Standard POSIM Shortcut Keys - Mac

Title: Shortcut Keys
Product: POSIM for Macintosh
Category:

There are programmed Shortcut keys in both POSIM for Macintosh and Windows.

These keys are easy to learn, and can speed up the transaction process.

Discussion

Key   Function

MACINTOSH- POSIM Keys set to 12 Key

=   Highlights the price on the invoice line, so a new price can be entered.

/   Highlights the "L" column for the item allowing you to insert a new discount level.

*   Highlights the quantity column, allowing the correct number of items purchased to be entered.

-         Highlights the price column. If you wish to discount that line item, simply type in a discount percent as a whole number between 0 and 99. Suppose you had an item listed on your invoice with a unit price of $10.00. If you want to give a 10% discount, hit the "-" key, enter "1", "0", and press the enter key. This will result in a new price of $9.00.

+   Highlights the price column. If you wish to sell an item with a specific profit margin percent, type in the margin percent as a whole number between 0 and 99. If you wanted to sell an item at 25% profit margin, press the "+", enter "2", "5" and press the "enter" key. By entering "+","0", "Enter", the cost of the product will be displayed

         Delete Does Nothing.

Clear   This key clears the total invoice line. The clear key will also cancel a Post from the Type of Payment screen.

Home   Company Name

End	Next Open Line
Pg. Up	Item
Pg. Down	Customer
Help	Salesperson
Esc.	Back
Cmd +2	Add a Comment
Cmd + 3	Make Transfer Invoice- Trans Code into T
Cmd + 4	Print Last Invoice
Cmd + 5	Get Preferred Items
Cmd + 6	Update Customer Card with information from Open Invoice
Cmd + 7	Print Gift Receipt
Cmd	(Command Space-Bar) Totals the Working Invoice
Cmd-I	Initiates the Post, presents the Type of Payment screen
F1	Cash
F2	Check
F3	Charge On Account
F4	Master Card
F5	Visa
F6	Am EX
F7	Discover
F8	Gift Cert.
F9	Total Invoice
F10	New Invoice
F11	New Customer
F12	Post

MACINTOSH- 16 Key

=   Highlights the price on the invoice line, so a new price can be entered

/   Highlights the "L" column for the item allowing you to insert a new discount level

*   Highlights the quantity column, allowing the correct number of items purchased to be entered

-       Highlights the price column. If you wish to discount that line item, simply type in a discount percent as a whole number between 0 and 99. Suppose you had an item listed on your invoice with a unit price of $10.00. If you want to give a 10% discount, hit the "-" key, enter "1", "0", and press the enter key. This will result in a new price of $9.00

+   Highlights the price column. If you wish to sell an item with a specific profit margin percent, type in the margin percent as a whole number between 0 and 99. If you wanted to sell an item at 25% profit margin, press the "+", enter "2", "5" and press the "enter" key. By entering "+","0", "Enter", the cost of the product will be displayed

Delete   Brings up list of Items

Clear   This key clears the total invoice line. The clear key will also cancel a Post from the Type of Payment screen

Home   Company Name

End   Next Open Line

Pg. Up   Nothing

Pg. Down   Nothing

Help   Customer

Esc.   Back

Cmd +2   Add a Comment

Cmd + 3   Make Transfer Invoice- Trans Code into T

Cmd + 4   Print Last Invoice

Cmd + 5   Get Preferred Items

Cmd + 6   Update Customer Card with information from Open Invoice

Cmd + 7   Print Gift Receipt

Cmd   (Command Space-Bar) Totals the Working Invoice.

Cmd-I Initiates the Post, presents the Type of Payment screen

F1   Cash

F2   Check

F3   Charge On Account

F4   Master Card

F5   Visa

F6   Am EX

F7   Discover

F8   Gift Cert.

F9   Total Invoice

F10   New Invoice

F11   New Customer

F12   Ship To

F13   Sales Person

F14   Nothing

F15   Nothing

F16   Post