POS Discount Software



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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.

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Revision: 1.0

Date: June 21, 2010

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.

Rev POS [ws0]			_ 🗆 ×		
Sales tic	ket entry		4.09b		
Customer#: 1 Name: WALK IN Balance: \$33.00 Notes:					
SC Item#/Description	Quar	ntity Price	Tx Extended		
8					
Line: 1 Cashier: Sam Cashman Subt:	0.00 1	[ax: 0.00	Tlt: 0.00		
Enter the items # or Descr. or press [Shift]+[Tab] for sales code.					
F1 F2 F3 F4 F Help Cashir Remove Modify Hi	5 F6 st Re-Pi	st F7 Rx	F9 Hold Done		

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 <u>patient's last name, a comma and the patient's first name</u> 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 reenter 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.

	POS [ws0]					- 🗆 ×
	Sales tick	et ent	try			4.09b
Cu: Nar	Customer#: 1 Name: WALK IN Balance: \$33.00 Notes:					2008
SC	Item#/Description		Quantity	Price	Τ×	Extended
S S S	319810005250 BUFFERIN 43917924342 HAIR CUTTING KIT		1	3.49 21.49	¥	3.72 22.89
Li	ne: 3 Cashier: Sam Cashman Subt:	24	.98 Tax:	1.63	[lt:	26.61
Enter the items # or Descr. or press [Shift]+[Tab] for sales code.						
] He	71 F2 F3 F4 F5 F1p Cashir Remove Modify His	t	F6 Re-Prt	F7 Rx	F9 Hold	F10 Done

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.

黒 POS [w	s0]			- 🗆 ×
	:	Sales tic	ket entry	4.09b
Customer Name: WA	N#: 1 NLK IN	I cha	Date: Wednesday Feb 27, 20	08
	TOTAL DUE:	26.61	nge 1	
SC I S 3198 S 4391 S	Store Credit (-): Gift Cert. (-): Food Stamps (-): Coupons (-): On Account (-): Check (-): Credit Card (-): Cash (-):	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	CHECK Check#: Dated: / / CREDIT CARD Type: Card: Expd: / Aprov#	tended 3.72 22.89
Line:	CHANGE <=>:		Left to split: 26.61	26.61
Enter th Esc Cancel	he payment received from F1 Help CCard	n custome:	r.	

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.

ROS [ws0]		- 🗆 ×
	Inquire or Print a ticket	4.09b
	L Inquiring on sale(s)] Enter the Ticket number to locate or the Customer's name to list all items sold to a customer. Leave both fields blank to display the last 200 sales. Register: Ticket Number: Customer:	
Esc Cancel He	1 1p	

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

Section 2015 [ws0]			- 🗆 🗙
Inquire or Print a ticket			4.09b
[Displayed below ave the last 500 sales]			
Ticket # Date Time Description	Total	User	Reg.
101101 04/09/1997 11:55 ACETA+BACIT+CALCI+DIMET+CALC	55.43	U1	
101102 04/09/1997 11:55 HUMUL+CALCI+DIMET+SHOUT+BACI 101910 01/20/2000 00.10 TECT TECT TECT TECT TECT	35.41	U1	
101211 06/24/2003 12:07 ALKA-+ALKA-+ALKA-+ALKA-+ALKA	50.52	0A	0
101212 02/27/2008 21:17 BUFFE+HAIR +	26.61	SC	9
			+
Cancell Help Print Report Sort POSlog View			

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:

黒 POS [w	s0]			- 🗆 ×
		Sales tic	ket entry	4.09b
Customer Name: AN	#: 9530 Derson, Joe		Date: Wednesday Feb 27, 2 Discount: 5%	008
	TOTAL DUE:	15.01	uige 1	ND BLU
Ph: (SC I S 3114	Store Credit (-): Gift Cert. (-): Food Stamps (-): Coupons (-): On Account (-): Check (-): Credit Card (-): Cash (-):	0.00 0.00 0.00 15.01 0.00 0.00 0.00	CHECK Check#: Dated: / / CREDIT CARD Type: Card: Expd: / Aprov#	tended 15.01
Line:	CHANGE (=):	0.00	Left to split:	15.01
Enter th	e payment received fr	om custome	er.	
Esc Cancel	F1 Help CCard			

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.

ROS [ws0]				- 🗆 ×
	Post/View payments :	received		4.09g
Customer:	9530/ANDERSON, JOE	ustments]	45 84	
Date:	02/27/2008	Amount:	12.01	
Descr:	Payment-Thank you	KefNo:		
Customer	Audit trail of transact: Date RefNo	ions Posted 1 Description	Amo	
Esc F1 Cancel Help U	P5 iew			

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.

📕 POS [ws0]	- 🗆 ×
[Point Of Sale version 4.09g] File Sales Reports Utilities Help	ORLANDO-LAPTOP-0.09g
Item:39581400005/A200PYRINATE KITSales cd:SAsaleQuantity:1	Price: 11.69 Acq: 3.00
UPC Item * 39581400005 A 200 PYRINATE KIT	Quote OnHand Tx 12.45 1 Y
	s here ———— 0-0400

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:

📕 POS [w	s0]				- 🗆 ×
	Open/Clo	ose register			4.09g
	L Enter ca	ash in drawer l	Course 1	Tetel	
		rayment Type	Count	IOCAL	
	Good morning, enter the	Credit Card		0.00	
	the register with. Verify	Gift Certificates		0.00	
	the register #, if their	Coupons Read Channe		0.00	
	are more than 1 register.	rood stamps		0.00	
	Devieten #2	100 Dollar Bills	9		
	Opening balance	20 Dollar Bills	U U		
	0.00	10 Dollar Bills	0		
	Currently in drawer	2 Dollar Bills	0 0		
	-	1 Dollar Bills	Ø		
	Date	Quarters Dimes	0 0		
	02/27/2008	Nickels	0		
		Pennies	6		

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).

📕 POS [ws	50]				- 🗆 🗙
	Open/C]	ose register.			4.0 9g
	L Enter o	ash in drawer]	Court	Tetel	
		rayment Type	Count	IOCAL	
	To close and balance the register, enter the amounts on the right currently in your register.	Credit Card Checks Gift Certificates Coupons Food Stamps		10.00 34.50 0.00 0.00 0.00	
	Register #0 Opening balance 150.00 Currently in drawer 366.85	100 Dollar Bills 50 Dollar Bills 20 Dollar Bills 10 Dollar Bills 5 Dollar Bills 2 Dollar Bills 1 Dollar Bills 9 Quarters	12431062		
	Date 02/27/2008	Dimes Nickels Pennies	2 3 0		

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:

📕 POS [ws0]		- 🗆 🗙
[Penent index]	Reports menu	4.09g
Sales reports Sales report Sales journal Sales by item Sales tax report Statements to customers Inventory Physical inventory sheet Inventory requirement/PO Inventory received report Item report Master Files	INSTRUCTIONS: Use the arrow [14] or [PgUp], [PgDn] keys to locate the desired report, then press the [Enter] key to select.	
Esc Cancel F1 Help Esc Cancel	Help: Select a report with the [Enter] ke report with a "w" next to it may take a l than normal time to print.	y. Any onger

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.

📕 POS [ws0]	_ 🗆 ×
Customer file	4.09g
Customer#: 9530 Name: ANDERSON, JOE Street: 12345 REALMED ST : APT #4 City/St/Zip: Miami FL 33156- Home: (304) 323-3422 Work: () - DOB: 01/01/1933 Sales code: S Credit limit: 0 Type of ID: Card/ID#: Exp: / Discount: 5% Print Stmt: Yes Balance: 3.01 Last sale: 02/27/2008 Category: Last paid: 02/27/2008 Notes: ALSO HAS BLUE CROSS AND BLUE SHIELD	ANDERSON, CHRISTINE ANDERSON, JOE ARIEL ALVAREZ AVICAR, ROBERT BIAZ, JOSE BIAZ, SOILA COCA COIZ, JOE DIAZ, ARMANDO DOE, JOHN HALL, JAMES HARISON, BILL HENDERSON, MARK Test, Patient WALK IN Yellow, Yentile
Esc F1 F2 F3 F5 F7 Menu Help Create Delete Find Hist	<mark>∉↓</mark> Edit

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

📕 POS [ws0]	_ 🗆 ×
Vendor file	4.09g
Vendor#: 1 Name: COCA COLA CORP. Street: 123 S.W. 33 STREET	COCA COLA CORP.
City/St/Zip: Miami FL 33100- Phnoe: (302) 232-1222 Fax: (302) 122-1222 Contact: JOE FERNANDEZ Account #: G392033	
Category: CA Notes: THIS IS A MESSAGE	
Esc F1 F2 F3 F5 4 Menu Help Create Delete Find Edit	

INVENTORY

Reverse and the second	- 🗆 ×
Item inventory file	4.09g
Item #: 12258115054 Description: 20/20 EYE DROPS	12 HOUR NASAL SPRAY 12 HOUR NASAL SPRAY 0.0 12 HOUR NASAL SPRAY 0.0
Price: 3.19 Taxable: Y Cost: 1.82 Price table#: 0 Updated: 05/01/2000	16G 2-FER NEEDLE W/ HUB 16G 2-FER NEEDLE W/ HUB 20/20 ARTIFICIAL TEARS 20/20 FASY TO READ PEN
Stock: YQty. OnHand:ØReorder Lv:ØReorder Qty:ØSubstitute:ØDepartment:ØVendor:Vendor Item: 3127909Ø	20/20 EVE DROPS 2ND SKN BLSTR PAD 2ND SKN CUT CNTRL 2ND SKN SMART WND 2CO EDT SPROV MEN
Sale Price: 0.00 Sale From: / Sale To: / Qty sold: 0 Last sold: / Category: Active: N	3M BUF-PUF BACK SCRUB 3M BUF-PUF BODY SPONGE 3M BUF-PUF EXTRA GENTLE 3M BUF-PUF GENTLE 3M BUF-PUF REGULAR
F1 HelpF2 CreateF3 DeleteF4 RecInvF5 FindF6 ChgUPC	F7 Hist Reset Edit

- 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

📕 POS [ws0]	_ 🗆 ×
Cashiers (users) of the system	n 4.09g
User #: 1 Name: Sam Cashman Initials: SC (must be unique to users) Password: (to signon to system)	Sam Cashman USER #2 YOUR NAME HERE USER #3 YOUR NAME HERE USER #4 YOUR NAME HERE
**** SECURITY IS CURRENTLY DISABLED ****	
Note: In order to restrict the above user from entering into selected screens you must first install (set) security on page 1 of the Configuration option of the Utility menu.	
Esc F1 Menu F1 Help Create F3 Delete Find Edit	

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.

Rev [ws0]			_ 🗆 ×
File Sales Reports	[Point Of Sale version Utilities Help Word processor Reindex databases Print BarCodes Initial Inventory Load Purge inactive data Configuration	4.09g]	PRLANDO-LAPTOP-Ø.09g
F	egistered to Your company Copyright (c) 2007 Abacus	name goes here (305) 220-0400	

<u>Backup</u>

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