



Level 10, Cyberport 2,  
100 Cyberport Road, Hong Kong

## **ChainStorePlus Application Package**

### **User Operation Manual *(v7.0)***

Edition v1.2 (d202303)  
<The Introduction & Master Tables>

### **The Book One (1) Master Tables**



*ChainStorePlus v7 Book-1  
Edition 1.2\_202303*

## **CONFIDENTIALITY**

This document contains confidential information about software package “**ChainStorePlus**” developed and owned by *Sanyo Extended System Services Ltd.*

This document is made exclusively for “**ChainStorePlus**” Licensee who is the legal License holder under Terms and Conditions of Software License Agreement with *Sanyo Extended System Services Ltd.*

No part of this document may be released, reproduced, or transmitted in any form or by any means, electronic or mechanical, including but without limitation, photocopying and recording, for any purpose other than Licensee’s personal use without written permission of *Sanyo Extended System Services Ltd.*

The information in this document is subject to change without notice.

© Copyright *Sanyo Extended System Services Ltd.*, 1999 -2023  
All Rights Reserved

# Table of Content

	<i>Page</i>
<b>SECTION 1 INTRODUCTION TO <i>CHAINSTOREPLUSV7</i> SYSTEM .....</b>	<b>4</b>
1.1 SYSTEM OVERVIEW .....	4
1.2 GETTING START .....	5
1.2.1 <i>Quick Reference of Commonly Used Function Keys (Icons)</i> .....	5
1.2.2 <i>Main Menu Screens Layout</i> .....	8
1.2.3 <i>Display Print Queue</i> .....	12
<b>SECTION 2 LOGON PROCEDURE.....</b>	<b>15</b>
<b>SECTION 3 SYSTEM UTILITY .....</b>	<b>17</b>
3.1 COMPANY FILE MAINTENANCE .....	18
3.2 USER TABLE MAINTENANCE .....	20
3.3 USER PROGRAM ACCESS LISTING .....	21
3.4 USER TABLE MAINTENANCE .....	23
3.5 USER PASSWORD CHANGE.....	25
3.6 USER PASSWORD RESTRICTED KEYWORD.....	26
3.7 USER PASSWORD POLICY.....	28
3.8 SELECT LANGUAGE .....	30
<b>SECTION 4 MASTER TABLE MAINTENANCE .....</b>	<b>30</b>
4.1 DIVISION CODE MAINTENANCE.....	33
4.2 LOCATION CODE MAINTENANCE .....	35
4.3 LOCATION CLASS MAINTENANCE.....	40
4.4 CATEGORY CODE MAINTENANCE .....	41
4.5 SIZE CATEGORY MAINTENANCE.....	43
4.6 COLOR CODE MAINTENANCE .....	44
4.7 BRAND CODE MAINTENANCE .....	45
4.8 SALES STAFF CODE MAINTENANCE .....	47
4.9 POS TENDER .....	49
4.10 POS PAYMENT KEY BUTTON CONTROL .....	54
4.11 EXCHANGE RATE MAINTENANCE .....	55
4.12 REASON TABLE MAINTENANCE .....	57
4.13 LOCATION MESSAGE MAINTENANCE.....	59
4.14 POS SECURITY ACCESS MAINTENANCE.....	61
4.15 WAREHOUSE LOT REMARKS .....	63
4.16 SEX / GENDER CODE MAINTENANCE.....	64
4.17 COLLECTION CODE MAINTENANCE .....	65
4.18 LABEL CODE MAINTENANCE .....	66
4.19 UNIT OF MEASURE .....	67

## SECTION 1 INTRODUCTION TO ***ChainStorePlus***v7 SYSTEM

This book is written and designed to serve the needs of operating the ***ChainStorePlus*** application package developed by Sanyo Extended System Services Ltd. This manual is written in simple sentence approach to illustrate all major operating procedures with appropriate explanations. This helps user easier to understand the application package related to its own business operation.

### 1.1 System Overview

***ChainStorePlus*** application system package is a comprehensive retail software designed in multi-country, multi-company, multi-store, multi-currency, and multi-language environment. The package also comes with many optional modules to suit different users' business requirements.

***ChainStorePlus*** comes in two major systems – the front office (POS) and Back Office Operations. This menu is for *Back Office Operations* only.

The following is the list of major modules including “Optional Modules\*” in ***ChainStorePlus***.

1. Table Maintenance
2. Master Maintenance
3. Purchase Order Maintenance
4. Stock Receipt
5. Stock Transfer
6. Physical Adjustment Process
7. Physical Count Process
8. Price Mark-up/Down
9. On-Line Inquiry
10. Web Based Management Reports by SQL Server Reporting Services
11. Data Interface / Exchange
12. Administration Process.

*\*Note:* For the most updated “***ChainStorePlus*** Optional Modules List” please consult sales department of Sanyo Extended System Services Ltd.

All these modules are playing important roles in the system differently. All of these will be discussed in this manual down into operational details such as objectives, operational options, workflow, screens and function-keys descriptions, etc. in different chapters.

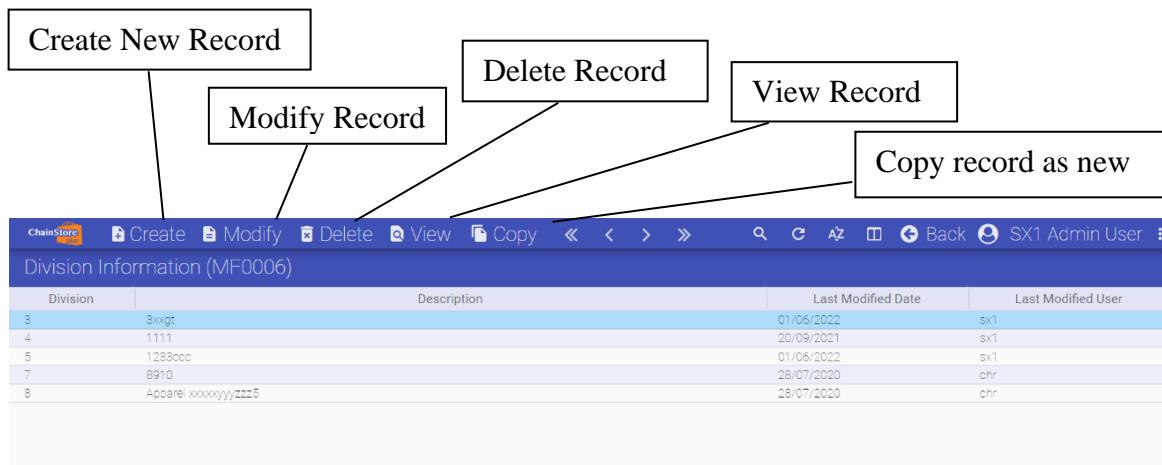
## 1.2 Getting Start

Before we start to discuss the processes in the system, we need to explain the most frequently used words in the manual such as the commonly used function keys, the symbols described in screen contents etc. This definition could help users easier to understand the operational procedures when they are going through the discussions in this manual.

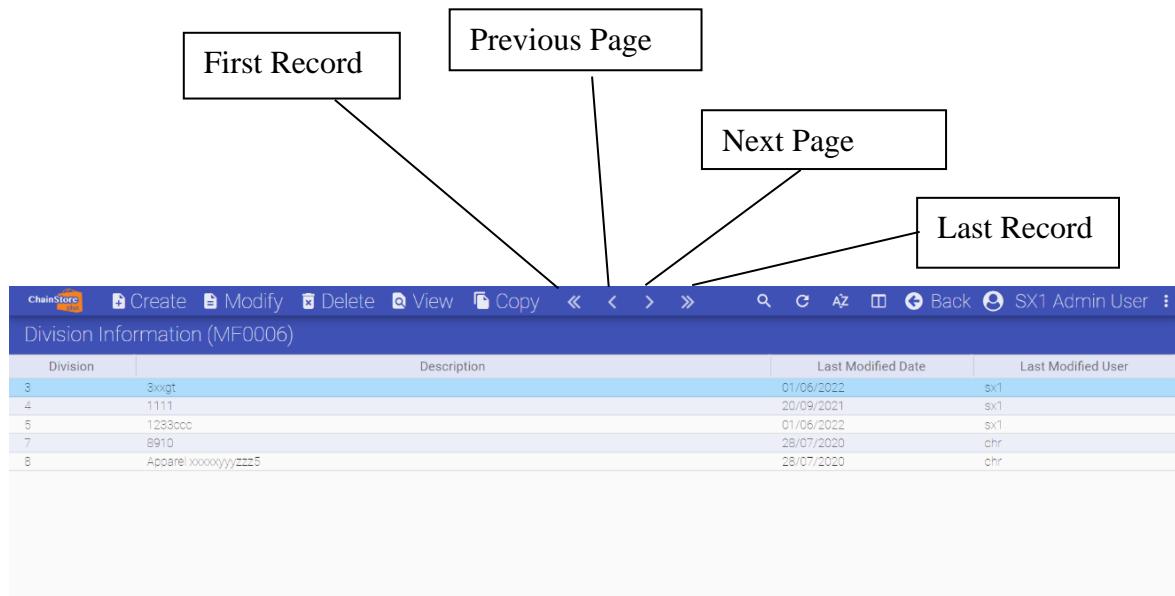
### 1.2.1 Quick Reference of Commonly Used Function Keys (Icons)

You will find there is a line of icons (or function keys) at the top of every working screen. A graphical image or word in every icon is illustrating its corresponding function, so in the following we are going to discuss those commonly used icons and its functional explanations:

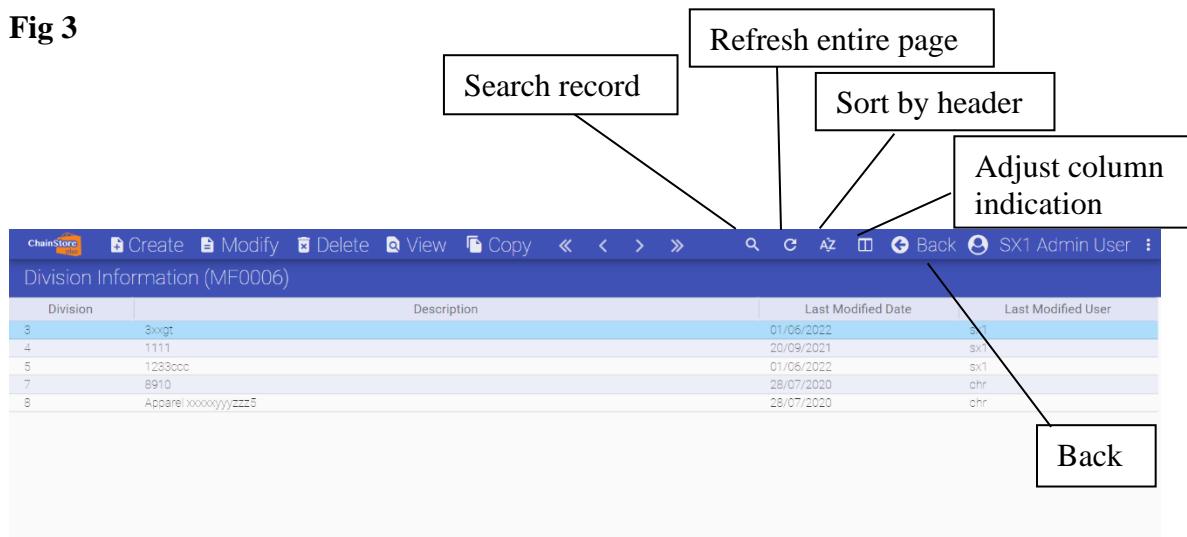
**Fig 1**



**Fig 2**



**Fig 3**



## Symbols Used

Besides the Icons (function keys) explanations, there are screen display fields explanations as well. We will use abbreviations or symbols to describe the field's meaning for our convenience. Users should learn the following symbols to make their perception of the later sections easier.

- 1). **X(n)** - X represents alphanumeric character. The n in bracket indicates that there are 'n' number of alphanumeric characters.

e.g., X (5) represents 5 alphanumeric characters, "12Abc", "ab1d3", "123" are all accepted here.

- 2). **9(n).9(m)** - 9 represents numeric character. The n in bracket indicates that there are n number of numeric characters. The m in bracket after the decimal point indicates that there are m number of numeric characters after the decimal point.

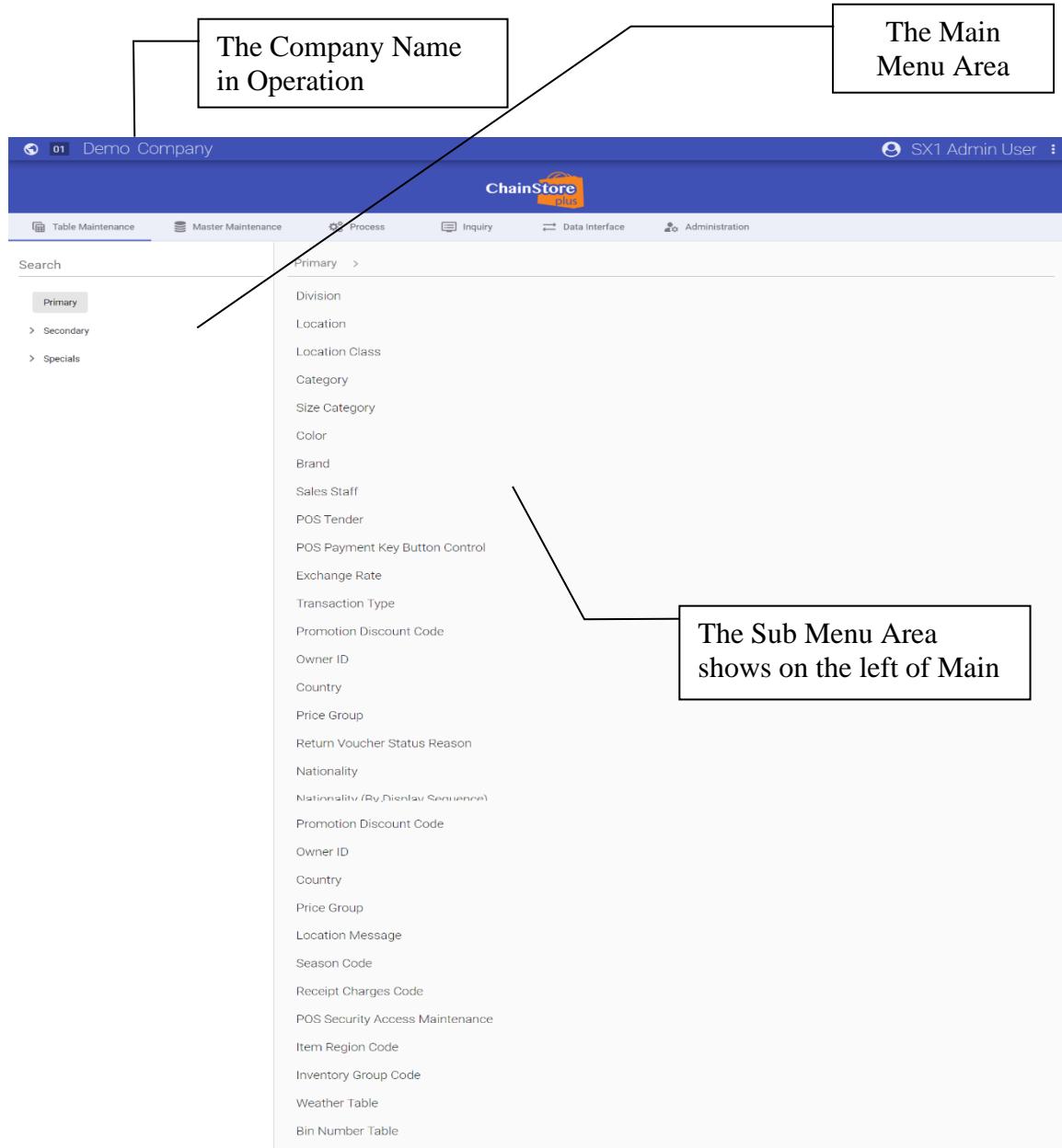
e.g., 9(3).99 represents 3 numeric integers with 2 numeric decimals point. "12.10", "123.09" are accepted here. But "as8.99", "1234.56", "12.987" are not accepted here.

- 3). **S** - S represents the numeric field that is signed. In other words, positive (+) and negative (-) values of the field are both accepted during input.

### 1.2.2 Main Menu Screens Layout

**ChainStorePlus** is designed in a user-friendly and easy operational approach. The screen layout of the package is consistent throughout the entire application. Users could easily master the general screen functions just with simple training and practice.

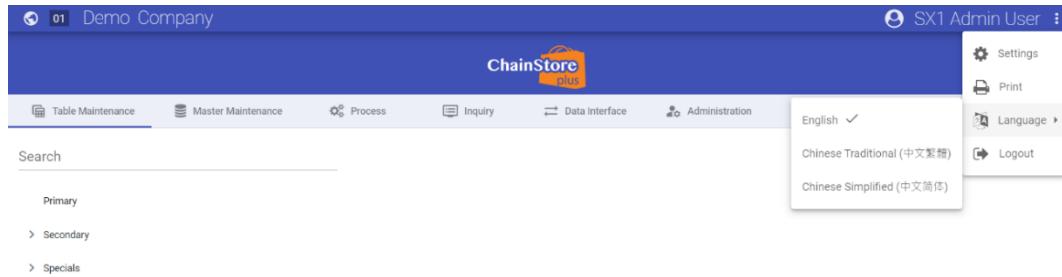
Let's take a look of the Main Menu screen layout:



## 1.) Access the “three vertical dots” for System Setting →

User can access the “three vertical dots” at the top right and next to the logging name for system settings. By clicking the “three vertical dots”, ‘Settings’, ‘Print’, ‘Language’ and ‘Logout’ four options immediately comes with here.

Sample Display:

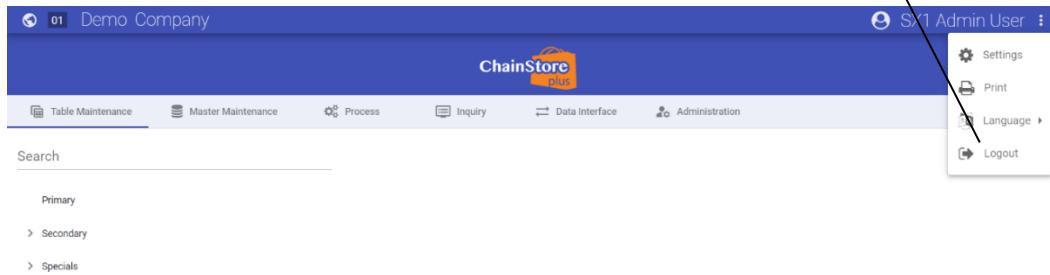


Surf the mouse and select the desired language by clicking the mouse.

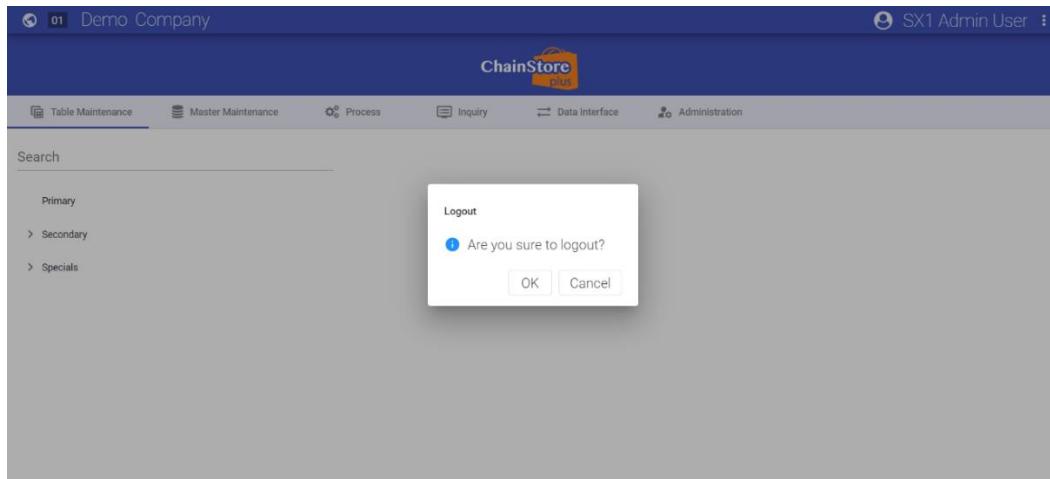
## 2.) Access the “three vertical dots” for logout ➔

User can access the “three vertical dots” and click ‘Logout’, the Confirmation dialog box will be prompted and then sign you out of your account by pressing ‘OK’.

**Fig 1**



**Fig 2**



The Confirmation dialog box will be prompted.

### 3.) General Menu / Index Screen ➔

In most of the processing modules, an INDEX TABLE is organized in a front page for user's easy reference/selection purpose. This screen provides an index that shows the data under different sorting sequences.

Table Index Sample Display:

Item No.	Category	Sub Category	Brand	Description	Retail Price
0012000006	00	1	000001	Testing	222.00
0012000007	00	1	000001	Testing	10.00
0012000008	00	1	000001	aaa	11.12
0012000009	00	1	000001	aaa	0.00
0012000010	00	1	000001	web."	380.00

- Select the desired record or index by input the reference index key (Search function) and double click.

### 4.) General Detail Screen ➔

A sample of detailed information is displayed on this screen after the index record is selected in screen 3.

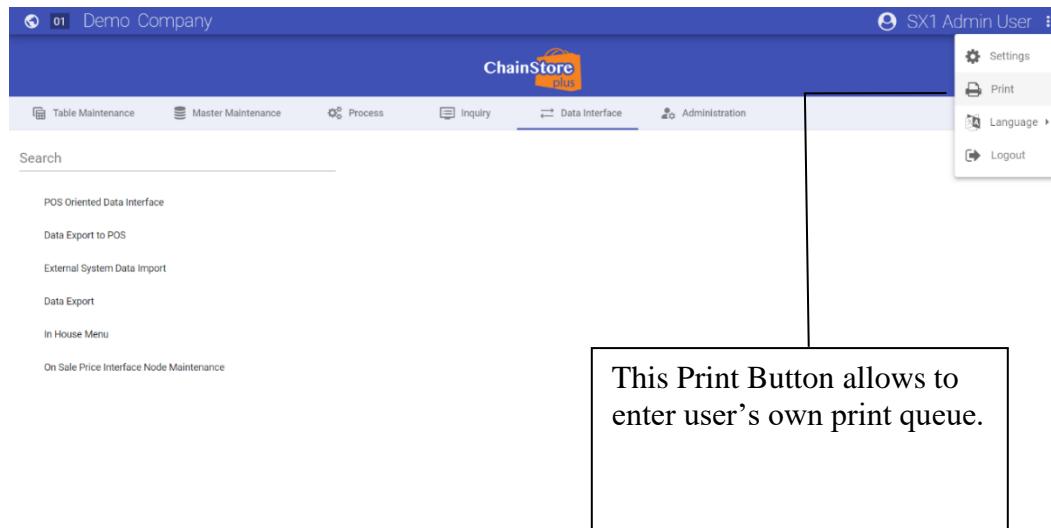
Screen Display:

The screenshot shows the 'Item Master Maintenance (MF0001)' screen. At the top, there is a search bar with the item number '0012000001' and a 'Save' button. Below the search bar, the item description is listed as 'web.'. The screen is divided into several sections:

- 1.Primary:** Supplier: 10030AFF, Category: 00, Sub Category: 1, Stock Indicator: B - Buy Off Stock.
- Description:** Long Description (Primary): 'web.', Short Description (Primary): 'short desc primary'. Long Description (Secondary): 'long description secondary', Short Description (Secondary): 'short desc secondary'.
- Item Dimension:** Dimension Control: B - Col & Size, Size/Inseam Cat: 001, Inseam Category, Wholesale Price: 22.00, Retail Price: 0.00.

### 1.2.3 Display Print Queue

Those processing reports (*NOT analysis reports by MS- Reporting Services*) generated by **ChainStorePlus** application package are saved in the Print Queue system instead of print direct to printer. User can access the “three vertical dots” and click ‘Print’. You will be able to view the ‘Document Queue Management’. The general functions of the ‘Document Queue Management’:



**Screen Display:**  
**Document Queue Management Screen ➔**

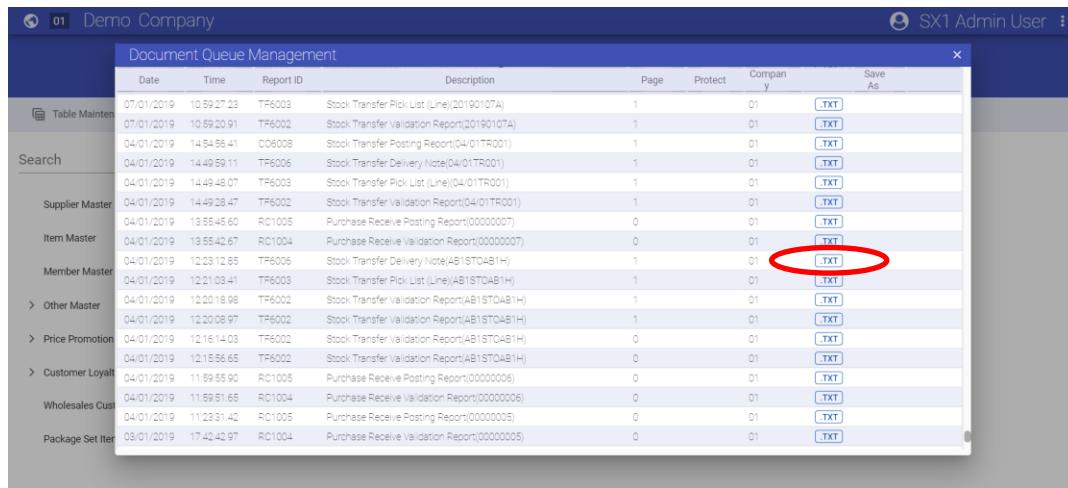
Document Queue Management							
Date	Time	Report ID	Description	Page	Protect	Company	Save As
31/08/2022	15:29:15.91	I0009G	Physical Count Posting Summary By Brand(BBB)	1	01	.TXT	
31/08/2022	15:29:15.74	I0009F	Physical Count Posting By Count Sheet(BBB)	1	01	.TXT	
31/08/2022	15:29:15.70	I0009E	Physical Count Summary By Count Sheet(BBB)	1	01	.TXT	
31/08/2022	15:29:15.55	I0009D	Physical Count Posting (Variance Summary)(BBB)	1	01	.TXT	
31/08/2022	15:29:15.51	I0009C	Physical Count Posting List (Variance)(BBB)	1	01	.TXT	
31/08/2022	15:29:15.49	I0009B	Physical Count Posting List (Conso)(BBB)	1	01	.TXT	
31/08/2022	15:29:15.27	I0009	Physical Count Posting Report(BBB)	1	01	.TXT	
31/08/2022	15:29:06.24	I0008G	Physical Count Validation Summary By Brand(BBB)	1	01	.TXT	
31/08/2022	15:29:06.12	I0008F	Physical Count Validation By Count Sheet(BBB)	1	01	.TXT	
31/08/2022	15:29:06.07	I0008E	Physical Count Summary By Count Sheet(BBB)	1	01	.TXT	
31/08/2022	15:29:05.67	I0008D	Physical Count Valid (Variance Summary)(BBB)	1	01	.TXT	
31/08/2022	15:29:05.61	I0008C	Physical Count Validation List (Variance)(BBB)	1	01	.TXT	
31/08/2022	15:29:05.78	I0008B	Physical Count Validation List (Conso)(BBB)	1	01	.TXT	
31/08/2022	15:29:05.57	I0008	Physical Count Validation Report(BBB)	1	01	.TXT	
31/08/2022	15:28:38.55	I0006	Physical Count Freeze Report(BBB)	1	01	.TXT	
30/08/2022	16:28:28.54	TF6007	Stock Transfer Posting Report(A)	1	01	.TXT	
30/08/2022	16:28:17.49	TF6006	Stock Transfer Delivery Note(A)	2	01	.TXT	
30/08/2022	16:28:11.32	TF6005	Stock Transfer Amended Pick List (Line)(A)	2	01	.TXT	
30/08/2022	16:27:31.45	TF6003	Stock Transfer Pick List (Line)(A)	2	01	.TXT	
30/08/2022	16:27:25.33	TF6002	Stock Transfer Validation Report(A)	1	01	.TXT	
30/08/2022	11:27:25.16	TF6007	Stock Transfer Posting Report(A)	1	01	.TXT	
30/08/2022	11:20:31.98	TF6007	Stock Transfer Posting Report(A)	0	01	.TXT	
30/08/2022	11:19:55.88	TF6007	Stock Transfer Posting Report(A)	0	01	.TXT	
30/08/2022	11:15:49.39	TF6007	Stock Transfer Posting Report(A)	0	01	.TXT	

**General Print Queue Management Information:**

- ☞ Generation Date and Time of print file,
- ☞ Report ID and Description of print file
- ☞ Number of pages
- ☞ Protect flag
- ☞ Column (Right Margin)
- ☞ Number of pages in print file
- ☞ Company Code

## Document Queue Management “Preview” Function Descriptions:

‘Document Queue Management’ displays and lists user own documents. The right side ‘Save As’ allows users to save documents as ‘.TXT’ format files.



File as below example will download when the button is pressed:

ID : IC1009	Demo Company (Eng)	Date : 21/09/2022 04:42:11 PM								
Batch No. : AA123	Delivery Order - Posting Report	Page : 1								
Delv. # : 00000119	Date : 21/09/2022	Inter Company : 0000000000								
Customer :		Currency : HKD								
Del. Date :	Reason :	Delv. Code :								
Pick Ref. : 00003679		Project No. :								
Seq. Item	Description	Loc.	Trx. Code	Color	Size	Inseam	Qty.	Total	Unit Price	Total Aounn
1 00 1	20000013 Testing	A007	T10				10	10	0.00	0.0
							Total	:	10	0.0
Remarks :										
Order Count	:	1								
Error Count	:	0	Posted Count : 1							
***** End of Report *****										

## SECTION 2 LOGON PROCEDURE

### Objective:

Logon Procedure occurs when user type correct URL. The Log On screen is to avoid unauthorized access, it is a locked door of the system. Authorization key and password are needed for each **ChainStorePlus** user. Users must obtain the account and password from System Administrator before the first Logon.

Screen Display:

The screenshot shows the login interface of the ChainStorePlus Online Management System. At the top, there is a blue header bar with the text "ChainStorePlus Online Management System" on the left and the "ChainStore plus" logo on the right. Below the header is a white login form. The form has two input fields: "Username" and "Password", both preceded by icon placeholders. Below the fields is a checkbox labeled "Full Screen Mode". At the bottom of the form is a blue "Login" button.

Logon On Screen ➔

<u>Prompt</u>	<u>Descriptions</u>
User Name	X (40) - Must field - User Identification Number
Password	X (40) - Must field and not displayed. - User Personal Password
<u>Functions</u>	<u>Descriptions</u>
<Full Screen Mode>	- Allow the web browser into Full Screen Mode
<Login>	- Verify and logon system.

### Sample Logon Procedure

1. Enter the correct User Name.
2. Enter the Password corresponding to the input User I.D.
3. Enable or disable “Full Screen Mode” by pick up the box (or not)
4. Press <Enter> to login.

## SECTION 3 SYSTEM ADMINISTRATION

### Administration

#### Objective:

Before **ChainStorePlus** live operations, there are several utilities that user must first define for the system to run. These utilities recommend being executed by System Administrator, or the delicate personnel in your organization only. These functions in the ‘Administration’ as following examples: -

1. Company File
2. User Table Maintenance
3. User Password Change
4. User Password Restricted Keyword
5. User Password Policy

We are going to discuss these system control utilities in the next beginning section since most of these modules need to be defined before system execution.

The screenshot shows the administration interface of the ChainStorePlus software. At the top, there's a header bar with the company name 'Demo Company' and a user session 'SX1 Admin User'. Below the header is a navigation menu with icons for Table Maintenance, Master Maintenance, Process, Inquiry, Data Interface, and Administration. The 'Administration' tab is currently selected. A large list of administrative tasks is displayed below the menu. One specific item, 'User Table Maintenance', is highlighted with a red rounded rectangle.

- POS Data Posting Process
- Month End Process
- Purge History
- > Journal Amendment (For internal support team only)
- Manual User Unlock
- User Group Access Listing
- User Group Maintenance
- User Program Access Listing
- User Table Maintenance
- Company File
- Global B.P. Sync. Process (on demand)
- Global System Configuration Maintenance
- System Configuration Maintenance
- User Password Restricted Keyword
- User Password Policy
- User Table Amendment Log
- User Activity Log
- Promotional Sales Price Data File Output
- Promotional Sales Price Data File Output (Index)

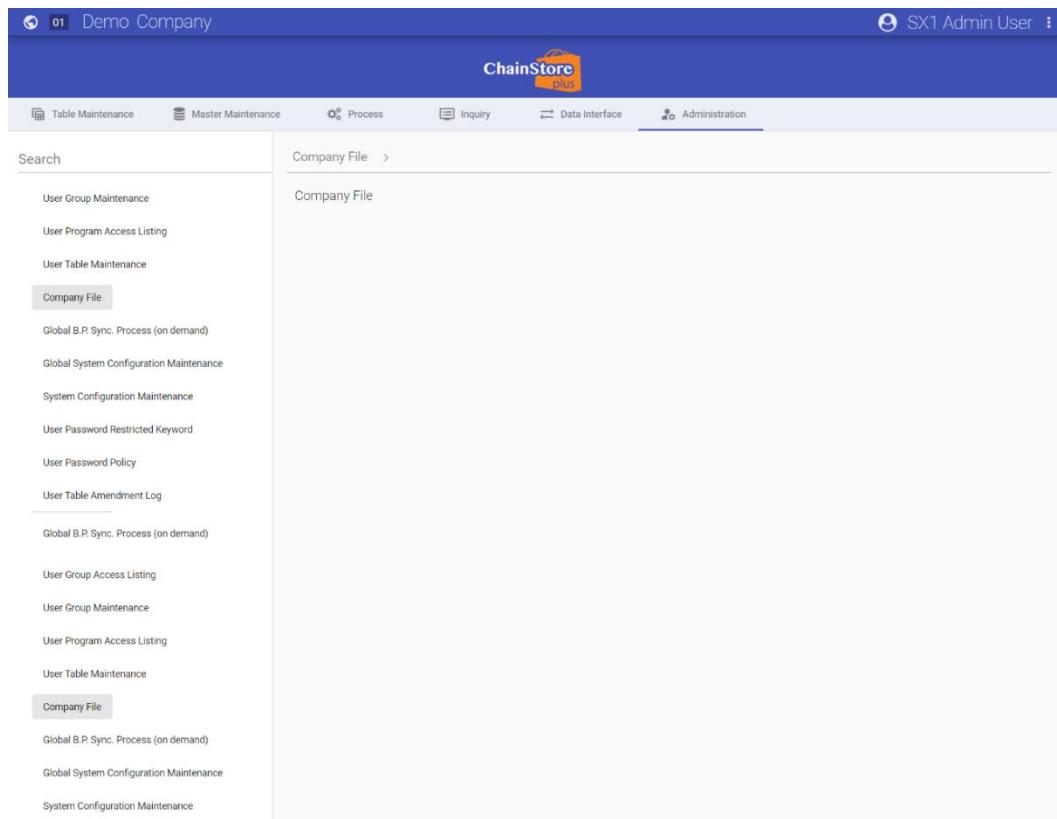
### **3.1 Company File Maintenance**

Since it is a multi-company control system, different company information will be distinguished and stored in separate company data directory. It provides the maintenance of company information for user to update and input the Company File.

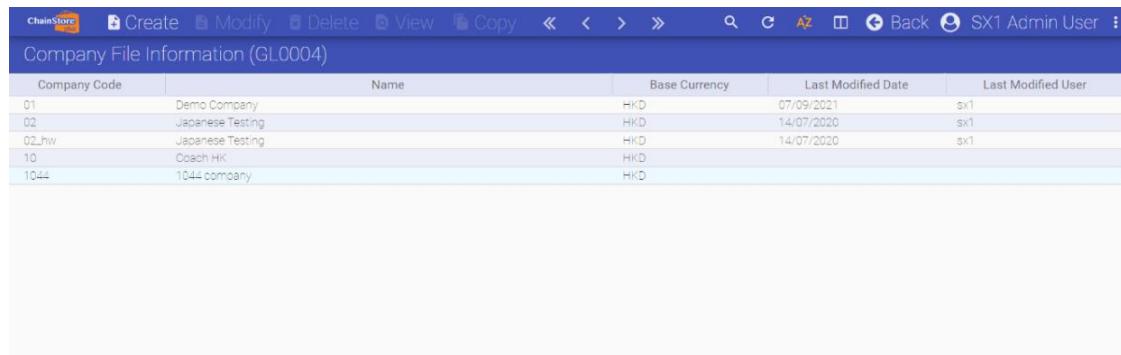
Objective: Maintain the general company information in Company File.

- Functions:
1. Create Record - Add new record into Company File.
  2. Modify Record - Change information of existing Company File record.
  3. Delete Record - Remove an existing Company.
  4. View Record - Display detailed information of existing Company File record.
  5. Copy Record - Change information of existing Company to new one.

Company File Maintenance Screen Display ➔



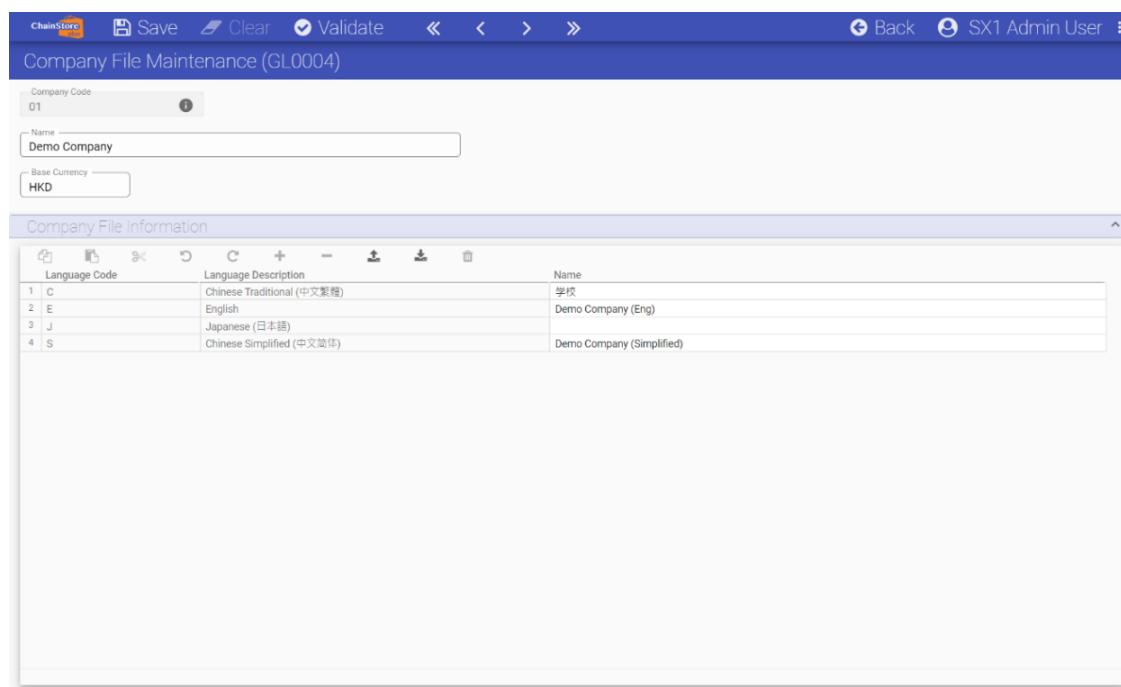
**Fig 2:**



The screenshot shows a table titled "Company File Information (GL0004)". The columns are: Company Code, Name, Base Currency, Last Modified Date, and Last Modified User. There are five rows of data:

Company Code	Name	Base Currency	Last Modified Date	Last Modified User
01	Demo Company	HKD	07/09/2021	sx1
02	Japanese Testing	HKD	14/07/2020	sx1
02_hw	Japanese Testing	HKD	14/07/2020	sx1
10	Coach HK	HKD		
1044	1044 company	HKD		

**Fig 3:**



The screenshot shows the "Company File Maintenance (GL0004)" page. At the top, there are fields for "Company Code" (01), "Name" (Demo Company), and "Base Currency" (HKD). Below this is a section titled "Company File Information" containing a table:

Language Code	Language Description	Name
1 C	Chinese Traditional (中文繁體)	学校
2 E	English	Demo Company (Eng)
3 J	Japanese (日本語)	
4 S	Chinese Simplified (中文简体)	Demo Company (Simplified)

**Prompt**

Company Code

**Descriptions**

X(02) - Must field  
- a unique code represents a particular company

Company Name

X(50) - Must field

- Company name

Base Currency

X(03) - Must field

- Base currency of that company normally used

### **3.2 User Table Maintenance**

This Security module provides security control on program, files and functions over user who accesses to the system. Unauthorized data access is not allowed if the user is set for ‘NO’ access right of the function. The system administrator therefore builds the access authorization in this maintenance module according to user rights is important.

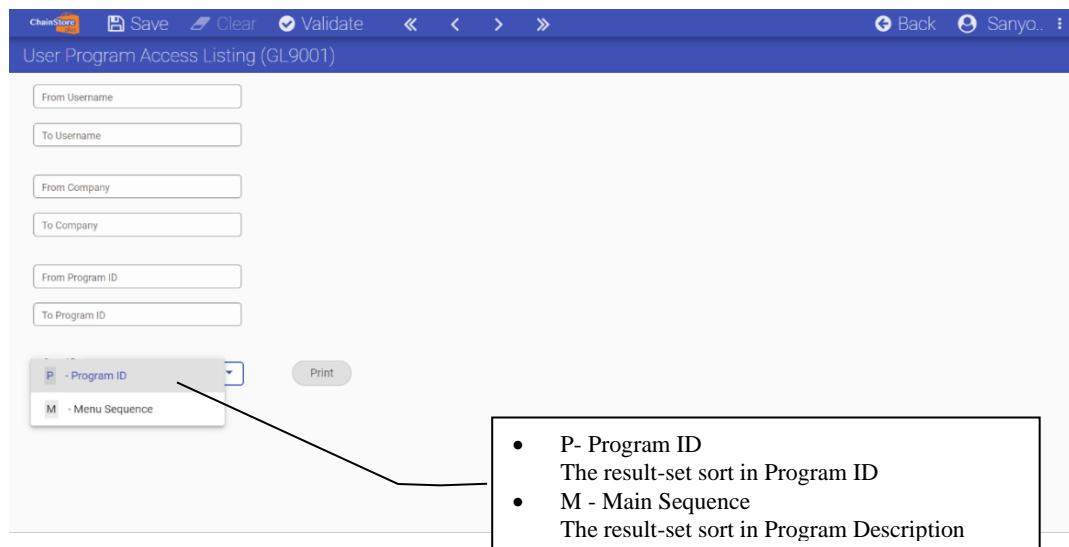
Screen Display:

The screenshot shows the software interface for 'ChainStore plus'. At the top, there's a blue header bar with the company name 'Demo Company' and the user 'SX1 Admin User'. Below the header is a navigation menu with tabs: 'Table Maintenance', 'Master Maintenance', 'Process', 'Inquiry', 'Data Interface', and 'Administration'. The 'Administration' tab is currently selected. On the left side, there's a sidebar titled 'Search' containing various maintenance options like 'POS Data Posting Process', 'Month End Process', 'Purge History', etc. The main content area shows a breadcrumb path: 'User Table Maintenance > User Program Access Listing'. Below this, there are two sections: 'User Table Maintenance' (which is highlighted with a grey box) and 'Company File'. Under 'User Table Maintenance', there are links for 'Global B.P. Sync: Process (on demand)', 'Global System Configuration Maintenance', 'System Configuration Maintenance', 'User Password Restricted Keyword', 'User Password Policy', 'User Table Amendment Log', 'User Activity Log', 'Promotional Sales Price Data File Output', and 'Promotional Sales Price Data File Output (Index)'.

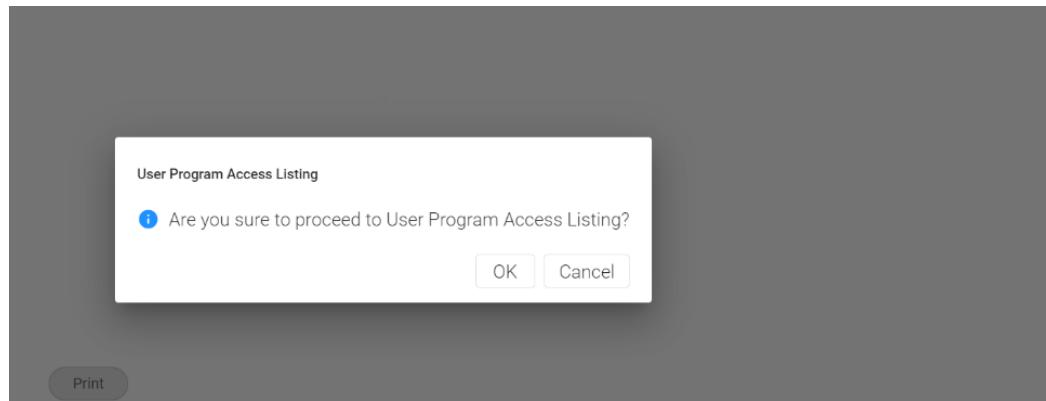
### **3.3 User Program Access Listing**

#### **Objective:**

Search and list user accessible program or module in back-end system



The Confirmation dialog box Screen Display:



The Confirmation dialog box will be prompted and press OK if typed information is correct. Then you will view update on Document Queue Management Screen (**please refer to above Display Print Queue section**)

## User Program Access Listing Print Result example screen

ID : g19001	Demo Company (Eng) User Program Access Listing	Date : 22/09/2022 11:54:50 AM Page : 1
Program ID	Description	C M D V S
AS2000	Interface Posting Error Enquiry	C M D V
CR0004	Gift Master Maintenance	C M D V
CR0006	General Point Calculation	C M D V
CR0007	Member Redemption Group Maintenance	C M D V
CR0008	Point Redemption Calculation (Old)	C M D V
CR0009	Extra Point Calculation	C M D V
CR1006	Change Member No. Process	C M D V
CR1007	Bonus Point Adj. Process - With Redm.Group	C M D V
CR1008	Product Group Maintenance	C M D V
CR1009	Serial Number Coupon Generation	C M D V
CR1004	New Member Redemption	C M D V
CR2005	Member E-Coupon Generation	C M D V
CR2006	Online Coupon for MM Redemption	C M D V
CR3008	Membership Status History Log Table Maintenance	C
CR4000	Global B.P. Sync. Process (on demand)	C M D V
CR4001	Clear Out B.P. Process	C M D V
CR7001	Change Member Type Log Enquiry	C M D V
DI5000	Month End Closing for FASC	C M D V
DI5001	Define Main Category Inclusive List for Accounting Interface	C M D V
DI5004	On Sale Price Interface Node Maintenance	C M D V
DI5006	Category Tax Rate	C M D V
DI8004	POS Transmission Log Control	C M D V
DI8006	Define Account Code for Accounting Interface	C M D V

### **3.4 User Table Maintenance**

#### **Objective:**

Maintain the user logon information and access authorization of each operational module, program, or function in the system.

Functions:	1. Create Record 2. Modify Record 3. Delete Record 4. Inquiry Record 5. Copy Record	Add new records into the System. Change information of an existing record. Remove an existing record. Display detail of the selected record Copy existing record to new one
------------	---	---

User Security Maintenance Screen Display:

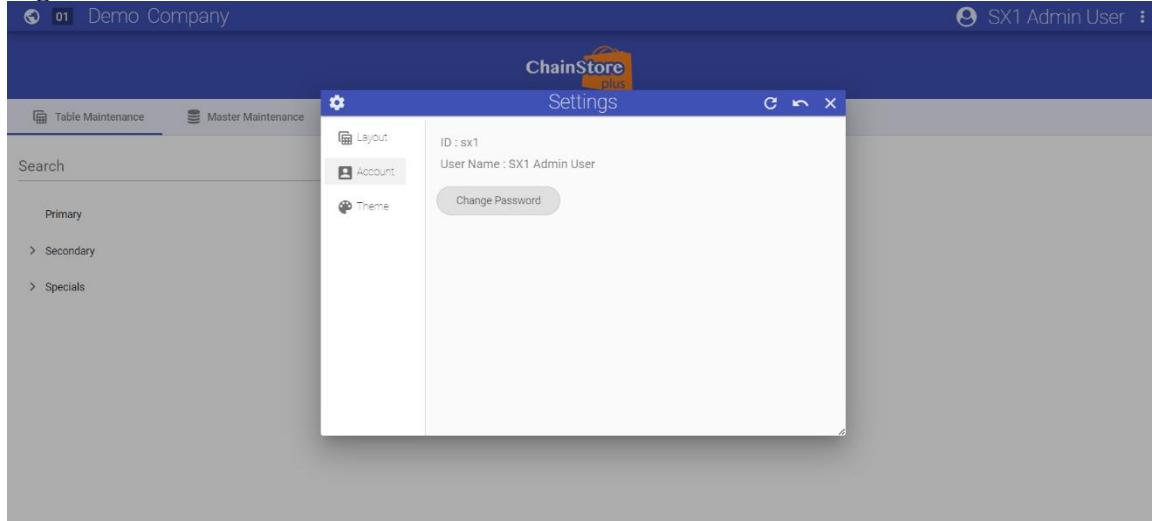
<b><u>Prompt</u></b>	<b><u>Descriptions</u></b>
User Name	X (40) - Must field - User Login ID
Full Name	X (40) - Must field
User ID	X (03) - Must field - System User I.D.
Class	X (01) - Must field - User level in the company - 0: Administrator 1: Staff – who can see cost of product 2: Junior Staff – who cannot see cost of product

User Group	X (40) - Optional field - ChainStorePlus User Group
Dept	X (01) - Optional field - Department code
Expiry Period	No. of Months This is the Expiry Period of User's Password
Expiry Date	dd/mm/yyyy This is the Expiry Date of User's Password
Change button	This is the User Password set up Button. Please refer to the usage in next paragraph

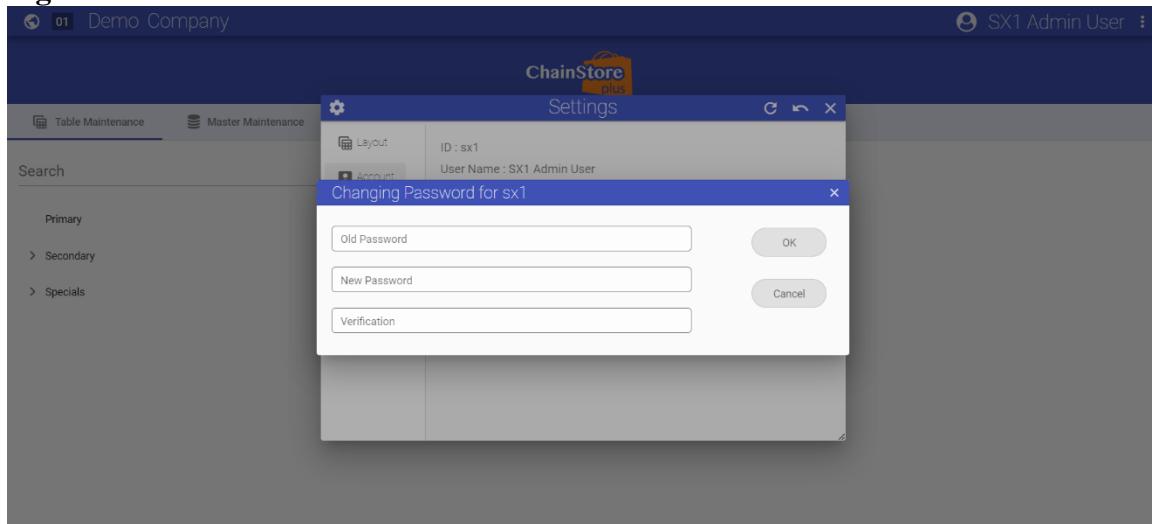
### **3.5 User Password Change**

User can access the “three vertical dots” at the top right and select ‘Settings’ for system setting. After clicking ‘Account’ user can change logging password and it is necessary to type the ‘Old Password’.

**Fig 1**



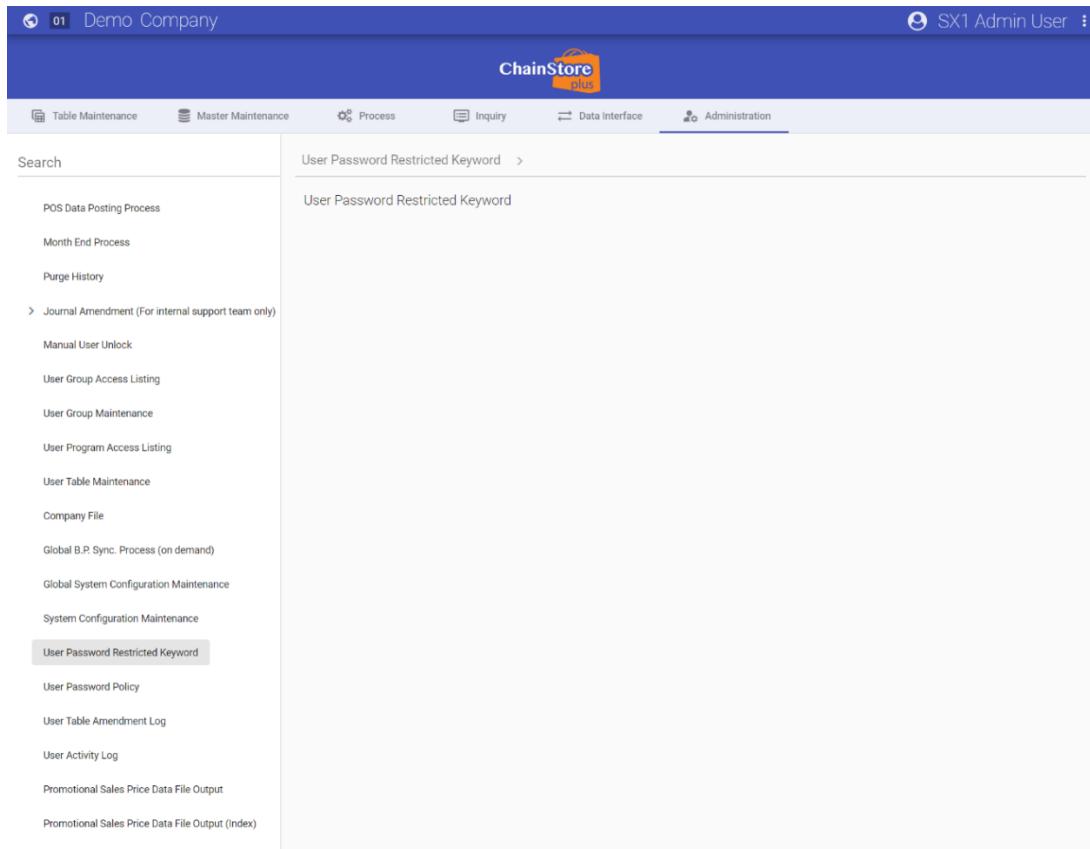
**Fig 2**



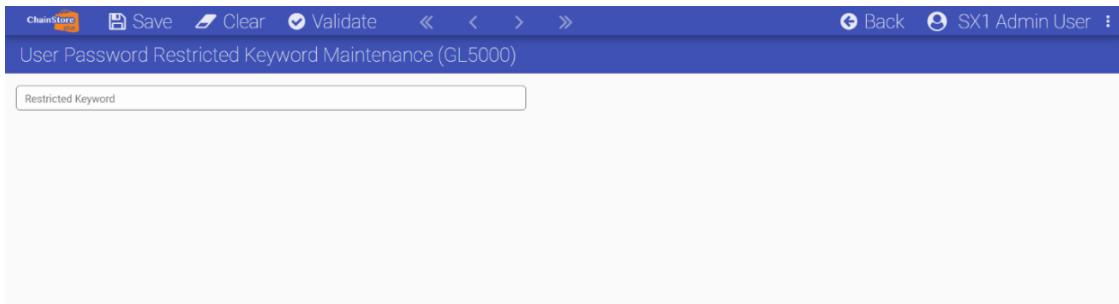
### **3.6 User Password Restricted Keyword**

User Password Restricted Keyword allows type prohibited characters during creating account or password change. This table is to view and input words or text strings which cannot be included as all or part of passwords.

**Fig 1**



**Fig 2**

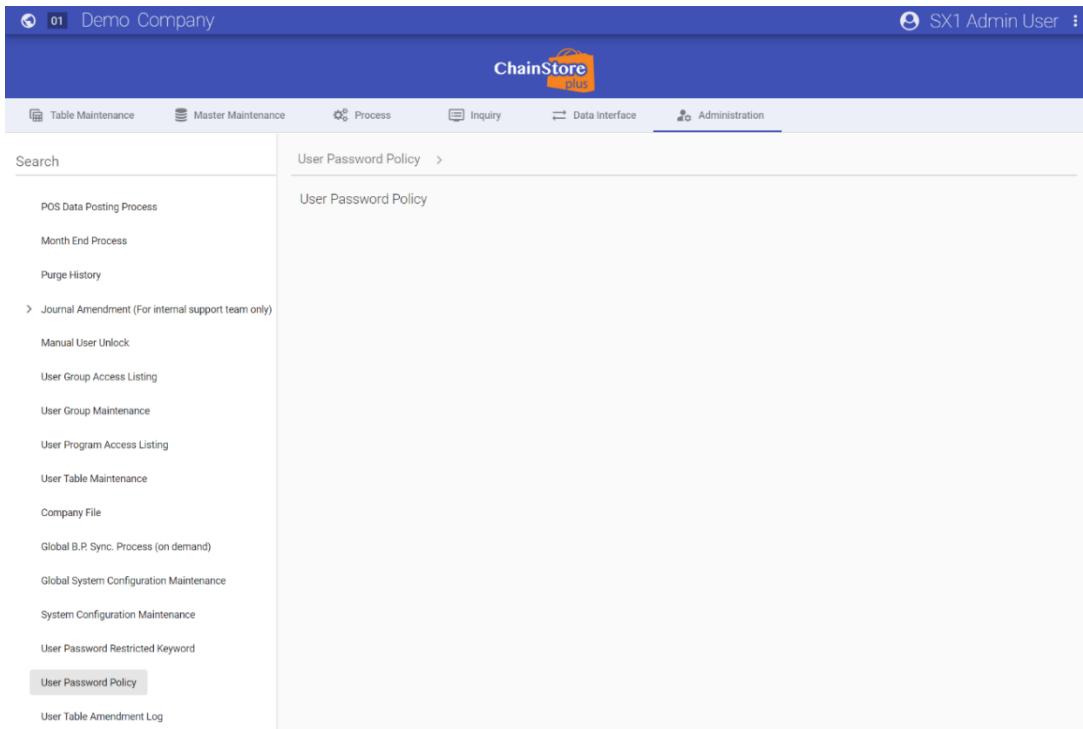


<b><u>Prompt</u></b>	<b><u>Description</u></b>
Restricted Keyword	X(40) - Must field - the words or text strings cannot be included as all or part of users' passwords

### **3.7 User Password Policy**

User Password Policy defines the composed password strength rules that are used to determine whether a new password is valid. This sets the rules that passwords for a service must meet.

**Fig 1**



**Fig 2**

The screenshot shows the 'User Password Policy Table Maintenance (GL5002)' screen. At the top, there are buttons for Save, Clear, Validate, Back, and SX1 Admin User. The main area has fields for Reference No. (20190903), Effective Date (03 / 09 / 2019), and Restrict the reuse recently used passwords times (2). Below these are sections for 'Password combination of' (with checkboxes for Capital Letters, Small Letters, Numbers, and Symbol, each with a minimum character count of 0, 0, 3, and 2 respectively) and 'Restrict User Profile for password' (with a checked 'Yes' option).

**Prompt**

Effective Date

**Description**

X(dd/mm/yyyy) - Must field

- the effective date of this set of password policy

Restrict the reuse recently  
used passwords times -

X(5) - Must field

- determines the number of unique new passwords that must be associated with a user account before an old password can be reused.

min char

X(02) - Optional field

- the number of minimum characters of that field

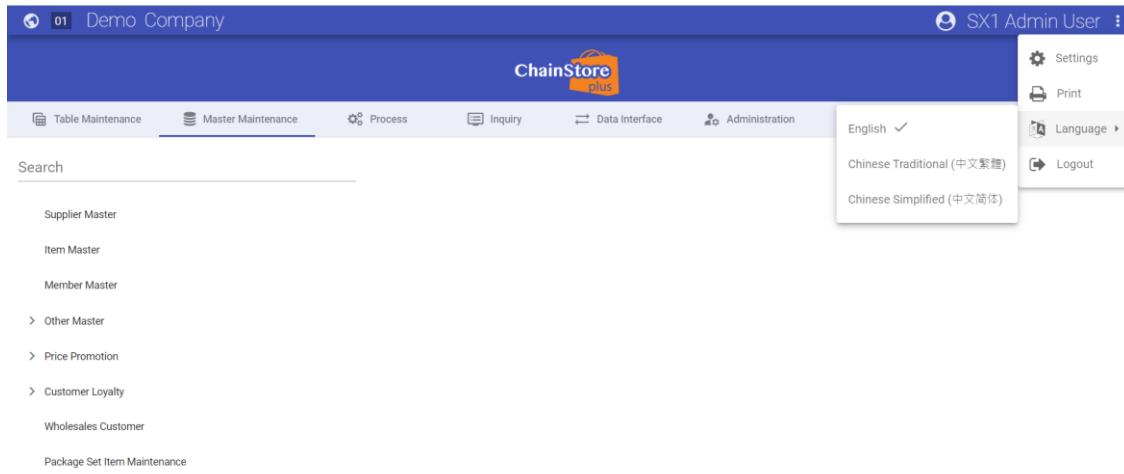
### **3.8 Select Language**

**ChainStorePlus** supports different languages; user can select their language as screen displayed. User can access the “three vertical dots” at the top right and select ‘Settings’ for system setting. After clicking ‘Language’, user can change System language.

The default languages of **ChainStorePlus** are:

- English
- Traditional Chinese, and
- Simplified Chinese

Screen layout:



## **SECTION 4 MASTER TABLE MAINTENANCE**

### **Objective:**

In **ChainStorePlus**, all the processes are working closely related to each other's based on many common tables. These tables are so important that the system cannot run without them. We called these tables are the fundamental building block of the system. All these tables are user definable and must relate to the user's own business operations and culture. Therefore, the value of these tables must be unique from customer to customer, the definition is company dependent, and policy dependent as well. This is a prerequisite must properly define all these tables in advance, before system operation.

The following is the major Master Table Maintenance list for user's action:

### **The Primary Tables**

- Division Code Maintenance
- Location Code Maintenance
- Category Code Maintenance
- Size Category Maintenance
- Color Code Maintenance
- Brand Code Maintenance
- Sales Staff Code Maintenance
- Payment Code Maintenance
- Payment Key Button Maintenance
- Exchange Rate Maintenance
- Transaction Type Maintenance
- Service Type
- Reason Code
- ..... and more tables (see details in this section)

### **The Secondary Tables**

- Optional Tables
  - Material Code
  - Project code
  - Department Code
  - Warehouse Bin Location Remarks
  - ... etc.

### **The Special Tables**

- Non-Standard Tables

In most of Maintenance processes, there are four available options from the maintenance screen, they are:

1. Create Record -User can input a new record into master file
2. Modify Record -User can update an existing record into master file
3. Delete Record - User can remove an existing record from master file
4. View Record - User can display detail information of existing record
5. Copy Record - User can change information of existing record to new one

In the following pages, we will discuss the different Maintenance Processes, and show you how they are related to each other, if any, and what contents are involved in the file.

### Screen Sample of Table Maintenance:

The screenshot shows the ChainStorePlus v7 software interface. At the top, there is a header bar with the company name "Demo Company" and a user session indicator "SX1 Admin User". Below the header is a navigation menu with links for "Table Maintenance", "Master Maintenance", "Process", "Inquiry", "Data Interface", and "Administration". The main content area is titled "Primary >". On the left, there is a sidebar with a "Search" section and a list of categories under "Primary": "Division", "Location", "Location Class", "Category", "Size Category", "Color", "Brand", "Sales Staff", "POS Tender", "POS Payment Key Button Control", "Exchange Rate", "Transaction Type", "Promotion Discount Code", "Owner ID", "Country", "Price Group", "Return Voucher Status Reason", "Nationality", "Promotion Discount Code", "Owner ID", "Country", "Price Group", "Location Message", "Season Code", "Receipt Charges Code", "POS Security Access Maintenance", "Item Region Code", "Inventory Group Code", "Weather Table", and "Bin Number Table".

## The Primary Tables:

### 4.1 Division Code Maintenance

This is used for organizing the operations in different “operating lines”. This is useful for an organization operating the POS retail business in more than one “store name” or “business nature”.

#### Example:

- Division “A” = Diana Fashion Chain
- Division “B” = Top Fun Gift Shop Chain
- Division “C” = Live Fit Jeans Wear Chain
- Division “D” = Stationery Chain
- Division “E” = Electronic Product Chain .... etc.

**Objective:** Maintain a file of division code such that each code represents a division or department of a company.

**Functions:**

1. Create Record
2. Modify Record
3. Delete Record
4. View Record
5. Copy Record as new
6. Find Record
7. Sort by header
8. Adjust column indication

**Fig 1**

Division	Description	Last Modified Date	Last Modified User
A	Diana Fashion Chain	02/09/2022	sx1
B	Top Fun Gift Shop Chain	02/09/2022	sx1
C	Live Fit Jeans Wear Chain	02/09/2022	sx1
D	Stationery Chain	20/09/2022	sx1
E	Electronic Product Chain	20/09/2022	sx1
F	Fintech Chain	20/09/2022	sx1

#### Prompt

Division Code

#### Description

X (01) - Must field

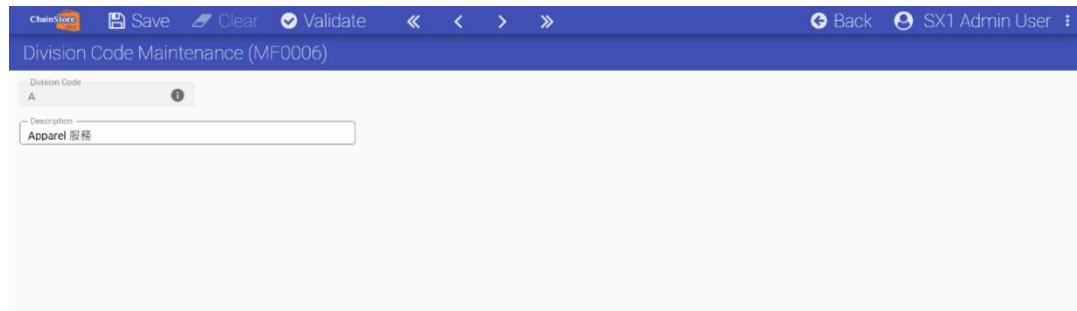
- a unique code which defines a division of company

Description

X (40) - Optional field

- a description or name of the defined division

**Fig 2**



## 4.2 Location Code Maintenance

Location code is designed to identify the purpose/use of a specific location. This location information is used by the system in many critical processes.

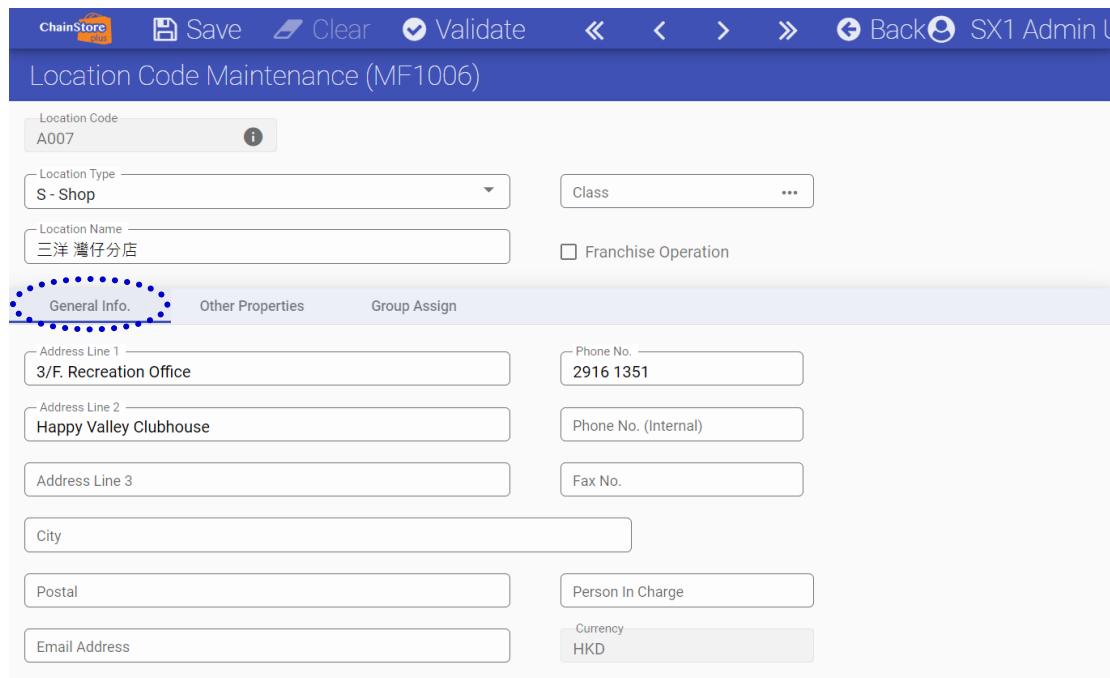
Objective: Maintain general information of a location

- Functions:
1. Create Record
  2. Modify Record
  3. Delete Record
  4. View Record
  5. Copy Record as new
  6. Find Record
  7. Sort by header
  8. Adjust column indication

### (I) The Summary Display

Location Code	Type	Name	Phone	Person in Charge	Group	Country
A	S	Datashop 小西灣分店	28809234	Ms. Carlo Law		
A02	S	Datashop 沙頭角分店	28809456	Ms. Mary		
A03	S	Datashop 旺角分店	28783434			
A04	S	Datashop 蒲飛路分店	28783535	Mr. Tony		
A05	S	Datashop 沙田分店	23234545			
A06	S	Datashop 屯門分店	35674896	Ms. Tse		
A07	S	Datashop 大圍分店	2794036	Mr. Jason		
A08	S	Datashop 尖沙咀分店	28986523	Mr. Li		
A09	W	Datashop 葵仔分店	24516395			
A001	S	三洋 錦鑑灣分店	36997545	Mr. Tony Kwan		
A005	S	三洋 沙田分店	24567991			
A007	S	三洋 葵仔分店	2916 1351		HK	
A008	S	三洋 西灣河分店	2917 1351		HK	HK
A009	S	三洋 尖沙咀分店	2946 1351		HK	HK
A028	S	三洋 屯門分店	24569241			
A030	S	三洋 大學站分店				
A030X	S	三洋 中文大學1分店				
A030XX	S	三洋 中文大學2分店				
A12345	W	北京總倉1	29166 1351		CHR	TE
A2101045	S	北京總倉2	Phone .....1	Person in Charge .....1	CHR	TE
AC15X	S	Sports Shop	2966 1304			
ADDS	S	Backend POS		Gloria Ng		
AE01	S	Members Services Centre, BRCC	2966 1981			

## **(II) Screen Display of “General info.”**



Location Code Maintenance (MF1006)

Location Code: A007

Location Type: S - Shop

Location Name: 三洋 湾仔分店

Franchise Operation:

General Info.

Address Line 1: 3/F. Recreation Office

Address Line 2: Happy Valley Clubhouse

Address Line 3:

City:

Postal:

Email Address:

Phone No.: 2916 1351

Phone No. (Internal):

Fax No.:

Person In Charge:

Currency: HKD

### **Major Data Fields Description:**

#### **Prompt**

Location Code

#### **Description**

X (08) - Must field

- First character should refer to division code
- a unique code which defines a location

Location Type

X (01) - Must field

- user must select the location type from select box

Franchisee Operation

Optional check box

- check this box if this is a Franchisee Store. Specific processing routine may be applied differently from regular own shops operation.

Location Name

X (40) - Must field

- a description or name of the location

**(III) Screen Display of "Other Properties":**

The screenshot shows the 'Location Code Maintenance (MF1006)' screen. At the top, there are buttons for Save, Clear, Validate, Back, and SX1 Admin. Below the title, there are fields for Location Code (A007), Location Type (S - Shop), Class, and Location Name (三洋 潛仔分店). A checkbox for Franchise Operation is present. The main area is divided into tabs: General Info. (selected), Other Properties (circled in blue), and Group Assign. Under Other Properties, there are fields for Open Date, Close Date, Interface Loc., Country (set to HK, Hong Kong), SAP Tfx. Reason 1 (2), SAP Tfx. Reason 2 (1), Price Group, Channel, Customer, Tax Code (1111XXXX), District, Repl. Batch Grp., Repl. W/H, and e-Comm Interface. Below these are several checkboxes: Department Store, Project Location, Not download to POS, Tax Exemption Allowed, Not allowed in Stock Transfer (From Loc.), Not allowed in Stock Transfer (To Loc.), and Exclude O/H.

**Major Data Fields Description:**

<b><u>Prompt</u></b>	<b><u>Description</u></b>
Open/Close	Enter date of shop open or close – dd/mm/yyyy
Interface Loc	Optional. Use only interfacing with third party system that have different Location Codes than ChainStorePlus
Repl. W/H	Optional. Replenishment Warehouse. Use only when the location has special replenishment warehouse other
Project Location	X (01) – Optional field - “√” the box will enable this location is a Project Location. - Project No. is required for installing POS into a Project Location site.
Department Store	X (01) – Optional field

	<ul style="list-style-type: none"> <li>- “<input checked="" type="checkbox"/>” the box will enable this location is a Department Store</li> </ul>
Not Download to POS	<p>X (01) – Optional field</p> <ul style="list-style-type: none"> <li>- “<input checked="" type="checkbox"/>” the box will enable this location does not download to front end POS</li> </ul>
Tax Exemption Allowed	<p>X (01) – Optional field</p> <ul style="list-style-type: none"> <li>- “<input checked="" type="checkbox"/>” the box will enable this location is allowed tax exemption</li> </ul>
Not allowed in Stock Transfer	<p>X (01) – Optional field</p> <ul style="list-style-type: none"> <li>- “<input checked="" type="checkbox"/>” the box will refer to not included in Stock Transfer selection (From Location/To Location) in POS</li> </ul>
Exclude O/H	<p>X (01) – Optional field</p> <ul style="list-style-type: none"> <li>- “<input checked="" type="checkbox"/>” the box will enable that this location is excluded in Stock On Hand</li> </ul>
Country	<p>X (02) - Must field</p> <ul style="list-style-type: none"> <li>- country code where the location is located at</li> </ul>
Channel	<ul style="list-style-type: none"> <li>- Must field</li> <li>- Channel attribute maintained manually, such as 1-Retail, 2-Outlet, 3-Others</li> </ul>

#### **(IV) Screen Display of "Other Properties":**

The screenshot shows the 'Location Code Maintenance' screen (MF1006). At the top, there are buttons for Save, Clear, Validate, Back, and SX1 Admin User. The main area displays a location record with code 'A06', type 'S - Shop', name 'Datashop 电子分店', and class '\*\*\*'. A 'Franchise Operation' checkbox is unchecked. Below this, tabs for General Info. and Other Properties are visible, with 'Other Properties' selected. A 'Group Assign' button is highlighted with a blue circle and dashed line. A red oval highlights the 'Layer' and 'Code' fields for 'Shop to Warehouse' transfer, which are set to 'PR - Province 省' and 'GD - Guangdong 广东省' respectively. A 'Pick Fr. Tree' button is also shown. Another red oval highlights the 'Shop to Win Transfer Allowed up to Loc. Group Level of' and 'Shop to Win Transfer Allowed up to Loc. Group Level of' dropdowns, both set to 'PR - Province 省'. A 'CT - City 城市' dropdown is also present. Below these, a table shows a hierarchy: PR (Layer), GD (Code), Guangdong 广东省 (Description). A large black bracket on the right side of the screen encloses the entire internal district structure assignment section.

#### **The Group Assignment FOLDER**

This is the screen for defining "Internal District Structure" of the Location's (i.e. where is this shop belonging to?)

- This is the box to define this location's internal structure.
- In this sample case, this location is defined as "City Level" at Guangzhou;
- The "Tree" structure of this Guangzhou City is therefore displayed as in list box for user's reference.
- (Note: The Tree relationship of each level shall be defined prior under "Location Tree" Table)

- This is controlling the Location's transfer privilege from "[Shop to Warehouse](#)" in case of the location is defined as a "Shop" definition
- In this sample, this shop is set to allow stock transfer to Warehouse up to "省" level;

- This is controlling the Location's transfer privilege for "[Shop to Shop](#)" in case of the location is defined as a "Shop" definition
- In this sample, this shop is set to allow stock transfer only within "城市" city;

#### **4.3 Location Class Maintenance**

Location class is designed to identify each location class attribute. This location information is used by the system in many critical processes.

Objective :-                    Maintain general information of a location class

Functions :

1. Create Record
2. Modify Record
3. Delete Record
4. View Record
5. Copy Record as new
6. Find Record
7. Sort by header
8. Adjust column indication

**Fig 1**

Location Class	Description	Last Modified Date	Last Modified User
ST	Sha Tin		
SWH	Sai Wan Ho		
TM	Tuen Mun		
TST	Tsim Sha Tsui	16/09/2022	sx1
TW	Tai Wai		
TY	Tsing Yi		
WC	Wan Chi		

**Fig 2**

The screenshot shows the 'Location Class Maintenance' interface. At the top, there are navigation buttons for Create, Save, Clear, Validate, and search. The main area displays a form with fields for 'Location Class' (containing 'MK') and 'Description' (containing 'Mong Kok 旺角').

#### **4.4 Category Code Maintenance**

**Objective :** Maintain general category information for items which is used in Item Master Maintenance.

**Functions :**

1. Create Record
2. Modify Record
3. Delete Record
4. View Record
5. Copy Record as new
6. Find Record
7. Sort by header
8. Adjust column indication

**Screen Display :**

Sub Cat.	Description	Chinese Desc.	Serial	Avg Gross Mar%	TE Code	Remark	Remark 2	Remark 3
1 AC	Accessory		<input type="checkbox"/>	0.00				
2 BA	Bathrobe		<input type="checkbox"/>	0.00				
3 CC	Kid's App		<input type="checkbox"/>	0.00				
4 LC	Ladies App		<input type="checkbox"/>	0.00				
5 MC	Men's App		<input type="checkbox"/>	0.00				
6 SH	Shorts		<input type="checkbox"/>	0.00				
7 TS	T-Shirt		<input type="checkbox"/>	0.00				
8 UN	Unisex		<input type="checkbox"/>	0.00				
9			<input type="checkbox"/>					
10			<input type="checkbox"/>					
11			<input type="checkbox"/>					
12			<input type="checkbox"/>					
13			<input type="checkbox"/>					
14			<input type="checkbox"/>					

#### **Prompt**

Category Code

#### **Description**

X(03) - Must field  
- a unique code which defines the category for the Item Master Maintenance

Description

X(40) - Must field

- a description of such category

Sub. Category

X(02) - Optional field

- a unique code which defines the sub-category of such category  
- item using this category must belong to one of these sub-categories  
- maximum 30 input of this field

Sub. Category Description	X(10) - Must field if sub-category code has been defined - a description of such sub-category
Serial Flag	Optional - Setting this to “YES” indicates the items of this category will have serial number
Discount Control	X(01) - Must Field - default to ‘No’ by the system - Setting this to “YES” indicates the items of this category have discount control which POS sales discount is not allowed
Max. Discount	99.99 - Optional field - available if only ‘NO’ discount control is set - Expressed in a percentage of the retail price

## 4.5 Size Category Maintenance

Objective: - Maintain a category of a set of size range for items, which is used in Item Master Maintenance.

Functions: -

1. Create Record
2. Modify Record
3. Delete Record
4. View Record
5. Copy Record as new
6. Find Record
7. Sort by header
8. Adjust column indication

**Fig 1**

Size Category Information (MF0002)										
Size Cat.	Size 1	Size 2	Size 3	Size 4	Size 5	Size 6	Size 7	Size 8	Last Modified Date	Last Modified User
HOM	3	4	5	6	7	COPP	LIMP	TRAN	BLUE	
HSC	WHI	YEL	GOL	AMB						
INF	2	3	4	5	6	7	8	9		
JCS	18	18.5	19	19.5	20	20.5	21	21.5		
JEAN	28	29	30	31	32	33	34	35		
JK	60	65	70	75	80					
JM	60	62	64	65	68	69	72	73		
JPN	01	02	03	04	05					
JPS	22.5	23	23.5	24	24.5	25	25.5	26		
JPS1	22	22.5	23	23.5	24	24.5	25	25.5		

**Prompt**

Size Category

**Description**

X (04) - Must field

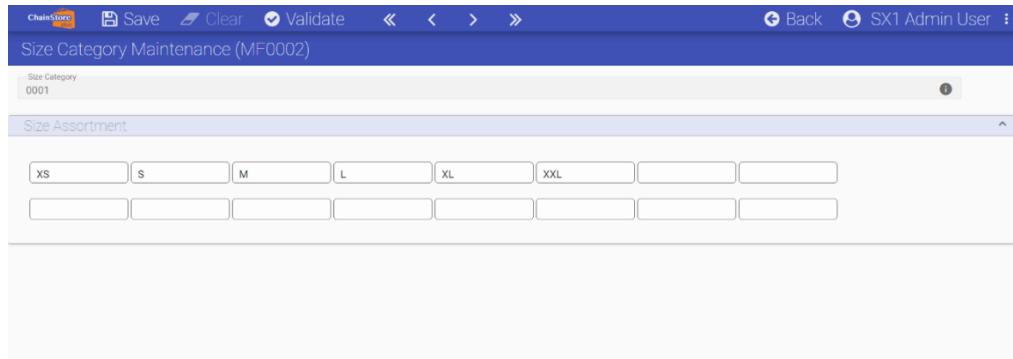
- a unique code which defines a particular size category and is used in item master maintenance

Size assortment

X (04) - Optional field

- Maximum 16 size assortment in every size category

**Fig 2**



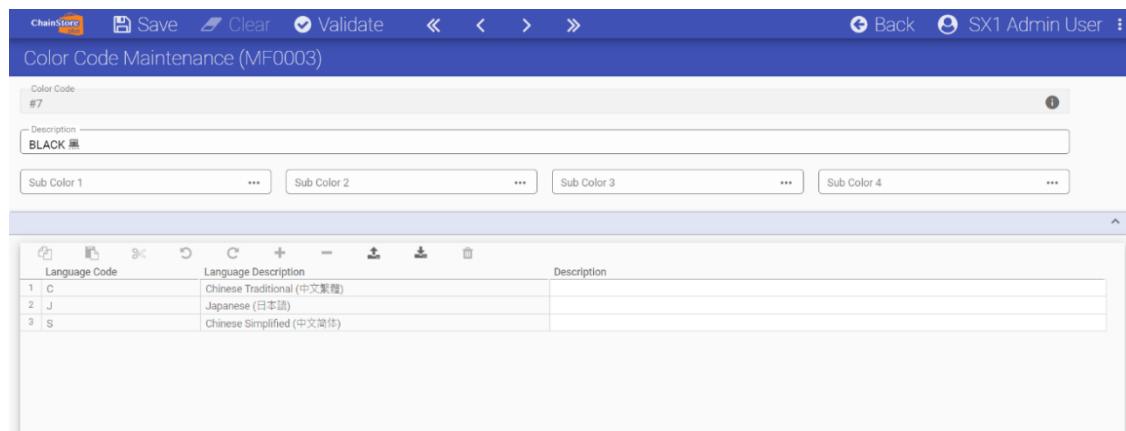
#### **4.6 Color Code Maintenance**

**Objective :** Maintain general color information for items which is used in Item Master Maintenance.

**Functions :**

1. Create Record
2. Modify Record
3. Delete Record
4. View Record
5. Copy Record as new
6. Find Record
7. Sort by header
8. Adjust column indication

**Screen Display :**



**Prompt**

Color Code

**Description**

X(05) - Must field

- a unique code which defines a particular color and is used in Item Master maintenance

Description	X(40) - Optional field - a short description referring to this color code
Sub Color	- Optional - Can define in “Sub Color” table under Secondary (Optional) maintenance

#### **4.7 Brand Code Maintenance**

Objective :- Maintain general brand information for items which is used in Item Master Maintenance.

Functions :-

1. Create Record
2. Modify Record
3. Delete Record
4. View Record
5. Copy Record as new
6. Find Record
7. Sort by header
8. Adjust column indication

Screen Display :-

The screenshot shows a software interface titled "Brand Code Maintenance (MF0004)". At the top, there are buttons for "Save", "Clear", "Validate", and navigation arrows. On the right, there are links for "Back" and "SX1 Admin User". The main area contains four input fields: "Brand Code" (000000), "Name" (Polo), "Supplier" (1003320), and "Max. Disc. %" (10.00).

<u>Prompt</u>	<u>Description</u>
Brand Code	X(06) - Must field

	<ul style="list-style-type: none"> <li>- a unique code which defines a particular brand and is used in Item Master Maintenance</li> </ul>
Brand Name	<p>X(40) - Optional field</p> <ul style="list-style-type: none"> <li>- field that indicates the name of such brand code</li> </ul>
Supplier Code	<p>X(08) - Must field</p> <ul style="list-style-type: none"> <li>- Supplier of the Brand</li> <li>- The supplier code will be validated against Supplier Table</li> </ul>
Max. Discount	<p>99.99 – Optional field</p> <ul style="list-style-type: none"> <li>- the max. discount allowed of the brand</li> </ul>

#### 4.8 Sales Staff Code Maintenance

This is the table to register salespersons details in the system. By assigning an unique code for every sales staff, the system will keep track the sales staff access authorization, sales performance, even the log-in and log-out attendance in the POS automatically.

**Fig-1**

Sales Staff Code Maintenance (MF0007)

Sales Staff Code: 463275

Name: LEUNG WAI CHING

Primary Security: MANAGER

Employee ID: HVCH

Active Directory

Join Date

Resign Date

**Password Information**

Min. Length: 0

Expiry Period: 3

Expiry Date: 29 / 10 / 2006

Last Log In

Last Log Out

- Input of POS security Code - the table need to be defined prior;
- This code already has functional access rights pre-set;
- This code will be verified by the system against the relevant table

This is the setting for restricting this POS user must require password for POS login AND the password need to be changed for every N months

**Fig-2**

The screenshot shows the 'Sales Staff Code Maintenance' screen (MF0007). At the top, there are buttons for Save, Clear, Validate, and navigation arrows. On the right, there are links for Back, SX1 Admin User, and other system icons. The main area displays staff information: Sales Staff Code 463275, Name LEUNG WAI CHING, Primary Security set to MANAGER (Manager), and Type L/D - Location. Below this, there are tabs for Page 1, Page 2 (which is selected), and Page 3. A red oval highlights the 'Location' column in a grid. The grid has columns for Location, Division, Description, and Security Code. The first row shows Location A001, Division (empty), Description 三洋 銅鑼灣分店, and Security Code ADMIN. A red arrow points from the bottom-left of the grid to a callout box containing explanatory text.

Location	Division	Description	Security Code
A001		三洋 銅鑼灣分店	ADMIN
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

- This is Location access right setting
- In this sample, this POS user is set to allow access on certain "Location" / shop only;
- The authorized locations are further defined in the Location line in the sample – such as Location A005 only in this case;
- User could set to allow more access locations for one user with different functional access rights per each individual location

## **4.9 POS Tender**

This is the table use to define the type of payments to be accepted by POS front office in sale. The common sample like cash, credit cards(AE, visa ...) foreign currency( US\$, Yen, Sterling Pounds.....etc.) or even cash coupon issued by your own company could be defined in this table.

Screen Display:

The screenshot shows the 'Payment Type Code Maintenance (MF0009)' screen. At the top, there are buttons for Save, Clear, Validate, Back, and Admin User. The main area has fields for Currency Code (1), Payment Code (1), and Location Code. Below this is a 'Others Information' section with the following fields:

- Payment Name: 12
- Rate: 3.00000, New Rate: 0.00000, Eff. Date: [date field]
- Payment Type: B-EPS, S9000 Payment Type
- Report Type: 03 - Traveller Cheque, Commission: 0.00
- GL Account, Interface Code
- Skip Pts. Calculation: Yes (radio button selected), Foreign Curr. Change Allowed: No (radio button selected)

### **Prompt Description**

Currency Code	X (03) - Must field - the currency for this payment type
Payment Code	X (03) - Must field - a unique code that indicates this particular payment type - The “FMM – Membership refund”, “MEM-Membership”, “EPM – Electronic Payment” are reserved words for system usage. User is not allowed to use these words to define the payment code.
Location Code	X (04) - Optional field - The location where this payment type will be applied
Payment Name	X (40) - Must field - The description of this payment type
Rate	9(05).9(05) - Must field - The exchange rate used in POS of this payment type

Payment Type	<ul style="list-style-type: none"> <li>- Must field</li> <li>By Combo Box selection</li> </ul> <p>For Return Voucher function in POS front end, ‘Return Voucher’ and Return Voucher redeem’ type must be defined</p> <p>For ‘Deposit Return’ function in POS front-end, at least ‘Credit Voucher’ type must be defined</p>
S9000 Payment Type	<p>X (10) – Must field</p> <ul style="list-style-type: none"> <li>- if “Payment Type”=”A-Electronic Payment” , otherwise it is blank</li> <li>- Payment type returns from S9000 machine</li> </ul>
Report Type	<ul style="list-style-type: none"> <li>- Must field</li> <li>- Chose “Card” belongs to the group <i>Card</i></li> <li>Chose Others belongs to the group <i>Others</i></li> <li>Chose Traveller Cheque belongs to the group <i>Traveller Cheque</i></li> <li>Chose Cash belongs to the group <i>Cash</i></li> </ul>
Commission	<ul style="list-style-type: none"> <li>- the commission rate for the payment type</li> </ul>
Last Modified Date	<p>99/99/9999 (dd/mm/yyyy) - Display only</p> <ul style="list-style-type: none"> <li>- the date when such payment type record was modified last time</li> </ul>
Skip Daily Ex. Rate	<ul style="list-style-type: none"> <li>- Must field</li> <li>- a flag that indicates whether the payment type will be shown in Daily Exchange Rate Input screen (Chose “Yes” or “No”)</li> </ul>

## The Payment Type Function Setting: -

ChainStorePlus Save Clear Validate Back SX1 Admin User

Payment Type Code Maintenance (MF0009)

Currency Code 1	Payment Code 1	Location Code
--------------------	-------------------	---------------

**Others information**

Payment Name 12	Rate 0.00000	Eff. Date
S9000 Payment Type		
Commission 0.00		
Interface Code		
Foreign Curr. Change Allowed <input type="radio"/> Yes <input checked="" type="radio"/> No		

**Payment Type List**

- A - Electronic Payment
- B - EPS
- C - Credit Card
- D - Credit Voucher
- E - Credit Card Refund
- F - Ret. Voucher Redeem
- G - Cash Voucher
- H - Uniform Coupon
- I - eGift Card
- J - Cash Coupon
- K - Credit Sales
- L - Cheque
- M - Gift Cert.
- N - Return Voucher
- O - Change Allowed
- P - Online Coupon Redeem
- Q - S9000(EPM)
- R - S9000(CUP)
- S - Octopus
- T - EPAY(installment)
- U - S9000(EIN)
- V - CUP(EIN)
- W - eGift Card Redeem
- X - S9000 DCC Type(HSBC)
- Y - S9000 DCC Type(BOC)
- Z - Electronic Payment(BOC)
- W - Online Payment

## The Payment Type ID and Functions

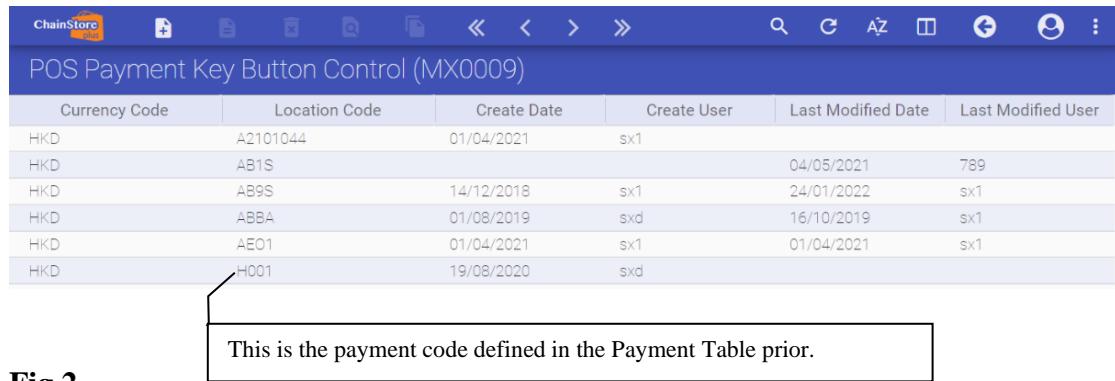
ID	Payment Type Description	How to Use
A	Electronic Payment	<ul style="list-style-type: none"> <li>This setting is required only if “Credit Card Interface” option is employed;</li> <li>Under this option, when customer is paying by S9000 card terminal which is already certified for ChainStorePlus POS connection, the S9000 card terminal will auto return a code to POS to identify exactly which “credit card” is now charging – such as “Visa”, “Master Card” or others;</li> <li>Therefore this setting needs to be worked together with another data field “S9000 Payment Type” in the Table, – i.e. electronic Visa, or Master Card;</li> </ul>
B	EPS	allows EPS payment for S9000 connection;
C	Credit Card	<ul style="list-style-type: none"> <li>This is use when accepting customer’s Credit Card payment <u>WITHOUT</u> S9000 Card terminal connection;</li> <li>The common type of Credit Cards, i.e. Visa, AE, Master etc. is defined in Payment Code field in the table</li> </ul>
D	Credit Voucher	This is a Non-Redeemable Refund Voucher for POS goods return
E	Credit Card Refund	This is used for Credit Card Refund control for sales return or goods return operation
F	Return Voucher Redeem	this specific payment tender is classified as Customer Redeem of Return Voucher(s)
G	Cash Voucher	This is used for <u>Non-Serial Number based</u> Cash Voucher.
H	Uniform Coupon	this specific payment code is used for “Staff Uniform” redeem purpose
I	NOT use	Not Use
J	Cash Coupon	This is used for <u>Serial Number based</u> Cash Voucher. The Cash Coupon’s Serial Number will be verified when use.
K	Credit Sales	This payment code is classified as Credit Sales
L	Cheque	This is a Personal Bank Cheque payment
P	Gift Certificate	This is Gift Certificate payment. Gift Certificate serial number is a MUST and verify.
R	Return Voucher	This is a Redeemable Cash Voucher for POS goods return. Return Voucher Serial Number is a MUST and verify.
O	Online Coupon Redeem	This payment tender is paid by Bonus Points Redeem converted from customer’s available Bonus Points Online

<b>ID</b>	<b>Payment Type Description</b>	<b>How to Use</b>
0	S9000(EPM)	<ul style="list-style-type: none"> <li>• This setting is required only if “Credit Card Interface” option is employed;</li> <li>• This is used when customer is paying by Credit Card (Except CUP card) from S9000 card terminal;</li> <li>• S9000 will come back a Credit Card ID (Visa or Master..etc) for POS next processing as specified in Type “A – Electronic Payment”.</li> </ul>
1	S9000(CUP)	<ul style="list-style-type: none"> <li>• This setting is required only if “Credit Card Interface” option is employed;</li> <li>• This is used when customer is paying CUP card from S9000 card terminal;</li> <li>• S9000 will come back a CUP Credit Card ID for POS next processing as specified in Type “A – Electronic Payment”.</li> </ul>
2	Octopus	<ul style="list-style-type: none"> <li>• This setting is required only if “Octopus” Interface option is employed;</li> <li>• This is the payment tender paid by Octopus Smart Card</li> <li>• Additional Octopus reading device and program are required</li> </ul>
3	EPAY(Installment)	No Longer User
4	S9000 (EIN)	<ul style="list-style-type: none"> <li>• This setting is required only if “Credit Card Interface” option is employed;</li> <li>• This is a S9000 function for Installment Payment</li> </ul>

#### 4.10 POS Payment Key Button Control

This is the process allow user to set up Payment Key sequence in the POS front end according to user's own preference.

**Fig 1**

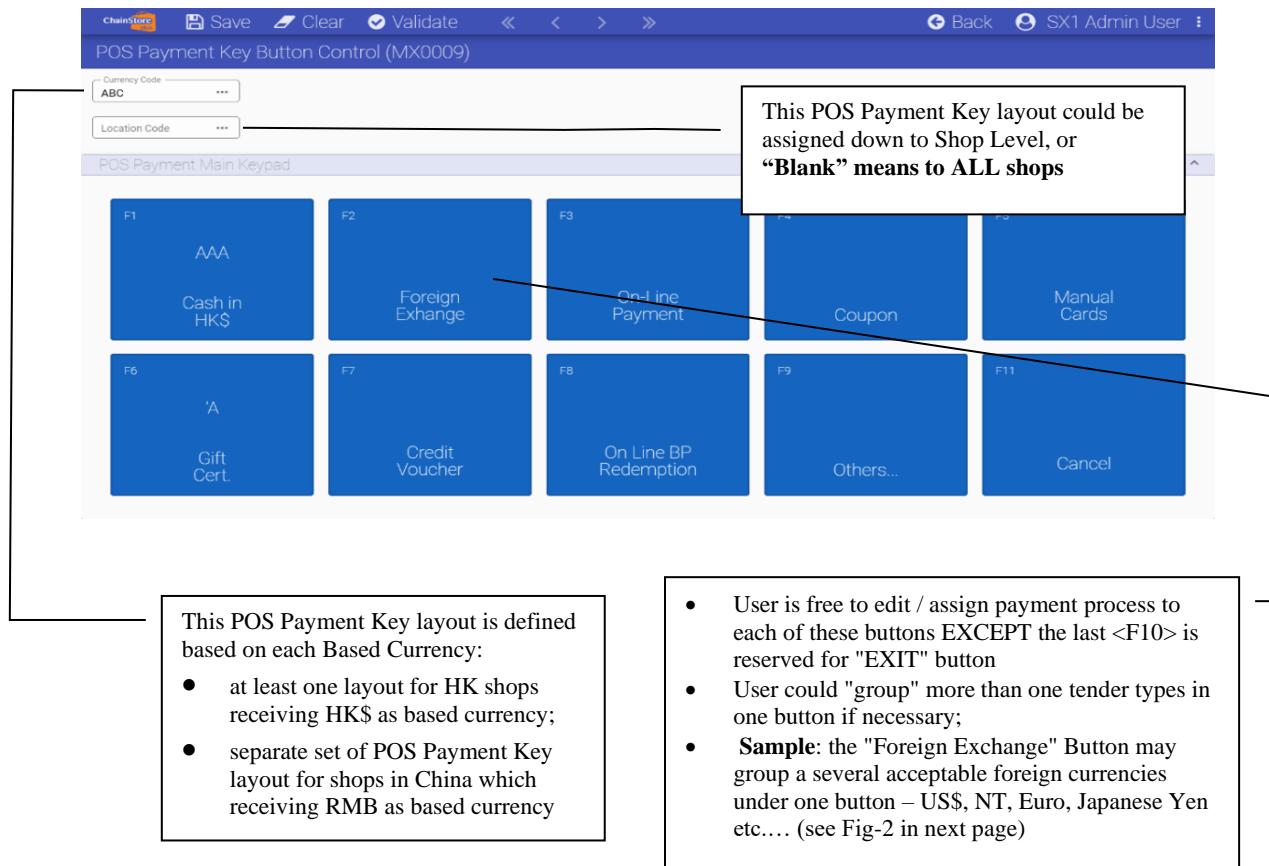


The screenshot shows a table titled "POS Payment Key Button Control (MX0009)". The columns are: Currency Code, Location Code, Create Date, Create User, Last Modified Date, and Last Modified User. There are six rows of data:

Currency Code	Location Code	Create Date	Create User	Last Modified Date	Last Modified User
HKD	A2101044	01/04/2021	sx1		
HKD	AB1S			04/05/2021	789
HKD	AB9S	14/12/2018	sx1	24/01/2022	sx1
HKD	ABBA	01/08/2019	sxd	16/10/2019	sx1
HKD	AE01	01/04/2021	sx1	01/04/2021	sx1
HKD	H001	19/08/2020	sxd		

A callout box points to the last row (H001) with the text: "This is the payment code defined in the Payment Table prior."

**Fig 2**



The screenshot shows the "POS Payment Main Keypad" layout. The layout consists of 11 buttons labeled F1 through F11. The buttons are arranged in two rows: F1-F5 in the top row and F6-F11 in the bottom row. The buttons are labeled as follows:

- F1: AAA  
Cash in HK\$
- F2: Foreign Exchange
- F3: On-Line Payment
- F4: Coupon
- F5: Manual Cards
- F6: 'A  
Gift Cert.
- F7: Credit Voucher
- F8: On Line BP Redemption
- F9: Others...
- F10: (Blank)
- F11: Cancel

Two callout boxes provide additional information:

- A box on the left points to the "Currency Code" and "Location Code" fields at the top of the screen, stating: "This POS Payment Key layout could be assigned down to Shop Level, or 'Blank' means to ALL shops".
- A box on the right points to the F10 button, stating: "User is free to edit / assign payment process to each of these buttons EXCEPT the last <F10> is reserved for 'EXIT' button". It also includes a sample note: "User could 'group' more than one tender types in one button if necessary; Sample: the 'Foreign Exchange' Button may group a several acceptable foreign currencies under one button – US\$, NT, Euro, Japanese Yen etc.... (see Fig-2 in next page)".
- A box at the bottom left states: "This POS Payment Key layout is defined based on each Based Currency:" followed by a list:
  - at least one layout for HK shops receiving HK\$ as based currency;
  - separate set of POS Payment Key layout for shops in China which receiving RMB as based currency

#### **4.11 Exchange Rate Maintenance**

This is the exchange rate table used in the Back Office operation for base currency calculation to own stock value in goods receiving process, which if the purchase is charged in foreign currency.

- ♦ **Important:** This is **NOT** the exchange rate used for POS front end sale memo;

Objective :- Maintain the exchange relationship between two currencies

Functions :-

1. Create Record
2. Modify Record
3. Delete Record
4. View Record
5. Copy Record as new
6. Find Record
7. Sort by header
8. Adjust column indication

**Fig 1**

#### **Prompt**

Base Currency

#### **Description**

X(03) - Must field

- Base currency in used

Exchange Currency

X(03) - Must field

- Foreign currency to be exchanged

Effective Date

99/99/9999 - Must field

- the effective date of this exchange

Exchange Rate

9(05).9(05) - Must field

- Foreign currency exchange rate

Reverse Exchange Rate

9(05).9(05) - Must field or auto-calculated

- the reverse exchange rate where value should be equal to 1 / Exchange Rate

Remarks

X(30) - Optional field

- remarks of this exchange

#### **4.12 Reason Table Maintenance**

This is the Reason Code Table need to be defined for some POS operation which required Reason Code when processing – such as Stock Transfer, Sales Return, Service Memo ... etc.

**Fig 1**

Reason Code	Description	Type	Type Description	Interface Code	Last Modified Date	Last Modified User
01	Change Colour	All		11.	16/09/2022	sx1
02	Change Size	All			25/02/2013	sxd
03	Charging Error	All			25/02/2013	sxd
04	Refund	All			25/02/2013	sxd
05	Workmanship Defect	All			25/02/2013	sxd
06	Broken Size	All			16/09/2022	sx1
07	Broken Color	All			16/09/2022	sx1
08	Alteration	All			25/02/2013	sxd
09	Customer's Request	All			16/09/2022	sx1
10	Oversea's Merchandise	All				

**Fig 2**

The screenshot shows a form titled "Reason Code Maintenance (MF5001)". It includes the following fields:

- Reason Code: 01
- Description: Change Colour
- Type: All
- Interface Code: 11.

**Prompt**

Reason Code

**Description**

X(02) - Must field

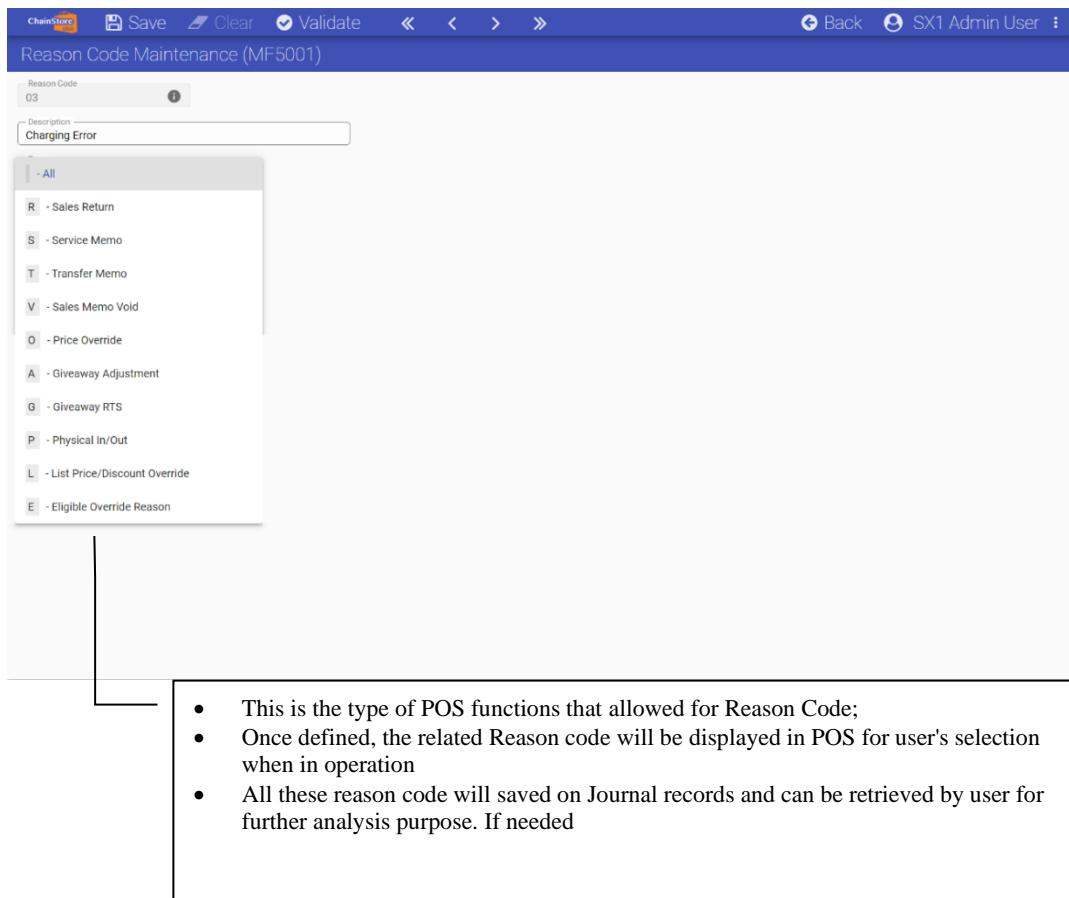
- a unique code to identify a particular reason

Description

X(40) - Must field

- a text description for the reason

**Fig 3**



#### 4.13 Location Message Maintenance

Special messages, such as on sales promotion, holidays greeting like Christmas and New Year, could be set to print on sales memo within time period specific in this table.

Screen Display: -

Location Message Maintenance (MF2008)

Location Code:

From Date - To Date: 02 / 06 / 2020 - 23 / 07 / 2020

**Message**

- Message 1:  2323..
- Message 2:
- Message 3:
- Message 4:
- Message 5:
- Message 6:

**Customer Display**

- Customer Display 1:
- Customer Display 2:

**Receipt Store Name**

- Receipt Store Name 1:
- Receipt Store Name 2:

**Note:**

- The effective printing date in POS;
- "Blank for ALL location, or Effective for the particular Location only if Location Code is Present;



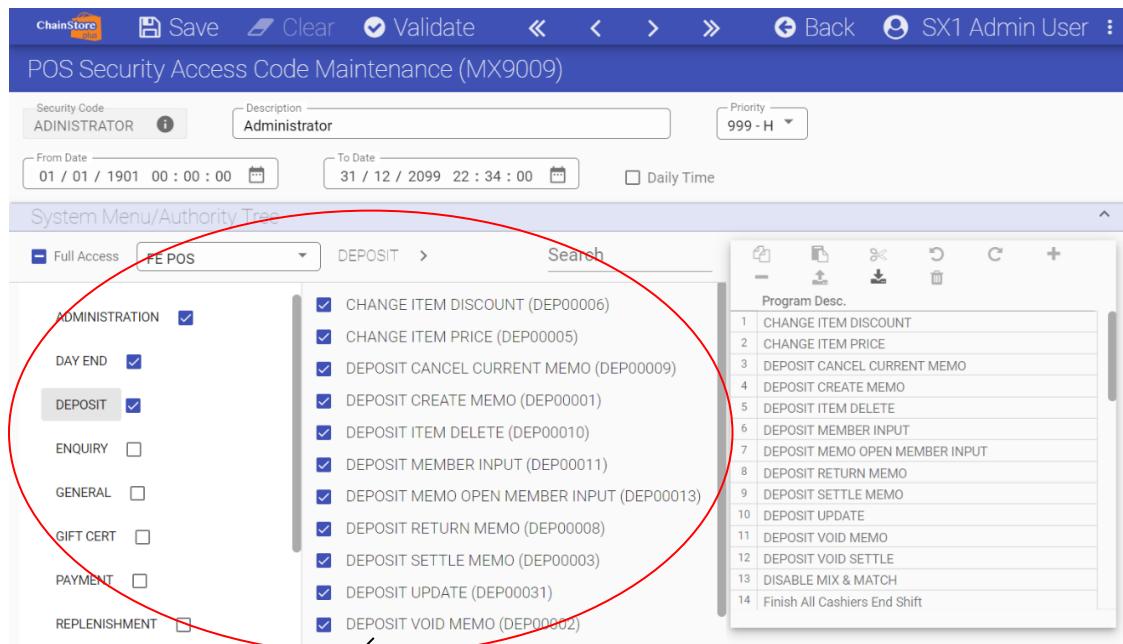
## 4.14 POS Security Access Maintenance

**Fig -1**

Security Code	Description	From Date	To Date	Priority	Last Modified Date	Last Modified User
ADMINISTRATOR	Administrator	01/01/1901	31/12/2099	999	19/09/2022	sx1
ADMIN	Administration Team	01/01/2002	31/12/2099	999	19/09/2022	sx1
LEADER	Team leader	01/01/2006	31/12/2999	999	22/11/2018	sx1
MANAGER	Manager	01/01/2000	31/12/2999	999	11/02/2019	aau
SALES	Sales	01/01/2001	01/01/2099	000	15/09/2020	sx1

- This is the summary page of the process that list all the "Security Code" that have been defined in the system;
- These codes will give different functional access rights according to the "role description" of the definition;
- Example: the role of a "Shop Manage" should has different access right then a "Shop Supervisor" or a "Shop Trainee";
- Therefore, user is required to create the Access Right of a "Shop Manger", or "Sales Supervisor" under different POS Security Code;
- The next step shall assign this Security Code, such as Shop Manager, to a right Sales Staff who are performing Sales Manager role in a shop, or a collection of shops

**Fig 2**



This is the screen showing how to assign functional access rights to a "Security Code", that is a **"Administrator"** in this example:

- The symbol with a "Tick" signify it is authorized accessing functions o that process;
- Or shown with a "Lock" is prohibit for access in that process function,

## The Secondary Tables:

### 4.15 Warehouse Lot Remarks

Objective:- Maintain warehouse lot remarks table in relation to item master for future reporting purpose.

**Fig 1**

Item	Description	W/H Lot Remarks
0000004	Button-Small/10.....	
0000001	COLOR SIZE	
000000A	COUPON	
000000B	COUPON	
000000E	COLOR SIZExxx'1aaa1	TESTING LO
00000_AVG	girls tennnis ...1..kkk	TESTING LO

**Fig 2**

Item	Description	W/H Lot Remark
1 'A	web."	A....2
2 'AA	web..."	A....132
3 'AB	web..."	A....32
4 PAGEAGE	aaa	
5 0	web..."	A.....1
6 00 1 2000001	web..."	A.....1
7 00 1 2000002	net	A.....1
8 00 1 2000003	web...	A.....1
9 00 1 2000004	net	A.....1
10 00 1 2000005	web...	A.....1
11 00 1 2000006	Testing	XXX
12 00 1 2000007	Testing	YYY1
13 00 1 2000008	aaa	WEB-1
14 00 1 2000009	aaa	WEB-1
15 00 1 2000010	web."	A.....1
16 00 1 2000011	web...	A.....1
17 00 1 2000012	Testing	YYY
18 00 1 2000013	Testing	YYY
19 00 1 2000014	Testing	A.....1
20 00 1 2000015	web..."	A.....1
21 00 1 2000016	web..."	WEB-2
22 00 1 20234001	aaa	WEB-2
23 00 1 20234002	aaa	WEB-2

**Prompt**  
Item Code

**Description**  
X(14) – Display field  
- Item code

Description

X(30) – Display field  
- Description of item

W/H Lot Remarks

X(8) –Optional field

- Warehouse lot remarks that item is defined to.

## Special Tables (Optional Tables)

The Tables grouped under this Folder are optional tables that may be required by specific customers for specific use only. There is NOT required by most of general processing unless for specific purpose. Please always consult our Business Consultant before use.

### The Product Style

The following Optional Tables are mainly for describing the "Style of a Product" which may be optionally required by Item Master Table Maintenance.

#### 4.16 Sex / Gender Code Maintenance

Sex / Gender Code Table is used for defining the Gender Type of a product. This table is optionally required by Item Master Table if needed.

**Fig 1**

Gender Code	Description	Last Modified Date	Last Modified User
F	Female 女裝	16/09/2022	sx1
I	Infant 嬰兒	16/09/2022	sx1
M	Male 男裝	16/09/2022	sx1
MS	Middle Sex 中性	16/09/2022	sx1

**Fig 2**

Gender Code Maintenance (MF8007)

Gender Code	M
Description	Male 男裝

#### **4.17 Collection Code Maintenance**

Collection Code Table is used for defining a specific "Collection" of a product. This table is optionally required by Item Master Table if needed.

Screen Display:

The screenshot displays a software interface for 'Collection Code Maintenance' (MF8009). At the top, there's a header bar with the 'ChainStore' logo, a 'Save' button, a 'Clear' button, a 'Validate' button, and navigation arrows. To the right of the header, it says 'SX1 Admin User'. Below the header, the title 'Collection Code Maintenance (MF8009)' is displayed. The main area contains two input fields: 'Collection Code' with the value '12' and 'Description' with the value 'EASEE Collection'.

#### **4.18 Label Code Maintenance**

Label Code Table is used for some special Item Labelling description for specific use only. No practice processing in the system today

Screen Display:

ChainStore

Save Clear Validate < < > >>

SX1 Admin User

Label Code Maintenance (MF9000)

Label Code: 01

Description: Special Label Description for Item A0032

#### **4.19 Unit of Measure**

Screen Display:

The screenshot displays a software interface for managing units of measure. At the top, there's a header bar with the ChainStore logo, Save, Clear, Validate, and navigation buttons (Back, SX1 Admin User). Below the header is a title bar reading "Unit of Measure Table Maintenance (MF7001)". The main area contains a table with one row. The first column is labeled "Unit" and contains "UNIT". The second column is labeled "Description" and contains "One Unit". There are also "Save" and "Clear" buttons at the bottom of the table.

Unit	Description
UNIT	One Unit

**- END OF BOOK (1) : MASTER TABLES -**