1. Point-of-Sale

Point of Sale

MAIN MENU

1. Point-of-Sale	5. Cash Book
2. Debtors	6. Purch Orders
3. Stock Control	7. General Ledger
4. Creditors	8. Utilities

Point-of-Sale Menu

1. Invoice	5. Cash Return	9. Quotations
2. Receipts on A/c	6. Transaction Query	P. Payout
3. Credit Note	7. Cash Control	R. Repair Controls
4. Cash Sale	8. Laybye Control	C. Cash a Cheque
J. Job Costing		0. Return

1. Invoice

Invoice Options:

- **Processing an Invoice**
- **Invoice Information and Price Adjustment Options**
- **Cash Debtors**

Processing an Invoice

(a) Select [1. Point-of-Sale], [1. Invoice]

(b) At the Account Number prompt, enter the Debtor's account number or alternatively use the search facility to view and select from the current Debtor listing.

(c) Confirm the Debtor's details by clicking **[Yes Correct].**

Note: View Account Balance displays the selected Debtor's aged and total outstanding balance, the standard terms, date and amount last paid and contact details.

(d) The Invoice Header Details will be displayed. The system will prompt for **Date, Delivery Details, Order Number, Customer Reference or Job Card Number, Area / Salesmen Number** as per the prompts selected in the System Parameter Setup. Enter the requested details or alternatively press enter to accept the default details.

(e) The Online Invoice Entry and Print Screen will be displayed.

1. Invoice

(f)   Click on [Insert(+)] to insert line details.

Note: A series of prompts will be displayed in accordance with the Prompts, Tenders and Point of Sale Setups in System Parameter Setup.

(g)   At the Stock Code prompt, enter the stock code or alternatively, press [Enter] and at the Description prompt, press the [Page Down] key to view and select from the Stock Listing which is displayed in description order.
[Toggle Order(!)] to toggle the stock search order by Stock Code, Supplier Code or Stock Description.

(h)   At the Quantity prompt, enter the number of units sold.

Note: Pressing [Page Up] at the Quantity prompt will display last purchase details.

Note: Pressing [Page Down] at the Quantity prompt will display Quantity on Hand as well as Selling Price level 1, 2, 3.

(i)   At the Selling Price prompt, Accpick will automatically display the Selling Price. Press [Enter] to accept the default Selling Price or enter an adjusted price. Where a maximum discount has been set in Stock Maintenance for a specific item this may not be exceeded.

Note: Where a stock item is sold below cost, a warning is sounded and displayed.

1. Invoice

(j) At the Discount % prompt, enter the discount percentage amount. Where a maximum discount has been set in Stock Maintenance for a specific item this may not be exceeded.

(k) At the Tax Code prompt, Accpick will default to the tax status for this stock code which was set up in Stock Maintenance. Where the System Parameter options have been set to the Tax Code Status, the Tax Code can be overwritten. Press [Enter] to accept the default tax status.

(l) The Total Inclusive Value for that stock item is displayed.

(m) To enter further line items select ⬛ Insert(+) .

To capture a Non-Stock item, with the facility of allocating to the correct department with the correct Gross Profit:

Dept(*) to select the required department, capture the Cost Price, Markup % and edit/amend the Selling Price.

Note: Department Name may be overwritten for Invoice Details.

Invoice Line Item Adjustments/Deletions:

Use the arrow keys to move the incorrect transaction line/s to the top of the listing and delete/edit as required.

🔍 Locate(\) to locate a specific stock code captured on the Invoice and automatically move it to the top of the listing.

✏️ Edit(=) and 🗑 Delete(-) to make correcting adjustments to the entry displayed at the top of the listing.

▶ SubTotal(->) to display sub total details.

Sub-Total	Vat	Total
3550.50	497.07	4047.57

💬 Comment(/) to insert comment details on the Invoice. (A "no value" entry)

(n) **When all the line items have been entered**, click on ⬇ End(ESC) to update the Invoice.

(o) At the Update Options prompt, enter **Y**es.

(p) At the Vat Number prompt, enter/confirm the Debtor's Vat number.

(q) At the Print Options prompt, select the required print options. Where the Debtor's Masterfile has been set to Yes to print account balance after this transaction, this will print on the invoice.

(r) Click on [Exit(Esc)] to return to the Point of Sale Menu.

Invoice Information and Price Adjustments.

Gross Profit

Pressing the left arrow [←] before updating the Invoice displays the Gross Profit in Rand and % Value per line item. Repeating this procedure returns to normal display.

G/Profit Detail	Description	Qty	Unit Price	Disc%	Inclusive Value	Tax

Note: There is NO prompt for this on the screen; facility maybe password protected.

Sub Total Discount/Selling Price/ Gross Profit/Header Details

At the Update Transaction prompt, substitute the **Y** with **S/P/G/H**

S = Sub Total Discount

G = View Gross Profit

P = Set Selling Price

Update Transaction ?

Y

▶ Update (ENTER)

H = Amend Header Details

1. Invoice

Subtotal Discount Facility:

At the **Update Transaction** prompt, press **S** to display the **Subtotal Discount** prompt. Enter the Discount % which will automatically be applied to all the line items on the invoice. A minus (-) discount will automatically increase the unit price of all line items.

Set Selling Price Facility

At the **Update Transaction prompt**, press **P** to display the **Set Selling Price** prompt. Enter the revised inclusive Total Amount of the Invoice. The system automatically adjusts the prices of individual items in proportion to the new total price.

Sub-Total	Vat	Total
5545.61	776.39	6322.00
	Set Selling Price	6200.00

This facility maybe password controlled

Display Gross Profit Facility:

At the **Update Transaction** prompt, press **G** to display the Transaction **Gross Profit**. This facility displays the gross profit value and gross profit percentage for the total invoice

Transaction Gp

947.37   60.49%

Header Adjustments Facility

At the **Update Transaction** prompt, press **H** to re-display Invoice Header details. This facility returns to the invoice header with options to amend Delivery Details, Order Number, Customer Reference/Job Card Number and Salesman details.

Cash Debtors

Account Category	C
Terms Days	0

Note: Where the Debtor's Account Category is set to C in Debtor's – File Maintenance and their payment terms are set to 0 (zero), the invoice transaction will end with a Tender Routine, as in a Cash Sale. An invoice plus a payment will be posted to the Cash Debtor's Account.

2. Receipts on Account

> **Receipt on Account Options:**
> ⚘ **Processing a Receipt on Account for a Balance Brought Forward Debtor**
> ⚘ **Processing a Receipt on Account for an Open Item Debtor**
> ⚘ **Capturing Post Dated Cheques**

Receipts from Balance Brought Forward Debtors

(a) At the Account Number prompt, enter the Debtor's account number or alternatively use the search facility to view and select from the current Debtor listing. The Debtor's details will be displayed.

(b) At the Account Options prompt, confirm the Debtor's details by clicking on **[Yes Correct]**

(c) At the Date prompt, enter the date or press [Enter] to accept the default date.

(d) At the Payment Allocation Screen, enter the amount due. Press **[Enter]**.

(e) At the Amount Tendered prompt, enter the actual amount received. Press **[Enter]**.

(f) Accpick will automatically calculate the settlement discount amount. This is the difference between the amount due and the amount tendered. Press **[Enter]** to accept this amount.

(g) Accpick will then automatically calculate the settlement discount percentage. Press **[Enter]** to accept the percentage.

(h) At the Additional Reference prompt, enter payment information of not more than 20 characters. e.g. EFT, Cheque payment information or June Invoice / July Invoice. This information will print on the Transaction Report. When the System Parameter is set to Print Order Number on Statement, the Additional Reference will print as a reference against the receipt.

2. Receipts on Account

(i)   Allocate the payment to the correct ageing periods.

(j)   At the Ok to Update prompt, click on [Yes].

The Tender Routine will be activated displaying the amount owing.

(k) At the Tender prompt, enter the payment type and amount.

Note: Cash Payments: If Rounding has been selected; the Rounding information box will be displayed showing the cash value to be accepted.
Cheque and Voucher Payments: Accpick will prompt for the cheque details – Drawer's Name, Bank and Bank Account Number, ID Number and Telephone number.
Speedpoint Payments: Process all Speedpoint payments by entering the value at the Speedpoint prompt.

(l)   At the Vat number prompt, enter/confirm the customer's vat number.

(m) At the Print Options prompt, select the required print options.

(n) Click on [Exit(Esc)] to return to the Point of Sale Menu.

Receipts from Open Item Debtors

(a) At the Account Number prompt, enter the Debtor's account number or alternatively use the search facility to view and select from the current Debtor listing. The Debtor's details will be displayed.

(b) At the Account Options prompt, confirm the Debtor's details by clicking on **[Yes Correct]**

(c) At the Open Item Receipt prompt, the amount due will automatically be displayed. Enter the Date and Amount Paid and press [Enter].

(d) To allocate the payment, use the [▲], [▼] [↑] and [↓] arrows keys to move each of the transactions to be paid / allocated to the top of the transaction listing.

2. Receipts on Account

(e) When the selected transaction is at the top of the listing, click
 to allocate the payment against the transaction.

(f) At the Amount Paid prompt, enter the amount paid. Press [Enter].

(g) At the Settlement Discount prompt, enter the Settlement Discount Amount, if any, and press [Enter].

Note: Full Payment [*] vs Part Payment:

If the Balance due is being paid in FULL: Note that after you have entered the amount paid and the settlement discount amount, a * is displayed alongside the entry indicating that this has been settled in full. This entry will cease to appear in subsequent payment allocations leaving only the unallocated entries in the allocation screen.

If only part of the Balance due is being paid: Enter the value of the part payment being paid in the Amount Paid field, press enter through the Settlement Discount field. (No Settlement Discount on part payments). Note, no * appears alongside the entry and the balance outstanding on the entry will reappear in subsequent allocation screens.

Note: Settlement Discount:

Where settlement discount is taken, we suggest that the invoice with the greatest value be allocated last, and that the total value of the settlement discount be allocated to this invoice.

(h) When completed and allocated amount is equal to the amount paid and the balance for allocation is equal to NIL, click on
【¹◦ End(ESC)】.

(i) At the Allocate Payment prompt, click on 【Yes】.

the Tender Routine will be activated displaying the amount owing.

(j) At the Tender prompt, enter the payment type and amount.

Note: Cash Payments: If Rounding has been selected; the Rounding information box will be displayed showing the cash value to be accepted.
Cheque and Voucher Payments: Accpick will prompt for the cheque details – Drawer's Name, Bank and Bank Account Number, ID Number and Telephone number.
Speedpoint: Process all Speedpoint payments by entering the value at the Speedpoint prompt.

(k) At the Print Options prompt, select the required print options.

(l) Click on 【¹◦ Exit(Esc)】 to return to the Point of Sale Menu.

Unallocated Receipts on Open Item Debtors

What is an Unallocated Receipt?

An unallocated receipt is a payment from a debtor which has no transaction entry to which the receipt can be allocated e.g.

✎ deposit for an item not yet invoiced

✎ a payment received which is NOT to be apportioned to any of the unallocated entries.

(a) At the date request, press [Page Up] key to display the "Unallocated – Open Item Receipt" screen.

Unallocated - Open Item Receipt	
Open Item Receipt	
Total Due	3831.54
Date	24/02/2006
Amount Paid	1500 .00
Receipt No.	6

(b) At the Unallocated - Open Item Receipt prompt, enter the Date and amount paid.

---

2. Receipts on Account

(c) At the Post as Unallocated Payment prompt, click on [Yes]. The Tender Routine will be activated displaying the amount owing.

(d) At the Tender prompt, enter the payment type and amount.

Note: Cash Payments: If Rounding has been selected; the Rounding information box will be displayed showing the cash value to be accepted.
Cheque and Voucher Payments: Accpick will prompt for the cheque details – Drawer's Name, Bank and Bank Account Number, ID Number and Telephone number.
Speedpoint: Process all Speedpoint payments by entering the value at the Speedpoint prompt.

(e) At the Print Options prompt, select the required print options.

(f) Click on [Exit(Esc)] to return to the Point of Sale Menu.

Processing a Post Dated Cheque (PDC's)

The PDC facility is for information purposes only. i.e. PDC's are NOT automatically credited to the bank or the debtor's account on due date.

PDC's for tomorrow will print on today's final Day End report as a reminder to process as a normal receipt. They are then automatically cleared from the PDC file.

To process PDC for information purposes:

(a) At the Account Number prompt, enter the Debtor's account number or alternatively use the search facility to view and select from the current Debtor listing. The Debtor's details will be displayed.

(b) Confirm the Debtor's details by clicking **[Yes Correct].**

(c) At the Date prompt, press the **[Page Down]** key.

(d) At the prompts, enter the cheque date and amount.

(e) At the Confirmation prompt, click on **[Yes]**.

 # 2. Receipts on Account

To View and Print Post Dated Cheque Listing:

1. 🖱 [5.Cash Book] ,
   [3. Enquiries] ,
   [5. Post Dated Cheque Listing.]

2. 🖱 [2. Debtors] ,
   [3. Enquiries] ,
   [7. Post Dated Cheque Listing.]

3. 🖱 [2. Debtors] ,
   [3. Enquiries] ,
   [1. Individual Account Enquiry],
   Select P to view Post Dated Cheques.

4. 🖱 [2. Debtors]
   [4. Reports]
   [B. Age Analysis]
   [2. Monthly]   Enter Y to include any Post Dated Cheques.

To Cancel a Post Dated Cheque:

1. 🖱 [2. Debtors] ,
   [2. Transactions] ,
   [5. Cancel/Remove PDC.]

3. Credit Note

Credit Note Options:

✌ **Processing a Credit Note from an Original Invoice**

✌ **Processing a Credit Note NOT from Original Invoice**

Processing a Credit Note from an Original Invoice

(a) Select [1. Point-of-Sale] , [3. Credit Note]

(b) At the Credit Note from an Original Invoice prompt, click on [Yes].

(c) At the Date of Invoice prompt, enter the invoice date.

(d) At the Invoice Number prompt, enter the invoice number.

(e) At the Account number prompt, enter the Debtor's account number or use the Search facility.

The On-Line Credit from Original Invoice screen will be displayed.

(f) At the Date prompt, enter the Credit Note date.

(g) The system will prompt for the Reason for the Return/Credit Note being issued. The original Invoice Number and the Date on which it was processed is displayed.

(h) Enter the requested details or alternatively press enter to accept the default details.

The line item details of the original invoice will be displayed.

(i) Edit the line items as required in order to generate the Credit note.

(j) Use the [▲] and [▼] arrow keys to move the required line items to the top of the listing.
Use [Edit(=)] and [Delete(-)] to make correcting adjustments to the Credit Note.
[Locate(\)] to locate a specific stock code captured on the Invoice.

Point of Sale – 3. Credit Note

SubTotal(->) to display sub total details.

Comment(/) to insert comment details to appear on the Credit Note.

Note: The Credit Note must reflect only the items and values to be credited!

**Note: No adjustments allowed on Credit Notes to Open Item accounts.**

(k) When the Credit Note is correct, click on **End(ESC)** to update the Credit Note.

(l) At the Update Options prompt, enter **Y**es.

(m) At the Ageing prompt, age the Credit Note accordingly.

```
              Credit Ageing

Age for Credit              |1
  1 —    CURRENT           C.00
  2 =    30 Days           C.00
  3 =    60 Days           C.00
  4 —    90 Days           C.00
  5 =    120 Days          C.00
  6 =    150 Days          C.00
  7 —    180 Days          C.00
```

(n) At the Vat number prompt, enter/confirm the Customer's Vat number.

(o) At the Print Options prompt, select the required print options.

(p) Click on **Exit(Esc)** to return to the Point of Sale Menu.

Processing a Credit Note NOT from Original Invoice

(a) At the Credit Note from an Original Invoice prompt, click on **No**.

(b) At the Account Number prompt, enter the Debtor's account number or alternatively use the search facility to view and select from the current Debtor listing. The Debtor's details will be displayed.

3. Credit Note

(c) Confirm the Debtor's details by clicking **[Yes Correct].**

The On-Line Credit Note Entry and Print screen will be displayed.

(d) At the Date prompt, enter the Credit Note date.

(e) The system will prompt for the Reason for the Return. Enter the reason for the credit and the invoice number to which the credit refers.

(f) Enter the Customer's Name, Address and Telephone Number, Order Number, Job Card Number, Area / Salesmen Number. Enter the requested details or alternatively press enter to accept the default details.

(g) Click on [Insert(+)] to insert transaction details.

(h) Use [Edit(=)] and [Delete(-)] to make correcting adjustments to the Credit Note.

[SubTotal(->)] to display sub total details.

[Comment(/)] to insert comment details to appear on the Credit Note.

(i) When the Credit Note is complete, click on [End(ESC)] to update the Credit Note.

(j) At the Update Options prompt, enter **Y**es.

(k) At the Ageing prompt, age the Credit Note accordingly.

Credit Ageing

Age for Credit		1
1 =	CURRENT	0.00
2 =	30 Days	0.00
3 =	60 Days	0.00
4 =	90 Days	0.00
5 =	120 Days	0.00
6 =	150 Days	0.00
7 =	180 Days	0.00

(l) At the Vat number prompt, enter/confirm the Customer's Vat number.

(m) At the Print Options prompt, select the required print options.

(n) Click on [Exit(Esc)] to return to the Point of Sale Menu.

4. Cash Sale

Cash Sale Options:

✋ **Processing a Cash Sale Invoice**

✋ **Cash Sale Information and Price Adjustment Options**

✋ **Tender Routine**

Processing a Cash Sale Invoice

(a) Select **1. Point-of-Sale** , **4. Cash Sale**

(b) At the On-line Cash Sale entry screen the system will prompt for **Date, Delivery Details, Order Number, Job Card Number, Area / Salesmen Number** as per the prompts selected in the System Parameter Setup. Enter the requested details or alternatively press enter to accept the default details.

(c) The Online Cash Sale Entry will be displayed.

(d) Click on **Insert(+)** to insert line details.

Note: A series of prompts will be displayed in accordance with the Prompts, Tenders and Point of Sale Setups in System Parameter Setup.

4. Cash Sale

(e) At the Stock Code prompt, enter the stock code or alternatively press [Enter] and at the Description prompt, press the [Page Down] key to view and select from the Stock Listing which is displayed in description order.

 to toggle the stock search order by Stock Code, Supplier Code or Stock Description.

(f) At the Quantity prompt, enter the number of units sold.

Note: Pressing [Page Up] at the Quantity prompt will display last purchase details.

Note: Pressing [Page Down] at the Quantity prompt will display Quantity on Hand as well as Selling Price level 1, 2, 3.

(g) At the Selling Price prompt, Accpick will automatically display the Selling Price. Press [Enter] to accept the default Selling Price or enter an adjusted price. Where a maximum discount has been set in Stock Maintenance for a specific item this may not be exceeded.

Note: Where a stock item is sold below cost, a warning is sounded and displayed.

(h) At the Discount % prompt, enter the discount percentage amount. Where a maximum discount has been set in Stock Maintenance for a specific item this may not be exceeded.

(i) At the Tax Code prompt, Accpick will default to the tax status for this stock code which was set up in Stock Maintenance. Where the System Parameter options have been set to the Tax Code Status, the Tax Code can be overwritten. Press [Enter] to accept the default tax status.

4. Cash Sale

(j) The Total Inclusive Value for the stock item is displayed.

(k) To enter further line items select Insert(+).

To capture a Non-Stock item, with the facility of allocating to the correct department with the correct Gross Profit:

Dept(*) to select the required department, capture the Cost Price, Markup % and edit/amend the Selling Price.

Note: Department Name may be overwritten for Invoice Details.

Cash Sale Line Item Adjustments/Deletions:

Use the arrow keys to move the incorrect transaction line/s to the top of the listing and delete/edit as required.

Locate(\) to locate a specific stock code captured on the Cash Sale and automatically move it to the top of the listing.

Edit(=) and Delete(-) to make correcting adjustments to the entry displayed at the top of the listing.

SubTotal(->) to display sub total details.

Sub-Total	Vat	Total
3550.50	497.07	4047.57

Comment(/) to insert comment details on the Invoice. (A "no value" entry)

(l) **When all the line items have been entered**, click on End(ESC) to update the Cash Sale Invoice.

(m) At the Update Options prompt, enter **Y**es.

At this point the Tender Routine will be displayed. (See further)

4. Cash Sale

Cash Sale Information and Price Adjustments.

Gross Profit

Pressing the left arrow [←] before updating the Cash Sale displays the Gross Profit in Rand and % Value per line item. Repeating this procedure returns to normal display.

G/Profit Detail	Description	Qty	Unit Price	Disc%	Inclusive Value	Tax
... ...	....	...	......	......	....	.

Note: There is NO prompt for this on the screen; facility maybe password protected.

Sub Total Discount/Selling Price/ Gross Profit/Header Details

At the Update Transaction prompt, substitute the **Y** with **S/P/G/H**

Subtotal Discount Facility:

At the **Update Transaction** prompt, press **S** to display the **Subtotal Discount** prompt**.** Enter the Discount % which will automatically be applied to all the line items on the invoice. A minus (-) discount will automatically increase the unit price of all line items.

Set Selling Price Facility

At the **Update Transaction prompt**, press **P** to display the **Set Selling Price** prompt. Enter the revised inclusive Total Amount of the Invoice. The system automatically adjusts the prices of individual items in proportion to the new total price.

4. Cash Sale

Sub-Total	Vat	Total
1566.17	219.26	1785.43
	Set Selling Price	1700.03

This facility maybe password controlled

Display Gross Profit Facility:

At the **Update Transaction** prompt, press **G** to display the Transaction **Gross Profit**. This facility displays the gross profit value and gross profit percentage for the invoice

Transaction Gp	
947.37	60.49%

Header Adjustments Facility

At the **Update Transaction** prompt, press **H** to re-display Invoice Header details. This facility returns to the invoice header with the option to amend Delivery Details, Order Number, Customer Reference/Job Card Number and Salesman details.

Tender Routine

After the Cash Sale has been updated, the Tender Routine will be activated displaying the amount owing.

(n) At the Tender prompt, enter the payment type and amount.

Note: Cash Payments: If Rounding has been selected; the Rounding information box will be displayed showing the cash value to be accepted.
Cheque and Voucher Payments: Accpick will prompt for the cheque details – Drawer's Name, Bank and Bank Account Number, ID Number and Telephone number.
Speedpoint: Process all Speedpoint payments by entering the value at the Speedpoint prompt.

(o) At the Vat number prompt, enter/confirm the customer's vat number.

(p) At the Print Options prompt, select the required print options.

(q) Click on [Exit(Esc)] to return to the Point of Sale Menu.

Note: To return to the body of the Cash Sale once the Tender Routine Box is displayed, press [Page Up].

Note: To convert a Cash Sale into and Account Sale, press [Page Down] at the Tender Routine.

5. Cash Return

Cash Return Options:

 ☝ **Processing a Cash Return from an Original Cash Sale**

 ☝ **Processing a Cash Return NOT from an Original Invoice**

Processing a Cash Return from an Original Cash Sale

(a) Select [1. Point-of-Sale], [5. Cash Return].

(b) At the Cash Return from an Original Cash Sale prompt, click on [Yes].

(c) At the Date of Cash Sale prompt, enter the Cash Sale date.

(d) At the Cash Sale Number prompt, enter the original Cash Sale number.

The Cash Return from Original Cash Sale screen will be displayed.

(e) At the Date prompt, enter the Cash Return date.

(f) Under the Reason for the Return prompt, the system will display the original Cash Sale details as a reference for the Cash Return. Edit these details if necessary.

The Transaction details of the original Cash Sale will be displayed.

(g) Use the [▲] and [▼] arrow keys to move the required line items to the top of the listing.
Use [Edit(=)] and [Delete(-)] to make correcting adjustments to the Cash Return.

Note: The Cash Return must only display the items and values accepted for return.

[Locate(\)] to locate a specific stock code captured.

[SubTotal(->)] to display sub total details.

[Comment(/)] to insert comment details on the Cash Return.

(h) When the Cash Return details are correct, click on
End(ESC) to update the Cash Return.

(i) At the Update Options prompt, enter **Y**es.

(j) At the Tender prompt, enter the Tender Type and Amount.

(k) At the Vat Number prompt, enter/confirm the Customer's Vat number.

(l) At the Print Options prompt, select the required print options.

Processing a Cash Return NOT from an Original Cash Sale

(a) At the Credit Note from an Original Invoice prompt, click on
No.

The On-Line Cash Return Entry screen will be displayed.

(b) At the Date prompt, enter the Cash Return date.

(c) The system will prompt for the Reason for the Return. Enter the reason for the return and the cash sale number to which the return refers.

(d) Enter the Customer's Name, Address and Telephone Number, Order Number, Job Card Number, Area / Salesmen Number as requested.

(e) Click on **Insert(+)** to insert transaction details.

(f) Use **Edit(=)** and **Delete(-)** to make correcting adjustments to the Cash Return.
SubTotal(->) to display sub total details.
Comment(/) to insert any comment details on the Cash Return.

(g) When the Cash Return is complete, click on **End(ESC)**

(h) At the Update Options prompt, enter **Y**es.

(i) At the Tender prompt, enter the Tender Type and Amount.

(j) At the Vat number prompt, enter the Customer's Vat number.

(k) At the Print Options prompt, select the required print options.

6. Transaction Query

Transaction Query Options:

 • **Reprint a Transaction**

 • **Search for a Transaction**

Reprint a Transaction

(a) Select **Reprint** from the Options Menu.

(b) Select Current or Archived month from the listing.

(c) At the Date prompt, enter the date of the transaction.

(d) All POS transaction for the selected date will be displayed: Account number, Transaction Number, Time, Transaction Details and Total Amount.

(e) Use the [⤒] and [⤓] keys to move the transaction to be printed to the top of the listing or, click on [🔍 Locate(\)] to locate a transaction to be printed by Account Number or Transaction Number thereby positioning it at the top of the screen.

(f) Click on [▶ Select(ENTER)] to display a detailed breakdown of the selected transaction.

(g) Click on [🖨 Print(*)] to reprint the transaction. The reprint will display the word COPY.

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6. Transaction Query

Search for a Transaction

Search by: First Delivery Line Details

(a) Select option to find First Occurrence or to List All.

(b) At the Delivery Details prompt, enter the details that where captured on the first line of the delivery address.

(c) Accpick searches the archives and displays the transaction listing for the specific delivery details requested.

(d) Use the [ ] and [ ] keys to move the transaction to be printed to the top of the listing.

(e) Click on ▶ Select(ENTER) to display a detailed breakdown of the selected transaction.

(f) Click on 🖨 Print(*) to reprint the transaction. The reprint will display the word COPY.

Search by: Transaction Number

(g) At the Transaction Number prompt, enter the transaction number.

(h) Accpick searches the archives and displays the transaction listing for the requested transaction number.

(i) Use the [ ] and [ ] keys to move the transaction to be printed to the top of the listing.

(j) Click on ▶ Select(ENTER) to display a detailed breakdown of the selected transaction.

(k) Click on 🖨 Print(*) to reprint the transaction. The reprint will display the word COPY on it.

Note: The facility to reprint a transaction is also available by selecting: 👥 2. Debtors

🚫 4. Reports

J. Reprint Transaction

7. Cash Control

Cash Control Options:

- ⌲ **Cashier Station Enquiry**
- ⌲ **Hourly Analysis**
- ⌲ **Detailed Enquiry**
- ⌲ **Print Report**
- ⌲ **Payout Details**

Cashier Station Enquiry.

(a) Select [1. Point-of-Sale] , [7. Cash Control]

(b) At the Cashier Station enquiry prompt, enter the Cashier Number.

Note: Leave blank to view Control Total for ALL cashiers.

(c) The following information is displayed:

Transactions Details:

Transaction Type	Number	Total Value
Cash Sales	10	170773.52
Cash Refunds	3	-3908.56
Account Invoices	13	175904.35
Account Credits	3	5632.56
Rec. & Settl. Disc.	6	40940.77
New Laybyes	2	344.20
Cancelled Laybyes	0	0.00
Laybye Receipts	2	1302.45
Laybye Refunds	0	0.00
Completed Laybyes	2	2219.37
Payouts	3	291.20
Output Tax		31243.19
Input Tax		1342.13

The number and total value of all transactions is displayed for Cash Sales, Cash Refunds, Account Invoices, Account Credits, Receipts and Settlement Discounts, New Laybyes, Cancelled Laybyes, Laybye Receipts, Lay-bye Refunds, Completed Laybyes and Payouts.

Takings Details:

Refund Details:

Hourly Analysis

Hourly Analysis displays the sales movement on a 24 hour basis.

Detailed Enquiry

Detailed enquiry displays transaction number, transaction type, date, account name/cash sale, net value, profit and GP% per transaction.

Toggle Display(Tab) to view display by Date and Time/Transaction Number/Value.

Details(+) for detailed breakdown of a selected transaction.

Print(*) to print report for selected Transaction/Range, Detailed or Totals Only..

Report / Print

Prints Cash Control Report.

Payout Details:

Payout Details will only be displayed if Payouts have been processed.

8. Laybye Control

Laybye Options:

⌐ **Transactions**   **New Laybye Entry**
                             Modify Existing Laybye
                             Cancel a Laybye
                             Receive Laybye Payment

⌐ **Enquiry/Reports** **Specific Laybye Status**
                             Laybye Listing
                             Transactions
                             Stock on Laybye

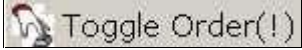⌐ **Utilities**   **Index Laybye files**

Transactions

New Laybye Entry

(a) At the Date prompt, confirm/amend the date.

(b) Enter the Customer's Name, Address, Telephone details, Sales Person number and any Comments regarding laybye.

(c) Click on [Insert(+)] to insert line details.

Note: A series of prompts will be displayed in accordance with the Prompts, Tenders and Point of Sale Setups in System Parameter Setup.

(d) At the Stock Code prompt, enter the stock code or alternatively press [Enter] and at the Description prompt, press the [Page Down] key to view and select from the Stock Listing which is displayed in description order. [Toggle Order(!)] to toggle the stock search order by Stock Code, Supplier Code or Stock Description.

(e) At the Quantity prompt, enter the number of units sold.

Note: Pressing [Page Up] at the Quantity prompt will display last purchase details.


```
Last Purch. Details

Date Purch. 21/02/2006
Last Cost      350.00
Ave Cost       350.00
```

Note: Pressing [Page Down] at the Quantity prompt will display Quantity on Hand as well as Selling Price level 1, 2, 3.

(f) At the Selling Price prompt, Accpick will automatically display the Selling Price. Press [Enter] to accept the default Selling Price or enter an adjusted price. Where a maximum discount has been set in Stock Maintenance for a specific item this may not be exceeded.

Note: Where a stock item is sold below cost, a warning is sounded and displayed.

(g) At the Discount % prompt, enter the discount percentage amount. Where a maximum discount has been set in Stock Maintenance for a specific item this may not be exceeded.

(h) At the Tax Code prompt, Accpick will default to the tax status for this stock code which was set up in Stock Maintenance. Where the System Parameter options have been set to the Tax Code Status, the Tax Code can be overwritten. Press [Enter] to accept the default tax status.

(i) The Total Inclusive Value for the stock item is displayed.

(j) To enter further line items select [Insert(+)].

(k) When complete, click on [End(ESC)] to update the laybye.

(l) The Laybye Details screen will be displayed showing the Total Amount due. The Expiry date defaults to 3 months from laybye date and the deposit to ⅓ of the Total Due; amend if required.

(m) At the Tender Routine enter the Tender Type and Value.

(n) Click on [End(ESC)] to return to the POS Menu.

8. Laybye Control

Modify Existing Laybye

(a) At the Laybye Number prompt, enter the Laybye number or alternatively use the select facility to view and select from the Laybye listing.

The Laybye Details will be displayed.

(b) Press [Enter] to modify Address, Telephone, Comment and Expiry Date Details.

(c) At the Update prompt, click on Yes to update.

Cancel a Laybye

(a) At the Laybye Number prompt, enter the Laybye number or alternatively use the select facility to view and select from the Laybye listing.

The Laybye Details will be displayed.

(b) Click on to cancel the laybye.

(c) The Refund Details will be displayed.

(d) Enter the Retention %, if required. Accpick will automatically calculate the refund amount due. Press [Enter] to accept.

(e) At the Tender Routine enter the Tender Type and Amount.

Receive Laybye Payment

(a) At the Laybye Number prompt, enter the Laybye number or alternatively use the select facility to view and select from the Laybye listing.

The Laybye Details are displayed.

(b) Press [Enter] to post a payment.

(c) Enter the Payment Date, Sales Person number and confirm Payment Amount.

(d) At the Tender Routine enter the Tender Type and Amount.

(e) At the Print Option, click on [Yes].

(f) Click on to return to the POS Menu.

Note: On Final Payment, goods are taken out of Laybye Stock, returned to Stock and sold via the Laybye Invoice which is automatically generated. Vat is only updated once the Invoice is generated.

Enquiry/Reports

Specific Laybye Status

This facility displays the current laybye status for a selected customer.

At the Laybye Number prompt, enter the Laybye number or alternatively use the select facility to view and select from the Laybye listing.

The Laybye Details will be displayed.

Payments(P) to view Payment History.

Details(+) to view Stock Details.

Print(*) to print report.

Exit(Esc) to return to Laybye Menu.

Laybye Listing

Select Option to view listing of Active, Expired, Cancelled and Completed Laybyes.

Details(+) to view individual Laybye details.

Print(*) to print report.

Exit(Esc) to return to Laybye Menu.

8. Laybye Control

Transaction Details

(a) Select Start and End Dates.

(b) Select Laybye transactions to view: New Laybyes, Cancelled Laybyes, Completed Laybyes, Laybye Payments, Laybye Refunds or All of the Above.

[Totals(=)] to view Laybye Totals.

[Print(*)] to print report.

[Exit(Esc)] to return to Laybye Menu.

Stock on Laybye.

To view valuation of stock on laybye.

[Totals(=)] to view Stock Valuation Totals.

[Print(*)] to print report.

Utilities

Index Laybye Files

Note: Laybyes affect the following:
   Cash Control
   Debtors Transactions
   Stock
   Laybye Stock
   Vat Control

Note: On Final Payment, goods are taken out of Laybye Stock, returned to Stock and sold via the Laybye Invoice which is automatically generated. Vat is only updated once the invoice is generated.

9. Quotations

```
Quotation Options:

🖱  New Quotation

🖱  Transactions       Edit Quotation
                       Invoice a Quotation
                       Cancel a Quotation

🖱  Enquiry/Reports  Active Quotations
                       Charged Out Quotations
                       Expired Quotations
                       Cancelled Quotations
                       Converted to Job

🖱  Utilities          Index Quotation files
                       Clear Quotations
```
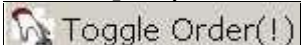
New Quotations

(a) Select [1. Point-of-Sale] , [9. Quotations]

(b) Select Price Level Options from the listing on which the quotation's pricing will be based.

Note: Default is Selling Price 1. Quotes based on Cost Price, Cost + Markup% and GP% may be password controlled.

(c) At the Date prompt, confirm/capture the capture date and enter the quotation's expiry date.

(d) Enter the Customer's Name, Address, Telephone details, Sales Person number and any Comments regarding the quotation or alternatively use the select facility to view and select from the Debtor listing. The Debtors details will be displayed.

(e) Complete the address, telephone, Salesperson details and any comments as may be required regarding this quote.

(f) The Quotation Entry Screen will be displayed.

(g) Click on [Insert(+)] to insert line details.

(h) At the Stock Code prompt, enter the stock code or alternatively press [Enter] at the Description prompt, press

the [Page Down] key to view and select from the Stock Listing. ![Toggle Order(!)] to toggle the stock search order by Stock Code, Supplier Code or Stock Description.

(i) At the Quantity prompt, enter the number of units sold.

Note: Pressing [Page Up] at the Quantity prompt will display last purchase details.

Last Purch. Details

Date Purch.	21/02/2006
Last Cost	350.00
Ave Cost	350.00

Note: Pressing [Page Down] at the Quantity prompt will display Quantity on Hand as well as Selling Price level 1, 2, 3.

Qty On Hand = 6

Exc Selling Prices

Selling 1	410.0000
Selling 2	395.0000
Selling 3	350.0000

(j) At the Selling Price prompt, Accpick will automatically display the Selling Price. Press [Enter] to accept the default Selling Price or enter an adjusted price. Where a maximum discount has been set in Stock Maintenance for a specific item this may not be exceeded.

Note: Where a stock item is quoted below cost, a warning is sounded and displayed.

(k) At the Discount % prompt, enter the discount percentage amount. Where a maximum discount has been set in Stock Maintenance for a specific item this may not be exceeded.

(l) At the Tax Code prompt, Accpick will default to the tax status for this stock code which was set up in Stock Maintenance. This Tax Code can however be overwritten. Press [Enter] to accept the default tax status.

(m) The Total Inclusive Value for that stock item is displayed.

(n) To enter further line items select ![Insert(+)].

Quotation Line Item Adjustments/Deletions:

Use the arrow keys to move the incorrect transaction line/s to the top of the listing and delete/edit as required.

🔍 Locate(\) to locate a specific stock code captured on the Invoice and automatically move it to the top of the listing.

✏️ Edit(=) and 🗑 Delete(-) to make correcting adjustments to the Quotation.

⏩ SubTotal(->) to display sub total details.

Sub-Total	Vat	Total
3550.50	497.07	4047.57

💬 Comment(/) to insert comment details on the Quotation. (A no value item)

(o) When the Quotation is complete, click on 🚪 End(ESC) to check the Gross Profit, Set the Price or Update.

(p) At the Update Options prompt, select Update.

(q) At the Print Options prompt select the required print format: Quotation, Valuation, Pro Forma Invoice or No Print.

(r) Click on 🚪 Exit(Esc) to return to the Point of Sale Menu.

Note: The Set Price facility allows the Total End Value of the Quotation to be revised. The prices of the individual items will be adjusted in proportion to the new end value.

Transactions
Edit Quotation

(a) At the Quotation Number prompt, enter the Quotation number or alternatively use the select facility to view and select from the Quotation listing.

The Quotation Details will be displayed.

9. Quotations

Quotation Line Item Adjustments/Deletions:

Use the arrow keys to move the incorrect transaction line/s to the top of the listing and delete/edit as required.

🔍 Locate(\) to locate a specific stock code captured on the Invoice and automatically move it to the top of the listing.

📝 Edit(=) and 🗑 Delete(-) to make correcting adjustments to the Quotation.

▶ SubTotal(->) to display sub total details.

Sub-Total	Vat	Total
3550.50	497.07	4047.57

💬 Comment(/) to insert comment details on the Quotation. (A no value item)

(b) Click on ▶ End(ESC) to update the quotation.

(c) At the Print Options prompt select the required print format: Quotation, Valuation or Pro Forma Invoice.

(d) Click on ▶ End(ESC) to return to the Quotation Menu.

Invoice a Quotation

(a) At the Quotation Number prompt, enter the Quotation number or alternatively use the ▶ Select(ENTER) facility to view and select from the Quotation listing by using the ▼ and ▲ arrows to locate to top of screen and click on 📋 Select(+).

(b) Select the Charge Options – **Cash or Account**.

Cash Option

(c) Confirm/Amend the Invoice Date.

(d) Enter the Customer's Delivery Details – e.g. Registration Number and Make, Customer's Name, Address and Telephone Details.

(e) Enter the Order Number and Customer Reference Number.

The Quotation Invoicing details will be displayed.

Quotation Line Item Adjustments/Deletions

Use the arrow keys to move the incorrect transaction line/s to the top of the listing and delete/edit as required.

🔍 Locate(\) to locate a specific stock code captured on the Invoice and automatically move it to the top of the listing.

✏ Edit(=) and 🗑 Delete(-) to make correcting adjustments to the Quotation.

▶ SubTotal(->) to display sub total details.

Sub-Total	Vat	Total
3550.50	497.07	4047.57

💬 Comment(/) to insert comment details on the Quotation. (A no value item)

(f) **When the Invoice is complete and correct**, click on 🚪 End(ESC) to update the transaction.

After the Invoice has been updated, the Tender Routine will be activated displaying the amount owing.

(g) At the Tender prompt, enter the payment type and amount.

Note: Cash Payments: If Rounding has been selected; the Rounding information box will be displayed showing the cash value to be accepted.
Cheque and Voucher Payments: Accpick will prompt for the cheque details – Drawer's Name, Bank and Bank Account Number, ID Number and Telephone number.
Speedpoint: Process all Speedpoint payments by entering the value at the Speedpoint prompt.

(h) At the Vat number prompt, enter/confirm the customer's vat number.

(i) At the Print Options prompt, select the required print options.

(j) Click on 🚪 Exit(Esc) to return to the Point of Sale Menu.

Account Option

(a) Select Account Options – **Existing Debtor** or **New Debtor**.

(b) For an **Existing Debtor**, select and enter the Debtor's Account Number or use the search facility to view and select from the Debtor Listing..

(c) Confirm the Invoice Date.

(d) The Debtor's Delivery Details will be displayed. Complete as required.

(e) Enter the Order Number and Customer Reference Number.

The Quotation Invoicing details will be displayed.

Quotation Line Item Adjustments/Deletions:

Use the arrow keys to move the incorrect transaction line/s to the top of the listing and delete/edit as required.

[Locate(\)] to locate a specific stock code captured on the Invoice and automatically move it to the top of the listing.

[Edit(=)] and [Delete(-)] to make correcting adjustments to the Quotation.

[SubTotal(->)] to display sub total details.

Sub-Total	Vat	Total
3550.50	497.07	4047.57

[Comment(/)] to insert comment details on the Quotation. (A no value item)

(f) **When the Invoice is complete and correct**, click on [End(ESC)] to update the Transaction.

(g) At the Print Option, select the required print option.

(h) Click on [Exit(Esc)] to return to the Point of Sale Menu.

Cancel a Quotation
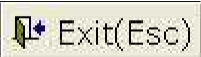
(a) At the Quotation Number prompt, enter the quotation number or alternatively use the select facility to view and select from the Quotation listing. The Quotation Details will be displayed.

(b) Click on [📭 End(ESC)] to cancel the quotation.

(c) Select **Yes** ok to cancel.

2. Enquiry/Reports
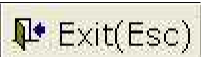
1. Active Quotations

This facility displays all Active/Open Quotations.

(a) At the Quotation Number prompt, enter the quotation number or alternatively press [Enter] to display the quotation listing.
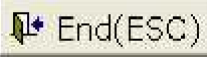
(b) Use the arrow keys to move the required quotation to the top of the listing.

(c) Press [📝 Select(+)] to view Quotation details.

(d) Select [🖨 Print(*)] to print quotation.

(e) [📭 Exit(Esc)] to return to the Enquiry/Report Menu.

2. Charged Out Quotations

This facility displays all Quotations that have been invoiced out in the current period.

(a) At the Quotation Number prompt, enter the quotation number or alternatively press [Enter] to display the quotation listing.

(b) Use the arrow keys to move the required quotation to the top of the listing.

(c) Press [📝 Select(+)] to view Quotation details.

(d) Select [🖨 Print(*)] to print quotation.

(e) [📭 Exit(Esc)] to return to the Enquiry/Report Menu.

9. Quotations

3. Expired Quotations

This facility displays all Quotations still on record, yet beyond their expiry date.

(a) At the Quotation Number prompt, enter the quotation number or alternatively press [Enter] to display the quotation listing.

(b) Use the arrow keys to move the required quotation to the top of the listing.

(c) Press [Select(+)] to view Quotation details.

(d) Select [Print(*)] to print quotation and then [Exit(Esc)] to return to the Enquiry/Report Menu.

4. Cancelled Quotations

This facility displays all Quotations that have been cancelled.

(a) At the Quotation Number prompt, enter the quotation number or alternatively press [Enter] to display the quotation listing.

(b) Use the arrow keys to move the required quotation to the top of the listing.

(c) Press [Select(+)] to view Quotation details.

(d) Select [Print(*)] to print quotation and then [Exit(Esc)] to return to the Enquiry/Report Menu.

5. Quotations Converted to Job Cards

This facility displays all Quotations that have been updated to Job Cards.

(a) At the Quotation Number prompt, enter the quotation number or alternatively press [Enter] to display the quotation listing.Use the arrow keys to move the required quotation to the top of the listing.

(b) Press [Select(+)] to view Quotation details.

(c) Select [Print(*)] to print quotation and then [Exit(Esc)] to return to the Enquiry/Report Menu.

Utilities

1. Index Files

Index files to resort the quotation data files for the Current Period.

2. Clear Quotations

This facility has the option to remove all Quotations expired prior to a selected date.

(a) At the Date prompt, enter the date for which quotations that have expired prior to this date will be cleared.

(b) Select the required quotation from the listing and select
   🗑 Delete(DEL) to delete the required quotation/s.

(c) Press Enter and confirm deletion.
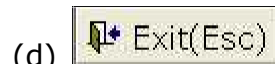
(d) ⬫ Exit(Esc) to return to the Quotation Menu.

Note: To clear ALL displayed expired quotations select Clear All.

Note: Cleared Quotations do not reflect on the Cancelled Enquiry Screen/Report.

P. Payout

Payout Options:

- ᶿ **Payout Transaction**
- ᶿ **Payout Enquiries**
- ᶿ **Payout Reports**
- ᶿ **Password Control on Payouts**

Payout Transaction

(a) Select [1. Point-of-Sale], [P. Payout]

(b) At the Amount Paid prompt, enter the amount paid out

(c) At the Details prompt, enter to whom amount paid and description of goods.

(d) a reference description.

(e) At the Update prompt, click on Yes to update.

(f) At the Print prompt, select Yes or No as required.

(g) Press [End(ESC)] to return to the POS Main Menu.

Note: Where change is brought back from a Payout, repeat the process with a minus value for the change. Add "Change" in the Details.

P. Payout

Payout Enquiries

An option exists to view Payout Details at Cash Control Enquiry.

Select:

(a) [7. Cash Control],

(b) Cashier Number or leave blank to view for ALL Cashiers.

(c) Payout Details

Payout Reports

An option exists when printing Day End Reports to print a detailed daily payout listing.

Payouts accumulated for the month may be viewed and printed in

[4. Creditors] , [4. Reports] , **6. Payouts**.

Password Control

Payouts may be password controlled. To initiate a password control select:

[8. Utilities] ,

[1. System Parameters] ,

2. Password Maintenance,
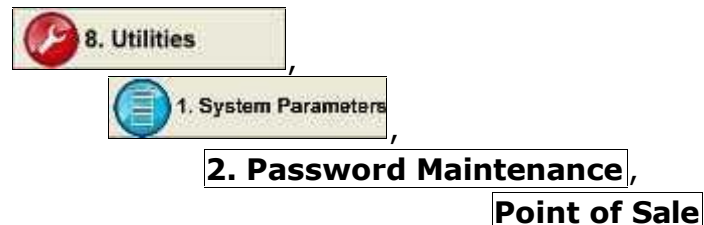
Point of Sale

To Block/Disallow Payouts at Point of Sale select:

[8. Utilities] ,

[1. System Parameters] ,

4. Transactions,

POS and Stock Setups 2
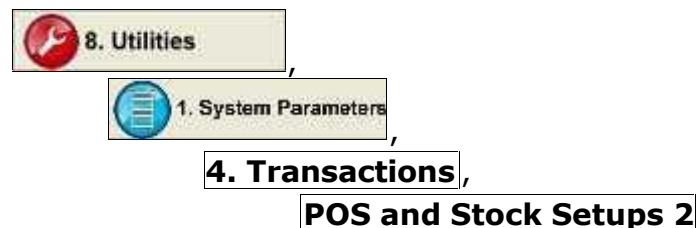
Allow Payouts from Cash in Draw? **No**

R. Repair Controls

Repair Control Options:

🖱 **Transactions**   **New Repair Entry**
                             Modify Repair Voucher
                             Issue Items for Repairs
                             Receive Repaired Items
                             Charge for the Repair
                             Cancel a Repair

🖱 **Enquiry/Reports**   **Specific Repair Status**
                             Repairs by Supplier
                             Outstanding Billings

🖱 **Utilities**   **Index Repair Files**

Transactions

1. New Repair Entry

(a) Select [🔵 1. Point-of-Sale] , [🔧 R. Repair Controls] ,
     [Transactions] , [New Repair Entry]

The Repair Voucher Creation screen is displayed.

(b) At the Date prompt, confirm/capture the capture date of the Repair.

(c) At the Name request, enter the Customer's Name, Address and Telephone details or press [Enter] to view and select from the Debtor listing.

(d) Capture the Order Number, Date Repair Required, Quoted Value of Repair excluding Vat (optional), Contact Person and Repair Details. Suggest description of goods, serial number, fault description.

(e) At the Save prompt, select [Yes].

(f) At the Print prompt, select [Yes]. A sequential Repair Voucher Number is allocated and printed on the Repair Voucher.

(g) Click on [🚪 Exit(Esc)] to return to the Repair Control Menu.

R. Repair Controls

2. Modify Repair Voucher

The system will display alphabetically a list of all current Repair Dockets.

(a) Use the arrow keys to move the required Repair Docket to the top of the listing or alternatively select **Locate(\\)** to locate the required Repair Docket by Customer Name.

(b) Press **Select(+)** to view Repair Docket details.

(c) The Repair details will be displayed. Edit the details as required. Press [Enter] to update the new details.

(d) Click on **Exit(Esc)** to return to the Repair Control Menu.

3. Issue Items for Repairs to Supplier

The system will display alphabetically all current Repair Dockets.

(a) Use the Up and Down arrow keys to move the required Repair to the top of the listing or alternatively select **Locate(\\)** to locate the Repair Docket by Customer Name.

(b) When the required Repair Docket is at the top of the listing, press **Select(+)**.

(c) At the Supplier prompt enter the Supplier's Account Number or alternatively, press [Enter] to view and select from the Supplier listing.

(d) Enter the Issue Details – Date Sent, Transport Mode, Issue Comments, Company Contact person and Supplier's Contact details.

(e) Click on **Exit(Esc)** to return to the Repair Control Menu.

(f) At the Issue Repairs prompt, select [Yes].

(g) At the Print Confirmation prompt, select [Yes].

Note: The Repair Request Voucher Number is the same as the Repair Voucher Number to ensure traceability.

R. Repair Controls

4. Received Repaired Items from Supplier

(a) At the Supplier prompt enter the Supplier's Account Number or alternatively press [Enter] to view and select from the Supplier listing.

(b) Press [Enter] if the Supplier Account is correct.

The system will display a list of all Repairs issued to the selected Supplier.

(c) Use the Up and Down arrow keys to move the required Repair to the top of the listing or alternatively select Locate(\).

(d) When the required repair is at the top of the listing, press Select(+).

(e) At the Date Repaired prompt, enter the date the Repair was returned.

(f) At the Capture Costs prompt, select Yes/No.

(g) **If Yes**, enter the Repair Cost Details – Date, Supplier's Invoice Number, Inclusive of or Exclusive of Vat, Expense Category, (Suggest: Outwork), Repair Amount, Tax Code. The Vat amount and the Supplier's Invoice Total will automatically be displayed.

(h) At the Supplier Comment prompt, enter details if required.

(i) At the Save prompt, select [Yes].

(j) Click on Exit(Esc)

(k) At the Ok to Update prompt, select [Yes].

(l) At the Print Confirmation prompt, select [Yes].

(m) Click on Exit(Esc) to return to the Repair Control Menu.

5. Charge for the Repair

The system will display alphabetically all current Repair Dockets.

Press Status/Date(->) to toggle Repair Status and Date repair received from Supplier.

(n) Use the Up and Down arrow keys to move the required Repair to the top of the listing or alternatively select Locate(\).

R. Repair Controls

(o) When the required repair is at the top of the listing, select
![Select(+)] or ![Tag to Invoice(*)] to mark Repair Dockets for multiple invoicing.
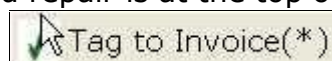
(p) At the Charge for Repair prompt, select [Yes].

(q) Select the Charge options – Cash or Account.

Cash Option

The Repair Invoicing details will be displayed as a Cash Sale.

(a) Click on ![Insert(+)] to insert line details.

Note: To view Cost Price of Repair: Caps locks on and press "C". Cost of Repair is displayed on the left hand side of the screen.

To capture a Non-Stock item, with the facility of allocating to the correct department with the correct Gross Profit:

![Dept(*)] to select the required department, capture the Cost Price, Markup % and edit/amend the Selling Price.

Note: Department Name may be overwritten for Invoice Details.

Cash Sale Line Item Adjustments/Deletions

Use the arrow keys to move the incorrect transaction line/s to the top of the listing and delete/edit as required.

![Locate(\)] to locate a specific stock code captured on the Invoice and automatically move it to the top of the listing.

![Edit(=)] and ![Delete(-)] to make correcting adjustments to the Quotation.

![SubTotal(->)] to display sub total details.

Sub-Total	Vat	Total
3550.50	497.07	4047.57

![Comment(/)] to insert comment details on the Cash Sale. (A no value item)

R. Repair Controls

(b) **When the Cash Sale is complete and correct**, click on
`End(ESC)` to update the transaction.

(c) At the Update prompt, select [Yes].

After the Invoice has been updated, the Tender Routine will be activated displaying the amount owing.

(d) At the Tender prompt, enter the payment type and amount.

Note: Cash Payments: If Rounding has been selected; the Rounding information box will be displayed showing the cash value to be accepted.
Cheque and Voucher Payments: Accpick will prompt for the cheque details – Drawer's Name, Bank and Bank Account Number, ID Number and Telephone number.
Speedpoint: Process all Speedpoint payments by entering the value at the Speedpoint prompt.

(e) At the Vat number prompt, enter/confirm the customer's vat number.

(f) At the Print Options prompt, select the required print options.

(g) Click on `Exit(Esc)` to return to the Point of Sale Menu.

Account Option

(a) Select Account Options – **Existing Debtor** or **New Debtor**.

(b) For an **Existing Debtor**, select and enter the Debtor's Account Number or use the search facility to view and select from the Debtor Listing..

(c) Confirm/Capture the Invoice Date.

(d) The Debtor's Delivery Details will be displayed. Complete as required.

(e) Enter the Order Number and Customer Reference Number.

The Repair Invoicing details will be displayed.

(f) Click on `Insert(+)` to insert line details.

Note: To view Cost Price of Repair: Caps locks on and press "C". Cost of Repair is displayed on the left hand side of the screen.

R. Repair Controls

To capture a Non-Stock item, with the facility of allocating to the correct department with the correct Gross Profit:

Dept(*) to select the required department, capture the Cost Price, Markup % and edit/amend the Selling Price.

Note: Department Name may be overwritten for Invoice Details.

Invoice Line Item Adjustments/Deletions:

Use the arrow keys to move the incorrect transaction line/s to the top of the listing and delete/edit as required.

Locate(\) to locate a specific stock code captured on the Repair and automatically move it to the top of the listing.

Edit(=) and Delete(-) to make correcting adjustments to the entry displayed at the top of the listing.

SubTotal(->) to display sub total details.

Sub-Total	Vat	Total
3550.50	497.07	4047.57

Comment(/) to insert comment details on the Invoice. (A "no value" entry)

(g) **When the Invoice is complete and correct**, click on End(ESC) to update the Transaction.

(h) At the Update prompt, select [Yes].

(i) At the Print Option, select [Yes].

6. Cancel a Repair

The system will display alphabetically all current Repair Dockets.

(a) Use the Up and Down arrow keys to move the required Repair to the top of the listing or alternatively select Locate(\).

(b) Press Select(+)

The Repair Details will be displayed.

(c) At the Cancel Repair prompt, select [Yes].

R. Repair Controls

Enquiry/Reports

1. Specific Repair Status

This facility displays selected Repair Voucher details.

(a) At the Repair Voucher prompt, enter the Repair Voucher number or alternatively press [Enter] at the prompt to view and select from the listing.

The Repair Voucher Details will be displayed.

(b) Use the arrow keys to view all line items on the Repair Voucher.

(c) Press * to print the Repair Voucher Enquiry.

(d) Press Exit(Esc) to view further Repair Vouchers.

(e) Press Exit(Esc) to return to Repair Control Menu.
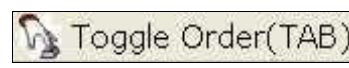
2. Repairs by Suppliers
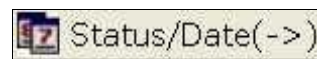
This facility displays all Repairs - outstanding and/or returned - for all or a specific Supplier.

Exit(Esc) to return to Repair Control Menu.

3. Outstanding Billings

This facility displays all Repair Vouchers waiting to be invoiced out to Customers.

Toggle Order(TAB) to toggle Repair Voucher listing order.

Status/Date(->) to toggle Repair Status and Date repair received from Supplier.

Print List(\) to print listing.

Exit(Esc) to return to Laybye Menu.

Utilities

Index Files

Index Files to resort Repair Control data files.

C. Cash a Cheque

This facility results in the quantity and value of cheques being increased and the value of cash being decreased.

(a) At the Cheque Amount prompt, enter the cheque value.

(b) At the Update prompt, select Yes.

(c) At the Bank Details prompt, enter the Drawer's name, Bank and Account Number, Id Number and Telephone Number.

Password Control

This facility may be password controlled. To initiate a password control select:

8. Utilities ,

1. System Parameters ,
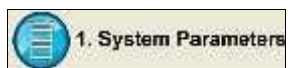
2. Password Maintenance, **Point of Sale** , **Cash Control**

J. Job Costing

Job Costing Options:

✋ **Transactions**	1. Open a New Job	
	2. Edit a Job Card	
	3. Cancel a Job Card	
	4. Complete/Charge for the Job	
		Single Job Card
		Multiple Job Cards
	5. New Job from a Quotation	
✋ **Enquiry/Reports**	1. Active/Open Jobs	
	2. Completed/Charged Jobs	
	3. Cancelled Jobs	
	4. Stock on Jobs	
✋ **Utilities**	1. Index Files	
	2. Maintain Operators	

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1. Transactions

1. Open a New Job

(a) At the Date prompt, enter the capture date of the Job or press [Enter] to accept the default date.

(b) At the prompts, complete the details for each for each of the prompts.

(c) Enter the Customer's Name, Address, Telephone details Contact details and Order Number or alternatively, press enter to view and select from the Debtor listing.

(d) At the Job Description prompt, enter a brief the job description if required or press [Page Down] to bypass.

(e) At the Capture Details prompt, select [Yes].

(f) Click on `Insert Stock(+)` to insert stock items from the stock listing.

Note: A series of prompts will be displayed in accordance with the Prompts, Tenders and Point of Sale Setups in System Parameter Setup.

(g) At the Stock Code prompt, enter the stock code or alternatively, press [Enter] and at the Description prompt,

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press the [Page Down] key to view and select from the Stock Listing which is displayed in description order.

Toggle Order(!) to toggle the stock search order by Stock Code, Supplier Code or Stock Description.

(h) At the Quantity prompt, enter the number of units sold.

Note: Pressing [Page Up] at the Quantity prompt will display last purchase details.

Last Purch. Details	
Date Purch.	21/02/2006
Last Cost	350.00
Avg Cost	350.00

Note: Pressing [Page Down] at the Quantity prompt will display Quantity on Hand as well as Selling Price level 1, 2, 3.

Qty On Hand = 6	
Exc Selling Prices	
Selling 1	410.00000
Selling 2	395.00000
Selling 3	450.00000

(i) At the Selling Price prompt, Accpick will automatically display the Selling Price. Press [Enter] to accept the default Selling Price or enter an adjusted price. Where a maximum discount has been set in Stock Maintenance for a specific item this may not be exceeded.

Note: Where a stock item is sold below cost, a warning is sounded and displayed.

(j) At the Discount % prompt, enter the discount percentage amount. Where a maximum discount has been set in Stock Maintenance for a specific item this may not be exceeded.

(k) At the Tax Code prompt, Accpick will default to the tax status for this stock code which was set up in Stock Maintenance. Where the System Parameter options have been set to the Tax Code Status, the Tax Code can be overwritten. Press [Enter] to accept the default tax status.

J. Job Costing

(l) The Total Inclusive Value for that stock item is displayed.

(m) To enter further line items select | Insert(+) |.

To capture a Non-Stock item, with the facility of allocating to the correct department with the correct Gross Profit:

| Dept(*) | to select the required department, capture the Cost Price, Markup % and edit/amend the Selling Price.

Note: Department Name may be overwritten for Invoice Details.

Job Card Line Item Adjustments/Deletions:

Use the arrow keys to move the incorrect transaction line/s to the top of the listing and delete/edit as required.

| Locate(\) | to locate a specific stock code captured on the Invoice and automatically move it to the top of the listing.

| Edit(=) | and | Delete(-) | to make correcting adjustments to the entry displayed at the top of the listing.

| SubTotal(->) | to display sub total details.

Sub-Total	Vat	Total
3550.50	497.07	4047.57

(n) When the Job Card is correct and complete, click on | End(ESC) | to update the Job Card.

(o) At the Options prompt, select Update.

Note: At the Update prompt, selecting Set Price will display the Set Selling Price prompt. Enter the revised inclusive Total Amount of the Job. The system automatically adjusts the prices of individual items in proportion to the new total price.

Sub-Tota	Vat	Total
5547.61	776.39	6322.00
	Set Selling Price	6200.00

This facility maybe password controlled

Note: At the Update Transaction prompt, selecting Check GP will display the Transaction Gross Profit. This facility displays the gross profit value and gross profit percentage for the total Job.

Transaction Gp

$17.37   60.79%

(p) At the Print Options prompt, select Job Card to print the Job Card.

(q) Press [Escape] to return to the Job Costing Menu.

Note: This is now an ACTIVE Job.

2. Edit a Job Card
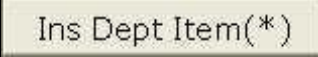
(a) At the Job Number prompt, enter the Job Card Number to display job card details.

Note: [0] and pressing ▶ Continue(ENTER) will display all active job cards in numerical sequence.

🐿 Toggle Sort(F2) to sort job card listing by Name, Registration Number, Date, Operator Number, Sales Person or Job Number.

Highlight and press ✓ Select(+) to select the required job card from the listing.

(b) Edit the Job Card Header details as required or alternatively press [Page Down] to accept the default details.

(c) At the Edit Details prompt, select [Yes]

(d) Click on ▯ Insert Stock(+) to insert additional stock items from the stock listing,

🗑 Delete(-) to remove a line item/s.

Ins Dept Item(*) to insert department details.

(e) When the Job Card is correct and complete, click on
End(ESC) to update the Job card.

(f) At the Options prompt, select Update.

(g) At the Print Options prompt, select Job Card to print the Job Card.

3. Cancel a Job Card

The system will display all active Job Cards in Job Card Number sequence.

(a) Toggle Sort(F2) to sort job card listing by Name, Registration Number, Date, Operator Number, Sales Person or Job Number.

(b) Use the arrow keys to highlight the required Job Card.

(c) Click on Select(+) to select the Job Card. The Job Card details will be displayed.

(d) Click on End(ESC) to cancel the Job card.

(e) At the Cancel Job Card prompt, select [Yes].

(f) At the Reason prompt, enter an explanation for the cancellation.

(g) At the Cancel prompt, click on [Ok].

Note: The Job Card is now CANCELLED.

4. Complete/Charge for the Job. i.e Create an Invoice.

Invoice Single Job Card

(a) At the Job Number prompt, enter the Job Card Number to display job card details alternatively selecting [0] and pressing [Enter] will display all active jobs in Job Card Number sequence.

The system will display all active Job Cards in Job Card Number sequence.

(b) Highlight the required Job Card and click on Select(+) to select the Job Card.

Point of Sale – Job Costing

(c) Select Charge options – Cash, Account on Job Card, Different Account.

(d) At the prompts, complete the Invoice Header details.

The Job Card Invoicing details will be displayed.

Invoice Line Item Adjustments/Deletions:

Use the arrow keys to move the incorrect transaction line/s to the top of the listing and delete/edit as required.

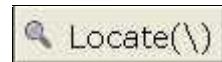🔍 Locate(\) to locate a specific stock code captured on the Invoice and automatically move it to the top of the listing.
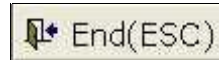
✏ Edit(=) to make correcting adjustments to the entry displayed at the top of the listing.

▶ SubTotal(->) to display sub total details.

Sub-Total	Vat	Total
3550.50	497.07	4047.57

(e) When the Invoice Details are correct and complete, click on
 ⏻ End(ESC) to update.

(f) At the Update Options prompt, enter **Y**es.

Note: If this is a Cash Sale, the Tender Routine is displayed.

(g) At the Tender prompt, enter the payment type and amount.

Note: Cash Payments: If Rounding has been selected; the Rounding information box will be displayed showing the cash value to be accepted.
Cheque and Voucher Payments: Accpick will prompt for the cheque details – Drawer's Name, Bank and Bank Account Number, ID Number and Telephone number.
Speedpoint: Process all Speedpoint payments by entering the value at the Speedpoint prompt.

Note: To return to the body of the Cash Sale once the Tender Routine Box is displayed, press [Page Up].

Note: To convert a Cash Sale into and Account Sale, press [Page Down] at the Tender Routine.

(h) At the Vat number prompt, enter/confirm Customer's Vat number.

(i) At the Print Options prompt, select the required print options.

(j) Press any key to return to the Job Costing Menu.

Note: This Job Card is now INVOICED.

Invoice Multiple Jobs

Note: This is only possible for Jobs opened on the same Debtor's Account. i.e Invoice multiple Jobs to a Single Debtor

The system will display all active Job Cards in Job Card Number sequence.

(a) Use the arrow keys to highlight the required Job.

(b) Click on ✓ Tag Jobs(F8) to tag the Job Card.

Note: A * will indicate which Jobs have been selected for invoicing.

(c) Repeat until all required Jobs Cards have been tagged

(d) Click on ▶ Select(+) to invoice the tagged Jobs.

(e) At the prompts, complete the Invoice Header details.

(f) The Job Card Invoicing details will be displayed

Invoice Lien Item Adjustments/Deletions:

Use the arrow keys to move the incorrect transaction line/s to the top of the listing and delete/edit as required.

🔍 Locate(\) to locate a specific stock code captured on the Invoice and automatically move it to the top of the listing.

✏ Edit(=) to make correcting adjustments to the entry displayed at the top of the listing.

▶ SubTotal(->) to display sub total details.

Sub-Total	Vat	Total
3550.50	497.07	4047.57

(g) When the Job Card is correct and complete, click on
![End(ESC) button] to update the Job Card.

(h) At the Update Options prompt, enter **Y**es.

(i) At the Vat number prompt, enter/confirm the Debtor's Vat number.

(j) At the Print Options prompt, select the required print options.

(k) Press any key to return to the Job Costing Menu.

Note: These Multiple Job Cards are now INVOICED to a single Invoice.

5. New Job Card from a Quotation.

This facility allows the conversion of a Quotation to a Job Card.

(a) At the Quote Number prompt, enter the Quotation Number.

Note: [0] will display all quotations in numerical sequence.
![Select(+) button] **to select the required Quotation from the listing.**
![Toggle Sort(F2) button] **to sort Quotation listing.**

(b) At the Date prompt, enter/confirm the capture date of the Job.

(c) At the prompts, complete the details for each of the prompts.

(d) Enter the Customer's Name, Address, Telephone details and Order Number or press [Enter] to accept the default details.

(e) At the Job Description prompt, enter a brief description if required.

(f) At the Capture Details prompt, select [Yes].

The line items as per the Quotation are displayed.

Job Card Line Item Adjustments/Deletions:
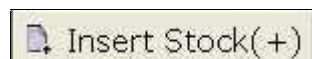
Click on ![Insert Stock(+) button] to insert additional line items.
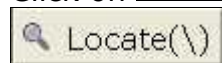
![Locate(\) button] to locate a specific stock code captured on the Quotation and automatically move it to the top of the listing.

Use the arrow keys to move the incorrect transaction line/s to the top of the listing and delete/edit as required.

Edit(=) and Delete(-) to make correcting adjustments to the entry displayed at the top of the listing.

SubTotal(->) to display sub total details.

Sub-Total	Vat	Total
3550.50	497.07	4047.57

(g) When the Job Card is correct and complete, click on End(ESC) to update the Job Card.

(h) At the Options prompt, select on Update.

(i) At the Print Options prompt, select Job Card to print the Job Card.

(j) Click on Exit(Esc) to return to the Job Costing Menu.

Note: This is now an ACTIVE Job.

2. Enquiry/Reports

1. All Active/Open Job Cards

This facility displays all Active/Open Job Cards.

(a) At the Search Options Menu select the required search option: Date Range or Job Card Number.

A listing of all Active/Open Job Cards will be displayed.

(b) Use the arrow keys to highlight the required Job Card.

(c) Select Job Status(+) to view Job Card details.

(d) At the View Header prompt, select Yes/No.

(e) At the Value options prompt, select option to view Job Card Value at Cost Price or Selling Price.

(f) Print(*) to print Job Card.

(g) Click on Return(ESC) to return to Job Card listing.

(h) End(ESC) to return to Job Costing Menu.

Point of Sale - Job Costing

2. Completed/Charged Out Jobs

This facility displays all completed/charged out Jobs.

(a) At the Search Options Menu select the required search option: Date Range or Job Card Number.

A listing of all Completed/Charged Out Jobs will be displayed.

(b) Use the arrow keys to highlight the required Job Card.

(c) Select [▸▸ Job Status(+)] to view Job Card details.

(d) At the View Header prompt, select Yes/No.

(e) At the Value options prompt, select option to view Job Card Value at Cost Price or Selling Price.

(f) [🖨 Print(*)] to print Job Card.

(g) Click on [◖ Return(ESC)] to return to Job Card listing.

(h) [◖ End(ESC)] to return to Job Costing Menu.

3. Cancelled Jobs

(a) At the Search Options Menu select the required search option: Date Range or Job Card Number.

A listing of all Cancelled Job Cards will be displayed.

(b) [🖱 Toggle Sort(F2)] to sort Cancelled Job Card listing.

(c) Use the arrow keys to highlight the required Job Card.

(d) Select [▸▸ Job Status(+)] to view Job Card details.

(e) At the View Header prompt, select Yes/No.

(f) At the Value options prompt, select option to view Job Card Value at Cost Price or Selling Price.

(g) [🖨 Print(*)] to print Job Card.

(h) Click on [◖ Return(ESC)] to return to Job Card listing.

(i) [◖ End(ESC)] to return to Job Costing Menu.

4. Stock on Jobs.

To view valuation of stock on Jobs.

(a) At the Stock Options prompt, select enquiry options:
   All Stock
   Stock for a Specific Operator
   Stock for a Specific Sale Person

(b) ⌊ Toggle Sort(F2) ⌋ to view listing by Stock Code, Description, Department and Supplier.

(c) Use the arrow keys to highlight the required Job.

(d) Select ⌊ Details(+) ⌋ to view stock details.

(e) ⌊ Print(*) ⌋ to print report.

(f) ⌊ End(ESC) ⌋ to return to Job Costing Menu.

Utilities

1. Index Files

Index files to resort the Job Costing files for the Current Month.

2. Maintain Operators

This facility provides the option of:

adding new operator details ⌊ Add(INS) ⌋,

modifying existing operator details ⌊ Edit(Enter) ⌋

and deleting existing operator details. ⌊ Delete(DEL) ⌋