



RETAILPLUS BUSINESS SOLUTIONS
Empowering Retail Business

RetailPlus™ POS System



RETAILPLUS BUSINESS SOLUTIONS

RetailPlus™ POS System: Back-End User Guide

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Overview of the system

This is the first version of the RetailPlus POS System. RetailPlus™ POS System attempts to capture small and large scale retail businesses by providing and enforcing a basic standard methodology of a POS system. Majority of the sub-process included and described in this document were based on inputs gathered from selected major retail businesses and POS provider.

To ensure that our customer accounts are properly managed in a proactive and professional manner, this process evolves alongside our business models.

To aid us in implementing this process, we will be deploying state of the art open source database system and .Net driven system architecture, that will enable our users to access consistent and latent transactions information, whenever and wherever it is needed.

Purpose

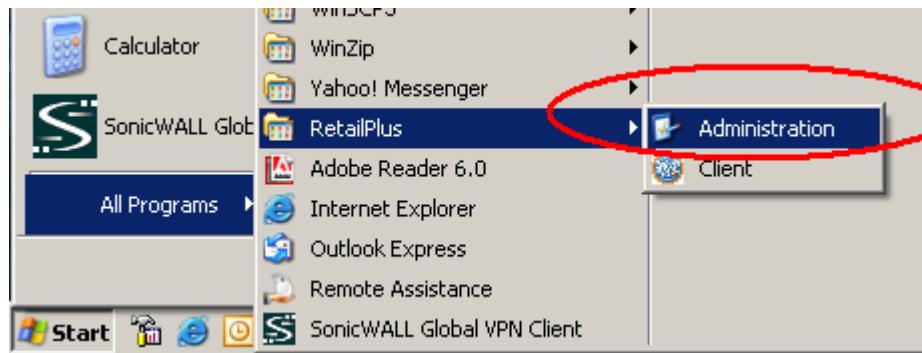
This serves as the user manual or operator manual for RetailPlus™ POS System users. Users can be categorized as Front-End and Back-End users. Front-End users are those who have control in the terminals or cashier stations. They can be classified as cashiers, supervisors and managers. Back-End users are those who have control in the master files definitions or system setups, sales reporting, inventory and administration controls. These persons are the key person in setting up the POS system. Owner, Managers, Inventory Personnel, Encoder and Administrators are those who are included in these groups.

BACK-END SYSTEM GUIDE

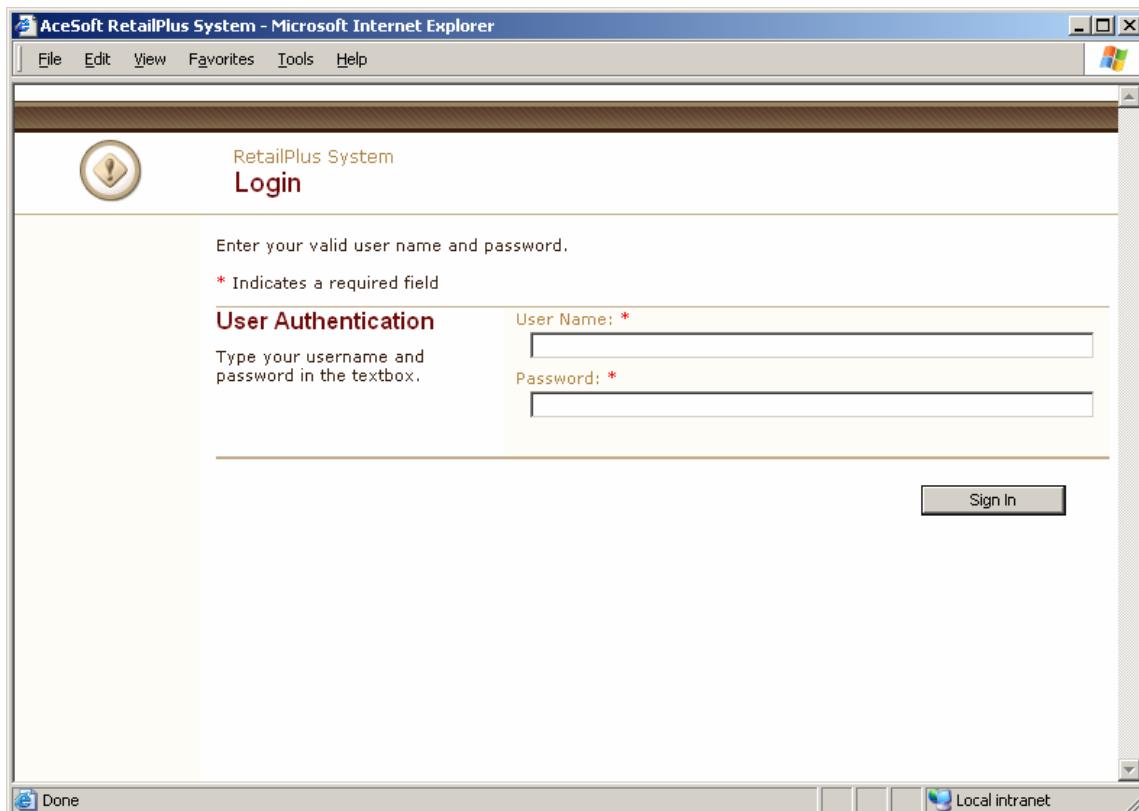


Step 1: Opening the system

Goto Start → Program Files → RetailPlus → Click Administration



Once the Administration icon is clicked the system will start. This will open the back-end system in an internet explorer using the URL <http://localhost/retailplus>. Note if the system did not start normally open an Internet Explorer (IE) manually and type the URL <http://localhost/retailplus>.



This backend is now ready for logging in.

Step 2: How to exit

Command Order:

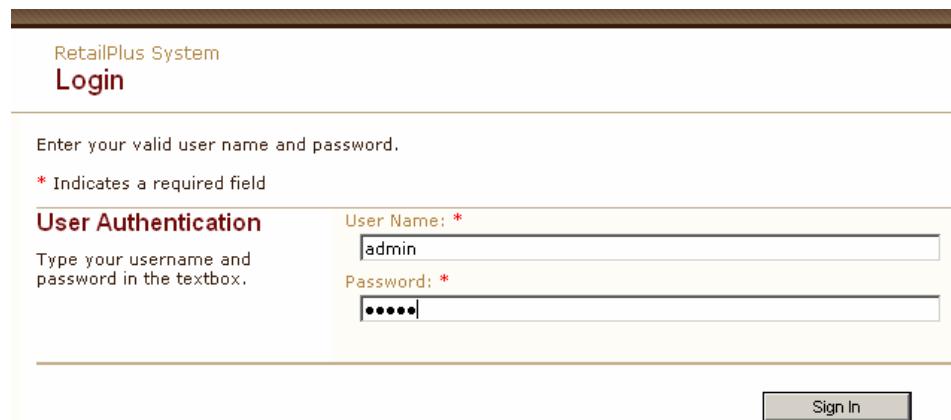
1. Click the close button on upper right corner of the IE.

Step 3: How to Login

Before using the system , the user must be sign – in or register into the system to operate the system. Once login is performed, the user can operate or open the system.

Command Order:

1. Press <Enter>
2. Enter **User Name** then press <Tab>
3. Enter **Password** then press <Enter> or click the Sign In button to continue.

Screen Presentation:

RetailPlus System
Login

Enter your valid user name and password.

* Indicates a required field

User Authentication

Type your username and password in the textbox.

User Name: *

Password: *

Sign In

Note: When User Name and Password you type is incorrect there's a message appear in the computer "Sorry the account you provided is not permitted in our system. Please type a valid user name and password".



RetailPlus System
Login

Enter your valid user name and password.

* Indicates a required field

User Authentication

Type your username and password in the textbox.

Sorry the account you provided is not permitted in our system. Please type a valid user name and password.

User Name: *

Password: *

Step 4: How to Log Out

The user must need to perform Log-out to close all the operations in the system.

Command Order:

1. Press <Logout>, see figure a.

Screen Presentation:



Figure a

Step 5: Customizing your account

Once logged-in, user can now customize their account based on their current information.

Command Order:



If prompted after the login window.

1. Press <My Account>, see figure a.
2. Update your personal information.
3. Click <Save and Back> command,

Screen Presentation:



Figure a

The screenshot shows the 'Access Users' page of the RetailPlus System. The 'Administration Files' tab is active. The main content area displays a form for 'Customize your account.' It includes fields for 'User Name*', 'Password *', 'Confirm Password *', and 'Full Name *'. Below this, there are three steps: 'Step 1: User Information', 'Step 2: Group Information', and 'Step 3: Address Information.'. The 'Save and Back' button is highlighted with a red circle.

Figure b

Step 6: The Help Menu



The "help" menu is basically this file.

Step 7: The Home menu

After a successful login, the home window will appear. This will also be the window interface for the home menu. Just like other software products the home menu contains the shortcuts for the commonly used links in the system, see figure a.

Screen Presentation:

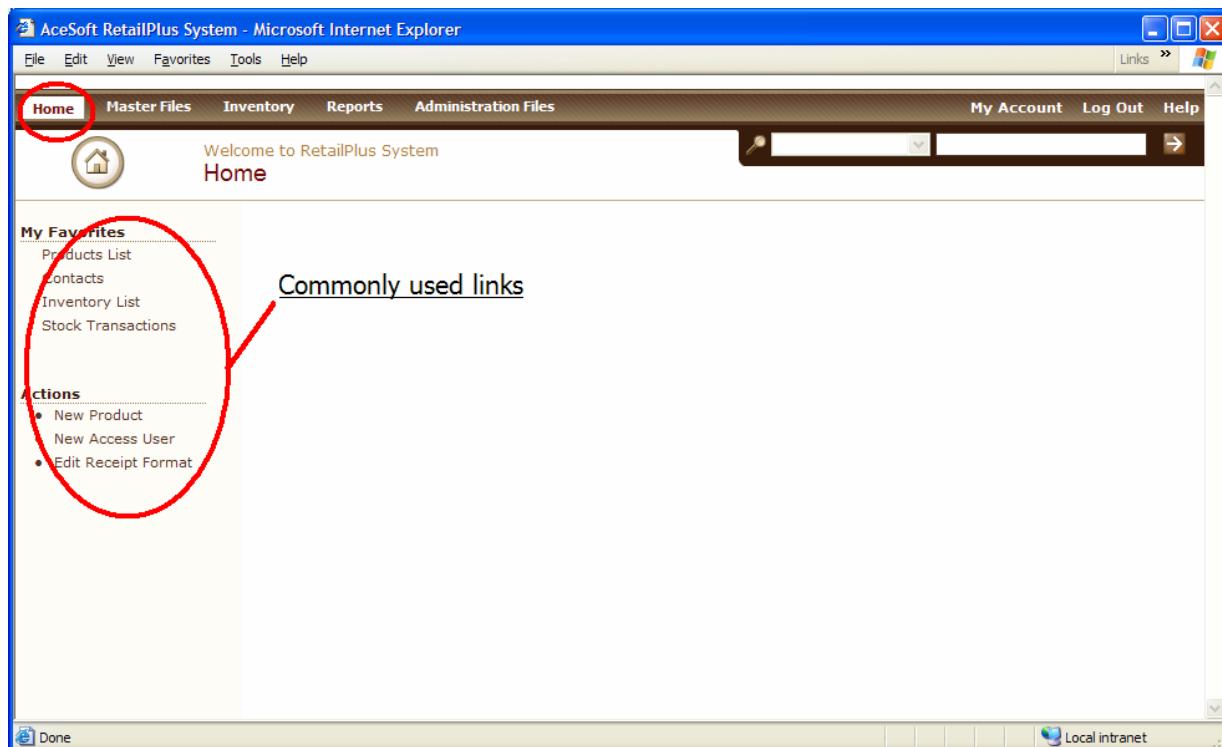


Figure a

See each definition for the commonly used links for their individual documentation at the bottom of this document.

Step 8: The Master Files menu

File setups are done basically in this window. Among of these are the Card Type, Charge Type, Variation, Units, Product Groups, Product Sub Group, Products, Discounts, Promotional Plans, Contacts and Contact Groups setups.



These are the links to add, edit, delete or update your setup files mention above.

Command Order:

1. Click <Master Files> on the menu bar.

Screen Presentation:

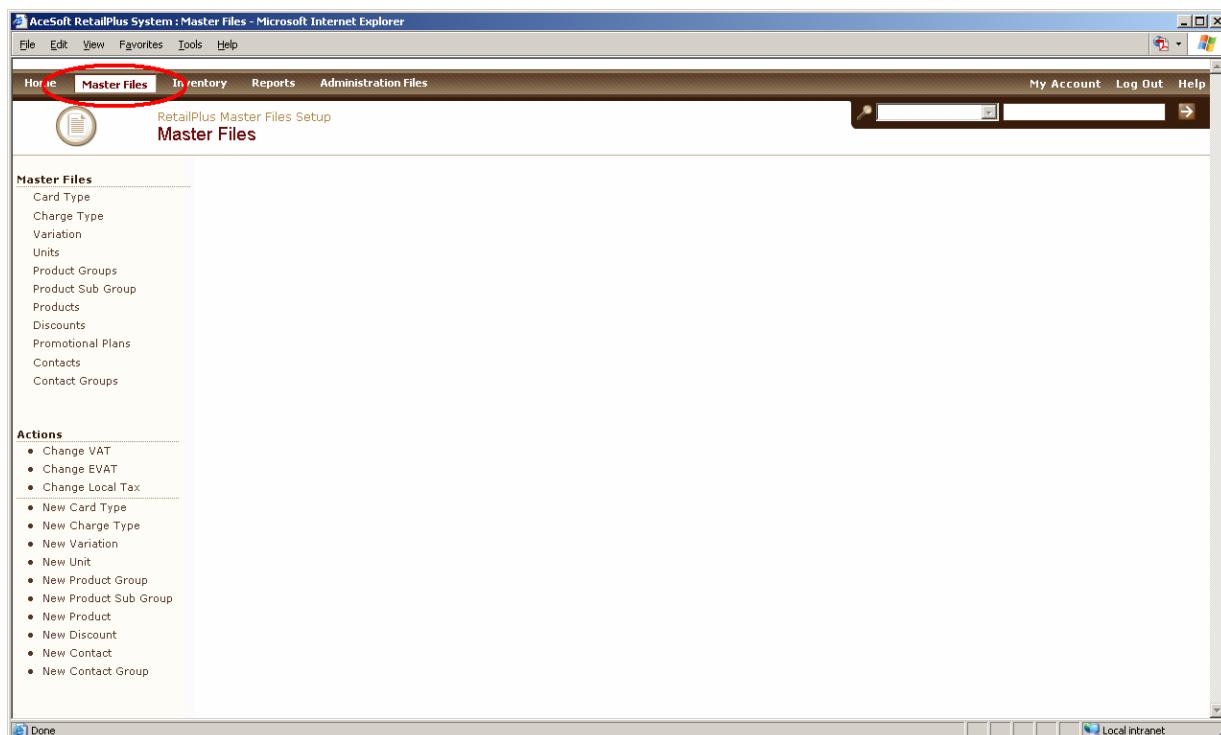


Figure a

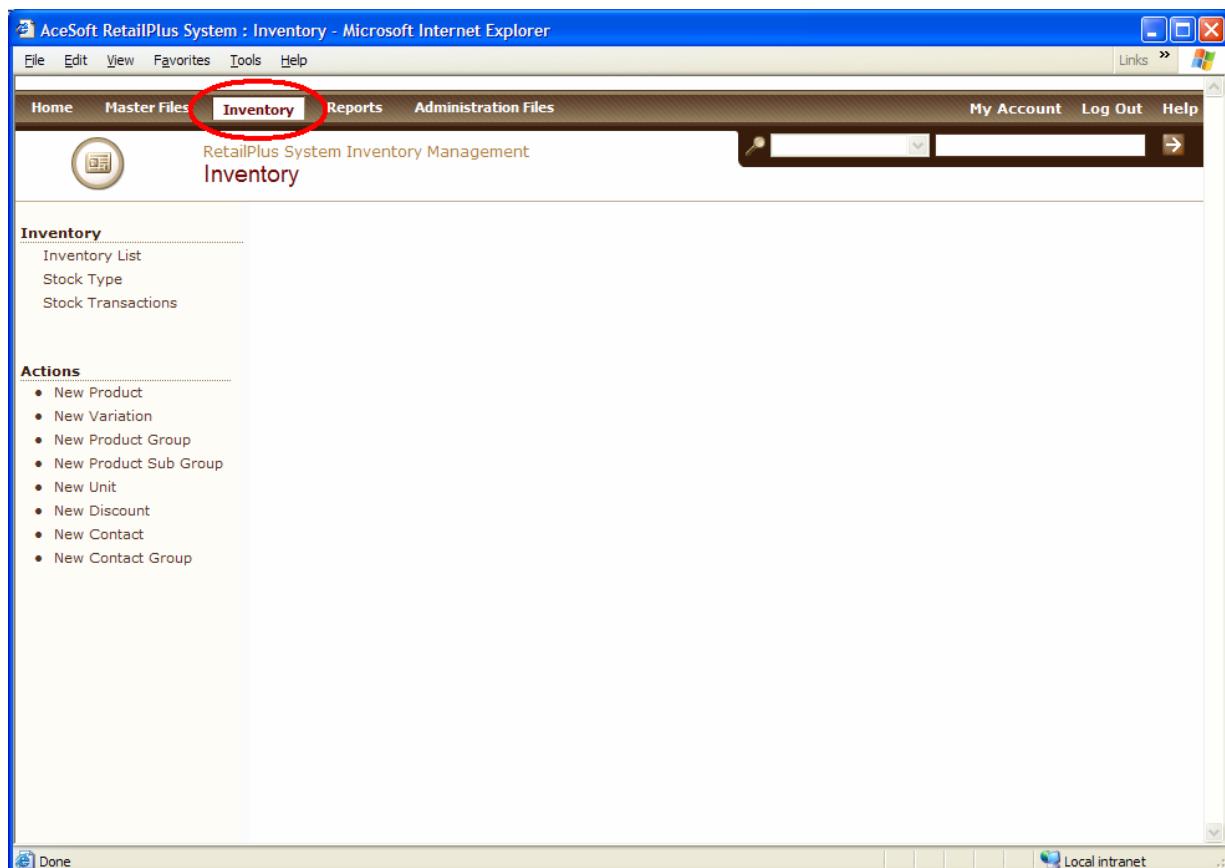
Step 9: The inventory menu

Managing your stocks is done in this section. To get a manageable inventory we've create a setup for your inventory stocks. This is defined in Step 12.

Command Order:

1. Click <Inventory> menu.

Screen Presentation:



A screenshot of the AceSoft RetailPlus System : Inventory - Microsoft Internet Explorer window. The title bar reads "AceSoft RetailPlus System : Inventory - Microsoft Internet Explorer". The menu bar includes File, Edit, View, Favorites, Tools, Help, Links, and a Windows logo. The top navigation bar has links for Home, Master Files, **Inventory**, Reports, Administration Files, My Account, Log Out, and Help. A search bar with a magnifying glass icon is present. The main content area is titled "RetailPlus System Inventory Management" and "Inventory". On the left, there's a sidebar with "Inventory" expanded, showing "Inventory List", "Stock Type", and "Stock Transactions". On the right, there's a sidebar titled "Actions" with a bulleted list: "New Product", "New Variation", "New Product Group", "New Product Sub Group", "New Unit", "New Discount", "New Contact", and "New Contact Group". At the bottom, there's a toolbar with "Done", "Local intranet", and other icons.

Figure a

Step 10: The report menu

This window give you the link to reports such as financial, inventory and many more.

Command Order:

1. Click <Reports> on the menu bar.

Screen Presentation:

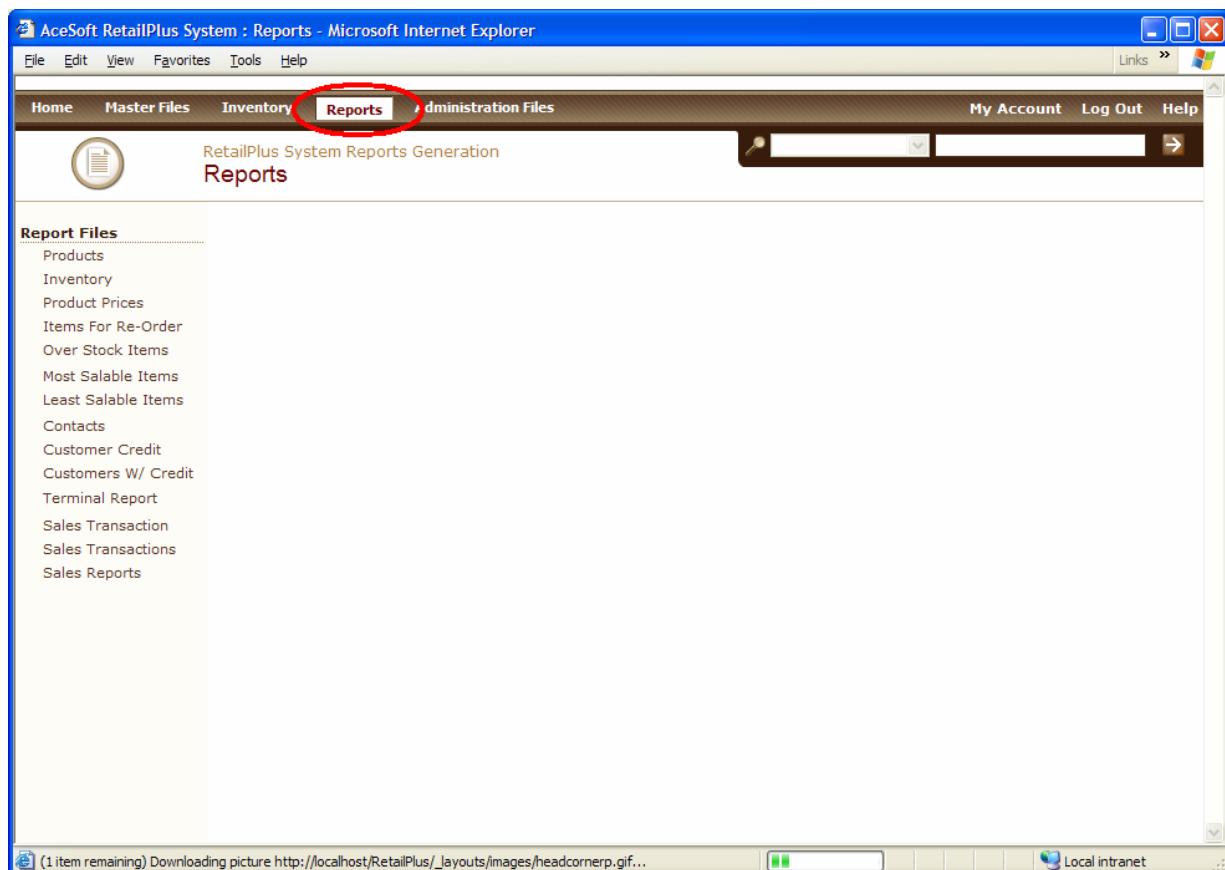


Figure a

Step 11: Administration menu

This menu allows you to administer the security for the front-end and back-end system.

Command Order:

1. Click <Administration Files> on the menu.

Screen Presentation:

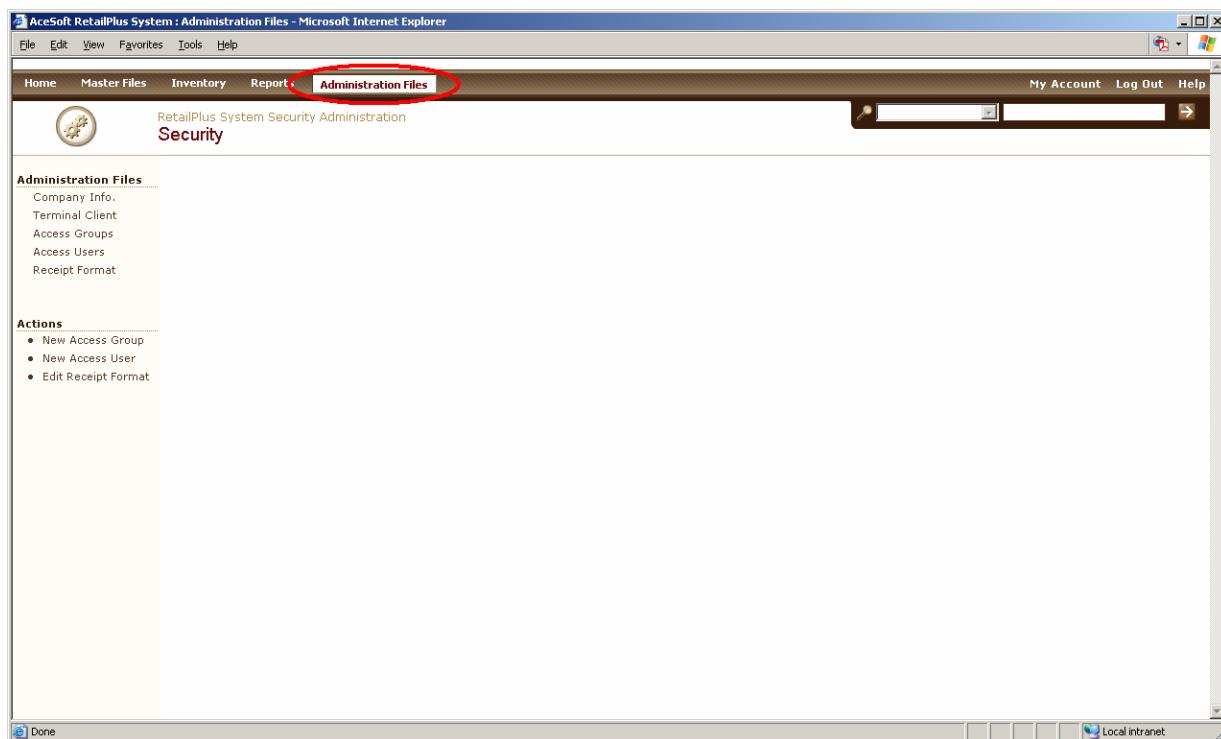


Figure a

Step 12: Managing the Card Types

This section allows you to manage (add, edit, delete and update) the card types defined as card issued by bank authoring to buy goods on credit.

Navigating to Card types Window.

1. Click <Master Files> on the menu bar.
2. Click <Card Type> on the master files menu, you will see figure a with three sample card types.

Adding card type.

3. In figure a click <Add Card Type>, figure b will be shown.
4. Enter required information of card.
5. Click <Save and New> or <Save and Back> to save the card type.
6. You may also cancel the adding by clicking the <Cancel> button.

Editing a card type.

7. In figure a check the card type you want to edit then click <Edit Selected Card Type>, figure c will be shown.



8. Update the required information of card.
9. Click <Save and New> or <Save and Back> to save the card type.
10. You may also cancel the editing by clicking the <Cancel> button.

Deleting card type.

11. In figure a check all the card type(s) you want to delete then click <Remove Selected Card Type>, then a popup window will appear to validate the deletion of the card type.
12. Click <Yes> to resume or...
13. Click <No> to cancel the deletion.

Screen Presentation:

Card issued by a bank authorizing to buy goods on credit.

Credit Card Types List

		Add Card Type	Remove Selected Card Type	Edit Selected Card Type
<input type="checkbox"/>	Select All			
	Code		Name	
<input type="checkbox"/>	CITI		CITIBANK	
<input type="checkbox"/>	HSBC		HSBC	
<input type="checkbox"/>	AIG		AIG	

Figure a

Card issued by a bank authorizing to buy goods on credit.

Create New Credit Card Type

		Save and New	Save and Back	Cancel
* Indicates a required field				
Step 1: General Information				
Enter the card type code.		Card Type Code*		
Enter the card type name.		Card Type Name*		

Figure b



Card issued by a bank authorizing to buy goods on credit.
Modify Credit Card Type

Card Types

| |

* Indicates a required field

Step 1: General Information

Enter the Card type code.

Enter the Card type name.

Card Type Code*

HSBC

Card Type Name*

HSBC

Figure c

Step 13: Managing the Charge Types

This section allows you to manage (add, edit, delete and update) the charge types defined as credit types in which a customer receives goods before paying.

Navigating to Charge types Window.

1. Click <Master Files> on the menu bar.
2. Click <Charge Type> on the master files menu, you will see figure a with a sample charge type.

Adding card type.

3. In figure a click <Add Charge Type>, figure b will be shown.
4. Enter required information of charge.
5. Click <Save and New> or <Save and Back> to save the charge type.
6. You may also cancel the adding by clicking the <Cancel> button.

Editing a charge type.

7. In figure a check the charge type you want to edit then click <Edit Selected Charge Type>, figure c will be shown.
8. Update the required information of charge.
9. Click <Save and New> or <Save and Back> to save the charge type.
10. You may also cancel the editing by clicking the <Cancel> button.

Deleting card type.



11. In figure a check all the charge type(s) you want to delete then click <Remove Selected Charge Type>, then a popup window will appear to validate the deletion of the charge type.
12. Click <Yes> to resume or...
13. Click <No> to cancel the deletion.

Screen Presentation:

Credit types in w/ a customer receives goods before paying.

Charge Types List

<input type="button" value="Add Charge Type"/> <input type="button" value="Remove Selected Charge Type"/> <input type="button" value="Edit Selected Charge Type"/>		Go to page <input type="text" value="1"/> of 1		
<input type="checkbox"/> Select All	Charge Type Code	Charge Type	Charge Amount	In Percent
<input type="checkbox"/>	PC	Personal Charge	0.00	<input checked="" type="checkbox"/>

Figure a

Credit types in w/ a customer receives goods before paying.

Create New Charge Type

* Indicates a required field

<input type="button" value="Save and New"/> <input type="button" value="Save and Back"/> <input type="button" value="Cancel"/>	
Step 1: General Information	
Enter Charge Type code.	Charge Type Code*
Enter Charge type.	Charge Type*
	Charge Amount*
	<input type="text" value="0"/> <input type="checkbox"/> In Percent

Figure b

Card issued by a bank authorizing to buy goods on credit.

Modify Credit Card Type

* Indicates a required field

<input type="button" value="Save and New"/> <input type="button" value="Save and Back"/> <input type="button" value="Cancel"/>	
Step 1: General Information	
Enter the Card type code.	Card Type Code*
Enter the Card type name.	Card Type Name*

Figure c

Step 14: Managing the Variation



This section allows you to manage (add, edit, delete and update) the variation defined as properties applicable for product groups, product sub groups and products, thus these will be used in the matrix creation. Examples of the properties are size and color for products shoes.

Navigating to Variation Window.

1. Click <Master Files> on the menu bar.
2. Click <Variation> on the master files menu, you will see figure a with four sample variations.

Adding variation.

3. In figure a click <Add Variation>, figure b will be shown.
4. Enter required information of variation.
5. Click <Save and New> or <Save and Back> to save the variation.
6. You may also cancel the adding by clicking the <Cancel> button.

Editing a variation.

7. In figure a check the variation you want to edit then click <Edit Selected Variation>, figure c will be shown.
8. Update the required information of variation.
9. Click <Save and New> or <Save and Back> to save the variation.
10. You may also cancel the editing by clicking the <Cancel> button.

Deleting variation.

11. In figure a check all the variation(s) you want to delete then click <Remove Selected Variation>, then a popup window will appear to validate the deletion of the variation.
12. Click <Yes> to resume or...
13. Click <No> to cancel the deletion.

Screen Presentation:



Variation Code	Variation Type
<input type="checkbox"/> WID	WIDTH
<input type="checkbox"/> SIZE	SIZE
<input type="checkbox"/> LEN	LENGTH
<input type="checkbox"/> COL	COLOR

Figure a

Variation Code*	Variation Type*
-----------------	-----------------

Figure b

Variation Code*	Variation Type*
-----------------	-----------------

Figure c

Step 15: Managing the Units

This section allows you to manage (add, edit, delete and update) the units of measurements. This is also to allow selling of products in packaged.

Navigating to Units Window.

1. Click <Master Files> on the menu bar.
2. Click <Units> on the master files menu, you will see figure a.

Adding unit.



3. In figure a click <Add Unit>, figure b will be shown.
4. Enter required information of unit.
5. Click <Save and New> or <Save and Back> to save the unit.
6. You may also cancel the adding by clicking the <Cancel> button.

Editing a unit.

7. In figure a check the unit you want to edit then click <Edit Selected Unit>, figure c will be shown.
8. Update the required information of unit.
9. Click <Save and New> or <Save and Back> to save the unit.
10. You may also cancel the editing by clicking the <Cancel> button.

Deleting unit.

11. In figure a check all the unit(s) you want to delete then click <Remove Selected Unit>, then a popup window will appear to validate the deletion of the unit.
12. Click <Yes> to resume or...
13. Click <No> to cancel the deletion.

Screen Presentation:

Unit Code	Unit Name
YRD	YARD
SCK	SACK
ROL	ROLL
QRT	QUART
PC	PIECE (S)
MTR	METER
LTR	LITER
KL	KILO
GAL	GALLON
DRM	DRUM

Figure a



List of Units
Create New Unit

* Indicates a required field

Step 1: General Information

Enter the Unit code.
Enter the Unit name.

Unit Code*

Unit Name*

Figure b

List of Units
Modify Unit

* Indicates a required field

Step 1: General Information

Enter the Unit code.
Enter the Unit name.

Unit Code*

Unit Name*

Figure c

Step 16: Managing the Product Groups

This section allows you to manage (add, edit, delete and update) the product groups which will be used as the first level of grouping for products for easy tabulation of reports. This is also the department in the ECR systems.

Navigating to Product Groups Window.

1. Click <Master Files> on the menu bar.
2. Click <Product Groups> on the master files menu, you will see figure a.

Adding product group.

3. In figure a click <Add Product Group>, figure b will be shown.
4. Enter required information of product group.
5. Click <Save and New> or <Save and Back> to save the product group.
6. You may also cancel the adding by clicking the <Cancel> button.

Editing a product group.



7. In figure a check the product group you want to edit then click <Edit Selected Product Group>, figure c will be shown.
8. Update the required information of product group.
9. Click <Save and New> or <Save and Back> to save the product group.
10. You may also cancel the editing by clicking the <Cancel> button.

Deleting product group.

11. In figure a check all the product group(s) you want to delete then click <Remove Selected Product Group>, then a popup window will appear to validate the deletion of the product group.
12. Click <Yes> to resume or...
13. Click <No> to cancel the deletion.

Screen Presentation:

Product Groups		Product Groups List	
<input type="button" value="Add Product Group"/>	<input type="button" value="Remove Selected Product Group"/>	<input type="button" value="Edit Selected Product Group"/>	<input type="button" value="Update Additional Charges"/>
		Go to page	1 of 4
<input type="checkbox"/> Select All			
Product Group Code	Product Group Name	Base Unit	Selling Price
<input type="checkbox"/> TOBACCO PRODUCTS	TOBACCO PRODUCTS	PIECE (S)	0.00
<input type="checkbox"/> TISSUES	TISSUES	PIECE (S)	0.00
<input type="checkbox"/> SPREADS & SYRUPS	SPREADS & SYRUPS	PIECE (S)	0.00
<input type="checkbox"/> SOUP	SOUP	PIECE (S)	0.00
<input type="checkbox"/> SNACKS	SNACKS	PIECE (S)	0.00
<input type="checkbox"/> SCHOOL SUPPLIES	SCHOOL SUPPLIES	PIECE (S)	0.00
<input type="checkbox"/> SAUCES & DRESSINGS	SAUCES & DRESSINGS	PIECE (S)	0.00
<input type="checkbox"/> RICE	RICE	PIECE (S)	0.00
<input type="checkbox"/> PLASTIC PRODUCTS	PLASTIC PRODUCTS	PIECE (S)	0.00
<input type="checkbox"/> PHARMACY	PHARMACY	PIECE (S)	0.00

Figure a



Product Groups
Create New Product Group

* Indicates a required field

Step 1: General Information

Enter the product group code. This will be used during printing of receipt.
Enter the product group name.

Product Group Code*

Product Group Name*

Step 2: Base Unit Information

Choose product group base unit.

Select Product Group Base Unit*

Step 3: Product Group Price and Tax Information

Enter the product purchase price.
Enter the product selling price.
Enter the inclusive Value Added Tax (VAT) in percent.
Enter the Expanded Value Added Tax (eVAT) in percent.
Enter the inclusive Local Tax in percent.

Product Purchase Price*

Product Selling Price*

Include in Subtotal Discount*
 Check if included in subtotal discount.

Value Added Tax (VAT) in percent*
 %

Expanded Value Added Tax (eVAT) in percent*
 %

Local Tax in percent*
 %

Figure b

Product Groups
Modify Product Group

* Indicates a required field

Step 1: General Information

Enter the product group code. This will be used during printing of receipt.
Enter the product group name.

Product Group Code*

Product Group Name*

Step 2: Base Unit Information

Choose product group base unit.
Editing of this field is prohibited when already in use in the Unit Matrix.

Select Product Group Base Unit*

Step 3: Product Group Price and Tax Information

Enter the product purchase price.
Enter the product selling price.
Enter the inclusive Value Added Tax (VAT) in percent.
Enter the Expanded Value Added Tax (eVAT) in percent.
Enter the inclusive Local Tax in percent.

Product Purchase Price*

Product Selling Price*

Include in Subtotal Discount*
 Check if included in subtotal discount.

Value Added Tax (VAT) in percent*
 %

Expanded Value Added Tax (eVAT) in percent*
 %

Local Tax in percent*
 %

Figure c

Step 17: Managing the Product Group Variation Types



This section allows you to manage (add, edit, delete and update) the variation applicable to a selected product group.

Navigating to Product Groups Variation Window.

1. Click <Master Files> on the menu bar.
2. Click <Product Groups> on the master files menu, you will see figure a in the previous step (Managing the Product Groups).
3. Click the first icon that has a tool tip '*Show Product Group Variation Type*', see figure a. Then figure a.1 will be shown.

Adding product group variation.

4. In figure a click <Add Group Variation>, figure b will be shown.
5. Select variation from the list.
6. Click <Save and New> or <Save and Back> to save the product group variation.
7. You may also cancel the adding by clicking the <Cancel> button.

Editing a product group variation.

8. In figure a check the product group variation you want to edit then click <Edit Selected Group Variation>, figure c will be shown.
9. Update the required information of product group variation.
10. Click <Save and New> or <Save and Back> to save the product group variation.
11. You may also cancel the editing by clicking the <Cancel> button.

Deleting product group variation.

12. In figure a check all the product group variation(s) you want to delete then click <Remove Selected Group Variation>, then a popup window will appear to validate the deletion of the product group variation.
13. Click <Yes> to resume or...
14. Click <No> to cancel the deletion.

Screen Presentation:



Product Groups Product Groups List

Add Product Group | Remove Selected Product Group | Edit Selected Product Group | Update Additional Charges Go to page 1 of 4

Select All

Product Group Code	Product Group Name	Base Unit	Selling Price
<input checked="" type="checkbox"/> TOBACCO PRODUCTS	TOBACCO PRODUCTS	PIECE (\$)	0.00
<input type="checkbox"/> Show Product Group Variation Types	TISSUES	PIECE (\$)	0.00
<input type="checkbox"/> SPREADS & SYRUPS	SPREADS & SYRUPS	PIECE (\$)	0.00
<input type="checkbox"/> SOUP	SOUP	PIECE (\$)	0.00
<input type="checkbox"/> SNACKS	SNACKS	PIECE (\$)	0.00
<input type="checkbox"/> SCHOOL SUPPLIES	SCHOOL SUPPLIES	PIECE (\$)	0.00
<input type="checkbox"/> SAUCES & DRESSINGS	SAUCES & DRESSINGS	PIECE (\$)	0.00
<input type="checkbox"/> RICE	RICE	PIECE (\$)	0.00
<input type="checkbox"/> PLASTIC PRODUCTS	PLASTIC PRODUCTS	PIECE (\$)	0.00
<input type="checkbox"/> PHARMACY	PHARMACY	PIECE (\$)	0.00

Figure a

List of Product Variation Types
Variations List for Group Code : TOBACCO PRODUCTS

Add Group Variation | Remove Selected Group Variation | Edit Selected Group Variation | Back To Group's List Go to page 1 of 1

Select All

Group Variation Type

Figure a.1

List of Product Variation Types
Register New Variation for Group Code : TOBACCO PRODUCTS

Save and New | Save and Back | Cancel

* Indicates a required field

Step 1: General Information

Select variation type.

Variation Type*
SIZE

Figure b



List of Product Variation Types
Modify Variation for Group Code : TOBACCO PRODUCTS

Product Variations

Save and New | Save and Back | Cancel

* Indicates a required field

Step 1: General Information

Select variation type.

Variation Type*	<input type="text" value="SIZE"/>
-----------------	-----------------------------------

Figure c

Step 18: Managing the Product Group Variation Matrix

This section allows you to manage (add, edit, delete and update) the variation matrix applicable to a selected product group.

Navigating to Product Groups Variation Matrix Window.

1. Click <Master Files> on the menu bar.
2. Click <Product Groups> on the master files menu, you will see figure a in the previous step (Managing the Product Groups).
3. Click the first icon that has a tool tip '*Show Product Group Variation Matrix*', see figure a. Then figure a.1 will be shown.

Adding product group variation.

4. In figure a click <Add Group Variation>, figure b will be shown.
5. Select variation from the list.
6. Click <Save and New> or <Save and Back> to save the product group variation.
7. You may also cancel the adding by clicking the <Cancel> button.

Editing a product group variation.

8. In figure a check the product group variation you want to edit then click <Edit Selected Group Variation>, figure c will be shown.
9. Update the required information of product group variation.
10. Click <Save and New> or <Save and Back> to save the product group variation.
11. You may also cancel the editing by clicking the <Cancel> button.

Deleting product group variation.



12. In figure a check all the product group variation(s) you want to delete then click <Remove Selected Group Variation>, then a popup window will appear to validate the deletion of the product group variation.
13. Click <Yes> to resume or...
14. Click <No> to cancel the deletion.

Screen Presentation:

Product Groups				Product Groups	Go to page 1 of 4
				Add Product Group Remove Selected Product Group Edit Selected Product Group Update Additional Charges	Go to page 1 of 4
Select All					
	Product Group Code	Product Group Name	Base Unit	Selling Price	
<input type="checkbox"/>	TOBACCO PRODUCTS	TOBACCO PRODUCTS	PIECE (S)	0.00	▼
<input type="checkbox"/>	Show Product Group Variations Matrix	TISSUES	PIECE (S)	0.00	▼
<input type="checkbox"/>	SPREADS & SYRUPS	SPREADS & SYRUPS	PIECE (S)	0.00	▼
<input type="checkbox"/>	SOUP	SOUP	PIECE (S)	0.00	▼
<input type="checkbox"/>	SNACKS	SNACKS	PIECE (S)	0.00	▼
<input type="checkbox"/>	SCHOOL SUPPLIES	SCHOOL SUPPLIES	PIECE (S)	0.00	▼
<input type="checkbox"/>	SAUCES & DRESSINGS	SAUCES & DRESSINGS	PIECE (S)	0.00	▼
<input type="checkbox"/>	RICE	RICE	PIECE (S)	0.00	▼
<input type="checkbox"/>	PLASTIC PRODUCTS	PLASTIC PRODUCTS	PIECE (S)	0.00	▼
<input type="checkbox"/>	PHARMACY	PHARMACY	PIECE (S)	0.00	▼

Figure a

List of Product Group Variation Combinations								Product Groups V:	Go to page 1 of 1
								Add Variation Remove Selected Variation Edit Selected Variation Back To Group's List	Go to page 1 of 1
Select All									
	Product Variations Description	Base Unit	Purchase Price	Selling Price	VAT	eVAT	Local Tax		
<input type="checkbox"/>	SIZE:SMALL;	PIECE (S)	10.00	11.00	0.00 %	0.00 %	0.00 %		

Figure a.1



List of Product Group Variation Combinations
 Create New Product Group Variation Combination for Product Group Code :
 TOBACCO PRODUCTS

Save and New | Save and Back |

* Indicates a required field

Step 1: Apply description for each applicable variations

Variation Type	Description
SIZE	<input type="text"/>

Step 2: Product Group Unit Information
 Choose the product unit code.

Select Unit Code*	<input type="text" value="PIECE (S)"/>
-------------------	--

Step 3: Product Group Matrix Price and Tax Information

Enter the product purchase price.	Product Purchase Price*	<input type="text" value="0.00"/>
Enter the product selling price.	Product Selling Price*	<input type="text" value="0.00"/>
Enter the inclusive Value Added Tax (VAT) in percent.	Include in Subtotal Discount*	<input checked="" type="checkbox"/> Check if included in subtotal discount.
Enter the Expanded Value Added Tax (eVAT) in percent.	Value Added Tax (VAT) in percent*	<input type="text" value="0.00"/> %
Enter the inclusive Local Tax in percent.	Expanded Value Added Tax (eVAT) in percent*	<input type="text" value="0.00"/> %
	Local Tax in percent*	<input type="text" value="0.00"/> %

Figure b

List of Product Group Variation Combinations
 Modify Product Group Variation Combination for Product Group Code :
 TOBACCO PRODUCTS

Save and New | Save and Back |

* Indicates a required field

Step 1: Apply description for each applicable variations

Variation Type	Description
SIZE	<input type="text" value="SMALL"/>

Step 2: Product Group Unit Information
 Choose the product unit code.

Select Unit Code*	<input type="text" value="PIECE (S)"/>
-------------------	--

Step 3: Product Group Matrix Price and Tax Information

Enter the product purchase price.	Product Purchase Price*	<input type="text" value="10.00"/>
Enter the product selling price.	Product Selling Price*	<input type="text" value="11.00"/>
Enter the inclusive Value Added Tax (VAT) in percent.	Include in Subtotal Discount*	<input checked="" type="checkbox"/> Check if included in subtotal discount.
Enter the Expanded Value Added Tax (eVAT) in percent.	Value Added Tax (VAT) in percent*	<input type="text" value="0.00"/> %
Enter the inclusive Local Tax in percent.	Expanded Value Added Tax (eVAT) in percent*	<input type="text" value="0.00"/> %
	Local Tax in percent*	<input type="text" value="0.00"/> %

Figure c



Step 19: Managing the Product Group Units Matrix

This section allows you to manage (add, edit, delete and update) the units matrix applicable to a selected product group. These allows you to leverage on the tracking of inventory by use of conversion matrix.

Navigating to Product Groups Unit Matrix Window.

1. Click <Master Files> on the menu bar.
2. Click <Product Groups> on the master files menu, you will see figure a in the previous step (Managing the Product Groups).
3. Click the first icon that has a tool tip '*Show Product Group Units Matrix*', see figure a. Then figure a.1 will be shown.

Adding product group unit.

4. In figure a click <Add Unit >, figure b will be shown.
5. Enter required information of units.
6. Click <Save and New> or <Save and Back> to save the unit.
7. You may also cancel the adding by clicking the <Cancel> button.

Editing a product group unit.

8. In figure a check the product group unit you want to edit then click <Edit Selected Unit>, figure c will be shown.
9. Update the required information of product group unit.
10. Click <Save and New> or <Save and Back> to save the product group unit.
11. You may also cancel the editing by clicking the <Cancel> button.

Deleting product group unit.

12. In figure a check all the product group unit(s) you want to delete then click <Remove Selected Unit>, then a popup window will appear to validate the deletion of the product group unit.
13. Click <Yes> to resume or...
14. Click <No> to cancel the deletion.

Screen Presentation:



Product Groups Product Groups List

Add Product Group | Remove Selected Product Group | Edit Selected Product Group | Update Additional Charges Go to page 1 of 4

Select All

Product Group Code	Product Group Name	Base Unit	Selling Price
<input type="checkbox"/> TOBACCO PRODUCTS	TOBACCO PRODUCTS	PIECE (\$)	0.00
<input type="checkbox"/> Show Product Group Units Matrix	TISSUES	PIECE (\$)	0.00
<input type="checkbox"/> SPREADS & SYRUPS	SPREADS & SYRUPS	PIECE (\$)	0.00
<input type="checkbox"/> SOUP	SOUP	PIECE (\$)	0.00
<input type="checkbox"/> SNACKS	SNACKS	PIECE (\$)	0.00
<input type="checkbox"/> SCHOOL SUPPLIES	SCHOOL SUPPLIES	PIECE (\$)	0.00
<input type="checkbox"/> SAUCES & DRESSINGS	SAUCES & DRESSINGS	PIECE (\$)	0.00
<input type="checkbox"/> RICE	RICE	PIECE (\$)	0.00
<input type="checkbox"/> PLASTIC PRODUCTS	PLASTIC PRODUCTS	PIECE (\$)	0.00
<input type="checkbox"/> PHARMACY	PHARMACY	PIECE (\$)	0.00

Figure a

List of Product Group Unit Matrix
Unit Matrix List for Product Group : TOBACCO PRODUCTS

Add Unit | Remove Selected Unit | Edit Selected Unit | Back To Group's List Go to page 1 of 1

Select All

<input type="checkbox"/> Base Unit	PIECE (\$)	12.00	=	Bottom Unit	CASE	1.00
------------------------------------	------------	-------	---	-------------	------	------

Figure a.1

List of Product Group Unit Matrix
Register New Unit Matrix for Product Group : TOBACCO PRODUCTS

Save and New | Save and Back | Cancel

* Indicates a required field

Step 1: General Information
Enter value on Base Unit.

Base Unit*	PIECE (\$)
Base Unit Value*	12

Step 2: General Information
Select Bottom Unit.
Enter value on Bottom Unit.

Bottom Unit*	CASE
Bottom Unit Value*	1

Figure b



List of Product Group Unit Matrix
Modify Unit Matrix for Product Group : TOBACCO PRODUCTS

Save and New | Save and Back | Cancel

* Indicates a required field

Step 1: General Information
Enter value on Base Unit.

Base Unit*	PIECE (S)
Base Unit Value*	12.00

Step 2: General Information
Select Bottom Unit.
Enter value on Bottom Unit.

Bottom Unit*	CASE
Bottom Unit Value*	1.00

Figure c

Step 20: Managing the Product Sub Groups

This section allows you to manage (add, edit, delete and update) the product sub groups which will be used as the second level of grouping for products for easy tabulation of reports. This is also the section part in the ECR systems.

Navigating to Product Sub Groups Window.

1. Click <Master Files> on the menu bar.
2. Click <Product Sub Groups> on the master files menu, you will see figure a.

Adding product sub subgroup.

3. In figure a click <Add Product Sub SubGroup>, figure b will be shown.
4. Enter required information of product sub subgroup.
5. Click <Save and New> or <Save and Back> to save the product sub subgroup.
6. You may also cancel the adding by clicking the <Cancel> button.

Note: During this process you can now check the Inherit Group Information so that you will not redefine variations, variation matrix and units.

Editing a product sub subgroup.

7. In figure a check the product sub subgroup you want to edit then click <Edit Selected Product Sub SubGroup>, figure c will be shown.
8. Update the required information of product sub subgroup.
9. Click <Save and New> or <Save and Back> to save the product sub subgroup.



10. You may also cancel the editing by clicking the <Cancel> button.

Deleting product sub subgroup.

11. In figure a check all the product sub subgroup(s) you want to delete then click <Remove Selected Product Sub SubGroup>, then a popup window will appear to validate the deletion of the product sub subgroup.

12. Click <Yes> to resume or...

13. Click <No> to cancel the deletion.

Screen Presentation:

Product Sub Groups List					
Add Product Sub Group Remove Selected Product Sub Group Edit Selected Product Sub Group					Go to page <input type="text" value="1"/> of 17
<input type="checkbox"/> Select All					
Product Group	Product Sub Group Code	Product Sub Group Name	Base Unit	Selling Price	
<input type="checkbox"/>  HOUSEHOLD SUPPLIES	060	YOGURT	PIECE (\$)	0.00	▼
<input type="checkbox"/>  FLAVORING	143	WOOD STICKS	PIECE (\$)	0.00	▼
<input type="checkbox"/>  APPLIANCES	004	WINE	PIECE (\$)	0.00	▼
<input type="checkbox"/>  PASTA	104	WET TISSUE	PIECE (\$)	0.00	▼
<input type="checkbox"/>  ELECTRONICS	043	WAXES OR POLISHES	PIECE (\$)	0.00	▼
<input type="checkbox"/>  BREAKFAST PRODUCTS	017	WATER	PIECE (\$)	0.00	▼
<input type="checkbox"/>  CONDIMENTS	033	VINEGAR	PIECE (\$)	0.00	▼
<input type="checkbox"/>  BABY PRODUCTS	138	VEGETABLES	PIECE (\$)	0.00	▼
<input type="checkbox"/>  BREAKFAST PRODUCTS	016	VEGETABLE JUICES	PIECE (\$)	0.00	▼
<input type="checkbox"/>  HEALTH & BODY	054	TOBACCO FLAVORINGS	PIECE (\$)	0.00	▼

Figure a



Product Sub Groups.
Create New Product Sub Group

Product Sub Group | Save and New | Save and Back | Cancel

* Indicates a required field

Step 1: Group Information

Choose group.
Check the checkboxes if you want to inherit the Variations, Variations Matrix and Price Matrix from this group.

Step 2: Sub Group Information

Enter the product sub group code. This will be used during printing of receipt.
Enter the product sub group name.

Step 3: Base Unit Information

Choose product subgroup base unit.

Step 4: Product SubGroup Price and Tax Information

Enter the product purchase price.
Enter the product selling price.
Enter the inclusive Value Added Tax (VAT) in percent.
Enter the Expanded Value Added Tax (eVAT) in percent.
Enter the inclusive Local Tax in percent.

Step 5: Inherit Group Information

Check the checkboxes if you want to inherit the Variations, Variations Matrix and UnitMatrix from this group.

Select Group*
TOBACCO PRODUCTS

Product Sub Group Code*
Product Sub Group Name*

Select Product SubGroup Base Unit*
PIECE (S)

Product Purchase Price*
0.00
Product Selling Price*
0.00
Include in Subtotal Discount*
 Check if included in subtotal discount.
Value Added Tax (VAT) in percent*
0.00 %
Expanded Value Added Tax (eVAT) in percent*
0.00 %
Local Tax in percent*
0.00 %

Check this box if you like to inherit the variations from selected group.
 Check this box if you like to inherit the variations and price matrix from selected group.
 Check this box if you like to inherit the unit matrix from selected group.

Figure b



Product Sub Groups.
Modify Product Sub Group

* Indicates a required field

Step 1: Group Information

Choose group.

Select Group*:

Step 2: General Information

Enter the product sub group code. This will be used during printing of receipt.

Enter the product sub group name.

Product Sub Group Code*:
Product Sub Group Name*:

Step 3: Base Unit Information

Choose product subgroup base unit.

Select Product SubGroup Base Unit*:

Step 4: Product SubGroup Price and Tax Information

Enter the product purchase price.

Enter the product selling price.

Enter the inclusive Value Added Tax (VAT) in percent.

Enter the Expanded Value Added Tax (eVAT) in percent.

Enter the inclusive Local Tax in percent.

Product Purchase Price*:
Product Selling Price*:
Include in Subtotal Discount*: Check if included in subtotal discount.
Value Added Tax (VAT) in percent*: %
Expanded Value Added Tax (eVAT) in percent*: %
Local Tax in percent*: %

Figure c

Step 21: Managing the Product Sub SubGroup Variation Types

This section allows you to manage (add, edit, delete and update) the variation applicable to a selected product sub subgroup.

Navigating to Product Sub Groups Variation Window.

1. Click <Master Files> on the menu bar.
2. Click <Product Sub Groups> on the master files menu, you will see figure a in the previous step (Managing the Product Sub Groups).
3. Click the first icon that has a tool tip '*Show Product SubGroup Variation Types*', see figure a. Then figure a.1 will be shown.

Adding product subgroup variation.

4. In figure a click <Add SubGroup Variation>, figure b will be shown.
5. Select variation from the list.
6. Click <Save and New> or <Save and Back> to save the product subgroup variation.
7. You may also cancel the adding by clicking the <Cancel> button.



Editing a product subgroup variation.

8. In figure a check the product subgroup variation you want to edit then click <Edit Selected SubGroup Variation>, figure c will be shown.
9. Update the required information of product subgroup variation.
10. Click <Save and New> or <Save and Back> to save the product subgroup variation.
11. You may also cancel the editing by clicking the <Cancel> button.

Deleting product subgroup variation.

12. In figure a check all the product subgroup variation(s) you want to delete then click <Remove Selected SubGroup Variation>, then a popup window will appear to validate the deletion of the product subgroup variation.
13. Click <Yes> to resume or...
14. Click <No> to cancel the deletion.

Screen Presentation:

Product Sub Groups.
Product Sub Groups List

Product Sub Groups List				
<input type="button" value="Add Product Sub Group"/> <input type="button" value="Remove Selected Product Sub Group"/> <input type="button" value="Edit Selected Product Sub Group"/>				
<input type="button" value="Go to page"/> 1 of 17				
<input type="checkbox"/> Select All				
Product Group	Product Sub Group Code	Product Sub Group Name	Base Unit	Selling Price
<input checked="" type="checkbox"/> HOUSEHOLD SUPPLIES	060	YOGURT	PIECE (\$)	0.00
<input type="checkbox"/> Show Product SubGroup Variation Types	143	WOOD STICKS	PIECE (\$)	0.00
<input type="checkbox"/> APPLIANCES	004	WINE	PIECE (\$)	0.00
<input type="checkbox"/> PASTA	104	WET TISSUE	PIECE (\$)	0.00
<input type="checkbox"/> ELECTRONICS	043	WAXES OR POLISHES	PIECE (\$)	0.00
<input type="checkbox"/> BREAKFAST PRODUCTS	017	WATER	PIECE (\$)	0.00
<input type="checkbox"/> CONDIMENTS	033	VINEGAR	PIECE (\$)	0.00
<input type="checkbox"/> BABY PRODUCTS	138	VEGETABLES	PIECE (\$)	0.00
<input type="checkbox"/> BREAKFAST PRODUCTS	016	VEGETABLE JUICES	PIECE (\$)	0.00
<input type="checkbox"/> HEALTH & BODY	054	TOBACCO FLAVORINGS	PIECE (\$)	0.00

Figure a

List of Product SubGroup Variation Types
Variations List for SubGroup : YOGURT

Variations List for SubGroup : YOGURT				
<input type="button" value="Add SubGroup Variation"/> <input type="button" value="Remove Selected SubGroup Variation"/> <input type="button" value="Edit Selected SubGroup Variation"/> <input type="button" value="Back To SubGroup's List"/> Go to page 1 of 1				
<input type="checkbox"/> Select All				
SubGroup Variation Type				
<input type="checkbox"/> SIZE				

Figure a.1



List of Product SubGroup Variation Types
Register New Variation for SubGroup : YOGURT

Save and New | Save and Back |

* Indicates a required field

Step 1: General Information

Select variation type.

Variation Type*
WIDTH

Figure b

List of Product SubGroup Variation Types
Modify Variation for SubGroup : YOGURT

Save and New | Save and Back |

* Indicates a required field

Step 1: General Information

Select variation type.

Variation Type*
SIZE

Figure c

Step 22: Managing the Product SubGroup Variation Matrix

This section allows you to manage (add, edit, delete and update) the variation matrix applicable to a selected product subgroup.

Navigating to Product SubGroups Variation Matrix Window.

1. Click <Master Files> on the menu bar.
2. Click <Product Sub Groups> on the master files menu, you will see figure a in the previous step (Managing the Product Sub Groups).
3. Click the first icon that has a tool tip '*Show Product SubGroup Variation Matrix*', see figure a. Then figure a.1 will be shown.

Adding product subgroup variation.

4. In figure a click <Add Variation>, figure b will be shown.
5. Select variation from the list.
6. Click <Save and New> or <Save and Back> to save the product subgroup variation.
7. You may also cancel the adding by clicking the <Cancel> button.

Editing a product subgroup variation.



8. In figure a check the product subgroup variation you want to edit then click <Edit Selected Variation>, figure c will be shown.
9. Update the required information of product subgroup variation.
10. Click <Save and New> or <Save and Back> to save the product subgroup variation.
11. You may also cancel the editing by clicking the <Cancel> button.

Deleting product subgroup variation.

12. In figure a check all the product subgroup variation(s) you want to delete then click <Remove Selected SubGroup Variation>, then a popup window will appear to validate the deletion of the product subgroup variation.
13. Click <Yes> to resume or...
14. Click <No> to cancel the deletion.

Screen Presentation:

Product Sub Groups						Product Sub Group	Go to page 1 of 17
						Add Product Sub Group Remove Selected Product Sub Group Edit Selected Product Sub Group	
<input type="checkbox"/> Select All							
Product Group	Product Sub Group Code	Product Sub Group Name	Base Unit	Selling Price			
<input checked="" type="checkbox"/> HOUSEHOLD SUPPLIES	060	YOGURT	PIECE (\$)	0.00	▼		
<input checked="" type="checkbox"/> Show Product SubGroup Variations Matrix	143	WOOD STICKS	PIECE (\$)	0.00	▼		
<input checked="" type="checkbox"/> APPLIANCES	004	WINE	PIECE (\$)	0.00	▼		
<input checked="" type="checkbox"/> PASTA	104	WET TISSUE	PIECE (\$)	0.00	▼		
<input checked="" type="checkbox"/> ELECTRONICS	043	WAXES OR POLISHES	PIECE (\$)	0.00	▼		
<input checked="" type="checkbox"/> BREAKFAST PRODUCTS	017	WATER	PIECE (\$)	0.00	▼		
<input checked="" type="checkbox"/> CONDIMENTS	033	VINEGAR	PIECE (\$)	0.00	▼		
<input checked="" type="checkbox"/> BABY PRODUCTS	138	VEGETABLES	PIECE (\$)	0.00	▼		
<input checked="" type="checkbox"/> BREAKFAST PRODUCTS	016	VEGETABLE JUICES	PIECE (\$)	0.00	▼		
<input checked="" type="checkbox"/> HEALTH & BODY	054	TOBACCO FLAVORINGS	PIECE (\$)	0.00	▼		

Figure a

List of Product Sub Group Variation Combinations							Product Variations	Go to page 1 of 1
Product Sub Group Variation Combinations List for Product Sub Group Code :								
<input type="checkbox"/> Select All								
Product Variations Description	Base Unit	Purchase Price	Selling Price	VAT	eVAT	Local Tax		
<input checked="" type="checkbox"/> SIZE:SMALL;	PIECE (\$)	10.00	11.00	0.00 %	0.00 %	0.00 %		

Figure a.1



List of Product Sub Group Variation Combinations
 Create New Product Sub Group Variation Combination for Product Sub Group Code :

Save and New | Save and Back |

* Indicates a required field

Step 1: Apply description for each applicable variations

Variation Type	Description
SIZE	SMALL

Step 2: Product Group Unit Information
 Choose the product unit code.

Select Unit Code*
 PIECE (S)

Step 3: Product SubGroup Matrix Price and Tax Information

Enter the product purchase price.	Product Purchase Price*	10
Enter the product selling price.	Product Selling Price*	11
Enter the inclusive Value Added Tax (VAT) in percent.	Include in Subtotal Discount*	<input checked="" type="checkbox"/> Check if included in subtotal discount.
Enter the Expanded Value Added Tax (eVAT) in percent.	Value Added Tax (VAT) in percent*	0.00 %
Enter the inclusive Local Tax in percent.	Expanded Value Added Tax (eVAT) in percent*	0.00 %
	Local Tax in percent*	0.00 %

Figure b

List of Product Sub Group Variation Combinations
 Modify Product Sub Group Variation Combination for Product Sub Group Code :

Save and New | Save and Back |

* Indicates a required field

Step 1: Apply description for each applicable variations

Variation Type	Description
SIZE	SMALL

Step 2: Product Group Unit Information
 Choose the product unit code.

Select Unit Code*
 PIECE (S)

Step 3: Product SubGroup Matrix Price and Tax Information

Enter the product purchase price.	Product Purchase Price*	10.00
Enter the product selling price.	Product Selling Price*	11.00
Enter the inclusive Value Added Tax (VAT) in percent.	Include in Subtotal Discount*	<input checked="" type="checkbox"/> Check if included in subtotal discount.
Enter the Expanded Value Added Tax (eVAT) in percent.	Value Added Tax (VAT) in percent*	0.00 %
Enter the inclusive Local Tax in percent.	Expanded Value Added Tax (eVAT) in percent*	0.00 %
	Local Tax in percent*	0.00 %

Figure c

Step 23: Managing the Product SubGroup Units Matrix



This section allows you to manage (add, edit, delete and update) the units matrix applicable to a selected product subgroup. This allows you to leverage on the tracking of inventory by use of conversion matrix.

Navigating to Product Sub Groups Unit Matrix Window.

1. Click <Master Files> on the menu bar.
2. Click <Product Sub Groups> on the master files menu, you will see figure a in the previous step (Managing the Product Sub Groups).
3. Click the first icon that has a tool tip '*Show Product SubGroup Units Matrix*', see figure a. Then figure a.1 will be shown.

Adding product subgroup unit.

4. In figure a click <Add Unit >, figure b will be shown.
5. Enter required information of units.
6. Click <Save and New> or <Save and Back> to save the unit.
7. You may also cancel the adding by clicking the <Cancel> button.

Editing a product subgroup unit.

8. In figure a check the product subgroup unit you want to edit then click <Edit Selected Unit>, figure c will be shown.
9. Update the required information of product subgroup unit.
10. Click <Save and New> or <Save and Back> to save the product subgroup unit.
11. You may also cancel the editing by clicking the <Cancel> button.

Deleting product subgroup unit.

12. In figure a check all the product subgroup unit(s) you want to delete then click <Remove Selected Unit>, then a popup window will appear to validate the deletion of the product subgroup unit.
13. Click <Yes> to resume or...
14. Click <No> to cancel the deletion.

Screen Presentation:



Product Sub Groups.
Product Sub Groups List

Add Product Sub Group | Remove Selected Product Sub Group | Edit Selected Product Sub Group | Go to page 1 of 17

Select All

Product Group	Product Sub Group Code	Product Sub Group Name	Base Unit	Selling Price	
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> HOUSEHOLD SUPPLIES	060	YOGURT	PIECE (S)	0.00	▼
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Show Product SubGroup Units Matrix	143	WOOD STICKS	PIECE (S)	0.00	▼
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> APPLIANCES	004	WINE	PIECE (S)	0.00	▼
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> PASTA	104	WET TISSUE	PIECE (S)	0.00	▼
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> ELECTRONICS	043	WAXES OR POLISHES	PIECE (S)	0.00	▼
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> BREAKFAST PRODUCTS	017	WATER	PIECE (S)	0.00	▼
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> CONDIMENTS	033	VINEGAR	PIECE (S)	0.00	▼
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> BABY PRODUCTS	138	VEGETABLES	PIECE (S)	0.00	▼
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> BREAKFAST PRODUCTS	016	VEGETABLE JUICES	PIECE (S)	0.00	▼
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> HEALTH & BODY	054	TOBACCO FLAVORINGS	PIECE (S)	0.00	▼

Figure a

List of Product Group Unit Matrix
Unit Matrix List for Product Group : YOGURT

Add Unit | Remove Selected Unit | Edit Selected Unit | Back To SubGroup's List | Go to page 1 of 1

Select All

<input type="checkbox"/> Base Unit	PIECE (S)	12.00	=	Bottom Unit	DOZEN	1.00
------------------------------------	-----------	-------	---	-------------	-------	------

Figure a.1

List of Product Group Unit Matrix
Register New Unit Matrix for Product Group : YOGURT

Save and New | Save and Back | Cancel

* Indicates a required field

Step 1: General Information
Enter value on Base Unit.

Base Unit*	PIECE (S)
Base Unit Value*	12

Step 2: General Information
Select Bottom Unit.
Enter value on Bottom Unit.

Bottom Unit*	DOZEN
Bottom Unit Value*	1

Figure b



List of Product Group Unit Matrix
Modify Unit Matrix for Product Group : YOGURT

Save and New | Save and Back | Cancel

* Indicates a required field

Step 1: General Information

Enter value on Base Unit.

Base Unit*
PECE (\$)

Base Unit Value*
12.00

Step 2: General Information

Select Bottom Unit.

Enter value on Bottom Unit.

Bottom Unit*
DOZEN

Bottom Unit Value*
1.00

Figure c

Step 24: Managing the Products

This section allows you to manage (add, edit, delete and update) the products which will be used as the third level of grouping for products for easy tabulation of reports. This is also the products part in the ECR systems.

Navigating to Products Window.

14. Click <Master Files> on the menu bar.
15. Click <Product Sub Groups> on the master files menu, you will see figure a.

Adding product.

16. In figure a click <Add Product>, figure b will be shown.
17. Enter required information of product.
18. Click <Save and New> or <Save and Back> to save the product.
19. You may also cancel the adding by clicking the <Cancel> button.

Note: During this process you can now check the Inherit SubGroup Information so that you will not redefine variations, variation matrix and units.

Editing a product.

20. In figure a check the product you want to edit then click <Edit Selected Product>, figure c will be shown.
21. Update the required information of product.
22. Click <Save and New> or <Save and Back> to save the product.
23. You may also cancel the editing by clicking the <Cancel> button.

Deleting product.



24. In figure a check all the product(s) you want to delete then click <Remove Selected Product>, then a popup window will appear to validate the deletion of the product.
25. Click <Yes> to resume or...
26. Click <No> to cancel the deletion.

Screen Presentation:

List of Products Products List					
Add Product Remove Selected Product Edit Selected Product					Go to page <input type="text" value="1"/> of 1809
<input type="checkbox"/> Select All					
	Product Code	Bar Code	Description	Product Group	Unit
<input type="checkbox"/>	ZONROX- FRESH BLUE- 1/2G0480004784024	0480004784024	ZONROX- FRESH BLUE- 1/2G	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)
<input type="checkbox"/>	ZONROX LEMON GREEN 500ML	0480004784027	ZONROX LEMON GREEN 500ML	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)
<input type="checkbox"/>	ZONROX LEMON GREEN 250ML	0480004784028	ZONROX LEMON GREEN 250ML	ELECTRONICS / DETERGENTS	PIECE (S)
<input type="checkbox"/>	ZONROX LEMON GREEN 100ML	0480004784029	ZONROX LEMON GREEN 100ML	ELECTRONICS / DETERGENTS	PIECE (S)
<input type="checkbox"/>	ZONROX FRESH 1GAL	0480004784025	ZONROX FRESH 1GAL	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)
<input type="checkbox"/>	ZONROX FLORAL 500ML	0480004784056	ZONROX FLORAL 500ML	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)
<input type="checkbox"/>	ZONROX FLORAL 250ML	0480004784055	ZONROX FLORAL 250ML	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)
<input type="checkbox"/>	ZONROX FLORAL 100ML	0480004784054	ZONROX FLORAL 100ML	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)
<input type="checkbox"/>	ZONROX FLORAL 1000ML	0480004784057	ZONROX FLORAL 1000ML	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)
<input type="checkbox"/>	ZONROX BLUE 250ML	0480004724088	ZONROX BLUE 250ML	ELECTRONICS / DETERGENTS	PIECE (S)

Figure a



List of Products Products

Create New Product

Save and New | Save and Back |

* Indicates a required field.

Step 1: Product Information

Enter the product code. This will be used during printing of receipt.

Enter the appropriate barcode.

Enter the product description.

Product Code*

Barcode*

Product Description*

Step 2: Product Group Information

Choose product group.

Select Product Group*

Step 3: Product Sub Group Information

Choose product sub group.

Select Product Sub Group*

Step 4: Base Unit Information

Choose product base unit.

Select Product Base Unit*

Step 5: Product Price and Tax Information

Enter the product purchase price.

Enter the product selling price.

Enter the product special discount.

Enter the inclusive Value Added Tax (VAT) in percent.

Enter the Expanded Value Added Tax (eVAT) in percent.

Enter the inclusive Local Tax in percent.

Product Purchase Price*

Product Selling Price*

Include in Subtotal Discount* Check if included in subtotal discount.

Value Added Tax (VAT) in percent* %

Expanded Value Added Tax (eVAT) in percent* %

Local Tax in percent* %

Step 6: Inventory Information

Enter the initial quantity for inventory.

Enter the minimum threshold quantity.

Enter the maximum threshold quantity.

Initial Quantity*

Minimum threshold quantity*

Maximum threshold quantity*

Step 7: Inherit SubGroup Information

Check the checkboxes if you want to inherit the Variations, Variations Matrix and UnitMatrix from this the selected SubGroup.

Check this box if you like to inherit the variations from selected subgroup.

Check this box if you like to inherit the variations and price matrix from selected subgroup.

Check this box if you like to inherit the unit matrix from selected subgroup.

Figure b



List of Products Products

Modify Product

* Indicates a required field

Step 1: Product Information

Enter the product code. This will be used during printing of receipt.

Enter the appropriate barcode.

Enter the product description.

Product Code* <input type="text" value="ZONROX- FRESH BLUE- 1"/>	Barcode* <input type="text" value="0480004784024"/>
Product Description* <input type="text" value="ZONROX- FRESH BLUE- 1/2G"/>	

Step 2: Product Group Information

Choose product group.

Select Product Group* <input type="text" value="ELECTRONICS"/>
--

Step 3: Product Sub Group Information

Choose product sub group.

Select Product Sub Group* <input type="text" value="BLEACHING PRODUCTS"/>

Step 4: Product Base Unit Information

Choose product unit name..
Editing of this field is prohibited when already in use in the Unit Matrix.

Select Product Unit Name* <input type="text" value="PIECE (S)"/>
--

Step 5: Product Price and Tax Information

Enter the product purchase price.

Enter the product selling price.

Enter the product special discount.

Enter the inclusive Value Added Tax (VAT) in percent.

Enter the inclusive Local Tax in percent.

Product Purchase Price* <input type="text" value="49.01"/>	Product Price* <input type="text" value="51.95"/>
Include in Subtotal Discount* <input checked="" type="checkbox"/> Check if included in subtotal discount.	
Value Added Tax (VAT) in percent* <input type="text" value="0.00"/> %	
Expanded Value Added Tax (eVAT) in percent* <input type="text" value="0.00"/> %	
Local Tax in percent* <input type="text" value="0.00"/> %	

Step 6: Inventory Information

Displays the current quantity (readonly since the inventory is up-to-date).

Enter the minimum threshold quantity.

Enter the maximum threshold quantity.

Current Quantity* <input type="text" value="0.00"/>	Minimum threshold quantity* <input type="text" value="0.00"/>
Maximum threshold quantity* <input type="text" value="0.00"/>	

Figure c

Step 25: Managing the Product Variation Types

This section allows you to manage (add, edit, delete and update) the variation applicable to a selected product.

Navigating to Product Variation Window.

15. Click <Master Files> on the menu bar.
16. Click <Products> on the master files menu, you will see figure a in the previous step (Managing the Products).



17. Click the first icon that has a tool tip '*Show Products Variation Types*', see figure a. Then figure a.1 will be shown.

Adding product variation.

18. In figure a click <Add Variation>, figure b will be shown.
19. Select variation from the list.
20. Click <Save and New> or <Save and Back> to save the product variation.
21. You may also cancel the adding by clicking the <Cancel> button.

Editing a product variation.

22. In figure a check the product variation you want to edit then click <Edit Selected Product Variation>, figure c will be shown.
23. Update the required information of product variation.
24. Click <Save and New> or <Save and Back> to save the product variation.
25. You may also cancel the editing by clicking the <Cancel> button.

Deleting product variation.

26. In figure a check all the product variation(s) you want to delete then click <Remove Selected Product Variation>, then a popup window will appear to validate the deletion of the product variation.
27. Click <Yes> to resume or...
28. Click <No> to cancel the deletion.

Screen Presentation:



List of Products
Products List

Add Product | Remove Selected Product | Edit Selected Product | Go to page 1 of 1809

Select All

	Product Code	Bar Code	Description	Product Group	Unit
<input checked="" type="checkbox"/>	ZONROX- FRESH BLUE- 1/2G0480004784024		ZONROX- FRESH BLUE- 1/2G	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)
<input checked="" type="checkbox"/>	ZONROX LEMON GREEN 500ML	0480004784027	ZONROX LEMON GREEN 500ML	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)
<input checked="" type="checkbox"/>	ZONROX LEMON GREEN 250ML	0480004784028	ZONROX LEMON GREEN 250ML	ELECTRONICS / DETERGENTS	PIECE (S)
<input checked="" type="checkbox"/>	ZONROX LEMON GREEN 100ML	0480004784029	ZONROX LEMON GREEN 100ML	ELECTRONICS / DETERGENTS	PIECE (S)
<input checked="" type="checkbox"/>	ZONROX FRESH 1GAL	0480004784025	ZONROX FRESH 1GAL	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)
<input checked="" type="checkbox"/>	ZONROX FLORAL 500ML	0480004784056	ZONROX FLORAL 500ML	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)
<input checked="" type="checkbox"/>	ZONROX FLORAL 250ML	0480004784055	ZONROX FLORAL 250ML	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)
<input checked="" type="checkbox"/>	ZONROX FLORAL 100ML	0480004784054	ZONROX FLORAL 100ML	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)
<input checked="" type="checkbox"/>	ZONROX FLORAL 1000ML	0480004784057	ZONROX FLORAL 1000ML	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)
<input checked="" type="checkbox"/>	ZONROX BLUE 250ML	0480004724088	ZONROX BLUE 250ML	ELECTRONICS / DETERGENTS	PIECE (S)

Figure a

Product Variation Types
Variations List for : ZONROX- FRESH BLUE- 1/2G

Add Product Variation | Remove Selected Product Variation | Edit Selected Product Variation | Back To Products List | Go to page 1 of 1

Select All
Product Variation Type
 SIZE

Figure a.1

Product Variation Types
Create New Variation for : ZONROX- FRESH BLUE- 1/2G

Save and New | Save and Back | Cancel
* Indicates a required field

Step 1: General Information
Select variation type.

Variation Type*
SIZE

Figure b



Figure c

Step 26: Managing the Product Variations Matrix

This section allows you to manage (add, edit, delete and update) the variation matrix applicable to a selected product. This is the fourth level of grouping on products.

Navigating to Product Variation Matrix Window.

15. Click <Master Files> on the menu bar.
16. Click <Products> on the master files menu, you will see figure a in the previous step (Managing the Products).
17. Click the first icon that has a tool tip '*Show Product Variations Matrix*', see figure a. Then figure a.1 will be shown.

Adding product variation.

18. In figure a click <Add Variation>, figure b will be shown.
19. Select variation from the list.
20. Click <Save and New> or <Save and Back> to save the product subgroup variation.
21. You may also cancel the adding by clicking the <Cancel> button.

Editing a product variation.

22. In figure a check the product variation you want to edit then click <Edit Selected Variation>, figure c will be shown.
23. Update the required information of product variation.
24. Click <Save and New> or <Save and Back> to save the product variation.
25. You may also cancel the editing by clicking the <Cancel> button.

Deleting product variation.



26. In figure a check all the product variation(s) you want to delete then click <Remove Selected Product Variation>, then a popup window will appear to validate the deletion of the product variation.
27. Click <Yes> to resume or...
28. Click <No> to cancel the deletion.

Screen Presentation:

List of Products
Products List

Add Product | Remove Selected Product | Edit Selected Product Go to page 1 of 1809

Select All

	Product Code	Bar Code	Description	Product Group	Unit
<input type="checkbox"/>	ZONROX- FRESH BLUE- 1/2G	0480004784024	ZONROX- FRESH BLUE- 1/2G	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)
<input checked="" type="checkbox"/>	ZONROX LEMON GREEN 500ML	0480004784027	ZONROX LEMON GREEN 500ML	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)
<input type="checkbox"/>	ZONROX LEMON GREEN 250ML	0480004784028	ZONROX LEMON GREEN 250ML	ELECTRONICS / DETERGENTS	PIECE (S)
<input type="checkbox"/>	ZONROX LEMON GREEN 100ML	0480004784029	ZONROX LEMON GREEN 100ML	ELECTRONICS / DETERGENTS	PIECE (S)
<input type="checkbox"/>	ZONROX FRESH 1GAL	0480004784025	ZONROX FRESH 1GAL	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)
<input type="checkbox"/>	ZONROX FLORAL 500ML	0480004784056	ZONROX FLORAL 500ML	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)
<input type="checkbox"/>	ZONROX FLORAL 250ML	0480004784055	ZONROX FLORAL 250ML	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)
<input type="checkbox"/>	ZONROX FLORAL 100ML	0480004784054	ZONROX FLORAL 100ML	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)
<input type="checkbox"/>	ZONROX FLORAL 1000ML	0480004784057	ZONROX FLORAL 1000ML	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)
<input type="checkbox"/>	ZONROX BLUE 250ML	0480004724088	ZONROX BLUE 250ML	ELECTRONICS / DETERGENTS	PIECE (S)

Figure a

Product Variation Combinations
Product Variation Combinations List for : ZONROX- FRESH BLUE- 1/2G

Add Variation | Remove Selected Variation | Edit Selected Variation | Back To Products List Go to page 1 of 1

Select All

Product Variations Description	Base Unit	Purchase Price	Selling Price
<input type="checkbox"/> SIZE:SMALL;	PIECE (S)	49.01	51.95

Figure a.1



Product Variation Combinations
Create New Product Variation Combination for : ZONROX- FRESH BLUE-1/2G

* Indicates a required field

Step 1: Apply description for each applicable variations

Variation Type	Description
SIZE	SMALL

Step 2: Product Unit Information
Choose the product unit code.

Select Unit Code*
PIECE (S)

Step 3: Product Price and Tax Information

Enter the product purchase price.	Product Purchase Price*
	49.01
Enter the product selling price.	Product Price*
	51.95
Enter the product special discount.	Include in Subtotal Discount*
	<input checked="" type="checkbox"/> Check if included in subtotal discount.
Enter the inclusive Value Added Tax (VAT) in percent.	Value Added Tax (VAT) in percent*
	0.00 %
Enter the Expanded Value Added Tax (eVAT) in percent.	Expanded Value Added Tax (eVAT) in percent*
	0.00 %
Enter the inclusive Local Tax in percent.	Local Tax in percent*
	0 %

Step 4: Inventory Information

Enter the initial quantity for inventory.	Initial Quantity*
	0
Enter the minimum threshold quantity.	Minimum threshold quantity*
	0
Enter the maximum threshold quantity.	Maximum threshold quantity*
	0

Figure b



Product Variation Combinations
Modify Product Variation Combination for : ZONROX- FRESH BLUE- 1/2G

* Indicates a required field

Step 1: Apply description for each applicable variations

Variation Type	Description
SIZE	SMALL

Step 2: Product Unit Information
Choose the product unit code.

Select Unit Code*
PIECE (S)

Step 3: Product Price and Tax Information
Enter the product purchase price.

Product Purchase Price*
49.01

Enter the product selling price.

Product Price*
51.95

Enter the product special discount.

Include in Subtotal Discount*
 Check if included in subtotal discount.

Enter the inclusive Value Added Tax (VAT) in percent.

Value Added Tax (VAT) in percent*
0.00 %

Enter the Expanded Value Added Tax (eVAT) in percent.

Expanded Value Added Tax (eVAT) in percent*
0.00 %

Enter the inclusive Local Tax in percent.

Local Tax in percent*
0.00 %

Step 4: Inventory Information
Displays the current quantity (readonly since the inventory is up-to-date)

Current Quantity in inventory*
0.00

Enter the minimum threshold quantity.

Minimum threshold quantity*
0.00

Enter the maximum threshold quantity.

Maximum threshold quantity*
0.00

Figure c

Step 27: Managing the Product Units Matrix

This section allows you to manage (add, edit, delete and update) the units matrix applicable to a selected product. This allows you to leverage on the tracking of inventory by use of conversion matrix.

Navigating to Product Unit Matrix Window.

15. Click <Master Files> on the menu bar.
16. Click <Products> on the master files menu, you will see figure a in the previous step (Managing the Products).
17. Click the first icon that has a tool tip 'Show Product Units Matrix', see figure a. Then figure a.1 will be shown.

Adding product unit.



18. In figure a click <Add Product Unit >, figure b will be shown.
19. Enter required information of units.
20. Click <Save and New> or <Save and Back> to save the unit.
21. You may also cancel the adding by clicking the <Cancel> button.

Editing a product unit.

22. In figure a check the product unit you want to edit then click <Edit Selected Product Unit>, figure c will be shown.
23. Update the required information of product unit.
24. Click <Save and New> or <Save and Back> to save the product unit.
25. You may also cancel the editing by clicking the <Cancel> button.

Deleting product unit.

26. In figure a check all the product unit(s) you want to delete then click <Remove Selected Product Unit>, then a popup window will appear to validate the deletion of the product unit.
27. Click <Yes> to resume or...
28. Click <No> to cancel the deletion.

Screen Presentation:

List of Products
Products List

List of Products					
Products List					
Add Product Remove Selected Product Edit Selected Product					
<input type="checkbox"/> Select All					
Product Code	Bar Code	Description	Product Group	Unit	
<input type="checkbox"/> ZONROX- FRESH BLUE- 1/2G0480004784024		ZONROX- FRESH BLUE- 1/2G	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)	
<input type="checkbox"/> Show Product Units Matrix ZONROX LEMON GREEN 500ML	0480004784027	ZONROX LEMON GREEN 500ML	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)	
<input type="checkbox"/> ZONROX LEMON GREEN 250ML	0480004784028	ZONROX LEMON GREEN 250ML	ELECTRONICS / DETERGENTS	PIECE (S)	
<input type="checkbox"/> ZONROX LEMON GREEN 100ML	0480004784029	ZONROX LEMON GREEN 100ML	ELECTRONICS / DETERGENTS	PIECE (S)	
<input type="checkbox"/> ZONROX FRESH 1GAL	0480004784025	ZONROX FRESH 1GAL	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)	
<input type="checkbox"/> ZONROX FLORAL 500ML	0480004784056	ZONROX FLORAL 500ML	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)	
<input type="checkbox"/> ZONROX FLORAL 250ML	0480004784055	ZONROX FLORAL 250ML	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)	
<input type="checkbox"/> ZONROX FLORAL 100ML	0480004784054	ZONROX FLORAL 100ML	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)	
<input type="checkbox"/> ZONROX FLORAL 1000ML	0480004784057	ZONROX FLORAL 1000ML	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)	
<input type="checkbox"/> ZONROX BLUE 250ML	0480004724088	ZONROX BLUE 250ML	ELECTRONICS / DETERGENTS	PIECE (S)	

Figure a



Product Unit Matrix
Unit Matrix List for : ZONROX- FRESH BLUE- 1/2G

Add Product Variation | Remove Selected Product Variation | Edit Selected Product Variation | Back To Products List Go to page 1 of 1

Select All

<input type="checkbox"/> Base Unit	PIECE (\$)	12.00	=	Bottom Unit	DOZEN	1.00
------------------------------------	------------	-------	---	-------------	-------	------

Figure a.1

Product Unit Matrix
Create New Unit Matrix for : ZONROX- FRESH BLUE- 1/2G

Save and New | Save and Back | Cancel

* Indicates a required field

Step 1: General Information
Enter value on Base Unit.

Base Unit*	PIECE (\$)
Base Unit Value*	12

Step 2: General Information
Select Bottom Unit.
Enter value on Bottom Unit.

Bottom Unit*	DOZEN
Bottom Unit Value*	1

Figure b

Product Unit Matrix
Modify Unit Matrix for : ZONROX- FRESH BLUE- 1/2G

Save and New | Save and Back | Cancel

* Indicates a required field

Step 1: General Information
Enter value on Base Unit.

Base Unit*	PIECE (\$)
Base Unit Value*	12.00

Step 2: General Information
Select Bottom Unit.
Enter value on Bottom Unit.

Bottom Unit*	DOZEN
Bottom Unit Value*	1.00

Figure c

Step 28: Managing the Product Package Matrix

This section allows you to manage (add, edit, delete and update) the package matrix applicable to a selected product. This allows you to leverage on the tracking of inventory by use of unit conversion matrix discussed above.

Navigating to Product Package Matrix Window.



1. Click <Master Files> on the menu bar.
2. Click <Products> on the master files menu, you will see figure a in the previous step (Managing the Products).
3. Click the first icon that has a tool tip 'Show Product Package Matrix', see figure a. Then figure a.1 will be shown.

Note: A product package with quantity of 1 is a default package when you create new product. Do not delete this package.

Adding product package.

4. In figure a click <Add Package >, figure b will be shown.
5. Enter required information of package.
6. Click <Save and New> or <Save and Back> to save the unit.
7. You may also cancel the adding by clicking the <Cancel> button.

Editing a product package.

8. In figure a check the product package you want to edit then click <Edit Selected Package>, figure c will be shown.
9. Update the required information of product package.
10. Click <Save and New> or <Save and Back> to save the product package.
11. You may also cancel the editing by clicking the <Cancel> button.

Deleting product package.

12. In figure a check all the product package(s) you want to delete then click <Remove Selected Package>, then a popup window will appear to validate the deletion of the product package.
13. Click <Yes> to resume or...
14. Click <No> to cancel the deletion.

Screen Presentation:



List of Products
Products List

Add Product | Remove Selected Product | Edit Selected Product | Go to page 1 of 1809

Select All

	Product Code	Bar Code	Description	Product Group	Unit
<input type="checkbox"/>	ZONROX- FRESH BLUE- 1/2G0480004784024		ZONROX- FRESH BLUE- 1/2G	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)
<input type="checkbox"/>	ZONROX LEMON GREEN 500ML	0480004784027	ZONROX LEMON GREEN 500ML	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)
<input type="checkbox"/>	ZONROX LEMON GREEN 250ML	0480004784028	ZONROX LEMON GREEN 250ML	ELECTRONICS / DETERGENTS	PIECE (S)
<input type="checkbox"/>	ZONROX LEMON GREEN 100ML	0480004784029	ZONROX LEMON GREEN 100ML	ELECTRONICS / DETERGENTS	PIECE (S)
<input type="checkbox"/>	ZONROX FRESH 1GAL	0480004784025	ZONROX FRESH 1GAL	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)
<input type="checkbox"/>	ZONROX FLORAL 500ML	0480004784056	ZONROX FLORAL 500ML	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)
<input type="checkbox"/>	ZONROX FLORAL 250ML	0480004784055	ZONROX FLORAL 250ML	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)
<input type="checkbox"/>	ZONROX FLORAL 100ML	0480004784054	ZONROX FLORAL 100ML	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)
<input type="checkbox"/>	ZONROX FLORAL 1000ML	0480004784057	ZONROX FLORAL 1000ML	ELECTRONICS / BLEACHING PRODUCTS	PIECE (S)
<input type="checkbox"/>	ZONROX BLUE 250ML	0480004724088	ZONROX BLUE 250ML	ELECTRONICS / DETERGENTS	PIECE (S)

Figure a

Product Package
Product Package List for ZONROX- FRESH BLUE- 1/2G

Add Package | Remove Selected Package | Edit Selected Package | Back To Products List | Go to page 1 of 1

Select All

Unit	Quantity	Purchase Price	Selling Price	VAT	eVAT	Local Tax
PIECE (S)	2.00	98.02	100.00	0.00 %	0.00 %	0.00 %
PIECE (S)	1.00	49.01	51.95	0.00 %	0.00 %	0.00 %

Figure a.1



Product Package
Create New Product Package for ZONROX- FRESH BLUE- 1/2G

Save and New | Save and Back |

* Indicates a required field

Step 1: Product Unit Information
Choose the product unit code.

Select Unit Code*: PIECE (S)

Step 2: Quantity, Product Price and Tax Information

Enter the product quantity.

Quantity*: 2

Enter the product purchase price.

Product Purchase Price*: 98.02

Enter the product selling price.

Product Selling Price*: 100

Enter the product special discount.

Value Added Tax (VAT) in percent*: 0.00 %

Enter the inclusive Value Added Tax (VAT) in percent.

Expanded Value Added Tax (eVAT) in percent*: 0.00 %

Enter the Expanded Value Added Tax (eVAT) in percent.

Local Tax in percent*: 0.00 %

Enter the inclusive Local Tax in percent.

Figure b

Product Package
Modify Product Package for ZONROX- FRESH BLUE- 1/2G

Save and New | Save and Back |

* Indicates a required field

Step 1: Product Unit Information
Choose the product unit code.

Select Unit Code*: PIECE (S)

Step 2: Quantity, Product Price and Tax Information

Enter the product quantity.

Quantity*: 2.00

Enter the product purchase price.

Product Purchase Price*: 98.02

Enter the product selling price.

Product Selling Price*: 100.00

Enter the product special discount.

Value Added Tax (VAT) in percent*: 0.00 %

Enter the inclusive Value Added Tax (VAT) in percent.

Expanded Value Added Tax (eVAT) in percent*: 0.00 %

Enter the Expanded Value Added Tax (eVAT) in percent.

Local Tax in percent*: 0.00 %

Enter the inclusive Local Tax in percent.

Figure c

Step 29: Managing the Product Variation Matrix Package Matrix

This section allows you to manage (add, edit, delete and update) the package matrix applicable to a selected product variation matrix. This allows



you to leverage on the tracking of inventory by use of unit conversion matrix discussed above.

Navigating to Product Variation Matrix Package Matrix Window.

1. Click <Master Files> on the menu bar.
2. Click <Products> on the master files menu, you will see figure a in the previous step (Managing the Products).
3. Click the second icon that has a tool tip 'Show Product Variations Matrix' in "figure a" of Managing Products. Then figure a will be shown.
4. Click the first icon that has tool tip "Show Product Package Matrix", figure a.1 will be shown.

Note: A product package with quantity of 1 is a default package when you create new product variation matrix. Do not delete this package.

Adding product variation matrix package.

5. In figure a click <Add Package >, figure b will be shown.
6. Enter required information of package.
7. Click <Save and New> or <Save and Back> to save the unit.
8. You may also cancel the adding by clicking the <Cancel> button.

Editing a product variation matrix package.

9. In figure a check the product variation matrix package you want to edit then click <Edit Selected Package>, figure c will be shown.
10. Update the required information of product variation matrix package.
11. Click <Save and New> or <Save and Back> to save the product package.
12. You may also cancel the editing by clicking the <Cancel> button.

Deleting product variation matrix package.

13. In figure a check all the product variation matrix package(s) you want to delete then click <Remove Selected Package>, then a popup window will appear to validate the deletion of the product variation matrix package.
14. Click <Yes> to resume or...
15. Click <No> to cancel the deletion.

Screen Presentation:



Product Variation Combinations
Product Variation Combinations List for : ZONROX- FRESH BLUE- 1/2G

<input type="checkbox"/> Add Variation <input type="checkbox"/> Remove Selected Variation <input type="checkbox"/> Edit Selected Variation <input type="checkbox"/> Back To Products List	Product Variations			Go to page <input style="width: 20px; height: 15px;" type="button" value="1"/> of 1
<input type="checkbox"/> Select All	Product Variations Description	Base Unit	Purchase Price	Selling Price
<input checked="" type="checkbox"/>	ZE:SMALL;	PIECE (S)	49.01	51.95
	Show Product Package Matrix			

Figure a

List of Matrix Package
Matrix Package List for Matrix : SIZE:SMALL;

<input type="checkbox"/> Add Package <input type="checkbox"/> Remove Selected Package <input type="checkbox"/> Edit Selected Package <input type="checkbox"/> Back To Matrix List	Product Variations							Go to page <input style="width: 20px; height: 15px;" type="button" value="1"/> of 1
<input type="checkbox"/> Select All	Unit	Quantity	Purchase Price	Selling Price	VAT	eVAT	Local Tax	
<input checked="" type="checkbox"/>	PIECE (S)	2.00	98.02	100.00	0.00 %	0.00 %	0.00 %	
<input checked="" type="checkbox"/>	PIECE (S)	1.00	49.01	51.95	0.00 %	0.00 %	0.00 %	

Figure a.1

List of Matrix Package
Create New Matrix Package for Matrix : SIZE:SMALL;

Save and New | Save and Back | Cancel

* Indicates a required field

Step 1: Matrix Unit Information
Choose the product unit code.

Select Unit Code*	<input type="text" value="PIECE (S)"/>
-------------------	--

Step 2: Quantity, Matrix Price and Tax Information

Enter the product quantity.	Quantity*	<input type="text" value="2"/>
Enter the product purchase price.	Product Purchase Price*	<input type="text" value="98.02"/>
Enter the product selling price.	Product Selling Price*	<input type="text" value="100"/>
Enter the product special discount.	Value Added Tax (VAT) in percent*	<input type="text" value="0.00"/> %
Enter the inclusive Value Added Tax (VAT) in percent.	Expanded Value Added Tax (eVAT) in percent*	<input type="text" value="0.00"/> %
Enter the Expanded Value Added Tax (eVAT) in percent.	Local Tax in percent*	<input type="text" value="0.00"/> %
Enter the inclusive Local Tax in percent.		

Figure b



List of Matrix Package
Modify Matrix Package for Matrix : SIZE:SMALL;

* Indicates a required field

Step 1: Product Unit Information

Choose the product unit code.

Select Unit Code*: PIECE (S)

Step 2: Quantity, Matrix Price and Tax Information

Enter the product quantity.
Quantity*: 2.00

Enter the product purchase price.
Product Purchase Price*: 98.02

Enter the product selling price.
Product Selling Price*: 100.00

Enter the product special discount.

Enter the inclusive Value Added Tax (VAT) in percent.
Value Added Tax (VAT) in percent*: 0.00 %

Enter the Expanded Value Added Tax (eVAT) in percent.
Expanded Value Added Tax (eVAT) in percent*: 0.00 %

Enter the inclusive Local Tax in percent.
Local Tax in percent*: 0.00 %

Figure c

Step 30: Managing the Discount Types

This section allows you to manage (add, edit, delete and update) the discount types which will be used during the application of discount in the front-end system.

Navigating to Discounts Window.

1. Click <Master Files> on the menu bar.
2. Click <Discount> on the master files menu, you will see figure a.

Adding discount type.

3. In figure a click <Add Discount>, figure b will be shown.
4. Enter required information of discount type.
5. Click <Save and New> or <Save and Back> to save the discount type.
6. You may also cancel the adding by clicking the <Cancel> button.

Editing a discount type.

7. In figure a check the discount type you want to edit then click <Edit Selected Discount>, figure c will be shown.
8. Update the required information of discount.
9. Click <Save and New> or <Save and Back> to save the discount.



10. You may also cancel the editing by clicking the <Cancel> button.

Deleting discount.

11. In figure a check all the discount type(s) you want to delete then click <Remove Selected Discount>, then a popup window will appear to validate the deletion of the discount type.

12. Click <Yes> to resume or...

13. Click <No> to cancel the deletion.

Screen Presentation:

Selling types at a reduced price.
Discounts List

Discounts															
<input type="button" value="Add Discount"/>	<input type="button" value="Remove Selected Discount"/>	<input type="button" value="Edit Selected Discount"/>	Go to page <input type="text" value="1"/> of 1												
<input type="checkbox"/> Select All <table border="1"> <thead> <tr> <th>Discount Code</th> <th>Discount Type</th> <th>Discount Price</th> <th>In Percent</th> </tr> </thead> <tbody> <tr> <td>SC</td> <td>Senior Citizen</td> <td>20.00</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>DEF</td> <td>DEFAULT</td> <td>0.00</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>				Discount Code	Discount Type	Discount Price	In Percent	SC	Senior Citizen	20.00	<input checked="" type="checkbox"/>	DEF	DEFAULT	0.00	<input type="checkbox"/>
Discount Code	Discount Type	Discount Price	In Percent												
SC	Senior Citizen	20.00	<input checked="" type="checkbox"/>												
DEF	DEFAULT	0.00	<input type="checkbox"/>												

Figure a

Selling types at a reduced price.
Create New Discount

Discounts		
<input type="button" value="Save and New"/> <input type="button" value="Save and Back"/> <input type="button" value="Cancel"/>		
<small>* Indicates a required field.</small>		
Step 1: General Information		
Enter discount code. Enter discount type. Enter discount price. Check if in percentage.		
Discount Code* <input type="text" value="SC"/> Discount Type* <input type="text" value="Senior Citizen"/> Discount Price* <input type="text" value="20"/> <input checked="" type="checkbox"/> In Percent		

Figure b

Selling types at a reduced price.
Modify Discount

Discounts		
<input type="button" value="Save and New"/> <input type="button" value="Save and Back"/> <input type="button" value="Cancel"/>		
<small>* Indicates a required field.</small>		
Step 1: General Information		
Enter discount code. Enter discount type. Enter discount price. Check if in percentage.		
Discount Code* <input type="text" value="SC"/> Discount Type* <input type="text" value="Senior Citizen"/> Discount Price* <input type="text" value="20.00"/> <input checked="" type="checkbox"/> In Percent		



Figure c

Step 31: Managing the Promotional Plans

This section allows you to manage (add, edit, delete and update) the promotional plans which will be used during the application of promos in the front-end system.

Navigating to Promotional Plans Window.

1. Click <Master Files> on the menu bar.
2. Click <Promotional Plans> on the master files menu, you will see figure a.

Adding promotional plans.

3. In figure a click <Add Promo>, figure b will be shown.
4. Enter required information of promo plan.
5. Click <Save and New> or <Save and Back> to save the promo plan.
6. You may also cancel the adding by clicking the <Cancel> button.

Note: During the creation of promo take note of the promo type if in percentage or fixed value. Also take note of the affectivity date.

Adding products in the promo plan.

7. In figure a check the promo plan where you want to add products (as shown in figure a.1) then click <Add Promo>, figure b.2 will be shown.
8. Enter required information of promo plan.
9. Click <Save and New> or <Save and Back> to save the promo plan.
10. You may also cancel the adding by clicking the <Cancel> button.

Note: During the addition of products in the promo it will be seen on the bottom of the page.

Note: After the creation the promo plan will not take effect until it is tagged as active. See activating promo plan.

Editing a promo plan.

11. In figure a check the promo plan you want to edit then click <Edit Selected Promo>, figure c will be shown.
12. Update the required information of promo.



13. Click <Save and New> or <Save and Back> to save the discount.
14. You may also cancel the editing by clicking the <Cancel> button.

Deleting promo plan.

15. In figure a check all the promo plan(s) you want to delete then click <Remove Selected Promo>, then a popup window will appear to validate the deletion of the promo plan.
16. Click <Yes> to resume or...
17. Click <No> to cancel the deletion.

Activating promo plan.

18. In figure a check all the promo plan(s) you want to activate then click <Activate Selected Promo>.

DeActivating promo plan.

19. In figure a check all the promo plan(s) you want to deactivate then click <DeActivate Selected Promo>.

Screen Presentation:

Promotional rates management.

Promos List

Promotional Plans					
<input type="button" value="Add Promo"/> <input type="button" value="Remove Selected Promo"/> <input type="button" value="Edit Selected Promo"/> <input type="button" value="Stuff Items"/> Go to page <input type="text" value="1"/> of 1					
<input type="checkbox"/> Select All	Promo Code	Promo Name	Promo Type	Start Date	End Date
<input type="checkbox"/>	Nov Mid Sale	December Midnight Sale	Percent-Off after quantity reached.	12/15/2005 19:00:00	12/15/2005 23:59:00

Figure a



Promotional rates management.
Create New Promo

Promotional Plans

Save and New | Save and Back | Save and Add Items |

* Indicates a required field

Step 1: General Information

Enter promo code.

Enter promo name.

Promo Code*

Nov Mid Sale

Promo Name*

December Midnight Sale

Step 2: Promo Type

Select promotional type.

Select Promo Type*

Percent-Off after quantity reached.

Step 3: Date coverage

Enter start date of the promo.

Enter end date of the promo.

Start Date (mm/dd/yyyy hh:mm AM/PM)*

12/15/2005 7:00 PM

End Date (mm/dd/yyyy hh:mm AM/PM)*

12/15/2005 11:59 PM

Figure b

Promotional rates management.
Promos List

Promotional Plans

Add Promo | Remove Selected Promo | Edit Selected Promo | Stuff Items

Go to page

Select All

Promo Code	Promo Name	Promo Type	Start Date	End Date	Status
<input checked="" type="checkbox"/> Nov Mid Sale	December Midnight Sale	Percent-Off after quantity reached.	12/15/2005 19:00:00	12/15/2005 23:59:00	InAct

Activate Selected Promo | DeActivate Selected Promo

Figure b.1



Promotional rates management.
Stuff items for Promo

* Indicates a required field

Step 1: Promo General Information

Promo information in which you will add promotional items.

Promo Code:	Nov Mid Sale
Promo Name:	December Midnight Sale
Promo Type:	Percent-Off after quantity reached.
Start Date:	12/15/2005 19:00:00
End Date:	12/15/2005 23:59:00

Step 2: Customer Information

Select contact(s) to be affected by the promo.

Select contact*

Step 3: Product Information

Select products that will be affected of the promotion.

Promotion can be applied to product group, sub group, product and up to product variation.

Select product group*

Select product sub group*

Select product*

Select product variation*

Step 4: Promo Rates

Enter qualifying quantity if items, promo will take effect.

Enter quantity of items purchased promo will take effect*

Enter promo value (this can be in amount or in percentage)*

In Percentage

Stuffed Items in the promo.

Below are the list of items stuffed in the promo.

Contact	Group	Sub Group	Product	Variation	Quantity	Promo Value	In Percent
<input type="checkbox"/> All Contacts	All Groups	All SubGroups	All Products	All Variations	1	10	<input checked="" type="checkbox"/>

Figure b.2

Promotional rates management.
Modify Promo

* Indicates a required field

Step 1: General Information

Enter promo code.
Enter promo name.

Promo Code*	Nov Mid Sale
Promo Name*	December Midnight Sale

Step 2: Promo Type

Select promotional type.

Select Promo Type*

Step 3: Date coverage

Enter start date of the promo.
Enter end date of the promo.

Start Date (mm/dd/yyyy hh:mm AM/PM)*

End Date (mm/dd/yyyy hh:mm AM/PM)*

Figure c



Step 32: Managing the Contacts

This section allows you to manage (add, edit, delete and update) the contacts like frequent customers, vip customers, suppliers and many more.

Navigating to Contacts Window.

1. Click <Master Files> on the menu bar.
2. Click <Contacts > on the master files menu, you will see figure a.

Adding contacts.

3. In figure a click <Add Contact>, figure b will be shown.
4. Enter required information of Contact.
5. Click <Save and New> or <Save and Back> to save the contact.
6. You may also cancel the adding by clicking the <Cancel> button.

Editing a contact.

7. In figure a check the contact you want to edit then click <Edit Selected Contact>, figure c will be shown.
8. Update the required information of contact.
9. Click <Save and New> or <Save and Back> to save the discount.
10. You may also cancel the editing by clicking the <Cancel> button.

Deleting contact.

11. In figure a check all the contact(s) you want to delete then click <Remove Selected Contact>, then a popup window will appear to validate the deletion of the contact.
12. Click <Yes> to resume or...
13. Click <No> to cancel the deletion.

Screen Presentation:



RetailPlus™ POS System Version 1.0.0.1



Person or Company who might be a supplier or a customer.
Contacts List

Add Contact | Remove Selected Contact | Edit Selected Contact

Go to page 1 of 1

<input type="checkbox"/> Select All	Contact Code	Contact Name	Group Name
<input type="checkbox"/>	RS	RetailPlus Supplier™	Default Supplier Group
<input type="checkbox"/>	RC	RetailPlus Customer™	Default Customer Group

Figure a

Person or Company who might be a supplier or a customer.
Create New Contact

Save and New | Save and Back | Cancel

* Indicates a required field

Step 1: General Information

Contact Code*
Lemuel E. Aceron

Contact Name*
Lemuel E. Aceron

Step 2: Payment Information

Enter the mode of terms and terms.
Enter the current debit amount and credit amount.

Mode of terms*
Daily

Terms*
0

Debit*
0

Credit*
0

Check this box if you want to allow this contact to perform credit.

Credit Limit*
0

Step 3: Additional Contact Information

Enter the address.
Enter the business name.
Enter the telephone number.
Enter the remarks.

Business Name
[]

Telephone No.
[]

Address
[]

Remarks
[]

Step 4: Group Information

Choose group.

Select Group*
Default Customer Grou

Figure b



Person or Company who might be a supplier or a customer.
Modify Contact

Save and New | Save and Back |

* Indicates a required field

Step 1: General Information

Enter the contact code.
 Enter the contact name.

Contact Code*

Contact Name*

Step 2: Payment Information

Enter the mode of terms and terms.
 Enter the current debit amount and credit amount.

Mode of terms*

Terms*

Debit*

Credit*

Check this box if you want to allow this contact to perform credit.

Credit Limit*

Step 3: Additional Contact Information

Enter the address.
 Enter the business name.
 Enter the telephone number.
 Enter the remarks.

Business Name

Telephone No.

Address

Remarks

Step 4: Group Information

Choose group.

Select Group*

Figure c

Step 33: Managing the Contact Groups

This section allows you to manage (add, edit, delete and update) the contact groups by categorizing them like frequent customers, vip customers, suppliers and many more.

Navigating to Contact Groups Window.

1. Click <Master Files> on the menu bar.
2. Click <Contacts Groups> on the master files menu, you will see figure a.

Adding contact group.



3. In figure a click <Add Contact Group>, figure b will be shown.
4. Enter required information of Contact Group.
5. Click <Save and New> or <Save and Back> to save the contact group.
6. You may also cancel the adding by clicking the <Cancel> button.

Note: Select the category of the contact group if supplier, customer or both customer and supplier. This is a common mistake why the contact is not listed in contact list in front-end system.

Editing a contact group.

7. In figure a check the contact you want to edit then click <Edit Selected Contact Group>, figure c will be shown.
8. Update the required information of contact.
9. Click <Save and New> or <Save and Back> to save the discount.
10. You may also cancel the editing by clicking the <Cancel> button.

Deleting contact group.

11. In figure a check all the contact group(s) you want to delete then click <Remove Selected Contact Group>, then a popup window will appear to validate the deletion of the contact group.
12. Click <Yes> to resume or...
13. Click <No> to cancel the deletion.

Screen Presentation:

Category of related contacts. Contact Groups List			
<input type="button" value="Add Contact Group"/> <input type="button" value="Remove Selected Contact Group"/> <input type="button" value="Edit Selected Contact Group"/>		Contact Groups	<input type="button" value="→"/>
<input type="checkbox"/> Select All <input type="checkbox"/> SUP <input type="checkbox"/> CUS		Group Name Default Supplier Group Default Customer Group	Category SUPPLIER CUSTOMER
Go to page <input type="text" value="1"/> of 1			

Figure a



Category of related contacts.
Create New Contact Group

Save and New | Save and Back | Cancel

* Indicates a required field

Step 1: General Information

Select contact group category.
Enter the contact group code.
Enter the contact group name.

Select Category*
CUSTOMER

Contact Group Code*
FQC

Contact Group Name*
Frequent Customer

Figure b

Category of related contacts.
Modify Contact Group

Save and New | Save and Back | Cancel

* Indicates a required field

Step 1: General Information

Select contact group category.
Enter the contact group code.
Enter the contact group name.

Select Category*
CUSTOMER

Contact Group Code*
FQC

Contact Group Name*
Frequent Customer

Figure c

Step 34: Changing VAT for Bulk Product Groups, Product SubGroups and Products

This section allows you to update bulk product groups, subgroups and products itself.

Navigating to Change VAT Window.

1. Click <Master Files> on the menu bar.
2. Click <Change VAT> on the master files menu, you will see figure a.

Updating the VAT.

3. In figure a, enter the current VAT information that you want to update.
4. Enter the new VAT to be applied.
5. Check all the tick boxes for product groups, sub groups and products if you want it to apply to those categories respectively.
6. Click <Save and Back> to apply the changes.
7. Click <Cancel> to cancel the updating.



Screen Presentation:

Figure a

Step 35: Changing EVAT for Bulk Product Groups, Product SubGroups and Products

This section allows you to update bulk product groups, subgroups and products itself.

Navigating to Change EVAT Window.

8. Click <Master Files> on the menu bar.
9. Click <Change EVAT> on the master files menu, you will see figure a.

Updating the EVAT.

10. In figure a, enter the current EVAT information that you want to update or change.
11. Enter the new EVAT to be applied.
12. Check all the tick boxes for product groups, sub groups and products if you want it to apply to those categories respectively.
13. Click <Save and Back> to apply the changes.
14. Click <Cancel> to cancel the updating.

Screen Presentation:



List of Products
Change EVAT

* Indicates a required field

Current EVAT information

Enter the current EVAT that you would like to change. Only groups, subgroups, and products that have the same inputted EVAT will be changed.

New Applied EVAT	Current EVAT*
Enter new EVAT that will be applied.	0.00 %

Select Categories

Check the categories that you want to apply the changes.

<input type="checkbox"/> Check this box if you like to apply it to all products.
<input type="checkbox"/> Check this box if you like to apply it to all products subgroup.
<input type="checkbox"/> Check this box if you like to apply it to all products group.

Figure a

Step 36: Changing Local Tax for Bulk Product Groups, Product SubGroups and Products

This section allows you to update local tax for bulk product groups, subgroups and products itself.

Navigating to Change Local Tax Window.

15. Click <Master Files> on the menu bar.
16. Click <Change Local Tax> on the master files menu, you will see figure a.

Updating the Local Tax.

17. In figure a, enter the current Local Tax information that you want to update or change.
18. Enter the new Local Tax to be applied.
19. Check all the tick boxes for product groups, sub groups and products if you want it to apply to those categories respectively.
20. Click <Save and Back> to apply the changes.
21. Click <Cancel> to cancel the updating.

Screen Presentation:



List of Products
Change Local Tax

Save and Back | Cancel

* Indicates a required field

Current Local Tax information

Enter the current Local Tax that you would like to change. Only groups, subgroups, and products that have the same inputted Local Tax will be changed.

Current Local Tax*

0.00 %

New Applied Local Tax

Enter new LocalTax that will be applied.

New Local Tax*

0.00 %

Select Categories

Check the categories that you want to apply the changes.

Check this box if you like to apply it to all products.

Check this box if you like to apply it to all products subgroup.

Check this box if you like to apply it to all products group.

Figure a

Step 37: Viewing the Inventory List

This section allows you to view the inventory list.

Navigating to Inventory List Window.

1. Click <Inventory> on the menu bar.
2. Click <Inventory List> on the inventory menu, you will see figure a.
3. Likewise if you want to see the variation matrix inventory just click on the first icon in figure a.

Screen Presentation:

RetailPlus System Inventory Management						
List of product inventory						
<input type="button"/> Add Product <input type="button"/> Remove Selected Product <input type="button"/> Edit Selected Product						Go to page <input type="text" value="1"/> of 1809
Group	<input type="checkbox"/> Select All	Product Code	Description	Product Group	Quantity	Min. Threshold
	<input type="checkbox"/>	10 THINGS I HATE ABOUT YOU	10 THINGS I HATE ABOUT YOU	ALCOHOLIC BEVERAGES / MIXES	0.00	0.00
	<input type="checkbox"/>	10.75 BLANK CD GARFIELD	10.75 BLANK CD GARFIELD	ACCESSORIES / FLOUR, STUFFING, BREADING	0.00	0.00
	<input type="checkbox"/>	100TIPS PANDA 48S W/FREE	100TIPS PANDA 48S W/FREE	PLASTIC PRODUCTS / COTTON BUDS	0.00	0.00
	<input type="checkbox"/>	101 DALMATIANS (CLASSIC)	101 DALMATIANS (CLASSIC)	ALCOHOLIC BEVERAGES / MIXES	0.00	0.00
	<input type="checkbox"/>	101 DALMATIANS II (CLASSIC)	101 DALMATIANS II (CLASSIC)	ALCOHOLIC BEVERAGES / MIXES	0.00	0.00
	<input type="checkbox"/>	102 FOAM W/ ADAPTOR	102 FOAM W/ ADAPTOR	ACCESSORIES / FLOUR, STUFFING, BREADING	0.00	0.00
	<input type="checkbox"/>	13 GOING TO 30	13 GOING TO 30	ALCOHOLIC BEVERAGES / MIXES	0.00	0.00
	<input type="checkbox"/>	14 GOLDEN AMERICAN	14 GOLDEN AMERICAN	APPLIANCES / BEER	0.00	0.00
	<input type="checkbox"/>	15 MINUTES	15 MINUTES	ALCOHOLIC BEVERAGES / MIXES	0.00	0.00
	<input type="checkbox"/>	17 BEST CHA INSPI. VOL1	17 BEST CHA INSPI. VOL1	APPLIANCES / BEER	0.00	0.00

Figure a



Step 38: Managing the Stock Types

This section allows you to manage (add, edit, delete and update) the stock types which is useful in managing the in and out transactions in the inventory.

Navigating to Stock Types Window.

1. Click <Inventory> on the menu bar.
2. Click <Stock Types> on the inventory menu, you will see figure a.

Adding stock type.

3. In figure a click <Add Stock Type>, figure b will be shown.
4. Enter required information of Stock Type.
5. Click <Save and New> or <Save and Back> to save the stock type.
6. You may also cancel the adding by clicking the <Cancel> button.

Note: Select the direction of the stock type. The increment direction means adding in the inventory while the decrement direction means subtracting from the inventory.

Editing a stock type.

7. In figure a check the stock type you want to edit then click <Edit Selected Stock Type>, figure c will be shown.
8. Update the required information of stock type.
9. Click <Save and New> or <Save and Back> to save the stock type.
10. You may also cancel the editing by clicking the <Cancel> button.

Deleting stock type.

11. In figure a check all the stock type(s) you want to delete then click <Remove Selected Stock Type >, then a popup window will appear to validate the deletion of the contact group.
12. Click <Yes> to resume or...
13. Click <No> to cancel the deletion.

Screen Presentation:



List of Stock Types
Stock Type List

Add Stock Type | Remove Selected Stock Type | Edit Selected Stock Type

Go to page 1 of 1

<input type="checkbox"/> Select All	Stock Type Code	Description	Direction
<input type="checkbox"/>	Decremental Adjustment	Decremental Adjustment	Decrement
<input type="checkbox"/>	Incremental Adjustment	Incremental Adjustment	Increment
<input type="checkbox"/>	Stock In	Stock In	Increment
<input type="checkbox"/>	Stock Out	Stock Out	Decrement

up

Figure a

List of Stock Types
Create New Stock Type

Save and New | Save and Back | Cancel

* Indicates a required field

Step 1: General Information

Enter the Stock code.
Enter the Description.
Enter the Stock direction.

Stock Code*	<input type="text" value="BTSI"/>
Description*	<input type="text" value="Branch transfer - Stock In"/>
Direction*	<input type="button" value="Increment"/>

oup

Figure b

List of Stock Types
Modify Stock Type

Save and New | Save and Back | Cancel

* Indicates a required field

Step 1: General Information

Enter the stock type code.
Enter the description.
Enter the stock direction.

Stock Type Code*	<input type="text" value="BTSI"/>
Description*	<input type="text" value="Branch transfer - Stock In"/>
Direction*	<input type="button" value="Increment"/>

roup

Figure c

Step 39: Managing the Stock Transactions

This section allows you to manage (add, edit, delete and update) the stock transactions. Stock transactions are the in and out flow of products in inventory.

Navigating to Stock Transactions Window.



1. Click <Inventory> on the menu bar.
2. Click <Stock Transactions> on the inventory menu, you will see figure a.

Adding stock transaction.

3. In figure a click <Add Stock Transaction>, figure b will be shown.
4. Enter required information of Stock Transaction.
5. Click <Save and New> or <Save and Back> to save the stock transaction.
6. You may also cancel the adding by clicking the <Cancel> button.

Adding products in a stock transaction.

7. In figure a check the stock transaction where you want to add products then click <Update Stock Items>, figure c will be shown.
8. Select the products you want to add in the transaction and enter the quantity.
9. Click <Additem> to add/subtract the product from inventory, see figure c.

Note: You cannot remove the item once added in the transaction list. To resolve this add a negative quantity if it is incremental transaction and vice versa. Or add another transaction and name it as adjustment.

Deleting stock transaction.

10. In figure a check all the stock transaction(s) you want to delete then click <Remove Selected Stock Transaction>, then a popup window will appear to validate the deletion of the stock transaction.
11. Click <Yes> to resume or...
12. Click <No> to cancel the deletion.

Screen Presentation:

The screenshot shows a software interface titled "Stock Transactions List". At the top, there's a toolbar with icons for "Stock Trans" and a search bar. Below the toolbar, a menu bar includes "Add Stock Transaction", "Remove Selected Stock Transaction", "Update Stock Items", and "Go to page 1 of 1". A "Select All" checkbox is checked. The main area displays a table with the following data:

Transaction No.	Stock Type	Stock Direction	Stock Date	Remarks
20051218043300	Stock In	Increment	12/18/2005 16:33:42	from invoice no...

Figure a



List of Stock Transactions

Create New Stock Transaction

Save and AddItem | Save and New | Save and Back | Cancel

* Indicates a required field

Step 1: General Information

Transaction no. and datetime transaction is created.

Transaction No.: 20051218043300
Stock Date: Dec. 18, 2005 16:33:42

Step 2: Supplier Information

Select supplier the delivery came from. If Supplier is not applicable select the default supplier 'RetailPlus Supplier™'.

Select Supplier*:

Step 3: Stock Type Information

Choose stock type to determine stock direction.

Select Stock Type*:
Stock Type Description: Stock In
Stock Direction: Increment

Step 4: Additional Information

Enter Remarks for this transaction.

Remarks: from invoice no...

Figure b

List of Stock Transactions

Modify/Add Stock Items

* Indicates a required field

General Information

Transaction No.: 20051218043300
Stock Date: Dec. 18, 2005 16:33:42
Supplier: RetailPlus Supplier™
Stock Type: Stock In
Direction: Increment

Step 1: Add Item Information

Choose product code.
Choose variation if required.
Type desired quantity.
Type remarks (optional).

Product Code*:
Select Variation*:
Select unit*:
Enter Quantity*:

Remarks:

Product	Variation	Unit	Quantity	Remarks
10 THINGS I HATE ABOUT YOU		PIECE (S)	100	

Figure c



Step 40: Managing the Products Report

This section allows you to manage (view, print and export) the products report.

Navigating to Products Report Window.

1. Click <Reports> on the menu bar.
2. Click <Products> on the reports menu, you will see figure a.

Viewing the report.

3. In figure a select the appropriate format from the report options.
Sample is word format in figure b.
4. Click <Go> to view the report.

Exporting the report.

5. In figure a select the Acrobat PDF, Microsoft Word or Microsoft Excel as the reporting option.
6. Click <Go> button, then figure c will be shown.
7. Select <Save> to export to local drive.

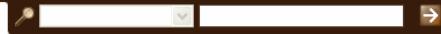
Screen Presentation:



Figure a



RetailPlus System Reports Generation
View Products Report



Report Options Microsoft Word Go

Filter by Group All Groups | Filter by Sub Group All Sub Groups

Final Showing Markup Show

Product Code	Bar Code	Description	Unit
Group : ACCESSORIES			

Figure b

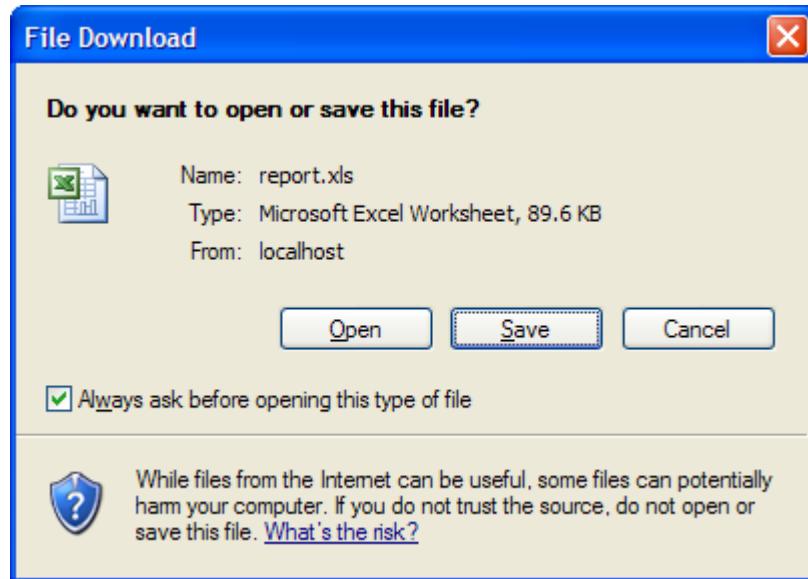


Figure c

Step 41: Managing the Inventory Report

This section allows you to manage (view, print and export) the inventory report.



Navigating to Inventory Report Window.

8. Click <Reports> on the menu bar.
9. Click <Inventory> on the reports menu, you will see figure a.

Viewing the report.

10. In figure a select the appropriate format from the report options.
Sample is word format in figure b.
11. Click <Go> to view the report.

Exporting the report.

12. In figure a select the Acrobat PDF, Microsoft Word or Microsoft Excel as the reporting option.
13. Click <Go> button, then figure c will be shown.
14. Select <Save> to export to local drive.

Screen Presentation:



Figure a



RetailPlus System Reports Generation
View Inventory Report

Report Options Microsoft Word Go

Filter by Group All Groups | Filter by Sub Group All Sub Groups

Final Showing Markup Show

Product Code	Bar Code	Description	Unit
Sub Group : FLOUR, STUFFING, BREADING			
CD WALLET 24	BA 110	CD WALLET 24	PIECE (S)
SQUID CORNSTARCH 100G	0480650253000	SQUID CORNSTARCH 100G	PIECE (S)
SQUID CORNSTARCH 200G	0480650253001	SQUID CORNSTARCH 200G	PIECE (S)
SQUID CORNSTARCH 400G	0480650253002	SQUID CORNSTARCH 400G	PIECE (S)
FORTNA CURRY POWDR-20G	0480650253105	FORTNA CURRY POWDR-20G	PIECE (S)

Figure b

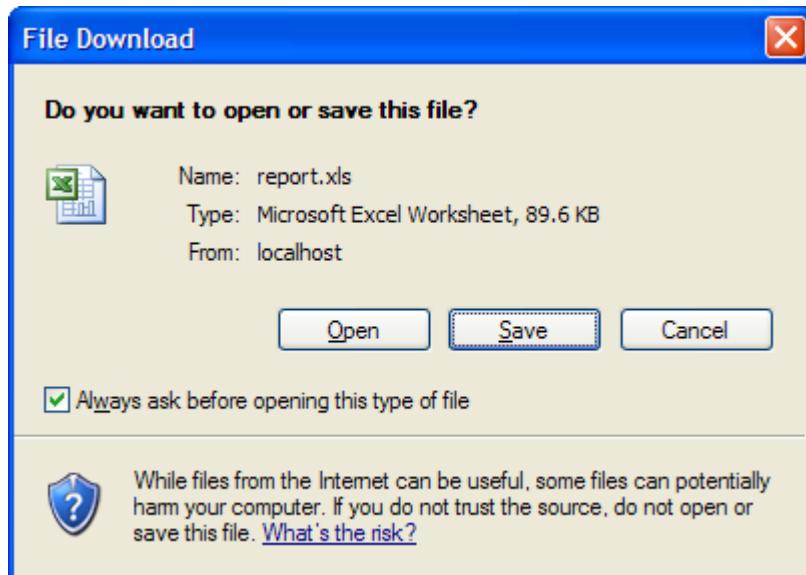


Figure c

Step 42: Managing the Product Prices Report

This section allows you to manage (view, print and export) the product prices report.

Navigating to Product Prices Report Window.



1. Click <Reports> on the menu bar.
2. Click <Product Prices> on the reports menu, you will see figure a.

Viewing the report.

3. In figure a select the appropriate format from the report options.
Sample is word format in figure b.
4. Click <Go> to view the report.

Exporting the report.

5. In figure a select the Acrobat PDF, Microsoft Word or Microsoft Excel as the reporting option.
6. Click <Go> button, then figure c will be shown.
7. Select <Save> to export to local drive.

Screen Presentation:



Figure a

Figure b

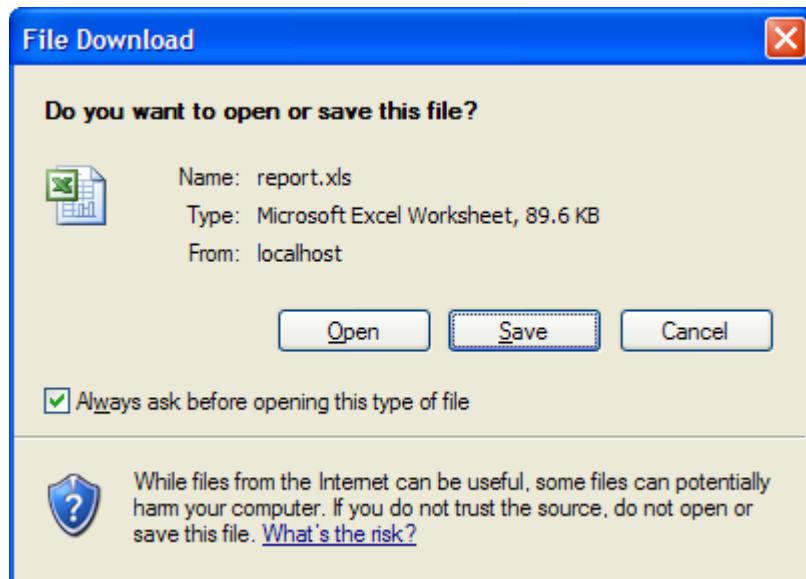


Figure c

Step 43: Managing the Items For Re-Order Report

This section allows you to manage (view, print and export) the items for re-order report.

Navigating to Items For Re-Order Report Window.

8. Click <Reports> on the menu bar.
9. Click <Items For Re-Order> on the reports menu, you will see figure a.

Viewing the report.

10. In figure a select the appropriate format from the report options.
Sample is word format in figure b.
11. Click <Go> to view the report.

Exporting the report.

12. In figure a select the Acrobat PDF, Microsoft Word or Microsoft Excel as the reporting option.
13. Click <Go> button, then figure c will be shown.
14. Select <Save> to export to local drive.

Screen Presentation:



RetailPlus System Reports Generation
Items For Reorder

[Report Options] Web Format [Go]
Filter by Group All Groups | Filter by Sub Group All Sub Groups

Figure a

RetailPlus System Reports Generation
Items For Reorder

[Report Options] Microsoft Word [Go]
Filter by Group All Groups | Filter by Sub Group All Sub Groups

RetailPlus Business Solutions

Products List Report

Print Date : 12/19/2005

Print By : Lemuel E. Aceron

Product Code	Bar Code	Description	Unit
Sub Group : FLOUR, STUFFING, BREADING			
CD WALLET 24	BA 110	CD WALLET 24	PIECE (S)
SQUID CORNSTARCH 100G	0480650253000	SQUID CORNSTARCH 100G	PIECE (S)
SQUID CORNSTARCH 200G	0480650253001	SQUID CORNSTARCH 200G	PIECE (S)
SQUID CORNSTARCH 400G	0480650253002	SQUID CORNSTARCH 400G	PIECE (S)
FORTNA CURRY POWDR-20G	0480650253105	FORTNA CURRY POWDR-20G	PIECE (S)

Figure b

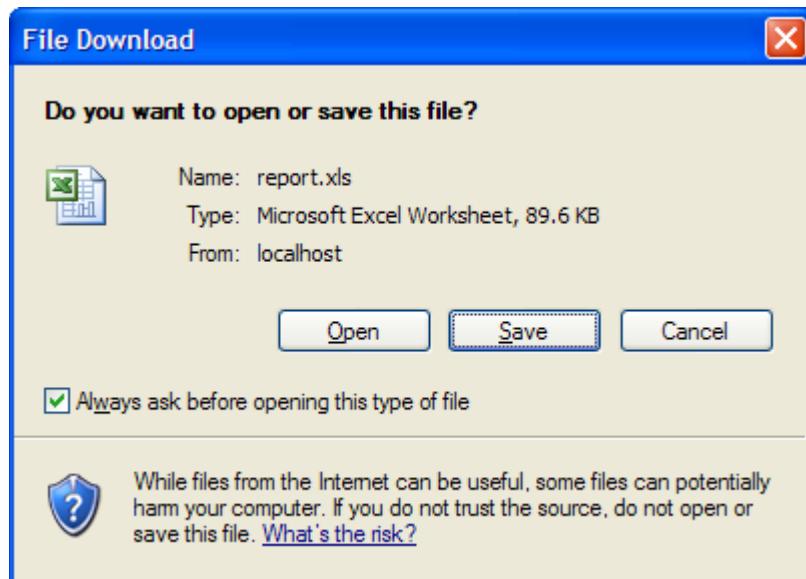


Figure c

Step 44: Managing the Overstock Items Report

This section allows you to manage (view, print and export) the over stock items report.

Navigating to Overstock Items Report Window.

1. Click <Reports> on the menu bar.
2. Click <Overstock Items> on the reports menu, you will see figure a.

Viewing the report.

3. In figure a select the appropriate format from the report options.
Sample is pdf format in figure b.
4. Click <Go> to view the report.

Exporting the report.

5. In figure a select the Acrobat PDF, Microsoft Word or Microsoft Excel as the reporting option.
6. Click <Go> button, then figure c will be shown.
7. Select <Save> to export to local drive.

Screen Presentation:



RetailPlus™ POS System Version 1.0.0.1



RetailPlus System Reports Generation
Over Stock Items

Report Options Web Format Go
Filter by Group All Groups | Filter by Sub Group All Sub Groups

Figure a

RetailPlus System Reports Generation
Over Stock Items

Report Options Acrobat PDF Go
Filter by Group All Groups | Filter by Sub Group All Sub Groups

The screenshot shows a PDF document titled "RetailPlus Business Solutions" with the subtitle "Over Stock Items". The document header includes "Print By : Lemuel E. Aceron" and "Print Date : 12/19/2005". The main content is a table with the following columns: Product Code, Description, Unit, Quantity, Min. Threshold, and Max Threshold. The table is currently empty. On the left side of the PDF viewer, there is a vertical toolbar with icons for Bookmarks, Signatures, Layers, and Pages. At the bottom of the PDF viewer, there is a navigation bar with icons for back, forward, search, and other document functions.

Figure b

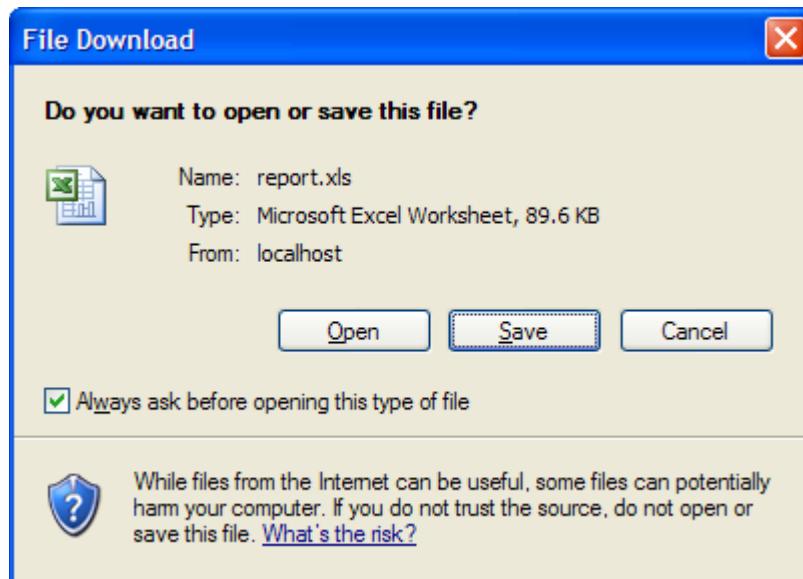


Figure c

Step 45: Managing the Most Salable Items Report

This section allows you to manage (view, print and export) the most saleable items report.

Navigating to Most Salable Items Report Window.

1. Click <Reports> on the menu bar.
2. Click <Most Salable Items> on the reports menu, you will see figure a.

Viewing the report.

3. In figure a select the appropriate format from the report options.
Sample is pdf format in figure b.
4. Click <Go> to view the report.

Note: Put zero in the textbox labeled no. of products to display to display all sold items by quantity in descending order.

Exporting the report.

5. In figure a select the Acrobat PDF, Microsoft Word or Microsoft Excel as the reporting option.
6. Click <Go> button, then figure c will be shown.
7. Select <Save> to export to local drive.



Screen Presentation:

RetailPlus System Reports Generation
Most Salable Items Report

Report Options Web Format Go

Transaction Start Date 12/18/2005 | Transaction End Date 12/19/2005 • Transaction Date must be in mm/dd/yyyy format.
No. of Products to Display 0 | Show Items by Group



Figure a

RetailPlus System Reports Generation
Most Salable Items Report

Report Options Acrobat PDF Go

Transaction Start Date 12/18/2005 | Transaction End Date 12/19/2005 • Transaction Date must be in mm/dd/yyyy format.
No. of Products to Display 0 | Show Items by Group

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RetailPlus Business Solutions

Most Salable Items

Print By : Lemuel E. Aceron 12/18/2005 - 12/19/2005 Print Date : 12/19/2005

Product	Unit	Total No. of Sales
10 THINGS I HATE ABOUT YOU	PC	1.00

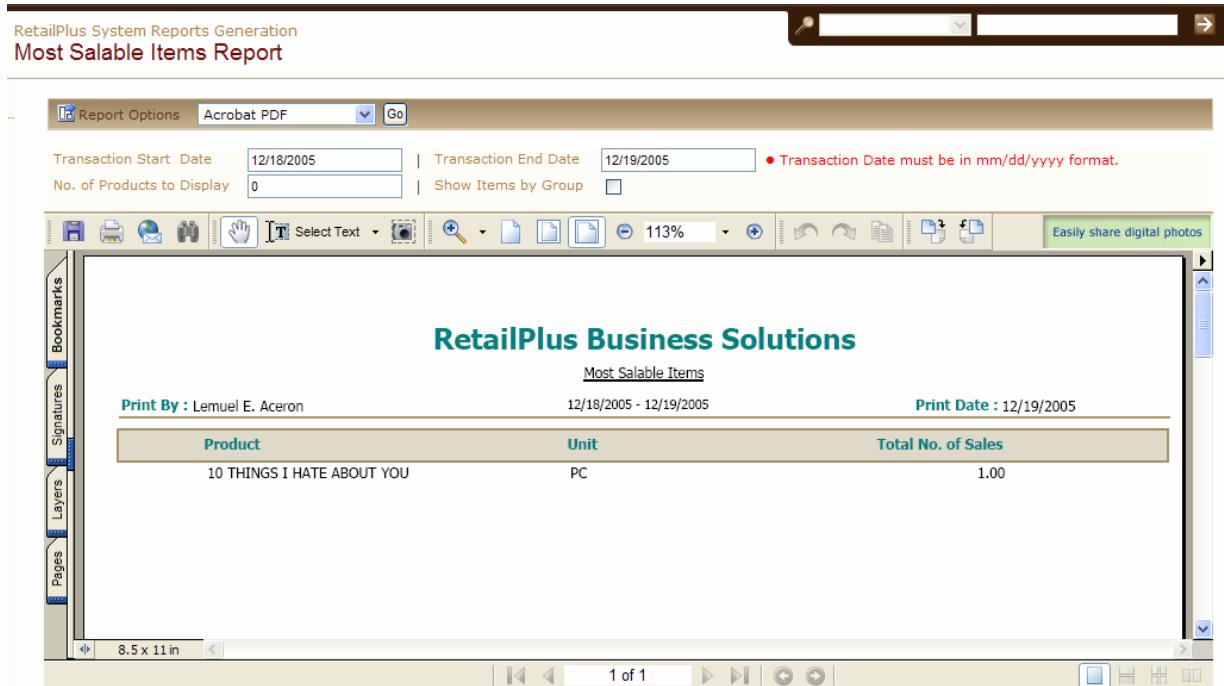


Figure b

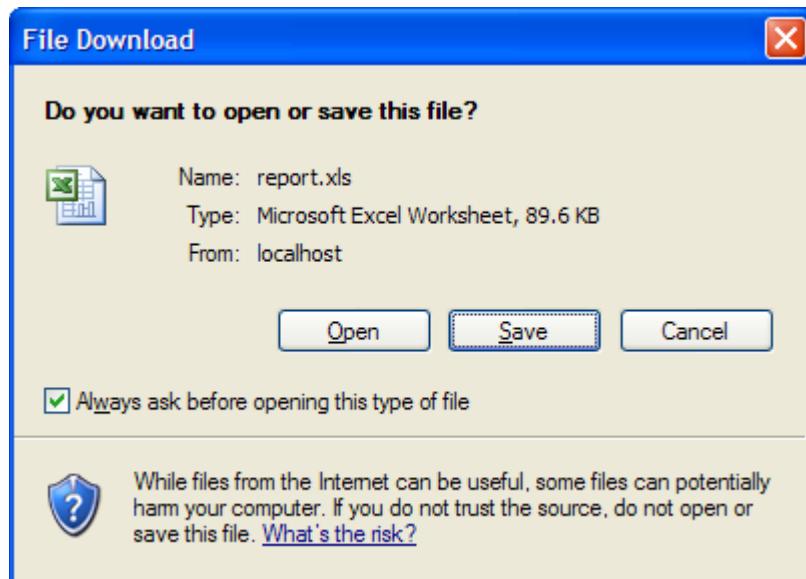


Figure c

Step 46: Managing the Least Salable Items Report

This section allows you to manage (view, print and export) the least saleable items report.

Navigating to Least Salable Items Report Window.

1. Click <Reports> on the menu bar.
2. Click <Least Salable Items> on the reports menu, you will see figure a.

Viewing the report.

3. In figure a select the appropriate format from the report options.
Sample is pdf format in figure b.
4. Click <Go> to view the report.

Note: Put zero in the textbox labeled no. of products to display to display all sold items by quantity in descending order.

Exporting the report.

5. In figure a select the Acrobat PDF, Microsoft Word or Microsoft Excel as the reporting option.
6. Click <Go> button, then figure c will be shown.
7. Select <Save> to export to local drive.


Screen Presentation:

RetailPlus System Reports Generation
Least Salable Items Report

Report Options Web Format Go

Transaction Start Date 12/19/2005 | Transaction End Date 12/19/2005 • Transaction Date must be in mm/dd/yyyy format.
 No. of Products to Display 0 | Show Items by Group

Figure a

RetailPlus System Reports Generation
Least Salable Items Report

Report Options Acrobat PDF Go

Transaction Start Date 12/18/2005 | Transaction End Date 12/19/2005 • Transaction Date must be in mm/dd/yyyy format.
 No. of Products to Display 0 | Show Items by Group

Easily share digital photos

RetailPlus Business Solutions
Least Salable Items
 Print By : Lemuel E. Aceron | Print Date : 12/19/2005
 12/18/2005 - 12/19/2005

Product	Unit	Total No. of Sales
10 THINGS I HATE ABOUT YOU	PC	1.00

8.5 x 11 in | 1 of 1 |

Figure b

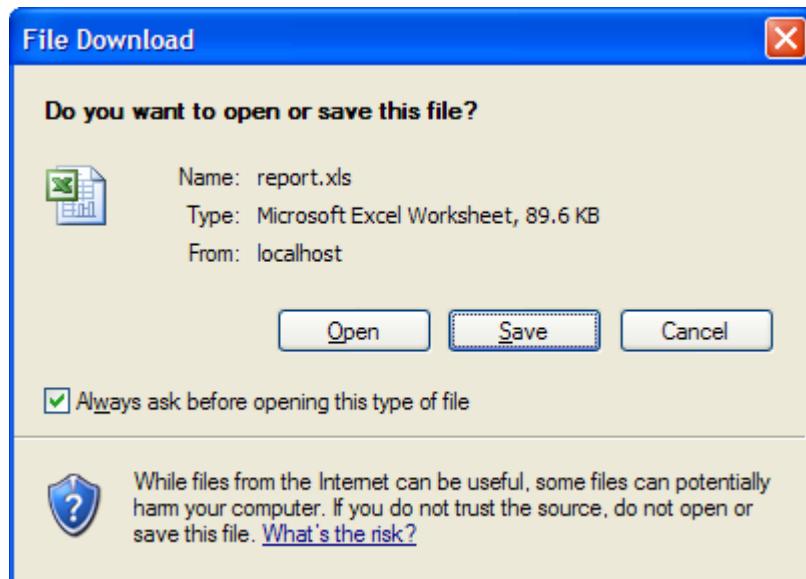


Figure c

Step 47: Managing the Contacts Report

This section allows you to manage (view, print and export) the contacts report.

Navigating to Contacts Report Window.

1. Click <Reports> on the menu bar.
2. Click <Contacts> on the reports menu, you will see figure a.

Viewing the report.

3. In figure a select the appropriate format from the report options.
Sample is pdf format in figure b.
4. Click <Go> to view the report.

Exporting the report.

5. In figure a select the Acrobat PDF, Microsoft Word or Microsoft Excel as the reporting option.
6. Click <Go> button, then figure c will be shown.
7. Select <Save> to export to local drive.

Screen Presentation:

RetailPlus System Reports Generation
View Contacts Report

Report Options Web Format Go

Filter by Code All Codes | Filter by Name All Contacts
Filter by Deleted All | Filter by Group All Contact Groups

Figure a

RetailPlus System Reports Generation
View Contacts Report

Report Options Acrobat PDF Go

Filter by Code All Codes | Filter by Name All Contacts
Filter by Deleted All | Filter by Group All Contact Groups

Bookmarks Signatures Layers Pages

RetailPlus Business Solutions
Print By : Lemuel E. Aceron
Print Date : 12/19/2005

Code	Name	Bussiness Name	Tel. No.	Debit	Credit	Credit Limit	Date Created
Default Customer Group							
Lemuel E. Aceron	Lemuel E. Aceron			0.00	0.00	0.00	Dec. 18, 2005
RC	RetailPlus Customer **			0.00	0.00	0.00	Dec. 16, 2005
Default Supplier Group							
RS	RetailPlus Supplier **			0.00	0.00	0.00	Dec. 16, 2005

Figure b

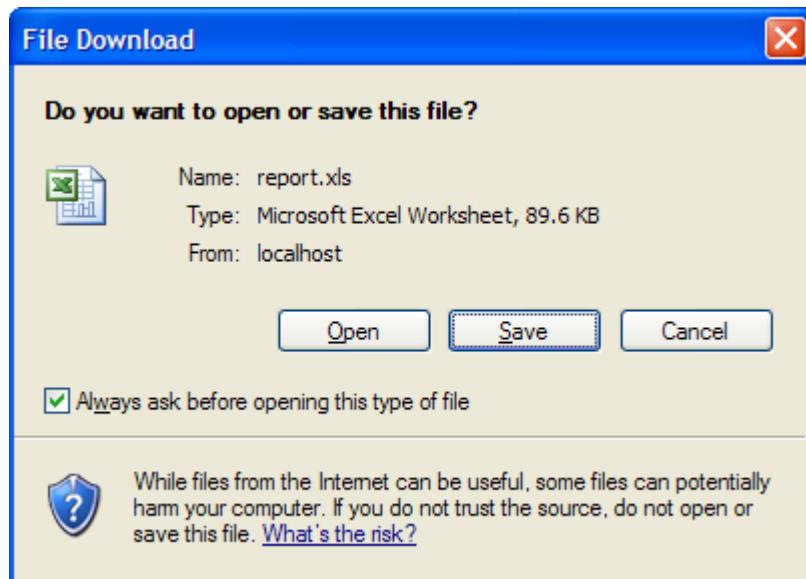


Figure c

Step 48: Managing the Customer Credit Report

This section allows you to manage (view, print and export) the customer credit report.

Navigating to Customer Credit Report Window.

1. Click <Reports> on the menu bar.
2. Click <Customer Credit> on the reports menu, you will see figure a.

Viewing the report.

3. In figure a select the appropriate format from the report options.
Sample is pdf format in figure b.
4. Click <Go> to view the report.

Exporting the report.

5. In figure a select the Acrobat PDF, Microsoft Word or Microsoft Excel as the reporting option.
6. Click <Go> button, then figure c will be shown.
7. Select <Save> to export to local drive.

Screen Presentation:



RetailPlus™ POS System Version 1.0.0.1



RetailPlus System Reports Generation
Customer Credit Report

[Report Options] Web Format [Go]
Filter by Customer [Select Customer]

Figure a

RetailPlus System Reports Generation
Customer Credit Report

[Report Options] Acrobat PDF [Go]
Filter by Customer Lemuel E. Aceron

Print By : Lemuel E. Aceron Print Date : 12/19/2005
Customer Name: Mode of Terms: Debit :
Business Name: Credit Limit:
Address: Tel. No:
Transaction No. Transaction Date Subtotal Discount Amt. Paid Credit Credit Paid Balance
Total.....

8.5 x 11 in | 1 of 1 | [Do more with Adobe PDF]

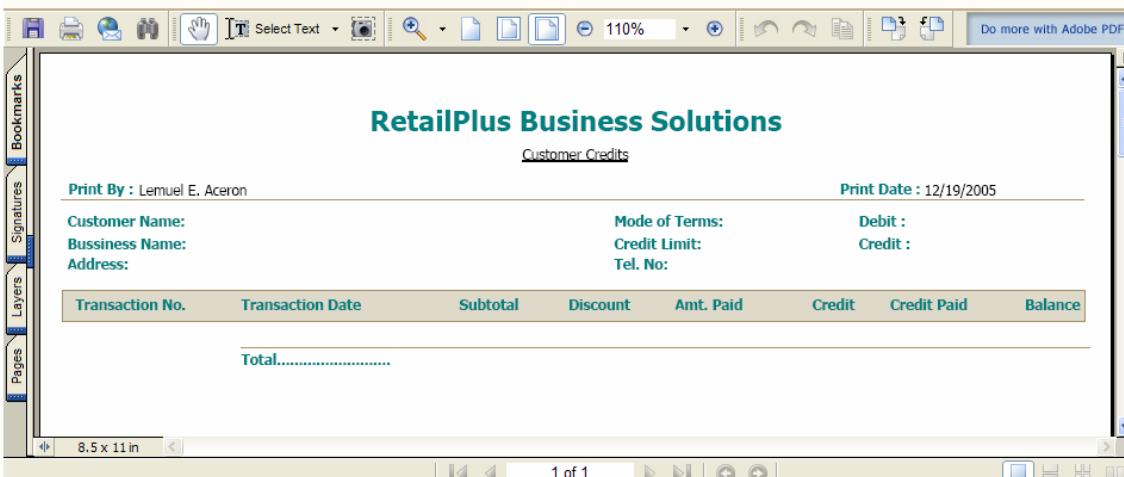


Figure b

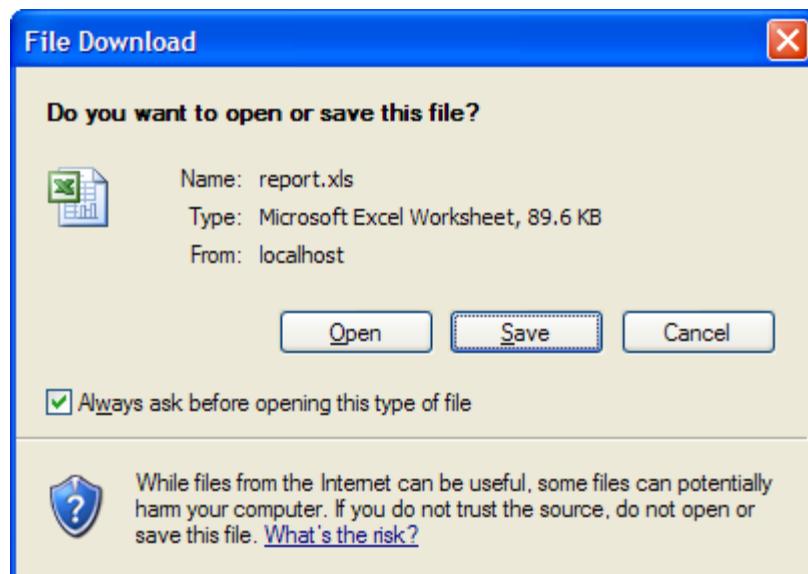




Figure c

Step 49: Managing the Customers W/ Credit Report

This section allows you to manage (view, print and export) the customers w/ credit report.

Navigating to Customers W/ Credit Report Window.

1. Click <Reports> on the menu bar.
2. Click <Customers W/ Credit> on the reports menu, you will see figure a.

Viewing the report.

3. In figure a select the appropriate format from the report options.
Sample is pdf format in figure b.
4. Click <Go> to view the report.

Exporting the report.

5. In figure a select the Acrobat PDF, Microsoft Word or Microsoft Excel as the reporting option.
6. Click <Go> button, then figure c will be shown.
7. Select <Save> to export to local drive.

Screen Presentation:



Figure a



RetailPlus System Reports Generation
Customer With Credit Report

The screenshot shows a software interface for generating reports. At the top, there's a toolbar with options like 'Report Options', 'Acrobat PDF', and a search bar. Below the toolbar, there are filters for 'Code', 'Name', 'Contacts', and 'Deleted' status. The main area displays a report titled 'RetailPlus Business Solutions' with a sub-section 'Customer(s) With Credit'. The report includes fields for 'Print By' (Lemuel E. Ackeron), 'Print Date' (12/19/2005), and a table header with columns: Code, Name, Business Name, Tel. No., Debit, Credit, Credit Limit, and Date Created. On the left side, there's a vertical sidebar with icons for 'Bookmarks', 'Signatures', 'Layers', and 'Pages'. The bottom of the window shows a preview area with dimensions 11 x 8.5 in and a navigation bar with arrows and zoom controls.

Figure b

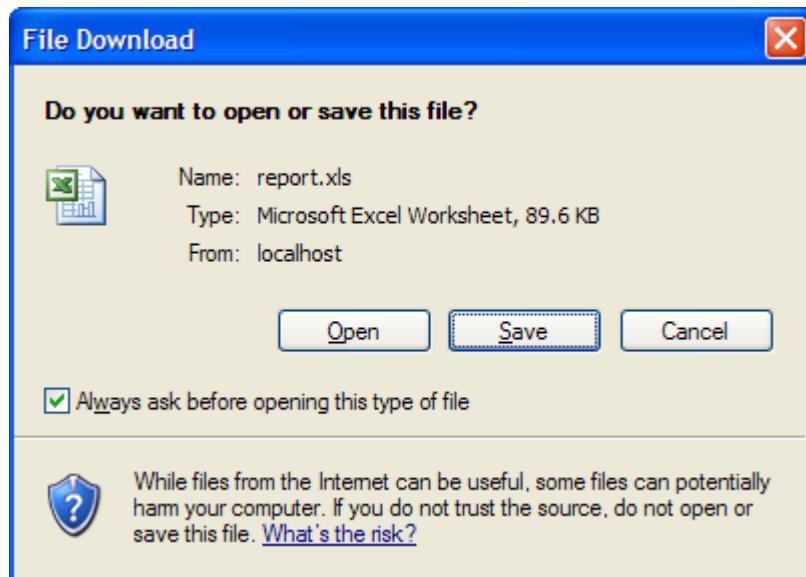


Figure c

Step 50: Managing the Terminal Report

This section allows you to manage (view, print and export) the terminal report.

Navigating to Terminal Report Window.



1. Click <Reports> on the menu bar.
2. Click <Terminal Report> on the reports menu, you will see figure a.

Viewing the report.

3. In figure a select the appropriate format from the report options.
Sample is pdf format in figure b.
4. Click <Go> to view the report.

Exporting the report.

5. In figure a select the Acrobat PDF, Microsoft Word or Microsoft Excel as the reporting option.
6. Click <Go> button, then figure c will be shown.
7. Select <Save> to export to local drive.

Screen Presentation:

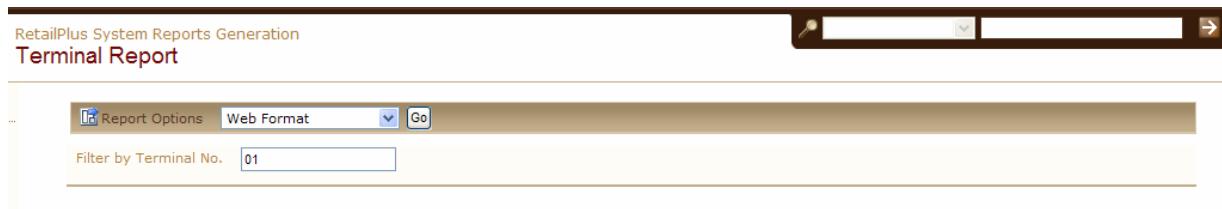


Figure a



RetailPlus System Reports Generation
Terminal Report

Report Options Acrobat PDF Go
Filter by Terminal No. 01

Address1
Address2
Dec. 19, 2005 15:46:38
-/
Terminal Report: 01

RetailPlus Business Solutions

Bookmarks
Signatures
Layers
Pages

5.5 x 8.5 in | 1 of 3 | Open | Save | Cancel | Print | Preview | Exit

Figure b

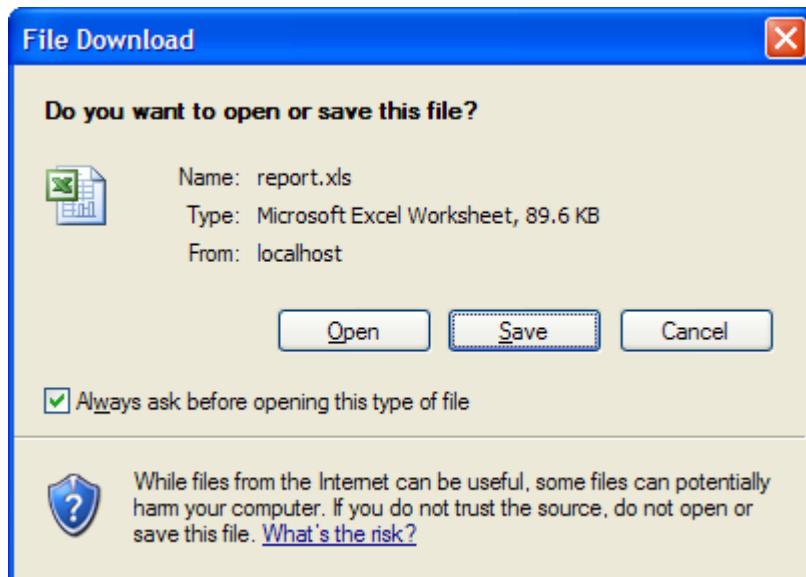


Figure c

Step 51: Managing the Sales Transaction Report

This section allows you to manage (view, print and export) the sales transaction report. This is like the reprint transaction in the front-end.

Navigating to Sales Transaction Report Window.



1. Click <Reports> on the menu bar.
2. Click <Sales Transaction > on the reports menu, you will see figure a.

Viewing the report.

3. In figure a select the appropriate format from the report options.
Sample is pdf format in figure b.
4. Click <Go> to view the report.

Exporting the report.

5. In figure a select the Acrobat PDF, Microsoft Word or Microsoft Excel as the reporting option.
6. Click <Go> button, then figure c will be shown.
7. Select <Save> to export to local drive.

Screen Presentation:

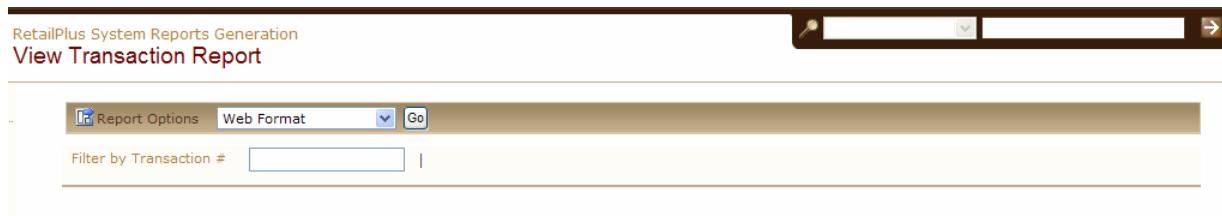


Figure a



RetailPlus System Reports Generation
View Transaction Report

The screenshot shows a software interface for generating system reports. At the top, there's a toolbar with icons for Report Options (selected), Acrobat PDF, Go, Filter by Transaction # (containing '00000000000001'), and various document-related tools like Print, Save, and Find. Below the toolbar is a status bar showing '109%' and a message 'Simplify your communications!'. The main area displays a 'Transaction Report' titled 'RetailPlus Business Solutions'. It includes fields for 'Print By' (Lemuel E. Aceron) and 'Print Date' (12/19/2005). The report details a transaction with the following information:

Transaction No	00000000000001	Transaction Date	Dec. 19, 2005 12:16 PM
Customer	RetailPlus Customer™	Date Closed	Dec. 19, 2005 12:16 PM
Cashier	Lemuel E. Aceron	Status	Closed
		Terminal #	01

A table of items purchased is shown:

Description	Quantity	Price	Discount	Amount
10 THINGS I HATE ABOUT YOU	1.00	100.00	20.00	90.00
Total.....	1.00	100.00	20.00	90.00

The bottom of the report shows a page size of '8.5 x 11 in' and a page number '1 of 1'.

Figure b

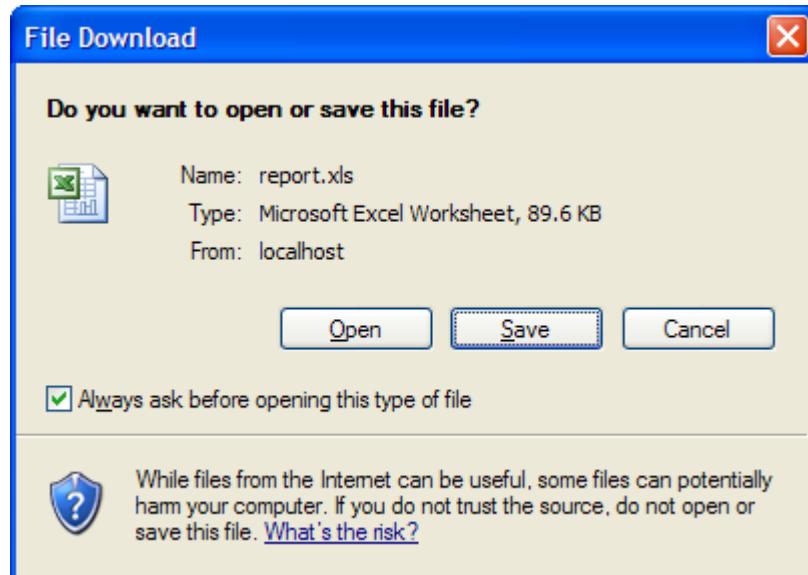


Figure c

Step 52: Managing the Sales Transactions Report

This section allows you to manage (view, print and export) the sales transactions report. The Sales Transactions report basically summarizes the



sales transaction in a single report. The window gives you also flexibility to filter your desired summarized report.

Navigating to Sales Transactions Report Window.

1. Click <Reports> on the menu bar.
2. Click <Sales Transactions> on the reports menu, you will see figure a.

Viewing the report.

3. In figure a select the appropriate format from the report options.
Sample is pdf format in figure b.
4. Click <Go> to view the report.

Exporting the report.

5. In figure a select the Acrobat PDF, Microsoft Word or Microsoft Excel as the reporting option.
6. Click <Go> button, then figure c will be shown.
7. Select <Save> to export to local drive.

Screen Presentation:

RetailPlus System Reports Generation
View Transactions Report

Report Options Web Format Go

Filter by Transaction #	Filter by Customer
Filter by Terminal #	Filter by Cashier
Filter by Status	Filter by Payment Type
NotYetApplied	NotYetAssigned
Transaction Start Date	Transaction End Date

Transaction Date must be in mm/dd/yyyy format.

Figure a



RetailPlus™ POS System Version 1.0.0.1



RetailPlus System Reports Generation
View Transactions Report

Report Options Acrobat PDF Go

Filter by Transaction # Filter by Customer
Filter by Terminal # Filter by Cashier
Filter by Status Filter by Payment Type
NotYetApplied NotYetAssigned
Transaction Start Date Transaction End Date Transaction Date must be in mm/dd/yyyy format.

View Adobe PDF files while you're on the road

RetailPlus Business Solutions
Transactions List Report
Print By : Lemuel E. Aeron Print Date : 12/19/2005

Transaction No	Customer	SubTotal	Discount	Net	AmountPaid	Change	Cashier	Terminal #	Transaction Date	Payment Type	Status
000000000001	RetailPlus Customer™	90.00	0.00	90.00	100.00	10.00	Lemuel E. Aeron	01	12/19/2005 12:16:22PM	Cash	Closed
	Grand Total:	90.00	0.00	90.00	100.00	10.00					

14 x 8.5 in 1 of 1

Figure b

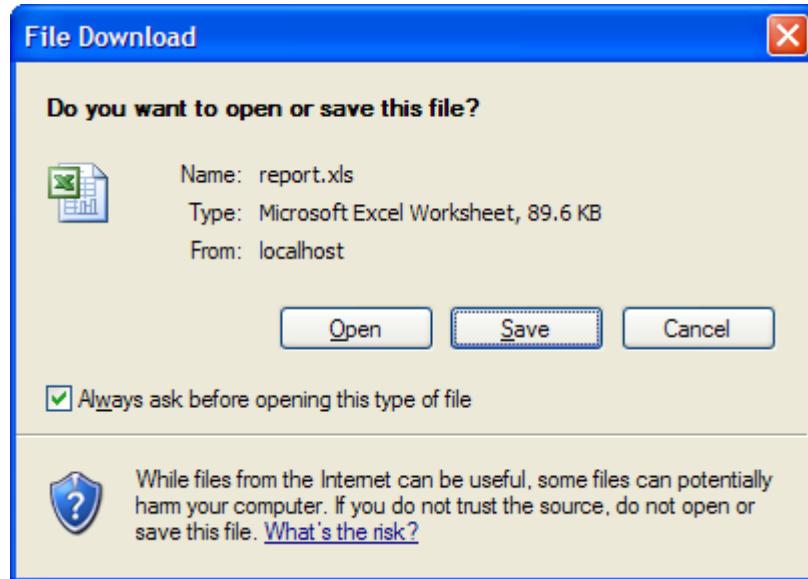


Figure c

Step 53: Managing the Sales Reports



This section allows you to manage (view, print and export) the sales reports. These are the reports used for financial reporting, reports for marketing decisions, etc...

Navigating to Sales Transactions Report Window.

1. Click <Reports> on the menu bar.
2. Click <Sales Reports> on the reports menu, you will see figure a.

Viewing the report.

3. In figure a select the appropriate format from the report options.
Sample is pdf format in figure b.
4. Then select the report type from the ff. list.
 - a. Sales Transaction per Customer
 - b. Sales Transaction per Cashier
 - c. Daily Sales Transaction
 - d. Weekly Sales Transaction
 - e. Monthly Sales Transaction
 - f. Sales Transaction per Terminal
 - g. Sales Transaction per Item
 - h. Cash-Sales Daily
 - i. Cash-Sales Monthly
 - j. Cheque-Sales Daily
 - k. Cheque-Sales Monthly
 - l. Card-Sales Daily
 - m. Card-Sales Monthly
 - n.
5. Click <Go> to view the report.

Exporting the report.

6. In figure a select the Acrobat PDF, Microsoft Word or Microsoft Excel as the reporting option.
7. Click <Go> button, then figure c will be shown.
8. Select <Save> to export to local drive.

Screen Presentation:


 RetailPlus System Reports Generation
Dated Transactions Report

Report Options: Web Format Select Report Type Go

Filter by Transaction # Sales Transaction Per Customer
 Filter by Terminal # Sales Transaction Per Cashier
 Filter by Status Daily Sales Transaction
 Refund Weekly Sales Transaction
 Transaction Start Date Monthly Sales Transaction
 12/18/2005 Sales Transaction Per Terminal
 Sales Transaction Per Item
 Cash-Sales Daily
 Cash-Sales Monthly
 Cheque-Sales Daily
 Cheque-Sales Monthly
 Card-Sales Daily
 Card-Sales Monthly

NotYetAssigned 12/19/2005

• Transaction Date must be in mm/dd/yyyy format.

Figure a

 RetailPlus System Reports Generation
Dated Transactions Report

Report Options: Acrobat PDF Sales Transaction Per Customer Go

Filter by Transaction # Filter by Customer
 Filter by Terminal # Filter by Cashier
 Filter by Status Filter by Payment Type
 NotYetApplied NotYetAssigned
 Transaction Start Date Transaction End Date
 12/18/2005 12/19/2005

• Transaction Date must be in mm/dd/yyyy format.

Search Adobe PDF files

RetailPlus Business Solutions

Sales Transaction Per Customer

Print By : Lemuel E. Aceron Print Date : 12/19/2005

Transaction No	SubTotal	Discount	Net	AmountPaid	ChangeCashier	Terminal #	Transaction Date
RetailPlus Customer™							
00000000000001	90.00	0.00	90.00	100.00	10.00Lemuel E. Aceron	01	12/19/2005 12:16:22PM
Sub Total	90.00	0.00	90.00	100.00	10.00		
Grand Total	90.00	0.00	90.00	100.00	10.00		

11 x 8.5 in

Figure b

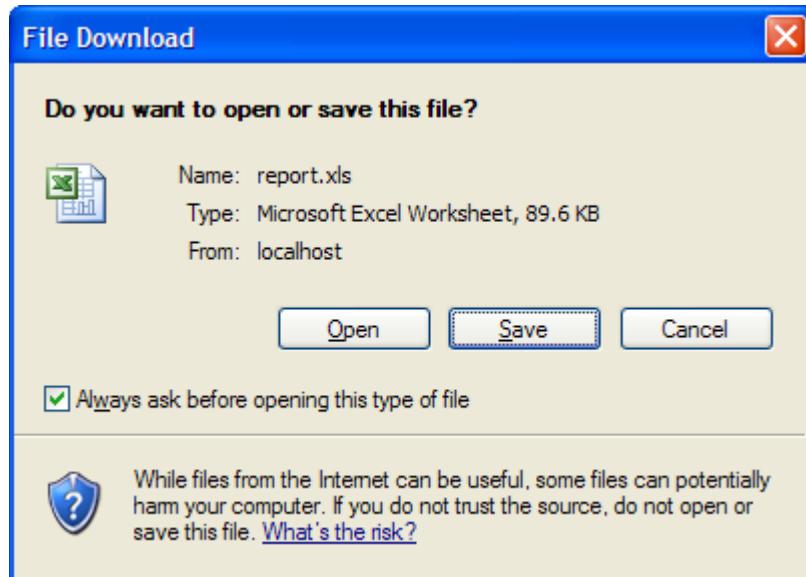


Figure c

Step 54: Managing the Company Info.

This section allows you to view your current company information. Any updates that you want should be done in the configuration file in the web.config. You are not also allowed to do this, contact your technical personnel to update this.

Navigating to Company Info. Window.

1. Click <Administration Files> on the menu bar.
2. Click <Company Info.> on the administration files menu, you will see figure a.

Screen Presentation:



Company Information
RetailPlus Business Solutions

Details 1: Company Information

Company code.
Company name, this will be used in the header of every report.

Details 2: Address Information.

Address 1 is the building and or street information.
Address 2 is the barangay and or municipality.
City information.
State information.
Zip Code information.
Country.

Details 3: Contact Nos. Information.

Office phone numbers.
Direct phone numbers
Fax numbers.
Mobile numbers.

Details 4: Contact Nos. Information.

Email address.
Web Site.
Date Created; issuance date of license for RetailPlus.

Details 5: BIR Information.

Tax Identification No (TIN). This us use in reporting purposes.
Transaction No. Length.

Figure a

Step 55: Managing the Terminal Clients(Cashier Stations)

This section allows you to change the configuration of terminal clients without going to client terminals.

Navigating to Terminal Client Window.

1. Click <Administration Files> on the menu bar.



2. Click <Terminal Client> on the administration files menu, you will see figure a.

Editing an terminal client.

3. In figure a check the terminal client you want to update then click <Edit Selected Terminal>, figure b will be shown.
4. Update the required information of terminal client.
5. Click <Save and Back> to save the terminal client.
6. You may also cancel the editing by clicking the <Cancel> button.

Note: When you change the accreditation and

Screen Presentation:



Terminal No	Terminal Code	Terminal Name	Machine Serial No.	Accreditation No.	Status
01	Terminal No. 01	Terminal No. 01	AR-00000001	AC-00000001	New

Figure a



RetailPlus System Security Administration
Modify Terminal Details

* Indicates a required field

Step 1: Basic Terminal Information

These terminal informations cannot be edited. You may obtain additional terminal license from your nearest distributor.

Terminal No	01
Terminal Code	Terminal No. 01
Terminal Name	Terminal No. 01
Status	New
Date Created	01/05/2006 01:18 PM
Machine Serial No.	AR-00000001
Accreditation No.	AC-00000001

Step 2: Printer and Cash Drawer Information

Check the following options to enable or disable printing options.
Enter Printer and Cash Drawer Name.

<input type="checkbox"/> Check this box if printer is auto cutter.	
<input type="checkbox"/> Check this box if you like to enable auto printing in this terminal.	
Printer Name *	RetailPlus
Cash Drawer Name *	RetailPlusDrawer

Step 3: Terminal Configuration Options

Check the following options to enable or disable confirmation when voiding item.
Enter Maximum Receipt Width.
Select the Form Behavior. This will only take if the terminal system is restarted.

<input checked="" type="checkbox"/> Check this box if confirmation will be asked when voiding an item.	
<input checked="" type="checkbox"/> Check this box if you like to enable EVAT.	
Maximum Receipt Width *	40
Form Behaviour*	NON_MODAL
Marquee Message *	Nothing to display....

Figure b

Step 56: Managing the Access Groups

This section allows you to manage (add, edit, delete and update) the access or user groups.

Navigating to Access Groups Window.

7. Click <Administration Files> on the menu bar.
8. Click <Access Group> on the administration files menu, you will see figure a.

Adding access group.

9. In figure a click <Add Access Group>, figure b will be shown.
10. Enter required information of charge.



11. Click <Save and New> or <Save and Back> to save the access group.
12. You may also cancel the adding by clicking the <Cancel> button.

Editing an access group.

13. In figure a check the access group you want to edit then click <Edit Selected Access Group>, figure c will be shown.
14. Update the required information of access group.
15. Click <Save and New> or <Save and Back> to save the access group.
16. You may also cancel the editing by clicking the <Cancel> button.

Deleting access group.

17. In figure a check all the access group(s) you want to delete then click <Remove Selected Access Group>, then a popup window will appear to validate the deletion of the access group.
18. Click <Yes> to resume or...
19. Click <No> to cancel the deletion.

Updating access rights of access group.

20. In figure a check the access group you want to update the access then click <Update Access Rights>, figure d will be shown.
21. Update the access rights of access group.
22. Click <Save and Back> to save the rights of access group.
23. You may also cancel the editing by clicking the <Cancel> button.

Screen Presentation:

Group Name	Remarks
Administrators	Default group for administrators. Has access on all rights.
Managers	Default group for managers.
Supervisors	Default group for supervisors.
Cashiers	Default group for cashiers.

Figure a



RetailPlus™ POS System Version 1.0.0.1



RetailPlus System Security Administration
Create New Access Group

Save and New | Save and Back | Cancel

* Indicates a required field

Step 1: General Information

Enter the access group name.
Add remarks for the access group.

Access Group*

Remarks

Figure b

RetailPlus System Security Administration
Modify Access Group

Save and New | Save and Back | Cancel

* Indicates a required field

Step 1: General Information

Enter the access group name.
Add remarks for the access group.

Access Group*

Remarks

Figure c

RetailPlus System Security Administration
Update access rights of Cashiers

Save and Back | Cancel

Check All 'Read' Check All 'Write'

Type Name	Read	Write	Remarks
LoginBE	<input type="checkbox"/>	<input type="checkbox"/>	
Home	<input type="checkbox"/>	<input type="checkbox"/>	
MasterFilesMenu	<input type="checkbox"/>	<input type="checkbox"/>	
CardType	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ChargeType	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Variations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
UnitMeasurement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ProductGroups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ProductGroupVariations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ProductSubGroups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ProductSubGroupVariations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Products	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ProductVariations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ProductPackage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ProductVariationsPackage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Discounts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Figure d

Step 57: Managing the Access Users



This section allows you to manage (add, edit, delete and update) the access users.

Navigating to Access Users Window.

1. Click <Administration Files> on the menu bar.
2. Click <Access Users> on the administration files menu, you will see figure a.

Adding access user.

3. In figure a click <Add Access User>, figure b will be shown.
4. Enter required information of charge.
5. Click <Save and New> or <Save and Back> to save the access user.
6. You may also cancel the adding by clicking the <Cancel> button.

Editing an access user.

7. In figure a check the access user you want to edit then click <Edit Selected Access User>, figure c will be shown.
8. Update the required information of access user.
9. Click <Save and New> or <Save and Back> to save the access user.
10. You may also cancel the editing by clicking the <Cancel> button.

Deleting access user.

11. In figure a check all the access user(s) you want to delete then click <Remove Selected Access User>, then a popup window will appear to validate the deletion of the access user.
12. Click <Yes> to resume or...
13. Click <No> to cancel the deletion.

Updating access rights of access user.

14. In figure a check the access user you want to update the access then click <Update Access Rights>, figure d will be shown.
15. Update the access rights of access user.
16. Click <Save and Back> to save the rights of access user.
17. You may also cancel the editing by clicking the <Cancel> button.

Screen Presentation:


 RetailPlus System Security Administration
Access User List
 Access Users


 Add Access User  Remove Selected Access User  Edit Selected Access User  Update Access Rights					
Go to page <input type="text" value="1"/> of 1					
<input type="checkbox"/> Select All					
User Name	Password	Full Name	Address1	Email Address	Group Name
<input checked="" type="checkbox"/> admin	admin	Lemuel E. Aceron			Administrators
Address2	:			City	:
State	:			Country Name	: Philippines
Office Phone	: ---			Direct Phone	: ---
Home Phone	: ---			Fax Phone	: ---
Mobile Phone	: ---				

Figure a



RetailPlus System Security Administration
Create New Access User

Save and New | Save and Back |

* Indicates a required field

Step 1: User Information

Enter the user name.

Enter the password

Enter the full name.

User Name*
lemeul

Password *

Confirm Password *

Full Name *
Lemuel E. Acero

Step 2: Group Information

Choose group.

Select Group*
Supervisors

Step 3: Address Information

Enter Address 1.

Enter Address 2.

Enter city information.

Enter state information.

Select Country*
Philippines

Address1

Address2

City

State

Step 4: Contact Information.

Enter office phone numbers.
(Separated by commas.)

Enter direct phone numbers.
(Separated by commas.)

Enter home phone numbers.
(Separated by commas.)

Enter fax numbers.
(Separated by commas.)

Enter mobile numbers.
(Separated by commas.)

Enter email address.
(Separated by commas.)

Office Phone

Direct Phone

Home Phone

Fax Number

Mobile Number

Email Address

Figure b



RetailPlus System Security Administration Modify Access User

Access Users



Save and New | Save and Back | Cancel

* Indicates a required field

Step 1: User Information

Enter the user name.

User Name*

Enter the password.

Password *

Enter the full name.

Confirm Password *

Full Name *

Step 2: Group Information

Choose group.

Select Group*

Step 3: Address Information.

Enter Address 1.

Address1

Enter Address 2.

Address2

Enter city information.

City

Enter state information.

State

Select country.

Select Country*

Step 4: Contact Information.

Enter office phone numbers.
(Separated by commas.)

Office Phone

Enter direct phone numbers.
(Separated by commas.)

Direct Phone

Enter home phone numbers.
(Separated by commas.)

Home Phone

Enter fax numbers.
(Separated by commas.)

Fax Number

Enter mobile numbers.
(Separated by commas.)

Mobile Number

Enter email address.
(Separated by commas.)

Email Address

Figure c



RetailPlus System Security Administration
Update access rights of Lemuel E. Acero

Save and Back |

Type Name	Read	Write	Remarks
LoginBE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Home	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
MasterFilesMenu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
CardType	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ChargeType	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Variations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
UnitMeasurement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ProductGroups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ProductGroupVariations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ProductSubGroups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ProductSubGroupVariations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Products	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ProductVariations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ProductPackage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ProductVariationsPackage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Discounts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Promos	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Contacts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ContactGroups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
InventoryMenu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
InventoryList	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Figure d

Step 58: Modifying the Receipt Format

This section allows you to edit the receipt format.

Navigating to Edit Receipt Window.

18. Click <Administration Files> on the menu bar.
19. Click <Edit Receipt Format> on the administration files action menu, you will see figure a.

Updating the receipt format.

20. In figure a make all the necessary adjustment a preview (see figure b) can be viewed in the bottom of the page.
21. Click <Save the receipt format>.

Screen Presentation:



RetailPlus Report Format Information
Report Format

Administration Files

- Company Info.
- Access Groups
- Access Users
- Receipt Format

Actions

- New Access Group
- New Access User
- Edit Receipt Format**

RetailPlus Business Solutions

Lot 11 Block 7 11 Avenue HHSG Village	▼
Lot 11 Block 7 11 Avenue HHSG Village	▼
{DateNow}	▼
-/-	▼

(The 3 lines below is called PageHeader. These lines will be printed only in receipts)

{InvoiceNo}	▼
	▼
	▼

Sample Item 1 10.00/PC	10.00
Sample Item 2 2@10.00/PC	20.00
Sample Item 3 with promo 3@10.00/PC@5.00 promo	25.00
Sample Item 4 with discount 4@10.00/PC@5.00 Disc	35.00
Sample Item 5 with discount and promo 5@10.00/PC@5.00Disc@5.00 promo	40.00
TOTAL.....	130.00

(The 3 lines below is called PageFooter. These lines will be printed only in receipts)

Thank you for shopping.	▼
Please Come Again.	▼
{AccreditationNo}	▼

{Cashier}	▼
{TerminalNo}	▼
{MachineSerialNo}	▼

Figure a

RetailPlus Business Solutions

Address1
Taguig City, Metro Manila Philippines 1624
{DateNow}
-/-
{InvoiceNo}

Sample Item 1 10.00/PC	10.00
Sample Item 2 2@10.00/PC	20.00
Sample Item 3 with promo 3@10.00/PC@5.00 promo	25.00
Sample Item 4 with discount 4@10.00/PC@5.00 Disc	35.00
Sample Item 5 with discount and promo 5@10.00/PC@5.00Disc@5.00 promo	40.00
TOTAL.....	130.00

Thank you for shopping.
Please Come Again.
{AccreditationNo}

{Cashier}
{TerminalNo}
{MachineSerialNo}

Save the receipt format

Figure b



RetailPlus™ POS System Version 1.0.0.1



-End-