automatically  
→ Cashier can cancel gift certificate at this moment

POSiT Gift Certificate

Amount: \$  Enter:OK  
Esc:Cancel  
F7:Void

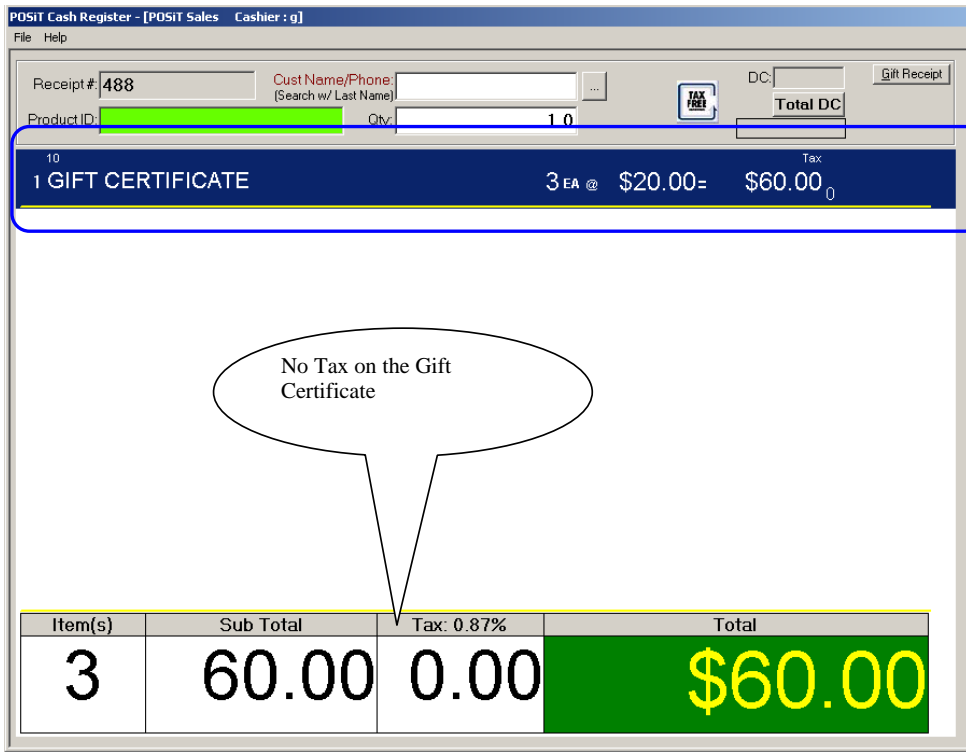
Qty:  **Print Ready**

G.Certi ID	Amount	Memo
19	20.00	
20	20.00	
21	20.00	

Total 60.00

→ Confirm and print Gift Certificate(s) by pressing 'Enter'

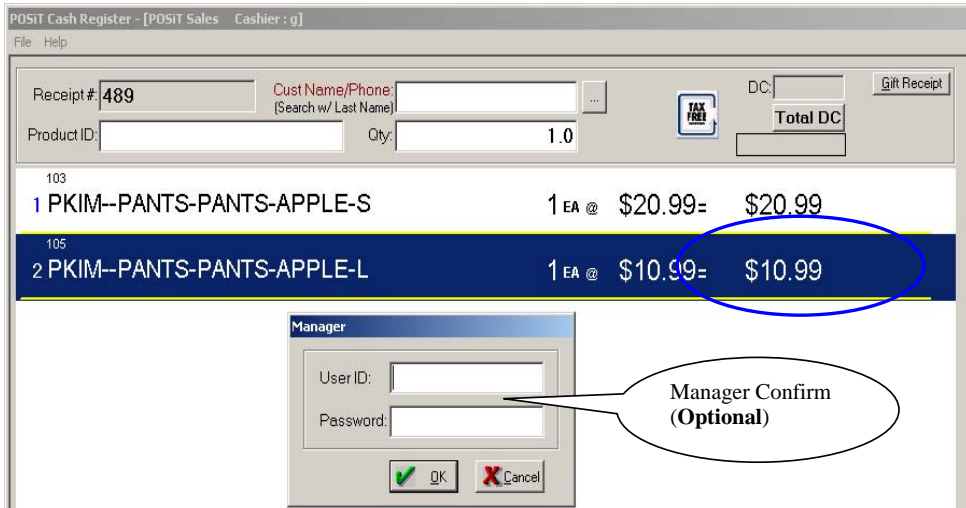
System goes back to the sales window where the customer can pay for the Gift certificate(s)



### G. Sales Tax:

Deducts sales tax from an item

- Select/ Highlight the item using the mouse
- Press 'F4' and confirm by Manager (**optional**)
- Press 'Enter'



POSiT Cash Register - [POSiT Sales Cashier : g]

File Help

Receipt #: 489 Cust Name/Phone: [Search w/ Last Name] DC: [ ] Gift Receipt

Product ID: [ ] Qty: 1.0 TAX FREE Total DC [ ]

103	1	PKIM--PANTS-PANTS-APPLE-S	1 EA @	\$20.99=	\$20.99
105	2	PKIM--PANTS-PANTS-APPLE-L	1 EA @	\$10.99=	\$10.99 <sub>0</sub> <sup>Tax</sup>
104	3	PKIM--PANTS-PANTS-APPLE-M	1 EA @	\$20.99=	\$20.99

### H. Layaway:

Creates a new layaway and edits an existing layaway.

- 1) Scan the item you want to create a Layaway for

POSiT Layaway Register Cashier : g

[Search w/ Last Name]

Cust Name: [ ] Enter:OK  
Esc:Cancel  
F2:Customer  
F5:Payment

Due Date: 07/21/2006

Deposit : \$ 16.00

Comments: [ ]

POSiT Layaway Register Cashier : g

[Search w/ Last Name]

Cust Name: A

Due Date: 07/21/2006

If customer already exists in the system, Input the first letter of customer's last name → Enter

Simple Search

Phone Number  Last Name Find: A

Customer Name	Credit	Phone No	Store	Type
a,a		( ) -	Main Store	Customer
aaa,aa		( ) -	Main Store	Customer
admin,admin		( ) -	Head Office	Employee

New Edit **Select** Cancel

→ If there is no existing record, create new by clicking 'New' button.

Simple Search

Phone Number  
 Last Name

Find: A

Customer Name	Credit	Phone No	Store	Type
a,a		( ) -	Main Store	Customer
aaa,aa		( ) -	Main Store	Customer
admin,admin		( ) -	Head Office	Employee

Buttons: New, Edit, Select, Cancel

→ Once you have created the new customer (example below), Click 'New' to create the new layaway.

POSit Person Master

Organization:  Org Type:   OK  
 First Name:  Middle Initial:  Created By/Date:  /   Cancel  
 Last Name:  Male:  Female:  Is Active?  Updated By/Date:  /    
 Person Type:

Address  Phone Nbr  Customer Details  Sales History

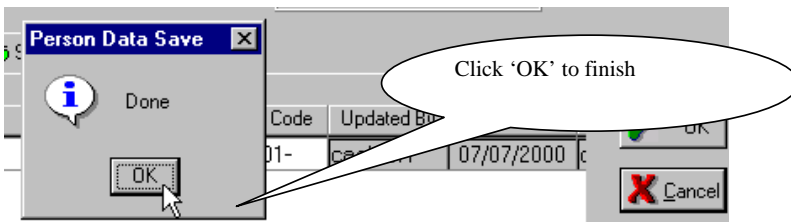
Address:    OK  
   Cancel  
 City:  State:  Zip Code:    
 Is Primary Address ? :  Created By/Date:  /  Updated By/Date:  /

Example: Create a new layaway. Customer's name is **Test Customer**

- Put First Name and Last Name
- Select Female (or Male)

→ Address (Optional)

1. Choose Primary → Only Primary address is valid
2. Choose State → Must be filled in.
3. Click OK → Finish

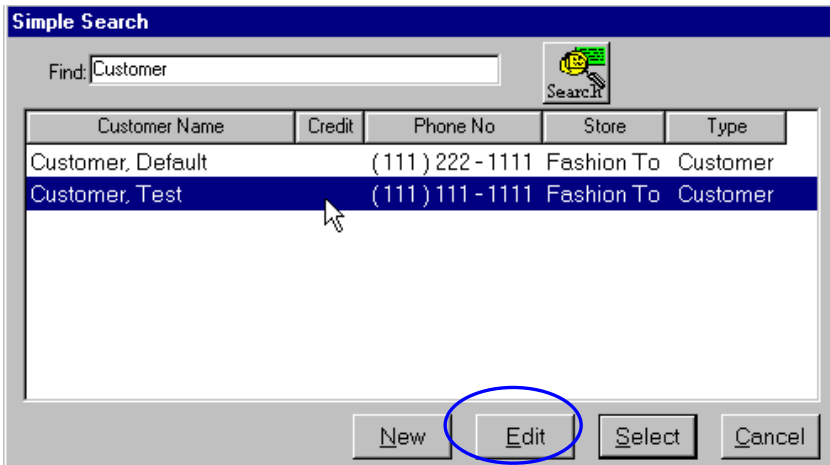
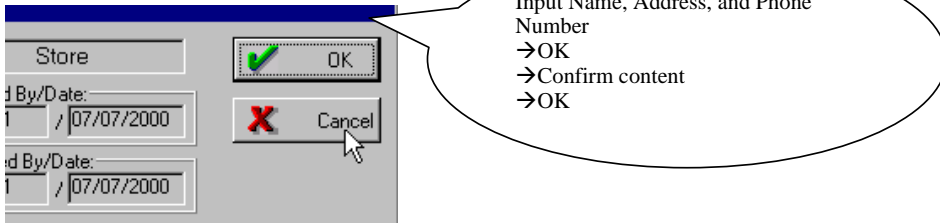
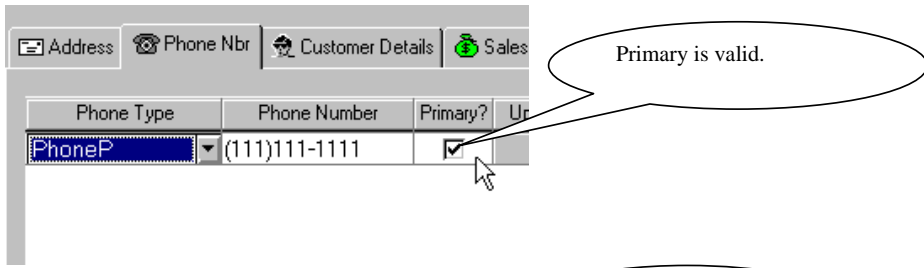


- After Saving

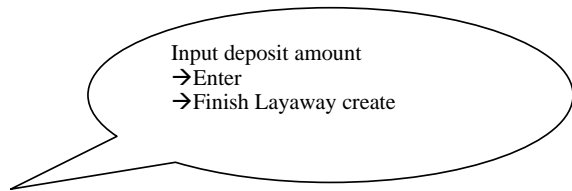
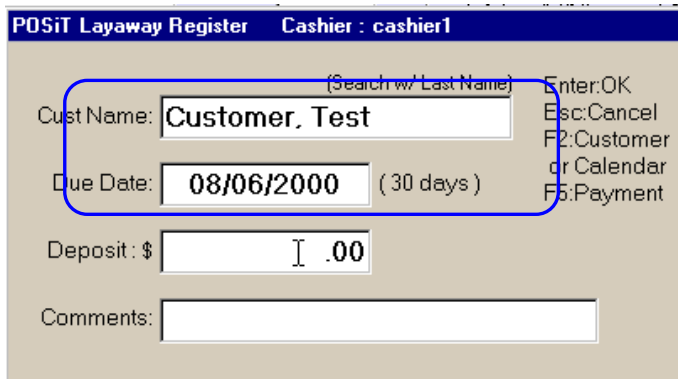
Prim ?	Address Line1	Address Line2	City	State	Zip Code	Updated By	Updated Date
<input type="checkbox"/>	1234 Test Dr.		Test	Califo	90001-	cashier1	07/07/2000

→ Phone Number (Optional)

Phone Type	Phone Number	Primary?	Updated By	Updated Date
[dropdown]	(-)	<input type="checkbox"/>		



- Click Select
- Due Date is generated automatically.



**POSiT Layaway Register**    Cashier : cashier1

(Search w/ Last Name)    Enter:OK  
 Esc:Cancel  
 F2:Customer or Calendar  
 F5:Payment

Cust Name:

Due Date:  (30 days)

Deposit : \$  **Registered**

Comments:

→ Input the required information, and press Enter until the Message 'Registered' appears

**POSiT Payment**    Cashier : g    CashRegisterID : 489

Amount Due: \$  M×N 120.00    Enter: OK  
 Esc: Cancel  
 F4: Method List  
 F9: Print Receipt

Deposit :      Payment is saved

<b>1 CASH</b>	<b>10.00</b>	<b>CASH</b>	<b>Tendered</b>
			<b>10.00</b>
		<b>Change \$</b>	<b>0.00</b>
		<b>\$10.00</b>	

Press Enter Key to exit after the printing...

Look at the Layaway section for more information on Layaways

### J. Exchange:

Use the Exchange function when a customer wants to exchange an item with another that has already been purchased.



- Press F9 key
- Transaction detail of the item to be returned change will appear

103

1 PKIM--PANTS-PANTS-, -1 EA X \$20.99 = (\$20.99) R

Either scan product barcode or enter Product ID, or use product search function ('F1' key). Enter quantity to be exchanged.

Item(s)	Sub Total	Tax: 0.87%	TOTAL
-1	(\$20.99)	(\$0.18)	(\$21.17)

→ Press 'Enter', the system will ask you to confirm if return process is done, click 'Yes'

Receipt #: 592    Cust Name/Phone: [Search w/ Last Name]    DC: [ ]    Gift Receipt [ ]  
 Product ID: [ ]    Qty: 1.0    Exchange [ ]    Total DC [ ]

103  
 1 PKIM--PANTS-PANTS-APPLE-S    -1 EA @ \$20.99= (\$20.99) R

Exchange details will be shown on the screen

Item(s)	Sub Total	Tax: 0.87%	Total
-1	-20.99	-0.18	<b>(\$21.17)</b>

→ Customer information is required for the exchange. You'll then be asked to confirm your employee ID and password

Cust Name/Phone: [Search w/ Last Name] [ ]  
 Qty: 1.0

POSiT Payment    Cashier: g    CashRegisterID: 592

Amount Due: \$ -21.17    MON -254.04    Enter: OK  
 Esc: Cancel  
 F4: Method List  
 F9: Print Receipt

Refund :  
 CASH [ ] .00

1 CREDIT	-21.17	CASH
1-130		Tendered
		<b>0.00</b>
		Change \$
		<b>0.00</b>

**(\$21.17)**

Payment can be done in the usual way.

**I. No Label Item:**

Press 'F8' to sell an item which has no label.



**POSiT No Label Item**

Item:  Select the item and category → Enter

Selling Price: \$

Discount: %

Description:

**POSiT No Label Item**

Item:

Selling Price: \$

Discount: %

Description:

**POSiT Cash Register - [POSiT Sales Cashier : g]**

File Help

Receipt #:  Cust Name/Phone:

Product ID:  Qty:

**POSiT Cash Register - [POSiT Sales Cashier : g]**

File Help

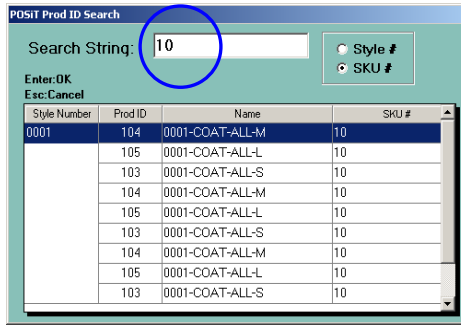
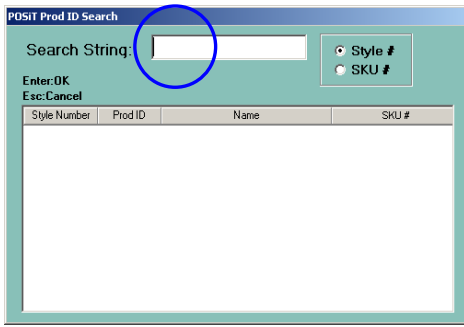
Receipt #:  Cust Name/Phone:

Product ID:  Qty:

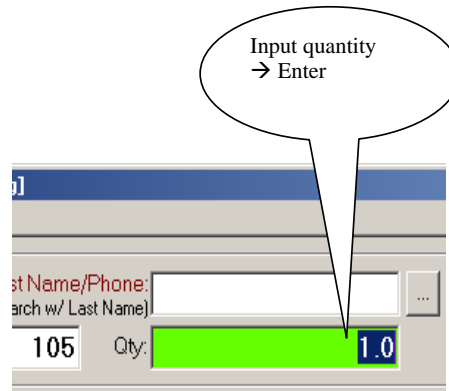
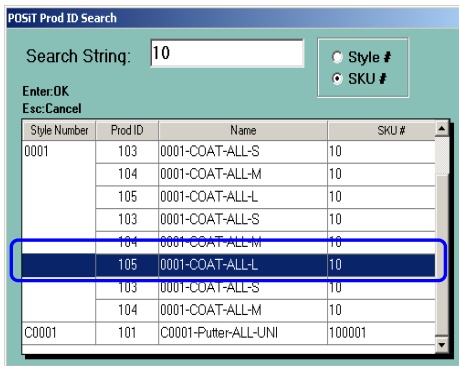
1 PANTS 4 EA @ \$20.00= \$80.00

### J. Product ID Search:

- Search for items by Style No or SKU No.
- Press 'F12'
- Input the query for search

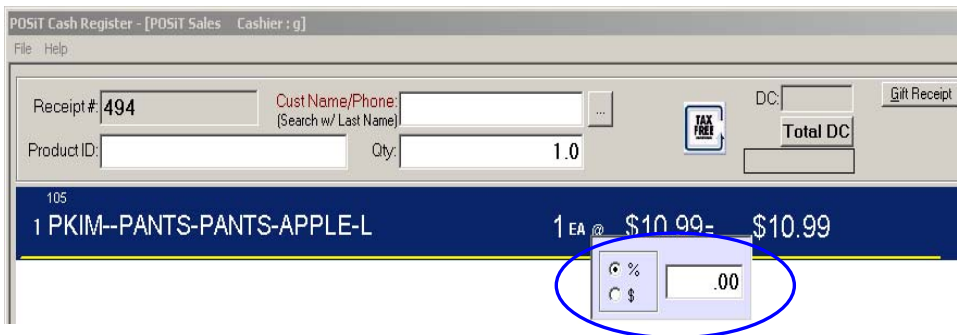


- By using tab, move the focus to Style No window
- Select the item
- Enter



### K. Line Item Discount:

- Function applies a discount rate on a specific item.
- After scanning the item(s) highlight and choose the Item to be discounted
- Press 'F11'
- Input the Discount Rate
- Enter



POSiT Cash Register - [POSiT Sales Cashier : g]

File Help

Receipt #: 494 Cust Name/Phone: [Search w/ Last Name] DC: [ ] Gift Receipt

Product ID: [ ] Qty: 1.0 TAX FREE Total DC

Item(s)	Sub Total	Tax: 0.87%	Total
105 1 PKIM--PANTS-PANTS-APPLE-L	\$10.99	D/C 10.00%	1 EA @ \$9.88= \$9.88
1	9.88	0.09	\$9.97

Original Price and discount rate is also shown above discounted .price.

### L. Total Discount (DC):

Applies the discount rate on the total sale

POSiT Cash Register - [POSiT Sales Cashier : g]

File Help

Receipt #: 495 Cust Name/Phone: [Search w/ Last Name] DC: [ ] Gift Receipt

Product ID: [ ] Qty: 1.0 TAX FREE Total DC

Item(s)	Sub Total	Tax: 0.87%	Total
103 1 PKIM--PANTS-PANTS-APPLE-S	\$20.99		1 EA @ \$20.99= \$20.99
105 2 PKIM--PANTS-PANTS-APPLE-L	\$10.99		1 EA @ \$10.99= \$10.99
2	31.98	0.28	\$32.26

Discount Based on Total

Total Discount (%)

.00

Press 'Total DC'

- Input the Discount Rate
- Enter

Discount Based on Total

**Total Discount (%)**

**30.00**

Receipt #: 495    Cust Name/Phone: (Search w/ Last Name)

Product ID:    Qty: 1.0    DC: 30.00 %    [Tax]    [Reset]    [Gift Receipt]

Item	List	Price	DC	Net Price	Quantity	Total
1	PKIM--PANTS-PANTS-APPLE-S	\$20.99	30.00%	\$14.69	1 EA @	\$14.69
2	PKIM--PANTS-PANTS-APPLE-L	\$10.99	30.00%	\$7.69	1 EA @	\$7.69

### M.Special Case Transaction:

1) **Customer has Credit Memo**

→ After scanning items to be purchased, choose Credit Memo from payment method  
 → Enter

POSiT Payment    Cashier: g    CashRegisterID: 495

Amount Due: \$ **22.58**

Payment Method:

**CREDIT MEMO**    .00

CASH  
CHECK  
COUPON  
**CREDIT MEMO**  
DISCOVER  
Gift Certificate  
MASTER

POSiT Store Credit

Issuing Store: Fashion Today

Store Credit ID:    Enter:OK    Esc:Cancel

Cust Name:    Amount:    Expire Date:    Reason:

Issued By:    Canceled Store:    Date:

Input Credit Store ID  
 → Enter  
 → If the credit has been used,  
 'Canceled Store Credit'  
 message will appear

POSiT Store Credit

Issuing Store: Fashion Today

Store Credit ID: **2**    Enter:OK    Esc:Cancel

Cust Name: Customer, Default    Amount: **(\$19.38)**    Expire Date: **06/07/2001**    Reason: Return

Issued By: Administrat    Canceled Store: Fashion To    Date: 06/07/2000

**Canceled Store Credit**    This is already canceled.    [OK]

\$35.  
\$2.

→ If valid

POSiT Store Credit

Issuing Store: **Main Store**

Store Credit ID: **124** Enter:OK Esc:Cancel  
F2 : Search by Cust

Cust Name: **Ha, Myung**

Amount: **(\$21.17)**

Expire Date: **08/13/2006**

Reason: **Balance of 1-123**

Issued By: **g** Date: **07/14/2006**

Cancelled Store: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

**Validated**

Validation confirmed automatically

→ Press Enter  
→ Credit Memo amount will be stored

POSiT Payment Cashier : g CashRegisterID : 498

**Amount Due: \$ 19.38**

Payment Method:  
**CREDIT MEMO** **21.17**

→ Press Enter  
→ Balance and change are calculated automatically

POSiT Payment Cashier : g CashRegisterID : 498

**Amount Due: \$ 19.38** MXN 230

Payment Method:  
**CASH** **.00**

1 CREDIT 19.38 1-124	CREDIT MEMO Tended <b>21.17</b> Balance \$ <b>1.79</b>
-------------------------	---

**\$19.38**

If total sale is less than the value of Credit memo, balance will create another credit automatically

- 2) Customer has Gift Certificate
  - Choose Gift Certificate from Payment Method
  - Input Issuing store and Gift Certificate No.

→ Enter

**POSiT Gift Certificate Payment**

Issuing Store: **Main Store**

Certificate ID: **110**      Enter:OK  
Esc:Cancel

Amount: **\$100.00**

Comments:

Issued By: **g**      Date: **07/14/2006**

Cancelled By:      Date:

**Validated**

Validation confirmed

- Enter
- Change and balance are calculated
- Enter
- If the sale is less than the amount on the Gift certificate, you can give customer change in cash or the system will create new Credit Memo Number

POSiT Payment    Cashier: g    CashRegisterID: 498

Amount Due: \$ **19.17** MXN 230.04      Enter: OK  
Esc: Cancel  
F4: Method List  
F9: Print Receipt

Payment Method: **CASH**      .00

**1 Gift Certificate 19.17**      **G. Certificate**  
**1-110**      **Tendered**

**100.00**

Change \$

**80.83**

**\$19.17**

---

**Simple Search**

Find:       Search

Customer Name	Credit	Phone No	Store	Type
Cashier, Default		( ) -	Fashion To	Employee
Cashier, Default		( ) -	Store2	Employee
Cashier, Default		( ) -	Store3	Employee
Customer, Default		(111) 222 - 1111	Fashion To	Customer
Customer, Test		(111) 111 - 1111	Fashion To	Customer

New    Edit    Select    Cancel

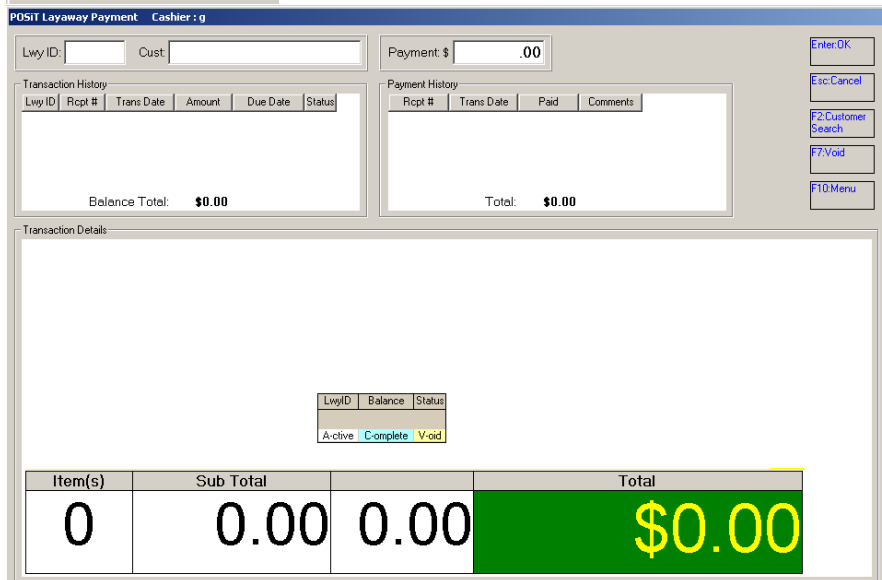
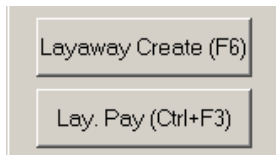
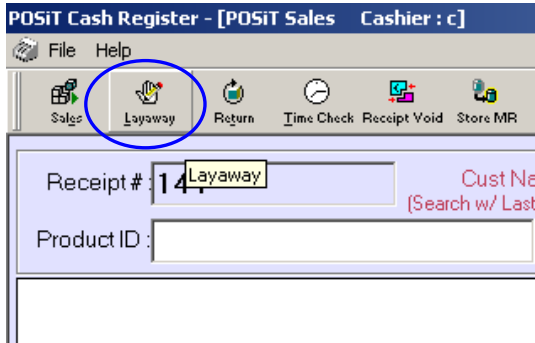
3) Customer has a Check

- Choose Check from Payment Method
- Enter
- Input Driver's License Number to check the Check Bounce history

### 4. Layaway:

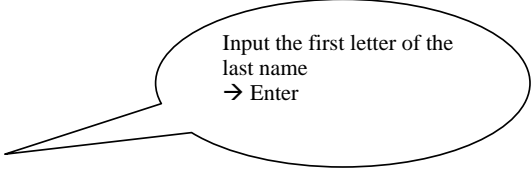
To make a payment and calculate the new balance for an existing Layaway

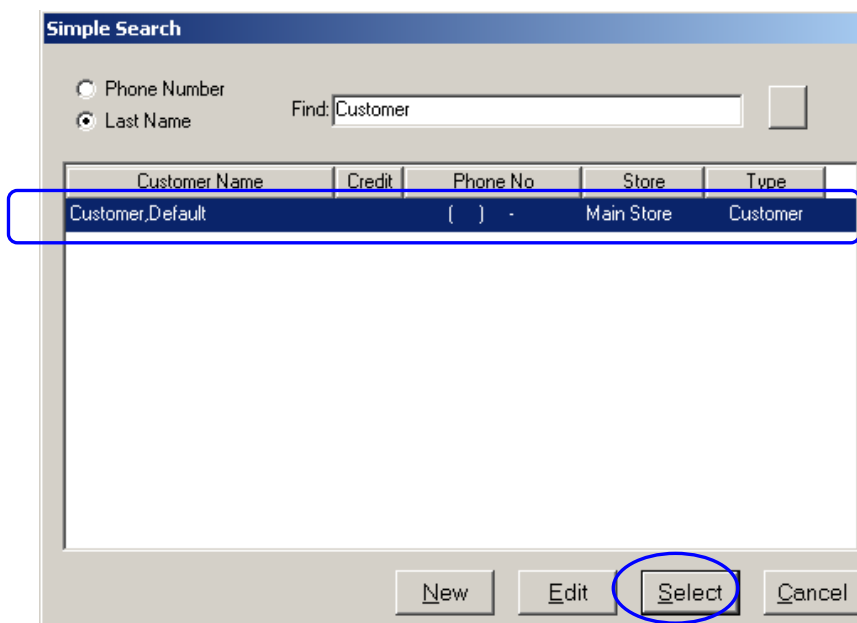
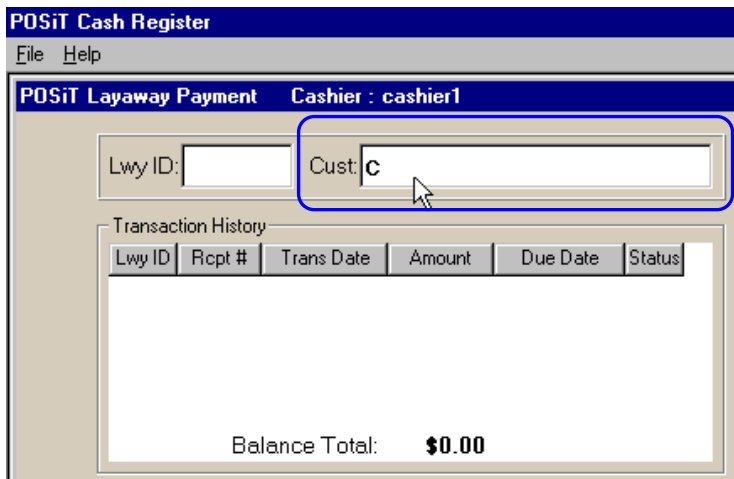
#### A. Start Window: Press 'Layaway' or Ctrl F3



#### B. Layaway Payment:

- 1) Name Search: If the Customer doesn't have their receipt.





- Layaway list for the selected letter appears
- Select a layaway from the list
- Press 'Select'

POSiT Layaway Payment Cashier : g

Lwy ID:  Cust: **Customer.Default** Payment \$

Transaction History					
Lwy ID	Rcpt #	Trans Date	Amount	Due Date	Status
119	582	07/18/2006	\$32.26	07/25/2006	A

Balance Total: **\$22.26**

Payment History			
Rcpt #	Trans Date	Paid	Comments
582	07/18/2006	\$10.00	

Total: **\$10.00**

Transaction Details

103  
1 PKIM--PANTS-PANTS-APPLE-S 1 EA @ \$20.99= \$20.99

105  
2 PKIM--PANTS-PANTS-APPLE-L 1 EA @ \$10.99= \$10.99

LwyID	Balance	Status
119	\$22.26	A

A-ctive Complete Void

Item(s)	Sub Total	Tax: 0.87%	Total
2	31.98	0.28	<b>\$32.26</b>

- Status (Distinguished by Color)
  - A = Active Case
  - C = Complete Case
  - V = Void Case (Expired date)
- Payment History
- Current Balance

2) ID Search: Search by receipt id number

POSiT Layaway Payment Cashier : g

Lwy ID:  Cust: **Customer.Default**

Transaction History					
Lwy ID	Rcpt #	Trans Date	Amount	Due Date	Status
119	582	07/18/2006	\$32.26	07/25/2006	A

Balance Total: **\$22.26**

→ Input the ID Number

→ Enter

→ Search result appears

→ Enter

→ Payment Window appears

POSiT Layaway Payment Cashier : g

Lwy ID: 119 Cust: Customer, Default Payment \$ 22.26

LwyID	Rcpt #	Trans Date	Amount	Due Date	Status
119	582	07/18/2006	\$32.26	07/25/2006	A

Balance Total: \$22.26

Rcpt #	Trans Date	Paid	Comments
582	07/18/2006	\$10.00	

Total: \$10.00

Transaction Details

103	1	PKIM--PANTS-PANTS-APPLE-S	1 EA @ \$20.99=	\$20.99
105	2	PKIM--PANTS-PANTS-APPLE-L	1 EA @ \$10.99=	\$10.99

Item(s)	Sub Total	Tax: 0.87%	Total
2	31.98	0.28	<b>\$32.26</b>

Payment: \$ 22.26

Rcpt #	Trans Date	Paid	Comments
582	07/18/2006	\$10.00	

Total: \$10.00

Input Payment Amount  
→ Enter

→ Select the payment method  
→ Enter

POSiT Payment Cashier : g CashRegisterID : 584

Amount Due: \$ 22.26 MXN 267.12

Deposit : CASH .00

Enter: OK  
Esc: Cancel  
F4: Method List  
F9: Print Receipt

1	CASH	22.26
---	------	-------

CASH Tendered

**22.26**

Change \$

**0.00**

**\$22.26**

→ After Payment is completed, the screen below will appear:

Transaction History

Lwy ID	Rcpt #	Trans Date	Amount	Due Date	Status
119	582	07/18/2006	\$32.26	07/25/2006	C

Balance Total: **\$0.00**

Payment History

Rcpt #	Trans Date	Paid	Comments
582	07/18/2006	\$10.00	
584	07/18/2006	\$22.26	

Total: **\$32.26**

Transaction Details

Item(s)	Sub Total	Tax: 0.87%	Total
2	31.98	0.28	<b>\$32.26</b>

### C. Void a Layaway:

Void layaways which have exceeded the expiration date

Transaction History

Lwy ID	Rcpt #	Trans Date	Amount	Due Date	Status
121	587	07/18/2006	\$21.17	07/25/2006	A

Balance Total: **\$14.17**

Payment History

Rcpt #	Trans Date	Paid	Comments
587	07/18/2006	\$7.00	

Total: **\$7.00**

Transaction Details

Item(s)	Sub Total	Tax: 0.87%	Total
1	20.99	0.18	<b>\$21.17</b>

- Manager must confirm the void by entering his 'User ID' and 'Password'
- Enter
- Status changes to 'V' (Yellow color)

**Manager**

User ID:

Password:

**POSiT Layaway Payment** Cashier : g

Lwy ID:  Cust:

Transaction History:

Lwy ID	Rcpt #	Trans Date	Amount	Due Date	Status
121	587	07/18/2006	\$21.17	07/25/2006	V

Balance Total: **\$14.17**

Transaction Details

## 5. Refund:

**A. Start Window:** Press 'Return' or Ctrl F4

**POSiT Cash Register - [POSiT Sales** Cashier : c]

File Help

Sales Layaway **Return** Time Check Receipt Void St

Receipt #  (Search)

Product ID:

Return (Ctrl + F4)

**POSiT Refund** Rcpt# : 148 Cashier : c

Trans Store:  Cust:

Original Rcpt #:

Product ID:  Qty:

Enter:OK F7:Void  
Esc:Cancel F8:No Label  
F2:Cust Search F9:Prod Search  
F4:Store List F10:Menu

Original Transaction Details

0 item(s)	Sub Total:	\$0.00
(Tax: \$0.00)	Total:	\$0.00

Return Transaction

0 item(s)	Sub Total:	\$0.00
Tax: \$0.00	Total:	\$0.00

Payment: Total: \$0.00

Returned: Return: 0 Total: 0

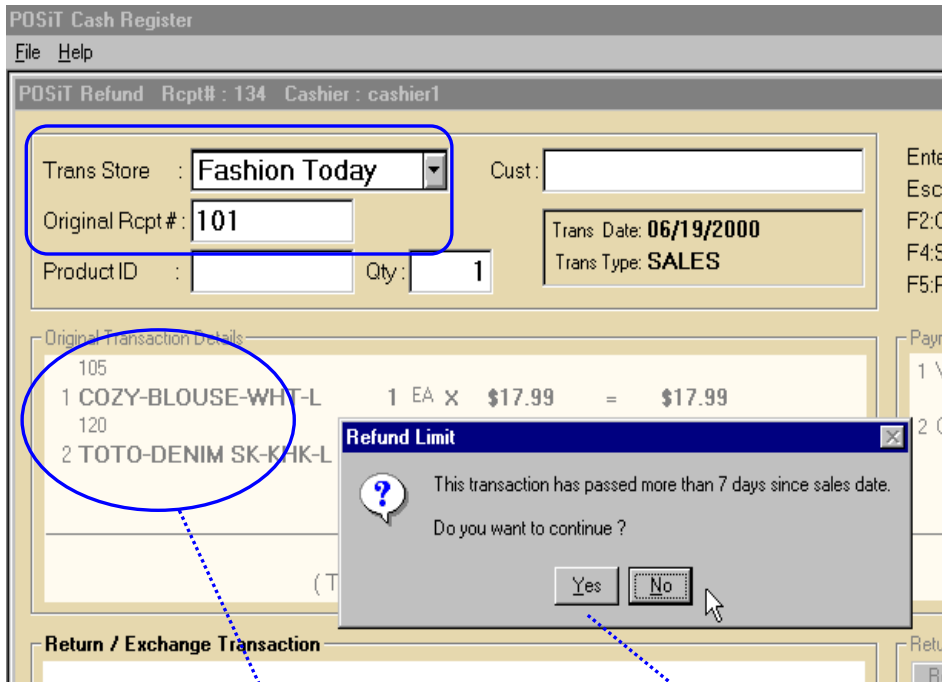
returned  void

Top Screen  
→Sales

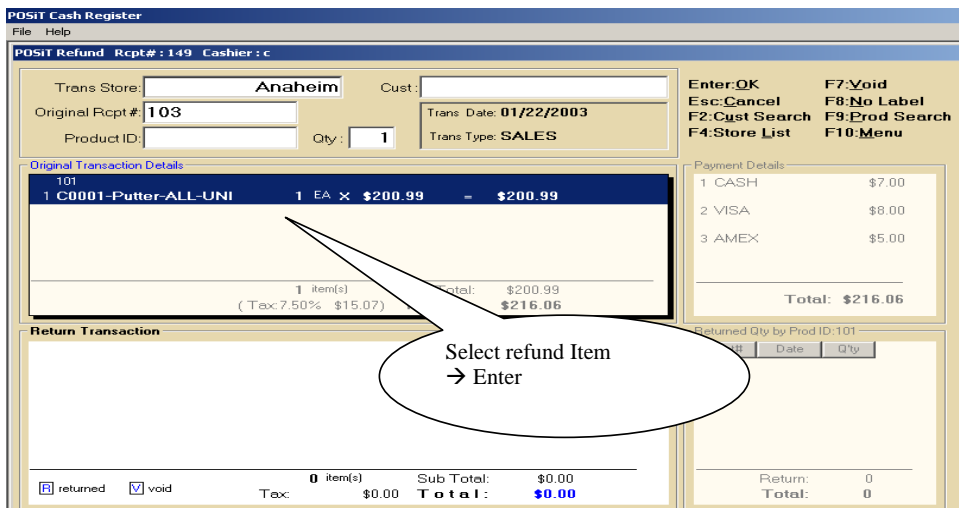
Bottom Screen  
→Refunds

## B. Regular Return:

- 1) Customer has receipt
  - Select Store and put Receipt Number
  - Enter



- Detail information of transaction items
  - After the return expiration date, cashier can deny the refund.
  - Refund Items can be added one by one.
  - Select the item to be refunded
  - Enter
- Default return policy date is 7 days



Select refund Item  
→ Enter

POSiT Cash Register

File Help

POSiT Refund Rcpt#: 149 Cashier: c

Trans Store: Anaheim Cust: [ ]

Original Rcpt#: 103 Trans Date: 01/22/2003

Product ID: [ ] Qty: 1 Trans Type: SALES

Original Transaction Details:

101	1 C0001-Putter-ALL-UNI	1 EA X \$200.99	= \$200.99
-----	------------------------	-----------------	------------

1 item(s) Sub Total: \$200.99  
(Tax: 7.50% \$15.07) Total: \$216.06

Return Transaction

101	1 C0001-Putter-ALL-UNI	-1 EA X \$200.99	= (\$200.99) R
-----	------------------------	------------------	----------------

returned  void -1 item(s) Sub Total: (\$200.99)  
Tax: 7.50% (\$15.07) Total: (\$216.06)

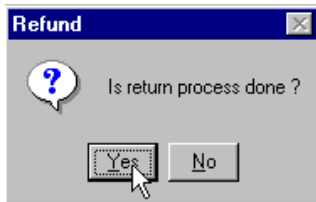
Returned Qty by Prod ID: 101

Rcpt#	Date	Q'ty
149	01/28/03	-1 R

Return: -1  
Total: -1

Confirm the refund item

- Enter
- Press 'No' to add another item
- Press 'Yes' if you have chosen all refund items.



→ Search Customer profile to save the history

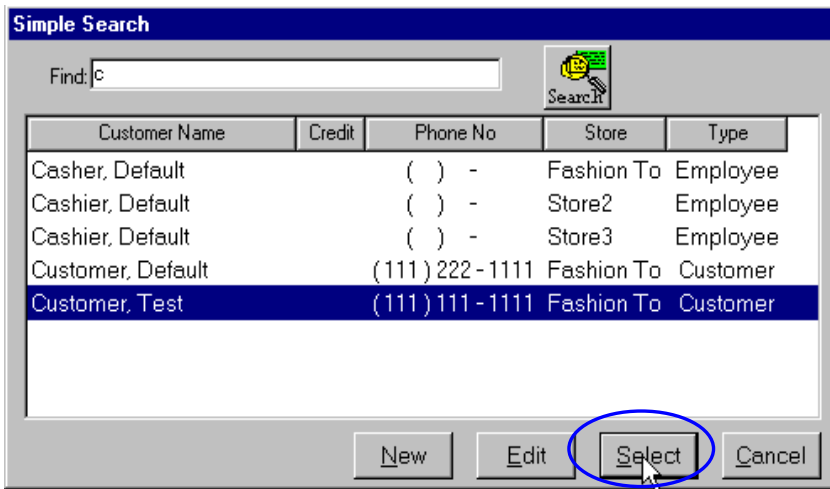
Simple Search

Find: [ ] Search

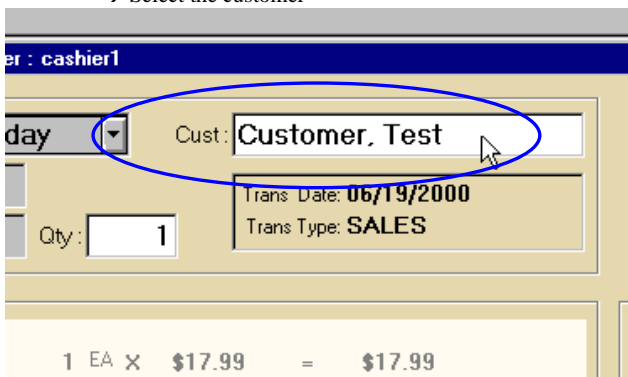
Customer Name	Credit	Phone

The first letter of the last name  
→ Enter

New Edit Select Cancel

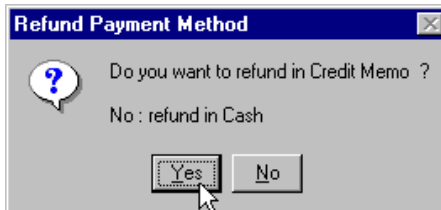


→ Select the customer



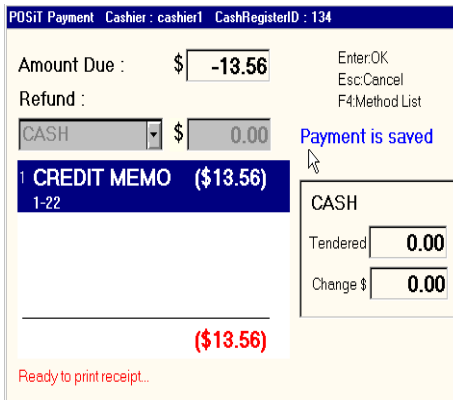
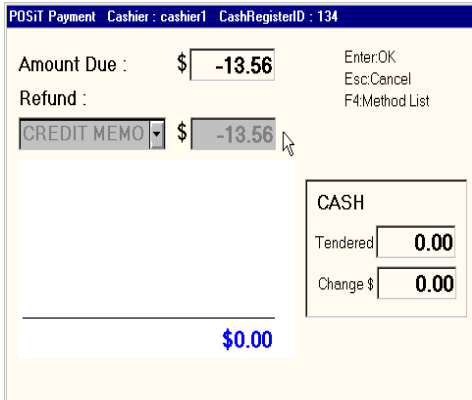
→ Select return payment method

- Cash or
- **Store Credit**



→ Default return payment method is Store Credit

→ Press 'Yes' or Enter



→ Payment process is the same as Sales.

### C. Return from another Store:

Refund for the items which were purchased from another branch store.

- Must have sales receipt
- Input Store and Receipt Number
- Input Product ID
- Enter

**POSiT Cash Register**

File Help

**POSiT Refund Rcpt# : 136 Cashier : cashier1**

Trans Store :  Cust:

Original Rcpt# :

Product ID :  Qty:

---

Original Transaction Details

**FROM OTHER STORE**

---

0 item(s) Sub Total: \$0.00  
(Tax: \$0.00) **Total: \$0.00**

---

**Return / Exchange Transaction**

returned  exchanged  void

0 item(s) Sub Total: \$0.00  
Tax: \$0.00 **Total: \$0.00**

\* Exchange : only available for the same Product ID as returned

→ "From Other Store" message appears

**POSiT Cash Register**  
 File Help

**POSiT Refund Rcpt# : 136 Cashier : cashier1**

Trans Store : **Store2** Cust:

Original Rcpt# : **100**

Product ID :  Qty: **1**

---

Original Transaction Details

**FROM OTHER STORE**

---

0 item(s) Sub Total: \$0.00  
 (Tax: \$0.00) **Total: \$0.00**

---

**Return / Exchange Transaction**

101	1	COZY-BLOUSE-BLK-M	-1 EA x	\$17.99	=	(\$17.99)	R
-----	---	-------------------	---------	---------	---	-----------	---

---

returned     exchanged     void    -1 item(s)    Sub Total: (\$17.99)  
 Tax: 7.75% (\$1.39)    **Total: (\$19.38)**

\* Exchange : only available for the same Product ID as returned

→ Other steps are the same to the regular return.

### D. No Receipt Return:

Return without receipt

- Manager must confirm
- Input Trans Store and Product ID
- Enter

**POSiT Cash Register**  
File Help

**POSiT Refund Rcpt# : 137 Cashier : cashier1**

Trans Store : **Fashion Today** Cust: \_\_\_\_\_  
 Original Rcpt# : \_\_\_\_\_  
 Product ID : **103** Qty: **1**

Original Transaction Details

---

0 item(s) Sub Total: \$0.00  
 (Tax: \$0.00) **Total: \$0.00**

**Return / Exchange Transaction**

returned  void Tax: 0 item(s) Sub Total: \$0.00  
 exchanged  void Tax: \$0.00 **Total: \$0.00**

\* Exchange : only available for the same Product ID as returned

**No Receipt**

? Return without original receipt ?

→ Press 'Yes' to process transaction

**Manager**

User ID: **Manager1**

Password: **\*\*\*\*\***

Manager must input his 'User ID' and 'Password'

- 'No Receipt' message appears
- Then follow the same steps like a regular return.

**POSiT Cash Register**  
 File Help

**POSiT Refund Rcpt# : 137 Cashier : cashier1**

Trans Store : **Fashion Today** Cust:

Original Rcpt# :

Product ID :  Qty:

**NO RECEIPT**

Original Transaction Details

0 item(s)	Sub Total:	\$0.00
(Tax: \$0.00)	<b>Total:</b>	<b>\$0.00</b>

**Return / Exchange Transaction**

103					
1	COZY-BLOUSE-WHT-S	-1 EA	× \$17.99	=	(\$17.99) R

returned     void    -1 item(s)    Sub Total: (\$17.99)  
 exchanged    Tax: 7.75% (\$1.39)    **Total: (\$19.38)**

\* Exchange : only available for the same Product ID as returned

**E. Cancel a Return Transaction:**

Cancel the whole return transaction.

- Press 'ESC'
- Press 'Enter' or Click 'Yes' to cancel the transaction.

**POSiT Cash Register**  
File Help

POSiT Refund Rcpt#: 143 Cashier: cashier1

Trans Store : **Fashion Today** Cust:

Original Rcpt#: **104** Trans Date: **06/20/2000**

Product ID :  Qty: **1** Trans Type: **SALES**

Original Transaction Details

103	1 COZY-BLOUSE-WHT-S	1 EA x	\$17.99	=	\$17.99
-----	---------------------	--------	---------	---	---------

1 item(s) (Tax: 7.75%)

**All Void**

! All Void and Total Amount = 0

Do you want to close this window ?

**Return / Exchange Transaction**

103	1 COZY-BLOUSE-WHT-S	-1 EA x	\$17.99	=	(\$17.99)	R
103	2 COZY-BLOUSE-WHT-S	1 EA x	\$17.99	=	\$17.99	V

returned  void 0 item(s) Sub Total: \$0.00

exchanged Tax: 7.75% \$0.00 **Total: \$0.00**

\* Exchange : only available for the same Product ID as returned

### F. Void a Return: Void return for 1 item

- In the Return/Exchange transaction window, highlight and select the item which you want to void
- Press 'F7'

**POSiT Cash Register**  
File Help

POSiT Refund Rcpt#: 145 Cashier: cashier1

Trans Store : **Fashion Today** Cust:

Original Rcpt#: **108** Trans Date: **06/21/2000**

Product ID :  Qty: **1** Trans Type: **SALES**

Original Transaction Details

105	1 COZY-BLOUSE-WHT-L	1 EA x	\$17.99	=	\$17.99
103	2 COZY-BLOUSE-WHT-S	1 EA x	\$17.99	=	\$17.99
111		\$25.99 Sale 10%			
111	3 FINES-DRESS-BLK-L	1 EA x	\$23.39	=	\$23.39

5 item(s) Sub Total: \$100.75  
(Tax: 7.75% \$7.80) **Total: \$108.55**

**Return / Exchange Transaction**

105	1 COZY-BLOUSE-WHT-L	-1 EA x	\$17.99	=	(\$17.99)	R
111		\$25.99 Sale 10%				
111	2 FINES-DRESS-BLK-L	-1 EA x	\$23.39	=	(\$23.39)	R

returned  void -2 item(s) Sub Total: (\$41.38)

exchanged Tax: 7.75% (\$3.20) **Total: (\$44.58)**

\* Exchange : only available for the same Product ID as returned

Original Transaction Details

105	1 COZY-BLOUSE-WHT-L	1 EA X	\$17.99	=	\$17.99
103	2 COZY-BLOUSE-WHT-S	1 EA X	\$17.99	=	\$17.99
111			\$25.99	Sale 10%	
111	3 FINES-DRESS-BLK-L	1 EA X	\$23.39	=	\$23.39
		5 item(s)		Sub Total:	\$100.75
			(Tax:7.75% \$7.80)	Total:	\$108.55

'V' means void

Return / Exchange Transaction

105	1 COZY-BLOUSE-WHT-L	-1 EA X	\$17.99	=	(\$17.99)	R
111			\$25.99	Sale 10%		
111	2 FINES-DRESS-BLK-L	-1 EA X	\$23.39	=	(\$23.39)	R
105	3 COZY-BLOUSE-WHT-L	1 EA X	\$17.99	=	\$17.99	V
		-1 item(s)		Sub Total:	(\$23.39)	
			Tax:7.75% (\$1.81)	Total:	(\$25.20)	

\* Exchange : only available for the same Product ID as returned

POSiT Cash Register

File Help

POSiT Refund Rcpt#: 144 Cashier: cashier1

Trans Store : Fashion Today Cust: [ ]

Original Rcpt#: 108

ProductID : [ ] Qty: 1

Trans Date: 06/21/2000

Trans Type: SALES

Enter:OK F6:Exchange  
Esc:Cancel F7:Void  
F2:Cust Search  
F4:Store List F9:Prod Search  
F5:Refund F10:Menu

Original Transaction Details

105	1 COZY-BLOUSE-WHT-L	1 EA X	\$17.99	=	\$17.99
103	2 COZY-BLOUSE-WHT-S	1 EA X	\$17.99	=	\$17.99
111			\$25.99	Sale 10%	
111	3 FINES-DRESS-BLK-L	1 EA X	\$23.39	=	\$23.39
		5 item(s)		Sub Total:	\$100.75
			(Tax:7.75% \$7.80)	Total:	\$108.55

Payment Details

1 CASH	\$108.55
Total: \$108.55	

Return / Exchange Transaction

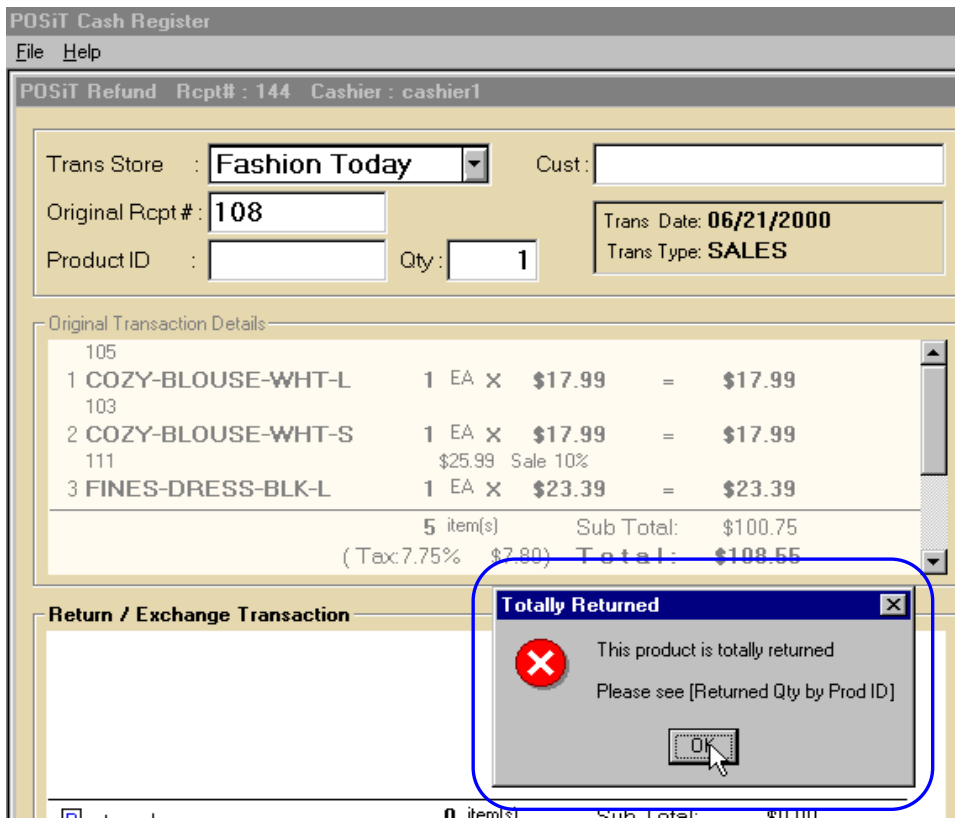
<input type="checkbox"/> returned	<input checked="" type="checkbox"/> void	0 item(s)	Sub Total:	\$0.00
<input checked="" type="checkbox"/> exchanged			Tax:	\$0.00
			Total:	\$0.00

\* Exchange : only available for the same Product ID as returned

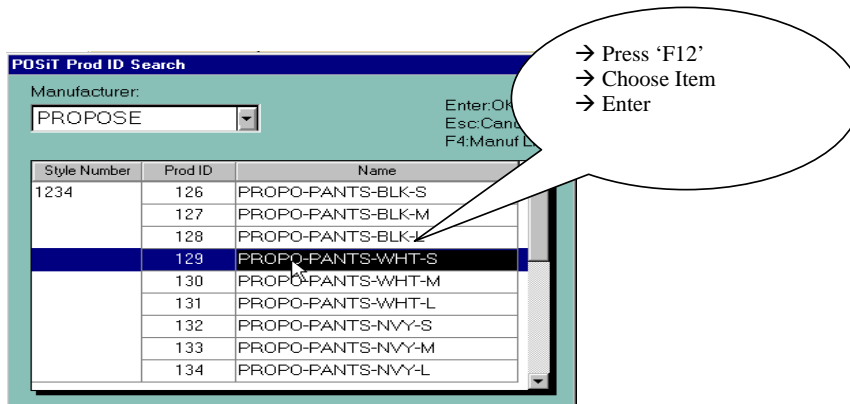
Returned Qty by Prod ID:103

Rcpt#	Date	Qty
140	07/09/00	1 X
	07/09/00	-1 R
Return:		-1
Total:		0

→ If a cashier tries to return an Item which has already been returned, the following message will appear.

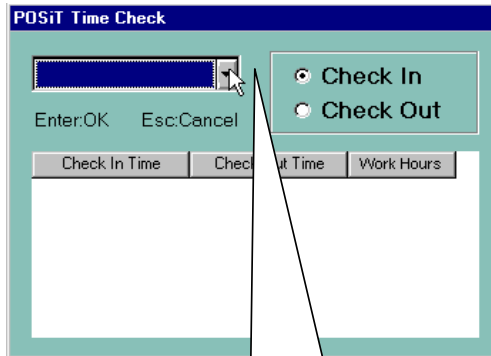
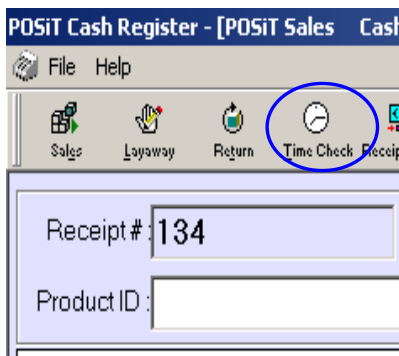


**G. Prod ID Search:** While a cashier is processing a return without receipt and price tag, he/she can find the item by using manufacturer's name and style number.

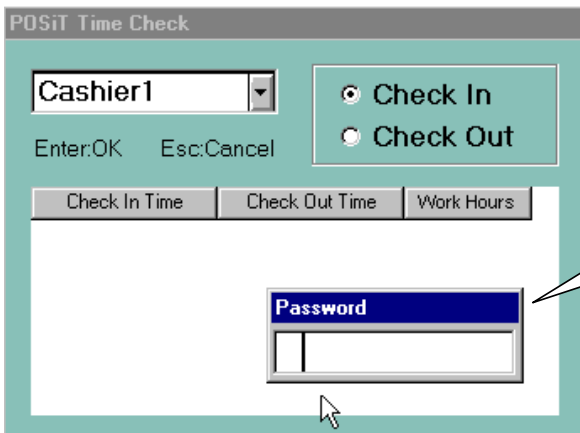
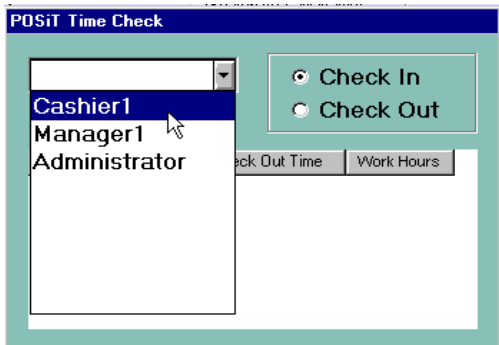


## 6. Time Check: Calculates an Employees work-hours

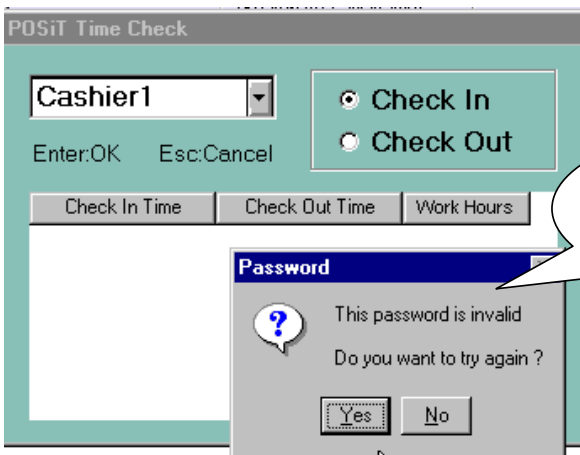
**A. Start Window:** Press 'Time Check' or Ctrl F5



Press here  
→Select name from the Store employee list



Input Password  
→Enter



If entered wrong Password  
→Press 'Yes' to retry

**POSiT Time Check**

Cashier1

Enter:OK Esc:Cancel

Check In  
 Check Out

Check In Time	Check Out Time	Work Hours
07/09/2000 13:17		

Select 'Check In' to record the check in time

**POSiT Time Check**

Cashier1

Enter:OK Esc:Cancel

Check In  
 Check Out

Check In Time	Check Out Time	Work Hours
07/09/2000 13:17	07/09/2000 13:21	0.07

Select 'Check Out' to record the check out time

**7. Void Receipt:** Voids a saved and printed receipt

**A. Start Window :** Press Void Receipt

**POSiT Cash Register - [POSiT Sales Cashier : c]**

File Help

Sale Layaway Return Time Check **Receipt Void** Store MR Inventory

Receipt # 152 Cust Name :  
(Search w/ Last Name)

Product ID : Qty :

**B. Void Receipt :** Voids a saved receipt

→Receipt Search: Search by Original Receipt number

- Confirm the contents of receipt
- Press 'Enter'

POSiT void Rcpt#: 160 Cashier: c

Store: Anaheim  
Original Rcpt#: 152  
Void Receipt

Trans Date: 01/29/2003  
Trans Type: SALES  
Enter:OK  
Esc:Cancel

Original Transaction Details				Payment Details	
102	1	6666-II-ALL-UNI	1 EA X \$250.00 = \$250.00	1	CASH \$484.81
101	2	C0001-Putter-ALL-UNI	1 EA X \$200.99 = \$200.99		
			2 item(s) Sub Total: \$450.99	Total: \$484.81	
			(Tax: 7.50% \$33.82) Total: \$484.81		

Return Transaction

Returned Qty by Prod ID

Rcpt#	Date	Qty

0 item(s) Sub Total: \$0.00  
Return: 0

→ Confirm the selected receipt has been voided

POSiT Cash Register

File Help

POSiT void Rcpt#: 160 Cashier: c

Store: Anaheim  
Original Rcpt#: 152  
Void Receipt

Trans Date: 01/29/2003  
Trans Type: SALES  
Enter:OK  
Esc:Cancel

Original Transaction Details				Payment Details	
102	1	6666-II-ALL-UNI	1 EA X \$250.00 = \$250.00	1	CASH \$484.81
101	2	C0001-Putter-ALL-UNI	1 EA X \$200.99 = \$200.99		
			2 item(s) Sub Total: \$450.99	Total: \$484.81	
			(Tax: 7.50% \$33.82) Total: \$484.81		

Return Transaction				Returned Qty by Prod ID: 152		
102	1	6666-II-ALL-UNI	-1 EA X \$250.00 = (\$250.00) R	Rcpt#	Date	Qty
101	2	C0001-Putter-ALL-UNI	-1 EA X \$200.99 = (\$200.99) R	160	01/29/03	-1 R
			-2 item(s) Sub Total: (\$450.99)	01/29/03		-1 R
			Tax: 7.50% (\$33.82) Total: (\$484.81)	Return: -2		
				Total: -2		

→ Enter

→ There is a confirmation window for the receipt which was saved a day before (24Hours).

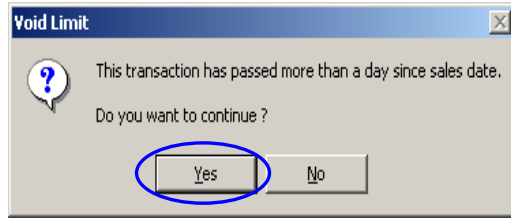
POSiT Payment Cashier: c CashRegisterID: 160

Amount Due : \$ -484.81  
Receipt  
ReceiptVoid -484.81

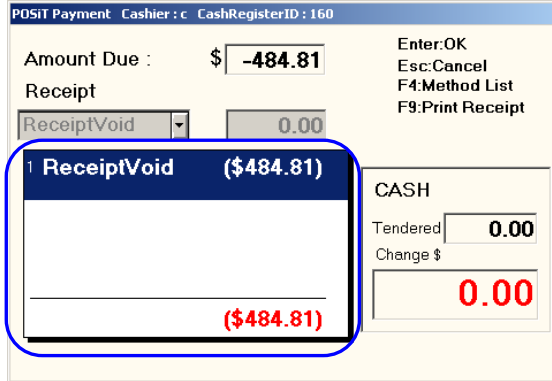
Enter:OK  
Esc:Cancel  
F4:Method List  
F9:Print Receipt

CASH  
Tendered 0.00  
Change \$ 0.00

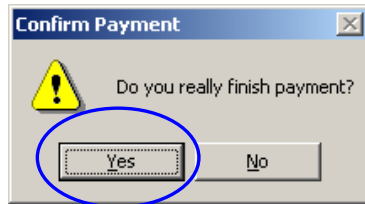
\$0.00



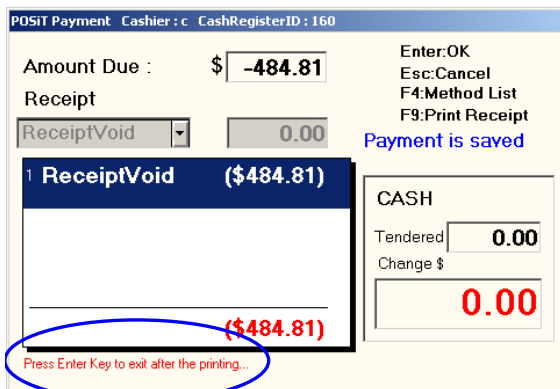
→ Confirm the content  
→ Enter



→ Press 'Enter' to print the voided receipt



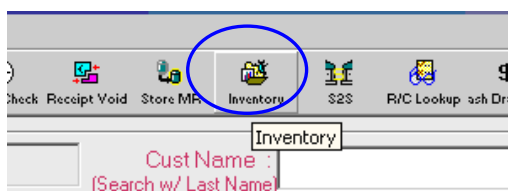
→ After print out, press 'Enter' to return to the main window

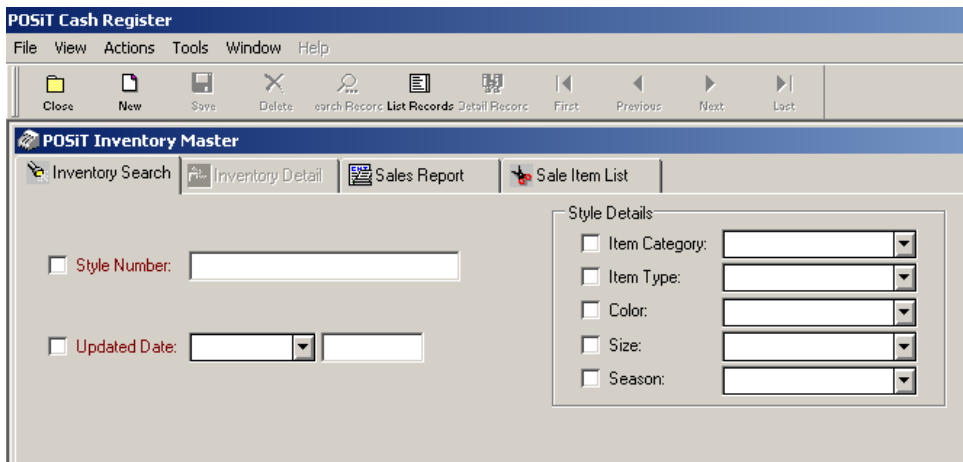


→ Cashier and manager need to sign on the voided receipt.

## 8. Inventory: Check the balance of Inventory and manage Sale Item.

### A. Start Windows: Press 'Inventory'

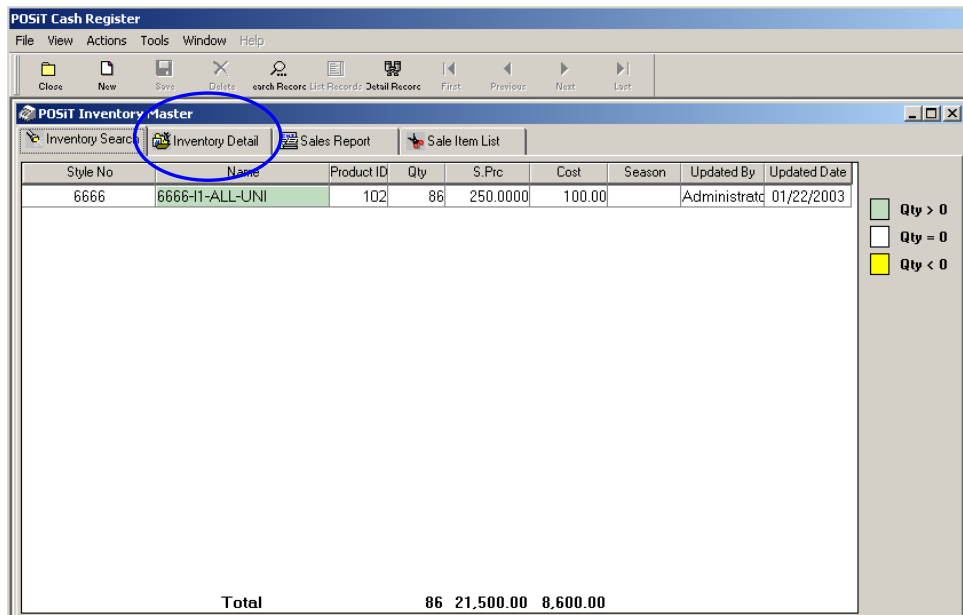
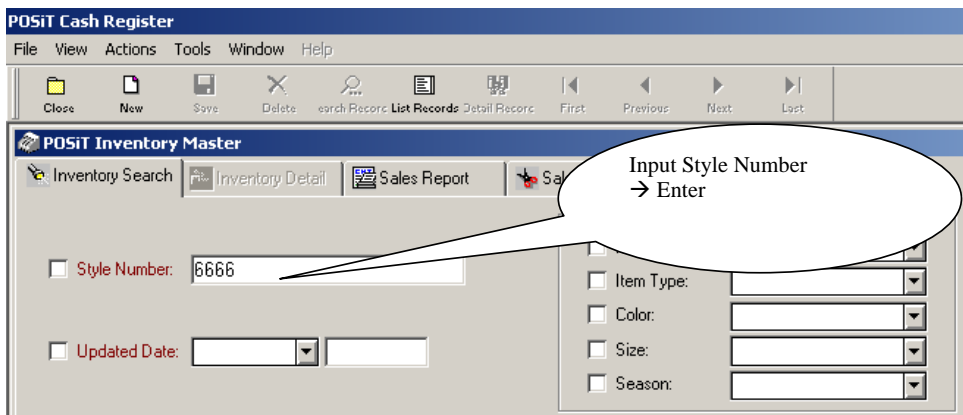




## B. Inventory Search:

Search Inventory by Style Number, Style Detail, Date,...etc

- 1) Search by Style Number



- 2) Search by updated date

Updated Date: On

Before

On or Before

After

On or After

Between

→ Search by Between  
→ Input 'Start date' and 'End date'

Style Number: From

Updated Date: Between

To

→ Other Options need only one date

Style Number:

Updated Date: On or After

### 3) Search by Style Detail

Style Details

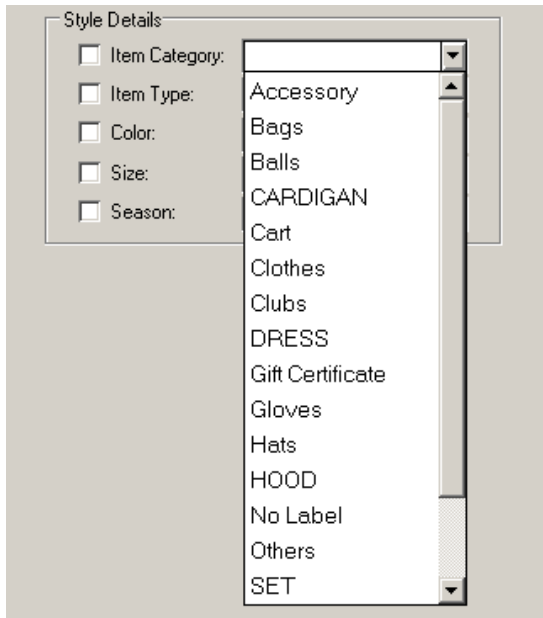
Item Category:

Item Type:

Color:

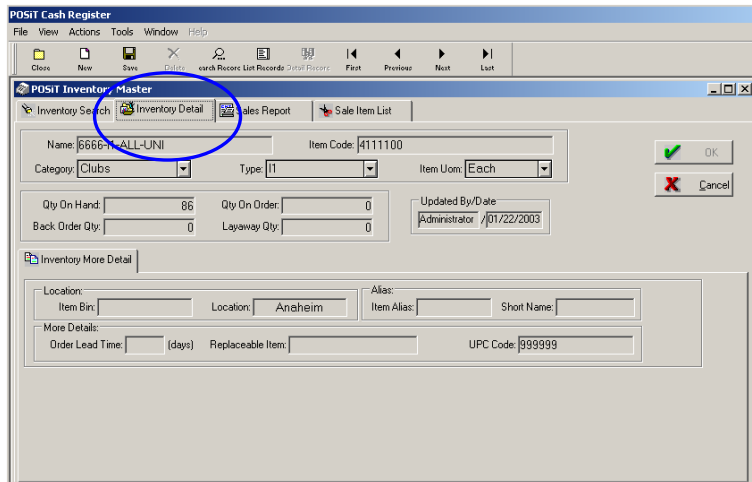
Size:

Season: L Large  
M Medium  
UNI Single Size  
S Small

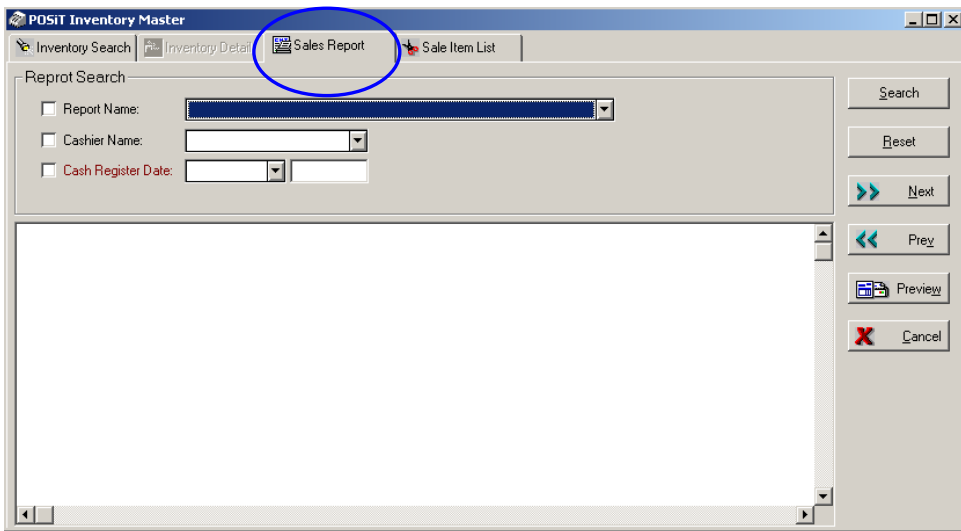


**C. Inventory Detail:** Click 'Inventory Detail'

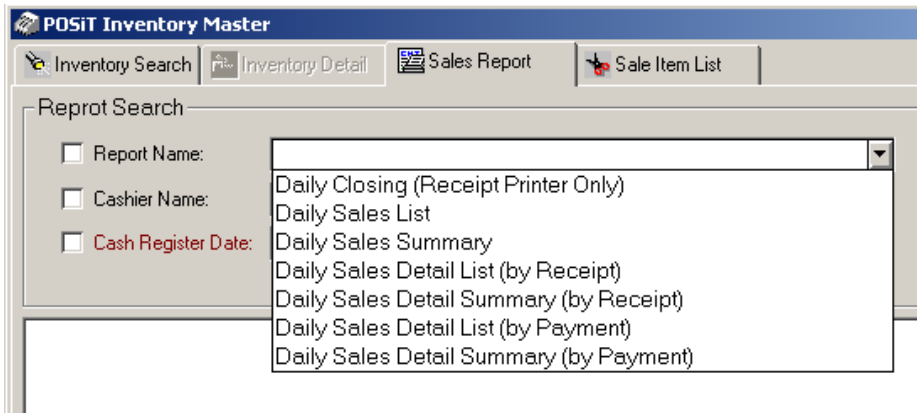
Detailed information for searched item



**D. Sales Report:** Click 'Sales Report'



- 1) Choose the required Report Name  
→ Click **Search**



- Click 'Preview' to see the report.

**POSiT Inventory Master**

Inventory Search | Inventory Detail | Sales Report | **Sale Item List**

Reprot Search

Report Name: Daily Sales List

Cashier Name:

Cash Register Date:

Search | Reset | Next | Prev | Preview | Cancel

Store	Rcpt #	Trans Date	Cashier	Trans Type	Total Amount	Paid Amount	Balance
Anaheim	160	01/29/2003	C	ReceiptVoid	(\$484.81)	(\$484.81)	
Anaheim	157	01/29/2003	C	ReceiptVoid	(\$484.81)	(\$484.81)	
Anaheim	152	01/29/2003	C	SALES	\$484.81	\$484.81	
Anaheim	147	01/28/2003	C	LayVoid	(\$281.62)	\$0.00	(\$81.62)
Anaheim	146	01/28/2003	C	LayPayment	\$0.00	\$100.00	(\$100.00)
Anaheim	144	01/28/2003	C	LAYAWAYS	\$281.62	\$100.00	\$181.62
Anaheim	142	01/28/2003	C	SALES	\$29.98	\$29.98	
Anaheim	134	01/28/2003	C	SALES	\$130.06	\$130.06	
Anaheim	131	01/28/2003	C	ReceiptVoid	(\$268.75)	(\$268.75)	
Anaheim	129	01/28/2003	C	REFUND	(\$216.06)	(\$216.06)	
Anaheim	128	01/28/2003	C	SALES	\$268.75	\$268.75	
Anaheim	127	01/28/2003	C	SALES	\$216.06	\$216.06	
<b>Total:</b>					<b>\$3,467.75</b>	<b>\$3,667.75</b>	<b>\$0.00</b>

**Daily Sales List**

Zoom | Sort | Find | Print | Close

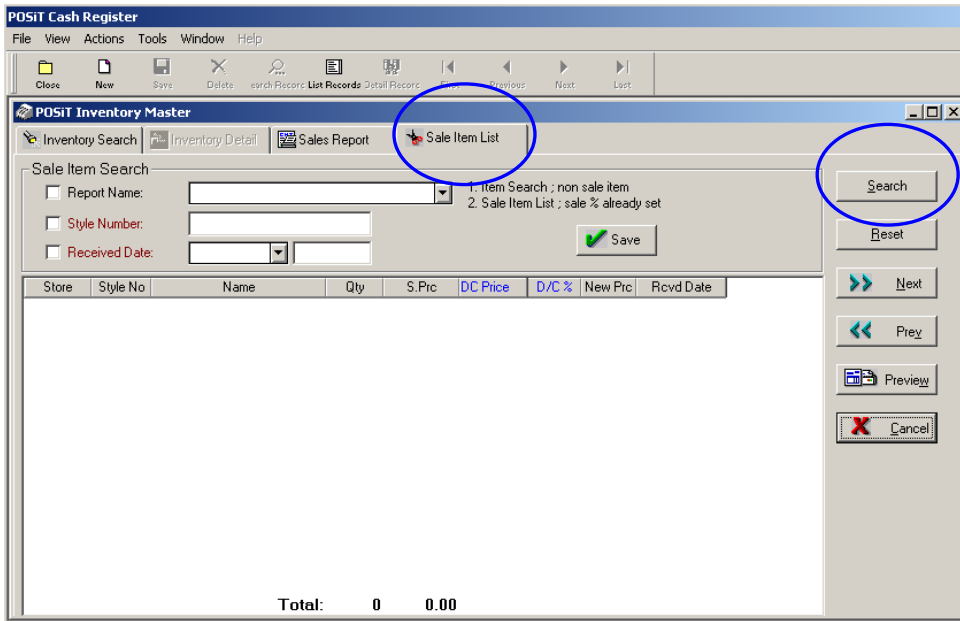
**Daily Sales List**

Anaheim Whole Period 01/29/2003

Rcpt #	Trans Type	Qty	Amount	Tax	Total	Paid	Balance	Trans Date
100	SALES	VOID	0	\$0.00				01/22/03 12:57
101	LogOff	VOID						01/22/03 12:58
102	SALES	2	\$450.99	\$33.82	\$484.81	\$484.81		01/22/03 14:00
103	SALES	1	\$200.99	\$15.07	\$216.06	\$216.06		01/22/03 14:12
104	LogOff	VOID						01/22/03 14:21
105	SALES	1	\$250.00	\$18.75	\$268.75	\$268.75		01/22/03 14:24
106	LogOff	VOID						01/22/03 14:28
107	SALES	VOID						01/22/03 14:28
108	LogOff	VOID						01/22/03 15:13
109	LogOff	VOID						01/26/03 07:52
110	SALES	2	\$450.99	\$33.82	\$484.81	\$484.81		01/26/03 08:01
111	SALES	2	\$450.99	\$33.82	\$484.81	\$484.81		01/26/03 08:01
112	SALES	2	\$450.99	\$33.82	\$484.81	\$484.81		01/26/03 08:02
113	LogOff	VOID						01/26/03 08:05
114	SALES	VOID	0	\$0.00				01/27/03 19:34
115	LogOff	VOID						01/27/03 19:34
116	LogOff	VOID						01/28/03 12:37
117	SALES	VOID	0	\$0.00				01/28/03 12:37
118	SALES	2	\$42.00	\$3.16	\$45.16	\$45.16		01/28/03 12:58
119	LogOff	VOID						01/28/03 13:05

**E. Sale Item list: Press 'Sale Item List'**

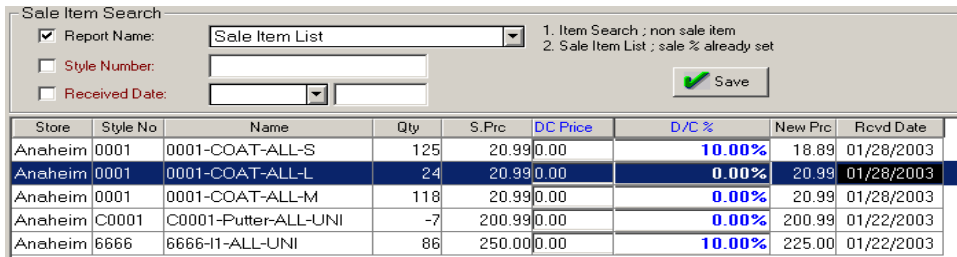
3) Search by Report Name, Style Number, and Received Date



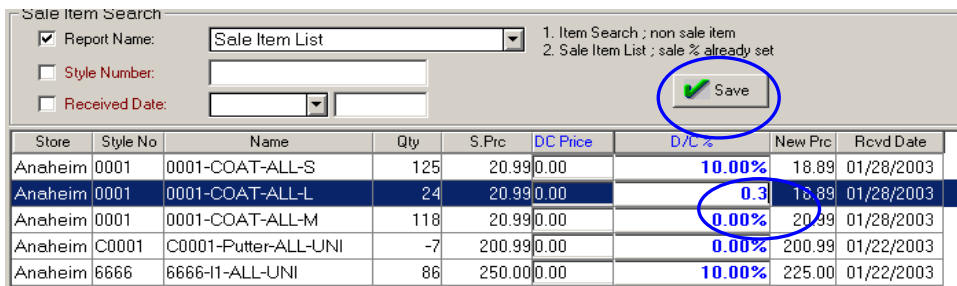
4) From the search list, you can apply the discount rate

**Discount Rate**

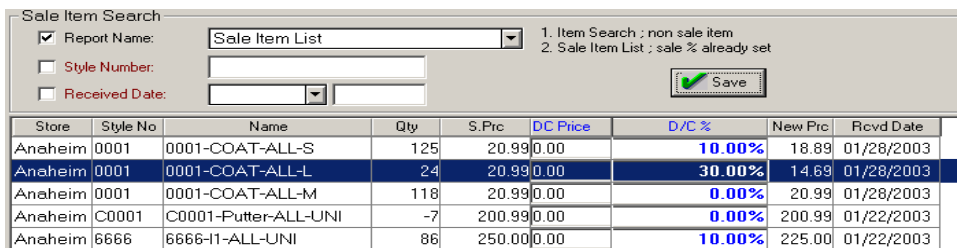
- 1% → 0.01
- 10% → 0.1
- 100% → 1
- 30% → 0.3



→ Input the Discount Rate 0.3 (30%)  
→ Click Save



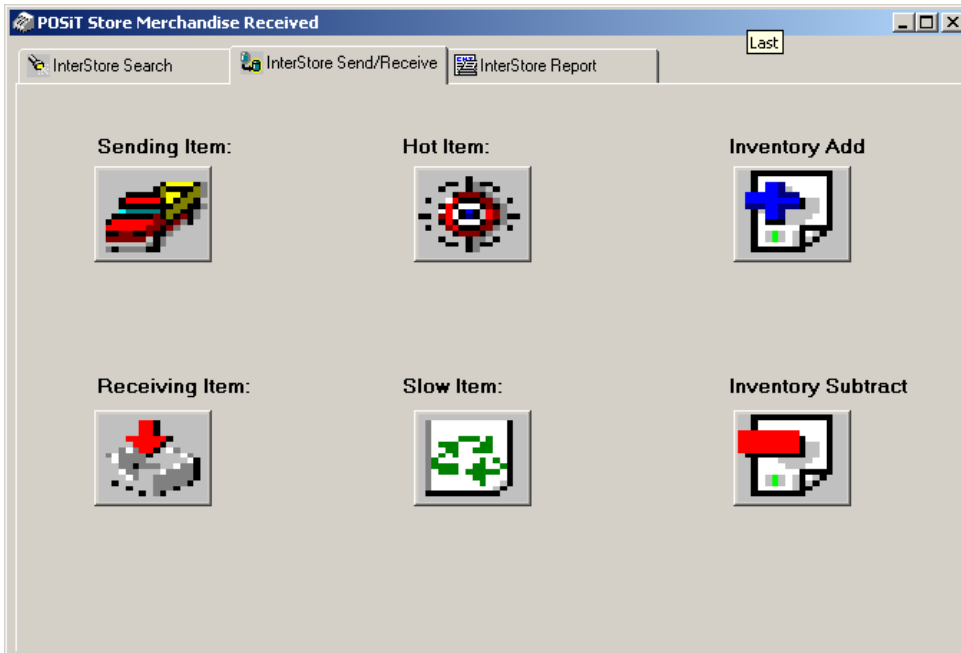
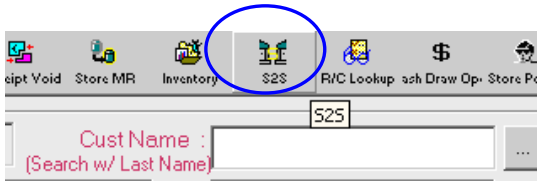
→30% Discount Price applied



- You can also directly input the discount price in DC Price

## 9. Store to Store (S2S): Inventory transfer between stores

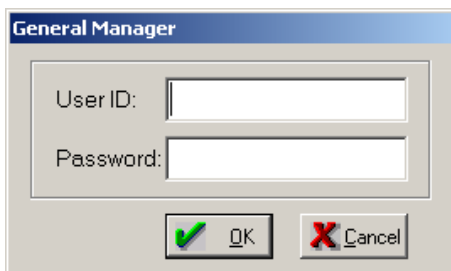
### A. Start Window: Press 'S2S'



### B. Sending Item from Store to Store: Press 'Sending Item'



- 1) To use Sending Item function, General Manager is required to Sign In.



- 2) After General Manager Signs In
- 3) Enter 'Item ID' and Press 'Item Barcode'

Enter Item to Transfer

104 Item Barcode  Qty

- 4) Enter the quantity of item to send
- 5) Press 'Qty'

POSiT Interstore Distribution, Location ID: 1

Enter Item to Transfer

Item Barcode 10 Qty Store Location: Anaheim

InterStore Items to be Sent

Item ID	SKU	Style Number	Name	Color	Size	Qty	Trans Ref Id	Same	Comment
1	104	104	0001	0001-COAT-ALL-M	ALL	M		<input type="checkbox"/>	

- 6) → Confirm the quantity is 10
- Press 'Print' to print **InterStore Sending List**
- Press 'OK' to Save

- **Sending Items are initially sent to the Main Office**

POSiT Interstore Distribution, Location ID: 1

Enter Item to Transfer

Item Barcode  Qty Store Location: Anaheim

InterStore Items to be Sent

Item ID	SKU	Style Number	Name	Color	Size	Qty	Trans Ref Id	Same	Comment
1	104	104	0001	0001-COAT-ALL-M	ALL	<span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">10</span>		<input type="checkbox"/>	

Print

### C. Receiving Item from Store to Store: Press Receiving Item



- 1) General Manager is required to Sign In to use Receiving Item function.
- 2) After General Manager Signs In
- 3) Enter Item ID and press 'Item Barcode'

Enter Item to Receive

104 Item Barcode  Qty

- 4) Enter quantity and press 'Qty'

POSiT Interstore Distribution, Location ID: 1

Enter Item to Receive

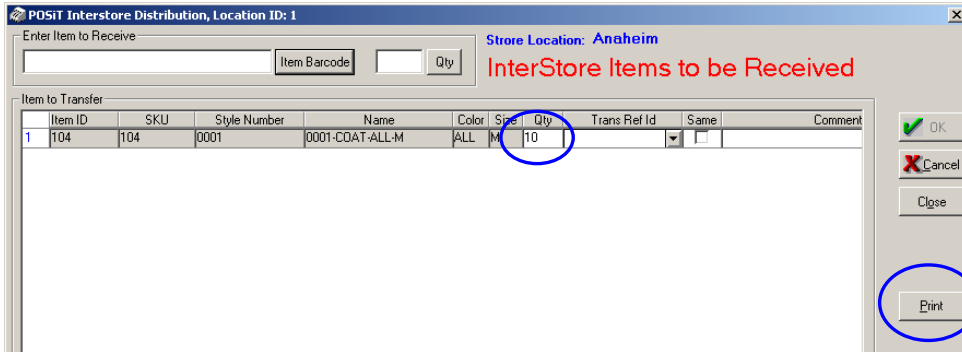
Item Barcode 10 Qty Store Location: Anaheim

InterStore Items to be Received

Item ID	SKU	Style Number	Name	Color	Size	Qty	Trans Ref Id	Same	Comment
1	104	104	0001	0001-COAT-ALL-M	ALL	M		<input type="checkbox"/>	

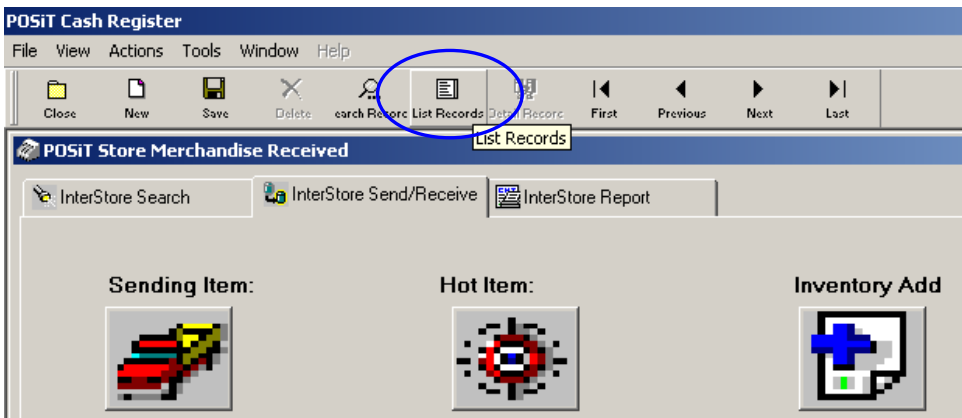
- 5) → Confirm the Qty
  - Press 'Print' to print 'InterStore Receiving List'
  - Press 'OK' to Save

- **Receiving Items from Main Office**



### D. Sending & Receiving Item Confirmation:

- 1) Press 'List Records'



- 2) From the List, user can check the previous 'Sending Item' and 'Receiving Item' transactions

The screenshot shows the 'POSiT Store Merchandise Received' window. It features a table with the following data:

Trans ID	Store Sent	Store Received	Manufacturer	Style Number	Item Name	SKU	Prod ID
218	Main Office	Anaheim	AHN	0001	0001-COAT-ALL-M	104	10
217	Anaheim	Main Office	AHN	0001	0001-COAT-ALL-M	104	10
216	Anaheim	Main Office	AHN	0001	0001-COAT-ALL-M	104	10
215	Anaheim	Main Office	NIKE	6666	6666-I1-ALL-UNI	999999	10
208	Anaheim	Main Office	Callaway	C0001	C0001-Putter-ALL-UNI	100001	10

The first three rows of the table are highlighted with a blue border.

### E. Adding Hot Item: Press 'Hot Item'



- 1) General Manager is required to Sign In
- 2) After General Manager Sign In
- 3) Enter Hot Item ID and press **'Item Barcode'**

- Confirm that the item 104 is shown in the screen
- Click **'OK'**
- Click **'Yes'** to use with the receipt printer or **'No'** to use the regular printer to print the Hot Item list

Item_ID	Style Number	Name	Rcvd Date	Entry By	Date
104	0001	0001-COAT-ALL-M	01/28/03		

## F. Adding Slow Item: Press **'Slow Item'**



- 1) General Manager is required to Sign In
- 2) After General Manager Signs In
- 3) Enter Slow Item ID and press **'Item Barcode'**

- Confirm that the item 104 is shown in the screen
- Click **'OK'**
- Click **'Yes'** to use with the receipt printer or **'No'** to use the regular printer to print the Slow Item list

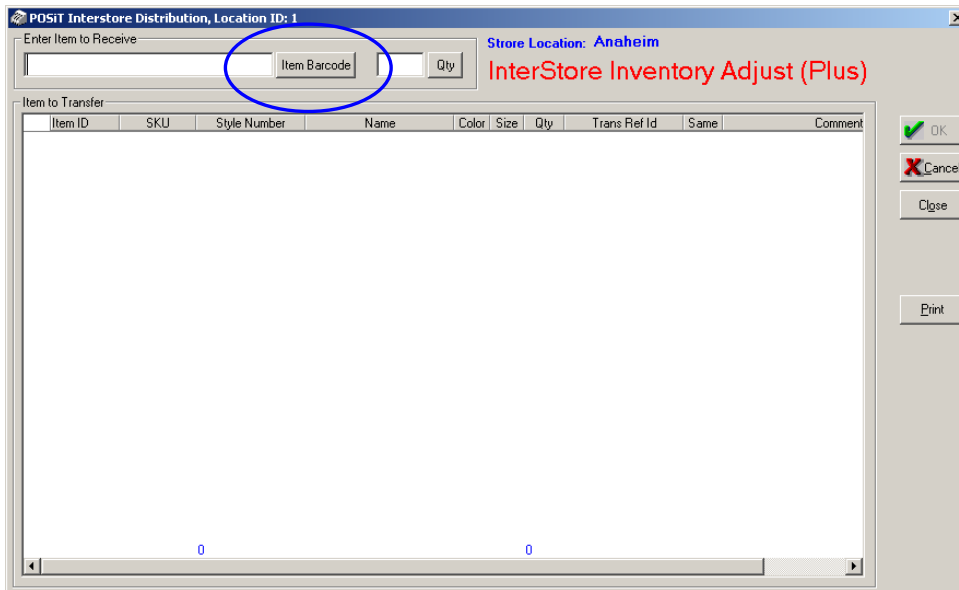
Item_ID	Style Number	Name	Rcvd Date	Entry By	Date
104	0001	0001-COAT-ALL-M	01/28/03		

## G.Adding Inventory: Press 'Inventory Add'

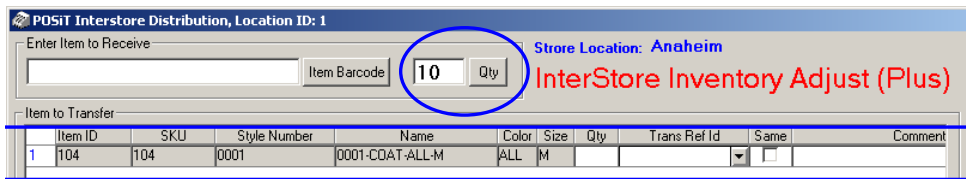
If Inventory has less quantity than the physical counting quantity, general manager can add the inventory quantity to match the quantity.



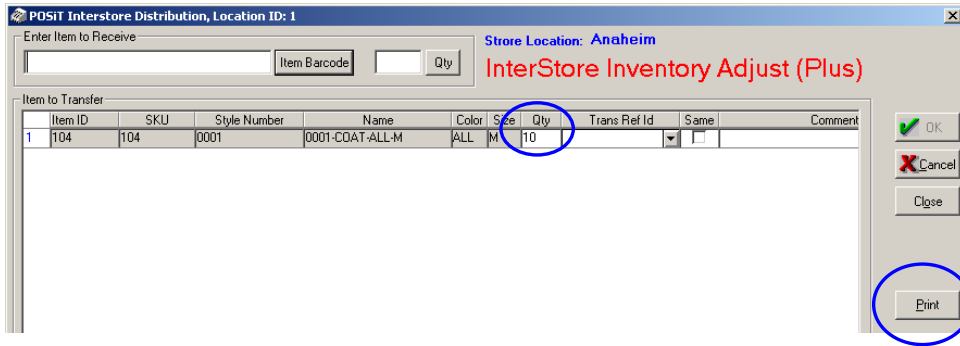
- 1) General Manager required to Sign In
- 2) After General Manager Signs In



- 3) Enter Item ID and press 'Item Barcode'
- 4) Enter quantity and press 'Qty'



- Confirm the quantity
- Click 'OK'
- Click 'Yes' to use with the receipt printer or 'NO' to use the regular printer to print the 'Inventory adjust List'



## H. Subtracting Inventory: Press 'Inventory Subtract'

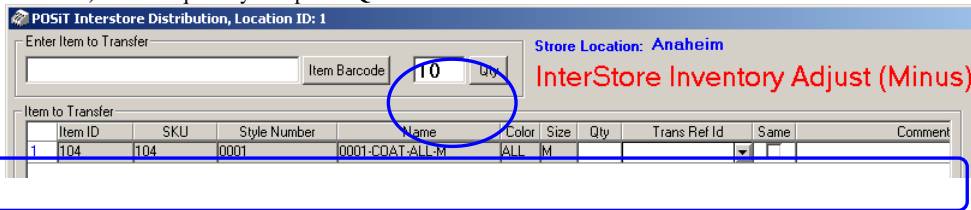
If Inventory has more quantity than the physical counting quantity, general manager can subtract the inventory quantity to match the quantity.



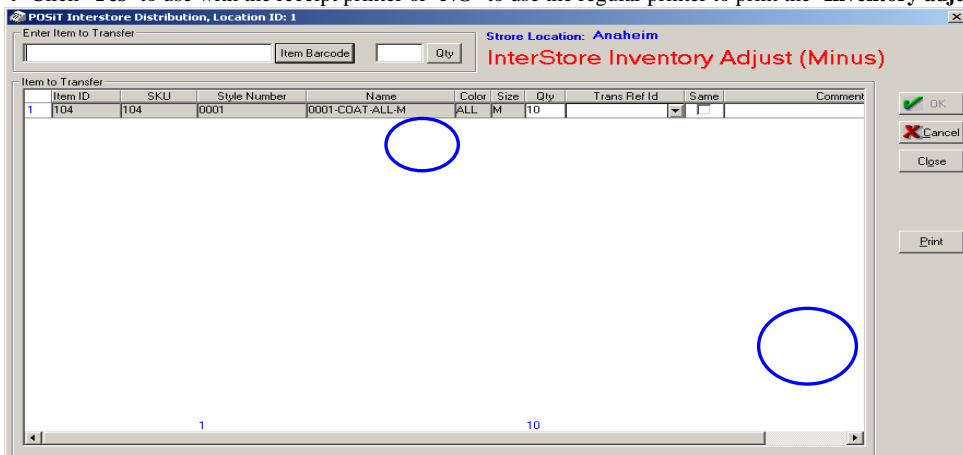
- 1) General Manager Sign In
- 2) After General Manager Signs In
- 3) Enter Item ID and press 'Item Barcode'



- 4) Enter quantity and press 'QTY'

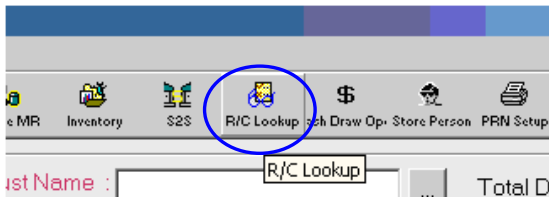


- Confirm the quantity
- Click 'OK'
- Click 'Yes' to use with the receipt printer or 'NO' to use the regular printer to print the 'Inventory adjust List'



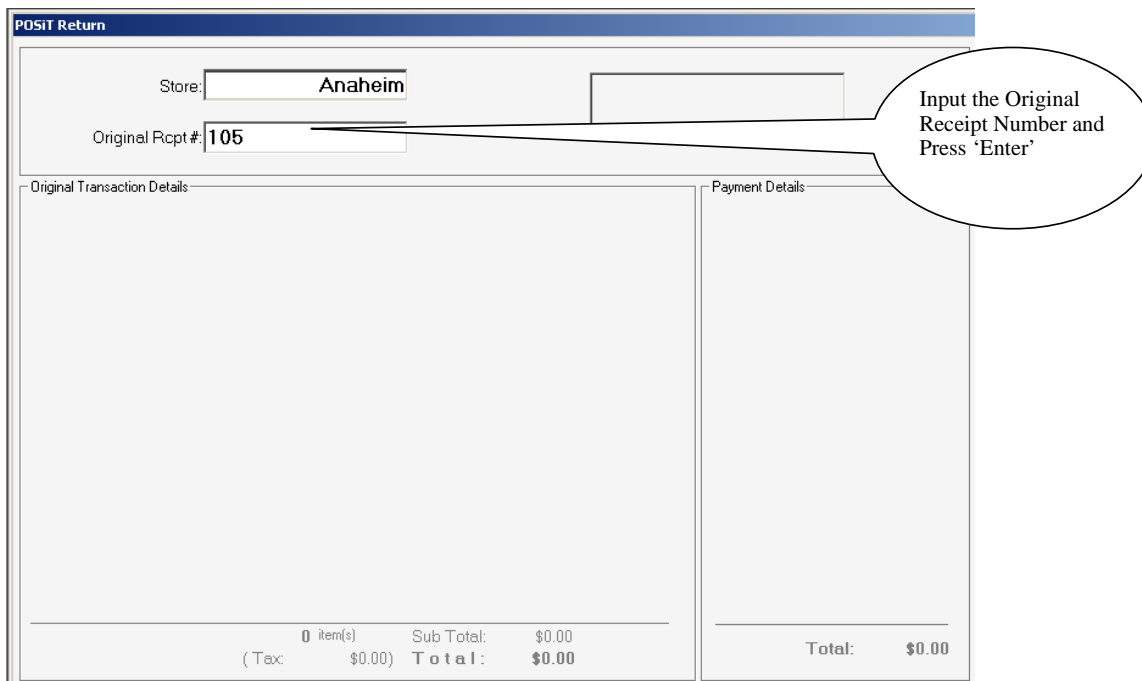
## 10. Receipt (R/C) Look up: Searches the stored receipts for reviewing

### A. Start Window: Press Receipt Lookup.



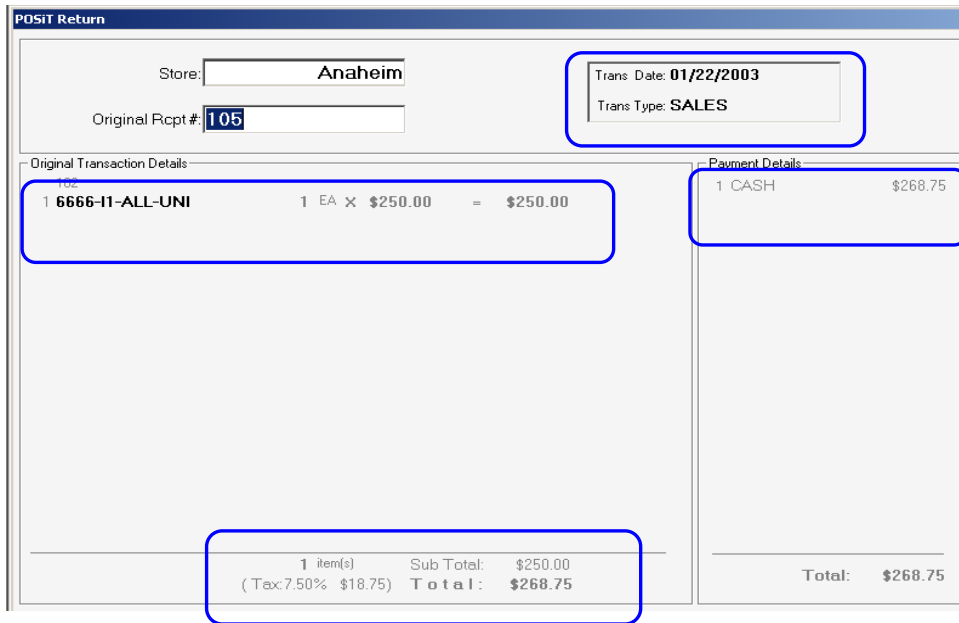
### B. Receipt Lookup

→ Input the Receipt Number and press 'ENTER'



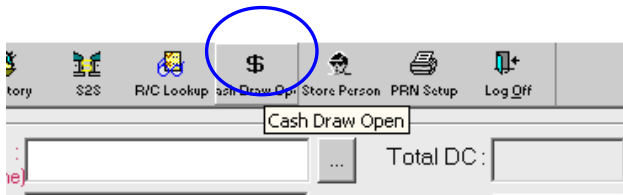
→ The detailed information about the receipt is shown

- Type of Receipt (Sales, Refund, Receipt Void ...)
- Transaction Date
- Payment Detail (Total, Tax Rate, Payment Method...)
- Sale Items

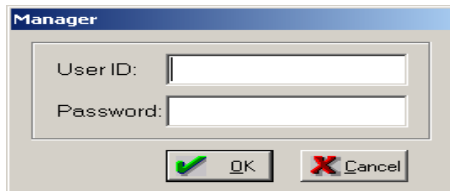


## 11. Cash Draw Open

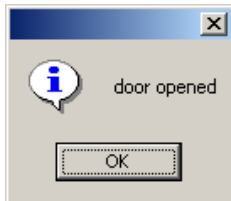
A. Start Window: Press Cash Draw Open



→Put Manager ID and Password, and click 'OK'

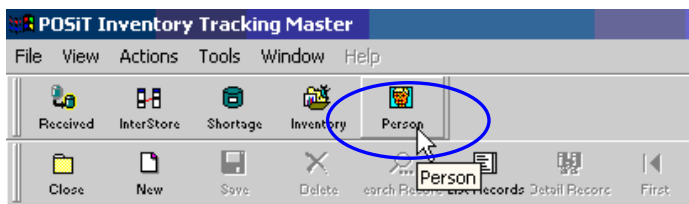


→Cash Draw is opened



## 12. Person

A. Start Window: Press 'Person'

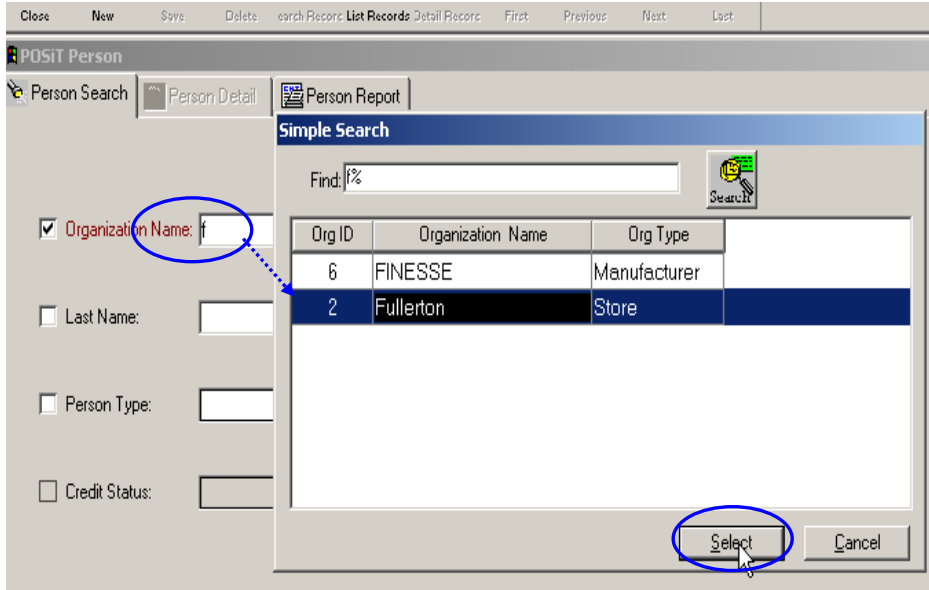


**B. Search:** Categories for search query

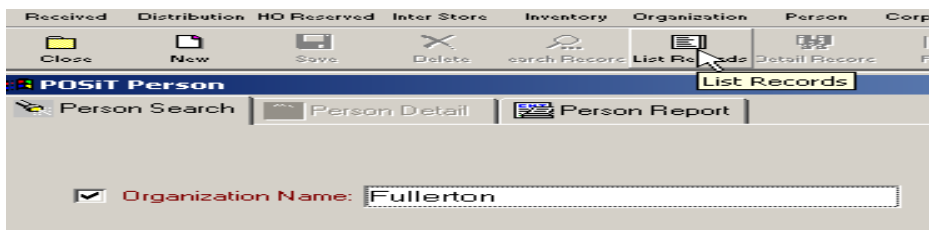
- Organization Name
- Last Name
- Person Type → Customer, Employer
- Credit Status for customer

1) Example

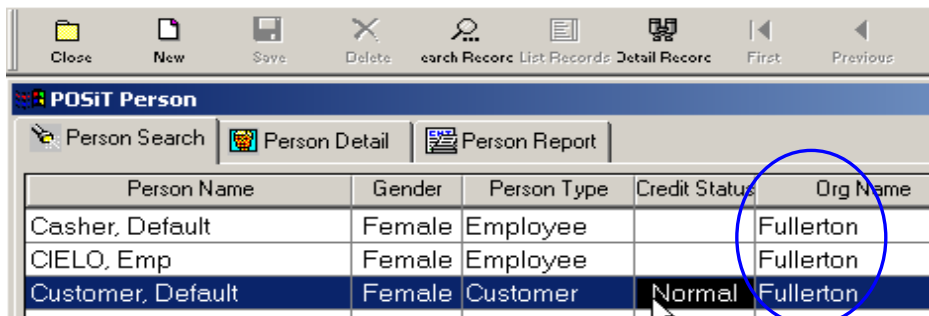
- \* Search by organization name which starts 'F'
- Type 'F' in Organization Name field
- Maroon Color: Double Click
- Simple Search window appears
- Choose the organization and click 'Select'



→ Organization Name Field is filled with selected name of organization.



**C. List:** Press 'List Records'



→ Show all people who are related to Fullerton.

**D. Detail:** Select a specific person

- Double Click the person
- Detail information for the selected person appears

Organization: Fullerton      Org Type: Store

First Name: Default      Middle Initial:      Created By/Date: HAN / 01/01/2000

Last Name: Customer      Male:       Female:       Is Active?       Updated By/Date: HAN / 01/01/2000

Person Type: Customer

	Trans Date	Trans Type	Amount	Comments
14	06/18/2000	REFUND	(\$19.38)	
13	06/18/2000	LAYAWAYS	\$19.38	
12	06/17/2000	REFUND	(\$21.00)	
11	06/17/2000	LAYAWAYS	\$19.38	
10	06/17/2000	LAYAWAYS	\$19.38	
9	06/17/2000	SALES	\$19.38	
8	06/17/2000	LAYAWAYS	\$38.76	
7	06/17/2000	LAYAWAYS	\$19.38	
14	<b>Net Sales Total :</b>		<b>\$336.80</b>	

### E. Customer Remarks

1) Customer History: Save the sale history

Example) If Check Bounce occurred, save it to the customer's history (← By click 'Add')

Organization: Fullerton      Org Type: Store

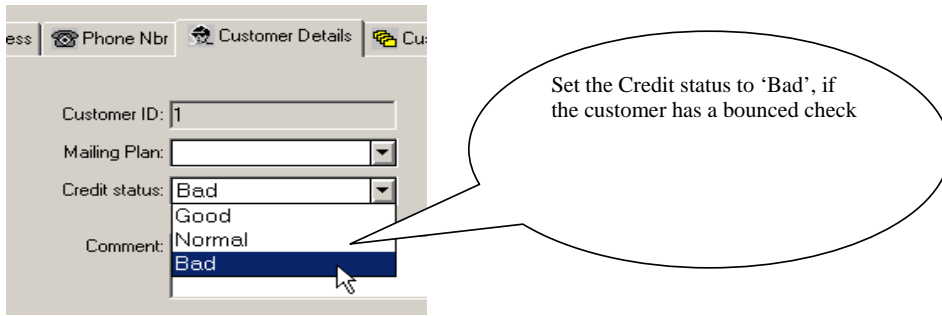
First Name: Default      Middle Initial:      Created By/Date: HAN /

Last Name: Customer      Male:       Female:       Is Active?       Updated By/D Administrator /

Person Type: Customer

	Trans Date	Trans Type	Amount	Comments
15	06/22/2000	CreditCheck	\$30.00	CHECK BOUNCE
14	06/18/2000	REFUND	(\$19.38)	
13	06/18/2000	LAYAWAYS	\$19.38	
12	06/17/2000	REFUND	(\$21.00)	
11	06/17/2000	LAYAWAYS	\$19.38	
10	06/17/2000	LAYAWAYS	\$19.38	
9	06/17/2000	SALES	\$19.38	
8	06/17/2000	LAYAWAYS	\$38.76	
15	<b>Net Sales Total :</b>		<b>\$336.80</b>	

2) Customer Details: Decide customer's Credit Status (Good, Normal, Bad)



- 3) Click 'List'
- The customer who has 'Bad Credit' is shown as red color
- All branch stores can see this information

Person Name	Gender	Person Type	Credit Status	Org
Casher, Default	Female	Employee		Fullerton
CIELO, Emp	Female	Employee		Fullerton
Customer, Default	Female	Customer	Bad	Fullerton

- 4) Can save the date of birth and date of wedding

Organization: Fullerton      Org Type: Store

First Name: Default      Middle Initial: [Text]  
 Last Name: Customer      Male:  Female:       Is Active?

Person Type: Customer

Created By/Date: HAN / 01/01  
 Updated By/Date: HAN / 01/01

Customer ID: 1      Birth: 5 / [ ] / [ ]      Wed: [ ] / [ ] / [ ]

Mailing Plan: [Dropdown]      Comment: [Text Area]

Credit status: Normal

## F. Employee Remarks

All employees are also saved as customers. The two important data to register as an employee:

- Data for Cash Register Log On
- Data for calculating work-hour and salary

- 1) Employee Details: Create and edit User ID and Password
- User ID and Password are needed for Cash Register Log On

Organization: Fullerton      Org Type: Store

First Name: Default      Middle Initial:

Last Name: Cashier

Person Type: Employee      Male:  Female:  Is Active?

Created By/Date: HAN / 01/01/2000

Updated By/Date: Administrator / 05/25/2000

User ID: Cashier1 (used at Cash Register Log On)

Password: \*\*\*\*\* (at least 5 alpha-numeric letters)

SS#:  Birth Date: 00/00/0000      W4 On File ? :       I9 On File ? :

Comment:

Caution: Do not change the Person Type, unless he/she quit the job

- 2) Employee History: Job Title, Begin Date and Pay Rate  
 → Work-hour and salary are calculated based on the Time card record.

Organization: Fullerton      Org Type: Store

First Name: Default      Middle Initial:

Last Name: Cashier

Person Type: Employee      Male:  Female:  Is Active?

Created By/Date: HAN / 01/01/2000

Updated By/Date: Administrator / 05/25/2000

Job Title: Cashier (dropdown menu open)

- Select Job Title
- Put Begin Date

Job Duty:       End Date:

Comment:

Created By/Date: HAN / 01/01/2000

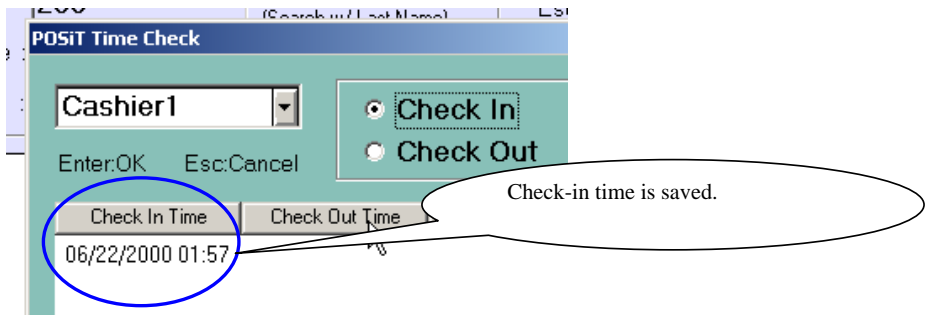
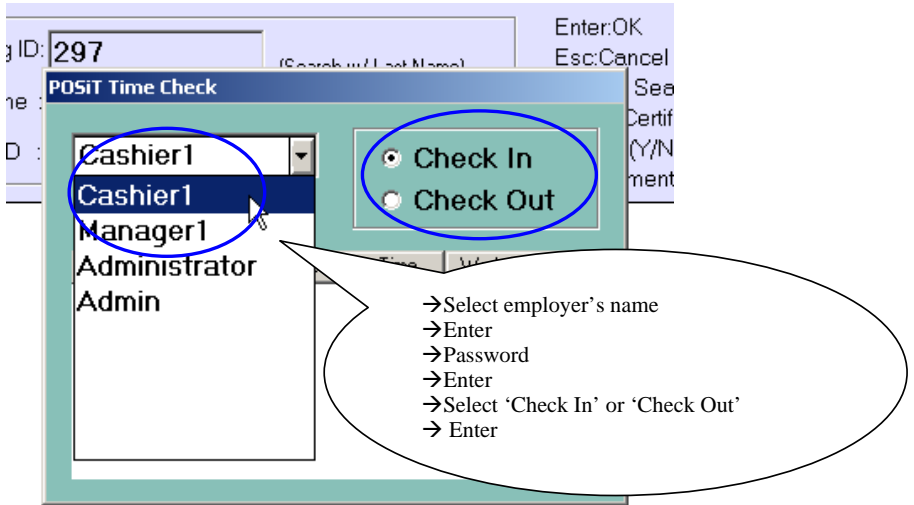
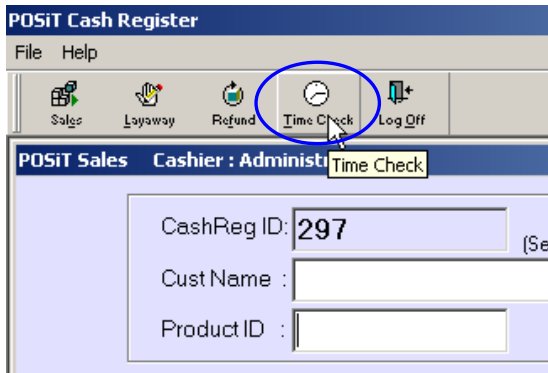
Job Duty:       End Date:

Pay Rate: 6.00

→For Pay Rate

- Head Quarter: HQ can see data for all store's employers
- Branch Store: Manager can see the employer data for his/her Store

- 3) Computer usages for employer  
 → Employer can save his/her work-hour in the Cash Register  
 → Press 'Time Check'



**G. Reports (Employer information reports)**

- 1) Daily Payroll Report:
  - Person Report Tab
  - Enter
  - Select Report Name
  - Press 'Search'

Close New Save Delete Search Record List Records Detail Record First Previous Next Last

**POSiT Person**

Person Search Person Detail Person Report

Reprot Search

Report Name: **Payroll Daily Report**

Store Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

(check-out editable within 24 hours)

Store	Name	Job Title	Check In	Check Out	ClockHours	WorkHours	Rate/H	Amount
Fullertor	Test Emp	Cashier	06/18/00 00:50	06/18/00 03:50	3.00	3.00	\$6.00	\$18.00
Fullertor	Test Emp	Cashier	06/18/00 00:50	06/18/00 03:50	3.00	3.00	\$7.00	\$21.00
Fullertor	Test Emp	Cashier	06/17/00 22:58	06/17/00 23:59	1.02	4.00	\$6.00	\$24.00
Store2	Default Mana	Cashier	06/12/00 05:02	06/12/00 10:02	5.00	5.00	\$6.00	\$30.00
Fullertor	Default Cash	Cashier	06/12/00 05:01	06/12/00 11:13	6.20	6.20	\$6.00	\$37.20
Fullertor	Test Emp	Cashier	06/12/00 04:58	06/12/00 07:58	3.00	3.00	\$6.00	\$18.00
<b>Total:</b>					<b>21.22</b>	<b>24.20</b>		<b>\$148.20</b>

- If an employer got off without saving 'Check Out', he/she can modify the work hour within 24 hours.  
→However, 'Clock Hours' will remain the same.

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

(check-out editable within 24 hours)

Store	Name	Job Title	Check In	Check Out	ClockHours	WorkHours	Rate/H	Amount
Fullertor	Default Manager	Manager	06/22/00 01:57			8	\$10.00	
Fullertor	Default Casher	Cashier	06/22/00 01:57				\$6.00	
Fullertor	Test Emp	Cashier	06/18/00 00:50	06/18/00 03:50	3.00	3.00	\$6.00	\$18.00
Fullertor	Test Emp	Cashier	06/18/00 00:50	06/18/00 03:50	3.00	3.00	\$7.00	\$21.00

\* Can modify the work-hour

\* After modify the work-hour

Date: \_\_\_\_\_

(check-out editable within 24 hours)

Store	Name	Job Title	Check In	Check Out	ClockHours	WorkHours	Rate/H	Amount
Fullertor	Default Manager	Manager	06/22/00 01:57	06/22/00 09:57	8.00	8.00	\$10.00	\$80.00
Fullertor	Default Casher	Cashier	06/22/00 01:57				\$6.00	
Fullertor	Test Emp	Cashier	06/18/00 00:50	06/18/00 03:50	3.00	3.00	\$6.00	\$18.00

- 2) Payroll Summary:  
→Select Report Name  
→Press 'Search'

Close New Save Delete Search Record List Records Detail Record First Previous Next Last

**POSiT Person**

Person Search Person Detail Person Report

Reprint Search

Report Name: Payroll Summary

Store Name:

Employee Name:

Date:

OK

Store	Employee	Job Title	Rate	Pay Amt	06/12	06/17	06/18	Hours
Fullerton	Default Cashier	Cashier	6.00	\$37.20	6.2			6.2
	Test Emp	Cashier	6.00	\$60.00	3.0	4.0	3.0	10.0
			7.00	\$21.00			3.0	3.0
Store2	Default Manager	Cashier	6.00	\$30.00	5.0			5.0
<b>Total</b>				<b>\$148.20</b>	<b>14.2</b>	<b>4.0</b>	<b>6.0</b>	<b>24.2</b>

\* Press 'Preview' to print out.

Payroll Summary

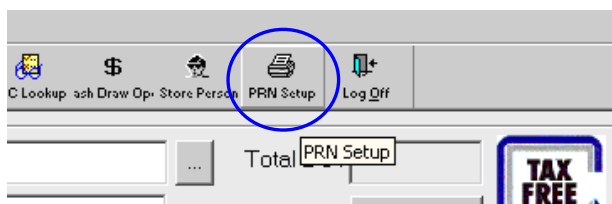
Zoom Sort Find Print Close

**Payroll Summary** 06/22/2000

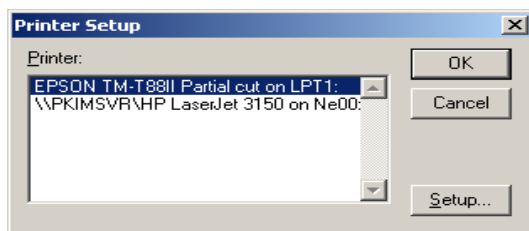
Employee	Work Hours	Rate/H	Pay Amount	Period
<b>Fullerton</b>				
Default Cashier	6.2	\$6.00	\$37.20	06/12 ~ 06/12
Test Emp	10.0	\$6.00	\$60.00	06/12 ~ 06/18
Test Emp	3.0	\$7.00	\$21.00	06/18 ~ 06/18
<b>Store Total:</b>	<b>19.2</b>		<b>\$118.20</b>	
<b>Store2</b>				
Default Manager	5.0	\$6.00	\$30.00	06/12 ~ 06/12
<b>Store Total:</b>	<b>5.0</b>		<b>\$30.00</b>	
<b>TOTAL:</b>	<b>24.2</b>		<b>\$148.20</b>	

### 13. Printer Setup: Sets up the default printer to print the receipt

- A. **Start Screen :** Press **PRN Setup** from the main menu



→Select the printer and press 'OK'



### 14. Log off

- A. **Start Window:** Press 'Logoff'

- To close the program or for the Cashier to end their shift he/she needs to log off.

