



ABLE RETAIL SYSTEM

Point Of Sale

User Guide

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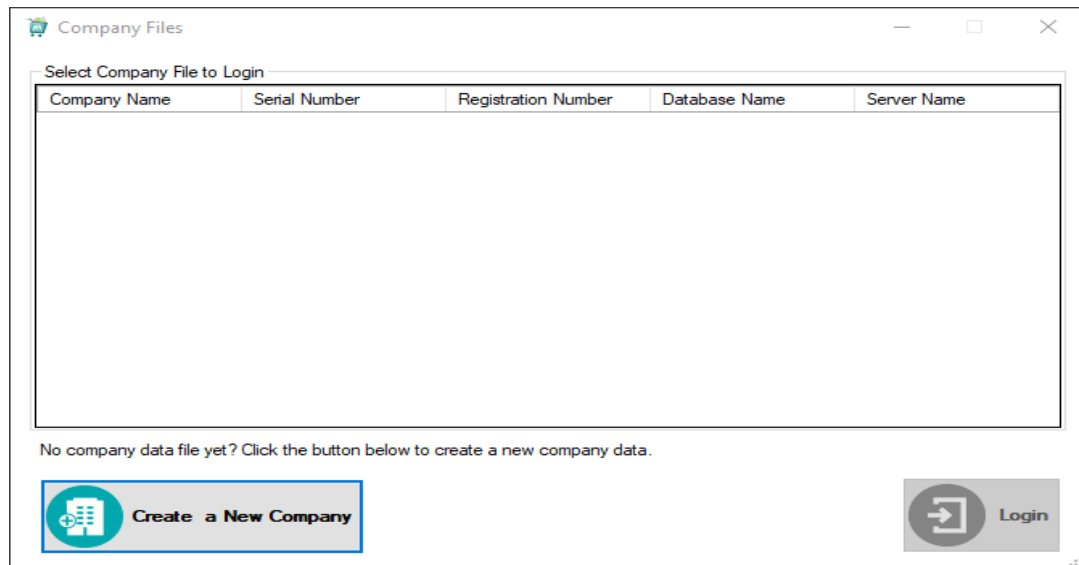
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1. Setting up Your Company file

When setting up company file, you record your company basic information to the system, such as company name, contact information.

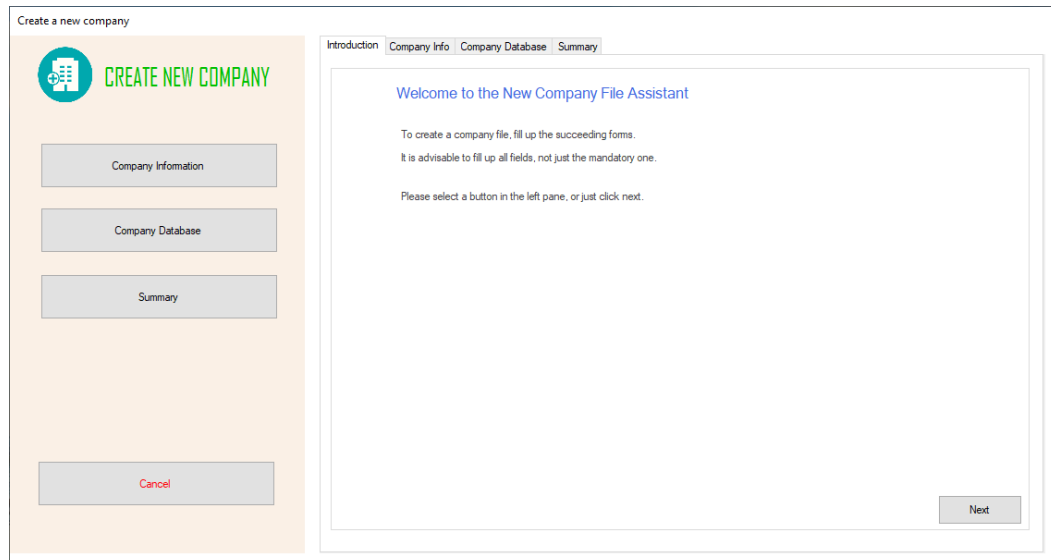
1.1 Creating a Company file

1. Start Able Accounting System




2. Click **Create a New Company**.

3. The Introduction tab of New Company File Assistant will be displayed then click **Next**.



4. The Company Information tab will be displayed. Enter the company's information then click **Next**

Create a new company

**CREATE NEW COMPANY**

Company Information

Company Database

Summary

Cancel

Introduction | Company Info | Company Database | Summary

Enter information about your company

Company Name : *

Registration No. : *

Serial No. : *

Business Registration No. :

Address : *

Phone Number : *

Fax Number :

Email Address : *


* Please complete the required fields

Previous

Next

5. The Company Database tab will be displayed. Fill this section about your server and database information then click **Next**.

Create a new company

**CREATE NEW COMPANY**

Company Information

Accounting Information

Accounts Lists

Company Database

Summary

Cancel

Introduction | Company Info | Accounting Information | Accounts Lists | Accounts List Selection | Company Database | Summary

Create your company database

Specify the location of the server to store your company database. The database is named after your company appended with the next financial year by default.

Server Name:

Database Name:

Make sure the database name is not existing in the database

* Please complete the required fields.


Previous

Next

Page 6 of 77

6. Summary tab will be displayed. Review the company information you entered then click **Proceed**.

Create a new company


CREATE NEW COMPANY

Company Information

Company Database

Summary

Cancel

Introduction Company Info Company Database Summary

Please confirm your information

Your Company name is: AbleRetail

Registration No: 3212

Serial No: s3r3

Business Registration No.: s3r3

Address: Lot#1, Blk#4, Cubao, Manila, NCR, Philippines, 1300

Phone Number: 0916-568-6556

Fax Number: 6535


Email Address: ableretail@gmail.com

If this information is correct, please click the Proceed button. Click Update to modify it.

Update Proceed

1.2 Login

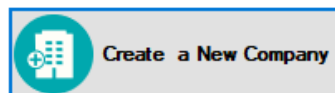
1. Start Able Accounting System
2. The Company Files will be displayed. Select a company then click **Login** or double click the desired company to login.

 Company Files

Select Company File to Login

Company Name	Serial Number	Registration Number	Database Name	Server Name
AbleRetail	s3r3	3212	3212AbleRetail	DEV2\SQLEXPRESS

No company data file yet? Click the button below to create a new company data.



3. Login form will be displayed. Enter the Username and Password then click **Login**.

Login

×

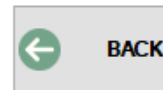
Top Ace Limited



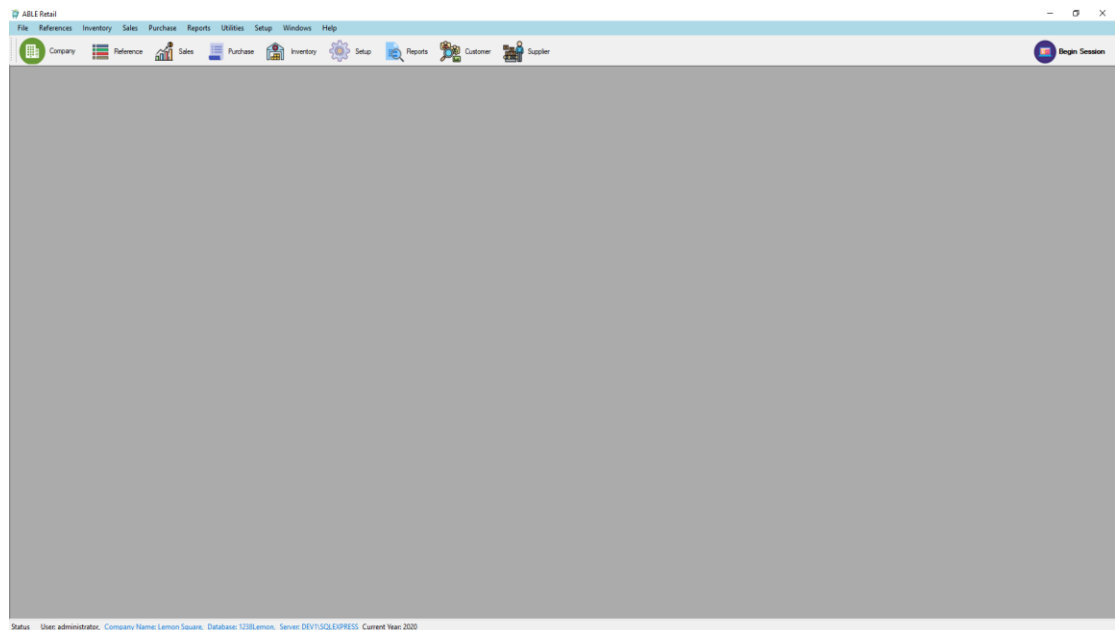
Username

administrator

Password



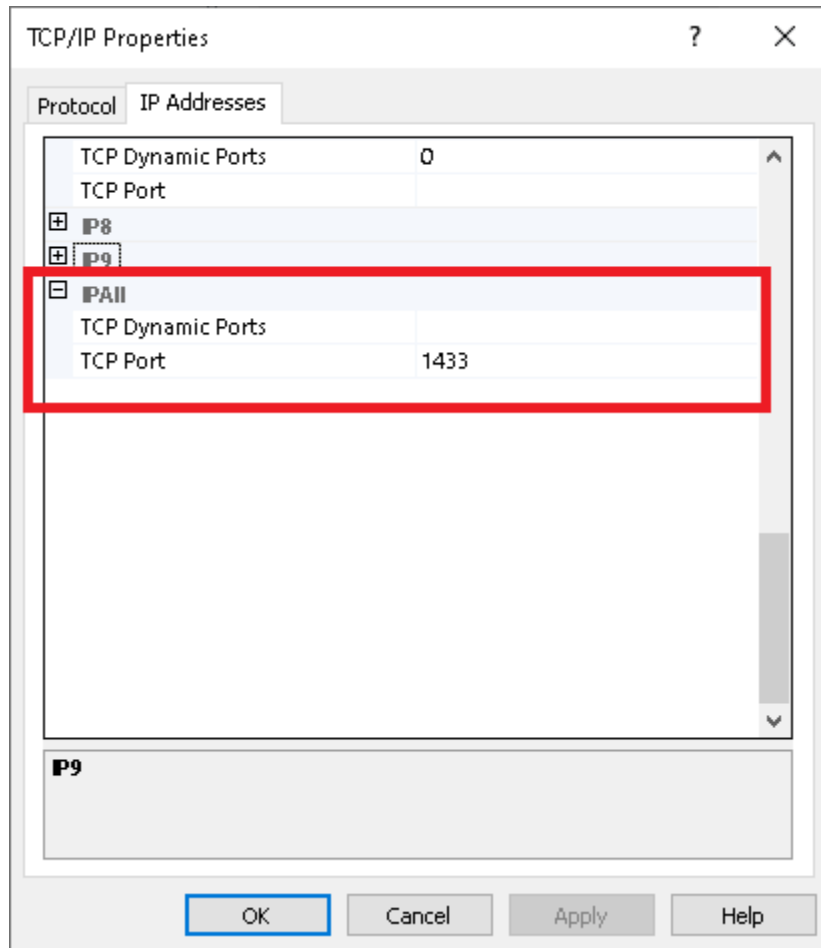
4. The Main page will be displayed.



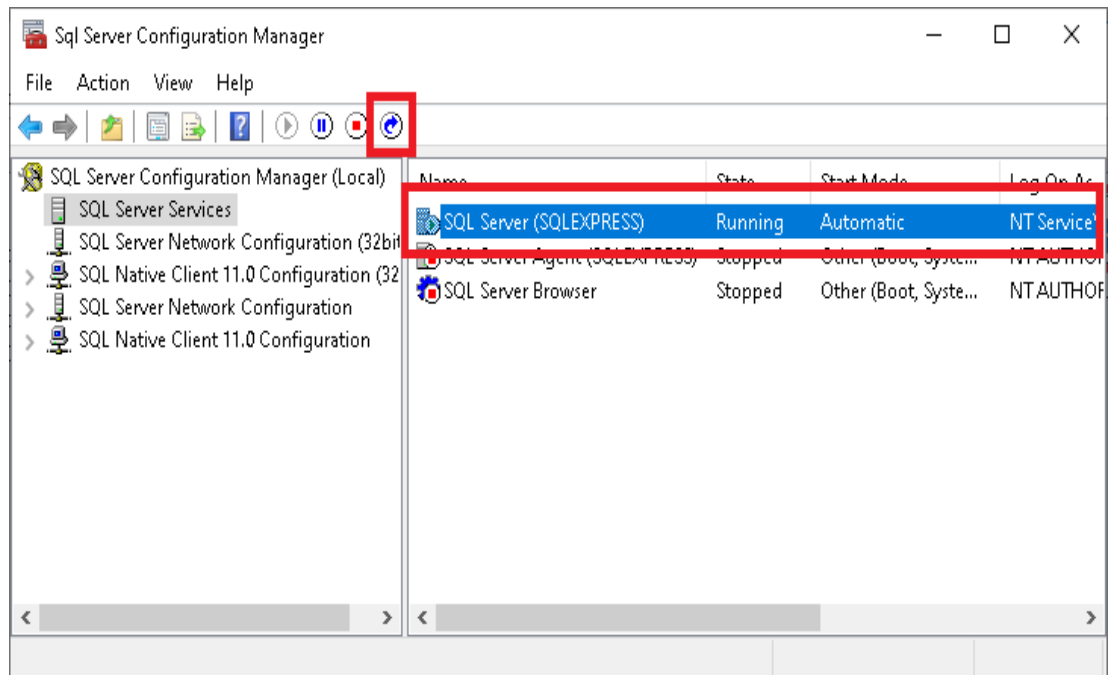
1.3 Setting up using existing Database

First setup the SQL Server to be enabled to access using IP address.

1. Go to SQL Server Configuration Manager of your computer by typing **SQL Server Configuration Manager** on your Start or **Windows key + R** to Open the run window then type **compmgmt.msc** then click **OK** or Right click the Windows Start then click **Computer Management** then go to **Services and Applications**.
2. In SQL Server Configuration Manager. Open SQL Server Network Configuration > Protocol for SQLEXPRESS.
3. Double click the **TCP/IP** Protocol.
4. Select **Yes** in the **Enabled** field.
5. switch to the **IP Addresses** tab.
6. Find the **IPAll** section.
7. Clear the TCP Dynamic Ports field and fill the TCP Port with the **Default Port**. To know the Default Port see 1.3.1 Default Port.



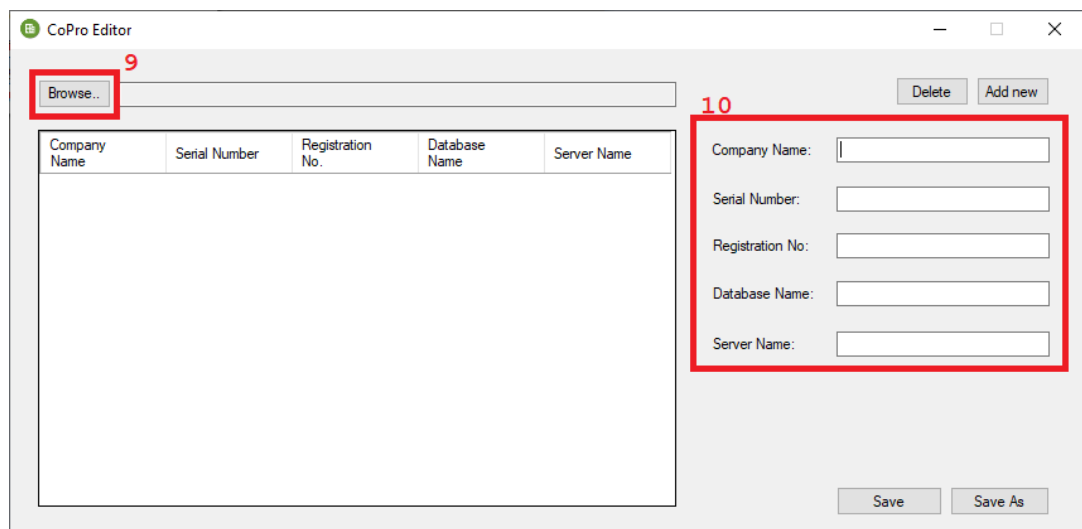
8. Restart SQL Server Service.



9. Open CoProEditor of the connecting pc then click **Browse**. Select the config.json file where your Able Accounting System is installed.

Note: connecting pc is the computer that wants to connect to the database.

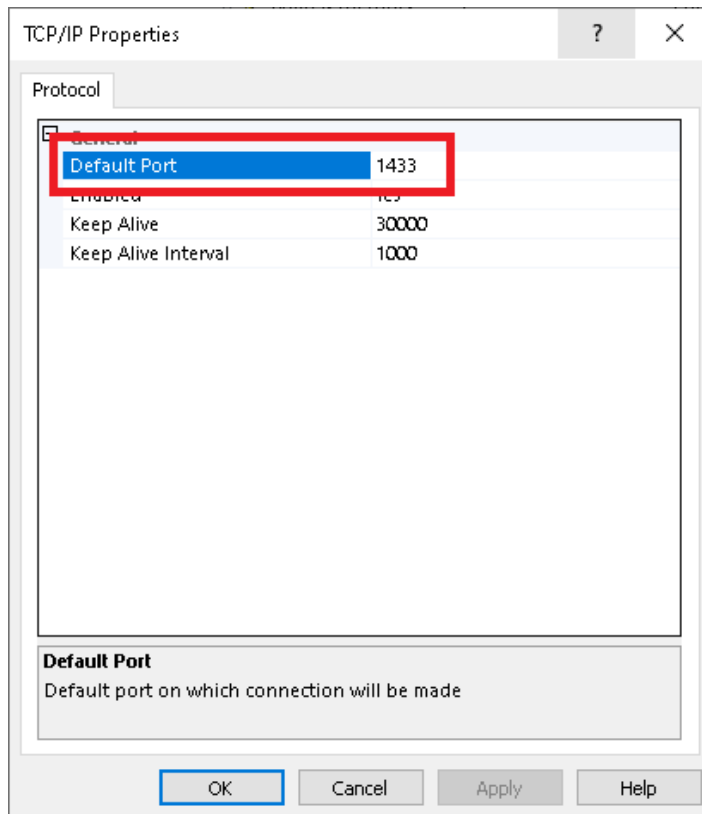
10. Enter your company details. As Server Name use the IP address of the computer where the server is installed plus default port use comma as separator. Example, 192.128.243.21,1433 then click **Save**.



Note: Make sure that the server and the connecting pc is in the same network.

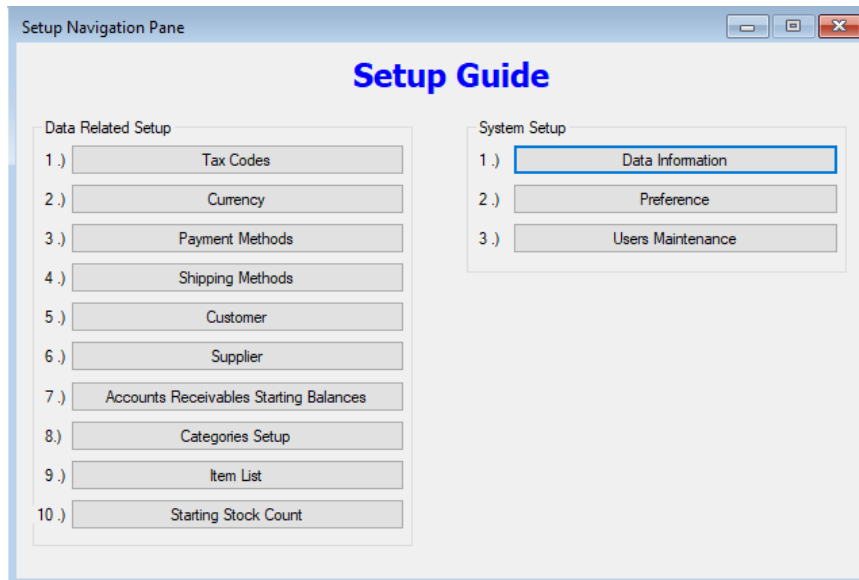
1.3.1 Default port

1. In the SQL Server Configuration Manager. Go to SQL Native Client Configuration > Client Protocols Double click TCP/IP.



2. Setup Guide

Before you can start recording transactions, you need to setup necessary records and settings on the system. The Setup Guide function provides you the list of system-related and data-related configurations that you must complete prior to going live. Click on the buttons to open the form that allows you to configure the settings.



2.1 Data Related Setup List

2.1.1 Tax Codes

Tax codes to be used by the system must be completely setup to avoid data errors. There are already three default tax codes upon creating a company file. However, you must complete the setup to assign the tax rate and GL codes to be used by the Tax Code. Tax Codes can be accessed from the setup guide or from References->Tax Codes.

Currency

Currency ID: 1

(*) Required Fields

Currency Code*

C-1

Currency Symbol*

PGK

Currency Name*

PNG Kina

Whole Number Word*

Kina

Exchange Rate*

1.00

Decimal Word*

Toea

Code	Name	Exchange Rate	Symbol	In Word	In Decimal
C-1	PNG Kina	1	PGK	Kina	Toea

ADD NEW

EDIT

REFRESH

DELETE

SAVE

2.1.3 Payment Methods

The payment methods to be used on sales and A/R payments are maintained under References->Payment Methods. By clicking the Payment Method button under setup guide, it will also open the Payment Methods dialog.

Payment Methods x

Payment Method :

GL Account Code :

Payment Method	GL Account Code
Cash	1-1400
Cheque	1-1100
Complimentary	6-6000
Direct Deposit	1-1200
Eftpos	1-1300
GC	2-4100
Salary Sacrifice	6-5100
Staff Deduction	6-5200
Voucher	6-7000

Add New
 Refresh
 Edit
 Save
 Delete

Each payment method must have a corresponding GL Code to use and must be specified when adding a new one.

Add New Payment Method

1. From the Payment Method dialog, click on Add New button.
2. Enter the payment method and GL Account Code to use on the field provided.
3. Click Save.

Edit Payment Method

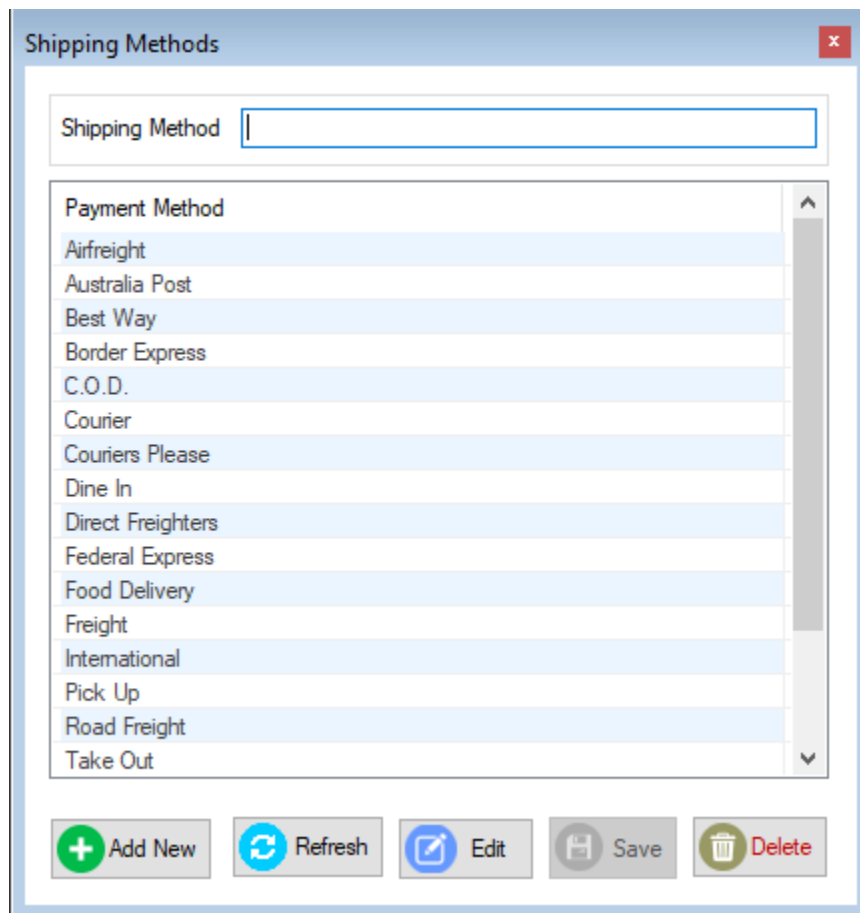
1. From the Payment Method dialog, click on Edit button.
2. Select the payment method to modify then do necessary changer required.
3. Click Save.

Delete Payment Method

1. From the Payment Method dialog, select the payment method to delete.
2. Click Delete.

2.1.4 Shipping Methods

The shipping methods to be used on sales transactions are maintained in Shipping Methods dialog. You can access the dialog from References->Shipping Methods or use the Shipping Methods button from the Setup Guide dialog.



Shipping Methods

Shipping Method

Payment Method

- Airfreight
- Australia Post
- Best Way
- Border Express
- C.O.D.
- Courier
- Couriers Please
- Dine In
- Direct Freighters
- Federal Express
- Food Delivery
- Freight
- International
- Pick Up
- Road Freight
- Take Out

+ Add New Refresh Edit Save Delete

Add New Shipping Method

1. From the Shipping Method dialog, click on Add New button.
2. Enter the Shipping method on the field provided.
3. Click Save.

Edit Shipping Method

1. From the Shipping Method dialog, click on Edit button.

2. Select the Shipping method to modify then do necessary changes required.
3. Click Save.


Delete Shipping Method

1. From the Shipping Method dialog, select the payment method to delete.
2. Click Delete.

2.1.5 Customers

Customers dialog can be access from different options in Able Retail. You can find the Customers button on the main window of Able Retail just below the main menus. It can also be accessed from References->Customers or from the Setup Guide dialog.

Customers




☒ Active only

Search By


☒ Name
☐ Customer ID
☐ Phone Number
☐ Email
☐ City


☐ State
☐ Post Code
☐ Country
☐ Member Number


Search

 Search

Name	Customer Number	IsActive	Phone	Email	Balance
CASH CUSTOMER	CASH	Yes			K326.00
ABC Customer	CUS102	Yes			K581.00
AR5		Yes			K0.00
AR-LAYBY		Yes			K0.00
AR2 Customer	AR002	Yes			K210.00
AR3		Yes			K52.00
AR4-Sales Order		Yes			K110.00

 DELETE

 REFRESH

 ADD NEW

Add New Customer

1. From the Customers dialog, click on Add New button to open the Customer Maintenance dialog.
2. Enter customer details in the Customer Maintenance dialog. (Refer to Customer Maintenance)

3. Click Save.

Edit Customer

1. From the Customers dialog, search for the customer to edit.
2. Select the customer from the search list then double click the customer to open the Customer Maintenance dialog.
3. Do necessary changes required.
4. Click Save.

Delete Customer

1. From the customer dialog, search and select the customer to delete.
2. Click Delete.

2.1.5.1 Customer Maintenance

Customer Info Tab

The screenshot shows a software window titled "Customer" with standard Windows window controls (minimize, maximize, close). Below the title bar, it says "Customer/Company Name : ABC Customer". A tabbed interface is present with the following tabs: "Customer Info" (selected), "Account Details", "Jobs", "Transaction History", "AR Payments", "Contact List", "Loyalty Promotion", and "Contract Pricing".

The "Customer Info" tab contains two main sections:

- Profile Info:** Includes a "Company Name / Personal Name" field with "ABC Customer" entered. To the right, "Customer ID: 3" is displayed. Below this is a "Customer Number" field with "CUS102" entered. To the right of this field is an "Active Status" section with a checked "Yes" checkbox. Further right is a "Designation" section with two radio buttons: "Company" (selected) and "Individual".
- Contact Info:** This section contains several input fields arranged in two columns. The left column includes "Location : Main", "Contact Person", "Street", "City", "State", "Postcode", and "Country". The right column includes "Email", "Phone", "Fax", and "Website". At the bottom of this section is a "Comments" text area.

At the bottom right of the window, there is a red "Save Record" button with a floppy disk icon.

Account Details Tab

Customer

Customer

—

□

×

Customer/Company Name : **ABC Customer**

Customer Info

Account Details

Jobs

Transaction History

AR Payments

Contact List

Loyalty Promotion

Contract Pricing

AR Balance: K581.00

Tax Code

GST

Freight Tax Code

GST

Use Customers Tax Code ☒ Yes

Item Price Level

Level 0

Business Number

Tax ID Number

Payment Method

Shipping Method

Terms of Payment

Specific # of Days

Credit Limit

10,000.00

Balance Due Days

30

Specify # of Days

Discount Days

0

Specify # of Days

Early Payment Discount %

0.00

Late Payment Charge %

0.00

Account Comments

PO Specimen

Sales Statement

Save Record

Fields	Description
Tax Code	Tax Code of the Customer
Freight Tax Code	Tax Code for Freight for the Customer
Item Price Level	Price Level to be used by the customer
Business Number	IPA/Business Number of the Customer
Tax ID Number	TIN
Payment Method	Default Payment Method used by the customer
Shipping Method	Default shipping method used by the customer

Terms of Payment	Choose between 2 options: 1. Cash 2. Specific # Of days - assign this option if customer is on credit
Credit Limit	Credit limit of the customer
Balance Due Days	Number of days that the customer must pay the credit
Discount Days	If providing discount for early payments, enter the number of days when can the customer be discounted for early payments
Early Payment Discount %	Rate of discount when customer pays within the discount days
Late Payment Discount %	Rate of late payment fee
Account Comments	Enter any comments needed for the customer account
PO Specimen Button	Use this to upload image of PO specimen from the client.
Sales Statement Button	Use this to generate statement of the customer

Jobs Tab - list the invoices that are linked to certain jobs by date range.

Transactions Tab - list all sales transactions by date range and sales type.

AR Payments Tab - list all payments made by the customer.

Contact List Tab - shows all contacts added to the customer account.

Loyalty Promotion - show the accumulated points and redeemed points by the loyalty member linked to the customer account.

Contract Pricing - provides the interface to add contracted price of the customer by inventory item.

2.1.6 Suppliers

Suppliers dialog can be access from different options in Able Retail. You can find the Suppliers button on the main window of Able Retail just below the main menus. It can also be accessed from References-> Suppliers or from the Setup Guide dialog.

[illegible]

Add New Supplier

1. From the Suppliers dialog, click on Add New button to open the Supplier Maintenance dialog.
2. Enter supplier details in the Supplier Maintenance dialog. (Refer to Supplier Maintenance)
3. Click Save.

Edit Supplier

1. From the Suppliers dialog, search for the supplier to edit.
2. Select the supplier from the search list then double click the customer to open the Supplier Maintenance dialog.
3. Do necessary changes required.
4. Click Save.

Delete Supplier

1. From the supplier dialog, search and select the supplier to delete.
2. Click Delete.

2.1.6.1 Supplier Maintenance

Supplier

Supplier/Company Name : **OVERSEAS SUPPLIER**

Supplier Info | Account Details | Payment Details | Transaction History | AP Payments

Profile Info

Company Name / Personal Name: OVERSEAS SUPPLIER Supplier ID: 2

Supplier Number: SUP Active Status: ☒ Yes Designation: ☒ Company ☐ Individual

Contact Info

Location: Address 1: Bill to

Contact Person: Email:

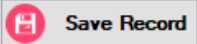
Street: Phone:

City: Fax:

State: Postcode: Website:

Country:

Comments:

 Save Record

2.1.7 Accounts Receivables Starting Balances

Enter your customers current balances prior to your live date in the Accounts Receivable Starting Balances. When opening the menu, the list of A/R customers are shown on the list. Accounts Receivable Customers are customers that have a Terms of Payment set to **Specific Number of Days**.

ID	Customer Number	Name	Current Balance
2	CUS000002	AR Customer	K0.00

AR Starting Balance: 0.00

+ ADD SALE

Select the customer on the list and click **ADD SALE** button to open the AR Balance Entry form. Enter the details of the customer balance and click Record.

AR Balance Entry

Customer: AR Customer 2

Balance: K0.00 Terms: 0 Days

Invoice Date: 15/03/2021

Customer PO#:

Memo: A/R Starting Balance

Total Amount Including Tax: 0.00 Tax Code:

Tax Exclusive Amount: 0 Total Tax Amount: 0

Job Code: Paid To Date: 0.00

View Payments

DELETE **Record**

2.1.8 Categories Setup

See Inventory

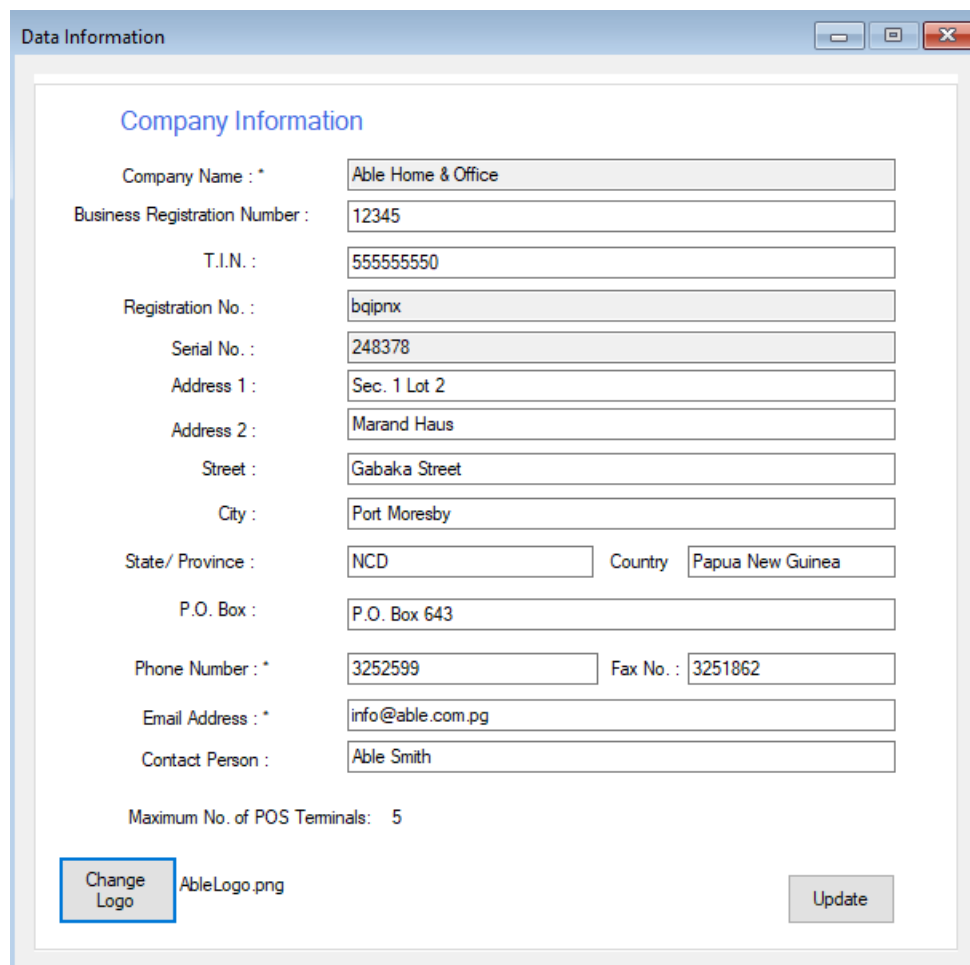
2.1.9 Item List

See Inventory

2.2 System Setup List

2.2.1 Data Information

This contains the company information that you had setup when you created the company profile. You may update the details of the company on this form.



The screenshot shows a window titled "Data Information" with a "Company Information" section. The form contains the following fields and values:

Field	Value
Company Name : *	Able Home & Office
Business Registration Number :	12345
T.I.N. :	555555550
Registration No. :	bqjprx
Serial No. :	248378
Address 1 :	Sec. 1 Lot 2
Address 2 :	Marand Haus
Street :	Gabaka Street
City :	Port Moresby
State/ Province :	NCD
Country :	Papua New Guinea
P.O. Box :	P.O. Box 643
Phone Number : *	3252599
Fax No. :	3251862
Email Address : *	info@able.com.pg
Contact Person :	Able Smith

Maximum No. of POS Terminals: 5

At the bottom left, there is a "Change Logo" button and the text "AbleLogo.png". At the bottom right, there is an "Update" button.

If you would like to assign a logo to appear on your invoices, you need to save the image file of the company logo to the installation folder of Able Retail (Example: C:\Able Retail) then assign the logo thru the Change Logo button. When the Change Logo button is clicked, it browse the filename of the logo image you saved in the installation folder of Able Retail.

2.2.2 Preferences

Click on the Preference button to open the **Preferences** form. Alternatively, you can also open the Preferences form from Setup->Preferences.

Preferences

Currency Symbol: PGK

☒ Transaction Editable

☒ Auto end session

Standard Hours of shift : 08:00

POS Delivery: Food Delivery

POS Take-Away: Take Out

POS Dine In: Dine In

☒ Enter Sales are Tax Inclusive

☒ Item Selling Prices are Tax Inclusive

☐ Keep quotations when converting purchase or sales type

☐ Customer is mandatory to every sale

Default customer: CASH CUSTOMER

Transaction Series

SalesOrderPrefix: SO SalesOrderSeries: 00000010

SalesQuotePrefix: SQ SalesQuoteSeries: 00000005

SalesInvoicePrefix: SI SalesInvoiceSeries: 00000106

SalesLayByPrefix: SL SalesLayBySeries: 00000002

ReceivedItemsPrefix: RI ReceivedItemsSeries: 00000004

BuildItemsPrefix: BI BuildItemsSeries: 00000004

PaymentPrefix: SP PaymentSeries: 00000092

PurchaseOrderPrefix: PO PurchaseOrderSeries: 00000003

Accounts

Trade Creditor GL code: 2-1000

Trade Debtor GL code: 1-2000

Sales Deposit GL code: 1-2100

Purchases Freight GL code: 5-5000

Sales Freight GL code: 4-5000

Save

Settings	Description
Currency	Choose the currency from the drop-down list. *NOTE: Only one currency is supported at this time.
Transaction Editable	If enabled, the transactions can be edited. *NOTE: If payments had been applied to a sales transaction, editing is not anymore allowed.
Auto End Session	If enabled, POS session will end automatically based on the standard hours of each cashier shift.

	<p>If not enabled, a user manually end the POS session.</p> <p>*NOTE: It is recommended to have one session per cashier shift.</p>
Enter Sales are Tax Inclusive	If enabled, prices that show in Sales functions (Enter sales, Quick Sale, Restaurant POS) are tax inclusive.
Item Selling Prices are Tax Inclusive	If enabled, you must setup all prices of items as tax inclusive. This means, every time you assign a price to a certain item, it is always tax inclusive if this option is enabled.
Keep quotations when converting purchase or sale	<p>If enabled, quotations are retained in the system after converting it to a different sale type.</p> <p>If not enabled, quotes are deleted once converted to other sale type.</p>
Customer is Mandatory to every sale	<p>If enabled, a user needs to assign a user for every sale.</p> <p>If not enabled, you need to specify a default customer name that the system will use for every sale on the Default Customer field.</p>
POS Delivery	Assign the shipping method to be used when using Delivery on Restaurant POS interface
POS Take-Away	Assign the shipping method to be used when using Take-Away on Restaurant POS interface
POS Dine In	Assign the shipping method to be used when using Dine In on Restaurant POS interface
Transaction Series & Prefixes	For each type of transaction in the system, you can nominate a prefix and a series number that Able Retail will use.
Accounts	Able Retail will create journal entries that you can export later or use on your Accounting system. You have to specify GL Account codes you are using for the following:

	Trade Creditor GL Account
	Trade Debtor GL Account
	Sales Deposit GL Account
	Purchase Freight GL Account
	Sales Freight GL Account

2.2.3 User Maintenance

Allows the administrator manage users and assign user rights

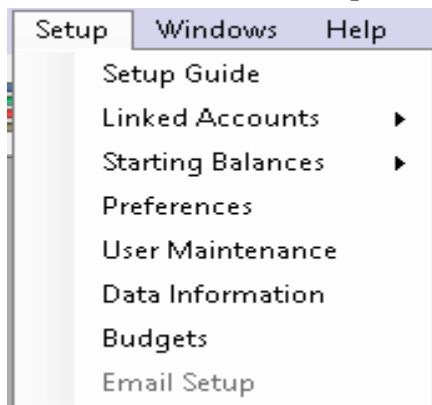
The screenshot shows the 'User Maintenance' window with the following components:

- Tabs:** User Profile, User Access, User Special Rights Access, Report Viewing Rights.
- User Search:** A text input field.
- List of Users:** A table with columns: User ID, User Name, User Full Name, IsSales.

User ID	User Name	User Full Name	IsSales
1	administrator	Administrator	
2	cash	cashier	
3	sales	sales	
4	sup	Supervisor	
5	accounts	Accounts	
- User Profile:** A form for editing user details.
 - User ID: 1
 - User Name: administrator
 - Password: (empty)
 - Verify Password: (empty)
 - Full Name: Administrator
 - Department: (empty)
 - ☒ Active
 - User Role:
 - ☐ Sales Person
 - ☐ Supervisor
 - ☐ Technician
 - ☒ Admin
- Buttons:** Refresh, Add User, Edit User, Delete User, Save.

2.2.3.1 Creating new users.

1. Go to **Setup** and click **User Maintenance**.



2. The **User Maintenance** form will be displayed. Click **Add User**.

3. Enter the new user, User Name, Password, Full Name and Department, Check the active box and click **Save**.

2.2.3.2 User Access

The User Access tab allows you to grant access to each form or menu on the system.

User Maintenance

User Profile | **User Access** | User Special Rights Access | Report Viewing Rights

List of Users User Search:

User ID	User Name	User Full Name	IsSales
1	administrator	Administrator	
2	cash	cashier	
3	sales	sales	
4	sup	Supervisor	
5	accounts	Accounts	

User Access - cash ☒ Select All View ☒ Select All Add ☒ Select All Edit ☒ Select All Delete

Menu	Form Name	View	Add	Edit	Delete
Inventory	Price History	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inventory	Price Tags	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inventory	Categories	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inventory	Inventory Navigati...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inventory	Items	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inventory	Item List	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inventory	Item Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inventory	Build Inventory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inventory	Stock Adjustments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inventory	Stocktake	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inventory	Auto Build Items	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inventory	Price Update	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purchase	Purchase Navigation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purchase	Purchase Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purchase	Enter Purchase	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
References	References Navig...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
References	Jobs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Refresh Edit Access Save

1. Go to **Setup** and click **User Maintenance**.
2. The **User Maintenance** form will be displayed. Go to **User Access** tab.
3. Change the user access by checking and unchecking the box for either View, Add, Edit, Delete access for each form in the system.

2.2.3.3 User Special Rights

The special rights are used to allow or disallow access to certain fields on some modules in Inventory, Purchases, Sales and Customers.

User Maintenance

User Profile | User Access | User Special Rights Access | Report Viewing Rights

List of Users User Search:

User ID	User Name	User Full Name	IsSales
1	administrator	Administrator	
2	cash	cashier	
3	sales	sales	
4	sup	Supervisor	
5	accounts	Accounts	

User Special Rights Access - cash ☒ Select All View ☒ Select All Edit

Menu	Field Name	View	Edit
Customer	Terms of Payment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customer	Volume Discount %	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customer	Item Price Level	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customer	Sales Statement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Items	Inactive	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Items	Category	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Items	Select Category	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Items	Part Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Items	Item Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Items	Supplier Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Items	Item Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Items	Brand	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Items	Item Description	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Items	Image Upload	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Items	Item Description 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Items	Item Custom List 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Items	Item Custom List 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Refresh Edit Access Save

1. Go to the **User Maintenance->User Special Rights Access**.
2. Click Edit Access then Select the user you desire to change the special access in the users list. Check the box to the corresponding rights for the user.
3. Click **Save**.

2.2.3.4 Report Viewing Rights

The report viewing rights are used to allow or disallow access to specific reports.

User Maintenance

User Profile | User Access | User Special Rights Access | Report Viewing Rights

List of Users User Search:

User ID	User Name	User Full Name	IsSales
1	administrator	Administrator	
2	cash	cashier	
3	sales	sales	
4	sup	Supervisor	
5	accounts	Accounts	

Report Access - cash ☒ Select All

Menu	Form Name	View
Reports	Reports Navigation Pane	<input checked="" type="checkbox"/>
Reports - Inventory	Report Customizer - Category List	<input checked="" type="checkbox"/>
Reports - Inventory	Report Customizer - Item Summary	<input checked="" type="checkbox"/>
Reports - Inventory	Report Customizer - Item Details	<input checked="" type="checkbox"/>
Reports - Inventory	Report Customizer - Analyse Inventory Su...	<input checked="" type="checkbox"/>
Reports - Inventory	Report Customizer - Analyse Inventory Detail	<input checked="" type="checkbox"/>
Reports - Inventory	Report Customizer - Auto Build Items	<input checked="" type="checkbox"/>
Reports - Inventory	Report Customizer - Item Count	<input checked="" type="checkbox"/>
Reports - Inventory	Report Customizer - Price List	<input checked="" type="checkbox"/>
Reports - Inventory	Report Customizer - Best or Least Selling It...	<input checked="" type="checkbox"/>
Reports - Inventory	Report Customizer - Price Analysis	<input checked="" type="checkbox"/>
Reports - Inventory	Report Customizer - Item Register Summary	<input checked="" type="checkbox"/>
Reports - Inventory	Report Customizer - Item Transactions	<input checked="" type="checkbox"/>
Reports - Inventory	Report Customizer - Item Sales Analysis	<input checked="" type="checkbox"/>
Reports - Inventory	Report Customizer - Category Sales Analysis	<input checked="" type="checkbox"/>
Reports - Job	Job List	<input checked="" type="checkbox"/>
Reports - Job	Job Activity	<input checked="" type="checkbox"/>

Refresh Edit Access Save

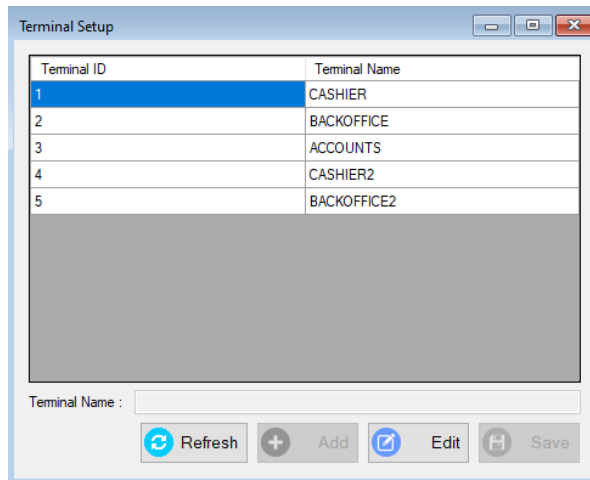
1. Go to the **User Maintenance->Report Viewing Rights**.
2. Click Edit Access then Select the user you desire to change the reports viewing rights in the users list. Check the box to the corresponding rights for the user.
3. Click **Save**.

2.2.3.5 Changing Password

1. Go to **Setup** and click **User Maintenance**.
2. The **User Maintenance** form will be displayed. Select the user that the password needs to be changed.
3. Changed the password and verify the new password.
4. Click **Save**.

2.3 Terminal Setup

The number of POS terminals you have determined the instances of POS modules that you can use simultaneously across all users using the same database. You can assign the names of your POS terminals under Utilities->Terminal Setup.



Terminal ID	Terminal Name
1	CASHIER
2	BACKOFFICE
3	ACCOUNTS
4	CASHIER2
5	BACKOFFICE2

Terminal Name :

To add a new terminal, click on the ADD button then type the terminal name you would like to assign. Click Save when done.

To edit the name of an existing terminal, simply select the terminal to edit from the list then click on EDIT button. Do necessary changes on the terminal name on the field provided then click SAVE button.

Please note that you can add up to the maximum POS terminal licence you are entitled to.

3. Inventory

Enable you to keep track of the quantity and values of your item.

3.1 Category

Items can be divided into categories. Category has main category and sub category. You can set the GL codes to be used for Income, Cost of Sale and Inventory on the sub category.

Creating New Category


The screenshot shows a software window titled 'Categories'. On the left is a tree view with the following structure:

- DMCategory
 - DSCategory
- WINES
 - SPARKLING
 - WHITE WINE

On the right is the 'Category Detail' form, which is highlighted with a red box. It contains the following fields and controls:

- Category: ☐ Main ☒ Sub Category
- Main Category: (with a look-up icon)
- Category Code:
- Description:
- Item Type:
- ☒ Show In RestoPOS Menu
- GL Codes:
 - Income GL Code:
 - COS GL Code:
 - Inventory GL Code:

At the bottom of the window are several buttons: 'Refresh' (circular arrow icon), 'Add New' (green plus icon, highlighted with a blue box), 'Delete' (trash icon), 'Edit' (pencil icon), and 'Save' (floppy disk icon).

1. Click **Add New** button. Select if the category is Main or a Sub Category. Then input the Category Code Description and Item Type.
2. Sub Category need a main category. Click the look up() button and select its main category.
3. Click **Save** to add the new Category.

Note: Only the Sub Category has a GL Code for the gl code of the for the items that will belong to the category.

Editing Existing Category

The 'Categories' window displays a tree view on the left with 'DMCategory' expanded, showing 'WINES', 'SPARKLING', and 'WHITE WINE'. The right pane shows the 'Category Detail' form for 'WHITE WINE'. The 'Category' radio buttons are set to 'Sub Category'. The 'Main Category' is 'WINES', 'Category Code' is 'WHITE WINE', and 'Description' is empty. 'Item Type' is empty, and 'Show In RestoPOS Menu' is checked. The 'GL Codes' section shows 'Income GL Code' as '4-1000', 'COS GL Code' as '5-1000', and 'Inventory GL Code' as '1-4000'. At the bottom are buttons for 'Refresh', 'Add New', 'Delete', 'Edit', and 'Save'.

1. Double click the category that will be edited then the click **Edit** button.
2. Edit the changes. Then click **Save**.

Deleting a Category

This screenshot is identical to the previous one, showing the 'Categories' window with the 'WHITE WINE' category selected and the 'Edit' form displayed. The 'Delete' button at the bottom is highlighted with a green border, indicating it is the next step in the process.

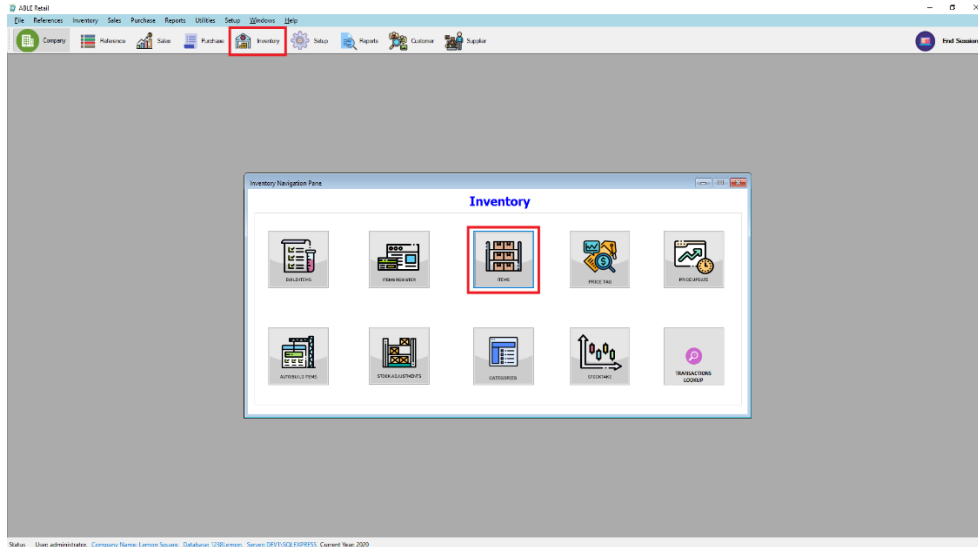
1. Select the Category to be deleted then click Delete button. Click Refresh to see the changes.

3.2 Creating Items

Before you can track your inventory, you need to create a record for each item of your inventory.

To create an item

1. Click **Inventory** and click **Items** to open **Item List** form.



2. Click **Add New**.

3. The Item form will be displayed. Enter the item information.

Item

Stock History Stock Take History

Profile Item Details Purchase Details Sales Details Bundle Components Barcodes Sales History Purchase History Promotions

☐ Inactive

Category :

* Part Number

* Item Number

Supplier Part No

* Item Name

Brand

Description

Item Image

Upload

Beginning Qty: 0
Committed Qty: 0
On Order Qty: 0
On Hand Qty: 0
Available Qty: 0

Connected Accounts

☒ Item Is Bought Cost Of Sales Account

☒ Item Is Sold Income Account

☒ Item Is Counted Asset Inventory Account

Delete Record

a. Enter a unique identifier for the item.

b. Name of the item.

c. [Required] Check the box to select which account to associate the item to keep track when the item is bought, sold and in the asset account.

4. Go to **Item Details** tab to enter the item description.

5. Go to **Purchase Details** tab to enter the detail when buying the item.

Item

Stock History Stock Take History

Profile Item Details **Purchase Details** Sales Details Bundle Components Barcodes Sales History Purchase History Promotions

Buying Unit of Measure	a	Purchase Tax Code	f
Qty Per Buying UOM 0.00	b	Last Cost Price (Ex) 0.00	
Minimum Quantity 0.00	c	Average Cost Price (Ex) 0.00	
Re-Order Quantity 0.00	d	Standard Cost Price (Ex) 0.00	g
Maximum Quantity 0.00	e	Supplier	h

Delete Record

- Type the unit of measure in which you purchase the item.
- [Optional] The Qty Per Buying Unit Of Measure
- [Optional]The minimum quantity of item you want to keep in your inventory. When the item drop below this level, a reorder reminder will appear in **To Do List**.
- A Reorder quantity of the item.
- [Optional]The maximum quantity of item you want to keep in your inventory.
- The Standard cost of the item.
- The supplier you order the item.

2. Go to **Selling Details** tab to enter the detail when selling the item.

- Unit of measure when reselling the item.
- Set the tax code to use when reselling the item. Can be change in the invoice.
- Select Sales Date Range for this item.
- Price of the item when reselling.
- Enter the different pricing level for different customers.

Item

Stock History StockTake History

Profile Item Details Purchase Details Sales Details Bundle Components Barcodes Sales History Purchase History Promotions

Selling Unit of Measure Qty Per Selling UOM Sales Tax Code

Calculation Basis

☐ Base from Last Cost ☒ Base from Average Cost ☒ No Rounding ☐ Round to Nearest 5 Cents ☐ Always end with .99

Sale Start Date To

Price Level	Reg. Calc. Method	Reg. %	Next Price	Sale Calc. Method	Sale %	Next Sale Price	Qty. Discount
Base Selling Price							
Level 1 Price							
Level 2 Price							
Level 3 Price							
Level 4 Price							
Level 5 Price							
Level 6 Price							
Level 7 Price							
Level 8 Price							
Level 9 Price							
Level 10 Price							
Level 11 Price							
Level 12 Price							

Delete Record

3. Click **Record**.

3.3 Building Items

Building items is the process of combining two or more items to make up another item.

3.3.1 To build item manually

1. Go to **Inventory Navigation Pane** and click **Build Items**.
2. The **Build Item** form will be displayed. Type or Select the part numbers you want to make and the component items you want to transfer.
3. Type the transfer quantity.
 - a. Type the positive number for the finished item (This number is added to your on-hand inventory).
 - b. Type the negative number for the component items (This number is subtracted to your on-hand inventory).

Note: Out of Balance field must be zero before you can record the transaction.

4. Click **Record** to save inventory transfer.

3.3.2 To define an auto-build item

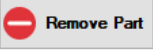

Auto-build items are items that you frequently build. Before you can build the finished item, you need to define the items that you need.

1. Go to **Inventory Navigation Pane** and click **Items**. The **Item List** form will be displayed.
2. Double click the item and go to **Auto-Build Components** tab.
3. Check the This is an Auto-Build Item.
4. Click **Add Part**. An Item List will be displayed select the item you want to add in the auto build item.


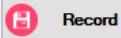
Item

Stock History StockTake History

Profile Item Details Purchase Details Sales Details Bundle Components Barcodes Sales History Purchase History Promotions

☒ This is An Auto Build Item ☒ Static ☐ Dynamic  

Item ID	Part Number	Name	Quantity	Amount
3	20154235	Canon EOS M50	1	₱10,665.99

5. Change the quantity of the item then click **Record**.

3.3.3 To auto-build an item

1. Go to **Inventory Navigation Pane** and click **Auto Build Item**. The **Auto Build Item** form will be displayed.

3.4 Price Update

The Price Update dialog allows you to modify prices of your items in bulk as opposed of doing it per item in the Items Maintenance. You can open the Price Update dialog from Inventory->Price Update.

Alternatively, you can also open the dialog using the Price Update button found in the Inventory Navigation Pane.

Price Update

*Price below should be Tax Inclusive.

Calculation Basis
☐ Base from Last Cost
☒ Base from Average Cost

☒ Percent Margin 55.00
☐ Percent Markup 0.00
☐ Fixed Gross Profit 0.00
☐ Fixed Price 0.00
☐ Discount From Base 0.00

☒ No Rounding
☐ Round to Nearest 5 Cents
☐ Always end with .99

Price Level To Update:

☒ Regular Price ☐ Sale Price

Selected	PartN	ItemN	LastC	Avera	Level0	Level1	Level2	Level3	Level4	Level5	Level6	Level7	Level8	Level9	Level10	Level11	Level12
<input checked="" type="checkbox"/>	CE...	Ce...	K50...	K50...	K110.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00
<input type="checkbox"/>	DO...	Tim...	K60...	K60...	K132.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00
<input type="checkbox"/>	DO...	Alu...	K10...	K10...	K220.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00
<input type="checkbox"/>	HA...	Ha...	K10...	K10...	K22.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00
<input type="checkbox"/>	PD...	Re...	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00
<input type="checkbox"/>	SBAL	ST...	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00
<input type="checkbox"/>	SH...	Sho...	K30...	K30...	K66.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00
<input type="checkbox"/>	TIL...	Tile...	K5.00	K5.00	K11.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00
<input type="checkbox"/>	TIL...	Tile...	K10...	K10...	K22.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00
<input type="checkbox"/>	TIM...	Tim...	K20...	K20...	K44.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00
<input type="checkbox"/>	TIM...	Tim...	K40...	K40...	K88.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00	K0.00

To update item prices, click on Load All Items or Load Selected Items. If you opt to load selected items, the item lookup dialog shows where you can search the items and select it.

Once all items needed are included on the grid, choose your calculation basis whether base from Last Cost of Base from Average Cost. Select your calculation method and specify the percentage or fixed amount beside it.

There is also an option to round or format the calculated price. You may round it to the nearest 5 cents or you may want to end it with .99.

Select the price type, whether Regular Price or Sale Price then select the price level to update from the drop-down. If you are changing the Sale prices, you must specify the sale start and sale end date.

To calculate the new price based on the criteria indicated, click on Apply to All button or Apply to Selected button.

To save the new calculated price to the items, click on Save All Prices or Save Prices for Selected Items.

3.5 Price Tag

Able Retail allows you to print price tags from the system.

3.6 Stock Adjustments

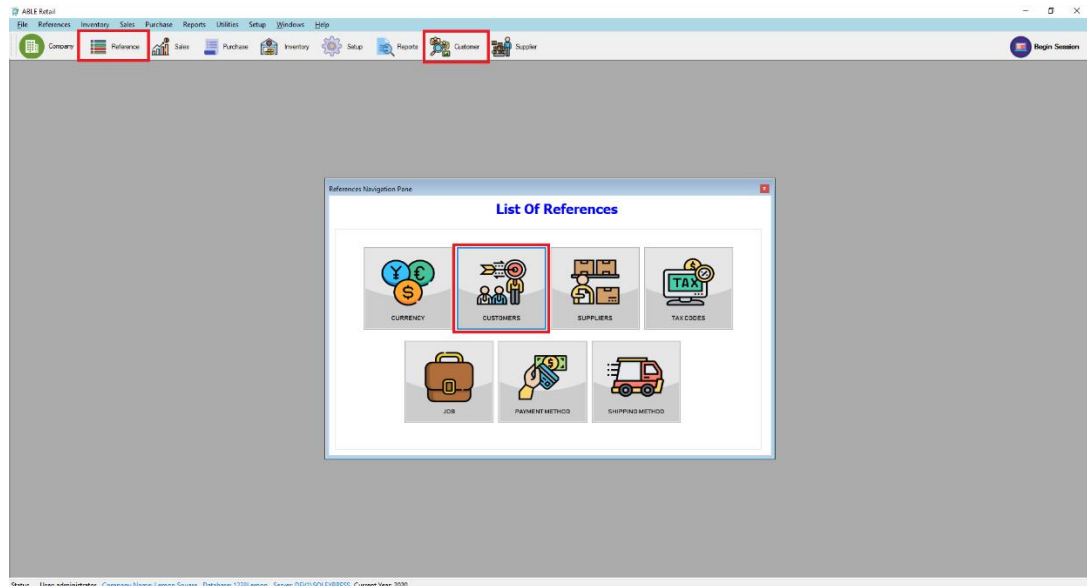
3.7 Stocktake

4. Sales

This chapter show how to record sales transaction to your customers.

4.1 Creating a customer profile

1. Go to **Reference** and click **Customer** or click **Customer** in the tool strip.



2. The customer list will be displayed. Click **ADD NEW**.

The screenshot shows the 'Customers' form in the ABL Retail software. The form has a title bar 'Customers' and a close button. Below the title bar is a search section with a 'Search By' dropdown menu and a 'Search' button. The search criteria include: Name (selected), Customer ID, Phone Number, Email, City, State, Post Code, Country, and Member Number. There is also a checkbox for 'Active only'. Below the search section is a table with the following columns: Name, Customer Number, IsActive, Phone, Email, and Balance. The table is currently empty. At the bottom of the form are three buttons: DELETE, REFRESH, and ADD NEW.

3. The add customer form will be displayed. Enter your customer information. If the company has more contact information. Select Address 2 from the location list and enter the additional contact information. A company can enter five contact

information.

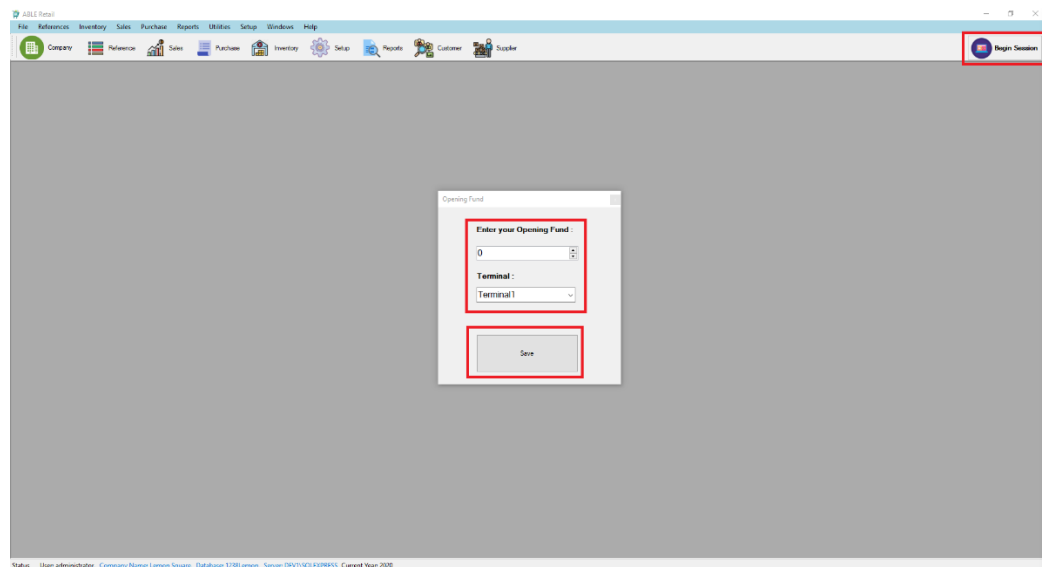
The screenshot shows the 'Customer' form with the 'Customer Info' tab selected. The form is divided into two main sections: 'Profile Info' and 'Contact Info'. In the 'Profile Info' section, there are fields for 'Company Name / Personal Name' (containing 'Customer Sample 1'), 'Customer Number' (containing 'C00001'), 'Active Status' (checked 'Yes'), and 'Designation' (radio buttons for 'Company' and 'Individual', with 'Individual' selected). A 'Customer ID' label is also present. The 'Contact Info' section includes fields for 'Location' (set to 'Main'), 'Contact Person', 'Email', 'Street', 'Phone', 'City', 'Fax', 'State', 'Postcode', 'Website', and 'Country'. There is also a 'Comments' text area. At the bottom right, there is a 'Save Record' button.

4. Go to Account Details Tab to enter your customer payment method your customer will use to pay you. Fill the necessary details then click **Save Record**.

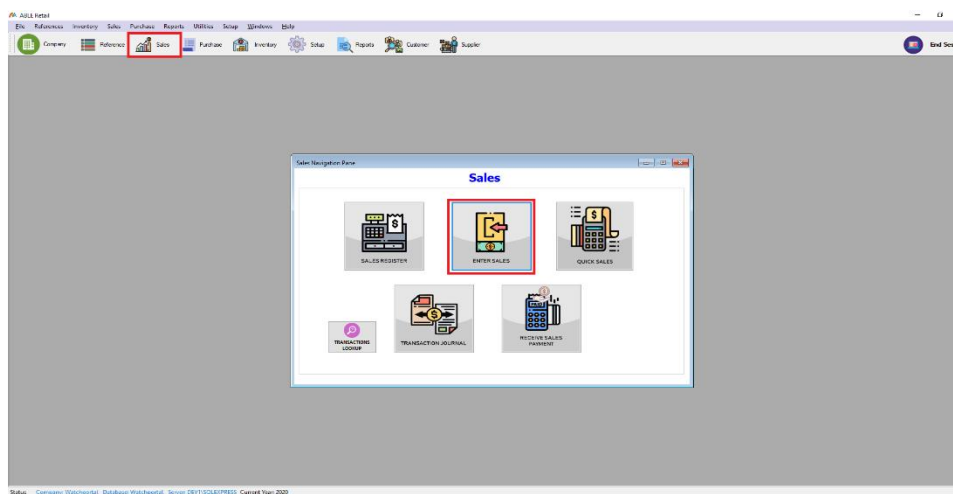
The screenshot shows the 'Customer' form with the 'Account Details' tab selected. The form is divided into two main sections: 'Income Account' and 'AR Balance'. The 'Income Account' section includes fields for 'Income Account', 'Tax Code', 'Freight Tax Code', 'Use Customers Tax Code' (checked 'Yes'), 'Item Price Level' (set to 'Level 0'), 'ABN', 'ABN Branch', 'GST ID Number', 'Tax ID Number', 'Payment Method', and 'Shipping Method'. The 'AR Balance' section includes fields for 'Terms of Payment' (set to 'Cash Only'), 'Credit Limit' (set to '0.00'), 'Balance Due Days' (set to '0'), 'Discount Days' (set to '0'), 'Volume Discount %' (set to '0.00'), 'Early Payment Discount %' (set to '0.00'), and 'Late Payment Charge %' (set to '0.00'). There is also a 'PO Specimen' button and an 'Account Comments' text area. At the bottom left, there is a 'Sales Statement' button. At the bottom right, there is a 'Save Record' button.

4.2 Entering Sales

1. Start a Session. Click **Begin Session** then enter the opening fund in the cash drawer and **Terminal** then click **Save**.



2. Click **Sales** in the tool strip to show the Sales Navigation Pane then click **Enter Sales**.



3. The Enter Sales form will be displayed.

4. Enter Sales Details.


- a. Select the type of sales you want to record.
- b. Click the icon (document icon) in customer field, The customer profile lookup will appear and choose a customer.
- c. [Optional] Default Ship to address is Address 1.


- d. [Optional] Click **Terms** ➔ to change term for this sale. Default value will be the value entered in customer account details.
- e. [Optional] Use Points to redeem items.
- f. [Optional] Transaction Date change when transaction occurred.
5. Entering transaction lines of the sale. The illustration below shows the field for **Item Layout**.

Ship Qty	Part Number	Description	Price	Discount	Amount	Job	Tax Code	Actual Unit Price	Points
a	b	c	d	e	f	g	h	i	j

- a. Quantity of item to sold.
- b. Type or Double click to open Item lookup to select the item sold.
- c. Default is the description of the item. Can be change if you want.
- d. Default price is Base Selling Price. Can be change if desired.
- e. Percent of discount if desired to put a discount.
- f. Amount is Auto compute depending on price, Ship Qty., and discount.
- g. [Optional] Double click to display the Job Lookup to allocate the specific job.
- h. Select the tax code of the transaction line. Default is the tax code of the item.
- i. Actual Price of the item.
- j. Promo Points(6.Promotions).
6. Additional information of the sales.

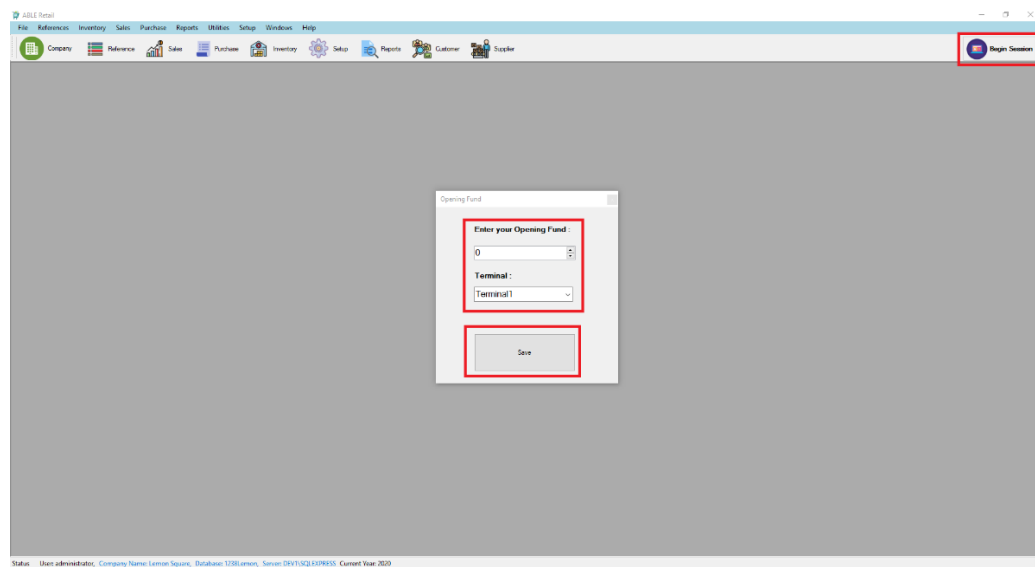
The screenshot shows a sales transaction form. At the top left, there are fields for Comment, Ship Via (with a document icon), Promised Date (05/09/2020), and Scan Barcode. Below these are 'Save Recurring' and 'Use Recurring' buttons. To the right, a summary section shows Subtotal, Freight, Tax, and Total Amount, all set to 0.00. Next to these is a 'Freight Tax Code' field and a 'PAYMENT DETAILS' button. Below the summary, there's a 'Journal Memo' field (containing 'Sale; Customer Sample 1'), 'Referral Source', and 'Salesperson' fields. At the bottom left is a 'Loyalty Member' checkbox. At the bottom center are 'Void INVOICE' and 'Save INVOICE' buttons. At the bottom right is a 'Remove' button. Red boxes and letters 'a' through 'f' highlight specific areas: 'a' is the Comment field; 'b' is the Journal Memo field; 'c' is the Loyalty Member checkbox; 'd' is the Freight Tax Code field; 'e' is the PAYMENT DETAILS section; 'f' is the Paid Today and Balance Due fields.

- a. [Optional] Comment, Promised Date ,Ship Via click the icon  to display shipping method lookup.option to scan barcode of the item.

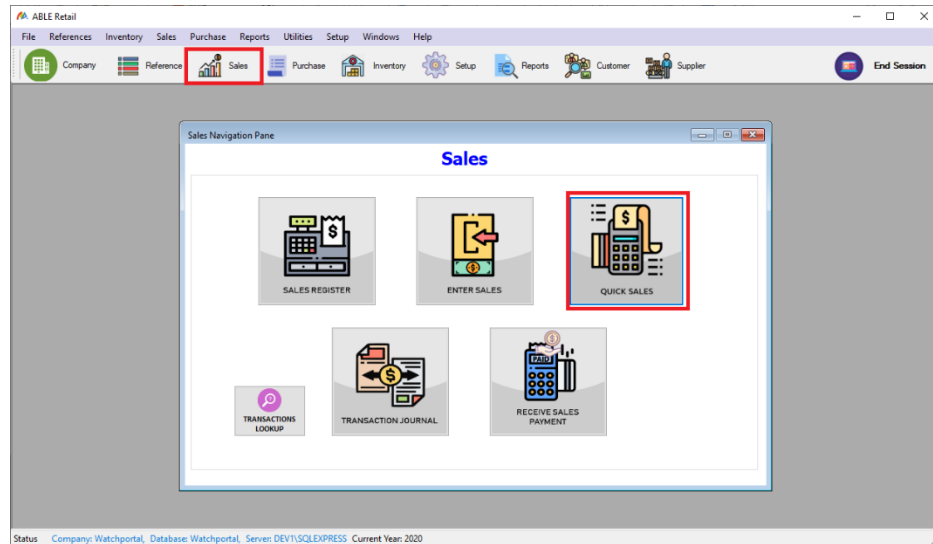
- b. Memo is automatically generated. Can be change if desired.
Referral source is optional.
[Optional] Sales person assigned in the sale, click the icon  to open the Sales Person look up.
 - c. Loyalty Member[Optional] Enter the Loyalty Member Number of customer.
 - d. [Optional] Freight amount and Freight Tax Code of the sale.
 - e. Tender Detail of the sale, if paid using bank or credit card, etc. click the **Payment Detail**. Default Payment Method is the payment method set in the customer Account detail.
 - f. Display the amount paid and balance due.
7. Click **Record** to save the sales transaction or [Optional] Click **Save Recurring** if the transaction will be regularly recorded.

4.3 Quick Sale

1. Start a Session. Click **Begin Session** then enter the opening fund in the cash drawer then click **Save**.



- Click **Sales** in the tool strip to show the Sales Navigation Pane then click **Quick Sales**.

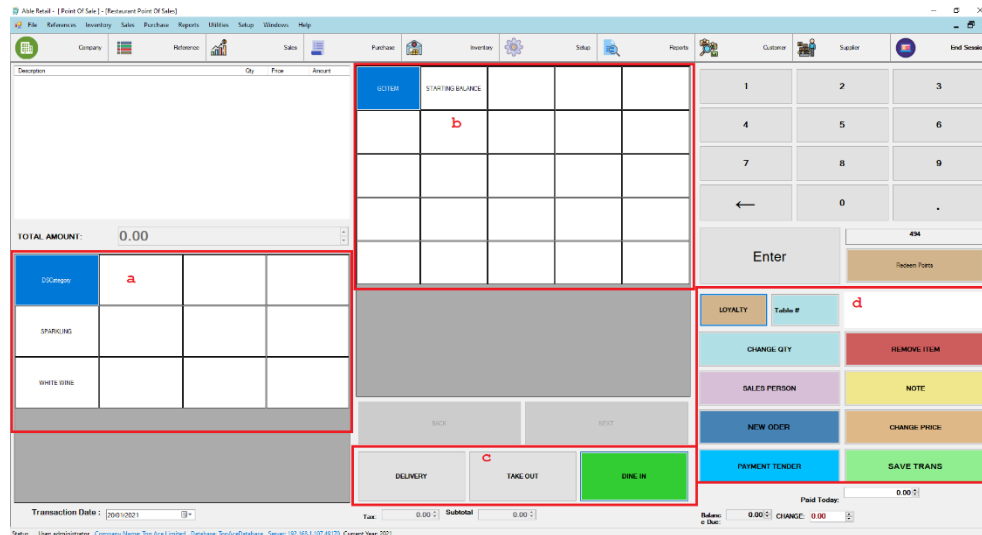


- The Enter Sales form will be displayed.

- Click the icon (📄) in customer field, the customer profile.
 - [Optional] Default Ship to address is Address 1.
 - [Optional] Sales person assigned in the sale, click the icon (👤) to open the Sales Person look up.
 - Type or use the barcode scanner to enter the item purchased by the customer.
 - [Optional] Enter Loyalty Members number if customer is loyalty member, Change the price/Tax Code to use or quantity of the selected row, Remove and Add item from the table. Note* Sale Person need the supervisor to remove item in the table.
 - Pay Now.**
- Tender Details of the sale.

- a. Select the payment method the user used to pay for the item.
 - b. [Optional] Details of the transaction.
 - c. Numpad to use to enter the amount.
5. Click **Record** to save the Transaction.

4.4 Restaurant Point of Sale



- a. List of categories of the items.
- b. List of items to be to be purchased.
- c. Shipping method of the sale.

Loyalty Member[Optional] Enter the Loyalty Member Number of customer.

Change Qty to change the quantity of the selected index.

Sales Person to change the sales person in charge of the sale.

New Order for new Order.

Change Price to change the price of the selected index.

Note for delivery and other notes.

Remove Item[Optional] needs user rights to remove item in the sale.

Save Trans to save the transaction

Payment Tender to enter the breakdown of the payment.

Tender Details

TOTAL AMOUNT DUE: 0.00

Cash	
Cheque	
Credit Card	
Debit Card	
Direct Deposit	
Eftpos	
GC	
Other	
Paypal	
Salary Sacrifice	
Staff Deduction	
Voucher	

AMOUNT PAID: 0.00

AMOUNT CHANGE: 0.00

BALANCE DUE: 0.00

Authorization Code: _____

Card Number: _____ Bank Number: _____ Gift Certificate: _____

Expiry Date: ____/____/____

Name on Card: _____

Notes: _____

1 2 3

4 5 6

7 8 9

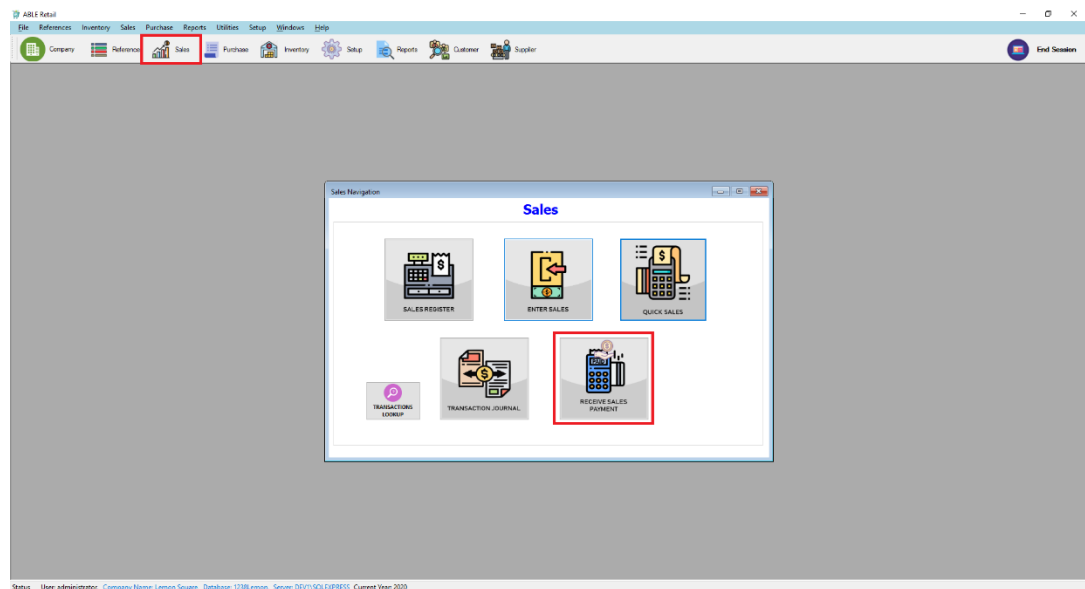
. 0 ←

Enter

Clear Record

4.5 Receiving Payment

1. Click **Sales** in the tool strip to show the Sales Navigation Pane then click **Receive Sales Payment**.



2. **Receive Sales Payment** form will be displayed.
3. Enter Payor details.

The screenshot shows a payment entry form. Label 'a' points to the 'Customer' field with a profile icon. Label 'b' points to the 'Payment Details >>' button. Label 'c' points to the 'Memo' field. Label 'd' points to the 'Date' field showing '05/09/2020'. Label 'e' points to the 'Amount' field showing '0.00'.

- a. In the Profile field click to open the Profile Lookup then select the payor.
 - b. [Optional] Click the **Payment Detail** button to select the method of payment.
 - c. When selecting a profile automatic Memo will be generated. Can be changed if desired.
 - d. Change to when is the date of transaction occurred.
 - e. Amount sent by the receiver.
4. Allocate the amount to the appropriate sale.

Sales #	Status	Date	Amount	Discount	Total Due	Amount Applied
SI000000001	Open	13/05/2020 12:46:43...	₱3,000.00	a	₱3,000.00	b

- a. [Optional] If you want to give a discount.
- b. Amount you want to apply in each sale in the column.

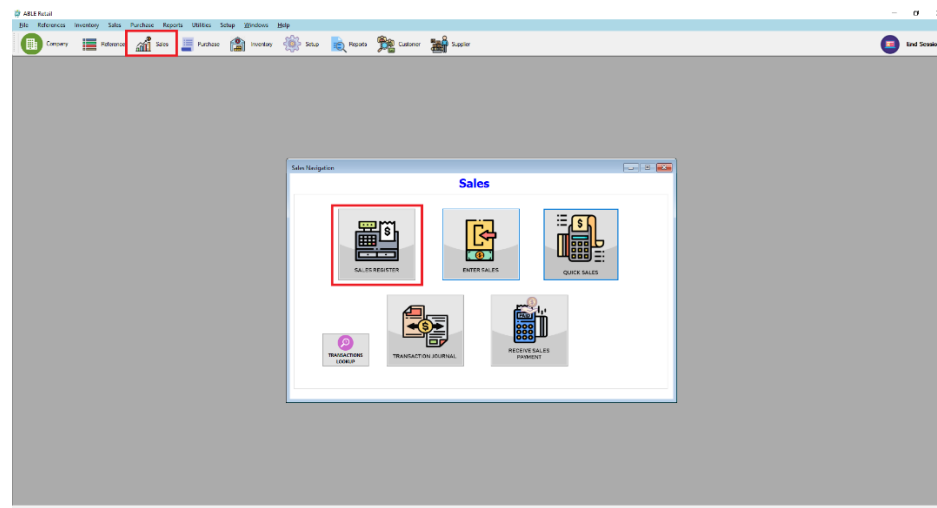
Note: Out of Balance must be zero to save the transaction.

5. Click **Record**.

4.6 Changing Status of a Sale

4.6.1 To change a quote to an order or invoice

1. Go to Sales Navigation Pane and click **Sales Register**.



2. Sales Navigation Pane will be displayed. Click the **Quotes** Tab.
3. Change the dates to filter the date of the sale.
4. Select the desired sales record to change and click
 - a. **Change to Order** if you want to change it to order.

- b. **Change to Invoice** if you want to change it to invoice.
5. Make necessary change if desired. For example, change the transaction date.
6. Click **Record**.

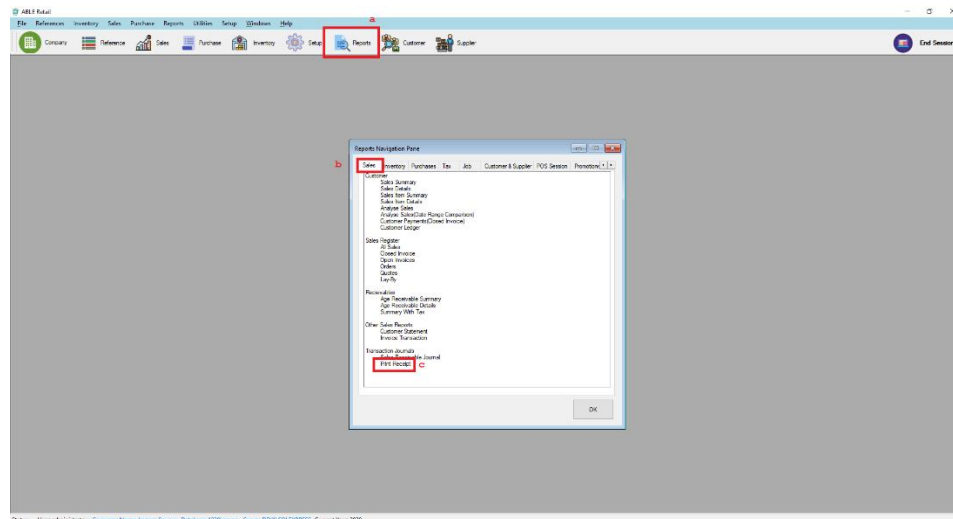
4.6.2 To change an order to invoice

1. Go to Sales Navigation Pane and click **Sales Register**.
2. Sales Navigation Pane will be displayed. Click the **Order** tab.
3. Change the dates to filter the date of the sale.
4. Select the desired sales record to change and click **Change to Invoice** if you want to change it to invoice.
5. Make necessary change if desired. For example, change the transaction date.
6. Click **Record**.

4.7 Printing Payment Receipt

Printing receive payment receipt.

1. To Print Payment Receipts.



- a. Click **Reports** tool strip.
- b. Click **Sales** tab
- c. Click **Print Receipt** then click **OK**.
2. Print Sales Receipts form will be displayed. Change the dates to filter the transactions.

3. Check the transactions you want to prints then click generate

Print Sales Receipts x


Transaction Date


From: 01/05/2020 ▼ To: 31/05/2020 ▼

a

	Payee	Payment Date	Amount
<div style="border: 1px solid red; padding: 2px;"><input checked="" type="checkbox"/></div> b	Customer Sample	13/05/2020	500

c

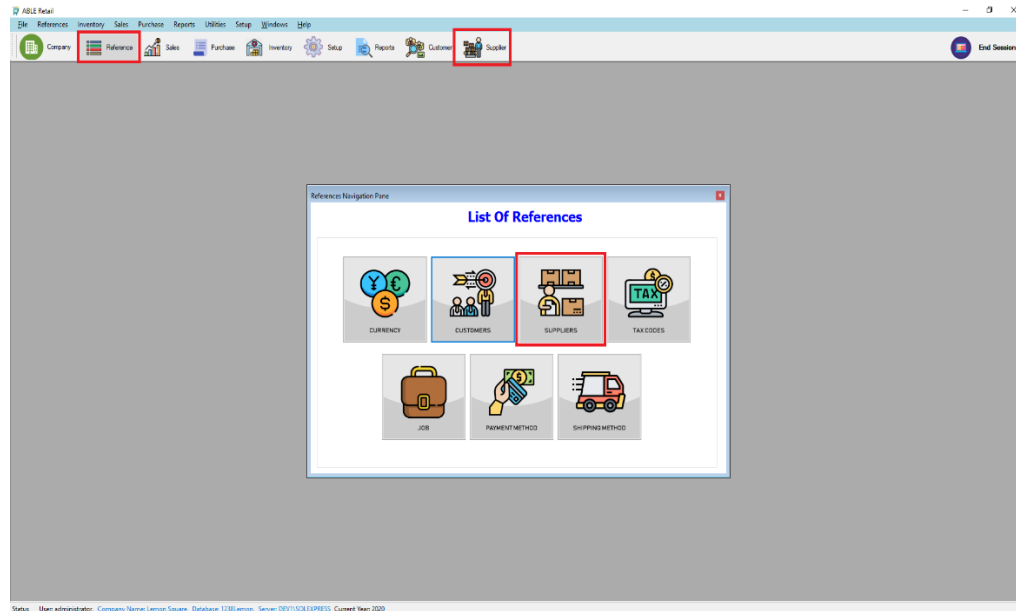
 **Generate**

 **Cancel**

5. Purchases

5.1 Creating a supplier profile

1. Go to **Reference** and click **Supplier** or click **Supplier** in the tool strip.



2. The Supplier list will be displayed. Click **ADD NEW**.

[illegible]

3. The add Supplier form will be displayed. Enter your supplier information. If the company has more contact information. Select Address 2 from the location list and enter the additional contact information. A company can enter five contact information.

Supplier

Supplier Info | Account Details | Payment Details | Transaction History | AP Payments

Profile Info

Company Name / Personal Name Supplier ID:

Supplier Number Active Status ☒ Yes Designation ☒ Company ☐ Individual

Contact Info

Location
Address 1: Bill to

Contact Person Email

Street Phone

City Fax

State Postcode Website

Country

Comments

Save Record

4. Go to Account Details Tab to enter your payment method will use to pay your supplier. Fill the necessary details then click **Save Record**.

Supplier

Supplier Info | Account Details | Payment Details | Transaction History | AP Payments

AP Balance: AP Balance:

GL Account Code Terms of Payment Cash Only

Tax Code Credit Limit 0.00

Freight Tax Code Balance Due Days 0

Use Supplier Tax Code ☒ Yes Discount Days 0

ABN Volume Discount % 0.00

ABN Branch Early Payment Discount % 0.00

GST ID Number Late Payment Charge % 0.00

Tax ID Number Account Comments

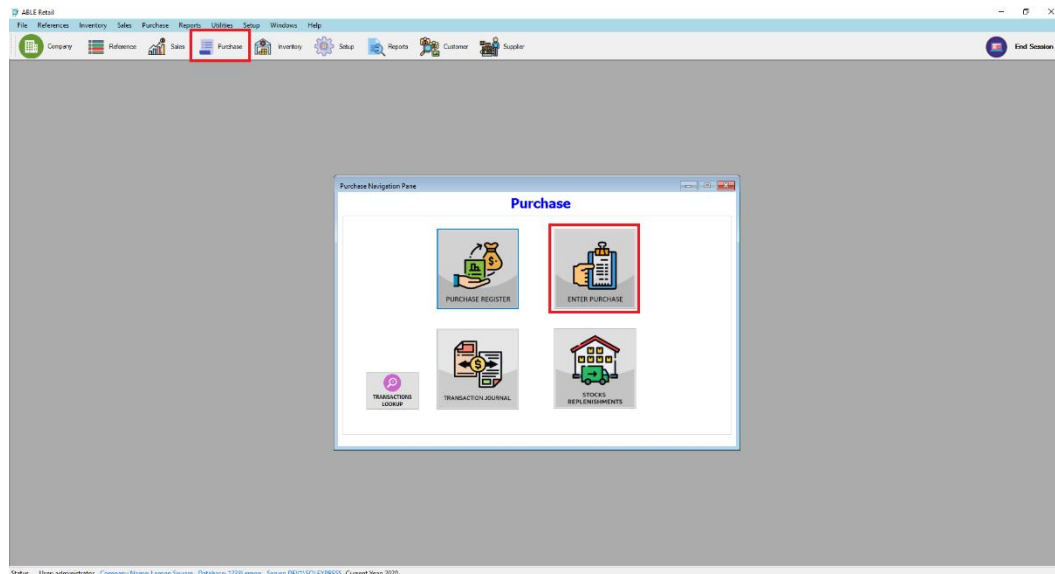
Payment Method

Shipping Method

Save Record


5.2 Entering Purchases

1. Click **Purchases** in the tool strip to show the Sales Navigation Pane then click **Enter Purchases**.



2. Enter Purchases form will be displayed.
3. Enter Supplier Details.

The screenshot shows the 'Enter Purchase' form. The form has a green header bar with 'ORDER' (labeled 'a'), 'Terms' with a dropdown arrow (labeled 'd'), and a 'Tax Inclusive' checkbox (labeled 'e'). The main form area has a 'Supplier' field with a document icon (labeled 'b') and a 'Ship to' dropdown menu (labeled 'c'). The 'Purchase #' field is empty. The 'PO Date' is set to '05/09/2020' (labeled 'f'). The 'Reference' field is empty. The 'PO Status' is 'New'.

- a. Type of Purchase is Order.
- b. Click the icon  in supplier field, the supplier profile lookup will appear and choose a supplier.
- c. [Optional] Default Ship to address is Address 1
- d. [Optional] Click **Terms** ➔ to change term for this purchase. Default value will be the value entered in supplier account details.
- e. [Optional] Check is purchase include tax.
- f. [Optional] Transaction Date change when transaction occurred.

4. Entering transaction lines of the sale. The illustration below shows the field for **Item Layout**.

Ordered Qty	Received To Date	Part Number	Description	Price	Discount	Amount	Job	Tax Code	TaxInclusiveAmount
a	b	c	d	e	f	g	h	i	j

- a. Quantity of item ordered from the supplier.
 - b. It's the receive date of an order.
 - c. Type or Double click to open Item lookup. Select the item you need to order.
 - d. Default is the description of the item. Can be change if you want.
 - e. Default price is Base Selling Price. Can be change if desired.
 - f. Percent of discount if desired to put a discount.
 - g. Amount is Auto compute depending on price, Ship Qty., and discount.
 - h. [Optional] Double click to display the Job Lookup to allocate the specific job.
 - i. Select the tax code of the transaction line. Default is the tax code of the item.
 - j. Tax Inclusive Amount of the Item Displayed
5. Click **Record** to save the purchase transaction or [Optional] Click **Save Recurring** if the transaction will be regularly recorded.

5.3 Receive Items & Approve Purchase Order

1. After Recording the Purchase Order the user must approve the transaction made, click the **Approve PO** Button in the lower left corner of the form.


The screenshot shows a Purchase Order form with the following elements:

- Comment:** A text input field.
- Ship Via:** A dropdown menu showing "C.O.D." with a document icon.
- Promised Date:** A date input field showing "05/09/2020" with a calendar icon.
- Buttons:** "Save Recurring" and "Use Recurring".
- Summary Section:**
 - Subtotal:** 9,599.00
 - Freight:** 0.00
 - Tax:** 959.90
 - Total Amount:** 10,558.90
 - Freight Tax Code:** GST
- Journal Memo:** Purchase; SM Mega Mall
- Action Buttons:** "Approve PO" (highlighted with a red box), "Receive Items", "Update", and "Remove".

Comment :	<input type="text"/>	Subtotal :	<input type="text" value="9,599.00"/>	Freight Tax Code
Ship Via :	<input type="text" value="C.O.D."/> 	Freight :	<input type="text" value="0.00"/>	<input type="text" value="GST"/> 
Promised Date :	<input type="text" value="05/09/2020"/> 	Tax :	<input type="text" value="959.90"/>	
<input type="button" value="Save Recuring"/> <input type="button" value="Use Recuring"/>		Total Amount :	<input type="text" value="10,558.90"/>	

Journal Memo:

[illegible]

Received Date :	<input type="text" value="05/09/2020"/>	
Supplier Invoice:	<input type="text"/>	
Reference:	<input type="text"/>	

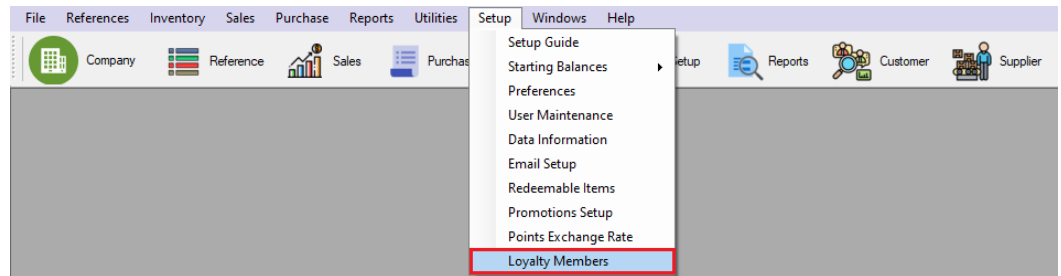
CANCEL

RECEIVE

6. Promotion & Loyalty

6.1 Creating Loyalty Member

1. Click **Setup** in tool strip menu bar then click the **Loyalty Member**.



2. The Loyalty Member List Will Show and Click the **Add New** In the Lower Right corner to create a new loyalty member.

A screenshot of the 'Loyalty Members' window. It features a search bar with a 'Search By' dropdown (set to 'Name') and a 'Search' button. Below the search bar is a table with columns: Number, Name, City, State, Post Code, Country, Start Date, End Date, and Active. The table is currently empty. At the bottom right, there is a green '+ ADD NEW' button. At the bottom left, there are 'DELETE' and 'REFRESH' buttons. The window title is 'Loyalty Members'.

3. Fill up all fields to record credentials.

Member

Member Info

Member Name Customer ID:

Member Number Customer

81EKDY1Q [Icon]

Status

☒ Active

Membership Start Date Membership End Date

05/09/2020 05/09/2020

Contact Info

Location : Main

Street

City

State Postcode

Country Email

Phone

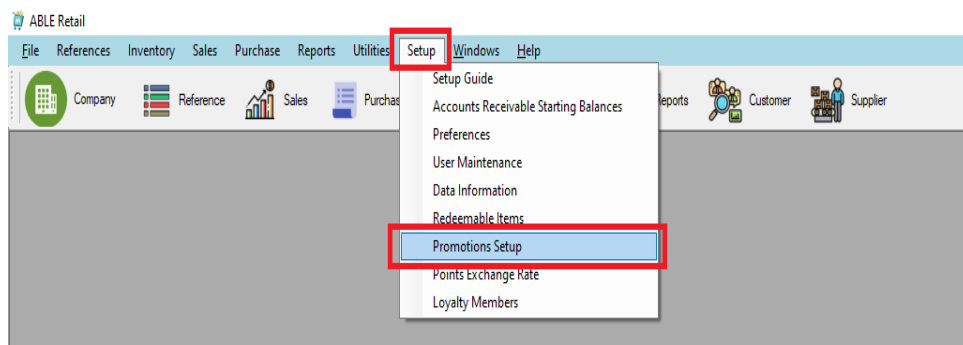
Fax

Save Record

- a. Enter the Name of the member.
- b. Click the icon in Customer field, the customer profile lookup will appear and choose a customer.
- c. [optional] Fill up Location Credential to record the address of the member.

6.2 Creating Promos

1. Click The **Setup** Tool Strip menu Button the click the **Promotion Setup**.



2. Promotion Setup Guide

2.1 Details Tab

Promotions Setup

Details | Categories | Inventory Items | Supplier | Brand

Promo Type : a

Reward : b

Points : c

Promo Code : d

Date Range : 05/09/2020 to 05/09/2020 e

☐ For loyalty member f

☐ For specific customer g

☐ Active h

Reward	Points	Promo Code	Start Date	End Date	Active
--------	--------	------------	------------	----------	--------

+ Add New Refresh Delete Edit Save

a. Select a Promotion Type

- Default
- Buy Quantity(x)
- Buy Amount(x)

b. Rewards is dependent to the promotion type

1. Default

- Point(x)
- Point(x) Percentage
- Point(x) Percentage Profit

2. Buy Quantity (X)

- Free Product - Then select items that are going to be free if the item is in this promo.

Promo Type : Buy Quantity (X)

Reward : Free Product

Number of Items : 1

Promo Code : A1B2C3D4

Date Range : 05/09/2020 to 05/09/2020

☒ For loyalty member

☐ For specific customer

Select Items

☒ Active

Free Products

Part Number	Item Name	Quantity	Price	TotalPrice
125433	Sony A6400	1	₱9,198.67	₱9,198.67

Remove Cancel Save

Double click the part number column and save to record free product items

- ii. Fixed (x) Discount
- iii. Percent Discount
- iv. Price(x)

3. Buy Amount (x)

- a. Percentage (x) Discount From List

c. This also depends on the selected Promotion and Rewards selected.

1. Promotion Type is Default and reward is "points (x)" this field will turn in points field
2. Promotion Type is Default and reward "Points (X) percentage" this field will turn in Points % field same with the Points (X) percentage profit reward.
3. Promotion Type is Buy Quantity(x) and reward is "Free Product" this field will be number of items that are free.
4. Promotion Type is Buy Quantity(x) and reward is "Fixed (X) Discount" this field will be discount amount.
5. Promotion Type is Buy Quantity(x) and reward is "Percentage Discount" this field will be discount percent.
6. Promotion Type is Buy Quantity(x) and reward is "Price (X)" this field will be Price.
7. Promotion Type is Buy Amount (X) and reward is "Percentage (X) Discount From List" this field will be Discount percent.

d. This will indicate the promo code of the promo.

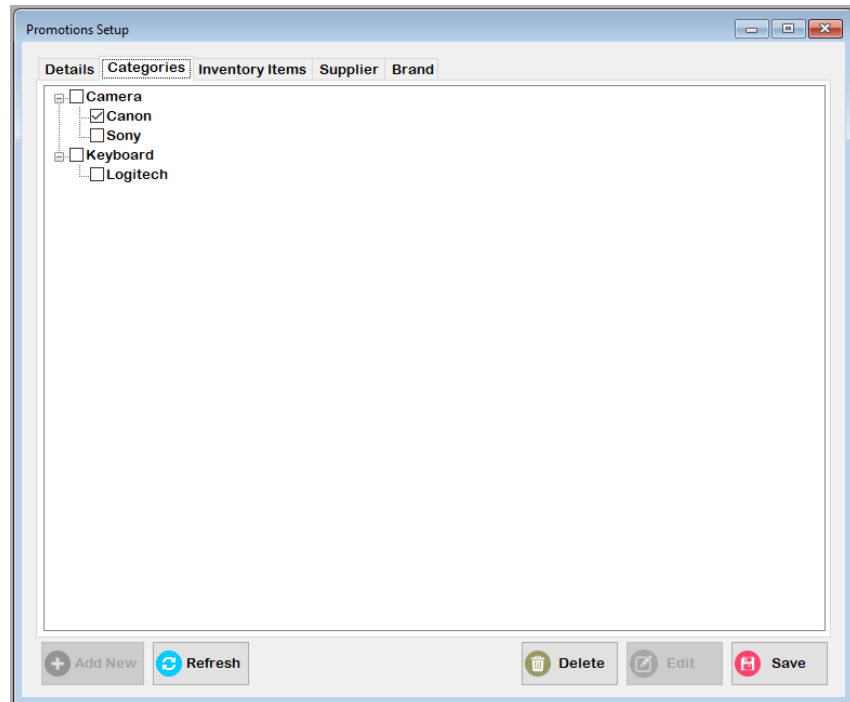
e. select the date range of the promo

f. check this if this promo is for loyalty member only

g. specify a customer for this promo

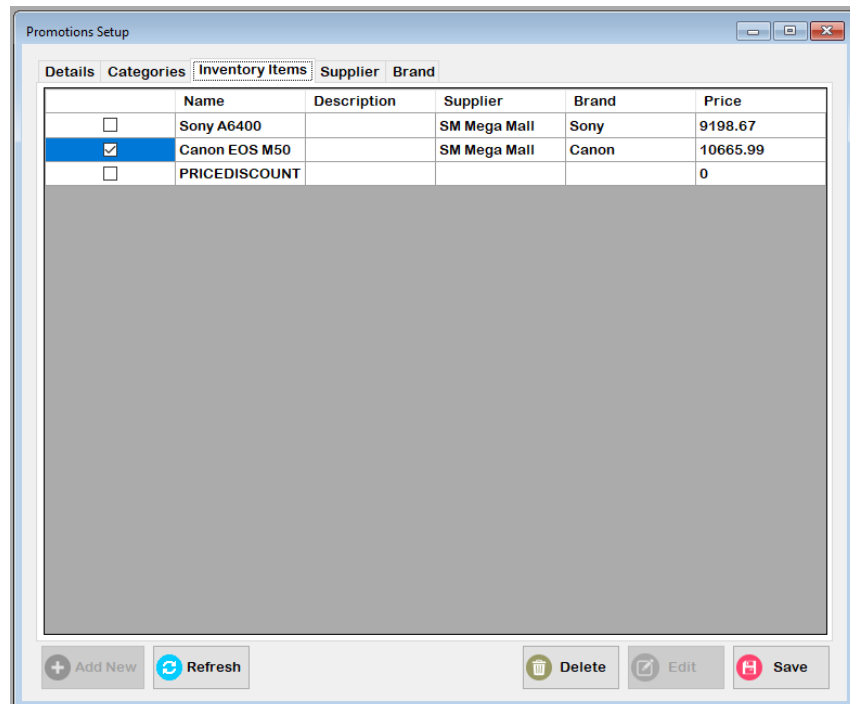
h. Check this to specify if the promo is active or inactive.

2.2 Category Tab



- Select the category that will be applied in this promo

2.3 Inventory Items Tab



- Select the items that is applied in this promo

2.4 Supplier

Tab

The screenshot shows the 'Promotions Setup' window with the 'Supplier' tab selected. The window has a title bar with standard OS controls. Below the title bar are five tabs: 'Details', 'Categories', 'Inventory Items', 'Supplier' (active), and 'Brand'. The main area contains a table with the following columns: 'Supplier Name', 'Account', 'Phone', and 'City'. The first row is highlighted in blue and contains the text 'SM Mega Mall', an empty 'Account' field, '0915-568-8656', and 'Baguio City'. Below the table is a large grey rectangular area. At the bottom of the window are five buttons: 'Add New' (with a plus icon), 'Refresh' (with a circular arrow icon), 'Delete' (with a trash can icon), 'Edit' (with a pencil icon), and 'Save' (with a floppy disk icon).

Supplier Name	Account	Phone	City
SM Mega Mall		0915-568-8656	Baguio City

- Select the supplier that is applied in this promo

2.5 Brand Tab

The screenshot shows the 'Promotions Setup' window with the 'Brand' tab selected. The window has the same title bar and tabs as the previous screenshot. The main area contains a table with the following columns: 'Brand' and 'Item Name'. The first row is 'Sony' with 'Sony A6400'. The second row is highlighted in blue and contains 'Canon' with 'Canon EOS M50'. The third row contains an empty 'Brand' field and 'PRICEDISCOUNT'. Below the table is a large grey rectangular area. At the bottom of the window are the same five buttons as in the previous screenshot: 'Add New', 'Refresh', 'Delete', 'Edit', and 'Save'.

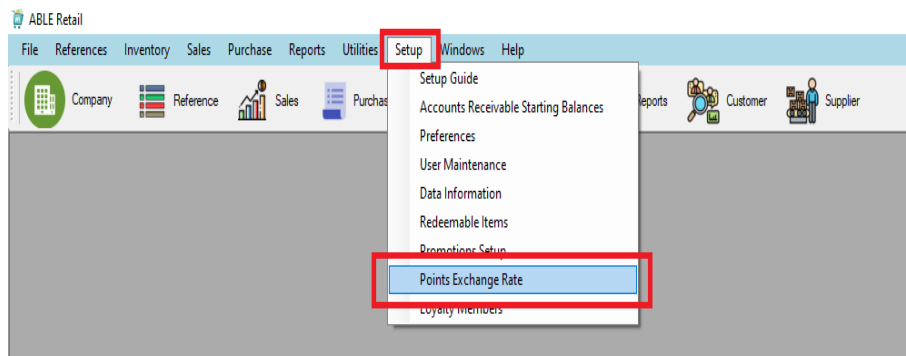
Brand	Item Name
Sony	Sony A6400
Canon	Canon EOS M50
	PRICEDISCOUNT

- Select the brand that is applied in this promo

3. Click The Save Button to record all applied in this promo.

6.3 Points Exchange Rate

1. Click Setup in tool strip menu bar then click the Points Exchange Rate.



2. Point Exchange Rate Guide

A screenshot of the 'Points Exchange Rate' dialog box. It has a title bar with minimize, maximize, and close buttons. The dialog contains three input fields: 'Customer' with a document icon (labeled 'a'), 'Points' with a spinner (labeled 'b'), and 'Amount' with a spinner (labeled 'c'). Below these fields is a table with three columns: 'Customer Name', 'Points', and 'Amount'. The table is currently empty. At the bottom of the dialog are five buttons: '+ Add New', 'Refresh', 'Delete', 'Edit', and 'Save'.

- a. Click the icon in Customer field, the customer profile lookup will appear and choose a customer.
- b. Specify points to convert in amount
- c. Specify the amount per points

7. Transactions

7.1 Finding Transactions

7.1.1 Using Transaction Lookup

7.1.2 Using Sales Register

- c. Go to **Sales Navigation Pane** and click **Sales Register**. The Sales Register will be displayed.
- d. Filter your search using the **Search by** function. For example, you can change the drop down box to search for a

specific customer, adjust the date range for more specific result. You can view the transaction detail by double clicking the selected transaction.

7.1.3 Using Purchase Register

- a. Go to **Purchase Navigation Pane** and click **Purchase Register**. The Purchase Register will be displayed.
- b. Filter your search using the **Search by** function. For example, you can change the drop down box to search for a specific supplier, adjust the date range for more specific result. You can view the transaction detail by double clicking the selected transaction.

7.1.4 Using Item Register

- c. Go to **Inventory Navigation Pane** and click **Item Register**. The Purchase Register will be displayed.
- d. Filter your search using the **Search by** function. For example, you can change the drop down box to search for a specific item, adjust the date range for more specific result. You can view the transaction detail by double clicking the selected transaction.

7.2 Changing or Deleting Transaction

7.2.1 Changing Transaction

Only **Order** transactions can be deleted.

- a. Go to Sales Register and go to **Order** tab.
- b. Search for the transaction to be edited using the filters.
- c. Double click the transaction to be edited.
- d. Edit the details you want to change and click **Update**.

7.2.2 Deleting Transaction

Only Quote transactions can be deleted.

- a. Go to Sales Register and go to **Quotes** tab.
- b. Search for the transaction to be deleted using the filters.
- c. Select the transaction and click **Delete**.

7.3 Reversing Transaction

Only **Invoice** transactions can be deleted.

- a. Go to Sales Register and go to **Invoice** tab.
- b. Search for the transaction to be edited using the filters.
- c. Double click the transaction to be edited.
- d. Edit the details you want to change and click **Reverse**.

7.4 Recurring Transaction

Recurring transactions are transaction you record regularly.

7.4.1 To create new recurring transaction

1. Enter Transaction Detail in a Transaction window. For example, Sales Transaction.
2. Click **Save Recurring**.
3. Edit Recurring Schedule, Such as Frequency of transaction, Notification schedule.
4. Click **Save**.

7.4.2 To use existing transaction as Recurring

1. Find the transaction and load the transaction. see 7.1 Finding Transaction.
2. Click **Save Recurring**.
3. Edit Recurring Schedule, Such as Frequency of transaction, Notification schedule.
4. Click **Save**.

7.4.3 Recording Recurring transaction

1. Go to **To Do List** in **Utilities**.
2. Select the appropriate Recurring tab.

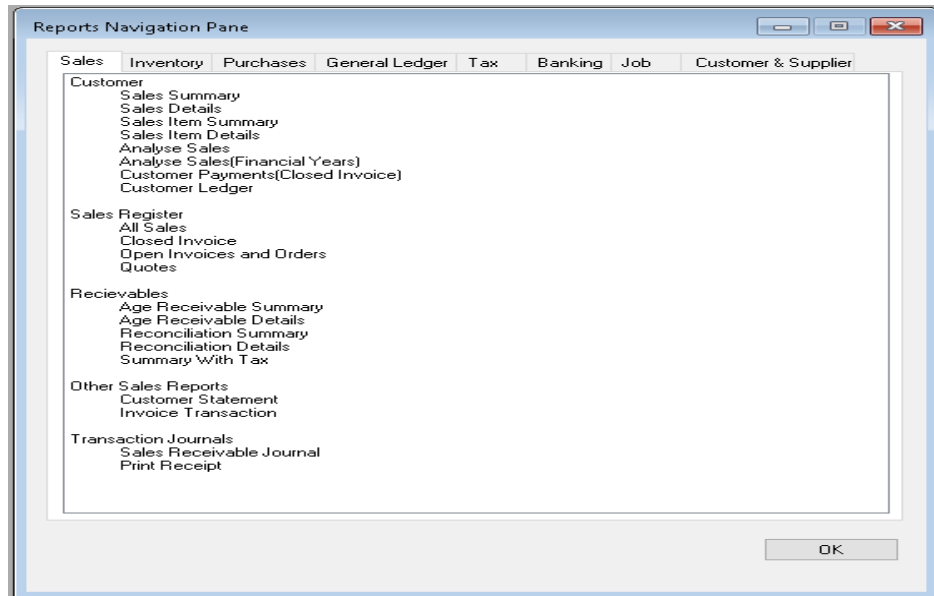
8. Reports

To display and print report.

1. Click the **Reports** tool strip.



2. The **Report Navigation Pane** will be displayed. Search for the report of the desired print then click **OK**.

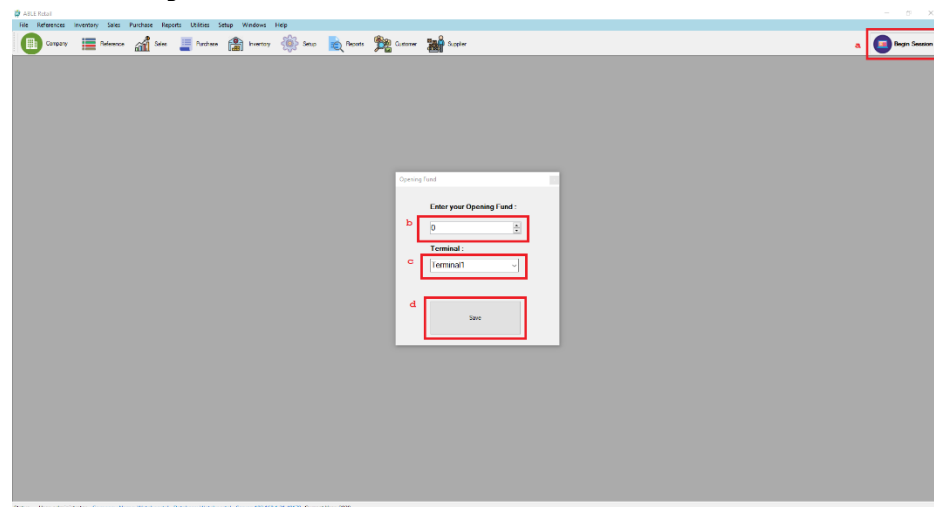


3. A Report Customizer will be displayed. Filter the data you want to be displayed, For example, transaction date, sales status. Then click **Print**.
4. [Optional] Display the data before printing or export as an excel file.

9. Sessions

9.1 Starting a Session

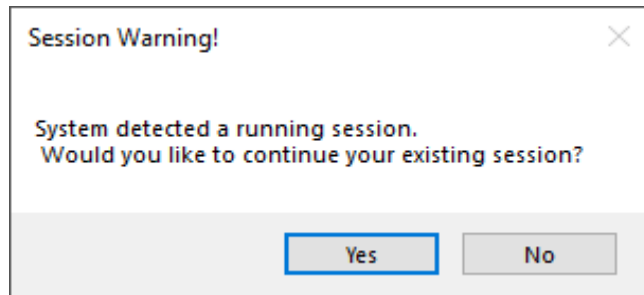
9.1.1 Starting a new session to create transactions.



- a. Click **Begin Session**.
- b. Opening Fund in the cash drawer.
- c. Select the terminal to use.

d. Save to start the session.

9.1.2 Continuing existing session.

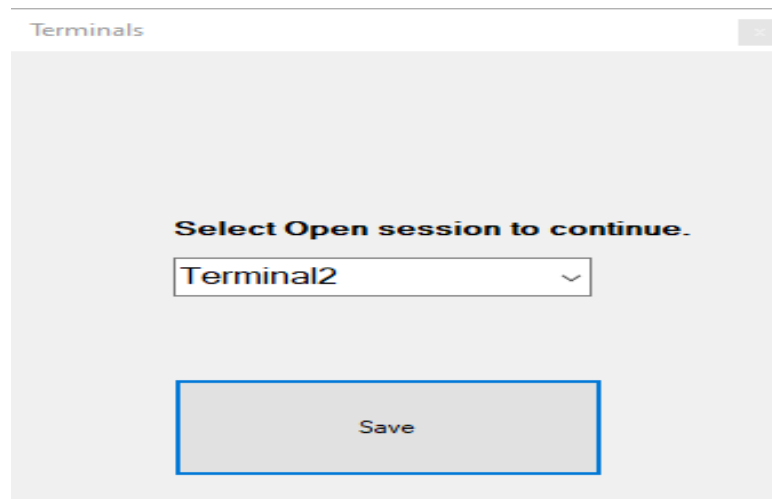


a. Click **Begin Session**.

*A message box will show if there is a terminal with an open session with no user.

b. Click **Begin Session**.

c. Chose **Yes** to show list of existing sessions.



d. Select the terminal to use.

e. Save to continue the session.

9.2 Ending a Session

Ending a session at the end of shift.

The screenshot shows the 'Session Transactions' window. It is divided into three main sections: a large table on the left (labeled 'a'), a central control panel (labeled 'b'), and a table on the right (labeled 'c').

Section a: A table with columns: Invoice #, Total Amount, Total Paid, Balance.

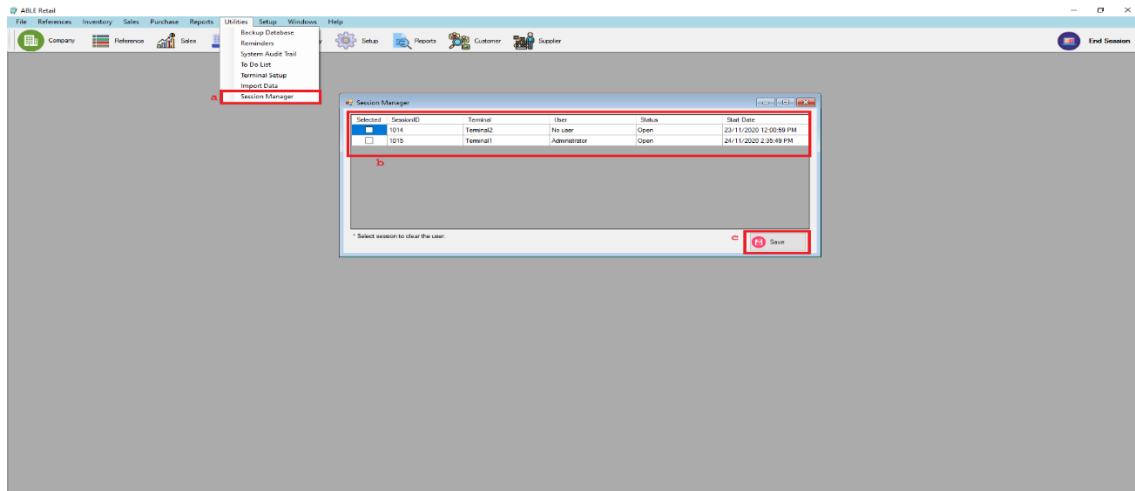
Section b: Contains input fields for 'Opening Fund' (0.00), 'Sales Total Amount' (0.00), and 'Float' (0.00). Below these is an 'End Session' button (labeled 'd') and a 'Reports to Display' section (labeled 'e') with four checked checkboxes: 'Session Summary Report', 'List of Transactions By Payment Method', 'List of Transaction By Entry Date', and 'List of A/R Payments'.

Section c: A table with columns: Payment Methods, Amount, Total Count, Discrepancy.

- a. Display all the sale in the session.
- b. Shows the opening fund, Total Sales, Float. In the session.
- c. Summarize the sales of the sale per payment method.
Note: Cannot end the session without entering the total count per payment method.
- d. **End Session**
- e. Print the Report at the end of sale. Uncheck the back to not display the report.

9.3 Session Manager

Manage terminals with running session that are forcefully closed.

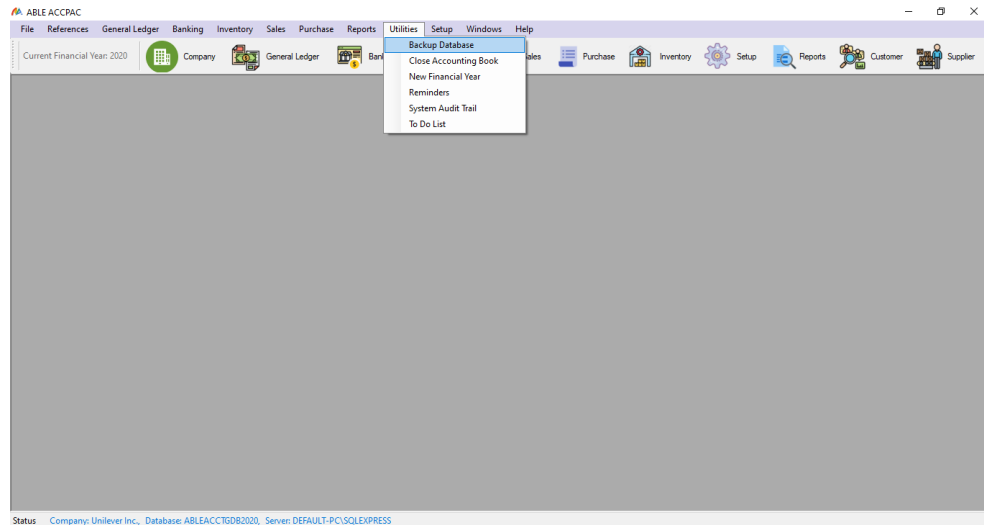


- a. Under **Utilities**. Select **Session Manager**.
- b. Select the session by checking in the selected column.
- c. Save.

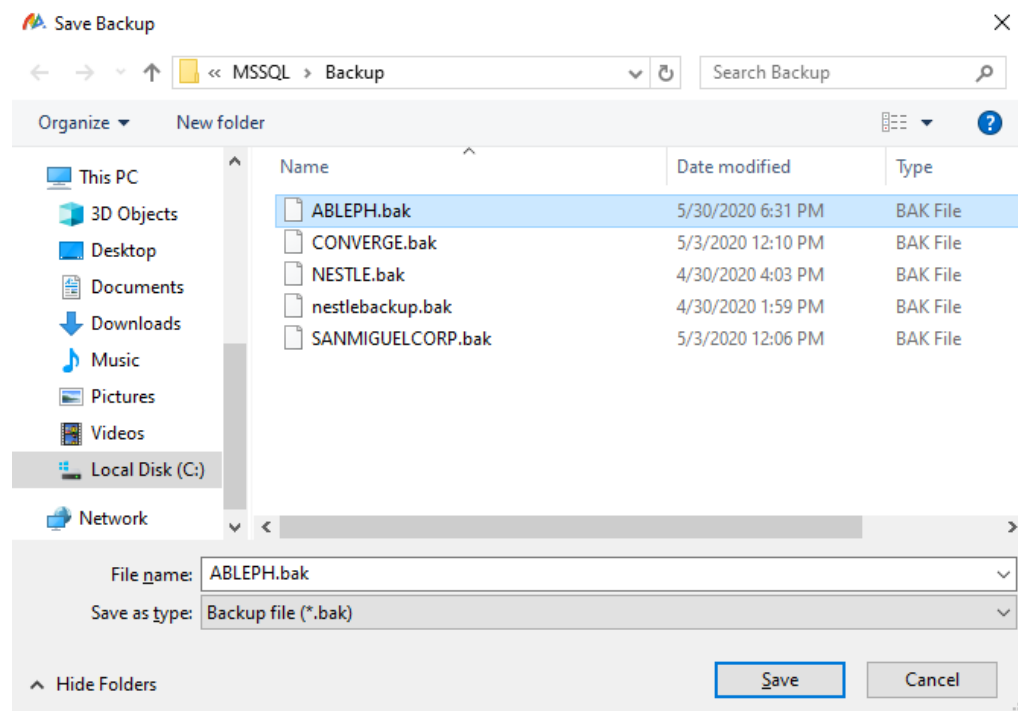
10. Backup Database

To save your existing database and to restore database for future purposes.

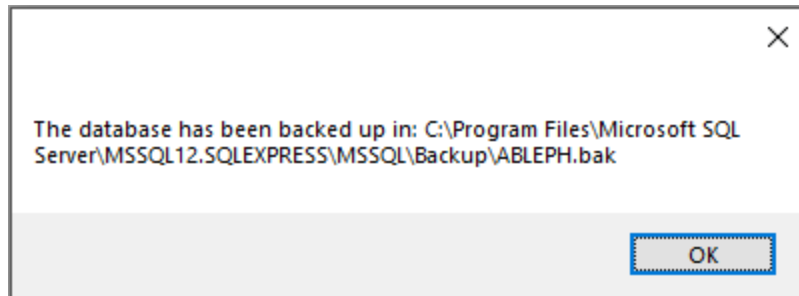
1. Click the utilities under the main tool strip.



Then click the backup database to save your existing database



Click the save button.

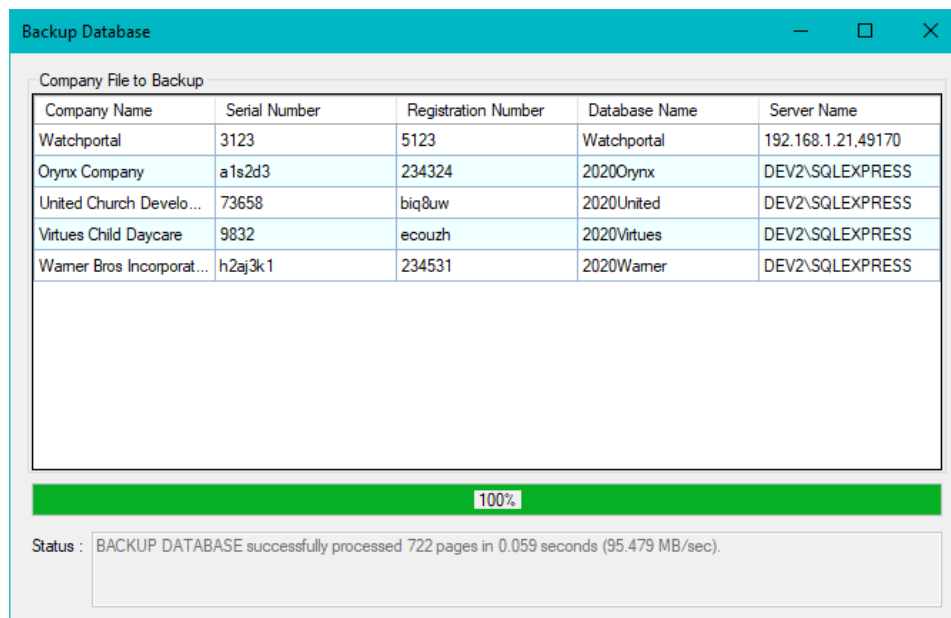


This will appear if the database file has been successfully saved.

Note: You should specify that the folder you are saving is rooted in the SQL server folder under your program files directly to the backup folder where the SQL management tools backup function is allocating your database file or your .bak file. See example in the picture.

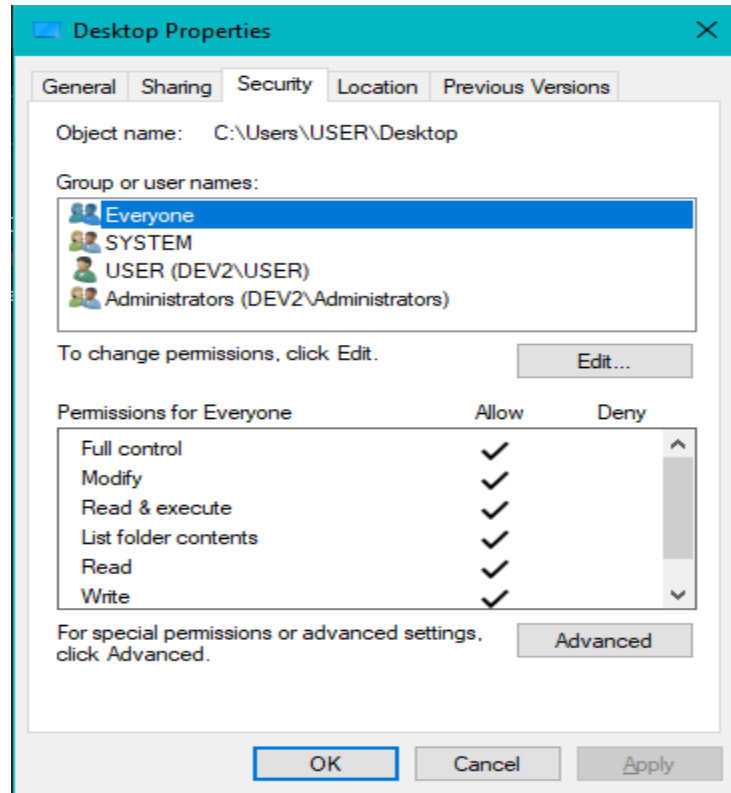
10.1 Auto Backup Database Tool

- This tool helps you to backup all existing database on your current server.



Note: -Make sure that all database are in your server
 -Saving the .bak file in a specified folder should have an Authenticated user permission e.g. Right click the specified folder then go to the security tab. See example below.

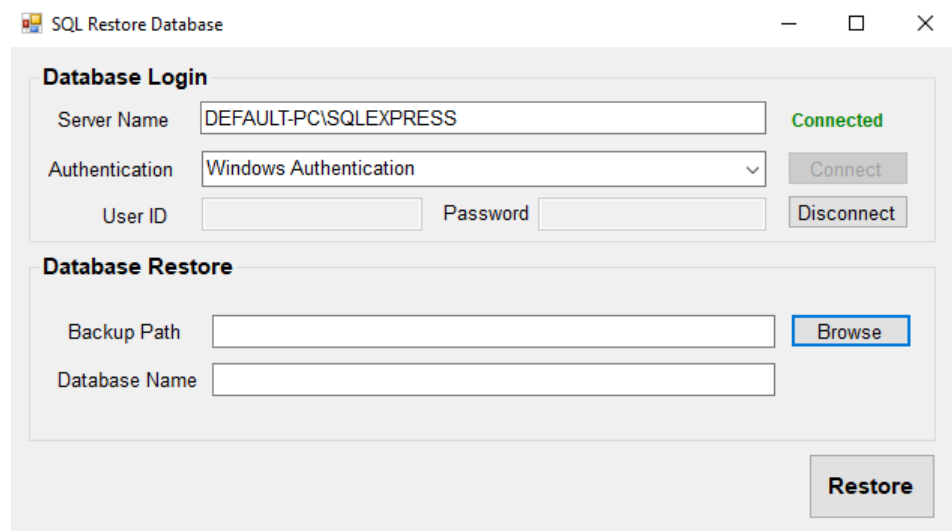
-Make sure that the added authenticated user has a full control on the specified folder.



11. SQL Restore DB

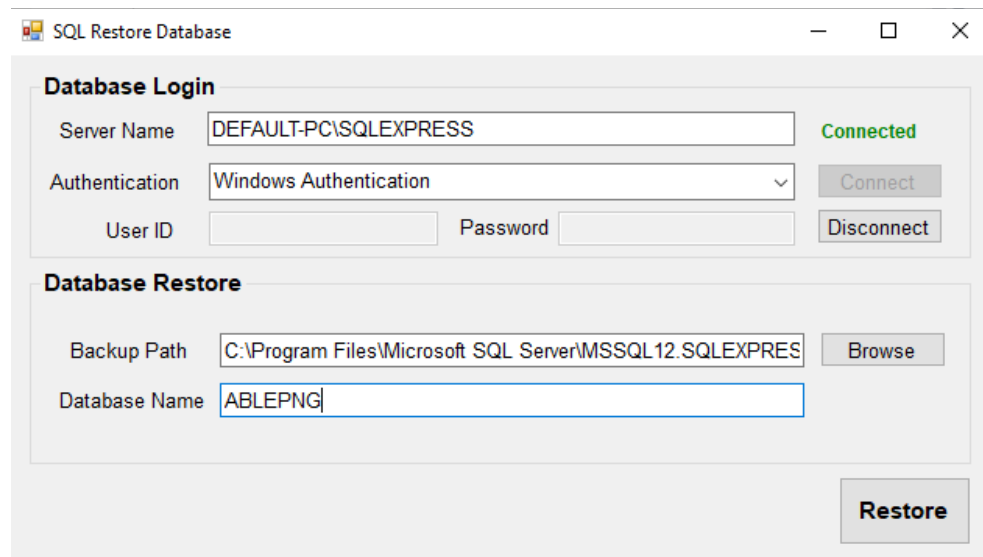
To Restore Existing DB and to use for future purposes.

1. First you should specify the server authentication and your server name in your SQL management tools.



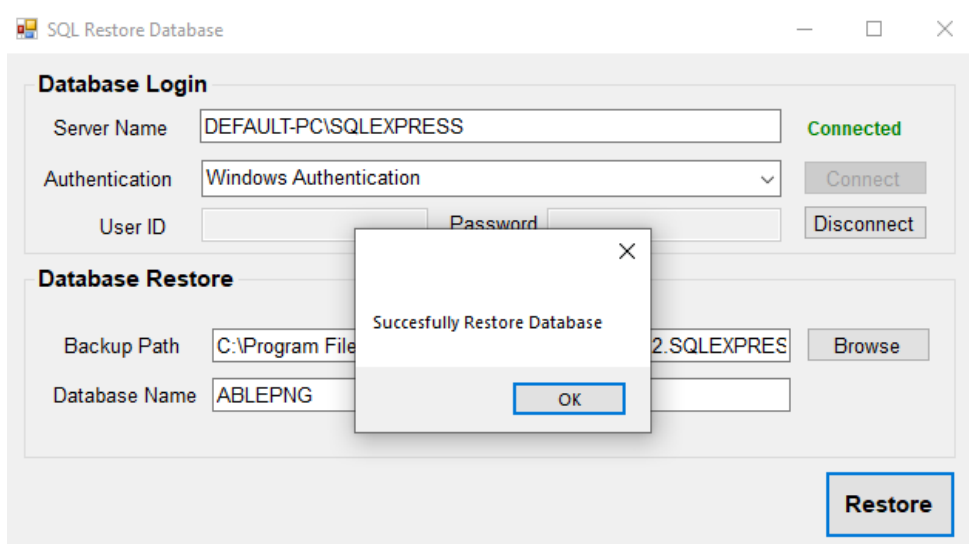
Then hit the connect button.

2. After connecting you browse the database file or the .bak file that has been save in the SQL server folder under your program files directly to the backup folder where the SQL management tools backup function is allocating your database file.



The screenshot shows the 'SQL Restore Database' window. It has two main sections: 'Database Login' and 'Database Restore'. In the 'Database Login' section, 'Server Name' is 'DEFAULT-PC\SQLEXPRESS', 'Authentication' is 'Windows Authentication', and the status is 'Connected'. There are 'Connect' and 'Disconnect' buttons. In the 'Database Restore' section, 'Backup Path' is 'C:\Program Files\Microsoft SQL Server\MSSQL12.SQLEXPRES', 'Database Name' is 'ABLEPNG', and there is a 'Restore' button at the bottom right.

Then name your database to the company you want which you will create later on in the company profile editor. Then click the restore button



This screenshot shows the same 'SQL Restore Database' window as before, but with a small dialog box in the center that says 'Successfully Restore Database' with an 'OK' button. The 'Restore' button in the main window is also highlighted with a blue border.

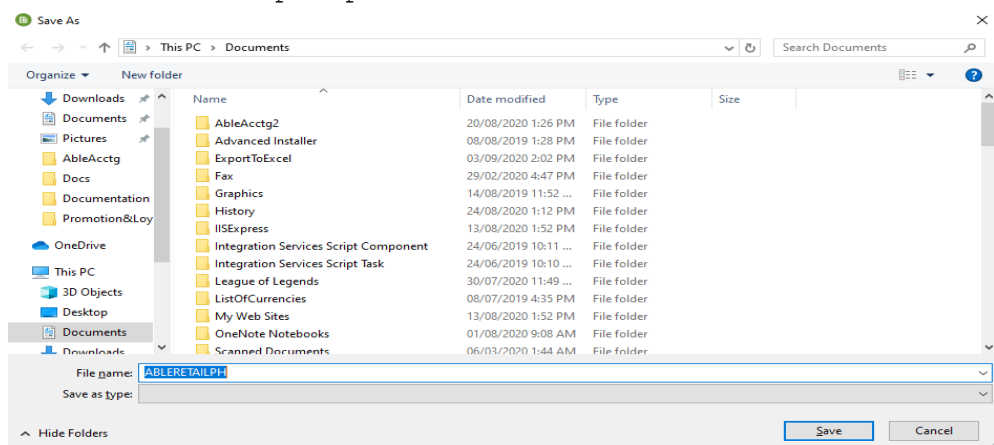
12. Company Profile Editor

To Save and to Restore company file created by the user

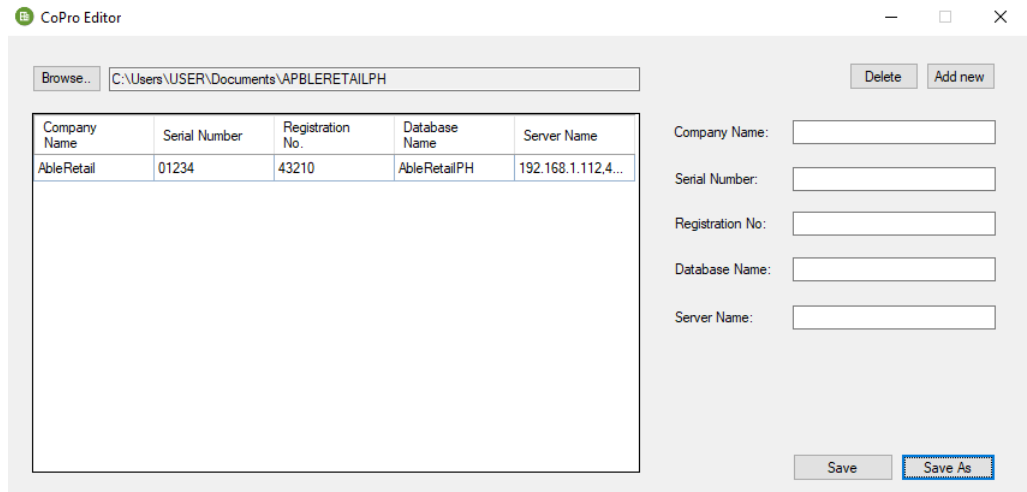
1. Click **Add New** button to create new company file

The screenshot shows the CoPro Editor application window. On the left, there is a table with the following headers: Company Name, Serial Number, Registration No., Database Name, and Server Name. The table is currently empty. To the right of the table, there is a form with the following fields: Company Name (AbleRetail), Serial Number (01234), Registration No. (43210), Database Name (AbleRetailPH), and Server Name (192.168.1.112,49170). Above the form, there are buttons for 'Delete' and 'Add new'. Below the form, there are buttons for 'Save' and 'Save As'. The 'Add new' button is highlighted in red.

2. And then Click **Save As** to create the file for the company, which will prompt the user to name the file.

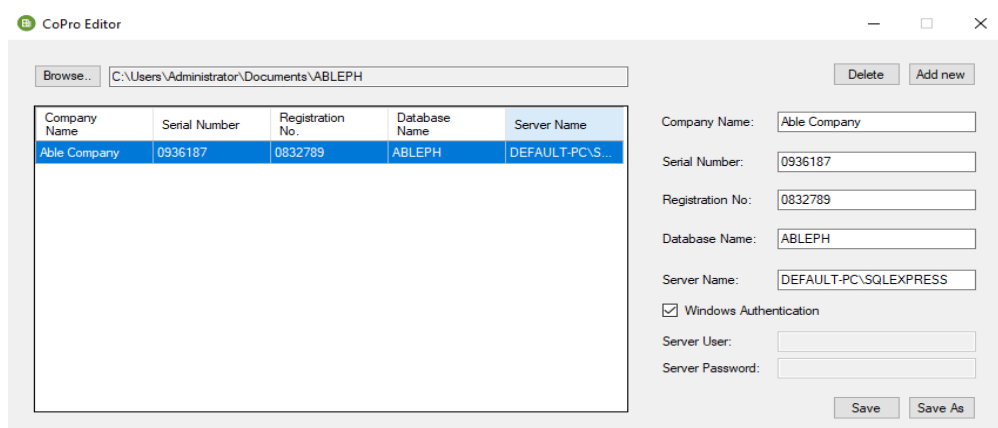
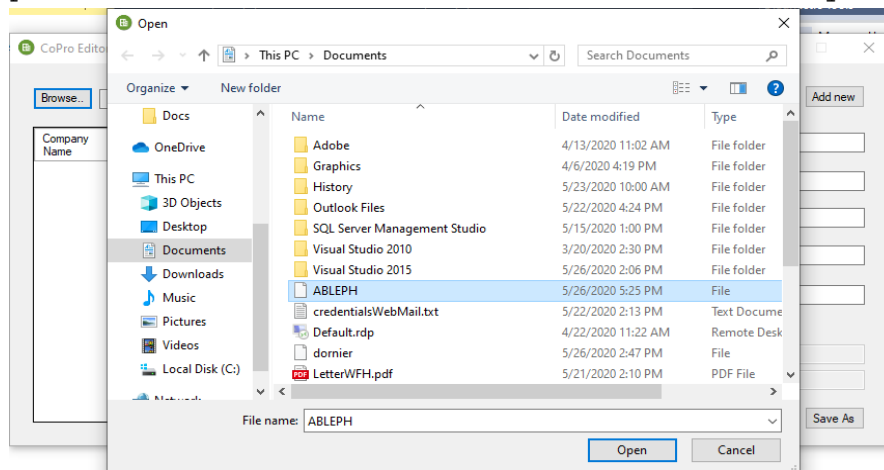


- Company file created successfully



3. Restoring Company File

- Click the Browser Button to select the Created company profile which was saved as a file in your computer.



13. Journal Export Tool

This Form allows you to export journals from **able retail** to **able accounting**

Accpac Export Tool

Able Retail

a Server Name : 192.168.1.21,49170 e Date Range : 07/09/2019 to 07/09/2020

b Database Name : 11111Nescafe ☒ Consolidate same account f Transaction: Sales g Type

ACCPAC

c Server Name : 192.168.1.112,49170 d Database Name : NIDOCOMPANY ☒

Date	Memo	Transaction No	Account No	Account Name	Debit	Credit	Job
03/08/2020 ...	Sale; 7eleven	SI00000001	1-1000		52.63		
03/08/2020 ...	Payment;7eleven	SP00000001	1-1000		60		
06/08/2020 ...	Sale; 7eleven	SI00000002	4-1000		52.63	102.63	102.63
06/08/2020 ...	Sale; 7eleven	SI00000003	4-1110		2205.23	2155.23	2155.23
06/08/2020 ...	Sale; 7eleven	SI00000004	4-1120		1052.6		
06/08/2020 ...	Payment;7eleven	SP00000002	4-1120		1105.23		
11/08/2020 ...	Payment;7eleven	SP00000022	4-1130		157.89		
11/08/2020 ...	Sale; 7eleven	SI00000023	4-2000		307.89	307.89	307.89

3. Insert the Able Retail server name and the data base name and check for connection to the database.
 - a) This field specify the **server name** used in able retail system.
 - b) This field specify **database name** to be used on exporting the data of journal entries to able accounting database.
4. Insert the AccPacc server name and the data base name and check for connection to the database.
 - c) This field specify the **server name** used in able accounting system.
 - d) This field specify the **database name** to be exported from able retail.
5. Set the data range of the transaction to be exported and other filters.
 - e) Select the Date Range of the transaction date of the sales, purchase, or both.
 - f) Check if all accounts are the same to consolidate the transactions.

- g) Select the transaction you want to export, such as Sales, Purchase or Both.
6. Then Click the Export Button on lower right corner of the form to export the data displayed on the data grid. You can also print this data by clicking the print button on the lower right corner of the form

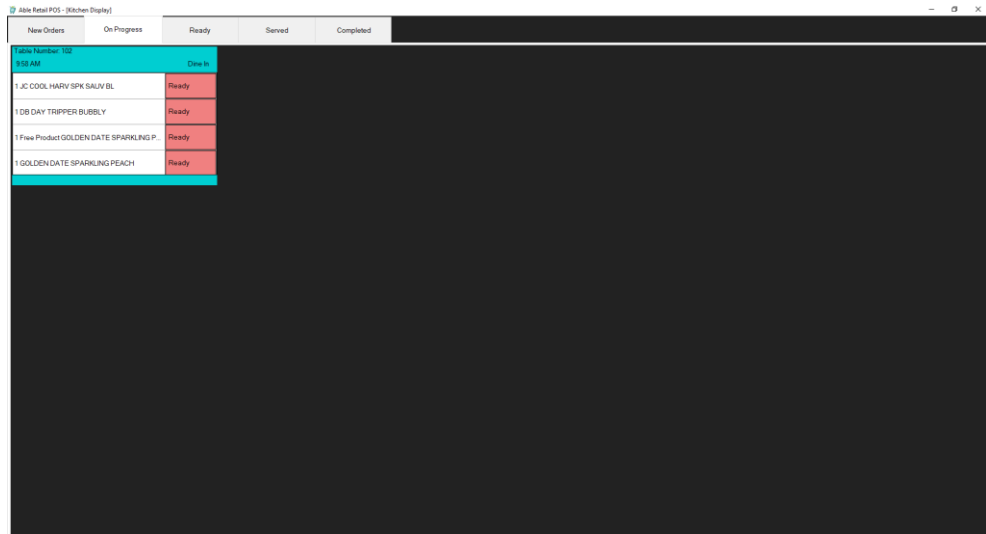
14. Kitchen Display

Display the orders to the kitchen and to update the status of the orders.

New Orders	On Progress	Ready	Served	Completed
Table Number: 45 11:37 AM Dine In 1 JC SPARK MOS ROSA 1 VUEVE CUQUOTCHAMPAONE In Progress	Table Number: 78 11:45 AM Dine In 1 GOLDEN GATES PARKLING PINK 1 GOLDEN DATE SPARKLING PEACH In Progress			
Table Number: 25 11:43 AM Dine In 1 OMN BLACK LABEL SPARKLING 1 YELLOW GLEN YELLOW 1 KILLAWARA BRUT SPARKLING In Progress				
Table Number: 35 11:31 AM Dine In 1 YELLOW GLEN YELLOW 1 KILLAWARA BRUT SPARKLING 1 LINDENHARD BIN 25 CHARDONNAY In Progress				

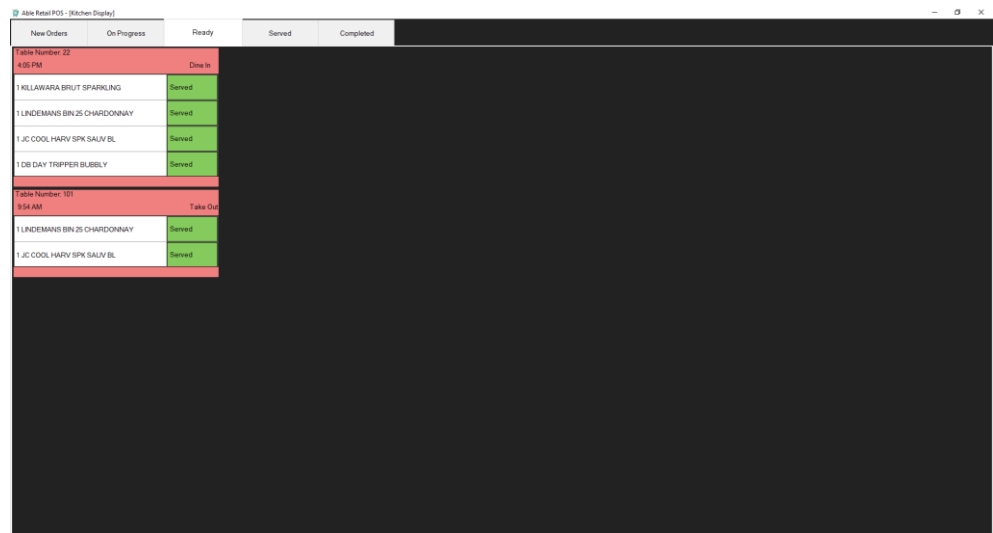
New Orders

This tab displays new orders that are not yet being prepared. It also refreshes every minute. Click the **In Progress** button **if** the order is going to be prepared.



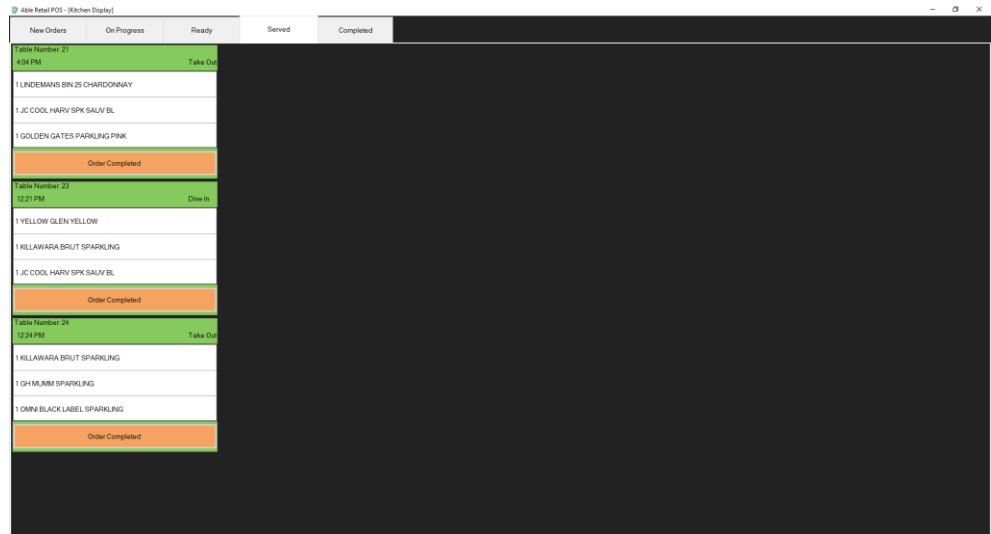
On Progress

Displays the all the ordered items per table. Click **Ready** if the item is prepared and ready to be served.



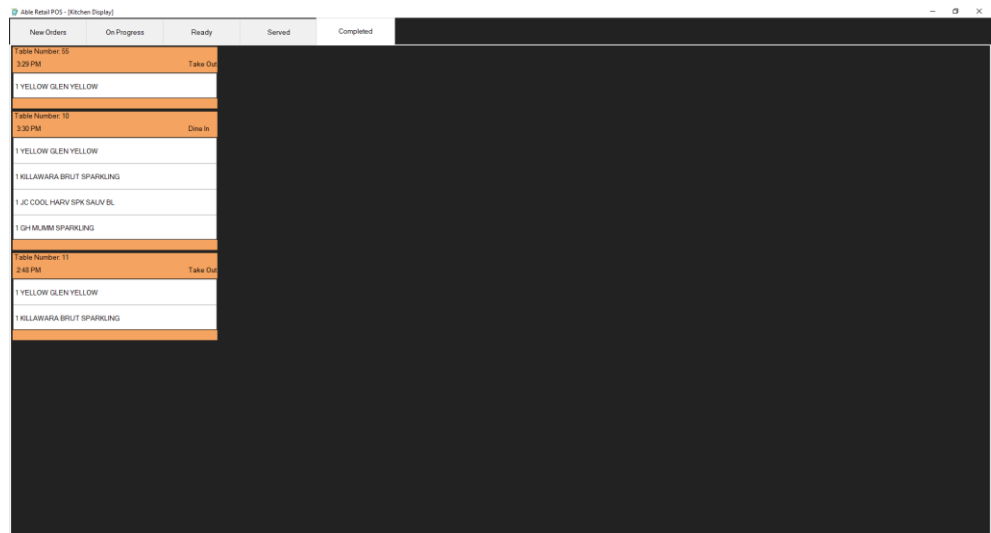
Ready

Displays the items that is ready and waiting to be served. Click **Served** if the item is served to the customer.



Served

Display the item that is served and the Order Completed button will be displayed if all the item of that order is served. Click the Order Completed button to update the order status.



Completed

Display the orders that is completed and all the item that is ordered by the customer is served to them.