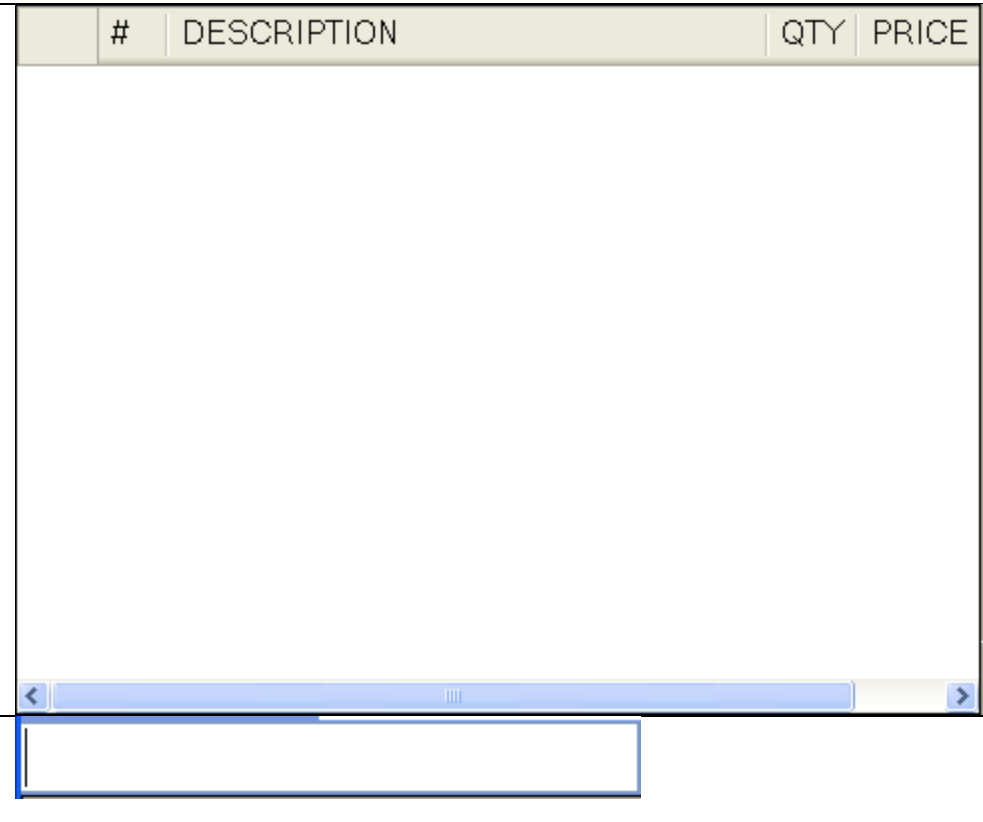


CornerStore POS Main Invoice Screen Explanation



This is the main menu of CornerStore. You will be seeing this most out of any window, so let's explain what everything does.


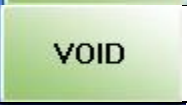



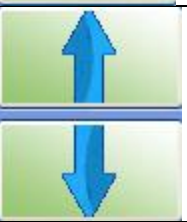

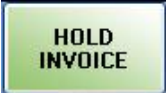



	<p>This is the invoice window. All invoices will be displayed here. You can alter the Quantity of an item by clicking the number under the QTY column, and entering it in the number pad.</p>
	<p>This is the item number box. You can scan your item while the box is selected to enter in the scanned item. For your convenience this is always automatically selected.</p>




Non-Taxable Item	Tax 1	Beverages
Candy	Chips	Grocery
Tobacco	Liquor	Office
Baked Goods	Gasoline	Automotive



These are Department Buttons. These are your inventory items listed 1 through 12. These items are used for generic items, or if you keep your inventory on a department basis.

These buttons work by putting in the price first, then clicking the button to press enter. "Tax 1" is a non-department item. These are more commonly used by CornerStore owners who do not use scanners.

	<p>These are customizable buttons. Shown are 20 buttons, but you can have as many as you'd like (press the arrow keys below to cycle through them). Each button can have one of 4 uses.</p> <ol style="list-style-type: none"> 1) Inventory Item – This will set a specific item to a specific button. Use this for your popular items. 2) Department – This will set a department to a button, pressing the button would show a window with every item in that department. Great for users who do not use scanners. 3) Variable Price Department – Use this for items that do not have a static price but are popular items, such as gasoline. 4) Variable Price Payout – Use this for items which provide the customer money, such as a lottery or redemption of some sort.
	<p>These two buttons cycle through the customized button columns.</p>
<p>EASY PAYOUT</p>	<p>This button just pays out under a “miscellaneous” category. Best used for paying out someone directly from the register.</p>
<p>SETUP</p>	<p>This button opens the setup menu.</p>

		<p>This button deletes the currently selected item in the invoice.</p>
		<p>This button clears everything in the current invoice. This does NOT show up on the Void Invoice Report.</p>
		<p>This button takes what is currently selected in the invoice and discounts that item(s).</p>
		<p>This button puts a discount on the entire invoice.</p>
		<p>This button prints the receipt of the most recent transaction.</p>
		<p>These two buttons cycle through the specific items on the invoice, going up and down respectively.</p>
		<p>When no items are currently in the invoice it will be fetch invoice, which will recall a held invoice. If any items are present on the invoice it will hold the invoice for later use.</p>
		<p>Opens your cash drawer. Best use for troubleshooting or making change.</p>
		<p>Opens up the inventory search window.</p>
		<p>The selected item in the invoice will now return/refund the item instead.</p>

	<p>This is the number keypad. This is where you will enter in prices, quantities, and other numbers needed for making a sale/returning an item/changing a quantity. The C button clears what is currently in the yellow number window.</p>
	<p>These are the quick pay buttons. They will automatically assume the customer gave 5, 10, or 20 dollars in cash for their transaction. The last button will round up the transaction to the nearest dollar. For example if the transaction is 5.89, the button will become 6.</p>
	<p>This is the go back button, not to be confused with the R button. This button returns from the payment select screen back to the main menu.</p>

	<p>This is the price window. This shows the information on the total of the items in the invoice, any deposit(s), the tax, and any applied discounts. It will then display the grand total the customer owes.</p>
<p>F1 Help</p>	<p>Opens up the getting started guide. Can also be opened by pressing F1</p>
<p>F2 Inventory</p>	<p>Opens up the Add Inventory window. Can also be opened by pressing F2</p>
<p>F3 Customers</p>	<p>Opens up the customer maintenance window. Can also be opened by pressing F3.</p>
<p>F4 Price Check</p>	<p>Opens up the price check window, where you just scan/enter an item's number and it will bring up all its information without placing it into the invoice.</p>
	<p>Opens up the quick add window, where you can place an item code, name, price, tax, and if it is food stampable. You can edit the item later in the Add Inventory window. Remember to click save when you are done.</p>
<p>F5 Quick Add</p>	
<p>1— Guest Customer Intlpos</p>	<p>Click this button to switch the customer that the invoice is under. If there is no specific customer you can leave this button as is for the transaction.</p>
<p>F6 [Function Key 6]</p>	<p>This shortcut automatically pays the transaction with exact change.</p>

F7 [Function Key 7]	This shortcut brings up the item search window.
F8 [Function Key 8]	This shortcut prints out the last receipt.
F9 [Function Key 9]	This shortcut opens the cash drawer.
F10 [Function Key 10]	This shortcut acts as the go back button
F11 [Function Key 11]	This shortcut voids the current invoice.
F12 [Function Key 12]	This shortcut prints out the most recent held invoice.