



Mark Borle, mark@accuratepos.com
(403) 346-2277
<http://www.accuratepos.com/>

BREAKPOINT MANUAL

MISCELLANEOUS FUNCTIONS:

- CASHIER LOG ON
- CASHIER LOG OFF
- OPEN CASH DRAWER
- POWER FAILURE
- PRINTER INFORMATION
- SCANNER MAINTENANCE
- SYSTEM SHUTDOWN
- BALANCING SCALE

CASHIER LOG ON:

YOU ARE REQUIRED TO LOG ON TO THE TILL. THIS IS PERFORMED BY PRESSING THE CASHIER LOG ON KEY FOLLOWED BY YOUR PASSWORD AND PRESSING THE CASHIER LOG ON KEY AGAIN. IF YOU DO NOT USE YOUR TILL FOR A SPECIFIC AMOUNT OF TIME, THE SCREEN SAVER WILL APPEAR (THE DATE AND TIME MESSAGE), PRESS THE PLU KEY TO RESTORE YOUR SCREEN.

CASHIER LOG OFF:

WHEN YOU ARE FINISHED YOUR SHIFT, YOU **MUST ALWAYS LOG OFF** YOUR TILL. SIMPLY BY PRESSING THE CASHIER LOG ON KEY, **TWICE**. NOTICE ON THE TOP LEFT SIDE OF THE SCREEN THE WORD "CLOSED" WILL APPEAR. IT IS YOUR RESPONSIBILITY TO ENSURE THAT ALL TRANSACTIONS PERFORMED ON YOUR PASSWORD WERE DONE BY YOU.

OPEN CASH DRAWER:

THE CASH DRAWER WILL ONLY OPEN WHEN YOU OVER TENDER ON CASH, DEBIT OR CHEQUE. TO OPEN THE CASH DRAWER ANY OTHER TIME, YOU MUST PERFORM A NO SALE. (YOU MUST BE ALREADY LOGGED ON TO THE TILL BEFORE THIS CAN BE DONE). SIMPLY PRESS THE LOG-ON KEY AND ENTER YOUR PASSWORD AND PRESS THE LOG-ON KEY AGAIN.

Red Deer
1-403-346-2277

Calgary
1-403-543-3933

Saskatoon
1-306-651-1005

Kamloops
1-250-377-3933



Mark Borle, mark@accuratepos.com
(403) 346-2277
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POWER FAILURE:

IF THE CASH REGISTER IS IN THE MIDDLE OF A TRANSACTION WHEN A POWER FAILURE OR A POWER SURGE OCCURS, YOU WILL HAVE 15 MINUTES WORTH OF POWER ON YOUR TILL TO FINISH UP ANY TRANSACTIONS THAT YOU MIGHT BE IN THE MIDDLE OF. THEN THE TILL WILL AUTOMATICALLY POWER DOWN ON IT'S OWN. WHEN THE POWER DOES COME BACK ON THE SOFTWARE IS DESIGNED TO BRING YOU BACK TO THE EXACT LOCATION WHERE YOU LEFT OFF. **DO NOT** ENTER IN ANY COMMANDS, LET THE TILL DO EVERYTHING ON IT'S OWN. IF YOUR SYSTEM LOCKS UP FOR SOME REASON **WAIT 1 MINUTE** BEFORE TURNING THE ON/OFF SWITCH TO OFF. WAIT 10 SECONDS BEFORE TURNING THE TILL BACK ON.

PRINTER INFORMATION:

TO FEED THE RECIEPT TAPE UP, SIMPLY PRESS THE FEED KEY ON THE TOP RIGHT HAND SIDE OF THE PRINTER. **NOTE:** DO NOT PULL PAPER UP MANUALLY AS YOU CAN DAMAGE THE PRINTER. ALWAYS USE THE FEED KEY.

LOW PAPER:

WHEN THE RECIEPT PAPER IS GETTING LOW, ALONG WITH THE PAPER OUT LIGHT COMING ON, (LOCATED ON TOP RIGHT HAND SIDE OF THE PRINTER) A RED BAR, ERROR MESSAGE WILL APPEAR ON YOUR SCREEN STATING: PLEASE CHECK PRINTER - OUT OF PAPER. YOU MUST NOW CHANGE THE PAPER AS THE TILL WILL NOT LET YOU CONTINUE PAST THIS POINT.

CHANGING PAPER:

WHEN CHANGING YOUR RECIEPT PAPER, PRESS THE EJECT BUTTON, PLEASE MAKE SURE YOU TAKE OUT THE OLD PLASTIC ROLLER FROM THE PREVIOUS ROLL. THEN PUT IN A NEW ROLL OF RECIEPT PAPER, MAKING SURE WHEN YOU LAY THE ROLL IN THE PRINTER THE PAPER IS **COMING UP FROM THE BOTTOM.**

Red Deer
1-403-346-2277

Calgary
1-403-543-3933

Saskatoon
1-306-651-1005

Kamloops
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CHANGING THE PRINTER RIBBON:

WHEN YOU CHANGE THE PRINTER RIBBON, PLEASE BE VERY CAREFUL. THESE PRINTERS HAVE A VERY TIGHT FITTING COVER. SIMPLY PULL THE TAB ON THE LEFT HAND SIDE OF THE PRINTER TOWARDS YOU. PLACE YOUR RIGHT HAND ON THE RIGHT HAND SIDE OF THE PRINTER AT THE SAME TIME TO STABILIZE IT. PLEASE READ THE DIRECTIONS ON HOW TO CHANGE THE PRINTER RIBBON ON THE INSIDE PANNEL. MAKE SURE YOUR RIBBON IS READABLE BEFORE EACH SHIFT TO ENSURE CUSTOMERS HAVE NO PROBLEMS WITH THEIR RECIEPTS.

SCANNER MAINTENANCE:

TO ENSURE PROPER SCANNING, THE SCANNER SHOULD BE CLEANED DAILY. IN THE EVENT OF SPILLAGE OR IF IT SEEMS ITEMS HAVE TO BE CONTINUALLY RE-SCANNED. SPRAY CLEANER ON THE PAPER TOWEL, **NOT DIRECTLY** ON THE SCANNER ITSELF.

BALANCING THE SCALE: (MANAGER FUNCTION ONLY)

WHEN NOT IN USE THE SCALE DISPLAY SHOULD READ 0.00. IF IT READS ANOTHER VALUE OR IF IT IS BLANK, OR YOU NOTICE A SCALED ITEM DOES NOT READ A PROPER WIEGHT, THE SCALE MUST BE RESET. CALL MANAGER TO DO THIS FUNCTION. RESETTING THE SCALE CAN BE ACCOMPLISHED FIRST BY MAKING SURE NOTHING IS ON THE SCALE, THEN YOU WOULD PRESS THE TWO BUTTONS LOCATED ON THE BOTTOM LEFT OF THE SCALE AT THE SAME TIME, HOLDING THEM DOWN TOGETHER UNTILL YOU HEAR 3 CONSECUTIVE BEEPS (APPROX. 5 SECONDS). THE SCALE WILL SHUT ITSELF OFF AND START UP AGAIN, ZEROING ITSELF OUT.

QUICK NOTE: THE PLU KEY IS ALSO USED AS THE ENTER KEY.

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1-306-651-1005

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ITEM ENTRIES:

- SCANNED ENTRIES
- PLU ITEM CODE ENTRIES
- SUB-DEPARTMENT ENTRIES
- SCALE ENTRIES

SCANNED ENTRIES:

SCANNED ENTRIES CAN BE PERFORMED ON ITEMS THAT HAVE A READABLE UPC LABEL (UNIVERSAL PRODUCT CODE). INFORMATION IS PROCESSED FROM THE UPC LABEL, THIS WILL GIVE THE PRICE AND DESCRIPTION ETC...

WHEN SCANNING ITEMS, TRAIN YOURSELF TO LISTEN FOR THE SCANNER BEEPS TO ENSURE IT WAS SCANNED CORRECTLY, RATHER THAN LISTENING TO THE PRINTER, AS IT IS ALMOST SILENT.

SIMPLY SCAN THE PRODUCT WITH THE UPC SCANNING BAR FACING THE GLASSED AREA. THE COMPUTER AUTOMATICALLY ENTERS THAT ITEM ON YOUR SCREEN, RECEIPT TAPE, AND THE CUSTOMER DISPLAY.

REPEATED SCANNED ENTRIES:

SCAN THE ITEM AND PRESS THE PLU KEY TO REPEAT THE NUMBER OF ENTRIES REQUIRED. (THE ITEM COUNT WILL DISPLAY ON THE TOP LEFT SIDE OF THE SCREEN, BESIDE THE # OF ENTRIES TITLE.

MULTIPLY SCANNED ENTRIES:

ENTER THE QUANTITY OF ITEMS AND PRESS THE @ KEY. THEN SCAN THE ITEM.

NOTE: QUANTITY ENFORCED ITEMS, SUCH AS POP OR JUICE (6 PACKS), FORCE YOU TO ENTER, QUANTITY @ BEFORE YOU SCAN THE ITEM.

IF AN ITEM DOES NOT SCAN:

Red Deer
1-403-346-2277

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1-403-543-3933

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IF A UPC LABEL DOES NOT SCAN, TRY TO RE-SCAN THE LABEL TWO MORE TIMES. IF THE LABEL STILL DOES NOT SCAN FOLLOW THE PROCEDURE BELOW:

ENTER THE UPC CODE IN MANUALLY AND PRESS THE PLU KEY. THERE IS NO NEED TO ENTER THE (*0) FOR ANY 6 DIGIT UPC CODES. IF IT STILL DOES NOT SCAN CALL FOR A PRICE CHECK AND ENTER THE ITEM IN MANUALLY. ENTER THE PRICE, PRESS THE SUBDEPARTMENT KEY, ENTER THE SUBDEPARTMENT NUMBER AND PRESS THE SUBDEPARTMENT KEY AGAIN.

EXAMPLE: ROBIN HOOD WHITE FLOUR MAY READ R.HOOD WHT FLOUR. SO WHEN YOU ARE TYPING IN THE NAME OF THE PRODUCT THE ITEM MAY BE UNDER R ONLY, OR IT COULD BE UNDER ROBIN HOOD. IT ALL DEPENDS ON HOW THE OFFICE PERSONNEL HAS ENTERED THE ITEM IN THE BACK COMPUTER.

IF YOU CAN'T FIND AN ITEM THIS WAY, A SHEET PROVIDED BY THE OFFICE STAFF SHOULD BE FILLED OUT, SO THE ITEM CAN BE ENTERED INTO THE COMPUTER IN THE BACK. PLEASE HAND THESE SHEETS WITH THE UPC NUMBER, DESCRIPTION AND SIZE OF THE ITEM AT THE END OF YOUR SHIFT, THE PROBLEM WILL BE RECTIFIED THEN.

NOTE: DO NOT CONFUSE THE PLU LOOK-UP KEY WITH THE PLU LIST KEY. THEIR FUNCTIONS ARE SIMILAR BUT THE PLU LIST KEY GIVES YOU A LIST OF PLU NUMBERS BY DEPARTMENT NUMBERS. USING THE ARROW UP AND ARROW DOWN KEYS OR PAGE UP OR PAGE DOWN TO MOVE YOU THROUGH THE LIST.

LIMITED ENFORCED ITEMS:

ALL LIMITED ENFORCED ITEMS CAN BE ENTERED IN BY SIMPLY ENTERING THE QUANTITY THEN PRESSING THE @ KEY AND SCANNING THE ITEM. THE COMPUTER WILL AUTOMATICALLY CALCULATE THE SALE PRICE AND OVER LIMIT PRICE FOR THAT ITEM. THE RECEIPT WILL PRINT OUT THE LIMIT PRICE AND OVER LIMIT PRICE SEPARATELY.

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Red Deer
1-403-346-2277

Calgary
1-403-543-3933

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PLU ENTRIES ARE PERFORMED WHEN THERE IS NO UPC BAR TO SCAN.
EXAMPLES ARE SUCH THINGS LIKE PRODUCE, BULK ITEMS, BAKERY
SNACKS, MICRO KITCHEN ITEMS ETC...

SIMPLY ENTER THE PLU NUMBER AND PRESS THE PLU KEY

REPEATED PLU ENTRIES:

ENTER THE PLU NUMBER AND PRESS THE PLU KEY. PRESS THE PLU KEY
AGAIN TO REPEAT THE NUMBER OF ITEMS BEING SOLD.

MULTIPLE PLU ENTRIES:

ENTER THE QUANTITY OF ITEMS AND THEN PRESS THE @ KEY. ENTER THE
PLU NUMBER AND PRESS THE PLU KEY.

NOTE: REPEAT PLU NUMBERS CANNOT BE DONE FOR MULTIPLE ENTRIES.
EXAMPLE: 5 @ PLU NUMBER, YOU CANNOT PRESS THE PLU KEY AGAIN TO
SELL 5 MORE ITEMS.

NOTE: QUANTITY ENFORCED ITEMS FORCE YOU TO ENTER THE QUANTITY
BEFORE YOU ENTER THE PLU NUMBER. (EXAMPLE: CUCUMBERS THIS
WEEK ARE BEING SOLD BY EACH AS OPPOSED TO LAST WEEK SOLD BY
WEIGHT. YOU MUST ENTER THE QUANTITY FIRST. IF YOU DO NOT ENTER
THE QUANTITY FIRST A MESSAGE WILL APPEAR TELLING YOU THAT A
QUANTITY IS REQUIRED WITH THIS PLU NUMBER.)

LIMITED QUANTITY PLU ENTRIES:

ENTER THE QUANTITY OF ITEMS AND THEN PRESS THE @ KEY. NEXT
PRESS THE PLU NUMBER AND THEN THE PLU KEY. EXAMPLE: 10 @ 400
PLU. 2 WILL BE RUNG THROUGH AT THE OVER LIMIT PRICE.

VERY IMPORTANT SECTION

DEPARTMENT ENTRIES:

Red Deer
1-403-346-2277

Calgary
1-403-543-3933

Saskatoon
1-306-651-1005

Kamloops
1-250-377-3933



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DEPARTMENT ENTRIES ARE USED WHEN THE UPC CODE CAN NOT BE READ OR WHEN THE ITEM HAS BEEN REDUCED IN PRICE.

ENTER THE PRICE OF THE ITEM FIRST, THEN PRESS THE DEPARTMENT KEY.

SPLIT PRICE ENTRIES:

THIS FUNCTION ALLOWS AN ITEM TO BE SOLD BASED ON A SET QUANTITY FOR A SET PRICE. EXAMPLE: 5 @ 6 FOR 2.99.

ENTER THE QUANTITY (THE AMOUNT BEING PURCHASED BY THE CUSTOMER, THIS EXAMPLE BEING THE 5) THEN THE @ KEY, ENTER THE SPLIT QUANTITY (THIS EXAMPLE BEING THE 6) THEN THE @ KEY. THE PRICE OF THE ITEM FOLLOWED BY THE SUBDEPARTMENT KEY, ENTER THE SUBDEPARTMENT NUMBER AND THE SUBDEPARTMENT KEY AGAIN.

THE ABOVE SECTION IS IMPORTANT BECAUSE IT IS THE EXACT OPPOSITE OF HOW WE USE TO MANUALLY ENTER IN ITEMS.

SCALE ENTRIES:

- PLU NUMBERS
- PRICE PER KILOGRAMS

PLU NUMBERS:

PLACE THE ITEMS ON THE SCALE AND ENTER THE PLU NUMBER AND PRESS THE PLU KEY.

THE ITEM IS AUTOMATICALLY ADDED TO THE TRANSACTION WITH THE DESCRIPTION, PRICE AND WEIGHT.

SCALE BY PRICE PER KILOGRAMS:

Red Deer
1-403-346-2277

Calgary
1-403-543-3933

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THIS FUNCTION IS USED WHEN THE ITEM IS NEW AND HAS NOT YET BEEN ASSIGNED A PLU NUMBER AND YOU HAVE TO MANUALLY RING THE ITEM IN.

PLACE THE ITEM ON THE SCALE, AND PRESS THE SCALE KEY. ENTER IN THE PRICE PER KILOGRAMS AND PRESS THE DEPARTMENT KEY.

TAX EXCEPTION ON SCANNED ITEMS:

TAX EXCEPTION MAKES A TAXABLE ITEM NON-TAXABLE, IT WILL ALSO DO THE SAME IN REVERSE, MAKE A NON-TAXABLE ITEM TAXABLE. THIS KEY MUST BE PRESSED FOR EACH INDIVIDUAL ENTRY.

SIMPLY PRESS THE GST SHIFT KEY AND SCAN THE ITEM. YOU MUST PRESS THE GST SHIFT KEY FOR EACH ITEM YOU WANT TO CHANGE THE TAX STATUS ON.

TAX EXCEPTION ON PLU ENTRIES:

PRESS THE TAX SHIFT KEY AND ENTER IN THE PLU NUMBER.

TAX EXCEPTION ON DEPARTMENT ENTRIES:

FOR A DEPARTMENT TAX STATUS CHANGE YOU MUST PRESS THE GST SHIFT KEY FIRST THEN THE PRICE OF THE ITEM, THE DEPARTMENT, THE DEPARTMENT NUMBER AND AGAIN THE DEPARTMENT KEY.

CORRECTION AND CREDIT KEYS:

- ESC. (ESCAPE) - OPEN DISCOUNT
- CLEAR - ORDER DISCOUNT
- ERROR CORRECT - ITEM DISCOUNT
- VENDOR COUPON AND STORE COUPON
- REFUNDS
- VOID

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1-403-346-2277

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- CANCEL SALE

ESCAPE KEY:

THE ONLY RULE TO USING THE ESCAPE KEY: DO NOT USE IT UNLESS THE COMPUTER SCREEN TELLS YOU TO.

CLEAR KEY:

THE CLEAR KEY IS USED TO REMOVE AN INCORRECT ENTRY BEFORE ANY FUNCTION HAS BEEN PRESSED.

EXAMPLE: AN INCORRECT PLU NUMBER HAS BEEN ENTERED AND THE PLU KEY HAS NOT BEEN PRESSED. SIMPLY PRESS THE CLEAR KEY AND ENTER IN THE CORRECT PLU NUMBER.

NOTE: THE CLEAR KEY CAN BE USED TO CLEAR OUT PRICES, QUANTITIES, DEPARTMENTS ETC... AS LONG AS THE CORRESPONDING FUNCTION HAS NOT BEEN PRESSED.

ERROR CORRECT:

THE ERROR CORRECT KEY IS USED WHEN YOU NEED TO TAKE OFF THE LAST ITEM ENTERED IN THE SALE. THE ERROR CORRECT KEY CAN ONLY BE PRESSED ONCE, AS IT WILL NOT WORK AFTER THE FIRST TIME.

SIMPLY PRESS THE ERROR CORRECT KEY AFTER ANY KIND OF ENTRY HAS BEEN DONE NO MATTER IF IT IS A UPC CODE, PLU CODE, A DISCOUNTED ITEM, ETC... IT WILL ALWAYS TAKE OFF THE LAST ENTRY.

VENDOR COUPONS:

VENDOR COUPONS SHOULD ONLY BE USED INSIDE OF A SALE. FIRST CHECK THE EXPIRY DATE OF THE COUPON, NEXT ENTER THE AMOUNT OF THE COUPON AND PRESS THE VENDOR COUPON KEY.

IF FOR EXAMPLE, YOU HAVE FOUR 50 CENT COUPONS, YOU CAN PRESS 4@50 AND PRESS THE VENDOR COUPON KEY, OR YOU CAN JUST PRESS THE

Red Deer
1-403-346-2277

Calgary
1-403-543-3933

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VENDOR KEY AS MANY TIMES AS YOU HAVE COUPONS (AS LONG AS THEY ARE ALL THE SAME AMOUNT).

STORE COUPON:

STORE COUPONS WILL NET THE SALES OUT OF THE DEPARTMENT. SO ONCE YOU ENTER THE AMOUNT AND PRESS THE STORE COUPON KEY IT WILL ASK

REFUNDS:

OUTSIDE OF AN ORDER ALL CREDITS BECOME REFUNDS. ALL REFUNDS REQUIRE A CUSTOMERS SIGNATURE AND PHONE NUMBER.

A RECIEPT WILL PRINT FOR THE CUSTOMER TO SIGN AND PUT THEIR PHONE NUMBER ON. NEXT A RECIEPT WILL PRINT FOR THE CUSTOMERS COPY OF THE TRANSACTION.

WHEN YOU PRESS THE REFUND KEY . THE WORD REFUND WILL FLASH SHOWING THAT YOU IN FACT ARE PERFORMING A REFUND. THEN SIMPLY SCAN THE ITEM.

DEPARTMENT REFUNDS:

FOR DEPARTMENT REFUNDS SIMPLY PRESS THE REFUND KEY, NEXT ENTER IN THE AMOUNT OF THE REFUND FOLLOWED BY THE DEPARTMENT KEY.

SCALE ITEM REFUND FROM RECEIPT:

PRESS THE REFUND KEY, NEXT ENTER IN THE AMOUNT OF THE ITEM. PRESS THE DEPARTMENT KEY,

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1-403-543-3933

Saskatoon
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Kamloops
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IF YOU NEED TO REFUND USING THE SCALE ITSELF, PRESS THE REFUND KEY, PUT THE PRODUCT ON THE SCALE AND ENTER IN THE PLU NUMBER AND PRESS THE PLU KEY.

VOIDS:

THE VOID KEY IS USED WHEN THE ITEMS THAT ARE ENTERED INTO THAT SALE, NEED TO BE VOIDED OUT OF THAT SAME SALE. YOU CANNOT VOID OUT AN ITEM THAT DOES NOT EXIST IN THAT SALE.

NOTE: NOT THE LAST ITEM AS THAT WOULD BE ERROR CORRECT.

A VOID MUST OCCUR EXACTLY HOW THE ITEM WAS ORIGINALLY ENTERED IN:

PRESS THE VOID KEY AND SIMPLY SCAN THE ITEM THAT NEEDS TO BE VOIDED OUT.

DEPARTMENT VOID:

PRESS THE VOID KEY AND ENTER IN THE PRICE OF THE PRODUCT. PRESS THE DEPARTMENT KEY

MULTIPLE ENTRY VOID:

IF AN ITEM QUANTITY WAS ENTERED IN WRONG, EXAMPLE: 4 WAS ENTERED IN AND THE CUSTOMER DECIDED ON ONLY 3, YOU WOULD HAVE TO VOID 4@ SCAN THEN ENTER 3@ SCAN.

SCALE ITEM VOID:

A SCALED ITEM CAN BE VOIDED OUT BY PUTTING THE ITEM BACK ON THE SCALE AND PRESSING THE VOID KEY AND ENTERING IN THE PLU NUMBER AND PRESSING THE PLU KEY.

NOTE: IF FOR EXAMPLE YOU ARE DEALING WITH A WEIGHT THAT MIGHT VARY YOU WILL HAVE TO VOID OUT THE ITEM MANUALLY.

CANCEL SALE:

Red Deer
1-403-346-2277

Calgary
1-403-543-3933

Saskatoon
1-306-651-1005

Kamloops
1-250-377-3933



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THE TRANSACTION CANCEL FUNCTION IS USED TO ELIMINATE AN ENTIRE TRANSACTION, BEFORE THE TRANSACTION IS TENDERED OFF.

PRESS THE CANCEL SALE KEY. A MANAGERS OVERRIDE FUNCTION MUST OCCUR BEFORE THE FUNCTION CAN BE COMPLETED. THE SALE IS AUTOMATICALLY CANCELED AND A CANCELED SALES RECIEPT WILL BE PRINTED, AND THIS MUST BE SIGNED BY THE MANAGER. ATTACH THIS TO YOUR CASH-UP.

% 1 DISCOUNT:

THE % 1 DISCOUNT KEY IS USED TO REDUCE THE PRICE OF AN ITEM OR ORDER. THIS KEY WILL BE USED TO REDUCE THE ITEM BY A % AS REQUIRED..

ENTER THE ITEM NEXT PRESS THE PERCENTAGE YOU WOULD LIKE TO DISCOUNT. NEXT PRESS THE STAFF DISCOUNT KEY.

% 2 DISCOUNT:

THE SAME AS THE STAFF DISOUNT KEY PRESET TO 15%

TENDERING FUNCTIONS:

- UNDERSTANDING CUSTOMER RECIEPTS
- CASH / AMERICAN CASH
- CHEQUE
- CREDIT CARD
- DEBIT
- CHARGE
- GIFT CERTIFICATE

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UNDERSTANDING CUSTOMER RECIEPTS:

ON THE CUSTOMER RECIEPT YOU WILL NOTICE THE COMPANY LOGO. BELOW THAT IS YOUR STORE NAME AND ADDRESS. WITH THE TELEPHONE AND FAX NUMBER.

FOR EVERY ITEM ENTERED NOTICE THAT THE PLU# WILL SHOW UP BEFORE THE DESCRIPTION OF THE ITEM. AS WELL AS SCALED ITEM, THE WEIGHT AND KILOGRAM PRICE WILL SHOW UP BEFORE THE DESCRIPTION OF THE ITEM. A CASHIER CAN SUBTOTAL ANY TIME DURING THE TRANSACTION AND THAT RUNNING TOTAL WILL PRINT ON THE RECIEPT (TAX IS INCLUDED IN THE SUBTOTAL AMOUNT)

THERE IS A PRE-TAX SUBTOTAL, THE GST AMOUNT AND THE AMOUNT DUE. ALSO AN ITEM COUNT WILL PRINT, THIS SHOWS EXACTLY HOW MANY ITEMS WERE SOLD TO THE CUSTOMER.

THE NUMBER AT THE BOTTOM OF THE RECIEPT TELLS YOU THE LANE NUMBER, TRANSACTION NUMBER, THE CASHIER NUMBER AND THE INITIALS OF THE CASHIER. THERE IS ALSO THE DATE AND TIME PRINTED AT THE BOTTOM OF THE RECIEPT, AS WELL AS THE GST NUMBER.

AT THE BOTTOM OF THE RECIEPT, IS WHERE THE GST NUMBER WILL BE. WHEN AN ITEM IS DISCOUNTABLE, A T2 WILL APPEAR BESIDE THE TAXABLE ITEM.

CASH TENDERING:

PRESS THE SUBTOTAL KEY, AND THE SUBTOTAL WILL APPEAR ON THE SCREEN. NEXT ENTER IN THE TOTAL AMOUNT OF CASH INCLUDING ANY CHANGE THE CUSTOMER GIVES YOU, AND PRESS THE CASH KEY.

ANY CHANGE, IF REQUIRED, WILL BE DISPLAYED ON THE SCREEN. PLEASE LEARN HOW TO COUNT CHANGE BACK PROPERLY.

NOTE: IF THE ORDER IS \$10.70 AND YOU ENTER IN \$10.00 ONLY, AN AMOUNT DUE WILL BE DISPLAYED ON THE SCREEN.

AMERICAN CASH TENDER:

Red Deer
1-403-346-2277

Calgary
1-403-543-3933

Saskatoon
1-306-651-1005

Kamloops
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THE EXCHANGE RATE ON AMERICAN CASH SEEMS TO VARY SO MUCH. PLEASE CHECK WITH THE OFFICE PERSONEL FOR AN UPDATED EXCHANGE RATE . ENTER THE AMERICAN MONEY (ADD IN THE EXCHANGE RATE AMOUNT) IN AS CANADIAN CASH.

EXAMPLE: THE CUSTOMER GIVES YOU \$10.00, OUR EXCHANGE RATE IS 30%, YOU WOULD ENTER INTO CASH THAT HE GAVE YOU \$13.00. YOU WOULD THEN WRITE UP A 3-PLY TO DO A STORE PAID OUT FOR THE \$3.00. A STORE PAYOUT IS A MANAGER OVERRIDE FUNCTION.

CHEQUE TENDER:

PRESS THE SUBTOTAL KEY. ENTER IN THE AMOUNT OF THE CHEQUE AND PRESS THE CHEQUE KEY. IF YOU ARE GOING TO LET THE MACHINE FILL IN THE CHECK PRESS ENTER PLACE CHECK FACE UP AND WHEN FINISHED TURN CHECK OVER AND PRESS ESC.

IF THE CUSTOMER HAS FILLED IN THE CHECK PRESS ESC WHEN ASKED FOR TYPE OF CHECK

CREDIT CARD TENDER: **For Integrated Credit Debit**

PRESS THE SUBTOTAL KEY. ENTER IN THE AMOUNT (DO NOT OVER TENDER), NEXT PRESS THE CREDIT CARD KEY. THE CUSTOMER WILL NOW SLIDE THEIR OWN CREDIT CARD INTO THE DEBIT MACHINE. WAIT FOR APPROVAL. WHEN THE CARD APPROVES YOU PRINTER WILL PRINT A RECEIPT. IF IT DOES NOT APPROVE THE PRINTER WILL NOT ISSUE A RECEIPT. ANOTHER FORM OF TENDER WILL BE REQUIRED.

DEBIT TENDER:

PRESS THE SUBTOTAL KEY. ENTER IN THE AMOUNT AND PRESS THE DEBIT KEY, YOU CAN OVER TENDER ON A DEBIT TRANSACTION (FOLLOW STORE POLICY FOR LIMITS OF CASH BACK). THE CUSTOMER NOW SLIDES THEIR CARD. WHEN IT IS APPROVED THE PRINTER WILL PRINT A RECEIPT. IF IT DOES NOT APPROVE NO RECEIPT WILL BE PRINTED. IF EXTRA CASH WAS REQUIRED, THE DRAWER WILL OPEN AND THE CASHIER CAN GIVE THE CUSTOMER CHANGE.

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CHARGING:

TO CHARGE AN ORDER, YOU MUST PRESS THE SUBTOTAL KEY. NEXT PRESS THE AMOUNT YOU WOULD LIKE TO CHARGE. THEN PRESS THE CHARGE KEY. THE SCREEN WILL THEN ASK YOU TO ENTER IN THE CUSTOMERS ACCOUNT NUMBER. ENTER IN THE NUMBER AND PRESS THE PLU KEY. A TRIPLE SLIP WILL BE PRINTED, ONE FOR THE CUSTOMER TO SIGN (WHICH WE KEEP), ONE FOR THE CUSTOMER TO KEEP AND AN ADDITIONAL ONE FOR US TO KEEP.

IF YOU DO NOT WISH TO CHARGE THE ORDER AND YOU ARE ALREADY IN THE CHARGE SCREEN, YOU MUST ENTER IN THE NUMBER (99999) AT THAT TIME, THE COMPUTER WILL TELL YOU THAT THERE IS NO SUCH NUMBER AND ONLY THEN WILL YOU BE ABLE TO ESCAPE OUT OF THAT SCREEN. IF YOU JUST SIMPLY PUT IN THE WRONG ACCOUNT NUMBER, PRESS THE ESCAPE KEY AND NOTICE THE CURSOR FLASHING AN THE ACCOUNT NUMBER LINE, YOU MUST ARROW OVER TO THE LAST NUMBER AND BACK SPACE TO DELETE THE NUMBERS OUT AND NOW ENTER IN THE PROPER ACCOUNT NUMBER.

SPLIT TENDERS:

THIS SIMPLY MEANS THAT A CUSTOMER CAN PAY FOR THEIR PURCHASE USING MORE THAN ONE PAYMENT OPTION

SPECIAL FEATURES:

- SUSPEND / RECALL
- PRICE INQUIRY

SUSPEND / RECALL:

THE SUSPEND / RECALL KEY IS ONLY TO BE USED WHEN A CUSTOMERS ORDER NEEDS TO BE HELD. THE CUSTOMER MAY NOT HAVE HAD ENOUGH FUNDS TO PAY FOR THEIR GROCERIES, OR THEY NEED MANAGER CLEARANCE TO WRITE A CHEQUE. YOU ALSO MIGHT NEED TO USE THIS FUNCTION IF THEIR DEBIT CARD WILL NOT SCAN AND THEY NEED TO GO TO THE BANK MACHINE.

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NOTE: THIS FUNCTION IS NOT TO BE USED AS AN EMPLOYEE CHARGE ACCOUNT.

TO USE THIS FEATURE SIMPLY PRESS THE SUBTOTAL KEY, NEXT PRESS THE SUSPEND / RECALL KEY. AT THE BOTTOM OF A RECEIPT A SUSPEND NUMBER WILL BE ASSIGNED TO THAT TRANSACTION, WRITE THE CUSTOMERS NAME AND TELEPHONE NUMBER IN THIS RECEIPT. PUT THIS RECEIPT INTO THE BOTTOM OF THE TILL. WHEN THE CUSTOMER RETURNS, RETRIEVE THE RECEIPT AND ENTER IN THE SUSPEND NUMBER AND PRESS THE SUSPEND / RECALL KEY. THAT ORDER WILL SHOW UP ON THE SCREEN. YOU CAN ADD TO IT OR TAKE OFF ITEMS AT THIS POINT. IF THE CUSTOMER DOES NOT RETURN THAT DAY, PLEASE ATTACH THE SUSPEND SALE RECEIPT TO YOUR CASH UP.

VERY IMPORTANT: MAKE SURE THE CUSTOMER DOES NOT TAKE THE GROCERIES OUT OF THE STORE UNTIL THEIR FORM OF TENDER HAS BEEN APPROVED. DO NOT GIVE THE CUSTOMER THE GROCERIES IF THEY HAVE TO SUSPEND THE SALE. CALL A STOCK CLERK TO PUT THE GROCERIES INTO THE COOLER SO PRODUCT DOES NOT SPOIL. PUT A NOTE ON THE GROCERIES THAT IT IS A SUSPENDED SALE AND THE CUSTOMER WILL RETURN. THIS IS TO ENSURE A STAFF MEMBER DOES NOT PUT THE GROCERIES BACK ONTO THE SHELF.

NOTE: IF FOR SOME REASON YOU DO NOT HAVE THE CUSTOMERS SUSPEND RECEIPT, YOU MUST PULL UP EACH SUSPENDED SALE TO FIND THE CUSTOMERS TRANSACTION. THERE IS NO WHERE ON THE SCREEN THAT IT WILL TELL YOU HOW MANY ARE UNDER THE SUSPEND / RECALL KEY. THIS FUNCTION WILL ONLY HOLD 9 TRANSACTIONS TOTAL.

PRICE INQUIRY:

THE PRICE INQUIRY IS USED WHEN A CUSTOMER WISHES TO KNOW THE PRICE OF AN ITEM, BEFORE THEY PURCHASE IT. TO USE THIS FUNCTION PRESS THE PRICE CHECK INQUIRY KEY AND SCAN THE ITEM. THE DESCRIPTION OF THE ITEM SHOWS UP ALONG WITH THE CURRENT PRICE OF THE ITEM. IF THE PRICE OF THE ITEM IS ON SALE AND IS LIMITED, IT WILL SHOW YOU THE OVER LIMIT PRICE AS WELL.

Red Deer
1-403-346-2277

Calgary
1-403-543-3933

Saskatoon
1-306-651-1005

Kamloops
1-250-377-3933



Mark Borle, mark@accuratepos.com
(403) 346-2277
<http://www.accuratepos.com/>

RECEIVED ON ACCOUNT:

THIS FUNCTION IS USED TO RECEIVE PAYMENT FOR A CHARGE ACCOUNT. ENTER IN THE DOLLAR AMOUNT OF THE R.O.A. AND THEN PRESS THE R.O.A. KEY. ENTER IN THE CUSTOMERS CHARGE ACCOUNT NUMBER AND PRESS ENTER. PRESS SUBTOTAL AND ENTER IN THE AMOUNT AND NEXT THE FORM OF PAYMENT BEING USED.

RECEIVED ON ACCOUNT INQUIRY:

THIS IS TO LET A CHARGING CUSTOMER INQUIRE ABOUT THE BALANCE OF THEIR ACCOUNT. SIMPLY ENTER IN THE CUSTOMERS ACCOUNT NUMBER AND PRESS THE R.O.A. INQUIRY KEY. A SLIP WILL BE PRINTED, WHICH LETS THE CUSTOMER KNOW THEIR BALANCE, HOW MUCH REMAINING THEY HAVE LEFT TO CHARGE.

STORE PAYOUTS:

THIS FUNCTION IS FOR MANY DIFFERENT PURPOSES. ALL OF WHICH MUST BE APPROVED THROUGH THE MANAGER. ANY MONEY THAT LEAVES THE STORE MUST BE RANG INTO THIS KEY. FOR ACCOUNTING PURPOSES. ENTER IN THE AMOUNT AND PRESS THE STORE PAYOUT KEY.

SPECIAL FEATURES:

- REPRINT KEY
- ELECTRIC JOURNAL

REPRINT KEY:

A REPRINT OF THE RECEIPT CAN BE DONE BY SIMPLY PRESSING THE REPRINT RECEIPT KEY, ON THE RIGHT HAND SIDE OF THE KEY BOARD. THIS WILL ONLY WORK FOR THE LAST TRANSACTION.

ELECTRONIC JOURNAL:

A ELECTRIC LOURNAL HAS REPLACED THE TILL TAPE ROLL. THE CURRENT DAY WILL APEAR ON THE ELECTRONIC JOURNAL. ALL OTHER

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DAYS WILL BE ACCESSED IF NECESSARY THROUGH THE SCANNING CO-ORDINATORS.

IF YOU NEED A COPY OF A RECEIPT FROM TODAY SCROLL TO THE RECEIPT ON THE SCREEN AND PRESS "P" TO PRINT

NIGHTLY CLOSING PROCEDURE:

1. PLEASE MAKE SURE ALL CASHIERS ARE LOGGED OFF AND THEIR TILL DRAWERS ARE LEFT CLOSED.
2. LOG-ON TO THE TILL USING YOUR MANAGER NUMBER
3. PRESS THE END OF DAY KEY
4. AT THE PROMPT ENTER IN THE MANAGERS LOG-ON NUMBER AND PRESS LOG-ON
5. WAIT FOR THE LANE TAPE TO PRINT, BEFORE GOING TO THE NEXT TILL
6. CONTINUE THIS PROCEDURE FOR EACH TILL
7. PLEASE MAKE SURE THE TILLDRAWERS ARE NOT CLOSED
8. GO TO THE COMPUTER IN THE COMPUTER ROOM AND DO YOUR NORMAL OVERNIGHT UPDATE PROCEDURES

NOTE: IF THERE IS A PAPER JAM AND YOU HAVE ALREADY PRINTED YOUR LANE TAPE. DO NOT DO ANOTHER END OF DAY REPORT. THIS WILL ZERO OUT ALL THE TOTALS. FIX THE PAPER AND PRESS THE REPRINT KEY.

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