

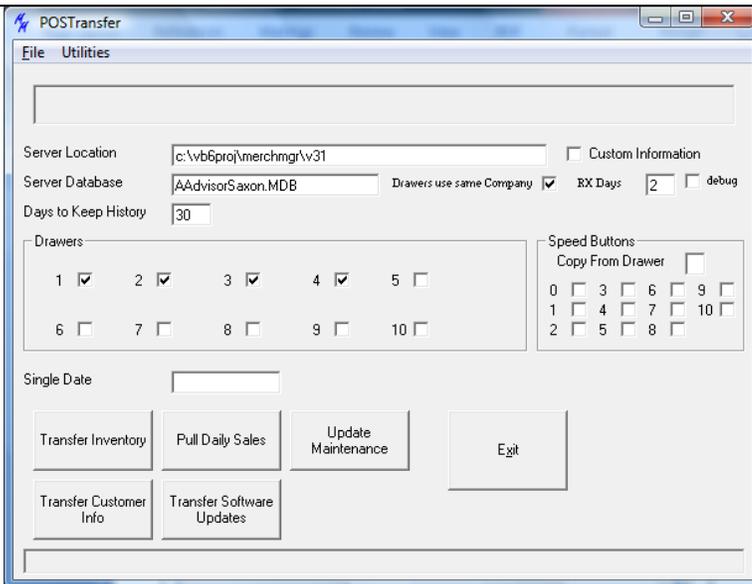
Pulling sales and closing the daily sales.



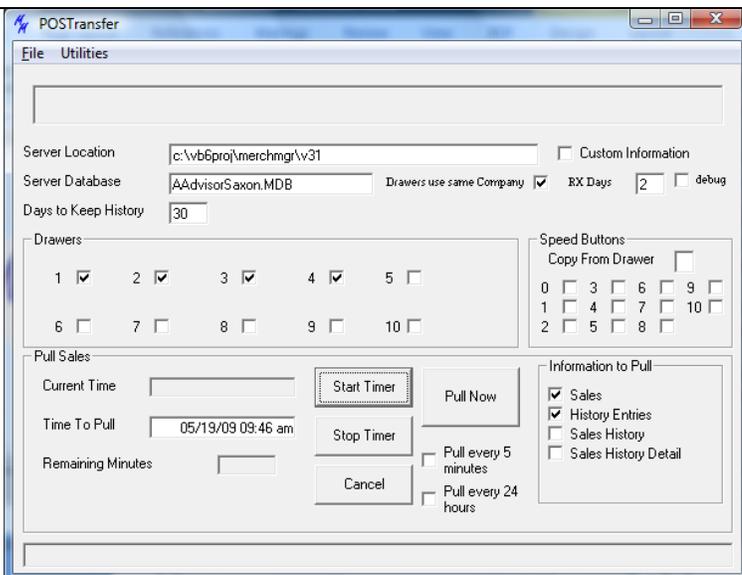
Log in to Merchandise Manager using **MANAGER** as the User ID and select the company you wish to log into.

To pull the sales from each register, select the **Point of Sale** button from the right.

Next Select **Utilities** from the menu at the top and from there select **Load Server**.



When the Server screen displays, Select **Pull Daily Sales**.



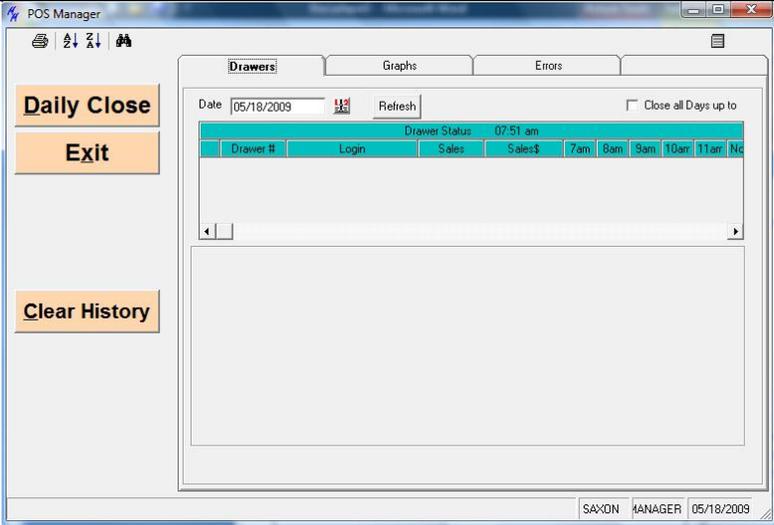
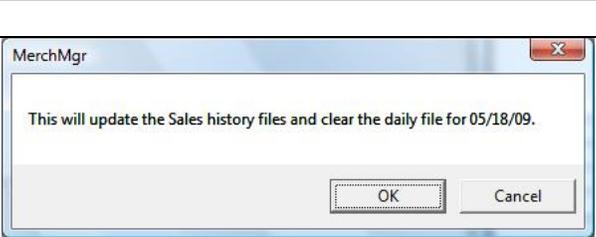
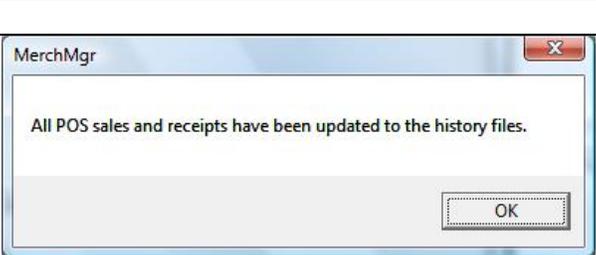
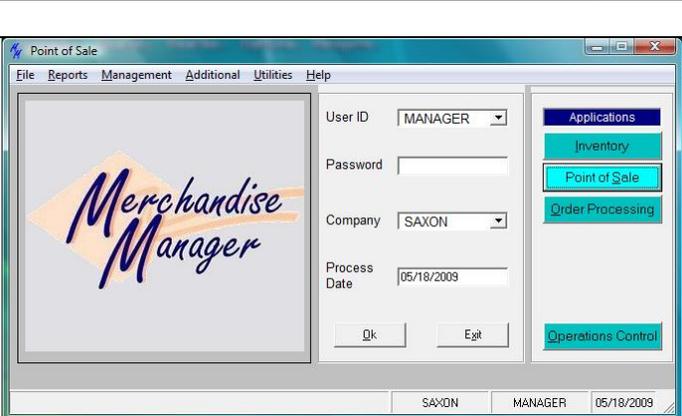
Another screen will display asking how you want to pull sales.

The server can be set to automatically pull sales every 5 minutes or every 24 hours. The only drawback is that the server must be loaded and running all the time.

We will pull sales manually. To do this, select **Pull Now**.

This will start the pulling. NOTE: All registers must be turned on for the pull to work properly. If a register is not turned on, those sales will not get pulled until it is turned on.

Each drawer will display a status while it is pulling. The more sales, the longer the pull will take. Expect 5-10 minutes after a busy day. Once the screen display **Time Card Transfer Completed Successfully**, the pull is finished.

	<p>When finished select Exit to close the server screen.</p>
	<p>After all sales are pulled, select Point Of Sale from the menu on the right.</p> <p>Next Select Management from the menu at the top and from there select POS Management.</p> <p>Make sure the correct date to close is displayed. Use the calendar button next to the date to change it if necessary.</p> <p>Select Daily Close.</p>
	<p>Answer OK to start the close of sales.</p> <p>The screen will display each sale as it is being moved to the history files.</p>
	<p>When finished. Answer OK to the screen on the left.</p> <p>The Close is now complete. All sales are in the history files and can be reported on.</p>
	<p>To See sales history reports, select the Point of Sale button from the right.</p> <p>Next Select Reports from the menu at the top and from there select Sales History.</p>

POS Sales History Report

Report Name: Sales History Recap

	From	Thru	Sort
Sale Date			<input type="checkbox"/>
Slip #			<input type="checkbox"/>
Drawer #			<input type="checkbox"/>
Salesperson			<input type="checkbox"/>
Tax Code			<input type="checkbox"/>
Product Category			<input type="checkbox"/>
Description			<input type="checkbox"/>
Customer			<input type="checkbox"/>

Print Sort Options

Regular Maximize

Clear Preview Report Cancel

SAXON MANAGER 05/18/2009

Change the report name by selecting the drop down arrow next to the report name.

One favorite report is the Sales History Recap. Hi-lite that report so it displays in the Report Name box.

POS Sales History Report

Report Name: Sales History Recap

	From	Thru	Sort
Sale Date	05/17/2009	05/18/2009	<input type="checkbox"/>
Slip #			<input type="checkbox"/>
Drawer #			<input type="checkbox"/>
Salesperson			<input type="checkbox"/>
Tax Code			<input type="checkbox"/>
Product Category			<input type="checkbox"/>
Description			<input type="checkbox"/>
Customer			<input type="checkbox"/>

Print Sort Options

Regular Maximize

Clear Preview Report Cancel

SAXON MANAGER 05/18/2009

Select the Sale Date range to print. Use the calendar buttons to assist in selecting these dates.

You may search on other information but the Sale Date is a mandatory field and must have information in it.

Select **Preview** to see the report on the screen.

1 of 1 75% Total:132 100% 132 of 311

Saxon Club
Sales History Daily Recap

From: 01/01/2009 Thru: 02/01/2009

Sales Category	Non-Sales	Gross Sales	Net Sales
BLANK			
0			
020 SHOTS WELL		5.00	5.00
021 SHOTS TOP SHELF		6.50	6.50
023 BEERS		79.92	79.92
110 MISC TAX		0.77	0.77
305 APPETIZERS		13.10	13.10
355 ENTRESIDES			
410 BEVERAGE		20.00	20.00
425 BURGERS		8.50	8.50
430 DINNERS		117.78	117.78
440 SANDWICHES		20.50	20.50
510 PASTA		13.98	13.98
520 KIDS MEAL		7.00	7.00
Total Product Sales:	0.00	293.05	293.05
Taxable Sales:		245.88	
Non Taxable Sales:		44.17	
Detail Line Discounts:		0.00	
Discounts on entire sale:			0.00
Sales Tax Exempt			0.00
Sales Tax Taxable Sales			17.20
Total 25 Transactions:			325.34
Voided Sales: 0 Value:	0.00		
--- P A Y M E N T S ---			
Total Payments Received			329.34
Less Credit Card:	4		95.36
Total Cash In Drawer:			233.98

This report shows the breakdown of sales by each category at the top and how all payments were made at the bottom.

