

# Employee Reference Guide

 **BUY MORE**

This guide is to help employees quickly reference internal processes. For more informations feel free to reach out to your store manager, Philip Naygard at [phil@buymore.com](mailto: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** OPEN DRAWER  
**2**  
**3**  
**4**

**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**.

## Ringling 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**



**2** MAKE REFUND  
**3**

**4a**



**4b**



**5**

**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

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