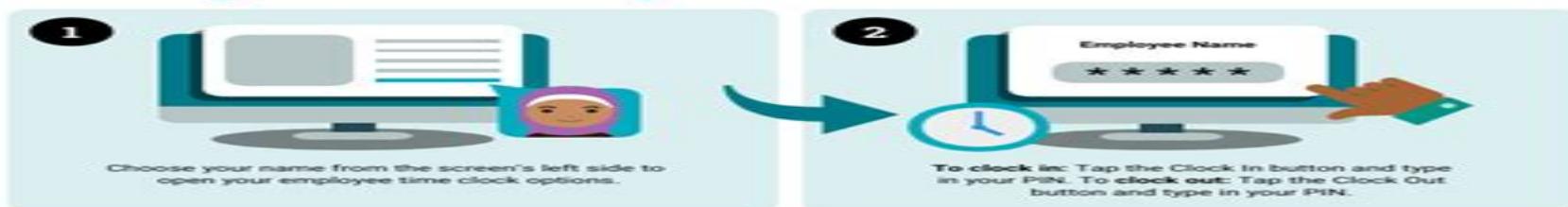


Employee Reference Guide

BUY MORE

This guide is to help employees quickly reference internal processes. For more information feel free to reach out to your store manager, Philip Naygard at phil@buymore.com or call 428-853-3577.

Clocking In and Clocking Out



1 Choose your name from the screen's left side to open your employee time clock options.

2 To clock in: Tap the Clock In button and type in your PIN. To clock out: Tap the Clock Out button and type in your PIN.

Start of the Day



1 Login to the system and select the Additional Options button in the lower left.

2 Select Open Drawer to add the till into the system.

3 You can enter in the amount via cash denominations or total drawer amount.

4 Once the drawer has been counted and inserted, click Done.

Ringing Out a Transaction

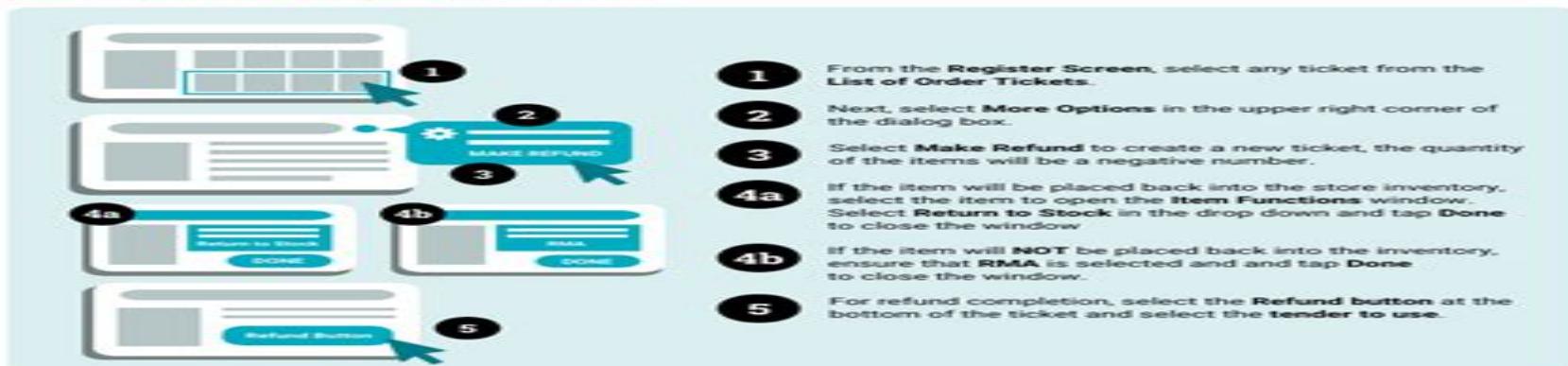


1 From the Register Screen, select a service/ product from the Sales Items on the right side.

2 Select Charge to be directed to the payment screen.

3 Choose the proper tender and complete the transaction.

Returning a Transaction



1 From the Register Screen, select any ticket from the List of Order Tickets.

2 Next, select More Options in the upper right corner of the dialog box.

3 Select Make Refund to create a new ticket, the quantity of the items will be a negative number.

4a If the item will be placed back into the store inventory, select the item to open the Item Functions window. Select Return to Stock in the drop down and tap Done to close the window.

4b If the item will NOT be placed back into the inventory, ensure that RMA is selected and tap Done to close the window.

5 For refund completion, select the Refund button at the bottom of the ticket and select the tender to use.

Work In Process User Guide

Padhraic Smyth

Work In Process User Guide:

SAP ERP Financials User's Guide Heinz Forsthuber,Jörg Siebert,2010 This book focuses on the practical day to day requirements of working with SAP ERP Financials SAP FI It guides you through the various Financial Accounting functions step by step documents account reports special postings automatic procedures accounts receivable accounting accounts payable accounting general ledger accounting closing operations and asset accounting Numerous tips and tricks designed to help maximize your daily work are included throughout For all users of all SAP releases from SAP R 3 4 6 to SAP ERP 6 0 1 Comprehensive coverage of SAP FI Learn how to make the best use of SAP FI in your daily work with comprehensive coverage of SAP General Ledger and more 2 Tips and tricks for daily work Maximize your time with numerous tips and tricks designed to help you get the most out of the most common tasks features and programs 3 Step by step walkthroughs Master even the most complex functions in SAP FI using step by step walkthroughs enhanced with screenshots and sample scenarios 4 Up to date for SAP ERP 6 0 Understand the new features in SAP FI and SAP Financial Supply Chain Management FSCM 5 Helpful additional resources Find answers quickly in the appendices which include menu paths a full glossary and a complete index Highlights General Ledger Accounting Accounts Receivable Accounting Accounts Payable Accounting Asset Accounting Bank Accounting Closing Operations Overview of the Innovations in SAP FI 6 0 *The Code of Federal Regulations of the United States of America* ,1986 The Code of Federal Regulations is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government *Federal Register* ,1988 Code of Federal Regulations ,1986 *Industrial Management* ,1921 *Factory* ,1919 **Industrial Management** John R. Dunlap,1919 *PROFS User Guide* University of Illinois Administrative Information Systems and Services,1988 **Administration** ,1923 Includes critical reviews *Dry Goods Guide* ,1920 **Management and Administration** ,1923 *The Aster Guide to Computer Applications in the Pharmaceutical Industry* David J. Fraade,1984 Manufacturers of Computerized Equipment for the Pharmaceutical Industry Present Descriptions of Mini Utilization of the Equipment for Process Control Etc *Office Appliances* ,1923 **Management's Handbook** Leon Pratt Alford,1924 *American Photography* ,1928 **British and Colonial Printer and Stationer** ,1914 The American Pressman ,1916 *Collier's* ,1919 *The Saturday Evening Post* ,1919 **Machinery** Lester Gray French,1915

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