

POS SYSTEMS GROUP
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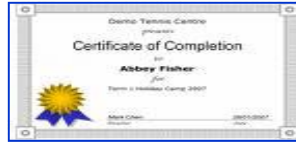


School-Store POS

Today's Business Lessons

- ✓ *Marketing Skills*
- ✓ *DVR-Camera Store Security*
- ✓ *Web Store & Credit Cards*
- ✓ *Back Office Accounting*
- ✓ *Store Management*
- ✓ *Technology Careers*

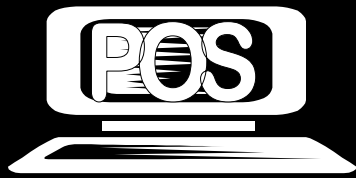
School Store POS Certification



POS Systems Group is offering 3 levels of certification for completion of training and usage of your POS System. Now, you can earn certification depending on your level of competence with the system. **Most activities will require you to provide documentation of your completion or use of the system. Completion of each activity or function will be rewarded with points that when accumulated will qualify you for certification at one of the award levels.** Upon completion of one level, you may then work on achieving the next level. The following sections describe the 3 levels of certification, with activities demonstrating POS competence that are appropriate for each level.

Basic Certification (Each task = 1pt, Choose any 10 to do....need 10 points for Basic Certificate)

1. ___ **Minimum of 4 hours of training from POS Systems Group or POSitive Software.**
2. ___ Used the Training POS (practice clone) for Cashier & Manager training.
3. ___ Have trained 75% of your store staff and 75% are operating POS Sales & Cash Drawer accounting successfully.
4. ___ Have store managers to assist in areas: Back-Office Accounting, Vendor Orders, Marketing-Promotions, Store Security, Inventory-Receiving, Sales-Merchandising, Food-Prep, Product-Department Managers (name other areas)
5. ___ No open department sales keys for 30-days (Misc. Apparel, Candy, Beverage)
6. ___ Have used the Coupon button in the sales screen.
7. ___ Track all inventory items in sales, scanning SKUs, using hot keys keyboard entry, or touch screen. Each customer sale shall have an individual invoice.
8. ___ All 3 database areas shall be tracked with a unique ID. (for Employees, Inventory, Vendors)
9. ___ 30 days of accurate physical inventory stock counts (spot-check, cycle counts every week)
10. ___ Use inventory, "verify & adjust" feature to correct shrinkage & inaccurate inventory counts.
11. ___ Have printed a physical inventory valuation report and the stock counts x \$ cost accuracy is 98% correct.
12. ___ Use customer, Smart Gift Cards & track them in Gift Certificate Manager.
13. ___ Use Vendor Re-Order Report to analyze inventory replenishment & place orders.
14. ___ Use Purchase Orders to receive Vendor invoices of merchandise.
15. ___ Use Accessory Manager to create Hot Key Trigger Lists
16. ___ Printing the following Sales reports Daily (for each station): Drawer Balance Report & Drawer Category Summary
17. ___ Print Daily Balance summary, if you close the cash drawer 2 or more times a day or have 2 or more POS Stations.
18. ___ Print a Weekly or Monthly Department/Category Sales Summary Report.
19. ___ Employees are using time clock function to track and report employee hours worked.
20. ___ Employees are logging out of POS between shift or exiting at the end of the work day.
21. ___ Completing regular back-ups (daily .zip of POS data files) & bi-monthly of the School-Store folder (on C-Drive) to a removable data device. (CD, USB-Drive).



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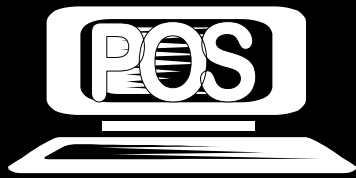
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Professional Certification (Each task = 2pts, Choose any 10 to do....need 20 points for Pro Certificate)

Must have **POSitive PRO** version to continue

1. ___ **Minimum of 6 hours of training from POS Systems Group.** (That is 2 more hours over Basic Training)
2. ___ Demonstrate successful House Account (A/R) Tracking in Sales, Aging Reports, Statements & Payments.
3. ___ Allowing student employees the benefit of a House Account (A/R) charge privilege.
4. ___ Programmed auto-discounts for customer category = student employees.
5. ___ Allowing school staff (teachers, administration, clubs..) the benefit of a House Account (A/R) charge privilege.
6. ___ Programmed auto-discounts for customer category = school staff.
7. ___ Incorporate School Store POS (POSitive Software) into your Marketing Ed. Curriculum (P's of Marketing)
8. ___ Incorporate School Store POS (POSitive Software) into your student DECA Competition.
9. ___ Incorporate School Store POS (POSitive Software) into your DECA SBE Certification.
10. ___ Using DVR Camera security to monitor general store area & POS activity.
11. ___ Using DVR Camera security & Text insertion to view POS Sales activity on DVR monitor.
12. ___ Have used the internet Credit Card function in POS (Averacharge or PC-Charge).
13. ___ Using student barcode IDs for frequent shopper program.
14. ___ Using pending Sales function of Orders or Layaway for items placed "on order" for customers.
15. ___ Using pending Sales function to track a satellite sales location (basketball game, theatre sales...)
16. ___ Using Promo Manager to create future Calendar sales by item, category or department.
17. ___ Using Mix-Match to create price families of like or unlike items (2/\$1.00, 3/\$2.00...)
18. ___ Using Mix-Match to cross-merchandise unlike items. (T-Shirt & bottle water deal)
19. ___ Using Calendar Promos or Mix-Match, track & report on the Sales of inventory items.
20. ___ Using Calendar Promos or Mix-Match, track & report on the Profit Margin % of inventory items.
21. ___ Using Sales Report by Item Sorted List your top & worst 10 inventory items sold by Qty sold (90 day period)
22. ___ Using Sales Report by Item Sorted List your top & worst 10 inventory items sold by % Profit (90 day period)
23. ___ Use Template SKU feature to assemble multiple items (Gift Baskets, Balloon Bouquets, Combo Specials)
24. ___ Use Matrix SKU to track 2-dimensional associated items (matrices = Color & Size).
25. ___ Use Trade-In feature to track Used items for sale.
26. ___ Use Inventory item's Info-tool bar to better estimate sales & purchasing trends for Vendor Orders.
27. ___ Make a re-usable, Vendor Order sheet in Excel with all the historical figures from #26 info-bar data.
28. ___ Use Accessory Manager, Tag-a-Long feature (Buy this & get that for Free, Bottle Deposit...)
29. ___ Using PDF docs of POS Manual, POS Training Guides & F1-POS Help Guides, Create your own POS Manual
30. ___ Using pre-defined Rules, Regulations, & Student Employee Job Tasks, create an employee Handbook.



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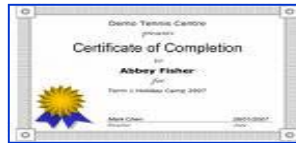


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Premier Certification (Each task = 3pts, Choose any 10 to do....need 30 points for Premier Certificate)

Must have **POSitive Premier** version to continue or **The New POSitive Retail Manager**.

1. ___ **Minimum of 8 hours of training from POS Systems Group.** (That is 2 more hours over PRO Training)
2. ___ Print your General Ledger Accounting, Chart of Accounts
3. ___ Manual Add or Edit a Transaction (Invoice, Cash Drawer Balance, Account Receivable, Stock Received)
4. ___ POST transactions to General Ledger minimal of 12 times in 90-day period
5. ___ Print an Accounting Income Statement for a 90-day period
6. ___ Print an Accounting Balance Sheet for a 90-day period
7. ___ Do a comparative Balance sheet analysis report of Current Year & Last Year
8. ___ Do a comparative Income Statement analysis report of Current Year & Last Year .
9. ___ Journal entry your GL Accounting figures (month summary) into Quick Books.
10. ___ In sales summary print 90-day graphs & reports for Employee sales. Write a Summary analysis.
11. ___ In sales summary print 90-day graphs & reports for Hourly sales. Write a Summary analysis.
12. ___ In sales summary print a 13-Month sales graphs & reports. Write a Summary analysis.
13. ___ In sales summary print a 2 to 3-Year sales graphs & reports. Write a Summary analysis.
14. ___ Using Query Wizard, create your own (NEW) Inventory Report (Listing, Valuation, Pricing, Customized..)
15. ___ Using Query Wizard, create your own (NEW) Customer Report (Listing, Mailing Labels..)
16. ___ Using Query Wizard, create your own (NEW) Vendor Report (Sales History, Valuation..)
17. ___ Using Importer, Import new inventory items from .CSV file (call us 1st please)
18. ___ Using Importer, Import new Customers (Student Name & ID #) from .CSV file (call us 1st please)
19. ___ Create a customer database under a specific Customer Category with Names & emails (min. of 50 names)
20. ___ Use E-Mail List Manager to import your new Customer Database (call us 1st)
21. ___ Use E-Mail List Manager to create an HTML Advertisement to broadcast to your customers.
22. ___ Use E-Mail List Manager broadcast an HTML Advertisement to 50 customers.
23. ___ Do a 90-day Survey of Students using Zip Code sales prompt trigger. Ask for grade level instead (9, 10, ..)
24. ___ Using Min-Inventory threshold levels, create auto-replenishment in Prepare Order list (30-days)
25. ___ Track Inventory shrinkage (lost, stolen, damaged..) by creating a House Account called Shrinkage. (90-days)
26. ___ Take pictures (.jpg or .gif images) of every item in stock & attaché to Inventory file in Ecommerce Center.
27. ___ Write a longer description discussing all the great things about the item in Standard in Extended description fields.
28. ___ Using the Inventory Label designer, make a new Inventory label. Use store logo graphics if you like.
29. ___ Using the Inventory Label designer, make a product Sign (any size) Use store logo graphics if you like.
30. ___ Using the Inventory Label designer, make a Store Catalog. Use Inv-Item pictures & extended descriptions.