

TOSCOGA Software

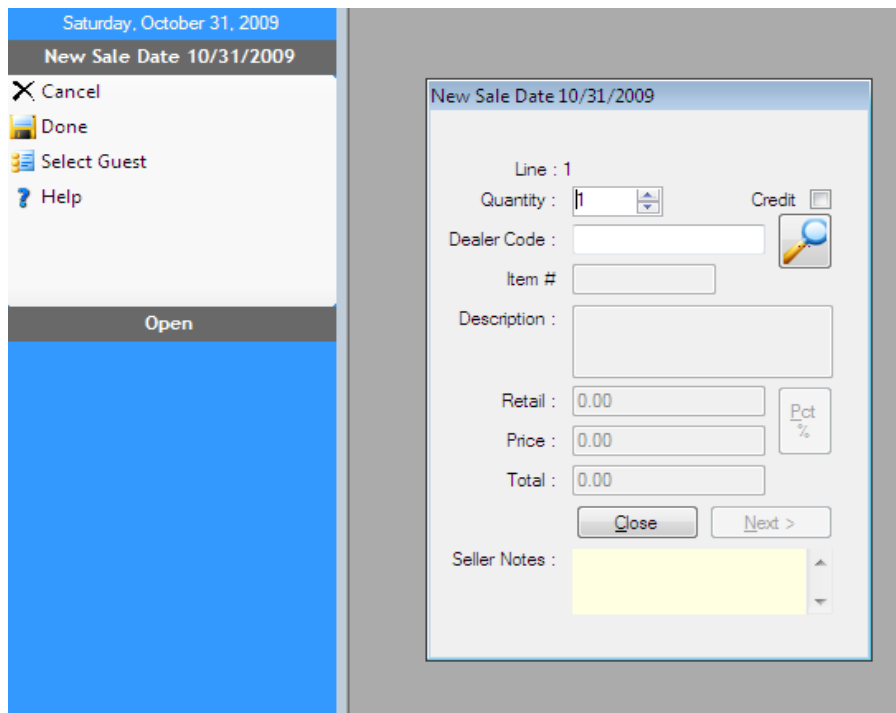
How do I...

Make a Sale

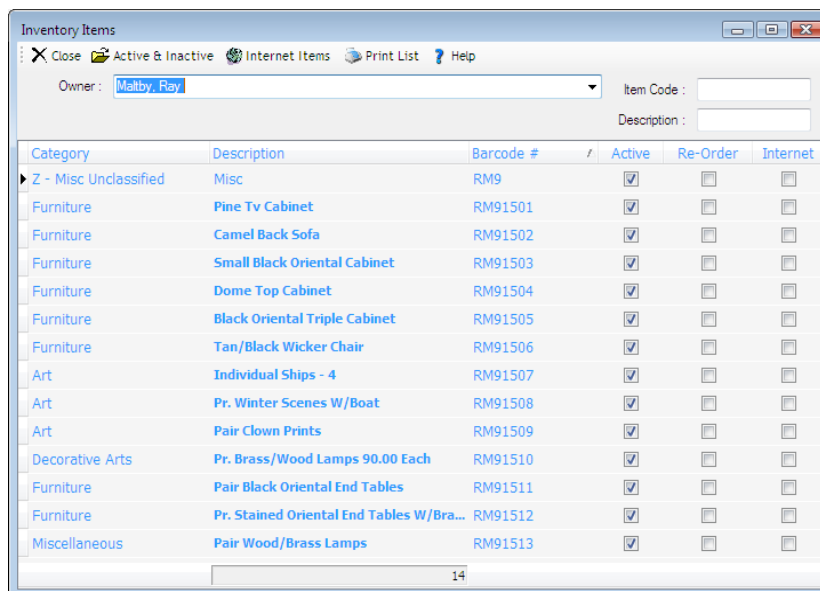
How do I...

Make a Sale

From the Main Menu select 'POS' > 'Cash Register'.



Enter the dealer code in the 'Enter PLU' box. If you need to lookup an inventory item number press the magnifying glass button.



You can select a dealer and scroll through the list of inventory for that dealer. Double click on the item to select it.

Enter the dealer Item #. Some dealers may enter their items into inventory via the website in which case a complete description and sales price will be displayed. Otherwise type in the description and enter the retail price.

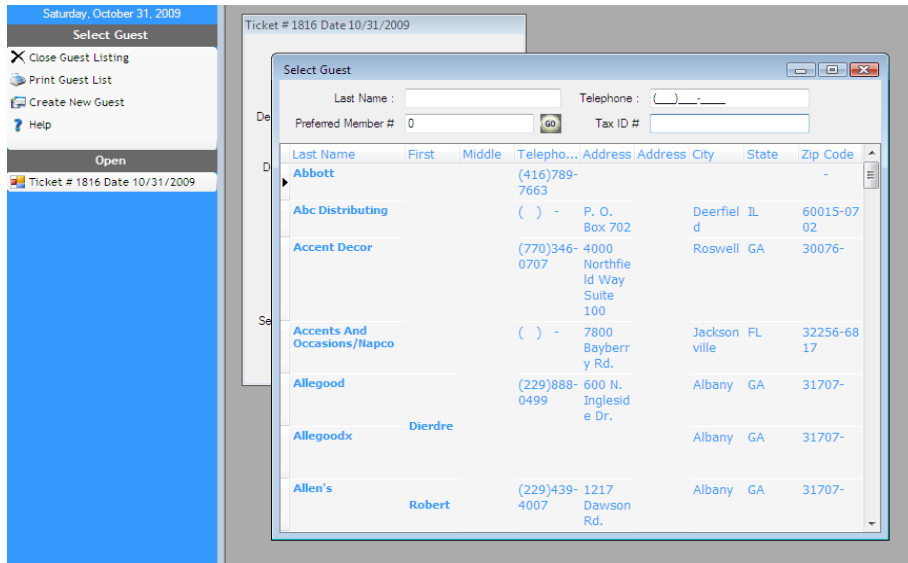
The screenshot shows a software interface for entering a new sale. The date is Saturday, October 31, 2009. The main window is titled 'New Sale Date 10/31/2009'. On the left, there is a sidebar with buttons for 'Cancel', 'Done', 'Select Guest', and 'Help', and an 'Open' button below. The main window displays a form for 'Line : 1' with the following fields and values: 'Quantity : 1', 'Dealer Code : 2FC1518', 'Item #', 'Description : Table', 'Retail : 725.00', 'Price : 725.00', and 'Total : 725.00'. There is a 'Credit' checkbox, a 'Pct %' button, and 'Cancel' and 'Next >' buttons. A 'Seller Notes' field is at the bottom.

The system will display any notes you have entered in the 'Contacts', Dealer Notes section. Frequently dealers will offer discounts and sales in their booths. The notes section may remind you of those deals so you can discount the purchases properly.

You may enter a discounted 'Price' or enter a markdown percentage and press the 'Pct. %' button. The system will calculate the selling price as a percent off the Retail price.

If everything looks correct, press the 'Next >' button to continue entering sales on this ticket.

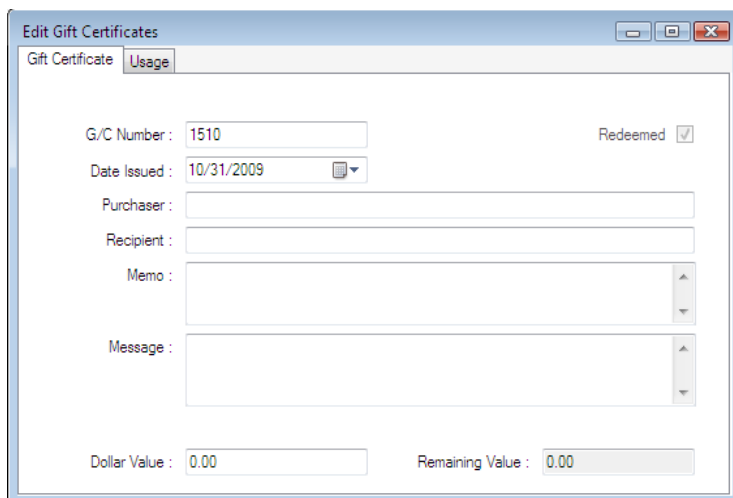
To attach a guest's name to this ticket press 'Select Guest'. You can select from the current list or add a new guest name to your files. By attaching a guest's name to each ticket you can track purchases by guest.



Scroll through the list of customers until you locate the desired guest then double click on the row to select that guest.

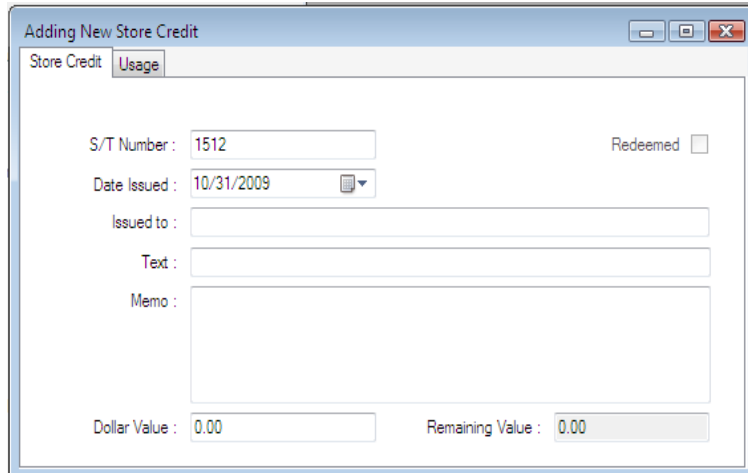
Selling Gift Certificates

You sell a gift certificate as you would any item in the store. Gift Certificates have a unique inventory code which you use in the cash register PLU code. The system will display a screen to enter the recipients name, the purchasers name and the amount of the gift certificate. You may then print an attractive gift certificate that carries a number, date and a validation box you can sign.



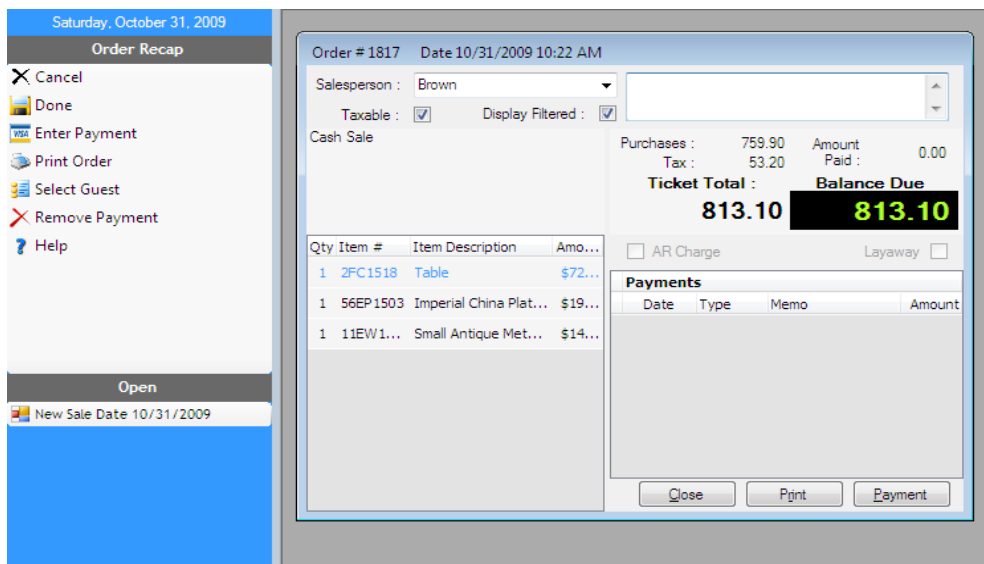
Issuing Store Credits

You issue a store credit as you would any item in the store. Store credits have a unique inventory code which you use in the cash register PLU code. The system will display a screen to enter the recipients name and the amount of the store credit.



When all sales have been entered, press 'Close'.

The system will then display the Recap screen. It lists the guest's name, all the items purchased, any payments and the ticket totals.



Sale Recap

To edit a sale line, select a line and right-click on it. You may either Edit a line, Remove a line or Create a New line. Optionally, you may set up special handling instructions for any item sold or even move that sale item to a separate ticket.

Right click on a payment line to edit, remove or create a new payment. The system will display the order entry screen as discussed above. You may edit any portion of the sale item. When your edits or additions are complete the system will return to the recap screen.

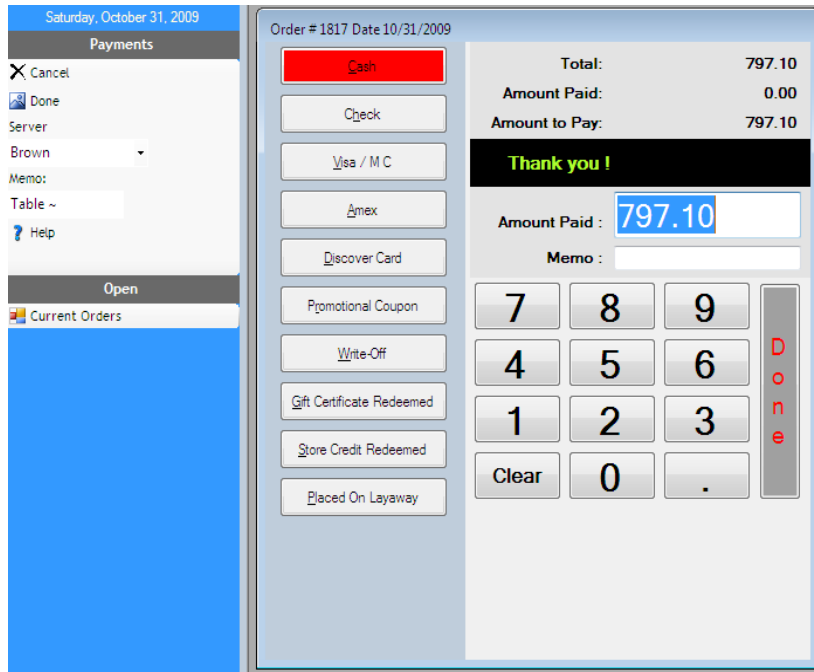
Create a Special Handling record for items that will not be taken by the customer now but will either be picked up later or delivered. It is good practice to associate a guest name, address and phone number with the ticket if the item remains at the store.

You can move a sale line to another ticket. The system will confirm your intentions with the following window:

Press 'Yes' to continue or 'No' to cancel the process.

Open a previously created ticket or start a new ticket and navigate to the Recap screen. When you right click on the sale lines portion of the ticket a new option will be available - 'Add line to this ticket'. Select that option and the system will move that sale item to the second ticket. You may then close each ticket.

Press 'Enter Payment' to pay on this ticket. The Payments screen will be displayed.



A list of the available payment types will be displayed on the left side of the screen. Select the type of payment by clicking on the appropriate button. A number pad is displayed on the right side. You may enter the total payment amount by clicking on the numbers as you would a calculator. Or you may type in the payment amount in the 'Amount' box. You may then enter a memo describing the payment such as a check or transaction number. Press 'Done' to complete the payment.

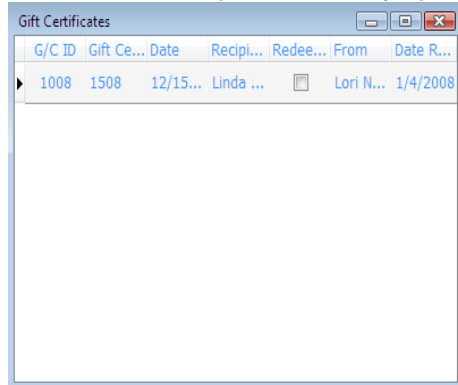
The system accepts multiple payments on tickets.

There are several non-cash options available.

Promotional Coupon - This gives you a way to record the use of a coupon by your guest.

Write-Off - This is when a you write-off as a loss any payments not received for goods sold.

Gift Certificates - Use this option when the guest redeems a previously issued Gift certificate. The system will display the list of currently outstanding items.



Select the appropriate gift certificate from the list. The amount of the charges will reduce the balance of the gift certificate. The system allows you to continue applying charges to a gift certificate at different time under separate sales tickets until the gift certificate balance is completely used.

Store Credits - These work the same way as gift certificate. When selected, the system will display the list of open store credits. Select the appropriate store credit and apply the balance. The store credit will remain open until the balance is reached.

Placed on Layaway - Select this option and enter the amount still due. The system tracks layaways until they are completely paid out. Dealers will not be paid until the entire balance is collected.

The system allows you to open any number of sales tickets at a time. Frequently your customers will bring an arm load of goods to the register and continue shopping. You may open a ticket and begin processing the sale items. You can leave the ticket in an incomplete state and still handle other customers. So when the guest is done shopping their bill is ready.

Important Note:

When you process the end of day cash reconciliation if any sales tickets have been left open the system will warn you to complete those transactions if needed. You may leave an open ticket for any length of time. The daily cash reconciliation will ignore sales tickets that are left open.