

Store Manager Function List



Admin

- System Setup
 - System Defaults
- Store Management
 - Store Information
 - License Information
 - View User Roles
- Staff Management
 - Manage Employee
 - Reset Password
- POS Management
 - Tax Rates
 - Exchange Rates
 - Receipt Message
 - Function Keys
 - Reason Codes *
- Order Management
 - Manufacturers
 - Suppliers

Back Office

- Staff Management
 - Change Password
- Client Management
 - Client Profile
 - Client Reports
- Product Management
 - Categories
 - Product Category Hierarchy View
 - Product Profiles
 - Product Colours (F)
 - Product Sizes (F)
 - Product Styles (F)
- Promotion Management
 - Promotions
 - Discounts
- Inventory Management
 - Inventory Level
 - Adjust Inventory
 - Adjustment History
- Count Inventory
 - Create Count Sheet
 - Count Inventory
 - Reconcile Inventory
 - Reconciliation History
- Receive Product
 - Receive Products
 - Receive History

RMA

- Process RMA
- RMA History
- Order Management *
 - Purchase Order *
 - Auto Replenishment *
 - Purchase History *

Reports

- Product Management Reports
 - Category Report
 - Product Purchase History *
 - Product Pricing History (S)
- Inventory Reports
 - Inventory Level
 - Count and Reconciliation History
 - Inventory Valuation *
- Sales Reports
 - Sales Summary
 - Sales Transactions
 - Terminal Summary
 - Daily Banking Summary
 - Credit and Debit Card Transaction Summary
 - Float Report
 - Credit Note Report *
- Sales Analysis Reports
 - Product Sales
 - Operational Matrix *
 - Ten Best and Worst Product Sales Summary *
- Top Ten Employee Sales Summary * Hourly and Weekly Sales Summary *
- Discount Report
- Promotion Report
- Return Analysis
- Tax Payable Summary
- Electronic Journal
- Accounting Reports
 - Monthly Accounting Sales Summary

Terminal Start

Point of Sale Function List



- Terminal Start Login
- Rollover Refresh Date
- Float In Amount
- Cashier Login
- Attendance Login *
- F1 Hide Buttons
- Show/Hide Buttons
- F2 Find Product
 - Find product from local store
 - Show color and size column (Fashion version only)
- F3 Adjust Item
 - Change Qty
 - Delete Item
 - Discount – Amount
 - Discount – Coupon
 - Discount – Percentage
 - Price Override
 - Add Comment
 - Employee Discount – Percentage
- F4 Adjust Transaction
 - Resume Transaction
 - Suspend Transaction
 - Transaction Discount *
 - Void Transaction
- F5 Payment
 - Cash
 - Credit Card
 - Debit Card
 - Traveller's Cheque (CAD)
 - Manufacturer's Coupon
 - Foreign Cash
 - Gift Certificate *
 - Credit Note *
- F6 Return
 - Search by Transaction #
 - Search by Serial # (S)
 - Search by customer - receipt
 - Customer does not have receipt
- F7 Special Functions
 - Reproduce Receipt
 - Search by Transaction #
 - Search by Serial # (S)
 - Search by customer
 - Print original receipt
 - Print gift receipt
 - No Sale
 - Quick Pick Configuration *
- F8 Cash Management
 - Increase Float
 - Pay In
- Pay Out
- Pickup for Safe
- Pickup for Deposit
- F9 Admin
 - Close Terminal
 - Float Out
 - Media Declaration – Cash
 - Declare Foreign Cash
 - Media Declaration – Other Media
 - Close Terminal Report/PDF
 - Bank Deposit Slip/PDF
 - Electronic Journal
 - POS Configuration
 - Terminal Quick View
 - Store Quick View *
- F10 Secure Terminal
 - Secure Terminal
 - Cashier Login
- F12 Quick Links
 - Desktop
 - Hot Keys
 - Change Password
 - Internet Explorer
 - Work Schedule *
 - Attendance *
- Other
 - Access Card *
 - Attach Sales Rep
 - Customer Tab
 - Summary Tab
 - Cross Sell Tab
 - Promotion Tab
 - Account Tab
 - Transaction History
 - Manager Override
 - Exchange
 - Refund
 - Line Discount

Legend
Functions listed are available in the General version unless otherwise specified.

* Indicates an upgrade feature
(F) Fashion only feature
(S) Serialized product only feature