

RetailMan POS

The Easy Business Solution to Fully control Your Business.



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RetailMan

RetailMan POS, the easiest way to take full control of your business



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Introduction

Retail ManPOS System makes it easy for users with only a partial accounting background to start entering information on the computer without worrying too much about debit and credit principles.

The whole idea behind the system is that it is very similar to the paperwork side of the business, but much faster. This can save the business thousands of dollars in many ways including:

- Increase profit and decrease work load
- Boost sales using the built in emailing system
- Stock Control
- Faster debit collection
- On-time payment to creditors
- Smaller accountants bills
- Faster tax returns
- Track staff sales and give rewards based on performance
- And more . . .

The user interface of the system is very simple and errors made during data-entry can be corrected as easily as they are made.

All needed information is always at your fingertips therefore saving you time.

The Retail ManPOS System runs under the operating system Windows 9x, 2000, XP, Vista, Windows 7, Windows 2003/2008 and most network systems that are Windows compatible. It is year 2000 compliant and has no end-of-period posting.

The multi-user version, ships with the ability for the data to be accessed by several users at the same time.

Retail ManPOS System now comes with internet support. The user can email the clients, suppliers or contacts directly from within with great ease. It also supports email broadcasting, giving the user a very valuable quick and inexpensive advertising tool.

A full copy of the user manual can be downloaded from our web site, to do that, go to HELP > ABOUT and click on the web site link on the about page.

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Quick Start

Trying to implement an electronic accounting and stock control system in the business can be overwhelming. You are probably asking yourself "Where do I start first?".

This quick start guide gives you a clear step-by-step approach with a minimum of fuss.

The overall task is broken into separate, simple steps that you can follow in sequence to achieve the required result.

Step 1

Select [Maintenance > System](#) Setup to set up your company name and other details. Refer to the corresponding section below for further information

Step 2

Decide which users are going to be using the system and their access levels.

When first installed. Retail ManPOS System comes with five users. Users 1 and 2 have access to all parts of the system.

If you need to make the system secure, you should allocate a password to each user at the earliest opportunity.

If you do not need security on the system, simply blank the password of the master user.

To assign security, select *Maintenance > Users File Maintenance*, and add or remove users as you need.

You can give users one of four possible access levels. These are:

0 No access

1 Read only

2 Read and Write

3 Full access (Read, write, Modify, and Delete)

Note: The first two users will always have a full access to all parts of the system regardless of what their access levels are set to.

Note: Use Ctrl + F12 to change users from anywhere in the system

Step 3

Select Sales, then Add/Modify Clients to add the client details. You are recommended to create a client name called CASH SALES for all cash sales.

Step 4

Select Purchase, then Add/Modify Suppliers to add supplier details. You are recommended to create a supplier name called CASH PURCHASE for all cash purchases

Step 5

You will need to add stock to the system, you can do that in a number of ways, but make sure when you enter new stock to include the items part number (or barcode), item details, selling price and most importantly the cost price, this is the minimum amount of information to

properly handle the stock.

To add stock, you can do so from the Stock > [Add/Modify Screen](#) or from the [Maintenance > Import/Export Files](#) Screen, then once the stock data is entered, you can start buying and selling.

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Function Keys

Use the following function keys for speed and simplicity:

F1 : Activate help system.

This function key activates the Windows style built-in help. It is active throughout the system .

F2 : Save Transaction.

The F2 function key is used in the data entry forms throughout the system and allows the user to use the keyboard to save the entered data by pressing F2.

F3 : Print Transaction.

The F3 function key is used to print reports, invoices, quotes, purchase orders and more.

To choose the printer destination, you have to use the mouse and right click on the F3 Print key to access the printer dialog box.

F4 : Delete Transaction (Invoicing & Purchasing).

The F4 function key is used to delete transactions in the data entry screens such as invoicing, purchasing and more. The system will ask for delete confirmation before proceeding.

F5 : Process Payment (Invoicing & Purchasing).

Pressing the F5 function key in the invoicing the purchasing screens will activate the payment screen to pay a single invoice or purchase.

F7 : Produce a list of outstanding invoices in invoicing and purchasing

Pressing F7 in the invoicing or purchasing screens will produce a list of all invoices or purchases for the past 12 months. To view a list of invoices for either one client or supplier, enter the client or supplier code before pressing F7 in the invoicing or purchasing screen.

F8 : Search by for serial number.

Pressing F8 will prompt the user to supply a serial number to search for. The serial number has to be exactly as entered, otherwise the search will fail. If you have more than one serial number for 2 different items, you can use the UP/DOWN arrow keys to scroll through them .

F9 : Search by Part Number.

Pressing F9 will prompt the user to supply a part number to search for, if the part number did not exist, the system will display the stock list with the nearest part number highlighted.

Shift+F9 : Search by Equivalent Part Number

Pressing the SHIFT and F9 combination will prompt the user to supply an equivalent part number to search for.

F10 : Search by Part Details

Pressing F10 will prompt the user to enter an item details to search for, You can enter the first few letters of the item details and the system will produce the stock list sorted by item details with the search string or its nearest at the top of the list.

SHIFT+F10 : Search by Parts Other Details

Pressing the SHIFT and F10 key combination will prompt the user to enter the item other details to search for. To view the items other details in the stock search list, it should have been enabled from the *Maintenance > System Setup > Stock menu*

F11 : Calendar.

Pressing F11 will show the calendar with the current date highlighted. Use the arrow keys to move between dates, then press <Enter> to transfer the date from the calendar to a date field.

F12 : Calculator

Pressing F12 key will open the Windows calculator. Pressing F12 again will open another instance of the Windows calculator.

<Alt>+F12 : Open Cash Drawer if connected

Pressing Alt and F12 key combination will open the cash drawer if installed and connected. To install a cash drawer, go to *Maintenance > System Setup > Hardware*.

<Ctrl>+F12 : Change user

Press the Control and F12 keys combination allows the system to change the logged in user, if an invalid password was entered 3 times, the system will close down.

<Shift>+F12 : Print Labels in Invoicing & Purchasing screens

Use this key combination to print labels and bar codes for your stock items. The output can be directed to any printer and can be started from any position on the page by choosing the row and column values.

Print (F3) and Windows Print Dialog Box

To print to the default printer, select *Print (F3)* anywhere this print button is available,

If you right-click on the *Print (F3)* button, the Windows print dialog will be displayed.

This will allow you to choose the printer/destination. This could be a local printer, network printer or a fax. (to send invoices, quotes or purchase orders as a fax, you need to have a modem installed or connected to your system with fax software on your system. Windows comes with a fax software you can use. Otherwise, there are many packages that you can use as Fax Software.

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Support and Contacts

EziSolution Systems are the authors of Retail ManPOS System and can be contacted via e-mail at:

For help and support : helpdesk@ezisolution.com

or for sales enquiries: sales@ezisolution.com

We respond to all e-mails within 24 hours. Although e-mail is a great communication medium it is not 100% reliable and if for any reason you do not receive a reply within 24 hours, please assume that we have not received it and e-mail us at our **backup** address: EziSolution@hotmail.com.

For users on *Gold support*, you can contact us using skype on: Ezisolution

Ordering Retail ManPOS System

Ordering **online** is the quickest way to receive your License Key.

Please note that it normally takes up to 24 hours for the license key to be emailed back to you.

When ordering, make sure to enter the business name as you want it to appear on the invoices, the license key is generated based on that name.

Paypal

You can pay using **Paypal**, make the payment to sales@ezisolution.com

Paying via Bank Transfer

If you prefer to pay directly via bank transfer, you can email us with your request.

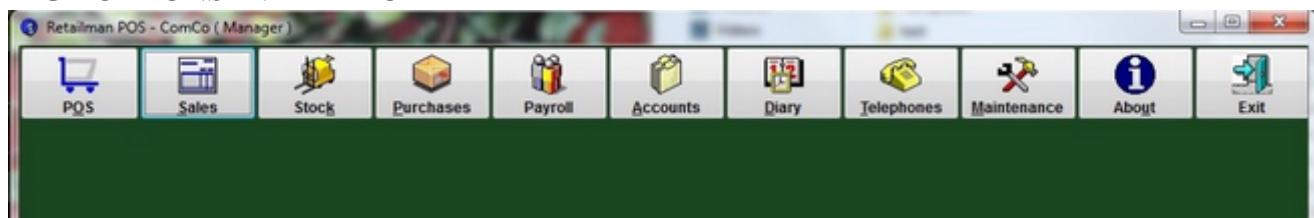
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Main Menu

User Interface

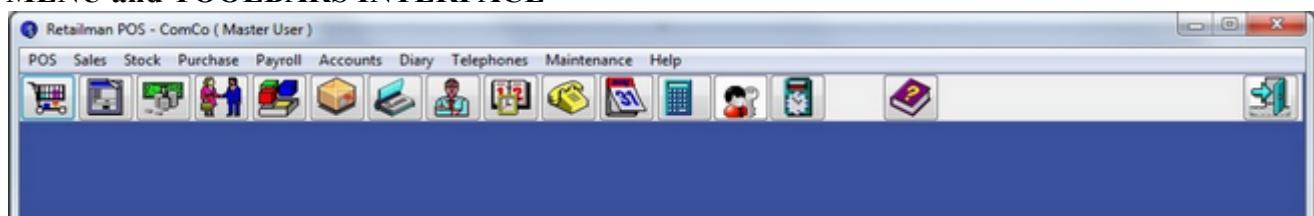
Once a valid password is entered, the system displays the main menu screen, with the options displayed horizontally at the top of the screen. You can use the left and right Arrows to move between the options, and use the **Enter** key to access that option. The system comes with two built-in interfaces the user can choose from as shown below

BIG BUTTONS INTERFACE



This interface is suitable for touch screens and also for quick mouse clicking

MENU and TOOLBARS INTERFACE



You can change the user interface by going to **MAINTENANCE > USER SETTINGS > SETTINGS** and choose the **Menu and Toolbars** option to use a menu style interface with toolbars for quick access to the frequently used items.

The navigation with this interface differs slightly from the previous one, you have to use the ALT+the underlined letter on the menu followed by the first letter of number of the option, or you can use the mouse and either click on the toolbar or the desired menu item.

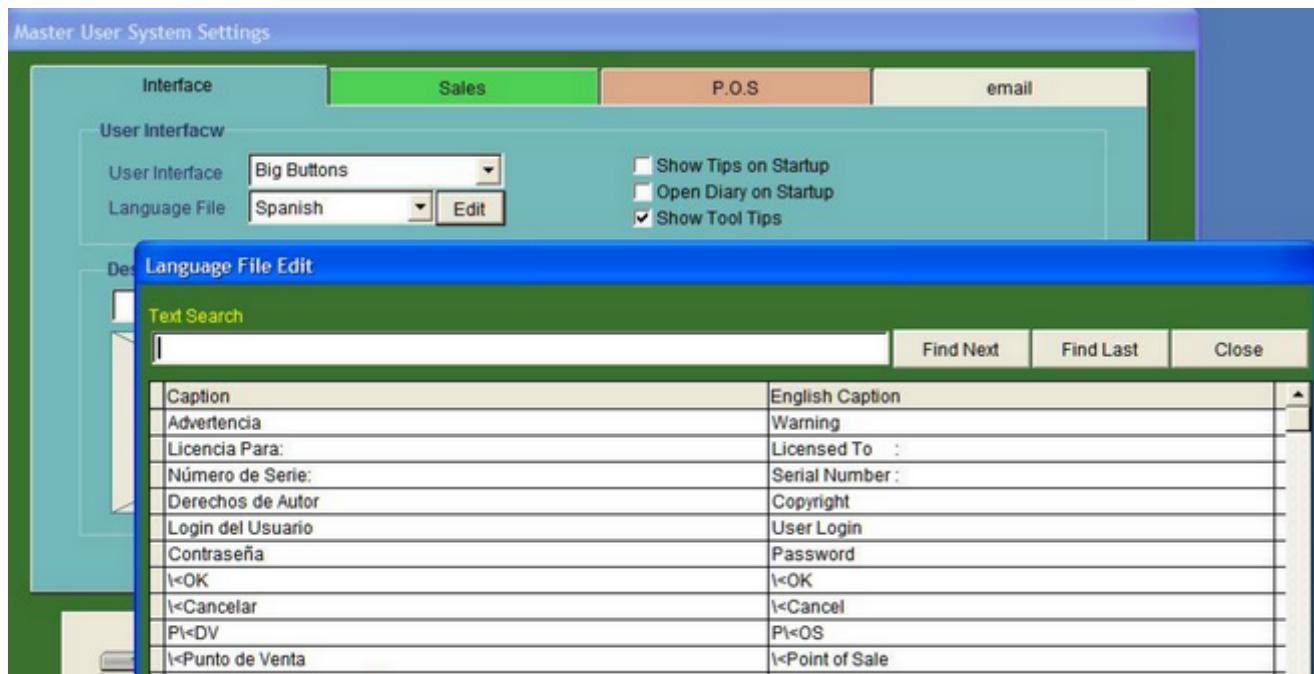
You can further change the look of the system by changing the **system colors** or even have a picture on the main menu by changing the display as needed. Note that if you decide to add a picture to the desktop, **make sure the picture file path is correct for all computers on the network**.

An example of that, if you have a server and the program is installed on drive c:, it is best to copy the picture to the program folder and enter the file name without any paths. This way it will always be correct for all stations connected to the server.

Other Languages Support

The system allows each user to [choose his/her own language file](#), so someone can be working on the system in Spanish, while the other user uses English, yet another user use Arabic and so on.

If the language file you need is not there, you can add it in and edit the language file to your likning by clicking on the edit button and editing the Captions to show the new language.



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POS

Point Of Sale

The *Point of Sale* screen is where the checkout operator does all the sales. Select *POS* from the main menu to display the *Point of Sale* screen.

POS (Station1-1) Canning Vale							7	8	9	-	X
Date 29/09/2007	Invoice No. 100695 F7	Client Name QUALITY ELECTRONIC'S SERVIC	Balance 105.23	Points 46							
Part No.	Part Details	Qty	Amount \$	Disc. \$	Tax	Total \$	4	5	6	X	Delete Line
0100091	USA GOLD BOX FULL KING	1	5.000	0.00	T	5.00	1	2	3		←
9991986	SHELL COLD CUPS 22Z	1	6.390	0.00	T	6.39					→
5580001	ALWAYS PANTY LINER SCENTED	1	5.250	0.00	T	5.25					
		0	0.000	0.00		0.00	0	.		Open Cash	Enter
Bin:	On Hand: 4 / 205	3				\$19.55					
Specials	Menu2	Menu3	Menu4	Menu5	Menu6	Menu7	Menu8	Menu9	Menu10		
Ketchup	Mustard	Coor's light	Budweiser	Peanuts	PARROT ICE PURPLE PARRIDISE	Coke_Can	Cranberry	Milk		\$100	
Diet Seven-up	Gift Basket	OrangeJuice	Sprite	Diet Coke	Honey	Tomatos	Berries	Cherries/Kg		\$50	
Milk	Mayonnaise	Ice cream	Delivery	Pasta Sauce	Cheese	Pickles	Hamper	Tuna		\$20	
Peanut Butter	Service			Sour Cream						\$10	

Point of Sale screen fields:

Date: Today's date, this can be disabled from MAINTENANCE > USER SETTINGS > POS, to stop users from changing today's date.

Number: This is the sales number that will auto increment..

Client Name: Enter either the client code or client name, otherwise leave blank if you do not wish to track sales to this client.

Balance: This will display the current balance for the client.

Points: This will display the number of un-redeemed points earned by this client.

The way to enter transactions in to the grid, is by either pressing the button on the touch screen, or clicking on the button using the mouse, typing on the keyboard, or using a barcode scanner to scan item barcodes.

Part No.: Enter or scan the item or bar code. This field can take up to 20 characters (letters and numbers). If you entered a code that does not exist, you will be shown a list of items starting with the code next to the one you have entered. You can scroll up or down,

then select the one you want by pressing the *Enter* key. The item code of what you have selected is transferred to the sales screen.

Part Details: If you have enabled description editing (refer to the *Maintenance Menu, Users Settings, Settings Button, POS Setup tab*), the cursor stops at the description field, to allow the operator to modify it. If you leave the part number field blank, and enter an item description, the system will display the stock file for you to make a choice.

Qty: This field lets you to enter the quantity sold. It defaults to 1.

- If you have enabled *Qty field editing* (refer to the *Maintenance Menu, Users Settings, Settings Button, POS Setup tab*), then the cursor stops on the *Qty* field and waits for the operator to change the quantity if needed.
- If you have not enabled *Qty field editing*, the cursor skips the *Qty* field. However, the operator can still edit that field by mouse clicking on the qty field.

Amount \$: This field displays the retail price of the item being sold.

- If you have enabled the edit option, the operator can change the price.
- If you have not enabled the edit option, the operator cannot change the price.

Tax: The tax code as recorded for the item in the stock file, is displayed. The operator can change this manually to another valid tax code.

Disc. : The operator can enter a discount amount or percentage, To change the amount to percentage, enter the % sign after the value.

NOTE: Clicking the *Discount%* Header allows you to add a discount to all the items in the grid at once.

Total \$: As each item is entered, the line item total will be displayed in the *Total \$* field.

To end the transaction, you can use one of the following methods:

1 - Enter the amount paid by the client in the PART NUMBER field, then press F2 to Save or F3 to Print, doing so will save the payment as being paid by the default payment which you can set from MAINTENANCE > SYSTEM SETUP > PAYMENTS.

You can assign some of the buttons to be fixed amounts paid, such as the \$10,20,50 and \$100 notes, so when you press on that button, the system will save the amount as the one being paid.

2 - Press either F2 or F3, the system will pay the exact sale amount using the default payment method, then save or print the transaction.

3 - Press the PAYMENT Button (F5) which will take you to the multi-payment screen and you can choose to pay the transaction with one or more payment types before saving or printing.

To re-print a docket (or print it as a Gift Voucher), press the Print Button (F3) while the POS screen is blank.

Hit *F7* to reprint or delete a sales docket. To enable or disable deletion, refer to the *Maintenance Menu, Users Settings, Settings Button, POS Setup tab*.

Station Number: The default station number, shown at the top of the screen, is 1. To change the station number (say to 2), add the required station number as a parameter to the

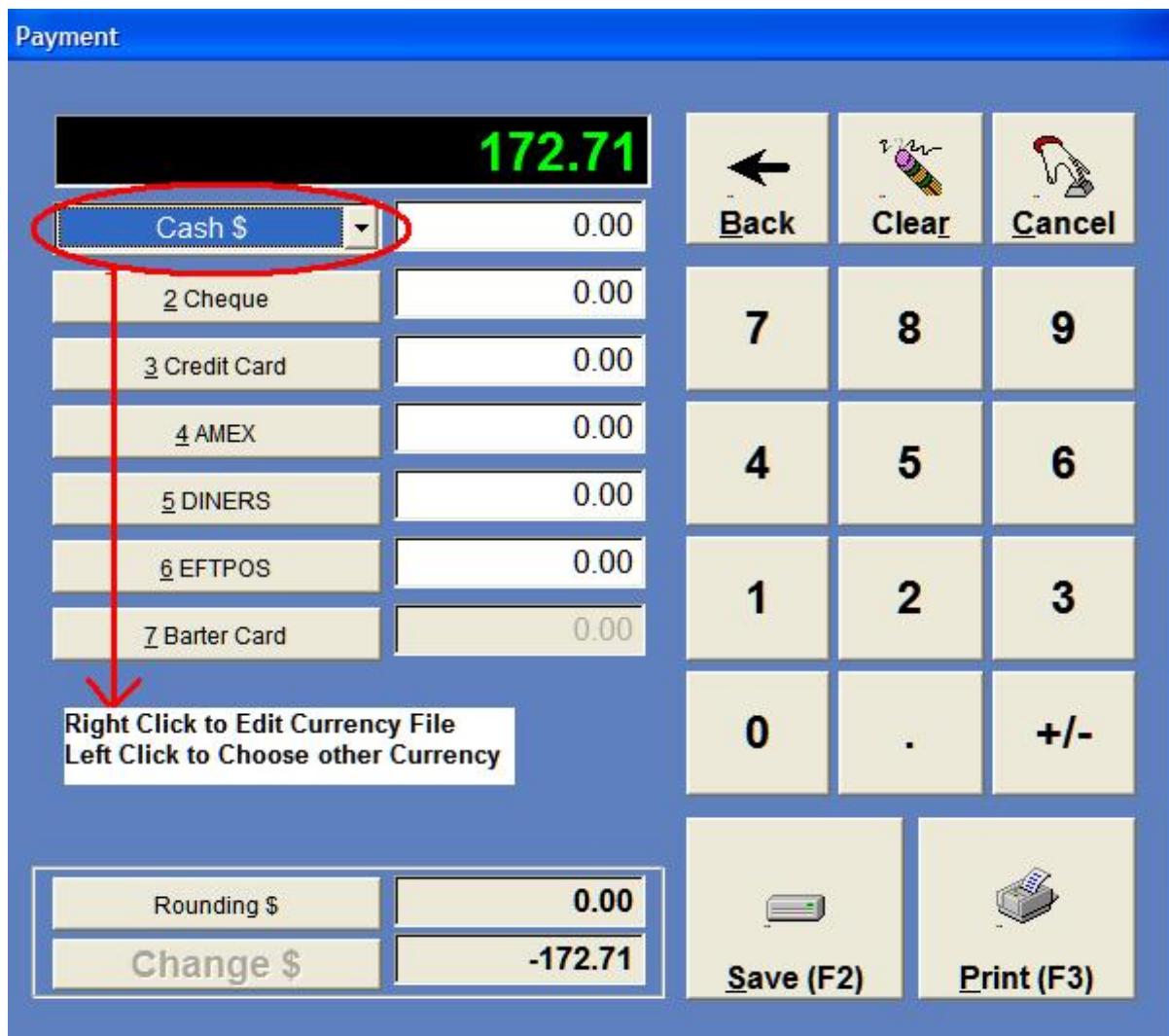
shortcut as follows:

1. On the desktop, right click on the shortcut to display the pop-up menu.
2. Select *Properties*.
3. Select the *Shortcut* tab.
4. The path to the Retail ManPOS System program will be displayed in the *Target* field.
5. Click at the end of the path to make sure it is no longer highlighted.
6. At the end of the path, type a space then the parameter (required station number).
7. The path will now look something like this: C: *IRMANIRMAN.EXE 2*
8. Click *OK* to close the shortcut and save the change.

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Touch Screen Payment

This screen is activated if you press F5 after completing the POS transaction. It can be used with touch screen, mouse or keyboard and will accept multiple payment options for the same POS transaction.



Note that if you have the rounding on, the rounding will occur on the payments which has rounding enabled.

Use the keypad to enter the amounts, or press the payment tabs to quickly fill the payment field. so if you want to pay by credit card, press the 0 button to zero the cash field, then press the C/Card button to fill the Credit Card field with the full amount. Once done, press F2 to save or F3 to save and print.

To enter a different currency payment, click on the Cash option which will give you a drop down list of all the available currencies.

If you need to add a new currency, Right Click on the Cash Option and you will get the Currency file that will enable you to add/modify the currencies and their exchange rates. Make sure to [enable](#) the users to allow them to edit the currency screen.

	Code	Currency Name	Exchange Rate	Symbol	
			1.000000		
GBP	British Pound		0.628417	£	
EUR	Euro		0.713673	€	
USD	US Dollar		1.000000	\$	
YEN	Japanese Yen		94.813600	¥	
AUD	Australian Dollar		1.273560	\$	



Save (F2)



Delete (F4)



Close (Esc)

To add a new currency, just enter it on the first line then save.
To modify, just over-write the text and click save

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Quick Menu Buttons

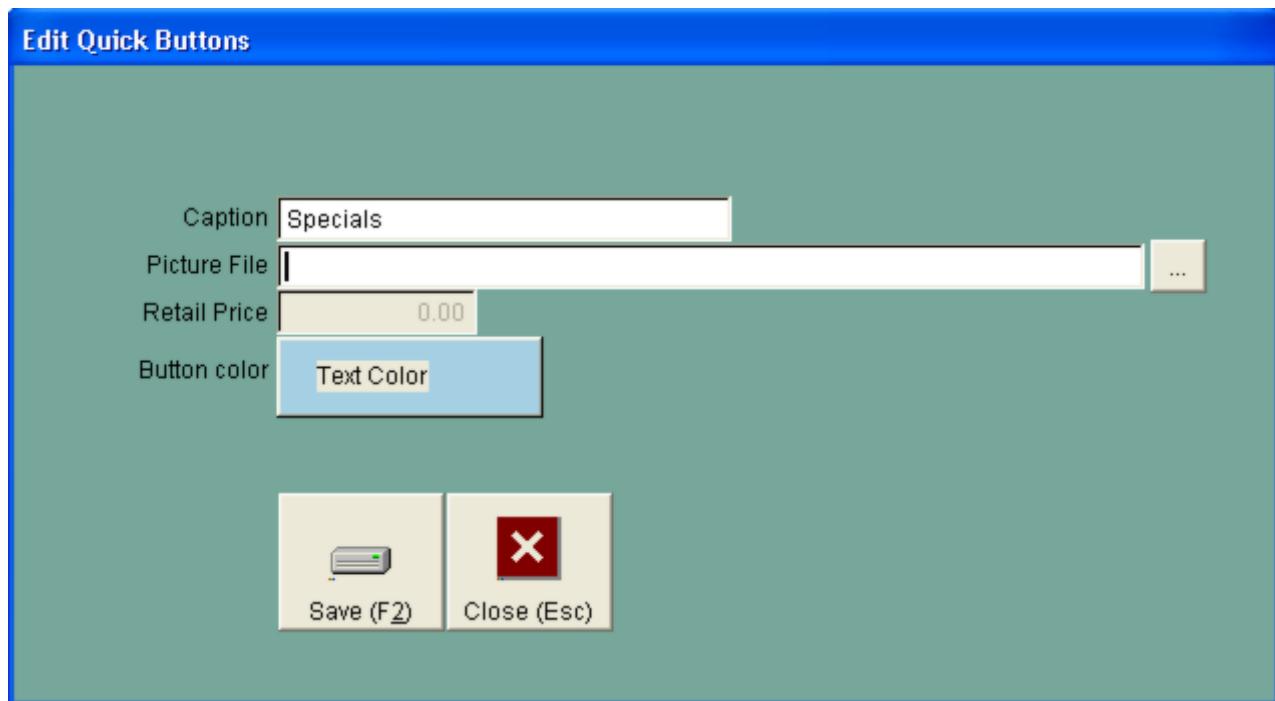
The quick menu buttons are used to speed the selling process by allowing the user to use either a touch screen or a mouse to process sold items.

The user MUST have the ALLOW QUICK MENU BUTTON EDIT security flag set to enable the user to edit, this setting is accessed from MAINTENANCE > USER SETTINGS > Click on the SETTINGS button, then choose the POS tab.

The Quick Menu allows up to 50 buttons per menu, all menus and buttons can be programmed as follows:

Menu Button

To assign and program a Menu Button, use the SHIFT and Right mouse click on the button you wish to assign as a menu button, the following screen will appear:



You can then assign a menu name, icon and color, then save.

To use the menu color for all the buttons in that menu, use the Control + Shift + Mouse Click Key on the menu button.

Item Button

You can press *CONTROL + Right Mouse Click* on any button to modify the contents and icon of that button to suit your business.

Edit Quick Buttons



Please note that changing the Retail Price from here will change the item Retail price in the stock card.

TEXT Button

You can assign any button as a text button to include any text including money paid.

Edit Quick Buttons



Enclosing the text in square brackets will force the system to use that text to fill the grid fields when that button is pressed.

FUNCTION KEY BUTTON

To assign a function key to a menu button, enter the text enclosed by < >

Edit Quick Buttons

Part number	<F9>
Caption	Stock Search
Picture File	D:\AMICONS1\QUERY16 ICO
Retail Price	0.00
Button color	Text Color

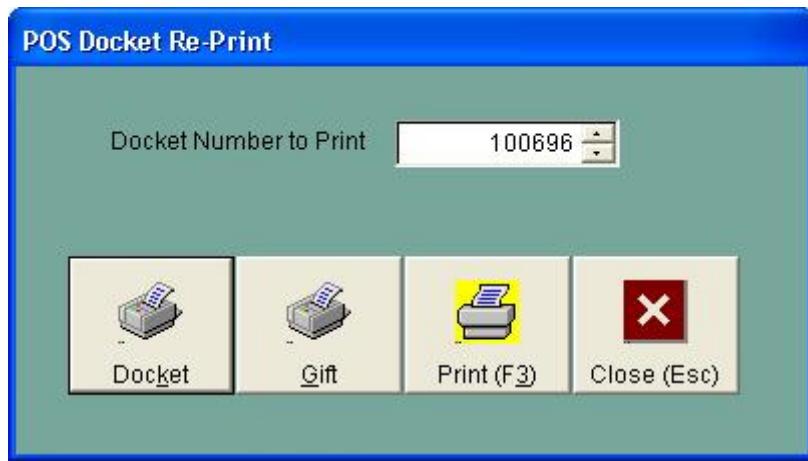

Save (F2)


Close (Esc)

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POS Docket Re-Print

Pressing F3 or clicking the Print button will allow you to re-print previously entered POS transactions. The system will pre-fill the document number with the last docket number, you can then send the printout to the docket printer or to the default Windows printer



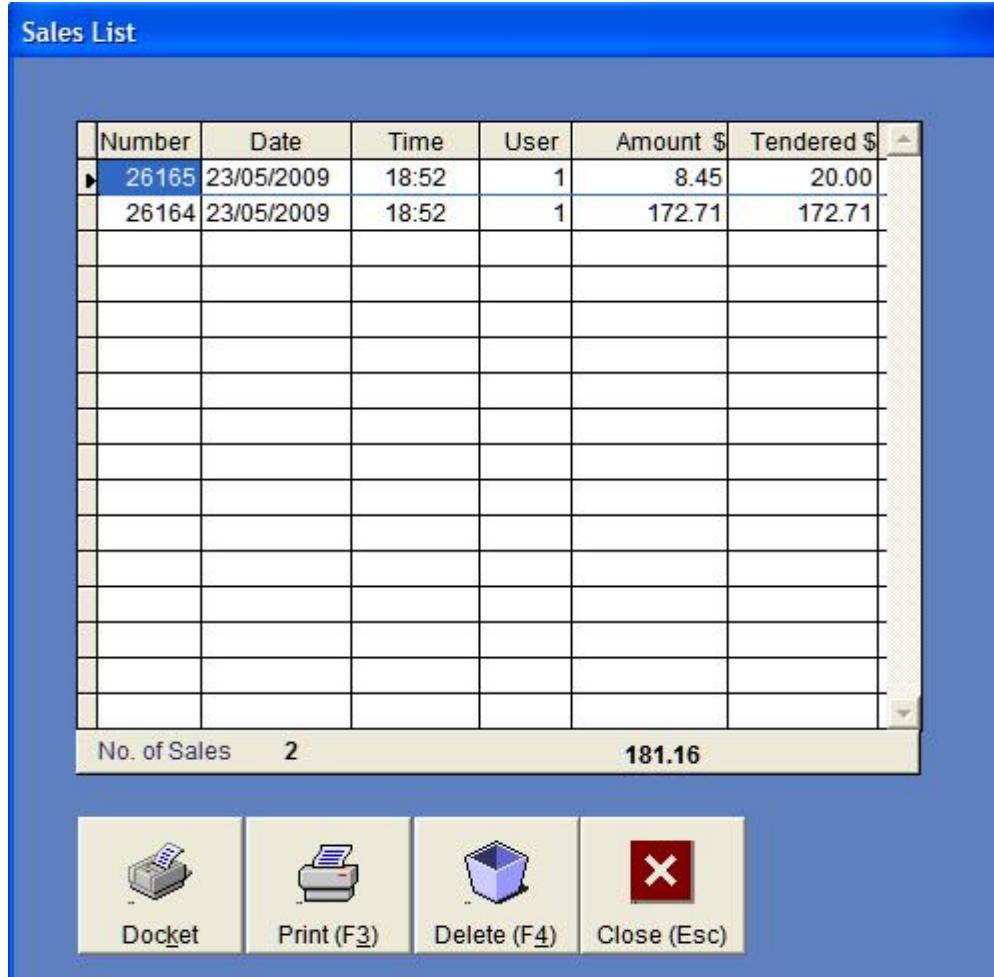
Clicking on the Docket Button will print the docket, clicking on the Gift Button, will print a gift docket with no prices, pressing F3 or clicking on the Print button will print a full invoice.

If you need to print a Gift Docket, once you click on the Gift Print button, the system will allow you to change the text on the docket to allow for more personalised service to your clients.

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POS List

Pressing F7 or clicking on the POS List key will display the POS list for today, you can then re-print any of the listed transactions on either the docket printer or the default Windows printer, or you can delete any of these transactions, provided you have the authority to do so.



Note that you can [disable the display](#) of the total of sales and their amount from the MAINTENANCE > USER SETTINGS > SETTINGS button > POS tab

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Start/End Day

The Start / End of Day screen is used to perform the cash reconciliation at the end of day. The user has to enter the amounts that are in the cash drawer at the start of day, and also the amounts that are in the cash drawer at the end of the trading day. Then using the second POS report (POS Sales Report), the user can print the cash reconciliation report that will show any discrepancy in the amounts present at the end of day. Any positive amounts indicate a surplus, while negative amounts indicate a shortfall that should be investigated.

Details	Day Start \$	Counted \$
CASH	152.00	523.50
CHECK	0.00	58.00
C/ CARD	0.00	568.25
AMEX	0.00	10.00
DINERS	0.00	50.00
EFTPOS	0.00	0.00
Barter Card	0.00	0.00
► Store Credit	0.00	87.00

Date: Enter today's date

Station Number: The default station number is 1, however, if you have a multi-user license, you need to enter each station number and amounts separately.

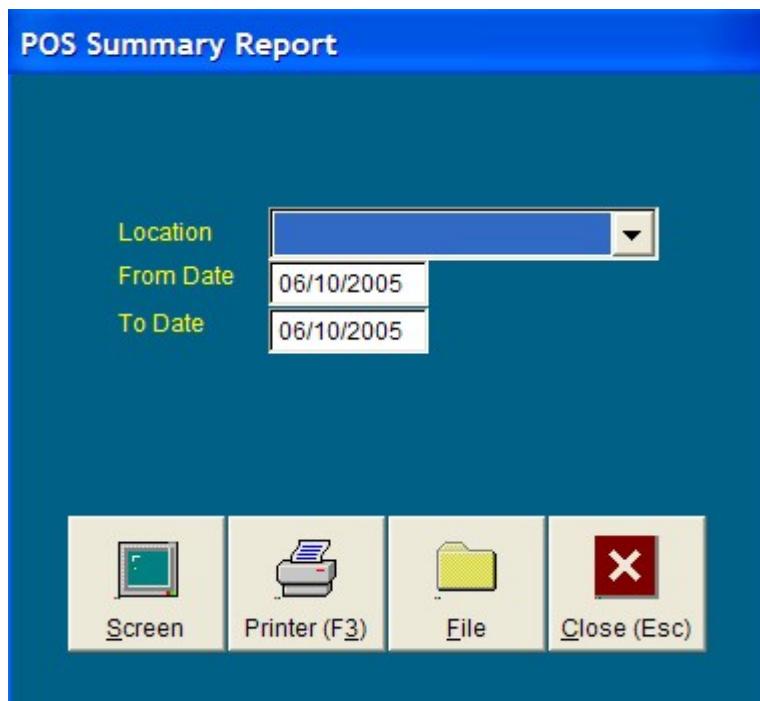
Day Start: Enter the amounts at the start of each day by counting the money in the till for that station.

Counted: You have to enter the amounts at the end of the trading day for each station, then once done, you can then run POS report 2 to list the correct amounts.

Point Of Sales Reports

Summary Income Report

Description: This report displays the sales summary by payment type for a given period.



Report request screen fields:

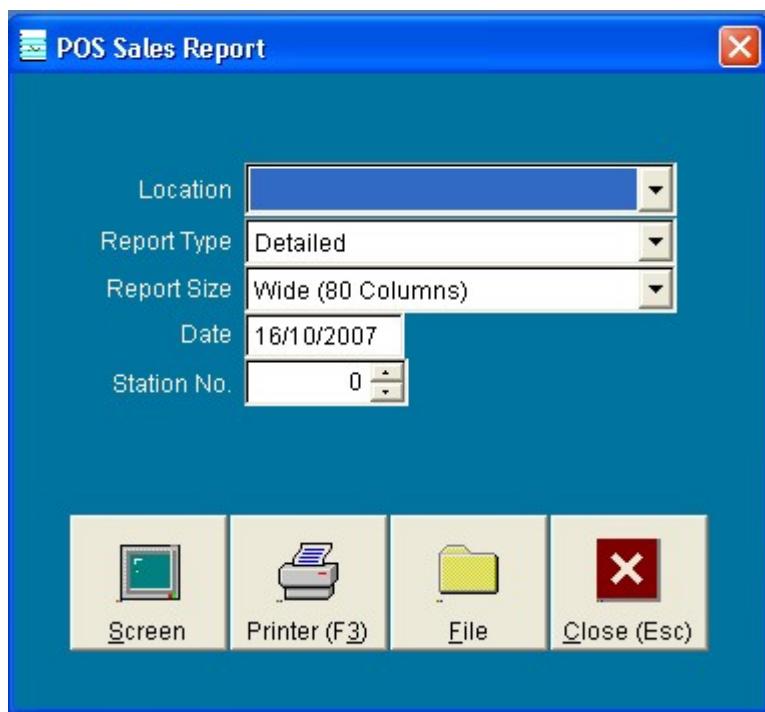
Location: This field will only appear on the Multi-Location version of the program.

From Date & To Date: Enter the first to last dates you want the report to cover.

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Daily Sales Report

Description: Reports on Sales for the specified date.



Choose report type:

Detailed report: Every item on every sale is listed.

Summary report: Total amount for each sale is listed.

Report Size: Choose narrow for a 40 column report, wide for an 80 column.

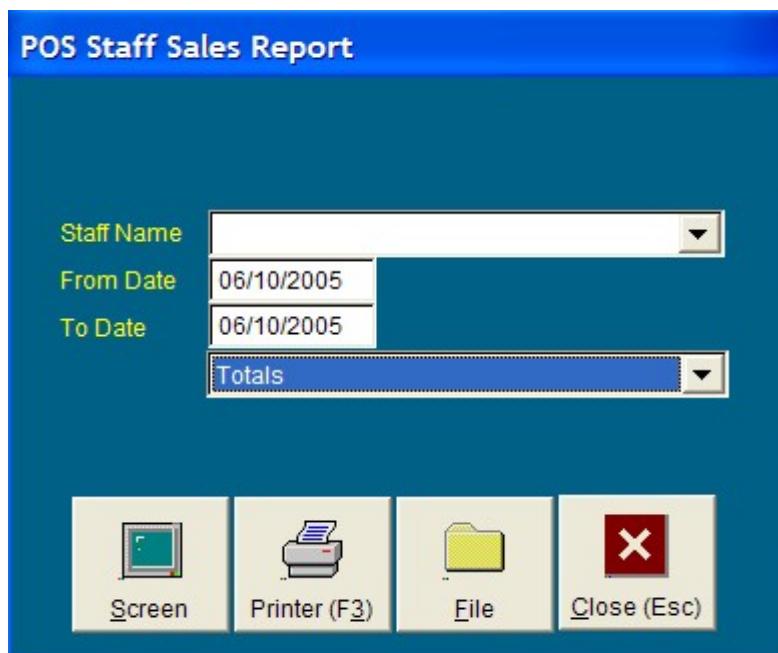
Date: Enter the date you want the report for.

Station No: Enter the station number or leave blank for all stations

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Staff Sales Report

Description: Sales for the staff members over a specified period in detailed, summary, or itemized format.



Report request screen fields:

Staff Name: Choose the staff name from the dropdown list, or leave blank to report on all staff members.

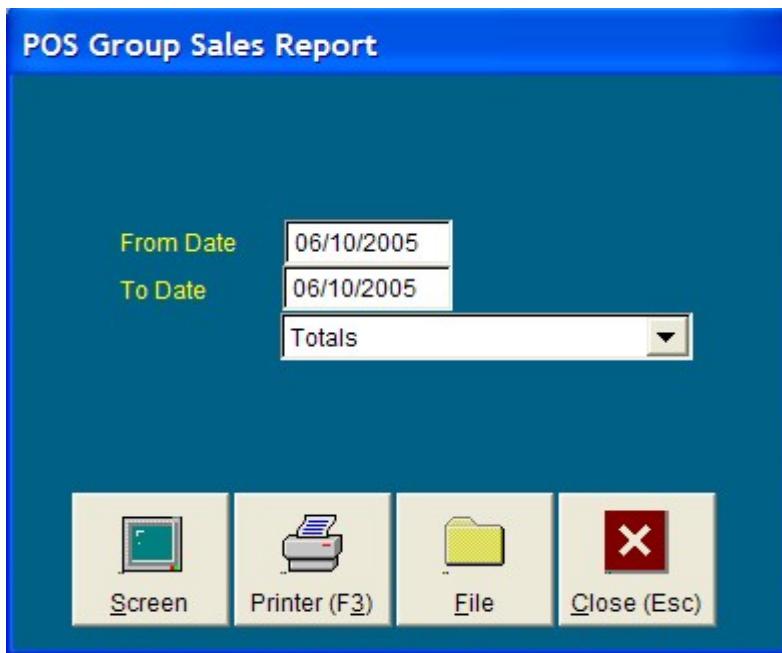
From Date & To Date: Enter the first to last dates you want the report to cover.

Totals/Summary/Detailed: Select as required.

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Group Sales Report

Description: Product group sales over a specified time span, in Totals, summary, or detailed format.



Report request screen fields:

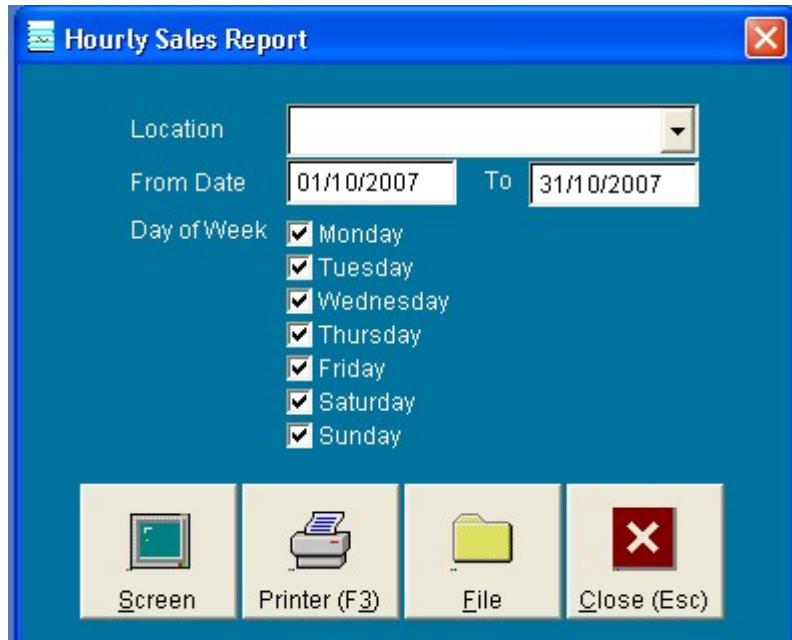
From Date & To Date: Enter the first to last dates you want the report to cover.

Totals/Summary/Detailed: Select as required.

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Hourly Sales Report

Description: This report displays the Hourly Sales over a specified time span, it allows the user to know which hours of the day are the busy ones so as to be able to allocate staff accordingly to better serve the customers and yet save money on unwanted staff time.



Location: This option only appears on the Multi-Location version, leave blank for all locations, or choose location.

Date Range: enter date range to report on.

Day of Week: Tick all required days to report on.

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Sales

Invoicing

The Invoicing screen is used to enter client invoices, Quotations, Lay-bys / Layaways and credit notes (or sales returns)

Client Details: DHS DEPARTMENT OF HUMAN
P.O. Box 460 Wangaratta Vic 36787

Delivery Details: Call James

Balance \$	Limit \$	Available \$
0.00	5,000.00	500.08

TAX INVOICE: 27007
Date: 09/06/2010
Ref. No.: Gary
Salesman: Sam Jordan

Part Number	Details	Quantity	Amount \$	Disc. %	Total \$
109049	KAVIRAJ PRESSURE COOKER 7.5LTRS 1*1	3.000	155.000	10.000	418.50
S/N	1245235, 1245244, 1258479			0.000	0.00
		0.000	0.000	0.000	0.00
	Three Years Return to Base Warrenty			0.000	0.00
	Leaving the part no blank allows you to enter notes			0.000	0.00
		0.000	0.000	0.000	0.00
	> Private Note: This is a replacement sale			0.000	0.00
	text starting with '>' will not display on printout			0.000	0.00
* rubber	Rubber Seal			0.000	0.00
	Items starting with * (star) in the part no will allow you to enter non stock items with any details and price	3.000	12.000	0.000	36.00
		0.000	0.000	0.000	0.00
Bin	On Hand	0.000		6	
Save (F2)	Print (F3)	Email	Delete (F4)	Payment (F5)	Close (Esc)
Total \$					454.50
Paid \$					0.00
Due \$					454.50
F7 - Invoices List	F8 - Serial No.	F9 - Part No.	F10 - Details	Shift+F12 - Print Labels	Import

Code: Enter the client's code and hit Enter. If the code you entered is not found, the system will display the Clients List and you can scroll up or down and choose the one you want.

If you cannot remember the client code, then leave it empty, enter the client name or part of the name and press Enter.

Pressing Enter on the client name will position the cursor in the grid and you can start entering item, if you wish to set focus to the other fields in the top of the screen, then use the TAB key instead of the Enter key

Type: Choose from drop down options Invoice, Quotation, Layby or Credit Note or Consignment out.

Number: To enter a new invoice, press Enter on the invoice number field. A new invoice with the next number in sequence will be created. To recall an existing invoice, type in the old invoice number. This invoice will be recalled. You can then modify it or delete it.

NOTE: The invoice number range is 1 to 99999999

Date: The default is today's date. Change this if you need to.

► Note: Right mouse click on any date field and select a date interactively from a calendar.

Ref. no: Enter the client's reference number such as order number.

For backorders, enter 'BO'+Existing invoice number (for example, BO123) this will issue a new invoice which recalls the back orders on

that previous invoice. In this case the invoice details will be displayed on the list part of the screen.

Salesperson: Select the salesperson's name from the drop down list of users.

Source: Choose the sales source (such as word of mouth or TV Ad), you will then be able to produce a report of where your clients are coming from.

► Note: You can edit the source file by pressing Control+Right Mouse Client on the Source field, this will bring up the Source file and you can add, edit or delete entries.

Terms: Enter the invoice terms, such as COD, 7, 14, 90 days, etc.

Currency: You can choose a different currency if the currency option is enabled.

► Note: To modify the currency file, use Control+Right click on the currency field.

Invoice line items columns:

Part No: Enter the item part number. If you enter only a part of the code, the system will display the Stock List where you can choose an item by pressing Enter on the one you want. To enter a non-stock item, Enter an asterisk * in the code field. To enter text, tab to the item details and type it in. You can enter a serial number to the previous item by entering the text S/N in the part number field and then enter the serial number in the details field, the system will add the serial number to the serial numbers file.

The part number also accepts equivalent part numbers for the same item, so if you have an item that you buy from different suppliers with each supplier having their own part number, you can enter all these part numbers in the Equivalent Part Numbers section in the Stock Card, then you can use any of these part numbers to sell the same part.

Details: If you entered a valid code, this field will be filled automatically. If you entered a *, the system allows you to type in the item description yourself. If you wish to enter text or items that do not show on the invoice printout, then start the text with >

Quantity: Enter the quantity being sold. If the qty is negative, it indicates that you are returning that item to the stock.

B/Order: If the required quantity is more than you have in stock, the system allows you to enter a back order if you have the backorder option enabled. To enable this option, select Maintenance, then System Setup, then select the Sales tab, and check Force Backorder.

Amount: This field is filled automatically as part of the item details. However, you can over type this.

Tax: If the stock card has the tax code included, this field will be filled automatically, otherwise select the appropriate code from the drop down list.

Disc.: Enter the item discount. Discounts can be in percentage or amount, the discount type (as percentage or amount) can be setup from [Maintenance > System Setup > Sales](#) tab

► Note if you have setup the discount as an amount, but while entering the invoice you want to enter a percentage discount (say 20%) just enter 20 followed by the % sign and the system will calculate the discount amount for you.

Totals: The system calculates and displays the total amount automatically.

Continue entering line items as required until the order is filled. When you have completed the invoice, select one of the following:

Save (F2): Save the invoice. *Right click* on this button will save the invoice, and also save a PDF copy of it in the C:\temp folder and will display that invoice on screen.

Print (F3): Save and print the invoice. Hint: You can send the invoice to a different printer or even fax it by *right clicking the print button* and choosing the destination.

Email: This will email the invoice directly to the client. The client must have the email field filled with a valid email address. If you are using a dialup modem, you need to connect to your ISP first. For ADSL users, the system will send the email as an attachment.

Delete (F4): Delete the invoice.

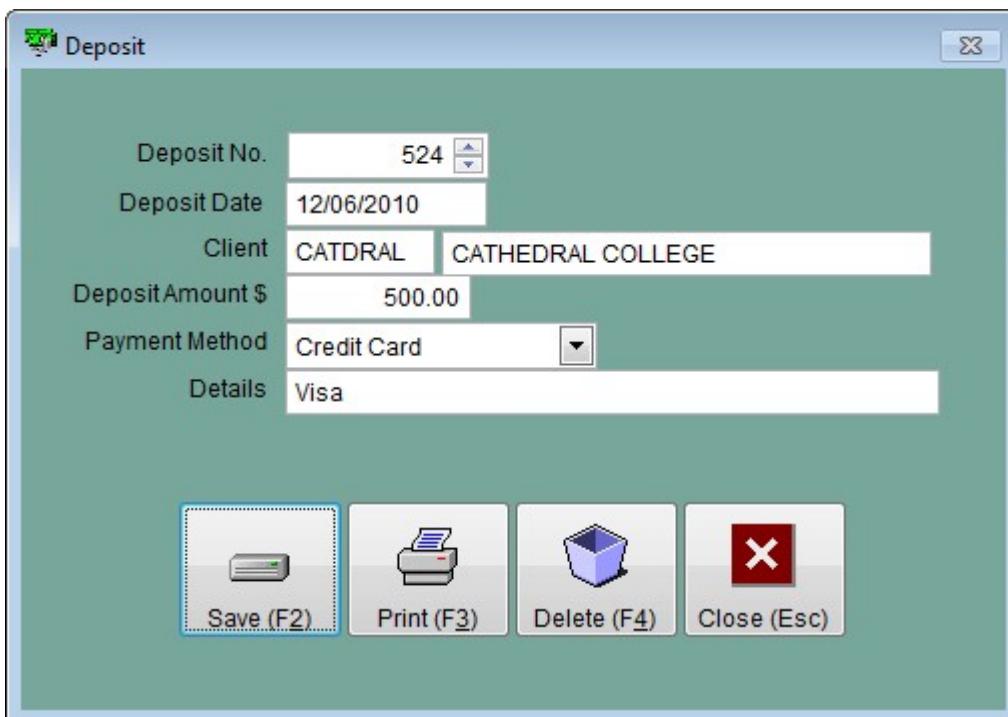
Payment(F5): Pay or part pay the invoice. Note that the system will auto-fill the payment number with the last payment number + 1, you can choose the payment date, amount, payment method, details and the account to send to. If there are two or more persons on the network doing payments at the same time, the one who saves first will save that payment number and the next one will increment the payment number before saving automatically.

Payment

Payment No.	17153
Date	12/06/2010
Amount \$	454.50
Payment Method	Credit Card
Details	Visa
Account	Credit Cards

 Save (F2)  Close (Esc)

If you press the F5 button with no items in the grid, the system will display a deposit screen and allows you to receive money from the client as a deposit.



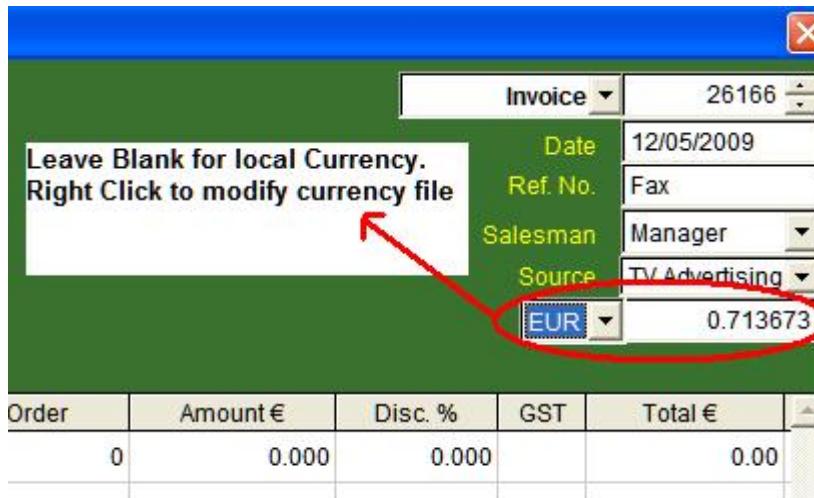
F7: Display a list of invoices or quotes for the previous 12 months. If you wish to see invoices for a particular client, enter the client Code/name in the invoicing screen first before pressing the F7 function key.

Exit (Esc): Close the Invoice screen without saving. The invoice is discarded.

Shift+F12: Print labels for the items you just entered. To be able to print part numbers as barcodes, you must install the barcode font that comes with Retail ManPOS System by either copying the file to C:\WINDOWS\FONTS, or by Control Panel > Fonts >ADD New Font.

Import: Click this option to import data from an external data file or right click to use a remote scanner and scan stock items.

If you have enabled the Multi-Currency option, you will notice that you have a Currency option on the top left hand section of the screen.

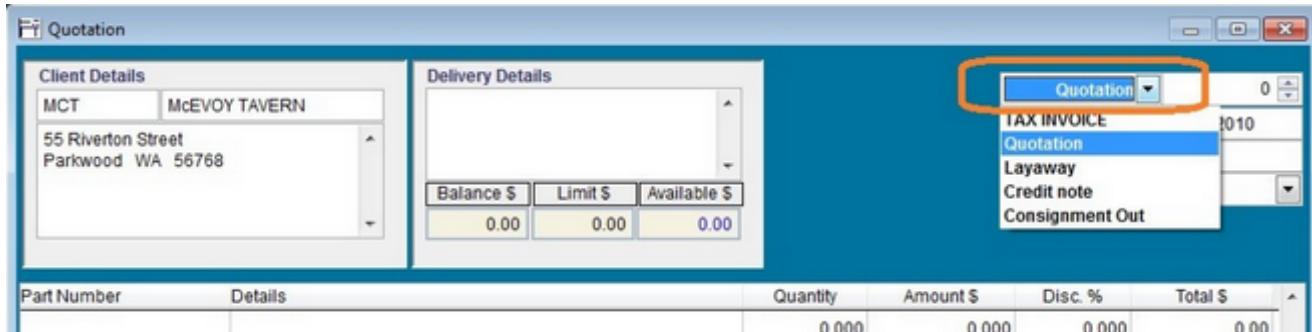


Choosing a currency will change the currency headings of most of the screen, however, the payment will always be in the local currency.

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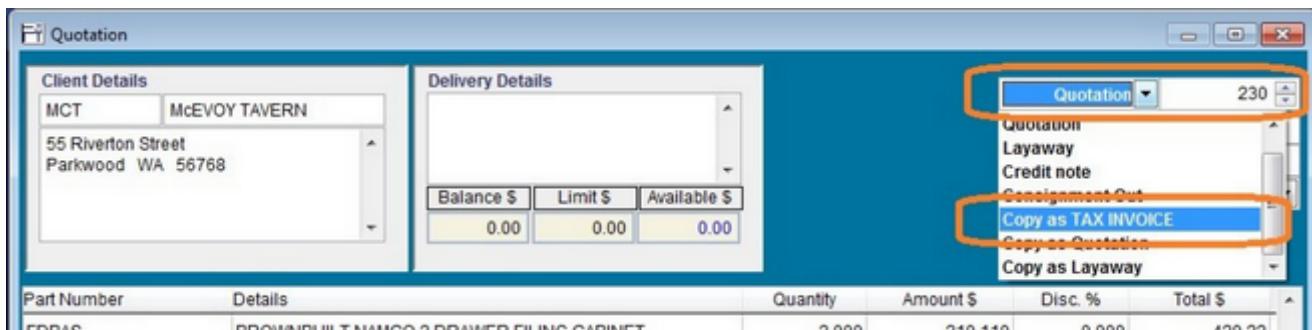
Quotations

You can issue quotations to clients using the same screen as the invoicing screen, you can choose the quotation from the drop down option on the top right hand of the screen.



The quotation entry is the same as the invoice entry, but when saving, the accounts and stock will not be affected.

When the clients comes back to buy, you can copy the quotation as an invoice by simply recalling the quotation, (just enter the quotation number and press Enter) then click on the drop-down list and you will notice some added options including "Copy as Invoice"



Choosing the "Copy as Invoice" option will replace the heading to Invoice, then you can modify the entries (if you need to) and process it as an invoice before payment and saving.

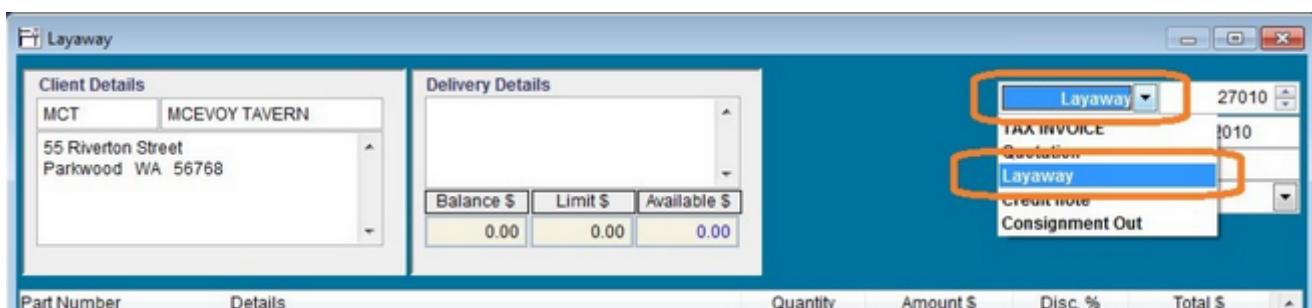
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Lay-away / Lay-by

Lay-aways / Lay-bys are used to sell to clients but the client will not take possession of the goods sold until the full payment is made.

It is basically a promise from the client to buy the said goods, within a certain period of time for a promise from the seller to hold these goods for that client for that same period of time. The client will have to pay some money towards this contract, and if the client fails to show up at the end of that period, then the seller can keep all or some of that money.

To start processing a lay-away, choose the Lay-away / Lay-by option from the drop-down list from the invoicing screen, then process the transaction as usual.



The way this works is the client comes in and brings you the goods they want to buy, they pay a minimum amount for you to keep these goods for them, then within the agreed period, the client comes in at regular intervals and make more payments towards these goods, and when they pay the full amount, the lay-away is changed to an invoice by the system .

Note that the transaction number is the same as the invoice number, and at the end, when the client pays the full amount of the Lay-away, the system will automatically change the transaction type from Lay-away to Invoice.

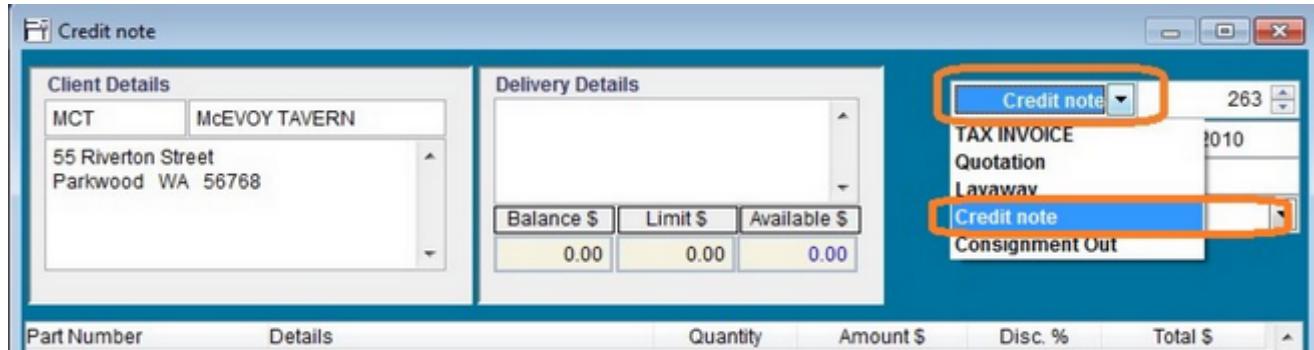
Every time the client comes back to part pay for the lay-away, just recall the lay-away number and press the payment button to process a part payment, if you can't recall the number, just enter the client code or name, then press the F7 to see all their transactions, choose the correct one and press Enter. (Make sure to change the transaction type first before pressing the F7)

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Credit Note

This screen is used to return stock bought by clients who decided they do not want the stock and want it returned.

You can choose this option from the Drop-down list



Note that you can do stock sales returns by using the Invoice and enter the Qty in negative, this is useful especially if you are returning stock as well as selling new stock for the same client, so using the Invoice to process the returns makes more sense than using the Credit Note.

Also note that when using the credit note to return stock, the qty MUST be entered as a positive number and not as a negative number, entering the Qty in negative will be as if you are selling it and not returning it to the stock.

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Consignment Out

This screen is used to send stock to clients or resellers who want to have the stock but not pay for it until they sell it.

So issuing a consignment out will take stock out, but will not debit your client with that amount.

To issue a consignment out, choose the Consignment out option from the drop down list in the Invoicing screen.



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Payments Received

The Payments Received screen is used to pay a batch of invoices. Invoices can be fully or partly paid.

The screenshot shows the 'Client's Payments' interface. At the top, there are fields for Payment No. (461), Payment Date (24/10/2007), Client Name (VIDEO CONNECTION - BULLCREE), Payment Details (Part Payment), and date range fields (From Date and To Date). Below this is a table titled 'Outstanding Invoices' with columns: No., Type, Invoice #, Date, Total \$, Already Paid \$, and Payment Today \$. The table contains two rows of invoice data. At the bottom left, there is a table for 'Paid By' with columns: Paid By and Amount \$. It lists various payment methods with their respective amounts: Cash (50.00), Check (0.00), Credit Card (150.00), AMEX (0.00), DINERS (0.00), EFTPOS (0.00), Barter Card (0.00), and Account (0.00). A red circle highlights the 'Total \$' row, which shows 200.00. At the bottom right, there are summary totals: 327.38, 10.00, and 200.00. Below the tables are several buttons: Save (F2), Print (F3), Email, Delete (F4), and Close (Esc).

Paid By	Amount \$
1 Cash	50.00
2 Check	0.00
3 Credit Card	150.00
4 AMEX	0.00
5 DINERS	0.00
6 EFTPOS	0.00
7 Barter Card	0.00
8 Account	0.00
Total \$	200.00

No.	Type	Invoice #	Date	Total \$	Already Paid \$	Payment Today \$
1	Invoice	10107	07/06/2006	68.38	10.00	58.38
2	Invoice	100724	24/10/2007	259.00	0.00	141.62

Payment No.: To enter a new payment, press Enter on the Payment No. field. A new payment record with the next number in sequence will be created.

To recall an existing payment, type in the old payment number. This payment will be recalled. You can then modify it or delete it.

NOTE: The payment number range is 1 to 99999999

Payment Date: The default is today's date. Change this at will.

HINT: Right mouse click on any date field and select a date interactively from a calendar.

Client Name: Enter the client's name.

Payment Details: Enter payment the details. The field is pre-filled with the payment method.

From Invoice Date: Enter an optional start date for the invoices you want to pay.

To Invoice Date: Enter an optional end date for the invoices you want to pay.

These two fields will filter the invoices into this date range and display them on the Outstanding Invoices list.

Amount: Enter the amount being paid, you can choose more than one type of payment. If you are part paying some invoice, you MUST change the PAYMENT TODAY amount in the grid.

But to save the transaction, the total amount paid must equal the paid amounts.

Account: The system will post the paid amounts to the default accounts that you configured in the system setup screen, if you wish to send the payment to a different account, right click on the payment button and choose a different account for the chart of accounts.

Outstanding Invoices columns:

No.: This is just a line item number. Each line is numbered off starting with 1 at the top.

Invoice #: The invoice number as it was saved.

Date: The date of the invoice.

Total \$: The total currency value outstanding on this invoice.

Paid \$: This is what has been paid already.

Payment Today \$: Enter the amount being paid spread over the list of outstanding invoices. These can be part payments. The total of this column is displayed at the bottom right. This must agree exactly with the value in the Amount field on the left of the screen. If you try to save with the amounts not in agreement, you will receive a warning message.

Continue entering invoice payments on each line as required. When you have finished select either press:

Save (F2): Save the payment. Note that the total of this Paid \$ column must agree exactly with the value in the Amount field. The Save button is disabled until you have achieved this.

Print (F3): Saves and print the payment.

Hint: Right mouse-click on Print to choose the destination, such as a different printer.

Email: Saves the payment and emails the client with the payment receipt.

Delete (F4): Delete the payment.

Close (Esc): Discard any changes or additions to the payment and position the cursor to the top.

Add / Modify Clients

Select *Add/Modify Clients* to add, modify or delete details on the list of your clients.

Clients List

Client Name Search |

Code	Name	Due A\$	Credit Limit A\$	Available A\$
AAA1	AAA BARGAIN REMOVALS & STORAGE	0.00	0.00	0.00
AARDV	AARDVARK REMOVALS	56.99	0.00	-56.99
AMA	ABETZ MINISTRY ACCOUNT	0.00	0.00	0.00
ACAL	ACCOUNTING ALLIANCE	0.00	0.00	0.00
AAC	ACE AUTO CLEAN	0.00	0.00	0.00
AAB	ADD A BALOON	196.94	0.00	-196.94
AD	ADRIATIC DELI	0.00	0.00	0.00
AG	ADVENTURE GOLF	0.00	0.00	0.00
AGP01	AGE PRINTING	257.54	5000.00	4742.46
AH	AIKENHEADS HARDWARE	0.00	0.00	0.00
AHI	ALL HARVEY IMPORTS	0.00	0.00	0.00
AOS	ALL OPTICAL SUPPLIES	0.00	0.00	0.00

Modify
 New
 Print (F3)
 Labels
 Email
 Bulk Email
 Delete (F4)
 Close (Esc)

By typing the name of the client, the system displays the name in the top field, and the list follows your entry. Pressing *<ENTER>* will take you to the Modify screen.

New(F2) Shows the New Client Screen.

Print(F3) Prints envelope with the client name and address details.

Labels: This will print client labels, you can choose the range of labels and the label format.

Email Opens the Send Email screen, enter the required fields before sending.

Bulk Email: This option will allow you to send bulk emails to all clients with valid email addresses.

Delete(F4) Allows you to delete the client. However, the client will not be deleted, but simply add '~~' to the front of the code and name so as not to appear in the normal list. This will stop users from deleting clients who have trading history.

When you have made the required changes, select *Save (F2)* to save the changes and return to the previous screen.

To add a new client, select *New (F2)* from the *Clients List* screen. The *New Client* screen will be displayed for you to enter the details. This screen is similar to the *Edit Client Details* screen.

Edit Client

Client Type	Client Code	Title	Surname	First Name	D.O.B.
Individual	AAA	Mr.	STORA	Aaron	12/12/1963

Trading Details		History		
Address	8 PLAYALE STREET Cnr Ranford & Nicholson Roads	Delivery Address	35 Playale Street Cnr Ranford & Nicholson Roads MYAREE WA 61754	
City	MYAREE	http://www.aaabargainremovals.com		
State	WA	61754	Email	aaron@eastnet.net.
Country				
Telephone	0793306333	No Bulk Email	<input type="checkbox"/>	
Mobile	0481236547	Notes	BARTER CARD MEMBER	
Fax	0795172211	Contact	KEVIN	
Salesman	Awid	Pricing	Retail	<input checked="" type="checkbox"/> Tax Inclusive
Join Loyalty	<input checked="" type="checkbox"/>	Trading Term	60	
Total Points	1000.000	Credit Limit \$	1000	
<input type="button" value="Save (F2)"/> <input type="button" value="X"/>		Start Trading	01/03/2005	Stop Trading

Client Type: Choose either business or individual

Code: Enter a unique code of up to ten alphanumeric characters

Title: Clients title (Mr., Mrs. Etc.)

Client Name: The name of the person, company or business.

If you choose type Individual, the system asks for the client Surname, Name and date of birth.

NOTE: Code and Client Name fields must be filled.

Address: Enter the client's address.

Telephone: Enter the client's telephone numbers.

Mobile: Enter the client's mobile numbers.

Fax: Enter the client's fax number.

Salesperson: You can associate a sales-person with each client, so when you issue an invoice, the sales person's name appears on the invoice automatically.

Join Loyalty: Ticking this option will cause the system to add one point for each one dollar spent by the client, you can then decide on how much money to give to the client in the form of a *STORE CREDIT* to redeem these points.

Total Points: This shows the total loyalty points the clients has accumulated, you can over-ride this field.

Delivery Address: Enter the Delivery address if there is one, this is an optional field.

http://: Enter the client's web address if they have one. Clicking on that button will open your web browser on that address.

Email: Enter the Client's email address, this email address will be used when you email the client their invoices or statements. Clicking on that button will open your email client with that email address.

No Bulk Email: Tick if you do not wish to include the client email when you send bulk emails to your clients.

Notes: Enter notes regarding the client of up to 100 characters.

Contact: Enter the contact name if there is one.

Pricing: Enter the pricing type for that client as Retail, Trade, Wholesale, Reseller or Qty discount. This field is tied with the stock cards and will display the price assigned for each stock item or service.

If you choose the qty discount option, the price will be changed according to the qty bought of each item.

Price Include Tax: Tick if the selling price includes the sales tax, untick to exclude.

Trading Terms: enter the trading terms for the client such as the number of days before the payment is due or a text such as COD (cash on delivery).

Credit Limit: Enter a credit limit to enable the system to warn you if the client exceed that limit. If you do not want the system to issue unpaid invoice, enter a small negative amount (such as -1) to clock the system from issuing unpaid invoices for that client.

Start Trading: Enter Start trading date of the client.

Stop Trading: Filling this date field will prevent the system from issuing new invoices as of that date.

Email

This option allows you to send email to individual clients, suppliers or contacts.

The screenshot shows the 'Send Email' window with the following details:

- Email Details:**
 - Recipient Name: AGE.PRINTING
 - Recipient Email: admin@ageprinting.com
 - Carbon Copy: (empty)
 - Sender's Name: James
 - Sender's email: sales@ezisolution.com
 - Ask for Receipt:
 - Subject: reminder
 - Attachment: (empty)
 - Message Type: Text File
 - Message File: (empty)
 - Message Text: We have received your order and you are welcome to pic it up any time today.
We are open until 6:00 pm

Kind regards
Manager
- Email Recipients:** (empty)
- Email Log:** (empty)

At the bottom left are icons for 'Email' and 'Close (Esc)'. The window has a blue header bar.

To be able to send the email, you must have setup the email screen settings correctly in the User Settings under the [Maintenance > User settings > Settings button > Email](#) Tab Section. Each user of the system must have their own email setup parameters such as senders name and email address.

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Bulk E-mail

This menu option allows you to send bulk email to contacts, with or without file attachments.

No. of Recipients: This field displays the number of email recipients. If the file contains a large number of entries, it may take a short while to display this screen. To change the number of recipients, click on the box next to the field, the system will display the list with the names and email addresses and a tick box next to them, to un-tick them all, right mouse click on the column header, to tick them all, left click the column header; or individually tick or un-tick, once finished, click on the Close button at the bottom to return to the send email screen.

Carbon Copy: Enter the email address to send a copy to.

Sender's Name: Enter your name. If you have entered your name in the email setup screen under the Maintenance menu, your name will automatically appear in this field.

Sender's Email: Enter your email address in this field.

Ask for Receipt: Tick this box to allow the recipient to automatically send you a receipt acknowledgment before reading your email.

Subject: Enter the email subject line. If the subject line was left blank, the system will warn you before sending the email.

Attachment: This must be a valid file name. You can have more than one attachment by separating the file names with a semicolon. Tick the box next to the field for the system to allow you to graphically choose the attachment files.

Message Type: You can choose to send your message as a text written in the following edit box, or as a file. If you choose a file, The system will disable the edit box and allow you to enter a file name in the following field. The file must be of type text, .HTM, .HTML or .RTF;

otherwise, an error message will be displayed if you try to send the email with a wrong file type.

Message File: This field will initially be disabled. Once you choose a file message type, it will be enabled. You can only have one entry and of the types mentioned above.

Message Text: If you have chosen a text message type, you can manually enter a text message of variable length.

General notes on sending emails

For users with dial-up connection (using a standard modem), you need to manually connect the modem using the dial-up icon under Windows before you are able to send emails. Trying to send emails, when there is no connection, will result in error messages being displayed. If you are an ADSL user, the system will use the ADSL connection without any intervention on your part since it is always open.

Note also that you need to setup the email screen under the maintenance section before you are able to send any emails. (see *Email Setup Tab* under the *Maintenance Menu*)

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Labels Printing

Clicking Labels on the List Screen will enable you to print labels which include the code as a barcode and the name ad address for the clients, suppliers and contacts.

Labels Printing

From Label No.	1	Label Name	COG 231DT	Starting Row	1																									
To Label No.	5	Generic 1 Column 25mm High, 60mm Wide			Starting Column	1																								
<table border="1"> <thead> <tr> <th>Client Name</th> <th>Address</th> </tr> </thead> <tbody> <tr><td><input checked="" type="checkbox"/> AAA BARGAIN REMOVALS & STORAGE</td><td>8 PLAYALE STREET</td></tr> <tr><td><input checked="" type="checkbox"/> AARDVARK REMOVALS</td><td>83 SHILLINGTON WAY</td></tr> <tr><td><input checked="" type="checkbox"/> ABETZ MINISTRY ACCOUNT</td><td>REFORMED CHURCH OF WILLETTON</td></tr> <tr><td><input checked="" type="checkbox"/> ACCOUNTING ALLIANCE</td><td>8 - 186 HAY STREET</td></tr> <tr><td><input checked="" type="checkbox"/> ACE AUTO CLEAN</td><td>MR HARRY BURGES</td></tr> <tr><td><input type="checkbox"/> ADD A BALOON</td><td>UNIT 4 / 7 VINNICOMBE DRIVE</td></tr> <tr><td><input type="checkbox"/> ADRIATIC DELI</td><td>SHOP 5, 229 MAIN STREET</td></tr> <tr><td><input type="checkbox"/> ADVENTURE GOLF</td><td>LANG ROAD</td></tr> <tr><td><input type="checkbox"/> AGE.PRINTING</td><td>1 WARWICK ROAD</td></tr> <tr><td><input type="checkbox"/> AIKENHEADS HARDWARE</td><td></td></tr> <tr><td><input type="checkbox"/> ALL HARVEY IMPORTS</td><td>7 REGENT STREET</td></tr> <tr><td><input type="checkbox"/> ALL OPTICAL SUPPLIES</td><td>UNIT 4, 52 VINNICOMBE DRIVE</td></tr> </tbody> </table>			Client Name	Address	<input checked="" type="checkbox"/> AAA BARGAIN REMOVALS & STORAGE	8 PLAYALE STREET	<input checked="" type="checkbox"/> AARDVARK REMOVALS	83 SHILLINGTON WAY	<input checked="" type="checkbox"/> ABETZ MINISTRY ACCOUNT	REFORMED CHURCH OF WILLETTON	<input checked="" type="checkbox"/> ACCOUNTING ALLIANCE	8 - 186 HAY STREET	<input checked="" type="checkbox"/> ACE AUTO CLEAN	MR HARRY BURGES	<input type="checkbox"/> ADD A BALOON	UNIT 4 / 7 VINNICOMBE DRIVE	<input type="checkbox"/> ADRIATIC DELI	SHOP 5, 229 MAIN STREET	<input type="checkbox"/> ADVENTURE GOLF	LANG ROAD	<input type="checkbox"/> AGE.PRINTING	1 WARWICK ROAD	<input type="checkbox"/> AIKENHEADS HARDWARE		<input type="checkbox"/> ALL HARVEY IMPORTS	7 REGENT STREET	<input type="checkbox"/> ALL OPTICAL SUPPLIES	UNIT 4, 52 VINNICOMBE DRIVE		
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<input type="button" value="Screen (F2)"/> <input type="button" value="Print (F3)"/> <input type="button" value="Close (Esc)"/>																														

From Label No.: This is an optional field, leave blank to print all ticked labels, or use it in conjunction with the To Label No. to print a range of labels. This is handy if you wish to print labels in small batches.

Label Name: Choose the label stationary to print on.

Starting Row: Enter the printing starting label row.

Starting Column: Enter the printing starting column.

To tick or untik all entries, click on the header of the grid next to the name heading.

Screen (F2): Click or press F2 to view on screen

Print (F3): click or press F3 to send to printer, *Right Click to choose a different printer.*

Sales Reports

List of Clients

Description: List of selected clients, printed as either a landscape or portrait

Report request screen fields:

Type: Choose Client type.

Report Type: Choose report type of landscape or portrait.

State: Enter state code (WA, NSW, etc), or leave blank for all states.

-0-

Invoices List Report

Description: List of invoices for a given period, client, or part number.

Report request screen fields:

Choose report type

Part Number: Enter a part number to list invoices that include this item. Leave this field blank to include invoices for all parts.

Client Name: Enter a client name to list invoices that have been issued to that client. Leave this field blank to include invoices for all clients.

Report Type: Choose either detailed or Summary.

Status: Choose invoice status, such as paid, unpaid or all.

From Date: Enter start date you want the report to cover.

To Date: Enter end date you want the report to cover.

HINT: Right mouse click on any date field and select a date interactively from a calendar.

-0-

Summary Sales Report

Description: Summary of sales over a given number of months.

Report request screen fields:

For the Period: Select the start month and year

To the Period: Select the end month and year.

NOTE: For a report spanning only one month, enter the same in both fields

-O-

Aged Clients Report

Description: List of clients with amounts owing, categorized into periods of *current, 30, 60 and 90+ days*.

Report request screen fields:

For the Period: Select the start month and year the report is to cover.

State: Enter a state code to restrict the report to that state. Leave this field blank to include all clients regardless of state

Include Addresses: Check this box if you want addresses in the report.

Show 0 Balance: Check this box if you want the report to include clients with a zero balance.

-0-

Clients' Statements

Description: Detailed client's statements showing all the outstanding invoices and the payments made during a particular period of time

Report request screen fields:

Name: Enter the client name if you want to report on only one client, or leave blank to report on all clients with outstanding invoices.

From Date: Report start date.

To Date: Report end date.

Include Paid Invoices: Check to include payments made during the report period, uncheck to list outstanding invoices only.

Detailed Statement: Check to produce a detailed statement showing the payments.

Leftmost Column: Check or uncheck to include or exclude each client. To uncheck all clients, right mouse click on the header of the left column. To check all clients with outstanding invoices, click on the header again.

Notes to Appear on Statement: You may wish to send the report to a defaulting client. Add any remarks to be included in this field

-0-

Sales Analysis Report

Description: Sales analysis for a particular period of time, broken down by sales departments.

Report request screen fields:

Report Type: Choose report type.

Year Ending: Choose month / year end date date.

Report Format: Choose Graph or Text. For graphical report, office must be installed.

-0-

Back Orders Report

Description: List of back orders sorted by item and client.

Report request screen fields:

Part Number: Enter a part number. If you enter an incomplete part number, the *Stock List* will be displayed for you to select from. Leave this field blank for all part numbers.

Client Name: Enter a client name. If you enter an incomplete name, the *Clients List* will be displayed for you to select from. Leave this field blank for all clients.

Sort Order: Select either Part Number or Client Name depending on which order you want.

-o-

Sales Tax Report

Description: Tax collected in a given period of time, on either a cash or accrual basis, detailed or summary.

Tax Name: "*Tax*" can be *GST*, *VAT*, or *TAX*, depending on the country you are in. Select the specific tax name according to your location as follows: Go to the *Maintenance* menu, select *System Setup*, and then go to the *General* tab. Set the *Tax Name* field appropriately. The word "*Tax*" will become whatever you have chosen.

Report request screen fields:

From Date: Report start date.

To Date: Report end date.

Detailed/Summary & Cash/Accrual:

Select according to requirements.

-o-

Bank Deposit

Description: Banking slip for a particular time span.

Report request screen fields:

From Date: Start date.

To Date: End date.

Bank Name: Enter the bank you are making the deposit to.

Account Name: Enter the account details you are making the deposit to.

Branch Number: Branch code or Sort code

Account Number: Enter your account number.

NOTE: Information entered in these fields will be redisplayed in the future.

-0-

Sales Payments Report

Description: List of payments and the way they were allocated on invoices. Primarily used to verify payments entered.

Report request screen fields:

Client: Select one client from the dropdown list, or leave this field blank for all clients.

From Date: Start date.

To Date: End date.

-0-

Sales By Client

Description: Sales details broken down by client, for one or more clients, over a time span.

Report request screen fields:

From Client Code: Lowest client number to be included in the report.

To Client Code: Highest client number to be included in the report.

For a single client, enter the same number in both fields.

From Date: Start date.

To Date: End date.

Sales Rep.: Select one user from the dropdown list, or leave blank for all sales reps.

State: Enter a state code, or leave blank for all states.

Show 0 Sales: Check this option if you want to include zero sales in the report

-0-

Sales By Product

Description: Sales details broken down by stock group and/or product, for one or more stock groups and/or products, over a time span.

Report request screen fields:

Stock Group: Select a stock group from the dropdown list, or leave blank for all stock groups.

From Part No & To Part No: Enter the range of part numbers to be reported. For a single part number, put this in the From field, or leave both fields blank for all part numbers.

From Date: Start date.

To Date: End date.

Value \$ / Quantity: Select according to the order required for the report.

Show 0 Sales: Check if you want zero sales included in the report.

-0-

Client Sales/Product

Description: Products bought by a specified client over a time span.

Report request screen fields:

Client Name: Enter the clients name, or select from the Clients List.

From Date: Start date.

To Date: End date.

Value \$ / Quantity: Report on either currency value or quantity.

-0-

Product Sales/Client

Description: what range of products have been sold to all clients over a time span!!

Report request screen fields:

From Part No. & To Part No.: Enter the range of part numbers to be reported. For a single part number put this in both fields.

Stock Group: Select a stock group from the dropdown list, or leave blank for all stock groups.

From Date: Start date.

To Date: End date.

Sales Rep: Select a user from the dropdown list, or leave blank for all sales reps.

-0-

Sales by Sales Rep

Description: Sales report, broken down by sales representative over a specified time span.

Report request screen fields:

From Date: Start date.

To Date: End date.

Show 0 Sales: Check if you want zero sales included in the report.

-0-

Stock

Add / Modify Stock Card

Details Tab

The screenshot shows the 'Stock Card Maintenance (Edit Mode)' window with the 'Details' tab selected. The window has a blue header bar with the title and some checkboxes. Below the header are several input fields and dropdown menus. The main area is a grid-based form with various price and quantity fields, and a right-hand sidebar with stock status and history information. At the bottom are standard Windows-style buttons for saving, printing, deleting, and closing.

	Retail	Trade	WholeSale	Reseller	Bundle	On Special	Period
Sell Price \$	64.990	62.000	60.000	55.000	125.000	62.500	01/01/2010
Sell Qty	1.000	5.000	10.000	20.000	2.000		15/01/2010

Tax	TAX	Qty on Hand	274.000		
Sales A/C		Consignment Out	0.000		
Purchase A/C		Qty on Order	0.000		
Minimum Level	20	Qty on Layby	0.000		
Bin Location	M89	Qty on Back Order	0.000		
User Prompt	Make the Bundle Offer 2 for \$125			Average Cost \$	25.00
Notes				Last Cost \$	25.00
				Last Sold Date	15/04/2010
				Last Purchase Date	01/04/2010
				Last Order Date	

Buttons at the bottom:

- Save (F2)
- Next
- Previous
- Print (F3)
- Delete (F4)
- Close (Esc)

Retail Price \$: Enter the retail price of the item.

Retail Qty.: Enter the quantity that applies to the retail price.

Trade Price \$: Enter the trade price of the item.

Trade Qty: Enter the quantity that applies to the trade price.

Wholesale Price \$: Enter the wholesale price.

Wholesale Qty: Enter the quantity that applies to the wholesale price.

Reseller: Enter the Reseller's price

Reseller Qty: Enter the reseller qty

The above prices and their sell qty are to be used to allocate different prices for different clients, the client can be assigned as a *Retail, Trade, WholeSale, Reseller or a Qty Discount* client

If the client is assigned as a Trade client, then the trade prices will show up on his invoice automatically, but if he was assigned as a Qty discount client, then the price will change according to the quantity he buys, so if he buys a qty of up to 4 of the example above, the system will apply the retail price of \$64.99, however, if he buys 5 or more (up to 9), then the Trade price of \$62 will apply, if he buys 10 or more then the whole sale price of \$60 will

apply. Setting up of the client price type is done from the [Add/Modify Clients Screen](#)

Bundle Price and Qty: Enter the *total price* for the bundle (2 or more of the same item) such as \$125 for 2 as shown above

On Special and date range: Enter the Special price and the date range that this special price apply in. This price will over-ride the other prices.

The information on the right of the screen is updated through the stock transactions (Sales and Purchases) and cannot be changed manually Except the LAST COST field.

To start entering quantities in stock, you must use purchasing with the supplier as 'Brought Forward Stock'

Bin Location: Optionally, use this field to locate the stock in a large store.

Tax Code: Choose the tax details from a drop down list.

Sales Account: Choose an optional sales account, if no account was chosen, the system will post the sale to the default sales account.

Purchase A/C: Choose an optional purchase account. This is useful in posting expenses such as telephone charges, electricity etc. to its' proper expense account. If left blank, the system will post the purchase to the default purchase account.

Reorder Level: Enter a minimum stock quantity value which if the stock level falls below this quantity, the system can report it.

Reorder Qty: Enter the quantity to order when the level falls below the minimum stock level.

On Special: Enter an optional special discount price.

From & To: Enter the dates over which the special discount price is to be available to customers.

Last Cost: Enter the last item cost for a new item.

-o-

History

History Tab:

This displays the past months performance of each item.

Stock Card Maintenance (Edit Mode)

<input checked="" type="checkbox"/> Inactive											
Part Number	2PLY								<input type="radio"/> Stock Item		
Item Details	2 Ply Roll 76x76x15								<input type="radio"/> Service Item		
Other Details	POS printer paper roll								<input type="radio"/> Package		
Default Supplier	HEWLETT PACKARD										
Notes									<input type="checkbox"/> Track Serial Numbers		
Details		History		Equivalent Part Numbers			Content		Picture		
2006										2005	
Period	Buy Qty	Buy Amount	Sold Qty	Sold Amount	Buy Qty	Buy Amount	Sold Qty	Sold Amount			
January	140	350.000	78	249.600	1000	2300.000	153	461.907	 Next Year		
February	0	0.000	0	0.000	0	0.000	356	1069.068	 Last Year		
March	150	375.000	0	0.000	0	0.000	140	420.000	 Next Month		
April	0	0.000	99	300.960	0	0.000	362	1087.810	 Last Month		
May	0	0.000	0	0.000	0	0.000	0	0.000			
June	0	0.000	120	384.000	0	0.000	0	0.000			
July	0	0.000	0	0.000	0	0.000	0	0.000			
August	0	0.000	0	0.000	0	0.000	0	0.000			
September	0	0.000	0	0.000	0	0.000	0	0.000			
October	0	0.000	0	0.000	0	0.000	0	0.000			
November	0	0.000	0	0.000	0	0.000	0	0.000			
December	0	0.000	0	0.000	0	0.000	0	0.000			
TOTAL	290	725.000	297	934.560	1000	2300.000	1011	3038.785			

 Save (F2)  Next  Previous  Print (F3)  Delete (F4)  Close (Esc)

-O-

Equivalent Part Numbers

This allows you to enter several suppliers' part numbers for equivalent parts you buy from different suppliers.

The screenshot shows the 'Stock Card Maintenance (Add New)' window. At the top, there are several input fields and checkboxes: 'Part Number' (2ply), 'Item Details' (2 Ply Roll 76x76x15), 'Other Details' (POS printer 2 ply roll), 'Default Supplier' (OFFICE NATIONAL), 'Web Store' (checkbox), and various checkboxes for tracking (Track Serial Numbers, Track Expiry Date, Use Scale, Print On Invoice, Edit Qty on Sales, Edit Price on Sales). To the right, dropdown menus show 'Item Type' (Stock Item), 'Stock Group' (Expenses), and 'Printer Name'. Below these are tabs for 'Details', 'History', 'Equivalent Part Numbers' (which is selected), 'Item Content', and 'Picture'. The 'Equivalent Part Numbers' tab displays a table with columns: No., Part Numbers, Supplier Name, Last Buy, and Cost \$. The table contains three rows of data:

No.	Part Numbers	Supplier Name	Last Buy	Cost \$
1	982456314124	NORWOOD	01/05/2008	2.50
2	912458742351	SAFEWAY	05/06/2008	2.35
3			/ /	

Each line item on the list represents an alternative supplier for the part specified in the fields at the top of the screen.

No.: This is just a line item number. Each line is numbered off starting with 1 at the top.

Part Numbers: The alternative supplier's own part number. these part numbers are interchangeable with the main part number, so you can enter any of these part numbers on the invoice, pos or purchase and the system will display this part number for you.

Supplier Name: The name of the alternative supplier.

Last buy: The date you last purchased this part from this alternative supplier.

Cost: The current price charged by this alternative supplier.

Note that in the POS, sales and purchase, you can use any of these numbers to recall that part.

The nice part about this feature is when you issue a purchase or a purchase order, you can enter any part number and if the supplier you are buying from has his own number, then the system will recall that part number and display it under the part number column in the purchase regardless which part number you used to recall the item. This will help you send your suppliers their correct part numbers.

Package Contents

The Package Contents tab is enabled only when Package is checked.

Each line item on the list represents one of a number of possibly different items contained in the package. For example, a computer can be supplied as a package comprising several items such as case, monitor, keyboard, mouse, and so on. These items will be shown as line items on this tab.

Part Number: The part number of the item in the package.

Description: The item's description.

Quantity: The number of these items supplied in a single package.

Cost \$: The cost to you.

Sell \$: The cost to your customer.

Kit

The Kit option is useful in allowing the user to setup Parent/Child stock relationship to sell the same stock item in different packages.

The way to set it up is as follows:

- 1 – Create the Parent item in the Add/Modify Stock (if you have not already done so)
Make sure the item is flagged as Stock (not service, package or kit)

The screenshot shows the 'Stock Card Maintenance (Edit Mode)' window. The 'Part Number' field is set to '4890008109302' and 'Item Details' is 'Coca Cola Can'. The 'Item Type' is set to 'Stock Item' and 'Stock Group' is 'Group 01'. The 'Details' tab is selected in the navigation bar. The 'Sell Price \$' table shows values: Retail 4.000, Trade 3.800, Wholesale 3.500, Reseller 3.000, Bundle 7.000, On Special 0.000. The 'Tax' dropdown is set to 'TAX'. The 'Qty on Hand' is 1199.00. Other fields include Sales A/C, Purchase A/C, Minimum Level (100), Reorder Qty (500), Bin Location (A45), Units (Can), User Prompt, Notes, and various status indicators like Track Serial Numbers, Track Expiry Date, Use Scale, Print On Invoice, Edit Qty on Sales, and Edit Price on Sales. At the bottom are buttons for Save (F2), Next, Previous, Print (F3), Delete (F4), and Close (Esc).

2 -Once this is done and saved, you can now start creating Child stock items. Each of these items can have their own part number, details and selling price. There are no limits to the number of child items for any particular stock item. All stock items can have children if you choose to.

Note that the system will not keep track of their quantities but as you buy and sell these child items, the system will update the cost and quantity of the parent item.

Also note that you can create child items based on more than one stock item, but the only limitation is the system will not allow you to buy that item since it will not know how to allocate the cost of multiple stock items. So the parent items have to be purchased and not the child item.

Stock Card Maintenance (Edit Mode)

<input checked="" type="checkbox"/> Inactive	Part Number <input type="text" value="coca6"/>	Item Details <input type="text" value="Coca Cola Pack of 6 Cans"/>	Track Serial Numbers <input type="checkbox"/>	Track Expiry Date <input checked="" type="checkbox"/>	Use Scale <input type="checkbox"/>	Stock Group <input type="text" value="Group 01"/>	Item Type <input type="text" value="Kit"/>	
Other Details			Print On Invoice <input type="checkbox"/>	Edit Qty on Sales <input type="checkbox"/>	Edit Price on Sales <input type="checkbox"/>			
Default Supplier								
Web Store								
Details		History		Equivalent Part Numbers		Item Content		Picture
Sell Price \$ Sell Price \$ <input type="text" value="20.00"/> Retail <input type="text" value="20.00"/> Sell Qty <input type="text" value="1.00"/> Trade <input type="text" value="19.00"/> Bin Location		WholeSale <input type="text" value="18.00"/> Reseller <input type="text" value="16.00"/>		Bundle <input type="text" value="0.00"/> Units <input type="text" value="0.00"/>		On Special <input type="text" value="0.00"/> Period <input type="text" value="//"/>		
Tax <input type="text" value="TAX"/> Sales A/C <input type="text"/> Purchase A/C <input type="text"/>						Qty on Hand <input type="text" value="0.00"/> Consignment Out <input type="text" value="0.00"/> Qty on Order <input type="text" value="0.00"/> Qty on Layby <input type="text" value="0.00"/>		
Minimum Level <input type="text" value="0"/> Reorder Qty <input type="text" value="0"/> User Prompt <input type="text"/> Notes <input type="text"/>						Qty on Back Order <input type="text" value="0.00"/> Average Cost \$ <input type="text" value="0.00"/> Last Cost \$ <input type="text" value="0.00"/> Last Sold Date <input type="text" value="//"/>		
<input type="button" value="Save (F2)"/> <input type="button" value="Next"/> <input type="button" value="Previous"/>		<input type="button" value="Print (F3)"/>		<input type="button" value="Delete (F4)"/>		<input type="button" value="Close (Esc)"/>		
Last Purchase Date <input type="text" value="//"/> Last Order Date <input type="text" value="//"/>								

Stock Card Maintenance (Edit Mode)

<input checked="" type="checkbox"/> Inactive	Part Number <input type="text" value="coca6"/>	Item Details <input type="text" value="Coca Cola Pack of 6 Cans"/>	Track Serial Numbers <input type="checkbox"/>	Track Expiry Date <input checked="" type="checkbox"/>	Use Scale <input type="checkbox"/>	Stock Group <input type="text" value="Group 01"/>	Item Type <input type="text" value="Kit"/>	
Other Details			Print On Invoice <input type="checkbox"/>	Edit Qty on Sales <input type="checkbox"/>	Edit Price on Sales <input type="checkbox"/>			
Default Supplier								
Web Store								
Details		History		Equivalent Part Numbers		Item Content		Picture
Part Number <input type="text" value="4890008109302"/> Details <input type="text" value="Coca Cola Can"/>				Quantity <input type="text" value="6.00"/> Cost \$ <input type="text" value="1.500"/> Retail \$ <input type="text" value="4.00"/>				
0.00 0.00				9.000 24.00				
Base item that makes up the kit								
<input type="button" value="Save (F2)"/> <input type="button" value="Next"/> <input type="button" value="Previous"/>		<input type="button" value="Print (F3)"/>		<input type="button" value="Delete (F4)"/>		<input type="button" value="Close (Esc)"/>		

-O-

Stock Groups Maintenance

Select *Stock Groups Maintenance* to add, modify or delete from the group file. This file is used in conjunction with the stock file to group items into categories to make reporting easier.

Select *New* to add a new group.

Select *Edit* to change the details of an existing group.

Code: The alphanumeric group code.

Group Name: The group name.

-0-

Global Stock Maintenance

Select *Global Stock Maintenance* to change reorder levels, reorder quantities, prices, tax codes, raise prices by a percentage, and so on over a range of part numbers, or one group code in a single operation.

Maintenance Type:

Select one of the following from the dropdown list according to the type of maintenance you want to do:

- Re-Order Level
- Re-Order Quantities
- Retail Price %
- Trade Price %
- Wholesale Price %
- TAX Code
- Discount%

From Part No.: The first part number you want this to apply to.

To Part No. & Group Name: Enter a combination of part numbers and group code to restrict the range to those parts you want to maintain.

-o-

Stock Quantity Adjustment

Select *Stock Quantity Adjustment* to change the stock quantities on a specified range of part numbers or a group.

From Part No.: First part number of the range.

To Part No. & Group: Use a combination of part numbers and group codes to restrict the part numbers to what you want.

Bin Location: This is an alternative way to select a range of parts.

Post to Account: Enter an account name or number of the account to be used for posting on these parts. This is validated against the Accounts List.

Item list:

Part No.: The part number and items details are displayed to show you

Item Details: which parts you are working with.

Qty on Hand: The quantity is recalculated when you change Counted.

Counted: Change this field to the actual stock count.

Difference: The difference is recalculated when you change Counted.

Select *Save (F2)* to save the updated stock quantities.

Select *Cancel (Esc)* to close the screen without saving.

-0-

Stock Reports

Item Enquiry

Description: Report on the sale or purchase of an item over a specified time span.

Report request screen fields:

Item Details: Enter the item details you wish to the report for use.

F9 Search Part No: Enquire on item code.

F10 Search Part Name: Enquire on item details.

Stock Group: Choose Group, or leave blank for all groups.

From Date: Start date for the report.

To Date: End date for the report.

Sales / Purchase: *Sales* will report the sales transactions.

Purchase will report the purchase transactions.

Detail / Summary: Select according to the level of detail you want.

-o-

Transactions Enquiry

Description: Report showing the transactions of all items over a specified time span.

Report request screen fields:

From Date: Start date for the report.

To Date: End date for the report.

Sales / Purchase:

Sales will report the sales transactions

Purchase will report the purchase transactions.

-o-

Quantities Report

Description: Report of stock items and their current quantities in stock, for a specified range of part numbers.

Report request screen fields:

From Part No.: Enter first part number.

To Part No.: Enter last part number.

Group: Enter a group code to report on.

Leave this field blank for all groups.

Sort Order: Select from the dropdown list:

- Group & Part Number
- Group & Details

Include 0 Qty: Check this option if you want to include stock with a zero quantity in the report.

-0-

Selling Prices Report

Description: Report of the selling prices of the stock items.

Report request screen fields:

From Part No.: Enter first part number.

To Part No.: Enter last part number.

Group: Enter a group code to report on.

Leave this field blank for all groups.

Sort Order: Select from the dropdown list:

- Group & Part Number

- Group & Details

Include 0 Qty: Check this option if you want to include stock with a zero quantity in the report.

-o-

Cost Price Report

Description: Report of the last and average cost of stock items, sorted by item code.

Report request screen fields:

From Part No.: Enter first part number.

To Part No.: Enter last part number.

Group Code: Enter a group code to report on. Leave this field blank for all groups.

Sort Order: Select from the dropdown list:

- Group & Part Number

- Group & Details

-0-

Slow Moving Items Report

Description: Report on all items that have not been sold after a specified date.

Report request screen fields:

From Part No.: Enter first part number.

To Part No.: Enter last part number.

Group Code: Enter a group code to report on, or leave blank for all groups.

Sort Order: Select from the dropdown list:

- Group & Part Number

- Group & Details

Last Sold Date: Enter the date in which the items have not been sold after.

-0-

Out Of Stock Report

Description: Report of all items where the stock quantities have fallen to zero or below.

Report request screen fields:

From Part No.: Enter first part number.

To Part No.: Enter last part number.

Group Code: Enter a group code to report on, or leave blank for all groups.

Sort Order: Select from the dropdown list:

- Group & Part Number

- Group & Details

-0-

Stock Reorder Report

Description: This report is used to list all of the items which it's quantities has fallen below the minimum order level.

Report request screen fields:

From Part No.: Enter first part number.

To Part No.: Enter last part number.

Group Code: Enter a group code to report on, or leave this field blank for all groups.

Sort Order: Select from the dropdown list:

- Group & Part Number

- Group & Details

-0-

Stock Take Report

Description: Also called the *Stock Cost Report*. Lists the current stock quantities and prices.

Report request screen fields:

From Part No.: Enter first part number.

To Part No.: Enter last part number.

Group Code: Enter a group code to report on, or leave this field blank for all groups.

Sort Order: Select from the dropdown list:

- Part Number
- Item Details
- Group & Part Number
- Group & Details

-0-

Stock Value Report

Description: Displays the actual current stock take. You can display the stock take for either a specified group or all groups.

Report request screen fields:

From Part No.: Enter first part number.

To Part No.: Enter last part number.

Group Code: Enter a group code to report on, or leave this field blank for all groups.

Sort Order: Select from the dropdown list:

- Group & Part Number

- Group & Details

-0-

Items' History

Description: History of sales and purchases of a specified range of items over a specified time span.

Report request screen fields:

From Part No.: Enter first part number.

To Part No.: Enter last part number.

Group Code: Enter a group code to report on, or leave this field blank for all groups.

From Date: Start date for the report.

To Date: End date for the report.

-0-

Purchase Menu

Purchasing

Select *Purchasing* to enter cash and creditor invoices or purchase orders. Once you have entered an invoice it will automatically update stock quantities, supplier statements, account files and supplier history file.

The following function keys are active in this screen:

- F9 Search the stock list by item code (item number)
- F10 Search stock file by item details

Code: Enter Supplier Code. If not found, the system displays the *Suppliers List* and you can scroll up or down and choose a supplier.

Hint: If you cannot remember the supplier code, go down to the supplier name field and enter the supplier name or part of the name.

Name & Address: Filled automatically from the Suppliers List. You may overtype/alter the details if you wish.

Terms: Enter Invoice trading terms (7days, 14 days etc.).

Delivery Details: Enter any additional details needed on the invoice/delivery docket.

Tax Inclusive: Controls whether or not tax is included in the price

Pur./Order: Select *Purchase* or *Order* from the dropdown list.

Hint: To change to a Purchase Order, hit the letter O key on this field.

Number: To enter a new number, press *Enter* on the number field. A new entry with the next number in sequence will be created.

To recall an existing number, type in the old number. This entry will be recalled. You can then modify it or delete it.

NOTE: The number range is 1 to 99999999

Date: The default is today's date. Change this at will.

Ref_no: Enter the supplier's reference number, such as the supplier's invoice number.

Salesman: Enter the Salesman's code.

Invoice or Order line item details:

Part Number: Enter the item part number. If only a part of the code is entered, you will be shown the *Stock List*. Choose one by pressing *Enter* on the desired item. To enter a non stock item, Enter a '*' in the code field and you will then be able to enter text in the item *Details* field.

Details: If you entered a valid code in the *Part Number* field, the item details will be filled automatically.

If you entered a '*' in the *Part Number* field, you can type in the item description.

Quantity: Enter number of items or weight, etc.

B/Order: If the required quantity cannot be supplied due to lack of stock, the system allows you to enter a back order. Note that the back order option must be enabled. For further information refer to *Maintenance, System Setup, Sales*.

Amount \$: This is calculated automatically, but you can override the price supplied by the system.

Tax: Enter a tax code, for example, 'G' for GST. Refer to *Maintenance, Tax File Maintenance* for further details.

Disc %: Enter the item discount.

Total \$: Calculated automatically.

Other fields: With the cursor positioned on the part number field of a particular line item, these fields below display details about this part.

Bin: The part location in store.

On Hand: The stock quantity currently in stock.

Total Qty: The total number bought.

Retail \$, Trade \$ & W/Sale \$:

The Retail, Trade, and Wholesale currency values can be overtyped if you wish.

Subtot \$, Tax \$, Paid \$ & Total \$:

The subtotal, Tax, Paid and Total currency values will be recalculated automatically.

Continue entering line items until the invoice or order is complete, then select either:

Save (F2): Save the invoice. You can right click this button to view on screen and save as PDF or HTM file.

Print (F3): Saves and prints the invoice.

Hint: *Right mouse-click* on *Print* to choose the destination - either a different printer or fax the invoice.

Email: Saves the document and emails it to the supplier.

Delete (F4): Delete the invoice.

Exit (Esc): Discard any changes or additions to the invoice and position the cursor to the top.

Shift+F12: Print labels.

Payment (F5): Pay or part pay. Selecting *Payment* allows you to enter the invoice payment or part payment.

The payment screen will be displayed:

Payment No.: Filled automatically.

Date: The default is today's date. Change this at will.

Amount: Enter amount paid.

Payment Method: Select Cash, Check, Credit Card, etc, from the dropdown list.

Details: Enter the payment details.

Account: Enter the payable account. Type in either the account name or the code. This will be verified against the Accounts List.

-O-

Payments To Suppliers

Select *Payments To Suppliers* to pay a batch of invoices. Invoices can be fully or partly paid.

Payment No.:

To enter a new payment, press *Enter* on the *Payment No.* field. A new payment record with the next number in sequence will be created. To recall an existing payment, type in the old payment number. This payment will be recalled. You can then modify it or delete it. NOTE: The payment number range is 1 to 99999999.

Payment Date: The default is today's date. Change this at will.

Supplier's Name: Enter the supplier's Name.

Amount \$: Enter amount paid.

Paid By: Enter payment mode, Cash, Credit Card, etc, from the dropdown list.

Details: Enter the payment details. This field defaults to the payment mode. Change this at will.

Account: Enter the payable account. Type in either the account name or the code. This will be verified against the Accounts List. Enter *?* to obtain the list to select from.

Outstanding Invoices fields:

No.: This is just a line item number. Each line is numbered off starting with 1 at the top.

Invoice #: The invoice number as it was saved.

Date: The date of the invoice.

Total \$: The total value outstanding on this invoice.

Paid \$: This is what has been paid already.

Due \$: Enter the amount being paid spread over the list of outstanding invoices. These can be part payments. The total of this column is displayed at the bottom right. This must agree exactly with the value in the *Amount* field on the left of the screen. If you try to save with the amounts not in agreement, you will receive a warning message. Continue entering invoice payments on each line as required. When you have finished select either:

Save (F2): Save the payment. Note that the total of this *Paid \$* column must agree exactly with the value in the *Amount* field. The *Save* button is disabled until you have achieved this.

Print (F3): Saves and print the payment.

Hint: *Right mouse-click* on *Print* to choose the destination, such as a different printer

Email: Saves the payment and emails a Remittance Advice to the supplier.

Delete (F4): Delete the payment.

Close (Esc): Discard any changes or additions to the payment and position the cursor to the top.

Add/Modify Suppliers

Select *Add/Modify Suppliers* to add, modify or delete supplier details

Scroll the list and select the supplier record with your mouse.

To quickly find a supplier, simply start typing the supplier name. The list will change to follow your entered information.

Select *Edit* to modify the details of an existing supplier. This will display the *Edit Supplier Details* screen.

Supplier Code: Each supplier is given a code of up to six alphanumeric characters. This field must be filled.

Salutation: Mr., Mrs. etc.

Supplier Name: The name of the company or organization. This field must be filled.

Business No.: Business Number.

Address: The supplier's address.

Contact Name: Person you normally deal with.

Telephone: Enter telephone number.

Mobile: Enter Mobile number.

Fax: Enter Fax number.

Email: Enter email address.

http://: Enter web page address, pressing *http://* tab will open web page.

No Bulk Email: Tick to remove from bulk email list when email broadcasting.

Remarks: Any useful information.

Payment terms: COD, 7,14, 30 days, etc.

Credit Limit: Enter the credit limit amount before the system issues a warning.

Other fields:

Purchases \$: Snapshot of your trading.

Due \$: History with that supplier.

Select *Save* to save the changes. This will return you to the previous screen.

To add a new supplier, select *New (F2)* from the *Suppliers List* screen. The *New Supplier* screen will be displayed for you to enter the details. This screen is similar to the *Edit Supplier Details* screen.

E-mail Broadcast

This menu option allows you to send bulk email to contacts, with or without file attachments.

No. of Recipients: This field displays the number of email recipients. If the file contains a large number of entries, it may take a short while to display this screen. To change the number of recipients, click on the box next to the field, the system will display the list with the names and email addresses and a tick box next to them, to un-tick them all, right mouse click on the column header, to tick them all, left click the column header; or individually tick or un-tick, once finished, click on the Close button at the bottom to return to the send email screen.

Sender's Name: Enter your name. If you have entered your name in the email setup screen under the Maintenance menu, your name will automatically appear in this field.

Sender's Email: Enter your email address in this field.

Ask for Receipt: Tick this box to allow the recipient to automatically send you a receipt acknowledgment before reading your email.

Subject: Enter the email subject line. If the subject line was left blank, the system will warn you before sending the email.

Attachment: This must be a valid file name. You can have more than one attachment by separating the file names with a semicolon. Tick the box next to the field for the system to allow you to graphically choose the attachment files.

Message Type: You can choose to send your message as a text written in the following edit box, or as a file. If you choose a file, The system will disable the edit box and allow you to enter a file name in the following field. The file must be of type text, .HTM, .HTML or .RTF; otherwise, an error message will be displayed if you try to send the email with a wrong file type.

Message File: This field will initially be disabled. Once you choose a file message type, it will be enabled. You can only have one entry and of the types mentioned above.

Message Text: If you have chosen a text message type, you can manually enter a text message of variable length.

General notes on sending emails

For users with dial-up connection (using a standard modem), you need to manually connect the modem using the dial-up icon under Windows before you are able to send emails. Trying to send emails, when there is no connection, will result in error messages being displayed. If you are an ADSL user, the system will use the ADSL connection without any intervention on your part since it is always open.

Note also that you need to setup the email screen under the maintenance section before you are able to send any emails. (see *Email Setup Tab* under the *Maintenance Menu*)

Purchase Reports

List of Suppliers Report

Description: List of suppliers in either as a full page report or as envelope labels.

Report request screen fields:

State: State Code or leave blank for all states.

-0-

Purchases List Report

Description: List of purchase invoices over a specified time span, for one or more suppliers.

Report request screen fields:

Part Number & Supplier Name: Enter a part number and/or supplier name to filter the data for the report. Leave either or both fields. Blank for all parts and/or all suppliers.

HINT: Right mouse click on supplier name field to get a supplier list.

From Date: Start date for the report.

HINT: Right mouse click on any date field and select a date interactively from a calendar.

To Date: End date for the report.

Report Type: Select Detailed or Summary according to the level of detail you want.

Status: Choose purchases status.

-0-

Purchase Orders Report

Description: List of purchase orders over a given time period.

Report request screen fields:

Part Number & Supplier Name: Enter a part number and/or supplier name to filter the data for the report. Leave either or both fields. Blank for all parts and/or all suppliers.

From Date: Start date for the report.

To Date: End date for the report.

Report Type: Select *Detailed* or *Summary* according to the level of detail you want.

-o-

Summary Purchase Report

Description: List of purchases over a specified period of time.

Report request screen fields:

For the Period & To the Period: Select month and year in each field to cover the period you want the report to cover.

-0-

Aged Suppliers Report

Description: List of suppliers with amounts owing categorised into current, 30, 60 and 90+ days periods.

Report request screen fields:

For the Period: Select the month and year to report on.

State: Enter a state code or leave blank to report on all states.

Include addresses: Check if you want the report to include addresses.

Show 0 Balance: Check if you want the report to include zero balances.

-o-

Suppliers' Statements

Description: Detailed supplier's statements showing all outstanding invoices and the payments made over a specified time period.

Report request screen fields:

Name: Enter the supplier name if you want to report on only one supplier, or leave blank to report on all suppliers with outstanding invoices. This will fill the list below with suppliers accordingly.

From Date: Start date for the report.

To Date: End date for the report.

Include Paid Invoices: Check to include payments made during the report period, Uncheck to list outstanding invoices only.

Detailed Statement: Check for a detailed statement showing the payments.

Notes to Appear on Statement: Notes entered here will appear on the report.

Columns on the list of suppliers:

Leftmost column: Include or exclude suppliers for the report by checking or un-checking each supplier. Hint: To uncheck all checked suppliers, right mouse click on the header of the left column. To check all suppliers with outstanding invoices, left click header.

Name & Phone: Details filled automatically to help you identify the suppliers.

Current Balance \$: Shows current outstanding balance.

-0-

Purchase Analysis Report

Description: Purchases analysis over a specified time period, broken down by each purchase department.

Report request screen fields:

From Date: Start date for the report.

To Date: End date for the report.

-0-

Back Orders Report

Description: List of back orders sorted by either part number or supplier.

Report request screen fields:

Part Number & Supplier Name: Enter a part number and/or supplier name to filter the data for the report. Leave either or both fields blank for all parts and/or all suppliers.

Sort Order: Select Part Number or Supplier Name depending on the order you want the report in.

-0-

Stock On Order Report

Description: Also called the *Purchase Orders Report*. List of items on order.

Report request screen fields:

From Part No. & To Part No: Restricts the report to a specified range of part numbers, or leave blank for all.

Group Code: Restricts the report to one group or leave blank for all groups.

Sort Order: Select from the dropdown list:

- Group & Part Number
- Group & Details

-0-

Purchases Tax Report

Description: Tax paid over a specified period of time, on either cash or accrual basis, detailed or summary.

Report request screen fields:

From Date: Start date for the report.

To Date: End date for the report.

Detailed/Summary & Cash/Accrual: Select according to requirements.

-0-

Purchase Payments Report

Description: List of payments and the way they were allocated on invoices. It is primarily used to verify payments entered.

Report request screen fields:

Supplier: Select a supplier from the dropdown list (or type in the supplier code or name). Leave this field blank for all suppliers.

From Date: Start date for the report.

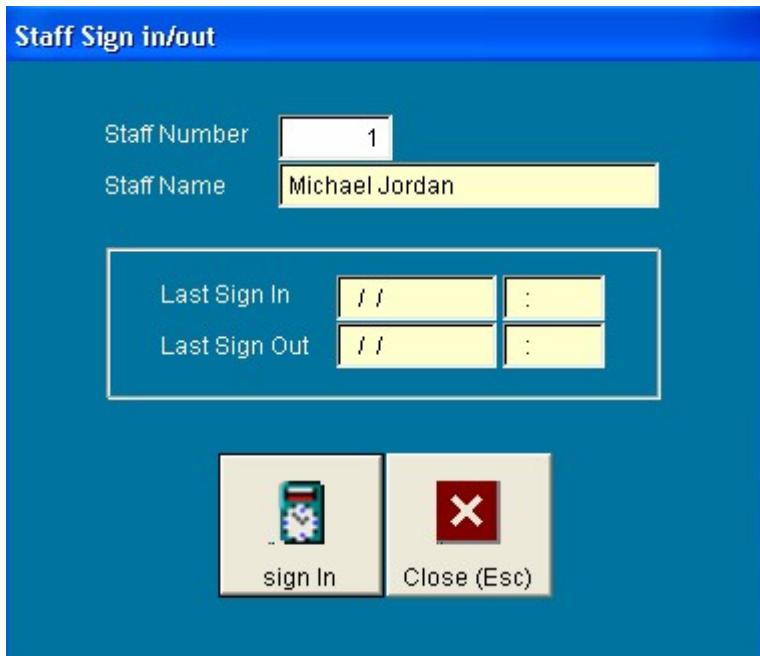
To Date: End date for the report.

-o-

Payroll

Sign In / Out

Sign In/Out screen is used to sign staff in and out. the staff member has to sign in when they first arrive at work and start their shift, then have to sign out when they are done. The system will then keep track of their work time, and based on it, it can calculate their wages if they are on an hourly rate.



Staff Number: Enter the staff index number to sign in or out. Once that is done, the system will display the staff name and clicking on the sign in / out button will do the signing in or out. Entering the numbers -199, -299 and -399 will allow the Master User to perform special maintenance functions as discussed below.

If you need to edit old log in / out entries, you must login as the Master User, then enter the number -199 in the staff number field, a list of all the log in / out entries will appear and allows you to modify or delete.

Staff Timesheet

Staff No.	Sign In Date	Sign In Time	Sign Out Date	Sign Out Time	▲
2	08/08/2007	13:04	08/08/2007	13:05	
3	08/08/2007	13:08	08/08/2007	13:08	
4	08/08/2007	13:09	08/08/2007	13:09	
1	17/08/2007	11:02	/ /		
1	29/08/2007	01:27	29/08/2007	01:28	
2	29/08/2007	01:28	/ /		
1	24/09/2007	11:02	/ /		
1	27/10/2007	17:54	/ /		

[Modify](#)[Delete \(F4\)](#)[Close \(Esc\)](#)

You can also change the log in and log out message that appears to the staff when they log in or out, to modify the log in message, enter the number -299 in the Staff Number when logged as the Administrator to modify the log in message, or -399 to modify the Log out message. To suppress the messages from appearing, just blank the whole message.

Staff Notes

Good Morning.

Please note to tidy up the front counter, count the cash in the cash drawer, and prepare a list of clients to email the new product line info to.

Have a nice day :)



Save (F2)



Close (Esc)

-0-

Process Payroll

The Process Payroll screen is used to process the weekly staff payroll figures.

Payroll Entry

For the period Ending		25/10/2007	
Employee Name		Michael Jordan	
Chris Jones		Hours	
► Michael Jordan		25.00 X 30.00	750.00
Rose Mitchel		40.00 X 5.00	200.00
Ruth Smith		45.00 X 3.00	135.00
		Taxable Additions \$	22.30
		Less Taxable Deductions \$	10.00
		Non Taxable Additions \$	0.00
		Less Non Taxable Deductions \$	0.00
		Gross Wages/Salary \$	1097.30
		Less Tax Deduction \$	307.00
		Superannuation \$	98.76
		Net Wages / Salary \$	790.30
		<input type="button" value="Save (F2)"/> <input type="button" value="Print (F3)"/> <input type="button" value="Delete (F4)"/> <input type="button" value="Close (Esc)"/>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			

Choose the payroll date to process, then choose the staff member to process its pay, then enter the hours worked and the rest of the amounts as required.

The system will then calculate the payroll amount based on the tax table and payroll parameters.

Save: Clicking the Save button will save the entry and the cursor goes back to the grid to choose a new staff member.

Print: Clicking the Print button will save and print the entry and the cursor goes back to the grid to choose a new staff member.

Delete: The system will delete the entry

Add/Modify Staff

The Add / Modify Staff is the screen to use to add new staff members or edit old data.

Staff Add / Modify

Name Michael Jordan	Date of Birth 15/12/1975	Work Start Date 01/02/2001	Work End Date //
Address 9 Jordan Road Canning Vale 	Tel. No. 0895624514	Mobile No. 0415748569	
Email Michael@ezisolution.com	Bank Account No. 9564-8523-52145325		
Tax File Number 8569 1452 3254	Pay Period Weekly	Account Name Michael Jordan	
HECS 0.000	Extra Tax 0.000	Extra Super 0.000	
Hourly Rate 25.000	Overtime Rate 40.000	Weekend Rate 45.000	
<input type="button" value="Save (F2)"/> <input type="button" value="X"/> Close (Esc)			

Enter all the relevant data in this screen, leaving the rest blank. The data required are the staff name, rate amounts and the work type, residency and tax scale.

-O-

Payroll Parameters

the Payroll Parameters screen is used to enter the payroll parameters that will decide on how to calculate the pay amounts for the staff members.

Payroll Setup

Super %	9.00	<input checked="" type="checkbox"/> Print on Pay Slip
Holiday Rate %	7.6923	<input checked="" type="checkbox"/> Print on Pay Slip
Sick Leave Rate %	1.9231	<input checked="" type="checkbox"/> Print on Pay Slip

Tax Table

Resident	Scale	Wages	A	B
R	1	259	0.16500	0.16500
R	1	1125	0.31500	39.17650
R	1	2567	0.41500	151.67650
R	1	999999	0.46500	280.04190
R	2	110	0.00000	0.00000
R	2	318	0.15160	16.73140
R	2	374	0.25260	48.09018
R	2	570	0.16670	16.71250
R	2	1436	0.31500	101.35750
R	2	2878	0.41500	244.97290

 Save (F2)  Close (Esc)

This information is country specific, so if you need more configuration, you will need to contact us for this.

-o-

Payroll Slips Report

The Pay slips Retport is used to produce the pay slips to give to the staff member with their pay.



Staff Name: Choose the staff name or leave blank to print the slips for all staff members

Date: Enter the Pay Date

EziSolution Software
3 Angle Street
The Canning Hotel Shopping Complex
WA 96523

Pay Slip

Period Ending 25/10/2007

Michael Jordan
9 Jordan Road
Canning Vale

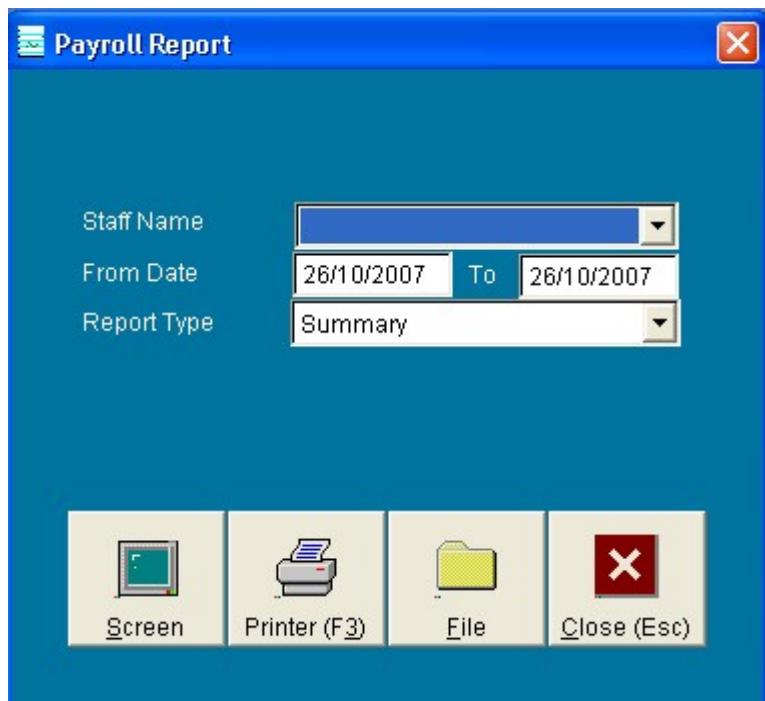
Base Salary / Wages	750.00
Overtime	200.00
Weekend	135.00
Taxable Additions	22.30
Taxable Deductions	10.00
Non Taxable Additions	0.00
Non Taxable Deductions	0.00
Gross Wages / Salary	1097.30
Less Tax	307.00
Net Pay	790.30

X-----

-0-

Payroll Report

The Payroll Report is used to report on paid payroll during a chosen time period.



Staff Name: Enter the Employee name, or leave blank to include all

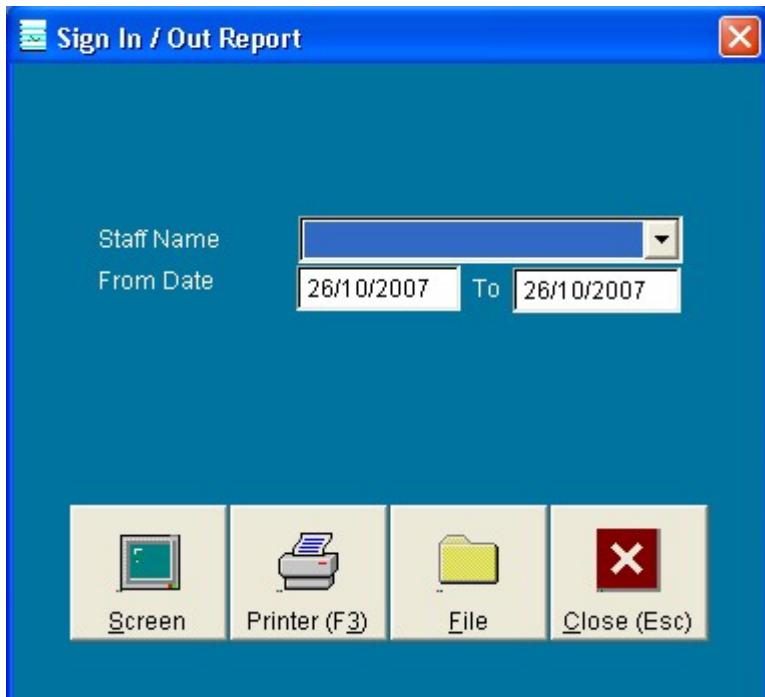
From/to Date: Enter the date range to be included in the report

Report Type: Enter the report type of either Summary or detailed.

-o-

Sign In/Out Report

The Sign In/Out report is used to print out the time sheet for a particular period of time



Staff Name: Enter the staff name to report on or leave blank for all staff members
From/To Date : Enter the date range to report on

-o-

Accounts

Chart of Accounts

Select *Chart of Accounts* to display, add, modify or delete an account from the chart of accounts. Most chart of accounts are made of ten headings

<u>Heading:</u>	<u>Example:</u>
1. Current Assets	Bank, cash in hand
2. Fixed Assets	Office Building
3. Intangible Assets	Shares, Goodwill
4. Current Liabilities	Creditors, Overdraft
5. Long Term Liabilities	Loans
6. Financed By	Shareholders, Capital
7. Sales	Cash Sale, Credit Sale
8. Cost of Sales	Purchases
9. Expenses	Advertising, Car Expenses
10. Other Income	Commission Received

Under each heading there are subheadings that can be added, modified or deleted.

Select Account screen fields are displayed to help you find and identify any that need to be changed:

Code:

Each account must have a unique code.

Name:

The name of the account.

Group:

The group this account is in. Groups are numbered 1-11.

Type:

T=Title H=Header P=Posting

Roll:

Roll the account balance at the end of the accounting year.

To modify an account, use the up and down arrow keys to position the cursor on the account you want and press the *Enter* key or select *Edit*. This will display the *Edit Accounts* screen.

Make the required changes by typing in the *Edit Account* screen fields:

Account Code:

Up to six characters to uniquely identify the account.

Account Details:

Account name.

Group:

Account group 1 to 11.

Type:

H = account that cannot be posted to

P = posting account such as 'Bank Account'

Roll Balance:

Y = Balance Sheet Accounts (1 to 6) to carry them forward to next year.

N = Trading, Profit & Loss Accounts. When you roll the balance of an account, it will show in next year's balances as a starting balance for the following year.

When you have made the required changes, select one of the following:

Save:

Save the changes and return to the previous screen.

Cancel:

Abandon the changes without saving and return to the previous screen.

To add a new account, select *New*. This will display the *Add New Account* screen which is similar to the *Edit Account* screen.

To delete an account, use the up and down arrow keys to position the cursor on the account you want and then press the *Delete* key or select *Delete*.

Journal Posting

Select *Journal Posting* to post transactions that occur in the business. The posting has two sides, the *Account Name* and *Current Balance* fields at the top of the screen show one side and the accounts on the screen listing below represent the other side.

The screenshot shows the 'Journal Voucher' window. At the top, there are fields for 'Number' (containing '6'), 'A/C Code' (containing '1002'), 'Debit Account' (containing 'Bank Account 1'), and 'Account Balance \$' (containing '375,292.16'). Below this is a table with columns: 'Code', 'Credit Account Name', 'Details', 'Date', and 'Credit \$'. Two rows are visible in the table:

Code	Credit Account Name	Details	Date	Credit \$
1001	Cash Drawer	Daily Deposit 12/12/2010	12/12/2010	3,248.25
		Daily Deposit 12/12/2010	12/12/2010	0.00

At the bottom of the window, there are four buttons: 'Save (F2)', 'Print (F3)', 'Delete (F4)', and 'Close (Esc)'. A 'Total \$' field shows '3,248.25'.

Journal Voucher screen fields:

Journal Number: To create a new journal entry, press *Enter* on the *Journal Number* field. A new journal entry with the next number in sequence will be created.

To recall an existing journal entry, type in the old journal number. This journal entry will be recalled. You can then modify it or delete it.

Account Code: Enter the account code, or double click to choose from the chart of accounts sorted by the code.

Account Name: Enter account name or double click to list the chart of account by name. You can then choose the account you want by pressing *Enter* on the account.

Current Balance \$: The balance of the top account.

The following assumes you are entering transactions on a journal entry. If you have recalled an old entry, you will be able to deduce from the following how to modify transactions.

All the following transactions will affect the selected account, so if the amount entered is positive, it will add to the account balance, if negative it will subtract from it.

List columns in the *Journal Voucher* screen:

Account Code: Enter the account code that will post against the top account, double click for the chart of accounts.

Account Name: If you can't remember the account number, then enter the account name. If

the system finds the name it will display it and the cursor moves to the details field.

Details: Enter the transaction details such as cheque number.

Date: Enter the transaction date.

Amount: Enter the amount, either positive or negative. A positive amount will add to the balance of the top account, while a negative will take away from that balance. Continue entering transactions onto the list as required. When you have finished, select one of the following:

Save: Save the journal entry with the assigned number.

Print: Save and print.

Delete: Delete the journal entry. This is usually to delete an old entry.

Close: Abandon any changes and additions without saving.

The above screen shows an example of how to do the daily banking when depositing the content of the cash drawer to the bank account/

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Entry Posting

Select *Entry Posting* to post multiple entries to the accounts. It is usually used for non-direct cash transactions such as adjustments between two or more accounts.

The screenshot shows the 'Entry Voucher' window with the following details:

Code	Account Name	Details	Debit \$	Credit \$
1001	Cash Drawer	Adjustment	125.00	0.00
1002	Bank Account 1	Adjustment	0.00	125.00
		Adjustment	0.00	0.00

At the bottom, there is a balance sheet:

Balance \$	0.00	0.00
Total \$	125.00	125.00

Buttons at the bottom left include: Save (F2), Print (F3), Delete (F4), and Close (Esc).

Entry Voucher screen fields:

Entry Number: To create a new entry, press *Enter* on the *Entry Number* field. A new entry with the next number in sequence will be created. To recall an existing entry, type in the old entry number. This entry will be recalled. You can then modify it or delete it.

Date: Enter the date.

Account Name: Enter the account name or code. The column will be filled with the account name automatically.

Details: Enter the transaction details such as cheque number.

Debit \$: Enter the amount in the debit side.

Credit \$: Enter the amount in the credit side. Note you can either enter the debit or credit sides for the same account, not both.

Total \$: The computer keeps track of the running totals.

Note: Before you can save the transaction both debit and credit amounts must be equal.

Continue entering transactions onto the list as required. When you have finished, select one of the following:

Save: Save the entry with the assigned number.

Print: Save and print.

Delete: Delete the entry. This is usually to delete an old entry.

Close: Abandon any changes and additions without saving.

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Bank Reconciliation

Select *Bank Reconciliation* to reconcile the accounts entries such as cash or bank.

There is a temporary account used to hold all cash, check, and credit card income. This is a very effective method of keeping track of the bank account. This account is called '*Cash on Hand*'. The balance of the *Cash on Hand* account must be zero after depositing the period's income into the bank. This way, your bank statement will always match your computer generated bank statement.

Accounts Reconciliation screen fields:

Account: Enter either the number or name of the account you need to reconcile.

Once a valid account number has been entered, the account and all its non-reconciled transactions with the debits and credits will be displayed on the list part of the screen.

Note that when reconciling the bank statement, the debit and credit sides appear reversed. This is normal and should be this way because the bank's statement is showing the transactions from the bank's point of view.

To reconcile a transaction, check the leftmost column of the transaction with a mouse click or by pressing the space bar. The totals at the bottom will be adjusted accordingly.

When all the transactions have been reconciled, select one of the following:

Save: Save the reconciled accounts

Print: Print and save

Delete: Un-checks all checked items.

Close: Close the screen without saving. This will *not* restore the checked items.

Once saved, the reconciled transactions will not appear on this screen the next time unless that transaction was modified or re-entered.

Accounting Reports

Chart of Accounts Report

This report will produce the chart of accounts which can be viewed on screen, printed or sent to a file.

Show Account Codes: Check this box if you want the report to include the account codes.

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Daily Entries Report

Description: Listing of detailed daily entries over a specified time span, for one or all transaction types.

Report request screen fields:

Transaction type: Select from the dropdown list, or leave blank for all types of transaction.

From Date: Start date for the report.

To Date: End date for the report.

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Daily Balances Report

Description: List of debit and credit daily balances of posting accounts

Report request screen fields:

From Account: Starting account code for the report.

To Account: Ending account code for the report. Leave this field blank for only one account.

From Date: Start date for the report.

To Date: End date for the report.

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Monthly Balances Report

Description: Monthly credit and debit balances of the posting accounts for the entire accounting year.

Report request screen fields:

From Account: Starting account code for the report.

To Account: Ending account code for the report. Leave this field blank for only one account.

For the Year: Select the year for the report.

No. of Months: Enter the number of months the report is to cover.

-o-

Statement Of Account

Description: All transactions for an account over a specified period of time.

Report request screen fields:

From Account: Starting account code for the report.

To Account: Ending account code for the report. Leave this field blank for only one account. If you include more than one account, the system produces the statements in account order.

From Date: Start date for the report.

To Date: End date for the report.

Show Zero Balance:

Yif you need to show accounts that have no transaction

Nif not.

-0-

Trial Balance Report

Description: Report to check the total balance of the accounts chart.

Report request screen fields:

For the Period: Select the month and year the report is to cover.

Show Zero Balance: Check if you want to show accounts with a zero balance.

Show Account Codes: Check if you want the report to include account codes.

Show Dr.&Cr. Sides: Check to show the debit and credit sides, uncheck to show the balance.

Total debits must equal to total credits, if not, the cause may be :

- The total balance offset is not zero at the entry of the starting balances. Correct the starting balances to get zero offset.
- Unexpected system shutdown. To fix, select *Maintenance*, then *File Re-index*, and re-index and repost all files.
- Wrong account code numbering. To fix, renumber the account code in a logical manner.
- Posting to a Heading account. To fix, delete that particular posting.

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Trading Profit / Loss Report

Description: This report is used to find out the gross and net profit/loss incurred during a specified period of the accounting year.

Report request screen fields:

For the Period: Select the month and year the report is to cover.

Show 0 Balance: Check to view the accounts with a zero balance, uncheck to suppress them.

Show Account Codes: Check if you want account codes.

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Balance Sheet Report

Description: The net worth of the business.

Report request screen fields:

For the Period: Select the month and year the report is to cover.

Show 0 Balance: Check to view the accounts with a zero balance, uncheck to suppress them.

Show Account Codes: Check if you want account codes.

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Diary

Diary

The diary comprises three sections:

Appointments

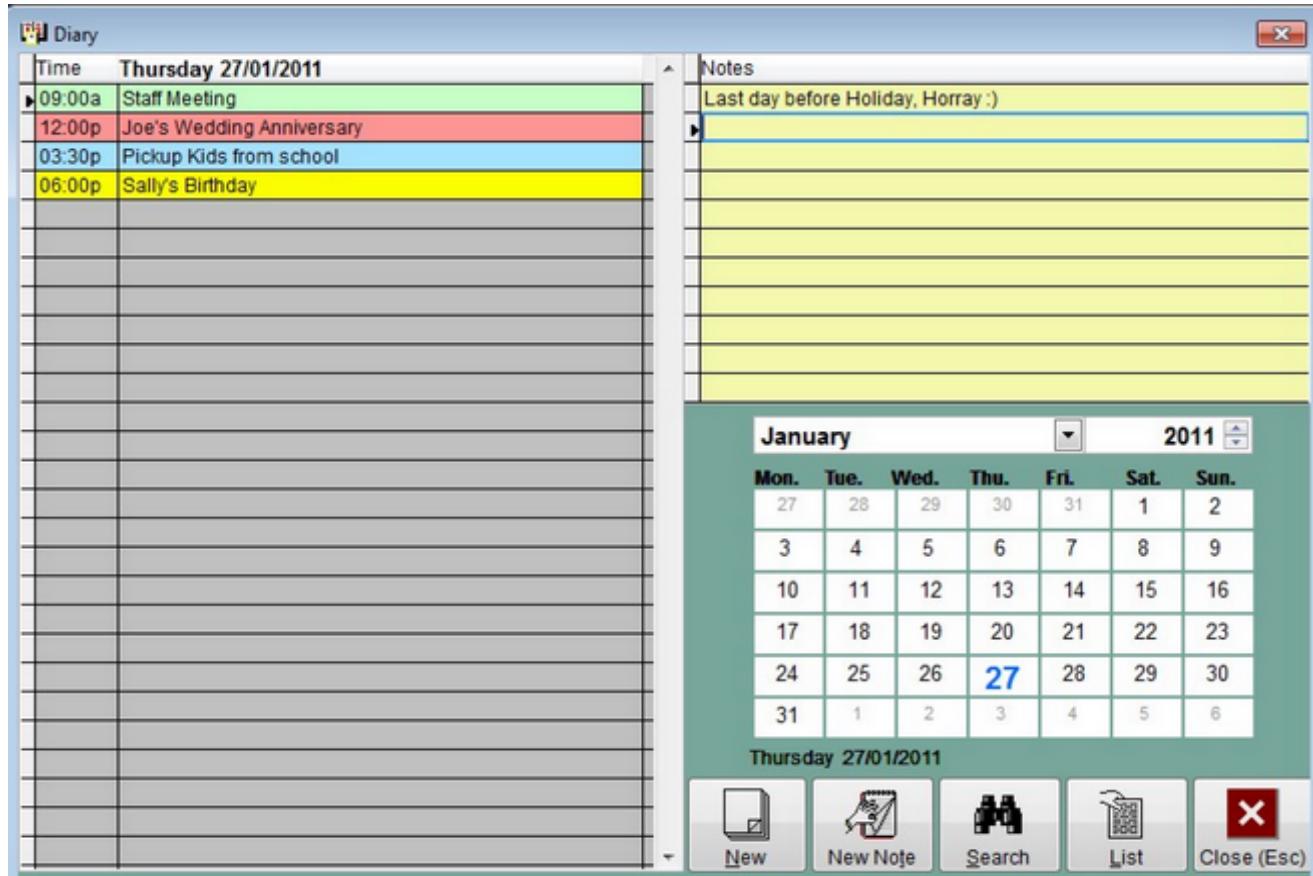
The *Appointments* section has the headings *Time* and *Details* and occupies the left side of the screen. This area displays appointments and notes that apply for the particular date selected on the interactive calendar. To enter appointments, you do not type directly into these fields, but use the *New* push button. Refer to *Push Buttons* further on in this section for more information on how to enter appointments.

Notes

The *Notes* section is positioned at the top right. You can type directly into this area. Unlike the pages of a paper diary, what you write in here is displayed regardless of the date selected on the Interactive Calendar. This means that your notes are always visible.

Interactive Calendar

The interactive calendar is positioned at the bottom right. When you first go to the Diary, today's date is selected. To view your appointments for other dates, select the date interactively using your mouse.



Push Buttons

New: To add an appointment, select *New*. The *New Appointment* screen will be displayed. Enter the appointment details.

New Appointment screen fields:

Type:

Select from the dropdown list. The choices are:

- *Once*: The appointment occurs once only.
- *Daily*: The appointment occurs every day at this time.
- *Weekly*: The appointment occurs every week on this day.
- *Day of Month*: The Appointment occurs on a certain day of month.
- *Monthly*: The appointment occurs on this date every month.
- *Yearly*: The appointment occurs on this date every year.

Date: The date defaults to today's date *regardless of the date selected on the interactive calendar*. Change this to your appointment date.

Time: Enter the time of your appointment.

Details: Type the appointment details. You can type in up to 50 characters.

Today: Pressing this button takes the user back to today's date.

Search: You can search for any string of text in the appointments file .

List: The list can be sorted by appointment type for a range of dates.

Close (Esc): Closes the Diary and returns you to the main menu.

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Telephone

Telephones Directory

Use Telephones to find, add, modify, or delete entries in your telephone directory.

The directory allows you to record the following information in each entry:

Name, Address, Phone number, Mobile number, Fax number and Email address and more.

Modify: Position the cursor on the *Telephone Directory* at the entry you wish to change, then select *Modify*. This will display the *Modify Directory Entry* screen (similar to the *Add New Entry* screen) with the details in the appropriate fields. Change these at will, then select *Save* to save the changes, or *Cancel* to abandon the changes without saving.

New: Add a new entry.

Type in the required details and select *Save* to save the entry, or select *Cancel* to abandon the details without saving. This will return you to the *Telephone Directory* screen where you will see the new entry, if saved, displayed along with the old ones in name order.

Envelope (F3): Position the cursor on the *Telephone Directory* at the entry you wish to print, then select *Print* or hit *F3*. This will print the name and address details on an envelope.

Delete (F4): Position the cursor on the *Telephone Directory* at the entry you wish to delete, then select *Delete* or hit *F4*. This does not actually delete the entry, but moves it to the end of the list, prefixing the name with a tilde (~). For example, if you delete an entry for *John Doe*, it will be renamed to *~John Doe*.

To restore a deleted entry, search at the end of the list for (example) *~John Doe*. Then use *Modify (F6)* to change the name back to *John Doe*.

Email: Choose this option to email the person in the directory entry

Bulk email: Choose this option to bulk email all the entries in the telephone directory. (Refer to Clients Email Broadcast for instructions)

Please note that under the Group field, you can group your entries any way you wish, by either text or numbers. This field will be used to filter out emails and printouts.

Close (Esc): Close the telephone directory and return to the main menu.

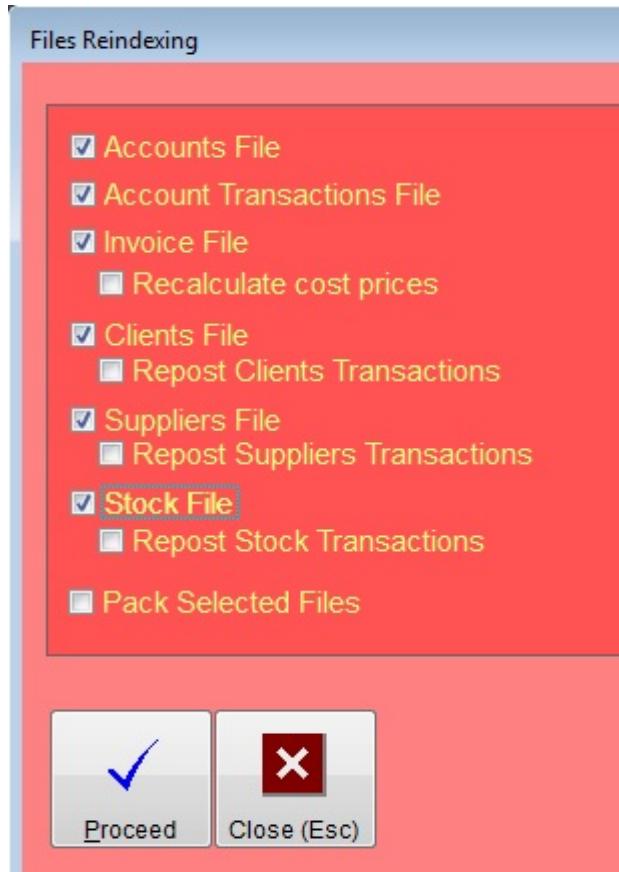
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Maintenance

Files Reindex

Use Files Reindex under the following conditions:

- After an unexpected power blackout, surge, or brownout. This includes unintentionally turning off your computer without going through the normal shutdown sequence.
Attention: If anything like this happens, you are strongly recommended to reindex all files. Failure to do so may produce unexpected results.
- If the index files were deleted by mistake.
- After a data restore operation.
- If the system starts to behave strangely in any way. Typically, this could include not being able to find data that you know should be there.



Recalculate Cost Price: Only tick this option if you need the system to recalculate the cost price for all of your stock item from day one.

Repost Clients Transactions: Ticking this option will fix any problems that may have occurred in posting clients transactions. This will repost all the individual transactions to the

totals file and can be done any time you notice a problem with client amounts.

Repost Suppliers Transactions: Ticking this option will fix any problems that may have occurred in posting suppliers transactions. This will repost all the individual transactions to the totals file and can be done any time you notice a problem with suppliers amounts.

Repost Stock Transactions: Ticking this option will fix any problems that may have occurred in posting stock transactions. This will repost all the individual transactions to the stock file and can be done any time you notice a problem with stock quantities.

Pack Selected Files: This option will remove any deleted or modified transactions. Note that the system keeps track of all deletions/modifications to all transaction files with each transaction tagged with user number, station number, date and time, so in case of trail audit, you can see all the changes that took place from the last pack. Once packed, all these records are lost.

Sequence of operations:

- You must be the only user signed on to Retail ManPOS System. All other users, including people on a network, must sign off Retail ManPOS System.
- It is advisable to backup your data before the files reindex takes place.
- Select the file or files you think may need to be re-indexed, or select all after abnormal shutdown, by checking boxes appropriately.
- Select *Proceed* to start the re-indexing. This may take several minutes depending on the amount of data stored and the speed of your computer.
- Do not interrupt your computer until you see the *Indexing Done* message.

Choose *Pack Selected Files* if you need to remove all of the deleted information from the database.

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System Setup

Company Setup

Use the *Company* tab to enter the business name and details that will be printed on all the reports and invoices the system produce.



Business Name: Enter your business name, note that when you receive the product key with your business name, the business name can not be changed, otherwise, the program will revert to the demonstration mode.

Location: Enter the business location, this is useful for the multi-location version.

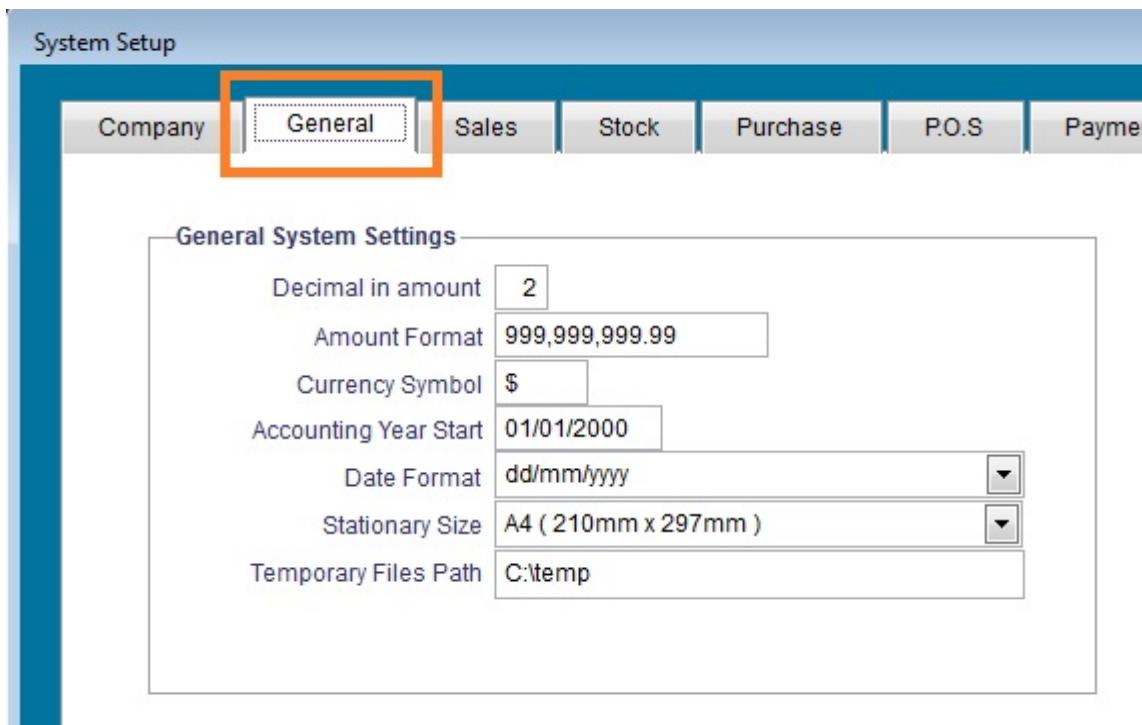
Address: Enter your company contact and address details.

Business Logo File: Enter the optional logo file.

► Note: if you plan to run the multi-user version, then you must provide the absolute path names such as \\Server\Server_c\logos\mylogo.bmp, otherwise, if you store the logo file in the program folder, then you only need to provide the logo file name without any paths attached such as MyLogo.bmp or Acme.jpg

General Setup

Use the *General* tab to set up storage locations on your computer, and to set currency and tax details appropriate to the country you are in.



Decimal in Amount: The number of places of currency decimals, such as \$123.45

Amount Format: Enter the amount format in the form of 999,999.99, if it was left blank, it will default to 999,999,999.99

Currency Symbol: Examples: \$, £, ¥

Accounting Year Start: Enter the accounting year start date, this has to be done only once, the system will use the day and month and will automatically roll the year.

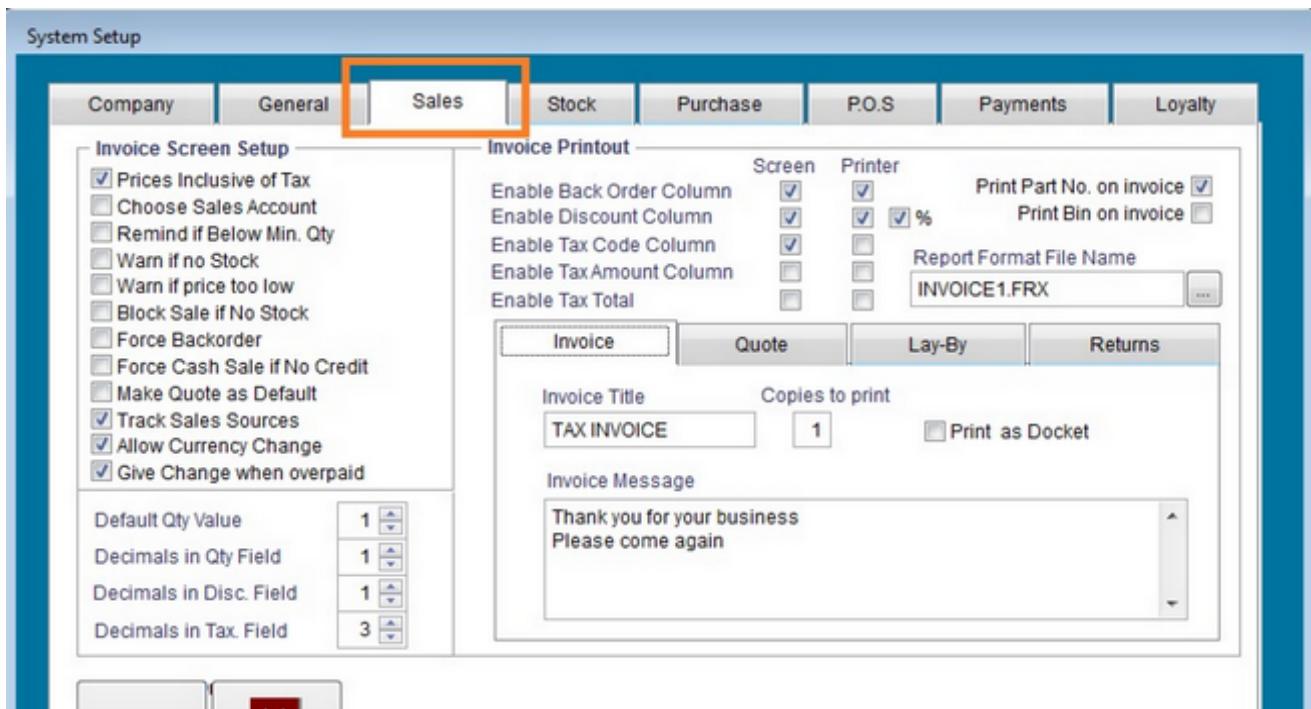
Date Format: Choose date format dd=Day, mm=month yy or yyyy= year

Stationery Size: Choose the stationery size to be used for printing. Letter size is used in the USA, while A4 is used in the rest of the world.

Temporary Files Path: Enter the temporary files path folder name (default is c:\temp) for temporary files needed while in use. These files are deleted automatically as soon as they are no longer required.

Sales Setup

Use the *Sales* tab to set up the invoicing options.



Invoice Screen Setup

Prices Inclusive of TAX: Determines whether or not the invoiced prices include or exclude Tax. If ticked, the amounts shown on the invoice will be including tax, otherwise, tax will be added to the sale price.

Choose Sales Account: When this is checked, the Post To field on the Invoicing screen is visible. This allows you to post the whole invoice amount to a particular account. When this is not checked, the Post To field on the Invoicing screen is not visible and the whole invoice is posted to the default Sales account.

Remind if Below Min Qty: Issue a warning if stock levels fall below the specified minimum.

Warn if no stock: Issue a warning if there is a zero stock level.

Warn if price too low: Issue a warning if the price is lower than the cost price.

Block Sale if no stock: check to block the sale if the stock qty is zero or below.

Force backorder: Issue a backorder automatically if stock levels fall below the predetermined minimum.

Force Cash Sale if No Credit: If selling to a client with no available credit, then force it as a cash sale.

Make Quote as Default: Sets the default such that when you select *Sales*, then *Invoice*, the *Invoice/Quote* option defaults to *Quote*.

Track Sales Sources: Allows the user to choose a sale source for each sale from a drop down list.

Allow Currency Change: Allows user to change default currency when selling.

Give Change when overpaid: Tick to treat sale as a cash sale, if client pays more than the invoice total, then system will treat extra payment as a change. If un-ticked, amount goes against client's account as an overpayment.

Default Qty Value: Enter the default quantity the system will automatically enter as you process sales, default is 1.

Decimals in Qty Field: Enter the number of decimals in the quantity field, zero for whole numbers such as 123, 1 for one decimal such as 123.1, 2 if you are selling in lb such as 123.05 and 3 if you are selling in Kg such as 123.275

Decimals in Disc. Field: Enter the number of decimals in the Discount field, zero for no decimals such as 25, 1 for one decimal such as 25.5. Maximum is 3 decimals.

Decimals in Tax Field: Enter the number of decimals in the tax field.

Invoice Printout

Enable Backorder Column: Tick to enable the use of the back order column on the screen and printout.

Enable Discount Column: Tick to enable the discount column, Tick the % to force the discount as a percentage discount. Note that if you do not tick the % option, then the discount will be in amount value, however, you can always process the discount as a percentage by pressing the % after you enter the discount amount in the discount column.

Enable Tax Code Column: Tick force the system to show the tax code for each item sold.

Enable Tax Amount Column: Tick force the system to show the tax amount for each item sold, this will also allow you to change the tax amount.

Enable Tax Total: Tick force the system to show the tax total for the whole invoice.

Print Part No. on Invoice: Tick to print the part numbers on invoice.

Print back orders on Invoice: Include back orders on invoices.

Print Bin on Invoice: Tick to print bin location of each item on the invoice. This is a handy feature if you have a large number of items as it will allow you to quickly locate the items.

Report Format File Name: Leave blank to use the default file, otherwise, if you are using a custom invoice format file, then enter the name here (with the extension of FRX), Make sure you include the absolute path if you are on a network (such as

`\Server\c\Rman\My\Invoice.FRX`) or if the file is in the Rman folder, then just enter the file name with no path (such as `My\Invoice.FRX`)

Invoice Title: Enter the invoice title such as "TAX Invoice"

Copies to Print: Determines how many copies of invoices are printed.

Print Invoice as Docket: Enabling this option will cause the system to print the invoice as a Docket.

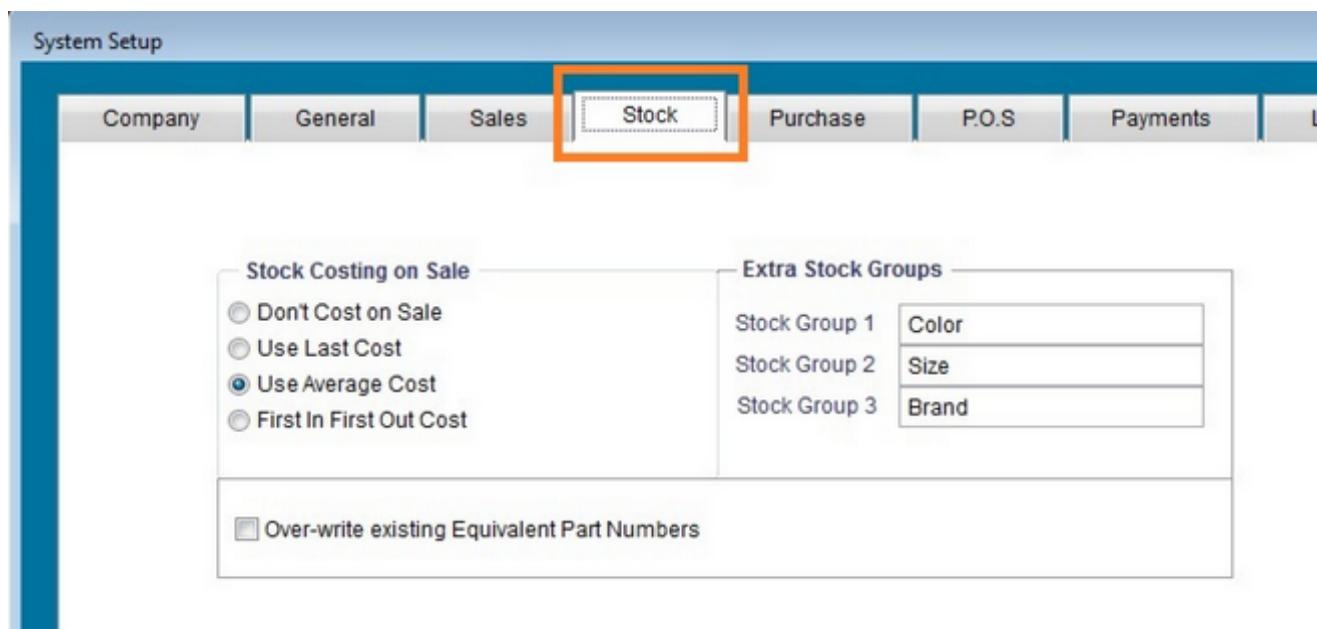
Invoice Message: Allows you to type in text that will be printed on footer of the invoice.

The same can be done for the Quote, Layby/Layaway and Returns.

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Stock Setup

Use the *Stock* tab to set up the stock costing on sales and stock enquiry screen.



Stock Costing on Sales: This option group are *radio buttons*. You can select only one option.

Don't Cost on Sale: Select this option to prevent posting the cost of each sale to the accounts.

Use Last Cost: Select this option to post the last stock cost to the accounts.

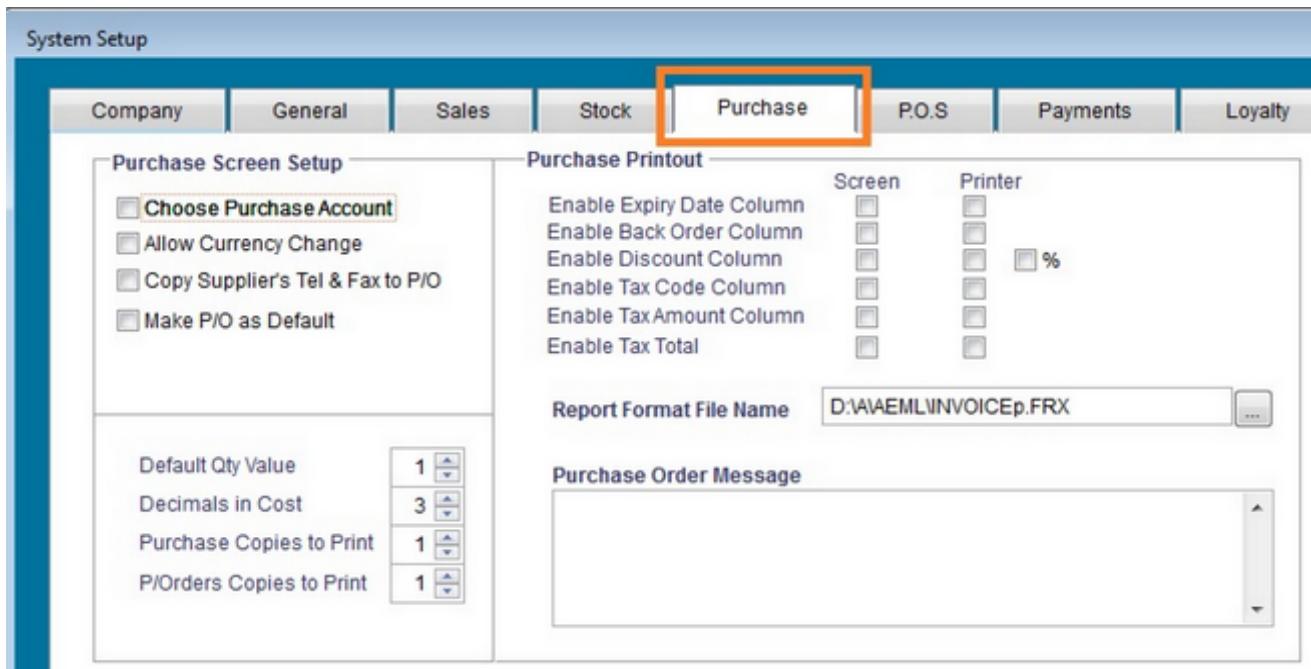
Use Average Cost: Select this option to post the last stock cost to the accounts.

First in First Out Cost: Select this option to post to the accounts on a first in first out basis.

Extra Stock Groups: This option enables of up to three extra optional stock groups that can be named by the user.

Purchase Setup

Use the *Purchase* tab to set defaults and other values associated with purchases and purchase orders.



Purchase Screen Setup

Choose Purchase Account: When this is checked, the Post To field on the Purchasing screen is visible. This allows you to post the whole Purchase amount to a particular account. When this is not checked, the Post To field on the Purchasing screen is not visible and the whole purchase is posted to the default account.

Allow Currency Change: Displays the currency *Rate* field on the *Purchasing* screen.

Copy Supplier's Tel & Fax to P/O: Include the supplier's contact details in the Delivery Details field of the Purchasing screen.

Make P/O as Default: On the *Purchasing* screen, set the default for *Pur./Order* field to *Order*.

Default Qty Value: Sets the default quantities for purchase or purchase order items.

Decimals in cost: You can modify the number of decimals in the cost price in the purchase screen.

Purchase Copies to Print: The number of copies of purchase invoices to be printed.

P/Orders Copies to Print: The number of copies of purchase orders to be printed.

Purchase Printout Setup

Enable Expiry Date: Choosing this option will display the expiry date column in the

purchasing screen, this is useful when you need to track the expiry dates of the purchased products. The assumption with this feature is First in First out, that is the stock you buy first is assumed is sold first, this will eliminate entering expiry dates on sales

Enable Backorder Column: Tick to enable the use of the back order column on the screen and printout.

Enable Discount Column: Tick to enable the discount column, Tick the % to force the discount as a percentage discount. Note that if you do not tick the % option, then the discount will be in amount value, however, you can always process the discount as a percentage by pressing the % after you enter the discount amount in the discount column.

Enable Tax Code Column: Tick force the system to show the tax code for each item.

Enable Tax Amount Column: Tick force the system to show the tax amount for each item bought, this will also allow you to change the tax amount.

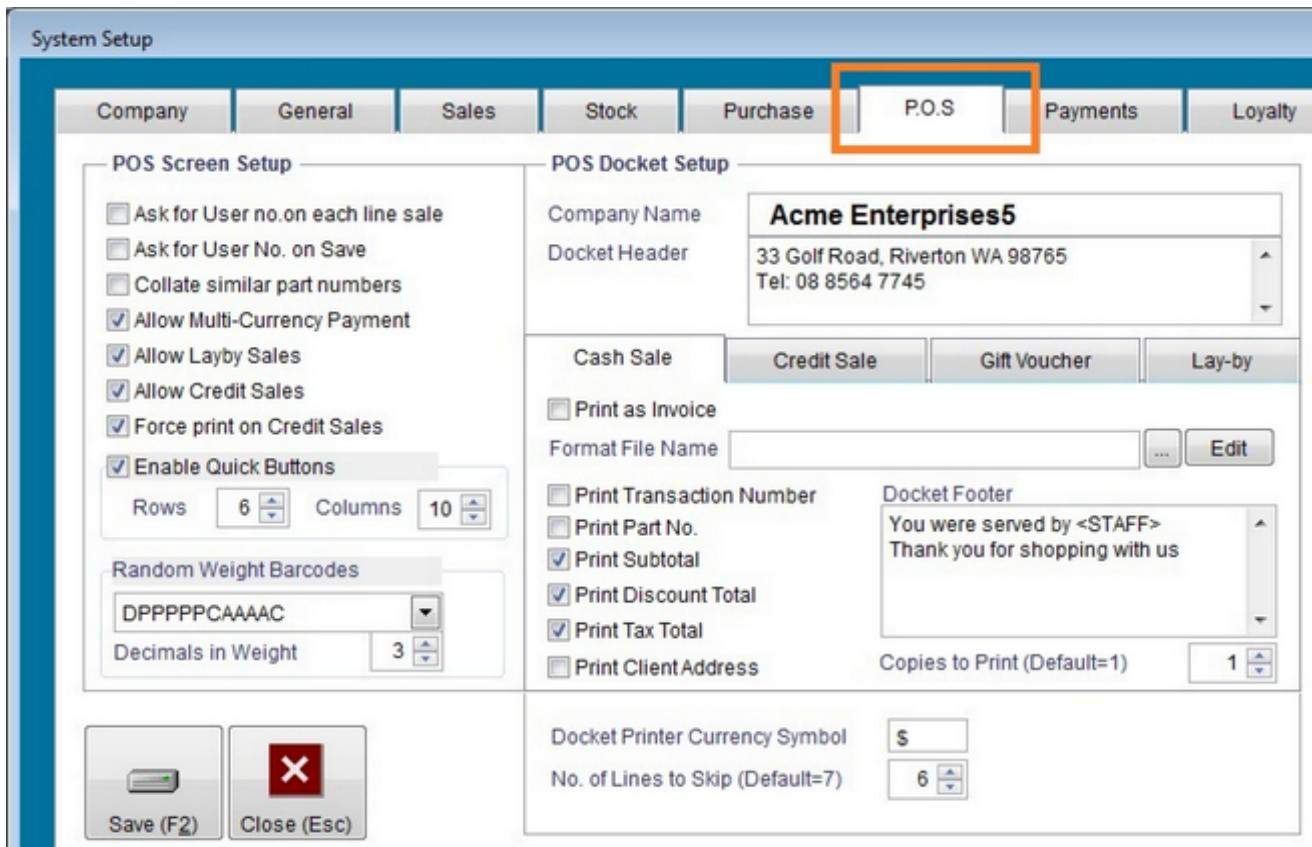
Enable Tax Total: Tick force the system to show the tax total for the whole purchase.

Purchase Order Message: Allows you to enter a message that will be printed on all purchase orders.

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Point Of Sale Setup

Use the *P.O.S* tab to set defaults and other values associated with point of sales and docket printout.



POS Screen Setup

Sets up the behavior of the POS screen.

Ask for User No on each line of sale: Tick to allow the user to supply a user number on each line item, this is useful if more than one staff member serves the same customer on the same sale.

Ask for User Number on Save: Tick to force the user to supply a user number before saving the transaction, each sale is then tagged with their number.

Collate Similar Part Numbers: Choosing this option will group same part numbers together as if entered on one line. This is useful in many cases but may not work properly in other cases where you sell the same item with different prices, such as when you sell one at full price and the next item as half price.

Allow Multi-Currency Payment: Tick if you plan to accept cash foreign currencies as pos payments, this will allow you to choose the currency in the cash payment section of the pos screen. You will need to make sure the exchange rate is updated on regular bases, you can edit the currency file by pressing Control+Right Mouse Click on the currency field.

Allow Layby/Layaway Sales: Tick this option if you plan to use Layby/Layaway sales in the pos screen.

Allow Credit Sales: Tick to allow selling your repeat clients on account, you will notice an added Account payment type appearing the pos payments screen for eligible clients.

Force Print on Credit Sales: Tick to force the system to print sales docket for credit sales, this to allow the staff to clooect the client signature on your copy of the docket as a proof of sale.

Enable Quick Buttons: Tick to enable the quick menu and item buttons in the pos screen, this will facilitate faster sales process as it allows the user to press buttons instead of looking for the fast moving items. You can choose the number of rows (maximum of 6) and columns (Maximum of 10).

Random Weight Barcodes: this option will allow the system to process barcodes that are printed on some scales with variable weights. These types of scales usually sit in each department (not on the checkout) and the customer comes in, buys a certain type of item that is sold by weight, the staff member weighs the item, prints the barcode and sticks it on the item, then when the client goes to the checkout, the staff member reads the barcode, the system will then be able to know the item code and its weight/price. The scales can be programmed to print the barcodes in few different formats, and you will need to match these formats with the format option from the drop-down list. noting that D= Dept. P= Part No. C=Checkdigit W=Weight (in lbs or Kgs) A=Amount (price)

Decimals in Weight: This is the number of decimal places the weight has, its 2 for lbs and 3 for Kgs.

POS Docket Setup

Company Name: Enter the company name as you want it to appear on the docket/receipt

Docket Header: Enter the receipt/docket header which may include the address, telephone number, email address and any other relevant information.

Print as Invoice: Ticking this option will print the docket/receipt as a full invoice on the Windows default printer.

Format File Name: This will allow you to modify the way the receipt look, the format files are a normal text files that you can modify from within the program, they have the extension .POS. If you choose to modify the receipt printout, the rest of the options will be inactive.

Print Transaction No.: Tick if you want the printed docket to contain the transaction number.

Print Part Number: Tick to print the part number on the receipt.

Print Subtotal: Tick to print the subtotal on the receipt.

Print Discount Total: Tick if you want to print the discount total on the receipt.

Print Tax Total: Tick if you want to print the Tax total on receipt.

Print Client Address: Tick if you need to print the repeat client address on the receipt.

Docket Footer: Enter the text to appear at the receipt footer, you can include the staff name by including the variable <STAFF> in the text.

Copies to Print: Enter Number of docket/receipts copies to print, the default is 1.

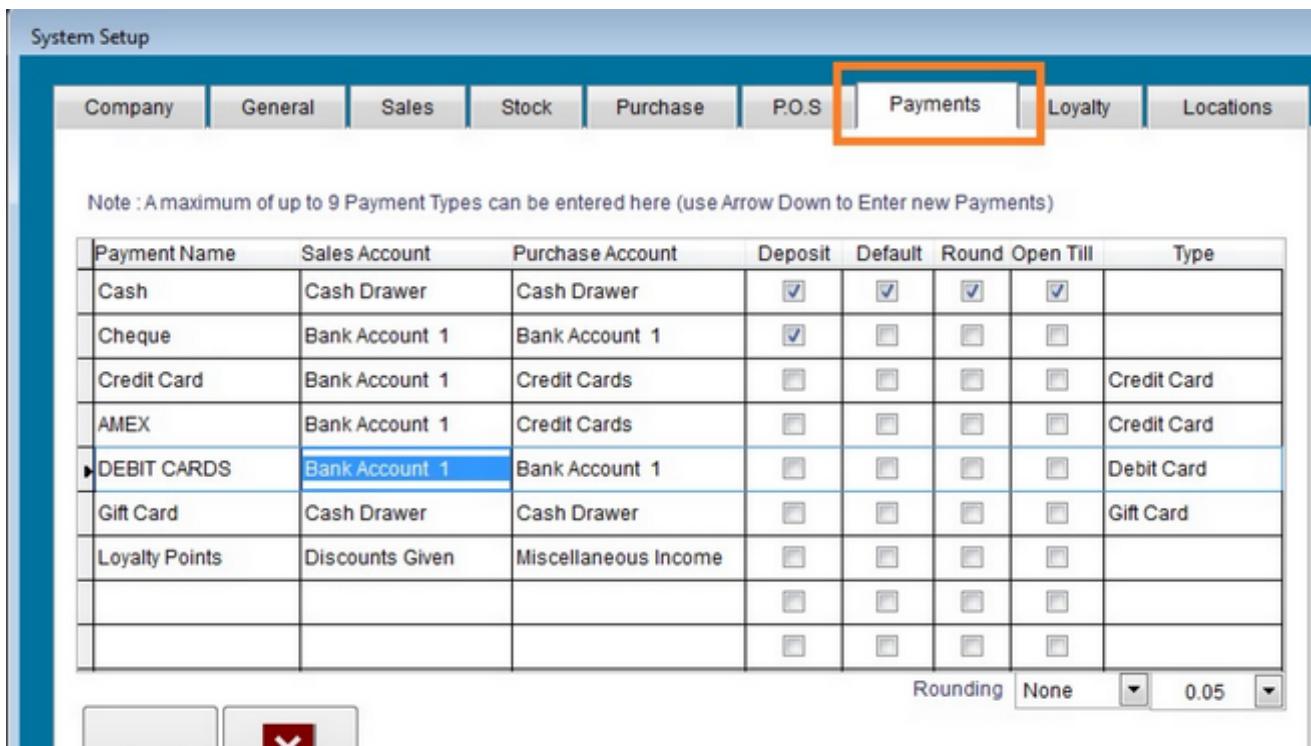
Docket Printer Currency Symbol: Enter the currency symbol to print on the receipt, for some printer you will need to enter the ascii code for some currencies such as the £ which is 156.

No of Lines to Skip: Enter number of lines to skip after printing.

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Payments Setup

Use the *Payments* tab to set the default payments methods (up to 9). And also the accounts to post to when the sales or purchase payments are processed.



The screenshot shows the 'System Setup' window with the 'Payments' tab highlighted by a red box. Below the tabs, a note says: 'Note : A maximum of up to 9 Payment Types can be entered here (use Arrow Down to Enter new Payments)'. The main area is a grid table with columns: Payment Name, Sales Account, Purchase Account, Deposit, Default, Round, Open Till, and Type. The rows list various payment types with their corresponding account details and settings. At the bottom right, there are buttons for 'Rounding' (set to 'None'), a decimal input field (set to '0.05'), and a dropdown menu.

Payment Name	Sales Account	Purchase Account	Deposit	Default	Round	Open Till	Type
Cash	Cash Drawer	Cash Drawer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Cheque	Bank Account 1	Bank Account 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Credit Card	Bank Account 1	Credit Cards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Credit Card
AMEX	Bank Account 1	Credit Cards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Credit Card
DEBIT CARDS	Bank Account 1	Bank Account 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Debit Card
Gift Card	Cash Drawer	Cash Drawer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gift Card
Loyalty Points	Discounts Given	Miscellaneous Income	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Payment Name: Enter Payment names keeping the cash as the top name

Sales Account: Enter the sales Account Code or Account Name from the chart of accounts, this will cause the system to post payment to that account on a sale.

Purchase Account: Enter the Purchase Account Code or Account Name from the chart of accounts, this will cause the system to post payment to that account on a purchase.

Deposit: Tick all the rows that you want to appear in a bank deposit slip.

Default: Choose one payment to be used as the default payment method by your client.

Round: Tick all the payments to be rounded up or down, usually its the cash payment to allow for better cash handling.

Open Till: Will cause the system to open the cash drawer if that payment method was used.

Type: This column is used to identify the Credit Card, Debit Card and Gift Card sales payments. This option is used if you plan to use the on-line credit card processing option.

You will need to have the following for this to work:

1. Have a merchant account with any bank
2. Choose a credit card processor from [Maintenance > Hardware Setup > Credit Card](#)
3. Install the credit card processor software

Rounding: If you plan to round sale amounts, you can choose rounding up or down and the amount to round to.

-0-

Loyalty

The loyalty points is used to reward clients who buy from you with a set number of points for amount spent, then once the client accumulates a set number of points, the system will issue them with a store credit for a certain amount that is determined by you. This will help you with client loyalty and give the clients more incentives to buy from you and to keep coming back.

You can assign how many loyalty points each stock or service item is worth, this can be set in the stock file.

To setup the loyalty points system , there are few steps to take, the first is to create a Payment [Type called Loyalty](#) (created in the payments screen) and it should post to an expense account such as Discounts Given.

The screenshot shows the 'System Setup' window with the 'Loyalty' tab highlighted by an orange border. The 'Loyalty Points' section contains fields for 'Points to Redeem' (500), 'For the Amount of' (25.00), 'Days to Expiry' (0), and 'Payment Name' (Loyalty Points). Below this, the 'Docket Header' section displays 'Acme Enterprises' address and contact information, and the 'Docket Footer' section displays terms and conditions for use.

Loyalty Points			
Points to Redeem	For the Amount of	Days to Expiry	Payment Name
500	25.00	0	Loyalty Points

Docket Header	Acme Enterprises 12 Golf Avenue, Parkwood WA 6987 Tel : (09) 84569874 Fax: (08) 94569857 Store Credit
Docket Footer	Terms and conditions if use: 1 - You can use credit voucher as cash 2 - This voucher is transferable 3 - No refund will be issued if lost

Points to Redeem: Enter the number of points the client will need to accumulate before the system issue them with the store credit voucher.

For the Amount of: Enter the amount to be used as store credit for that number of points.

Days to Expiry: Enter the number of days before the store credit expires, zero for no expiry.

Payment Name: This is a drop down list that displays the payment types, you must choose the Loyalty payment type that we have created in step one, note that the loyalty payment option will be disabled in the POS screen for any client who does not have enough loyalty points to spend.

Note that the system will keep track of the loyalty points for the client and will automatically issue the loyalty points voucher when the number of points are reached or exceeded the allotted number of points (in this case 500).

Docket Header and Footer: Enter the text you wish to display on the loyalty points header and footer.

You also have to make sure that you properly [setup any client](#) you wish to join to the loyalty points, by enabling the loyalty points flag in the client card as shown below.

Edit Client

Client Type	Client Code	Title	Business Name	Business No.
Business	ABS	Messers.	ABS Computers	

Trading Details

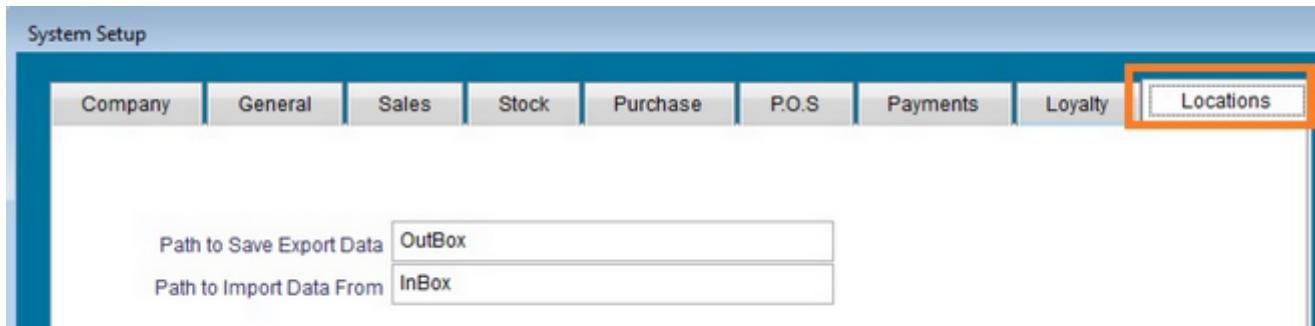
Address	58 Maccalla Road	Delivery Address	58 Maccalla Green CANNING VALE WA 61554
City	CANNING VALE	http://	www.abscomputers.com
State	WA	Email	james@abscomputers.com
Country	Australia	No Bulk Email	<input type="checkbox"/>
Telephone	0895563146	Notes	Good client who pays on time
Mobile	0412373722	Contact	James
Fax	0895563146	Pricing	Retail <input type="checkbox"/> Tax Inclusive <input checked="" type="checkbox"/>
Salesperson	<input type="button" value="..."/>	Trading Term	30
Join Loyalty	<input checked="" type="checkbox"/>	Credit Limit £	1000
Total Points	6.530	Start Trading	27/06/2007
		Stop Trading	/ /

History

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Locations

This option will only appear in the Multi-location version.



Path to Save Export Data: This is used on the remote location, the default is OutBox.

Path to Import Data From: This used on the Server or head office that collects data from all the remote stores

How does it work:

The program will save all the transactions from the remote locations on the local hard disk in the sub folder OutBox, then these files need to be sent (by VPN, FTP or any other way) to the sub folder InBox on the server before it is imported in to the main system.

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Hardware Setup

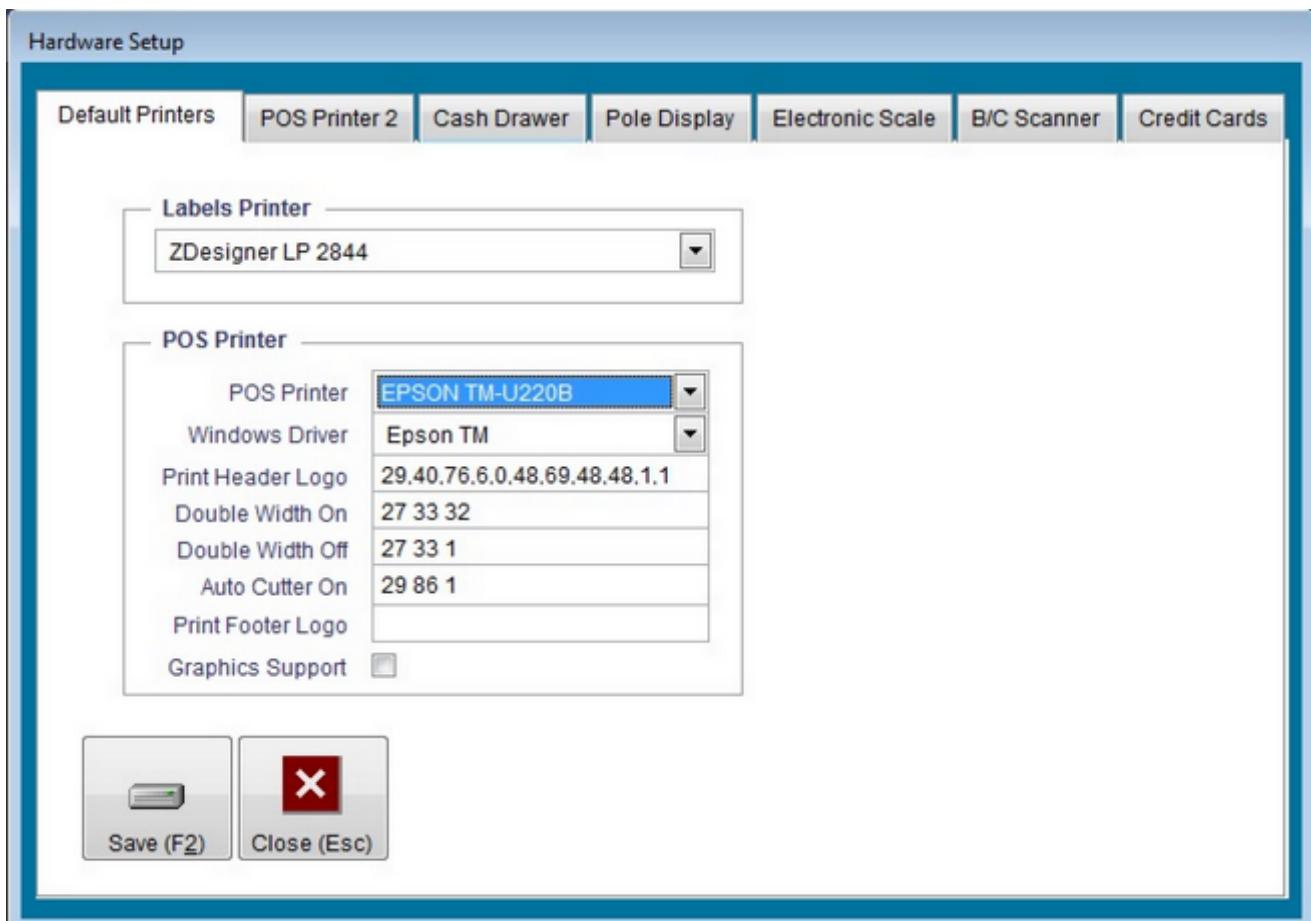
Use the *Hardware Setup* to set defaults and other values associated with hardware used such as docket printers, cash drawers and pole displays.

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POS printer

This option allows the adding of a POS printer to the system as shown below.

Pos printer 2 is used to print a second copy on a remote printer such as in restaurants to the kitchen.



Labels Printer: Choose the printer from a drop down list, if the printer is not listed there, The labels printer can be used to print labels and barcodes

POS Printer: Choose the printer from a drop down list, if the printer is not listed there, you may choose a compatible mode, most pos printers can emulate the Epson T88II

Windows Driver: Choose a POS printer Windows Driver from the drop down list. This is normally created by the Windows User from the Control Panel > Printers and Faxes screen. Make sure to name the printer drivers a meaningful name and also test the driver by printing to the printer using the Print Test Page button in Windows. If the printer does not print under Windows, then it will not work in the program.

Print Header Logo: This is an optional field that will allow the POS printer to print the company logo on the docket. Most new POS printers store graphics in their built-in NV memory (Non-Volatile Memory) using the software that comes with them, and then using the correct control codes, it will allow the user to place the company logo on the sales docket thus enhancing the business image.

You will need to consult your printer manual on the control codes to use to print the logo

► Note: the control codes can be entered in the format xx yy zz or xx,yy,zz , where xx, yy and zz are the codes in Decimals, you can use Hex by preceding the numbers by 0x

Double Width On: This allows the company name to be printed in large font. Note that if the company name is too long (more than 40 characters) its best not to print it in large font.

Double Width Off: This turns off the large print

Auto Cutter On: This is used with POS printers that have the auto paper cutter to force the printer to cut the docket after it is printed, most printers with auto cutters have two modes of cutting, a full cut and a partial cut.

print Footer Logo: This is the same as the header logo, and can be used to print such things as advertisements, specials, discount vouchers etc., the graphics bitmap has to be uploaded to the printer memory at a new location to allow the program to use it.

Graphics Support: This option is for future use.

POS Printer2

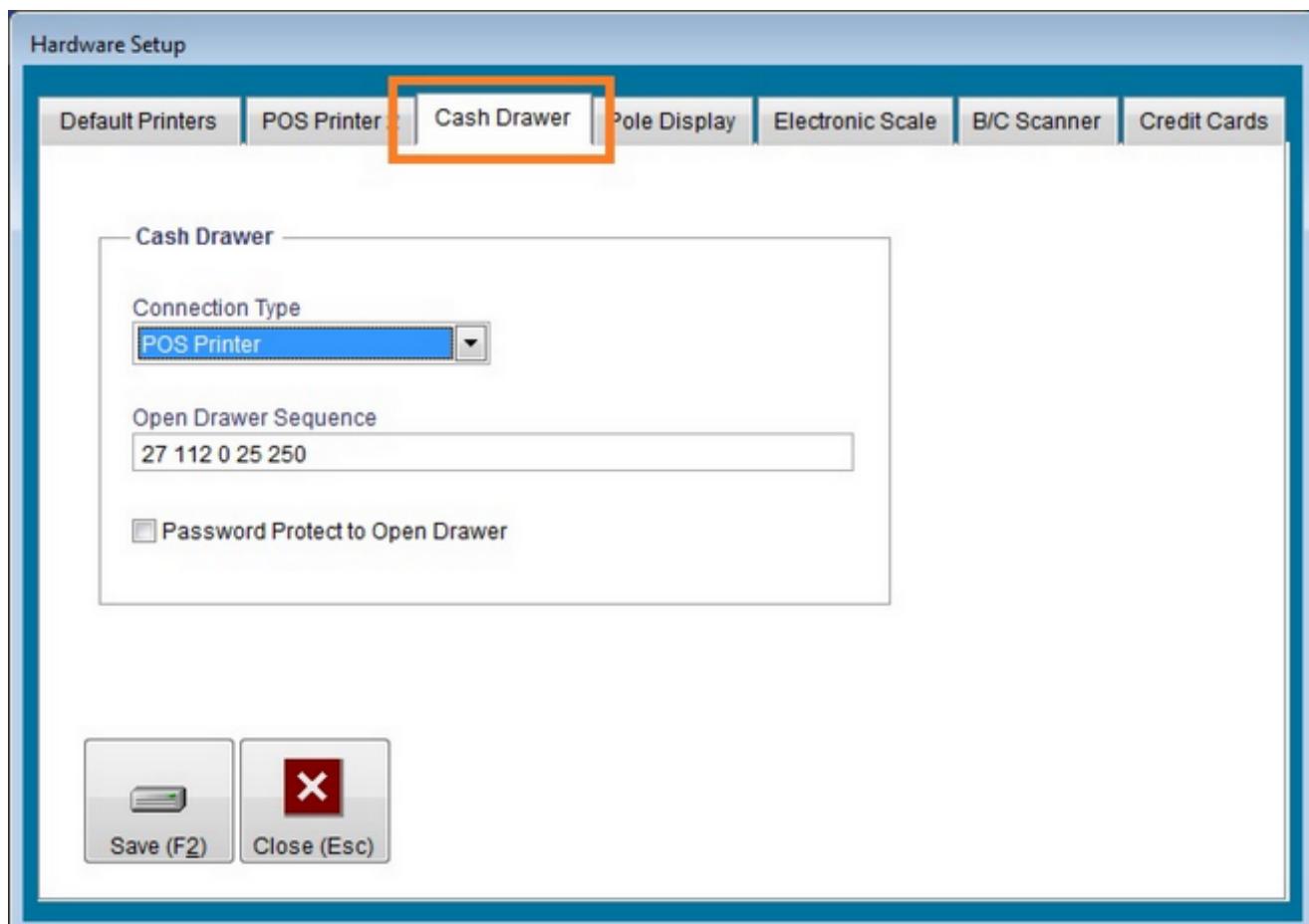
This option is used to allow the user to print using 2 printers, such as pos station and back station

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Cash Drawer

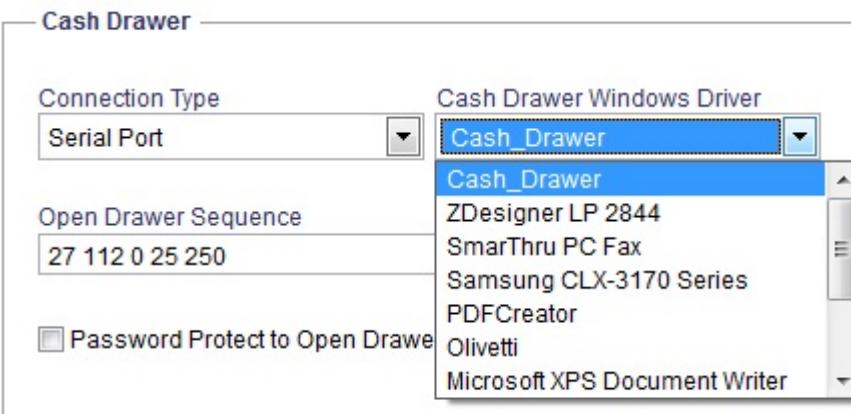
This option is used to setup the cash drawer that is connected to the system through either the serial port, POS printer port or USB Port.

Please note that cash drawers that connect to the POS printer port are the easiest to setup and also the cheapest to buy.

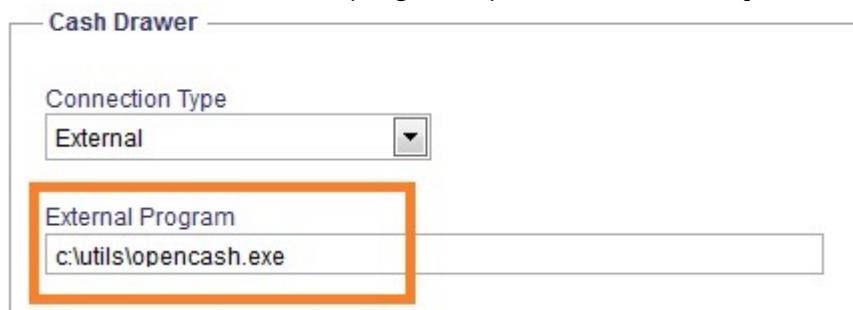


Connection Type: Available cash drawer connection type options are:-

- No Cash Drawer: Choose this option if you have no cash drawer connected to the system
- POS Printer: Choose this option if the cash drawer is connected through the pos printer using RJ-45 cable
- Serial Port: Choose this option if the drawer is connected to the computer using RS-232 Serial Cable. Once you choose this option, a new drop down option will appear and you must enter the serial port Windows Driver which you should have [created](#) using the Generic Printer Driver. Make sure to set the serial port parameters to match those of the printer's. If you are not sure what those parameters are, you can usually force the printer to display them by pressing one or more of the printer's buttons and switch it on while you keep pressing these buttons.



- **USB Port:** Choose this option if drawer is connected to a USB port, you will need to load the driver that comes with the drawer for it to work
- **External Program:** This option allows you to use an external executable program to open the cash drawer. You will need to provide the name of the external program (see example below). Make sure this program opens the drawer if you run it from DOS or Windows.

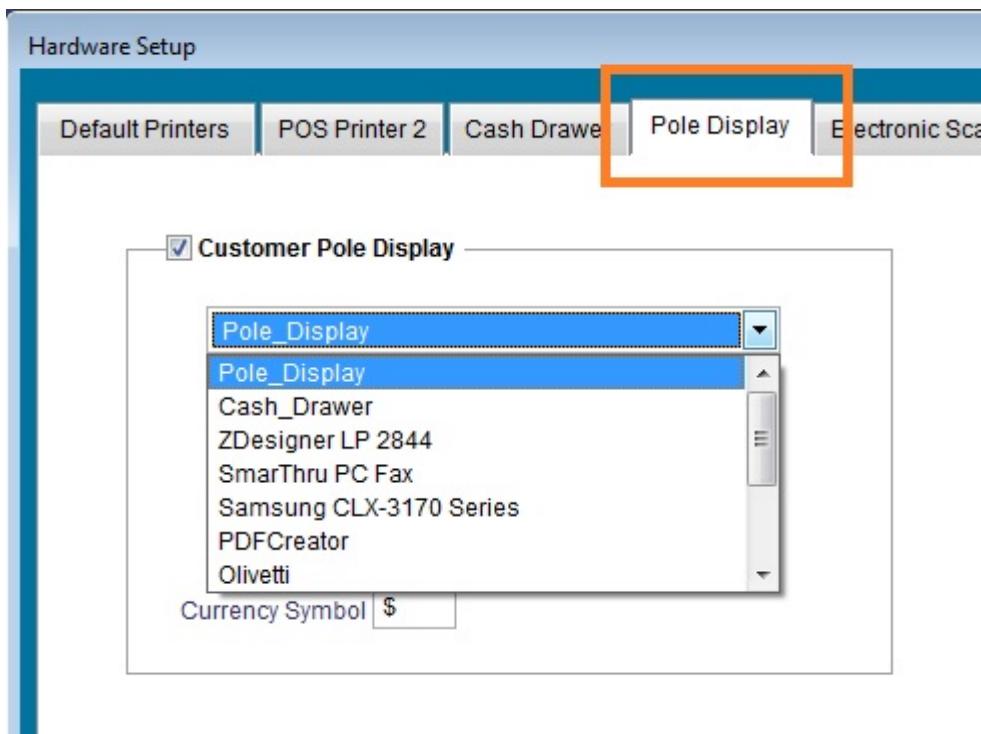


Open Drawer Sequence: Enter the decimal codes to open the cash drawer in the format of aa bb cc ..., you can enter the Hex code as 0xaa 0xbb 0xcc

Password Protect to Open Drawer: Tick this option if you wish to force the user to enter his/her password to open the cash drawer.

Pole Display

This option is used to setup the optional Customer Pole Display which shows the items sold and their amounts, the total of the sale, the tendered amount and the change to be returned to the customer.



Pole Display driver: Choose the Pole Display Driver from the drop-down list of the printer drivers, this list is created by the Windows users as described [here](#)

Home Code: Enter the home Code in ASCII format (the default is 11), the home code is used to force the cursor to the top left hand side of the display.

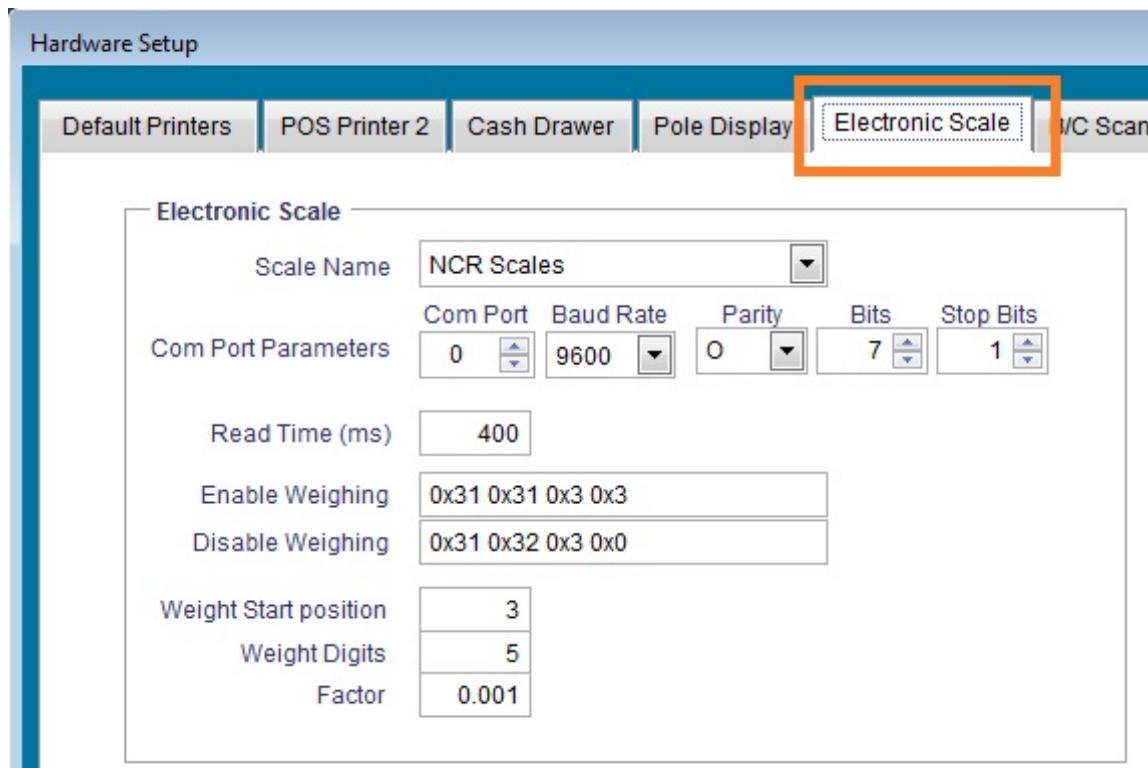
CR Key Code: Enter the Carriage Return Key code in ASCII format. The default is 13), this code is used to skip to the next line.

Welcome Text: Enter the welcome text that appears on the pole display

Currency Symbol: Enter the currency symbol. Some currency characters will not display properly on the pole display, so its ASCII equivalent must be entered to overcome this limitation. An example of that is the Sterling Pound sign £, you can use the value 156 to allow the display to show the £.

Electronic Scale

This option is used to setup the optional electronic scale that is connected to the system using the serial port.



The screenshot shows the 'Hardware Setup' window with the 'Electronic Scale' tab highlighted by a red box. The window contains the following configuration options:

- Scale Name:** NCR Scales
- Com Port Parameters:**
 - Com Port: 0
 - Baud Rate: 9600
 - Parity: 0
 - Bits: 7
 - Stop Bits: 1
- Read Time (ms):** 400
- Enable Weighing:** 0x31 0x31 0x3 0x3
- Disable Weighing:** 0x31 0x32 0x3 0x0
- Weight Start position:** 3
- Weight Digits:** 5
- Factor:** 0.001

Scale Name: Choose the scale name from the drop-down list, if your scale type does not appear, you can email us with your scale type and its control codes and we will add it to the list.

Com Port: Enter the scale communications port, leave it zero for no scale.

Baud Rate: Choose the scale baud rate from the drop down list. from the scale.

Parity: Choose the scale Parity, such as N- No Parity, O- Odd Parity, or E- Even Parity.

Bits: Choose the data bits of either 7 or 8

Stop Bits: Choose the stop bits of 0, 1 or 2

NOTE: The communications parameters must match the actual scale parameters, otherwise, you will not get the proper readings from the scale.

Enabling Weight: Enter the control codes for enabling the weight, the code can be entered in Decimals or preceded by "0x" for Hex such as shown in the screen example above.

Disable Weighing: Enter the control codes for disabling the weighing, this is to stop the scale from sending data to the computer when not suppose to.

Weight Start Position: Enter the start of the weight position to bypass the control codes the scales sends with the weight.

Weight Digits: Enter the weight number of digits (normally 5 for Kg and 4 for lbs)

Factor: Enter the number to multiply with to get the correct reading, (0.001 for Kg and 0.01 for lbs)

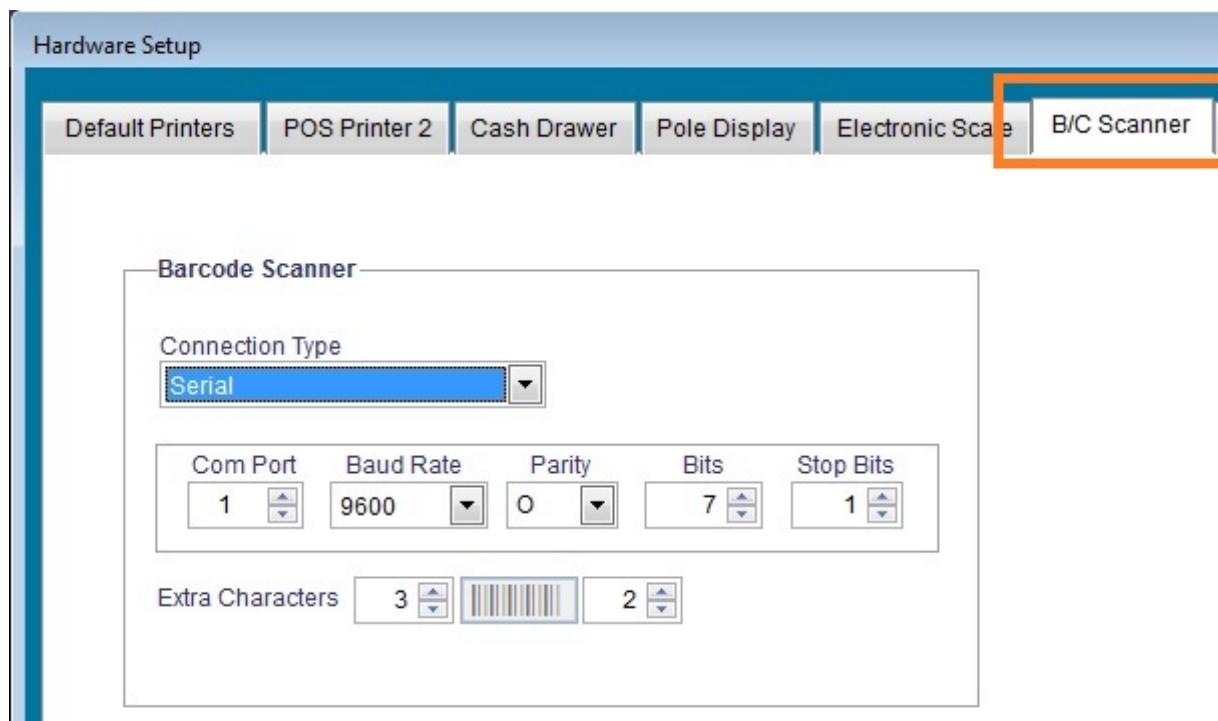
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Barcode Scanner

This option is used to setup a barcode scanner connected to the system.

Please note barcode scanners connected to the Keyboard or USB ports do not need any setup, they should just work.

However, a serial barcode scanner needs to be setup with the correct serial port parameters.



Connection Type: Enter connection type of the scanner, options are Keyboard, USB and Serial, Some scales come with integrated barcode scanner so it will have the same parameters as the scale.

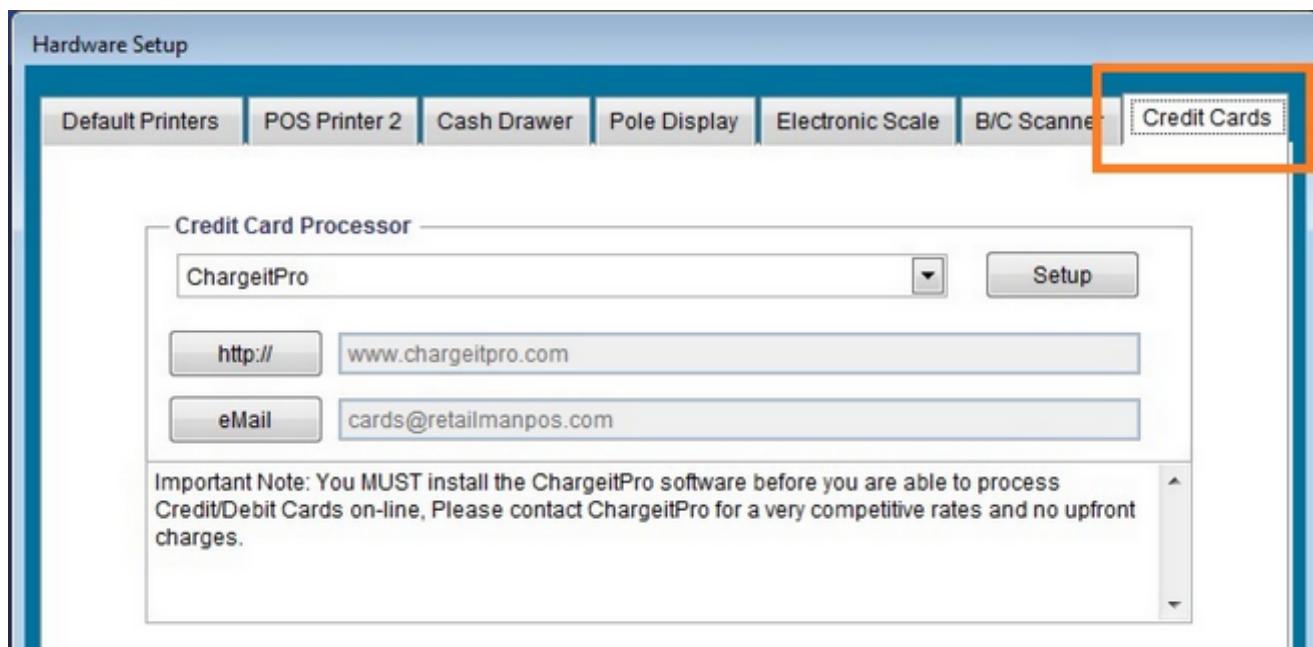
Serial Port Parameters: Enter the correct serial port Parameters.

Extra Characters: some barcode scanner will read extra characters at the start and end of the barcode, you must identify thier number and enter the correct information here to allow the system to read the barcode properly.

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Credit Cards

The credit cards option allows you to setup and process Credit Cards, Debit Cards and Gift Cards from within the program without the need to a telephone line or bank equipment, thus saving you substantial sum of money every year. An added benefit of the credit card processing is speed, elimination of entry errors, no equipment hire from your bank, one less telephone line rental as the processing is done on-line and cheaper rates.



The system comes with built in credit card processor (CCP) companies that you can choose from.

Before you are able to work with credit cards, you must contact either us or the chosen CCP to arrange for the following:

- 1 - You must have a merchant account with your own bank (or any other bank)
- 2 - You Must install the CCP's software, the CCP will help you download and install (or install it for you).



- 3 - you must get a swipe device such as a keyboard with a credit card reader or a magnetic card reader which can read tracks 1 and 2



4 - If you need to process debit cards, then you will need to get a Debit Card Reader.



 **VeriFone**

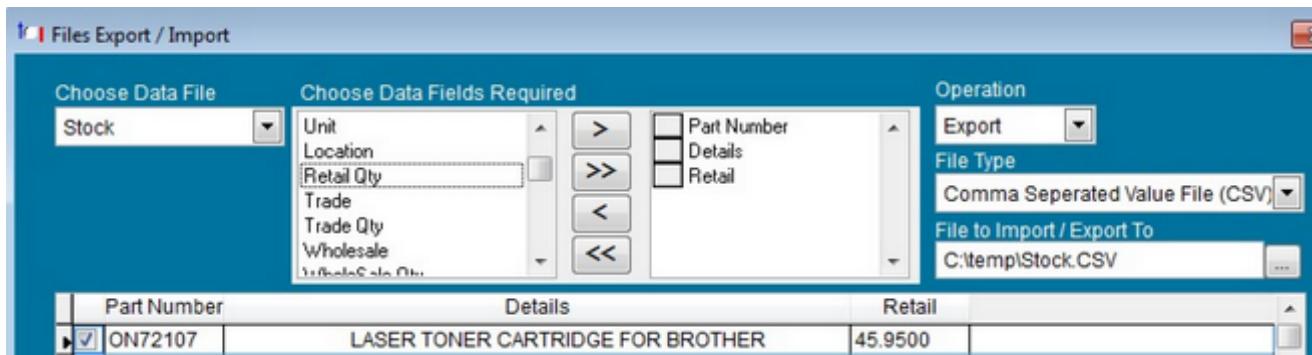
4 - Setup the hardware according to the CCP recommendations.

Once all the above is done, you will be able to accept credit cards and process credit cards (including Visa, Master Card, Amex, JCB, Diners Club, Discover, Union Pay, Bank Debit Cards and Gift Cards)

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Import / Export Files

This menu item allows the import or export of data to and from the database files used by the system.



EXPORTING DATA:

Data File to Export From : Choose the data file to export from.

Choose Data Fields Required : Choose the required fields by moving them to the box on the right.

Operation : Choose Export to export one of many database files to a number of different formats.

File Type : Choose the file type you are exporting to. Valid formats are EXCEL, CSV and TAB DELIMITED.

File to Export To : The system fills in the default destination file, it uses the C:\TEMP folder to store the exported file. You can choose to accept this choice or change it to a different folder. Note that the file path and name must not contain any spaces, otherwise the export will fail and an error message generated. Once this is done, the system will display a grid with all of the data to be exported, you can choose to change the data in the grid without affecting the database. You can also stop any row from being exported by simply clicking on the left most column and un-check. Click on the Export button to export the data.

► Note: Make sure when you export to a file, that there is no file with the same name that is open, otherwise you will get an error message and the export will fail.

IMPORTING DATA :

Data File to Import To : Choose the data file to import to. Importing Stock file, you will need to provide the part number. Importing existing data will only refresh that data and will not cause duplicates.

Choose Data Fields Required : Choose the required fields by moving them to the box on the right. Make sure to match the import data with the import fields.

Operation : Choose the Import option

File Type : Choose the file type you are importing from, the valid formats are EXCEL, CSV and TAB DELIMITED.

► Note: Importing from Excel files may cause problems, especially with new types of Excel files as they contain too many hidden control characters to be used by their programs, so its

advisable to convert the Excel files to CSV files (Just save as CSV from Excel), this will eliminate too many problems including the importing part numbers as digits.

File to Import From : Enter the file name including the full path of the file you are importing from, Make sure the data matches the field names in the grid, otherwise, you will get incorrect data in your data files. If there is a column you are not importing, make sure to have blank fields in the source file. Also, make sure to enter a valid file name, the file name and path must not contain spaces.

To choose the file name interactively, double click on the file field.

To exclude any row from being imported, un-tick the first column in the grid.

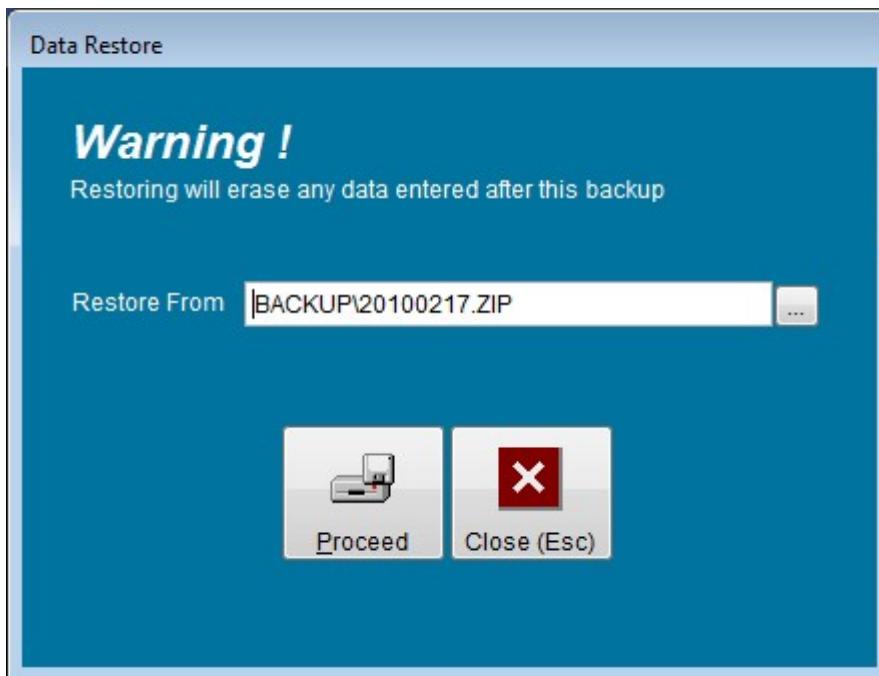
You can change data being imported by over writing the data in the grid, this will not change the data in the original file.

► Note: Make sure when you import from a file, that this file is not open, otherwise you will get an error message and the import will fail.

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Restore Data From Backup

This option is used to restore the data that was earlier backed up when exiting the system. Note that restoring will wipe out all the data that was entered from the time the backup was done up until now, so you must be very careful when you perform a restore. Lost data can not be recalled so it must be entered manually. Backing up regularly and under different file names is the best insurance for a good data integrity.



Restore is usually done if there was a disaster that caused data loss.

Make sure to reindex the files after the restore. You are also advised to check on the data after the restore is done to make sure all is OK.

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Users Settings

Use Users Settings option to do the following operations:

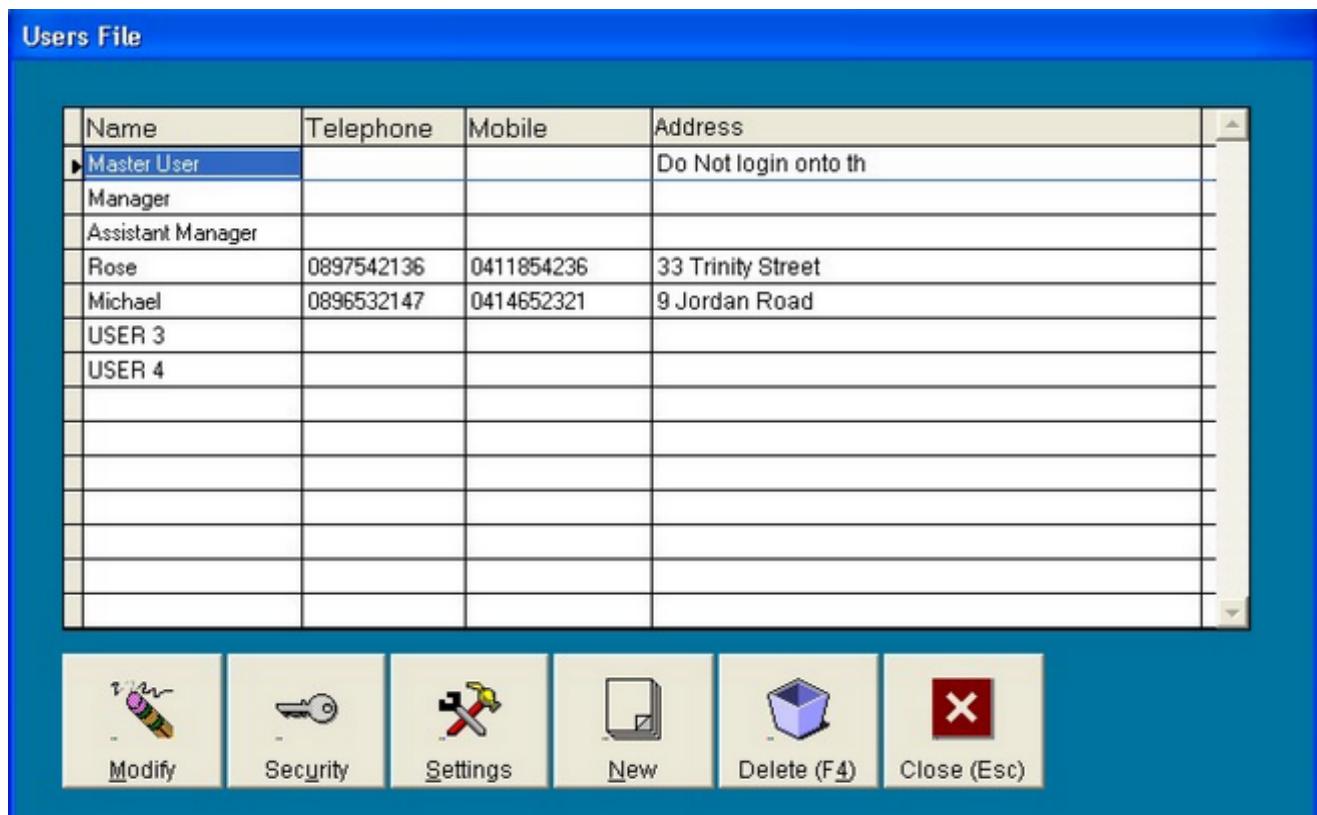
- Create a new user
- Delete an existing user
- Set a user's file access permissions.
- Setup the proper user interface

You must be the Master user, or have been granted permission to do these functions, by the master user.

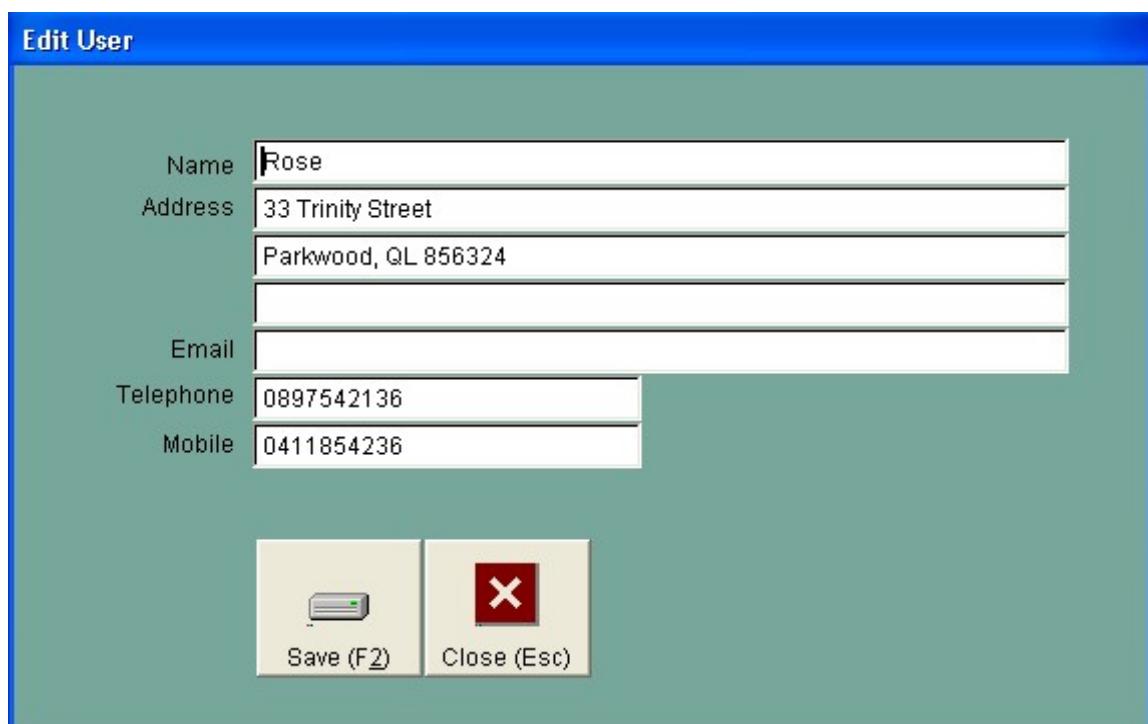
-O-

Modify User

This screen is used to add/modify users and their settings, note that users file is not the same as the staff file. A staff member can have one or more user accounts with different setting for each account, this will facilitate better use and security for the system.



To Modify the user basic information, click on the *Modify button* to get the following screen:



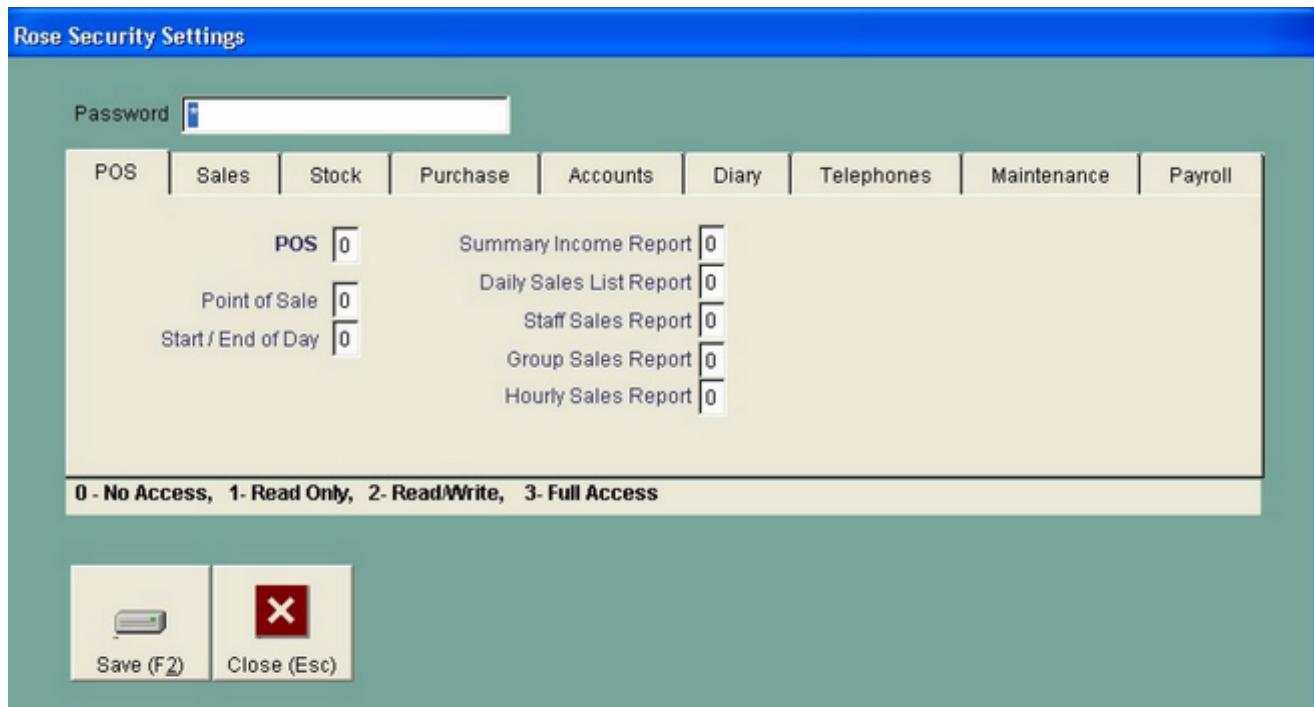
The above screen stores the basic user information such as name and contact details, once all the information is correct, just click on the save button to save.

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Security

Clicking on the Security button will display the following screen, which allows the system administrator to assign the security settings for each user.

This screen allows security of down to the menu level, you will need to assign a security value of between 0 to 3 for each menu item, 0 being no access and 3 for full access.



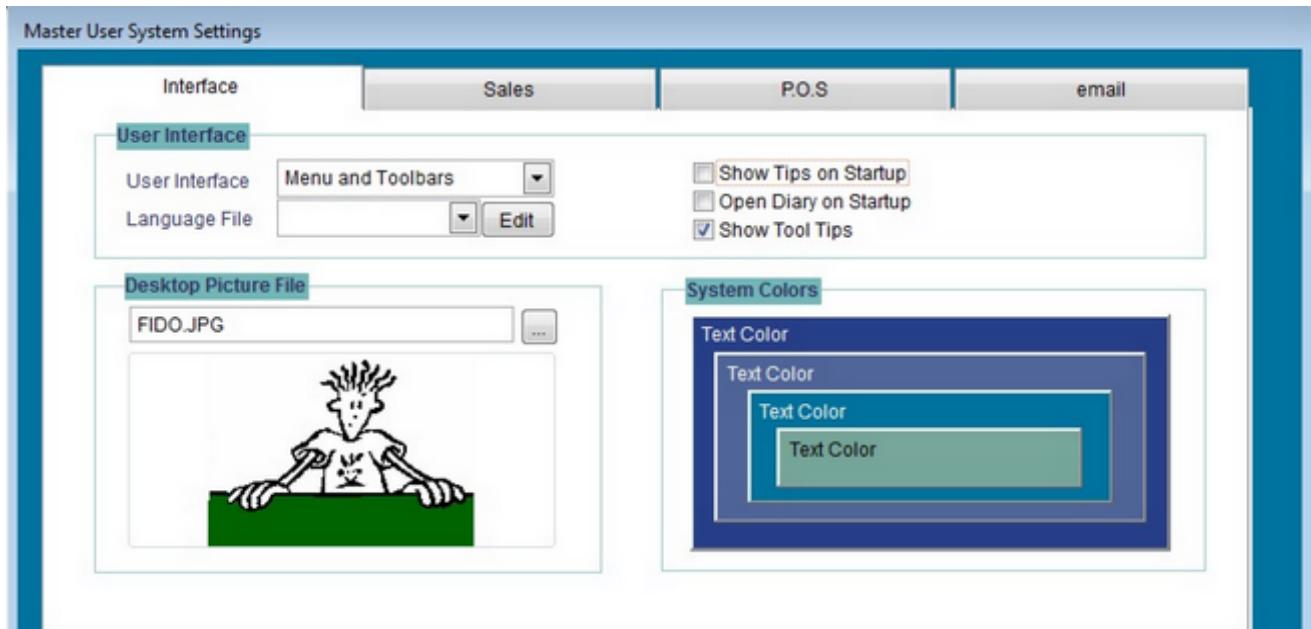
First you must assign a password for the user, followed by security levels for each and every screen.

To make sure the password works, you will need to assign a password to the very first user (Master User), otherwise, the password will be inactive and these settings will not apply.

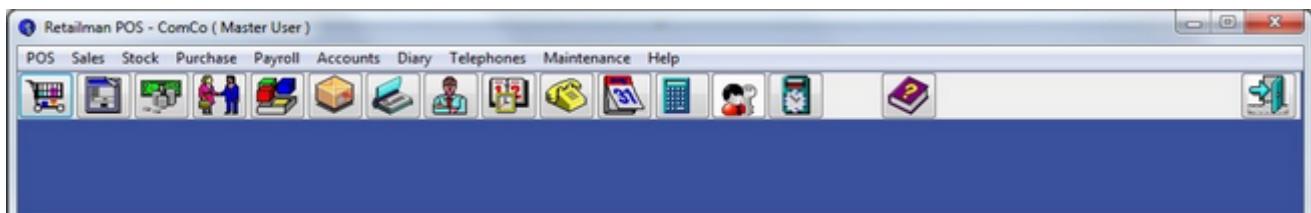
-0-

Settings

The Settings button is used to configure the user interface, and email settings for each system user, clicking on the settings button will show the following screen:



User Interface: the interface tab is used to configure the user interface, a choice between a menu and toolbars



or Big Buttons interface (which is more suitable for touch screens)



the colors of screens, a background picture to the main menu, show tips and also the ability to choose and modify a language file. To modify the text on the user interface, choose a language file, then click on the edit button, then you can edit any text to appear on the various screens.

Language file: You can also change the interface language for each user, thus allowing each user to work with his/her own language, the system comes with some default languages but if you need to change the language to one that is not on the system, you can just create a new file and edit the file yourself, this can also work if you need to change any text on the interface to say whatever you want.

If you need to create a new language file for your specific country, copy the following files as

follows:

If you need to create a German Language File copy the ENGLISH.LNG and ENGLISH.CDX files and rename them as GERMAN.LNG and GERMAN.CDX, then choose the German language file and edit the text in there to make it German, then you will notice that all text on all screens will now show German.

Desktop Picture File: This will display any picture file you have on the main menu.

► Note that if you are running a network version and need to enter a picture file, make sure to enter the full path name of the picture such as \\Server\Serverc\Rman\eziblue.jpg or you can just remove the path name and just enter the file name if that file is residing in the same folder you start the program from.

Show Tips on Startup: Tick to show random tips when you start up the program.

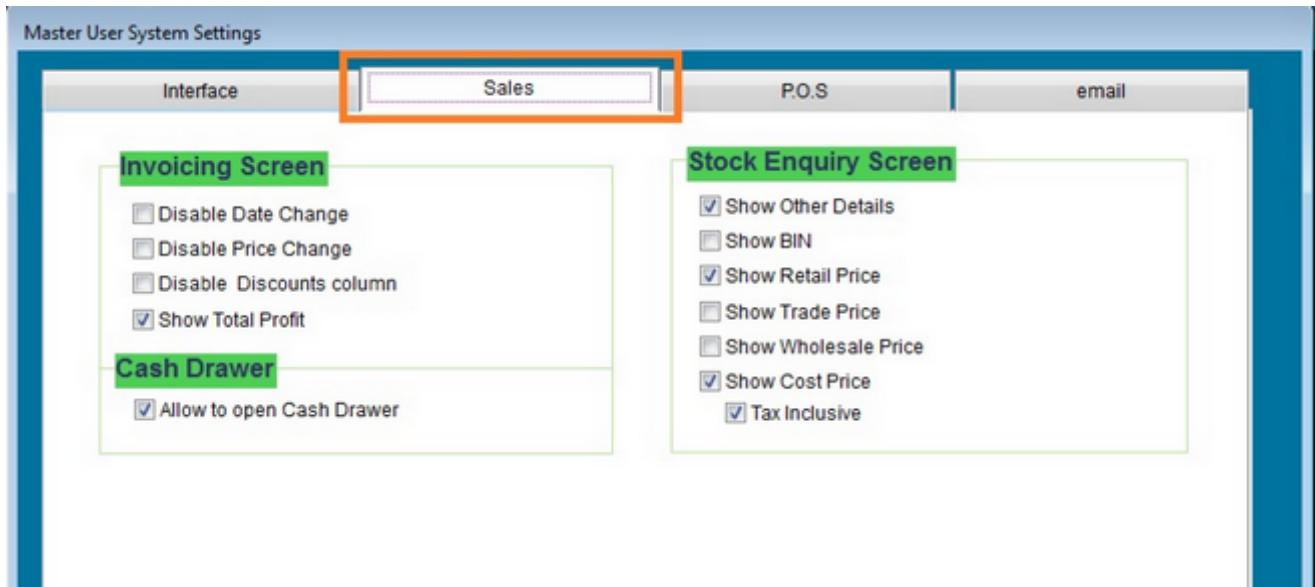
Open Diary on Startup: Tick to display the diary when you first enter the program.

Show Tool Tips: Tick to force the system to show you tool tips on all screens to help you learn the system.

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Sales

The Sales tab is used to configure the sale screens for each system user.



Choose the proper settings for each user, making sure to save after finishing. This screen is user specific, so each user can have his/her own settings.

Invoicing Screen

Disable Date Change: Tick to block user from changing the invoice date when entering new invoices.

Disable Price Change: Tick to block user from changing the selling price when entering new invoices.

Disable discount Column: Tick to block user from adding discount.

Show total profit: Tick to show total profit as you enter the invoice

Cash Drawer

Allow Open Cash Drawer: Tick to allow user to open Cash drawer.

Stock Enquiry screen

Is used to check on stock items and is valid throughout the system, you can configure it to show different prices for different users based on their security levels.

POS

The POS tab is used to configure the POS screen and its behavior, you can allow the user to edit or block a cell, you can also hide a cell such as the tax column

Details	Qty	Amount	Tax	Discount	Total	User
Skip	Skip	Skip	Hide	Enable	Disable	Disable

POS Screen Setup

- Allow Qty Discount
- Allow Deletion
- Allow Quick Menu Buttons Edit
- Show Total Sales Amount on POS List
- Block user from changing entered data
- Disable the HOLD button
- Block Sales Returns
- Disable F7 Sales List
- Disable POS Re-print

Choosing Skip will speed up the sales process but will still allow the user to go back and change the field if need be.

note that you can set a stock item in the stock card to force price and quantity editing even if the column is set to disable in this screen, this is required for such items that do not have a fixed quantity or price to be edited by the user.

If you choose disable to a particular field, the user will not be able to modify the content of that field. However, you can switch between users using the CONTROL+F12 to allow another user with more authority to change settings on the fly.

Allow Qty Discount: This setting is used in conjunction with the stock card by setting the price for a volume discount, so if you assign a Retail price for up to 3 items and the Trade price for qty of 4 to 10, so if the customer buys 4 or more, the system will automatically change the price from the Retail to the Trade Price.

Allow Deletion: this option will allow the user to delete POS transaction including their payments, note however, the system will keep a log of all deleted transactions including the time and date of deletion, the active user and the amounts deleted.

Allow Quick Menu Buttons Edit: Enabling this option will allow the user to edit the quick buttons in the POS screen

Show Total Sales Amount on POS List: Choosing this option will show the sum of the total sale and their amounts.

Block user from changing entered data: This option will prevent the user from changing or deleting any data once entered in the pos screen.

Disable the Hold Button: This option will block the user from using the Hold button.

Block Sales Return: This option will block entering negative quantities.

Disable F7 Sales List: This option will block the F7 function key from displaying the sales list in the pos screen for that day.

Disable POS Re-print: This option will disable the re-printing of pos dockets after they have been saved.

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e-Mail

The e-mail tab allows you to configure the email account for every system user.

Interface	Sales	P.O.S	email
From Name	Rose Mitchel		
From email Address	Rose@eziSolution.com		
Reply to email Address			
SMTP Domain			
SMTP Server	mail.myisp.com		
SMTP Port (Default=25)	25	Timeout (Default=30)	30
Attachment	<input checked="" type="radio"/> PDF <input type="radio"/> HTML		
Server authentication	<input type="checkbox"/>	User Name	Password
Default email Message	Invoice Quotation Statements Receipts Purchase order Payments General <div style="border: 1px solid black; padding: 5px; height: 100px;"> Please find your invoice attached in Acrobat Reader (PDF) format, If you can't read it, you can freely download Acrobat Reader from </div>		

From Name: Enter the name you want to appear on your recipient email.

From email Address: Enter the staff email address

Reply to Address: Enter a different email address if exist for the recipient to reply to.

SMTP Domain: Normally is left blank, but sometimes, you may need to fill it with the same text as the SMTP Server. Leave it blank for Gmail.

SMTP Server: Enter your SMTP server, normally in the form of mail.ispname.com, if not sure, you can check your email client to see it in there.

Note that you must use your own Internet Service Provider (ISP) SMTP. This will cause the email to go through your ISP which is a lot faster and more secure.

Most ISP's have an online help to show you how to setup your email SMTP. If you are using Gmail, enter "smtp.gmail.com"

SMTP Port: enter 25 as default, some ISPs may use a different port, if you are using Gmail, enter 465. If you are using Gmail to send emails, you will need to tick the Server Authentication option and enter the User Name as your Gmail account (example myname@gmail.com) and your Gmail password

Timeout: Enter the timeout in seconds

Attachment: Enter the attachment type you want the system to send as.

Server Authentication: Choose this if your ISP offers Server Authentication, which will require a user name and password, most ISP's do not support this feature which allows the user

to use their email account from different locations by simply using their user name and password, so if in doubt, leave this off, otherwise, ask your ISP.

Gmail requires Server Authentication Ticked, with the user name as <user>@gmail.com and the password.

Default email Message: Enter the default email Message, you will be able to modify it

before you send an email

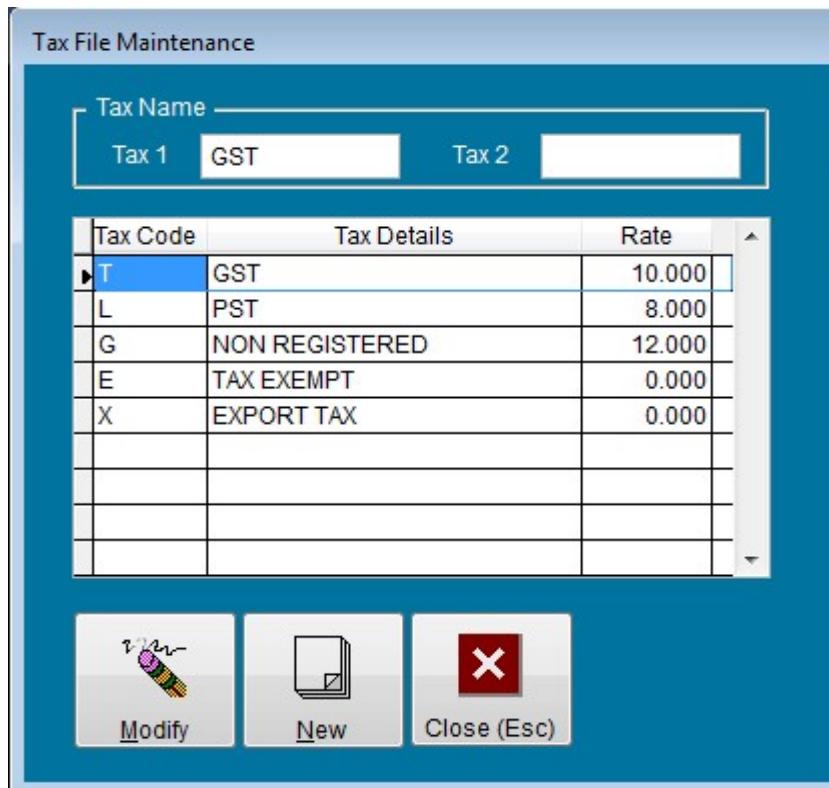
-O-

Tax File Maintenance

Select *Tax File Maintenance* to set up taxes and rates appropriate to your country.

Retail ManPOS System allows the users to choose the tax system used in their country. The options are: No tax applicable, one tax system (such as USA, Australia and the UK), or a two taxes system (such as Canada).

To setup the system for a NO TAX system, keep both TAX NAME fields empty.



For a Single Tax System, enter the default tax name in the TAX1 field, it is usually TAX, VAT, GST etc, then you have to enter the different taxes applicable in the grid below.

For a Two Taxes System, enter the names of these taxes in the TAX NAME fields TAX1 and TAX2, then you also have to enter the tax codes and tax % in the grid below.

In some instances, the tax may not be a percentage, but a dollar value (such as fuel tax, which is charged at a certain amount per liter or gallon), in this case, when you enter the tax code in the grid, precede that with a Dollar sign \$ such as \$T. When the system sees the \$ sign on calculating the tax, it will multiply the quantity by the tax amount, instead of calculating the percentage.

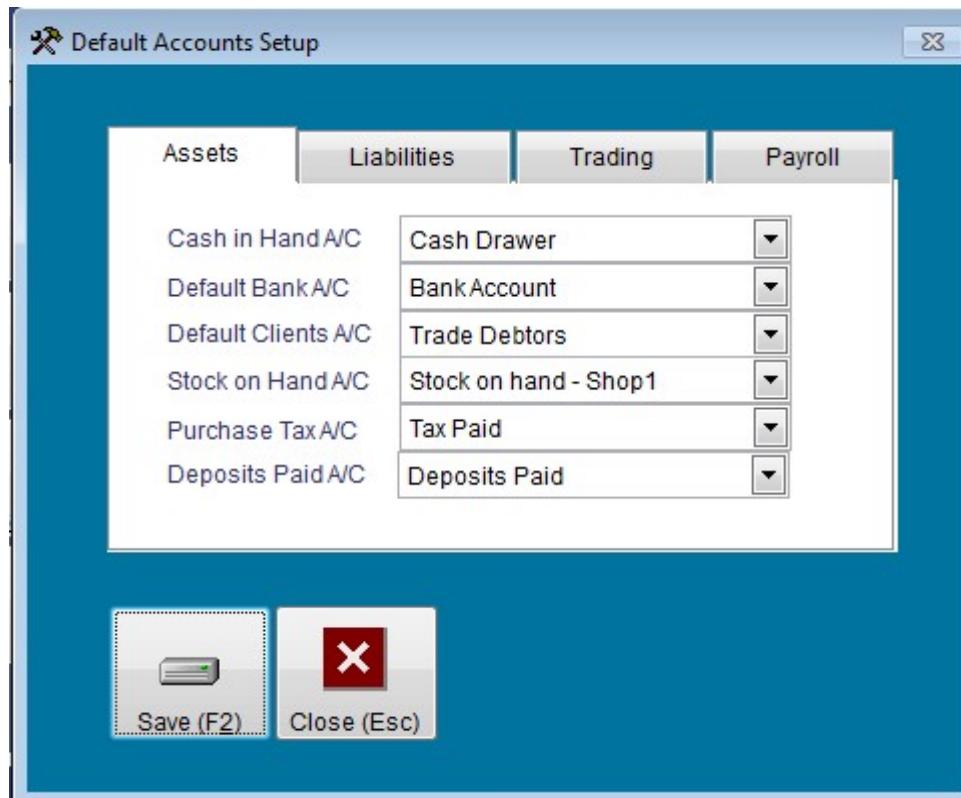
To add a new tax code, select *New*. This will position the cursor on a blank line at the end of the list. Set the values of the three columns to your needs.

To change an existing tax code, position the cursor on the code you want to change and select *Edit*. This will allow you to change the fields of this code.

Select *Close* to return to the previous screen and save your changes.

Default Accounts Setup

Select *Default Accounts Setup* to determine which accounts are to be used for posting if no account is specified. This applies to Invoicing, Purchasing and Payments.



Enter a valid account name in each field. The accounts must be in the Chart of Accounts and must also be Posting Accounts.

You can obtain the Accounts List to select from interactively by one of the following methods:

When you have finished, select one of the following:

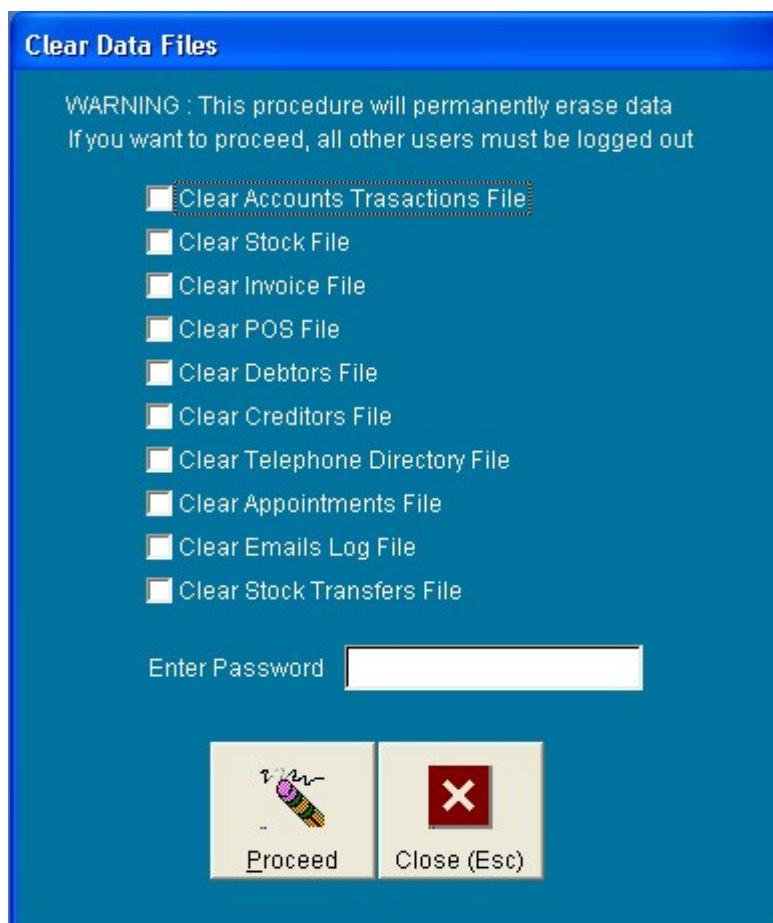
Save: Save the changes and return to the previous screen.

Close: Abandon the changes and return to the previous screen without saving.

The system comes with pre-configured accounts and should be kept as is if you are not sure what to do.

Clear Data files

This option is used to clear data files, all cleared data will be permanently erased with little chance of recalling it, and the time taken to erase data is very fast, so be very careful in using this option. Use it only if you need to erase all of your data (such as when you first start and want to remove all the test data that you created. Also make sure to [lock this option](#) to all other users of the system using the security settings discussed above in the user settings screen.



To clear data, tick the required files, then you have to enter the MASTER USER password. If the Master User does not have a password, then you must assign a password before you are able to clear data.

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Data Files Statistics

This option will display vital information on the data files used by the system including the number of records per file, each file size and the last date the files was updated.

File Name	Number of Records	File Size (Byte)	Last Updated
Accounts	112	9,721	06/03/10 09:01:20 PM
Accounts History	247	15,803	06/08/10 02:53:48 PM
Accounts Setup file	33	4,204	04/08/08 02:26:02 AM
Accounts Transactions	132,718	23,226,619	06/08/10 02:53:36 PM
Cash	97	23,311	06/04/10 04:07:02 PM
Clients File	916	901,217	06/08/10 02:55:42 PM
Clients History	2,075	118,732	06/08/10 02:53:36 PM
Company	33	131,876	06/08/10 02:20:08 AM
Diary	658	67,669	06/03/10 09:01:20 PM
Emails History	121	53,985	06/03/10 09:01:20 PM
Invoice	14,515	3,223,491	06/08/10 02:53:36 PM
Invoice Transactions	49,908	14,025,213	06/08/10 02:53:36 PM
POS Hold	21	3,157	06/07/10 07:38:26 PM
Payments Type File	7	2,209	06/03/10 09:01:20 PM
Payroll Staff	1	2,469	06/03/10 09:01:20 PM
Payroll Transactions	89	59,121	06/03/10 09:01:20 PM
Points	57	4,030	06/04/10 04:07:02 PM
Points Transactions	111	6,816	06/04/10 04:07:02 PM
Postcodes	14,677	1,189,262	06/03/10 09:01:20 PM
Quick Menu	3,661	791,457	06/08/10 02:21:40 AM
Serials	60	5,653	06/04/10 04:07:04 PM
Stations	109	395,427	06/08/10 11:27:20 PM
69,180,225			

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Versions History

Version 1.8

Version 1.80

Legend

 = New Feature

 = Improvement

 = Resolved Issue

Version Released

1.80 20-Oct-2007

-  Added Quick Menu Buttons to POS Screen
-  Added Hourly sales Report to POS reports
-  Changed interface to Purchase and Sales screens, new screens allow resizing of the whole screen, change grid fields and faster data entry
-  Added Staff Sign In/Out with report
-  Added Payroll Module with payroll slip printout
-  Improved stock Search Procedure
-  Added Sales Source feature in the POS and Sales Screens
-  Improved Lay-by procedure with better printout
-  Added Gift Voucher Docket printout in the POS screen
-  Modified the Payments screens to allow multiple payments
-  Resolved Rounding issues in sales and purchas screens
-  Added an accounting error checking report when reindexing the accounts transactions file
-  Improved main screen sizing to fit any screen size over 800x600

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Version 1.80.1

Legend

 = New Feature

 = Improvement

 = Resolved Issue

Version Released

1.81 29-Oct-2007

 Added Stock Expiry Date report

 fixed bug with Default Quote in Sales Screen

-o-

Version 1.80.2

Legend

 = New Feature

 = Improvement

 = Resolved Issue

Version Released

1.80.2 9-Nov-2007



Added DOB date filters to Clients report



Added Location Filter to Stock Enquiry Report for the multi-locations version



Removed Zap file query from Statements report and fixed minor bugs

-o-

Version 1.80.3

Legend

 = New Feature

 = Improvement

 = Resolved Issue

Version Released

1.80.4 20-Nov-2007

 Modified Clients Entry Screen

 Modified Suppliers Entry Screen

 Fixed bug in number of copies to be printed in invoice

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Version 1.80.4

Legend

 = New Feature

 = Improvement

 = Resolved Issue

Version Released

1.80.4 28-Nov-2007

 Fixed POS Daily Report bug

 Modified some reports to properly display in Excel Files

 Fixed average stock cost price calculation bug

-0-

Version 1.80.5

Legend

 = New Feature

 = Improvement

 = Resolved Issue

Version Released

1.80.5 15-Jan-2008

-  Fixed POS Daily Report bug
-  Added Drill Down (History) option in Clients List
-  Added Drill Down (History) option in Suppliers List
-  Added Drill Down (History) option in Stock Enquiry Screen
-  Fixed bug in Recalling Accounts in Purchase and Invoice screen
-  Fixed Voluntary Super bug in Payroll

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Version 1.80.6

Legend

 = New Feature

 = Improvement

 = Resolved Issue

Version Released

1.80.6 28-Feb-2008

-  Fixed POS currency Pole Display bug
-  Added Old POS screen option
-  Modified Delivery Print Button in Invoice List to change printer
-  Added Ability to hide text on POS and Invoice Printouts
-  Added Ability to block printing of client address on POS Docket
-  Fixed bug in calculating Stock Average Cost
-  Fixed Monthly Totals bug in Client Statements
-  Added Invoice Cost Price Recalculation in re-Indexing

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Version 1.80.64

Legend

 = New Feature

 = Improvement

 = Resolved Issue

Version Released

1.80.64 23-May-2008

-  Fixed bug with reports giving error C000005
-  added clients seach facility
-  Added Balance to the Entry Voucher
-  Added Stock history lookup
-  Removed Service items from stock value report
-  Fixed bug when pressing the F2 or F3 in Entry and Journal Vouchers
-  Fixed Monthly Totals bug in Client Statements
-  Add user number in line invoice

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Version 1.80.73

Legend

 = New Feature

 = Improvement

 = Resolved Issue

Version Released

1.80.73 23-Nov-2008

-  Fixed bug with FIFO cost price
-  Fixed bug in Invoice when using discounted price
-  Fixed bug in the invoice screen relating to the discount column
-  Fixed Monthly Totals bug in Client Statements
-  Fixed problem when docket printing an item that has { in details
(gives error # 10)
-  Added % Discount option in POS, Sales and Purchase
-  Block collate feature if item has the edit price flag set
-  Added extra digit to the stock prices in the stock card maintenance
-  Moved the Hardware Maintenance to its own menu
-  Added Stock Merge button on the Stock List
-  Add a new Account Button in the POS payment screen

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Version 1.81

Legend

 = New Feature

 = Improvement

 = Resolved Issue

Version Released

1.81 20-May-2009

 Fixed bug when pressing F7 in POS screen
Fixed bug in POS to remove hold files when done

 Fixed Bug in POS to remove hold files when done

 Added % Discount on Client card

 Changed Email Library to a newer version

 Add Multi-Currency Payments in POS

 Add Foreign Currency in Sales screen

 Add Foreign Currency in Purchase screen

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Version 1.9

Version 1.90

Legend

 = New Feature

 = Improvement

 = Resolved Issue

Version Released

1.90 01-Mar-2010

-  Fixed bug in Stock Value Report
-  Fixed Backup Bug that stopped open files from being restored.
-  Fixed bug that leaves temp files after aborting emailing.
-  Fixed bug in Payments screen
-  Fixed bug when saving POS after recalling a hold transaction
-  Added Install support for Windows Vista and Windows 7
-  Changed Programming Language to a newer one
-  Added a new price bracket in the stock and debtors files for resellers
-  Added Takeaway feature for quick buttons
-  Add Foreign Currency in Purchase screen
-  Added filter to recall stock to be ordered by suppliers in the import button
-  Added more controls to the scale setup
-  Added Payment amounts and types to Staff Sales Report in POS menu
-  Added Zip to backup and restore
-  Serial numbers can now be entered on one line as follows:
 - Multiple serial numbers in series First_serial - Last_Serial
 - Note that they must be separated by space,dash and space
 - Multiple serials can be serial1,serial2, serial3 (separate by comma)

Version 1.90.09

Version 1.90.9 01/2011

Added credit card processing
Added Serial barcode scanner support
added hex support to control codes
Fixed bug in Stock Transfer screen and report
Fixed bug that was introduced in earlier versions in the Loyalty Points in both the POS and Invoicing Screen

Version 1.90.8 09/2010

Activated the Archive feature in the Maintenance Section
Added Automatic station allocation without using the shortcuts for multi-user versions
Fixed bug in importing Stock qtys in the import/export stock data
Fixed bug in Tax reports
restored the database integrity check to the default.

Version 1.90.7 07/2010

Added Account code to Journal and Entry Vouchers in the accounting section
Added detailed reports in the Trial balance accounting report
Added detailed reports in the Profit & Loss accounting report
Added detailed reports in the Balance Sheet accounting report
Added the ability to group posting accounts under heading accounts in the chart of accounts
Added BIN sort option to stock take report
Fixed bug in invoice payment screen

Version 1.90.6 07/2010

Added individual points to the stock items
fixed bug in calculating the holiday and sick hours on the pay slip

Version 1.90.5 06/2010

Added Profit display in Invoice for selected users
Fixed bug in POS screen to display package pricing
Fixed bug in purchase returns report
Fixed bug when pressing the discount header in POS screen

Version 1.90.4 06/2010

Set reports to open at max screen
Added a new procedure to fix corrupted data files in the pack option in the Files reindexing procedure
Fixed bug in printing 2nd line on invoice
Added more options to the Random Weight barcodes
Added decimal option in the weight for the Random Weight barcodes to handle both lb and kg
Fix bug when printing using an external printer that changes the default path
Added an option to block reprint on pos screen
Adding Archive option to compact old data
Modified Selling prices report to add resellers, on special prices and other details option
Added a default labels printer option in Hardware Setup
Added Data Files Statistics in the Maintenance Section
Fixed bug in stock History file when modifying sales and purchases

Version 1.90.3 04/2010

Added option to exclude cost price and profit from invoice list report
Adding option to customise POS docket printout.
Fixed bug in Groups sales report to filter by group

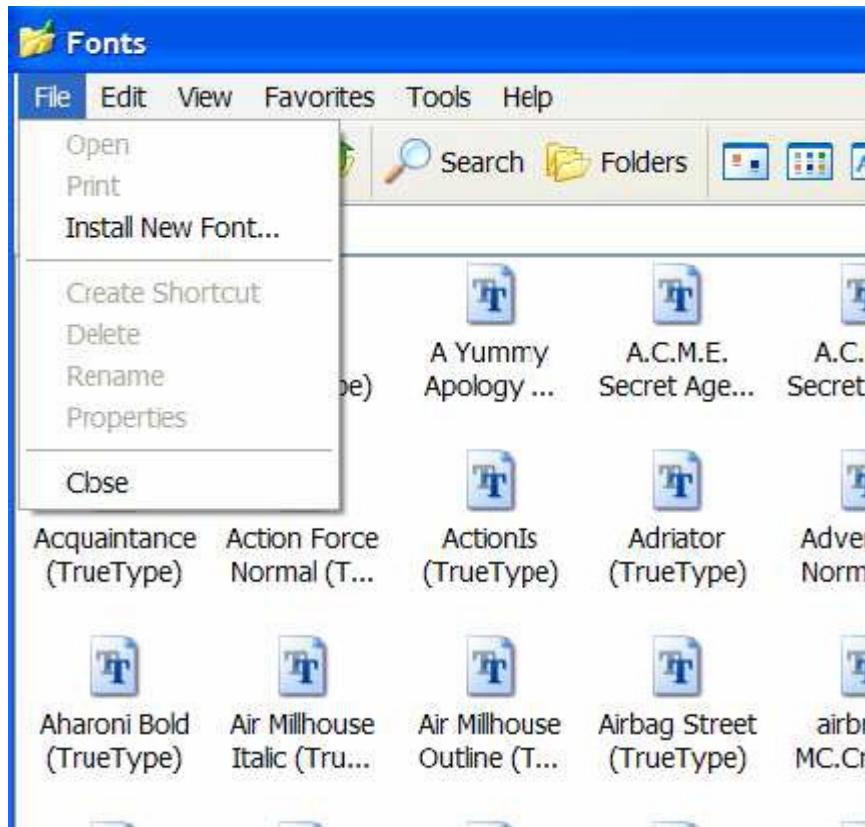
Fixed bug in pos screen when collate flag is active

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FAQ

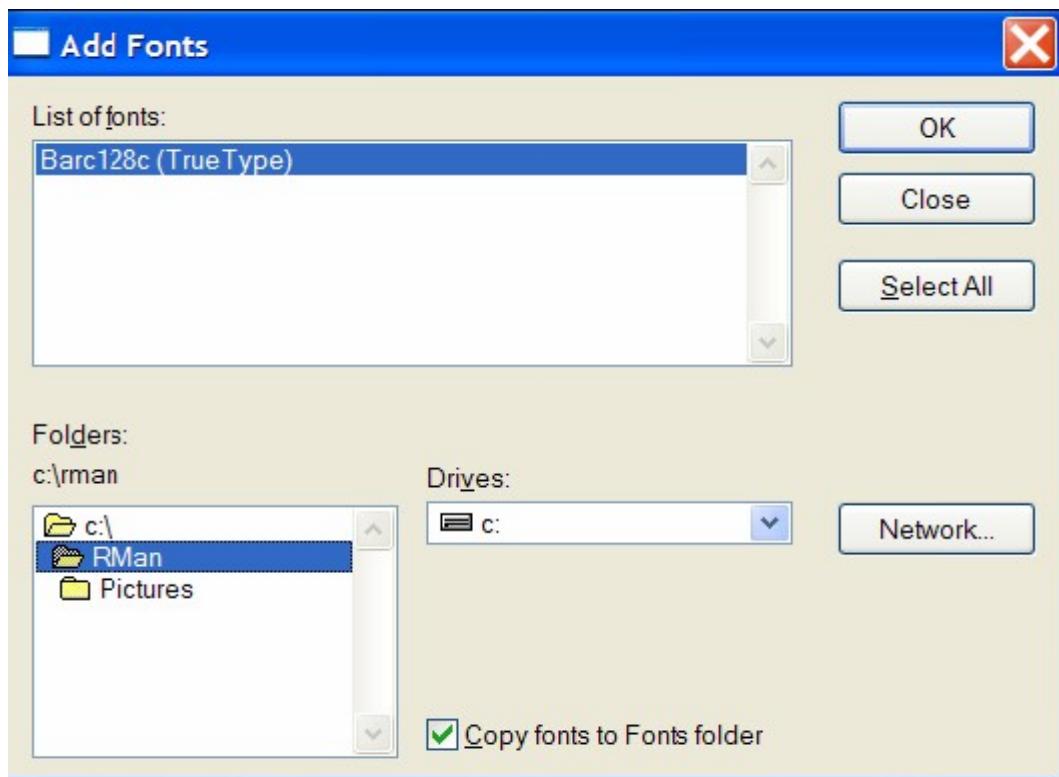
Barcode Printing

To Setup the barcode font, click on Windows START > SETTINGS > CONTROL PANEL > FONTS



Choose Install new font, then change the folder to C:\RMAN or C:\EZI_W (depending on which software you are using) Double click on the folder, you will notice a font Barc128c (True Type) appears

in the List of Fonts window, highlight that font and click OK



The system will tell you the font is already installed,



click OK, then click Close, This will install the new font properly. You can now view or print barcodes from the software.

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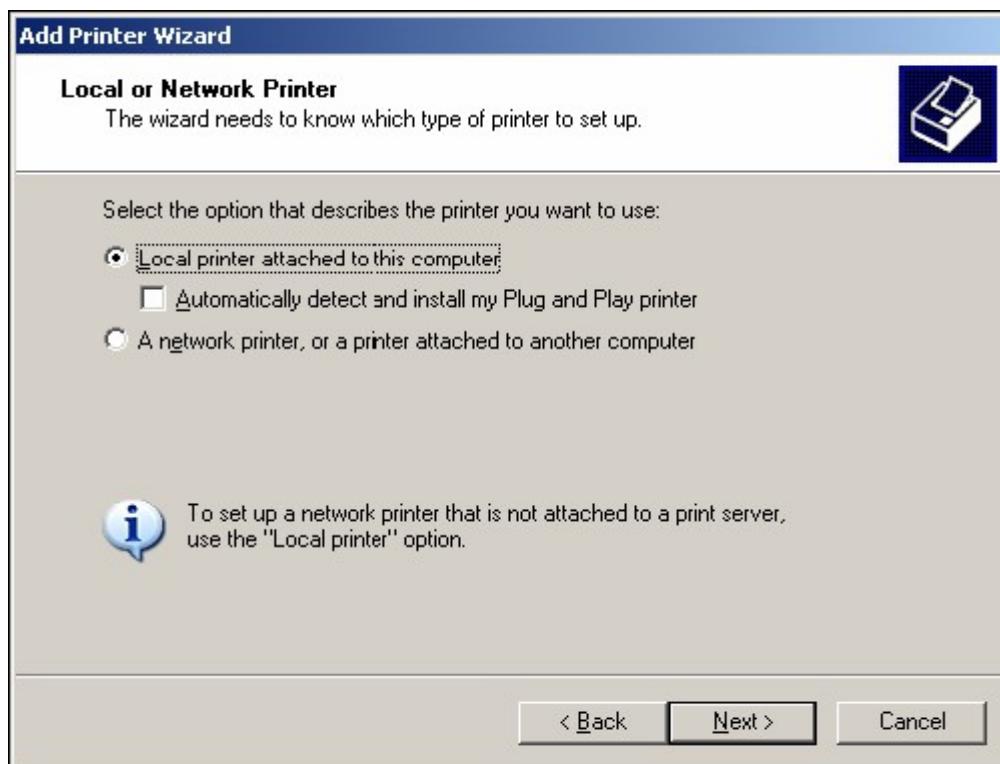
Cash Drawer Setup

Cash drawers can either connect to a serial or USB port (such as COM1 or COM2, USB1, etc) or it can connect to the POS docket printer.

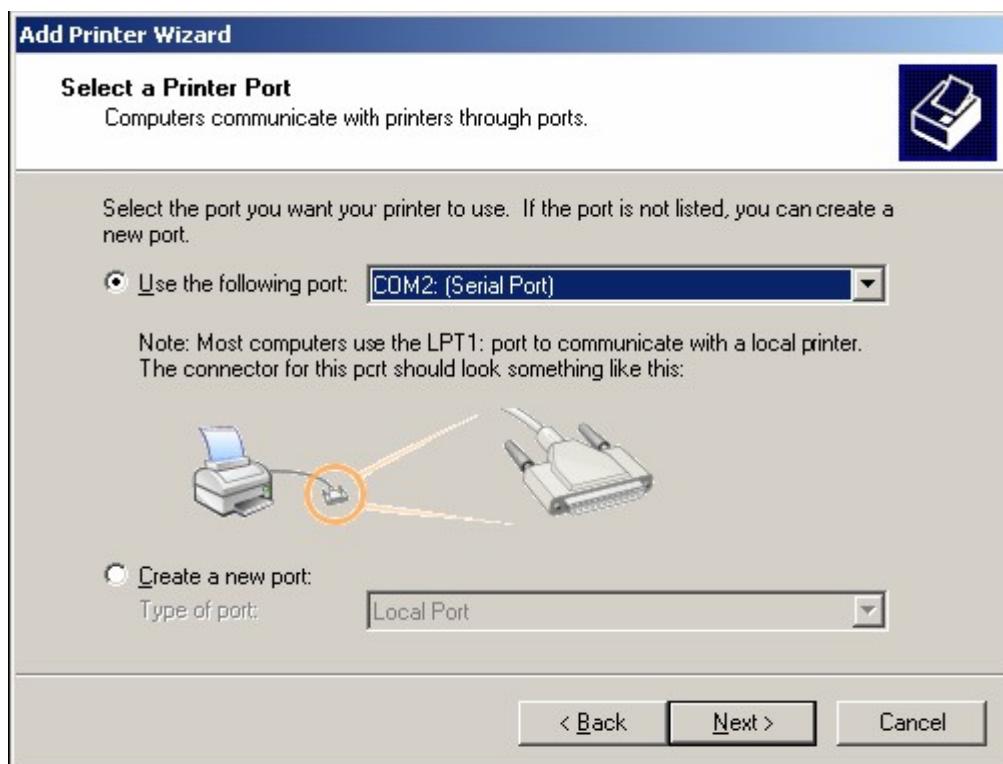
You must enter the correct open drawer command for the drawer to open, Use Shift + F12 to test.

To setup a cash drawer with a serial or USB interface, follow the following steps:

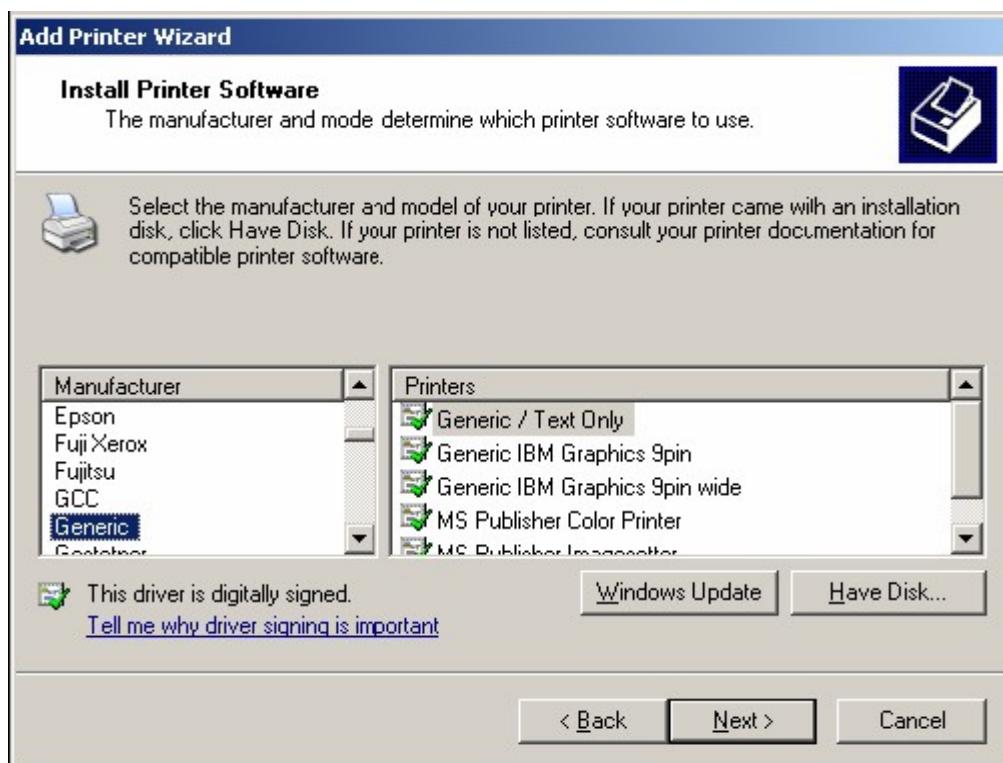
Click START > SETTINGS > PRINTERS > ADD NEW PRINTER



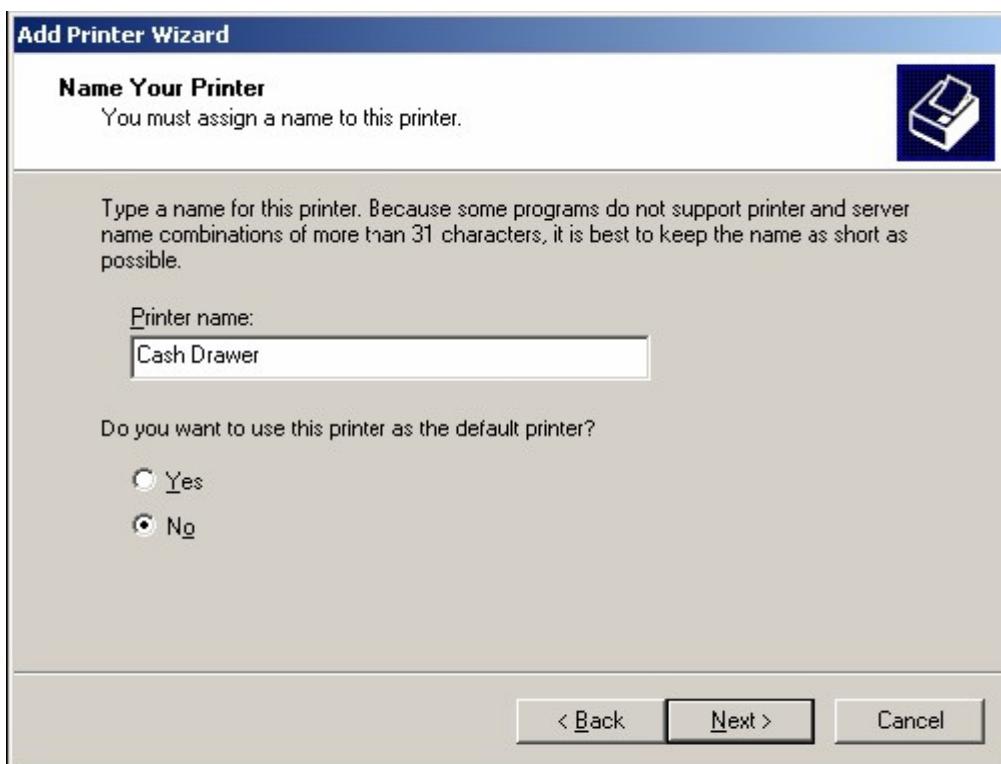
Choose the com port used by the cash drawer (com1, com2 etc.)



Click Next and choose the GENERIC / TEXT Printer



Then rename to the device name used. Once this is done, the device name should appear in the HARDWARE Setup screen.



Once this is done, go to MAINTENANCE > HARDWARE Setup and adjust the settings as shown.

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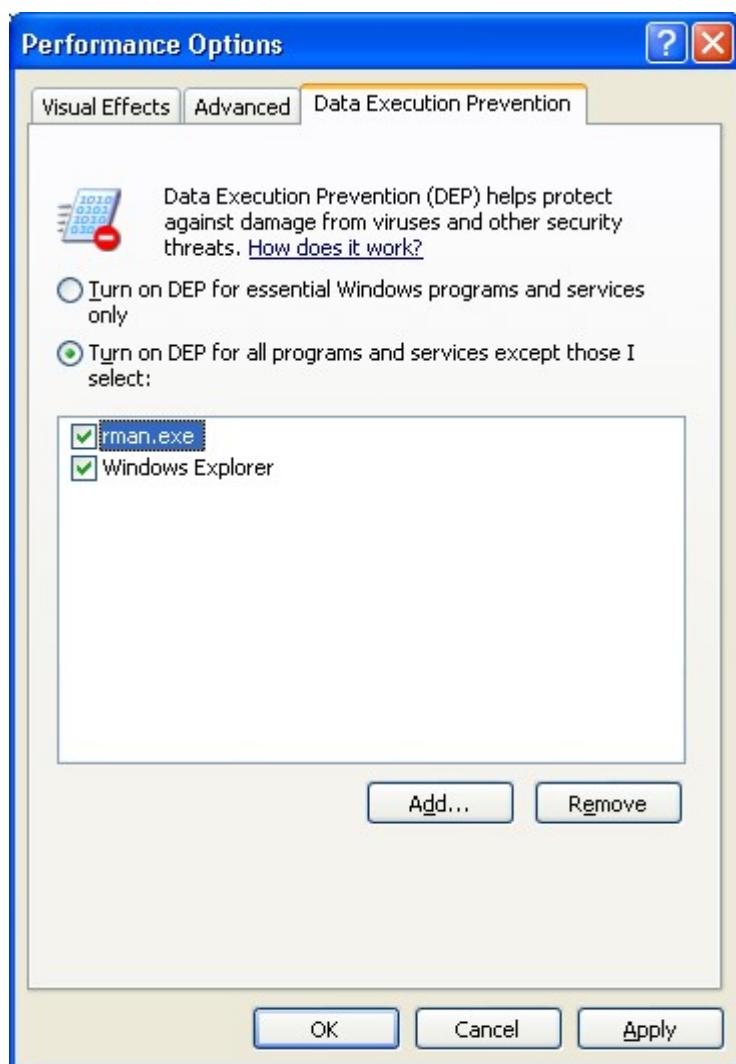
Cannot load 32-bit DLL repinv3.frx

System produce the following error when starting up:

Error Number: 1753

Error Message: Cannot load 32-bit DLL repinv3.frx.

This error is due to a Windows protection setting which can be modified from CONTROL PANEL > SYSTEM > Choose the ADVANCED TAB > Click on the SETTINGS button under the PERFORMANCE Heading > Click on the DATA EXECUTION PREVENTION TAB, then choose the TURN ON DEP FOR ESSENTIAL WINDOWS PROGRAMS AND SERVICES ONLY, or if you do choose the TURN ON DEP FOR ALL PROGRAM AND SERVICES EXCPET THOSE I SELECT;, then you have to add the RMAN.EXE in the box as shown below.



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Error Access Printer Spooler

When trying to print a receipt from the receipt printer it gives following error: Error 1957 (error accessing printer spooler)

This error is normally generated when the user changes the name of the Windows POS printer.

To fix, the user must go to Windows > Printer and Faxes Panel, remove the old POS printer driver and re-install it, (making sure NOT to make it the default Windows Printer). Then go into the program, go to MAINTENANCE > SYSTEM SETUP > HARDWARE and choose the newly installed driver for the POS printer, then save.

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Issuing a discount on invoice or POS total

If you need to issue a total discount on the total sum of the invoice, you will need to do the following:

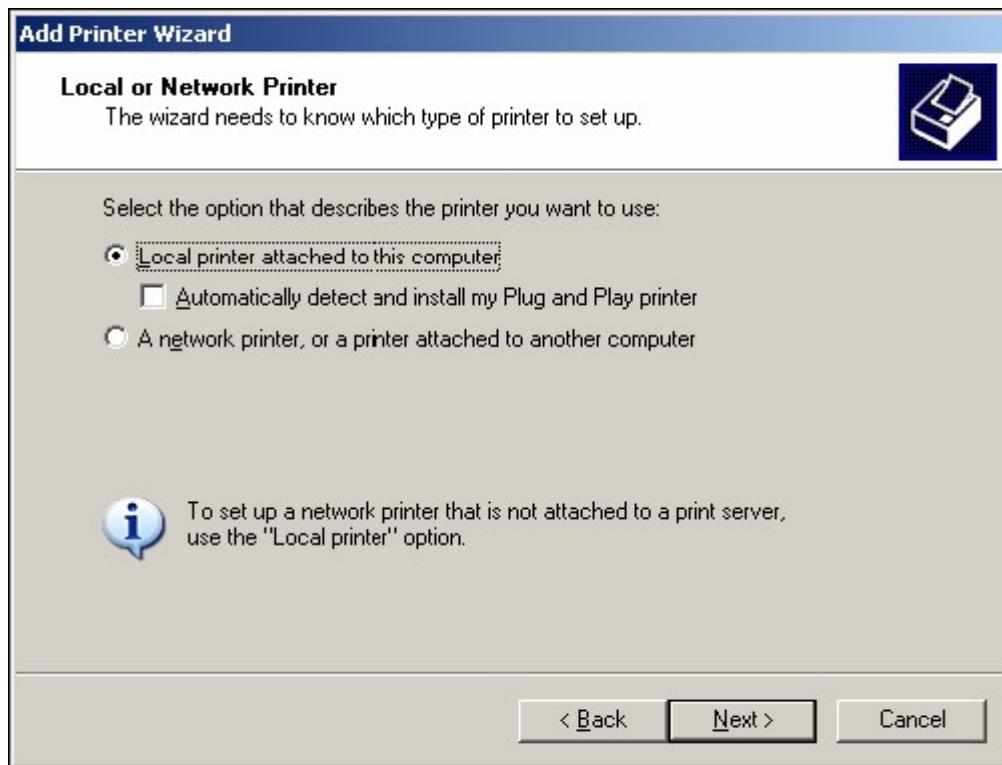
1 - Create a new service item from the Stock Add/Modify screen, the part number of that item must be the discount amount, so if you need to give a 5% discount, the part number must be -5%, you can enter any details such as "5% discount"

2 - Entering the -5% service item in the invoice or POS will cause the system to give a 5% discount for all the items preceding the -5% discount line. This is much more flexible than having a total discount at the bottom of the screen for two reasons, the first is for allowing the user to give a total discount on some items and not others, so the user enters all the items that need to be discounted on the top, then enter the discount then continue with undiscounted items, the second reason is the user can use reports to see how many times an item discount has been given and how much it was.

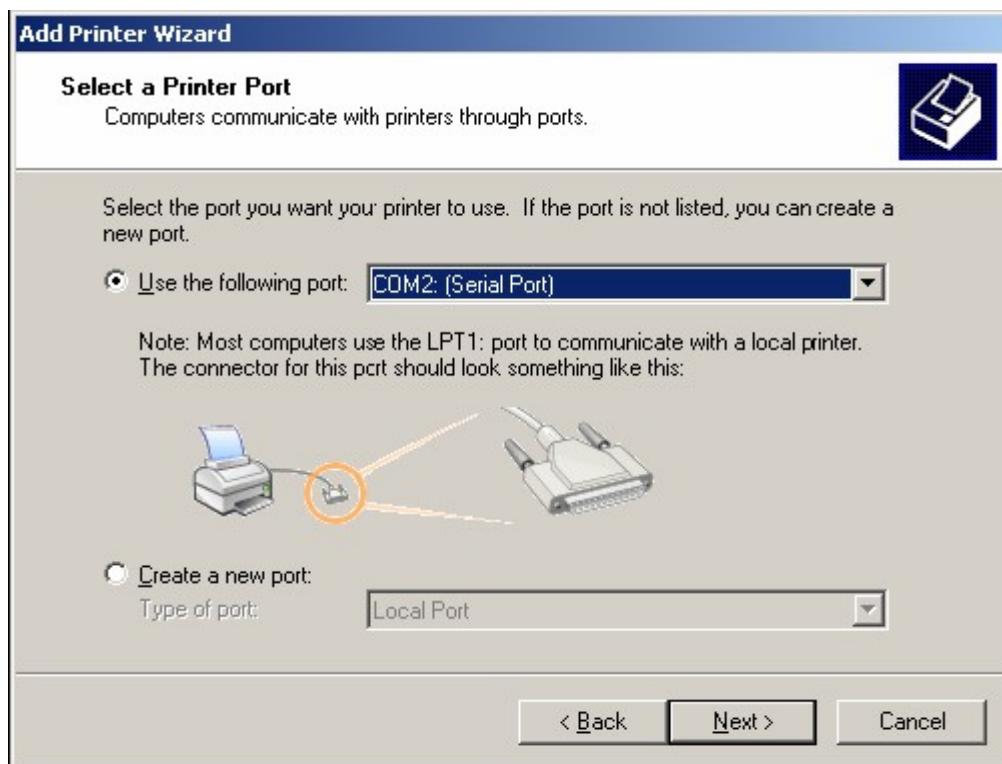
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POS printer setup

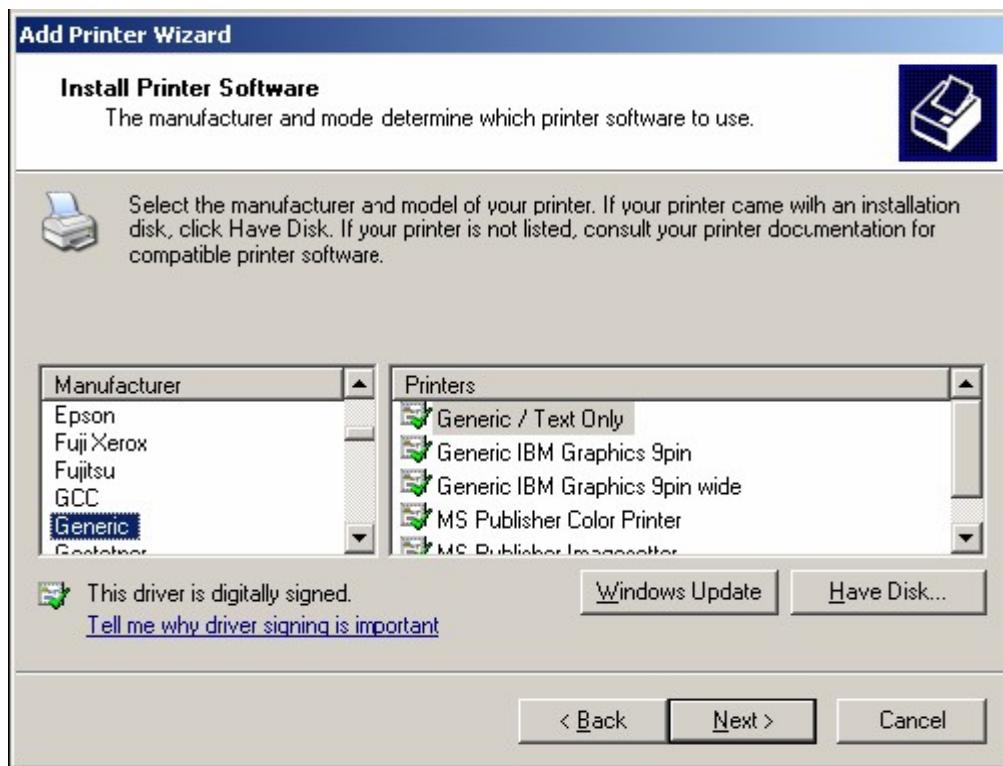
To setup a POS printer connected to the local computer, go to Windows > Start > control Panel > Printers and Faxes the add new printer



Choose the port used by the POS printer (com1, com2, Lpt1, Lpt2, USB1 etc.)



Click Next and choose the GENERIC / TEXT Printer



Then rename the name to be used Such as Epson TM III. Once this is done, the device name should appear in the HARDWARE Setup screen

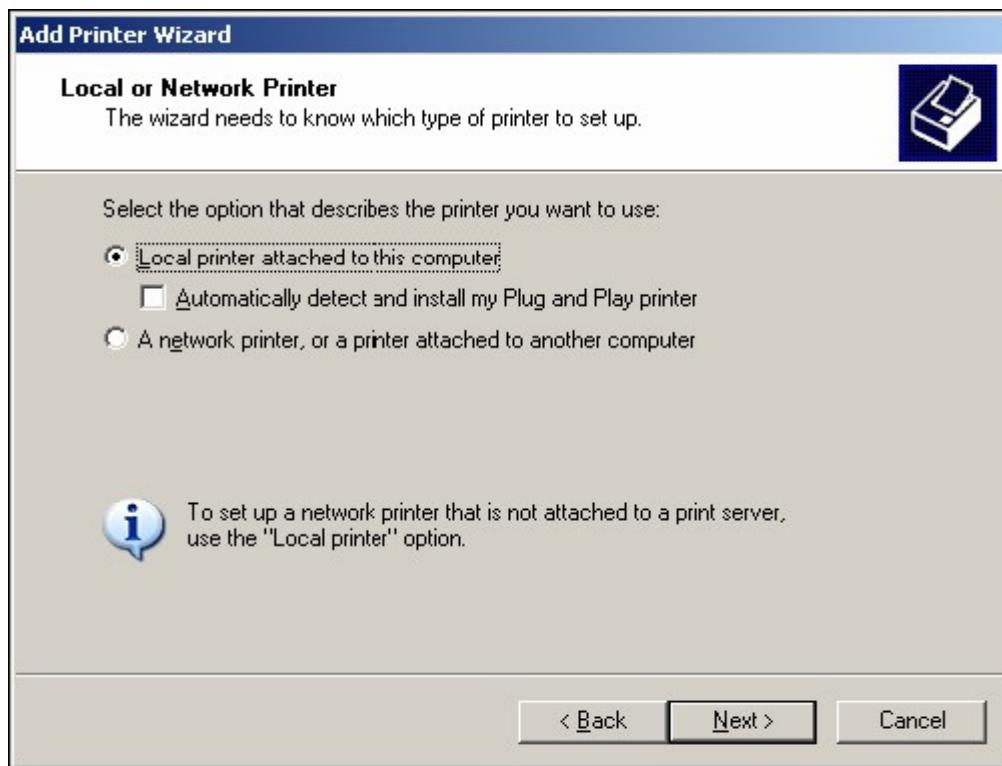
Warning: Make sure not to make the POS printer as the Default Windows Printer, you MUST use a proper report printer driver to print and display your reports correctly.

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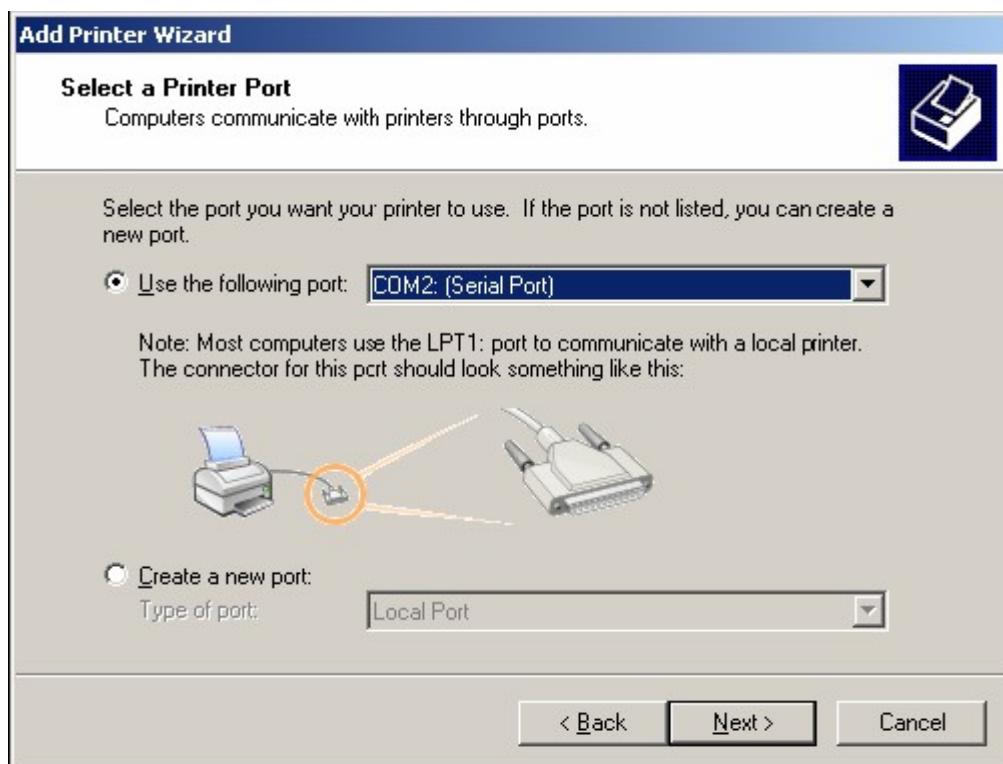
Pole Display Setup

To setup a *Customer Pole Display* with a serial or USB interface, follow the following steps:

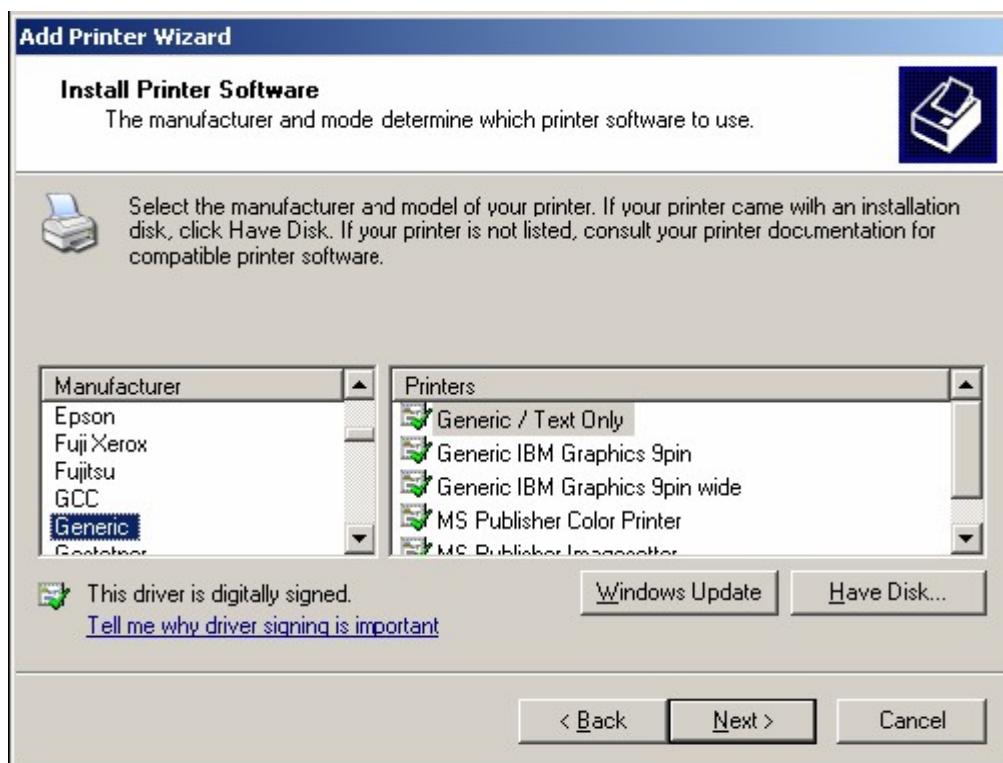
Click START > SETTINGS > PRINTERS > ADD NEW PRINTER



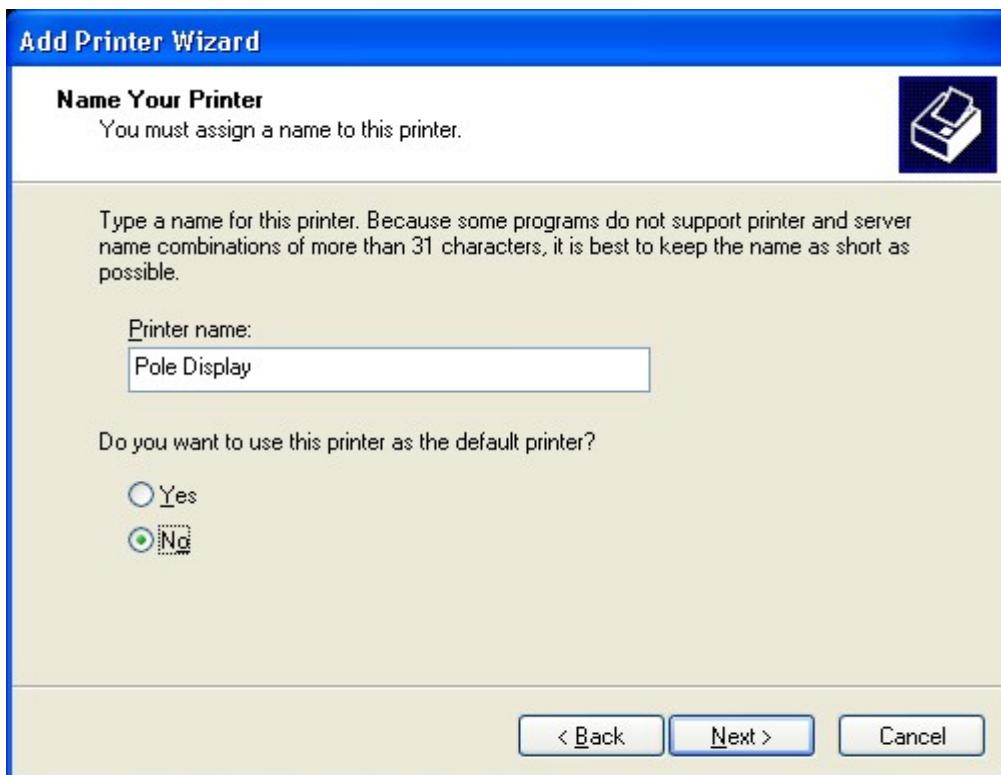
Choose the com or USB port used by the Pole Display (com1, com2 etc.)



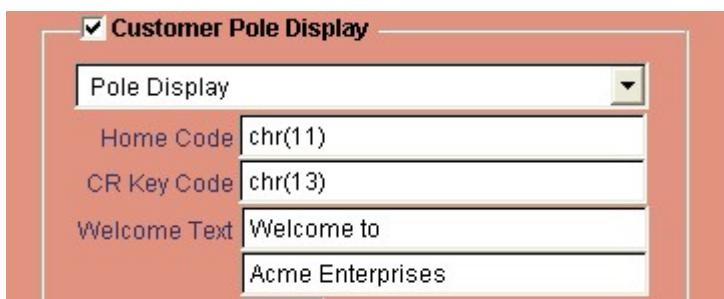
Click Next and choose the GENERIC / TEXT Printer



Then rename to the device name used. Once this is done, the device name should appear in the HARDWARE Setup screen.



Once this is done, go to MAINTENANCE > SYSTEM SETUP > HARDWARE and adjust the settings as shown in the following screen.



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Network Printing

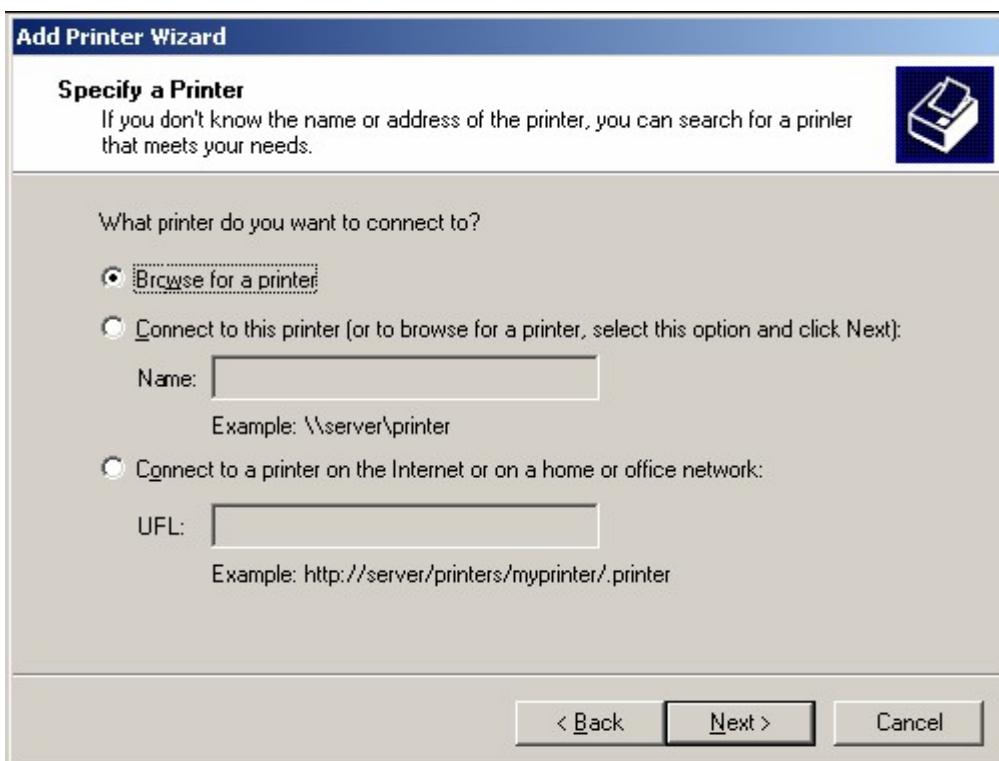
Network Printing

To setup network printers, you have to setup the network users and stations first

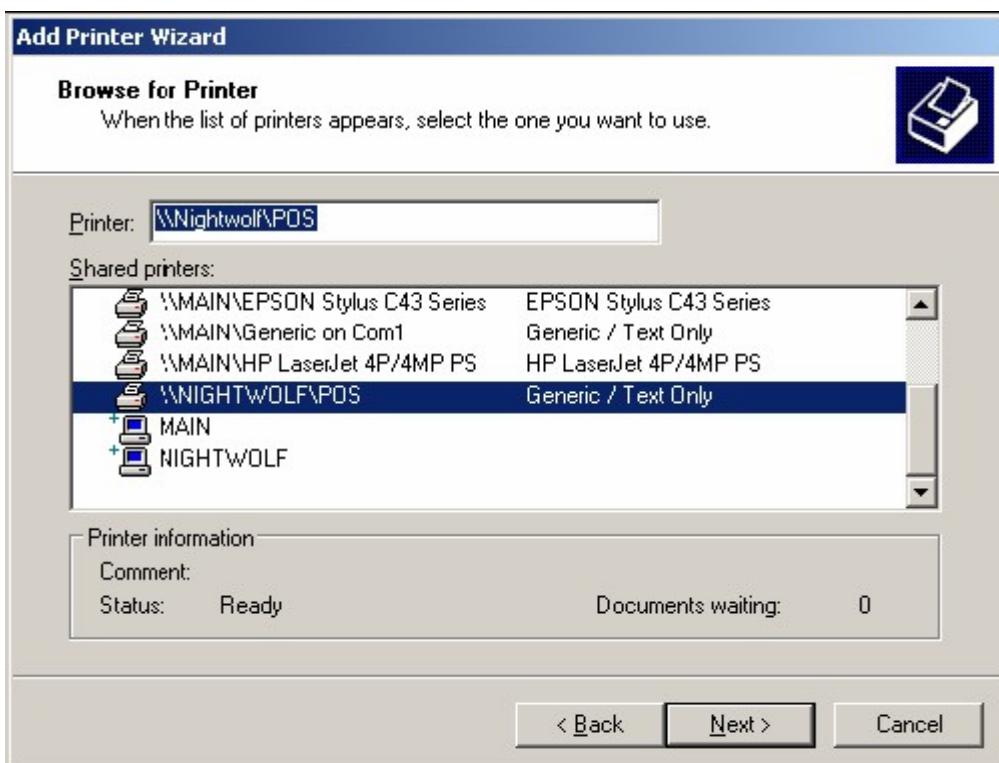
To setup a network point of sale printer, choose where the POS printer is needed to be located, then create a printer driver on that system (it has to be GENERIC, TEXT) then make it sharable. On the other stations under Windows, click START > SETTINGS > PRINTERS & FAXES and click ADD A NEW PRINTER



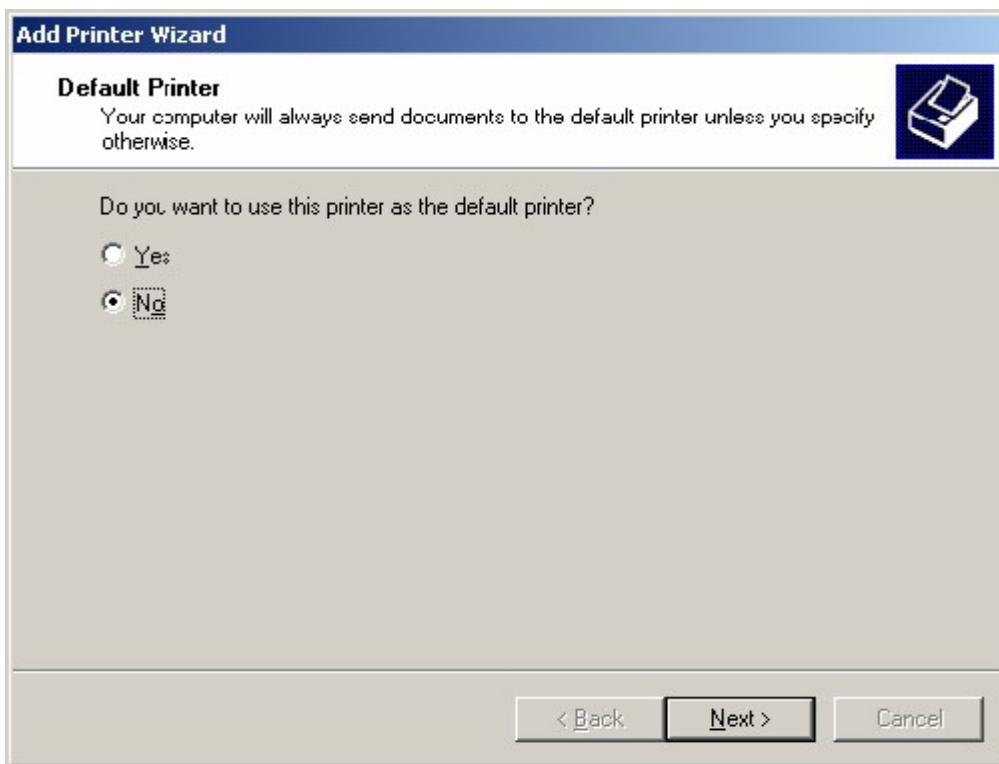
Choose **A network printer, or a printer attached to another computer**



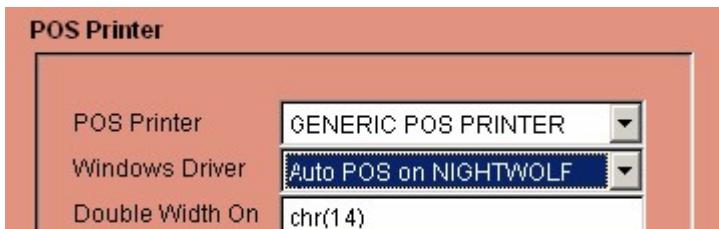
Click Next to browse for a printer



Select the printer you want to use and click next



Next open the program then go to MAINTENANCE > SYSTEM SETUP > HARDWARE and under the POS Printer chose the printer you just created and save



Note that you should not make the POS printer your default Windows printer, even if you do not have another printer connected to the system, the reason for that is you will have problem printing all other reports since the system uses the default Windows printer font to print the reports, and the POS printer fonts are very limited, so you must always install a standard printer as your default Windows printer.

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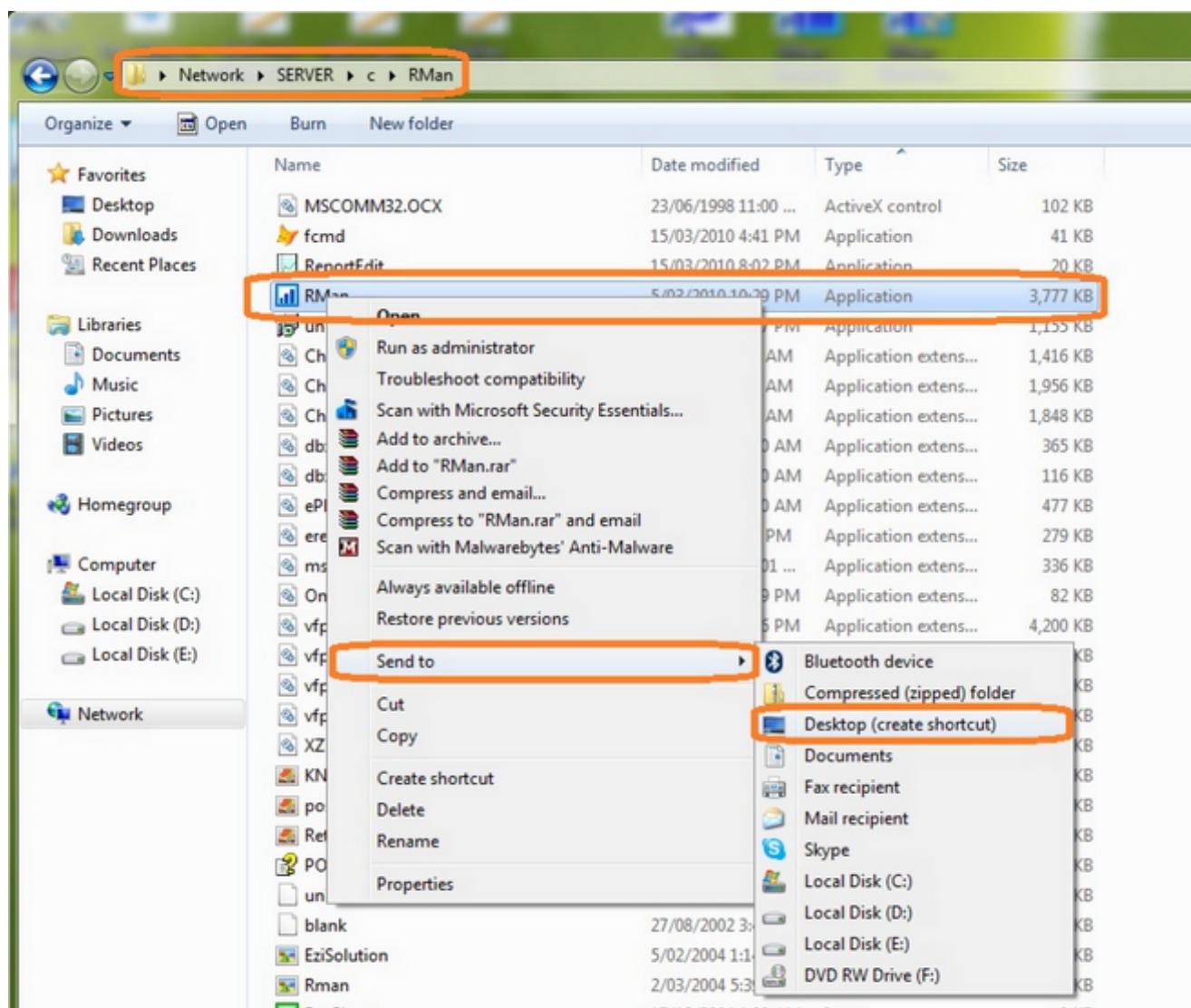
Network Setup

SERVER SETUP

To make the system run on a network, do the following steps:

- Decide which computer is going to act as a server
- Set up the hard disk of that machine to be sharable, to do that, double click on My Computer, Right Click on the Hard Disk Drive Icon, click Sharing and Security and then give the drive a share name Such as (C) and make it fully sharable, if successful, you will see a hand under the Hard drive icon.
- Create a short cut on each station as follows (let us assume you server name is **SERVER** and the drive share name is **C**) in the short cut enter \\SERVER\C\RMANRMAN.EXE and in the START IN field in the short cut properties you must also enter \\SERVER\C\RMAN .

An easier way to setup the station is to locate the Rman folder on the server, open that folder, locate the Rman.exe program, right click it and choose the "Send to Desktop (Create Short-cut)" option.



There is another way to do the same thing but instead of using the **Absolute Path**

Names, use instead **mapped network drives** , to do that :

- follow the first three steps as above
- On each station, Double Click on Network Neighbourhood (for Windows 98) or (My Network Places) in 2000 or XP
- Once you see the server, double click on the server icon, then you should see the sharable drive on the server
- Right click on that sharable drive, and click Map Network Drive, then choose a network drive letter such as N
- Tick the Connect at logon, and save this setting
- Create a short cut and browse to the RMAN directory on the server, then save.

Either ways will work fine, the only thing you have to watch for is the network drive mapping in the second method may drop out if the server was not available when you start the stations, so you have to re-install it. The first method is more consistent and will work each and every time.

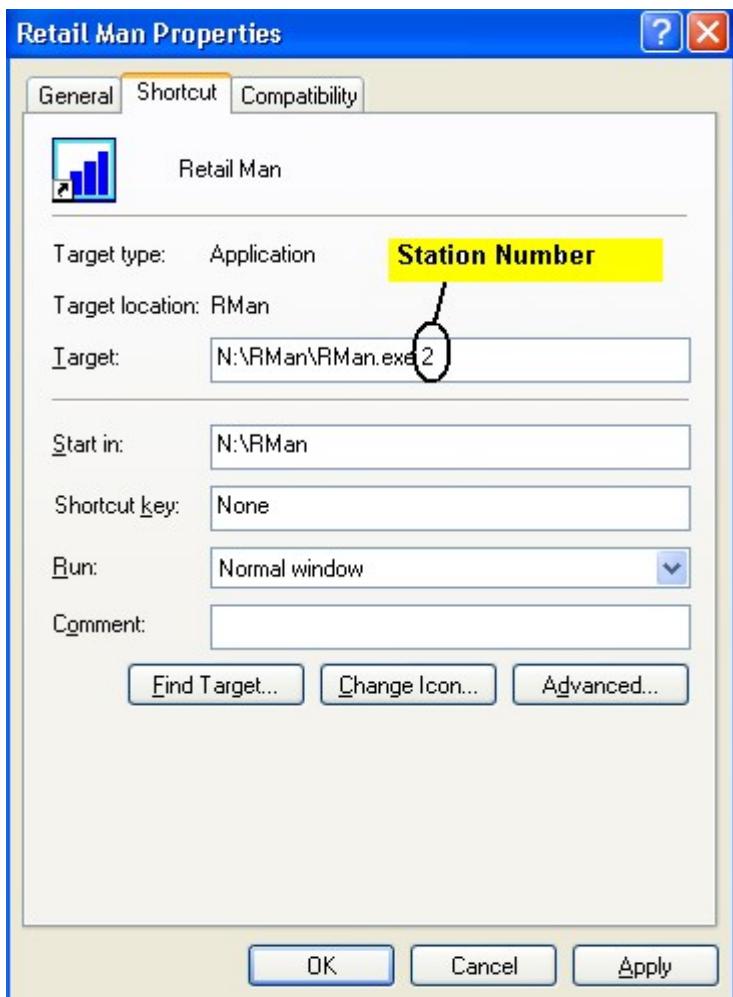
Workstations Setup

To setup each station to have its own peripheral devices such as POS printers, report printers, cash drawers and so on, you have to add the number of each station as a parameter to the program name in the program desktop short cut.

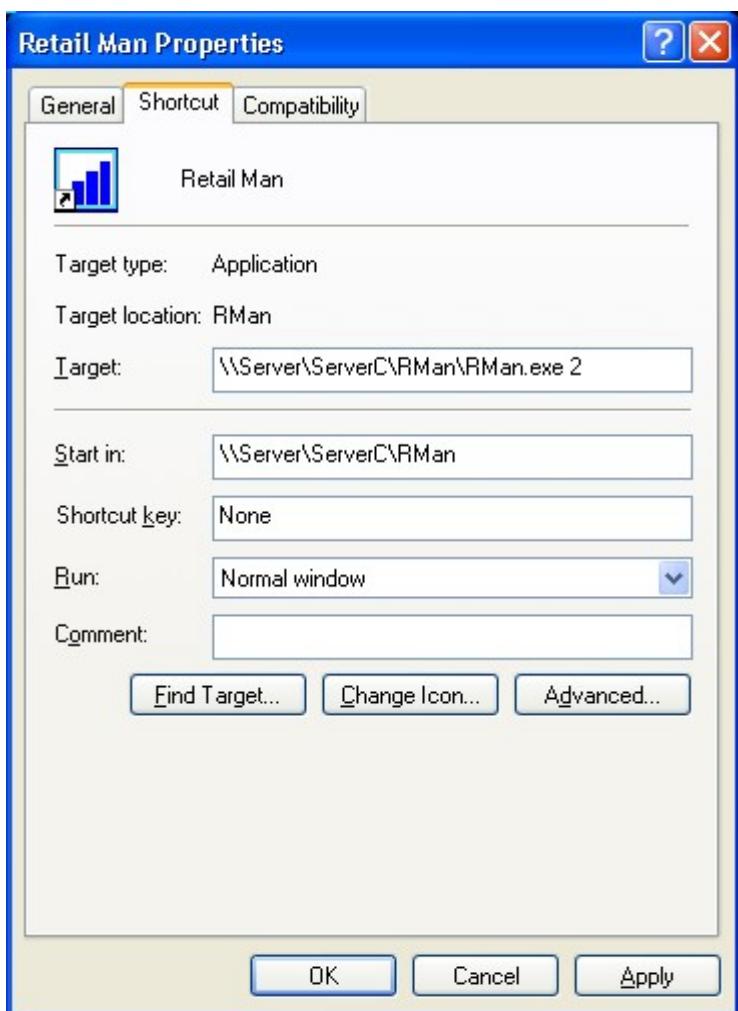
The stations has to be numbered 1, 2, 3, 4 etc, then the short cut has to have the station number as follows :

For station number 2, the TARGET field in the short cut should look something like C:\RMAN\RMAN.EXE 2 (RMAN.EXE is the program name for Retail Man)

Note that version 1.90.08 and above does automatic allocation of station numbers, so no need to include the station number, but you can force the system to use a particular station number by including the station number in the short-cut.



Or



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System Freeze

If you are running the program on a network, you may experience what look like freeze (but its actually trying to look for files) if you have included the path names that are valid on one system but not on the others that are networked.

Here is an example:

RMAN is installed on Machine called Server and you enter the logo file path as
C:\RMAN\MyLogo.jpg

Now, if you run this from the server, it will work fine, but if you run it from the network, it will be trying to look for a file called MyLogo.jpg on the local drive but it can't find it. The system will give you an error. But if you have entered a Desktop Picture file under the User Maintenance section and the path is valid for one system but not the rest, then a delay of 1 to 5 minutes will happen every time the main menu gets focus (which will look like a freeze). To fix, use the absolute file names such as <\\Server\DriveC\RMAN\MyLogo.jpg> (replace the computer, hard drive names according to your network), or simply enter the file name without path such as MyLogo.jpg

If the above does not apply, then there may be other reasons including:

- 1 - Computer Hardware failure (mainly hard disk drive or memory)
- 2 - System is heating up due to faulty fans or poor air flow circulation in the system
- 3 - Viruses or Trojans
- 4 - Windows file corruption

To check if it is a hardware or software problem (this is a quick test and is generally true but not always):

When the system freezes, pressing the Num Lock key few times should turn the Number Lock led on the keyboard on and off, if it doesn't then its a hardware problem, otherwise, it could be a software problem.

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Serial Number Tracking

Make sure to tick the Track serial number option in the stock card, then when you enter the stock item and press the Enter or Tab key on the Qty field, the system automatically generate the text S/N under the part number column, you can then enter the serial numbers in the details column, if you have many serial numbers, they can be entered on the same line (separated by commas) such as 12345,12346,12347, or on different lines, but you must make sure you enter the text 'S/N' in the part number for the system to recognize it as a valid serial.

You can also enter a series of consecutive serial numbers such as 12345, 12346, 12347,12348 by simply entering the first and last serial numbers separated by a "space, dash, space" such as 12345 - 12348

Part number	Details	Quantity	Amount \$	Disc. \$	Total \$
NM3250	Nokia Mobile N3250	2	129.000	0.00	258.00
S/N	4231234567	0	0.000	0.00	0.00
S/N	4231234554	0	0.000	0.00	0.00
		0	0.000	0.00	0.00

The system will be able to report on the serial number using the F8 function key as shown

Serial Number	3331245		
Part Number	NM3250		
Details	Nokia Mobile 3250		
Invoice No.	5241	Purchase No.	547
Sold on	19/04/2007	Purchased On	01/02/2007
Days Since Sold	0	Days Since Bought	77

-O-

Supported Hardware

RetailMan can use the following hardware (Other hardware with the same connection types and specs will also work fine):

Recommended POS Printers



Must have a minimum of 40 column wide printout.

Connection Type:

- Serial (suitable if the printer far away from the computer)
- Parallel
- USB

Printing Type:

- Thermal (faster, quiet, no ink ribbons needed)
- Dot Matrix

Brands:

- Epson
- Star
- Samsung
- Posiflex

Recommended Barcode Scanner:

There are two types of barcode scanners, Laser and CCD, CCD type is cheaper but the laser is much better as it can scan from some distance away.



Connection Type:

- Keyboard
- USB
- Serial (Not recommended)

Brands:

- Posiflex
- DATALOGIC
- PSC
- METROLOGIC

Recommended Customer Pole Display:

Two Lines of 20 Characters each.



Connection Type:

- Serial
- USB

Brands

POSIFLEX
EPSON
Samsung

Recommended Touch Screen:

Minimum Screen Resolution of 800x 600 but larger is better



Brands

- ELO (or any brand using Elo Technology)
- LG
- LIYI (or any brand using Liyi Technology)

Recommended Cash Drawer:



Connection Type:

- Serial
- Printer Driven (Needs POS printer to operate)

Brands

- POSIFLEX
- EPSON
- CITIZEN

Recommended Barcode Printers

The best solution for printing Barcodes is to use the reports printer (laser or inkjet) to print your barcodes. Laser printers are recommended because they are faster, cheaper to run and produce a better quality barcodes. The built in barcode labels can be used and the barcode labels stationary is widely available. However, if you do require a barcode printer, then Zebra is a good way to go.

Electronic Scales



Connection type:

- Serial
- USB

Brands

- NCR
- Mettler Toledo
- TEC
- and many others

-0-

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