MINI Group - ART

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File name SCM User Manual v1.0

Contents

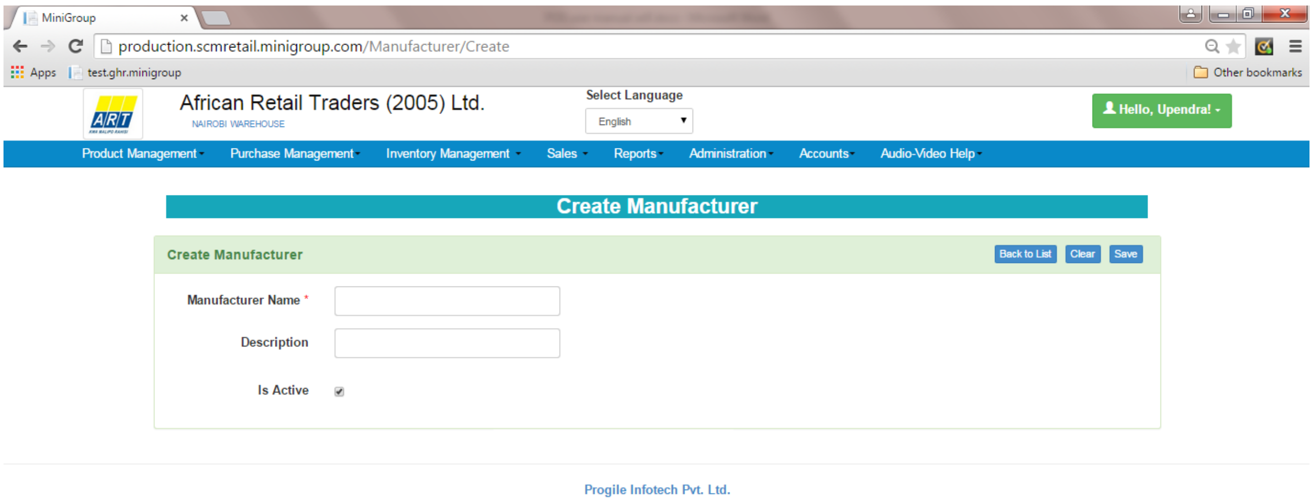
CREATING MANUFACTURER DATA

Purpose – Adding a new Manufacturer into the system.

User Role - Purchase Manager

Navigation Path – Product Management Menu →Manufacturer Sub-Menu → Click on Create Button

All fields that have an asterisk “*” sign against them are mandatory. And others are optional, thus can be kept blank.



Manufacturer Name – Insert the Name of the Manufacturer.

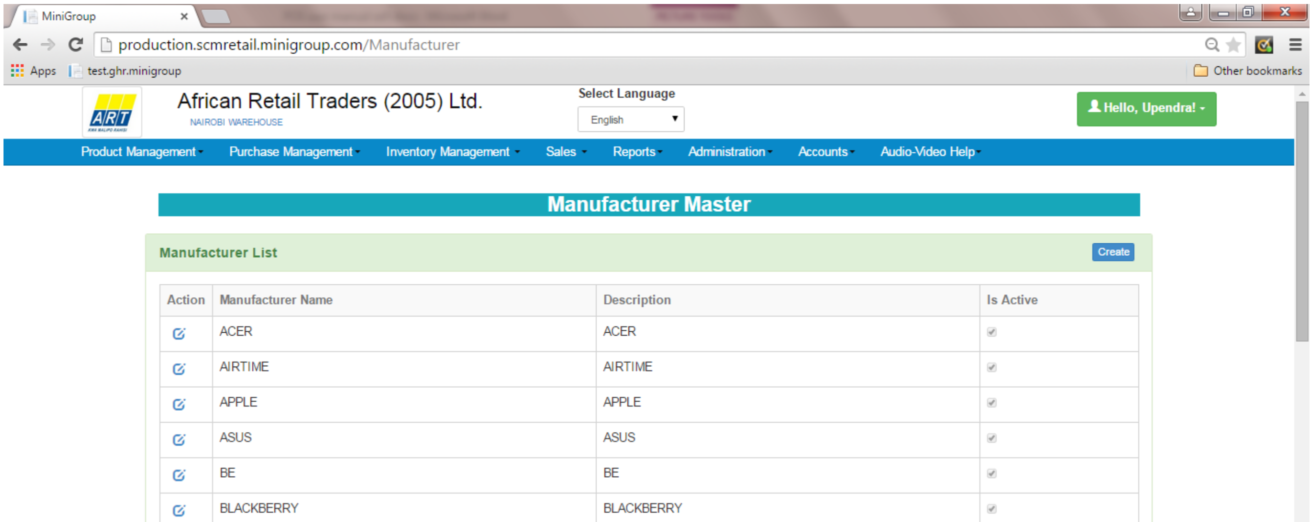
Description – Insert a brief description about the Manufacturer.

Is Active Check – Make sure this is checked. This check means that the Organization still continues to deal in the products of the manufacturer. Uncheck this box when want to discontinue dealing in products manufactured by the manufacturer.

Click on the **Save Button** for saving the inserted record.

Clear button – Clicking on this button clears any data that is inserted in the fields.

Back to List button – Clicking on this button will take the user to the list of Manufacturers present in the system.


MiniGroup
production.scmretail.minigroup.com/Manufacturer
Apps
test.ghr.minigroup
Other bookmarks
African Retail Traders (2005) Ltd.
NAIROBI WAREHOUSE
Select Language
English
Hello, Upendra!
Product Management
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ACER
AIRTIME
AIRTIME
APPLE
APPLE
ASUS
ASUS
BE
BE
BLACKBERRY
BLACKBERRY

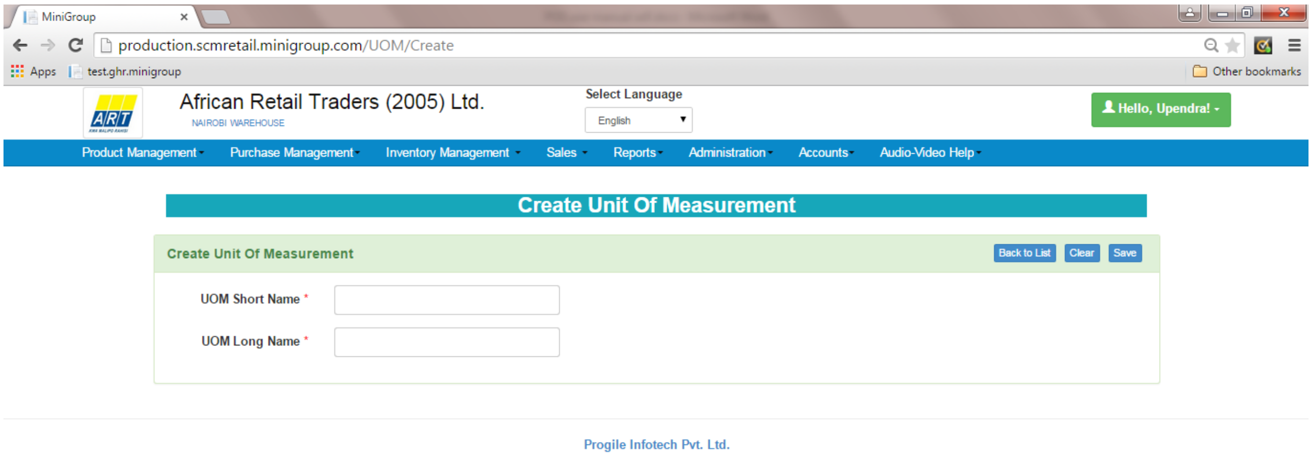
CREATING UNIT OF MEASUREMENT DATA

Purpose – Adding a new Unit of Measurement into the system.

User Role - Purchase Manager

Navigation Path – Product Management Menu → Unit of Measurement → Click on Create Button

All fields that have an asterisk "*" sign against them are mandatory. And others are optional, thus can be kept blank.



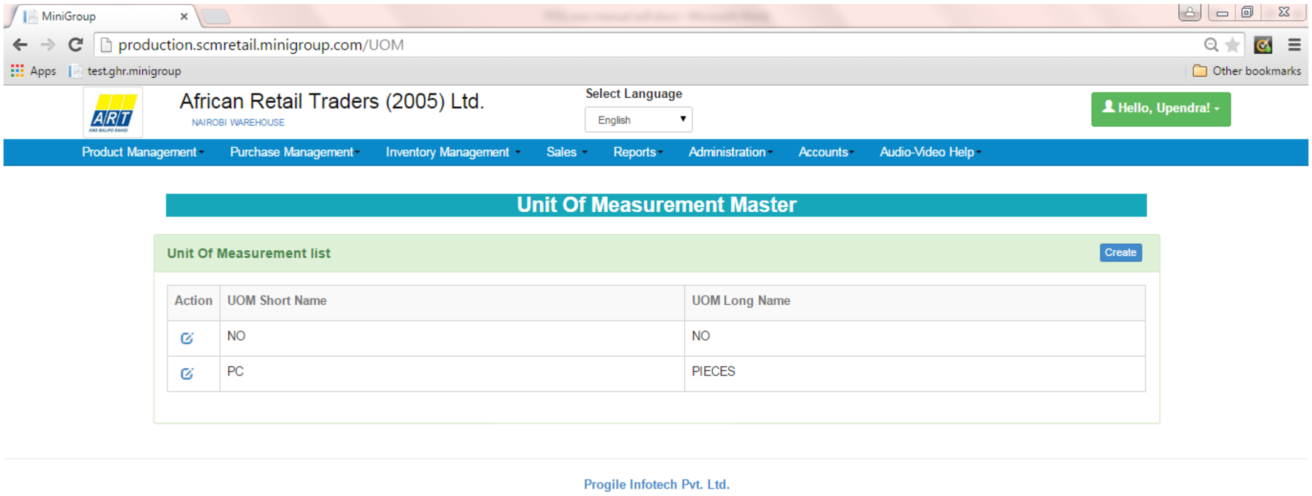
UOM Short Name – Insert the short form of a new Unit of Measurement.

UOM Long Name – Insert the long form of a new Unit of Measurement.

Click on the **Save Button** for saving the inserted record.

Clear button – Clicking on this button clears any data that is inserted in the fields.

Back to List button – Clicking on this button will take the user to the list of Unit of Measurement present in the system.


MiniGroup
production.scmretail.minigroup.com/UOM
Apps
test.ghr.minigroup
Other bookmarks
African Retail Traders (2005) Ltd.
NAIROBI WAREHOUSE
Select Language
English
Hello, Upendra!
Product Management
Purchase Management
Inventory Management
Sales
Reports
Administration
Accounts
Audio-Video Help
Unit Of Measurement Master
Unit Of Measurement list
Create
Action
UOM Short Name
UOM Long Name
NO
NO
PC
PIECES
Progile Infotech Pvt. Ltd.

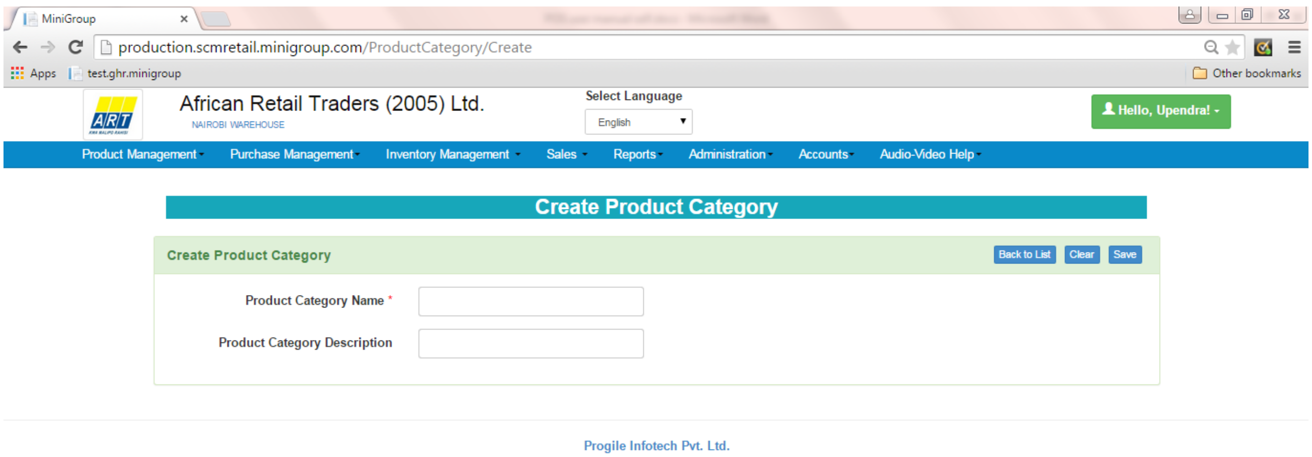
CREATING PRODUCT CATEGORY DATA

Purpose – Adding a new Product Category into the system.

User Role - Purchase Manager

Navigation Path – Product Management Menu → Product Category →Click on Create Button

All fields that have an asterisk "*" sign against them are mandatory. And others are optional, and thus can be kept blank.



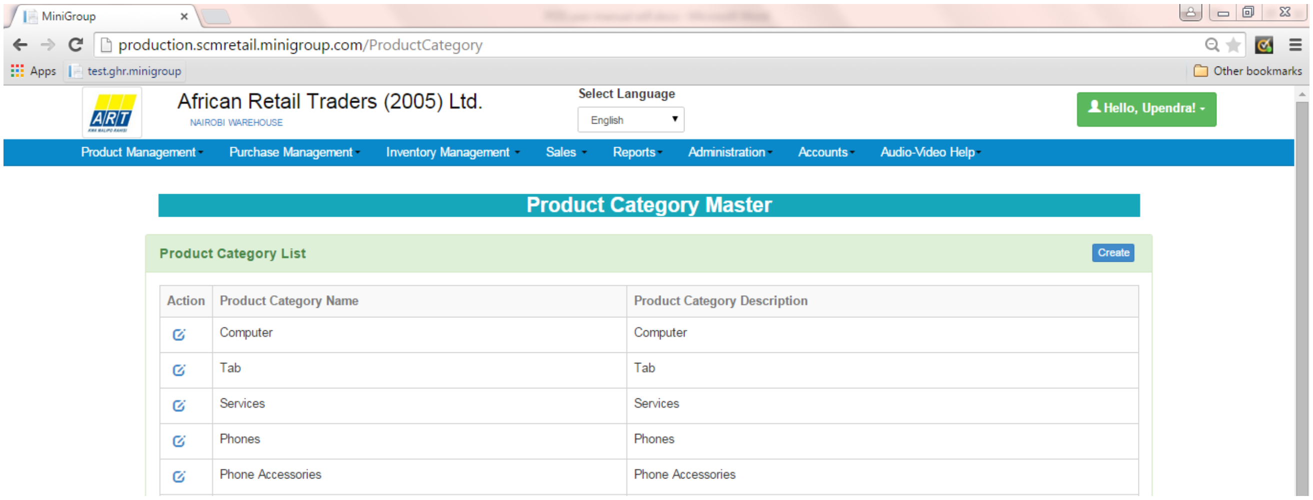
Product Category Name – Insert a new Product Category.

Product Category Description – Insert a brief description about the Product Category.

Click on the **Save Button** for saving the inserted record.

Clear button – Clicking on this button clears any data that is inserted in the fields.

Back to List button – Clicking on this button will take the user to the list of Product Categories present in the system.


MiniGroup
production.scmretail.minigroup.com/ProductCategory
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test.ghr.minigroup
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NAIROBI WAREHOUSE
Select Language
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Hello, Upendra!
Product Management
Purchase Management
Inventory Management
Sales
Reports
Administration
Accounts
Audio-Video Help
Product Category Master
Product Category List
Create
Action
Product Category Name
Product Category Description
Computer
Computer
Tab
Tab
Services
Services
Phones
Phones
Phone Accessories
Phone Accessories

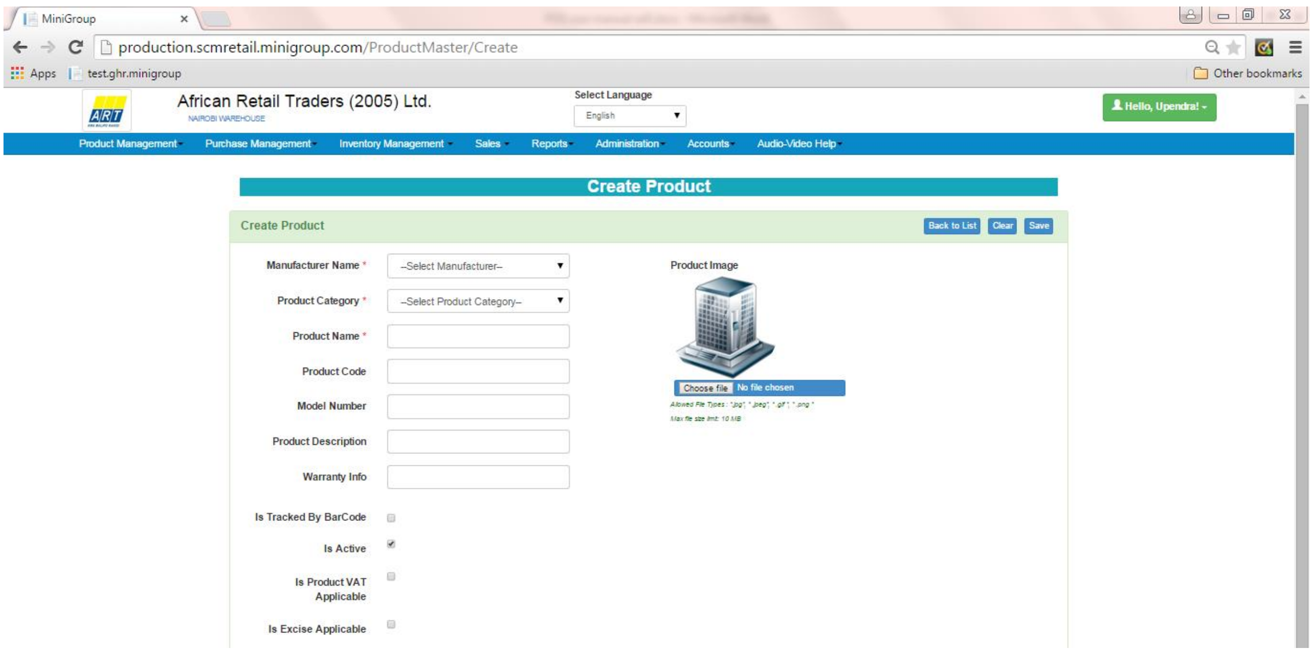
CREATING PRODUCT DATA

Purpose – Adding a new Product into the system.

User Role - Purchase Manager

Navigation Path – Product Management Menu→ Product Sub-Menu → Click on Create Button

All fields that have an asterisk "*" sign against them are mandatory. And others are optional, and thus can be kept blank.



Manufacturer Name – Select a Manufacturer from the dropdown list.

Product Category – Select a Product Category from the dropdown list.

Product Name – Insert the Product Name.

Product Code – Insert a product code for the product.

Model Number- Insert the model number of the product.

Product Description – Insert a brief description about the product.

Warranty Info – Insert the warranty details with respect to the Product.

Is Tracked by Barcode Check – If the user wants to track the product in the application through a barcode then Check it else leave it unchecked.

Is Active Check – Make sure this is checked. This check means that the Organization still continues to deal in the product. Uncheck this box when want to discontinue dealing in the Product.

Is Product VAT Applicable – This check lets the user decide if VAT needs to be made applicable to a certain product or should be exempted from. VAT is calculated @16%.

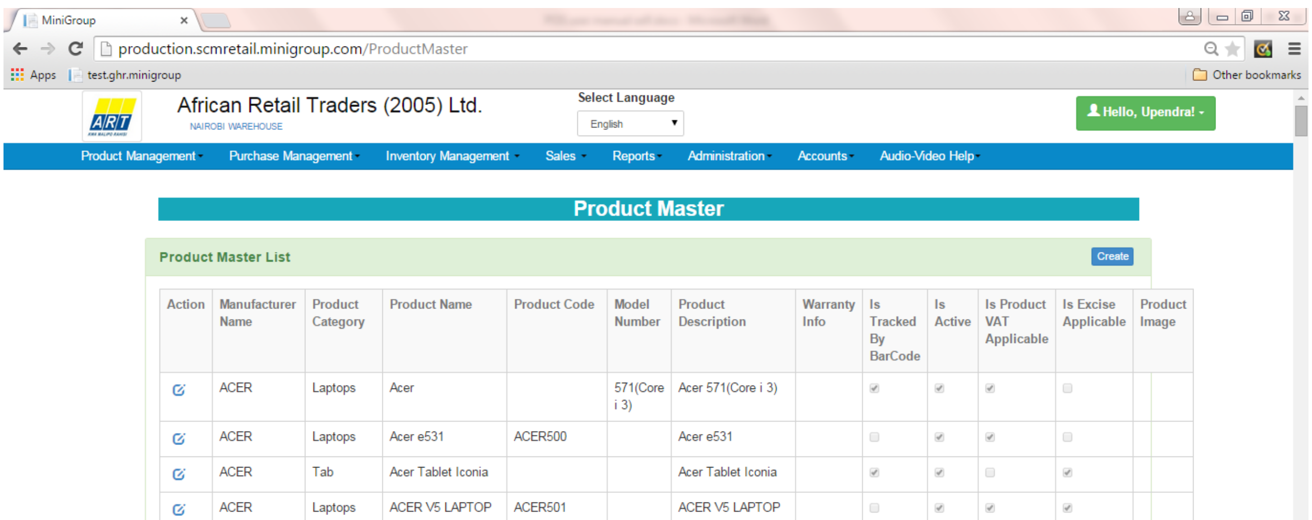
Is Excise Applicable – This check lets the user decide is Excise needs to be made applicable to a certain product of should be exempted from. Excise is calculated @10%.

Product Image – If the product image is available we can upload it here.

Click on the **Save Button** for saving the inserted record.

Clear button – Clicking on this button clears any data that is inserted in the fields.

Back to List button – Clicking on this button will take the user to the list of Products present in the system.



Action	Manufacturer Name	Product Category	Product Name	Product Code	Model Number	Product Description	Warranty Info	Is Tracked By BarCode	Is Active	Is Product VAT Applicable	Is Excise Applicable	Product Image
	ACER	Laptops	Acer		571(Core i 3)	Acer 571(Core i 3)		☑	☑	☑	☐	
	ACER	Laptops	Acer e531	ACER500		Acer e531		☐	☑	☑	☐	
	ACER	Tab	Acer Tablet Iconia			Acer Tablet Iconia		☑	☑	☐	☑	
	ACER	Laptops	ACER V5 LAPTOP	ACER501		ACER V5 LAPTOP		☐	☑	☑	☑	

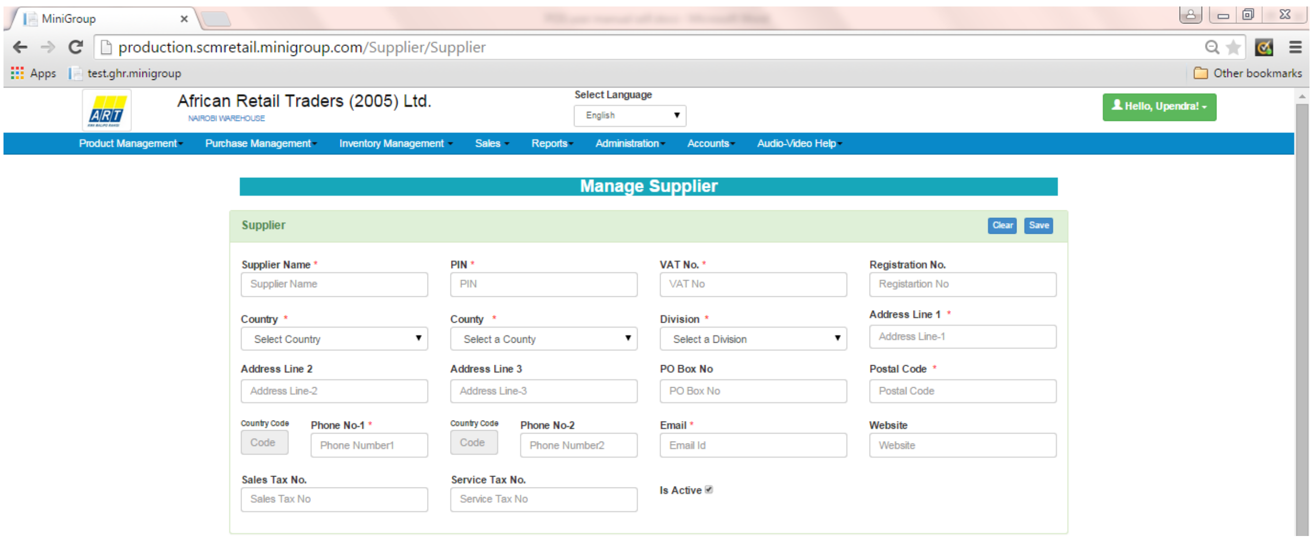
CREATING SUPPLIER DATA

Purpose – Adding a new Supplier into the System.

User Role - Purchase Manager

Navigation Path → Purchase Management →Manage Supplier

All fields that have an asterisk "*" sign against them are mandatory. And others are optional, and thus can be kept blank.

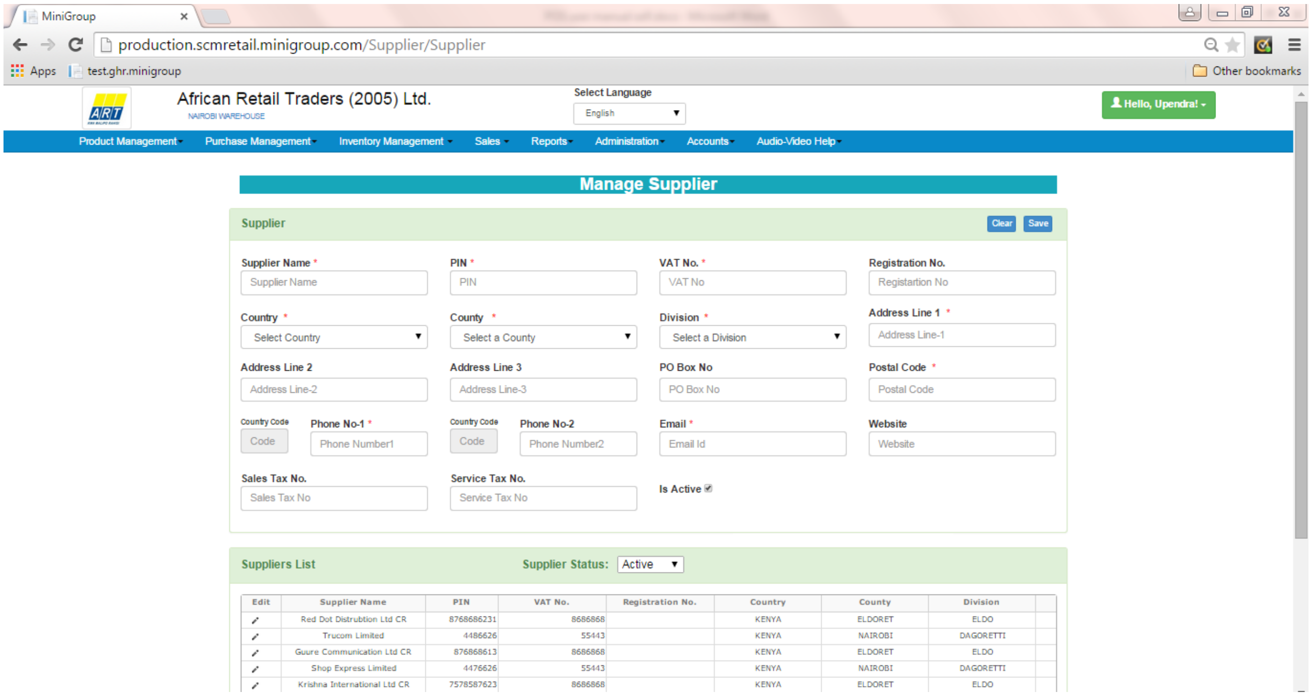


Insert relevant details against the fields.

Is Active Check – Make sure this is checked. This check means that the Organization still continues to deal with the Supplier. Uncheck this box when want to discontinue dealing with the Supplier.

And Click on the **Save button**.

A new record gets added to the **Suppliers list** below.



Clear button – Clicking on this button clears any data that is inserted in the fields.

If a records needs to be updated/edited select the record from the Supplier List by clicking on the icon against the Edit column. The record details will be filled in the text fields above. Make the changes and Click on the **Save button**.

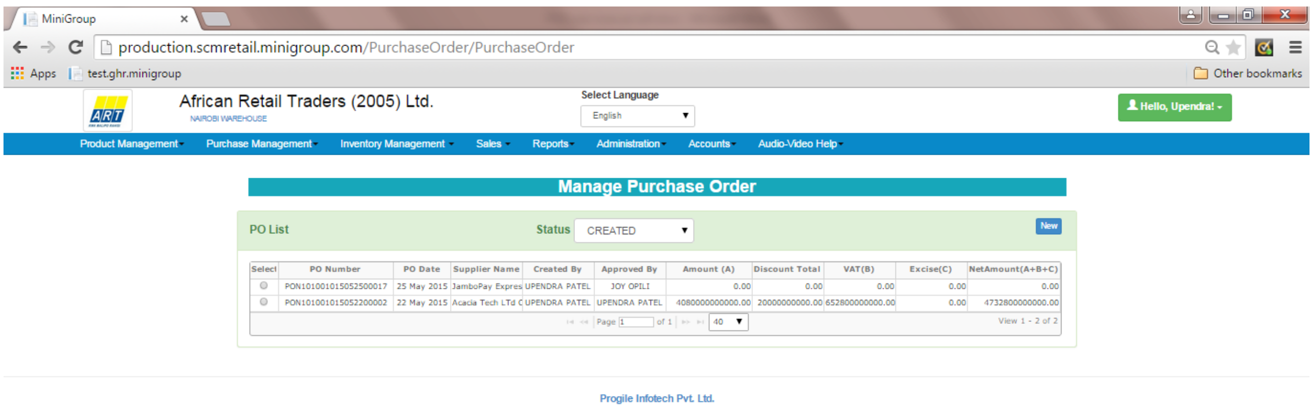
PURCHASE ORDER CREATION

Purpose – Creating a New Purchase Order

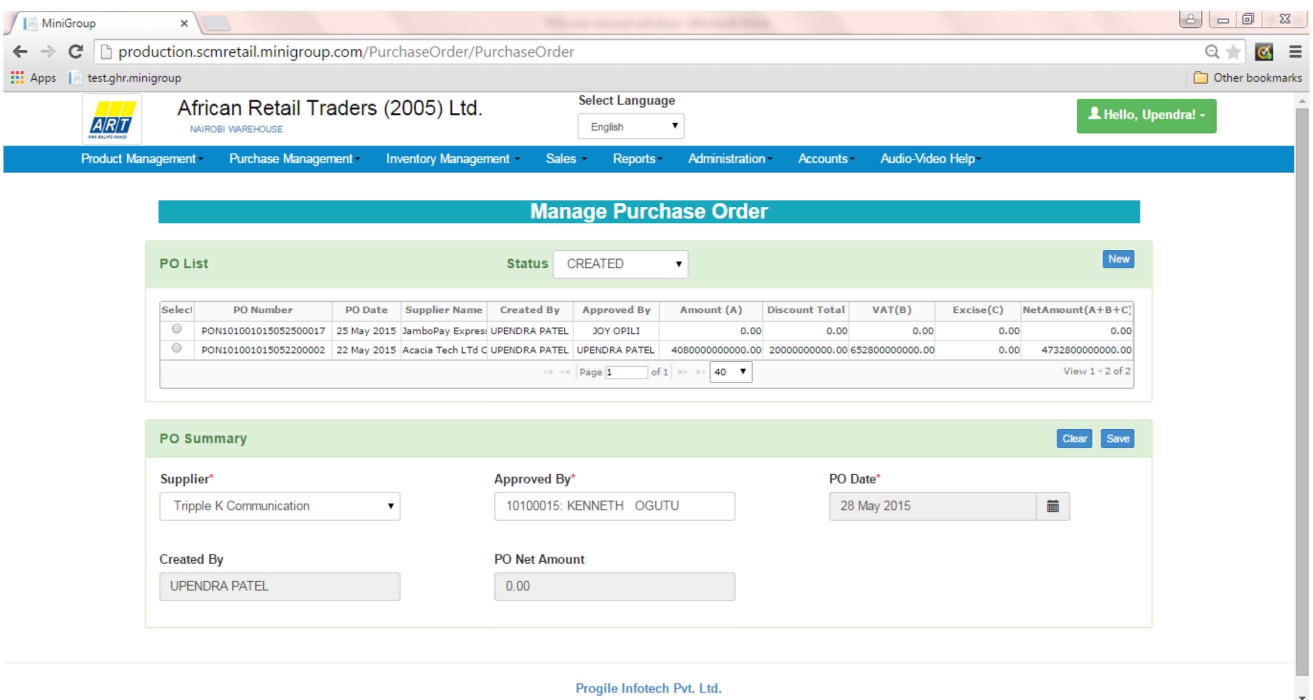
User Role - Purchase Manager

Navigation Path – Purchase Management –Manage PO – Click on New button.

All fields that have an asterisk "*" sign against them are mandatory. And other are optional, and thus can be kept blank.



Click on the **New button,** this action displays the **PO Summary Section**



Supplier - Select a Supplier from the drop down list.

Approved By - Select the name of the Merchandizing Manager/ Purchase Manager who has approved the PO creation.

PO Date – Select a Date

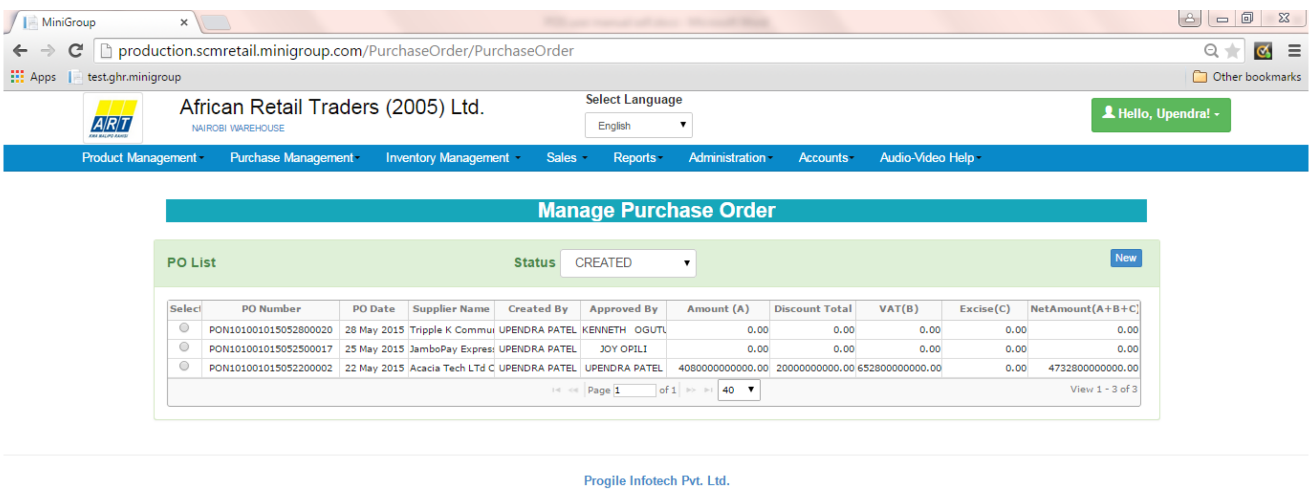
Created By – This field displays the name of the person who has logged in for preparing the Purchase Order.

PO Net Amount – This field has "0" as its default value. However when products are added to the PO in further steps, its final amount is displayed here.

Click on the **Save button**.

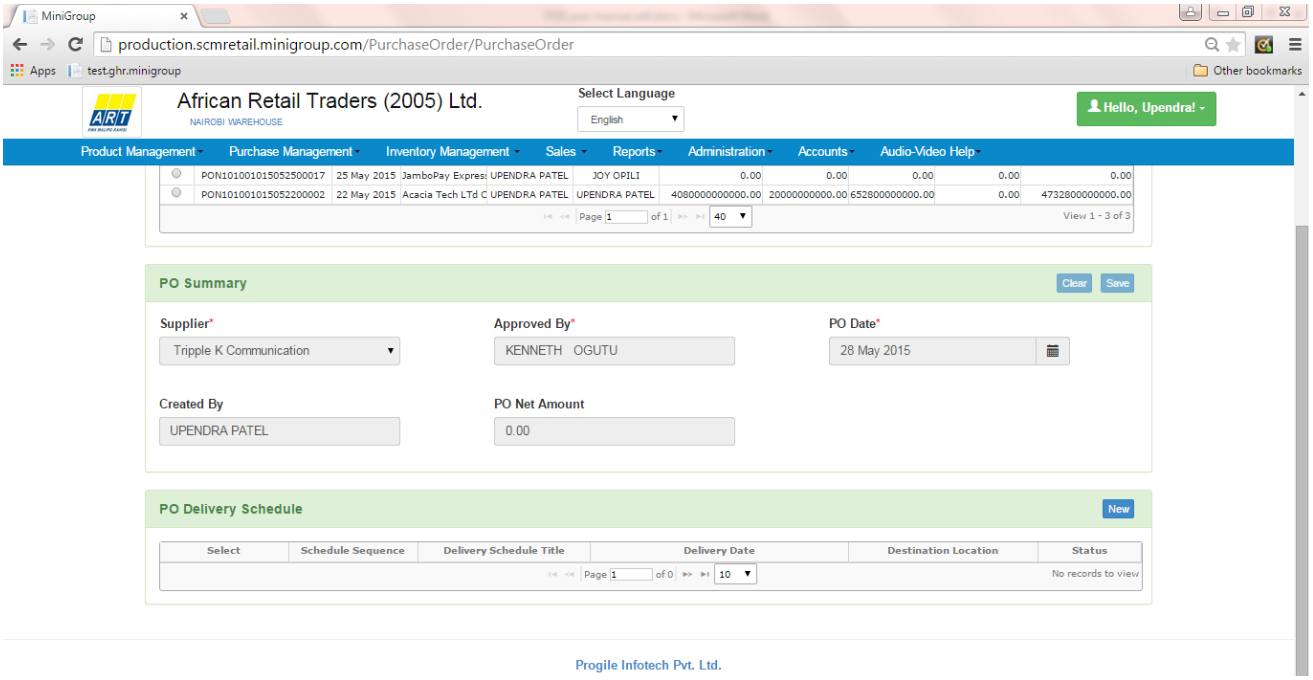
A system generated message is displayed "PO Number is generated successfully".

A new Purchase Order is added to the PO list. The **Status** of the PO now is **"Created"**.



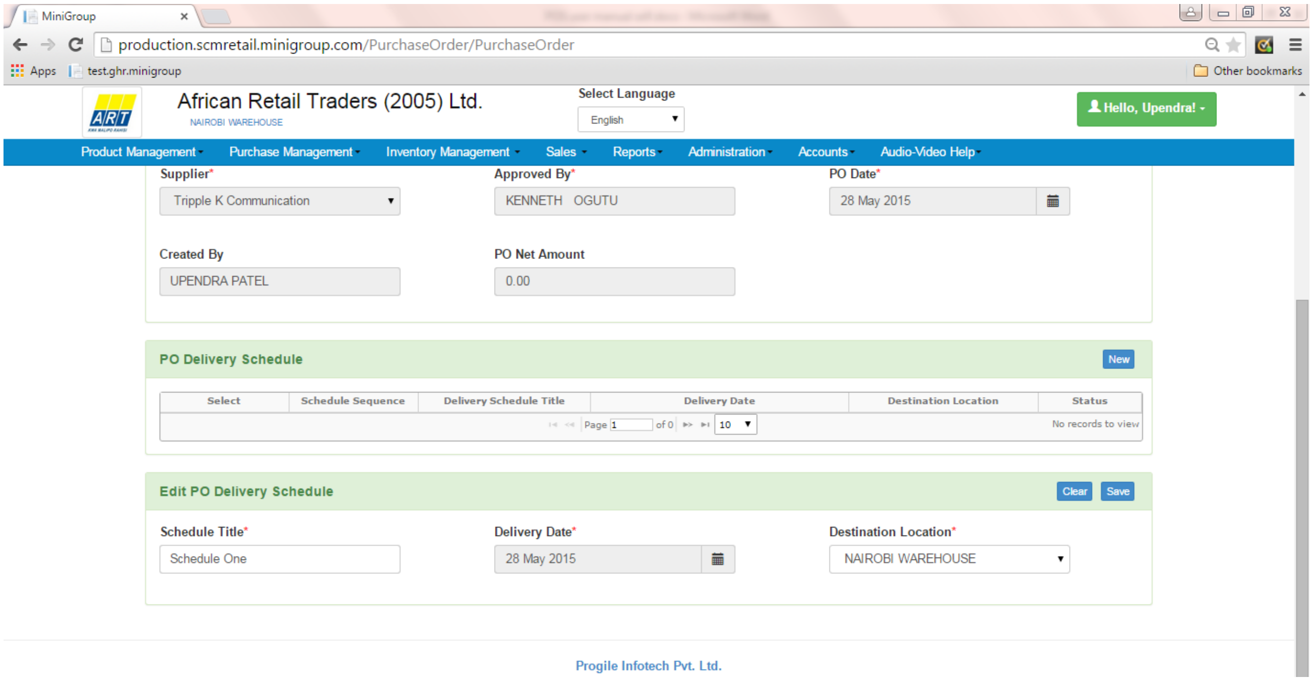
Select the record.

The **PO Delivery Schedule** Section is displayed.



Click on the **New button** displayed against the **PO Delivery Schedule**.

Now the **Edit PO Delivery Schedule Section** is displayed.



Schedule Title – Give a suitable Schedule Title

Delivery Date – Select the delivery Date

Destination Location – Select a Location from the drop down where the delivery is to be done.

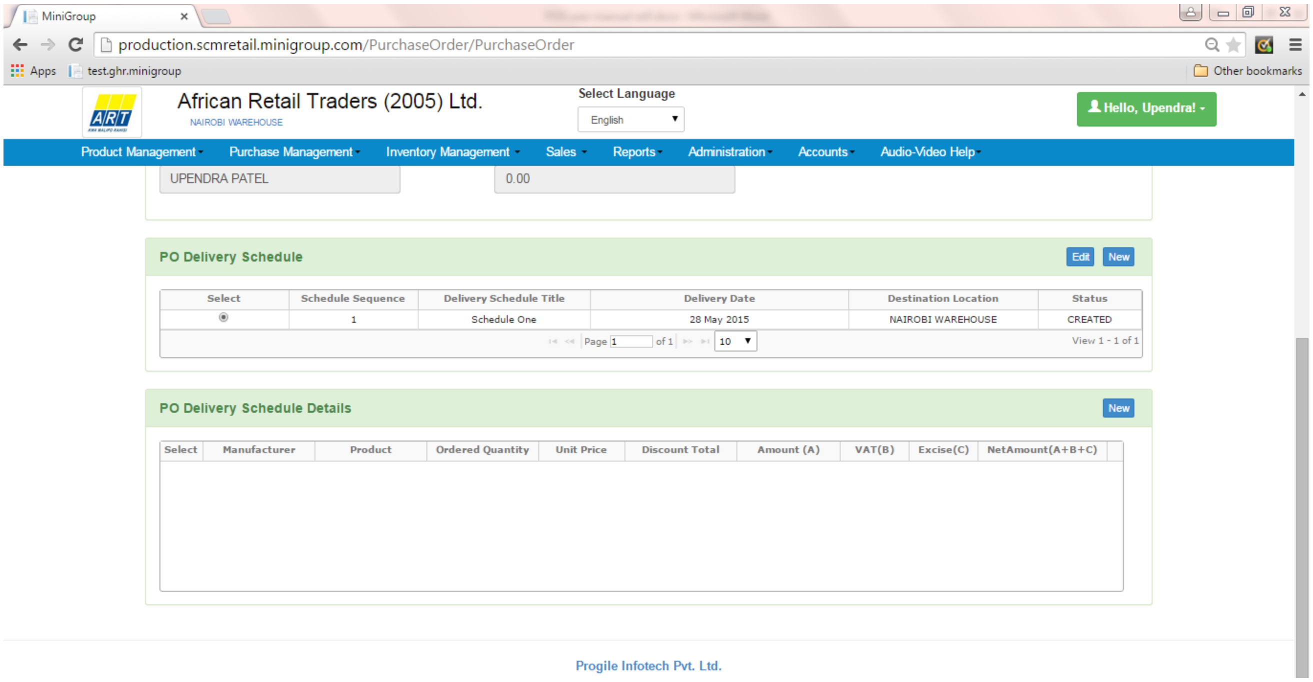
Click on **Save button**.

A system generated message is displayed "PO Delivery Schedule Saved successfully".

By following similar steps user may create multiple Schedules, which may be destined for same or different locations.

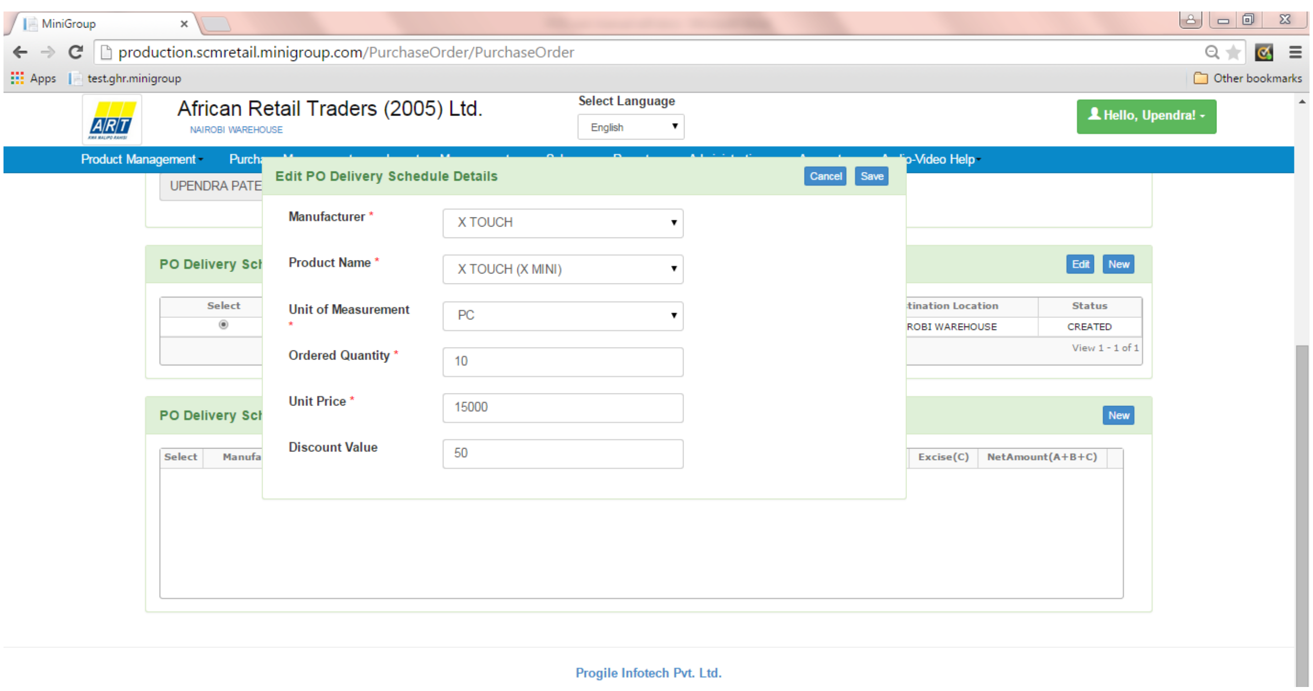
Select the newly created **PO Delivery Schedule**.

Now the **PO Delivery Schedule Details** Section is displayed.



Click on the **New button** displayed against the **PO Delivery Schedule Details Section**.

The **Edit PO Delivery Schedule Details** Section is displayed.



Manufacturer – Select a Manufacturer from the drop down list.

Product Name – Select a Product from the drop down list.

Unit of Measurement – Select a Unit of Measurement from the drop down list.

Ordered Quantity – Enter the quantity that needs to be ordered for.

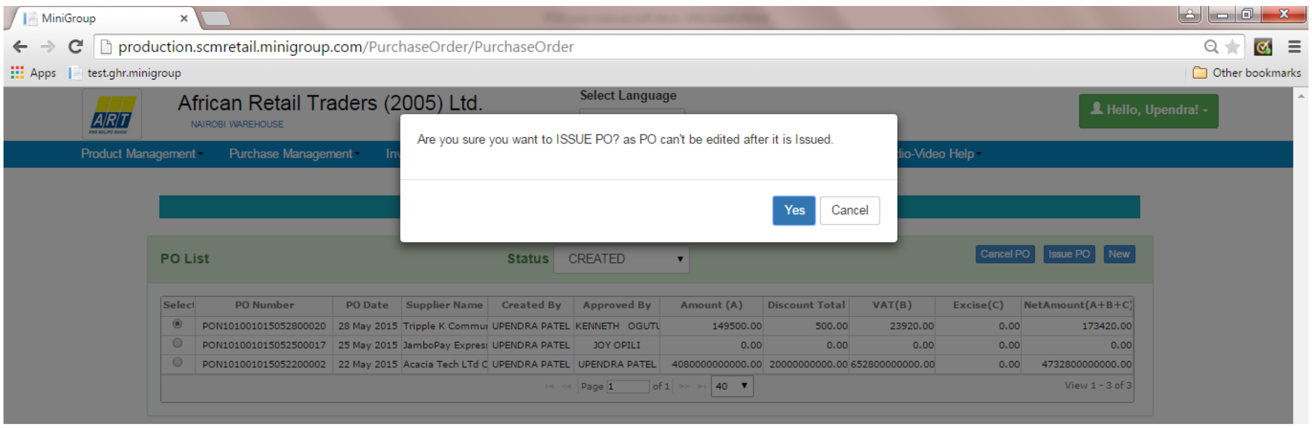
Unit Price – Enter the Unit price of the ordered product.

Discount Value – Enter the discount value that was been offered by the Supplier against an individual product.

Click on the **Save button**.

A system generated message is displayed “PO Delivery Schedule Details Saved Successfully”

By following similar steps user may add multiple products against a schedule.



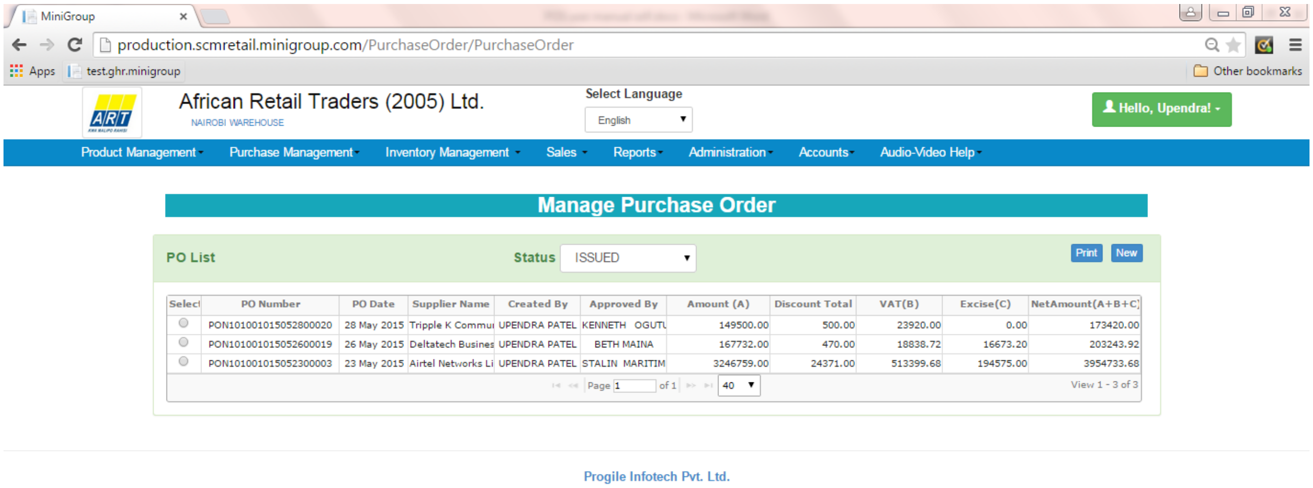
Click on the **Issue PO button**

A system generated message is displayed “**Are you sure you want to ISSUE PO? as PO can't be edited after it is Issued.**”

Click on the **Yes button**.

A system generated message is displayed “**PO is issued successfully**”.

The **Status** of the PO now changes to “**Issued**”



A PO can be cancelled, however only before none of the schedules planned against it has been received at its destined location. Later it won't be available for cancellation.

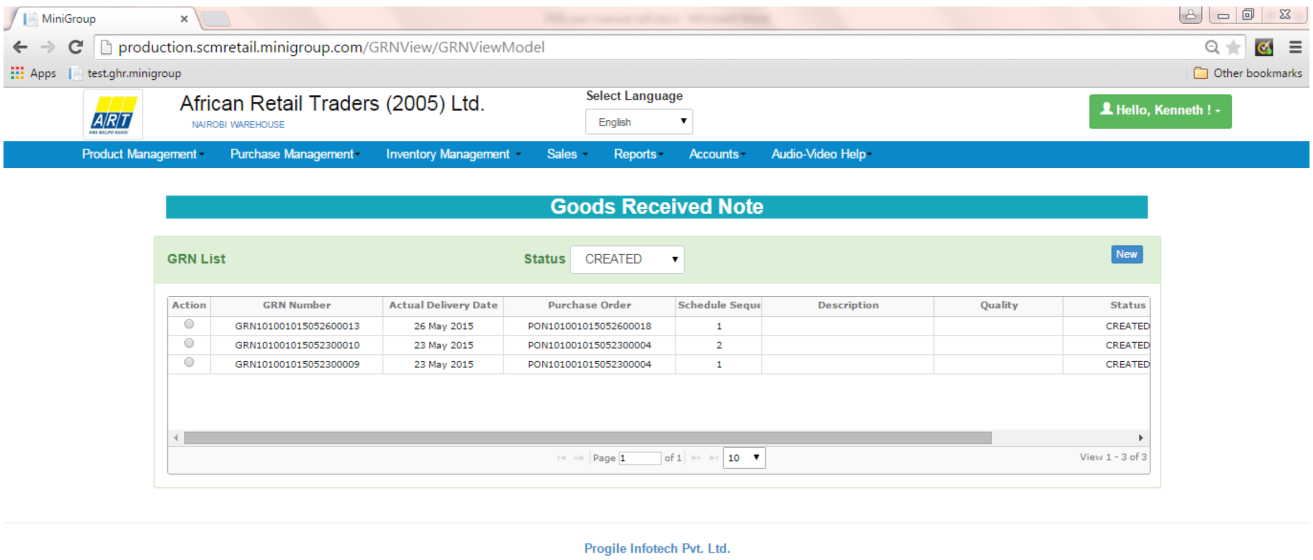
CREATING A GOODS RECEIVED NOTE

Purpose – Creating a GRN i.e. Goods Received Note.

User Role – Warehouse User or Manager/Branch User or Manager

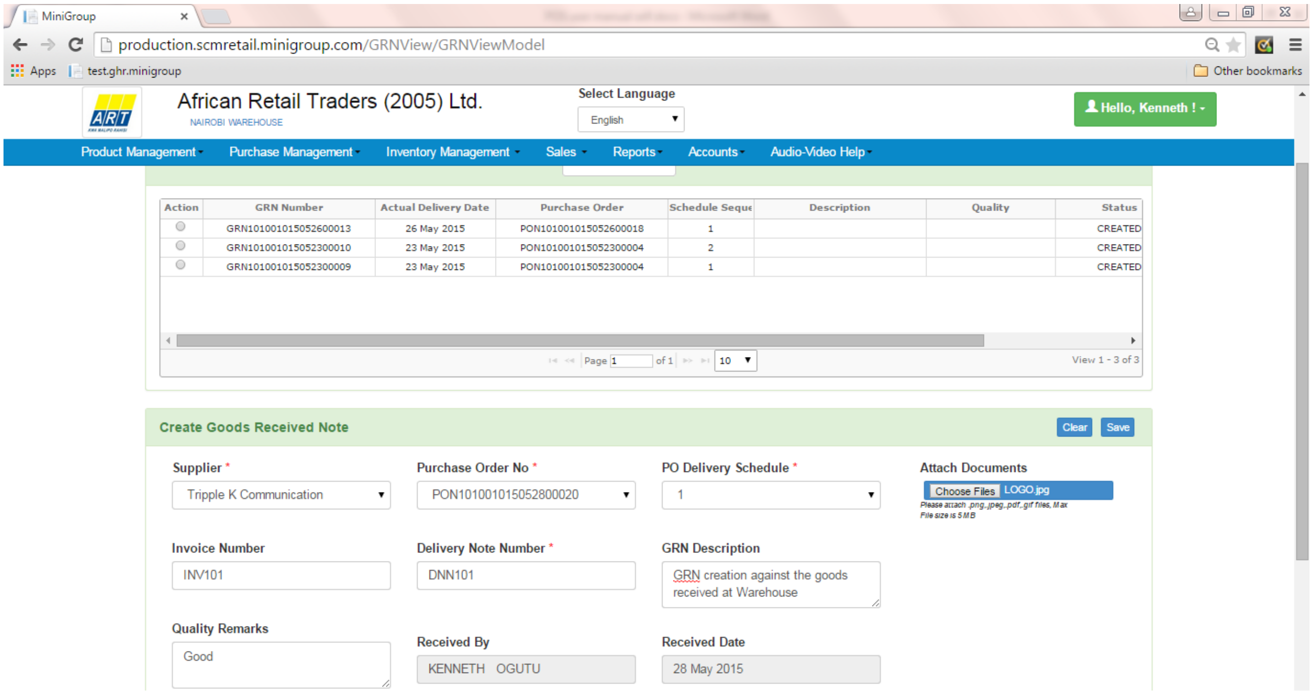
Navigation Path → Inventory Management → Create GRN

All fields that have an asterisk "*" sign against them are mandatory. And others are optional, and thus can be kept blank.



Click on the **New button**.

The **Create Goods Received Note Section** is displayed.



Supplier - Select the relevant Supplier from the drop down.

Purchase Order No - Select the relevant Purchase Order Number from the drop down.

PO Delivery Schedule - Select the relevant PO Delivery Schedule from the drop down.

Invoice Number - Enter the Invoice number if available.

Delivery Note Number - Enter the Delivery Note Number.

GRN Description - Enter a brief description

Quality Remarks – Enter Quality remarks

Received By – This field displays the name of the person who is logged in.

Received Date – This field captures the current date.

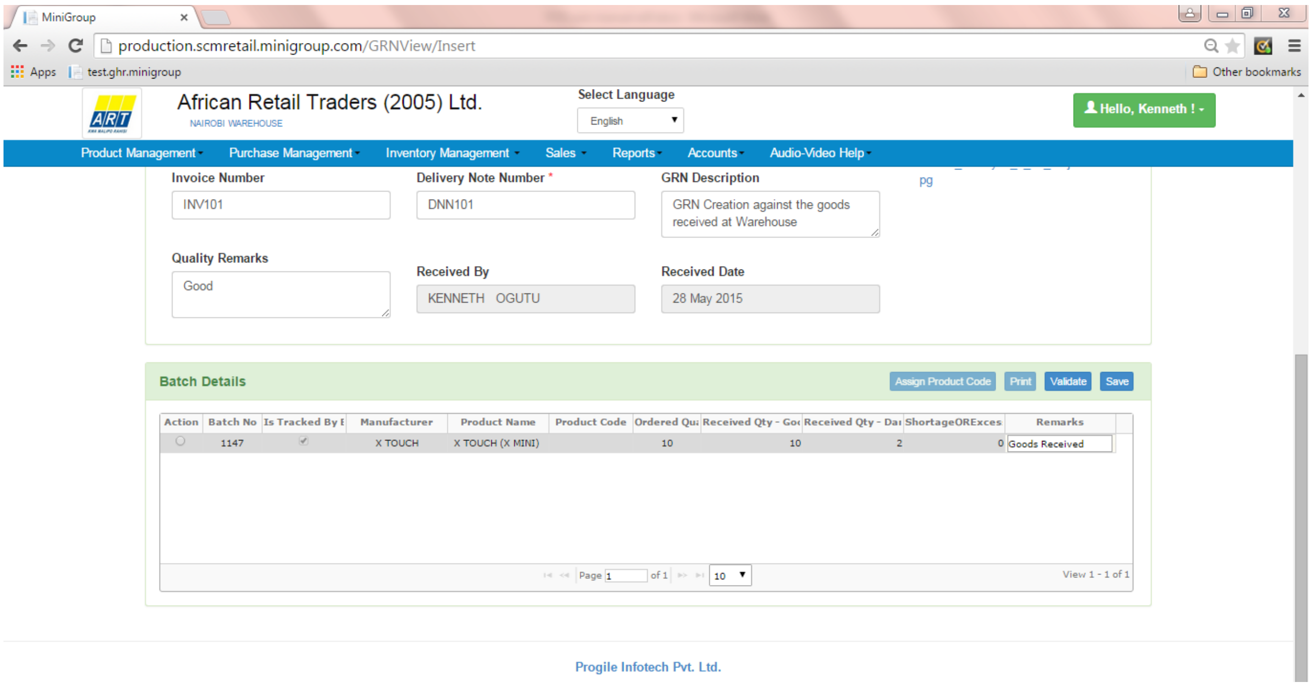
Attach Documents – User can upload the scanned copies of all the relevant documents e.g. Delivery Note, Invoice etc. These uploaded documents will be available for viewing, to all the stakeholders.

Click on the **Save button**.

A message is displayed by the system "GRN No ------- is created successfully"

A new GRN record is displayed in the table **GRN List**. Select this record.

Now the **Batch Details Section** is made available for the user.



This section offers the user, the details such as:-

Batch No – System generated Batch No

Is Tracked By barcode – If, the ordered product is tracked by barcode

Manufacturer – Manufacturer name

Product Name – Name of the ordered product

Product Code – Product Code of the ordered product if defined while Product creation.

Ordered Quantity – Quantity ordered against the Purchase Order.

Received Qty – Enter the received quantity. Here the default value is "0".

Received Qty - Damaged - Enter the quantity of goods that were received but were damaged, this value has no impact on the inventory.

ShortageORExcess – The system automatically calculates and displays any number of goods that were either received in excess or less than the ordered quantity.

Remarks – Enter remarks if needed.

Click on the **Save button**.

The **Status** of the GRN is now changed to "**Received**".

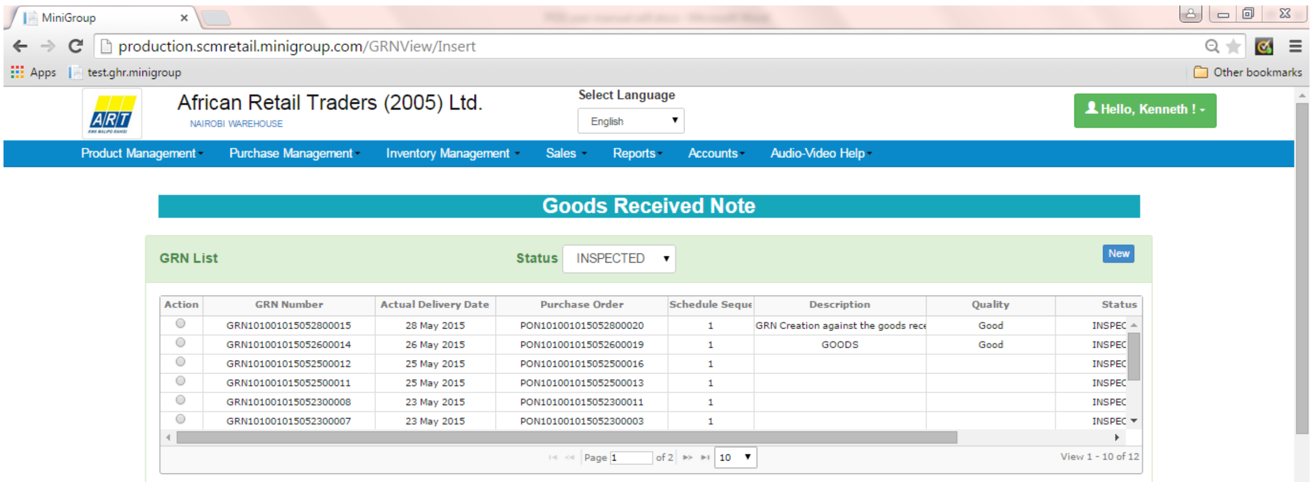
Next we will validate the GRN.

The Validation of any GRN can be done only by a user who is acting as the Warehouse Manager or Branch Manager.

Click on the **Validate button**.

A message is displayed “Record saved successfully”

The **Status** of the GRN is now **INSPECTED**



With this the goods are inspected and can now be associated with the Barcodes.

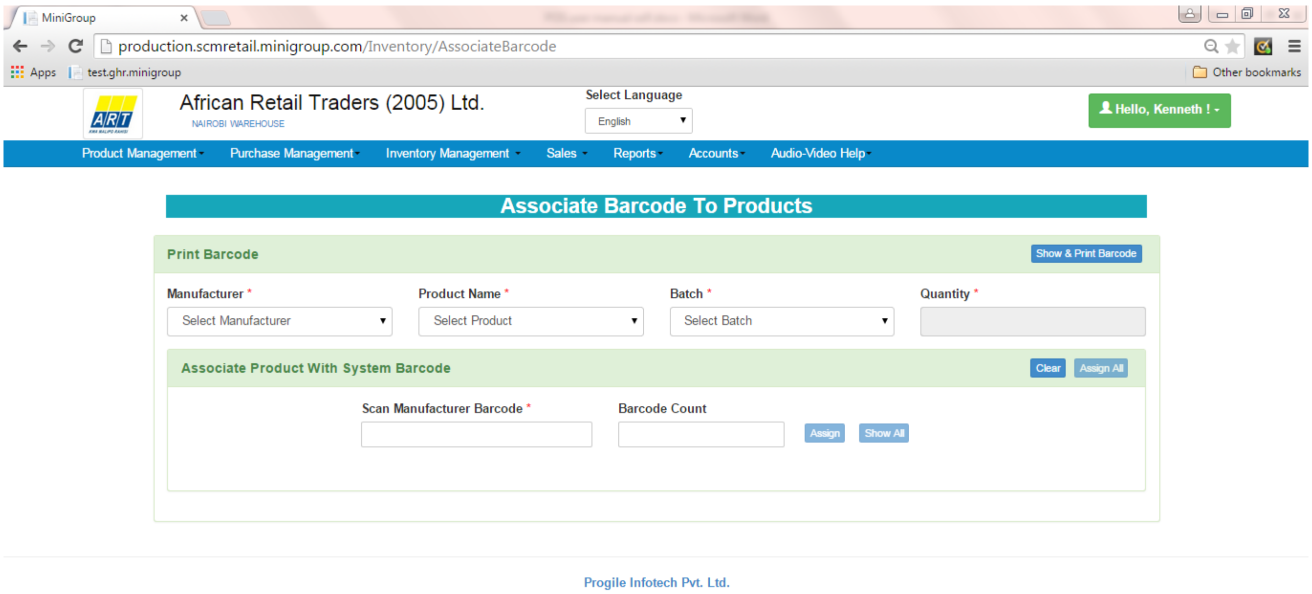
BARCODE ASSOCIATION

Purpose – Associating barcodes to the products.

User Role – Warehouse User or Manager/Branch User or Manager

Navigation Path → Inventory Management → Associate Barcode to Products

All fields that have an asterisk "*" sign against them are mandatory. And others are optional, and thus can be kept blank.



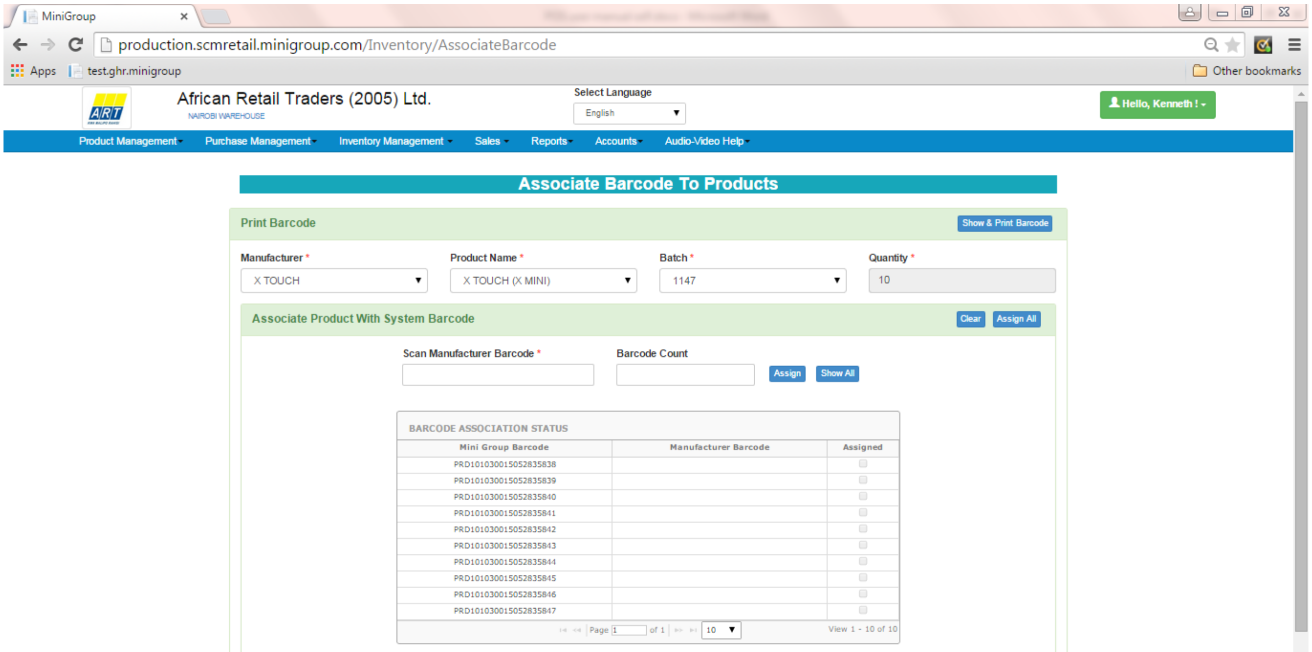
Manufacturer – Select the manufacturer name

Product Name – Select the Product Name

Batch – Select the Batch for which the barcode association is pending

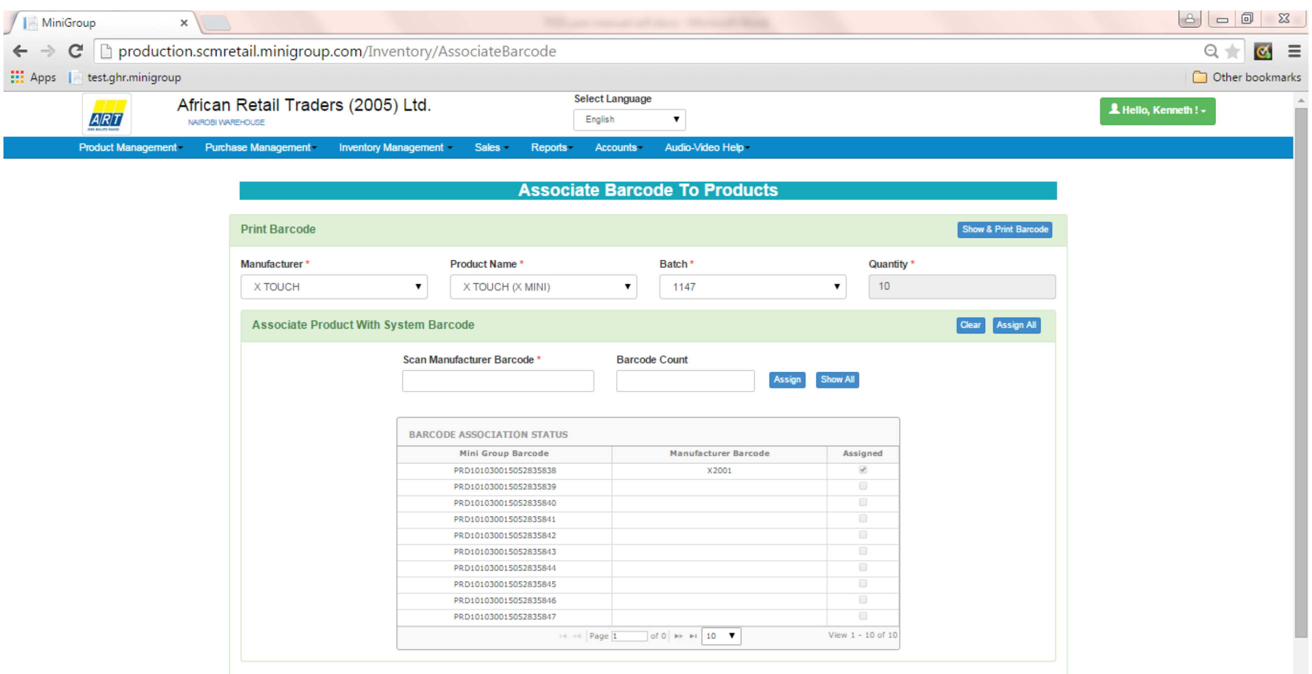
Quantity – The value in this field is auto filled by the system, based on the quantity received while creating and inspecting the GRN.

Now the **Associate Product with System Barcode Section** will display the system generated barcodes for the products.



If the user also intends to associate the **Manufacturer's barcode** to the product, he may do so by ---

Enter the code in the **Manufacturer Barcode** field and Click on the Assign Button. (This will take care of an individual product)



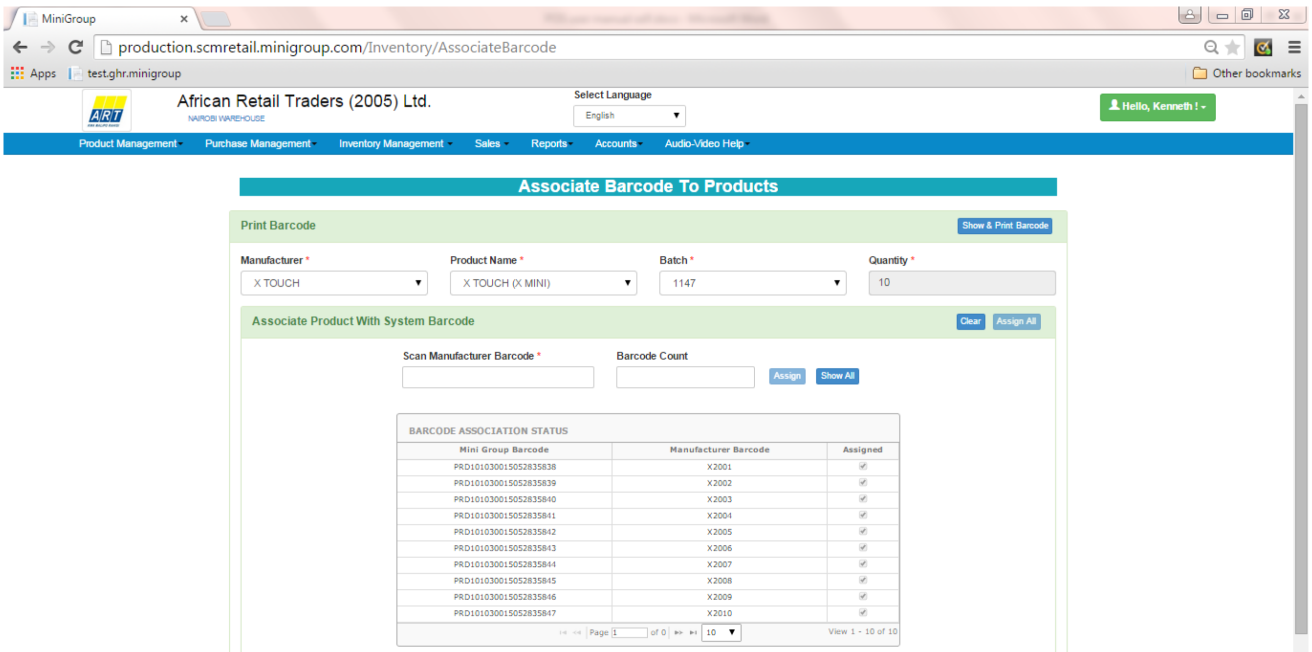
If user has a chronological range of the Suppliers barcode available, then

Enter the starting range in the **Scan Manufacturer Barcode** field and

Enter the count of products in the **Barcode Count** Field

Click on the **Assign button**.

Click on the **Show All button** – This displays the entire list of barcode that is been associated with a certain batch.



If User does not have the Manufacturer barcode available then

Click on the **Assign button** (for individual association) OR **Assign All button** (For the entire batch of products).

Show and Print Barcode button – User can view and print the barcodes for labelling them against individual products.

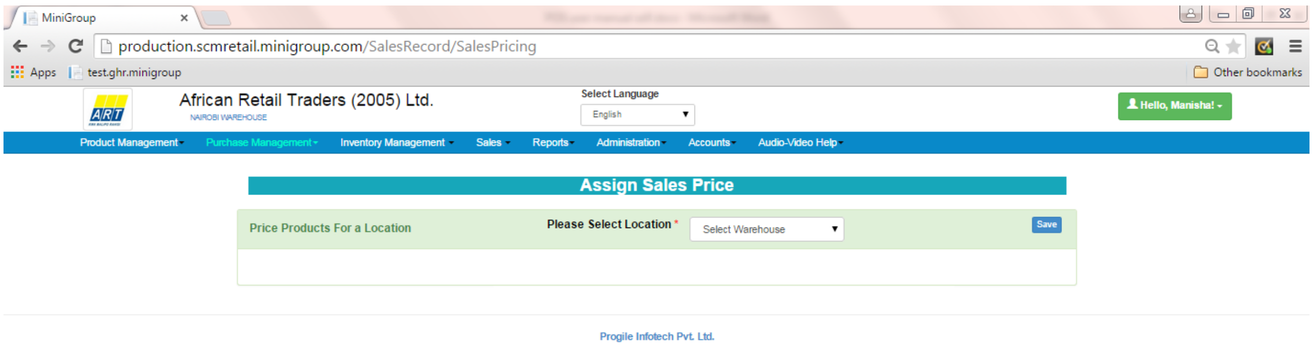
SALES PRICE

Purpose – Assigning Sales Price.

User Role – Merchandizing Manager

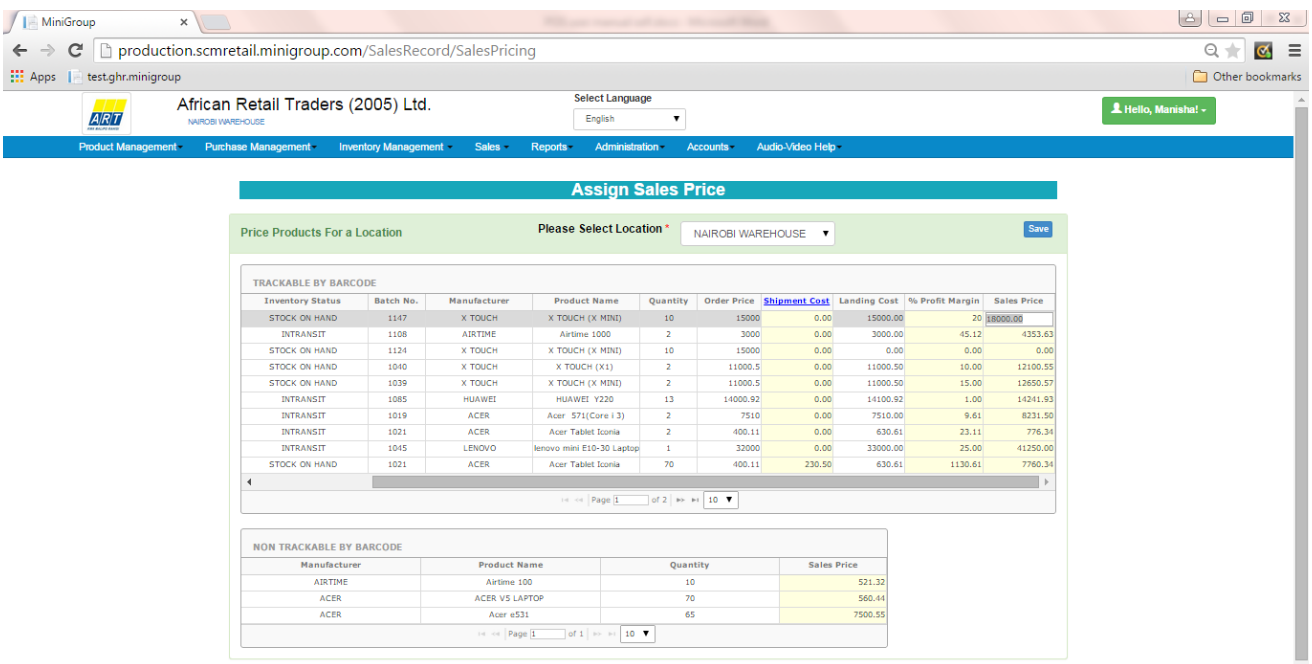
Navigation Path → Sales → Assign Sales Price

All fields that have an asterisk “*” sign against them are mandatory. And others are optional, and thus can be kept blank.



Select the Location from the Drop down list.

This action will display all the product batches present at the selected location which are either already been assigned with **Sales Price** or are pending for **Assigning with Sales Price**.



Inventory Status	Batch No.	Manufacturer	Product Name	Quantity	Order Price	Shipment Cost	Landing Cost	% Profit Margin	Sales Price
STOCK ON HAND	1147	X TOUCH	X TOUCH (X MINI)	10	15000	0.00	15000.00	20	18000.00
INTRANSIT	1108	AIRTIME	Airtime 1000	2	3000	0.00	3000.00	45.12	4353.63
STOCK ON HAND	1124	X TOUCH	X TOUCH (X MINI)	10	15000	0.00	0.00	0.00	0.00
STOCK ON HAND	1040	X TOUCH	X TOUCH (X1)	2	11000.5	0.00	11000.50	10.00	12100.55
STOCK ON HAND	1039	X TOUCH	X TOUCH (X MINI)	2	11000.5	0.00	11000.50	15.00	12650.57
INTRANSIT	1085	HUAWEI	HUAWEI Y220	13	14000.92	0.00	14100.92	1.00	14241.93
INTRANSIT	1019	ACER	Acer 571(Core i 3)	2	7510	0.00	7510.00	9.61	8231.50
INTRANSIT	1021	ACER	Acer Tablet Iconia	2	400.11	0.00	630.61	23.11	776.34
INTRANSIT	1045	LENOVO	lenovo mini E10-30 Laptop	1	32000	0.00	33000.00	25.00	41250.00
STOCK ON HAND	1021	ACER	Acer Tablet Iconia	70	400.11	230.50	630.61	1130.61	7760.34

Manufacturer	Product Name	Quantity	Sales Price
AIRTIME	Airtime 100	10	521.32
ACER	ACER V5 LAPTOP	70	560.44
ACER	Acer e531	65	7500.55

Products that can be **traced by Barcode** are displayed in the upper grid, whereas Products that are **non-barcoded** are displayed in the lower grid

Enter the **Shipment Cost** if incurred against individual product.

Enter the **% Profit Margin**.

The **Sales Price** will be auto calculated based on the details provided above.

User may make changes to the value in the **Sales Price column**, the change will impact the value provided in **% Profit Margin** column.

And finally click on the **Save Button**

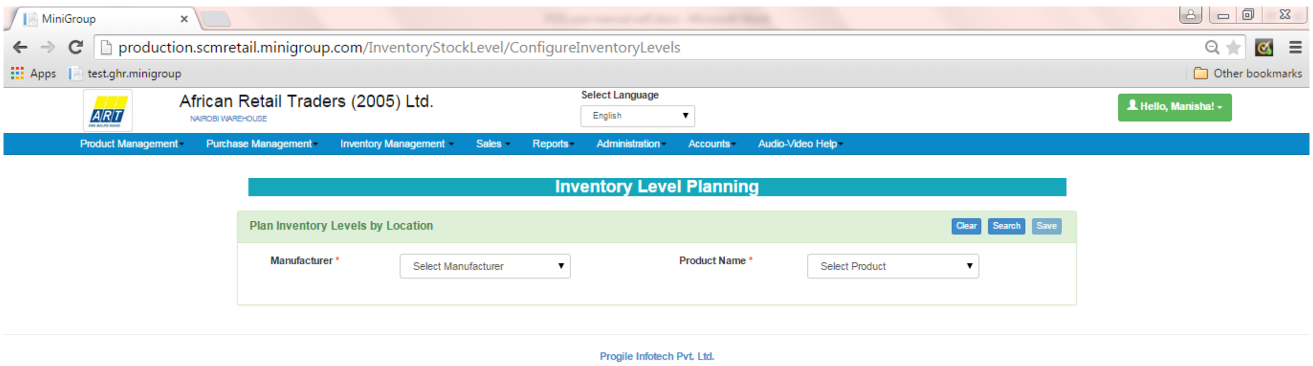
DEFINING INVENTORY LEVELS

Purpose – Planning the Inventory levels for Warehouse and Store Location.

User Role – Merchandizing Manager

Navigation Path → Inventory Management → Plan Inventory Levels

All fields that have an asterisk "*" sign against them are mandatory. And others are optional, and thus can be kept blank.

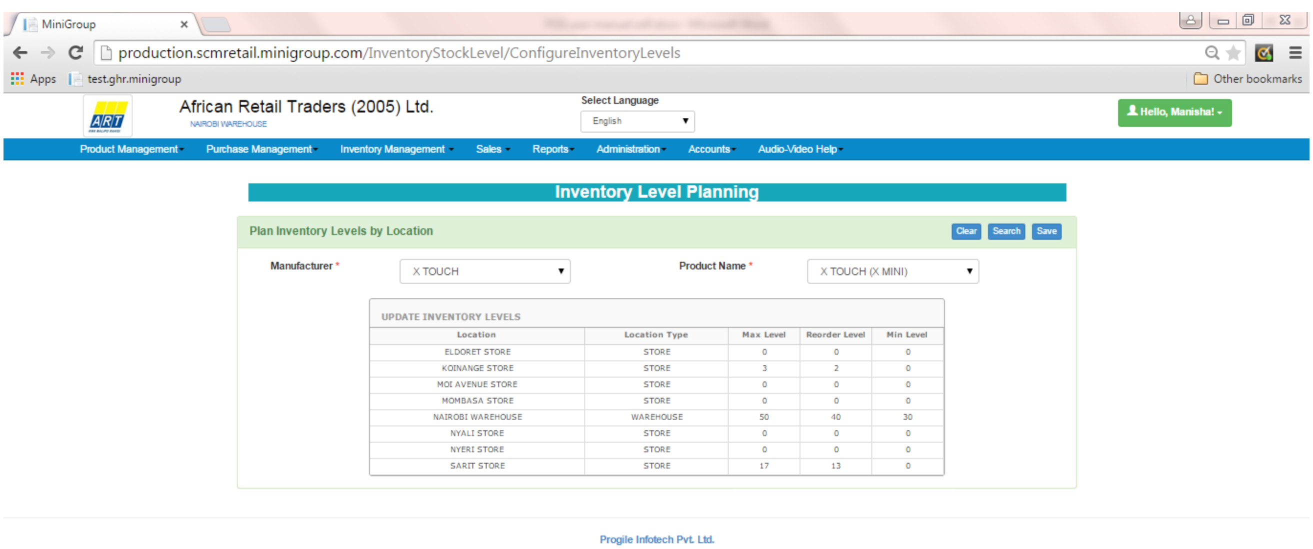


Manufacturer – Select a Manufacturer

Product Name – Select a Product of such Manufacturer

Click on the **Search Button**

This action displays all the available **Locations** in the organization and their **Location Type**



Enter the **Max level**, **Reorder Level** and **Minimum Level** for the selected product.

Click on the **Save Button**

Unless these levels are defined for a certain location user won't be able to use the Daily Picking Report for such location.

Daily Picking Report keeps the user in sync with the availability of inventory and offers reminders with respect to Re-ordering the goods.

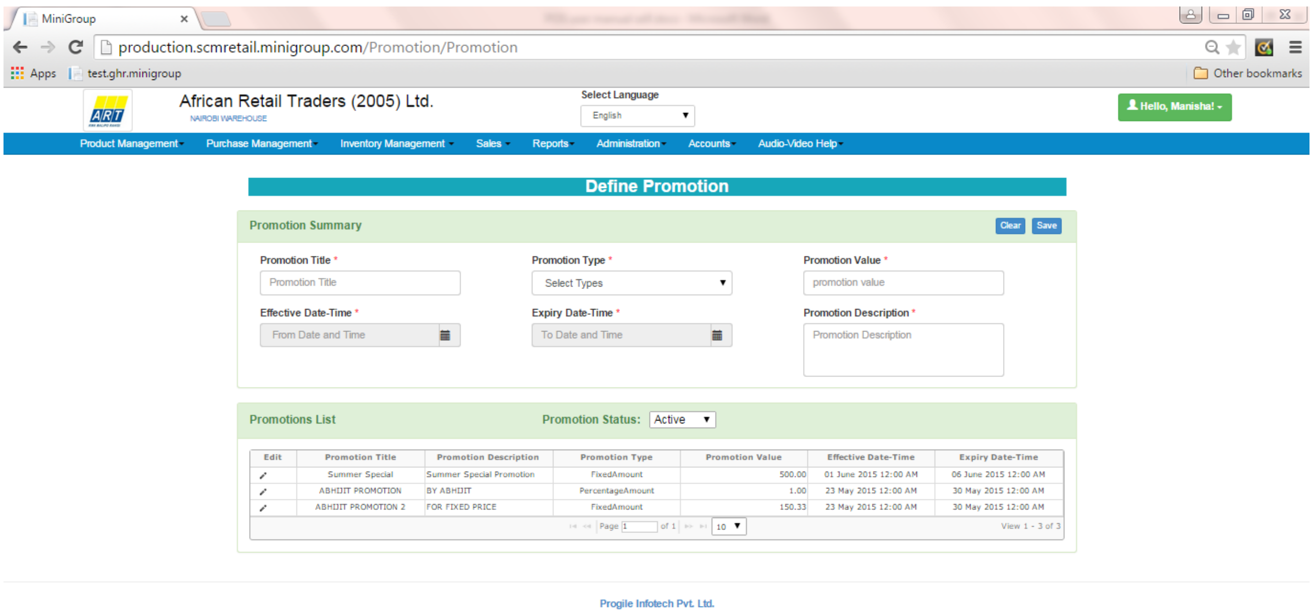
DEFINING PROMOTIONS

Purpose – This screen allows the user to define several Promotions.

User Role – Merchandizing Manager

Navigation Path →Sales → Define Promotion

All fields that have an asterisk “*” sign against them are mandatory. And others are optional, and thus can be kept blank.



Promotion Title – Enter a Suitable Promotion Title

Promotion Type – Select the Promotion Type, either Fixed Amount OR Percentage Amount

Fixed Amount – This option allows the user to specify an amount that will be deducted from the Sales Price while selling it to the end user.

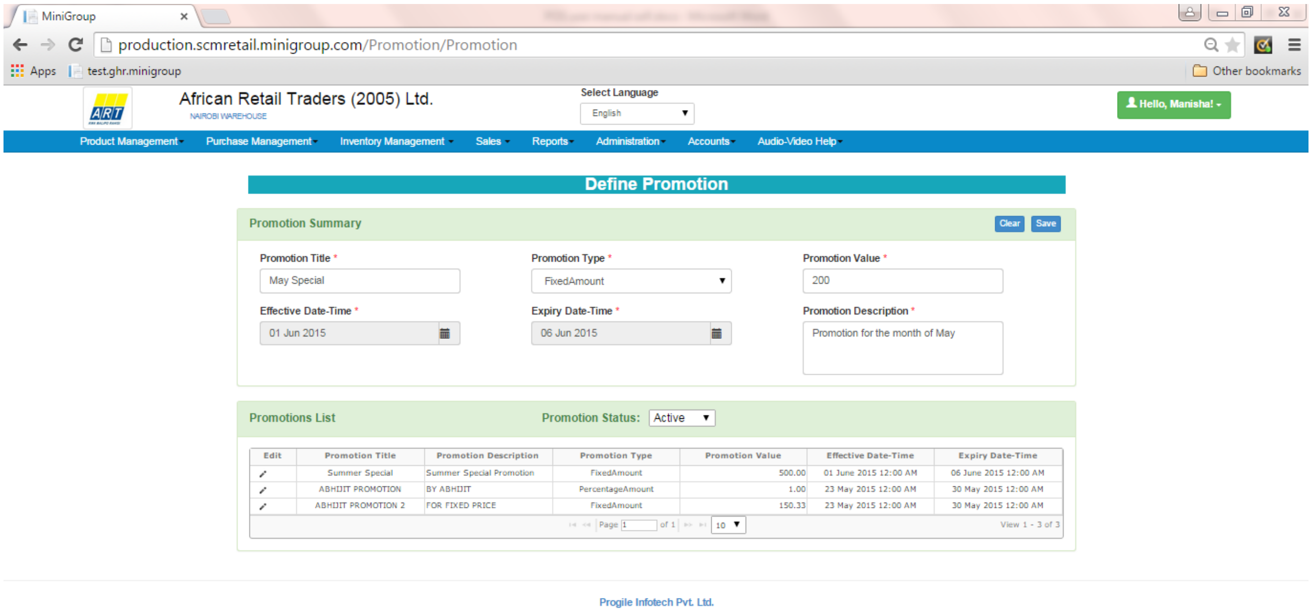
Percentage Amount – This option allows the user to specify a certain percentage that will be calculated on the Sales Price and will be deducted while selling it to the end user.

Promotion Value – Enter the Promotion value either in form of fixed amount or provide the percentage.

Effective Date-Time – Select the Effective Date and Time when the Promotion will be initiated

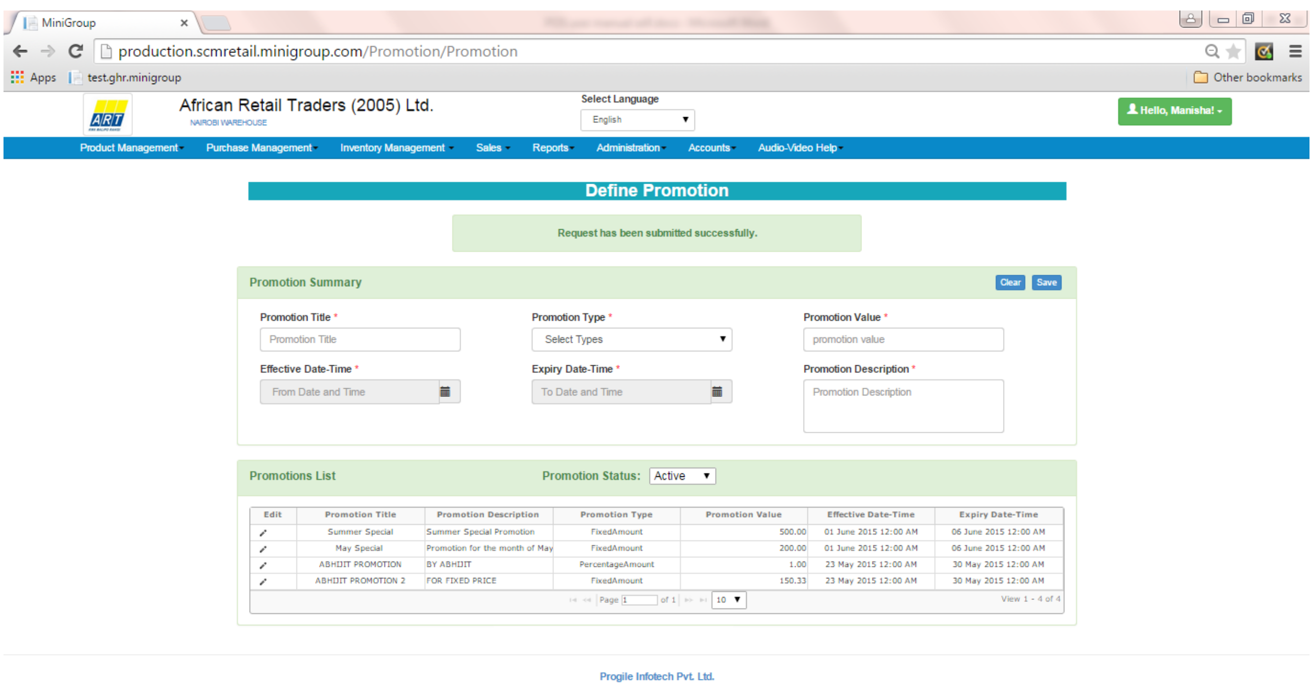
Expiry Date-Time – Select the Expiry Date and Time when the Promotion will be discontinued.

Promotion Description – Enter a brief description about the Promotion



Click on **Save Button**.

The added Promotion will be reflected in the **Promotions List** table.



The **Promotion Status** as of now will be **Active**.

Selecting the **InActive** Promotion Status will display the list of all the **InActive Promotions**.

Any Promotion that is been defined needs to be associated further with a certain Product/Products and against a certain Location/Locations

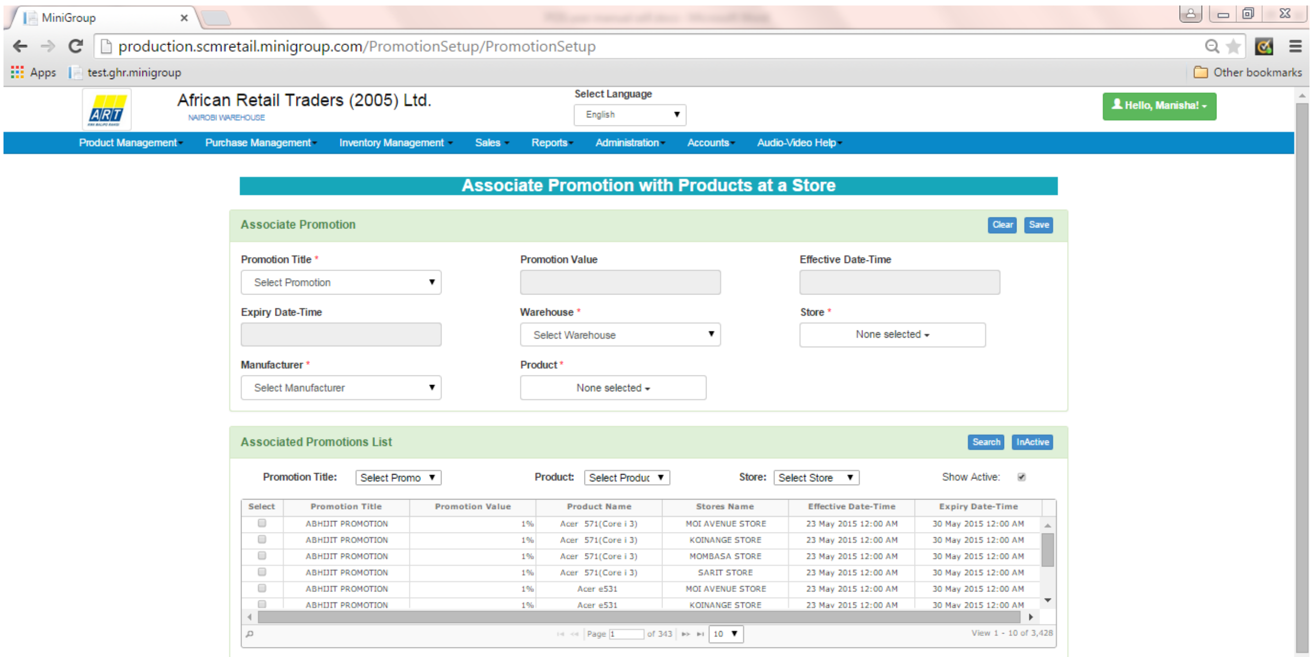
ASSOCIATING PROMOTION

Purpose – This screen allows the user to associate the defined promotions against certain Product/Products and certain Location/Locations

User Role – Merchandizing Manager

Navigation Path →Sales → Associate Promotion

All fields that have an asterisk "*" sign against them are mandatory. And others are optional, and thus can be kept blank.



Promotion Title – Select a Promotion that needs to be made applicable

Promotion Value – This value will be automatically captured by the system. (Based on the value entered while defining the promotion)

Effective Date-Time – System picks this date automatically. (Based on the Start date selected while defining the Promotion

Expiry Date-Time – System picks this date automatically. (Based on the End date selected while defining the Promotion)

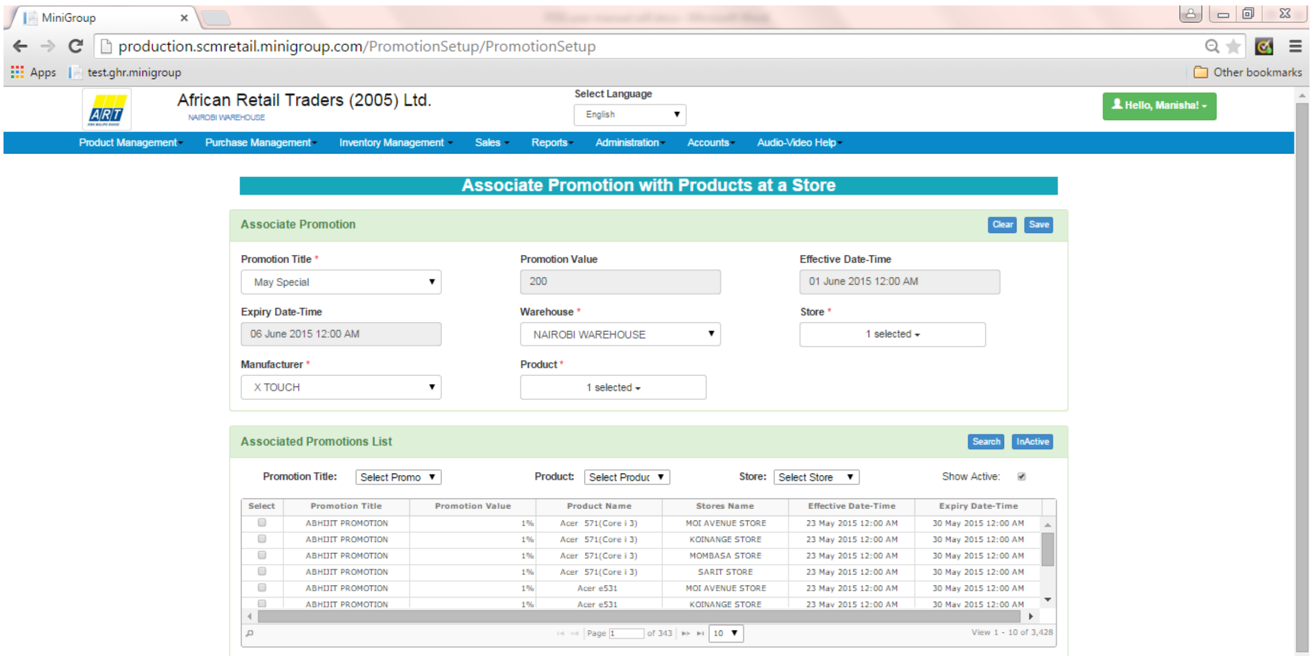
Warehouse – User may select All Warehouses or a specific Warehouse from the Drop down list.

Store – User may select All or Specific Store Locations where he/she intends to apply the promotion.

Manufacturer – Here the user can select a specific Manufacturer or All Manufacturers from the Drop down list.

Product - Here the user can select All Products or Specific product from the Drop down list.

Click on **Save button**.



A message is displayed letting the user know that the “Promotion is associated successfully”

If User intends to make the promotion for specific location **InActive** :

In the Associate Promotions List Section,

Select the relevant Promotion Title from the Drop down list

Select the relevant Product from the Drop down list

Select the relevant Store from the Drop down list where the Promotion needs to be discontinued

Click on the **Search button**

System will display the record based on the given conditions.

Select the record and Click on the **InActive button**.

A system generated message will be displayed “If you deactivate the selected associated promotion, you will not able to active it again, Do you really want to deactivate the Promotion? “

Click on the Yes button.

This action will deactivate the promotion for the selected Location.

Any promotion that is been defined and associated gets effective from next day onwards.

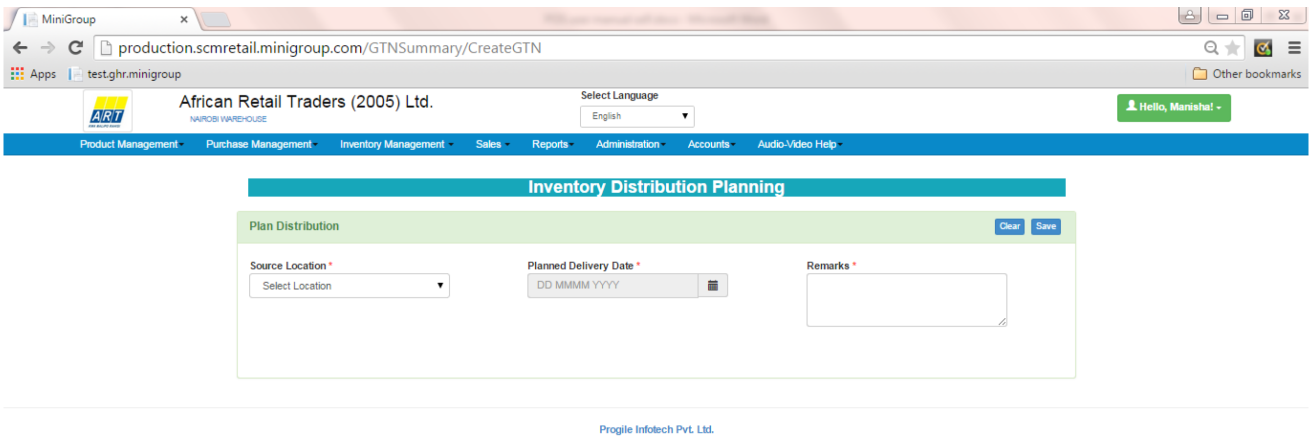
PLANNING FOR GOODS DISTRIBUTION

Purpose – This screen helps the user to plan for distribution of goods to different Warehouse/Store Locations.

User Role – Merchandizing Manager/Warehouse Manager/Store Manager (A Merchandizing Manager has access to all Locations for transferring the goods from, to other Locations. A Warehouse Manager/ Store Manager can plan for distribution from their Location only)

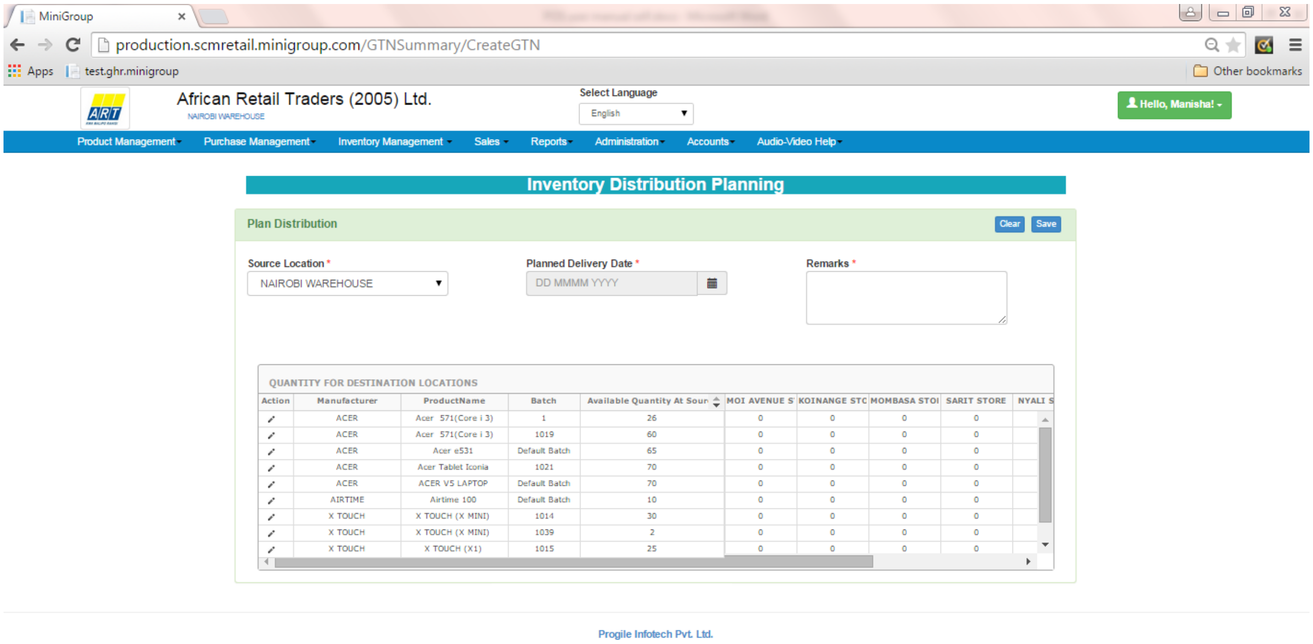
Navigation Path →Inventory Management → Plan Distribution

All fields that have an asterisk "*" sign against them are mandatory. And others are optional, and thus can be kept blank.



Source Location – Select the Location from where the user intends to transfer the goods.

This action will display the **Quantity for Destination Locations Section**.

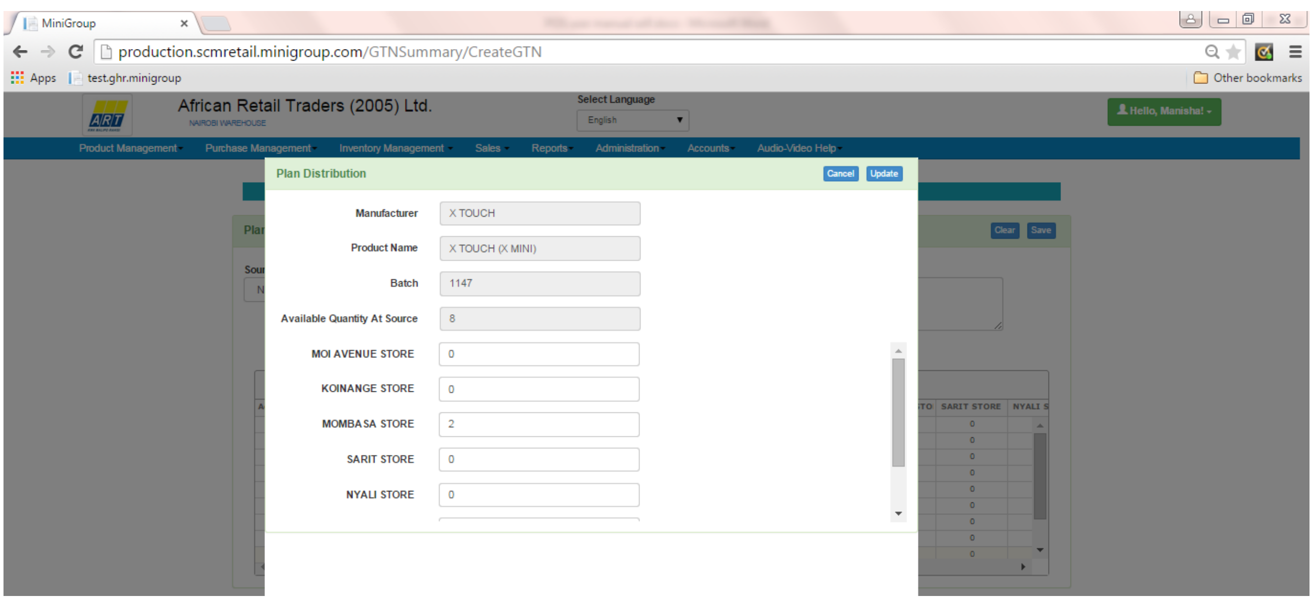


Select the Batch from which the user intends to make the transfer

This action will display the **Plan Distribution Screen**

User gets to view the details of the Available Quantity at the Source Location

Enter the Quantity that is to be transferred against the relevant Locations

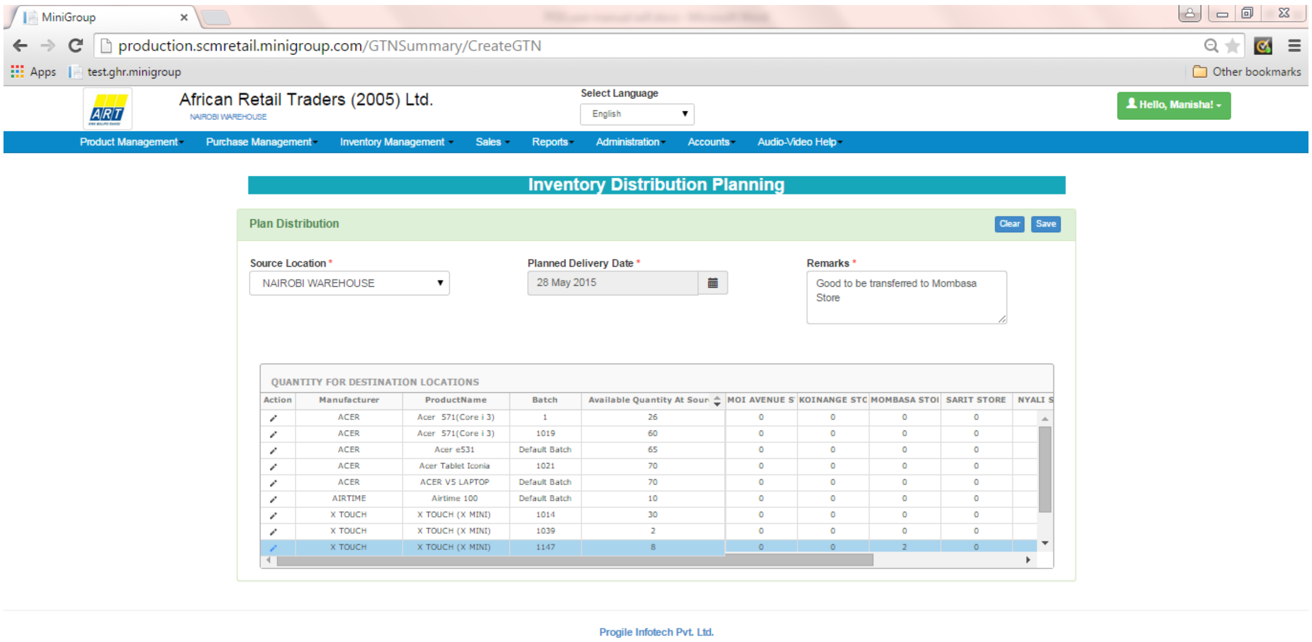


Click on **Update Button**

User will be routed to the previous screen

Here Select the **Planned Delivery Date**

Enter **Remarks** with respect to the delivery



Click on the **Save button**

A system generated message is displayed "___ GTNs created which are shown below. Email has been sent to respective recipients"

The generated GTN is displayed against the **Distribution Plan List Section**

For Viewing the Distribution Plans planned so far –

Navigation Path – Inventory Management→View Distribution Plan

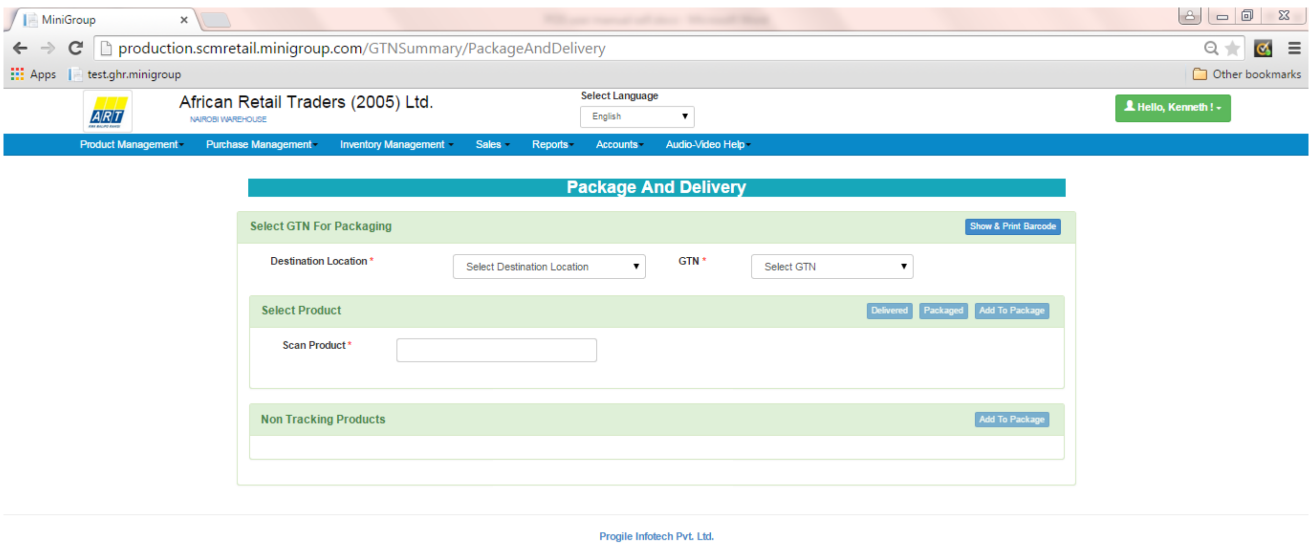
PACKAGING AND DELIVERING THE GOODS

Purpose – This screen allows the user to package and deliver the goods based on the Distribution

User Role – Store User OR Manager/Warehouse User OR Manager

Navigation Path →Inventory Management → Package and Delivery

All fields that have an asterisk “*” sign against them are mandatory. And others are optional, and thus can be kept blank.



Destination Location – Select the relevant locations where the goods are to be delivered

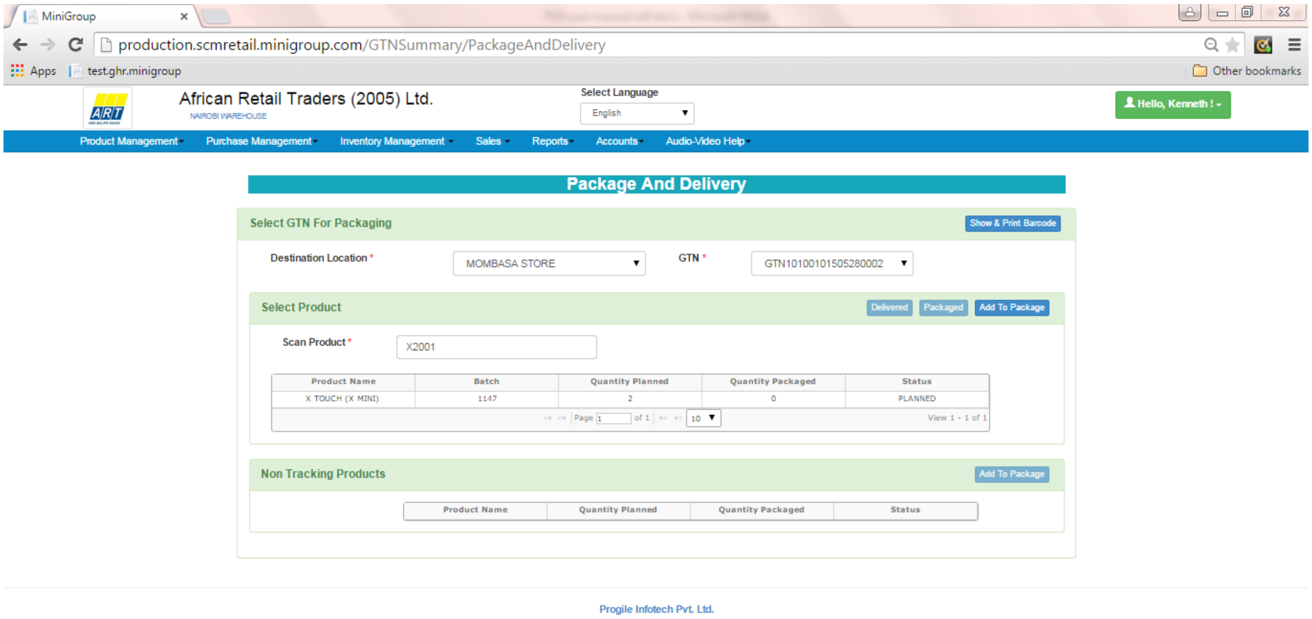
GTN – Select the relevant GTN that was created against such distribution

This will display the details of the Distribution Plan against the **Select Product Section**

Scan a Product,

A Product can be scanned either with the **System generated Barcode** or **Manufacturer Barcode**

The Scanned barcode will be displayed against the field **Scan Product**

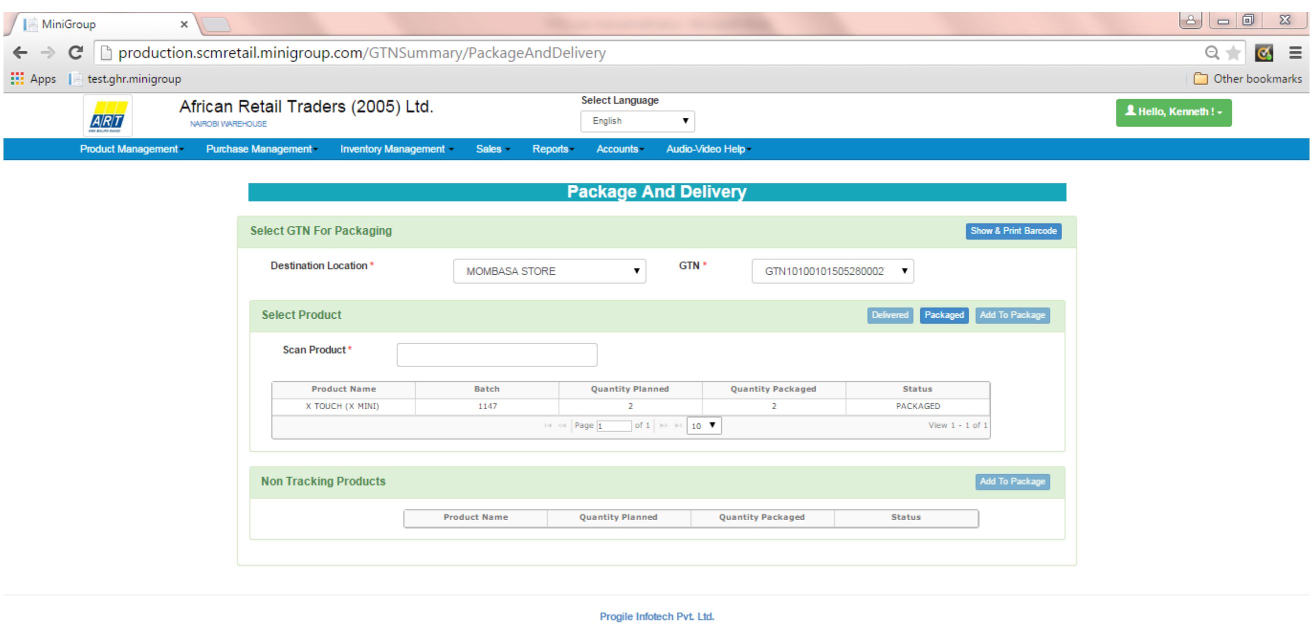


Click on the **Add To Package button**

A System generated message is displayed “Product Added to Package Successfully”

As the User continue to scan the products the numerical value in the **Quantity Planned** and **Quantity Packaged** columns start equaling.

Once they are equal, the **Add to Package button** gets disabled.



And the **Packaged Button** gets enabled, click on it.

A System generated message is displayed "The Delivery has been packaged"

Now the **Packaged Button** will get disabled and the **Delivered Button** gets enabled

Click on the **Delivered Button**, a system generated message is displayed "The Package has been delivered"

Now the goods are on its way to their **Destination Location**

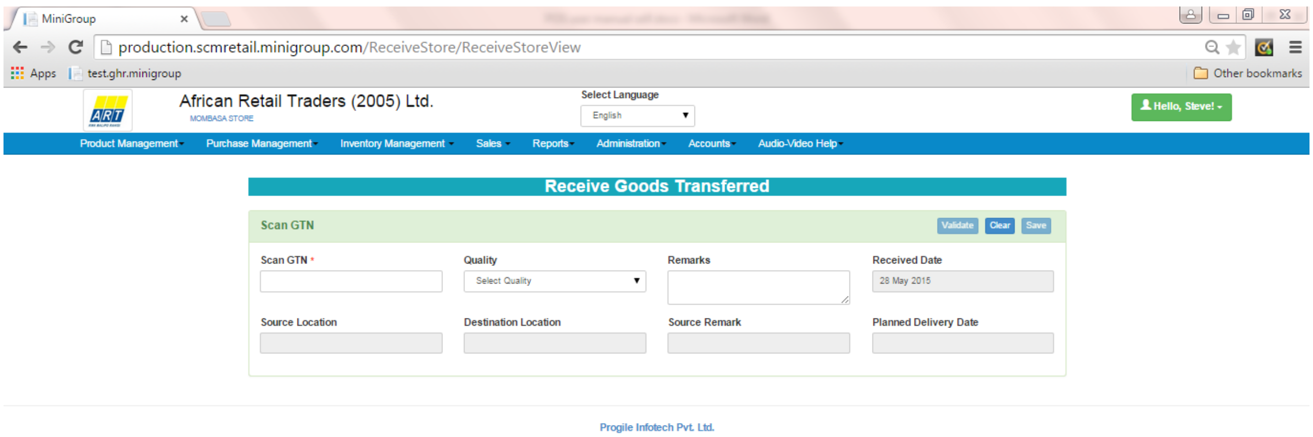
RECEIVING THE GOODS TRANSFERED

Purpose – This screen allows the user to receive the goods based on the Distribution plan

User Role – Store User OR Manager/Warehouse User OR Manager

Navigation Path →Inventory Management → Receive Goods Transferred

All fields that have an asterisk "*" sign against them are mandatory. And others are optional, and thus can be kept blank.



Scan GTN – Scan the GTN stuck against the package it gets displayed against this field

Quality – Pick the Quality type either GOOD or DAMAGED from the Drop down list

Remarks – Enter the remarks about the GTN

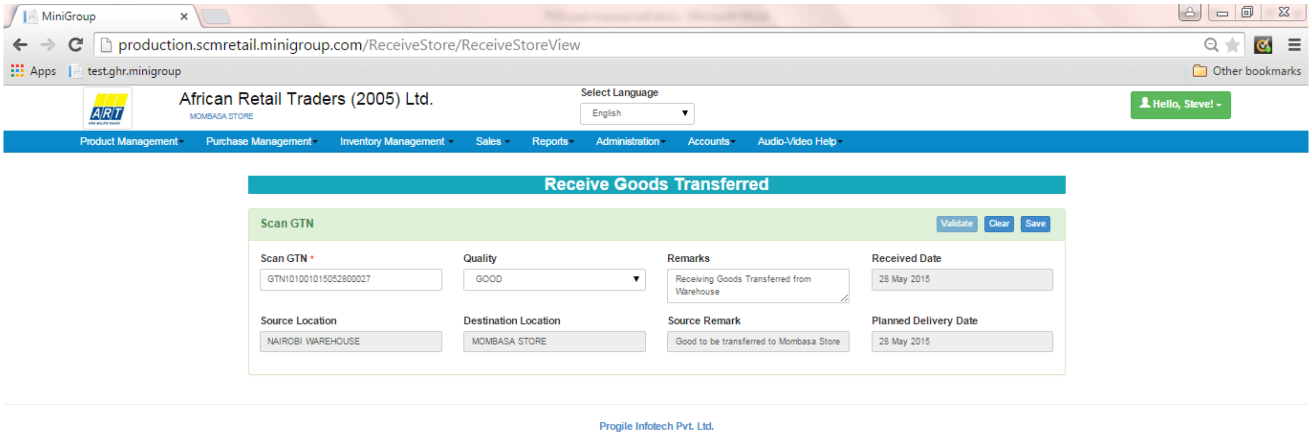
Received Date – System auto picks the current date as the received date

Source Location – This field automatically captures the Source location based on the Distribution Plan

Destination Location – Here the Destination location is automatically captured based on the Distribution Plan

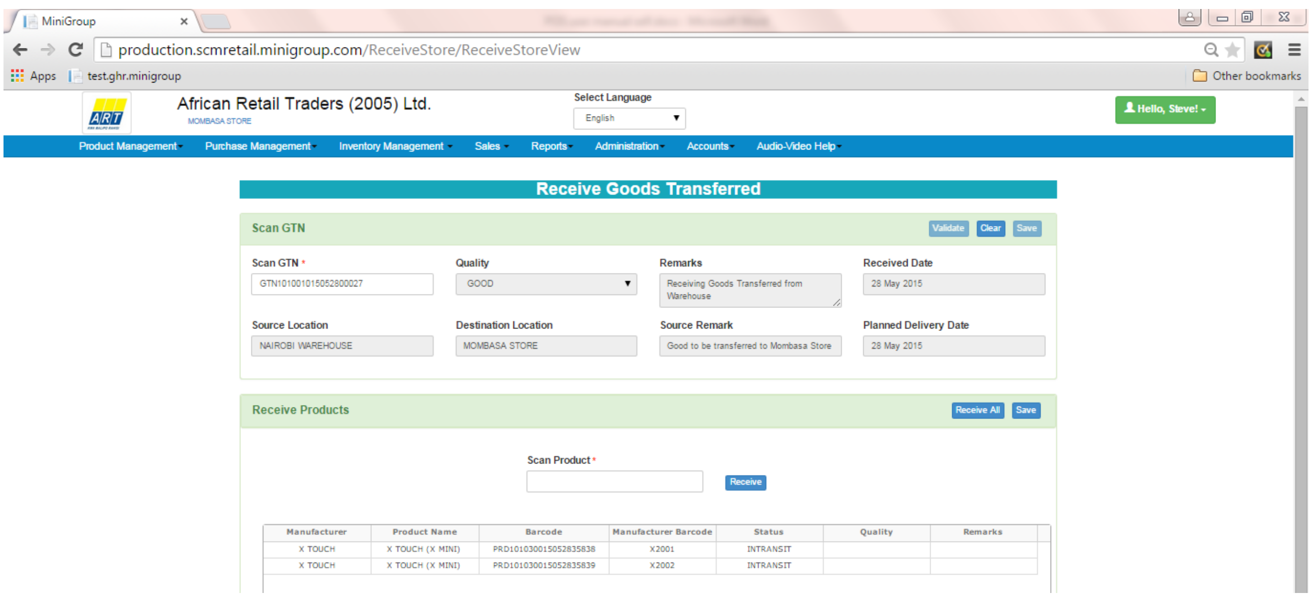
Source Remark – This field automatically displays the remark, which was provided while creating the GTN

Planned Delivery Date – This field auto captures the date based on the Distribution Plan



Click on the **Save button**

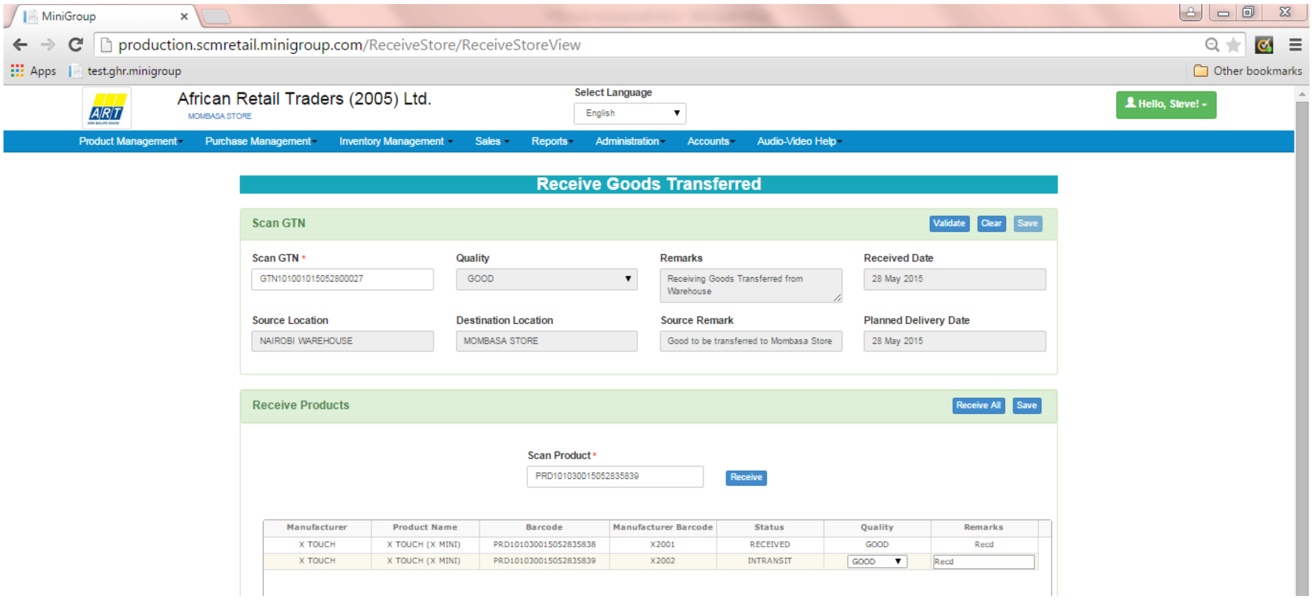
This action displays the **Receive Product Section**



Here the details of the goods that were been transferred are been displayed

The Status as of now is **INTRANSIT**

Scan the Product, the barcode is displayed in the **Scan Product** field



Select the **Quality** type either Good or Damaged

Enter the **Remarks** about the product

Click on the **Receive button**

The Status now changes to **RECEIVED**

Following the above steps User will be able to receive the products one by one and can capture the **Quality Type** and its **Remarks**

User may also choose to receive the goods in one go, by clicking on the **Receive All button**

However here the User will not be able to capture the **Quality Type** or **Remarks** with respect to the received Products

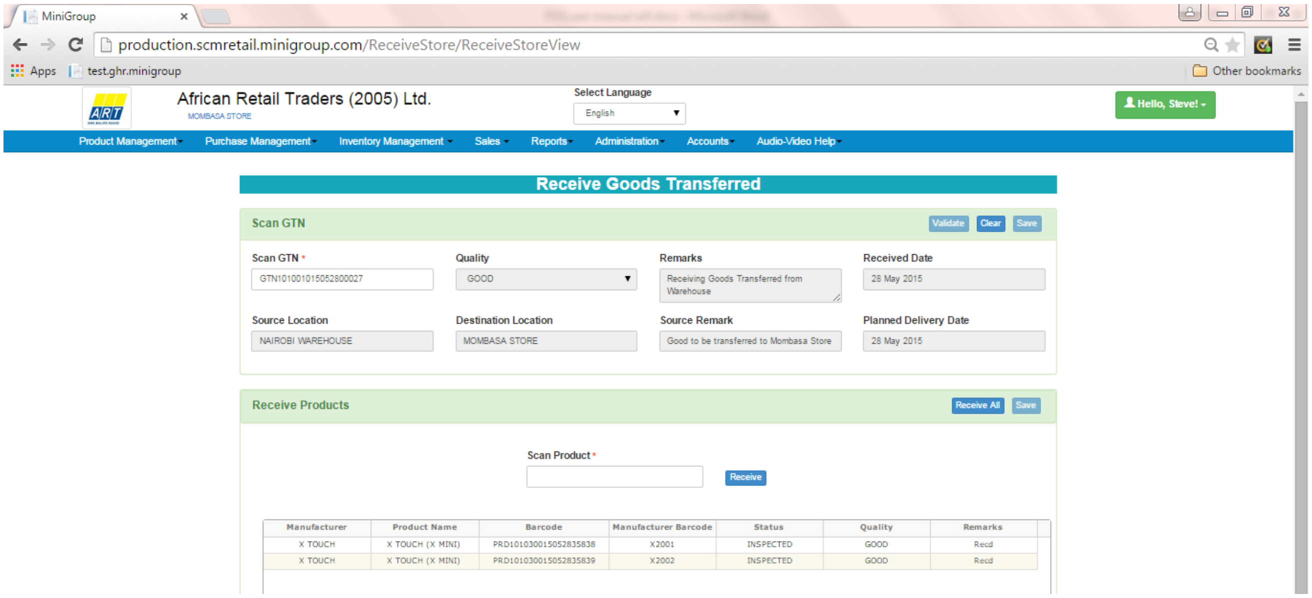
Click on the **Save button**

System generated message is displayed "Record Saved Successfully"

Click on the **Validate button**

A System generated message is displayed "GTN Validated Successfully"

The Status now is changed to **Inspected**



With this the Goods are received and are added to the Inventory of the Destination Location

The goods are now ready for selling them to the customer

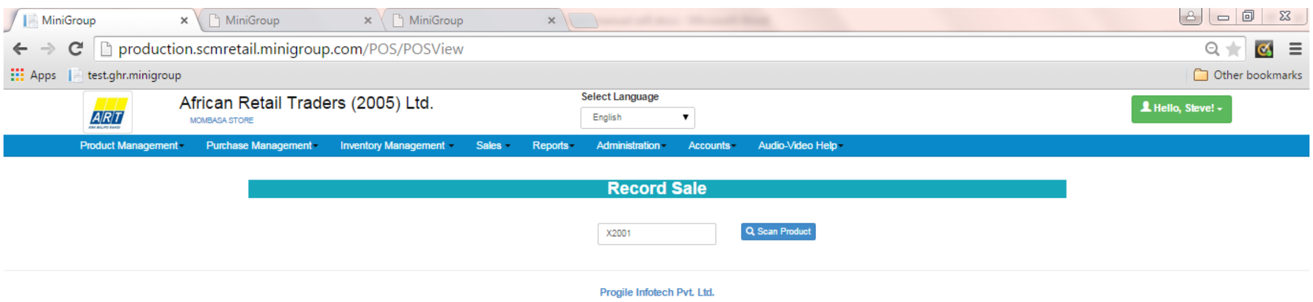
CREATING INVOICE

Purpose – This screen allows the User to create Invoice while selling the goods to the end customer

User Role – Store User OR Store Manager

Navigation Path →Sales → Create Invoice

All fields that have an asterisk "*" sign against them are mandatory. And others are optional, and thus can be kept blank.

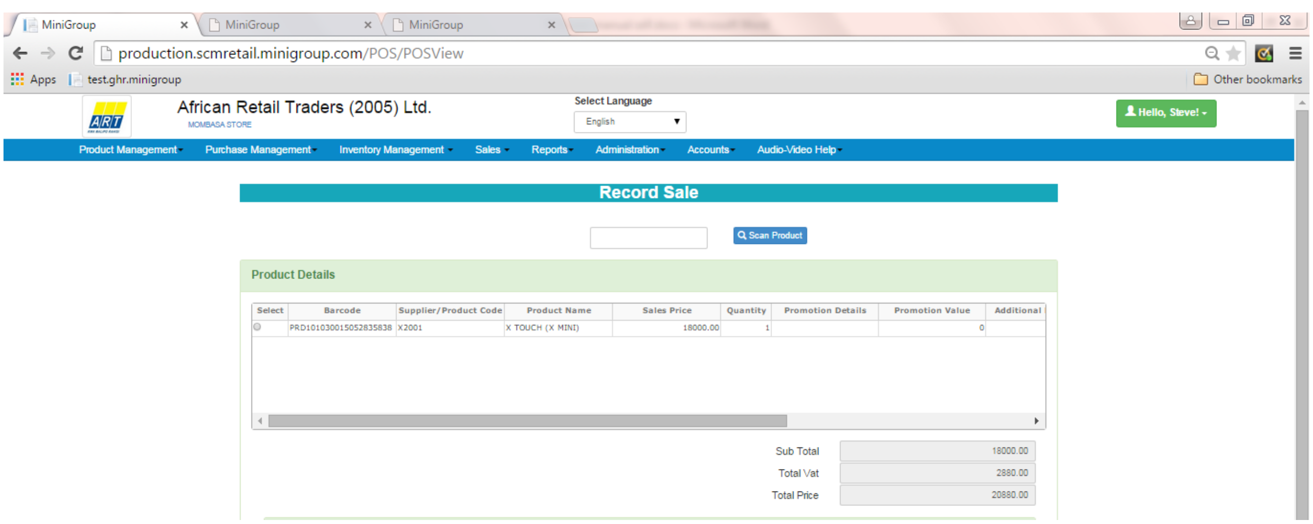


Scan the Product for Selling. A Product can be scanned by the **Manufacturer barcode** or **System Generated Barcode**

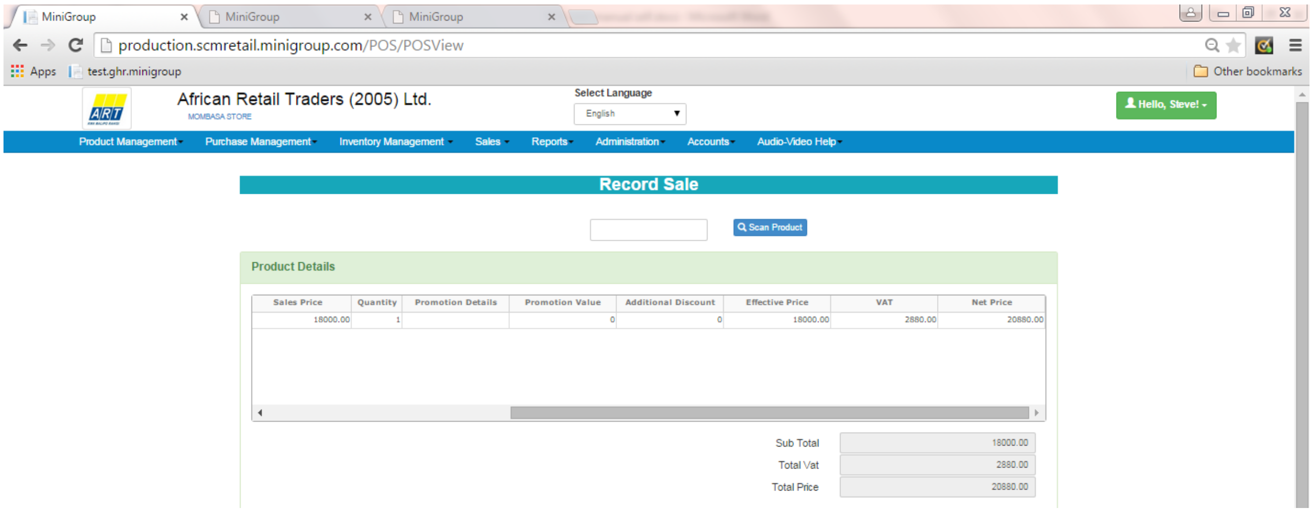
The Scanned Barcode appears in the field

Click on the **Scan Product** button

With this action the **Product Details Section** will be displayed



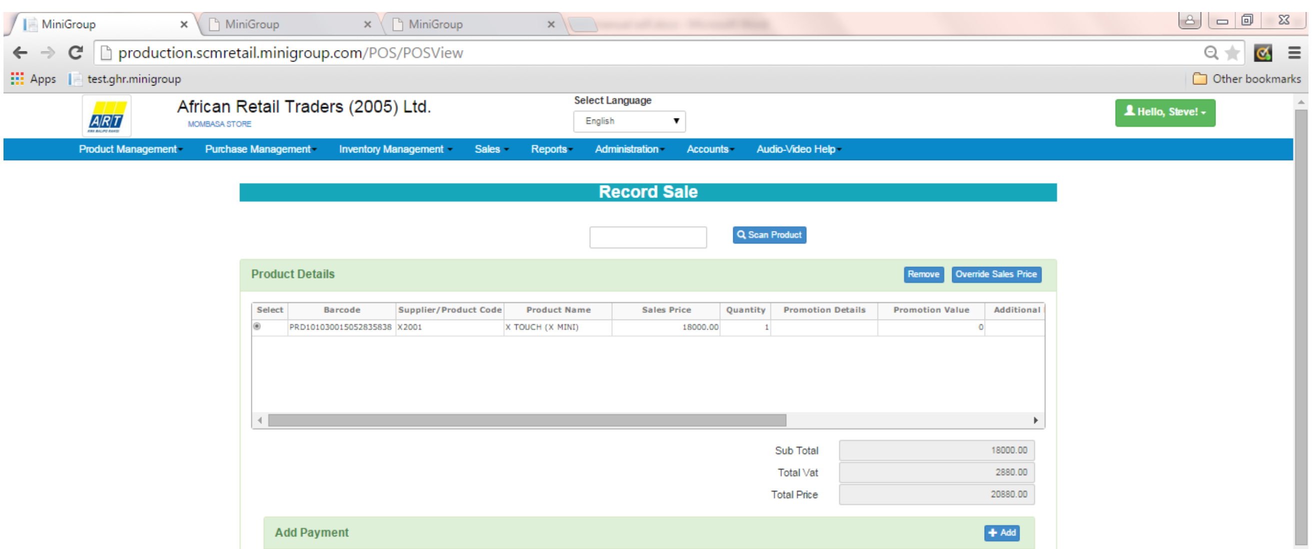
Scroll the screen towards its right. This displays the details of **Promotion and Additional Discount**



As we can see there is no Promotion made applicable against the product thus, the value displayed in the **Promotion Value column** is "0"

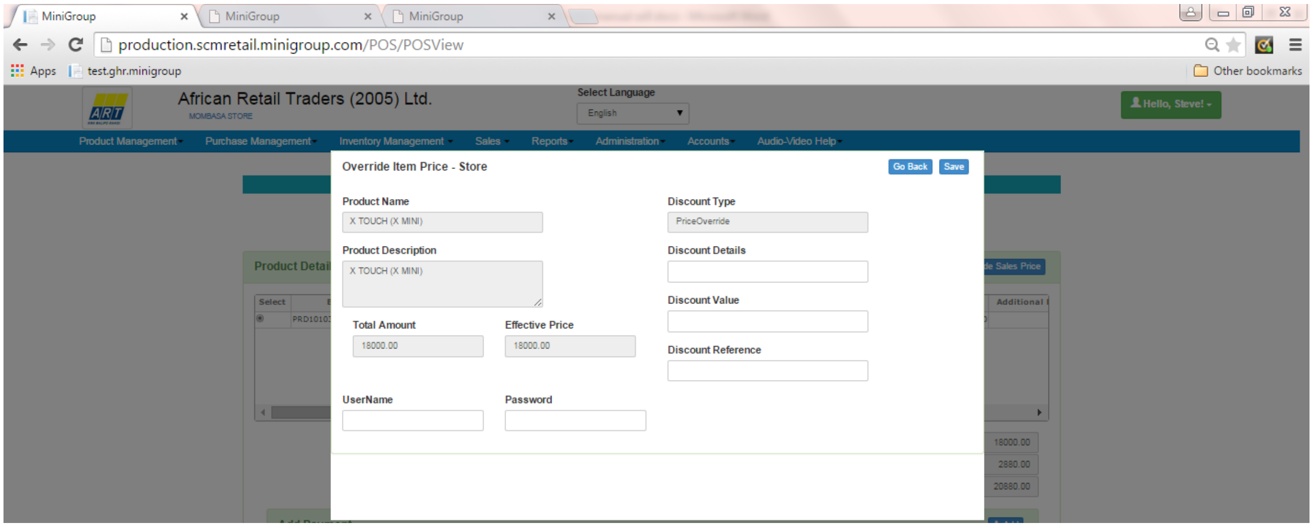
If the User intends to offer an **Additional discount** against the product then ----

Select the Record, this action leads to enabling the **Override Sales Price** button



Click on the **Override Sales Price** button

This action will display the following screen



Discount Details – Enter the details/purpose of the Discount

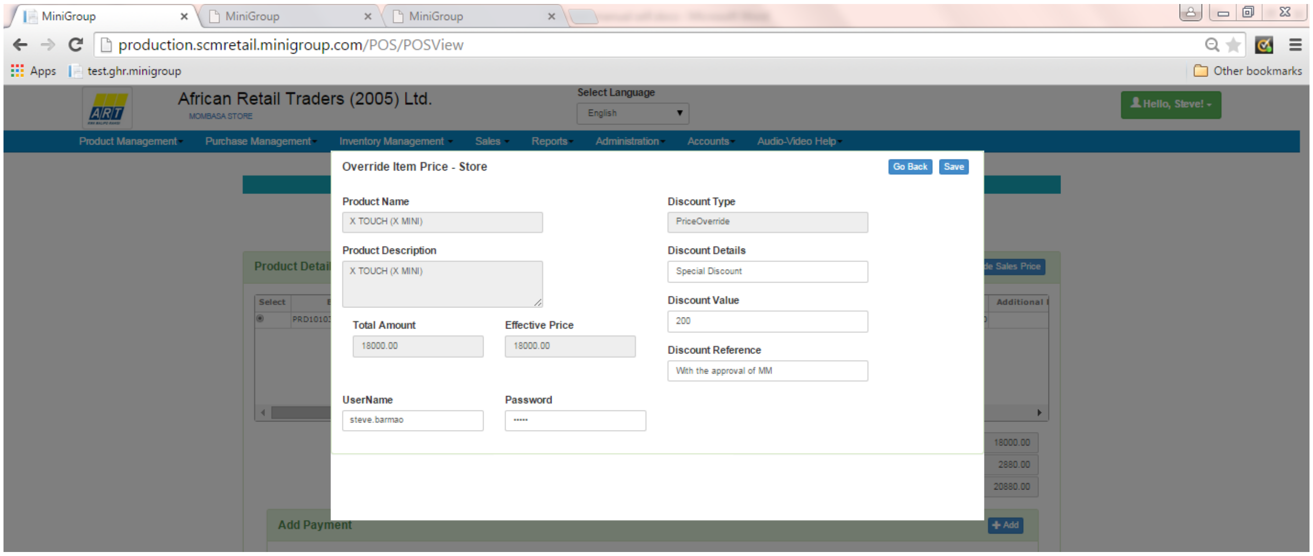
Discount Value – Enter the actual discount to be given

Discount Reference – Enter the details of the approval of such discount

UserName – This field will require only the credentials of a Store Manager (System won't process the discount if the username does not belong to the Store Manager)

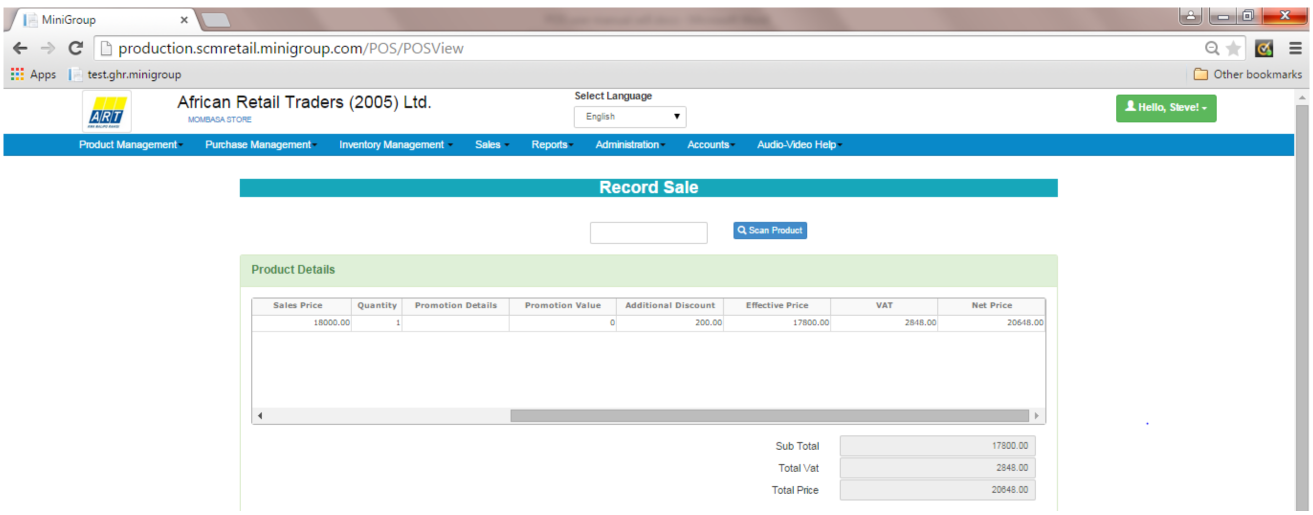
Password - This field will require only the credentials of a Store Manager (System won't process the discount if the credentials does not belong to the Store Manager)

Click on **Save** button



A system generated message is displayed "New discount has been applied successfully"

And the Additional Discount is displayed in the **Product Details** table



Add Payment Section –

Mode of Payment – Select a mode of payment from the Drop down list

Transaction/Voucher Number – Enter the relevant details (If required)

Cheque/Card/Mobile Number – Enter the relevant details (If required)

Bank Details – Enter the relevant details (If required)

Amount – Enter the Amount

Click on the **Add Button**

When the Cash Returned field calculates the value as “0” or a positive numerical value, the **Customer Details Section** is displayed

Sales Agent – Pick a Sales Agent from the Drop down (If associated with the location)

First Name – Enter the Customer’s First Name

Middle Name – Enter the Customer’s Middle Name

Last Name – Enter the Customer’s Last Name

Phone Number – Enter the Customer’s Phone Number

Company Name – Enter the Customer’s Company Name

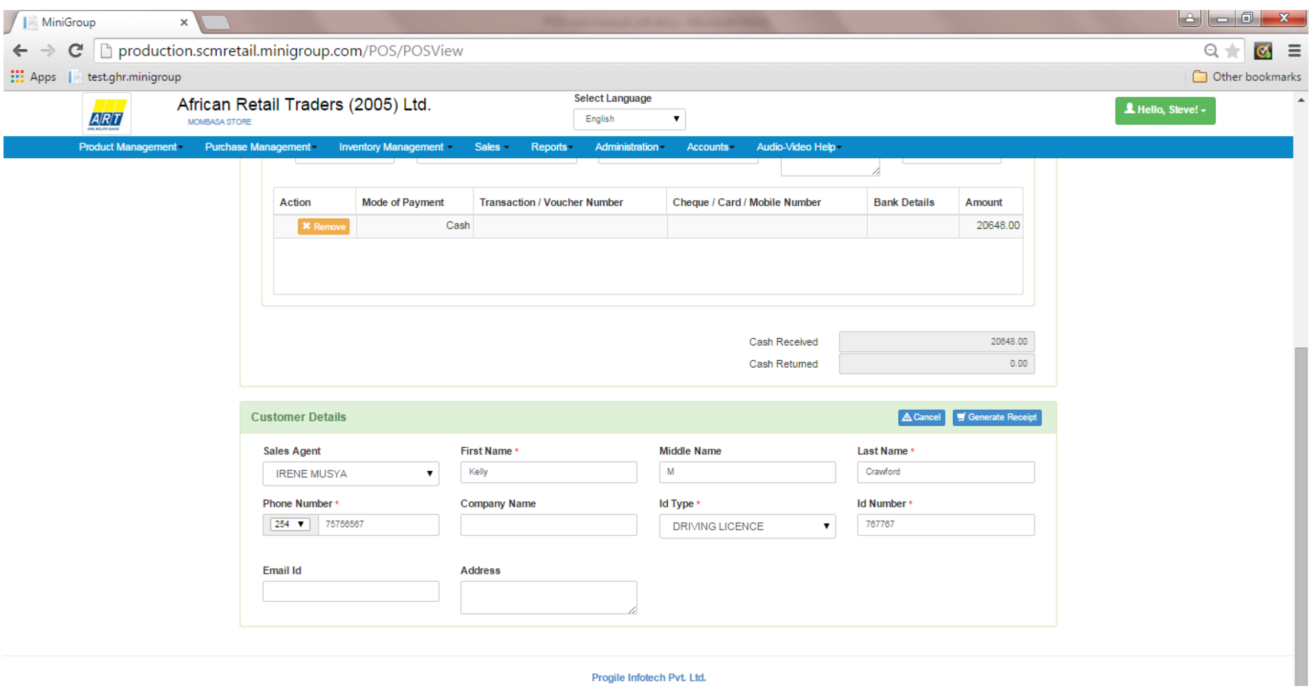
Id Type – Select the ID Type from the drop down list

Id Number – Enter the ID number

Email ID – Enter the Email Id of the customer

Address – Enter the Address of the customer

Click on the **Generate Receipt** button



Invoice receipt will be generated, thus completing the Sales Transaction

Print Cash Receipt

AFRICAN RETAIL TRADERS (2005) LTD.
Moi Avenue
NAKURU, MOMBASA, KENYA 411001
Phone Number : 123456
Website : <pre>< NOT FOUND ></pre>
Vat No : 0149523Q Pin No :

Customer Name : Kelly Crawford
Date : 28 May 2015 7:57:32 PM

PRODUCT *Qty @ rate / (Discount)*	PRICE
X TOUCH (X MINI) *001 @ 18,000.00 / (200.00 Discount)* *X2001*	17,800.00 *VAT : 2,848.00*

Sub Total :	17,800.00
VAT :	2,848.00
Total :	20,648.00
Payment :	20,648.00
Balance Due :	0.00

Payment Details :

Mode of Payment	Transaction / Voucher Number	Cheque / Card / Mobile Number	Amount
Cash			20,648.00

You Saved : 200.00
Total Number Of Items : 001