Corner Store POS Getting Started Guide

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Login Screen

Enter proper User Name and Password. Default Corner Store POS password is "**admin123**". You can use default password to create new password. New password should be in combination of letter and number and minimum 7 character in length e.g. admin123.


Note: To create new password, click **Main** and then **Change password**. First time, you will use default password, and then input new password. This only changes password of admin user.

SETTING UP STATIONS:

If you have more than one computer you will need to you set station numbers for each of your computers. This is useful when running reports.

You may run reports on sales made from computer 1 or from computer 2 and vice-versa.

When generating reports, you have the option of choosing a user. You can choose to log in as an admin or as an employee.
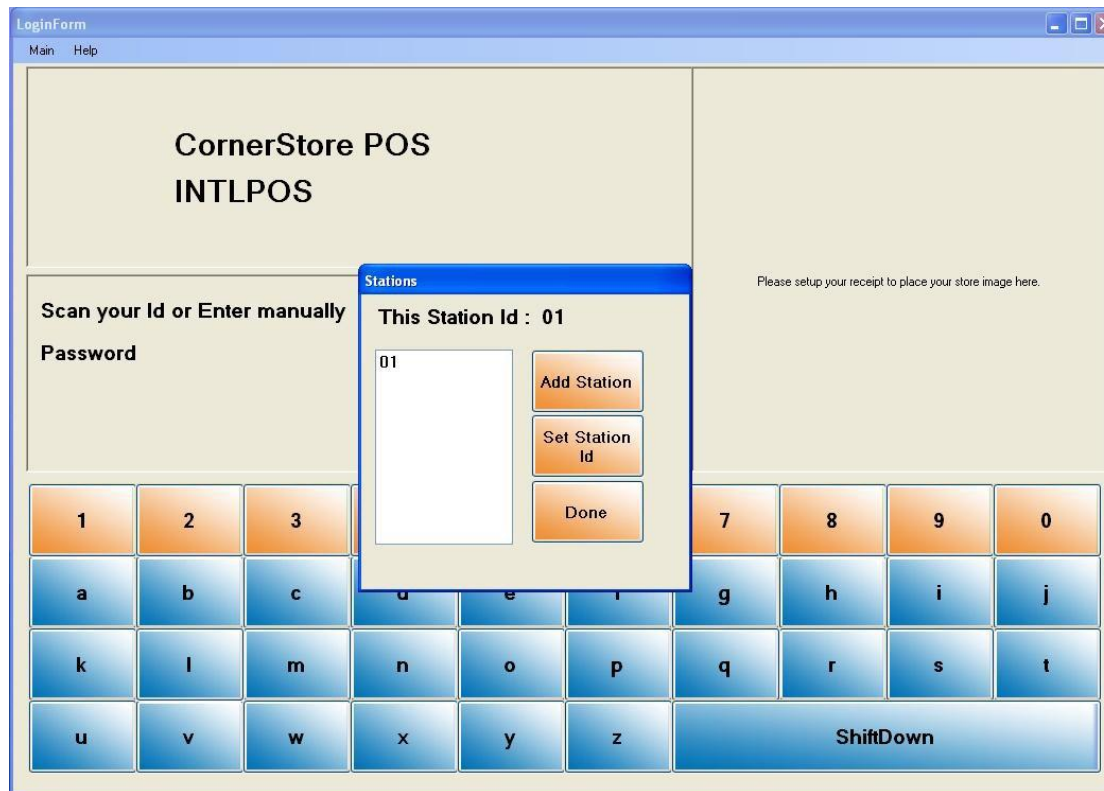
Setting up your Stations:

1. On the LOGIN SCREEN, click on the **Main** menu and select **Set Stations**.

2. To add a station, first click on the **Add Station** button.

3. After adding a station ID, you will need to set the computer to the desired **Station ID**. To set up a station, select the station ID to be set up on the system you're working on and then click on the **Set Station ID.** Now that system is set to that **Station ID.**

4. Click on **Close**.

How to choose the station ID and the user for generating reports:

1. Log into CornerStore and go to **SETUP>Administrator>Reporting**.

2. Select the **Sales** button on the left side.

3. Select any report; say for example, Detailed Shift Report by Employee. You will see that the Station ID and the User texts are enabled.

4. You can select all stations or any one of the stations; and also select user as admin or any one of the employees. And, then produce a report.

Note: Only some of the reports have **Station ID** and **User** texts enabled.

Employee Maintenance

You can ADD, UPDATE, or DELETE an employee in the Corner Store.

Note: Follow the below two steps to get into the **Employee Maintenance** window.

1. On the LOGIN SCREEN, click on the **Main** menu and select **EMP Maintenance**.

2. Enter **admin User Id and Password**; and then click on **OK**.

To ADD an Employee to Corner Store:

1. Go in the **EMP Maintenance** window.

2. Click on the **ADD** button.

3. Enter the required information about the employee (First Name, Middle Name, Last Name, DOB, Email, etc.).

4. Enter User ID and password. These two fields are mandatory.

   Note: If you are using swipe cards for employees then you need to enter swipe card number.

5. Click on the **SAVE** button and you will get the message **"Entry Added"**.

6. Click on the **Exit** button.

To UPDATE an Existing Employee in Corner Store:

1. Go in the **Emp Maintenance** window.

2. Select the employee. You can use arrow to change the records and search the employee from the list. Also, you can enter employee number in **Search by Employee** text box and hit the enter key on key board.

3. Make the changes you need and click on **Update** button. You will get the message "**Data Updated**".

4. Click on **Exit** button.

To DELETE an existing employee in Corner Store:

1. Go in the **Emp Maintenance** window.

2. Select the employee. You can use arrow to go to the next record and search the employee list. You may also enter employee number in **Search By Employee** text box and hit the enter key on key board.

3. Click on the button. You will get the message "**Record Deleted**".

4. Click on the **Exit** button.

How does an employee login into Corner Store?

An employee needs to enter their employee **User ID and password** and then click on the **Login** button to login into Corner Store.

If you are using employee swipe cards, employees swipe their card to login into Corner Store.

How does an Employee Swipe Card Work?

An Employee Swipe Card is a card for a specific employee to have for him or her to log onto CornerStore without having to enter in his or her username and password. In order to set up the Swipe card you must obtain swipe cards and follow the steps below.

To ADD an Employee Swipe Card

1. Go in the **Emp Maintenance** window**.**

2. Select the employee. You can use arrow to go to the next record and search the employee list. You may also enter the employee number in **Search By Employee** text box and hit the enter key.
3. In that employee's information you will see a text box for **Swipe Card No**, click the text box.
4. Swipe the employee swipe card in the reader. If anything is read than you have swiped correctly.
5. Click **Update**, then click **OK**
6. Click on the **Exit** Button

How to Log onto CornerStore with a Swipe Card

1. Make sure your cursor is in the Scan your Id or Enter manually text box
2. Swipe the card

Using a swipe card makes it faster and easier to log into CornerStore.

ADDITIONAL FUNCTIONALITIES WITHIN THE EMPLOYEE MAINTENANCE:

There are two main functions:

1. *Permissions*

2. *Job Role*

I. **Permissions**

There are a number of different features available in **Permissions**:

a. **Functions:**

Admin Access: When the **Admin Access** is set to YES for an employee you are allowing permission for that employee to access to Employee Maintenance and the Administrator folder (inventory items, reporting, etc.).

Open cash drawer: A cash drawer is set to only open when a sale is made. To allow an employee to open the cash drawer without a sale, select the "Yes" option. For the employee not to open the drawer without a sale select the "No" option.

Void Button: To give permission or restriction of use of the void button.

Return: To give permission or restriction of use of the user's ability to take a return.

Delete: To give permission or restriction of use of the delete button.

Discount: To give permission or restriction of discount button.

Price Change: To give permission or restriction of price change.

Easy Payout: To give permission or restriction of Easy Payout button.

b. **Employee:**

By default, to enter into the employee maintenance window, you need to use ADMIN user id and password. However, if you wish to grant an employee permission to make changes in the employee maintenance then you may use this function.

From the dropdown, if you choose **Yes,** then that particular employee will have access to the employee maintenance window.

c. **Inventory:**

**Inventory Lookup:** To give permission or restrict the inventory lookup

Skip IDScan: To give permission or restrict the IDScan for items that have an age limit to the buyer

NOTE: For this functionality to work, employees need to click on the **F2 Inventory** button located below.

How does Employee Maintenance work in Corner Store?

➢ Employees need to enter their **User ID** instead of Admin ID and click the **Login button** to login into Corner Store. If you are using employee swipe cards, employees need to swipe their card to login into Corner Store.

Database Operation
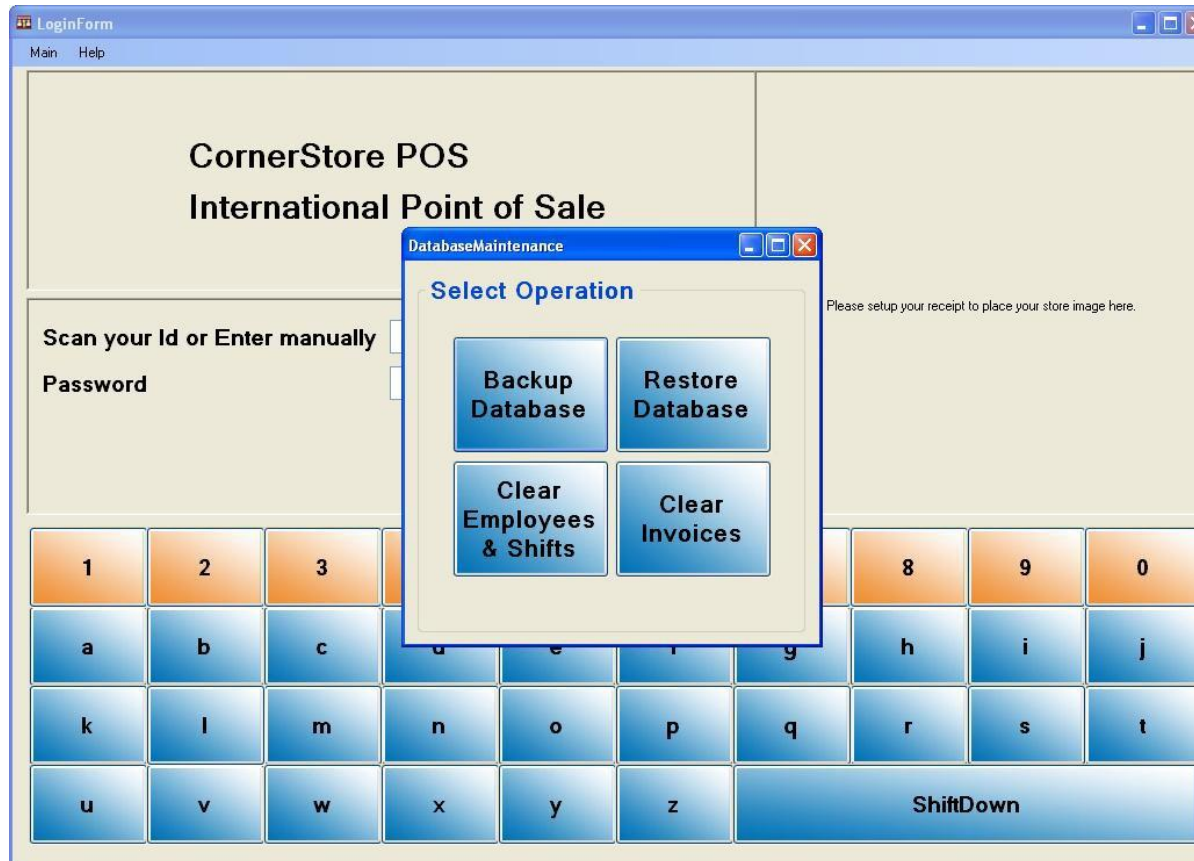
Backup Database

Step 1: Go to the Login Screen and go to **Main** -> **Database Maintenance** -> **Database Operation.** You'll be asked for admin login credentials. Once in, click **Backup Database**

Step 2: Select any file path to place the backup file in (e.g. My Documents, Desktop) and click Save.

Restore Database

Step 1: Go to **Database Maintenance** as in Step 1 of backup database instructions but now use **Restore Database** button**.**

Step 2: Please select the backup file from which you want restore the Database

After 1 or 2 min you should get a message that it's successfully restored.

Clear Employees & Shifts

By pressing this button, you can remove all employee and all shifts from your database. **NOTE: You must clear invoices first!**
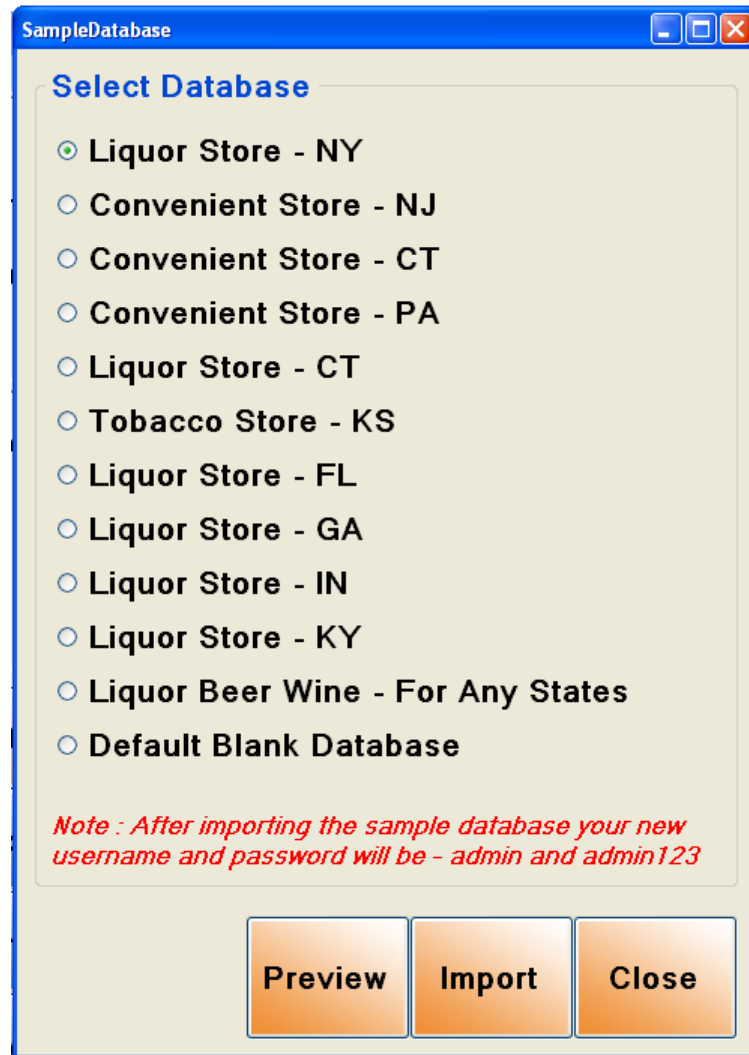
THIS IS IRREVERSABLE

Clear Invoices

If you need to clear all your invoices, you can press this button. **NOTE: This will clear all invoices and reports. Please take any necessary backups and reports before clicking this button! THIS IS IRREVERSABLE**

Import Sample Database

Go to **Main > Import Sample Database**

From here, you can import a sample database based on the area where your store is located. The database already has the proper tax rate, items with barcodes and prices, and deposits if applicable. Depending on the store you may need to change the information (explained later in the guide)

Previewing a Database

You can view a database before you import it by selecting the database you want and selecting **Preview**. A PDF will show all the inventory items, along with their pricing. If you like the database you can Import it

Importing a Database

Once you like the database you've previewed, you can Import it by clicking **Import**. After a few moments a prompt will appear to click OK then close CornerStore completely. Re-Open CornerStore and the database will be loaded!

International Point of Sale: Corner Store POS
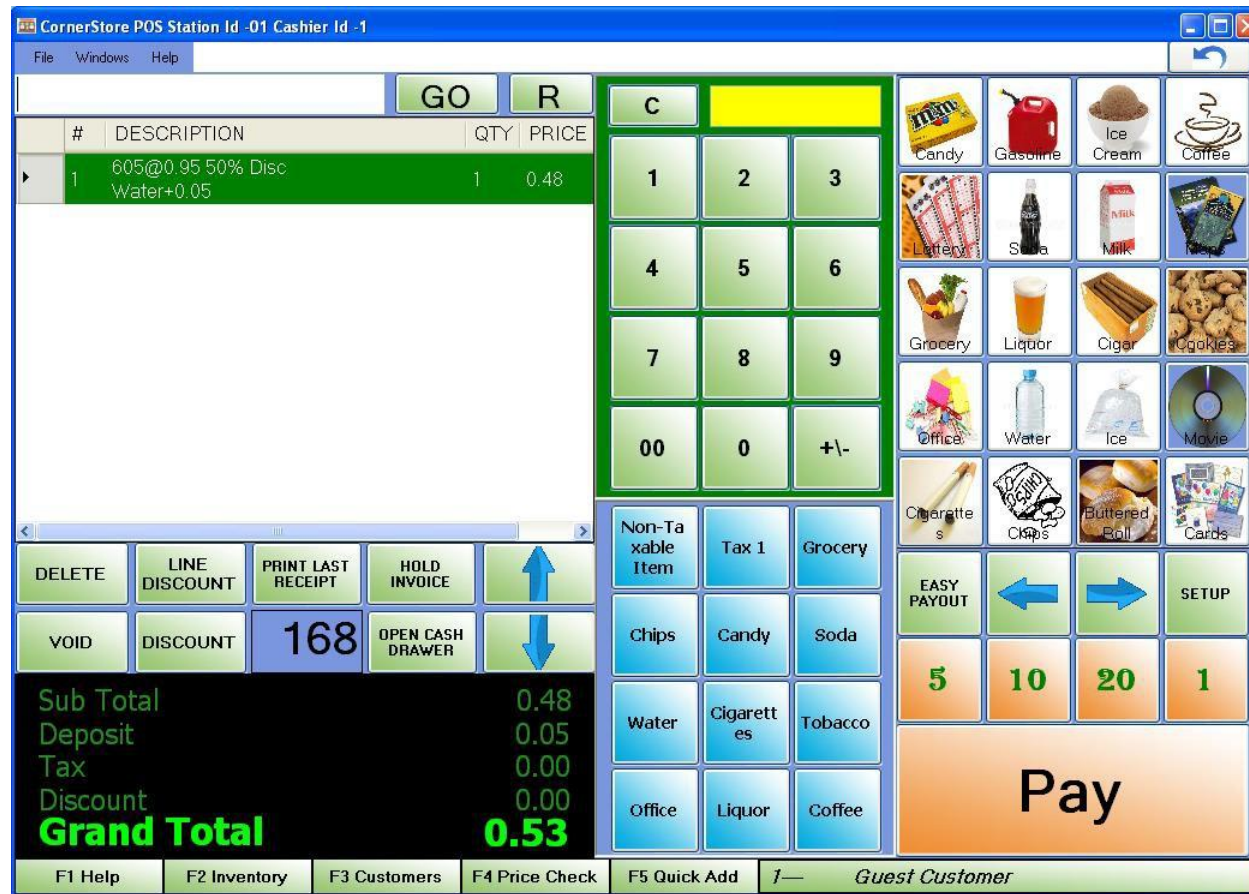
Main Screen

Line Discount : Discounts for 1 item

Step 1: Select the item from invoice list and click on **LINE DISCOUNT** button

Step 2: Punch the % of discount which you want to give and click on **ENTER**
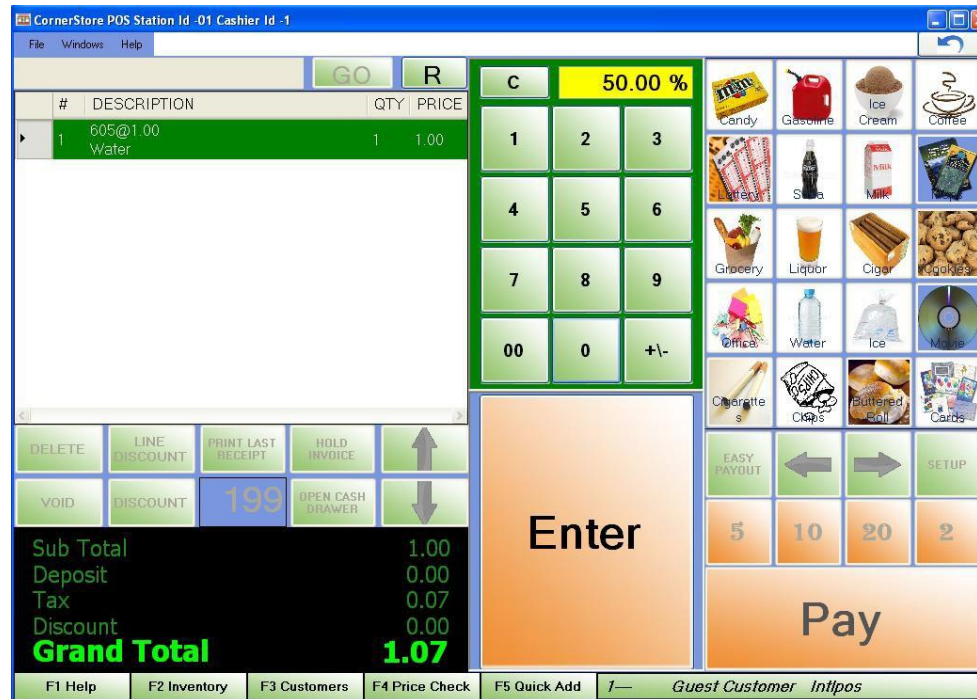
Invoice Discount : Discounts for an entire invoice

Step 1: Select Discount

Step 2: Enter in the number you would like the discount of. This number is not in percent so 10% is 10.00
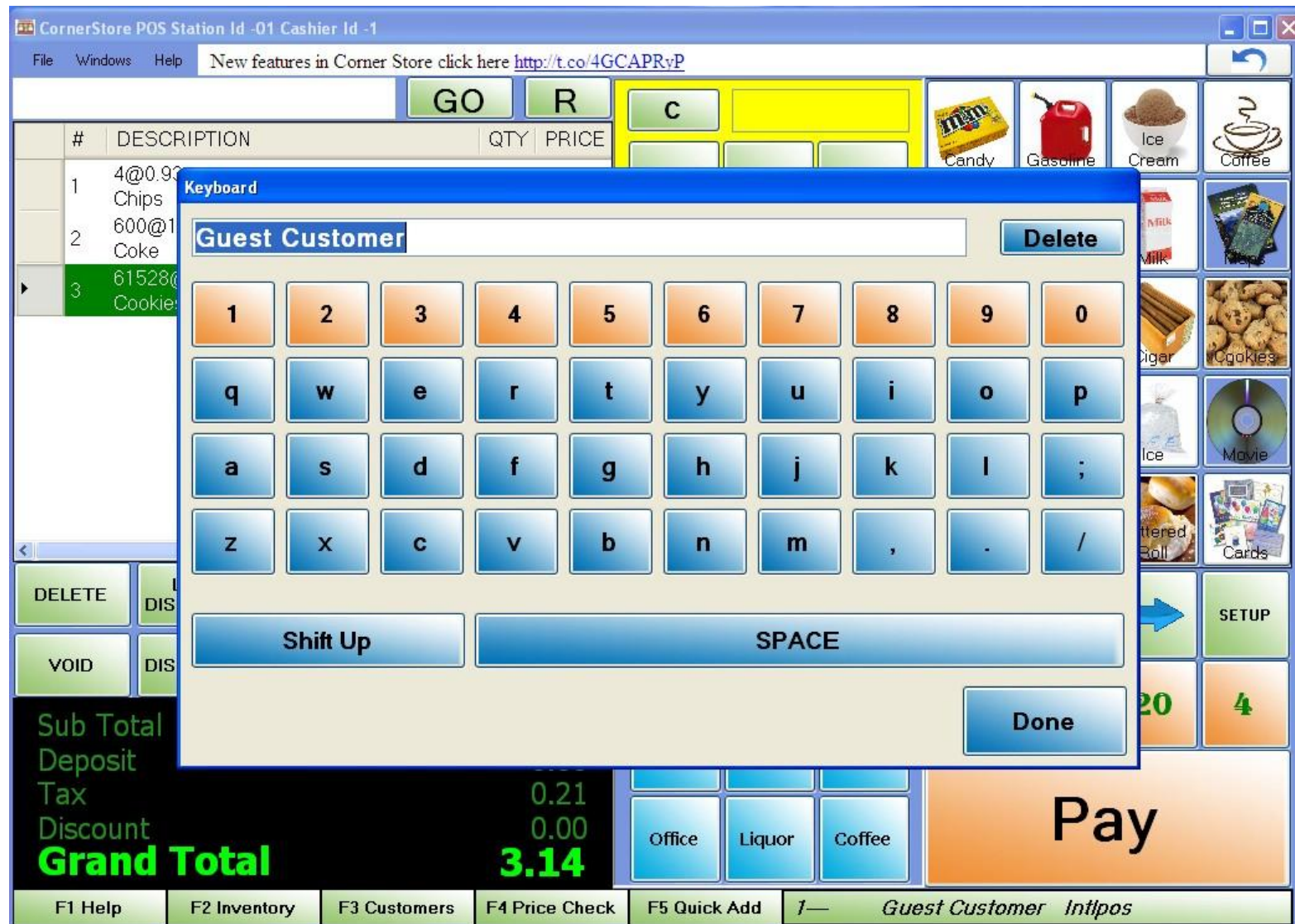
Hold/Fetch Invoice

You can hold multiple invoices with the Corner Store POS. At time of transaction, if you want to hold the invoice the current invoice then click on **Hold Invoice** button.

You can specify the name of customer to differentiate the invoice or by default invoice will be hold under Guest Customer name.

If you have any invoice on hold the **Hold Invoice** button on main screen will be converted into **Fetch Invoice** button (means you have either one or many invoice on hold).

Meanwhile, you can also make another transaction or you can hold another invoice.

If you want to fetch invoice which you have put on hold then click on **Fetch Invoice** button and it will open up a windows which have list of invoice on hold and you can select appropriate invoice for current transaction.

Click on the name you held the invoice under

Function Keys:

Pressing any of Function Keys (F1, F2, … etc) can access a shortcut in CornerStore when at the Main Screen.

F1 – Help (Shortcut for Getting Started Guide)

F2 – Inventory Maintenance

F3 – Customer Maintenance

F4 – Price Check

F5 – Quick Inventory Add

F6 – Fast Cash (For exact Change)

F7 – Search the Inventory

F8 – Print Last Receipt

F9 – Open Cash Drawer

F10 – Go Back button

F11 – Void Invoice

F12 – Hold the invoice then print receipt.

SETUP SCREEN

Press Setup while in the invoice screen, or go to Main > Setup Screen when in the login screen.

-This is the **Setup** screen. There are two pages of this screen, **General** and **Administrator.** Each is defined by their color. If you click **General**, all General buttons will show and the same for **Admistrator.** It automatically opens on **General** page.

Receipt	Hardware Setup	Customize Screen	General
Order Receipt Paper	Customer Maintenance	Application Setup	Administrator
OneClick Hardware Install	Import Inventory	What's New	
			Exit

Tax Rates	Department Maintenance	Inventory Maintenance	General
Payment Processing	Reporting	OnTheFly Inventory	Administrator
Purchase Orders			
			Exit

Tax Rates

How to set tax rates in Corner Store:

Step 1: Go to **SET UP>Asministrator>Tax Rates**.

Step 2: You may add your own title under Description for Tax Rate 1, 2 and 3.

Step 3: Add your tax rates 1, 2 and 3 under New Tax Rate.

Step 4: Click on the **Save** button.

Step 5: Click on the **Done** button.

Receipt

How to change the text on your receipt in Corner Store:

Step 1: Go to Set Up>Receipt.

Step 2: Add the Store Name, Address Line 1, Address Line 2, Contact Number, and Cashier Name.

Step 3: Create any Footer message you'd like, the guidelines are 42 characters per line and 10 lines.

Step 4: Click on the **Save & Exit** button.

Ordering Receipt Paper Through CornerStore

You can order paper for your receipt printer right from CornerStore!

Go to Help -> Place Order, or alternatively Setup -> Order Receipt Paper

By filling in the required fields in the form and then pressing **SEND** (The credit card number must match the one International Point of Sale has on file), the order will be sent to International Point of Sale and will be shipped to the address you specified.

A success message will show when the order has been sent.

Hardware Setup

For Hardware Setup follow the installation instruction for corresponding receipt printer and pole display from
http://cornerstorepos.com/downloads.html

For pole displays; select general if you are using a normal Pole Display or if the connection is serial, OPOS if you are using an OPOS Driver, PartnerTech if you are using a partner tech or POSX display and V-Display if you are using a full video display.

Customer Maintenance

How to add a Customer in Corner Store:

Step 1: Go to Set Up>Customer Maintenance.

Step 2: Click on the **ADD** button to add a new customer into Corner Store.

Step 3: Enter the required information about the customer (First Name, Last Name, Address, Phone No, Date of Birth etc.).

Step 4: Click on the **SAVE** button and you will get the message "Data Added".

Step 5: Click on the **Exit** button.

How to update/delete the Customer information in Corner Store:

Step 1: Go to Set Up>Customer Maintenance.

Step 2: Select the customer. You can use the arrow to go to the next record from the customer list. You may also search customers by entering the customer # in the Search by Customer # field.

Note: If you want to check the list of customers you have added then click on **Customer Lookup** button.

Step 3: Make the changes you want and click on the **Update** button. You will get the message "Record Updated". If you want to

delete any customer you may click on the button. You will get the message "Record Deleted".
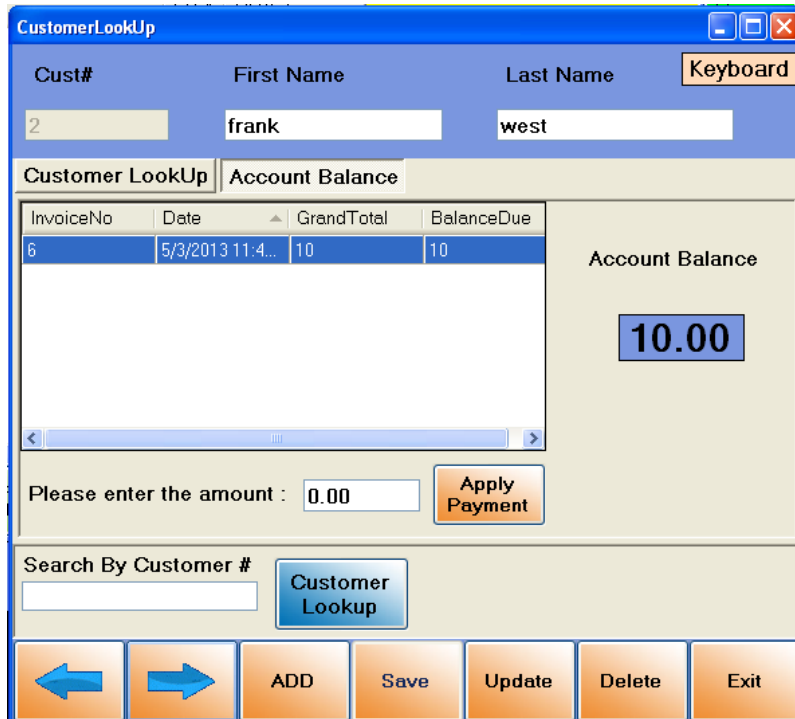
Step 4: Click on the **Exit** button.

How to pay a Customer Balance

Step 1: Go to Set Up>Customer Maintenance, or press F3/Customers Tab

Step 2: Select the customer. You can use the arrow to go to the next record from the customer list. You may also search customers by entering the customer # in the Search by Customer # field.

Step 3: Click Account Balance

Step 4: Enter the amount desired in the "*Please enter the amount:* " text box. Press apply payment. NOTE: You can only pay the account balance in cash as of now.

Application Setup:

Combine Line:
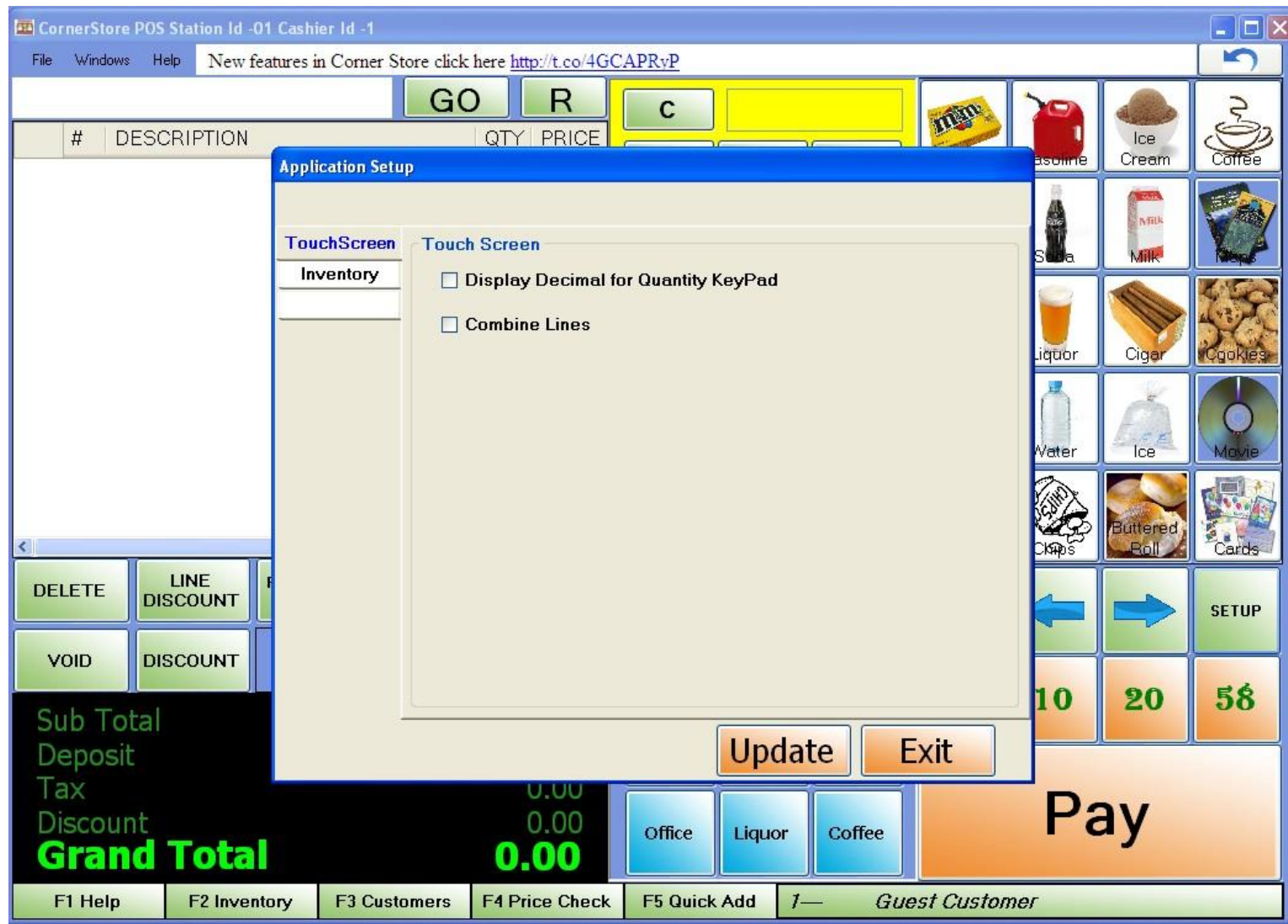
Step 1: Go to Set up>Application Set up.

Step 2: Check **Combine Lines** option and click on the **Update** button.

Step 3: Click on the **Exit** button. *In order for the changes you made to take effect, you must first log out and then log back in.*

Advantage: Once you have selected the **Combine Lines** option, your items will automatically combine lines/quantity when the same item is scanned multiple lines.

Step 1: You can setup up to three different level of **Age Range for any particular inventory** (Click Inventory on the left side of screen)
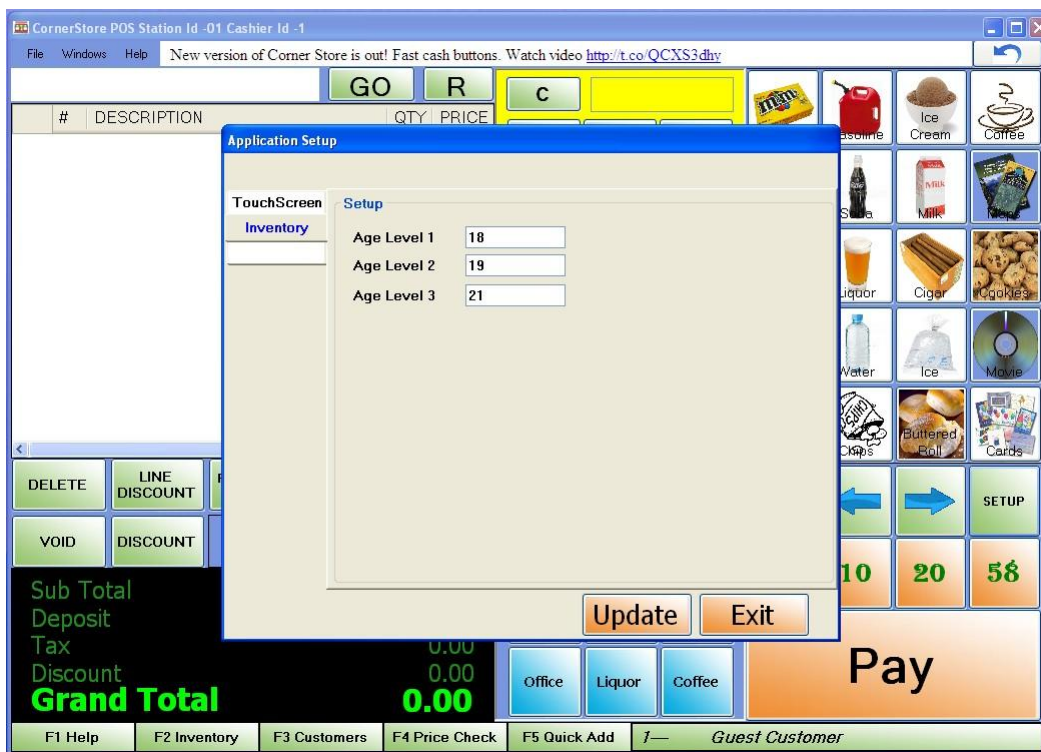
Step 2: After specifying Age Range Go to Inventory Maintenance Page

Step 3: When adding a new item in inventory, you can either select **Check ID # 1, 2 or 3** by going on the **Optional Info** tab.

If item is already added you can update the information of that particular item.

Step 4: When you scan the item and if you have selected Check ID then it will prompt a date verification window
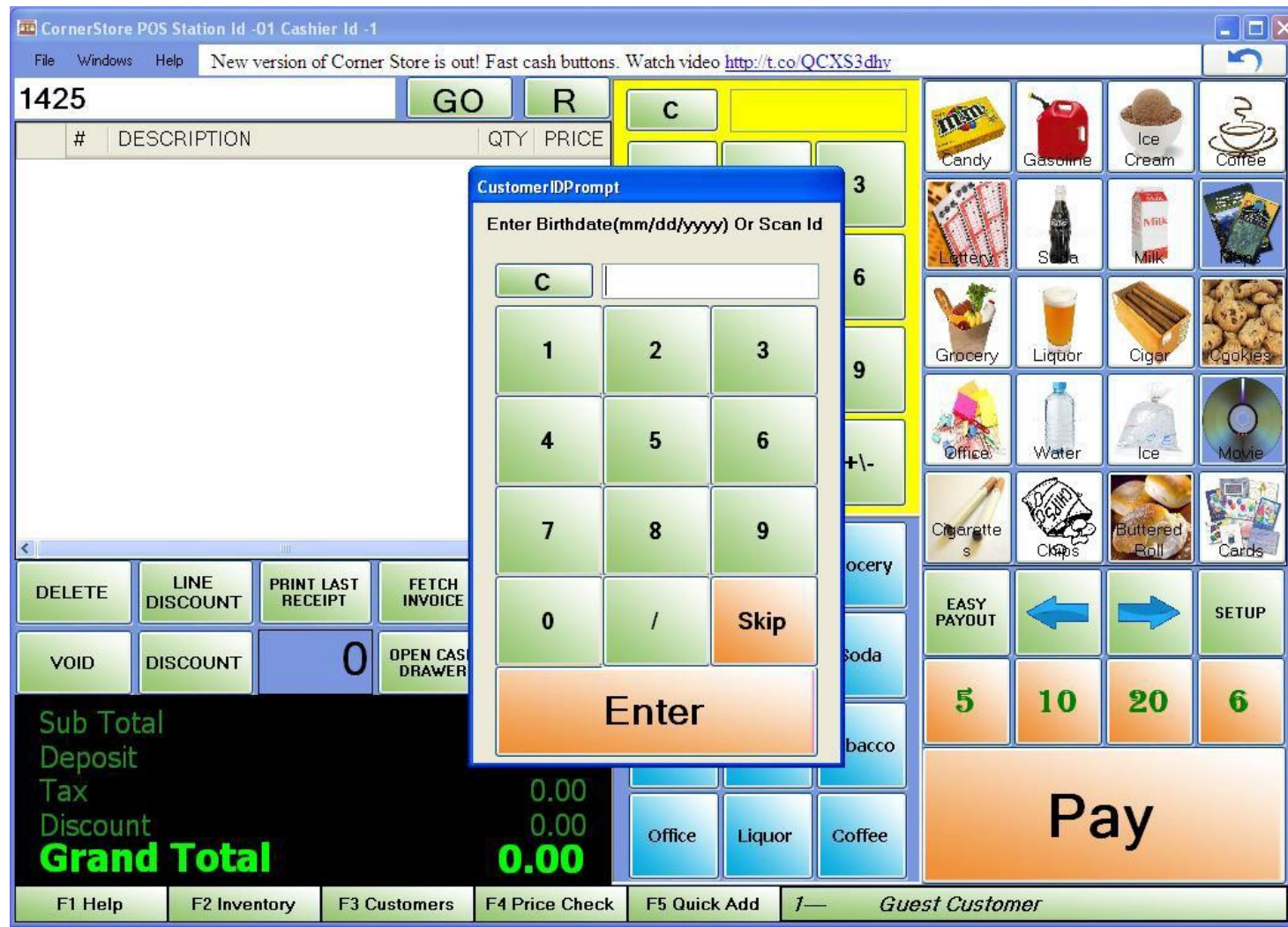
Step 5: You can scan customer ID or enter manually

Step 6: If date is valid then it will show up as green color text on the top of the screen until the transaction is completed. If customer is too young in relation to the set age limit, it will show a red color text on the top of the screen.

One Click Hardware Install

If you want to do an automatic hardware installation with certified hardware with CornerStore, you can press this button. CornerStore will automatically detect what operating system you have, along with the list of hardware to install.

Just click the hardware you want to install, then press Install.

NOTE: It may not set correctly based on your settings. Check with the hardware's manuals to troubleshoot any problems.

NOTE: This installation does not work for Windows 8.

Import Inventory

If you want to mass import inventory using an excel spreadsheet, then you can import the excel file into CornerStore

Step 1: Make the excel spreadsheet in the proper format as shown below. The column headers should be properly named.

	A	B	C	D	E	F
1	ItemNo	ItemName	Price	Cost	Stock	Dept
2	070137100881	black and mild apple upright	0.56	0.00	0	1
3	070137000181	black and mild original	2.75	0.00	0	1
4	070137105299	black and mild tipwine	0.61	0.00	0	1
5	070137100188	black and mild upright ind	0.56	0.00	0	1
6	070137000235	black and mild wine	2.79	0.00	0	1
7	070137105237	black and mild wine upright i	0.56	0.00	0	1
8	070137005292	black and mild wood tip pack	0.00	0.00	0	1

Step 2: Once the file is done, go to Setup > Import Inventory

Step 3: Press Browse, and look for the excel file. Once you have found the file, press View. It should now look like this.

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Import Inventory

Keyboard

Select File | C:\Documents and Settings\Administrator\Desktop\Sample Import.xl | Browse

ItemNo	ItemName	Price	Cost	ItemStock	DeptId
070137100881	black and mild apple upright ind	0.56	0	0	1
070137000181	black and mild original	2.75	0	0	1
070137105299	black and mild tipwine	0.61	0	0	1
070137100188	black and mild upright ind	0.56	0	0	1
070137000235	black and mild wine	2.79	0	0	1
070137105237	black and mild wine upright ind	0.56	0	0	1
070137005292	black and mild wood tip pack	0	0	0	1

Sample | Add | Update | View | Help | Exit

Press Sample to download a sample version of an excel import sheet, use this as a reference guide or to import and use as your own.

NOTE: You must make sure your Barcode Scanner reads the barcodes in the same format as the sample sheet provides. You can find more information on scanner configurations in their respective user manuals.

Press the Add button to add these items into CornerStore as NEW items.

Press the Update button to alter any existing items with the barcode (i.e.: Name, Price, Cost, Stock, Dept ID)

Press Help to view the getting started guide.

Press Exit to exit this window.

❖ Go to SET UP->Administrator.
❖ Enter proper Admin or User ID and password and click on the Login button.

DEPARTMENT MAINTENANCE:

Go to SETUP > ADMINISTRATOR > DEPARTMENT MAINTENANCE

To ADD a Department:

1. Click on the **ADD** button.

2. Enter the Department Name and Description.

3. Click on the **SAVE** button. You will get the message "Entry Added". Click on **OK**.

4. Click on the **EXIT** button.

In order for the changes you made to take effect, you must first log out and then log back in.

NOTE: Do not enter anything for Department Number 1. When adding a new department, click on the ADD button and a Department number is automatically generated.

To UPDATE an existing Department:

1. Select the department you wish to update. You can use the arrows to go to the next record in the department list.

2. Make the changes you wish and click on the **UPDATE** button. You will get a message "Data Updated". Click on **OK**.

3. Click on the EXIT button.

In order for the changes you made to take effect, you must first log out and then log back in.

To DELETE an existing Department:

4. Select the department you wish to delete. You can use the arrows to go to the next record in the department list.

1. Click on the **delete** button. You will get a message "Record Deleted". Click on **OK**.

2. Click on the EXIT button.

In order for the changes you made to take effect, you must first log out and then log back in.

<u>MAKE CHANGES TO A GROUP WITHIN DEPARTMENT:</u>

In the Department Maintenance window, you have the option to change the price of the items in that particular Department.

Go to SETUP >Administrators> Department Maintenance.

1. Select the department you wish to change the group pricing for (that is, change the price of the items within

   the selected department). You can search using the arrows to go to the next record in the department list.

2. Click on the **Group Change** button.

3. All the items within that department are displayed.

4. Enter the amount you would like to increase the group price and cost by for that department. Click on **Apply Changes.**

   <u>Note:</u> Each item's price and cost will increase by the amount entered. You can also enter negative amounts eg. -1.00

5. After the changes are applied, all the items within the selected department will increase by the amount you entered.

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Inventory Maintenance:

Go to SETUP >ADMINISTRATOR>INVENTORY MAINTENANCE.

AddInventory

Item Number	1	
Item Name	Non-Taxable Item	
Cost	0.00	
Price	0.00	
Price Including Tax	0.00	
Item Stock	0	
Department	NONE	

Tax
- ☐ Tax 1
- ☐ Tax 2
- ☐ Tax 3

Click to change Image

Print Labels   Keyboard

Case Calculation
Please note that bellow calculation is just to make your price calculation easier based on your product cases and profit. And It is not stored anywhere.

Items Per Case	0.00
Price Per Case	0.00
Profit	0.00 %

☐ Sales Price Based On Profit

Sale Qty   0.00

Quick Inventory | Optional Info | Sub Products | Special Price

Attach Properties

Scanner Inventory Tracking

Search By Item Number

Inventory Lookup

← → | Save | ADD | Update | Delete | Help | Exit

To ADD an inventory item:

1. Click on the ADD button.

2. Enter an item number (you can also scan the barcode of the item), Item name, cost, price, number of items in stock and assign a department.

3. Select the proper Tax from the options (Tax 1, Tax 2 and Tax 3).

4. You can also select **Food Stampable** for a particular item (Food). (Only the items that are checked as Food Stampable are qualified for EBT payment).

5. If the item's price is not fixed, you can check mark the prompt Price checkbox. (For example, gas price is not fixed; if you have checked the prompt Price, then at the time of sale, if you select the item, then you will be asked to enter its price manually).

6. Click on the SAVE button. You will get a message "Data added". Click on **OK**.

Note: If you don't mention the department it will by default store the item information into NONE department.

7. Click on the **EXIT** button.

To UPDATE an existing inventory item:

1. Select the item you wish to update. You can use the arrow to go to the next record in the Inventory item list.

Note: You can enter item number in **Search By Item Number** and hit the enter key on key board. Or, you can also click on **INVENTORY LOOKUP** button to view the list of items. Select the item you wish to update.

1. Make the changes you wish.

2. Click on the **UPDATE** button. You will get a message "Data updated". Click on **OK.**

3. Click on the **EXIT** button.

To DELETE an existing inventory item:

2. Select the item you wish to delete. You can use arrow to go to the next record in the Inventory item list.

Note: You can enter item number in **Search By Item Number** and hit the enter key on key board. Or, you can also click on **INVENTORY LOOKUP** button to view the list of items. Select the item you wish to delete.

1. Click on button. You will get a message "Record Deleted". Click on OK.

Note: Items that have sub products are not able to be deleted. You must first delete the sub products and then you are able to delete the item.

Note: Items that have been rung up cannot be deleted. You must delete all your invoices to do so *(refer to **Clear Invoices** section in Database Maintenance)*

2. Click on the **EXIT** button.

FUNCTIONS WITHIN INVENTORY:

Go to SETUP >ADMINISTRATOR>INVENTORY MAINTENANCE.

SUB PRODUCTS

Select the item to which you wish to add sub products for. You can use the arrow [arrows] to go to the next record in the Inventory item list.

To add a sub product within a particular item:

a. Click on the **Sub Products** tab
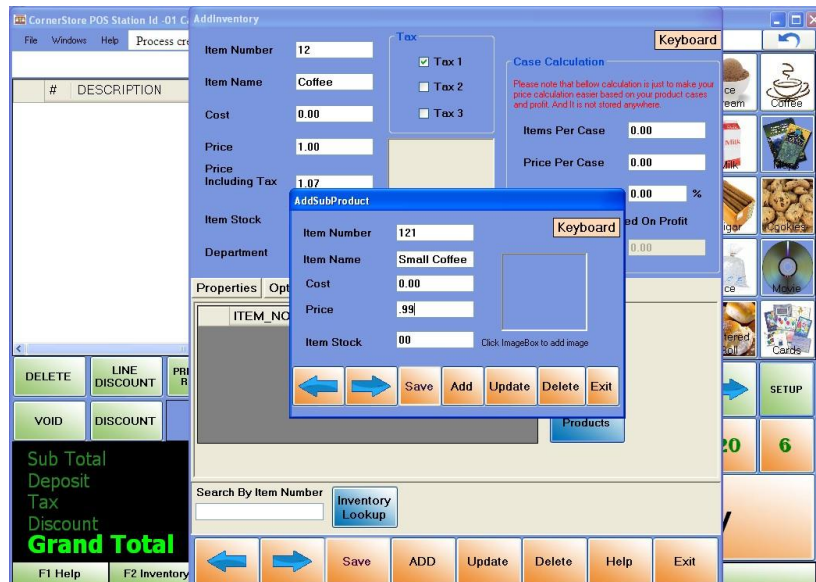
Note: You can enter an item number in **Search By Item Number** and hit the enter key on key board. Or, you can also click on the **INVENTORY LOOKUP** button to view the list of items. Then select the item to which you wish to add sub products.

b. Click on the **Sub Products** tab.

c. Click the ADD button. Enter the item number (you can also scan the barcode of the item), Item name, cost, price and Item stock.

d. Click the **SAVE** button. You will get a message "Data Added". Click on **OK**.

e. Click on the **EXIT** button.

To UPDATE an existing sub product within a particular item:

a. Select the item to which you wish to update the sub products. You can use arrow to go to the next record in the Inventory item list.

Note: You can enter item number in **Search By Item Number** and hit the enter key on key board. Or, you can also click on **INVENTORY LOOKUP** button to view the list of items. And, then select the item to which you wish to update the sub products.

b. Click on the **Sub Products** tab. Please see below.

c. Make the changes you want and click on **Update** button. You will get the message "Data Updated". Click on **OK.**

d. Click on the **EXIT** button.

To DELETE an existing sub product within a particular item:

a. Select the item to which you wish to delete the sub products. You can use the arrow to go to the next record in the Inventory item list.

Note: You can enter item number in **Search By Item Number** and hit the enter key on key board. Or,   you can also click on **INVENTORY LOOKUP** button to view the list of items. And, then select the item to which you wish to delete the sub products.

b.   Click on the **Sub Products** tab. Please see below.

c.   Click on the [Delete] button. You will get the message "Record Deleted". Click on **OK**.

d.   Click on the **EXIT** button.

ATTACHMENT ITEM

You can set an Attachment Item to any item in CornerStore. What this does is whenever you ring up the main item, it will automatically ring up any other items attached to it.

To set an attachment item to another item

a.   Click on the Optional Info Tab
b.   Press the add button near the attachment box. A search window will come up. Look for the item by name or by barcode.
c.   After you have added the desired items, click on Update.

To delete an attachment item from another item

a.   Click on the optional Info Tab
b.   Select the item which you would like to delete, press the delete button.
c.   After you have deleted the desired items, click on Update.

BULK PRICE (2-for-1 price)

To set special price for an item:

a. Click on **Special Price** Tab.

b. Select the item to which you wish to add a Special Price. You can use the arrows [←] [→] to go to the next record in the Inventory item list.

Note: You can enter item number in **Search By Item Number** and hit the enter key on key board. Or,   you can also click on **INVENTORY LOOKUP** button to view the list of items. And, then select the item to which you wish to add a Special Price.

c. Click on the ADD button under **Bulk Price**.

d. Enter the **quantity** and the **price.**

(For example, if you charge one bottle of coke for $2.00, and wish to set the special price for two bottles of coke to be $3.00, then type '2' in the quantity field and '3' in price field.

     e. Click on **Enter**.

     f. Click on the **Exit** button.

Note: You need to select Combine Line option from the Application Setup

In order for the changes you made to take effect, you must first log out and then log back in.

<u>Prompt Price</u>

Uses of prompt price options in Corner Store:

➢ Items without fixed prices can use the prompt price feature. For example, gas prices are not fixed therefore, the prompt price feature is necessary.

➢ You may select the prompt price option at the time of entering items into inventory table.

<u>Properties</u>

You can attach multiple properties for a single item. This will save your time while searching for any particular list of item for updates.

AddInventory

Item Number	022000159335
Item Name	ALTOIDS
Cost	1.00
Price	1.00
Price Including Tax	1.07
Item Stock	201
Department	NONE

Tax
- ☑ Tax 1
- ☐ Tax 2
- ☐ Tax 3

Click to change Image

Print Labels   **Keyboard**

Case Calculation

Please note that bellow calculation is just to make your price calculation easier based on your product cases and profit. And It is not stored anywhere.

Items Per Case	0.00
Price Per Case	0.00
Profit	0.00 %

☐ Sales Price Based On Profit

Sale Qty	0.00

Quick Inventory | Optional Info | Sub Products | Special Price

Attach Properties

Scanner Inventory Tracking

Search By Item Number

Inventory Lookup

← → Save ADD Update Delete Help Exit

Step 1: Select the item which you want to setup properties and click on **Attach Properties.** Within Properties window, you can create multiple properties with its **Name and Value**. Suppose you want to add beer item with its pack (e.g. 6pk, 12pk …). Under Make changes to property here- type the name of property you want to setup (e.g. Pack) and click on **Create New.**

Step 2: Single property can have multiple values. Under Make change to property value here- type value you want to setup and click on **Create New**. Suppose you want to setup Property Pack with Value 6pk, 12pk and so on.

Step 3: After creating property and its value, select value and click on **Select** button

Step 4: After selecting property and value click on **Apply Changes**. You will see the current property of the item under **Current Set Properties**.

Step 5: You can search item by its properties. In order search item by its property, go to the Main Screenthen click Windows>Item Search Window. Under Property Name select proper property (e.g. Pack) and under Property Value select proper value (e.g. 12pk) and you will get corresponding item in item search window.
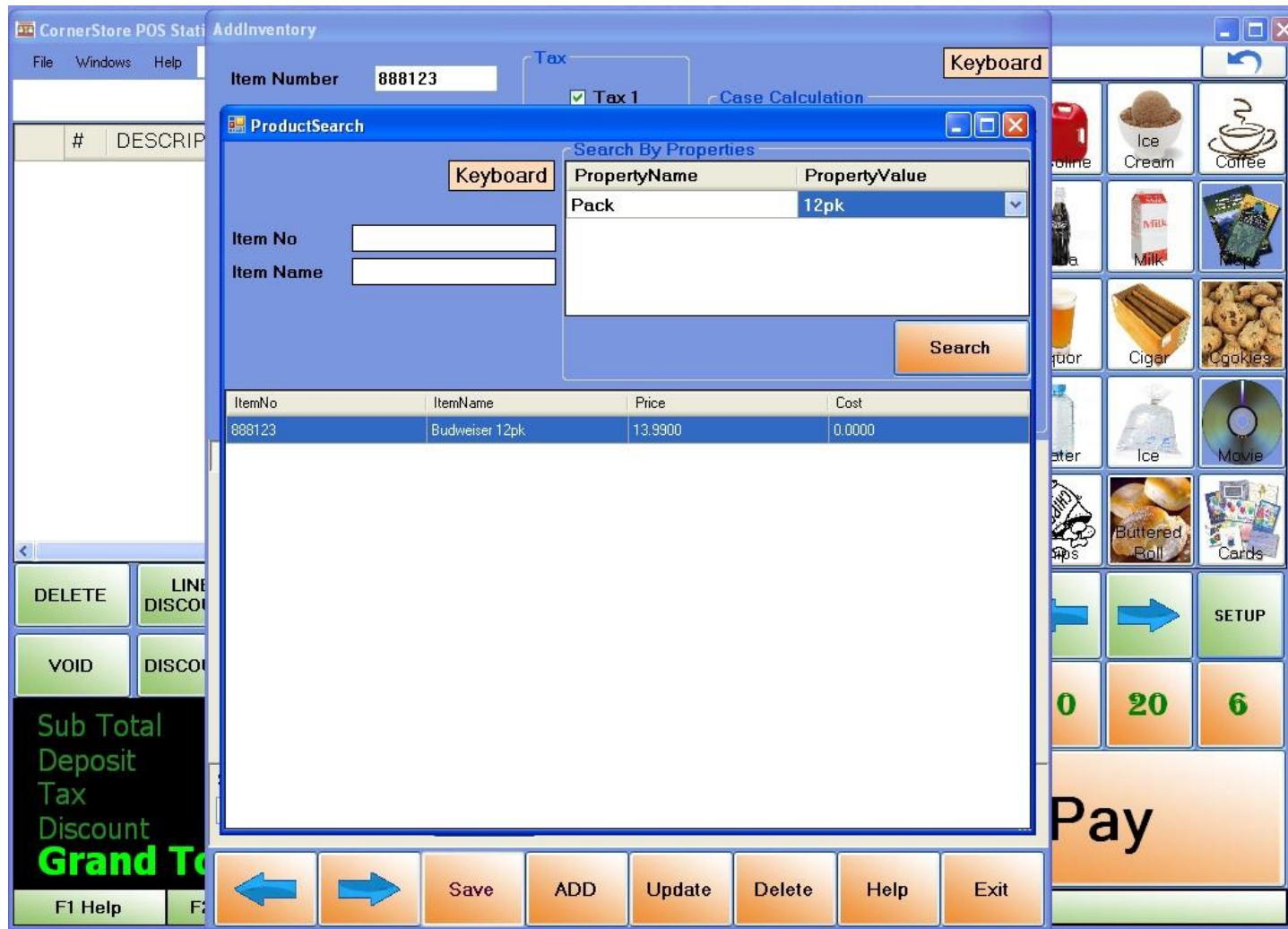
Step 6: You can make changes to specific items and click on **Apply Changes** button. You can make changes to the entire inventory items that are display in item search window; such as price or stock.

<u>Scanner Inventory Tracking</u>

You can use your scanner to modify groups of items at once. You can add items into CornerStore(with the same name), edit any item details, or attach properties en mass.

Bulk Inventory Setup

This is used for adding in inventory items in bulk that all have the same information (Such as different varieties of a brand of Cigarettes or cigars that all cost the same price)

Step 1: Scan in all the items you want to add in. You only need to scan each barcode once.

Step 2: Enter in the information. Choose a meaningful name for all the items as they will all have the same name, price, cost, etc… (You can change these later on in Inventory Maintenance)

Step 3: Hit "**Inventory Setup**" as soon as you're done, and click **yes**. All the items are now added into CornerStore

Bulk Inventory Update

This option is used for changing any information about an item or items to the same value (Such as making items food stampable, changing the tax rate, changing price)

Option for using Specific scanned items

Step 1: In the Item Number box, scan the items you would like to modify or using inventory lookup you can search manually for different items.

Step 2: Select the column you would like to update (such as food stampable, or tax rate)

Step 3: Write in your new value. For values that either are or aren't (tax rate, food stampable) you should write 0 for no, and 1 for yes.

Step 4: Press **Inventory Update** and select **Yes.** All your items are now updated.

Option for using "grouped" items by department, name, etc…

Step 1: Click the column header that you would like to sort.

Step 2: Using combinations of CTRL+Left Click for specific items or SHIFT+Left Click for groups of items, you can modify only those entries in a line.

> EXAMPLE: Clicking the DEPT column to sort a Department, then Shift+Left Click the first and last entry with that Department ID. Then modify the stock, price, food stampable, etc…
>
> **NOTE: Any restrictions to values or selections will be told to you as you select the column!**

Bulk Property Setup

Use this if you want to any amount of the same properties to be set to multiple items (IE: Make all your six pack items have the "6pk" property)

Step 1: Scan the items you want to change. REMEMBER you will be setting the same properties too ALL these items, be careful what you scan.

Step 2: Select a **Property Name**, this will bring up the Property Value on the left.

Step 3: Select a **Property Value**, this will be set to all the items.

Step 4: Click **Property Setup**. Click **OK**. All the scanned items will now have the selected property.

F5 Quick Add button (on the bottom of the invoice screen):

F5 Quick Add on the bottom of the POS software screen will bring you directly to the Inventory Maintenance screen. You can scan or type the Item No. And then enter the Item Name and Item Price. Select the appropriate tax for the item and click on the Save button.

After this you need to go to the **Inventory Maintenance Window (SET UP > Administrator > Inventory maintenance)** and then select the items you added and assign them to their respective **Departments**. (You can search for the items using the **Inventory Lookup button**).

Customize Screen

You can customize the blue side buttons as well as the green buttons below.

1. **CUSTOMIZING SIDE BUTTONS:** Go to SET UP>Customize Screen

2. Select the side button you wish to customize.

3. Select the Function Type from the drop down menu.

Inventory Item

➢ If you wish to assign a side button as an inventory item you must select the inventory item you would like to add.

➢ Enter the Item No in the text box. You can also view all the items by clicking on the **Inventory lookup** button and then select the item you wish. Or, you can scan the barcode of the item.

➢ In the **Display Text,** create a name for your button.

➢ If you would like to add an image to your button, select the **Set Picture** button and upload your image.

➢ Click on **Apply Changes** and then click on **Close**.

In order for the changes you made to take effect, you must first log out and then log back in.

Department

➢ If you wish to add a department and the list of items within that department as a side button, you may do so by selecting the **Function Type**.

➢ Select the Department you would like to add from the list.

➢ In the **Display Text,** create a name for your button.

➢ If you would like to add an image to your button, select the **Set Picture** button and upload your image.

➢ Click on **Apply Changes** and then click on **Close**.

Variable Price Dept.

- ➢ **Variable Price Dept.** is a feature that can be used for an item that's price can vary from customer to customer. An example of a Variable Price would be LOTTO TICKETS. Customers will purchase a variety Lottery tickets at varied prices.

- ➢ In the customize screen window, select the Function Type as **Variable Price Dept**.

- ➢ Enter the Item No in the text box. You can also view all the items by clicking on **Inventory lookup** button and then select the item you wish. Or, you can also scan the barcode of the item.

- ➢ In the **Display Text,** create a name for the button.

- ➢ You can click on the **Set Picture** button to add a picture for the button.

- ➢ Click on **Apply Changes** and then click on **Close**.

In order for the changes you made to take effect, you must first log out and then log back in.

Variable Price Payout

- ➢ **Variable Price Payout** feature. An example of a Variable Price Payout would be LOTTO PAYOUTS. Lottery tickets will offer varied price payouts for each customer.

- ➢ In the customize screen window, select the Function Type as **Variable Price Payout**.

- ➢ Enter the item number in the text box.

- ➢ (Alternatively, you can click on the Inventory Lookup and then select the item).

➢ In the **Display Text,** create a name for the button.

➢ You can also change the color of the buttons by clicking **Pick Color.**

➢ Click on **Apply Changes**.

➢ Close the **Screen Customization** window.

➢ To make any changes to take place logout and login back.

(When you enter the amount to be given to the customer and then click on the **Variable Price Payout** button you created, a negative amount is generated, so that it indicates that you need to make a payment to the customer).

I. CUSTOMIZING BOTTOM BUTTONS:

You may customize the items on the green buttons that are numbered 1 - 12.

These blue buttons may be used for the Prompt Price feature. You may set an amount you would like for your prompt price and then click the green button that you would it to be designated to.

1. Click on **SET UP>ADMINISTRATOR>INVENTORY MAINTENANCE**

2. Add any item with the **Item Number** in the range of 1 to 12 and they will appear in the corresponding blue buttons

3. Click on **SAVE** button.

4. Click on **Exit**.

Note: To make any changes to take place logout and login back.

International Point of Sale: Corner Store POS

Purchase Orders

Go to Setup > Administrator > Purchase Orders

Purchase Order (PO)

Display items with stock less then equal to : [   ] [Search]

Vendor Detail

[Keyboard]

CornerStorePOS

Re-order item stock with value: [   ] [Apply]

www.cornerstorepos.com

Scan and Add items in PO : [   ]

Teaneck, NJ

[Email PO] [View PO] [Clear PO] [Help] [Exit]

In CornerStore, you can send a purchase order to your vendor for your store. You can email them an attached order form with an accurate count of what you need.

How to create a Purchase Order

You can use two ways of doing a purchase report.

Option 1 – Look for low stock items
Step 1: Enter in the number of stock you'd like to check for. This will show ever item in your CornerStore with stock equal to or less than the number specified. Press search once you're ready.

Option 2 – Scan individual items.

Step 1: Scan the item you want to put into the purchase order in the Scan Items and Add to PO box.

Step 2: Enter in the information required on the purchase order. For each item, put the cost per case to you, and how many you want. The total in the end will automatically be calculated.

Step 3: Enter in the vendor information up top in the vendor details

Step 4: View your purchase order pressing the View PO button.

Step 5: Once you have checked, press Email PO. Enter in your email address information to send the order through your email.
NOTE: Not all email providers work with CornerStore. Your vendor should receive the email once you get the confirmation from CornerStore.

Adding to the stock

You can also use Purchase Order to add to the stock. You can scan the items you have, then enter a number to increment all those items by. They will be increased by the same amount however.

Option 1 – Look for low stock items

Step 1: Enter in the number of stock you'd like to check for. This will show ever item in your CornerStore with stock equal to or less than the number specified. Press search once you're ready.

Option 2 – Scan individual items.

Step 1: Scan the item you want to put into the purchase order in the Scan Items and Add to PO box.

Step 2: Put in the number you want to increment by in the re-order box. Click Apply when you are done.

Reporting

Go to Setup > Administrator > Reporting

NOTE: Please note that a number of report do not have the capability to be displayed on screen using the **Display** button. For any report that is unable to be displayed on screen can be printed out for viewing.

There are a number of reports you may generate and there are two main categories for reporting:

1. Sales

2. Inventory

To Begin, Select the Sales button on the left side.

Detailed Sales Reports:

Detailed Daily Report - Prints out the daily report for the day selected. Shows the items returned along with the items bought. Displays the total sale price before taxes, total tax, total deposit, total discounts (in dollars) and the grand total.

- Use this report if you like to take the daily or weekly grand total.

```
Daily Report by Invoice Status
Report Start Date : 05/06/2013 12:00:00 AM
Report End Date : 05/06/2013 11:59:59 PM

StationId - All Stations
--------------------------
SOLD TOTALS
--------------------------
NetSale          ................$382.45
TaxDolValue      ................$23.27
DepositAmt       ................$0.00
TotalDiscount    ................$0.00
GrandTotal       ................$405.72
```

Daily Sale Breakdown by Type - Prints out (Just like the detailed daily report) the sales total, it does NOT print out the return total. It breaks down after the sales total how much of each payment type (Cash, Credit, Split Invoice, Checks, etc…) was used for the grand total.

- Use this report if you'd like to find out how your funds are going/coming from, such as "How much am I making off of credit card sales"

```
StationId - All Stations
-----------------------
BREAKDOWN BY PAYMENT TYPE
-----------------------


Cash......................... $189.35
Credit....................... $139.29
Debit........................ $7.03
Gift Card.................... $70.05
```

Z-Out Report - Z-Out Report is a simple way to figure out how much one has made. Since your last inquiry (If it's your first, then everything before that) it will print out how much you have made. It displays your Net Sale, Total Tax, Deposit Amount, Total Discounts, and you're Grand Total in sales.

- Use this report if you want to periodically check up on every department's sales, along with the grand total of everything. Best used if not checked on a scheduled basis.

```
StationId - All Stations
Z out Report by Payment Type
Last Zout DateTime : 4/25/2013 3:44:30 PM
Current DateTime : 5/6/2013 5:56:13 PM

Cash
Net Sale...................... $349.81
Total Tax..................... $24.35
Deposit Amt................... $0.00
Total Discount................ $0.00
GrandTotal Sale............... $374.16

Credit
Net Sale...................... $133.45
Total Tax..................... $5.84
Deposit Amt................... $0.00
Total Discount................ $0.00
GrandTotal Sale............... $139.29

Debit
Net Sale...................... $6.57
Total Tax..................... $0.46
Deposit Amt................... $0.00
Total Discount................ $0.00
GrandTotal Sale............... $7.03

Gift Card
Net Sale...................... $65.47
Total Tax..................... $4.58
Deposit Amt................... $0.00
Total Discount................ $0.00
GrandTotal Sale............... $70.05
```

Shift Report - Displays who started the register for the shift, starting drawer amount and ending drawer amount. Very Basic (Can be displayed on screen or email) [Cannot be printed]

- Use this report to determine how much a single cashier/shift is making, to determine which are your "slow" or "heavy" shifts.

	StartDateTime	04/20/2012 12:00:00 AM
	EndDateTime	04/20/2012 11:59:59 PM

Shift Report

ShiftId	UserID	Start	End	DrawerStartAmt	DrawerEndAmt
21	admin	4/20/2012 10:31:28 AM		$0.00	
22	JSmith	4/20/2012 11:52:04 AM	4/20/2012 12:02:49 PM	$150.00	$155.90

Detailed Shift Report by Employee - Prints out the net sales, total tax, deposits, discounts and the grand total of a specific employee from the start time until the end time,

- Use this report to check up on employees to see if they are giving discounts when they should not, or to find out how much a single person made during a single shift.

```
Detailed Daily Report
Report Start Date : 05/06/2013 12:00:00 AM
Report End Date : 05/06/2013 11:59:59 PM


-----------------------
SALES TOTALS
-----------------------


Net Sale...................... $382.45
Total Tax..................... $23.27
Deposit Amt................... $0.00
Total Discount................ $0.00
Grand Sale.................... $405.72
```

Daily Sale Breakdown by Department - Displays and categorizes every item sold by department. Shows the item number, the quantity sold, and how much was made that day in sales, then the total sales in said department. Can be displayed on screen or email, cannot be printed out. You may also extend the date you'd like to check, such as a week or month. You can also highlight specific departments by clicking on the department you'd like on the left of the form.

- Use this if you want to find out which are your popular items

| StartDateTime | 04/20/2012 12:00:00 AM | | StationId - |
| EndDateTime | 04/20/2012 11:59:59 PM | | EmployeeId - |

Daily Sale Breakdown By Department

	ItemNo	ItemName	TotalQty	TotalPrice
Candy				
	111	M&M's	2.00	$1.86
Candy	**Total :**		**2.00**	**$1.86**
Gasoline				
	999	Gasoline	2.00	$93.00
Gasoline	**Total :**		**2.00**	**$93.00**
Grocery				
	200	Eggs	1.00	$4.67
	201	Butter	1.00	$1.40
	202	Cream Cheese	1.00	$1.50
Grocery	**Total :**		**3.00**	**$7.57**
Ice Cream				
	207	Ice Cream Snack	2.00	$2.80
Ice Cream	**Total :**		**2.00**	**$2.80**
NONE				
	000	Lotto Payout	1.00	-$10.00
NONE	**Total :**		**1.00**	**-$10.00**
Soda				
	6	Soda	1.00	$2.00
	600	Coke	1.00	$1.50
	602	Sprite	1.00	$1.50
Soda	**Total :**		**3.00**	**$5.00**

Sales Invoice - Displays every invoice's net total, amount of tax on that total, amount deposited, and any discounts (if any), broken down by day.

- Use this report if you want to look at every transaction during the date specified. This is not a report to use for extended days as it lists every transaction.

4/20/2012

Sales Invoices

DateTime	Invoice#	Customer	Cashier	NetSale	TaxTotal	TotalDeposit	Total Discount	GrandTotal
04/20/2012								
11:52:52	49	1	2	$3.36	$0.24	$0.00	0.00	$3.60
11:53:24	50	1	2	$50.00	$7.50	$0.00	0.00	$57.50
11:53:55	51	1	2	$7.57	$0.53	$0.00	0.00	$8.10
11:54:34	52	1	2	$2.80	$0.20	$0.00	0.00	$3.00
11:58:27	53	1	2	-$10.00	$0.00	$0.00	0.00	-$10.00
11:59:07	54	1	2	$43.00	$6.45	$0.00	0.00	$49.45
12:02:11	56	1	2	$1.50	$0.10	$0.00	0.00	$1.60
						GrandTotal		**$113.25**

Return Invoice - Displays every invoice returned; displaying the order number, the customer(if noted), who was the current cashier, the returned total, returned tax, returned deposit, and any discounts (if any) along with the total amount returned.

- Use this report to see if any items were returned.

4/20/2012

Return Invoices

DateTime	Invoice#	Customer	Cashier|	NetSale	TaxTotal	TotalDeposit	Total Discount	GrandTotal
04/20/2012								
11:59:31	55	1	2	$2.00	$0.14	$0.00	0.00	$2.14
						GrandTotal		$2.14

Void Invoice - Displays on the screen every invoice you have that has been voided. This does not include items that were voided on the purchase window, but items that were recalled and voided via (Windows -> Return Window). It displays the cashier name, the station, the item and its price.

- Use this report to see if any transactions were voided

4/20/2012

Void Invoices

DateTime	Invoice#	Customer	Cashier|	NetSale	TaxTotal	TotalDeposit	Total Discount	GrandTotal
04/20/2012								
12:02:11	56	1	2	$1.50	$0.10	$0.00	0.00	$1.60
12:42:40	57	1	2	$1.40	$0.10	$0.00	0.00	$1.50
						GrandTotal		$3.10

Daily Sales Breakdown by Card Type - Prints out all credit card sales by card type; such as Master Card or Visa. This only applies to customers who use Mercury to process credit cards. If express payout has been selected or any other processing type, then just the amount in credit sales will be printed out.

- Use this only if you are using Mercury to process credit cards. This report is good for knowing which card types is being used.

Detailed Shift Report by Department - Displays the department sales of an employee's shift on the selected date.   Breaks each department down by which items were sold, the quantity of items sold, the total amount per item and per department. Note that this report does not include a grand total for all departments.

- Use this report to find out what items are popular under a specific shift.

| | StartDateTime | 4/20/2012 10:31:28 AM | | StationId - | All Stations |
| | EndDateTime | 4/20/2012 12:44:00 PM | | EmployeeId - | JSmith |

Daily Sale Breakdown By Department

	ItemNo	ItemName	TotalQty	TotalPrice
Candy				
	111	M&M's	2.00	$1.86
Candy	**Total :**		**2.00**	**$1.86**
Gasoline				
	999	Gasoline	2.00	$93.00
Gasoline	**Total :**		**2.00**	**$93.00**
Grocery				
	200	Eggs	1.00	$4.67
	201	Butter	1.00	$1.40
	202	Cream Cheese	1.00	$1.50
Grocery	**Total :**		**3.00**	**$7.57**
Ice Cream				
	207	Ice Cream Snack	2.00	$2.80
Ice Cream	**Total :**		**2.00**	**$2.80**
NONE				
	000	Lotto Payout	1.00	-$10.00
NONE	**Total :**		**1.00**	**-$10.00**
Soda				
	6	Soda	1.00	$2.00
	600	Coke	1.00	$1.50
	602	Sprite	1.00	$1.50
Soda	**Total :**		**3.00**	**$5.00**

Payout Report by Employee - Prints out every "payout" per employee, along with categorizing it as "lotto" or "vendor." It displays the amount, date, and time of payout.

- Use this to find out how much an employee is "paying out" for things such as lottery or vendors.

```
Employee : admin
START DATE : 05/06/2013 12:00:00 AM
END DATE : 05/06/2013 11:59:59 PM


----------------------------

Detailed Payout Report by Employee

----------------------------


Vendor    $500.00    5/6/2013 5:57:22 PM
Lotto     $20.00     5/6/2013 5:57:26 PM
Lotto     $0.10      5/6/2013 5:57:28 PM
Lotto     $10.00     5/6/2013 5:57:32 PM
```

Summarized Sale by Department - This report prints out the information on every department, each department is separated. It displays the department ID, the department name, total of the items sold in each department, the tax in each department, then the grand total of each one. Does not display a grand total of all departments

- Use this to print out how each department is doing overall.

```
START DATE : 05/06/2013 12:00:00 AM
END DATE : 05/06/2013 11:59:59 PM

---------------------
Summarized Sale by Department
---------------------
DeptId.............. 1
DeptName............ NONE
SubTotal............ $60.99
TotalTax............ $0.77
GrandTotal.......... $61.76

DeptId.............. 12
DeptName............ WINE
SubTotal............ $77.96
TotalTax............ $5.46
GrandTotal.......... $83.42

DeptId.............. 5
DeptName............ VODKA
SubTotal............ $6.77
TotalTax............ $0.47
GrandTotal.......... $7.24

DeptId.............. 6
DeptName............ RUM
SubTotal............ $12.56
TotalTax............ $0.88
GrandTotal.......... $13.44

DeptId.............. 7
DeptName............ BEER
SubTotal............ $80.25
TotalTax............ $5.62
GrandTotal.......... $85.87

DeptId.............. 9
DeptName............ WHISKEY
SubTotal............ $143.92
TotalTax............ $10.07
GrandTotal.......... $153.99
```

Summarized Z-Out Report - Extensively detailed printed report. Breaks down by each department. In each department it displays the department number, its name, the quantity of items sold, along with how much each department made. After each department listing, it outputs the total quantity of items sold the total amount every item made, nontaxable item sale, the total tax, total discount, and the grand total, along with how much is in the drawer.

- Use this to determine how each department is doing, along with the grand total of everything. This is a good overall report

```
Station - All Stations
START DATE : 5/3/2013 11:39:46 AM
END DATE : 5/6/2013 5:57:57 PM

---------------------
Summarized Zout Report
---------------------
DEPTID.............  1
DEPTNAME...........  NONE
QTY................  3
SALES AMT..........  $60.99

DEPTID.............  12
DEPTNAME...........  WINE
QTY................  4
SALES AMT..........  $77.96

DEPTID.............  5
DEPTNAME...........  VODKA
QTY................  1
SALES AMT..........  $6.77

DEPTID.............  6
DEPTNAME...........  RUM
QTY................  2
SALES AMT..........  $12.56

DEPTID.............  7
DEPTNAME...........  BEER
QTY................  4
SALES AMT..........  $80.25

DEPTID.............  9
DEPTNAME...........  WHISKEY
QTY................  2
SALES AMT..........  $143.92

-----------------------------------
TOTAL QTY..........  16
TOTAL AMT..........  $382.45
-----------------------------------
NONTAX SALE........  $50.00
TAX SALE...........  $332.45
TOTAL TAX..........  $23.27
TOTAL DISCOUNT.....  $0.00
GRAND TOTAL........  $405.72
-----------------------------------
CASH SALE TOTAL.....  $189.35
Lotto..............  $30.10
Vendor.............  $500.00
EASY PAY TOTAL......  ($530.10)
***************************************
CASH DRAWER AMT.....  ($340.75)
```

Summarized Daily Report - This prints out the same information as Z-Out report, except it's done for the day, as opposed to the z-out report, which has the start/end times from when you last did your z-out.

- Use this if you are printing out reports on a daily basis.

```
Station - All Stations
START DATE : 05/06/2013 12:00:00 AM
END DATE : 05/06/2013 11:59:59 PM

---------------------
Summarized Zout Report
---------------------
DEPTID............ 1
DEPTNAME.......... NONE
QTY............... 3
SALES AMT......... $60.99

DEPTID............ 12
DEPTNAME.......... WINE
QTY............... 4
SALES AMT......... $77.96

DEPTID............ 5
DEPTNAME.......... VODKA
QTY............... 1
SALES AMT......... $6.77

DEPTID............ 6
DEPTNAME.......... RUM
QTY............... 2
SALES AMT......... $12.56

DEPTID............ 7
DEPTNAME.......... BEER
QTY............... 4
SALES AMT......... $80.25

DEPTID............ 9
DEPTNAME.......... WHISKEY
QTY............... 2
SALES AMT......... $143.92

-------------------------------------
TOTAL QTY.......... 16
TOTAL AMT.......... $382.45
-------------------------------------
NONTAX SALE........ $50.00
TAX SALE........... $332.45
TOTAL TAX.......... $23.27
TOTAL DISCOUNT..... $0.00
GRAND TOTAL........ $405.72
-------------------------------------
CASH SALE TOTAL.... $189.35
Lotto............. $30.10
Vendor............ $500.00
EASY PAY TOTAL..... ($530.10)
**************************************
CASH DRAWER AMT.... ($340.75)
```

On Hold Invoices & Orders - Displays out any and current orders which are on hold. It shows the invoice number, the subtotal, the tax, and applicable discounts, the deposit (if any) and the grand total.

- Use this report to view all held invoices at once.

Detailed Inventory Reports

Inventory Alphabetically - This displays every item in your inventory sorted alphabetically (Numbers appearing first). Displays ever items cost (if entered), price, total in stock, total cost for everything in stock, and the total price.

- Use this for an inventory to view everything at once. If you do not use departments then this would be the best choice.

4/20/2012
Inventory Alphabetically

Item No	Item Name	Cost	Price	Total Stock	Total Cost	Total Price
204	1 Pint Ice Cream	1.75	4.67	40.00	70.00	186.80
206	1/2 Gal Ice Cream	2.12	4.67	20.00	42.40	93.40
201	Butter	0.30	1.40	50.00	15.00	70.00
5	Candy	0.00	0.00	-15.00	0.00	0.00
205	Cereal	0.25	1.87	60.00	15.00	112.20
4	Chips	0.00	0.00	0.00	0.00	0.00
8	Cigarettes	0.00	0.00	0.00	0.00	0.00
12	Coffee	0.00	0.00	0.00	0.00	0.00
600	Coke	0.30	1.50	100.00	30.00	150.00
202	Cream Cheese	0.60	1.50	50.00	30.00	75.00
601	Diet Coke	0.30	1.50	100.00	30.00	150.00
603	Diet Sprite	0.30	1.50	100.00	30.00	150.00
200	Eggs	1.00	4.67	50.00	50.00	233.50
999	Gasoline	0.00	0.00	-5.00	0.00	0.00
3	Grocery	0.00	0.00	-1.00	0.00	0.00
207	Ice Cream Snack	0.60	1.40	80.00	48.00	112.00
208	Ice Cream Sundae	1.25	2.80	20.00	25.00	56.00
203	Liquid Egg	1.13	5.61	30.00	33.90	168.30
11	Liquor	0.00	0.00	0.00	0.00	0.00
000	Lotto Payout	0.00	0.00	-8.00	0.00	0.00
111	M&Ms	0.50	0.93	48.00	24.00	44.64
10	Milk Products	0.00	0.00	0.00	0.00	0.00
1	Non-Taxable Item	0.00	0.00	0.00	0.00	0.00
112	Peanut MMs	0.50	0.93	46.00	23.00	42.78
604	Root Beer	0.30	1.50	100.00	30.00	150.00
110	Snickers	0.50	0.93	46.00	23.00	42.78
6	Soda	0.00	0.00	-10.00	0.00	0.00
602	Sprite	0.30	1.50	100.00	30.00	150.00
2	Tax 1	0.00	0.00	-11.00	0.00	0.00
9	Tobacco	0.00	0.00	0.00	0.00	0.00
605	Water	0.20	1.00	200.00	40.00	200.00
7	Water	0.00	0.00	0.00	0.00	0.00
					$589.30	$2,187.40

Department List - This displays every department sorted by ID. It displays the name and description of the department.

- Use this to view all your current departments

4/20/2012

Departments List

Dept Id	Dept Name	Description
1	NONE	Misc.
10	Liquor	Alchoholic Beverages
11	Coffee	Hot Coffee
12	Gasoline	Gas
13	Ice Cream	Frozen Treats
2	Grocery	Misc. Food Items
3	Tobacco	Tobacco
4	Chips	Dry Snacks
5	Milk Products	Dairy Products
6	Candy	Candy
7	Soda	Soda
8	Water	
9	Cigarettes	

Items by Department - This displays every item sorted by department. It displays the cost, price, total in stock, total cost, and price. If the item is a Prompt Price item, its default price will be $0.00.

- Use this report if you organize all your inventory items by department.

4/20/2012

Inventory By Department

Dept Id	Item No	Item Name	Cost	Item Stock	Total Cost	Price
1						
1	000	Lotto Payout	0.00	-8.00	0.00	0.00
1	1	Non-Taxable Item	0.00	0.00	0.00	0.00
1	2	Tax 1	0.00	-11.00	0.00	0.00
1						
10						
10	11	Liquor	0.00	0.00	0.00	0.00
10						
11						
11	12	Coffee	0.00	0.00	0.00	0.00
11						
12						
12	999	Gasoline	0.00	-5.00	0.00	0.00
12						
13						
13	204	1 Pint Ice Cream	1.75	40.00	70.00	4.67
13	206	1/2 Gal Ice Cream	2.12	20.00	42.40	4.67
13	207	Ice Cream Snack	0.60	80.00	48.00	1.40
13	208	Ice Cream Sundae	1.25	20.00	25.00	2.80
13						

Item by Type and size - This displays every item in your inventory broken down by department. In each department has every item categorized by Size first, then descriptor (Such as Perishable, Dry, Dairy, etc…) every item also includes the price, cost, total in stock, and total cost.

- Use this report if you use departments and if you categorize items by type (such as perishable or dairy) and size.

4/20/2012
Item By Type and Size

	Item No	Item Name	Cost	Item Stock	Total Cost	Price
1						
	000	Lotto Payout	0.00	-8.00	0.00	0.00
	1	Non-Taxable Item	0.00	0.00	0.00	0.00
	2	Tax 1	0.00	-11.00	0.00	0.00
10						
	11	Liquor	0.00	0.00	0.00	0.00
11						
	12	Coffee	0.00	0.00	0.00	0.00
12						
	999	Gasoline	0.00	-5.00	0.00	0.00
13						
1Frozen						
	207	Ice Cream Snack	0.60	80.00	48.00	1.40
	208	Ice Cream Sundae	1.25	20.00	25.00	2.80
2Frozen						
	204	1 Pint Ice Cream	1.75	40.00	70.00	4.67
3Frozen						
	206	1/2 Gal Ice Cream	2.12	20.00	42.40	4.67

Sub Product List - This displays all sub products in your inventory. They are sorted by key number. With each sub product it displays the item name, its ID, price, cost. Inventory count, and the master item the sub product is attached to.

-Use this report if you use sub products. It is the only way to view sub products.

4/20/2012

KEY NO	ITEM NO	ITEM NAME	PRICE	COST	ITEM STOC	MASTER ITEMNO
5	1101	Bite Size Snickers	0.23	0.00	50	110
6	110	Regular Size Snickers	1.00	0.00	100	110
7	1103	King Size Snickers	1.75	0.00	0	110

Detailed Customer Reports

Customer On Account Details - This displays all customers you have on file. It displays the customer ID, first and last name, company, and balance due if they are keeping a tab.

-    Use this to keep tabs with your customers who keep a tab.

4/20/2012

Customer OnAccount Detail

CustomerId	FirstName	LastName	Company	BalanceDue
1	Guest	Customer	Intlpos	0.00
2	David	Jones	Ink inc.	3.20
3	Fred	Goodman	SuperStore	13.00

<u>Function of Inventory Reporting:</u>

Select the Inventory button on the left side.

Inventory Alphabetically:

If you want to display a report regarding inventory items then you can select **Inventory Alphabetically.**

Department List:

If you want to display a report list of departments then you can select **Department List**.

Item by Department:

If you want to display a report regarding list of items within a department then you can select **Item by Department**.

Making a Sale

Making a sale in CornerStore is easy and simple

1. Ring up the items you'd like to purchase then press pay, If you'd like to purchase more items after pressing pay, click the blue arrow at the top-right.

2. Apply any discounts, if any
3. Press Pay
4. Select your payment type.
   a. **To Account**
      i. If you want to keep a tab on a Customer, you can chose this option (If you do not have any Customers on file, refer back to that section)
         1. Click on the Guest Customer tab at the bottom of the screen
         2. Select the customer you would like to keep a tab on (you cannot use Guest Customer for this feature)

b. Credit

    i. Swipe or punch in the card number, security code, expiration date, and zip code; then press process. This will be processed by TransSentry

        1. NOTE: This will only work through CornerStore if you have payment processing through an online company (Page 110).

      c. **Debit**
- i. Swipe the card to process, and the customer will enter his or her pin number. This will be processed through TransSentry
  1. NOTE: This feature requires you to use Mercury Pay and a Pin Pad.
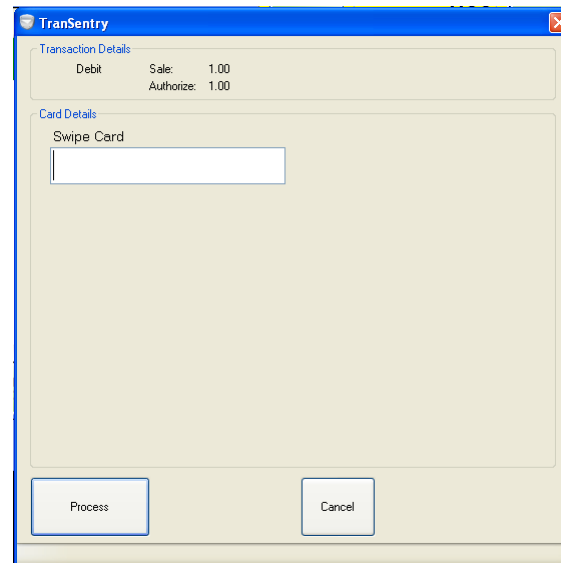
      d. **Gift Card**
- i. Swipe or punch in the card number, then press process.

      e. **Cash**
- i. Enter in the cash received then press cash. Provide the customer with the correct change displayed.

      f. **EBT**
- i. Any items that are Food Stampable must be specified as such in Inventory Setup
  1. When you ring up a sale, it will add up all the items that are food stampable, and show how much is allowed on food stamps. You can designate how much EBT to take off of the current total. Note that the maximum allowed EBT is the price of the item that is food stampable.

CornerStore POS Station Id -01 Cashier Id -1

File   Windows   Help   New! Detailed description of every Corner Store report http://t.co/aM0NMMRd

GO	R

#	DESCRIPTION	QTY	PRICE
1	600@1.50 Coke	1	1.50
2	605@1.00 Water	1	1.00

C		2.67

1	2	3
4	5	6
7	8	9
00	0	+\-

5	10	20

To Account

Credit

Debit

Gift Card

Cash

EBT

DELETE   LINE DISCOUNT   PRINT LAST RECEIPT   HOLD INVOICE

VOID   DISCOUNT   199   OPEN CASH DRAWER

Sub Total	2.50
Deposit	0.00
Tax	0.17
Discount	0.00
Grand Total	**2.67**

Tax Exempt	0.00
Max EBT	Remaining
1.00	1.00

F1 Help   F2 Inventory   F3 Customers   F4 Price Check   F5 Quick Add   *1—*   *Guest Customer   Intlpos*

Fast Cash

Fast cash buttons are located right above the pay button. The first 3 buttons are 5, 10 and 20. The 4th one changes with the current total, and rounds the total up to the nearest dollar. You can press these instead of Pressing Pay, then Cash in order to make the transaction process faster.

Return Functions

You may do a refund in 2 different ways.

I. **Using the R button (on top):**

II. Scan an item that the customer would like to receive a refund on and then select the item so it is highlighted in green.

III. Now click the **R** button.

- As shown in the screen shot after clicking the R button the selected item will be highlighted in RED.
- The Grand Total will show the amount that is to be refunded to the customer

IV. Click on the **Pay** button, and the cash drawer will open.

Note: You can also do a refund if a customer purchases something and wants to make an exchange.

II. Using Return Window:
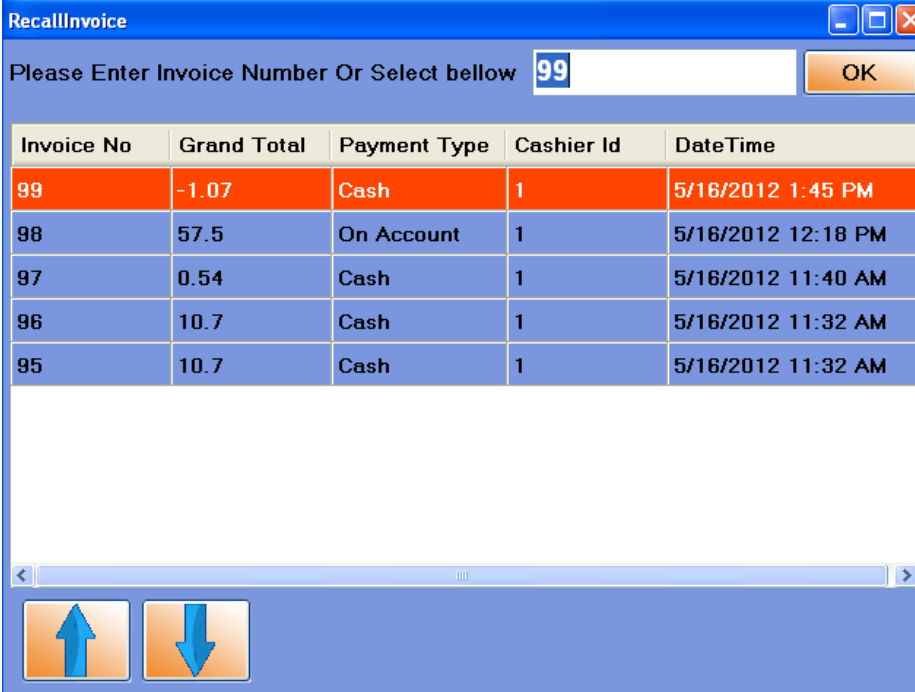
1. Click on the **Windows** menu from the top and then select the **Return window** option.
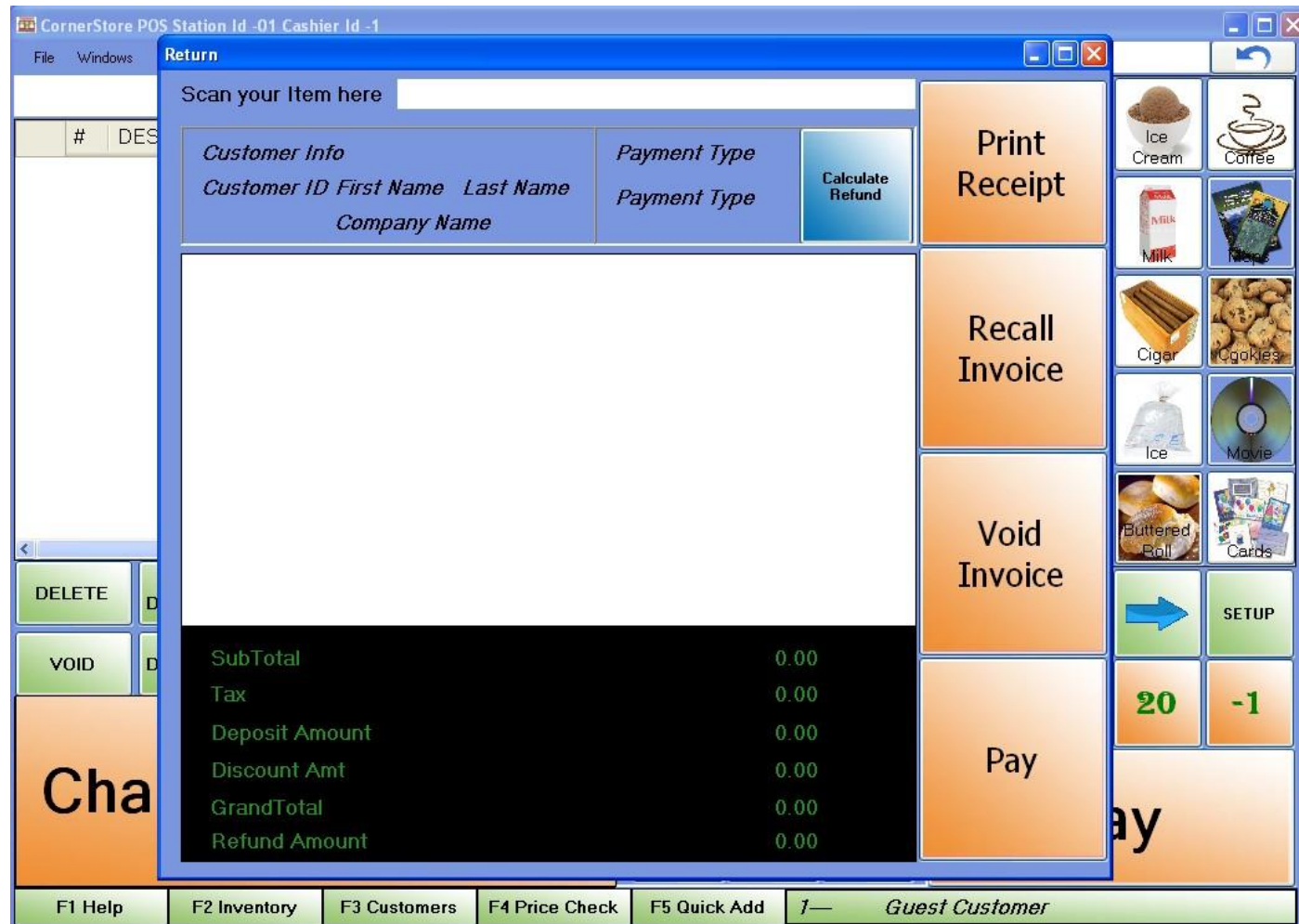
2. Click on the **Recall Invoice** button.

3. A list of recent invoices will be generated. You may also type in the invoice number in the "Please Enter Invoice Number or select below" text box and click on the **OK button.**

   Click on the invoice for the items that need to be returned.

4. The details of the invoice will be displayed. Select the item to be returned. Click on the **RETURN QTY** column and type in the quantity to be returned.

5. Click on **Calculate Refund.** Click on the **Pay** button.

Payment Processing

Currently, Corner Store POS is able to process credit and debit card sales with Mercury, USAePAY, PayGX2 and NetePay Payment Systems.

NOTE: You need to install TranSentry to use Payment Processing through CornerStore

Step 1: Download the zip file here at http://cornerstorepos.com/downloads/software/TSInstaller.zip

Step 2: Right Click the folder and click Extract All

Step 3: Click **Next**
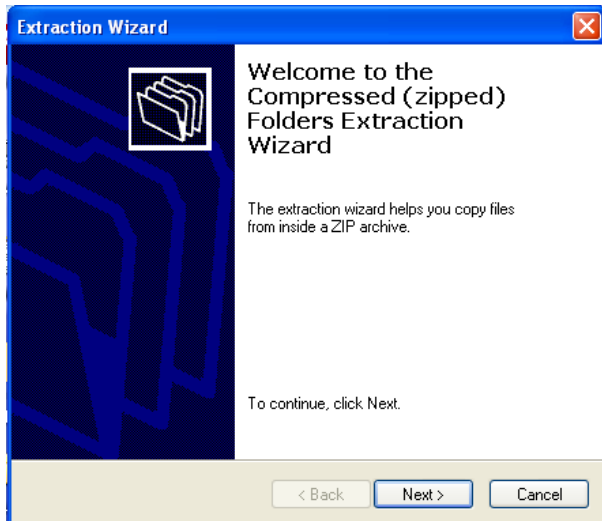
Step 4: Click Next
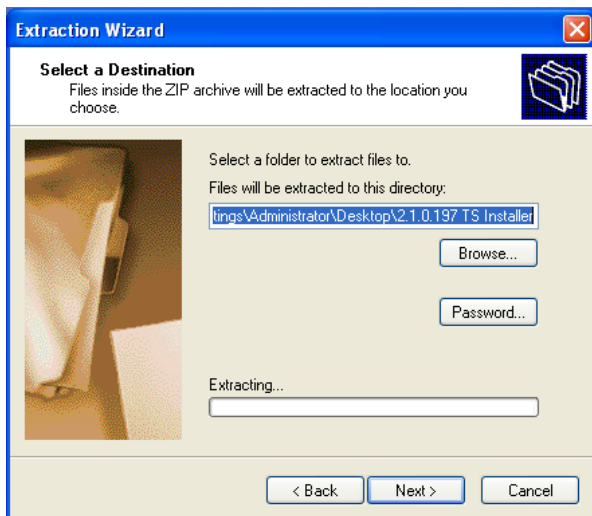
Step 5: Make sure **Show Extracted Files is checked**, click **Finish**
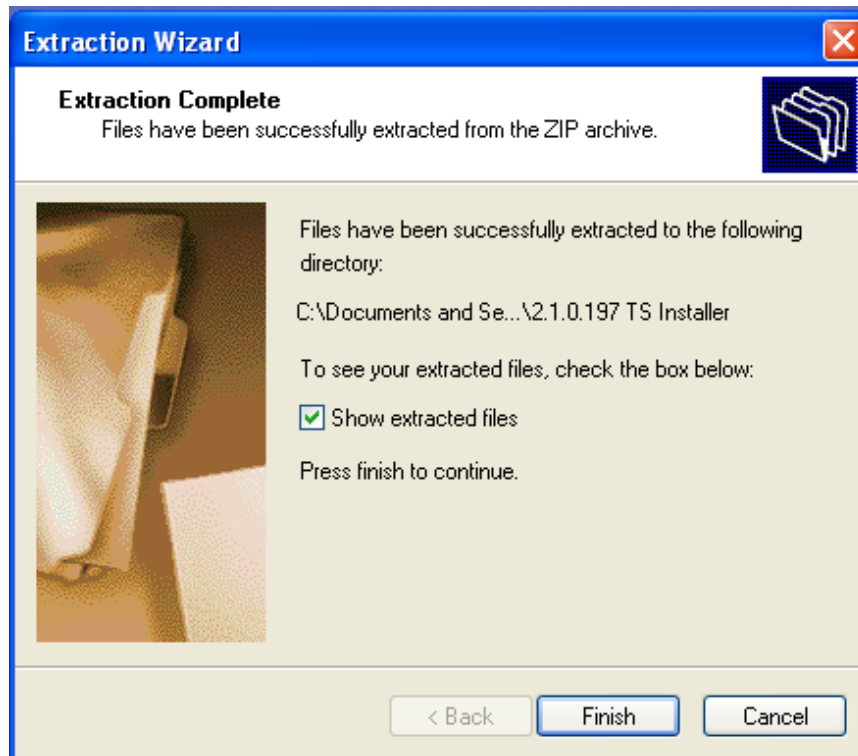
Step 6: Open the Folder
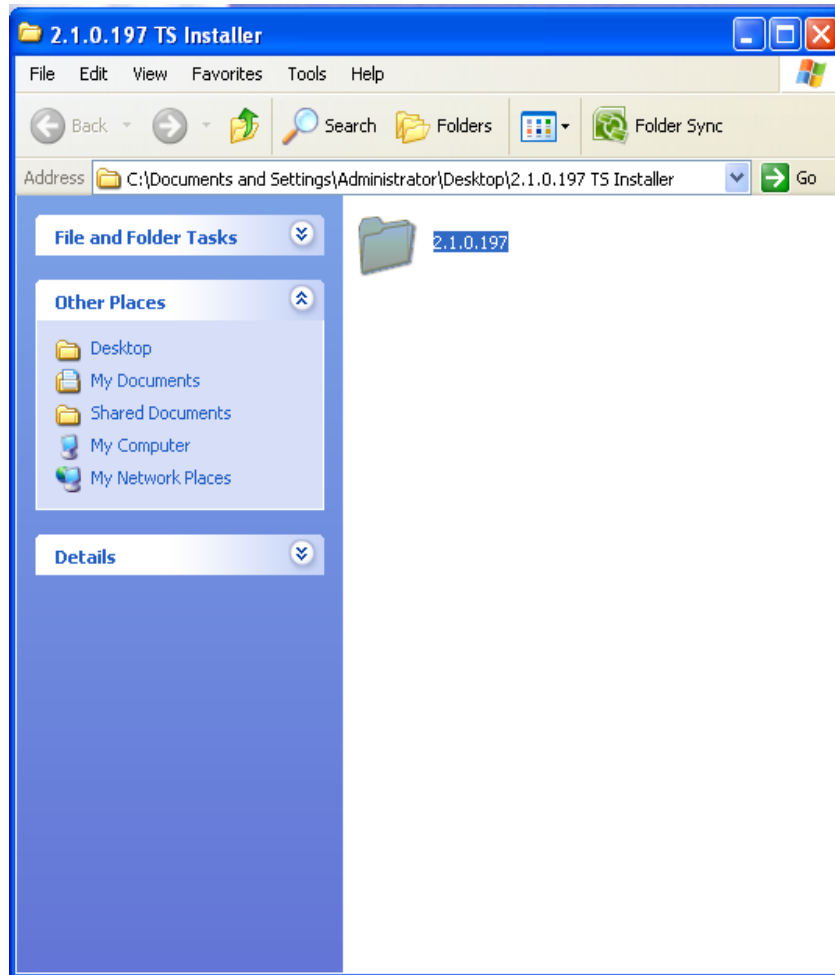
Step 7: Open the Folder
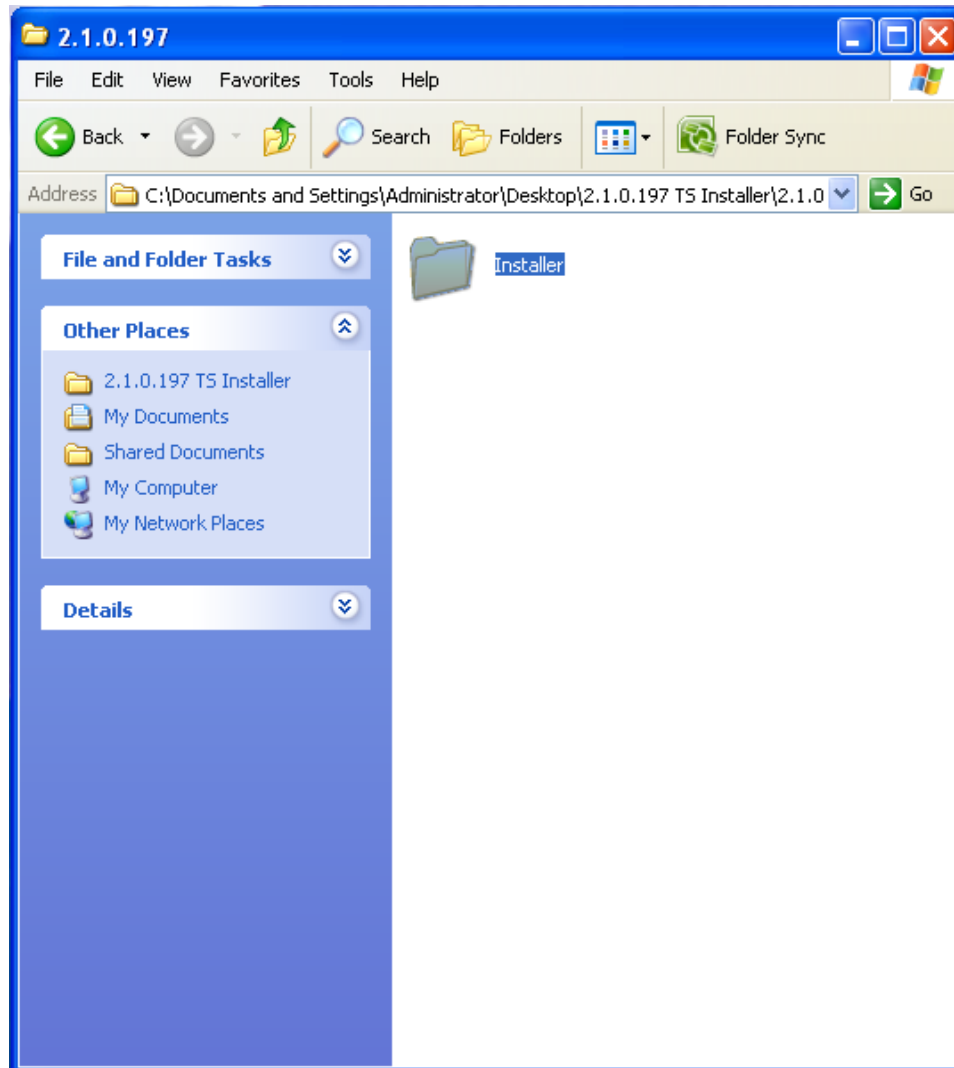
Step 8: Run the **TranSentryInstaller**
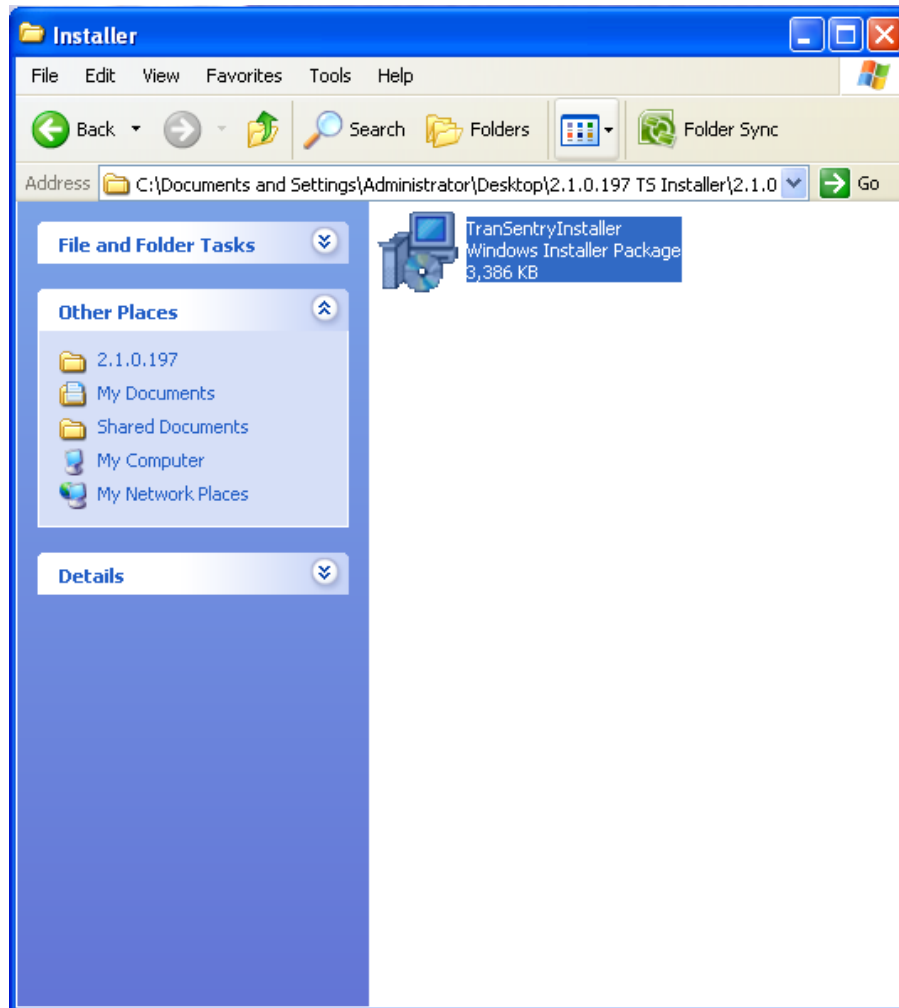
Step 9: Click **Run**
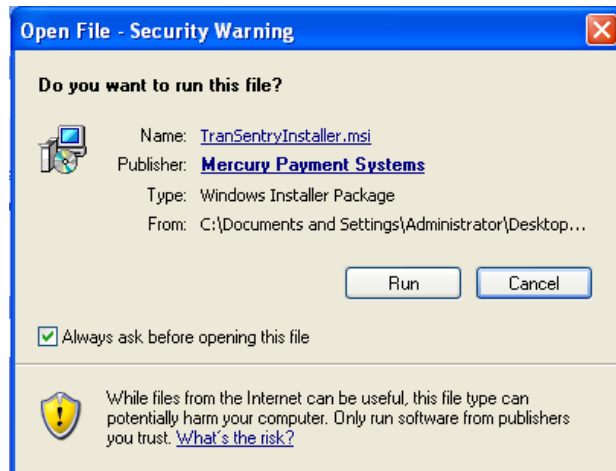
Step 10: Click **Next**
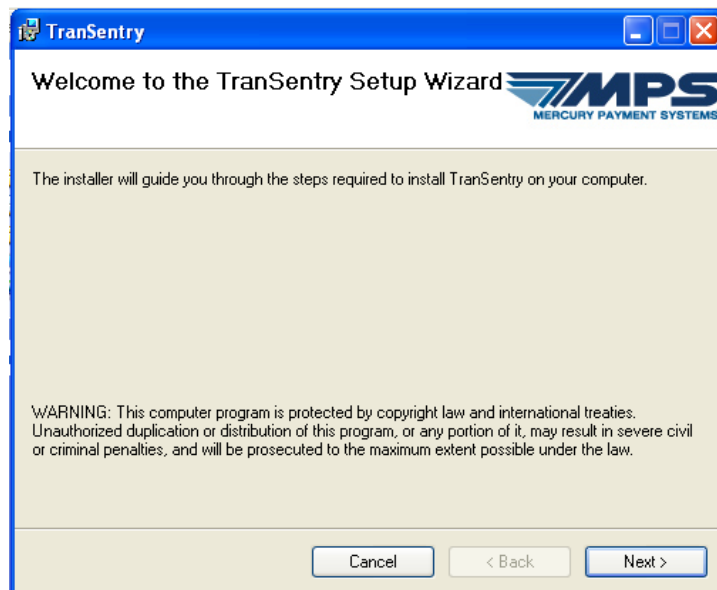
Step 11: Check I Accept, then click **Next**
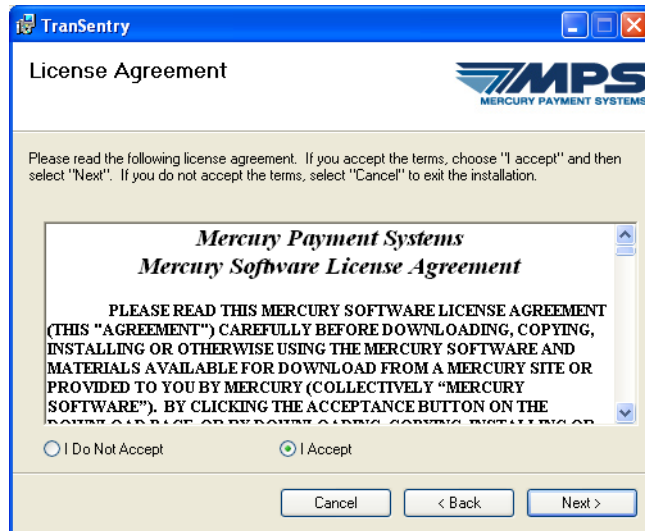
Step 12: Uncheck Launch the Target Installation Folder when installation is complete, click **Next**
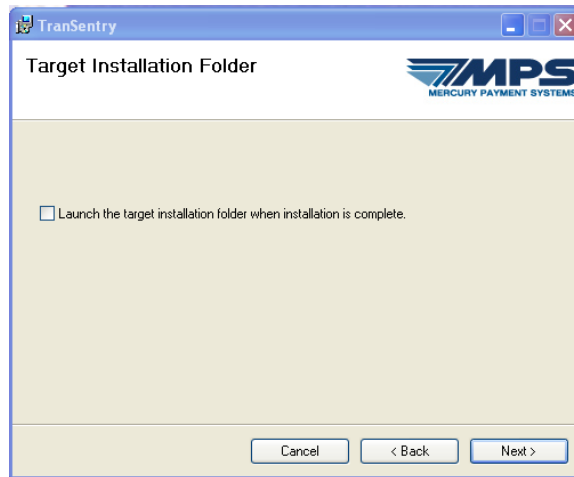
Step 13: Click **Next**
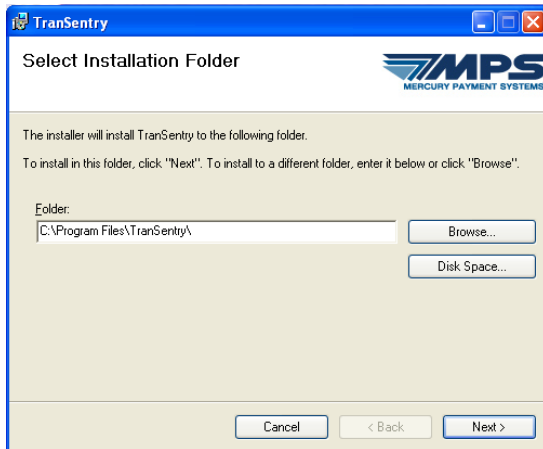
Step 14: Click **Next**
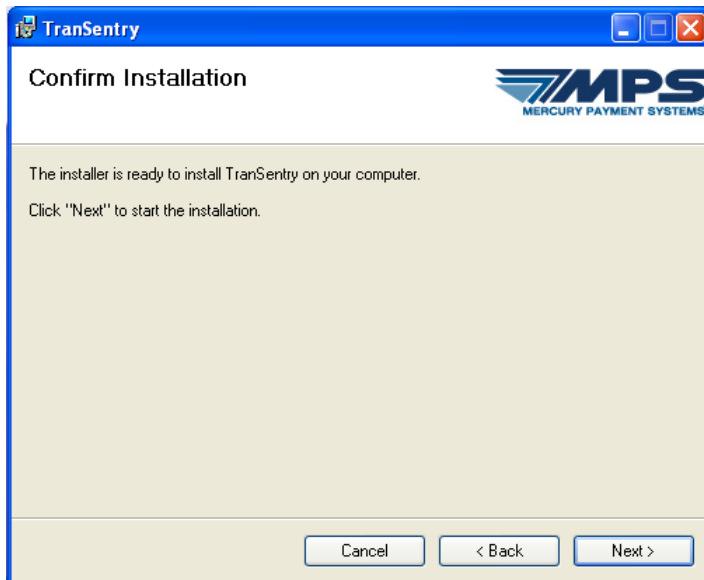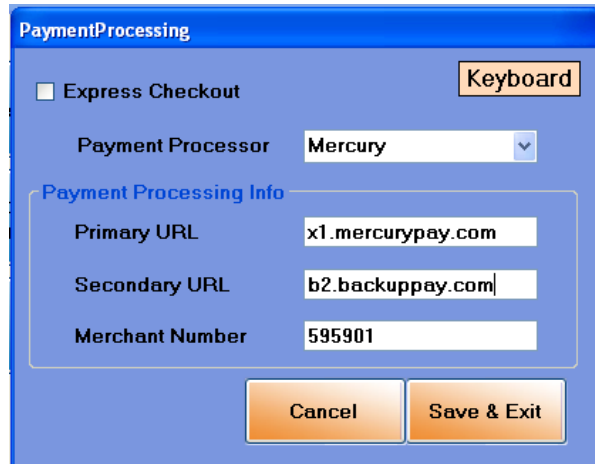
Step 15: Click **Close**
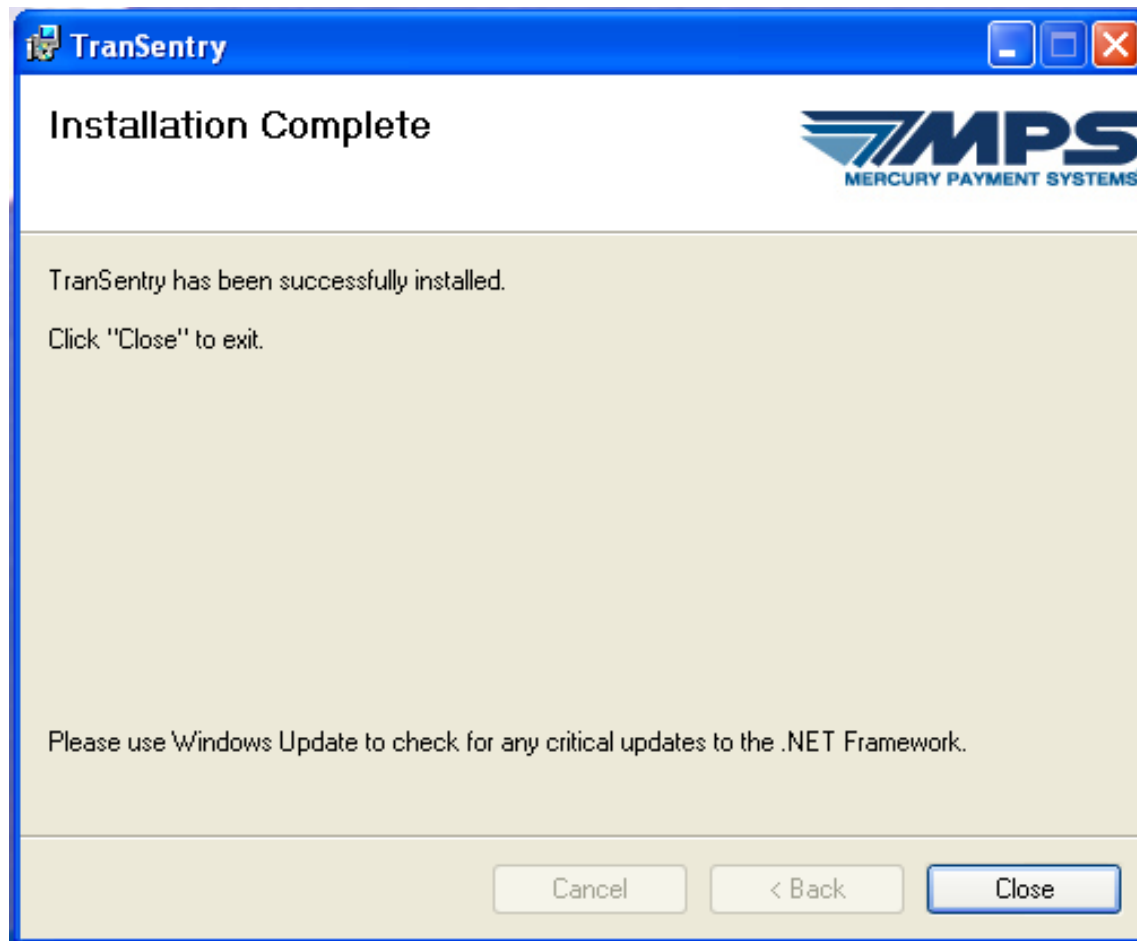
To setup payment processing with the Corner Store, log into Corner Store, go to Setup, Administrator and click on **payment processing**. Select your Payment Processor:
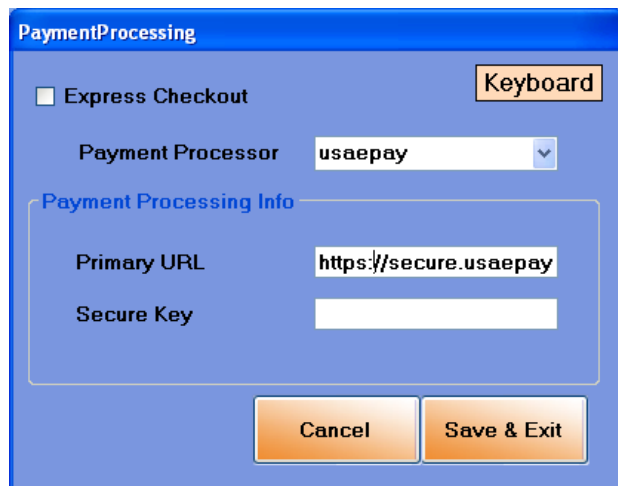
For **Mercury** - specify the Primary URL, Secondary URL and Merchant Number. All this details are provided by Mercury Payment processor when you enroll for their services.
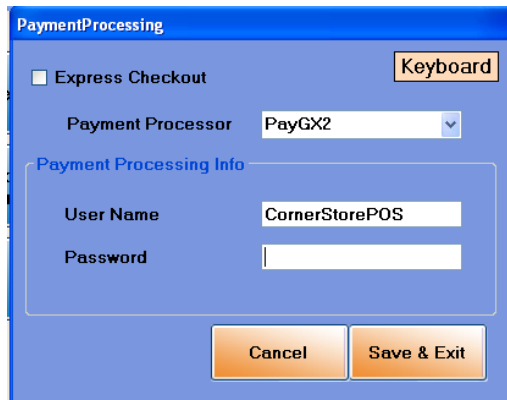
For **USAePAY** - specify the Primary URL and Secure Key. Both the Primary URL and the Secure Key are provided by USAePAY when you enroll for their services. The **Primary URL** is https://secure.usaepay.com

For **PayGX2** - specify the User Name and Password. The User name and password will be provided by PayGX2 when you enroll for their services.

For **NETePay** - specify the Merchant Number and NETePay's Server IP Address. The Merchant Number and

NETePay's Server IP Address is provided by NETePay when you enroll for their services.

If you are using an external machine for credit card processing, check **express pay**.
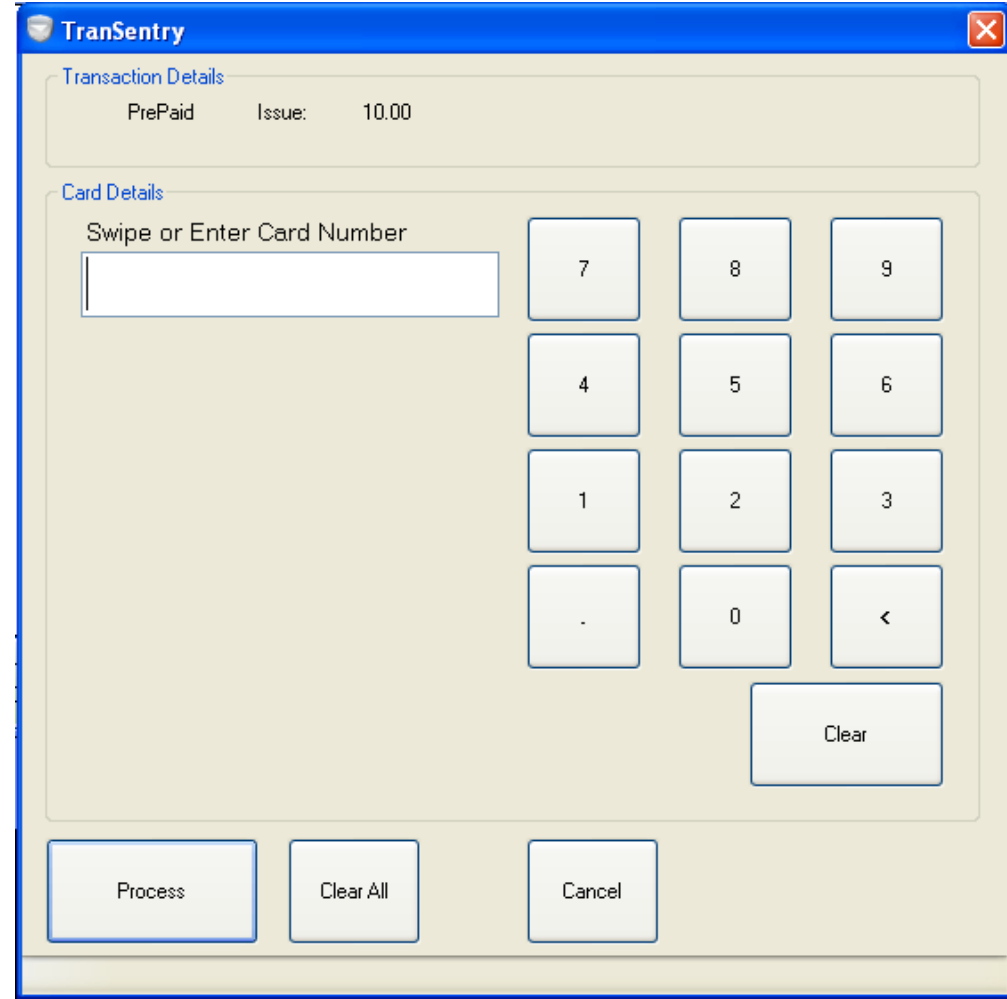
Gift Cards

CornerStore is able to use Gift Cards however you will need to use specific gift cards provided by Mercury along with being set up with Mercury's Payment Processing.

In order to set up a gift card, from the inventory screen go to **File > Gift Card**

Activating A New Card

To activate a card for the first time, you must also put a balance on it. First enter the amount that will be on the card. Next, you will press 'Activate' then you will swipe the card. After you swipe the card, if you do not have a GiftCard item in your inventory, one will be created so you can see them on your reports. Then it will ring up like a normal sale. The balance will go to the card.
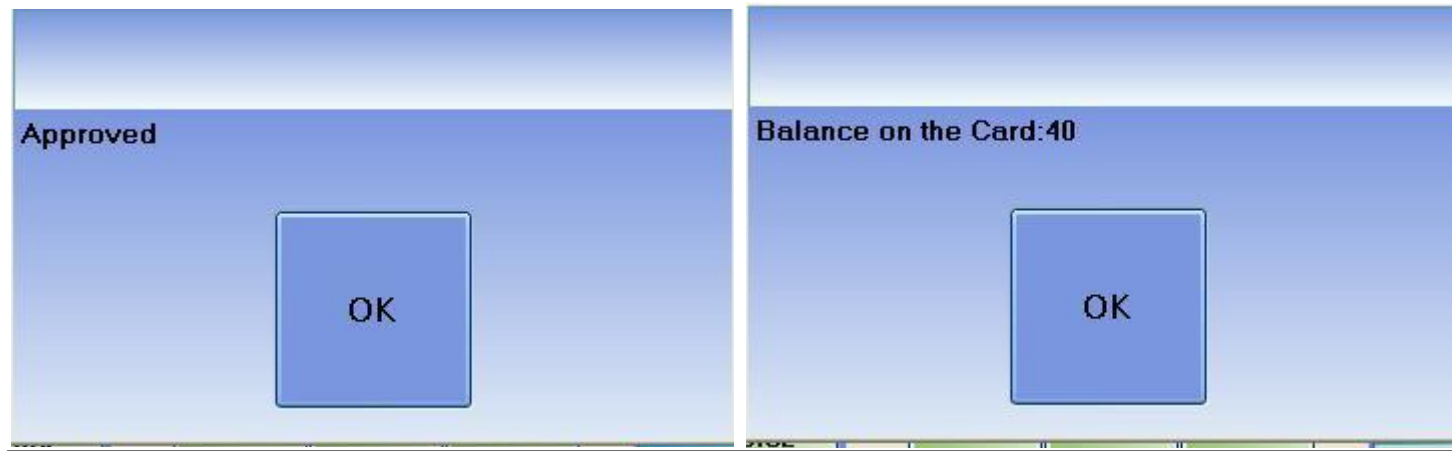

Refilling A Card

To Refill a card, all you have to do enter in the amount you want to add to the card, then hit the refill button. It will refill the card and ring up the gift card price.

Check A Card's Balance

In order to check a card's balance, just hit "Check Balance" then if the card has a balance, it will display how much is on the card.

FAQ:

To visit out FAQ site, please go to http://cornerstorepos.com/faq.html