

## XPress Sell POS module Tutorial

This database module is for use with the following programs from AbbottSoft

- I-Rent Software
- XPress sell POS Software
- XPressSell POS Software
- QuickFix Repair shop Software

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Thanks for choosing XPress sell.

We are going to review what you need in computer equipment, forms, business and personnel information, then review how it all fits together for you. You are looking at the future and it is ready for you now.

If a computer can make your job easier XPress Sell will. You can quickly make sales at your front counter, just like a grocery store or convenience store. You can compete with the big boxes.

As your business grows you can upgrade to multi-user network versions.

## **Computer Equipment: (saving you lots of money with XPress SELL)**

In order to get the maximum from XPress Sell You should be running on a network. The network operating system can be either Windows NT, 2000 or Windows XP Pro. You can run your store with only one computer but everything works best if you have at least one computer at the front counter and one in the back office. XPRESS SELL is available both single and multi-user. ***If you have chosen the single user version do not run it on a network or your data will be corrupted.***

### **Front Counter:**

Since XPress sell is a modularized and server fed system you do not need a expensive PC at the front counter. The major manufacturers such as IBM, Compaq and HP are offering new business work stations at the cost of a normal pc. These new desktop computers are state of the art and with their 3-D graphics - they kick For contracts and invoices; A standard dot matrix (report) printer and either a second dot matrix (invoice) printer or a pos receipt printer. The printer must accept Epson command codes. We suggest you consider either a Lexmark 2380 or Okidata printer for your reports and a serial or parallel such as a POS Star SP3000 receipt printer for customer receipts. If you want to run a ink-jet or laser then it must be attached as a local printer and set as the Windows default when being used.

### **Back Office:**

If running on a network then your back office computer becomes your server. Our programs and all of your data is stored here. You should have a second printer on this computer attached locally for reports etc

On a network; your front counter computer will access and share the information stored on the back office computer. We suggest you buy all the power and storage capacity you can afford for the back office computer and save yourself lots of money on the front counters. A peer to peer network with at least 100 Mb is needed. 1000 speed is best.

### **One computer (single user):**

The only difference between the single-user and multi-user software is, our programs and your data will be stored on your front counter system. The disadvantage is that you will need to switch forms in your printer and you cannot be printing bills, doing bookkeeping etc. while running your retail business from the front counter. You will find the single user

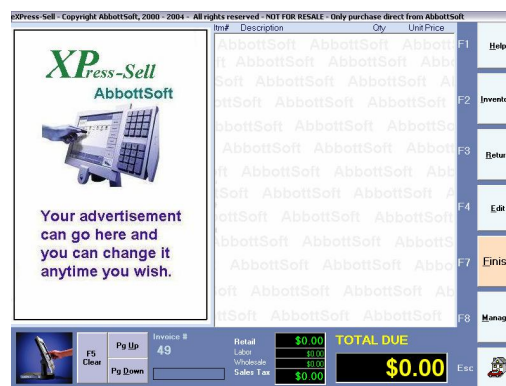
system to be more cumbersome than the network. As you grow you can expand into a multi-user system without having to loose or re-do your data.

**Home screens:** Depending if you are using a multi-user version or single user version of XPress sell and if you are at the front counter or back on the managers station, will determine the home screen you will see when you first start up XPress Sell II.

**Back Office:** (Managers station)

The back office module has almost all the features of the work station but also allows access to the financial modules for income, inventory adjustments etc.

**Work Station** (Front Counter – also single user version)



The front counter work stations. (Separate home page for each) focus more on creating sales, handling clients, creating invoices and if the single user version then accessing the managers menu.

**NOTE:** You may notice there are different color screens shown on this tutorial. This is because there are various versions in the field and they are being ran on different operating systems.....

**Windows Vista** is the latest operating system being sold. We have tested our software on this OS and we suggest you wait till Microsoft releases their SP2 pack before you switch. At this point we make no warranty for our program working with Microsoft Vista.

XPress Sell is a very nice invoicing program where you can work from one screen. You can create an invoice and print a sales receipt as fast as any cash register and accomplish so much more.

**Specialized POS hardware.**

POS items like a bar-code reader, receipt printer, POS keyboard and even a POS computer can be used and should be considered. AbbottSoft is not in the

business of selling this equipment but will be glad to advise you about your purchase if you desire.

## Just For Management:



The "manager" screen allows access to the Reports etc. module. From this module you can retrieve information relating to the income side of your general ledger and other proprietary management information. It requires a password to access. In particular you can run a daily, monthly or yearly income report

## OTHER FEATURES AND BENEFITS:

There are many more features and reports which have not been covered in this introduction. Please refer to the applicable chapter for more information.

## NOTES:

# XPress Sell

## STARTING XPressS Sell:

From your desktop click on the start button then list programs. Click and launch XPress Sell and you will see the XPress Sell home screen appear.

## CREATING A SALE:

This will be a step by step tutorial which will lead you through creating a sale.

**NOTICE:** You must have some sales inventory stored in your inventory database before you begin this section. If you have not inserted inventory already then please go to the applicable chapter and do so.

You start with the sales (invoice) screen open. (See fig 2-1-1 )



Sales invoice screen fig 2-1-1.

When the POS (home) screen opens up you are ready to make a sale. All you have to do is scan the first item with your barcode reader and it should appear on the screen. The price should be extended and the totals adjusted. It is as easy as that.



If you get a message that the inventory item was not found then one of three things have happened. 1. You have not inserted the item into your inventory database or 2. You did not use your barcode scanner to scan in your sku# when inserting the item into the inventory database, or 3. The barcode printed on the item being sold has changed since you first inserted the item into the inventory database.



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itm#	Description	Qty	Unit Price
1	2Ltr Pepsi	1	\$1.19
2	24oz Lays Potato C	2	\$1.58
3	14oz Coffee	1	\$0.79
4	2Ltr Pepsi	1	\$1.19
5	2Ltr Pepsi	1	\$1.19

XP<sub>ress</sub>-Sell  
AbbottSoft

Your advertisement can go here and you can change it anytime you wish.

F1 Help  
F2 Inventory  
F3 Return  
F4 Edit  
F7 Finish  
F8 Manager

Invoice # 47

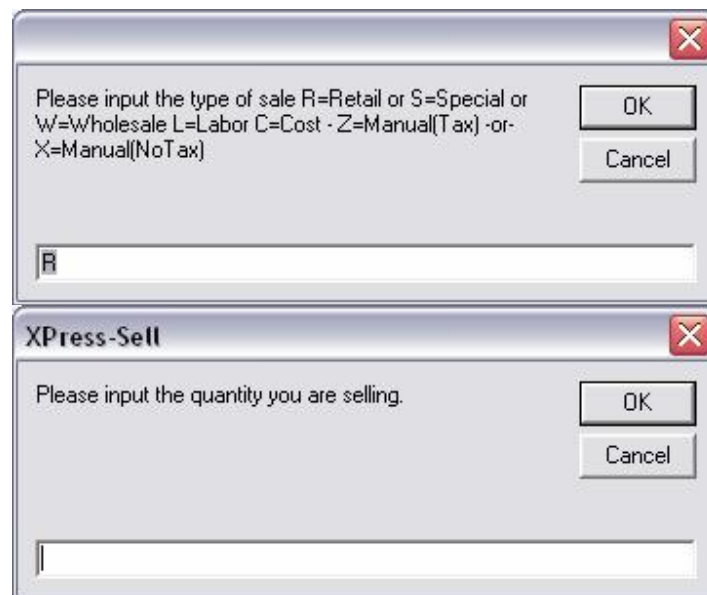
Retail \$7.52  
Labor \$0.00  
Wholesale \$0.00  
Sales Tax \$0.53

TOTAL DUE \$8.05

F5 Clear Pg Up Pg Down Esc

Continue scanning items until you have scanned all the client wants to purchase. Then click on the “Finish” button and go to the tender screen to complete the sale and print the sales receipt.

**Selling multiples of the same item.** You can approach this as a grocery store would probably do by scanning the same item over and over until the quantity has been accumulated. Example: Assume you are in a grocery store check out line and you have three 2 liter bottles of coke. Chances are the clerk will scan the bottle three times or each bottle once. You have another choice with XPress Sell in that you can click or touch the “Edit” touch screen button or touch “F4” on your keyboard. Nothing will appear to have happened until you scan the item, then you will get a prompt asking you to verify the price you want to sell it for and then how many of the item is being sold.



**Returning a item already rang up.** If you have rang a number of items and then the client decides they want to return a item before you have closed the sale you can easily accomplish this by clicking on the “Return” button and then scanning the item with your barcode reader. The item scanned will immediately be shown on the screen as being returned. Note: If you need to return multiples of one item you can click on the “Edit” button then on the “Return” button and then scan the item. Realize this has nothing to do with returning an item as a refund once the sale is complete. (Read further)

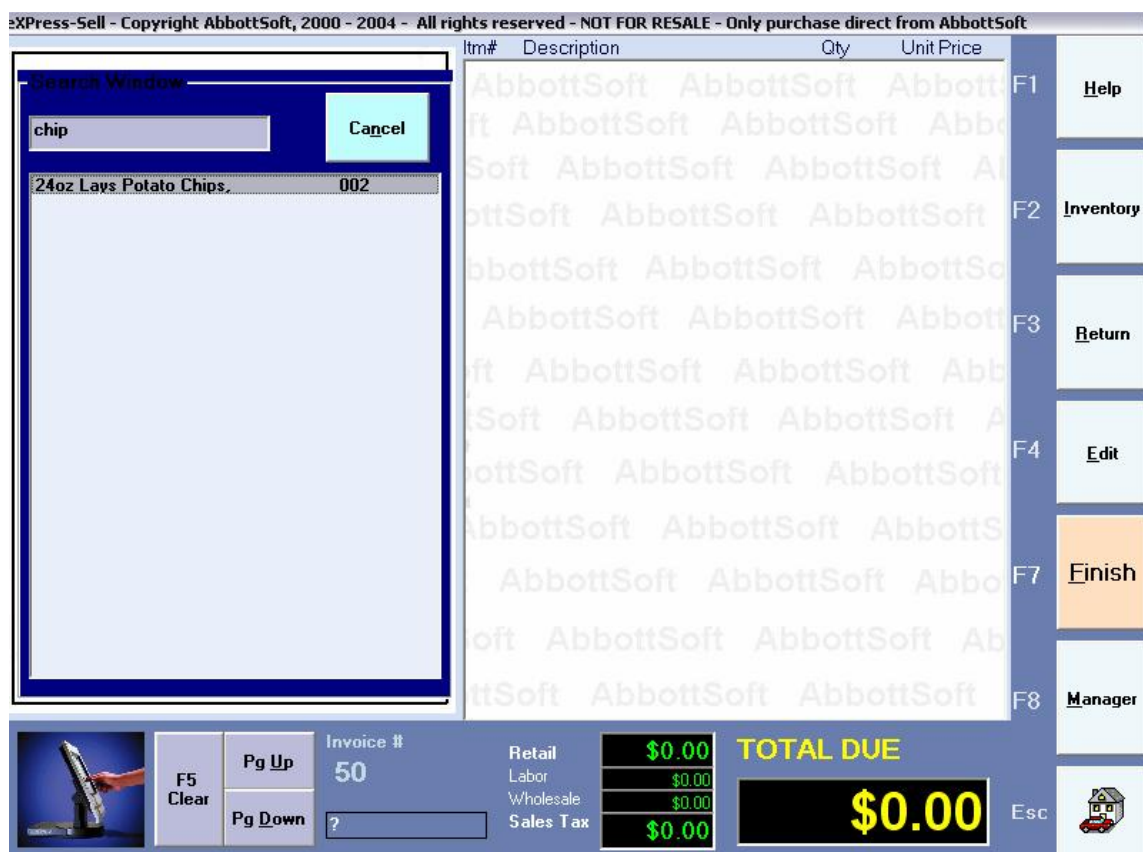
itm#	Description	Qty	Unit Price
1	24oz Lays Potato C	1	\$1.58
2	2Ltr Pepsi	1	\$1.19
3	14oz Coffee	1	\$0.79
4	RETURN	-1	\$1.58
5	RETURN	-1	\$1.19

# XPress Sell

**What to do if your bar code reader will not read the barcode?** This can easily be handled by manually typing in the sku# and then pressing the enter key. This is the same as reading the barcode with your reader.

**What to do if the item being sold does not have a barcode tag on it?** Perhaps it has been removed or destroyed. You can search for and manually insert the inventory item into the sale. This situation is why accurately describing your inventory item is so important. First type in a Question mark “?” and then press the Enter key on your keyboard.

A new search window will appear on the left side of your screen. You can then type in part of the description and press the Enter key on your keyboard. A list will be presented which lists any items you have recorded with the search string imbedded. It is more accurate to type less search data than too much.



One you click on the item you want and press the enter key, the item will appear on the sales screen as if you had scanned it.

### What to do if you scan the item, or manually type In the sku# but nothing happens.

The most probable answer is that you have moved off the sequence. If you look to the bottom left of your screen you should see the sku# appear as you type it on your keyboard. If you do not see it being typed then try clicking in the box or just hit the "F5" key and the program will reset itself ready to start a new invoice. This should solve your problem. If not then quit the program and re-start it again. This can happen if you leave the POS screen and go to the management menu or the inventory database.

**How many items can I ring up on a single sale?** You can ring up a maximum of sixty line items on a single invoice. Once you fill up the first screen page with twenty nine, the program will start another. It will continue to add up items until you get to number sixty then you will be told there is no more room. Also be aware that you can "page-up and page-down" between screens if you need to review what you have already rang up.

### CLOSE THE SALE AND PRINT INVOICE / SALES RECEIPT:

Once you are satisfied that you have inserted into your POS screen all the items your client wants to buy then it is time to close the sale and create a sales receipt.

To continue, activate the tender screen and record the type of payment and other important information - activate the "Finish" touch screen button right on the POS page. The program will display information **fields in Yellow which is required** before you print the invoice. Information such as the method of payment, clerk initials, client Purchase Order, Credit Card Approval, etc.



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## **CLOSING A SALE AND PRINTING INVOICE/SALES RECEIPT:** (continued)

### **Order of completing the tender page.**

1. **Click on the method of payment.** Cash, check etc. ( Available choices depend upon the version of XPress sell you are using) and make sure the correct total due is shown on the left.
2. **Under "Tender Information"** you can type into the "Amt. Tendered" field the amount of money paid to you by the client and the change owed back will be displayed immediately just below where you are typing
3. **If your client is using a check or credit card** then you will need to fill in the check number or the credit card number with the expiration date.
4. **In the "Clerk Information"** box type in your initials or number. (keep it short)
5. **Activate the "Close-Print"** control button to print the invoice.

**If you are giving a cash refund** then you should ring up the sale to include the items being returned, just as if they were being sold. When you go to the Tender Screen you will need to choose "Cash Refund". This will return your items to inventory and credit your days income with the cash refunded from your cash drawer, or check book.

### **USING A BAR CODE READER:**

You can use most any bar code reader, which acts as a wedge between your keyboard and your computer.

There are many types of bar code readers available. We suggest you choose a laser gun with as great a depth of field as feasible. The wand is rarely used because it is too hard to read codes.

When you scan over a bar code that it recognizes then it will automatically fill in the part number, if you have the POS page set for Manual.

Using a bar code will also speed up the insertion of inventory into an invoice as long as all of your items have a bar-code attached. (NOTE: You should use the reader to insert items into your inventory database – that will make sure your reader will work properly)

**While your printer is producing the invoice/sales receipt;** XPress sell is adjusting and recording your inventory, daily, monthly and yearly income totals, sales reports, and your tax obligations. All this is completed by the time the invoice finishes or about as long as it took you to read this paragraph.



Ideally you will locate your computer monitor where both you and your clients can see it. If you do then the advertisement on the left can be a great advertising addition. You can change the advertisement daily if you wish to feature something near the checkout which can be picked up on impulse.

Changing your advertisement is easy and quick. Just go to the portion on your hard drive where our program files are stored. Example c:\Program Files\XPress-Sell and open the JPG file "Add1". In your favorite drawing program. Even Microsoft "Paint" which comes with windows.

Staying within the borders of the original change the inside of the add to anything you want and then save it with the same filename. When you re-boot our program you will see your new add.

NOTES: