

**Business Software  
Solutions Inc.**

Touch POS Operations Manual

*BPA Professional*

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TX 452-334

74/166506

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*Chapter 1*  
**Introduction**

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# 1 Introduction

BPA Professional is a product of Business Software Solutions Inc.. The most important thing to an owner of a business is to provide a quality product or service to his customers. BPA Professional was designed to enhance this process by providing rich functionality in an easy, user friendly environment.

There are two manuals that you will receive with your POS software. This manual contains information that is specific to the Touch Screen POS Software. The other manual contains information that is directed toward the business accounting portion of the software you are receiving. This software system allows you to run a traditional POS and traditional accounting functions, in addition to the Touch POS functions designed for businesses that need quick touch screen POS systems like convenience stores.

Most businesses process sales through a computer. If you are one of these businesses you will use all the functions defined in this manual and in the business software manual. However, some businesses use hand written tickets for orders and then enter their sales into a computer at the end of the day. If you are one of these manual businesses you will use many of the functions in this software but not all. For example, you will define your products, define your recipes, purchase your inventory, use max min levels for inventory, enter your manual sales at the end of the day, post your sales, cycle count your inventory, print cycle count reports, compare perpetual inventory to periodic cycle counts, record food waste, print cost reports, print sales reports, define employees, have your employees use the time clock, run payroll for your employees, and use accounts payable to pay vendors. And if you ever decide to automate your POS you can continue to run this software. You don't have to learn a new system or redefine your items etc..

With BPA POS Professional you can perform accounts receivable, accounts payable, general ledger, customer orders, vendor orders, inventory control and product receiving. If you need to create budgets for each g/l account you can. If you want to convert any of your data base files to a spreadsheet format for import into a spreadsheet you can. If you want to browse any of your major data base files you can. If you want to order products from a specific vendor automatically when products fall below a specific level, you can. If you want to keep a phone list on-line, you can. If you want the system to automatically pay invoices that have an early payment discount coming it will. If you need to enter manual checks as well as print automated checks you can. If you need to password protect major module, you can. If you need to look at prior years' data for comparison you can. If you need to enter employee information and track hours worked and print payroll checks you can. If you need to track maintenance on your equipment you can. If you need to make financial calculations, you can.

BPA POS Professional also provides 100's of reports/printouts: food costs, daily sales postings, monthly statements, past due statements, invoices, trial balance sheets, general ledger activity, balance sheets, income statements, changes in financial position, financial statements for any accounting period, variance in financial statements, vendor mailing labels, aged receivables, aged payables, sales analysis by customer, check registers, reports for all postings, customer lists by city, state or zip, vendor lists by state, employee and salesperson lists, phone lists, and a variety of product reports and inventory lists printed for cycle counting.

## 1.1 Scope of Document

Welcome to your new POS Management System. This document will assist you in getting started. Topics that will be covered include Software Installation, System Definitions, Touch POS Setup, and Touch POS Operations.

## 1.2 Hardware Requirements

You must meet the following minimum hardware requirements to use BUSINESS PLUS ACCOUNTING POS Professional:

1. IBM or 100% IBM compatible Pentium.

2. 100 MB of hard drive space must be available to install B.P.A. and all its supported data files.
3. 128 MB of memory is recommended. 64 MB is the minimum.

Receipt printers used with this system must be Epson receipt printers that support the cutoff command or another brand of printer that has a defined cutoff command and will operation in the generic text print mode. If your printer does not support the cutoff command you will waste time manually line feeding the printer before you tear the receipt from the printer. There needs to be a printer on each station attached to the LPT1 or COM1 port. You must install the generic text print driver and make that print driver your default print driver. Printer driver setup is accomplished in the Printer Setup area of your operating system.

### **1.3 Install Windows Software**

To install your software correctly you must use the distribution CD and follow the instructions below. If your computer is not on, start it as you normally do. Put the distribution CD into the CD drive. The system will immediately run the installation SETUP.EXE routine on the CD.

The SETUP routine defaults to "\BPA" for the installation directory. In the current software you must use "\BPA" as that subdirectory. The SETUP routine then copies the distribution files to your hard drive.

### **1.4 Network Setup**

When you run BPA POS Professional on a network most files are loaded onto the server computer. However, for optimal performance some files need to be loaded onto the client computers. To load these files on the client computers follow the steps outlined below for each computer.

First, you must map a network drive from the client computer to the root of the drive that BPA is installed in on the server. For example, if BPA is installed in C:\BPA on your server, then your client computer should have a drive mapped to the root of drive C on your server.

Next, from the client computer go to the mapped drive and the \BPA directory on that drive and run the file NETSETUP.EXE. The default options should be correct, showing the Destination (Local) Drive as C, and the Network Server Drive as the drive you have mapped,. Press the "Install BPA on this Workstation" button. The appropriate BPA client files will be installed on your computer, and a shortcut for Business Plus Accounting will be placed in your Programs menu.

*Chapter 2*  
**Manager Functions**

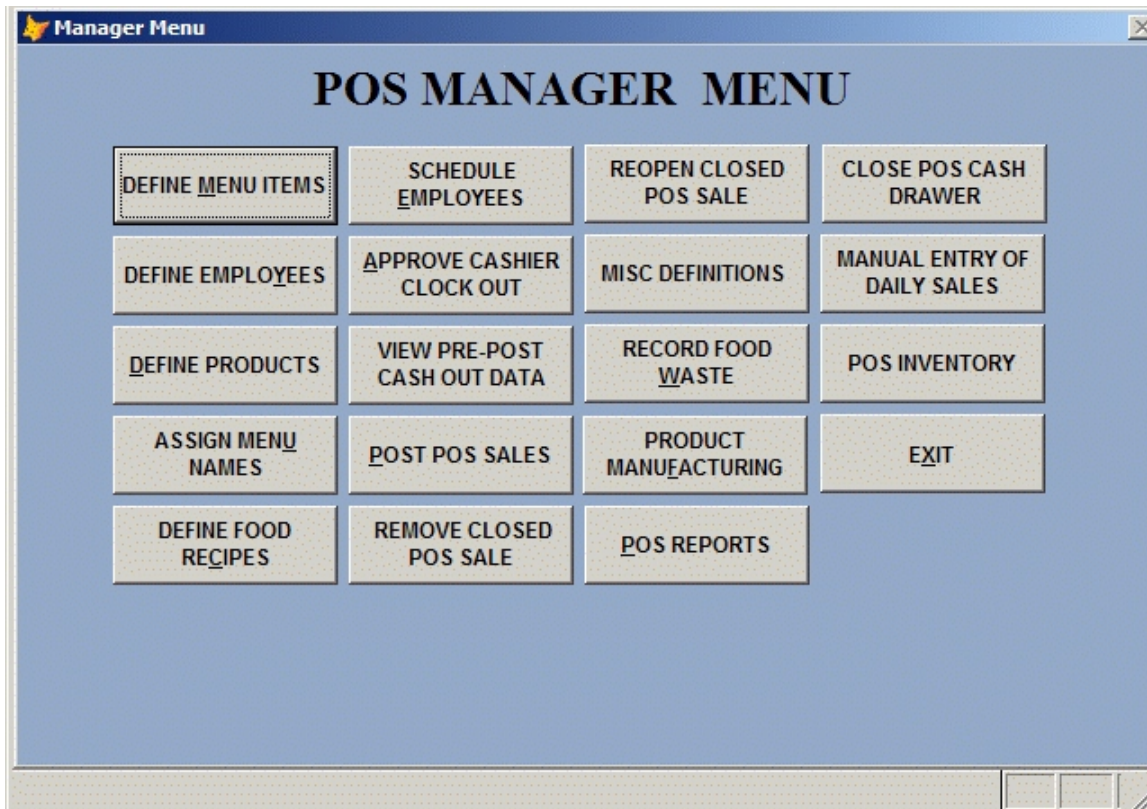
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## 2 Manager Functions

After you have set up your hardware and installed the software on your server computer you can begin setting up your Touch POS software. First go to the POS manager screen. This is where most of the setup occurs for the Touch POS system. First, define your employees. Assign employee numbers to them i.e. 1,2,3,4,5 etc.. Next define all the items (Products) that you will put on your menus i.e. Drinks, Salads, Pizzas etc.. as well as all products that will be sold using a scanner with sku bar codes. Then define any recipes you want to use for the products that you sell. Next assign the items (Products) that you want on the touch menus to the appropriate menu. You also need to assign a sales tax percentage to the sales tax table # 1. To do this go to the business system off the main menu. Then select definitions and the sales tax table option and enter your percentage. You are now ready to log a cashier in and run your Touch POS system. To prevent unauthorized personal for entering the accounting system or the manager screen you will want to go to the accounting definition screen and assign passwords. Refer to the accounting manual for instructions on passwords.



**BUSINESS PLUS ACCOUNTING**

System Tools Files Browse Finance Client Contact Help

**EMPLOYEE**

## EMPLOYEES

Page1		Page2	
Employee #:	001	Soc Sec #:	090-92-3098
Last Name:	Jones	Position:	sales
First Name:	Rick	Hire Date:	/ /
Sale Person ID:	001	Full/Part Time:	F
Street:	444 w 9th ave	# Exemptions (0-10):	2
City:	Farmington	Tax Status (M/S/X):	S
State:	UT	Hourly Rate:	10.00
Zip:	88888	Zip4:	0001
Telephone:	(290) 380-9828	Salary:	0.00
Fax:	(230) 932-0983	Eligible For Rehire:	<input type="checkbox"/>
		Earned Vacation Hours:	0.0

Pick-F8 Top Prev Next Bottom Find Print Save-F3 Cancel Delete Exit

Employee (c:\rest\employee.dbf) Record: 1/9 Record Unlocked 10:52:37 am

## 2.1 Define Employees

- Employee Nbr:** Enter the employee's identification number. The employee's identification number will be used throughout the system to identify a specific employee.
- First Name:** Enter the employee's first name.
- Last Name:** Enter the employee's last name.
- Salesperson ID:** Defaults to the employee number.
- Position:** Enter the employee's position in the company.
- Soc Sec #:** Enter the employee's social security number.
- Street:** Enter the employee's mailing address (street).
- City:** Enter the employee's mailing address (city).

State: Enter the employee's mailing address (state).

Zip: Enter the employee's mailing address (zip).

Phone: Enter the employee's phone #.

Fax: Enter the employee's fax #.

Earned Vac Hrs: Enter the number of vacation hours earned by the employee.

Vac Hrs Used: Enter the number of vacation hours used by the employee.

Sick Hours Used: Enter the number of sick hours used by the employee.

Other Absent Hrs: Enter the number of hours the employee has been absent for reasons other than illness or vacation.

Full/Part Time (F/P): Enter 'F' for full-time, 'P' for part-time status.

Date Of Hire: Enter the date the employee was hired.

Termination Date: Enter the date the employee was terminated, if applicable.

Rehire Eligible (Y/N): Enter 'Y' or 'N' to indicate whether or not the employee is eligible for rehire in the future.

Tax Status (M/S/X): Enter the employee's tax status. M= Married, S=Single, X=Exempt Student.

# Of Exemptions (0-10): Enter the number of tax exemptions claimed by the employee (0-12).

Hourly Rate: Enter the employee's hourly rate, if applicable.

Salary: Enter the employee's salary based on the pay period, weekly, biweekly, semimonthly, monthly.

YTD Gross: Enter the employee's year-to-date gross earnings. If you are using BPA's Payroll module this and the next four fields are automatically updated when the payroll is posted. If you are using a manual system, these fields will need to be manually updated.

YTD Soc Sec: Enter the employee's year-to-date Social Security withholdings.

YTD Medicare: Enter the employee's year-to-date Medicare withholdings.

YTD Fed With: Enter the employee's year-to-date Federal Withholding Tax.

YTD State With: Enter the employee's year-to-date State Withholding Tax.

Commission % on Sale: If this employee has been defined as a salesperson, enter the percentage you wish to be used in calculating sales commissions. The commission is a percentage of net sales.

Commission % on GPM: If this employee has been defined as a salesperson, enter the percentage you wish to use in calculating sales commissions. The commission is a percentage of Gross Profit Margin.

State Tax% Of Fed: The state withholding tax tables for the State Of Utah are hard coded into the software. For states other than Utah the payroll deduction for State Withholding Tax can be made as a percentage of the Federal Withholding Tax. The individual State Tax Commission will know what the percentage is for the state in which you live.

State Tax % Of Gross: If the State Withholding Tax for your state is a percent of gross wages, enter the % into this field.

## **2.2 Define Products**

All products that you sell in your business or that you order from your vendors must be defined in your product file. The costs assigned to these items will aid you in obtaining accurate food costs. The description you enter for each Product/Service will appear on your customer receipts.

If you also provide services to your customers, services are treated like products. To define an hourly service rate first assign a product number. Enter a description in the description field (i.e., Hourly Service Rate). Enter a unit of measure (i.e., hour). Then enter the price (i.e., \$30.00 meaning \$30.00 per hour). If you have different labor rates, you will need to define a Product/Service number for each rate.

There are several fields on the product definition screen that are not used in the Touch POS system. For example, customer specific pricing, volume quantity pricing and multiple price levers are not used in the Touch POS system. These pricing methods are used in the Business System when you process traditional sales. If you need those functions you can use the traditional sales module. The fields that you must fill in for the POS System are the product id (SKU), the description, the product type (this is needed for cost reports-use f8 for a pick list), the unit of measure, cost, price and shelf life if you intend to track products by shelf life.

On hand quantities can be entered when you define a product, but after that point in time all inventory quantities must be entered into inventory management or into receiving when product is received from your vendor. The costs assigned to these inventory items must be accurate. These costs are used for cost reports and to calculate cost of goods when the product is sold. If you adjust inventory for lost merchandise you should also adjust your general ledger accounts (inventory and cost of goods sold) by doing a journal entry. Postings to inventory and cost of goods automatically occur when you sell product in the POS system or in the business system.

- Product/Serv:            Enter the Product/Service identification number. The identification number will be used throughout the system to identify a specific Product/Service.
  
- UPC Code:                Enter the product UPC code if the product already has a UPC which is different from the Product/Service code you entered above.
  
- Description 1:           Enter Product/Service description. This description is printed on receipts and on standard reports.
  
- Description 2&3:        Enter additional Product/Service description if needed. This description will be printed on invoices and can be printed on any custom product report.
  
- Notes:                    The Product Notes Field can be used to enter data relating to this product, i.e. product usage description, installation description, cross reference parts, order information etc.. The data here can be as long as necessary.

- Department:** Products are classified according to department and product type. You are allowed 3 characters for departments, i.e., 1-999 or a character string, i.e., FOD=Food, BEV=Beverage, etc.. You can print a variety of reports by department and select product types for those reports.
- Product Type:** Products should be classified according to type. For example: You may want to assign a product type to all bathroom products. This number could be used to print product information on this product type. You would probably also assign a general ledger account number to the same group of products. This account number would be used to enter the cost of products purchased when entering the vendor's invoice.
- Unit Of Measure:** Enter the smallest unit that you will sell (usually each). Use this unit of measure to sell and to receive products. You may choose your own units. Example: You may want EA=Each, CS=Case, LB=Pound, HR=Hour etc. Remember, if you choose CS for case you must sell and receive by case.
- On Hand:** Enter the number of units of this product you have on hand. Example: If you selected case as the unit of measure and you have 5 cases, enter 5.
- Reorder Level:** Enter the minimum number of units of this product you want to have available. Anything at or below this number will put this product on the reorder report.
- Maximum Level:** Enter the maximum number of units of this product you want to have available. If the number of units available is at or below the reorder level the auto reorder function will order enough products to bring the available level up to the maximum level.
- Reorder Vendor:** Enter the vendor number for the vendor from whom you will purchase this product during an auto reorder. When you select auto reorder from the vendor order option menu, each product that has fallen below its reorder level will be ordered from the vendor entered here.
- Reorder Vendor 2&3:** Enter the vendor number of your 2nd and 3rd choice for vendor for this product. Use this data for price comparisons at order time.
- Taxable (Y/N):** If this product is always non-taxable (Sales Tax) enter 'N'. Otherwise, enter 'Y'.
- Product/Service:** Enter 'P' if the record created here is for a product. Enter 'S' if the record created here is for a service.
- Lead Time In Days:** Enter the lead time for ordering this product from your vendor. The lead time is helpful in manufacturing lead time analysis.
- Enable Bar Code Print:** If this product needs a bar code printed when product is received in the product receiving screen enter 'Y'. The bar codes will only be printed if the user requests bar code printing on receipt of product.
- Web Shipping Per Unit:** Enter the amount of shipping that will be charged per unit.
- Pick List Group 1-3:** Products can be assigned to 3 different pick list groups. These groups allow you to pick from

a group of products when creating customer orders. Enter the groups you want this product to appear in here.

- Comm % Of GPM:** If you pay sales commissions by GPM you can enter a specific GPM here in the product record. When this product is sold, the sales commission will be calculated using the GPM entered here. If nothing is entered here, the commission will be calculated using the default commission in the Employee record of the sale person.
- Conversion UM:** If this product can only be ordered from your vendor in a unit that you do not sell by entering the vendor order unit here. This UM will print on the vendor purchase order. When product is received from the vendor it is received using your UM, and your product id. It is much easier for you as an end user if you do not use a conversion unit of measure or a conversion number. If you do use these conversions, the conversion takes place when you receive the product in product receiving. As a result you will see different line item numbers (quantity ordered, cost, price, UM) on your purchase order verses your product receiving report.
- Conversion Nbr:** To convert from the vendor order unit to the unit you sell by entering the conversion number here, (i.e., If you sell in each but you must order in case and a case contains 12 then enter 12 here.)
- Conversion Id:** If the vendor requires a different product ID on his orders enter the vendors product ID here. The system will print this product ID on the vendor order.
- Shelf Life:** Enter the number of days you allow this product to sit on the shelf. The product and product location will appear on the shelf life report if shelf time exceeds this number of days.
- Default Storage Loc:** Enter the location where you normally store this product. This storage location will appear on the product receiving screen. This will save you the trouble of entering the location. You can change the location in the receiving screen if you store the product in a different location. If you are not tracking inventory storage locations, leave the field blank.
- Sales G/L Accounts:** If you track product sales based on departments or product types, these products may be assigned separate General Ledger Accounts for Sales (i.e., 4101-0000.) When a product, which is assigned an account number is sold the system will automatically post to that G/L Account. This account should be defined in the General Ledger prior to doing postings.
- COG G/L Acct:** If you track product cost of goods based on departments or product types. These products may be assigned separate General Ledger Accounts for Cost Of Goods (i.e., 5105-0000.) When a product, which is assigned an account number is sold the system will automatically post to that G/L Account. This account should be defined in the General Ledger prior to doing postings.
- Cost:** Enter the unit cost for this product. Example: If the unit of measure of this product is "Each" and the cost to you is \$1.00 each, enter 1.000. Be aware that this is only a default cost field. Normally the cost of goods sold comes from the inventory record which holds the exact cost of each product. To keep your default costs as accurate as possible use the "Move Latest Costs To Product Records" option in inventory management.
- Price (1-5):** We support five pricing levels for each product. These pricing levels may be based on distributor, wholesale, retail, etc. or by volume (price level 1 is the base retail price). Enter

the unit price for this product in each of the fields.

### **2.3 Define Menu Items**

Before assigning items to the various menus (ie. drinks, sandwiches, pizza, etc.), you must define each item in the product definition screen. When your products have been defined you can assign each item to one or more menus.

The first field in the menu item screen is the 'product code(sku)' field. Here you enter the sku of the product you are adding to the menu. If you can not remember the sku then you can press F8 and get a pick list of all defined products (items). After entering the sku you will be in the 'select menu' field. Again, you can press F8 and get a pick list of the valid menus. After entering the menu you will need to key in the text you want to appear on the button for the menu you have assigned the item. You can enter two lines of text for the button, each 10 characters long ie. 'Cheese' in the top line and 'Pizza' in the bottom line for a button that will be shown as 'Cheese Pizza'.

After defining the text for the button you have a field called "Allow a Custom Price" . If you need to be able to assign a price at the POS screen when the item is selected this is the option that allows this. To enable custom pricing for the item you are defining enter a 'Y' into this field. As an example, you might use this function if you were selling fruit and charging different prices based on the weight of the fruit.

### **2.4 Approve Cashier Clock Out**

After the manager has reviewed the cashiers sales report, the manager will use this function to approve a cashier for clock out. Until approved for clock out the cashier will be unable to clock out. To approve the cashier for clock out enter the cashier # and press enter.

### **2.5 Post Touch POS Sales**

Each day the manager will need to post all Touch POS sales for the day. This posting posts sales to the general ledger. It also posts sales to the sales history files. Many of the sales reports use data from the sales history files (order header and order detail ) to generate the reports. If sales are not posted this data is not available for the sales reports. When the manager posts sales a sales posting report will print. This report is broken down by cashier. Each cashiers totals will print on this report. The report includes such information as total sales, average sale and number of sales.

### **2.6 Print Pre-Post Sales Report**

The pre-post sales report contains the same data as the sales posting report. This report is printed before posting and is used to verify that all the data for the day is correct before posting.

### **2.7 View Pre-Post Cash Out Data**

Use this function to view cashier Pre-Post Cash Out Data.

### **2.8 View Closed POS Sales Header Data**

Use this function to View Closed POS sales Header data. The sales header file contains the sales transaction number, cashier number, number of items for the sale and other totals.

### **2.9 View Closed POS Sales Detail Data**

Use this function to View Closed Table Detail Data. The detail sales file contains each item that was purchased by the customer, the cost of each item, the cashier number and the transaction number.

### **2.10 Assign Menu Names**

You can assign your own names to the menu tabs. This allows you to create menu names that are more meaningful to your business. You have 8 different menus that can occupy two or three rows. When you rename your menus you must use names that are reasonably short. If the names you use are too long you will force the menus to occupy four lines and this

will not work for your POS screen. Also, you can not change these names if you have an open order that has not been closed or if you have not posted your closed orders.

### **2.11 Product Cost Report**

Use this function to Print Product Cost Reports for the items that are sold.

### **2.12 Remove Closed Sale**

If a cashier has made a mistake on a closed sale that you want corrected, you can remove the sale here and then re-enter the items for the sale correctly. This can only be done after the sale has been closed by the cashier and before you have posted sales.

### **2.13 Create Recipes For Items**

If you are seriously committed to tracking inventory, you may need to create recipes for some of the items you sell. Recipes allow you to define multiple raw materials that need to be pulled from inventory when an item is sold. Typically, these would be items like hamburger, pickles, tomatoes, etc.. First, these raw materials need to be defined as products. The unit of measure assigned to them needs to be small enough to allow practical assignments in the recipes and also needs to be a practical unit for ordering the item. For example, if milk was part of the recipe its unit of measure in its product definition should be some reasonable unit like gallon, so that you can specify .25 for 1/4 gallon in your recipe and still order milk from your vendor in gallons. The items defined for a recipe are automatically removed from inventory when you post your daily sales.

### **2.14 Reopen an Order/Sale**

In the manager screen you can reopen an order by entering the transaction number of that order. You can use the pick list (F8) to see the existing orders and pick the one you need. You can not reopen orders after they have been posted using the manager post function. If you are reopening the order to do a receipt reprint you should use the reprint function on the Touch POS screen. When an order is reopened it can be modified but it must be closed again just like any other order.

### **2.15 Manual Entry Of Daily Sales**

This function is most often used by businesses who are writing hand tickets for customer orders. In other words, they do not use the computer to select items, print receipts etc.. If you are that type of business, you will use this function to record all your sales. This is necessary for you to track product costs, sales, and inventory.

To use this function you will need to collect the sales data you will be entering into the system. You will need the quantity sold for each item and the total paid for the items you are entering. The data you are collecting is usually for one day. However, it can be for any time period you desire including multiple times in a day. To collect your data print a "Product Sales Work Sheet". Use this as a worksheet to collect your data. Then to enter your data select the "Manual Entry Of Daily Sales" button on the Manager Menu. You will then enter the date for the sales and the sales tax collected for the sales you are entering.

At this point you will be presented with a screen of your defined product items similar to your worksheet. Transfer your sales data to the screen entering the quantity sold for each item. When you enter the quantity sold the system will calculate the total paid for each item using the defined default price. If the total paid is correct simply go to the next item and enter it's quantity. If the total paid is not right change it to the correct total.

When you have entered all your data press F3 to continue. Next the system will ask you if you are ready to post your sales. When you post these sales the data you have entered will be posted to your general ledger (Sales, Cost of Goods, Sales Tax, Bank Account, and Inventory) and physical inventory will be adjusted for the sales. The data will also be posted to your sales data files so that sales reports (daily, monthly, yearly etc.) can be printed.

For businesses who are writing hand tickets for customer orders, it is important to use this function to record sales and process inventory. This is the only way that the system can get the data it needs to compare what you have sold with what you have purchased to help you control your recipes, and shrinkage. In other words, what you sell and what you purchase should match but they typically will be off due to various types of shrinkage. This information will help you determine how accurate your recipes are and how much product is being lost. You will also need to complete your periodic monthly inventories to help the system give you this information.

#### **2.16 Print Inventory Cycle Count Report**

Use this function to print a report for counting inventory. This count is a periodic cycle count and will be used to adjust inventory. The report has a column for quantity counted and a column for the difference between what the software thinks is in inventory and what you counted. This column represents the adjustment to inventory that will need to be made to make inventory accurate. For information on how to manage inventory and reduce waste refer to the “How To Chapter” at the end of the manual.

#### **2.17 Enter Cycle Count Adjustments**

Use this function to enter the adjustments to inventory that you entered on your cycle count report. After you have entered these adjustments you will need to post them to actually apply them to physical inventory and to the General Ledger Inventory account.

#### **2.18 Print Inventory Discrepancy Report**

Use this function to print a report showing the inventory discrepancies that you have entered into the system from your inventory cycle count report. After you have reviewed these adjustments you will need to post them to actually apply them to physical inventory and to the General Ledger Inventory account..

#### **2.19 Post Inventory Cycle Count Changes**

Use this function to post the changes you have entered to physical inventory and to the General Ledger Inventory and Cost Of Goods accounts. If you have lost inventory your G/L inventory account will be reduced and your Cost Of Goods account will be increased. For information on how to manage inventory and reduce waste refer to the “How To Chapter” at the end of the manual.

#### **2.20 Print Perpetual Vs Periodic Inventory Discrepancies Report**

Use this function to compare your Periodic counts to your Perpetual inventory. This report will help you identify inventory problems you have in your business. The report shows the 1st count, and the 2<sup>nd</sup> Count and what was purchased between the two counts. It shows what was Sold between the two counts. It shows what was lost between the two counts. It shows what the computer says should have been on hand and it shows the difference/variance. The difference represents the difference between what the computer thought was on hand and what the physical count shows was on hand. For information on how to manage inventory and reduce waste refer to the “How To Chapter” at the end of the manual.

#### **2.21 Manual Inventory Adjustment**

You can adjust inventory using the “Add, Modify or Delete” functions contained within this module. However, it is better to use the cycle count function to adjust inventory and the Vendor Order and Receiving functions to put product into inventory. The cycle count function will count and adjust inventory including the General Ledger Sales and Cost Of Goods accounts. The manual inventory adjust function does not adjust the General Ledger. These adjustments must be made as journal entries in the accounting general ledger module.

#### **2.22 View Manual Changes To Inventory**

This function allows you to view dates, times, and modifications made to inventory using the manual inventory adjustment function. This will help you identify inventory changes that you may not be aware of that were made by your employees.

### **2.23 Print Daily Inventory Snap Shot Report**

This function allows you to print a snap shot report of your inventory for any day. For example, if you are looking at your on hand inventory levels and you see some on hand quantities that do not seem right, you can print an inventory snap shot report for each day of the last week or month and see when the on hand levels changed. This will help you find the point of time that you inventory changed. To print this report and have it be meaningful you must be taking inventory snap shots each day. This will happen automatically if you have enabled inventory snap shots. To enable inventory snap shots go to the “Manager Menu”, select “Miscellaneous Definitions” and find the function labeled “Enable Inventory Snap Shots” and mark it with a ‘Y’. From this point on the system will automatically take one inventory snap shot each day.

### **2.24 Allow Employees To Clock Out Without Manager Approval**

If you have employees that do not need to check with the manager before clocking out, this function will allow you to do that. In the employee definition screen you can enter a ‘Y’ in the field “Allow Non-approved Clock Outs” and that employee will not have to get approval from the manager before clocking out. You do not need to use this function if you are not requiring any of your employees to get approval from the manager before clocking out. You can simply go to the miscellaneous definitions screen and enter a ‘N’ in the field “Allow Manager OK For Employee Clock Out”.

### **2.25 Require a Manager Password When Manually Opening The Cash Drawer**

On the POS screen there is a button “Open Cash Drawer”. When this button is press the cash drawer will open. This is a quick open function for making of change etc.. If you only want this drawer opened by a manager you can require a manager password when the button is pressed. To require a manager password select the “Miscellaneous Definitions” button from the manager screen. Then enter a ‘Y’ into the field “Require Manager Password To Manually Open Cash Drawer”. From this point on the drawer will only open when a customer is cashed out or when the “Open Cash Drawer” button is pressed and a manager password is entered.



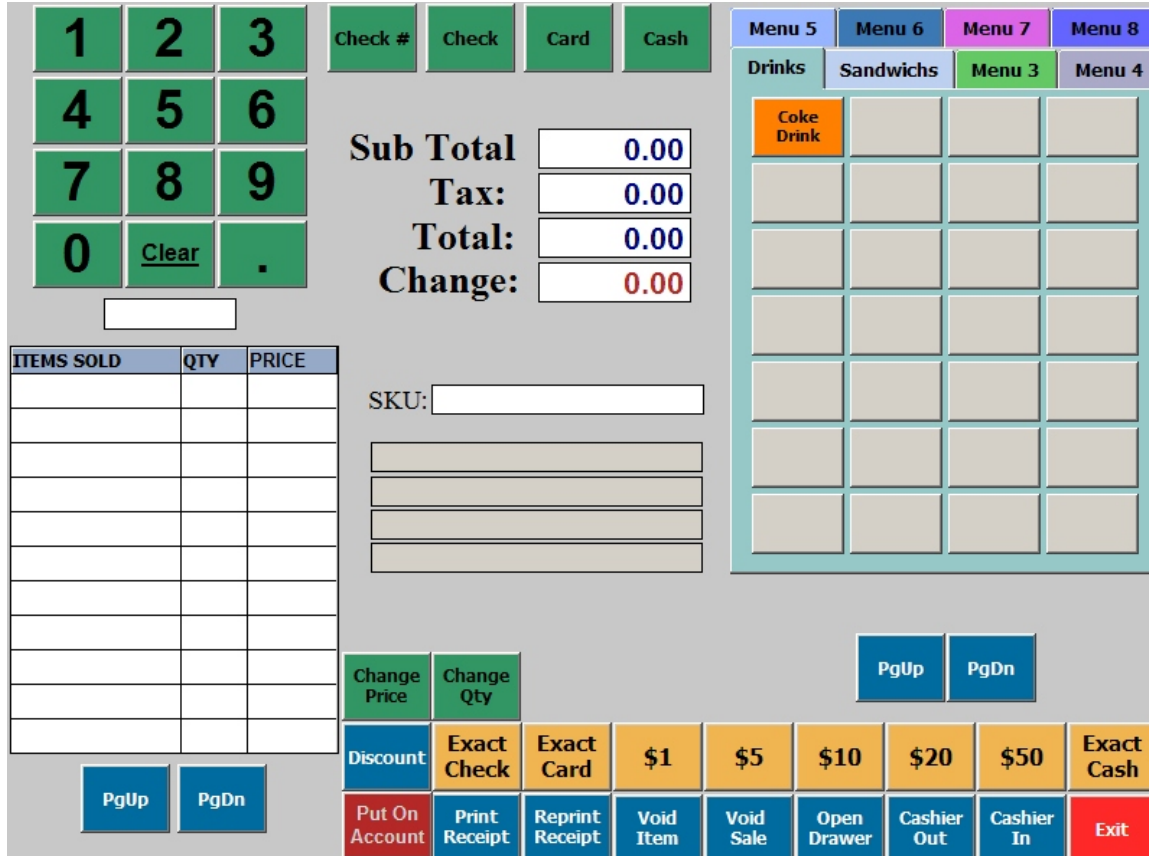
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**Touch POS Sales**

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### 3 Touch POS Sales



#### 3.1 Entering Touch POS Sales

To enter POS sales the cashier must first clock in. After clocking in the cashier can press the POS sales button to enter the Touch POS sales menu. The cashier will then press the cashier button and key in his/her cashier (employee) number. If the cashier makes a mistake on the selected item, the cashier must press the void item button and delete the item that is wrong and then add the correct item back. The cashier can print customer receipts at any time. If the manager password is active the cashier will need a password to discount or remove an item. When the cashier has finished with a sale the cashier can close the sale by accepting cash, credit card, or check. Authorization numbers for credit cards can be obtained by using a separate bank credit card machine. Integrated (direct connection to your bank through our software) credit card transaction processing is available, call for pricing.

#### 3.2 Void Item Button

Use this function to remove items from the current sale. Select the item that you want to remove and click the Remove Item button or select the Void Sale button to remove the entire order and all of its items. Use page up and page down buttons to display items that are not visible. Click the Ok button when you are done. If the manager password is enabled in the password definition system, you must enter that password to execute this function unless the password requirement has been turned off in miscellaneous definitions.

### **3.3 Print Receipt Button**

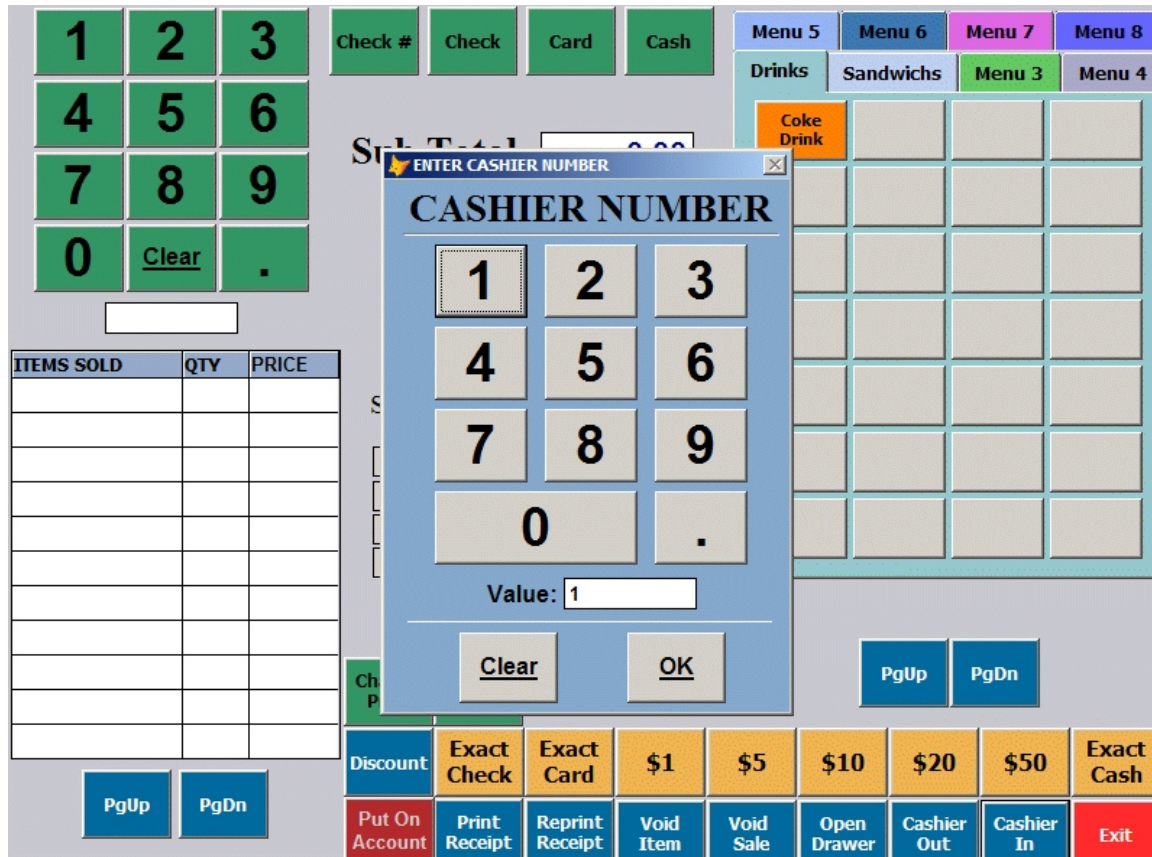
Use the print receipt function to print out a receipt for the current order. Receipts can be printed as often as needed. The receipt that is printed is for the current order.

### **3.4 Cashier Out Button**

The cashier uses the cashier out function to temporarily log out of the Touch POS systems. Logging out prevents other cashiers from processing orders using the wrong cashier number. You should always press the cashier out button when walking away from the terminal.

### **3.5 Cashier In Button**

The cashier uses this function to log into the Touch POS system. To log in use the key pad to enter your cashier #. This number is the same as your employee number. This number is assigned when an employee is add to the system through the employee definition option selected on the manager menu. All employee numbers should be assigned as numeric characters ie. 1,2,3,4 etc. not as 001,002,003. Nor, should the employees be defined with employee identifiers such as John, Sally etc.. In order for cashiers to log into and out of the Touch POS system they must have numbers like 1,2,3,4, etc.. so that they can enter numbers on the numeric key pad.



### **3.6 Cashier Clock In / Clock Out**

This is where the cashiers clock in and clock out each day. Before a cashier can enter an order he/she must be clocked in. To clock in a cashier must enter a valid cashier/employee number.

Before clocking out the cashier should print the sales report for his/her manager. In order to clock out the cashier must have the manager approve him/her for clock out. Once the cashier has been approved for clock out he/she can clock out by entering his/her cashier/employee number.

### **3.7 Manual Cash Drawer Open**

If the 'Auto Open Cash Drawer' function is enabled, the cash drawer will open when an order is closed and the receipt is printed. If you need the ability to open the cash drawer at any time by pressing the 'Open Drawer' button, you must enable the cash drawer manual open function. This is accomplished by selecting the 'Customer Sales' button on the main menu. Next select 'Cash Drawer'. Click on the 'Manual Open Cash Drawer' button and select 'Yes'. To enable the 'Auto Open Cash Drawer' function click on the 'Auto Open Cash Drawer' button and select 'Yes'.

### **3.8 Customize The Customer Receipt**

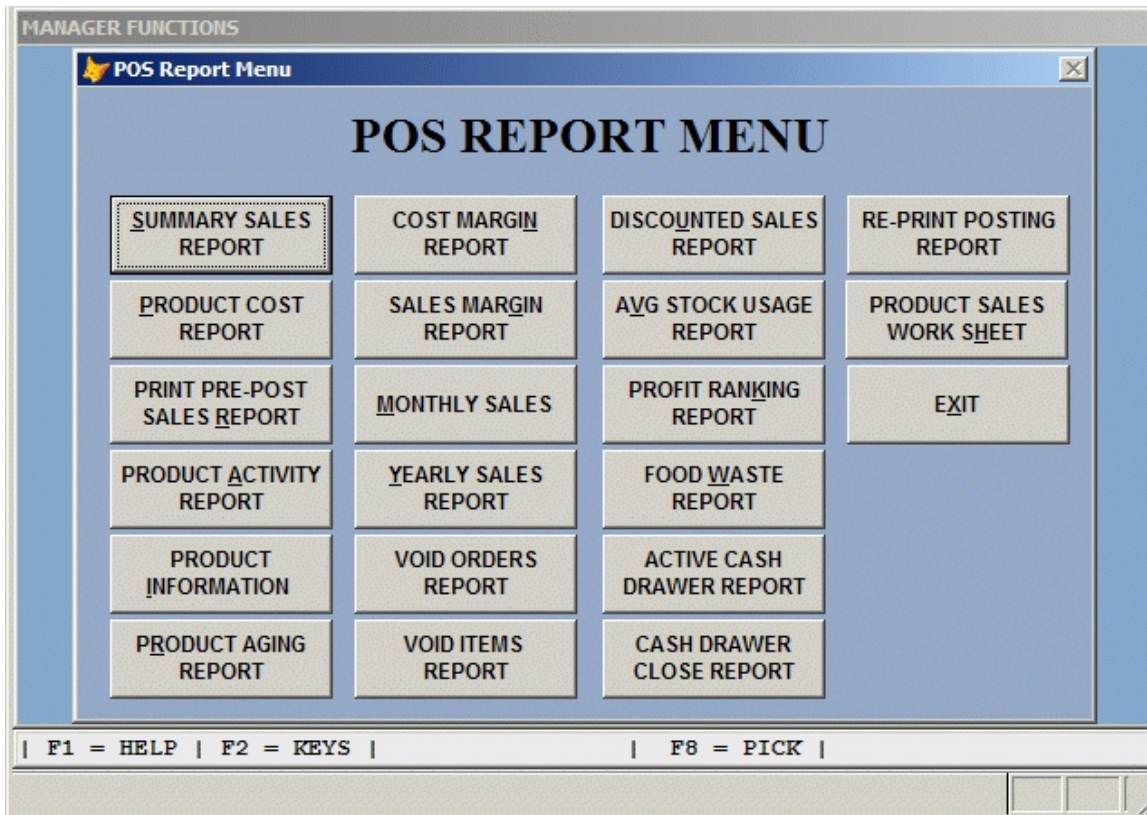
In miscellaneous definitions you can customize the receipt that is printed for your customer. You can change the Business name that prints at the top of the receipt. You can specify how much of the business address you want printed on the receipt. You also have several optional lines that you can use for your own special messages for your customers.

### **3.9 Receipt Reprint**

In the Touch POS screen you can reprint a closed receipt by selecting the appropriate order from a transaction selection screen. However, you can not reprint a receipt for a order after it has been posted using the manager post function.

### **3.10 On Account POS Sales**

There may be times when you want to allow a good customer to purchase items on account. To sell items on account you must first have the on account option of the software (Call Business Software Solutions for pricing). Then you need to define the customer in the customer definition screen. When you define the customer give them a numeric account number (characters 1-10) so that the account can be entered in the POS software using the numeric key pad. Next enable on account processing in miscellaneous definitions. When on account processing is enabled you will see the button "On Account". When you press the "On Account" button you will be asked for an account number. You will use the numeric key pad and enter the customers account number. The order will then be closed. The order will be placed on account when the orders are posted. The order will appear on statements that you can print for the customer and can be paid by going to the business system and selecting the Accounts Receivable system and entering the customers account number and payment.



**3.11 Summary Sales Report**

The summary sales report shows each order/transaction. For each transaction you will see the type of payment the sub-total tax and total. You will also see totals for all transactions at the bottom of the report.

**3.12 Product Cost Report**

The product cost report shows items by product type (ie. food, drink, pizza etc.). For each item you see the number sold the total sales for that item, the percent of total sales for the item, the costs and percent of costs for the item.

**3.13 Sales Pre-Posting Report**

The sales pre-posting report should be printed each day and kept for your records in case you have a printer problem when you print the actual posting report. The posting report shows each transaction with subtotal, tax and total and it shows time and date in. This report is printed and totaled by cashier so you can see what each cashier did. At the bottom of the report are report totals for number of orders, average order, and tickets per cashier

### **3.14 Sales Posting Report**

The sales posting report should be printed each day and kept for your records. The posting report shows each transaction with subtotal, tax and total and it shows date and time in. This report is printed and totaled by cashier so you can see what each cashier did. At the bottom of the report are report totals for number of orders, and average order. At the end of this report you will find the postings to the g/l for sales account, bank account, tax account, cog account, inventory account and a/r account.

### **3.15 Product Activity Report**

This report shows each month of the current year and the total quantities sold for each item for each month. Monthly totals for all items sold during a month are at the bottom of the report.

### **3.16 Product Information Report**

The product information report shows each item defined in the product file. For each item you see on hand quantity, order level, vendor, last stored, shelf life, cost price and product type.

### **3.17 Product Aging Report**

The product aging report shows all inventory that have been in inventory longer than XX days. You decide how many days. For those products that have been in inventory for more than XX days the report shows you how close those products are to the shelf life you have assigned to them. A negative life on the report indicates that the product is past its shelf life. The report also shows the date the item was stored in inventory. The software removes inventory based on first in first out. For this report to meaningful you as a manager will need to make sure you remove product from the shelf first in first out . You will need a system to do this (ie. put on the left remove from the right as you stock and remove shelf inventory).

### **3.18 Cost Margin Report**

The cost margin report shows you based on current assigned costs and prices what your margins are on each item you have defined in your product file.

### **3.19 Sales Margin Report**

The sales margin report shows sales margins for items you have sold during the date range you select.

### **3.20 Monthly Sales Report**

The monthly sales report shows sales for each day of the month. The report shows taxable sales, exempt sales, costs, profits, profit margin, sales tax, sales per order, payments received and payments outstanding.

### **3.21 Yearly Sales Report**

The yearly sales report shows sales for each month of the year. The report shows taxable sales, exempt sales, costs, profits, profit margin, sales tax, sales per order, payments received and payments outstanding.

### **3.22 Remove Closed Table Report**

The remove closed table report shows each item removed with price, date and time. The manager password is required to remove a closed table. These items were removed after the table was closed.

### **3.23 Remove Open Items Report**

The remove open items report shows each item removed with price, date and time. These items were removed while the order was open.

### **3.24 Discounted Items Report**

The discounted items report shows all orders that were discounted during the selected date range. The report shows transaction #, discount %, discount, total, date and time.

**3.25 Average Stock Usage Report**

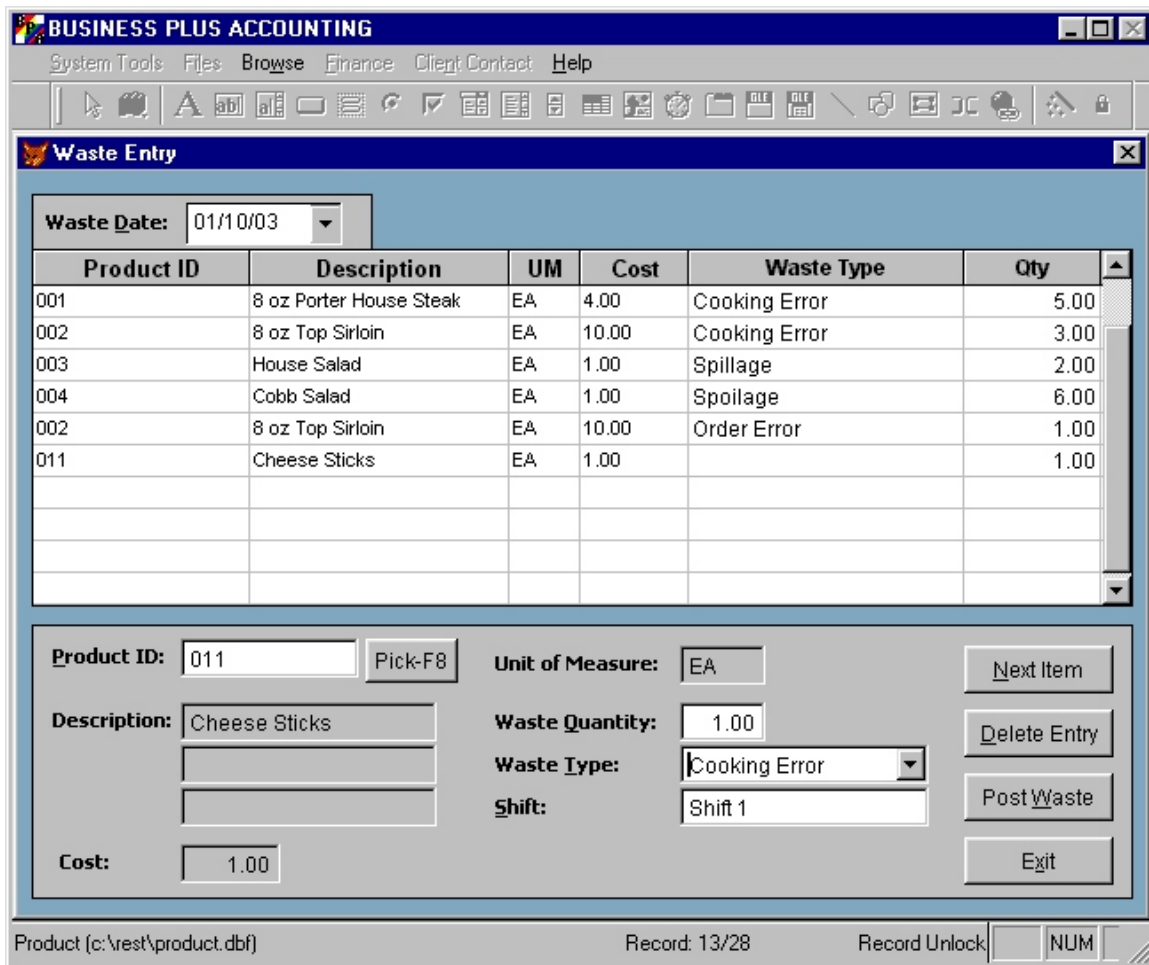
The average stock usage reports report shows average usage per day (calculated over the last 21 days). The report shows the quantity that will be used for XXX days (which you enter). The report shows how short you are in quantity for XXX days. The report also shows current on hand and days of stock that you currently have in inventory.

**3.26 Profit Ranking Report**

The profit ranking report product items for a date range ranked by the profit generated by the item. The highest profit items are at the top. The report shows item, quantity sold, sales totals, cost totals, profit, and profit percent.

**3.27 Food Waste Report**

The food waste report shows all items that have been entered into the food waste system. The report is printed by date range and each type of waste is printed on a separate sheet (ie. spillage, cooking error, etc.)



### **3.28 Recording Food Waste**

To record food waste enter the product ID / sku for the wasted item. Enter the quantity of waste. Select the waste type and key in the shift. The waste type and shift data remain on the screen as you enter each item that was wasted so that you only have to enter these fields once for each waste type. When you have finished entering each item for each type of waste you press “Post Waste” to record your waste and remove the wasted inventory. After posting waste you can run a waste report for any date range.

### **3.29 Assigning a Cash Drawer Number To a Cashier Station**

If you want to track the cash in the cash drawer you need to assign a number to the cash drawer. To assign a number to the cash drawer go to miscellaneous definitions from the manager menu. In the field “Assign Terminal Cash Drawer (01-20)” enter the number of this cash drawer. This number needs to be unique, meaning that no other cash drawer can have this number. From this point on all sales at this station will be assigned to the cash drawer number you entered. When you are ready to count your cash drawer select the button “Close Cash Drawer” found on the manager menu. On the screen that appears you will enter “Beginning Cash” which is the cash you started with in this cash drawer before any sales. You will then count the money in the drawer. You will count pennies, nickels, dimes, quarters, dollars, 5s, 10s, 20s, 50s and 100s. The software will then show you the total that should be in the drawer and any discrepancy. Then the software will allow you to print a cash drawer audit report showing sales totals, counts and discrepancies. The software will then ask you if you are ready to CLOSE and CLEAR the cash drawer. If you clear the cash drawer, you need to remove the extra cash leaving only the starting cash for the drawer. The drawer can be closed as often as needed.

### **3.30 Product Sales Work Sheet**

The product sales work sheet is a list of all products and is used to record quantities sold and totals paid for items, typically for a single day. For example, I sold 100 chicken sandwiches in my convenience store today for \$10.00 each for a total of \$1000.00 for chicken sandwiches. This work sheet is used by manual businesses (those not using a computerized point of sale system). At the end of each day sales totals can be recorded on the “Product Sales Work Sheet” and then entered into the system using the function “Manual Entry Of Daily Sales”. Using these functions manual businesses can track sales, control costs and print sales reports.

### **3.31 Support For Weight Scales**

There are two types of weight scales that are compatible with your POS system. The first is an integrated weight scale that will give you the weight of the current item. For example, you select cheese from one of your Touch POS Menus. You place the cheese on the weight scale and press the button “Read Weight Scale” from the POS screen. The weight will come into the quantity field for the cheese immediately. The second scale type prints a UPC bar code that is attached to the product. For example, you place a pound of cheese on the weight scale. You select a button on the front on the weight scale that represents “cheese”. The scale prints the label with the SKU number as part of the label and the weight as the other part of the label. When the package shows up at the POS system the clerk presses the “Read Weight Label” button and then scans the label. The POS system shows cheese and one pound. Note: The SKUs assigned to the weight scale label must be the same as the SKUs assigned to the POS system during product setup.

### **3.32 Miscellaneous Taxable and Non-taxable Items**

There are times when you need to sell miscellaneous items that are marked as taxable or non-taxable. To do this select the “Misc Taxable” or the “Misc Non-taxable” button from the Touch POS screen. When you press the button a numeric key pad will be displayed. From this key pad you can enter the price of the item.

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## 4 Getting Started

### 4.1 How To Define Employees

To define your employees select the “Define Employee” button on the Touch POS Manager Menu. You get to this screen by selecting the “Customer Orders” button from the opening screen and selecting the “Touch Screen Point Of Sale” button on the customer orders menu. Then select the Manager Functions button. Then select the “Define Employees” button for the Manager Menu. You will need to assign an employee number, last name, first name, sales person ID, and address information. If you are going to use this software to run payroll you will need to enter the social security number, exemptions, tax status and pay rates. When you assign employee numbers to employees make them numbers like 1,2,3,4,5 etc. so that they can be easily entered using the numeric pad on the touch screen. Also, make the salesperson ID the same as the employee number.

### 4.2 How To Define Products

Next define all the items (Products) that you will be selling either by scanning a SKU or by pressing on one of the menu item buttons. All products that you sell in your business or that you order from your vendors must be defined in your product file. This might seem like a lot of work but the products you define will be used to process vendor orders, inventory management, sales reporting, menu definitions etc.. The costs assigned to these items will aid you in obtaining accurate costs. The description you enter for each Product will appear on your customer receipts.

On hand inventory quantities can be entered at the time you define a product, but after that all inventory quantities must be entered into inventory management or into receiving when products are received from your vendor. The costs assigned to these inventory items must be accurate. These costs are used for product cost reports and to calculate cost of goods when the product is sold. If you adjust inventory for lost merchandise you should also adjust your general ledger accounts (inventory and cost of goods sold) by doing a journal entry. Postings to inventory and cost of goods automatically occur when you sell product in the Touch POS system (at the time you post sells). If you order product in the vendor orders system and receive the inventory using the Product Receiving module, your Cost Of Goods Sold will be accurate to the penny.

### 4.3 How To Define Recipes

If you are seriously committed to tracking inventory, you may need to use product recipes. Recipes allow you to define raw materials that need to be pulled from inventory when an item is sold. Typically, these would be items like hamburger, pickles, tomatoes etc.. First, these raw materials need to be defined as products. The unit of measure assigned to them needs to be small enough to allow practical assignments in the recipes and also needs to be a practical unit for ordering the item. For example, if milk was part of the recipe its unit of measure in its product definition should be some reasonable unit like gallon, so that you can specify .25 for 1/4 gallon in your recipe and still order milk from your vendor in gallons. The items defined for a recipe are automatically removed from inventory when you post your daily sales.

To define recipes select the “Customer Orders” button on the main menu. Then select the “Touch Screen Point Of Sale” button on the customer order menu. Then select the “Manager Functions” button. Then select the “Define Recipes” button. Select add to begin adding items to a recipe. After selecting add you will need to enter the product id and quantity of each item used in the recipe. Press F3 when you have finished adding items to the recipe.

### 4.4 How To Assign Your Own Menu Names

To assign your own menu names to menus select the “Customer Orders” button on the main menu. Then select the “Touch Screen Point Of Sale” button on the customer order menu. Then select the “Manager Functions” button. Then select the “Manager Functions” button. Then select the “Assign Menu Names” button. On the screen that is displayed you can assign your own names to the menu tabs. Enter your new name in the field called “Your Menu Name”. You can not

change these names when you have open orders or if you have not posted your closed orders.

#### **4.5 How To Assign Items To Your Menus**

Before assigning items to the various menus (ie. drinks, sandwiches, pizza etc.), you must define each item in the product definition screen. When your products have been defined you can assign each product to one or more menus.

To assign items to your menus select the “Customer Orders” button on the main menu. Then select the “Touch Screen Point Of Sale” button on the customer order menu. Then select the “Manager Functions” button. Then select the “Define Menu Items” button. The first field in the menu item screen is the ‘product code(sku)’ field. Here you enter the sku of the product you are adding to the menu. If you can not remember the sku you can press F8 and get a pick list of all defined products (items). After entering the sku you will be in the ‘Select Menu’ field. Again, you can press F8 and get a pick list of the valid menus. After entering the menu you will need to key in the text you want to appear on the button i.e. “Cheese Pizza” for the menu you have assigned the item to i.e. “Pizza”. You can enter two lines of text, in any language, for the button, each 10 characters long ie. ‘Cheese’ in the top line and ‘Pizza’ in the bottom line for a button that will be shown as ‘Cheese Pizza’.

Items appear on the menus in alphabetical order by default. If items on your menus need to appear in some other order, select the “Assign Menu Item Order” button. To correctly reassign the order of your items assign numbers like “001” or “010” not “1” or “10”. This will give you the correct alphabetical order.

#### **4.6 How To Process Sales And Clock a Cashier In And Out**

To enter a sale the employee must first clock in. To clock the cashier in select the “Customer Orders” button on the main menu. Then select the “Touch Screen Point Of Sale” button on the customer order menu. Then select the “Cashier Clock In Clock Out” button. Then select the “Employee Log In Button” and enter the employee number.

After clocking in, the employee can press the POS sales button to enter the Touch POS sales menu. The cashier can create a new order by simply scanning a product bar code or by pressing a button on one of the menus. The employee can select any of the menus and select items from those menus. If the employee realizes he/she has made a mistake after finishing with an item, the employee must press the void item button and delete the item that is wrong.

The employee can print customer receipts at any time. If the manager password is active the employee will need a password to discount an item. An order can be closed by accepting cash, credit card, or check. Authorization numbers for credit cards can be obtained by using a separate bank credit card machine or the integrated credit card processing provide by Business Software Solutions Inc. 1-801-294-3300 (call for pricing).

When the cashier finishes for the day he/she will print the Daily Sales report. After the manager has reviewed the cashier’s sales report, the manager will approve the cashier for clock out. Until approved for clock out the cashier will be unable to clock out unless the approval requirement has been turned off in miscellaneous definitions. To approve the employee for clock out select the “Customer Orders” button on the main menu. Then select the “Touch Screen Point Of Sale” button on the customer order menu. Then select the “Manager Functions” button. Then select the “Approve Cashier Clock Out” button. Enter the employee number to approve the employee for clock out.

To clock out the cashier needs to select the “Customer Orders” button on the main menu. Then select the “Touch Screen Point Of Sale” button on the customer order menu. Then select the “Cashier Clock In Clock Out” button. Then select the “Employee Log Out Button” and enter the employee number.

#### **4.7 How To Cash Out An Order**

When you have finished entering the items for your customer select the appropriate payment type. The quick cash out buttons on the POS screen can be used when the customer is paying with cash. They are very fast because the value of the

buttons change to match the total for the order. A typical scenario would be; a customer comes to the counter, a drink is select from the drink menu. The drink came to \$3.50. The customer offers a five dollar bill to pay for the drink. One of the quick cash buttons will say \$4.00, one will say \$5.00, one will say \$10.00, one will say \$20.00 and one will say \$50.00. Since the customer offered a five dollar bill you will press the \$5.00 button and the receipt will print. If the customer is paying by credit card you simply press the “exact credit card” button. If the customer is paying by check you press the “exact check” button. If the customer is not paying the exact amount you can enter the amount the customer is paying on the numeric keypad and then press the green “cash”, “check” or “credit card” buttons. If you are tracking check numbers for checks you can use the numeric keypad to enter the check number and then press the “check number” button.

With this software customer’s orders can be put on account. On the Touch POS screen, when you are cashing out an on account customer, enter the customer’s account number using the numeric key pad and then select the “On Account” button. The order will be closed out and placed on account when you post sales for the day. After posting sales for the day, to receive payments or print statements for these orders go to the business system side of the software and select the “Accounts Receivable” button. Refer to the business manual for detailed information on Accounts Receivable.

Credit cards can be processed using an external bank terminal or through this software. Bank terminals are typically leased from a local bank for a small monthly fee (approx. \$40.00/month). If you want to process credit cards through this software you need to purchase the on line bank processing software. Call Business Software Solution for pricing.

To process credit cards through this software, the first thing you need to do, is to enable on line credit card processing. To do this you need to go to the “Manager” menu and select the “Miscellaneous Definitions” button. Then put a ‘Y’ in the “Enable On Line Credit Card Processing” field. The system will attempt to process credit cards when the payment type is “Credit Card”. However, this is only possible when you have purchased the optional Credit Card Software.

#### **4.8 How To Assign Sales Tax Rates**

When customers are defined, they are given a sales tax table number. That table number corresponds to a sales tax rate. All customers given the same table number will have the same sales tax rate. Some customers are automatically created i.e. CASH and are assigned to sales tax table #1. However, you will need to assign the rate to sales tax table #1. To assign a rate to a tax table select the “Definitions” button on the main menu. Then select the “Sales Tax Table” button. On the screen that is displayed you can assign the tax rates to the table numbers. The numbers entered represent the percent of sales tax. For example, enter 6.125 for a 6.125% tax rate. Remember the table number associated with the tax rate. You will need it when you define new customers. To change a sales tax rate for a group of customers change the rate in the tax table. If you have customers that are “On Account” customers, you will need to create a customer record for them and assign them to a sales tax table (probably sales tax table #1).

#### **4.9 How To Assign Employee Passwords**

To prevent unauthorized personal for entering the accounting system or the manager screens you will want to go to the accounting definition screen and set up a password system.

To set up passwords select the “Definitions” button on the main menu. Then select the “Passwords For Modules” button. On the screen that is displayed you should select the “Activate Module Passwords” button. The modules you want password protected must be ‘Enabled’ in the ‘Activate Module Password’ screen. Enter “ENABLED” for each module you want protected. Leave the enabled field blank to allow entry to the module without a password. The modules you can enable are POS Manager Functions, Accounts Receivable, Accounts Payable, General Ledger, Customer Orders, Vendor Orders, Product Receiving, Employee Records, Inventory Management, Definitions, Reports, System Tools, and Browse Databases.

Next, go back into the define passwords system and select the “Assign Modules To Users” button. Key in the employee id number and enter a ‘Y’ next to each module that you want the employee to be able to enter. If the module is enabled

for passwords, the user will be required to enter his/her password to get into the module.

Whenever, a user enters his/her password to enter a module the date and time the module was entered and the employee number are logged to a log in file. This file can be viewed and will show each log in for each module. To view the login file select the “View Employee Log Ins” button from the password definition menu.

Last, Employees create their own passwords by selecting ‘Assign Passwords’ on the System Tools drop down Menu. To get to the system tools drop down menu select the “Business System” button on the main menu. Then select the System Tools option at the top of the screen. Then select the “Assign Passwords” option. Enter your employee number and then enter your password.

#### **4.10 How To Assign Prices At the Time An Item Is Ordered On The POS Screen**

To allow an item to be assigned a custom price at the time the item is ordered on the POS screen, go to the “Manager Functions” menu. Then select the “Define Menu Items” button. When you are adding a menu item or modifying a menu item you can place a ‘Y’ into the “Allow Custom Price” field. This causes a screen to pop up when this item is sold at the POS screen. On this screen you can key in the custom price. As an example, you might use this function if you were selling fruit and charging different prices based on the weight of the fruit.

#### **4.11 How To Assigning a Cash Drawer Number To a Cashier Station And Close a Cash Drawer**

To Assign a Cash Drawer Number To a Cashier Station, go to the “Manager Functions” menu. Then select the “Miscellaneous Definitions” button. In the field “Assign Terminal Cash Drawer (01-20)” enter the number of this cash drawer. This number needs to be unique, meaning that no other cash drawer can have this number. From this point on all sales at this station will be assigned to the cash drawer number you entered. When you are ready to count your cash drawer select the button “Close Cash Drawer” found on the manager menu. On the screen that appears you will enter “Beginning Cash” which is the cash you started with in this cash drawer before any sales. You will then count the money in the drawer. You will count pennies, nickels, dimes, quarters, dollars, 5s, 10s, 20s, 50s and 100s. The software will then show you the total that should be in the drawer and any discrepancy. Then the software will allow you to print a cash drawer audit report showing sales totals, counts and discrepancies. The software will then ask you if you are ready to CLOSE and CLEAR the cash drawer. If you clear the cash drawer, you need to remove the extra cash leaving only the starting cash for the drawer. The drawer can be closed as often as needed.

#### **4.12 How Do I Run Manually With Hand Written Tickets**

Some businesses do not want to use a point of sale computer screen to enter in their orders, print receipts etc.. These businesses usually hand write their tickets and then use a business/inventory system to record their purchases, manage inventory and record sales. Our business software allows you to manage your business in this manual mode although most businesses run in a more automated fashion. One advantage you have with our business software is that you can run in the manual mode for as long as you wish and at any time switch to computer entry of sales using touch screen monitors without changing software packages or re-defining your items.

To control your business and manage your product costs effectively, you will eventually need to order products from your vendors using the “Vendor Order Functions” of the software. Those products will need to be received into inventory using the “Product Receiving Functions”. You will need to process your sales through the “Manual Entry Of Daily Sales” function. Using these functions will give you a perpetual record of your inventory and costs based on what was sold. However in the real world, this perpetual inventory will not be completely accurate nor will the costs be exactly right. To get a true picture of your inventory and your product costs you will need to do a monthly periodic inventory. The perpetual inventory can then be compared to the periodic inventory showing discrepancies for each item. Then you can begin to address the problems in your business that caused these two inventory methods to vary. For example, food waste, inaccurate recipes, product aging, improper order taking, theft etc..

To use the “Manual Entry Of Daily Sales Function” you will need to collect the sales data you will be entering into the system. You will need the quantity sold for each item and the total paid for the items you are entering. The data you are collecting is usually for one day. However, it can be for any time period you desire including multiple times in a day. To collect your data print a “Product Sales Work Sheet”. Use this as a worksheet to collect your data. Then to enter your data select the “Manual Entry Of Daily Sales” button on the Manager Menu. You will then enter the date for the sales, and the sales tax collected for the sales you are entering.

At this point you will be presented with a screen of your defined product items similar to your worksheet. Transfer your sales data to the screen entering the quantity sold for each item. When you enter the quantity sold the system will calculate the total paid for each item using the defined default price. If the total paid is correct simply go to the next item and enter it’s quantity. If the total paid is not right change it to the correct total.

When you have entered all your data press F3 to continue. Next the system will ask you if you are ready to post your sales. When you post these sales the data you have entered will be posted to your general ledger (Sales, Cost of Goods, Sales Tax, Bank Account, and Inventory) and physical inventory will be adjusted for the sales. The data will also be posted to your sales data files so that sales reports (daily, monthly, yearly etc.) can be printed.

For businesses who are writing hand tickets for customer orders, it is important to use this function to record sales and process inventory. This is the only way that the system can get the data it needs to compare what you have sold with what you have purchased to help you control your recipes, waste and shrinkage. In other words, what you sell and what you purchase should match but they will typically not. You will need help in determining how accurate your recipes are and how much product is being lost. You will also need to complete your periodic monthly inventories to help the system give you this information.

#### **4.13 How To Manage Inventory And Reduce Waste**

This business system allows you to define products, order products from your vendors, receive product into inventory and sell product to your customers, which removes product from inventory. This cycle is referred to a “Perpetual Inventory”. An inventory report printed at the end of the month using only the Perpetual Method will be accurate if no product was lost, and all recipes are accurate.

However, this is seldom the case, so typically, at the end of a month a business will count all it’s inventory. During the next month the business will receive product from its vendors. Then at the end of the month the business will count all it’s inventory again. This is referred to as a “Periodic inventory”. If you add the products purchased to the first inventory and subtract the last inventory you get exactly what was used in your business. If you then compare these numbers to your Perpetual Inventory you will know how well you are doing at running the business, at least as far as inventory and product costs go. There are several things that will cause your numbers to be off. Food waste should be examined. Recipes need to be checked for accuracy. Employees may be removing product. To check your perpetual inventory against your periodic inventory you must order all your product through your vendors and receive it into inventory. If you run to the store for a loaf of bread you must create a vendor order and receive that item into inventory or it will not be part of your perpetual inventory. Once you are creating vendor orders and receiving all of your orders into inventory you can check the accuracy of your inventory by doing the following.

First, select “Print Inventory Cycle Count Report” from the POS inventory menu. Use this report for counting inventory. This count is a periodic cycle count and will be used to adjust inventory. The report has a column for quantity counted and a column for the difference between what the software thinks is in inventory and what you counted. This column represents the adjustment to inventory that will need to be made to make inventory accurate.

Second, select “Enter Cycle Count Adjustments” from the POS inventory menu. Use this function to enter the adjustments to inventory that you entered on your cycle count report. After you have entered these adjustments you will need to post

them to actually apply them to physical inventory and to the General Ledger Inventory account.

Next, select "Print Inventory Discrepancy Report" from the POS inventory menu. Use this function to print a report showing the inventory discrepancies that you have entered into the system from your inventory cycle count report. After you have reviewed these adjustments you will need to post them to actually apply them to physical inventory and to the General Ledger Inventory account..

Then, select "Post Inventory Cycle Count Changes" from the POS inventory menu. Use this function to post the changes you have entered to physical inventory and to the General Ledger Inventory and Cost Of Goods accounts. If you have lost inventory your G/L inventory account will be reduced and your Cost Of Goods account will be increased.

Last, select "Print Perpetual Vs Periodic Inventory Discrepancies Report" from the POS inventory menu. Use this function to compare your Periodic counts to your Perpetual inventory. This report will help you identify inventory problems you have in your business. The report shows the 1st count, and the 2<sup>nd</sup> Count and what was purchased between the two counts. It shows what was Sold between the two counts. It shows what was wasted between the two counts. It shows what the computer says should have been on hand and it shows the difference/variance. The difference represents the difference between what the computer thought was on hand and what the physical count shows was on hand. Use this information to improve your product cost controls.

#### **4.14 How Do I Order Product From My Vendors**

All vendors that you order from must be defined before you can order product from them. To define your vendors select "Business System" on the main menu. Then select the "Definitions" button. Then select "Define Vendors" and enter data for each of your vendors.

Next, all product ordered from a vendor must first be defined to the business system. This is accomplished by selecting the "Product Definition" button on the "POS Manager Screen" or on the Business Systems definition screen. After you have defined your products and vendors you can order products by selecting the "Business System" button on the main screen. Then select "Vendor Orders" and select the add option. Then enter the vendor number for your vendor or use the F8 pick list to pick the correct vendor. Then enter the products you want to order from the vendor. If you change the price field in vendor order it updates the price field in the product record automatically. If you change the cost field it only affects this vendor order and does not change the cost field in the product data base. When the product arrives from the vendor the cost you enter here will be stored in the inventory record and will become cost of goods sold when the product is sold. Once you have created a vendor order and printed it, you can refer to it while making a telephone order or you can fax a copy of it to your vendor.

If you select the "AUTO REORDER" option (for all vendors or for a single vendor) the system will look at each product. If the product has a reorder vendor assigned to it (reorder vendors can be assigned to each product when the product is defined) and if the quantity on hand is less than the reorder level, the system will order enough of the product to bring the on hand quantity up to the maximum level you defined when you defined the product. The system will print vendor orders for all the products that were automatically ordered.

#### **4.15 How Do I Receive Product Into Inventory**

It is important that you receive all inventory into your system using the "Product Receiving" module. This is important so that you can have accurate inventory counts and accurate inventory costs. This will allow you to print reports later that show you how accurate your food recipes are and how much food waste and loss you have.

Before you can receive product in product receiving, you must create a vendor order on your computer and then when the product arrives you can receive the product through the "Product Receiving" module. The receiving process involves telling the system what you received and where you stored it. If you are not using storage locations you may leave that field blank. Receiving product also allows you to find aging inventory using the product aging report since received product has a receiving date assigned to it. If the locations and quantities displayed for an order are correct all you need

to do is press F3 to store received product in inventory.

If you change the price field in receiving it updates the price field in the product record automatically. If you change the cost field it only affects the cost associated with this order and does not change the cost field in the product data base. However, the cost you enter here will be stored in the inventory record and will become cost of goods sold when the product is sold.

If you received a partial shipment it is difficult to know when or if the rest of the shipment will be coming. It may come with a future shipment. For this reason, when a partial shipment is received and posted the vendor order is closed even if you marked some product as being back ordered. To receive product that has been put on back order use the back order pick list on the receiving screen. Otherwise, to receive the additional product a new order can be created at the vendor order screen or you may enter the received product at the bottom of the receiving screen of another valid order from the same vendor. Product which was not ordered but was received can also be entered in this manner. You do not have to create an additional vendor order for it. However, if you put product on the bottom of a receipt for the wrong vendor your printed receiving report will show that the product came from the wrong vendor.

To receive a product that was previously Back Ordered, press F4 in the order number field. A list of the back ordered items will appear for you to pick from. You may receive all the items now or leave some on back order.

#### **4.16 How do I Allow Employees To Clock Out Without Manager Approval**

If you have employees that do not need to check with the manager before clocking out, this function will allow you to do that. To enable this function select “Business System” on the main menu. Then select the “Manager Functions” button. Then Select the “Define Employees” button. In the employee definition screen you can enter a ‘Y’ in the field “Allow Non-approved Clock Outs” and that employee will not have to get approval from the manager before clocking out. You do not need to use this function if you are not requiring any of your employees to get approval from the manager before clocking out. You can simply go to the miscellaneous definitions screen and enter a ‘N’ in the field “Allow Manager OK For Employee Clock Out”.

#### **4.17 How Do I Print More Than One Line Of Description On My Receipts**

When you define your products you can enter up to three lines of description for each product. By default only the first line is printed on the receipt. To cause line 2 to print on the receipt you select the “Miscellaneous Definitions” button and enter a ‘Y’ into the field “Print 2<sup>nd</sup> Line Of Description On The Receipt”. Line 3 is added in the same manner.

#### **4.18 How Do I Print a Cashier Daily/Weekly Hours Report Each Time The Cashier Clocks Out**

To print a report on your receipt printer that contains the daily and weekly hours that an employee has worked, go to the manager menu and select the button “Miscellaneous Definitions”. Place a ‘Y’ in the field “Print Cashier Time Clock Totals On Receipt Printer At Clock Out”. Each time an employee clocks out this report will be printed to the default printer on that work station. You need to make sure that the default printer is a receipt printer because the report has been designed for a receipt printer. The report will show totals for each day of the week and a total for the week.

#### **4.19 Can I Require a Manager Password Before a Cashier Manually Opens The Cash Drawer**

To require a manager password before a cashier opens a cash drawer, go to the manager menu and select the button “Miscellaneous Definitions”. Place a ‘Y’ in the field “Require Manager Password To Manually Open Cash Drawer”. Each time a cashier attempts to open the cash drawer by pressing the “Open Cash Drawer” button on the POS screen a manager password will have to be entered before the drawer can be opened.

#### **4.20 How Do I Change The Color Of My Menu Buttons To Group Items By Color**

There are eight different menus in your Touch POS system. The default color for all the buttons on these menus is gray.

It is sometimes helpful to color certain items on your menus with different colors. This makes it easier for your cashiers to select the correct items. To select the color for your buttons go to the Managers Menu. Select the “Define Menu Items” button. Then select “Assign Menu Item Order”. In the assign menu item order screen you can set the order that your items appear on the screen. You can also select a color for each button.

#### **4.21 How Do I export my sales and deposits to QuickBooks?**

This software contains a complete business accounting system, but if you need to export sales and deposit data to QuickBooks you can do so. To export data to QuickBooks, the first thing we have to do is to create new accounts in QuickBooks for the data you will be importing. The accounts you will need to create are: a/r, sales, sales tax, sales returns, bank account, cost of goods, and inventory. The reason you need new accounts is to allow you to keep postings from your restaurant system separate from other postings. This will make it easier for you to resolve problems you may have in your QuickBooks accounting system.

After creating your new accounts, you need to export your chart of accounts from QuickBooks. This chart will be used by the POS software to aid in assigning the accounts used when importing into QuickBooks. To export the chart of accounts from QuickBooks select files, then utilities, then export, then chart of accounts. Place the exported file “chart.iif” into the c:\bpa directory on your server computer.

Next, go to the manager menu in the Touch POS software and select the “Export Sales To QuickBooks” Function. Then select the button, “Setup QuickBooks Export”. Then click on the “Import QuickBooks Chart Of Accounts” button. The Chart Of Accounts you created in QuickBooks will be read into a special data file.

Next, enter the path for your export file. This tells the software where to place the export file that will be imported into QuickBooks. Then, enter the path for saving a history of prior exports. Then enter ‘Y’ for sales and deposits.

Next, go to the “QuickBooks Account Assignment” tab. This is where you will assign the new accounts you created in QuickBooks for the export and import function. You can use the F8 key to pick from a list of valid QuickBooks accounts.

Now, you are ready to export sales and deposits to QuickBooks. We recommend you do these exports either daily, or weekly. To execute the export go to the manager menu in the Touch POS software and select the “Export Sales To QuickBooks” Function. Then select the button, “Export Sales To QuickBooks”. You can now go back to QuickBooks and import the data.

#### **4.22 Can I Sell Gasoline And Have The Software Calculate The Gallons Sold?**

To calculate the gallons sold for a product i.e. gasoline that sells by the gallon, you have to mark the “Auto Calculate The Quantity” option with a ‘Y’ when defining menu items. This means that the gasoline must be a button on one of your menus. When you select that button, you will key in the total for the item i.e. gasoline and the software will calculate the gallons sold by dividing the total by the price per gallon. The price per gallon is the price you have assigned to the product when you created the product.

#### **4.23 Can I Sell Items And Have The Software Calculate The Pounds Sold?**

To calculate the pounds sold for a product that sells by the pound, you have to mark the “Auto Calculate The Quantity” option with a ‘Y’ when defining menu items. This means that the candy or other product must be a button on one of your menus. When you select that button, you will key in the total for the item i.e. candy and the software will calculate the pounds sold by dividing the total by the price per pound. The price per pound is the price you have assigned to the product when you created the product.

#### **4.24 Is There a Print / No Print Receipt Option?**

Sometimes it is desirable to only print receipts when the customer requests one. To set up your system to only print a

receipt when one is requested, go the Miscellaneous Definitions screen. On the option “Print Touch Receipt When Cashing Out” enter an ‘N’. With this setting, receipts will not be automatically printed. To print a receipt you will need to press the “Print Receipt” button on the POS screen.

#### **4.25 What Happens When My Cash Drawer Count Is Off?**

The overage or underage is printed on your cash drawer close report and is posted to the general ledger cash drawer underage/overage account when you post your sales at the end of the day. It also prints on the sales posting report.

#### **4.26 Can I Do a Payout From My Cash Drawer?**

Yes, to do a cash drawer payout press the Misc button on the POS screen. Then select the “Petty Cash Payout” button and enter the amount of the payout and the purpose for the payout. The totals for pay outs are printed on the cash drawer close report and on the sales posting report. The pay outs also post to a petty cash drawer pay out general ledger account. Typically, at the end of each month the receipts for these payout items are used to make journal entries in the correct general ledger account. These entries are made to move totals from the “Petty Cash Payout” account to other accounts i.e. office supplies, cost of goods sold, shipping etc.. When you have finished with these journal entries, the “Petty Cash Payout” account should be 0.00.

#### **4.27 Can I Do Cash Drawer Drops?**

You can use the cash drawer payout function discussed above to drop money out of the cash drawer and place it in a more secure place. However, you will have to keep records of your drops and make the journal entries to move the money out of the “Petty Cash Payout” general ledger account and back into the bank account.

#### **4.28 Can I Split Payments In The Touch Screen?**

Yes, you can split a payment between cash, check or credit card.

#### **4.29 Can I Use a Pick List To Find SKUs In The Touch POS Screen?**

Yes, you can press F8 while in the SKU field and you will get a pick list. Once in the pick list you can press keys and the software will automatically take you to the product you are starting to key in.

#### **4.30 Can I Track Special Dates For Customers i.e. Birth Dates?**

Yes, you can enter one special date for each customer. This data is entered into the customer definition screen. The date can be any date you want to track, i.e. birth date, anniversary etc.. To print a report showing these dates you will need to go to the business software, select the report option and then select the custom report button. You can create a custom report for customers and include this date on the custom report and sort the report by this date.

#### **4.31 Can I Create Credit Memos For Returned Items?**

When an item is returned by a customer you can create a credit memo for that customer and then use the credit later to pay for other purchased items. When an item is returned you will be asked if you want to create a credit memo. If you say yes a credit memo will be created for the customer. Totals for credit memos issued will appear on the cash drawer close report and on the posting report.

#### **4.32 Can Cashiers Log Into The POS Screen With “Employee Cards” Instead of Using Employee Numbers?**

Employee Cards can be purchased from Business Software Solutions. These cards will allow cashiers to slide their cards when logging into the Touch POS screen or clocking into the time clock. These cards are encrypted for security. After purchasing the cards you can assign a card to an employee by going to the Manager Functions Menu and selecting the option “Assign Employee Card Numbers”. After entering the employee number, slid the card. The number on the card will be assigned to the employee. However, before you can use the cards you have to enable the employee card function. This is done by going to the miscellaneous definitions screen and entering a ‘C’ on the option “Log employees in using S=Employee Numbers or C=Employee Cards.

#### **4.33 How Do I Sell, Redeem, And Check Gift Cards?**

The software supports the purchase and redemption of gift cards. The gift cards are printed and encoded by our company in a format that is compatible to our software. If you want your logo on your gift cards you will need to send us a gif file of your logo. There is a small setup charge and then a per card price. Call Business Software Solutions for current pricing.

When a gift card is sold, the card number is encrypted and saved in a data file. The card must be redeemed at the location where it was created unless you purchase the necessary software for multiple store processing. To sell a gift card to a customer you must first create a menu item button for the gift card, if one does not already exist (see how to create menu items in this section). The product for the gift card has already been created by the software and should be in your product file. The product ID is "GIFTCARD". When a cashier selects the gift card button on one of the menus, a gift card screen will pop up. While on that screen you will scan the gift card and then press the gift card number button. You will then enter the amount for the gift card and press the gift card amount button. Then press save and the gift card will become a line item on the current ticket. The actual gift card data will be saved when the order is paid for.

If the customer is paying for an order using a gift card, the cashier will use the 'Pay By Gift Card' button to cash the customer out. On the screen that pops up you will scan the gift card and press the Gift Card Number' button. The software will show the total remaining on the gift card and the past purchases by the card. Press the "OK" button and the software will assign the correct amount to pay for the order. If you are paying part with the gift card and part in cash you can simply press the "Cash" button after entering the gift card amount. The software will then update the history for the gift card and the amount remaining on the gift card.

To check the amount remaining on a gift card press the "Check Gift Card". Scan the gift card. The screen will display the amount remaining on the gift card and purchase history for the gift card.

#### **4.34 Can I Do a Payout From My Cash Drawer?**

Yes, to do a cash drawer payout press the "Petty Cash Payout" button on the POS screen. Then enter the amount of the payout and the purpose for the payout. The totals for pay outs are printed on the cash drawer close report and on the sales posting report. The payout also posts to a petty cash drawer payout general ledger account. Typically, at the end of each month the receipts for these payout items are used to make journal entries in the correct general ledger accounts. These entries are made to move totals from the "Petty Cash Payout" account to other accounts i.e. office supplies, cost of goods sold, shipping etc.. When you have finished with these journal entries, the "Petty Cash Payout" account should be 0.00.

