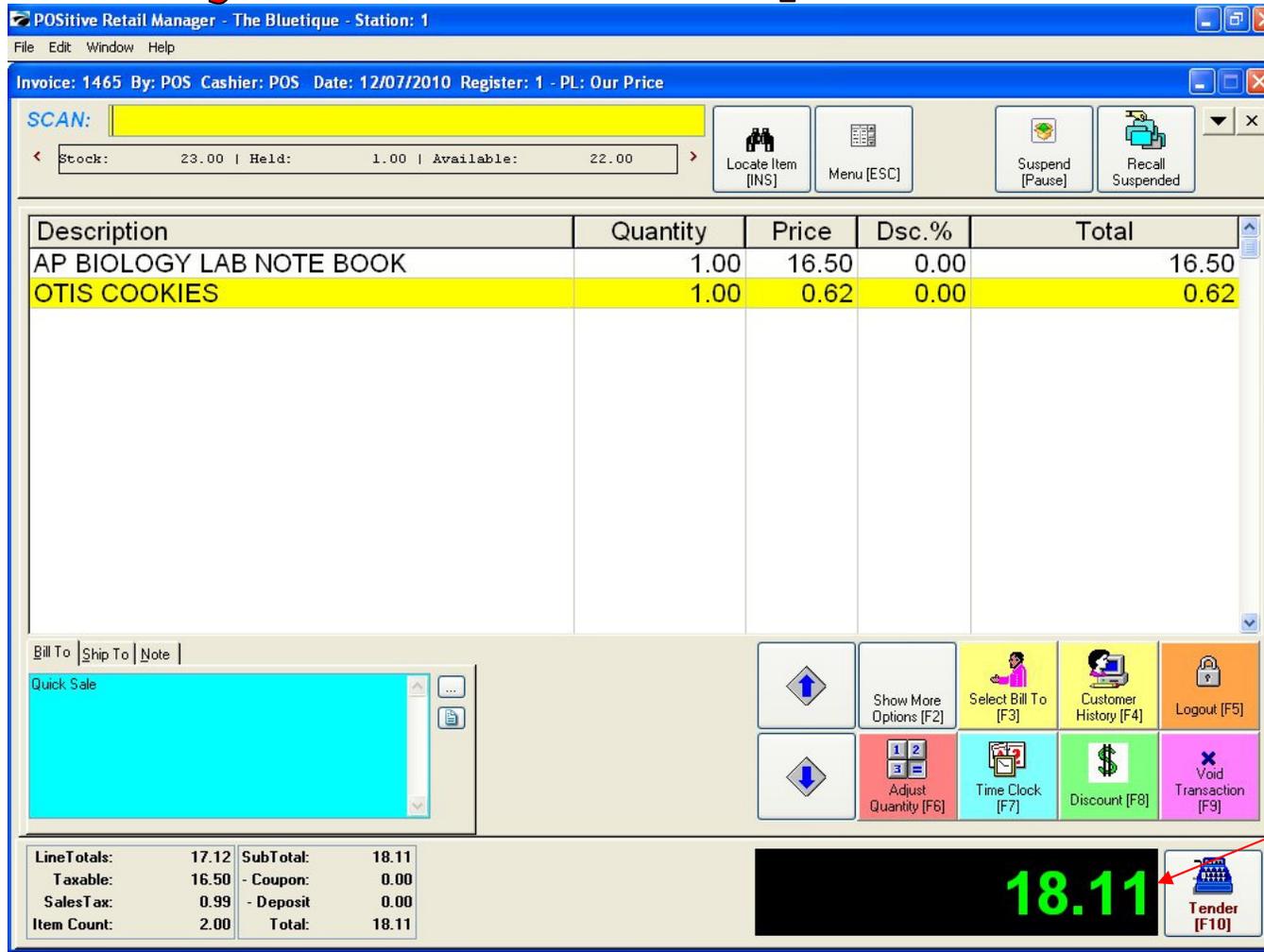


Keyboard Sales-Split Tender

1



POSitive Retail Manager - The Bluetique - Station: 1

Invoice: 1465 By: POS Cashier: POS Date: 12/07/2010 Register: 1 - PL: Our Price

SCAN: [Yellow Field]

Stock: 23.00 | Held: 1.00 | Available: 22.00

Description	Quantity	Price	Dsc.%	Total
AP BIOLOGY LAB NOTE BOOK	1.00	16.50	0.00	16.50
OTIS COOKIES	1.00	0.62	0.00	0.62

Bill To | Ship To | Note | Quick Sale [Blue Field]

LineTotals: 17.12 SubTotal: 18.11
Taxable: 16.50 - Coupon: 0.00
SalesTax: 0.99 - Deposit: 0.00
Item Count: 2.00 Total: 18.11

18.11

Tender [F10]

Keyboard Sales

On the Register Sales Screen...

Once all the inventory items have been scanned, or hot-button keyed in, etc.....

1. The Sale Total due will display on the screen in green (see lower right)

2. Cashier should announce to the customer, the total \$\$ amount of the sale.

(NOTE: The Display Pole will not show the Total \$\$ due, until you move to the tender screen. The Dual Monitor Display will show total due.)

Keyboard Sales-Split Tender

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Invoice: 1469 By: POS Cashier: POS Date: 12/08/2010 Register: 1 - PL: Our Price

SCAN:

Stock: 0.00 | Held: 0.00 | Available: 0.00

Locate Item [INS] Menu [ESC] Suspend [Pause] Recall Suspended

Description	Quantity	Price	Dsc.%	Total
AP BIOLOGY LAB NOTE BOOK	1.00	16.50	0.00	16.50
GYM SHORTS BLUE/XXL	1.00	18.00	0.00	18.00
HOODIE MASCOT LOGO BLACK/LARGE	1.00	20.00	0.00	20.00

Bill To | Ship To | Note

Quick Sale

Show More Options [F2] Select Bill To [F3] Customer History [F4] Logout [F5]

Adjust Quantity [F6] Time Clock [F7] Discount [F8] Void Transaction [F9]

Line Totals:	54.50	SubTotal:	56.57
Taxable:	34.50	- Coupon:	0.00
Sales Tax:	2.07	- Deposit:	0.00
Item Count:	3.00	Total:	56.57

56.57

Tender [F10]



1

On the Register Sales Screen

1. Once all the Inventory items have been scanned, hot-button keyed in, etc....
2. The Sale total due is displayed..
3. Ask the customer what tender type do they wish to use?
4. If they want to use 2 tenders (example: Cash & Check, Giftcard & Cash), choose the [F10] keyboard button., Instead of selecting a Tender hot key.

Keyboard Sales-Split Tender

POSitive Retail Manager - The Bluetique - Station: 1

Invoice: 1476 By: POS Cashier: POS Date: 12/08/2010 Register: 1 - PL: Our Price

SCAN: []

Stock: 0.00 | Held: 0.00 | Available: 0.00

Locate Item [INS] Menu [ESC] Suspend [Pause] Recall Suspended

Description	Total
GYM SHORTS BLUE/X HOODIE MASCOT LOG	18.00
	20.00

Invoice Tender

Currency [F2] Gift Cert. [F3] Balance [F7] OK [F10]

	Amount
Cash	15.08
Check	24.00
Visa	0.00
MasterCard	0.00
Discover	0.00
American Express	0.00

Balance Due: 15.08

Total: 39.08

- Deposits: 0.00

- Coupons: 0.00

- Credits: 0.00

- Gift Cert: 0.00

Total Due: 39.08

Paid: 24.00

Put Balance On Account [F5]

Printer Selected: Generic Receipt Printer

Change Printers [F9] Press ESCAPE To Cancel

Select Bill To [F3] Customer History [F4] Logout [F5]

Time Clock [F7] Discount [F8] Void Transaction [F9]

Line Totals:	38.00	Sub Total:	39.08
Taxable:	18.00	- Coupon:	0.00
Sales Tax:	1.08	- Deposit:	0.00
Item Count:	2.00	Total:	39.08

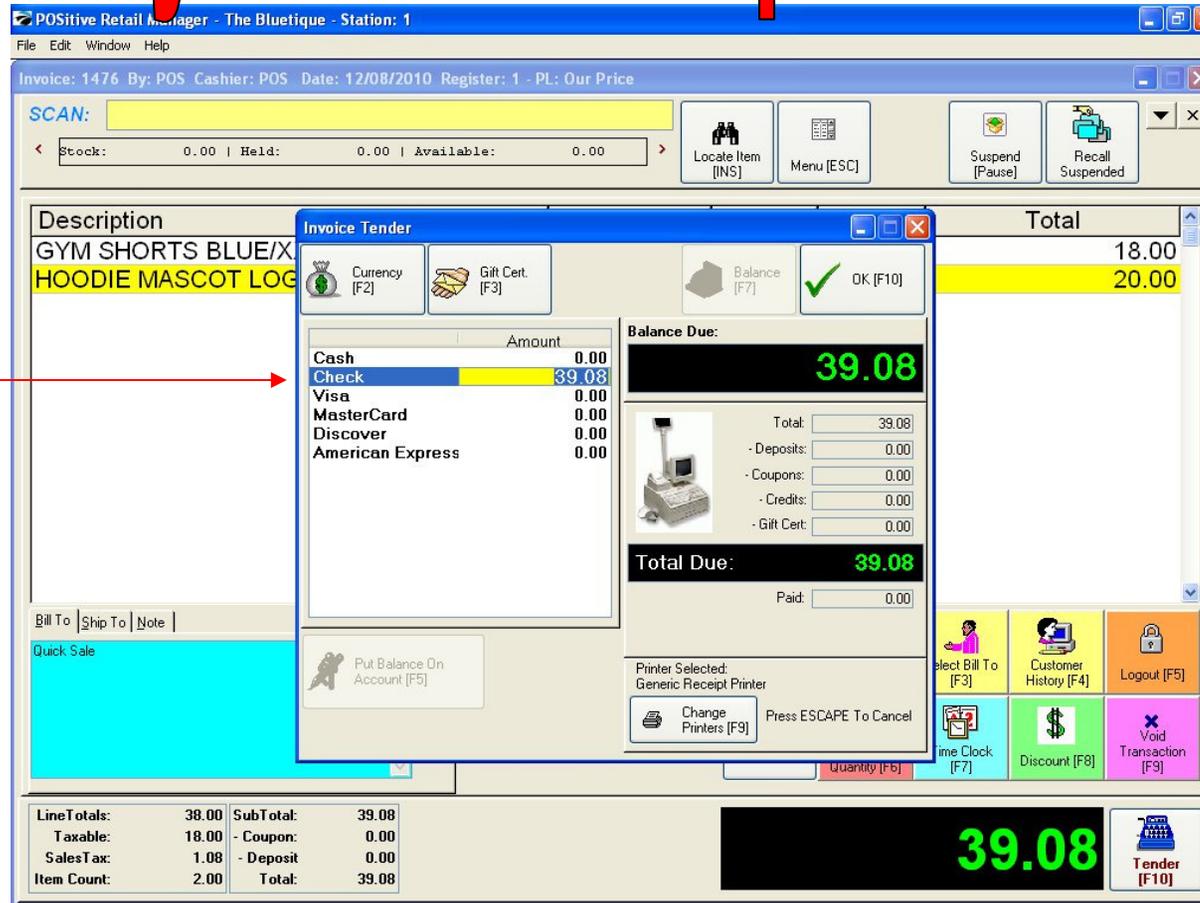
39.08 Tender [F10]



A Tender Screen will pop up over the Invoice Screen with no Specific Tender Highlighted

- To select partial cash tender, choose the keyboard enter key and type in the amount. The undistributed Balance Due will show to the right.
- By Default, the Total \$\$ amount of the sale will populate the selected Tender.
- Using the numeric keys, you may enter a different dollar value. (less or higher than Total due)
- If you enter an amount less than the Total, you will have to select another Tender to complete sale.
 - A split Tender is when 2 or more Tender types are used to complete a sale
- If you select an amount more than the Total, choose the ENTER button on your keyboard.
 - The Cash Drawer will open upon the completion of the sale

Keyboard Sales-Split Tender



POSitive Retail Manager - The Bluetique - Station: 1

Invoice: 1476 By: POS Cashier: POS Date: 12/08/2010 Register: 1 - PL: Our Price

SCAN:

Stock: 0.00 | Held: 0.00 | Available: 0.00

Locate Item [INS] Menu [ESC] Suspend [Pause] Recall Suspended

Description	Total
GYM SHORTS BLUE/X	18.00
HOODIE MASCOT LOG	20.00

Invoice Tender

Currency [F2] Gift Cert. [F3] Balance [F7] OK [F10]

	Amount
Cash	0.00
Check	39.08
Visa	0.00
MasterCard	0.00
Discover	0.00
American Express	0.00

Balance Due: **39.08**

Total: 39.08

- Deposits: 0.00

- Coupons: 0.00

- Credits: 0.00

- Gift Cert: 0.00

Total Due: **39.08**

Paid: 0.00

Put Balance On Account [F5]

Printer Selected: Generic Receipt Printer

Change Printers [F9] Press ESCAPE To Cancel

Bill To | Ship To | Note |

Quick Sale

LineTotals:	38.00	SubTotal:	39.08
Taxable:	18.00	- Coupon:	0.00
SalesTax:	1.08	- Deposit:	0.00
Item Count:	2.00	Total:	39.08

Quantity [F6]

Time Clock [F7] Discount [F8] Void Transaction [F9]

Select Bill To [F3] Customer History [F4] Logout [F5]

Tender [F10]

39.08



Assume the customer does not have enough in their check-book and wishes to split-pay with check and cash (Split tender).

This could also occur with Gift cards and cash to make up a balance due.

Always enter the CHECK tender first

1. When using the Check Total hot key, POS will default the total check dollar amount. (\$39.08)
2. You will need to manually enter the check amount first. (try entering: \$24.00)

Keyboard Sales-Split Tender

POSitive Retail Manager - The Bluetique - Station: 1

Invoice: 1476 By: POS Cashier: POS Date: 12/08/2010 Register: 1 - PL: Our Price

SCAN:

Stock: 0.00 | Held: 0.00 | Available: 0.00

Locate Item [INS] Menu [ESC] Suspend [Pause] Recall Suspended

Description	Amount	Total
GYM SHORTS BLUE/X		18.00
HOODIE MASCOT LOG		20.00
Total		39.08

Invoice Tender

Currency [F2] Gift Cert. [F3] Balance [F7] OK [F10]

	Amount
Cash	15.08
Check	24.00
Visa	0.00
MasterCard	0.00
Discover	0.00
American Express	0.00

Balance Due: 15.08

Total: 39.08
 - Deposits: 0.00
 - Coupons: 0.00
 - Credits: 0.00
 - Gift Cert: 0.00

Total Due: 39.08
 Paid: 24.00

Put Balance On Account [F5]

Printer Selected: Generic Receipt Printer
 Change Printers [F9] Press ESCAPE To Cancel

LineTotals:	38.00	SubTotal:	39.08
Taxable:	18.00	- Coupon:	0.00
SalesTax:	1.08	- Deposit:	0.00
Item Count:	2.00	Total:	39.08

Quick Sale

Printer Selected: Generic Receipt Printer

Change Printers [F9] Press ESCAPE To Cancel

Select Bill To [F3] Customer History [F4] Logout [F5]

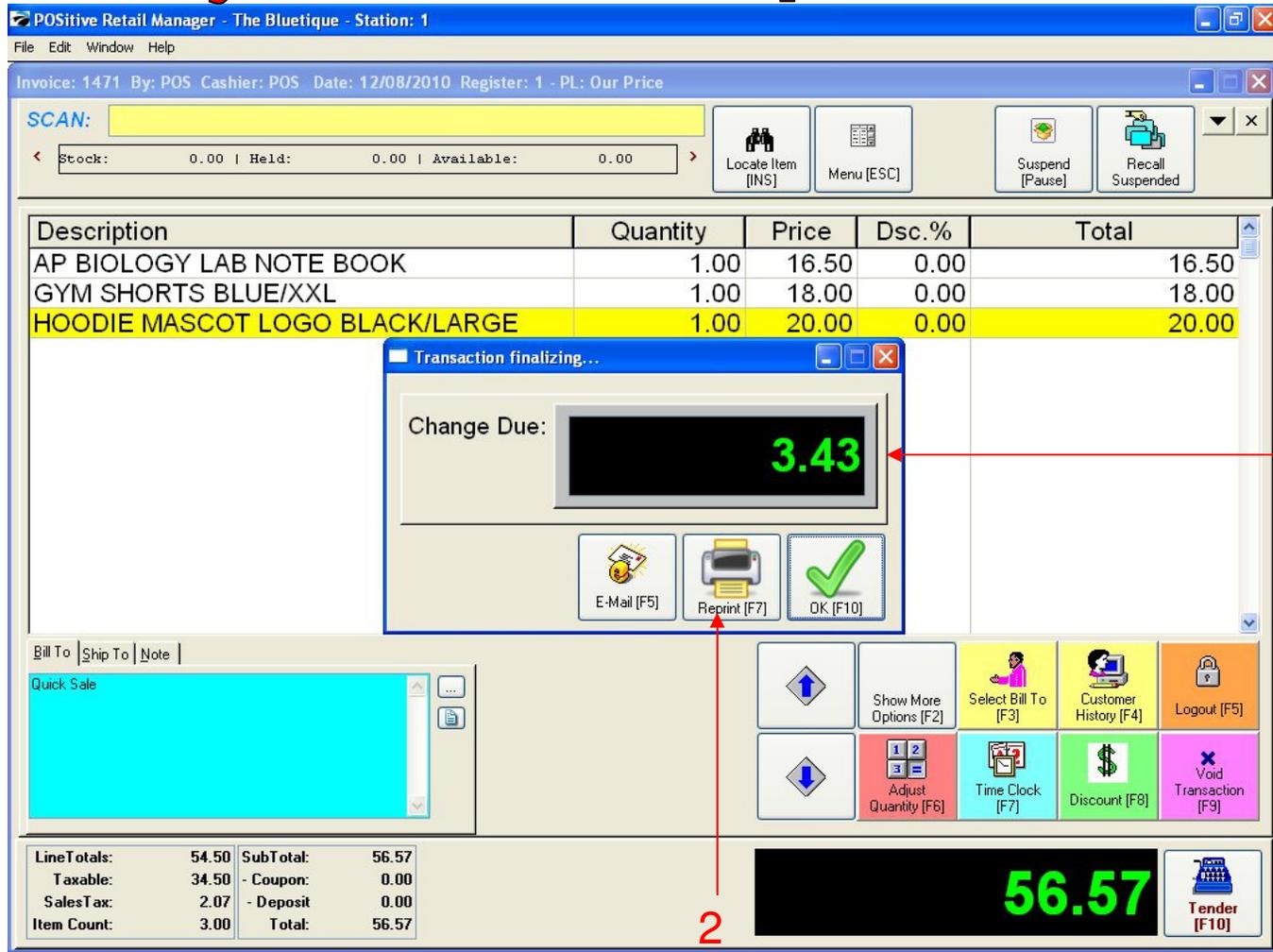
Time Clock [F7] Discount [F8] Void Transaction [F9]

Tender [F10]



- After entering the check amount to be tendered (\$24.00) ...the **BALANCE DUE:** is \$15.08.
- Using your **up arrow**, keyboard button go to the **cash tender line** and select the **ENTER** button on your keyboard the **BALANCE** Amount DUE of \$17.00 will appear.
 - Choose Enter again and the Split Tender SALE will Complete.
 - \$24.00 Check Total
 - \$17.00 Cash Total

Keyboard Sales-Split Tender



POSitive Retail Manager - The Bluetique - Station: 1

Invoice: 1471 By: POS Cashier: POS Date: 12/08/2010 Register: 1 - PL: Our Price

SCAN: []

Stock: 0.00 | Held: 0.00 | Available: 0.00

Description	Quantity	Price	Dsc.%	Total
AP BIOLOGY LAB NOTE BOOK	1.00	16.50	0.00	16.50
GYM SHORTS BLUE/XXL	1.00	18.00	0.00	18.00
HOODIE MASCOT LOGO BLACK/LARGE	1.00	20.00	0.00	20.00

Transaction finalizing...

Change Due: **3.43**

E-Mail [F5] Reprint [F7] OK [F10]

Bill To | Ship To | Note | Quick Sale

LineTotals: 54.50 SubTotal: 56.57
 Taxable: 34.50 - Coupon: 0.00
 SalesTax: 2.07 - Deposit: 0.00
 Item Count: 3.00 Total: 56.57

56.57 Tender [F10]

Keyboard Sales

Once Enter is selected.....

1. A **Change Due** screen will appear listing any cash change to be given back to the customer. The cash drawer will open with a ringing sound clip. Remove the proper change and count back to the customer to complete the money handling process. Remember to Close the drawer.
2. If a receipt is required to be printed, choose the [F7] keyboard button.

- Choose the **ENTER** or the [F10] button on your keyboard to move to the next sale.

Congratulations, you have completed a POS Sales without using your mouse..!