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# F&B Point of Sale Screen

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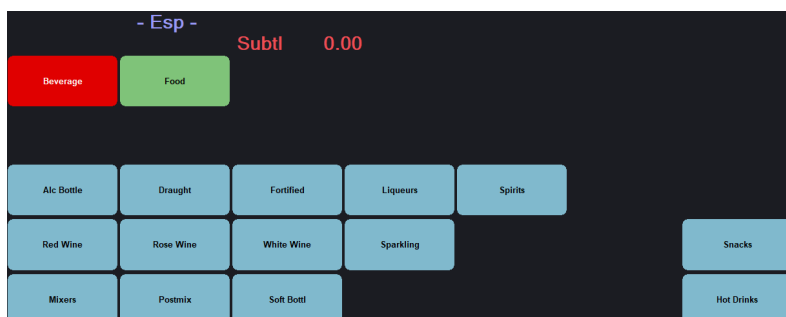
# 1. Point of Sale Screen



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. You can double tap or long press in this screen to see an enlarged view of the transaction.



**Menus** - This is the Preset and Menu section; by selecting a menu the text will turn white and the sale items will change to that of the menu



Tacos	Halloumi Fries	Chicken Strips	Chicken Wings	Mni Bkd Cmbt
Tomato Soup	House Sharer	Nacho Sharer		

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

Bookings		Levy Top	Subtotal	
	Void Item	Identify Customer	Hold Trans	Enter
Altern Quantity	Quantity	Return Item	Receipt	Enter
Discount %	Discount Amount		Credit Card	Cheque
No Sale	Item List	Credit Payment	Debit Card	Cash
Tables	Credit Balance	Messages	Credit Account	

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

## 2. Logging In

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

When logging into the F&B Point of Sale screen, an input window will appear, at this point the Operator ID number can be entered. Alternatively if your Operators have card numbers assigned, their Operator Card can be swiped/presented.

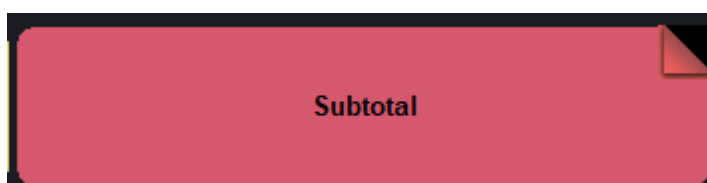


### 3. No Sale



The **No Sale** button is used for obtaining access to the till cash drawer without completing a transaction; No Sales are logged in the Electronic Till Roll and Transaction Audit.

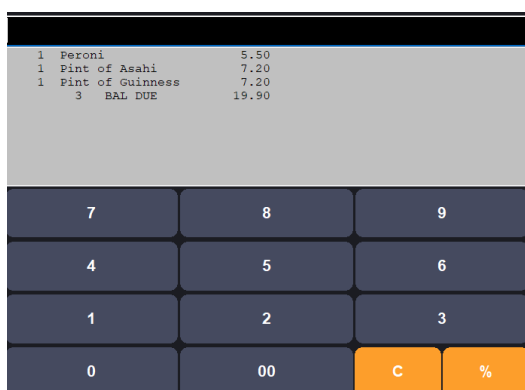
### 4. Subtotal



The **Subtotal** button is required before taking payment for a transaction.



Prior to the order being subtotalled the items will be listed on screen.

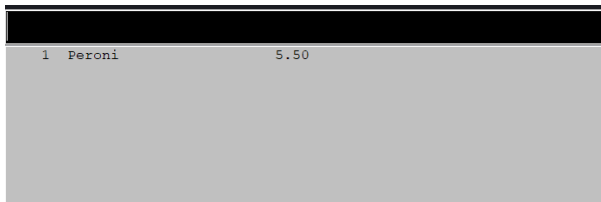


When the order has been subtotalled the number of items and amount due will be shown, a payment may now be made.

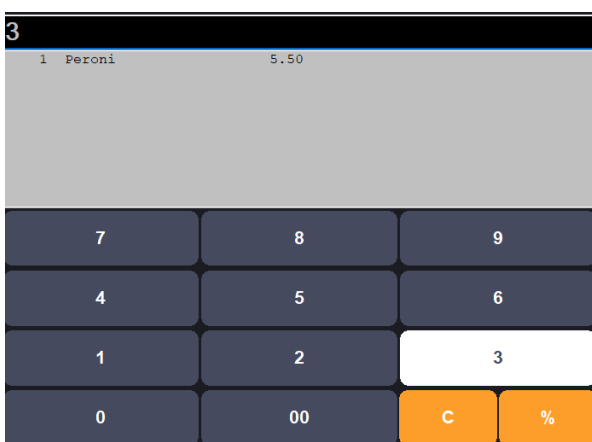


## 5. Quantity

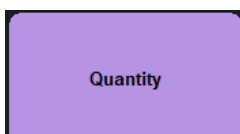
The Quantity button may be used as a quick way of entering multiple stock items into the Point of Sale.



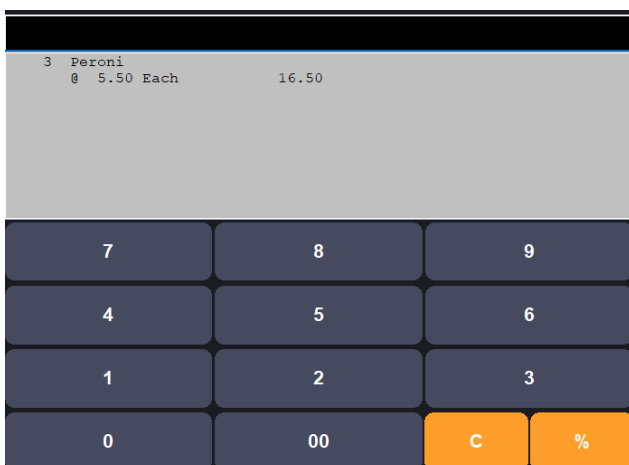
Select the item required by pressing the corresponding button on the screen.



Enter the quantity required.



Select – **Quantity**

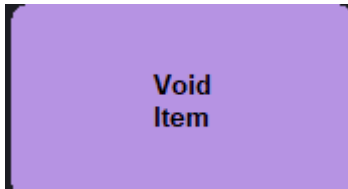


The original item will now have changed to the new quantity.

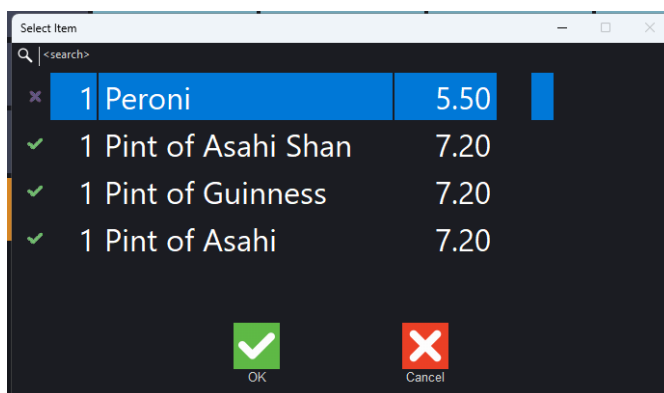
## 6. Voids

The Void button can remove items no longer needed in the transaction.

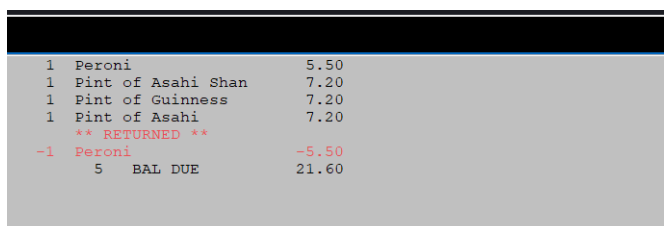
To void individual items:



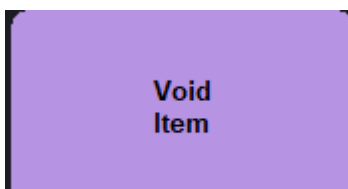
Select – Void Item



Select which item you would like to void by clicking on the left-hand side icons. A cross means that item will be voided, a tick means that the item will remain.



To void all items on the transaction:



Select and hold the **Void Item** button until you are prompted to clear all items.

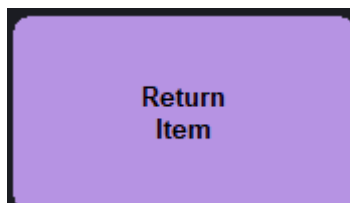


## 7. Returning Items

To return an item back into stock:

1	Pint of Asahi Shan	7.20
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Select the item you wish to return into stock.



Select – **Return Item**

** RETURNED **		
-1	Pint of Asahi Shan	-7.20

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

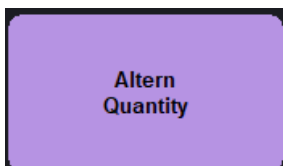
## 8. Alternate Quantity

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

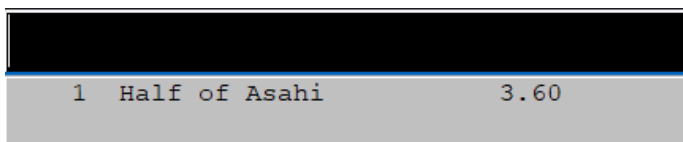
To use an alternative quantity:

1	Pint of Asahi	7.20
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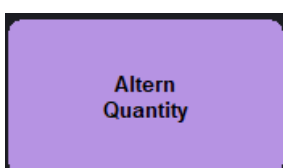
Select the sales item; by default the item is added to the transaction as the standard measure.



Select – **Altern Quantity**

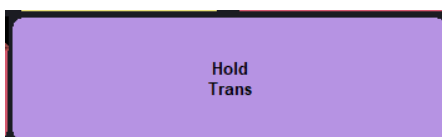


The Transaction Display will change to the alternative quantity.



Pressing **Alternative Quantity** again changes the item back and forth between it's two measures.

## 9. Hold Trans

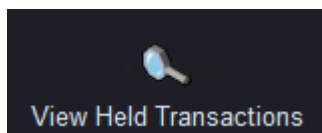


This function stands for '**Hold Transaction**' and pressing this button stores the transaction against the current Table or Operator and returns the POS to the login screen which allows a different operator to login and complete a transaction.

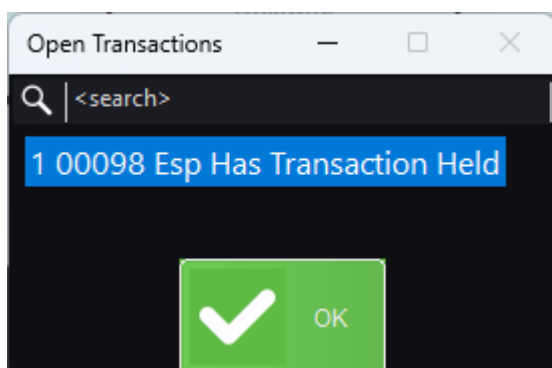
To view Held Transactions:

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

Select – **Action**



Select – **View Held Transactions**



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

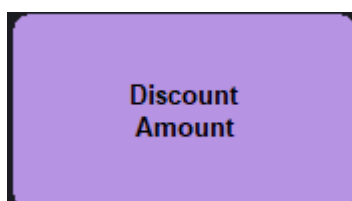
## 10. Discounts

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

To apply a discount by amount:



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



Select – **Discount Amount**



1	Pint of Asahi	7.20
1	Peroni	5.50
1	Peroni	5.50
1	Pint of Guinness	7.20
1	Pint of Asahi Shan	7.20
1	Single Jagerbomb	6.00
	** DISCOUNT **	-2.00

The discount amount is deducted from the transaction.

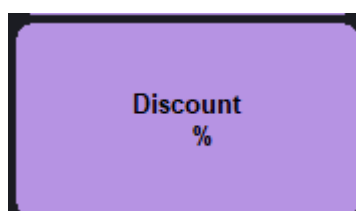
To discount a transaction by percentage:

10

1	Peroni	5.50
1	Pint of Asahi	7.20
1	Pint of Asahi Shan	7.20
1	Pint of Guinness	7.20
1	Single Jagerbomb	6.00
1	FeverTree Slimline	2.20

7	8	9	
4	5	6	
1	2	3	
0	00	C	%

Enter the percentage of discount to be applied, followed by 00; For example, 25% would be entered as 2500.



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

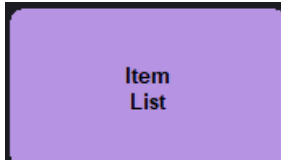
The discount percentage is deducted from the transaction.



## 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 items on the order are 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:

The screenshot shows a terminal window with a black background and a blue horizontal line. Below the line, the following text is displayed:

1	Pint of Asahi	7.20
1	Pint of Asahi	7.20
1	Pint of Guinness	7.20

Enter the sale items.

