

# Point of Sale (P.O.S.)

Description	This Screen is used to create new sales of products.
Location	Employee>Point of Sales>P.O.S

  

The screenshot shows the Cello P.O.S. application window. At the top, there are buttons for Search (1), Delete, Save, Exit, and Close. Below these are buttons for New (2), Payment (3), and a Receipt No field (5) containing '050808000001'. A table below shows a single item with a TOTAL row (6) showing \$0.00. The main area is divided into 'Retail Input' (tab 4) and 'Add-Ons' (tab 11). The 'Retail Input' tab contains fields for Receipt No, Type, Product Name, Location, Item Price, Tax, Plan Type (9), Wireless No, and Customer (10). The 'Add-Ons' tab lists various services like Business Feature Package, Call Forwarding, etc. At the bottom, there is an 'Insert Item' field with ESN (7).

No	Receipt No	DATE	Invent Name	Item Price	Item Tax	Total
1	050808000001	05/08/2008	MetroPCS motomoto	\$ .00	\$ .00	\$ .00
<b>TOTAL ▶</b>				\$ .00	\$ .00	\$ .00

  

Retail Input		No. 1	
Receipt No:	050808-000-001	ESN:	016000439894
Type:	Phone	Date:	05/08/2008
Product Name:	MetroPCS motomoto	Inv_code:	0002105200800002
Kit #:		Sim #:	
Location:	HQ	Employees:	
Item Price:	\$ .00	Discount:	\$ .00
Tax:	\$ .00	Tax Exapt:	
Comment:			

  

Plan	
Plan Type:	Activation
Plan Kind:	

  

Wireless Number	
Wireless No:	
Customer:	

  

Insert Item:	
ESN	

  

No	Code	Addcode
add	02	Call Forwarding - 5.00 (CFW)
add		01 Business Feature Package - 7.00 (WFP)
		02 Call Forwarding - 5.00 (CFW)
		03 E-bill - 1.00 (EBP)
		04 Freedom Package Plus - 5.00 (FPP)
		05 GreetMe Tones - 1.75 (GMT)
		06 Instant Messaging - 5.00 (MIM)
		07 mail@metro - 5.00 (EML)
		08 metro411 - 1.00 (ADA)
		09 metro Guard - 1.00 (INS)
		10 metro WEB - 5.00 (WEB)
		11 multiMETRO - (10.00) (ZFP)
		12 Paper Bill - 2.00 (BIL)
		13 PictureTalk - 5.00 (MMS)
		14 TextTalk - 3.00 (FP2)
		15 TextTalk Global - 3.00 (TTG)
		16 TravelTalk - 0.00 (TRA)

  

Function	<ul style="list-style-type: none"> <li>① This will search holding sales.</li> <li>② This will open new sales.</li> <li>③ This will open the payment screen.</li> <li>④ This field is for <b>Retail Input</b>. Type in basic information.</li> <li>⑤ Once you insert an item, it will generate the <b>Receipt No</b>.</li> <li>⑥ This is sales status field.</li> <li>⑦ <b>First Step!!</b> Put ESN with barcode scanner.</li> <li>⑧ This tab is for wireless number.</li> <li>⑨ This tab is for plan type.</li> <li>⑩ Double click this tab will search customer or add new customer.</li> <li>⑪ This field is for additional plans.</li> </ul>
Note	-You need to input the <b>ESN</b> number to start.

## ***Sales Operation***

1. Scan the product's barcode with your barcode scanner. Make sure you select the **ESN tab**⑦ first.
2. Once you input the **ESN** number, new **Receipt No**⑤ will be generated.
3. Type basic information into retail input **Field**④.
4. Choose **Plan Type** and **Plan Kind**⑨.
5. Retrieve the wireless number from provider and put it into **Wireless Number tab**⑧.
6. Add the new customer, or search preview customer by double clicking **Customer tab**⑩.
7. From the additional plan **Field**⑪, add additional plan if necessary.
8. If you have additional products, follow step 1-7.
9. When finished, click **Payment**③.

## ***Using P.O.S from More Than One Computer***

You can always use P.O.S from more than one computer at the same time, but it will bring open sales automatically from the other computer. When you want to open a new sale screen, follow the steps below:

1. Click the **New**③ button.
2. The **New Sales** screen will open.
3. The system is now ready to operate new sales.

## ***Sales Hold***

If you need to hold your open sales, you can hold the sale instead of making a payment. To hold sales, follow steps below:

1. While you are processing sale, click **Save** and close the window, or click **New**③ button.
2. If you want to finish process holding sales, clicking the **Search** button will find holding tickets.
3. Choose **Holding Sales**.
4. Finish processing information (see **Sales Operation**).
5. When you done processing the sale, click **Payment**③.

## Payment Operation

1. If you click **Payment** button, you will see following screen:

The screenshot shows a 'Payment' window with the following details:

- CODE:** 050808000001
- Buttons:** UPDATE, Check Out, Cancel
- Total Balance:** \$ 102.84
- Remain Balance:** \$ 102.84
- Change:** \$ .00
- PAYMENTS Section:**
  - Receipt No:** 050808000001
  - Balance:** \$ 102.84
  - Payment Options:** A dropdown menu with options: Cash, Check, Gift Certificate, Credit Card.
- Table:** A table with columns: No., Retail No., Pay Kind, Amount, Repay. The table is currently empty.

2. Choose **Payment Options**.
3. If a customer wants to pay with one payment type, type in the full amount and click **Check Out**.
4. If a customer wants to pay with several payment types, the system can accept multiple methods.
5. Put amount of first payment type and click **Update**.

The screenshot shows the 'Payment' window after a payment option has been selected:

- CODE:** 050808000002
- Buttons:** UPDATE, Check Out, Cancel
- Total Balance:** \$ 102.84
- Remain Balance:** \$ 102.84
- Change:** \$ .00
- PAYMENTS Section:**
  - Receipt No:** 050808000002
  - Balance:** \$ 102.84
  - Payment Options:** Cash (selected)
  - Amount:** \$ 50.00
  - Cash Back:** \$ .00
- Table:** A table with columns: No., Retail No., Pay Kind, Amount, Repay. The table is currently empty.

## 6. Choose other payment option.

Payment

CODE 050808000002 UPDATE Check Out Cancel

<b>Total Balance</b> \$ 102.84	<b>PAYMENTS</b> Receipt No: 050808000002 Balance: \$ 52.84 Payment Options: Credit Card Amount: \$ 52.84 Card Number: Approval Code: Expiration: 20 Card Kind: MC/VISA
<b>Remain Balance</b> \$ 52.84	
<b>Change</b> \$ .00	

No.	Retail No	Pay Kind	Amount	Repay
1	050808000002	Cash	\$ 50.00	\$ -52.84

7. Finish payment by clicking **Check Out**.