



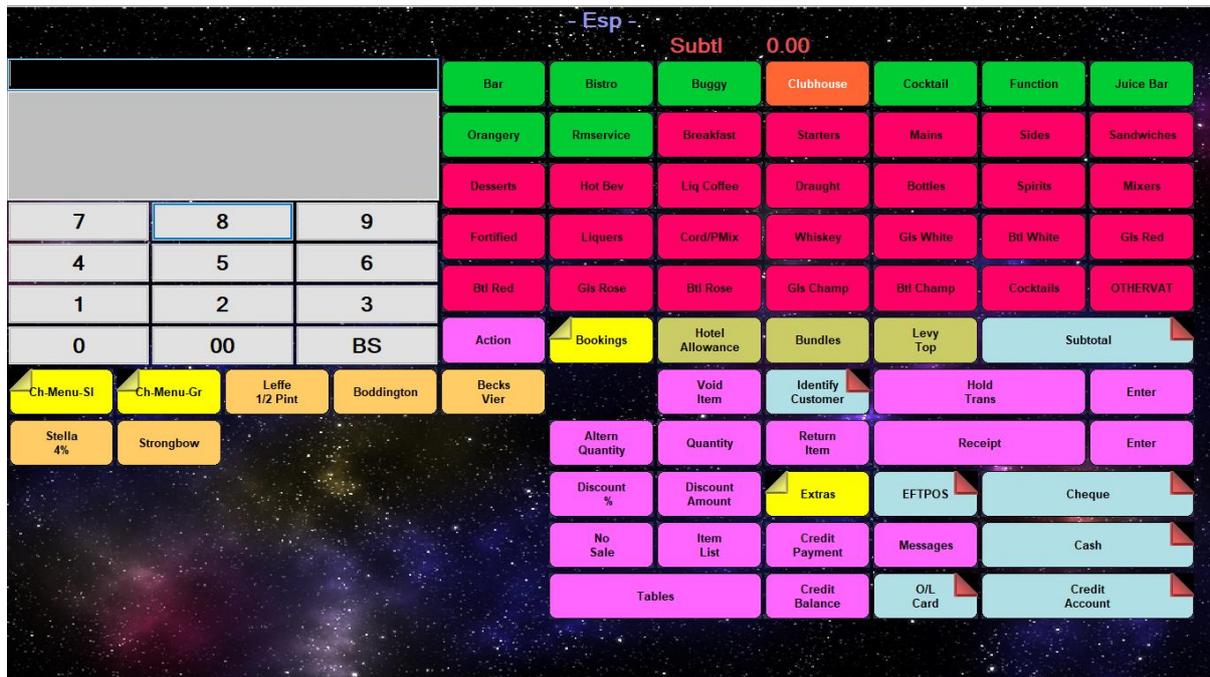
F&B Point of Sale Screen

Table of Contents

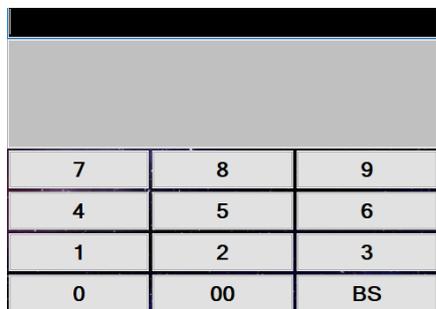
1. Point Of Sale Screen	2
2. Logging In	3
3. No Sale	4
4. Subtotal	4
5. Quantity	5
6. Voids	6
7. Returning Items	7
8. Alternate Quantity.....	8
9. Hold Trans	8
10. Discounts.....	10
11. Item List	11
12. Credit Accounts.....	12



1. Point of Sale Screen



The Point of Sale screen is made up of four main areas: Current Transaction, Menus, Sale Items and Function Keys.



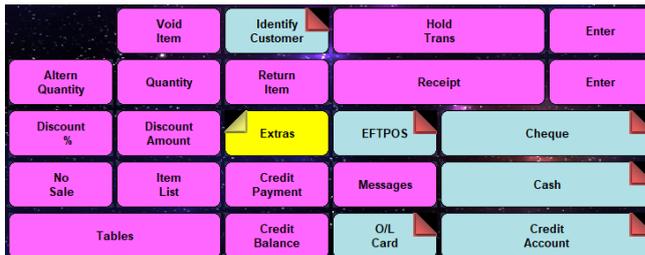
Current Transaction - This is where the sale items will be shown, and payments will be entered.



Menus - This is the Pre-set and Menus section; by selecting a menu the text will turn white and the sale items will change to that of the menu in the bottom left hand corner.



Sales Items - The Sale Items will change depending what Menu is selected.



Function Keys - These are the function keys and payment methods within the Point of Sale screen.

2. Logging In



When logging into the F&B Point of Sale screen, an input window will appear, at this point the Operator ID may be entered.

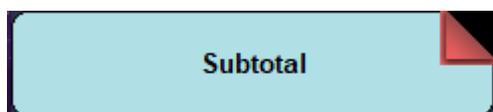


3. No Sale



The **No Sale** button is used for obtaining access to the till without completing a transaction, this may be monitored within Electronic Till Roll.

4. Subtotal



The Sub Total button is required before taking payment for a transaction.

Receipt		
1	Pint of Boddington	3.90
1	Pint of Strongbow	3.90
1	Pint of Stella 4	3.90
7	8	9
4	5	6
1	2	3
0	00	BS

Prior to the order being subtalled the items will be listed.



Order Summary		
1	Pint of Boddington	3.90
1	Pint of Strongbow	3.90
1	Pint of Stella 4	3.90
3	BAL DUE	11.70

7	8	9
4	5	6
1	2	3
0	00	BS

When the order has been subtalled the number of items and amount due will be shown, a payment may now be made.

5. Quantity

The Quantity button may be used as a quick way of entering multiple stock items into the Point of Sale.

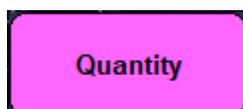
Order Summary		
1	Pint of Boddington	3.90

Select the item required by pressing the corresponding button on the screen.

2		
1	Pint of Boddington	3.90

7	8	9
4	5	6
1	2	3
0	00	BS

Enter the quantity required.



Select – **Quantity**



2 Pint of Boddington @ 3.90 Each 7.80		
7	8	9
4	5	6
1	2	3
0	00	BS

The original item will now have changed to the new quantity.

6. Voids

The Void button has two ways of functioning; it may be used to void the last item entered or the whole transaction.

To void the last item:



Select – **Void**

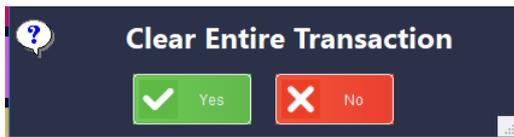
1 Pint of Boddington 3.90 1 Pint of Boddington 3.90 1 Pint of Boddington 3.90 ** VOID ** -1 Pint of Boddington -3.90		
7	8	9
4	5	6
1	2	3
0	00	BS

The transaction screen will show the voided item.

To Void the entire transaction:



Select – **Void** a second time.



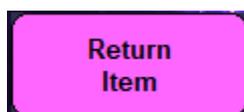
Select – **Yes** to clear the entire transaction.

7. Returning Items

To return an item back into stock:

1 Pint of Boddington 3.90		
7	8	9
4	5	6
1	2	3
0	00	BS

Select the item you wish to return into stock.



Select – **Return Item**

** RETURNED (Not Given) ** -1 Pint of Boddington -3.90		
7	8	9
4	5	6
1	2	3
0	00	BS

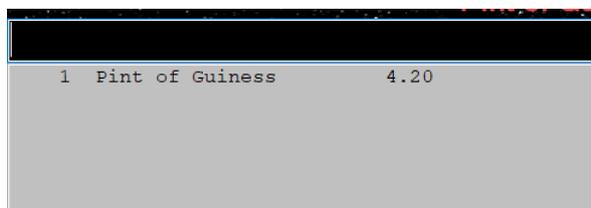
The transaction display will show a negative against the item being returned into stock.



8. Alternate Quantity

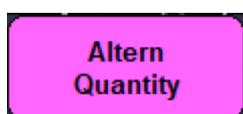
The Alternative Quantity function is used for wet stock items that are sold as different measures but are stocked in the same quantity, such as beer or wines by the glass.

To use an alternative quantity:

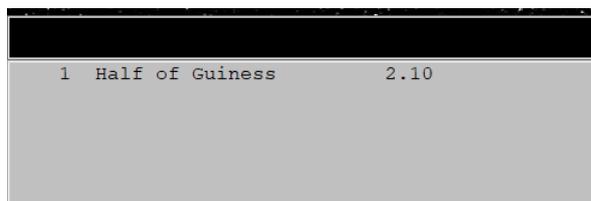


1	Pint of Guinness	4.20
---	------------------	------

Select the sales item.



Select – **Alternate Quantity**



1	Half of Guinness	2.10
---	------------------	------

The Transaction Display will change to the new quantity.



By pressing the **Alternative Quantity** button for a second time, the entry will return to its most common form.

9. Hold Trans



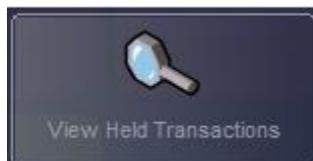
This function stands for '**Hold Transaction**'. It has two main functions: a way of securing the terminal by requiring a login to continue or to hold a transaction against a system user's operator ID, therefore allowing another user to continue a separate transaction.



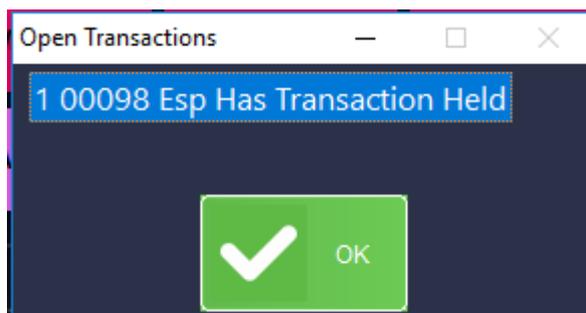
To view Held Transactions:

Enter Operator ID.		
7	8	9
4	5	6
1	2	3
0	BS	CR
Action		

Select – **Action**



Select – **View Held Transactions**



A window will appear, indicating operators and/or tables with outstanding transactions.



10. Discounts

Discounts can be applied by **Amount** or **Percentage**.

To apply a discount by amount:

200		
1	Pint of San Miguel	3.50
1	Pint of San Miguel	3.80
1	Pint of Guinness	4.20
1	Pint of Carling Sh	3.80
1	Small Smkey Chicke	5.50
1	Fish And Chips	11.50
7		8
4		6
1		3
0	00	BS

Enter the amount of money to be discounted from the transaction.

**Discount
Amount**

Select – **Discount Amount**

1	Pint of San Miguel	3.50
1	Pint of San Miguel	3.80
1	Pint of Guinness	4.20
1	Pint of Carling Sh	3.80
1	Small Smkey Chicke	5.50
1	Fish And Chips	11.50
1	DISCOUNT ON SALE	-2.00

The discount amount is deducted from the transaction.



To discount a transaction by percentage:

10		
1	Pint of San Miguel	3.50
1	Pint of San Miguel	3.80
1	Pint of Guinness	4.20
1	Pint of Carling Sh	3.80
1	Pint of Carling	3.50
1	Pint of San Miguel	3.50

7	8	9
4	5	6
1	2	3
0	00	BS

Enter the percentage of discount to be applied.



Select – Discount %

1	Pint of San Miguel	3.50
1	Pint of San Miguel	3.80
1	Pint of Guinness	4.20
1	Pint of Carling Sh	3.80
1	Pint of Carling	3.50
1	Pint of San Miguel	3.50
1	DISCOUNT ON SALE	-0.02

The discount percentage is deducted from the transaction.

11. Item List

The Item List button is used for two reasons within the Food & Beverage system: Printing a copy of the order before payment and transferring items between tables.

To print a copy of the order:



Select – Item List



All the items on the order will be displayed. Select – **Print** to print a copy of the order to the receipt printer.

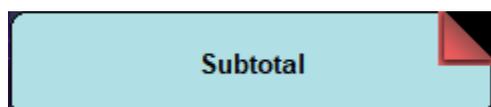
12. Credit Accounts

Credit Accounts may be used within the Elite system as a form of payment. These must first be specified within the customer's record in the Customer File Routine and a credit limit set.

To pay for a transaction with a credit account:

1	Pint of Boddington	3.90
1	Pint of Boddington	3.90
1	Pint of Strongbow	3.90

Enter the sale items



Select – **Subtotal**



15.60		
1	Pint of Boddington	3.90
1	Pint of Boddington	3.90
1	Pint of Strongbow	3.90
3	BAL DUE	11.70
1	Pint of Boddington	3.90
4	BAL DUE	15.60

7	8	9
4	5	6
1	2	3
0	00	BS

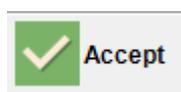
Enter the amount tendered.



Select – Credit Account

The screenshot shows a POS system window titled "Food And Beverage". On the left, a receipt lists items: 1 Pint of Boddington (3.90), 1 Pint of Boddington (3.90), 1 Pint of Strongbow (3.90), 3 BAL DUE (11.70), 1 Pint of Boddington (3.90), and 4 BAL DUE (15.60). The main area has a dark space background with the text "Enter Customer ID" and an empty input field. At the bottom is a virtual keyboard with buttons for Exit, Accept, LstUsd, Nearst, and a numeric keypad (0-9, -, =, BS). The keyboard also includes letters (TAB, q-w, e-r, t-y, u-i, o-p, [,], CR), a Lock key, a row of letters (a-s, d-f, g-h, j-k, l-:, ' # CR), a row of letters (SHIFT, \, z-x, c-v, b-n, m, ., /, SHIFT), and a SPACE key.

Enter the Customer ID.



Select – **Accept** twice. The account will be debited.