

Pending Orders

1

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Invoice: 1373 By: POS Cashier: POS Date: 11/08/2010 Register: 1 - PL: Our Price

SCAN: [Yellow Field]

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

Description	Quantity	Price	Dsc.%	Total
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Bill To | Ship To | Note |

Quick Sale [Cyan Field]

Show More Options [F2] Make AR Payment [F3] Return From Invoice [F4] Open Cash Drawer [F5]

Exit Program [F6] Balance Register [F7] Show Slides [F8] Manager Mode [F9]

LineTotals: 0.00 SubTotal: 0.00
Taxable: 0.00 - Coupon: 0.00
SalesTax: 0.00 - Deposit: 0.00
Item Count: 0.00 Total: 0.00

0.00 Tender [F10]

1 (points to Return From Invoice [F4])

2 (points to Manager Mode [F9])



IN KEYBOARD SALES MODE:

To access existing orders, you must go to Manager Mode.

1. Select Show More Options Button (F2)

2. Select Manager Mode Button(F9)

(NOTE: Only Teachers & Managers will have access to Manager Mode)

Pending Orders

Invoice: 1170 By: POS Cashier: POS Date: 10/11/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
Quick Sale					

Line Totals: 0.00 SubTotal: 0.00
 Taxable: 0.00 - Coupon: 0.00
 SalesTax: 0.00 - Deposit: 0.00
 Item Count: 0.00 Total: 0.00

Cursor Down Cursor Up

0.00

Manager



IN TOUCH SCREEN SALES MODE:

To access existing orders, you must go to Manager Mode.

1. Touch Manager Button

Pending Orders

Invoice: 1170 By: POS Cashier: POS Date: 10/11/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
Quick Sale					

Line Totals: 0.00 SubTotal: 0.00
 Taxable: 0.00 - Coupon: 0.00
 SalesTax: 0.00 - Deposit: 0.00
 Item Count: 0.00 Total: 0.00

Cursor Down Cursor Up

0.00

Exit Program Logout Go to Sales

Balance Reg. Daily Sales Summary Gift Certificates Edit Bill To

Invoice History Make AR Payment Note Edit Notes

Open Cash Drawer Report Center Price Check Return From Invoice

Discount Time Clock Show Costs Void

Manager Mode

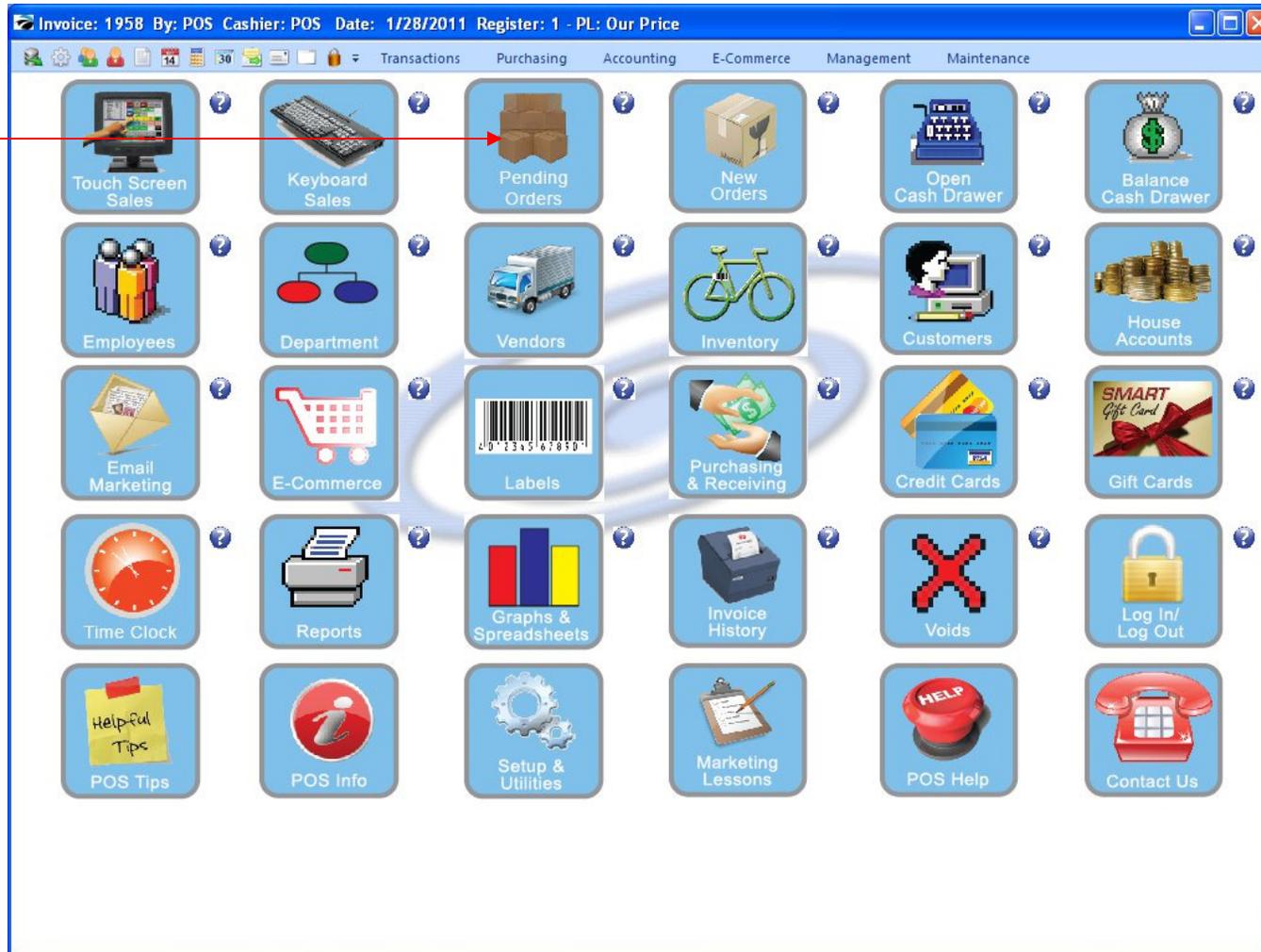


ON MANAGER BUTTON SCREEN:

1. Select Manager Mode Button

(NOTE: Only Teachers & Managers will have access to Manager Mode)

Pending Orders



IN MANAGER MODE:

To create access existing orders, go to Pending Orders

1. Select Pending Orders Button

Pending Orders

Invoice: 1961 By: POS Cashier: POS Date: 1/28/2011 Register: 1 - PL: Our Price

Transactions Purchasing Accounting E-Commerce Management Maintenance

Orders In Process

View: Header, Details, Contact Log, Reminders, Transaction Log, Transaction Prompts, Documents

Actions: Find PO, Calendar, E-Mail Transaction, Customer History, Create PO

Locate: 0

Payment Partial Convert Print Convert Close [F10]

Ref#	Name	Entered	Due	ID	Total w/Tax	Deposit	Balance
501	JONES, SALLY	10/05/2010	10/29/2010	POS	467.49	100.00	367.49
503	JONES, SALLY	10/21/2010	10/30/2010	POS	437.25	100.00	337.25
509	Apple, Sue	1/03/2011	1/21/2011	POS	87.45	2.00	85.45
524	Smith, Jane	1/28/2011	2/18/2011	POS	44.52	44.52	0.00

Total Orders: 1003.50

New Edit Void

Details

SKU	Description	Quantity	B'Order	Price	Disc. %	Total
CFJBL	FOOTBALL JERSEY BLUE LARGE	1.00	1.00	30.00	0.00	30.00
CNFB	CUSTOM NUMBER FRONT & BACK Customer Number 26	1.00	1.00	6.00	0.00	6.00
CNAME	CUSTOM NAME BACK Name Lewis	1.00	1.00	6.00	0.00	6.00

Deposit: 44.52

InfoBar Detail Lines: 6 Show Cost Total (w/o Tax): 42.0000

Pending Orders

ORDERS IN PROCESS:

In the Pending Screen, you see a list of current Orders

1. Click The Customer Name you want to convert or edit.
2. Chose Edit if you want to change the Order or Layaway
3. Details of their Order appear in the bottom section.
4. You also have the option of Partial Payments (to Pay-Down the Order or Layaway).
 - This will print an Order/Layaway Balance Receipt
5. Click the Convert button or the (Alt V) keys to start the conversion to a final sale.

Pending Orders

The screenshot shows the 'Orders In Process' window with a 'Select Transaction to convert to' dialog box. The dialog box has a yellow background and contains the text 'Invoice Layaway'. Below the text are 'Select' and 'Cancel' buttons. A red arrow labeled '1' points to the 'Invoice Layaway' text, and another red arrow labeled '2' points to the 'Select' button. The background window shows a list of orders with columns for Ref#, Deposit, and Balance. The 'Deposit' column has values 100.00, 100.00, 2.00, and 44.52. The 'Balance' column has values 367.49, 337.25, 85.45, and 0.00. The 'Total (w/o Tax)' is 42.0000.

ORDERS IN PROCESS:
When you convert an Order...

1. Highlight Invoice
2. Click Select

We will now convert our special order to an invoice.

Pending Orders

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Invoice: 1962 By: POS Cashier: POS Date: 1/28/2011 Register: 1 - PL: Our Price

SCAN:

Stock: 0.00 | Held: 0.00 | Available: 0.00

Description	Quantity	Price	Dsc. %	Total
FOOTBALL JERSEY BLUE LARGE	1.00	30.00	0.00	30.00
CUSTOM NUMBER FRONT & BACK	1.00	6.00	0.00	6.00
Customer Number 26				
CUSTOM NAME BACK	1.00	6.00	0.00	6.00
Name Lewis				

Bill To | Ship To | Note |

Jane Smith
Room 123A
Clarkston, MI 48346
Home: 333 444-5454
Work:
Account: 4 Code: 4

LineTotals: 42.00 SubTotal: 44.52
Taxable: 42.00 - Coupon: 0.00
: 2.52 - Deposit 44.52
Item Count: 3.00 Total: 0.00

0.00

Tender [F10]



ORDERS IN PROCESS:

When you convert an Order... the Invoice Screen will appear with the all your items

1. The Amount due will be Zero if 100% deposit payment was received when ordered.
2. Click the Tender [F10] to process the converted sale.

Pending Orders

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Transactions Purchasing Accounting E-Commerce Management Maintenance

Invoice: 1971 By: POS Cashier: POS Date: 1/28/2011 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
FOOTBALL JERSEY BLUE LARGE	1.00	30.00	0.00	30.00
CUSTOM NUMBER FRONT & BACK	1.00	6.00	0.00	6.00
customer number 26				
CUSTOM NAME BACK			0.00	6.00
name lewis				

Transaction finalizing...

Change Due: **0.00**

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

Bill To | Ship To | Note |

Jane Smith
Room 123A
Clarkston, MI 48346
Home: 333 444-5454
Work:
Account: 4 Code: 4

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:	42.00	Sub Total:	44.52
Taxable:	42.00	- Coupon:	0.00
:	2.52	- Deposit:	44.52
Item Count:	3.00	Total:	0.00

0.00 Tender [F10]

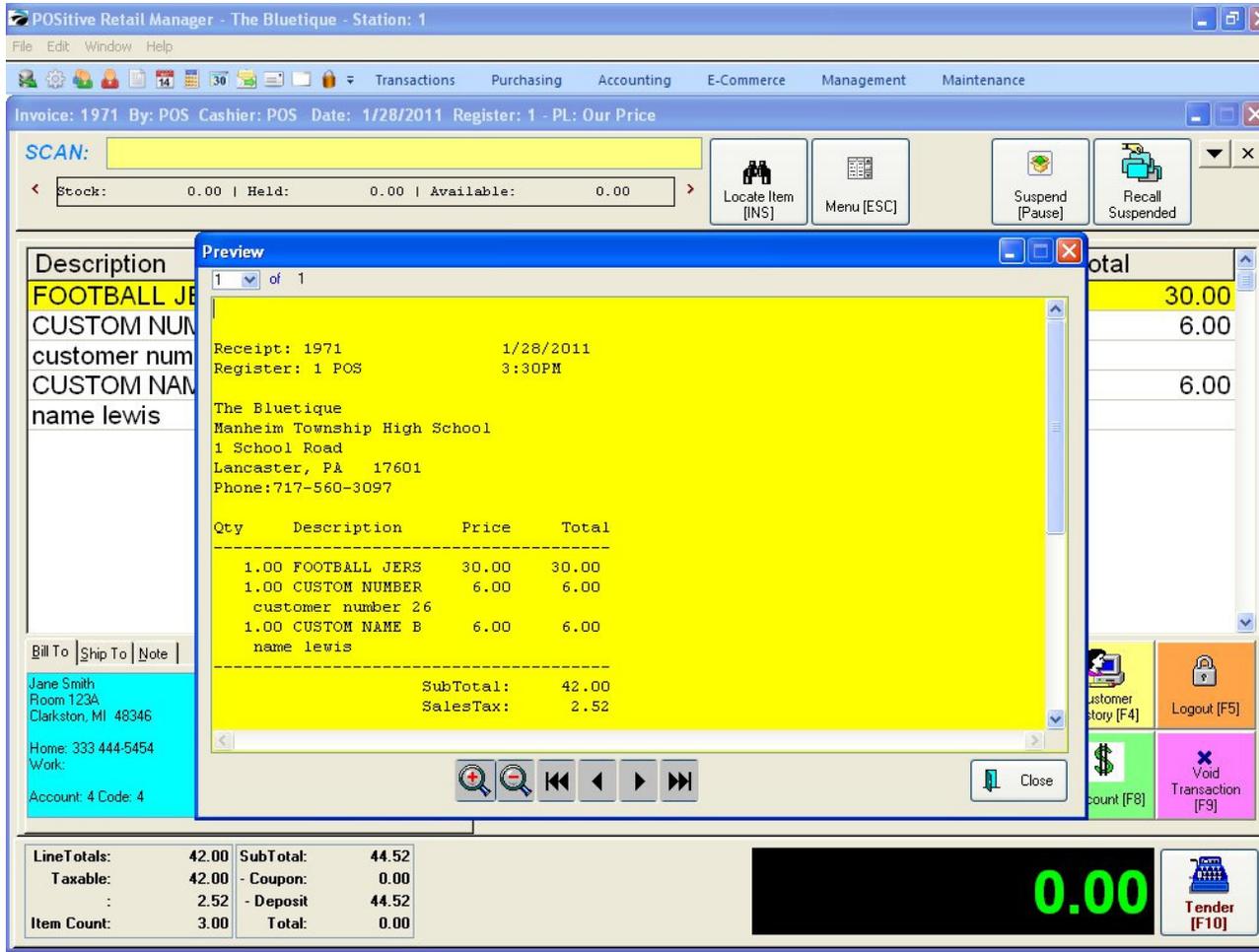
1



ORDERS IN PROCESS:
The Change Due screen appears.

1. Click the OK button [F10] to move to tender screen & print a receipt.

Pending Orders



POSitive Retail Manager - The Bluetique - Station: 1

Invoice: 1971 By: POS Cashier: POS Date: 1/28/2011 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: FOOTBALL JERS, CUSTOM NUM, customer num, CUSTOM NAM, name lewis

Preview

1 of 1

Receipt: 1971 1/28/2011
Register: 1 POS 3:30PM

The Bluetique
Manheim Township High School
1 School Road
Lancaster, PA 17601
Phone: 717-560-3097

Qty	Description	Price	Total
1.00	FOOTBALL JERS	30.00	30.00
1.00	CUSTOM NUMBER customer number 26	6.00	6.00
1.00	CUSTOM NAME B name lewis	6.00	6.00

SubTotal: 42.00
SalesTax: 2.52

Bill To | Ship To | Note |

Jane Smith
Room 123A
Clarkston, MI 48346
Home: 333 444-5454
Work:
Account: 4 Code: 4

Customer Story [F4] Logout [F5]
Account [F8] Void Transaction [F9]

LineTotals:	42.00	SubTotal:	44.52
Taxable:	42.00	- Coupon:	0.00
:	2.52	- Deposit:	44.52
Item Count:	3.00	Total:	0.00

0.00

Tender [F10]



ORDERS IN PROCESS:

By converting a pending order to an invoice, the invoice stock count is subtracted & Dept/Category is credited for the sale)

The Sale is now posted and complete. The original Order or Layaway has been removed from the Pending list.