



# Regit Express Quick Start Guide

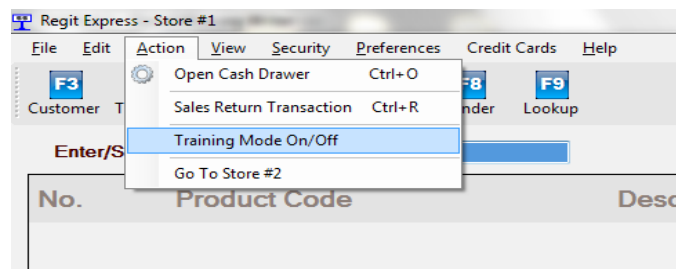
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## A Quick Hands-On Tryout

After installing Regit Express select the Regit Express icon off your desktop.



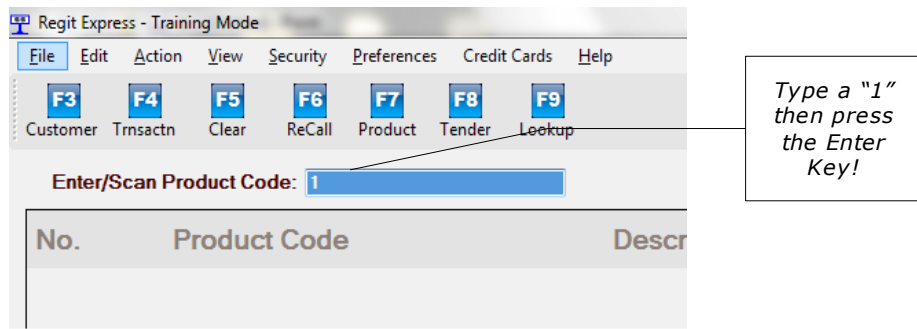
Regit Express has a handy Training Mode for testing, practicing, and training that allows transactions to be processed without affecting your live data. Switch to this training mode by selecting **Actions**, then **Training Mode**.



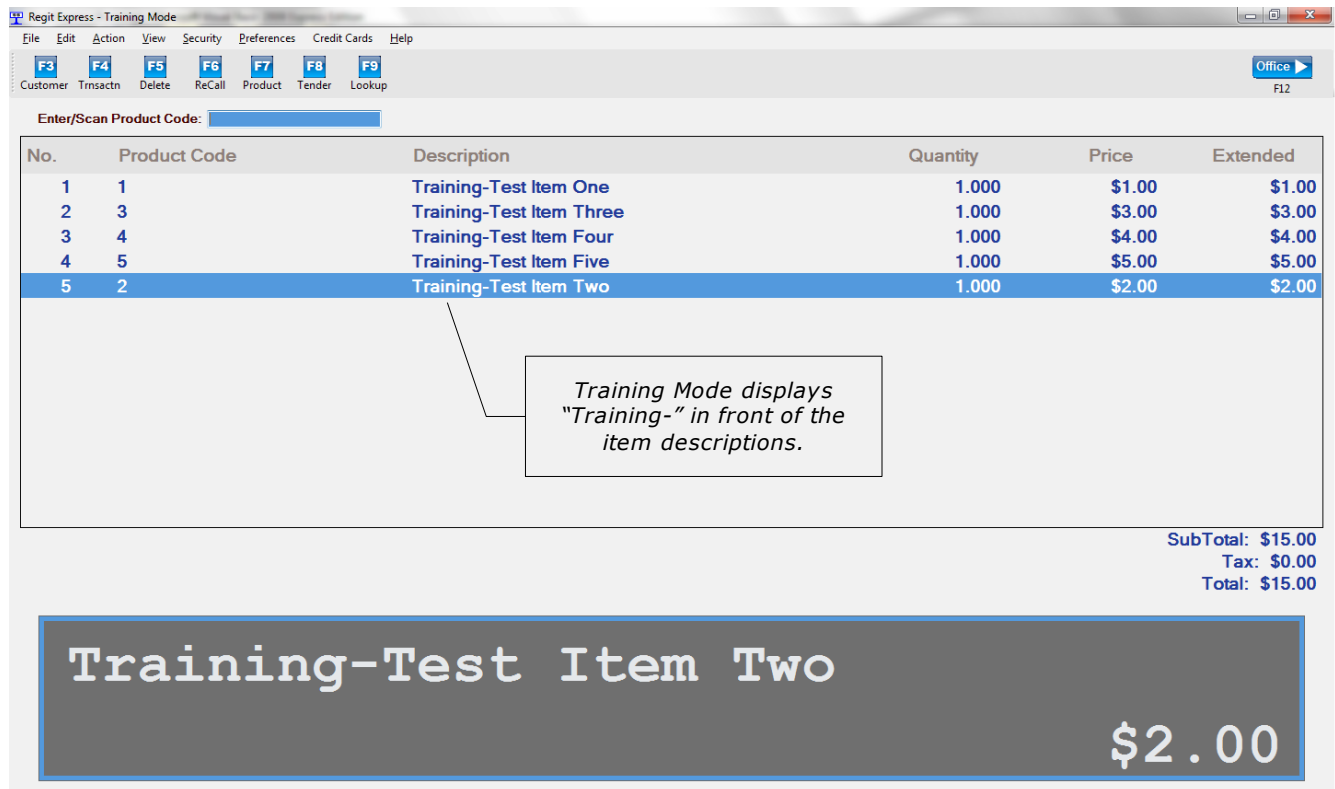
### ***Go To Training Mode***

We have entered some test data into the database. The product codes for these items are 1 through 9.

Type a 1 into the **Enter/Scan Product Code** box and press **Enter** (If you were using a bar code scanner, this is where you would scan the bar code on the item. A bar code scanner will automatically send the Enter key signal after scanning a bar code).

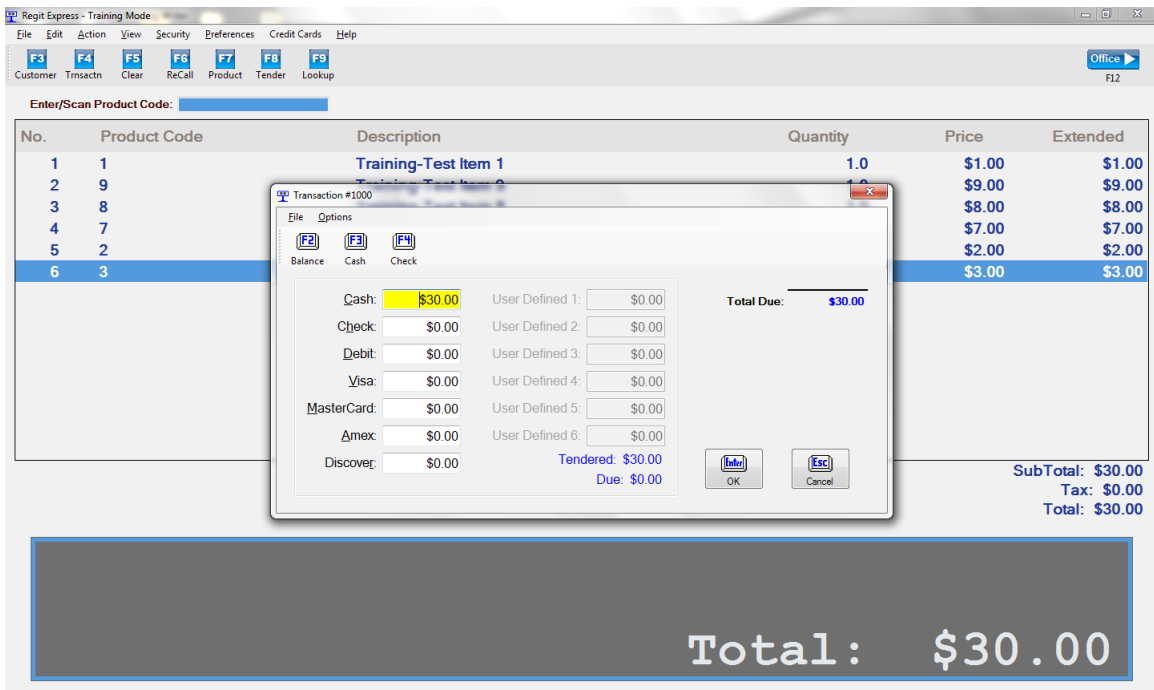


Enter some more items (1 through 9) and press the **Enter** key after each.

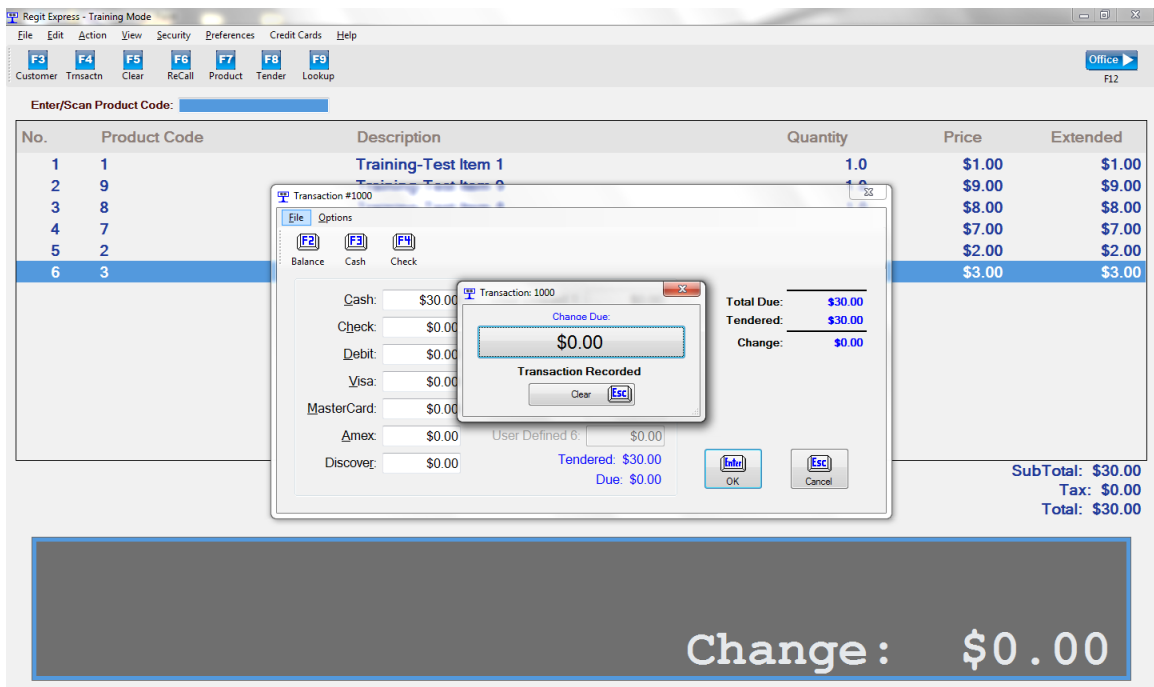


Now we will "tender" the transaction. Press the **F8** key or click the **F8** (tender) icon. The Tender Window will display.

We will tender as Cash. Press the **F3** key for exact cash or enter the amount received in the Cash box.



Now press the **Enter** key.



The transaction has now been recorded. If there was a printer and cash drawer connected, a receipt would have been printed and the cash drawer would have opened. Press the **Esc** key and a new transaction window will appear.

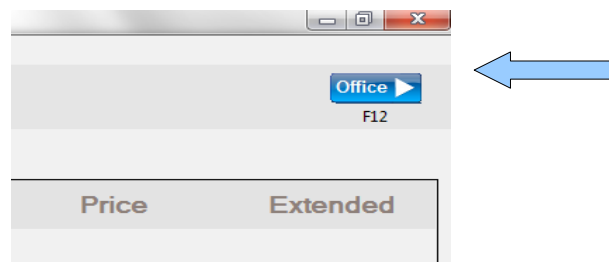
There are many, many possible variations and features available during a transaction, however, most transactions will be as simple as this this basic transaction to complete.

## **SALES TAX SETUP**

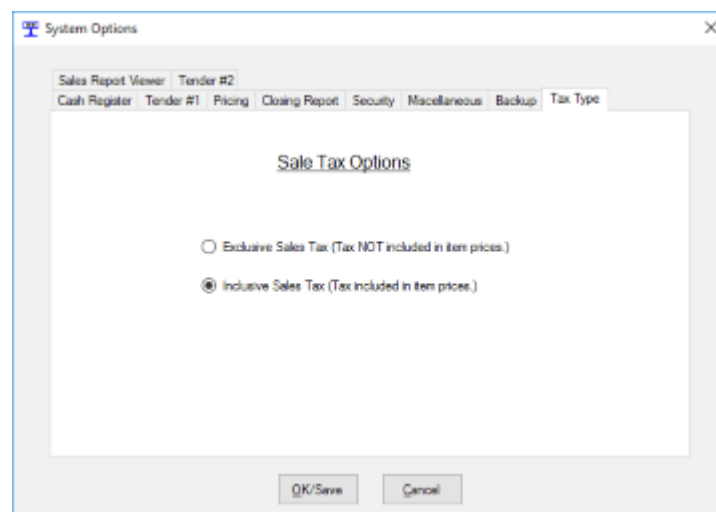
### **Exclusive or Inclusive Sales Tax?**

Regit Express has two sales tax application methods.

- 1) The first, also the default method, is the **tax exclusive method** where tax is applied to the total of taxable items in the transaction ( $\text{Sales Tax} = \text{Taxable Items Sales Total} \times \text{Tax Rate}$ ).
- 2) Second is the **tax inclusive method**. With this method, the tax is included in the sales price of the item. Tax is calculated reverse of the exclusive method ( $\text{Sales Tax} = (\text{Taxable Items Sales Total} / (100 + \text{Tax Rate})) \times \text{Tax Rate}$ ). To switch to this method select Setup, System Options, Tax Type tab in the Regit Express Office.



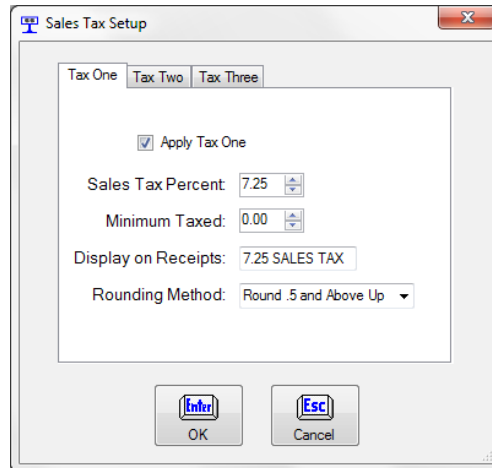
*Move to the Regit Express Office by clicking the "Office" icon.*



*To reset the system to Inclusive Tax Method, Select Setup-->System Options.*

After selecting your tax method, from the Regit Express Office top line menu select **SETUP, SALES TAX SETUP**.

The Sales Tax Setup Window will appear. Select the **Tax One** tab, if not already selected.



**Sales Tax Setup**

Check the **Apply Tax One** box, then enter your **Sales Tax Percent** (we will enter "7.25").

Move down to **Display On Receipts** and enter "Sales Tax", or whatever you wish to call the sales tax on your receipts. Some like to enter the rate, such as "7.25% Sales Tax", it's up to you. Your choice will precede the sales tax on your receipts. The choice is not permanent, you may return here and change it whenever you like.

Leave the Minimum Taxed box at zero. (There are a few local taxing districts that charge a sales tax after a certain (minimum) amount is purchased.)

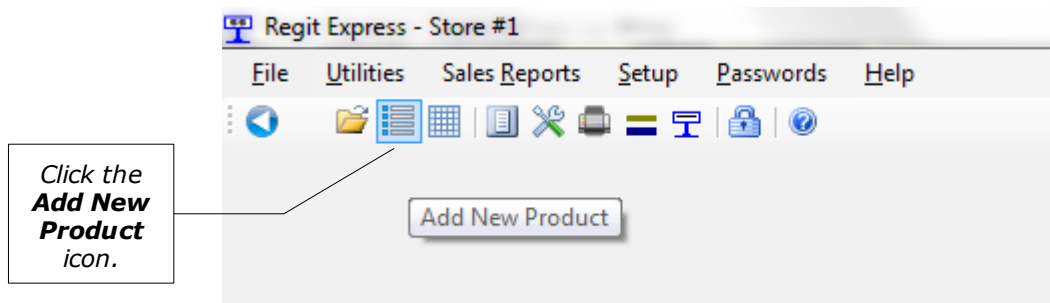
Select **OK** to save and return to the main Regit Express Office screen.

Now any item sold whose TAX CODE=1 (more on assigning a tax code below) will automatically have this tax rate applied during a transaction.

*The Regit Express manual has more detailed information about applying tax and the many options available to fit the wide range of taxation requirements.*

## **How to Enter an Inventory Item**

Now click the Add New Product Icon or select **File, Add New Product(s)** from the **Regit Express Office** menu.



Enter or scan a Product Code for a new item in the **Enter/Scan Product Code** entry box.

We are entering the Universal Product Code (UPC) for Kleenex Facial Tissues, **03600027710**. You may enter/scan a Product Code of your own. Move down to **Description One** and enter your product's description, we are entering "Kleenex Facial Tissues".

We want to charge our sales tax from above for this item so we are placing a "1" in the **Tax Code** box.

We are arbitrarily placing **10** into **Inventory Qty**.

Move down to **Standard Price** and enter 1.49, or your product's price.

Press **F2** to save, then **Exit**.

(Detailed in the Regit Express manual, this form is highly customizable. Handy selections allow you to skip fields you are not using and provide default data for repeating items.)

Now return to the Transaction Screen and scan, lookup, or enter your new item to see it enter into the transaction. Note that your sales tax is now being applied.

Enter/Scan Product Code:

No.	Product Code	Description	Quantity	Price	Extended
1	03600027710	Training-Kleenex Facial Tissues	1	\$1.49	\$1.49

Sales Tax is now applied.

SubTotal: \$1.49  
 Tax: \$0.11  
 Total: \$1.60

**Training-Kleenex Facial Tissues**  
**\$1.49**