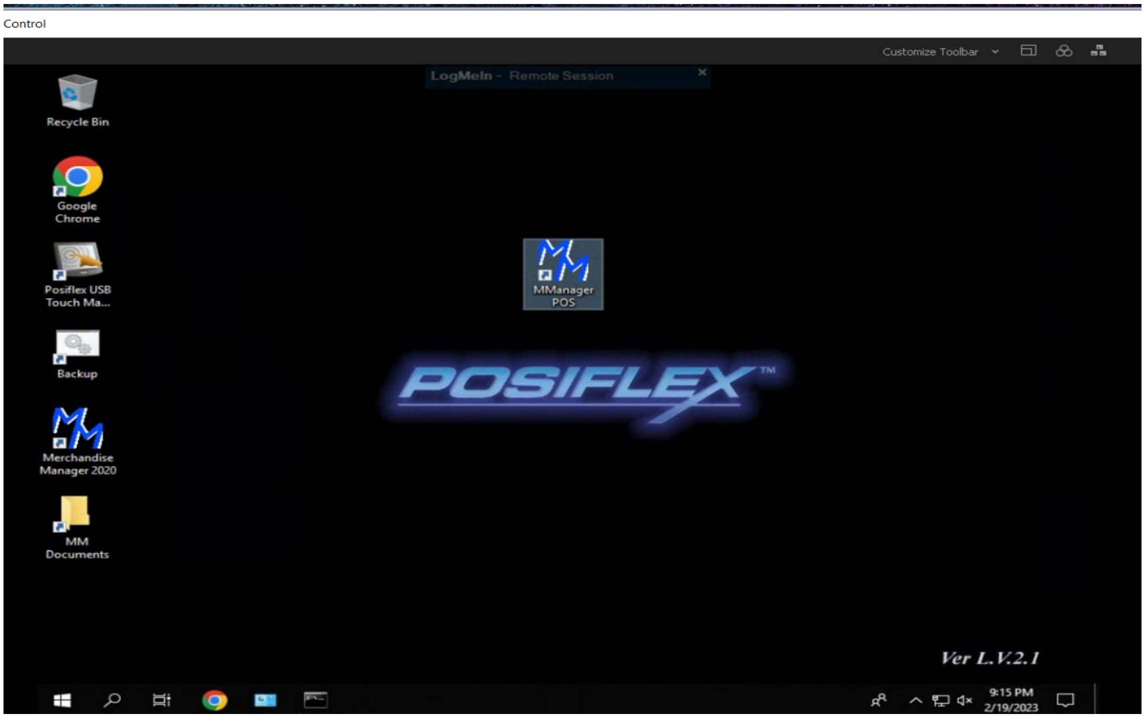
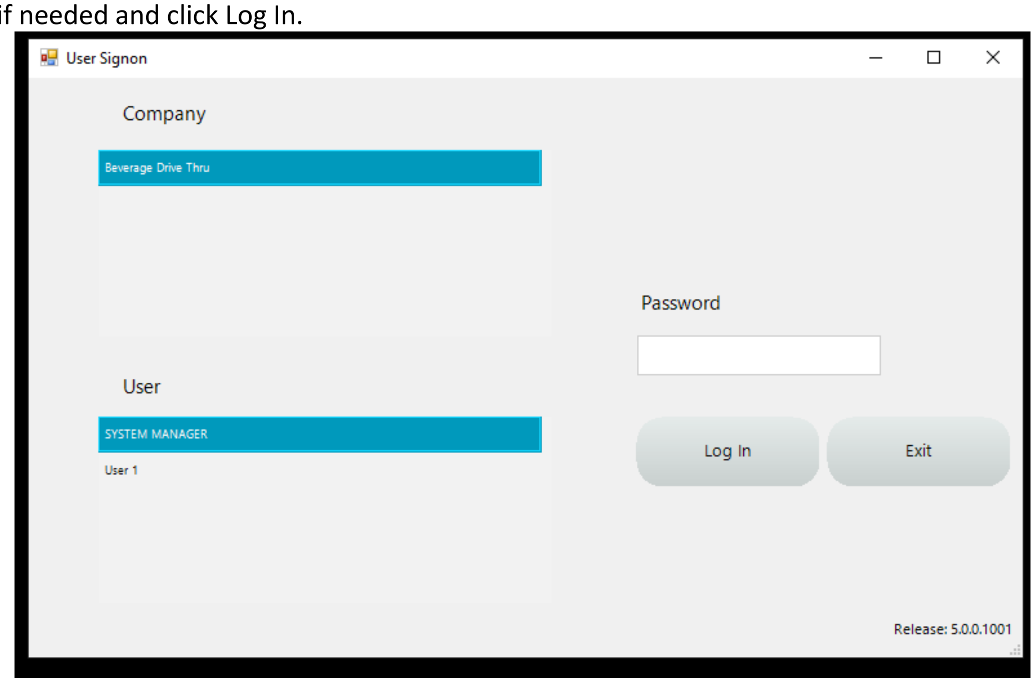
Merchandise Manager 5.0.0.1001 DAILY SALES

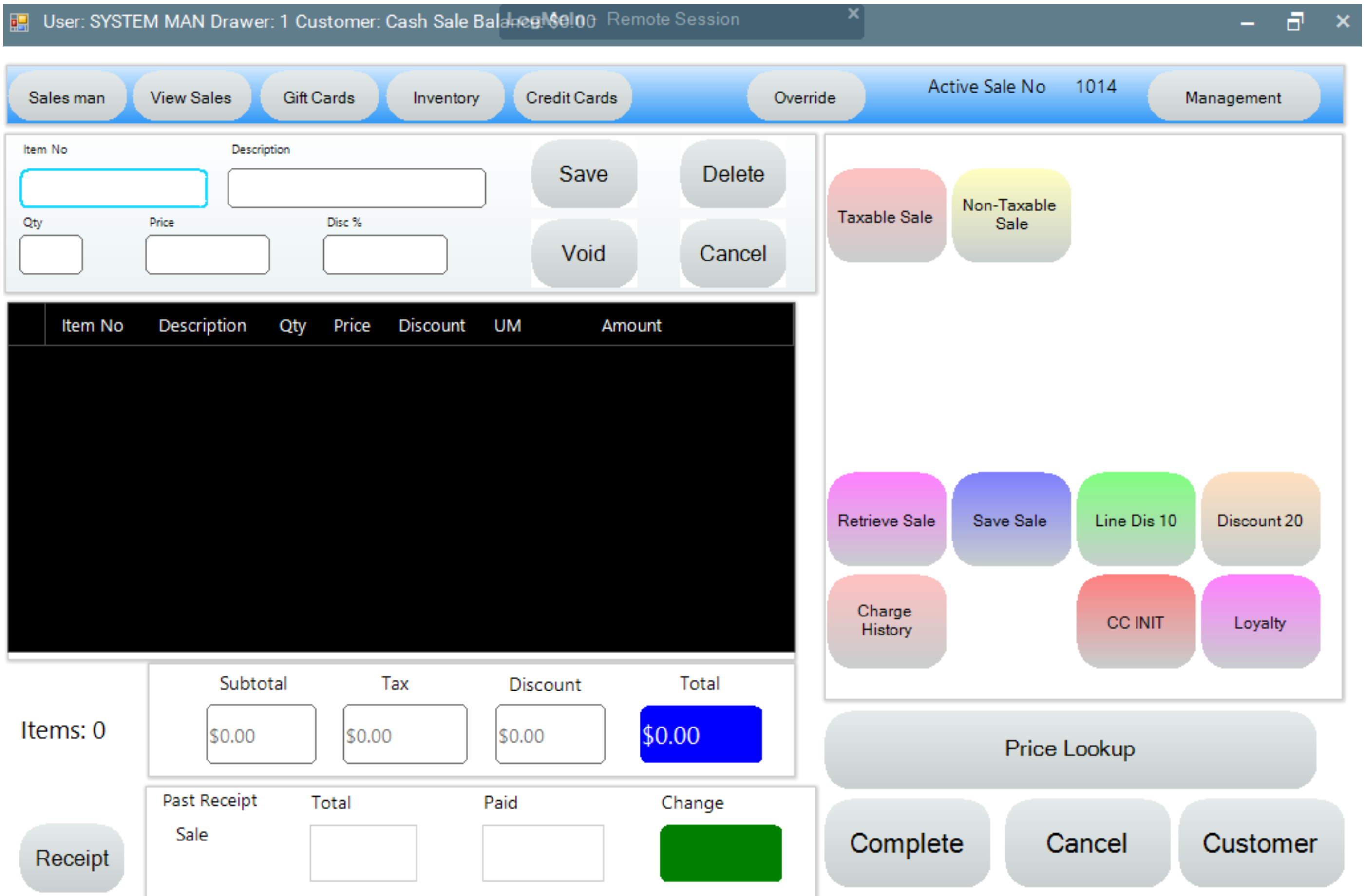
Before processing sales using Merchandise Manager, you will need to verify your sales tax percentage and verify the inventory prices for your store.



Double Click the Merchandise Manager POS Icon from the center of your desktop.

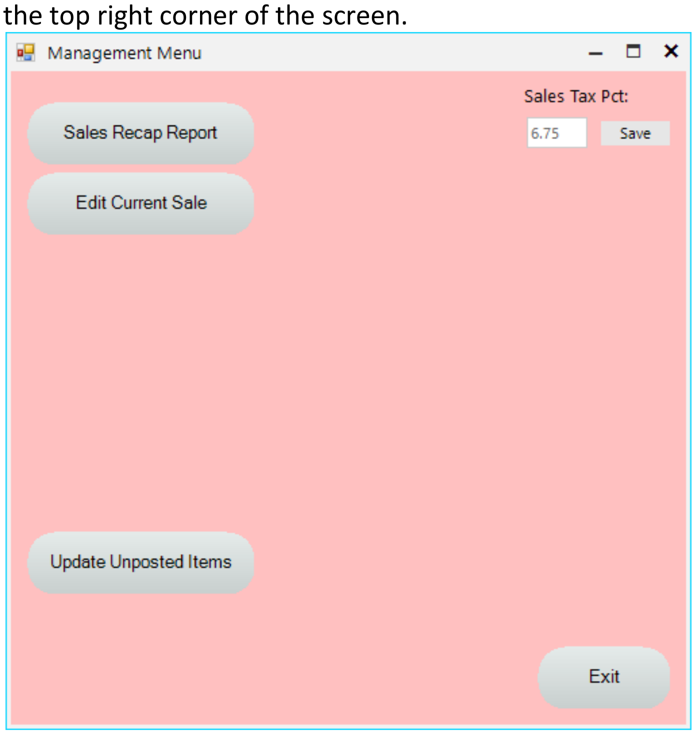
Select your company name and Manager as the login user. Manager has special privileges.
Enter a password if needed and click Log In.



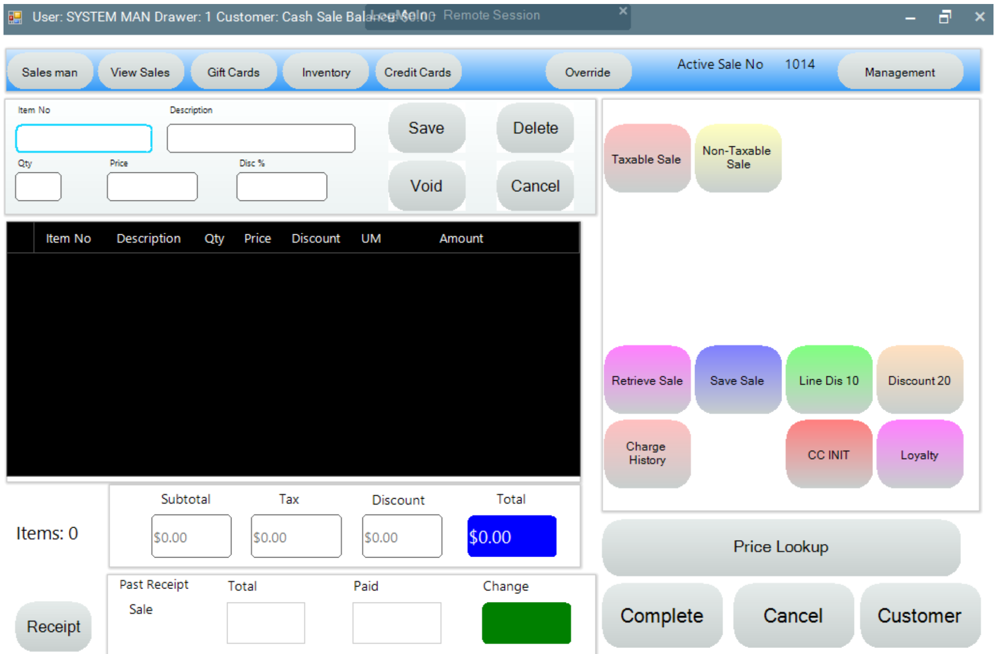


Check the current Sales Tax percentage for your store.

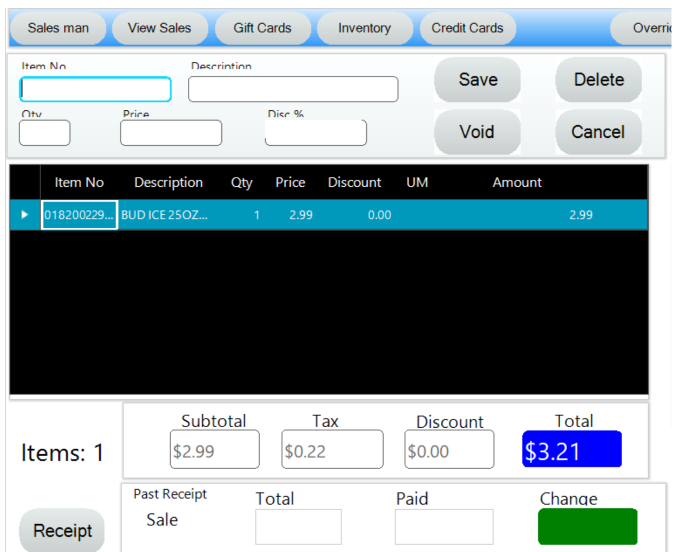
Click the Management button at the top right corner of the screen.



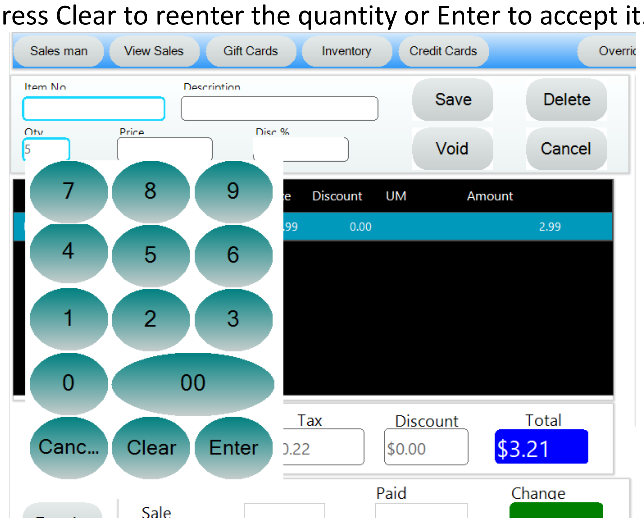
The current sales tax percentage for your store will be displayed. If this is not correct, change the amount and click Save.



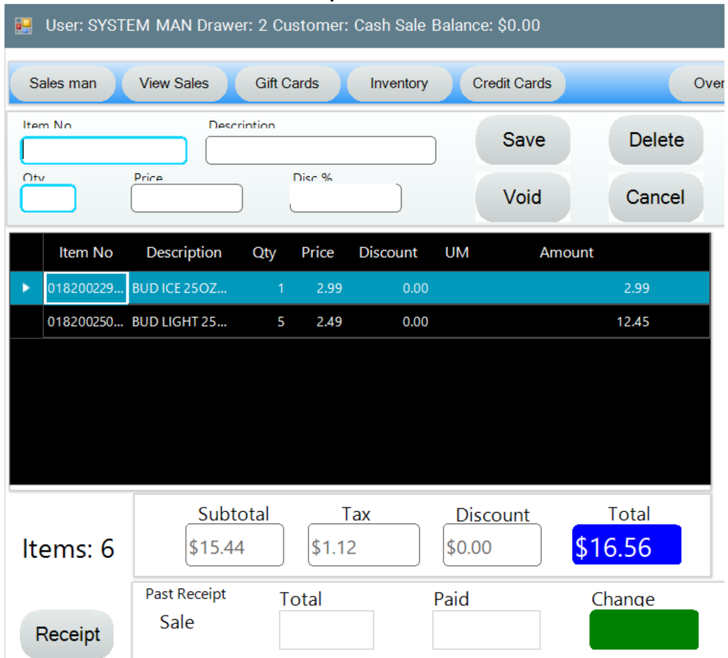
With the cursor blinking in the Item No box, scan the UPC of the item being sold. If the item is in the current inventory, it will display in the detail section with a quantity of 1. The Subtotal, Tax and Total will begin totaling the lines in the detail section.



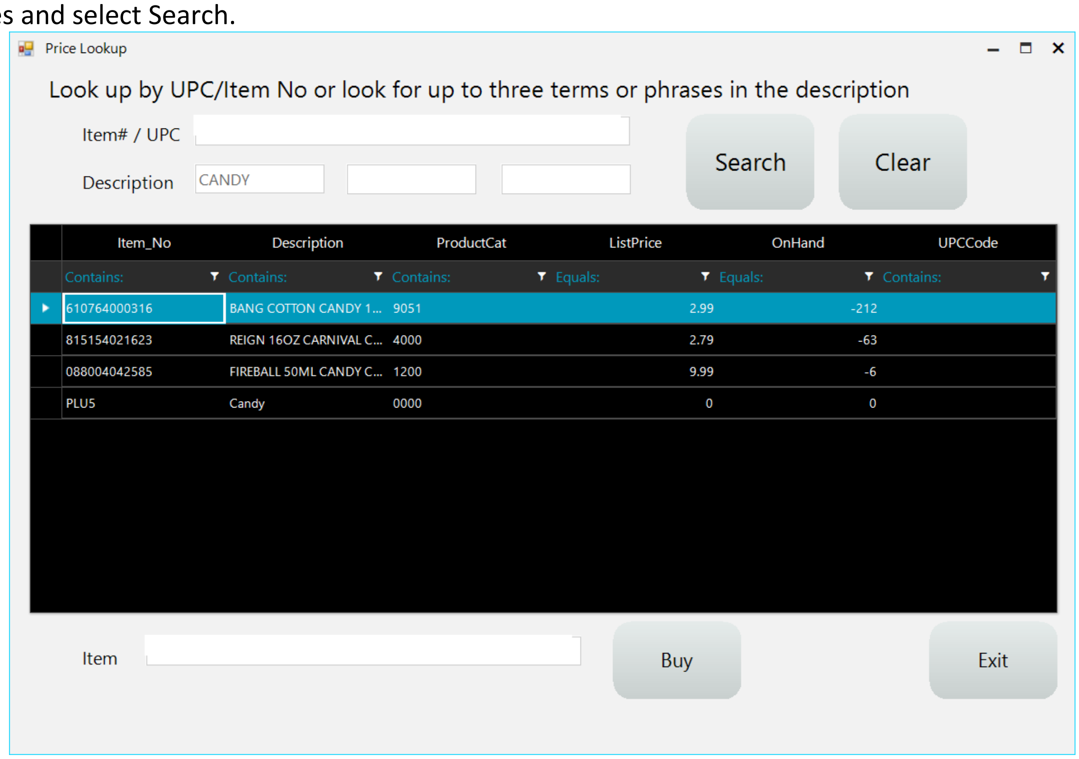
To change the quantity of the items being sold, before scanning the product, press the Qty box and enter the correct quantity on the numeric keypad. Press Clear to reenter the quantity or Enter to accept it.



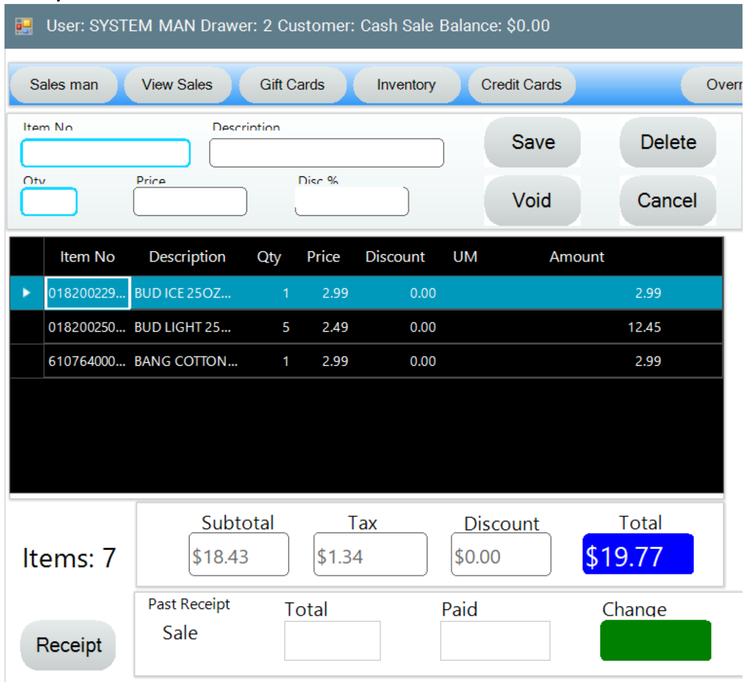
After the quantity is changed, scan the UPC of the inventory item. The detail area will be filled with that sale.



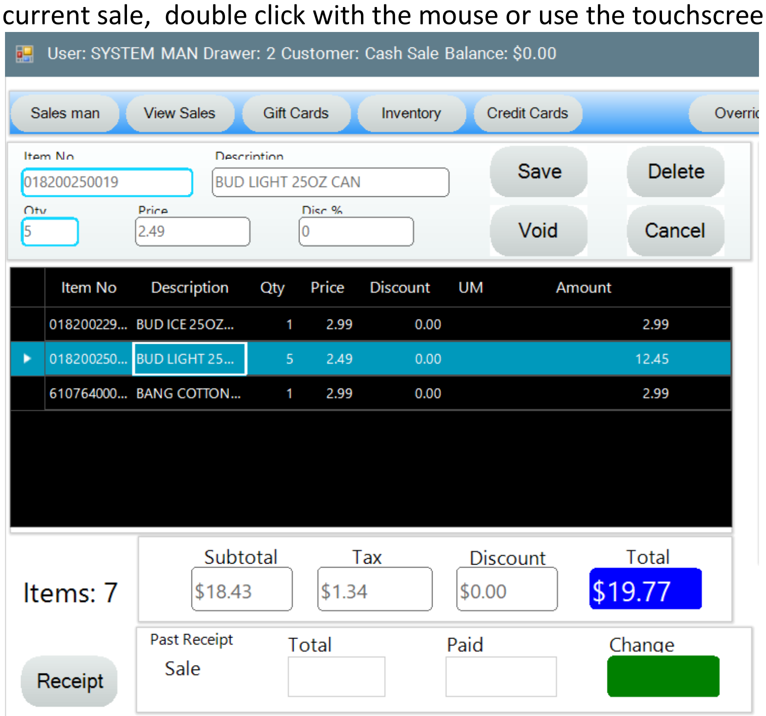
To search the inventory for a specific product, select the Price Lookup button.
This will display a list of the entire inventory. Use the filters by entering any part of the description in any of the three description boxes and select Search.



Highlight the row and select the Buy button. This will add that item to the current sale.



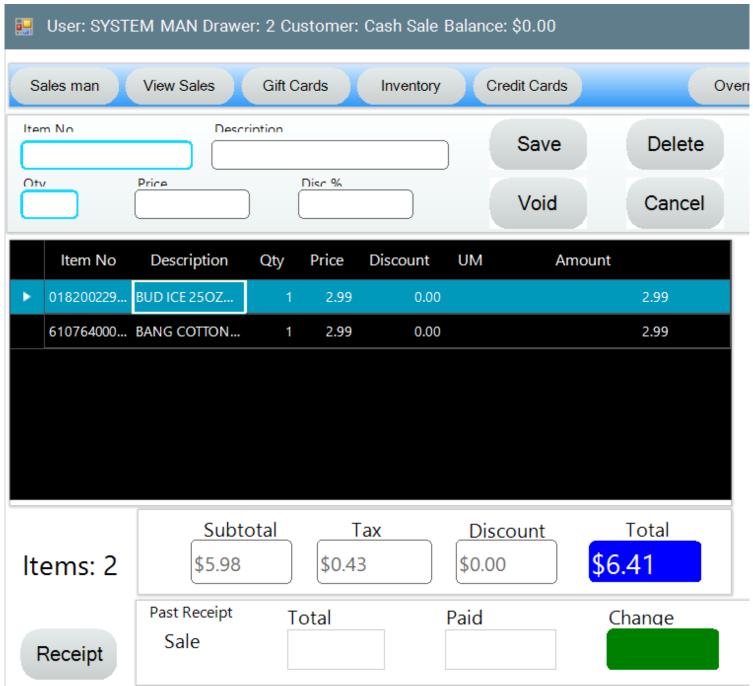
To edit or delete a line on the current sale, double click with the mouse or use the touchscreen to double tap that row.



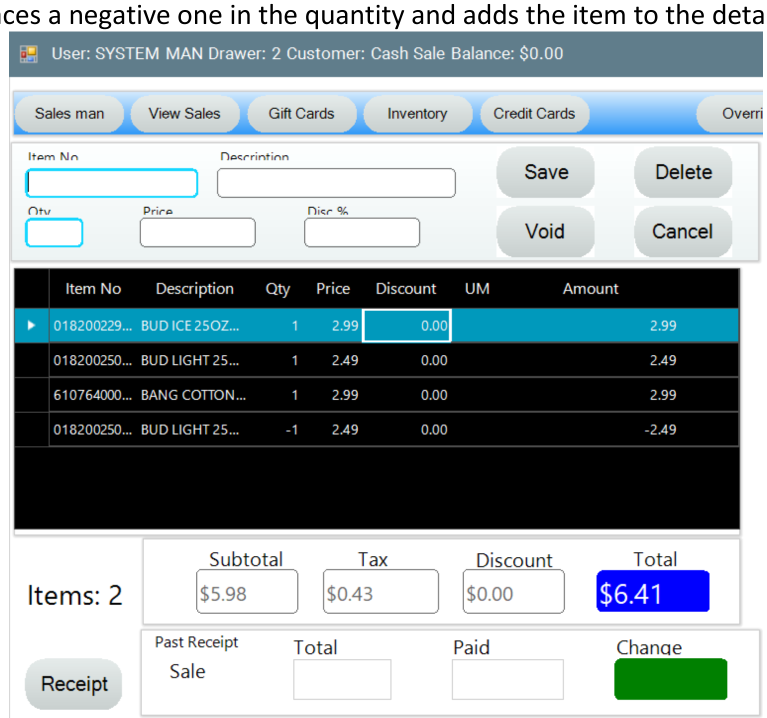
That line from the current sale will display in the top boxes of the sale.   Edit the Qty, Price or Disc % and press the Save button to place the edited line back in the detail section.

DELETING Items from the sale.   One method to delete a line is to bring the line from the current sale to the boxes ate the top by double clicking or double tapping the line in the detail section.

Press the Delete button to remove that item from the current sale.

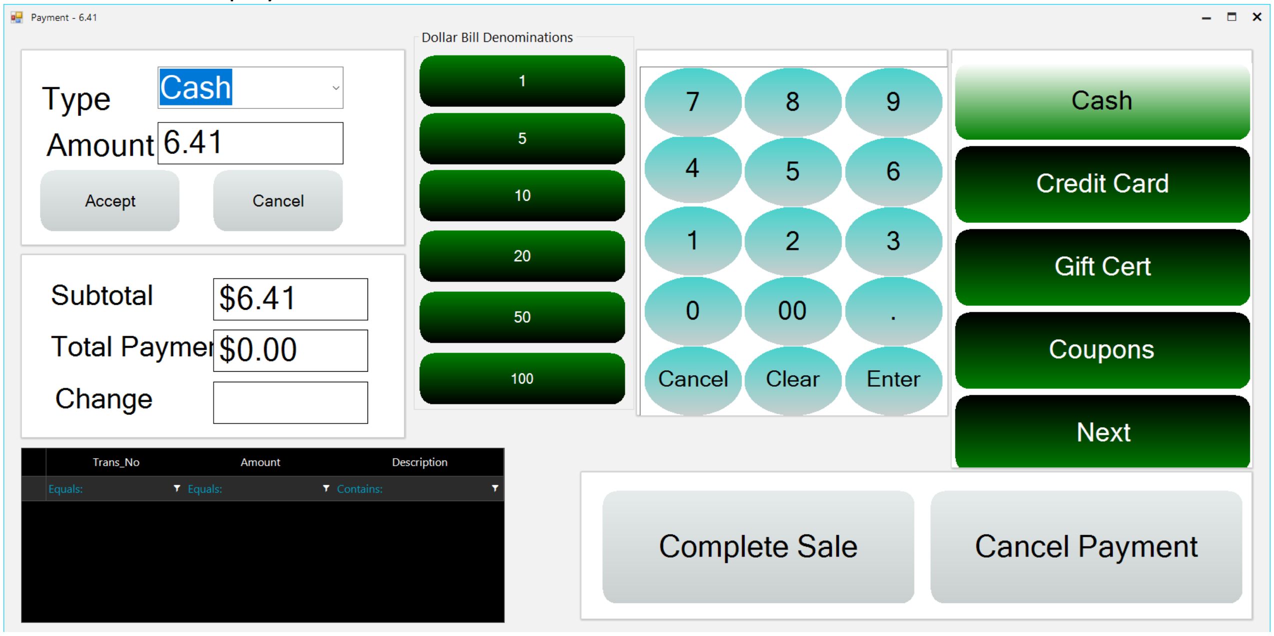


A second way to remove an item from the detail of the sale is to first press the Void button and then scan the item that is to be removed. This method places a negative one in the quantity and adds the item to the detail section.



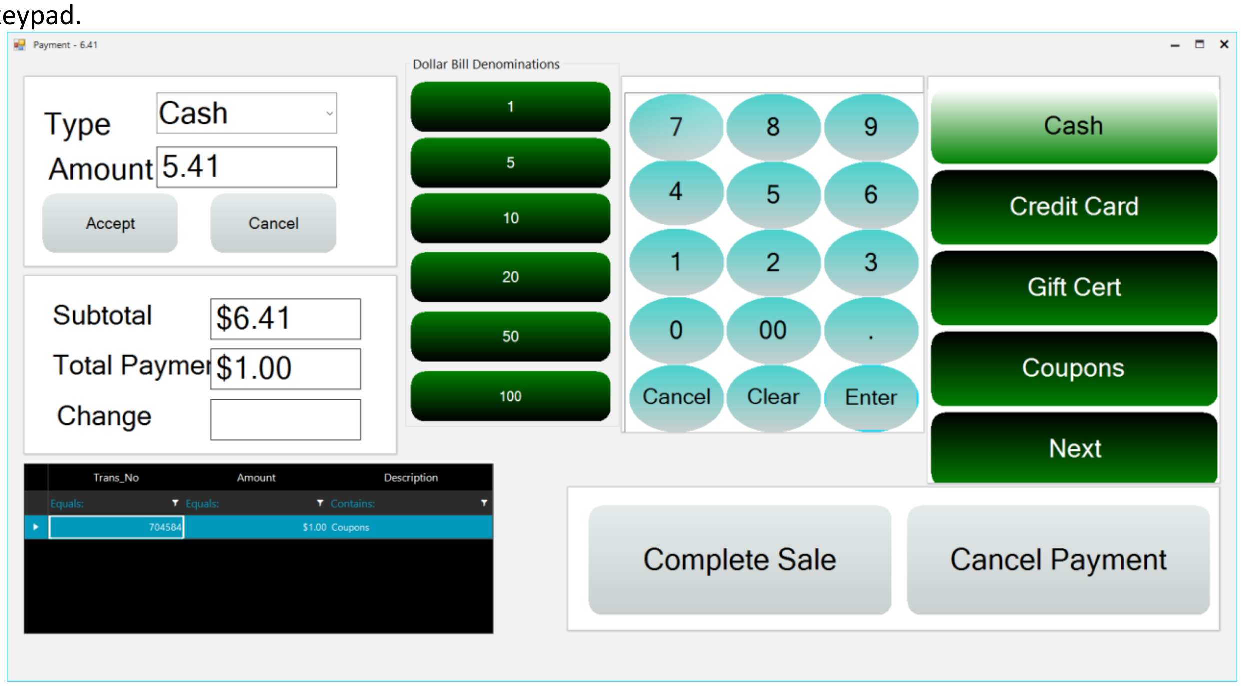
This way a detail history of the sale is tracked.

When scanning of items is complete, press the Complete button.
The payment screen will display.

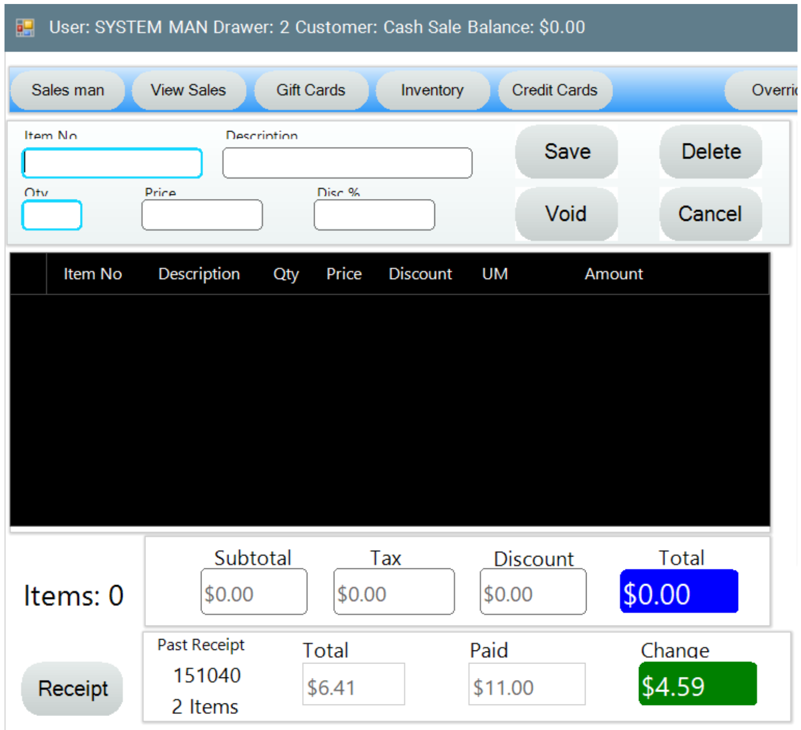


The default payment type of Cash and the amount of the sale are displayed. If the payment is made with dollar bills, select the bill denomination from the column in the center of the screen. A dollar amount may also be entered on the numeric keypad. (Note: this numeric keypad does not require the decimal point to be pressed.)

Multiple payments may be made. For example, if a dollar coupon is being applied, select Coupons and enter 1.00 on the numeric keypad.



If the payment is by a ten dollar bill, press that denomination and then Complete Sale.



The screen will return to the sale screen with the amount of the previous sale, the amount paid and the change due to the customer.