



CALCIUM SOLUTIONS & TECHNICAL CONSULTANCY

RETAIL MANAGEMENT SYSTEM  
**RMS**

V 1.0.1.3114

USER GUIDE

## DOCUMENT REVISION CONTROL

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# TABLE OF CONTENTS

DOCUMENT REVISION CONTROL.....	II
TABLE OF CONTENTS.....	III
LIST OF FIGURES.....	V
1.0 PREQUISITES.....	1
2.0 INSTALLATION.....	1
2.1 Installing SQL Express.....	1
2.2 Installing/Updating .Net Framework to 4.0. 1	
2.3 Installing Calcium RMS.....	1
3.0 GETTING STARTED .....	3
3.1 First Run .....	3
3.1.1 Changing Admin Password.....	5
3.1.2 Changing Software Language.....	7
3.2 Trial Version.....	9
3.3 Activating the System .....	10
4.0 SCREENS.....	13
4.1 Main Screen .....	13
5.0 HOW TO INVENTORY.....	14
5.1 How to Add New Item .....	14
5.1.1 Adding item without barcode .....	14
5.1.2 Adding item connected to electronic weight 15	
5.1.3 Adding new item type.....	16
5.1.4 Adding New Item Category .....	17
5.1.5 Adding New Vendor.....	17
5.1.6 Adding New Tax Level .....	18
5.1.7 Adding New Price Level.....	19
5.2 How To List Items and Render Point Items 20	
5.2.1 Items List Report .....	20
5.2.2 Render Point Report .....	21
5.2.3 Editing Item from List Items Screen 22	
5.3 How to Dispose Items.....	22
5.1.1 Adding New Disposal Reason.....	22
5.4 How to Edit Item .....	24
5.5 How to Adjust Items Quantity.....	26
6.0 HOW TO PURCHASES .....	27
6.1 How to Add New Purchase Voucher ...	27
6.2 How To List/Edit Purchase Voucher ..	27
6.2.1 How to Reverse/Check a purchase voucher.....	28
6.3 How to Return Items To Vendor .....	29
7.0 HOW TO VENDORS .....	30
7.1 How to Add New Vendor .....	30
7.2 Adding Vendor Payment .....	30
7.3 How to List/Edit Vendor .....	31
7.4 Vendor Reconciliation for on account transactions .....	32
7.5 How to Edit/Reverse Vendor Payment. 33	
8.0 HOW TO CUSTOMERS.....	34
8.1 How to Add New Customer .....	34
8.2 How to List Customers .....	34
8.3 How to Add Customer Payment.....	35
8.4 How To Edit Customer.....	36
8.5 Customer Reconciliation for on account transactions .....	36
8.5.1 How to Edit Customer Payment ....	37
8.5.2 How Edit Invoice from Reconciliation 37	
9.0 HOW TO POINT OF SALE .....	38
9.1 How to Add New Payment Invoice....	38
9.1.1 How To Return Items from Customer from make a sale screen. ....	39
9.2 How to Add Payment from Touch Screen 40	
9.2.1 How to Configure Touch Screen Items 40	
9.2.2 Where Is the Numpad.....	41
9.2.3 How To Return Items from Customer from touch screen window .....	42
9.3 How to Edit Sale Invoices .....	42
9.3.1 How to Edit Invoice From Its Number42	
9.3.2 How To List Invoices and edit.....	43
10.0 How to Other Settings.....	45
10.1 How to Add New User Account.....	45
10.2 How to List Users.....	45
10.3 How to Edit Users and Privileges .....	46
10.4 How to Printing Settings.....	48
10.4.1 How to Change Receipt Headers & Footers 48	

10.4.2	How to Change Receipt Language 48	11.3.3	Customer Balance Statement.....56
10.4.3	How to Change Logo ..... 49	11.4	Vendors Reports.....57
10.4.4	How to Disable Printing Logo .... 49	11.4.1	List Vendors. ....57
10.4.5	How To Change Reports Headers & Footers 49	11.4.2	List Vendors Balances. ....57
10.5	DATABASE..... 50	11.4.3	Vendor Balance Statement.....57
10.5.1	How to Backup/Restore Database 50	11.5	End of Period Report .....58
10.5.2	How to Change Connection String 52	11.6	Statistics Reports .....59
10.6	How to Login Temporarily ..... 53	11.6.1	Fast Move Item .....59
11.0	REPORTS..... 55	11.6.2	Slow Move Item.....59
11.1	How to change reports language..... 55	11.6.3	Highest Revenues Item .....59
11.2	How to Export Reports as PDF or Excel. 55	11.6.4	Lowest Revenues Item.....59
11.3	Customers Reports ..... 56	11.6.5	Revenues Comparison Report. ....60
11.3.1	List customer. .....56	11.7	Tax Reports .....63
11.3.2	List Customer balances for the on account payments.....56	11.8	Inventory Reports .....64
		11.8.1	Physical Inventory Worksheet....64
		11.8.2	Inventory Valuation Summary....64
		11.8.3	Item Status Report. ....65
		11.8.4	Adjust Inventory Summary.....65

## LIST OF FIGURES

Figure 2.3.1 Installation Package.....	1	Figure 5.4.2 Updating Item Information.....	25
Figure 2.3.2 Installlion Process 1/4 .....	1	Figure 5.5.1 Adjust Quantity Screen .....	26
Figure 2.3.3 Installlion Process 2/4 .....	2	Figure 5.5.2 Adjust Quantity Report .....	26
Figure 2.3.4 Installlion Process 3/4 .....	2	Figure 6.1.1 New Purchase Voucher .....	27
Figure 2.3.5 Installlion Process 4/4 .....	2	Figure 6.2.1 List Bills.....	27
Figure 3.1.1 First Run with no preconfigured Database.....	3	Figure 6.2.2 Edit Voucher Screen .....	28
Figure 3.1.2 Created New Database Successfully	3	Figure 6.2.3 Reversed Voucher .....	28
Figure 3.1.3 Splash Screen .....	3	Figure 6.3.1 Credit bill.....	29
Figure 3.1.4 Login Screen .....	4	Figure 7.1.1 Add New Vendor .....	30
Figure 3.1.5 Edit Users Screen.....	5	Figure 7.2.1 Add Vendor Payment.....	30
Figure 3.1.6 Edit Admins Screen .....	6	Figure 7.2.2 Add vendor payment PDF receipt.	31
Figure 3.1.7 User Updated Successfully.....	6	Figure 7.3.1 List vendors .....	31
Figure 3.1.8 Changing UI Language .....	7	Figure 7.3.2 Edit vendor .....	32
Figure 3.1.9 Languages Available .....	7	Figure 7.4.1 Vendor Reconciliation .....	32
Figure 3.1.10 Arabic User Interface .....	8	Figure 7.5.1 Edit Vendor Payment .....	33
Figure 3.2.1 Trial Expiration.....	9	Figure 8.1.1 Adding New Customer.....	34
Figure 3.3.1 Registration Form.....	10	Figure 8.1.2 Adding Customer Account Option .....	34
Figure 3.3.2 Saving Request File .....	11	Figure 8.2.1 List Customers.....	35
Figure 3.3.3 Opening Response Key .....	12	Figure 8.3.1 Add Customer Payment .....	35
Figure 3.3.4 Registered login screen .....	12	Figure 8.3.2 Add Customer Payment Receipt ..	36
Figure 4.1.1 Main Window .....	13	Figure 8.4.1 Edit Customer .....	36
Figure 4.1.2 Hiding Ribbon Button .....	13	Figure 8.5.1 Customer Reconciliation .....	37
Figure 5.1.1 Add New Item Screen.....	14	Figure 8.5.2 Edit customer Payment .....	37
Figure 5.1.2 Item Without Barcode.....	14	Figure 9.1.1 Make a Sale.....	38
Figure 5.1.3 Adding Item With Electronic Weight .....	15	Figure 9.1.2 Invoice Added Successfully Confirmation .....	39
Figure 5.1.4 Weight Scale Sample .....	15	Figure 9.1.3 Thermal Receipt .....	39
Figure 5.1.5 Weight Settings .....	16	Figure 9.1.4 Return Items From Make a Sale Screen .....	40
Figure 5.1.6 Add New Item Type.....	16	Figure 9.2.1 Touch Screen Window .....	40
Figure 5.1.7 Add New Item Category.....	17	Figure 9.2.2 Edit Touch Screen Items .....	41
Figure 5.1.8 Adding Vendor From Add Item Screen.....	17	Figure 9.2.3 Numpad will show will you need it .....	41
Figure 5.1.9 Adding New Tax Level.....	18	Figure 9.2.4 Return Items from Touch Screen ..	42
Figure 5.1.10 Adding Price and Cost.....	18	Figure 9.3.1 Edit Invoice From its number .....	43
Figure 5.1.11 Include Tax.....	19	Figure 9.3.2 Edi By Invoice Number .....	43
Figure 5.1.12 Adding New Price Levels.....	19	Figure 9.3.3 List Invoices .....	44
Figure 5.1.13 Finished adding item .....	19	Figure 9.3.4 Edit bill From Invoices List .....	44
Figure 5.2.1 Items List Tab.....	20	Figure 10.1.1 Add New User .....	45
Figure 5.2.2 Items List Reports .....	21	Figure 10.2.1 List Users .....	46
Figure 5.2.3 Render Point Check.....	21	Figure 10.3.1 Edit Users .....	46
Figure 5.2.4 Render Point Report .....	21	Figure 10.3.2 Update Normal User and Priviliges .....	47
Figure 5.2.5 Edit Item By Double Click.....	22	Figure 10.3.3 Privilege Not allowed.....	47
Figure 5.3.1 Dispose Items Tab .....	22	Figure 10.4.1 Printing settings.....	48
Figure 5.3.2 Adding New Disposal Reason.....	23	Figure 10.4.2 Thermal Receipt Layout arabic ..	49
Figure 5.3.3 Disposal Export as PDF File.....	24		
Figure 5.4.1 Edit Item Tab.....	25		

Figure 10.4.3 Dasable/Enable Printing Logo ...	49
Figure 10.5.1 Backup Database Window.....	50
Figure 10.5.2 Save Backup Location .....	50
Figure 10.5.3 Database successfully backed up.	51
Figure 10.5.4 Verify Database .....	51
Figure 10.5.5 Database Restored Successfully ..	52
Figure 10.5.6 Connection String Tab .....	52
Figure 10.5.7 Correct connection String .....	52
Figure 10.5.8 Bad connection String.....	53
Figure 10.5.9 Connection string updated successfully.....	53
Figure 10.6.1 Temp Login.....	53
Figure 10.6.2 New Button will show after temporal login.....	54
Figure 10.6.3 Temp Logout .....	54
Figure 10.6 .10.6.1 Reports Screen.....	55
Figure 11.2.1 Export Report as PDF or Excel .	55
Figure 11.3.1 List Customers Report.....	56
Figure 11.3.2 Customers Balance Statement Report.....	56
Figure 11.3.3 Customer Balance Statement Report.....	56
Figure 11.4.1 Vendors List Report .....	57
Figure 11.4.2 List Vendors Balances.....	57
Figure 11.4.3 Vendor Balance Statement .....	57
Figure 11.5.1 End of Period Report Options....	58
Figure 11.5.2 End Of Period Sample Report ....	58
Figure 11.6.1 Fast Move Item Sample Report..	59
Figure 11.6.2 Highest Revenues Item Sample Report.....	60
Figure 11.6.3 Day by Day Revenues Comparison Sample Report .....	61
Figure 11.6.4 Month by Month Revenues Comparison Sample Report .....	61
Figure 11.6.5 Year by Year Revenues Comparison Sample Report .....	62
Figure 11.7.1 Taxation Report Sample Report.	63
Figure 11.8.1 Physical Inventory Worksheet Report.....	64
Figure 11.8.2 Inventory Valuation Summary Report.....	64
Figure 11.8.3 Item Status Report .....	65
Figure 11.8.4 Adjust Available Quantity Report .....	65

## 1.0 PREQUISITES

- Microsoft SQL Express 2008 or higher.
- Microsoft .Net Framework V4.0.
- Microsoft Excel (required only for statistics reports, and export reports to excel).
- Windows 7 (recommended), or Windows 8, or Windows XP, or windows POSReady, or Vista.

## 2.0 INSTALLATION

### 2.1 Installing SQL Express.

### 2.2 Installing/Updating .Net Framework to 4.0.

### 2.3 Installing Calcium RMS.

To install the Calcium RMS System you need to download the package from our websites, or use the packages deliver on CD. The needed files are illustrated in Figure 2.3.1. Free trial of the software can be downloaded from <http://www.calcium.com.jo>

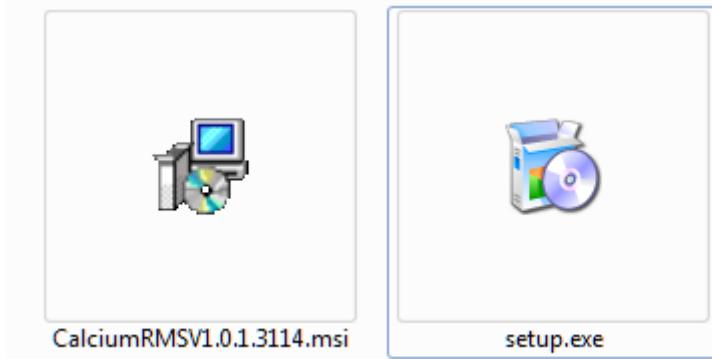


Figure 2.3.1 Installation Package

Click on the setup file and follow the instructions as in the following figures.

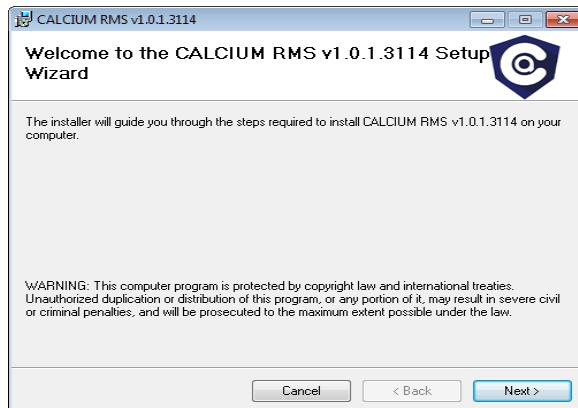


Figure 2.3.2 Installation Process 1/4

Now you need to specify where the system going to be installed.

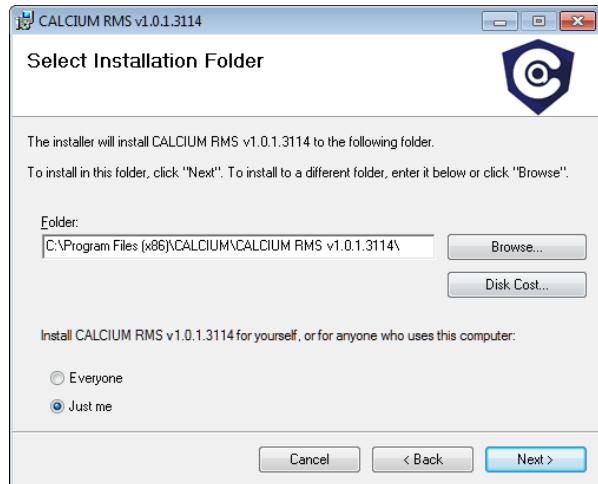


Figure 2.3.3 Installation Process 2/4

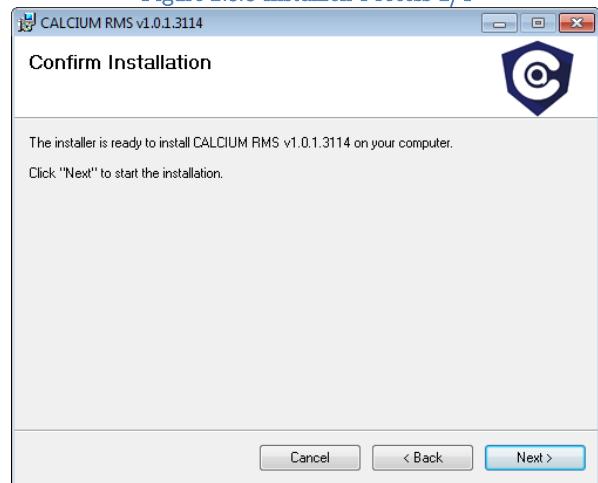


Figure 2.3.4 Installation Process 3/4

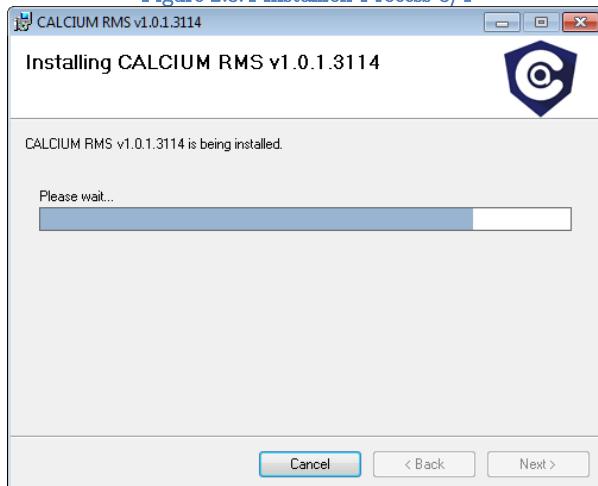


Figure 2.3.5 Installation Process 4/4

Now you have the RMS installed on your computer, and you will notice an automatically generated shortcut is created on the desktop.

## 3.0 GETTING STARTED

### 3.1 First Run

After you finished installing the system, double click on the software icon on desktop on the one in the start menu. if you are a single user which do not use a database server client based service and did not preconfigured your database settings, the system will notice that you do not have a working database and will offer creating a new empty database for you as illustrated in figure 3.1.1.

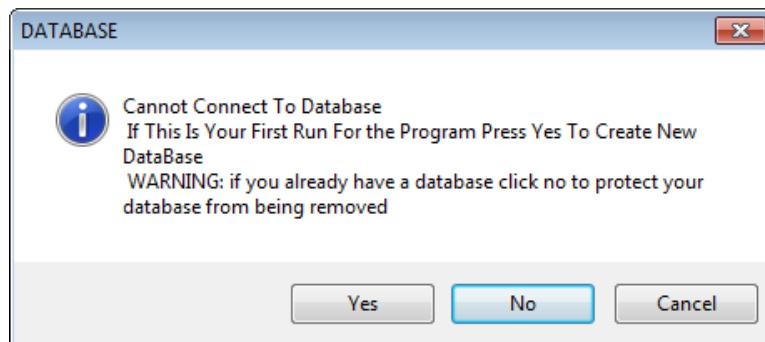


Figure 3.1.1 First Run with no preconfigured Database

By clicking yes the software will automatically create new database for you and connect it to the RMS software as illustrated in figure 3.1.2. We highly recommend consulting your support team or your reseller if you already have a database.

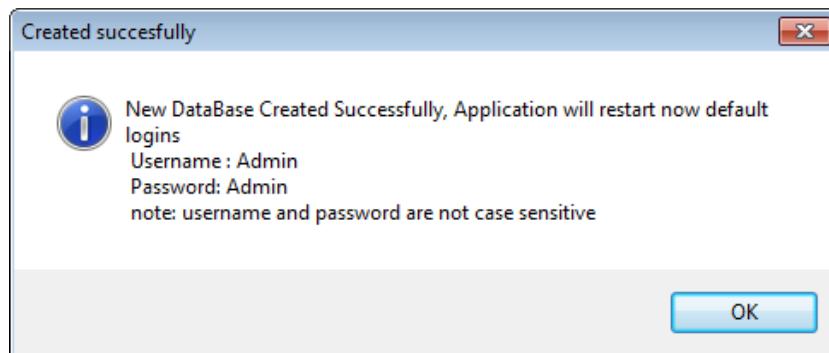


Figure 3.1.2 Created New Database Successfully

By clicking ok the system will automatically restart with the new database. And show you the loading splash screen to make sure your settings are correct as in figure 3.1.3.



Figure 3.1.3 Splash Screen

After a checking the integrity of the software the login screen will be shown as illustrated in figure 3.1.4.

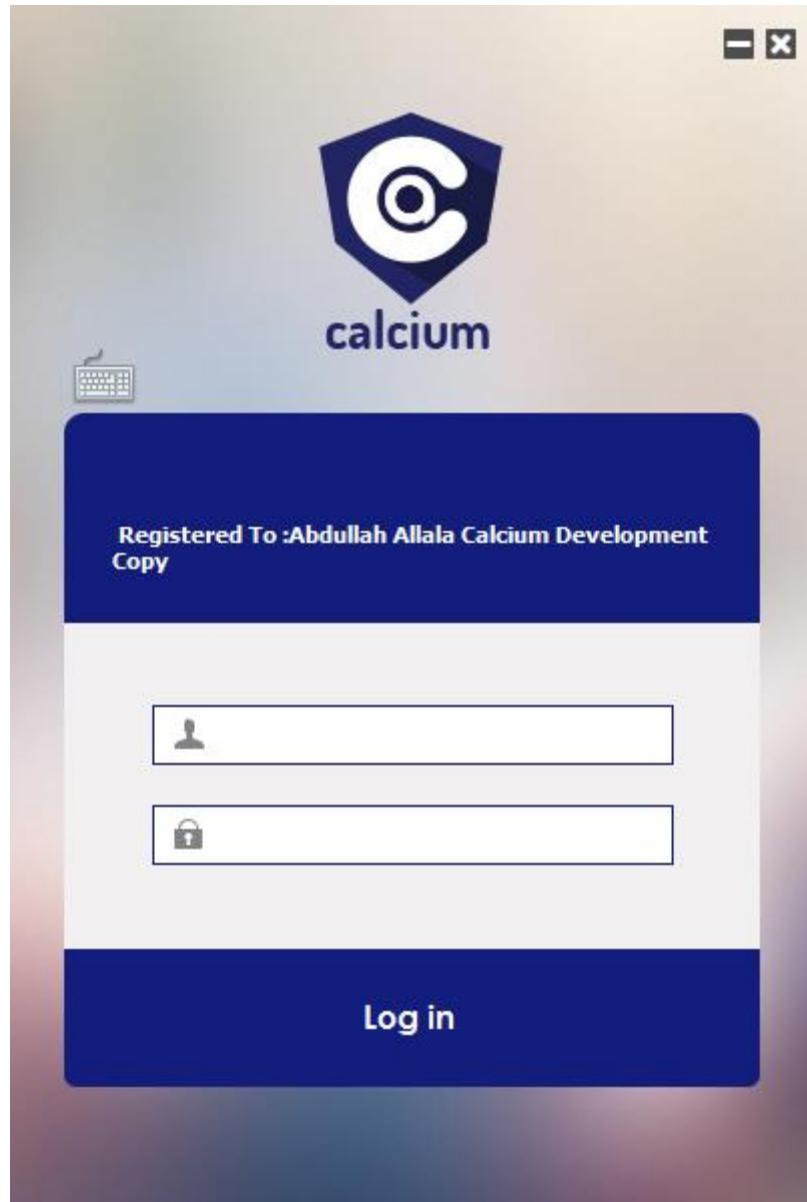


Figure 3.1.4 Login Screen

You can login using the following credentials.

Username: Admin

Password: Admin

We highly recommend you change the password of the admin account. (Please note that you cannot change the Admin username itself).

### 3.1.1 Changing Admin Password

It is highly recommended to change the admin password on the first run to avoid being compromised since the default logins is known by everyone. To change the admin password please login to the system and select Tools tab then click on Edit User Icon as illustrated in figure 3.1.5.

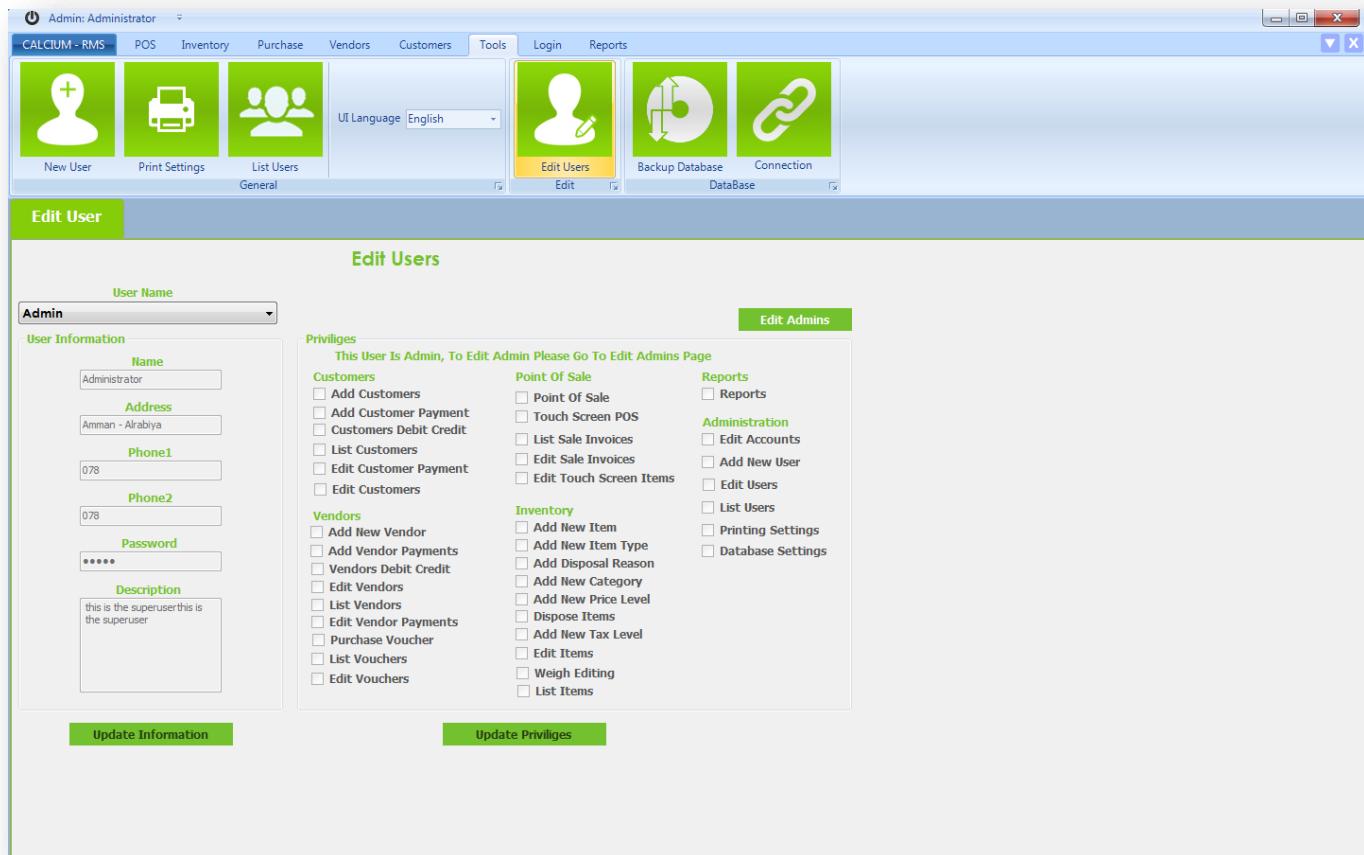
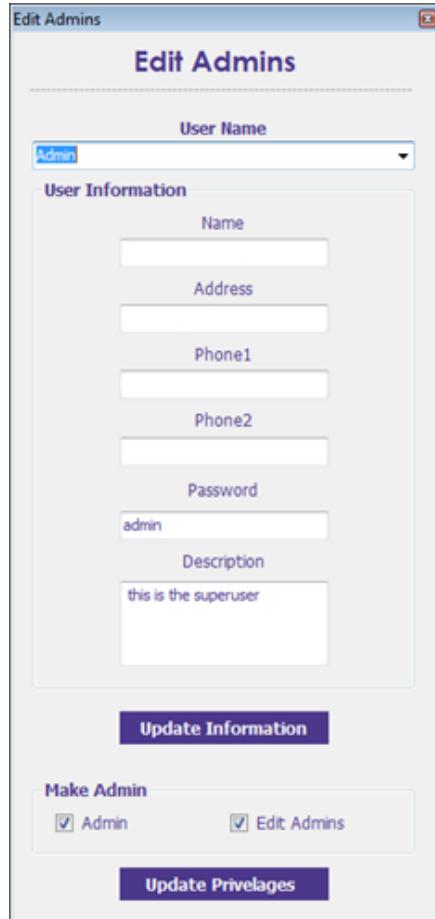


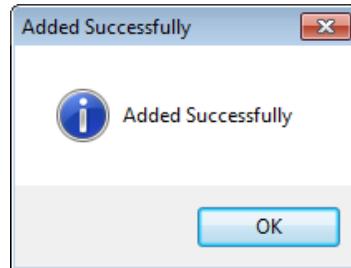
Figure 3.1.5 Edit Users Screen

This screen allows you to edit normal users. However when you have a user with administrator privileges it cannot be edited from this screen, you need to click on edit admins button on the right corner and it will show you a new screen as illustrated in figure 3.1.6.



[Figure 3.1.6 Edit Admins Screen](#)

In the password field write down you knew password and click on update information button new confirmation message will shows if the user updated successfully as illustrated in figure 3.1.7.



[Figure 3.1.7 User Updated Successfully](#)

We highly recommend keeping the new password in a safe place in case you forgot it, to avoid the recovery process which could be hard to insure the ultimate security.

### 3.1.2 Changing Software Language

The software comes in English (default) language, and the users can change it to Arabic as well. To change the interface to Arabic, Go to tools Panel, and in the UI Language choose Arabic as illustrated in figure 3.1.8 and the software will instantly transfer into Arabic.

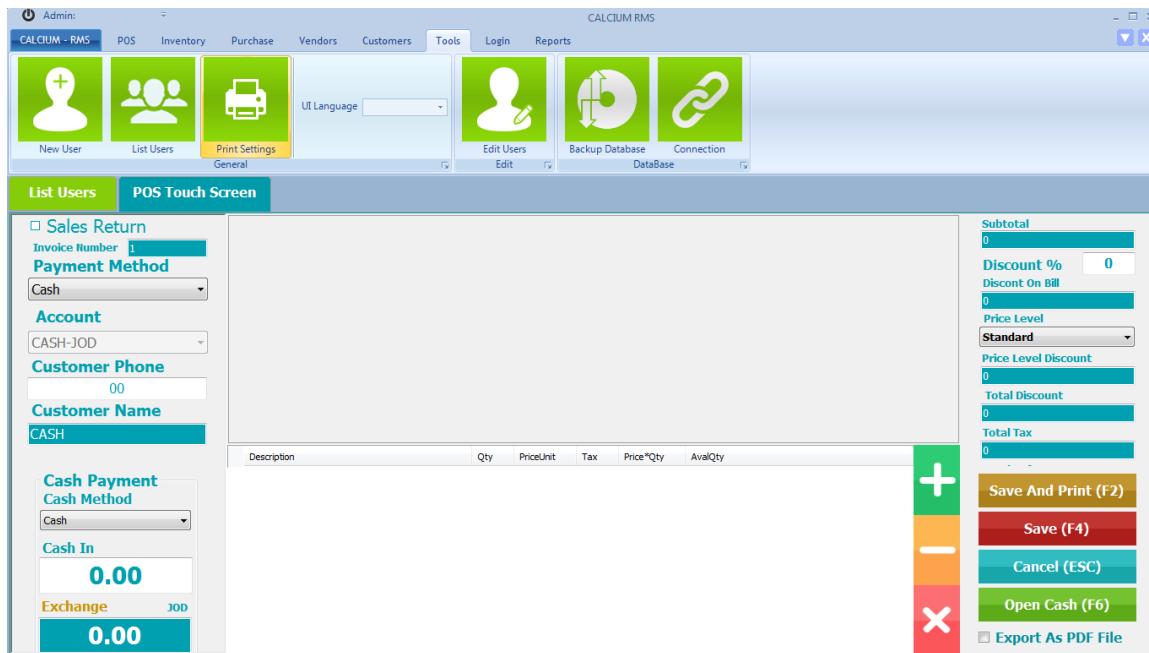


Figure 3.1.8 Changing UI Language

Click On UI Language and choose Arabic as in Figure 3.1.9.



Figure 3.1.9 Languages Available

After you click on the specified language the system will change the language within seconds as in figure 3.1.10, However if you already opened a specific screen and it was not changed just close it and reopen the screen again and it will be changed.

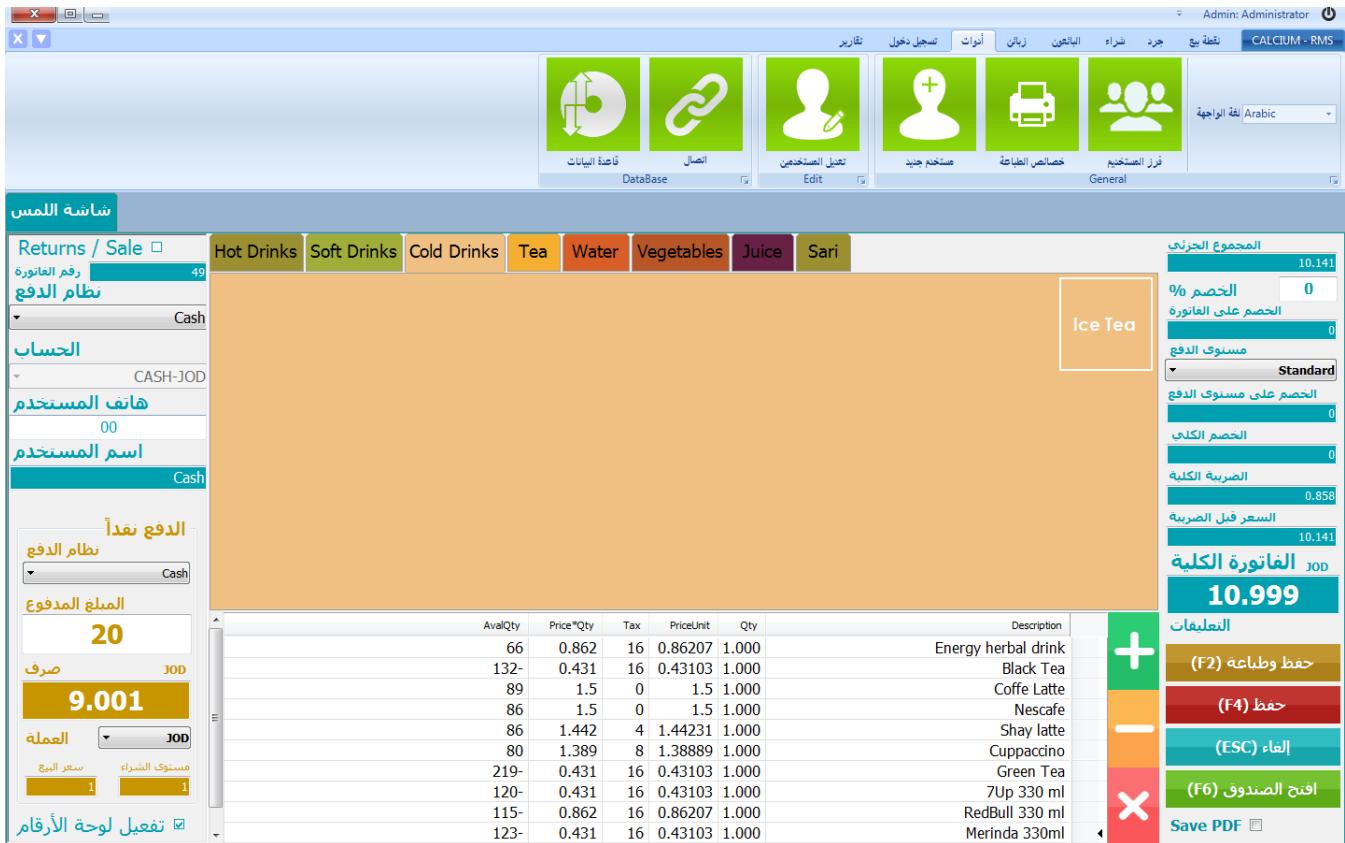


Figure 3.1.10 Arabic User Interface

### 3.2 Trial Version

Calcium Solutions offers very special trial version for our potential customers; in which they can use the FULL system features and capabilities for limitless period of time and the system will remind you that you are using unregistered version as illustrated in figure 3.2.1 The trial version work only for 15 items and after you reaches 15 items or higher you should activate the system as in figure 3.2.1.

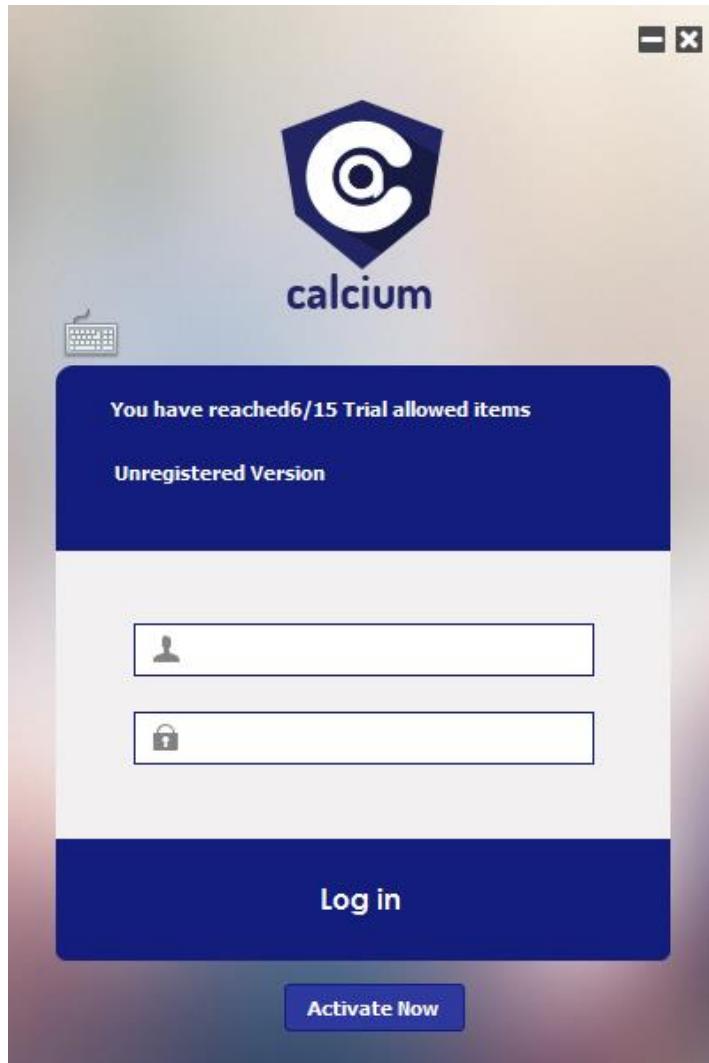


Figure 3.2.1 Trial Expiration

After the trial expires you will not be allowed to login to the system and you will need to activate the product.

### 3.3 Activating the System.

To activate the system after or before expiration click on the activate now button, new registration form will show as in figure 3.3.1.

The screenshot shows a registration form titled "REGISTRATION FORM" for the "calcium" brand. The form is divided into three main sections:

- Step 1:** "Generate The Request Key File and Send It To You Reseller". This section contains four input fields: "Client Name", "Company Name", "Client Phone", and "Client Email".
- Step 2:** "Add The Key To The System and Enjoy!". This section contains a single button: "Add Response Key".
- Step 3:** "Send the request file to RMSActivation@calcium.com.jo".

At the bottom left of the form, there is a blue button labeled "Generate Request Key File".

Figure 3.3.1 Registration Form

Fill your information in the fields and then click on Generate Request Key file a new window will open to save it to a specific location as in figure 3.3.2.

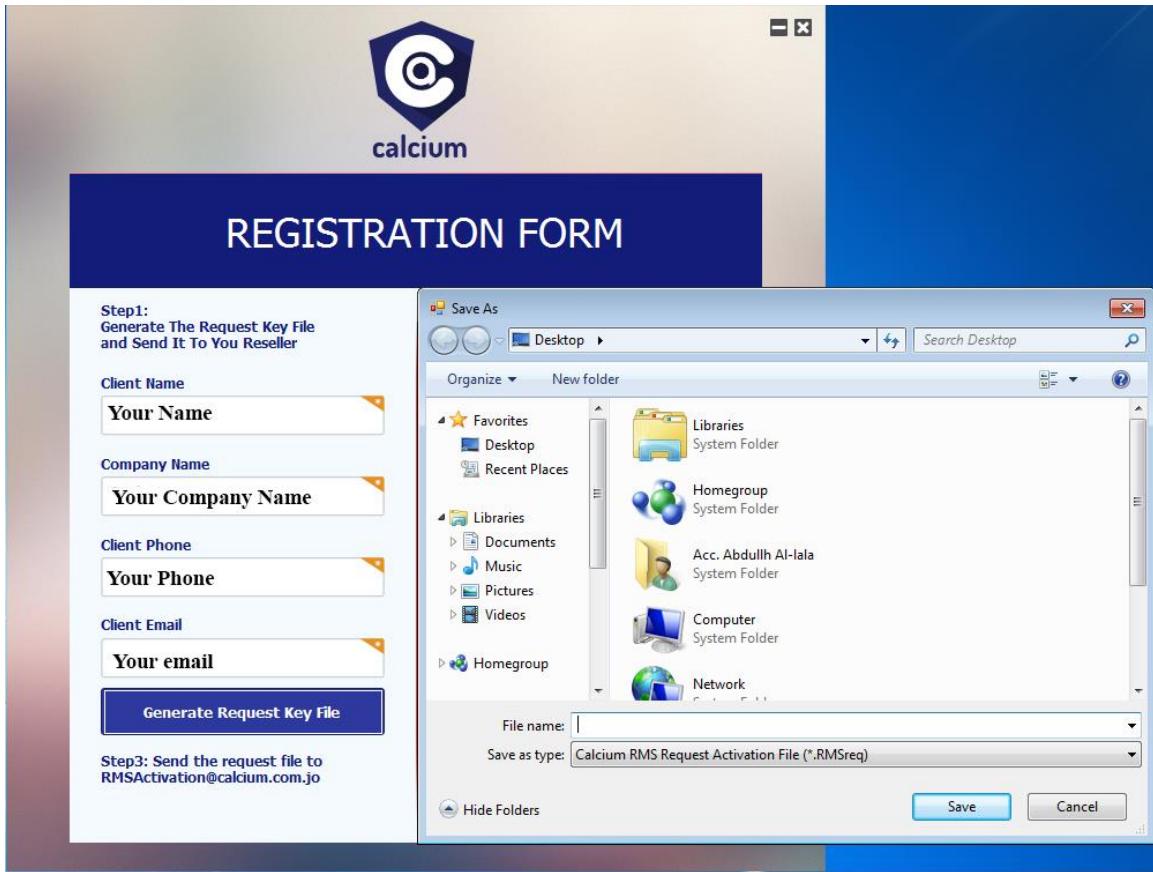


Figure 3.3.2 Saving Request File

Now you have generated the request file, you can send it to calcium activation team per email or contact it to your reseller. Within 2 business days and after checking your information the software license will be sent to you on the provided email.

To complete activation process go to the same registration form by clicking on activate now button, and choose add response key button. An open file dialog will show as illustrated in figure 3.3.3. Choose the activation key you have received and click on open.

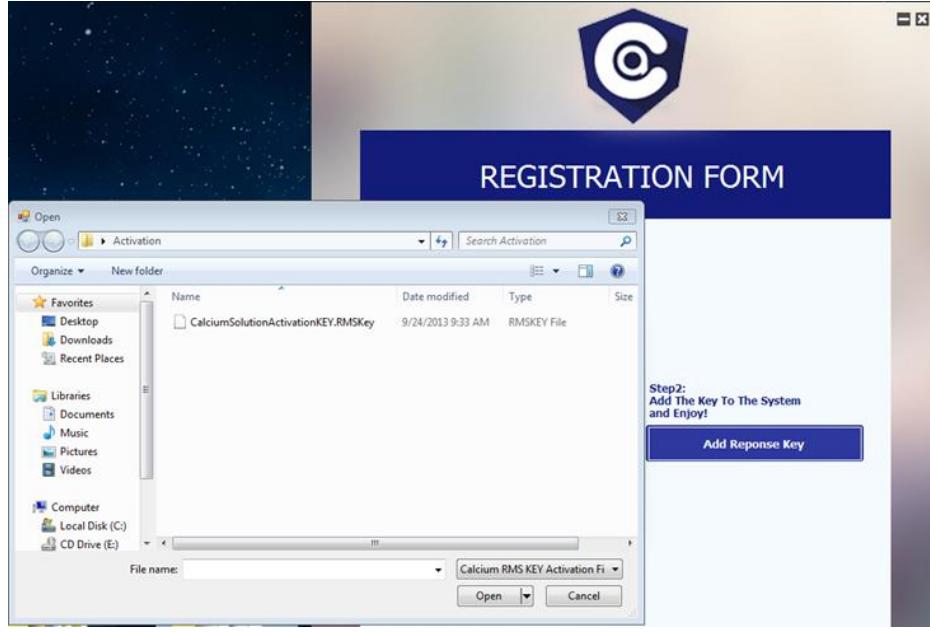


Figure 3.3.3 Opening Response Key

After you click open the system will check your license if it is valid, the system will automatically restart and activate your license, and from now on it will be shown on your login screen as illustrated in figure 3.3.4. And the activate now button will be removed.



Figure 3.3.4 Registered login screen

You can run each license only on one computer, and you cannot install your copy on other computer using the same license.

## 4.0 SCREENS

### 4.1 Main Screen

The main screen as illustrated in figure 4.1.1 has been designed with user friendly interface in order to help the users using the system.

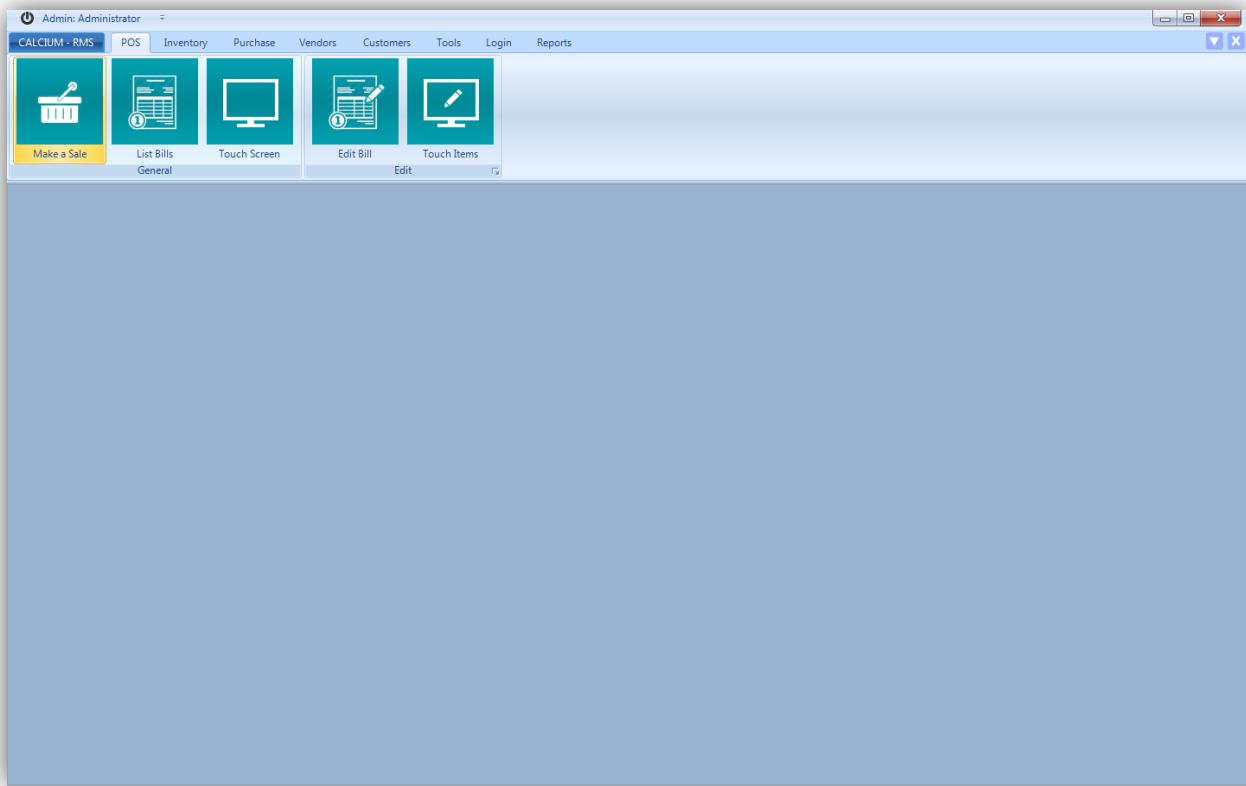


Figure 4.1.1 Main Window

As we all familiar with multi tabs applications, calcium RMS offers the user high flexibility in opening their desired windows in different tabs by category. Each category has its own color.

If you want to hide the ribbon click the down arrow on the top right corner which will hide ribbon, as illustrated in figure 4.1.2.

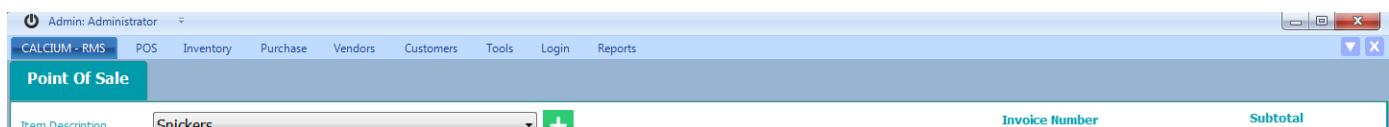


Figure 4.1.2 Hiding Ribbon Button

## 5.0 HOW TO INVENTORY

### 5.1 How to Add New Item

To add new item click on [inventory] Ribbon button, and click on new item button, a add new item tab will open as illustrated in figure 5.1.1.

The screenshot shows the 'Add New Item' screen in the CALCIUM RMS application. The interface is divided into two main sections: 'Item Information' on the left and 'Pricing' on the right. In the 'Item Information' section, there are fields for 'Barcode' (with a required field indicator \*), 'Weight' (checkbox), 'Without Barcode' (checkbox), 'Description' (with a required field indicator \*), 'Item Type' (dropdown menu showing 'Castrol Oil' with an 'Add New Type' button), 'Category' (dropdown menu showing 'Castrol Edge' with an 'Add New' button), 'Vendor' (dropdown menu showing 'Nasco' with an 'Add New Vendor' button), 'Tax Level' (dropdown menu showing '16' with an 'Add New Tax' button), 'On Hand Quantity' (text input field with value '10'), and 'Render Point' (text input field). A note 'Required Field' is displayed below the quantity field. In the 'Pricing' section, there are fields for 'Average Cost' (with a required field indicator \*), 'Sell Price' (with a required field indicator \*), 'Margin' (text input field), and a 'Pricing' button. A 'Tax Included' checkbox is checked. At the bottom of the screen is a large 'Add Item' button.

Figure 5.1.1 Add New Item Screen

Type in your barcode manually or scan the barcode using barcode gun scanner.

#### 5.1.1 Adding item without barcode

If your item has barcode please skip this section.

If your item does not have a barcode you still can add the item. However you need to check the without barcode check box the barcode textbox will automatically be disabled as illustrated in figure 5.1.2.

The screenshot shows the 'Item Information' screen with the 'Without Barcode' checkbox selected. The 'Barcode' field is now disabled. The 'Description' field contains the placeholder text 'YOUR NEW ITEM DESCRIPTION HERE'.

Figure 5.1.2 Item Without Barcode

### 5.1.2 Adding item connected to electronic weight

If your item is not connected to electronic weight device please skip this section.

To add item that have weight and the barcode label is generated by electronic weight device you need to check the weight check box, these type of items are usually used for poultry, and different kinds of deli products that requires weight. In the barcode textbox you should type the item barcode from the scale as illustrated in figure 5.13.

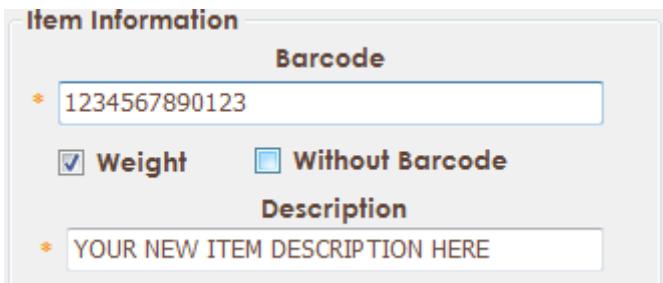


Figure 5.1.3 Adding Item With Electronic Weight

#### 5.1.2.1 How to Configure Weight Scale.

Before showing how to configure the weight scale from the system this is a quick overview how electronic weight works, as illustrated in figure 5.1.4 this is a weight scale generated by an electronic weight device.

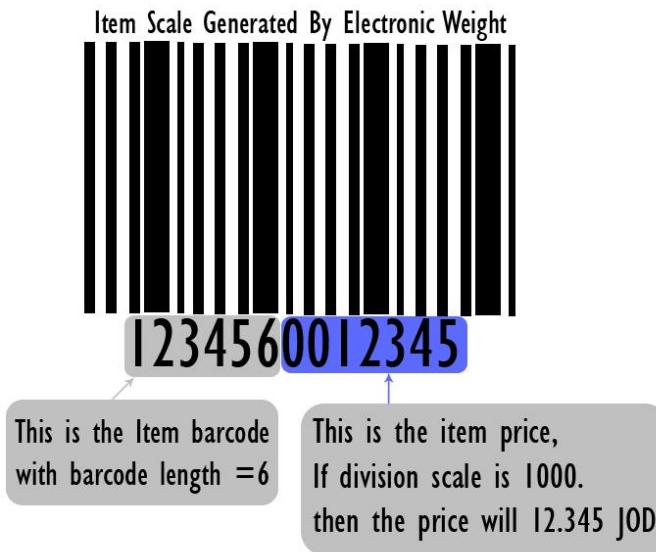
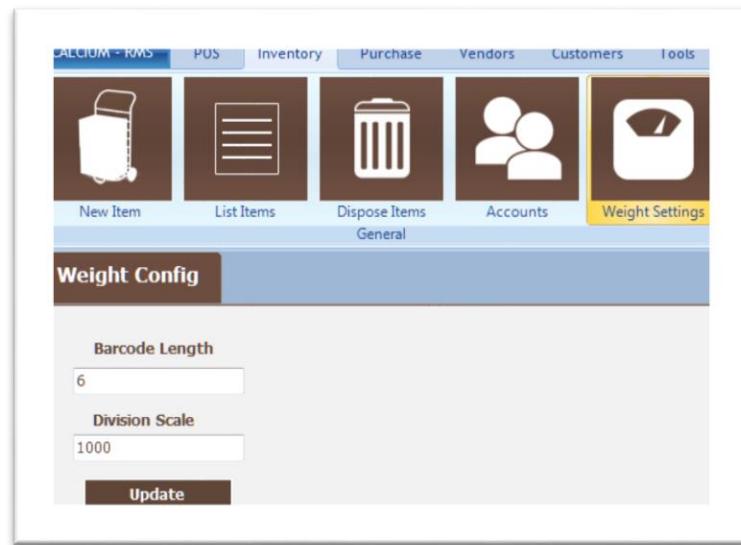


Figure 5.1.4 Weight Scale Sample

Usually the scale is divided into two parts the barcode part, and the price part (TAX ENCLOSED). So that before starting using weight on Calcium RMS you need to configure your devices with the desired barcode length (in our example we used 6), and to configure the division scale (In our example 1000).

To add your electronic weight device configuration to Calcium RMS you need to click on Inventory Ribbon button, and click on Weight Settings button as illustrated in figure 5.1.5.



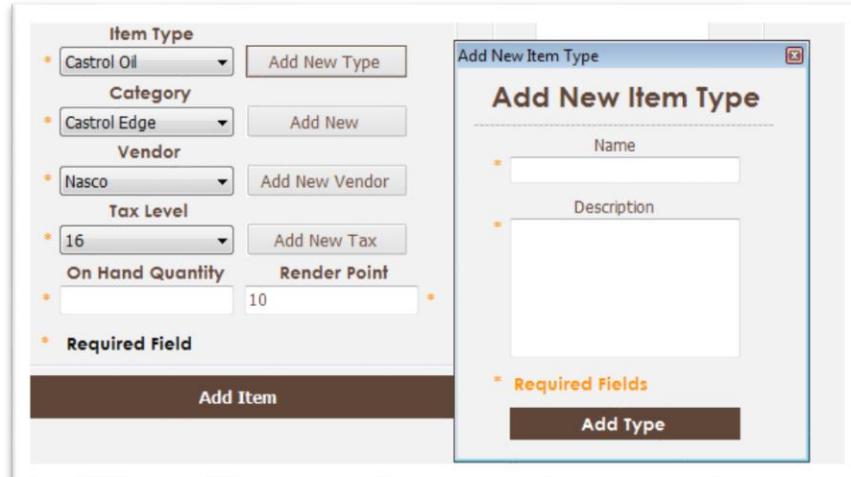
**Figure 5.1.5 Weight Settings**

Change the barcode length and division scale to your electronic weight configuration and click on update. A message will pop up telling you updated successfully if everything is ok.

Now continuing adding your new item you need to specify the [Item Type],[Item Category],[Vendor],[Tax Level]. With your first run for the software it will all be empty except the Tax Level which we have added the common tax level for the Jordanian market which is “ 0%, 16%, 8%, 4%, Non-Taxable, Tax-Free”

### 5.1.3 Adding new item type

Calcium RMS provides fully dynamic system in which you can customize your items types as desired. To add new item type click on Add New Item Type and it will pop up new window for you as illustrated in figure 5.1.6. Clicks add type to add new type or close to exit add new item screen. Types list will be updated automatically after you add a new Type.



**Figure 5.1.6 Add New Item Type**

#### 5.1.4 Adding New Item Category

To Add New Item category click on add new category button which will pop up new screen as illustrated in figure 5.1.7. Clicks add to add the new category or exit button to close. Category list will be updated automatically after you add a new category.

The screenshot shows two windows side-by-side. On the left is a main application window titled 'Item Type' with various dropdown menus and buttons for adding new items. On the right is a modal dialog titled 'Add New Category' with fields for 'Name' and 'Description', and a note indicating required fields. The 'Required Fields' button in the dialog is highlighted with an orange border.

Figure 5.1.7 Add New Item Category

#### 5.1.5 Adding New Vendor

To add new vendor you can go to click on Vendors ribbon button and then click on add new vendor. For Fast access you can add new vendor from the add new item screen by clicking on the icon Add New Vendor which will pop up a new screen as illustrated in figure 5.1.8, fill the required data and click on add vendor to add or click on exit button to exit. Vendors list will be updated automatically after you add a new vendor.

The screenshot shows the 'Add New Item' screen on the left with its own set of fields for item information. Overlaid on it is a smaller 'Add New Vendor' dialog box. This dialog box contains sections for 'Vendor Information' (Legal Name, Brand Name, Email, Address, Phone1, Phone2) and 'Opening Balance' (amount 0.00, date 28/12/2013). The 'Add Vendor' button is prominent at the bottom of the dialog.

Figure 5.1.8 Adding Vendor From Add Item Screen

### 5.1.6 Adding New Tax Level

You probably will not need to use this option however meeting calcium dynamically requirements we have added this option for customers, to add new tax level click on Add New Tax button which will pop up a new screen as illustrated in figure 5.1.9. Fill the required information about the desired tax level and clicks add tax level to add or click exit button to close screen. Tax Level list will be updated automatically after adding a new tax level.

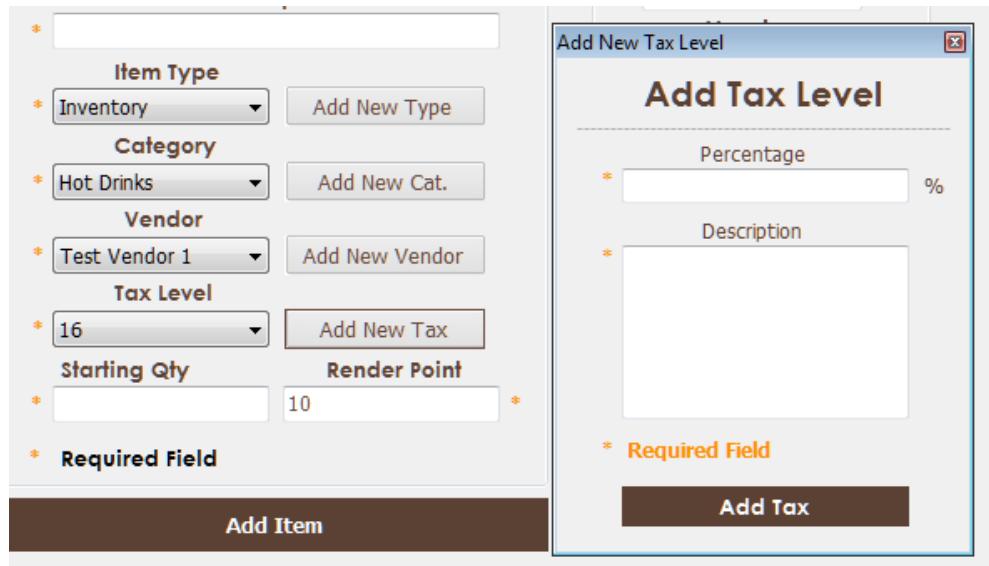


Figure 5.1.9 Adding New Tax Level

After finished adding your desired Item type, Category, Vendor, and Tax Level. Add the On hand quantity which is the quantity that you had when you started the business or installed calcium RMS.

After that you need to provide the render point which will be used to alert the user when your item reaches this threshold. Reports can be generated to discover the items that reached its render point and a report can be generated to request these items from its preferred vendor.

After that you need to add the Item accumulated average unit cost and selling price as illustrated in figure 5.1.10. You can add the cost and the margin and the selling price will be calculated automatically, or vice versa.

The image shows a 'Pricing' dialog box with three input fields: 'Average Cost' (1), 'Sell Price' (1.5), and 'Margin' (50).

Figure 5.1.10 Adding Price and Cost

You can also specify if the cost and price includes the tax (default) or not by checking/unchecking the tax included check box as illustrated in figure 5.1.11.



Figure 5.1.11 Include Tax

### 5.1.7 Adding New Price Level

If you don't need price level please skip this section.

Calcium RMS is a fully dynamic system in which you can sell items with different price levels based on customers slices which can be selected from the Sales screen. To add new price level click on add new price level and a new screen will pop up as illustrated in figure 5.1.12. Fill in required data and click add to add the price level or click on exit button to close. Price levels list will be added automatically.

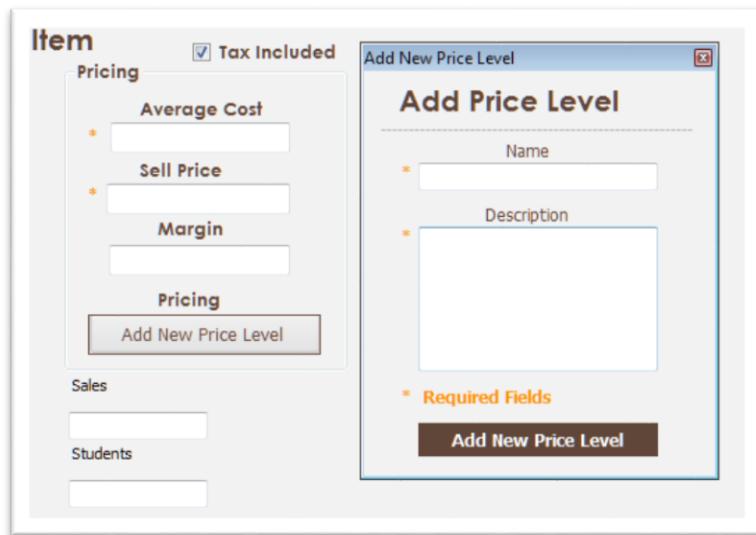


Figure 5.1.12 Adding New Price Levels

After finish adding your items' information click on add item button, if all the required data are correct a confirmation message will tell you that your item is added and asks if you need to add new item. As illustrated in figure 5.1.13.

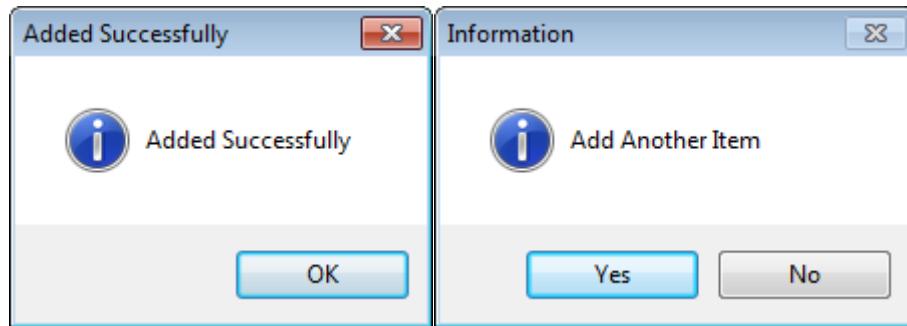


Figure 5.1.13 Finished adding item

## 5.2 How To List Items and Render Point Items

To List Items click on list items ribbon button a new tab will open as illustrated in figure 5.2.1. To select the items that reached its render point just click on render point check box and then click items list again. To change the number of items per page change items per page and then click on items per button to change the number should be less than 100. You can navigate through pages using the *i* *j* buttons and total pages textbox will let you know in which page you are currently in.

Barcode	Description	Qty	AvgUnitCost	SellPrice	Margin%	TaxLevel	Type	Category	RenderPoint	Vendor	DateAdded
NOBC1	Castrol Magnatec 10W-40	15	20	33.33333333333333	16	Control Oil	Control Edge	10	Nexco	29/12/2013	
NOBC25572	Castrol GTX 30W-90	10	15	15	16	Control Oil	Control Edge	10	Nexco	29/12/2013	
NOBC25573	Oreos Original	0.431	0.64655	50.01160095280742	16	Biscuit	Cookies	10	Transend	29/12/2013	
NOBC25574	Pepsi 330 ML	0.233	0.30172	29.4935622317996	16	Soft Drink	Soda Drink	10	Pepsi Co.	29/12/2013	
NOBC25575	Car Wash whale	0.862	2.58621	200.024361948956	16	Car Wash	Full Cleaning	10	Gulf Station	29/12/2013	
NOBC25576	Body Car Wash	0.647	1.93966	199.79896362751	16	Car Wash	Body Clean	10	Gulf Station	29/12/2013	

Figure 5.2.1 Items List Tab

### 5.2.1 Items List Report

To print all list of items report click on export as PDF file it will automatically asks you where you want to save the report. Select your desired location and click on save, the report will be generated and open when it finishes as illustrated in figure 5.2.2, you can add some beautiful features to the report whether it is colored, have table borders by checking each option next to the button.



Reports Header 1  
To Edit Headers  
Go To Tools -> Printing Settings

Items List  
Date: 28/12/2013

Barcode	Description	Ava.Qty	Avg Cost	Type	Category	Pref.Vendor
NOBC1	Castrol Magnetic 10W-40	0	15	Castrol Oil	Castrol Edge	Nasco
NOBC25572	Castrol GTX 20W-50	0	10	Castrol Oil	Castrol Edge	Nasco
NOBC25573	Oreo Original	0	0.431	Biscuit	Cookies	Transmid
NOBC25574	Pepsi 330 ML	0	0.233	Cold Drink	Soda Drink	Pepsi Co.
NOBC25575	Car Wash whole	0	0.862	Car Wash	Full Cleaning	Gulf Station
NOBC25576	Body Car Wash	0	0.647	Car Wash	Body Clean	Gulf Station

Reports Footer1  
To Edit Footer  
Go To Tools->Printing Settings

Figure 5.2.2 Items List Reports

### 5.2.2 Render Point Report

To generate the render point report check the render point check box in figure 5.2.3.



Figure 5.2.3 Render Point Check

After that click on export as PDF, select where you want to save the report and click save the report will automatically open within seconds as illustrated in figure 5.2.4. The render point will be selected as per item as defined with item card.



Reports Header 1  
To Edit Headers  
Go To Tools -> Printing Settings

Render point List  
Date: 28/12/2013

Barcode	Description	Ava.Qty	Avg Cost	Type	Category	Pref.Vendor	Phone
NOBC1	Castrol Magnetic 10W-40	0	15	Castrol Oil	Castrol Edge	Nasco	0096265808730
NOBC25572	Castrol GTX 20W-50	0	10	Castrol Oil	Castrol Edge	Nasco	0096265808730
NOBC25573	Oreo Original	0	0.431	Biscuit	Cookies	Transmid	0797788291
NOBC25574	Pepsi 330 ML	0	0.233	Cold Drink	Soda Drink	Pepsi Co.	0788366870
NOBC25575	Car Wash whole	0	0.862	Car Wash	Full Cleaning	Gulf Station	0786666501
NOBC25576	Body Car Wash	0	0.647	Car Wash	Body Clean	Gulf Station	0786666501

Reports Footer1  
To Edit Footer  
Go To Tools->Printing Settings

Figure 5.2.4 Render Point Report

### 5.2.3 Editing Item from List Items Screen

To edit an item Just double click on it and it will automatically open a new edit item window, apply your changes and click on update as illustrated on figure 5.2.5.

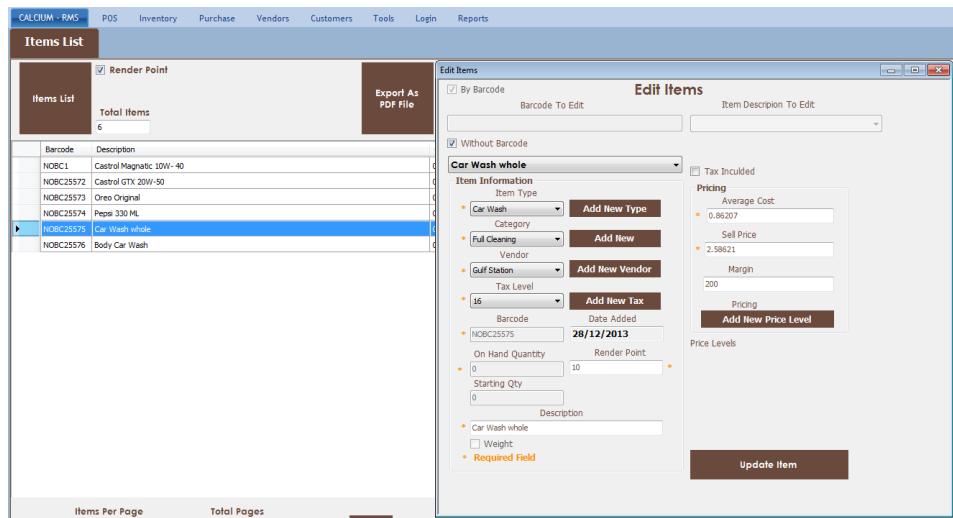


Figure 5.2.5 Edit Item By Double Click

### 5.3 How to Dispose Items

To dispose items click on dispose items ribbon button and it will open a new tab for you as illustrated in figure 5.3.1.

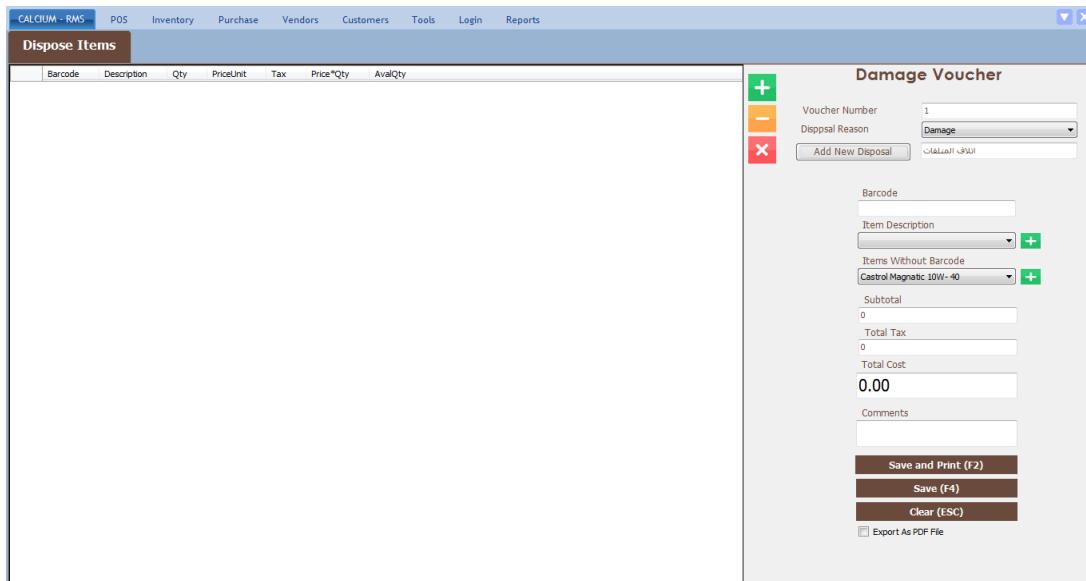


Figure 5.3.1 Dispose Items Tab

#### 5.1.1 Adding New Disposal Reason.

To add new disposal reason click on add new disposal reason button, a new screen will open as illustrated in figure 5.3.2 type the reason and its description and click add. The disposal reason list will be automatically updated.

**Damage Voucher**

Voucher Number	1
Disposal Reason	Damage
<b>Add New Disposal</b>	إتلاف المخلفات

**Add Disposal Reason**

Name  
\* [Text Box]

Description  
\* [Text Box]

\* Required Fields

**Add Disposal Reason**

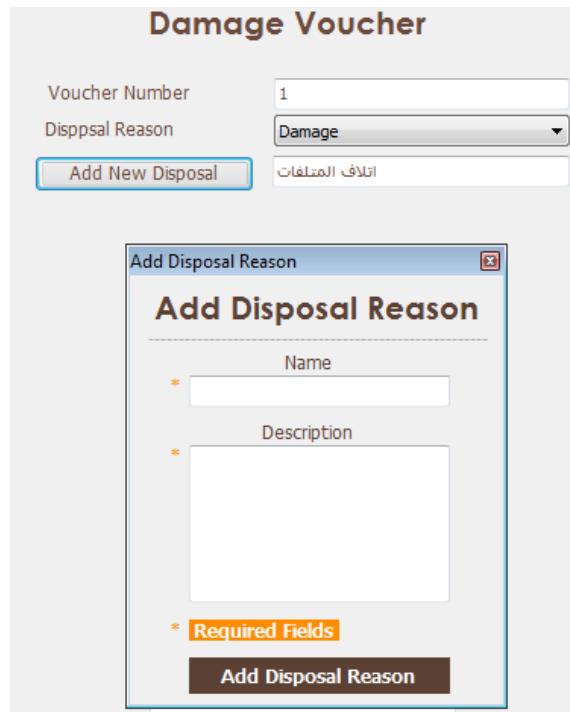


Figure 5.3.2 Adding New Disposal Reason

After selecting your disposal reason add items to the page using barcode reader or by item description or selecting an item that does not have a barcode, to cancel the voucher click on cancel or press (ESC), to save it only without printing click on save or press (F4), to save and print it to thermal printer click on save and print or press (F2) . you can avoid printing the voucher to a thermal printer and save it as A4 PDF paper by checking the option export as pdf file and after your press save and print the report will automatically open as illustrated In figure 5.3.3.

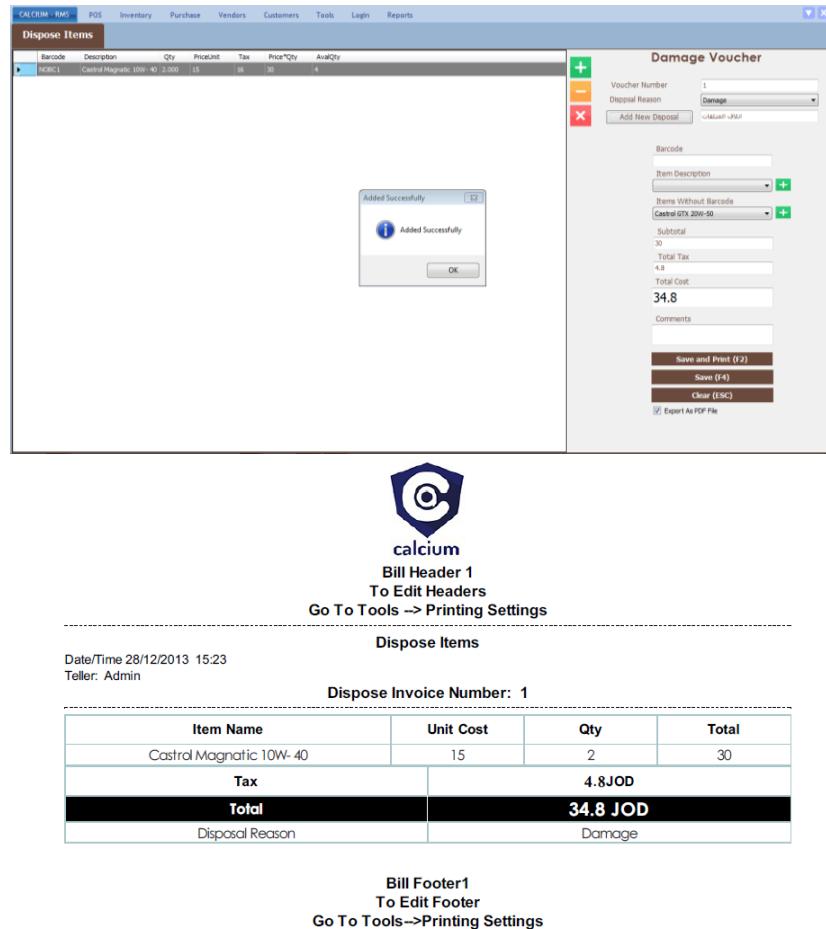


Figure 5.3.3 Disposal Export as PDF File

#### 5.4 How to Edit Item

To edit an item click on edit item click on edit items ribbon button and it will open a new tab as illustrated in figure 5.4.1. You can choose the item by scanning its barcode with a barcode scanner or typing it manually, to select an item by description uncheck the [by barcode] option and the items description list will be automatically activated. To select item that does not have a barcode click on without barcode option.

**Figure 5.4.1 Edit Item Tab**

After selecting your item the update button will automatically appear for you. Add your changes to the item and press update button to update as in figure 5.4.2.

**Figure 5.4.2 Updating Item Information**

## 5.5 How to Adjust Items Quantity

To adjust the items quantity for the inventory stock, click on Adjust Qty button from the inventory ribbon panel. A new tab will open as illustrated in figure 5.5.1.

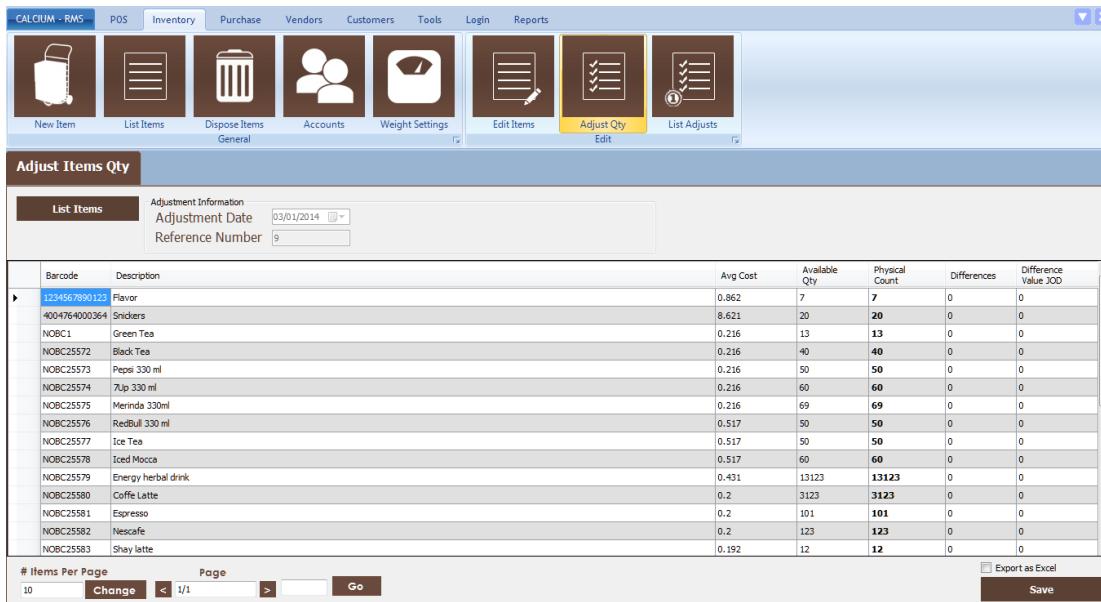


Figure 5.5.1 Adjust Quantity Screen

Change the physical quantity to the desired value by typing on the keyboard. After you finish click on save button to save the adjust and export it as PDF file, if you want to export the report as excel sheet check the option [export to excel] before saving. After saving a report will be generated as illustrated in figure 5.5.2.

Calcium Solutions RMS v1.0 Development Copy						
-----						
Adjust Available Quantity Report						
Printed On 03/01/2014 8:30 AM						Printed By: Admin
-----						-----
Invoice Number: 9						
Barcode	Description	Avg Cost	Ava Qty	Physical Count	Qty Diff.	Diff. Value
1234567890123	Flavor	0.862	7	15	8	6.896
NOBC1	Green Tea	0.216	13	30	17	3.67
NOBC25572	Black Tea	0.216	40	50	10	2.156
NOBC25573	Pepsi 330 ml	0.216	50	40	-10	-2.159
NOBC25575	Merinda 330ml	0.216	69	80	11	2.376
NOBC25576	RedBull 330 ml	0.517	50	90	40	20.68
NOBC25577	Ice Tea	0.517	50	50	0	0
NOBC25578	Iced Mocca	0.517	60	60	0	0
NOBC25579	Energy herbal drink	0.431	13123	13123	0	0
NOBC25580	Coffe Latte	0.2	3123	3123	0	0
NOBC25581	Espresso	0.2	101	101	0	0
NOBC25582	Nescafe	0.2	123	123	0	0
NOBC25583	Shay latte	0.192	12	12	0	0
Total JOD						(+) Adj Value <u>61.64</u>
						(-) Adj Value <u>-2.159</u>
						Net Value <u>59.481</u>

This report is generated only  
For testing purposes

Figure 5.5.2 Adjust Quantity Report

## 6.0 HOW TO PURCHASES

### 6.1 How to Add New Purchase Voucher

To add a new purchase voucher click on purchase ribbon panel then click on new purchase ribbon button a new tab will open as illustrated in figure 6.1.1.

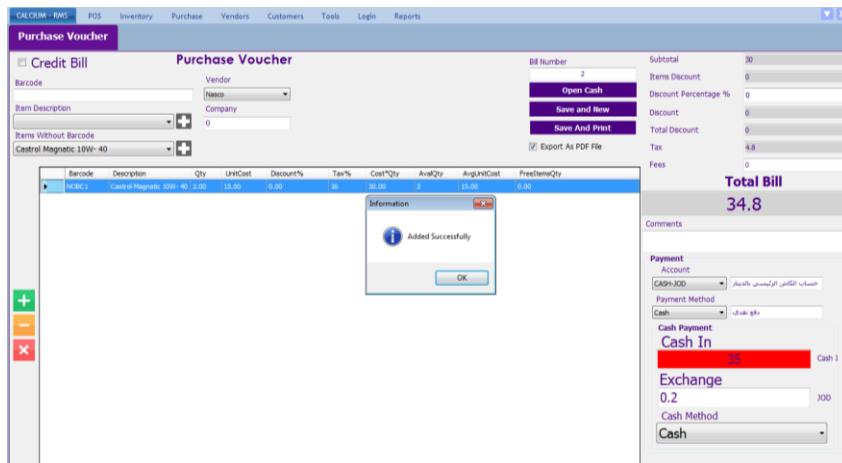


Figure 6.1.1 New Purchase Voucher

Add the items desired and then click on Save and new to save or save and print to print on thermal printer. To export the voucher as PDF file check the option Export as PDF file and click on save and print and it will automatically generate the PDF file.

### 6.2 How To List/Edit Purchase Voucher

To List vouchers click on list bills button, a new tab will open, after that click on List bills button, a list will be generated as illustrated in figure 6.2.1. you can navigate between pages using next,back arrows. Number of bills per page is by default 10. You can change the number of bills per page by adding desired bills number in [items per page] and click on items per page button, the number of bills must be less than 100. You can use multiple filtering options like date, by vendor, by teller name and reversed voucher.

Vendor	Bill #	Date	Time	Subtotal	Tax	Amount	Teller	PaymentMethod	Comments	Account	IsChecked	CheckedBy	CheckDate	CheckTime	IsRevised	RevisedBy
Nasco	1	28/12/2013 00:00:00	15:20	75	12	87	Admin	Cash		NO					NO	

Figure 6.2.1 List Bills

### 6.2.1 How to Reverse/Check a purchase voucher

To edit a specific voucher just double click on it and it will automatically open a new window, the window will contain the same information as exported voucher you can reprint it or check it or reverse it as whole voucher. The users are not allowed to edit the items in the bill or reverse a specific item. To check the voucher click on check voucher. To reverse the voucher click on reverse bill as illustrated in figure 6.2.3.

The screenshot shows the 'Edit Voucher' interface. On the left, there's a 'Payment' section with dropdowns for 'From Account' (CASH-JOD), 'PaymentMethod' (Cash), and 'PayInCash' fields. Below this is a 'PayInCash' section with 'Cash In' (0 JOD) and 'Exchange' (0 JOD) fields. A 'Currency' dropdown is set to 'Cash'. On the right, the 'Edit Voucher' header shows the date 10/12/2013, current user Admin, and vendor information for Test Vendor 1 (Voucher Number 12). Below the header is a table of purchase items:

Barcode	Description	Qty	UnitCost	Discount%	Tax%	Cost*Qty	AvalQty	AvgUnitCost	FreeItemsQty
1234567890123	Favor	96	0.862	0	16	82.75	105.5	0.862	0
NOBC25574	7Up 330 ml	48	0.216	0	16	10.37	88	0.862	0
NOBC25575	Merinda 330ml	24	0.216	0	16	5.18	258	0.862	0
NOBC25576	RedBull 330 ml	12	0.517	0	16	6.20	156	0.862	0

At the bottom right are buttons for 'Check Voucher', 'Reverse Voucher', and 'Reprint'.

Figure 6.2.2 Edit Voucher Screen

If the voucher is currently reversed the windows will contain a reversed word as illustrated in figure 6.2.3 with a box that contains who reversed it and its information.

This screenshot is identical to Figure 6.2.2, but it includes a red rectangular box highlighting the 'RevisedBy:' field in the 'Reverse Info' section. The box contains the text 'Reversed' in red. The rest of the interface is the same, showing payment details and a list of purchase items.

Figure 6.2.3 Reversed Voucher

### 6.3 How to Return Items To Vendor

To return items to vendor you have two options

A) Return a Previously purchased voucher you need to check 6.2.1.

B) Return Items within a voucher:

To return items within a voucher you need to create a new reverse voucher by clicking on credit bill option on the purchase voucher window as illustrated in figure 6.3.1. The color of the window will change to red.

The screenshot shows the 'Purchase Voucher' window in a software application named 'CALCIUM - RMS'. The window title is 'Purchase Voucher'. On the left, there's a sidebar with three buttons: a green plus sign (+), an orange minus sign (-), and a red X. The main area is titled 'Purchase Voucher' and has a sub-section 'Credit Bill'. It includes fields for 'Barcode' (set to 'Nasco'), 'Item Description' (set to 'Company'), and 'Items Without Barcode' (set to 'Castrol Magnetic 10W- 40'). A table below lists these items with details like UnitCost (15.00), Qty (3.00), and Total (45.00). To the right, there's a section for 'Bill Number' (set to 1) and various financial fields: Subtotal (45), Items Discount (0), Discount Percentage % (0.00), Discount (0), Total Discount (0), Tax (7.2), and Fees (0). Below these is a 'Total Bill' summary of 52.2. At the bottom right, there's a 'Payment' section with fields for Account (CASH-JOD), Payment Method (Cash), Cash Payment (0.00), Exchange (-52.2), and Cash Method (Cash).

Figure 6.3.1 Credit bill

Add the items you want to return to the vendor and click save and new or save and print or export it to PDF like the usual purchase voucher. It will automatically be saved into the system and will be shown in the end of period report under vendor returns.

## 7.0 HOW TO VENDORS

### 7.1 How to Add New Vendor

To add New Vendor Click on Vendors Ribbon Panel and click on new vendor button as illustrated in figure 7.1.1. Fill in vendor information

The screenshot shows a software interface titled 'CALCIUM - RMS'. The top navigation bar includes 'POS', 'Inventory', 'Purchase', 'Purchase Voucher' (which is highlighted in blue), and 'Add New Vendor' (which is highlighted in orange). Below this is a sub-menu titled 'New Vendor' under 'Vendor Information'. The form contains the following fields:

- Legal Name: Abdullah
- Brand Name: Calcium
- Email: (empty)
- Address: (empty)
- Phone1: 0797788291
- Phone2: (empty)
- Opening Balance: 0.00 As Of 28/12/2013

A note at the bottom left says '\* Required Field'. At the bottom right is a large orange button labeled 'Add Vendor'.

Figure 7.1.1 Add New Vendor

### 7.2 Adding Vendor Payment

To Add A vendor payment click on the add vendor payment button, a new tab will open. Select your vendor and the amount you will pay to him as illustrated in figure 7.2.1.

The screenshot shows a software interface titled 'CALCIUM - RMS'. The top navigation bar includes 'POS', 'Inventory', 'Purchase', 'Vendors' (highlighted in blue), 'Customers', 'Tools', 'Login', and 'Reports'. Below this is a sub-menu titled 'Add Vendor Payment'. The form contains the following fields:

- Vendor Name: Abdullah
- Brand Name: Calcium
- Payment Number: 1
- Account Balance: 100
- Payment Amount: 50
- Payment Method: Cash
- Comments: (empty)

At the bottom right are two buttons: 'Add Payment' and 'Add Payment and Print'.

Figure 7.2.1 Add Vendor Payment

Now you can add the payment, or add it and print a thermal receipt by clicking the desired button. The PDF receipt for the above transaction will be as illustrated in figure 7.2.2.

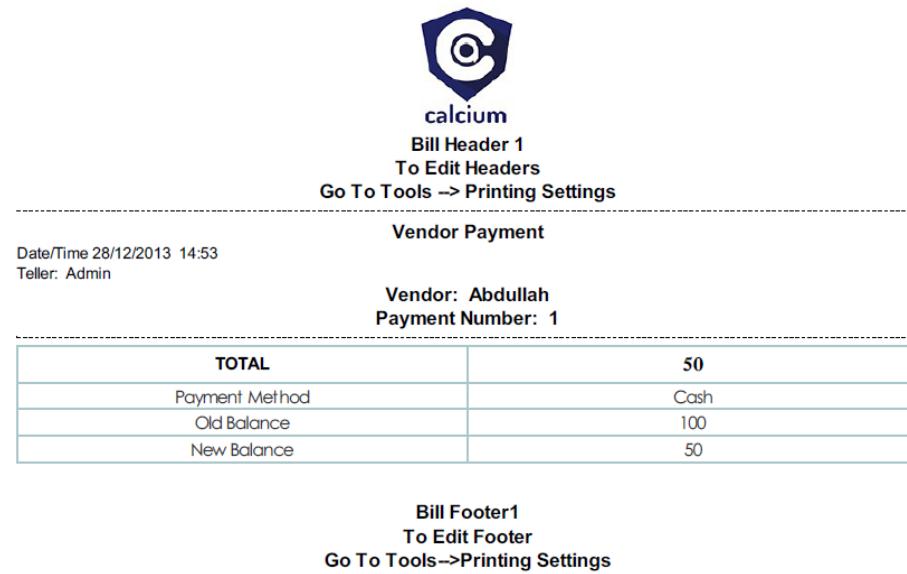


Figure 7.2.2 Add vendor payment PDF receipt.

### 7.3 How to List/Edit Vendor

To list vendors click on list vendor's button and then click on list button to list all the vendors registered in the system as illustrated in figure 7.3.1.

Name	Location	Phone1	Phone2	Email	Company	StartDate	AccountAmount
Nasco		0096265808730			NICOLA ABU KHADER & SONS CO.LTD	28/12/2013	100
Transmid		0797788291			Transmid	28/12/2013	0
Pepsi Co.		0788366870			Pepsi Co.	28/12/2013	0
Gulf Station		0786666501			Abu Khader Group	28/12/2013	0
Abdullah		0797788291			Calcum	28/12/2013	50

Figure 7.3.1 List vendors

To edit a specific vendor just double click on the desired vendor, a new window will open as illustrated in figure 7.3.2, change the information and click update.

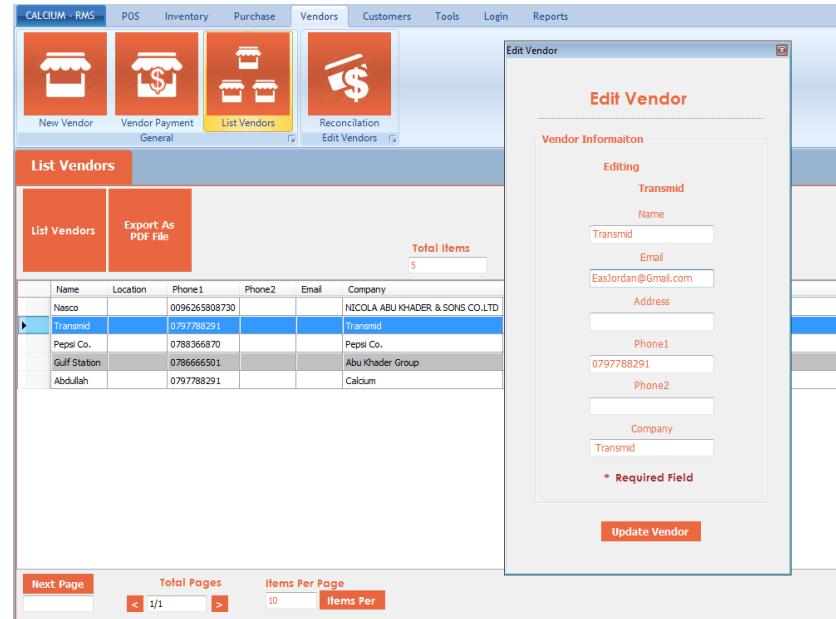


Figure 7.3.2 Edit vendor

#### 7.4 Vendor Reconciliation for on account transactions

If you have bought purchase vouchers on account for specific vendors and have vendor payments, you can list all the debit and credit transactions by clicking on Reconciliation button, a new tab will open as illustrated in figure 7.4.1. Select your vendor and click on list to list all the debit and credit transactions.

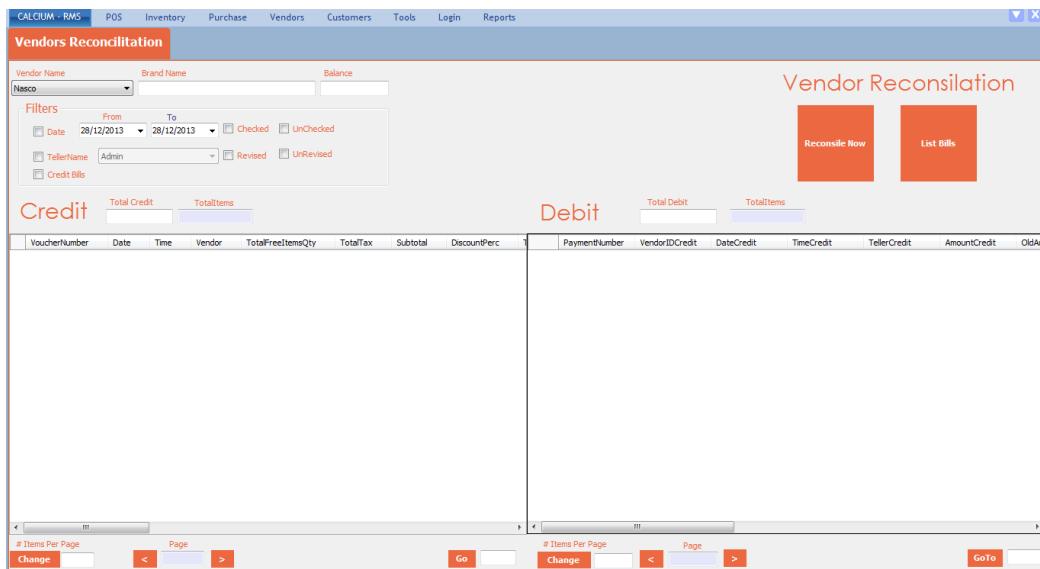


Figure 7.4.1 Vendor Reconciliation

You should note that you should choose the options (Not-Reversed) and (Credit Bills) to view on account bills and payments only.

## 7.5 How to Edit/Reverse Vendor Payment.

To edit or reverse a vendor payments find your desired payment in reconciliation windows and just double click on the desired payment. A new window will open in which you can edit the payment. As illustrated in figure 7.5.1.

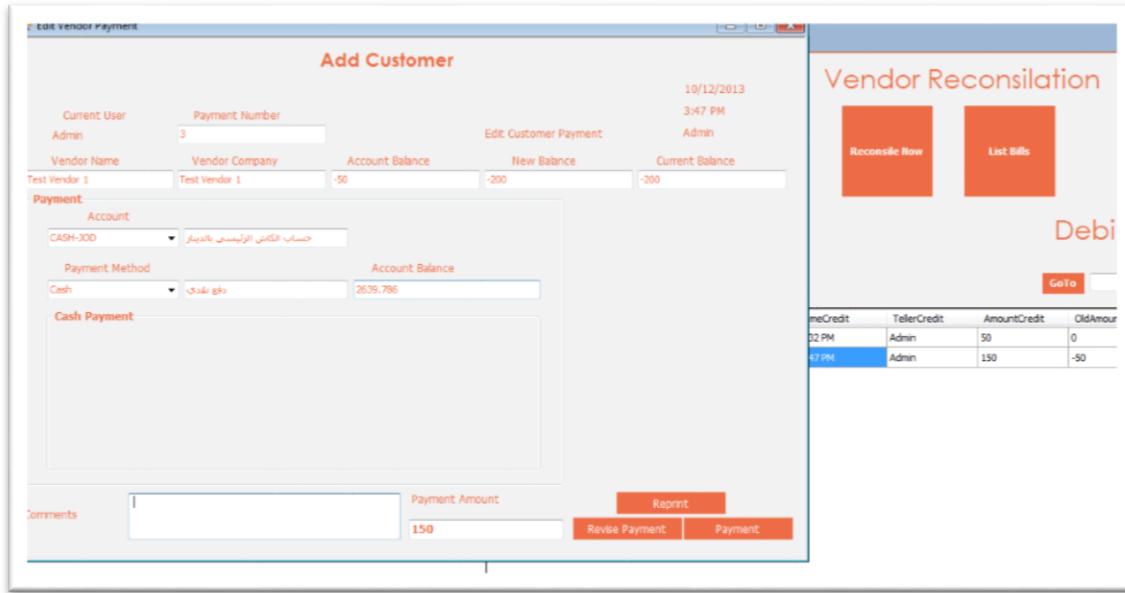


Figure 7.5.1 Edit Vendor Payment

## 8.0 HOW TO CUSTOMERS

### 8.1 How to Add New Customer

To Add New customer click on Customers Ribbon panel, and then click on new customer button, a new tab will open as illustrated in figure 8.1.1. Add customer details and then click on add button to add the customer.

The screenshot shows the 'Add New Customer' form. At the top, there's a navigation bar with tabs: CALCIUM - RMS, POS, Inventory, Purchase, Vendors, Customers, Tools, Login, and Reports. The 'Customers' tab is highlighted. Below the navigation bar, the title 'Add New Customer' is displayed in a red header. The main form area has a light gray background and is titled 'Add Customer'. It contains a section labeled 'Customer Information' with fields for Name, Phone, Email, and Address, each marked with a red asterisk indicating it's a required field. There's also a checkbox for 'Make User Account'. Below these fields are input boxes for 'Opening Balance' (0.00), 'As Of' (28/12/2013), and a note 'Required Field'. At the bottom of the form is a large red 'Add Customer' button.

Figure 8.1.1 Adding New Customer

To add a customer account which is required to enable on accounts payment for the customer, click on add customer account option as illustrated in figure 8.1.2.

This is a zoomed-in view of the 'Add Customer' form, focusing on the 'Make User Account' and 'Opening Balance' sections. It shows the 'Make User Account' checkbox, the 'Opening Balance' input field (0.00), the 'As Of' date (28/12/2013), and the 'Required Field' note. Below these is the red 'Add Customer' button.

Figure 8.1.2 Adding Customer Account Option

### 8.2 How to List Customers

To List Customer Click on list customers button which will open a new tab as illustrated in figure 8.2.1. after that click on list customers.

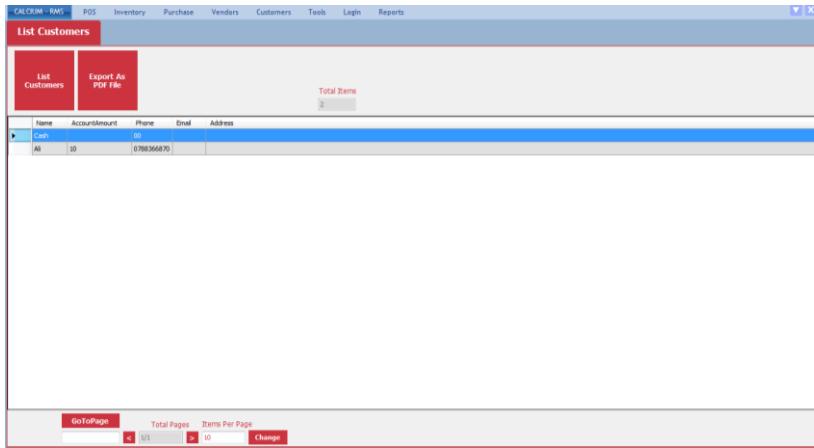


Figure 8.2.1 List Customers

To export the customer list as PDF click on export as PDF file button and select save as location and click save and it will open automatically after that.

### 8.3 How to Add Customer Payment

To add a customer payment click on add Payment button which will open a new tab as illustrated in figure 8.3.1, select the desired customer and choose the amount you are willing to pay/take from customer and payment method and then click add payment or add and print to print a receipt as illustrated in figure 8.3.2.

Figure 8.3.1 Add Customer Payment



**Bill Header 1**  
[To Edit Headers](#)

[Go To Tools -> Printing Settings](#)

---

**Customer Payment**

Date/Time 28/12/2013 15:02  
Teller: Admin

Customer: Ali  
Payment Number: 1

---

<b>TOTAL</b>	<b>5</b>
Payment Method	Cash
Old Balance	10
New Balance	15

---

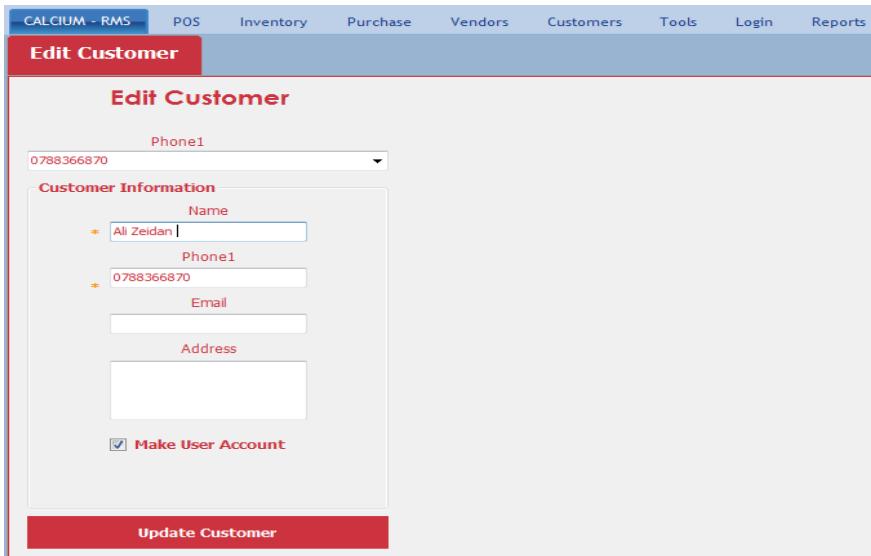
**Bill Footer1**  
[To Edit Footer](#)

[Go To Tools->Printing Settings](#)

Figure 8.3.2 Add Customer Payment Receipt

#### 8.4 How To Edit Customer

To edit a customer click on edit customer button which will open a new tab as illustrated in figure 8.4.1. Select your customer by phone and change desired data and then click on update to update the customer information.



The screenshot shows the 'Edit Customer' page. At the top, there's a navigation bar with links: CALCIUM - RMS, POS, Inventory, Purchase, Vendors, Customers, Tools, Login, Reports. Below that is a red header bar with the title 'Edit Customer'. The main area is titled 'Edit Customer' and contains a form for editing customer information. The form includes fields for 'Phone1' (set to '0788366870'), 'Name' (set to 'Ali Zeidan'), 'Phone1' (set to '0788366870'), 'Email' (empty), and 'Address' (empty). There is also a checked checkbox labeled 'Make User Account'. At the bottom of the form is a red 'Update Customer' button.

Figure 8.4.1 Edit Customer

Please note that if the customer didn't have an account you can add an account by checking the make user account option. However you cannot remove the account if it is already added.

#### 8.5 Customer Reconciliation for on account transactions

If you sold some bills on customer account or/and took payments from customers, you can list all your debit and credit transactions for a specific customer using customer reconciliation windows. To open it click on reconciliation button and it will open a new

tab as illustrated in figure 8.5.1.add your customer phone and other desired filtering options such as date period then click on list button to list all your debit and credit transactions.

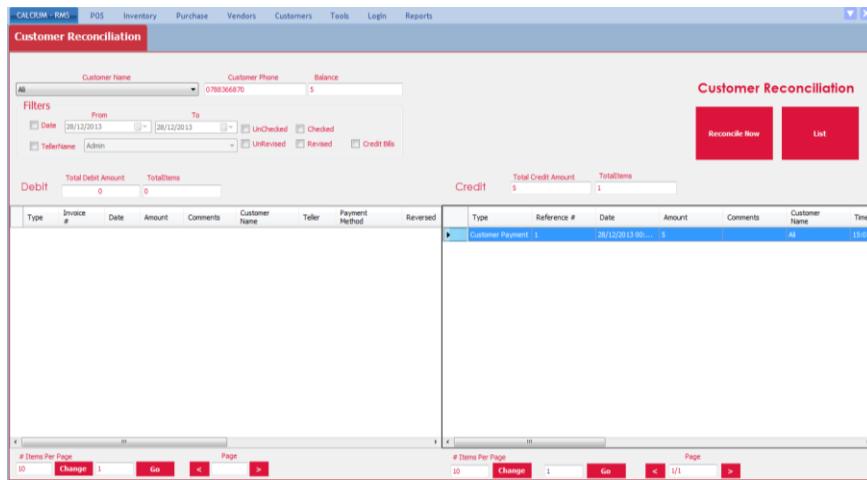


Figure 8.5.1 Customer Reconciliation.

To get only on account data you need to check credit bills, and preferred un non-Reversed bills,

### 8.5.1 How to Edit Customer Payment

To edit a customer payment just double click on the desired payment from reconciliation tab and it will automatically open a new window with the payment information you can reprint or reverse or check the payment as illustrated in figure 8.5.2.

Figure 8.5.2 Edit customer Payment

### 8.5.2 How Edit Invoice from Reconciliation

To edit a specific invoice just double click on the desired invoice, a new window will open with the invoice information; you can reprint reverse or check the invoice.

## 9.0 HOW TO POINT OF SALE

### 9.1 How to Add New Payment Invoice

If you are using touch screen please jump to section 9.2.

To add a payment click on a make a sale a new tab will open as illustrated in figure 9.1.1. Add you items using the 3 different options

- a) Barcode Scanner.
- b) Using item description list.
- c) Using items without barcode list (like prepaid mobile cards.)

The screenshot shows the 'POS Touch Screen' interface for 'CALCIUM - RMS'. The top navigation bar includes links for POS, Inventory, Purchase, Vendors, Customers, Tools, Login, and Reports. The main screen is titled 'Point Of Sale' and displays the following fields:

- Item Description:** A dropdown menu currently set to 'Castrol GTX 20W-50' with a '+' button to add more items.
- Items Without Barcode:** A dropdown menu also set to 'Castrol GTX 20W-50' with a '+' button.
- Barcode:** An empty input field.
- Payment Method:** A dropdown menu set to 'Cash' (دفع نقداً). Below it is a dropdown for 'Account' (حساب) showing 'CASH-JOD' (حساب المالكي بالدينار).
- Customer Phone:** An input field containing '00'.
- Cash:** A large teal-colored input field.
- Cash Payment:** A section for cash transactions:
  - Cash Method:** Set to 'Cash'.
  - Cash In:** An input field showing '0.00' with a 'JOD' label.
  - Exchange:** An input field showing '-34.8' with a 'JOD' label.
  - Currency:** A dropdown menu set to 'JOD'.
  - Sell Price:** An input field with '1'.
  - Buy Rate:** An input field with '1'.
- Customer Screen:** A checkbox labeled 'Customer Screen' is checked.

On the right side of the screen, there is a summary table for the invoice:

Description	Qty	PriceUnit	Tax	Price*Qty	AvalQty
Castrol GTX 20W-50	2.000	15	16	30	-1

Below the table, there are buttons for 'Sales Return' (with red minus and green plus signs), and a summary of totals:

- Subtotal:** 30
- Discount %:** 0
- Price Level:** Standard
- Discount On Voucher:** 0
- Price Level Discount:** 0
- Total Discount:** 0
- Total Before Tax:** 30
- Total Tax:** 4.8
- Total Bill:** 34.8

At the bottom right, there are several buttons with labels and icons:

- Comments
- Save And Print (F2)
- Save Only (F4)
- Clear
- Open Cash (F6)
- Export As PDF File

Figure 9.1.1 Make a Sale

After adding your desired items you can save and print by clicking save and print or save only by clicking the appropriated button a message will show to till you if the invoice added successfully as illustrated in figure 9.1.2.

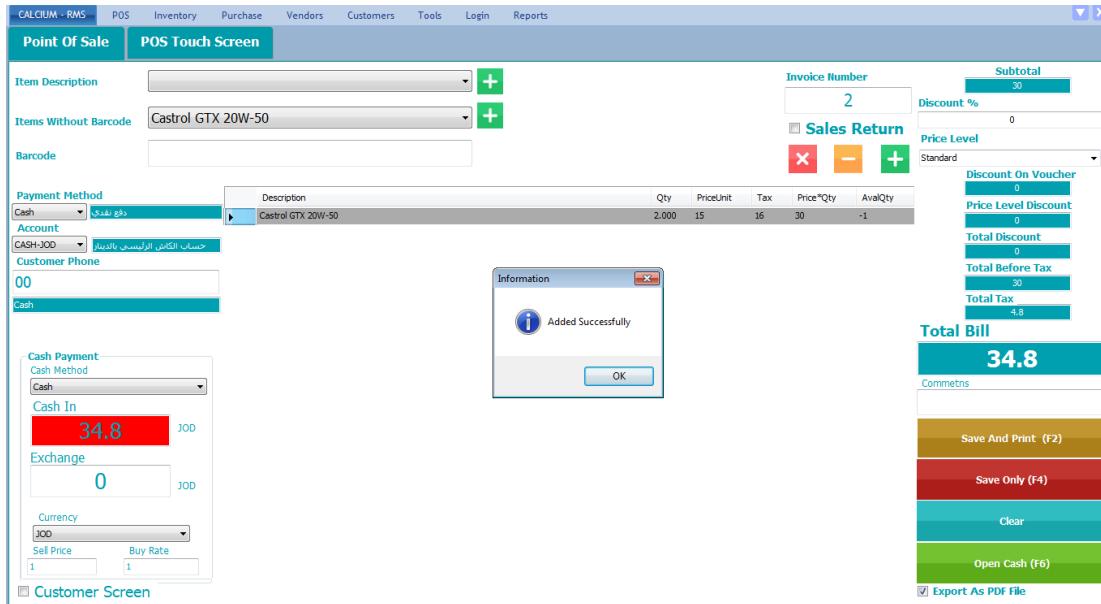


Figure 9.1.2 Invoice Added Successfully Confirmation

If you clicked on printing save and print a thermal receipt will be printed as illustrated in figure 9.1.3.

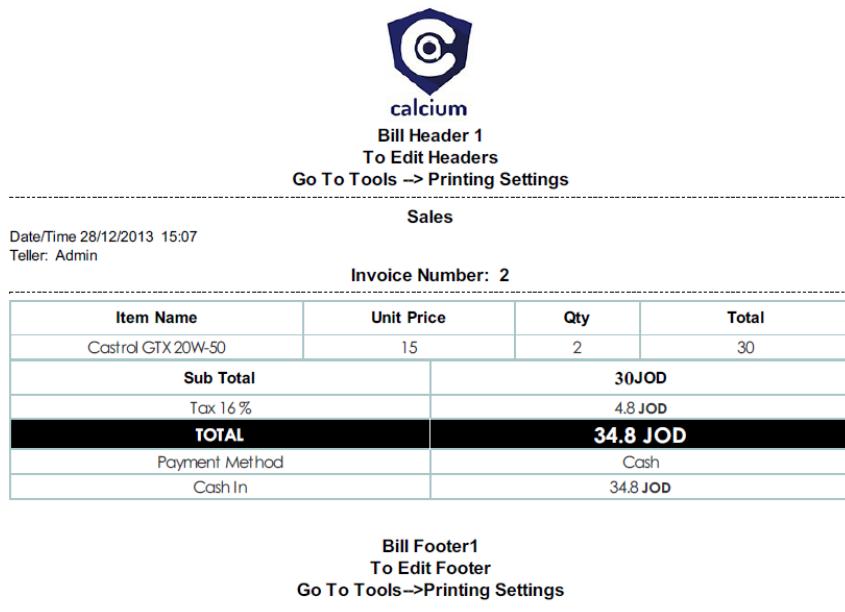


Figure 9.1.3 Thermal Receipt

### 9.1.1 How To Return Items from Customer from make a sale screen.

If you want to return a complete invoice please skip this section to 9.3 how to edit / return invoice.

If you want to return some items from customer click on option [Sale Returns] under the invoice number, the windows color will change which indicated that you are in return items mode and the invoice number will be changed to the return invoice number counter as illustrated in figure 9.1.4.

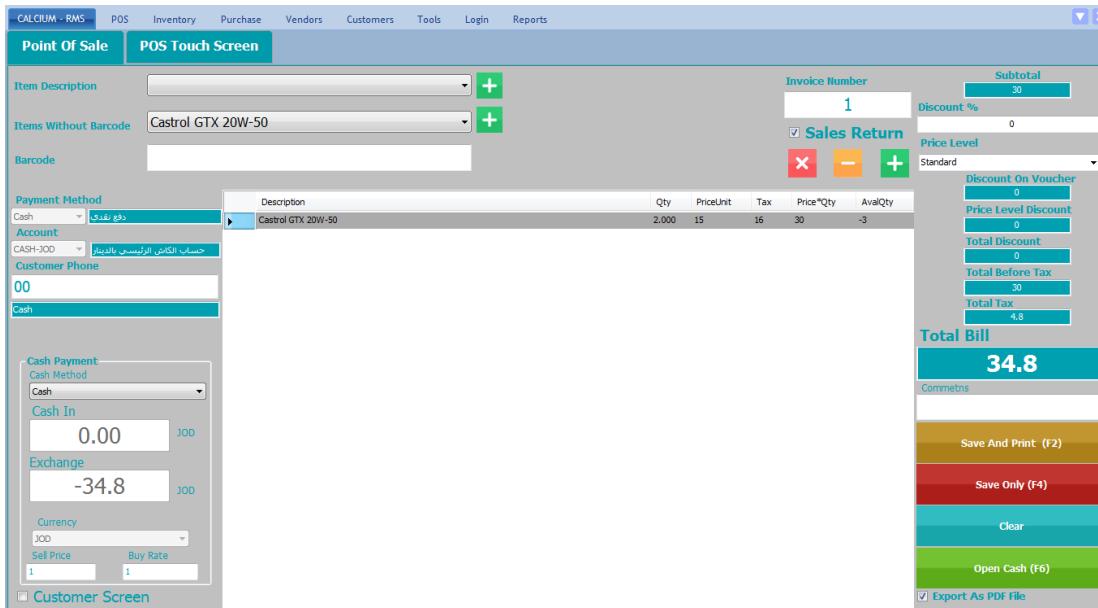


Figure 9.1.4 Return Items From Make a Sale Screen

Add your items like it was a simple make a sale transaction and complete it as normal transaction.

## 9.2 How to Add Payment from Touch Screen

To add new payment invoice from touch screen click on touch screen button, a new tab will automatically open as illustrated in figure 9.2.1. This tab will contain your configured items which you want it to show on the touch screen window.

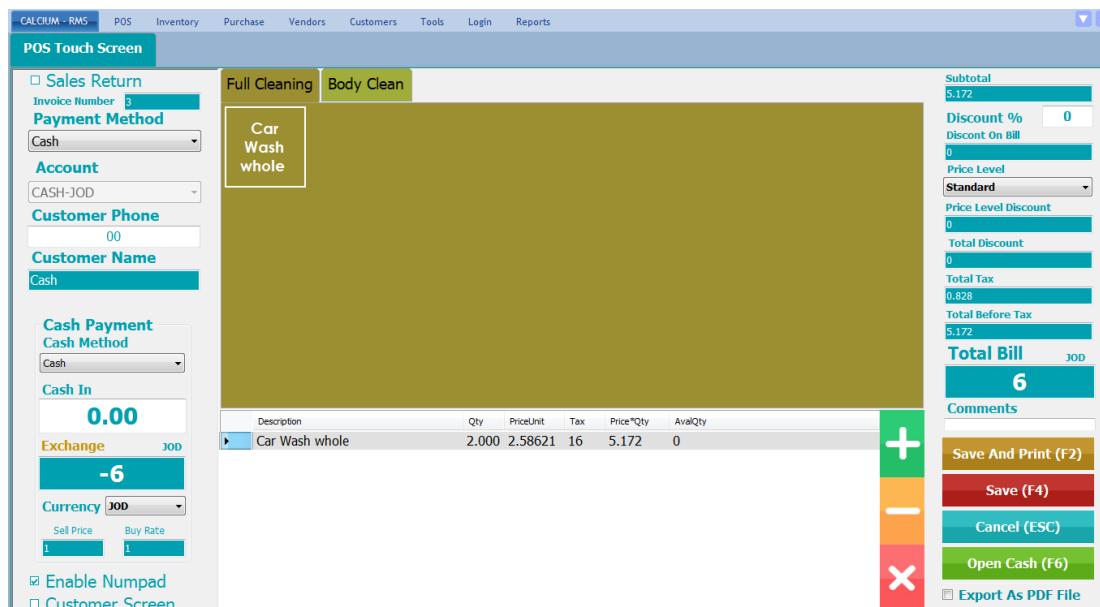
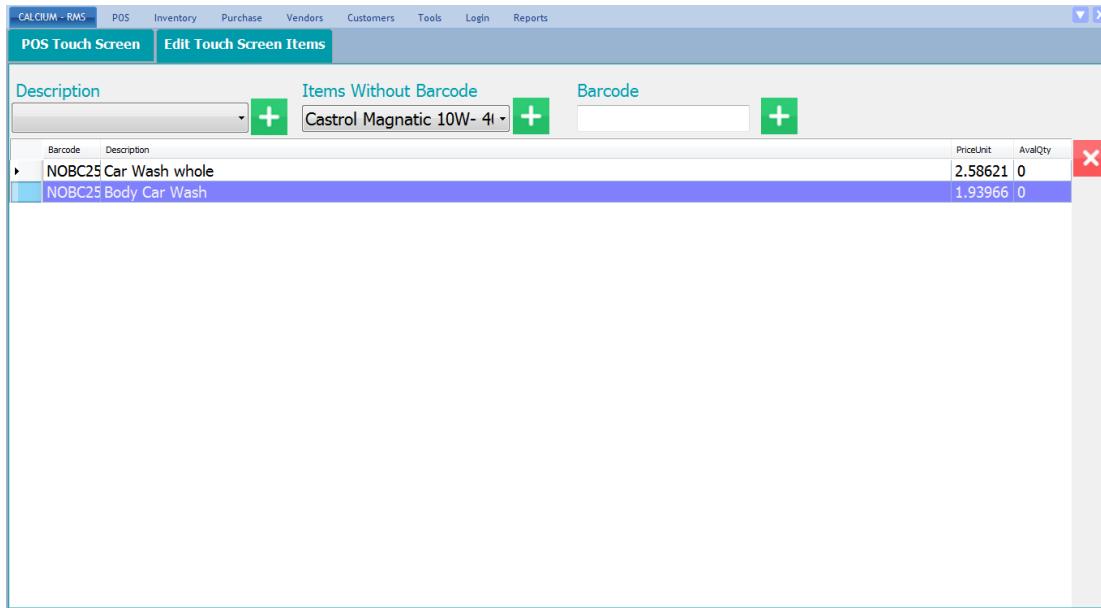


Figure 9.2.1 Touch Screen Window

### 9.2.1 How to Configure Touch Screen Items

To Configure Touch screen items click on Touch Items Button and it will open a new tab for you as illustrated in figure 9.2.2.



**Figure 9.2.2 Edit Touch Screen Items**

All the items listed in this window will be automatically added to touch screen window based on its category. You can add/remove items from this screen. After you finish editing just close this tab and open touch screen window and it will be automatically updated.

### 9.2.2 Where Is the Numpad

In calcium we have created a very useful interface which contains your entire needed tools to complete your jobs smoothly; the numpad will show to you whenever you need it. So if you want to enter the cash in amount from user, click on cash in field and the numpad will automatically show to you as illustrated in figure 9.2.3.



**Figure 9.2.3 Numpad will show will you need it**

After you finish entering your amount click on enter button and it will hide automatically. To disable numpad uncheck the option [enable numpad].

### 9.2.3 How To Return Items from Customer from touch screen window

If you want to return a complete invoice please skip this section to 9.3 how to edit / return invoice.

To return items from touch screen window you need to check the option [Sales Return] on the left corner and the window color will automatically change to red which indicated that you are currently in return items mode as illustrated in figure 9.2.4. Add the desired items and complete the transaction as normal.

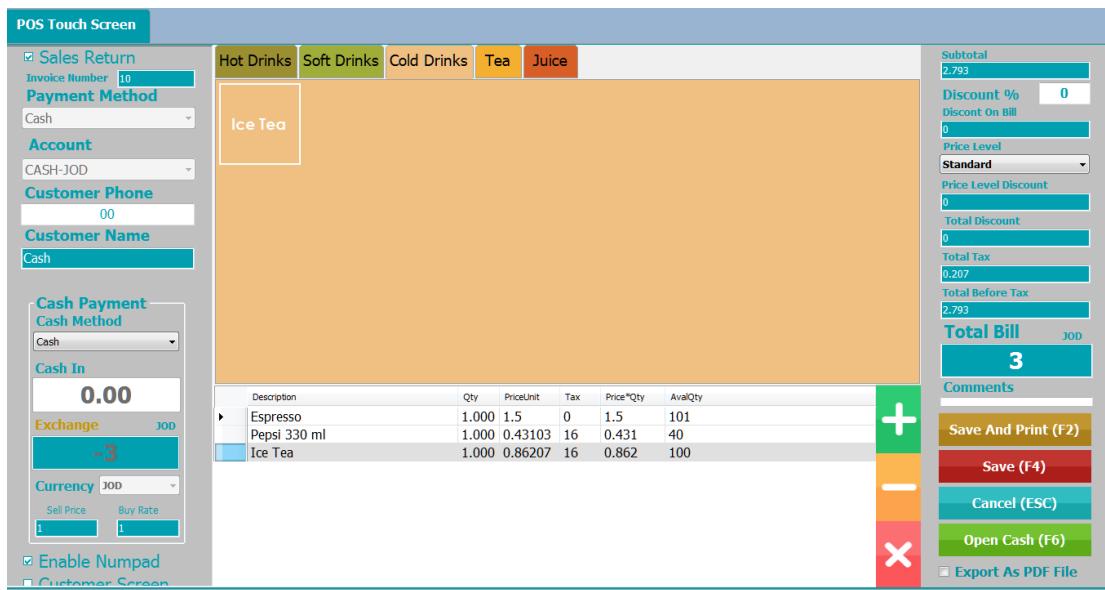


Figure 9.2.4 Return Items from Touch Screen

## 9.3 How to Edit Sale Invoices

To edit a sale invoice you have two options which are fully addressed in sections 9.3.1 and 9.3.2.

### 9.3.1 How to Edit Invoice From Its Number

To edit an invoice from its number click on edit bill button and a new tab will open as illustrated in figure 9.3.1. Fill you invoice number and click enter and it will open the desired invoice in a new window as illustrated in figure 9.3.2. You can check/reverse/reprint the whole invoice. The user is not allowed to edit items within the invoice for integrity.

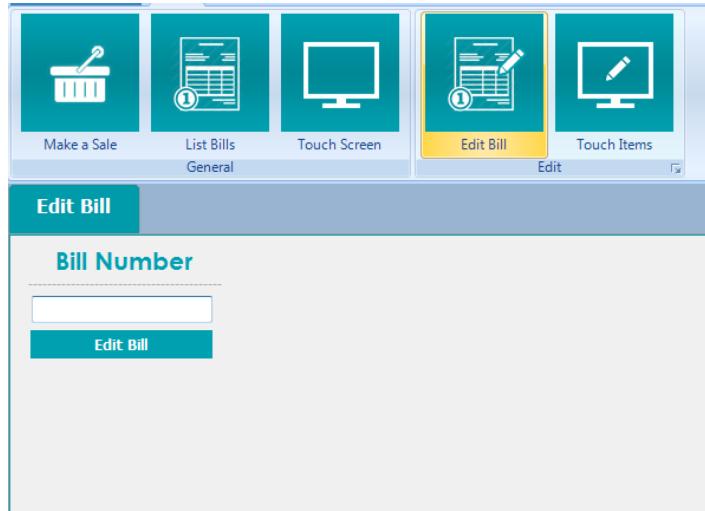


Figure 9.3.1 Edit Invoice From its number

Description	Qty	PriceUnit	Tax	Price*Qty	Old AvailQty
RedBull 330 ml	3	0.86207	16	2.58621	176
Merinda 330ml	2	0.43103	16	0.86206	304
7Up 330 ml	3	0.43103	16	1.29309	178
Pepsi 330 ml	6	0.43103	16	2.58618	93

Figure 9.3.2 Edi By Invoice Number

### 9.3.2 How To List Invoices and edit

To list invoices click on list bills button, it will open a new tab as illustrated in figure 9.2.3. You can select your desired filtering options and click list invoices.

Figure 9.3.3 List Invoices

To edit a specific invoice just double click on the desire bill and it will automatically open a new edit window as illustrated in figure 9.3.4.

Figure 9.3.4 Edit bill From Invoices List

You can reprint/reverse/or check the invoice. If the invoice was already reversed a reversed red text will show when you try to edit the invoice.

## 10.0 HOW TO OTHER SETTINGS

### 10.1 How to Add New User Account

To add new user click on tools ribbon panel and then click on New User button, a new tab will automatically open as illustrated in figure 10.1.1. Add your desired new user information and click on add user to add the new user.

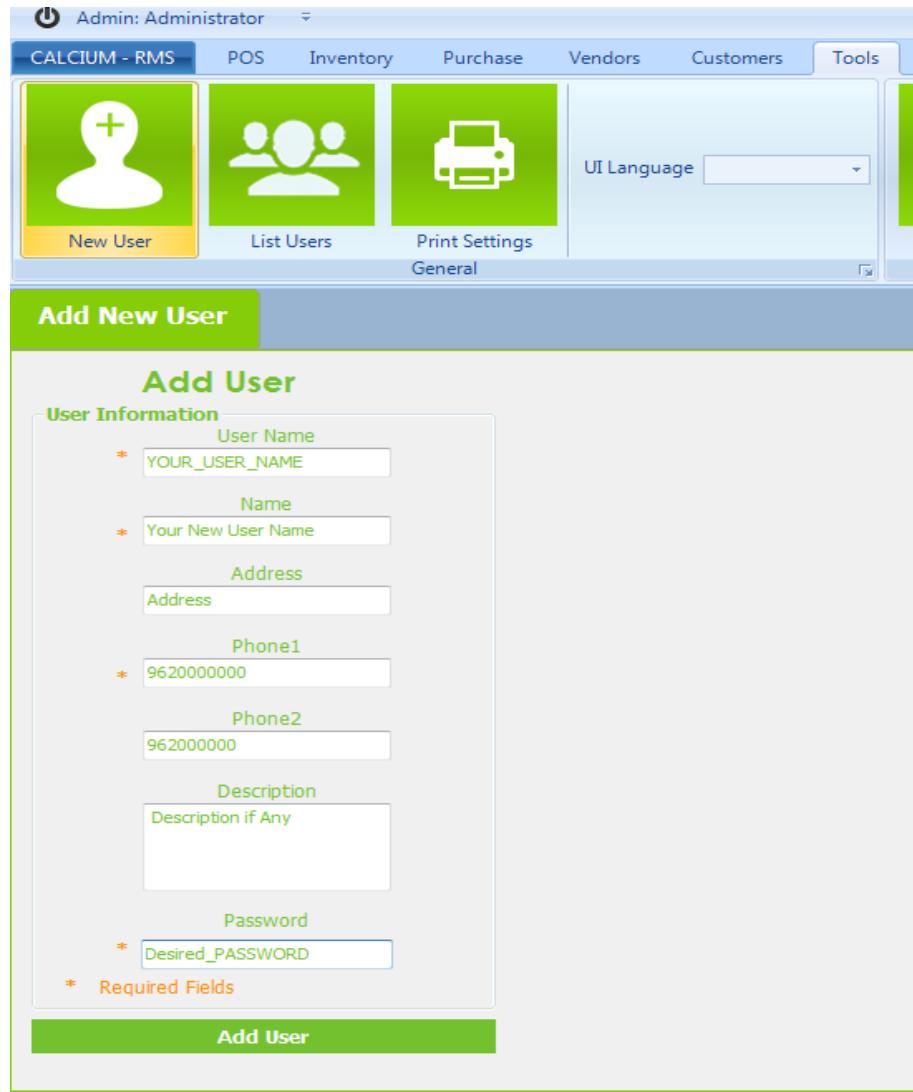
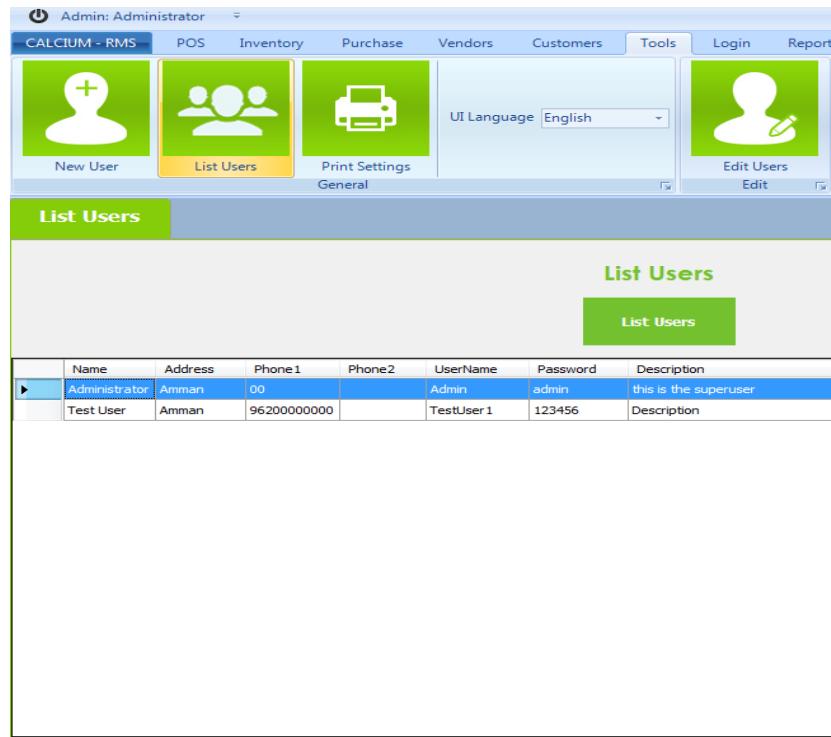


Figure 10.1.1 Add New User

### 10.2 How to List Users

To List Users Click on list users button a new tab will automatically open as illustrated in figure 10.2.1, click on list users and all the users will be listed.



**Figure 10.2.1 List Users**

To edit a user from this window just double click on the desired user a new window will open.

### 10.3 How to Edit Users and Privileges

To Edit a User and its privileges click on users & Privileges button a new tab will open as illustrated in figure 10.3.1.

Privileges		
Customers	Point Of Sale	Inventory
<input type="checkbox"/> Add Customers	<input type="checkbox"/> Point Of Sale	<input type="checkbox"/> Add New Item
<input type="checkbox"/> Add Customer Payment	<input type="checkbox"/> Touch Screen POS	<input type="checkbox"/> Add New Item Type
<input type="checkbox"/> Customers Debit Credit	<input type="checkbox"/> List Sale Invoices	<input type="checkbox"/> Add Disposal Reason
<input type="checkbox"/> List Customers	<input type="checkbox"/> Edit Sale Invoices	<input type="checkbox"/> Add New Category
<input type="checkbox"/> Edit Customer Payment	<input type="checkbox"/> Edit Touch Screen Items	<input type="checkbox"/> Add New Price Level
<input type="checkbox"/> Edit Customers	<input type="checkbox"/> Reports	<input type="checkbox"/> Dispose Items
Vendors	<input type="checkbox"/> Administration	<input type="checkbox"/> Add New Tax Level
<input type="checkbox"/> Add New Vendor	<input type="checkbox"/> Edit Accounts	<input type="checkbox"/> Edit Items
<input type="checkbox"/> Add Vendor Payments	<input type="checkbox"/> Add New User	<input type="checkbox"/> Weigh Editing
<input type="checkbox"/> Vendors Debit Credit	<input type="checkbox"/> Edit Users	<input type="checkbox"/> List Items
<input type="checkbox"/> Edit Vendors	<input type="checkbox"/> List Users	<input type="checkbox"/> Adjust Inventory Stock
<input type="checkbox"/> List Vendors	<input type="checkbox"/> Printing Settings	<input type="checkbox"/> Edit Adjust Invoice
<input type="checkbox"/> Edit Vendor Payments	<input type="checkbox"/> Database Settings	<input type="checkbox"/> List Adjust Items
<input type="checkbox"/> Purchase Voucher		<input type="checkbox"/> Allow Discounts
<input type="checkbox"/> List Vouchers		
<input type="checkbox"/> Edit Vouchers		

**Figure 10.3.1 Edit Users**

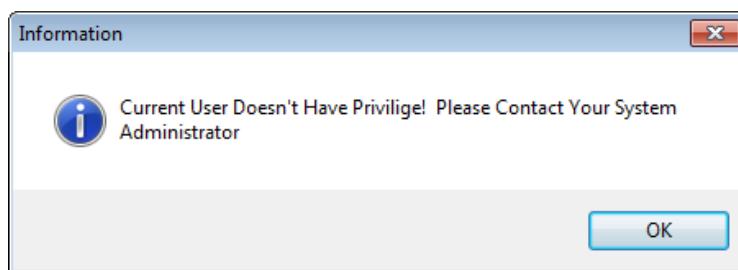
Please note that you cannot change admin users from this window and you should go to edit admins windows. To Edit an Admin user please refer to section 3.1.1 changing admin password.

To Edit A normal user ; select the user from users list its information and privileges will be automatically updates as illustrated in figure 10.3.2.

**Figure 10.3.2 Update Normal User and Privileges**

To update the information click on update information button. About the Privileges each option on the right side represents a window such as make a sale window to enable the privilege check the option or uncheck it to disable this privilege for the user. After finishing editing the privileges click on update privileges to take action.

Now if the user tries to open a window which he has no privilege for it he will receive a window that he cannot access the window as illustrated in figure 10.3.3.



**Figure 10.3.3 Privilege Not allowed**

## 10.4 How to Printing Settings

### 10.4.1 How to Change Receipt Headers & Footers

To change Receipts Headers and Footers Click on printing settings a new tab will open automatically as illustrated in figure 10.4.1.

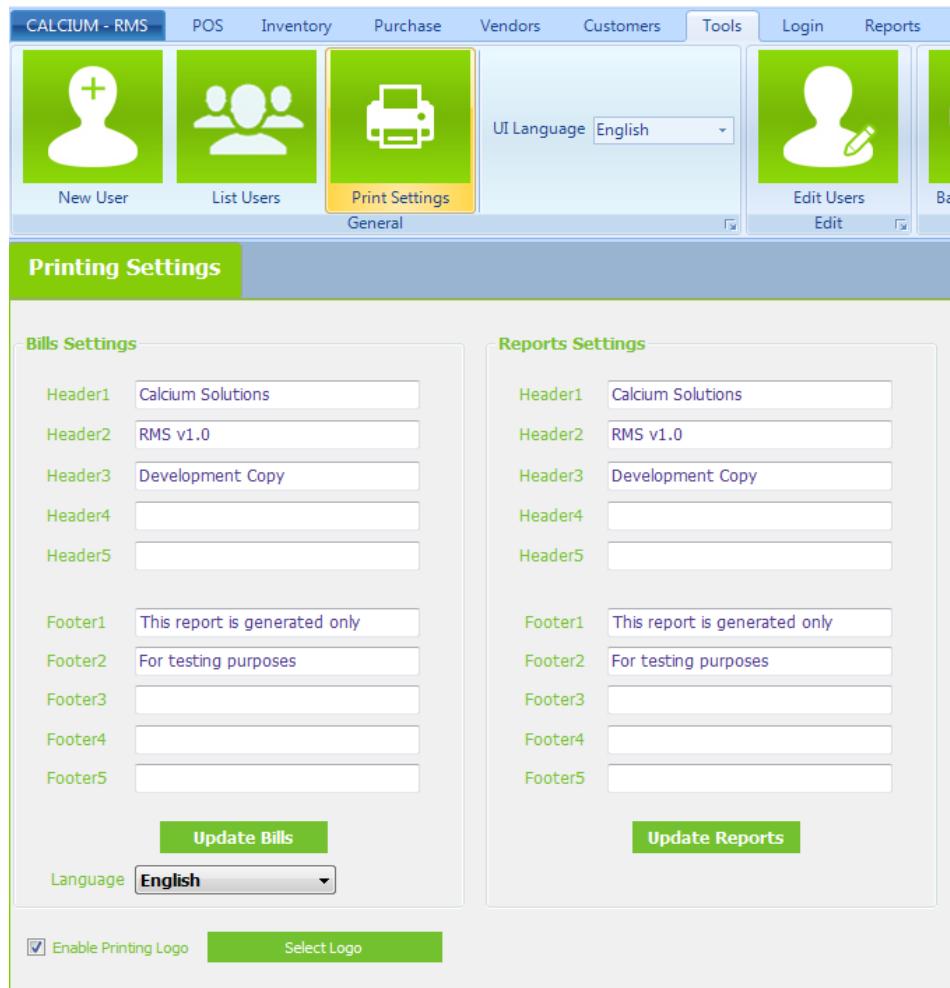


Figure 10.4.1 Printing settings

On the left side you can change the headers and footers for the receipts. By clicking on update bills the changes will take action. You do not need to restart the program.

### 10.4.2 How to Change Receipt Language

To change receipt language between Arabic and English click on Language (from figure 10.4.1) and choose your desired language. A message box will confirm if it is updated successfully. Now all your receipt will be printed in Arabic language as illustrated in figure 10.4.2.

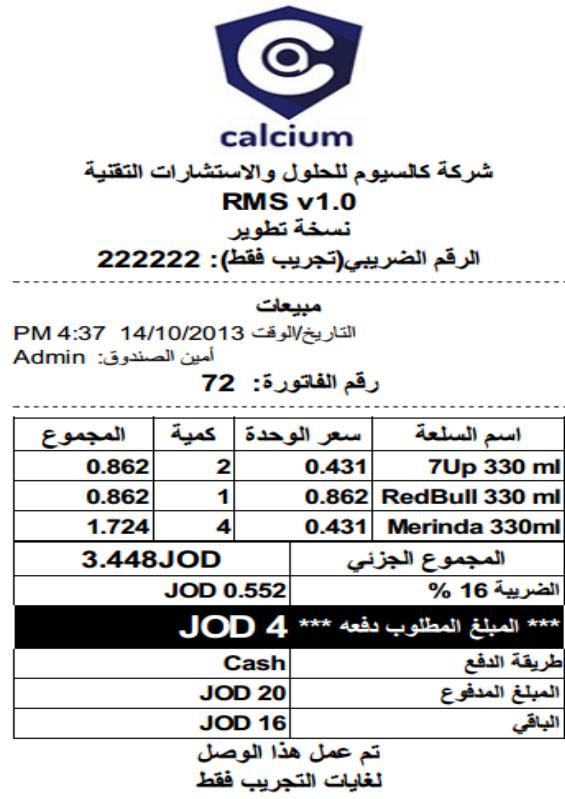


Figure 10.4.2 Thermal Receipt Layout arabic

#### 10.4.3 How to Change Logo

To change your receipts and Reports Logo please prepare your logo with desired resolution 128px height \* up to 300px width in .jpg format. After that click on select logo button and choose the logo from open file dialog. After selecting the logo, it will be updated automatically.

#### 10.4.4 How to Disable Printing Logo

To disable Printing the logo just uncheck the option enable printing logo as illustrated in figure 10.4.3. by clicking a confirmation message will automatically tell the user that it is updated.

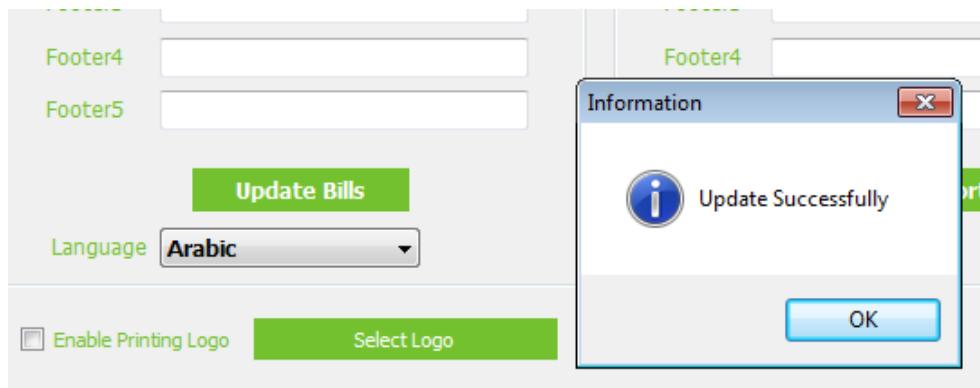


Figure 10.4.3 Dasable/Enable Printing Logo

#### 10.4.5 How To Change Reports Headers & Footers

To change reports header and footers just change on the right panel as desired users options and click update reports.

## 10.5 DATABASE

### 10.5.1 How to Backup/Restore Database

To backup database click on tools panel and then click on backup database button, a new window will open as illustrated in figure 10.5.1.

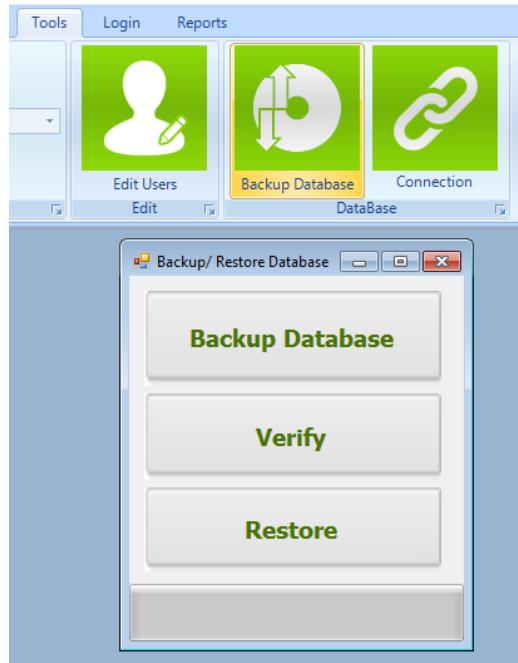


Figure 10.5.1 Backup Database Window

To backup database click on backup database button, a new save file dialog will open; select the location where you want to save the backup as illustrated in figure 10.5.2 (and change the name if desired) and then click save.

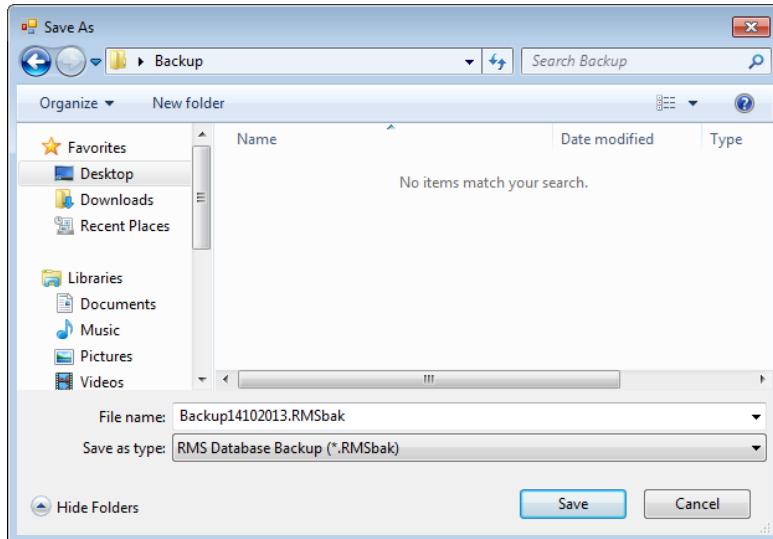


Figure 10.5.2 Save Backup Location

After clicking on save button the progress bar will automatically updated until finishing backup, when finish a message box will pop up to tell the user that the backup has been successfully finish (or if it is not successful and problems occurred) as illustrated in figure 10.5.3.

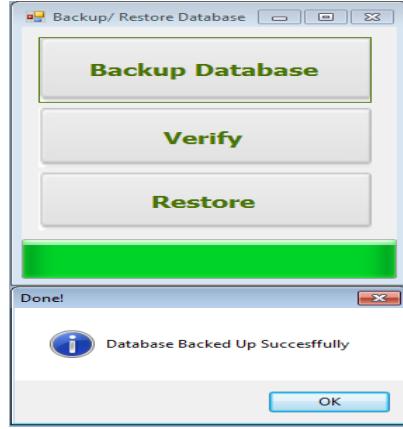


Figure 10.5.3 Database successfully backed up

To restore the database Please click first on verify button and select the backed up database target, if it is successfully verified then you can restore it without problem unless you cannot. A message box will tell the user if it is successfully verified as in figure 10.5.4.

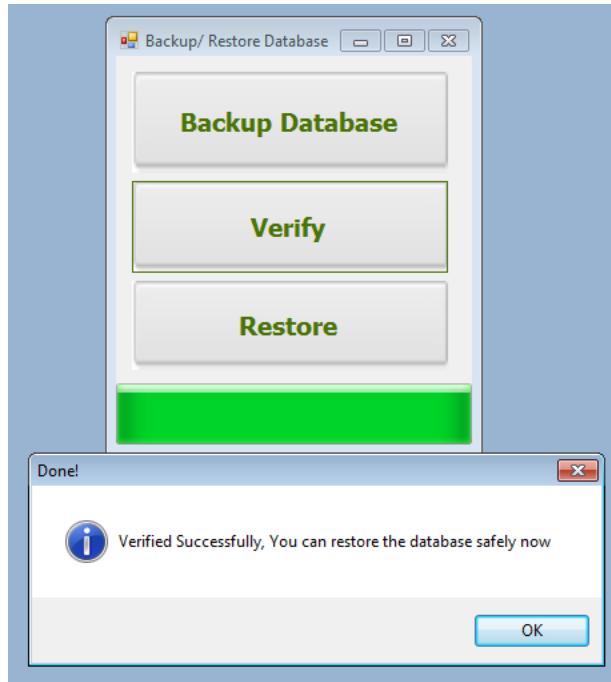


Figure 10.5.4 Verify Database

After your database is verified successfully you are ready to restore the database; PLEASE NOTE THAT ANY DATA SAVED AFTER THE DATABASE BACKUP DATA WILL BE REMOVED. If you are ready click on restore database and select the database backup file, restore process will take place and tell the user when finished as illustrated in figure 10.5.5.

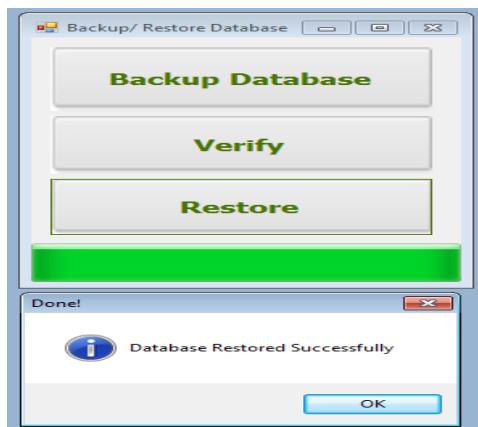


Figure 10.5.5 Database Restored Successfully

### 10.5.2 How to Change Connection String

If you are working for multiple clients and a database server we allow the users to change the connection string as desired for flexibility. By clicking on Connection String button I will automatically open a new tab for the connection string as illustrated in figure 10.5.6.

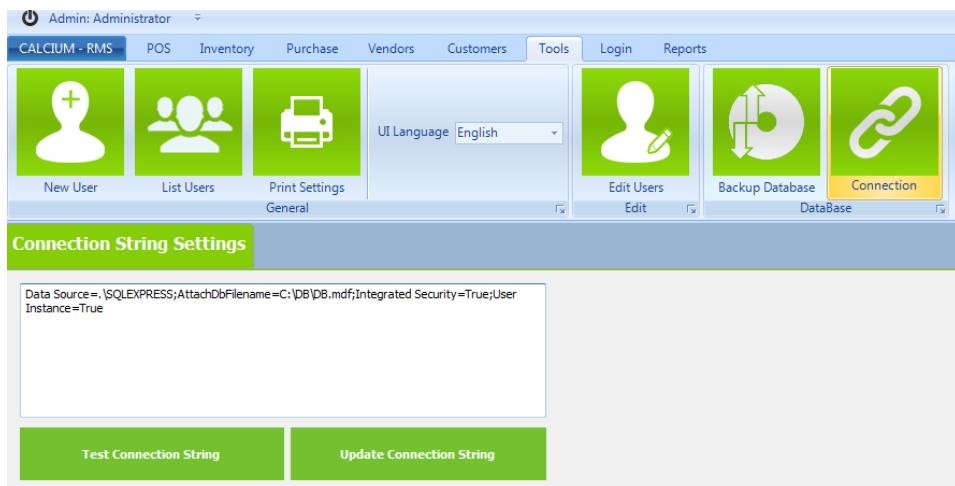


Figure 10.5.6 Connection String Tab

To change the connection string; modify the connection string then click on test connection string button, a message box will output with the information. If it was correct connection string a message will be like in figure 10.5.7.

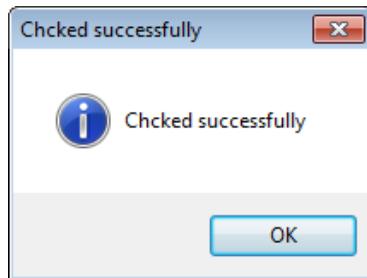


Figure 10.5.7 Correct connection String

If the connection string was not correct you will receive an error message as illustrated in figure 10.5.8.

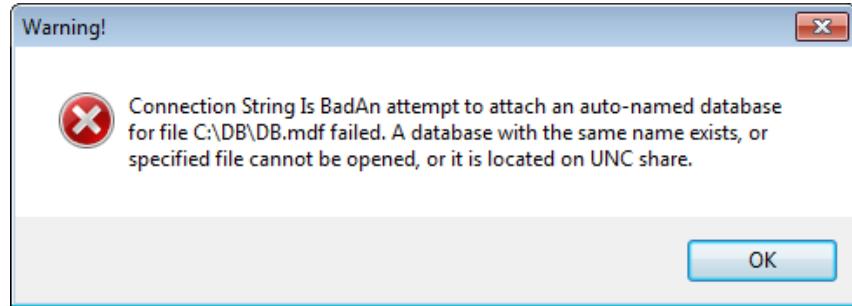


Figure 10.5.8 Bad connection String

Finally after checking the connection string you can click on update connection string to update the connection string, if it updated successfully you will receive a message as illustrated in figure 10.5.9.

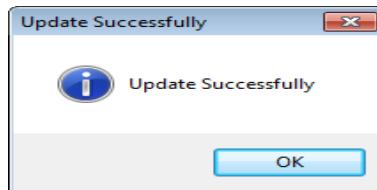


Figure 10.5.9 Connection string updated successfully

## 10.6 How to Login Temporarily

If you are using multiple users and the current user working on the system doesn't have a specific privilege, the administrator or higher privilege user can login with temporal privilege to a specific task and then logout. To login temporarily click on login ribbon panel and then click on Temp Login, it will open a new login window as illustrated in figure 10.6.1.

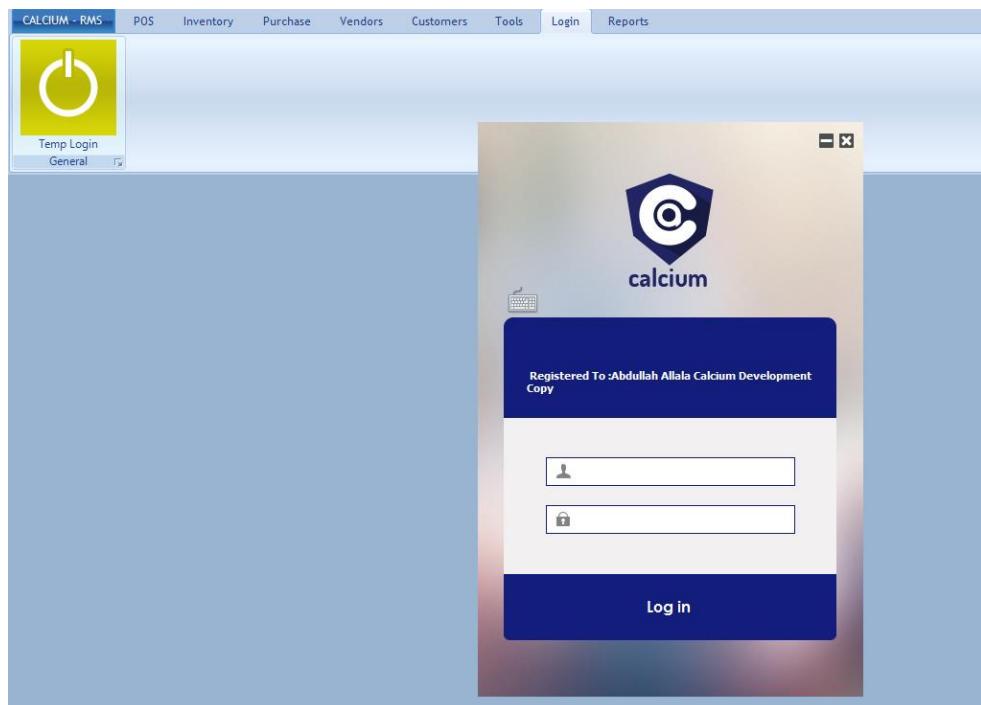


Figure 10.6.1 Temp Login

After login into the system with the new user the current user will change on the left top corner, and a new button will show [temp logout] as illustrated in figure 10.6.2.

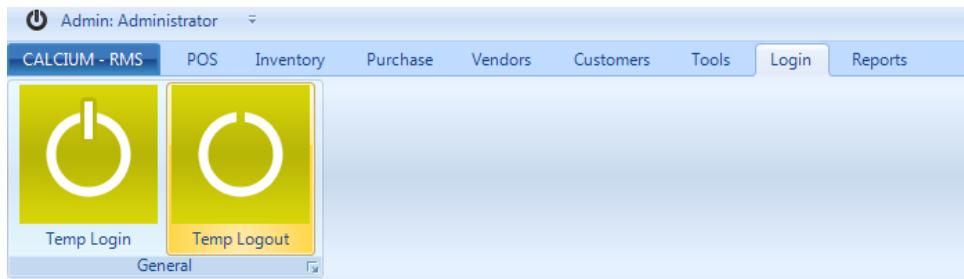


Figure 10.6.2 New Button will show after temporal login

After finishing your specific task you can logout by clicking on the temp logout button as illustrated in figure 10.6.3.

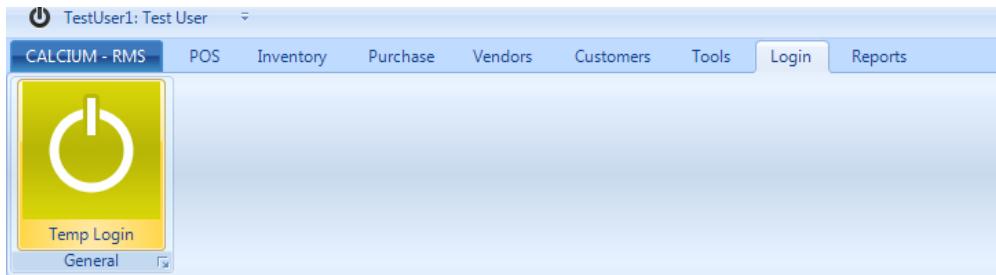


Figure 10.6.3 Temp Logout

## 11.0 REPORTS

Calcium RMS has wide variety of powerful reports that help you to take control of every transaction of the system. To open report screen click on report ribbon panel and choose report button as illustrated in figure 11.1.

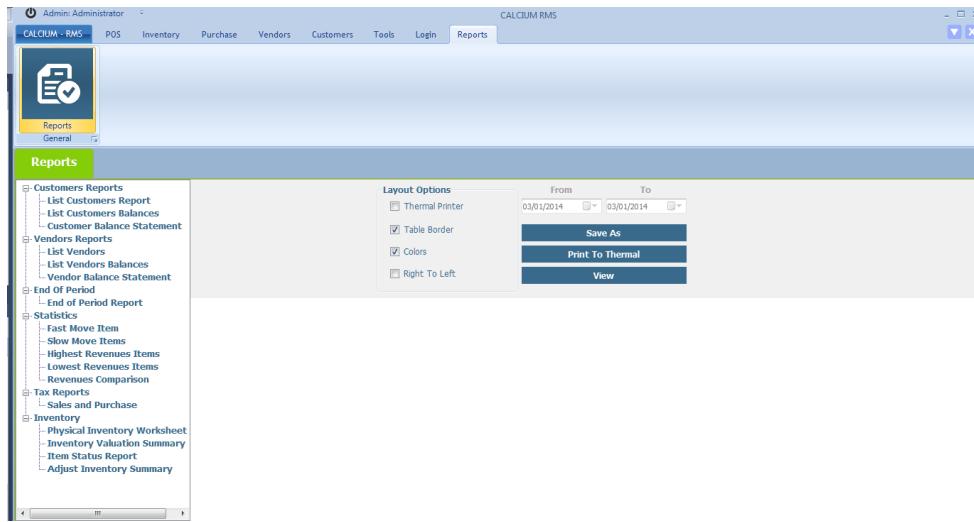


Figure 10.6 .10.6.1 Reports Screen

### 11.1 How to change reports language

Reports language is designed to correspond to the UI language, so in order to change the reports language please refer to section 3.1.2. Changing software language.

### 11.2 How to Export Reports as PDF or Excel.

Click on Save as Button, it will automatically open a dialogue for you, choose the file name and type as illustrated in figure 11.2.1 And click ok. After finish the report will automatically open.

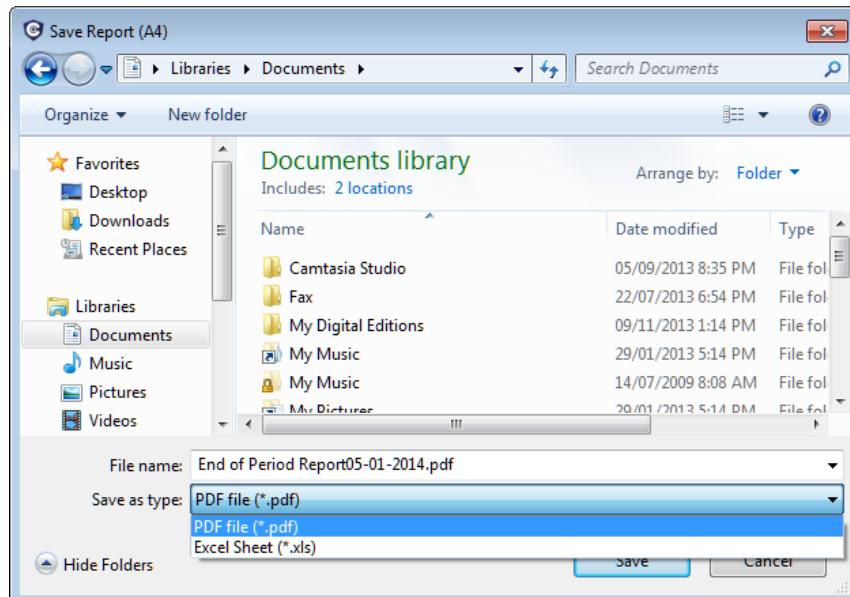


Figure 11.2.1 Export Report as PDF or Excel

## 11.3 Customers Reports

### 11.3.1 List customer.

Header 1		
Header 2		
Customers List		
Date: 03/01/2014		
Name	Address	Phone 1
Cash		00
Abdullah Zeidan	Amman	0786666501

Welcome  
It's been a pleasure to working with you

Figure 11.3.1 List Customers Report

### 11.3.2 List Customer balances for the on account payments.

Header 1			
Header 2			
Customers Balance Summary			
Name	Balance	Phone 1	Address
Cash		00	
Abdullah Zeidan	0	0786666501	Amman

Welcome  
It's been a pleasure to working with you

Figure 11.3.2 Customers Balance Statement Report

### 11.3.3 Customer Balance Statement.

Customer Balance Statement is one of the powerful reports that lists customers transaction on the system and payment with simple table as illustrated in figure 11.3.3.

  
calcium  
Calcium Solutions  
RMS v1.0  
Development Copy

**Customer Balance Statement**

Phone: 0783 Name: Test Customer 3  
From:01/01/2013 To:03/01/2014  
Print By: Admin On 03/01/2014 11:08:40 AM

Description	Date	#	Debit	Credit	Balance
Opening Balance	01/10/2013 3:20:00 PM	-	-	-	100
Invoice	01/10/2013 3:20:00 PM	75	11.5	-	111.5
Reversed Invoice	01/10/2013 3:20:00 PM	75	-	11.5	100
Invoice	02/10/2013 3:59:00 AM	78	6.5	-	106.5
Payment	02/10/2013 3:23:00 PM	3	-	100	6.5
Invoice	02/10/2013 3:23:00 PM	76	5	-	111.5
Reversed Payment	02/10/2013 3:26:00 PM	3	100	-	111.5
Payment	02/10/2013 3:56:00 PM	4	-	105	6.5
Reversed Payment	02/10/2013 3:57:00 PM	4	105	-	111.5
Total					111.5

This report is generated only  
For testing purposes

Figure 11.3.3 Customer Balance Statement Report

## 11.4 Vendors Reports.

### 11.4.1 List Vendors.

Vendors List Contact						
Name	Location	Phone1	Phone2	Email	Company	StartDate
Nasco		065667596			Necola Abu Khader & Sons	03/01/2014 00:00:00

Welcome  
It's been a pleasure to working with you

Figure 11.4.1 Vendors List Report

### 11.4.2 List Vendors Balances.

Vendors Balances List							
Name	Location	Phone1	Phone2	Email	Company	StartDate	Balance
Nasco		065667596			Necola Abu Khader & Sons	03/01/2014 00:00:00	550.544

Welcome  
It's been a pleasure to working with you

Figure 11.4.2 List Vendors Balances

### 11.4.3 Vendor Balance Statement.

Vendor Balance statement illustrated in figure 11.4.3.



Calcium Solutions  
RMS v1.0  
Development Copy

#### Vendor Statement of Account

Phone:999 Name: Test Vendor 1

From: 01/01/2013 To:03/01/2014

Print By: Admin On 03/01/2014 11:15:29 AM

Description	Date	#	Debit	Credit	Balance
Opening Balance	12/10/2013 3:32:00 PM	-	-	-	0
Payment	12/10/2013 3:32:00 PM	1	50	-	-50
Payment	12/10/2013 3:47:00 PM	3	150	-	-200
Bill	17/10/2013 12:00:00 AM	13	-	75.168	-124.832
Payment	17/10/2013 4:14:00 PM	4	200	-	-324.832
Reversed Bill	17/10/2013 4:15:00 PM	13	75.168	-	-400
Bill	17/10/2013 4:21:00 PM	14	-	2000.072	1600.072
Reversed Payment	01/11/2013 4:34:00 PM	1	-	50	1650.072
Payment	22/12/2013 4:10:00 PM	5	100	-	1550.072
Payment	22/12/2013 4:12:00 PM	6	15000	-	-13449.928
Bill	25/12/2013 6:09:00 AM	16	-	50.002	-13399.926
Bill	25/12/2013 6:15:00 AM	17	-	20.001	-13379.925
Bill	25/12/2013 6:24:00 AM	18	-	20.001	-13359.924
Total					-13359.924

Figure 11.4.3 Vendor Balance Statement

## 11.5 End of Period Report

End of period report is one of the most powerful reports that summarize all transactions in the system into one simple report you can select the report for single or multiple tellers within user defined period of time easily from the reports options illustrated in figure 11.5.1. End of period sample report illustrated in figure 11.5.2.

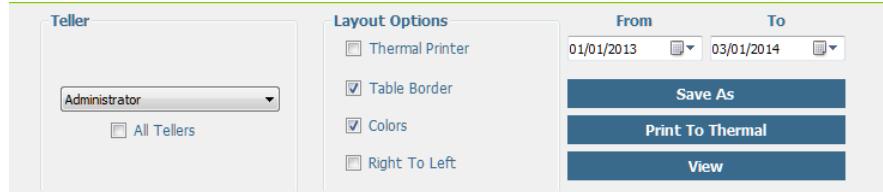


Figure 11.5.1 End of Period Report Options

 <b>calcium</b> Calcium Solutions RMS v1.0 Development Copy																																		
<b>End Of Period</b>																																		
Teller: <b>Administrator</b> Date From: 01/01/2013 To: 03/01/2014 Printed On: 03/01/2014 11:21 AM Printed By: <b>Admin</b>																																		
<b>Cash Sales</b> <table border="1"> <thead> <tr> <th>Type</th><th>Amount JOD</th></tr> </thead> <tbody> <tr> <td>Cash</td><td>3247.59</td></tr> <tr> <td>Reversed Cash Sales</td><td>282.596</td></tr> <tr> <td>Cash Sales Discounts</td><td>32.113</td></tr> <tr> <td>Cash Sales Returns (from customer)</td><td>1262.7</td></tr> <tr> <td align="right"><b>Total 1670.181</b></td><td></td></tr> </tbody> </table> <b>Cash Payments</b> <table border="1"> <thead> <tr> <th>Type</th><th>Amount JOD</th></tr> </thead> <tbody> <tr> <td>Cash Customer Payments</td><td>170</td></tr> <tr> <td>Cash Vendor Payments</td><td>15600</td></tr> <tr> <td align="right"><b>Total -15430</b></td><td></td></tr> </tbody> </table> <b>Cash Purchases</b> <table border="1"> <thead> <tr> <th>Type</th><th>Amount JOD</th></tr> </thead> <tbody> <tr> <td>Cash Purchases</td><td>4761.165</td></tr> <tr> <td>Reversed Cash Purchases</td><td>370.397</td></tr> <tr> <td>Cash Purchases Discount</td><td>0</td></tr> <tr> <td>Cash Purchases Returns (to vendor)</td><td>699.558</td></tr> <tr> <td align="right"><b>Total -3691.21</b></td><td></td></tr> </tbody> </table> <b>Total Cash Amount -10068.609 JOD</b>			Type	Amount JOD	Cash	3247.59	Reversed Cash Sales	282.596	Cash Sales Discounts	32.113	Cash Sales Returns (from customer)	1262.7	<b>Total 1670.181</b>		Type	Amount JOD	Cash Customer Payments	170	Cash Vendor Payments	15600	<b>Total -15430</b>		Type	Amount JOD	Cash Purchases	4761.165	Reversed Cash Purchases	370.397	Cash Purchases Discount	0	Cash Purchases Returns (to vendor)	699.558	<b>Total -3691.21</b>	
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Figure 11.5.2 End Of Period Sample Report

## 11.6 Statistics Reports

### 11.6.1 Fast Move Item

#### 11.6.2 Slow Move Item

Fast move item and slow move item illustrates the highest/lowest quantities sold during a user defined period of time. Sample report for fast move item is illustrated in figure 11.6.1. The user can also select how many top items to select, default is 10 items.

The user can export the report to excel, and change the data as wants and it will correspond in changing the graph as the data is changing.

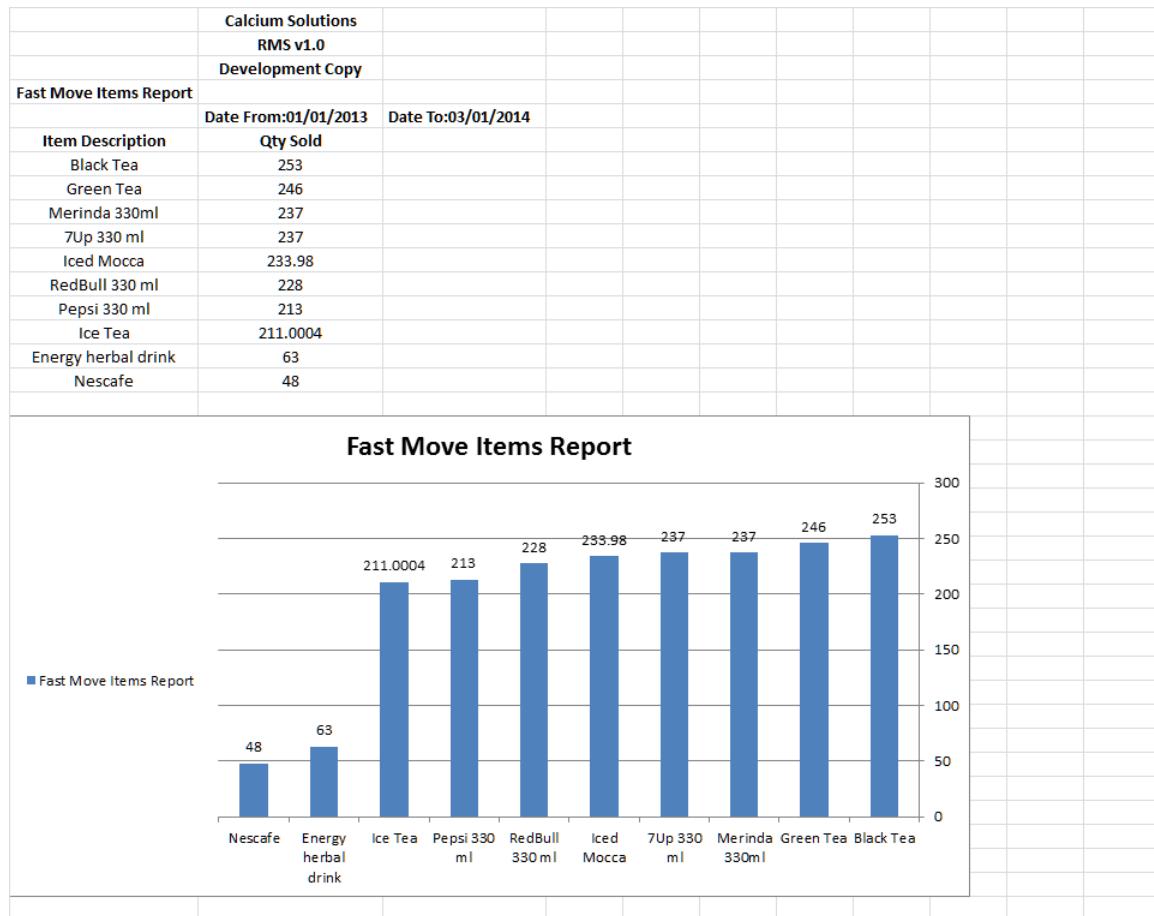


Figure 11.6.1 Fast Move Item Sample Report

### 11.6.3 Highest Revenues Item

### 11.6.4 Lowest Revenues Item

Highest and Lowest Revenues item are the same to fast move item however, these report give the user the power to know which item really had the highest profit for him. It is not always the highest quantity sold who have highest revenues. Sample highest revenues report is illustrated in figure 11.6.2.

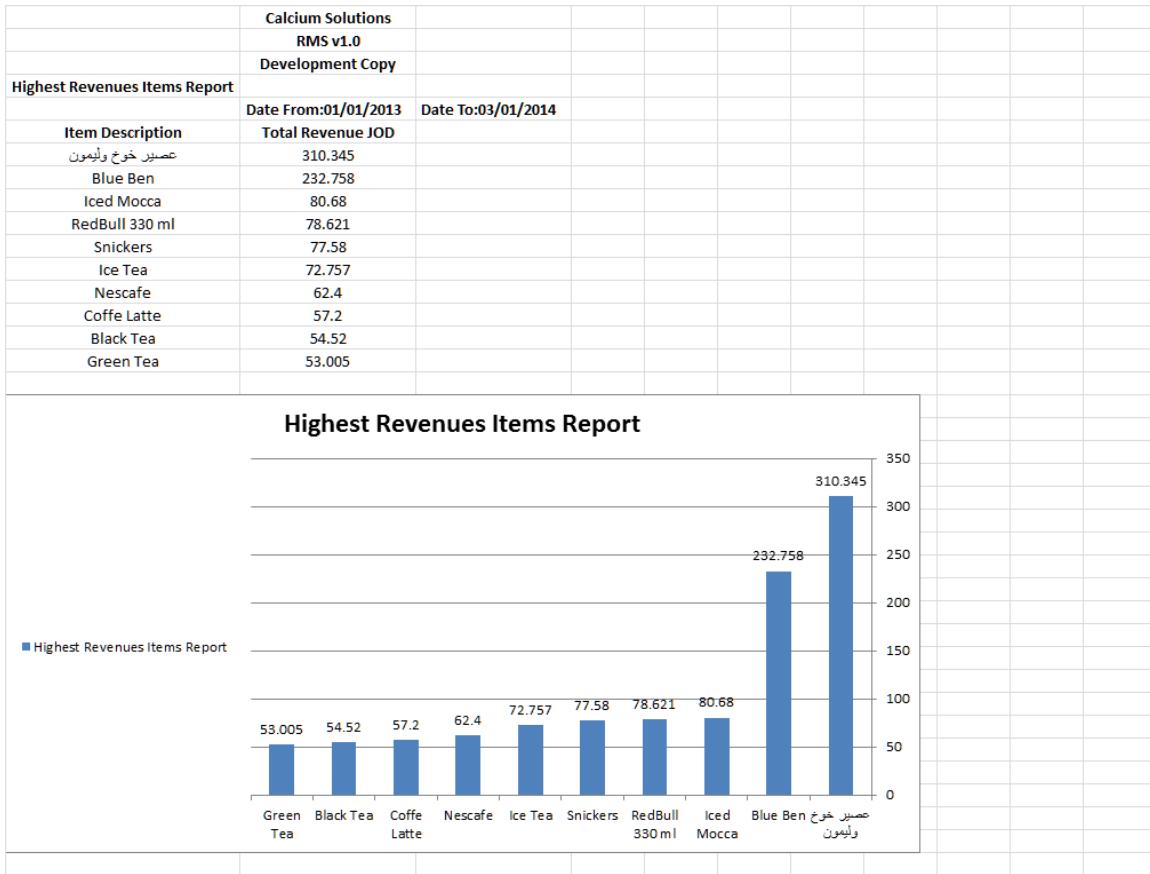


Figure 11.6.2 Highest Revenues Item Sample Report

### 11.6.5 Revenues Comparison Report.

Revenues Comparison Report Allows the user to compare the Cost, Sales, and Gross profit between Days or Months or Year. This gives the user the power to know exactly how the business is moving forward. Day By Day report is illustrated in figure 11.6.3 Months by Month report is illustrated in figure 11.6.4. Year by Year Report is illustrated in figure 11.6.5.

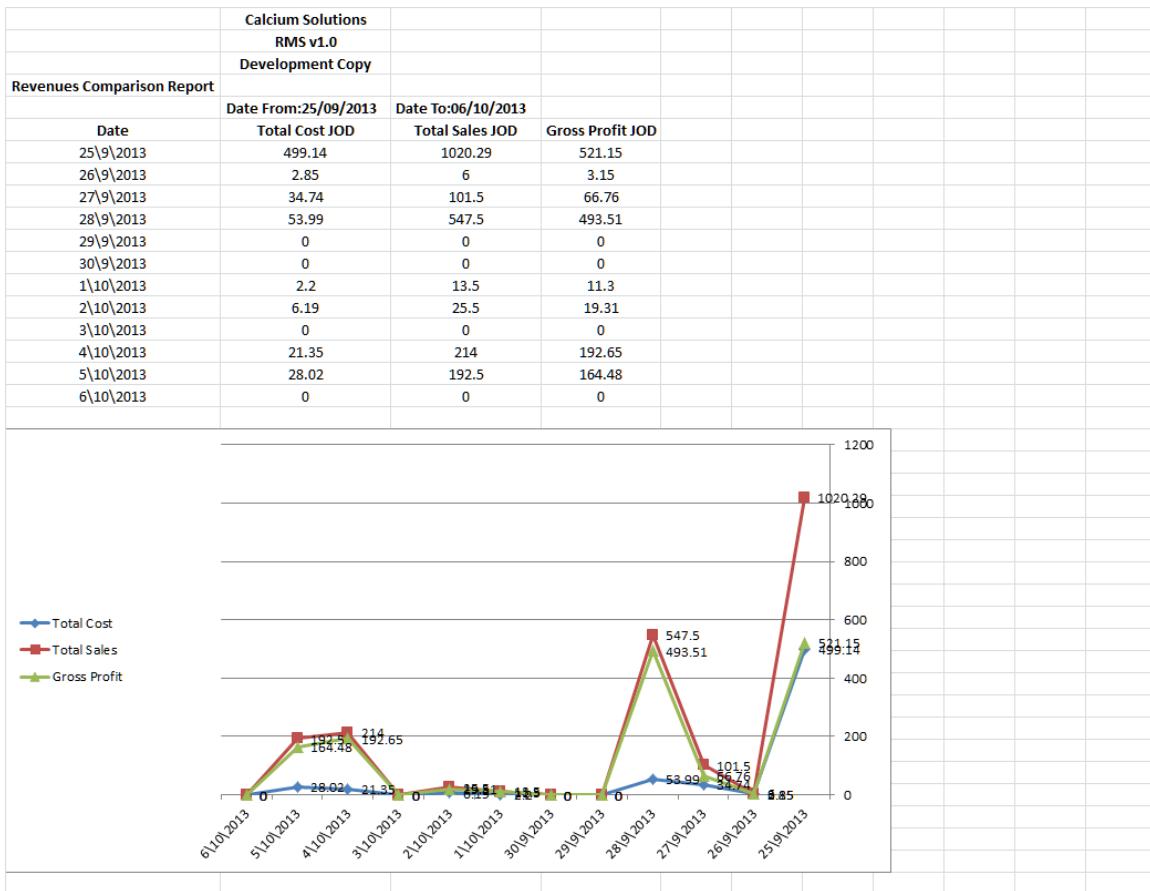


Figure 11.6.3 Day by Day Revenues Comparison Sample Report

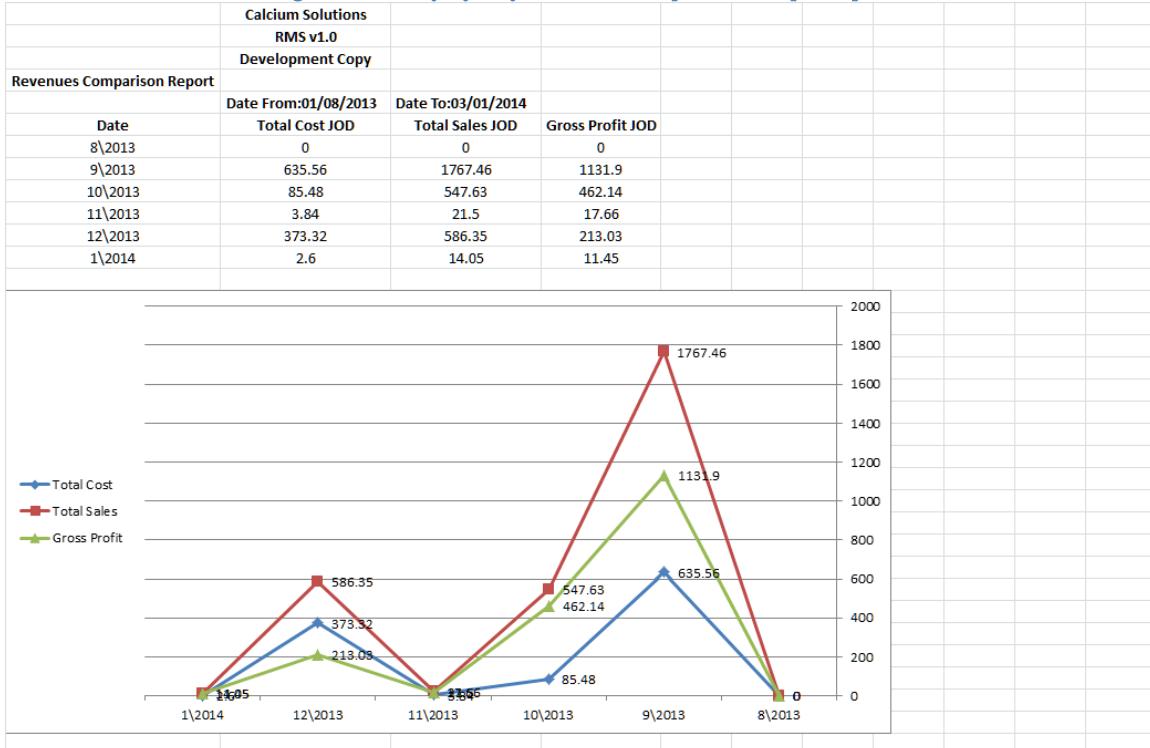


Figure 11.6.4 Month by Month Revenues Comparison Sample Report

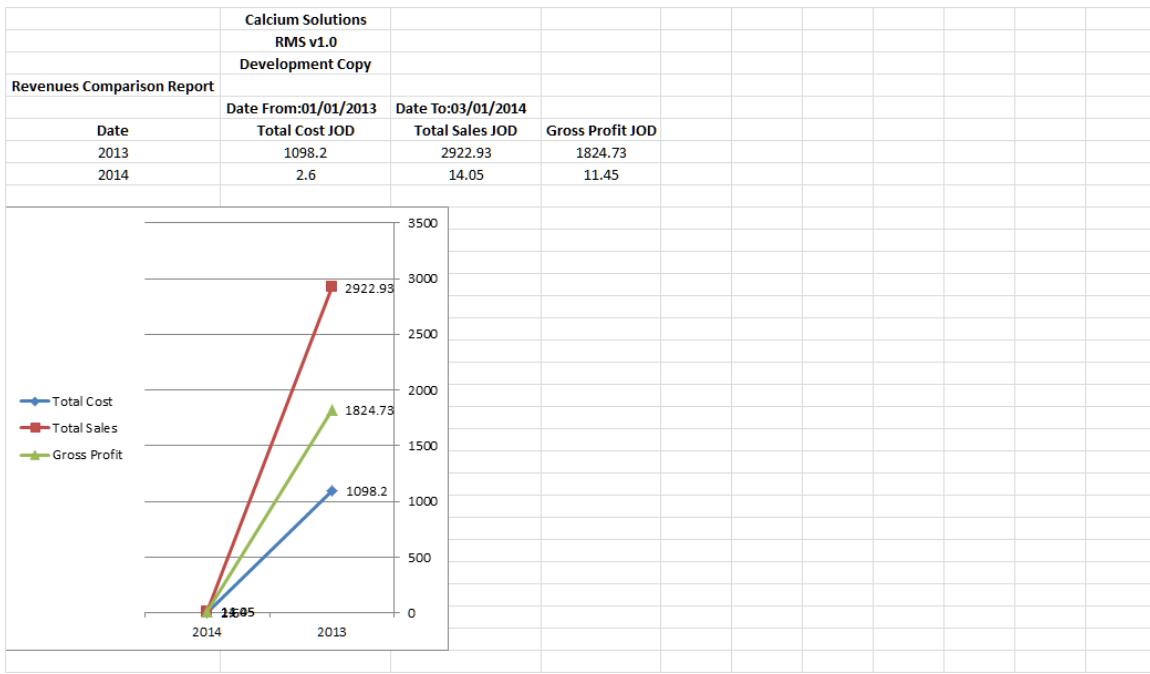


Figure 11.6.5 Year by Year Revenues Comparison Sample Report

## 11.7 Tax Reports

Sample taxation report is illustrated in figure 11.7.1

 <b>calcium</b> Calcium Solutions RMS v1.0 Development Copy		
تقرير الضريبة		
Date From: 01/01/2013 Date To : 01/01/2014 Printed on: 03/01/2014 11:45 AM Printed By: Admin		
<b>TaxLevel [ 16](16% Tax)</b>		
<b>Description</b>	<b>Total JOD</b>	<b>Tax JOD</b>
Total Sales	2320.825	371.332
Total Sales COST	1064.269	170.283
Customers Returns	1159.742	185.559
Customers Returns COST	188.4	30.144
Total Purchase COST	3783.766	605.403
Vendors Returns COST	603.067	96.491
Total Disposals	61.638	9.862
<b>TaxLevel [ 8](8% Tax)</b>		
<b>Description</b>	<b>Total JOD</b>	<b>Tax JOD</b>
Total Sales	56.949	4.556
Total Sales COST	7.593	0.607
Customers Returns	2.778	0.222
Customers Returns COST	0.37	0.03
Total Purchase COST	0.185	0.015
Vendors Returns COST	0	0
Total Disposals	0.185	0.015
<b>TaxLevel [ 4](4% Tax)</b>		
<b>Description</b>	<b>Total JOD</b>	<b>Tax JOD</b>
Total Sales	56.243	2.25
Total Sales COST	7.5	0.3
Customers Returns	2.885	0.115
Customers Returns COST	0.385	0.015
Total Purchase COST	0.576	0.023
Vendors Returns COST	0	0
Total Disposals	0.385	0.015
<b>TaxLevel [ 0](0% Tax)</b>		
<b>Description</b>	<b>Total JOD</b>	<b>Tax JOD</b>
Total Sales	72	0
Total Sales COST	9.6	0
Customers Returns	3	0
Customers Returns COST	0.4	0
Total Purchase COST	0.6	0
Vendors Returns COST	0	0
Total Disposals	0	0
<b>TaxLevel [ TAX-FREE](مجاناً )</b>		
<b>Description</b>	<b>Total JOD</b>	<b>Tax JOD</b>
Total Sales	3	0
Total Sales COST	0.4	0
Customers Returns	4.5	0
Customers Returns COST	0.6	0
Total Purchase COST	0	0
Vendors Returns COST	0	0
Total Disposals	0	0
<b>TaxLevel [ NON-TAXABLE](غير خاضعة )</b>		
<b>Description</b>	<b>Total JOD</b>	<b>Tax JOD</b>
Total Sales	66	0
Total Sales COST	8.8	0
Customers Returns	4.5	0
Customers Returns COST	0.6	0
Total Purchase COST	0.4	0
Vendors Returns COST	0	0
Total Disposals	0.2	0

This report is generated only  
For testing purposes

Figure 11.7.1 Taxation Report Sample Report

## 11.8 Inventory Reports

### 11.8.1 Physical Inventory Worksheet.

For physical inventory calcium provide simple report to make the process easy as illustrated in figure 11.8.1. This report is used before adjusting the quantity from inventory reports.

Physical Inventory Worksheet			
Date: 03/01/2014			
Barcode	Description	Ava.Qty	Physical Count
NOBC1	Castrol Magnatec 4L 5W-30 A1 Engine Oil	21	_____
NOBC25572	Castrol Edge 4L 5W-30 Engine Oil	30	_____
NOBC25573	XTECH Fully Synthetic 5W30 Motor Oil	20	_____
NOBC25574	Body Car Wash	-1	_____
NOBC25575	Whole Car Wash	0	_____

Welcome  
It's been a pleasure to working with you

Figure 11.8.1 Physical Inventory Worksheet Report

### 11.8.2 Inventory Valuation Summary.

Inventory valuation summary is one of the powerful reports that would help stock analysts to evaluate different products.

Inventory Valuation Summary							
Date: 03/01/2014							
Name	Ava Qty	Avg Cost	Inventory Value	% of Tot Inventory	Selling Price	Retail Value	% of Tot Retail
Castrol Magnatec 4L 5W-30 A1 Engine Oil	21	21.786	457.5	24.63 %	25	525	22.581 %
Castrol Edge 4L 5W-30 Engine Oil	30	26.667	800	43.069 %	30	900	38.71 %
XTECH Fully Synthetic 5W30 Motor Oil	20	30	600	32.301 %	45	900	38.71 %
<u>TOTAL</u>	<u>70</u>		<u>1857.5</u>	<u>100%</u>		<u>2325</u>	<u>100%</u>

Welcome  
It's been a pleasure to working with you

Figure 11.8.2 Inventory Valuation Summary Report

### 11.8.3 Item Status Report.

Item Status report provides the user with all system transaction targeting single item which is very helpful to identify and analyze product flow.

		Header 1 Header 2	
		Item Status Report Date: 03/01/2014 From: 03/01/2014 To: 03/01/2014	
Barcode	Description	Type	Qty
NOBC1	Castrol Magnatec 4L 5W-30 A1 Engine Oil	Beginning Qty	20
		Total Sales	-13
		Total Inventory Adjust	2
		Total Purchase	12
		<u>TOTAL</u>	<u>21</u>

**Welcome**  
**It's been a pleasure to working with you**

Figure 11.8.3 Item Status Report

### 11.8.4 Adjust Inventory Summary.

		Header 1 Header 2				
		Adjust Available Quantity Report				
		Added On 03/01/2014 00:00:00 Added By: Admin Reprinted On 03/01/2014 15:56 Reprinted By: Admin				
<b>Invoice Number: 2</b>						
Barcode	Description	Avg Cost	Ava Qty	Physical Count	Qty Diff.	Diff. Value
NOBC1	Castrol Magnatec 4L 5W-30 A1 Engine Oil	21.786	20	21	1	21.786
			<u>Total JOD</u>	<u>(+)</u> Adj Value	<u>21.786</u>	
			<u>(-)</u> Adj Value	<u>0</u>		
			<u>Net Value</u>	<u>21.786</u>		

**Welcome**  
**It's been a pleasure to working with you**

Figure 11.8.4 Adjust Available Quantity Report

Please Don't Hesitate to Contact Our Support Team

[CalciumJordan@gmail.com](mailto:CalciumJordan@gmail.com)

# THE END