

# Accounting and Point-of-Sale Software

# Features and Benefits

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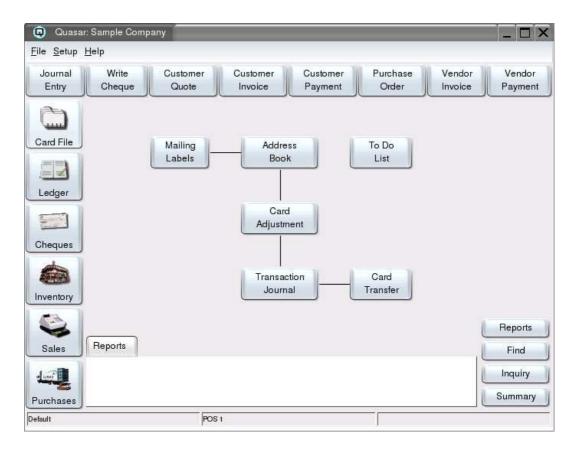
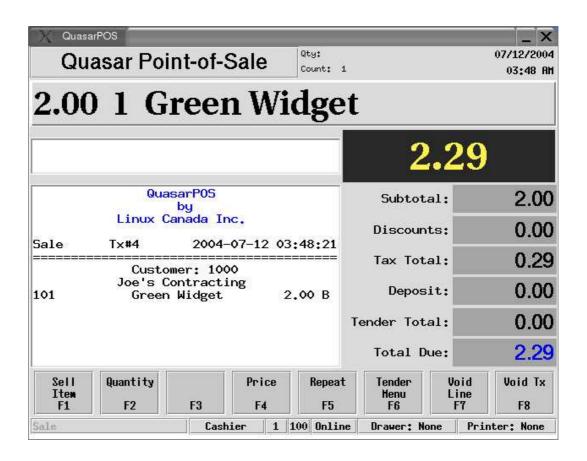


Figure 1: Main Quasar Screen

# 1 Quasar Accounting

Quasar is a full function, stand-alone business accounting package. You may elect to use Quasar Accounting with the open source GNU General Public License (GPL) which is available free of charge. Or you may elect to purchase our commercial license for a nominal fee. To ensure timely access to support you will need to purchase one of our support packages. Figure 1 shows a sample of the main Quasar screen.

With Quasar it is extremely easy to set up remote access to multiple servers from multiple workstations. You can run Quasar on both Windows and/or Linux on the same network. For example, you can maintain a Linux server and access the data from a Windows workstation.



 $Figure \ 2: \ \textit{Quasar Point-of-Sale}$ 

# 2 Quasar Retail

Quasar Retail contains all of the features available in Quasar Accounting plus it contains the Quasar Point-of-Sale driver which allows Quasar Accounting to communicate with the Quasar Point-of-Sale application. Quasar Retail is only available with our commercial license. Resellers and customers who wish a copy of the Quasar Retail source code can obtain it by purchasing annual source code access. Figure 2 shows a sample of the Quasar point-of-sale application.

# 3 Global Features

#### mainly for Linux but supports Windows

Quasar Accounting was developed for Linux on Linux. The point-of-sale module is available only for Linux. And the Quasar server must run on Linux. However, Quasar client is available for both Windows and Linux. This means that you can access the Quasar server from most of your windows workstations. On Linux Quasar supports:

- SuSE 9.2, 9.1 and 9.0
- $\bullet$  Mandrake 10.0 and 9.2
- RedHat 9 and ES/WS/AS v3
- Fedora Core 2/3

#### international ready

Quasar's new international ready features include the ability to define your monetary symbol, monetary format, date format, time format, number format and percentage format by simply selecting the locale where you do business. Any and all text can be translated to your language or changed to suit your specific requirements.

# graphical user interface

Quasar is a new product designed with a graphical interface. It is not an older text based package with a graphical interface add-on. It was designed using Qt which is the same library used for the KDE user interface and other Linux projects. For more information on Qt please see the Trolltech web page at http://www.trolltech.com.

#### fast/easy data entry

The Quasar main window, icons, menus, lookups, and search functions have all been designed with you, the user, in mind. Screens were kept simple with instant access to advanced functions and superior access to supporting data.

#### quick error correction

Existing transactions are easy to find and easy to edit. Quasar has a find transaction screen that allows you to find a transaction very quickly using a variety of selection criteria.

#### backup and restore

Backup your company to a backup file and restore it as and when the need arises. As Quasar supports the Sybase, PostgreSQL and Firebird databases, you can backup from one database and restore in another.

#### built-in data models for upgrading

Quasar has built in data models starting with version 1.4 that makes upgrading from one version to another much simpler.

#### recurring transactions

Define recurring transactions for recurring journal entries, recurring cheques, recurring customer invoices, recurring vendor invoices and recurring vendor payments.

#### on-line help

On-line help comes complete with a table of contents and is available for every screen.

#### preferences

Set your style, font and color preferences.

#### multiple companies

Create and manage multiple companies within the same application database.

#### import data

Quasar makes maximum use of XML files for importing. Using XML files you can import data such as the chart of accounts, inventory, customer information, vendor information, opening balances, journal entries, purchase orders and packing slips.

#### drill down feature

From most Quasar information screens you can drill down and view the detail of the actual transactions. This will be limited only by the user security access.

#### mailing labels

Print mailing labels for customers, vendors, employees and personal acquaintances. Select labels from one of our supported forms.

#### work shift control

Every transaction includes date, time, work station, employee and shift. After each work shift, you can close the shift, complete cash reconciliations, do bank deposits, and report on the results.

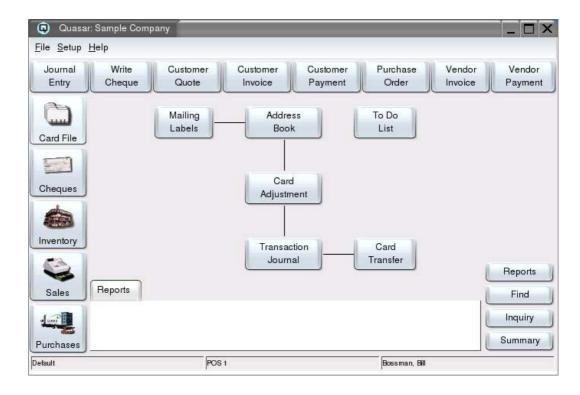


Figure 3: Security - No Financial Data

# 4 Security Features

# customized menus by user

Multiple XML menu files can be defined. The Quasar user can only access the areas of the application that are included in the menu file that the user is linked to. This method effectively locks users out of complete sections of the application. Figure 3 shows a sample of a Quasar main screen with the ledger data not available to the user.

# security types assigned to users

Multiple security types can be defined. These security types are then linked to the Quasar users. Users can then only view, edit, delete or create data that is allowed within their specific security type. Figure 4 shows a sample of a user being denied use of the journal entry screen.



Figure 4: Security - Access Denied

# 5 Accounting Features

#### chart of accounts

With Quasar you can create a completely new chart of accounts or you can import a sample chart and modify it as required.

# financial statements

Financial reports include balance sheets, profit and loss statements, trial balances, ledger posting detail and ledger posting summary. A transaction journal provides the detail of transaction within a specified date range. An inquiry screen provides detailed activity of an account, customer/vendor or item. Figure 5 shows a very simple balance sheet.

#### journal entries

With Quasar you can complete all of your common or reversing journal entries. All other accounting entries are done as you purchase, sell or conduct normal business activities.

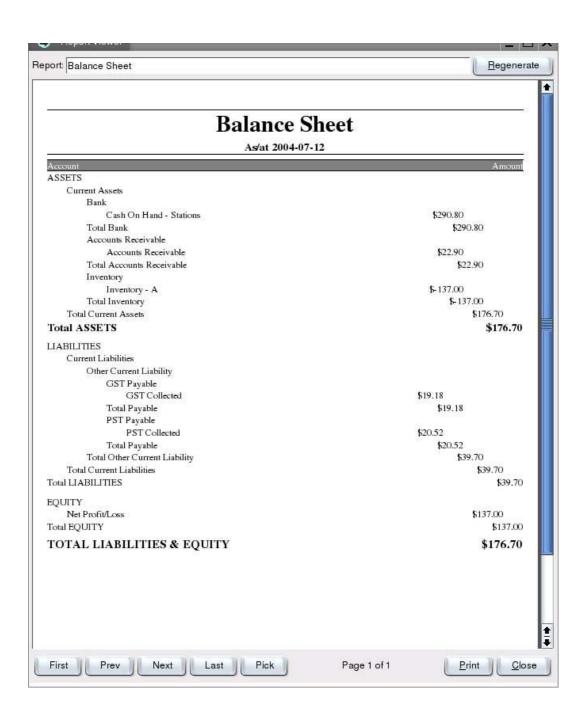


Figure 5: Balance Sheet - Sample

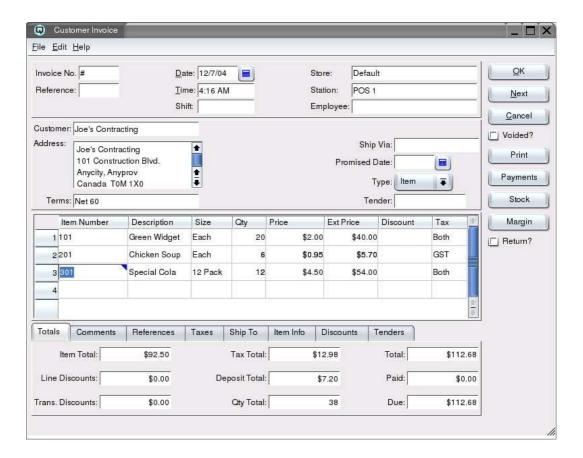


Figure 6: Invoice Screen

# 6 Sales Features

# customer quotes

Create customer quotes. Quickly turn quotes into invoices when the customer returns to purchase the product.

#### customer invoices

Create customer invoices with multiple lines. Invoice may be paid immediately with a single or multiple tenders, or charged to a receivable account. Automatically gather reference information by customer and report on this information. For example, report by purchase order number by customer. Figure 6 shows a sample of the customer invoice screen.

#### multiple taxes

Define multiple taxes and tax groups with variable rates. If necessary define tax on tax. Taxes collected and paid post to appropriate accounts. Define if a customer is exempt from paying a specific tax or taxes.

#### selling discounts

All discounts have an audit trail. Define both line discounts and transaction discounts. A discount may be a percentage discount or a dollar amount. All discounts must be predefined. Cashiers with security clearance can manually add discounts at the point-of-sale or alternatively discounts can be linked to a customer so that that the discounts are taken automatically.

#### advanced price management

Quasar has very advanced and flexible pricing capabilities. Following is a list of the pricing features:

- regular single prices (example \$1.00)
- at/for pricing (example 3/\$1.00)
- minimum quantity (example 1-4 units \$1.00 each, 4 or more units \$.90 each)
- quantity limits (example limit of 3 at promotion price)
- mix/match pricing (link numerous items to a group and link a special price to all items in the group)
- special pricing for a single customer or group of customers
- promotions with opening and closing dates
- prices valid only on specific days of the week
- $\bullet$  cost plus pricing (example a customer can be billed cost plus 10%)
- percent off pricing (example a customer can be billed price less 5%)
- dollar off pricing (example a customer can be billed price less \$1.00)
- with Quasar you can include both taxes and/or container deposits in the selling price. Quasar accurately breaks out the taxes and deposits for your customer.

The prices batch screen allows multiple price changes to be implemented at one time. Prices may be calculated based on a mark-up from cost, a gross margin, a target gross margin or a percentage increase or decrease.

Quasar price rounding rules will round your selling prices to your desired price points.

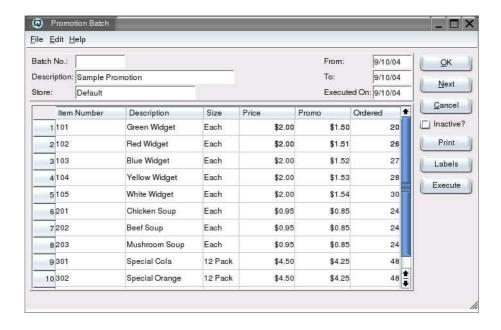


Figure 7: Promotion Batch

#### promotion handling

Have complete control over your promotions. Create a promotion batch with a beginning and ending date. Figure 7 shows a sample of a promotion batch. Track your sales of each item and compare them to your promotion purchases. Figure 8 shows a sample of a promotion report. You can even generate all your promotion labels when you execute your promotion batch and print them at your leisure.

#### accounts receivable

Provide credit terms to your customers. Define customer types with default information. An aged receivable screen provides an aged summary and aged detail of your receivables. Receive payments on account and allocate payments to specific invoices. Define customer payment terms and give early payment discounts. Print customer statements. Create cheques for customers that directly impact their balance. Transfer customer balance from one customer to another. Figure 9 shows a sample of an aged receivable listing.

# cash reconciliation

Balance your daily cash intake and record over/shortages and bank deposits using Quasar's cash reconciliation screen.

Active Promotions					
tem	Description	Size	Price	Ordered	Sold
101	Green Widget	Each	\$1.50	20	1
102	Red Widget	Each	\$1.51	26	1
103	Blue Widget	Each	\$1.52	27	1
104	Yellow Widget	Each	\$1.53	28	1
105	White Widget	Each	\$1.54	30	1
201	Chicken Soup	Each	\$0.85	24	10
202	Beef Soup	Each	\$0.85	24	15
203	Mushroom Soup	Each	\$0.85	24	1
301	Special Cola	12 Pack	\$4.25	48	1
302	Special Orange	12 Pack	\$4.25	48	16
501	Widget Package	Kit	\$8.85	5	0
701	Bananas	KG	\$0.25	24	0
702	Golden Delicious Apples	KG	\$0.65	24	0

Figure 8: Promotion Report

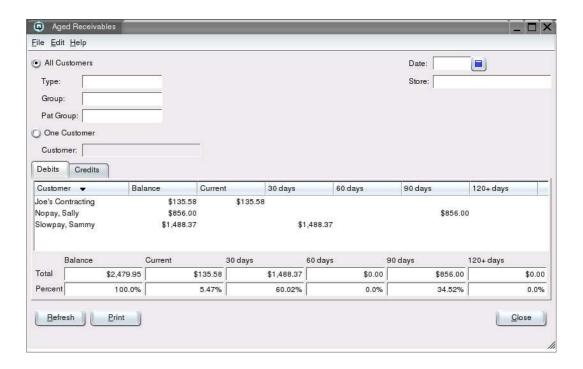


Figure 9: Aged Receivable Listing

# 7 Purchasing Features

#### purchasing and receiving

Create purchase orders with multiple items manually or use the auto ordering by min/max or auto ordering by sales history. Place repeat purchase orders with the aid of purchase order templates. Receive products and create vendor invoices. Items on open purchase orders are shown as on order. Items invoiced are added to inventory and are shown as on hand. Lists of orders, receiving and vendor invoices are maintained for viewing and editing purposes. Figure 10 shows a sample of Quasar's auto ordering screen.

#### superior cost management

Not unlike pricing, Quasar has superior costing capabilities. Following is a list of the cost features:

- regular single costs (example \$1.00)
- at/for costing (example 3/\$1.00)
- minimum quantity (example 1-4 units \$1.00 each, 4 or more units \$.90 each)
- quantity limits (example limit of 3 at special cost)
- mix/match costing (link numerous items to a group and link a special cost to all items in the group)
- cost by vendor or group of vendors
- vendor promotions with opening and closing dates
- costs valid only on specific days of the week
- percent off costing (example you can be billed cost less 5%)
- $\bullet$  dollar off costing (example you can be billed cost less \$1.00)
- Quasar handles taxes that are included in the cost of your items and accurately breaks the tax out to provide you with the true cost
- Quasar handles container deposits that are included in the cost of your items and accurately breaks the deposit out to provide you with the true cost.

### true landed cost

Quasar provides the ability to define charges such as freight charges and franchise fees. Charges, such as Freight, can be allocated to the cost of each item based on that items actual weight (landed cost = cost + freight charges). Charges, such as franchise fees, can be allocated to the cost of an item based on the cost of that item (landed cost = cost + franchise fee).

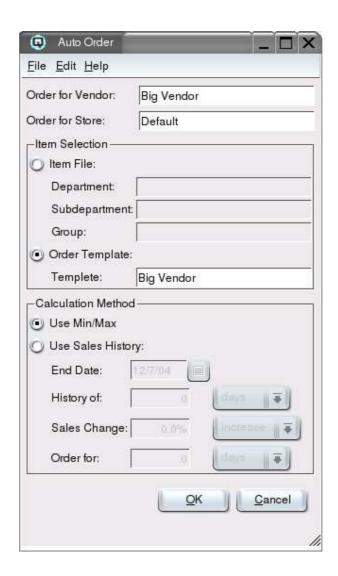


Figure 10:  $Auto\ Ordering$ 

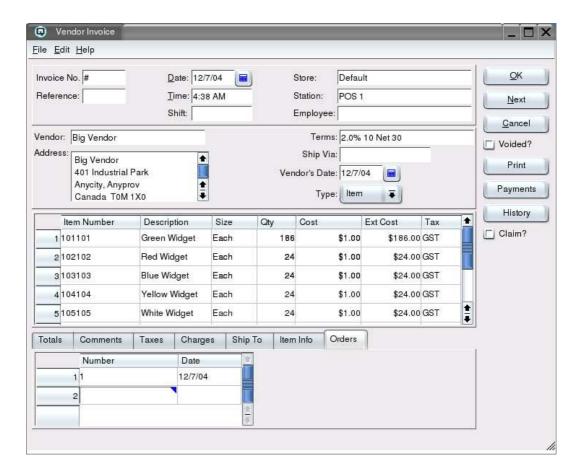


Figure 11: Vendor Invoice Screen

Quasar handles multiple charges on one vendor invoice. Charges can be included on the vendor invoice (internal), or they can come as a separate billing on a third party invoice (external). Either way Quasar provides the ability to include the charges in the landed cost calculation.

# vendor invoices

A vendor invoice screen provides the ability to enter vendor invoices complete with reference numbers and payment terms. Figure 11 shows a sample of Quasar's vendor invoice screen.

#### vendor claim

Create and post vendor claims for short shipments, incorrect pricing, incorrect freight routing, defective goods and damaged goods.

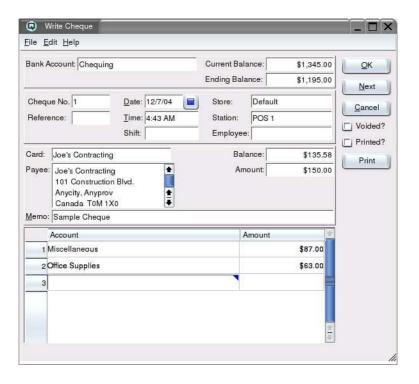


Figure 12: Cheque Writing Screen

#### accounts payable

View aged payables both in summary and in detail. Select a specific vendor to pay, or choose to pay several bills. Pay an entire invoice or make a partial payment. Know your bank balance and know your cash requirements. Allocate payments and credits to specific invoices or allocate them to the oldest invoices. Define early payment terms and take early payment discounts.

#### cheque writing and printing

Create quick cheques or pay existing bills. Write cheques manually or professionally print them to a printer using a cheque form. With Quasar you can also print a cheque directly from a customer account to clear a credit balance. Figure 12 shows a sample of Quasar's cheque writing screen.

#### bank reconciliation

Reconcile a bank account or other ledger account to an external statement. A bank reconciliation may be conducted in several

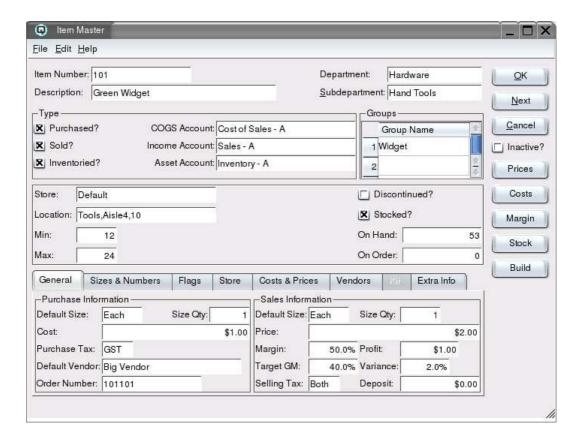


Figure 13: Inventory Master Screen

sittings, storing the reconciliation after each sitting. Print the details of your reconciliation now or in the future.

# 8 Inventory Management

# ${\bf departments/sub-departments}$

Departments are the highest level of inventory. Sub-departments are nested within departments and items are nested within sub-departments. This hierarchy provides an excellent tool for finding, reporting and listing items. Figure 13 shows a sample of Quasar's inventory master screen.

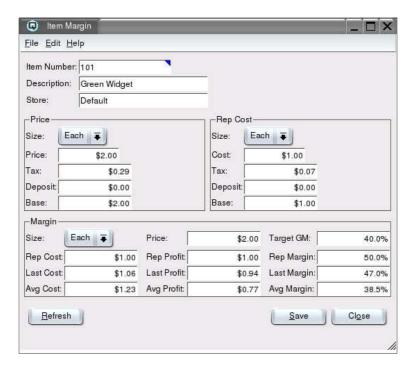


Figure 14: Margin Control Screen

#### full margin control

Quasar's extensive margin control starts with setting target margins by sub-department and the ability to report on which items are not meeting your target margins. In the item master screen, margin percentages are calculated for you, if you enter a cost, and if you enter a margin percentage, the selling price will be calculated for you. If you prefer to work with mark-ups, Quasar can calculate prices for you based on mark-ups. A margin calculator accessible from the inventory master screen helps you to determine your proper margin. Figure 14 shows a sample of Quasar's margin control screen.

# container deposits

Many products are shipped with container deposits. For example, bottle deposits, can deposits and pallet deposits. In Quasar you can define if the container deposit is included in the cost of each item or billed separately on the vendor invoice. You can also define if the container deposit is included in your selling price or if it is to be added separately to the customer invoice.

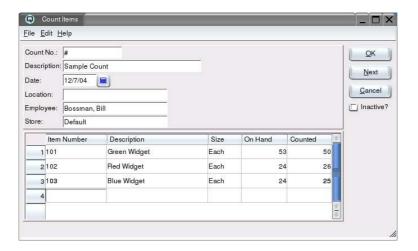


Figure 15: Inventory Count Screen

#### create kits

With Quasar you can build kits or packages out of existing items. For example, you can build a fishing tackle kit out of various lures, spoons, line and reels. Another example would be manufacturing something from numerous components. When you build a kit the inventory of the individual items are reduced and the inventory of the kit is increased automatically.

#### physical counts

Multiple counts can be recorded. Items counted in more than one location and/or on more than one count sheet are automatically added together by Quasar. Prior to processing your counts you can view all of the discrepancies between your physical count and your system's on hand quantities. You can review the count detail of any item and you can report on all items that should have been counted but were not. When counts are processed an inventory adjustment is automatically created for discrepancies. Figure 15 shows a sample of Quasar's inventory count screen.

#### multiple case sizes

Quasar handles items with multiple case sizes. As you do not always sell items in the same case sizes as they are purchased you can define which case sizes are purchased and which are sold. Of course you can assign the correct cost and price to each size.

#### multiple lookup numbers

An individual item may have multiple lookup numbers. For example, your assigned number, your vendor's number(s), UPC codes and various other price lookups (PLU's).

#### stock locations

Quasar's stock locations provide an excellent addition to Quasar's inventory management capabilities. Define the "Section", "Fixture" and "Bin" where your products are located. Your stock status report will now display the location where your items can be found. Items can be listed by location and you can run reports by location.

# multiple vendors per item

It is recognized that you may have multiple vendors for a single item and that each vendor may sell an item in different case sizes and at different costs. In Quasar you can define specific vendor numbers, case sizes and costs for each of your vendors.

#### sales history

Access to accurate sales history is very important to proper inventory management. The Quasar sales history screen provides the ability to view your history by month, week or day. You can view the sales history for an individual case size or for all sizes that the item is sold by. For purchasing purposes you can view your sales in either the selling case size or in the purchasing case size. If opened from a purchase order, the sales history screen displays the history of each item as you enter them on the order. Figure 16 shows a sample of Quasar's sales history screen.

#### barcode labels and signs

Design your own barcode shelf labels, shelf talkers and signs and print them using the new Quasar labels screen.

#### item adjustments

An item adjustment screen provides the ability to change the on hand quantity and/or on hand value of an item(s). All adjustments post to the ledger accounts. Inventory can not be adjusted without an audit trail.

#### active and stocked status

Define the state of your inventory. Only active and stocked items appear on inventory lists and lookups by default. This provides the ability for a large inventory database while minimizing the size of lists and reports.

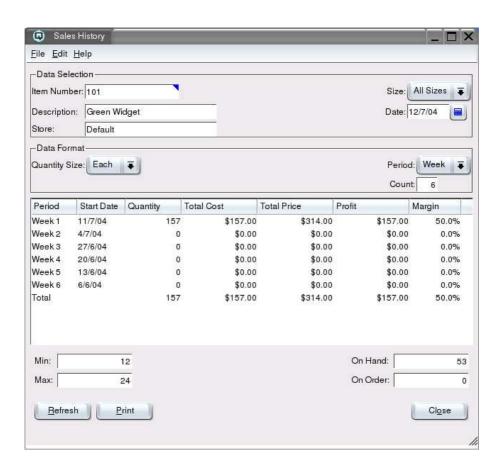


Figure 16: Sales History Screen

#### powerful reporting

View the stock status of any item at any time. View the sales history of an item by month, week or day. By date range you can view:

- an items sales, purchases and adjustment activities in both summary and detail
- all transactions containing a specific item or group of items
- all sales of a specific item or group of items
- all purchases of a specific item or group of items

In all of the above cases you can drill down and view the actual transactions. You can report on items purchased by specific customers and you can report on items sold to you by specific vendors. You can very quickly find any transaction with a specific item on it.

Quasar also has a new reporting module in which reports can be designed in XML. This is very powerful, and the Linux Canada team has created some great new reports such as "inventory on hand at cost" and "inventory on hand at retail".

# 9 Handheld Interface

#### download handheld application

Download the handheld application from Quasar Accounting into the handheld unit.

#### send inventory items

Send inventory numbers and prices to the handheld unit to be used in price checks and item counts.

### receive counts, create shelf labels and do price checks

Receive inventory counts, print shelf labels from handheld batch and confirm prices on the shelf match prices in your computer system.

#### 10 Multi Store

### financials by store

The multi store feature provides the ability to run multiple stores on a network. Financial statements can be printed by store or as a complete company. Payables and receivables can be treated as common for all stores, or if you prefer, you can keep them separate.

#### inventory information

View reports, stock status and sales history for the entire company, or alternatively view information from a specific store.

#### stocking by store

Define, by store, which items are stocked and which ones are not. This feature substantially reduces the size of lists and information in the smaller stores and in stores with a different core selection of products.

#### pricing by store

While it is easier to have common costs and prices you can define separate costs and prices for some or all stores. You can even set a special price, specific to a single customer or group of customers, that is valid only at selected stores.

#### stock transfers

A special transfer screen provides the ability to transfer stock between two stores.

#### expense allocation

A ledger transfer screen provides the ability to allocate expenses and/or other account amounts from one store to multiple stores. For example, you may setup an administration office as a store. Pay all bills from that site and allocate expenses appropriately.

# 11 Reporting Features

#### fast and easy reporting

In addition to standard reports like balance sheets, profit and loss statements and trial balances, special screens have been created to make obtaining information fast, easy and concise, with as much detail as is required. Most of the information screens provide the ability to drill down to the transaction level. All provide the ability to print your information to a file or printer. A new summary report provides the ability to view the summary information of sales, margin, transactions, tenders, taxes, deposits and discounts.

#### defining reports

If the reports that come standard with Quasar do not meet your requirements, you can define reports using the Quasar XML report format and you can view and print these reports using the Quasar report viewer.

#### 11.1 Department Sales Report

Figure 17 shows a sample of Quasar's "Department Sales Report". Viewed by date range, this report shows you sales and margin by department, it also shows you the percentage of the profit generated by each department as compared to the total store profit. You can quickly determine which areas of the store are contributing the highest margins.

# 11.2 Sub-department Sales Report

Figure 18 and Figure 19 show a sample of Quasar's "Sub-department Sales Report". Viewed by date range, this report shows you sales and margin by sub-department, it also shows you the percentage of the profit generated by each sub-department as compared to the total department profit. You can quickly determine which areas of the department are contributing the highest margins and which areas need immediate attention.

#### 11.3 Item Sales Report

Figure 20 shows a sample of Quasar's "Item Sales Report". Viewed by date range, this report shows you sales and margin by item, it also shows you the percentage of the profit generated by each item as compared to the total profit. You can quickly determine which items are contributing the highest margins and which areas need immediate attention.

### 11.4 Inventory On Hand at Cost

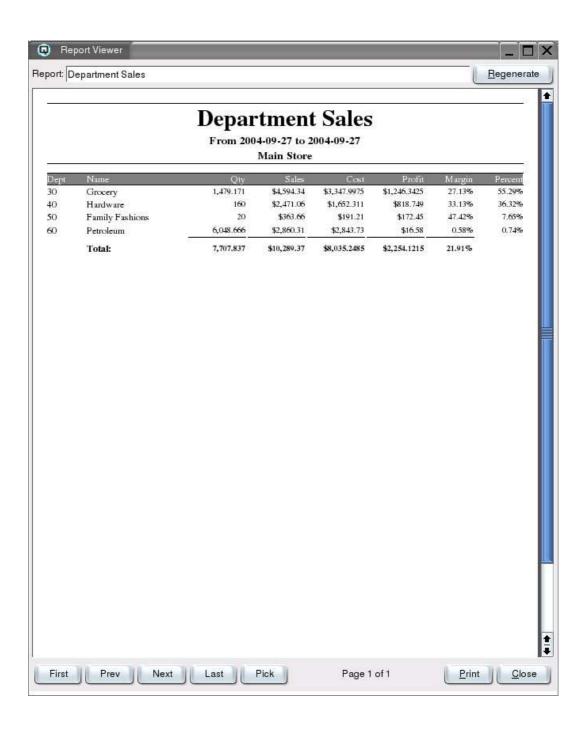
Figure 21 and Figure 22 show a sample of the first page and last page of Quasar's inventory on hand at cost report for a clothing sub-department. This report can be viewed as of any date for your entire store, a single department, a single subdepartment, a store location, a vendor, an item group or for just a single item.

# 11.5 Inventory On Hand at Retail

Figure 23 and Figure 24 show a sample of the first and last page of Quasar's inventory on hand at retail report for a clothing sub-department. This report can be viewed as of any date for your entire store, a single department, a single subdepartment, a store location, a vendor, an item group or for just a single item.

# 11.6 Inventory On Hand by Department

Figure 25 shows a sample of the inventory onhand by department. This report provide a quick overview of your stock by department. This report also includes any inventory of bottle deposits.



 $Figure \ 17: \ Department \ Sales \ Report$ 

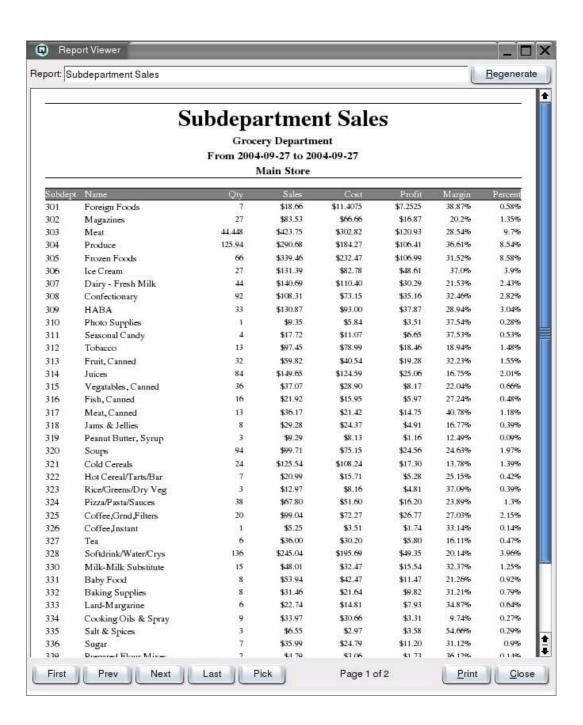


Figure 18: Sub-department Sales Report - First Page

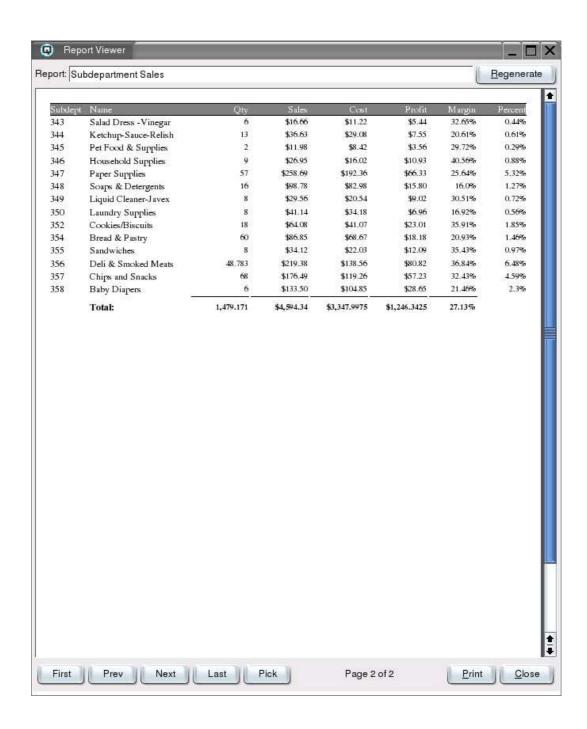


Figure 19:  $Sub\text{-}department\ Sales\ Report\ -\ Last\ Page$ 

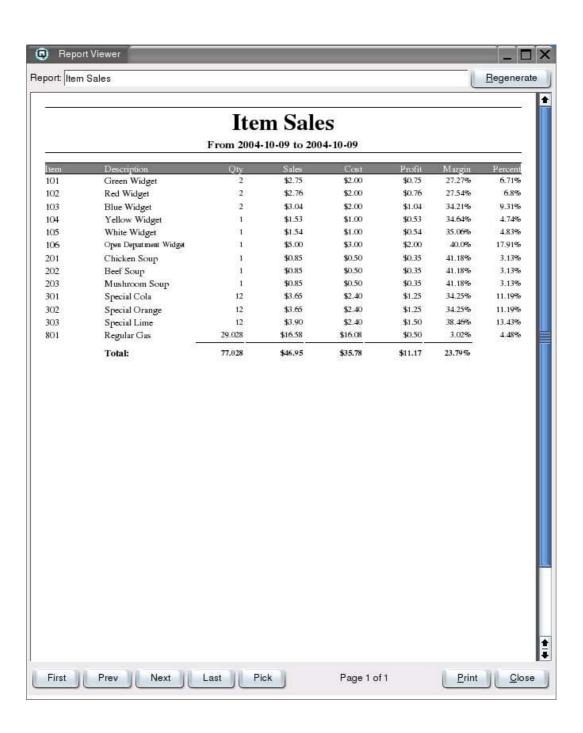


Figure 20: Item Sales Report

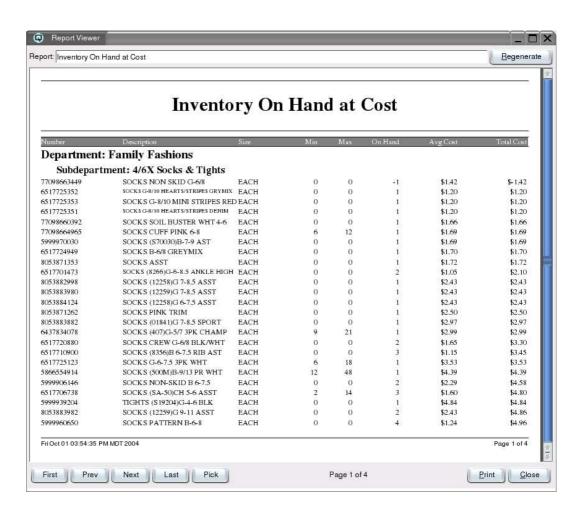


Figure 21: Inventory On Hand at Cost Report - First Page

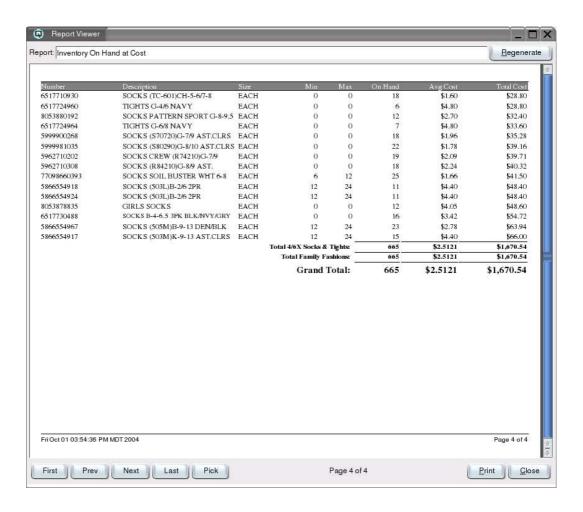


Figure 22: Inventory On Hand at Cost Report - Last Page

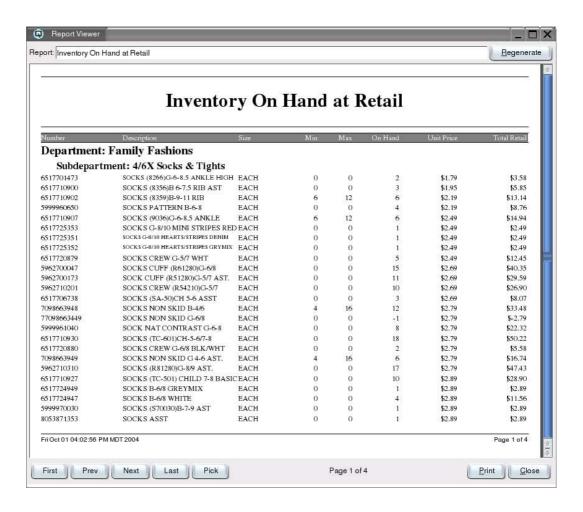
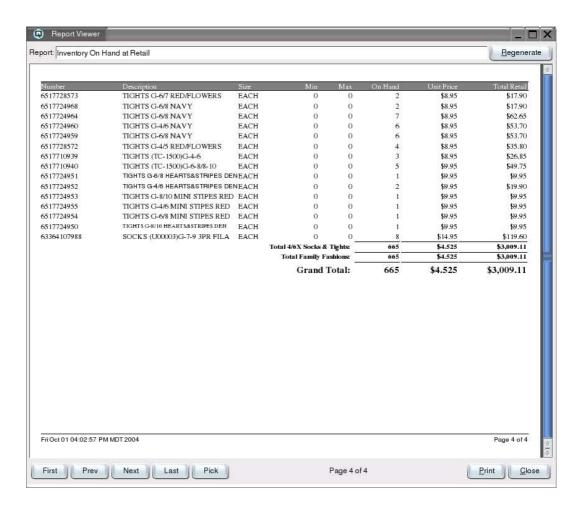


Figure 23: Inventory On Hand at Retail Report - First Page



 $Figure \ 24: \ \textit{Inventory On Hand at Retail Report - Last Page}$ 

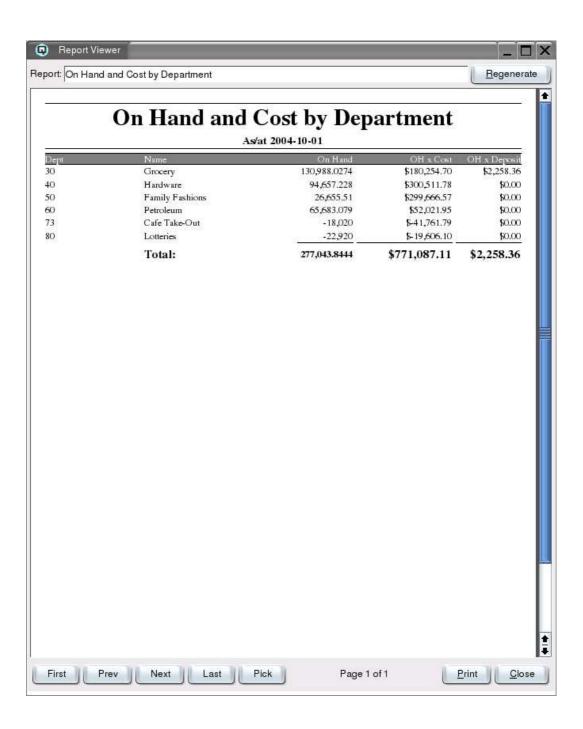


Figure 25: Inventory On Hand by Department

#### 11.7 Inventory On Hand by Sub-department

Figure 26 and Figure 27 show a sample of the inventory onhand by sub-department report. This report provides a quick overview of your stock by sub-department within a department. This report also includes any inventory of bottle deposits.

# 11.8 Inventory On Hand by Item

Figure 28 and Figure 29 show a sample of the inventory onhand by item report. This report provides a quick overview of your stock by item, by sub-department within a department. This report also includes any inventory of bottle deposits.

#### 11.9 Item Adjustment Summary

Figure 30 shows a sample of the inventory item adjustment summary report. Inventory adjustments are always a concern. The need to create an inventory adjustment can result from lost or stolen merchandise, in store use of merchandise, inventory transfers, spoilage and several other things. With the item adjustment summary screen you can quickly view the summary of inventory adjustments for a specific general ledger code and a specified range of dates.

# 11.10 Out of Stock Report

Figure 31 shows a sample of the inventory out of stock report. Out of stock means lost sales and unhappy customers. Utilize the out of stock report to ensure that you take steps to correct out of stock situations.

#### 11.11 Price List

Figure 32 shows a sample of the inventory price list. Use this report to print a hard copy of all or part of your inventory catalog.

#### 11.12 Item Ranking Report

Figure 33 shows a sample of the inventory item ranking report where the items are listed in the order of their sales ranking. You can view departments, subdepartments, groups or locationss. You can even specify that you want to see only X amount of items. For example, the 50 highest profit items in department xyz. Figure 34 shows a sample of the inventory item ranking report where the items are listed in the order of their profit ranking. This is an excellent tool to view the sales volumes and profitability of your inventory items.

### 11.13 Count Verify Report

Figure 35 shows a sample of the count verify report. This report is designed to be used to audit a physical count.

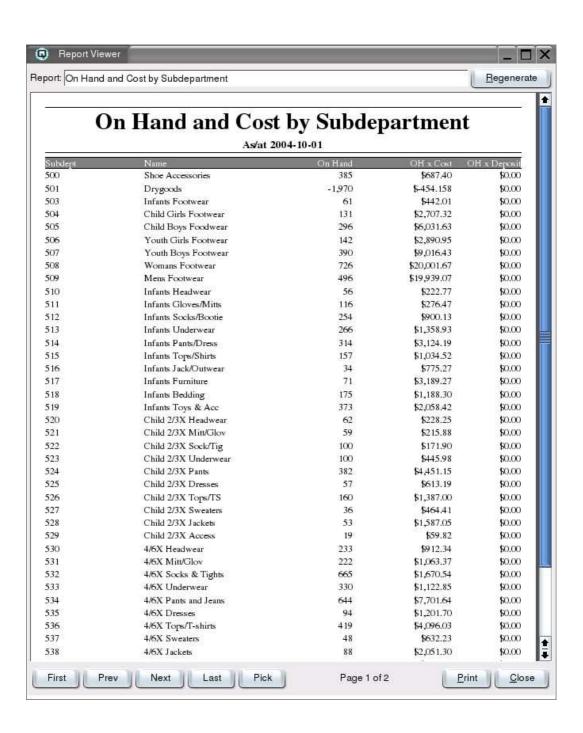


Figure 26: Inventory On Hand by Subdepartment - First Page

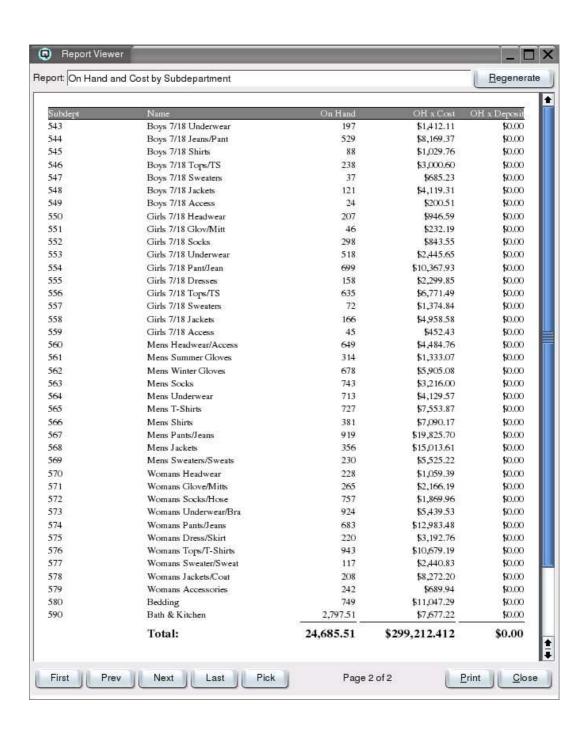


Figure 27: Inventory On Hand by Subdepartment - Last Page

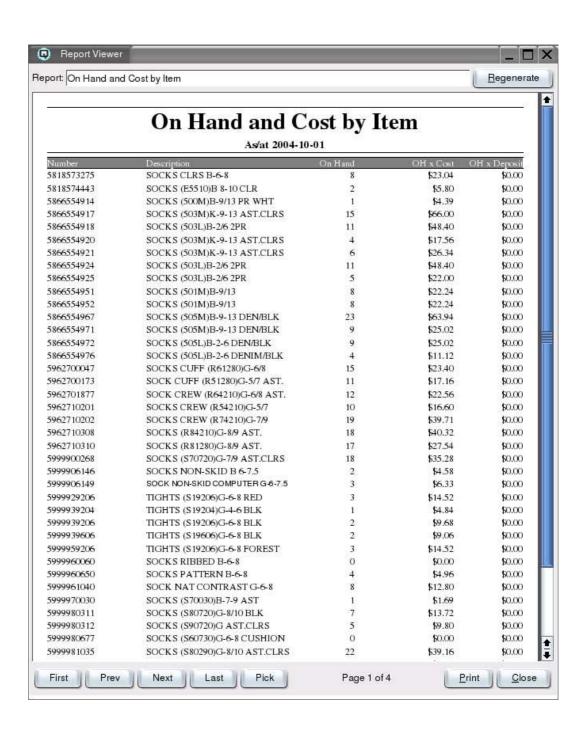


Figure 28: Inventory On Hand by Item - First Page

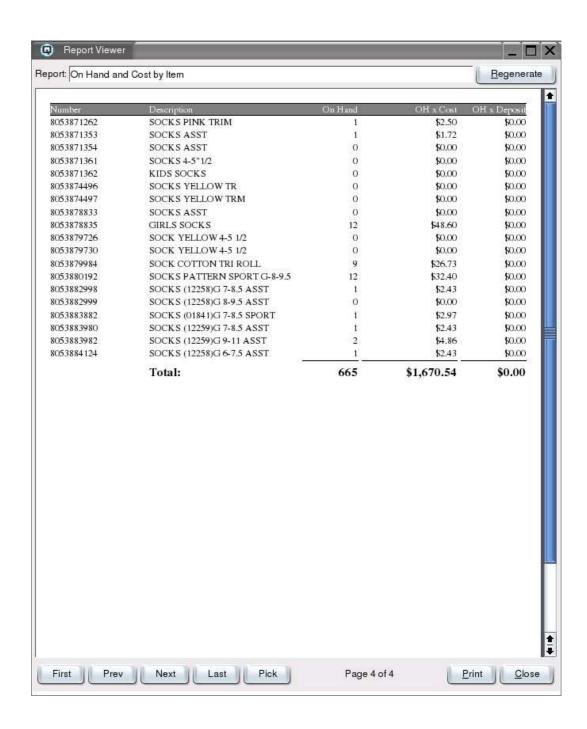


Figure 29: Inventory On Hand by Item - Last Page

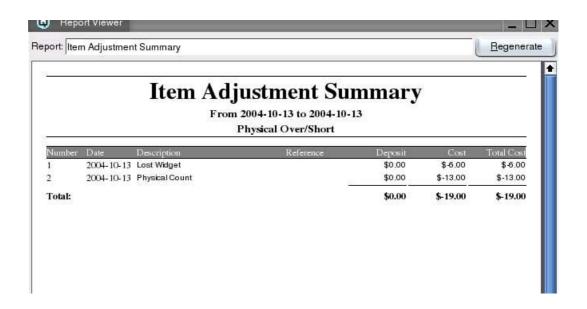


Figure 30: Item Adjustment Summary

# 11.14 Ledger Posting by Date Range

Figure 36 and Figure 37 show a sample of the ledger posting summary report which can be printed for any date range.

# 11.15 Ledger Postings - Detail

Figure 38 shows a sample of the ledger posting detail report which can be printed for any date range.

## 11.16 Ledger Postings - Point-of-Sale

Figure 39 shows a sample of the ledger posting created by point-of-sale activities. This report can be printed for any date.

## 11.17 Hourly Productivity Report

Figure 40 shows a sample of the hourly productivity report. View this by employee/cashier, by workstation, for your entire store or for your entire operation. Data is displayed by hour. Hour "9" means from 9:00AM to 9:59Am inclusive. Hour "17" means from 5:00PM to 5:59PM inclusive. The hourly productivity has data separated by "/":

Invoices The invoices column displays data like "8/\$195.00". This means eight invoices for a total of \$195.00.

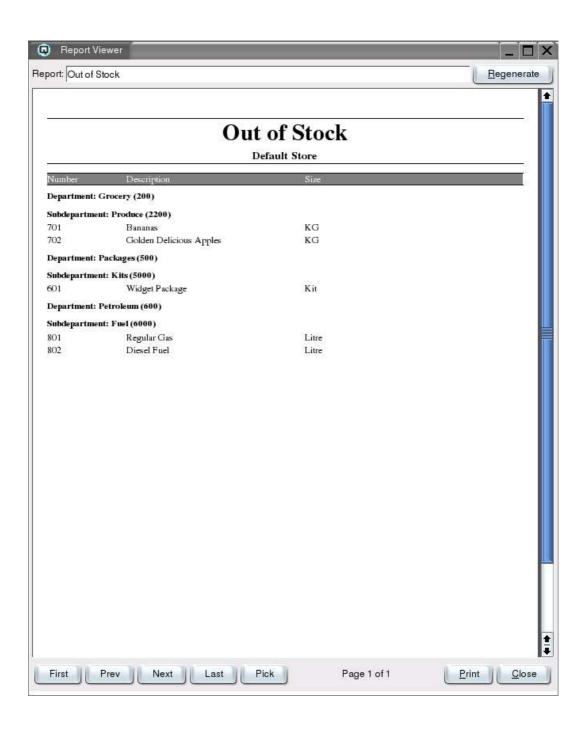


Figure 31: Out of Stock

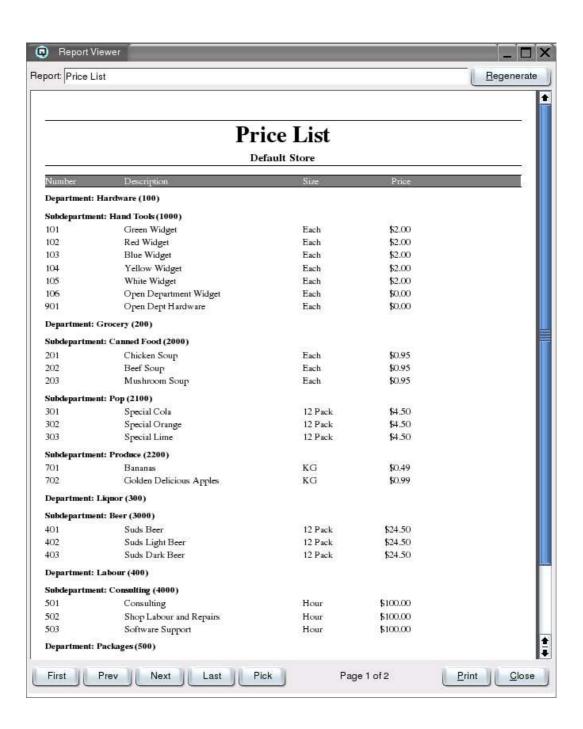


Figure 32: Price List

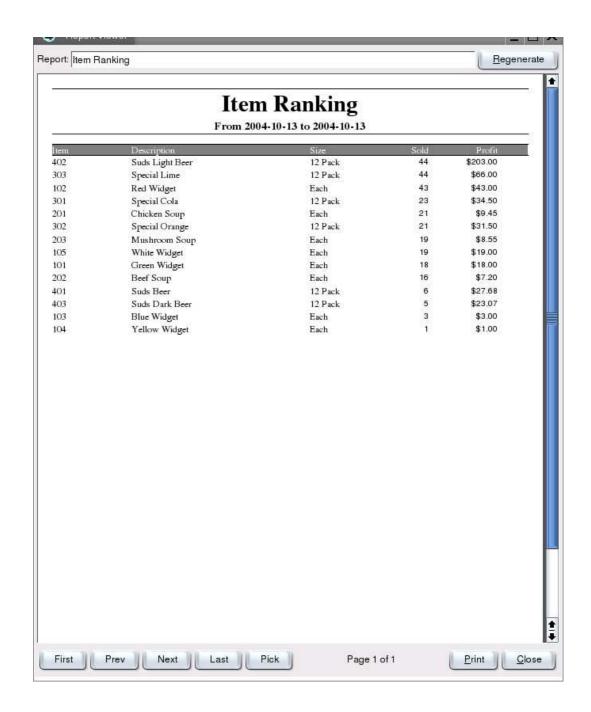


Figure 33: Item Ranking - by quantity



Figure 34: Item Ranking - by profit

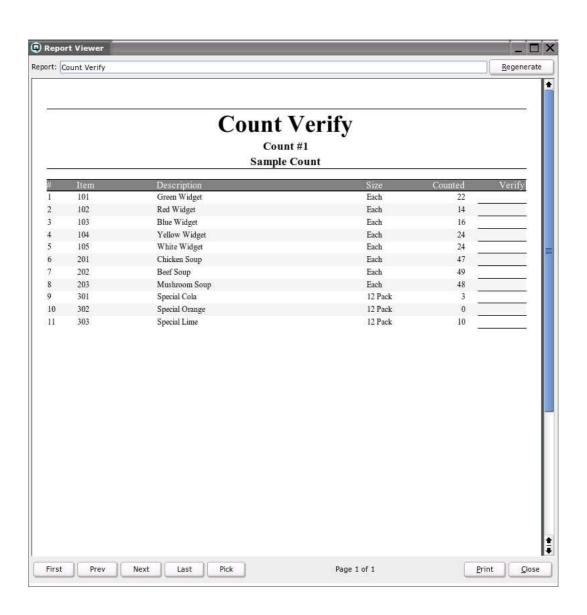


Figure 35: Count Verify

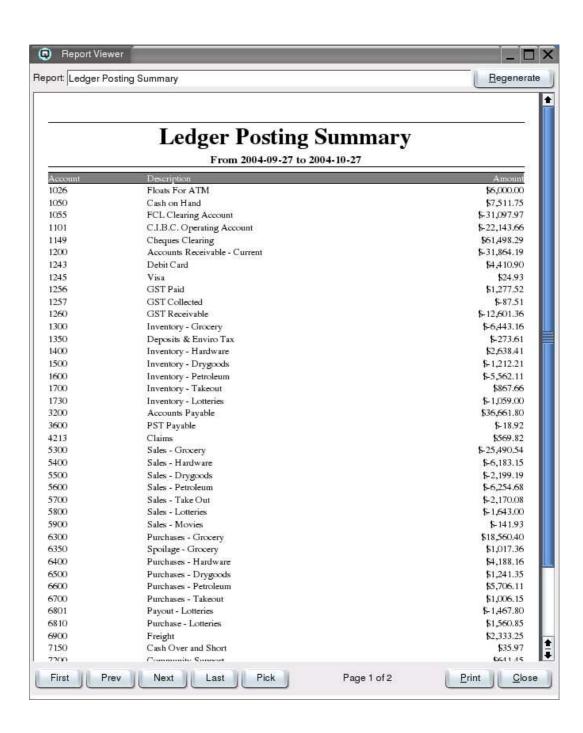


Figure 36: Ledger Posting Summary - First Page

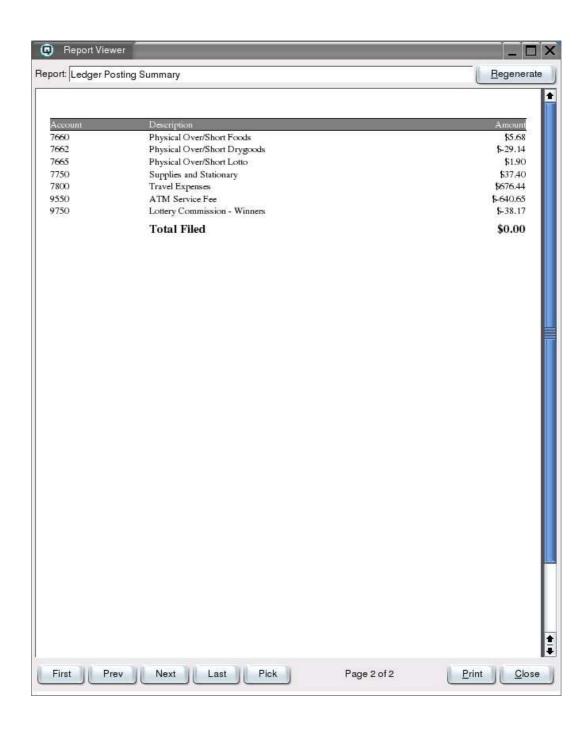


Figure 37: Ledger Posting Summary - Last Page

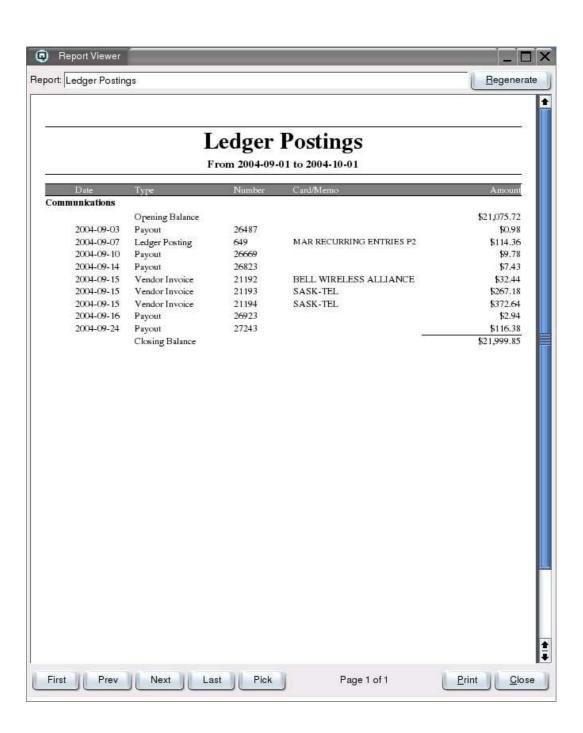


Figure 38:  $Ledger\ Posting\ Detail$ 

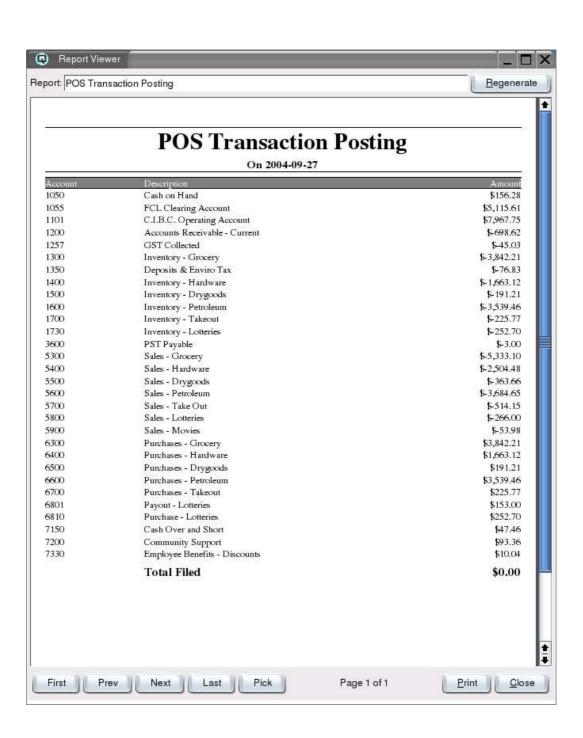


Figure 39: Ledger Posting - Point-of-Sale

Returns The return column has data like "1/\$26.95". This means

one invoice for a total of \$26.95.

Voids The voids column displays data like "4/3" this means

that there were four voided transactions and three line

voids.

At the bottom of the report you will see your total customer count, the average dollars sold be customer and the average number of customers per hour.

## 11.18 Discounts Report

Figure 41 shows a sample of the discount report for a specific date. You can display detail of discounts for an employee, workstation, for your entire store, or for your entire operation.

### 11.19 Item Voids Report

Figure 42 shows a sample of the items void report for a specified range of dates. You can display detail of voided lines for an employee, workstation, for your entire store, or for your entire operation.

## 11.20 Customer Balances Report

Figure 43 shows a sample of the customer balance report. This is just a quick summary of the customer receivable balances sorted by customer type.

# 11.21 Customer Statements

Figure 44 shows a sample of customer statements. This statement is a balance forward statement and shows all activity within a specified range of dates.

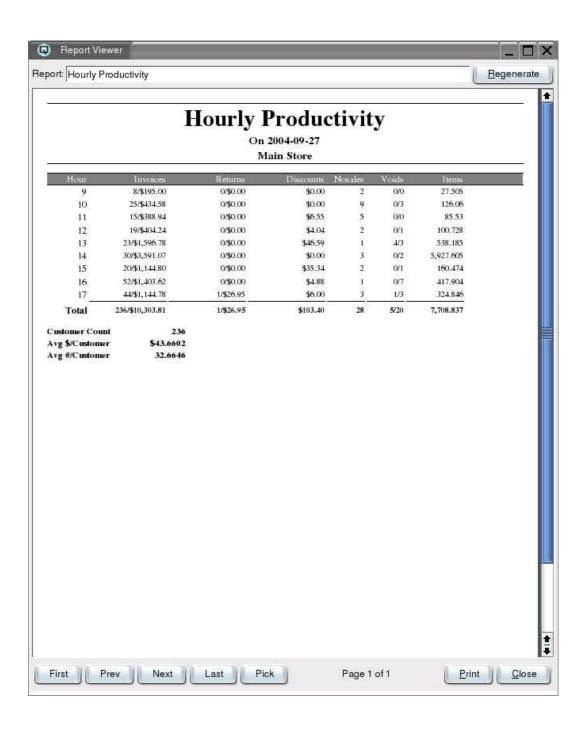


Figure 40: Hourly Productivity

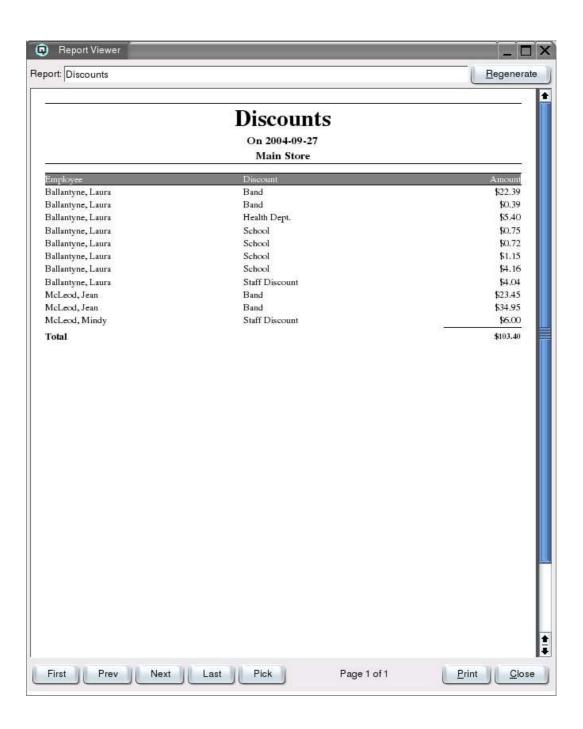


Figure 41: Discounts

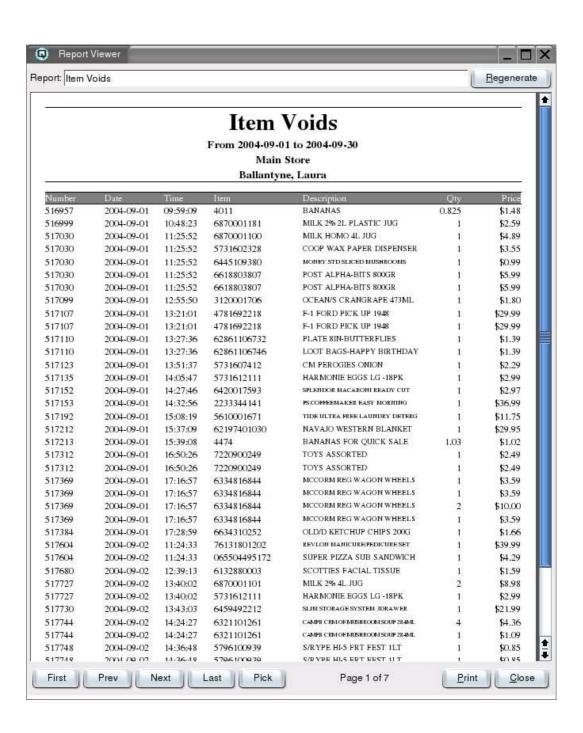
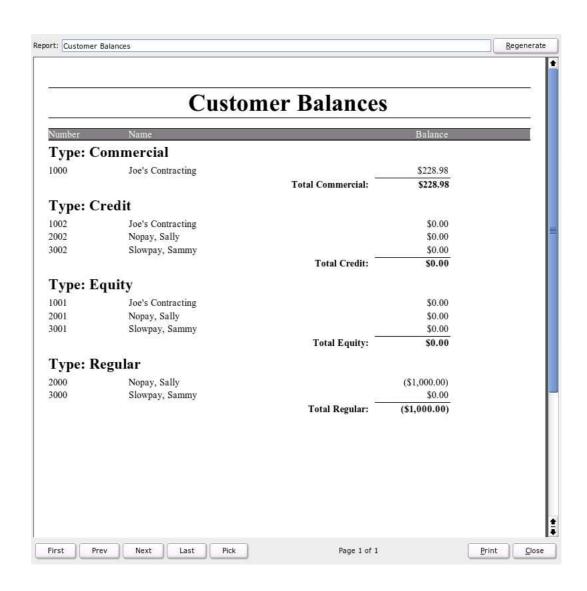


Figure 42: Item Voids



 $Figure \ 43: \ {\it Customer Balance}$ 

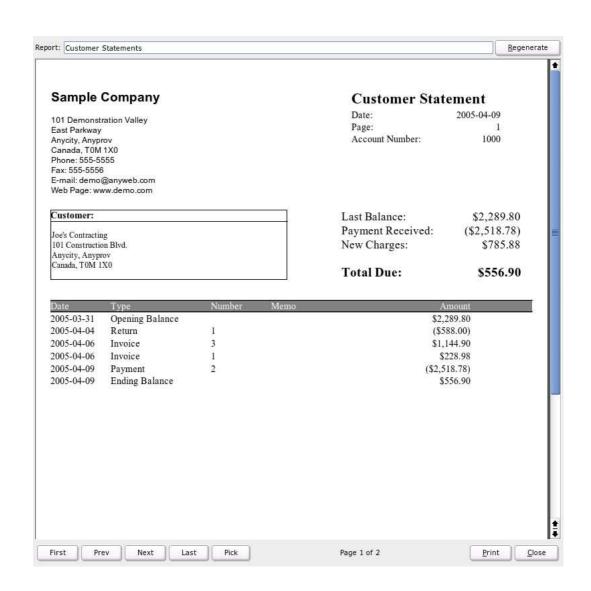


Figure 44: Customer Statement

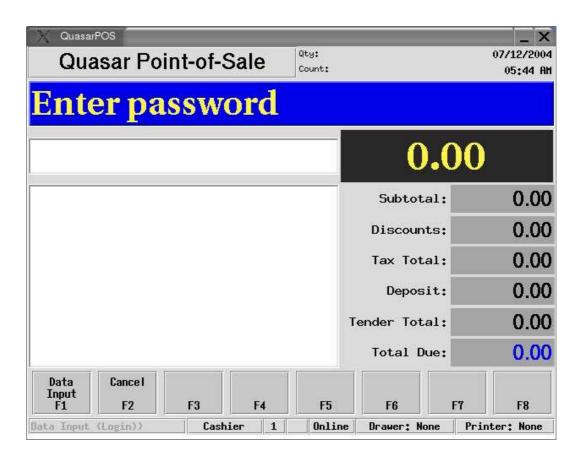


Figure 45: Point of Sale - Password Required

## 12 Point-of-Sale

### real time interface

The point-of-sale interface program moves data between the point-of-sale workstations and the Quasar server in real time.

#### great redundancy

Each point-of-sale workstation maintains its own internal database. In the rare case that there is a server or network failure the point-of-sale workstations will continue to function. When in off-line mode, all transactions are stored locally in the point-of-sale workstation. The workstation will continuously query the server and when the network is restored the workstation automatically goes online, sending the off-line transactions to the server automatically.

#### security levels

Quasar point-of-sale has three levels of security. Using these security levels you can prevent cashiers from performing specific functions. For example, you may wish to prevent a cashier from post voiding a transaction or from giving a discount. Each cashier is assigned their own cashier id and password for login purposes. Figure 45 shows a sample of Quasar's point-of-sale at the password prompt.

#### bar-code scanning

Quasar supports numerous bar-code scanners for fast data entry.

### scales and tare weight

Quasar supports scales, scanner scales and provides for the entry of tare weights.

### multiple tenders

Tender your transactions using one or multiple tenders. Tenders are user defined. Set your own tender limits, define which tenders require a second receipt, and define which tenders open the cash drawer.

### keyboard layout

Design your own keyboard layout, placing the functions where they best suit you. While Quasar point-of-sale works just fine with a standard querty keyboard, you may find it advantageous to use a special point-of-sale keyboard.

### multiple transaction types

At a point-of-sale workstation you can create sales transactions, return items to stock, open the cash drawer using a no-sale function, pay small expenses with cash, exchange one tender for another, take payments on a customer receivable account and withdraw cash for a customer from their receivable account. Figure 46 shows a sample of Quasar's point-of-sale in a return transaction.

### editing and error corrections

Quasar makes editing and error correcting easy.

- $\bullet\,$  void the last entry
- void an item by scanning it
- void an entire transaction
- post void a sale
- ullet cancel a wrong tender entry

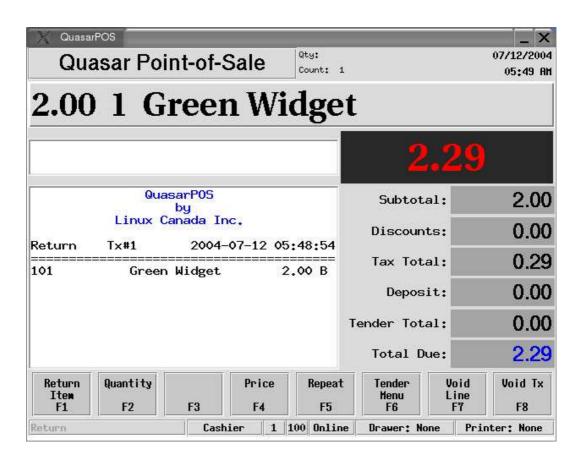


Figure 46:  $Point\ of\ Sale$  - Return Transaction

- cancel a wrong discount entry
- scroll through an entire transaction
- delete incorrect characters in an entry

### multiple pricing functions

The point-of-sale supports all the pricing functions inherent in Quasar.

#### discounts by line and transaction

Supports percentage and dollar discounts off of individual lines and/or transactions.

#### tax controls

Quasar point-of-sale handles both tax included pricing and tax extra pricing. Tax may be exempted by line or by transaction and a tax may be added to a specific item. In addition the point-of-sale supports automatic tax exemption by customer.

#### suspend and resume

Suspend a transaction and resume it at a later time. A suspended transaction may be resumed on any point-of-sale device in the network.

### change a price

Enter a price change to correct a wrong price or meet a competitive situation.

#### open departments

Define keys as open department keys. By entering a price and pressing an open department key, sales will be recorded to the appropriate department.

# supervisor/manager overrides

Supervisors and managers can override credit limits, credit holds and tender limits.

## price check an item

Cashiers can check the price of an item for a customer. The price check can be done by scanning or entering an item number.

#### reference numbers

Quasar supports the entry of customer reference numbers such as purchase order numbers.

### reprint transactions

In case you run out of paper, have a printer failure or simply require a second receipt, you can reprint a current transaction and/or reprint a completed transaction.

### print detailed tender list

From Quasar point-of-sale you can print a detailed list of your tenders such as cheques and credit cards. These are printed in ascending order by amount. This tool is designed to be compared to your actual tenders at the end of a work shift.

# readings and ring-offs

View sales and tender summaries using the reading function. Close and summarize a cashier shift by doing a ring-off. Ringoffs create a shift close record within Quasar Accounting. From this record you can view the details of transactions and tenders. You can create tender adjustments and transfer tenders from one work station to another.

#### fund record counts

Count your tenders at the point-of-sale terminal using Quasar's fund record count function. This function steps you through the count phase of cash reconciliation. Figure 47 shows a sample of Quasar's point-of-sale tender count screen.

For more information please do not hesitate to contact us:

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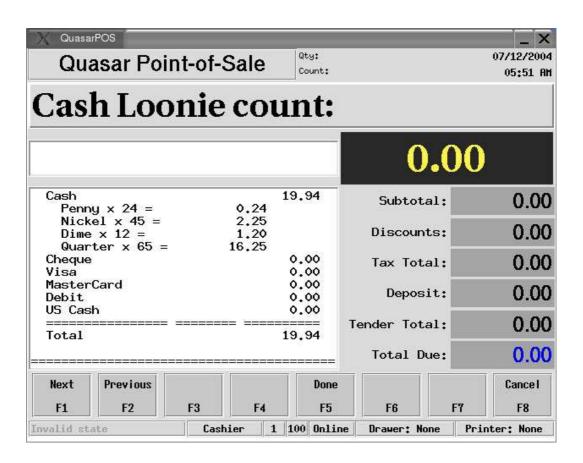


Figure 47:  $Point\ of\ Sale$  - Tender Count