POS Discount Software

Users Manual

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Introduction

This manual will introduce you to all the features of the Abacus POS Discount Software. The manual is design to assist you in adding and editing initial files, and provides practice task to ensure your success in using your new system.

What You Need To Know Before You Begin

To ensure your success, we recommend that you have a basic understanding of the Windows operating system, including basic functionalities and navigational tools.

Overall Goal

Upon completing the exercises in this manual, you will have demonstrated the skills you need to begin using your Abacus system.

How to use this book

This book is divided into two sections, a quick start that will guide you through the basic functions on how to fill a prescription and a more detailed section that explains all other functions. Each unit covers on broad topic, units are arranged in order of increasing proficiency. The skills you acquire in one unit will be used and developed in subsequent units.

Copyright notice

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Initial setup

Your system will come preloaded with some files, like Items, this will save you time by not having to create them.

Function Keys

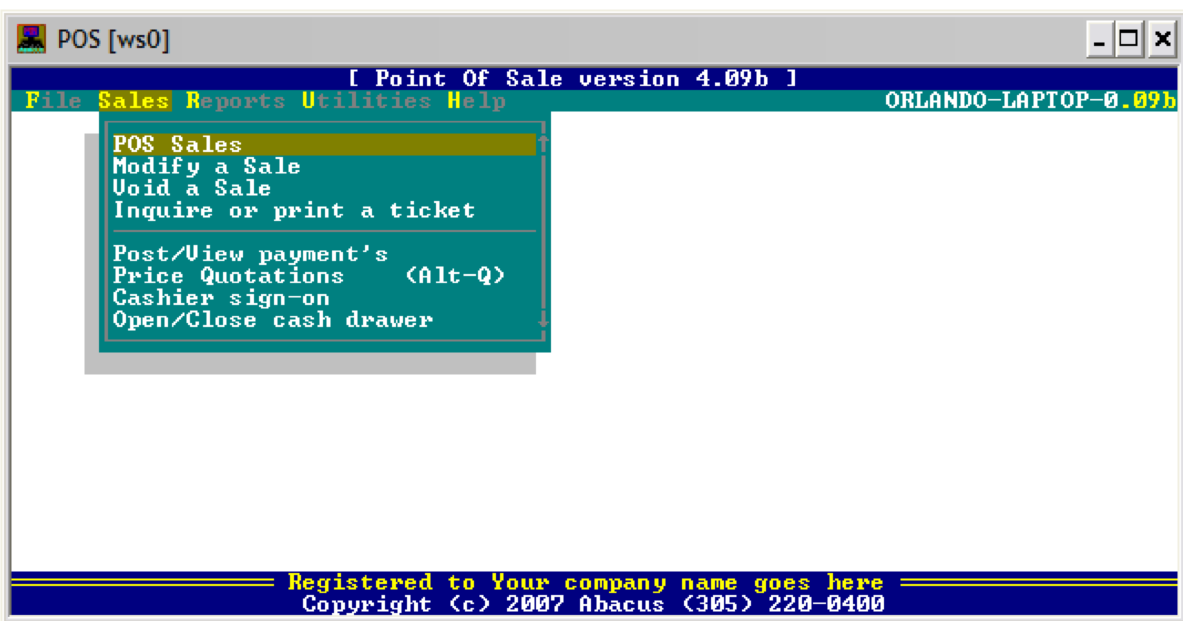
Several function keys have been created to quickly perform common tasks. Function keys (F keys) are located at the top of the keyboard.

Quick Start

The following will quickly guide you through entering a prescription and printing an Rx label.

Logging in

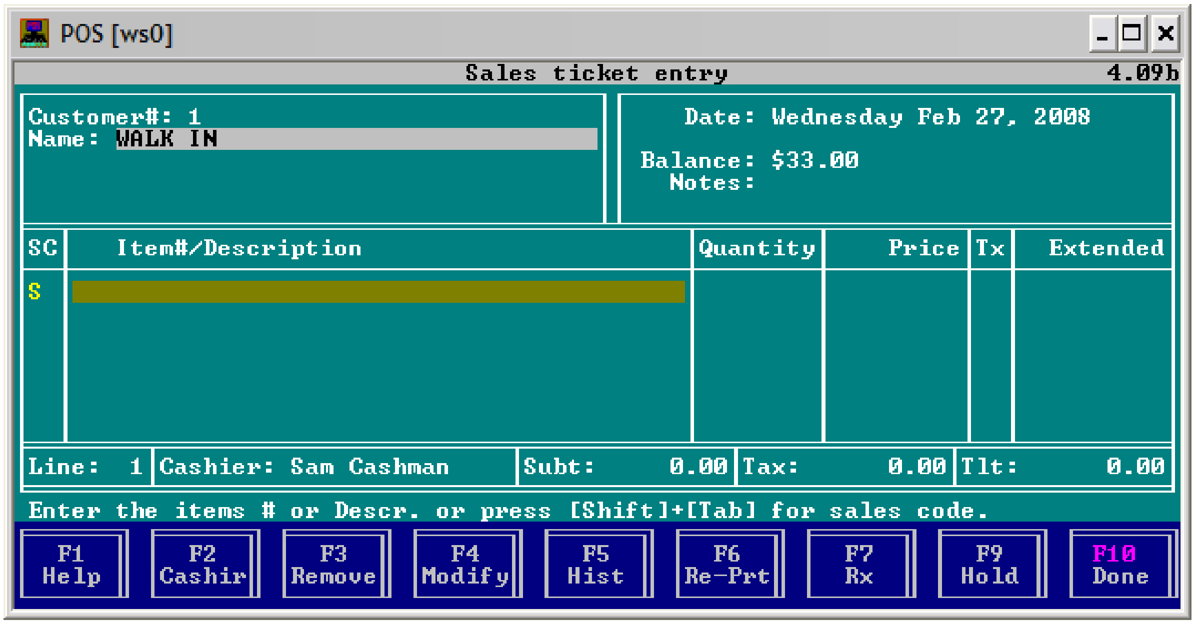
The first screen you may see is a sign-on screen if you have elected **sign-on security** in the configuration. The Sign-On screen allows users to log onto the system using their personalized system profile. Each user has a unique user name and password. If the proper User name and password are not entered in three attempts, the user cannot enter the software. If you are using the system for the first time, select "ABACUS" as the user and the password "password".



The above screen is the initial screen you will see after the sign-on screen, here you have access to all the functions available in the software. Use the [up] [down] [left] and [right] arrow keys to move within the menu. Press the [enter] key to select the menu item you are interested in.

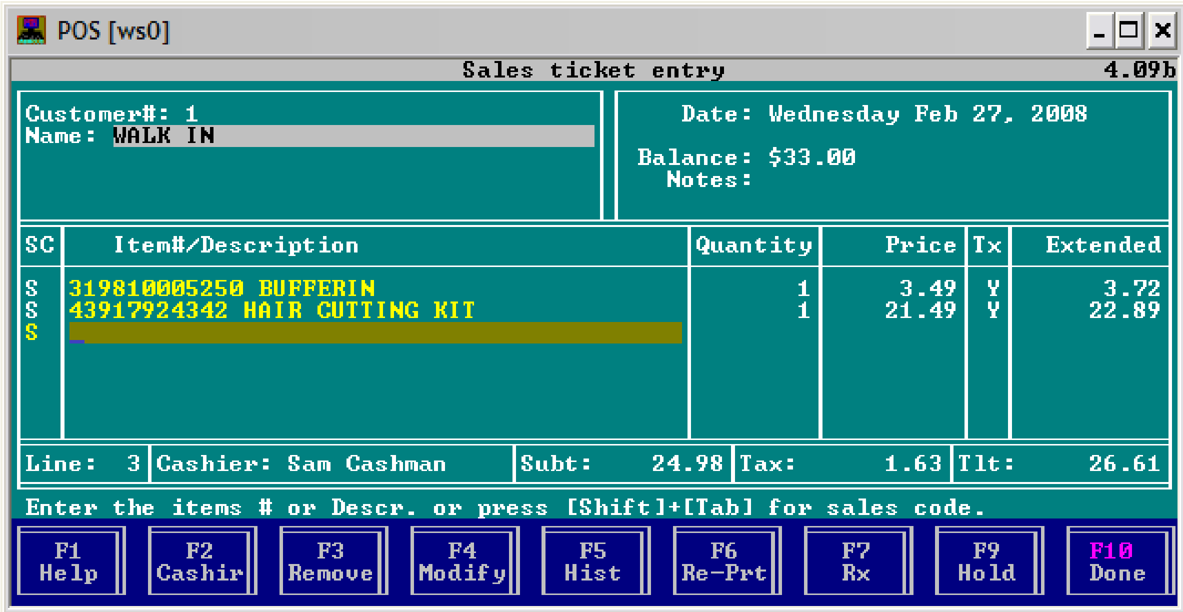
Sale Processing

In this screen you will be able to scan your OTC products or Prescriptions to retrieve the price and charge the customer.



We begin at the Item prompt, here you will enter or scan the item (you can also search by item description).

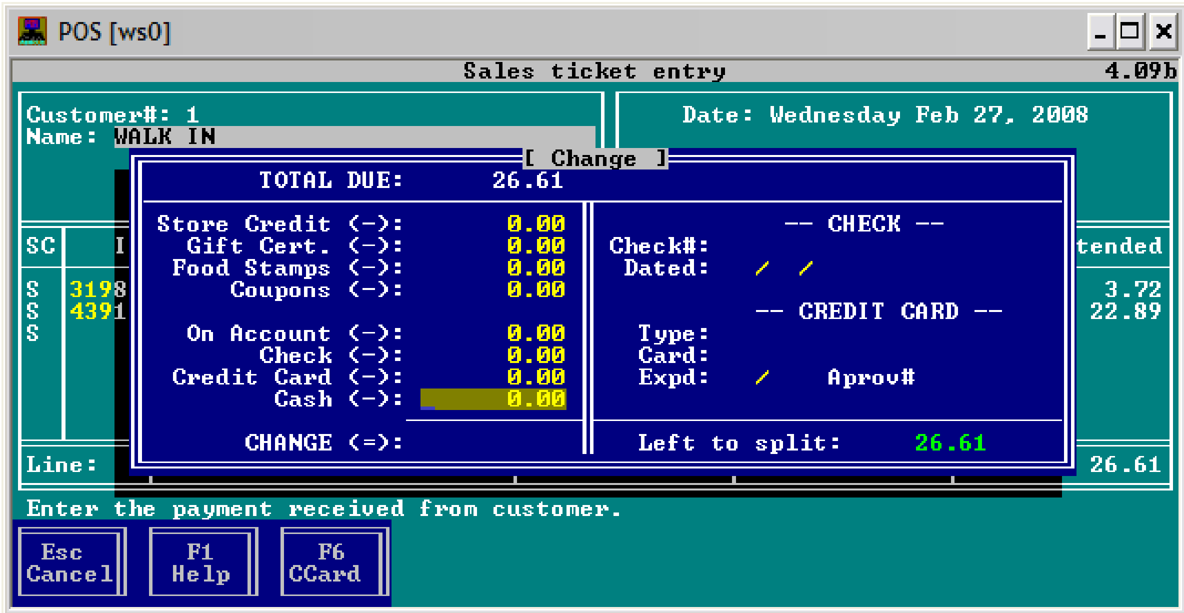
Note: You can also enter a Customers name, this is useful to track sales by Customer or for later customer mailings. If you would like to enter the customers name press the [ESC] key once. This will take you to the "Name:" prompt. Here you will enter the name of the patient (in capital or lower case letters. *only the patients last name, only the patients first name, prefixed by a "," or a partial name, i.e., "Smi,J" to locate the patient by name)* you are dispensing the medication(s) to. The correct format when typing the name is to enter the patient's last name, a comma and the patient's first name i.e. "Smith, John". If the name entered is not on file, you will be asked if you want to place the new patient on file. If you misspelled the name you will have the opportunity to re-enter the name at the prompt. If you enter a name that is on file, a list of patient's that match the name entered will be displayed. When a patient has been selected, you will be able to view their past purchase history by pressing the [F5] key.



We continue scanning or enter the item until we are done, then we press the [F10] key and the following screen will be displayed:

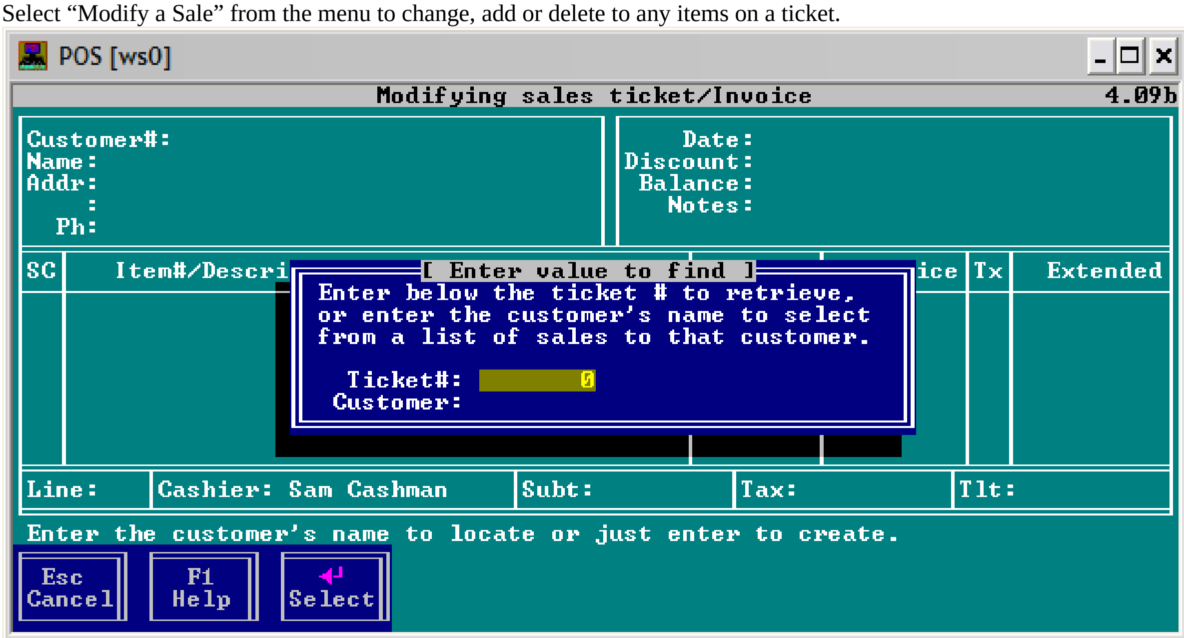
Notice, at the bottom of the screen you will find all the applicable [F] keys:

- F1 – Help on the function you are currently on.
- F2 – Allows a different cashier to sign on without existing the program.
- F3 – This will remove an item scanned or entered.
- F4 – This will allow you to change information on an item.
- F5 – If you have entered sales by Customer name, this will show you the sales history for that Customer.
- F6 – This will reprint the last sale.
- F7 – If connected to the Pharmacy Software, this will allow you to scan or enter the Rx being sold and the software will get the Patient and prescription information and amount the Customer should pay from the Pharmacy software.
- F8 – This will place the sale you are currently working with on hold, so you can attend to a more urgent Customer, then you can re-call the sale on hold to continue with the previous sale.
- F10 – This will save the items scanned or entered, print the receipt and open the cash drawer.



Next, we enter the amount paid by the Customer. Notice we can split the amount and enter a store credit, coupons etc. this is used to balance with the register at the end of the day. Once the amount paid is entered, you will be shown the change amount, the register will open and the receipt will print.

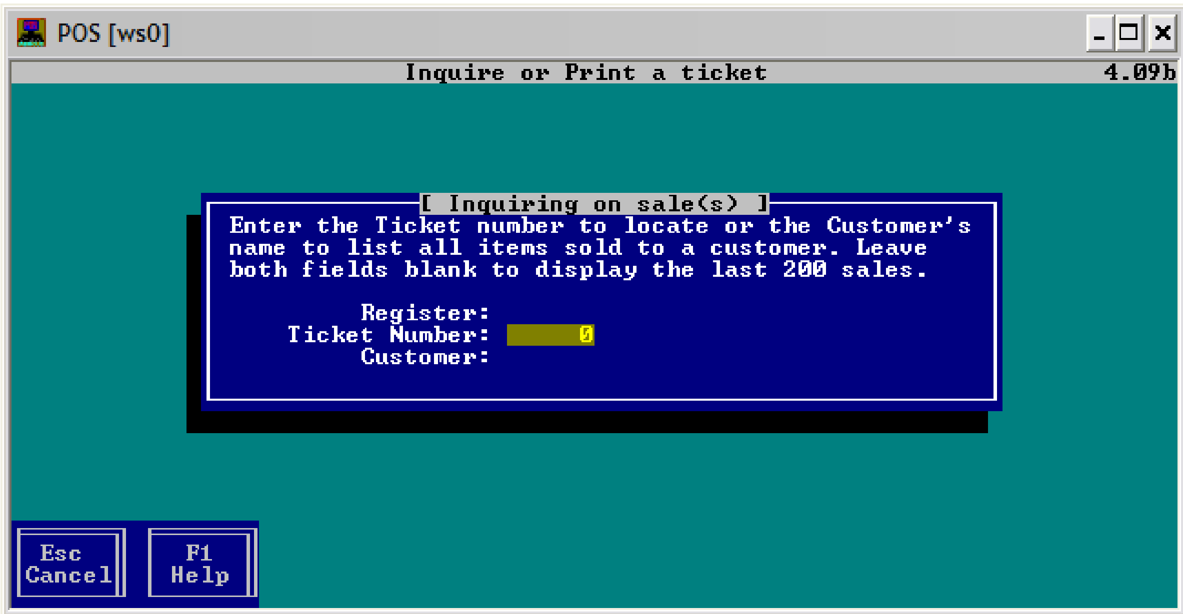
MODIFY SALE
Select “Modify a Sale” from the menu to change, add or delete to any items on a ticket.



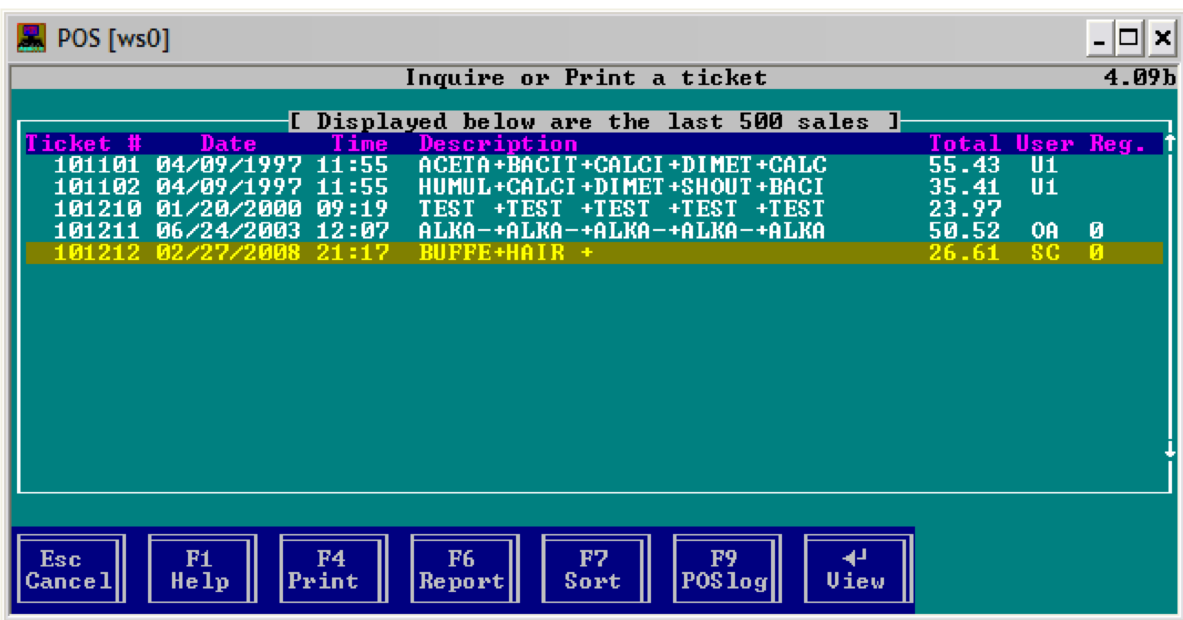
You begin by entering the Ticket number of the Customers name.

VOID SALE
Use this function to remove a sale. The selection criteria is the same as in the above “Modify a Sale” screen.

INQUIRE OR PRINT A TICKET
This function is used to view information on sales that done. You can select sales done on a given Register, for a given Ticket or Customer.



You can also leave all the selection fields blank to view the last 200 sales.



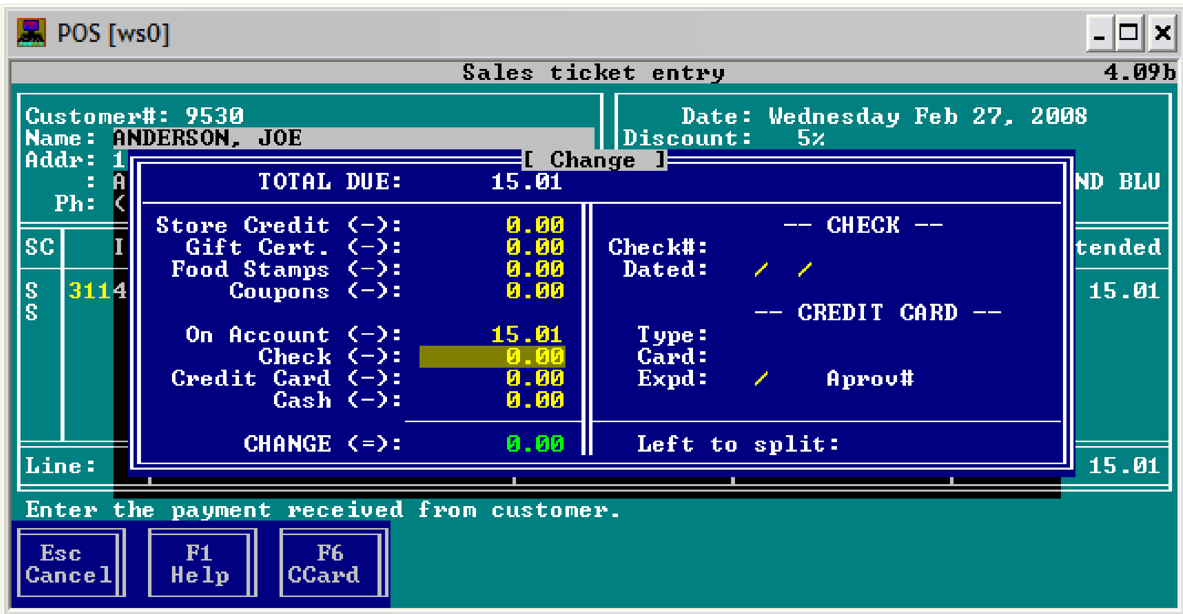
The above screen can display information on any sale, re-print a ticket or view the items sold in a ticket.

- F1 – Display help on the screen you are currently on.

- F4 – Reprint the Ticket.
- F6 – Print all the sales for a given Customer.
- F7 – Sort the Tickets displayed by Ticket number, Date or Description.
- F9 – Future use.
- Enter – Allows you to view the items in a Ticket.

ON ACCOUNT SALES

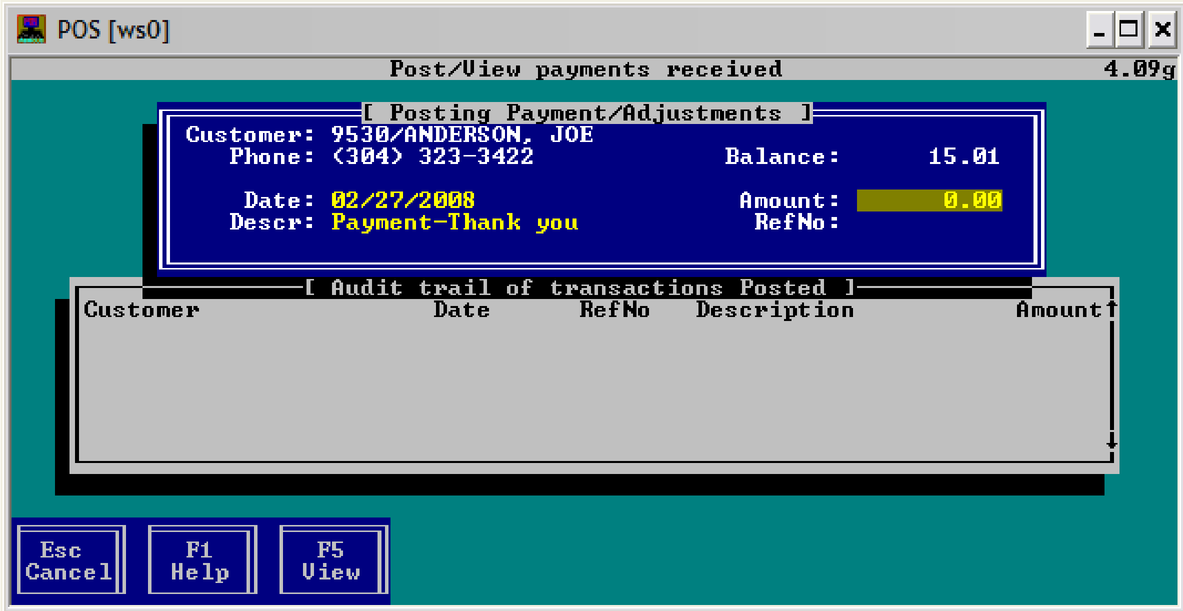
You can track sales On Account (also called House Accounts or Account Receivables) by posting the sale to the On Account as follows:



You should always select or create Customer information, when placing a sale On Account. Remember On Account sales will be paid later by the Customer.

POST AND VIEW PAYMENTS

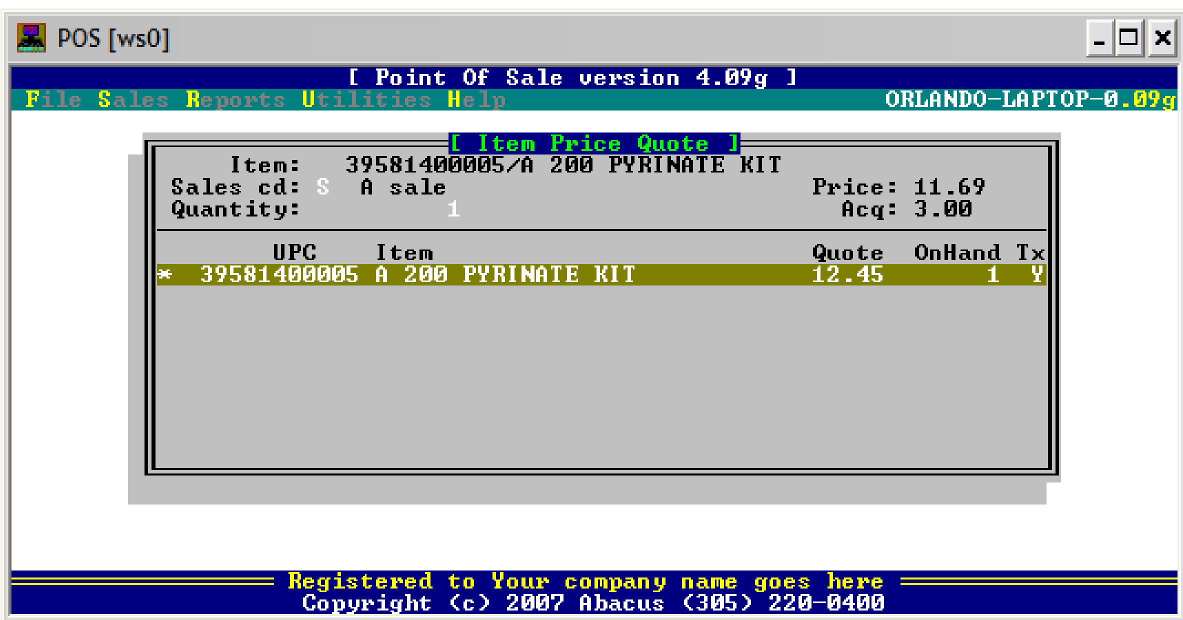
Here you can post payments received from Customers for items sold On Account.



Enter the Customers name to select the customer (Last name, First). Enter the date of payment or the check date, a description you want to show on the statements, the amount you received and the check number. The amount entered will reduce the Customers balance (You can also, enter a negative amount for NSF checks or void the payment transaction).

QUOTATIONS

At any point in the POS software, you can press the [Alt-Q] combination keys or select “Price Quotation” from the menu to give a price quote on any item in your inventory.

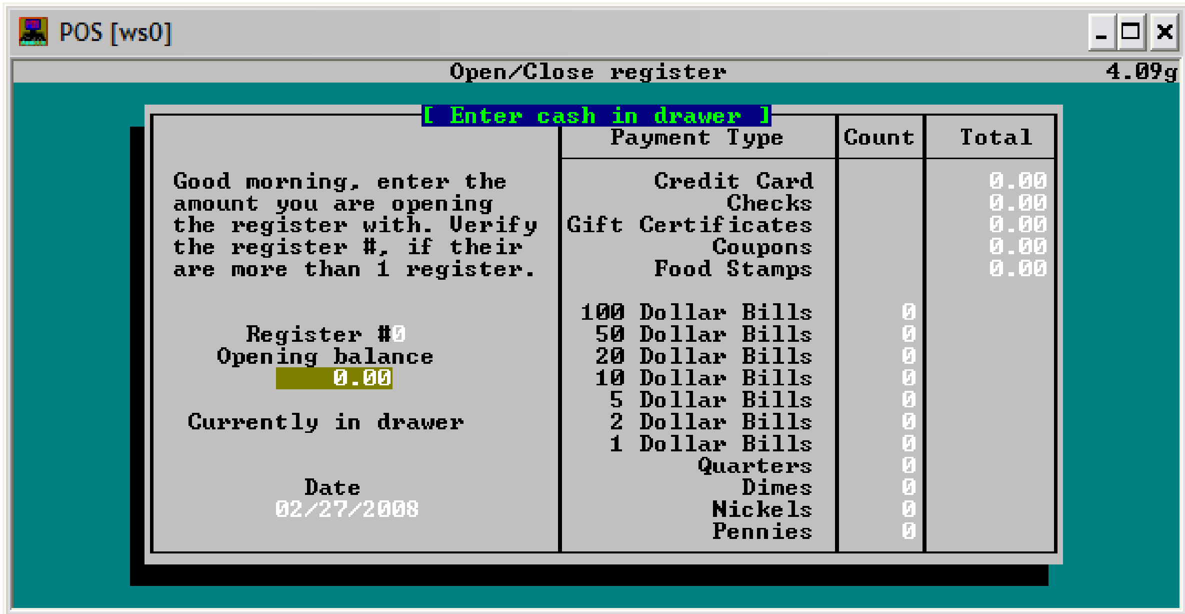


You begin by scanning or entering the item, the sales code and the quantity.

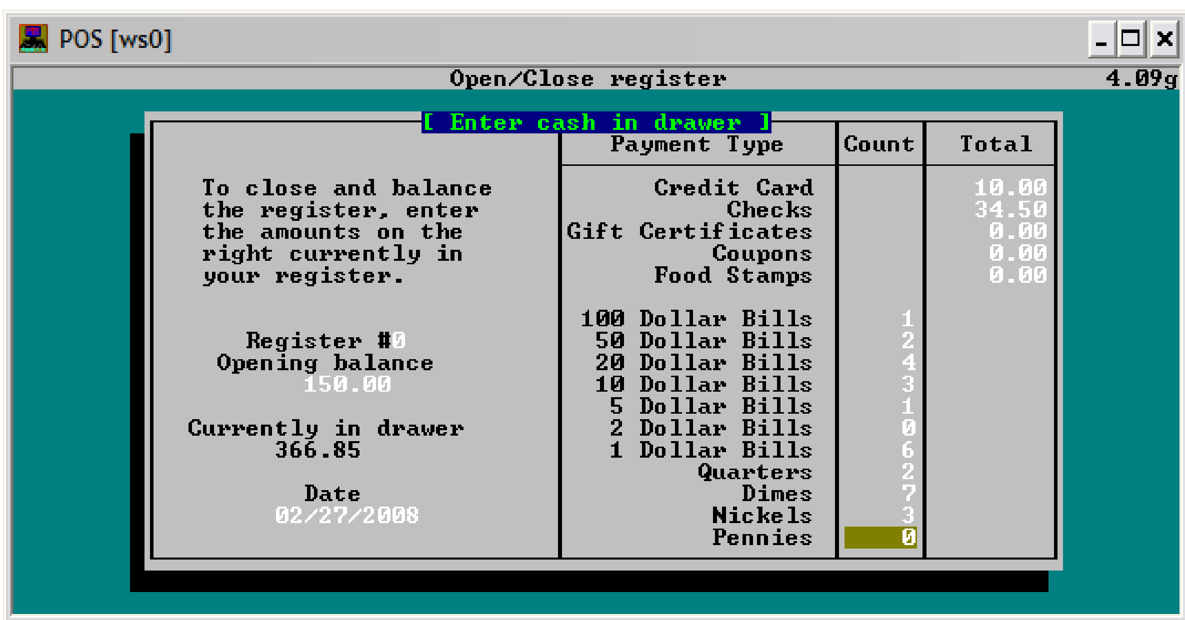
OPEN/CLOSE CASH DRAWER

This function is used to tell the system the starting cash drawer balance at the beginning of a shift or the ending cash drawer balance to balance with the sales done with in the shift.

You begin the shift by Opening the Register, you will be shown the following screen:



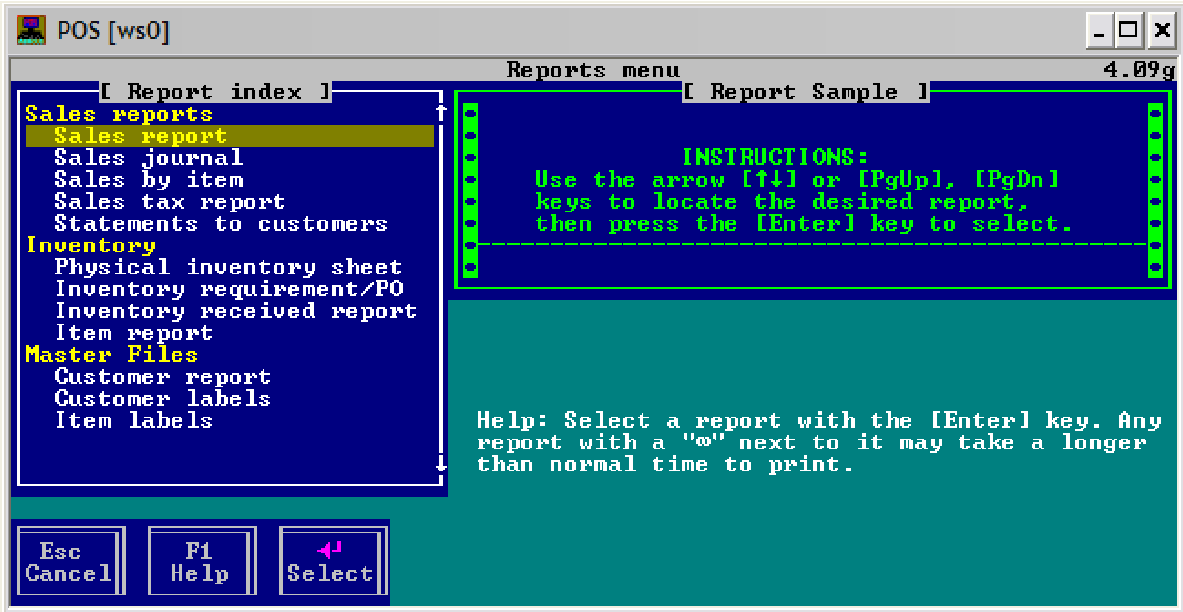
You will enter the amount you are starting the register with (the opening balance). At the end of the shift, you will enter the amount you have in the cash drawer and the system will check if the amount, balances with the opening amount plus the sales. After you enter the opening balance, you can request to print the opening balance (optional).



At the end of the shift, you will close your register and tell the system what's in the register by filling out the right side of the screen. The software will calculate the total amount in register and this amount should equal the Opening balance plus the Sales. You are given the opportunity to print a balancing report on the receipt printer that will detail the ticket sales, the breakdown and tell you whether you are in balance or out of balance with the amount entered at the end of the shift.

REPORT MENU

Many reports can be printed from the reports menu, some of the reports are listed below:

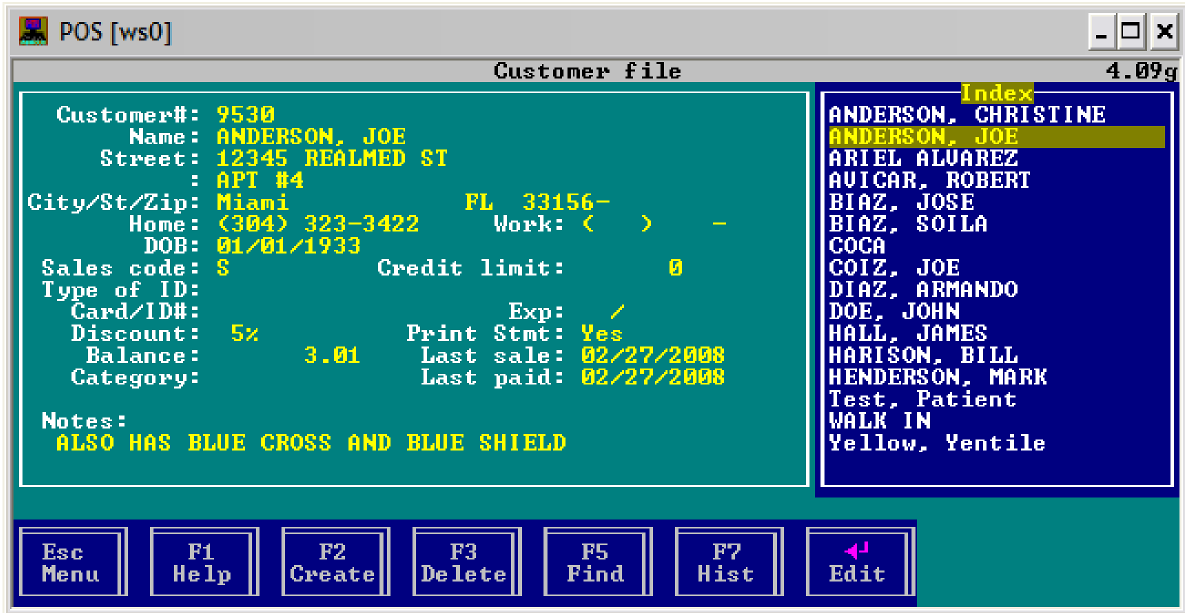


To print the report you must direct the output to an 80 column printer (not a receipt printer). The list of available report follows:

Sales report – List of all sales for a given period by Ticket with a payment breakdown.
Sales Journal –Detail item list by date range.
Sales by item – List of top movers or sales for a given range of items.
Sales tax report – Calculates Sales Tax & Use payment (important: State tables may change, verify with Abacus that the table for your state has been updated properly before using).
Statements to Customers – This will print Statements to all On Account Customers.
Physical Inventory Sheet – This will print all items in your inventory.
Inventory requirements/PO – This will print all the items you need to order based on Min/Max on-hand quantity entered.
Inventory received – This will detailed the inventory received for a given period.
Item report – Details all the inventory items on file.
Customer report – Details all the Customers on file for a specific criteria.
Customer labels – Allows you to print Customer labels for mailings.
Item labels – Allows you to print item labels for inventory labeling (you can purchase bar code labels from your distributor).

FILES
You may review or maintain files on Customers, Vendors, Inventory, Sales codes, Pricing tables, Users and Messages.

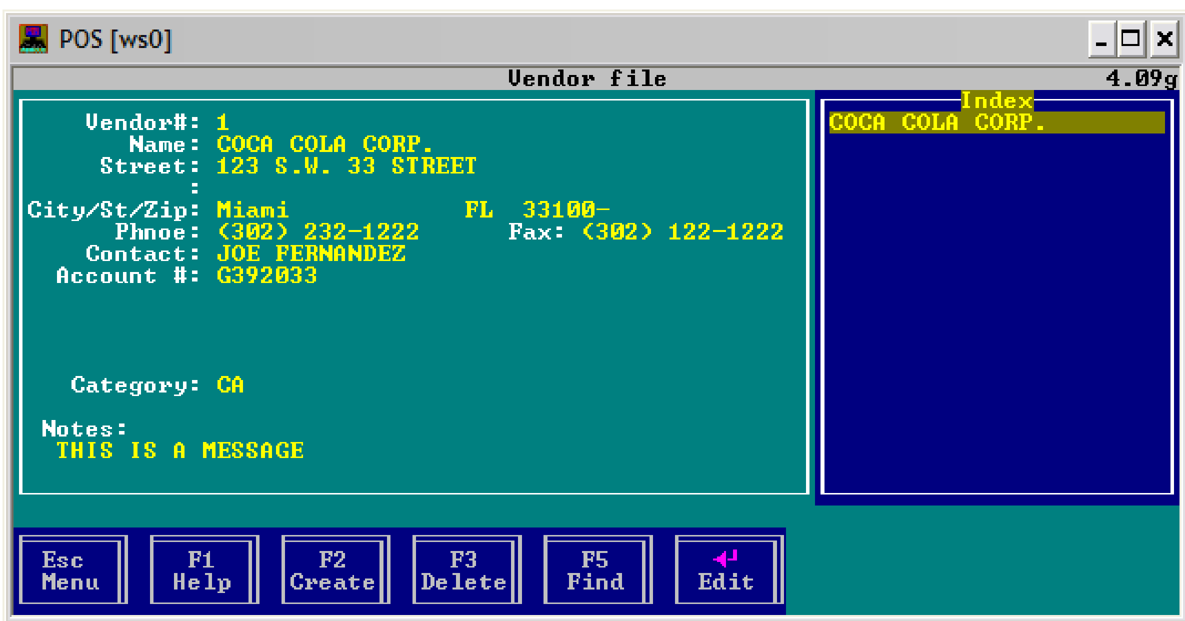
- Customers – Mostly On Account Customers, Customers you want to track or Customer copied from the Pharmacy database when a prescription was paid for at the POS register.
- Vendors – The companies you buy items or other goods from.
- Inventory – The items you sell.
- Sales codes – These are codes used to tell the system what price table will be used to calculate the price of the item.
- Pricing tables – The formula to calculate the price of the item.
- Users – The people allowed to use the software and functions. You can restrict users from accessing certain functions or activity. When restricting Users, be very careful to create a Supervisor user and password first.
- Messages – These are special messages you want to print on the sales receipt or on the statements.



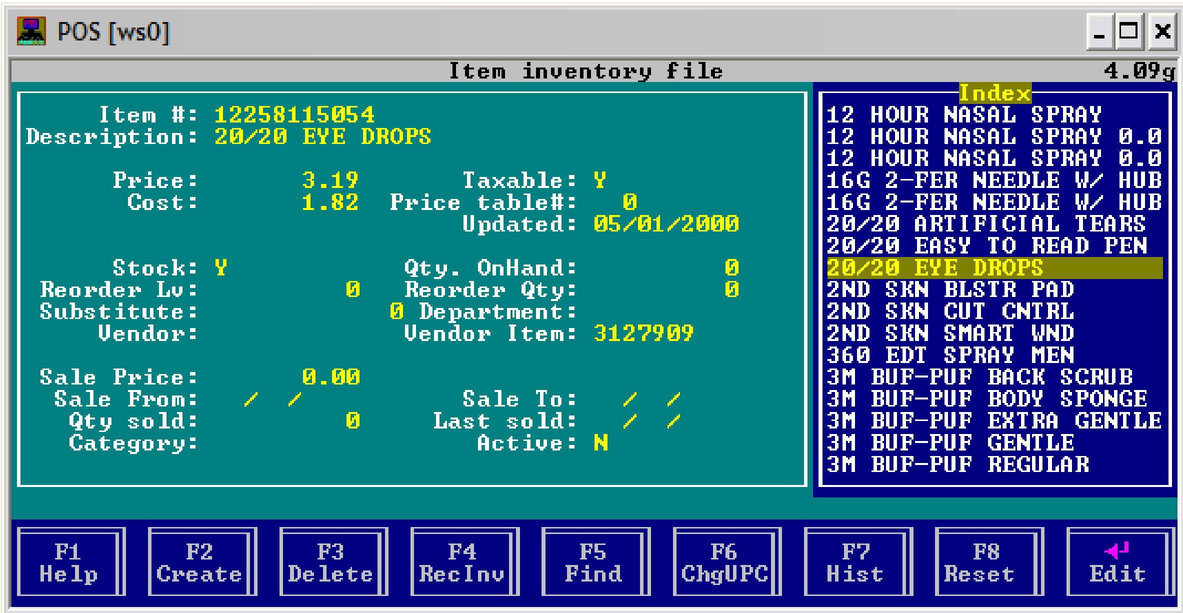
Customers

- Credit limit – This is the maximum allowed on On Account sales to this customer.
- Card/ID# - This is where you store the credit card number of the Customer.
- Discount – This is a special discount that will apply only to this Customer.
- Print Stmt – Use this indicator to not print Customers statements for this Customer.

Vendor



INVENTORY

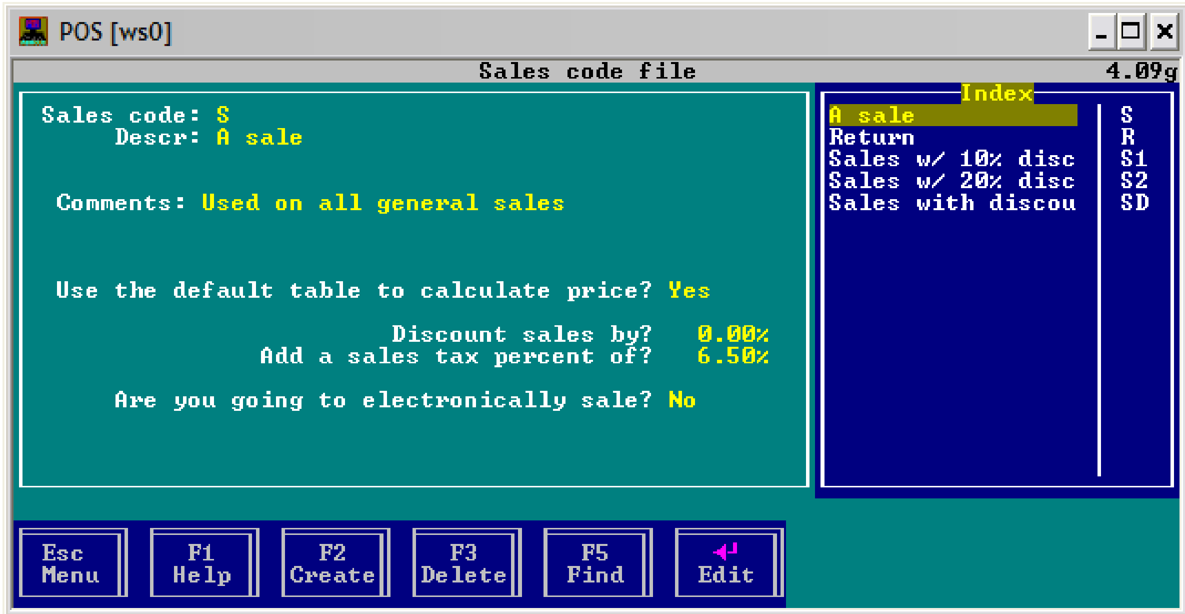


- Stock – An indicator that tells whether this is a stock item, if "Y" the Quantity On-Hand will be reduced by the item quantity sold.
- Reorder lv – This is the Minimum inventory level you want to keep for this item.
- Reorder Qty – The quantity to order when the Minimum inventory level quantity (Reorder lv) is reached.
- Substitute – This is the item number of a substitute item.
- Vendor – This is the current vendor of the item.
- Sales price – This is your sales price (a special price) the item will have for the period you specify.
- Sale from – This is the starting date the Sales price is good form.
- Sale to – This is the ending date the Sale price is good to.
- Qty sold – This is the quantity sold since the last reset of the Inventory file.
- Category – This is a user defined category, mainly used to group items or sales for reporting purposes.
- Taxable – This indicator tells whether tax is to be added when the item is sold.
- Price Table – This is the pricing formula to use in calculating the item price if no pricing table is used in the Sales code entered when the item was sold.
- Updated – The last date the item was updated.
- Qty OnHand – The item quantity currently in inventory.
- Department – The department the item belongs to, this is mostly used for reporting breakdown and the field is user defined.
- Vendor Item – The item number the Vendor uses as reference.
- Last sold – The date the item was last sold.
- Active – An indicator, to illustrate if the item is actively sold.

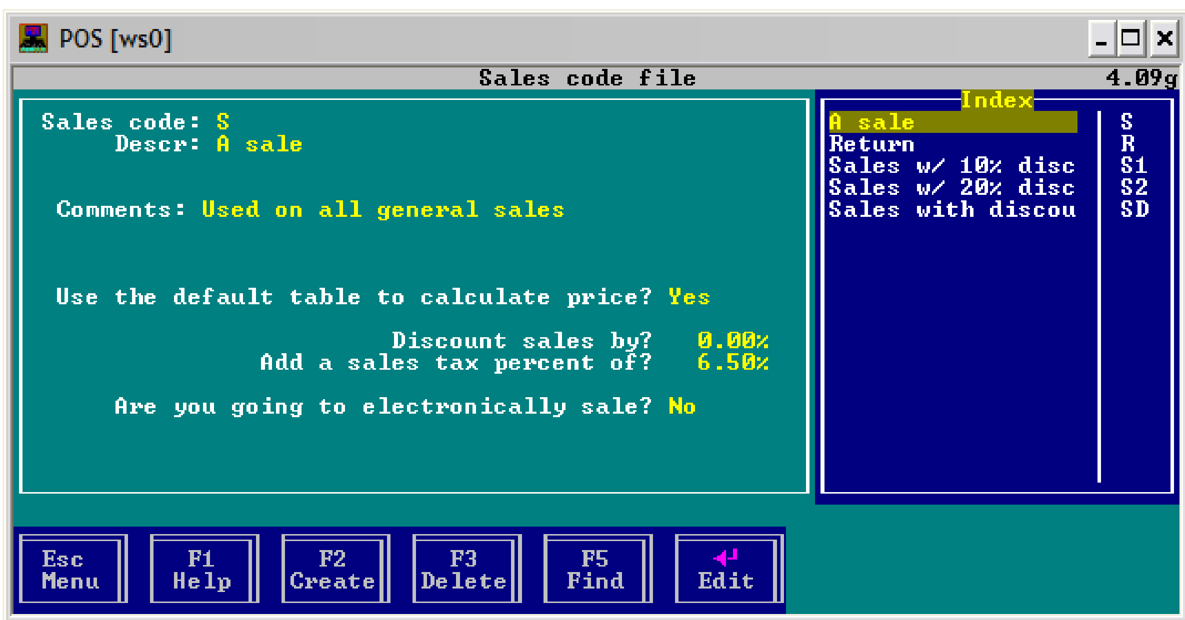
At the bottom of the screen you will see the following [F] keys:

- [F4] – receive inventory, here is where you enter the inventory received.
- [F6] – ChgUPC, this is used to change the UPC code of the item.
- [F8] – Reset, this is used to reset field like Qty Sold to zero to begin a new period.

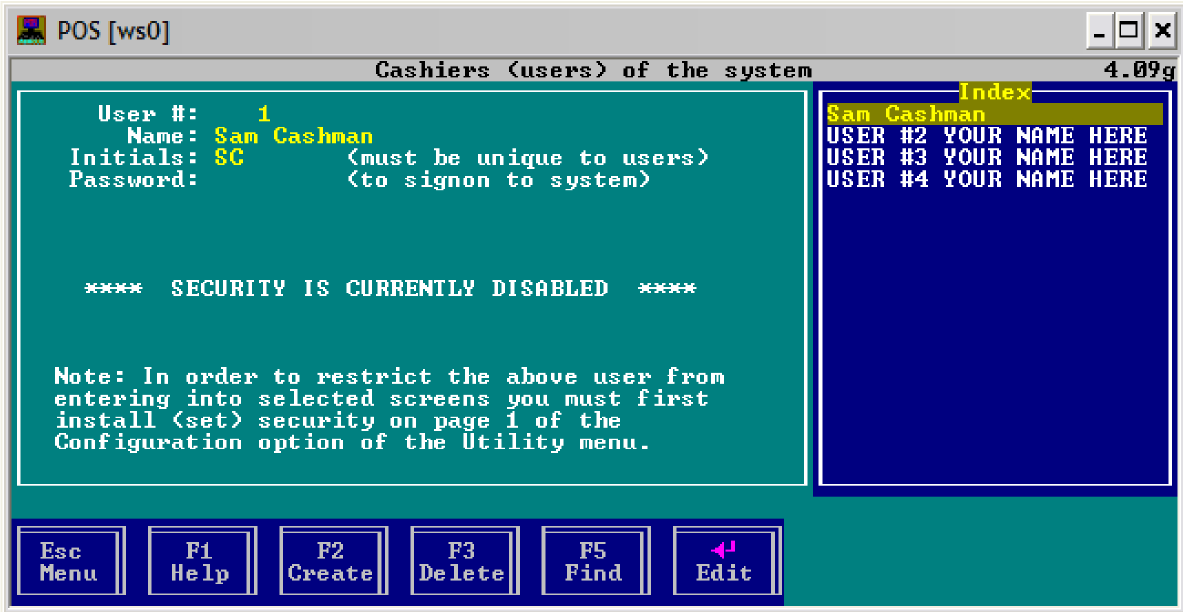
SALES CODES



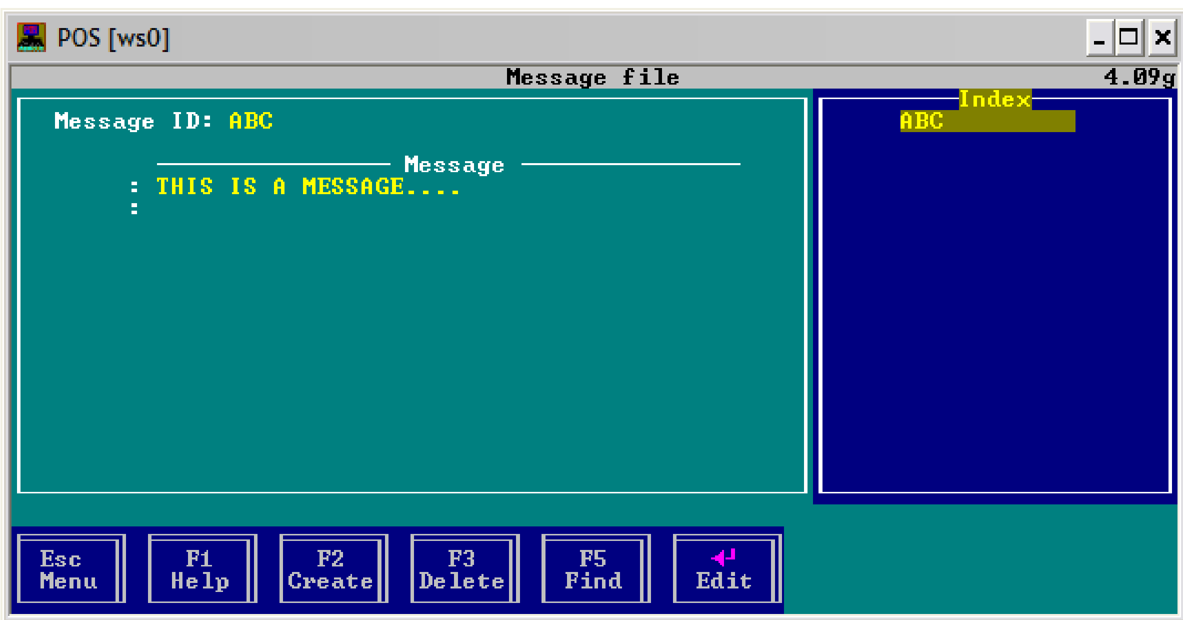
PRICING TABLES



USERS

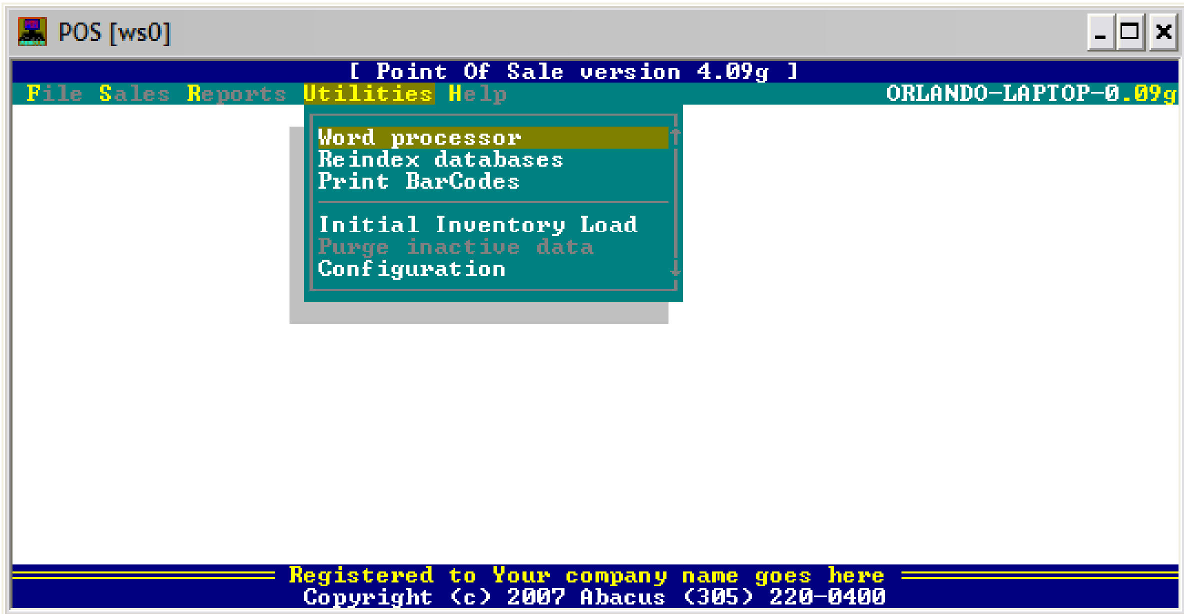


MESSAGES



UTILITIES

Under Utilities, you can use the built in word processor to write a simple letter, correct a problem with the files by Reindexing the databases, Print laser barcodes for items, Initialize you inventory for the first time quickly by scanning or entering items one after another quickly or Configure the terminal to your liking.



<u>Backup</u>

To backup your POS files by creating a backup of the POS folder (normally located at C:\POS).