Point of Sale

Introduction

The Point of Sale System is characterized by a special nature that is different form other systems of ASWAQ6, such as sales, purchases,… etc., as only one user works on it during a shift. It is an independent application in terms of the way it works and the capabilities its users should have as well as the nature of its connectivity with other PC Peripherals it works on and the way it is used. Following are some of the Basic Concepts and Principles of Operation on which the Point of Sale System works.

Basic Concepts

- Registers

  ASWAQ6 follows a special system in dealing with payment machines, known as Registers. Personnel responsible for maintaining the machines file would be able to identify a big number of payment machines up to 999 machines. Each Register would be identified in a special record in the Registers File.

- Payment Method

  ASWAQ6 Point of Sale System has more than one method for payment. It allows the user to collect the value of an invoice, not only in cash, but probably also transferring a part of or the entire invoice to the customer's account, as is the case with ordinary sales invoices. Moreover, a part of or all the invoice can be paid via Visa Card, American Express or any method of payment, provided that the system administrators should identify this type of payment in a file called Payment Types File.

  ASWAQ6 allows the system administrators to define an unlimited number of Payment Types, where administrators of the Payment Types File would define a record for each type of payment.

- Shifts

  For the Point of Sale system to work, its administrators should open a "Shift" to work on. The system does not accept editing an invoice if there is no shift open. The shift here is a given working period when a given cashier works on a given machine.

  The shift is not concerned with the time only, but it is concerned with the Register on which the user is working as well. For example, if there are three working periods in a certain mall, this does not mean that there should be three shifts per day only, but according to the number of machines working in each shift. If, for instance, there are three machines working in this mall, all of which work in the three periods, this means that the system will open three shifts in each period (a shift for each machine during this period). Therefore, the system opens nine shifts per day, and each shift has its unique number and register code.

- Controlling Payment Machines

  ASWAQ6 controls all payment machines. It registers all the values (in all payment methods) incoming to or outgoing from the machine through the invoices collected during the shift, lest there should be any discrepancy in the values available in the register. ASWAQ6 shows these differentials when closing a shift. Once the user writes the actual values in the close shift window after calculating their value in the register, the system shows the differential between this value and the value resulting from the invoices of the Point of Sale for each type of payment, unless the user is not allowed to view the invoices values and differentials.

> The differentials would be in positive values in case of increase and in negative values in case of deficiency.

- Transactions

  The transactions in the Point of Sale are almost many, so the user has to work quickly and easily, so as to achieve the required speed. The transactions on the Point of Sale are totally separate and independent from ASWAQ6, so no accounting effects take place, (unless after the shift data are transferred to ASWAQ6 in a special procedure). Moreover, such transactions do not affect any other systems (e.g. inventory or sales systems) as is the case in most of ASWAQ6 files.

  The Point of Sale invoices are not limited to the Sales Invoices only. The application allows the user (cashier) to edit payment of receipt document in order to edict other documents that are irrelevant to sales. For instance, if the owner of the Point of Sale wants to add money in the Register, the user issues a Receipt Voucher for the collected amount in the name of the owner. This means that after transferring this document to ASWAQ6 (as would be discussed latter) it will affect the Point of Sale owner's account and the payment machine account (after transferring the document to ASWAQ6 also). Therefore, the amount mentioned in the Receipt Voucher will be credited from the Point of Sale owner's account, and debited to the machine account. Moreover, if the user edits a Payment Voucher for a worker, for example, both the worker's account and the machine account will be affected (after posting the document to ASWAQ6); the worker's account will be debited and the machine account will be credited.

- Transferring Data to ASWAQ6

  Point of Sale System is not totally separate from ASWAQ6, as the values incoming to or outgoing from the Payment Machine should affect the relevant accounts in ASWAQ6. Furthermore, the quantities in the warehouses defined in the Point of Sale should be affected by the different Sale Transactions. For example, the quantities in case of the Sales Invoices should be decreased and in case of returns should be increased. Therefore, a procedure called (**Data Transfer**) is added to transfer all invoices. Data are transferred to ASWAQ6 on the form of Sales Invoices, Sales Returns Invoices, Receipt Vouchers and Payment Vouchers.

  Accordingly, the invoices executed in the Point of Sale should be transferred to ASWAQ6, provided that:

  - invoices should be in a shift that has been closed;
  - this shift should not have been already transferred to ASWAQ6; and
  - the person in charge of transferring data (the System Administrator or the user himself/herself if he/she has the authority to make such procedure) should transfer them through the (Data Transfer) order under the Point of Sale menu.

While transferring the invoices, ASWAQ6 follows a certain method, which will be detailed below:

Each and every payment invoice is transferred to ASWAQ6 as a Payment Voucher. Each and every receipt invoice is transferred to ASWAQ6 as a Receipt Voucher. Sales Invoices are transferred as follow:

- Sales Invoices containing no customer or seller

  Sales Invoices (all invoices in the shift) that contain no customer or sales man are all transferred in one Sales Invoice.

  > Noteworthy, the issued invoices are the outcome of (the positive amounts – the negative amounts (if any)) for each item of the shift. If the outcome is negative for any item, the program inserts it in a sales returns invoice in the same way with which the items were transferred in the sales invoice that contains no sales man or customer.

- Sales Invoices containing a sales man but no customer

  In a given shift, ASWAQ6 sums all invoices related to a certain sales man (and not related to a customer) then transfers them as one Sales Invoice for the same seller. This means that if there are four invoices for the sales man Jack, five invoices for the sales man Jane and one invoice for the sales man Tommy (taking into account that all invoices contain no customer), ASWAQ6 will transfer Jack's four invoices in one Sales Invoice containing Jack as the seller's name; Jane's five invoices will be transferred to ASWAQ6 in one Sales Invoice containing Jane as the seller's name; and Tommy's only sales invoice will be transferred in Tommy's name.

  > Noteworthy, the issued invoices are the outcome of (the positive amounts – the negative amounts (if any)) for each item of the shift for the same sales man. If the outcome is negative for any item, the program inserts it in a sales returns invoice in the same way with which the sales invoices that contain a sales man and no customer are transferred.

- Sales Invoices containing a customer

  The Sales Invoices related to a certain customer (regardless whether they contain a sales man or not) are transferred in the same way with which the payment and receipt invoices are transferred.

  This means that each invoice of a certain customer in the shift Point of Sale is transferred to ASWAQ6 as one invoice related to

this customer. This applies to all invoices related to a certain customer in the shift.

> Noteworthy, the issued invoices are the outcome of (the positive amounts – the negative amounts (if any)) for each item of the invoice for the same customer. If the outcome is negative for any item, the program inserts it in a sales returns invoice in the same way with which the sales invoices that contain a customer are transferred.

- While transferring shifts, ASWAQ6 issues the entries necessary to register the necessary accounting effects.

Principles of Operation

- One Window for Transactions

  The transaction effected on the Point of Sale work on one window in the Point of Sale in order to make it easier for the user. Moreover, the user can use one of the program keys (as would be mentioned latter) to change this window to the full screen mode, so as to be clearer to the user. Any action on the transaction does not necessitate closing this window. For instance, in order to change the Sales Invoice into a Receipt Voucher or a Payment Voucher and then return to the Sales Invoice, or open or close the shift, the user should only use some easy-to-use keys without exiting the main transaction window. This way, the user (cashier), who is almost not educated enough, would not be confused.

  Dealing with the Sales Invoice in the Point of Sale is similar, to a great extent, to dealing wit the ordinary Sales Invoice in ASWAQ6, where items are listed in the same ordinary way as in ASWAQ6. Furthermore, the methods and discount restrictions, restrictions for controlling prices are the same methods used in the Sales Invoices. The only difference is that the invoices and documents of the Point of Sale are dealt with through special keys. ASWAQ6 provides a key for each operation needed by the user. There is also a simple description of the function of each key provided by the Point of Sale.

- Opening and Closing the Shift

  ASWAQ6 supports opening and closing the shifts in which the invoices are issued. To work on a certain machine the user (or the person in charge of opening and closing shifts) must open a shift during the user's working period then the user (or the person in charge of opening and closing shifts) must close the shift after the user's working period comes to an end. The shift record maintains the shift start time and date and shift end time and date, as well as the code of the user (cashier), shift number and payment machine code. The user also registers the actual cash in the machine at the beginning of the shift and the actual cash at the end of the shift.

- Processing Accounting Effects

  You have to define certain accounts to which the special values of each type of payment and the discrepancy values are posted, so that ASWAQ6 would create an entry that expresses what happened in the shift. However, the reader should know that dealing with accounts in the Point of Sale is different from with accounts in the ordinary Sales Invoices. In the ordinary Sales Invoices, the debit side is either the cash account or the customer's account (in case of credit invoices); and the credit side is the sales account. But here we are dealing with payment machines that are different from cash, where there are also more than one type of payment. In general, ASWAQ6 divides invoices outgoing during the shift into:

    - Credit Invoices, which are transferred to ASWAQ6 as sales invoices and sales returns in the same method we have discussed

before. ASWAQ6 deals with them in the same normal way it deals with all credit invoices (regardless of whether there were transferred from a Point of Sale or not). ASWAQ6 creates their special entries which are directed according to the term related to the document type.

- Cash Invoices

  Here the system administrators should define an intermediate account, say the Cashier's Register Account. They should also define a document type **in which the debit side is the Cahier's Register Account and the credit side is the Sales Account, but the cash is posted to the Cash Account, so this intermediate account should be closed.**

  In order to close this intermediate account, ASWAQ6 creates two entries:

  An entry that is issued when the invoices coming form the Point of Sales are posted. In this case the Cashier's Register Account is the debit side and the Sales Account is the Credit Side

  Example:

Account	Debit	Credit
Cashier's Register	4,472.00	
Cash Sales		4,472.00

  The other entry, closing the intermediate account (Register Account), is created when the shift is transferred to ASWAQ6. In this entry ASWAQ6 processes the method of posting all different types of values such as the cash sale method, cash sale with foreign currency, Visa Card sale, or other types of payment… etc.

  ASWAQ6 also processes how the discrepancy affects the Discrepancy Account, defined by the user in each type of payment.

  Certainly enough, the user can define an account for each type of payment. Thus, accounting-wise, the issued entry, for example, would be as follows:

Account	**Debit**	**Credit**
Cash in Hand Riyal	2,451.00	
Cash in Hand dollar	1,800.00	
Cash in Hand euro	200.00	

Discrepancy	21.00	
Cashier's Register		4,472.00

It should be noted that the Discrepancy Account should not necessarily be a debit account (in case of deficiency) but it could be a credit account (in case of increase).

Therefore, the result of the two previous entries is as follows:

Account	Debit	Credit
Cash in Hand Riyal	2,451.00	
Cash in Hand dollar	1,800.00	
Cash in Hand euro	200.00	
Discrepancy	21.00	
Cash Sales		4,472.00

- Points of Sale Rights

  In line with the user's authorities policy strongly supported by ASWAQ6, ASWAQ6 developers created a special system for staff rights at the Points of Sale, such as invoice return right, open drawer right, credit sale right... etc. These rights are registered by the System Administrator in the Main Employee File. Refer to "Pos of Authority" Group at "Pricing and Limits" page in the "Employees" window in the "Human Resources" book. We will highlight this wherever mentioning any feature of the Point

Point of Sale Menu

The Point of Sale menu contains some files and some procedures. This part explains all files and their windows:

- Registers File
- Payment Types File
- Open/Close Shift Procedure
- Point of Sale File
- Shift Related Documents
- Data Transfer Procedure
- POS Files Browse
- POS Reports

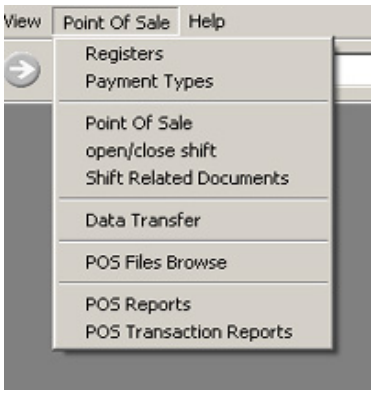


Figure 1: Point of sale menue

Registers File

This file is considered one of the key files in the Point of Sale as it defines the specifications of each register, e.g. its name, affiliated warehouse, affected accounts... etc.

This file is usually created before working on the sale files. No Point of Sale invoice would be created through any register, unless the necessary specifications of such a register are determined.

It is recommended that this file would be maintained only by those who are fully knowledgeable of the accounting systems and the methods used in the accounting unit.

The "Registers File" option under the Point of Sale menu opens the main window of the Registers File.

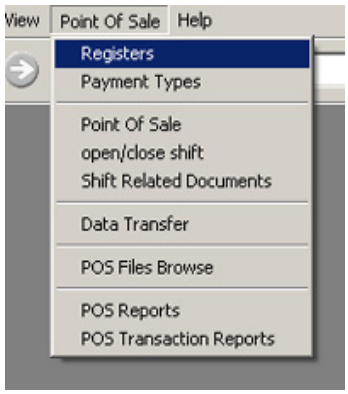


Figure 2: Registers Options

Registers Window

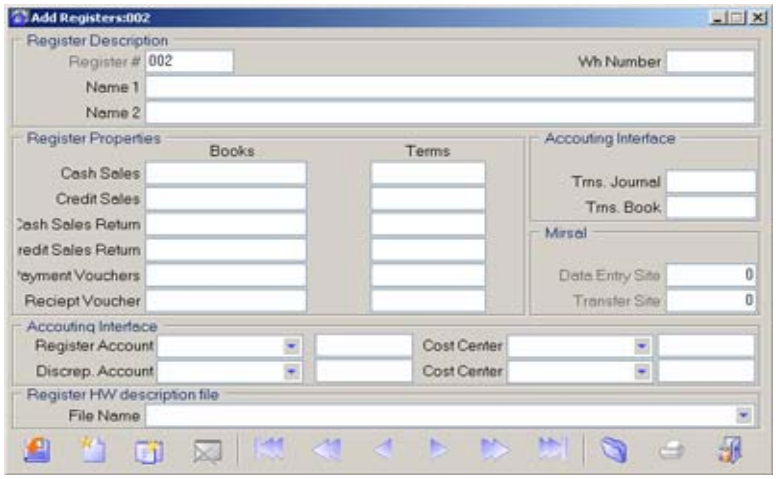


Figure 3: Registers wimdow

❒ Register Specification

Register

This is the Register Number automatically given by ASWAQ6 when it recognizes a new register according to a certain method. ASWAQ6 putts the number (001) as the register number in the first record and (002), (003), and so on. The user cannot modify this number by any means.

Name 1

Name 2

They express the Register Name (in Arabic and English) according to the establishment system. The machine name can be entered in 150 characters maximum.

Warehouse Number

This filed is used to determine the number of the warehouse that will be affected by the sales done through this machine. The user can type the warehouse number directly, provided that the number is correct, or press the search key, then a list of available warehouses will show up, from which s/he can select the appropriate warehouse.

> Note that determining the warehouse number is a very sensitive operation, as it determines the warehouse from which the items will be issued and whose accounts will be affected by such release. Accordingly the user should be very cautious while determining the warehouse number in this field.

> Please also note that the user can view the details of the warehouse specified in this field, by clicking the view shortcut "Shift+F4". Then ASWAQ6 will open the Warehouse File window and view the data of this warehouse immediately.

❒ Register Properties

This Group determines the Register Properties with respect to the books and accounting directives of the invoices posted to ASWAQ6. This Group determines the Accounting effect and book of the sales invoices, sales returns and receipt and payment vouchers.

This Group consists of:

- **Cash Sales**
- **Credit Sales**
- **Cash Sales Return**
- **Credit Sales Return**
- **Payment Vouchers**
- **Receipt Vouchers**

Each of the above points necessitates two important pieces of information:

- **Books**

  In any field under the "Books" title, the user should type the book to which the corresponding document will be affiliated after being transferred to ASWAQ6.

  In each of the previous fields, the user can either type the Book Code directly or press (F3), then a list will show up containing all the options that could be put in this book.

  > If the user wants to view the details of any of the previous book, s/he can select the required book code, and then press the shortcut "Shift+F4". ASWAQ6 will open the "Required Book Window" immediately and view the details of the required book automatically.

- **Terms**

  In any field under the title "Terms", the user types the document type (accounting effect) to which the invoices and documents issued by this machine will be affiliated after being transferred to ASWAQ6.

  In each of the previous fields, the user can either type the Document Type Code directly or press (F3), then a list will show up containing all the document types that could be put in this field.

If the user wants to view the details of any of the previous terms (document types), s/he can select the required type code, and then press the shortcut "Shift+F4". ASWAQ6 will open the "Required Type Window" immediately and view the details of the required type automatically.

❐ Accounting Interface

This Group is concerned with determining the term and book of the transaction document issued by ASWAQ6 after transferring data to ASWAQ6. It consists of two fields:

✎ **Trns. Type**

The Transaction Type that will be issued by ASWAQ6 while transferring the data.

Through this previous field, the user can either enter the Document Type Code directly or press (F3), then a list will show up containing all the document types that could be put in this field.

If the user wants to view the details of transaction type mentioned in the previous field, s/he can select the required type code, and then press the shortcut "Shift+F4". ASWAQ6 will open the "Required Type Window" immediately and view the details of the required type automatically.

✎ **Trns. Book**

The Transaction Book that will be issued by ASWAQ6 while transferring the data.

Through this field, the user can either enter the code of this book directly or press (F3), then a list will show up containing all the options that could be put in this book.

If the user wants to view the details of the book mentioned in the previous field, s/he can select the required book code, and then press the shortcut "Shift+F4". ASWAQ6 will open the "Required Book Window" immediately and view the details of the required book automatically.

❐ Mirsal

Starting form its previous versions, ASWAQ6 provides a means to transfer data between the headquarters and the different branches through an integrated application called Mirsal. For more information about how to run Mirsal and how to link locations together, refer to Mirsal Book. What we are concerned about in this Group is that the

different sites of the establishment are given distinctive codes by Mirsal. The headquarters is given the value "0" while the different branches are given other values to be determined by the user in Mirsal such as "2", "3", "4", etc. (i.e. any value other than "0"). Through the current Group, we will know how to set the code of the Data Entry Site and the code of the Transfer Site in which the data will be transferred to ASWAQ6 (e.g. sales invoices, sales returns and payment and receipt vouchers). Through the current branch, you can issue the Point of Sales invoices then transfer them (through Mirsal) to the headquarters (or any other branch). Moreover, Points of Sale invoices can be issued and then transferred to ASWAQ6 in the current branch. Afterwards, the invoices produces by ASWAQ6 will be transferred to the headquarters (or any other branch) through Mirsal. This Group contains two fields, namely:

- **Data Entry Site**

  The Site from which the original invoices of the Point of Sale will be entered before being transferred to ASWAQ6.

- **Transfer Site**

  The site through which the Point of Sales invoices are transferred to ASWAQ6 (the current branch, the main branch or any other branch).

> Note that all document books identified in the "Register Properties" and the Transaction Book in the "Accounting Interface" Group should all be identified in the database in the current "Data Transfer Site" field, otherwise, ASWAQ6 will refuse to register the current record.
>
> Also note that the two previous fields related to Mirsal, are not active unless the establishment enables "Mirsal". For more information about enabling and disabling Mirsal, please refer to "Enable Mirsal" and "Disable Mirsal" under Mirsal menu in the Book "Mirsal".

❒ Accounting Interface

- **Register Account and related field**

  It is the account to which all incoming and outgoing values will be added. This account will definitely be in the debit side in case money is put in the register and in the credit side in case money is taken from the register.

  The user can press F3 or click the right button of the mouse, then a list of all possible accounts will appear from which s/he can select the appropriate account.

  If the user selects a fixed account from the menu, s/he should type an appropriate account in the associated field. The user can type the code of this account in the associated field, press F3 or

click the right button of the mouse, then a list of all available accounts will appear from which s/he can select the appropriate account.

> If the user selects a fixed account, s/he should enter the code of an account in the associated field. Otherwise, ASWAQ6 will not accept saving the record. The user will also note that this field will not be available if s/he selects any option from the menu other than the fixed account.
>
> If the user wants to view the details of the field associated to the menu – in case a fixed account is selected, s/he would select this field, and then press the shortcut "Shift+F4". ASWAQ6 will open the "Required Account Window" immediately and view the details of the required account automatically.

Cost Center and associated field

This field is allocated for determining the cost center of the register account.

The user can press (F3) or click the right button of the mouse, then a list of all possible options will appear from which s/he can select the appropriate cost center.

> If the user selects a certain fixed cost center, s/he would type in the next field a correct cost center. At this time, the program does not allow the user to leave the field associated with the cost center blank.
>
> In this case, the user can type the cost center himself/herself or press (F3), then the search window will show up containing all available cost centers.
>
> If the user wants to view the details of the field associated with the menu – in case a fixed cost center is selected, s/he would check this field, and then press the shortcut "Shift+F4". ASWAQ6 will open the "Required Cost Center" immediately and view the information of the required cost center automatically.

Discrepancy Account and related field

This account is concerned with the discrepancy, i.e. increase or deficiency. If there are excessive or missing amounts that should have been in the register, according to the invoices and payment and receipt documents, they should be registered in this account. This account is definitely on the debit side in case of deficiency and on the credit side in case of increase.

> It is logically enough that the Discrepancy Account is the same as the cashier account.

The user can press F3 or click the right button of the mouse, then a list of all possible accounts will appear from which s/he can select the appropriate account.

If the user selects a fixed account from the menu, s/he should type an appropriate account in the associated field. If the user selects a fixed account, s/he can type the code of this account in the associated field, press F3 or click the right button of the mouse, then a list of all available accounts will appear from which s/he can select the appropriate account.

> If the user selects a fixed account, s/he should enter the code of an appropriate account in the associated field. Otherwise, ASWAQ6 will not accept saving the record. The user will also note that this field will not be available if s/he selects any option other than the fixed account. If the user wants to view the details of the account typed in the field associated to the menu – in case a fixed account is selected, s/he would select this field, and then press the shortcut "Shift+F4". ASWAQ6 will open the "Required Account Window" immediately and view the details of the required account automatically.

- **Cost Center and associated field**

This field is allocated for determining the cost center that will be affected by the register account.

The user can press (F3) or click the right button of the mouse, then a list of all possible options will appear from which s/he can select the appropriate cost center.

> If the user selects a fixed cost center, s/he would well type a correct cost center code. At this time, the program does not allow the user to leave the field associated with the cost center blank.
>
> In this case, the user can type the cost center himself/herself or press (F3), then the search window will show up containing all available cost centers.

If the user wants to view the details of the field associated with the menu – in case a fixed cost center is selected, s/he would check this field, and then press the shortcut "Shift+F4". ASWAQ6 will open the "Required Account Window" immediately and view the details of the required account automatically.

❒ Register HW description file

File Name

This field is allocated for viewing all the files related to the description of the Register HW that was inserted in the Implementation process. Hardware description means the data existing in the file concerned with specifying the kind of hardware connected to the register, i.e. the devices connected to the register such as the Pole Display, Barcode Reader and Receipt Printer… etc. The user chooses the appropriate file from this menu to be used to define the devices connected to the register.

Payment Types File

It is well known that many of Points of Sale, when dealing with the customer, do not use one type of payment. They permit other types of payment such as Visa Cards or Coupons (for those who work at the Point of Sale) or credit sale and so on. Therefore, the designers of the Point of Sale for ASWAQ6 program decided to create a special file for adding types of payment, known as the Types of Payment file. This file can hold an infinite number of types of payment, in addition to deleting or editing processes.

The "Payment Types" option under the "Point of Sale" menu opens the Payment Types window.

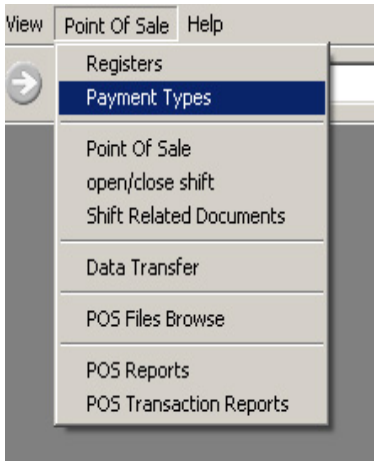


Figure 4: Payment Types File Option

Payment Types Window

The figure shows the Payment Types window:

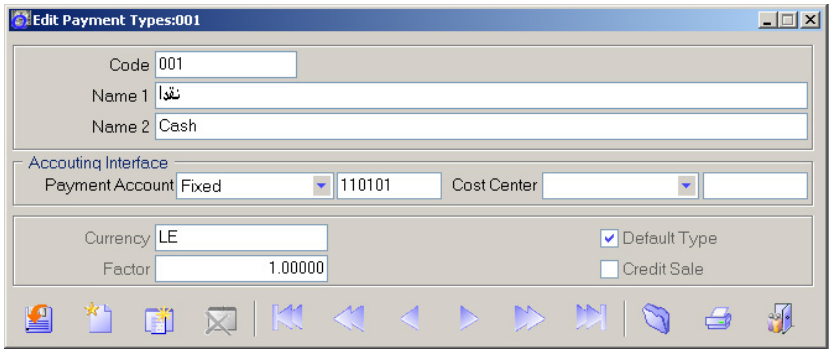


Figure 5: Payment Types Window

❒ Basic Information

This Group contains the basic information of each type of payment.

The contents of this group are:

- **Code**

  Through this field the user enters the code specified for the type of payment. The program allows the user to enter a code with a maximum of 12 characters.

- **Name 1**
- **Name 2**

  They express the Payment Type name (in Arabic and English) according to the establishment requirements. The program allows the user to enter any name with a maximum of 150 characters.

❒ Accounting Interface

This Group is allocated for determining the accounting interface of each type of payment.

The contents of this Group are:

- **Payment Account, and associated field**

  If the user chooses a fixed account, s/he will have to specify this account in the associated field and in this case the program will not allow the user to leave this field blank.

> In case the user chooses a fixed account, he can type the account code directly, provided that it is correct and refers to an account code already existing in the accounts file. Otherwise the program will not allow the user to write a wrong code. The user can press F3 and the search window will appear, containing all available accounts from which the user can choose the suitable account.

If the user wants to view the details of the field associated with the menu – in case a fixed cost center is selected, s/he would select this field, and then press the shortcut "Shift+F4". ASWAQ6 will open the "Required Account Window" immediately and view the details of the required account automatically.

- **Cost Center and associated field**

  This field is allocated for determining the cost center that will be affected by this type of payment.

  The user can press (F3) or click the right button of the mouse, then a list of all possible options will appear from which s/he can select the appropriate cost center.

  If the user selects a fixed cost center, s/he well type a correct cost center code. At this time, the program does not allow the user to leave the field associated with the cost center blank.

  In this case, the user can type the cost center himself/herself or press (F3), then the search window will show up containing all available cost centers.

  If the user wants to view the details of the field associated with the menu – in case a fixed cost center is selected, s/he would select this field, and then press the shortcut "Shift+F4". ASWAQ6 will open the "Required Account Window" immediately and view the details of the required account automatically.

❒ Pay. Type Properties

This Group is used to determine the properties of the Payment Type, including the currency, factor, default type and credit sale. The user will notice that all the properties are not available in the first record because this is the default type and the used currency is the local one (hence there is no need to determine a factor). This type does not permit credit sale. Moreover, it is assumed that this default type is the cash type.

- **Currency**

  This box is used to determine the currency of this account. The user can type the code of the currency directly, provided that it is a correct code that refers to a currency already existing in the currencies file, otherwise the program will not accept any currency not existing in the currencies file.

The user can press F3 or click the right button of the mouse, then the search window will appear containing all available currencies.

If the user wants to view the details of the selected currency, s/he well check this field, and then press the shortcut "Shift+F4". ASWAQ6 will open the "Currency Window" immediately and view the details of the required currency automatically.

- **Factor**

  This field is used to determine the factor of this type. Some Payment Types are equal to the default type multiplied by a specific value (this amount is the factor). For more clarification, let's give this example:

  Assume that the Point of Sale has assigned coupons for its workers; for example every worker will take a 10 riyal-coupon for his lunch. The user will identify a Payment Type named (Coupon) and the factor is 10. Thus, if the user wants to sell this lunch meal to a sales man in consideration for a coupon, all that he has to do is to type a sales invoice at the value of the items in the meal (costing 10 riyals) and when issuing the invoice s/he writes the Payment Type as one coupon. This way the program will generate a 10-ryial sales invoice. This factor is also useful if the user is allowed to sell in consideration for foreign currencies, Where the factor will be the currency rate.

This Group contains two check boxes which are:

- **Default Type**

  This check box is used to determine if this type is the default type, which means that this invoices can be simply sold with this payment type.

  For more clarification, let's give this example:

  Most sales invoices found at any Point of Sale are sold in cash, thus selling in cash is preferably the default selling method. When issuing invoices, the user can open a simple window by pressing F5 in which s/he writes the value directly instead of the other window that shows all other Payment Types. This is thus faster and easier. This is called simple sale.

Notably enough, ASWAQ6 obligates the user that the first record well be the default payment record. The ASWAQ6 designers recommend that this type should be cash payment as it is not normal that the default type is not cash except in very rare cases!.

Moreover, the check box of the default type is always inactive to the user. It is also checked in the first record only and not checked in the other records.

Credit Sale

This box is special for determining whether this payment type allows credit sale or not.

If the user checks this box, this type of payment appears when issuing any invoice in the point of sale – in non-simple sale method – provided that this invoice includes a customer. This is definitely logical, as no credit sales invoice is issued unless it is related to a customer.

Note that if the user has the authority to delete records from the Payment Types files, s/he cannot delete any of the Payment Types records, while a shift is open.

Note also that the user can add Payment Types, regardless of whether there is an open shift or not, unless the user has the authority to add records in the Payment Types File.

The user would not be able to sell in credit, unless s/he has the authority to do so in the Employees File. Refer to "Allow Credit Sale" field in the "Pos Authority" Group at the "Pricing & Limits" Page in the Employees Window in the "Human Resources" book. This case is applicable if the customer has the right to deal in credit. Refer to "Pricing & Limits" Page in the Customer Window in the "Sales" book.

Open/Close Shift File

This file is designated to open and close shifts. In order to explain the Open/Close Shift window, we have to explain the following:

Any Point of Sale deals with invoices issued from it according to the Shift system. This means that the issued invoices should be affiliated to a certain shift. Usually, at least one shift is open and closes daily. However, there could be two, three or more shifts.

The term "shift" means a certain number of hours, in which invoices are issued in a certain machine. To explain this lets suppose that a given Point of Sale works around the clock with the following shifts:

- Shift (A) from 08:00 am to 04:00 pm;
- Shift (B) from 04:00 pm to 12:00 pm; and
- Shift (C) from 12:00 pm to 08:00 am.

This way any invoice issued by the Point of Sale should have been done during one of the three shirts (A, B or C).

Open/Close Shift Window

This window is designed to open and close a given shift. The following figure represents the Open/Close shift window:

The contents of this page are:

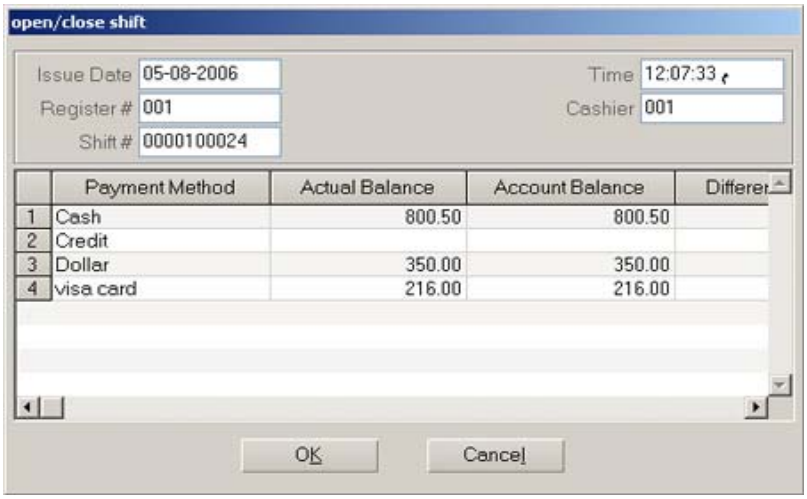


Figure 6: Open/Close shift window

❒ Basic Information

- **Issue Date** (view only)

  Date of the current day, in which the shift is open or closed.

- **Time (view only)**

  The current time at which the shift is open or closed.

- **Register No. (view only)**

  The number of the register in which the shift is open or closed.

- **Cashier (view only)**

  The code of the cashier or user issuing the invoices during this shift.

- **Shift No. (view only)**

  The Number of the current shift which is being opened or closed by the user.

  The Shift No. is a serial number (whose value is increased by one when opening a new shift). The number consists of three parts, namely:

  - A two-digit code referring to the Database ID.
  - A three-digit code referring to the current cash machine code.
  - A three-digit code referring to the shift code. The first number is definitely (00001) and the last number is (99999). This means that ASWAQ6 allows the user to

create 99999 shifts in the fiscal year, which is a big number. Every day, the user can open about 273 shifts, which is practically a very big number.

Therefore, if the shift code is 0000100324, this means that the Database ID is 00; the cash machine code is 001; and the number code is 00324 and that the number of this shift is 324 and the code of the previous shift is 000100323 and the code of the next shift is 000100325.

> Note that this number increases only when a new shift is open, and does not increase when this shift is closed.
>
> Note also that all these five fields are not available for the user, as the system generates them automatically.

❒ Payment Method Table

This table includes two or four columns, according to the status of the shift (open or close).

In case of opening a shift it consists of two columns, namely:

- **Payment Method (view only)**

  In this column, the program display the payment methods that were previously defined in the Payment Type File. This column is not available for the user.

- **Actual Balance**

  In this column, the user, when opening the shift, types the actual value for each type of payment according to the actual value maintained on the machine when opening the shift.

In case of closing the shift, the table consists of four columns, namely:

- **Payment Method (view only)**

  In this column, the program display the payment methods that were previously defined in the Payment Type file. This column is not available for the user.

- **Actual Balance**

  In this column, the user, when closing the shift, types the actual value for each type of payment according to the actual value maintained on the machine when closing the shift.

> Note that the following two fields "Account Balance" and "Difference" appear to the user only when closing the shift, unless the user has the right to view the Account Balance of the shift. Refer to the "View Shift Balance" field in the "Pos Authority" Group on "Pricing and Limits" page in the Employees window.

- **Account Balance**

  The Account Balance is the value that is supposed to be available in the machine drawer when closing the shift. In other words, it is the actual value that the user has put when opening the shift plus the values added by the system on each invoice issued, whether these values are positive or negative, i.e. if the items are sales, returns, or payment or receipt invoices.

- **Difference**

  It is the output of deducting the Account Balance from the Actual Balance. This difference is supposed to be zero, if no errors occurred (or if nothing happens that might cause this difference). If the difference is a positive value, this means that output of adding (the actual value inventoried by the user when opening the shift + the sum of all invoices issued during this shift) is less than the actual value inventoried by the user when closing the shift.

  > The reason for this is probably because some customers did not take the change of the invoice payment.

  If the difference is a negative value, this means that the value inventoried by the user while closing the shift is less than the sum of (the actual value inventoried by the user when opening the shift + the sum of all invoices during the shift).

  > The reason for this is probably because the cashier gave to the customer by mistake a change whose value is bigger than the due change during this shift for one reason or another.

- **OK**

  This button is used by the user to accept all the information s/he has entered.

- **Cancel**

  This button is used by the user to cancel the process.

> The user cannot issue any invoice without having an open shift, as the program prompts an error message in this case.

Point of Sale File

This is the main file on which the Point of Sale transactions are done. It is also the file with which the user deals directly. It is somewhat similar to the sales invoice.

Note that the user cannot open the Point of Sale window unless the establishment (Point of Sale) identifies the cash machine mentioned in the "aswaq6.ini" file in the "RegId" line under the "POS" Group. If this machine mentioned in this file has no record in the Registers (cash machines) File, the program will prompt a message to the effect that the user cannot issue invoices unless the said machine is identified in the "aswaq6.ini" file. This job is done by the technical support.

Note that there are many options in the "aswaq6.ini" file, which are used to control how the Point of Sale works such as the maximum limit of items in the sales invoices resultant from closing the Point of Sale shifts as well as the option that prohibits repeating items in the Point of Sale invoice and so on. For more information about such options, please refer to the technical suppot.

Point of Sale Window

This window is designated to deal with sales, returns, payment and receipt invoices

This window consists of three part, namely:

Figure 7: Point of Sale Window - Sales

- The invoice header, the contents of invoice header are not available for the user (i.e. the program shows this information automatically without the user's interference).
- Invoice details; such details take four forms that are different according to the status of the invoice, namely:
  - a table in which the user enters the sold items (most of the invoices take this form);
  - details for the payment invoice;
  - details for the receipt invoice; and
  - details for the items prices.

  Each of the previous forms will be explained in detail later.
- Keyboard for the Point of Sales functions.

❒ Invoice Header

The invoice header on the top of the invoice consists of some main information needed by the user while working on the invoices. All information are for view only, as it is not available for the user.this header consists of the following:, from left to right (If the interface is English)

- **Point of Sale Logo (view only)**

  Some Points of Sale want to put their logo on top of the invoice. The Technical Support put this image. It is definitely possible to abandon this logo or photo as is the case in the previous image.

- **User Code and Register Code (view only)**

  It is the code of the Cashier and cash machine on which s/he is working as stated in "aswaq.ini" file. For example, the code (002-001) expresses that the cashier code is 001 and the register code is 002.

- **Current Invoice No. (view only)**

  This number expresses the current invoice number, which consists of three parts:

  - Database number, which consists of two digits;
  - Cash machine code, which consists of three digits; and
  - Invoice number, which consists of eight digits.

  For example, in the number 0000200000648; the database code is (00), the cash machine code is (002) and the invoice number is (0000648).

  > It is clear, therefore, that the Point of Sale allows for the issuance of (99999999) invoices per fiscal year, i.e. more than quarter a million invoices daily in the fiscal year.

- **Date (view only)**

  The date of the current day on which the invoice is being issued.

- **Customer and Salesman Information (view only)**

  It is a line at the left bottom of the invoice header that includes the code and name of the customer (if any) and the code and name of the salesman (if any). For instance, if this is written in the first line (101 Jack Howard 001 Jones Henry), this means that the code of the customer related to this invoice is (101) and his name is Jack Howard and that the salesman code is (001) and his name is Jones Henry. If the first line includes the following (101 Jack Howard), this means that the invoice is related to the same previous customer and is not related to a salesman. If the line of the customer and sales man is (001 Jones Henry), this means that the invoice is related to the same previous sales man and not related to a customer.

  It is definitely possible to issue an invoice that is not related to a customer or a salesman. In this case the line will remain blank. This is the default value when issuing a new invoice.

- **Discount (view only)**

  This is the discount determined by the user on the invoice total value.

  > Note that this discount is different from the discount on each item, as it is the discount on the whole invoice value after deducting all discounts on each item separately (if any in the item table).

- **Total (view only)**

  This is the gross total value of the items in the table, minus the discount on the whole invoice.

- **Tax (view only)**

  This is the total tax on each item in the table (if any).

- **Type, time and Net Invoice Value (view only)**

  These details are placed in a box on the right of the invoice header in a clear and beautiful manner that helps the user to follow up total value of the invoice.

  - Type: It determines the type of the invoice; whether it is a sales invoice or a receipt or payment document.
  - Time: It is like a digital clock that helps the user know the time.
  - Net Invoice Value: It is the total value of the invoice; i.e. (the total of the values in the invoice details minus the total discount on the invoice (if any) plus the total tax imposed on the invoice (if any)).

  > Note that the program might display on the place special for the type the word "returns". This does not mean that the returns are a type of sales invoices. Rather it means that it is a sales invoice but the items typed by the user are put in negative values, hence they are returns. We will explain this part in detain later on.

❒ Invoice Details

Invoice details are the part that the user (cashier) actually deals with. The Invoice details take four forms that are different according to the case needed by the user. These forms are:

- Table;
- Receipt Document;
- Payment Document; and
- Price Table.

Each form will be explained below:

First Details:

❒ Table

It refers to the table with which the user deals in case of issuing the Sales Invoice normally. This table represents the majority of cases the user handles. It is also similar, to a great extent, to ordinary Sales Invoice under ASWAQ6 System. It consists of the following fields:

✎ **Item Code**

It refers to the code of the item to be sold in the Invoice. This item should not exceed 20 characters in length. Further, it must be already included in the Inventory File.

> The user can press (F3) Key or click the right button of the mouse, then **ASWAQ6** will display all the available items from which the user can select the desired item.
>
> Notably enough here, the user should know that (Shift+F4) function which displays this field specifications through the item code's main window, does not work here. This is because the (Shift+F4) function in the Point of Sale has a special meaning. It shifts the invoice status from that of sales to that of returns and vice versa.

It should be noted that if the Barcode is on, the program immediately displays the item name, its unit and quantity equals one as well as its price and tax (if any) in addition to the type of line (sales or returns). If the user wants to enter a unit of this item, he has only to enter this unit's barcode. Thus, s/he enters the code or one of the three units below:

- The First Unit:

  The user enters the item's original code or the first unit's barcode.
- The Second Unit:

  The user enters the second unit's barcode.
- The Third Unit:

  The user types the third unit's barcode.

> If the user types a wrong item code or a barcode for an item or an item unit, the program will prompt an error message to the effect that the item does not exist in the Inventory File.

- **Item Name (view only)**

  It refers to the item listed in the current line. It is inserted automatically by the program once the Item Code is entered. This field is for view only, as it is not available to the user.

- **Unit**

  It refers to the unit indicative of the code typed by the user in the Item Code. The user can select the default unit appearing immediately when typing the Item Code or any of the three units identified for this item.

  > The user can press (F3) Key or click the right button of the mouse, then ASWAQ6 will display a list of units identified for this item, from which the user can select the desired unit.

- **Quantity**

  It refers to the item's quantity to be sold (or returned).

- **Unit Price**

  It is the price of the unit listed for this item in the Invoice. This price, as previously discussed, appears automatically once the Item Code is typed. However, if the user changes the unit, ASWAQ6 will certainly change the unit price according to the price of the unit entered in the Items File.

  > Note that the restrictions imposed on changing the item price are the same restrictions imposed on changing the item price in the Sale Invoice. They are determined by the Salesman Code and Customer Code in addition to the Point of Sale Rights.

- **%**

  It refers to the discount percentage determined by the user for this item. It can be 10%, 20%, or any other number from 0.1 % to 99.9%.

  > Note that the limits controlling the user in changing the percentage are the same limits controlling him/her in changing the item price. This is because the available percentage is restricted by Pricing Limits in the Cashier's Employees File and those in the Customer's Employees File related to the invoice (if any).

- **Value**

  It is the item's total value consisting of [(Item quantity * Item Price) - (Item quantity * Item Price * discount (%))]

- **Tax**

  It is the tax added to the item (if any). The program calculates it automatically when the user enters the item code or changes the quantity or discount percentage.

- **Item Status**

  It refers to the status of the item (whether sales or returns). The user can determine whether the item will be sold according to sales or returns as would be discussed later.

Note that the user can not edit the lines contents after they are completed unless the user is allowed to edit in the Points of Sale Invoices. If the user does not have the right to edit sales invoices, s/he can only edit the empty line that is being typed. If s/he moves to the next line, s/he will not be able to edit or delete the contents of any of the previous lines or delete any of them or cancel the invoice after typing data in it. Refer to "Allow Editing" Field at the "Pos Authority" Group on "Pricing and Limits" Page in the Employees window in the "Human Resources" Book.

Note, however, that the user is always restricted by his/her Pricing Limits in the Employees File and the Customer's Pricing Limits of the current invoice.

The Second Details

Figure 8: Point of Sale Window - Payments

❒ The Payment Invoice

This invoice is designated for paying and withdrawing an amount of money from the Cash Machine for any reason (e.g. payment of debts for a vendor).

The Invoice details consist of the following fields:

To and a field next to it

In this field the user types the Customer (or the Vendor) Code for which a Payment Invoice will be issued. Thus, the program automatically places the Customer's name in the field next to it.

> Definitely, the customer (or the vendor) should have been previously defined in the Vendors & Customers File.
>
> If the user types a code with no record in the Vendors & Customers File, the program will prompt an error message that the code is not correct.
>
> Note that the shortcut (Shift+F4) does not display the main window of the Customers File as is the case with the other ASWAQ6 Windows. This shortcut has a special meaning relevant to the Point of Sale as would be discussed later.

Amount

It is the amount to be paid and withdrawn from the cash machine.

Additional Description

It refers to any remark the user wants to place in the Payment Invoice. The user can type any remark provided that its length should not exceed 250 characters.

The Third Details

❒ The Receipt Invoice

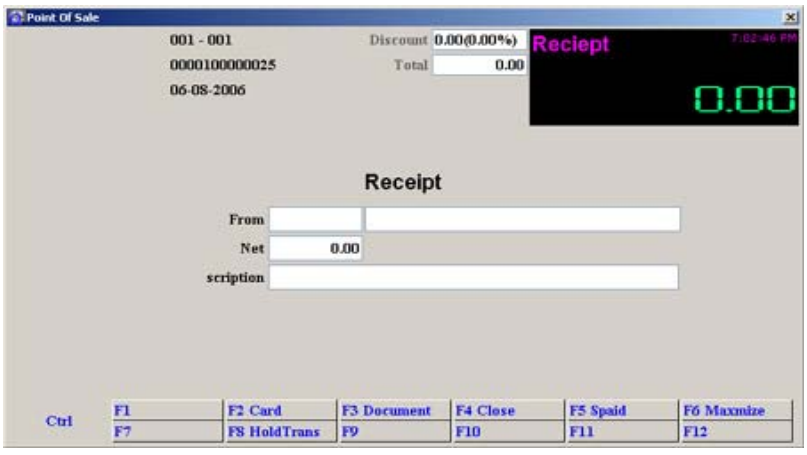


Figure 9: Point of Sale Window - Receipt

This invoice is designed for receiving and depositing amounts of money in the cash machine for any reason (e.g. money deposited by an establishment owner in the cash machine or a customer's debts).

The Invoice details consist of the following fields:

- **From and a field next to it**

  In this field the user types the Customer (or the vendor) Code for which a receipt Invoice will be issued. Thus, the program automatically places the Customer (or the Vendor) name in the field next to it.

  > Definitely, the customer (or the vendor) should have been previously defined in the Vendors & Customers File.
  >
  > If the user types a code with no record in the Vendors & Customers File, the program will prompt an error message that the code is not correct.
  >
  > Note that the shortcut (Shift+F4) does not display the main window of the Customers File as is the case with the other ASWAQ6 Windows. This shortcut has a special meaning relevant to the Point of Sale.

- **Amount**

  It is the amount to be received and deposited in the cash machine.

- **Additional Description**

  It refers to any remark the user wants to place in the document. The user can type any remark provided that its length should not exceed 250 characters.

The Fourth Details

❒ Prices Table

This table is used in knowing the prices, as would be clarified later in the part tackling the keyboard through the illustration of (F1) Key functionality.

The third part of the invoice after the header and the details is about the keyboard.

❒ The Keyboard

It refers to the function keys used by the user (Cashier) in the majority of the operations s/he performs in the Point of Sale. They will be explained in detail.

> The explanation discusses the first three forms: The Sale Invoice, Payment Invoice and Receipt Invoice. It will be based on the Sales Invoice (the table). If there is a hint on the Payment Document or Receipt Document, it will be mentioned during explanation.

F1 Inquiry

This key changes the form of document details to the fourth form; it takes the form of an invoice consisting of three columns as would be illustrated in the following figure:

Figure 10: Prices Window in the Point of Sale

Item Code

Item name

Unit

The previous fields are the item code, name and its unit. They are the same fields in the Point of Sale Main Window.

These details are designed for inquiry about the prices of certain items. If the user has a sales invoice in which s/he typed a great deal of data, a Payment Document or Receipt Document, and the customer desired to know a certain item's price, the user can use the F1 Key to change the invoice details into a price table. Then, s/he can insert the codes of the items whose prices are desired to be known. Thus, ASWAQ6 displays the prices of the listed items. Then, the user uses the same F1 Key to return to the previous window (whether in a sales invoice or a payment or receipt invoice). The user will find the data that s/he has entered as they are. If s/he returns to the price window again, he will find the price table empty.

F2 Card

The user uses it when s/he wants to link the invoice with a customer's card.

Figure 11: Customer Card Window

If the user presses the (F2) Key, a small window ready to receive the customer's (magnetic) card code will appear. The program is based on the idea that the customer passes the customer's card in the Magnetic Card Reader.

Accordingly, the program fills out the field of the customer's card through codes written on the magnetic card. In consequence, ASWAQ6 determines the customer's discount percentage. To accept the card, the user presses (F2) Key again and the program will insert the customer and apply the discount of the current invoice.

> Note that if the ASWAQ Card System is not activated, the function of this key will be "Customer", i.e. opening a window of the customer code – which is similar to the previous window – to link the current invoice with the desired customer. Accordingly, the function of this key would be "customer" not "card".
>
> Note that the Customer Magnetic Card system used to determine the discount percentage of each customer is the system used in some Points of Sale to ensure that the correct discount rates for customers. For more information about customer cards or how to identify them, please refer to Customers Cards in the "Sales" Book.
>
> Note also that this key does not work in case of the Payment or Receipt Invoice, as the customer's name and code have a special field in this case. However, in case of the Payment or Receipt Invoice, once the user types the customer's code in its field in both (payment and receipt) documents, the customer's code will appear in its place at the invoice header.

F3 Search

The user uses this key when s/he wants to search for an item or a customer according to the field in which the user searches. If the user is on the cell of the item code, the user displays the items search window with the (F3) Key. If the user is on the field designated for the Customer Code (e.g. in case of payment and receipt documents), the (F3) Key in this case displays the search window of the customers and vendors. Moreover, if the field belongs to an employee (salesman), ASWAQ will open the employees window.

> Note that in the event of searching for a customer, ASWAQ6 does not allow the user to select a vendor from the Vendors & Customers File. This is because ASWAQ6 does not allow registering a vendor in the Sales Invoice in the Point of Sale. Nevertheless, a vendor can be inserted in the payment and receipt documents.

F4 Type

This key is designated for changing the form of the invoice details. Consequently, its type is changed from a sales invoice or a payment or receipt document. If the user presses the (F4) Key in case of the Sales Invoice, the program will switch the invoice details from a sales invoice to a payment document. The type name in the invoice header will also be changed to (payment). However, when the user is dealing with a payment document, the program will switch the invoice details to a receipt document if the user presses (F4) Key. In consequence, it will also change the type in the document header to (receipt). Then, if the user presses (F4) Key, the document will return once again to the status of sales invoice and so on.

> Note that the program does not allow switching from one type to another, if the user has entered a data in any form. If the user presses the (F4) Key while there are data in the document, ASWAQ6 will display an error message showing this.

Before we start explaining the method by which the invoice is paid, the following points should be taken into account:

- The user can not issue any invoice (or payment or receipt document) while there is no shift open. Thus, the program can affect it with respect to increasing or decreasing each type of payment.
- The invoice value can be positive or negative (in case of Sales Invoice) Where the user can return some items and put them in negative value. Accordingly, the invoice value will be negative.

F5 Tender

This is the most important key in the Point of Sale as it is responsible for issuing the invoice.

If the user presses this button, the program will display a Simple Tender Window on the basis that the invoice will be paid with an default payment type defined in the first record of the Payment Types File. The Simple Tender Window consists of three Groups

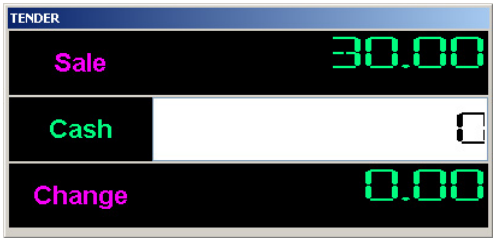


Figure 12: Simple Tender Window

as illustrated in the following figure.

As shown in the figure, the window consists of:

- Window Header

  It contains a piece of information about the invoice type (whether it is of sales (or returns), payment or receipt) in addition to the total value of the invoice issued.

- Window Details

  The user enters in it the invoice value. If the invoice value is positive, the value entered by the user should be greater than or equal to the invoice value. If the value typed is greater than the actual invoice value, the program will place the change in the lower part (the window footer). As a result, the user will easily know the change to be given to the customer.

  However, if the invoice value is negative, this means that it is of returns. Accordingly, the user (Cashier) will give the invoice value to the customer. Consequently, the user enters the invoice value in negative. Furthermore, the value entered by the user in the window details should be less than or equal to the invoice value. If the value is less than the invoice value, the program will place the change in the Change Section (in the window footer). This means that the customer has paid to the user a greater value than the required one. Therefore, the user has to pay back the change mentioned in the Change Section to the customer.

- Window Footer

  It is the lower section of the Simple Tender Window. In such section, the remaining value (change) appears, (if any).

> Note that the change value shown by the program at the window footer appears to the user once s/he presses Enter after typing the value paid by the customer.
>
> Note also that Tab, Top Arrow and Down Arrow keys do the same job of the Enter key in identifying the change value.

If the user enters the invoice value and presses F5 once again, the program will show the change value and issue the invoice immediately.

Important Concepts

- If the user entered a value that is less than required in case the invoice value is positive, or entered a bigger value in case the invoice value is negative, the program prompts an error message to the effect that the entered value is not enough to issue the invoice.
- Moreover, in case the invoice is that of returns, and the gross value of the invoice is negative, the value must be negative because the customer will receive the value from the user. But if the user entered a positive value in an invoice with a negative value, the program will not issue the invoice and will not prompt any message.
- (incorrect format)The value entered in case of the (payment or receipt) document should be entered in positive value, even though in case of payment the value entered is deducted from the value available in the register.
- Each and every invoice issued by the user affects the values in the register whether in positive or negative. Accordingly, it affects the values in the shift negatively or positively, according to each type of payment.
- After the user enters a correct value of the invoice by pressing F5 once again to issue it, the program afterwards hides the Simple Tender Window and return to the invoice window once again. The invoice window takes the form of a new invoice, and the invoice number increases by (one integer) over the number of the preceding invoice. If the number of the preceding invoice, for example, is 0000200000675, the new invoice number becomes 0000200000676.
- The program does not allow any modification on any invoice that has been already issued.
- If the preceding invoice was a sales invoice, the new invoice takes the form of a sales invoice. If it was a payment document, the new document takes the form of a payment document. If it was a receipt document, the new document takes the form of a receipt document. This means that the new invoice takes the same form as the preceding invoice.

- Once any sales invoice or payment of receipt document is issued, ASWAQ6 opens the register drawer – if it was closed – in order to deal with the customer, whether by payment or receipt.
- The Tender Window will not be closed and the register balance will not be affected unless the user presses once again on (F5), then the program will close the Simple Tender Window and print the invoice.
- If the user has the right to stop printing, s/he can issue the invoice without printing it by pressing F9. Refer to "Can Stop Printing" in the "Pos Authority" Group at the "Pricing & Limits" Page in the Employees Window in the "Human Resources" book.

F6 Discount

If the user presses this key, the program opens a special window for the discount on the invoice.

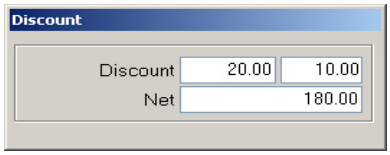


Figure 13: Discount Window

As demonstrated in the figure, the user can determine the value of deduction on the invoice as a value in the "Discount" field or enter a discount value as a discount percentage in the adjoining field. In either case, once the Enter key is pressed, the program will display the net value of the invoice after discount in the "Net" field, in order to show the effect of discount on the invoice value. When the discount value (or percentage) is entered in this window and F6 is pressed again, ASWAQ6 will apply this discount on the invoice total value. For instance, if the invoice total value is (200 riyals) and the discount is as displayed on the figure (e.g. 10%), the net value of the invoice will be 180 riyals.

> Note that the net value of the invoice is the value of the invoice after applying all discounts and before adding the value of applicable taxes.
>
> Note also that the user can cancel the discount on the total value of the invoice – through this window – by entering the discount value as zero.

F7 Salesman

This key is special for adding a salesman to the invoice. When pressing this key, ASWAQ6 displays the Salesman window, so that the user can enter the salesman code. When the user presses F7

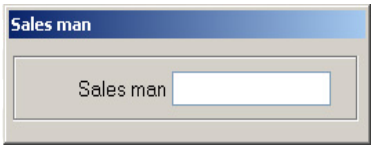


Figure 14: Salesman Window

again, ASWAQ6 will add this salesman to the invoice.

> The user can press F3 or click the right button of the mouse, then the Employees Search window will appear from which s/he can select the appropriate salesman's code.
>
> If the user enters the code of an employee who was not identified as a salesman, ASWAQ6 will refuse this operation and the employee will not be assigned as a salesman for this invoice.
>
> If the user wants to view the details of the selected salesman, s/he would select this field, and then press the browse shortcut "Shift+F4". ASWAQ6 will open the required "Employee Window" immediately and view his/her details.

F8 Hold

This key is special for holding the current invoice. Holding an invoice means keeping the invoice data without issuing it, so that it could be issued later on. This key is useful when the user wants to issue a certain invoice and then an emergency takes place, hindering the issuance of the invoice; if the user – for example – forgot money in his/her car. In this case the sale operation should not be suspended until the customer brings money. Rather, the invoice should be held and another invoice is issued. When the customer comes back, the user brings the invoice back as would be shown later.

> The number of the held invoice does not affect the sequence numbers of invoices. If the number of the current invoice held by the user is 0000100000241, the number of the new invoice will be the same 0000100000241. If the user issued five invoices, for instance, until invoice number 0000100000245, and then retailed the held invoice (in the way as would be discussed later) it takes number 0000100000246. If the user cancels this invoice (as would be discussed later), it would be cancelled from the held invoices file and the following invoice would take number 0000100000246.
>
> Noteworthy, only sales invoices could be held by the user. Payment and Receipt documents cannot be held by the user.

F9 Shift

Through this key, the program opens and closes the shift window which was explained before. This window is used to open and close shifts. Therefore, this key opens and closes the current shift. Please refer to the Shits Window in this book.

To open or close a shift, the user presses (F9). ASWAQ will open the Shifts Window so that the user would insert the Register Balance data (whether in opening or closing). Then the user presses (F9) again so that ASWAQ would accept the opening or closing balance.

> Note that the user will not view the balance in the register which results from the current shift invoice, unless the user has the right to view the balance. For more information, refer to “View Shift Balance” option in the "Pos Authority" at the "Pricing & Limits” Page in the Employees window in the "Human Resources" book. On the other hand, the user will not be entitled to use the Shifts Window, unless s/he has the authority to view it through the Users Authorities File. Refer to the Users Authorities window in the "Basic Files" book.
>
> Note also that the user can click (OK) in this window whether by the mouse or the keyboard, instead of using (F9) once again.
>
> This key has another different function if the Tender window or the Simple Tender Window is active. In this case, the key issues invoices (the same function as F5). The only difference is that the program does not print the invoices immediately after being issued. Refer to "Can Stop Printing" in the "Pos Authority" Group at the "Pricing & Limits" Page in the Employees Window in the "Human Resources" book.

F10 Continue

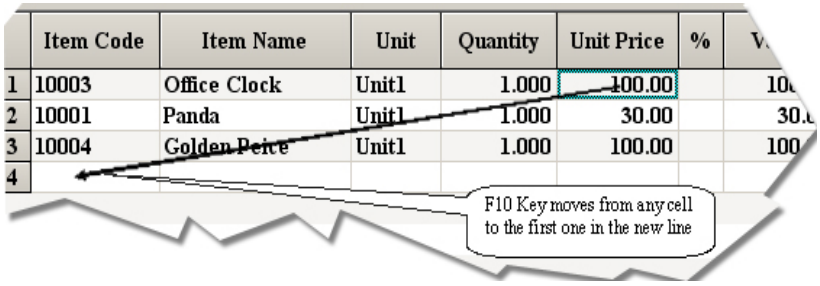


Figure 15: F10 Function

This key moves the cursor to the first cell of the new row. In order to explain this, let's look at the above figure; it is clear that this key moves the cursor to the first cell in the new row. Therefore, editing any of the cells in the invoice and then moving to add a new item does not means pressing Enter many times until the cursor moves to the new row, but you can do this simply by pressing F10.

- **F11 Reports**

This key issues reports about the register contents at any time. ASWAQ6 prints the contents that should be available in the register through the last inventory on the Machine in addition to the values of the sale invoices and the receipt documents issued during the current shift minus the value of the payment documents and the sales returns during the same shift.

> Note that you can print a previously designed printing template through the Report Designer supported by ASWAQ instead of the report. This can be done through some settings made by technical support.

- **F12 Lock**

This key allows the user to suspend work on the Point of Sale. If the user (cashier) has to stop working on the machine (if s/he has to leave the machine for whatever reason for example) while s/he was issuing a given invoice (or payment or receipt document or the Price Window was open), s/he does not have to cancel the data s/he has inserted. However, s/he would only press F12. Then, the program will open the login window (which is the same as the program login window). This way the program will be locked until the user comes back to enter his/her code and password and then press the Enter key. In this case, the program will make the Point of Sale available for use. This window is called the Lock window.

> Note that ASWAQ allows any other user identified in the database to log in (whatever the reason) using his/her code and password. Remarkably enough, any transaction made on the Point of Sale (whether issuing invoices, withdrawing balances or otherwise) will be registered by ASWAQ for this user.
>
> Note also that ASWAQ will not allow any user who is not identified in the database to log in. The user has also to enter a correct Password for the corresponding code.

❒ Lock Window

Figure 16: Lock Window

This window consists of the following contents:

- **User Code**

  The code of the user (cashier) working on the register.

- **User Name**

  The name of the user. It is displayed by the program in this field, when the User Code is entered. Notably enough, this field is unavailable for the user.

- **Password**

  The user's own password.

  Therefore, no one can make any change on the invoice while the user is a way.

- **Shift+F2 No Customer**

  This shortcut allows the user to cancel the customer. In other words, if the user identified a customer for the current invoice, s/he can cancel such customer using this shortcut, hence The customer's code and name will disappear from their special place in the invoice header. Therefore, the invoice will not be related to a customer.

  > Note that this option does not work with the receipt and payment documents.

- **Shift + F4 Returns**

  This shortcut changes the sale status from "Sales" to "Returns". This means that any item entered by the user will be displayed by ASWAQ6 in a negative value coded in red color and the type of the line in the last cell will be returns. If the user uses the same shortcut again, the invoice will return to the "Sales" status and so on.

  > Noteworthy, this shortcut (Shift + F4) does not work in case of payment and receipt documents.

The user will not be able to use this shortcut unless s/he has the right to return sales. Refer to the option “Allow Sales Return” in the "Pos Authority" Section, at the “Pricing & Limits” Page, in the Employees Window in the "Human Resources" book.

- **Shift+F6 No Disc**

If the user presses this shortcut, the program will cancel all discounts made by the user (cashier) on the invoice, whether special discount on each item in a single row or the discount on the whole invoice (in the invoice header as mentioned above).

- **Shift + F7 No Salesman**

This shortcut allows the user to cancel the relation between the current salesman and the invoice. In other words, if the user identified a salesman for the invoice, s/he can cancel the salesman using this shortcut. The salesman's code and name will disappear from their special place in the invoice header. Therefore, the invoice will not be related to a salesman.

- **Shift+F10 Drawer**

This shortcut opens the machine drawer for any reason other than issuing an invoice, e.g. opening the drawer for taking inventory.

Note that after issuing invoices, whether sales invoices, receipt document, or payment documents, the program will automatically open the drawer once the invoice is issued in order to collect the money in case of sales invoices and receipt documents or to take money in case of sales returns or payment documents.

Note also that the user will not be able to use this shortcut (Shift+F10), unless s/he has the right to open the drawer for reasons other than issuing invoices. Refer to the option “Can Open Drawer” in the "Pos Authority" Group, at the “Pricing & Limits” Page, in the Employees Window in the "Human Resources" book.

- **Ctrl+F2 Customer**

The user uses this option when, s/he wants to link the invoice to a customer.

If the user presses this key (F2), a small window will appear to the user in which s/he can type the customer's code. The Customer's code and name will immediately appear in the invoice header as

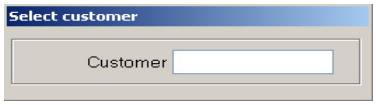


Figure 17: Select Customer Window

previously explained. To register the required customer in the invoice, the user would press (F2) once again. In this case, the program will register the required customer and close the Select Customer window.

> Note that this key does not work in case of payment or receipt vouchers, as the customer's code and name are placed in a special place in this case. However, in case of payment and receipt vouchers, once the user types the customer code, it will appear in its special place in the invoice header.
>
> Note that this shortcut is not available for the user, unless this user has the right to enter Customer code manually through the Point of Sales authorities in the Employees file. Refer to Emoployees file in the Pricing and Limits window, Point of Sale Rights in the "Human Resources" book.
>
> Note also that if the establishment is not working with Visa Cards, the customer button will be F2 not (Ctrl+F2). This is the default mode in ASWAQ6. Nevertheless, in this document we supposed that the Point of Sale allows Customers Cards. Therefore, the F2 button was used to enter customer cards and the shortcut Ctrl+F2 was used to insert a customer manually without a card.

Ctrl+F3 Document

This shortcut allows the user to return to a previous sales invoice. If the user uses this shortcut, a small window will appear in which the user types the invoice number. The program allows the user to type the actual invoice number or shortened form thereof. For instance, for the invoice number 0000200000658, the program allows the user to type its number as 0000200000658 or in the shortened for 658. If this number expresses the number of an invoice that has already been issued, the previous invoice will appear, but with a new invoice number. In other words, if the number of the last invoice is 0000200000672 and the user pressed this shortcut, the invoice desired to be displayed will be invoice number 0000200000673. You have to notice the following:

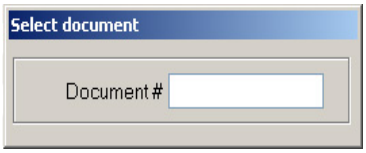


Figure 18: Select Document Window

- The invoice that will appear is not exactly the previous invoice, but it is considered a coy thereof so that the user can return the content of the

previous invoice through a new invoice or to view it for any reason. Where the user will not be able at all to change the content of any invoice which has been issued.

- The new invoice will appear as opposite to the previous invoice.
- This means that the program will consider that the invoice will be returned (which is the logical reason for returning a certain invoice). Therefore, all items will appear in the opposite value. If the value of an item was positive, it will appear in the new invoice in negative and vise versa. Accordingly, the total value of the new invoice will be opposite to the previous invoice. For instance, if the value of the previous invoice was 9768 the value of the new invoice will be (-9768).

This shortcut is used in the following two cases:

- Viewing the content of a previous invoice; and
- Returning the previous invoice to the customer.

After inserting the invoice, the user clicks F3. Then, ASWAQ6 will display the invoice required to be viewed, but in the returns mode as previously explained.

> Note that if the user wants to undo this operation, s/he has only to press the "ESC" button. By so doing, the program will clear the contents of the invoice immediately, as we will see later.
>
> Note also that the user will not be able to use this shortcut, unless s/he has the right to return sales. Refer to the option “Allow Sales Return” in the "Points of Sale Rights" Section, at the “Pricing & Limits” Page, in the Employees Window in the "Human Resources" book.

Ctrl+F4 Close

This shortcut is used to close the Point of Sale window as is the case in ASWAQ6 windows.

Ctrl+F5 Tender

The function of this shortcut is similar to a great extent to the function of F5, but each has a given payment method. F5 compels the user to use the default payment method, which is usually cash payment (as recommended by ASWAQ developers). Meanwhile, Ctrl+F5 gives the user the option to use any of the payment types (e.g. Visa Card, provided that such payment method should have been previously identified in the Payment Types File). The user

can, therefore, collect the invoice value with any payment type identified in the Payment Types file or with more than one type in the same invoice. All this will be explained in the next section entitled "Tender Window" with practical figures.

Tender Window

This window is designated to collect the invoice value by any method of payment.

This window consists of the following contents:

Figure 19: Tender Window

Sale

It is the total value of the invoice to be paid, where this value appears before the word Sale.

> Notice that the word Sale may be (returns) if the invoice is in the returns mode. can be done if the user uses the shortcut (Shift + F4), or if we have an old invoice that needs to be returned.

Table

Through this table, the user records the values that the customer paid, whatever the payment method was. Afterwards, the user presses F5 so that the program would issue and print the invoice. The table consists of the following fields:

- Payment Method (view only)

  Through this column, the program inserts all the payments methods recorded in the Payment Types file, which is unavailable for the user.

- Value

  Using this column, the user enters the values the customer paid via the Payment Methods.

- Remaining (view only)

  This column is unavailable for the user, through which the Program shows the values demanded by the customer through every payment method.. This field interacts in an interesting and cute way automatically. To explain how the program works

and by going back to the previous payment window, the Program in the beginning shows all kinds of payments separately. For example, in the previous Payment Window the invoice values were 30 riyals, thus the program showed the equivalent of this value in all types of payment. The program showed the change in the dollar line with the value of (3.75), because the payment type (dollar) was recorded in the Payment Types file, where its factor is (3.75). Thus the required value in dollar is (30/3.75=8). Also, the required value by the visa card is (30/0.95=31.58), because the factor of this payment type is (0.95), and of course the cash value will be equal to 30 riyals.

On the other hand, if a user enters any value with any payment type, the program will immediately show the change with every type of the payment types. The program also shows the change with the cash value in the “Change” field.

Notice that the same basic concepts applied to the simple payment window apply to this window also. Refer to “Important Concepts” in the simple payment window.

Note that the payment types, which were selected to be dealt with in credit, would not appear in the table, unless on the following conditions:

- The current invoice is related to a customer. This is normal as no invoice would be issued with credit, unless it is related to a customer.
- The current user has the right to sell in credit. Refer to the option “Allow Credit Sale” in the "Pos Authority" Section, at the “Pricing & Limits” Page, in the Employees Window in the "Human Resources" book.
- The customer related to the invoice has the right to sell in credit Refer to the option “Allow Credit Sale” in the "Credits and Taxes" Section, on the “Pricing & Limits” Page, in the Customers Window in the "Sales" book.
- The type(s) of payment is (are) defined in the payment types file, through which they can be sold in credit. Refer to "Credit Sale" in the Payment Types window in this book.

- **Tendered**

  It is the value paid by the customer. Whenever the user (cashier) types a value in any of the payment types, it is added by Aswaq to the previous sum in that field.

  Here is an example for explanation:

  If the invoice value is 360 riyals, and the customer wants to pay a sum of 50 dollars and 40 by the Visa Card payment type, thus, s/he would pay (134.5) riyals in cash, because the value is (50 * 3.75 + 40 * 0.95 + 134.5) = (187.5 + 38 + 134.5) = 360.

  Where the dollar factor is 3.75 and the Visa Card factor is 0.95.

- **Change**

  If the user pays a value that is greater than the required value, the difference between the value paid by the user and the required value will appear in the Change field.

  > Note that the change value will be in negative value as long as the value paid by the customer is not greater than the required value.

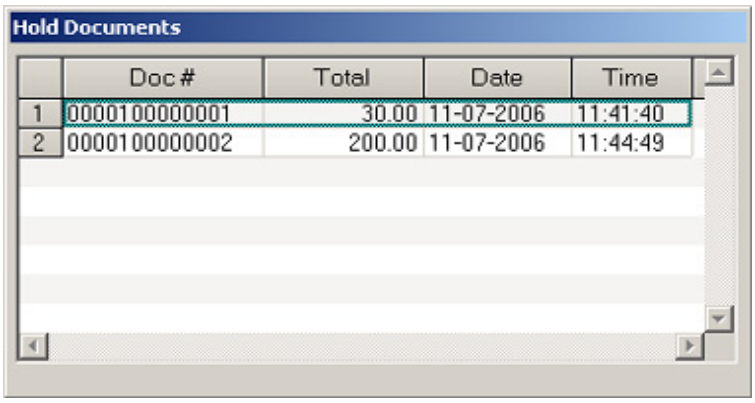
- **Ctrl+F6 Maximize**

  This shortcut is used to maximize the Point of Sale Window, so as to occupy the whole area of ASWAQ6. On pressing this shortcut once again, the program restores the normal size of the window.

- **Ctrl+F8 Hold Documents**

  On pressing this shortcut, the program opens a window with all the held invoices for this machine in the current shift. Refer to the section of (F8) key. On selecting any of the held invoices found in this window, and clicking F8, the program will restore this held invoice with a new number, and delete it from the Held Invoices window. Following is a simple explanation of the Held Invoices Window. On the other hand the user may delete any of the held invoices in this window through selecting the invoice to be deleted, then pressing “Delete” so that the program would delete such invoice from the Held Invoices Window at once.

❒ Held invoices Window



Hold Documents Window Figure 20:

- **Doc. #**

  The Doc. Number is the number of the held invoice.

- **Total**

  Total value of the invoice.

- **Date**

  The date on which the user started to issue the invoice.

- **Time**

  The time on which the user started to issue the invoice.

❒ some special keys

- \+

  If the user uses this key while being on the first cell in the current line, the item preceding this cell will be repeated.

- \-

  If the user uses this key while being on the first cell in the current line, the item preceding this cell will be repeated, but in a negative quantity.

- **ESC**

  This key leads to canceling all the contents of the main window, where a warning message appears stating that the program will delete the contents of the window. If the user confirms this selection, all the contents entered by the user will be deleted. This key also cancels any window of those which can be open while the Point of Sale main window is open, e.g. the Payment Window, the Open/Close Shift window … etc.

Note that the program will not allow the user to delete the contents of the invoice through ESC key, unless s/he has the right to edit the invoice content. Refer to the option “Allow Editing” in the "POS Rights" Section, at the “Pricing & Limits” Page, in the Employees Window in the "Human Resources" book.

Shift Related Documents

All invoices issued in the Point of Sale are transferred from time to time to ASWAQ as sales, returns invoices or payment and receipt documents, as we will see later. The Point of Sale may need, in a way or another, to know all the invoices or documents issued after transferring data to ASWAQ. Of course, reports with containing such information may be issued through ASWAQ. However there is a tool that shows these invoices and documents through a window of the Point of Sale which would save much effort for the users in following up this process. Therefore, ASWAQ6 provides this option through “Shift Related Documents". The user only types the number of the machine and the shift number, so that ASWAQ would immediately show all the invoices and documents that resulted from them in ASWAQ6, on condition that this shift was closed and transferred to ASWAQ, and of course the user who did this operation should have the authority to carry out this procedure. Refer to the field “View Shift Balance” - Pos Authority – on the Pricing & Limits” Page – the Employee's window - in the "Human Resources" book.

Shift Related Documents Window

Shift Related Documents Window consists of the following:

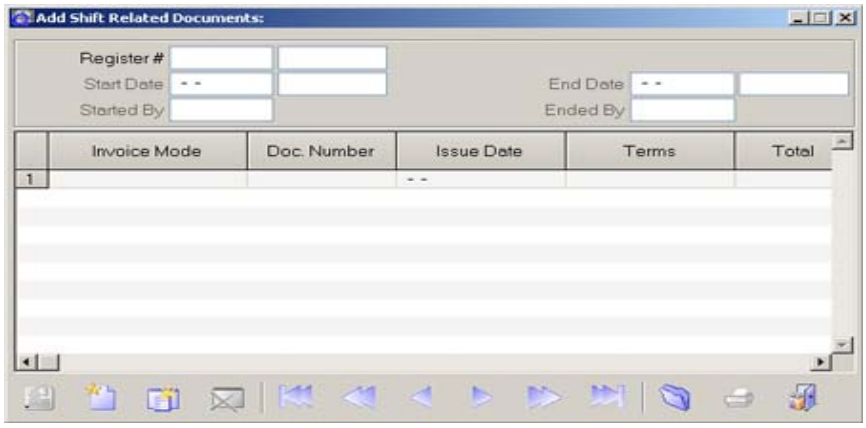


Figure 21: Shift Related Documents Window

❒ Basic Data of the Shift

This section includes the basic data related to the shift:

- **Register Number, and an attached field**

  The number of the register open during the shift, whose documents and invoices transferred to ASWAQ are required. The user types the code of the required shift in the field attached to this field.

  > It is Noteworthy that all the fields of this section are unavailable to the user to the exclusion of the two previous fields (Register Number and the attached field.

- **Start Date, and an attached field (view only)**

  The start date of the shift, and the attached field of the start time of the shift.

- **Close date, and an attached field (view only)**

  The end date of the shift, and the attached field of the end time of the shift.

- **Started by (view only)**

  The code of the cashier who started this shift.

- **Ended by (view only)**

  The code of the cashier who ended or closed this shift.

❒ Documents Table

This table is designated for the documents issued by ASWAQ6 after transferring the "Point of Sale" documents to ASWAQ6. Each row of

this table contains information about the corresponding document on the same row. Such information includes:

- **Invoice type (view only)**

  The type of the documents; whether it is a sales invoice, a receipt document, an entry voucher, or otherwise.

- **Doc. Number**

  The number of the corresponding document.

- **Issue Date**

  Date of issuing the corresponding document.

- **Terms**

  The term of the corresponding document, which determine its accounting effect in ASWAQ. Notice that the program inserts these terms in the invoices through the types of the issued vouchers, and the accounts specified in the Registers File and the Payment Types file. For more information, please refer to Registers File and Payment Types in this book.

- **Total**

  This is the total value of the corresponding document.

Notice that the documents listed in the table are those made by the program, such as sales and returns invoices, receipt and payment documents, and entries, rather than the documents issued in the Point of Sale itself.

Transferring Data to ASWAQ6

Normally, the invoices issued by the user during a shift will affect the Inventory File in ASWAQ6 and customers' statistics ... etc. In order for this effect to take place, the program transfers the invoices issued in every shift in the form of (sales invoices, sales returns, receipt documents, payment documents and journal entries).

Sales invoices in every shift will be transferred to ASWAQ6 in the form of sales invoices and sales returns. All the items added by the user in positive quantities will be transferred to ASWAQ6 in the form of sales; and all the items added by the user in the invoices in negative quantities will be transferred to ASWAQ6 in the form of returns. Furthermore, all the receipt documents will be transferred to ASWAQ6 in the form of receipt documents. Similarly, all the payment documents will be transferred to ASWAQ6 in the form of payment documents, Refer to "Basic Concept" – "Introduction" in this manual. Certainly, all these documents and invoice are accompanied with accounting entries to cause the accounting effects specified through the types of these documents and invoices.

There is a procedure in ASWAQ6 designated for this process in the same Point of Sale's menu. This procedure is called (Data Transfer) as illustrated in the following figure:

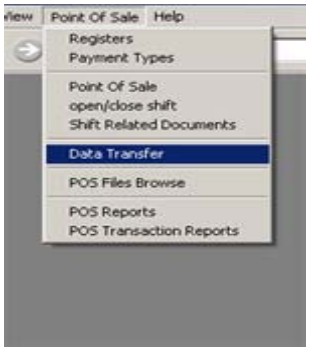


Figure 22: Data Transfer Option

If the user selects this procedure, the program will display the data transfer window. The data is transferred in ASWAQ6 according to the method determined by the establishment in the Registers File. Refer to the Registers File window – Mirsal section – the two fields "Data Entry Site" and "Data Transfer Site" in the current book. For more information about "Mirsal" services and how to transfer data between different sites, refer to "Mirsal" Book.

For information about how to transfer invoices of ASWAQ6's Point of Sale, you can read the following concepts:

- The Data Transfer process may take a long time according to the number of closed shifts to be transferred to ASWAQ6 and the quantity of invoices issued in it. Therefore, the data transfer process is preferred to be done during times other than the official working hours or at least in times other than the work peak times.
- This process transfers the invoices issued by the Point of Sale for a certain cash machine or for all cash machines in the form of sales invoices, sales returns, payment documents and receipt documents. Accordingly, the necessary accounting effects will take place and the quantities in the Inventory File will be affected. Therefore, the authority of transferring data should be given to those who are expert in transferring data to ASWAQ6 and who know the appropriate times to do so.
- The user can transfer all the shifts closed on all cash machines identified, transfer the shifts of a certain machine or select several shifts from different machines according to his/her authorities in this process.
- More than one user can transfer data to the same Point of Sale.
- ASWAQ6 does not allow the transfer of the same shift of a certain cash machine through more than one user at the same time. If this happens ASWAQ6 will refuse any data transfer command for a certain shift of a certain cash machine while another user is transferring the same required shift.
- If an error like power interruption occurs during data transfer while the user is transferring the data of any of the shifts, ASWAQ6 will (e.g. after power is back) display a heading saying, "Shift transfer is in progress" the next time the user opens the data transfer window. Accordingly, the user can undo transferring this shift; and then restarts transferring it.
- As previously mentioned, data transfer process may take a long time. Hence, the user can stop data transfer process any time while transfer is in progress. For instance, if the user stops the transfer process while the program is transferring a certain shift, the program will transfer this shift and then stop transferring all other shifts which have not been transferred yet so that the user can transfer them later.
- The program transfers only the closed shifts that have not been transferred.
- For more information about how invoices resulting from the Point of Sale in ASWAQ6 work after invoices and the documents of Point of Sale are transferred, refer to the section tackling the Basic Concepts in ASWAQ.

The Point of Sale's Data Transfer Window

Through the Point of Sale's Data Transfer window, the user can simply transfer data of different shifts for any of the machines identified in the Point of Sale in a simple way that provides the user with enough flexibility to transfer the Point of Sale's invoices to ASWAQ.

Window contents are as follows:

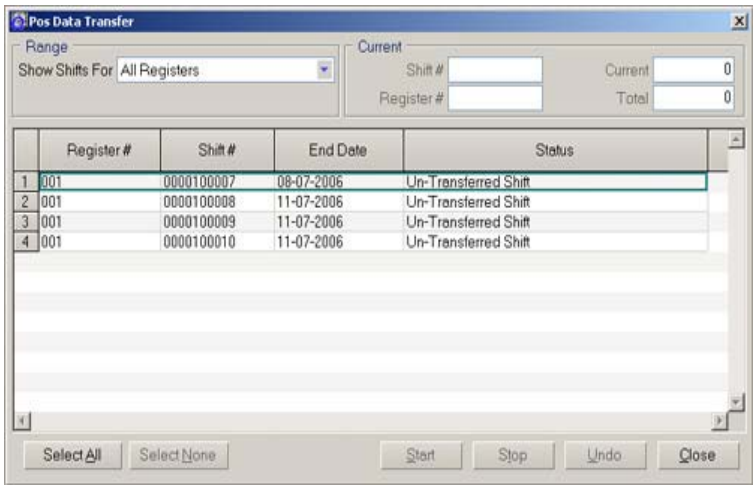


Figure 23: Data Transfer window

❒ Range

This section contains only one field. It consists of a drop-down menu through which the user can determine the range of shifts to be transferred to ASWAQ.

✎ Show Shifts For

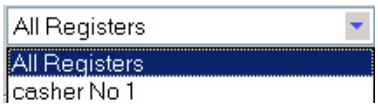


Figure 24: Machine Options Menu

As demonstrated in the figure, this field consists of a drop-down menu including all machines identified by the system. Through this menu, the user can determine the range of shifts required to be transferred or inserted in the shifts table in the same window. Hence, s/he can select the shifts to be transferred from it. The user can select the first option i.e. All Machines. As a result, the program inserts all the closed shifts which have not been transferred in all identified cash machines. From these shifts the user can select the shifts to be transferred. S/he can also select a specific machine so that ASWAQ6 can insert all the closed shifts of this machine which have not been transferred.

❒ Current

All fields of this section are for view only. The user is not allowed to edit them. They are only concerned with the data of the current shift which is being transferred to ASWAQ6 and the shifts included in the range defined by the user.

- **Shift Code**

  It is the code of the shift which is being currently transferred to ASWAQ6 while data transfer is in progress.

- **Machine Code**

  The code of the machine through which the shift which is being currently transferred to ASWAQ6 was created.

- **Current**

- **Total**

  Those two fields are concerned with the order of the current shift (which is currently being transferred to ASWAQ6) in the total number of shifts to be transferred and the total number of shifts to be transferred to ASWAQ6. For example, if the user selects ten shifts from those listed in the table – we will explain how to select shifts from the table later – the program will transfer the ten shifts one after the other. If the shift being transferred is the sixth, the program will insert the value (6) in the "Current" field. Then, it will insert the value (10) in the "Total" field.

❒ Shifts Table

This section consists of a table containing data on all the shifts inserted in the table and determined by the "Range" section, you can refer to it. The fields listed in this table are as follows:

- **Machine Code**

  The code of the machine listed in the corresponding line and shift at the same line.

- **Shift Code**

  The code of the shift listed in the corresponding line.

- **Close Date**

  The date of closing the shift listed in the corresponding line.

- **Status**

  The status of the corresponding shift at the same line. The shift status takes any of the following two forms:

  - Not Transferred Shift

    It refers to the shift that has not been transferred yet, started to be transferred or has not been transferred at all.

  - Shift transfer is in progress

It means that the user has tried to transfer this shift before but an error occurs (e.g. power interruption). Accordingly, the next time the user opens the data transfer window, ASWAQ6 will place the "Shift transfer is in progress" value before this shift. In consequence, the user can undo transferring this shift with the "Undo" button. Then, the user can retransfer the shift.

> Note that there is another status i.e. "Transferred Shift". In other words, it refers to the shift actually transferred to ASWAQ. This "Transferred Shift" status does not appear in the table, because it is not necessary to show the actually transferred shifts.

❒ A Group of Buttons

This section includes a group of buttons through which the desired procedures are performed. They are as follows:

✎ **Select All**

With this button, the user can select all the shifts listed in the table and selected through the "Range" section. Thus, the user can select some shifts to be transferred through the listed shifts or select all shifts to be transferred.

> Note that this field will not be active if the user has already selected all the fields.

✎ **Unselect All**

With this button, the user can unselect all the selected shifts.

> Note that "Unselect All" field will not be activated if the user selects any of the shifts listed in the table.

> Note that the two previous "Select All" and "Unselect All" fields represent a quick way to select or unselect all the shifts. However, the user can manually do these two actions (select or unselect) with the mouse or the keyboard.
>
> To understand how to select the items from the table, you can refer to the section discussing the item selection in the ASWAQ6 tables in the "Introduction" Book.

✎ **Start**

Through this field, the user can start the data transfer process of the shifts selected in the previous table.

> Note that this field will not be active unless the user selects some of or all the shifts listed in the table.

Once the user determines the shifts to be transferred then presses this button, ASWAQ6 displays the following message:

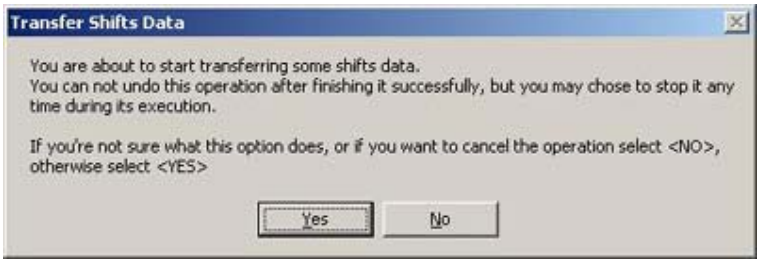


Figure 25: Data Transfer Confirmation Window

As illustrated in the figure, the program alerts the user that s/he is about to transfer the data of the shifts s/he has selected. Moreover, it alerts the user that s/he can not undo this action after the shift transfer is completed. The user can either confirm this action, so ASWAQ6 will start transferring the selected shifts or undo this action. Note that the default selection is "Yes".

If the user confirms the message by clicking "Yes" button, the program will start transferring the selected shifts. Hence, the program will disable all the buttons except the "Stop" button to stop data transfer process and "End" button to end the data transfer process and close the window.

Figure 26: Shifts are transferred successfully

If the user transfers the shifts successfully, the program will display a message telling the user of the number of the transferred shifts. The figure shows this message after one shift is transferred.

Stop

Through this field, the user can stop data transfer process while it is in progress. The user can, in any time (after starting the shift transfer with "Start" field), stop this action. If the user presses this button while the shifts are being transferred, the program will complete transferring the current shift which is being transferred and then stop transferring the succeeding shifts.

> Note that this "Stop" field will not be active unless a shift (shifts) is (are) being transferred to ASWAQ. This is certainly logical, as data transfer can not be stopped unless there are shifts which are being transferred.

- **Undo**

Through this button, the user can undo any shift which has not been completely transferred due to -for example- power interruption during data transfer or any error that stops the transfer of the desired shifts.

> Note that this "Undo" field will not be active unless the user selects a shift (or shifts) from the table but ASWAQ6 has failed (because of a technical error or power interruption) to transfer it. This is definitely logical, as the user can only undo the data transfer processes that have not been sent successfully. Accordingly, s/he should undo this to start transferring data once again.

- **End**

With this button, the user can end the action and close the window.

Some Important Shortcuts

There are some shortcuts which are useful to the user. Only one method is followed in using them; the user inserts the shortcut in the first cell (item code), then presses the Enter key. As a result, the program will perform the desired action.

Entering a Certain Item Quantity in the Invoice

To enter a certain quantity of an item, the user can enter the required quantity in the quantity column. However, the method we are tackling now is to enter the required quantity with a specific shortcut in the first cell of the invoice as follows:

(The required quantity * item code)

For example, if the user wants to sell a quantity of (12) of the (10001) item, the shortcut will be (12*10001). The program will insert this item in the invoice with a quantity of 12. Moreover, it inserts the unit price for this item and this item tax (if any) and the total value for this quantity of this item.

Entering a Certain Customer in the Invoice

It is known that the user can select a customer for the invoice with one of the Point of Sale's keys. However, there is another way, i.e. to insert the customer through the shortcut in the first cell (item code) as follows: [A shortened form for the customer, then (* key) plus the customer's code]

The customer's shortened form in ASWAQ6 is (Cust:) If we suppose that the customer's code is (104), the shortcut will be (Cust:*104).

Entering a Salesman in the Invoice

Similarly, the shortened form for salesman is (SMAN:). If we suppose that the salesman's code is (001), the shortcut will be (SMAN:*001).

Determining a Discount in the Invoice

It is well known that the user can determine a total discount for the invoice. The value to be discounted appears in the "Discount" field (in the invoice header) using the F6 key as previously illustrated. Similarly, the (%) shortcut is used with (*) key. For instance, if the required discount percentage is (5%), the shortcut will be (5* %).

Scale Usage

ASWAQ6 supports items sale according to weight in the Points of Sale using the Electronic Scale. Accordingly, ASWAQ6 supports entering the item and its weight through the cell of the item code whether the user will enter the item with its special Barcode or manually in accordance with specific rules decided through a related file (Pos Hardware file). For more information about how to describe the method of entering the items of weight, the user can read the related file created for technical support use.

Practical Examples on the Point of Sale

Example 1

In this example, we will illustrate the interaction between the Tender window and values entered by the user taking into account the factor of every payment type. In the following figure about the Tender window, the invoice value equals 400 riyals. The customer will pay 50 dollars plus a Visa Card with the value of 40 and the residue will be paid in cash, taking into consideration that the dollar factor is 3.75 and the Visa Card factor is 0.95.

At the beginning, when the user presses F5 key to issue the invoice, the Tender window will appear as follows:

Figure 27: Tender window - Example 1

It is shown in the figure that the value of 400 riyals equals 400/3.75 = 106.67 dollars.

Furthermore, the value of 400 riyals equals 400/0.95 = 421.05 in Visa Card. The user will pay 50 dollars, so the window will be as follows:

Figure 28: Tender window - Example 1

Once the user enters 50 dollars, then presses Enter key, the change will be 212.5 riyals as shown in the Change Section at the bottom of the

window. It equals 56.67 dollars and also equals a Visa Card with the value of 223.68 as shown in the window.

Then, the user will pay 40 using a Visa Card hence the window will be as follows:

Figure 29: Tender window - Example 1

As shown, the below amounts will remain for the user:

- The value of 46.53 dollars
- The value of 183.68 in Visa Card
- The value of 174.5 riyals in cash

Afterwards, the customer will pay the remaining amount in cash provided that s/he gives the user 200 riyals in cash. The change will be 25.5 riyals, so the program will place them in the Change Section as

Figure 30: Tender window - Example 1

shown in the below figure.

As illustrated in the figure, the residue amount of every payment type equals zero.

Example 2

Suppose that the user opens the following shift:

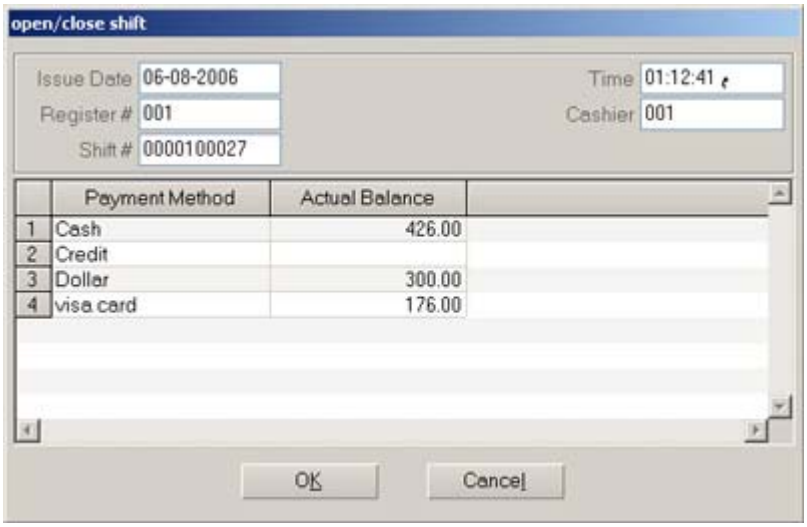


Figure 31: Open/Close Shift Window – Example 2

As shown, the user has initiated the shift. When s/he has inventoried the contents of the cash machine, s/he has found 426 riyals; an amount of 300 dollars; and a Visa Card at the value of 176.

Suppose that the user wants to issue an invoice to one of the customers and the invoice is at the value of 600 riyals provided that s/he pays an amount of 50 dollars plus a Visa Card at the value of 40 and 300 riyals in cash. The following figure shows the invoice.

Figure 32: Point of Sale Window – Example 2

As shown in the figure, the total invoice value is 600. If the user uses the shortcut (Ctrl+F5), ASWAQ6 will open the Tender window demonstrated in the following figure:

Figure 33: Tender window - Example 2

It is clear that the customer has paid 50 dollars plus a Visa Card at the value of 40 and 300 riyals in cash. Accordingly, the total amount paid by the customer is (50 * 3.75 + 40 * 0.95 + 400) = 625.5. The invoice value, however, is 600 riyals. Thus, the user has put in the machine an extra 25.5 riyals above the invoice value taken from the customer. Therefore, the change will be 25.5 riyals which will be added by the program in the Change Section.

It is Noteworthy that the change is always considered by the program as default type. Therefore, the customer in the previous example would have paid 374.5 riyals only, because the program would consider that the customer has taken the change of 25.5 riyals. Thus, the cash of 374.5 riyals plus 50 dollars and a Visa Card at the value of 40 will be added to the cash machine content.

Thus, **if** the customer in the previous example paid 150 dollars and a Visa Card at the value of 50 but s/he did not pay any cash money, the user would put the following values in the machine:

1- 150 dollars

2- A Visa Card at the value of 50

Consequently, the cash value in the machine will decrease by the following (150 * 3.75 + 50 * .95) – 600 = 610 – 600 = 10 riyals

If the user uses the F9 key to open the Shifts window in the (Close Shift) mode, the program will increase the initial values previously placed when opening the shift with the values paid by the customer in the previous invoice (taking into account that the customer has taken 25.5 riyals as a change).

In consequence, the values in the cash machine are:

- 426 + 400 – 25.5 = 800.5 in cash.
- 176 + 40 = 216 in Visa Card.
- 300 + 50 = 350 dollars

If the user opens the Shifts window, it will be as follows:

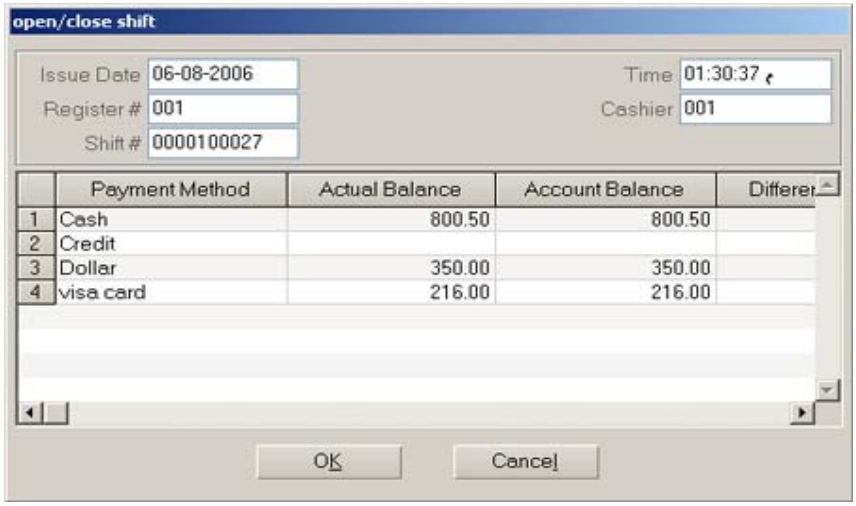


Figure 34: Close Shift Window – Example 2

If the user places the actual balance (the actual values for every payment type, expected to be the same as the accounting balance for each type (216, 350, 800.5)), then presses the F9 key, s/he will close the shift. In this manner, the user will not be able to issue any invoice unless s/he opens another shift. If the user opens a new shift, s/he will enter the actual values in the cash machine. If they are the accounting values in the previous shift, the user will place the values in the new shift as shown in the following figure.

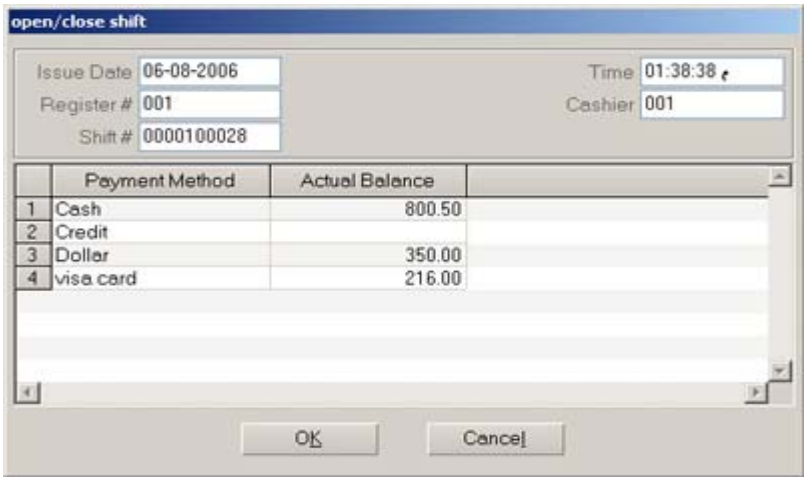


Figure 35: Open/Close Shift Window – Example 2

(Note that the new shift number has exceeded the previous shift by (1). The previous shift was 0000100027, while the current shift is 0000100028.)

Similarly, the next invoice exceeds by one number over the previous invoice. The previous one was 0000100000022 in consequence; the next one would be 0000100000023.

Let's go back to the previous example in the new shift (0000100027) shown in the previous figure, including the following values:

- cash: 800.5
- Dollar: 350
- Visa Card: 216

Example 3

As a complement of the previous example, let's suppose that the user issues the following document.

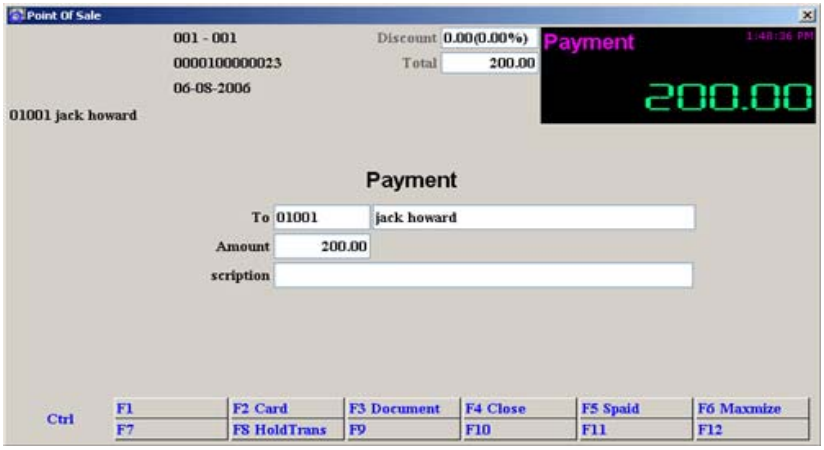


Figure 36: Point of Sale Window – Payment – Example 3

It is a payment document. In other words, the user (Cashier) will give 200 riyals to the customer (Jack Howard). This means that the cash machine will decrease by 200 riyals. To issue this document, the user has to press F5 key or (Ctrl+F5). Since the money taken from the cash machine is often in cash, the user will issue this invoice using the simple payment method with F5 key. As a result, the program will open the following Simple Tender window:

Figure 37: Simple Tender Window

If the user presses F5 key again, the program will issue the previous document (0000100000023). As soon as it is issued, the program will clear the contents of the main window to be ready for a new document under number (0000100000024). The new document will have the same details (payment document). The program will not change the document details unless the user changes it manually by pressing F4 key. Accordingly, the Point of Sale will be as follows:

Figure 38: Point of Sale Window – Payment – Example 3

Supposedly, if the user desires afterwards to issue another invoice but in the form of a receipt invoice, the user can press F4 key to change the document to a receipt document (of course the receipt document will have the same number (0000100000024)). If the user issues the following invoice:

Figure 39: Point of Sale Window – Receipt – Example 3

If the customer, Modern Co, desires to pay this receipt document with more than one type of payment, the user should press the shortcut (Ctrl+F5). Accordingly, ASWAQ6 will open the Tender window. So, if the customer wants to pay using the following types of payment:

- 300 riyals in cash
- 50 dollars
- 60 Visa Card

the Tender window will be as follows:

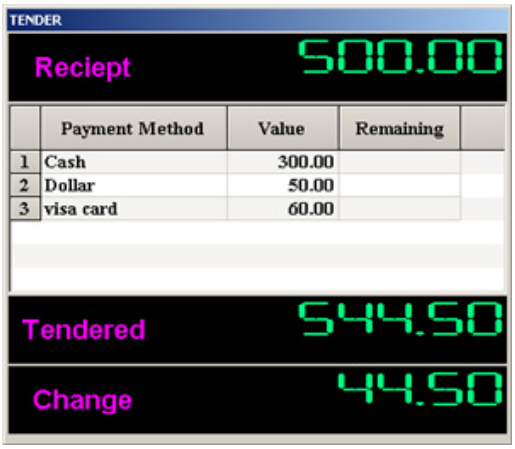


Figure 40: Tender window– Example 3

Accordingly, the program will add the following values to the register:

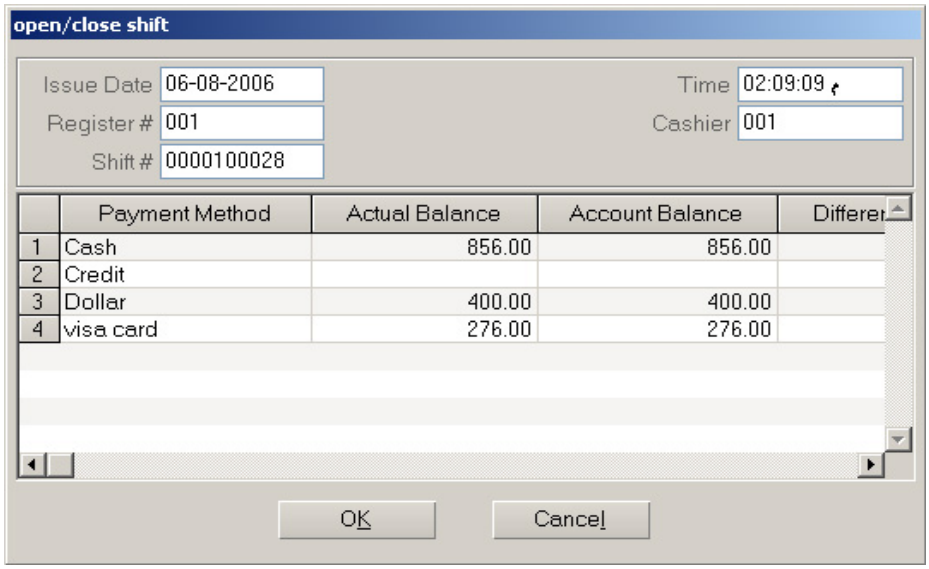
- 50 dollars
- 60 Visa Card
- 300 – 44.5 = 255.5 in cash (as previously clarified)

Accordingly, the program would have issued two (payment and receipt) documents in the shift (0000100028).

Since the value of the payment document is subtracted from the cash machine and that of the receipt document is added to it, the current amount in the cash machine would be (the amount available in the machine when opening the shift - payment document value + receipt document value). Accordingly, the total amount in the shift is:

- Cash= 800.5 – 200 + 255.5 = 856.00
- Dollar = 350 + 50 = 400
- Visa Card = 216 + 60 = 276

Thus, if the user closes the shift (in case no error occurs), the shift will be as follows:



Close Shift Window – Example 3 Figure 41