

FUNCTION: Basic Sale

USE WHEN	Basic Sale
STARTING POINT	Sales Entry Window, at the Enter Item Code Field
STEPS	<ol style="list-style-type: none">1. Enter the item code(s).2. Select F9 Sub-Total3. Select F10 Total4. Enter Tender Amount Tender Options:<ul style="list-style-type: none">F2-CashF3-CheckF4-ChargeF5-GiftF7-Credit CardF9-Lay-a-wayF10-Debit Card5. Select Tender Type6. Enter Mail Number to Finish The mail number of the customer is entered if customer information is being tracked. When the number is entered the number of times a customer has been in the store, total dollars spent and detail of items purchased are recorded.
FINISHED	Sales Entry Window, the Enter Item Code Field displays.

FUNCTION: Open Item

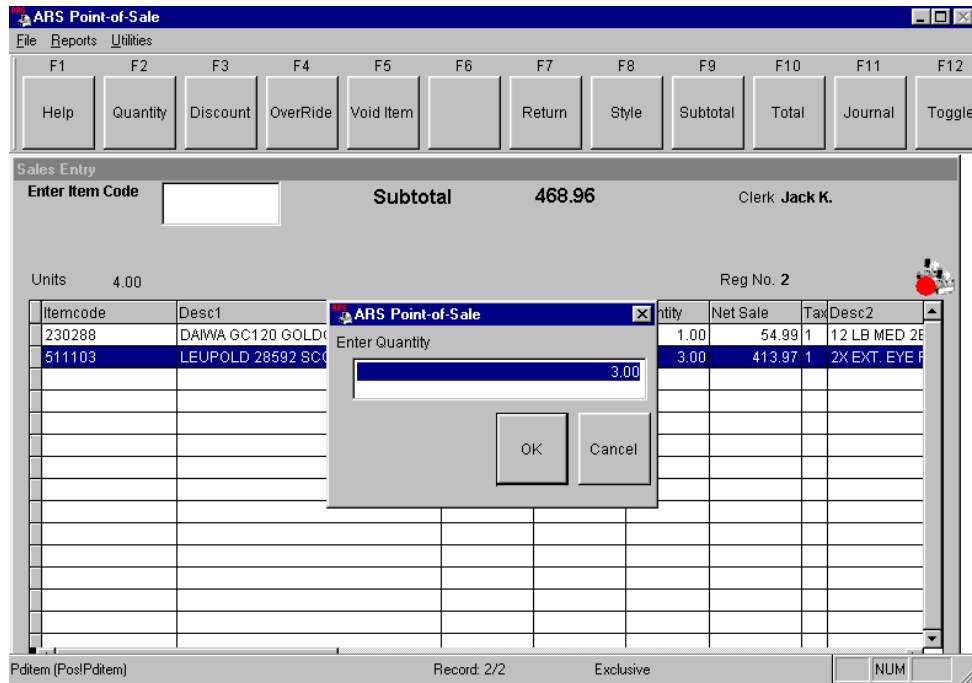
USE WHEN	Item code is not found on the merchandise.
STARTING POINT	Sales Entry Window, at the Enter Item Code Field
STEPS	<ol style="list-style-type: none">1. Enter an open item code(s).2. Enter the price of the item at the Enter Price Window
FINISHED	Sales Entry Window, the Enter Item Code Field displays.

FUNCTION: Mail

USE WHEN	Add a customer to the mail list.
STARTING POINT	Enter Mail Number Field is displayed.
STEPS	<ol style="list-style-type: none">1. Type in the customers mail number. Generally the customers phone number is used. (If mail number is accepted the customer is in the system.) <p>OR</p> <p>Select the LIST Button from the Customer Mail Number Window Select the Customer from the List Select the OK Button or touch the Enter key</p> <p>If this is a new customer:</p> <ol style="list-style-type: none">2. Enter the customer number in the Customer Mail Number Window<ol style="list-style-type: none">a. The customer information screen displays.b. Enter the customer information.c. Select the OK Button
FINISHED	Sales Entry Window, at the Enter Item Code Field

FUNCTION: Quantity

- USE WHEN** Use when a customer is purchasing more than one of the same item.
- STARTING POINT** Sales Entry Window, the item code to be purchased in quantity has just been entered.
- STEPS**
1. **Select Quantity (F2)** from the POS Tool Bar
 2. Enter the quantity amount, select the OK button.
- ERRORS** If the Electronic Journal Tape is in error on the quantity, adjust by repeating steps 1-2.
- FINISHED** When the Electronic Journal Tape displays the correct quantity for the item, and the Enter Item Code Field displays.



FUNCTION: Style

USE WHEN

The Style transaction is used when selling an item that:

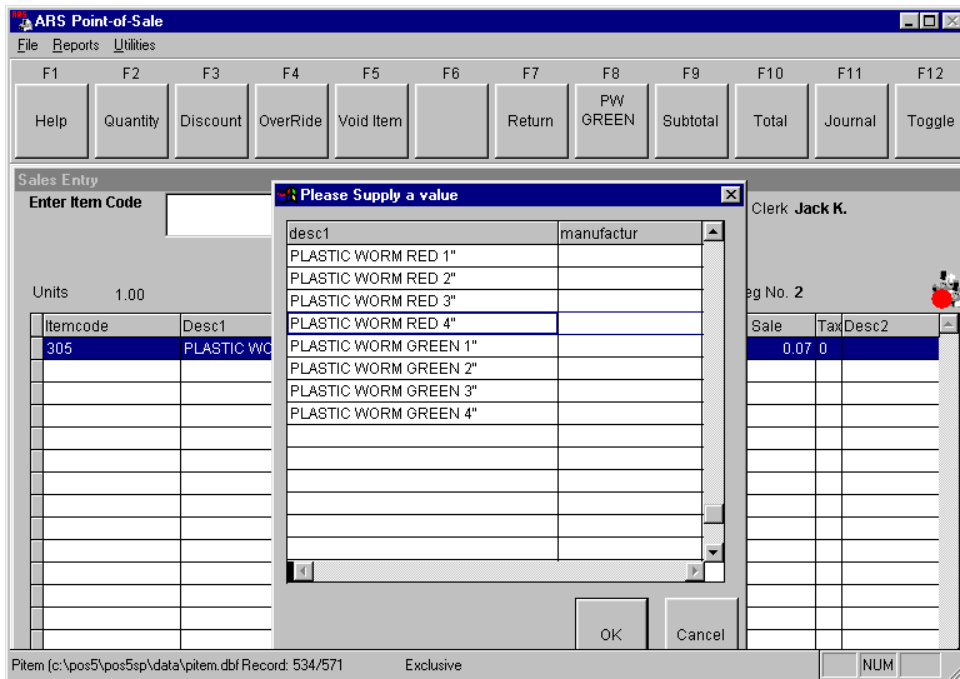
- * Does not have a label
- * Has a style number on the packaging

STARTING POINT

Sales Entry Window, at the Enter Item Code Field (*Previous items may or may not have been entered.*)

STEPS

1. Select **Style (F8)** from the POS Tool Bar
2. Enter the Style code for the item.
3. If the Style number is associated with multiple items, a pick list of the items will display.
4. Select the correct item from the list, select the OK button.



STYLE PICK LIST WINDOW

FUNCTION: Paid Out

USE WHEN	Use to add/take cash to/from the POS cash drawer.
STARTING POINT	Sales Entry Window, at the Enter Item Code Field
STEPS	<ol style="list-style-type: none">1. Select Paid Out (F3)2. Enter dollar amount removed from cash drawer. To add cash to the cash drawer enter a negative dollar amount.3. Select the appropriate type of tender removed from the drawer. Cash (F2) or Check (F3) If multiple tender types are removed, repeat steps 2 and 3.5. Select Total (F10)
FINISHED	The Enter Item Code Field displays.

FUNCTION: No Sale

USE WHEN	To open the cash drawer when no sale is made.
STARTING POINT	Sales Entry Window, at the Enter Item Code Field
STEPS	<ol style="list-style-type: none">1. Select No Sale (F5) Cash drawer opens.2. Close the cash register drawer
FINISHED	Sales Entry Window displays, at the Enter Item Code Field

FUNCTION: Tax Exempt Sale

USE WHEN	Use when a customer states that they are tax exempt and have a tax exempt number with them.
STARTING POINT	The Tender Window, at the Enter Amount Tender Field. No tender can be entered before selecting tax exempt.
STEPS	<ol style="list-style-type: none">1. Select Toggle (F12)2. Select Tax Exempt (F10)3. Select a tax exempt option. Enter Tax ID #
FINISHED	When the Enter Amount Tender Field displays and sales tax is a 0.00

FUNCTION: Tax Shift

USE WHEN	Use to change the tax code for one item. <ul style="list-style-type: none">* Correct a wrong tax code* Different tax code for out of state customers
STARTING POINT	Sales Entry Window, at the Enter Item Code Field. The item code to shift the tax type for must be the last item entered.
STEPS	<ol style="list-style-type: none">1. Select Toggle (F12)2. Select Tax Shift List of Tax Options Displays3. Select Tax Option, select OK Button.
FINISHED	When the tax column in the Electronic Journal Tape displays the correct tax type for the item. These steps may be repeated until the correct tax type number displays.

FUNCTION: Item Code Not Found

USE WHEN

When the error message "**Invalid Entry**" displays.

STEPS

1. **Select the OK** button.
Enter Item Code Field displays.
2. Enter the item code again.

If the same error occurs then:

1. **Select the OK** button.
2. Enter the Open Item Code for this item.
3. Enter the price of the item.

or

1. Touch Toggle (F12) twice.
2. Select Item Info (F2)
3. Select Item
4. Touch CTRL+C to copy the information to the clipboard.
5. Close window.
6. Touch CTRL+V to enter/paste the information.
7. Touch Enter
8. Touch Toggle (F12)
9. Touch Sub-Total (F9), Total (F10)

FINISHED

Sales Entry Window, the Enter Item Code Field displays.

FUNCTION: Change Clerk

USE WHEN A new clerk needs to login (change in shifts).

STARTING POINT Sales Entry Window, at the Enter Item Code Field

STEPS

1. **Select Quit (F10)**
2. **Select Point-of-Sale (F2)**
3. Enter clerk PIN number

FINISHED Sales Entry Window, at the Enter Item Code Field

OR

USE WHEN Changing clerks during a transaction.

STARTING POINT Sales Entry Window, after a transaction has begun

STEPS

1. **Select Clerk (F5)**
2. Enter new clerk PIN number, select OK

FINISHED Sales Entry Window, after a transaction has begun, and a new Clerk has been logged on.

FUNCTION: Override Item Price

USE WHEN	Use when a price change is required for an item being purchased. <ul style="list-style-type: none">* An item had a price change that has not yet been entered into the inventory management system.* To change the price of an item to it's second level price.* Special price of one customer.
STARTING POINT	Sales Entry Window, the item code requiring a price change has just been entered.
STEPS	To change an item's price to the second level price. <ol style="list-style-type: none">1. Select Override (F4) To enter a replacement price. <ol style="list-style-type: none">1. Select Override (F4)
FINISHED	When the Electronic Journal Tape displays the correct price for the item, and the Enter Item Code Field displays.

FUNCTION: Void a Single Item

USE WHEN	Void a line item on the Electronic Journal Tape.
STARTING POINT	Sales Entry Window, the item code to void has been entered.
STEPS	<ol style="list-style-type: none">1. Touch Journal (F11), this enables the ability to scroll the journal tape.2. Select the line on the Electronic Journal Tape to void. The line is highlighted.3. Select Void Item (F6) from the POS Tool Bar. The line item no longer displays on the Electronic Journal Tape.4. Touch Entry (F11)
FINISHED	The item no longer is displayed on the Electronic Journal Tape and the cursor is in the Enter Item Code Field.

FUNCTION: Sub-Total Void

USE WHEN	To void current sale.
STARTING POINT	<p>At any point during the sale, before the Total (F10) Function. The Enter Item Code Field is displayed.</p> <p>Once Total (F10) is selected, a VOID sub-total sale cannot be performed.</p> <p>If the current clerk does not have security privileges to do sub-total voids the POS will beep when void is selected. A manager must enter a security code to continue with the transaction.</p>
STEPS	<ol style="list-style-type: none">1. Select Subtotal (F9)2. Select Void Sale (F6)
FINISHED	The Enter Item Code Field displays.

FUNCTION: Void After F10 Total

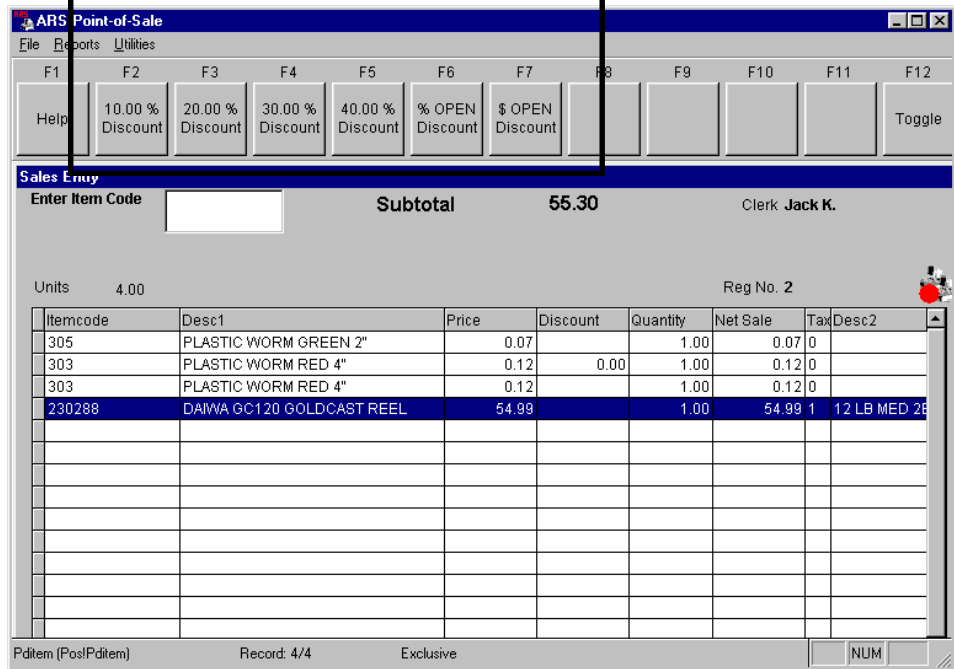
USE WHEN	When a receipt mistake is noticed after the transaction has been completed.
STARTING POINT	Sales Entry Window, at the Enter Item Code Field
STEPS	<ol style="list-style-type: none">1. Select Void Tran (F6)2. Enter transaction number from receipt.
FINISHED	Enter Mail Number Field displays.

Section 3 Discounts: ITEM PERCENTAGE DISCOUNT

FUNCTION: Item Percentage Discount

- USE WHEN** To discount one item by percentage.
- STARTING POINT** Sales Entry Window, the item code to be discounted has just been entered.
- STEPS**
1. **Select Discount (F3)** from the POS Tool Bar
 2. Select the appropriate discount from the POS Tool Bar.
- FINISHED** When the Electronic Journal Tape displays the correct discount for the item, and the Enter Item Code Field displays.
- NOTE** *The application does not allow compounded discounts. When an item is discounted once, it will not be discounted a second time.*

DISCOUNT OPTIONS ON THE POS TOOL BAR



FUNCTION: Subtotal Discount

- USE WHEN** Use to apply a discount to a sale sub-total.
(This discount will be applied only to those items not yet discounted.)
- STARTING POINT** Sales Entry Window, at the Enter Item Code Field
- STEPS**
1. **Select Subtotal (F9)** from the POS Tool Bar
 2. Select one of the following subtotal discount options:
 - To enter an open % discount:
Select Open Discount (F2) from the POS Tool Bar
Enter the discount percentage
 - To select the discount set in the customers A/R record:
Select A/R Discount (F3) from the POS Tool Bar
Select the correct A/R Customer
 - To continue to add items to the sale:
Select Sale (F9) from the POS Tool Bar
 - To end the sale:
Select Total (F10) from the POS Tool Bar
- Select option to continue to add items to the sale:
Sales Entry Window, at the Enter Item Code Field
- FINISHED** Select the option to End the sale:
Tender Window, Enter Amount Tender Field

Section 3 Discounts: ITEM DOLLAR DISCOUNT

FUNCTION: Item Dollar Discount

USE WHEN

To discount one item by a dollar amount.

STARTING POINT

Sales Entry Window, the item code to be discounted has just been entered.

STEPS

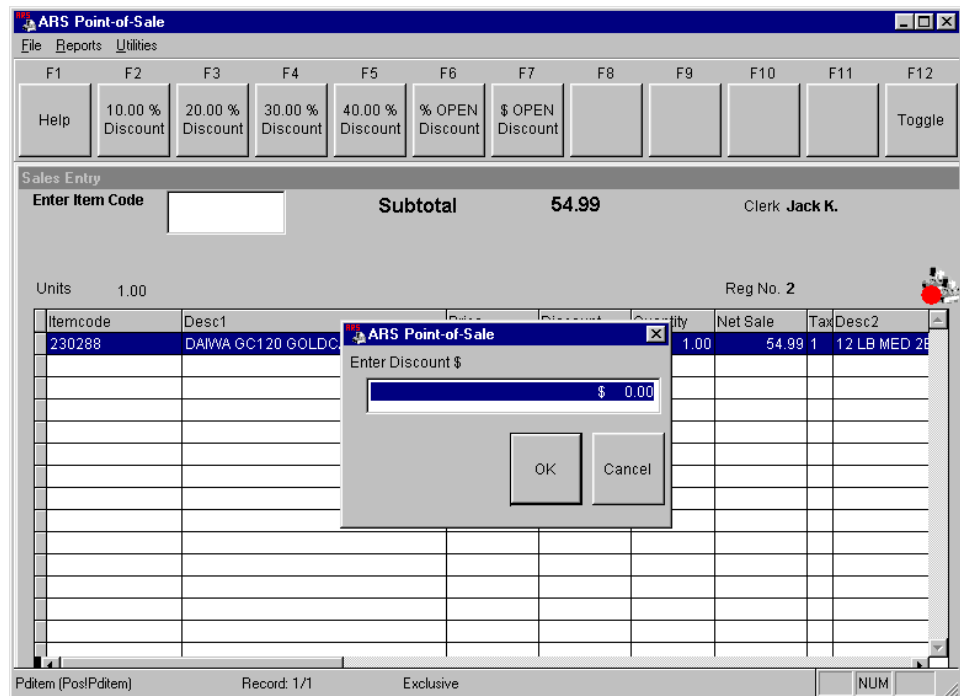
1. **Select Discount (F3)** from the POS Tool Bar
2. **Select \$ Open Discount (F7)** from the POS Tool Bar.
3. Enter the amount to discount, select the OK button.

FINISHED

When the Electronic Journal Tape displays the correct discount for the item, and the Enter Item Code Field displays.

NOTE

The application does not allow compounded discounts. When an item is discounted once, it will not be discounted a second time.



FUNCTION: Return Merchandise

USE WHEN	Use when a customer wants to return merchandise from a previous sale.
STARTING POINT	Sales Entry Window, at the Enter Item Code Field
STEPS	<ol style="list-style-type: none">1. Select Return (F7)2. Enter item codes from the receipt that is being voided.3. Select Total (F10) after all item codes from the receipt are entered.4. Enter past the Enter Amount Tender Field5. Select tender type.6. Store defined step<ol style="list-style-type: none">a. Select function key on how payment is to be made.b. No cash back return policy, issue credit:<ol style="list-style-type: none">1. Issue Gift Credit (F11)2. Enter customer informationc. Cash back policy, issue cash for the amount returned.
FINISHED	Enter Mail Number Field displays.

FUNCTION: Return Merchandise During a Sale Transaction

USE WHEN	Use when a customer is returning an item and purchasing new items.
STARTING POINT	Sales Entry Window, at the Enter Item Code Field
STEPS	<ol style="list-style-type: none">1. Select Return (F7)2. Enter the item code(s) being returned.3. Select Sale (F7) to return to a sales transactions window.
FINISHED	Sales Entry Window, at the Enter Item Code Field

FUNCTION: Inquiries

USE WHEN

To lookup:

- * Mail list customers
- * Gift certificates
- * A/R customers
- * Lay-a-ways
- * Items codes
- * Serialized item information or log numbers

STARTING POINT

Sales Entry Screen

STEPS

1. Select Toggle (F12)
2. Select F2 for Item Information
 - Select F3 for Mail Information
 - Select F4 for Gift Information
 - Select F5 for Serial Information
 - Select F6 for A/R Information

To copy and paste a record from an inquiry list:

1. Select the record and press the **Copy to Clip** button.

or

Using the mouse cursor or arrow keys, highlight the entire record number (i.e. item #, Mail #, Gift #, etc.) and press [Ctrl + C].

2. Select the appropriate number entry field and press [Ctrl + V] to paste.

FUNCTION: Gift Certificate Purchase

USE WHEN	Use when a customer wishes to purchase a gift certificate.
STARTING POINT	Sales Entry Window, at the Enter Item Code Field
STEPS	<ol style="list-style-type: none"> 1. Select Sell Gift (F11) twice. 2. Enter gift certificate number. The number from the preprinted certificate, select OK button. 3. Enter gift certificate information. Name, phone number and other comments. 4. Enter the amount of the gift certificate, select the OK button. 5. Enter payment amount. 6. Select the appropriate tender type.
FINISHED	The Enter Item Code Field is displayed.

FUNCTION: Gift Certificate Purchase with purchase of other items.

USE WHEN	Use when a customer wishes to purchase a gift certificate with the purchase of other items.
STARTING POINT	Sales Entry Window, at the Enter Item Code Field
STEPS	<ol style="list-style-type: none"> 1. Enter item number(s). 2. Select Subtotal F9; Select Total F10 3. Select Issue Gifts Credit (F11) 4. Enter gift certificate number. The number from the preprinted certificate, select OK button. 5. Enter gift certificate information. Name, phone number and other comments. 6. Enter the amount of the gift certificate, select the OK button. 7. Enter payment amount. 8. Select the appropriate tender type.
FINISHED	The Enter Item Code Field is displayed.

FUNCTION: Gift Certificate Tender

USE WHEN A customer pays for items with a store gift certificate (full or partial payment).

STARTING POINT The Tender Window, at the Enter Amount Tender Field

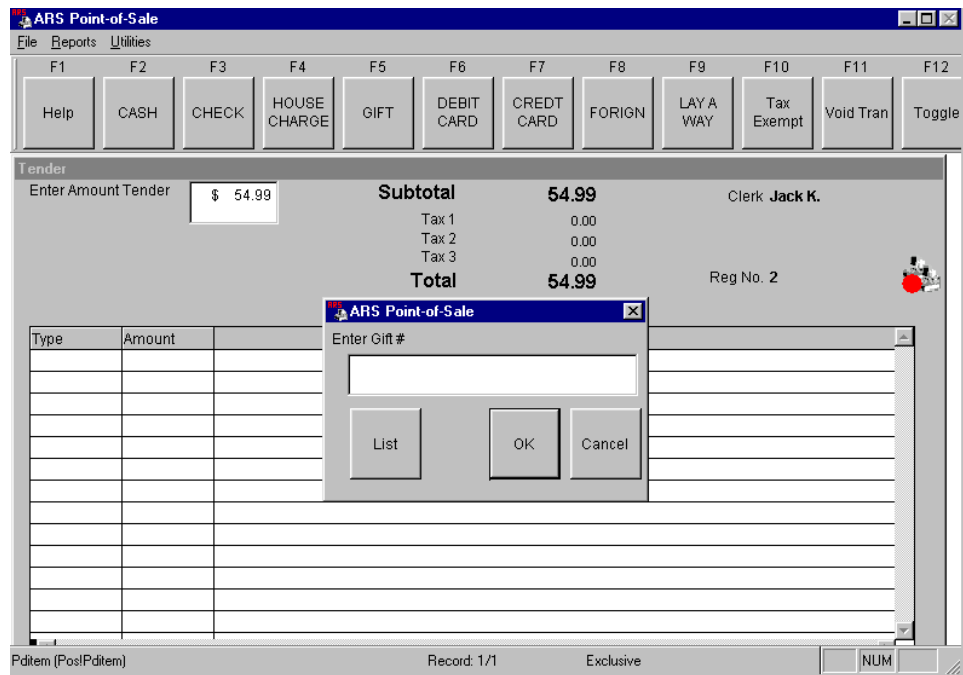
- STEPS**
1. Select Gift (F5)
 2. Enter gift certificate number, select OK button.

If a gift certificate number can not be found select the LIST button to display a list of gift certificate. Select the appropriate gift certificate and select the OK button.

If the gift certificate value is less than the purchase amount:
 Enter dollar amount tender for rest of payment
 Select the appropriate tender type.

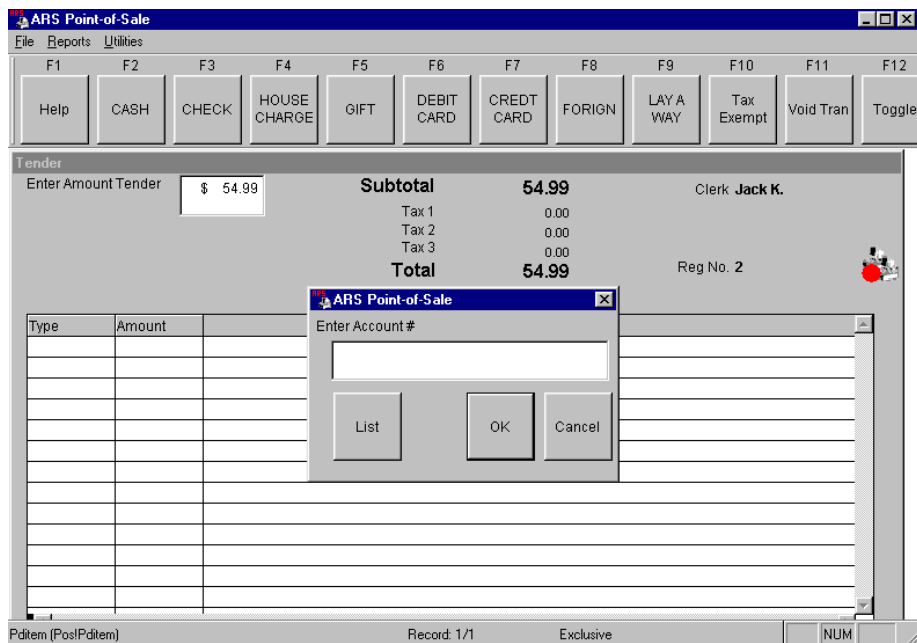
FINISHED The Enter Item Code Field is displayed.

If the gift certificate amount exceeds the amount of payment, the remaining value of the gift certificate is printed on the receipt.



FUNCTION TYPE: Account Charge

- USE WHEN** Current customer purchases are paid for using a house charge account (full or partial payment).
- STARTING POINT** After the Total (F10) option has been selected and the Tender Window displays.
- STEPS**
1. At the **Amount Tender Field** enter the dollar amount to be charged.
 2. Select **Account (F4)**
The Enter Account Number prompt displays.
 3. Enter the customer's account number, select the OK button.
If account number is not found select the LIST button.
A list of customer accounts will display.
Select the correct customer account, select the OK button or enter.
- If the purchase exceeds the customers credit limit or the account has been set to require a manager code approval, the manager must enter the correct code before the sale can be completed.
4. If the entire purchase amount is not applied to the charge account the screen returns to the **Amount Tender Field**.
 - a. Enter the dollar amount paid with another type of tender
 - b. Select the appropriate tender type.
- FINISHED** When the **Change Due** is 0.00 and the prompt displays for the customers mail number.



FUNCTION: Receive on Account

USE WHEN	A customer wants to make a payment to their account.
STARTING POINT	Sales Entry Window, at the Enter Item Code Field
STEPS	<ol style="list-style-type: none">1. Select Account (F4)2. Select House Charge3. Enter customers account number4. Enter the amount of the payment at the Enter R/A Amount Field5. At the Enter Amount Tender Field enter the amount being payed.6. Select type of tender.7. If additional tender types are being used, repeat steps 5 and 6.
FINISHED	Sales Entry Window, at the Enter Item Code Field

FUNCTION: Lay-a-Way Add

USE WHEN	When a customer places a purchase on lay-a-way.
STARTING POINT	Sales Entry Window, at the Enter Item Code Field, Items have been entered.
STEPS	<ol style="list-style-type: none">1. Select Subtotal (F9), Total (F10)2. Enter the depoist amount.3. Select tender type.4. Select Layaway (F9)5. Enter the customers mail number (or enter new customer information if the customer is not in the mailing list).6. Select the OK Button
FINISHED	The Enter Mail Number Field displays.

FUNCTION: Lay-a-Way Edit

USE WHEN	To add or remove items from an existing lay-a-way.
STARTING POINT	Sales Entry Window, at the Enter Item Code Field
STEPS	<ol style="list-style-type: none">1. Select Toggle (F12)2. Select Recall Layaway (F9)3. Enter the lay-a-way number.4. Enter item codes to be removed/added to the lay-a-way.
FINISHED	Enter Mail Number Field displays.

FUNCTION: Lay-a-Way - Void

USE WHEN	To void an existing lay-a-way.
STARTING POINT	Sales Entry Window, at the Enter Item Code Field
STEPS	<ol style="list-style-type: none">1. Select Toggle (F12) twice.2. Select Void Layaway (F8)3. Enter the lay-a-way number.4. Tender out the lay-a-way deposit amount.
FINISHED	Enter Mail Number Field Displays.

FUNCTION: Lay-a-Way - Payment

USE WHEN	Customer is making a payment on a lay-a-way.
STARTING POINT	Sales Entry Window, at the Enter Item Code Field
STEPS	<ol style="list-style-type: none">1. Select Recive on Account (F2)2. Select Layaway (F9)3. Enter the lay-a-way number.4. Enter payment amount.
FINISHED	Enter Mail Number Field Displays.

FUNCTION: Suspend Transaction Local

USE WHEN

When a customer needs to find additional products, return to the shooting range or for some other reason needs to halt the transaction, and they want to still purchase those items already entered at the POS.

This function stores the transaction **ONLY** at the register the suspend was completed at and will store it until the customer is ready to complete the sale. During the time the transaction is suspended the clerk may continue additional transactions for other customers.

When the customer returns, the clerk can recall with the suspended transaction and finish the sale.

- * Two suspended transactions at each point-of-sale.
- * Multiple transactions in progress at the same time.
- * Lay-a-way transactions can not be suspended.

Sales Entry Window, at the Enter Item Code Field and at least one item code has been entered.

STARTING POINT

Suspending a transaction

STEPS

1. **Select Subtotal (F9)**
2. **Select Suspend (F5)**
3. **Select Suspend (F1) or Suspend (F2)**

A cash receipt of the suspended transaction prints. It will not have totals on it and should not be used as the customer's receipt. (When a suspended transaction is resumed, a new receipt is created.)

Continuing a suspended transaction

1. **Select Toggle (F12)** Twice
2. **Select Recall Suspend (F2) or Recall Suspend (F3)**
3. Continue the transaction by either tendering it out or adding more items to the sale.

FINISHED

When all of the items from the suspended transaction are displayed on the Electronic Journal Tape, and the Enter Item Code Field displays.

FUNCTION: Suspend Transaction - Global

USE WHEN

When a customer needs to find additional products, return to the shooting range or for some other reason needs to halt the transaction, and they want to still purchase those items already entered at the POS.

This function stores the transaction at all registers until the customer is ready to complete the sale. During the time the transaction is suspended the clerk may continue additional transactions for other customers.

When the customer returns, the clerk can recall the suspended transaction and finish the sale.

- * Unlimited suspended transactions.
- * Multiple transactions in progress at the same time.
- * Lay-a-way transactions can not be suspended.

STARTING POINT

Sales Entry Window, at the Enter Item Code Field, and at least one item code has been entered.

STEPS

Suspending a transaction

Suspending a transaction

1. **Select Subtotal (F9)**
2. **Select Suspend (F5)**
3. **Select Suspend Global (F4)**
4. **Enter a name to associate the suspend to.**
(Example: customers name, up to 8 characters)

A cash receipt of the suspended transaction prints. It will not have totals on it and should not be used as the customer's receipt. (When a suspended transaction is resumed, a new receipt is created.)

Continuing a suspended transaction

1. **Select Toggle (F12)** Twice
2. **Select Recall Global Suspend (F4)**
3. **Enter the name the suspend is associated to**, select the OK button.
4. Continue the transaction by either tendering it or adding more items to the sale.

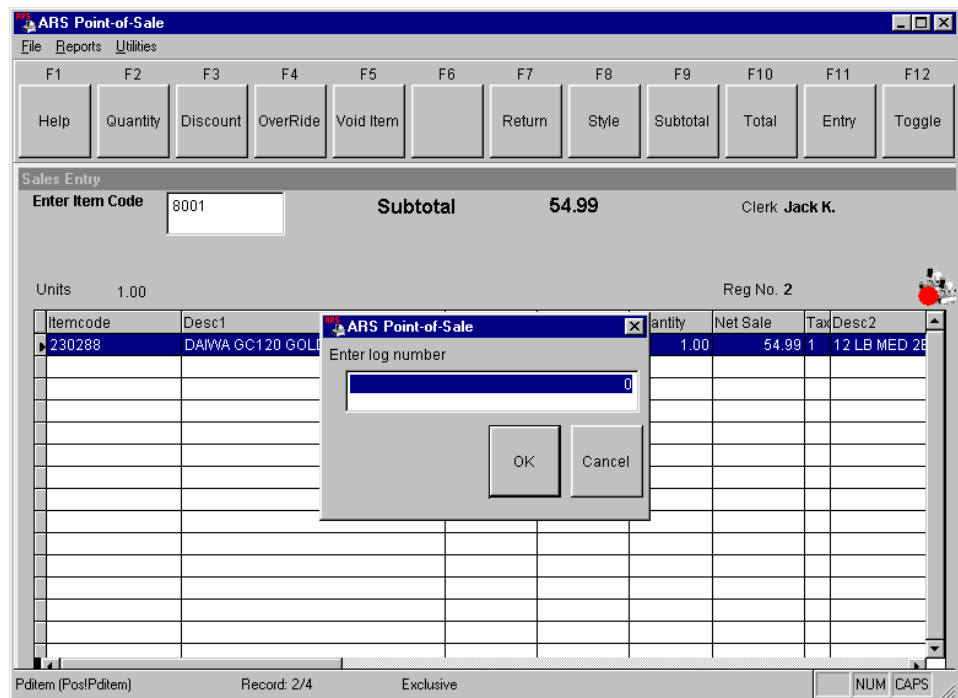
FINISHED

When all of the items from the suspended transaction are displayed on the Electronic Journal Tape, and the Enter Item Code Field displays.

Section 10 Serial Number Item: PURCHASE OF SERIAL # ITEM

FUNCTION: Sale of Serial # Tracked Item

- USE WHEN** Use when a customer purchases an item that is being tracked in inventory by serial number.
- STARTING POINT** Sales Entry Window, at the Enter Item Code Field
- STEPS**
1. Enter the item code for the serial numbered item.
 2. Enter the log number, select OK.
 3. Enter the customer's mail number, select OK.
 4. Enter the customer mail information, select OK.
- FINISHED** The Enter Item Code Field displays.
Continue as a standard point-of-sale transaction.



FUNCTION: Rental Sale

USE WHEN	Use when a customer rents an item that is being tracked as a rental inventory item by serial number.
STARTING POINT	Sales Entry Window, at the Enter Item Code Field
STEPS	<ol style="list-style-type: none">1. Enter the item code for the rental item.2. Enter the time and date the rental is due to be returned.3. Enter the log number (or select from list), select OK.
FINISHED	<ol style="list-style-type: none">4. Enter the customer's mail number, select OK.5. Review the customer mail information, select OK.

The Enter Item Code Field displays.
Continue as a standard point-of-sale transaction.

FUNCTION: Rental Return

USE WHEN	Customer Returns a Rental Item
STARTING POINT	Sales Entry Window, at the Enter Item Code Field
STEPS	<ol style="list-style-type: none">1. Select Toggle (F12)2. Select Rental Return (F8)3. Enter the item number and log number of the rental being returned, then hit Enter.4. Select Exit (F10) to complete rental return.
FINISHED	The Enter Item Code Field displays. The rental item is now available to be re-rented.

FUNCTION: Printing of Department Sales Report

USE WHEN	Print at the end of the day. This report summaries the data of items sold by department.
STARTING POINT	Sales Entry Window, at the Enter Item Code Field
STEPS	<ol style="list-style-type: none">1. Select Quit (F10)2. Select Reports (F3)3. Select Dept Sales (F2)4. Enter PIN number for printing authorization.5. Select YES to Zout the Department Sales Report
FINISHED	Department Sales Report prints on the register printer.

FUNCTION: Printing of Sales Info Report

USE WHEN	Print at the end of the day. This report provides daily sales information sectioned by the type of tender.
STARTING POINT	Sales Entry Window, at the Enter Item Code Field
STEPS	<ol style="list-style-type: none">1. Select Quit (F10)2. Select Reports (F3)3. Select Sales Info (F3)4. Enter PIN number for printing authorization.5. Select YES to Zout the Sales Info Report
FINISHED	Sales Info Report prints on the register printer.

FUNCTION: Recall a Work Order

USE WHEN	Customer is picking up a repair that was processed with the Work Order Function.
STARTING POINT	Sales Entry Window:
STEPS	<ol style="list-style-type: none">1. Select Toggle (F12) Twice2. Select Recall Work Order (F6)3. Enter Work Order Number, or select the list button and select the correct work order from the list.4. Continue as with a normal point-of-sale transaction.
FINISHED	Sales Entry Window displays.

FUNCTION: Recall a Special Order

USE WHEN Customer is picking up a Special Order

STARTING POINT Sales Entry Window:

- STEPS**
1. Select Toggle (F12) Twice
 2. Select Recall Special Order (F5)
 3. Enter Special Order Number, or select the list button and select the correct rental reservation from the list.
 4. Continue as with a normal point-of-sale transaction.

FINISHED Sales Entry Window displays.

FUNCTION: Recall a Rental Reservation

USE WHEN	Customer is picking up a rental that was reserved in advance.
STARTING POINT	Sales Entry Window:
STEPS	<ol style="list-style-type: none">1. Select Toggle (F12) Twice2. Select Rental Reservation (F7)3. Enter Rental Reservation Number, or select the list button and select the correct rental reservation from the list.4. Continue as with a normal point-of-sale transaction.
FINISHED	Sales Entry Window displays.