

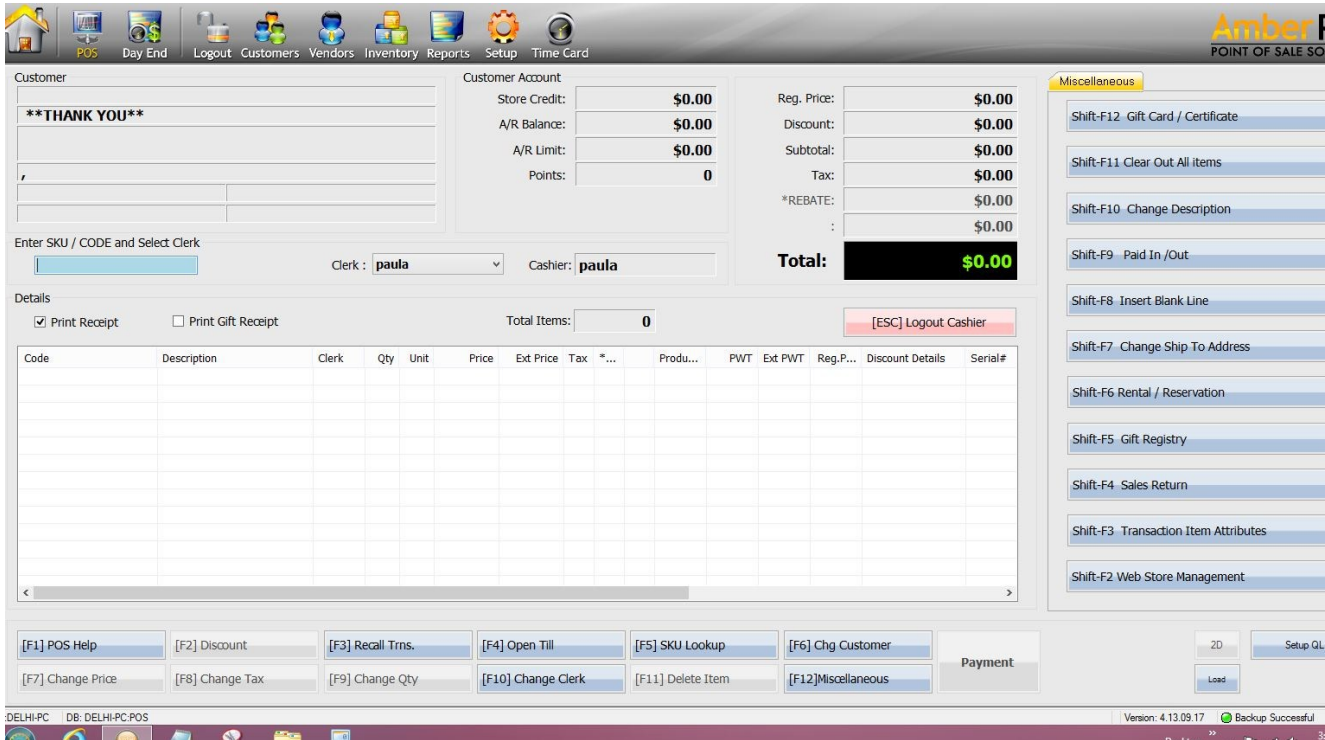
# How to: Make a Sale

If you have not done so yet, the first step is to LOG IN to the POS system  
POS means “point of sale” and the name of our point of sale program is Amber. You will log on with your first name as the user id and also as the password. NO CAPS. See below:

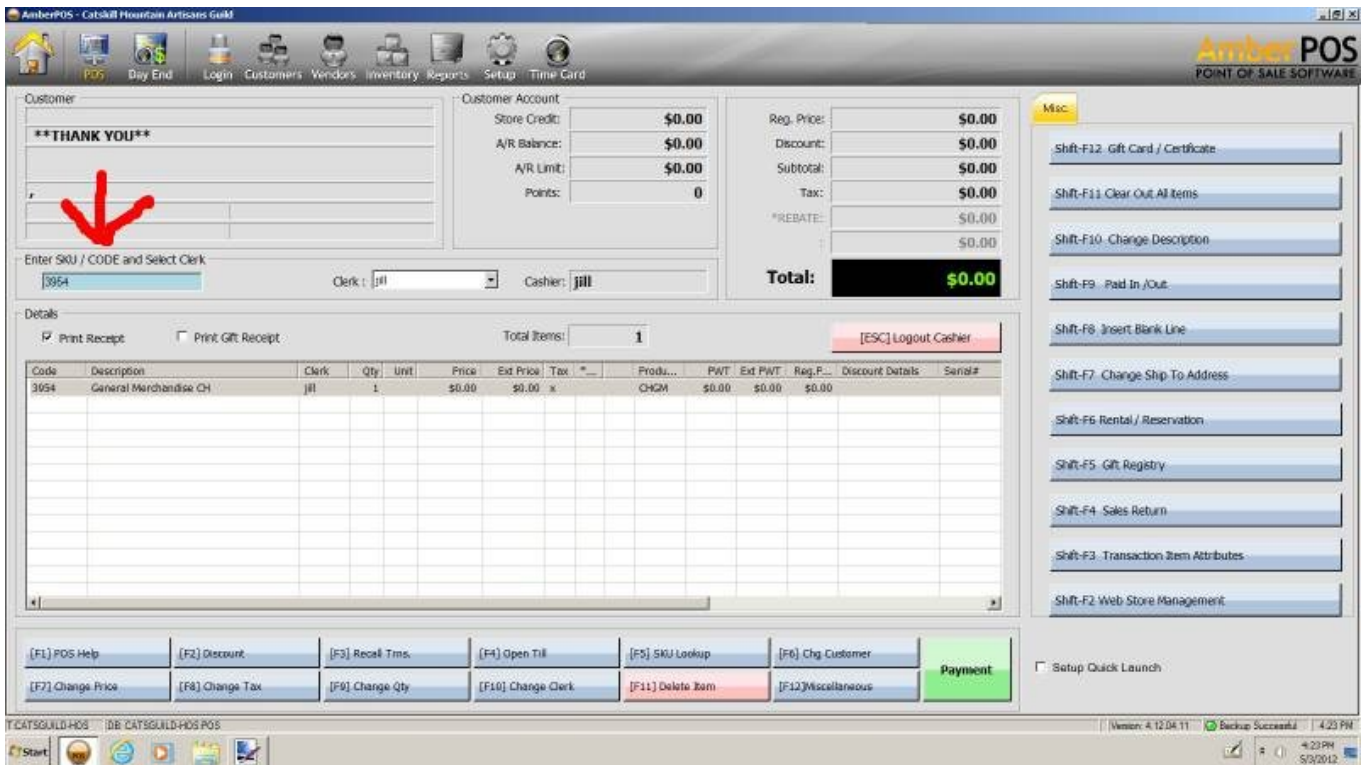
## Log in to the MIDDLE POS BUTTON



You will be taken to the SALE SCREEN. This is the screen you will use to make all your sales.



Notice the highlighted (red arrow) blue box that says ENTER SKU.

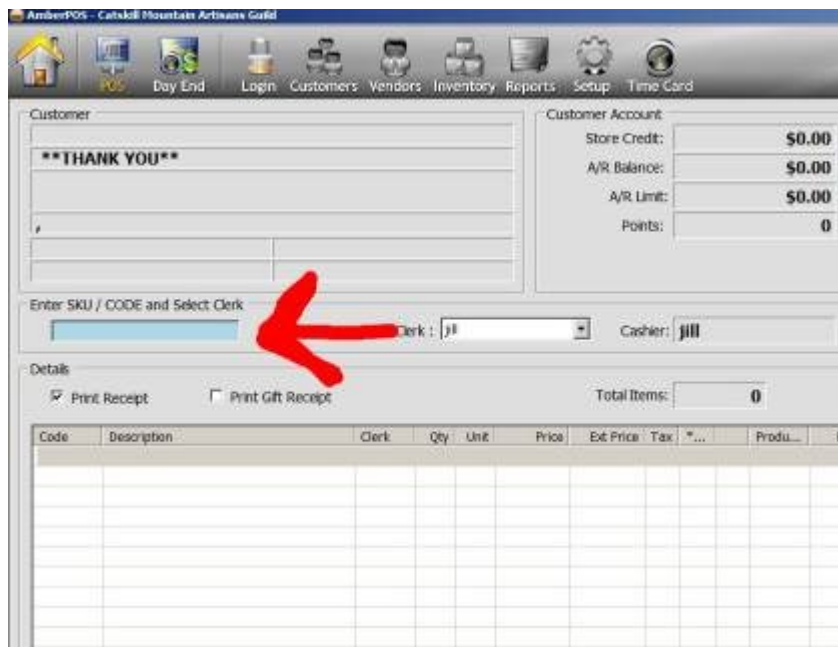


This box MUST be blue in order for items to scan properly. If you scan an item and nothing happens make sure this box is blue then scan again.

Familiarize yourself with all the buttons surrounding the sales screen. All the functions you will need will be found on those. For instance, you can delete an item if you scan it mistakenly or you can change the amount due for tax if need be or change the quantity so you don't have to scan the same item multiple times.



Now you're ready to start scanning your items. The smaller the barcode, the closer it needs to be to the scanner to read it properly.



Remember, the above box MUST be blue.

As you scan the items, they will be added to the invoice table as seen below:

AmberPOS - Catskill Mountain Artisans Guild

Customer: **\*\*THANK YOU\*\***

Customer Account: Store Credit: \$0.00, A/R Balance: \$0.00, A/R Limit: \$0.00, Points: 0

Reg. Price: \$28.00, Discount: (\$27.00), Subtotal: \$1.00, Tax: \$0.08, \*REBATE: \$0.00, Total: \$1.08

Enter SKU / CODE and Select Clerk: Clerk: paula, Cashier: paula

Details:  Print Receipt,  Print Gift Receipt, Total Items: 1

Code	Description	Clerk	Qty	Unit	Price	Ext Price	Tax	*..
1234	2 Cotton Quilted Placemats Spices	paula	1		\$1.00	\$1.00	x	

Process Payment sidebar: A/R Available: \$0.00, Payment Type: Cash (\$0.00), A/R (\$0.00), Store Credit (\$0.00), Gift Cert (\$0.00), Check (\$0.00), Points (\$0.00), Visa, M/C (\$0.00), Deposit (\$0.00), Discover (\$0.00), Other (\$0.00). Invoice Expires On: 11/ 9/2013. Complete Transaction. Enable Additional Payment Types: Gift Cert (\$0.00), Internal Notes selected.

Footer: T:DELHI-PC DB: DELHI-PC-POS Version: 4.13.09.17 Backup Successful 11:37 AM

Scan ALL your items and also count them as you do. You will compare the amount of items you counted with the amount shown on the screen. We do this as a failsafe to make sure you don't miss a scan.

Customer: **\*\*THANK YOU\*\***

Customer Account: Store Credit: \$0.00, A/R Balance: \$0.00, A/R Limit: \$0.00, Points: 0

Reg. Price: \$84.00, Discount: \$0.00, Subtotal: \$84.00, Tax: \$6.72, \*REBATE: \$0.00, Total: \$90.72

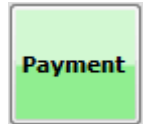
Enter SKU / CODE and Select Clerk: Clerk: barb, Cashier: barb

Details:  Print Receipt,  Print Gift Receipt, Total Items: 3, QOH: -1

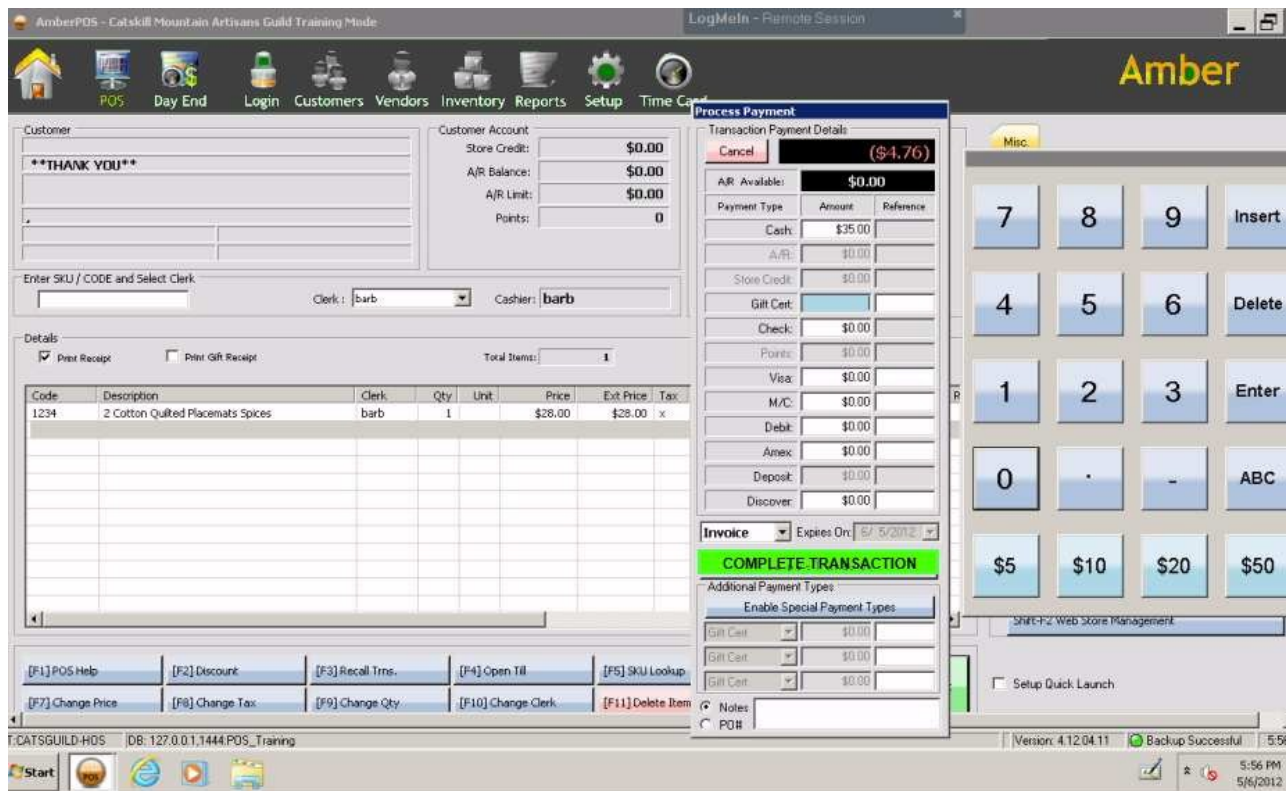
Code	Description	Clerk	Qty	Unit	Price	Ext Price	Tax	*..	Produc...	PWT	Ext PWT	Reg.Price
1234	2 Cotton Quilted Placemats Spices	barb	1		\$28.00	\$28.00	x		RH69	\$30.24	\$30.24	\$28.00
1234	2 Cotton Quilted Placemats Spices	barb	1		\$28.00	\$28.00	x		RH69	\$30.24	\$30.24	\$28.00
1234	2 Cotton Quilted Placemats Spices	barb	1		\$28.00	\$28.00	x		RH69	\$30.24	\$30.24	\$28.00

Footer: [F1] POS Help, [F2] Discount, [F3] Recall Trns., [F4] Open Till, [F5] SKU Lookup, [F6] Chg Customer, [F7] Change Price, [F8] Change Tax, [F9] Change Qty, [F10] Change Clerk, [F11] Delete Item, [F12] Miscellaneous, Payment

Once all your items have been scanned, you will click on the big **GREEN PAYMENT** button:



The next box that pops up will be the **COMPLETE TRANSACTION** SCREEN. Here is where you will tell it what type of payment it is. Your choices are CASH, CHECK, GIFT CARD, VISA, MASTERCARD & DISCOVER. Those are all the payments we accept.



Cash is highlighted by default. If you are given cash, enter the AMOUNT TENDERED. Ex: A \$38.00 sale, the customer hands you \$40.00. That is the amount tendered. Type 40 and hit enter on the keyboard. No period following the 40 is necessary unless you are given coins also. You will then click on the **GREEN COMPLETE TRANSACTION** button and it will display the amount of change due the customer.

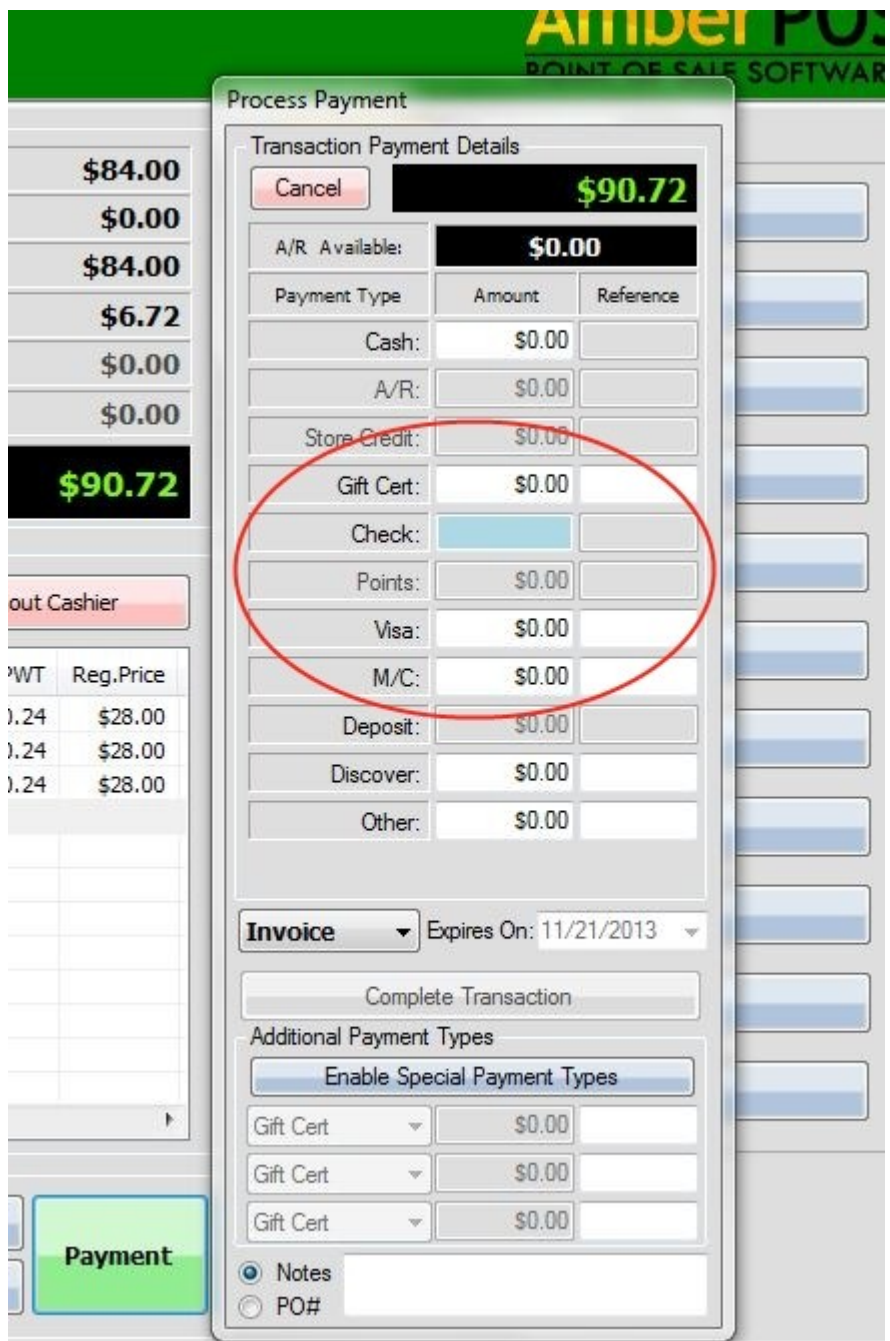
For every other type of sale other than cash, you will use the **INSERT** and **ENTER** keys on the keyboard. *This is very important to remember!* Doing this will keep you from entering erroneous amounts into the payment screen.

You will highlight whichever type of payment it is, (Visa, check, etc) by clicking in the first WHITE BOX.

In this example, by clicking in the white "CHECK" box, it's turned blue meaning that it's ready for you to enter the amount due.

Look at your keyboard and you will see the **INSERT** button. Tap that and then tap the **ENTER** button to insert the amount due .

As before, the green **COMPLETE TRANSACTION** button will light up and the steps will be outlined next for each payment type.



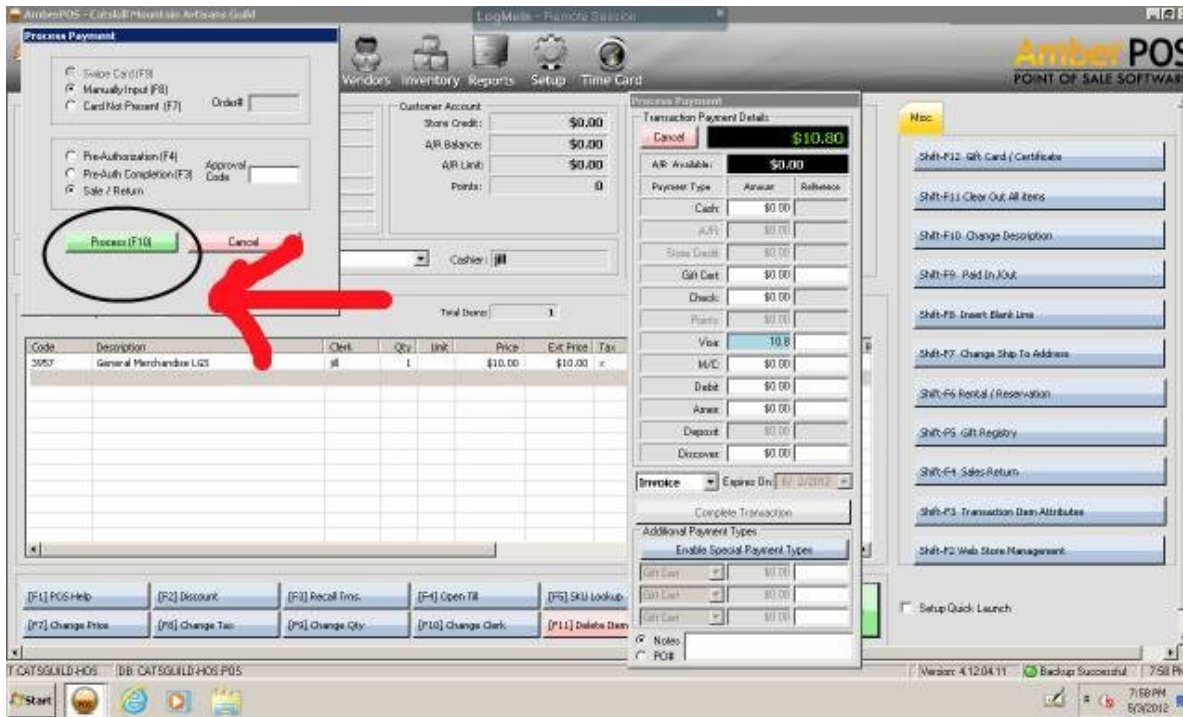
For CASH you will enter the amount tendered and give the appropriate change.

For CHECK you will make sure the customer's name, address and phone number are written on the check then you will put it in the till.

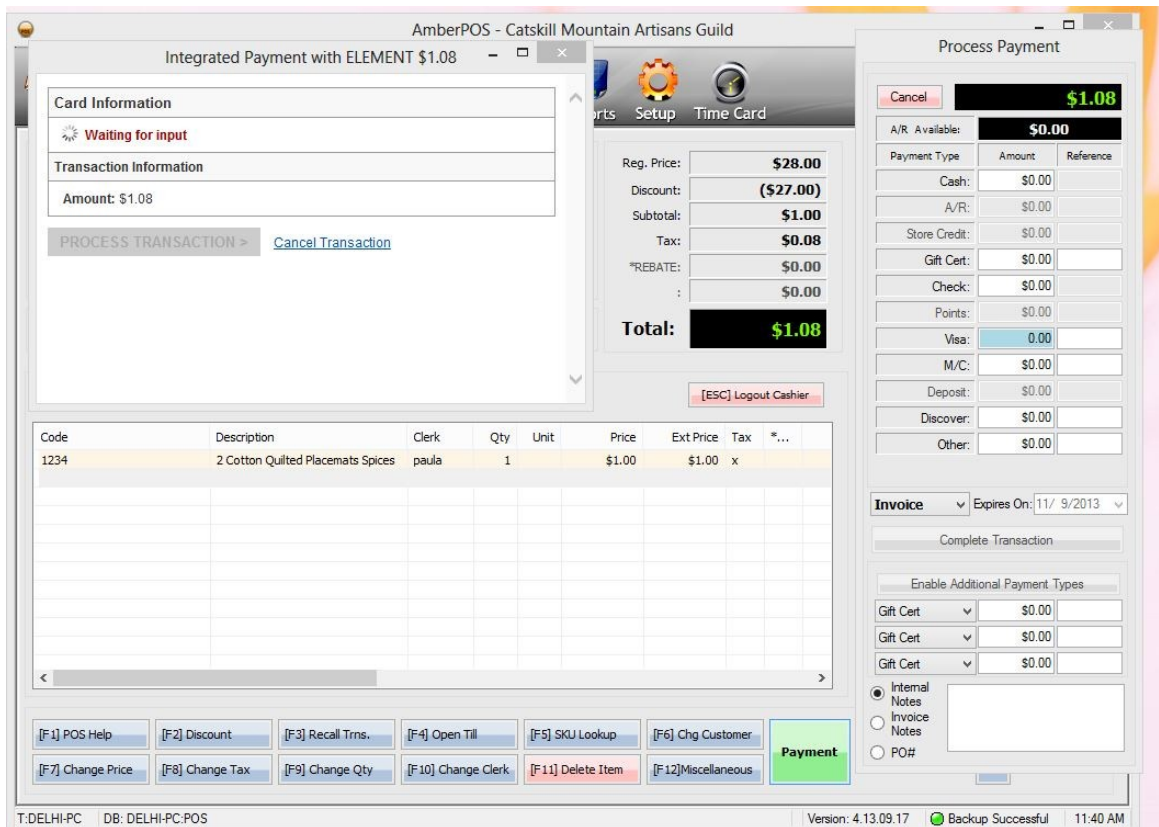
For Gift Certificate you will click in the box under the title REFERENCE and scan the gift certificate, then hit enter and COMPLETE TRANSACTION.

All credit cards are as follows:

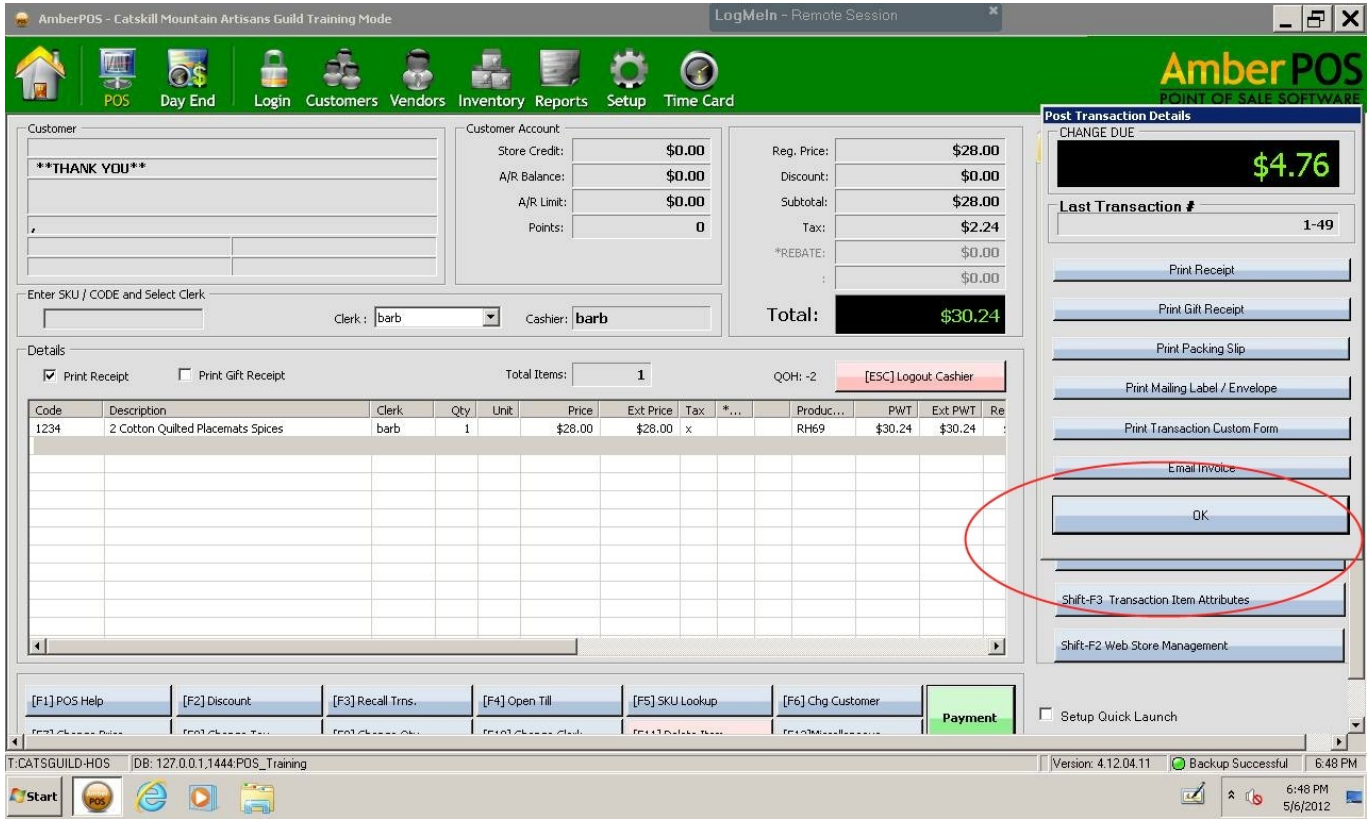
Once you've clicked INSERT and ENTER, the following box will appear. Click that to start the credit card sale.



The next screen will pop up. Click on PROCESS TRANSACTION and this will allow the credit card to be swiped by the customer



Lastly the following window will open and you'll click on OK to finish the transaction.



At the end of your credit card sale transaction 3 receipts will print. The first one you have the customer sign it and put it in the till. The next 2 belong to the customer.