MiniPOS™

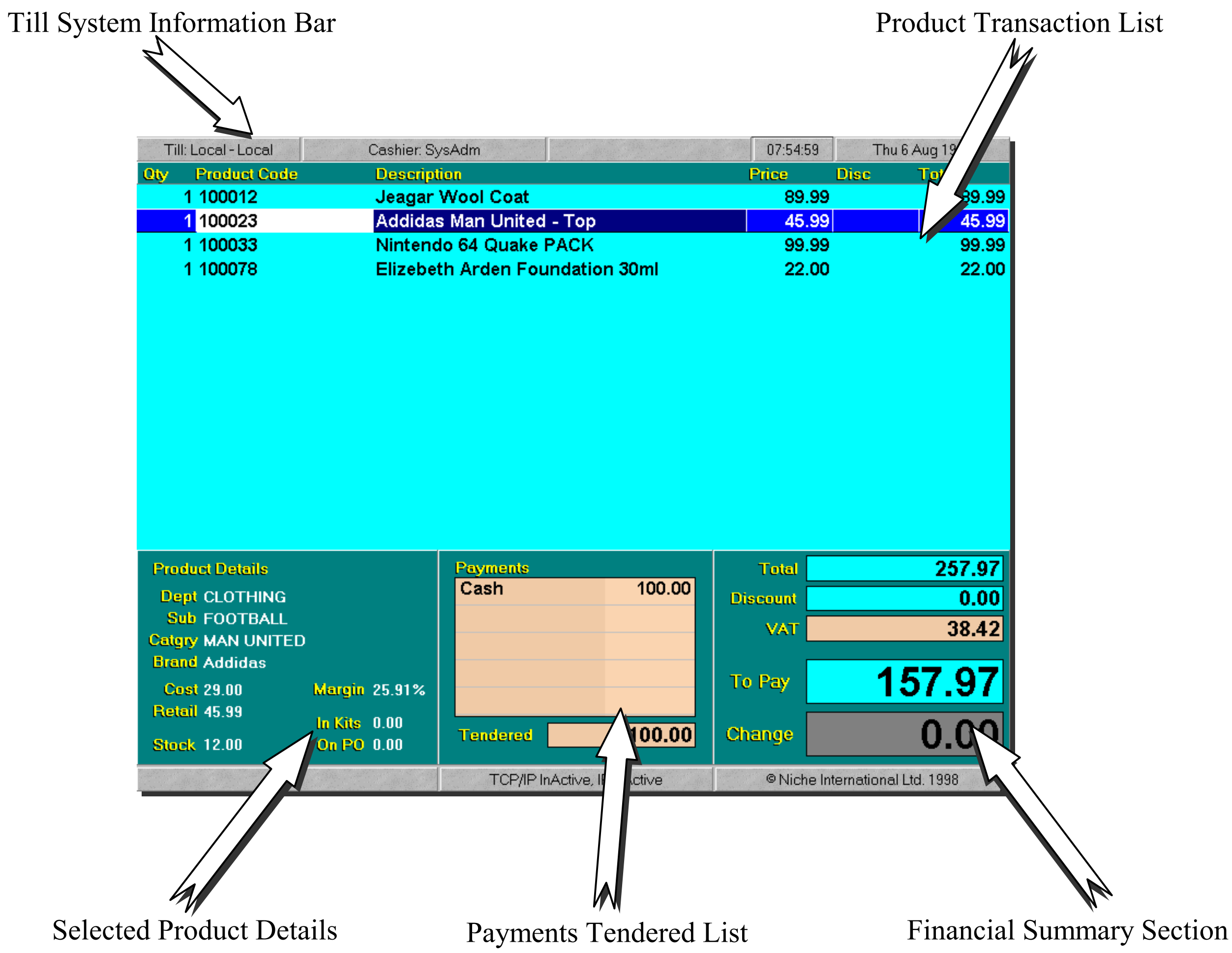
TILL
USER GUIDE

Till Version 1.3.2.x

Niche International Limited

Specialist Software Development

TILL DISPLAY LAYOUT



Till System Information Bar:

This line displays the Till connection, the current Cashier, time and date information.

Product Transaction List:

This area lists each product that has been entered for sale, showing Quantity, Code, Description, Price, Discount and Total for each entry in the list. The Code field is used to type in a product code or scan a product's bar code. The Quantity, Price, Discount and Total fields can be changed either before an item is entered, or after, as an amendment.

Selected Product Details:

This area lists additional information for any selected product in the Transaction List. Using the cursor keys to highlight an item in the list and then selecting the *Details Function*, will display details about the selected product including, Retail Price, Cost Price, Margin% and Quantity In Stock.

Payments Tendered

All payments tendered so far for this sale are listed in this section. Payments may be added to or deleted at any time. Once the sale has been paid in full the Total function can be selected to conclude the sale and print a receipt.

Financial Summary Section

As products are added to the Transaction List, deleted or amended the Financial Summary Section will total the inputs automatically and display the amount To Pay. When the payments tendered equals or exceeds the To Pay amount, the Change will be calculated and the sale can be concluded.

TILL 'F KEY' FUNCTIONS DISPLAY

Introduction

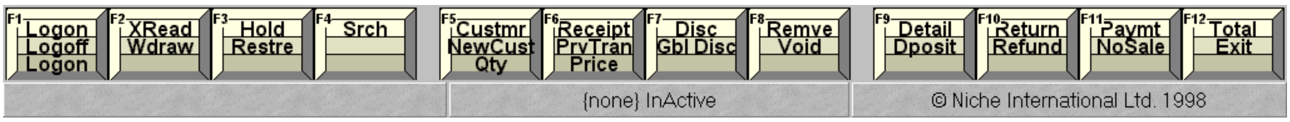
By default MiniPOS Till is installed as a modular PC till system using a standard QWERTY keyboard. Configured in this way, the Till functionality is accessed via the Function keys F1 to F12. By use of the SHIFT and CTRL keys in conjunction with the Function keys, there are a possible 36 separate till functions that can be programmed into the Function keys. There is a default F1 to F12 layout provided for you and the Till function assignments can be viewed and changed via the Keyboard Set Up form in the Back Office software.

Where a programmable EPOS keyboard id being used, each till function will be assigned to an individual key, the layout of which can be designed to suit your particular business. In this case, Function keys are not used and the on-screen *F Key Assignment* display, see below, can be removed from view.

F1 – F12 Function Assignments

The Till display can show the F1 to F12 function assignments by enabling the *F Key Assignment Display.* To enable / disable this display please refer to the **Till System Menu** section further on in this manual.

Once enabled the *F Key Assignment Display* will display automatically as follows:



The Function key used to access the specific till functions can be seen in the top left corner of each key in the display, F1 to F12.

The top till function on each of the F keys can be accessed by simply pressing the relevant F key. For example, if you wish to perform a product *Search,* simply press the F4 key.

The middle till function on each F key is accessed by first pressing and holding down the **Shift Key** and while doing so, select the required F key. For example, if you wish to list *Previous Transactions (Prv Tran),* press and hold down the **Shift Key** and then press the **F6 Key.**

The bottom till function on each F key is accessed by first pressing and holding down the **Ctrl Key** and while doing so, select the required F key. For example, if you wish to move to the *Price Field* in a transaction line, press and hold down the **Ctrl Key** and then press the **F6 Key.**

ENTERING PRODUCTS FOR SALE

After starting the Till, the cursor will be in the *Code field*. The *Code field* displays a white background indicating that this is the active field in the *Transaction List.* There are two ways to enter a product code in this field, either type in a product's stock code as previously created in the MiniPOS Stock Control Module or using a scanner, scan in the product's bar code. Before you can use the till however you will need to *Log On* as a till operator. See **Logging On / Off** further on in this manual.

Typing In A Code

The MiniPOS Stock Control Module can create products and automatically assign a six figure product code number that increases for each new product created. These product code numbers are called Price Look Up codes or PLU's. You could price up your products using a price which has the PLU number printed on it, this uniquely identifies each product. Then, when a product is presented for sale, the cashier simply types in the PLU number from the price ticket and the product details will instantly display in the *Transaction List.*

This method is especially useful if you have either products that do not have any manufacturer bar codes printed on them or you are selling small items that are unable to carry a bar code label.

If you have opted to create products using your own stock codes, then typing in these codes will display the item in the same way as a PLU input.

If the PLU or stock code that you type in does not exist at the till, a pop-up will display the message; '**Product Not Found**' and after a short pause this pop-up will disappear. The code entered is now highlighted and will be automatically removed as you type a new code in.

Bar Code Scanning

If your Till system is fitted with a bar code scanner you can scan the manufacturers bar code directly from a product or, in the case of some retailers, from a book of bar codes held at the Till. If the bar code scanned has previously been assigned to a product in the MiniPOS Stock Control module and sent to the Till, the product's details will display in the *Transaction List.*

If a bar code is scanned and it does not exist at the till, a pop-up will display the message; '**Product Not Found**' and after a short pause this pop-up will disappear. The code entered is now highlighted and will be automatically removed as you scan in another bar code.

Searching For Products

The Till can display a list of products for you to choose from using the ***Search*** function. You can enter text to limit the search to products that contain the text somewhere in their description. You can use the ***Search*** function to list products by Department, Sub-Department, Brand or Category as defined in the MiniPOS Stock Control module.

This function is explained in detail further on in this manual.

QUANTITY

As individual products are entered at the Till, the system checks to see if a product being entered has already been input during this current sale session. If it finds a product already in the *Transaction List,* the system automatically adds the new item to the one on the screen by increasing the figure in the *Quantity Field.* The only exception to this is when an item is on a promotion. The Till may list additional entries of a product on another line if the price is effected by the promotion.

Setting the quantity of a particular product for sale at the till can be handled in two ways. Using the cursor keys you can move to the *Quantity Field* and type in the required quantity, then enter the stock code for a product, or you can press the ***Quantity Key*** which will move the cursor directly to the *Quantity Field* for you.

To change the quantity of a product already in the *Transaction List,* you simply use the cursor keys to move to the *Quantity Field* for that product and enter a new figure or using the ***Up Arrow Key,*** highlight the line in the *Transaction List* that you wish to change the quantity for and press the ***Quantity Key.***

PRICE

To change the price of a product in the *Transaction List*, move to the *Price Field* for any product in the *Transaction List* using the ***Cursor Keys*** and enter a new price or, highlight the required line in the *Transaction List* using the ***UP Arrow Key*** and then press the ***Price Key*** to move automatically to the *Price Field.*

NOTE: *You can change the price of a product ONLY if you are authorised to do so via the MiniPOS Security System or the product you wish to change the price of has no price change restriction applied to it.*

In many new installations it is common to set up only a few stock codes that represent sales for each Department. In this case a product may be created with a stock code such as **CLOTHING.** All sales of clothing products would then be entered at the Till using this code. This would of course only be used for a limited period whilst the stock file was being created in the back office and when complete, individual product entry would commence.

A stock code used in this *Departmental Sales* manner would NOT have any retail price set against it. When the code is entered the Till detects that there is no retail price and automatically moves the cursor to the *Price Field.* You must enter a price at this point or the Till will not permit this line to be entered as a valid sale.

Any product that is entered at the till without a retail price recorded against it in the stock file will require the *Cashier* to enter a price.

The *Price Field* may not show a unit price for a product if that product is on a promotion where there is a *Total Price* for a given quantity of that product.

DISCOUNTS

Discounts at the till can only be initiated if the currently logged on operator is authorised to give discounts as defined in the Operator Security Setup in the MiniPOS Back Office software.

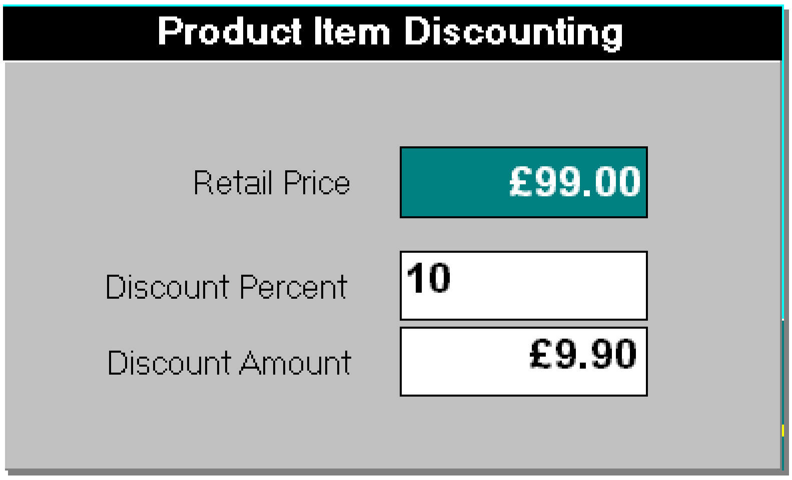
The till Discount function can be defined in a number of ways in the MiniPOS back office software for use at the till. There are three ways to enter discounts at the till:

Individual Item Amount Discounts:

Should you wish to enter a discount monetary amount for a product, e.g. *£ 2.50 Off the price of an item,* you can move to the *Discount Field* for any product in the *Transaction List* using the ***Cursor Keys*** and enter the required monetary discount amount. After entering the discount amount, pressing ***Enter*** or the ***Down Arrow Key*** will apply the discount to the quantity of items in the transaction line and adjust the **Total Amount** for that line. The original unit retail price will remain as a reference.

Individual Item Percentage Discounts:

To apply a percentage discount to an individual product in the transaction list, highlight the line in the transaction list that you wish to apply a percentage discount to by using the ***Up /Down Arrow Keys.*** Next select the **Disc** function, the following pop-up will appear:



The pop-up shows the unit **Retail Price** for the product in the highlighted transaction and the cursor is flashing in the **Discount Percent** field. To apply a percentage discount for this line, enter the discount percent, e.g. **10** and as you type the figure in, the **Discount Amount** field will be automatically calculated and displayed. ***You do not need to enter a % sign.*** When you have entered your discount percent figure press the ***Enter Key.*** In addition, you can enter a monetary Discount Amount by pressing the **TAB Key** to move to the ***Discount Amount*** field and entering the discount amount.

The discount amount for the product highlighted in the transaction list will be displayed in the **Discount** field and the **Total** field will show the discounted total for the quantity of products in this transaction line.

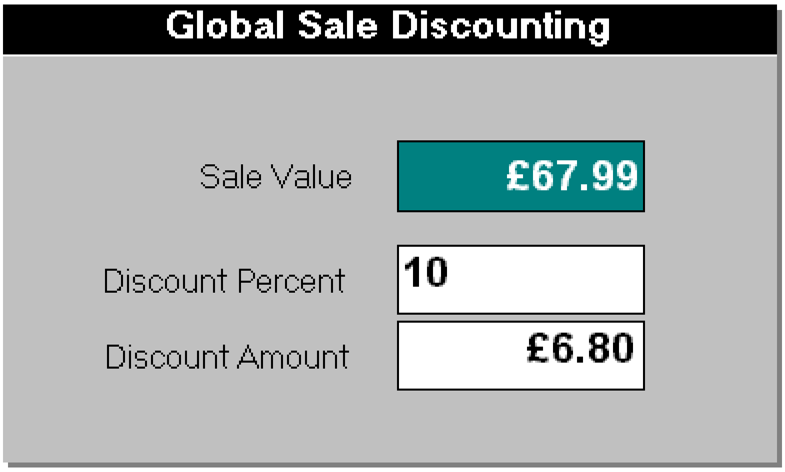
Should you wish to view, change or remove the discount percentage applied to a particular transaction line, simply highlight the required transaction line using the ***Up /Down Arrow Keys*** and select the **Disc** function. The above pop-up will display to view or edit the entry.

If an item is on a promotion the *Discount Field* will indicate what type of promotion is in effect. The *Discount Field* will display **QTY DSC** for a *Quantity Discount Promotion* and **SPL OFR** for a *Special Offer Promotion.* A percentage discount can still be applied to a product that is on a promotion. This is done in the same way as detailed above, except the **Discount** field on the transaction line does not show the discount amount, it continues to show the promotion type. The **Total** Field however, reflects the applied discount for the quantity of products in the transaction line.

Global Discount:

The*Global Discount* function is where you can input a discount amount or discount percentage for the entire sale. This discount will be applied, pro rata, to each line in the *Transaction List.* This is a useful facility when negotiating a total payment for a number of items input at the till.

To apply a global discount to a sale at the till, select the **Gbl Disc** function, the following pop-up will appear:



The **Sale Value** field shows the current 'total to pay' before any global discount is applied. Type in the discount percent to be applied to the entire sale in the **Discount Percent** field e.g. **10** and as you type the figure in, the **Discount Amount** field will be automatically calculated and displayed. ***You do not need to enter a % sign.*** When you have entered your discount percent figure press the ***Enter Key.***

The discount amount will be deducted from the amount to pay and be applied *pro rata* to each transaction in the list.

REMOVE

The *Remove Function* enables you to remove any line from the *Transaction List.*

Move to the line in the *Transaction List* that you wish to remove using the ***Up Arrow / Down Arrow Keys*** to highlight the line and simply press the ***Remove Key.*** The line will be removed from the *Transaction List* and the *Financial Summary Section* will automatically recalculate.

VOID

The *Void Function* enables you to remove **all** lines from the *Transaction List* in one go, thereby cancelling the entire sale.

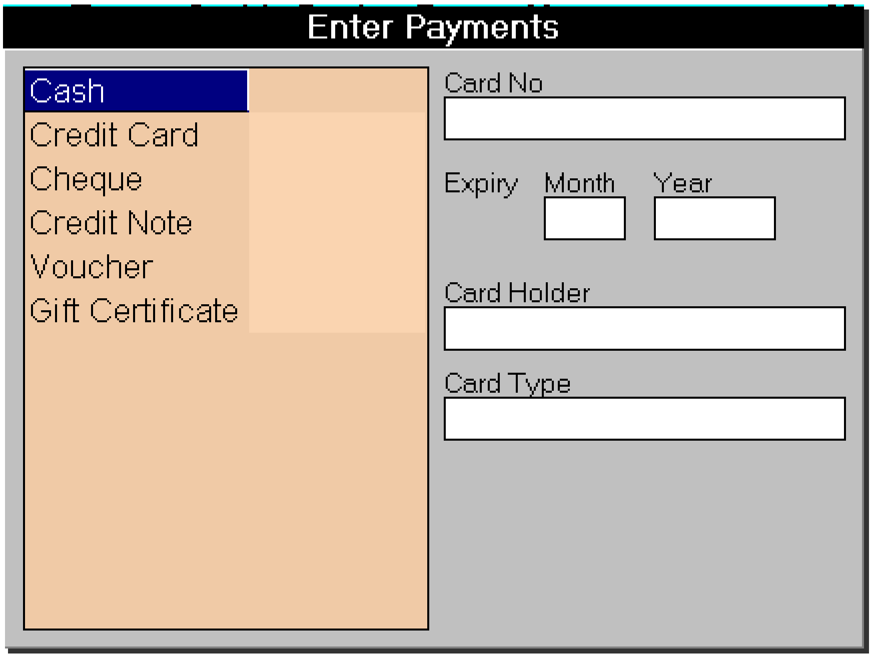
The ***Void Key*** can be pressed at any time and the entire sale will be instantly cancelled.

PAYMENTS

There are a number of ways that *Payments* can be entered against a sale depending on the Till configuration as set up in the MiniPOS back office. By default, the MiniPOS Till is installed as a Modular PC Till System and therefore the ***Payment Key*** is assigned to a Function Key. Other Till configurations with programmable EPOS keyboards can have individual payment types assigned to specific keys and can optionally have payment amounts default, e.g. **CASH £ 5.00** can be entered automatically with a single key press.

Payments Via Function Key:

When you have finished entering products for sale you press the ***Payment Key.*** *(See F1 – F12 Function Key Assignments.)* The following pop-up will display:



The entries in the list will depend upon the payment types set up in the MiniPOS back office.

Using the ***Up Arrow / Down Arrow Keys*** move to the payment type that your customer wishes to pay in.

Payment types can be set to default to the *To Pay Field* in the *Financial Summary Section*. Cheques and Credit Card payments are set in this way to simplify and make accurate the amount input. In the case of Cash, your customer will usually give you more than the *To Pay Field*, expecting some change in return.

Cash Payments:

In the case of a **Cash** payment, type in the amount your customer tenders and press the ***Enter Key.*** The payments pop-up will disappear, the *To Pay Field* will clear and the *Change Field* will show the change due to the customer.

Cheques:

To accept the amount showing against a Cheque payment type, simply press the ***Enter Key.*** The payments pop-up will disappear and the *To Pay Field* in the *Financial Summary Section* will show zero.

Credit Cards:

Credit Card payments also default to the *To Pay Field* and the amount can be accepted by simply pressing the ***Return Key.*** If the till has been configured to record credit card details, see Till System Menu further on in this manual, the cursor will move to the *Card No. Field* for you to type in the Credit Card number and additional information.

Credit Notes, Gift Certificates and Vouchers:

These types of payment are not set to default to the *To Pay Field* in the *Financial Summary Section* as their redeemable value must be typed in as a payment in a similar manner to cash. **Credit Notes** will usually allow change to be given, either in the form of another credit note or cash. **Gift Certificates** and **Vouchers** do not normally allow change to be given. The defaults for each payment type can be set in MiniPOS back office as required.

Mixed Payments:

Where a customer wishes to pay by more than one payment type, you select the first payment type and type in the amount that the customer wishes to pay, overwriting any amount that has defaulted into the field. Do **not** press the ***Enter key,*** using the ***Up Arrow / Down Arrow Keys,*** move to the other payment types that the customer is paying by and type in the amount. When all payment types have been entered then press the ***Enter Key.***

If the ***Enter Key*** is accidentally pressed in the middle of a multi-payment type input, the payments pop-up will disappear, but you can simply add further payments by pressing the ***Payments Key*** again.

Changing Payments Already Entered:

At any time before you press the ***Total Key,*** you can change a payment amount entered by pressing the ***Payments Key*** and amending the amounts against the payment types entered.

TOTAL

Only when the payments entered is equal to or exceeds the figure in the *To Pay Field* in the *Financial Summary Section* will you be able to press the ***Total Key*** to conclude the sale.

If insufficient payments have been entered and the ***Total Key*** is pressed, a pop-up will display the following message:

MiniPOS
Additional Payments required

After a short delay this message will disappear for you to continue entering payments.

When a sale is complete and the Total key pressed, the transaction list clears and any change due remains on-screen until the next sale is input. If the till is configured for ‘floating operators’, that is where each operator must log on before each sales, the operator that was logged on when the Total key was pressed will automatically be logged off.

SEARCH

There will be occasions when a product presented at the Till for sale has no identification either by way of a bar code or PLU. To identify a product by it's description the Till system has a powerful *Search Function* that enables you to enter text or groups of text that will match with a range of product descriptions. Alternatively the standard MiniPOS *Stock Structure Filtering* can be used to list products by Department, Sub-Department, Brand and Category. Once a list has been presented using the *Search Function* you can further limit the list by adding additional groups of text to search by or selecting additional *Stock Structure Filters.* When you have identified a product from the search list, you can move the cursor to the list and select the product which will be transferred to the Till *Transaction List.*

To start the *Search Function* press the ***Search Key,*** the Till display will change to the following:

Product Code	Description		Stock Lvl	Retail £
100000	Panasonic C90 Audio Tape		1	
100001	Panasonic C120 Audio Tape		21	
100002	Silk Blouse - Short Sleeve	Red - Size 12	30	£2.99
100003	Silk Blouse - Short Sleeve	Red - Size 14	14	£28.99
100004	Silk Blouse - Short Sleeve	Red - Size 16	10	£28.99
100005	Silk Blouse - Short Sleeve	White - Size 10	18	£28.99
100006	Silk Blouse - Short Sleeve	White - Size 12	19	£28.99
100007	Silk Blouse - Short Sleeve	White - Size 14	34	£28.99
100008	Silk Blouse - Short Sleeve	White - Size 16	21	£28.99
100009	Jeagar Wool Coat	Long - Navy Blue - Size 10	31	£89.99
100010	Jeagar Wool Coat	Long - Navy Blue - Size 12	12	£89.99
100011	Jeagar Wool Coat	Long - Navy Blue - Size 14	12	£89.99
100012	Jeagar Wool Coat	Long - Navy Blue - Size 16	12	£89.99
100013	Addidas Man United - Top	Home 97/98 - Small Boys	12	£39.99
100014	Addidas Man United - Top	Home 97/98 - Medium Boys	23	£39.99
100015	Addidas Man United - Top	Home 97/98 - Large Boys	14	£39.99
100016	Addidas Man United - Top	Home 97/98 - Adult Small	24	£45.99
100017	Addidas Man United - Top	Home 97/98 - Adult Medium	33	£45.99
100018	Addidas Man United - Top	Home 97/98 Adult Large	10	£45.99
100019	Addidas Man United - Top	Home 98/99 Small Boys	22	£39.99
100020	Addidas Man United - Top	Home 98/99 - Medium Boys	44	£39.99
100021	Addidas Man United - Top	Home 98/99 - Large Boys`	22	£39.99
100022	Addidas Man United - Top	Home 98/99 - Adult Small	12	£45.99

Product Description Search:

In the *Product Search Field* type some text that you wish to match with product's descriptions, but **DO NOT** press the ***Return Key,*** instead press the ***Space Bar,*** e.g. **MAN*'space'.*** The list will automatically display all products that have **MAN** somewhere in their descriptions. The list will show the stock code, description, stock level and retail price. If you are using the list just to check stock availability or prices, you can return to the Till display by pressing the ***ESC Key.***

The list of products with descriptions that match the text you input may be long. You can scroll through the list by first pressing the ***Enter Key*** to move to the first line in the list and then using the ***Down Arrow /Up Arrow Keys*** to highlight each product in turn.

Pressing the ***Enter Key*** on a highlighted product in the list will automatically close the *Search List* and enter the selected product details into the Till *Transaction List.*

To further limit the list of products to choose from simply add more text to the *Product Search Field, eg* MAN **TOP*'space',*** don't forget to press the ***Space Bar*** after the additional text. The list will now automatically display all products with descriptions that match **MAN** *and* **TOP.** The groups of text can be input in any order to produce the same search results.

Stock Structure Filtering:

Alternatively, you can use the *Stock Structure Filtering* option that is located under the *Product Search Field.* To access the filters simply press the ***Down Arrow Key,*** the *Department Filter List* will open and you can select a particular Department using the ***Down Arrow / Up Arrow Keys*** and press the ***Enter Key.*** The search list will then automatically display all those products that belong to the *Department Filter* selected.

You can limit the list further by selecting any of the other *Stock Structure Filters* using the ***Right Arrow / Left Arrow Keys*** to move to the next filter list and then select the required filter using the ***Down Arrow / Up Arrow Keys,*** followed by the ***Enter Key.***

Once you have the desired filtered list of products, press the ***Enter Key*** again to move to the first line of the list and then use the ***Down Arrow / Up Arrow Keys*** to highlight the required product.

Pressing the ***Enter Key*** on a highlighted product in the list will automatically close the *Search List* and enter the selected product details into the Till *Transaction List.*

DETAILS

The *Details Function* will allow you to display additional product information about a selected product in the *Transaction List.* Details such as the product's Stock Structure, Retail Price, Cost Price, Margin % and profit are displayed in the *Selected Products Details Section* of the Till display.

To display the details of a product in the Till *Transaction List,* highlight a product in the list using the ***Up Arrow / Down Arrow Keys*** and then press the ***Details Key.*** The details for the selected product will display.

This option will only be available to *Till Operators* with the require security access level as defined in the MiniPOS back office.

HOLD / RESTORE *(Layaways)*

The *Hold / Restore Functions* are used to temporarily save the current sale and clear the Till display. The Till can then be used to process any number of other sales until the held transaction is required again and retrieved using the *Restore Function.* Commonly referred to as 'Layaways', this facility permits the Cashier to save a sale and all it's details if, for example, a customer has forgotten an item and leaves the point-of-sale, the Cashier can continue to serve other customers until the original customer returns.

Held sales are recorded against the Cashier who *held* them and a list of held sales is displayed when the ***Restore Key*** is pressed. You can select a particular held sale by using the ***Down Arrow / Up Arrow Keys*** and pressing the ***Enter Key.***

RETURNS

The *Returns Function* is used to enter products that are being returned by customers for a refund or exchange. The function acts as a negative transaction, automatically setting the *Quantity Field* to a minus, you then type in the code for the product being returned and the transaction line shows as a negative. The customer can have a cash refund by simply pressing the ***Total Key*** or you may choose to issue a credit note via the *Refunds Function* explained below. Of course if the customer wishes to purchase other products at the same time as the return, the negative return transaction will be used by the Till to automatically calculate the amount *To Pay* as products are entered for sale.

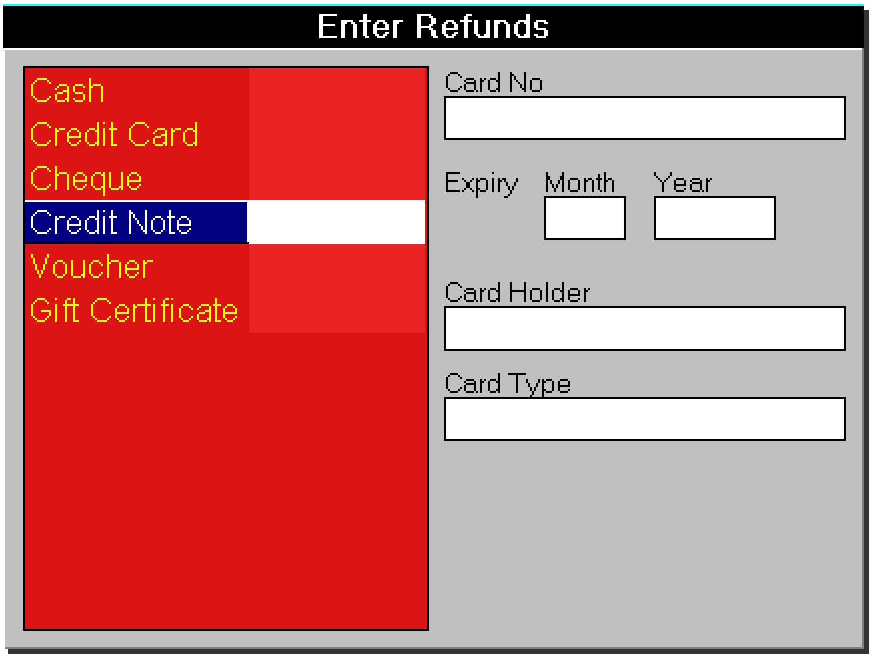
To enter a returned product, press the ***Returns Key.*** The *Quantity Field* will show a **–1** and the field background will show in red. The cursor will move to the *Code Field* for you to enter the code of the product being returned.

You change the *Quantity, Price, Discount* and *Total Fields* for a return transaction in the same way as a normal product entry using the ***Arrow Keys.***

REFUNDS

After entering a *Return,* you can *Refund* a customer in *Cash* from the Till by simply pressing the ***Total Key*** and the refund will be shown as *Change* in the *Financial Summary Section.*

If you want to refund by any other tender type or issue a *Credit Note* for the returned item after the return has been input, press the ***Refund Key,*** the following pop-up will display:



The *Credit Note Field* is highlighted by default. You can select any other method of refund by using the ***Up Arrow / Down Arrow Keys.***

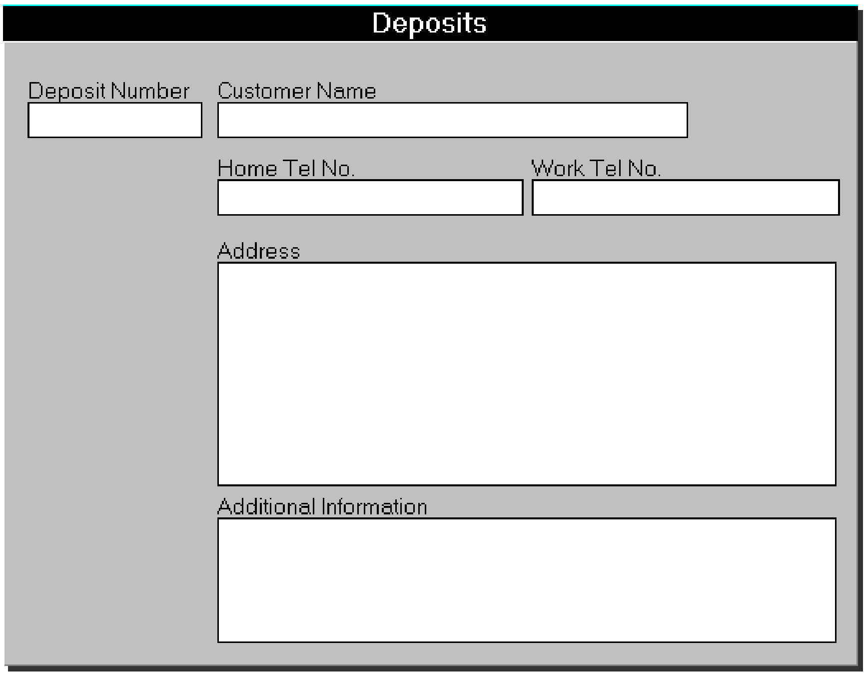
The refund amount will default to the amount of change due in the *Financial Summary section.* To accept this figure simply press the ***Enter Key*** or enter the amount of refund as required and the *Enter Refunds* pop-up will disappear. To conclude the sale simply press the ***Total Key,*** a credit note will be printed and the return is concluded.

DEPOSITS

The *Deposit Function* allows you to record customer details and products that being held on deposit for that customer. After selecting the *Deposit Function* you enter the customers details and then the products that are to be held. Deposit payments can be made at any time and as often as you like. When the deposit payments have exceeded the amount due, the deposit can be processed as a normal sale with the products removed from stock.

New Deposit Record

To enter a new deposit, press the ***Deposit Key*** before any products are entered. A pop-up display will show the following:



The cursor will be in the *Deposit Number Field.* Press the ***Enter Key.***
You will then be asked ***'Do You Want To Create A New Deposit?'***
The ***YES*** button will be outlined, simply press the ***Enter Key*** to proceed.
You can now fill in the customers details pressing the ***TAB Key*** to move between fields. You **MUST** enter a customer name or a deposit record will not be created.
Once all the customer details have been added and you have pressed the ***TAB Key*** in the last field, the pop-up will disappear and the cursor will be in the *Code Field* for you to enter products that are to be held on this deposit.

A red deposit reference label will appear above the *Payments Tendered List* to signify that this is a deposit sale. *(Should you not wish to proceed with the deposit simply press the **Void Key** and the display will clear, including the deposit reference label, ready for normal product entry.)*

Enter the products that are to be held on deposit. When you have finished, press the ***Payments Key*** and enter the *Payment Type* and amount that the customer is giving as a deposit and press the ***Enter Key.*** Finally press the ***Total Key*** and a deposit receipt will be printed.

Finding An Existing Deposit Record:

You will need to find an existing deposit record when a customer wishes to pay off their deposit and take the products held or when a customer wishes to make further payments against an existing deposit. A *Deposit Reference Number* is printed on the deposit receipt that you issue to you deposit customers. This reference number is used to recall an existing deposit and display the details.

To recall an existing deposit, press the ***Deposit Key,*** the *Deposit Pop-Up* will display. In the *Deposit Number Field,* type in the *Deposit Reference Number* from the customers deposit receipt. Press the ***Enter Key*** and the previously recorded deposit will display. You may now add further payments or pay off the deposit in full as the customer wishes.

If the deposit is paid in full and the ***Total Key*** is pressed, you will be asked if you want to conclude this deposit. If the customer is taking the products, then you select the ***Yes*** option and the deposit record will be deleted and the products removed from the stock file.

If a deposit customer has lost their deposit receipt, you can list all deposit records by pressing the ***Enter Key*** at the *Deposit Number Field,* you will be asked if you wish to create a new deposit or search? Select the ***Search*** option and a list of existing deposit records will be displayed. Using the ***Down Arrow / Up Arrow Keys,*** highlight the customer required and press the ***Enter Key.*** The customers details form will appear for you to check and validate the customer. Press the ***Tab Key*** to move through the details fields. After pressing the ***Tab Key*** on the last field, the deposit details for the selected customer will display.

X and Z READ

Cashing Up:

Cashing the till up can be performed at any time and as frequently as required. Cashing up is usually performed at the end of each day's trading and is the process of counting and reconciling all the various payment types taken since the last cashing up process.

The MiniPOS till records every payment received and provides a report against which each payment type can be counted and checked. When satisfied that all transactions and payments have been accounted for the till can be 'cleared down' ready for the next trading session.

Usually every till carries a *float,* this is usually a fixed amount of cash available at the start of each day or trading session and includes a variety of notes and coins to enable change to be given. The float is usually counted out of the cash drawer and put to one side ready for the next day, what is left in the cash drawer should be the day's takings plus or minus any errors by way of incorrect change given etc.

Some retailers after cashing up and removing all credit card slips, vouchers etc. prefer only to remove the cash notes from the till for banking, leaving the loose change in the cash drawer for the next day. This cash left over must be recorded and accounted for next time cashing up occurs or it will appear that the cash is over. MiniPOS can handle this *Previous Cash Balance* automatically as explained below.

If you wish to monitor any *overs* or unders for each payment type the cashing up process can be configured to prompt the operator to enter the counted amounts for each payment type. Any difference between the counted figures and the expected figures are shown on the final Z Read report.

The till can be configured so that the operator must enter the counted amounts before any cashing up report is printed. This is called a secured Z read and prevents an X Read ensuring that any *Overs* or *Unders* are correctly recorded.

The X Read

The *X Read* is a summary list of all the financial transactions at the till since the last *Z Read.* This summary list shows how much cash and cheques are in the draw and lists the total amounts paid in credit cards, vouchers, gift certificates etc. Other information regarding the operation of the till is shown and is used as a management information report.

The X Read does NOT clear any of the information listed, it is simply a snapshot of the current financial holding of the Till.

You can view and print the *X Read* as often as you like, if you are authorised, the information that it shows will only be deleted when you run a *Z Read.*

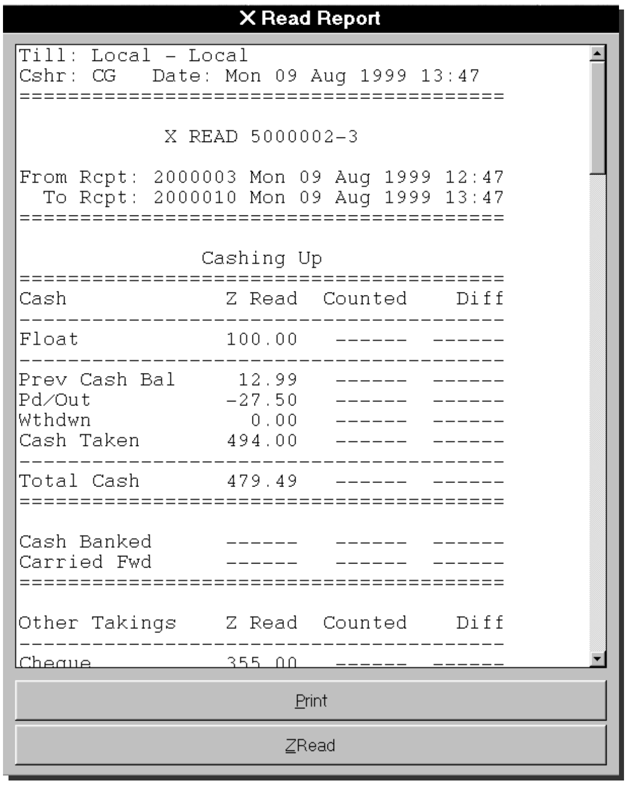
The Z Read

The *Z Read* is an identical list to the *X Read* and shows the same information for the till at the time of display or printing, however:

The Z Read WILL clear the information held about the till after it is printed.
The Z Read should ONLY be used by those authorised to carry out the Till cashing up procedure. All Z Reads printouts should be kept in a safe place for reference.

The X and Z Read Display

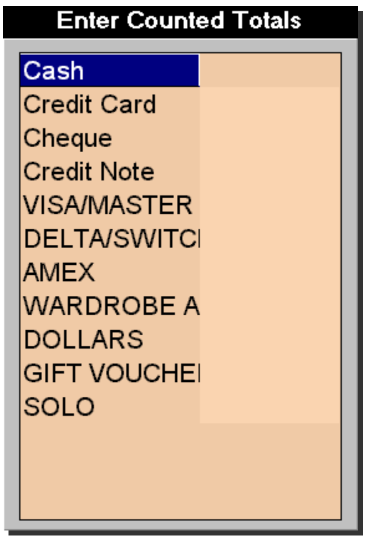
To access the *X/Z Function* press the ***Z Read Key,*** a pop-up will display the following:



Additional information can be viewed by pressing the ***Down Arrow Key*** to scroll through the list. To print an *X Read* press the ***TAB Key,*** this will outline the *Print* button at the bottom of the pop-up display, then press the ***Enter Key*** to commence printing.

An X Read should be printed as the first step to cashing up. You should use the X Read to check the amounts of each payment type held in the cash drawer. As you count each payment type write the amounts counted on the X Read report next to the relevant payment type. This procedure will help identify any serious discrepancies and will be useful when entering the counted amounts as part of the Z Read.

Once you are satisfied with the counted figures on the X Read you can proceed with the Z Read. With the *X Read Report* pop-up displayed, press the **TAB Key** to outline the Z Read button. Press the **Enter Key,** the following pop-up will appear:



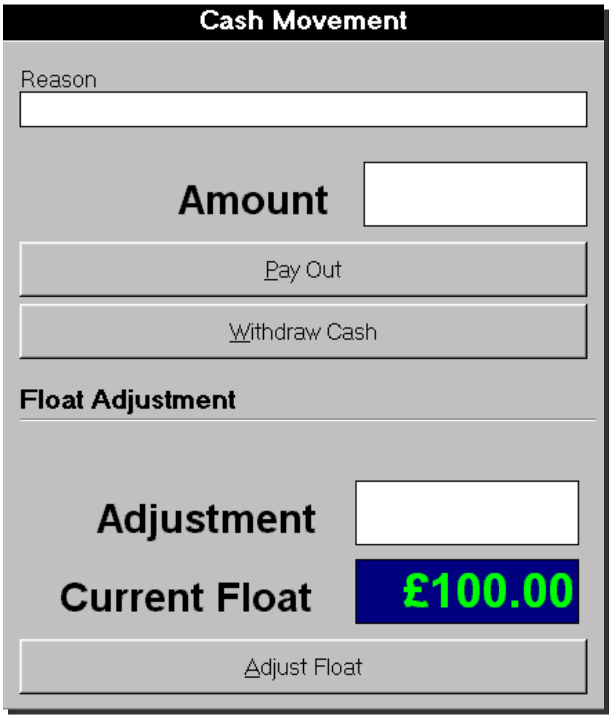
Using the counted figures you wrote on the X Read report, type in the counted figures for each payment type as shown in the list. These figures will be used to show any difference from the expected amounts when the Z Read prints.

When you press **Enter** after the last payment in the list the Z Read will print and the totals for all payments types will be cleared.

CASH MOVEMENT

The *Cash Movement Function* allows you to *Pay Out* cash from the Till for such things as window cleaning or lunch etc., *Withdrawing* cash from the for safe keeping, and adjust the *Float.*

To start the *Cash Movement Function* press the ***Cash Movement Key (Wdraw),*** a pop-up will display the following:



Pay Out / Withdraw Cash:

To enter either a *Paid Out* or *Withdraw Cash* amount, first enter the reason for the cash movement in the *Reason Field* and press the ***Enter Key.*** The cursor will move to the *Amount Field.* Enter the amount of the cash movement and press the ***Enter Key.*** The *Pay Out* option becomes highlighted, if this cash movement is a Pay Out simply press the ***Enter Key,*** if the cash movement is a *Withdraw,* press the ***TAB Key*** and the *Withdraw* option is highlighted, now press the ***Enter Key.***

The till can be configured to print Paid Out and or Withdraw slips to record the cash movement. Paid Outs and Withdraws are automatically recorded and calculated on the Z Read report.

Float Adjustment:

To adjust the *Float* for this till, press the ***TAB Key*** until the cursor moves to the *Adjustment Field* in the *Float Adjustment Section* of the pop-up display. Enter the amount of the adjustment and press the ***Enter Key*** and then the ***Enter Key*** again to finish.

PREVIOUS TRANSACTIONS

The till retains a copy of every sale processed at the point-of-sale. These '*previous transactions'* can be recreated for viewing and receipt reprint only. The transaction display from a previous sale is displayed together with operator and payment details.

To display a previous transaction select the ***Previous Transaction Key (Prev Tran),*** the following pop-up will display:

Restore Previous Sale

Cashier	Date	Total	Discount	Lines
SysAdm	29/9/1998 10:27	£54.87	£0.00	3
SysAdm	28/9/1998 17:46	£1,244.85	£0.00	6
SysAdm	28/9/1998 17:40	£1,128.77	£0.00	4
SysAdm	28/9/1998 17:11	£144.86	£0.00	4
SysAdm	28/9/1998 17:07	£54.87	£0.00	3
SysAdm	25/8/1998 15:41	£1,000.00	£0.00	1
SysAdm	22/8/1998 10:07	£1,000.00	£0.00	1
SysAdm	22/8/1998 10:06	£1,000.00	£0.00	1
SysAdm	22/8/1998 10:04	£1,000.00	£0.00	1

The most recent previous transaction will be at the top of the list. Using the ***Up / Down Arrow Keys,*** highlight the previous transaction that you wish to view and press the ***Enter Key.***

The previous transaction selected will now display with a **'Read Only'** caption displayed at the top of the screen to indicate that this is for view only. You are unable to change any of the details for the previous transaction.

You may now reprint the receipt for the selected previous transaction by pressing the ***Reprint Receipt (Receipt) key.*** A receipt will print that is a copy of the original including the receipt number. No financial information will be recorded when the copy receipt is created.

To close the previous transaction, press the ***Void Key.***

REPRINT RECEIPT

The *Reprint Receipt function* will, if selected after a sale, reprint the last receipt produced or print a receipt for the last sale if the *auto receipt printing option* is disabled in the back office. This function is also used in conjunction with the ***Previous Transaction function*** to reprint a receipt from a previous sale.

To reprint a receipt from the last sale processed, press the ***Reprint Receipt (Receipt) Key.*** A copy of the last receipt printed will print or a new receipt will be created as outlined above.

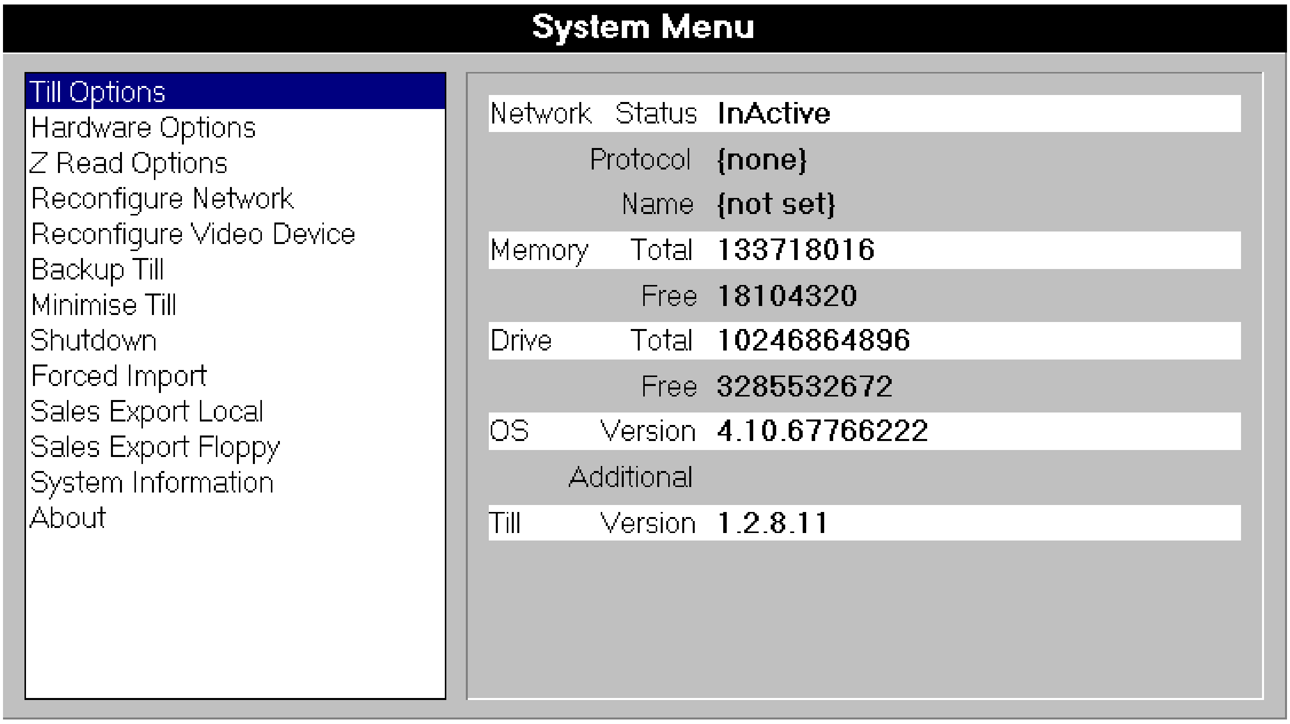
TILL SYSTEM MENU

Introduction:

The MiniPOS till is one of the most configurable point-of-sale solutions available today. The till can be tailored to suit all types of retail environment and specific operation requirements. The range of configuration options are accessed via the **Till System Menu.**

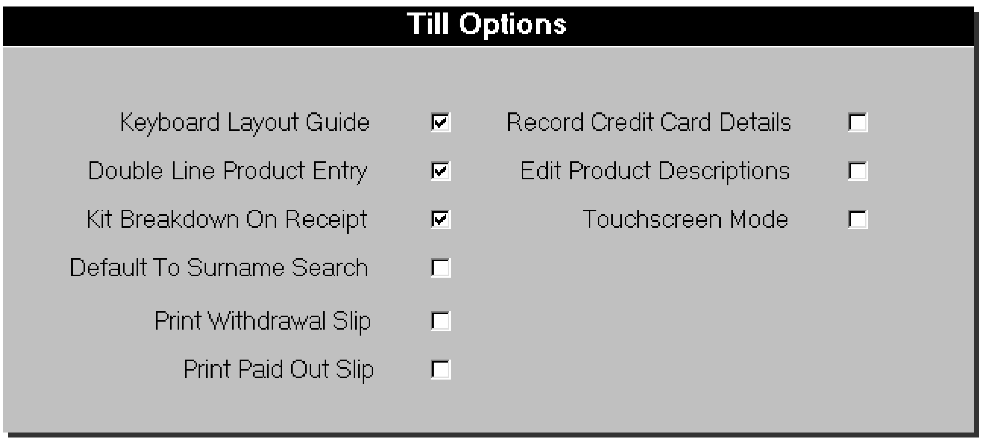
Accessing The Till System Menu:

If you are using a standard QWERTY keyboard at the till, press and hold down the **Ctrl** and **Alt** keys and while doing so press the **F1** key, the following pop-up will display:



The various configuration options are grouped under the headings as listed on the pop-up. To select a different group, use the **Up / Down Arrow Keys** to highlight the required group or option and press the **Enter Key.**

TILL OPTIONS:



Keyboard Layout Guide:

This option when ticked will display the Function Key Assignment panel on the till display. To turn off the panel un-tick this option.

Double Line Product Entry:

This option displays two lines for each product in the transaction list. Some users may never use the second line of description when creating products in MiniPOS. Other users such as Fashion, Footwear, Bikes etc. will always use the second line of description where Colour and Size information is entered. This option enables both lines of description to be seen, one under the other.

Kit Breakdown On Receipt:

If Kit type items have been created in the back office, the components that make up the Kit item can be listed on the sales receipt by ticking this option. If this option is not ticked on the description of the Kit item itself will be printed.

Default To Surname Search:

If you are using the Customer Module at the till to record customer purchases, you can either find a customer record by swiping or scanning their customer card or by entering their surname and choosing the customer from the list that is displayed. If you do not issue customer cards and therefore usually search for a customer using their surname, you can automatically place the cursor in the *Surname* field of the *Customer Search Screen* by ticking this option. If this option is not ticked the cursor will be in the *Card Number* field when selecting customers.

Print Withdrawal Slips:

Ticking this option will cause a *Withdrawal Slip* to be printed at the till when cash is removed for safe keeping via the *Cash Movements* function. The *Withdrawal Slip* should accompany the cash being removed as a reference or placed in the cash drawer for cashing up reconciliation.

Print Paid Out Slip:

Ticking this option will cause a *Paid Out Slip* to be printed at the till when a money is paid out from the till via the *Cash Movements* function. The *Paid Out Slip* should be placed in the cash drawer for cashing up reconciliation.

Record Credit Card Details:

This option when ticked will force the till operator to enter relevant credit card details when a credit card payment type is selected at the till. The details entered will be printed on the receipt.

Future versions of the till will permit the card to be swiped for automatic card details recording.

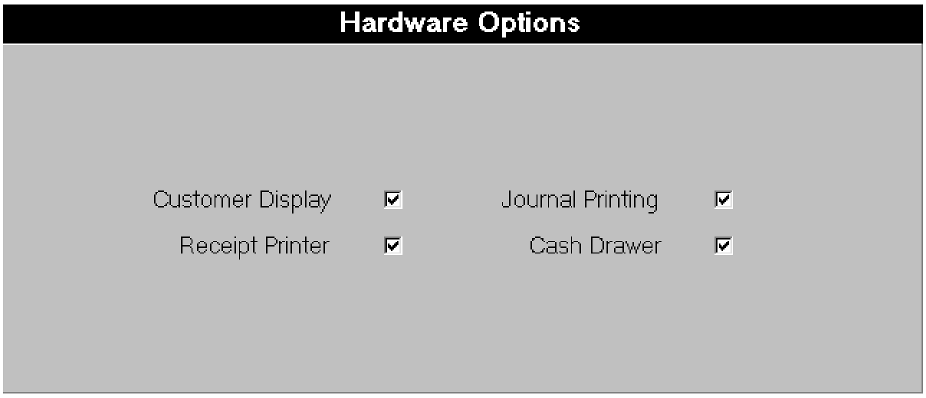
Edit Product Descriptions:

This option when ticked will permit the till operator to add to or edit the product descriptions at the till. Under normal circumstances this is not required, however in the case of sales that include *Repairs* for example, the operator would be able to type a description of the repair etc.

Touch Screen Mode:

This option is reserved for future development and should remain not ticked.

HARDWARE OPTIONS:



Customer Display:

If your till system uses a Customer Display this option if ticked will enable the display. If for any reason you wish to disable the display, remove the tick from this option.

Receipt Printer:

This option is usually ticked as most till systems use a receipt printer even if only for receipts on demand. Should you wish to disable the printer for any reason, remove the tick from this option.

Journal Printing:

If you are using a receipt printer that has Journal Printing capability, ticking this option will enable journal printing at the same time as receipts are printed.

Cash Drawer:

This option enables the use of a Cash Drawer. Currently MiniPOS supports only cash drawers that are fired from the receipt printer.

X/Z READ OPTIONS:

By default, the X and Z Read printout prints all of the sections shown above. You can prevent any section from printing, and therefore reduce the length of the printout, by deselecting any of the options above. You can of course reselect an option should you require that section to be printed.

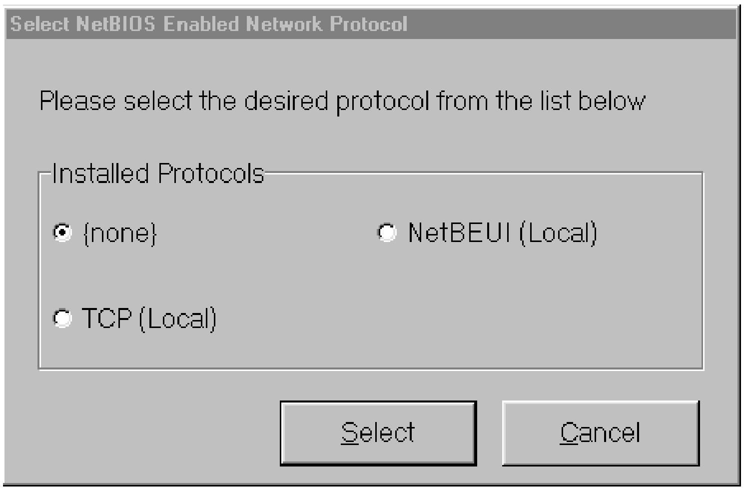
With all options ticked the X or Z Read will print sections similar to the following:

```
Till: Local - Local
Cshr: PAUL   Date: Mon 16 Aug 1999 11:14
========================================

            X READ 2300002-2

From Rcpt: 2300002 Mon 16 Aug 1999 10:56
  To Rcpt: 2300013 Mon 16 Aug 1999 11:14
========================================

               Cashing Up
========================================
Cash              Z Read  Counted   Diff
----------------------------------------
Float               0.00   ------ ------
----------------------------------------
Prev Cash Bal       0.00   ------ ------
Pd/Out            -10.00   ------ ------
Wthdwn              0.00   ------ ------
Cash Taken        667.90   ------ ------
----------------------------------------
Total Cash        657.90   ------ ------
========================================

Cash Banked       ------   ------ ------
Carried Fwd       ------   ------ ------
========================================

Other Takings     Z Read  Counted   Diff
----------------------------------------
Credit Card       461.94   ------ ------
Cheque            117.97   ------ ------
Credit Note        22.96   ------ ------
========================================

Foreign Taking    Z Read  Counted   Diff
----------------------------------------
Dollars $         100.00   ------ ------
========================================

      Calculated Turnover 1322.87
========================================

                 Other
========================================
Transaction Type             Qty  Amount
----------------------------------------
Credit Card Payments           3  461.94
Cheque Payments                3  117.97
Deposit Payments               2   70.00
Credit Notes Issued            2   17.03
Credit Notes Redeemed          2   39.99
========================================

              VAT Analysis
========================================
Percnt Qty Inclusive Exclusive       VAT
----------------------------------------
 17.5   18   1262.87   1092.66    170.22
----------------------------------------
Total   18   1262.87   1092.66    170.22
========================================

            Cash Adjustments
========================================
Trans  Slip  Cshr Date      Time  Amount
----------------------------------------
Pd/Out ----- PAUL 16/08/99 11:02   10.00
  Reason: Window Cleaning
========================================

              Departmental
========================================
Dept BIKES                        866.98
  Sub MOUNTAIN BIKES     597.98
  Sub RACING BIKES       269.00
Dept CLOTHING                     137.97
  Sub FOOTBALL            99.97
  Sub DRESSES             38.00
Dept FOOTWEAR                      69.98
  Sub RUNNING SHOES       69.98
Dept GOLF                          99.99
  Sub CLUBS               99.99
Dept PERFUMES                      14.97
  Sub EAU DE TOILETT      14.97
Dept COMPUTING                     44.99
  Sub GAMES               44.99
Dept ELECTRICAL                    27.99
  Sub TOOLS               27.99
----------------------------------------
                           TOTAL 1262.87
========================================

                Cashiers
========================================
Cashier                  Sales   Refunds
----------------------------------------
```

```
PAUL                    717.96      0.00
RICH                    483.93      0.00
STEV                     32.99      0.00
SUE                      0.00     0.00
TOP1                     27.99      0.00
----------------------------------------
                           TOTAL 1262.87
========================================

             Sales Per Hour
========================================
Hour  SaleCount  SaleCount%  MoneyTaken%
----------------------------------------
10:00         7      58.33%       74.96%
11:00         5      41.67%       25.04%
========================================

                Payments
========================================
SalesNo Cshr Date     Time        Amount
----------------------------------------
2300002 PAUL 16/08/99 10:56       600.00
2300005 RICH 16/08/99 10:58        50.00
2300011 TOP1 16/08/99 11:02         8.00
----------------------------------------
                      Cash Total 658.00
2300002 PAUL 16/08/99 10:56       117.96
2300003 RICH 16/08/99 10:57       298.99
2300007 STEV 16/08/99 10:59        44.99
----------------------------------------
               Credit Card Total 461.94
2300004 RICH 16/08/99 10:58        69.98
2300008 STEV 16/08/99 10:59        27.99
----------------------------------------
                    Cheque Total 97.97
2300006 RICH 16/08/99 10:59        20.00
2300011 TOP1 16/08/99 11:02        19.99
----------------------------------------
               Credit Note Total 39.99
2300005 RICH 16/08/99 10:58       100.00
----------------------------------------
                   Dollars Total 100.00
----------------------------------------
                           TOTAL 1320.00
========================================

                Refunds
========================================
SalesNo Cshr Date     Time        Amount
----------------------------------------
2300012 STEV 16/08/99 11:04        27.99
----------------------------------------
                      Cash Total 27.99
2300006 RICH 16/08/99 10:59         5.03
2300013 STEV 16/08/99 11:04        12.00
----------------------------------------
               Credit Note Total 17.03
----------------------------------------
                            TOTAL 45.02
========================================


                Deposits
========================================
Deposit Name                      Amount
----------------------------------------
2300002 Dominic James              50.00
2300003 Sam Smith                  20.00
----------------------------------------
                            TOTAL 70.00
========================================

                Products
========================================
PLUCode Description     Returned    Sold
----------------------------------------
130111  Raleigh Tempest 15 Speed S» 1.00
130125  Raleigh Max Cromo 1 - 21 S» 1.00
130151  ** 2nd Hand ** Stinger-2 1» 1.00
130152  ** 2nd Hand ** Eagle Mount» 1.00
100013  Addidas Man United - Top    1.00
130236  Alaxis Dress                1.00
130378  Alaxis Dress                1.00
130182  Alaxis Dress                1.00
130172  Alaxis Dress                1.00
130138  Diamondback Spectre 21 Spe» 1.00
130201  Diamondback Spectre 21 Spe» 2.00
130002  HOWSON 'Circuit 1000' Full» 1.00
130261  Chloe Eau De Toilette       3.00
100032  Nintendo 64 Quake Game Car» 1.00
130007  Black & Decker 3200 JIGSAW  1.00
100026  Addidas Man United» 1.00
130239  Alaxis Dress        1.00
100027  Addidas Man United - Short» 1.00
========================================

             No Sales/Voids
========================================
Action Date      Time  Cashier  Tendered
----------------------------------------
NOSALE 16/8/1999 11:03 SUE          0.00
NOSALE 16/8/1999 11:03 STEV         0.00
 VOID  16/8/1999 11:02 PAUL         0.00
 VOID  16/8/1999 11:03 STEV        40.00
========================================
```

RECONFIGURE NETWORK:

Selecting the **Reconfigure Network** Option will display a pop-up similar to the following:

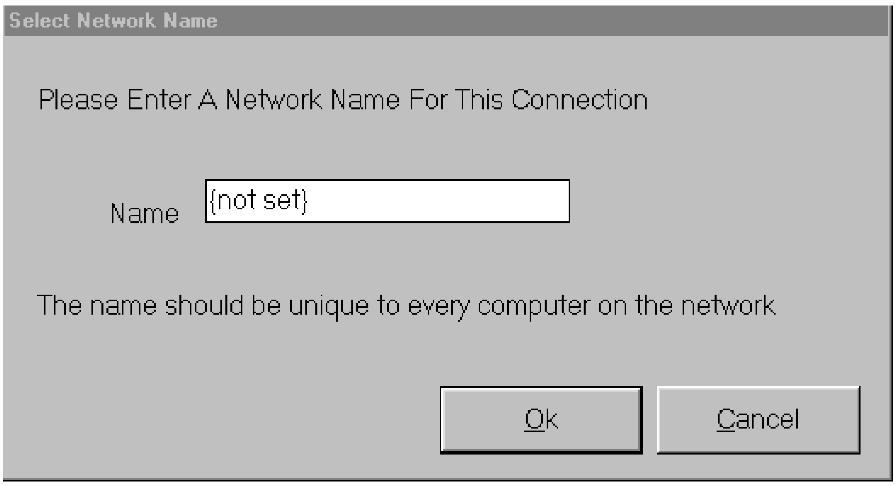


The ***Installed Protocols*** list will depend on the network protocols that have been set-up in Windows Networking on the PC that you are running the Till software on.

Both the Back Office and the Till must have the same network protocols installed and be set to use the same protocol, for example both using NetBEUI (Local).

If you are running the Till software on the same PC as the Back Office software, then the selected protocol can be set to **(none).** This is known as a **Local** Till connection with direct data transfer on the same PC.

If you are running the Till software on a PC connected to a Back Office PC via a Windows network, then you select the same protocol as set in the Back Office under **Till Module \ Till Manager Form.** When you select a protocol on the above pop-up the following pop-up appears:

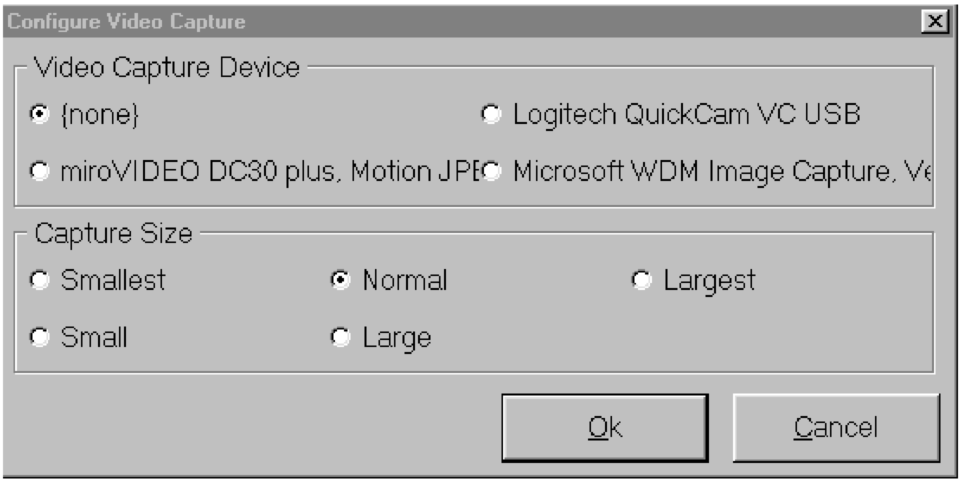


You must type in a unique name for this Till PC, e.g. **ShopTill1**, this name will be used in the Back Office **Till Module \ Till Manager Form** to define this Tills connection and operating parameters.

RECONFIGURE VIDEO DEVICE:

MiniPOS can support a number of Video Capture and Digital Image devices for adding customer photos and product images to the database. The particular device being used must be installed through Windows with the necessary drivers and software and then you can set the particular device for use in MiniPOS.

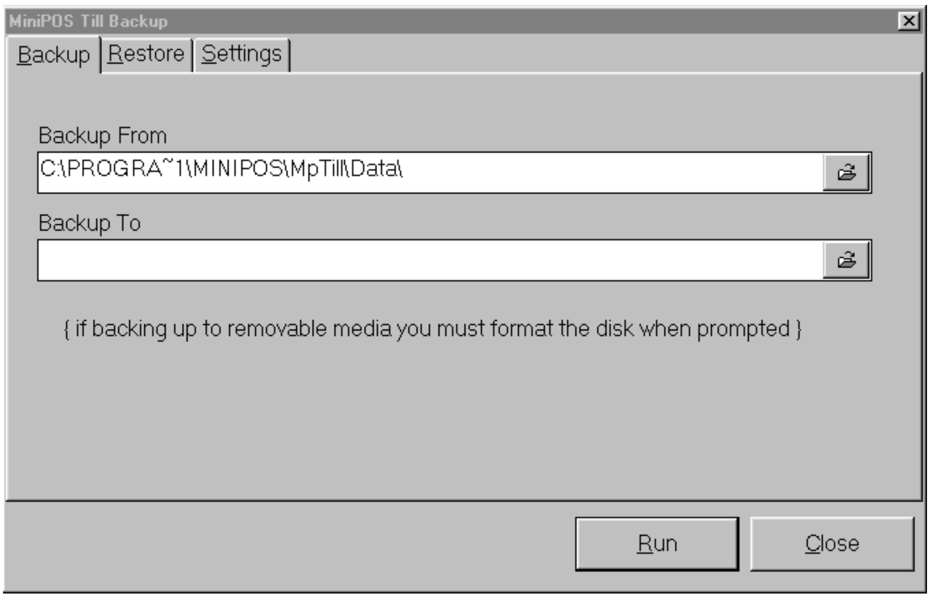
To select a Video Device for use with the MiniPOS Till software select the **Reconfigure Video Device** option, the following pop-up will appear:



The video capture devices listed will depend on those installed through Windows on this Till PC. Select the desired video capture device from the list and then select the desired capture size followed by the **Ok Button.**

BACKUP TILL

The Backup Till option is used to compress and backup to your chosen directory all of the Till data files. When this option is selected the following pop-up will appear:



The ***Back From*** entry should be filled in by the system, check the path is correct and then enter in the ***Backup To*** field, the directory that you wish to save the backup data to. You can use the ***Browse Buttons*** at the end of each field to select the desired directories.

When you have selected the required directories select the **Run Button** and the display will show the progress of the backup.

SHUTDOWN

Selecting his option will shutdown the till software and return you to Windows.

FORCED IMPORT
SALES EXPORT LOCAL
SALES EXPORT FLOPPY
SYSTEM INFORMATION

The above options are DEALER SUPPORT OPTIONS ONLY!
Select ONLY on advice from your Authorised MiniPOS Dealer.