



CashWiz Programming

All programming starts by touching   and the appropriate setup Screen. The setup screens are used as follows;

Location Setup

Sets up name of business, sales tax rate and whether or not to print receipts.

Clerk Setup

Sets up names of clerks for tracking sales or shifts.

Department Setup

Sets up departments to break down sales for product, sales and x-z reports.

Product Setup

Main key for adding or editing product items. Changes name, price, department, modifiers and taxes for individual items. Sets up groups of modifiers which can then be assigned to a particular item key.

Sets up the days and times for the two happy hours.

Note: Happy hour prices are set up under the product setup menu.

Modifier Setup

Sets up passwords for reports and specific areas of programming.

Happy Hour Setup

Sets up inventory items and units for tracking inventory.

(Currently under construction.)

Password Setup

Sets up hardware configurations for printers, cash drawers etc.

Inventory Setup

Special Setup

Setting Up Departments



In this mode you can    departments.

Adding or Editing a Product Item



Select main and/or submenu key and hit .

In this mode you can add a new item and change the following.

- the name of the item
- the department of the item
- the price of the item
- the price from fixed to open
- the item from tax included to tax not included
- the tax type
- the happy hour prices
- the modifiers for the item

Edit Product

Editing Product Key: BREAKFAST SIRLOIN EGG

Name: SIRLOIN EGG Inventory Item Units

Department: FOOD 

Price: \$9.95 

Fixed Price ? Yes

Tax Type: Tax Type 1

Tax Included ? No

Print Receipt ? Do Not Print

Happy Hour 1: No

Happy Hour 2: No

#	Modifier Group
1	SIDE
2	< No Group Selected >
3	< No Group Selected >
4	< No Group Selected >

  DOWN  

Setting Up Modifiers



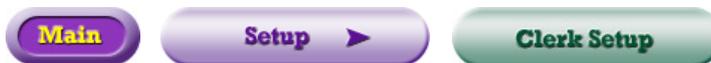
In this mode you can    departments.

Setting Up Happy Hours



1. Select **Happy Hour 1:** or **Happy Hour 2:** and choose time.
2. Select days for happy hours by choosing YES for days desired.

Setting Up Clerks



In this mode you can **Add** **Delete** **Edit** clerk names.

Setting Up Passwords



1. Select report or item to password protect and hit **Edit**
2. Type password and hit **OK**
3. Type password again and hit **OK** **Exit**

Changing Passwords



1. Select item and hit **Edit**
2. Type old password and hit **OK**
3. Type new password again and hit **OK**
4. Type new password again and hit **OK** **Exit**

Changing Sales Tax

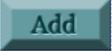


Select **Tax Rate 1:** or **Tax Rate 2:** and type rate.

Selling Products



1. Select clerk.
2. Select main product key.
3. Select product item key.
4. Select quantity by touching 
5. Enter product cost by using 10 key pad for open price items or touch  Add
For fixed price items.
6. Touch  Accept to finalize sale or select another product item  Add and  Accept to finalize sale for multiple items.

Note: For determining change for the customer; recording checks; or recording credit cards, touch  Tender after  Add enter amount tendered and select  Cash  Check or  Charge before touching  Accept

Voiding Sales

Re-ring the original transaction substituting the  Void key for the  Add key.

Refunding Money

Re-ring the original transaction substituting the  Refund key for the  Add key.

Promo's or Combs

Ring in a transaction substituting the  Promo key for the  Add key.

CashWiz Inventory System

Before starting inventory tracking you must first decide several things.

1. You must decide which product items you want to track.
2. You must decide what **Base Unit** to use for each product you track. (The base unit is the smallest portion or size of the product item. For example, a single can could be the base unit for a case of beer. Likewise, an eighth ounce of liquor could be the base unit for tracking a bottle of vodka.)
3. You must also decide which sizes, other than the base unit, you wish to use to track your purchases and sales. (For example, for beer you may have a base unit of a can, but buy and sell by can, 6pk, 12pk or case. You could also have a base unit for liquor of an eighth ounce, yet sell it by an ounce shot.)
4. You must decide what **Report Unit** you want your inventory report to show. (Do you want your beer in inventory reported by the can or by the case?)
5. Finally, you must decide whether you want to use the **Quick Add** and **Quick Adjust** features to track your inventory. Those features are designed for those who want speed and are only interested in tracking quantities not cost averages or inventory values.

Setting up a Base Unit

A base unit is the smallest size or portion of a product item.



Type name of new unit Is this a base unit?

Setting up a Unit other than a Base Unit



1. Type name of new unit Is this a base unit?

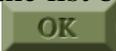
2. Select a **base unit** from the list by touching the name

3. Enter the multiplier (# of base units in the new unit)

4. Press  to add another unit item or 

Setting up Product Items to Track



2. Select a **base unit** from the list by touching the name and press 
1. Type name of new item 

Adding Items into Inventory through Quick Add

3. Select a **report unit** from the list by touching the name and press 
4. Press  for another new item or 

Quick Add is a fast and easy way to enter items into inventory for those who want to track quantities only and are not concern with inventory value.



1. Select item from the list by touching the name or the first letter of the name to scroll to The item and press 
2. Type # of units purchased  Touch name of next item 
3. Enter # of units purchased  

Applying Inventory Items to a Product Key

This process starts the inventory tracking.



1. Select the product key you want to add inventory tracking to 
2. Touch  for the inventory item.

Quantity:

4. Enter quantity of Base Units that you want taken out of inventory with each purchase



5. You can add a second inventory item by touching **Add** again or exit by touching **Accept**

Adjusting Quantities of Items in Inventory through Quick Adjust



1. Select item from the list by touching the name or the first letter of name to scroll to the item.

2. Press **Adjust Quantity** and enter new quantity **OK**

3. Touch name of the next item to adjust **Adjust Quantity** Enter new quantity **OK** **Accept**

Adding Items into Inventory with Invoice Information



1. Select distributor **Accept**

2. Enter invoice # **OK** and enter invoice date **OK**

3. Enter invoice amount **OK** **Accept** **OK**

4. Select name and size of purchased item.

5. Touch **Quantity:** and enter # of items purchased **OK**

6. Touch **Price Per Item:** and enter item price **OK** **Accept**

7. Touch **Add** to continue with additional items or **Exit**

Adjusting Quantity of Items in Inventory that have cost averages

For those not using Quick Adjust or Quick Add



1. Select item  and enter adjustment date  and enter new quantity



2. Select new item or 

Inventory Report

Count Sheet



This report gives you a list of all items being tracked and allows you to take inventory counts from 3 locations.

Note: If items are entered into inventory through **Quick Add** there will be no dollar values!

Summary Report



This report shows quantities, units, average cost and total value of items being tracked.

