

November, 2016 Version 5.20 Prepared by Bulloch Technologies



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Printed in Canada

Designed, written and produced by Bulloch Technologies Inc. Version 5.20

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# About This Manual

# About this Manual

Today gasoline stations do more than just sell gasoline.....they sell several types of fuel, car washes, fast-food and convenience store items. The list goes on depending upon the petroleum company. This translate into many activities to manage and that's where the BT9000 comes in.

This chapter describes why the manual was written, provides an overview of each section and describles the icons and conventions used.

#### Purpose of this manual

This manual is intended to help you prepare your site for the BT9000 system and use it productively, once the system has been installed and configured. This is usually performed by the installation contractor, or your Petroleum Company's technical support group. The set up will include information such as:

- Number of dispensers
- Gasoline products available
- Blending ratios
- Tax rates
- Language preferences
- Paypoint preferences
- Other basic information which must be defined by your site

#### The configuration instructions are not included in this manual.

#### **Intended Audience**

This manual is intended for use by all gasoline station employees, from cashiers to Retailers.

If you are new to the BT9000, you can use this manual as an introduction to the system. If you are an experienced user, you will find it useful for quick reminders.

#### How to use this manual

This manual is organized into the following chapters:

- 1. About this Manual describes the icons and conventions used in this manual.
- Introducing the BT9000 describes the Bulloch Technologies BT9000 system. It shows the basic principles of using the system that you need to know in order to perform cashier and management tasks.
- 3. **Signing-on** shows you how to start your shift by signing-on to the BT9000 system.
- 4. **Preparing your Site** takes you through the steps necessary to customize the BT9000 system for your station.
- 5. **Setting up Store Data** shows you how to configure store items, departments, accounts receivable, accounts payable, payouts, speedkeys, deal groups and price groups.
- 6. Selling Gasoline shows you how to perform various types of gasoline sales.
- 7. **Selling Store Items** shows you how to perform the sale of store items like chocolate bars and motor oil.
- 8. Accepting Payments shows you how to accept payment for gasoline or store items by cash, credit, debit, fleet cards or on account.
- 9. **Cashier Reports** describes the Shift Report in detail and lists the reports that can be printed from this mode.
- 10. **Managing Sales** describe the functions that Managers can use to audit transactions and print standard reports.
- 11. Logs describe the various logs that are available in the BT9000.
- 12. Setup describes how to configure messages, passwords and store options.
- 13. **Managing Store Info** describes tasks that should be performed on a daily basis or a periodic basis.

# Conventions

This is how we show certain types of information in this guide. Being familiar with these conventions will make it easier for you to use the guide.

# Warnings



A warning is important information that must be read before continuing and is indicated by a stop sign in the margin, as in the following example:



**Warning**. Activating store data accepts the changes you've made and overwrites the existing information.

#### Notes



A caution is important information that indicates a potential problem and is indicated by an exclamation point, as in the following example:



**Note.** In manager's mode, pressing the [ENTER] key in the middle of a line deletes the information to the right of the cursor and moves the

# Screen Messages

cursor to the next field.

About this manual

Screen messages look like this:



# Icons used in this manual

Below is a list of standard icons used in this manual and what they mean. Icons usually appear in the left margin of the page and are intended to draw your attention to an interesting or important point.



The pump nozzle has been lifted.

The pump nozzle has been replaced.



The system makes a beeping sound.



Tap on a key to enter information.

# Introducing The BT9000

### Introducing the BT9000

The BT9000 was designed with several features to simplify your business processes and make your station run smoothly.

This chapter describes the BT9000, its parts and its features.

#### **System Overview**

The BT9000 is designed to help you manage island traffic and look after the needs of your customers.

The BT9000 controls and monitors up to 24 pumps.

The BT9000 is your electronic cash register and tracks sales of fuel, non-gas products, payouts and accounts receivables.

As your POS (point of sale) payment terminal, credit, debit, gift and Loyalty cards can be authorized and recorded.

The BT9000 also handles other devices like scanners, debit pin pads, price signs, in-tank monitoring systems and customer displays



**Multi Paypoint** refers to two or more computers linked together in a networked environment to enable the exchange and sharing of information. This type of connection is usually referred to as a direct cable connection, in which one computer is designated as the '*Main console*' or paypoint # 1 and the other computer is designated as the '*Slave*' or paypoint # 2.

# MENU Flexibility

The BT9000 was designed with the ability to toggle back and forth between the cashier's and manager's mode. A grey [MENU] key is located on the right hand side of the cashier's screen. Simply press the [MENU] key at any time. Any work you are doing in the manager's mode will still be available when you switch back to that mode. When you are in the background menu, the [MENU] key is red.

There are however, some critical functions in the manager's mode that will not allow you to switch back to the cashier's mode until all data entries have been saved.

#### The Cashier Screen

The screen is divided into easily readable function areas. The cashier screen has 8 main parts:

- 1. The sales area
- 2. The sales information area
- 3. The Tip line
- 4. System messages
- 5. Status indicators
- 6. Push keys
- 7. The Pump/AFD (Card Reader in Dispenser) area
- 8. The Function bar



- The Sales Area. The sales area has two modes. When you are in the Cashier's mode, the screen displays information regarding the current sale. When you are in the Manager's mode, the screen displays various menu options that are configured in the BT9000. To toggle back and forth from the Cashier mode to the Menu mode, simply press the [MENU] key located on the top of the cashier screen.
- 2. **The Sales Information Area**. The subtotal, taxes and grand total are displayed towards the bottom of the screen as the sale progresses.
- 3. **The Tip Line**. The tip line provides you with helpful hints or instructions (if applicable) on next steps to take
- 4. **System Messages**. Important system messages appear at the bottom of the screen such as safedrop required and backup required.
- 5. **Status Indicators**. Status indicators show you the condition of the printer, safe drop indicators and the network status for bank debit and credit card authorization.
- 6. **Push key area**. This area displays the push keys that are configured in the system.
- 7. **Pump/AFD (Automated Fuel Dispenser) Area**. The status of each pump/AFD is displayed beside the pump number.
- 8. **Function bar**. The function bar displays the various functions available. **Note:** The function bar can be located on the top of the cashier screen or on the bottom of the cashier screen, depending on your site's configuration.

# Left-handed touchscreen

Functionality allows you to configure the cashier screen to accommodate left-handed CSRs and move the function keys to the top of the screen. More information is detailed in the Utilities/User Interface menu.



# Monitoring System Status

The system status indicators display the status of the equipment connected to the BT9000 such as the printer, the scanner or the networks that authorize debit, credit and fleet cards.

Indicator	Description	What it means
C1	White C1	No issues with credit.
OKD	White OKD	No issues with debit.
C1	Yellow C1	Communication was lost with the credit provider. Should be re- established with the next credit card swipe.
NP	Yellow NP	No polling. Call your company's help line if the problem persists.
NC	Yellow NC	Serious problem. Call your company's help line.

#### Master VS Slave

Almost all of the data is stored onto the hard drive of the '*Master*' (paypoint # 1). When a Reconciliation and Close is executed, the data from the '*Slave*' (paypoint # 2) is copied onto the 'Master'. However, some data is paypoint specific.

#### Printer

You will have one high-speed thermal Receipt/Report Printer installed at each paypoint. All of your reports will be printed with the thermal printer.

#### To Change the Paper:

- Push the gray button below "feed" to open the cover.
- Insert a new paper roll feeding from underneath (see diagram inside printer cover).
- Close printer cover.

#### **Hardware Components**

The BT9000 operates on an All-in one POS Touch screen system.

A Manager's keyboard (standard PC keyboard), used for text entry, may be installed as well.

Your system may be equipped with a multi-line customer display that allows the customer to view details of their transaction, and provides short scrolling advertising or information messages.

# **Ongoing Care**

The BT9000 system has been carefully set up to deliver fast and reliable performance. On a day-to-day basis it will continue to serve you well as long as you observe a few basic common sense rules.



Keep drinks and food away from any system components to avoid spills. Also, don't take notes on the equipment, and try to keep it clean and bright.

# **Cary Keyboard**

Some sites may have a Cary Keyboard installed at their site. The keyboard is used constantly and deserves the best care. Keep your fingers clean and clean the keycaps regularly with a soft cloth lightly dampened with window cleaner. Unplug the keyboard while cleaning it. <u>Turn off the</u> <u>computer before unplugging the keyboard</u>. A special cleaning card and solution is available to keep the card reader functioning reliably.

#### **Monitor Screen**

Use a soft cloth, which has been lightly dampened with window cleaner, to clean it once or twice a week. **Do not spray any liquid directly on the screen!** 

#### Printer

The printer should always be turned ON, as will be indicated by the ON/OFF light. There is very little that will go wrong with a thermal printer that cannot be fixed by simply opening the unit and resetting the paper.

Make sure that nothing is left sitting on top of this unit, and that the cables are not jammed up against other things.

Make sure you always have an ample supply of paper on hand.

#### **General Hardware Considerations**

#### UPS

We strongly recommend that you install an **Uninterruptible Power Supply** (UPS). The UPS is a hardware device that provides a backup power source in case of a power outage (blackout), brownout or a surge in power. A UPS provides enough power for the computer to shut down properly or to remain up during a temporary power outage or brownout.

The UPS should be placed on the floor.

The full sized keyboard will not be used very often and can be placed out of sight on top of the CPU.

#### **Cashier Mode**

When the BT9000 is turned on, the system automatically goes into the Cashier mode. In the cashier mode, you can authorize pumps; monitor pumps sales in process, enter transactions and get authorization for debit, credit, fleet and gift card transactions.

# Available function keys on the Cashier Screen

Bulloch	Displays the version of software installed on the system	Pay A/R	Accepts payment for an existing account
Reports	Displays the names of available reports in a pop up window	Review	Displays previous sales for purposes of viewing, reprinting or voiding a receipt for a customer
Function	Displays a list of available functions in a pop up window	Quantities (+/-) or Items	Allows you to sell an item by entering an item number. Also used to process a negative item transaction
Ртерау	Used to set up a prepaid fuel sale	Payout	Used to process a payout
ALL HALT	Used to halt and unhalt pumps	HALT A PUMP	Used to halt and unhalt one pump
wex	Displays information such as IP addresses and transactions in the Store and Forward files		Displays information about the paypoint such as the paypoint number, machine name and IP address
	Used to record Canadian and American safe drops		Used to open the cash drawer
<b>\$</b>	Used to print receipts	Pushkeys Primary	Allows you to switch from primary to secondary push keys
x2 x3 x4	Used for quantity sales	Price Check	Used to do a price check

# **Function key**

When you select the [Function] key, the following options are available:

Function Menu
1 - Pinpad Key Exchange
2 - Pinpad Initialization
3 - Outside Key Exchange
4 - Print PushKey List
5 - AFD Functionality



Tap on the [Pinpad Key Exchange] key to do a pin pad key exchange. If the pin pad key exchange fails, the following screen will be displayed:





Tap on the [Pinpad Initialization] key to initialize the pin pad. If the pin pad initialization fails, the following screen will be displayed:





Tap on the [Outside Key Exchange] key to do an outside key exchange. If the initialization fails, the following screen will be displayed:

07:57 2015-02-13 ALL HALT PUMP		-Pushkeys -Secondary- HOST IP		NENU
Description Qty Price	Total	Outside Key Exchange PINPAD OFFLINE Key Exchange Failed	1 2 X	
Subtotal	0.00		5 × 0 6 × 0 7 × 0 8 (1) 9 (1)	Pump+AFD Offline Pump+AFD Offline
Tendered	0.00	Clear	10 (E) 11 (E) 12 (E)	Pump+AFD Offline Pump+AFD Offline Pump+AFD Offline
Rel. Today at 05:35				



Tap on the [Print PushKey List] key to print a list of the push keys configured in the system. The following list will be available.

2016 10-26 10:26			PushKeys -Automotive-		
Description	Qty Price	Total			MD
			Items list		1
			Print all		MD
			Automotive		2
			Car Wash		MD
			Fast Food		3
			Gum and Mints	s	MD
			Salty Snacks		4
			Lottery		MD
			Miscellaneous		5
			Beverages		MD
Drive 'G' inserted					6
				Undo	Clear



Select one of the lists from the menu displayed.



Tap on the [AFD Functionality] key. The following options will be available:

07:58 2015-02-13 ALL HALT PUMP		Pushkeys -Secondary- HOST IP		NENU
Description Qty P	rice Total		1	
			2 🗙	
			3 ×)	
		AFD Functionality	4 🗙	
		1 - Download Graphics To All AFDS	5 ≍)	
		2 - Download Graphics To An AFD	6 ×)	
		3 - Set Clock on ALL AFDs	7 🗙	
		4 - Reset ALL AFDs	8 🛋	Pump+AFD Offline
Subtotal Tendere	0.00 d 0.00	5 - Reset An AFD	🔊 🔊	Pump+AFD Offline
			10 🚮	Pump+AFD Offline
			11 🔊	Pump+AFD Offline
			12 🔊	Pump+AFD Offline
Rel. Today at 06:35			Undo	Clear

#### Manager Mode

To enter the manager mode, press the [MENU] key. When you are in the background menu, the Menu key is red. In this mode, you can update store data, change fuel prices and modify other station information when needed.

Pump authorization always takes priority. Press the key to authorize the pump then press the key again to complete the editing task. If you are in a menu option where the pump control key is not visible, press the [MENU] key to authorize the pump then press the [MENU] key again to return to the menu.

#### **Selecting Menu Options**



Tap on the [MENU] key to enter the manager's mode. *Use the pad of your fingertip, not your fingernail.* The Menu screen will be displayed:

2016 11-06 07:19	BT9000	0 r05.20.08			MENU
(4/4) 1:Activities Sasoline Prices Store Operation Mode Dispenser Mode Customer Display	Activate (2/2) 3:Reports Sales Summary POS Returns (3/8)	(3/6) 5:Setup Constructions Store Options Passwords Certificates	B	Bul	loch
(4/11)	4:Logs	6:Utilities	7	8	9
2:Pricebook	Install Log	Machine Exit Bulloch BT9000	4	5	6
👯 🚧	Audit Log	End User License	1	2	3
PushKey Pages			Backspac	• 0	Enter
			abc	P7 Search	P10 Exit

- A list of available menus is displayed on the screen.
- Each menu is numbered. They are:
  - 1. Activities
  - 2. Pricebook
  - 3. Reports
  - 4. Logs
  - 5. Setup
  - 6. Utilities

The number of sub-menus linked to each menu is displayed in grey, immediately above the name of the menu. For example, the Pricebook menu has 11 sub-menus.



When you tap on a menu or on the down-arrow tab, all sub-menus are displayed on the screen. For this example, the Pricebook menu was selected:

2016 11-01 18:17		BT9000 r05.20.08				MENU
(3/3 1:Ac	) tivities (2/2) 3:Reports Gasoline Prices Sales Price	E Passwords		S F	Bull	och
Ľ	Store Items	Loyalty Card Definition	2			
ano ano	Departments	Deal Groups				
(4/ 2:P	Price Groups	Coupons and Tenders		7	0	
	A/R Customers	PushKey Pages			8	9
000	Payouts	Activate		4	5	6
000	SpeedKeys			1	2	3
L.	5:Setup			-	2	
ACTIVAT	Activate 👩 Store	Options		Backspace	0	Enter
				abc		
						P10 Exit

#### There are 3 ways to access a menu.

- 1. Tap on the name of the menu option
- 2. Tap the menu # (number), using the key pad on the right-hand side of the screen
- 3. Tap on the down-arrow tab



# Modifying the way the data is displayed on the screen

In certain menu options, the way the information is displayed on the screen can be viewed in 2 different formats.

By pressing the icon that is configured to the immediate left of the [MENU] key, the screen layout will change.

Different icons are available, depending on your site's configuration:



When you tap on the blue icon, the screen layout changes from one column to two columns. To return to the previous layout, tap on the blue icon once again.



When you tap on the [Reports One Column] icon, the information on the screen is displayed in one column.



When you tap on the [Reports Two Columns] icon, the information on the screen is displayed in two columns.

# Entering your password

By entering your password you confirm that you have read and agreed to the terms of the End User Licence Agreement, located in the Utilities/End User Licence Agreement menu.



# Signing On

# **Signing On**

Cashiers begin their shift by signing on and end by balancing their cash. The BT9000 helps by automating this process and by creating shift reports.

These reports total the sales and indicate that a new shift has started.

This section describes how to start a shift by creating and printing shift change reports.

#### Performing a shift change

To sign on to the BT9000, you must start your shift by printing the Shift Change Report for the previous shift.



Tap the [Reports] key, located on the bottom row of the cashier screen.

The Reports menu will be displayed on the screen.





Tap the [Shift Change] key. The [Enter Password] screen will be displayed:





Tap in your password. The previous shift is closed and a Shift Report is printed. This report can take up to one minute to print. Messages on the screen will let you know how the shift change is progressing.

When the Shift Report is done printing, a message on the screen will indicate that the Report is completed.



Ù

Tap on the [Clear] key.

# Preparing Your Site

# **Preparing Your Site**

This section describes the steps to take to set up your site on the BT9000. We explain:

- how to configure offsets
- how to set up your fuel prices
- how to configure the Pricebook menu items

BT9000 will simplify the day-to-day management of your station if you take advantage of the features the system has to offer. For example, you can do the following:

Set up speedkeys for commonly purchased items to save time and avoid keying errors.

Enter promotional or informational messages that are displayed on your cash register and the pumps.

Enter rates so your system automatically calculates the tax.

Set up departments and price groups to make changing prices fast and easy.

Before you can start recording sales, payments and other transactions with BT9000 there are various tasks that must be completed to prepare your site. Setup tasks are typically performed by the station Manager or the shift Supervisor, as long as their password is configured with the appropriate security level.

The list on the next page identifies the tasks that should be completed before opening your site and the menu options available for completing such tasks.

Tasks

Task	Description	Where to find it				
Gasoline Prices						
Configure Gasoline Price	Mandatory	Main Menu				
Offsets		- Activities				
		- Gasoline Prices				
Set Gasoline Prices	Mandatory	Main Menu				
	Set prices for all grades of gasoline	- Activities				
		- Gasoline Prices				
Set up Store Options	Mandatory	Main Menu				
	Enter the customer language, safe drop	- Setup				
	amounts, applicable tax rates and the corresponding tax registration numbers	- Store Options				
Set up Passwords	Mandatory	Main Menu				
	Enter a password for each employee requiring	- Setup				
	access to the system	- Passwords				
Set up Store Messages	Mandatory	Main Menu				
	Enter trailer messages that will appear at the	- Setup				
	bottom of the customer gasoline purchase or car wash receipt	- Store Messages				
Set up AFD Messages	Optional	Main Menu				
	Enter the message to be displayed on the AFD	- Setup				
	reader display. You can enter up to 5 different messages	- AFD Messages				

Task	Description	Where to find it					
Store Data Maintenance							
Define Store Items	Mandatory	Main Menu					
	Enter store items	- Pricebook					
		- Store Items					
Define Departments	Mandatory	Main Menu					
	Set up department codes and descriptions for	- Pricebook					
sales reporting		- Departments					

Define Price Groups	Optional	Main Menu
	Enter the group number and description to	- Pricebook
	categorize store items that sell at the same price	- Price Groups
A/R Customers	Optional	Main Menu
	Enter the codes and names of customers who	- Pricebook
	pay on account.	- A/R Customers
Set Payout Codes	Optional	Main Menu
	Enter the allowable types of payouts	- Pricebook
		- Payouts
Define Speedkeys	Optional	Main Menu
	Map special keys on the keyboard to sell items	- Pricebook
	without having to scan or enter the item code	- Speedkeys
Define Loyalty Card	Optional	Main Menu
Definitions	Define the various loyalty cards that could be	- Pricebook
	configured in the system	- Loyalty Card Definition
Configure Deal Groups	Optional	Main Menu
	Configure deal groups	- Pricebook
		- Deal Groups
Define pushkey Pages	Optional	Main Menu
	Configure pushKey pages	- Pricebook
		- PushKey Pages
Configure Coupons and	Optional	Main Menu
Tenders	Configure coupons and tenders	- Pricebook
		- Coupons and Tenders
Activate Store Data	Mandatory	Main Menu
	Ensures that any changes to store data are	- Pricebook
	effective immediately	- Activate

#### **Selecting Menu Options**



Tap on the [MENU] key to enter the manager's mode. A Menu screen similar to the one below will be displayed:



#### Available function keys

MENUPress the [MENU] key to enter the Manager's mode. The Main Menu appears<br/>inside the Sales Screen. Press the [MENU] key to return to the cashier screen<br/>Use the backspace key to erase the last characters that you keyed in before hitting<br/>the [Enter] key. This works in either cashier or manager mode. Keep pressing the<br/>key to erase an entire lineEnterPress the [Enter] key to accept your entry and move to the next fieldImage: State Screen in the state s

#### **Gasoline Prices**

The BT9000 can track sales for any type of fuel. Gasoline fuels can use base and offset prices to automate price changes for different grades. The lowest grade of fuel, more commonly referred to as 'Regular', is used as a base for setting all other prices.

Offsets are entered to calculate the price for higher grades. Prices for non-gasoline fuels like diesel, propane and natural gas are entered manually.



From the *Main Menu*, select *Activities*. A box is displayed with the following choices:

- 1. Gasoline Prices
- 2. Store Operation Mode
- 3. Dispenser Mode
- 4. Customer Display Settings





Tap on the Gasoline Prices menu. The [Gasoline Prices] menu is displayed:

17:57 2015-02-15	Gas	soline	e Price	S				MENU
	Product Name REGLR EXTRA SUPRM	Self S	Gerve (¢/L) 04.0↑ 12.0↑ 16.0↑				Bull	och
						7	8	9
						4	5	6
						1	2	3
					Ba	ckspace	0	Enter
					abc			
Rel. 13/02 05:35		Help	Change Prices	Change Offsets	Activat	e Bl	ank Sign	Exit

On your screen, you will see a table that contains product names. The Gasoline Prices screen displays prices by product and type of service.

# Available function keys

### Keys on the Cashier screen:

Help	Displays a help screen	Activate	Allows you to activate the prices to pump and price sign
Change Prices	This key allows you to change the base price of any fuel that is not an offset. The price is displayed in red	Blank Sign	Allows you to blank out the price sign
Change Offsets	Displays a popup screen where you can define the standard offset amounts	Exit	Exists the screen and returns to the Main Menu
#### Keys on the Cary Keyboard:

P1 Help	Displays a help screen	P5 Activate	Allows you to activate the prices to pump and price sign
P2 Change Prices	This key allows you to change the base price of any fuel that is not an offset. The price is displayed in red	P8 Blank Sign	Allows you to blank out the price sign
P4 Change Offsets	Displays a popup screen where you can define the standard offset amounts	P10 Exit	Exists the screen and returns to the Main Menu
5	Warning. As part of your entering a fuel price.	<sup>.</sup> initial setu	ıp, you must set an Offset amount before

## **Price Offsets**

Price offsets are the differences in price between the grades of gasoline. Gasoline prices fluctuate often but the price differences, or *offsets* between grades typically remains constant. The price for Regular grade (lowest grade of gasoline) is used as the base price from which the prices for higher grades are calculated.

Instead of modifying gasoline prices manually, you can apply price offsets (spreads) to calculate the price of all grades of gasoline for you at one time. Whenever the price of 'the Regular' gas changes, the prices of the other grades also change according to the offset value.

Field Name	What it means
Enter Password	Enter your password. Station employees can use this function if their password is defined with the appropriate security level.
Product Name	This column lists the various grades of gasoline products that your station sells. These products are set up when the system is installed.
Self-Serve (¢/L)	Enter the cents per litre price.
Full Serve (¢/L)	Enter the cents per litre price.

Before you can apply price offsets to gasoline prices, the offset values must be defined.

## Entering Price Offsets



Tap on the [Change Offsets] key to change the offset price for grades of gas above Regular and enter your password. The following screen will be displayed:

18:00 2015-02-15	Gas	soline Price	es			MENU
	Gasoline Price Product Name	Offsets Self Serve (¢/L)		<b>⊰</b> ₽	Bull	och
	<u>REGLR</u> EXTRA	0.0 8.0				
	SUPRM	12.0		7	8	9
				4	5	6
				1	2	3
				Backspace	0	Enter
				ator Enter "-1	.0" to indicat	te no offset
Nel. 13/02 06:35					-	Exit



Enter the offset amount for each gasoline product in the appropriate column of the price table. Offsets are entered with one decimal place. The decimal point is an optional entry. For example, if you type 80 the result will be 8.0.



**Note**. Enter **-1.0** for products which are not affected by offsets (i.e. Diesel, Propane or Natural gas).



When all offsets have been configured, press the [Exit] key to return to the Gasoline Price screen. All offset prices will automatically be updated.

## **Entering Gasoline Prices**

Once the offsets have been entered, the unit price of 'Regular' grade gasoline and non-gasoline fuels that your station sells must be entered.



From the *Main Menu*, select *Activities*. A box is displayed with the following choices:

- 1. Gasoline Prices
- 2. Store Operation Mode
- 3. Dispenser Mode
- 4. Customer Display Settings

2016 11-06 07:41	BT9000 r05.20.08	_		MENU
(4/4) 1:Act \$	ivities Activate (3/6) 5:Setup Gasoline Prices (2/2) 3:Reports Store Options Store Operation Activities Prices ates Disper 1 - Gasoline Prices	₿¶₽	Bull	
1	Setting 2 - Store Operation Mode	7	8	٩
(4/11 2:Pric	) 3 - Dispenser Mode		0	9
	Store 4 - Customer Display Settings Iloch	4	5	6
0 <sup>00</sup> 0 <sup>0</sup>	Price Groups Audit Log Addit Log	1	2	3
S.	PushKey Pages	Backspace	0	Enter
		abc		
				P10 Exit

The option 'Gasoline Prices' will be highlighted.



Tap on the [1-Gasoline Prices] key. The following screen will be displayed:



Change Prices

Tap on the [Change Prices] key to change the base price for gasoline and normal prices for non-gasoline fuels.

A pop-up screen appears, prompting you to enter a password:





Enter your password and press the [Enter] key. The cursor appears next to the first changeable item.

Enter the price per litre for Regular and press the [Enter] key. Prices are entered with one decimal place. The decimal point is optional. For example, if you type:

1059 = 105.9



Press the [Activate] key. Prices at the pump (and on the price sign, if applicable), are activated. A price change report will automatically print to confirm new and old prices. It is important to confirm that the price change was done accurately.

On your screen, you will see the following message: '*Fuel price change successfully activated. Press any key to continue'.* 

18:07 2015-02-15	Gaso	oline Price	S			MENU
	Product Name REGLR	Self Serve (¢/L)		<b>S</b> E	Bull	och
	Fuel price change succesful Press any key to cont	ly activated. tinue.		7	8	9
	ОК			4	5	6
				1	2	3
				Backspace	0	Enter
				abc		
Rel. 13/02 06:35						Exit



**Note**. Price activation can take place right after you enter a price change or you can return to the gasoline prices screen to activate prices at a later time.



**Note**. Some sites may have their MID (price sign) connected to the BT9000. If the price of fuel is going up, change the MID sign (price sign) first, then the fuel price. If the price of fuel is going down, change the fuel price first, and then change the MID sign (price sign).



**Note**. The prices that can be changed are displayed in red. Prices that already have offsets applied to them cannot be changed, and are displayed in black.

# **Activating Pump and Sign Prices**

As mentioned before, fuel price activation can take place immediately after a price change or you can return to the Gasoline Prices screen to activate prices at a later time.



Tap on the [Activate] key. If your site does not have a price sign, the prices will be activated on the pumps and a price change report will print immediately.

If your site has a price sign connected to the system you will see a popup window.



**Note.** You have the option of activating prices for the pumps, the price sign, or both simultaneously. If you choose 'Pumps Only', you will have to return for 'Price Sign Only' or vice versa.



**Multi Paypoint.** Setting the base price and the offsets must be done from the Main console.

## **Store Operation Mode**



If cash back is allowed, the following menu option will be available:



With your cursor positioned next to 'Allow debit cash back', tap on the 'YES' key.

With your cursor positioned next to 'Check cash balance before prompting Cash Back`, tap on the 'YES' key.



With your cursor positioned next to 'Max cash back allowed', enter an amount.



Tap on the [Exit] key to save the changes.

## **Dispenser Mode**

2016 6 11:55				Dis	per	iser	Мс	de				MENU
Allow	AFD Ca	ır Wash	1			N	0	Y	ES			
	In	dicate p	orepay	only	disp	bens	ers				211	och
Pump 1 Pu	Imp 2 Pump 3	Pump 4 Pump	0 5 Pump 6 NO	Pump 7 P	<sup>5</sup> ump 8	Pump 9 NO	Pump 10	Pump 11 NO	Pump 12 NO	5	ECHNO	LOGIES
Pump 13 Pu	mp 14 Pump 15	Pump 16 Pump	17 Pump 18	Pump 19	Pump 20	Pump 21	Pump 22	Pump 23	Pump 24			
NO	NO NO	NO NO	D NO	NO	NO	NO	NO	NO	NO	7	Q	0
										/		9
										4	2	0
										1	2	3
										Backspace	0	Enter
											P7	P10

Turning the Car Wash option off at the pump

Next to the words 'Allow AFD Car Wash', if you modify the flag from 'Y' to 'N', when the customer inserts a card in the AFD, the AFD will not prompt the customer for a Car Wash purchase.



With your cursor positioned next to 'Allow AFD Car Wash', tap on the 'N' or the 'Y' key.

Tap on the [Exit] key to save the changes.

#### **Configuring Prepay Only Dispensers**



To configure a pump to be a 'prepay only' pump, modify the flag from 'N' to 'Y'.

Tap on the [Exit] key to save the changes.

# **Customer Display Settings**

2016 -06 07:40	133.1411	1.5.0.5	li-fi-	10.00	(	Customer Di	splay Settiı	ngs		$\sim$	c	REPORTS One Column	MEN
Promotion File	custdis	play.t	otr	Þ	Idle Post	image scaing t-sale display timeout	(s)	Center	2				
Background image			0		Mar	Ma keting title	arketing text			В	Bu		
Right static mage	-		0	•	Mar	keting text							
Position Padding		To	p	► /ES									
Logo image									- [	7	' 8		9
Re	eceipt Area									4	. 5		6
Receipt text font	Tahom	na					_						U
Receipt pattern	img\pat	tterns\pape	r.png	▶	Tex	t font	Tahoma	1		1	2		3
Receipt header text (activ	e)	0	0	0	Mar	keting text colour		0 0	0		. <		5
Receipt header backgroun	d (active)	200	200	200	Posi	tion		Bottom	2	Backs	pace		Ente
Receipt header text (idle)		80	80	80	Sou	Rot rce folder	ating images			🚽 abc Pr	ess Ente	r to se	elec
						P1 Save	P2 Clear	P3 Delet	e P	P5 revious	P6 Next		P10 Exit

If a customer display is installed, the following menu option will be available:

This menu option will be configured on the day of the system installation.

# Setting up Store Data

# Setting up Store Data

Store data refers to non-gasoline items and services sold at your station. The information is grouped into the screens shown below. This section begins with the procedures common to all store tables. Any procedures unique to a specific table are included in the field descriptions of that table.

The Pricebook menu allows you to record and save information pertaining to store items, departments, speedkeys, price groups, Loyalty Card Definition, Coupon and Tenders, pushkey pages, deal groups and your accounts for payouts and receivables.



From the *Main Menu*, select *Pricebook*. The following screen will be displayed:

2016 11-01 18:1	,	BT9000 r05.20.08				MENU
(3/3 1:A	) ctivities (2/2) 3:Reports Gasoline Prices Sales Price	Passwords Summary Certificates		<b>S</b> E	Bull	och
Ľ	Store Items	Loyalty Card Definition	2			
000	Departments	Deal Groups				
(4/ 2:P	Price Groups	Coupons and Tenders			0	
	A/R Customers	PushKey Pages			8	9
000	Payouts	Activate		4	5	6
000	SpeedKeys			1	2	2
	5:Setup			-	2	5
ACTIV	Activate Store	Options		Backspace	0	Enter
				abc		
						P10 Exit

Note: The Pricebook menu may vary from one company to another.

## Initial Set-up

For the initial set-up of store data, the sub-menus in the Pricebook menu should be configured in the order below. After the initial set-up, you can add or change an entry from these tables in any order.

Order	Store Data Table	!	Description	
1	Department	Mandatory		Contains categories of store items and services for reporting.
2	Price Groups	Optional		Contains groups that you can assign to store items and services. Allows you to change prices by group rather than individually.
3	Store Items	Mandatory		Contains the non-gasoline items and services sold at your station.
4	A/R Customers	Optional		Contains a list of customers who pay 'on account'.
5	Payouts	Optional		Contains categories of items or services you received for which payment is issued in cash.
6	Speedkeys	Optional		Contains the speedkeys customized for your station's keypad.
7	Loyalty Card Definition	Optional		Contains the loyalty cards customized for your site.
8	Deal Groups	Optional		Contains the deal groups customized for your site.
9	PushKey Pages	Optional		Contains configuration options for pushKeys.
10	Coupons and Tenders	Optional		Contains the coupons and tenders customized for your site.

## **Maintaining Store Data**

The data in the BT9000 is grouped into records for Store Items, Departments, Price Groups, A/R customers, Payouts, Speedkeys, Loyalty Card Definition, Deal Groups, Coupons and Tenders.

You can perform the following tasks in all Pricebook sub-menu screens:

- add records
- modify records
- delete records
- print a listing of records
- enter inventory counts

• enter inventory deliveries and transfers

The procedures to complete these tasks are common to all Pricebook sub-menu tables. Any procedures unique to a specific store data table are included with the field descriptions of that table.

#### Adding or changing records

All of the fields on a screen make up one record. The first field is an identifier. Entering a value in the first field displays all the other field values associated with it. Some fields are linked to values in other tables for quick entry.

#### Departments

Departments are used to group sales of store items and services for summarization and reporting. You can create up to 999999 departments.



From the *Main Menu*, select *Pricebook/Departments*. Enter your password. The Department screen will be displayed:



Some additional instructions may appear at the bottom of the screen, depending on the field selected.

# Available function keys

#### Keys on the Cashier screen:



#### Keys on the Cary keyboard:

Previous



Field Name	What it means
Enter Password	Enter your password. Station employees can use this function if their password is defined with the appropriate security level.
Department	Enter a department number from 1 to 6 digits. The system checks to see if this number is currently in use. If it exists, the rest of the data is displayed on the screen.
Description	Enter the name of the department, up to a maximum of 18 characters. As a guideline, type this name in the format you prefer to see on your sales reports that print the department name.

List Items on shift report	Indicate if you want itemized sales for store items under this department to be listed on the Shift Report.
গ	Warning. Some departments may sell many items during a shift. This report may be quite long.
List Items on sales summary	Indicate if you want itemized sales for store items under this department to be listed on the Sales Summary.
ST	Warning. Some departments may sell many items during a shift. This report may be quite long.
New UPC's sold to this item	This function allows you to associate new items to specific departments.
Age of customer must be	Indicate the age that the customer must be to purchase items in this department.
Gift card	If this flag is set to 'YES', a pop up screen will be displayed on the screen, asking you to swipe a gift card for activation.

## **Price Groups**

Price Groups are used to group multiple items as one price. For example, if your site sells all 355ml cans of pop separately by brand and by unique item numbers, you could assign all of these items to the same group since they all sell for the same price.

Assigning similar store items to a price group means that whenever the price changes for items in this group, only the price group needs to be changed. This change is automatically applied to all items under the group and saves you the time and effort of changing prices for each item.



From the *Main Menu*, select *Pricebook/Price Groups*. Enter your password. The following screen will be displayed:

2016 10-26 12:14		Price	Groups				MENU
Price group Description							
Price				0.00		B1111	loch
Quantity Pr	icing		Qty F			rechno	LOGIES
		R)	0	0.00			
		C)	0	0.00			
				0.00			
					7	8	9
					4	5	6
					1	2	3
					Backspac	• 0	Enter
					abc Press	s Enter to	o select
	P1 Save	P2 Clear	P3 Delete	P5 Previous	P6 Next	P9 List	P10 Exit

## Available function keys

## Keys on the Cashier screen:



#### Keys on the Cary keyboard:



Field Name	What it means
Enter Password	Enter your password. Station employees can use this function if their password is defined with the appropriate security level.
Price group	Enter a number, from 1 to 13 digits, to identify the price group. If the number you enter has already been used, the rest of the information is displayed.
Description	Enter a name that describes this group. The name can be up to 18 characters.
Price	Enter a price that applies to all items belonging to this price group.
Quantity Pricing	Quantity pricing allows you to sell loose items at a discount price, even if the product does not have a UPC code for bulk packaging. You can enter a discount price for up to 3 different quantities.

#### **Setting up Price Groups**

Each item assigned to a price group is individually priced until a new price group is entered here. This new price applies to all store items of the same group.



Using the keypad located on the right-hand side of the screen, enter a price group number and press the [Enter] key.

Enter a name that describes this price group.



In the Quantity Pricing field, tap the *Qty* key located next to' A')'. Type in the number 2 and press the [Enter] key.

Still in the Quantity Pricing field, tap the *Price* key. Enter the price that you would like to charge for 2 of the same item and press the [Enter] key.

Tap the [Exit] key to exit the Price Groups screen.

Tap the [Yes] key to save the changes.

## **Store Items**

Store items refer to non-gasoline merchandise and services sold at your station such as cigarettes, candy bars and convenience goods. SpeedKeys can be assigned to each item for faster entry at the cash register. Refer to the section on SpeedKeys for details.



From the *Pricebook* Menu, select *Store Items*. Enter your password when prompted. The following screen will be displayed:



This screen allows you to view and update items for sale in Cashier mode.

For text entry, tap on the [abc] key located on the keypad, immediately under the [Backspace] key. To return to the numeric keypad, tap on the [123] key located under the [Caps] key.



#### Available function keys



# Keys on the Cashier screen:

## Keys on the Cary keyboard:



Field Name	What it means
Enter Password	Enter your password. Station employees can use this function if their password is defined with appropriate security level.
Item	Unique code assigned to a product. Numeric and leading zeros are ignored. Enter a number up to 13 digits. If the number you enter matches the item number of a store item currently on file, its details will be displayed.
Description	Enter a description of the item up to 18 characters. This description will be printed or displayed on reports, receipts and store item listings.
Price	Enter the price with or without the decimal point. A price of zero is valid.
Department	Enter a valid department number for this item. If you don't know the number, tap on the field next to the word 'Department' for a list of valid codes. Select the department and press the [Enter] key again to select it.
Department description	The name of the department selected is displayed on the screen.
GST	Y indicates that GST is to be applied to sale.
PST	Y indicates that PST is to be applied to sale.
UPCs	Scan the UPC number that is on the item label. If you are not scanning the UPC, you <b>must</b> press on the field next to UPCs and enter the code manually.

Price group	Code for assigning items to groups for ease of general price changes. Used primarily to maintain inventory by UPC. Refer to Price Group section for more details.
Prompt for Price	N (indicates that price many not be overridden in Attendant mode).
	Y (indicates that customer care representative will be prompted to enter price when selling).
Deposit	Enter the deposit amount associated with this item. It is important to remember that GST
	and PST do not apply to deposits.
Age of customer must be	By inserting an age such as 19 in the field entitled 'Age of customer must be', a pop-up window will be displayed when selling the product.
Car wash type	Indicates if the item can be printed on a car wash ticket. There are 4 options.
Wash counter	This is where you will be linking the car wash product codes to the car wash relays (or counters).
Valid for	Identifies how many days the car wash ticket is valid for.
AFD wash position	Configure the car wash types in the order that you would like them to appear outside at the AFDs.
Special taxes	This tax is used at locations that have prepared foods e.g. Tim Horton's. Tax rules on food differ from the tax rules on other non-gas items.
Available all the time	This flag allows you to select specific days and times when an item can and/or cannot be available for sale. The default is 'Y' – available at all times.
Quantity Pricing	This function also allows you to set up Quantity pricing. For example, you may offer a special price of \$7.00 for two packages of cigarettes. Under the QTY column, enter the number 2; under the Price column, enter 7.00. Press [P1] Save to save.

# **Configuring Store Items**

For car wash items, you will have to define a print type. See the following screen:

Pick a car wash print type
N - Not A Car Wash
P - Print to Ticket
B - Print ticket & proof purch
V - Print proof purchase only

1 N – Not A Car Wash	Not a car wash.
2 P – Print to Ticket	Applies to primary car wash items. Prints a ticket for every sale.
3 B – Print ticket & proof purchase	Prints a ticket and a receipt.
4 V – Print proof purchase only	Prints a receipt only.

To view items (for viewing or updating) use [Previous] to scroll backwards, [Next] to scroll forwards, or enter Item number and press [Enter]. After entry or update, press [Save].

#### Age of customer must be

By inserting an age such as 19 in the field entitled 'Age of customer must be', a pop-up window will be displayed when selling the product.

In the next example, when the ITL cigarette was set up, '19' was configured as the age that the customer must be to purchase the product.

When you sell the product, a popup window appears to remind you to check the customer's ID.

2016 10-26 12:18						PushKeys -Automotive-			0			MEN
Description DuMaurier		Qty 1	Price 14.99	Total 14.99	_					~	IN	5
					One of	r more of	the p	roducts	s in th	is		1
					sale	has restr	ictions	s requii	ring a			5
					minim	um age o	f 19.	The cu	istom	er	4	2
					mu	ust have b	een b	orn be	fore			4 0 3
GST	1.95	Subtotal Tendered Remain	ning	16.94 0.00 <b>16.94</b>		1997 10 (	(Octol	ber) 26	•			4
					Chec	k their ID	). Are	they (	Y/N)?			<b>1</b> 8 5
						Yes		Nc				Ъ 6
									U	ndo	Clea	ar

If the customer cannot provide adequate proof of age, press the 'No' key and the sale will be cancelled.

#### **AFD Wash Position**

This flag setting allows you to identify the order in which the car wash types will appear outside at the AFDs.

## Available all the time

This flag allows you to select specific days and times when an item can and/or cannot be available for sale. The default is 'Y' – available at all times.



To print a listing of the items set up in the Store Items menu, tap the [List] key. A 'Print Item List' pop-up window will appear, providing you with the four following options:

2016 10-26 12:22		Store Items			REPOF One Col	
Item Description Price Department G Cashier Pri	\$0.00 Print It	Age of customer must be Linked SKUs Car wash type Wash counter em List ted by item nur	0 • nation material	₿₽₽	Bull ECHNOI	och
	ce List gro	ouped by depart	tment	7	8	9
All items gr	rouped by	department	0	4	5	6
Deposit	\$0.00		0 0.00	1	2	3
				Backspace	0	Enter
				abc		P10 Exit



Tap on one of the reports.

Answer 'Yes' to the message 'Is the printer ready Y/N'. The selected list

will print.



Tap on the [Exit] key to exit out of the popup window.

**Note**. Cashier Price List and Cashier Price List Sorted by Department will probably be most useful to you.

## Adding or changing records

Enter the appropriate information for each of the fields on the screen.

Tap on the [abc] key.

Using the keyboard displayed on the screen, type in the customer's name and tap on the [Enter] key.

Tap on the [Enter] key to accept the change and proceed to the next field.

To move from one field to the other, simply tap on another field.





Enter the number using the numeric keys on the keypad. Sites that have scanning capability can also enter the UPC by scanning it in at this point.



Tap on the [Save] key to save your entry without leaving the screen. The screen is cleared, ready for your next entry.



When you have entered all the new records and/or changes required, tap on the [Exit] key to return to the Pricebook Menu. If you have not yet saved your entry, another popup screen is displayed asking you to do so.



For a field where you have to provide data, e.g. Department, if you tap on the key next to the word Department, a 'Departments List' popup window will be displayed, detailing all of the departments that are set up in your system.

Highlight the appropriate department and press the [Enter] key again to select it.

To delete a UPC code, tap on the UPC. A popup window is displayed,

Highlight the UPC that you wish to delete and tap on the [Delete] key.

# **Deleting store records**

Some fields are linked to fields in other tables. For example, price groups and departments are assigned to store items. Before you delete a record, make sure that it is no longer linked to other table records.

Tap on the [Exit] key to exit from the popup window.

detailing the UPC's that are linked to the item number.

To delete an entire record, type in the item number to display the record on the screen. Tap on the [Delete] key.

A popup screen appears, asking you to confirm the deletion. Tap on the [YES] key to delete the record.

# A/R Customers

Accounts Receivable customers do not pay at the time of their purchases. They make their payments on their account at a later date. The payments can be processed at the cash register as well.



**Note**. The BT9000 does not keep weekly/monthly records of purchases processed using the Accounts Receivable function. The BT9000 does not produce Accounts Receivable statements.

Account Receivable details will be captured and printed out on the Shift Report/Daily Summary report.

If you choose to use this functionality, you may want to record your customers' accounts receivable information in a separate ledger.



'On Account' sales are entered using the [On A/R] key. Payments are processed using the [Pay A/R] key on the cashier screen. Each A/R customer must be set up in the system before you can process 'on account' sales and accept 'on account' payments.



From the *Main Menu*, select *Pricebook/A/R Customers*. Enter your password. The following screen will be displayed:



# Available function keys

#### Keys on the Cashier screen:



#### Keys on the Cary keyboard:



Field Name	What it means
Enter Password	Enter your password. Station employees can use this function if their password is defined with the appropriate security level.
Customer Code	Enter a number, up to 13 digits, to identify the customer. This code can be entered by the cashier for 'on account' sales and payments.
Description	If the customer code is already on file, the customer's name is displayed automatically, otherwise enter the name of the new customer.



Tap on the [abc] key.

Using the keyboard displayed on the screen, type in the customer's name and tap on the [Enter] key.

Tap on the [Save] key to save the entry.

To generate a printout of all customers on file, tap on the [List] key. A popup window will appear, asking you - 'Is printer ready'.



N.

Û

Tap on the [YES] key.



Tap on the [Exit] key to exit the screen. You will be returned to the *Pricebook* menu.

If you would like to look at other customers set up in your A/R file, tap on the [Previous] key to scroll backward, or the [Next] key to go forward.

## Payouts

Payouts refer to cash payments from the cash register for various incidentals such as newspaper deliveries, lottery payouts (winners), drive-offs. These categories are assigned a payout code, which is entered by the cashier tapping on the [Payout] key on the cashier screen.



From the *Main Menu*, select *Pricebook/Payouts*. Enter your password. The following screen will be displayed:

2016 10-26 12:24		Pay	outs				MENU
Payout Description		F			ß	Bul	loch
					7	8	9
					4	5	6
					1	2	3
					Backsp	ace 0	Enter
					abc Pre	ess Enter t	o select
	P1 Save	P2 Clear	P3 Delete	P5 Previous	P6 Next	P9 List	P10 Exit

## Available function keys

#### Keys on the Cashier screen:



Keys on the Cary keyboard:





Displays the previous payout code

Field Name	What it means
Enter Password	Enter your password. Station employees can use this function if their password is defined with the appropriate security level.
Payout	Enter a number, up to 13 digits, to represent a category for which a payout can be made. This code is required when a payout transaction is processed at the cash register. If the code you enter already exists, the description is displayed.
Description	Enter a description of the payout up to a maximum of 18 characters.



To enter a new Payout code, enter a numeric code, up to 13 digits and press the [Enter] key. Your cursor should be positioned next to 'Description'.



Tap on the [abc] key.



Using the keyboard displayed on the screen, type in the description of the payout.



Tap on the [Exit] key and tap on the [Yes] key to save the changes.

## Speedkey Lookup Table

Each key on the speedkey table can be configured to an item number for fast data entry. Instead of typing the item # simply press the appropriate speedkey. The item description is displayed on the cashier's screen.

The speedkey tablet has 56 primary keys and 56 secondary keys, when you press the [Shifted] key. From the *Main Menu*, select *Pricebook/Speedkeys*.



# Available function keys

#### Keys on the Cashier screen:



## Keys on the Cary keyboard:

P3 Delete	Deletes the speedkey	P6 Next	Displays the next speedkey
P4 Print Alt Keys	Prints a list of the configured speedkeys	P8 Print Template	Allows you to print a template of the speedkeys configured in the system
P5 Previous	Displays the previous speedkey	P9 List	Prints a list of the configured speedkeys
P10 Exit	Exits the screen and returns to the Pricebook menu		

Exit

## Moving Around the Speedkey Lookup Table

There are two methods to move around the speedkey grid. You can move around using the keypads in the Speedkeys menu or the manager's keyboard.

## Using the keypads in the Speedkeys menu



Press the key on the tablet that you want to work with. The key # turns yellow.



Tap on the key. The following screen is displayed:





Tap on 'Primary SKU'. The 'Items List' menu is displayed:

2016 10-26 12:28 Spee	edKeys							MENU
Items list   Search   1 2 3 4 5 6 7 8 9 0 -   Q W E R T Y U I O P \   A S D F G H J K L Clear   Z X C V Space B N M /	12/12 1 CHIPS SMALL 2 CHIPS MEDIWM 3 CHIPS LARGE 5 PEANUTS 6 CASHEWS 7 ALMONDS 12G 8 ALMONDS 12G 8 ALMONDS 30G 15 DUMAURIER 20 5W30 21 10W30	•	Ē	Bi				sies
Backspace = " ' ; : Enter Clear primary Clear shifted	22 2 CYCLE OIL	q w a s	d e	r t	; y	u j		ор  \
43 44 43 44 47 44 48 50 51	52 53 54 55 56	z x	с	v t	o n	m		: @
		Caps	Spac	e Bi	acksp	ace		inter
							E)	kit



Select an item from the menu. If the item you want is not displayed on the screen, press the green 'down' arrow or press the [Next] key.

Tap on [Exit] if you do not want to set up a secondary key.



To clear a primary key, tap on [Clear primary].

To clear the entire key, tap on [Clear all].

# Setting up a secondary key



Tap on the desired key.



Tap on 'Shifted SKU'.



The 'Items list' window will be displayed.



Select an item from the menu. If the item you want is not displayed on the screen, press the green down arrow or press the [Next] key.



To clear the shifted key, tap on [Clear shifted].



Tap on the [Exit] key and tap on the [Yes] key to save the changes.

# Using the manager's keyboard



Using the manager's keyboard, locate your arrow keys.

The  $[\rightarrow]$  key moves the cursor forward and the  $[\leftarrow]$  key moves the cursor backwards.



Using the arrow key, select another speedkey.



From the popup window, select [Primary SKU]. Select the item number that you want to configure onto the key.



If the item you want is not displayed on the screen, using the down arrow key, arrow down until you locate the item and tap on the item.



Press [Exit] to exit and save your changes.

## **Configuring Deal Groups**

A deal group is a combination of two or more items to create a price that is different from the individual items sold.



From the *Main Menu*, select *Pricebook/Deal Groups*. Enter your password. The following screen will be displayed:



Field Name	What it means
Enter Password	Enter your password. Station employees can use this function if their password is defined with the appropriate security level.
Deal Group no.	Enter a number, up to 13 digits, to represent a category for which a payout can be made. This code is required when a payout transaction is processed at the cash register. If the code you enter already exists, the description is displayed.
Description	Enter an English description of the payout up to a maximum of 18 characters.
Loyalty card	Select a loyalty card.
Card restriction	Enter [Yes] or [No] to card restrictions.
Card swipe type	Enter a card swipe type – Any, EMV, Proximity or Swipe.
UPCs	Tap on the [P11] tab to add a UPC.
Interac only	Enter [Yes] or [No].
Cash only	Enter [Yes] or [No].
Disabled	Enter [Yes] or [No].

Kiosk only	Enter [Yes] or [No].
AFD only	Enter [Yes] or [No].
Don't calculate	Enter [Yes] or [No].
Available all times	Enter [Yes] or [No].
Qualifiers	Identify the qualifiers.
Fixed dollar off	Enter a fixed dollar off.
Max per customer	Enter a max per customer.
Stacking CPL deal	Enter [Yes] or [No].
Max fuel litres	Enter the maximum fuel litres.
Fuel mix and match	Enter [Yes] or [No].



Tap on the [Deal group no.] tab and enter a number.

Tap on the [Description] tab and enter a description for the Deal Group.





Tap on the first tab under the [Type] column.





An [Item Type] window will be displayed. Arrow down and select [SKU].

2016 10-29 08:27	Deal Grou	ups	RE	PORTS Column MENU
Deal group no. Description Loyalty card Card restriction Card swipe type UPCs (P11)	1 Qualifiers Donut & Coffee Fixed dollar off Item Type Any NONE SKU	\$0.00 0 NO YES 0 NO YES	BBul	loch
Interac only Cash only Disabled Kiosk only AFD only Don't calculate	Price group Mix and Match Fuel Mix and Match Group	Sim (by Dec. Seen-Proc Fail No. Type Fail-OT.	7 8 4 5	9 6 3
Available all times	YES Total price	\$0.00	Backspace	Enter
				P10 Exit



Tap on the first tab under the [Identifier] column.




An [Items list] window will appear. Select an item from the drop down window.





Under the [Item Qty] tab enter the number 1.

	Deal Details											
Тура	10entifier	Description	Sam Qfy Fuel Min	Dist. Type	Bam-Inter Fael-CPL							
90					\$0.00							

Under the [Item-Price] tab, enter a discounted price for the item. Repeat this process again for the  $2^{nd}$  item.

2016 10-29 08:32						Dea	al Gro	oups	3				REPOR One Col	mn MENU
Deal group n	10.	1		Qualif	iers									
Description		Donut &	Coffee	Fixed	dollar	off				\$(	0.00			
Loyalty card				Max p	er cu	stomer			0				211	ach
Card restricti	ion	NO	YES	Stacki	ng CP	L deal		NC	)	YE	S		ECHNOL	OGIES
Card swipe t	ype	Any		Max fu	uel liti	res			0			Annual phones		
UPCs (P11)			_	Fuel m	nix an	d match		NC	)	YE	S			
Interac only		NO	YES		_		Deal De	tails	_					
Cash only		NO	YES	Туре		identifier	Descrip	tion	Rem Qty Fuel Min	Disc. Type	Rem=Price Fuel=CPL	7	0	0
Disabled		NO	YES	scu 🕨	25		Donut	s	1		\$0.50		ð	9
Kiosk only		NO	YES	stu 🕨	26		Coffee	small	1		\$1.49	Λ	E	6
AFD only		NO	YES									-	<b>_</b>	0
Don't calcula	te	NO	YES									1	2	2
Available all	times	YE	S				Total pri	ce			\$1.99	-	~	5
												Backspace	0	Enter
												abc Price	per item	
P1 Help (	P2 Clear	P3 Delete	P4 Next	P: # Previ	5 ious	P6 Next	P7 Save	P8 Validi	ity	P9 List	P11 UPC	P12 s Time	P13 Qualifiers	P10 Exit



Tap on the [P10] to exit. Activate store data.



The discount \$\$ will appear on the cashier screen when the deal group is sold.



# **Configuring Push Keys**



To configure a push key, press and hold your finger on the push key. The following screen will be displayed:



Q

Tap on the [Type] field 2 times. The following screen will be displayed:





Choose a push key type. For this example, we will configure the push key with a SKU. Tap on SKU. Tap on [ID] 2 times. The following screen will be displayed:





If you know the name of the item, type it in the [Search] box. When you type

the first letter of the item, a list of items that begin with that letter will be displayed on the screen.





Select the item from the list.

Tap on [Icon] 2 times and select an image from the pop up box.





Tap on [Full image] and select No or Yes.

In the following example, we selected [No].



If you select [No], the image as well as the name of the product will be displayed in the pushKey.



In this next example, we selected [Yes].



If you select [Yes], only the image of the product will be displayed in the pushkey.





Tap on [Color] 2 times and select a color from the pop up box.

2016 10-26 12:04				PushKeys -Automotive-	8		
Description	Qty Price	Total					MS
				Choose	a Colc	bur 📙	1
				Transpar	ent		_ <mark>™</mark> ∂
				145, 209	, 0		2
				119, 185	, 0		Mo
				0, 152, 0			3
				0, 216, 2	04		MD
			Ful	0, 145, 1	65	S	4
				86, 197,	255		MD
				31, 174,	255	<b></b>	5
			-	Previous	Nex	t	<b>™</b> 5
							6
						Undo	Clear



Tap on the [Save] key. The pushKey is configured.

# To configure a double key



If you want to configure a pushKey that spans across the area of 2 push keys, tap 2 times on the [Double] icon and select the [YES] key.

# To configure additional pushKeys



Tap on the [Pushkeys] icon, located on the top row of the cashier screen. Initially, when your system is installed, the following screen will be displayed:

16:30 015-02-15			Pushkeys Primary WEX HOST	MENU
Description	Qty Pric	e Total	Primary Secondary	₩01 ₩02
				₩3₩84
				₽\$5₽\$6
SAFEDR OP REQUIRED(CD	Subtotal Tendered	0.00		₫\7 ₺8
Backup Store Files				Undo Clear



Tap on the [Secondary] key and repeat the steps for configuring a pushKey.

**Note:** You can configure up to 8 pages of pushKeys. As well, you can assign a unique name to each pushKey page.

2016 10-26 12:05				Pust -Autor	nKeys motive- 🍃 🕻			
Description	Qty	Price	Total	Beverages	Gum ar Mints	nd		<b>™</b> ∂
				Automotive	Salty Sna	icks		M
				Car Wash	Lottery	y		2
				Fast Food	Miscellane	eous		<b>™</b> ð 3
								<b>™</b> \0 4
								<b>™</b> \ 5
								<b>™</b> \ 6
							Undo	Clear



#### From the Pricebook menu, select PushKey Pages.

10	PushKey Pages											ME	N
PushKey page name	Rows Used	Display Blanks	Export Page										
Beverages	6	NO YES	NO YES										
Automotive	6	NO YES	NO YES										
Car Wash	6	NO YES	NO YES		2		B	U	1	1	)	c	
Fast Food	6	NO YES	NO YES			1	TE	CH	IN	OL	00	GI	
Gum and Mints	6	NO YES	NO YES										
Salty Snacks	6	NO YES	NO YES										
Lottery	6	NO YES	NO YES										
Miscellaneous	6	NO YES	NO YES	100									
	Paypoint 1 Paypoint 2 Paypoint 3 Paypoint 4 Paypoint 5	NO YES NO YES NO YES NO YES NO YES			a s z x	e d c	r f v	t g b	y h n	u j m			
	Paypoint 6	NO YES											
	Paypoint 7	NO YES			Caps	Sp	ace	Bac	:ksp	ace	1	Ente	
				1	23								
			P1 Save	P7 Impo	ort		F	8 bort			P: Ex	10 kit	



Tap on the field under [PushKey page name]. Enter a name for the pushKey set.

You can configure how many rows of pushKeys will be displayed on the cashier screen. However, no more than ten and no less than four can be configured.





In the next example, we selected 10 rows:





In the next example, we selected 6 rows:

<b>9</b> 5435	2 System	
4		
2 (14.04)		



Functionality allows you to choose whether or not to display blanks on the cashier screen.

If you answer [No] to display blanks, only the pushKeys that are configured will be displayed on the cashier screen:

2016 10-26 15:36					PushKeys -Automotive			0	
Description	Qty	Price	Total	x2 x3	x4 x5	x6 x7	/ x9 1	x12 Price Ch	eck ∎0 1
				e swao	20W30	2 Cycle of			<mark>™</mark> ∂ 2
									<mark>™</mark> \) 3
				2 Cyde oi					™ 0 4
									™ 5
									™\) 6
	Bulloch	Reports	Function	Payout	Pay	4/R F	Review	Quantities (+/-) or Items	Clear

**Export page:** Answer [Yes] or [No] to indicate if you allow the pushKey pages to be exported to other paypoints.

**Paypoint:** Identify the paypoints where the pushKeys will be configured.

# Activate Store Data

Before you can use the information that has been set up or changed in any of the Pricebook screens, you must first activate the data.

From the Main Menu, select Pricebook/Activate. The following screen will be displayed:





Tap on the [Yes] key.

# Selling Gasoline

#### **Selling Gasoline**

There are many stations that sell other fuels such as diesel and propane in addition to gasoline – which is not a problem for the BT9000. Whether you have standard self-serve or full-serve pumps, the BT9000 can manage your sales.

This chapter describes how to sell fuel on standard, manual and AFD pumps. It also describes the pump status indicators, how to handle stacked sales, how to accept payment for pre-paid gasoline sales, how to cancel prepayments and how to monitor, halt and restart pumps.

#### Types of gasoline pumps

The BT9000 connects to all common makes of pumps. There are three types of pumps that gasoline can be sold from:

- 1. Standard pumps that are connected to the BT9000
- 2. Manual pumps that are not connected to the BT9000
- 3. AFD Automated Fuel Dispenser which are connected to the BT9000 and allow customers to pay directly at the pump with a bank credit or debit card.

# Monitoring pump status

The BT9000 can monitor up to 24 fuelling positions and includes an additional pump to handle voids. Each number except for the last one matches a physical pump.

Pump numbers appear either on the right side of the cashier screen or the left side of the cashier screen, depending on your site's configuration. Self-serve pump numbers are displayed in red, full-serve pump numbers are displayed in green, manual pumps are displayed in blue and pumps that are offline are displayed in black.

The current pump status will always be shown in the square beside each pump number on the screen.

07:47 2015-02-13 ALL	HALT A PUMP			PL -Se	ishKeys HOS	т ІР		📕 📡 MENU
Description	Qty Price	Total					1	6
			Unused Push Key	Unused Push Key	Unused Push Key	Unused Push Key	2 >	6
			Unused Push Key	Unused Push Key	Unused Push Key	Unused Push Key	3 <b>&gt;</b> 4 <b>&gt;</b>	دی دی
			Linused Push-Key	Unused Push Key	Unused Push Key	Unused Push Key	5 > 6 >	с) С)
			Unused Push Key	Unused Push Key	Uhused Push Key	Unused Push Key	7 <b>&gt;</b>	Pump+AFD
	Subtotal Tendered	0.00	Unused Push Key	Unused Push Key	Unused Push Key	Unused Push Key	° (¢ 9 (¢	Offline Pump+AFD Offline
			Unused Push Key	Unused Push Key	Unused Push Key	Unused Push Key	10 🧔	Pump+AFD Offline Pump+AFD
							11 (g	Offline Pump+AFD Offline
Rel. Today at 06:3	Bulloch Report	s Funct	ion Payo	out Pay .	A/R Pre	pay Re	eview o	uantities (+/-) Clear r Items

A voided fuel sale will be located on the bottom bar of the cashier screen or on the top bar of the cashier screen, depending on your site's configuration.

#### **Status indicators**

The current pump status will always be shown in the square beside each pump number on the screen.

- AFD pumps are red and have a symbol of a pump with a credit card across it.
- Manual pumps are displayed in blue with the first letter of the product associated with the pump or in the case of it being multi-product configured the letter 'M'.
- Standard full-serve pump #'s are green.
- Standard self-serve pump are red and have a symbol of a pump.

The amount of the current sale is displayed to the right of the status box. Each pump can hold sales information for two sales.

A complete list of status indicators are shown in a table below.

# AFD Messages

AFD messages appear in the same area as the sale status. They tell the operator what is going on at the pump. A complete list of AFD messages appears at the end of this chapter.

Status box	Description	What it means
3	Pump on a red square	The pump is idle.
4	Credit card on a red square	The AFD pump is idle.
$]\Box[\bigcirc)))$	A white flashing square and continuous beeping	The pump nozzle has been lifted. You must authorize the pump before it can be used.
3	Pump on a gold square	The pump has been authorized, but is not yet being used or the grade has not been selected.
3	Picture of a nozzle on a green square	The customer has started pumping.
4 \$46.48 Pay Inside	\$ on a purple square and a double beep	The pump nozzle has been replaced and the sale amount is on the screen.
<b>\$</b> (~)))	Flashing \$ and continuous beep	A second customer has lifted the pump nozzle before the first sale was cashed out.
3 \$ \$19.97 \$11.13	\$ on a purple square and two dollar amounts	There are two sales on the same pump, current and stacked. The second customer has replaced the nozzle on the gas pump.
3	H on a red square	The attendant has halted the pump.
2	Pump with an X	Standard self-serve pump is offline.
8 Pump+AFD Offline	Circle with a credit card with a line going across it	AFD pump is offline.
	L on a purple square	The pump is locked while it is being cashed out at another paypoint. This only applies to multi paypoints.
5 <mark>M</mark> \\	M on a blue square	The pump is functioning in manual mode and is not connected to the BT9000.
4.	Flashing X	There is an AFD problem the cashier must attend to.

# Halting pumps

In the event of an emergency, the operator can stop one or all pumps.



**Note**. This only applies to standard pumps that are connected to the BT9000.

#### To halt one pump



Press the [HALT A PUMP] key. The system asks you for the number of the pump that you wish to halt.





Press the appropriate pump number.



The pump status indicator for that pump changes to an H on a red background. The pump is now halted.

#### To restart the pump



Press the [HALT A PUMP] key.

Press the appropriate pump number.

# To halt all of the pumps



Press the [ALL HALT] key.

The pump status indicator for all pumps changes to an H on a red background. All pumps are now halted.

#### To restart all pumps



Press the [ALL HALT] key.

# Selling gasoline on a full-serve pump

To sell gasoline on a full-serve pump, simply pump the gasoline. The pump status indicators are the same for self-serve and full-serve pumps. Cashier intervention is not required for full-serve pumps.

The BT9000 keeps track of two active sales for each pump. If the first sale is for cash and the customer has not requested a receipt, you do not have to cash out the first transaction. After the second sale on that pump is completed, the BT9000 will stack the first sale. After the third sale, the first sale is automatically cleared from the system.



There may be two sales on each pump. It is recommended that you cash both sales out before doing a shift change.

# Split-serve sites

Some split-serve sites do not use the BT9000 to cash out their full-serve sales. The system is only used for changing full-serve prices and to generate pump meter reads. Often, in those situations, the BT9000 is configured to cash out the full-serve sales automatically when the hose is replaced.

#### Selling gasoline on a standard pump

There are two types of sales that can be made on a standard pump:

- 1. Normal a customer dispenses fuel then comes inside to pay
- 2. Prepaid a customer prepays his fuel sale then dispenses the fuel

	Available	functio	n keys
Override	Allows you to modify the price of an item or apply a discount to a fuel transaction	Cash Tenders	Proceeds with a cash payment
On A/R	Processes an 'on account' sale	Undo	Erases the last action. For example, if an item sold is not desired, if payment mode has been selected but customer asks for more items, etc.
Quantities (+/-) or Items	Allows you to sell a product by simply entering the product's item number. Also used to process a negative item sale	Clear	The clear key removes everything entered on the screen and cancels the transaction. There are some transactions, such as credit card requests that cannot be cancelled once they are in progress
Cards	Proceeds with a credit payment	Prepay	Used to set up a prepaid fuel transaction

# Note: If the [Tender and Undo icons in foreground] tab is configured to [YES] in the User Interface menu, the following function keys will be available:



Processes an 'on account' sale



Proceeds with a cash payment



Proceeds with a credit payment



Erases the last action

# Normal sales (Pay after you pump)

In a normal sale, the customer dispenses his own fuel then comes inside to pay for his purchase. The following example shows a normal sale on a gasoline pump that is connected to the BT9000 system.



A customer lifts the nozzle of a gasoline pump. The status indicator displays a white flashing square and beeps repeatedly.

You must authorize the pump before the customer can begin dispensing fuel.



Press the corresponding key to authorize the pump. If the pump screen is not visible, you will hear a beeping sound. Press the [MENU] key to return to the cashier screen and authorize the pump. The pump status box displays the following:

Pump on a gold square means the pump is now ready for use by the customer.

Nozzle on a green square means the customer is now dispensing fuel.

<sup>4</sup> Dollar sign on a purple square and a double beep means the customer has hung up the hose on the gasoline pump.



The customer arrives inside to pay for his gasoline.

Press the appropriate pump key(s) to view the details of the transaction. The volume of gasoline sold and the amount sold is displayed.



Cash Tenders

Press the [Cash Tenders] key to tell the system that the customer is paying by cash.

2016 10-26 18:41				H -A	PushKeys utomotive-	8 1			
Description	Qty	Price	Total	-		Cash			M
Pump 1 Regular Pump 2 Regular	24.154	1.035	25.00	Ca	inadian	Casn	4	45.00	
				Gaso	ine Cou	upons		0.00	1
				Manuf	acturer	Cpns		0.00	m
				Cash	Off Cou	upons		0.00	ст.
				Gif	t Certifi	icates		0.00	2
				Ot	her Cou	upons		0.00	-
					U.S.	Cash		0.00	61
							USD Value	e \$1.25	3
	Subtotal		45.00	\$5	\$	10	\$2	0	MS
	Remain	ning	45.00	\$!	50		\$100		4
				7		8	9		MS
				4		5	6		5
				1		2	3		
				0	(	00	Backs	pace	
									6
				On A/R	Cards	Er	nter	Undo	Clear



If you received exact change, tap on the [Enter] key. If you did not receive exact change, type over the amount tendered. Press the [Enter] key. As well, you can select a pre-set key.



**Note**. The BT9000 system enters the decimal points automatically. For example, for 25.00, simply enter [2] [5] [00].

The system calculates the change due, if any.





The cash drawer opens.

Give the customer any change due.



If the customer requests a receipt for his transaction, tap on the [Printer] icon.



**Multi Paypoint**. Depending on how your system is configured, both paypoints can authorize an inside pump sale, show a sale in progress or prepare a pump for payment. However, this functionality may be de-configured at your site. To view the pump status, press the relevant PUMP KEY. The current pump status will be shown in the square beside each pump number on the screen.

# Pre- pay Sales (Pay before you pump)

Pre-paying a pump is used to accept/secure payment for a sale BEFORE the fuel is dispensed. Prepaying a pump is also a good way of determining, for a customer, if there is enough credit left on his credit card.

The following example shows a pre-pay sale that was paid by cash.



The customer arrives inside to pre-pay for his fuel transactions.

Tap on the [Prepay] key.

08:04 2015-02-13 ALL HALT PL	ILT A JMP		PushKeys -Secondary- HOST	IP 🧧	-	NENU
Description Qty	Price Total	Starting a pro Please select t highlighted p	epaid transact from the avail umps to proce	1 2 3 4 5 6 8 8 8 8 8		Pump+AFD Offline
Subt	otal 0.00 lered 0.00			9 10 11		Pump+AFD Offline Pump+AFD Offline Pump+AFD Offline Pump+AFD Offline
Ref. Today at 06:35					Undo	Clear





Select the grade of fuel that the customer wants. In this example, the customer requested Ultra fuel. The following screen will be displayed:

08:06 2015-02-13 ALL HA	LT HALT A PUMP			PushKey -Seconda	, HOST I	P 🔟		1	MENU
Description	Qty Price	Total					1 🐼		
							2 ×)		
			PUN	4P 1 U	Jltra	150.00	₃ <b>×</b> }		
				0	.00	120.00	4 ×)		
			7	8	9	22.00	5 × )		
			4	5	6	20.00	6 × )		
			1	2	3	53.00	7 *)	Pumpa	LAFD
			0	00	000		8 💌	Offli	ne
	Subtotal Tendered	0.00	0	00	000		9 (11)	Offli	ne
			Backsp	ace E	Enter	10.00	10 💌	Pump- Offli	-AFD ne
			-				11 🗩	Pump-I Offli	-AFD ne
							12 💽	Pump- Offli	-AFD ne
Rel. Today at 05:35							Unde		Clear



Enter the prepay amount and tap on the [|Enter] key.





Enter the method of payment, cash for this example. The pump is outlined in yellow.

08:07 2015-02-13 ALL HALT HALT A PUMP			Pur -Sec	thKeys ondary- HOS	Г IP		NENU
2015-02-13 08:07	7:27					1 🔊	
Transaction: 004744		Unused Push Key	Unused Push Key	Unused Push Key	ILInused Push Key	2 ×3	
Description Qty Price	Total					3 ×)	
PREPAY AUTH		Unused Push Key	Unused Push-Key	Unused Push Key	Uhused Push Key	4 ×8	
Pump 1 Ultra 40.322 1.240	50.00	Unused	Unused	Unused	Unused	5 × )	
Cash	50.00	Publicey	Horse way	Platikay	HEALINE)	6 ×)	
		Unused Push Key	Unused Push Key	Unused Push Key	Unused Push Key	7 🗙	
				_	-	8 🛋	Pump+AFD Offline
Subtotal Tendered	50.00 50.00	Unused Push Key	Unused Push Key	Unused Push Key	Unused Push Key	9 <b>M</b>	Pump+AFD Offline
		Linused	Unused	Linused	Unosed	10 🚮	Pump+AFD Offline
		Push Key	Push Key	Push Key	Push Key	11 🚮	Pump+AFD Offline
						12 💽	Pump+AFD Offline
Bulloch Reports	Functio	n Payo	ut Pay A	VR Prep	oay Re	view Quant view (+/ or Ite	tities -) Clear ems

You must authorize the pump before it can be used.



The customer is pumping gasoline.



The customer finished pumping gasoline. The pump number is returned to its original color. If the sale is within 2 cents of the pre-pay amount, the sale is automatically cashed out.

1 S S43.82 Pay Inside If the customer pumped less fuel than was paid for, a dollar sign appears in the pump status box for that pump.

i .



Press the appropriate pump key. The system displays any change due.





The cash drawer opens.



Give the customer any change due.

If the customer requests a receipt for his transaction, tap on the [Printer] icon.



**Multi Paypoint**. The pump must be activated at the paypoint where the pre-pay was set up.

# Cancelling a prepay

If the customer reconsiders or you entered a wrong amount or wrong pump number, you can cancel a prepaid amount.



If you have not accepted payment, simply press the [Clear] key.

If you have accepted payment, you must press the [Prepay] key.

If you try to cancel a prepaid fuel sale by voiding it through the [Review] function, the following screen will be displayed.





To cancel a prepaid fuel sale, press the [Prepay] key and the pump number.





The system asks you to confirm that you want to void the transaction. Press the [YES] key.





2

Tap on the [Yes] key.

The pump returns to its normal color.



# **Stacked Gasoline Sales**

Once a customer has finished dispensing fuel and has come inside to pay, another customer may arrive and start pumping gasoline from the same pump. Since the first customer hasn't paid for his sale yet, his sale becomes stacked. The following example shows how to handle stacked sales.





The second customer has replaced the nozzle.



Press the pump key.

A popup window will appear. You will have the choice of cashing out:

- 1. Current sale
- 2. Stacked sale
- 3. Both sales



Select the option from the list for the sale to be cashed out.

The sale can now be cashed out as a regular sale.

#### **Combining Sales from Different Pumps**

If a customer wants to pay for two sales which used two different pumps on one transaction, press the [PUMP] number key for the first pump, the [+Fuel] key and the [PUMP] key for the second pump.

#### **Overriding the Pump Price**

Functionality in the BT9000 allows you to change or override a pump price, for one of four reasons:

- 1. Normal (Cents per litre discounting)
- 2. Pump Tests
- 3. Native road tax exemptions
- 4. Customer drive-off

#### The overrides must comply with your company's policies on fuel overrides.

In the following example, we will apply a 'Normal cents per litre' discount.



Tap on the relevant pump key to bring the sale onto the screen.





Tap on the [Override] key. A screen will be displayed:





Tap on '*Normal cents per litre Discounting*'. The following screen will be displayed:

GASOLIN	e price	CHANGE	15.0 cpl
Second and be			12.0 cpl
	¢0	.0	1.0 cpl
7	8	9	2.0 cpl
4	5	6	5.0 cpl
1	2	3	7.0 cpl
Backspace	0	Enter	10.0 cpl



Enter a '*cents per litre*' discount and press the [Enter] key OR select one from the list displayed on the right-hand side of the [GASOLINE PRICE CHANGE] BOX.

**Note**. The discount must be between 0 and the original price. The following screen will be displayed:





Tap a reason from the drop down list. The screen will display the new price.





Select a method of payment and complete the transaction.

**S** 

The cash drawer opens.



Give the customer any change due.

#### Pump Tests

Functionality in the BT9000 allows you to allocate fuel sales that were generated when your pumps were being calibrated or repaired.



To process a pump test, press the relevant pump number. The screen will display the pump sale information.



Tap on the [Override] key. The following screen will be displayed:





Tap on the 'Pump Tests' option. The litre amount will remain on the screen but the dollar amount will be reduced to zero. Press the [Cash Tenders] key followed by the [Enter] key.

Description	Qty Price	e Total				
Pump 1 REGLR	19.627 0.00	0 0.00	Missing Push Key	Missing Push Key	Missing Push Key	Tar
			4	4	4	Coke
			Missing Push Key	Missing Push Key	Missing Push Key	Missing Push Key
			4	8	8	2002
			Missing Push Key	entites.	Missing Push Key	8
			ø	Coke	ö	LABOUR
			Missing Push Key	×	Missing Push Key	<b>₽</b>
			Ę	TOOLS		LABOUR
	Subtotal	0.00	2,0	Missing Push Key	Missing Push Key	Missing Push Key
	Tendered	0.00	BRD DONUT MUFF	4	•	
_			Missing Push Key		Missing Push Key	An
			555	GIFT CARD	19	STATIONERY
SAFEDROP REQUIRED (CD	N\$)					

The BT9000 automatically reassigns the fuel volume back into the appropriate tanks.

# Native Road Tax Exemptions

The BT9000 allows for native road tax exemptions.



To process a transaction for a customer who has proof of being exempt from paying specific taxes, press the relevant pump number. The screen will display the pump sale information.



Tap on the [Override] key. A pop up screen will be displayed.

Select option 3, 'Native Road Tax Exemption'.



Select a method of payment and complete the transaction. The appropriate tax will automatically be removed from the sale.

#### **Customer Drive-off**

Functionality in the BT9000 allows you to allocate fuel sales as Customer drive-offs, need be.



To process a customer drive-off, press the relevant pump number. The screen will display the pump sale information.



Tap on the [Override] key. The following screen will be displayed:





Tap on the 'Customer Drive-off' option. The litre amount will remain on the screen but the dollar amount will be reduced to zero. Press the [Cash Tenders] key followed by the [Enter] key.

Description	Qty Price	e Total				
Pump 1 REGLR	19.627 0.00	0.00	Missing Push Key	Missing Push Key	Missing Push Key	and the second se
			1	4	4	Coke
			Missing Push Key	Missing Push Key	Missing Push Key	Missing Push Key
			50	8	18	2000
			Missing Push Key		Missing Push Key	8
			e	Coke	ö	LABOUR
			Missing Push Key	~	Missing Push Key	₽
			(ș)	TOOLS	Ö	LABOUR
	Subtotal	0.00	20	Missing Push Key	Missing Push Key	Missing Push Key
	Tendered	0.00	BRD DONUT MUFF	4	٢	8
			Missing Push Key		Missing Push Key	<i>Q</i> <sub>Q</sub>
			525	GIFT CARD	19	STATIONERY
SAFEDROP REQUIRED (CD	N\$)					

# **Displaying Previous Sales**



Press the [Review] key. The most recent sale will be displayed on the screen.


#### Going backward



Tap on the [-Backward] key or on the [REVIEW RECEIPT Previous] key to continue displaying past receipts until the appropriate receipt is displayed on the screen.

To skip backward a number of receipts, enter the number of receipts you want to skip and press the [-Backward] key.

#### Going forward



Press the [+Forward] key to continue displaying the most recent receipts until the appropriate receipt is displayed on the screen.

To skip forward a number of receipts, enter the number of receipts that you want to skip and press the [+Forward] key.

#### Printing the currently displayed receipt



Tap on the printer icon to print the receipt that is currently displayed on the screen.

The word 'DUPLICATE' or 'COPY' will be displayed on the receipt, unless this is the first time the receipt is printed.

Printing a receipt automatically exits the review receipt mode. If you wish to exit without printing a receipt, press the [CLEAR] key.



Note. Only sales within the current shift can be displayed.



Previous shift receipts can be found in Store Logs under Sub Menu 'Transaction Review'.

#### **Correcting Mistakes**

Voids are necessary when a customer reconsiders a particular method of payment or when you enter incorrect information.

Voids are used most often when an incorrect pump was cashed and the mistake was noticed after the sale was completed.

If you have not gone any further, simply press the correct pump number. If you have started adding items or cashing out the sale (but have not completed it), press the [Clear] key to start over again.

Any typing mistake can be corrected, if you have not yet selected the [Enter] key. Simply press the [Backspace] key for each character in error. This is particularly useful when you are typing long entries such as credit card numbers. It would be time consuming to [Clear] and start all over again.

If the sale is complete and you realize that there is an error, you must VOID the sale and proceed with a new sale. Detailed information on voiding transactions is included later on in another section of this manual.

# Selling Gas on a Manual Pump

A manual pump is one that is not connected to the BT9000. Manual pumps are indicated by a blue square in the pump status box.

All cash register functions work with manual pumps. The following example shows gasoline sold on a manual pump and tendered with cash.



Tap on the appropriate pump key.

Select the type of fuel.



Description Qty	Price Total					
		PUM	1P 1 E	XTRA	196.29	Ĺ
			0.	00	200.00	
		7	8	9	200.15	L
		4	5	6	255.00	L
		1	2	3	500.00	L
Subtota	l 0.00	0	00	000	555.00	L
Tender	ea 0.00	Backs	pace I	Enter	95.00	L
		_				
SAFEDROP REQUIRED(CDN\$)						
Rel. 14/11 16:21						



Enter the dollar amount of fuel sold and tap on the [Enter] key.

Tap on the [Cash Tenders] key.





Type in the amount of cash received and tap on the [Enter] key. The system calculates the change due, if any. You may also select one of the pre-set keys.



The cash drawer opens.

Give the customer any change due.

## Selling Gasoline on an AFD Pump

The Automated Fuel Dispenser (AFD) has become very popular at more and more stations. If your station is equipped with AFDs, it's important to understand how the BT9000 handles AFD transactions.

AFD pump purchases can be made from inside or outside. When the sale is inside, monitor the pump like any other sale.

When the sale is outside, the system informs you a sale is taking place and indicates the status of what the customer is doing.

Instructions are displayed on the pump to guide the customer.

No cashier intervention is required; that is, the cashier does not have to activate the pump for AFD customers.

AFD statuses are indicated to the right of the pump. There are many messages that the system uses to inform the operator what is happening at the AFD.

AFD Messages	What it means
Card inserted	The customer has inserted a card in the AFD but has not pulled it out.
Payment card	The customer used a loyalty card and must now insert a payment card (AMEX, Visa, MC or debit).
Car Wash?	The customer is prompted for a car wash
Receipt?	The customer is prompted for a receipt.
Lift Nozzle	The customer is instructed to lift the nozzle.
Select grade	The customer is instructed to select a grade of fuel.
Completed	The customer has replaced the nozzle and the sale is complete.
Minor Errors	
Swipe again	The customer inserted the card incorrectly or the card is unreadable.
Use another	The customer is prompted for another card after three unsuccessful swipes.
Denied	The customer's card is denied.
Help	The customer pressed the Help button.

4 Select Grade	The customer is instructed to select a grade.
4 Outside Sale	Indicates that the transaction is an AFD transaction.
4 🗙	Invalid use of an AFD transaction.
1 Put handle down to clear	Indicates that the customer must put the handle down so that you can clear the Invalid state.
4 \$100.00	Fuel was dispensed but the AFD transaction went into an Invalid state.
4 Complete-Fick receipt	AFD transaction is complete. The message displayed on the AFD is instructing the customer to press on the key to print a receipt.

# Pay at Pump Process

The customer begins the transaction by inserting his credit/debit card into the card slot. Instructions are displayed on the pump to guide the customer. No cashier intervention is required. The message next to the pump will indicate 'Outside Sale'.

If a customer paying at the pump does not follow the proper AFD procedures, the pump will stop pumping and start to beep. The computer will display 'Invalid Use'. Outside, on the pump display, the words 'See Cashier' will be displayed. Use the intercom and ask the customer to hang up the nozzle.

#### You must do the following before the customer can continue:

On the BT9000, you must:

- 1. Bring up the sale by pressing the [PUMP] key.
- 2. Cash out the sale before the pump can be authorized again.

A message will be displayed on the cashier screen, indicating what the problem was.

The following events instruct the customer to 'See Cashier':

- The customer inserted card during pumping.
- The customer inserted card after pumping.
- The customer did not start dispensing fuel during the allotted time.
- The customer hung up the hose before the card authorization process finished.
- The customer inserted another card when the AFD did not expect it.
- The customer's card was rejected.
- The customer did nothing wrong but the authorization process was too slow.

If any gasoline was pumped when an error occurred, the pump is halted and the customer's sale is transferred inside.



**Note**. AFDs are automatically disable by the system during shift reports and when the POS network is down. The AFD instructs the customer to pay inside. If the computer restarts itself for any reason, the customer must be informed that his sale was transferred inside.



**Note**. AFDs do not issue a receipt unless the customer specifically requests one. Some AFDs have a button that issues a receipt any time up to 15 seconds after the sale. Some companies prompt a customer with a Yes/No question to request a receipt.



Note. Receipts for AFD sales are stored in paypoint 1.



**Note.** You cannot activate store data when a customer is paying at the pump. The following screen demonstrates the warning error that you will receive if you run into this scenario:



# Selling Store Items

# **Selling Store Items**

Gasoline and non-gas items can be combined into one transaction.

This section describes how to sell single and multiple items, cancel these sales, perform negative sales, and combine gasoline and non-gas items into one transaction.

Store items can be sold at any time in one of the following ways:

- Manually keying in the item number
- Scanning the item's barcode
- Pressing the appropriate Speed Key
- Manually entering the UPC (bar code)
- Pressing the appropriate Push key

#### **Identifying Product Codes**

Each product in the store is identified by either an Item # assigned by your station manager or a Universal Product Code (UPC) identified on a UPC label.

You can either enter the Item # or the UPC number directly from your keypad or, if you have a UPC scanner, you can scan the UPC label by passing the UPC label over the UPC scanner.

If you manually key in the UPC number directly from your keypad, be sure to use the correct set of numbers as shown below:



# All examples in this section are using the UPC scanner.

	Available	functio	n keys
Override	Allows you to modify the price of an item or apply a discount to a fuel transaction	Cash Tenders	Proceeds with a cash payment
On A/R	Processes an 'on account' sale	Undo	Erases the last action. For example, if an item sold is not desired, if payment mode has been selected but customer asks for more items, etc.
Quantities (+/-) or Items	Allows you to process a negative transaction or key in an item number	Clear	The clear key removes everything entered on the screen and cancels the transaction. There are some transactions, such as credit card requests that cannot be cancelled once they are in progress
Cards	Proceeds with a credit payment		

# Selling a Single Item

The following example shows how to sell a single item paid for with cash:



Scan the UPC label.

A cumulative total is displayed at the bottom of the screen. GST, HST or PST is automatically calculated.





Tap on the [Cash Tenders] key to tell the system that the customer is paying by cash.

2016 11-03 10:26					4	PushKeys Pret-a-manger-	9		0	NI
Description		Qty	Price	Total						M
DuMaurier		1	15.99	15.99	C	anadia	n Casl	n	18.07	
					Gaso	oline C	oupon	s	0.00	1
					Manu	facture	er Cpn	s	0.00	M
					Cash	Off C	oupon	s	0.00	
					Gi	ft Cert	ificate	s	0.00	2
					0	ther C	oupon	s	0.00	M
						U.9	5. Casl	n	0.00	
								USD Val	ue \$1.25	3
GST	2.08	Subtotal		18.07	\$5		\$10	\$2	20	M
		Remain	ning	18.07	\$	50		\$100	)	4
					7		8	9	Э	M
					4		5	(	5	5
					1		2	3	3	M
					0		00	Back	space	6
										C
					On A/R	Carc	ls	Enter		Clea



Tap in the amount of cash received and press the [Enter] key. The system calculates the change due, if any.

2016 11-03 10:27						PushKeys -Pret-a-manger-	8		
2016-11-03			:	10:27:16					
Trans: 000043		Ohi	Drice	Total	x2 x3	x4 x5 x6	x7 x9	x12 Price Che	ck U
DuMaurier		Q(y 1	15.99	15.99					1
Cash		()		18.07					<u>+</u>
	*** Transa	action complete	***		Coffee small	Coffee medum	Coffee large	ice cap smal	™ð 2
~					Hot chocolate	Hot chocolate medi	Hot chocolate Brg	ice cap med	<mark>™</mark> \) 3
GST	2.08	Subtotal Tendere Change	d e Due	18.07 18.07 <b>0.00</b>	Donuts	Nuffin	Bagel plain	ice cap large	™ð 4
					Bagel or cheese	Signal Contract Contr	Chicken sandwich	piza	<b>™</b> \\ 5
					Ham sandwidh	ice cream small	kce cream med	kce cream large	<b>™</b> \) 6
		Bulloch	Reports	Functio	n Payout	Pay A/R	Review	Quantities (+/-) or Items	Clear



The cash drawer opens.

Give the customer any change due.

# Selling More than One of the Same Item



Tap on one of the [X] keys and scan the UPC label or select an item configured on a pushKey.



Tap on one of the [X] keys.

Or



Tap on the [Quantities (+/-) or Items] key.





Enter the number of units that you are selling and tap on the [Enter] key.





Scan the UPC label and complete the transaction.

# Selling More than One Item

R. R. R.

Scan each item one after another.

If you are selling many items, the list may be so long that it no longer fits on your screen. If this happens, the list simply scrolls. This means that as you keep adding items to the bottom of the list, the items at the top of the list are no longer displayed. They are not lost, just stored by the BT9000. A black triangle appears above the list reminding you that there are more items in the list that you can see.

2016 11-11 09:34					PushKeys -Pret-a-manger-	8 📮	
Description	Qty	Price	Total				The said
Hot chocolate medi	1	1.29	1.29	- x2 x3	x4 x5 x6	x7 x9	x12 Price Che
Hot chocolate larg	1	1.69	1.69				
ice cap med	1	1.49	1.49				
Donuts	1	0.75	0.75				5
Muffin	1	1.29	1.29			05	=
Bagel plain	1	1.69	1.69				
ice cap large	1	1.69	1.69	Coffee small	Coffee medium	Coffee large	ice cap small
Bagel cr cheese	1	1.49	1.49				
Tuna sandwich	1	1.99	1.99		55		é 🗧
Chicken sandwich	1	1.99	1.99				
pizza	1	4.99	4.99	Hot chocolate smal	Hot chocolate medi	Hot chocolate larg	ice cap med
Discounts			-0.25		100000	1000	
GST 2.47	Subtotal	4	29.92	$\bigcirc$	2,0		Ê
	Remain	ning	29.92	Donuts	Muffin	Bagel plain	ice cap large
					See	Chicken	
				biga a circuit	Tuno solicitest		pero
				S	¢	¢	÷
				Ham sandwich	ice cream small	ice cream med	ice cream large
	Taxes	Overrid	Quantii le (+/-	ies On A/R	Cards	Cash	Undo



When you tap on the *UP* black triangle, you will be directed to the beginning of the list.

11-11 09:36					PushKeys -Pret-a-manger-	8 📮	
Description	Qty	Price	Total				
Hot chocolate larg	1	1.69	1.69	- x2 x3	x4 x5 x6	5 x7 x9	x12 Price Che
ice cap med	1	1.49	1.49				
Donuts	1	0.75	0.75				
Muffin	1	1.29	1.29				
Bagel plain	1	1.69	1.69		and a second	05	
ice cap large	1	1.69	1.69				
Bagel cr cheese	1	1.49	1.49	Coffee small	Coffee medium	Coffee large	ice cap small
Tuna sandwich	1	1.99	1.99		-	-	
Chicken sandwich	1	1.99	1.99		55	55	<b>é</b>
pizza	1	4.99	4.99	<b>0</b> 0			
Ham sandwich	1	1.99	1.99	Hot chocolate smal	Hot chocolate medi	Hot chocolate larg	ice cap med
	-						
GST 2.47	Subtotal		32.90		3	$\bigcirc$	<u> </u>
2.17	Tendered	i	0.00		6	I ≫ I	
	Remain	nina	32 90	Doputs	Muffin	Bagel plain	ice can large
	Kernun	iiiig	52.50			and the proof	
				a			
				<b>See 1</b>			
						Chicken	and the second second
				Bage of cheese	Tuna sanowich	sandwich	puzza
				a	2	4	2
				s and a second s		- ÷	-
				Ham sandwich	ice cream small	ice cream med	ice cream large
				es On A/D	Corde	Cash	
	Taxes	Overric	le (+/-)		Cards	9. Tondore	



When up tap on the DOWN black triangle, you will be directed to the end of the list.

#### Mixing Gasoline and Item Sales

The BT9000 allows you to combine gasoline and items sales into one transaction. The products can be entered in the BT9000 in any combination:

- A store item followed by a gasoline sale.
- A gasoline sale followed by a store item.
- Multiple sales intermixed with multiple gasoline sales.

#### Deposits

Items that have a deposit configured automatically charge the appropriate amount. When you scan an item that is configured with a deposit amount, the deposit amount appears on a separate line beneath the product in question.





**Note**. If the bottle deposit is 10 cents and the number of items sold is 3, the BT9000 will automatically charge 30 cents for the deposits. Receipts will show individual deposits for each item.



Note. GST, HST and PST do not apply to bottle deposits.

# If a Customer Changes their Mind

If a customer changes their mind or if a mistake was made, there are four ways to correct the mistake:

- 1. Clear the last item that you entered.
- 2. Clear the entire sale and start over again.
- 3. Make a negative sale of an item.
- 4. Void the transaction.

### Clearing the last item



Tap on the [Undo] key.

#### **Clearing the entire sale**



Tap on the [Clear] key to clear the entire screen and start over again.

#### Making a negative sale

If you are selling many items in one transaction and the customer decides that he no longer wishes an item that is at the top of his list of purchases, instead of clearing the screen and starting over again, it is much faster to just make a negative sale for the item that the customer no longer wants.



Enter the number 1 and tap on the [-Negative Qty] key.



Scan the UPC label and complete the transaction.



**Note:** Negative items are only allowed if the site is configured to permit negative sales.

### Void the transaction



Tap on the [Review] key. The most recent sale will display on the screen. Locate the sale that you want to void.

Tap on the [VOID] key.





Tap on the [Yes] key.

#### Scanning an Item that is not in the System

When you scan an item that has not been configured in the BT9000, the system will treat that item like the 999999 Slush item.



Scan the UPC.

The new item popup window appears on your screen, with the scanned UPC code near the top of the screen.





Type in the price of the item and press the [Enter] key. GST, PST and/or HST will default to 'Y'. Type in the deposit amount, if applicable.

Note. The New Item 'Description' field is not used by some petroleum companies. Enter a description for the item only if it is normal for you to do so.

# **Price Overrides**

It may be necessary, from time to time, to override the price of an item. You can override the price of an item by pressing the [Override] key.

For non-gas items, or gas sales with a non-gas purchase, three options are available:

- 1. Enter new price
- 2. Percentage Discount
- 3. \$ Off Discount

# To enter a new price



Scan the item.

Tap on the [Override] key. The [ITEM PRICE CHANGE] screen will be displayed:





Tap on '[ENTER NEW PRICE]'. The [ENTER NEW PRICE] window appears.

Enter a new price.

Description	Qty Price	e Total				
Coke	1 2.29	2.29				
Deposit		0.10				
				R NEW	PRICE	
				1.9	9	
			7	8	9	
			4	5	6	
			1	2	3	
GST 0.11 pst 0.16 Total 0.27	Subtotal Tendered Remaining	2.66 0.00 <b>2.66</b>	Backspac	• 0	Enter	
SAFEDROP REQUIRED (CDN	\$)					•
el. 14/11 16:21	Taxes	Override	On A/R	Items	Cards	Casł Tende



Note. You can reduce the price of an item but you cannot increase it.

The Reason for Price Change window will be displayed:

Reason for Price Change
1 Wrong System Price
2 Wrong Shelf Price
3 Wrong Sticker Price
4 Damaged Product
5 Goodwill
6 Loyalty Card
7 Employee Discount
8 Company Coupon
9 Non Company Coupon



Select a reason for the price change.

#### To enter a percentage discount



Scan the item.

Tap on the [Override] key. The [ITEM PRICE CHANGE] screen will be displayed.

Tap on option 2 – PERCENTAGE DISCOUNT. Enter a percentage discount.





Note. The percentage discount must be between 0 and 100%.



Tap on the [Enter] key. A 'Reason for Price Change' window will be displayed.

Select a reason for price change.

Select a method of payment and complete the sale.

# To enter a \$ off discount



Scan the item.



Tap on the [Override] key. The [ITEM PRICE CHANGE] screen will be displayed.

Tap on option 3 - \$ OFF DISCOUNT.





Enter a \$ dollar off discount. Press the [CASH] key to accept the discount. A 'Reason for Price Change' window will be displayed.

Note. The \$ dollar off discount must be between 0 and the original price.



Select a reason for price change and press the [Enter] key.

Select a method of payment and complete the sale.

#### Tax Exemptions

There are two types of tax exemptions available in the BT9000. You can exempt the tax for the entire sale or for individual items only.



**Note.** To qualify for tax exemptions, the customer should have the appropriate documentation to support this.



Tap on the [Taxes] key. The 'Type of Tax Exemption' screen will be displayed:





**Note.** You can exempt the entire sale, at any time of the sale, as long as it is before you press the [On A/R], [Cards] or [Cash Tenders] key.

#### To tax-exempt the entire sale



Select option 1 from the 'Type of Tax Exemption' popup screen. The following screen will be displayed:

Description Coke Deposit	Qty Price	e Total 9 2.29 0.10	All	non	fuel	items
			GST	<sup>-</sup> Exempt	? NO	YES
			pst	Exempt	? NO	YES
				TAX REGIST	RATION NU	MBER
				7	8	9
GST 0.11	Subtotal Tendered	2.66 0.00		4	5	6
Total 0.27	Remaining	2.66		1	2	3
SAFEDROP REQUIRED(CDN	\$)		Back	space	0	Enter
Rel. 14/11 16:21			-			

By default, the GST and pst exempt fields are set to YES.

Tap on the appropriate fields (Yes or No) then tap on the [Enter] key.



Enter the reference number from the customer's tax exemption document.

The system will remove the selected taxes for all items for this sale.

# To exempt last item entered



To exempt the last item entered select option 2 'Change Tax Status for This Item' from the popup window.

		FILCE	TOtal	
oke	1	2.29	2.29	
Deposit			0.10	
BRD DONUT MUFF	1	1.75	1.75	
				Change tax status for this Iter
				GST NO YES
				pst NO YES
				Future
GST 0.20	Subtota	al red	4.62	Enter
Total 0.48	Remain	ning	4.62	



Next to GST, tap on the [NO] key if you do not want GST applied to this item.

Next to pst, tap on the [NO] key if you do not want pst applied to this item. The system will remove the selected tax for this item.

# **Prompt for price items**

When an item is configured to prompt for price, the system displays the last 5 retail prices that were entered in the 'prompt for price' window. See screen below:

Qty Price	e Total					
		Er	nter /H DON	Pri UT MU	ce FF	1
			0.00		2.00	
		7	8	9	2.25	
		4	5	6	2.95	
Subtotal	0.00	1	2	3	3.00	
Tendered	0.00	Backspace	0	Enter	3.95	

If the retail price of the item that you are selling is displayed on the screen, simply tap on the price point.

# **Price checks**



Tap on the [Price Check] tab. The letters are now displayed in red.





Scan an item or select one from the pushKey page. A screen will be displayed, indicating the price of the item. Press [OK] to continue.



# Accepting Payments

### **Accepting Payments**

The BT9000 was designed to accept payments by cash (Canadian and American), debit cards, credit cards, gift cards and fleet cards. It can also split a sale between cash and credit or cash and debit or cash and gift cards.

This chapter describes how to accept payments, cancel or void transactions, and issue refunds. It also describes how to handle on account sales and payments, gasoline coupons, payouts and safe drops.

#### Payment by Cash (Exact Change)

The following will describe how to accept a cash payment.



Press the [Cash Tenders] key to tell the system that the customer is paying cash.





Press the [Enter] key. The transaction is completed automatically.



The cash drawer opens. Put the money in the cash drawer.

# Payment by Cash (Change Required)

The following example shows how to make change for a cash payment.



Tap on the [Cash Tenders] key to tell the system that the customer is paying cash.



Type in the amount of cash received and tap on the [Enter] key. The system calculates the change due.





The cash drawer opens.

Give the customer the change due.



Note. If the customer requires a receipt, press the printer icon.

### Payment by U.S. Cash

The following will describe how to accept U.S. \$ as method of payment:



Tap on the [Cash Tenders] key.

Tap on the field next to the words [U.S. Cash].

Tap in the amount of U.S. cash and tap on the [Enter] key. The system will automatically convert US to CND dollars using the exchange rate you have set up in your system. Change due is always in CND dollars.



# Payment with a Credit Card (in Store)



To process a sale with a credit card, tap on the [Cards] key. Instruct the customer to follow the prompts on the pin pad.

This tells the system that the sale is over and starts the request for authorization.

The BT9000 requests network authorization. If the network is down or the sale 'timed out', the BT9000 stores the transaction and forwards the request at a later time.



**Note.** If the system still does not respond, the magnetic stripe or the Chip on the credit card may be damaged. More details are provided in the next section.

### If the card won't swipe properly



If the card won't swipe properly, press the [Cards] key. The following screen will be displayed:





**Note.** Credit card rules are different for each petroleum company. They may also be different from station to station within the same company.

Press the [Key Enter] key.

Tap the customer's 16-digit credit card number and tap on the [Enter] key.

Tap the expiry date and press the [Enter] key.

You may be asked to use an imprinter. If so, a message will be displayed on the screen, advising you to use an imprinter, followed by another message asking you to confirm that you want to complete the transaction.

Tap on the [CARDS Imprinter] key. The following screen will be displayed:



Tap on the [Yes] key to complete the transaction.

The words IMPRINTER SALE will be displayed on the screen and on the receipt.



#### Payment with a Credit Card (at the Pump)

Sites equipped with AFDs (Automated Fuel Dispensers) have a portion of the screen allocated to AFD error and information messages.

When the system is running normally, the message displayed outside on the pump will tell the customer to '*Insert Card to Begin'*.

If the network is down or you are in the process of doing a shift change, the AFDs are automatically disabled and the message on the pump screen will tell the customer to '*Pay Inside*'.

### When the Network is down

Even if the POS authorization network goes down from time to time, you can still process credit cards inside. The transaction details are stored and transmitted when the network is active again. The network status indicators that are displayed along the top of the cashier screen will turn yellow however the messages remain the same.

# Payment with a Debit Card



To process a debit card sale, tap on the [Cards] key.



The system recognizes that the card is a debit 'bank' card. On the debit pin pad, instructions guide the customer to confirm the amount, select an account and enter a PIN number (Personal Identification Number).



Note. If your site is configured to allow Cash back, instructions guide the customer select an amount and verify cash back amount.

The system allows payment by debit *only* if the network is functioning properly. The transaction *must* be approved by the bank otherwise; the transaction *must* be re-tendered, using another form of payment.



For security reasons, you cannot manually enter the debit card number in the system. It must be swiped.

### Payment with a Fleet Card

Depending on the Petroleum Company, there **<u>may</u>** be certain rules specific to fleet card transactions:

- 1. You cannot combine 2 fuels sales. Each sale must be done separately.
- 2. The BT9000 will only accept fleet cards as tender for fleet card transactions split tender is not allowed.
- 3. Fleet credit cards cannot be used outside in the AFDs.

To process a fleet card sale, instruct the customer to swipe the fleet card in the pin pad.

#### Payment with a Chip Card

To accept payment with a Chip card, press the Guest Swipe key. The message on the pin pad will show 'Please insert or swipe your card'.



Instruct the customer to insert tap his chip card *or* insert it in the pin pad (if contactless transactions are not available at your site. The message on the pin pad will show the dollar amount of the sale and will instruct the customer to press the OK key.

Once the customer presses the OK key, the message on the pin pad will ask him to enter his pin number then select an account.

The customer will select an account and the transaction will be processed. Two receipts will be printed.

Give the customer one copy of the receipt.

# **Complex Tendering (Split Payment)**



Press the [Cash Tenders] key to accept a combination payment of cash and credit/debit, US currency, gasoline coupons, gift certificates or manufacturer's coupons. The amount due automatically defaults to the 'Canadian Cash' field.

2015 06-08 14:59					PushKe -Primar	ys 📫	3	0		NENU
Description	Qty	Price	Total		Canac	lian Cash	95.00		MN 1	
Pump 1 REGLR	90.476	1.050	95.00		Gasoline	Coupons	0.00		T	. <u> </u>
					Manufactu	irer Cpns	0.00			
					Cash Off	Coupons	0.00			-
					Gift Ce	ertificates	0.00		MA 3	<b>4</b>
					Uther	LS Cash	0.00			
						J.J. Cash	Exchange Rate \$1.25			
					\$5	\$10	\$20			MG
					\$50		\$100			
	Subto	tal	95.00		7	8	9			
	Rema	ining	95.00		4	5	6			
					1	2	3		<u>"0 /</u>	<b>8</b> 0
					Backspace	0	Enter			
SAFEDROP REQUIRED(CD	N\$)	16/04 12	2:20	1						
CPU usage: 0.00% Mem. usage: 82 M8 Threads: 37 Handles: 788 Dek I/O ops: 142075							On A/R	Cards	Undo	Clear



Enter the appropriate amount in each field. For U.S. cash, enter the amount in U.S. dollars. The system will automatically convert the U.S. cash to Canadian dollars. Change due is **always** in Canadian dollars.

As amounts are entered, TENDERED and REMAINING keep changing to reflect new totals. When TENDERED is greater than GRAND TOTAL, REMAINING becomes CHANGE DUE.



**Note.** If there is change due, you can only end the sale by pressing the [Cash] key.

If tendered amount is less than the sale amount, you can swipe a debit, gift or credit card and the remaining of the sale will be charged on the card.

2015 06-08 15:00				PushKe -Primar	ys y-	8 1	0	=	NEI	NU
Description	Qty	Price	Total	Canac	lian Cash	90.	00	M 1		)
Pump 1 REGLR	90.476	1.050	95.00	Gasoline	Coupons	5.	00			5
Cash			90.00	Manufactu	arer Cpns	0.0	00			
				Cash Off	Coupons	0.	00			
				Gift Ce	ertificates	0.	00			1
				Other	Coupons	0.	00	<u>ک</u> ۵	0 1 □ 2   0 3 □ 4   0 5 □ 6   0 7 □ 8	
				Canadian Cash Gasoline Coupons Manufacturer Cpns Cash Off Coupons Gift Certificates Other Coupons U.S. Cash U.S. Cash 0.00 U.S. Cash 0.00 0.00 U.S. Cash 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.						
							11.25			
					\$10	\$20				
				\$50		\$100				<b>)</b>
	Subto	tal	95.00	7	8	9				
	Rema	aining	5.00	4	5	6				
				1	2	3		"ð /	<b>3</b> 0	5
				Backspace	0	Enter				
SAFEDROP REQUIRED(CD	N\$)	16/04 13	2:20		_					
DPU usage: 5.56% Mem. usage: 82 MB Threads: 37 Handkis: 788 Disk I/O ops: 149876						On A/R	Cards	Unde	clear	

### Cancellations



You can cancel a sale at any time before you accept payment by simply pressing the [Clear] key.

Once a payment has been accepted, the sale must either be voided or refunded.

#### Voids

Voids are necessary when a customer changes their mind or you entered information incorrectly. It is not difficult to correct an error but keep in mind that you cannot void a sale that occurred on a different shift.

If you want to void part of a sale, a sale that occurred on a different shift or a sale from a previous batch you must issue a refund by making a negative sale. Refunds are described later on in this chapter.

Voids are used most often when an incorrect pump was cashed out and the mistake was noticed after the sale was completed or if a customer changes their mind and wants to use a different form of payment.



Tap on the [Review] key. The following screen will be displayed:

2016 11-12 06:43			PushKej -Pret-a-ma	nger-	🥥 🖸 I		
2016-11-12 Trans: 000088		06:42:59					M
Description	Qty Price	Total					
Pump 3 Premium	64.377 1.165	75.00					1
Cash		75.00	_				
*** Tra	nsaction complete ***		Transactio	on Review	w 11 of 11		Gw
				Move by			2
20				1			
			7	8	9		3
	Subtotal	75.00	4	5	6		M
	Tendered Change Due	75.00 0.00	1	2	3		4
			Backspace	0	Enter		MD
			- Backward	VOID	+ Forward		5
							MD
SAFEDROP REQUIRED(CDN\$	)						6
				RE RE Pro	EVIEW CEIPT Uni evious	do	Clear

The last transaction completed will be displayed on the screen.



Tap on the [REVIEW RECEIPT Previous] key until you find the transaction that you want to void.





Tap on the [VOID] key. The following screen will be displayed:

2016 11-12 06:44					PushKeys -Pret-a-manger-	3	Ş	0		
2016-11-12			06:42:51						Participation of the second	
Trans: 000087	OF.	Dire	Tabal							
Pump 1 Regular	96.618	1.035	100.00							
Cash			100.00							
*** Tra	nsaction complete **	*							_	
				Are	you sur	re yo	bu w	ish t	0	
	Cultural		100.00	void	the tran	isac	tion	(Y/N	)?	
	Subtotal		100.00							
	Change I	Due	0.00		Yes		N	0		
				_					-	
SAFEDROP REQUIRED(CDN\$	;)									
									Jndo	



Confirm the void by pressing the [Yes] key. If you want to cancel the void, press the [No] key.

Merchandise items are automatically reversed from total sales



**Note.** If the transaction to be voided was originally charged to a credit card, a fleet card or debit card, you must swipe that card to void the transaction. You will be prompted to swipe the card.

When authorization for the void is completed, a receipt will be generated. Give the customer a copy of the negative (void) transaction.

# Voiding a Gasoline Sale

The BT9000 cannot assign the gasoline sale to its original pump after it has been voided as another customer may be using that pump.

The BT9000 has a temporary spot located on the bottom row of the cashier screen to assign voided gasoline sales. Depending on your site's configuration, the temporary spot may be located on the top row of the cashier screen.



Tap on the [Review] key and locate the sale that you want to void.



Tap on the [VOID] key. The system will ask you to confirm that you wish to void the transaction.


Tap on the [Yes] key.

The void sale is now displayed in a green key on the bottom of the cashier screen, or in a green screen located on the top of the cashier screen, depending on your site's configuration. On the key, you will see information indicating the original pump number of the sale that you have voided and the dollar amount of that particular sale.

Press the green key. The details of the transaction appear on the screen. The gasoline can now be sold to the correct customer.



**Multi Paypoint**. Whichever paypoint completed the transaction is the same one to void it.

## **Refunds (Negative Sales)**

You must sell the item negatively in order to process a refund.



Tap on the [Quantities (+/-) or Items] key OR



Tap on the [Negative] key.



Tap in a number of units (e.g. 1) and then tap on the [-Negative Qty] key.

Scan the product.

2016 11-12 06:52					PushKeys -Pret-a-manger-	8		
2016-11-12 Trans: 000090			06:51:49					
Description 10W30	Qt) -1	Price 2.99	Total -2.99	x2 x3	x4 x5 x6	x/ x9	x12 Price Che	<sup>sek</sup> 1
***	Transaction comp	ete ***		SS Coffee small	Coffee medum	Coffee large	ee cap smal	<mark>™</mark> \$ 2
				Hot chocolate	Hot chocolate medi	Hot chocolate	ice cap med	<b>™</b> \) 3
GST -0	.39 Subto Tende Char	<sup>tal</sup> red ge Due	-3.38 0.00 <b>3.38</b>	Donuts	Muffn	Bagel plain	ice cap large	<b>™</b> ∂ 4
				Bagel or cheese	Si tuna sandwich	Chicken sandwich	<b>Pitza</b>	<b>™</b> \\ 5
SAFEDROP REQUIRED(C	:DN\$)			Kam sandwich	ke cream smal	ke cream med	Ce cream large	<b>™</b> \0 6
	Bulloch	Reports	Functio	n Payout	Pay A/R	Review	Quantities (+/-) or Items	Clear



Complete the transaction.

If the transaction was completed with cash, tap on the [Cash Tenders] key and tap on the [Enter] key.

If the transaction was completed with credit, tap on the [Cards] key and instruct the customer to follow the prompts on the pin pad.



**Note.** Refunds are only allowed if your site is configured to allow refunds.

### Making a negative sale



Tap on the [Quantities (+/-) or Items] key OR



Tap on the [Negative} key.

Enter the number 1 and tap on the [-Negative Qty] key.



Scan the UPC label and complete the transaction.



**Note.** Not all petroleum companies allow credit card refunds. However, most allow cash refunds.

#### **On Account Sales**

Certain customers do not pay at the time of their purchase. These Accounts Receivables customers make their payments on their account at a later date.

These payments can be processed at the cash register. However, it is important to note that the BT9000 system does not keep weekly/monthly totals of purchases that were tendered using the [ON A/R] function nor does it have functionality to produce weekly/monthly customer statements.



Scan a product.

Tap on the [On A/R] key. A list of customers who are set up in the Accounts Payable file will be displayed. Tap on the name of the customer.





A message will be displayed on the screen:





Answer [Yes].

The transaction will complete. The message on the receipt will show 'On the account of: XX'.

2016 11-03 10:50				PushKeys -Pret-a-manger-			
2016-11-03		10:50:39					M
Trans: 000046	a) a'		- x2 x3	x4 x5 x6	x7 x9	x12 Price Che	- I I I I I I I I I I I I I I I I I I I
Description	Qty Price	Total	AL AS		A/ A3	AIE THEE CHE	1
On the account of: John's J	1 1.99	1.99					<u>т</u>
on the account of. John's i	owing	1.55					
*** Trans	action complete ***		55	2 Z	0	<b>÷</b>	····· N
							2
× 1			Coffee small	Coffee medum	Coffee large	ice cap small	Z 2
2						4	m
,03			55	55	SS	- <u>-</u>	<b>M</b> )
$\sim c$			Hot chocolate	Hot chocolate	Hot chocolate		2
			smal	medi	larg	ice cap med	3
							m
	Subtotal	1.99		<b>%</b>	$\langle \rangle$		<b>m</b> ð
	lendered	1.99		9	~		4
	Change Due	0.00	Donuts	Muffin	Bagel plain	ice cap large	4
			<b>Service</b>		<b>W</b>		N
					Chicken		E
			bage o ulese	Turia sariowich	sanuwich	peza	2
			a	2	1		M
			*	▼	7	▼	
			Ham sandwich	ice cream small	ice cream med	ice cream large	6
			Sector Sector				0
						Quantities	
	Bulloch Repor	ts Functio	on Payout			(+/-)	Clear
						or Items	

#### **On Account Payments**

There may be times where a customer will want to make a payment towards their account balance.

To apply a payment to an A/R customer's account, follow the steps described on the next page.



Tap on the [Pay A/R] key. A list of A/R customers set up in the system will be displayed on the screen.





Tap on the name of a customer. The 'Amount being paid to account' screen will be displayed.





Enter the amount of the payment and press the [Enter] key.





Answer [Yes]. The payment can now be taken by taping on the [Cash Tenders] followed by the [Enter] key or by swiping a debit card or a credit card.





**Note.** Some petroleum companies only allow cash payments on a customer's account.

#### Payouts

Expenses such as lottery winners and newspaper deliveries may be paid from your cash register. Each company determines what expenses are eligible 'payouts'.



To pay for items from your cash register, tap on the [Payout] key.

The payout codes will be displayed on the screen:





Tap on a payout code. The 'Amount being paid out' screen will be displayed:

2016 11-03 15:42				PushKey -Pret-a-mar	s ger-		0	
Description	Qty	Price	Total					Mo
								1
				Amount	heina	paid	out	M)
				/ into drife	Frito La	y y	out	2
					0.	00		<b>N</b> 0
				7	8		9	3
				4	5	(	6	<b>1</b> 0
				1	2		3	4
				Backspace	0	Er	nter	
								<b>1</b> 0
SAFEDROP REQUIRED(CDN\$)								6
							Undo	Clear



Tap in a dollar amount.





Tap on the [Enter] key. The screen indicates the details of the payout.

2016 11-03 15:44				PushKeys -Pret-a-manger-			
2016-11-03 Trans: 000052 Description Payout to: Frito Lay	Qty Price	15:44:22 Total -115.00	x2 x3	x4 x5 x6	x7 x9	x12 Price Che	≪ <mark>™</mark> ∂ 1
*** Trans	action complete ***		Coffee small	Coffee medium	Coffee large	Ece cap smal	™ð 2
~~~~			Hot chocolate	Hot chocolate medi	Hot chocolate	ke cap med	™ð 3
	Subtotal Tendered Change Due	115.00 115.00 <mark>0.00</mark>	Donuts	Nuffn	Bagel plain	ice cap large	™ð 4
			Bagel or cheese	With the sandwith	Chicken sandwich	piza	<b>™</b> \ 5
			Kam sandwich	ke cream small	ke cream med	ke cream large	<mark>™</mark> ∖ 6
	Bulloch Report	s Function	n Payout	Pay A/R	Review	Quantities (+/-) or Items	Clear

#### Safe Drops

A safe drop is simply removing that amount of cash from the cash drawer and placing it in a secure place. You may perform a safe drop at any time if you feel that you have too much money in the cash drawer.

When you have accumulated a pre-determined amount of Canadian or American cash, the safedrop icon flashes red and the words 'SAFEDROP REQUIRED' are displayed on the screen.





Tap on the safe drop icon. The system defaults to the Canadian safe drop screen.



Key in the safe drop amount.

Description	Qty Pric	e Total				
			CAD Canadia	Safe	Drop	
			10	000.	00	
			7	8	9	
			4	5	6	
			1	2	3	
	Subtotal Tendered	0.00 0.00	0	00	USD Safe Drop (\$185.00)	
			Backsp	ace	Enter	
AFEDROP REQUIRED (US)	D					
arwash device is OFFLINE						



Tap on the [Enter] key.

Subtotal 0.00 Tendered 0.00 Canach dowers OFFLRE SMERGIN REQURED(CD) SMERGIN REQUERD(CD)	Description Q	Qty Price Total	Do you want to co safedrop for C\$ Complete transact	mplete this 1000.00.
Carwath dowce is OFFLINE SWEERCOP REQUIRED(LS) SWEERCP REQUIRED(CDN4)	Sub Ten	ototal 0.00 ndered 0.00	Yes	No
	Canwash device is OFFLINE SAFEDROP REQUIRED(US3) SAFEDROP REQUIRED(CDN\$)			



Tap on the [Yes] key to complete the safe drop or the [No] key to cancel it. A receipt is printed automatically and should be attached to the money withdrawn from the cash drawer. A message on the screen indicates that the transaction is complete.

2015-01-04	4 09:	39:20						
Transaction	n: 00073	8	M PU	lissing nh Key	Missing Push Key	Missi Push	ing Key	1
Description	Otv Pri	ce Total	1	8	4	à	c	cke
Safe Drop \$C		1000.00	IM PA	lissing ch Key	Missing Push Key	Miss	ing Mi	isingi h Key
		4	30		8		-	
5			N PL	lissing ch Key	I MARKA	Missi Push	nd Key	8
			e		Coke	ö	LA	BOUR
			M Pu	lissing sh Key	~	Missi Push	ng Key	•
			Ę		TOOLS		LA	BOUR
	Subtotal	0.00		20	Missing Push Key	Missi Push	ing Mi Key Pus	asing h Key
	Tendered	0.00	BRC	DONUT	14	۲	1	
			M Pha	litsing sh Key		Missi Push	ing Kay	90
			556	(	GIFT CARD	19	STAT	TONERY
Carwash device is OFFLINE SAFEDROP REQUIRED (US\$	)							
			25.04				D 1/D	
Ral. 14/11/2014 16:21	Bullo	ocn Rep	oorts	Functio	on Payo	out	Pay A/R	Review

#### Safe drops – American money

When you tap on the safe drop icon, the safe drop box contains a box entitled 'USD Safe Drop'.





Tap on the [USD Safe drop] box.

Description	Qty Pric	e Total				
			USD US c	Safe	Drop 5.00	
				0.0	00	
			7	8	9	
			4	5	6	
			1	2	3	
	Subtotal Tendered	0.00 0.00	0	00	CAD Safe Drop (\$22.15)	
3			Backsp	ace E	Enter	
SAFEDROP REQUIRED (US Carwash device is OFFLINE	\$) E					
Rel. 14/11/2014 16:21						



Tap in the amount of the safe drop.

Description	Qty Price	e Total					
				USD	Safe	Drop	
				US d	185.	00	
			- [	7_	8_	9	
				4	5	6	
				1	2	3	
	Subtotal Tendered	0.00 0.00		0	00	CAD Safe Drop (\$22.15)	
				Backsp	ace I	Enter	
Carwath device is OFFLINE SAFEDROP REQUIRED(US\$)							
J 14/11/2014 16-21							



Tap on the [Enter] key. The following screen will be displayed:





Tap on the [Yes] key to complete the safe drop or the [No] key to cancel it. A receipt is printed automatically and should be attached to the money withdrawn from the cash drawer. A message on the screen indicates that the transaction is complete.



### Voiding Safe Drops

Functionality in the BT9000 allows you to void a safe drop if an incorrect amount was entered.



Tap on the [Review] key to locate the safe drop.

Tap on the [VOID] key. The message on the screen will ask you if you wish to void the transaction.





Tap on the [Yes] key to complete the transaction.

2015-01-04	09:45	:43				
Transaction: 0	Transaction: 000740			Missing Push Key	Missing Push Key	1 and
Description Q	ty Price T	otal	1		à	Coke
Safe Drop \$C		1000.00	Missing Push Key	Missing Push Key	Missing Push Key	Missing Push Key
			4	8	8	<u></u>
			Missing Push Key		Missing Push Key	0
142. 2			Ø	Cake	ö	LABOUR
			Missing Push Key	×	Missing Push Key	
			Г <u>а</u> р	TOOLS	0	LABOUR
Sub	ototal	0.00	20	Missing Push Key	Missing Push Key	Missing Push Key
Ter	ndered	0.00	BRD DONUT MUFF	4,	0	
	_		Missing Push Key	8	Missing Push Key	<i>Q</i> <sub>D</sub>
			5000	GIFT CARD	69	STATIONERY
SAFEDROP REQUIRED(CDN\$) Carwash device is OFFLINE						

# Cashier Reports

#### **Cashier Reports**

Each cashier begins their shift by running a Shift Change Report. The report records all transactions from the previous shift.

This chapter contains a list of reports that can be printed from cashier's mode and a sample of some of the reports.

#### **Printing Reports in Cashier Mode**



Tap on the [Reports] key.

The Reports menu will be displayed on the screen.

This menu may differ from one Petroleum company to another. Here is a sample menu.



#### **Reports Description**

Reports	What it does
Shift Inquiry	Reports the sales totals for the current shift.
Shift Report	Reports the sales totals for the current shift in two parts:
	1. POS (company specific custom information)
	Closes the current shift.
	Starts a new shift.
	2. Terminal (Standard sales information).
Pump Totals	Reports the pump meters.
Reprint Last Store Report	Reprints the store report that was printed last.
	Note. If the last report was the Shift Change report, you must
	also reprint the Last POS Report.
Reprint Last POS Report	Reprints the company specific POS report.
Meter Discrepancy Report	Prints automatically at the end of the Shift Report. Check for any differences between the metered sales and the reported sales.

#### What does the Shift Change Report do?

The Shift Change report is customized for every petroleum company. Generally, the shift report summarizes sales in the following categories:

- Cash, debit card, credit card, fleet card and AFD sales
- Items sold by category
- On account sales
- Payouts
- Safedrops
- Self-serve and full-serve totals by litres and by dollars
- Pump meter reads
- Customized reporting as specified by the Petroleum company

#### When the Shift Change report is printed:

- The current shift is closed and a report is printed
- A new shift is started
- A running total of sales is kept until the new shift is closed

#### Sample Shift Report



#### SELF SERVE FUEL SALES

FUEL TYPE	VOLUME	TOTAL	
	[L]	[\$]	
Regular	8957.25	12300.08	
Mid-Grade	258.29	411.32	
Premium	456.25	599.89	
Diesel	1868.63	2011.93	
Total	11635.42	\$15323.32	Review of Self-serve sales
FULL SERVE FUEL S	ALES		
FUEL TYPE	VOLUME	TOTAL	
	[L]	[\$]	
Regular	857.63	1078.48	
Mid-Grade	68.29	80.16	
Premium	299.14	398.76	
Diesel	64.12	53.08	
Total	1289.18	\$ 1610.48	Review of Fuel-serve sales
ITEM SALES			
Item	net# \	/ Total	
Department: 000001 (	Confectiona	ry	
1000001 Excel Pelle	18	0 \$ 26.82	
1000001 Excel Slab	1	0\$ 149	Review of all non-gas items sold throughout the shift. The sales will be broken down by
1000002 Excel olab	2	0\$ 278	departments.
1000000 Nials reg. 5	1	0\$ 199	
1000005 COFFEE Sm	al 3	0\$ 3.57	We will only show one department in this example.
1000006 COFFEE Me	d. 4	0\$ 5.16	
1000007 HOT CHOC \$	SM 1	0\$ 1.49	
1000008 COKE 591ml	1	0\$ 199	
1000009 Hersh/reese	1	0\$ 1.39	
1000010 KS REESE P	·B 2	0\$ 3.98	
1000011 TRIDENT GL	JM 1	0\$ 1.69	
1000012 Trident Lav	1	0 \$ 1 69	
1000013 HALLS	3	0\$ 447	
1000014 FISHERMAN	'S 1	0\$ 219	
1000015 Chips \$1 49	1	0\$ 149	
1000016 Rice Krispi	1	0\$ 129	
1000017.LL Pepper	1	0\$ 0.99	
1000018 II Pepper	1	0\$ 2.29	
	9⊑ 1	0\$ 2.20	
		0 \$ 1.69	
1000020 Aquafina Pl	1	0\$ 249	
	1	0\$ 2.49	
	1 50 1	0 \$ 1 00	
1000023 GATORADE	100 I	0\$ 2.20	
	I	υψ 2.29	
Grand Total	50	0\$81.50	
	HS	ST \$ 10.51	



#### CARD STATISTICS



#### **Pump Totals**

#### PUMP VOLUMES SELF SERVE 01 August 2014 10:01 a.m. Shift 14576 August 01 6:01

DIGDENIGED 10		
DISPENSER 10		
Regular	L	42398.20
	\$	195719.11
DISPENSER 11		
Premium	L	31768.28
	\$	28876.99
DISPENSER 12		
Mid-Grade	L	28982.48
	\$	25327.55
DISPENSER 13		
Regular	L	56392.25
	\$	46192.26
DISPENSER 14		
Regular	L	45809.63
	\$	158980.75
DISPENSER 15		
Regular	L	63753.43
	\$	633692.08
GRAND TOTALS		
Regular	L	435869.41
	\$	3617196.72

## Managing Sales

#### **Managing Sales**

The BT9000 keeps track of all transactions processed at your station.

This chapter describes the functions that managers can use to audit transactions and print standard reports. These functions are normally restricted to managers or shift supervisors.

#### Options

The BT9000 uses screens from the Reports and Logs menus to audit all POS transactions. Most functions can be viewed as well as printed. All information is grouped by shifts. All of these reports are kept in the system for a pre-determined number of days.

#### Reports



Select the *Reports* menu from the *Main Menu*. The following screen will be displayed:



#### **Sales Summary**

The Sales Summary provides an overview of all sales transactions for a defined time frame. It is probably the most common report used by management.

#### **POS Returns**

The POS Returns reverses bank transactions accidently submitted twice. Returns are reported on the shift report.

Ľ

#### **Selecting Shifts**

When you press 'Sales Summary', the following screen will be displayed:

	Select	Clear	-	Import	Range	Utilities	Preview	Print	1
							Backsp	•• 0	No.
10023	Sat	Jan	31	2015	08:29		1	2	
10024	Sun	Feb	01	2015	20:37		4	5	
10025	Sun	Feb	08	2015	18:51		/	8	
10026	Sun	Feb	15	2015	18:54		-	•	i i
10028	Sun	Feb	15	2015	19:51				
10029	Sun	Feb	15	2015	19:52				
10032	Sun	Feb	15	2015	20:01		В	Bull	0
10030	Sun	Feb	15	2015	20:13			-	
10031									

0023	Sac	Jan		2010	00.23		1 Beckspe	2 - 0	
0023	Sat	oan		LVIJ	00.27		1	2	
	12.00	Jan	31	2015	08.29		1000		
0024	Sun	Feb	01	2015	20:37		4	5	3
0025	Sun	Feb	08	2015	18:51		7	8	
0027	Sun	Feb	15	2015	19:48				
0028	Sun	Feb	15	2015	19:51				
0029	Sun	Feb	15	2015	19:52			TECHNOLI	
0032	Sun	Feb	15	2015	20:01		R	Bull	0
0030	Sun	Feb	15	2015	20:13				
	0031 0030 0032 0029 0028 0027 0026 0025 0024	0031         Sun           0030         Sun           0032         Sun           0029         Sun           0028         Sun           0027         Sun           0026         Sun           0025         Sun           0025         Sun           0024         Sun	0031         Sun         Feb           0030         Sun         Feb           0032         Sun         Feb           0029         Sun         Feb           0028         Sun         Feb           0027         Sun         Feb           0026         Sun         Feb           0025         Sun         Feb           0025         Sun         Feb           0024         Sun         Feb	0031         Sun         Feb         15           0030         Sun         Feb         15           0032         Sun         Feb         15           0029         Sun         Feb         15           0028         Sun         Feb         15           0027         Sun         Feb         15           0026         Sun         Feb         15           0026         Sun         Feb         15           0025         Sun         Feb         08           0024         Sun         Feb         01	0031         Sun         Feb         15         2015           0030         Sun         Feb         15         2015           0032         Sun         Feb         15         2015           0029         Sun         Feb         15         2015           0029         Sun         Feb         15         2015           0028         Sun         Feb         15         2015           0027         Sun         Feb         15         2015           0026         Sun         Feb         15         2015           0026         Sun         Feb         15         2015           0025         Sun         Feb         08         2015           0024         Sun         Feb         01         2015	0031         Sun         Feb         15         2015         20:23           0030         Sun         Feb         15         2015         20:13           0032         Sun         Feb         15         2015         20:13           0032         Sun         Feb         15         2015         20:01           0029         Sun         Feb         15         2015         19:52           0028         Sun         Feb         15         2015         19:51           0027         Sun         Feb         15         2015         19:48           0026         Sun         Feb         15         2015         18:54           0026         Sun         Feb         08         2015         18:51           0025         Sun         Feb         08         2015         18:51           0024         Sun         Feb         01         2015         20:37	0031         Sun         Feb         15         2015         20:28           0030         Sun         Feb         15         2015         20:13           0032         Sun         Feb         15         2015         20:13           0032         Sun         Feb         15         2015         20:01           0029         Sun         Feb         15         2015         19:52           0028         Sun         Feb         15         2015         19:51           0027         Sun         Feb         15         2015         19:48           0026         Sun         Feb         15         2015         18:54           0025         Sun         Feb         08         2015         18:51           0024         Sun         Feb         01         2015         20:37	0031         Sun         Feb         15         2015         20:23           0030         Sun         Feb         15         2015         20:13           0032         Sun         Feb         15         2015         20:13           0032         Sun         Feb         15         2015         20:01           0029         Sun         Feb         15         2015         19:52           0028         Sun         Feb         15         2015         19:51           0027         Sun         Feb         15         2015         19:48           0026         Sun         Feb         15         2015         18:54         7           0025         Sun         Feb         08         2015         18:51         4           0024         Sun         Feb         01         2015         20:37         4	0031         Sun Feb 15 2015 20:29           0030         Sun Feb 15 2015 20:13           0032         Sun Feb 15 2015 20:01           0029         Sun Feb 15 2015 19:52           0028         Sun Feb 15 2015 19:51           0026         Sun Feb 15 2015 19:48           0026         Sun Feb 15 2015 18:54           0025         Sun Feb 08 2015 18:51           0024         Sun Feb 01 2015 20:37

There are two methods for selecting shifts.

#### **Method One**



Tap on the first report that starts the range you want to print. The highlighted report changes color to indicate that it has been selected.

	Select	Cea	r.	Import XML	Range	Utilities	Preview	Print	Exit
							Beckso	•• 0	Enter
10023	Sat	Jan	31	2015	08:29		1	2	3
10024	Sun	Feb	01	2015	20:37		4	5	6
10025	Sun	Feb	08	2015	18:51		7	8	9
10027	Sun	Feb	15	2015	19:48				
10028	Sun	Feb	15	2015	19:51				
10029	Sun	Feb	15	2015	19:52			TECHNOLI	Artai
10032	Sun	Feb	15	2015	20:01		R	Bull	oc
10030	Sun	Feb	15	2015	20:13				
10031							100		



Tap on the [Range] key.

Tap on the last report that you want to include in your range.

10025 Sun Feb 08 2015 18:51
10024 Sun Feb 01 2015 20:37 4 5
10023 Sat Jan 31 2015 08:29 1 2



**Note**. A single report is a range.

#### Method Two



Tap on the individual reports to highlight the reports that you want.

10030       Sun Feb 15 2015 20:13         10032       Sun Feb 15 2015 20:01         10029       Sun Feb 15 2015 19:52         10026       Sun Feb 15 2015 19:48         10026       Sun Feb 15 2015 18:54         10025       Sun Feb 08 2015 18:51         10023       Sat Jan 31 2015 08:29	Print E	Preview	Utifies	Range	Import XML	-	Clea	Select	
10030       Sun Feb 15 2015 20:13         10032       Sun Feb 15 2015 20:01         10029       Sun Feb 15 2015 19:52         10027       Sun Feb 15 2015 19:48         10026       Sun Feb 15 2015 18:54         10025       Sun Feb 08 2015 18:51         10024       Sun Feb 01 2015 20:37         10023       Sat Jan 31 2015 08:29	••• 0 •	Backspace							
10030       Sun Feb 15 2015 20:13         10032       Sun Feb 15 2015 20:01         10029       Sun Feb 15 2015 19:52         10026       Sun Feb 15 2015 19:48         10026       Sun Feb 15 2015 18:54         10025       Sun Feb 08 2015 18:51         10024       Sun Feb 01 2015 20:37	2	1		08:29	2015	31	Jan	Sat	10023
10030       Sun Feb 15 2015 20:13         10032       Sun Feb 15 2015 20:01         10029       Sun Feb 15 2015 19:52         10026       Sun Feb 15 2015 19:48         10026       Sun Feb 15 2015 18:54         10025       Sun Feb 08 2015 18:51	5	4		20:37	2015	01	Feb	Sun	10024
10030 Sun Feb 15 2015 20:13 10032 Sun Feb 15 2015 20:01 10029 Sun Feb 15 2015 19:52 10026 Sun Feb 15 2015 19:48 10027 Sun Feb 15 2015 19:48 10026 Sun Feb 15 2015 18:54	8			18:51	2015	08	Feb	Sun	10025
10030 Sun Feb 15 2015 20:13 10032 Sun Feb 15 2015 20:01 10029 Sun Feb 15 2015 19:52 10028 Sun Feb 15 2015 19:52				19:48	2015	15	Feb	Sun	10027
10030 Sun Feb 15 2015 20:13 10032 Sun Feb 15 2015 20:01 10029 Sun Feb 15 2015 19:52				19451	2015	15	Zeb	Sun	10028
10030 Sun Feb 15 2015 20:13	TECHNOLOGIE			19:52	2015	15	Feb	Sun	10029
10030 Sun Feb 15 2015 20:13	Bullo	21		20:01	2015	15	Feb	Sun	10032
				20:13	2015	15	Feb	Sun	10030



Repeat the process until all of the desired reports have been highlighted.

#### Sales Summary Report

The Sales Summary Report is identical to the Shift Report with the exception that it can summarize one or more shifts depending on the range selected.

#### **Reprint a Sales Summary Report**



If you need to reprint a Sales Summary Report, select *Sales Summary* from the *Reports menu*.



Highlight the summary (or summaries) in question by tapping on the reports.

Tap on the [Print] key. The system processes the data and a report prints.

10032		Feb 15	2015	20:01	SE	Bul
10	¥		-			
10	Proc	essing	Deals		7	0
10						0
100000	Sam	111111111		ever	4	5
	Sat	Jan 31	2015	08:29	1	2
					Backspace	0



**Note.** The number of shifts kept at a site varies from site to site. The number of days retained at each site may vary, but typically it is kept for 40 days. During the 40 days the site may have an unlimited number of shifts. On the 41<sup>st</sup> day, all shifts pertaining to the 1<sup>st</sup> day will be deleted. You will always have the latest 40 days of shifts.

#### Sales Summary Utilities Menu

The Sales Summary Utilities menu provides you with 4 options. They are:

- 1. Export Shift Info
- 2. DEL Shift
- 3. Reprint Shift Report
- 4. Reprint POS Report
- 5. Resend Shift XML
- 6. Summary Statistics

2016 11-11 07:40		BT9000 r05	.20.08				MENU
	10006 10005 10004 10003 10002	Wed Nov 09 09:50 Wed Nov 09 FeL OFF 28 10:40 Wed Nov 09 Select From Menu Export Shift Info DEL Shift	0 10:00 09:50 18:48 11:50 08:13 07:12	•	<b>S</b> E	Bull	och
	10001	Reprint Shift Report Reprint POS Report Resend Shift XML Summary Statistics	0122		7 4	8 5 2	9 6 2
			,	Bi	L ackspace	2	Enter
							P10 Exit

#### Import XML

The Import XML function allows you to re-import XML data.



If you need to import XML data, select *Sales Summary* from the *Reports menu*. A pop up menu will be displayed.



Tap on the [Import XML] key. A list of shifts will be displayed on the screen.

Tap on the desired shift. The system will re-import the XML data. When the import is complete, the following screen will be displayed:

**Managing Sales** 

11:04 2015-01-25	Sales Summary			MENU
	Select the Shift to Reimport 10007 10008 10009 Import XML Completed 10010	SI₽	Bull	och
	10011 Press any key to exit.	7	8	9
	10012 10013 OK	4	5	6
	10014	1	2	3
	Previous Next	Backspace	0	Enter
		abc		
Re) 13/01 8:48				Exit

#### Available function keys

#### Keys on the Cashier screen:



#### Keys on the Cary keyboard:



Begins the selection process



Displays a popup screen



### **POS Returns**

Occasionally a network error can cause some transactions to go through twice. This knocks the sales summary and bank reconciliation out of balance. The duplicate charge has to be reversed. This is called a 'POS Return'.

To correct a duplicate charge, select POS Returns from the Management Reports menu.

The POS Returns menu is displayed.



Field Name	What it means
Amount	Enter the dollar value of the sale.
Card Number	Enter the card number.



Key in the dollar amount, the credit card number and the expiry date.

Tap on the [Proceed] key.

Tap on the [Exit] key to exit and save the changes.

## Logs

#### Logs

Logs will help you manage your store. They also serve as one of the BT9000 security features. There are several types of logs available <u>and are specific to the fuel companies</u>. This chapter explains each type of log.

When you select Logs from the Main menu, a screen similar to this one will be displayed:

2016 10-26 10:11	BT9000 r(	05.20.08			MENU
(2/2) 1:Activities Gasoline Prices Dispenser Mode	Logs 1 - Security Log 2 - POS Log File	Passwords Certificates	R	Bull	och
(4/10) 2:Pricebook	3 - Sales Review	Update			
Departments	4 - Meter Reads 5 - Car Wash Log	BT9000     End User License	7	8	9
PushKey Pages	6 - Event Log	Agreement	4	5	6
Activate	7 - Install Log		1	2	3
	Store Options		Backspace	0	Enter
			abc		P10 Exit

**Note:** If your site is equipped with AFDs, you will have an additional menu option entitled AFD Transaction Log.

#### **Security Log**

The Security Log records all events of potentially incorrect system usage such as system starts, system exits, attempts to secure areas of the system with invalid passwords, price and tax overrides.

It also records cashier activity if items were sold and then unsold by using the [Clear], transactions that were voided, when a shift off was completed, etc.



**Note.** The use of [Clear] or voided transactions are not necessarily incorrect. Proper usage of these features is highly desirable and beneficial.

Recording these transactions allows management to know when they occurred.



**Multi Paypoint.** Security logs – the information displayed in the security log is paypoint specific.

#### Example of a Security Log:

	12:07:00	) CLEAR - Item: 00500000000040 gty: 1 Come ) Completed male for 91.15 while 52.75 in till
16 Dec 14 14 Dec 14	12107100	Fuel Frice Changed from 101,90 to 99,90 RC 15 5 95.00 I Saved Item 000000000008
16 Dec 14	12100100	Completed sale for 2.55 while 145.90 in till
16 Dec 14	12(12)29	STRONG Store data activated
16 Dec 14	12112453	Completed sale for 14,00 Mbile 148,45 in till
16 Dec 14	12115139	Puel Price Changed from 103.50 to 103.00 D0 1/5
6 Dec 14	12117129	Completed sale for 71.25 while 142.45 in till
6 Dec 14	12:17:23	Fuel Frice Changed from 101,90 to 100,90 MC 25 \$ 74,00
6 Dec 14	12:10:15	STIDE: Store data activated
6 Dec 14	12116134	REULE, Bulf, OldFrice(101.90, WewDrice(101.90
		EXTER delf olderhowslop 50 Machriceslop 50
(i) Dec 14.	12110124	Bernard Street we have been and be
6 Dec 14	12:18:34	NUPRM, Self, OldPrice:113.90, NewPrice:113.90
6 Dec 14 6 Dec 14 6 Dec 14	12:18:34	#UDIM, Self, OldFrice:111,90, NewFrice:111.90 NBDLS, Felf, OldFrice:101.90, NewFrice:101.90
6 Dec 14 6 Dec 14 6 Dec 14 6 Dec 14	12:18:34 12:19:10 12:19:10 12:19:10	4 00PPM, Salf, OldFrice:113, 50, NewFrice:113, 50 88018, Salf, OldFrice:101.50, NewFrice:102.50 18775A, Salf, OldFrice:105.59, NewFrice:110.50
6 Dec 14 6 Dec 14 6 Dec 14 6 Dec 14 6 Dec 14	12+18+34 12+18+34 12+19+10 12+19+10 12+19+10	NUTWE, Self, Olderics:113.00, NewFride:113.10 NADLA, Self, Olderics:113.00, NewFride:113.10 NADLA, Self, Olderics:101.00, NewFride:101.00 NTPA, Self, Olderics:113.00, NewFride:114.00
6 Dec 14 6 Dec 14 6 Dec 14 6 Dec 14 6 Dec 14 6 Dec 14	12118134 12118134 12119110 12119110 1211910 12119145	<pre>000000.0012.000000000000000000000000000</pre>
<pre>6 Dec 14 6 Dec 14 </pre>	12110134 12110134 12113410 12413410 12413410 1211345 1241345	NUTWA, SHIP, OLDFFIGSTID, 50, Beedricotil, 50 BADIA, self, OLDFFIGSTID, 50, Beedricotil, 50
6 Dec 14 6 Dec 14	12118134 12118134 12119110 12119110 1211910 12119145 12119145 12119145	<pre>4 0009M4_SALE_0.00071000113.90, BM0071000133.90 BBDLA_WH_S.0.00071000101.90 BDTPAA_WHIF_0.00071001109.90, BM00710001101.90 BDTPAA_WHIF_0.00071001109.90, BM00710001104.90 BDTPAA_WHIF_0.000710001109.90, BM00710001104.90 BDTPAA_WHIF_0.000710001109.90, BM00710001104.90 BDTPAA_WHIF_0.000710001109.90, BM00710001104.90 BDTPAA_WHIF_0.000710001109.90, BM00710001104.90 BDTPAA_WHIF_0.000710001109.90 BDTPAA_WHIF_0.000710910000109.90 BDTPAA_WHIF_0.00071091000000000000000000000000000000</pre>
6 Dec 14 6 Dec 14	12118134 12118134 12119130 12119130 12119130 12119145 12119145 12119145 12119145	<pre>NUTHM, SHIE, OLDEFTICUSILL, MD, BeedTICUSILL, ND NUTLM, SHIE, OLDETTICUSILL, MD, BeedTICUSILL, ND NUTLM, SHIE, OLDETICUSILL, ND, BEETICUSILL, ND NUTLM, SHIE, OLDETICUSILL, ND, BEETICUSILL, ND NUTLM, SHIE, OLDETICUSILL, ND, SHIETICUSILL, ND NUTLM, SHIET, OLDETICUSILL, ND, SHIETICUSILL, ND NUTLM, SHIET, OLDETICUSILL, ND, SHIETICUSILL, ND NUTLM, SHIETICUSILL, ND</pre>
6 Dec 14 6 Dec 14	12119134 12119134 12119130 12119130 12119130 12119145 12119145 12119145 12129150 12129150 12129100	<pre>4 000Mmt_skif_01000riss113.00, Bwebrics113.00 8 000Mmt_skif_01000riss113.00, Bwebrics113.00 8 000Mmt_skif_0100000000000000000000000000000000000</pre>
6 Dec 14 6 Dec 14	12:18:34 12:18:34 12:18:10 12:19:10 12:19:10 12:19:45 12:19:45 12:19:45 12:29:50 12:27:01 12:27:00	<pre>0 NUTHP, SHIE, OLDERTICUSIDIT, MC, Beedricus(11, NG) NEMLA, SHIE, OLDERTICUS(11, NG, Beedricus(10, NG) NEMLA, SHIE, OLDERTICUS(10, NG, Beedricus(10, NG) NEMLA, SHIE, OLDERTICUS(11, NG, Beedricus(114, NG) NEMLA, SHIE, OLDERTICUS(12, NG, Beedricus(10, NG) NEMLA, SHIE, SHIELS, NG, BEEDRICUS(10, NG) NEMLA, SHIELS, SHIELS,</pre>
6 Dec 14 6 Dec 14	12118134 1221813410 12213910 12213910 12213915 12213915 12213915 12213915 1222392 1222391 1222392 1222392 1222392 1222392 1222392 1222392 1222392 1222392 1222392 1222392 1222392 1222392 1222392 1222392 1222392 1222392 1222392 1222392 1222392 1222392 1222392 1222392 1222392 1222392 1222392 1222392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 1223392 122339 1223392 122339 1223392 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 122339 12339 122339 122339 12339 12339 12339 12339 12339 12339 12339 1233	<pre>0 000Mk_Salf_ColdFices113.90, BW0Fices113.90 BECTRA_WEIF_ColdFices110.90 BECTRA_WEIF_ColdFices100.90 BECTRA_WEIF_ColdFices100.90 BECTRA_WEIF_ColdFices100.90 BECTRA_WEIF_ColdFices100.90 BECTRA_WEIF_ColdFices100.90 BECTRA_WEIF_ColdFices100.90 BECTRA_WEIF_ColdFices100.90 BECTRA_WEIF_ColdFices100.90 BECTRA_WEIF_COLDFICES10.90 BECTRA_UEIF_COLDFICES10.90 BECTRA_UEIF_COLD</pre>
6 Dec 14 6 Dec 14	12118134 1221910 1241910 1241910 1241916 1241916 1241916 1241916 1241916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 1242916 124200000000000000000000000000000000000	<pre>0.000Mt,Salf_coldFicenell3.MO, Bwedricecil3.NO BWEAR,WEALCOLFFICENELL3.MO, Bwedricecil3.NO BETTA,WEALCOLFFICENELL3.NO, Bwedricecil3.NO BWEAR,WEALCOLFFICENELL3.NO, Bwedricecil3.NO BWEAR,WEALCOLFFICENELL3.NO, Bwedricecil3.NO BWEAR,WEALCOLFFICENELL3.NO, Bwedricecil3.NO BWEAR,WEALCOLFFICENELL3.NO, Bwedricecil3.NO BWEAR STARTS.NO.000000000077 CDyri IMEXTONED CLEAR - Items OB0000000077 CDyri IMEXTONED COMPLEXES AND ADD FOR TAXAON AND ADD FOR TAXAON ADD FOR TAXAON ADD FOR TAXAON ADD FOR TAXAON ADD FOR TAXAON ADD FOR TAXAON ADD FOR TAXAON ADD FOR TAXAON ADD FOR TAXAON ADD FOR TAXAON ADD FOR TAXAON ADD FOR TAXAON ADD FOR TAXAON ADD FOR TAXAON ADD FOR TAXAON ADD FOR TAXAON ADD FOR TAXAON ADD FOR TAXAON ADD FOR TAXAON ADD F</pre>
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#### **POS Log File**

The POS Log File displays every transaction submitted for bank approval. The log displays information regarding credit, gift card and debit transactions – time that a card was swiped, if it was denied, the type of card, number and dollar amount.

All credit, debit and gift card numbers are masked. You do not have access to the full card number.

Transactions are displayed one shift at a time. You can display any shift kept on record.

To view the bank transactions, select *POS Log File* from the *Logs menu*. The *POS Log file* screen is displayed:

12:35 014-12-16				POS	S Log	file	
_							
	10014	Sat Dec	13 21:2	24 Mon	Dec 15	19:29	
	10013	Thu Dec	11 20:1	l2 Sat	Dec 13	21:24	
	10012	Tue Dec	09 19:4	13 Thu	Dec 11	20:12	
	10011	Tue Dec	09 19:3	39 Tue	Dec 09	19:43	
	10010	Tue Dec	09 19:3	37 Tue	Dec 09	19:39	
	10009	Tue Nov	18 10:0	)6 Tue	Dec 09	19:37	
	10008	Tue Nov	11 12:5	бб Тие	Nov 18	10:06	
H. 14/11 16:21							



Tap on the desired shift. The POS log file for the shift is displayed on the screen.

12:36 2014-12-16				POS Log file - Sh	nift Number: 100	09	
UNKNOWN	2 INVALID SPEEDE SPEEDPASS	ASS Ş	8.10				£
	000008/ 14-11-18 14:11:1	.8	00 C1				L
PREPAY AUT	0 CREDIT AUTHORI VISA VISA 000009/ 14-11-18 14:11:1	ZED \$ \$	11.20 11.20 00TOC0				I
S&F SALE	0 SALE ACCEPTED VISA VISA 000010/ 14-11-18 14:11:1	\$ \$	11.20 11.20 00TSC0				I
PREPAY AUT	0 CREDIT AUTHORI VISA VISA 000011/ 14-11-18 14:11:1	:ZED \$ \$	11.20 11.20 00TOC0				Γ
S&F SALE	0 SALE ACCEPTED VISA VISA 000012/ 14-11-18 14:11:1	\$	11.20 11.20 00TSC0				
CRIND AUTH	2 SIGNATURE REQU VISA VISA 000013/ 14-11-18 14:11:1	JIRED Ş Ş	100.00 100.00 00TOC1				
CRIND AUTH	2 SIGNATURE REQU VISA VISA 000014/	JIRED Ş Ş	100.00 100.00				J
Rel. 14/11 16:2	L	ine Up	Line Do	wn Page Up	Page Down	Start	ĺ



Tap on the [Print] key.





Tap on one of the options displayed in the pop-up screen. The message on the screen will ask you to confirm if the printer is ready.





Tap on the [Yes] key to print the report.



**Multi Paypoint.** POS Log File – all POS log information can be viewed from either paypoint.

#### **Sales Review**

The Sales Review log allows you to review transactions for selected shifts. It works like the Review function while in the cashier mode. The difference is that you can display any shift kept on record.

To review transactions for specific shifts, select *Sales Review* from the *Logs menu*. The Sales Review screen appears:

10015					
10014	Sat Dec 13	3 21:24	Mon Dec 15	5 19:29	
10013	Thu Dec 11	20:12	Sat Dec 13	3 21:24	
10012	Tue Dec 09	9 19:43	Thu Dec 11	L 20:12	
10011	Tue Dec 09	9 19:39	Tue Dec 09	9 19:43	
10010	Tue Dec 09	9 19:37	Tue Dec 09	9 19:39	
10009	Tue Nov 18	3 10:06	Tue Dec 09	9 19:37	
10008	Tue Nov 11	l 12:56	Tue Nov 18	3 10:06	
10007	Tue Nov 11	12:46	Tue Nov 11	12:56	

If you tap on the [Select] key, information from the last shift report will be displayed on the screen.



To review transactions for a specific shift, tap on the shift.



The screen displays details of all of the transactions that occurred for the selected shift. Follow the instructions on the screen to review more transactions.

#### Available function keys

#### Keys on the Cashier screen:



#### Keys on the Cary keyboard:



Displays the previous transaction

Displays the next transaction



Prints a receipt for the transaction

Exits this screen and returns to the Sales Review menu

#### Meter Reads

This option allows you to reprint Pump Totals that were taken at shift-off time. The Meter Reads report prints out a detailed list of fuel volumes by pump meter. Meter reads (Pump Totals) are normally obtained in the report at the end a shift. If you do not have meter reads for a specific shift, this option allows you to go back and reprint them. Pump totals are printed one shift at a time. You can print any shift kept on record.

To print off meter reads (pump totals) select *Meter Reads* from the *Logs menu*. A list of valid shifts is displayed in a popup box:

12:42 2014-12-16						Met	er	Re	ads	
	10014	Sat	Dec	13	21:24	Mon	Dec	15	19:29	
	10013	Thu	Dec	11	20:12	Sat	Dec	13	21:24	
	10012	Tue	Dec	09	19:43	Thu	Dec	11	20:12	
	10011	Tue	Dec	09	19:39	Tue	Dec	09	19:43	
	10010	Tue	Dec	09	19:37	Tue	Dec	09	19:39	
	10009	Tue	Nov	18	10:06	Tue	Dec	09	19:37	
	10008	Tue	Nov	11	12:56	Tue	Nov	18	10:06	
	10007	Tue	Nov	11	12:46	Tue	Nov	11	12:56	
el. 14/11 16:21										



Tap on the desired shift. The meter reads will print.

#### **AFD Transaction Log**

The AFD transaction log lists all of the credit and debit activity that took place at the AFDs. Information such as 'Invalid Use' & 'denied credit card' is recorded in the log as well. All account information with the exception of the last 4 digits of the card is masked. You will notice the words 'Receipt' and 'No Receipt' displayed on the screen. If the customer pressed the receipt button on the AFD keypad, the log will display the word 'receipt' to the left of the card number.

CR:01 refers to the card reader in pump no. 1. CR:02 refers to the card reader in pump no. 2...and so on.


Note. This menu option will appear under the Logs menu if the site is equipped with AFDs.

## Car- Wash Log

A car wash log is available for sites that are equipped with a car wash. The car wash log will list information such as 'Car wash offline' and 'Car wash online'. Some of the messages in the log are useful to isolate problems with the car wash controller.

## **Event Log**

The Event log contains messages about the BT9000 program operation. Some of the messages are useful to isolate problems in the software.

## AFD Event Log

The AFD Event log contains messages about the AFDs. Some of the messages are useful to isolate problems in the software.

## FTP Log

The FTP functionality is enabled with this version of software.

## Audit Log

The Audit log records information such as when passwords were modified or deleted.

## Setup

#### Setup

The Setup menus allow you to configure messages that will be displayed on the 'Customer Display', outside at the AFDs, messages on the bottom of sales receipts and messages on car wash tickets. It also allows you to configure safe drop signals and the exchange rate for US currency.

This chapter explains how to configure messages, passwords and store options.

When you select the Setup menu from the Main Menu, the following functions are available:

- 1. Store Options
- 2. Store Messages
- 3. Card Table Setup
- 4. Passwords
- 5. FTP Configuration
- 6. Certificates

#### As well, AFD Messages (if site is equipped with AFDs).



## Store Options

When you select Store Options from the Setup menu, the following screen will be displayed:

18:56 2015-02-15	Store	Options				MENU
	Main Console Customer language Language prompt Shift frequency for backups Sound volume Safedrop signal amount U.S. safedrop signal amount	NO         YES           FRANÇAIS         ▶           NO         YES           1         9           \$200.00         \$100.00		5	Bul	DGIES INC
	Savings threshold	\$0.00		7	7 8	9
	GST reg. #	\$1.25 R123456		2	1 5	6
	GST rate	5.000%			2	3
	pst rate	7.000%		Backs	pace 0	Enter
			Test Volume	acc System Report	Hardware Report	Exit

Field Name	What it means
Main Console	'Y' or 'N' confirms if the paypoint is talking to the pumps directly or through another paypoint.
Customer Language	English or French, depending on where your site is located.
Language Prompt	If the flag is set to 'Y', when you select the [Printer] icon, a popup box will be displayed, asking you to select English or French.
Shift Frequency for backups	A reminder to 'Backup Store Files' will be displayed on the cashier screen after a certain amount of shift changes have been performed.
Sound Volume	Used to increase or decrease the volume.
Safedrop Signal Amount	Enter the amount of Canadian cash you want to accumulate in your till to activate the 'Safedrop Required' message on your cashier screen.
U.S. Safedrop Signal Amount	Enter the amount of U.S. cash you want to accumulate in your till to activate the 'Safedrop Required' message on your cashier screen.
Savings Threshold	Not used at this time.
Value of U.S. Dollar	Enter the U.S. exchange rate.
GST reg. #	Enter the GST registration number.
GST rate	Enter the GST tax rate.
Pst reg. #	Enter the pst registration number.
Pst rate	Enter the pst tax rate.

## Available function keys

#### Keys on the Cashier screen:



Used to test the sound volume



Prints a system report

Prints a system report



Prints a hardware report



Exits this screen and returns to the Store Options menu

#### Keys on the Cary keyboard:



P8

/stem

Report

Used to test the sound volume



Prints a hardware report

Exits this screen and returns to the Store Options menu



**Multi Paypoint**. Most of the functionality in Store Options is paypoint specific. However, if the site operates with multiple paypoints, one must be designated as the main console. Paypoint # 1 will be designated as the main console. Next to the heading of 'Main Console', the default will be set as 'Y' (YES). Paypoint # 2 will be designated as the secondary console and the default will be set to 'N' (NO).

#### Store Messages

You can customize the messages that print on sales receipts and car wash tickets and messages on customer displays according to special or seasonal events that your station promotes.

When you select the *Store Messages* option from the *Setup menu* and enter your password, the following screen will be displayed:

6 18:10		Store	Me	ssag	es							REF One	Colur	S nn	M
Receipt Trailer - Eng	glish														
Thank you.	(10/20)														
Have a great day.	(17/20)								1	D		1	1		
	(0/20)							5	4	D	U	NC			G
	(0/20)														
	(0/20)														
	(0/20)		W	/ash Traile	er										
	(0/20)					(0/20)									
	(0/20)		and the second second second		-	(0/20)	q	w	e		t	У			
Receipt Trailer - Fre	nch	_	Loyalty	Prompt M	lessage										
							a	S	d	t	g	h			
	(0/20)					(0/30)						Ī			
						(0/30)	z	×	C		b	n	m		
							c	aps	Sp	ace	Bac	kspa	ace	E	In
							12	3							
										P Sa	1 ve			P: E:	L( ki

Note: If your site is equipped with AFDs, you will have a menu option entitled AFD Messages.

Field Name	What it means
Receipt Trailer English	Eight lines of text, each up to 20 characters in length. All lines are automatically centered at the bottom of each sales receipt.
Receipt Trailer French	Eight lines of text, each up to 20 characters in length. All lines are automatically centered at the bottom of each sales receipt.
Wash Trailer	Two lines of text, each up to 20 characters in length. This is the proof of purchase, which provides the code into the car wash.
Loyalty Prompt Message	Three lines of text, each up to 20 characters in length. Allows you to configure a loyalty prompt message that will be displayed on the cashier screen.



**Multi Paypoint**. This function is paypoint specific and should be customized the day of the installation.

## AFD Messages

AFD messages can be promotional messages that are displayed on the panel of the in-pump card readers. When you select *AFD Messages* from the *Setup menu*, the following screen is displayed:

09:17 2015-02-13 ALL HALT	AFD Messages	
Message 1		🗎 🔁 🔊 🔨 🖄
	Lise this message 100	1 2 3 4
	Message 4	× <sub>ຽ</sub> × <sub>ຽ</sub> × <sub>ຽ</sub> 🗊
		5 6 7 8
Use this message NO		<b>A A A</b>
Message 2		9 10 11 12
	Use this message two	789
	Message 5	
	Hessage J	4 5 6
Use this message NO 123		123
Message 3		
	01	Backspace Enter
Rei, Today at 06:35	PI Save	Exit acc

You can define up to five different messages, one per screen. However, only one message can be used at a time. When a new message is selected, the previously active message is automatically set to N, making it inactive.



**Note.** The number of characters you enter in the message varies based on the manufacturer of the in-pump card readers.



Type the AFD message.



Save the message and exit from the screen.

#### Card Table Setup

When you select Card Table Setup from the Setup menu, the following screen will be displayed:



The system will request a password.

19:02 2015-02-15		Card Table	Setup	0			<b>.</b>	MENU
<u>Card number</u> English Card Name		Telephone Authoriza	ion Text Fi	rench			. 11	1
Report order	0							OCh
Card type		Floor limit		\$0				
Bin Ra	nges	AFD pre-auth limit		\$0				
From To	Ain Length Max Length Check Digit	Pump limit		\$0				
	0	Expiry date not requ	iired NO	YES		7	Q	0
	0	Prevent deal	NO	YES			0	9
	0	Call for auth	NO	YES		Λ	E	6
	0	Prompt for ID	NO	YES		4	C	0
	0	Prevent manual enti	y NO	YES		1	2	3
		Kiosk fallback	NO	YES				
Driver ID required	NO YES	AFD fallback	NO	YES	E	ackspace	0	Enter
Vehicle number rec	quired NO YES	Kiosk Contactless lin	it :	\$0.00	<b>.</b>	×		
Ref. 13/02: 06:35		Save C	lear	Delete	Previo	ous I	Vext	Exit



**Note.** This function is password protected. If changes are required, please contact Bulloch to ensure that the correct data is inputted as incorrect data entry can cause loss of transaction data.

## Passwords

Passwords ensure that access to the system is limited to authorized personnel. When you select *Passwords* from the *Setup menu*, the following screen is displayed:





Enter your User ID and Password and tap on the [Enter] key. The following screen will be displayed:





Tap 2 times on the arrow located next to the word 'Level'. The '*Pick a password level*' screen will be displayed



Tap on a level.

Depending on the petroleum company, there can be several areas of user access available:

- 1. Create users
- 2. Install certificates
- 3. View certificates
- 4. View audit log
- 5. View and approve upgrades
- 6. FTP config
- 7. Access card tables
- 8. Allow to exit
- 9. Gasoline prices
- 10. Activate store data
- 11. Store setup
- 12. Pricebook
- 13. POS settlement report
- 14. Shift inquiry
- 15. Display cash on inquiry
- 16. Transaction logs
- 17. BT9000 logs
- 18. Site messages
- 19. Shift summary
- 20. File maintenance



In order to give the user access to the displayed areas, ensure that the word 'YES' is configured beside the description of the functionality. To deny access to certain areas, enter 'NO'.



Tap on the [Exit] key to exit and save the changes.

### Available function keys

#### Keys on the Cashier screen:



Saves the changes



Displays the previous password configured in the system





### Keys on the Cary keyboard:



## **FTP Configuration**

This screen will be configured when your system is installed.

## Certificates

This screen will be configured when your system is installed.

# Managing Store Info

## **Managing Store Info**

The BT9000 provides several functions to protect store information. As information is a company's most valuable resource, access to information must be managed and protected.

This chapter explains how to perform daily backups, import files, run a File Integrity Check as well as several other functions.

## The Utilities Menu

After sales transactions and other store information are entered into the BT9000, there are tasks that should be performed on a daily basis as well as on a periodic basis to maintain your system and your data.

When you select the Utilities Menu from the Main Menu, the following screen will be displayed:



The following functions are available:

- 1. Update
- 2. Backup Store Files
- 3. Import Files
- 4. File Integrity Check
- 5. Exit and Run Config
- 6. Safely Turn Off Machine
- 7. Restart Windows
- 8. Restart Bulloch BT9000
- 9. Exit Bulloch BT9000
- 10. User Interface
- 11. Calculator
- 12. End User Licence Agreement
- 13. Help

### Update

This function is used to update the system's software.

UPDATE       Status       Description       Date & Time         NONE       Image: Construction of the state	UPDATE S NONE	itatus Desc	ription	Date & Time			
7 8 9 4 5 6 1 2 3 Backspace 0 Enter					SE	Bull	och
1       2       3         Backspace       0       Enter         ix       1       1					7	Q	0_
123 Backspace 0 Enter acc					4	5	6
Backspace U Enter					1	2	3
					Backspace abc	0	Enter

This procedure copies all store files from your system onto a USB memory key. Performing a backup saves all critical files required by the system. It is important to back up the store files on a daily basis. You may be required to restore these files if data is lost or the system goes down unexpectedly.

The system allows you to set reminders on the screen to remind you when to perform a backup. As highlighted in a previous chapter, this is called 'Shift Frequency for Backups' and is set up through the *Setup/Store Options* menu.



Select *Backup Store files* from the *Utilities Menu*. The information will be backed up onto the USB memory key. Information on the screen will display the progress.

6:56 5-01-02	Ba	ckup Store Files
(3/3) 1:Activities Sasoline P	(1/1) 3:Reports	Card Table Setup
Store Ope       Mode       Customer       Display Se       (4/13)       2:Pricebook       Store Iten       SpeedKey	Processing, pl	ease wait start Bulloch '9000 't Bulloch '9000
Inventory Counts	Store Mes	sages

#### **Import Files**

This function allows you to import files from a USB memory key or from directories stored in your system into your computer. **This is usually done by support personnel.** 

When you select Import files from the Utilities Menu, the following screen will be displayed:

20:03 2015-02-15	Import F	iles			MENU
(3/3) 1:Activities Gasoline Price Store Operative Mode Customer Dis	Backup Store Files Restart Windows	store Options	SE	Bull	och
(7/14) 2:Pricebook Store Items	Import Files Import files from Dirs	ifely Turn Off achine	7	8	9
Departments Departments SpeedKeys Inventory Tra	Exit and Run Config Icon Configuration Safely Turn Off Machine Misc. UI Settings	it Bulloch BT9000	4	5 2	6 3
Deliveries	unts		Backspace abc	0	Enter
Rel. 13/02 05-35					Exit

## **File Integrity Check**

This utility should only be performed when instructed by your Help Desk. A File Integrity Check detects known data inconsistencies and attempts to repair them. Running a long version of the File Integrity check looks at shifts as well as item files.

When you select *File Integrity Check* for the *Utilities Menu*, the following screen is displayed:





Tap on the [Yes] key. The file integrity check begins. Messages appear on the screen during the file integrity check.



When the File Integrity Check has completed, a message will display, indicating that the File Integrity Check is complete. If no problems were found, the message displayed on the screen will advise that there were no problems found. If problems were found, this information will be displayed on another screen, indicating the cause of the problem.





Tap on the [OK] key. The following screen will be displayed:





Tap on the [Yes] key to run a long version of the File integrity check or the [No] key to exit the screen.



**Multi Paypoint.** File integrity check – it is strongly recommended by Bulloch Technologies that the file integrity check be run from Paypoint # 1. In addition, if you attempt to run the file integrity check while someone is using the AFDS, the system will display a message, indicating the operation is invalid at present time because an outside sale is in progress. You will be advised to press any key to exit.

## **Exit and Run Config**

When you select this function, a popup window is displayed, requesting you to enter a password. You will need assistance from the Help Desk to execute this function.

## Safely Turn Off Machine

This function shuts down the system.

## **Restart Windows**

This function restarts Windows and the BT9000 machine.

## **Restart Bulloch BT9000**

This function restarts the Bulloch application.

## Exit Bulloch BT9000

This function exits the Bulloch BT9000.

	Us	er Inter	face				
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s function is u		serinten	aces.			and the second second	
	10-26 18:48	ser Interf	ace			MENU	
	Left-handed touchscreen	NO	YES				
	Function bar on top	NO	YES				
	Use gestures to change orientation	NO	YES		- 11	1	
	Use \$ buttons in cash box	NO	YES	K	Sulle	och	
	POS status icons	NO	YES		ECHNOL	OGIES	
	Tender and undo icons in foreground	NO	YES				
	Smaller function bar in background	NO	YES				
	Number Of Rows for Backgr	round Screen					
	Activities (2)	2		7	8	9	
	Pricebook (10)	4		-		5	
	Reports (2)	2		4	5	6	
	Logs (8)	3					
	Setup (6)	3		1	2	3	
	Utilities (13)	3					
	Number of columns for menu	3		Backspace	0	Enter	
				abc			
						Series .	
						P10 Exit	
ld Namo	What it means						
	What it incaris						
t-handed	Allows you to configure the	screen fo	or left-ha	nded emp	oloyee	s.	
chscreen				•	-		
ction har on	Allows you to re-locate the f	function h	ar to the	ton of th	e cast	hier scree	n

top	Allows you to re-locate the function bar to the top of the cashier screen.
Use gestures to change orientation	Allows you to use gestures to change the orientation of the cashier screen.
Use \$ buttons in cash box	Allows you to display pre-set keys while in the cash screen.
POS status icons	Allows you to display the POS status as an image or as letters (e.g. C1, IP1).
Tender and undo icons in foreground	Allows you to display the A/R, Credit Card, Cash and Undo buttons as icons rather than words.
Smaller function bar in	Allows you to display a smaller function bar in the background.

#### background

Number of rows Allows you to select the number of rows for the background screens. for background screen

#### Calculator

A calculator is available for your convenience.

2016 10-26 19:16				Calculator					MENU
(3/3) 1:Activit	ies	(2/2) 3:Reports		Pas	sswords				
		Calcu	ıla	tor			R	Bull	och
				0	С	2	TE	ECHNOI	_OGIES
Ba	7	8		9		H			
(4/ 2:P	4	5		6		H	7	0	0
E	1	2		3				Ö	9
Sa Sa	0	00		(+/-)	+	H	4	5	6
Es R€	Backspa	ce		Enter		I- 🔤	1	2	3
A	ctivate	Store	Optio	ns			Backspace	0	Enter
							abc		
									P10 Exit

#### **End User Licence Agreement**

This function details the information in the end use licence agreement.

2016 10-26 19:19		Search: soft										ME	NU
End	User Licence Agr	eement											
	- Between -												
Bulloch Technologies Suite 15	Inc.												
6305 Northam Drive Mississauga, ON	- and -	You				_				_			
("Supplier")		("Customer")			2		В	u	ιl	10	)	c	h
By using the Supplier's produ the following End User Licenc	icts and services ce Agreement ("Agr	you are agreeing to be b eement").	ound by				TE	CH	INC	OL	00	GIE	S
<ol> <li>Definitions</li> <li>In this Agreement:</li> </ol>													
"Annual License Renewal Fee" Supplier for the right to con continued support and Mainten	is the annual amo atinue to use the ance Services for	unt payable by the Custo <mark>Soft</mark> ware and includes th the Software.	mer to the e										
"Documentation" means the "Us provided by Supplier to Custo	er Guide" and suc mer for use with	h other documentation as the Software;	may be		q v	/ e							
"Hardware" means the computer	equipment purcha	sed from or approved by	Supplier;										
"License Fee" means the initial license fee, and any periodic license fee payable by the Customer for the right to use the Software					a s	d		g					
"Maintenance Services" means the maintenance services described in section 4 and any additional consulting services;				-									
"Software" means the set of computer programs and the files necessary to operate the computer programs, provided to Customer by Supplier, including the screen layouts, document formats, file structures and other copyrightable elements used in processing data, and any updates, changes, enhancements or modifications provided by supplier.				z>	c				m			@	
				Caps Space		ace	Backspa		ace	ce Enter			
2. Grant of License				3	23						14		
			05	P6 C Is Next Se		P	7 .						
			P5 Previous				Clear Search			Exit			

## Help

This function identifies the cables and the color of each cable.

