HOTPOS – SAM4s ER-5200 Programming and Reporting

End Of Day Reports

1. Reports in the "Z" position. Prints and sets reports to ZERO (I always thin of Z as zero) You can use any key that gets you to the Z position. ie. Z or P or C key.

with the key in Z you can run the 3 main reports

- 1 ST (financial report - balancing, total sales, GST)

- 2 ST (time reports (shows sales intra-hour)

- 3 ST (plu report - shows individual item sales)

2. Reports in the "X" position. Prints but does not zero reports (I always think of X as eXamine only) You can use any key that gets you to the X position. ie. Z or P or C key.

with the key in X you can run the 3 main reports, as many time during the day as you wish without resetting the totals (you get a cumulative report since the last Z report)

- 1 ST (financial report - balancing, total sales, GST)

- 2 ST (time reports (shows sales intra-hour)

- 3 ST (plu report - shows individual item sales)

Edit

Tips Tricks and Other Programming

Edit

Changing the Tax Status of your PLU's

The default Tax status for the Sam4s cash registers is to have GST on your PLU buttons. The instructions below will describe how to change the GST status of your PLU's.

a) Open Price and NON-GST (open price means you enter the price. It is not preset)

1. Turn the control lock to the P position.

2. To begin the program, enter 1 0 0, press the SBTL key.

3. Press the PLU key on the keyboard that you wish to change (please note: If you are using barcode scanning, you scan your item in this step. If you are using a PLU number that is not on the keyboard, enter the PLU number and press the [PLU] button)

4. Press 100000000 Press X/TIME

5. To program additional PLUs, repeat from step 3, or press the CASH key to finalise the program.

6. Press cash to finish

b) Preset Price and NON-GST

1. Turn the control lock to the P position.

2. To begin the program, enter 1 0 0, press the SBTL key.

3. Press the PLU key on the keyboard that you wish to change (please note: If you are using barcode scanning, you scan your item in this step. If you are using a PLU number that is not on the keyboard, enter the PLU number and press the [PLU] button)

4. Press 000000000 Press X/TIME

5. To program additional PLUs, repeat from step 3, or press the CASH key to finalise the program.

6. Press cash to finish

C) Preset Price and GST

1. Turn the control lock to the P position.

2. To begin the program, enter 1 0 0, press the SBTL key.

3. Press the PLU key on the keyboard that you wish to change (please note: If you are using barcode scanning, you scan your item in this step. If you are using a PLU number that is not on the keyboard, enter the PLU number and press the [PLU] button)

4. Press 500000000 Press X/TIME

5. To program additional PLUs, repeat from step 3, or press the CASH key to finalise the program.

6. Press cash to finish

d) Open Price and GST(open price means you enter the price. It is not preset)

1. Turn the control lock to the P position.

2. To begin the program, enter 1 0 0, press the SBTL key.

3. Press the PLU key on the keyboard that you wish to change (please note: If you are using barcode scanning, you scan your item in this step. If you are using a PLU number that is not on the keyboard, enter the PLU number and press the [PLU] button)

4. Press 400000000 Press X/TIME

5. To program additional PLUs, repeat from step 3, or press the CASH key to finalise the program.

6. Press cash to finish

RESET GRAND TOTAL AFTER Z REPORT

- Key to PGM
- 30 ST
- 9 X/TIME
- 1 ST
- CASH

RESET CONSECUTIVE RECEIPT NUMBERS AFTER Z REPORT

- Key to PGM
- 30 ST
- 8 X/TIME
- 2 ST
- CASH

print multiple receipts

1. system option programing p124,125

- 30 [ST] 6 [X/time] 4 [ST] [CASH] [cash]

2. print option (manual p130,

- 40 [ST] 24 [X/time] 1 [ST] [CASH] [cash]

Note: multiple receipts are printed by pressing the [Cash] button again after the sale is completed.

% Discount button

===EXAMPLE 1 = 50% dicount button (VIP! this must be done after an end of day financial Z report. Key to Z [1] [ST])===

1. allocate %discount button to keyboard (you can skip to step 2 f you already have a %disc button available)

- Turn the "C" key to Service mode Position (1 click passed PGM)

- 70 [ST] (page99/100 manual) - 133 [%1] (please note for older ER390m's replace 133 with 28) - [Cash] - [Cash]

2. Setup % key features (in this case a fixed % discount) (Manual page 168)

- Turn the "C" Key to the PGM Position - 70 ST - 0 2 2 2 0 0 [%1] - [cash] - [Cash]

Note for a fixed $$ dollar discount

- Turn the "C" Key to the PGM Position - 70 ST - 1 2 2 2 0 0 [%1] - [cash] - [Cash]

3. make the discount button 50% in value

- Turn the "C" Key to PGM position - 90 ST - 50000 (if 10% Disc required this becomes 10000 etc) - press [%1] - Cash - Cash

===EXAMPLE 2 = $10 discount button (VIP! this must be done after an end of day financial Z report. ([1] [ST])===

1. allocate %discount button to keyboard (you can skip to step 2 f you already have a spare %disc button available)

- Turn the "C" key to Service mode Position (1 click passed PGM)

- 70 [ST] (page99/100 manual) - 133 [%2] (please note for older ER390m's replace 133 with 28) - [Cash] - [Cash]

2. Setup % key features (in this case a fixed % discount) (Manual page 168)

- Turn the "C" Key to the PGM Position - 70 ST - 1 2 2 2 0 0 [%1] - [cash] - [Cash]

3. make the discount button %10 in value

- Turn the "C" Key to PGM position - 90 ST - 1000 (if a $20 Disc required this becomes 2000 etc) - press [%2] (the discount button you created) - Cash - Cash

Edit

Rename the CHECK button as EFTPOS

Step 1. Rename the function button. (called function key descriptor in the manual. Manual page 138)

- Key to P

- 80 [SBTL]

- Put the alpha keyboard overlay o the register and type the description e.g. EFTPOS (max 18 characters)

- Press the function key you want the text on

- Press Cash

EXAMPLE: Change the Description of the [Check] button to [EFTPOS]

- Key to P

- 80 [SBTL]

- Type EFTPOS

- Press [CHECK]

- Press [Cash]

Step 2. Rename the 2 check functions descriptions to EFTPOS on the End day reports. (manual page 182)

(a) Change Check Sales to EFTPOS Sales

- Key to P

- 701 [SBTL]

- 38 [X/TIME]

- Type "EFTPOS SALES" (using the alpha overlay), Then press [SBTL]

- [Cash]

(b) Change CHECK-IN-D to EFTPOS-IN-D

- Key to P

- 701 [SBTL]

- 49 [X/TIME]

- Type "EFTPOS-IN-D" (using the alpha overlay), Then press [SBTL]

- [Cash]

Edit

Renaming other Functions keys

Function keys can be renamed in the Sam4s cash registers to better suit your business. The pages you need in the manual are page 138 (Function key description) page 100 (the code numbers for the functions you want to change).

The Example above of renaming of the "Check" button to "EFTPOS" shows the same steps needed to change any function description.

Generic Steps to change a function description (if the function button is on the keyboard)

- Key to P

- 80 [SBTL]

- Put the alpha keyboard overlay o the register and type the "NEW" description you want for your function (max 18 characters)

- Press the function key you want the text on

- Press Cash

NOTE 1: If the function key you want to change is not on the key board, you will need to add the function key to the keyboard, then change the description, than remove if from the keyboard again. (see the section on "Allocation Function keys" below)

NOTE 2: If you are using the Free PC utility software, you can change the function key description under the "EDIT / FUNCTION KEY" menu"

Edit

Allocate a function key to the keyboard

VIP! - You should never try to change function keys like - the number keys - Subtotal -Cash

- Take your "C" Key and turn it to service mode (1 click passed PGM)

- 70 Subtotal

- Type the button function code (found on the function key code list in the manual. Page 100)

- then press the key location on the keyboard (where you want the button to go)

- Press cash when finished

Example - adding the "Promo" button.

- Turn "C" key to service mode

- 70 Subtotal

- 182 press button on cash register keyboard

- Cash

Edit

Macro Key setup

Please note to add functions keys, like macro keys you will need to sacrifice other function keys.

You should never try to change function keys like - the number keys - Subtotal -Cash

A). Allocate a function key to the keyboard (the Macro function)

1. Take your "C" Key and turn it to service mode (1 click passed PGM)

2. 70 Subtotal

3. Type the button function code (found on the function key code list in the manual page 100-101) in this case the function code for Macro 1 function is 170

4. then press the key location on the keyboard (where you want the button to go)

5. Press cash when finished

B). Program the macro button you just set up above. (in this example $20 Cash)

Turn Key to "PGM" 1500 [Subtotal] Press the [Macro key] (the key you allocated to the keyboard in step 1 above) Then enter the key strokes for the macro that you would normally press one at a time in this example of $20 Cash = 2 0 0 0 Cash Press the [Macro key]

Then Press [cash] to finish

You would need to repeat each of the steps above, for each of the Macro Keys you want to setup. References in the Manual:

Function key allocations steps - p99

function key code list - 100-101

macro programming page p180

Edit

How to Program Clerk Interrupt

Clerk interrupt allows another clerk to login, in the middle of another clerks' sale. This saves the original clerks' sales, which they can pick up again an finalise by re-logging in. This is handy in a high paced retail environment like a hotel / restaurant.

To reduce the key strokes to minimum, I will suggest this way to program...

1. Program the secret code for all clerks. The "all clerks" here means all clerks available in memory allocation. If there are 15 clerks in memory allocation, all of them have to have individual secret code programmed. check the number of clerks by printing the memory allocation - Key to S-Mode, 6 0 SBTL CASH =⇒

PGM-Mode, 8 0 0 SBTL 1 X/TIME 1 SBTL 2 X/TIME 2 SBTL 3 X/TIME 3 SBTL .... 15 X/TIME 15 SBTL CASH =⇒ 15 clerks is used to default in memory allocation.

2. Change PGM-Mode System Option settings

- PGM-Mode, 3 0 SBTL

- 2 X/TIME 1 SBTL —> clerk sign-on is CODE ENTRY

- 3 X/TIME 1 SBTL —> clerks are POP-UP

- 2 6 X/TIME 1 SBTL —> clerk interrupt is ON

- CASH

3. (recommend) Change PGM-Mode Print Option setting PGM-Mode, 4 0 SBTL 9 X/TIME 1 SBTL CASH —> NOT print docket when sign-on/off

So, in reality, the register will be CLOSED all the time. for clerk #1 to use the register, 1 CLERK (sign-on) <registration activity> CASH (sign-off automatically)

To interrupt:

- 1 CLERK (1st clerk sign-on) <unfinished registration activity>

- 2 CLERK (1st clerk sign-off, then 2nd clerk sign-on) <complete registration activity> CASH (2nd clerk sign-off, register CLOSED)

- 1 CLERK (1st clerk sign-on again) <continue registration activity> CASH (1st clerk sign-off automatically)

or

- 1 CLERK (1st clerk sign-on) <unfinished registration activity>

- 2 CLERK (1st clerk sign-off, then 2nd clerk sign-on) <unfinished registration activity>

- 1 CLERK (2nd clerk sign-off, then 1st clerk sign-on again) <continue registration activity> CASH (1st clerk sign-off automatically)

- 2 CLERK (2nd clerk sign-on again) <continue registration activity> CASH (2nd clerk sign-off automatically)

Edit

Table Tracking

Edit

Simple TABLE TRACKING (customers pay at the counter and take number)

Edit

FULL TABLE TRACKING (customers pay after the meal)

(NOTE: Ensure enough memory is allocated for tables in the register 1st - See step on printing register memory below)

Function Buttons Used for table tracking:

* Check # (your table numbers)

- Service (to save the order to the table)

- Print Check (to print the order for payment)

Note: for ER390m Users the Check# , Service check and print check buttons need to be added to your keyboard, at the expense of 3 other buttons. I recommend making the c/conv button the check # button, and make the recd acct button the service check button and the paid out button the print check button

A. Creating "Print Check" button Take your "C" Key and turn it to service mode (1 click passed PGM) 70 Subtotal 191, then press the key location (where you want the button to go) I suggest pressing the "Add Check" button above the "Check # Button) Press Cash

B. Creating "Check #" button Take your "C" Key and turn it to service mode (1 click passed PGM) 70 Subtotal 153, then press the key location (where you want the button to go) I suggest pressing the "Add Check" button above the "Check # Button) Press Cash

C. Creating "Service Check" button Take your "C" Key and turn it to service mode (1 click passed PGM) 70 Subtotal 198, then press the key location (where you want the button to go) I suggest pressing the "Add Check" button above the "Check # Button) Press Cash

D. Program the Print check options (Auto service Check)

Turn your "C" Key to the PGM position 70 Subtotal, 0 1 Press the new "Print Check" Button Press Cash

E. Turn receipt printing Off Turn Your "C" Key to the X position 99 Subtotal, 1 Cash

Operating your Table Functions

Opening a Table Enter the number of the Table, press the CHECK # key: Register the items you wish to sell. To total the posting, press SERVICE :

Adding to a Table Enter the number of the guest check, press the CHECK # key: Register the next items you wish to sell. To total the posting, press SERVICE :

Printing a Check Enter the number of the guest check, press the CHECK # key: Press PRINT CHECK to print the complete check. If programmed to do so, the PRINT CHECK key will automatically service the check:

Paying a Check Enter the number of the guest check, press the CHECK # key: 2. Pay the balance as you would normally tender a transaction, with CASH, CHECK , or one of the CHARGE

Edit

Setting up Optional Devices

Edit

how to make Serial port 1 the PC communication port

- Turn Key to Service mode (1 turn passed PGM) - You will need the ket with the letter C on it

- 80 Subtotal

- 5 X/time

- 1 Cash

- Cash

Edit

how to make Serial port 2 the PC communication port

- Turn Key to Service mode (1 turn passed PGM) - You will need the ket with the letter C on it

- 81 Subtotal

- 5 X/time

- 1 Cash

- Cash

Edit

how to make Serial port 1 a barcode scanner port

- Turn Key to Service mode (1 turn passed PGM) - You will need the ket with the letter C on it ====

- 80 Subtotal

- 5 X/time

- 6 Cash

- Cash

Edit

how to make Serial port 2 a barcode scanner port

- Turn Key to Service mode (1 turn passed PGM) - You will need the ket with the letter C on it ====

- 81 Subtotal

- 5 X/time

- 6 Cash

- Cash

Edit

How to enter Scan products into your cash register (after completing the scanner setup above)

Entering scan items directly into your sam4s cash register is a 2 step process.

1st - you create the item, which is done as part of the the "PLU price programming" step

1. Turn key to PGM

2. 200 [SUBTL]

3. Scan your product barcode

4. Enter the product price (not using the decimal point. eg for $15.50 you enter 1550)

5. Press [X/Time]

6. Press [Cash] to Finish

Tip: It you have alot of items to enter, repeat steps 3-5 for all items to enter then press [Cash] to finish

2nd - Add the description for the scan items you entered in the previous step.

1. Turn Key to PGM

2. 300 [SUBTL]

3. Scan your product

4. Enter the description using the Alpha overlay (refer PLU description programming in the setup guide)

5. Press [X/Time]

6. Press [CASH] to finish

Tip: It you have alot of items to enter, repeat steps 3-5 for all items to enter then press [Cash] to finish

Edit

PC Programming Utility (optional)

er52xx_m_new_pc_utility.zip

To install your Sam4 Utility software (please note complete instructions are in the programming utility download above)

1. Download the Software from Above link

2. Unzip the file and run the "setup" .exe file

The software is now setup on you machine and we are ready to upload the program from within the register to you software.

3. Your PC communication cable should now be connected to "Serial 1" port on the right hand side of the cash register. (ensure you have set up port 1 to be a PC comms port 1st)

4. Where you have a scanner attached, this should be attached to "Serial 2" port on the right hand side of the cash register.

Using the Utility software When you first open the utility Software , you will need to enter you store name and select the COM Port you are using on your PC. (Dont use spaces in the name)

NB : Uploading pulls data from the register to the PC.........Downloading sends Data from the PC to the Register

(A): Make sure the Key is in "REG" and your register display shows "0.00", ie sign in as clerk 1 by pressing [1] [clerk]

(B): Upload all file from register to PC -[Up program / all program]

(C): Update your Group Names, PLU(items), Receipt Header, Keyboard layout under the {Edit Program] menu.

(D): Down load the updated file to the cash register using the [down program] menu.

AFTER UPDATING: You will notice the register display shows "PC Online mode". Simply press clear to exit this mode and start using your register.

Edit

Other Programming

Edit

Print out your current memory allocation.

The number next to PLU, tells you the maximum number of products you can have **VIP : DO NOT CHANGE THIS YOU CAN PRINT, BUT DO NOT CHANGE - TALK TO HOTPOS 1ST OR YOU WILL LOOSE ALL YOUR ITEMS**

- Turn you "C" Key to SM (1 turn past pgm)

- 60 ST

- Cash