

POS Function List

Terminal Start

- Terminal Start Login
- Rollover Refresh Date
- Float In Amount
- Cashier Login

User Interface

- Show/Hide Function Keys
- Cycle through side tabs
 - Summary Tab
 - Cross-Sell Tab
 - Promotions Tab
 - Account Tab (with transaction history)

Find Product

- Find Product
 - Show colour and size column (fashion products)
 - Add selected product to sales transaction

Adjust Item

- Change Quantity
- Delete Item
- Discount – Amount
- Discount – Coupon
- Discount – Percentage
- Price Override
- Employee Discount – Percentage
- Add Comment
- Edit Item (phone activations only)

Adjust Transaction

- Resume Transaction
- Suspend Transaction
- Void Transaction
- Attach Reference
- Discount – Amount
- Discount – Coupon
- Discount – Percentage
- Price Override

Payment

- Cash
- Credit Card
- Debit Card
- Traveller's Cheque (CAD and USD)
- Manufacturer's Coupon
- Foreign Cash
- Gift Certificate
- Credit Note

Return

- Search by Transaction # (Receipt)
- Search by Serial # (serialized products only)
- Search by Customer

Special Functions

- Reproduce Receipt
 - Search by Transaction #
 - Print Gift Receipt
 - Search by Serial # (serialized products only)
 - Search by Customer
- No Sale (Open Cash Drawer)
- Quick Pick Configuration

Cash Management

- Increase Float
- Pay In
- Pay Out
- Pick-up for Safe
- Pick-up for Deposit

Media Management

- Pickup Gift Certificates
- Pickup Traveller's Cheques
- Cheque Run
- View Credit Cards
- View Debit Cards

Admin

- Close Terminal
- Float Out
 - Media Declaration – Cash
 - Declare Foreign Cash
 - Media Declaration – Other Media
 - Close Terminal Report/PDF
 - Bank Deposit Slip/PDF
- POS Configuration
- Terminal Quick View
- Store Quick View
- Electronic Journal

Secure Terminal

- Secure terminal
 - Display promotional image/video
- Cashier Login

Quick Links

- Desktop
- Hot Keys
- Change Password
- Internet Explorer
- Work Schedule
- Attendance
- Quick Picks

Other

- Attach Sales Rep
- Customer Information
- Manager Override
 - Exchange
 - Refund
 - Discounts
- Access Card Authorization

Central Administration Function List

ADMIN/BACK OFFICE

Product Management

- Product Categories
- Product Category Hierarchy View
- Product Profiles
 - Product Colour, Size & Style (fashion products only)
- Product Labels

Promotion Management

- Promotions
 - Product Promotion
 - Category Promotion
 - Combination Promotion
 - Tier Promotion
 - Promotion by Location
- Discounts
 - Line Discount – Amount
 - Line Discount – Percentage
 - Line Discount – Override
 - Line Discount – Employee
 - Transaction Discount – Amount
 - Transaction Discount – Percentage
 - Transaction Discount – Override
 - Transaction Discount – Employee

Inventory Management

- Inventory Levels
- Adjust Inventory
- Adjustment History
- Create Count Sheet
- Count Inventory
- Reconcile Inventory
- Reconciliation History
- Adjust Non-Corporate Products
- Search Inventory
- Request Corporate Products
- Inter-Store Inventory Transfers

Order Management

- Manufacturers
- Suppliers
- Purchase Orders
- Auto Replenishment
- Purchase History

Receive Products

- Receive Products
 - Specify lot # and expiry date (expiry products only)
- Receive History

RMA

- Process RMA
- RMA History

Staff Management

- Manage Employee
- Reset Password
- Change Password
- Staff Availability
- Work Schedules
- Attendance

Client Management

- Client Profiles
- Client Reports
 - Customer Purchase History
 - Customers by Product
 - Products by Customer
 - Customer Ranking
 - Birthdays
 - Customer Care

Store Management

- Store Information
- Licence Information
- User Roles
- Store Monitor
- Cash Monitor
- Receipt Message
- Broadcast Messages

POS Management

- Tax Rates
- Exchange Rates
- Receipt Message
- Function Keys
- Reason Codes
- Activation Codes (serialized products only)

System Admin

- System Defaults
- Backup/Restore Database
- System Setup
- Location Setup
- POS Setup

REPORTS

Product Management Reports

- Category Report
- Product Pricing History
- Product Purchase History

Inventory Reports

- Serialized Product Report
- Inventory Level
- Cycle Count and Reconciliation History
- Soon-to-Expire Product Report (expiry products only)
- Expired Product Report (expiry products only)
- Inventory Valuation

Sales Reports

- Sales Summary
- Sales Transactions
- Terminal Summary
- Daily Banking Summary
- Credit/Debit Card Transaction Summary
- Float Report
- Credit Note Report

- Activation Report (serialized products only)
- Store Summary
- Regional Summary
- Location Profile
- Catalog/Inventory Updates
- Sales by Time and Region

Sales Analysis Reports

- Product Sales
- Discount Report
- Promotion Report
- Return Analysis
- Tax Payable Summary
- Electronic Journal
- Hourly/Weekly Sales Summary
- Operational Matrix
- Top 10 Employee Sales Summary
- 10 Best/Worst Product Sales Summary
- Accounting Reports
- Monthly Accounting Sales Summary