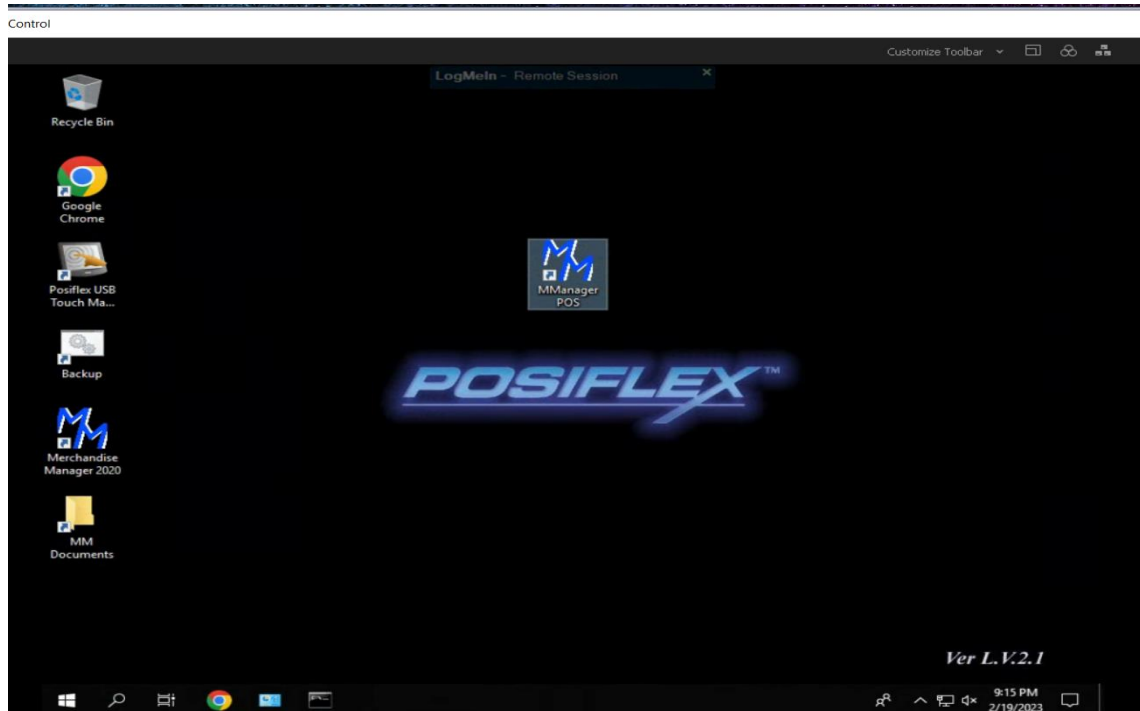


Merchandise Manager 5.0.0.1001 DAILY SALES

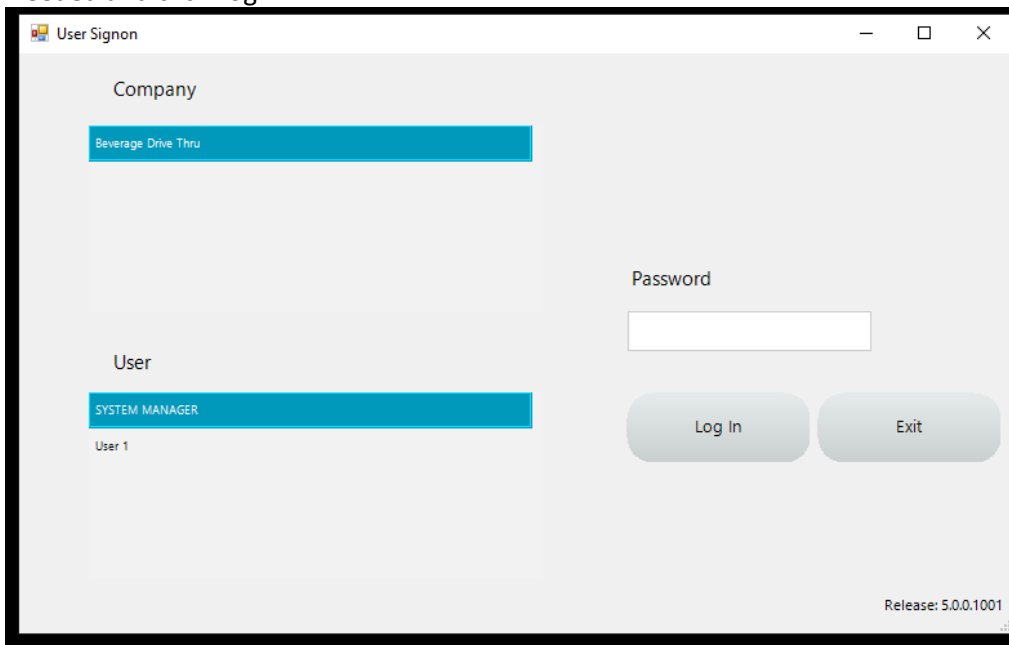
Before processing sales using Merchandise Manager, you will need to verify your sales tax percentage and verify the inventory prices for your store.



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.



User: SYSTEM MAN Drawer: 1 Customer: Cash Sale Balance: \$0.00 Remote Session

Sales man View Sales Gift Cards Inventory Credit Cards Override Active Sale No 1014 Management

Item No Description Save Delete
 Qty Price Disc % Void Cancel

Item No	Description	Qty	Price	Discount	UM	Amount

Items: 0

Subtotal	Tax	Discount	Total
\$0.00	\$0.00	\$0.00	\$0.00

Receipt

Past Receipt Sale	Total	Paid	Change

Taxable Sale Non-Taxable Sale

Retrieve Sale Save Sale Line Dis 10 Discount 20

Charge History CC INIT Loyalty

Price Lookup

Complete Cancel Customer

Check the current Sales Tax percentage for your store.

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

Management Menu

Sales Tax Pct: 6.75 Save

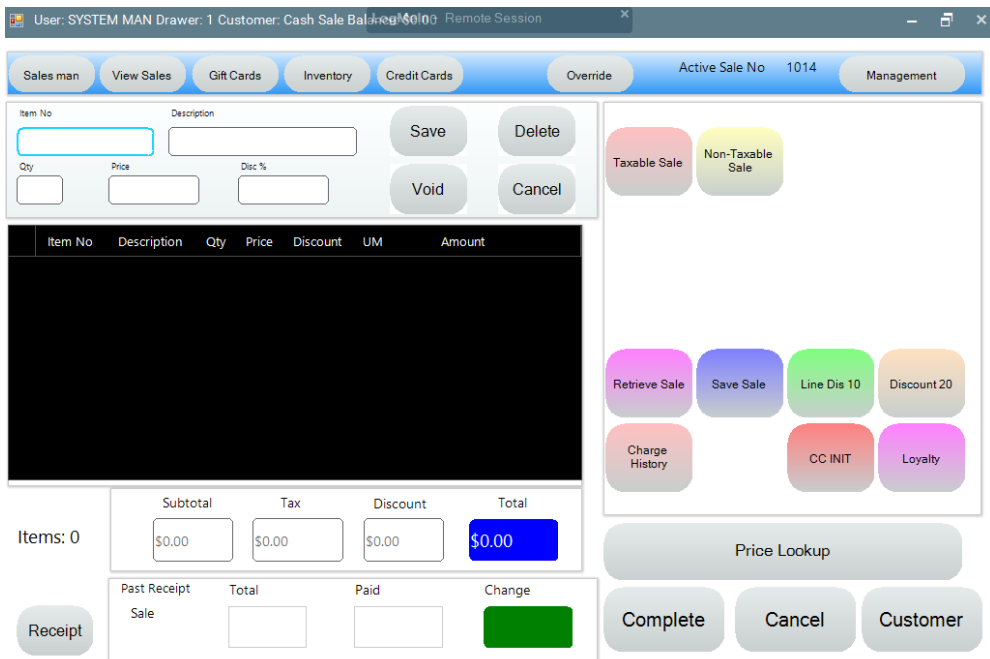
Sales Recap Report

Edit Current Sale

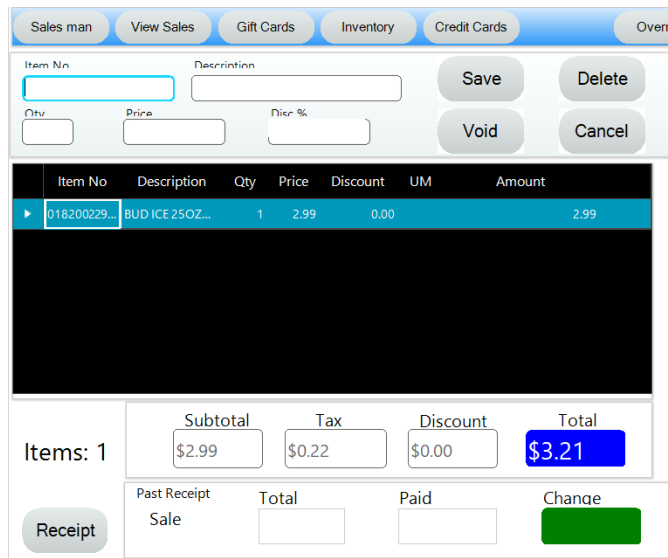
Update Unposted Items

Exit

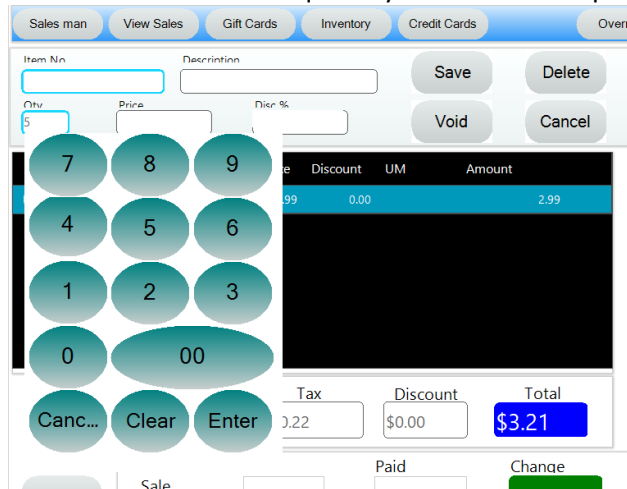
The current sales tax percentage for your store will be displayed. If this is not correct, change the amount and click Save.



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.

User: SYSTEM MAN Drawer: 2 Customer: Cash Sale Balance: \$0.00

Sales man View Sales Gift Cards Inventory Credit Cards Over

Item No: Description: Save Delete

Qty: Price: Disc %: Void Cancel

Item No	Description	Qty	Price	Discount	UM	Amount
▶ 018200229...	BUD ICE 25OZ...	1	2.99	0.00		2.99
018200250...	BUD LIGHT 25...	5	2.49	0.00		12.45

Items: 6

Subtotal: \$15.44 Tax: \$1.12 Discount: \$0.00 Total: \$16.56

Receipt

Past Receipt Sale Total Paid Change

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.

Price Lookup

Look up by UPC/Item No or look for up to three terms or phrases in the description

Item# / UPC:

Description: CANDY Search Clear

Item_No	Description	ProductCat	ListPrice	OnHand	UPCCode
▶ 610764000316	BANG COTTON CANDY 1...	9051	2.99	-212	
815154021623	REIGN 16OZ CARNIVAL C...	4000	2.79	-63	
088004042585	FIREBALL 50ML CANDY C...	1200	9.99	-6	
PLUS	Candy	0000	0	0	

Item: Buy Exit

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

User: SYSTEM MAN Drawer: 2 Customer: Cash Sale Balance: \$0.00

Sales man View Sales Gift Cards Inventory Credit Cards Overr

Item No: Description: Save Delete

Qty: Price: Disc %: Void Cancel

Item No	Description	Qty	Price	Discount	UM	Amount
018200229...	BUD ICE 25OZ...	1	2.99	0.00		2.99
018200250...	BUD LIGHT 25...	5	2.49	0.00		12.45
610764000...	BANG COTTON...	1	2.99	0.00		2.99

Items: 7

Subtotal: \$18.43 Tax: \$1.34 Discount: \$0.00 Total: \$19.77

Past Receipt Sale Total Paid Change

Receipt

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

User: SYSTEM MAN Drawer: 2 Customer: Cash Sale Balance: \$0.00

Sales man View Sales Gift Cards Inventory Credit Cards Overr

Item No: Description: Save Delete

Qty: Price: Disc %: Void Cancel

Item No	Description	Qty	Price	Discount	UM	Amount
018200229...	BUD ICE 25OZ...	1	2.99	0.00		2.99
018200250...	BUD LIGHT 25...	5	2.49	0.00		12.45
610764000...	BANG COTTON...	1	2.99	0.00		2.99

Items: 7

Subtotal: \$18.43 Tax: \$1.34 Discount: \$0.00 Total: \$19.77

Past Receipt Sale Total Paid Change

Receipt

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 at 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.

User: SYSTEM MAN Drawer: 2 Customer: Cash Sale Balance: \$0.00

Sales man View Sales Gift Cards Inventory Credit Cards Over

Item No Description Save Delete
Qty Price Disc % Void Cancel

Item No	Description	Qty	Price	Discount	UM	Amount
018200229...	BUD ICE 25OZ...	1	2.99	0.00		2.99
610764000...	BANG COTTON...	1	2.99	0.00		2.99

Items: 2

Subtotal	Tax	Discount	Total
\$5.98	\$0.43	\$0.00	\$6.41

Past Receipt Total Paid Change
Sale

Receipt

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.

User: SYSTEM MAN Drawer: 2 Customer: Cash Sale Balance: \$0.00

Sales man View Sales Gift Cards Inventory Credit Cards Over

Item No Description Save Delete
Qty Price Disc % Void Cancel

Item No	Description	Qty	Price	Discount	UM	Amount
018200229...	BUD ICE 25OZ...	1	2.99	0.00		2.99
018200250...	BUD LIGHT 25...	1	2.49	0.00		2.49
610764000...	BANG COTTON...	1	2.99	0.00		2.99
018200250...	BUD LIGHT 25...	-1	2.49	0.00		-2.49

Items: 2

Subtotal	Tax	Discount	Total
\$5.98	\$0.43	\$0.00	\$6.41

Past Receipt Total Paid Change
Sale

Receipt

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 screenshot shows a payment interface with the following elements:

- Type:** Cash (selected in a dropdown menu)
- Amount:** 6.41 (text input field)
- Buttons:** Accept, Cancel
- Summary:** Subtotal: \$6.41, Total Payment: \$0.00, Change: (empty field)
- Dollar Bill Denominations:** 1, 5, 10, 20, 50, 100 (vertical column of buttons)
- Numeric Keypad:** 7, 8, 9, 4, 5, 6, 1, 2, 3, 0, 00, ., Cancel, Clear, Enter
- Payment Methods:** Cash, Credit Card, Gift Cert, Coupons, Next (vertical column of buttons)
- Bottom Buttons:** Complete Sale, Cancel Payment
- Table:** A table with columns Trans_No, Amount, and Description. The first row shows "Equals:" followed by "Contains:".

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.

The screenshot shows the payment interface after a coupon has been applied. The elements are:

- Type:** Cash
- Amount:** 5.41
- Buttons:** Accept, Cancel
- Summary:** Subtotal: \$6.41, Total Payment: \$1.00, Change: (empty field)
- Dollar Bill Denominations:** 1, 5, 10, 20, 50, 100
- Numeric Keypad:** 7, 8, 9, 4, 5, 6, 1, 2, 3, 0, 00, ., Cancel, Clear, Enter
- Payment Methods:** Cash, Credit Card, Gift Cert, Coupons, Next
- Bottom Buttons:** Complete Sale, Cancel Payment
- Table:** A table with columns Trans_No, Amount, and Description. The first row shows "704584" and "\$1.00 Coupons".

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

User: SYSTEM MAN Drawer: 2 Customer: Cash Sale Balance: \$0.00

Sales man View Sales Gift Cards Inventory Credit Cards Overri

Item No Description Save Delete
Qty Price Disc. % Void Cancel

Item No	Description	Qty	Price	Discount	UM	Amount
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Items: 0

Subtotal	Tax	Discount	Total
\$0.00	\$0.00	\$0.00	\$0.00

Receipt

Past Receipt	Total	Paid	Change
151040	\$6.41	\$11.00	\$4.59
2 Items			

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.