

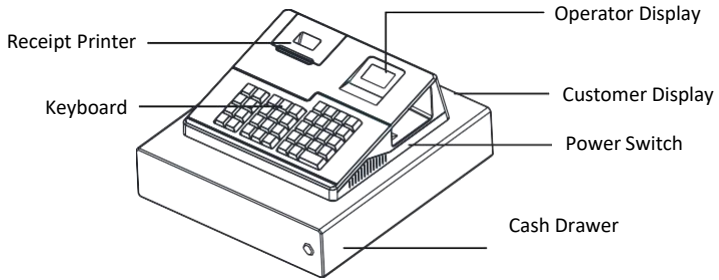
**ELECTRONIC CASH REGISTER
USER'S MANUAL**

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Chapter 1 Overview

1.1 Parts Description



AC Adapter



USB Cable



Roll Paper



User's manual



Key of Cash Drawer

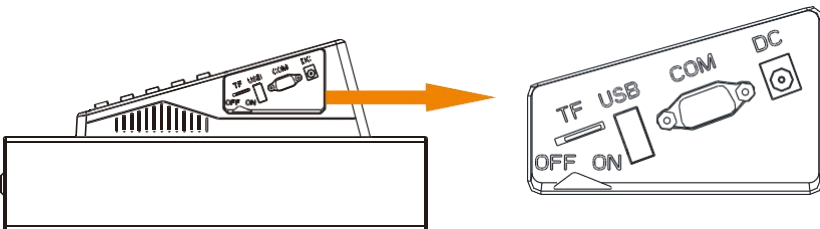
1.2 Interfaces

DC: power plug provided.

USB: for PC

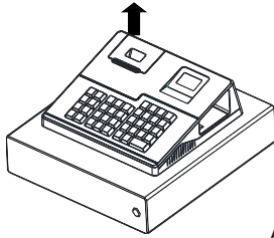
COM: (Optional) for PC.

TF: for TF card



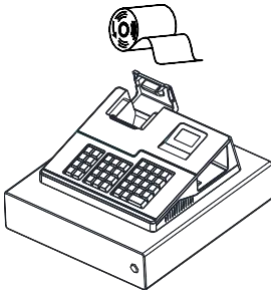
13 Load paper

A

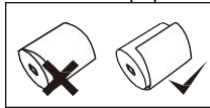


A. Open the printer cover in the arrow direction.

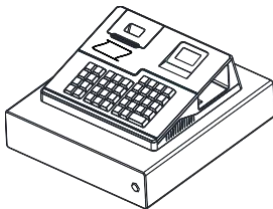
B



B. Put in the paper roll.



C



C. Drag out the paper end and close the cover.
Tear off the paper end outside the printer.

1.4 Keyboard description

	X/ TIME	7 @[\]	8 ABC	9 DEF		CLERK/ Change Price	RECEIPT ON/OFF	
RA/ Re-Print		4 GHI	5 JKL	6 MNO	Discount 	#/NS	Exchange 	
PO/ VAT	REFUND 	1 PQRS	2 TUV	3 WXYZ	03 DEPT	06 DEPT	CARD 	
CLEAR 		0	00	.	02 DEPT	05 DEPT	CHEQUE 	Subtotal/ ESC
		0 ! " #			01 DEPT	04 DEPT	Cash Total Enter ←	

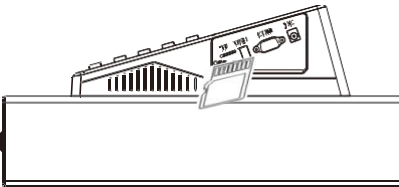
Key	Description	Key	Description	Key	Description
	Paper feed	X/ TIME	Multiplication	RA/ Re-Print	Received-on-account/ Receipt print
	Void	PO/ VAT	Paid-out/ Value added tax	REFUND 	Refund
CLEAR 	Clear		Error correct/ Backspace	PLU 	PLU
Discount 	Discount	CLERK/ Change Price	Clerk login/ Change price	#/NS	Non-add code/ No sale
RECEIPT ON/OFF 	Receipt on/off	SHIFT 	Shift	Exchange 	Foreign currency exchange
	Page up		Page down	Subtotal/ ESC	Subtotal / Escape
CARD 	Card	CHEQUE 	Cheque		

Key			Description	Key		Description
7 @[\]	8 ABC	9 DEF	Numeric keys	03 DEPT	06 DEPT	Departments
4 GHI	5 JKL	6 MNO		02 DEPT	05 DEPT	
1 PQRS	2 TUV	3 WXYZ		01 DEPT	04 DEPT	
0 _! " #	00	.		Cash Total Enter ←		

1.5 Insert and remove TF card

Insert the TF card

Insert a TF card into the TF card slot with the pinout facing upwards. Push the card in steady with a finger until it clicks and release it slowly.



Remove the TF card

Push in the card gently with a finger and release it. The card will come out.

1.6 Quick setting guide

Basic Operation

You can move the cursor to select the menu in the menu list by using the “Page up” and “Page down” keys.

You can enter the selected menu interface by using the “Enter” key.

You can exit the current interface and back to the previous menu interface by using the “ESC” key.

Text Programming

You can change the input mode by using this “shift” key. There are 4 input modes: upper-case letter mode, lower-case letter mode, system defined character mode, and numeric mode.

```
<Enter>Yes, <ESC>Exit
Cashier01

ABC. : (9/20)
```

upper-case letter mode

To enter a character, simply press a corresponding character key in the numeric keys.

To enter “A”, press the “8” key.

To enter “B”, press the “8” key twice quickly.

To enter “C”, press the “8” key three times quickly.

```
<Enter>Yes, <ESC>Exit
Cashier01

abc. : (9/20)
```

lower-case letter mode

The same as the upper-case letter mode.

```
<Enter>Yes, <ESC>Exit
Cashier01

sym. : (9/20)
■ ! " # $ % & ' ( )
```

system defined character mode

To enter a character, you can press the “Page up” or “Page down” keys to select the character, then press “Enter” key to input.

```
<Enter>Yes, <ESC>Exit
Cashier01

Num. : (9/20)
```

numeric mode

To enter a character, simply press a corresponding numeric key in the numeric keys.

Toggle enable/disable

```
== Other Settings ==
Button Beep On: 
Back Light Always: 
Decimal Point Show: 
```

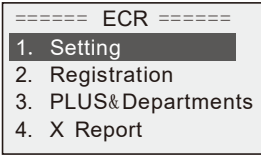
: Enable

: Disable

You can toggle the switch by using “Enter” key.

Chapter 2 Setting

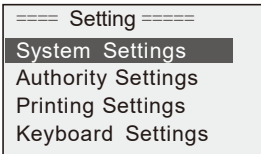
2.1 Go to setting page



In main menu page, move cursor to “1. Settings” option and press “Enter” to enter into ECR configuration center.

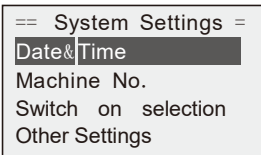
2.2 System Settings

In “System Settings”, users could modify system date and time, machine ID number and other features.

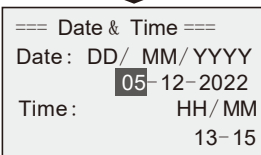


In “Settings” page, select “System Settings” option and press “Enter”.

2.2.1 System Date & Time

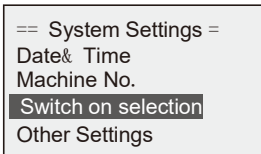


In “System Settings” listing, select “Date & Time” option and press “Enter” to set the system date and time.

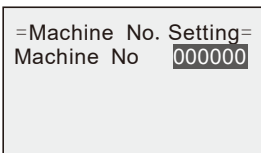


In “Date & Time” page, put in the right number in the corresponding blank to set current date and time.

2.2.2 Machine Number



In “System Settings” listing, move cursor to “Machine No.” option and press “Enter” to define the machine ID number.



Put in the machine number in the blank.

2.2.3 Switch on selection

```
== System Settings =  
Date& Time  
Machine No.  
Switch on selection  
Other Settings
```

In "System Settings" listing, move cursor to "Switch on selection" option and press "Enter" to select the switch on mode. This defines whether to display system time when user switch on the machine or to go to registration page directly.

```
= Switch on selection  
Display time  
To registration mode
```

Select the mode and press "Enter".

2.2.4 Other Setting

```
== System Settings =  
Date& Time  
Machine No.  
Switch on selection  
Other Settings
```

In "System Settings" listing, move cursor to "Other Settings" option and press "Enter". In "Other Settings", users could select options for: Button Beep on, Back Light Always, and Decimal Point Show.

```
== Other Settings ==  
Button Beep On:   
Back Light Always:   
Decimal Point Show: 
```

Move cursor to an option and press "Enter" to switch on/off the function.

2.3 Authority Settings

In "Authority Settings", users could change password to both manager and cashier. Also, users could specify operating authorities to cashiers.

```
==== Setting =====  
System Settings  
Authority Settings  
Printing Settings  
Keyboard Settings
```

In "Settings" page, move cursor to "Authority Settings" option and press "Enter" to make configurations to manager and cashier.

2.3.1 Manager Authority

```
= Authority Settings=  
Manager  
Cashiers
```

In "Authority Settings" page, select "Manager" option and press "Enter".

```

== Manager Settings=
No PSW. Log in: 
Cashiers Qty. : 10
Modify Manager PSW.
  
```

Users could select to login the system with password or not. To cancel the password login, tackle the option "No PSW. Log in: ".

Users also could define the number of cashier allowed.



```

= Modify Manager PSW.
Old Password: *****
New Password: *****
Confirm PSW. :
  
```

To change the password for manager, move cursor to "Modify Manager PSW" and press "Enter". In "Modify Manager PSW." page, previous password will be required.

2.3.2 Cashiers' Authority

```

= Authority Settings=
Manager
Cashiers
  
```

In "Authority Settings" page, select "Cashiers" option and press "Enter".



```

= Cashiers Selection=
Cashier 1: Cashier01
Cashier 2: Cashier02
Cashier 3: Cashier03
Cashier 4: Cashier04
  
```

Select a cashier and press "Enter".



```

===== Cashier=====
Cashier 3: Cashier03
Modify Name
Modify Password
  
```

In the "Cashier" page, users could modify cashier's name, password and authorities.



```

<Enter>Yes, <ESC>Exit
Cashier03
abc. :          (9/20)
  
```

Select "Modify Name" option in "Cashier" page, and press "Enter" to edit cashier's name.



```

===== Cashier=====
Cashier 3: Cashier03
Modify Name
Modify Password
Authority
  
```

To modify cashier's password, the operations are the same as manager password modification. To specify authorities to cashier's, select "Authority" option in "Cashier" page and press "Enter".

= Set Cashier's Right	
Refund:	<input checked="" type="checkbox"/>
Change Price:	<input checked="" type="checkbox"/>
Discount:	<input checked="" type="checkbox"/>
Service Charge:	<input checked="" type="checkbox"/>

There are total 9 authority items for selection. With the specific option ticked, the cashier owns the right to perform this function.

Cashier's authority: Refund, Change Price, Discount, Service Charge, Training, Settings, PLUs&Departments, X Report, Z Report

2.4 Printing Setting

In "Printing Settings", users could set the information to receipt head and tail. And also users could set some common printing features to receipt and report.

==== Setting =====	
System Settings	
Authority Settings	
Printing Settings	█
Keyboard Settings	

In "Settings" page, move cursor to "Printing Settings" option and press "Enter".

2.4.1 Set Receipt Head

= Printing Settings=	
Set Receipt Head	█
Set Receipt Tail	
Set Receipt	
Set Report	

In "Printing Settings" page, select "Set Receipt Head" option and press "Enter".

=== Receipt Head ===	
1st Line Message	█
Printing 1st Line:	<input checked="" type="checkbox"/>
1st Double- height:	<input checked="" type="checkbox"/>
1st Auto Center:	<input checked="" type="checkbox"/>

Users could define 9 lines in total for receipt head. For each line, users could select to print it on the receipt or not. And for each line, users could select to print the message line on the receipt in double height format or not. And users could select the message line to be placed in the center of the line or not.



<Enter>Yes, <ESC>Exit	
ABC. : (0/32)	

2.4.2 Set Receipt Tail

= Printing Settings=	
Set Receipt Head	
Set Receipt Tail	█
Set Receipt	
Set Report	

In "Printing Settings" page, select "Set Receipt Tail" option and press "Enter".

Users could define 9 lines in total for receipt tail. For each line, users could select to print it on the receipt or not. And also for each line, users could select to print the message line on the receipt in double height format or not. And users could select the message line to be placed in the center of the line or not.

Notice: The setting method and display page are the same as the “Set Receipt Head”.

2.4.3 Set Receipt

```

= Printing Settings=
Print Density: 
Print Receipt: 
Print LOGO: 
No Paper Detect: 
    
```

In “Set Receipt”, users could make below configurations to receipt: Define the printing density
 To switch on/off the receipt printing
 To switch on/off the LOGO printing on the receipt
 To motivate the “No Paper Detecting” function

2.4.4 Set Report

```

= Printing Settings=
Set Receipt Head
Set Receipt Tail
Set Receipt
Set Report
    
```

In “Printing Settings” page, select “Set Report” option and press “Enter”.

In “Report Settings”, users could define the user’s name and address information to be printed on the report or not. Also, users could control to reset the gross total after print Z report or not. And users could select to print gross total on the report or not.

```

=== Report Settings===
User's Name&Address
Reset GT after Print
Z Report: 
Print Gross Total: 
    
```

Set user’s name and address



```

== User's Name&ADD.
Print Name/ADD.
1st Line
2nd Line
3rd Line
    
```

2.5 Keyboard Setting

```

==== Setting =====
System Settings
Authority Settings
Printing Settings
Keyboard Settings
    
```

In “Settings” page, move cursor to “Keyboard Settings” option and press “Enter” to configure keyboard.

In "Keyboard Settings", users could distribute keys to a specific PLU or function. Also users could define "-%" key, "+%" key and "Auto Key" here.

2.5.1 PLU Hot Key

If a commodity (represented by a PLU) was defined to a key, users could sell this commodity directly through pressing this key. In this circumstance, the commodity selling is just like department selling.

= Keyboard Settings=
PLU Hot-Key
Set Function Keys
Set -%, +% Key
Auto Key

In "Keyboard Settings" page, select "PLU Hot-key" option and press "Enter" to define hot keys to PLU.



PLU Hot-key Setting
PLU Code:
123456789
Keyboard Layer: 1
Define Key: 0

In "PLU Hot-key Setting" page, put in the PLU code in "PLU Code:" blank. Then select the key layer.



PLU Hot-key Setting
PLU Code:
123456789
Keyboard Layer: 1
Define Key: 0

Move cursor to "Define Key:" option and press "Enter" to define the hot key.



Pls Input
Redefine Key

Press the key to define the hot key.

2.5.2 Set Function Key

Function key means this key could perform a specific function. Specially, the function is for selling. With these function keys, user could perform many excellent and useful functions to meet the complex selling circumstances.

=Keyboard Settings=
PLU Hot-Key
Set Function Keys
Set -%, +% Key
Auto Key

In "Keyboard Settings" page, select "Set Function Keys" option and press "Enter" to define keys to functions. Function keys are as below.



=Set Function Key=	
Add Price:	0
Reduce Price:	0
Service Charge:	0
Input Cash:	0

The Function key: Add Price, Reduce Price, Service Charge, Input Cash, Output Cash, Credit Card, Cheque, Training, Copy Receipt, Receipt ON/OFF, No Function, Auto Key1, Auto Key2, Auto Key3, Auto Key4, Search PLU

2.5.3 Set -%, +% Key

“-%” and “+%” mean discount. With this function key defined, users could make discount to the total transaction. There are two sets of the discount function keys. Two for positive discount and two for negative discount.

=Keyboard Settings=	
PLU Hot-Key	
Set Function Keys	
Set -%,+% Key	
Auto Key	

In “Keyboard Settings” page, select “Set -%, +% Key” option and press “Enter”.



=== Set -%, +% Key ===	
First -% Key	
Sencond -% Key	
First +% Key	
Second +% Key	

In “Set -%, +% Key” page, select an option and press “Enter”. In the discount key setting page, users should modify the name, define the discount rate and define the key. After that, move cursor to “Save...” and press “Enter” to save all the changes.



=== Sencond -% Key ===	
Name	
Rate:	0.0 %
Key:	
Save...	

2.5.4 Auto Key

“Auto Key” means the key could activate a serial of actions automatically. With this function key defined, users could perform a serial of function only by pressing the “Auto Key”. There are 4 groups of the auto key. And for each group of the auto key, there are 10 steps of the function available.

=Keyboard Settings=	
PLU Hot-Key	
Set Function Keys	
Set -%,+% Key	
Auto Key	

In “Keyboard Settings” page, move cursor to “Auto Key” option and press “Enter”.



====Auto Key====

Auto Key 1

Auto Key 2

Auto Key 3

Auto Key 4

In "Auto Key" page, select a key group and press "Enter".

1st Key:

2nd Key:

3rd Key:

4th Key:

5th Key:

Under the key group, users could define total 10 key processes.

2.5.5 "Shift" One Time Only

=Keyboard Settings=
'Shift' One Time Only

Restore Default

With "Shift' One Time Only" tackled, when users shift keyboard to the 2nd layer for selling, and for the second selling, users need to shift keyboard layer again.

2.5.6 Restore Default

=Keyboard Settings=
'Shift' One Time Only

Restore Default

With this function performed, all the keys are restored to default.

2.6 Payment Setting

==== Setting====

System Settings

Authority Settings

Printing Settings

Keyboard Settings

In "Settings" page, move cursor to "Payment Settings" option and press "Enter".

EX CreditCard

EX Cheque

EX Cash

Local Currency Abbr

Foreign Currency

There are 3 payment for foreign currency:
Select a payment and press "Enter" to edit it.
Also, users could define the local currency abbreviation and the foreign currency abbreviation.

```

===== Payment =====
Name:EX CR
Foreign/Currency:
      1:          1
Save...

```

In "Payment" page, users could modify the payment name and the exchange rate.

2.7 Count Rules

In "Count Rules", users could configure the decimal digits, rounding method and round position.

```

===== Setting =====
Payment Settings
Count Rules
TAX/VAT Settings
Delete Data

```

In "Settings" page, move cursor to "Count Rules" option and press "Enter".

```

=== Count Rules ===
Allow Decimals(0-3): 2
Round Method
Round Position

```

Put in the decimal number to define the decimal digits allowed.

```

=== Count Rules ===
Allow Decimals(0-3): 2
Round Method
Round Position

```

In "Count Rules" page, move cursor to "Round Method" option and press "Enter".

```

=== Round Method ===
Round off:
4/5: ✓
Round up:
European 0/5/10:

```

In "Round Method", users could select the rounding method. There are options of:

Round off: 4/5:
Round up:
European 0/5/10:
Singapore 0/5:
Malaysia 0/5/10:
Australia 0/5/10:

```

=== Count Rules ===
Allow Decimals(0-3): 2
Round Method
Round Position

```

In "Count Rules" page, move cursor to "Round Position" option and press "Enter".

Round Position
units:
The 1st decimal:
The 2nd decimal:
The 3rd decimal:

In "Round Position", users could define the rounding position to: Units, from the 1st decimal, from the 2nd decimal or from the 3rd decimal.

2.8 TAX/VAT Setting

==== Setting =====
System Settings
Authority Settings
Printing Settings
Keyboard Settings

In "Settings" page, move cursor to "TAX/VAT Settings" option and press "Enter"

==TAX/VAT Settings==
Select TAX/VAT: VAT
Default Rate
Printing:
Save...

In "TAX/VAT Settings", move cursor to "Select TAX/VAT: NONE", press "Enter" to shift among the TAX type options. There are TAX type options of NONE, TAX, VAT and GST.

==TAX/VAT Settings==
Select TAX/VAT: VAT
Default Rate
Printing:
Save...

In "TAX/VAT Settings" page, move cursor to "Default Rate" option and press "Enter".

==TAX/VAT Rate==
VAT 1: 10.00%
VAT 2: 0.00%
VAT 3: 0.00%
VAT 4: 0.00%

There are total 4 default rate for users' defining. Move cursor to a specific rate option, and press number keys to define the rate directly.

==TAX/VAT Settings==
Select TAX/VAT: VAT
Default Rate
Printing:
Save...


In "TAX/VAT Settings", move cursor to "Printing: X" and press "Enter" to select or deselect the function (to print TAX option on receipt or not).

==TAX/VAT Settings==
Select TAX/VAT: VAT
Default Rate
Printing:
Save...

After all characters settled, move cursor to "Save..." and press "Enter" to save all changes.

2.9 Delete Data

```
==== Setting =====
Payment Settings
Count Rules
TAX/VAT Settings
Delete Data
```



In “Settings” page, move cursor to “Delete Data” and press “Enter” to delete data.

```
====Delete Data=====
Reset Parameter
Delete Cashiers
Delete Department
Delete PLUS
```

In “Delete Data” page, select “Reset Parameter” option and press “Enter” to reset parameter to default or not.

```
====Delete Data=====
Reset Parameter
Delete Cashiers
Delete Department
Delete PLUS
```

In “Delete Data” page, move cursor to “Delete Cashiers ” option and press “Enter” . After that, press “Enter” to confirm deleting cashiers data or press “Sub Total” to cancel the performance.

```
====Delete Data=====
Reset Parameter
Delete Cashiers
Delete Department
Delete PLUS
```

In “Delete Data” page, move cursor to “Delete Department ” option and press “Enter” . After that, press “Enter”to confirm deleting department data or press “Sub Total” to cancel the performance.

```
====Delete Data=====
Reset Parameter
Delete Cashiers
Delete Department
Delete PLUS
```

In “Delete Data” page, move cursor to “Delete PLU” option and press “Enter” . After that, press “Enter” to confirm deleting PLU data or press “Sub Total” to cancel the performance.

```
Del Flowing Record
Delete All Date
```

In “Delete Data” page, move cursor to “Del Flowing Record” option and press “Enter”. After that, press “Enter” to confirm deleting Flowing Record or press “Sub Total” to cancel the performance.

```
Del Flowing Record
Delete All Date
```

In “Delete Data” page, move cursor to “Delete All Date” option and press “Enter”. After that, press “Enter” to confirm deleting All Date or press “Sub Total” to cancel the performance.

2.10 Configuration Report

Move cursor to "Configuration Report", and press "Enter" to print the configuration report.

2.11 ECR Data To SD-CARD

```
==== Setting ====  
Configuration Report  
ECR Data To SD-CARD  
SD-CARD Data To ECR  
Factory Setting
```



```
=ECR Data To SD-CARD  
All Programming Data  
All Data  
EJ Data
```

In "Settings" page, move cursor to "ECR Data To SD-CARD" and press the "Enter" key, the data list is displayed.

Select the menu from the list and press the "Enter" key to save data to SD card. A few of short beeps will be heard if the operation is in progress.

2.12 SD-CARD Data to ECR

```
==== Setting ====  
Configuration Report  
ECR Data To SD-CARD  
SD-CARD Data To ECR  
Factory Setting
```



```
=ECR Data To SD-CARD  
All Programming Data  
All Data  
EJ Data
```

In "Settings" page, move cursor to "SD-CARD Data To ECR" and and press the "Enter" key, the data list is displayed.

Select the menu from the list and press the "Enter" key to load the data from SD card. A few of short beeps will be heard if the operation is in progress.

Chapter 3 Data Establish

Before selling any commodity, users need to pre-establish commodity data in the ECR machine.

There are two concepts of commodity: department and PLU. Department means commodity category. Each commodity belongs to a department.

PLU means Price Look Up. Each commodity is represented by a PLU and belongs to a department.

```
===== ECR =====
1. Setting
2. Registration
3. PLUS&Departments
4. X Report
```

In main menu page, move cursor to “3. PLU & Departments” option and press “Enter” to enter into the data center.

3.1 Set Departments

```
==PLUS&Departments=
Set Departments
Create New PLU
Search PLU
```

In “PLU & Departments” page, select “Set Departments” and press “Enter” to set department.

```
==== Departments====
Dept 1 : Dept01
Dept 2 : Dept02
Dept 3 : Dept03
Dept 4 : Dept04
```

In “Departments” listing, select one department and press “Enter” to enter into the department editing page.

```
Dept. : Dept01
Price : 389.762.88
VAT    0. 00%
Discount:      ✓
          Save. . .
```

In department editing page, select the option and put in corresponding information to define the characters. After all options defined, move cursor to “Save...” and press “Enter” to save all changes.

3.2 Create New PLU

```
==PLUS&Departments=
Set Departments
Create New PLU
Search PLU
```

In “PLU & Departments” page, move cursor to “Create New PLU” option and press “Enter” to enter into PLU establishing page.

```

== Create New PLU ==
Code:
██████████
Name:

```

In "Create New PLU" page, move cursor to "Code:" blank, and put in the PLU number directly.



```

== Create New PLU ==
Price: ████████ 0. 00
Cost:      0. 00
Stock:     0. 00
Safe Stock: 0. 00

```

Put in all other information in the corresponding blank. In the "Name" blank, there will be a character editing page. And only numbers will be needed for other options.

```

== Create New PLU ==
Linked Dept: 1
Sell in Bulk. : x
Save. . .

```

After all characters settled, move cursor to "Save..." and press "Enter" to save the PLU data.

3.3 Search PLU

The ECR provides thousands of PLU compatibility. Users could find out a specific PLU by using "Search PLU" function.

```

== PLUS& Departments=
Set Departments
Create New PLU
Search PLU

```

In "PLU & Departments" page, move cursor to "Search PLU" option and press "Enter" to perform PLU searching.

```

==== Search PLUS====
Search By Code
Search By Dept.
Search By Character

```

In "Search PLUS" page, the ECR provides three searching ways: search by code, search by department and search by character. In each way, users only need to put in the first several characters or numbers, then the system will automatically match the PLU.

Chapter 4 Sell Commodity

Before selling a department, users should do some beforehand works, such as establishing department data, define unit price and define department function key. Below operations take selling fruit for example to teach users how to sell department.

4.1 Sell Departments

4.1.1 Basic Selling

Input/ESC to menu
12.00

In registration mode, press "Dept01" directly to sell one unit of department 01

Fruit 12.00
== Total == 12. 00
12.00

The screen will then display the selling detail which includes commodity name, unit price and sales amount etc. When commodity selection finished, press "Sub Total".

Subtotal
12.00

Total cost will be displayed in the subtotal page.

Subtotal
20.00

Put in the money paid by consumer and press "Enter".

Change
8.00

The system will display the change should be taken back and print out the receipt

4.2 Sell PLU Basically

Input/ESC to menu
6901285991240

Before selling any commodity, users need to establish corresponding PLU information. In registration page, put in the commodity code manually

PENCIL 12.00
== Total == 12. 00
12.00

Before selling any commodity, users need to establish corresponding PLU information. In registration page, put in the commodity code manually, and then press "PLU".

2*12.00
PENCIL 12.00
== Total == 12. 00
24.00

Users also could sell a PLU in multi units. For example: to sell two pencils, put in quantity 2 and press "X /Time", then put in the commodity code and press "PLU" to sell two pencils.

Subtotal
36.00

The system will display the details of the current sold commodities. If users finished commodity selection, press "Subtotal". The system displays the total cost of the transaction

Subtotal
50.00

Put in the total payment made by consumer and press "Enter".

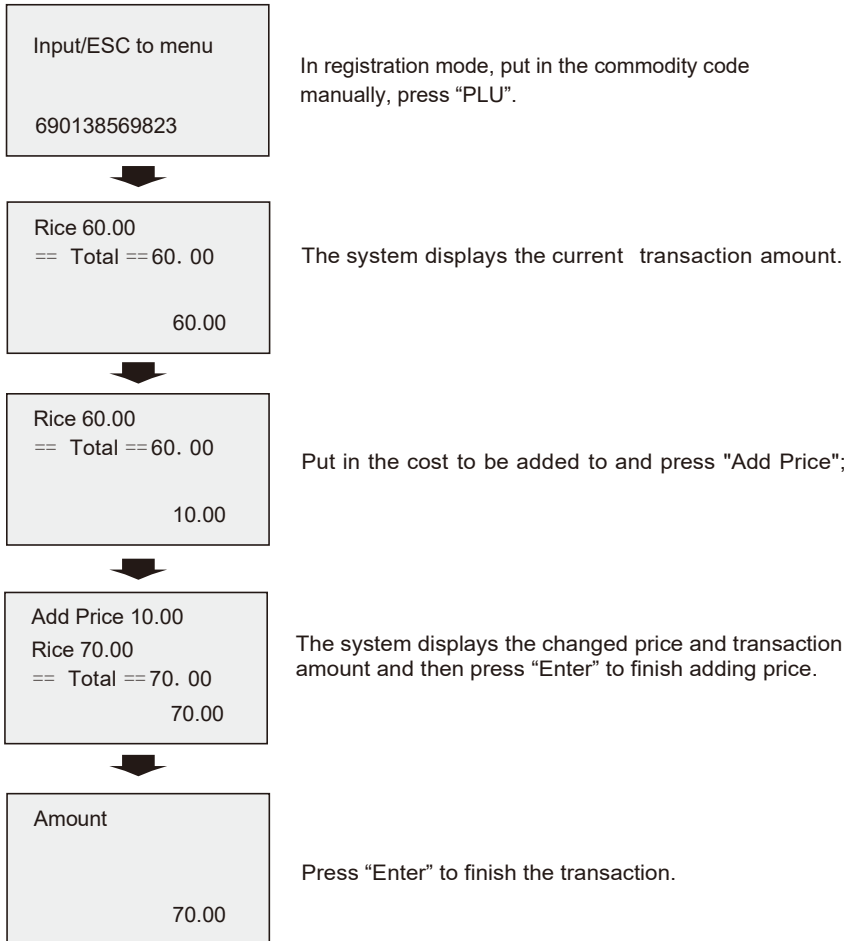
Subtotal
14.00

The system will display the change amount and print out the transaction receipt

4.3 Functional Selling

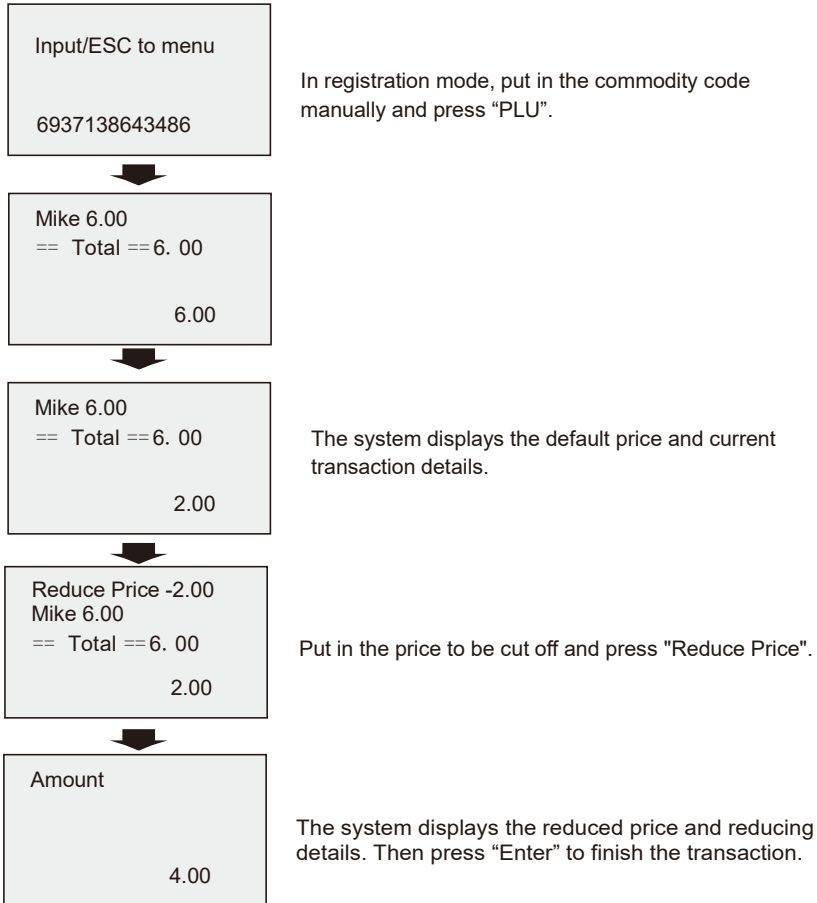
4.3.1 Add Price

Sometimes users need to sell commodity not with the default price but with an added price, for example to charge with the service fee. To sell a commodity with an added price, users need to redefine a function key for "Add Price". Processes of selling a commodity with an added price are as below.



4.3.2 Reduce Price

To reduce the price to a commodity, users need to re-define function key to "Reduce Price". Processes to sell commodities at a reduced price are as below.



4.3.3 Sell at a Discount

There are two kinds of method to make a discount to a transaction: discount to a single commodity or discount to the total amount. Examples to show the processes of discount are as below.

Input/ESC to menu
6901285991240

In "Registration" mode, put in the commodity code manually and then press "PLU"

PENCIL 12.00
== Total == 12.00
20.00

Put in the discount rate and press "-%".

-20%
-1% -2.40
== Total == 9.60
9.60

The system will display the discount detail. Press "Enter" to finish the transaction;

Subtotal
9.60

Or users could make a discount to the total amount. After "Sub Total"pressed, put in the discount rate and press "-%".

-10%
-1% -0.96
== Total == 9.00
-0.96

The system will display the discount detail and press "Enter" to finish the transaction.

Subtotal
8.64

Then the system will display the total transaction cost. Put in the payment actually made and press "Cash".

Change
1.36

The system displays the change total and print out the receipt.

4.3.5 Input Cash & Output Cash

"Received Account" means to put in money without any transaction; "Paid Out" means to take out money without any transaction.

```
Input/ESC to menu
-10.00
```

In registration mode, put in the money received or paid out and press "RA" or "PO". After that, press "Enter" to print out the RA or PO receipt.

4.3.6 Cancel a Transaction

Users could cancel a specific commodity or a whole transaction. Processes are as below:

A. To cancel a specific commodity

```
Input/ESC to menu
1
```

In registration mode, put in the commodity code and press "PLU".

```
Coke 3.50
== Total == 3.50
2.00
```

The system displays the total amount. Put in a second commodity code and press "PLU".

```
Coke 3.50
Chocolate4.50
== Total == 8. 00
3.00
```

And put in a third commodity.

```
Coke 3.50
Chocolate4.50
Biscuits 6. 00
== Total == 8. 00
6.00
```

And put in a third commodity.

```
Merchandise sales
b i l l i n g d e t a i l s
3.Biscuits
16.00
```

Select the commodity to be canceled through pressing "Page Up" or "Page Down" and press "EC" to cancel it. After that, press "Enter" to escape.



```

Tvoid
Biscuits -6.00
== Total == 14. 00
-4.50

```

The system will display the canceled amount. Press "Enter" to finish the transaction.

B. To cancel the whole transaction

```

Input/ESC to menu
1

```

In registration mode, put in the commodity code and press "PLU".



```

Coke 3.50
== Total == 3.50
2

```

The system then displays the total amount. Put in the second commodity code and press "PLU".



```

Coke 3.50
Chocolate4.50
== Total == 8. 00

```

Go on to put in the third commodity code and press "PLU".



```

Coke 3.50
Chocolate4.50
Biscuits 6. 00
== Total == 14. 00
6

```

After all commodity selection, press "VOID".



```

Merchandise sales
billing details
3.Biscuits
16.00

```

Press "Clear" to cancel all commodities.

Chapter 5 X Report

The ECR provides X report. X report means issuing report without deleting the corresponding data.

```
===== ECR =====  
1. Setting  
2. Registration  
3. PLUS&Departments  
4. X Report
```



```
==== X Report ====  
Financial Rep.Day  
Financial Rep.Month  
Department Rep.Day  
Department Rep.Month
```

```
==== X Report ====  
PLU Rep.Day  
PLU Rep.Month  
Clerk Rep.Day  
Electronic Journal
```

In main menu page, move cursor to “4. X Reports” option and press “Enter” to enter into X report center.

In “X Report” page, users could issue reports of financial report daily or monthly, department report daily or monthly, PLU report daily or monthly, clerk report daily, electronic journal.

With checking the report detail, users could print out the report by pressing “Enter”.

Chapter 6 Z Report

The ECR provides Z report. Z report means issuing report with deleting the corresponding data.

```
===== ECR =====  
2. Registration  
3. PLUS&Departments  
4. X Report  
5. Z Report
```

In main menu page, move cursor to "5. Z Reports" option and press "Enter" to enter into Z report center.



```
==== Z Report ====  
Financial Rep.Day  
Financial Rep.Month  
Department Rep.Day  
Department Rep.Month
```

In "Z Report" page, users could issue reports of financial report daily or monthly, department report daily or monthly, PLU report daily or monthly, clerk report daily and electronic journal. With checking the report detail, users could print out the report by pressing "Enter".

```
==== Z Report ====  
PLU Rep.Day  
PLU Rep.Month  
Clerk Rep.Day  
Electronic Journal
```

Chapter 7 Receipt Sample

Basic Selling To Department

Cashier:Manager		MachNo:0800	
Item	Qty	Price	Amount

Fruit	1	12.00	12.00
Subtotal			12.00

Item:			1
TOTAL			12.00
CASH			20.00
Change:			8.00
VAT Amount:			0.00
30-04-2010 13.15			#13

Sell Department with Changed Price

Cashier:Manager		MachNo:0800	
Item	Qty	Price	Amount

Fruit	1	5.00	5.00
Subtotal:			5.00

Item:			1
TOTAL			5.00
CASH			20.00
Change:			15.00
VAT Amount:			0.00
30-04-2010 13.16			#14

Sell PLU Basically

Cashier:Manager		MachNo:0800	
Item	Qty	Price	Amount

PENCLL	1	12.00	12.00
PENCLL	2	12.00	24.00
Subtotal			36.00

Item:			3
TOTAL			36.00
CASH			50.00
Change:			14.00
VAT Amount:			0.00
30-04-2010 13.37			#18

Add Price

Cashier:Manager		MachNo:0800	
Item	Qty	Price	Amount

Rice	1	60.00	60.00
Add Price:			10.00
Biscuits	1	6.00	6.00
Cancel	Biscuits		-6.00

Item:			2
TOTAL			70.00
CASH			70.00
VAT Amount:			0.00
30-04-2010 13.54			#19

Reduce Price

Cashier:Manager		MachNo:0800	
Item	Qty	Price	Amount

Milk	1	6.00	6.00
Reduce:			-2.00

Item:			1
TOTAL			4.00
CASH			4.00
VAT Amount:			0.00
30-04-2010 13.43			#20

Sell at a Discount

Cashier:Manager		MachNo:0800	
Item	Qty	Price	Amount

PENCIL	1	12.00	12.00
Discount		20.0%	-2.40
Subtota			9.60
Discount		10.0%	-0.96

Item:			1
TOTAL			8.64
CASH			8.64
VAT Amount:			0.00
30-04-2010 13.45			#23

Cancel a Commodity

Cashier:Manager		MachNo:0800	
Item	Qty	Price	Amount

Coke	1	3.50	3.50
Chocolate	1	4.50	4.50
Biscuits	1	6.00	6.00
Cancel	Biscuits		-6.00

Item:			2
TOTAL			8.00
CASH			8.00
VAT Amount:			0.00
30-04-2010 13.54			#29

Cancel the whole transaction

Cashier:Manager		MachNo:0800	
Item	Qty	Price	Amount

Coke	1	3.50	3.50
Chocolate	1	4.50	4.50
Biscuits	1	6.00	6.00

30.04-2010 13:54			#30
Cancel	Cancel		Cancel

Financial Report Daily

```

-----
* * * * *
X Report
--- Financial Report,Day ---
Inquiry From: 29.04.2010 10:36
To:           30.04.2010 13:54
-----
Gross:       453.36
              45act
-----
Net:         439.36
              42act
-----
Refund:      0.00
              0act
-----
Cancels     14.00
              3act
-----
Discount:   -5.76
              5act
-----
Add Price:  10.00
              1act
-----
reduce Price: -2.00
              1act
-----
In Cash:    10.00
              1act
-----
Out Cash    -20.00
              1act
-----
Drawer Total
-----
Cash:       429.36
Grand Total: 429.12

```

Financial Report Monthly

```

-----
* * * * *
X Report
--- Financial Report,Month ---
Inquiry From: 23.04.2010 14:35
To:           30.04.2010 13:54
-----
Gross:       1,750.06
              100act
-----
Net:         1,736.06
              97act
-----
Refund:      0.00
              0act
-----
Cancels     14.00
              3act
-----
Discount:   -61.07
              31act
-----
Add Price:  10.00
              1act
-----
reduce Price: -2.00
              1act
-----
In Cash:    30.00
              2act
-----
Drawer Total
-----
Cash:       1,765.72
Credit Card 0.50
-----
Grand Total: 1,736.06
Rounding:   0.16
VAT:        29.35

```

Department Report Daily

```

-----
* * * * *
X Report
--- Department Report,day ---
Inquiry From: 23.04.2010 14:35
To:           30.04.2010 13:55
-----
Dept 1:      Fruit
Total Sale:  310.12
Quantity:    25
Refund Amount: 0.00
Quantity:    0
-----
Dept 2:      Coke
Total Sale:  67.50
Quantity:    5
Refund Amount: 0.00
Quantity:    0
-----
Dept 3:      Chocolate
Total Sale:  13.50
Quantity:    3
Refund Amount: 0.00
Quantity:    0
-----
Dept 3:      Biscuits
Total Sale:  12.00
Quantity:    2
Refund Amount: 0.00
Quantity:    0
-----
Total Sale:  403.12
Refund Amount: 0.00

```

RA/PO

Cashier:Manager	MachNo:0800
Item Qty Price Amount	
RA:	10.00
30-04-2010 13:49	#25
Cashier:Manager	MachNo:0800
Item Qty Price Amount	
RA:	10.00
30-04-2010 13:45	#26

Department Report Monthly

```

-----
* * * * *
X Report
-- Depar tment Report, Month--

Inquiry From: 23.04.2010 14:35
To:           30.04.2010 13:55
-----
Dept 1:   Fruit
Total Sale:      310.12
Quantity:         25
Refund Amount:   0.00
Quantity:         0
-----
Dept 2:   Coke
Total Sale:      67.50
Quantity:         5
Refund Amount:   0.00
Quantity:         0
-----
Dept 3:   Chocolate
Total Sale:      13.50
Quantity:         3
Refund Amount:   0.00
Quantity:         0
-----
Dept 3:   Biscuits
Total Sale:      12.00
Quantity:         2
Refund Amount:   0.00
Quantity:         0
-----
Total Sale:      403.12
Refund Amount:   0.00

```

Clerk Report Daily

```

-----
* * * * *
X Report
----- Clerk Report, Day -----

Inquiry From: 23.04.2010 14:35
To:           30.04.2010 13:56
-----
Cashier00:Manager
Gross:        1,750.06
              100act
-----
Net:          1,736.06
              97act
-----
Refund:       0.00
              0act
-----
Cancels:     14.00
              3act
-----
Discount:    -61.01
              31act
-----
Add Price:   10.00
              1act
-----
reduce Price: -2.00
              1act
-----
In Cash:     10.00
              1act
-----
Out Cash:    -20.00
              1act
-----
Cash:        1,725.72
Credit Card: 0.50
-----
Rounding:    0.16
VAT:         29.35

```

PLU Report Daily

X Report	
-----PLU Report, Day-----	
Inquiry From: 07.12.2022 16:34	
To: 08.12.2022 16:34	

No.: 1	
Name: Applel	
Total Sale:	100.00
Quantity:	10
Refund Amount:	0.00
Quantity:	0

No.: 2	
Name: Pencil	
Total Sale:	140.00
Quantity:	12
Refund Amount:	0.00
Quantity:	0

No.: 3	
Name: Rice	
Total Sale:	60.00
Quantity:	10
Refund Amount:	0.00
Quantity:	0

No.: 4	
Name: Suger	
Total Sale:	10.00
Quantity:	10
Refund Amount:	0.00
Quantity:	0

Total Sale:	310.00
Refund Amount:	0.00

PLU Report Monthly

X Report	
-----PLU Report, Month-----	
Inquiry From: 07.12.2022 16:34	
To: 08.12.2022 16:34	

No.: 1	
Name: Apple	
Total Sale:	100.00
Quantity:	10
Refund Amount:	0.00
Quantity:	0

No.: 2	
Name: Pencil	
Total Sale:	140.00
Quantity:	12
Refund Amount:	0.00
Quantity:	0

No.: 3	
Name: Rice	
Total Sale:	60.00
Quantity:	10
Refund Amount:	0.00
Quantity:	0

No.: 4	
Name: Suger	
Total Sale:	10.00
Quantity:	10
Refund Amount:	0.00
Quantity:	0

Total Sale:	310.00
Refund Amount:	0.00