

Retail One training course

RETAIL ONE POS
SOLUONE

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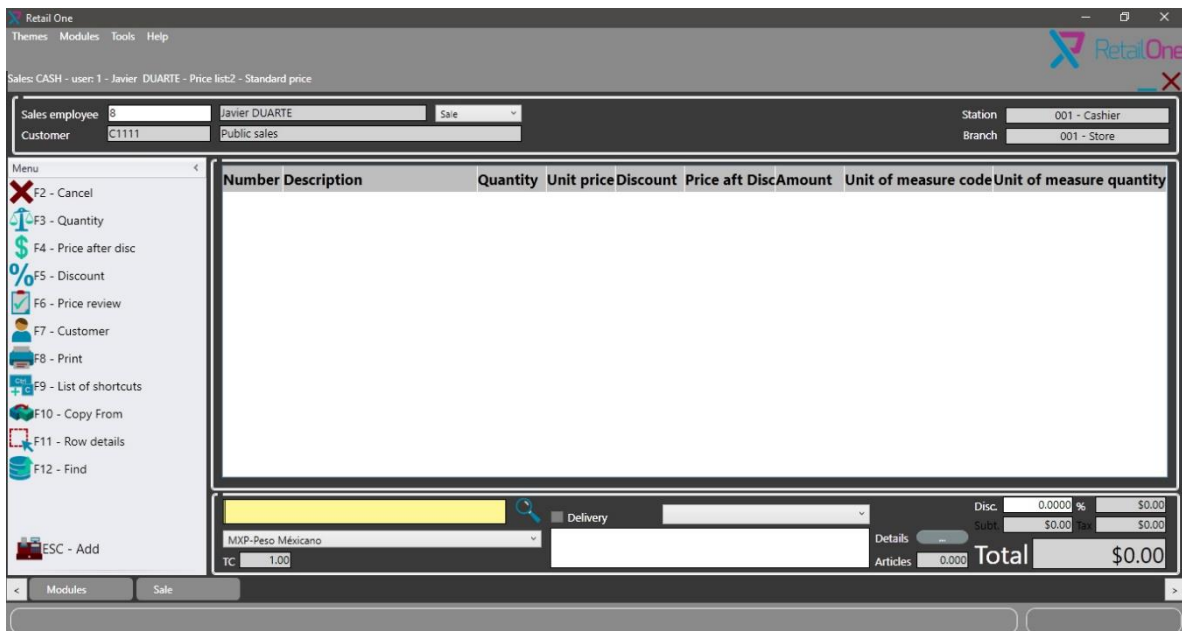
Additional

INTERFACE

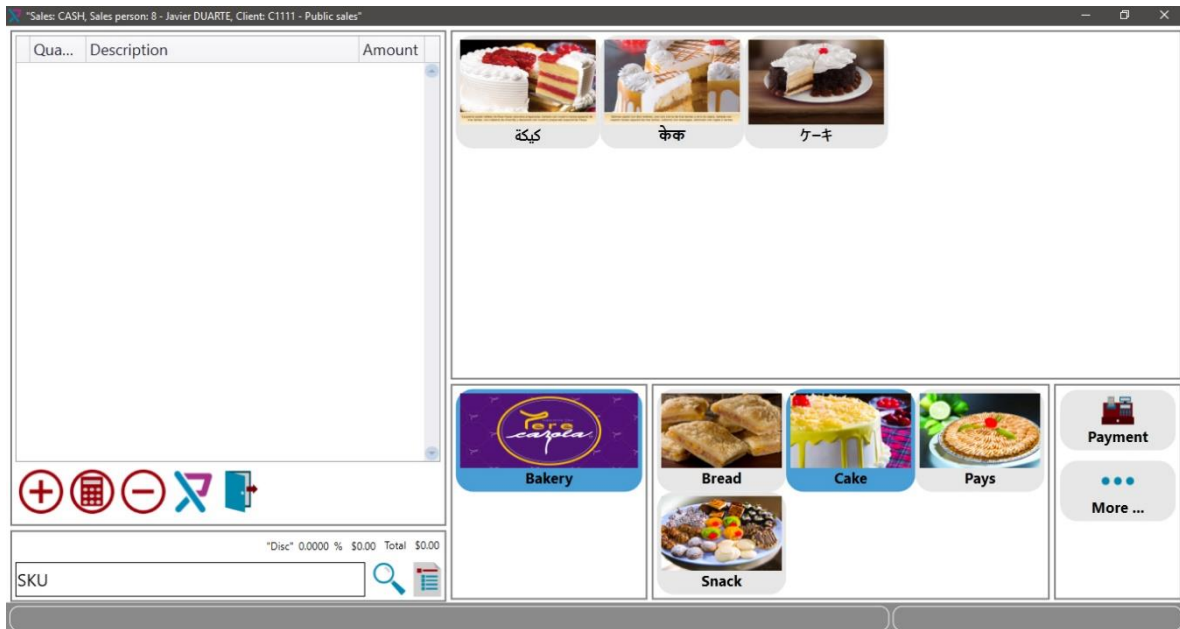
Main screen



Sales screen

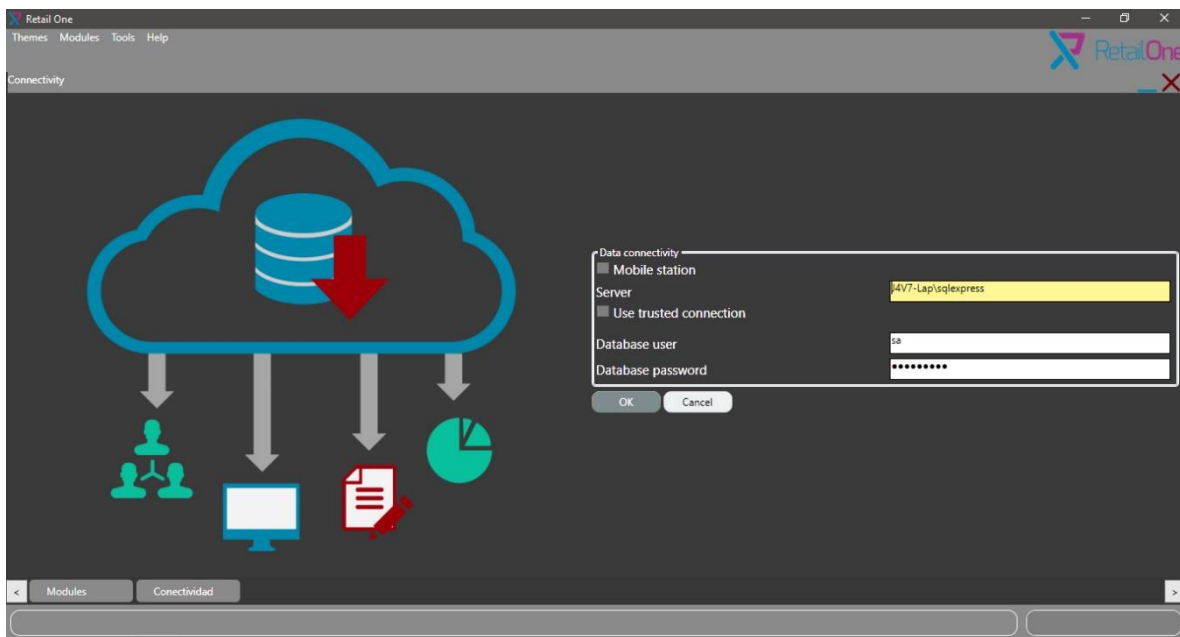


Sales touch screen



ADMINISTRATION

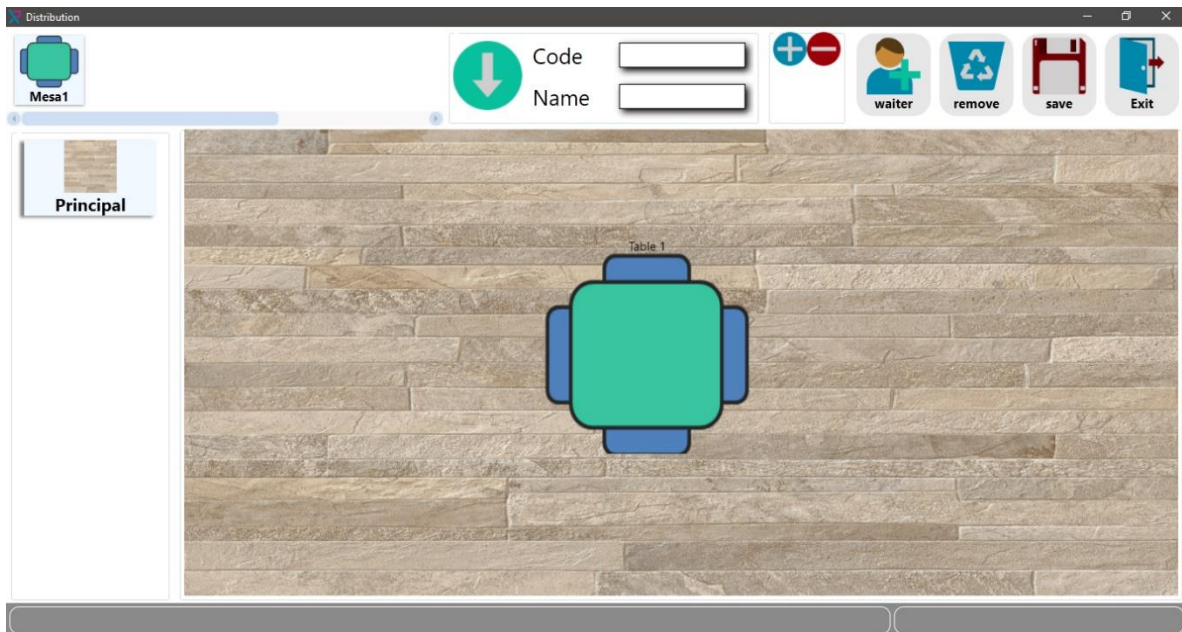
This section is for configurations, in this section we have connectivity for set SQL connection and Exchange rate for set currency exchange if we use different currencies.



RESTAURANT

In Restaurant, we can design the table map like real world for locate easily the table by the waiter.

For map tables, we access to Restaurant>Distribution



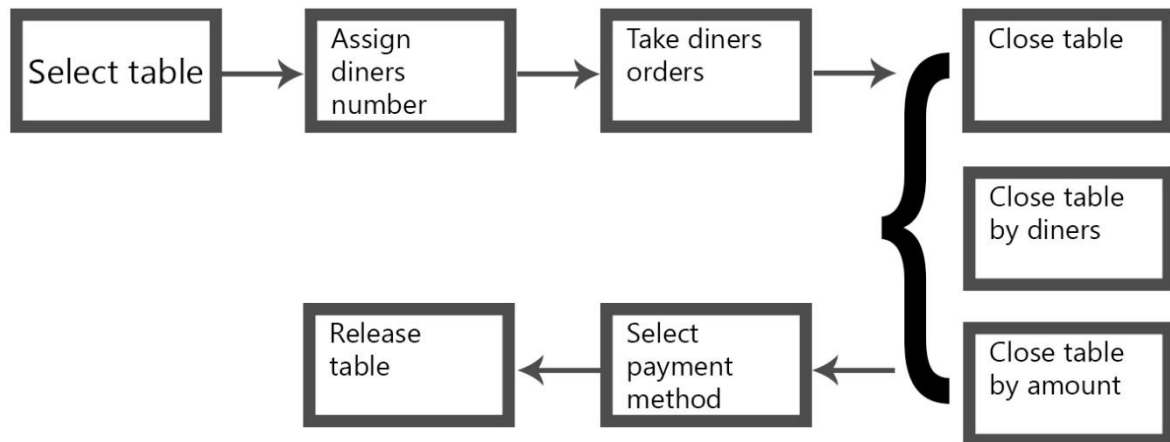
Restaurant mode use table for assign orders, we can manage many tables.

For access to this module we click in Restaurant>Operations



Operations

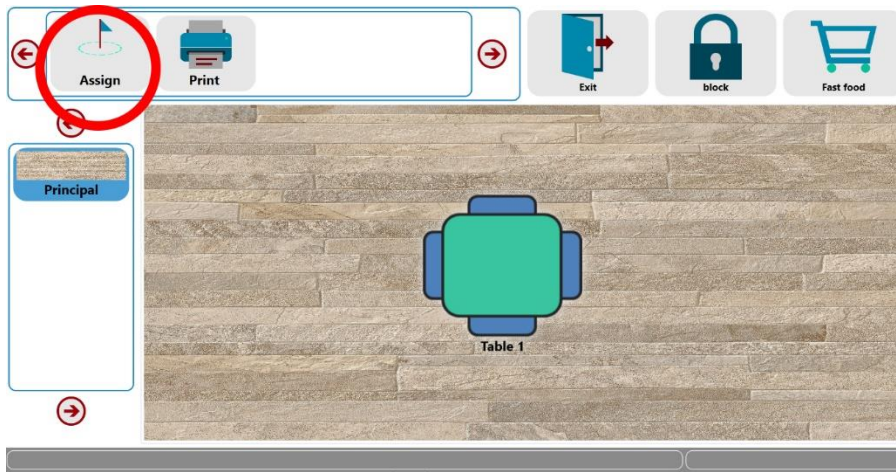
Sales process for Restaurant



In this architecture, we need select a table for begin the sale process, in previous diagram we have the flow for complete a sale.

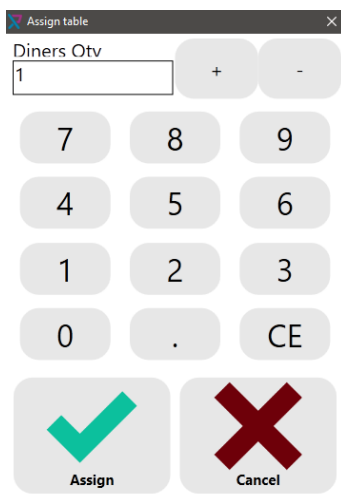
Select table:

In this screen, we have table distribution.



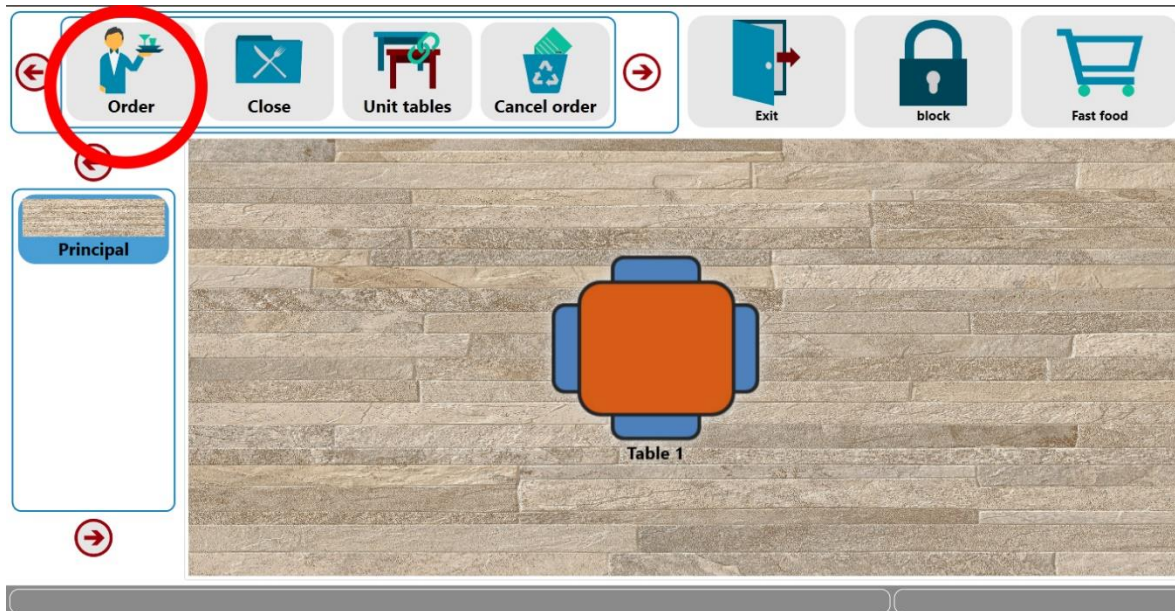
Assign diners number:

In this windows we select initial diners quantity, we can add more diners later.

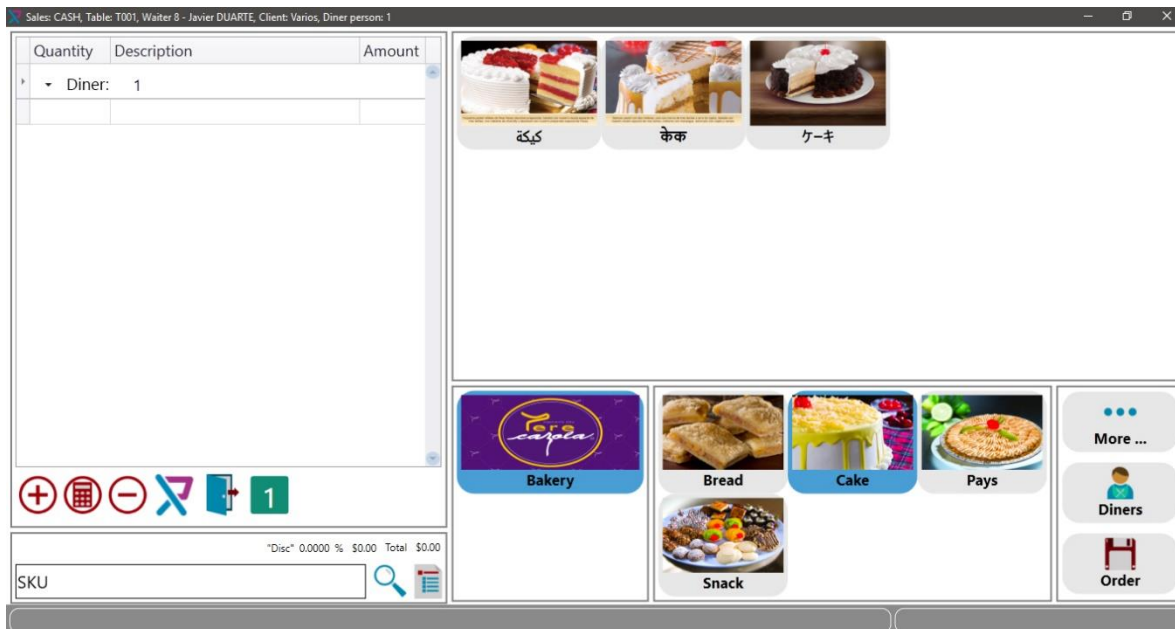


Take diners orders:

Once we select diners quantity, we proceed to take the orders selecting order button.

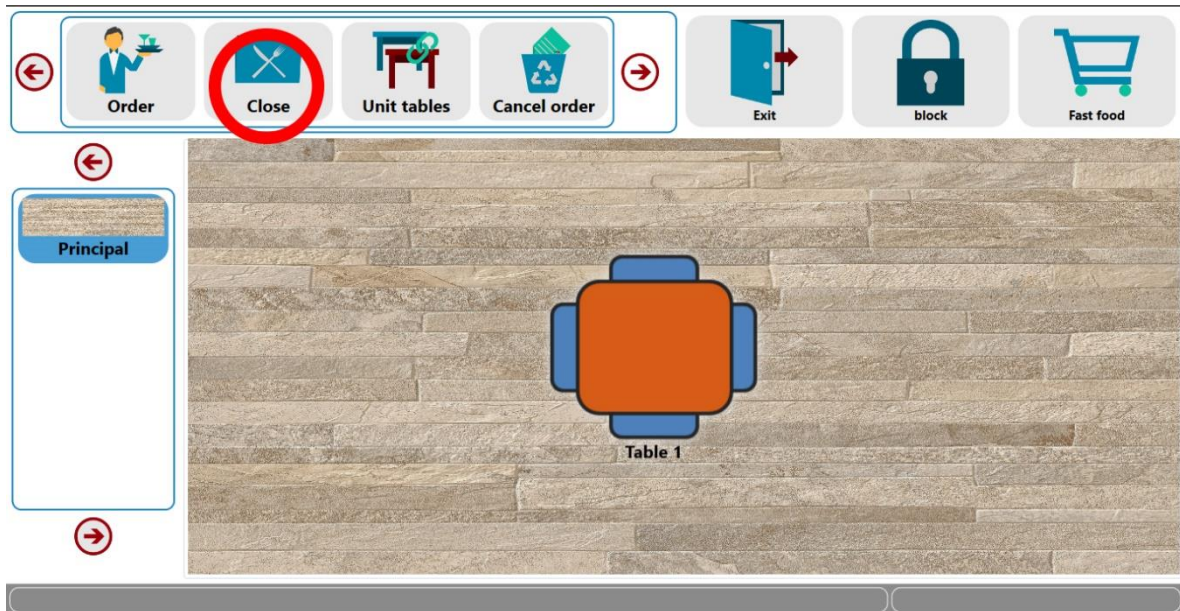


After click order button we can select the items, in this windows we can navigate in menus for find the specified item or write the item code.

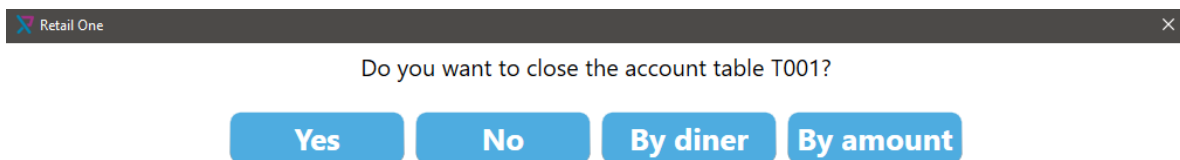


Close table:

After close the table we can't add more items.



For close table there are three options: Include all items in one invoice, divided by diners or divided by amount.



Divided by diner window:

This screen is for select different customers for create his invoice.

#1
Public sales
Cash

Quantity	Description	Amount
▼ Diner: 1		

Total: \$0

save

Cancel

Exit

Customer

Divided by amount window:

This screen is for select the amounts for pay total amount in different invoices.

Divided by diner

Total amount:

\$10.000

Remaining amount:

\$10.000

add

remove

Amount

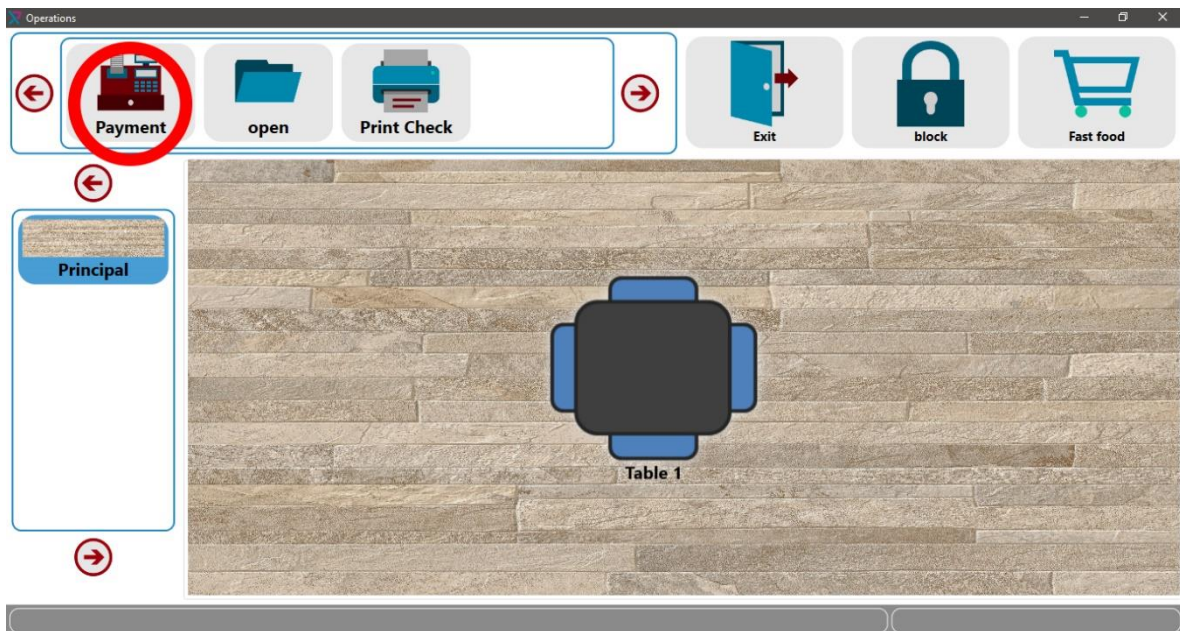
Customer

Cancel

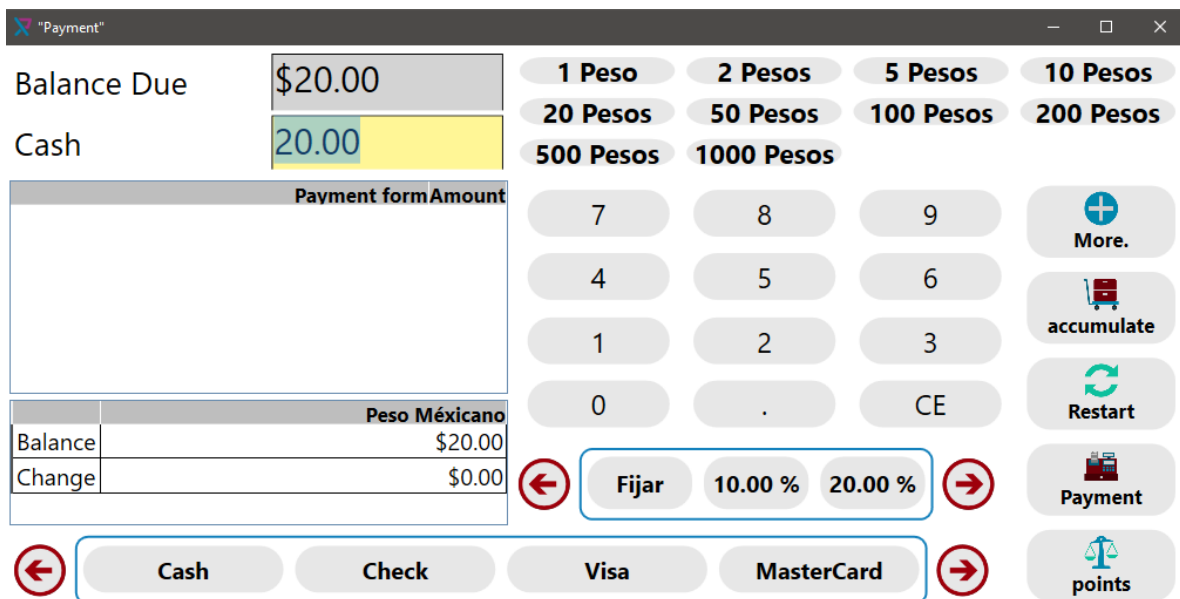
end

Select payment method:

Once the table is close, we click payment button for select payment method.

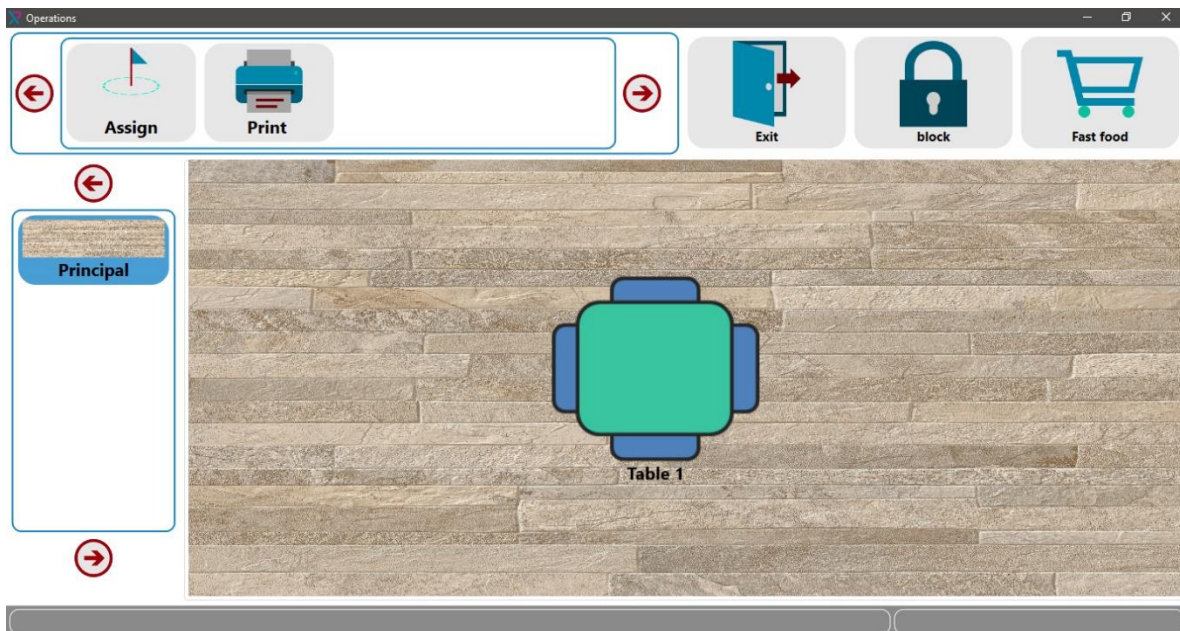


This screen let select different payment methods for pay the invoice.



Release table:

Once the invoice was paid, the table is available for start again the sale process.



FAST FOOD

In fast food mode, we create invoice directly selecting items in a touch screen menu

For access to this module we click in Restaurant>Fast food

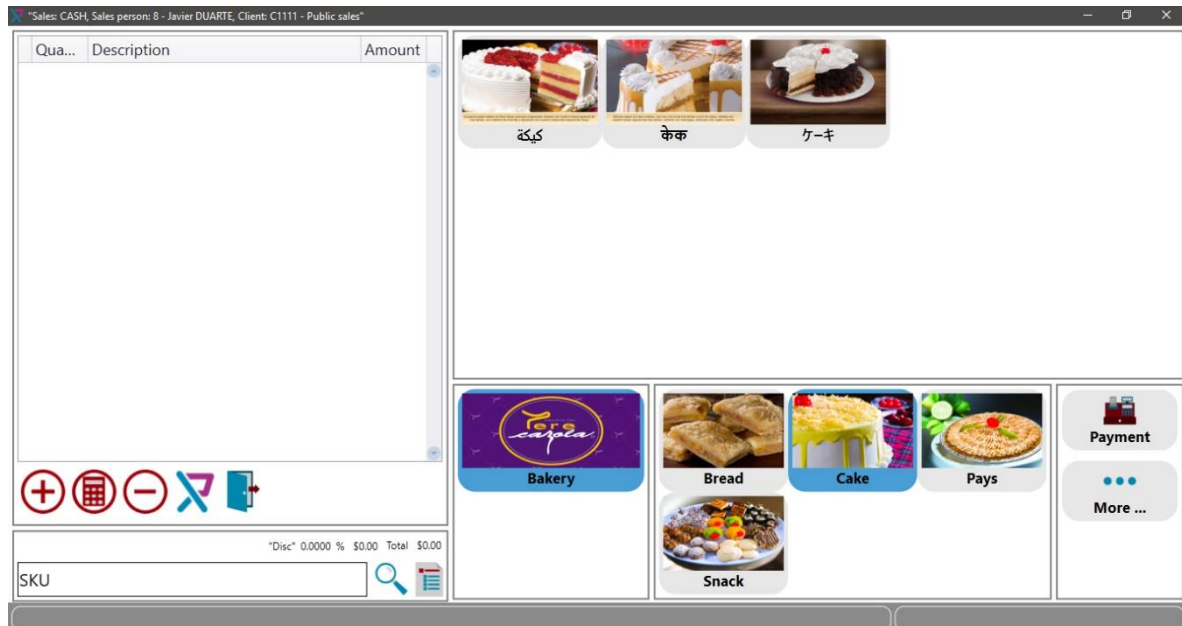


Sales process for fast food



Take customer order:

Fast food doesn't have table, in this mode this invoice is created selecting items in a visual menu



Select payment method:

The screenshot shows the 'Payment' window with the following elements:

- Balance Due:** \$20.00
- Cash:** 20.00
- Payment form Amount:** A large empty box for manual entry.
- Denomination Buttons:** 1 Peso, 2 Pesos, 5 Pesos, 10 Pesos, 20 Pesos, 50 Pesos, 100 Pesos, 200 Pesos, 500 Pesos, 1000 Pesos.
- Numeric Keypad:** Buttons for digits 0-9, a decimal point, and a 'CE' (Clear Entry) button.
- Function Buttons:** '+ More.', 'accumulate', 'Restart', 'Payment' (with a shopping cart icon), and 'points' (with a scale icon).
- Bottom Bar:** Navigation buttons for 'Cash', 'Check', 'Visa', and 'MasterCard', along with a 'Payment' button.
- Table:**

	Peso Mexicano
Balance	\$20.00
Change	\$0.00

This screen is like restaurant, we can select different payment methods.

Invoice created:

Clicking payment button, we create the invoice and we can start this process again.

SALES

This module is designed for work quick with hotkeys.

For access to this module we click in Operations>Sales



Sales process



This screen is for scan customer items, also in this screen we can change customer, apply a discount, change price, change tax, etc.

On right we have a menu with different option for change sales parameters.

On bottom, we have scan text box, remarks text box and total area.

On top, we have sale head data.

For add items to invoice, we need enter item barcode or the Itemcode (it depends configuration).

Retail One
Themes Modules Tools Help

Sales: CASH - user: 1 - Javier DUARTE - Price list2 - Standard price

Sales employee: 8 JAVIER DUARTE Sale
Customer: C1111 Public sales

Station: 001 - Cashier
Branch: 001 - Store

Head data

Menu with hotkeys

- F2 - Cancel
- F3 - Quantity
- F4 - Price after disc
- F5 - Discount
- F6 - Price review
- F7 - Customer
- F8 - Print
- F9 - List of shortcuts
- F10 - Copy From
- F11 - Row details
- F12 - Find
- ESC - Add

Number	Description	Quantity	Unit price	Discount	Price aft Disc	Amount	Unit of measure code	Unit of measure quantity
Item table								

Scan items area

MXP-Peso Mexicano

TC: 1.00

Disc: 0.0000 % \$0.00
Subt: \$0.00 Tax: \$0.00

Articles: 0.000 Total: \$0.00

Modules Sale

After click in add button, the next screen is for confirm customer data, we can update customer information.

Retail One
Themes Modules Tools Help

Sales: CASH - user: 1 - Javier DUARTE - Price list2 - Standard price

Menu

- F2 - Search
- F3 - Edit Tax Data
- F4 - Save alternate customer
- F6 - Print remission
- F7 - Upgrade Client

General

Customer: C20000 Alternate series:
Name or Business name: Main-Tec Customer group: Construccion
Type of person: Moral phone:
Tax ID: XAXX010101000 Email:

Fiscal address

de Facturacion:
Street: 300 Billings Drive Delegation or Municipality:
External number: 300 Interior number: Zip code: 19083
County: Suite 500 Country: MX-Mexico
City: Mexico D.F. State: DF-Distrito Federal

Delivery address

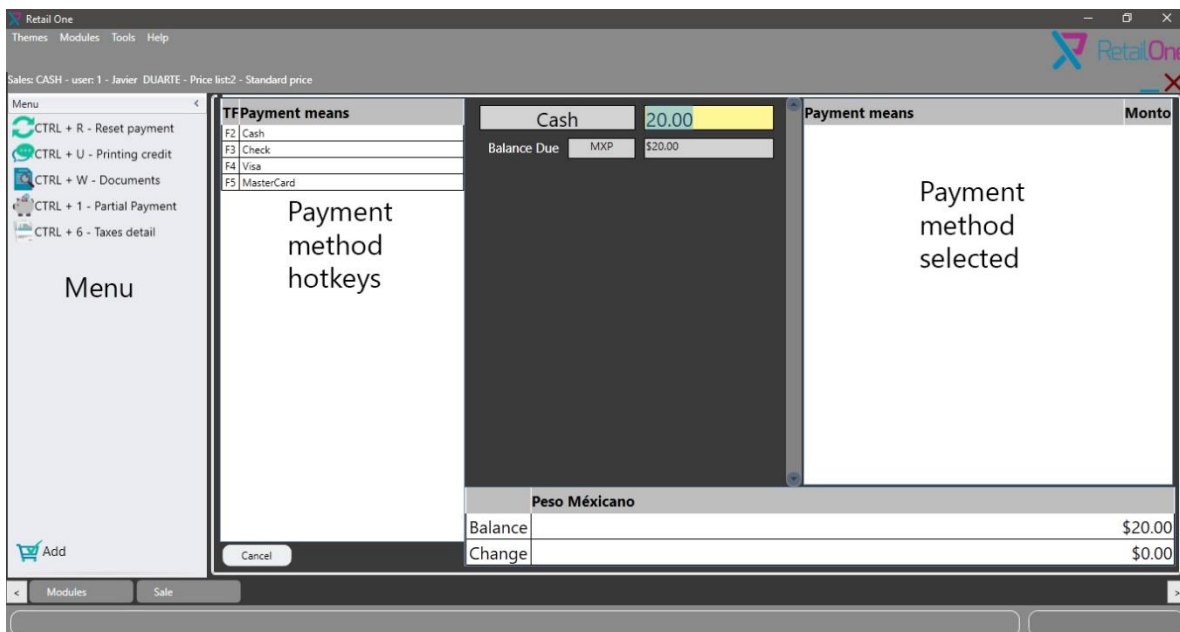
de Despacho:
Street: 300 Billings Drive Delegation or Municipality:
External number: 300 Interior number: Zip code: 19083
County: Suite 500 Country: MX-Mexico
City: Mexico D.F. State: DF-Distrito Federal

next Cancel

Modules Sale

For select payment method, we need to enter the amount in textbox and select with function key the payment method, depend of payment method is need to insert additional information like credit card number or check folio.

For payment methods with additional information we need select two times the option, one for choice and the second for save additional information.



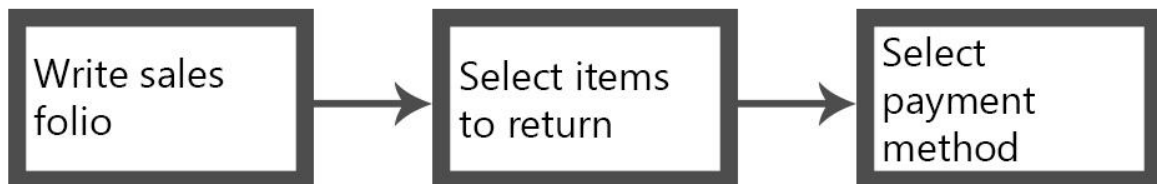
RETURNS

This module permit return customer invoice created in Retail One.

For access to this module we click in Operations>Returns



Return process



For begin the process we need enter the invoice folio in text box.

We can realize the total return or partial return by unmarking return column.

Returns - user: 1 - Javier DUARTE

Folio: **001001CA11** Sale folio

Station: 001 - Cashier
Branch: 001 - Store
On account: ☐ Cancel: ☐

Number	Description	Refund Amount	open quantity	price	Amountreturn	Código	UMI
TC0001	Chilitrenza	1.000	1.000	\$10.00	\$10.00	<input checked="" type="checkbox"/>	Manual
TC0002	Rosca broche	2.000	2.000	\$150.00	\$300.00	<input checked="" type="checkbox"/>	Manual
TC0003	Rosca de reyes	3.000	3.000	\$180.00	\$540.00	<input checked="" type="checkbox"/>	Manual

Items to return

Menu:

- F2 - Cancel
- F3 - Quantity
- F4 - Unselect
- F5 - Print
- F6 - Comments
- F7 - Mark default
- F8 - Email
- F9 - List of shortcuts
- F10 - Return on account
- F11 - Unselect all
- F12 - Cancel document

Menu

ESC - Continue

Total items: 6.000 MXP-Peso Mexicano ER 1.000000 Alternative serie: Discount 0.0000 % \$0.00

Sales employee: 8 Javier DUARTE Workstation: 001 - Cashier

Customer: XAXX010101000 Maxi-Teq Date: 09/02/2017 Total: \$860.00

Once finished items selection, we select payment method for refund the customer, this screen is like sale payment screen.

The screenshot shows the 'Returns' screen in the Retail One application. The window title is 'Retail One' and the menu bar includes 'Themes', 'Modules', 'Tools', and 'Help'. The user is 'Javier DUARTE' and the station is '001 - Cashier'. The branch is '001 - Store'. The 'Folio' is '001001CA11'. The 'Comments' section is empty. The 'Payment means' section shows 'Cash' selected with a value of '860.00'. The 'Total to pay' is 'MXP \$860.00'. The 'Payment means' table is empty. The 'Balance' is '\$860.00' and the 'Change' is '\$0.00'. The 'Total items' is '6.000' and the 'Sales employee' is '8'. The 'Customer' is 'XAXX010101000' and the 'Date' is '09/02/2017'. The 'Total' is '\$860.00'.

Payment means	Amount
Cash	860.00

Payment means	Amount
Total to pay	MXP \$860.00
Balance	\$860.00
Change	\$0.00

Field	Value
Total items	6.000
Sales employee	8
Customer	XAXX010101000
Date	09/02/2017
Total	\$860.00

X/Z REPORT

X/Z reports module permit generate money movement reports.

The screenshot shows the 'X/Z Reports' module selected in the navigation menu of the Retail One application. The menu items are: Administration, Restaurant, Operations, Sales, Returns, Billing, and X/Z Reports. The 'X/Z Reports' item is highlighted with a green icon.

Retail One
Themes Modules Tools Help

X / Z Reports - user: 1 - Javier DUARTE

Type: Cash Count
Station: 001 - Cashier
Branch: 001 - Store

Menu:
F2 - Pri
F3 - Sel
F4 - Select User
F9 - List of shortcuts

Users:
Codename

ENTER - Generate

Modules: Court petty cas

Cash count

Cash count is for generate a report with total money by payment method.

Retail One
Themes Modules Tools Help

X / Z Reports - user: 1 - Javier DUARTE

Type: Cash Count
Station: 001 - Cashier
Branch: 001 - Store

Menu:
F2 - Print
F3 - Select station
F4 - Select User
F9 - List of shortcuts

Workstations:
Codename
001 | Cashier

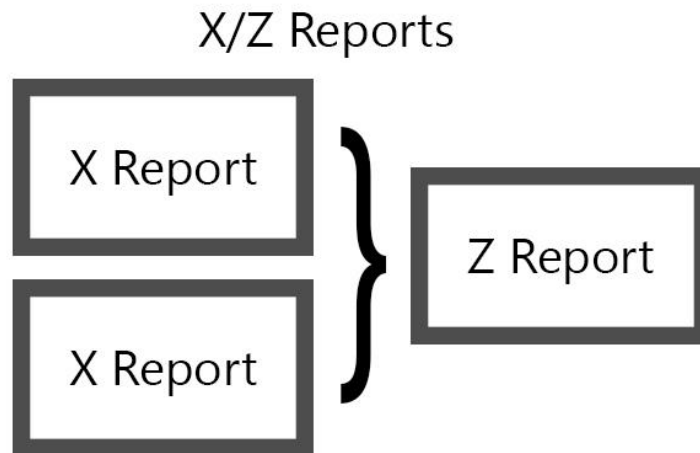
Users:
Codename
1 | Javier DUARTE

ENTER - Generate

Modules: Court petty cas

X report is for keep record each shift work in the store, once the current shift work is finished we need generate x report for start the new shift work.

Once all shift works are finished, we need generate z report for end the working day.



X report

For generate x report the cashier need count total amount by payment methods, and enter the quantity into the table cell.

Once all amounts were entered, click in generate the report for close the current shift work.

Station: 001 - Cashier
Branch: 001 - Store

Type X Report

Menu

- F2 - Print
- F3 - Capture denominations
- F4 - Checks
- F5 - Bank wire
- F9 - List of shortcuts

ENTER - Generate

Modules Court petty cas

Payment form	
codename	Amount
CH Check	\$0.00
EF Cash	\$0.00
T1 Visa	\$0.00
T2 MasterCard	\$0.00

Each time the x report is generated, open cash window is shown before the first sale.

In this screen we introduce the initial cash amount for the cashier.

Station: 001 - Cashier
Branch: 001 - Store

Comments

Opening case - user: 1 - Javier DUARTE

Menu

- F2 - Restart
- F3 - Capture denominations

ENTER - Finish

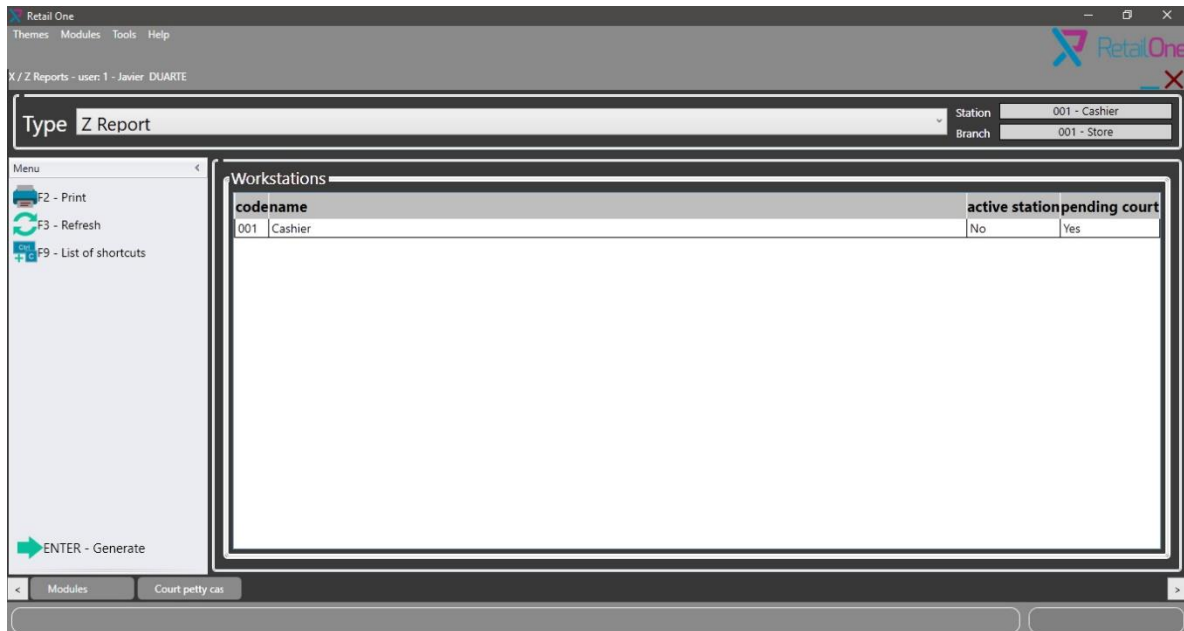
Modules Open cash

Payment form	
codename	Amount
EF Cash	\$0.00

Total \$0.00

Z report

Before generated is necessary generate all shift works x reports, once all x reports are generated, we click in generate button.



Z periodic report:

This is only for El Salvador.

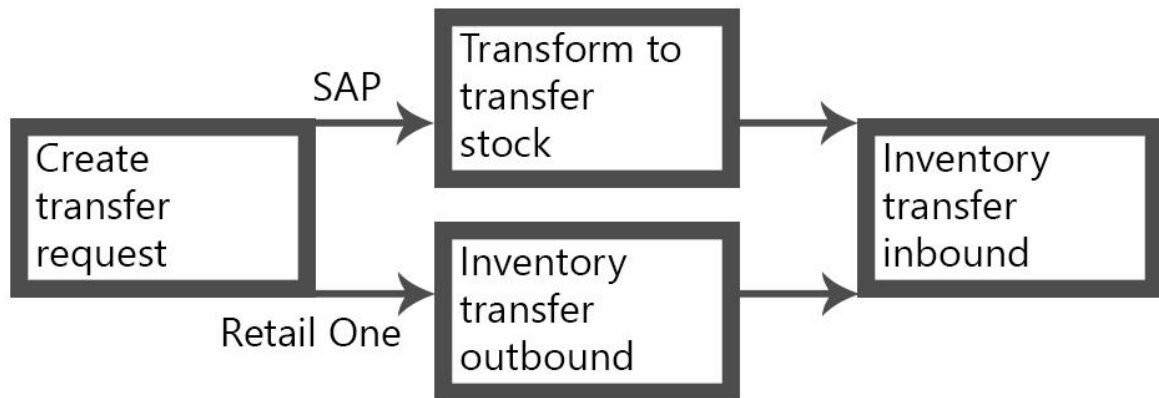
Transfer

All transfer transaction need a transit warehouse, the transfer need to be received.

For transfer between SAP and POS or POS between POS the flow is similar, we can start using a transfer request or do the transfer direct to transit warehouse, after

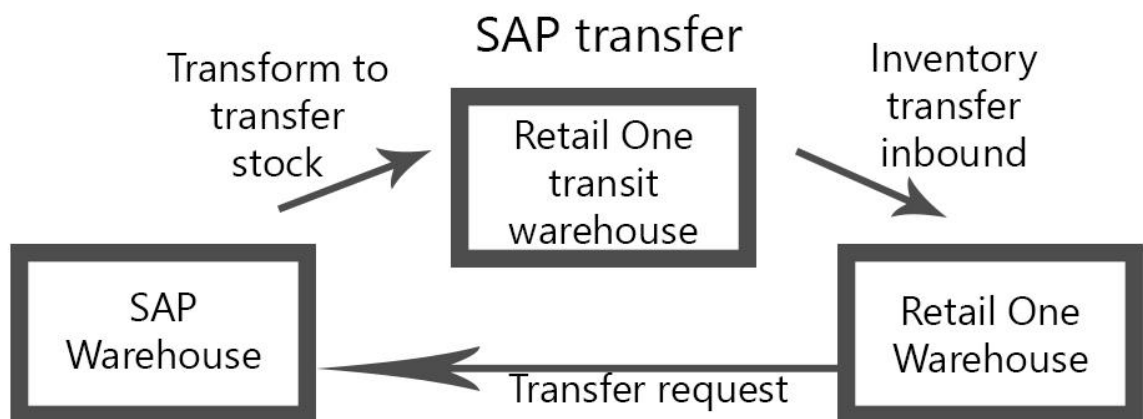
transfer the items we need to do the reception.

Transfer

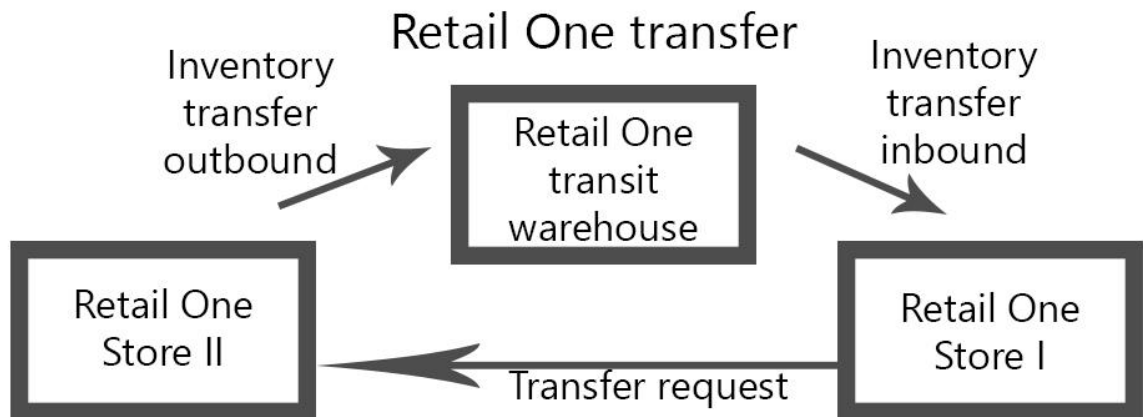


For transfer from SAP to Retail One we need enter in to warehouse the transit warehouse and enter in UDF "Sucursal Destino" the Store code.

Note: in SAP we can't use Retail One warehouse for do transactions directly



For transfer between Retail one, we use Inventory transfer outbound module and select a destination store.



INVENTORY TRANSFER OUTBOUND

This module permit generate inventory transfer outbound and transfer request.

For access to this module we click in Inventory> Inventory transfer outbound.



The first step is select the operation.

Next select destination store or external warehouse (SAP warehouse).

Scan items and click in continue.

Retail One
Themes Modules Tools Help

Departure by transfer of goods - user: 1 - Javier DUARTE

Operation: Inventory transfer outbound Destination: 01 - External warehouse - SAP Warehouse Station: 001 - Cashier
Warehouse: TI - Shop Branch: 001 - Store Valid until: Selecciona una fecha

Menu

- F2 - Cancel
- F3 - Quantity
- F4 - Print
- F5 - Cancel transfer output
- F6 - Incidents in transfer when im
- F7 - Copy of
- F12 - Reserve Inventory Stock
- F9 - Shortcuts
- F10 - Print Preview
- F11 - Matching quantity
- F12 - Folio delivery
- ESC - Continue

Number	Description	Quantity	Price	Amount	Unit of measure	Unit of measure code	Unit of measure quantity

Comments:
item number:

Total items: 0.000
Total: \$0.00

Modules Transfer Exit

Retail One
Themes Modules Tools Help

Departure by transfer of goods - user: 1 - Javier DUARTE

Operation: Transfer request Destination: 01 - External warehouse - SAP Warehouse Station: 001 - Cashier
Warehouse: TI - Shop Branch: 001 - Store Valid until: 09/02/2017

Menu

- F2 - Cancel
- F3 - Quantity
- F4 - Print
- F5 - Cancel transfer output
- F6 - Incidents in transfer when im
- F7 - Copy of
- F12 - Reserve Inventory Stock
- F9 - Shortcuts
- F10 - Print Preview
- F11 - Matching quantity
- F12 - Folio delivery
- ESC - Continue

Number	Description	Quantity	Price	Amount	Unit of measure	Unit of measure code	Unit of measure quantity

Comments:
item number:

Total items: 0.000
Total: \$0.00

Modules Transfer Exit

For inventory transfer outbound there are additional data like shipment responsible, driver, etc.

INVENTORY TRANSFER INBOUND

This module permit generates inventory transfer inbound for receipt the transfer.

For access to this module we click in Inventory> Inventory transfer inbound.



First step is enter the transfer folio.

Next check quantity received, if it isn't correct with F3 or quantity option in menu is possible change.

Once all information is checked click in continue for do the entry.

GOODS ISSUE

This module permit decrease the stock by inventory adjustment, this is used when there is stock missing.

For access to this module we click in Inventory> Goods Issue.



First step is scan items.

Next select quantity with F3 or Quantity from menu.

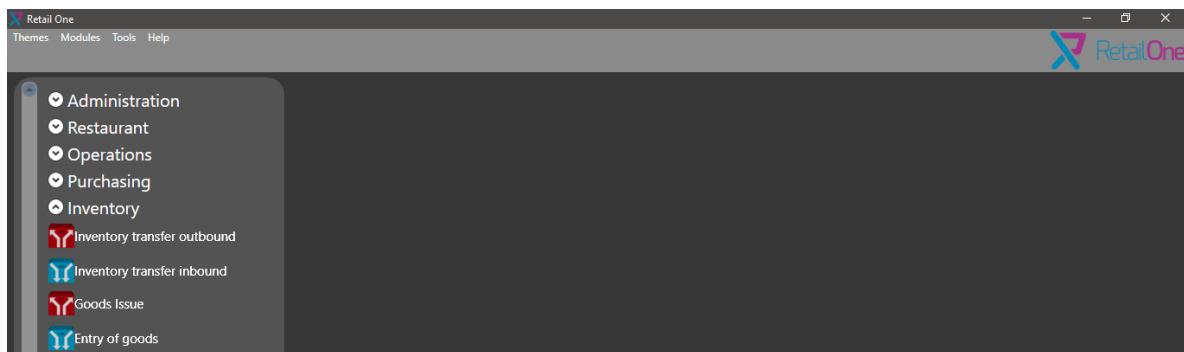
Write in comments text box the cause.

Click in generate button.

ENTRY OF GOODS

This module permit increase the stock by inventory adjustment, this is used when there is more stock in warehouse than the system.

For access to this module we click in Inventory> Entry of goods.

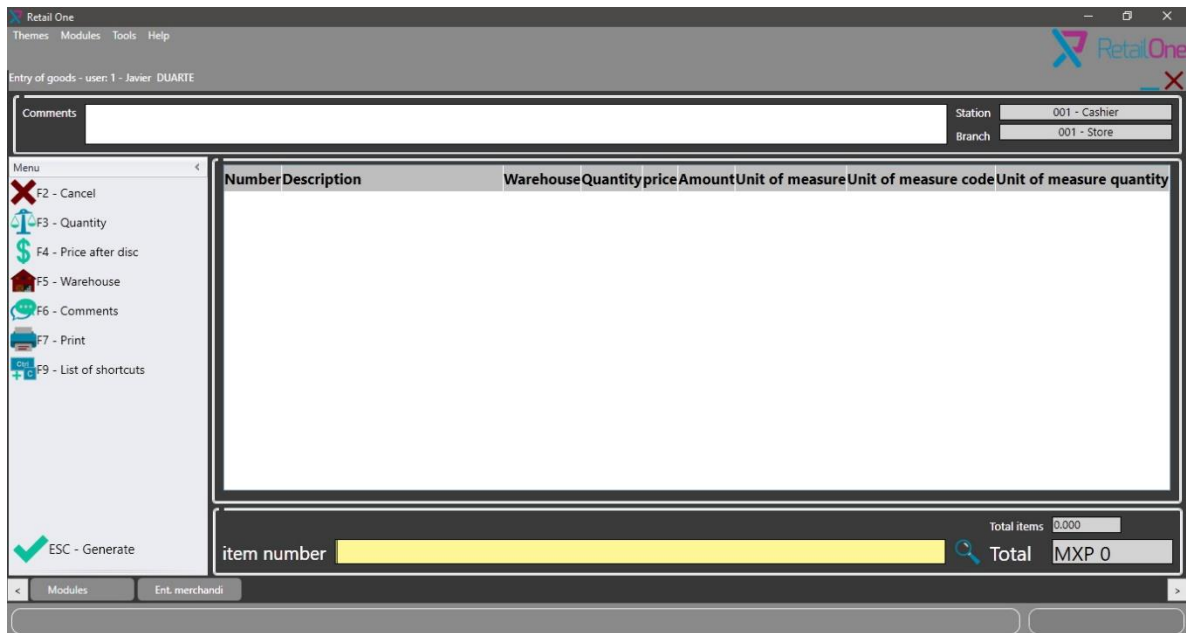


First step is scan items.

Next select quantity with F3 or Quantity from menu.

Write in comments text box the cause for this entry.

Click in generate button.



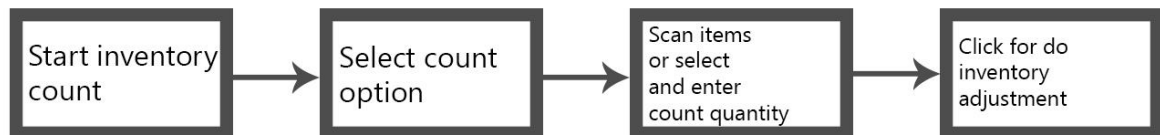
INVENTORY COUNT

This module permit does inventory adjustment, matching system stock with warehouse stock.

For access to this module we click in Inventory> Inventory count.



Inventory count



The first step is select count by option.

- Department: Is defined using QtyGroup* fields in OITM table.
- Line: Is the Item Group.
- Items: Add items by barcode or itemcode
- Locations: Need create location structure (is for specific client).

Once count by option is selected, we click on enter button.

Next the inventory synchronization is started.

After synchronization click again in enter button.

Retail One
Themes Modules Tools Help

Inventory count - user: 1 - Javier DUARTE

Count by Items

Station 001 - Cashier
Branch 001 - Store

Warehouse Shop

codename

item number Total 0.000

Modules Count invent .

If the count is by Department or Line the table is charged automatically, else we need scan barcode or itemcode.

Next with F3 or balance button, we can change quantity.

Once all quantities are correct click on ESC button.

Retail One
Themes Modules Tools Help

Inventory count - user: 1 - Javier DUARTE

Count by Items

Station 001 - Cashier
Branch 001 - Store

Warehouse Shop

Number	Description	countedcost
A00002	J.B. Officeprint 1111	1.000 \$0.00

item number Total 1.000

Modules Count invent .

In this screen, we can visualize differences in stock.

If there is difference, we click on ESC button for do the adjustment automatically.

Retail One

Themes Modules Tools Help

Inventory count - user: 1 - Javier DUARTE

Count by Items Station 001 - Cashier Branch 001 - Store

Menu

F2 F3 F4 F5

CTRL + A ESC

Number	Description	counted	In Stock	difference	cost	Amount
A00002	J.B. Officeprint 1111	1.000	0.00	1.00	\$0.00	\$0.00

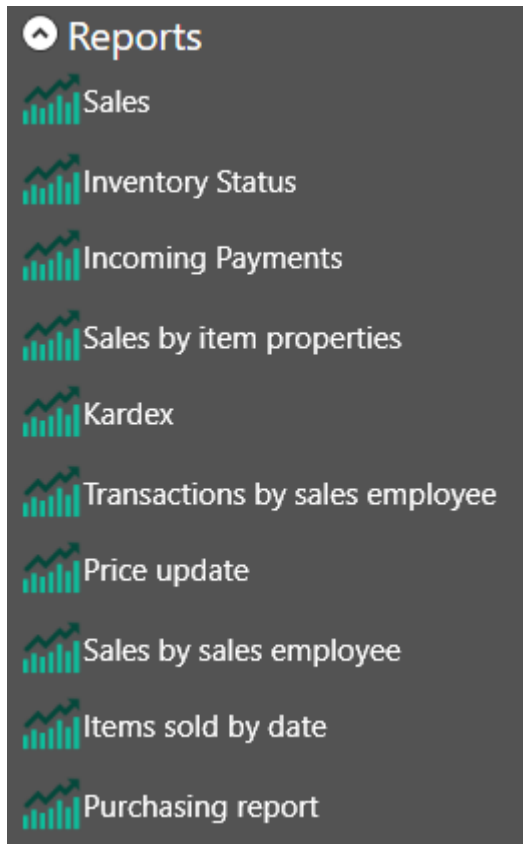
item number

Amount: -\$38,378.59 Total: 1.000

Modules Count invent.

REPORTS

This section is an essential reports compilation with information like sales, inventory movements, etc.



ADDITIONAL

All print formats are in Crystal report format (RPT), the reports have a dataset configured, we can't change the dataset structure.

For enter in all modules, we need introduce user, password and have authorization for enter.

all transactions are sent to SAP in real time if is online, we can work offline and synchronize when return connection.