

Chapter 2

Using the POS

Starting A Smart Money Manager Session

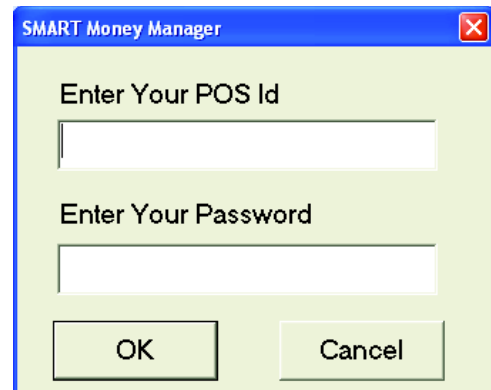
Double click on the Smart Money Manager icon; the POS login screen will display.

Though anyone can launch it, only authorized personnel can use Smart Money Manager. To begin, you must log into the application. Be careful, logging in starts a “session” which remains open until you close it. All transactions that occur during your session will be recorded as yours.

To launch Smart Money Manager:

Enter your POS ID and Password,
Then click OK.

You are now logged in and ready to
start a POS transaction.



The image shows a dialog box titled "SMART Money Manager" with a blue title bar and a red close button. It contains two text input fields: "Enter Your POS Id" and "Enter Your Password". Below the fields are two buttons: "OK" and "Cancel". An arrow from the text "Then click OK." points to the "OK" button.

Notice that your login ID is displayed and the Log In button has changed to Log Off.

Be sure to log off when you are finished or leaving
the immediate area.

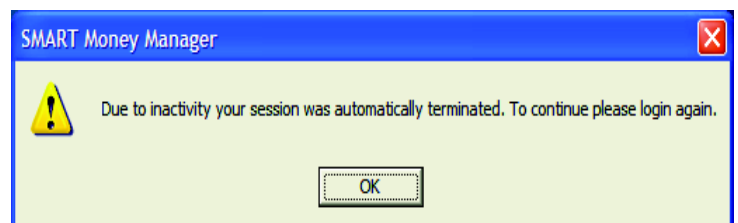
**DO NOT LEAVE Smart Money Manager
UNATTENDED!**



The image shows the main interface of the SMART Money Manager application. It features a menu on the left with items like "Files", "Books", "Pencils", "Pens", "Calendars", and "Unspecified". In the center, there is a numeric keypad with buttons for digits 7-9, 4-6, 1-3, and "CLEAR" and "ENTER". Below the keypad, the text "You are logged on" is displayed, and the "Log Off" button is circled in red. Other buttons include "Delete", "Delete ALL", "Reports", and "Pay To SAH". On the right side, there are fields for "Card Number", "Name", "Account Balance", "Amount Due", and "Transaction Summary". At the bottom right, there are buttons for "CHECK OUT" and "REFUND".

Inactivity Timer:

If there is no activity detected for more than 4 minutes, you will automatically be logged out. A pop-up screen will appear as shown here, telling you that your session was automatically terminated.



The image shows a dialog box titled "SMART Money Manager" with a blue title bar and a red close button. It contains a yellow warning triangle icon and the text: "Due to inactivity your session was automatically terminated. To continue please login again." Below the text is an "OK" button.

Merchandise Checkout (Specified Items)

Your Smart Money Manager administrator will have set up a Merchandise List, or schedule of items, that are sold by your library. This list can be organized with categories and specific items within those categories. The list is automatically displayed in the large white box in the upper left corner of the POS display.

1. Double click on one or more categories to expand their view to include specific items (i.e., Pencils).



2. Click to select an item (i.e. Red Pencils); then click a quantity (i.e. quantity of 1). Click the Enter button to add the item(s) to the transaction or double click on an item, and it will be added with quantity of One.

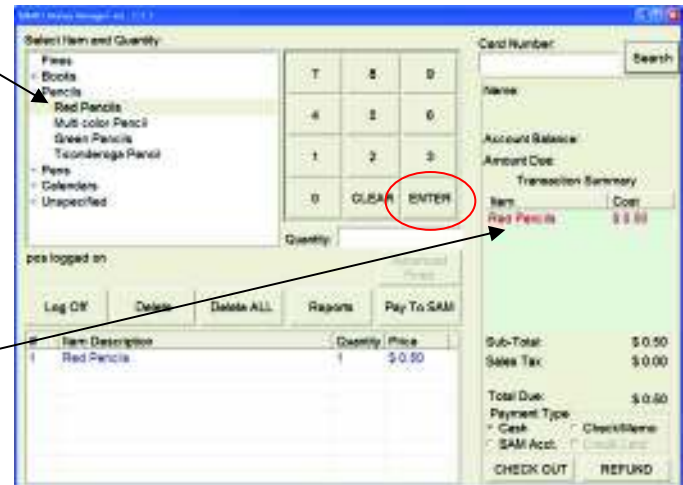


Time Saver: you don't have to indicate a quantity if the quantity = 1

The item pending payment displays in the Item Description table (bottom left).

Note: You can modify a pending transaction by deleting one or all of the items indicated in the Item Description table.

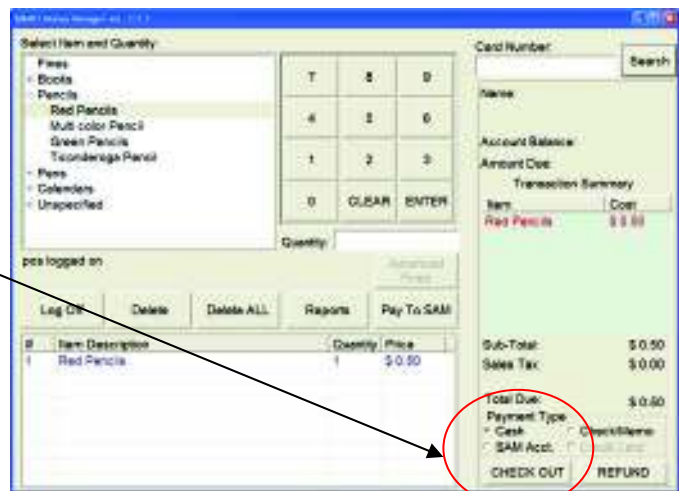
The item aggregate and total taxable Amount Due displays in the Transaction Summary on the right.



3. Click the Payment Type and Check Out buttons when you have entered all of the purchase items. Smart Money Manager will ask you to confirm that you are ready to finish the transaction



Time Saver: you don't have to indicate a Payment Type if customer is paying by Cash.



Merchandise Checkout (Unspecified Items)

There may be times when you are called upon to sell an item that is not listed in the Merchandise List (maybe a new shipment just arrived today and your Smart Money Manager administrator is on vacation). You can handle these transactions by adding an unspecified item to the merchandise list.

To do this:

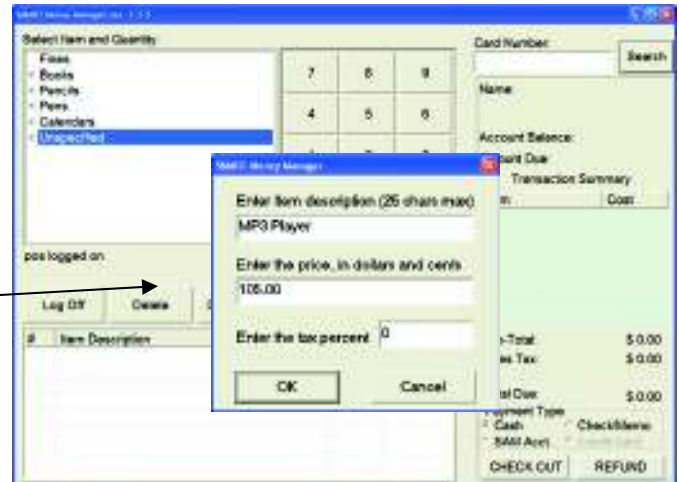
Expand the Unspecified Items Category and select one of the items you have previously added, or;

To add a new Unspecified Item, Click on “Unspecified” and then click the Enter button below the keypad. You will then get a screen to enter the new item as shown.

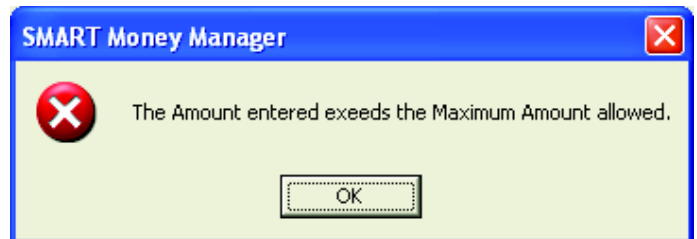
Create a description, cost and sales tax rate for the item you are adding.

Note: added items appear only under your log on. Other authorized personnel will have to add these items under their respective log on if necessary.

Now you can transact the purchase of an unspecified item by clicking on it, just like you would any other item.



If the price you are trying to assign to the unspecified item is greater than the maximum amount configured, then you will see the error message as shown here when entering the amount.



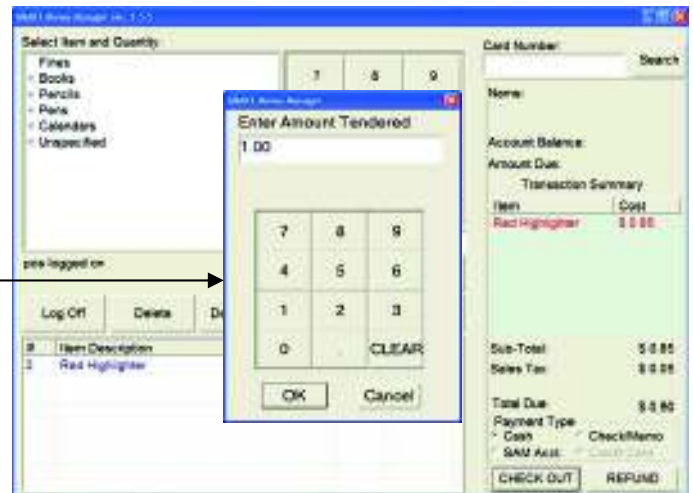
Accepting Payments

Once you have confirmed that you are ready to finish this transaction, you need to handle the actual payment (as illustrated).

Cash Transactions:

Smart Money Manager will display a window to enter the amount tendered after selecting the Check Out button. Then it will ask if you're sure you're ready to finish. If you click Yes you'll get the Enter Amount Tendered screen; After entering the amount collected click OK.

Smart Money Manager will calculate the amount of any Change Due, clear the transaction display and be ready for the next purchase.



Note: you can begin the next transaction as soon as you are ready; the Change Due window will disappear in 20 seconds or as soon as you click elsewhere on the screen.

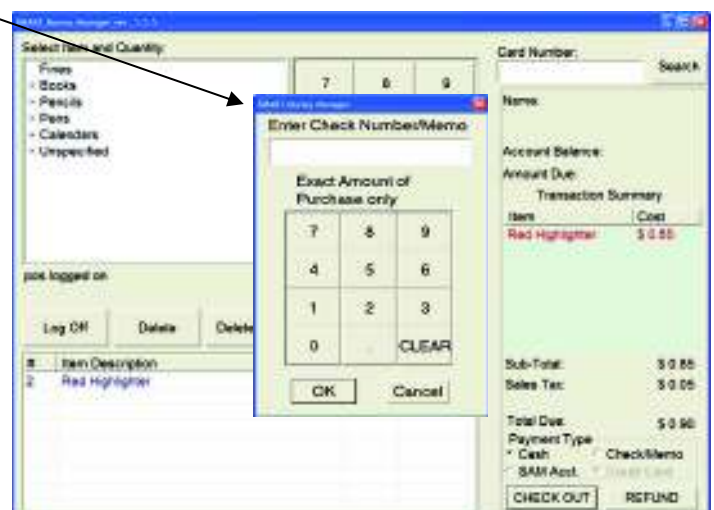
Check Transactions:

Smart Money Manager will display a window to enter the check number. After entering the check number, click OK.

Note: Checks must be written for the exact amount of the purchase.

Once you select OK in either the cash or check window, Smart Money Manager will open the cash draw and print a receipt (if so equipped and configured).

As each transaction is completed, it is recorded in the transaction log database. It is available for review anytime in one of the Smart Money Manager reports or can be brought up as part of a refund (see next section).



Credit Card Transactions:

Smart Money Manager will display a window to enter Credit Card information when you select the radio button for Credit Card in the lower Righthand corner and click the Check Out button. (if you have the Credit Card option enabled at your location).



Receipts:

Once checkout is complete, Smart Money Manager will generate a receipt from the receipt printer. Once the Amount Tendered is entered and Change Due appears, close the pop up box and the receipt prints out.

An example of Cash, Check and Credit Card receipts are depicted here.

Date: 03/11/2008 15:42
 Ticket Number: 102107189
 Library id: POSBranch
 Cashier: pos

Transaction Summary

Book of Dogs \$ 10.00

Sub-Total: 10.00
 Sales Tax: 0.10
 Total Due: 10.10

Cash Tendered 10.25
 Change Due (0.15)

Thank you. Please come again.

Cash Receipt

Date: 03/11/2008 15:43
 Ticket Number: 102110190
 Library id: POSBranch
 Cashier: pos

Transaction Summary
 Cats 2007 Calendar \$ 6.25
 The Art of Software Testing \$ 35.45

Sub-Total: 41.70
 Sales Tax: 0.43
 Total Due: 42.13

Check #: 745
 Check Amount: 42.13

Thank you. Please come again.

Check Receipt

Date: 03/07/2008 12:10
 Ticket Number: 102073184
 Library id: POSBranch
 Cashier: pos

Transaction Summary
 Paperback book \$ 5.00

Sub-Total: 5.00
 Sales Tax: 0.00
 CC Charge: 0.00
 Total Due: 5.00

Total Charge 5.00
 #: *****1765
 Trans ID: 4387DE59-47D1770A-710-5A85A

Cardholder agrees to pay charge
 and be bound by Cardholder's
 agreement

Sign

Thank you. Please come again.

Credit Card Receipt

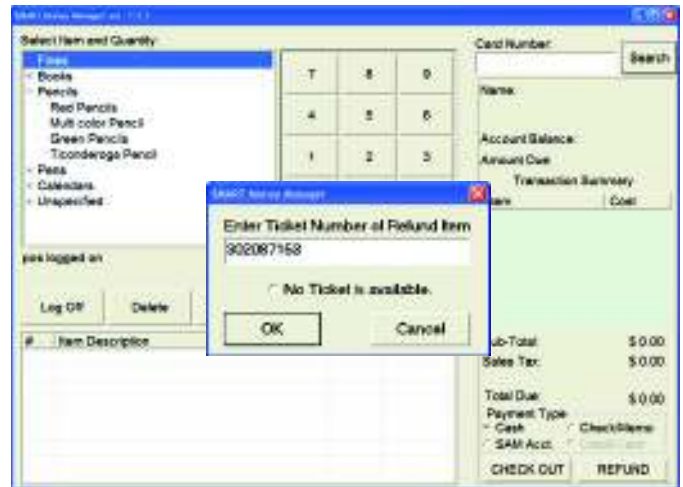
Configurable fields for receipts are Library ID, Cashier, and CC Charge. The Library ID would appear on receipts when you open the web interface and choose the Add Location link under Configuration. The Location ID entered here would appear on the receipt as "Library ID" once you click the Submit button. The "Cashier" field on the receipt is the user Login ID, and the CC Charge would be a charge a library can choose to impose on a patron for using credit card.

Refunds

Smart Money Manager refunds can be tied to the original purchase or transacted without purchase documentation (subject to Library Policy).

How To Lookup a Transaction To Make a Refund

Start by clicking on the Refund button. Smart Money Manager will display the refund dialog box where you can enter the ticket number (receipt number) if available and click OK, **or** click the "No Ticket is Available" radio button and then click OK.



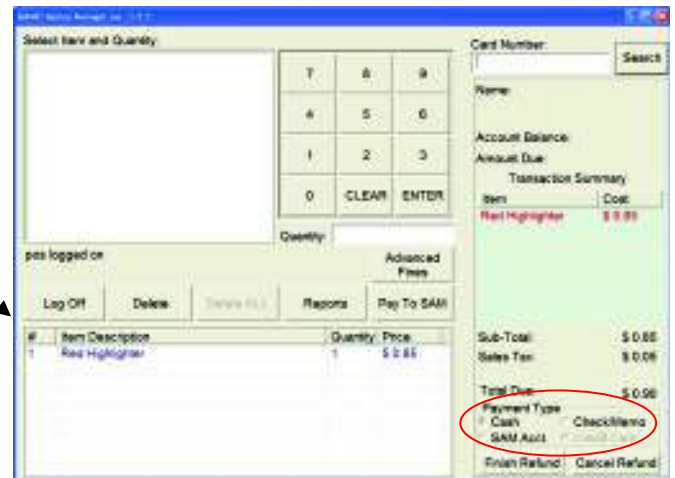
Customer has Receipt:

If you enter a receipt number, the transaction log will be displayed. All of the purchased items will appear in the Item Description table.

Simply select the item and quantity being returned.

Customer has No Receipt:

Click the No Ticket is Available radio button, click [OK], then select the returned item from the Merchandise List. You can either double click on the item or select it and enter a quantity from the keypad and click the [Enter] button.

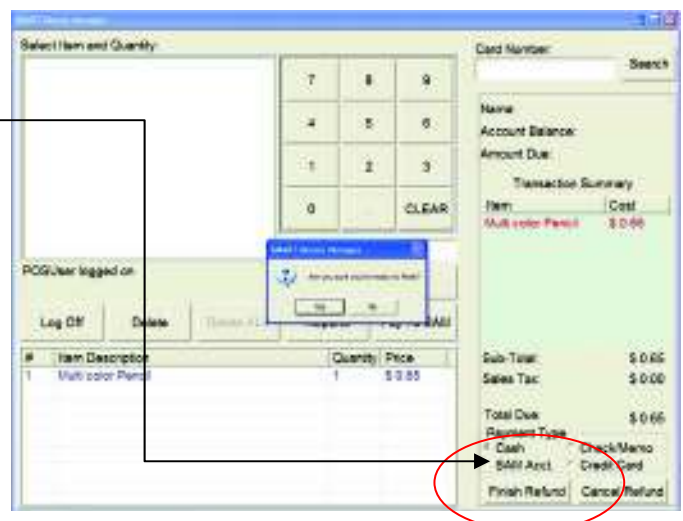


Then select the payment type and the [Finish Refund] button. Smart Money Manager will ask if you're sure you're ready to finish. Select Yes or No.

If you chose "SAM Acct" for the Payment Type, another screen will pop up asking for the SAM Account number. Either type it in manually or enter it from the keypad, and click the [OK] button. You will also need to enter the password when prompted.

Smart Money Manager will then ask if you want to return the refunded item/s to Inventory. Answer Yes if the condition of the item/s are "like new". Inventory will then be increased. If items are damaged in any way, answer No and Inventory will remain as is.

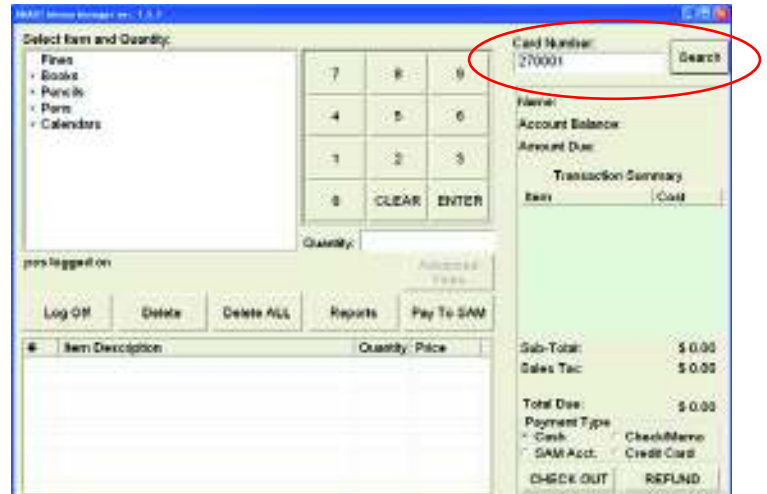
Once you have answered the Inventory question, the cash drawer will open, and print a receipt (if so equipped.)



Paying Fines through POS

In order to make a fine payment:

Search for a library card number by typing or scanning in the number in the card number field and click [Search].



If this is a first time user it will ask for the Patron's ILS Password. Input their Password, and click [OK].

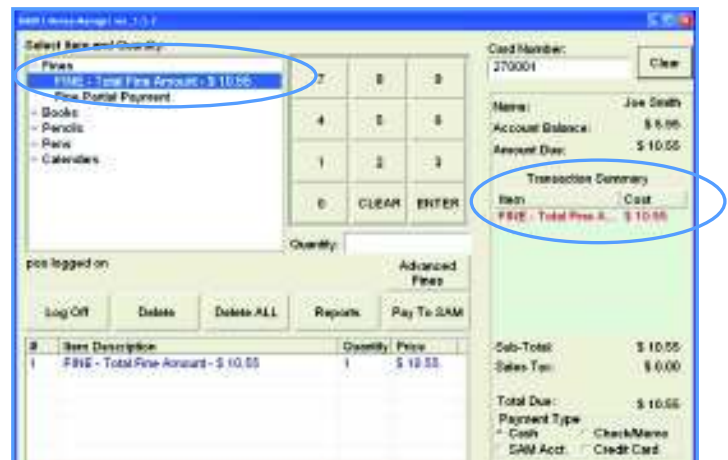
Once the search for the patron number is successful, the fine amount owed will appear in two places on the screen. Under the card number field, and in the "Select Item and Quantity" area.

Under the "Select Item and Quantity" area the Fines Category will enable a plus (+) sign next to it, where it is expandable due to the patron owing fines. Click on the plus (+) sign, which will display:

FINE – total amount
Fine Partial payment.

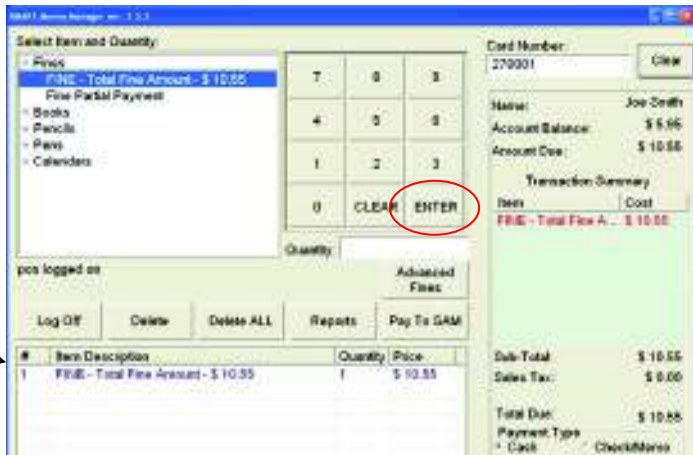
If you wish to pay the total amount of the fine, go to OPTION A (see details for Option A in next section).

If you wish to pay a partial amount of the fine, go to OPTION B (see details for Option B in next section).



OPTION A – To Pay Total Amount of Fine:

Highlight “FINE – Total Fine Amount - ***”, hit 1 on the keypad then click Enter, or Double click the total fine and it will automatically appear in the Transaction Log as a Quantity of 1.



If you are finished adding items to the Transaction Log, you will now follow the check out method as usual.

Fine payment will be submitted to the ILS, the cash drawer will open, and a receipt will print out.

First, choose Payment Type. Then click [YES] to confirm that you wish to Finish.



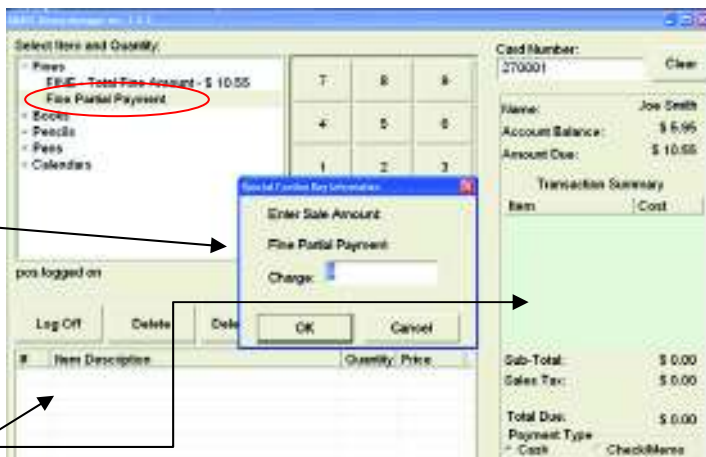
The cash drawer will then open, and a receipt will print out.

OPTION B – Partial Payment of Fine:

If you wish to make a partial payment towards the FINE, under the Fines, category, highlight “Fine Partial Payment” and click [Enter] on the keypad.

A window will pop up prompting for the partial amount you wish to pay towards the fine.

Type in the amount you wish to pay, using the decimal point, which is important when typing in the amount. Then click [OK].



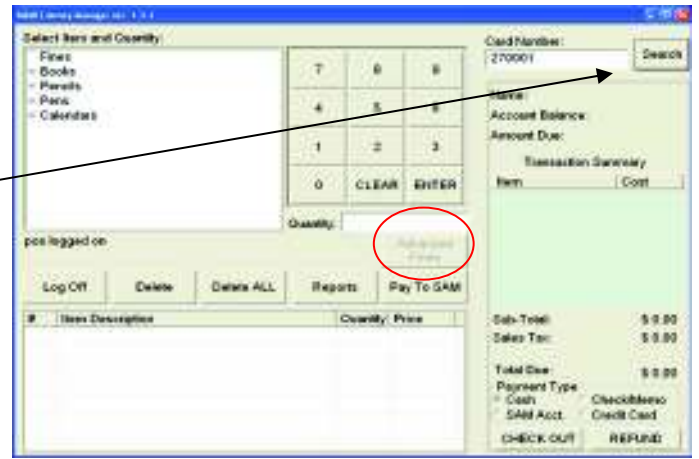
The amount indicated will then appear in the Transaction Log as well as in the Transaction Summary.

Once you are finished adding items to the checkout list, you will now follow the check out method as usual.

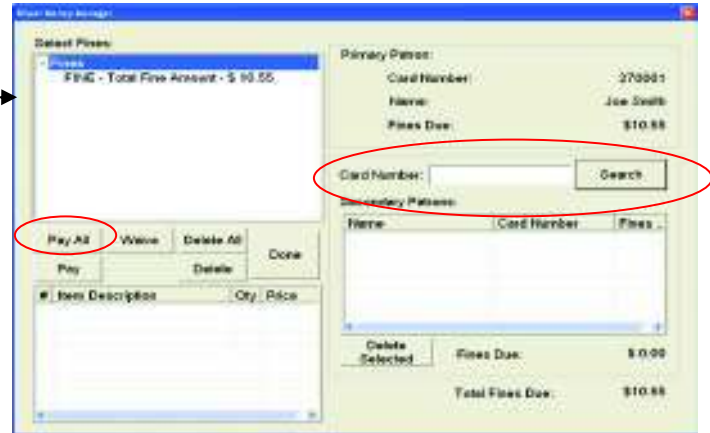
Fine payment will be submitted to the ILS, the cash drawer will open, and a receipt will print out.

Multi-Fine Payment:

You can also pay fines for multiple patrons from the POS system. To do this you would enter the library card number and click the [Search] button.



Then click the [Advanced Fines] button which will be available to select, and enter other patron cards. Upon clicking the [Advanced Fines] button you will see this screen.

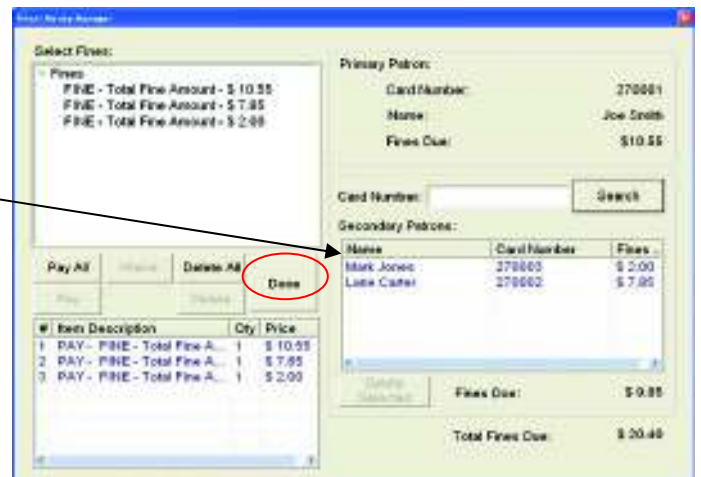


Enter the second card number and click the [Search] button to find the next patron's fines.

You can now choose to Pay All by clicking the [Pay All] button.

Note: If you are paying more than one patron's fines in a session, you must pay ALL the fines for each patron by selecting the Pay All button. You cannot pay a single fine for a patron if more than one patron is selected.

Continue the process until you have all patron's fines you wish to pay in one session. They will appear as follows:



Once all the patrons are listed, click the [Done] button which brings you back to the main POS screen and includes all fines for each patron that was found.

Select Payment Type and click the [Check Out] button to continue the transaction.

You will then be asked for the Cash Amount, Check Number, or Credit Card Number. Clicking [OK] will complete the transaction.



Waiving Fines

Waiving fine payments is used to forgive fines for a patron. To waive a fine or partial fine, simply enter the patron's library card number and click the [Search] button. Then click the [Advanced Fines] button.

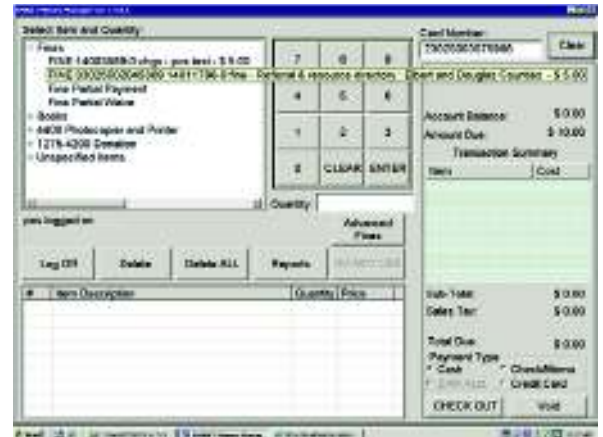
The fines will now appear for that cardholder.

Processing of fines and waives is dependent on your ILS's protocol. Please refer to the chart for specifics on how waives are processed within your ILS.

To waive a specific fine in total, select the fine you wish to waive and click the [Waive] button. You will see "Waive – Fine – Total Fine" and the amount, in the screen at the bottom.

When you click the [Done] button you will then see the main screen which allows you to Check Out.

Note: Ctrl ~ will allow you to check the waive limit for the POS terminal to make sure you don't go over the limit that is set for that terminal.



If the Over the Limit screen should appear, you will need a Supervisor password to continue with checkout. If you click [YES] you can enter the password and continue.

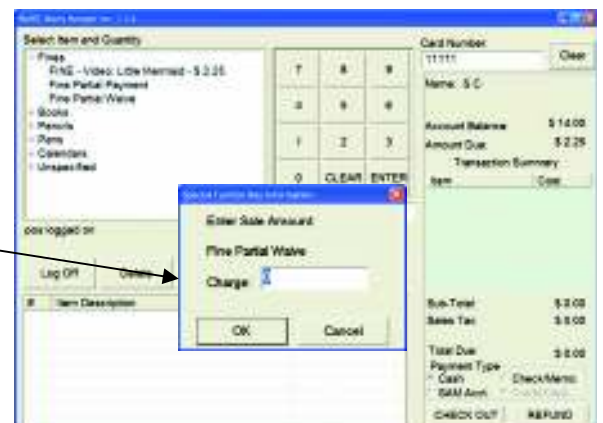
Click the [Check Out] button to complete the transaction, waiving the fine/s for that cardholder.



You also have the ability to waive a Partial Fine. To do this enter the library card number and click the [Search] button.

Fines for that patron will appear and you can now select the Fine Partial Waive option, select any number on the keypad to enter a quantity and click [Enter] or hit the Enter key on your keyboard. This activates the Partial Waive screen in which you can enter the partial amount you wish to waive, then click [OK] to complete the transaction.

To get to the checkout screen, select Checkout and enter a password. Click [OK] to complete the transaction. The fine amount is now waived and the transaction is now complete.



END

Chapter 3

Reports

Smart Money Manager has reports to help you track your product inventory and sales. Reports are in HTML format and can be exported for manipulation in spreadsheets or databases.

1. Cash Drawer Report

This report is run from the POS terminal. Here is where you enter opening cash balance in the cash drawer, and a breakdown of each denomination of bills and coins for easy reconciliation at the end of the day.

To enter opening cash drawer balance at the beginning of each day, simply log onto the POS client interface from where the cash drawer resides, and click on the [Reports] button. Then select "Cash Drawer Count" in the left pane and enter the opening balance as well as a breakdown of the bills and coins you're starting with. Click the Submit button to save this information and begin the day's transactions.

SMM™
Administrator Manager

Cash Drawer Count Report - Terminal ID: All Terminals
Location ID: POSBranch
Generated On: 6/20/2008 1:21:54 PM

Enter the opening amount:

Total Amount of Cash Transactions: \$0.00
 Total Amount of Check Transactions: \$0.00
 Total Amount of Credit Card Transactions: \$0.00
 Total Amount of SAM Account Transactions: \$0.00
 Total Amount in Refunds: \$0.00

Enter the quantity for each denomination and then press the Submit button

100 dollar bills:	<input style="width: 40px;" type="text" value="1"/>	1 dollar coins:	<input style="width: 40px;" type="text" value="7"/>
50 dollar bills:	<input style="width: 40px;" type="text" value="10"/>	50 cent coins:	<input style="width: 40px;" type="text" value="50"/>
20 dollar bills:	<input style="width: 40px;" type="text" value="3"/>	25 cent coins:	<input style="width: 40px;" type="text" value="50"/>
10 dollar bills:	<input style="width: 40px;" type="text" value="4"/>	10 cent coins:	<input style="width: 40px;" type="text" value="50"/>
5 dollar bills:	<input style="width: 40px;" type="text" value="5"/>	5 cent coins:	<input style="width: 40px;" type="text" value="50"/>
1 dollar bills:	<input style="width: 40px;" type="text" value="6"/>	1 cent coins:	<input style="width: 40px;" type="text" value="50"/>

At the end of the day, if you run this report you will get details of Cash Collected as well as a breakdown of dollar bills and coinage for easy reconciliation as shown here.

Smart Money Manager		Cash Drawer Balance Report	
Location ID: POSBranch		Reporting Date: 6/20/2008 1:49:32 PM	
Terminal ID: All Terminals		Generated On: 6/20/2008 1:49:32 PM	
Cash Count			
Opening Drawer Amount: \$500.00			
100 dollar bills: 1	Total: \$100.00	1 dollar coins: 7	Total: \$7.00
50 dollar bills: 10	Total: \$500.00	50 cent coins: 50	Total: \$25.00
20 dollar bills: 3	Total: \$60.00	25 cent coins: 50	Total: \$12.50
10 dollar bills: 4	Total: \$40.00	10 cent coins: 50	Total: \$5.00
5 dollar bills: 5	Total: \$25.00	5 cent coins: 50	Total: \$2.50
1 dollar bills: 6	Total: \$6.00	1 cent coins: 50	Total: \$0.50
	Total Bills: \$731.00		Total Coins: \$52.50
Actual Cash Count			
			\$783.50
Cash Drawer Balance			
			\$783.5
Gross Contents			
Non-Cash Sales:			
Check			\$0
Credit Card			\$0
Account			\$0.00
Refund			(\$0.00)
Total Non-Cash Sales			(\$0)
Total Cash Sales			(\$0)
Over/Under			\$283.50
Net Summary			
Gross Contents			\$783.5
Opening Drawer Amount			(\$500.00)
Taxable Sales			\$0.00
Sales Tax Collected			(\$0.00)
Net Amount			\$283.50
Average Transaction:	\$0.00		
Highest Transaction:	\$0.00		
Waive Total:	\$0.00		
**Transactions per Hour:	0		
Refund Transactions:	0		
Waive Transactions:	0		
Transaction Count:	0		
** Assuming 8 hours of operation			