

# Manual for cash register system Bxpos

## Contents

- 1 Introduction
  - 1.1 General
  - 1.2 Terms
- 2 Operation instructions
  - 2.1 Logging in
  - 2.2 Registering a Payment
  - 2.3 Making a sale
    - 2.3.1 Normal sale
    - 2.3.2 Details
  - 2.4 Products returns
    - 2.4.1 Details
  - 2.5 Close cash

Written by Jens Lideström

## 1 Introduction

The cash register system used is called Bxpos. This manual describes

- how to log in to the system
- how to register the cash in the system when it is started
- how to make a sale
- how to accept product returns
- how to close the system at the end of a day

For more information there is a manual available in Swedish (*Manual-bxpos2.30.1p.pdf*). Bxpos is a translation and adaptation of the program Openbravo POS. There are some information on their website: [wiki.openbravo.com/wiki/Projects/POS/User\\_Guide](http://wiki.openbravo.com/wiki/Projects/POS/User_Guide)

### 1.1 General

Bxpos is organized in different screens where the user can perform different tasks. You can switch screen by clicking on the alternatives in the menu on the left of the window.

Only four of the alternatives is needed in the normal work flow: “Sales”, “Edit sales”, “Payments” and “Close cash”. The “Sales” screen is where most of the work is done, it is shown in a figure below. The other three screens are only needed on special occasions.

In general there are many buttons and functions in the program that can be ignored most of the time, the normal work flow is pretty simple.

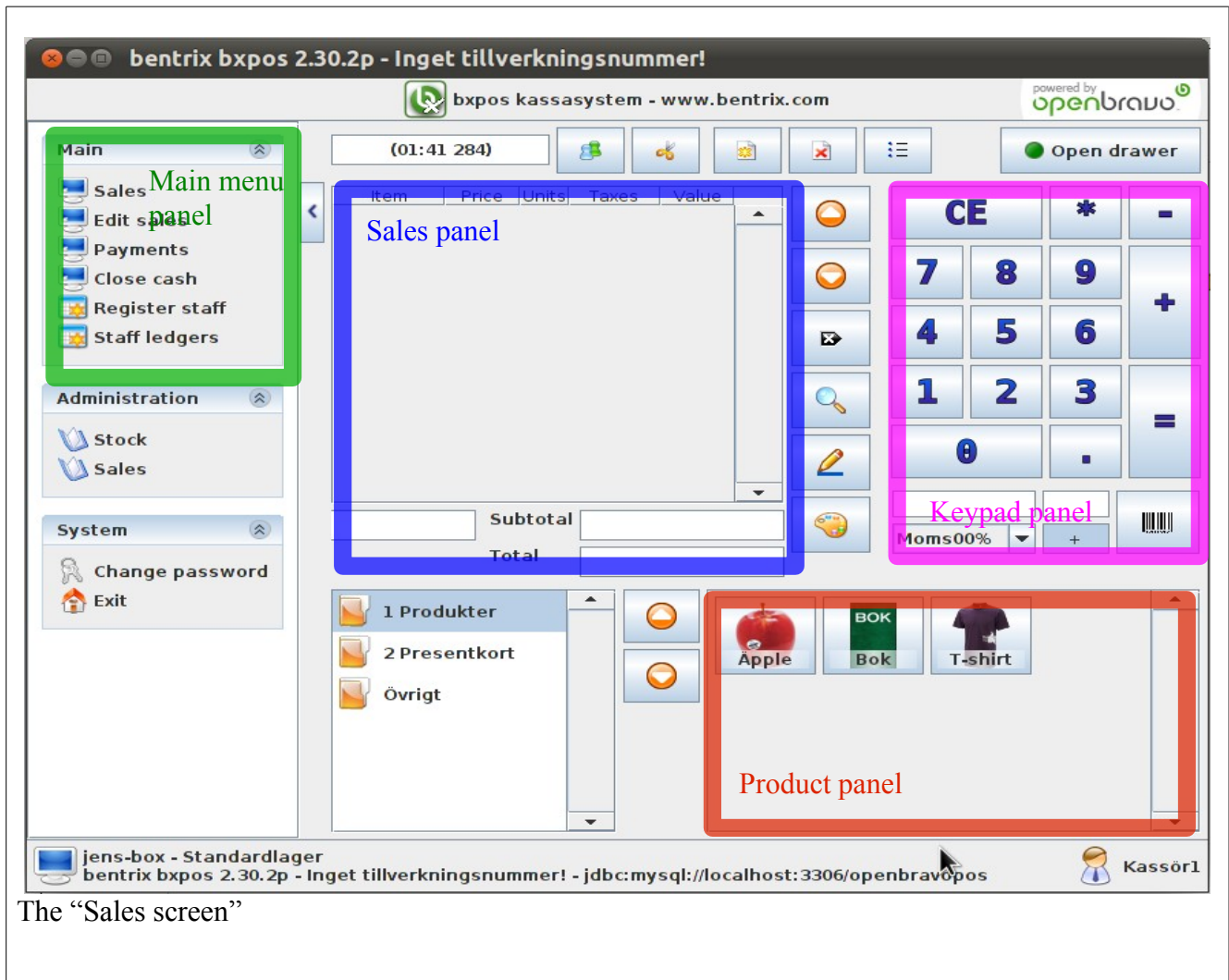
## 1.2 Terms

These terms will be used to describe the operation of Bxpos:

sale :	When a customer buys one or more things, pays and get <i>one</i> receipt, one “sale” is made. In Bxpos every sale is registered and stored. For each one information is stored about the time of the sale, the products it contains, and some other data.
cash drawer :	The physical box where the cash is stored.

When referring to buttons and panels in the Bxpos program, the name of the window part will be put inside quotation marks “Like this”.

The names of some of the different parts of the Bxpos window is given in the figure bellow:



## 2 Operation instructions

### 2.1 Logging in

Start Bxpos. If no icon or menu item is available for doing this, it can be done by clicking on the start.sh file (this only works if the location where Bxbos is installed is known, of course).

In the bottom part of the window a list with several login alternatives will be displayed. Click on the right cashier button. (Info about which one you should use should be available elsewhere)

(To practise making sales, chose the button "Övning". Sales make in this mode will not get recorded in the system. Some other actions can change the system though, so do only make sales)

## 2.2 Registering a Payment

Once a day when starting up the system, before making any sales, a “Payment” has to be made to register how much cash there is in the machine to start with.

- 1) Click on “Payments” in the “Main” panel to the left.
- 2) On the “Keypad panel”, enter the amount of cash that is placed in the cash drawer.
- 3) Click on the small disk icon in the upper right corner of the window to save the payment.

(You can verify that the payment was registered by clicking on “Close cash” in the “Main” panel. In the centre of the screen the payments will be listed. The value in the “Cash” field should equal what you entered in the “Payments” screen.)

## 2.3 Making a sale

Everything in this section assumes that you are in the “Sales screen”. To go there, click “Sales” in the “Main menu panel”.

When making a sale, products are first added to the “Sales panel”. When that is complete a window is opened where the payment is handled.

### 2.3.1 Normal sale

- 1) To add a product to the “Sales panel”, press one of the product buttons in the “Product panel” in the lower right of the window. Press more product buttons to add more products to the same sale.
- 2) Press the “=” button on the “Keypad panel” when all products are added. A window titled “Payment” should open, where the total sum of the sale is displayed.
- 3) Cash sale: The “Cash tab” should already be selected.

Receive payment from the customer, then press the “OK” button. The cash drawer should open.

To get help with calculating the change that should be returned to the customer, you can enter the amount of cash received, either on the keypad or with the “Cash icons” on the screen. The change that the customer should get back will be displayed (this is not necessary).

- 4) Card sale: Click on the “Card tab” to the left of the “Payment” window. Perform the card payment (information on how to do this should be available elsewhere). Click the “OK” button.
- 5) When the “OK” button was clicked, the cash drawer should open and a receipt be printed. Give the customer its receipt and change money (if any).
- 6) The sale is complete!

### 2.3.2 Details

- 1) Many products of the same kind:

To add many products of the same kind, add a product to the “Sales panel” by clicking on it in the “Product panel”. Then press the “Plus sign” on the “Keypad panel” to add more of the same

kind of product.

- 2) To open that cash drawer without making a sale, click on the “Open drawer” button.
- 3) Anonymous sale: If there are no product in the system for the thing a customer wants to buy a sale can be made anyway. Just enter the price in the “Keypad panel”, then click on the “+” button to add the anonymous product of that price. Click more times to add more items of the same price. Then click the “=” button as usual.
- 4) Payment by part cash, part card: The “+” button next to the total sum in the “Payment” window can be used for this. Enter the amount of cash that is paid, then click the “+” button. That amount will be subtracted from the total amount. Then click the “Card” tab and make a card payment of the rest of the sum.
- 5) Remove products:

If the wrong products have been added to the “Sales panel” they can be removed in the following ways:

- Press the “-” button on the “Keypad panel” to remove products one at the time.
- Press the “Remove button”, which has an icon with a red cross, located above the “Sales panel”. This will remove all the products added to the “Sales panel”.

## **2.4 Products returns**

If a customer wants to return something, or if a mistake has been made with a sale, a “Product return” can be done to cancel the sale. That product is then erased from the sale in the computer, and the customer is given back its money.

(Only cash can be given back. Even if the customer paid by card cash is given back)

### Find the sale:

- 1) Click “Edit sales” in the “Main” menu.
- 2) Click the “Search” button at the top of the window. A dialogue window titled “Tickets list” should open.
- 3) It is not necessary to change anything in the dialogue. Just click on the “Execute filter” button in the middle of the window. This will make the white box below the button display a list of all sales.
- 4) Select the sale that should be returned in the list. Try to find it by its date, time and total amount.
- 5) Click on the “OK” button. You will return to the previous window, and the receipt of the sale that was selected will be displayed.
- 6) Click on the “Refund” button near the top of the window. A screen that is similar to the “Sales screen will be displayed.

### Add products to refund:

- 7) In the bottom of the screen there is a list of the products that the sale contains. To the right of that is a column of “Refund buttons”.
  - If all the products in the sale should be returned, press the “Refund all”.
  - If all products on one line should be returned (one line can contain several of the same kind of product), press “Refund line”.
  - If only one product should be returned, press “Refund one”.

The products will be added to the “Sales panel” when they are selected.

- 8) If the wrong product is added to the “Sales panel”, press the “Minus” button on the “Keypad panel” to remove it from the refund.
- 9) When all products that should be refunded are added to the “Sales panel”, press the “=” button in the “Keypad panel”. A window titled “Payment” will open, and the cash drawer of the cash register should open.

### Make the refund:

- 10) In the top of the “Payment” window the amount of money that should be returned to the customer is displayed. Hand them back!
- 11) Take back the receipt from the customer. Or if not all products in the sale was returned: Use a pen to cross out the ones that was.
- 12) Done!

## **2.4.1 Details**

If it is hard to find the right sale in the “Tickets list” window, it is possible to filter away most of the wrong sales. Criteria for which sales that should be displayed can be entered in the fields above the list.

## **2.5 Close cash**

In the end of the day when no more sales will be made the cash register system should be closed.

- 1) Click “Close cash” in the “Main menu”. A screen with information about the current session will be displayed.
- 2) Click on the “Close cash” button in the bottom right corner of the window. You will be asked to confirm this, and the a window with the message “The cash is closed successfully” will be displayed.
- 3) Done.