**RetailzPOS Register User Manual** 

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## 1 POS - Login Screen

When opening a shift you will open the register to the Login Screen

### **RETAILZPOS**



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# 1.1 POS - Enter Pin

Enter your four digit pin and select your login operation

### **RETAILZPOS**



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# 1.1.1 POS - Sign In

### To sign in tap, Sign In

### **RETAILZPOS**



# 1.1.2 POS - Clock In

### To clock in tap, Clock In

### **RETAILZPOS**



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# 1.1.3 POS - Break

To go on break, tap Break

### **RETAILZPOS**



# 1.1.4 POS - Resume

#### To resume from break, tap Resume

### **RETAILZPOS**



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# 1.1.5 POS - Clock Out

#### To clock out, tap Clock Out

### **RETAILZPOS**



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# 1.2 POS - Opening Balance



After opening shift for the first time, enter your Opening Cash Balance

# 1.2.1 POS - Confirm Opening Balance

#### Tap YES to confirm opening cash balance



## 2 Cash Register - Access Cash Register

To access your cash register screen, Select Cash Register

### **RETAILZPOS**

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## 2.1 Cash Register - Return To Home Screen

To return to the main menu screen from your cash register screen, click the Home button



## 2.2 Cash Register - Customer

#### Click the customer button to access your store Customer list



## 2.3 Cash Register - Refresh Register Screen

#### To refresh the cash register screen, tap the RetailzPOS logo



# 2.4 Cash Register - Item Group Alignment

### To change your item group alignment, tap the item group alignment button

	• •	T/A : Apr	pr 28, 2002			REI	TAILZ P	os		Fri, A 09:	pr 28,2023 22:31 AM		
	UPC	Item Na	me/SKU			Lotto		Department	t I	Change the Groups fro	e alignment of It m	tem	
	D E NAME	QTY	REC PRICE	i. E P	CC RICE	Lotto Onli	ine	Lotto Payout	Lotto Scratch	Horizontal t	o v atical		
0 Items	CASH           SubTotal         :         \$0.00           Discount         :         \$0.00           Tax         :         \$0.00	CREDIT D SubTotal : D Discount : D Tax :	\$0.00 \$0.00 \$0.00	Reg. Grand T \$0.0( CC Grand To \$0.0(	iotal ) Dtal )	CARD	\$5	\$10	\$20	\$50	\$100	EXACT	АМТ
۲	ast Print   الم	rint	(1)	S				<b>N</b>					<b>&gt;</b>

## 2.4.1 Cash Register - Screen Alignment

To change your register screen alignment, tap the register alignment button



# 2.5 Cash Register - Tech Support Help

#### To request tech support help, tap the RetailzPOS support icon

	<b>Y O T/A : A</b>	pr 28, 2002		RETAIL	ZPOS		Fri, Ap 09:23			
	UPC Item N	lame/SKU REG.	CC	Lotto	Department	Tap here to oper : elp Tech support will get a notification when use, needs to help				
COD	E NAME QTY	PRICE	PRICE	Lotto Online	Lotto Payout	Lotto Scratch	Test Item			
0	CASH CRE SubTotal : \$0.00 SubTotal : Discount : \$0.00 Discount :	EDIT Reg. Gra \$0.00 <b>\$0.</b> \$0.00 CC Gran	nd Total 00 Id Total	CARD S	\$5 \$10	\$20	\$50	\$100	EXACT AMT	
ltems	Last Print G	so.oo \$0.			) () Borumo		S Cha-Brico			

## 2.6 Cash Register - Quick Function

To access your register quick functions, click the Quick Functions button



# 2.6.1 Cash Register - Quick Function Tax

#### To choose a specific tax for a transaction, tap Tax

	<b>0</b>	T/A : Apr	r 28, 2002		RETAILZ	POS	DON'T SELL BEL	Fri, Apr 28 D 09:47:12	3,2023		
	UPC	Item Na	me/SKU	•	Lotto	Departmen	t				
	D NAME	QTY	Tax No Sale Price Level Help Tutorial		est mp		-				
			Card Settlement								
0	CASH SubTotal : \$0.0	CREDI 00 SubTotal :	T Reg. Grand To \$0.00 <b>\$67.5</b> 8	otal	<b>5</b>	\$10	\$20	\$50	\$100	EXACT	AMT
ltems	Discount : \$0.0 Tax : \$0.0 .ast Print	Discount : Tax : print	\$0.00         CC Grand To           \$0.00         \$0.00           \$0.00         \$0.00			$(\bullet)$		S	8	Ŀ	

# 2.6.2 Cash Register - No Sale

To automatically open up your cash drawer without the key, tap No Sale

	<b>0</b>	T/A : Apr 28, 2002					RE	RETAILZPOS DON'T SE				Fri, Ap " 09:4	Fri, Apr 28,2023 09:47:20 AM		5	۲
	UPC		Item Na	me/SK	U	8	Lot	to	Departme	nt						
OHI0 COD		1E	QTY	Тах												
				No Sale	* _h_ <			_								
				Price L	evel		Test n	np								
				Help T	utorial											
				Card S	ettlement											
				Card R	econciliati	on										
0	SubTotal Discount	ASH : <b>\$0.00</b> : <b>\$0.00</b>	CREDI SubTotal : Discount :	T \$0.00 \$0.00	Reg. Grand \$67. CC Grand	d Total 58   Total		\$!	5 \$10	0	\$20	\$50	\$100	EX	ACT A	мт
Items	Тах	: \$0.00	Tax :	\$0.00	\$0.0	00	CARD									
	.ast Print	لي ريني Repr	int	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	S S							Ś			$\rightarrow$	

# 2.6.3 Cash Register - Price Level

#### To set a transaction at a specific price level, tap Price Level

	<b>8</b>	T/A : Apr	28, 2002		RETAII	LZ POS	DON'T SELL BE	Fri, Ap ELO 09:4	or 28,2023 7:23 AM	:=	<b>!i</b>	۲
	UPC	Item Na	me/SKU	•	Lotto	Departmer	nt					
	O DE NAME	QTY	Тах									
			No Sale	- 1								
			Price Level		Test mp							
			Help Tutorial									
			Card Settlement	_								
			Card Reconciliati	on								
0	CASH SubTotal : \$0.	CREDIT	Reg. Gran \$0.00	d Total 58		\$5 .\$10	\$20	\$50	\$100	EX		MT
Items	Discount : \$0.0 Tax : \$0.0	00 Discount : 00 Tax :	\$0.00 CC Grand \$0.00 <b>\$0.0</b>	Total	CARD							
ت	Last Print	eprint	Color Colorada					S. Cha Price				64

# 2.6.4 Cash Register - Help Tutorial

To access the fully interactive help tutorial, tap Help Tutorial

UPC Item Name/SKU     OHIO   NAME   QTY     Tax   No Sale   Price Level   Help Tutorial   Card Settlement   Card Reconciliation   Test mp	
OHIO CODE     NAME     QTY     Tax       No Sale     Price Level     Help Tutorial       Help Tutorial     Card Settlement       Card Reconciliation	
No Sale   Price Level   Help Tutorial   Card Settlement   Card Reconciliation	
Price Level Help Tutorial Card Settlement Card Reconciliation	
Help Tutorial Card Settlement Card Reconciliation	
Card Settlement Card Reconciliation	
Card Reconciliation	
CASH CREDIT Reg. Grand Total SubTotal : \$0.00 SubTotal : \$0.00 \$67.58	
Discount : \$0.00 Discount : \$0.00 CC Grand Total CARD \$5 \$10 \$20 \$50 \$100 EXA	CT ANT
	СТ АМТ

# 2.6.5 Cash Register - Card Settlement

### To make a card settlement, tap Card Settlement

	<b>9</b>		T/A : Ap	r 28, 200	)2		RE	TAILZ	POS	DON	SELL BEL	Fri, Ap D 09:4	or 28,2023 7:42 AM	:=	5	۲
	UPC		ltem Na	me/SK	U	8	Lott	.0	Departmer	nt						
	D NAM	E	QTY	Тах												
				No Sale	Ð											
				Price L	evel		Test m	ηp								
				Help T	utorial											
				Card S	ettlemen	m										
				Card R	econciliati	on										
		.011	0050	-	Deg Crop	d Total										
0	SubTotal	: \$0.00	SubTotal :	\$0.00	\$67.	58		\$5	\$10		\$20	\$50	\$100	EX		мт
Items	Discount Tax	\$0.00 \$0.00	Discount : Tax :	\$0.00 \$0.00	CC Grand	l Total ) <b>(</b> )	CARD									
ل	Last Print	لت Repri	nt	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	5				$(\mathbf{k})$		<b>@</b>	Ś	A		Ð	0

## 2.6.6 Cash Register - Card Reconciliation

### To perform card reconciliation, tap Card Reconciliation

1	<b>8</b>	T/A : Apr	28, 2002	2	RET	AILZF	os		Fri, Ap 09:4	r 28,2023 7:56 AM	:=	5	
C	UPC	Item Na	me/SKL		Lotto		epartment						
OHI COD	O DE NAME	QTY	Тах										
			No Sale				Lotto	Lotto					
			Price Lev	<i>r</i> el	Lotto Onlin	ie I	Payout	Scratch	Test Item				
			Help Tut	orial									
			Card Set	tlement									
			Card Re	conciliation									
0	CASH SubTotal : \$0.00	CREDI <sup>*</sup> SubTotal :	\$0.00	Reg. Grand Total		¢.	¢10	¢20	<b>650</b>	¢100			MT
Items	Discount : \$0.00	Discount :	\$0.00	CC Grand Total	CARD	\$5	\$10	\$20	\$50	\$100	EX.		MI
	1 ax : \$0.00	Tax :	\$0.00	\$0.00		<u> </u>				0			
ı ( <del>ل</del>	Last Print	nt	5ª°					E C		1			

# 2.7 Cash Register - Short Cut Groups

To cycle between shortcut button groups, tap your desired group

	T/A : Apr 28, 2002	<b>RETAILZPOS</b>	Fri, Apr 28,2023 04:19:18 PM	≡ <b>!i</b> ()
	UPC Item Name/SKU	Lotto Department		
	D <sub>E</sub> NAME QTY <u>PRICE</u> PRICE	Test mp		
0 Items	CASH         CREDIT         Reg. Grand Total           SubTotal         \$0.00         SubTotal         \$0.00           Discount         \$0.00         Discount         \$0.00           Tax         \$0.00         Tax         \$0.00	\$5 \$10	\$20 \$50 \$100	EXACT AMT
۲	ast Print			Ŀ

## 2.7.1 Cash Register - Short Cut Button

Tap a Shortcut Button to quickly add an item to your transaction



## 2.8 Cash Register - Dual Pricing

#### Grand total will show your dual pricing levels



# 2.8.1 Cash Register - Cash Pricing

#### Cash pricing will show only your cash grand total

	T/A : Apr 28, 2002				RET	<b>RETAILZPOS</b> DON'T SELL BELO				or 28,2023 9:57 AM	:=			
	UPC		Item Na	ame/SK	U 🕕 🕄	Lotto	Dep	artment						
OHIC COD 12	D NAN E Test	ЛЕ mp	QTY	RI PRI \$10	EG. CC CE PRICE 10 \$10.40	Test mp		_						
				5	m									
L	_			_										
		Your ID is	s verified		Den Crend Tabel							_		
1	SubTotal	:ASH : \$10.10 \$0.00	SubTotal :	\$10.40	Reg. Grand Total		\$5	\$10	\$20	\$50	\$100	EX	ΑСТ Α	мт
Items	Tax	\$0.71	Tax :	\$0.73	\$11.13	CARD								
# 2.8.1.1 Cash Register - Cash Price

### Cash will show your cash price

	<b>9</b>	T/A : Apr 2	8, 2002		RETAI	LZPOS	DON'T SELL BE	ELO Fri, Ap	r 28,2023 ):01 AM			
	UPC	ltem Nam	e/SKU		Lotto	Departme	nt					
OHIC COD 12	D NAME E Test mp	QTY	REG. PRICE \$10.10 TAX	CC PRICE \$10.40 TAX	Test mp							
_	Your	D is verified		$\mathbf{I}$								
1 Items	CASH SubTotal Jiscount \$10	CREDIT 0.10 SubTotal : \$ 00 Discount : \$	Reg. G 10.40 \$1 \$0.00 CC Gr	rand Total O.81 and Total	CARD	\$5 \$1	0 \$20	\$50	\$100	EXA	СТ АМ	т

# 2.8.2 Cash Register - Card Pricing

### Card pricing will show only your card grand total

	• •		T/A : A	Apr 28, 20	02		RET	AILZPO	S DO	N'T SELL BE	Fri, Ap LO 10:29	r 28,2023 9:58 AM	:=		۲
	UPC		Item I	Name/SI	KU (	€	Lotto	Dep	artment						
	D NA E Test	ME t mp	QTY	PF + \$1	REG. RICE PI 0.10 \$1	CC RICE 0.40									
						J	Test mp								
	_														
		Your ID i	s verified												
1	SubTotal Discount	CASH : \$10.10 : : \$0.00	CR SubTotal Discount	EDIT : \$10.40 : \$0.00	Reg. Grand To <b>\$10.8</b> CC Grand To	tal		\$5	\$10	\$20	\$50	\$100	EX	ACT A	мт
Items	Тах	\$0.71	Tax	\$0.73	\$11.13		CARD								

## 2.8.2.1 Cash Register - Card Price

#### Credit will show your card price



# 2.9 Cash Register - Item Quantity In Transaction

	• <b>0</b>		T/A : A	Apr 28, 20	002		RET	AILZP	OS I	DON'T SEI	LL BELO	Fri, Apr 2 10:27:3	8,2023 1 AM		::	۲
	UPC		Item I	Name/S	KU	•	Lotto	D	epartment							
	D NAM E Test	<b>II</b> mp		₽ ₽ \$	REG. PRICE 10.10 TAX	CC PRICE \$10.40 TAX	Test mp			-						
			Ī													
	_															
1	C SubTotal	Your ID ASH : \$10.10	CRI CRI SubTotal	EDIT : \$10.40	Reg. Gran	d Total <b>81</b>	Ē	¢E_	¢10	<b>*</b>		50	¢100	EVA		ИТ
Items	Discount Tax	\$0.00 \$0.7	Discount Tax	\$0.00 \$0.73	CC Grand \$11.	1 Total 13	CARD	\$5	\$10	\$20	\$	50	\$100	EXA	ACTA	MI
۲. ۲.	ast Print	Rep	rint	Discount	S Price-Check	Drawer			<b>F</b> I Resume	Void	A Return C	S hg-Price				

# 2.9.1 Cash Register - Add Item Quantity

Tap the plus next to the item quantity to add more quantity

	<b>9</b>	T/A : Ap	r 28, 200	2	RET	AILZPOS	DON	r sell belo	Fri, Apr 28 10:25:31	,2023 AM	= #	۲
	UPC	Item Na	ame/SK	J 🕻	Lotto	Depart	ment					
	D NAME	QTY	RE PRI	EG. C CE PRIC	C E		_					
12	Test mp	🕤 oı 🕤	\$10. Ty <b>D</b>	10 \$10.4 X TAX	Test mp							
	You	r ID is verified										
1	CASH SubTotal :	CRED	\$10.40	Reg. Grand Total \$10.81	Ē	\$5	\$10	\$20	\$50	\$100	EXACT	АМТ
Items	Tax :	\$0.71 Tax :	\$0.00	\$11.13	CARD							
ران ا	ast Print	Reprint	2010	§ E			Ŀ	$(\underline{\theta})$	(s)	6	E	>

## 2.9.2 Cash Register - Reduce Item Quantity

Tap the minus next to the item quantity to reduce item quantity



## 2.9.3 Cash Register - Delete Item From Transaction

Tap the garbage icon to delete the item from the transaction

	•		T/A : Aj	pr 28, 200	12		REI	TAILZ P	os	DON	T SELL BELC	Fri, Ap D 10:2!	r 28,2023 5:36 AM	=	5	۲
$\square$	UPC		Item N	lame/SK	U		Lotto		epartmer	nt						
	D NAN	1E	QTY	RI PRI	EG. ICE F	CC										
12	Test	mp	n • •	\$10	.10 Ş AX	10.40 TAX	Test mp	<b>b</b>								
			<b>≜</b>													
	_			_												
		Your ID	is verified		Den Grand		_									
1	SubTotal	: \$10.10	SubTotal :	\$10.40	\$10.8	1 1		\$5	\$10	)	\$20	\$50	\$100	EX	ΑСТ Α	мт
Items	Tax	\$0.00	Tax :	\$0.00	\$11.1	<b>5</b>	CARD									
۲	ast Print	Repi	rint	5905	\$		<b>≥</b> ≣		$\bigcirc$	Ē	Ð	(\$ \$	•		$\vdash$	

## 2.9.4 Cash Register - Confirm Item Deletion From Transaction

#### Tap confirm to delete this item from the transaction



# 2.10 Cash Register - Payment

### Tap Grand Total to make a customer payment

	•		T/A : Ap	or 28, 200	02		RET	AILZ	pos	DON'I	SELL BELC	Fri, Ap 09:3	or 28,2023 9:10 AM	≔		۲
C	UPC		Item N	ame/SK	(U	8	Lotto		Departmen	t						
OHIC COD		ΛE	QTY	R PR	EG. ICE	CC PRICE										
12	Test	mp	<b>-</b> 03 <b>+</b>	\$30	).30 TAX	\$31.21 TAX	Test mp	,								
L																
		Your ID i	s verified													
3	SubTotal Discount	CASH : \$30.30 : \$0.00	CRED SubTotal : Discount :	4T \$31.21 \$0.00	Reg. Gran <b>\$32.</b> CC Gran	d Total <b>42</b> M <sup>otal</sup>	CARD	\$5	\$10		\$20	\$50	\$100	EX		мт
Items	Тах	: \$2.12	Tax :	\$2.18	\$33.	9										
	ast Print.	لي بي ي	int	5910	(s)		RE Ann Ghart					Ś			$\rightarrow$	<i>c</i> .

## 2.10.1 Cash Register - Select Amount \$

#### Tap the amount to pay for the transaction



# 2.10.2 Cash Register - Pay With Card

### To pay with card, tap Card



## 2.10.3 Cash Register - Pay With Cash

### To pay with cash, tap any fast cash button or EXACT AMT



# 2.11 Cash Register - Print Last Receipt

### To print last receipt, tap Print Last

<b>8</b>	T/A : Apr 28, 2002	RETAILZPOS	Fri, Apr 28,2023 09:22:58 AM
UPC	Item Name/SKU	Lotto Department	
OHIO NAME CODE NAME	QTY REG. CC PRICE PRICE	Lotto Online Lotto Lotto Payout Scratch	Test Item
Print the last Order, onl	REDIT         Reg. Crand Total           iy         \$0.00         \$0.00           \$0.00         \$0.00         CC Grand Total           \$0.00         \$0.00         \$0.00	\$5 \$10 \$20	\$50 \$100 EXACT AMT
	norm Discount Price-Check Draw	er Age Check Hold Resume Void R	Eturn Cha-Price Lock End Shift

# 2.11.1 Cash Register - Reprint Receipts

### To reprint a past receipt, tap Reprint

<b>8</b>	T/A : Apr 2	28, 2002		RETAI	ILZ POS		Fri, Ap 09:2	or 28,2023 2:55 AM	=	(	
UPC	Item Nan	ne/SKU	•	Lotto	Departmen	t					
OHIO NAME CODE NAME	QTY	REG. PRICE	CC PRICE	Lotto Online	Lotto Payout	Lotto Scratch	Test Item				
Tap here to print orde From current batch, all yesterday, week, month	er of Subtotal : ba ches, iscount : e c. e c.	Reg. Gran Social CC Gran Social Social Social Social	nd Total 00 d Total 00	CARD	\$5 \$10	\$20	\$50	\$100	EXA		ит
G Last Print		je se					) S				

## 2.12 Cash Register - Apply Discounts

### To apply a discount to your transaction, tap Discounts



## 2.12.1 Cash Register - Custom Discount Percentage

### Tap your custom discount amount by percentage



### 2.12.1.1 Cash Register - Custom Discount Amount

### Tap your custom discount amount by amount



## 2.12.2 Cash Register - Standard Discount

### Tap a standard discount to add it to a transaction



## 2.12.3 Cash Register - Multi Item Discount

### Tap multi item discount to discount multi items

	T/A . Apr 3	<u>2002</u>		DET	DISCOUNT	UT CELL DELO	Fri, Apr 28,2023	3	5	
OHIO CODE NAME 07 Test item	CUSTOM DISCOUNT		<b>SKU</b> 07	ITEM NAME	DISC. QTY 01	TOTAL PRICE \$8.12	DISCOUNT \$0.00	I		
	STANDARD DISCOUNT							I		
		-						I		
CASH SubTotal			ORIGINAL	. TOTAL	DISC. AMT <b>0.00</b>	DIS 0	с. ст <b>.00</b>			
Items Tax :	Disc	ount	Check Draw	Ana Check	SELECT DISCOUNT					MT .

### 2.12.3.1 Cash Register - Multi Item Discount Selection

#### Tap multi item discount value



## 2.12.3.2 Cash Register - Apply Multi Item Discount

### Tap apply to apply a discount



## 2.12.4 Cash Register - Discount From Grand Total

### Discounts will be viewable in your cash and credit pricing

1	<b>9</b>	T/A : Apr 2	8, 2002		RETAII	ZPOS	DON'T SELL BE	ELO Fri, Ap	r 28,2023 4:46 AM	≡ <b>!</b> i	۲
C	UPC	Item Nam	ne/SKU		Lotto	Departmen	ıt				
	O NAME Test item	QTY	REG. PRICE	CC PRICE \$8.36							
07		01 🕂	TAX	TAX	Lotto Online	Lotto Payout	Lotto Scratch	Test Item			
		1	1								
	You	r I D is verified									
1 Items	CASH SubTotal : Discount : S Tax : \$	CREDIT \$1.00 Discount : 50.00 Tax	Reg. Gra \$1.60 CC Gra \$0.00 \$7	and Total .12 Ind Total	CARD	\$5 \$10	\$20	\$50	\$100	EXACT	АМТ
ر ا	Last Print	Reprint Size					È Ò	Ś	6		

## 2.13 Cash Register - Price Check

### Tap price check to check an items price



## 2.13.1 Cash Register - Price-Check Look-Up

#### Scan or enter an Item Name and SKU to price check an item



# 2.14 Cash Register - Drawer Operations

### Tap drawer to perform cash drawer operations

	• <b>•</b>	T/A : A	or 28, 20	02		REI	TAILZP	os	DON'T	SELL BELC	Fri, Ap	or 28,2023 3:02 AM		<b>!</b> i	
	UPC	Item N	ame/Sk		Ð	Lotto	D	epartmer	nt						
	D NAME	QTY	R PR	REG. RICE PR	CC ICE										
						Test mp	<b>)</b>								
	CASU	005		Deg Crend Tol											
0	SubTotal : \$0.0 Discount : \$0.0	0 SubTotal : 0 Discount :	\$0.00 \$0.00	\$67.58 CC Grand Tot	al		\$5	\$10		\$20	\$50	\$100	EX		мт
Items	Tax : \$0.0	O Tax :	\$0.00	\$0.00											
رت ا	ast Print	orint	200-	S Brico-Chock				() Besume		Beturn	S Cha-Brice				ft

# 2.14.1 Cash Register - Drop

### To perform a drop, enter the value

	<b>8</b>	T/A : Ap	or 28, 200	)2	RE	TAILZP	os	DON'T SELL	BELO	Fri, Apr 28,2 09:43:05 /	2023 AM	Ξ	5	
ОНИ		Item Na	ame/SK		Lott	PAY	IN/OUT				⊗			
COL			DROP	)		PAY OUT			PAY II	N				
					\$	0.	00							
					1 4	2	3 6							
					7	8	9							
					•	CLEAR	O O ENTER							
0 Items	CASH SubTotal : Discount : Tax : \$0.0	00 Tax :	\$0.00	\$0.0 <mark>0</mark>	CARD							EX	ΑСТ Α	мт
Ē,	Last Print	eprint	روای Discount I	S L	rawer Age Check	(I) Hold	Resume	Void Ret	aurn Chg	S -Price Lo	ock			it.

# 2.14.2 Cash Register - Pay Out

### To perform a pay out, enter the value

	<b>8</b>	T/A : A	pr 28, 200	)2	R	ETAILZ	POS	DON'T SE	LL BELO	Fri, Apr 09:43:	28,2023 08 AM	≣	5	
	UPC	Item N	lame/SK			tto	Departmen			-				
	O NAME					PA	YIN/OUT					-		
			DROP	,		PAY OUT			PAY	IN				
					\$		00							
							<u> </u>							
					4		6							
					7	8	9							
						0	00							
	_					CLEAR	ENTER							
0	CASH SubTotal : Discount :											EX		мт
Items	Tax : \$0	.00 Tax :	\$0.00	\$0.00	CARD									
L. L.	Last Print C	eprint	Discount I	S C	awer Age Check	Hold	() Resume	U.S.	Return C	S hg-Price	Lock			ft

# 2.14.3 Cash Register - Pay In

### To perform a pay in, enter the value

	9	T/A : Apr	28, 2002	:	RE	TAILZP	05	DON'T SELI	BELO	Fri, Apr 2 09:43:0	8,2023 9 AM	≣	5	
OHI	UPC O NAME	Item Na	me/SKL		Lotte	PAY	/IN/OUT				•			
			DROP		I	PAY OUT			PAY	N				
					\$	0.	.00							
						2	3							
					7	8	9							
						0	00		I					
0	CASH SubTotal : Discount :					CLEAR	ENTER					EX	ACT A	мт
Items	Tax : \$0.	00 Tax : eprint	\$0.00	\$0.00	Age Check	(I) Hold	(F) Resume	Void R	eturn Ch	S Ig-Price	Lock			it.

## 2.15 Cash Register - ID Check

### To perform an ID Check, tap Age Check



## 2.15.1 Cash Register - Scan ID

Scan the barcode on the back of the customers drivers license



# 2.15.2 Cash Register - Age Verified Transaction

### If the customer is age verified for purchase, view here

	<b>0</b>	T/A : Apr	28, 2002		RETAI	LZPOS	DON'T SELL	BELO Fri, Ap	or 28,2023 0:38 AM	= #	۲
	UPC	Item Nar	ne/SKU		Lotto	Departmer	nt				
	D NAME Test item	QTY	REG. PRICE \$8.12	CC PRICE \$8.36							
07			TAX	TAX	Lotto Online	Lotto Payout	Lotto Scratch	Test Item			
		Ļ									
	Your ID	is verified									
1 Items	CASH SubTotal : \$8.1 Discount : \$0.0 Tax : \$0.0	CREDIT ubTotal : Discount : Tax :	Reg. Gr \$8.36 \$8 \$0.00 CC Gra \$0.00 \$8	and Total <b>3.12</b> and Total <b>3.36</b>	CARD	\$5 \$10	\$20	\$50	\$100	EXACT	АМТ
ک	ast Print لوجي Rep	print c	() ()						A	E	•

# 2.16 Cash Register - Hold Transaction

### To put a transaction on hold, tap Hold

	<b>8</b>		T/A	: Apr 28, 2	002		RET	AILZPO	)S			Fri, Apr 28,2023 09:23:12 AM				
	UPC		lter	n Name/S	SKU	•	Lotto	De	partment	:						
OHIC	D NAN	1E	QT	Y I	REG. PRICE	CC PRICE										
							Lotto Online	e La Pa	otto iyout	Lotto Scratch	Te	st Item				
-	C	ASH		CREDIT	Reg. Gr	d Total	to bold order									
ltems	Discount Tax	: \$ : \$ : \$	0.00 SubTota 0.00 Discour 0.00 Tax	al : \$0.00 nt : \$0.00 : \$0.00		Current ord	der will be saved fo					\$50	\$100	EX	ΑΟΤΑ	МТ
ا	Last Print	۲	Reprint	Discount	Price Check		RE Age Check				) Jrn	S Chg-Price	Lock			t

## 2.16.1 Cash Register - Hold Transaction Name

#### Name your transaction to put on hold



### 2.16.2 Cash Register - Confirm Transcation Hold

#### Tap OK to put a transaction on hold



# 2.17 Cash Register - Resume Transaction

#### To resume a transaction on hold, tap Resume



## 2.17.1 Cash Register - Select Transaction Resume

#### Select the name of the transaction you wish to resume

	8	T/A : Apr 28, 2002				RE	RETAILZPOS DON'T SELL BELO						Fri, Apr 28,2023 10:03:58 AM			
	UPC		Item N	lame/SI	KU	8	Lotto	, <b>r</b>	Departmo	ent						
OHIC COD	D NAM	ЛЕ	QTY	PI	REG. RICE	CC PRICE										
								R	ESUME					8		
		NO.	REMARK		ITEMS	тот	AL	HOL	D DATE		ςκυ ιτ	EM NAME		QTY		
		01	Name		, Thy	\$8	.12 Apr 2	8,2023 10	):02 AM							
													RESUM	E		
-			D IS Verifica					_	_	_	_	_				
0	SubTotal Discount	CASH \$0. \$0.	CRE 00 SubTotal : 00 Discount :	DIT \$0.00 \$0.00	Reg. Grand	d Total		\$5	\$	10	\$20	\$50	\$100	EX	ΑСТ Α	мт
Items	Тах	: \$0	00 Tax	\$0.00	\$0.0	0										
	ast Print.	L L	eprint	Discount	S Price-Check	Drawer	Age Check	(I) Hold	Resume	U void	Return	S Chg-Price	Lock			
## 2.17.2 Cash Register - Confirm Transaction Resume

#### Tap Resume to resume a transaction on hold





### To void a transaction, tap Void



### 2.18.1 Cash Register - Confirm Void Transaction

#### Tap yes to confirm void transaction



## 2.19 Cash Register - Item Return

### To perform item returns, tap Item Return



## 2.19.1 Cash Register - Multi Item Return

### To perform a multi item return, tap Multi Item Return

1	T/A : Apr 28, 2002	<b>RETAILZPOS</b>	Fri, Apr 28,2023 10:11:18 AM 😑 👫 🕥	
	UPC Item Name/SKU	Lotto Department		
	D NAME QTY REG. () E PRICE PRICE			
		Lotto Online Lotto Lotto Payout Scratc	n Test Item	
		Features Why h feature you would like to use ?		
		Multi tem keturn		
0	CASH CREDIT Reg. Grand Total   SubTotal : \$0.00 SubTotal : \$0.00   Discount : \$0.00 Discount : \$0.00	* <b>6</b> \$5 \$10 \$	20 \$50 \$100 EXACT AMT	
Items	Tax : \$0.00 Tax : \$0.00 \$0.00			, ,
، ت	ast Print الزليق Reprint في المعادمة المعادمة المعادمة المعادمة المعادمة المعادمة المعادمة المعادمة المعادمة ال المعادمة المعادمة الم		Return Cha-Price Lock End Shift	

## 2.19.1.1 Cash Register - Multi Item Return Select Transaction

### Tap the arrow to select a transaction for multi item return

<b>8</b>	T/A : Apr 28, 2002	RETAIL	ZPOS		Fri, Apr 28,2023 10:11:24 AM	=	
UPC	Item Name/SKU	Lotto	Department				
OHIO CODE NA	4	RETURN			í í	20	
	▼ Barcode	Q					
	POS ORDERID	TRANSACTION DATE	ITEMS	METHOD	AMOUNT		
	701-20230428093920517	APR 28,2023 09:39 AM	03	CASH	\$32.42	յիս	
	701-20230426134911842	APR 26,2023 01:49 PM	01	CASH	\$10.70 III	$\rightarrow$	
	701-20230426133709119	APR 26,2023 01:37 PM	01	CASH	\$10.70	→	
	701-20230426132647190	APR 26,2023 01:26 PM	07	CASH	\$74.90	•	
O SubTota Discour Items Tax	ai nt : \$0.00 : \$0.00 Tax : \$0.00	Grand Total \$0.00	5 \$10	\$20	\$50 \$100	EXA	АСТ АМТ
Last Print	Reprint Discount Price-		Resume Void	Return			

### 2.19.1.2 Cash Register - Multi Item Return Item Selection

#### Tap the checkbox for multi item returns



### 2.19.1.3 Cash Register - Multi Item Return Select Return

#### Tap **RETURN** to perform multi item return



## 2.19.1.4 Cash Register - Multi Item Return Checkout

### Return Checkout will show your item return grand total

	8		T/A : A	pr 28, 20	002		RE	TAILZ	POS			Fri, A 10:	pr 28,2023 11:36 AM	≣	5	
	UPC		Item N	Name/S	ки	•	Loti	to	Departme	nt						
	D NA					RET	URN DAT	A (ORD	ER ID:1004	¥O)						
		POS		. 70	1-2022042	مومعمهم	RETUR	N CHEC	KOUT				¢70 / 0	3		
		5	UBTOTAL										\$ 30.3	50 TY		
		1	TAX										\$ 2.	13 30		
		5	URCHARGE										\$ 0.0	00		
		, i	DISCOUNT										\$ 0.0	00		
		ſ	CRAND TOT	AL				_					\$ 32.4	\$3		
								SELE	CT ALL		LEAR AL		RETURI	N		
0 Items	SubTotal Discount Tax	: \$	0.00 Discount 0.00 Tax	\$0.00 \$0.00	CC Grand <b>\$0.0</b>	Total	CARD	\$5	\$10		\$20	\$50	\$100	EX	ACT A	мт
ال	ast Print		Reprint	Discount	S Price-Check	Drawer	오프 Age Check	(I) Hold	Resume	U void	Return	S Chg-Price	Lock			ft

## 2.19.2 Cash Register - Single Item Return

### To perform a single item return, tap Single Item Return



## 2.19.2.1 Cash Register - Apply Single Item Return

### Tap SINGLE to apply return to a single item



## 2.19.2.2 Cash Register - Single Item Return Transaction

#### When a return item shows in a transaction, it will show a negative price



# 2.20 Cash Register - Change Price

### To quick change an item price, tap Change Price

	<b>9</b>	T/A : A	pr 28, 20	002		RET	AILZP	os	DON'T	SELL BEL	O Ö	, Apr 28,2023 9:45:36 AM	≣		
$\square$	UPC	ltem N	lame/S	KU	•	Lotto		epartmer	it						
OHIC COD	D NAME	QTY	Ρ	REG. RICE	CC PRICE										
						Test mp	,								
L															
0	CASH SubTotal : \$0	CRE .00 SubTotal :	DIT \$0.00	Reg. Grand	l Total 58		\$5	\$10		\$20	\$50	\$100	EX	ΑСТ Α	мт
Items	Discount : \$0 Tax : \$0	.00 Discount : .00 Tax :	\$0.00 \$0.00	CC Grand	Total	CARD									
را ا	ast Print	eprint	Discount	S Brice-Check	Drawer			<b>P</b> esume	Void	Beturn	Cho	Fe Lock			*

## 2.20.1 Cash Register - Change Price Item Look-Up

To lookup an item for change price, scan the upc or enter the item name/sku

	8	T/A : A	Apr 28, 2002	2	RET	AILZP	os	Fri, Ap 10:0	or 28,2023 8:42 AM	=	5		
ОНІС		ltem I	Name/SKU	C. CC	Lotto		epartment						
COD	E NA					PRICE	CHANGE	:			8		
		UPC		С		вки		13					
			Iter	m Name		$\bigcirc$		RE	ESET				
		SKU	ITEM NA	AME				UNIT COST		RETAIL PR	RICE		
0	SubTotal	: \$0.00 SubTotal	: \$0.00	\$0.00		\$5	\$10	\$20	\$50	\$100	EX	ACT A	мт
Items	Discount Tax	: \$0.00 Discount : \$0.00 Tax	: \$0.00 : \$0.00	CC Grand Total	CARD								
	ast Print	Reprint	Discount Pri	ice-Check Drawer	Age Check	(I) Hold	Resume	Void Return	n Cha-Price	Lock			

## 2.20.2 Cash Register - Enter Price Change

### Enter your items new price and tap ENTER to confirm

	8	T/	/A : Apr 28, 2	002	RET	AILZPO	S		Fri, Apr 2 10:08:	28,2023 55 AM	≣		
	JPC		em Name/S		Lotto	Dep	partment						
CODI		E	ΟΤΥ			PRICE	CHANGE				€		
		UPC	(	UPC		) ѕки		<b>þ</b> 3		_			
		ITEM NAME	(	AM SPIRIT 85 <u>BX</u>	MELLOW YE	$\sum$						8	
		SKI 13		1 NAME SPIRIT 85 BX MELI	LOW YE		U	NIT COST	\$	20.	.00		
									1	2	3		
									4	5	6		
									7	8	9		
0	SubTotal	: \$0.00 Subī	Total : \$0.00	\$0.00		¢E	\$10	\$20		0	00		
Items	Discount Tax	: \$0.00 Disc : \$0.00 Tax	ount : \$0.00 : \$0.00	CC Grand Total	CARD	<b>4</b> 5	\$10	\$20		CLEAR	ENTER		
	ast Print	Reprint	Discount	S Price-Check Dra	wer Age Check	(I) Hold R	esume Vo	Did Return	Chg-Price	Lock			t

## 2.21 Cash Register - Lock Cash Drawer

### To lock the cash drawer without a key, tap Lock



### 2.21.1 Cash Register - Cash Drawer Pin

#### Enter your pin to lock the cash drawer



## 2.22 Cash Register - End Shift

### To perform end shift, tap End Shift



## 2.22.1 Cash Register - End Shift Report

Your end shift report will show you your total sales during that shift

3	T/A : Apr 28,	2002	RET	AILZPOS			100	007
	Apr 27, 2023	iii) END	DATE Apr 28	, 2023 🗰 B	атсн 10007	,	•	VIEW REPORT
\$201.16 GROSS RECEIVED	<b>\$7.07</b> total tax	\$194.09 NET REVENU	\$0.00 TOTAL CARD	<b>\$201.16</b> total cash	<b>\$0.00</b> TOTAL EBT	\$0.00 TOTAL DISCOUNT	<b>\$</b> тот,	
SALES SUMMARY	,		TENDER PAYMENT S	JMMARY	STATIS	STICS SUMMARY		
TAXABLE NON-TAXABLE NON REVENUE NET REVENUE TOTAL TAX AMOUNT TOTAL CARD SURCHAR TOTAL ITEM SURCHAR	IGE GE	\$101.00 \$88.09 \$5.00 \$194.09 \$7.07 \$0.00 \$0.00	CASH EBT EBT CASH CREDIT CARD DEBIT CARD CHECK HOUSE ACCOUNT		\$201.16 TITLE \$0.00 TOTAL 0 \$0.00 TOTAL 0 \$0.00 TOTAL 0 \$0.00 RETURN \$0.00 TOTAL 1 \$0.00 CASHBA	DISCOUNT YOID DELETE ITEM I TRANSACTION RANSACTION ACK	COUNT 00 00 00 00 04 00	AMOUNT \$0.00 \$0.00 \$0.00 \$201.16 \$0.00
GROSS RECEIVED		\$201.16	GRAND IOTAL		ITEM SU	IRCHARGE IRCHARGE NO SALES	00	\$0.00 \$0.00 \$0.00
TAX DETAILS			LOTTERY SUMMARY		CASH	DEPOSITS		
TITLE TAX1 (7.00 %)	sales amount \$101.00	tax amount (\$) \$7.07	LOTTO ONLINE LOTTO PAYOUT LOTTO SCRATCH		\$0.00 OPENIN \$0.00 CASH C \$0.00 CASH P \$0.00 CASH P	G BALANCE(+) OLLECTED(+) AIDIN(+) AIDOUT(-)		\$150.00 \$201.16 \$0.00 \$0.00
			TOTAL DAVOUT		¢o oo CASH D	ROPPED(-)		\$0.00

## 2.22.2 Cash Register - Closing Drawer Reconciliation

<b>С</b> т/	/A : Apr 28, 2002	RETAILZPOS	10007
		CLOSING DRAWER RECONCILIATION	8
OPENING BALANCE(+)	) : \$150.00	PENNIES (\$0.01) : 00 \$0.00 TWO-DOLLAR (\$2.00) : 00	0 \$0.00
CASH PAIDIN(+)	: \$0.00	NICKELS : 00 \$0.00 FIVE (\$5.00) : 00	0 \$0.00
CASH PAIDOUT(-)	: \$0.00	DIMES (\$0.10) : 00 \$0.00 TENS (\$10.00) : 00	0 \$0.00
CASH DROPPED(-)	: \$0.00	QUARTERS : 00 \$0.00 TWENTIES : 00	0 \$0.00
DRAWER DIFFERENCE	E : +\$150.00	HALF-DOLLAR : 00 \$0.00 FIFTIES (\$0.50) : 00	0 \$0.00
CASH COLLECTED(+)	: \$201.16	DOLLAR (\$1.00) : 00 \$0.00 HUNDREDS (\$100.00) : 00	0 \$0.00
CASH IN HAND	: \$351.16	ТОТ	TAL CASH BREAKDOWN
HOUSE ACCOUNT OU	T : \$0.00	то	TAL \$0.00
TOTAL CREDIT CARD	: \$0.00		
TOTAL EBT	: \$0.00		
TOTAL CHECKS	: \$0.00		
		LOTTO UNLINE/SCRATCH \$0.00 CASH DROPPED(-)	\$0.00

Closing Drawer Reconciliation will allow you to count your cash drawer at end of shift

# 2.22.3 Cash Register - Confirm End Shift

### Tap YES to confirm end shift

0	T/A : Apr 28,	2002	RET	AILZPOS				100	07
	Apr 27, 2023	iii) END	DATE Apr 28	, 2023 🗰 B	атсн	10007		•	VIEW REPORT
\$201.16 GROSS RECEIVED	<b>\$7.07</b> total tax	\$194.09 NET REVENU	E TOTAL CARD	<b>\$201.16</b> total cash	<b>\$О</b> тот <i>4</i>	.00 Al ebt	<b>\$0.00</b> TOTAL DISCOUNT	\$ тот,	END SHIFT
SALES SUMMARY			TENDER PAYMENT S	UMMARY		STATISTI	CS SUMMARY		
TAXABLE NON-TAXABLE NON REVENUE NET REVENUE TOTAL TAX AMOUNT TOTAL CARD SURCHARG TOTAL ITEM SURCHARG TOTAL DISCOUNT GROSS RECEIVED	SE	\$101.00 \$88.09 \$5.00 \$194.09 \$7.07 \$0.00 \$0.00 \$0.00 \$0.00 \$201.16	CASH EBT CREDIT CAS CREDIT C DEBIT CAS CHECK HOUSE ACCOUNT GRAND TOTAL	want to perform End-Shift?	\$201.16 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$201.16	TITLE TOTAL DISC TOTAL VOID TOTAL DELE RETURN TR TOTAL TRAI CASHBACK CARD SURCE ITEM SURCE TOTAL NO S	COUNT COUNT	COUNT 00 00 00 00 04 00	AMOUNT \$0.00 \$0.00 \$0.00 \$20116 \$0.00 \$0.00 \$0.00 \$0.00
TAX DETAILS			LOTTERY SUMMARY			CASH DE	POSITS		
τητίε ΤΑΧΊ (7.00 %)	sales amount \$101.00	tax amount (\$) \$7.07	LOTTO ONLINE LOTTO PAYOUT OTTO SCRATCH LOTTO ONLINE/SCRATCH		\$0.00 \$0.00 \$0.00 \$0.00	OPENING B CASH COLL CASH PAIDI CASH PAIDO CASH DROP	ALANCE(+) ECTED(+) N(+) DUT(-) PPED(-)		\$150.00 \$201.16 \$0.00 \$0.00 \$0.00

### 2.22.4 Cash Register - Print End Shift Report

#### Tap YES to print end shift report



### 3 Time Card - Access Time Card

To access employee time cards, tap Time Card from your main menu

### **RETAILZPOS**

PATELPROCESSING OFFICE 📵 🌞



## 3.1 Time Card - Time Card Menu

From the time card menu you can clock in and out employees as well as break, resume and end shift

	ARD	RETAILZPOS				₽	?
CLOCK-IN E	MPLOYEES						
SR. NO.	EMPLOYEE NAME	CHECK-IN TIME	HOURS		М	NUTES	
EMPLOYEES							
ID	EMPLOYEE NAME				ACTION		
01	EMPLOYEE A		Q.	$\mathbb{G}$		$\bigcirc$	₽
01	RITESH PATEL*		Ø.	$\mathbb{G}$	٢	$\bigcirc$	₽

## 3.2 Time Card - Return To Main Screen

### Tap the arrow next to time card to return to your main menu



## **3.3 Time Card - Employee Time Adjustment**

### Tap the cog to access employee time adjustments



### 3.3.1 Time Card - Adjusted Time

TIME CARD **RETAILZPOS** • **CLOCK-IN EMPLOYEES** 8 **ADJUSTED TIME** START DATE Apr 29, 2023 **)** END DATE Apr 29, 2023 **m**) SELECT EMPLOYEE <Select Employee> • Adj Hr/ Adj Min Reg.N Hours/ Total Hr/ ID Clock In Clock Out Days Action Min 0 Min Ð, 01 10069 Apr 28,2023 12:46 PM Apr 28,2023 04:21 PM 03 : 34 03 : 34 03 : 34 -EMPLOYEE F, 01 10069 Apr 28,2023 12:45 PM Apr 28,2023 12:46 PM 00:00 00:00 00:00 01 ₽ Þ

From your Adjusted Time menu you can edit employee time clocks

# 3.3.2 Time Card - Employee Action

Tap Action to perform employee time clock edits

	CARD				RETA	AILZ PO	S					\$	8
CLOCK-IN E	EMPLOYE	ES											
SR. NO.					ADJUST		E				8	TES	
	START I	DATE	(	Apr 29, 2023		) END DA	TE	Apr	29, 2023				
	SELECT	EMPLOYEE	= (	<select empl<="" td=""><td>oyee&gt;</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></select>	oyee>								
	ID	Reg.N o		Clock In	Clock Ou	ıt	Hours/ Min	Adj Hr/ Adj Min	Total Hr/ Min	Days Act	tion		
	01	10069	Apr 28	,2023 12:46 PM	Apr 28,2023 0	4:21 PM	03 : 34	03 : 34	03 : 34		iπ,		
EMPLOYEE	01	10069	Apr 28	,2023 12:45 PM	Apr 28,2023 12	2:46 PM	00 : 00	00 : 00	00:00	-			
1D 01												Ô	<b>F</b>
01												9	ŀ

## 3.3.3 Time Card - Employee Time Log Entry

#### TIME CARD **RETAILZ POS** < **CLOCK-IN EMPLOYEES ADJUSTED TIME** X ( Apr 29, 2023 END DATE Apr 29, 2023 START DATE 8 ADD TIME LOG EMPLOYEE ID EMPLOYEE NAME 1 EMPLOYEE A : • CLOCK-IN TIME CLOCK-IN DATE Apr 28, 2023 **(**) 12:46 PM EMPLOYEE: CLOCK-OUT DATE 04:21 PM Apr 28, 2023 : SAVE 01 P Þ

Enter employee time clock changes as needed



#### Tap Clock in to perform clock in



## 3.4.1 Time Card - Clock In Pin

### Enter employee pin to clock in

	RD	RE	TAILZ	POS				<b>\</b>	8
CLOCK-IN EMP	PLOYEES								
SR. NO. E	MPLOYEE NAME		CHEC	CK-IN TIME	HOURS		М	NUTES	
		(	CLOCKII	N					
		*	* *	* *					
		1	2	3					
EMPLOYEES		4	5	6					
ID	EMPLOYEE NAME	7	8	9	_		ACTION		
01	EMPLOYEE A		0	ENTER	Q	0		0	B
01	RITESH PATEL*				Q	6	۵	Ø	₽

## 3.5 Time Card - Clock Out

#### Tap Clock Out to perform clock out



## 3.5.1 Time Clock - Clock Out Pin

### Enter employee pin to clock out

	RE	RETAILZPOS				* 0				
	LOYEES									
SR. NO. EMPLOYEE NAME			CHECK-IN TIME			HOURS		MINUTES		
01 EMPLOYEE A		*	сьоскоит * * * * 1 2 3			00		00		
EMPLOYEES		-								
ID	EMPLOYEE NAME	7	7 8 9				ACTION			
01	EMPLOYEE A		0	ENTER		Q	<b>C</b>	١	0	ŀ
01	RITESH PATEL*					Q.	•	۵	0	₽

## 3.6 Time Card - Break

#### Tap Break to perform going on break



## 3.6.1 Time Card - Break Pin

Enter employee pin to go on break

	RD	RETAILZPOS	* 0			
CLOCK-IN EMP	LOYEES					
SR. NO. EMPLOYEE NAME		CHECK-IN TIME	HOURS	MINUTES		
01 EMPLOYEE A		BREAK * * * * 1 2 3 4 5 6	00	00		
ID	EMPLOYEE NAME	7 8 9		ACTION		
01	EMPLOYEE A		03	<b>Q D D</b>	ŀ	
01	RITESH PATEL*		Q		₽	

### 3.7 Time Card - Resume Break

#### Tap Resume to resume from break


## 3.7.1 Time Card - Resume Pin

### Enter employee pin to resume from break

	RD	RETAILZPOS		<b>\$ 0</b>
CLOCK-IN EMP	PLOYEES			
SR. NO. EI	MPLOYEE NAME	CHECK-IN TIME	HOURS	MINUTES
01 E	MPLOYEE A	RESUME	00	00
		1 2 3 4 5 6		
EMPLOYEES		7 8 9		ACTION
UI	EMPLOYEE A		ی ۵	
01	RITESH PATEL*		Contraction of the second seco	

### 3.8 Time Card - End Shift

#### Tap End Shift to perform employee end shift



## 3.8.1 Time Card - End Shift Pin

### Enter employee pin to perform end shift

	D	RE	TAILZ	POS				*	8
CLOCK-IN EMP	LOYEES								
SR. NO. EN	IPLOYEE NAME		CHEC	CK-IN TIME	HOURS		М	INUTES	
		*	NDSHIF	-T * * 3					
EMPLOYEES		4	5	6					
ID	EMPLOYEE NAME	7	8	9			ACTION		
01	EMPLOYEE A		0	ENTER	ଷ୍ଟ	6	۵	0	G
01	RITESH PATEL*				ଷ	6	١	O	₽

### Item Management - Access Item Management

۲ **RETAILZ POS** PATELPROCESSING OFFICE 1.22 CASH REGISTER ITEM INVENTORY TIME CARD LOTTERY MANAGEMENT SALE = lu≡. CUSTOMER / SALES & PROMOTIONS REPORTS BACK OFFICE LOYALTY PRG

### To access Item Management, tap Item Management from your main menu

4

## 4.1 Item Management - Return To Main Menu From Item Management

Within your item management menu you will be able to access all features of products in your store

				RE	TAI	LZPOS						Q,	?
Tap here f	or Home screen MAME		1	SIZE	1	PACK		1	ITEM TYPE		1	ITEM STOCK	1
Time Card, Back office	Item management, and other modules Online						\$0.00		01	\$0.00		00	5
05	Lotte Payout						\$0.00		01	\$10.10		00	<b>\$</b>
06	Lotto Soratch						\$0.00		01	\$5.05		00	5
07	Test Item						\$0.00		01	\$8.12		-22	<b>*</b>
09	Test999						\$0.00		01	\$2.06		00	\$
10	Test999						\$0.00		01	\$2.06		00	\$
11	Test 876						\$0.00		01	\$2.06		00	<u>د</u>
12	Test mp		$\searrow$				\$0.00		01	\$10.10		-412	*
13	AM SPIRIT 85 B	X MELLOW Y					\$0.00		01	\$10.70		10	\$
14	AM SPIRIT BX F	ULL BODY B					\$0.00		01	\$10.70		20	\$
15	CAMEL CRUSH	REG 85 BOX M			$\overline{\ }$		\$0.00		01	\$10.19		10	\$
16	CAMEL REG BL	JE 85 BOX (P					\$0.00		01	\$10.19		10	\$
17	CAPRI MAGENT	A 120 BOX (P					\$0.00		01	\$12.82		10	\$
Includ	e In-Active Items										т	OTAL : 98	•
	FI		SPLI	бі Т-РАСК	нізт	ORY CI	ANGE PRICE A	DD TO GRO	UP PI				

### 4.2 Item Management - Item Management Main Screen

**RETAILZ POS** ITEMMANAGEMENT 2 (< RETAIL PRICE UNIT ITEM ITEM SKU 1 ITEM NAM SIZE PACK 1 1 1 Î 1 1 1 COST ТҮРЕ STOCI 103 BISCOFF \$0.00 01 \$3.99 -13 £ 10104 Hi \$0.00 01 \$0.00 -18 <u>چ</u> 10106 Test1 \$0.00 01 \$0.00 00 ¢ 05 \$0.00 01 Lotto Payout \$10.10 -10 ¢ 10103 Hello World \$0.00 01 \$0.00 -7 £ 10105 Liquor Dep \$0.00 01 \$0.00 -3 ć 12 Test mp \$0.00 01 \$10.10 -819 <u>چ</u> 04 Lotto Online \$0.00 01 \$5.00 -6 <u>د</u> 07 Test Item \$0.00 01 \$8.12 -325 <u>ک</u> Lotto Scratch \$0.00 01 \$5.05 ¢ 06 00 14 AM SPIRIT BX FULL BODY B \$0.00 01 \$25.79 20 £ 13 AM SPIRIT 85 BX MELLOW Y \$0.00 01 \$20.00 10 ដ ۲ 09 Test999 \$0.00 01 \$2.06 00 H Include In-Active Items TOTAL : 102 HISTOR SPLIT-PACK FILTER 

Tap the arrow next to item management to return to your main menu

# 4.3 Item Management - Help Feature

### Tap the Help Icon for an interactive screen tutorial

ITEM	MANAGEMENT		RE	TAIL	ZPOS			Q		
SKU	↑ ITEM NAME	1	SIZE	1	PACK		↑ ITEM TYPE			Î
04	Lotto Online					\$0.00	01	\$0.00	00	Ś
05	Lotto Payout					\$0.00	01	\$10.10	00	<b>S</b>
06	Lotto Scratch					\$0.00	01	\$5,05	00	۲.
07	Test Item					\$0.00	01	\$8.12	-22	<b>X</b>
09	Test999					\$0.00	01	\$2.06	00	۲. بک
10	Test999					\$0.00	01	\$2.06	00	۲ ۲
11	Test 876					\$0.00	01	\$2.06	00	ړ
12	Test mp					\$0.00	01	\$10.10	-412	¢
13	AM SPIRIT 85 BX MELLOW Y					\$0.00	01	\$10.70	10	Ś
14	AM SPIRIT BX FULL BODY B					\$0.00	01	\$10.70	20	۲ ۲
15	CAMEL CRUSH REG 85 BOX M					\$0.00	01	\$10.19	10	Ś
16	CAMEL REG BLUE 85 BOX (P					\$0.00	01	\$10.19	10	5
17	CAPRI MAGENTA 120 BOX (P					\$0.00	01	\$12.82	10	ź
Include I	n-Active Items								TOTAL : 9	8
	T C			E		Ś	1)E			

### 4.4 Item Management - Refresh Item Management Menu

<b>с</b> п		ANAGEMENT	RE		8				O,	?
SK	ku ↑		Tap here to Refresh IZ E	1 PACK		EM YPE			ЕМ ОСК	1
0	04	Lotto Online				01	\$0.00	0	0	Ś
0	05	Lotto Payout				01	\$10.10	0	0	<b>\$</b>
0	06	Lotto Scratch			\$0.00	01	\$5.05	0	0	5
0	07	Test Item			\$0.00	01	\$8.12	-2	2	<b>\$</b>
0	09	Test999			0.00	01	\$2.06	0	0	\$
10	10	Test999			\$0.00	01	\$2.06	0	0	\$
1	11	Test 876			\$0.00	01	\$2.06	0	0	5
1:	12	Test mp			\$0.00	01	\$10.10	-4	12	5
1:	13	AM SPIRIT 85 BX MELLO	WΥ		\$0.00	01	\$10.70	10	C	5
14	14	AM SPIRIT BX FULL BOD	YB		\$0.00	01	\$10.70	2	0	5
1	15	CAMEL CRUSH REG 85 B	OX M		\$0.00	01	\$10.19	10	C	5
10	16	CAMEL REG BLUE 85 BO	Х (Р		\$0.00	01	\$10.19	10	D	<u>5</u>
1	17	CAPRI MAGENTA 120 BO	Х (Р		\$0.00	01	\$12.82	10	D	<del>ي</del>
Inclu	ıde In-A	active Items						τοτΑ	L : 98	•
		FILTER	REFRESH SPLIT-PACK			GROUP PRI				

### To refresh your item management menu, tap the RetailzPOS logo

# 4.5 Item Management - Select Item

### Tap an item to select that item

<b></b>	ITEM	MANAGEMENT	R	TAI	LZ POS				Q	?	
	SKU	↑ ITEM NAME	1	SIZE	1	PACK		↑ ITEM TYPE		↑ ITEM STOCK	1
	12	Test mp					\$0.00	01	\$10.10	-425	5
	07	Test Item					\$0.00	01	\$8.12	-55	*
	04	Lotto Online					\$0.00	01	\$0.00	-1	\$
	13	AM SPIRIT 85 BX MELLOW Y					\$0.00	01	\$20.00	10	5
	05	Lotto Payout					\$0.00	01	\$10.10	00	5
	06	Lotto Scratch					\$0.00	01	\$5.05	00	
	09	Test999 🥼 👞					\$0.00	01	\$2.06	00	\$
	11	Test 876					\$0.00	01	\$2.06	00	\$
	14	AM SPIRIT BX FULL BODY B					\$0.00	01	\$10.70	20	র্ম
	15	CAMEL CRUSH REG 85 BOX M					\$0.00	01	\$10.19	10	5
	16	CAMEL REG BLUE 85 BOX (P					\$0.00	01	\$10.19	10	Ś
	17	CAPRI MAGENTA 120 BOX (P					\$0.00	01	\$12.82	10	<b>S</b>
	18	CAPRI MEN INDIGO 100 BOX					\$0.00	01	\$12.82	10	۲.
] In	clude Ir	n-Active Items								TOTAL : 9	, E

# 4.6 Item Management - Search Item By

### Tap the Magnifying Glass to perform an item search

SKU		1	SIZE	1	РАСК			Tap here to Se	arch STOCK	
04	Lotto Online					\$0.00	01	Search based o & SKU	n Item name, UPC	
05	Lotto Payout					\$0.00	01	010.10		
06	Lotto Scratch					\$0.00	01	\$5.05		
07	Test Item					\$0.00	01	\$8.12		
09	Test999					\$0.00	01	\$2.06	00	
10	Test999					\$0.00	01	\$2.06	00	5
11	Test 876					\$0.00	01	\$2.06	00	z
12	Test mp					\$0.00	01	\$10.10	-412	5
13	AM SPIRIT 85 BX MELLOW Y			/		\$0.00	01	\$10.70	10	z
14	AM SPIRIT BX FULL BODY B		/			\$0.00	01	\$10.70	20	ş
15	CAMEL CRUSH REG 85 BOX M					\$0.00	01	\$10.19	10	5
16	CAMEL REG BLUE 85 BOX (P					\$0.00	01	\$10.19	10	ş
17	CAPRI MAGENTA 120 BOX (P					\$0.00	01	\$12.82	10	5
nclude li	n-Active Items								TOTAL : S	- 8

# 4.6.1 Item Management - Item Search

Tap the dropdown to select your item search filter

ITEM	MANAGEMENT	RETAILZ POS		IPC			e
SKU	↑ ITEM NAME ↑ SIZ	е ↑ РАСК		↑ ITEM TYPE		↑ ITEM STOCK	1
04	Lotto Online		\$0.00	01	\$0.00	00	17
05	Lotto Payout		\$0.00	01	\$10.10	00	<b>S</b>
06	Lotto Scratch		\$0.00	01	\$5.05	00	5
07	Test Item		\$0.00	01	\$8.12	-22	<b>S</b>
09	Test999		\$0.00	01	\$2.06	00	۲. ۲
10	Test999		\$0.00	01	\$2.06	00	5
11	Test 876		\$0.00	01	\$2.06	00	۲.
12	Test mp		\$0.00	01	\$10.10	-412	<b>S</b>
13	AM SPIRIT 85 BX MELLOW Y		\$0.00	01	\$10.70	10	<u>ک</u>
14	AM SPIRIT BX FULL BODY B		\$0.00	01	\$10.70	20	ţ,
15	CAMEL CRUSH REG 85 BOX M		\$0.00	01	\$10.19	10	ŝ
16	CAMEL REG BLUE 85 BOX (P		\$0.00	01	\$10.19	10	\$
17	CAPRI MAGENTA 120 BOX (P		\$0.00	01	\$12.82	10	۲,
Include	In-Active Items					TOTAL : 98	-

# 4.6.2 Item Management - Select Item Search Filter

### Select your Item Filter type

0		ANAGEMENT	<b>RETAILZPOS</b>	▼ UPC				?
	sku †	ITEM NAME		UPC	EM PE ↑	RETAIL /	ITEM STOCK	1
	103	BISCOFF	\$		)1	\$3.99	-13	22
	10104	Hi	\$	OHIO CODE	01	\$0.00	-18	<b>S</b>
	10106	Test1	\$	0.00	01	\$0.00	00	5
	05	Lotto Payout	\$	0.00	01	\$10.10	-10	<b>S</b>
	10103	Hello World	\$	0.00	01	\$0.00	-7	5
	10105	Liquor Dep	\$	0.00	01	\$0.00	-3	<b>S</b>
	12	Test mp	\$	0.00	01	\$10.10	-819	5
	04	Lotto Online	\$	0.00	01	\$5.00	-6	5
	07	Test Item	\$	0.00	01	\$8.12	-325	5
	06	Lotto Scratch	\$	0.00	01	\$5.05	00	<b>\$</b>
	14	AM SPIRIT BX FULL BODY B	\$	0.00	01	\$25.79	20	5
	13	AM SPIRIT 85 BX MELLOW Y	\$	0.00	01	\$20.00	10	5
	09	Test999	\$	0.00	01	\$2.06	00	53
								_

Include In-Active Items



Ţ	2	0 1 0 1	le	S			
FILTER	REFRESH	SPLIT-PACK	HISTORY	CHANGE PRICE	ADD TO GROUP	PRINT LABEL	

# 4.7 Item Management - Apply Item Filter

### Tap Filter to do a custom item filter search

<	ITEM	MANAGEMENT	RETAILZPOS											Q	?
	SKU	↑ ITEM NAME	1	SIZE	1	PACK	1	UNIT COST	1	ITEM TYPE	1	RETAIL PRICE	1	ITEM STOCK	1
	04	Lotto Online						\$0.00		01		\$0.00		00	<u>ک</u>
	05	Lotto Payout						\$0.00		01		\$10.10		00	\$
	06	Lotto Scratch						\$0.00		01		\$5.05		00	\$
	07	Test Item						\$0.00		01		\$8.12		-22	\$
	09	Test999						\$0.00		01		\$2.06		00	ŝ
	10	Test999					/	\$0.00		01		\$2.06		00	\$
	11	Test 876						\$0.00		01		\$2.06		00	5
	12	Test mp						\$0.00		01		\$10.10		-412	5
	13	AM SPIRIT 85 BX MELLOW Y			/			\$0.00		01		\$10.70		10	5
	14	AM-SPIRIT BX FULL BODY B						\$0.00		01		\$10.70		20	5
	15	CAMEL CRUSH REG 85 BOX M						\$0.00		01		\$10.19		10	5
	16							\$0.00		01		\$10.19		10	\$
	17							\$0.00		01		\$12.82		10	Ś
	<b>Tap thi</b> You can	s button to apply filter set filter preferences here												TOTAL : 98	Ē
		<u> </u>											_		

# 4.7.1 Item Management - Select Item Filter By

Tap Select Filter to choose your filter by selection

0	ITEM	MANAGEMENT			RE	TAI	LZPOS	5						Q	8
	SKU	↑ ITEM NAME		↑	SIZE	Ť	PACK	Î	UNIT COST	Ť	ITEM TYPE	↑ RETAIL PRICE	Ť	ITEM STOCK	î
	12	Test mp							\$0.00		01	\$10.10		-425	R.
	07	Test Item							\$0.00		01	\$8.12		-55	
	04				FIL	TER I	TEMS						6	-1	R.
	13													10	<b>\$</b>
	05	FILTER BY :	< Select Filte	r >		_1	-							00	<b>K</b>
	06						FILTER	VAL	UE :	То				00	<b>K</b>
	09	FILTER CONDITION :	< Select Filte	er >		•		0.0	00	)		0.00		) 00	R
	11	ALL     ALL	(		ION-TAX	ABLE			0	ΤΑΧΑ	BLE			00	R.
	14	BY AS CASE	[	_ c		CE				OPEN	QUANTIT	Y		20	St.
	15	NON REVENUE	[	E	BT					NON-E	DISCOUN	TABLE		10	<b>\$</b>
	16	NON RETURN			ELI-PLU					IN-AC	IVE			10	R.
	17										ок	RES	ET	10	<b>F</b>
	18	CAPRI MEN INDIGO 10	0 BOX						\$0.00		01	\$12.82		10	<b>F</b>
🗌 In	iclude Ir	-Active Items												TOTAL : 97	
		FILTER		SPLIT	創 一 「-PACK	HIST	TORY				OUP PF				

# 4.7.2 Item Management - Select Item Filter

### Tap your item filters you wish to choose from

0	ITEM	MANAGEMENT		R	ETAI	LZPOS	;							Q	0
	SKU	↑ ITEM NAME	1	SIZE	Ť	PACK	1	UNIT COST	1	ITEM TYPE	1	RETAIL PRICE	1	ITEM STOCK	1
	12	Test mp					:	\$0.00		01	\$1	10.10		-425	R.
	07	Test Item					:	\$0.00		01	\$8	8.12		-55	<b>R</b>
	04			FIL	TER	TEMS							8	-1	<b>F</b>
	13		-											10	R.
	05	FILTER BY : (	< Select Filter >	•	•)									00	R.
	06		< Select Filter >	•		FILTER	VALU	JE :	То	_				00	<b>F</b>
	09	FILTER CONDITION :	Department				9.0	0	)			0.00		00	R
	11	ALL	Category	lh-				$\bigcirc$	ТАХАЕ	BLE				00	R.
	14	BY AS CASE	Sub Category	<u> </u>					OPEN C	QUANTIT	Y			20	5
	15		Item Size						NON-D	ISCOUNT	TABLE			10	<b>S</b>
	16	NON RETURN	Item Pack						IN-ACT	IVE				10	R.
	17		Item Group							ок		RESE	т	10	R.
	18	CAPRI MEN INDIGO 100	BOX			_		\$0.00		01	\$1	12.82		10	R.
															-
🗌 In	nclude Ir	-Active Items											т	OTAL : 97	
		FILTER	C REFRESH SP	」前 園園 PLIT-PACK	HIS			PRICE ADI		OUP PR		BEL			

## 4.7.3 Item Management - Apply Filter Condition

#### Tap Filter Condition to apply a filter condition



# 4.7.4 Item Management - Select Filter Condition

### Select your filter conditions

0	ITEM	MANAGEMENT		RE	TAI	LZPOS							Q	8
	SKU	↑ ITEM NAME	1	SIZE	Î	PACK	Ť	UNIT COST	1	ITEM TYPE	↑ RETAIL PRICE	Î	ITEM STOCK	1
	12	Test mp						\$0.00		01	\$10.10		-425	R.
	07	Test Item						\$0.00		01	\$8.12		-55	<b>S</b>
	04			FILT	ER I	TEMS						8	-1	
	13								_				10	<b>R</b>
	05	FILTER BY :	< Select Filter >		•		$\rightarrow$		/	ADVANC	CE FILTER		00	<b>F</b>
	06					FILTER	VALU	JE :	То	) _			00	<b>F</b>
	09	FILTER CONDITION :	< Select Filter >		•		0.0	0	)		0.00		) 00	R.
	11	Image: ALL	< Select Filter >		_			0	ТАХА	BLE			00	<b>R</b>
	14	BY AS CASE	Unit Price	շիտ					OPEN	QUANTIT	Υ		20	<b>\$</b>
	15	NON REVENUE	Retail Price						NON-E	DISCOUN	TABLE		10	R.
	16	NON RETURN	Quantity		_		$\geq$		IN-AC	<b>TIVE</b>			10	<b>F</b>
	17		Quantity		-					ок	RESE	iT	10	<b>K</b>
	18	CAPRI MEN INDIGO 100	вох					\$0.00		01	\$12.82		10	<b>S</b>
ln	iclude In	-Active Items											TOTAL : 97	•
		FILTER	REFRESH SPLIT	罰 一 PACK	ніят	ORY CH		PRICE AD		OUP PF				

# 4.7.5 Item Management - Apply Filter Value

### Tap Filter Value to enter your values

0	ITEM	MANAGEMENT		RI	ETAI	LZPOS							Q	8
	SKU	↑ ITEM NAME	1	SIZE	Ť	PACK	1	UNIT COST	1	ITEM TYPE		1	ITEM STOCK	1
	12	Test mp						\$0.00		01	\$10.10		-425	<b>R</b>
	07	Test Item					5	\$0.00		01	\$8.12		-55	R.
	04			FIL	TER	TEMS						<b>x</b>	-1	
	13		-		_								10	<b>K</b>
	05	FILTER BY : (	< Select Filter	>	•		$\rightarrow$		4	ADVANC	E FILTER		00	<b>F</b>
	06					FILTER	VALU	JE :	т	. —			00	R.
	09	FILTER CONDITION :	Unit Price		•		0.00		)		0.00		) 00	R
	11	ALL	С	NON-TAX	KABLE	E		$\sim$	TAXA	BLE			00	R
	14	BY AS CASE		OPEN PRI	CE				OPEN	QUANTIT	Y		20	5
	15			EBT					NON-I	DISCOUN	TABLE		10	<b>S</b>
	16	NON RETURN		DELI-PLU					IN-AC	TIVE			10	<b>F</b>
	17									ок	RES	ET	10	R.
	18	CAPRI MEN INDIGO 100	BOX				ę	\$0.00		01	\$12.82		10	R.
🗌 In	iclude Ir	n-Active Items											TOTAL : 97	•
		FILTER	<b>D</b> REFRESH S	前 國家 PLIT-PACK	HIST									

# 4.7.6 Item Management - Enter Filter Value

### Enter your filter value

0		IANAGEMENT		RI	TAI	LZPOS								Q	8
	SKU	↑ ITEM NAME	1	SIZE	Ŷ	PACK	Î	UNIT COST	Ť	ITEM TYPE	Ť	RETAIL PRICE	Ť	ITEM STOCK	1
	12	Test mp						\$0.00		01		\$10.10		-425	<b>K</b>
	07	Test Item						\$0.00		01	\$	\$8.12		-55	<b>F</b>
	04			FIL	TER	TEMS							x	-1	<b>F</b>
	13		_	_						_	_	_		10	<b>X</b>
	05	FILTER BY : < S	elect Filter >				$\rightarrow$			DVANC	E FI	LTER			
	06					FILTER	VALU	JE :	Тc					<u> </u>	9
	09		nit Price			) (	0.0	0	) ]	\$			0.0	00	
	11	ALL	0	NON-TA	KABLE			0	ТАХА		L				
	14	BY AS CASE		OPEN PRI	CE				OPEN		1	2	Ι	3	
	15	NON REVENUE		EBT					NON-I				T	6	
	16	NON RETURN		DELI-PLU					IN-AC		4				
	17										7	8	Ι	9	
	18	CAPRI MEN INDIGO 100 BO	ĸ					\$0.00						00	
											•				
🗌 In	iclude In-	Active Items									×	CLEAR			₿
		FILTER R	C FRESH SP	LIT-PACK	нізт	TORY CI		EPRICE AD		OUP PR		ABEL			

## 4.7.7 Item Management - Apply Filter Options

Tap all checkboxes to apply additional item search filters



# 4.7.8 Item Management - Confirm Item Filter

### Tap OK to confirm item search filter

0	ITEM	MANAGEMENT			RE	TAII	ZPOS								Q	?
	SKU	↑ ITEM NAME	1	Ś	SIZE	Ť	PACK	1	UNIT COST	Ť	ITEM TYPE	1	RETAIL PRICE	Î	ITEM STOCK	1
	12	Test mp							\$0.00		01	\$1	10.10		-425	R
	07	Test Item							\$0.00		01	\$8	8.12		-55	R.
	04				FILT	ER I	TEMS							$\mathbf{x}$	-1	R.
	13					_									10	R.
	05	FILTER BY :	< Select Filter	>		•		$\rightarrow$			ADVANO	CE FIL	TER		00	<b>F</b>
	06						FILTER	VAL	JE :	Т	0 —				00	<b>F</b>
	09	FILTER CONDITION :	Unit Price			•		0.0	0	)			0.00		00	R
	11		C	NO	N-TAX/	ABLE			۲	ТАХА	BLE				00	R.
	14	BY AS CASE		OPE		E				OPEN	QUANTIT	ΓY			20	5
	15	NON REVENUE		ЕВТ						NON-	DISCOUN	TABLE			10	<b>\$</b>
	16	NON RETURN		DEL	I-PLU					IN-AC	TIVE				10	<b>F</b>
	17						_			•	oy	հղ	RESE	т	10	<b>X</b>
	18	CAPRI MEN INDIGO 10	0 ВОХ						\$0.00		01	\$	12.82		10	5
🗌 In	iclude Ir	-Active Items												٦	OTAL : 97	•
		FILTER		PLIT-PA	ACK	HIST	ORY CI				ROUP PI		BEL			

# 4.8 Item Management - Refresh Item list

### Click refresh item list to refresh all changes

<		IANAGEMENT		RE	TAI	LZPOS						Q	?
	SKU	↑ ІТЕМ NAME	1	SIZE	1	PACK		1 IT Τ	EM 'PE		L 1	ITEM STOCK	1
	04	Lotto Online				/	\$0.00	(	01	\$0.00		00	5
	05	Lotto Payout					\$0.00	(	01	\$10.10		00	<b>\$</b>
	06	Lotto Scratch					\$0.00	(	01	\$5.05		00	5
	07	Test Item					\$0.00	(	01	\$8.12		-22	<b>\$</b>
	09	Test999					\$0.00	(	01	\$2.06		00	5
	10	Test999					\$0.00	(	01	\$2.06		00	4
	11	Test 876			/		\$0.00	(	01	\$2.06		00	\$
	12	Test mp					\$0.00	(	01	\$10.10		-412	<b>\$</b>
	13	AM SPIRIT 85 BX MELLOW Y					\$0.00	(	01	\$10.70		10	\$
	14	AM SPIRIT BX FUEL BODY B					\$0.00	(	01	\$10.70		20	\$
	15	CAMEL CRUSH REG 85 BOX M					\$0.00	(	01	\$10.19		10	\$
	16	CAMEL REG BLUE 85 BOX (P					\$0.00	(	01	\$10.19		10	\$
	17	CAPRI MAGENTA 120 BOX (P					\$0.00	(	01	\$12.82		10	\$
🗌 In	clude In-	Activity Tap to refresh Item List										TOTAL : 98	
						C CI			PRI				

# 4.9 Item Management - Open Split Pack

<	ITEM	MANAGEMENT			RE	TAI	LZPOS								Q	?
	sкu	↑ ITEM NAME		1	SIZE	1	PACK	1	UNIT COST	1	ITEM TYPE	1	RETAIL PRICE	1	ITEM STOCK	1
	103	BISCOFF							\$0.00		01		\$3.99		-13	Ś
	10104	Hi							\$0.00		01		\$0.00		-18	<b>\$</b>
	10106	Test1							\$0.00		01		\$0.00		00	5
	05	Lotto Payout							\$0.00		01		\$10.10		-10	5
	10103	Hello World							\$0.00		01		\$0.00		-7	<b>S</b>
	10105	Liquor Dep							\$0.00		01		\$0.00		-3	<b>\$</b>
	12	Test mp							\$0.00		01		\$10.10		-819	5
	04	Lotto Online							\$0.00		01		\$5.00		-6	5
	07	Test Item							\$0.00		01		\$8.12		-325	5
	06	Lotto Scratch							\$0.00		01		\$5.05		00	<b>\$</b>
	14	AM SPIRIT BX	ULL BODY B						\$0.00		01		\$25.79		20	ŝ
	13	AM SPIRIT 85 E	X MELLOW Y						\$0.00		01		\$20.00		10	5
	09	Test999							\$0.00		01		\$2.06		00	5
	nclude Ir	-Active Items	Tap here to use Split pack feature Add, edit, remove, show in dial box.	og									ß	т	OTAL : 102	

# 4.10 Item Management - Quick Change Item Price

<b>(</b>	ITEM I	MANAGEMENT		RE	TAI	LZPOS								Q,	?
	SKU	↑ ITEM NAME	1	SIZE	1	PACK	1	UNIT COST	1	ITEM TYPE	1	RETAIL PRICE	1	ITEM STOCK	1
	103	BISCOFF		\				\$0.00		01		\$3.99		-13	Ś
	10104	Ні		1				\$0.00		01		\$0.00		-18	<b>\$</b>
	10106	Test1						\$0.00		01		\$0.00		00	5
	05	Lotto Payout						\$0.00		01		\$10.10		-10	<b>\$</b>
	10103	Hello World						\$0.00		01		\$0.00		-7	<b>\$</b>
	10105	Liquor Dep						\$0.00		01		\$0.00		-3	<b>\$</b>
	12	Test mp				\		\$0.00		01		\$10.10		-819	<b>\$</b>
	04	Lotto Online				1		\$0.00		01		\$5.00		-6	<b>\$</b>
	07	Test Item						\$0.00		01		\$8.12		-325	5
	06	Lotto Scratch						\$0.00		01		\$5.05		00	<b>\$</b>
	14	AM SPIRIT BX FULL BODY B								01		\$25.79		20	5
	13	AM SPIRIT 85 BX MELLOW Y								10		\$20.00		10	<b>S</b>
	09	Test999										\$2.06		00	5
lr	nclude In	-Active Items		Tap h Just s the pr	ere to select th	change Price ne item and ch	t na ige						т	OTAL : 102	
			SFL				(								

# 4.11 Item Management - Add To Item Group

<b>(</b>		ANAGEMENT		RE	TAIL	ZPOS								Q	?
	sкu	↑ ITEM NAME	1	SIZE	1	РАСК	1	UNIT COST	1	ITEM TYPE	1	RETAIL PRICE	1	ITEM STOCK	1
	103	BISCOFF					ŝ	\$0.00		01		\$3.99		-13	53
	10104	Hi					9	\$0.00		01		\$0.00		-18	<b>\$</b>
	10106	Test1					9	\$0.00		01		\$0.00		00	S.
	05	Lotto Payout					9	\$0.00		01		\$10.10		-10	<b>\$</b>
	10103	Hello World					ŝ	\$0.00		01		\$0.00		-7	\$
	10105	Liquor Dep					9	\$0.00		01		\$0.00		-3	<b>\$</b>
	12	Test mp					9	\$0.00		01		\$10.10		-819	\$
	04	Lotto Online					9	\$0.00		01		\$5.00		-6	*
	07	Test Item		$\mathbf{i}$			5	\$0.00		01		\$8.12		-325	\$
	06	Lotto Scratch						\$0.00		01		\$5.05		00	<b>\$</b>
	14	AM SPIRIT BX FULL BODY B					-					\$25.79		20	<u>ل</u> م
	13	AM SPIRIT 85 BX MELLOW Y				X						\$20.00		10	\$
	09	Test999												00	<u>ل</u>
🗌 In	iclude In	-Active Items				Tap he Groups Add , ed sequend	re t, m s dit, delet ce, etc.	te, n. Active, c	s hange					DTAL : 102	⊕
			l SPLI	T-PACK	HISTO	DRY C	(S) HANGE	PRICE AL		an ar		B E LABEL			

# 4.12 Item Management - Print Label

### Select 'Print Labels' to print item labels

0		MANAGEMENT			RE	TAI	LZPOS								Q	?
	SKU	↑ ITEM NAME		1	SIZE	1	PACK	1	UNIT COST	1	ITEM TYPE	1	RETAIL PRICE	1	ITEM STOCK	1
	04	Lotto Online							\$0.00		01		\$0.00		00	<b>\$</b>
	05	Lotto Payout							\$0.00		01		\$10.10		00	<b>\$</b>
	06	Lotto Scratch							\$0.00		01		\$5.05		00	5
	07	Test Item							\$0.00		01		\$8.12		-22	<b>\$</b>
	09	Test999							\$0.00		01		\$2.06		00	5
	10	Test999							\$0.00		01		\$2.06		00	5
	11	Test 876							\$0.00		01		\$2.06		00	۲.
	12	Test mp							\$0.00		01		\$10.10		-412	5
	13	AM SPIRIT 85 BX MELLOW Y							\$0.00		01		\$10.70		10	Ś
	14	AM SPIRIT BX FULL BODY B							\$0.00		01		010.70		20	5
	15	CAMEL CRUSH REG 85 BOX I	N						\$0.00						10	5
	16	CAMEL REG BLUE 85 BOX (P							\$0.00						10	ST.
	17	CAPRI MAGENTA 120 BOX (P							\$0.00						10	<u>چ</u>
Inc	clude In	-Active Items							Tap here Select ite Choose ti	e <b>to pri</b> m, clicl he labe	nt Labels < on this but Nayout, Prir	ton, 1 <b>t</b> .				•
			C RESH	SPLIT	П -раск	нізт		HA NG			ROUP	Į				

### 4.13 Item Management - Access Item Functions

### Tap the Item Function Icon to access your item functions

<	ITEM	MANAGEMENT			RE	TAI	LZPOS								Q	?
	SKU	↑ ITEM NAME		1	SIZE	1	PACK	1	UNIT COST	1	ITEM TYPE	1	RETAIL PRICE	1	ITEM STOCK	1
	04	Lotto Online							\$0.00		01		\$0.00		00	<b>\$</b>
	05	Lotto Payout	~						\$0.00		01		\$10.10		00	<b>\$</b>
	06	Lotto Scratch		$\overline{}$					\$0.00		01		\$5.05		00	5
	07	Test Item							\$0.00		01		\$8.12		-22	<b>\$</b>
	09	Test999							\$0.00		01		\$2.06		00	5
	10	Test999							\$0.00		01		\$2.06		00	\$
	11	Test 876							\$0.00		01		\$2.06		00	Ś
	12	Test mp							\$0.00		01		\$10.10			R
	13	AM SPIRIT 85 BX MELLOW Y	,						\$0.00		01		\$10.70			
	14	AM SPIRIT BX FULL BODY B							\$0.00		01		\$10.70			
	15	CAMEL CRUSH REG 85 BOX	Μ						\$0.00		01		\$10,19			
	16	CAMEL REG BLUE 85 BOX (P	)						\$0.00		01		510.19 Ta	p here f	or more ope	rations
	17	CAPRI MAGENTA 120 BOX (F	)						\$0.00		01		\$12.82 Ad	d, edit, d ive, clon	elete, tag alor	
_ In	clude In	n-Active Items														
				SPLIT	-PACK	нізт	ORY C		PRICE AD				ABEL			

# 4.13.1 Item Management - Add New Item

### Tap Add to add a new item to your store

		IANAGEMENT		RE	TAI	LZPOS								Q	?
	SKU	↑ ITEM NAME	1	SIZE	1	PACK	1	UNIT COST	1	ITEM TYPE	1	RETAIL PRICE	1	ITEM STOCK	1
	04	Lotto Online						\$0.00		01		\$0.00		00	<b>\$</b>
	05	Lotto Payout						\$0.00		01		\$10.10		00	<b>*</b>
	06	Lotto Scratch						\$0.00		01		\$5.05		00	1
	07	Test Item						\$0.00		01		\$8.12		-22	5
	09	Test999						\$0.00		01		\$2.06		Tag A	long 🥹
	10	Test999						\$0.00		01		\$2.06		00	lone
	11	Test 876			_			\$0.00		01		\$2.06		00	R.
	12	Test mp						\$0.00		01		\$10.10		-4" In-A	ctive 🚫
	13	AM SPIRIT 85 BX MELLOW Y						\$0.00		01		\$10.70		10	5.
	14	AM SPIRIT BX FULL BODY B						\$0.00	-	01		\$10.70		20 D	elete
	15	CAMEL CRUSH REG 85 BOX M					5	\$0.00		01	-	\$10.19		10	Edit 🗗
	16	CAMEL REG BLUE 85 BOX (P					-	\$0.00		01		\$10.19		10	Luit L
	17	CAPRI MAGENTA 120 BOX (P					-	\$0.00		01		\$12.82		10	Add
Inc	lude In-	Active Items												TOTAL : 98	
			SPLI	T-PACK	HIST			PRICE ADI	р то сі	ROUP PF		》 一 ABEL			

# 4.13.1.1 Item Management - Add Item Menu

Your item menu is where you will be able to make all changes to your products

ADD ITEM		<b>RETAILZPOS</b>	SAVE
SKU DEPARTMENT CATEGORY SUB CATEGORY SIZE	<pre>Select Department &gt;</pre>	ITEM TYPE Standard   PACK SIZE < Select ItemPack >  BRAND < Select Brand >  AGE < Select Age >	TAX         NON-TAXABLE         ✓ TAX1 (7.00%)
GENERAL BY AS CASE NON-DISCOUN UNIT IN CASE BUYDOWN QTY ON HAND	OPEN PRICE TABLE NON RETURN CASE PRICE S 0.00 RETAIL PRICE 0 LAST COST	OPEN QUANTITY         NON RET           DELI-PLU         IN-ACTIV           \$         0.00           UNIT COST         \$           \$         0.00           MARKUP         %           \$         CARD PRICE	VENUE EBT VE IS-NEGATIVE 0.00 CASE COST \$ 0.00 0.00 MARGIN % 0.00 0.00
UPC LIST	MAIN UPC	QTY         PRICE           1         \$ 0.00	PRICE LEVEL © REGULAR PRICE (\$0 ) A (%5.00) ) WHOLESALE (%15.00)

### 4.13.1.2 Item Management - Enter Item Name

Enter your new item name when inputting a new product in your store

ADD ITEM	I	RETAILZ POS	SAVE
SKU ( DEPARTMENT ( CATEGORY ( SUB CATEGORY ( SIZE (	< Select Department >       +         < Select Category >       +         < Select Subcategory >       +         < Select ItemSize >       +	Name ITEM TYPE Standard PACI SIZE < Select ItemPack > BRAND < Select Brand > AGE < Select Age >	TAX NON-TAXABLE TAX1 (7.00%)
GENERAL BY AS CASE NON-DISCOUN UNIT IN CASE BUYDOWN QTY ON HAND	OPEN PRICE TABLE ON NON RETURN CASE PRICE OCASE PRICE OO RETAIL PRICE OO LAST COST	OPEN QUANTITY         NON REVENUE           DELI-PLU         IN-ACTIVE           \$         0.00           \$         0.00           Markup         %           \$         0.00	EBT IS-NEGATIVE CASE COST \$ 0.00 MARGIN % 0.00
UPC LIST	MAIN UPC	QTY     PRICE       1     \$ 0.00	E LEVEL ULAR PRICE (\$0 () A (%5.00) DLESALE (%15.00)

### 4.13.1.3 Item Management - Select Item Department

### Tap Department to add an item to a department

ADD ITEM		<b>RETAILZ POS</b>	SAVE
SKU ( DEPARTMENT ( CATEGORY ( SUB CATEGORY ( SIZE (	<pre>Select Department &gt;</pre>	Name ITEM TYPE Standard • PACK SIZE < Select ItemPack > • BRAND < Select Brand > • ACE < Select Age > •	TAX         NON-TAXABLE         ✓         TAX1 (7.00%)
GENERAL BY AS CASE NON-DISCOUNT UNIT IN CASE ( BUYDOWN ( QTY ON HAND (	OPEN PRICE         TABLE       NON RETURN         0       CASE PRICE         \$ 0.00       RETAIL PRICE         00       LAST COST	OPEN QUANTITY         NON RE           DELI-PLU         IN-ACTIV           \$ 0.00         UNIT COST \$           \$ 0.00         MARKUP %           \$ CARD PRICE \$	VENUE         EBT           VE         IS-NEGATIVE           0.00         CASE COST \$ 0.00           0.00         MARGIN % 0.00
UPC LIST	MAIN UPC	QTY         PRICE           1         \$ 0.00	PRICE LEVEL (a) REGULAR PRICE (\$0 (b) A (%5.00) (c) WHOLESALE (%15.00)

### 4.13.1.4 Item Management - Open Department Menu

To open your department menu, tap the plus sign next to department

ADD ITEM		SAVE	
SKU ( DEPARTMENT ( CATEGORY ( SUB CATEGORY ( SIZE (	<pre>Select Department &gt;  </pre> Select Category >   Select Subcategory >>  187 ml	Name ITEM TYPE Split-Pack • PACK SIZE 6-PACK • BRAND < Select Brand > • AGE 21 •	TAX NON-TAXABLE ✓ TAX1 (7.00%)
GENERAL BY AS CASE NON-DISCOUNT UNIT IN CASE BUYDOWN QTY ON HAND	OPEN PRICE TABLE NON RETURN 6 CASE PRICE \$ 0.00 RETAIL PRICE 5 LAST COST	OPEN QUANTITY         NON REVE           DELI-PLU         IN-ACTIVE           \$         0.00         UNIT COST         \$           \$         0.00         MARKUP         %           \$         CARD PRICE         \$	ENUE EBT IS-NEGATIVE 0.00 CASE COST \$ 0.00 0.00 MARGIN % 0.00 0.00
UPC LIST	MAIN UPC	QTY         PRICE           1         \$ 0.00	PRICE LEVEL PREGULAR PRICE (\$0 () A (%5.00) WHOLESALE (%15.00)

## 4.13.1.5 Item Management - Add, Edit or Delete Departments



From the Departments menu you can add, edit or delete any item department

# 4.13.1.6 Item Management - Add New Department

### Tap ADD to add a new department

ADD ITEM		RE	TAILZPOS		SAVE
SKU DEPARTMENT < Sele CATEGORY < Sele	NAME (     tet Department > ▼) +     ect Category > ▼) +	Name ITEM TYPE ( PACK SIZE (	Split-Pack    G-PACK		XABLE 10%)
SUB CATEGORY < Selection SIZE 187 m	ect Subcate	MANAGE	DEPARTMENTS	8	
		DE	PARTMENT		
GENERAL		< Selec	:t Department >		
BY AS CASE	OF	L	iquor Dep		EBT
NON-DISCOUNTABLE			test		IS-NEGATIVE
	6		xyz		CASE COST \$ 0.00
BUYDOWN (\$ QTY ON HAND	0.00				MARGIN (% 0.00)
UPC LIST N			All EDIT	DELETE	
Data not	found!	1	\$ 0.00	RECULAR PRICE     O WHOLESALE (%	E (\$0 O A (%5.00) 15.00)

### 4.13.1.7 Item Management - New Department Information

#### Fill out all department information as needed

ADD ITEM	K	RETAILZPOS	SAVE
SKU DEPARTMENT Liquor L CATEGORY < Select	NAME Name Dep	E Standard E < Select ItemPack >	TAX NON-TAXABLE ✓ TAX1 (7.00%)
SUB CATEGORY     < Select       SIZE     < Select       BY AS CASE     NON-DISCOUNTABLE       UNIT IN CASE        BUYDOWN     \$       QTY ON HAND	DEPARTMENT NAME TAX : 0 <select tax=""> ALLOW FOOD STAMP MARCIN MARKUP IS FAVOURITE</select>	ARTMENT DATA : Department Name • SURCHARGE : ( < Select Age > VALUE(%) : (	EBT IS-NEGATIVE SE COST \$ 0.00 MARGIN % 0.00
UPC LIST MA	1 pund!	\$ 0.00	<ul> <li>● REGULAR PRICE (\$0 ○ A (%5.00)</li> <li>○ WHOLESALE (%15.00)</li> </ul>

### 4.13.1.8 Item Management - Save New Department Information

### Tap SAVE to save your new department

ADD ITEM	RETAILZE	POS	SAVE
SKU DEPARTMENT < Select CATEGORY < Select	NAME Name Department >	ack   K  K  TAX  TAX  NON-TAXABLE  TAX1 (7.00%)	Ţ
SUB CATEGORY < Select SIZE 187 ml		DATA	
GENERAL BY AS CASE NON-DISCOUNTABLE	DEPARTMENT NAME       :         TAX       :       •         SUR       ALLOW FOOD STAMP	CCHARGE :	BT S-NEGATIVE
UNIT IN CASE UUVIOWN (\$	MARGIN O MARKUP VAL     IS FAVOURITE	SE C MAR	RCIN (% 0.00)
UPC LIST MAI		SAVE CLOSE	
Data not fo	and!	REGULAR PRICE (\$0     WHOLESALE (%15.00)	○ A (%5.00)
4.13.1.9 Item Management - Item Size

### Tap Size to add a size to your item

ADD ITEM		RETAILZPOS		SAVE
SKU ( DEPARTMENT ( CATEGORY ( SUB CATEGORY ( SIZE (	<pre>Select Department &gt;</pre>	E Name ITEM TYPE Standard PACK SIZE < Select ItemPack > BRAND < Select Brand > AGE < Select Age >	▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼	L.
GENERAL BY AS CASE NON-DISCOUNT UNIT IN CASE ( BUYDOWN ( QTY ON HAND (	OPEN PRICE OPEN PRICE O CASE PR O CASE PR O CASE PR O CASE C O CAS	OPEN QUANTITY DELI-PLU RICE \$ 0.00 UNIT COST RICE \$ 0.00 MARKUP OST \$ CARD PRICE	NON REVENUE     EB       IN-ACTIVE     IS-       \$     0.00       \$     0.00       %     0.00       \$     0.00	T NEGATIVE ST (\$ 0.00) SIN (% 0.00)
	Data not found!	1 \$ 0.00	REGULAR PRICE (\$0 ()     WHOLESALE (%15.00)	) A (%5.00)

# 4.13.1.10 Item Management - Select Item Size

### Select your item size as needed

ADD ITEM			RET	AILZP	os				SAVE
SKU ( DEPARTMENT ( CATEGORY ( SUB CATEGORY ( SIZE (	<pre>&lt; Select Department &gt; <pre>&lt; Select Category &gt; <pre>&lt; Select Subcategory &gt; <pre>&lt; Select ItemSize &gt; </pre></pre></pre></pre>		ITEM TYPE ( PACK SIZE ( BRAND ( AGE (	Standar < Select < Select < Select	d : ItemPack > : Brand > : Age >			-TAXABLE (7.00%)	ł
GENERAL BY AS CASE NON-DISCOUNT UNIT IN CASE ( BUYDOWN ( QTY ON HAND (	Select itemsize >       50 ml       100 ml       187 ml       200 ml	ASE PRICE ( TAIL PRICE ( LAST COST (	OPEN Q DELI-PLI \$ 0.00 \$ 0.00 \$		UNIT COST MARKUP CARD PRICE	NON REVI IN-ACTIVE	ENUE 0.00 0.00 0.00	EBT IS-N CASE COS MARCI	NECATIVE ST (\$ 0.00) N (% 0.00)
UPC LIST	375 ml 500 ml 750 ml 1.5 L 1.75 L		QTY 1	<b>PRICE</b> \$ 0.00	5		PRICE LEVE PREGULAR PI WHOLESALI	L RICE (\$0 🔿 E (%15.00)	A (%5.00)

# 4.13.1.11 Item Management - Item Type

Tap Item Type to choose if an item is a standard or split pack item

ADD ITEM		<b>RETAILZ POS</b>	SAVE
SKU DEPARTMENT CATEGORY SUB CATEGORY SIZE	Select Department >	Name ITEM TYPE Standard PACK SIZE < Select ItemPack > BRAND < Select Brand > AGE < Select Age >	TAX NON-TAXABLE TAX1 (7.00%)
CENERAL BY AS CASE NON-DISCOUNTAE UNIT IN CASE BUYDOWN (\$ QTY ON HAND	OPEN PRICE BLE NON RETURN O CASE PRICE 0.00 RETAIL PRICE 00 LAST COST	OPEN QUANTITY         NON REV           DELI-PLU         IN-ACTIV           \$         0.00         UNIT COST         \$           \$         0.00         MARKUP         %           \$         CARD PRICE         \$	VENUE         EBT           //E         IS-NEGATIVE           0.00         CASE COST \$ 0.00           0.00         MARCIN % 0.00           0.00         MARCIN % 0.00
UPC LIST Dat	MAIN UPC	QTY         PRICE           1         \$ 0.00	PRICE LEVEL © REGULAR PRICE (\$0 () A (%5.00) () WHOLESALE (%15.00)

# 4.13.1.12 Item Management - Select Item Type

### Select your item type

ADD ITEM	I	REI	AILZPOS			SAVE
SKU DEPARTMENT CATEGORY SUB CATEGORY SIZE	NAME       < Select Department > •       < Select Category > •       < Select Subcategory >•       187 ml	Name ITEM TYPE( PACK SIZE( BRAND( AGE(	Standard <select type=""> Standfrd</select>		N-TAXABLE (1 (7.00%)	Ł
GENERAL BY AS CASE NON-DISCOUN UNIT IN CASE BUYDOWN QTY ON HAND	OPEN PRICE         TABLE       NON RETURN         0       CASE PRICE         \$       0.00         RETAIL PRICE         00       LAST COST	OPEN C     DELI-PI     \$     0.0     \$     0.0     \$	QUANTITY	NON REVENUE           IN-ACTIVE           \$         0.00           %         0.00           \$         0.00	EBT IS-NE CASE COST MARGIN	CATIVE \$ 0.00 % 0.00
UPC LIST	MAIN UPC	QTY 1	<b>PRICE</b> \$ 0.00	PRICE LEV       © REGULAR       O WHOLESA	<b>EL</b> PRICE (\$0 〇 A LE (%15.00)	(%5.00)

# 4.13.1.13 Item Management - Item Pack Size

### Tap Pack Size to select your items pack size

	A RETAILZPOS	SAVE
SKU DEPARTMENT CATEGORY SUB CATEGORY SIZE	12     NAME     Test mp       xyz          ←      ITEM TYPE     Standard       < Select Category >          ←      PACK SIZE     < Select ItemPack >        < Select Subcategory >          ←      BRAND     < Select Brand >        < Select ItemSize >       AGE     21	
GENERAL BY AS CASE NON-DISCOUN UNIT IN CASE BUYDOWN QTY ON HAND	OPEN PRICE       OPEN QUANTITY       NON REVENUE       EBT         ITABLE       NON RETURN       DELI-PLU       IN-ACTIVE       IS-N         0       CASE PRICE       \$ 0.00       UNIT COST       \$ 0.00       CASE COST         \$ 0.00       RETAIL PRICE       \$ 10.10       MARKUP       % 0.00       MARGIN         -819       LAST COST       \$       CARD PRICE       \$ 10.40	EGATIVE T (\$ 0.00) N (% 0.00)
UPC LIST 54074191129	MAIN UPC       QTY       PRICE         Image: Comparison of the state of	A (%5.00)

### 4.13.1.14 Item Management - Select Item Pack Size

#### Select the pack size of your item



# 4.13.1.15 Item Management - Age Verified Item

Tap Age to make an item a age verified item for purchase

ADD ITEM		RETAILZPOS	SAVE
SKU DEPARTMENT CATEGORY SUB CATEGORY SIZE	NAME       < Select Department >       < Select Category >       < Select Subcategory >       187 ml	Name ITEM TYPE Split-Pack PACK SIZE 6-PACK BRAND < Select Brand > AGE < Select Age >	TAX NON-TAXABLE TAX1 (7.00%)
GENERAL BY AS CASE NON-DISCOUN UNIT IN CASE BUYDOWN QTY ON HAND	OPEN PRICE TABLE NON RETURN	OPEN QUANTITY         NON R           DELI-PLU         IN-ACT           \$         0.00         UNIT COST           \$         0.00         MARKUP           \$         CARD PRICE         \$	EEVENUE     EBT       TIVE     IS-NECATIVE       0.00     CASE COST \$ 0.00       0.00     MARCIN % 0.00       0.00     MARCIN % 0.00
UPC LIST	MAIN UPC	QTY PRICE 1 \$ 0.00	PRICE LEVEL • REGULAR PRICE (\$0 • A (%5.00) • WHOLESALE (%15.00)

### 4.13.1.16 Item Management - Select Age For Verification

#### Select your age for age verification



# 4.13.2 Item Management - Item Operations

Select all item operations as needed for your items

ADD ITEM	RETAILZPOS	SAVE
SKU P DEPARTMENT < Select Department > CATEGORY < Select Category > SUB CATEGORY < Select Subcategory > SIZE 187 ml	Name       ITEM TYPE     Split-Pack       PACK SIZE     6-PACK       BRAND     < Select Brand >       AGE     21	TAX NON-TAXABLE TAX1 (7.00%)
GENERAL         BY AS CASE         NON-DISCOUNTABLE         NON RETURN         UNIT IN CASE         SUYDOWN         SUYDOWN         QTY ON HAND         00         LAX         UPC LIST         MAIN UPC         Data not found!	OPEN QUANTITY NON REV DELI-PLU IN-ACTIV E PRICE O.00 UNIT COST CARD PRICE OT VPRICE NO OT VPRICE OT VPRIC	renue       EBT         E       IS-NEGATIVE         0.00       Ci se cost         0.00       Margin         0.00       Margin         %       0.00         %       Margin         %       0.00         %       Netter         %       Nette

# 4.13.2.1 Item Management - Enter Item Cost

### Tap Cost to input your item cost

ADD ITEM	l	<b>RETAILZPOS</b>	SAVE
SKU DEPARTMENT CATEGORY SUB CATEGORY SIZE	NAME       < Select Department > •       < Select Category > •       < Select Subcategory >•       187 ml	Name ITEM TYPE Split-Pack PACK SIZE 6-PACK BRAND < Select Brand > ACE 21	TAX NON-TAXABLE TAX1 (7.00%)
GENERAL BY AS CASE NON-DISCOUN UNIT IN CASE BUYDOWN QTY ON HAND	OPEN PRICE TABLE NON RETURN 6 CASE PRICE \$ 0.00 RETAIL PRICE 00 LAST COST	OPEN QUANTITY     NON F       DELI-PLU     IN-AC       \$     0.00       UNIT COST     \$       \$     0.00       MARKUP     %       \$     CARD PRICE	REVENUE         EBT           TIVE         IS-NEGATIVE           CASE COST         0.00           MARGIN         %         0.00
UPC LIST	MAIN UPC	QTY         PRICE           1         \$ 0.00	PRICE LEVEL © REGULAR PRICE (\$0 ) A (%5.00) ) WHOLESALE (%15.00)

## 4.13.2.2 Item Management - Item Quantity On Hand

Tap QTY On Hand to input your items quantity in your store

ADD ITEM		<b>RETAILZPOS</b>		SAVE
SKU DEPARTMENT CATEGORY SUB CATEGORY SIZE	< Select Department >	Name ITEM TYPE Split-Pack PACK SIZE 6-PACK BRAND < Select Brand > AGE 21	▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼	Ŧ
GENERAL BY AS CASE NON-DISCOUNTA UNIT IN CASE BUYDOWN QTY ON HAND UPC LIST	OPEN PRICE ABLE OPEN PRICE ABLE ONON RETURN  6 CASE PRICE S 0.00 RETAIL PRICE LAST COST MAIN UPC ata not found!	OPEN QUANTITY           DELI-PLU           \$ 0.00           UNIT COST           \$ 0.00           MARKUP           1           \$ 0.00	NON REVENUE EBT IN-ACTIVE IS-N \$ 0.00 CASE COS % 0.00 MARCIN \$ 0.00 PRICE LEVEL © RECULAR PRICE (\$0 () () WHOLESALE (%15.00)	HEGATIVE T (\$ 0.00) N (% 0.00) A (%5.00)

## 4.13.2.3 Item Management - Enter Item Quantity On Hand

Enter your item quantity amount and tap either update to add to stock or replace to replace your current stock

ADD ITEM		RETAILZPOS	SAVE
SKU DEPARTMENT CATEGORY SUB CATEGORY SIZE	NAME       < Select Department >       < Select Category >       < Select Subcategory >       +       187 ml	Name ITEM TYPE Split-Pack   PACK SIZE 6-PACK  BRAND < Select Brand >  AGE 21	TAX NON-TAXABLE TAX1 (7.00%)
GENERAL BY AS CASE NON-DISCOUN UNIT IN CASE BUYDOWN QTY ON HAND UPC LIST	OPEN PRICE TABLE NON RETURN 6 CASE PRICE 5 0.00 RETAIL PRICE 10 LAST COST MAIN UPC	OPEN QUANTITY NON REV DELI-PLU IN-ACTIVI S 0.00 UNIT COST S S 0.00 MARKUP % S CARD PRICE C	Qty 10 5 1 2 3 4 5 6 7 8 9
	Data not found!	1 \$ 0.00	

# 4.13.2.4 Item Management - Add Item UPC

### Tap UPC to add a UPC to your item

	M RETAILZ POS	SAVE
SKU DEPARTMENT CATEGORY SUB CATEGORY SIZE	NAME     Name       < Select Department > •     +       ITEM TYPE     Split-Pack       < Select Category > •     +       PACK SIZE     6-PACK       < Select Subcategory >•     +       BRAND     < Select Brand > •       187 ml     •	Ł
CENERAL BY AS CASE NON-DISCOUN UNIT IN CASE BUYDOWN QTY ON HAND	Image: Construct of the state of the st	r NEGATIVE ST (\$ 0.00) IN (% 0.00)
UPC LIST	MAIN UPC       QTY       PRICE       PRICE       PRICE LEVEL         1       \$ 0.00       Image: Comparison of the second	) A (%5.00)

## 4.13.2.5 Item Management - Auto Generate Item UPC

#### To auto generate a UPC, tap AUTO GENERATE UPC

ADD ITEM	RET/	AILZPOS	SAVE
SKU DEPARTMENT < Select De CATEGORY < Select Ca SUB CATEGORY < Select Su SIZE 187 ml	NAME     Name       apartment > ▼     +     ITEM TYPE     1       ategory > ▼     +     PACK SIZE     1       abcategory > ▼     +     BRAND     1       ▼     AGE     1	Split-Pack   G-PACK  Select Brand >  21	TAX NON-TAXABLE TAX1 (7.00%)
GENERAL BY AS CASE NON-DISCOUNTABLE UNIT IN CASE BUYDOWN S QTY ON HAND	ADD U OPEN I NON R UPC/DARCODE AUTO GENERATE UP S LAST COST (\$	IPC	<ul> <li>EBT</li> <li>IS-NEGATIVE</li> <li>CASE COST \$ 0.00</li> <li>MARGIN % 0.00</li> </ul>
UPC LIST MAIN	UPC QTY 1	PRICE	PRICE LEVEL PREGULAR PRICE (\$0 ) A (%5.00) WHOLESALE (%15.00)

### 4.13.2.6 Item Management - Scan Item UPC

#### Tap UPC/Barcode to scan your items UPC



### 4.13.2.7 Item Management - Save Item UPC

#### Tap ADD to save your items UPC



### 4.13.2.8 Item Management - Item Price By Quantity

٢) ADD ITEM **RETAILZ POS** SAVE TAX SKU NAME (Name NON-TAXABLE DEPARTMENT Select Department > ITEM TYPE (Split-Pack Ð •) TAX1 (7.00%) CATEGORY ( < Select Category > Ð PACK SIZE 6-PACK •) •) SUB CATEGORY ( < Select Subcategory >▼) Ð BRAND < Select Brand > SIZE (187 ml AGE (21 • GENERAL OPEN PRICE OPEN QUANTITY BY AS CASE NON REVENUE EBT NON-DISCOUNTABLE NON RETURN DELI-PN IN-ACTIVE IS-NEGATIVE 0.00 UNIT IN CASE ( 6 CASE PRICE (\$ UNIT COST (\$ 0.00) CASE COST (\$ 0.00 0.00 RETAIL PRICE (\$ 0.00 MARKUP (% 0.00 0.00 BUYDOWN (\$ MARGIN (% 5) LAST COST (\$ 0.00 QTY ON HAND CARD PRICE (\$ Ո UPC LIST MAIN UPC QTY PRICE PRICE LEVEL \$ 0.00 1 ● REGULAR PRICE (\$0... ○ A (%5.00) Data not found! O WHOLESALE (%15.00)

Tap Price to add multiple prices to an item based on quantity purchases

### 4.13.2.9 Item Management - Item Price Entry By Quantity

#### Tap Quantity and Unit Price to enter your values



## 4.13.2.10 Item Management - Save Item Price Entry

### Tap OK to save item price by quantity entry

ADD ITEM		RETAIL	ZPOS		SAVE
SKU DEPARTMENT < Select CATEGORY < Select SUB CATEGORY < Select SIZE < Select	NAME       Department > •       Category > •       Subcategory >•       ItemSize > •	ITEM TYPE Stan PACK SIZE < Sel BRAND < Sel AGE < Sel	dard ▼ lect ItemPack > ▼ lect Brand > ▼ lect Age > ▼	TAX           NON-TAXABLE           Image: Taxi (7.00%)	L
		PRICE EN	ITRY	8	
GENERAL BY AS CASE NON-DISCOUNTABLE UNIT IN CASE BUYDOWN \$ QTY ON HAND	QUANTITY : 12	UNIT PRICE : \$ 2.50	FOR \$	L PRICE : 30.00 SE C CANCEL	BT 5-NEGATIVE OST \$ 0.00 IGIN % 0.00
UPC LIST MAI	IN UPC	QTY PR	RICE 0.00	PRICE LEVEL © REGULAR PRICE (\$0 O WHOLESALE (%15.00)	⊙ A (%5.00)

# 4.13.3 Item Management - Create Split Pack Item

To create a split pack, tap the quick action icon

		<b>RETAILZ POS</b>	SAVE
SKU ( DEPARTMENT ( CATEGORY ( SUB CATEGORY ( SIZE (	NAME       Liquor Dep       < Select Category >       < Select Subcategory >       < Select ItemSize >	Name ITEM TYPE Split-Pack • PACK SIZE 30-PACK • BRAND < Select Brand > • AGE < Select Age > •	TAX NON-TAXABLE TAX1 (7.00%)
GENERAL BY AS CASE NON-DISCOUNT UNIT IN CASE BUYDOWN QTY ON HAND	OPEN PRICE TABLE NON RETURN 30 CASE PRICE \$ 0.00 RETAIL PRICE 00 LAST COST	OPEN QUANTITY         NON R           DELI-PLU         IN-ACT           \$         0.00           UNIT COST         \$           \$         29.99           MARKUP         %           T         \$	EVENUE     EBT       TIVE     IS-NEGATIVE       0.00     CASE COST \$ 0.00       0.00     MARGIN % 100.00       30.89
UPC LIST	MAIN UPC	QTY         PRICE           1         \$ 29.99	PRICE LEVEL O REGULAR PRICE (30 O A (%5.00) O WHOLESALE (%15.00)

# 4.13.3.1 Item Management - Select Split Pack

### Tap Split Pack to open your split pack menu

ADD ITEM		RETAILZPOS	SAVE
SKU DEPARTMENT Lic CATEGORY SUB CATEGORY SIZE SIZ	NAME	Name ITEM TYPE Split-Pack PACK SIZE 30-PACK BRAND <select brand=""> AGE <select age=""></select></select>	TAX NON-TAXABLE
GENERAL BY AS CASE NON-DISCOUNTABL UNIT IN CASE BUYDOWN \$ QTY ON HAND	OPEN PRICE NON RETURN 30 CASE PRICE 0.00 RETAIL PRICE 00 LAST COST	OPEN QUANTITY         NON R           DELI-PLU         IN-ACT           \$         0.00           UNIT COST         \$           \$         29.99           MARKUP         %           \$         CARD PRICE	REVENUE         EBT           TIVE         IS-NEGATIVE           0.00         CASE COST \$ 0.00           0.00         MARGIN (% 100.00)           30.89         30.89
UPC LIST Data	MAIN UPC	QTY         PRICE           1         \$ 29.99	Ceneral PRICE SY SplitPack Distributors WHOLESAEL (MARCO)

# 4.13.3.2 Item Management - Add New Split Pack

Tap Add New Pack to add new pack sizes for split packs

ADD ITEM	RETAILZPOS	SAVE
SKU DEPARTMENT Liquo CATEGORY < Sele SUB CATEGORY < Sele SIZE < Sele	NAME       Name         r Dep	
SPLIT-PACK Show in Dialog PACK NAME 30-PACK	(+) ADD         EXISTING LIST         (-)           UPC         COST         BUYDOWN         PRICE         MARKUP         MARKUP           +         \$ 0.00         \$ 29.99         0.00 %         100.00	) REMOVE PACK SIN QTY OH 0 % 00 +
		A

### 4.13.3.3 Item Management - Split Pack Information

#### Fill out all split pack information as needed



## 4.13.4 Item Management - Access Item Distributor

To add a distributor code to your products, tap the quick action icon



# 4.13.4.1 Item Management - Select Distributors

### Tap Distributors to open your item distributor menu

ADD ITEM		RETAILZ POS	SAVE
SKU DEPARTMENT Li CATEGORY < SUB CATEGORY < SIZE <	quor Dep     +       Select Category > +     +       Select Subcategory > +     +       Select ItemSize > +     +	Name       ITEM TYPE     Split-Pack       PACK SIZE     30-PACK       BRAND     < Select Brand >       AGE     < Select Age >	TAX NON-TAXABLE TAX1 (7.00%)
GENERAL BY AS CASE NON-DISCOUNTABL UNIT IN CASE BUYDOWN \$ QTY ON HAND	OPEN PRICE E NON RETURN 30 CASE PRIC 0.00 RETAIL PRIC 00 LAST COS	OPEN QUANTITY         NON RE           DELI-PLU         IN-ACT           E         \$           0.00         UNIT COST           E         \$           29.99         MARKUP           T         \$           CARD PRICE         \$	EVENUE         EBT           IVE         IS-NEGATIVE           0.00         CASE COST \$ 0.00           0.0         MARGIN % 100.0           30.89         30.89
UPC LIST Data	MAIN UPC	QTY         PRICE           1         \$ 29.99	Ceneral PRICE LEV PRICE LEV SplitPack Distributors WHOLESA

# 4.13.4.2 Item Management - Choose Item Distributor

Tap Select Distributor to choose your item distributor

ADD ITEM	RETAILZPOS	SAVE
SKU DEPARTMENT CATEGORY SUB CATEGORY SIZE	NAME     Name       Liquor Dep <ul> <li>ITEM TYPE</li> <li>Split-Pack</li> <li>Non-TAX/</li> <li>Select Category &gt;          <ul> <li>PACK SIZE</li> <li>O-PACK</li> <li>BRAND</li> <li>Select Brand &gt;              </li> <li>AGE</li> <li>Select Age &gt;              </li> </ul> </li> </ul>	ABLE (%)
DISTRIBUTORS	< Select Distributor	T : (\$ 0.00) REMOVE SAVE
DISTRIBUTOR NAME	DISTRIBUTOR CODE PRIMARY PRIC	E ACTION
	Data not found!	
		Ð

## 4.13.4.3 Item Management - Enter Item Distributor Code

### Tap Item/Distributor Code to enter your item code

ADD ITEM	RETAILZPOS	SAVE
SKU DEPARTMENT Liq CATEGORY <s SUB CATEGORY <s SIZE <s< td=""><td>NAME Name   uor Dep     elect Category &gt;       PACK SIZE 30-PACK     elect Subcategory &gt;       BRAND     Select Brand &gt;     AGE</td><td>TAX NON-TAXABLE TAX1 (7.00%)</td></s<></s </s 	NAME Name   uor Dep     elect Category >       PACK SIZE 30-PACK     elect Subcategory >       BRAND     Select Brand >     AGE	TAX NON-TAXABLE TAX1 (7.00%)
DISTRIBUTORS	Select Distributor VITEM/ DISTRIBUTOR CODE :	IRCHASE COST : \$ 0.00 REMOVE SAVE
DISTRIBUTOR NAME	DISTRIBUTOR CODE PRIMARY	PRICE ACTION
	Data not found!	
		θ

## 4.13.5 Item Management - Select Item To Edit

### Tap an item to select it for editing

	ITEM		RE	TAI	LZ POS				Q		
	SKU	↑ ITEM NAME	1	SIZE	1	PACK		1 ITEM	↑ RETAIL PRICE	↑ ITEM STOCK	1
	19	EVE AMETHYST 120 BOX (PA					\$0.00	01	\$9.39	10	Ś
	20	L&M MENTHOL 100 BOX					\$0.00	01	\$9.38	10	Ś
	21	MARLBORO 100 BOX (PA)					\$0.00	01	\$9.89	10	Ś
	22	MARLBORO 100 MEN BOX (PA					\$0.00	01	\$9.89	20	\$
	23	MARLBORO 72 BLACK MENTHO					\$0.00	01	\$9.89	10	র্ম
	24	MARLBORO 72'S SILVER BX					\$0.00	01	\$9.89	10	<b>S</b>
	25	MARLBORO BLACK BOX (PA)					\$0.00	01	\$9.89	10	ŝ
	26	MARLBORG OLD 100'S BX (					\$0.00	01	\$9.89	20	S.
	27	MARLBORO GOLD BX (PA)					\$0.00	01	\$9.89	150	Ś
	28	MARLBORO KING BOX (PA)					\$0.00	01	\$9.89	30	ţ,
	29	MARLBORO MEN GOLD 100'S					\$0.00	01	\$9.89	10	۲,
	30	MARLBORO MEN GOLD BX (PA					\$0.00	01	\$9.89	20	\$
	31	MARLBORO MEN ICE BOX (PA					\$0.00	01	\$9.89	10	<u>ج</u>
Ine	clude In	-Active Items							• • • •	TOTAL : 102	2

# 4.13.5.1 Item Management - Edit Item

### Tap Edit to edit an item

<	ITEM	MANAGEMENT		RE	TAI	LZPOS								Q	?
	SKU	↑ ITEM NAME	1	SIZE	1	PACK	1	UNIT COST	1	ITEM TYPE	1	RETAIL PRICE	1	ITEM STOCK	1
	19	EVE AMETHYST 120 BOX (PA						\$0.00		01		\$9.39		10	5
	20	L&M MENTHOL 100 BOX						\$0.00		01		\$9.38		10	4
	21	MARLBORO 100 BOX (PA)						\$0.00		01		\$9.89		10	\$
	22	MARLBORO 100 MEN BOX (PA						\$0.00		01		\$9.89		20	4
	23	MARLBORO 72 BLACK MENTHO						\$0.00		01		\$9.89		Tag A	long
	24	MARLBORO 72'S SILVER BX						\$0.00		01		\$9.89		10	
	25	MARLBORO BLACK BOX (PA)						\$0.00		01		\$9.89		10	
	26	MARLBORO GOLD 100'S BX (						\$0.00		01		\$9.89		20 In-A	ctive 🚫
	27	MARLBORO GOLD BX (PA)						\$0.00		01		\$9.89		150	5
	28	MARLBORO KING BOX (PA)						\$0.00		01		\$9.89		30 De	elete
	29	MARLBORO MEN GOLD 100'S						\$0.00		01		\$9.89		10	Edit E
	30	MARLBORO MEN GOLD BX (PA						\$0.00		01		\$9.89		20	
	31	MARLBORO MEN ICE BOX (PA						\$0.00		01		\$9.89		10	Add +
_ In	iclude Ir	n-Active Items											т	OTAL : 102	8
			SPLIT	ÍÍ I-PACK	HIST			PRICE ADI	D TO GR	OUP PF		ABEL			

## 4.13.6 Item Management - Select Item To Delete

#### Tap an item to select it for delete

FILTER

SPLIT-PACK

0		IANAGEMENT		RE	TAI	LZPOS							Q	8
	SKU	↑ ITEM NAME	1	SIZE	1	PACK	1	UNIT COST	1	ITEM TYPE		1	ITEM STOCK	1
	16	CAMEL REG BLUE 85 BOX (P						\$0.00		01	\$10.19		10	<b>\$</b>
	17	CAPRI MAGENTA 120 BOX (P						\$0.00		01	\$12.82		10	22
	18	CAPRI MEN INDIGO 100 BOX						\$0.00		01	\$12.82		10	5
	19	EVE AMETHYST 120 BOX (PA						\$0.00		01	\$9.39		10	52
	20	L&M MENTHOL 100 BOX						\$0.00		01	\$9.38		10	5
	21	MARLBORO 100 BOX (PA)						\$0.00		01	\$9.89		10	S.
	22	MARLBORO 100 MEN BOX (PA						\$0.00		01	\$9.89		20	5
	23	MARLBORO 72 BLACK MENTHO						\$0.00		01	\$9.89		10	5
	24	MARLBORO 72'S SILVER PX						\$0.00		01	\$9.89		10	5
	25	MARLBORO BLACK BOX (PA)						\$0.00		01	\$9.89		10	S.
	26	MARLBOROCOLD 100'S BX (						\$0.00		01	\$9.89		20	R.
	27	MARLBORO GOLD BX (PA)						\$0.00		01	\$9.89		150	ST.
	28	MARLBORO KING BOX (PA)						\$0.00		01	\$9.89		30	5
🗌 In	iclude In-	Active Items										т	OTAL : 102	

HISTORY

CHANGE PRICE ADD TO GROUP PRINT LABEL

# 4.13.6.1 Item Management - Delete Item

### Tap Delete to delete an item

TEM NAME AMEL REG BLUE 85 BOX (P APRI MAGENTA 120 BOX (P APRI MEN INDIGO 100 BOX VE AMETHYST 120 BOX (PA Bamp;M MENTHOL 100 BOX APRI ROPO 100 BOX (PA)	1	SIZE	1	PACK	1 UNIT COST \$0.00 \$0.00	1	<b>ITEM</b> <b>ТҮРЕ</b> 01	1 RETAIL PRICE \$10.19	1	ITEM STOCK	1
AMEL REG BLUE 85 BOX (P APRI MAGENTA 120 BOX (P APRI MEN INDIGO 100 BOX VE AMETHYST 120 BOX (PA &M MENTHOL 100 BOX	_				\$0.00 \$0.00		01	\$10.19		10	5
APRI MAGENTA 120 BOX (P APRI MEN INDIGO 100 BOX VE AMETHYST 120 BOX (PA & amp; M MENTHOL 100 BOX	_				\$0.00		01				14
APRI MEN INDIGO 100 BOX VE AMETHYST 120 BOX (PA &M MENTHOL 100 BOX	_						01	\$12.82		10	5
VE AMETHYST 120 BOX (PA &M MENTHOL 100 BOX	<u> </u>				\$0.00		01	\$12.82		10	5
Ramp;M MENTHOL 100 BOX					\$0.00		01	\$9.39		10 	
					\$0.00		01	\$9.38		To-	Along
IARLBORO 100 BOX (PA)					\$0.00		01	\$9.89		10	Clone
ARLBORO 100 MEN BOX (PA					\$0.00		01	\$9.89		20	с ç
ARLBORO 72 BLACK MENTHO					\$0.00		01	\$9.89		10 <b>In-</b>	Activ
ARLBORO 72'S SILVER BX					\$0.00		01	\$9.89		10	
ARLBORO BLACK BOX (PA)					\$0.00		01	\$9.89		10	Delete
IARLBORO GOLD 100'S BX (					\$0.00		01	\$9.89		20	Edi
ARLBORO GOLD BX (PA)					\$0.00		01	\$9.89		150	ý.
ARLBORO KING BOX (PA)					\$0.00		01	\$9.89		30	Ado
ve Items									т	OTAL : 10	02
	ARLBORO BLACK BOX (PA) ARLBORO GOLD 100'S BX ( ARLBORO GOLD BX (PA) ARLBORO KING BOX (PA) e Items	ARLBORO BLACK BOX (PA) ARLBORO COLD 100'S BX ( ARLBORO GOLD BX (PA) ARLBORO KING BOX (PA) e Items	ARLBORO BLACK BOX (PA) ARLBORO COLD 100'S BX ( ARLBORO GOLD BX (PA) ARLBORO KING BOX (PA) e Items	ARLBORO BLACK BOX (PA) ARLBORO GOLD 100'S BX ( ARLBORO GOLD BX (PA) ARLBORO KING BOX (PA) e Items	ARLBORO BLACK BOX (PA) ARLBORO GOLD 100'S BX ( ARLBORO GOLD BX (PA) ARLBORO KING BOX (PA) e Items	ARLBORO BLACK BOX (PA)     \$0.00       ARLBORO COLD 100'S BX (     \$0.00       ARLBORO GOLD BX (PA)     \$0.00       ARLBORO KING BOX (PA)     \$0.00	ARLBORO BLACK BOX (PA)       \$0.00         ARLBORO COLD 100'S BX (       \$0.00         ARLBORO GOLD BX (PA)       \$0.00         ARLBORO KING BOX (PA)       \$0.00         e Items	ARLBORO BLACK BOX (PA)       \$0.00       01         ARLBORO COLD 100'S BX (       \$0.00       01         ARLBORO GOLD BX (PA)       \$0.00       01         ARLBORO KING BOX (PA)       \$0.00       01         e Items	ARLBORO BLACK BOX (PA)       \$0.00       01       \$9.89         ARLBORO COLD 100'S BX (       \$0.00       01       \$9.89         ARLBORO GOLD BX (PA)       \$0.00       01       \$9.89         ARLBORO KING BOX (PA)       \$0.00       01       \$9.89         e Items	ARLBORO BLACK BOX (PA)       \$0.00       01       \$9.89         ARLBORO COLD 100'S BX (       \$0.00       01       \$9.89         ARLBORO GOLD BX (PA)       \$0.00       01       \$9.89         ARLBORO KING BOX (PA)       \$0.00       01       \$9.89         e Items       T       T       T	ARLBORO BLACK BOX (PA)       \$0.00       01       \$9.89       10         ARLBORO COLD 100'S BX (       \$0.00       01       \$9.89       20         ARLBORO COLD 100'S BX (       \$0.00       01       \$9.89       10         ARLBORO COLD 100'S BX (       \$0.00       01       \$9.89       20         ARLBORO COLD BX (PA)       \$0.00       01       \$9.89       150         ARLBORO KING BOX (PA)       \$0.00       01       \$9.89       30         e Items       TOTAL : 10

## 4.13.7 Item Management - Select Item To Make In-active

#### Tap an item to select it for in-active item

<b>S</b>	ITEM	MANAGEMENT		RE	TAI	LZ POS					Q	?
	SKU	↑ ITEM NAME	1	SIZE	1	PACK			EM PE ↑	RETAIL PRICE	ITEM STOCK	1
	38	NEWPORT BOX (PA)					\$0.0	0 0	1 \$1	0.80	20	ST.
	39	NEWPORT BOX 100 (PA)					\$0.0	0 0	1 \$1	0.80	20	5
	40	PALL MALL BLUE 100 BOX (					\$0.0	0 0	1 \$9	9.69	10	5
	41	PARLIAMENT MEN SILVER BX					\$0.0	o o	1 \$1	0.70	10	Ś
	42	PARLIAMENT MEN WHITE BX				/	\$0.0	o o	1 \$1	0.70	10	\$
	43	PARLIAMENT WHITE 100'S B					\$0.0	o o	1 \$1	0.70	10	숡
	44	PARLIAMENT WHITE BOX (PA					\$0.0	o o	1 \$1	0.70	40	<u>د</u>
	45	VIRGINIA SLIMS GOLD BX (					\$0.0	o o	1 \$1	0.70	10	٤
	46	BLK&MLD WOOD TIP 10/					\$0.0	o o	1 \$	5.14	20	S.
	47	GAME CIGARIL.BLK/CHRY					\$0.0	o o	1 \$1	.00	30	<u>د</u>
	48	KODIAK WINTER.5CT					\$0.0	0 0	1 \$6	5.96	10	
	49	ON CINNAMON 2MG 5CT					\$0.0	o o	1 \$3	3.73	05	<u>ک</u>
	50	ON COFFEE 4MG 5CT					\$0.0	o 0	1 \$3	3.73	05	<b>S</b>
							<u>^</u>	• •	- ^-			
In	clude Ir	n-Active Items									TOTAL : 102	2
		T C			(	6	S	)[ē				

# 4.13.7.1 Item Management - In-Active Item

### Tap In-Active to make an item in-active in your store

ITEM	I MANAGEMENT		RE	TAI	LZPOS							Q	e
SKU	↑ ITEM NAME	1	SIZE	1	PACK		1	ITEM TYPE	1	RETAIL PRICE	1	ITEM STOCK	1
38	NEWPORT BOX (PA)					\$0.00		01		\$10.80		20	
39	NEWPORT BOX 100 (PA)					\$0.00		01		\$10.80		20	5
40	PALL MALL BLUE 100 BOX (					\$0.00		01		\$9.69		10	
41	PARLIAMENT MEN SILVER BX					\$0.00		01		\$10.70		10	5
42	PARLIAMENT MEN WHITE BX					\$0.00		01		\$10.70		Tag A	Along
43	PARLIAMENT WHITE 100'S B					\$0.00		01		\$10.70		10	
44	PARLIAMENT WHITE BOX (PA					\$0.00		01		\$10.70		40	Jone
45	VIRGINIA SLIMS GOLD BX (					\$0.00		01		\$10.70		In-A	Active
46	BLK&MLD WOOD TIP 10/					\$0.00		01		\$5.14		20	5
47	GAME CIGARIL.BLK/CHRY 2/					\$0.00		01		\$1.00		30 D	elete
48	KODIAK WINTER.5CT					\$0.00		01		\$6.96		10	
49	ON CINNAMON 2MG 5CT					\$0.00		01		\$3.73		05	
50	ON COFFEE 4MG 5CT					\$0.00		01		\$3.73		05	Add
						** **		~ 7		A		05	4
nclude	In-Active Items										т	OTAL : 10	2
	₹_ <u></u>			ſ	2	<b>S</b>	ļ			8			

## 4.13.8 Item Management - Select Item To Clone

### Tap an item to select it for cloning

3	ITEM I	MANAGEMENT		RE	TAI	LZ POS						Q	6
	SKU	↑ ITEM NAME	1	SIZE	1	PACK	↑ U	NIT , OST			1	ITEM STOCK	1
	53	SKOAL L/C CHERRY 5CT					\$0.0	00	01	\$6.66		05	5
	54	SKOAL L/C PEACH 5CT					\$0.0	00	01	\$6.66		05	ŝ
	55	ZYN CITRUS 6MG 5'					\$0.0	00	01	\$4.64		05	Ś
	56	ZYN PEPPERMINT 6MG 5'					\$0.0	0	01	\$4.64		05	Ś
	57	ZYN WINTERGREEN 6MG 5'					\$0.0	00	01	\$4.64		05	ŝ
	58	ALTOIDS WINTERGREEN TIN					\$0.0	00	01	\$3.22		12	5
	59	DENTYNE ICE WINTER CHILL					\$0.0	00	01	\$1.71		09	<u>چ</u>
	60	HARIBO BERRIES 12/50Z					\$0.0	00	01	\$2.11		12	5
	61	HARIBO MINI RAINBOW FROG					\$0.0	00	01	\$2.11		12	<u>ل</u> نا لک
	62	HARIBO SOUR GOLD BEARS					\$0.0	0	01	\$2.11		12	<b>K</b>
	63	HARIBO SOUR S'GHETTI 12/					\$0.0	00	01	\$2.11		12	Ś
	64	I/B BOTTLE SPEARMINT 4CT					\$0.0	00	01	\$5.24		04	ST.
	65	I/B MINTS COOL MINT 8CT					\$0.0	00	01	\$2.92		08	<u>ي</u>
	~~						¢0.0	<b>`</b>	~	<b>*</b> 2.02		00	
Inc	clude In	-Active Items									т	OTAL : 102	2
		T S		2 0 1	Ē	<b>N</b> e	(s)						

# 4.13.8.1 Item Management - Clone Item

### Tap Clone to clone an item in your store

ITEM	MANAGEMENT	RETAILZPOS										Q		
SKU	↑ ITEM NAME	1	SIZE	1	PACK	1	UNIT COST	1	ITEM TYPE	1	RETAIL PRICE	1	ITEM STOCK	1
53	SKOAL L/C CHERRY 5CT						\$0.00		01		\$6.66		05	ý
54	SKOAL L/C PEACH 5CT						\$0.00		01		\$6.66		05	۲.
55	ZYN CITRUS 6MG 5'						\$0.00		01		\$4.64		05	۲. ۲
56	ZYN PEPPERMINT 6MG 5'						\$0.00		01		\$4.64		05	۲.
57	ZYN WINTERGREEN 6MG 5'						\$0.00		01		\$4.64		Tag A	Alon
58	ALTOIDS WINTERGREEN TIN						\$0.00		01		\$3.22		12	
59	DENTYNE ICE WINTER CHILL						\$0.00		01		\$1.71			CION
60	HARIBO BERRIES 12/50Z						\$0.00		01		\$2,11		<sup>12</sup> In-A	Activ
61	HARIBO MINI RAINBOW FROG						\$0.00		01		\$2.11		12	<u>ک</u> ک
62	HARIBO SOUR GOLD BEARS 1						\$0.00		01		\$2.11		12 D	)elet
63	HARIBO SOUR S'GHETTI 12/				/		\$0.00		01		\$2.11		12	
64	I/B BOTTLE SPEARMINT 4CT		/	/			\$0.00		01		\$5.24		04	Ed
65	I/B MINTS COOL MINT 8CT	/					\$0.00		01		\$2.92		08	Ad
~~							¢0.00				¢0.00		00	
iclude In	-Active Items											т	OTAL : 10	2

## 4.13.9 Item Management - Select Item To Add Tag Along

### Tap an item to select it for adding a tag along

	ITEM M	IANAGEMENT			RE	TAI	LZPOS				Q	
	SKU	TITEM NAME		1	SIZE	1	PACK		↑ ITEM TYPE	↑ RETAIL PRICE	1 ITEM STOCK	1
	103	BISCOFF						\$0.00	01	\$3.99	-13	22
	10104	Hi						\$0.00	01	\$0.00	-18	5
	10106	Test1						\$0.00	01	\$0.00	00	<mark>ک</mark>
	05	Lotto Payout						\$0.00	01	\$10.10	-10	<b>S</b>
	10103	Hello World					/	\$0.00	01	\$0.00	-7	Ś
	10105	Liquor Dep						\$0.00	01	\$0.00	-3	5
	12	Test mp			/			\$0.00	01	\$10.10	-819	5
	04	Lotto Online		/				\$0.00	01	\$5.00	-6	5
	07	Test Item						\$0.00	01	\$8.12	-325	Ś
	06	Lotto Scratch						\$0.00	01	\$5.05	00	5
	14		BODY B					\$0.00	01	\$25.79	20	R
	13	AM SPIRIT 85 BX M	ELLOW Y					\$0.00	01	\$20.00	10	123
	09	Test999						\$0.00	01	\$2.06	00	ŝ
In	iclude In-,	Active Items									TOTAL : 10	2
# 4.13.9.1 Item Management - Add Tag Along To Item

#### Tap Tag Along to add a tag along to your selected item

Т	EM M	ANAGEMENT		RE	TAI	LZPOS							Q	?
SK	.U 1	TITEM NAME	1	SIZE	1	PACK	↑ UNIT COST	1	ITEM TYPE	1	RETAIL PRICE	1	ITEM STOCK	1
103	3	BISCOFF					\$0.00		01		\$3.99		-13	ŝ
1010	04	Hi					\$0.00		01		\$0.00		-18	5
1010	06	Testl					\$0.00		01		\$0.00		00	<u>ج</u>
05	5	Lotto Payout					\$0.00		01		\$10.10		-10	5
1010	03	Hello World					\$0.00		01		\$0.00		Tag A	long
1010	05	Liquor Dep					\$0.00		01		\$0.00		-3	Clone (
12	2	Test mp					\$0.00		01		\$10.10		-819	
04	4	Lotto Online				/	\$0.00		01		\$5.00		-€ In-A	ctive
07	7	Test Item		/	/		\$0.00		01		\$8.12		-325	5
06	6	Lotto Scratch	_				\$0.00		01		\$5.05		00 D	elete
14	4	AM SPIRIT BX FULL BODY B					\$0.00		01		\$25.79		20	Edit
13	3	AM SPIRIT 85 BX MELLOW Y					\$0.00		01		\$20.00		10	<b>R</b>
09	9	Test999					\$0.00		01		\$2.06		00	Add
Includ	de In-A	Active Items										т	OTAL : 102	2
		T S	CDL		E		<u>چ</u>							

### 4.13.9.2 Item Management - Scan Tag Along UPC

#### **ITEM MANAGEMENT RETAILZ POS** UNIT COST ITEM TYPE RETAIL PRICE \$3.99 10104 \$0.00 -18 1 10106 Test1 \$0.00 **A** \$10.10 Tag Along 😪 TAG ALONG $\mathbf{C}$ 01100000297 Te PRICE : UPC : ITEM : \$ In-Active MULTIPLY BY PACK QTY : 0 Delete 📋 SAVE 06 Edit 🛃 09 Test999 \$2.06 Add 🕂 • TOTAL : 102

#### Scan your tag along items UPC to add it to your selected product

# 4.14 Item Management - Access Item History

#### To access item history, tap History

0		MANAGEMENT		RE	TAI	LZPOS				Q	?
	SKU	↑ ITEM NAME	1	SIZE	1	PACK		↑ ITEM TYPE		↑ ITEM STOCK	1
	12	Test mp					\$0.00	01	\$10.10	-425	<b>X</b>
	07	Test Item					\$0.00	01	\$8.12	-55	<b>S</b>
	04	Lotto Online				1	\$0.00	01	\$0.00	-1	5
	13	AM SPIRIT 85 BX MELLOW Y					\$0.00	01	\$20.00	10	\$
	14	AM SPIRIT BX FULL BODY B					\$0.00	01	\$10.70	20	Ś
	15	CAMEL CRUSH REG 85 BOX M					\$0.00	01	\$10.19	10	\$
	16	CAMEL REG BLUE 85 BOX (P					\$0.00	01	\$10.19	10	<b>R</b>
	17	CAPRI MAGENTA 120 BOX (P					\$0.00	01	\$12.82	10	St.
	18	CAPRI MEN INDIGO 100 BOX					\$0.00	01	\$12.82	10	Ś
	19	EVE AMETHYST 120 BOX (PA					\$0.00	01	\$9.39	10	5
	20	L&M MENTHOL 100 BOX					\$0.00	01	\$9.38	10	5
	21	MARLBORO 100 BOX (PA)					\$0.00	01	\$9.89	10	\$
	22	MARLBORO 100 MEN BOX (PA					\$0.00	01	\$9.89	20	<u>ي</u>
🗌 In	clude In	-Active Items								TOTAL : 9	, E
			SPL	前) 国家 T-PACK	HIN						

### 4.14.1 Item Management - Transaction History

#### < HISTORY **RETAILZPOS** 2 Select Category Select Department earch Item Name • Trans tion Hist IV Select Sub Category Select Brand Select Item Size • v Purchase History Select Item Type Select Date Range Price/Cost/Qty Change **Transaction History** ALL RETURN PARTIAL RETURN DISCOUNTED Select Register • RECEIPT VIEW PatelProcessing Office Total Am Rec ipt Nu Register No Price Qty Cust 2974 N Expy 40I-20230330164905549 \$ 7.99 \$ 8.55 1 PHONE : (732) 401-7093 Sales Date : Mar 30, 2023 01:49 PM \$ 22.44 \$ 20.97 401-3 POS Orderid : 40I-20230330164905549 20230330164649612 Register No. : 4 401-\$ 6.99 4 \$7.48 Name Qty Price 20230330164521811 \$ 7.99 Test Item SubTotal : Discount : Sales Tax : \$ 7.99 \$ 0.00 40I-\$ 7.20 4 \$ 7.70 4 20230330164012020 \$ 0.56 \$ 0.00 Surcharge Total 401-\$ 14.97 6 \$ 16.02 \$ 8.55 20230330163644717 Change Due \$ 0.00 Grand Total \$ 8.55 70I-\$ 50.00 20 \$ 50.00 Other Details 20230428102210917 CASH \$ 8.55 \$ 5.00 70I-\$ 5.00 1 20230428102216261 701-\$ 38.09 13 \$ 38.09 7

Tap Transaction History to view your stores transactions history

#### 4.14.1.1 Item Management - Filter Transaction History

< HISTORY **RETAILZ POS** 2 Select Category Search Item Name Select Department • ۲ പിന Transaction History lect Item Size Select Sub Category Select Bra • Purchase History Select Item Type Select Date Price/Cost/Qty Change nge Transaction History PARTIAL RETURN DISCOUNTED RETURN Select Register RECEIPT VIEW PatelProcessing Office Total An Rec ipt Nu Register No Price Qty Cue 2974 N Expy 40I-20230330164905549 \$ 7.99 \$ 8.55 1 PHONE : (732) 401-7093 Sales Date : Mar 30, 2023 01:49 PM \$ 22.44 401-\$ 20.97 3 POS Orderid : 40I-20230330164905549 20230330164649612 Register No. : 4 401-\$ 6.99 4 \$7.48 Name Qty Price 20230330164521811 \$ 7.99 Test Item SubTotal : Discount : Sales Tax : \$ 7.99 \$ 0.00 40I-\$ 7.20 4 \$ 7.70 4 20230330164012020 \$ 0.56 \$ 0.00 Surcharge Total \$ 16.02 401-\$ 14.97 6 \$ 8.55 20230330163644717 Change Due \$ 0.00 Grand Total \$ 8.55 701-\$ 50.00 20 \$ 50.00 Other Details 20230428102210917 \$ 8.55 CASH \$ 5.00 70I-\$ 5.00 1 20230428102216261 701-7 \$ 38.09 13 \$ 38.09

#### Tap your filters as needed to view item transaction history

# 4.14.1.2 Item Management - All Transactions History

#### Tap All to view all item transaction history

HISTORY			RET	AILZ	POS				
Transaction History	Search Item Name		Se	elect Depa	rtment	Ţ	Select Category		
Purchase History	Select Sub Category		▼ Se	elect Brand	I	¥	Select Item Size		
Price/Cost/Qty Change	Select Item Type		▼ Se	elect Date R	ange				
	Transaction History	PARTIAL RETURN	DISCOUNTE	D Sel	ect Register	•	R	ECEIPT VIEW	
	Receipt Number	Register No	Price	Qty	Total Amount Custon	ner Name	PatelP	Processing Of 2974 N Expy	ffice
	20230501084705716	8	\$ 38.87	13	\$ 41.59		PHON	E:(732)401-70	093
	80I- 20230501084634323	8	\$ 50.40	8	\$ 51.11		Sales Date : POS Orderid : R	: Apr 30, 2023 0 801-202305010 egister No. : 8	95:47 PM 084705716
	80I- 20230501084649753	8	\$8.12	1	\$ 8.69		Name	Qty	Price
	80l- 20230501225357423	8	\$ 2.99	1	\$ 3.20		BISCOFF SubTotal : Discount : Sales Tax :	13	\$ 38.87 \$ 38.87 \$ 0.00 \$ 2.72
	80ŀ- 20230501224438699	8	\$ 27.38	4	\$ 29.30		Surcharge : Total Change Due		\$ 0.00 \$ 41.59 \$ 0.00
	80I- 20230501223612118	8	\$-10.10	-2	\$ -10.10		Grand Total	Other Details	\$ 41.59
	80I- 20230501223542333	8	\$169.68	11	\$ 181.56		CASH		\$ 41.59
	801-	8	\$ 77.95	5	\$ 83.41			949050147054	G

#### 4.14.1.3 Item Management - Return Transaction History

#### Tap Return to view all item return history



# 4.14.1.4 Item Management - Partial Return History

#### Tap Partial Return to view all all partial return history

HISTORY		RETAIL	ZPOS				
nsaction History	Search Item Name	Select Dep	artment	▼ Select	Category		
chase History	Select Sub Category	▼ Select Bra	nd	▼ Select	Item Size		
ce/Cost/Qty Change	Select Item Type	▼ Select Date	Range				
	ALL         RETURN         PARTIA           Receipt Number         Regit in           80I-         20230501214451235           60I-         6           20230421174657326         6	DISCOUNTED         S           Price         Qty           \$ 0.00         0           \$ 0.00         10	elect Register Total Amount Custo \$ 0.00 \$ 3.45	mer Name	RE PatelPr 2 PHONE Sales Date : 1 S Orderid : 8 Re	CCEIPT VIEW rocessing Of 974 N Expy : (732) 401-7( May 01, 2023 0 IOI-202305012 gister No. : 8	fice 193 16:44 AM 214451235
				Nar	ne	Qty	Price
				Lott	o Online	1	\$ 5.99
				Lott Sub Sale Surr Tota Cha	o Payout Total : count : rs Tax : charge : l nge Due	-1	\$-5.99 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
				Gran	nd Total	Other Details	\$ 0.00
				CAS	н		\$ 5.99
				CAS	H		\$ -5.99

### 4.14.1.5 Item Management - Discounted Purchase History

#### Tap **Discounted** to view all discounted item history

HISTORY		RETAILZPOS				
	Search Item Name	Select Department	•	Select Category		
ransaction History						
Purchase History	Select Sub Category	▼ Select Brand	•	Select Item Size		
rice/Cost/Qty Change	Select Item Type	▼ Select Date Range				
	Transaction History					
	ALL RETURN PARTIAL RET	TURN DISCONNTED Select Register		RE	CEIPT VIEW	
	Receipt Number Register No	Price Qty Total Amount Customer Nar	ne	PatelPr	ocessing O	ffice
	60I- 6	\$ 0.00 0 \$ 0.00		29	974 N Expy	
	20230421120437344			PHONE	: (732) 401-7	093
				Sales Date : A	Apr 21, 2023	09:04 AM
				POS Orderid : 6	gister No. : 6	120437344
				Name	Otv	Price
				Macallan 12yr	1	\$ 89.99
				Macallan 12yr	-1	\$-89.99
				SubTotal :		\$ 0.00
				Discount : Sales Tax :		\$ 0.00
				Surcharge :		\$ 0.00
				Total		\$ 0.00
				Change Due		\$ 0.00
				Grand Total O	ther Details	\$ 0.00
				CASH		\$ 90.94
				CASH		\$-90.94

### 4.14.1.6 Item Management - Transaction History By Register Number

#### Tap Select Register to view all register history

HISTORY		<b>RETAILZ POS</b>			
saction History	Search Item Name	Select Department Lotto Payout	X Y Select Category		
hase History	Select Sub Category	▼ Select Brand	Select Item Size		
:/Cost/Qty Change	Select Item Type	▼ Select Date Range			
	Transaction History           ALL         RETURN         PARTIAL RE	TURN DISCOUNTED Select Register	RE		
	Receipt Number Register No	Price Qty Total Amount Customer	PatelP	ocessing O	ffice
		No Data	PHONE	: (732) 401-7	093
			Sales Date : POS Orderid : 4 Re	Apr 05, 2023 ( 4OI-20230405 egister No. : 4	07:30 AM 103026589
			Name	Qty	Price
			Lotto Payout	-1	\$-10.00
			Lotto Scratch	1	\$ 5.00
			Test mp	1	\$10.00
			SubTotal :		\$ 5.00
			Discount :		\$ 0.00
			Surcharge		\$ 0.00
			Total		\$ 5.70
			Change Due		\$ 44.30
			Grand Total		\$ 5.70
				Other Details	
			04011		+

#### 4.14.1.7 Item Management - View Item History Receipt



Tap your Receipt on screen to view your transaction history receipt

#### 4.14.2 Item Management - Purchase History

#### Tap Purchase History to view item purchase history



### 4.14.2.1 Item Management - Purchase History Information By Invoice

#### Tap your filters as needed to view item purchase history



### 4.14.3 Item Management - Item Price/Cost/Quantity History

Tap Price/Cost/Qty Change to view all price/cost/qty changes to your items

K HISTORY		RETAILZPOS							
Transaction History	- Search Item Name	Select Department	Select Category	Y					
Purchase History	Select Sub Category	▼ Select Brand	Select Item Size	Ψ					
Price/Cost/Qty Change	Select Item Type	▼ Select Date Range							
	Price/Cost/Qty Change								
	OLD UNIT PRICE	NEW UNIT PRICE PERCENTAGE	OLD CASE PRICE NEW CASE PRICE MODULE	_					
\ \				_					
	$\mathbf{A}$								
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### 4.14.3.1 Item Management - Item Price History

#### Tap Price to view your item price history

K HISTORY		<b>RETAILZPOS</b>		8
	Sauth Ken Mana			
Transaction History	Test 876	Select Department	Select Category	T
Purchase History	Select Sub Category	▼ Select Brand	Select Item Size	T
Price/Cost/Qty Change	Select Item Type	Select Date Range		
	Price/Cost/Qty Change			
	COST QTY			
		EW UNIT PRICE PERCENTAGE	OLD CASE PRICE NEW CASE PRICE MODU	LE
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### 4.14.3.2 Item Management - Item Cost History

#### Tap Cost to view your item cost history

HISTORY	<b>RETAILZ POS</b>							
Transaction History	Search Item Name	Select Department	Select Category	Ţ				
Purchase History	Select Sub Category	▼ Select Brand	Select Item Size					
Price/Cost/Qty Change	Select Item Type	▼ Select Date Range						
	Price/Cost/Qty Change							
		EW UNIT PRICE PERCENTAGE	OLD CASE PRICE NEW CASE PRICE MO	DULE				
yright © 2023 <u>RetailzPOS</u> . All ri	ghts reserved							

### 4.14.3.3 Item Management - Item Quantity History

#### Tap QTY to view your item quantity history

<b>HISTORY</b>		RETAILZPOS							
Transaction History	Search Item Name	Select Department	Select Category	•					
Purchase History	Select Sub Category	▼ Select Brand	Select Item Size	T					
Price/Cost/Qty Change	Select Item Type	▼ Select Date Range							
	Price/Cost/Qty Change								
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#### **Inventory Management - Access Inventory Management**

To access your inventory management, tap Inventory Management from your main menu

#### **RETAILZPOS**

5

PATELPROCESSING OFFICE



#### 5.1 Inventory Management - Return To Main Menu

#### INVENTORY **RETAILZPOS** Im Ritesh Patel RETAILEROS PatelProcessing Office 0.00 0.00 July 0.00 0.00 0 0 & Inventory 0 0.00 0 August 0.00 Dashboard 0.00 0.00 0 0 September 🗄 Purchase Bill October 0.00 0.00 0 0 November 0.00 0.00 0 0 Adjustment 0.00 0.00 0 0 December 은 Distributor This Data erated on the Last Day of the M th at 11:59PM **Current Stock Value** No of Item Total Stock Total Cost Value Total Price Value 98 -33 \$ 0.00 \$ 702.00 Inventory By Departments (Monthly) Inventory By Distributor (Monthly) HLA (HLA) Copyright © 2023 RetailzPOS. All rights reserved

Tap the arrow next to inventory to return to your main menu

# 5.2 Inventory Management - Inventory Menu

To access your inventory management features, tap the Inventory drop down

	RETAILZPOS							
RETAILZPOS =	PatelProcessing Office						🖓 Ritesh Patel 💣	
	Inventroy Dashboard							
& Inventor	Burchase By Distributors (Monthly	y)	Monthly S	took Value				
	Vendor Name Total Ite	em Amount	Month	Total Price Value:	Total Cost Value:	Total Stock:	#Of Item:	
	HLA (HLA) 88	\$ 6977.55	January	0.00	0.00	0	0	
			February	0.00	0.00	0	0	
			March	0.00	0.00	0	0	
			April	0.00	0.00	0	0	
			May	0.00	0.00	0	0	
			June	0.00	0.00	0	0	
			July	0.00	0.00	0	0	
			August	0.00	0.00	0	0	
			September	0.00	0.00	0	0	
			October	0.00	0.00	0	0	
			November	0.00	0.00	0	0	
			December	0.00	0.00	0	0	
				This Data will be g	enerated on the Last D	ay of the Month at 11:	59PM	
	Current Stock Value							
	No of Item	Total Stock		Total Cos	t Value	Total F	Price Value	
	98	-33		\$ 0.0	00	\$7	702.00	
	Inventory By Departments (Monthly)			Inventory By Distributor (Monthly)				

### 5.3 Inventory Management - Inventory Dashboard

INVENTORY **RETAILZPOS**  $\langle \boldsymbol{\zeta} \rangle$ Ritesh Patel 🍼 RETAILZPOS PatelProcessing Office Inventroy Dashboard & Inventory Purchase By Distributors (Monthly) Monthly Stock Value Das poard Total Price Val Total Item Total Co Vendor Name Month Total St #Of I Аг ΒP e Bil HLA (HLA) \$ 6977.55 0.00 0.00 88 January 0 0 Adjustment February 0.00 0.00 0 0 은 Distributor 0.00 March 0.00 0 0 0.00 0.00 0 April 0 0.00 0.00 0 May 0 June 0.00 0.00 0 0 0 July 0.00 0.00 n 0.00 0 0 0.00 August 0.00 0.00 0 0 September October 0.00 0.00 0 0 November 0.00 0.00 0 0 0.00 0.00 0 December 0 This Data erated on the Last Day of the Mo nth at 11:59PM Current Stock Value No of Item Total Stock Total Cost Value Total Price Value -33 \$ 0.00 \$ 702.00 Inventory By Departments (Monthly) Inventory By Distributor (Monthly)

#### Inventory dashboard will give you an overview of you inventory information

### 5.3.1 Inventory Management - Current Stock Value

INVENTORY **RETAILZPOS** 🧟 Ritesh Patel 🧊 RETAILZPOS PatelProcessing Office 0.00 0.00 July 0.00 0.00 0 0 & Inventory 0 0.00 0 August 0.00 Dashboard 0.00 0.00 0 0 September Purchase Bill October 0.00 0.00 0 0 November 0.00 0.00 0 0 Adjustment 0.00 0.00 0 0 December 은 Distributor This Data erated on the Last Day of the M th at 11:59PN Current Stock Value Total Stock Total Cost Value Total Price Value 98 -33 \$ 0.00 \$ 702.00 Inventory By Departments (Monthly) Inventory By Distributor (Monthly) UNKNOWN HLA (HLA) Copyright © 2023 RetailzPOS. All rights reserved

Current Stock Value shows you information about your store inventory

### 5.3.2 Inventory Management - Total Items In Store

Number of Items will tell you how many different products are in your store



### 5.3.3 Inventory Management - Total Stock Count

#### Total Stock will show your stores total stock count



### 5.3.4 Inventory Management - Total Inventory Cost Value

Total Cost Value will show you your total purchase cost for your entire store combined



### 5.3.5 Inventory Management - Total Inventory Price Value

Total Price Value will show you how much your entire inventory would sell for with all current item prices



# 5.3.6 Inventory Management - Inventory By Departments (Monthly)

Inventory By Department will show your monthly inventory change



# 5.3.7 Inventory Management - Inventory By Distributor (Monthly)

Inventory By Distributor will show your monthly inventory change by your distributors



#### 5.4 Inventory Management - Purchase Bill

#### Tap Purchase Bill to access your purchase bill menu



### 5.4.1 Inventory Management - Add New Purchase Bill

#### To add a new Purchase Bill, tap Add New



### 5.4.1.1 Inventory Management - Purchase Bill Information

When entering a purchase bill, fill out all required fields based off of your distributor invoice

		RETAILZPOS	0
<ul> <li>INVENTORY</li> <li>RETAILZPOS =</li> <li>Inventory </li> <li>Dashboard</li> <li>Purchase Bill</li> <li>Adjustment</li> <li>Distributor</li> </ul>	PatelProcessing Office         Add PurchaseBill         Pictributor Info         Select Distributer         Bill Date         Bill Date         Pated Postore         Bill Date         Bill Date	Item Distributor Code   Search By Item Name   Search By Item Name   MARLBORO 100 BOX (PA)   Search By SKU   Search By SKU   Search By SKU   Search By UPC   Item Name   MARLBORO 100 BOX (PA)   Item Name   MARLBORO 100 BOX (PA)   Select Department   xz   Select Department   xz   Select Item Size   Select Item Pack   0.00	QOH   10     Data Received     Inits Received     Units n Case     Units Cost (\$)     Case Received        Units n Case        Units n Case     Units n Case        Units n Case     Units n Case        Units n Case        Units n Case        Units n Case           Units n Case
	Ordered Item       Total Items : •       Total Unit QTY : •       Search By SKU         Search By SKU	Select Item     Group     I Select Tax       Group     I Select Tax       Group     Increa      Incre      Increa      Increa      Increa      Increa	sed ● Decreas <mark>e⊕ Remove All                                   </mark>

### 5.4.1.2 Inventory Management - Add To Purchase Bill

#### Tap Add To Purchase Bill to add an item to an invoice

	r.	RETAILZ POS	•
RETAILZPOS =	PatelProcessing Office Add PurchaseBill		🦉 Ritesh Patel 👚
<ul> <li>Dashboard</li> <li>Purchase Bill</li> <li>Adjustment</li> <li>Distributor</li> </ul>	Distributor Info         Select Distributor *         HLA       ★ ▼         Imvoice Number *       Bill Date *       Delivery Date         123456       Apr 29, 2023       Delivery Date         Select Terms       Apr 29, 2023       Delivery Date         Apr 23, 2023 - Apr 29, 2023       Date       Case of Y         Date       Invoice       Unit       Case of Y         dyr       Ory       Cost       Cost         No Data Found!       No Data Found!       No Data Found!	Item Distributor Code         Search By Item Name         MARLBORO 100 BOX (PA)         Search By SKU         Search By OPC         Item Name         MARLBORO 100 BOX (PA)         Item Distributor Code         091123         SKU         02820000363         Select Department         xyz       Select Category         Select Item Size       Select Item Pack         Current Markup (%)       Current Margin (%)         0.00       Current Margin (%)         Select Item       1	00H       Data Received         10       Data Received         Units Received       Case Received         Units Cost (\$)       Case Cost (\$)         Total Amt. (\$)       Total Amt. (\$)         Free QTY       Free QTY Tax (\$)         Current Case Cost (\$)       0.00         Current Cost (\$)       0.00         Avg Cost (\$)       Current Price (\$)         SGST Price (\$)       Discount (\$)         New Price (\$)       Oterar
	Ordered Item Total Items:  Total Unit QTY:  Total Case QTY:  Search By SKU Search By SKU	Total Payable : \$0.00     Unchanged Increase     Search By Item Distributor Code	d ● Decrea <mark>se⊕ Remove All ■ Save ⊘ Commit</mark>

# 5.4.1.3 Inventory Management - Remove All Items From Purchase Bill

To remove all items from a purchase bill, tap Remove All

		RETAILZPOS	0
	PatelProcessing Office		🖉 Ritesh Patel 📑
& Inventory 🗸	Add PurchaseBill		
<ul> <li>Dashboard</li> <li>Purchase Bill</li> <li>Adjustment</li> <li>Distributor</li> </ul>	Distributor Info         Select Distributor*         HT Hca         'moice Number*         'B8464         Apr 29, 2023         Delivery Date         Apr 29, 2023         Apr 29, 2023         Image: Case of the second sec	Item Distributor Code         Search By Item Name         Search By SKU         Search By SKU         Item Name         Item Name         Item Distributor Code         SKU         UPC         Select Department         Select Item Size         Current Markup (%)         O         Select Item         O         Select Item	QOH       Data Received         Units Received       Case Received       Units In Case         Units Cost (\$)       Case Cost (\$)       Total Amt. (\$)         Free QTY       Free QTY Tax (\$)         Current Case Cost (\$)       Current Cost (\$)         Avg Cost (\$)       Current Price (\$)         SGST Price (\$)       Discount (\$)         New Price (\$)       O clear
	Total Items : • Total Unit QTY : • Total Case QTY :	• Unchanged • Increase	ed • Decreased em ve All 🗈 Save 📀 Commit
	Search By SKU Search By U	PC Search By Item Distributor Code	Search By Item Name

### 5.4.1.4 Inventory Management - Save Purchase Bill

To save a purchase bill to continue at a later time, tap Save

		RETAILZPOS	•
RETAILZPOS =	PatelProcessing Office		🖉 Ritesh Patel 🕕
& Inventory ~	Add PurchaseBill		
<ul> <li>Dashboard</li> <li>Purchase Bill</li> <li>Adjustment</li> <li>Distributor</li> </ul>	Select Distributor *   HT Hca   98464     Bill Date *   98464     Apr 29, 2023     Delivery Date   Apr 29, 2023     Item History     Select Torms   Apr 23, 2023 - Apr 29, 2023     Date   Invoice   Unit   Case   Cost      No Data Found!	Item Distributor Code         Search By Item Name         Search By SKU         Search By UPC         Item Name         Item Distributor Code         SKU         UPC         Select Department         Select Item Size         Select Item Pack         Current Markup (%)         Current Margin (%)         Select Item         Select Item	QOH       Data Received         Units Received       Case Received       Units In Case         Units Cost (\$)       Case Cost (\$)       Total Amt. (\$)         Free QTY       Free QTY Tax (\$)         Current Case Cost (\$)       Current Cost (\$)         Avg Cost (\$)       Current Price (\$)         SGST Price (\$)       Discount (\$)         New Price (\$)       Other Purchase Bill
	Ordered Item Total Items :  Total Unit QTY :  Total Case QTY :	0 Total Payable : \$0.00 • Unchanged • Increase	sed • Decreased emove All
	Search By SKU	C Search By Item Distributor Code	Search By Item Name

#### 5.4.1.5 Inventory Management - Commit Purchase Bill

#### To commit a purchase bill, tap Commit



### 5.4.2 Inventory Management - Process EDI Invoice

#### To process an EDI Invoice, tap Process EDI


### 5.4.2.1 Inventory Management - Add EDI Invoice

#### To add a new EDI invoice, tap Add



# 5.4.2.2 Inventory Management - Upload EDI Invoice

#### Tap the Cloud to import an EDI Invoice file

		RETAIL	ZPOS		•
	PatelProcessing Office				Ritesh Patel
& Inventory ~	() Add	Total : 1			
<ul> <li>Dashboard</li> <li>Purchase Bill</li> </ul>	Dis Code Invoice No.	Invoice Date No. of	Charges Invoice	Purchase Bill Process Date/	/Time Status Type
Adjustment	HLA 1627591	Apr 12, 2023 88	7 6977.55		COMMITED MANUAL
		Process EDI	×		
		Upload Text File			
			Submit		
	Copyright © 2023 <u>RetailzPOS</u> . All rights res	erved			

# 5.4.2.3 Inventory Management - Submit EDI Invoice

Once you select an EDI Invoice to import, tap Submit

			R	ETAILZ	POS					?
	PatelProcessing O	ffice							Ĺ	P Ritesh Patel
& Inventory ~	• Add			Total : 1						
Purchase Bill	Dis Code	Invoice No.	Invoice Date	No. of	Charges	Invoice	Purchase Bill	Process Date/Time	Status	Туре
Adjustment	HLA	1627591	Apr 12, 2023	88	7	6977.55	- NO.		COMMITED	MANUAL
은 Distributor										
		Pi	rocess EDI			×				
			Upload Text File			0				
						0				
	Copyright © 2023 <u>RetailzPC</u>	<u>DS</u> . All rights reserved								

#### **Inventory Management - Quick Purchase Bill** 5.4.3

#### INVENTORY **RETAILZPOS** 🖉 Ritesh Patel 🧊 RETAILZPOS PatelProcessing Office Purchase Bill & Inventory Dashboard Inventory By Vendor 🗄 Purchase Bill Adjustment 은 Distributor HLA (HLA) 2000 6000 Co Open Invoices (\$ 0.00) Manage Purchases Mar 31, 2023 - Apr 29, 202 Search By Invoice Pending Committed Cancel Due Date istributor Name (Code rotal It Total Item Q (\$) 1627591 HLA (HLA) Apr 13, 2023 \$ 6977.55 COMMITED 88 0

#### To enter a quick purchase bill, tap Quick Purchase Bill

8000

### 5.4.3.1 Inventory Management - Quick Purchase Bill Item Information

When entering a quick purchase bill, fill out all required fields based off of your distributor invoice

	RETAILZPOS
RETAILZPOS =	PatelProcessing Office
& Inventory <	Quick Add Purchase Bill
	Distributor Info       Select Distributor       HLA       Image: Select Distributor       546464564       Apr 29, 2023
	Item Details       Item Distributor Code     Search By Item Name       095249     MARLBORO 72 BLACK MENTHOL         23     02820000935
	Units Received     Units Cost (\$)     Case Received     Units In Case     Case Cost (\$)     Total Amt. (\$)       Free QTY     Free QTY Tax (\$)
	© Clear SAdd To Purchase Bill
	Total Items : 0 Total Unit QTY : 0 Total Case QTY : 0 Total Payable : \$0.00 • Unchanged • Increased • Decreased 🗎 Remove All 🖉 Save
	Search By SKU         Search By UPC         Search By Item Distributor Code         Search By Item Name
	Sr#     SKU     Distributor     Item Name     Size/Pack     Unit     Case     Unit     Case     RIP     Free     Free     Current     QOH     Total     Current     New       Sr#     SKU     Distributor     Code     QTY     QTY     QTY     Cost     (\$)     Pree     Gray     QTY     QTY     QTY     Option     Price     Size     Price     Size     Price     Size     Price     Size     Size
	NO ITEM Seleceta:

# 5.4.3.2 Inventory Management - Quick Inventory Add to Purchase Bill

Tap Add To Purchase Bill to add an item to an invoice

	RETAILZPOS
RETAILZPOS =	PatelProcessing Office Ritesh Patel
& Inventory <	Quick Add Purchase Bill
	Distributor Info       Select Distributor *       HLA       X       Item Details
	094998 MARLBORO BLACK BOX (PA) 25 02820000952
	Units Received       Units In Case       Case Cost (\$)       Total Amt. (\$)         Free QTY       Free QTY Tax (\$)       Second Case Cost (\$)       Second Case Cost (\$)
	Ordered Item Total Items:  Total Unit QTY:  Total Case QTY:  Total Payable:  Commit
	Search By SKU         Search By UPC         Search By Item Distributor Code         Search By Item Name
	Sr#     SKU     Distributor     Item Name     Size/Pack     Unit     Case     Unit     Case     RIP     Free     Free     Current     QOH     Total     Current     New       Sr#     SKU     Distributor     Code     QTY     QTY     QTY     Cost     (S)     (S)     QTY     QTY     Cost     (S)     QTY     QOH     Total     Current     New       Price     (S)     (S)     (S)     (S)     (S)     QTY     (S)     (S)
	NO ITEM SEIECETA!

### 5.4.3.3 Inventory Management - Quick Inventory Remove All

#### INVENTORY **RETAILZPOS** (< 🔎 Ritesh Patel 🍼 RETAILZPOS PatelProcessing Office Quick Add Purchase Bill & Inventory **Distributor Info** Select Distribute Apr 29, 2023 Apr 29, 2023 546464564 HLA × v Item Details Item Distributor Cod ch By SK rch By UPC Units Received Units Cost (\$) Case Received Units In Ca Case Cost (\$) Total Amt. (\$) Free QTY Free QTY Tax (\$) Olear Add To Pur Ordered Item Total Items : 0 Total Unit QTY : 0 Total Case QTY : 0 Total Payable : \$0.00 Unchanged Increased Decre la s Search By SKU Search By UPC Search By Item Distributor Code Search By Item Name QTY QTY Cost (\$) QTY QTYTax (\$) Cost (\$) Cost (\$) Price (\$) Price (\$) Code Cost (\$) No Item Selecetd!

#### To remove all items from a quick purchase bill, tap Remove All

### 5.4.3.4 Inventory Management - Quick Inventory Save

INVENTORY **RETAILZPOS** ( Ritesh Patel 🧊 RETAILZPOS PatelProcessing Office Quick Add Purchase Bill & Inventory **Distributor Info** Select Distributo Apr 29, 2023 Apr 29, 2023 546464564 HLA × v Item Details Item Distributor Cod rch By Item N rch By UPC Units Received Units Cost (\$) Case Received Units In Case ost (\$) Total Amt. (\$) Free QTY Free QTY Tax (\$) D Clear Add To P Ordered Item Total Items : 0 Total Unit QTY : 0 Total Case QTY : 0 Total Payable : \$0.00 Unchanged
 Increased
 Decreased 🗇 Rem Search By SKU Search By UPC Search By Item Distributor Code Search By Item Name QTY QTY Cost (\$) QTY QTYTax (\$) Cost (\$) Price (\$) Price (\$) Code Cost Cost (\$) (\$) No Item Selecetd!

#### To save a quick purchase bill to continue at a later time, tap Save

### 5.4.3.5 Inventory Management - Quick Inventory Commit

#### To commit a quick purchase bill, tap Commit

	RETAILZPOS
RETAILZPOS =	PatelProcessing Office Ritesh Patel
& Inventory <	Quick Add Purchase Bill
	Distributor Info       Select Distributor *       HLA       Improve Number       546464564       Apr 29, 2023
	Item Details  Item Distributor Code
	Units Received       Units In Case       Case Cost (\$)       Total Amt. (\$)         Free QTY       Free QTY Tax (\$)       Image: Cost of the cos
	Ordered Item
	Total Items : 0 Total Unit QTY : 0 Total Case QTY : 0 Total Payable : \$0.00 • Unchanged • Increased • Decreased • Decreased • Commit
	Search By SKU Search By UPC Search By Item Distributor Code Search By Item Name
	Sr#     SKU     Distributor Code     Item Name     Size/Pack     Unit     Case QTY     Unit     Case QTY     Unit     Case Cost     RIP     Free QS     Free QTY     Current QTY     OdH     Total     Current     New       Price (\$)     QTY     QTY     QS     (\$)     (\$)     (\$)     (\$)     (\$)     (\$)     Price (\$)     Price (\$)     Price (\$)     Price (\$)
	No item Selecetd!

### 5.5 Inventory Management - Adjustment

#### Tap Adjustment to access your inventory adjustments



# 5.5.1 Inventory Management - Add Adjustment

#### To make an adjustment, tap Add

	RETAILZPOS	?
RETAILZPOS =	PatelProcessing Office	Ritesh Patel
& Inventory ~	Adjustments	
<ul> <li>Dashboard</li> <li>Purchase Bill</li> <li>Adjustment</li> <li>Distributor</li> </ul>	Select Period Mar 31, 2023 - Apr 29, 2023	Status
	Copyright © 2023 RetailzPOS. All rights reserved	

# 5.5.2 Inventory Management - Adjustment Item Information

#### INVENTORY **RETAILZPOS** (< RETAILZPOS Ritesh Patel PatelProcessing Office Add Adjustment & Inventory Dashboard Apr 29, 2023 10 Units In Case Adjustment ID Item Distributor Code 🗄 Purchase Bill Unit QTY. Select Adjustment Type Search By Item Name Case QTY. Adjustment IN × v Unit Cost (\$) 0.00 Select Reason \* A Distributor Search By UPC Case Cost (\$) Search By SKU Custom . × Margin (%) -0.00 Markup (% Select Department Note MARLBORO 72 BLACK . xyz × Store-To-Store-Transfer Store-To-Store-Transfer Self of Category Select Item Size Select Adjustment By • Select Sending Store Unit × v Adjustment Qty. elect Item Pack . Cost (\$) 1.00 ¥ Select Receiving Store Adjusted Item Total Items : 🔳 Total Unit QTY : 5 Total Case QTY : 0 🗟 Remove All 🖹 Save & Close Total Payable : \$ 5.00 SKU otal Co Adj Sto 1 23 MARLBORO 72 BLACK - / -0 0 10 5 15 UNIT 1.00 5.00 MENTHO

When making an inventory adjustment, fill out all required fields

### 5.5.3 Inventory Management - Add Item For Adjustment

#### Tap Add to add an item for inventory adjustment

	RETAILZPOS
RETAILZPOS =	PatelProcessing Office
& Inventory ~	Add Adjustment
<ul> <li>Dashboard</li> <li>Purchase Bill</li> <li>Adjustment</li> <li>Distributor</li> </ul>	Adjustment ID Batch Date Apr 29, 2023   Select Adjustment Type*   IN   Select Reason *   Custom   Note   Store-To-Store-Transfer   Select Sending Store   Select Receiving Store   Select Receiving Store     Select Rece
	Adjusted Item Total Unit QTY : Total Case QTY :  Total Case QTY :  Total Payable :  Soo
	Sr#     SKU     Item Name     Prod Code     Size/Pack     Unit QTY     Case QTY     QOH     Adj. Stock     Curr. QOH     Case/Unit     Cost     Total Cost       1     23     MARLBORO 72 BLACK     -/-     0     0     10     5     15     UNIT     1.00     5.00

# 5.5.4 Inventory Management - Remove All Items From Adjustment

To remove all items from an inventory adjustment, tap Remove All

	RETAILZPOS	?
RETAILZPOS =	PatelProcessing Office	Ritesh Patel
& Inventory 🗸 🗸		
<ul> <li>Dashboard</li> <li>Purchase Bill</li> <li>Adjustment</li> <li>Distributor</li> </ul>	Adjustment ID Batch Date   Apr 29, 2023   Select Adjustment Type *   IN   Select Reason *   Custom   Custom   Store-To-Store-Transfer   Select Sending Store   Select Receiving Store     Select Receiving Store	Units In Case Case QTY. Case Cost (\$) Margin (%) fer Adjustment Qty. *
	Adjusted Item	& Close 🛛 🔗 Commit
	Total Payable : SNAN	
	Sr#     SKU     Item Name     Prod     Size/Pack     Unit QTY     Case QTY     QOH     Adj.     Curr. QOH     Case/Unit       Code     Code     Size/Pack     Unit QTY     Case QTY     QOH     Adj.     Stock     Curr. QOH     Case/Unit	Cost Total Cost
	1 23 MARLBORO 72 BLACK -/- 0 0 10 5 15 UNIT	1.00 5.00

### 5.5.5 Inventory Management - Save & Close Adjustment

To save an inventory adjustment and continue at a later time, tap Save & Close



# 5.5.6 Inventory Management - Commit Adjustment

#### To commit an inventory adjustment, tap Commit

RETAILZPOS     PatelProcessing Office       & Inventory        ** Dashboard     Adjustment       ** Purchase Bill     Adjustment ID       * Adjustment     Select Adjustment Type *       ** Distributor     Custom       * Note		Pitesh Patel 🔮
<ul> <li>Add Adjustment</li> <li>Adjustment ID</li> <li>Adjustment ID</li> <li>Adjustment ID</li> <li>Adjustment ID</li> <li>Adjustment Type *</li> <li>IN</li> <li>Select Reason *</li> <li>Custom</li> <li>Note</li> </ul>		
Store-To-Store-Transfer Select Sending Store Select Receiving Store	Item Distributor Code         Search By Item Name         Search By SKU         Search By SKU         Item Name         Select         Department         Select Category         Select Item Size         Select Item Pack	Units In Case Case QTY. Case Cost (\$) Margin (%) ansfer Adjustment Qty. *
Adjusted Item       Total Items : 1     Total Unit QTY : 10     T       Total Payable : S NaN       Sr#     SKU     Item Name	Total Case QTY : 0 🔒 Remove All 🗈 S	iave & Close Cramit

# 5.6 Inventory Management - Distributor

Tap Distributor to access your store distributor menu

			<b>RETAILZPOS</b>		?
RETAILZPOS =	PatelProcessing Office	2		Q Search here	🧟 Ritesh Patel 💽
& Inventory 🗸	Distributor				
Dashboard	⊕ Add Active	In-Active	Total : 2		●Active ●In-Active
Purchase Bill	Name	Distributor ID	Email	Phone No.	Status
Augustinent	□ ● HLA	HLA	-	-	ACTIVE
	🗌 🕈 HT Hca	001	-	(888) 342-1134	ACTIVE
	Copyright © 2023 <u>RetailzPOS</u> . Al	rights reserved			

# 5.6.1 Inventory Management - Add Distributor

#### To add a new distributor, tap Add

			<b>RETAILZPOS</b>		•
RETAILZPOS =	PatelProcessing Office			Q Search here	P Ritesh Patel
& Inventory ∽	Distributor				
II Dashboard	Active Ir	n-Active	Total : 2		Active In-Active
<ul> <li>Purchase Bill</li> <li>Adjustment</li> </ul>	Nam	Distributor ID	Email	Phone No.	Status
ペ Distributor		HLA	-	-	ACTIVE
	HT Hca	001	-	(888) 342-1134	ACTIVE
	Copyright © 2023 <u>RetailzPOS</u> . All ri	ghts reserved			

### 5.6.1.1 Inventory Management - Distributor Information

#### When adding a new distributor, fill out all required fields

	<b>RETAILZ POS</b>		•
	PatelProcessing Office	Q Search here	Ritesh Patel
RETALZPOS =	PatelProcessing Office	C Search here	Active Oin-Active
	Copyright © 2023 RetailzPOS. All rights reserved		

# 5.6.1.2 Inventory Management - Submit Distributor

### To submit a new distributor, tap Submit

	<b>RETAILZ POS</b>		?
	PatelProcessing Office	Q Search here	Ritesh Patel
<ul> <li>Inventory</li> <li>Dashboard</li> <li>Purchase Bill</li> <li>Adjustment</li> <li>Distributor</li> </ul>	Distributor         Image: Coord Cola         Image: Distributor Vame         Image	State	Active In-Active US VE VE
	Copyright © 2023 RetailzPOS. All rights reserved		

# 5.6.2 Inventory Management - Edit Distributor

To edit a distributor, tap your distributor and tap the green edit button

			<b>RETAILZPOS</b>		•
RETAILZPOS =	PatelProcessing Office	9		Q Search here	A Ritesh Patel
& Inventory 🗸 🗸	Distributor				
Dashboard	Add Active	In-Active	Total : 3		Active In-Active
<ul> <li>Purchase Bill</li> <li>Adjustment</li> </ul>	Name	Distributor ID	Email	Phone No.	Status
은 Distributor	🗌 🛡 Coca Cola	01	-	(123) 123-1234	
		HLA			ACTIVE
	HT Hca	001		(888) 342-1134	ACHIVE
	Copyright © 2023 <u>RetailzPOS</u> . All	rights reserved			

RetailzPOS Register User Manual

### 5.6.3 Inventory Management - Delete Distributor

INVENTORY **RETAILZPOS** RETAILZPOS 🤊 Ritesh Patel 🧊 PatelProcessing Office Q Search here. Distributor & Inventory Active In-Active Dashboard ⊕ Add Active In-Active Total : </u> 🗄 Purchase Bill Email 🗌 Name Distributor ID Phone No. Status Adjustment 🗌 🌒 Coca Cola (123) 123-1234 01 ACTIVE 용 Distributor միդ 🗌 🌒 HLA ACTIVE HLA 🗌 🌒 HT Hca (888) 342-1134 ACTIVE 001 Copyright © 2023 RetailzPOS. All rights reserved

To delete a distributor, tap your distributor and tap the red delete button

### 6 Customer/Loyalty - Access Customer/Loyalty

To access Customers/Loyalty, tap Customer/Loyalty Prg. from your main menu

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# 6.1 Customer/Loyalty - Return to Main Menu

To return to your main menu, tap the back arrow next to customer/loyalty

	LOYALTY PRG	RETAILZ	POS	11 I I I I I I I I I I I I I I I I I I		
CUSTOMER Search Sus	stomer		FILTE	R:		
CUSTOMER NAME	THONE NO.	CARD NO.	CR. LIMIT	STATUS	DOCUMENT	ACTION
Customer A	(999) 999-9999	0000000	\$500.00	۲		Å
						-
TOTAL CUST	TOMERS : 01					θ

# 6.2 Customer/Loyalty - Customer Operations Menu

### Tap Customer Operations Menu to open up your customer operations

CUSTOMER / LOYALTY PRG RETAILZ POS						۲	
CUSTOMER							C
<ul> <li>Search Cus</li> </ul>	tomer		FILTE	R:		() IN	I-ACTIVE
CUSTOMER NAME	PHONE NO.	CARD NO.	CR. LIMIT	STATUS	DOCUMENT	ACT	ION
Customer A	(999) 999-9999	00000000	\$500.00	٠		20	Î
TOTAL CUST	TOMERS : 01						

### 6.2.1 Customer/Loyalty - Customer

#### Tap Customer to open your store customer list



### 6.2.2 Customer/Loyalty - Add Customer

#### Tap Add Customer to add a new customer



# 6.2.2.1 Customer/Loyalty - Customer Personal Details

#### Tap Personal Details to enter customer details

CUSTOMER / LOYALTY PRG	RETAILZPOS		۲
ADD CUSTOMER			SAVE
PERSONAL DETAILS			
LICENSE ID :	ADDRESS 1 .	ZIP CODE :	
DRIVER'S LICENSE :	ADDRESS 2 :	COUNTRY : United S	States 🔻
FIRST NAME	сіту :	EMAIL :	
	STATE :	SCAN LICENSE :	
✓ CUSTOMER LOYALTY NUMBERS			
V PRICE LEVEL			
			⊕

# 6.2.2.2 Customer/Loyalty - Customer Loyalty Number

#### Tap Customer Loyalty Numbers to enter loyalty information

CUSTOMER / LOYALTY PRG	RETAILZPOS	
ADD CUSTOMER		SAVE
V PERSONAL DETAILS		
	000) 000-0000 CARD NUMBER : XXXX XXXX XXXX XXXX	
	0.00	
	ALLOW ACCEPTING CHECK	
		A

# 6.2.2.3 Customer/Loyalty - Customer Price Level

Tap Price Level to provide a customer with a specific price level

	Y PRG	RETAILZPOS	
ADD CUSTOMER			SAV
V PERSONAL DETAILS			
CUSTOMER LOYALTY NUM	MBERS		
• REGULAR PRICE (\$0.00)	O WHOLESALE (15.00%)	○ A (5.00%)	
			<b>H</b>

# 6.2.2.4 Customer/Loyalty - Save Customer

### Tap Save to save new customer information

	PRG	<b>RETAILZPOS</b>	1 I A	
ADD CUSTOMER				SAVE
V PERSONAL DETAILS				
CUSTOMER LOYALTY NUME	BERS			
REGULAR PRICE (\$0.00)	• WHOLESALE (15.00%)	○ A (5.00%)		€

# 6.2.2.5 Customer/Loyalty - Deactivate Customer

### Tap the slider to **Deactivate** a customer

	LOYALTY PRG	RETAILZ	POS	2 ~			۲
CUSTOMER							C
✓ Search Cu	istomer		FILTER	R: 🖲 ALL		○ IN-A	CTIVE
CUSTOMER NAME	PHONE NO.	CARD NO.	CR. LIMIT	STATUS	DOCUMENT	ACTION	
Customer A	(999) 999-9999	0000000	\$500.00	<u> </u>	Ē	දි	
TOTAL CUS	STOMERS : 01						⊕

# 6.2.2.6 Customer/Loyalty - Activate Customer

### Tap the slider to Activate a customer

3	CUSTOMER /	LOYALTY PRG	<b>RETAIL2</b>	POS	2 ~			۲
cus	TOMER							C
$\square$	<ul> <li>Search Cus</li> </ul>	stomer		FILTE	R: 🖲 ALL		) in	I-ACTIVE
cus	TOMER NAME	PHONE NO.	CARD NO.	CR. LIMIT 🕇	STATUS	DOCUMENT	ACT	ION
Cust	omer A	(999) 999-9999	0000000	\$500.00	<b>_</b>		ද	Ē
C	TOTAL CUS	TOMERS: 01						⊕

# 6.2.2.7 Customer/Loyalty - Customer Document

### Tap Document to open customer documents

	LOYALTY PRG	RETAILZ	POS	1 H A			۲
CUSTOMER							C
<ul> <li>Search Cus</li> </ul>	stomer		FILTE	R:		○ IN-	ACTIVE
CUSTOMER NAME	PHONE NO.	CARD NO.	CR. LIMIT	STATUS	DOCUMENT	ACTIC	N
Customer A	(999) 999-9999	0000000	\$500.00	۰	<b>_</b>	දි	Î
TOTAL CUST	TOMERS : 01						₿

# 6.2.2.8 Customer/Loyalty - Edit Customer

#### Tap Edit to edit a customer

	LOYALTY PRG	RETAILZP	POS	2 ~		
CUSTOMER						C
▼ Search Cu	istomer		FILTER	t: ● ALL		
CUSTOMER NAME	PHONE NO.	CARD NO.	CR. LIMIT 🕇	STATUS	DOCUMENT	ACTION
Customer A	(999) 999-9999	0000000	\$500.00			r
TOTAL CUS						A
TOTAL COS	STOMERS: UI					•

# 6.2.2.9 Customer/Loyalty - Delete Customer

#### Tap Delete to delete a customer

CUSTOMER / LOYALTY PRG		RETAILZ	RETAILZPOS			۲	
CUSTOMER						2	
▼ Search Customer			FILTER :   ALL O ACTIVE				
CUSTOMER NAME	PHONE NO.	CARD NO.	CR. LIMIT	STATUS	DOCUMENT	ACTION	
Customer A	(999) 999-9999	0000000	\$500.00	•		ĉo	
TOTAL CUS	TOMERS : 01					⊕	
## 6.2.3 Customer/Loyalty - Customer Dashboard

#### Tap Dashboard to open customer dashboard



## 6.2.4 Customer/Loyalty - Customer Settlement

#### Tap Customer Settlement to open the customer settlement menu



## 6.2.4.1 Customer/Loyalty - Search Customer Account For Settlement

Tap Customer Name to search for a specific customer for payment

	R / LOYALTY PRG		RETAILZ	POS	8.4		۲
CUSTOMER ACCO	OUNT SETTLEMENT						
CUSTOMER	Search Customer	PHONE NO.		Phone Number	CARD NO.		Card Number
CREDIT LIMIT	\$	0.00 REM. BAL	\$	0.00	PURCHASE	\$	0.00
PAYMENT	\$	0.00 DUE AMOUN	r \$	0.00	)		
• UN-SETTLE	⊖ SETTLE	TOTAL TRANSA	ACTION	00 CUSTOM FI	LTER	ENT DETAIL RES	SET FILTERS
SR. NO. POS OF	RDERID	DA	TE-TIME	AMOUNT	ITEMS	STATUS	ACTION
• CURRENT RE		STER	TOTAL	\$0.00	00	MAKE PAYMENT	

## 6.2.4.2 Customer/Loyalty - Customer Account Settlement Customer Filter

### Tap Custom Filter to filter your customers for payment

	A / LOYALTY PRG	RE	TAILZPOS	22 A		۲
CUSTOMER ACCO	UNT SETTLEMENT					
CUSTOMER	Search Customer	PHONE NO.	Phone Numb	er CARD NO.		ard Number
CREDIT LIMIT	\$ 0.00	REM. BAL	\$ 0.0	DO PURCHASE	\$	0.00
PAYMENT	\$ 0.00	DUE AMOUNT	\$ 0.0	00		
• UN-SETTLE	⊖ SETTLE T	OTAL TRANSACTION	00 CUSTON	FILTER PAYM	ENT DETAIL RESE	T FILTERS
SR. NO. POS OR	RDERID	DATE-TIM	E A'nOUNT	ITEMS	STATUS	ACTION
• CURRENT RE		ΤΟΤΑΙ	L \$0.00	00	MAKE PAYMENT	●

# 6.2.4.3 Customer/Loyalty - Customer Account Settlement Reset Filter

Tap Reset Filters to remove customer settlement filters

	2 / LOYALTY PRG	RE	TAILZ POS	ł	2 ~		۲
CUSTOMER ACCO	UNT SETTLEMENT						
CUSTOMER	Search Customer	PHONE NO.	Phor	ne Number	CARD NO.		Card Number
CREDIT LIMIT	\$ 0.00	REM. BAL	\$	0.00	PURCHASE	\$	0.00
PAYMENT	\$ 0.00	DUE AMOUNT	\$	0.00			
• UN-SETTLE	⊖ SETTLE T	OTAL TRANSACTIO	N 00	CUSTOM FILT	TER PAYME	ENT DETAIL	ESETFLITERS
SR. NO. POS OR	DERID	DATE-TIN	AMO	UNT	ITEMS	STATUS	ACTION
• CURRENT REG	CISTER () ALL RECISTER	ΤΟΤΑ	\L \$0	.00	00	MAKE PAYMEN	

# 6.2.4.4 Customer/Loyalty - Customer Account Settlement Payment Detail

### Tap Payment Details to view customer payment details

	? / LOYALTY PRG	F	RETAILZPO	DS	2 ~		۲
CUSTOMER ACCO	UNT SETTLEMENT						
CUSTOMER	Search Customer	PHONE NO.		Phone Number	CARD NO.	Card	Number
CREDIT LIMIT	\$ 0.00	REM. BAL	\$	0.00	PURCHASE	\$	0.00
PAYMENT	\$ 0.00	DUE AMOUNT	\$	0.00	)		
UN-SETTLE     SR. NO. POS OR		OTAL TRANSACTI DATE-T		0 CUSTOM FIL	TER PAYM	DETAIL RESET FI	LTERS ACTION
SR. NO. POS ORDERID DATE-TIME AMOUNT ITEMS STATUS ACTION							
CURRENT RE		TOT	TAL	\$0.00	00	MAKE PAYMENT	⊕

# 6.2.4.5 Customer/Loyalty - Customer Account Settlement Make Payment

### Tap Make Payment to make a customer payment

	R / LOYALTY PRG	RETA	ILZ POS	- 3 <b>^</b>		۲
CUSTOMER ACCO	UNT SETTLEMENT					
CUSTOMER	Search Customer	PHONE NO.	Phone Number	CARD NO.		Card Number
CREDIT LIMIT	\$ 0.00	REM. BAL	0.00	PURCHASE	\$	0.00
PAYMENT	\$ 0.00	DUE AMOUNT	0.00	)		
• UN-SETTLE	⊖ SETTLE T	OTAL TRANSACTION	00 CUSTOM FIL	LTER PAYM	ENT DETAIL	ESET FILTERS
SR. NO. POS OR	RDERID	DATE-TIME	AMOUNT	ITEMS	STATUS	ACTION
CURRENT REG	GISTER 🔿 ALL REGISTER	TOTAL	\$0.00	00		

## 6.2.5 Customer/Loyalty - Customer Groups

### Tap Customer Groups to view customer groups list



# 6.2.6 Customer/Loyalty - Add Customer Group

Tap Add Customer Group to create a new customer group

## 6.2.6.1 Customer/Loyalty - Name Customer Group

### Tap Group Name to create a customer group name



# 6.2.6.2 Customer/Loyalty - Select Customer To Add To Customer Group

Tap the customer you wish to add to the customer group

CUSTOMER / LOYALTY PRG	RETAILZ PO	S	
ADD GROUP			SAVE
GROUP NAME :	Diamond		
CUSTOMER NAME	PHONE NO.		PHONE NO.
	(999) 999-9999		
	ADD		
	REMOVE		
			•

## 6.2.6.3 Customer/Loyalty - Add Customer To Customer Group

### Tap Add to add the selected customers to a customer group

CUSTOMER / LOYALT	Y PRG R	ETAILZPOS	۲
ADD GROUP			SAVE
GROUP NAME : (	Dia	amond	
	PHONE NO.		PHONE NO.
CUSTOMER A	(999) 999-9999		
		REMOVE	

## 6.2.6.4 Customer/Loyalty - Select Customer For Group Removal

#### Tap the customer you wish to remove from a customer group

CUSTOMER / LOYALTY PRG	<b>RETAILZ POS</b>		
ADD GROUP			SAVE
GROUP NAME :	Diamond		
	PHONE NO.	CUSTOMER NAME	PHONE NO.
	AD O REMOVE	CUSTOMER A	(999) 999-9999

# 6.2.6.5 Customer/Loyalty - Remove Customer From Customer Group

Tap Remove to remove the selected customer from the customer group

CUSTOMER / LOYALTY PRG	<b>RETAILZ POS</b>	##A	۲
ADD GROUP			SAVE
GROUP NAME :	Diamond		
	PHONE NO.	CUSTOMER NAME	PHONE NO.
		CUSTOMER A	(999) 999-9999
	ADD		
	REMOVE		
			•
			•

# 6.2.6.6 Customer/Loyalty - Save Customer Group

#### Tap Save to save a customer group

CUSTOMER / LOYALTY PRG	<b>RETAILZ POS</b>	▲ 25 M	
ADD GROUP GROUP NAME :	Diamond		S S
	PHONE NO.		PHONE NO.
	ADD REMOVE	CUSTOMER A	(999) 999-9999

### 7 Reports - Access Reports

### Tap Reports to access your store reporting

### **RETAILZPOS**

PATELPROCESSING OFFICE



## 7.1 Reports - Return To Main Menu

#### Tap the arrow at the top left of the screen to return to the main menu



### 7.2 Reports - Reports Menu

Your Report Menu will display all your active reporting from that day



7.3 Reports - Request Support

#### Tap the Support icon to request tech support





#### Tap the quick action icon to select a report



## 7.4.1 Reports - Sales Summary Report

#### Tap Sales Summary Report to view report



### 7.4.2 Reports - End Of Day Report

#### Tap End Of Day to view report



7.4.3 Reports - Tax Summary Report

#### Tap Tax Summary Report to view report



## 7.4.4 Reports - Department Sales Summary Report

### Tap Department Sales Summary Report to view report



## 7.4.5 Reports - Employee Detail Report

### Tap Employee Detail Report to view report



### 7.4.6 Reports - Cash Drawer Function

### Tap Cash Drawer Function Report to view report



# 7.4.7 Reports - Action Log Report

### Tap Action Log Report to view report

3	T/A : Apr 30, 2002	RETA	ILZ POS		20009	<b>()</b>
Apr 29,2023	3 12:00 AM	30,2023 04:13 PM		6	8	VIEW REPORT
				Sales Summary Report		
CASH DRAWER FUN	CTION REPORT			End of Day		
ТҮРЕ	DATE-TIME SHIFT	EMPLOYEE	REASON	Tax Summary Report		COUNT
				Department Sales Summary Report	(+)	\$0.00
				Employee Detail Report	JT (-)	\$0.00
				Cash Drawer Function Report	(-)	\$0.00
					-	\$0.00

## 7.5 Reports - View Report

#### Tap View Report to view your selected report



## 7.6 Reports - Print Report

#### Tap the Printer icon to print a report

