

POS PORTAL OPERATOR MANUAL



*Incorporating the Sales Assistant &
Teller based Point of Service.*

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Table of Contents

POSPORTAL – MANUAL	6
1. LOGIN TO POINT OF SERVICE	6
USER INTERFACE – POINT OF SERVICE	7
1. Logging in to User Interface:.....	9
2. Logging off from the User Interface	11
To log off:	11
3. Closing User Interface Screen:	13
4. Resizing User Interface Screen:	13
5. Selling Items using User Interface	14
Selling a Weight Item:	14
Selling a non-weight Item:	14
Quantity:	14
Finalising the line item sale:	15
Until the “sales assistant” button is pressed:	15
For sales assistant Pos 1 to continue its sale:.....	18
<i>Additional Items Method 1:</i>	<i>18</i>
<i>Additional Items Method 2:</i>	<i>18</i>
6 Finalisation of a Customer Sale	19
6.1 Processing Tender of Customer Transaction:	19
6.2 Cash Tender	20
6.3 Cheque Tender	21
6.4 Credit Card Tender	22
6.5 Split Tender	22
6.6 Split Tenders	24
6.7 Tenders & Cash Up	24
7. Finding Items	25
Using find with item description:.....	27
Find by Item Number or by Description.....	27

	8. Void Transaction.....	27
	Transaction Void	27
	9. Void Item.....	30
	10. Park Sale	32
	11. Retrieval of Sale	34
	12. Discounts Subtotal - standard.....	36
	13 Discounts Subtotal – special (including staff discounts)	
	39	
	14 Discounts Item level.....	40
	15 Price Change (Override)	42
	16 Quantity Override.....	44
	17 Advance.....	46
	18 Handover	47
	19 Petty Cash Out	50
19.1	<i>Petty Cash Out</i>	50
19.2	<i>Petty Cash In</i>	52
	20 Returns (method 1).....	59
	21 Return Item (Method 2).....	63
	22 Tare Editor	64
22.1	<i>Tare – to view an existing</i>	64
22.2	<i>Tare - to set up</i>	65
	23 Labels	66
	24 FUNCTION WINDOW	68
24.1	<i>Functions Edit</i>	69
24.2.1	Selecting Group & Specific Button	70
24.2.2	Altering grid button.....	72
24.2.2.1	Colour of Button	72
24.2.2.2	Grid button text colour.....	74
24.2.2.3	Grid button text bold.....	75
24.2.2.4	Grid button text size.....	75
24.2.2.5	Gradient Style	75
24.2.2.6	Direction, BMP Position, Border Style.....	75
24.3.1	One Shot PLU allocation to Grid Button.....	75

24.4.1	Functions.....	79
24.5.1	Executables	80
24.6.1	Command Line.....	83
24.7.1	SUPERVISOR REQUIRED.....	83

BACK OF OFFICE & INSTORE MAINTENANCE PROCESSES.....

		85
25.1	SETUP EDITOR.....	85
25.1.1	Main Setup tab	86
25.1.1.1.1	Working Directory	86
25.1.1.1.2	Ring Up Description	86
25.1.1.1.3	Ring Up Text Size.....	87
25.1.1.1.4	Operator Timeout.....	87
25.1.1.1.5	PLU Timeout	87
25.1.1.1.6	Enable Manual Entry of Zero Priced Items	87
25.1.1.1.7	Enable Price Levels.....	88
25.1.1.1.8	Enable Repeat Key.....	88
25.1.1.1.9	Enable Quantity Key.....	88
25.1.1.1.10	Enable Table Mode	88
25.1.1.1.11	Touch Screen Cleaning Time.....	88
25.1.1.1.12	Rounding.....	88
25.1.1.1.13	Default button font.....	88
25.1.1.1.14	Returns	88
25.1.1.1.14.1	Set Return Item Before Scan.....	88
25.1.1.1.14.2	Print Signature on Form on Return.....	88
25.1.1.1.15	Sale Discount	89
25.1.1.1.15.1	Enable Sale Discount	89
25.1.1.1.15.2	Max Open Discount	89
25.1.1.1.16	Start Transaction User Exit.....	89
25.1.2	Display tab	89
25.1.2.1.1	Main Screen tab	90
25.1.2.1.2	Customer Display tab.....	91
25.1.2.1.2.1	Customer Display Top	91
25.1.2.1.2.2	Customer Display Left.....	91
25.1.2.1.2.3	Customer Display Width.....	91
25.1.2.1.2.4	Show Message on Customer Display	92
25.1.2.1.2.5	Show Status on Customer Display.....	92
25.1.2.1.2.6	Customer Display Rate (in Milli seconds).....	92
25.1.2.1.2.7	Customer Message.....	92
25.1.2.1.2.8	Enable Transactions on Customer Display	92
25.1.2.1.2.9	Enable Remote Customer Display	92
25.1.2.1.3	Images	93
25.1.2.1.4	Pop Ups.....	94
25.1.2.1.4.1	Enable Pop Up Sales Detail Screen	94
25.1.2.1.4.2	Time (Seconds) of Display	94
25.1.2.1.4.3	Image Directory	94
25.1.2.1.4.4	Automatic Pop Up of Login Screen.....	94
25.1.2.1.4.5	Supervisor Colour	94
25.1.2.1.4.6	PLU Not Found Colour.....	95
25.1.2.1.4.7	Tender Total Colour.....	95

	25.1.2.1.4.8	Enable PLU Not Found Pop Up.....	95
	25.1.2.1.4.9	Enable Tender Pop Up.....	95
	25.1.2.1.4.10	Pre Tender Pop Up.....	95
	25.1.2.2	One Shot tab.....	96
	25.1.2.3	Terminal tab.....	98
	25.1.2.4	Devices tab.....	103
	25.1.2.5	Print Headers.....	106
	25.1.2.6	Tenders.....	109
	25.1.2.7	Labels.....	112
	25.1.2.8	Vouchers tab.....	114
	25.1.2.9	GST or Tax tab.....	115
	25.1.2.10	Price Barcodes.....	116
	25.1.2.11	Operators tab.....	117
	25.1.2.12	Supervisor Required for Void Sale.....	118
26.1		Cashing Up.....	119
	26.1.1	Types of Cash Control.....	119
	26.1.2	System Updating of Pos Portal processed information	120
	26.1.3	Cash Up procedure.....	121
	26.1.3.1	Procedure:.....	123
	26.1.3.2	PRIOR DAYS CASH UP.....	125
	26.1.3.3	TRADING ON SAME DAY AFTER CASH UP	125

POSPORTAL – MANUAL

1. LOGIN TO POINT OF SERVICE

The overall controlling computer program for the point of service is POSPORTAL. This program is the User Interface, it is connected to the scales, the receipt/journal printer(s) and barcode reader(s), which may be used for scanning items or frequent shopper (loyalty) or other functions.

For sales to be registered or made in the user interface it must be running and active and the “cashier” (person responsible for the money in the cash drawer) logged in.

Please note: What an operator logged into the POSPORTAL is able to do is determined by the privileges associated with that person’s log in, and are not necessarily the same as an administrator or some other sales assistant logged into the user interface.

If an operator appears not to be able to perform the range of activities desired, check the operator’s log in privileges in the set up area of the Posportal program. In order to access this area an administrator level log in is usually required.

Once an appropriate operator is logged in, the operator can perform the various tasks outlined in this manual depending upon their particular privileges.

At this juncture the point of service is ready to receive transactions. Other point of service functions are available from this point by *selecting* the required function by pressing the appropriate button on the screen.

Note:

- 1. Functions which are not available are “greyed out” indicating they cannot be used at this stage.*
- 2. New operators or an existing operator’s password and other details must be created or changed using the back office software – TRS or AMC CIT portal, and then sent to the POS using the DISTRIBUTION function in TRS. The PORTAL automatically forwards this information to the POS terminals.*

USER INTERFACE – POINT OF SERVICE

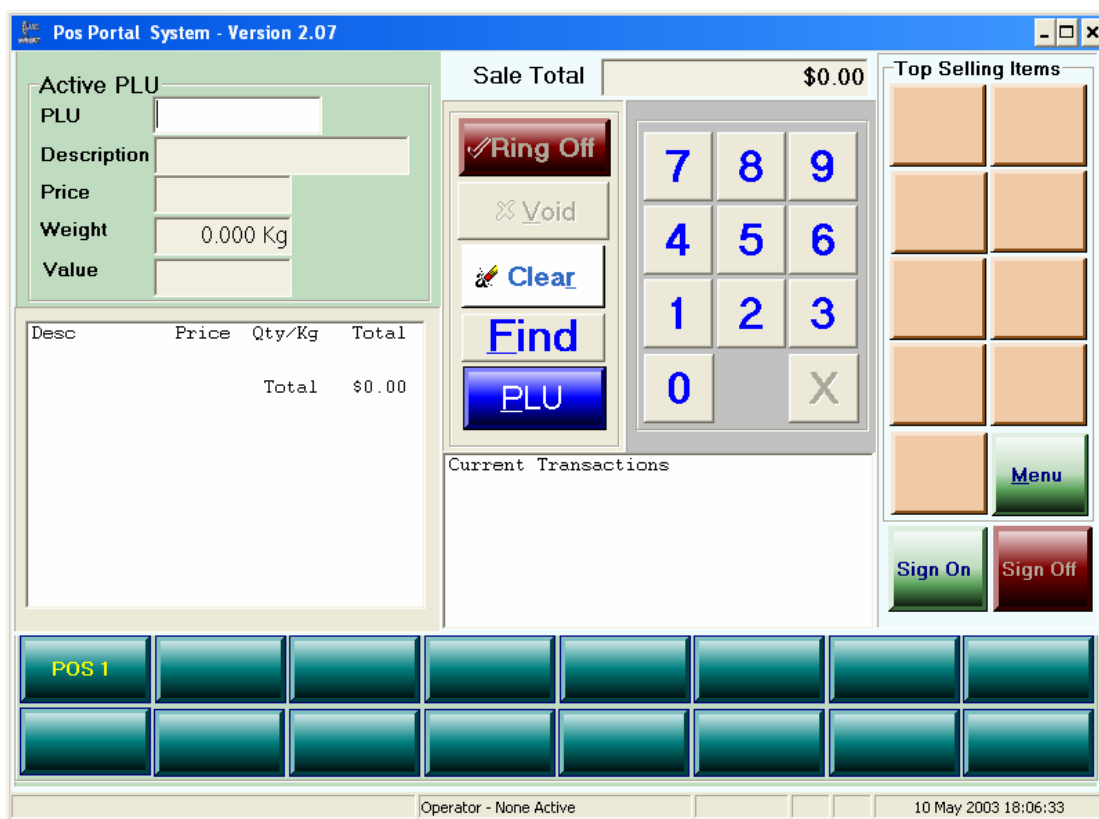
The *Pos Portal System* is a specific user interface emulating a store’s *shop assistant* work flow. The *shop assistant* operation enables more than one server to use each terminal. Depending on your system set up shop assistants may be always active, or logged off after each transaction or logged off after a period of inactivity.

The alternative mode of operation is as a *Teller* system. In a *Teller* system one specific person performs the selling and tendering process at a time.

The electronic scales, if fitted, are plugged into the computer and “talk” to the user interface program constantly sending the weight of the item on the scale.

A barcode scanner may be plugged into the equipment and this “talks” to the program continually. This can be used in place of pressing keys associated with items or functions which have a *scannable* barcode on them. For example this could be a price embedded barcode on a pre-packaged meat item or a frequent shopper (loyalty) card.

The initial user interface screen is shown below:



Carefully note the various buttons appearing on this screen, as shown above.

The *user interface* has four (4) control buttons:

- **Ring Off** - Finalises the currently active customer transaction, collects the tender, opens the cash drawer, if appropriate and prints a receipt, if required. May be called **Tender**.
- **Void** - Allows the voiding of the active customer transaction. This button dynamically changes to **Delete** to perform the void item function.
- **Clear** - Erases all the characters typed into the PLU window field.
- **Find** - Opens a search window enabling the logged in operator to search the item database for an item. The search can be by description or item code. Once found the item can be inserted into the currently active transaction by the operator.
- **PLU** - Tells the user interface the numbers entered into the PLU window are a price look up (PLU).

One Shot Plu (OSP):

To the right of the user interface is a series of 9 buttons - *One Shot Plu (OSP) buttons*. Pressing these buttons sells the item – either by weight or quantity.

Warning: The products (items) associated with the button(s) may change dynamically based upon the “**Top Sellers**” if this facility is used, always check visually you are about to press the button you really mean to.

Menu:

Controls access to a range of functions and many additional OSP buttons. Behind the menu button is a series of panels, each having 8 columns and 9 rows of buttons, that can be set up to be OSP's. Above the top of the screen opened by pressing the menu button is 8 buttons. The first 6 of these open up OSP item pages, the seventh is used to set up “functions” and how the PosPortal program behaves and the eighth is a “CLOSE” button returning the program back to the “selling” screen. Supervisor or administrator control can be configured over the use of these buttons and the various functions they perform.

Sign On / Sign Off:

At the bottom of the *OSP* buttons are two buttons, which are used for signing on and signing off from the user interface. At the bottom of the screen are two rows of buttons corresponding to the operator(s) *currently* signed on. These order of these buttons is reflected by the “Function” keys on the top of a keyboard. The first button in the first row is made the active operator (sales assistant) by either pressing that key on the touch screen or by pressing the F1 key on the keyboard. The second operator is made active by either touching the second button on the first row or by pressing the F2 key on the keyboard. To make operators 9 to 16 active you must press the ALT key before the F1 to F8 keys.

Numeric Pad:

In the centre of the screen is a numeric pad with an **X** button. The **X** button is used to indicate the immediately previously entered number(s) are a quantity multiplier of an item.

The numeric pad digits are pressed to enter the numbers in the PLU field on the user interface.

Current Transactions:

A window below the *numeric pad* shows the active customer transactions. This *Current Transaction* window is active to touch and can be used for operators to retrieve active sales for further item sales or finalisation.

Active Transaction:

The transaction currently being processed is displayed in a window immediately below the PLU sold window. It shows the active transaction with its items and the operator (or sales assistant) performing this transaction.

Plu Window:

The PLU window is on the top left of the user interface screen.

The top field is where the numbers from the *numeric pad* are visible.

Upon pressing the “*PLU*” button the description, price, weight and extended price is shown to the operator.

Note: The PLU window displays the information on the last Plu sold for a variable period of time controlled by settings within the configuration file (PosFrontEnd.ini file which is contained in the Windows or WINNT directory.

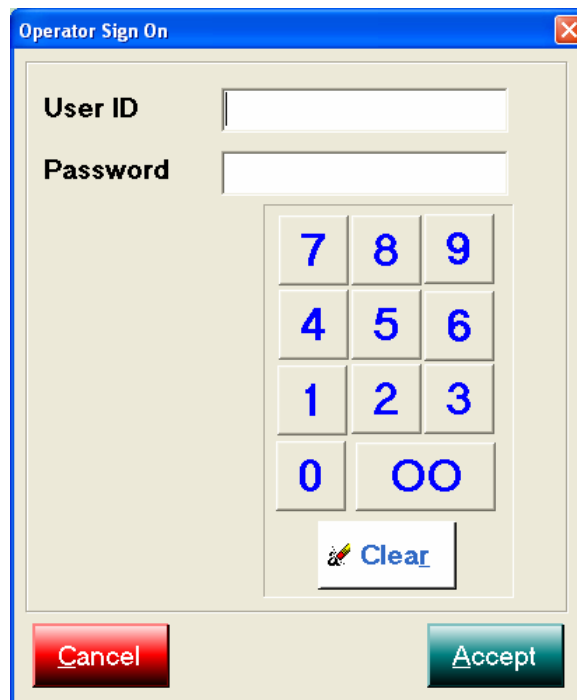
Note: The user interface will only accept a weight from the scale if the item number (PLU) entered into the user interface is a “weighted” item. If the item entered is a fixed price or undefined or item sold by the unit rather than by weight the scale entry is ignored by the program.

The user interface requires the shop assistant to login to use the program.

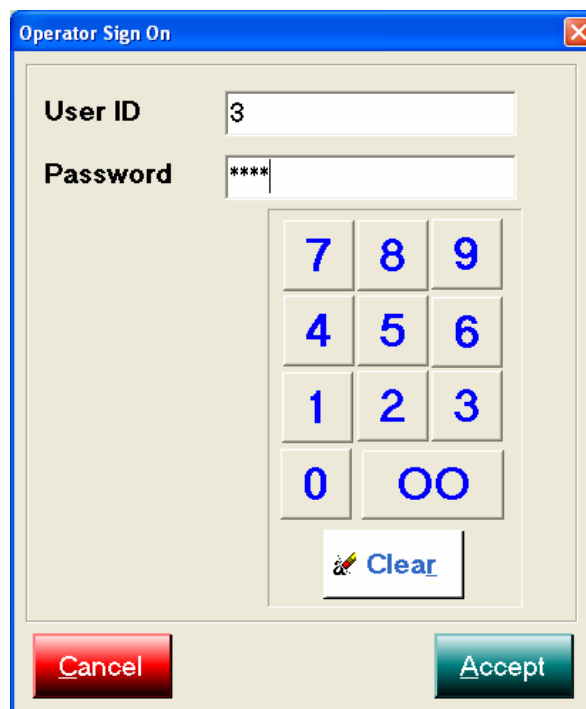
1. Logging in to User Interface:

- a) Press the “**Sign On**” button.
- b) Press the buttons corresponding to the operator concerned login name, using the numeric pad on the screen, *this must be a “sales assistant” login name.*
- c) Touch the “**Password**” field with your finger to move the cursor to the password field.
- d) Enter the “**Password**” for this operator using the numeric pad on the screen.
- e) Press the “Accept” button, if correct.
- f) To re-enter a password then use your finger to highlight the password field.

- g) To abort the Operator Sign On process press the “Cancel” button.

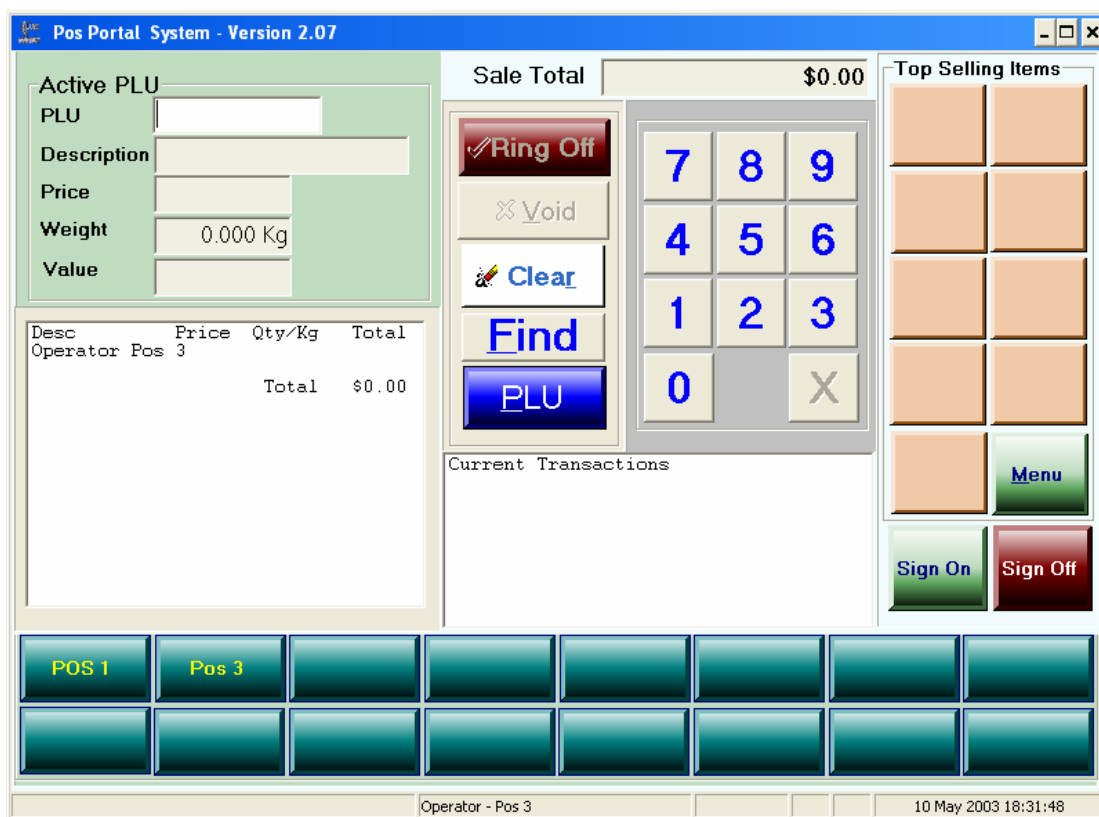


The screen below shows the User ID 3 logging in. Note the password is *not visible* when entered.



- h) Following the successful entering of the “**UserID**” and “**Password**” the user interface changes to the following example. *Note: the UserID name(operator Pos 3) is shown on one of the buttons at the bottom of the screen. The name appears on the next available button and is not always in the same position each login.*

- i) The active operator is shown in the status line of the screen, in this case the active operator is *Pos 3*.



2. Logging off from the User Interface

An operator can only log off from the user interface if there are no outstanding active transactions for this operator. Secondly, to log off an operator may require a *Supervisor* confirmation over log off, depending upon how the user has configured the system.

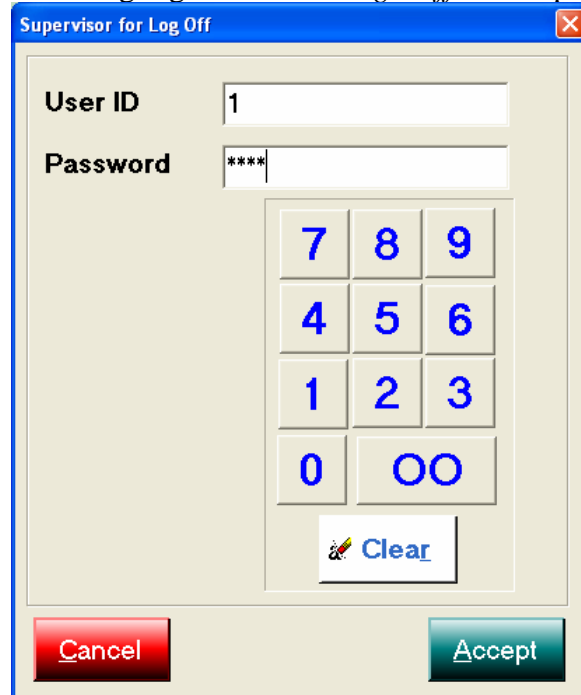
To log off:

- a) Press the button corresponding to the operator (sales assistant) to be signed off.
- b) Press the “*sign off*” button on the right hand side of the screen.
- c) Enter the Supervisor “*UserID*”, example uses operator user id 1 as supervisor.
- d) Touch the “*Password*” field with your finger ensuring the cursor has moved to this field.
- e) Enter the Supervisor “*Password*” using the numeric pad.
- f) Press the “*Accept*” button to accept.

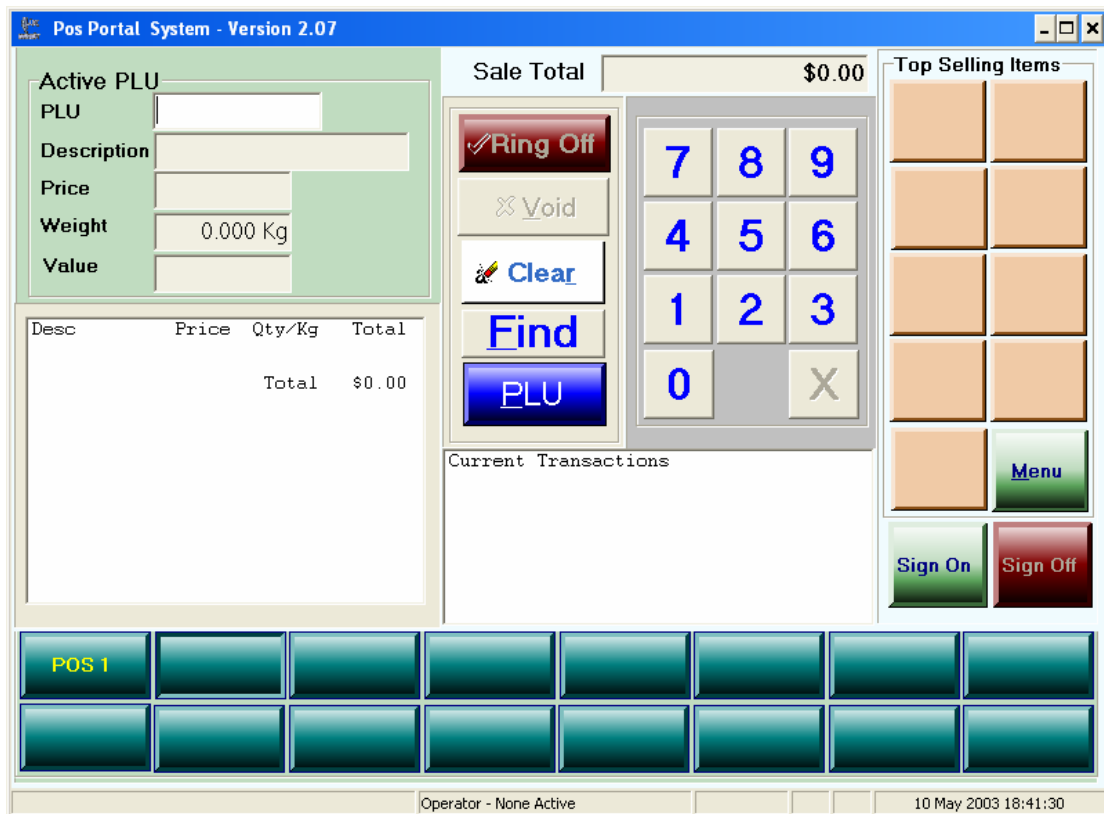
A successful log off is confirmed by the removal of the operators name from the shop assistant buttons at the bottom of the user interface screen.

A sample logoff process is shown below:

Operator *Pos3* was highlighted and the *Sign Off* button pressed, the following screen:



The operator button corresponding to an *Administrator* or *Supervisor* User ID is selected and entered their Password is also entered into the respective field. The “*Accept*” button is then pressed:



User Interface screen after the operator, *Pos3*, has logged off is shown above.

Note: the button originally associated with the “Pos 3” sales assistant no longer is visible, nor selectable.

3. Closing User Interface Screen:

Depending upon how the user interface is configured the user interface screen may not be able to be closed (using the X on the right hand top border) if there are any operators still logged in or if there are “active transactions” yet to be finalised.

If it is configured to allow the user interface to be closed with either sales assistants logged in or active transactions pending then simply press the “X” in the upper right hand corner of the user interface, otherwise follow the procedure:

To close the user interface, all active transactions must have been finalised and all operators logged off.

4. Resizing User Interface Screen:

The screen size can only be resized if the configuration, which is set up through the MENU and SETUP buttons, enables the resizing. Otherwise the screen size by default is set up for an 800 x 600 screen resolution, which cannot be changed by the operator.

If you need to change the size of the screen, for any reason and cannot, contact your system administrator.

5. Selling Items using User Interface

Items can only be sold using the user interface if they have a non-zero selling price (this is referred to as a price lookup or *PLU*) and if the item exists in the product or inventory master file.

Items can be *sold by the weight or by the unit*. This is controlled by settings in the inventory or product master file. An item, which is a *weight PLU*, cannot be sold as a unit under the same PLU number. Likewise, a PLU, which is a unit PLU, cannot be sold by weight under the same number.

The selling procedure, or workflow, is the same whether the item is a fixed unit or weight (scale) price lookup and is described below:

Selling a Weight Item:

- a) Place the item on the scales.
- b) Press either the “one shot plu” key corresponding to the item on the right hand side of the user interface, or press the item number, using the numeric pad, and then press the PLU button.
- c) Once the PLU has been selected the weight, selling price and the weight times the selling price (extended price) of the item is shown on the user interface screen and the customer display.
- d) The sales assistant may either *add* or *remove* some of the product from the scales and the weight will be automatically adjusted. This is referred to as “*active weight*”.
- e) When the sales assistant is satisfied with the weight of the item and wishes to “ring” it up, the relevant sales assistant button is pressed.

An item, which is sold by weight displays, “Scale #0” in the status line at the bottom of the user interface. The “status line” is the one with the date and time displayed on the right hand side.

Selling a non-weight Item:

Quantity:

- a) Select the item (PLU) by pressing the numbers & pressing the PLU button.
- b) If more than a ***quantity*** of one of the item is being sold then:
 - i. Press the number of the item being sold, then
 - ii. Press the “X” button.
- c) To finalise the item sale press the “sales assistant” button.

Finalising the line item sale:

The pressing of the sales assistant button has several affects:

- a) The last valid weight from the scales is accepted as the final item weight.
- b) The item, its weight (if applicable), the selling price & extended price form part of this sales assistant's active transaction.
- c) The scale and user interface is then available for another sales assistant to use or for the same sales assistant to begin processing the customer's next sales item.

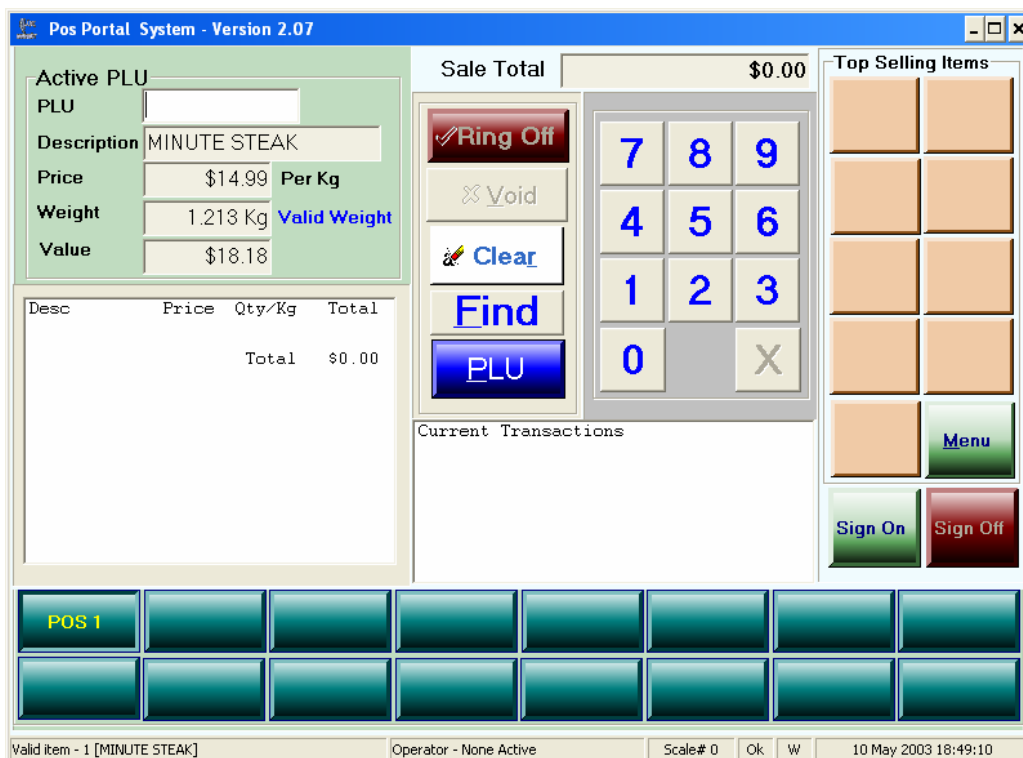
Until the "sales assistant" button is pressed:

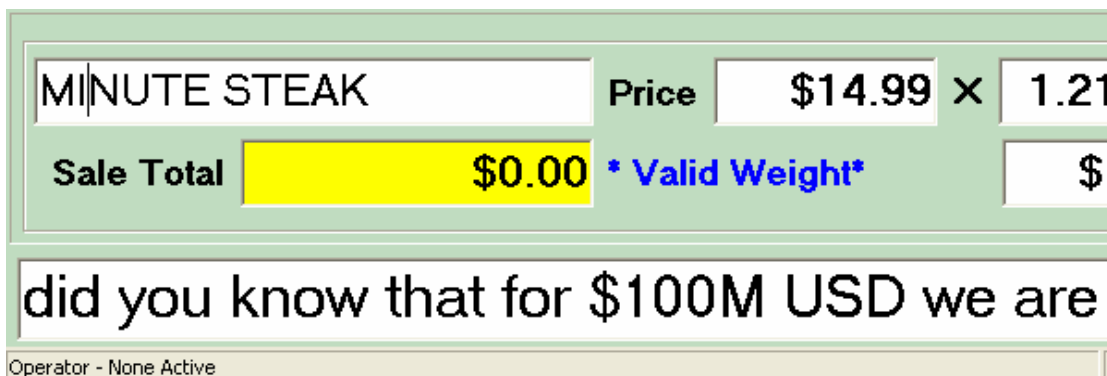
- a) The item may be freely changed.
- b) An item sold by weight can continually have its weight changed.
- c) The item entered is *not added* to the customer's transaction.
- d) Another sales assistant can use the scale and terminal.

Because of d) above, the sales assistant *must* ensure the rapid weighing or selling of an item completion by pressing their sales assistant button as quickly as possible to finalise the items inclusion into the customer's sale.

Should either the item be changed or another sales assistant use the scale/terminal before the sales assistant has pressed their sales assistant button to finalise the inclusion of the item into their customer's sale then the item will need to be *re-weighted or re-entered* prior to finalising the sale.

In screen below the item (PLU) number 1 (Minute Steak) has been entered, it is a *weight* item, the weight from the scales is 1.213 kg:



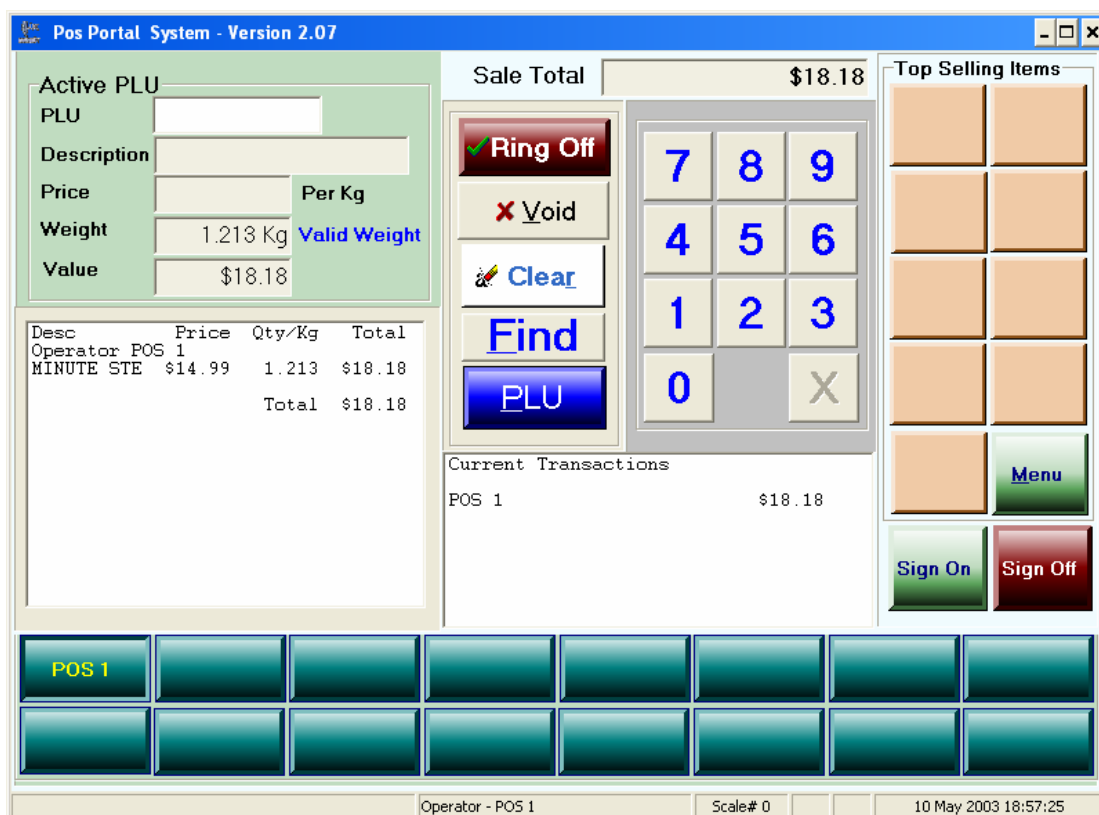


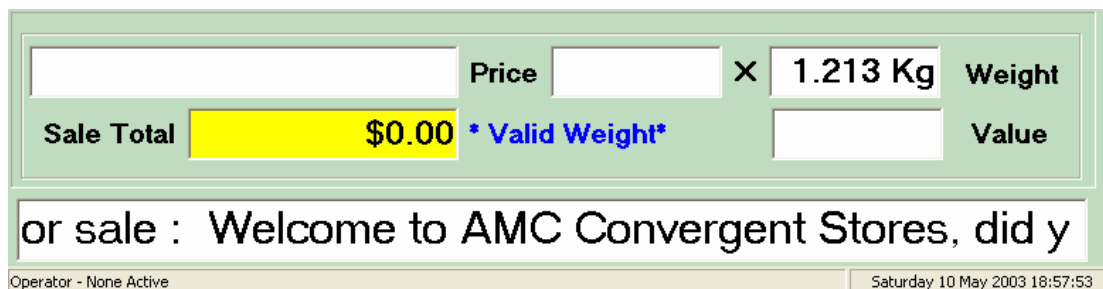
The descriptive display immediately above is the one shown to the customer and is generally occupies the top 1/3rd of the customer display screen.

Note: the Sale Total has not been added to yet. This is because the “sales assistant” button has not yet been pressed.

The next screen snapshot shows the screens after the pressing of the sales assistant button,

- a) Note, now the Sale Total has been added to by this item’s value,
- b) Note, the customer display no longer shows the detail of the item purchased **but** the running sales total has been increased and is visible to the customer
- c) Note, the “Current transaction” display has been updated by this transaction for sales assistant “Pos1”

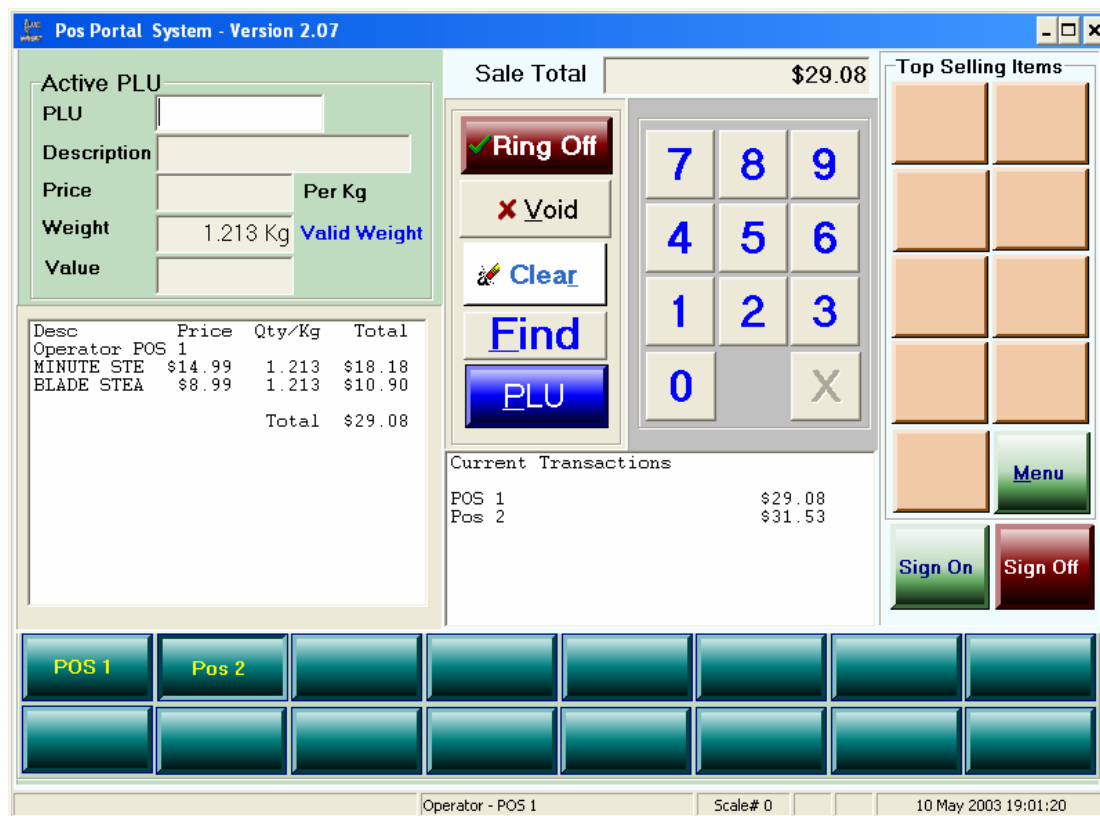




This example has shown commencing a new transaction. What happens if the sales assistant wants to add to an existing transaction.

In the following example let's assume an additional item is to be sold to Pos 1's Current Transaction.

The screen starts off as:



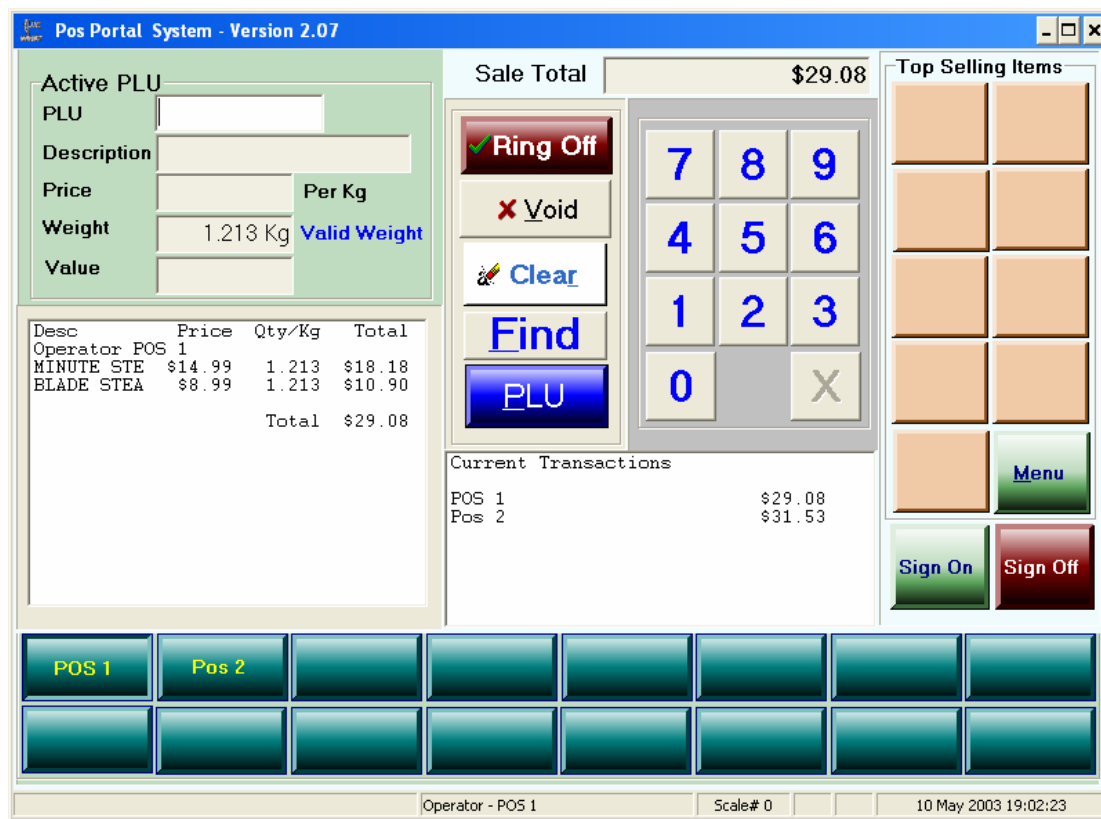
The terminal is in the state with the journal on the left indicating the last item processed was by sales assistant "POS 1".

The "Current Transaction" window in the lower centre of the screen shows there are current transactions for both sales assistants "Pos 1" & "Pos 2".

For sales assistant Pos 1 to continue its sale:

Additional Items Method 1:

- a) Press the button “Pos 1” – *this retrieves Pos 1’s active transaction:*



Note: the “Sale Total” and journal now reflects sales assistant Pos 1’s current transaction. The items in the journal on the left are Pos 1’s customer’s.

- b) Pos 1 can now continue to sell its customer’s item(s) remembering to press their sales assistant button (Pos 1) after each item is either weighed or sold to put it into the transaction.

Additional Items Method 2:

- a) Sell a new item in the standard way – enter the number, press PLU and then press the appropriate sales assistant button.
- b) The current active transaction for this sales assistant is brought up in the journal window showing the previously items in this customer transaction.
- c) The item sale is placed against the sales assistants current active transaction.

6 Finalisation of a Customer Sale

A customer sale is finalised by the tendering process, i.e. money tendered and completed, in the PosPortal software.

All customer sale functions are performed in the PosPortal module including:

- Discounts, at either item or subtotal level, are given in this module.
- Item corrects, i.e. varying the quantity, is performed in this module.
- Item void.
- Sales void.
- Debtors sales, this is a specialised form of tender.
- Frequent Shopper or Loyalty transactions.
- Tendering and sale finalisation.

6.1 Processing Tender of Customer Transaction:

- a) In the user interface select the transaction you wish to finalise and tender. If this is not the active transaction displayed in the journal window then:
 - i. Press your sales assistant button to make your current transaction the active transaction. The items in your customer sale will be shown in the journal window.
 - ii. Press the “Ring Off” button. *This finalises the sale and automatically opens a tendering screen.*



Note:

- The Sale Total is displayed, in this case \$29.08.
- The permitted functions are shown with *icons* (buttons – non greyed).
- Tender buttons CASH, VISA or CHEQUE are visible & can be selected. The actual tender types shown here depend on those configured for any specific system. The number of keys could be a few as one or as many as 160.
- A Discount function is available.

6.2 Cash Tender

- A *fast currency note* bar is available, in our example they are yellow keys with denominations of \$100, \$50, \$20, \$10, \$5. The *left most* button is a rounded cash tender key. In this example it is \$29.10 as the rounding policy configured in the system is to round both up and down. The exact amount owing is \$29.08 this is rounded up to \$29.10 and generates a rounding figure of 0.02 in the *rounding* window, if configured to be shown on the bottom of the tender screen. This rounding only occurs for CASH tenders.

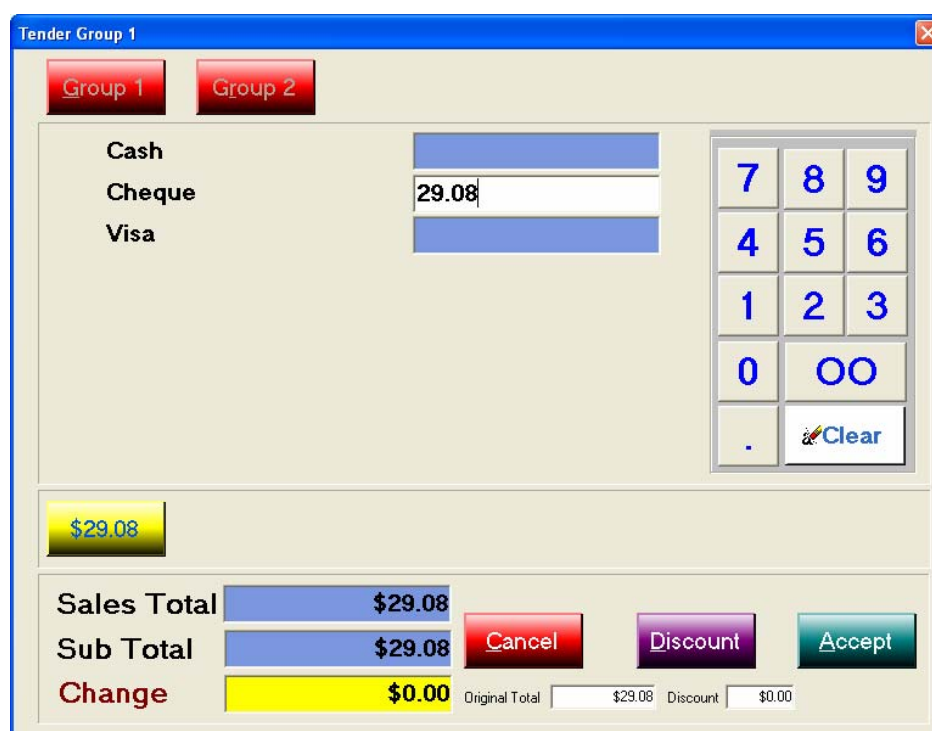


The *fast cash note* keys are shown above, these are configured in the SETUP EDIT function under the TENDER folder. The denominations are user definable.

6.3 *Cheque Tender*

To process a *cheque* from a customer to pay a transaction or even if it is a part payment of the transaction, or debtor account, touch the *cheque field* and then use the *numeric pad* on the right hand side of the panel to enter the amount of the cheque.

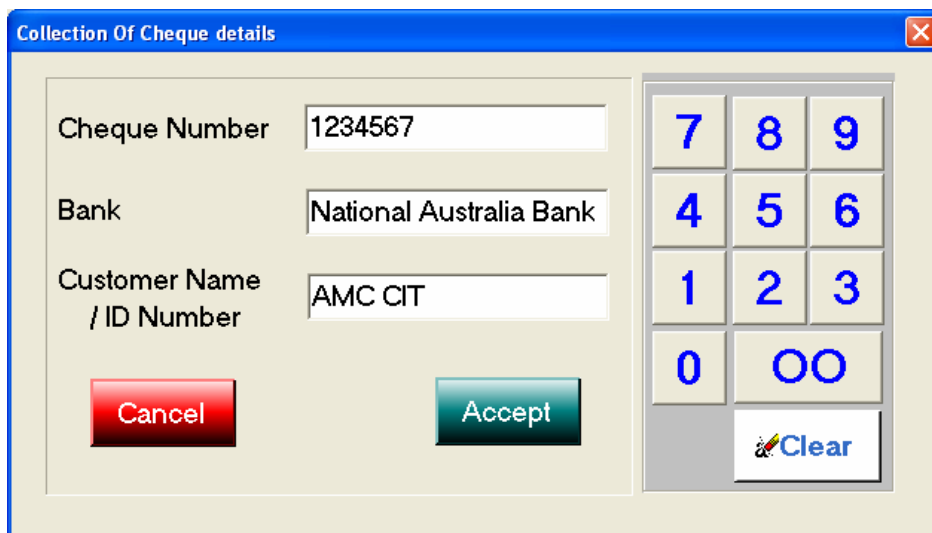
When complete press the “Accept” button.



Once the “Accept” button is pressed on a *cheque tender* a window pops up for the operator to fill in the following information:

- Cheque number (this can be any number of characters, numbers or characters from 1 to 16).
- The name of the bank who is the issuer of the cheque, e.g. National Australia Bank or St. George, etc.
- The drawer of the cheque, i.e. the person or company whose cheque it is.

Once the cheque details are entered the screen looks as below:



Once the details are completed press the “Accept” button and the transaction is finalised and the screen returns to the PosPortal selling screen.

6.4 Credit Card Tender

6.5 Split Tender

Press the tender button corresponding to the type of credit card you are presented with, or if only a generic credit card tender is being used press that button. The different types of credit cards are setup in the “Menu”, “Setup”, “Tenders” section of the program.

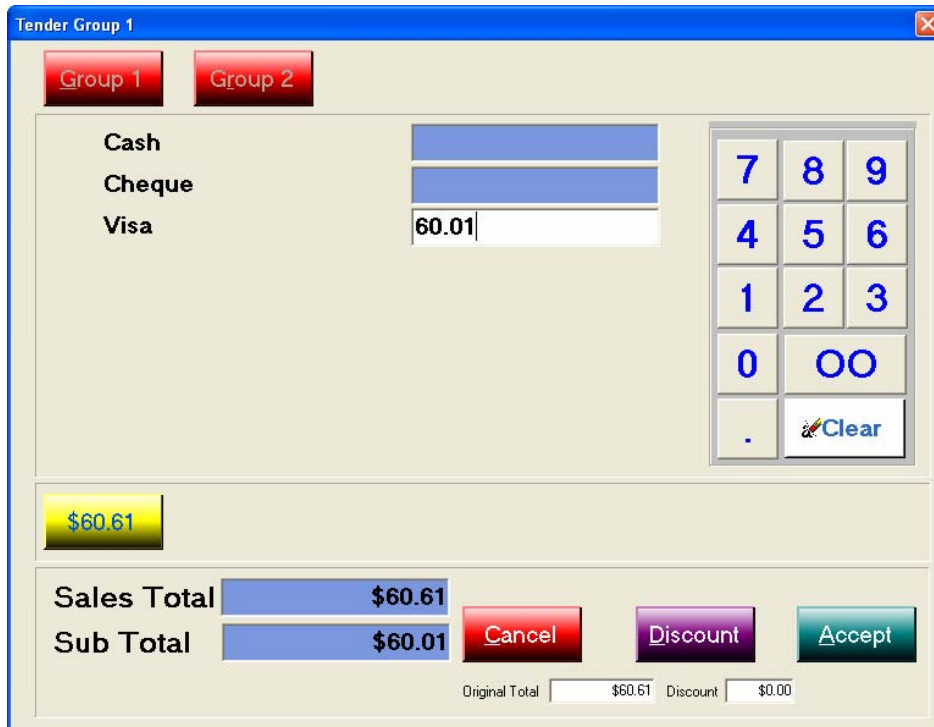
To perform a credit card tender, in this example a Visa card, do the following in the tender screen:



Touch the Visa or Credit Card field to put the cursor in it.

Use the numeric keypad to fill in the amount of the tender that is to be made by the credit card concerned. In this example that is 60.61 .

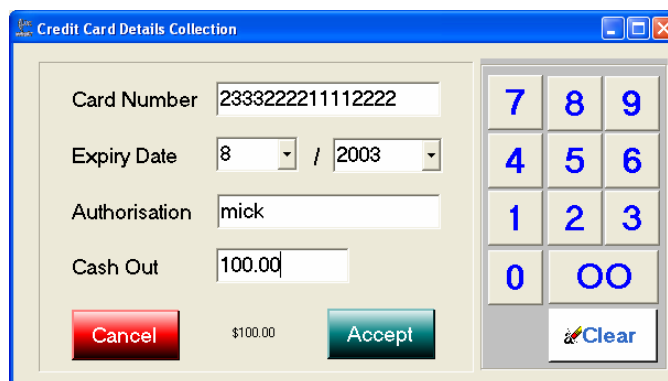
Press the “Accept” button to complete the credit card tender.



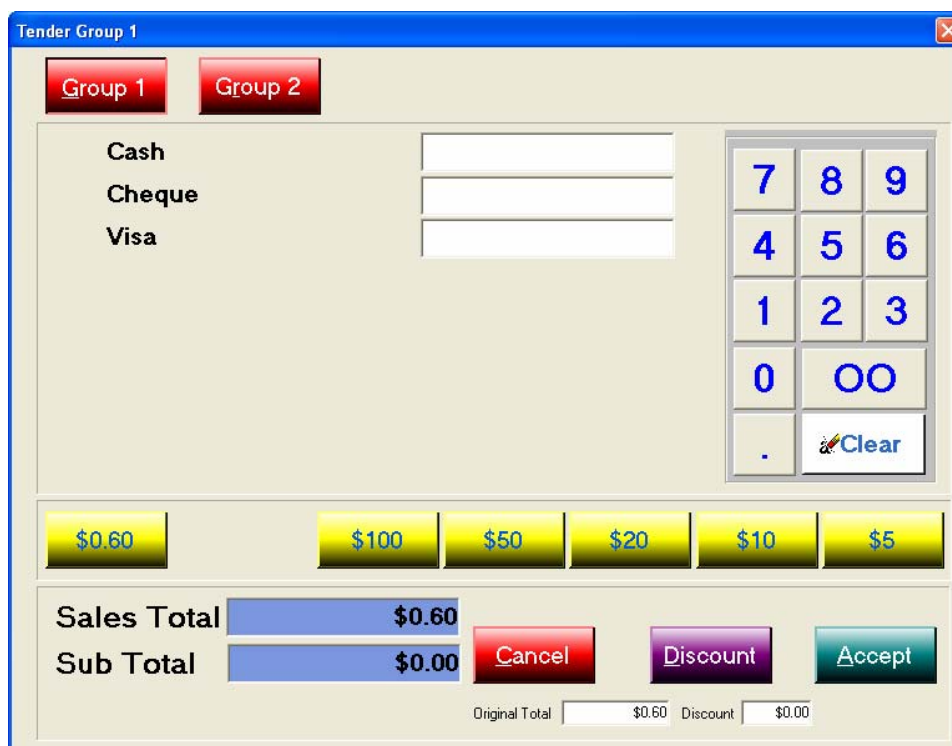
Once the “Accept” button is pressed a pop up screen requiring details including authorisation, if internally required, is shown to the operator. This form is only shown where an automatic EFTPOS interface is not in use and is referred to as a manual EFT or credit card transaction.

Complete the information requested and then press the “Accept” button.

In this particular case the outstanding amount was \$60.61 and we have tendered \$60.01 on the Visa credit card. This leaves an outstanding balance of 60 cents on this customer’s transaction.



The outstanding balance is shown in the window on the tender screen towards the bottom right hand side, here it shows a balance of 60 cents.



We can now tender out the balance of this transaction using CASH and we will have performed a “split tender”.

6.6 Split Tenders

A “split tender” is a situation where a customer tenders more than one type of form of payment. This could be a mixture of *cash, credit card or cheque*.

The user simply has to realise that until the balance outstanding on a transaction is zero, then the tender screen will continually be shown to the operator or the transaction will not disappear from the *selling screen*.

Please review the tender methods outlined in 6.1, 6.2, 6.3, 6.4 and 6.5 for a discussion of each of the tendering methods.

6.7 Tenders & Cash Up

Cash control within a store is a major function of systems or management. To facilitate accurate and rapid cash up procedures the operators must be encouraged to accurately perform the tendering process. The system cannot know how any transaction was paid unless it has been told.

The *cash up* procedure involves counting the various tender types in the cash drawer a store is running and then filling in the tender type in the cash up procedure either at the portal or the TRS back office.

The process is not complicated and can be achieved rapidly providing operators have done their tasks correctly and with due care during trading.

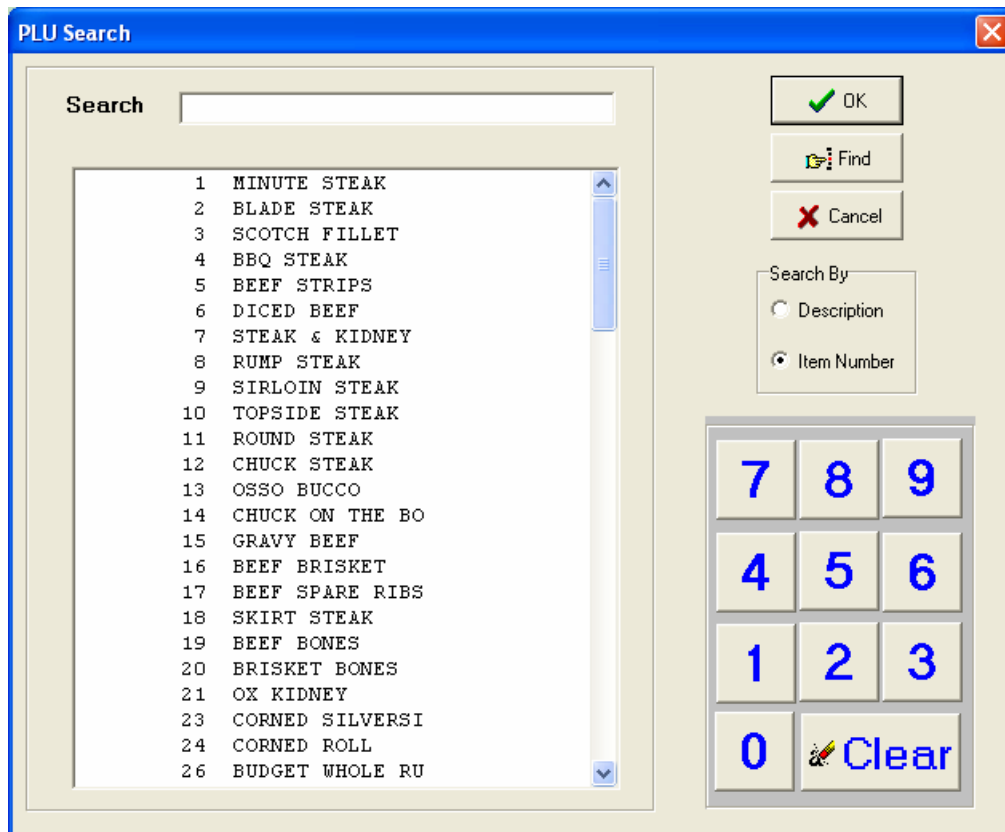
Cash control is paramount in preventing or detecting fraudulent activities within a store. Do it properly to avoid suspicion.

7. Finding Items

A button is provided on the main selling screen that enables the operator to within a sale transaction to *find* an item to include in the transaction.

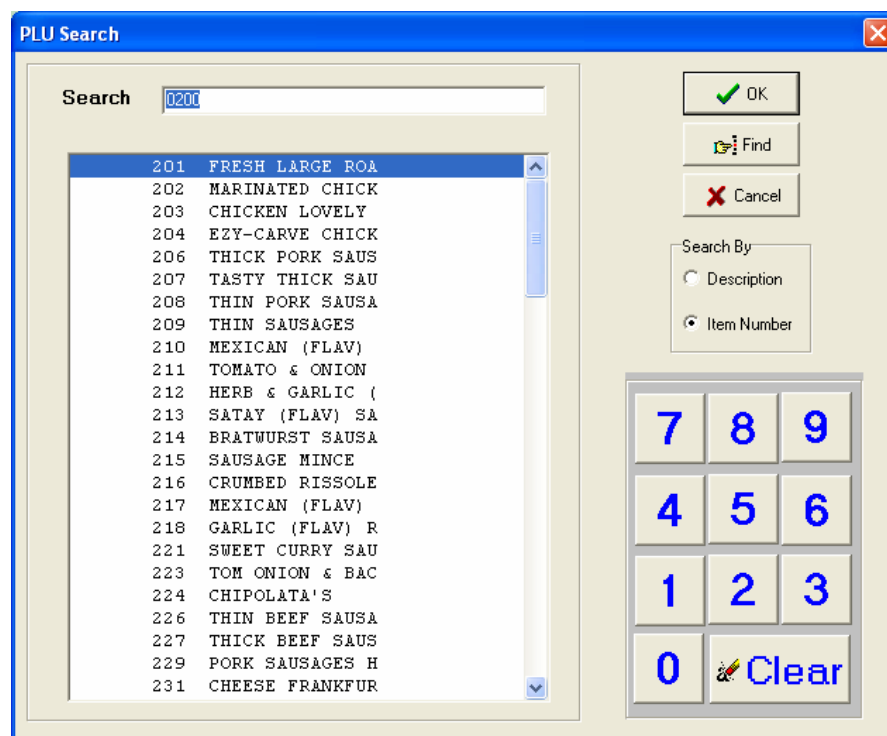


On pressing this *find* button:



By examining the upper right hand side options at the top, it is evident the search can be made by either *description* or by *item number*. The default is item number.

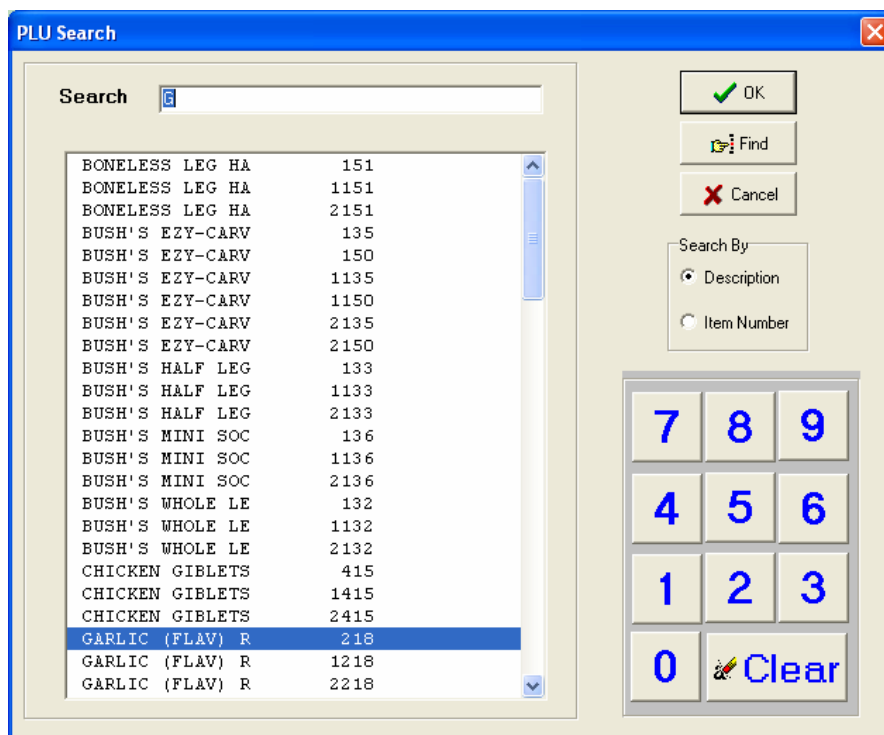
The following screen shows a *find* or *search* operation by using the *item number*. In this case the number was 0200.



The display shows items commencing with this item number range. Where there are more than a screen window number of these items, scroll bars are shown in the window that can be used to scroll through the items listed until the required one item is found.

Using find with item description:

Enter the first character in the description of the item the operator wants to find, here we have entered the letter “G”.



Once again scroll bars are shown where there are more items that will fit in the window. Use the scroll bars to reach the item wanted.

Find by Item Number or by Description

When the item has been found and highlighted with the coloured bar, press the “OK” button to select the item. This returns the operator to the main selling window and accepts the weight on the scale or a unit quantity depending upon the individual setup of the item concerned.

**8. Void Transaction
Transaction Void**

To void a transaction or perform a transaction void select the operator’s transaction.

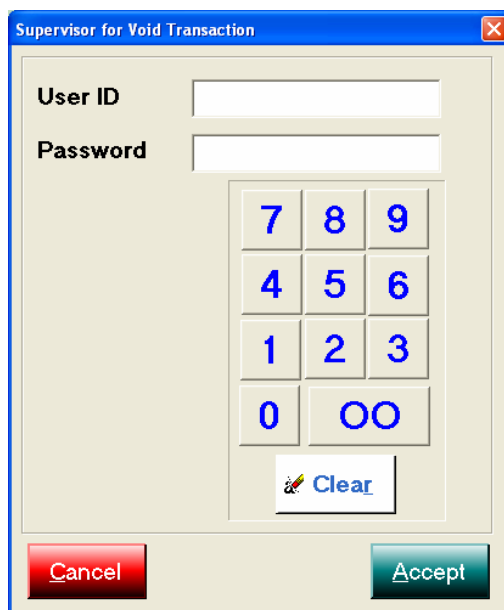
The Void button becomes visible.

Press the *Void* button

A confirmation window pops up

- press “*Accept*” to continue with the void.
- press “*Cancel*” to abort the void.

If “*Accept*” is pressed, dependent on the configuration, a supervisor or administrator verification window may pop up and require entry:



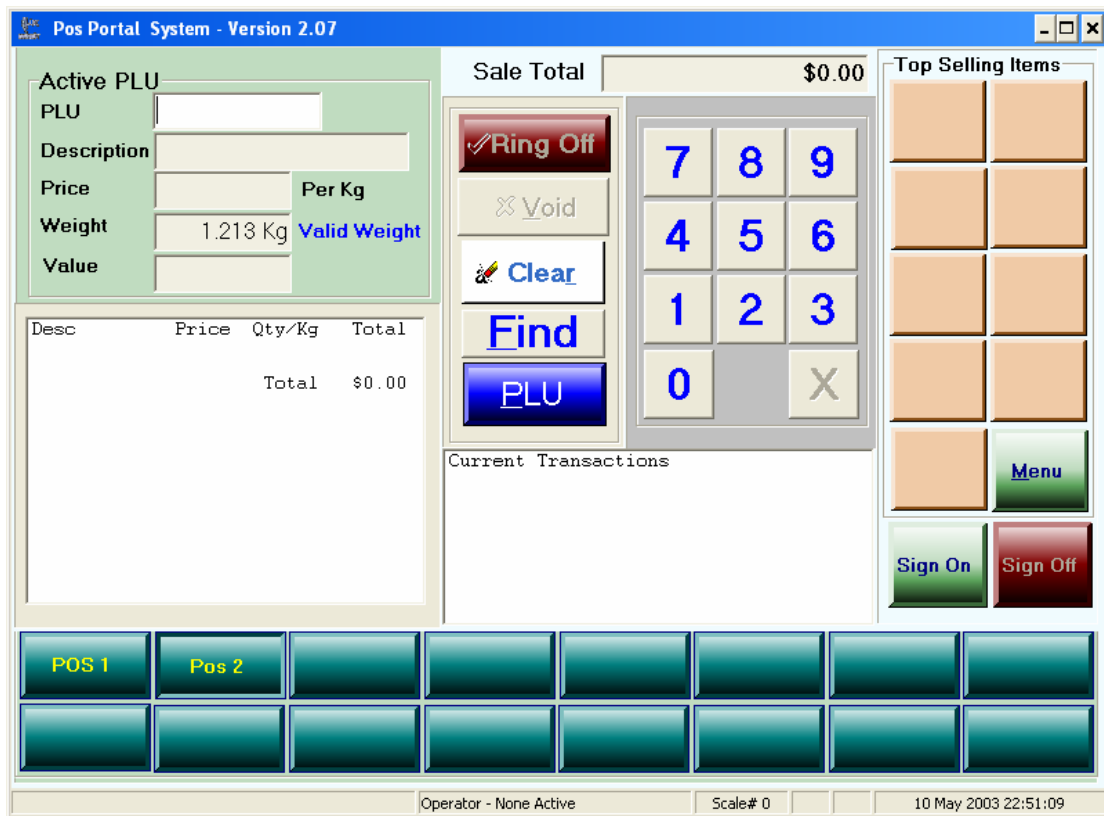
The image shows a dialog box titled "Supervisor for Void Transaction". It contains two text input fields labeled "User ID" and "Password". Below these fields is a numeric keypad with buttons for digits 7, 8, 9, 4, 5, 6, 1, 2, 3, 0, and a button with two circles (representing a decimal point). There is also a "Clear" button with an eraser icon. At the bottom of the dialog are two buttons: "Cancel" (red) and "Accept" (green).

If the Supervisor verification pops up enter the User ID and Password and then press the “*Accept*” button.

Once this is done the transaction is voided.

Note: Voided transactions are tracked by the system and are referable to the operator making the void transaction. This information is reported upon at the portal and TRS back office level.

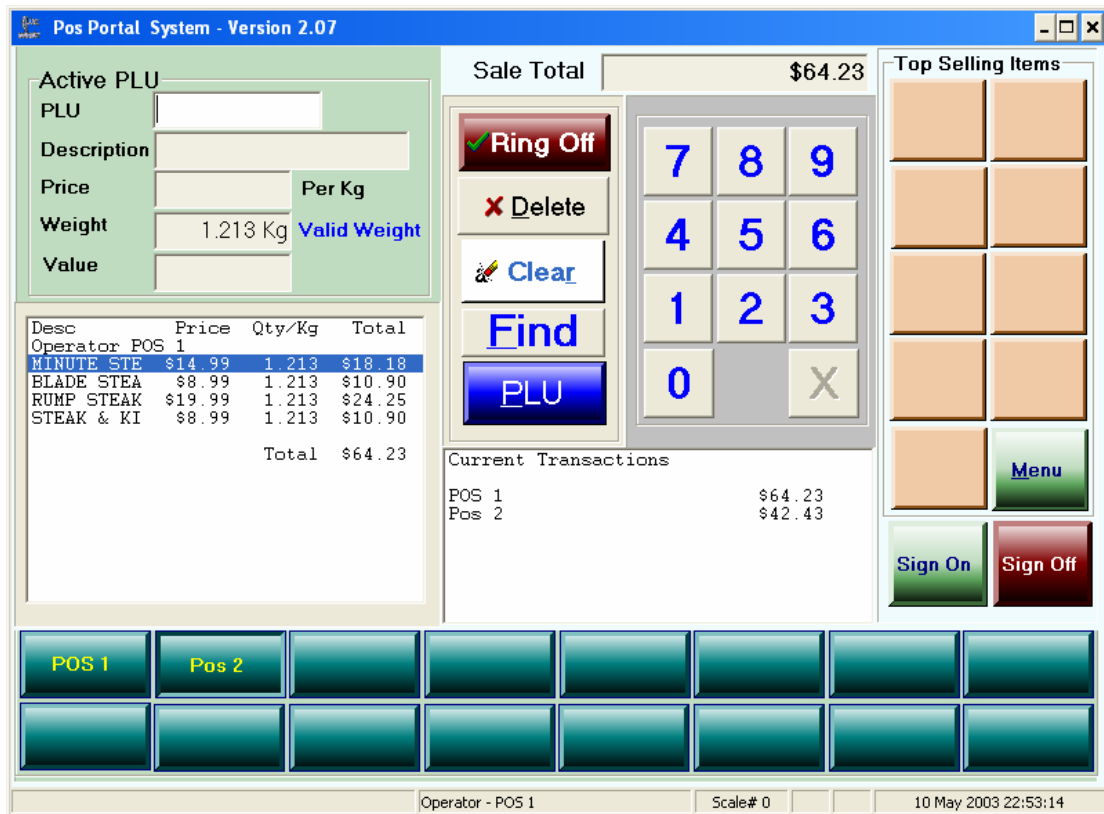
Post performing the transaction void the selling screen in our example looks like:



9. Void Item

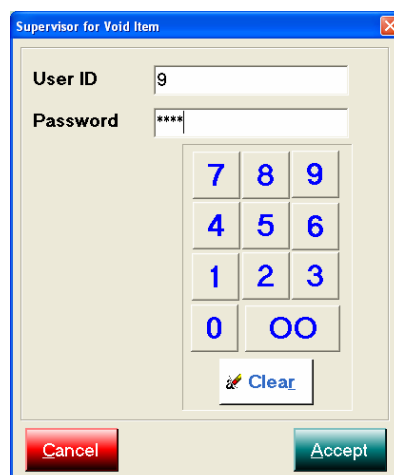
To void or delete an item from a transaction, firstly select the transaction so that the items in it are visible.

The *delete* button becomes visible when you have selected the transaction.



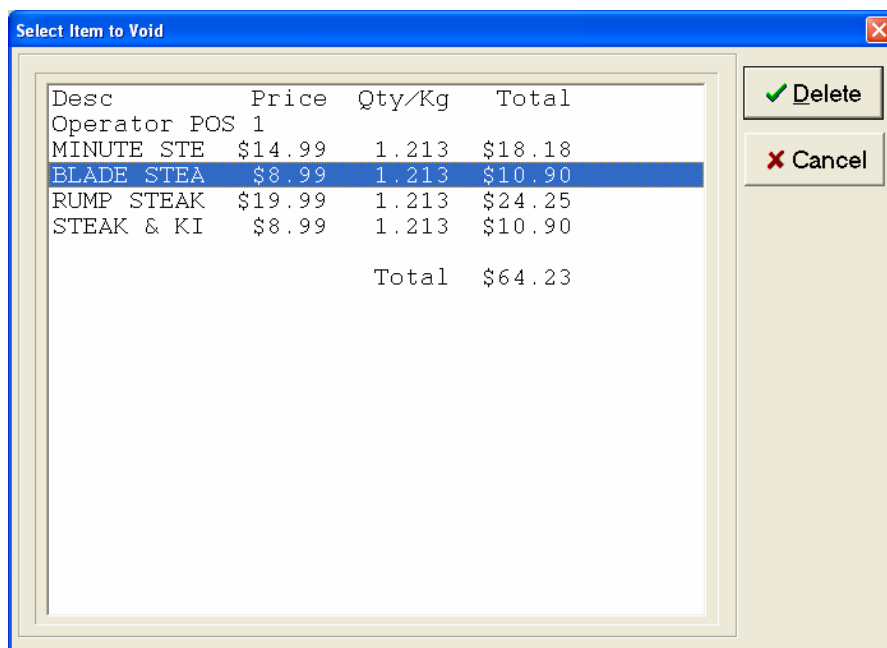
Then press the *delete* button.

Supervisor control is usually on this function, and if it is the following window is shown and must be completed by a supervisor *before you can choose the item to delete..*



When completed, press the “Accept” button to enter the *delete* or *void item* function.

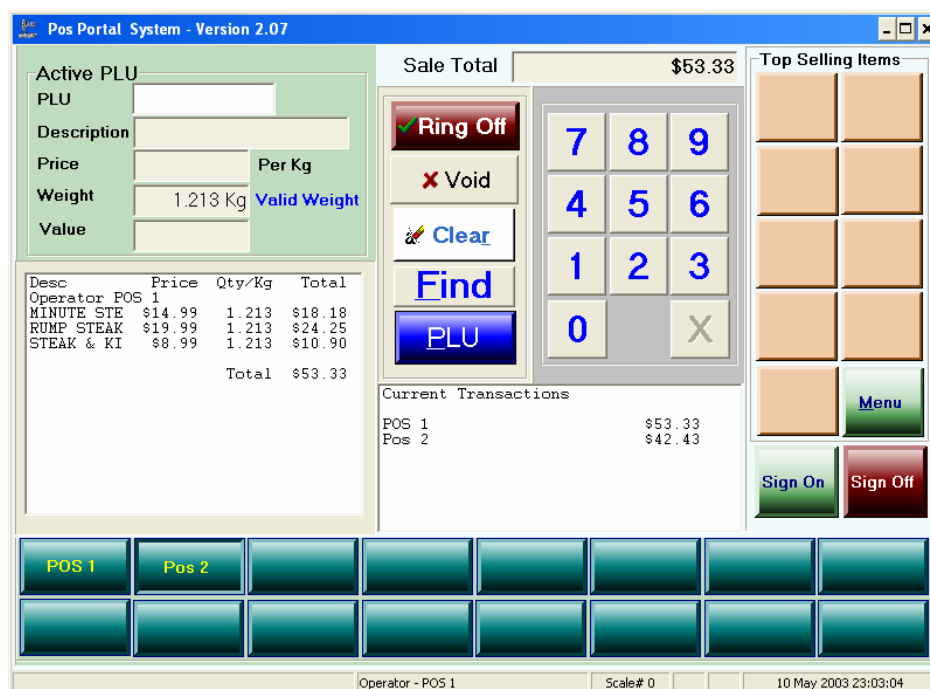
The screen shown to the user is:



Using your finger touch the item to be deleted and press the *Delete* button.

The item being deleted above in this example is BLADE STEAK for \$8.99 per KG and weighing 1.213 kg with an extended price of \$10.90

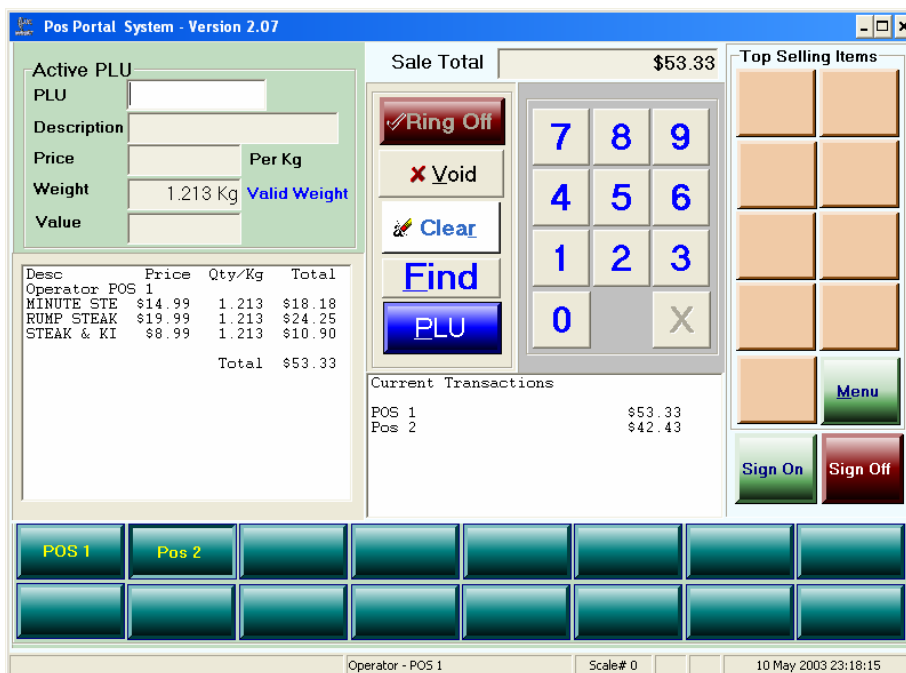
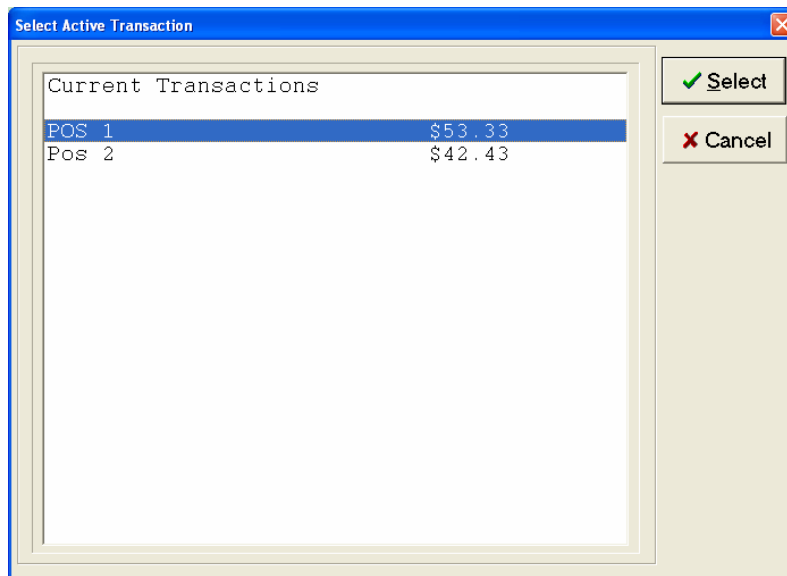
The item has now been removed from the transaction and the item void is complete:



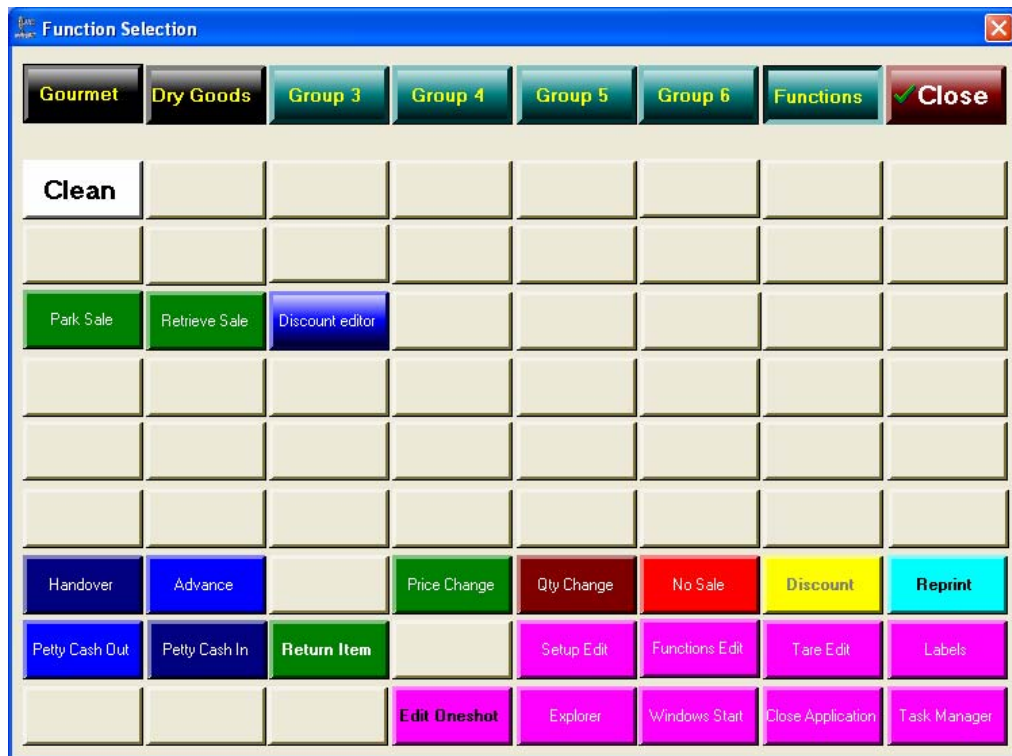
10. Park Sale

To park the current sale for a particular operator:

- 10.1 Highlight the transaction to be *Parked* or *Suspended* . Here we are suspending or parking the current transaction for operator POS 1.

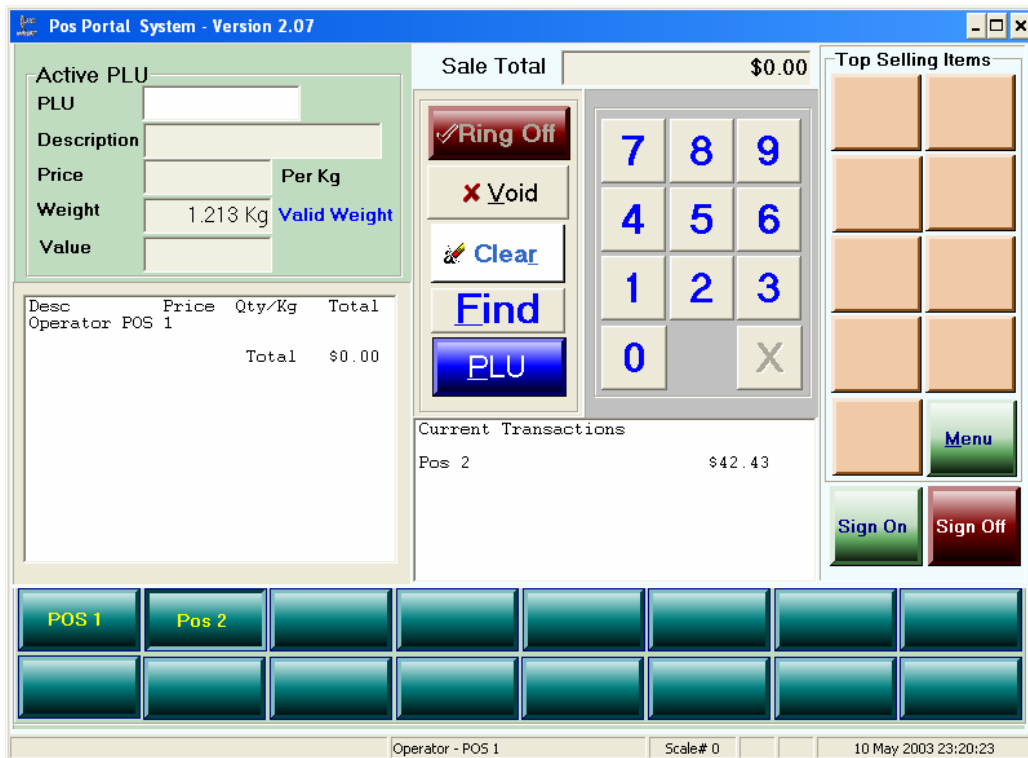


- 10.2 Press the MENU button and then press the FUNCTION button on the top row of buttons.



- 10.3 In the body of the buttons under this option find the button, which is labelled *Park* and press it. (row 3 column 1 in our example layout).

The current transaction for operator POS 1 has been *parked* or *suspended* and the operator can proceed to another new transaction.



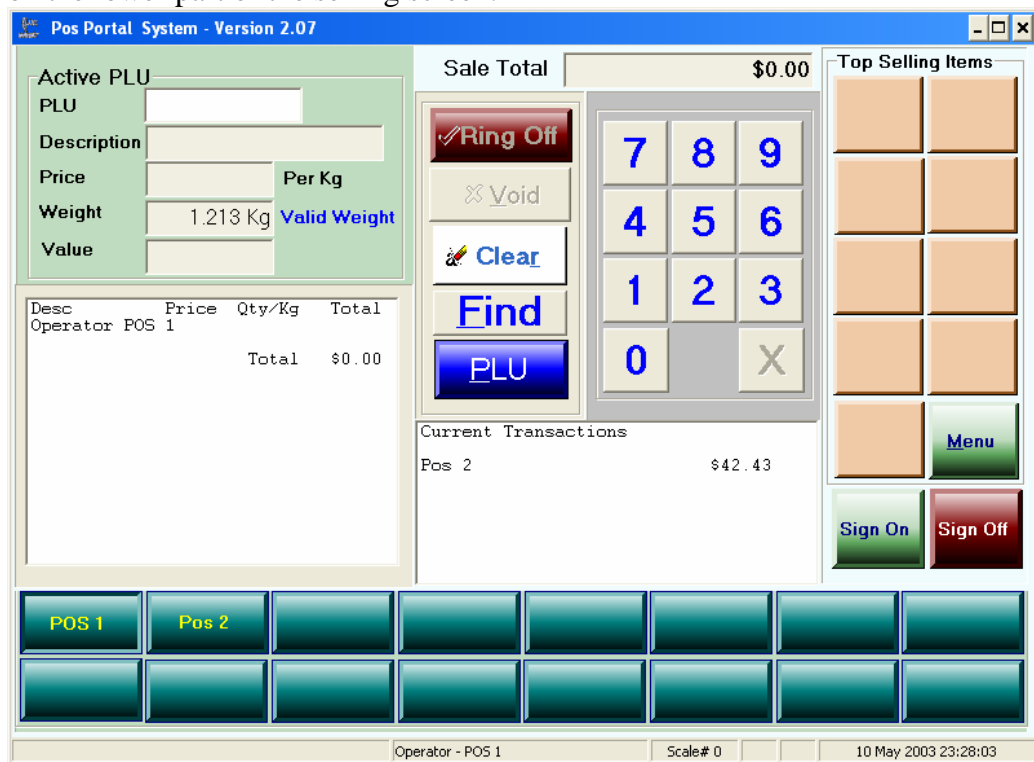
A receipt with a reference number for retrieval is issued to be kept by the operator or given to the customer.

11. Retrieval of Sale

To be able to retrieve a sale it must have been parked first. When a sale is parked a receipt is printed with a reference number on it. This reference number should be used to retrieve the transaction later.

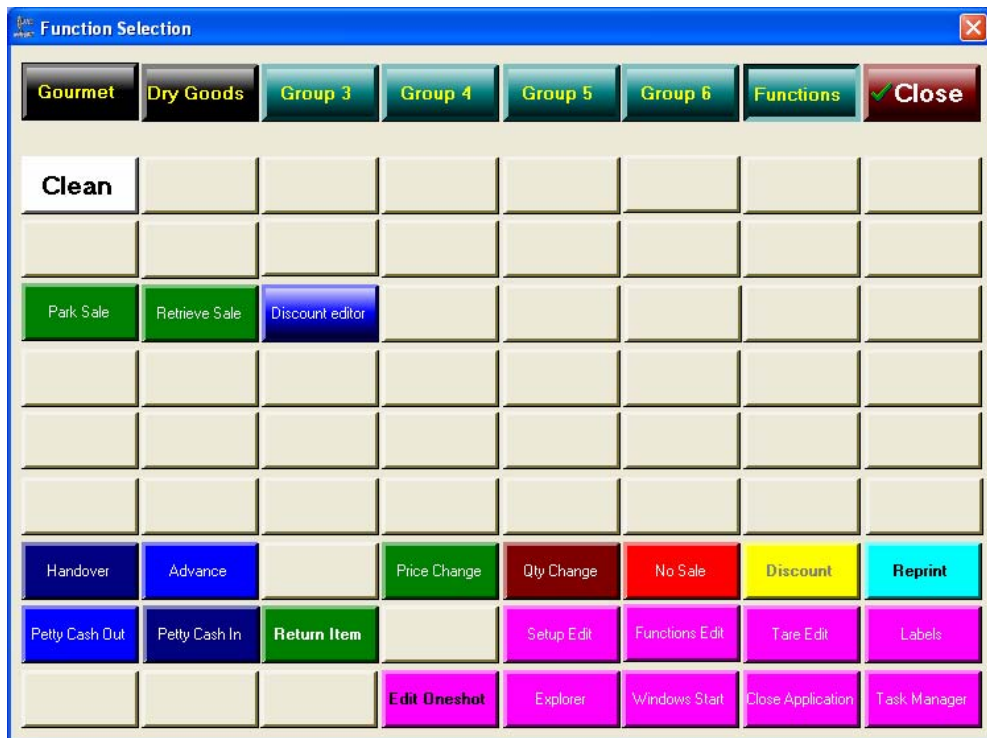
Steps:

- 11.1 Select the logged in operator to retrieve the sale for. Use the 2 rows of buttons on the lower part of the selling screen.

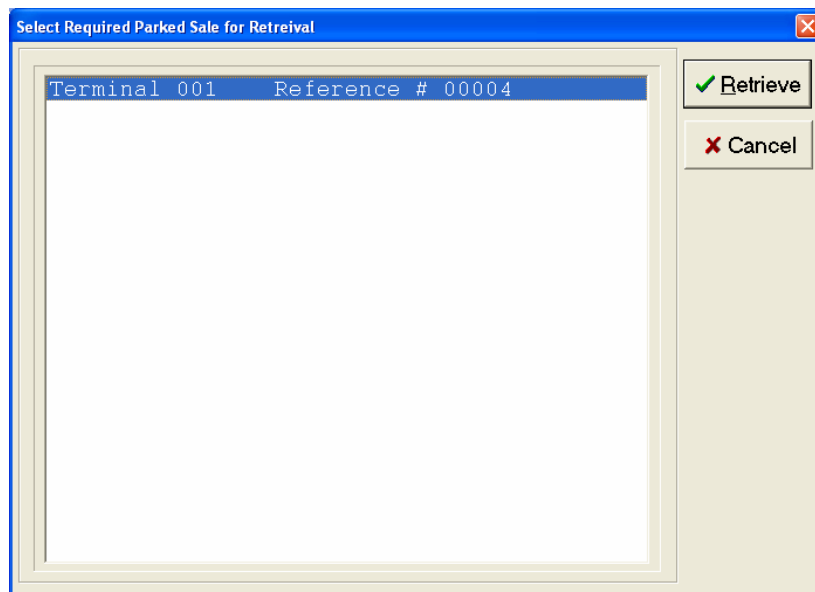


The operator is confirmed selected by it appearing in the left hand window. Here we have chosen *POS 1* confirmed by the *Operator POS 1* in the left window.

11.2 Press the MENU button and press the FUNCTION button on the top row.

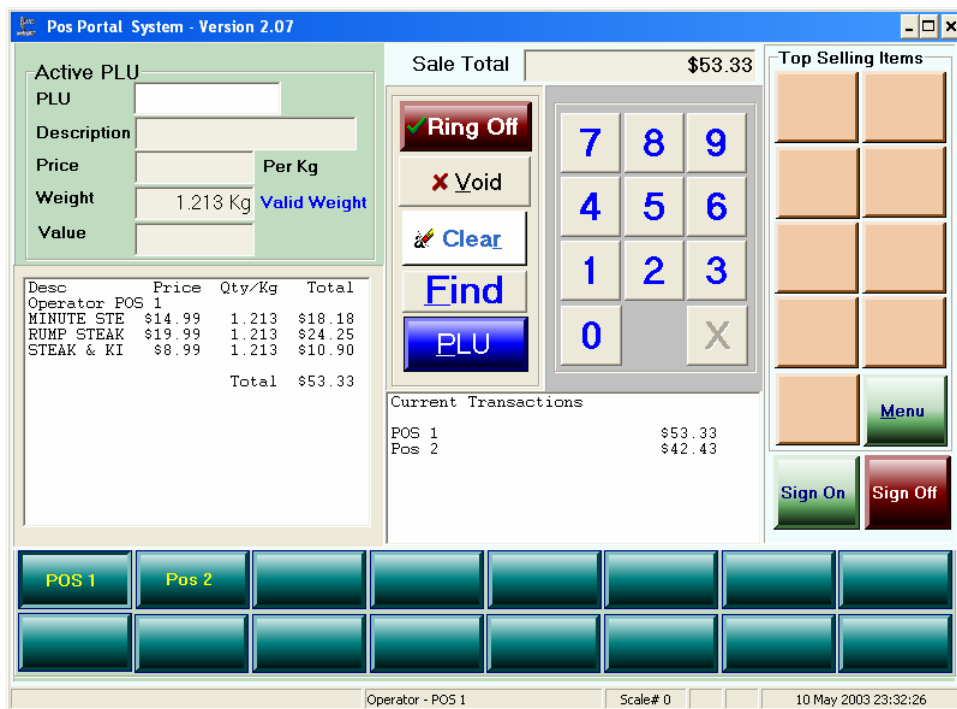


11.3 Find the button, which says *Retrieve* and press it.



Select the required parked sale, using its reference number and then press the *Retrieve* button. *The reference number is usually the journal number.*

Once the *retrieve* button has been pressed the transaction is recovered to the selling screen:



The operator, *POS 1*, can now continue to add items or delete items or tender and finalise this transaction as they would normally do, as if the sale had not been parked.

12. Discounts Subtotal - standard

Discounts can be given at *sub total* level from the *tendering* screen or at *item level* after the operator and transaction have been selected. This section discusses the subtotal discount.

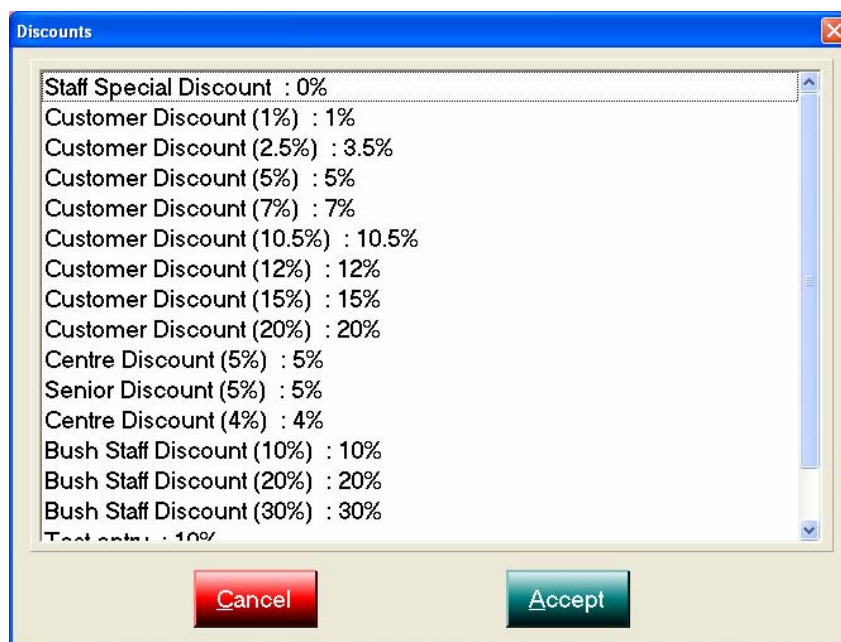
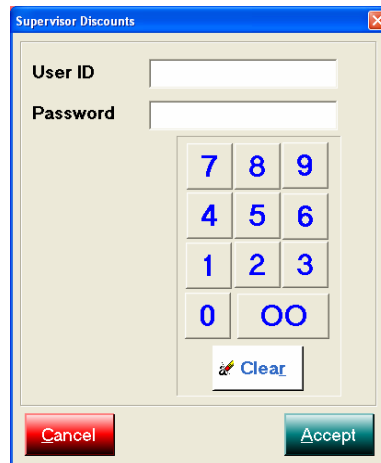


The previous screen shows a transaction for \$53.33 and a *rounding* of 2 cents.

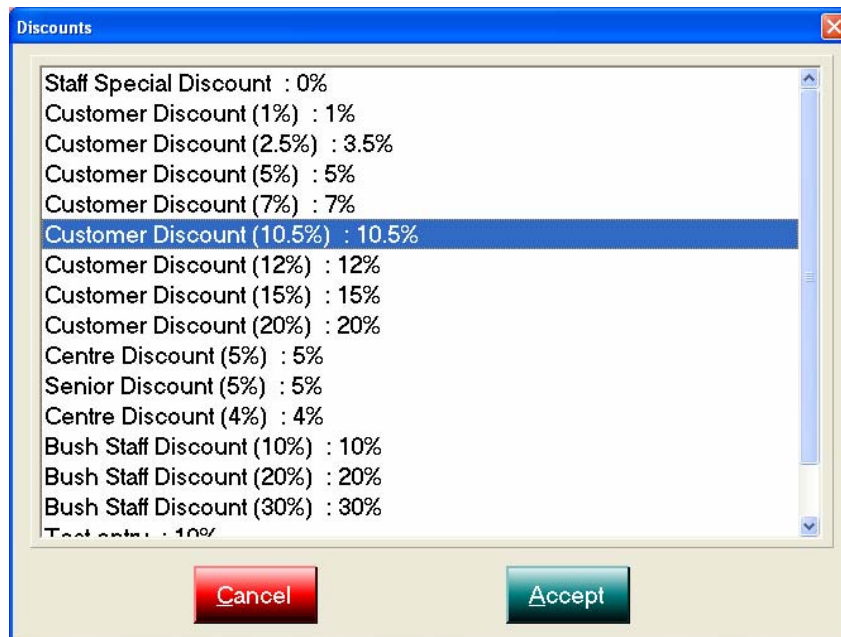
To apply a discount:

12.1 Press the *Discount* button.

After the entry of the supervisor userID and password, if required, this opens up a window showing all the permitted discounts, which could be given to the customer. These discounts are set up using the FUNCTIONS page and *Discount Editor* facility.



Use the scroll bar to see the discount sought and press your finger on it.



12.2 Press the “Accept” button.



In this example the sale total has been reduced by 10.5%, the selected discount to \$47.33 and the *discount* window shows a monetary discount of \$5.60 has been applied to the transaction.

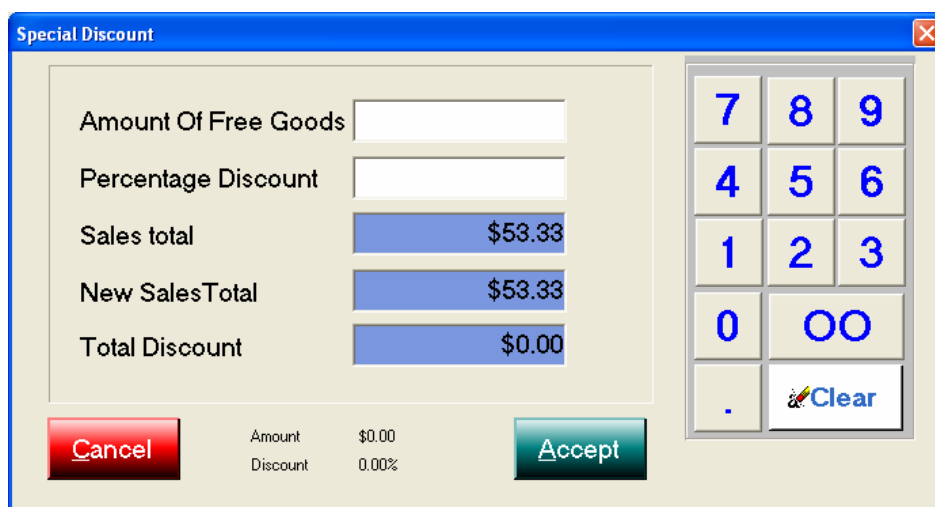
12.3 The operator then tenders out the transaction either in CASH, CHEQUE or CREDIT CARD (Visa).

12.4 Once tendering is completed the program returns to the selling screen.

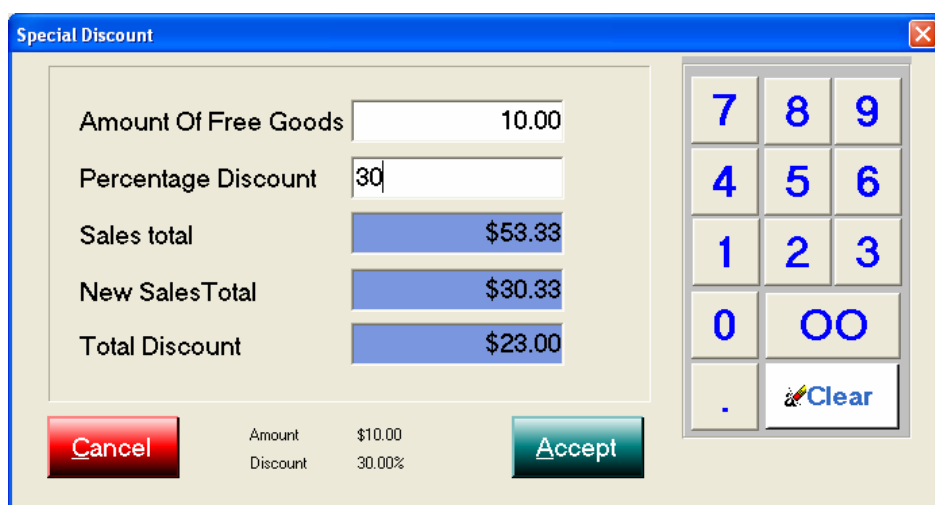
13 Discounts Subtotal – special (including staff discounts)

Special discounts, such as staff discounts, can be given. To apply these discounts do the following:

- 13.1 Select the transaction.
- 13.2 Press the *Ring Off* button to reach the tendering screen.
- 13.3 Press the *Discount* button.
- 13.4 Enter the *Supervisor* user ID and password if required.
- 13.5 Highlight the *staff special discount* line & press the “Accept” button on the discount type window.
- 13.6 The previous step brings up the *staff special discount* window.
- 13.7 Enter the amount of *Free Goods* and the *percentage discount* to be applied to the balance of the sale value.



In this example we give \$10.00 of free goods and a 30% discount on the sale balance *after* the free goods have been deducted.



Note the sale value has been reduced by the free goods (\$10.00) and a 30% discount has been applied to the reduced sales balance of \$43.33 resulting in a total discount of \$23.00 and a new sales total of \$30.33 for this transaction.

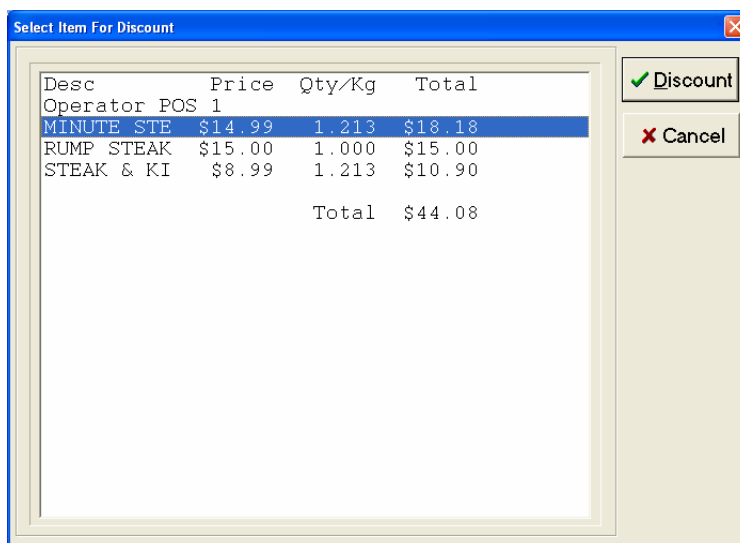
Tendering is completed in the usual way.

All discounts are tracked in the financial and cashing up facilities in the system, either in the back office TRS modules or the Portal reporting.

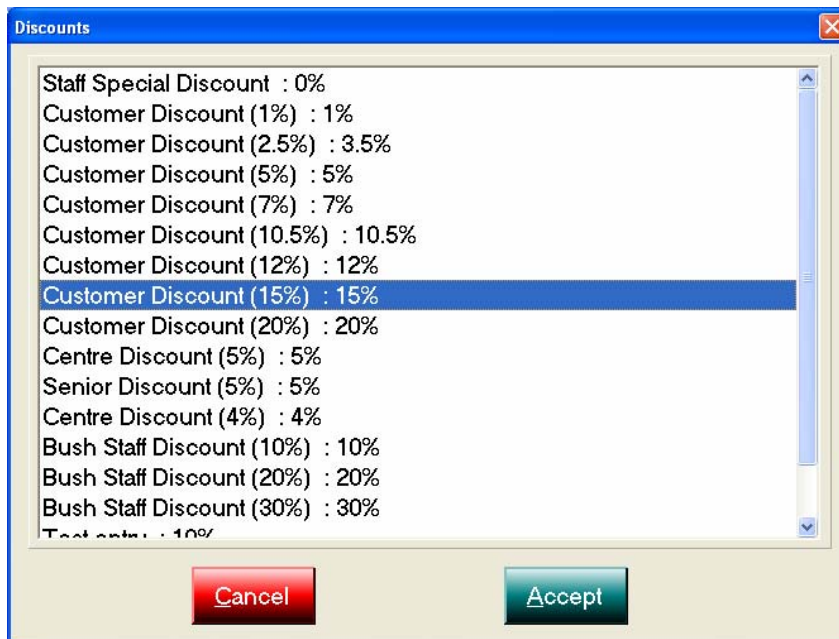
14 Discounts Item level

Discounts can be given at an item level, the process is:

- 14.1 Select the transaction containing the item(s) to be discounted.
- 14.2 Press the MENU button.
- 14.3 Press the FUNCTION button.
- 14.4 Find the DISCOUNT button and press it.

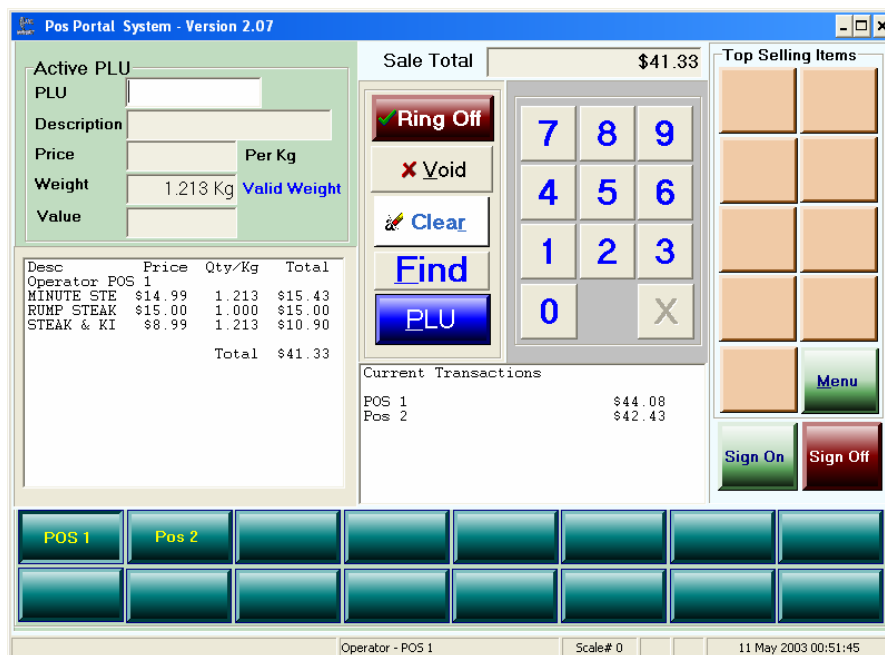


- 14.5 Highlight the item to discount and press the *Discount* button.



Select and highlight the discount to be given and press the “Accept” button.

14.6 The discount is applied to the item selected.

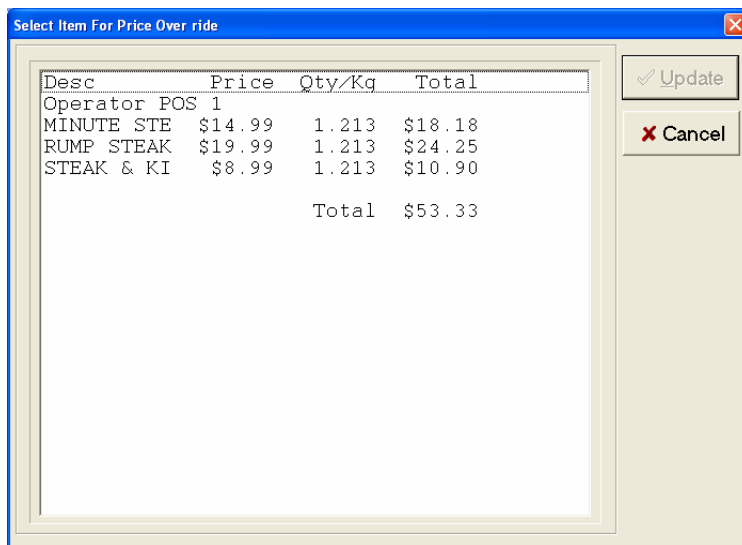


14.7 To apply item discounts to other items in the same transaction, repeat the steps in this process.

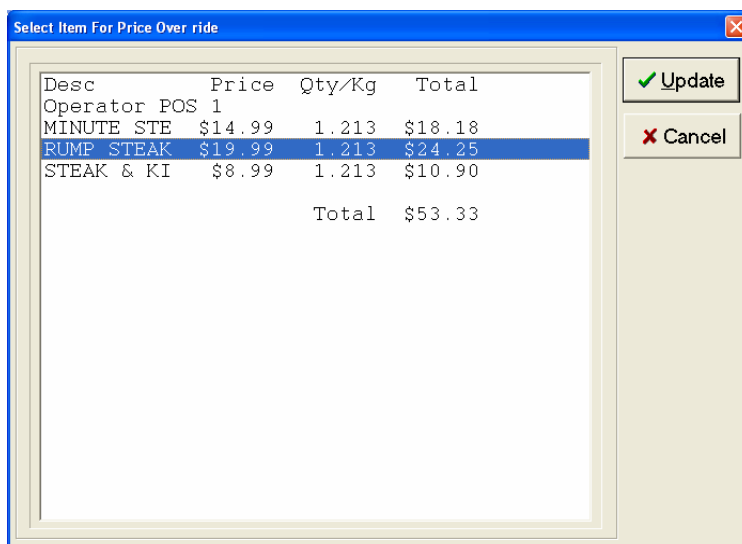
15 Price Change (Override)

To alter or *override* the price of an item in a sale:

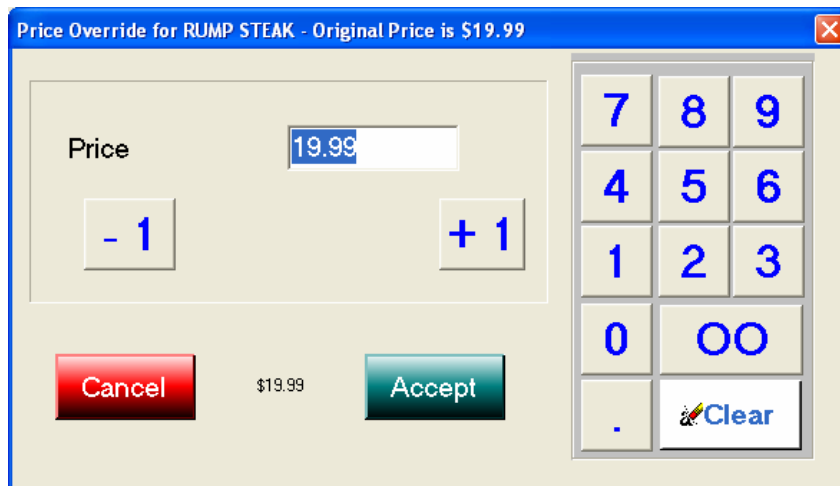
- 15.1 Select the transaction in which the item appears.
- 15.2 Press the MENU button.
- 15.3 Press the FUNCTION button on the top row right hand side.
- 15.4 Press the PRICE CHANGE button in the button matrix & the following screen is shown:



- 15.5 With your finger highlight the item to change the price of and then press the *Update* button.

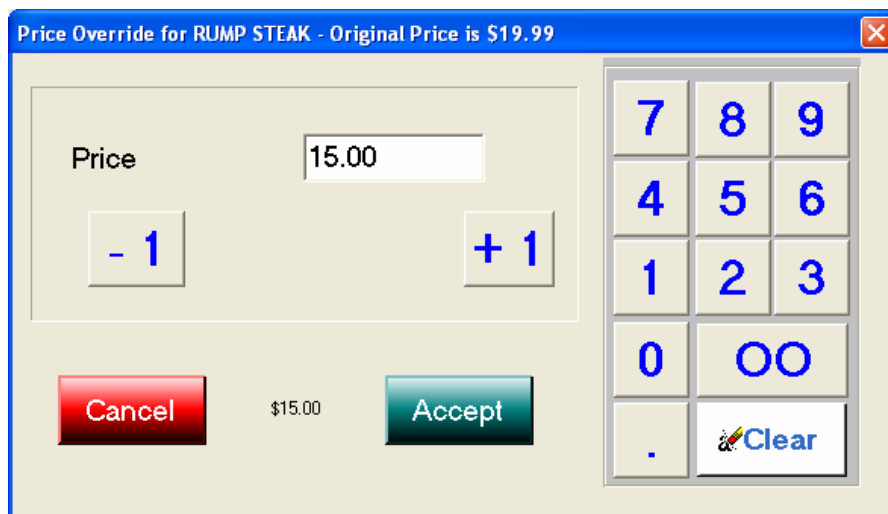


Here we will change the selling price of the item *rump steak* from \$19.99 per kg to \$15.00 per kg. After we have selected the item and pressed *Update* we see:

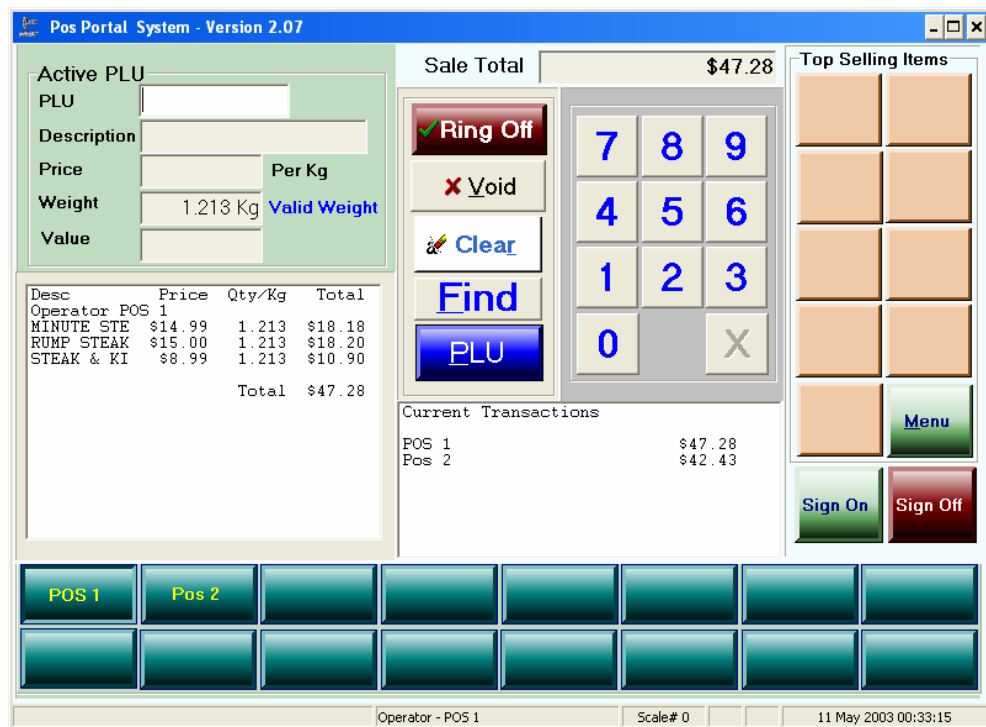


- 15.6 Use the *-1* and the *+1* finger size buttons to *decrease* and *increase* the selling price per kilogram or unit by a whole number of dollars.
- 15.7 To alter the number of cents or as an alternative to 14.6 use the numeric keypad to alter both the dollars and cents. You may need to use the *clear* button to remove the price numbers.

Remember: The decimal point on the numeric pad must be used to indicate the decimal digits.



- 15.8 Press the “*Accept*” button when you are satisfied the price change is correct. The screen below shows the successful price change of our item in this transaction with the transaction value reduced from \$53.33 to \$47.28.

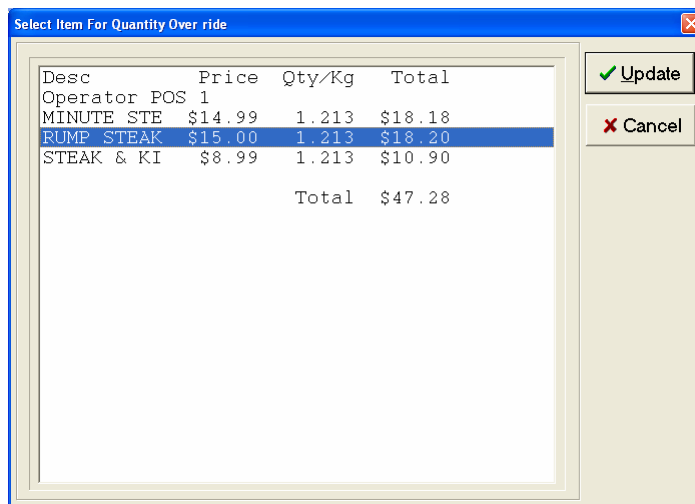


Note: Price changes made in this way are for this particular transaction only. This style of price change does not change the price in the product master. To permanently change the price, it must be changed in the product master on either the back office TRS or the Portal in the inventory file maintenance functions.

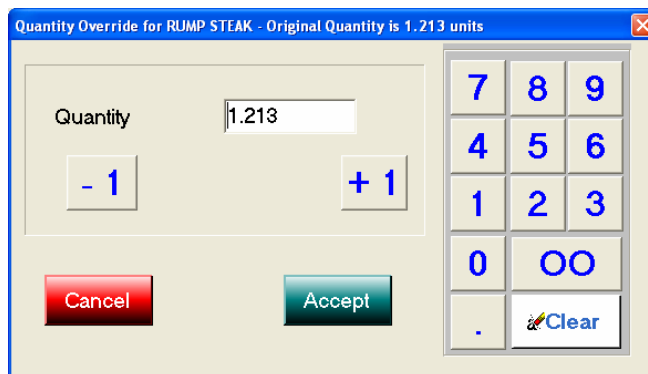
16 Quantity Override

To change the quantity or the weight of an item that has already been included in the transaction:

- 16.1 Select the transaction.
- 16.2 Press the MENU button.
- 16.3 Press the FUNCTION button.
- 16.4 Press the *QUANTITY CHANGE* button, which shows the following screen:



Here we have chosen the RUMP STEAK to change the quantity of. Its original quantity is a weight of 1.213 kg. To change highlight the item and press the *Update* button.



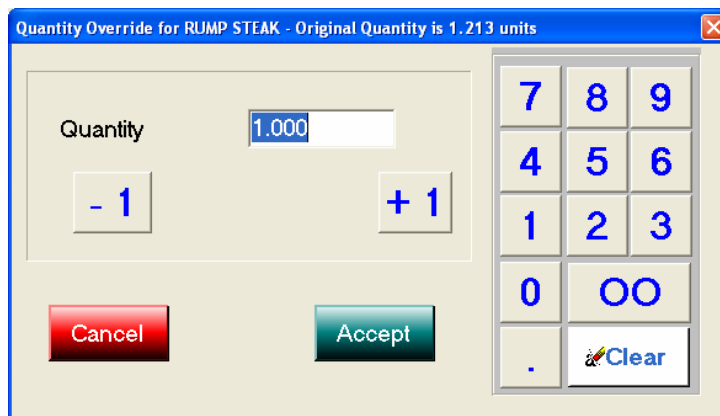
Use the same process as for the *price change* method to alter the quantity.

For whole unit changes use the -1 and +1 buttons.

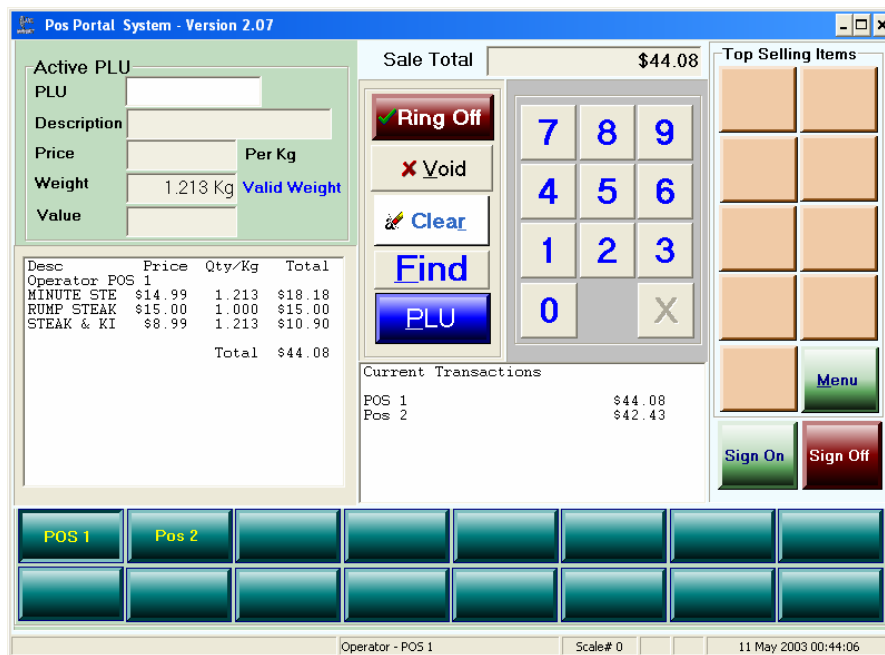
For changes to the numbers after the decimal point use the numeric pad.

Alternatively, press the *clear* button and re-enter the entire quantity including the decimal point.

In our example let's change the quantity to 1.000 kg.



16.5 The resultant transaction is show below:



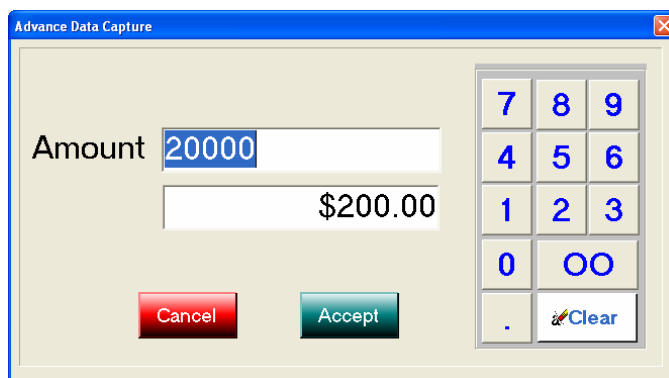
Note, the quantity of the RUMP STEAK has been changed from 1.213kg to 1.000 kg with the resultant price change.

17 Advance

An “advance” is where the operator or supervisor puts money into the cash drawer. This could be to increase a cash float or to provide sufficient cash for a petty cash or other pay out from the cash drawer that requires cash.

To perform an *advance*.

- 17.1 Press your operator button.
- 17.2 Press the MENU button.
- 17.3 Press the FUNCTION button on the top row of buttons.
- 17.4 Press the ADVANCE button and the following window is shown:



- 17.5 Using the numeric touch pad fill in the amount of cash to be advanced & press *Accept*.

Note: The numbers are entered into the top row of the screen. The decimal point is implied and the second screen row shows the actual amount that will be advanced to the cash drawer attributable to this operator performing the function. In the case above the numbers touched on the pad are 20000 in the first row this shows as \$200.00 in the second row.

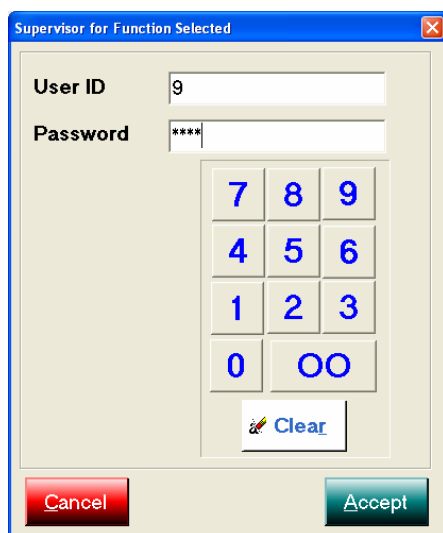
- 17.6 Once the advance has been made the system returns to the selling screen.

18 Handover

A handover is where cash, cheques or credit card vouchers are removed from the terminal’s cash drawer for interim placing in a safe or for banking purposes. When a handover is performed the system knows what has been “handed over” in terms of both amount and type of tender. Whatever has been handed over must be accounted for at the time of performing the *cash up*. The amounts and type of tender handed over is attributed to the operator performing the handover.

To perform a *handover*:

- 18.1 Press your operator button.
- 18.2 Press the MENU button.
- 18.3 Press the FUNCTION button.
- 18.4 Press the HANDOVER button and the following screen is shown:



Because *handover* is usually configured as a secure function requiring a second person (the supervisor) to know it is being done. Enter the supervisor’s *user ID* & *password* and then press *Accept*.

Once this is done the following screen is shown:



The operator now enters in the amount of cash (using the fast currency buttons or numeric touch pad. For example below \$200.00 in cash is being handed over.



Note: The operator may only handover one type of tender at a time, in this example the operator has selected CASH and the CHEQUE & VISA fields are automatically coloured BLUE and are disabled (cannot enter anything in them).

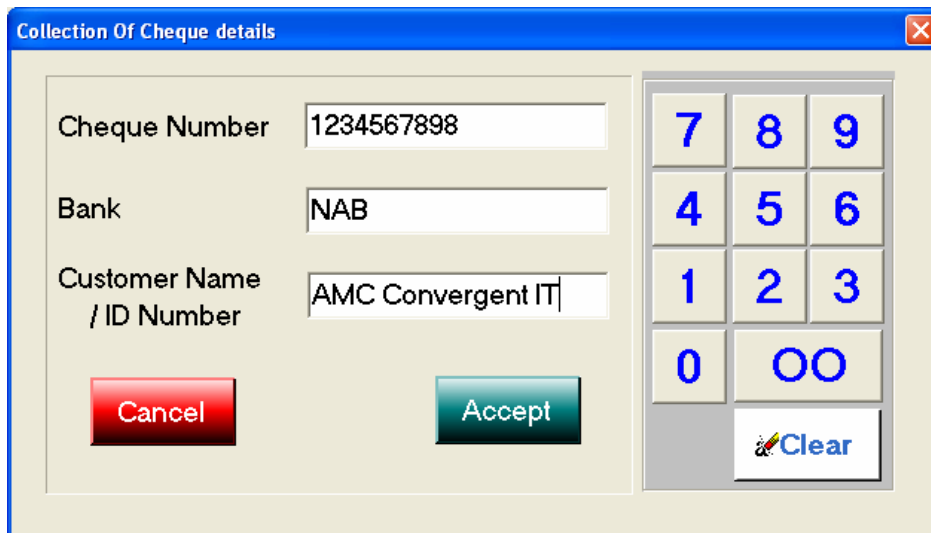
When happy with the amount of cash to be handed over then press the *Accept* button.

If accepted the selling screen is shown to the operator.

- 18.5 To perform a CHEQUE handover do the same procedure however enter the numbers into the CHEQUE field and the CASH & VISA fields will be disabled (appear BLUE). Enter in the amount of the actual cheque you are handing over, not a total of all cheques.



With cheques each cheque is handed over and the cheque details as per the cheque tender process are requested, thus you will see the following screen:



In this window enter in the details of the cheque you are handing over for the amount declared in the earlier screen.

Each individual cheque must be handed over separately by repeating this process.

When completed & the *Accept* button is pressed the screen reverts to the selling screen.

19 Petty Cash Out

All money in the form of cash or other tender types removed from any cash drawer within the store must be accounted for if the store is to balance – this is referred to as *cash control* and it is an integral component of point of service systems. The need to buy items from an outside source can occur for many reasons in a store, this could be milk or tea or coffee or power boards or anything else. The correct way to reflect such miscellaneous purchases is by way of petty cash. *Petty Cash* is used for the purchase of small cost items and not major capital expenditure, although the system does not normally prohibit such purchases. Unusually large petty cash purchases may result in the tax authorities interest being pricked with undesirable auditing outcomes following.

Petty Cash is a two sided transaction, firstly, there is the taking out of money from the cash drawer with which to buy the item, this is referred to as *petty cash out* and the change is put back in the cash drawer as well as the details of the petty cash purchase, *petty cash in*. It is not possible to control petty cash without both the petty cash out and petty cash in transactions being performed. If both sides are not performed the store will not balance the cash drawer and financial control will have been lost.

19.1 Petty Cash Out

This is the first leg of a petty cash transaction and it involves the removal of cash from the cash drawer from which to buy the goods. At this stage it is not generally known exactly how much the item costs and so more than is actually required is usually taken out. For example to buy milk perhaps \$5.00 is taken out but the milk actually costs \$2.70, this means there should be change returned to the cash drawer of \$2.30 .

The process is:

19.1.1 Select operator.

19.1.2 Press the MENU button.

19.1.3 Press the FUNCTION button.

19.1.4 Press the PETTY CASH OUT button and the following screen is shown:

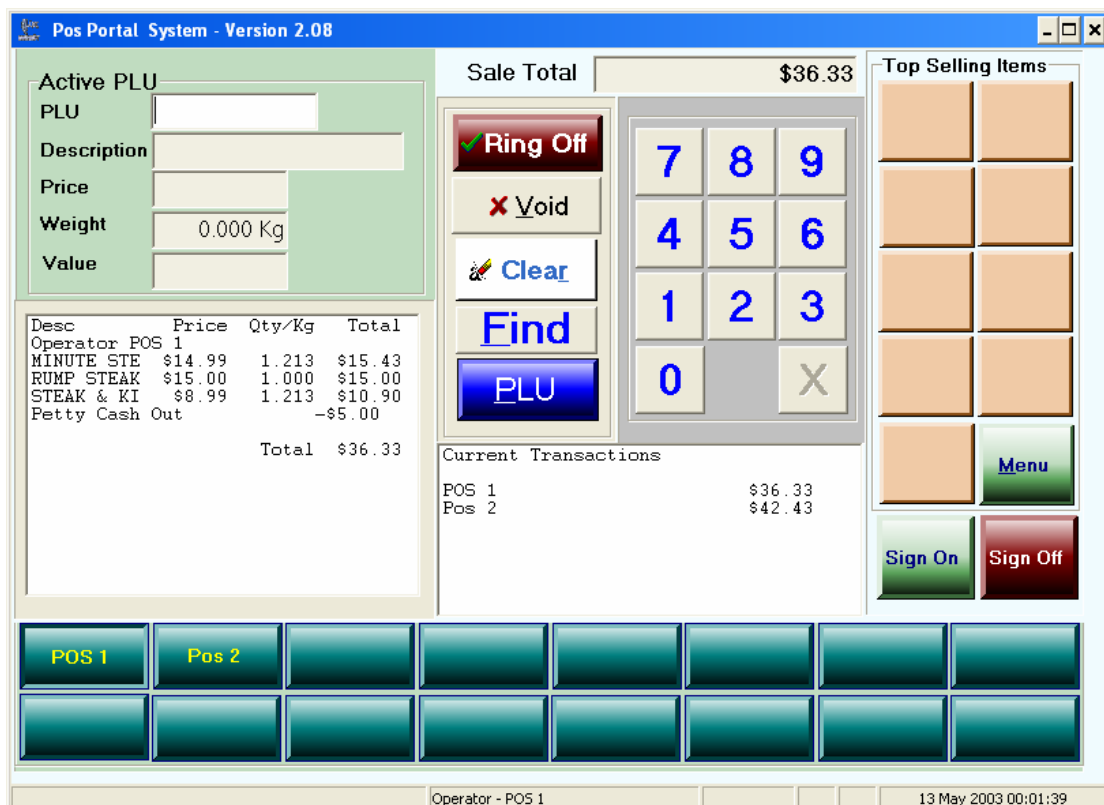
Enter the recipient, generally an alphanumeric keyboard is required for this, and enter the amount being handed to the operator using the numeric buttons.

When completed the form looks like the following:



19.1.5 Press the “Accept” button to complete the *petty cash out* transaction.

19.1.6 The program returns to the selling screen and a line entry appears against the operator to whom the money was given in their current transaction.



Note, that the petty cash out of \$5.00 appears in the current transaction of the operator it does alter the balance of the customer transaction whose balance was \$41.33 and now is \$36.33, this means petty cash transactions should not be done by an operator with an active customer transaction.

A journal entry is created, which in our case is mixed with a customer transaction:

```

-----
MINUTE STEAK
  1.213kg @ $14.99/kg          $15.43
Inclusive of Discount of $2.75
Price Override : Original Price $19.99
RUMP STEAK
  1.000kg @ $15.00/kg          $15.00
STEAK & KIDNEY
  1.213kg @ $8.99/kg          $10.90
Petty Cash Out                  -$5.00
Recipient Name : Bilboas Milk Bar
Sub Total                       $36.33
Rounding                        $0.02
Total                           $36.35
Cash                            -$36.35
Change Due                      $0.00
OPERATOR:  POS 1
ITEMS:    3
TERMINAL: 1
JOURNAL:  00010  13-May-2003 00:09
-----
    
```

The *petty cash out* transaction journal or tracking number is 00010 and this must be used in the *petty cash in* transaction.

19.2 Petty Cash In

This is the process of returning change to the cash drawer from a petty cash out transaction or alternatively returning the receipt for the item purchased to the store to formally account for the money advanced to the operator under petty cash out.

The process for *petty cash in* is:

- 19.2.1 Select your operator button without a pending customer transaction.
- 19.2.2 Press the MENU button.
- 19.2.3 Press the FUNCTION button.
- 19.2.4 Press the PETTY CASH IN button and the following screen results:

Complete the *Transaction Number* by entering the receipt number of the *petty cash out* transaction using the numeric buttons. The system verifies this receipt number exists. It is not possible to record a petty cash in transaction *unless* the *transaction number* exists.

Use the drop down box beside the *Account* to select the store general ledger account the petty cash transaction item purchased is to be reported against.

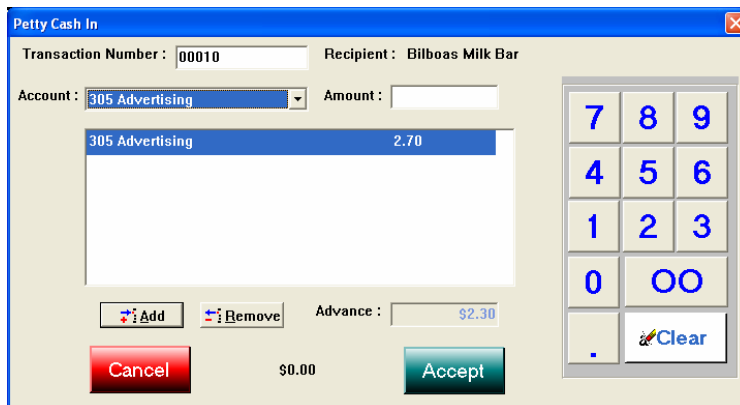
Enter the amount of the petty cash purchase.

Note, the drop down list of general ledger petty cash items which can be allocated to. Here we have selected *advertising*.

Note, also the *Transaction Number* is 00010, which is the *petty cash out* transaction number printed when the petty cash money was taken from the cash drawer.

Note, the actual item purchased cost \$2.70 and the *advance amount* of \$5.00 is shown on the screen.

19.2.5 To accept the details entered in, press the *Add* button. The specifics of our petty cash in transaction then appear in the screen window.



Note, the remaining unaccounted for *advance* has changed from \$5.00 to \$2.30 because the petty cash in transaction has accounted for \$2.70 with the purchase.

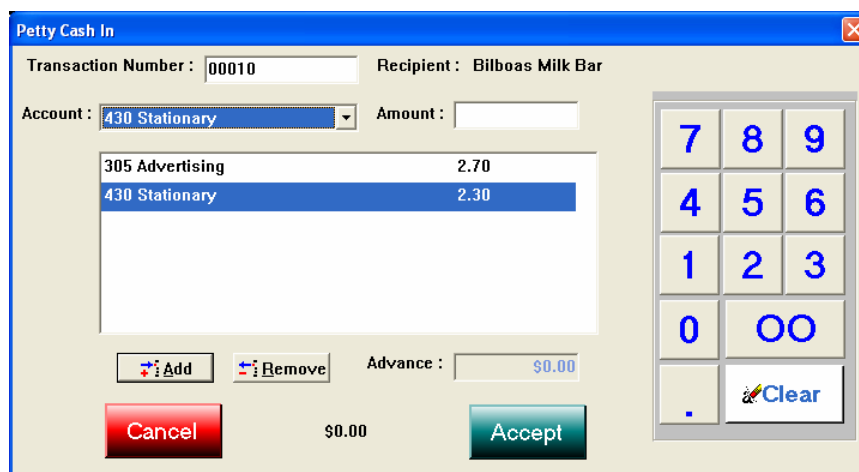
19.2.6 The next step depends upon the circumstances.

19.2.6.1 Further petty cash in transaction:

19.2.6.1.1 Use the drop down box to select the general ledger account for this next item in the same petty cash in transaction.

19.2.6.1.2 Enter the cost of this item in the amount field.

19.2.6.1.3 Press the *Add* button and the screen window is as follows:



Note, the two items appear in the window. This denotes these two items were purchased from the same supplier – Bilboas Milk Bar.

Note, each item has been allocated against a different general ledger account, with the \$2.70 against account 305 Advertising & \$2.30 against account 430 Stationary.

Note, the *Advance* (i.e. the petty cash out) amount remaining to account for is now \$0.00 .

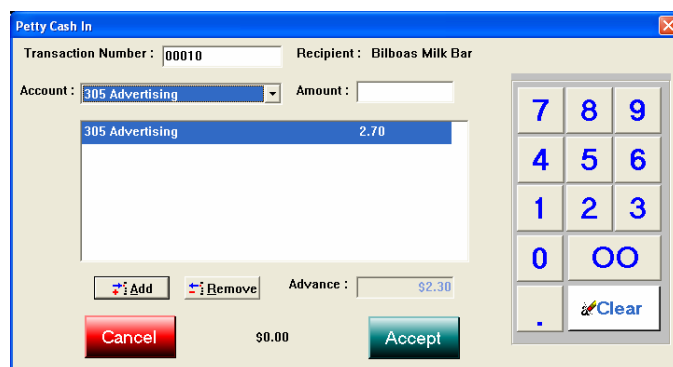
19.2.6.1.4 When all relevant entries have been made press the “Accept” button. The program returns to the selling screen, which appears as below:



Note: The two entries in the left window, firstly, the *Petty Cash* with a total of \$5.00 (this is a debit) and then the *Petty Cash In* line with a negative \$5.00 (this is the *credit*), the net is of course zero. This means *no cash was returned to the cash drawer*.

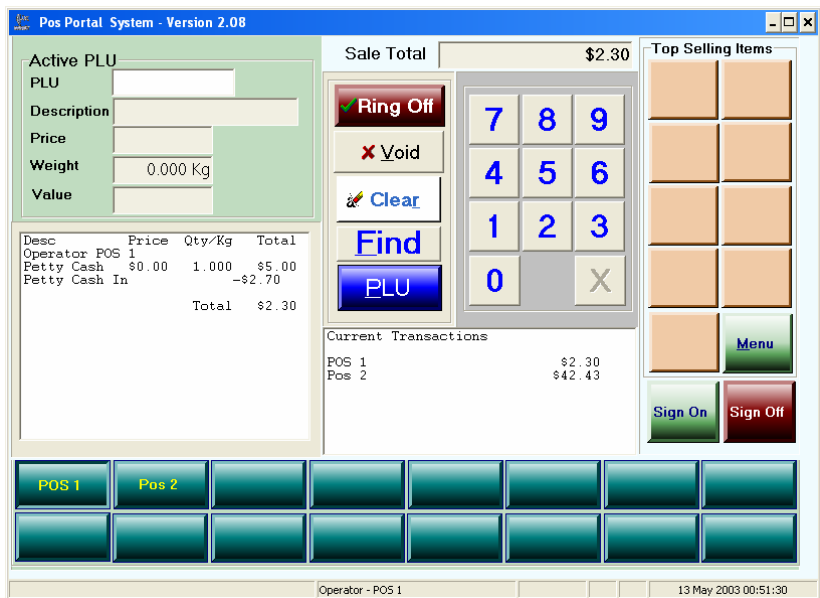
19.2.6.2 Change is to be returned to the cash drawer from the petty cash taken

19.2.6.3 In 19.2.5 the petty cash in transaction reflected a purchase of \$2.70 from an initial petty cash out of \$5.00 this leaves \$2.30 to account for. For clarity the screen to this stage is shown again below:



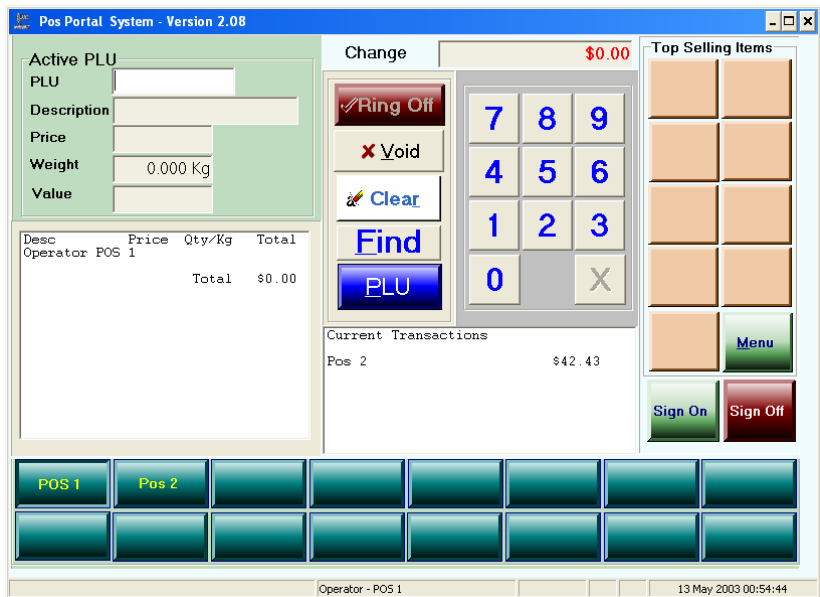
19.2.6.4 This time there is no further petty cash transaction. Thus we were advanced \$5.00 under the *petty cash out* transaction, journal number 00010 & we have accounted for \$2.70 in the *petty cash in* transaction, there remains \$2.30 to account for.

19.2.6.5 Press the “*accept*” button and the selling screen returns wanting \$2.30 from the operator to be placed in the cash drawer from operator POS 1:



19.2.6.6 To complete the transaction opening the cash drawer to receive the \$2.30 from POS 1 press the *Ring Off* button and complete the tender screen.

19.2.6.7 This completes the *petty cash in* transaction.



A receipt and journal entry is generated as below:

```

-----
Petty Cash In
Transaction Ref.:      12
305 Advertising       $2.7
Advance               $5.0
Recipient Name :      Bilboas M
Petty Cash Out        $5.00
Petty Cash In         -$2.70
Total                 $2.30
Cash                  -$2.30
Change Due            $0.00
OPERATOR:  POS 1
ITEMS:    2
TERMINAL: 1
JOURNAL:  00013  13-May-2003 00:54
-----
    
```

Receipt Format:

```

-----
Petty Cash In

Transaction Ref.:      10

305 Advertising       $2.7
430 Stationary        $2.3

Advance               $5.0

Recipient Name :      Bilboas M
    
```

Recipient Sign.:.....

Cashier Signature:.....

```

-----
Petty Cash Out        $5.00
Petty Cash In         -$5.00
-----
Total                 $0.00

Change Due            $0.00
    
```

OPERATOR: POS 1
 ITEMS: 2
 TERMINAL: 1
 JOURNAL: 00011 13-May-2003 00:47

 This shows \$2.30 was returned to the cash drawer from the *petty cash out* amount of \$5.00 and the transaction reference is 00012.

The *petty cash out* transaction for \$5.00 is shown below with the reference number 00012:

 Petty Cash Out -\$5.00
 Recipient Name : Bilboas Milk Bar
 Total -\$5.00
 Refund - Cash \$5.00
 Change Due \$5.00
 OPERATOR: POS 1
 ITEMS: 0
 TERMINAL: 1
 JOURNAL: 00012 13-May-2003 00:49

 Petty Cash In

Transaction Ref.: 12
 305 Advertising \$2.7
 Advance \$5.0
 Recipient Name : Bilboas M

Recipient Sign.:.....

Cashier Signature:.....

 Petty Cash Out \$5.00
 Petty Cash In -\$2.70

 Total \$2.30
 Cash -\$2.30

Change Due \$0.00

OPERATOR: POS 1
 ITEMS: 2
 TERMINAL: 1
 JOURNAL: 00013 13-May-2003 00:54

20 Returns (method 1)

This process enables the operator to both bring an item back into stock as well as *refund* money to a customer. The process is fully audited and keeps track of the returns made by each of the operators for later reporting on either the back office computer or the portal.

Method 1 involves the operator scanning the item to be returned and then selecting the *Return Item* function.

In essence the operator selects the *Return Item* function from the FUNCTIONS menu and the system automatically makes the quantity negative.

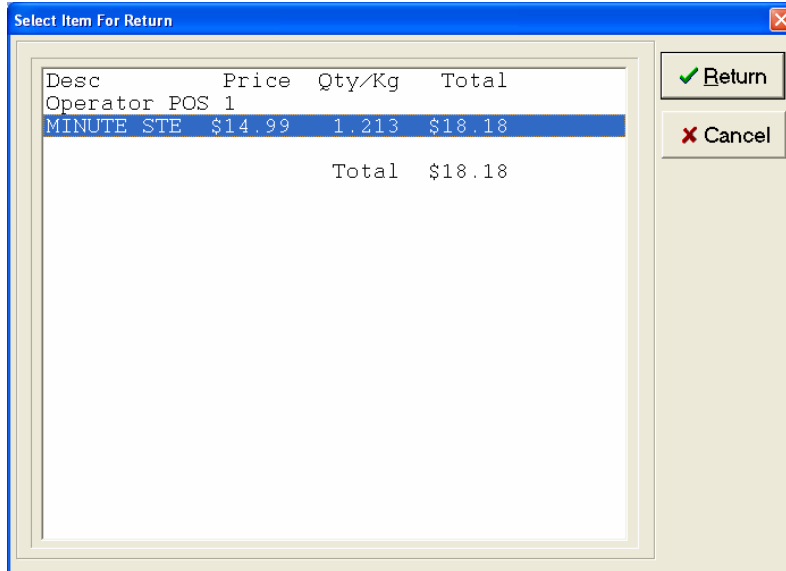
Steps in the process are:

- 20.1 Select your operator button to make you the currently working operator.
- 20.2 Ring up the item to be returned, as if a sale of it was to be made.
- 20.3 After the item has been rung up.
- 20.4 Press the MENU button and then the FUNCTION button, this opens the following window to you:

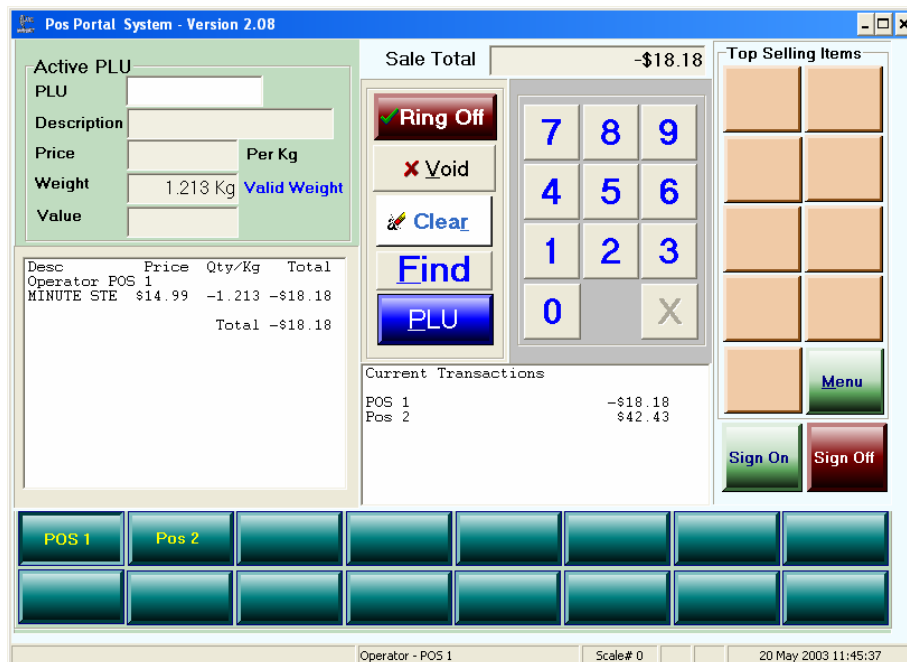


20.5 Press the *Return Item* button to choose the return item function.

20.6 The following screen is shown and on this screen select the item to be returned:



20.7 The item sale is automatically converted to a *negative quantity and a negative sale amount*, this is reversed off the transaction. However, the actual final step of incrementing stock and making the financial *refund* to the customer only occurs when the *Ring Off* button is pressed and the transaction is finalised.

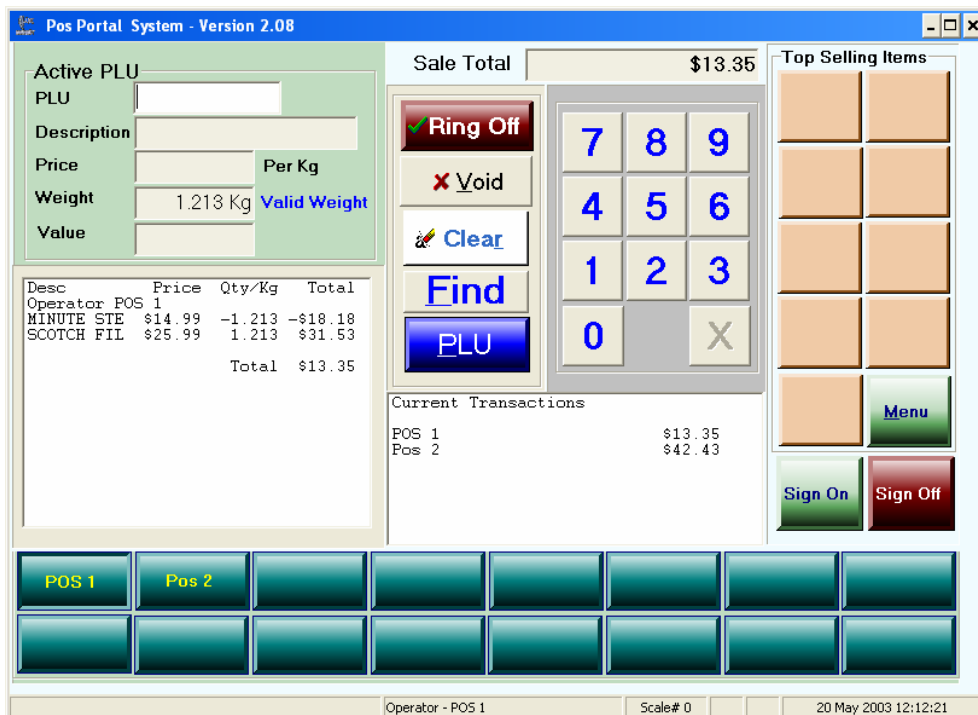


Above shows the *Return Item* transaction completed apart from the ring off process.

20.8 Press the *Ring Off* button shows the tender screen that reflects this is a *RETURN*:



Note the words, *RETURN* in the lower part of the screen, this indicates the item is being returned. If the return item is part of a multi item sale in which there is a balance owing to the operator the screen shows the following:



Note, here the MINUTE STEAK of \$18.18 has been returned (negative) and the SCOTCH FILLET of \$31.53 has been sold to the customer. This leaves a

balance owing by the customer to the operator of \$13.35, which is shown in the transaction window.

At Ring Off the tender screen shows:



Note: The \$13.35 amount and particularly note there is no RETURN message next to the “Sales Total” line. This indicates the \$13.35 is due to be paid to the cash drawer and not the customer. The actual receipt is shown as *sample receipt 2* below.

- 20.9 Enter in the tender method the amount to be returned to the customer and press the *Accept* button.
- 20.10 The *RETURN ITEM* process is completed, the item has been into stock and the tender type has been decremented for cash-up. A *receipt* is printed as shown below:

Sample Receipt 1 – Return item only in transaction

AMC CIT DEMO

MINUTE STEAK

-1.213kg @ \$14.99/kg	-\$18.18
Sub Total	-\$18.18
Rounding	-\$0.02

Total	-\$18.20
Refund - Cash	\$18.20
Change Due	\$18.20

OPERATOR: POS 1
 ITEMS: 1
 TERMINAL: 1
 JOURNAL: 00016 20-May-2003 11:49

Sample receipt 2 – Multiple items in sale

AMC CIT DEMO

MINUTE STEAK
 -1.213kg @ \$14.99/kg -\$18.18
 SCOTCH FILLET
 1.213kg @ \$25.99/kg \$31.53

Total \$13.35
 Cash -\$13.35

Change Due \$0.00

OPERATOR: POS 1
 ITEMS: 2
 TERMINAL: 1
 JOURNAL: 00017 20-May-2003 12:16

21 Return Item (Method 2)

Fundamentally, method 2 is the same as method 1 in all aspects except the order in which the return item button sequence and processing is performed.

In method 1 the item is scanned and then the *Return Item* button is selected.

In method 2 the *Return Item* button is pressed and the item is scanned.

Otherwise the results and procedures are identical in methods 1 & 2.

- 21.1 Select the operator button.
- 21.2 Press the MENU button and then the FUNCTION button.
- 21.3 Press the RETURN ITEM button.
- 21.4 Scan or enter the PLU code and the item is returned.

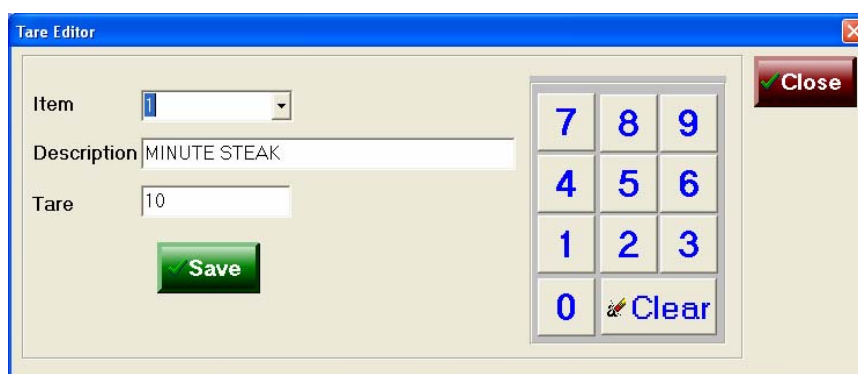
22 Tare Editor

This function enables the allowance for the packaging in weighed items to be made. When an item is sold by weight and is has been pre-packaged there is an additional weight of the item caused by the weight of the materials (plastic & polystyrene, etc) in which it is wrapped. This generally means the item with packaging weighs more than the item. The *tare editor* is a means whereby this additional weight due to the packaging is taken off the total weight when placed on the scales and the customer is charged for the actual weight of the item only.

Packaged items sold by weight frequently, if not always, have a label on them that indicates what the weight of the product is. The label reflects the weight without the packaging. This means if the operator does not setup the tare then the weight of actual product in the pack purchased by the customer will be less than they have been charged for. This is a serious weights & measures issue and should not be disregarded.

To select the *tare editor* go to the MENU then FUNCTIONS area and then press the TARE EDITOR button.

The following screen is shown:

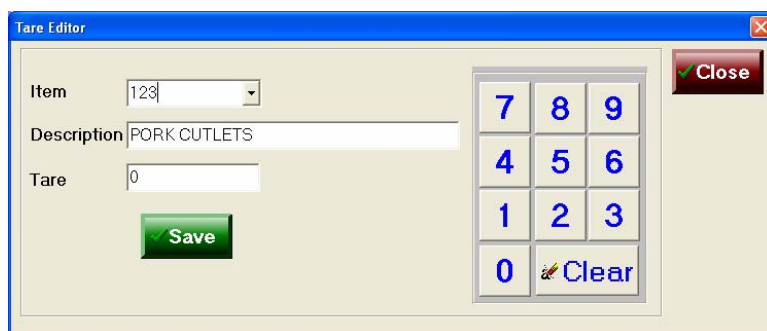


In the screen note the following:

- a) There is a *drop down list* in the first field for the item to select.
- b) Once the item is selected its description appears in the *description* field.
- c) The *third field* is where either an existing tare is shown or where the operator uses the button numeric pad to setup the tare.

22.1 Tare – to view an existing

- a) Position your finger over the arrow on the right hand side, or use the numeric pad buttons to enter the PLU number you wish to see. In this example PLU 123 has been selected and it has no tare setup.



Note the description shows PORK CUTLETS.

22.2 Tare - to set up

A tare can only be setup for an item that is a weighed item. If the item you are looking for does not appear in the tare list box or cannot be found by entering numbers of the numeric pad you should:

- a) Check the item exists in the product master for your store.
- b) Check the item is an item sold by weight.

Once the item has been displayed to setup the tare weight, that is the weight allowance for the packaging that will be subtracted from the combined weight of the item and its packaging when placed on the scales, simply:

- a) Enter, using the numeric pad buttons, the packaging allowance in *GRAMS*.
- b) Press the *SAVE* button.

The tare weight for this item sold by weight has now been setup.

23 Labels

The ability to print labels to place on items, both pre-packaged and unit sold products is provided in the system. The *Label* printing module is located under the *FUNCTIONS* button. A *price embedded barcode* can be generated for the item on the label. This means the label can be scanned at the point of service and the weight calculated based upon the price contained in the barcode label attached to the item.

These labels can include the information shown in the screen below:

The screenshot shows the 'Scale Label Generation' window with the following fields and controls:

- PLU: [Empty text box]
- Description: [Empty text box]
- Price per Kg: [Text box containing '\$0.00']
- Tare: [Text box containing '0'] gm
- Net Weight: [Text box containing '1.213'] Kg
- Net Value: [Text box containing '\$0.00']
- Print Price Embedded Barcode
- Keypad: 7 8 9, 4 5 6, 1 2 3, 0 Clear
- Buttons: Print, Close, Find, PLU

A complete example is shown below:

The screenshot shows the 'Scale Label Generation' window with the following populated data:

- PLU: [Text box containing '1']
- Description: [Text box containing 'MINUTE STEAK']
- Price per Kg: [Text box containing '\$14.99']
- Tare: [Text box containing '10'] gm
- Net Weight: [Text box containing '1.203'] Kg
- Net Value: [Text box containing '\$18.03']
- Print Price Embedded Barcode
- Keypad: 7 8 9, 4 5 6, 1 2 3, 0 Clear
- Buttons: Print, Close, Find, PLU

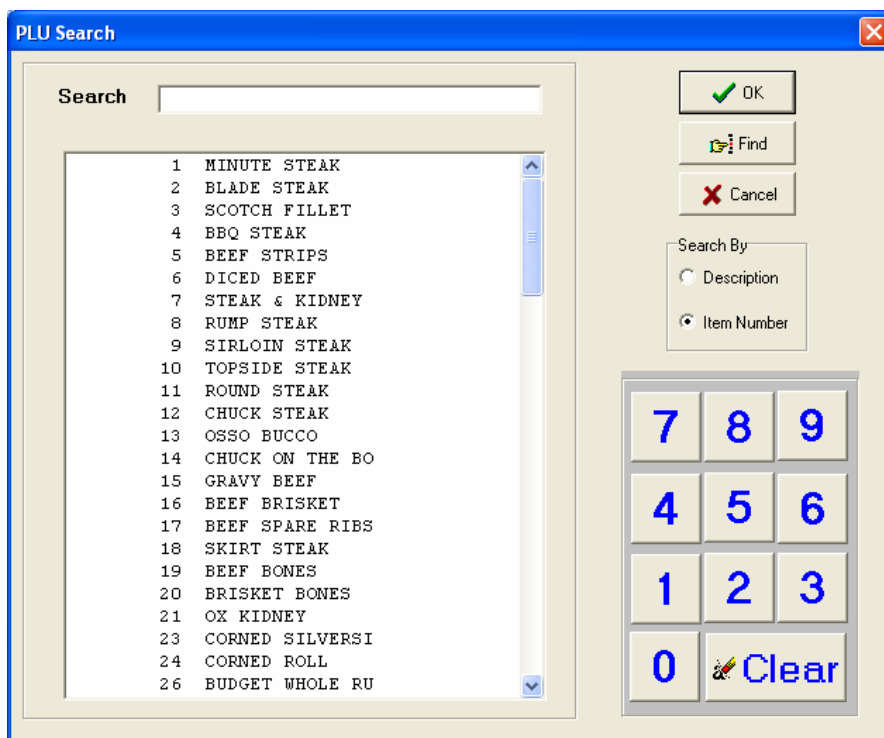
In this example, the price is shown @ \$14.99 per kilogram, the *tare* of 10 grams and the *net weight* (weight after allowance for tare) and the *Net Value*.

This module's purpose is to enable the packaging and labelling of products requiring to be weighed.

The process is:

- 23.1 Press the MENU then FUNCTION buttons.
- 23.2 Press the LABELS button.
- 23.3 Place the item to be labelled on the scales
- 23.4 Use the numeric pad to select the item PLU being weighed to be labelled.
- 23.5 *Change the tare*, if need be, this is the only field on the screen you may change.
- 23.6 Select the *Price Embedded Barcode* option, if desired.
- 23.7 Press the print key when a steady weight has been reached to PRINT the label.

The FIND button can be used to search for an item, by either *description* or *Item Number*, if the PLU code is not known.



Once the item required is found press the OK button.

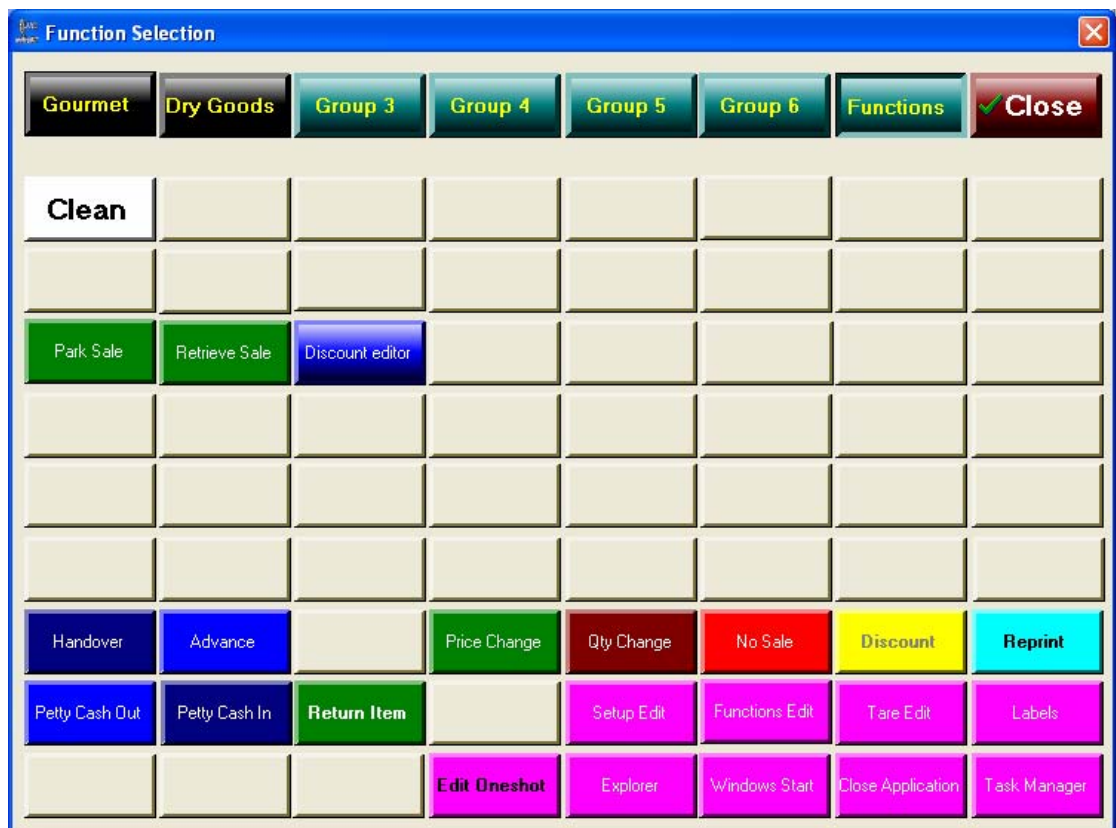
The procedure to use this facility is exactly the same as that for FIND ITEM.

24 FUNCTION WINDOW

A wide range of configurable functions or specialised processes can be configured on the matrix of buttons found on the MENU / FUNCTIONS button sequence. There is a matrix (or grid) of 8 columns times 9 rows of individual buttons on this FUNCTION screen. This means there is a total of 72 possible buttons that can be allocated to various functions.

Each particular clients or user's system may be configured differently. In view of this fact, this manual will explain the major functions frequently allocated on this screen. If you have buttons with different names or processes allocated to them please check to see if there are supplementary pages to your manual that explain these, or alternatively, speak to your system administrator if either there are buttons discussed in this manual that are missing or additional to those discussed in this manual in your implementation.

A simple FUNCTIONS screen is shown below:



System Administrators should take great care in how they use these buttons and be very sure of how they either remove or implement additional functions behind these buttons.

This approach provides an extremely flexible and powerful tool to system administrators that allow them to tailor their systems to meet their business' needs both current and future.

Warning: Before any buttons are changed make sure you are *fully* aware of the implications.

The many of the buttons configured in the prior screen are *basic* Point of Service functions, which we have discussed previously in this manual. These particular functions are not discussed in this section.

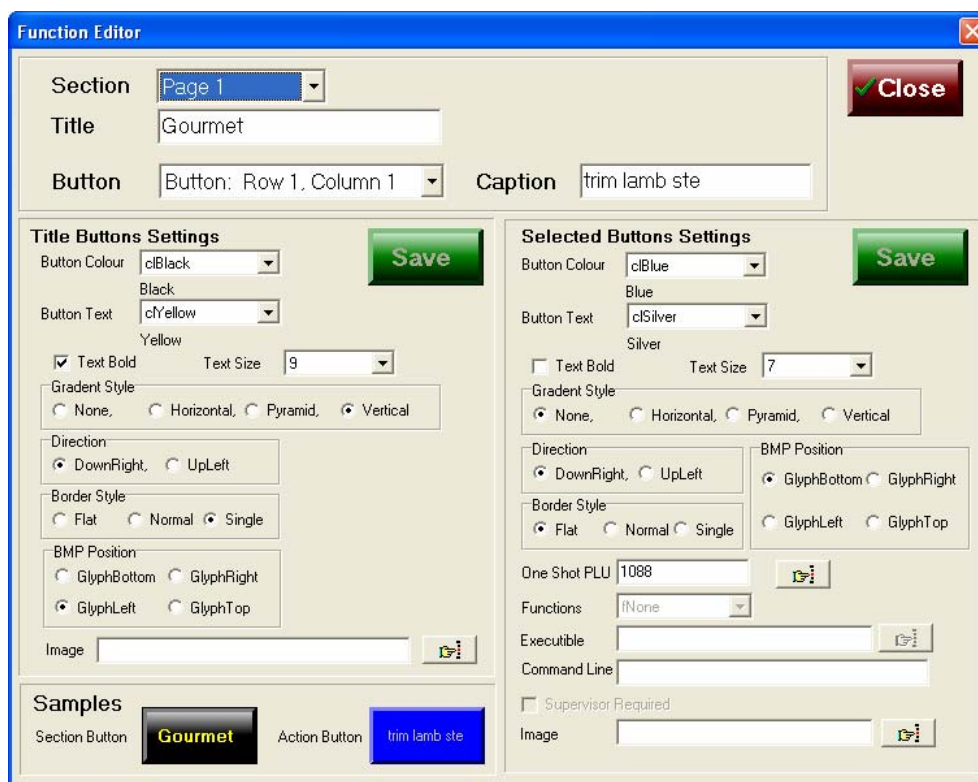
From the screen layout shown on page 63 button colours, button text and the underlying function called when the button is pressed can be controlled.

The function controlling the configuration of this FUNCTION screen and also the other *top row* buttons that show when the MENU button is pressed is called the **Functions Edit**.

24.1 Functions Edit

This button provides access to the process that controls the allocation of processes to the buttons, not only on the FUNCTION screen, but also ALL the other major GROUP buttons on the TOP row of the buttons accessed when the MENU button is pressed on the SELLING SCREEN.

Pressing the *Functions Edit* button shows the screen:



This window appears quite complex, and it indeed does require some understanding to make proper use of. **DO NOT USE UNLESS you really know what you are doing!**

This structure means there are:

- a) TOP ROW – 7 GROUP or TITLE buttons.
- b) UNDER EACH TITLE BUTTON – there are 8 columns of 9 buttons corresponding to 72 buttons under each “title” button. There are a total of 504 *programmable* buttons under the MENU button.

LEFT SIDE PANEL

Basic screen construction means that always the *left side* of the panel shown is always the TITLE button setting.

RIGHT SIDE PANEL

Is *always* the individual button within the top title row button.

DEFAULTS

Where possible, absolute defaults are configured and options are selected from a *drop down list*. These fields are identifiable by the presence of an *arrow* on the right hand side of the field. You can only choose from the shown options in these cases.

PANELS

The Function Editor is divided into several *panels*.

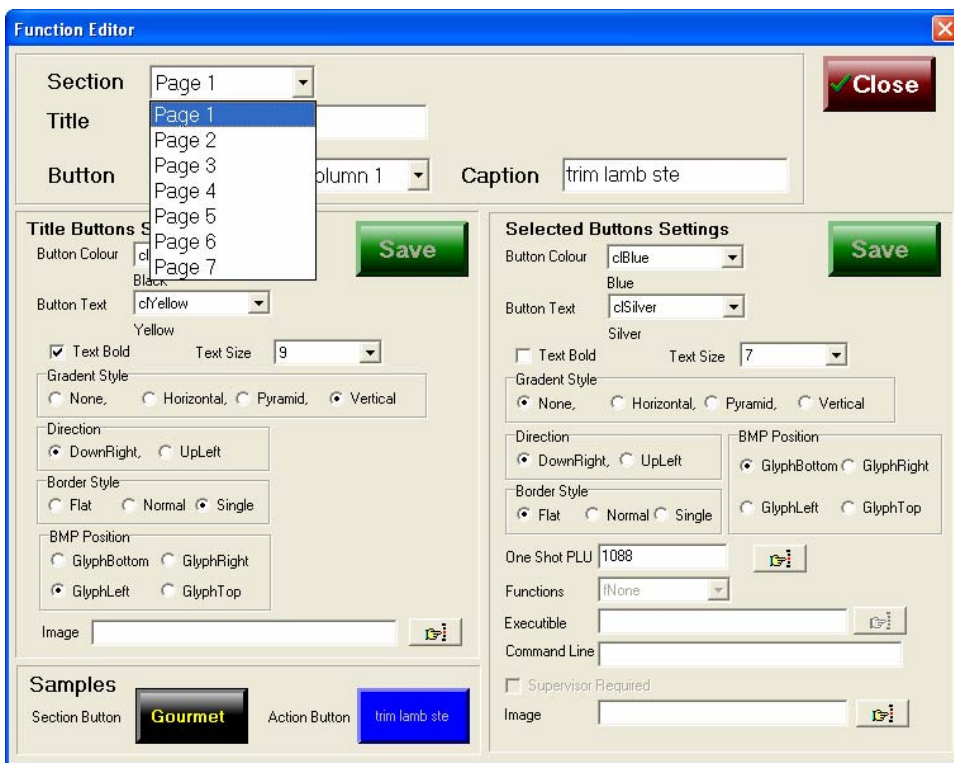
SAMPLE PANEL

This panel shows the results of the changes the user makes to the configuration.

24.2.1 Selecting Group & Specific Button

The major button groups, of which there are seven (7) permitted, are also referred to as *PAGES*. The eighth is always the CLOSE button.

Page 1 is the left most TITLE button and Page 8 is the right most TITLE button.



Let’s choose the “Page 2” to work on in our examples, the view usually presented to the operator is shown below:

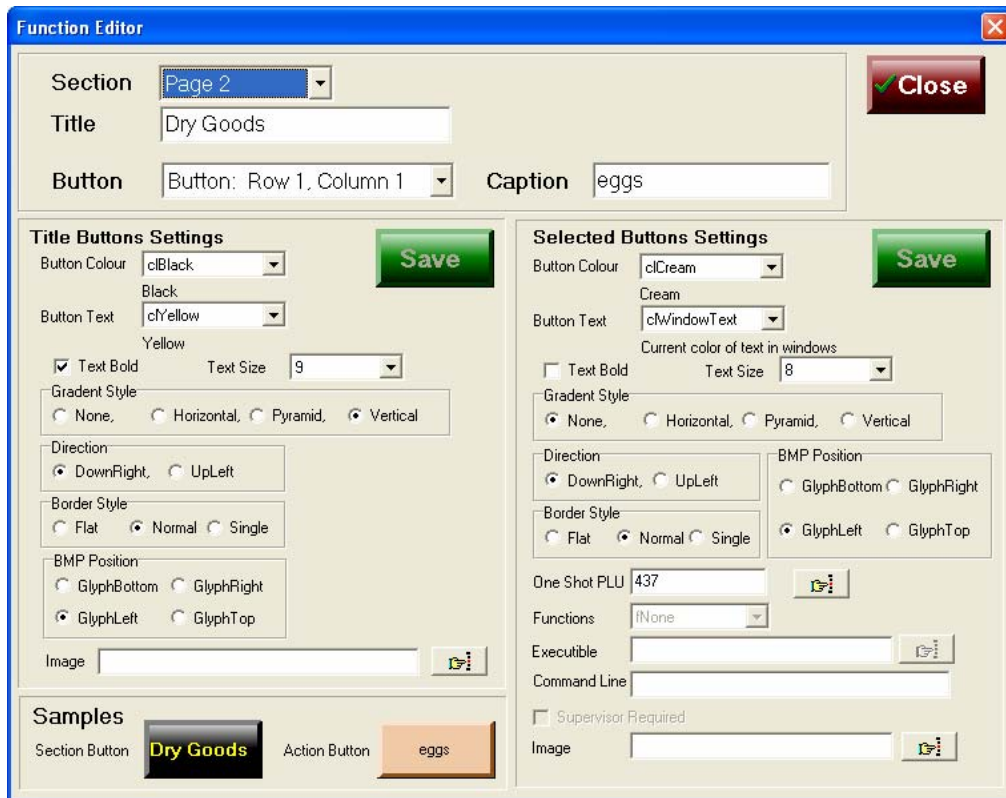


Notes:

- a) The TITLE button on *Page 2* is called “Dry Goods”.
- b) There are currently only three (3) *specific function* buttons configured. These are “eggs”, “tray eggs” and “taylor marina”.

- c) The balance of the TITLE buttons are shown, with the exception of the FUNCTIONS button, with the *default caption* “Group3”, “Group4”, “Group5” and “Group6”.

In the FUNCTIONS EDITOR selecting “Page 2” shows us the following screen. The editor defaults to the first button in the first row, in other words, *Row 1, Column 1* which is captioned “eggs”.

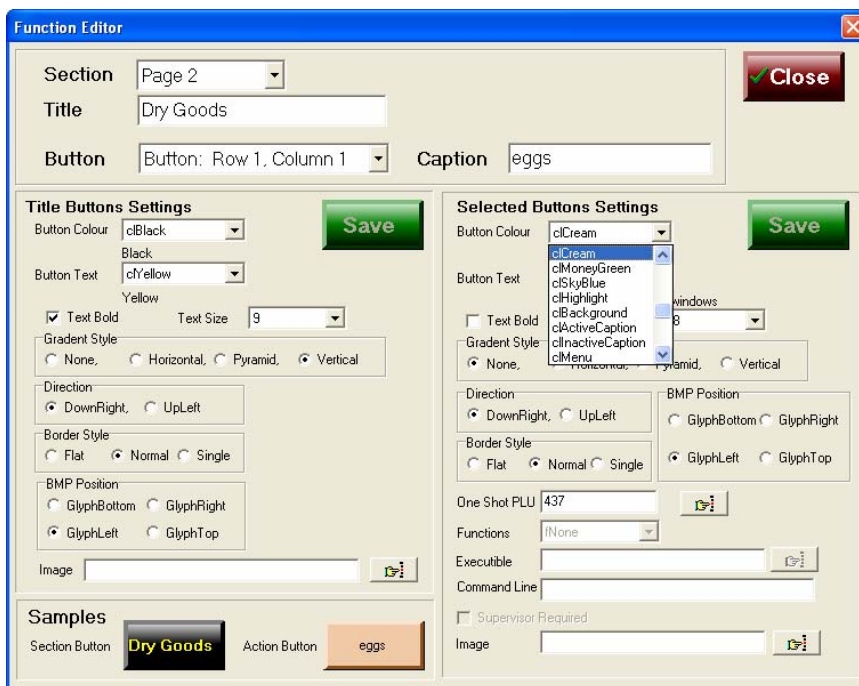


24.2.2 Altering grid button

24.2.2.1 Colour of Button

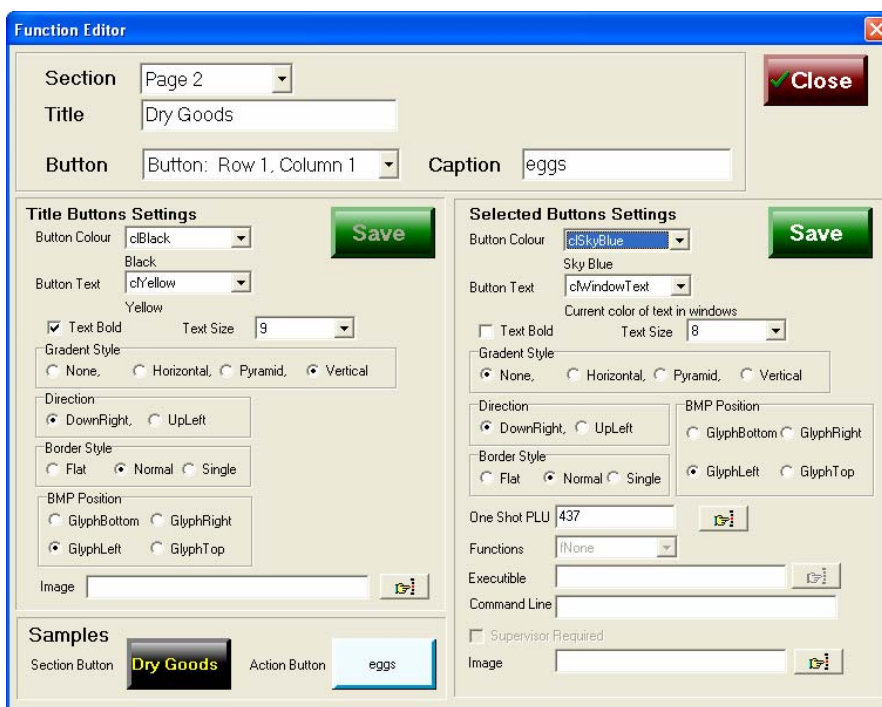
The button “eggs” is currently “Cream” (cICream) as shown in the right hand panel **Selected Buttons Settings** under the *button colour*.

To change the button colour press the arrow on the right hand side of the *Button Colour* field:



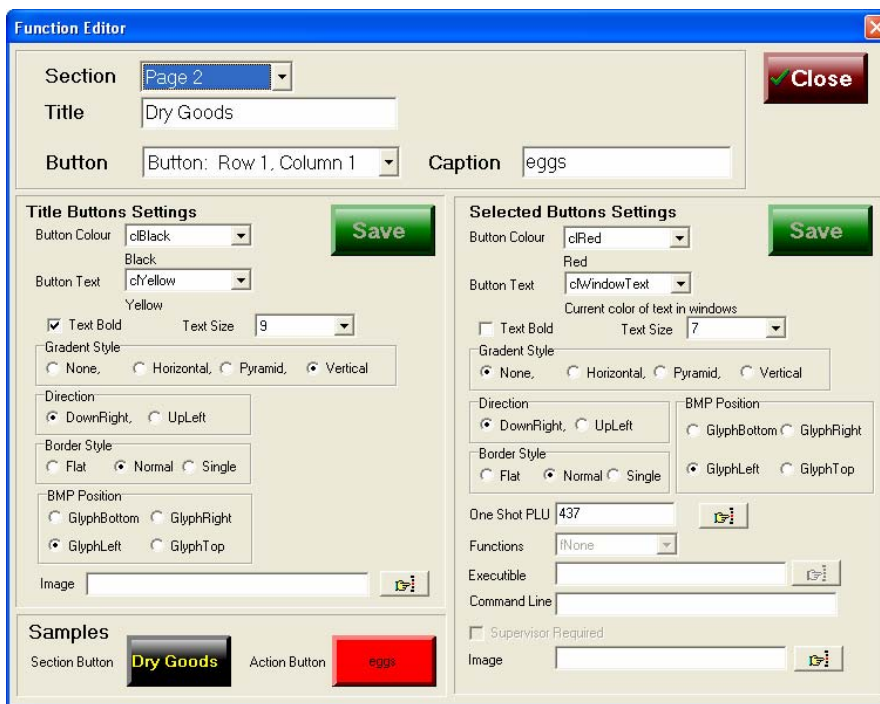
The allowed colours are shown to the operator.

To change the colour of the “eggs” button to SkyBlue then touch the line that says *clSkyBlue*.



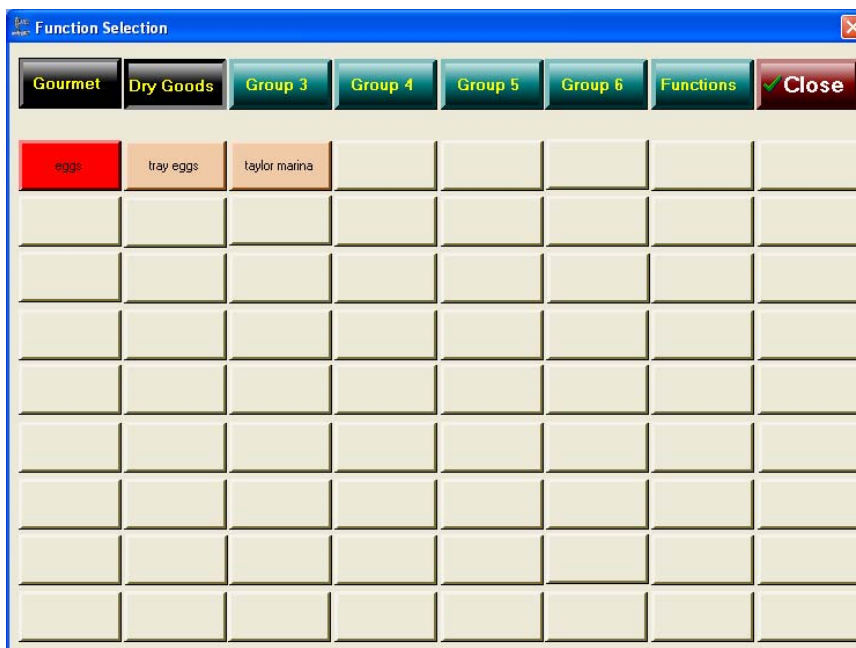
Note the button in samples has changed to reflect our selection.

Let’s change the colour to *red*.



Once again see the row button has changed colour to reflect our choice.

To make the change *active* press the SAVE button on the right hand panel – we are altering a row button, not a title button.



24.2.2.2 Grid button text colour

In the right hand panel under *Selected button settings* is a field called *Button Text* – this field controls the colour of the text on the grid button.

Only the colours shown when the arrow on the right of the field is pressed can be selected.

24.2.2.3 *Grid button text bold*

Ticking the *Text bold* field results in the text on the button being shown in bold.

24.2.2.4 *Grid button text size*

By altering the value in this drop down box, the size of the text printed on the grid button is increased or decreased.

Remember, there is a limit to the number of characters that can be displayed on a button. This also means there is a limit to the size of characters on the button. The greater the size of the characters the fewer characters will fit on the grid button.

24.2.2.5 *Gradient Style*

This refers to the shape of the *button*, this is irrespective of whether it is a *grid* or *title* button that is being changed. The best means of gaining an understanding of these effects is quite literally to play with the functions. A limited number of optional “look” effects are offered – namely, NONE, HORIZONTAL, PYRAMID or VERTICAL.

24.2.2.6 *Direction, BMP Position, Border Style*

These effects produce different looking buttons, either *grid* or *title* buttons are affected. It is safe to play with these, but as a precaution make sure you record the standard button settings for these features, before you start making changes to them.

The buttons, both grid & title, can have *bitmaps* positioned on them. The positioning is controlled by the settings of the *BMP Position* check box. The actual bitmap to display on the button is set in the field headed **Image**. *The image field* has a search facility to assist in browsing for the image to display on the grid button.

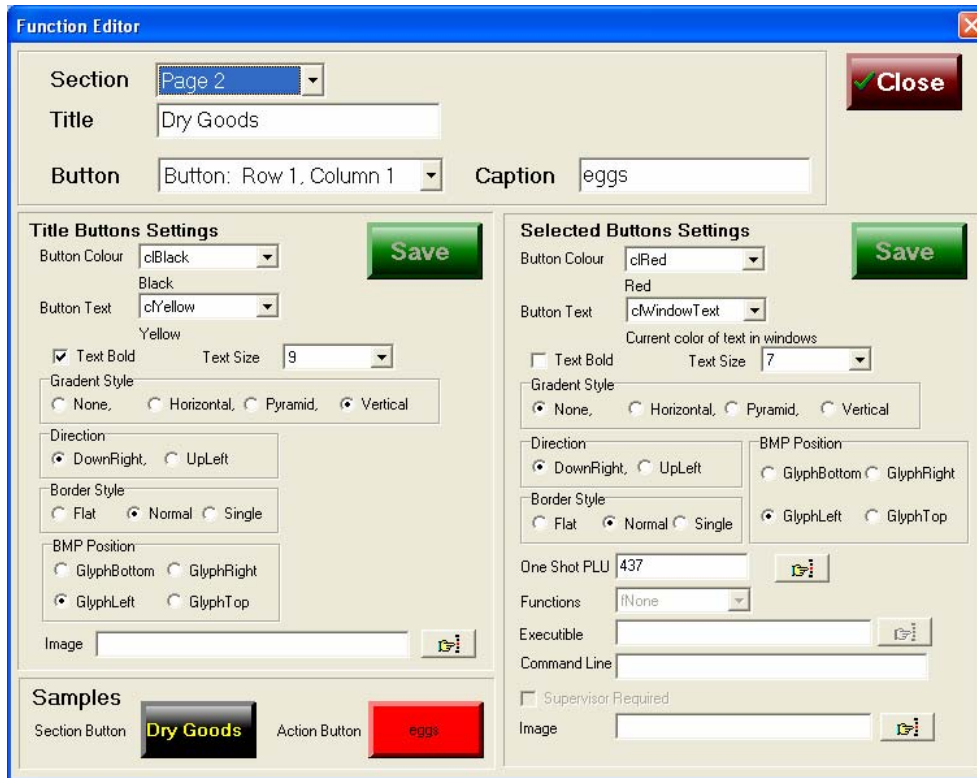
In all cases these effects are produced by checking the radio button. To select a specific effect touch your finger over the feature and press. When selected the radio button is shown selected with the presence of a dot in the otherwise empty circle.

A radio button is deselected when there is no dark dot in the centre of the circle.

24.3.1 **One Shot PLU allocation to Grid Button**

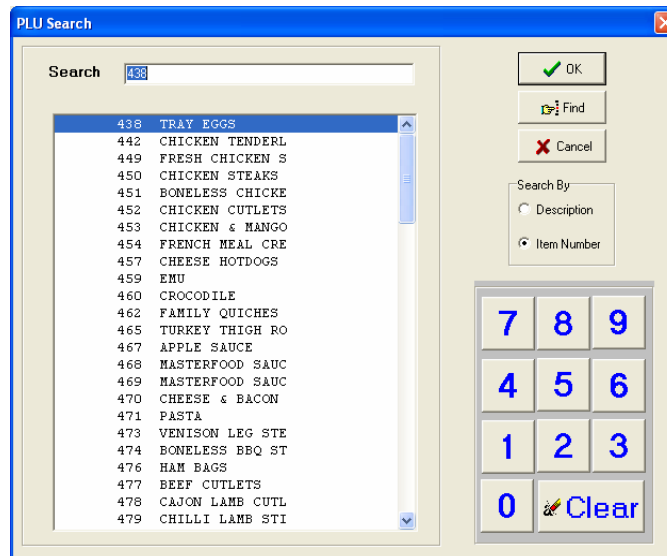
One shot PLU items can be allocated to *grid buttons*, they cannot be allocated to title buttons. However, please remember that you must select the appropriate *Section* which by default means you must know which *title* grouping you want the OSP to be allocated to a grid button within.

Having selected the correct Section, the choose the *grid button*, using the drop down box at the top of the screen page, and then touch the “ONE SHOT PLU” field on the right hand side of the screen page. No numeric pad is provided and to select a specific item to allocate as an OSP to this grid button press the “*Pointing Finger*” icon to the right of the ONE SHOT PLU field. When selected the following screen is seen:



Note: Here TITLE page “DRY GOODS” has been selected (Section is Page 2) & the grid button that will be effected is BUTTON ROW 1, COLUMN 1 (by reference to the Button field). The grid button is currently set for the OSP “EGGS” which is item number (PLU) 437.

Lets say we want to change this from “EGGS” to “TRAY EGGS” which is item number 438. BY pressing the finger icon we see:

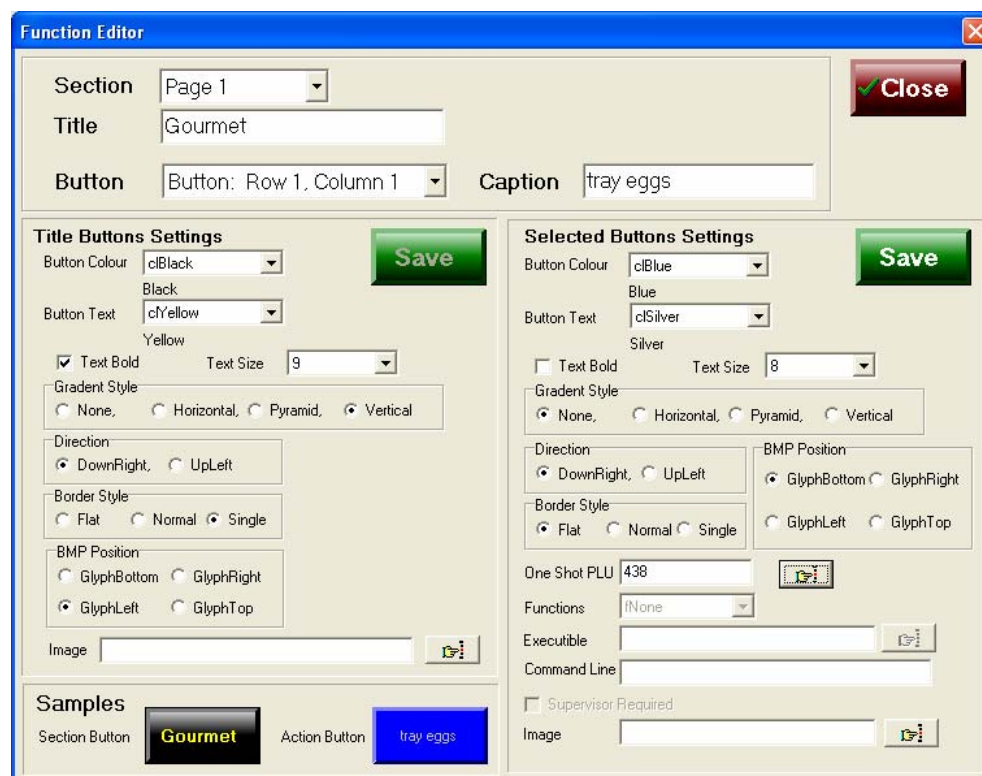


Note that it is possible to select the OSP item by using either the *description* or the *item number* and a search for facility is provided.

Caution to make use of the *search facility* make sure the numeric pad buttons on the screen image are used and not a keyboard. Using the touch panel provided results in the building up of a number of digits as they are pressed, using a keyboard erases the digit previously pressed when a new key is depressed.

Using the numeric touch pad press the number required to get to the TRAY EGGS in this case the item number is 438.

Press the OK button when the item required has been highlighted this confirms the selection.

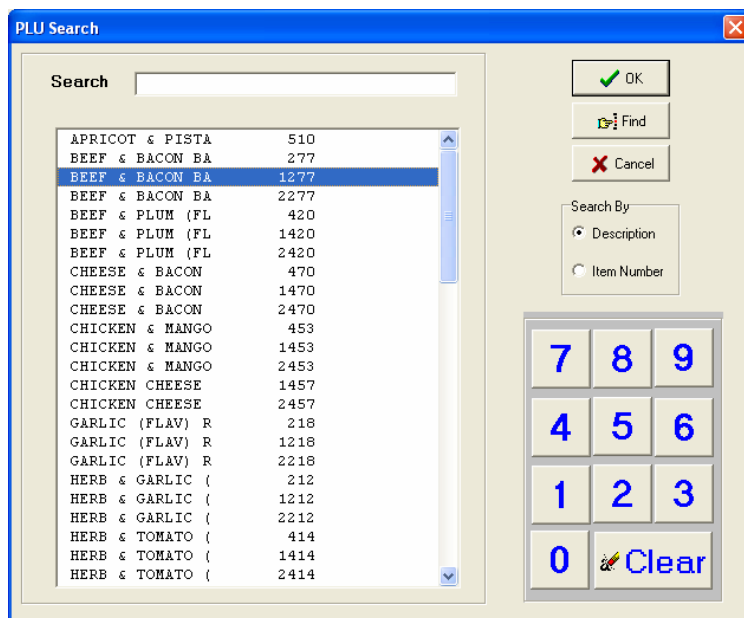


This has changed the OSP (One Shot PLU) associated with this *grid* button from item number 437 to item number 438. When this grid button is depressed in the DRY GOODS MENU page it will now sell a TRAY of EGGS at its price.

If the description radio button is highlighted in the *search screen*, the items are displayed in *alphabetical* order and to select an item touch the item description to highlight it and then press the OK button.

Caution: There is no alphanumeric touch button panel provided by which to make selections. Most frequently the item number is used and this is the default. Consequently, generally the required OSP item number to insert is known to the operator prior to entering this screen. So be prepared.

A sample of the OSP search in description mode is shown below:



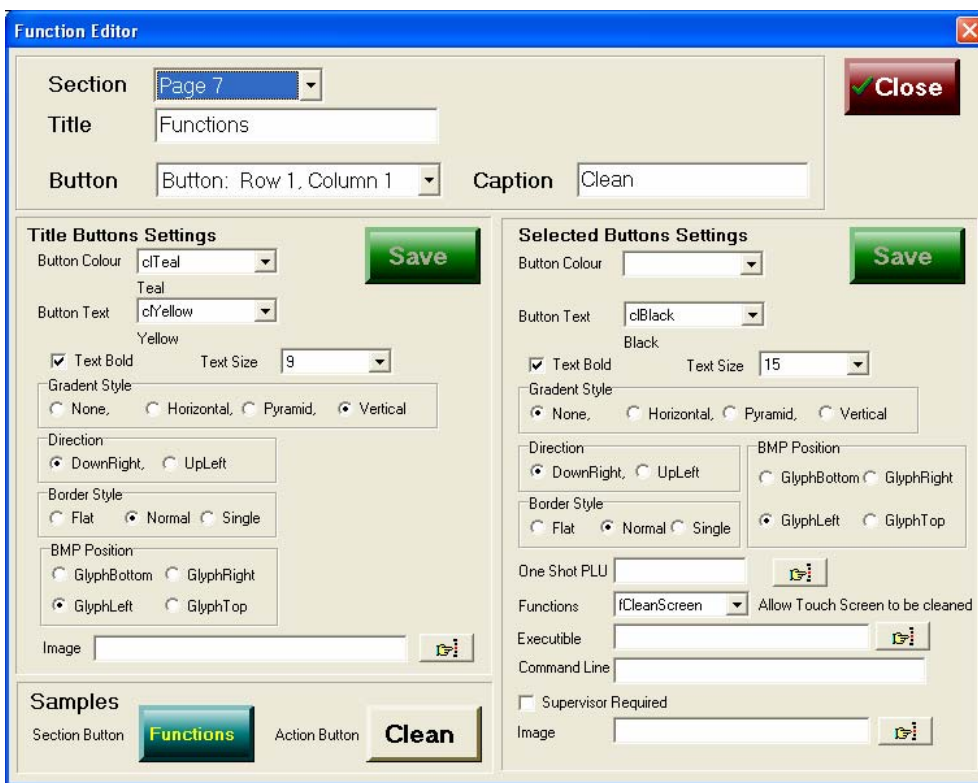
Normally, OSP buttons are allocated from the STORE SERVER application TRS or from the CENTRAL PORTAL. Under these circumstances all the *terminals* connected to the network in any particular or all stores are simultaneously updated.

If buttons are changed on a POSPORTAL terminal the changes will only affect that particular terminal. Be very very cautious about changing buttons on a single terminal unless that is the exact intention – this is perfectly allowed within the POSPORTAL system.

24.4.1 Functions

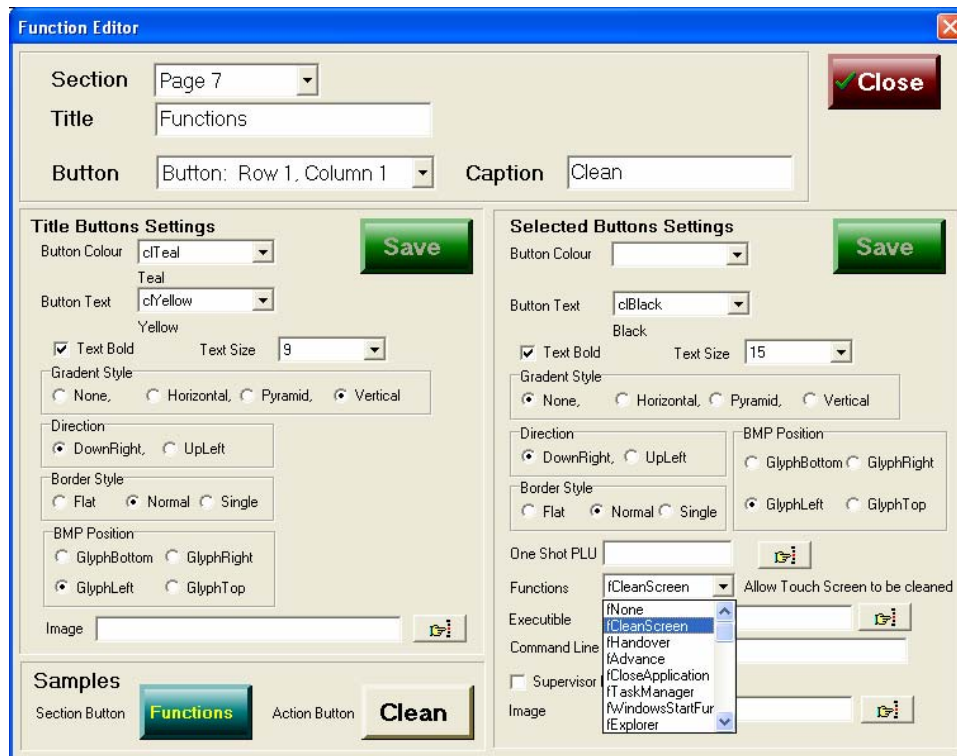
The “FUNCTIONS EDIT” allows various *functions* to be allocated to grid buttons. This facility should be used with caution and unless there is a new function to implement or very good reason why they are to be altered the allocation of functions to grid buttons should be left to the support service provider and done under instruction.

The following screen image shows the FUNCTION that “locks the screen so it can be cleansed” configured on page 7, grid button row 1 column 1.



The function is called “fCleanScreen” and there is a text description of the function to the right hand side of the function name, in this case “Allow Touch Screen to be Cleaned”.

A list of the functions available is shown to the user by touching the arrow to the right of the “Functions” field:



This list is continually added to as more and more functions become available. Descriptions of the exact function’s purpose is generally supplied to the support provider.

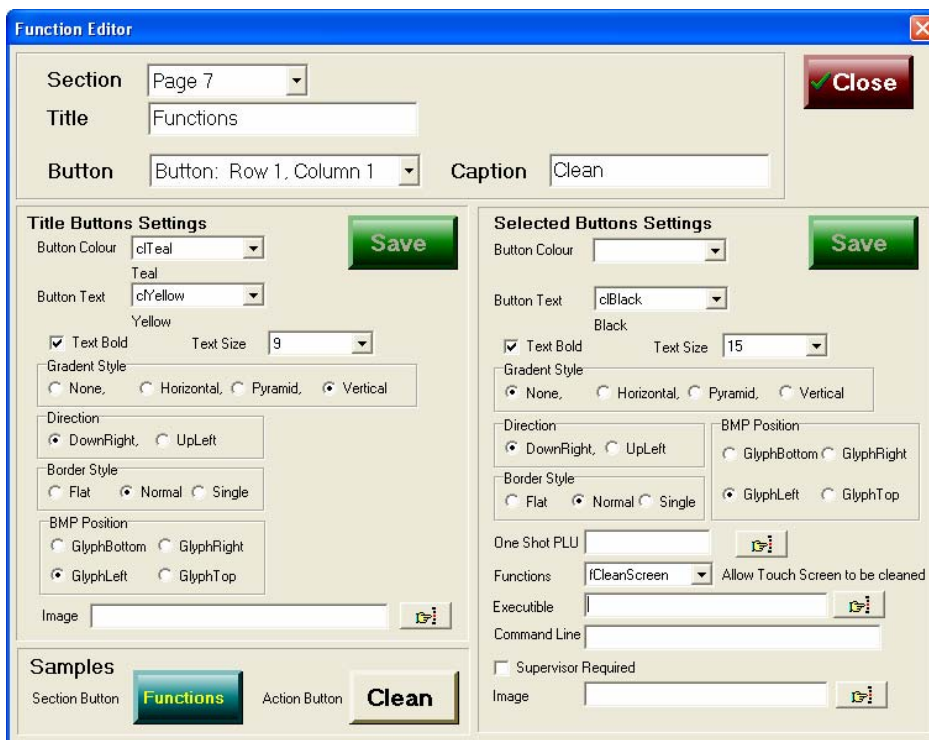
Warning: It is dangerous to the operation of the system for these functions to be altered by untrained staff.

24.5.1 Executables

The PortalPos programs are capable of causing configured programs to commence running. These programs can be any executable and are not limited to those provided by the supplier or developers of the PortalPos program. In view of this some knowledge of what an executable will do when it runs is required to successfully configure these buttons.

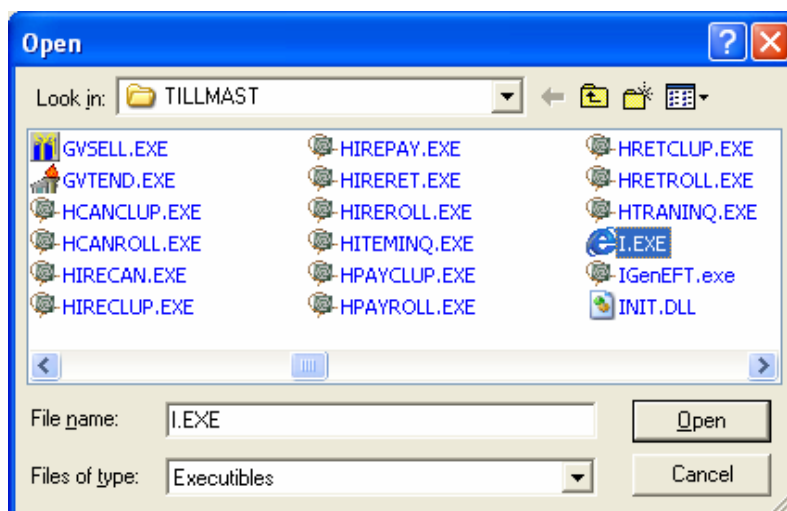
Executables can only be configured to grid buttons.

In the screen image below note the “search” icon on the right hand side of the field called “Executable”.



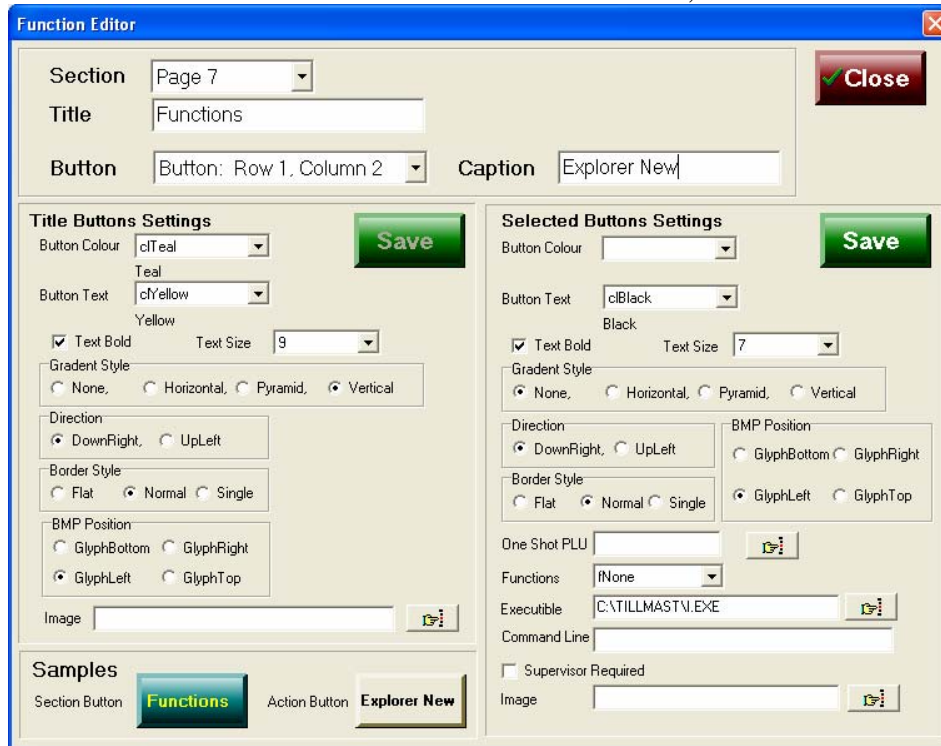
Pressing this finger icon opens a directory selection from which the required directory and indeed executable can be selected.

In the following example the directory selected is TILLMAST and the executable program highlighted is “I.EXE” (internet explorer)



To accept the I.EXE program to link to this button when it is pressed touch the “OPEN” button.

The selected executable is now linked to this button, as shown below:



Look at the “EXECUTABLE” field and see the full path and program name are displayed.

To the person using the terminal (PortalPos) this button now appears as:



24.6.1 Command Line

DO NOT USE THIS FIELD OTHER THAN UNDERC SPECIFIC INSTRUCTION BY SUPPORT PROVIDER. IT IS DANGEROUS AND COULD RESULT IN DAMAGE TO THE SYSTEM CONFIGURATION AND OPERATION.

24.7.1 SUPERVISOR REQUIRED

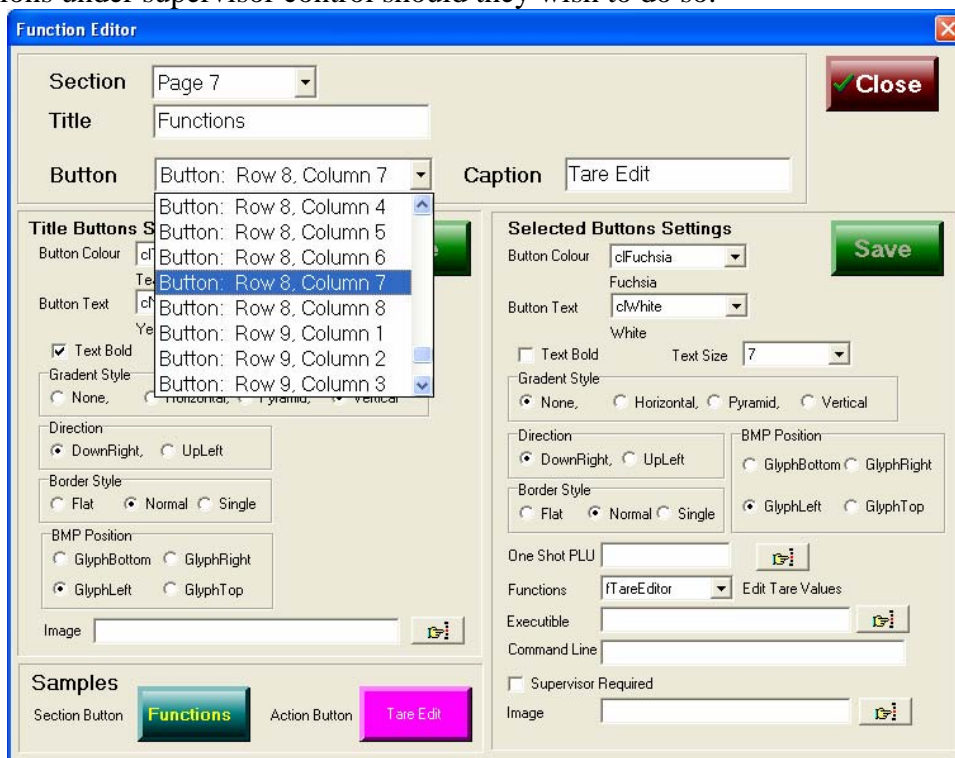
In circumstances the store manager or indeed the store owner may wish to put certain features and functions under what is referred to as “SUPERVISOR CONTROL”. This is where this is done. To place a function or feature under *supervisor control* simply, touch this box.

The first screen image on the next page shows the “FUNCTION” the **Tare Edit** initially not requiring a *supervisor identity & password* to use.

The second screen image shows the **Tare Edit** function configured to require *supervisor control* in order to use.

Caution: Some functions it may appear are not configured for supervisor control when in fact they are under it. This is because the function internally requires supervisor control.

This facility is provided to enable the manager or store owner to place selectively functions under supervisor control should they wish to do so.



Function Editor [Close]

Section: Page 7
Title: Functions
Button: Button: Row 8, Column 7 Caption: Tare Edit



Title Buttons Settings [Save]

Button Colour: cTeal
Teal
Button Text: cYellow
Yellow
 Text Bold Text Size: 9
Gradient Style: None, Horizontal, Pyramid, Vertical
Direction: DownRight, UpLeft
Border Style: Flat, Normal, Single
BMP Position: GlyphBottom, GlyphRight, GlyphLeft, GlyphTop
Image: [Browse]

Selected Buttons Settings [Save]

Button Colour: cFuchsia
Fuchsia
Button Text: cWhite
White
 Text Bold Text Size: 7
Gradient Style: None, Horizontal, Pyramid, Vertical
Direction: DownRight, UpLeft
BMP Position: GlyphBottom, GlyphRight, GlyphLeft, GlyphTop
One Shot PLU: [Browse]
Functions: rTareEditor Edit Tare Values
Executable: [Browse]
Command Line: [Browse]
 Supervisor Required
Image: [Browse]

Samples

Section Button:  Action Button: 

BACK OF OFFICE & INSTORE MAINTENANCE PROCESSES

25.1 SETUP EDITOR

This function is used to configure how the system works within the store and business. It controls many processes either preventing them, or allowing them or determining the way in which they execute when selected from within the POS Portal terminal software.

Because of the potential ramifications of changes made in this section, access to and the use of this function must be *limited* within the business. Uneducated use of this function and what it can control may result in the system either no longer working or not working as desired.

The “SETUP EDIT” function is found, if enabled, on the MENU, FUNCTIONS pages and when selected the screen shows:

Notice at the top of the form the twelve (12) “tabs” each with a specific name. Each individual “tab” controls the process of various functions. By *touching* each tab what each controls can be seen.

Note: The SAVE button, the operator may make changes to various fields in various TABS at the same session, however, these will only be committed when the SAVE button is pressed.

In the screen image above the “MAIN SETUP” tab is shown.

25.1.1 Main Setup tab

This tab controls and contains the setup of major items in the terminal’s configuration, incorrect changes in this tab may result in the terminal no longer working as expected.

25.1.1.1 Working Directory

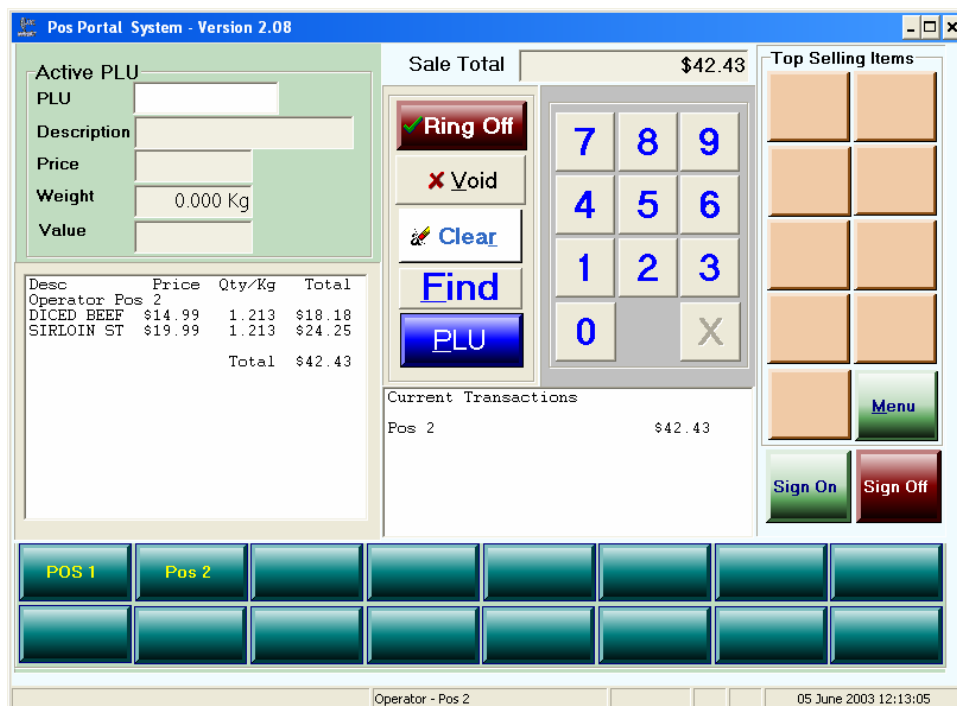
This specifies whereabouts on the terminal the various data tables are found. In the example shown on the previous page the “Working Directory” is c:\PosPortal. This is also the *default* directory when the system is installed.

UNLESS A SUPPORT PERSON DO NOT CHANGE THIS.

25.1.1.1.2 Ring Up Description

This field specifies what text is displayed on the POSPORTAL terminal screen during transactions to identify the button used to complete a transaction and begin the tendering process.

The default is shown in the example screen on the previous page, it is “RING OFF”. The cases may be mixed and the case is not converted. The PosPortal user screen is shown below where the SUB TOTAL button or the button to tell the terminal the operator wishes to begin tendering an no longer sell items is shown as “**Ring Off**”.



This text can be changed to anything the operator wishes, however, it should be descriptive to avoid confusion amongst the various store assistants who will use the Pos Portal terminal.

25.1.1.1.3 Ring Up Text Size

This value controls how large the text within the SUB TOTAL or RING OFF button is. The *default* value is 15 point font size.

25.1.1.1.4 Operator Timeout

This value determines the length of time in seconds before a selected operator (shop assistant) in the Pos Portal terminal is *automatically* temporarily logged off from being the *active* operator. In the case previously shown, it is set to 20 seconds.

This means that if an operator has logged in as POS1 and their name appears in the operator buttons at the bottom of the PosPortal screen that 20 seconds after they press their button (POS1) to perform a function, e.g. sell an item, the terminal will automatically *suspend* their transaction and make the terminal available for other users, *unless* the operator POS1 has pressed a button. If they have pressed a button the operator has 20 seconds from the last button pressed before they are automatically *suspended*.

This function does not result in the loss of any completed line entry of a PLU sale or of any other completed transaction, however, if the operator is in the middle of a PLU sale or function and has not pressed their operator button (in this case POS1) the task has not been completed and if the 20 second timeout elapses the customer transaction is suspended as if this incomplete function was never performed.

25.1.1.1.5 PLU Timeout

This is the time following the entry of a PLU number on the Pos Portal terminal screen before the item numbers (PLUs) description and pricing information will disappear from the customer display and operators screens.

In practical terms the value set in this field is the amount of time an operator has once they have selected the PLU number to complete the line item sale of that item number, including weighing if required, and pressing the operator's button.

The default value for PLU timeout is usually set to 20 seconds.

25.1.1.1.6 Enable Manual Entry of Zero Priced Items

To *activate* tick the box.

If ticked items which have no price (i.e. zero price) can be sold on the POS.

25.1.1.1.7 Enable Price Levels

POSPORTAL is able to support 5 different price levels. To activate these levels this box must be ticked.

25.1.1.1.8 Enable Repeat Key

If ticked this box allows the PLU key on the POSPORTAL selling screen to be pressed and it will sell the previous item that was rung up.

25.1.1.1.9 Enable Quantity Key

If ticked this box allows the operator to use the QTY or X key on the selling screen when selling items by scanning.

If the box is not ticked then the operator must scan each item and the QTY or X key cannot be used.

25.1.1.1.10 Enable Table Mode

Ticking of this box enables the restaurant or table tracking mode of the POSPORTAL system. *This is not applicable to other than restaurant implementations.*

25.1.1.1.11 Touch Screen Cleaning Time

The figures entered into this field is the number of seconds the screen will be inactive when the *CLEAN* button is pressed.

25.1.1.1.12 Rounding

Rounding is where a transaction subtotal can be rounded to the nearest 5 cents.

Selections can be *none*

round up – the transaction is always rounded up to the next 5 cent,

UpDown – the transaction is rounded *down* if less than 3 cent & *up* if greater than 3 cents,

Down – the transaction is rounded *down* if less than 5 cents..

25.1.1.1.13 Default button font

The font used to display the text on the buttons in POSPORTAL, the *default* is MS sans serif.

25.1.1.1.14 Returns**25.1.1.1.14.1 Set Return Item Before Scan**

If ticked the *Return Item* button on the functions page must be pressed prior to the scanning or entry of an item to be returned.

If unticked the item is scanned or keyed and the *return* button on the Functions page is then pressed.

25.1.1.1.14.2 Print Signature on Form on Return

If ticked an area on the receipt is printed where the signature of the person required to authorise returns is able to sign.

If not ticked no signature is printed on the receipt when an item is returned.

25.1.1.1.15 Sale Discount

25.1.1.1.15.1 Enable Sale Discount

If ticked discounts at subtotal can be performed, supervisor override can still be configurably required.

If not ticked discounts at subtotal cannot be performed.

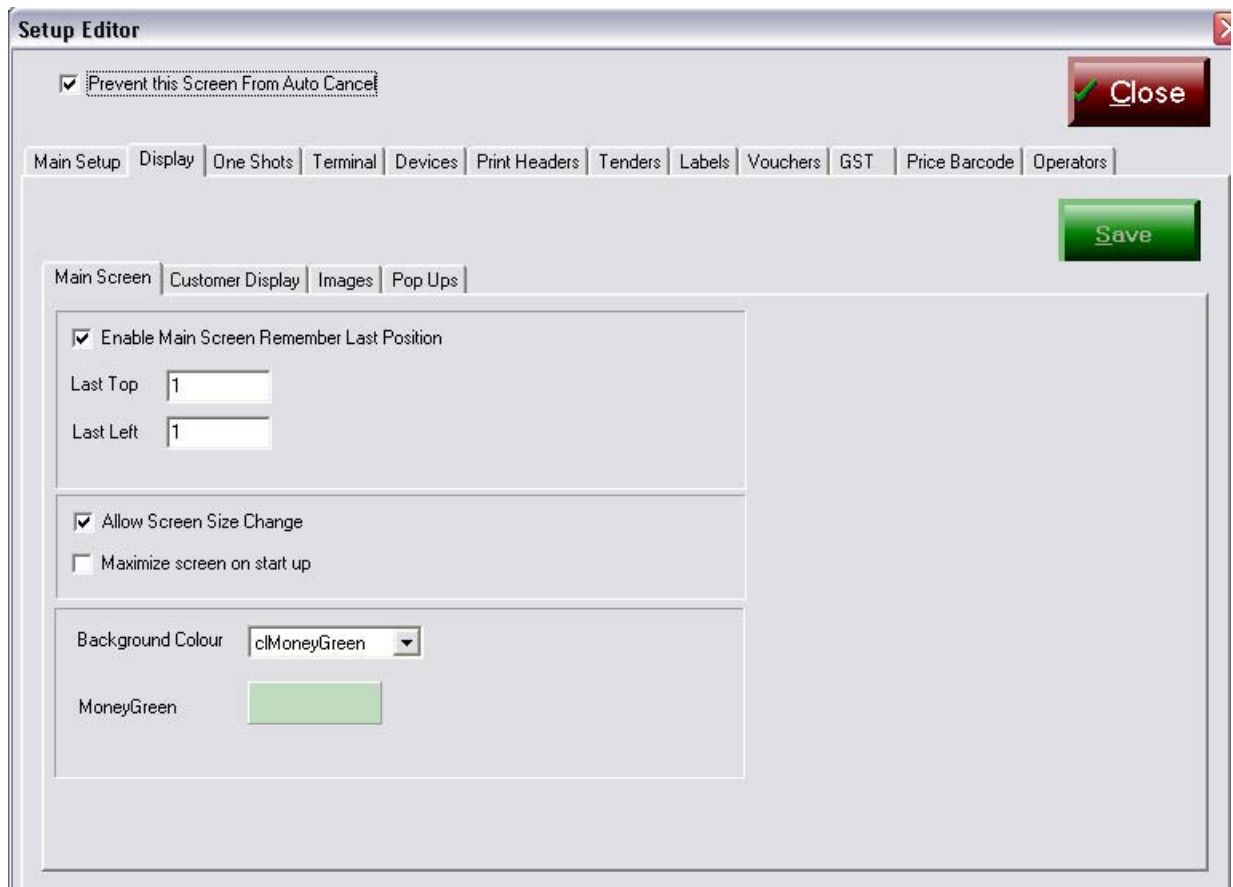
25.1.1.1.15.2 Max Open Discount

The figure in this field limits the maximum subtotal discount which can be given to a transaction by an operator.

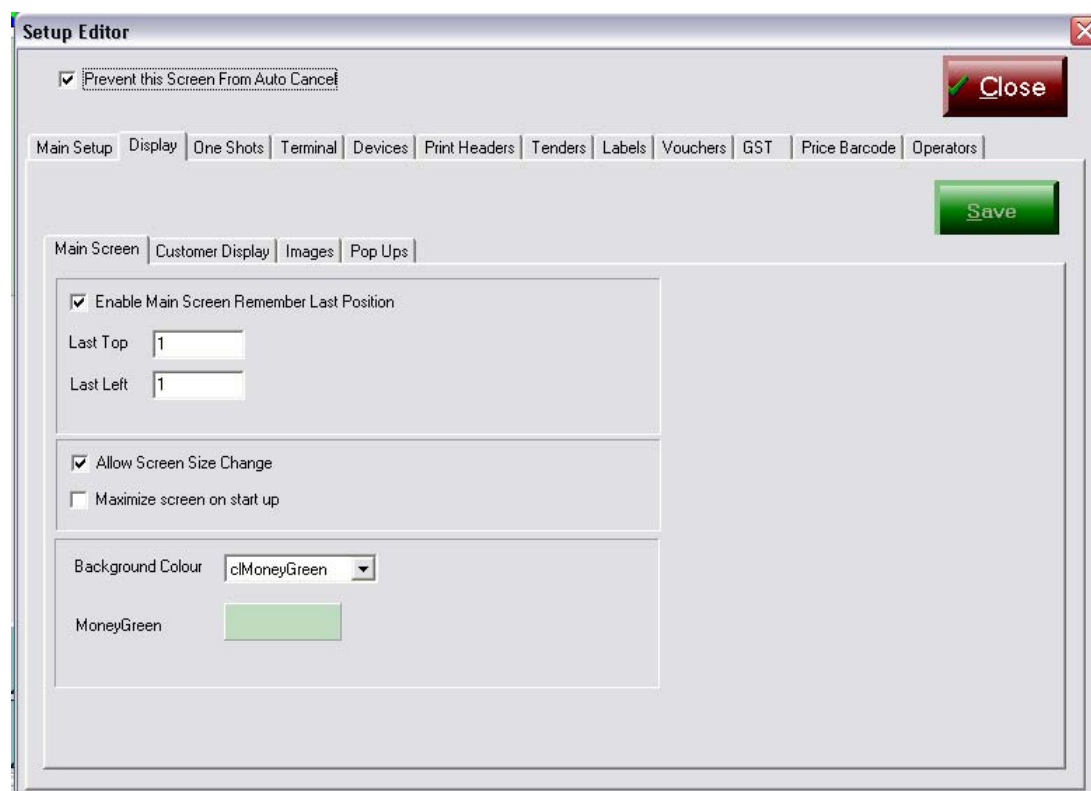
25.1.1.1.16 Start Transaction User Exit

The program in this field, if any, is fired off at the commencement of a new transaction. These programs must be provided by AMCCIT or according to a specification from AMCCIT and approved by AMCCIT.

25.1.2 Display tab



25.1.2.1.1 Main Screen tab



Enable Main screen remember last position – if ticked program when re-started puts the POS screen in the same place.

Last Top – is the absolute position in pixels (y-axis) of where the screen is positioned on opening.

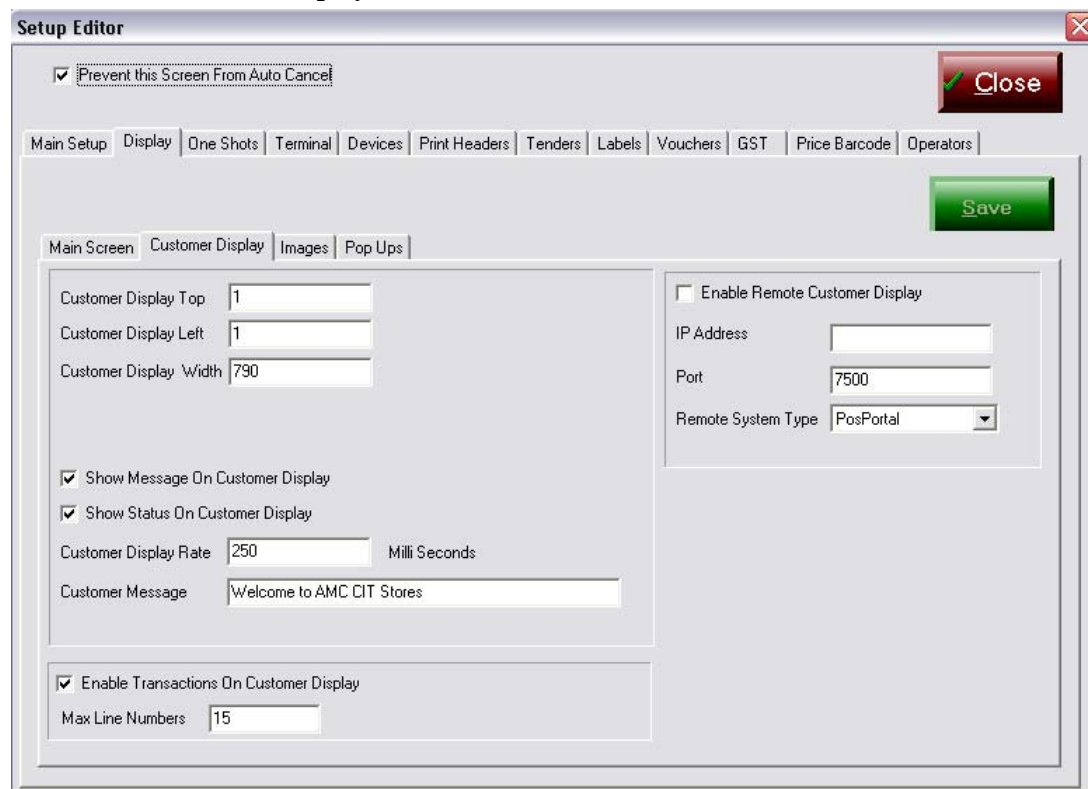
Last Left – is the absolute position in pixels (x-axis) of where the screen is positioned on opening.

Allow Screen Size Change – enabled (ticked) the mouse pointer can be positioned at the edge of the screen & with the *left* mouse button held down the size of the window can be changed.

Maximise screen on Start Up – if ticked the application opens in full screen mode.

Background Colour – sets the background colour of the POSPORTAL main ACTIVE PLU window & the CUSTOMER DISPLAY background.

25.1.2.1.2 Customer Display tab



25.1.2.1.2.1 Customer Display Top

Specifies where on the screen the customer display will commence showing. This field determines the vertical positioning of the *top* of the customer display. The values entered in the field are numbers only and represent *pixels* from the top of the screen.

For example a value of 1 puts the customer display right at the top of the screen.

A value of 100 puts the customer display well down towards the middle of the screen.

25.1.2.1.2.2 Customer Display Left

Specifies where the *left* side of the image to be shown on the customer display commences showing. This field determines the *horizontal* positioning of the customer display on the screen. The values entered are numbers only and represent *pixels* and a value of 0 is the *left* most part of the screen in relation to the left border of the customer display.

A value of 600 places the *left edge* of the customer display approximately in the middle of the screen.

25.1.2.1.2.3 Customer Display Width

Specifies the maximum width in pixels of the customer display image, in example above it is 790 pixels.

25.1.2.1.2.4 Show Message on Customer Display

The customer display message is or is not shown dependent upon this setting. If it is ticked the message is shown.

25.1.2.1.2.5 Show Status on Customer Display

Used for diagnostic purposes only.

25.1.2.1.2.6 Customer Display Rate (in Milli seconds)

This field determines the rate at which the *Customer Message* moves across the customer display. The *default* is 250 milliseconds. A millisecond is 1/1000 of one second.

If you want the display message to move faster decrease the time to less than 250 milliseconds.

If you want the message to move more slowly then increase the time to more than 250 milliseconds.

25.1.2.1.2.7 Customer Message

This contains the cyclical message that is shown on the customer display.

25.1.2.1.2.8 Enable Transactions on Customer Display

If ticked the transaction details are shown on the customer display as they are entered by the operator.

Upon completion of the sale the transaction details are removed from the customer display.

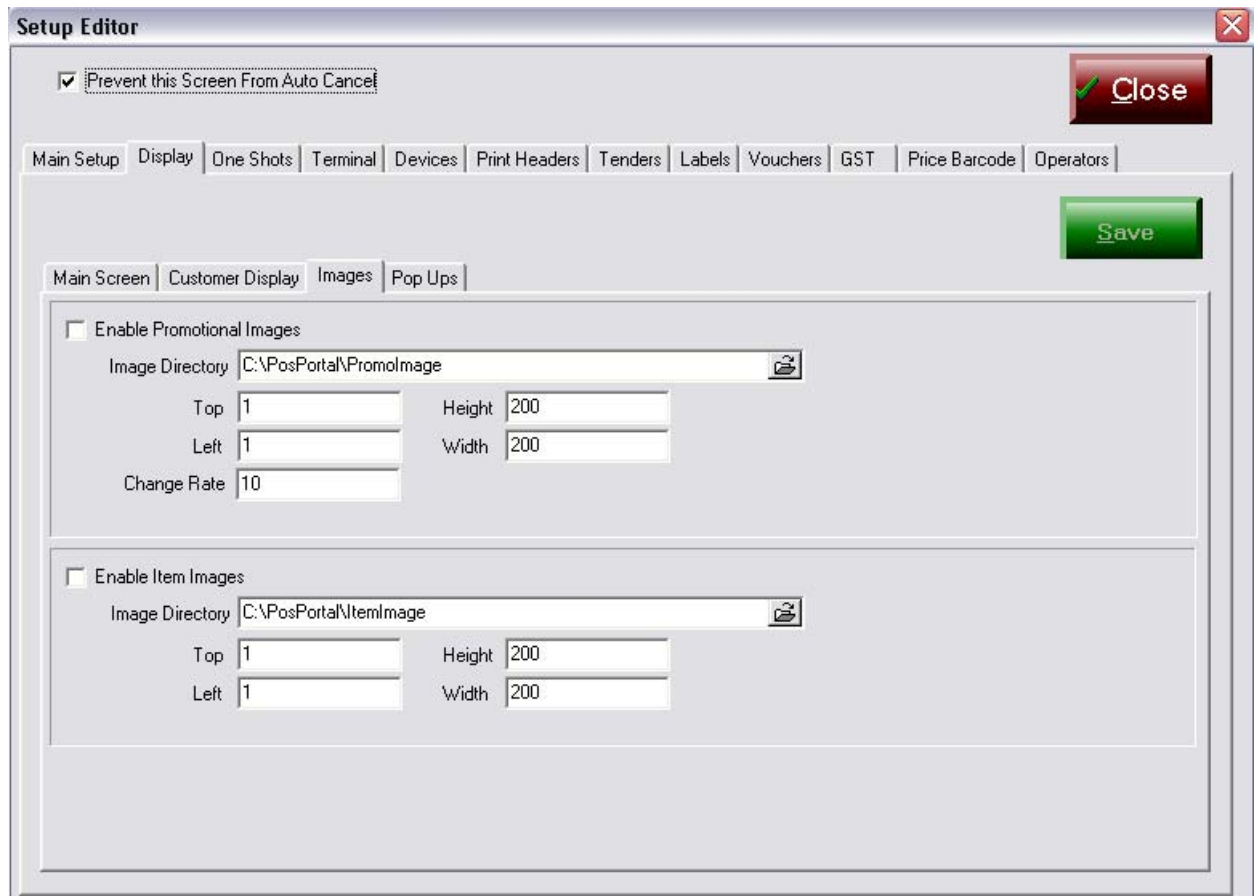
If not ticked the current transaction line item is only shown on the customer display with the subtotal.

25.1.2.1.2.9 Enable Remote Customer Display

This is an option that can only be activated by AMCCIT and additional fees apply to the activation of this item.

If activated this allows the customer display information to be output to a separate system for display. Such displays or screens and the handling of the customer display requires certification by AMCCIT.

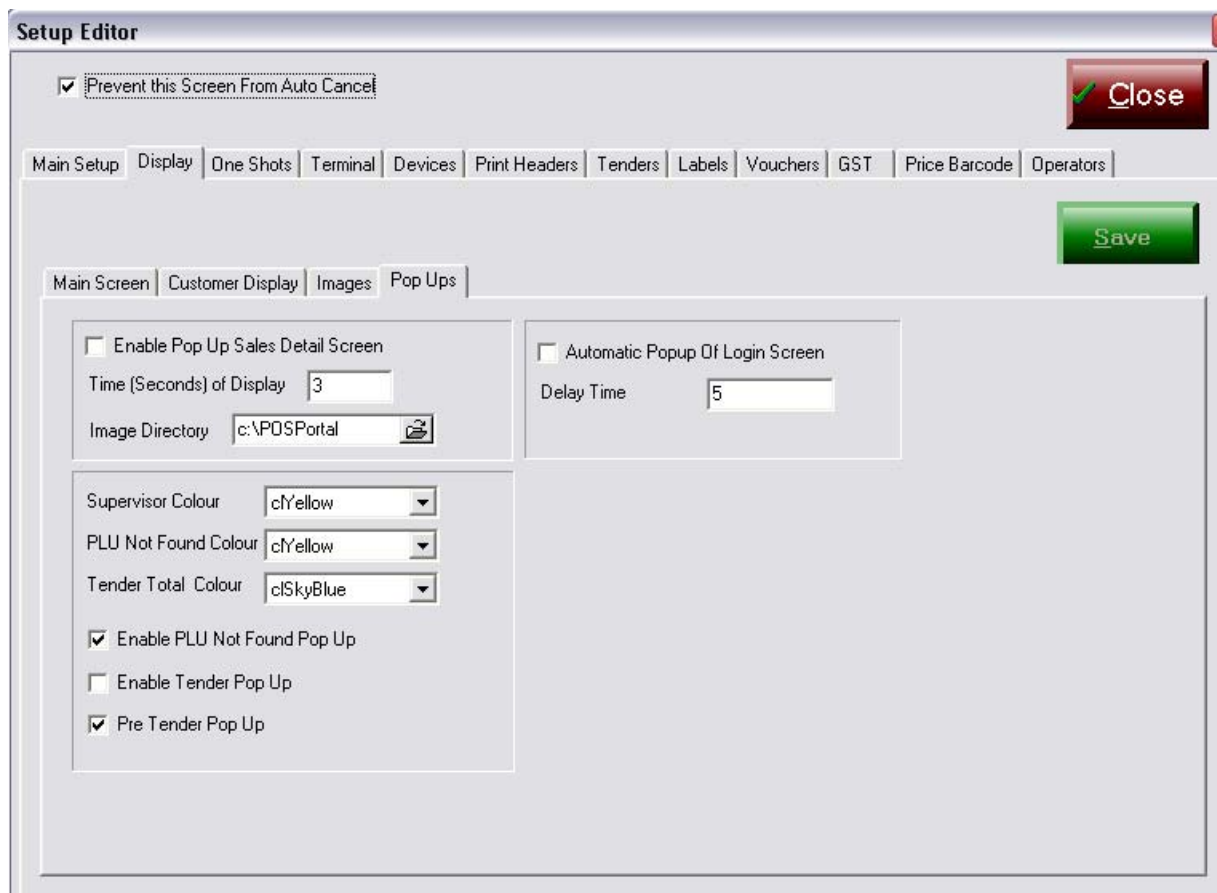
25.1.2.1.3 Images



These options can be configured to show promotional images on the customer display or main operator screen depending on the settings. The directory where the images are to be found can be specified, as can where on the screen they are to be displayed.

Similarly, images may be shown when an item is sold on either the operator or the customer display.

25.1.2.1.4 Pop Ups



These parameters should be set by the installer.

25.1.2.1.4.1 Enable Pop Up Sales Detail Screen

Ticked this flag will cause a pop up screen to be shown on the operators screen of the item just scanned or keyed and sold.

25.1.2.1.4.2 Time (Seconds) of Display

The time in seconds the pop up sales detail screen is shown on the operator’s screen, if enabled, is controlled by the figure in this field.

25.1.2.1.4.3 Image Directory

The directory on the POS equipment where images used by the pop up operator’s screen, if enabled are held and retrieved from for displaying in the pop up.

25.1.2.1.4.4 Automatic Pop Up of Login Screen

Enabled is ticked, and the *time delay* is controlled by the next field in seconds.

25.1.2.1.4.5 Supervisor Colour

This field controls the colour of the supervisor log in panel, here it is set to be *yellow*. To change click on the arrow on the drop down box and select a colour.

25.1.2.1.4.6 PLU Not Found Colour

If an item is scanned that does not exist on the POS database a *plu not found* dialog is popped up on the operator screen. This field controls the panel colour of that dialog.

25.1.2.1.4.7 Tender Total Colour

Controls the colour of the tender screen. To change click on the arrow of the drop down box and select colour.

25.1.2.1.4.8 Enable PLU Not Found Pop Up

Tick the box to show a tick to enable the PLU not found screen during POS operation.

To disable PLU not found click on the tick box area so the arrow is not present.

25.1.2.1.4.9 Enable Tender Pop Up

Flag controls whether or not the *pop up* below is shown to the operator when the *tender* button is pressed.



The pop up disappears after a period of time & the normal tender completion screen is visible.

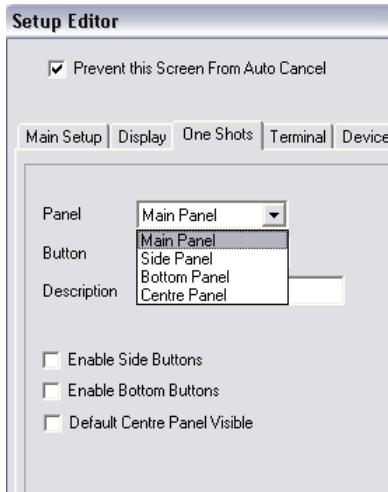
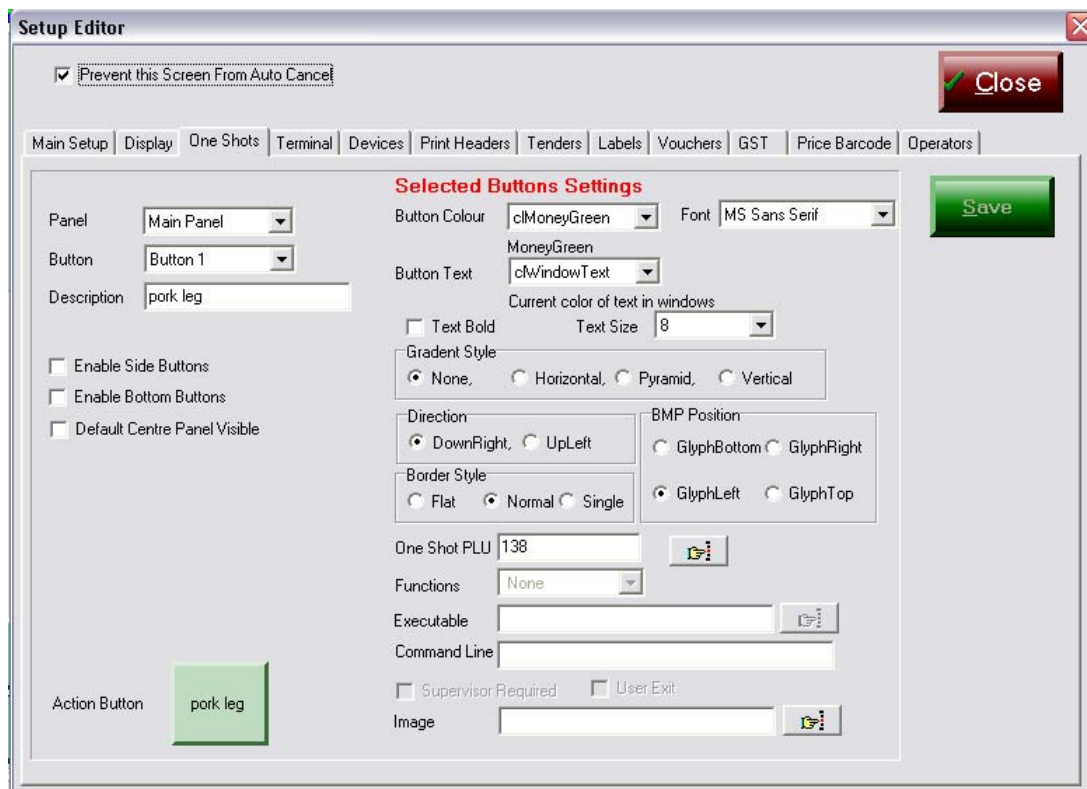
To *enable* position mouse over the white square & click the mouse so a tick appears in the box.

25.1.2.1.4.10 Pre Tender Pop Up

Selected (tick) when an item is rung up a display panel shows the item description and total price. An image of the item may be displayed at the time.



25.1.2.2 One Shot tab

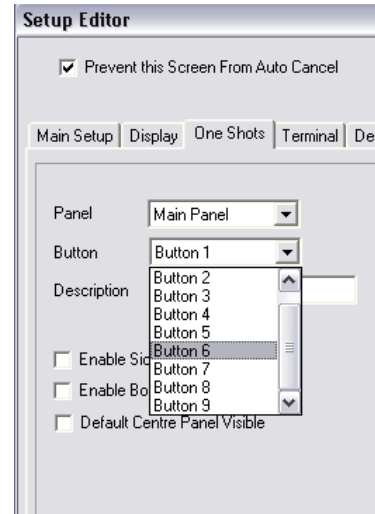


The options:

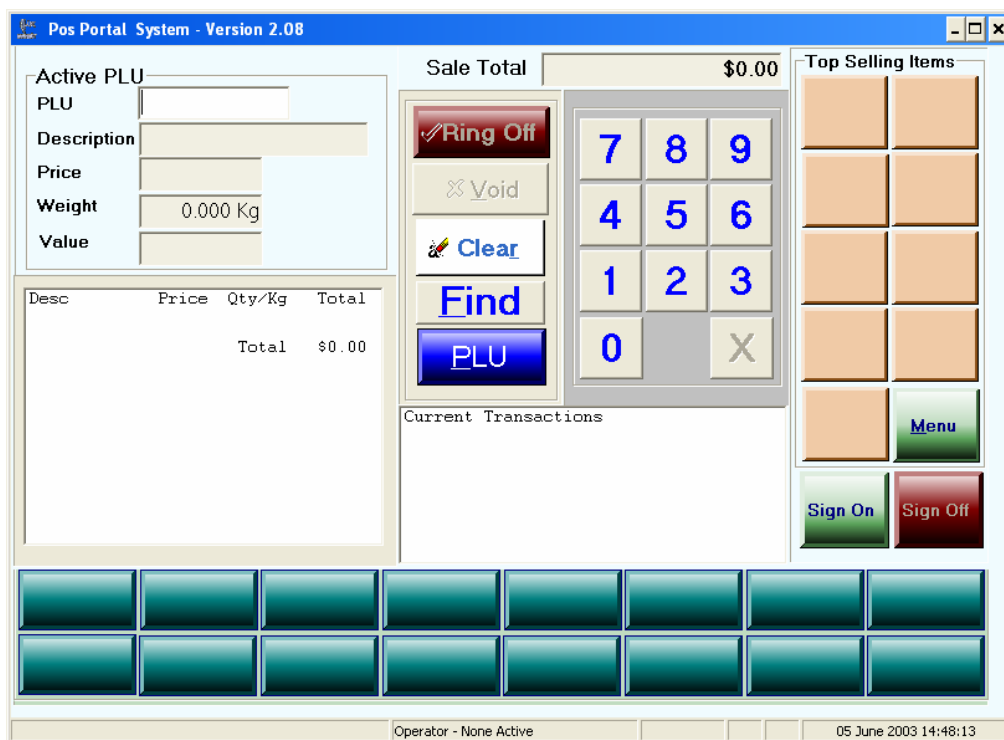
- Enable Side Buttons
- Enable Bottom Buttons
- Default Centre Panel

The *one shots* tab enables the user to set up the buttons on the main panel, side panel, bottom panel and centre panel (numeric pad) of the Pos Portal terminal screen.

The shape & colour of the buttons & whether they have an image on the button is all controlled by this tab.

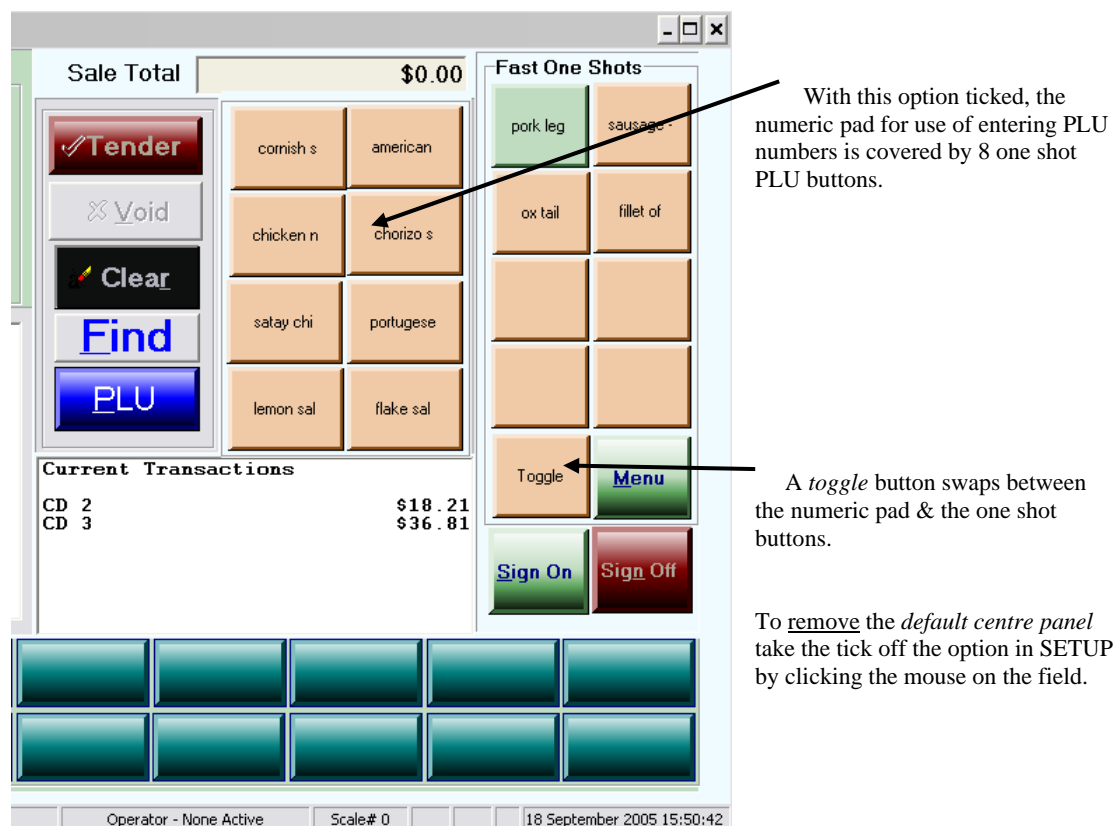


Changes to a button are shown on this screen when changes are complete press the SAVE button.



This tab cannot be used to set up the buttons on the MENU pages.

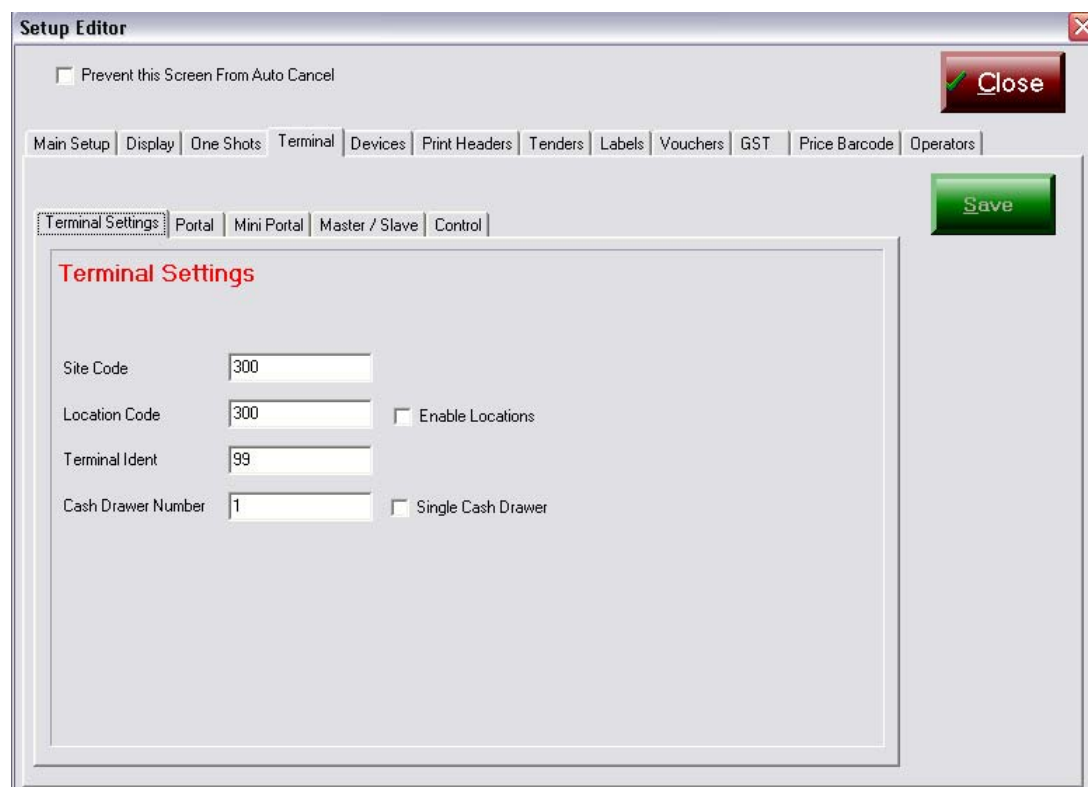
Default Centre Panel



XXXX

25.1.2.3 Terminal tab

These settings should be set up by the System Integrator and not altered by the User.



Terminal Settings tab

Site Code – is specified by System Integrator & must not be changed without approval.

Location Code – Only applies if **Enable Locations** is ticked. It specifies this location number within the site. The value is numeric & three digits in size. It is allocated in consultation with the System Integrator.

Terminal Ident

- Critical field.
- The *number* of this terminal in this Site & Location (if locations active)
- Up to 4 digits in length.
- Terminal 99 is a special case, this is the terminal ident of the logical *master* terminal in the Site & or Location.
- Terminal idents within a Site must be *unique within that Site*.

Cash Drawer Number

- The cash drawer number that this terminal reports its financials (tenders/change & cash up) to.
- POSPORTAL can operate with each terminal with its own cash drawer in a site/location or if the “*Single Cash Drawer*” field is ticked with all terminals with the same *cash drawer number* in this field reporting to that cash drawer.

Businesses implementing a separate cash control (i.e. teller or cashier based financial control) will use different unique numbers in this field for each terminal & the “Single Cash Drawer” field will not be ticked.

Businesses running in a common cash control environment may be sharing the same *logical cash drawer* amongst a number of terminals. In this case the “Single Cash Drawer” field will be ticked.

Logical Cash Drawer versus Physical Cash Drawer

Each terminal in a store can have its own physical cash drawer in either of the above configurations. The difference lies in the reporting of the financial transactions at the “end of the day”.

Separate Cash Control

Each cash drawer is counted separately & cashed up separately.

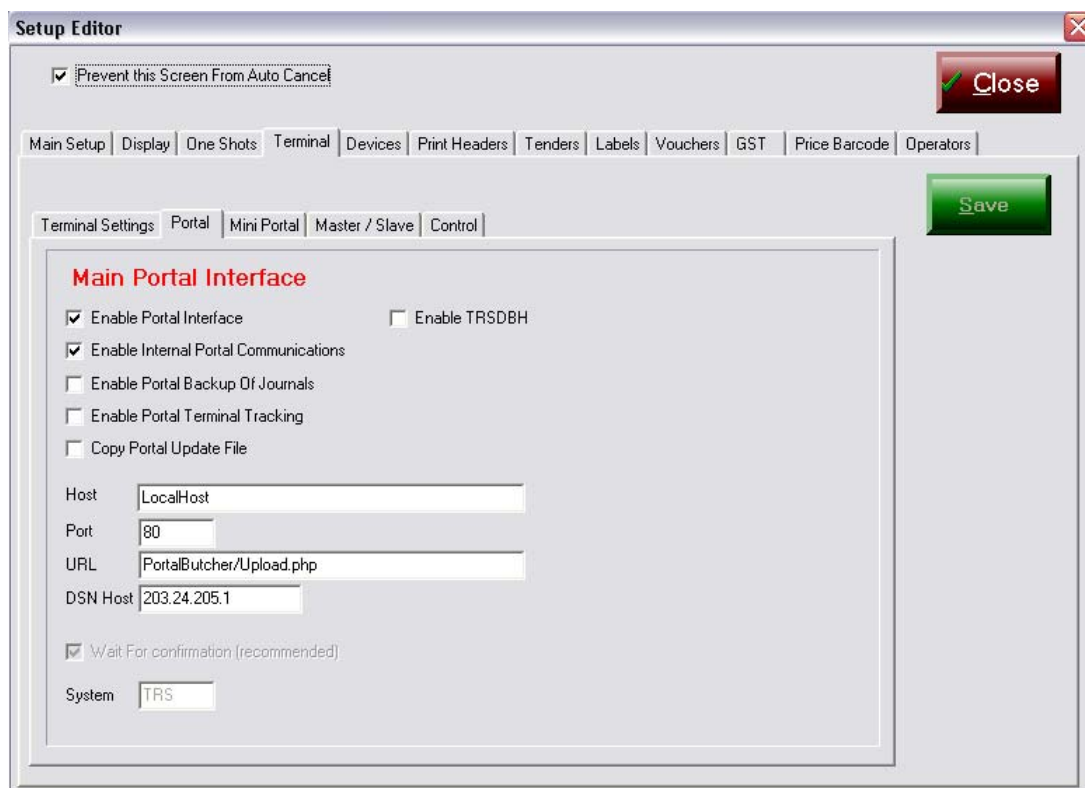
Common Cash Control

The money from each physical cash drawer is pooled into a total & a logical cash drawer (common to more than one terminal) is cashed up.

For example:

Terminal 1 & Terminal 2 have each a physical cash drawer, however, in the configuration each terminal’s cash drawer number is 1. So even though there is 2 physical pieces of equipment, in this configuration there is a single cash drawer 1. Hence at the end of the day, the cash in each physical cash drawer is added up & only logical cash drawer 1 is actually cashed up.

Portal tab



Host – is provided by System Integrator.

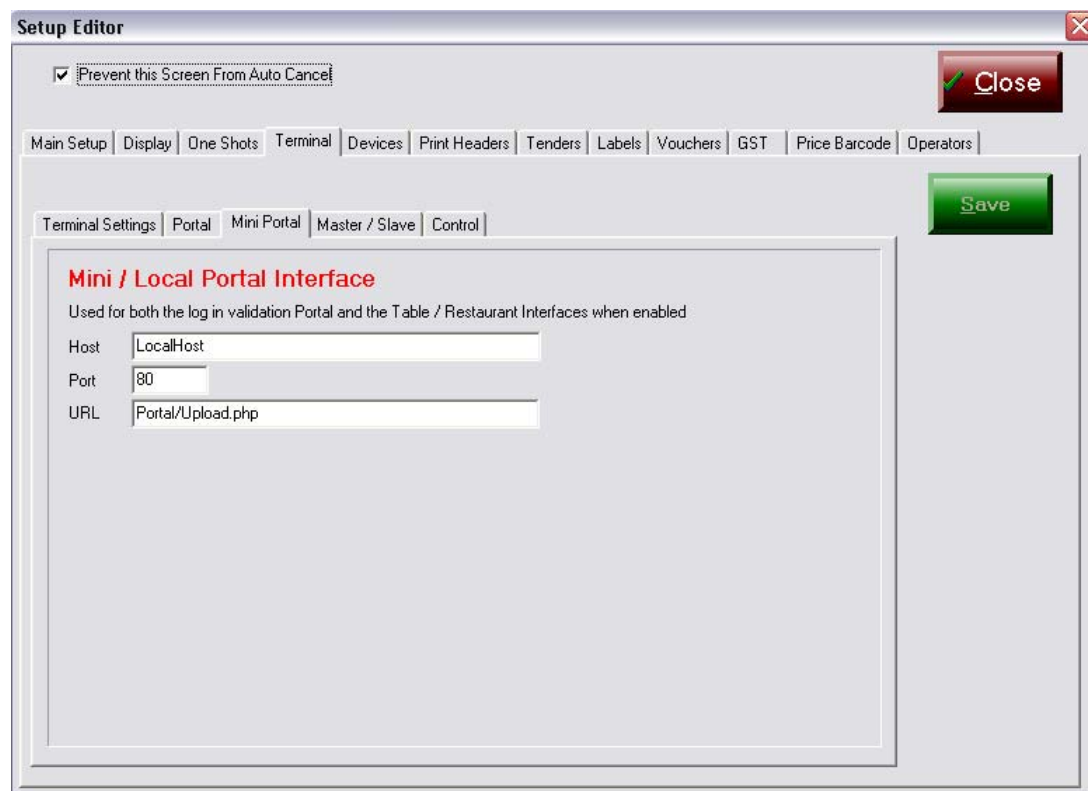
Port – is specified by System Integrator

URL – is allocated by System Integrator

DSN Host – Domain Server Name Host is specified and enabled by the System Integrator.
Enable TRS – should only be ticked if using the older TRS interface called TRSDBH, this should only be changed by the System Integrator as data loss may result through incorrect setting.

System – controlled by the “Enable TRS” flag, this is for System Integrator use only.

Mini Portal tab

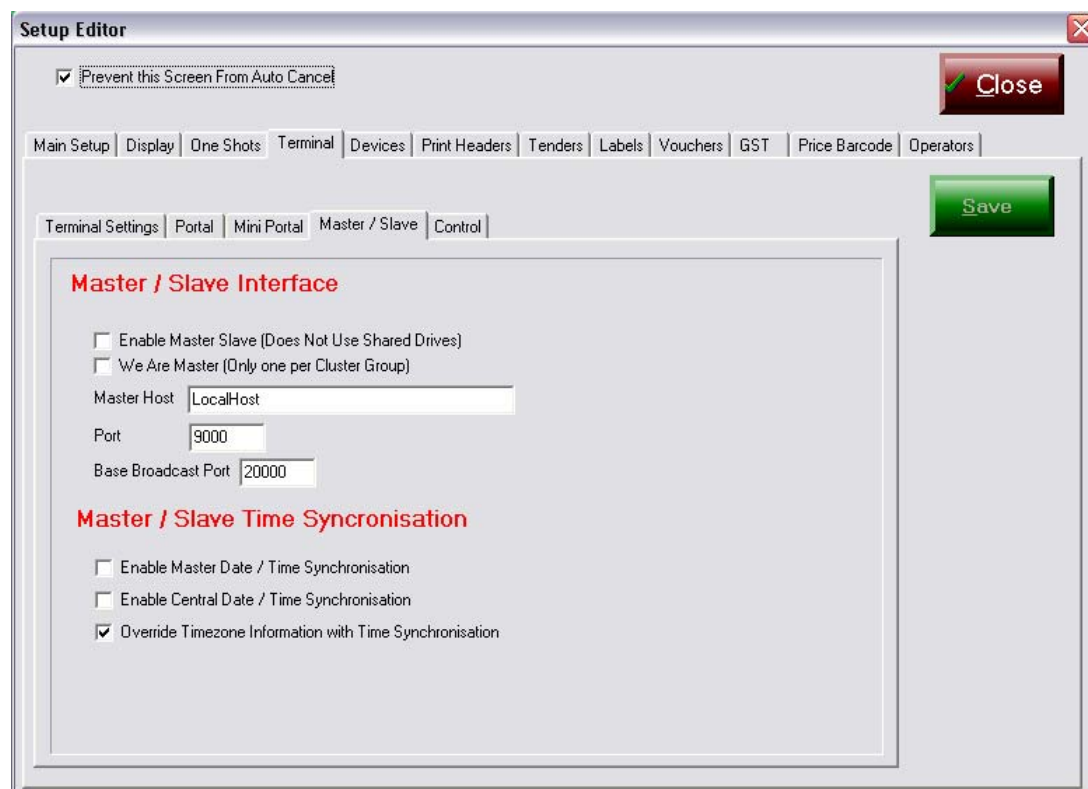


This screen set up controls the back office processor site, port number for communications and the URL for up dating the information.

These settings are only relevant to the initial configuration of the system & no-one other than the System Integrator should alter these settings.

Inadvertent, or deliberate changes to these settings may stop the system from working as expected.

Master/Slave



Settings on this screen apply to multiple terminal installations in the same site or location.

Installations with more than 1 terminal have a *logical MASTER* terminal & the balance of the terminals at the site are referred to as *SLAVES*.

In any site/location there can only be one MASTER terminal.

Master Host – defines how the SLAVES get to the logical MASTER i.e. its TCP/IP address or URL.

Port – specifies the communications socket or port this terminal’s configuration uses to talk to the logical MASTER terminal.

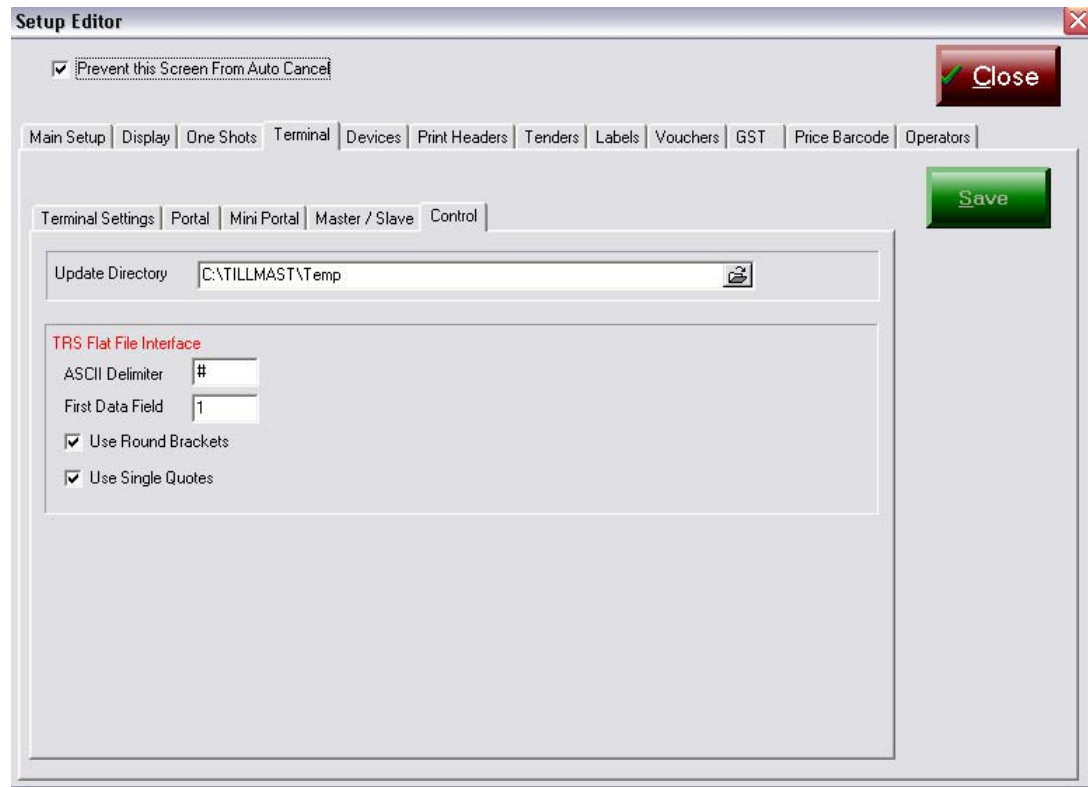
Base Broadcast Port – this is the TCP/IP socket or communications port that all terminals at the site, including this one, will *listen* out on for messages or instructions from the MASTER terminal or another SLAVE terminal in this cluster of terminals.

Enable Master Date / Time Synchronisation – if ticked the SLAVE terminals windows level date / time is automatically synchronised with the MASTER terminal at this site.

Enable Central Date / Time Synchronisation - if ticked the MASTER & SLAVES at the site date / time is synchronised with the central Portal host date & time.

Override Timezone Information with Time Synchronisation – this forces the effects of different time zones to be removed from systems where synchronisation is implemented.

Control tab

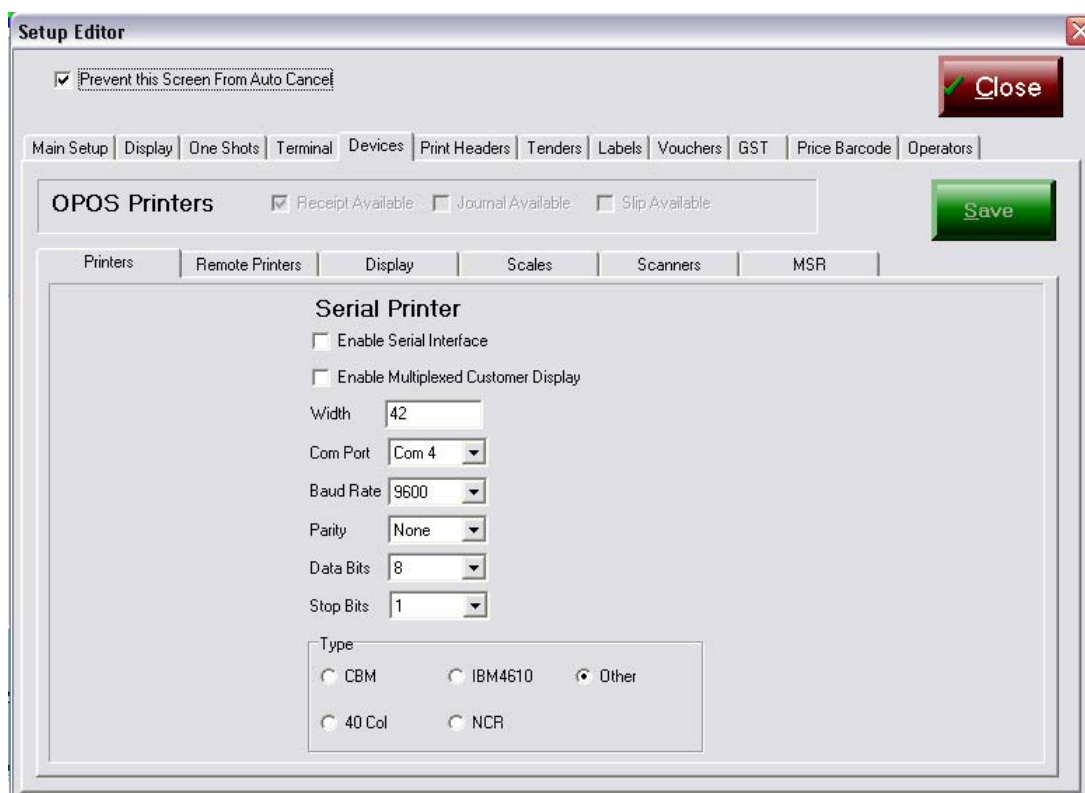


Update Directory – specifies the directory where changes are placed for application to the POSPORTAL terminal.

TRS Flat File Interface – specifies the delimiters, first data field, bracket style and quotation style to be used in ASCII files to be forwarded to either TRS or other third party systems from POSPORTAL.

25.1.2.4 Devices tab

These settings should be set up by the System Integrator and not altered by the User.



These tabs are used to configure the various hardware pieces that may be attached to a terminal.

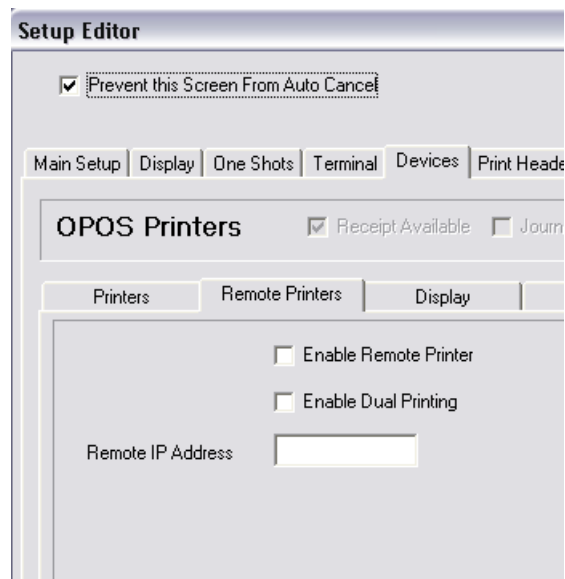
OPOS requires the prior installation of the EPSON OPOS SDK kit.

The tabs are self explanatory.

Printer tab

1. Specifies the type of interface, comm. Port attached to, speed (baud rate), parity bit, the number of data bits and stop bits if *serial*.
2. Radio buttons at the bottom allow the selection of some specifically interfaced printers and whose expanded features may be used.
3. A standard *generic* 40 column printer is provided as an option.
4. If there is a customer display (2 lines of 20 characters) connected via the printer then *tick* the “Enable Multiplexed Customer Display” option.

Remote Printers



This set up controls kitchen or picking printers away from the point of sale.

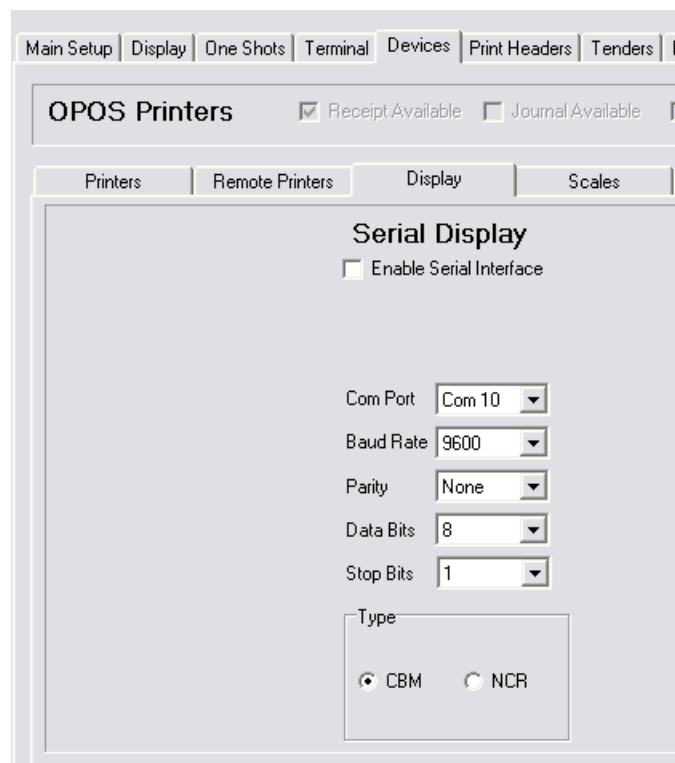
These are in restaurant or warehouse preparation style implementations.

To enable *remote printer* tick the box.

To *enable dual printing*, where it prints on both the remote printer & the receipt printer tick the box.

Remote IP address here insert the network TCP/IP address of the remote printer.

Display tab

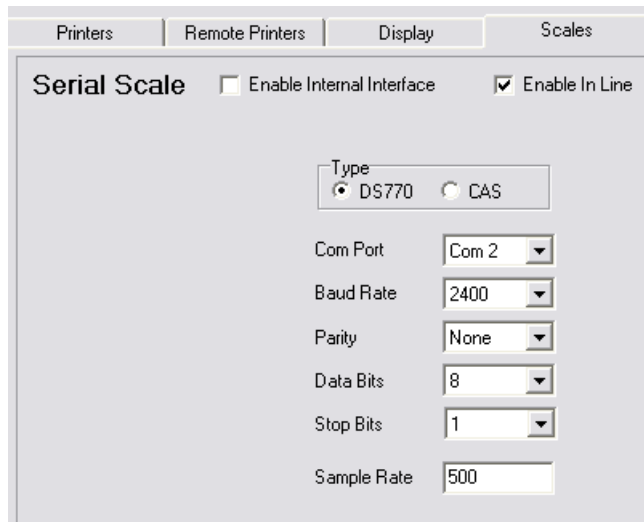


Allows the configuration of SERIAL customer displays.

The setting of the communication parameters including port.

There are two generic customer display types (2 line by 20 column) these are the Citizen (CBM) & the NCR. Each of which is an implementation of the 2 x 20 customer display as a pass through the receipt printer attached to the terminal.

Scales tab



POSPORTAL is able to accept a *steady weight* transmitted to it from a set of scales that may be directly attached to the terminal running the POSPORTAL application – this is called *INLINE scales*.

Several *inline* scale options exist:

- Digi DS770
- CAS
- Avery Berkel

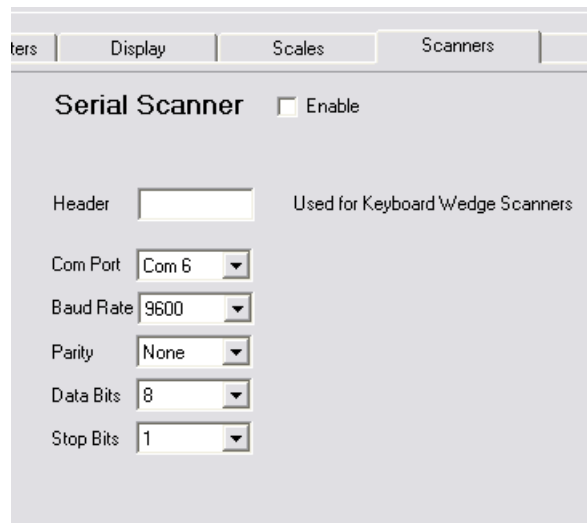
Other scales may be added to the list.

In each case these scales have been implemented with *direct* serial communications & the serial interface must be set up to match the communications port of the Terminal with the scales.

Sample Rate – the figure in this field represents the time interval between sampling the communications port specified in the configuration & the scale to see if there is a steady weight condition. The figure of 500 (milliseconds) can be increased or decreased.

Some scales take a considerable period of time to send the steady weight flag.

Scanners tab



Barcode scanners of virtually every conceivable type can be attached to POSPORTAL terminals.

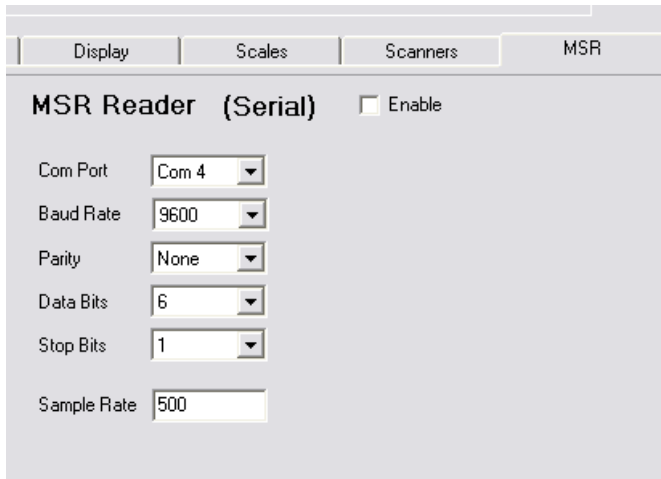
The scanner can be attached as:

1. Keyboard wedge.
2. Serial direct
3. USB

Depending on the specific scanner there may be a *Header* required, usually with keyboard wedge scanners.

Scanners can be configured to run in a scan an item, scan next item, scan next item mode without requiring any button or key interaction with POSPORTAL directly. To do this requires a *carriage return (CR)* character to be sent after the barcode scanned by the scanner. This is a program setting in the scanner itself. The *CR* is set up as a *SUFFIX* in the scanner.

MSR (magnetic strip reader)



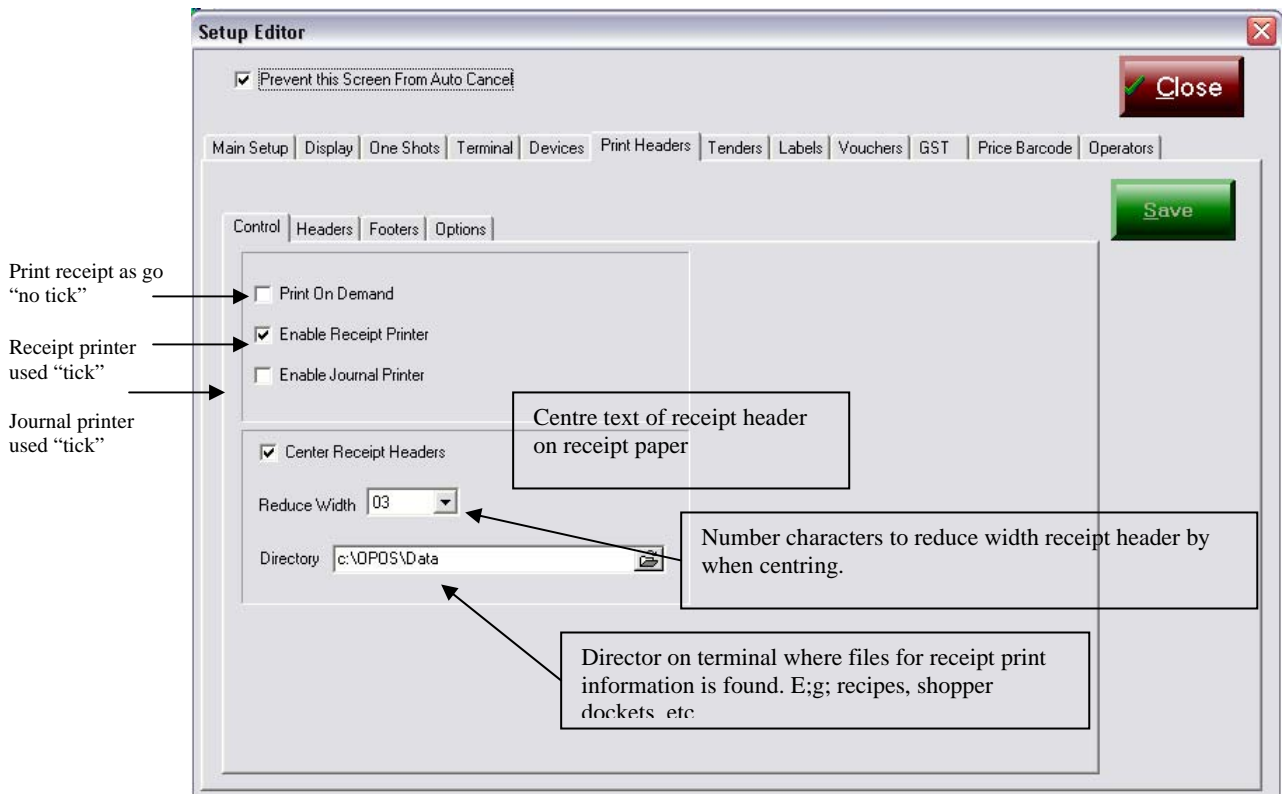
Magnetic stripe readers, whether integrated with the terminal or plugged in via a keyboard wedge can be used.

If the MSR is a serial device, it must be enabled by setting up the communications port number and parameters in this window.

MSR can be used for Loyalty tasks or vouchers and so on.

25.1.2.5 Print Headers

Control tab



Headers tab

Company Header – the company name appears on the first line of receipt.

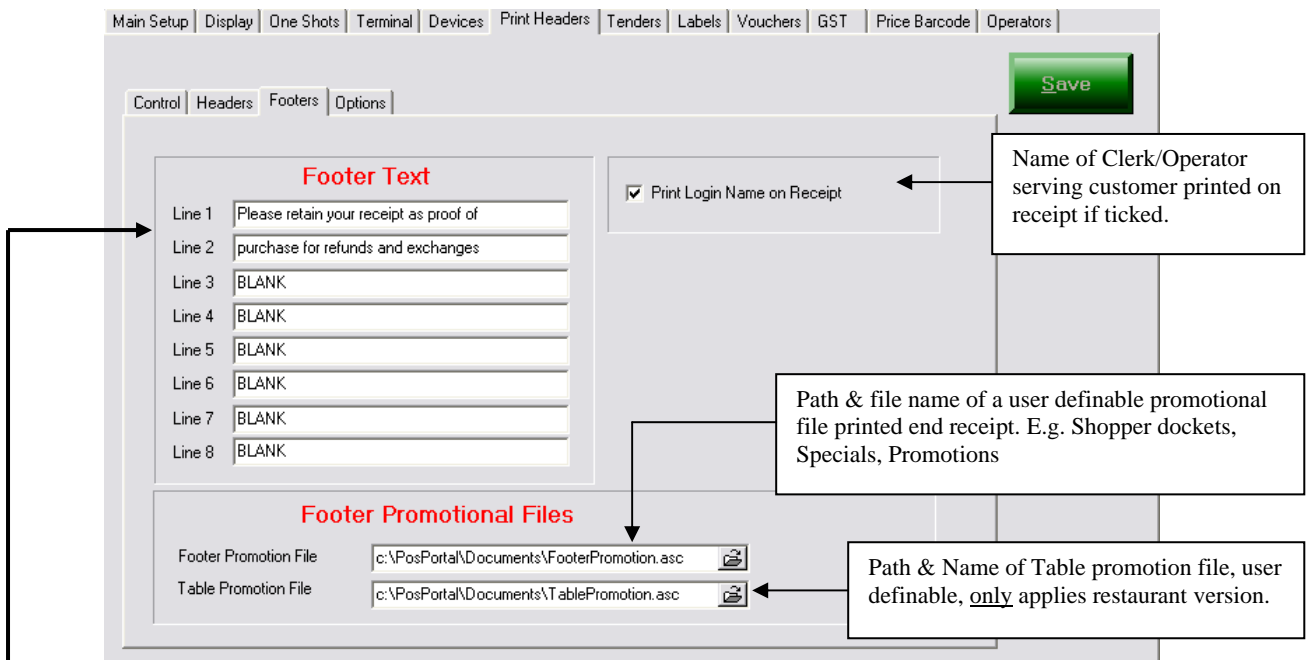
Header Text

- Up to 8 lines of text printed before any item information on receipt
- Lines with word BLANK are not printed, no empty line is printed.

Header Promotional File

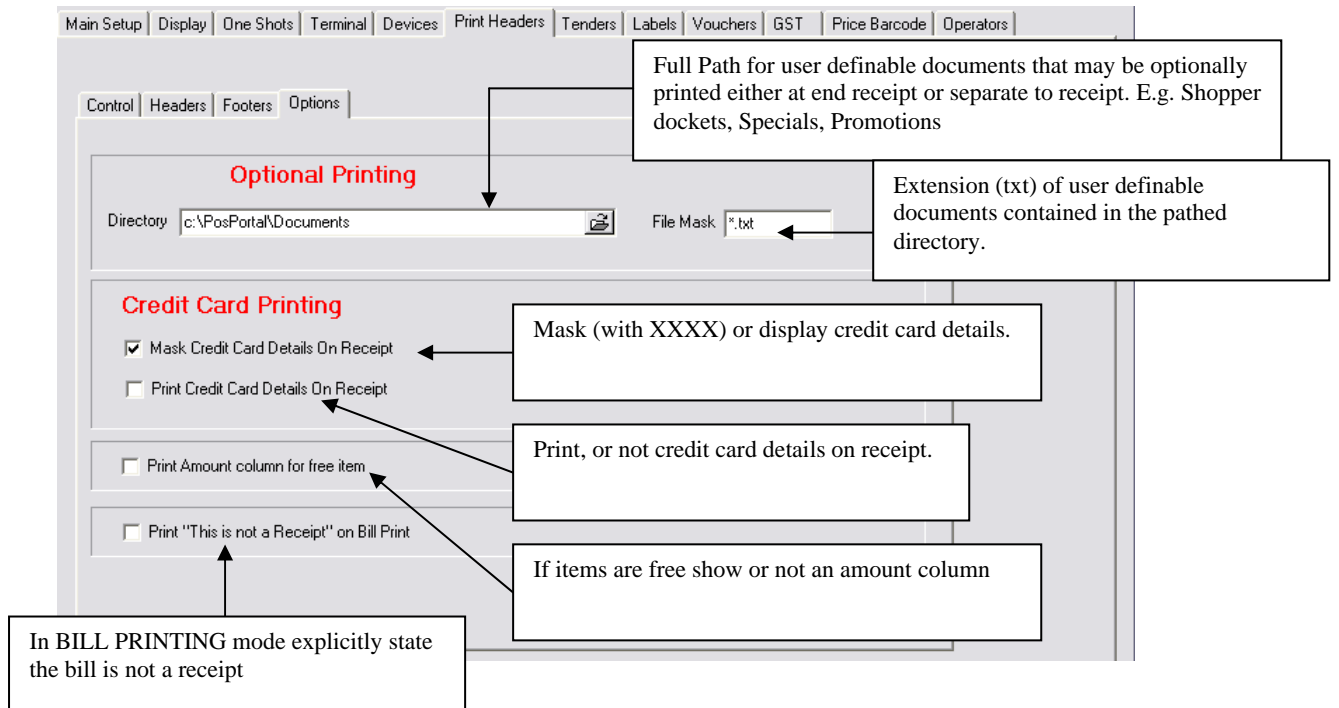
- The full path and file name of a text file to print on the receipt header.
- File is printed prior to any items that may be sold or processed.
- It is printed after the up to 8 lines of *Header Text*.

Footers tab



Footer Text – up to 8 lines of user defined text that can be printed at bottom receipt. (BLANK – is not printed)

Options



25.1.2.6 Tenders

The screenshot shows the 'Setup Editor' window with the 'Tenders' tab selected. The 'Prevent this Screen From Auto Cancel' checkbox is checked. The 'Close' button is in the top right. The navigation tabs include Main Setup, Display, One Shots, Terminal, Devices, Print Headers, Tenders (selected), Labels, Vouchers, GST, Price Barcode, and Operators. A 'Save' button is located on the right side of the form.

Tender Configuration:

- Tender: Cash
- Tender Type: Cash
- Description: CASH
- Tender Group: 430001

Options:

- Open Cash Drawer
- Allow Void
- Requires Supervisor
- Collect Card Details
- Requires Card Authorisation Number
- Ignore Card Expiry Date
- Validate Card
- Enable EFT
- Allow Over Tender
- Allow Cash Out
- Do Rounding

Fast Cash Keys:

- Fast Cash Key 1: 100
- Fast Cash Key 2: 50
- Fast Cash Key 3: 20
- Fast Cash Key 4: 10
- Fast Cash Key 5: 5

Other Settings:

- Allow Fast Cash via Return Key
- Tender Number Base = 0

Over Cash Limit: 99

Limits:

- Floor Limit: 1000
- Minimum Tender: -100
- Maximum Tender: 1000

Maximum Cashout: 300

Tender User Exit: NONE

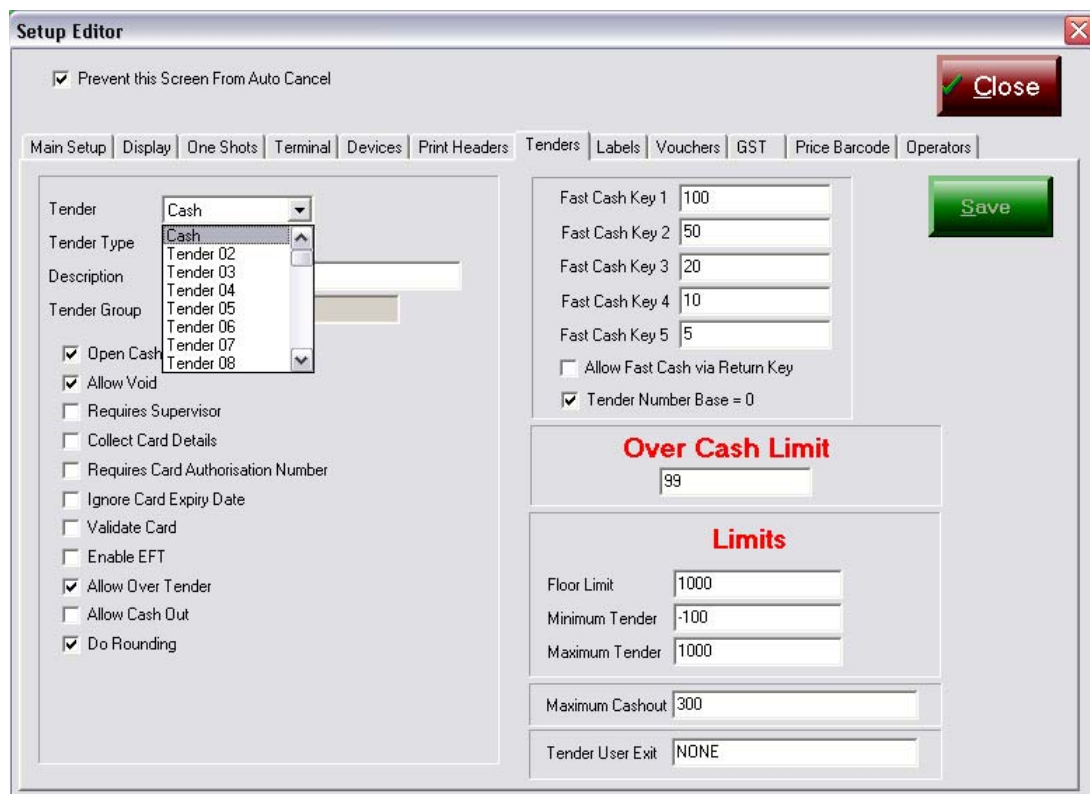
This is an important tab function. The tenders, limits, opening of the cash drawer and other controls are set up in this tab. This tab determines what forms of tender are allowed and also determines the *fast cash keys* that appear on the tender screen.

The form is reasonably self explanatory. The *Tender User Exit* field is not currently active. The above screen shows the typical CASH configuration.

This screenshot is identical to the previous one, but with the 'Description' dropdown menu open. The menu items are: None, Cash (highlighted), Cheque, Credit Card, Debtor, and Voucher.

There are 48 different *Tenders* including CASH. To select a *tender* use the arrow at the right of the field and scroll bar if necessary to see it and then highlight the one desired.

There are 6 *Tender Types* possible for each Tender. This means it is possible to setup 272 different tender formats.

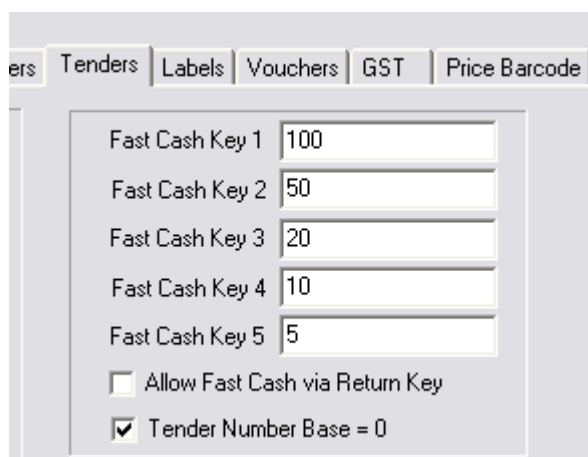


All the *Tenders*, except CASH, are known by the acronym *Tender01*, *Tender02*, *Tender03* to *Tender47* the actual name shown in the Pos Portal tender screen is not these names but the description entered into the *Description* field. In the screen above note the Tender is *Tender01* and the Description is *Cheque*.

By using the *description* to name each tender on the tendering screen and the standardized “Tender01”, etc in the *Tenders* tab an extremely flexible configuration is possible with no fixed tenders other than the CASH tender.

Adding tenders or changing descriptions and limits in this tab become effective after a small pause.

Tender Fast Keys



The POSPORTAL tender screen shows FAST KEYS.

These keys are buttons based upon standard money tender amounts, usually, the note denominations that are legal tender in the currency.

In this example,

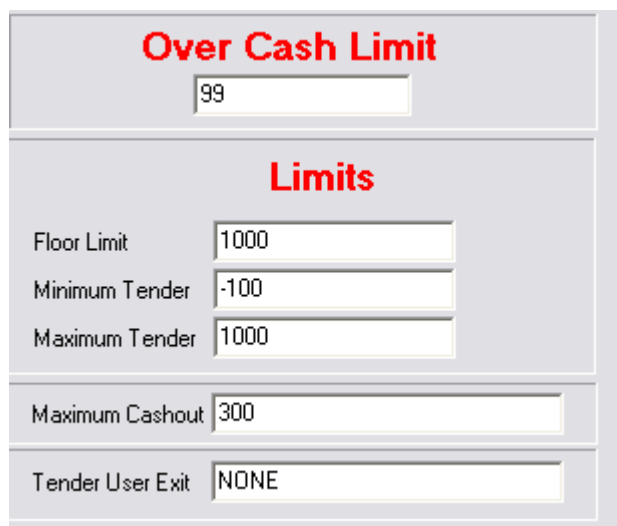
- *Fast Cash Key 1* = 100
- *Fast Cash Key 2* = 50

And so on.

These can be changed by highlighting the field, entering the amount and then pressing the SAVE button.

The colour of the *Fast Cash Key* buttons is yellow.

Tender type Limits



Over Cash Limit – the maximum amount in excess of the transaction total which can be tendered.

Limits

- **Floor** the maximum amount of this tender.
- **Minimum Tender** the highest negative amount that can be accepted. This controls the maximum amount of a return or petty cash transaction that can be processed.
- **Maximum Tender** the maximum amount of money that can be tendered to pay a transaction.
- **Maximum Cashout** the maximum amount of *cash* a customer may withdraw from a savings or cheque account EFTPOS transaction.
- **Tender User Exit** a specific program that will be executed when this tender type is selected.

The **Limits** apply independently to each different tender type. This means, for example, if you are going to accept *returns* on cash & credit card tenders then the minimum tender in both cases needs to be adjusted to allow a pay-out, i.e. a negative amount.

25.1.2.7 Labels

This tab controls the printing of labels by the POSPORTAL program.

The labels are *price embedded* barcodes.

Use Pre Printed Labels - means the labels have areas for name & address of the user on them.

Label Station – means the POSPORTAL is used as a dedicated weighing labelling station. In this mode the POSPORTAL system weighs items & generates a label which is attached to the product. The customer with the product then “checks out” at a cashier terminal at which the labelled item is scanned.

Continuous Labels – if ticked the stationary inserted in the receipt/label printer is continuous as against a roll of discrete labels. This type of stationary is used where ingredients or nutrient values or recipes are printed on the label. The ingredients or nutrients or recipes are contained in text (txt) files linked to the item or selected at the time of printing the label. Continuous labels allow for *free* formatting of the label with a variable length.

Barcode Series

In house barcodes cannot start with 91 or any other country based EAN or AAN barcode sequence. These sequences are controlled by regulatory bodies. However, a company can legally create “in-house” barcodes and these commence with a “2” and may be 23 – 29 as the first 2 characters of the up to 13 digit barcode.

Label Number

This is the number of labels to be printed when an item is weighed and a request for a label to be printed is made.

Cryogenic Use By

This is the number of days after label generation that the cryogenically packed products expiry date is to be printed as. The number of days in this field is added to today's date & printed on the label.

Normal Use By

The number of days in this field is added to today's date and printed as the expiry date on the label.

Default Print with Barcode

If ticked the barcode printed on the label is the default. If ticked off, the label is printed without the barcode.

Labels Barcode Settings

Barcode Height – the height of the barcode printed on the label in millimetres. Default 50

Barcode Width – the width of the barcode printed on the label in millimetres. Default 130

Barcode Position either left, right, centre or user defined.

Human Readable means the digits comprising the barcode are also printed on the label in addition to the actual barcode symbol.

Default OPOS Barcode Settings

The meanings are essentially the same as for the "Labels Barcode Settings". These settings are only used where the receipt/label printer supports & is configured as an OPOS printer in the system.

Label Print Area

This is a critical area. The *default standard label size* is length 47.5mm by width 75mm and a gap between each label of 5mm. The rolls diameter is to be less than 80mm with a core as small as possible.

Other label sizes can be specified here. This area is also used to ensure the printing on labels is correct.

Label Alignment Procedure

1. Using receipt paper print 10 labels.
2. Place these 10 receipt paper labels over the non-continuous label stationary.
3. Check to see each label printed on the receipt lines up on the label stationary.
4. If it does not, increase or decrease the *length* and/or *width* by a small amount (0.1mm) and repeat from step 1, until the receipts line up with the label stationary exactly.

Use Label Mode

This applies only to receipt/label printers that have sensors detecting the end of the label. E.g. EPSON TM-L90. These printers automatically generate a form feed on detecting the edge of the label. This means the print area is slightly less than the label size than can be configured for non-label printing mode printers, e.g. Citizen CBM1000R or EPSON TMT88 printers.

25.1.2.8 Vouchers tab

Loyalty

Add Redeemed Dollars To Sub Total

Print Barcode On Receipt

Print Card Number On Receipt

Allow In Transaction Redeem

Debtors

Allow Price Level Change

Allow Change on Voucher

Save

Loyalty Automatic Voucher Print

		Set to Zero to disable		Clear to disable Barcode	
File		Voucher Trigger	Voucher Amount	Barcode Leader	Days Expire
File 1	c:\PosPortal\Documents\Voucher4.asc	\$0.00	\$0.00		30
File 2	c:\PosPortal\Documents\Voucher5.asc	\$0.00	\$0.00		30
File 3	c:\PosPortal\Documents\Voucher6.asc	\$0.00	\$0.00		30

Automatic Voucher Print

		Set to Zero to disable		Clear to disable Barcode	
File		Voucher Trigger	Voucher Amount	Barcode Leader	Days Expire
File 1	c:\PosPortal\Documents\Voucher1.asc	\$0.00	\$0.00		30
File 2	c:\PosPortal\Documents\Voucher2.asc	\$0.00	\$0.00		30
File 3	c:\PosPortal\Documents\Voucher3.asc	\$0.00	\$0.00		30

This tab determines how several functions perform and the information printed on the receipts for some transaction types, e.g. Loyalty.

Debtors – this flag determines whether during the course of a debtor transaction on the POSPORTAL the **Price Level** may be changed. Frequently, different debtors may be given different price levels to reflect their value to the business. This flag ticked indicates this is permitted to do.

Loyalty Automatic Voucher Print

The settings in this panel determine which voucher to print, if at all (determined by *trigger*), for how much the voucher is and if it will have a barcode printed on the voucher and when the voucher will expire. The number of days in the “Days Expire” field are added to today’s date and printed as an “Expiry Date” on the voucher. The barcode printed on the voucher can be scanned according to EAN or AAN scanning rules and is based upon the “Barcode Leader” which is usually say 21 to 29 as the first 2 digits of the barcode. If the *Voucher trigger* is set to \$0.00 no voucher will be printed.

Three Loyalty vouchers with differing or the same trigger and different voucher amounts can be generated, if desired. They are printed one after the other or alternatively, only the single voucher which is triggered by the transaction is printed.

Automatic Voucher Print

This functions in exactly the same way as the “Loyalty Automatic Voucher Print”. This function is used for such vouchers as “Shopper docket” for fuel and the like.

25.1.2.9 GST or Tax tab

Tax Rate	Value	Percentage
Tax Rate 0	0	0.00%
Tax Rate 1	10	10.00%
Tax Rate 2	0	0.00%
Tax Rate 3	0	0.00%
Tax Rate 4	0	0.00%
Tax Rate 5	0	0.00%
Tax Rate 6	0	0.00%
Tax Rate 7	0	0.00%
Tax Rate 8	0	0.00%
Tax Rate 9	0	0.00%
Tax Rate 10	0	0.00%

Print GST/VAT on Receipt
 Print * next to GST/VAT free items on Receipt

Tax Description: VAT GST

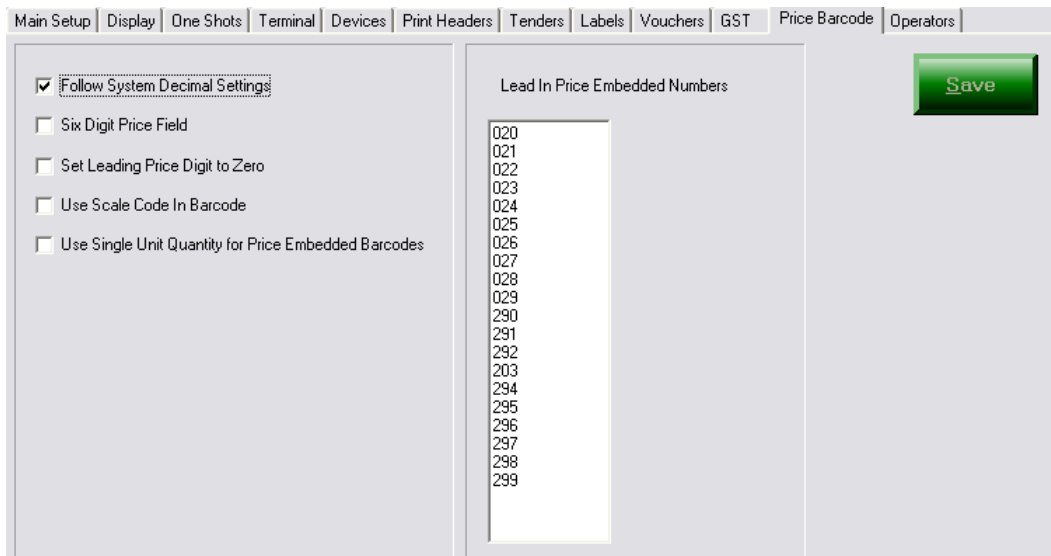
Controls whether the tax descriptor says VAT (value added tax) or GST (goods & services tax).

There 11 tax rates configurable.

The Tax amount can be configured to print or not print on the receipt.

The character (*) can be configured to print against *tax free* items on the receipt.

25.1.2.10 Price Barcodes



This tab allows configuration of the decimal formatting of prices on the POSPORTAL terminal.

Follow System Decimal Setting means the price number of decimals follows the Windows setting.

Six Digit Price Field limits the price field to 6 digits including the decimal point, e.g. \$nnn.nn

Set Leading Price Digit to Zero this is for scanning purposes.

Use Scale Code in Barcode - a scanning default.

Use Single Unit Quantity for Price Embedded Barcodes – a scanning default.

Lead in Price Embedded Numbers means any item scanned commencing with these numbers will initial be examined for interpretation as a price embedded barcode. If the balance of the barcode does not make sense as a price embedded barcode the number will be otherwise interpreted.

25.1.2.11 Operators tab

This tab determines how various configurable options concerned with users are handled on any particular terminal.

Automatic Logout

If ticked:

- a) **Automatic Logout After Each Transaction** – operators are logged out at the conclusion of each transaction. If this is ticked it overrides b)
- b) **Automatic Logout After non Activity** – operators are logged out after the number of seconds *Inactivity time*, providing the operator is not in the process of performing a transaction. If (a) is ticked it overrides this setting.

Set Single / Multiple Operators

If ticked to “Run As Multiple Operators” the terminal is operating in the sales assistant mode and the 2 rows of 8 operator buttons appears on the main selling screen.

If *not ticked* the system is running in the Teller or Cashier operating mode. In this mode there are no sales assistants and the 2 rows of sales assistant buttons are not visible on the POSPORTAL main selling screen.

Multiple Operators

- a) Requires “Run As Multiple Operators” to be ticked.
- b) **Operator Timeout (seconds)** value sets the inactivity time after which any particular sales assistant’s transaction is *automatically* returned to *Current Transactions* and the terminal is available for other assistants to us.
- c) **Remember Last Button Position Logged In** – if ticked when an operator is logged off & some time later re-logs in if possible the system will place the operators button in the

same position as the previous log in position. **Clear** button resets this setting, allowing assistants to be reallocated to sales assistants buttons.

- d) **Operator Name Left Justified** move the persons name to the left is possible on the button.
- e) **Font** this is the character type shown on the buttons.

Supervisor

Selecting (ticked) or deselecting (not ticked) these options determines which functions on the POSPORTAL require a second person of *supervisor* status to also log in to be allowed to occur.

The functions are self explanatory. After making changes in this area please use the SAVE button and then close and restart the POSPORTAL application to bring into effect that changes made.

Single Operator

The “Verify with Controller” ticked means a single operator may only log on to a single terminal and is precluded from logging onto more than one. This mode ticked is incompatible with *Multiple Operators* or *Sales Assistants* modes in general. However, under some operational circumstances where different terminals are dedicated to specific functions it is conceivable this mode may be used in Sales Assistant mode.

25.1.2.12 Supervisor Required for Void Sale

Xxxx

26.1 Cashing Up

The PosPortal and PORTAL ASP solution provides a number of different mechanisms for cash balancing within the store. The ultimate aim of a *Point of Service* system, such as PosPortal in a business is to ensure two major things, *cash control and stock control*.

Businesses operate under different rules and procedures, consequently there are a number of different methods provided to cater for these differences. However, it is *poor business practice* to not *cash up* a teller or cashier or terminal on any single day. There are no shortcuts to proper cash management. If routinely performed the processes become second nature, take little time and provide a secure knowledge that all is well in the store concerning the handling of the various negotiable instruments accepted by the business.

26.1.1 Types of Cash Control

PosPortal supports the following cash control methods:

- a) Teller with their cash drawer.
- b) Common cash drawer with multiple tellers or shop assistants.
- c) Cashier cash drawer.
- d) Head Cashier Cash up.

The first, a) is the situation where there is only one operator at a time using the terminal. This makes it possible for the cash drawer inserts to change with a change in operators. This scenario enables each individual teller to be made responsible for the cash in their particular cash drawer.

The second, b) is the situation where there are more than one operator that uses the cash drawer at the same time. In this situation it is impossible to make any one person responsible for the cash in the cash drawer due to the number of different people both putting money in and taking money out of the same drawer in the same shift. However, in the cash up process it is important that even where there are many operators sharing the same cash drawer at the same time, one individual is made responsible for counting the money in that cash drawer. *Remember:* in the *Terminal tab* of the Setup Editor (Section 25.1) part of the setup for the terminal is to specify which operator is the one who will count the cash drawer and perform the *back office cashup* process – this person is referred to as the Base Operator. In this option rather than the cash being attached to the specific *teller* all that is known is the cash came from a specific cash drawer and should become money within the store or department or unit. It is possible to have the same Base Operator cash up *all* the cash drawers in the store.

The third method, c) is a more complex situation in which the various shop assistants ring up sales but do not accept cash or money. In reality there terminals do not need to have a cash drawer as no money is either put in or removed from them, rather all

the transactions are tendered by a single *cashier* at a specific terminal which does have a cash drawer. In this scenario the *cashier is responsible* for all the cash in the store as well as the cash drawer. Any shorts or overs are referable to this individual to explain.

The fourth method, d) the *Head Cashier Cash Up* is a specialized cash up procedure in which each of the *tellers* using method a) or for that matter b) or c) hands the cash collected from their drawer to the Head Cashier who then becomes responsible for the money. It is like a double in store check. This method is generally used in supermarkets or department stores where there is a need to have a large number of actual tellers who handle the money and there may be relatively large distances between the terminals and the cash office.

POS PORTAL handles all of these cash up options.

The *cashing up* process generally occurs at the end of the day or shift.

The cash up procedure is performed on the *Back Office* and generally away from public scrutiny for security purposes.

Please remember, a teller or cashier must be cashed up, not a shop assistant. This is important because the logins are frequently different between the two groups.

26.1.2 System Updating of Pos Portal processed information

The Pos Portal terminal software makes use of a highly sophisticated but transparent to the user communications process which updates the PORTAL over the Internet.

The Pos Portal transactions are processed by the terminal and are placed into an XML data file, one per transaction, which is also referred to as a *Store & Forward* file. A communications process sends the transactions from the store & forward files to the PORTAL indicated by the URL in the set up of the terminal. The communications process is fully error checking & once the information has been forwarded to the PORTAL the XML file is placed in a separate directory for sent & applied transactions on the terminal.

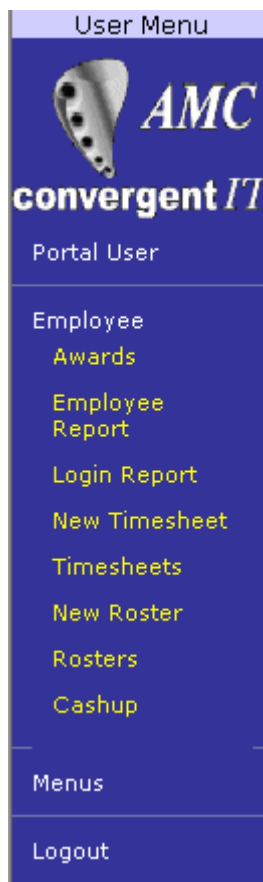
The communications process effectively means the PORTAL information is updated in real time online and the PORTAL reflects the status of the financial & stock holding of the site as of the last transaction completed.

If the communications process is not operating the information cannot be passed from the Pos Portal terminal to the hosted *back office* application (PORTAL).

These processes between the terminal or terminals and the databases on the HOST server ensure the data integrity of the Pos Portal & PORTAL applications.



26.1.3 Cash Up procedure



At the end of a POSPORTAL™ operator’s shift, or at the end of the day, the operator’s cash should be counted and entered. This cash count is balanced against the sales figures accumulated from the operator’s. Discrepancies are identified and may be investigated.

The Cash Up function allows the entry of all cash, cheque, credit card and other tender totals for an operator or cash drawer, dependent upon configuration. The CASH UP is performed on the PORTAL over the internet and the person CASHING UP is *notified* if the counted figures do not balance within the cash up threshold of the expected amount.

The cash up balancing threshold may be set in PORTAL. By default, the cash up threshold is five dollars.

CASH UP is a blind process, the person cashing up is not shown the expected figures.

To cash up the person counts the cash in the drawer & enters the amount in the field provided on the PORTAL CASH UP option.

Similarly, the figures for the other tender types, CREDIT CARDS, EFTPOS, VOUCHERS, ACCOUNT CUSTOMERS & all other tenders are entered. By *default*, the amounts against all tenders except CASH are assumed to be what was tendered and are filled in the form automatically.

If there have been cases where the wrong tender has occurred or the actual amounts of EFTPOS receipts on hand differs from the *default* the on hand figure should be entered. This applies to each tender type.

When all tender types for which there is “money” in the cash drawer have been entered the operator presses the FINALISE (or ACCEPT) button. The Portal checks each figure, and:

- a) If all figures are as expected, within the tolerance a green message appears indicating this at the top of the cash up form on the Portal screen.
- b) If there is a discrepancy, a red message appears at the top of the cash up form indicating there is an imbalance. At this point the operator may choose to recount the tenders & re-enter them or enter a REASON for the misbalance in the field beside the tender misbalancing..

After a cash up is completed for an operator, or all operators, or cash drawer, depending on configuration of the terminal(s) a print-out of the CASH UP REPORT

can be made showing the **OVERS/UNDERS (OVERS/SHORTS)** for the Teller, Cashier or Cash Drawer. The **OFFICE CASH UP REPORT** may also be run to report terminal balancing for the entire retail system.

The cash up procedure is performed within the Portal.

A special key is available on the **MENU** screen of **POSPORTAL** that takes the operator directly to the **CASH UP** option on the **PORTAL** is provided. This means the operator does not need to have a specific login to the **PORTAL** to be able to cash up.

The configured tenders are shown in the form:

- a) Use the **CASH UP URL** provided:

Enter the requested information, the **Site** number is *defaulted*.

Press the **Ok** button.

- b) If previous days have not been cashed up a selection list is presented, otherwise jump to c):

Selection of Cashup			
<u>Date</u> ▲	<u>Name</u>	<u>Shift</u>	<u>Login</u>
<u>20-Jun-2005</u>	CD1	1	1
<u>23-Jun-2005</u>	CD1	1	1
<u>24-Jun-2005</u>	CD1	1	1
<u>04-Jul-2005</u>	CD1	1	1
<u>23-Jul-2005</u>	CD1	1	1
<u>24-Jul-2005</u>	CD1	1	1
<u>09-Sep-2005</u>	CD1	1	1
<u>13-Sep-2005</u>	CD1	1	1
<u>19-Sep-2005</u>	CD1	1	1

To select any particular day to cash up click on the required date underlined on the left hand column.

In this example 13 September 2005 is selected.

c) The Cash Up form is presented for completion:

Cashup for CD1 on 13-Sep-2005

Site:

Employee: CD1
Employee ID: 1
Cashup date: 13-Sep-2005
shift 1

<p>CASH: <input type="text"/></p> <p>CHEQUES: <input type="text"/></p> <p>EFT: <input type="text" value="26.45"/></p> <p>VISA CARD: <input type="text"/></p> <p>Master Card: <input type="text"/></p> <p>Amex: <input type="text"/></p> <p>: <input type="text"/></p> <p>Gift Voucher: <input type="text"/></p> <p>: <input type="text"/></p> <p>: <input type="text"/></p> <p>: <input type="text"/></p> <p>: <input type="text"/></p> <p>: <input type="text"/></p> <p>: <input type="text"/></p> <p>: <input type="text"/></p> <p>: <input type="text"/></p>	<p>Discrepancy:</p> <p>Reason: <input type="text"/></p> <p>Reason: <input type="text"/></p> <p>Reason: <input type="text"/></p> <p>Reason: <input type="text"/></p> <p>Reason: <input type="text"/></p> <p>Reason: <input type="text"/></p> <p>Reason: <input type="text"/></p> <p>Reason: <input type="text"/></p> <p>Reason: <input type="text"/></p> <p>Reason: <input type="text"/></p> <p>Reason: <input type="text"/></p> <p>Reason: <input type="text"/></p> <p>Reason: <input type="text"/></p> <p>Reason: <input type="text"/></p> <p>Reason: <input type="text"/></p>
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Note: the EFT figure is automatically filled in.

All other tenders are empty, except for CASH this means there were no tenders of the tender type for the day.

26.1.3.1 Procedure:

1. Ensure all cashiers & tellers & sales assistants have logged off the POS
2. Count the CASH & enter it into the left hand column.
3. Count the CHEQUES & enter into the appropriate column.
4. Check the VISA, MASTER, AMEX & VOUCHERS figures shown are correct, if not then enter the amount in the cash drawer.
5. When completed entering all tenders press the **Cashup** button on the lower right hand side.

The system checks the figures entered and if incorrect shows a **red** message above the cashup form & gives the operator an opportunity to recount & re-enter the tenders.

If after repeated attempts the operator continues not to balance, the cashup can only be saved by entering a *reason* for the discrepancy & then pressing the **cashup** button.

If the amounts entered are correct when checked a message in **green** indicating the cashup has been saved is shown.

Employee: CD1
Employee ID: 1
Cashup date: 13-Sep-2005
shift 1

CASH:

CHEQUES:

EFT:

VISA CARD:

Master Card:

Amex:

:

Gift Voucher:

:

:

:

:

:

:

:

:

In this example the CASH amount is declared as \$120.50, No CHEQUES are declared.

EFT is automatically filled in as \$26.45

If the CASHUP button is pressed with these entries the next screen shows the result.

CHEQUES does not balance, please re count or enter a reason

Error - Cashup NOT Completed

Cashup for CD1 on 13-Sep-2005

Site:

Clearly, there are some CHEQUES somewhere, let's go find them!

Due to the CHEQUES & possibly other counting errors the

cashup does not balance, so an error message is given.

Entering the CHEQUES results in:

Cashup Completed successfully

A successful cash up.

If despite re-counting & searching the CASHUP continues to not balance, then enter a REASON in the provided column against the tender(s) stated as not balancing.

Then press the CASHUP button. This is forcing the cashup & it will result in SHORTS/OVERS reported in the balance & cash up reports for the day.

For example running the CASH UP report from the SALES MENU, BALANCE REPORTS, SITE CASHUP on the PORTAL for 13 Sept 2005 shows:

Cashup Report for the 13-Sep-2005: Rainbow 1								
Tender Type	Shift	Advance	Handover	Sales	Declared	Shorts / Surplus	Explanation	
Grand Total:		\$0.00	\$0.00	\$162.92	-\$160.92	\$2.00		

CD1 [1]								
Tender Type	Shift	Advance	Handover	Sales	Declared	Shorts / Surplus	Explanation	
CASH	1	\$0.00	\$0.00	\$122.50	-\$120.50	\$2.00		
CHEQUES	1	\$0.00	\$0.00	\$13.97	-\$13.97	\$0.00		
EFT	1	\$0.00	\$0.00	\$26.45	-\$26.45	\$0.00		
Total:		\$0.00	\$0.00	\$162.92	-\$160.92	\$2.00		

This report shows the CASH tender was in fact \$2.00 SHORT (*within tolerance set of \$5*). All other tenders were correct, i.e. SALES by that tender method equal the DECLARED tender for that method.


26.1.3.2 PRIOR DAYS CASH UP

Cash up may be performed in any order. There is no requirement to sequentially cash up. It is allowed to go back to a previous day & cash it up.

To cash up a day select CASH UP from the USERS MENU and then select by clicking the desired date.

26.1.3.3 TRADING ON SAME DAY AFTER CASH UP

Trading after cash up for a day results in a *new shift* being created. The new shift can be cashed up on the same day. There is no limit to the number of shifts in a day.

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