

# Managing Point of Sale Sessions

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For the most part, Point of Sale is very similar to Order Entry, except that you can perform cash transactions and quick sales in Point of Sale, most often using Cash Sales as your customer rather than individual customer accounts. Order processing from Order Entry and Point of Sale are similar, which makes training your employees easy. The Point of Sale screen has similar navigation, and the configurations for abbreviation codes, delivery zones, and other efficiency configurations are the same as for Order Entry. Because of the similarities, you can find order processing information in the chapter [Working with Orders](#) on page 9–1. However, because Point of Sale involves working with a cash drawer, there are several specific configurations and operations that you can only perform in Point of Sale. Sections in this chapter cover those procedures and concepts.

## Point of Sale Sessions

A Point of Sale session begins with setting an opening balance for the cash drawer and ends with a Z-Out transaction, which closes the cash drawer. You set the opening balance at the beginning of the day when you open your store, and perform a Z-Out transaction at the end of the day when you are ready to close the drawer. Consequently, a Point of Sale session usually consists of a single day's worth of transactions on a particular terminal. The session remains open until the Z-Out transaction is complete.

**NOTE** The Opening Balance button only appears when you have not yet entered an opening balance. When you have entered an opening balance for a Point of Sale session, the Opening Balance button is replaced by the X-Out/Z-Out button.

Each Point of Sale terminal has a separate session. The session records the time the opening balance was entered and the time the Z-Out was performed. You must specify an opening balance on each terminal, and must close each out with a Z-Out transaction.

Point of Sale sessions are used so that you can look up Point of Sale transactions using the POS Session History. Using the POS Session History, you can search for previous Point of Sale sessions and edit or review transactions and drawer totals for past sessions. See [Point of Sale History](#) on page 11–13 for more information on using the POS History.

## Point of Sale Configurations

There are several configurations you need to perform to work with Point of Sale. These initial configurations are:

- » [Setting Up the Cash Drawer](#)
- » [Setting Employee-Level Security](#)

» [Setting Up Paid Out/In Types](#)

## Setting Up the Cash Drawer

You can create default settings for Point of Sale in the POS Setting screen in Mercury Administration. For each pay type, you can specify the default the customer and whether you want the cash drawer to open. Initially, the default customer for all payment types is Cash Sales. Using the POS Setting screen, you can also enter a message that prints at the bottom of your receipts.

**TASK** To set up Point of Sale settings in Mercury Administration:

- 1 Access the **POS Setting** screen in Mercury Administration.
- 2 Set default behavior for each payment type. This includes whether to open the drawer when collecting payments, the default customer for each payment type, the number of signature receipts you want to print, and the message you want to display at the bottom of the receipt.
- 3 Click **Apply** to save your changes before exiting this screen.

## Setting Employee-Level Security

Employee-level security can be set for Point of Sale functions only. This feature allows you to set up separate Point of Sale security settings for each employee. These settings can be set in addition to what you have set for the employee's job function.

**NOTE** Job function-level security overrides employee-level security.

To learn how to set employee-level security for Point of Sale, see [Setting Employee-Level Security](#) on page 6–7.

## Setting Up Paid Out/In Types

Paid out and paid in types are reasons why cash must be added to or removed from the cash register drawer in Point of Sale. For example, you may have to use the paid out function to take cash out of the drawer to pay for gas for the delivery truck, or pay for candy or fruit for gift baskets. The paid in function is then commonly used to return change to the cash drawer.

In order to use the paid out/in function, you must first specify Paid Out/In Types, which describe the reason for the paid out/in transaction.

**NOTE** For more information on paid out/in types, see [Paid Out/In Types Screen](#) on page 24–76.

**TASK** To configure paid out and paid in types for use in Point of Sale:

- 1 Access the **Paid Out/In Types** screen in **Mercury Administration**.  
The paid out and paid in types that you enter here display in Point of Sale in a drop down field when you do a paid out/in. You will select the paid out/in type and enter a dollar amount to complete the transaction.
- 2 Add new paid out/in types, or remove or rename existing ones.

**NOTE** You cannot remove a Paid In or Paid Out type that has already been used.

- 3 Click **Apply** to save your changes before exiting this screen.

## Adding a Paid Out or Paid In Type

**TASK** To add a paid out or paid in type:

- 1 Access the **Paid Out/In Types** screen in **Mercury Administration**.
- 2 In the top text box, enter the paid out/in type you are adding and click **Add**.
- 3 Click **Apply** to save your changes before exiting this screen.

## Removing an Existing Paid Out or Paid In Type

**IMPORTANT** You cannot remove paid out or paid in type if a GL account has been created for that paid out/in type in the Chart of Accounts Wizard.

**TASK** To remove an existing paid out or paid in type:

- 1 Access the **Paid Out/In Types** screen in **Mercury Administration**.
- 2 From this list of existing paid out and paid in types, select the type you want to remove and click **Remove**.

**NOTE** You cannot remove a paid in or paid out type that has been used in FTD Mercury.

- 3 Click **Apply** to save your changes before exiting this screen.

## Renaming a Paid Out/In Type

You cannot rename a paid out or paid in type if a GL account has been created for that paid out/in type in the Chart of Accounts Wizard.

**TASK** To remove an existing paid out or paid in type:

- 1 Access the **Paid Out/In Types** screen in **Mercury Administration**.
- 2 From this list of existing paid out and paid in types, select the type you want to rename and click **Rename**.
- 3 In the text box, change the name to the new name you want to use.
- 4 Click **Apply** to save your changes before exiting this screen.

# Managing the Cash Drawer

By default, all employees are allowed to perform all types Point of Sale transactions. You can authorize employees for certain transactions by setting the employee-level security in Mercury Administration. See [Setting Employee-Level Security](#) on page 11-2 for more information on security settings.

### Cash Drawer Tasks

- » [Setting the Opening Balance](#)
- » [Processing a No Sale Transaction](#)
- » [Processing a Paid Out or Paid In Transaction](#)
- » [Processing a Z-Out Transaction](#)
- » [Processing an X-Out Transaction](#)

## Setting the Opening Balance

Before beginning a Point of Sale session, you must enter an opening balance. You may enter the opening balance immediately after a Z-Out, when the Opening Balance window opens, or you can access the window by clicking the Opening Balance button on the Point of Sale screen. FTD Mercury uses the opening balance at the time of Z-Out to calculate the amount of overage or underage in the drawer.

**NOTE** The Opening Balance button only appears when you have not yet entered an opening balance. When you have entered an opening balance for a Point of Sale session, the Opening Balance button is replaced by the X-Out/Z-Out button.

**TASK** To set the opening balance:

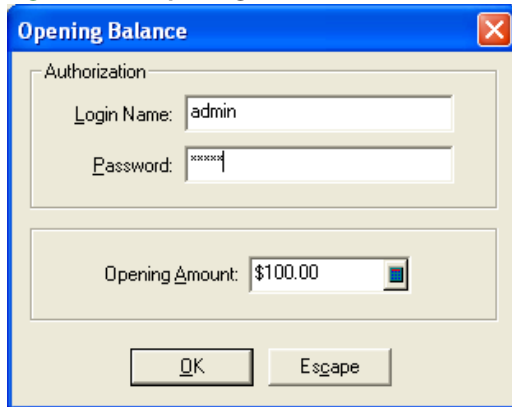
- 1 On the **FTD Mercury Main Menu**, click **Point of Sale**.
- 2 Click **Opening Balance** to display the **Opening Balance** window.
- 3 In the **Login Name** field, enter your FTD Mercury login name.
- 4 In the **Password** field, enter your FTD Mercury password. Asterisks (\*\*\*\*\*) appear to protect your password.
- 5 In the **Opening Amount** field, enter the opening balance for the drawer (the amount shown defaults to the previous opening balance amount).
- 6 Click **OK** when you are finished. The receipt printer prints a record of the opening balance.

Once the Point of Sale session has been opened, the Opening Balance button changes to the X-Out/Z-Out button.

## Opening Balance Window

This window opens when you click Opening Balance in the main Point of Sale screen. Before beginning a Point of Sale session, you must enter an opening balance. The FTD Mercury system will use the opening balance at the time of Z-Out to calculate the amount of overage or underage in the drawer.

**Figure 11-1: Opening Balance Window**



Enter your login name and password for authorization, and then enter the opening balance for the drawer.

Once the Point of Sale session has been opened, the Opening Balance button changes to the X-Out/Z-Out button.

## Processing a No Sale Transaction

No sale transactions allow you to open the cash drawer without changing the amount of money in the drawer. One common reason to do this is to make change for a customer.

**TASK** To process a no sale transaction:

- 1 On the **FTD Mercury Main Menu**, click **Point of Sale**.
- 2 Click the **No Sale** button to open the **No Sale** window.
- 3 In the **Login Name** field, enter your FTD Mercury login name.
- 4 In the **Password** field, enter your FTD Mercury password. Asterisks (\*\*\*\*\*) appear to protect your password.
- 5 Click **OK** to complete the transaction. The cash drawer opens, and the receipt printer prints a record of the no sale transaction.

## No Sale Window

The No Sale window opens when you perform a no sale transaction in Point of Sale. It requires you enter your login name and password. If you are permitted to perform a no sale transaction, the cash drawer will open. The purpose of a No Sale transaction is to open the cash drawer without taking any money out or putting any money in, for example to make change for a customer.

No Sale Window

## Processing a Paid Out or Paid In Transaction

Paid out and paid in transactions are used to take money out of or put money into the cash drawer for transactions that are not sales. For example, you may have to remove money from the drawer to pay a window washer or buy gas for the delivery truck.

**NOTE** You cannot process a paid out/in unless you have already set up paid out/in types in Mercury Administration. See [Setting Up Paid Out/In Types](#) on page 11-2 for instructions.

**TASK** **To process a paid out or paid in transaction:**

- 1 On the **FTD Mercury Main Menu**, click **Point of Sale**.
- 2 Click **Paid Out/In** to open the **Paid Out/In** window:
- 3 In the **Login Name** field, enter your FTD Mercury login name.
- 4 In the **Password** field, enter your FTD Mercury password. Asterisks (\*\*\*\*\*) appear to protect your password.
- 5 Click **Paid Out** if you are taking money out of the cash drawer or click **Paid In** if you are putting money into the cash drawer.
- 6 From the **Type** list, select the paid out/in type.
- 7 In the **Amount** field, enter the transaction amount.
- 8 Click **Save** to complete the transaction, or click **Escape** to cancel the transaction. When you click **Save**, the receipt printer prints a record of the transaction.

## Paid Out/In Window

In the Paid Out/In window, you enter transactions that require you to take money out of and put money into the cash drawer that are not from sales. For example, you may have to use money from the drawer to buy fuel for a delivery truck.

### U.S. Shops

For shops configured as U.S., the window contains the following settings:

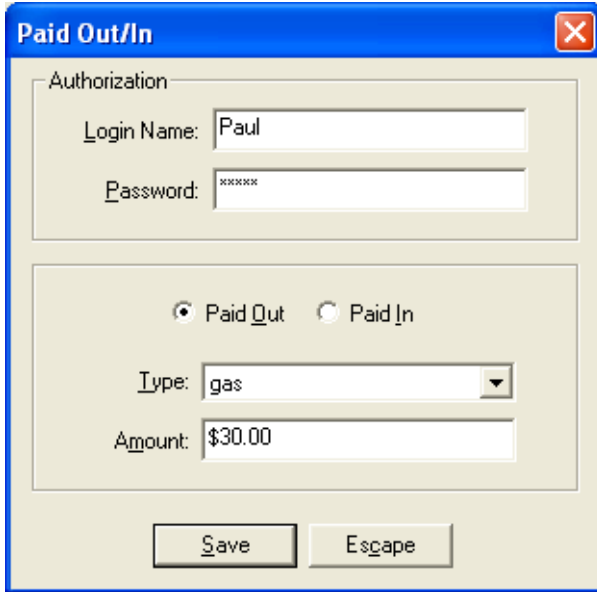
**Table 11-1: U.S. Paid Out/In Window Settings**

Setting	Description
Login Name	Enter your FTD Mercury login name.

**Table 11-1: U.S. Paid Out/In Window Settings (cont.)**

Setting	Description
<b>Password</b>	Enter your FTD Mercury password. Asterisks (*****) appear to protect your password.
<b>Paid Out or Paid In</b>	Select Paid Out if you are taking money out of the cash drawer; select Paid In if you are putting money into the cash drawer.
<b>Type</b>	Click the arrow and select the paid out/in type. Valid types are defined in Mercury Administration.
<b>Amount</b>	Enter the amount of the transaction.

**Figure 11-2: Paid Out/In Window for U.S. Shops**



### Canadian Shops

Shops that are configured as Canadian have slightly different settings. When reporting GST/HST tax, you may claim an input tax credit for the GST taxes paid on business-related expenses. When you enter a paid out transaction, the amount of GST tax you enter is included on the sales tax report as an input tax credit. Taxes are reported on the Canadian Sales Tax Report in the column defined as Federal Tax.

**Table 11-2: Canadian Paid Out/In Window Settings**

Setting	Description
<b>Login Name</b>	Enter your FTD Mercury login name.
<b>Password</b>	Enter your FTD Mercury password. Asterisks (*****) appear to protect your password.
<b>Paid Out or Paid In</b>	Select Paid Out if you are taking money out of the cash drawer; select Paid In if you are putting money into the cash drawer.
<b>Type</b>	Click the arrow and select the paid out/in type. Valid types are defined in Mercury Administration.
<b>Amount</b>	Enter the amount of the transaction.

**Table 11-2: Canadian Paid Out/In Window Settings (cont.)**

Setting	Description
<b>Federal Tax</b>	<p>Note: The federal tax will be labeled with the same name as the value set for the Federal Tax Label in the Tax Code screen in Mercury Administration. This typically is GST or HST.</p> <p>Enter the amount of federal tax you are claiming as an input credit on this paid out transaction. This will appear in the input tax section of the sales tax report.</p>
<b>Provincial Tax</b>	<p>Note: This field will be named the same as the value set for the Provincial Tax Label in the Tax Code screen in Mercury Administration.</p> <p>Enter the amount of provincial tax you are claiming as an input credit on this paid out transaction. This value is included in the journal entry for the paid out expense as defined by the type.</p>
<b>Total Amount</b>	The total amount is the sum of the amount, federal tax, and provincial tax. This is automatically calculated for you and is display only.

When you print a receipt for the paid out/in, the receipt includes the amount of the item, the federal tax, provincial tax, and the total amount.

**Figure 11-3: Paid Out/In Window for Canadian Shops**

The screenshot shows a software window titled "Paid Out/In". It features an "Authorization" section with a "Login Name" field containing "admin" and a "Password" field with masked characters "xxxxxx". Below this is a section with two radio buttons: "Paid Out" (which is selected) and "Paid In". Underneath are several input fields: a "Type" dropdown menu set to "Fruit/Gourmet", and four fields for "Amount", "Sales Tax", "Provincial Tax", and "Total Amount", each displaying "\$ 0.00". At the bottom of the window are two buttons labeled "Save" and "Escape".

## Z-Out Transactions

A Z-Out transaction is a Point of Sale transaction that closes out the current Point of Sale session on the system. Also known as an end of day transaction, it is usually performed at the end of each day.

When you perform a Z-Out transaction on a Point of Sale system, the Point of Sale session closes and the Point of Sale system prints out totals for all completed transactions. You can then use the totals to balance the cash drawer. A summary or detail receipt then prints, summarizing the cash drawer activity for the session. Point of Sale transactions are not exported through General Ledger Export until the session has been closed.

**NOTE** When performing a Z-Out transaction, FTD Mercury automatically performs an X-Out transaction first. For more information, see [X-Out Transactions](#) on page 11–12.

## Point of Sale Session Scenarios for Z-Out Transactions

Typically, you perform a Z-Out at the end of the day. However, you may need to close the session early because you want to empty the cash drawer for a bank deposit, or you may want to close the session the morning of the next day. Some florists even want to keep the session open for several days at a time, and then want to Z-Out at the end of the week. FTD Mercury provides flexibility for closing the Point of Sale session so the sales are recorded on the day you want them to be based on your business. When you close a session using a Z-Out, you are able to specify the date of the Z-Out session.

### Typical Point of Sale Session Scenario

Point of Sale sessions always begin with setting the opening balance. You can either do this when you close the previous session, or you can do this when you open the register at the beginning of a day. In either case, when you set the opening balance, you are performing a transaction which records the amount of money the cash drawer had when you opened the session.

Over the course of the day, as your customers place orders, pay you, you pay for things, etc., the Point of Sale session is recording each transaction. If you want to see everything up to that point, but not close the session, you can perform an X-Out transaction (by clicking the X-Out/Z-Out button in the Point of Sale window).

At the end of the day, after you have finished with all of your orders and no longer will be accepting any payments through the cash drawer, you Z-Out the drawer. You then get a summary of all transactions performed during the day (the Z-Out amount). This is what FTD Mercury has recorded as the total amount that should be in the drawer. You can then count the drawer (with or without the Money Counter), and record the amount of cash and checks/other payments in the drawer. You can then see whether your count is right on, over, or under the anticipated amount. Once you have solved any overages or underages (usually by recording a missing transaction), you can then finish the Z-Out and close the session. At this point, you can also specify the opening balance for the next session. Afterward, you can prepare your bank deposit.

### Alternative Z-Out Scenario #1

It is possible that your Point of Sale sessions may not follow the typical situation. One example of this is if you close your session before the end of the day using a Z-Out transaction. This can happen if your bookkeeper performs the Z-Out and leaves with the bank deposit at 4:00 P.M. and your shop stays open until 5:00 P.M. You may still get orders in that last hour of the day.

When your bookkeeper closes the Point of Sale session, she will enter an opening balance for the next session and begin the new session. The session starts immediately, and any subsequent transactions will be included in the new session, even if it spans multiple calendar days. In reports and accounting, FTD Mercury records transactions by the Point of Sale session in which they occur.

### Alternative Z-Out Scenario #2

Another alternative scenario is if you want to have a Point of Sale session last multiple days. When you perform a Z-Out, you set the date to the current date. For accounting purposes (in the Balance Wizard and associated reports), FTD Mercury records the sales as have occurred on the Z-Out date. However, the orders can still be looked up via Ticket Search by the date they were placed.

As a further variation, if you have left the Point of Sale session open multiple days, you can also Z-Out for each day (breaking the single session into multiple sessions). When you perform the Z-Out, set the date to the earliest date, and then set the opening balance to the next date. Repeat for each date you want to use as a session (always Z-Out from the earliest possible date to the latest). For



each day you Z-Out when splitting a single session into multiple Point of Sale sessions, all sales from the opening balance to 11:59:59 P.M. are recorded on the Z-Out date. You will have a large overage on the first date, but you can continue and set the new opening balance, and then repeat subsequent days.

## Processing a Z-Out Transaction

The Z-Out transaction closes the Point of Sale session and prints out totals for all completed transactions. You can then use the totals to balance the drawer. A summary or detail receipt then prints, summarizing the cash drawer activity for the day. Point of Sale transactions are not exported through General Ledger Export until the session has been closed.

**NOTE** When you click Z-Out, FTD Mercury automatically performs an X-Out transaction first, printing the X-Out report on the receipt. For more information, see [X-Out Transactions](#) on page 11-12.

### **TASK** To process a Z-Out transaction:

- 1 On the **FTD Mercury Main Menu**, click **Point of Sale**.
- 2 Click **X-Out/Z-Out**. The **Z-Out** window opens.
- 3 In the **Login Name** field, enter your FTD Mercury login name.
- 4 In the **Password** field, enter your FTD Mercury password. Asterisks (\*\*\*\*\*) appear to protect your password.
- 5 Select **Summary** to print a summary of the Point of Sale transactions for the session, or select **Detail** to print a receipt for every transaction performed, starting with and including the opening balance transaction.
- 6 In the **Z-Out Date** field, enter the date for the Z-Out. In most cases, it will either be the current date or the date of the previous business day. You cannot set it to a date prior to the opening balance date of the session.
- 7 Click **Z-Out** to print the receipt report (at this point, you are performing an X-Out). This portion of the Z-Out processes and then the Z-Out amount displays in the **Z-Out Amount** field.
- 8 If you want to count the cash drawer and enter cash and check amounts, select the **Count Drawer** check box. You may enter the cash and check amounts manually, or you may click the **dollar sign** button to use the **Money Counter** window to help calculate the totals.
- 9 If you are using the Money Counter:
  - a. In the **Coins** area, enter quantities for each type of coin in the drawer.
  - b. In the **Dollars** area, enter quantities for each type of bill in the drawer.
  - c. In the **Checks/Other (Cheques/Other for Canadian shops)** area, enter the amount for each check or gift certificate in the drawer. For Canadian shops, if the cheque or other amount is in U.S. funds, change the **Exchange** indicator to **US** so that funds are properly converted for your totals (the exchange rate used is set in the **US Exchange Rate** field in the **Store Settings** screen in Mercury Administration).

**NOTE** The Grand Total for Canadian shops displays in Canadian funds; if you specified that some funds in the Cheques/Other section were in U.S. dollars, these values are converted to Canadian dollars.

- d. Click **Save** to save the drawer totals and return to the **Z-Out** window, click **Clear** to clear all the money counter fields and start over, or click **Escape** to cancel the counting and return to the **Z-Out** window.

**NOTE** When you click **Save**, the cash and check amounts display in the **Z-Out** window. Values that you enter in the **Money Counter** are available only until you leave the **Z-Out** window.

- 10 Click **Save** to complete the Z-Out and close the Point of Sale session. When you click **Save**, the actual Z-Out happens. Prior to this point, if you click **Escape**, you have only performed an X-Out transaction. After you click **Save**, the **Opening Balance** window opens. You can enter the

opening balance right away, or you can click **Escape** and enter the opening balance at a later time.

**NOTE** You must enter an opening balance before you can begin the next Point of Sale session.

## Z-Out Window

The **Z-Out** window opens when you perform an X-Out or a Z-Out transaction. The Z-Out window contains the following fields and settings:

**Table 11-3: Z-Out Window Fields and Settings**

Field/Setting	Description
<b>Login Name</b>	Enter your FTD Mercury login name.
<b>Password</b>	Enter your FTD Mercury password. Asterisks (*****) appear to protect your password.
<b>Count Drawer</b>	Select this check box if you want to count the drawer and enter cash and check amounts. You may either enter the cash and check amounts manually, or you can click the Dollar Sign button to open the Money Counter window.
<b>Z-Out Date</b>	Enter the date for the Z-Out. By default, this is the current system date; you can set this date to any date from the opening balance date up to and including the current date.
<b>Z-Out Amount</b>	When you click Z-Out, this field displays the amount of money FTD Mercury recorded for sales during the Point of Sale session.
<b>Cash Amount</b>	If you are not using the Money Counter window, enter the cash amount from the drawer. If you are using the Money Counter, this field will be filled in with the totals from the Money Counter.
<b>Check (Cheque) Amount</b>	If you are not using the Money Counter window, enter the check amount from the drawer. If you are using the Money Counter, this field will be filled in with the totals from the Money Counter.
<b>Dollar Sign</b>	Click this button to open the Money Counter window, which can help you calculate totals for the drawer.
<b>Over/Under</b>	This value is automatically calculated based on the Z-Out amount and the cash and check amounts either you entered or you used the Money Counter to calculate.
<b>Receipt Report</b>	Select whether you want to print a summary report or a detail report for the Z-Out. The detail report prints a receipt for every transaction performed in the Point of Sale session, starting with the opening balance.

Click the **Z-Out** button to print the selected report and display the **Z-Out** amount in the **Z-Out Amount** field. Once you have performed the Z-Out, the **Z-Out** button changes to a **Save** button, which allows you to close the session. When you close the session, the **Opening Balance** window opens, allowing you to enter the opening balance for the drawer right away. You can also enter the opening balance at another time, but you must enter an opening balance prior to beginning the next Point of Sale session.

You can also click X-Out to perform an X-Out transaction (as opposed to a Z-Out, which closes the session). For more information, see [X-Out Transactions](#) on page 11-12.

Figure 11-4: Z-Out Window

If you click **Escape** to close the window instead of clicking **Z-Out**, the window closes but the current Point of Sale session remains open.

## Money Counter Window

The **Money Counter** window assists you in calculating the totals for cash and checks when counting the drawer. You can enter the number of coins and bills you have of each type, and the **Money Counter** window will calculate how much money you have. You can also enter the amounts for each check or gift certificate you have in the drawer. When you click **Save**, you return to the **Z-Out** window, and the **Cash Amount** and **Check Amount** fields are populated.

### NOTE

For Canadian systems, the **Money Counter** supports two dollar coins (“Toonies”). Additionally, in the **Cheques/Other** section, you can select if the cheque or other currency is in U.S. dollars. If it is, the amount will be converted to Canadian currency for the **Grand Total** on this screen using the **US Exchange Rate** in the **Store Settings** screen in **Mercury Administration**.

Figure 11-5: Money Counter Window (U.S.)

**Money Counter**

Z-Out Date: 02/18/2003      Z-Out Amount: \$653.53

Coins		
	Quantity	Amount
Pennies:	48	\$0.48
Nickels:	43	\$2.15
Dimes:	38	\$3.80
Quarters:	49	\$12.25
Half Dollars:	0	\$0.00
Dollars:	5	\$5.00

Dollars		
	Quantity	Amount
Ones:	21	\$21.00
Twos:	0	\$0.00
Fives:	5	\$25.00
Tens:	9	\$90.00
Twenties:	14	\$280.00
Fifties:	1	\$50.00
Hundreds:	1	\$100.00

Checks/Other	
	\$ 63.85
	\$ 0.00

Cash Total: \$589.68      Check Total: \$63.85  
Over/Under: \$0.00      Grand Total: \$653.53

Save    Clear    Escape

Figure 11-6: Money Counter Window (Canadian)

**Money Counter**

Z-Out Date: 07/20/2006      Z-Out Amount: \$912.93

Coins		
	Quantity	Amount
Pennies:	44	\$0.44
Nickels:	8	\$0.40
Dimes:	9	\$0.90
Quarters:	7	\$1.75
Dollars:	12	\$12.00
Two Dollars:	23	\$46.00

Dollars		
	Quantity	Amount
Ones:	0	\$0.00
Twos:	0	\$0.00
Fives:	16	\$80.00
Tens:	11	\$110.00
Twenties:	27	\$540.00
Fifties:	0	\$0.00
Hundreds:	0	\$0.00

Cheques/Other	
	\$ 50.00 US
	\$ 44.32 CAN
	\$ 17.12 CAN
	\$ 0.00 CAN

Cash Total: \$791.49      Cheque Total: \$121.44  
Over/Under: \$0.00      Grand Total: \$912.93

Save    Clear    Escape

## X-Out Transactions

Similar to a Z-Out transaction, an X-Out transaction prints the same summary or detail information when complete. However, unlike a Z-Out transaction, an X-Out transaction does not close the Point of Sale session. For that reason, it does not request an opening balance when complete.

**NOTE** When performing a Z-Out transaction, FTD Mercury automatically performs an X-Out transaction first. For more information, see [Z-Out Transactions](#) on page 11-7.

## Processing an X-Out Transaction

**TASK** To process an x-out transaction:

- 1 On the **FTD Mercury Main Menu**, click **Point of Sale**.
- 2 Click **X-Out/Z-Out**. The **Z-Out** window opens.
- 3 In the **Login Name** field, enter your FTD Mercury login name.
- 4 In the **Password** field, enter your FTD Mercury password. Asterisks (\*\*\*\*\*) appear to protect your password.
- 5 In the **Z-Out Date** field, enter the date for which you want to perform the X-Out.
- 6 Select **Summary** to print a summary of the Point of Sale transactions for the session, or select **Detail** to print a receipt for every transaction performed, starting with and including the opening balance transaction.
- 7 Click **X-Out** to print the receipt report, or click **Escape** to cancel the transaction.

## Point of Sale History

Point of Sale History is a search tool that allows you to look up previous Point of Sale sessions. From this screen you can view detail information for a Point of Sale session and enter drawer amounts.

### Opening Point of Sale History

**TASK** To access point of sale history:

- 1 On the **Management** menu, click **POS Session History**.
- 2 Enter your search criteria by either selecting a date range or clicking **Session ID** and entering a session ID in the **ID** field (session IDs are printed on the Z-Out receipt).
- 3 Click **Search**. A list of available Point of Sale sessions appears.
- 4 Double-click on the session you want to review to open the **POS Session Detail** window.

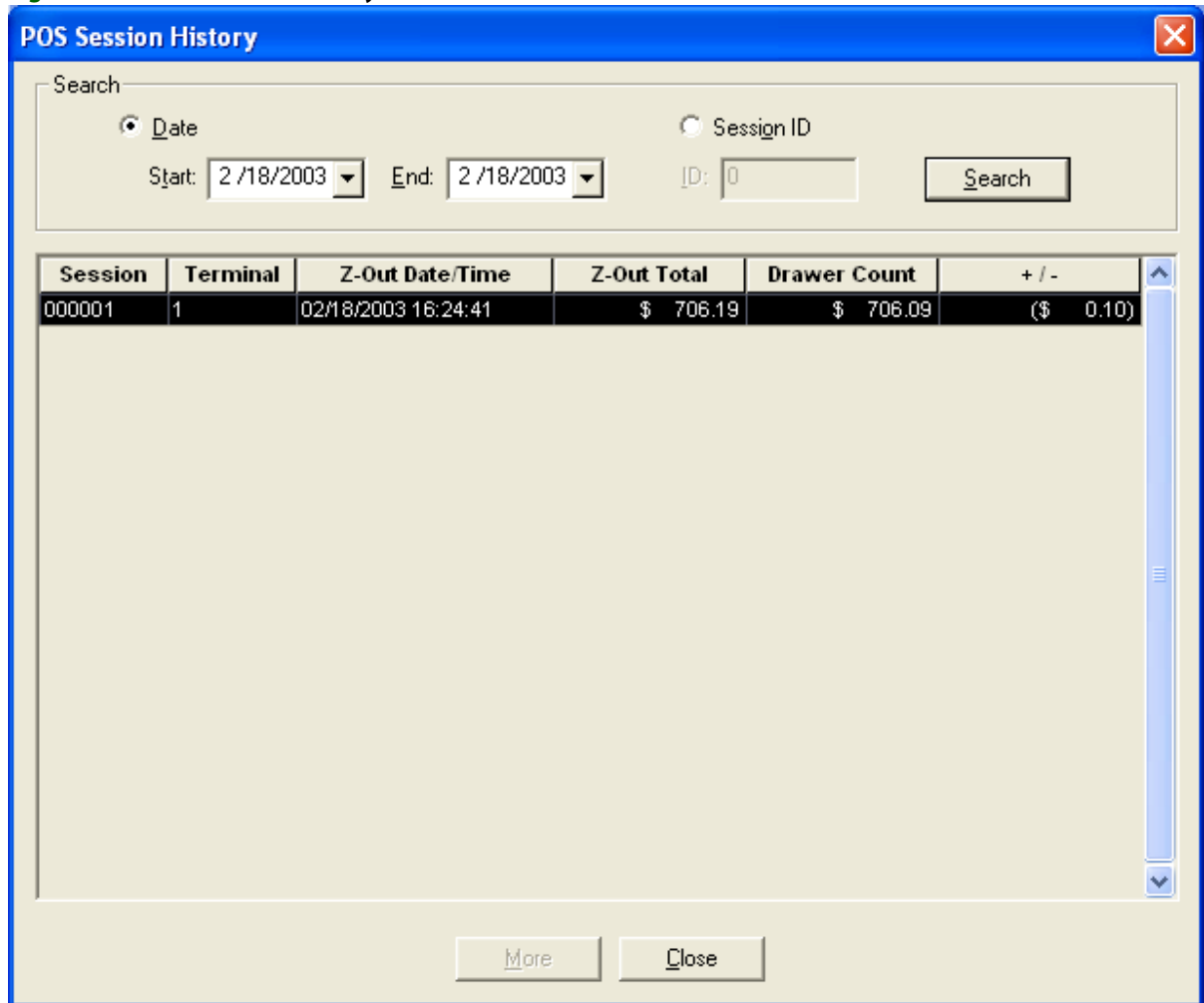
### POS Session History Window

Using the **POS Session History** window, you can look up previous Point of Sale sessions. From this window, you can view detailed information for a Point of Sale session and enter drawer amounts.

Enter either the date range for which you want to search, or the Session ID for the Point of Sale session you are looking up.

The **POS Session History** window displays the session number, terminal id, Z-Out date and time, Z-Out total, drawer count, and amount over or under. (If the drawer count is under, the amount appears in parentheses.) Double-click on an individual session to access the **Point of Sale Session Detail** screen, where you can view or update drawer amounts in the session that you select.

Figure 11-7: POS Session History Window



## Using the POS Session Detail

You can open the **POS Session Detail** window by double-clicking on a Point of Sale session in the **POS Session History** window. This window displays a summary list of transactions for the selected session, and it allows you to enter a drawer amount for a Point of Sale session after the session has been closed (using a Z-Out transaction).

View or print the session information as necessary. You can also change or enter the dollar amounts in the **Cash Amount** and **Check Amount** fields, which calculate the **Over/Under** amounts automatically. To help count the cash or checks, click on the dollar sign button to access the **Money Counter**. See [Money Counter Window](#) on page 11-11 for more information.

## POS Session Detail Window

The **Point of Sale Session Detail** window is accessed by double-clicking on a Point of Sale session in the **POS Session History** window. This window displays a summary list of transactions for the selected session, and it allows you to enter a drawer amount for a Point of Sale session after the session has been closed (Z-Out).

You can view or print the session information as necessary, including changing the dollar amounts for the **Cash Amount** and **Check Amount** fields. You can also access the **Money Counter** window by clicking the dollar sign button.

Figure 11-8: POS Session Detail Window

**POS Session Detail**

POS Session ID: 13      Opening Amount: \$500.00

Terminal ID: 2      Z-Out Amount: \$692.82

Date/Time Opened: Thursday, March 20, 2008 15:23:23 PM      Cash Amount: \$692.82

Date/Time Closed: Thursday, April 03, 2008 08:39:04 AM      Check Amount: \$0.00

Z-Out Report:  Summary  Detail      Over/Under: \$0.00

Transactions

Sale	Description	Employee	Cash Amount	Check Amount	Total Amount
	Opening Balance	Administrator	\$ 0.00	\$ 0.00	\$ 0.00
000394	Sale	Administrator	\$ 53.25	\$ 0.00	\$ 53.25
000395	Sale	Administrator	\$ 26.63	\$ 0.00	\$ 26.63
000395	Cancel	Administrator	(\$ 26.63)	\$ 0.00	(\$ 26.63)
000396	Sale	Administrator	\$ 13.89	\$ 0.00	\$ 13.89
000397	Sale	Administrator	\$ 26.63	\$ 0.00	\$ 26.63
000398	Sale	Administrator	\$ 5.98	\$ 0.00	\$ 5.98
000402	Sale	Administrator	\$ 0.00	\$ 0.00	\$ 0.00
000403	Sale	Administrator	\$ 21.30	\$ 0.00	\$ 21.30
000405	Sale	Administrator	\$ 6.30	\$ 0.00	\$ 6.30
000406	Sale	Administrator	\$ 53.25	\$ 0.00	\$ 53.25
000407	Sale	Administrator	\$ 26.63	\$ 0.00	\$ 26.63
000407	Cancel	Administrator	(\$ 26.63)	\$ 0.00	(\$ 26.63)
000408	Sale	Administrator	\$ 85.19	\$ 0.00	\$ 85.19
000408	Cancel	Administrator	(\$ 85.19)	\$ 0.00	(\$ 85.19)
000405	Cancel	Administrator	(\$ 6.30)	\$ 0.00	(\$ 6.30)
000409	Sale	Administrator	(\$ 5.98)	\$ 0.00	(\$ 5.98)

More    Print    Save    Print Z-Out    Escape

## POS Manual Entry Window

Figure 11-9: POS Manual Entry Window

Tax Code	Tax Amount	Total
IL Sales Tax	\$ 0.00	\$ 0.00
Tax Exempt	\$ 0.00	\$ 0.00
Cash Sales	\$ 0.00	\$ 0.00
Interstate Commerce	\$ 0.00	\$ 0.00
Not Applicable	\$ 0.00	\$ 0.00
No Tax	\$ 0.00	\$ 0.00

The **POS Manual Entry** window allows you to enter the tax information from orders placed outside your FTD Mercury program. You will need to complete this process on a daily basis in order to generate your **Sales Tax Report** correctly.

**TASK** To enter tax information in the POS Manual Entry window:

- 1 On the **Management** menu, click **POS Sales Entry**.
- 2 Your store name is listed by default in the **Store Name** field. If you have multiple stores, click the down arrow and select the name of the store for which you wish to enter taxes manually.
- 3 In the **Date** field, click the down arrow to reveal a calendar. Click on the date you wish to enter or view taxes. Sales that have not been posted can be changed. Sales that have been posted appear in gray and cannot be changed.
- 4 In the **Total** field, type the total amount of sales that can be assessed under each tax type. You may click on the \$0.00 in the **Total** cells to reveal a calculator icon to help you compute the correct total to which you may apply each tax type.
- 5 In the **Tax Amount** field, type the amount of tax to be charged on the sales total in the cell to the right. You may click on the \$0.00 in the **Tax Amount** cells to reveal a calculator icon to help you compute the tax amount for each tax type.
- 6 Click the **Batch Mode** check box so a check mark appears if you wish to create several manual tax entries.
- 7 Click **Save**.

## POS Registration Window

This window opens when FTD Mercury is unable to match your Point of Sale registration to one on file. Highlight an existing registration and click **Select** to use a previously created registration, or click **Add** to add a new registration based on your current settings.



# Reprinting Receipts

Receipts print based on settings in Mercury Administration. However, you may need to reprint receipts in Point of Sale for a variety of reasons. You can reprint receipts for Point of Sale or Order Entry by performing a **Ticket Search**, highlighting the ticket, and clicking **Output Invoice**. You can only reprint receipts on a system that is configured for Point of Sale and has a receipt printer.

## TASK To reprint a receipt via Ticket Search:

- 1 On the **FTD Mercury Main Menu**, in the **Search** area, click **Ticket**. The **Ticket Search** window opens.
- 2 Perform a **Ticket Search** to locate the ticket.
- 3 Click on or highlight the ticket you want to reprint and click **Output Invoice**. The **Output Options** window opens.
- 4 Ensure the **Print Receipt** check box is selected, and the **Print Invoice** check box is cleared.
- 5 Click **Execute**.

FTD Mercury reprints the receipt on the receipt printer. Receipts reprinted for Point of Sale transactions have the original session ID and terminal ID printed on them, with the word **REPRINT** at the bottom of the receipt. The print date and time will be the system time the receipt was reprinted.

**Figure 11-10: Reprinted Receipt**

<b>Doc's Blooms</b>	
3113 Woodcreek Drive Downers Grove, IL 60515	
Date: 01/13/2007 Time: 02:34:04 PM Rob Smith	
Order Number: 34	
Qty	Description
Price	
1	FTD Pick Me Up Bouquet
\$ 39.99	
Sub Total: \$ 39.99	
Sales Tax: \$ 2.90	
Total Amount Due: \$ 42.89	
Cash Tendered: \$ 50.00	
Change Due: \$ 7.11	
Print Date: 01/26/2007 Print Time: 11:59:12 AM	
<b>REPRINT</b>	

