

Point of Sale Menu Basics

Point of Sale has several menus that let you do functions that you may only have occasional use for.

These menus are: No Sale, Posting, Header, and Totals.

Open the No Sale menu by placing the cursor in the item field and selecting the Menu Kpad button before posting any items.

This assists with functions that you would perform without completing a transaction. Think about something opening your cash drawer or recalling a suspending transaction.

Find the Header Menu by selecting the header and customer field and pressing the Menu Kpad button. If you entered the wrong customer, or need to pull up an old sales document, you can do it here.

Say you have a customer looking to return an item, but they don't have a receipt. You could use one of the posting menus to look up the last 5 prices for that item.

Enter the SKU into the item field and press the Menu Kpad Button. This Posting Menu allows you to look up information on that SKU or edit details before posting it.

There's another version of the Posting Menu once you add an item to the transaction. While the first posting menu applied to an item, this looks at the whole transaction. Use it to add a coupon, jump to a line or search the transaction for all entries of a specific SKU.

When you make it to the Totals Screen you can use the Totals menu to change customer and transaction information without return to the posting screen.

Be aware that you should only use the Change Tax option if you are speaking with an accounting specialist from the Eagle Advice line.

If you want to change a tax rate on the transaction, you should use the option on the Posting menu.

While you access each of these menus using the Menu Kpad button, they each have their own set of functions, so if you do not see an option, check to see which of the menus you have open.

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