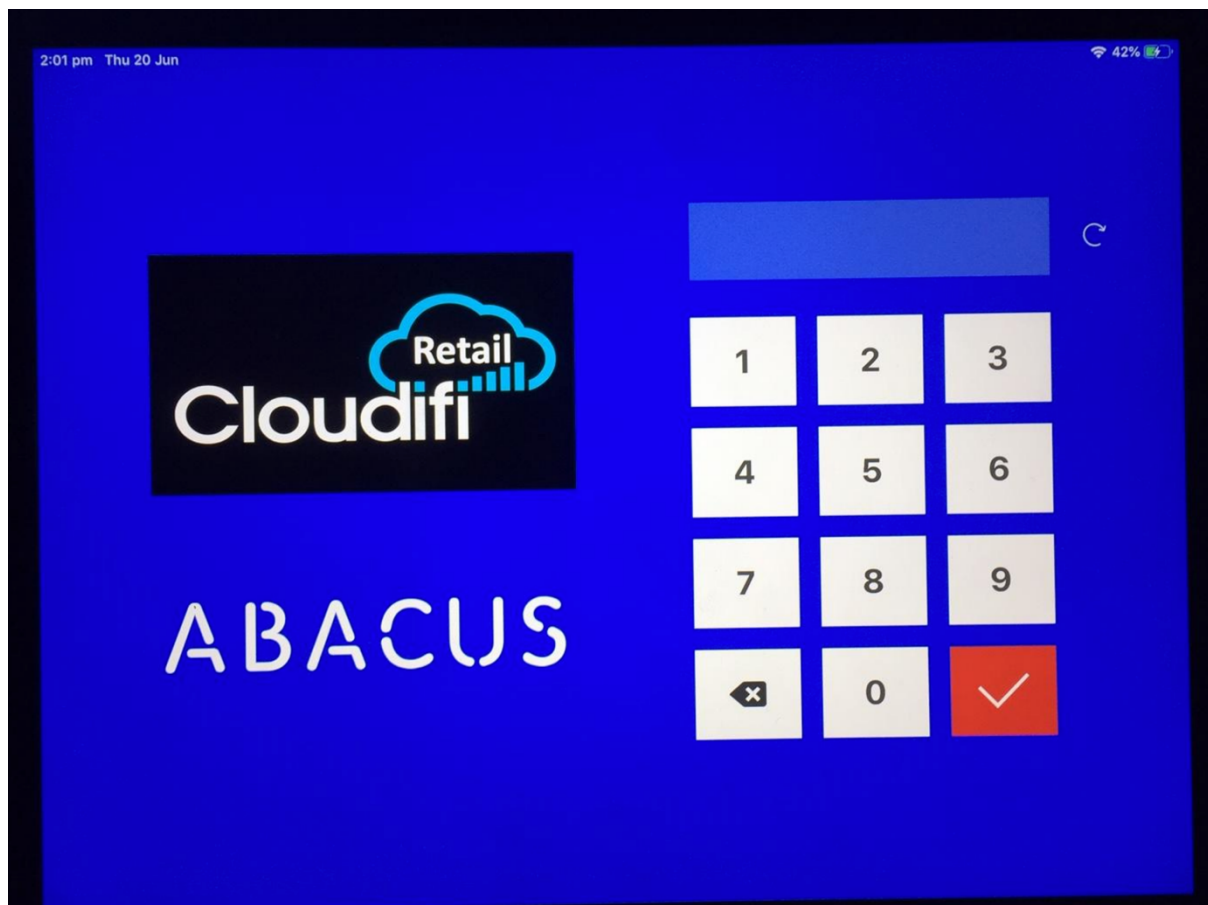


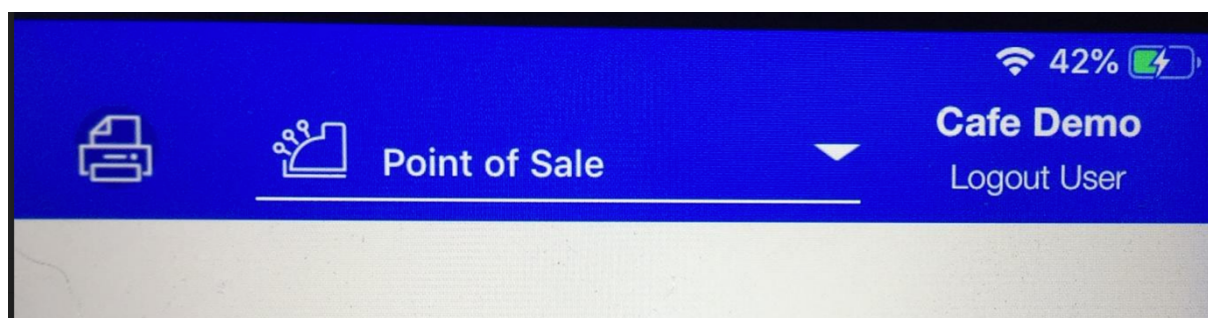
Logging in as a cashier

Each staff member will be setup with their own pin code. This code is to be used to log into the system.

Enter your code then click on red tick mark.

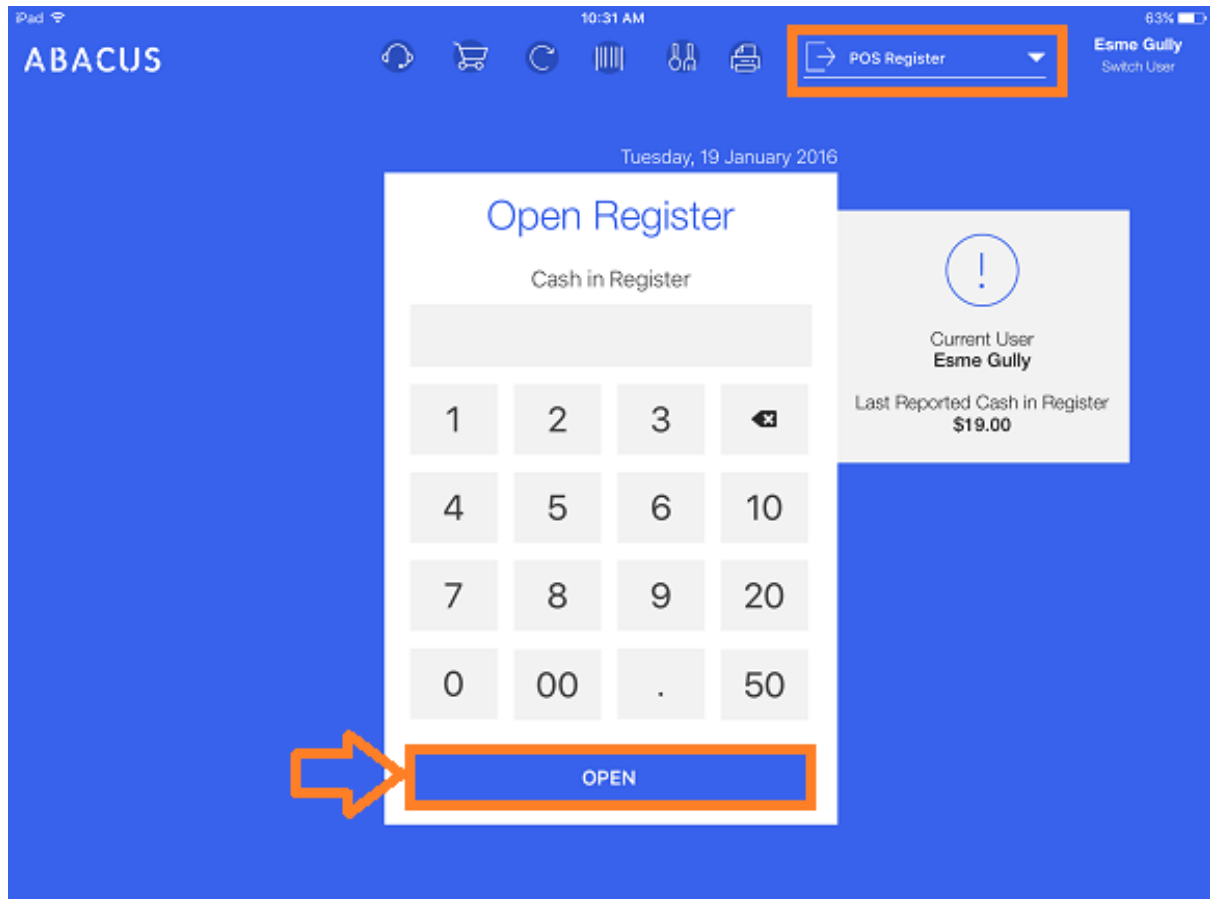


If you need to log out of the system, go to top right and "Logout User". This will take you back to the above screen.



Opening the cash register

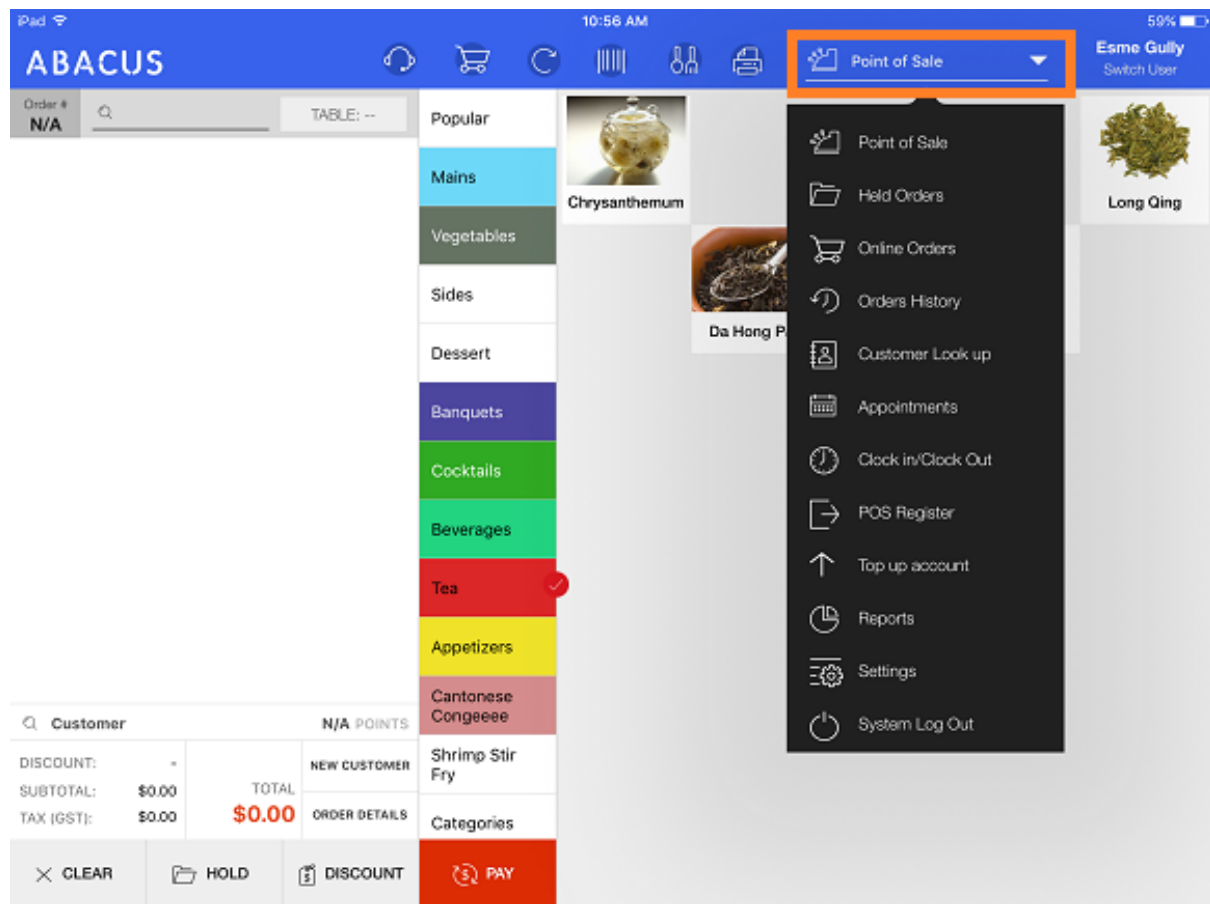
When you have logged into the app, you will be prompted to open the cash register (if it is not already open). You must enter the current cash in register (*i.e. your opening float*) and then tap **OPEN**.



Once you click on "open" it will take you to the table map or sell screen (depending on your own system setup) and you will be able to commence processing orders.

Navigating the App

From your main sell screen, you can navigate to other features using the drop down menu options



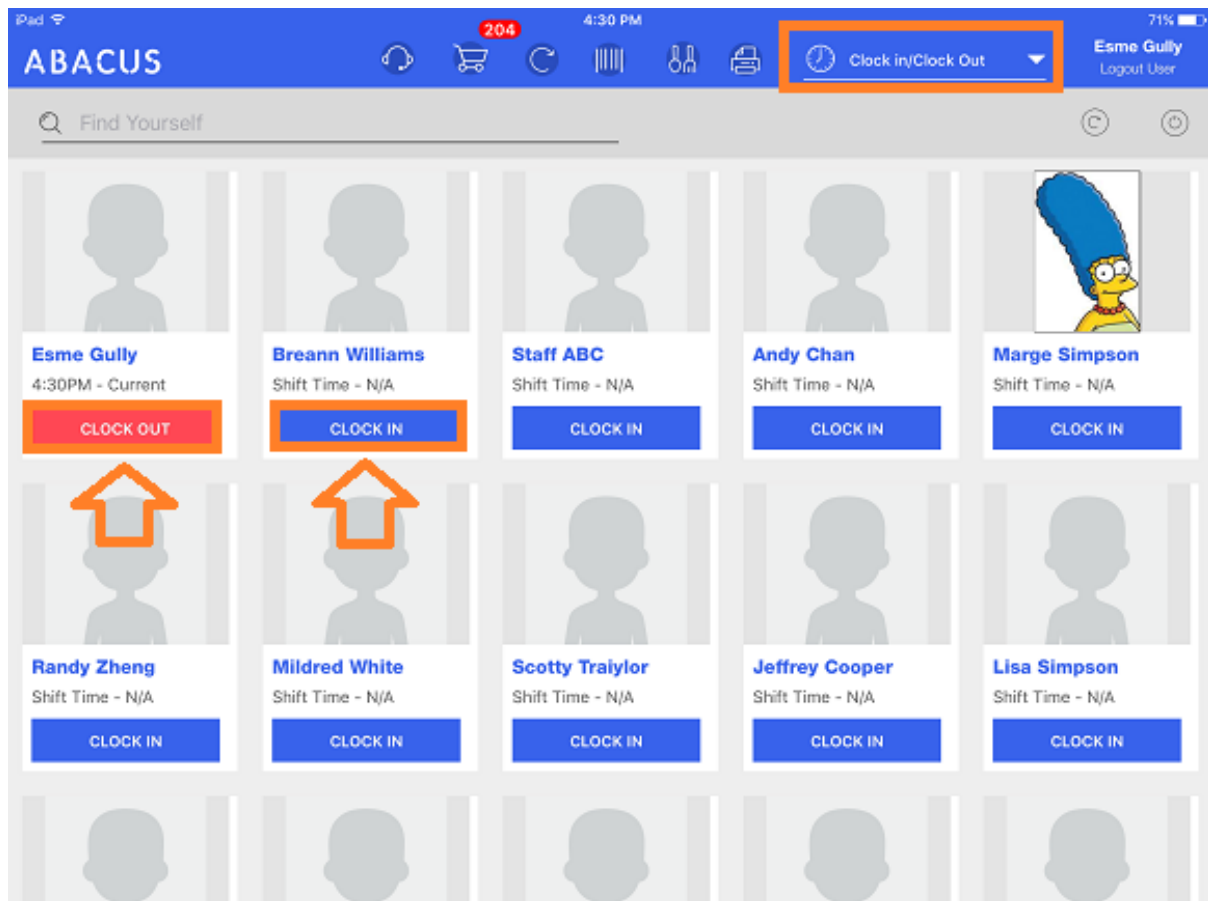
Some of the most used are:

- **Clock in/out:** further details below. For tracking of staff hours.
- **POS Register:** use this for close of day reconciliation and also if adding or taking cash from register during trade (cash in/out).
- **Top Up Account:** if using credit accounts for customers, this is where you go when customers make payments to their account (ie pay off all or portion of amount owed).

Clocking in/out

When you start your shift, you should clock in. You will be automatically clocked in when you login as a cashier. To manually clock in, go to the **Clock in/Clock out** screen and tap **CLOCK IN** under your name.

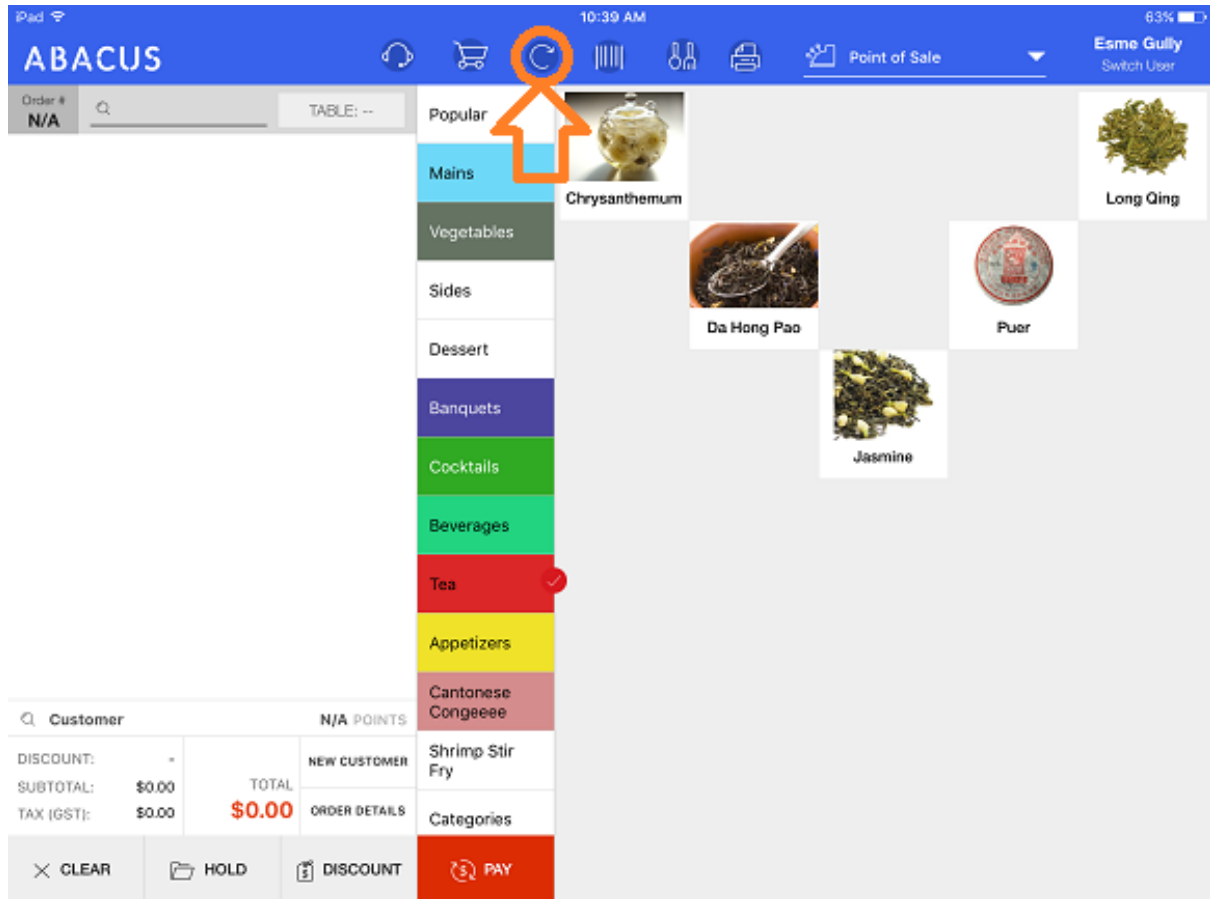
At the end of your shift, you should clock out. Go to the **Clock in/Clock out** screen and tap **CLOCK OUT** under your name.



Note: You can only clock in/out on a master POS device.

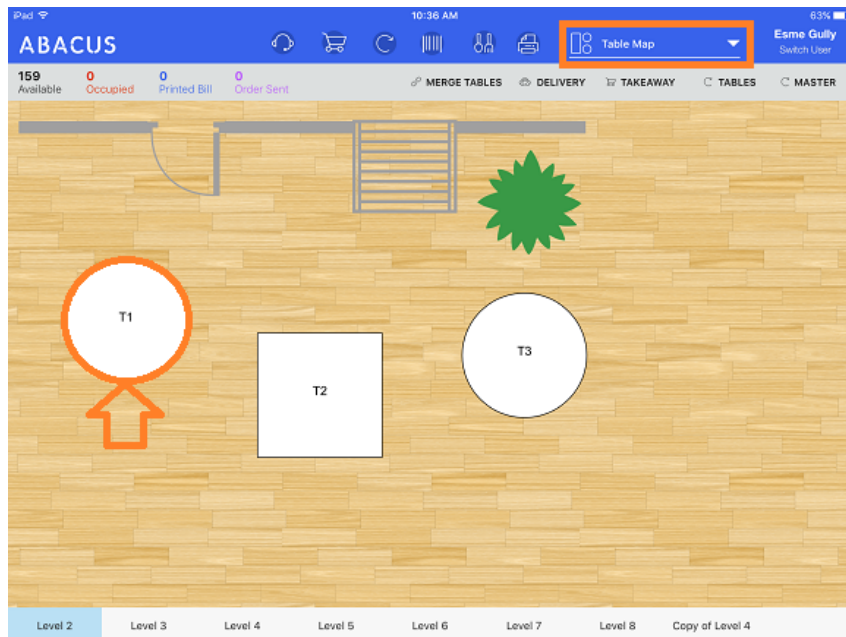
Syncing products and pricing

To sync the products from the server to the app, tap the sync icon in the top centre of the app. This will update the POS menu with all the latest changes.



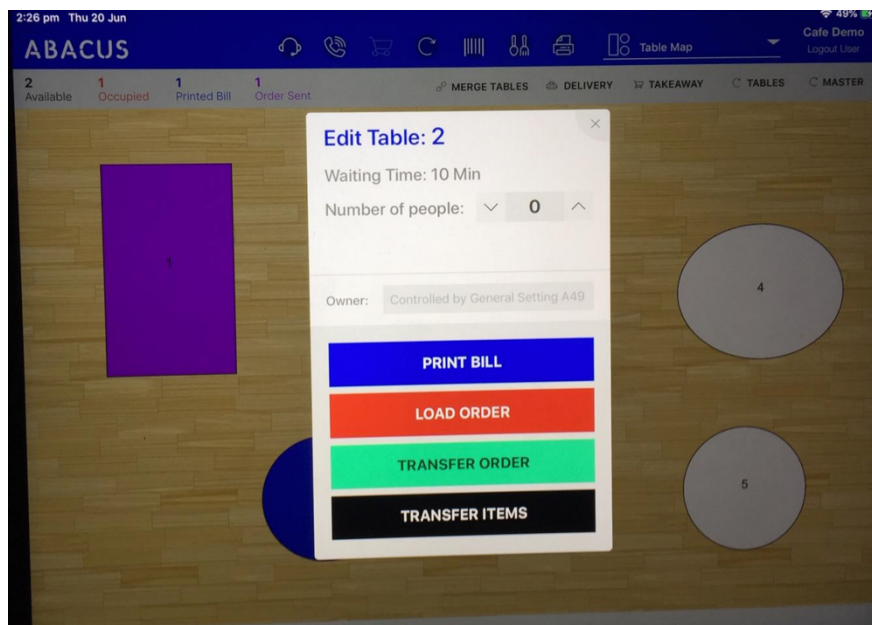
Processing orders

If you are in restaurant mode, go to the **Table Map** screen and tap on a table to start an order.



If you are not in restaurant mode and want to allocate an order to a table, then go to the **Point of Sale** screen, tap **TABLE MAP** from the drop down menu and choose your table.

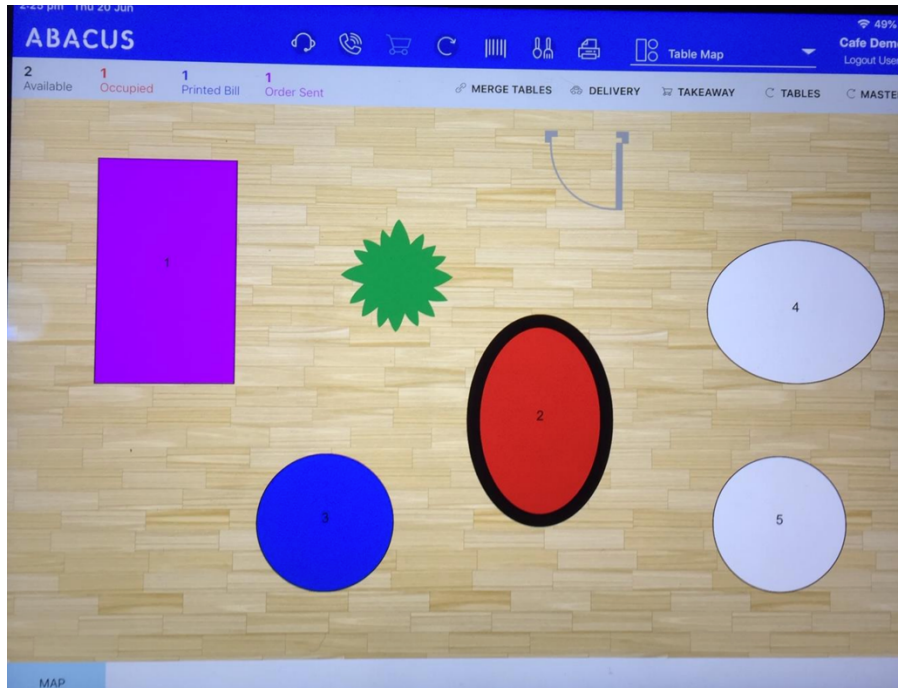
Click on the table and you will be prompted for “number of people”. Enter number. If they are ready to order “**start order**” or if they are waiting, then “**activate table**”.



When you need to add items to a table or print a bill, click on the table and choose the relevant option. “**Load Order**” will take you back to the sell screen. “**Transfer Order**” will let you move the whole order to another table, while “**Transfer Items**” lets you transfer specific, individual items.

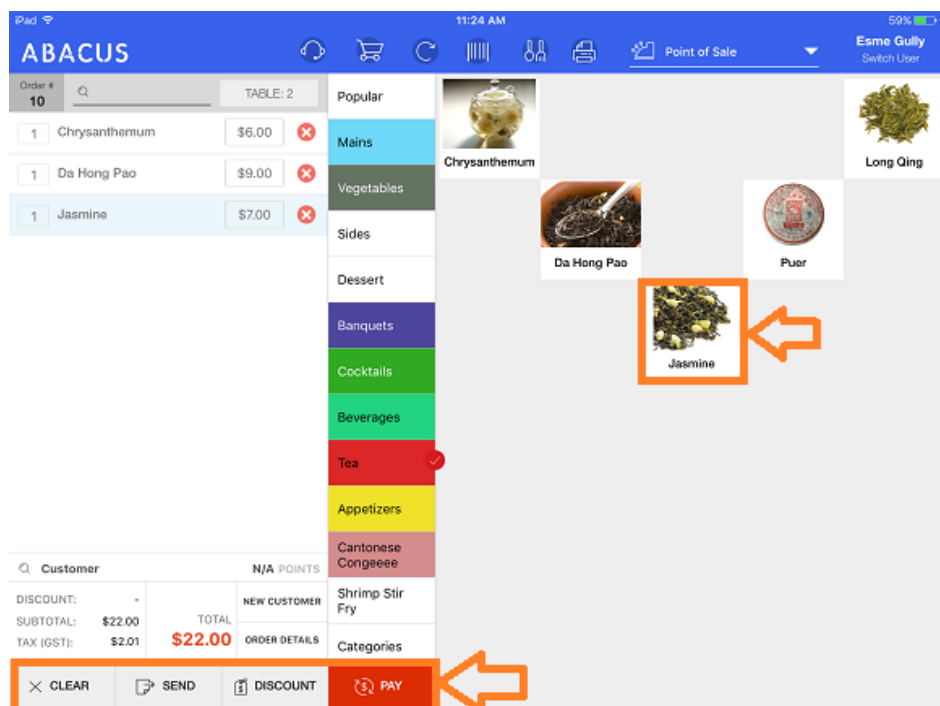
You will note the different colour codes on the table map:

- Red: table activated, but no order taken
- Purple: order sent
- Blue: bill printed
- White: table available



At the sell screen you also have the following options:

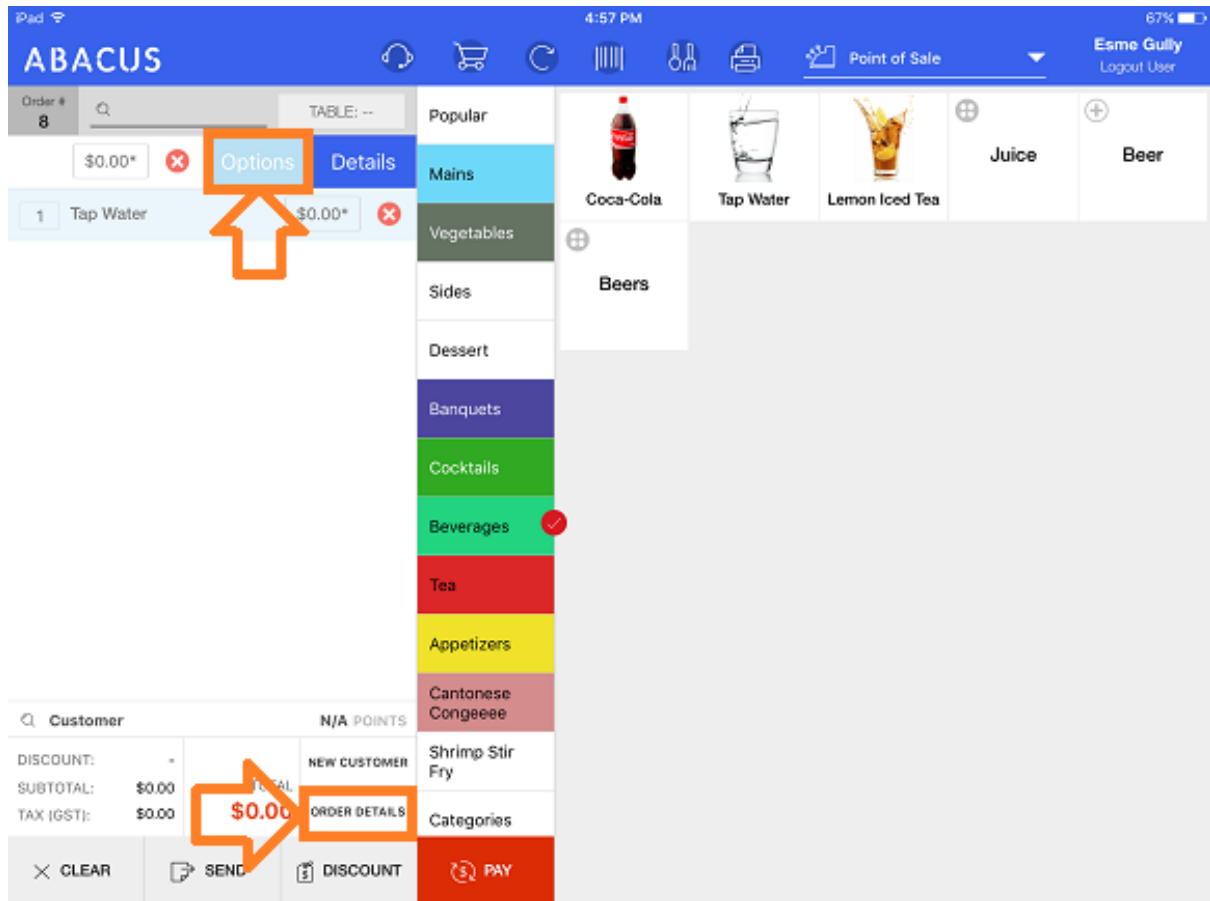
- **CLEAR** to completely clear the order.
- **DISCOUNT** to apply a discount to the whole order.
- **PAY BILL** to pay for the order now.
- **HOLD** to pay for the order later.



Adding a note to an item/order

To add a note to an item, swipe the item to the left, tap **OPTIONS**, enter the note in the popup, and then tap **DONE**.

To add a note to an order, tap **ORDER DETAILS** in the bottom right of the order.

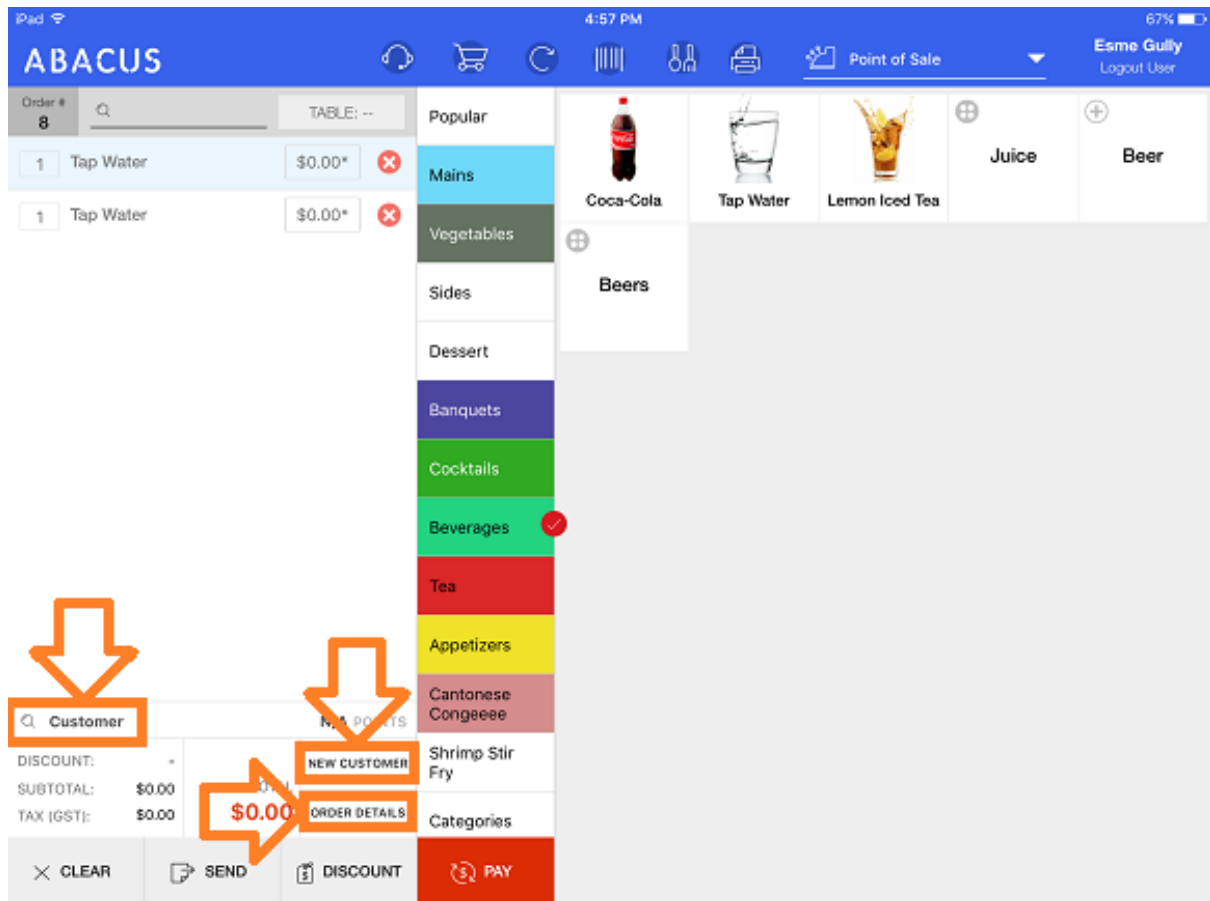


Adding customer details to an order

To add a previously registered customer to the order, tap **Customer**, search for the customer by name/membership/mobile, then select the correct customer from the results.

To register a new customer to add to the order, tap **NEW CUSTOMER**, fill in the details in the popup, and then tap **REGISTER**.

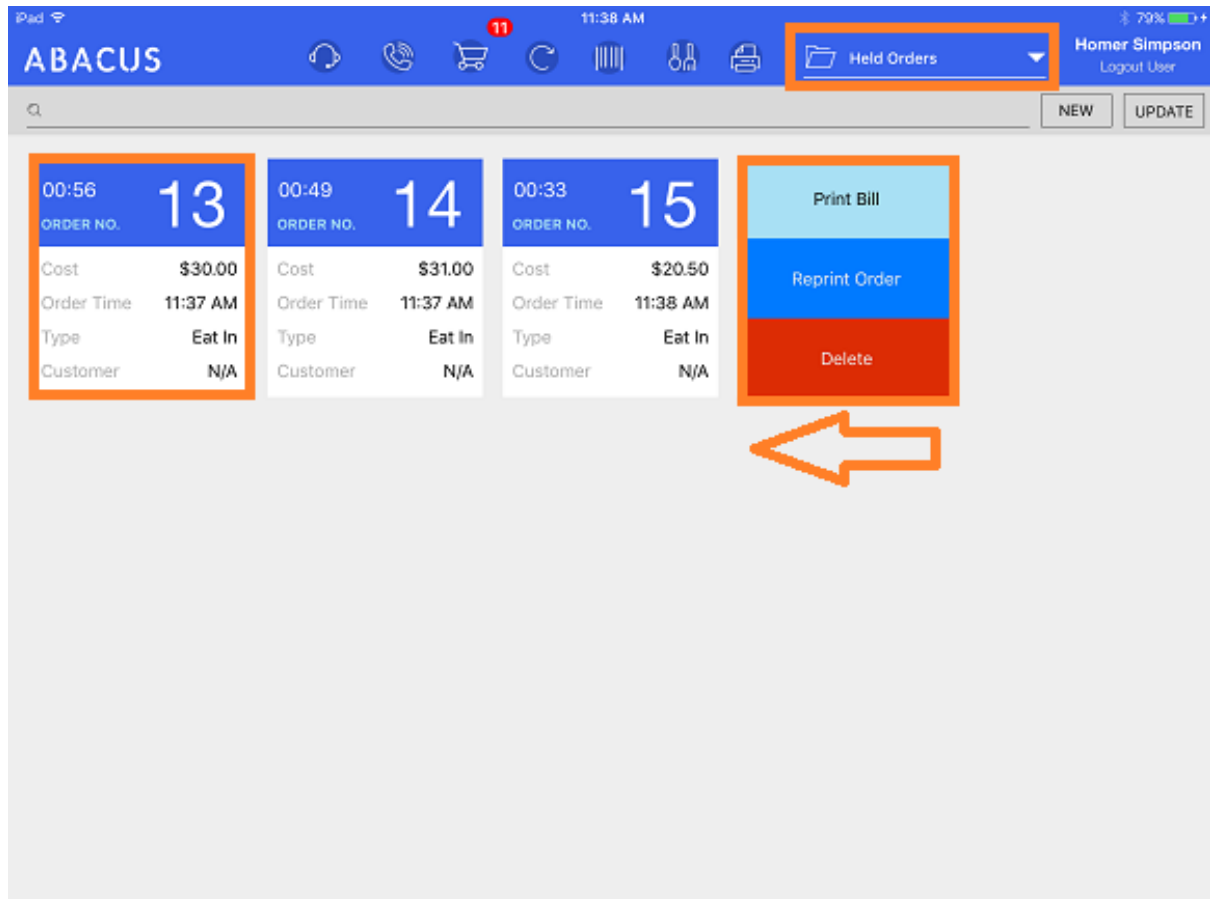
To add the customer's name to the order without registering them, tap **ORDER DETAILS**, type in the customer's name, and then tap **DONE**.



Retrieving held orders

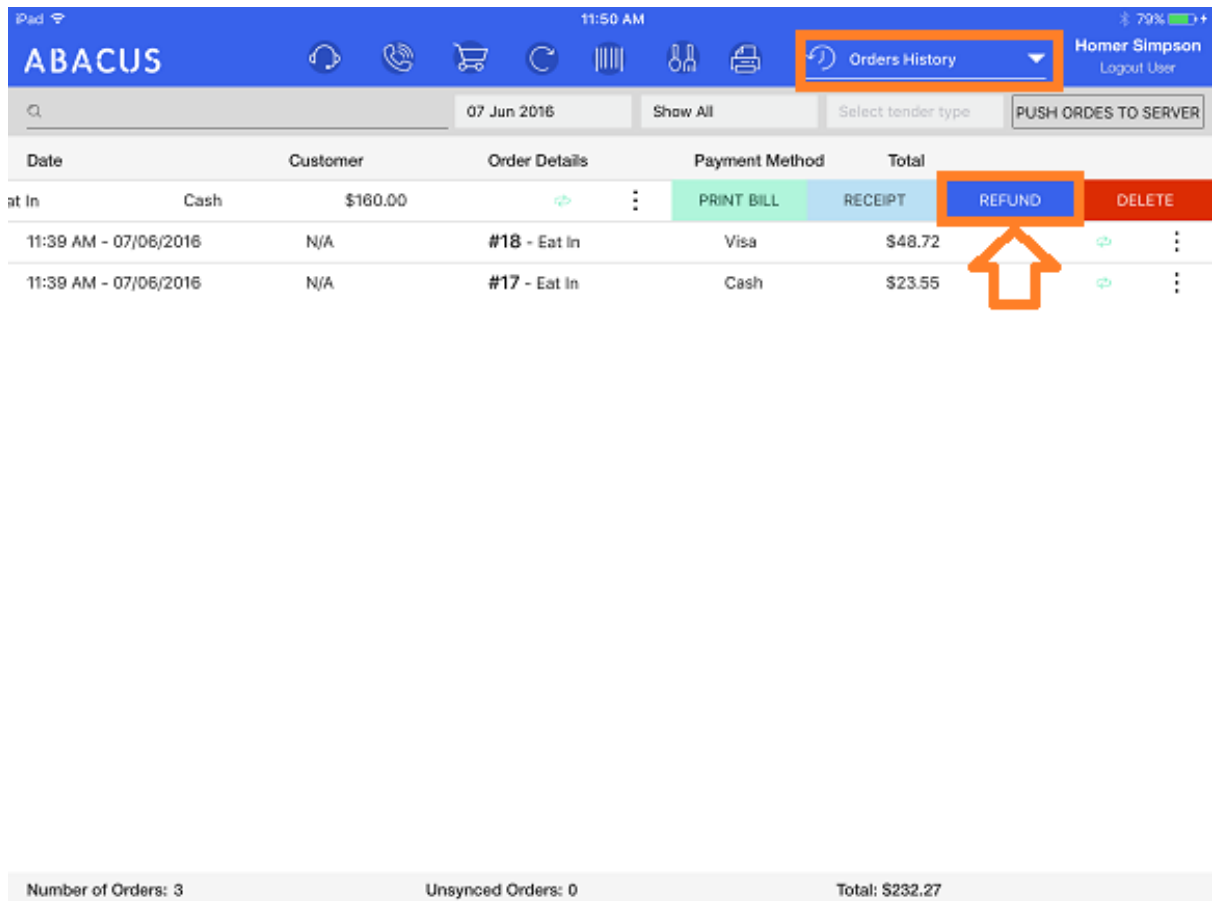
To retrieve a held order, go to the **Held Orders** screen and tap on an order. This will load the order to the **Point of Sale** screen so you can continue the order.

Swipe an order to the left to print bill, reprint order, or delete.



Processing refunds

To refund an item/order, go to the **Orders History** screen, swipe the order to the left and then tap **REFUND**.



Date	Customer	Order Details	Payment Method	Total
at In	Cash	\$160.00		
11:39 AM - 07/06/2016	N/A	#18 - Eat In	Visa	\$48.72
11:39 AM - 07/06/2016	N/A	#17 - Eat In	Cash	\$23.55

Number of Orders: 3 Unsynced Orders: 0 Total: \$232.27

Next, choose a refund reason and select which items to refund.

To refund with cash, tap **CASH**.

To refund back onto a credit card, tap **CREDIT CARD**.

Pad 11:50 AM 79% Homer Simpson Logout User

ABACUS

Barcode: 69A876217C94433 Invoice Number: 201606073
Discount: N/A

Reason

Item	Amount	Select
Banquet F	\$80.00	<input checked="" type="checkbox"/>
Banquet G	\$80.00	<input checked="" type="checkbox"/>

CASH CREDIT CARD

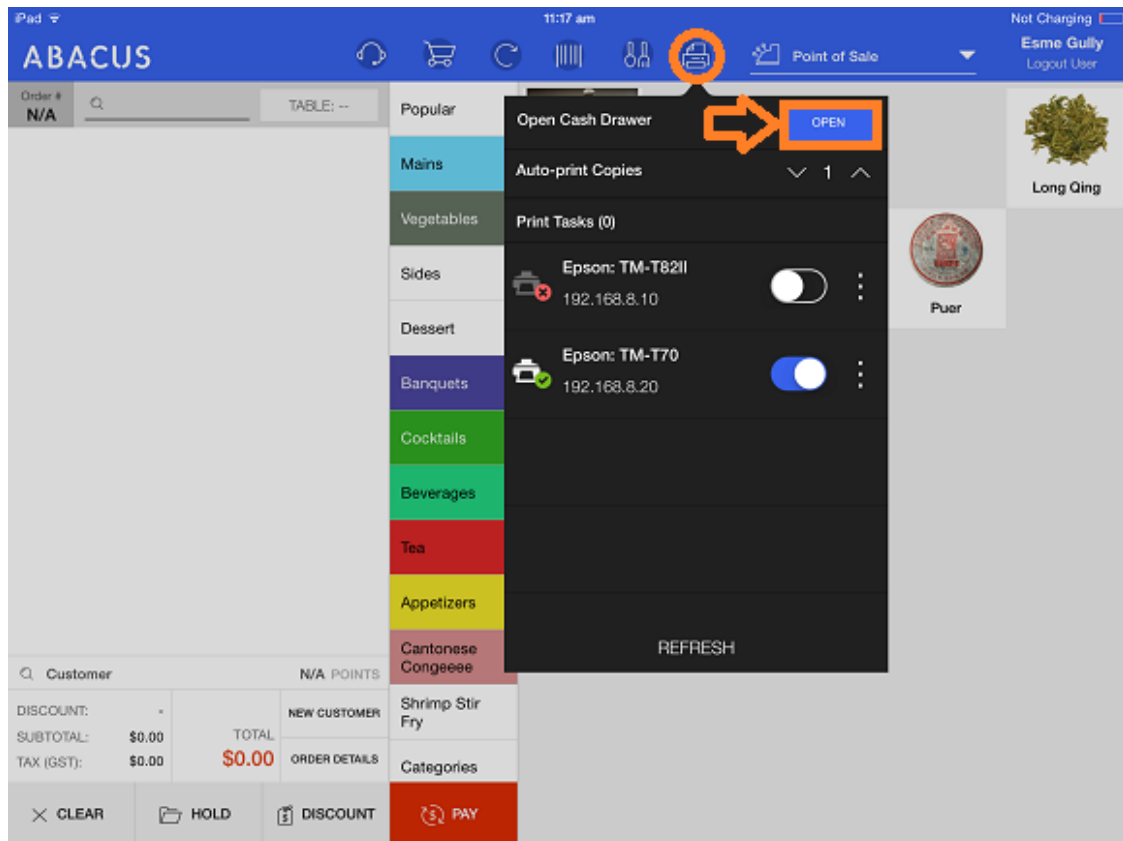
Number of Orders: 3 Unsynced Orders: 0 Total: \$232.27

REFUND DELETE

PUSH ORDES TO SERVER

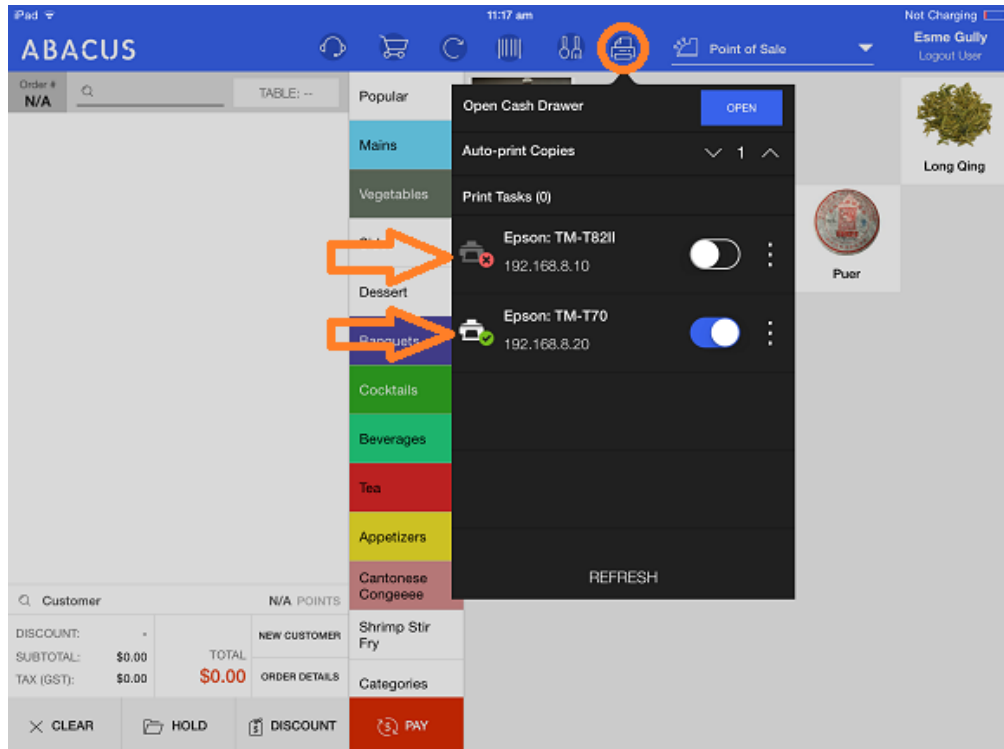
Opening the cash drawer

To open the cash drawer, tap the printer icon and then tap **OPEN**.

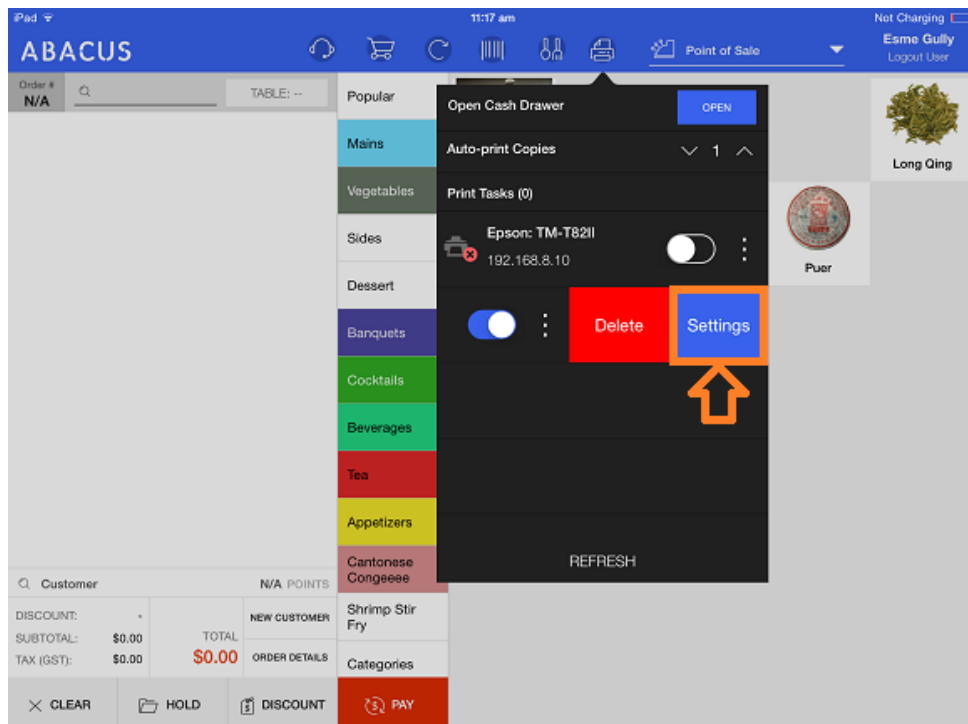


Checking printer status

To see if a printer is online, tap the printer icon in the top centre of the screen. Online printers will be marked with a green tick, offline printers will be marked with a red cross.



To test a printer, activate it using the slider, swipe the printer to the left, and then tap **SETTINGS**.



Then tap **PRINT** next to "Test Printer".

ABACUS

11:17 am

Not Charging

Esme Gully
Logout User

Point of Sale

Order # N/A

TABLE: --

Popular

Mains

Vegetables

Sides

Dessert

Banquets

Cocktails

Beverages

Tea

Appetizers

Cantonese Congee

Shrimp Stir Fry

Categories

Long Qing

Puer

Epson TM-T70

Test Printer

PRINT

Set Printer As Default

Number of Buzzes 0

Printer Locations

Kitchen

Drinks

Pos

Order Summary

Takeaway

Customer N/A POINTS

DISCOUNT: -

SUBTOTAL: \$0.00

TAX (GST): \$0.00

TOTAL \$0.00

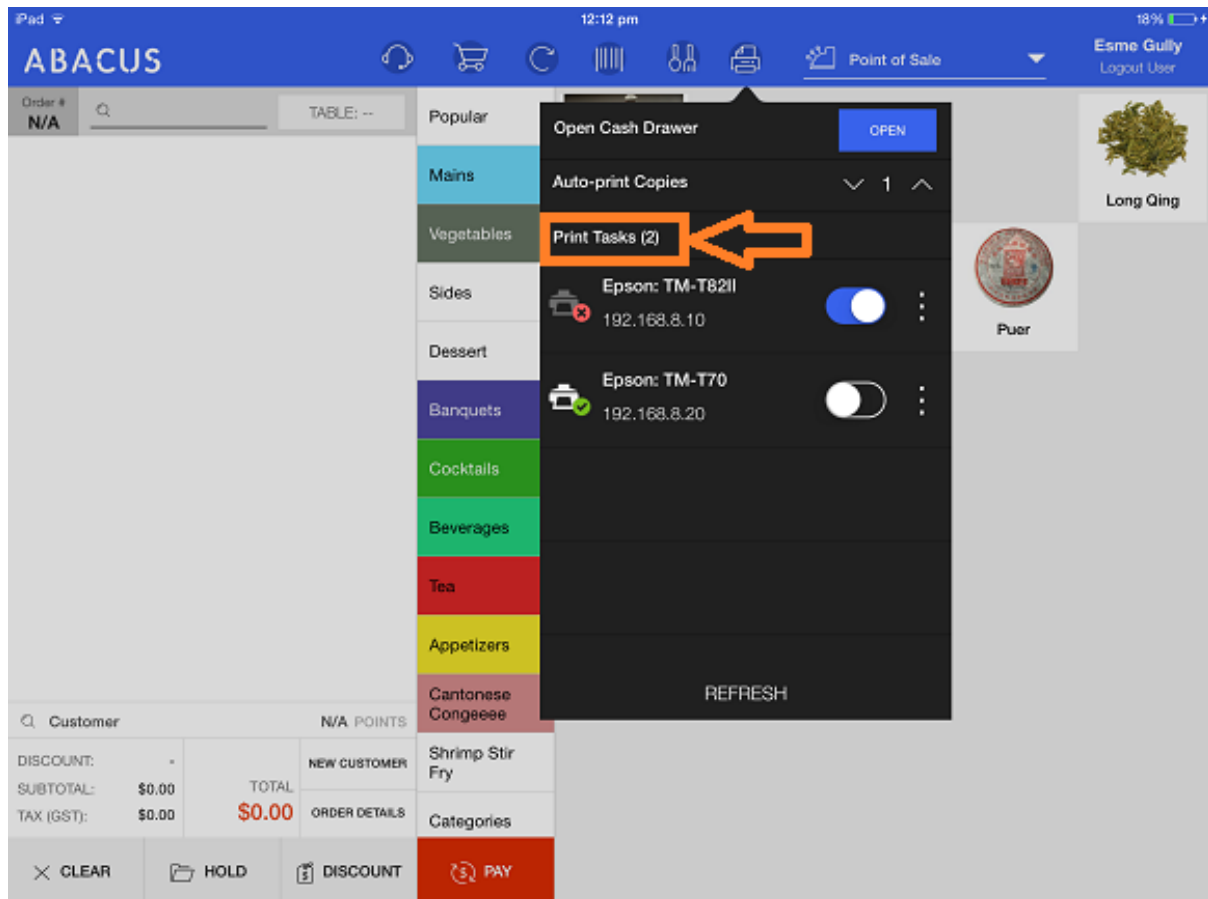
NEW CUSTOMER

ORDER DETAILS

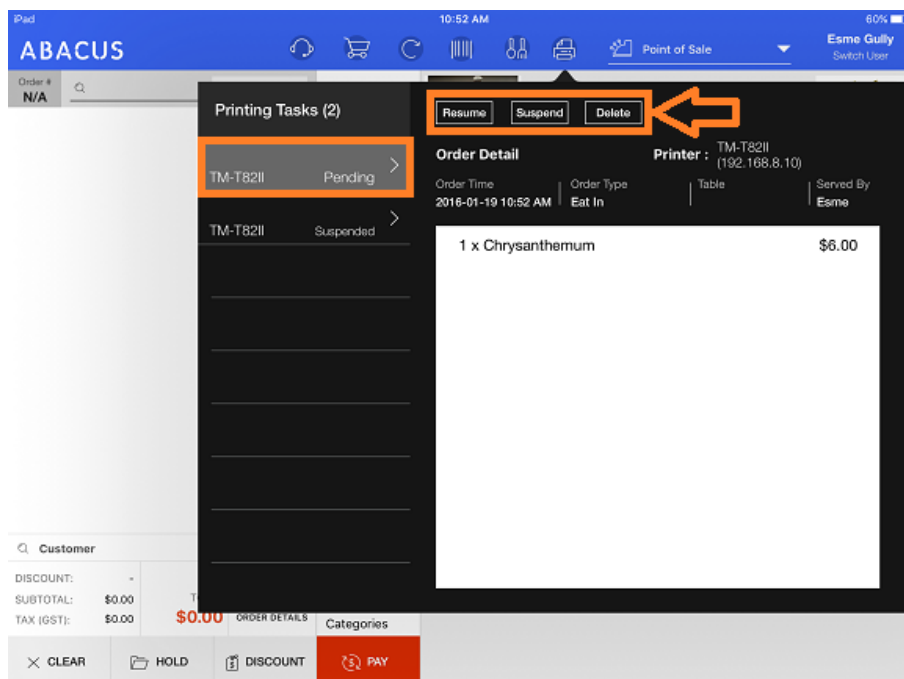
CLEAR HOLD DISCOUNT PAY

Managing print tasks

If you are having trouble with printing, you can go to the print task manager by tapping the printer icon and then tapping **Print Tasks**.



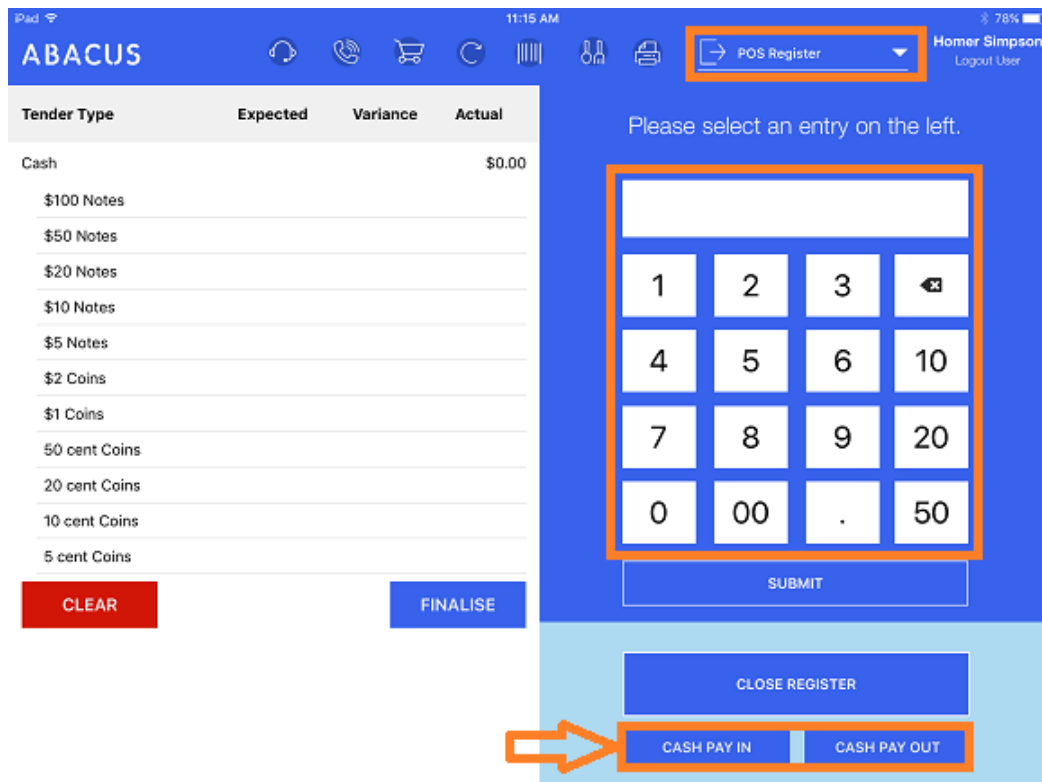
The print task manager allows you to resume, suspend and delete print tasks.



Cash pay in and cash pay out transactions

If you need to add/remove cash from the register, you must update the Cash in Register accordingly. To perform a cash pay in/out transaction, go to the **POS Register** screen. Type in the transaction amount and then tap either **CASH PAY IN** or **CASH PAY OUT**.

Ensure you include a comment as to why cash is being paid in (e.g. top up float) or cash is being taken out (e.g. cash payment to window cleaner).



Closing the cash register

When trading hours are over, you must close the cash register. You can close the cash register by going to the **POS Register** screen. If you try to log out of the system, you will be prompted to close the cash register first.

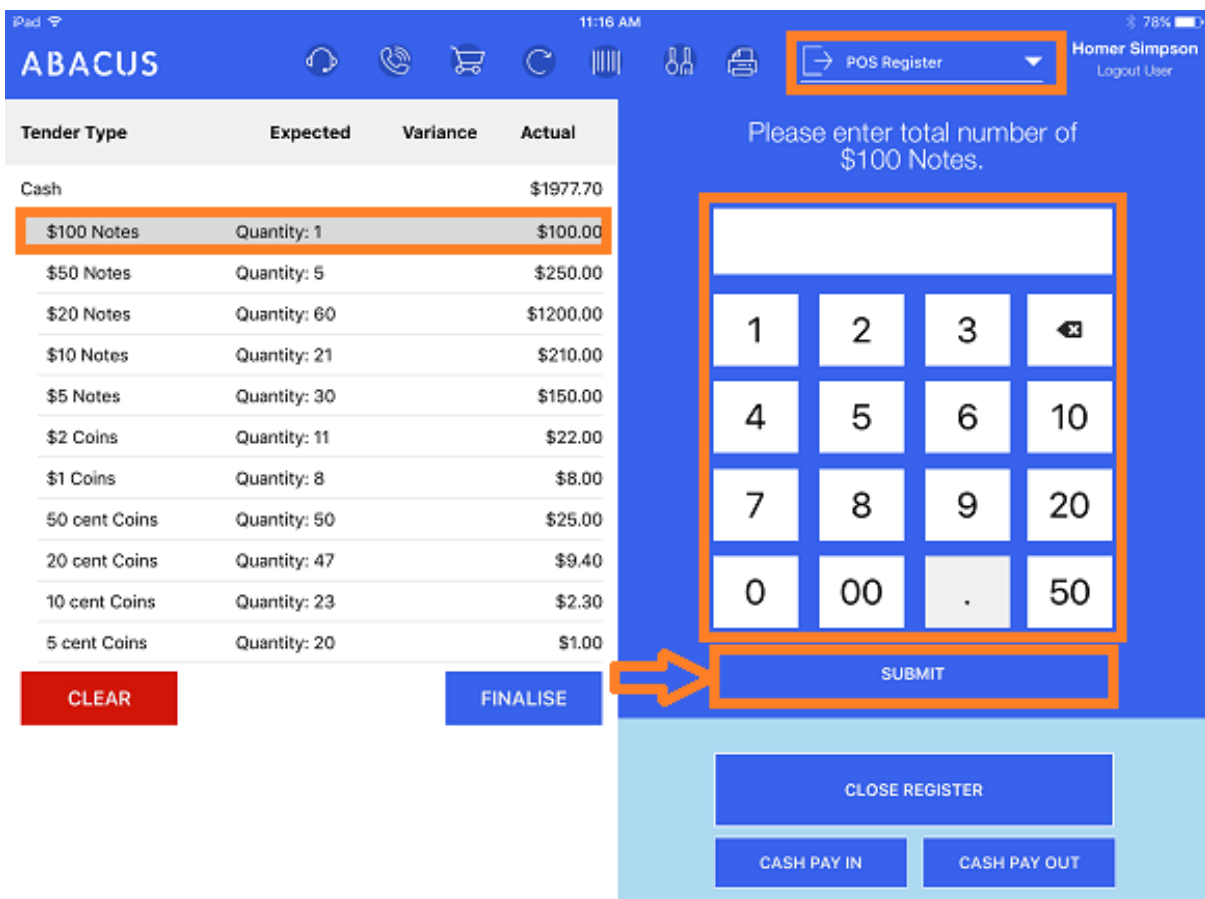
The app will calculate the cash in register based on the quantity of each denomination. Select a denomination, enter the number of that denomination, then tap **SUBMIT**. To clear all the denomination quantities, tap **CLEAR**. When you are satisfied with your entries, tap **FINALISE**. This will display the expected cash in register (based on sales) and the variance between the expected and actual cash.

If there have been card payments, you can also enter the amount paid by each card type. This is not mandatory as Abacus assumes that credit cards have been processed correctly (especially is using integrated payment methods) however it is good practice to complete merchant settlement and confirm figures.

Once you have finalised, tap **CLOSE REGISTER** to close the register.

Important to Note:

- Include your float when counting cash (i.e. count all cash)
- Once you have closed the register your figures cannot be changed. If you have made an error and there is a variance (i.e. actual cash counted differs from what Abacus has calculated) then you will be prompted for a reason. *Please make this as detailed as possible as it will make it easier for bookkeeper/accountant to reconcile figures.*



Tender Type	Expected	Variance	Actual
Cash			\$1977.70
\$100 Notes	Quantity: 1		\$100.00
\$50 Notes	Quantity: 5		\$250.00
\$20 Notes	Quantity: 60		\$1200.00
\$10 Notes	Quantity: 21		\$210.00
\$5 Notes	Quantity: 30		\$150.00
\$2 Coins	Quantity: 11		\$22.00
\$1 Coins	Quantity: 8		\$8.00
50 cent Coins	Quantity: 50		\$25.00
20 cent Coins	Quantity: 47		\$9.40
10 cent Coins	Quantity: 23		\$2.30
5 cent Coins	Quantity: 20		\$1.00

Please enter total number of \$100 Notes.

1 2 3 [Back]

4 5 6 10

7 8 9 20

0 00 . 50

CLEAR FINALISE SUBMIT

CLOSE REGISTER

CASH PAY IN CASH PAY OUT