

RECORDING LOCALLY SALES IN RICS

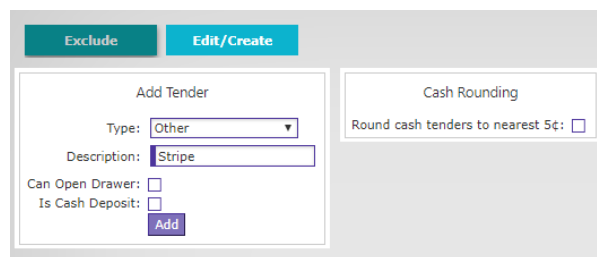
CREATING A 'STRIPE' TENDER

Prior to recording a Locally sale in RICS, store owners must create a 'Strip' tender to use at the POS. This tender will enable stores to report on Locally sales and reconcile transactions.

Follow the steps below to create a 'Stripe' tender:

1. In the RICS Back Office from the Store Owner level, navigate to **Setup :: Manage Store :: Tenders Setup**
2. Enter your RICS Store Number in the yellow lookup field; click 'LookUp'
3. On the 'Edit/Create' tab make the following selections:
 - **Type:** Other
 - **Description:** Stripe

NOTE: Make sure your selections match the screenshot below

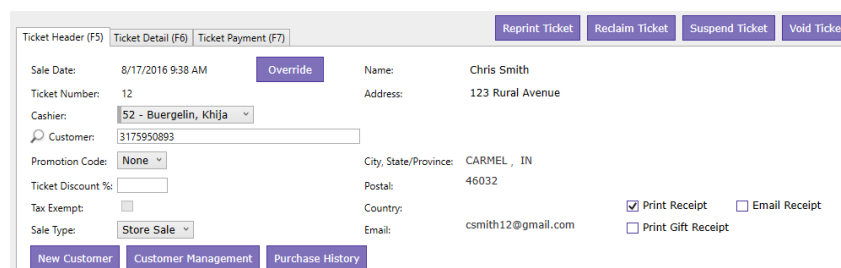


4. Click 'Add'
5. Click 'Save'

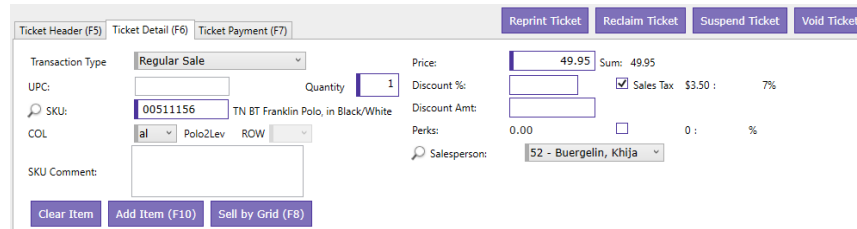
RECORDING THE SALE

When a shop owner receives a Locally order notification, they need to manually record a sales transaction using the RICS POS following the steps below:

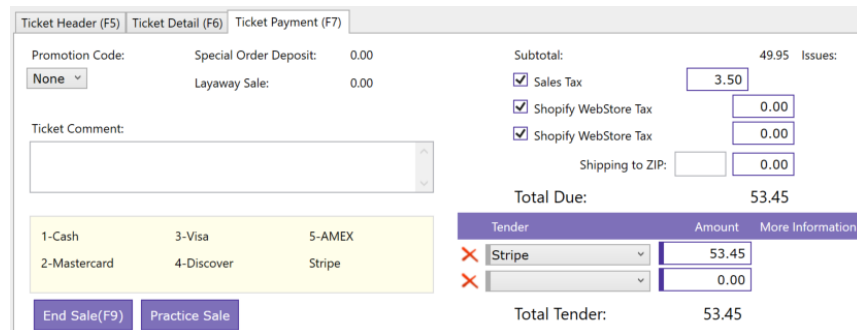
1. Navigate to the 'Ticket Header' tab
2. Select a cashier from the 'Cashier' dropdown menu
3. Lookup customer or create a new customer to attach them to the transaction



- Click 'Ticket Detail' tab
- Scan or use the magnifying glass icon to search for Locally order items to add them to the sale



- After all items have been added, click 'Ticket Payment' tab
- Select 'Stripe', in the 'Tender' dropdown menu



- Click 'End Sale'

Note: This transaction will now be recorded in RICS and no exchange of tenders was required.