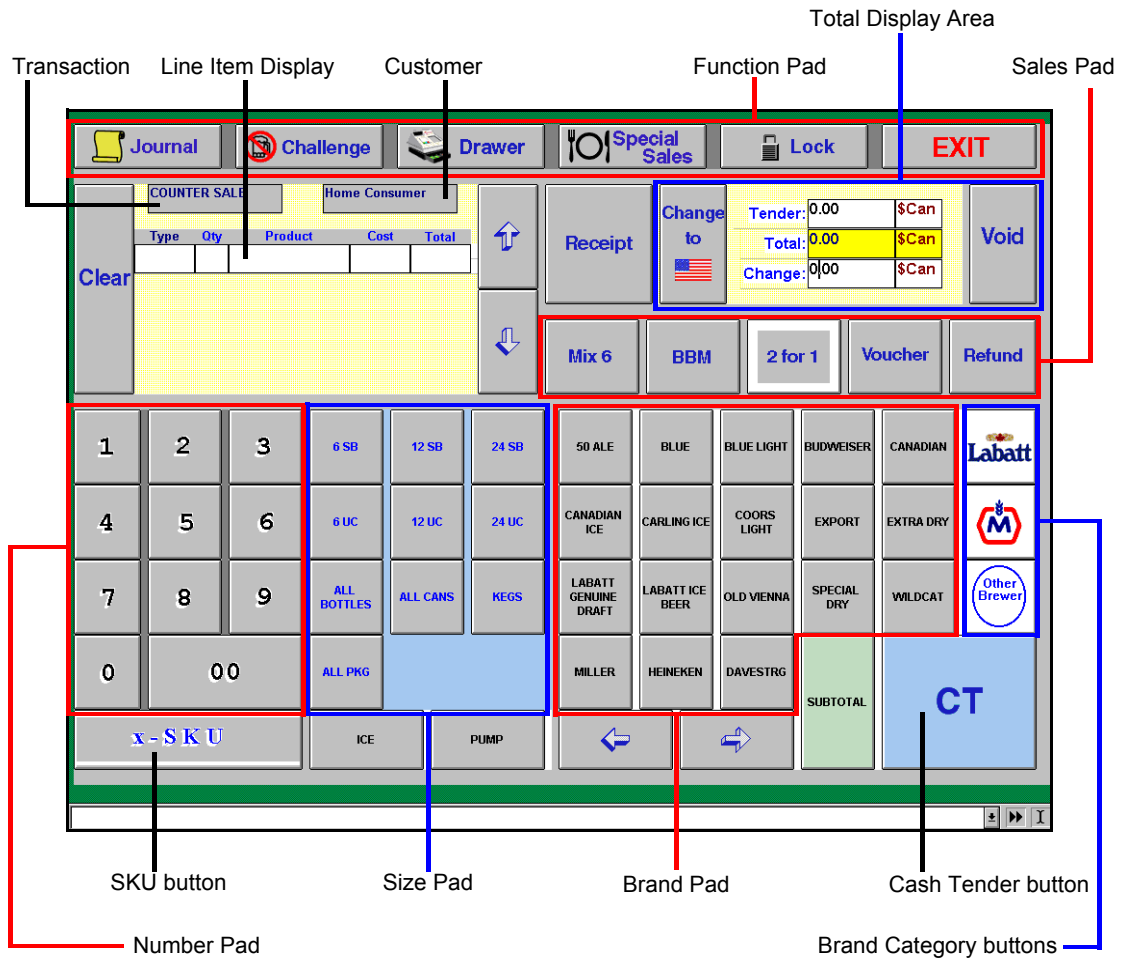


# POS main sales screen

## General overview

When you log into the Point-Of-Sale system, the following screen appears:



## Exit button

Press the EXIT button in the top right corner of the sales screen to log out of the POS

system and return to the Beer Store Login/Logoff screen.



**Lock button**

Press the Lock button to lock your sales screen.



You must enter your PIN number and ID to unlock the screen. You can also switch cashiers or return to the Beer Store Login/Logoff screen.

**Drawer button**

Press the Drawer button to access the POS cash drawer functions, which include opening a cash drawer and entering cash drop information.



**Challenge button**

Press the Challenge button to report either a minor or intoxicant customer challenge.



**Journal button**

Press the Journal button to view sales history information for the last 19 transactions of the current logged session.



You can also print a receipt from a previous sale through this function. Use the Journal on the managers workstation screen to see transactions going back further.

**Special Sales button**

Press the Special Sales button to enter transaction for BRI customers who have special pricing, payment, and/or delivery arrangements.



Special sales customers include licensees and special occasion permit holders (SOPs).

**Button restrictions**

You cannot use the EXIT, Lock, Drawer, Challenge, Journal, or Special Sales buttons while in the middle of a sale transaction that has not yet been terminated by the CT button. You must complete or void the current sale before using one of those functions.

**Void button**

Press the Void button to clear all items in the current transaction and begin a new sale.



Void can only be used before CT is pressed. To clear a sale that has already been terminated by a CT, a refund must be processed.

**Clear button**

Press the Clear button to delete the selected item in the Line Item Display area from the current transaction.



## Line Item Display area

The Line Item Display area on the sales screen displays all the items you have entered in the transaction. Line item information includes.

- **Type**—sale type. The following are the available sale type codes:

Type	Sale Description
Mix6	Component of a Mix-6 pack
nf1 <sup>a</sup>	Two-For-One product sale
Vchr	Voucher sale
Rfnd	Refund item
RFM6	Refund of Mix-6 pack
RFnF1 <sup>*</sup>	Refund of Two-For-One sale
RFVC	Refund of a voucher
RFVCn1 <sup>*</sup>	Refund of a voucher used on a Two-For-One sale
VCnF1 <sup>*</sup>	Voucher used on a Two-For-One sale

a. Where *n* is the number of smaller packs used to create a larger pack sold

- **QTY**—for the quantity of the item (negative if a refund transaction); the default is one if no quantity is entered
- **PRODUCT**—product description, such as the product name
- **COST**—on a per unit basis including taxes
- **TOTAL**—collective cost of the product including applicable tax and fees

Transaction Type and Customer Type information also appear in the Line Item Display area of the sale screen.

Transaction types can be either Counter Sale or Special Sales. A Counter Sale is the purchase of a beer product by a walk-in customer, who is also referred to as a *home consumer*. A Special Sale refers to BRI customers who have special pricing, payment, and/or delivery arrangements.

There are seven possible customer types. The following are the available customer types:

- Home Consumer or Counter Sale

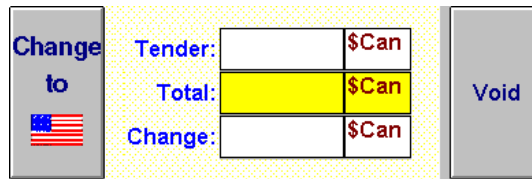
All of the following are special sales customers only.

- Embassy customer, such as a foreign diplomat
- Licensee, such as a restaurant owner
- PST-Exempt consumer
- Southern Agency
- Special Occasion Permit customer (standard and levy)

Press the Up and Down arrow keys to the right of the Line Item Display area to move up and down the transaction item list.

**Total Display area**

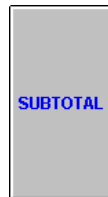
The transaction tender information appears in the Total Display area of the sales screen.



The running total for the current transaction appears in the Total field. The Change To US button to the left of this area displays the tender amount for the sale in US dollars.

**Subtotal button**

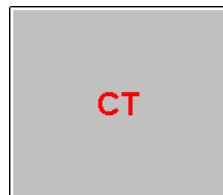
Press the SUBTOTAL button to enter a tender amount for the sale. You can enter the amount in Canadian or US funds.



The SUBTOTAL button is also used for processing cheques, credit, debit and scrip transactions. Pressing OK on the subtotal screen completes the transaction. There is no need to press CT again afterwards.

**Cash Tender (CT) button**

Press the CT button to quickly process a transaction.



You will not be prompted to enter a tender amount for this function—if the customer requires change, you must use the SUBTOTAL window to enter the amount tendered and determine the change.

**Receipt button**

Press the Receipt button to print a sales slip for the most recently processed beer sale.

**Sales pad**

Press one of the following buttons to enter non-basic sales, which are:

- Mix 6—a customer-selected pack of six or more beer brands



- 2 For 1—two or more smaller brand packs sold for the same price as the larger pack where the larger pack would have contained the same number of bottles or cans as the sum total of the smaller packs



- Vouchers—promotional customer vouchers issued by brewers



- BBM—beer branded merchandise (or related product) sales



- Refund—to issue a refund to the customer

**Size pad**

Press one of these buttons to enter the appropriate brand pack size. For example, 24SB

refers to a 24 standard-bottle pack. If the size you want does not appear, press one of the following to display a selection window containing all the available sizes for a selected brand.

- ALL BOTTLES



- ALL CANS



- KEGS



- ALL PKG (all packages)



## Brand pad

Press one of these buttons to choose the appropriate beer brand for a sale. The three buttons to the right of the brand pad —Labatt, Molson, and Other Brewer — refer to your display options for beer brands.



Press the arrow keys below the brand pad to view other choices in this category. The default option, which appears in the sales screen, is Top Brands.

**SKU button**

Press this button to enter a Stock-Keeping Unit product number.



This button may be used in place of quantity, size, brand buttons.