

Point Of Sale User Manual

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Introduction

UBS Point of Sale 2003 system (P.O.S) for windows transform a PC into a powerful point-of sale cash register for retails sales, services, and rental businesses. **UBS P.O.S.** system can be operated with or without bar code equipment.

During the **basic transaction**, product codes are entered or scanned into the transaction and the screen instantly displays the quantity, price, and product description. When completed, the transaction is totaled, sales tax is applied, change is computed, the cash drawer is opened, a receipt is printed, and inventory and sales records are updated.

Getting Started

First Time Login

After the installation procedure, a shortcut icon is created on the desktop. Double-click the shortcut icon to open UBS POS or go into Windows Start Menu \rightarrow Programs \rightarrow UBS Software \rightarrow UBS Point of Sale 2003.

ø	🤏 Multi-Company				
	Company Name	Folder	^		
ŀ	UBS Corporation Bhd	data			
L					
L					
L			-		
L			$\left \right $		
L			- =		
ŀ			$\left \right $		
ŀ			-		
┝			-		
┝			-		
⊢					
┝			~		
-					
	Add	Edit Delete Select Exit			

* Please take note that this screen is optional. To disable the multi company function, go to Housekeeping \rightarrow Setup \rightarrow General Setup.

Add New Company

A default company name will be given, click the **Edit** button to update your company name or Click the **Add** button to insert another new company. Different company should keep into different data folder.



Create Database

After select the company name, the system will automatically generate the data files into the folder you have selected.



User Login

When you see the Logon screen, enter the Login ID and Password to access into the system. The default Login ID = UBS and Password = UBS.

🌣 Logon	\mathbf{X}
User Logon	
User ID	
Password	
	Login <u>C</u> ancel



System Function

UBS P.O.S 2003 system divided into five functional areas:

1. Maintenance

For a complete Cash Receipt, it contains the information like cashier, salesperson, item(s), counter, and payment. Before you start entering transaction, you need to have the unique code for every cashier, salesperson, counter, payment – credit card, and item(s).

At Maintenance, you are required to assign a unique code, description, and other required information for every cashier, salesperson, supervisor, credit card payment, group, category, item, cashier counter.

2. Transaction

This is where you enter the transaction for every sale made. Besides, it also contains information on deposit into and withdrawal from your cash drawer, for you to compare actual cash amount from your cash drawer.

3. Enquiry

Able to re-print cash receipt and print bar code labels to be placed on items not yet coded.

4. Reports

Able to print important reports, like sales analysis and inventory reports for management use.

5. Housekeeping

This menu contains functions for system setup, system recovery, and backup/restore.



Point Of Sale

User Manual

(Maintenance)



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- **1.1.** Personnel Files
- 1.2. Member File
- 1.3. Customer File
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- 1.5. Item Files
- 1.6. Miscellaneous Files



Chapter 1: MAINTENANCE



The MAINTENANCE is the first menu of the P.O.S. System. This menu is to establish the structure of the entire P.O.S. system. The function 'maintenance' here consists of create/add, modify and delete of Personnel Files, Member Files,

Customer Files, Supplier Files, Item Files and Miscellaneous Files

1.1. Personnel Files

Personnel Files maintenance is to main the full information of the Cashier, Supervisor, Salesperson/Agent and Promoter.



The Personnel Files maintenance drop down menu allows you to create the particular of: -

- 1. Cashier
- 2. Supervisor
- 3. Salesperson/Agent
- 4. Promoter

1.1.1. Cashier

In Cashier maintenance, you have to assign Cashier ID., Name and password. You may simply move the cursor to the selected field and add or modify information as necessary.



🤏 Cashier				
Cashier	Listing			
Cashier ID Name	COO1 CASHIER 001			
Password	****			
	Add Edit Delete Search Exit			
Cashier ID Assign an ID for your Cashier.				

Name- Key in the Cashier Name.Password- Key in the Password for Cashier.

1.1.2. Supervisor

Supervisor is the person who has the rights to make certain changes when encounter problem by the cashier.

Examples, when Cashier wrongly key in amount or item they are unable to correct the problem so they need the Supervisor to correct.

Under Supervisor Maintenance, assign a Supervisor ID (maximum 8 characters), Name (30 characters) and password (8 characters) for every Supervisor and click on save button.

🤏 Supervisor	
Supervisor L	isting
Supervisor ID	\$001
Name	SUPERVISOR 001
Password	*****
	Add Edit Delete Search Exit

Supervisor ID.	- Assign an ID for your Supervisor.
Name	- Key in the Supervisor Name.
Password	- Key in the Password for Supervisor.



1.1.3. Salesperson/Agent

In Salesperson/Agent maintenance, you have to assign Salesperson / Agent ID and Name.

🤏 Sales	person	/ Agent	X
Agent	Listing		
Agent		A001	
Name		AGENT 001	
		Add Edit Delete Search E	xit

Agent - Assign an ID for Salesperson/Agent.

Name - Key in the Supervisor Name.

1.1.4. Promoter

Promoter is the person who stands near the item to promote new offers and their usage. By assigning code (maximum 8 characters) and their name (maximum 30 characters) for every Promoter, the management will be able to check the item and quantity sold by the person.

ᡐ Promoter	
Promoter [isting
Promoter	P001
Name	PROMOTER 001
	Add Edit Delete Search Exit
Promoter	- Assign a code for Promoter.

Name

- Key in the Promoter Name.



1.2. Member File

Member File maintenance is to maintain the full information of the Member, Membership Class, Occupation, City, State, Country and print the Member List.

	ransaction	Enquiry	Reports	Housekeeping	Help	Exit
Personnel Files		• I				
Member File		► M	lember			
Customer File	е	► M	lembership	Class		
Supplier File 🔹 🕨		▶ 0	Occupation			
Item Files		City State			Ab	out
Miscellaneous Files 🔹 🕨		• c	Country			
		P	rint Membe	er List		

1.2.1. Member

Assign code for every member; maintain both the general (e.g. address, gender and etc.) and the details (e.g. occupation, membership class and etc.) information for each member.

🥸 Member					×	
Membership No. Name	MOOO1 STANLEY CHONG]				
General Detail	Listing				_	
Address	10, LORONG DELIMA 1,					
	TAMAN DELIMA,					
	GLUGOR					
City	GEORGETOWN	~				
State	PENANG	~				
Country	MALAYSIA	~				
Telephone	04-6561122		Gender	Male 🕑		
Handphone	012-55125453		Race	Chinese 🛛 😪		
NRIC No.	740606-07-4521					
Date of Birth	06/06/1974					
<u>A</u> dd <u>E</u> dit <u>D</u> elete Sea <u>r</u> ch <u>P</u> rint E <u>x</u> it						

Membership No. - Assign a Membership Number for every new member (maximum 20 characters).

Name - Key in the Members name.

Under Membership maintenance, there are 2 pages where you have to key in member's particulars and one page is the member listing.



i. <u>General</u>

General Detail Listing								
Address	10, LORONG DELIMA 1,							
	TAMAN DELIMA,							
	GLUGOR							
City	GEORGETOWN							
State	PENANG							
Country	MALAYSIA							
Telephone	04-6561122 Gender Male							
Handphone	012-55125453 Race Chinese							
NRIC No.	740606-07-4521							
Date of Birth	06/06/1974							

Key in the member's particulars like Address, Telephone, Hand Phone, NRIC, Date of Birth, Gender and Race.

I	I.	•	Detai	L

General Detail Listing							
Occupation	MANAGER						
Membership Class	GOLD CLASS						
Registration Date	01/10/2002						
Expired Date	01/10/2003						
Point Available	0						
Comment							
	~						

Key in the member's details like occupation, membership class, registration date expired date and point available.

Membership Class - Allow specifying the type of membership class.

Point Available - Points that claimed by the member throughout the purchase.

iii. Listing

General Detail Listing				
Membership ID	Name	^		
▶ M0001	STANLEY CHONG			
M0002	ERIC			
		[
		l		
		~		

Display all the Membership ID and Name in list. Click on the Membership ID or Name to see the member details.

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1.2.2. Membership Class

Some company issuing membership for their customer. Membership Class is to classify the member type and discount can be given.

🤏 Membership Clas	s 🔀		
Class Listing			
Class	C001		
Description	SILVER CLASS		
Itemised Discount	10.00%		
Summary Discount	10.00%		
	Add Edit Delete Search Exit		
Class	- Assign a code for the Membership Clas		
Description	- Key in the Membership Class Name.		
(temized Discoun	. Discount given for individually item purchase.		
Summary Discour	• Total Summary Discount for the item(s)		

1.2.3. Occupation

This option enables you to maintain an occupation list for use in Member Maintenance.

🤏 Occupatio	n 🔀
Occupation	Listing
Occupation	MGR
Description	MANAGER
	<u>A</u> dd <u>E</u> dit <u>D</u> elete Sea <u>r</u> ch E <u>x</u> it

Occupation - Assign an Occupation Code.

Description	- Key in the Occupation Description.

1.2.4. City

This option enables you to maintain the City list for use in Member Maintenance.



🤏 City	ţ		×
City	Listing		
City		SP	
Name		SUNGAI PETANI	
			_
		Add Edit Delete Search Exit	
City Name		- Assign a City Code. - Key in City Name.	

1.2.5. State

This option enables you to maintain State list for use in Member Maintenance.

🤏 State	9		×
State	Listing		
State		PG	
Name		PENANG	
		Add Edit Delete Search E	xit
State Name		- Assign a State Code. - Key in the State Name.	

1.2.6. Country

This option enables you to maintain Country list for use in Member Maintenance.

🥸 Country			
Country Listi	ng		
Country	МУ		
Name	MALAYSIA		
	Add Edit Delete Search Exit		

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Country	- Assign an Occupation Code.
Name	- Key in the Occupation Description.

1.2.7. Print Member List

It will list the entire Member List base on the criteria you specify.

🌣 Member List		
Member Range		
Member from		
Member to	zzzzzzzzzzzzzzzzzzzzzzzzzzzz	
Sort By	Membership No.	~
View	Typical	~
	QK	<u>C</u> ancel

Member From/To- Select the member number from the list down arrow for
viewing by range.Sort By- Select the report to be sorted by Membership No. or Name.

View - Select to print out the typical or details report.

1.3. Customer File

Customer File Maintenance consists of Customer File Maintenance and Customer List.



1.3.1. Customer

Assign code for every customer maintain both the general (e.g. address, gender and etc.) and details (e.g. credit limit, balance and etc.) information for each customer.

If the system links with stock control the below information will appear automatically.



🤏 Customer						
Customer No.	3000/A01				7	
Name	ASIA UBS CONSULTANTS LTD				Date	09/05/2003
General Detail	Listing					
Invoice To		I	Deliver To			
ROOM 813, WO	RKINGBOND COMMERCIAL		ROOM 813, WORKINGBOND COMMERCIAL			RCIAL
CENTRE, 162-	164 PRINCE EDWARD		CENTRE, 162-164 PRINCE EDWARD			
ROAD WEST, K	COVLOON HLSAR.		ROAD WEST, KOWLOON HLSAR.			
HONG KONG			HONG KONG			
Attention	MR. EDWARD CHAN	Attention MR. EDWARD CHAN		N		
Phone #1	852-89321000		Contact	M	IR. EDWARD	CHAN
Phone #2 852-89321002		Nature of Business RESELLER				
Fax	852-89321005		Status			~
Eirst Pre <u>v</u> io	us Next Last Add		dit <u>D</u> elete	Sea	a <u>r</u> ch <u>P</u> rint	: E <u>x</u> it

Status

- Set the status to Bad to disable further purchase by this customer.

* Preferably to follow the UBS standard coding for debtors, e.g. 3000/000 Customer File Maintenance consists of 2 pages.

i. General

General Detai	Listing			
Invoice To		Deliver To		
ROOM 813, WORKINGBOND COMMERCIAL		ROOM 813, WORKINGBOND COMMERCIAL		
CENTRE, 162	-164 PRINCE EDWARD	CENTRE, 162-164 PRINCE EDWARD		
ROAD WEST,	KOWLOON HLSAR.	ROAD WEST, KOWLOON HLSAR.		
HONG KONG		HONG KONG		
Attention	MR. EDWARD CHAN	Attention MR. EDWARD CHAN		
Phone #1	852-89321000	Contact MR. EDWARD CHAN		
Phone #2	852-89321002	Nature of Business RESELLER		
Fax	852-89321005	Status		

Assign Invoice To and Delivery to address, name of attention, contact number, contact person and nature of business.

ii. Detail

General Detail Listing		
Area	HONG KONG	
Agent	AGENT 001	
Terms		
Credit Limit	5,000.00	
Target	10,000.00	
Foreign Currency	US DOLOR	
Email Address	edchan@hotmail.com	
Website	www.ubs-asia.com	

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Allow you to key in more information regarding the customer.

Area	- Select region boundary for the individual client.	
Agent	- Select agent for the individual client.	
Term	- Key in the term given to the client.	
Credit Limit	- Value set for the upper limit on client's account.	
Target	- Target set for the client's purchase.	
Foreign Currency	 States the currency type of individual client used for transaction. 	

iii. Listing

General Detail	Listing	
Customer No.	Name	Phone #1
▶ 3000/A01	ASIA UBS CONSULTANTS LTD	852-89321000
_		

Display all the Customer record in the list. Click on the record itself to see the details.

1.3.2. Print Customer List

It will list the entire Customers/Debtors base on the criteria you specify.

🤏 Print Customer 🛛 🔀			
Customer Range			
Customer from			
Customer to	zzzz/zzz 🔽		
Sort By	Customer No. 💌		
Salesperson	/ Agent		
Agent from	•		
Agent to	ZZZZZZZZZZ		
Area	✓		
View	Typical 💌		
	<u>OK</u> <u>Cancel</u>		

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 Customer From/To - Select the customer number from the list down arrow for viewing by range.

 Sort By
 - Select the report to be sorted by Customer No. or Name.

Agent From/To	- List only those customers from this agent.
-	, .

Area	- Only those customers in this area. Leave blank for all areas.
View	- Select to print out the typical or details report.

1.4. Supplier File

Supplier Maintenance consists of Supplier File Maintenance and Supplier List.



1.4.1. Supplier

Assign code for every Supplier, maintain the General (e.g. address and Attention) and under Detail (e.g. Term, Credit limit and etc.).

🤏 Supplier				
Supplier No. Name	4000/A01 ACCENT COMMUNICATIONS SDN E	000/A01 CCENT COMMUNICATIONS SDN BHD		
General Deta	il Listing			
Invoice To	18-3, LORONG 6C/91, TAMAN SHAMELIN PERKASA, CHERAS 56100 KUALA LUMPUF			
Attention	MR GOH	Contact	COLIN CHOW	
Phone #1	603-98448993	Nature of Business	TECHNOLOGY	
Phone #2	012-3564521	012-3564521 Status		~
Fax	603-98448994			
First Previous Nevt Last Add Edit Delete Search Print Evit				
Eust Healing Mext Fast Hun Enr Delete Seafril Fully				

Status - Indicating the black listing Supplier.

Supplier File Maintenance consists of three (3) pages.



General Detai	Listing		
Invoice To	18-3, LORONG 6C/91,		
	TAMAN SHAMELIN PERKASA,		
	CHERAS 56100 KUALA LUMPUR		
Attention	MR GOH	Contact	COLIN CHOW
Phone #1	603-98448993	Nature of Business	TECHNOLOGY
Phone #2	012-3564521	Status	×
Fax	603-98448994		

Allow you to state the address, contact information and nature of business for supplier.

General Detail List	ing
Area	KUALA LUMPUR
Agent	AGENT 001
Terms	
Credit Limit	
Target	
Foreign Currency	▼
Email Address	
Website	
-	
-	
Area	- Select region boundary for the individual vendor.
Agent	- Select agent for the individual vendor.
-	-
Credit Limit	 Value set for the upper limit on vendor's account.
Target	- Target set for the vendor.
Term	- Credit term given from the vendor.
Email Address	s - Key in the email address.
Web Site Add	ress - Key in the home page address.
Currencv	- Key in the currency code and symbol.
,	
* There must b	e entry at the Currency Maintenance first.

iii. Listing

ii. Detail



Seneral Detail Listing					
Supplier No.	Supplier No. Name Phone #1				
▶ 4000/A01	ACCENT COMMUNICATIONS SDN BHD	603-98448993			
-					

Display all the Supplier record in the list. Click on the record itself to see the details.

1.4.2. Print Supplier List

It is same as Creditors Listing on UBS Accounting / Stock Control software, then will list the entire Supplier / Creditors base on the criteria you specify.

🤏 Print Supplier 🛛 🗙			
Supplier Rai	nge		
Supplier from Supplier to	/ •		
Sort By	Supplier No. 💌		
Salespersor	Salesperson / Agent		
Agent from Agent to			
Area View	▼ Typical		
	<u>OK</u> <u>C</u> ancel		

Supplier From/To	- Select the supplier number from the list down arrow for viewing by range purpose. If you leave blank then the system will list your entire supplier.
Sort By	- Select the report to be sorted by Supplier No. or Name.
Agent From/To	- This option indicating which agent.
Area	- You also can print or view by area by selecting the specify area name.
View	- Select to print out the typical or details report.

1.5. Item Files

Item Files Maintenance consists of Item Maintenance, Category, Group, Item, Service Item, Item Location, Item Serial No., Edit Item and Grade Opening Quantity and promotional item.





1.5.1. Category

Enables you to classify various type of stock into the correct classification and it will be similar to stock category.

🄏 Category	<i>y</i> (×
Category	Listing	
Category	SW	
Description	SOFTWARE	
	Add Edit Delete Search Print Exit	

Click **Add** button and assign a category code, follow by its description.

e.g.	Category	Description
-	HW	HARDWARE
	SW	SOFTWARE
	Save button to cave	the estagen code

Click **Save** button to save the category code.

Click **Delete** button to delete unwanted category code.

Click **Print** button to print category code.

1.5.2. Group

Enable you to define each category into group details and the item grade.



🤏 Group		×
Group Grade	Listing	
Group	GRP01	
Description	GROUP 1	
	Add Edit Delete Search Print Exit	

Click **Add** button and assign a Group code, follow by its description.

e.g.	Group	Description
-	HWP	PRINTER
	HWS	SCANNER

Grade

Ø	Group 🛛
G	oup Grade Listing
	No. Grade Description
	1 S Size
	2 M Size
	3 L Size
	4 XL Size
	5
	6
	7
	8
	9
	<u>A</u> dd <u>E</u> dit <u>D</u> elete Sea <u>r</u> ch <u>P</u> rint E <u>x</u> it

Key in the Grade Description for this specify group.

Click **Save** button to save the group code.

Click **Delete** button to delete unwanted group code.

Click **Print** button to print group code.

1.5.3. Item

It is same as Item File Maintenance in UBS Stock Control System (if you link), it will allow you to manage the database of Item file.



🥸 ltem					N 1997
Item No.	A00001				
Description	ABC LASER PRINTER				
General Multipl	e Unit Listing				
Alternate Item No.			Brand	ABC	
Category	HW	Shelf No.		Minimum Qty	
Group	HWP	Packing		Reorder Qty	
Supplier	/	Cost Code		Quantity B/f	10
Unit Of Measure	SET	Point	500	2	
Unit Cost	750.00	Promoter	PROMOTER 001		~
Price - A	900.00	Tax Percenta	ge #1		Contain Serial No.
Price - B	920.00	Tax Percenta	ge #2		Contain Grade
Price - C	950.00	Expired Date	1	/	
<u>First</u> Pre <u>v</u> io	us <u>N</u> ext <u>L</u> ast	Add	<u>E</u> dit <u>D</u> e	lete Sea <u>r</u> ch	Print Exit

Item File Maintenance consists of three (3) pages i.e. General, Multiple Unit and Listing.

* To modify, click on the Search button or go to Listing Page to select the item you want to modify, then click on Save button to save the changes.

Item No.	- A code or number assign to the item.		
Description	- Explanation of the item.		
i. <u>General</u>			
Alternate Item No.	- Assign another item number only if necessary.		
Category	- The classification of product for this item e.g. raw material and finish goods. You may search for the code by clicking the arrow down key.		
Group	software and accessory. You may search for the code by clicking the arrow down key.		
Supplier	- If there is only one main supplier supplying this item, you may keep a record of the supplier. Otherwise, leave this column blank.		
Unit of Measure	- The unit of measurement for this item, whether it is measured in pieces, length, weights and etc.		
Unit Code	- The cost of an item. This cost price will remain the same unless you request the system to update the new cost price when you receive stock at transaction receive.		
Price-A/B/C	- There are three (3) pricing levels, which can be set for an item. It is useful to users who sell at different price to different customer.		
Shelf No.	- The shelf number is used to identify the specific place / rack of an item in the storeroom or warehouse.		



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Packing	- The packing of the item and usually it is measured in weight.	
	E.g. Unit of measure = 1 tin Packing = 250g	
Cost Code	- Enter the item cost code.	
Point	- This keep the point value allotted to this item. Some companies adopt the 'point value system' in their marketing policy, where every product carries a certain point value. This point value will be used for cash rebate, exchanging of gift, cash voucher and etc.	
Promoter	- The person who has arranged to promote the item.	
Tax percentage #1 Tax percentage #2	- You can indicate the percentage (%) of your tax.	
Expired Date - Indica	te the item's expired date.	
Brand	- Indicate the item's brand name.	
Minimum Qty	- If stock level goes below this quantity, the stock item will be printed out in Reorder advice.	
Reorder Qty	- If stock level goes below the minimum level, the reorder	
Quantity B/F	- The item's opening quantity. This is the quantity at the beginning of the year.	
Contain Serial No.	- If the items come with serial No., select this option by ticking this check box. The system will prompt the item serial number during transaction.	
Contain Grade	- If the items come with Grade, select this option by ticking this check box. The system will prompt the item grade during transaction.	

ii. Multiple Unit

General Multiple Unit Listing					
Unit	Factor #1	Factor #2	Price		
DOZEN	12.0000	1.0000	9,000.00		

Unit

- An alternative unit of measurement. E.g.

UOM	<u>Unit</u>
Pieces	Dozen
Box	Carton



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Factor # 1 & 2 - If you have multiple unit for your item, then you have to indicate the unit factor. This is the conversion ratio between 1st Unit and 2nd Unit. E.g.

1 st Unit	2 nd Unit	Factor # 1	Factor # 2	
Pieces	Dozen	12.00	1.00	
Box	Carton	10.00	1.00	

Price

- The unit price for the 2nd Unit of Measurement.

iii. <u>Listing</u>

General Multiple Unit	isting		
Item No.	Description	Group	
▶ 12312	BANNER	GRP	
343434	CABLE	GRP	
A00001	ABC LASER PRINTER	HWP	
ddds	DUST COVER	GRP	
			×.

Display all the Item record in the list. Click on the record itself to see the details.

1.5.4. Service Item

Enable you to create a service code for a task performed or service rendered.

🤏 Service Iter	n					
Service Item	Listing					
Service Item	SVR-0	001				
Description	ROOM	SERVICE				
Account No.						
Credit Sales		0000/000				
Cash Sales		0000/000				
Sales Return		5010/000				
Purchase		0000/000				
Purchase Retu	Irn	6010/000				
		<u>A</u> dd <u>E</u> dit	Delete	Search	Print	E <u>x</u> it

Click Add button and assign a service code. Then specified account numbers for this service, i.e. Credit Sales, Cash Sales, Sales Return, Purchase and Purchase Return.



1.5.5. Item Location

Enable you to create a location code for specifying the exact place of the goods being stored.

Click on add button and assign a location code, follows by its description and address.

🤏 Item Locatio	on	×
Location Listi	ing	
Location	WARE	
Description	WAREHOUSE	
Address	LOT 123, BAYAN LEPAS IND. ESTATE,	
	MPPP WAREHOUSE	
	PENANG	
	Add Edit Delete Search Print	E <u>x</u> it

1.5.6. Item Serial No.

Enable you to maintain item serial number with expiry date.

đ	Item Serial No.			
	Item No.	Description	Group	^
	A00001	ABC LASER PRINTER	HWP	
\vdash				
Н				
Н				
H				
\vdash				
H				
Н				
				~
		Edit Refre	sh <u>C</u> lose	

Click on the Edit button to maintain the item serial number.



🤏 Item Serial	No - A00001					
Serial No.		Status	Date (In)	Date (Out)	Expired	^
▶ 0210100		Available	07/03/2003	1.7	01/01/2005	
0210101		Available	07/03/2003		01/01/2005	
-						
-						
-						
-						
L						
Serial No.	0210100			🗊 Edit 📗 🚟 Dele	te	
Expired Date	01/01/2005	5		(
			Turne			
Status	Available	<u>`</u>	туре			<u> </u>
Date (In)	07/03/2003	3	Reference No).		
Date (Out)	11					
				_		
						el

Click on the New button to insert the Item Serial No. together with their expired date, status, date in and out.

* In order to update the Item serial number, you have to click on the Contain Serial No. check box in Item Maintenance.

🗹 Contain Serial No.
Contain Grade

1.5.7. Item Opening Quantity

Not all users starting with zero balance of stock, this section allows you to show all items opening quantity and cost.

đ	ltem Opening	g Quantity				×
	Item No.		Unit	Unit Cost	Quantity B/f	>
	12312		PCS	1.00	3,000.00	
	343434		PCS	0.00	100.00	
	A00001		SET	750.00	10.00	
	BANNER		UNIT	15.00	0.00	.
	BARCODE		UNIT	26,000.00	0.00	.
	CALENDAR		PCS	0.20	0.00	.
	ddds		UNIT	0.00	0.00	.
						.
L						$\mathbf{\mathbf{z}}$
1	item No.	12312				
(Description	BANNER				
1	Unit Cost	1.00				
(Quantity B/f	3,000.00	PCS			
					Edit Exit	



1.5.8. Grade Opening Quantity

You are able to maintain the grade opening quantity in this option.

🥸 Grade Openi	ing Quantity			
Item Listing				
Item No.	CCK BLUE SHIRT			
Description	CCK BLUE T-SHIRT			
Group	SHIRT Qu	uantity B/f 20		
No. Gra	de Description	Quantity		
▶ 1 S	Size Size	4		
3 L	Size	4		
4 XL	Size	4		
5 XXL Size 4				
Eirst Prey	jous <u>N</u> ext <u>L</u> ast	Edit Search Exit		

* In order to update the Item Grade quantity, you have to click on the Contain Grade. check box in Item Maintenance.

Contain Serial No.	
🗹 Contain Grade	

1.5.9. Promotional Item

For giving discount on individual promotional item, use this option to enter item one by one. You are also able to update the promotional item under Batch Update.

🤏 Promotional It	tem				
Item Listing					
Item No. Description	A00001 ABC LASER PRINTER	R]		
Date from	01/05/2003		Category	HW	
Date to	01/06/2003		Group	HWP	
Offered Type	Discount	~	Consumer	A11	~
Discount %	20% 0%				
Discount	0.00				
Price	0.00				
Point	0				
				List Item Bate	ch Update
Eirst Pre <u>v</u> io	ous <u>N</u> ext Last		[<u>E</u> dit Sea <u>r</u> ch	E <u>x</u> it

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Indicate the promotional period, the discount % or price, point and state whether this is only apply to member only.

* In order to activate the promotional item function, you have to go to Housekeeping \rightarrow Setup \rightarrow Transaction Setup, Function \rightarrow Item Function Activation to tick on the Promotional check box.

Batch Update

🤏 Batch Update	4			×
Update Delete]			
Category from				
Category to	ZZZZZZZ			
Group from				
Group to	ZZZZZZZ	▼		
Item No. from			•	
Item No. to	ZZZZZZZZZZ	zzzzzzzzzzzz	-	
Date from	01/05/2003	Consumer	A11	~
Date to	31/05/2003]		
Offered Type	Discount		~	
Discount %	20%	0%		
Discount	0.0	00		
		[Update	Cancel

Group, Category and Item number use for filtering.

Group From and To - Enter the promotion by group.

Category From and To	- Enter the promotion by category.
Item No. From and To	- Enter the promotion by item number.
Date From and To	- Indicating the promotion period.
Offered Type	- Indicating the offer type whether the promotion is discount by percentage, by price or giving point.
Consumer	- Select the promotion is apply to all customer or member only.
Discount	- If there is any discount, then key in the percentage (%) or discount value.
Price	- Indicate the item price during the promotional period.
Point	- Indicate the point given for the item.





1.6. Miscellaneous Files

Miscellaneous files consist of Credit Card Maintenance, Voucher Maintenance, Counter Maintenance, Area Maintenance, Project Maintenance, Foreign Currency Maintenance and Reason Maintenance.

of				
of				
	'cai	e 2003	2	
~	Jui	2005	·	
	Home	e Language	Abo	but
	redit Card			
S	pecial Dis	count		
c	ounter			
Т	able			
A	rea			
F	roject			
F	oreign Cur	rency		
F	eason			
	C S C T A P F	Home Credit Card Special Dise Counter Table Area Project Foreign Cur Reason	Home Language Credit Card Special Discount Counter Table Area Project Foreign Currency Reason	Home Language Abo Credit Card Special Discount Counter Table Area Project Foreign Currency Reason

1.6.1. Credit Card

Assign code for different type of credit card and maintain the percentage (%) to charge on total sales if payment made by credit card.

🤏 Credit Card									
Credit Card	isting								
Credit Card	VISA								
Description	VISA CREDIT CAN	RD							
Туре	VISA 🕑								
Account No.	1								
Service Charg	e Computation								
#1 - Amount	0.00	0 Between 50.00 Charge 1.00%							
#2 - Amount	50.01	Between	9,999,999.99	Charge	0.00%				
 ✓ Always enter ✓ Always enter 	credit card number expired date								
		<u> </u>		Delete	Search	E <u>x</u> it			
Credit Caro	1	- Assign a code for the credit card.							
Descriptio	ı	-	- Then key in the description on the above cod						
Туре		-	Select the Cre	edit Ca	rd Type.				

Account No. - Specify the Account No for this credit card.



Service Charge	- If the amount exceeded certain limit, then key in the limit and the percentage to be charged.
Customer pays for the Service charge	- If you tick this check box, the service charge will be paid by customer.
Always enter credit card number	- The system require to key in the credit card number during the payment.
Always enter expired date -	The system require to key in the credit card's expired date during the payment.

1.6.2. Special Discount

This discount is calculating base on the total amount on the receipt (after item discount, before tax).

🥸 Special	Discount		
Discount	Listing		
Discount Co	de	NY001	
Description		NEW YEAR PROMOTION	
Discount Pe	rcent	30%	
Discount		0.00	
Valid From		01/01/2003	
Valid To		01/02/2003	
		Ad Edit Delete Search Exit	

* In order to activate the Special Discount function, you have to go to Housekeeping \rightarrow Setup \rightarrow Transaction Setup, Payment to tick on the Special Discount check box.

1.6.3. Counter

Each counter should assign a code/name to certify the group of transactions.

🤏 Counter		\mathbf{X}
Counter Listin	g	
Counter	CTR1	
Description	COUNTER 1	
	Add Edit Delete Search E	<u>×</u> it



1.6.4. Table

If your nature of business is restaurant, you might require to record down the table no. you have in your restaurant.

🥸 Table		3
Table Listing		
Table	01	
Description	TABLE 1	
		J
	Add Edit Delete Search Exit]

* In order to activate the Table function, you have to go to Housekeeping \rightarrow Setup \rightarrow Transaction Setup, Functions \rightarrow Entry Activation to tick on the Table check box. The system will prompt to key in the Table no. during the transaction.

1.6.5. Area

Enable you to create an area code for specifying the position of a geographical region and it will be similarly to stock control system.

🥸 Area	
Area Listing	
Area	HK
Description	HONG KONG
	Add Edit Delete Search Exit

1.6.6. Project

Link from Stock Control System and it enables you to maintain project titles.

🤏 Projec	t		×
Project	Listin	g	
Project		ACC	
Description	n	ACCOUNTING	
		Add Edit Delete Search E	. <u>x</u> it

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1.6.7. Foreign Currency

Enable you to maintain multi currencies, which is required for companies engaging in foreign trades.

🤏 Foreign (Curren	cy 🔀
Currency	Listing	
Currency Cod	le	USD
Currency Wor	rd	US DOLOR
Currency Sym	nbol	US¢
Rate		3.80000
		Add Edit Delete Exit

* Recommended to set the Currency Code according to the international standard.

1.6.8. Reason

Enable you to maintain the reason to use while there is a receipt voided.

🤏 Reason 👘		X
Reason	g	
Reason	01	
Description	ITEM BROKEN	
	Add Edit Delete Search Exit	



Point Of Sale User Manual (Transaction)

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CONTENTS

Chapter 2 Transaction

- 2.1. Cash Receipt
- 2.2. Receipt Recording
- 2.3. Inventory Transaction



Chapter 2: TRANSACTION

Cash Receipt Receipt Recording Cash Recording Voucher Recording Voucher Recording Language About	Maintenance	Transaction	Enquiry	Reports	Ho	ousekeeping	Help	Exit
Cash Recording News Cash Recording Language About		Cash Rec Receipt R	eipt tecording			2003	2	
News Language About		Cash Recording Youcher Recording				2000		
Inventory Transaction	News	Inventor	y Transact	ion	•	Language	Ab	out

The TRANSACTION is the second menu of P.O.S. system, information on Cash or Credit cards have entered in this menu. Transaction pull down menu consists of Cash Receipt, Receipt Recording, Cash Recording, Voucher Recording and Inventory Transaction.

2.1. Cash Receipt

Before cashier started their daily routine works, Cashier Sign in dialog box is required for personnel certifying and records tracking.

🤏 Cash	ier Sign In		
®	Counter	COUNTER 1	<
H) 🔊	Cashier No.	CASHIER 001	v
	Password		
			QK <u>C</u> ancel

Once you have entered the correct password from the login screen, you will proceed into this screen to enter sales detail like item purchase, quantity, price, and discount.

Press arrow down key select the item or scan the barcode. The system will search the item and pop out the default-selling price and discount and calculation the amount.

👒 Cash Receipt - 001, CASHIER 001					
F3 Cash F4 Credit Card	F6 Multiple Payment F8 Other F7 Cancel F9 Fast Key		RM	76	51.00
Item No	. Description	Quantity	Price	Discount	Amount 🔼 🔼
1 BANNEL	R BANNER	1 UNIT	8.00	0.00	8.00
2 A4-P-	CASE A4 PAPER CASE	1 SET	3.00	0.00	3.00
3 CANPR:	IN-2304 CANON PRINTER	1 UNIT	750.00	0.00	750.00
-					
-					
					~
Item No.					
Description					
Quantity	0				
Price	0.00				
Discount	0% 0% 0.00				
Amount	0.00				
🔓 Cashier : 001, CASHIER 001				<u>A</u> ccept	Other

To hide or display the full entry columns, press F9 **Fast Key**.


While you hide the entry columns, you only need to scan the barcode or manual type in the item code without changing quantity, selling price and discount. Please take note that this feature could only allow one (1) unit of item.

Item No.)
	[
Item No.			
Description			
Quantity	0.00	*	
Price	0.00		
Discount	0.00% 0.0	0.00	
Amount	0.00		

You are allowed to alter the description, quantity, price and discount price column, if you select the option at Housekeeping \rightarrow Setup \rightarrow Transaction Setting and Appearance \rightarrow Item Appearance.

Cash Payment- Press F3

🥸 Cash	Payment		
1	Total	761.00	
	Paid	761.00	
	Change	0.00	
	K C	ancel <u>S</u> ummary	

Credit Payment - Press F4

🤏 Credit	Card Payment #1	
VISA	Credit Card Type	MASTER CREDIT CARD
	Card No.	
	Expired Date	/
	Approval Code	
	Service Charge	0.00
		OK <u>C</u> ancel <u>S</u> ummary

Multiple Payment - Press F6





Cancel - Press F7



Other - Press F8

👒 Receipt 🛛 📓
O <u>n</u> Hold
<u>S</u> ave Order
<u>E</u> dit Order
⊻oid Receipt
Print Receipt
<u>C</u> ancel
<u>H</u> eader
<u>G</u> o Back
Sign <u>O</u> ut

On Hold	-	Hold the Order.
Save Order	-	Save as Sales Order.
Edit Order	-	Edit the on hold Order or Sales Order.



Print Receipt -	Reprii	Reprint the Receipt.					
Cancel	-	Cancel the transaction.					
Header	-	Pop up the header screen.					
Go Back	-	Return to the Cash Receipt entry screen.					
Sign Out	-	Exit the Cash Receipt entry screen.					

2.2. Receipt Recording

🤏 Receipt Rec	ording			E	<
Date Range					
Date from Date to	01/01/2003 00:00 14/05/2003 00:00	Eilter]		
Reference No.	Date	Cashier	Grand Total	Void 🛛	
▶CS 00002	05/05/2003 14:01	001	1250.00		
-					
Reference No.	CS 00002 05/05/2003	3 14:01	· ·		
Void Status	Unvoid 🗹				
Supervisor			~		
			Edit	Exit	

To cancel/recover receipts based on the Reference Number given. You can filter out the receipts by the date issued and select the receipts no you want to void or recover and click on the Edit button. Select the Supervisor who performs the task.



2.3. Cash Recording

🤏 Cash Recordi	ing	
Cash Recording	Listing	
Reference No.	CI000001	d
Counter	COUNTER 1	
In the presence	e of	
Cashier	CASHIER 001	
Supervisor	SUPERVISOR 001	
Password		
Cas	e of Transaction Opening Drawer	
Remark		
	Add Edit Delete Search Print	Exit

Cash Recording is designed for opening and closing cashier's drawer, it is also allows adjustment on cash so that the cashier can carry on duty smoothly.

Opening Drawer and Cash In is the money bring in by the cashier before start using the cash drawer. Click on the Add button to create a new transaction.

Cash Out is the money the cashier withdraws before she/he changing shifts or finish work.

By referring to the reference number, amount of cash can be modified for that particular transaction. This feather is control by the supervisor password.

To edit the transaction amount, search for the reference no. and update the fields you want to edit.

2.4. Inventory Transaction

Inventory Transaction consists of nine (9) options. There are: -Receive, Purchase Return, Delivery Order, Invoice, Cash Sales, Credit Note, Issue, Adjustment – Increase and Adjustment - Reduce.

<u>Maintenance</u>	<u>Iransaction</u> <u>Enquiry</u> <u>Reports</u>	<u>H</u> ousekeeping He <u>l</u> p E <u>x</u> it
	Cash Receipt	
	Receipt Recording	2003
	Cash Recording	2000
News	Inventory Transaction	Receive
		Purchase Return
		Delivery Order
		Invoice
		Cash Sale
		Credit Note
		Issue
		Adjustment - Increase
		Adjustment - Reduce



2.4.1. Receive

Stock Receive enables you to check the stock received. The stock quantities will update automatically if your P.O.S. system linked with UBS Stock Control system.

Header

🤏 Receive - RC	00001	
Header Detail	Summary Listing	
Reference No.	RC 00001	
Date	23/03/2003 10:34 Period 5	
Description	PORCHASES	
Vendor No.	1000/000 SUPPLIER 1	Term
Agent	AGENT 1	
Purchase Order No	P0-030231	Delivered By
Delivery Order No.	RE-309442	
Eirst Previo	us Next Last Add	Edit Delete Search Print Exit

Detail

👒 Receive - RC	00001									808
Header Detail	Summary	Listing								
Item No.				-						
Description										
Quantity		0		~						
Price		0.00								
Discount	0%	0	*	0.00						
Tax	0.00%	0.00	\$	0.00						
Amount		0.00								
Add Item	Edit Item	Delete	Item							
Item No.		Des	cription			Quantity		Price	Discount	Amount 🔼 📤
1 A4-P-CA	.SE	A4	PAPER CA	SE			1 SET	2.00	0.00	2.00
2 BARCODE		AM	ANO MTX-1	LO BARCODE	READE		1 PCS	2,500.00	4%	2,400.00
-										
-										*
								Total An	nount	2,402.00
Eirst Previou	ıs <u>N</u> ext	La	st		(<u>A</u> dd	Edit	Delete	Search P	rint E <u>x</u> it



Summary

🥸 Receive - R	C 00001									
Header Detail	Summary	Listing								
Total				2,402.00						
Discount	10%	0%	0%	240.20	Ī					
Nett				2,161.80						
Tax	5.00%	0.00%	0.00%	108.09						
	Inclusive									
Grand Total				2,269.89						
					-					
Eirst Prev	jous Next	: Last	:		Add	Edit	Delete	Search	Print	Exit

2.4.2. Purchase Return

Purchase Return enables you to view and print the Purchase Return information.

Header

🤏 Purchase Ret	turn - PR 00001	
Header Detail	Summary	
Reference No.	PR 00001	
Date	23/05/2003 16:33 Period 5	
Description	PURCHASES RETURN	
Vendor No.	1000/000 SUPPLIER 1	Term
Agent	AGENT 1	
Purchase Order No	o. P0-453049	Delivered By
Delivery Order No.	RE-349090	
Eirst Previo	us Next Last Add	<u>E</u> dit <u>D</u> elete Sea <u>r</u> ch <u>P</u> rint E <u>x</u> it



Detail

🥸 Purchase Retu	um - PR 00	001									×
Header Detail	Summary	Listing									
Item No.	CANPRIN-	2304									
Description	CANON PR	INTER									
Quantity		1	UNIT	×							
Price	53	30.00									
Discount	0%		0%	0.00							
Tax	0.00%	0.0	0%	0.00							
Amount	53	30.00									
Add Item	Edit Item	Delet	e Item								
Item No.		De	scriptio	n	Quantity		Price	Discou	nt A	mount	
1 CANPRIN	1-2304	C.	ANON	PRINTER		1 UNIT	530.0	0 0	.00	530.00	
-											
-											
-											
							Total A	Amount		530.00	
Eirst Previou	ıs <u>N</u> ext		ast		Add	Edit	Delete	Sea <u>r</u> ch	Print	Exit	٦

Summary

🥸 Purchase R	eturn - PR O	0001								= = 🛛
Header Detail	Summary	Listing								
Total				530.00						
Discount	20%	0%	0%	106.00						
Nett				424.00						
Tax	5.00%	0.00%	0.00%	21.20						
	Inclusive									
Grand Total				445.20						
					1					
Eirst Prey	jous <u>N</u> ext	: Last			Add	Edit	Delete	Search	Print	Exit



2.4.3. Delivery Order

Delivery Order enables you to enter the list of items or products delivered to customer.

Header

🤏 Delivery Ord	er - DO 00001	
Header Detail	Summary	
Reference No.	D0 00001	
Date	13/05/2003 15:47 Period 5	
Description	DELIVERY	
Customer No.	2000/000 CUSTOMER 1 Term	
Agent	AGENT 1	
Purchase Order No	J.	
Delivery Order No.		
Eirst Previo	us <u>N</u> ext Last <u>A</u> dd <u>E</u> dit <u>D</u> elete Sea <u>r</u> ch <u>P</u> rint	E⊻it

Detail

🤏 Delivery Orde	er - D0 00001	
Header Detail	Summary Listing	
Item No.	A4-P-CASE	
Description	A4 PAPER CASE	
Quantity	10.00	
Add Item	Edit Item	
Item No.	Description Quantity	^
▶ 1 A4-P-C4	ISE A4 PAPER CASE 10.00 SET	
2 BARCODE	2 AMANO MTX-10 BARCODE READER 1.00 PCS	
-		
-		~
Einst Drewier	r Nauk Lask Add Edd Dalata Sauch Drink	
Eirst Pre <u>v</u> iou	15 Next Last Add Edit Delete Search Print	E <u>×</u> it



2.4.4. Invoice

Invoice enables you to enter a list of goods sold to customers on credit with price changes.

Header

🤏 Invoice - INV	00001
Header Detail	Summary Listing
Reference No.	INV00001
Date	19/05/2003 10:11 Period 5
Description	SALES
Customer No.	2000/000 CUSTOMER 1 Term
Agent	V
Purchase Order No).
Delivery Order No.	
Eirst Previo	us Next Last Add Edit Delete Search Print Exit

Detail

🤏 Invoice - INV	00001							
Header Detail	Summary	Listing						
Item No.	A4-P-CAS	E	~					
Description	A4 PAPER	CASE						
Quantity		1 00						
Price		3.00						
Discount	0.00%	0.00%	0.00					
Tax	0.00%	0.00%	0.00					
Amount		3.00						
Add Item	Edit Item	Delete I	tem					
Item No.		Desc	ription	Quantity	_	Price	Discount	Amount 🔼
▶ 1 A4-P-CA	SE	A4	PAPER CASE	1.0	0 SET	3.00	0.00	3.00
-								
-								
								~
						Total Am	ount	3.00
Eirst Previou	ıs <u>N</u> ext	Las		Add	Edit	Delete S	iea <u>r</u> ch <u>P</u>	rint E <u>x</u> it



Summary

👒 Invoice - IN	V00001									
Header Detail	Summary	Listing								
Total				3.00						
Discount	0%	0%	0%	0.00						
Nett				3.00						
Tax	0.00%	0.00%	0.00%	0.00						
	Inclusive									
Grand Total				3.00						
Eirst Prey	/ious Next	Las		(Add	Edit	Delete	Search	Print	Exit

2.4.5. Cash Sale

This screen is meant for Cash Sales, and it is able to view and modify on the Cash Receipt's transactions. (Please take note that any medication on item will not affect the cash receipts).

Header

🤏 Cash Sale - C	S 00002	
Header Detail	Summary Listing	
Reference No.	C\$ 00002	
Date	05/05/2003 14:01 Period 5	
Description	CASH SALES (POS)	
Customer No.	9999/999 CASH SALES (POS)	
Counter		
Cashier	CASHIER 001	
Agent		
Member		
Eirst Pre⊻io	us <u>N</u> ext Last <u>A</u> dd <u>E</u> dit <u>D</u> elete Sea <u>r</u> ch <u>P</u> rint	E <u>x</u> it



Detail

🤏 Cash Sale - C	<u> 00002</u>					
Header Detail	Summary Listing					
Item No.	ITEM 3	-				
Description	ITEM 3					
Quantity	10.00	~				
Price	125.00					
Discount	0.00% 0.0	D% 0.00				
Tax	0.00% 0.0	0.00				
Amount	1,250.00					
Add Item	Edit Item Delet	e Item				
Item No.	De	scription	Quantity	Price	Discount	Amount 🔼
▶ 1 ITEM 3	I.	TEM 3	10.00	125.00	0.00	1,250.00
-						
						~
				Total Amo	ount	1,250.00
Eirst Previou	IS <u>N</u> ext L	ast	<u>A</u> dd <u>E</u> dit	Delete S	ear_chPri	int E <u>x</u> it

Summary

🥸 Cash Sale -	CS 00002									
Header Detail	Summar	Listing								
Total				1,250.00						
Discount	0%	0%	0%	0.00						
Nett				1,250.00						
Tax	0.00%	0.00%	0.00%	0.00						
	Inclusive									
Grand Total				1,250.00						
Credit Card #1		1,250.	00							
Credit Card #2		0.	00							
Cheque		0.	00							
Voucher		0.	00							
Deposit		0.	00							
Cash		0.	00							
Payment		0.	00							
Change		0.	00							
Eirst Pre <u>v</u>	ious <u>N</u> e	xt La:	st	[Add	<u>E</u> dit	Delete	Sea <u>r</u> ch	Print	E <u>x</u> it



2.4.6. Credit Notes

As customer may have some return goods, those items can be stated in this screen to make an offset.

Header

🥸 Credit Note - (CN 00001 🗧 🖸 🔀
Header Detail	Summary Listing
Reference No.	CN 00001
Date	23/05/2003 16:51 Period 5
Description	GOODS RETURN
Customer No.	2000/000 CUSTOMER 1
Agent	
Purchase Order No).
Delivery Order No.	
Eirst Previo	us Next Last Add Edit Delete Search Print Exit

Details

🥸 Credit Note - C	CN 00001									
Header Detail	Summary	Listing								
Item No.	BARCODE			-						
Description	AMANO MT	Х-10 В	ARCODE	READER						
Quantity		1	PCS	~						
Price	3,2	00.00								
Discount	0%		0%	0.00						
Tax	0.00%	0.0	0%	0.00						
Amount	3,2	00.00								
Add Item	<u>E</u> dit Item	Delet	e Item							
Item No.		De	scription			Quantity		Price	Discount	Amount 🔼 🔼
1 BARCODE	:	A	MANO M	TX-10 BARCO	DE READE	1	PCS	3,200.0	0 0.00	3,200.00
-										
-										~
								Total A	mount	3,200.00
Eirst Pre <u>v</u> iou	ıs <u>N</u> ext		ast			Add	<u>E</u> dit	Delete	Search B	rint E <u>x</u> it



Summary

🤏 Credit Note	- CN 00001									- • •
Header Detail	Summary	Listing								
Total				3,200.00						
Discount	0%	0%	0%	0.00						
Nett				3,200.00						
Tax	0.00%	0.00%	0.00%	0.00]					
	Inclusive									
Grand Total				3,200.00						
Eirst Prey	vious <u>N</u> ext	Las	t		Add	Edit	Delete	Search	Print	E⊻it

2.4.7. Issue

Issue enables you to enter goods issued for internal use. It consists of three (3) sections: Header, Detail and Summary.

Header

🤏 Issue - ISSOO	001	
Header Detail	Summary Listing	
Reference No. Date	ISS00001 19/05/2003 10:20 Period 5	
Reason	ISSUE	
Authorized By		
Eirst Previou	us Next Last Add Edit Delete Search Print	E⊻it



Detail

🥸 Issue - ISSOO	001								×	
Header Detail	Summary	Listing								
Item No.	BARCODE		-							
Description	AMANO MT	MANO MTX-10 BARCODE READER								
Quantity		1.00	~							
Price	2,5	00.00								
Discount	0.00%	0.00%	0.00							
Tax	0.00%	0.00%	0.00							
Amount	2,5	00.00								
Add Item	Edit Item	Delete I	tem							
Item No.		Desc	ription	Quant	ty	Price	Discount	Amount	^	
1 BARCODE	:	AMA	NO MTX-10 BARCON	E READE 1	.00 PCS	2,500.00	0.00	2,500.00		
2 CANPRIN	1-2304	CAN	ON PRINTER	1	.00 UNIT	530.00	0.00	530.00		
-										
-									-	
						Total Amo	ount	3,030.00		
Eirst Previou	is <u>N</u> ext	Last		Add	Edit	Delete S	earch Pri	nt E <u>x</u> it	:	

Summary

👒 Issue -	ISS00001														
Header D	etail Sun	mary	Listing												
Total						:	3,030.	00							
Discount		0%	0%	0	*		0.	00							
Nett							3,030.	00							
Tax	0.	00%	0.00%	0.00	~		0.	00							
	Inc	lusive													
Grand To	tal					:	3,030.	00							
											_				
Eirst	Pre <u>v</u> ious	Next	La	st					<u>A</u> dd	Edit		<u>D</u> elete	Search	Print	E <u>×</u> it



2.4.8. Adjustment – Increase

The option enables you to increase the stock quantity.

Header

🥸 Adjustment - I	ncrease - OAI00001
Header Detail	Summary Listing
Reference No.	0AI00001
Date	23/05/2003 16:54 Period 5
Reason	ADJUSTMENT
Authorized By	
Eirst Pre <u>v</u> io	us Next Last Add Edit Delete Search Print Exit

Detail

🥸 Adjustment - I	ncrease - C	0A10000	1						
Header Detail	Summary	Listing							
Item No.	A4-P-CAS	E		T					
Description	A4 PAPER	CASE							
]			
Quantity		10	SET	~					
Price		2.00							
Discount	0%		0%	0.00					
Tax	0.00%	0.0	0%	0.00					
Amount		20.00							
Add Item	Edit Item	Delet	e Item						
Item No.		De	scription	I	Quantity		Price	Discount	Amount 🔼 📥
▶ 1 A4-P-Ci	ASE	A	4 PAPE	R CASE	1	0 SET	2.00	0.00	20.00
-									
-									
-									~
							Total Am	ount	20.00
Eirst Previo	us <u>N</u> ext		ast		Add	Edit	Delete S	ea <u>r</u> ch <u>P</u>	rint E <u>x</u> it



Summary

ᡐ Adjustment -	Increase -	DA100001								
Header Detail	Summary	Listing								
Total				20.00						
Discount	0%	0%	0%	0.00						
Nett				20.00						
Tax	0.00%	0.00%	0.00%	0.00						
	Inclusive									
Grand Total				20.00						
				,						
Eirst Prey	jous <u>N</u> ext	t Las	t	(Add	Edit	<u>D</u> elete	Search	Print	Exit

2.4.9. Adjustment – Reduce

The option enables you to decrease the stock quantity.

Header

🥸 Adjustment - F	Reduce - DAR00001	
Header Detail	Summary Listing	_
Reference No.	0AR00001	
Date	23/05/2003 17:03 Period 5	
Reason	ADJUSTMENT	
Authorized By		
Eirst Previo	us Next Last Add Edit Delete Search Print Exit	



Detail

ᡐ Adjustment - R	educe - O/	AROOOD	1						
Header Detail	Summary	Listing							
Item No.	BANNER			-					
Description	BANNER								
Quantity		6	UNIT	×					
Price		5.00							
Discount	0%		0%	0.00					
Tax	0.00%	0.0	0%	0.00					
Amount	;	30.00							
Add Item	Edit Item	Delet	e Item						
Item No.		De	escription		Quantity		Price	Discount	Amount 🔼 🔼
1 BANNER		B.	ANNER			6 UNIT	5.00	0.00	30.00
							Total Amo	ount	30.00
Eirst Previou	ıs <u>N</u> ext		ast		Add	Edit	Delete S	earch <u>P</u> r	int E <u>x</u> it

Summary

🥸 Adjustment -	- Reduce - O	AR00001								
Header Detail	Summary	Listing								
Total				30.00						
Discount	0%	0%	0%	0.00						
Nett				30.00						
Tax	0.00%	0.00%	0.00%	0.00						
	Inclusive									
Grand Total				30.00						
Eirst Prey	jous <u>N</u> ext	Las	t	(Add	Edit	Delete	Search	Print	Exit



Point Of Sale User Manual (Enquiry)



CONTENTS

Chapter 3 Enquiry

- 3.1. Print Bills
- 3.2. Print Item
- 3.3. Daily Checkout
- 3.4. Open Cash Drawer
- 3.5. Message Display



Chapter 3: ENQUIRY



The ENQUIRY menu is the third menu of P.O.S. System, the report generator for reviewing the status of the transactions. This Enquiry pull down menu consists of:-

- 3.1. Print Bill
- 3.2. Print Item
- 3.3. Daily Checkout
- 3.4. Open Cash Drawer
- 3.5. Message Display

3.1. Print Bill

Allow to print out the bill like Stock Receive, Purchase Return, Delivery Order, Invoice, Cash Sales, Credit Note, Issue, Adjustment – Increase and Adjustment – Reduce.

🤏 Print Bill	8							
Reference No.	Range							
Bill Type Re	Bill Type Receive							
Reference No. fr	rom 🔽							
Reference No. to								
Date Range								
Date from	01/01/1930 00:00							
Date to	24/05/2003 00:00							
	<u>O</u> K <u>C</u> ancel							

Select Enquiry \rightarrow Print Bills \rightarrow Bills and select the Bill Type, Reference number and date range of the bill. Click OK button you will able to preview and print the bill.

3.2. Print Item

Print Item consists of Item List, Item Label, Category List, Group List and Service Item List.



Maintenance	Transaction	Enquiry	Reports	Housekeepir	ng Help	Exit	
		Print I Print	Bills	+	Item	List	
	poir	Daily Checkout			Item	Label	
News		Open Cash Drawer Message Display		wer Y	Cate Grou Serv	:gory List Ip List ice Item List	
					5014		

3.2.1. Item List

Item List enables you to view and print the Item listing in typical or detail format.

🤏 Item List	
Item Range	
Category from	
Category to	ZZZZZZZ
Group from	
Group to	ZZZZZZZ
Item No. from	•
Item No. to	ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ
Sort By	Item No. 🚩
View	Typical 💌
	<u>O</u> K <u>C</u> ancel

Select Enquiry \rightarrow Print Item \rightarrow Item List and select the Category, Group, Item No. and select the report to be sorted by Item No., Group or Category.

If you want to see the details report, change the View type from Typical to Detail.

Click on the OK button to preview and print the bill.

3.2.2. Item Label

Item Label enables you to print barcode item label with/without description and unit price.



🥸 Item Label	
Item Range	
Category from	
Category to	2222222
Group from	
Group to	2222222
Item No. from	
Item No. to	zzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzz
Sort By	Item No. 🛛 💙
	<u>OK</u> <u>C</u> ancel

3.2.3. Category List

This option enables you to print the item's category list.

🥸 Category List 🛛 🔀			
Category Rang	je		
Category from			
Category to	2222222		
	<u>o</u> k	<u>C</u> ancel	

Select Enquiry \rightarrow Print Item \rightarrow Category List and select the Category and click on the OK button to preview and print the list.

3.2.4. Group List

This option enables you to print the item's group list.

🤏 Group List		
Group Range		
Group from		
Group to	2222222	
	<u>o</u> k	<u>C</u> ancel

Select Enquiry \rightarrow Print Item \rightarrow Group List and select the Group and click on the OK button to preview and print the list.



3.2.5. Service Item List

This option enables you to print the Service Item list.

🤏 Service Item List 🛛 🗙				
Service Item Range				

Select Enquiry \rightarrow Print Item \rightarrow Service List and select the Service Item No. and click on the OK button to preview and print the list.

3.2.6. Promotional Item List

This option enables you to see the promotional Item list.

ø	Promotional It	em List				×
	Item No.		Description	Category	Group	F
	12312					
	343434					
	A00001					
	BANNER		BANNER			
	BARCODE		AMANO MTX-10 BARCODE READER			
L	CALENDAR					
	CCK BLUE SHI	RT				
	CD-COVER					
	ddds					
L						
						\sim
	<]				>	
	Item No.	12312				
	Description					
						_
					E <u>x</u> it	

3.3. Daily Checkout

This option enables to print out the daily collection by counter according to the date you specified.

🤏 Daily Che	kout 🛛 🔀
Counter	
From Date	18/05/2003 00:00
To Date	19/05/2003 11:18
View	Complete 💌



Select Enquiry \rightarrow Daily Checkout and select the Counter No., date and click on the OK button to preview and print the list. To print out the summary, change the View type to summary.

3.4. Open Cash Drawer

The option enables you to open the cash drawer. Select the Supervisor ID and enter the password to open the cash drawer.

🤏 Open Cash D	rawer 🛛 🔀	3
Select the super	visor and click Open button to open the cash drawer.	
Supervisor	✓	
Password		
]

3.5. Message Display

This option enables you to edit the message to display on the counter machine.

🤏 Message Display 🛛 🛛 🔀
Typical Custom
Welcoming
Thanking
Counter Closed



Point Of Sale User Manual

(Reports)



CONTENTS

Chapter 4 Reports

- 4.1. Cash and Receipt Reports
- 4.2. Sales Reports
- 4.3. Inventory Reports
- 4.4. Membership Reports
- 4.5. Management Reports



Chapter 4: REPORTS



The REPORTS menu provides most up-to-date detail or summary reports, where it categories into:-

- 4.1 Cash and Receipt Reports
- 4.2 Sales Reports
- 4.3 Inventory Reports
- 4.4 Membership Report
- 4.5 Management Reports

4.1. Cash and Receipt Reports

Cash and Receipt Reports consist of Receipt Report, Sales Order Report, Cash Recording Report, Credit Card Report, Cheque Report, Voucher Report, Special Discount Report and Free Item Report.

Maintenance	Transaction	Enquiry	Reports	Housekeeping	Help	Exit	
			Cash	and Receipt Rep	ports	Þ	Receipt Report
	noir	it of	Sales Reports 🔹 🕨			Þ	Sales Order Report
pomeo		Inventory Reports		•	Cash Recording Report		
News			Mem	bership Report		•	Credit Card Report
			Mana	agement Reports		•	Cheque Report
							Special Discount Report

4.1.1. Receipt Report

Receipt Report indicating the type of payment made by Customer including the receipt number and amount paid.

🤏 Receipt Report 🛛 🔀			
Cashier Range			
Cashier from			
Cashier to	ZZZZZZZZ		
Counter from			
Counter to	zzzzzzz		
Date Range			
Date from	01/01/2001 00:00		
Date to	21/05/2003 00:00		
View T	ypical 💌		
Receipt Status	Typical 💌		
	<u>Q</u> K <u>C</u> ancel		



Select Reports \rightarrow Cash and Receipt Reports \rightarrow Receipt Report, key in the Cashier number, counter and date. Select the view type whether to print out Typical, Summary, Credit Card, Credit Card Summary, Transaction Detail, Tax Details or Payment Analysis. Choose the Receipt Status and click on OK button to preview or print the Receipt Report.

4.1.2. Sales Order Report

Sales Order Report enables you to view and print the sales order made by customer.

🤏 Sales Order	Report	
Cashier Range	:	
Cashier from	•	
Cashier to	zzzzzzz 🔽	
Salesperson /	Agent	
Agent from		
Agent to	ZZZZZZZZZZZ T	
Date Range		
Date from	01/01/2001 00:00	
Date to	21/05/2003 00:00	
Sort By	Cashier	×
View	Typical	*
Order Status	Typical	*
	<u>o</u> k	Cancel

Select Reports \rightarrow Cash and Receipt Reports \rightarrow Sales Order Report, key in the Cashier no., Agent code and date. Select the view type to print out Typical or Summary Report. Choose the Order Status and Click on the OK button to view and print the Sales Order Report.

4.1.3. Cash Recording Report

Opening is the money hold by Cashier before starting work. Cash In is the money add in during work and Cash Out is the money to be withdrawn from the Cash Drawer when Cashier finishing work.

Cash Recording Report usually printed for checking purposes to control the money in and out.



🌣 Cash Recording Report 🛛 🛛 🔀		
Cashier Range		
Cashier from	•	
Cashier to	ZZZZZZZZ	
Counter from	•	
Counter to	ZZZZZZZZ 🔽	
Date Range		
Date from	01/01/2001 00:00	
Date to	21/05/2003 00:00	
View T	ypical 💌	
Transaction Stat	us Typical 💌	
	<u>O</u> K <u>C</u> ancel	

Select Reports \rightarrow Cash and Receipt Reports \rightarrow Cash Recording Report, key in the Cashier no., counter and date. Select the view type to print out Typical or Summary Report. Choose the Transaction Status and Click on the OK button to view and print the Cash Recording Report.

4.1.4. Credit Card Report

Credit Card Report enables you to view and print the sales paid by Credit Card.

🤏 Credit Card Report 🛛 🔀				
Cashier Range				
Cashier from Cashier to				
Credit Card from	MASTER CREDIT CARD			
Credit Card to	VISA CREDIT CARD 🛛 💌			
Date Range	Date Range			
Date from	01/01/2001 00:00			
Date to	21/05/2003 00:00			
ViewTypicalTransaction StatusTypical				
	OK Cancel]		

Select Reports \rightarrow Cash and Receipt Reports \rightarrow Credit Card Report, key in the Cashier no., Credit Card Type and date. Select the view type to print out Typical or Summary Report.



Choose the Transaction Status and Click on the OK button to view and print the Credit Card Report.

4.1.5. Cheque Report

Cheque Report enables you to view and print the sales paid by Cheque.

🤏 Cheque Rep	ort 🛛 🔀
Cashier Range	
Cashier from Cashier to	▼ ZZZZZZZ ▼
Date Range	
Date from Date to	01/01/2001 00:00 21/05/2003 00:00
Transaction Stat	us Typical 💌
	<u>OK</u> <u>C</u> ancel

Select Reports \rightarrow Cash and Receipt Reports \rightarrow Cheque Report, key in the Cashier no., and date. Choose the Transaction Status and Click on the OK button to view and print the Cheque Report.

4.1.6. Special Discount Report

Special Discount Report enables you to view and print the special discount list if you have set in your maintenance.

🥸 Special Discount Report 🛛 🔀			
Cashier Range			
Cashier from			
Cashier to	2222222		
Discount from	NEW YEAR PROMOTION		
Discount to	NEW YEAR PROMOTION		
Date Range			
Date from	01/01/1930 00:00		
Date to	25/05/2003 00:00		
View	Typical 🚩		
Transaction Statu	rs Typical 💌		
	<u>QK</u> <u>C</u> ancel		



Select Report \rightarrow Cash and Receipt Report \rightarrow Special Discount Report and select the Cashier code, discount code and date. Select the view type to print out Typical or Summary Report. Choose the Transaction Status and Click on the OK button to view and print the Special Discount Report.

4.2. Sales Reports

Sales Report consists of Product Sales Report, Service Item Report, Salesperson Sales Report, Promoter Sales Report and Time Report. Where it enables you to view and print various reports on Sales Analysis. These reports will give you on-hand information of Sales performance.

Maintenance	Transaction	Enquiry	Reports	Housekeeping	Help	Exit	
			Cash	and Receipt Rep	ports	•	
	noir	t of	Sales	: Reports		×	Product Sales Report
	Pon		Inver	ntory Reports		×	Service Item Report
News			Mem	bership Report		•	Salesperson Sales Report
			Mana	agement Reports		•	Promoter Sales Report
							Time Report
							Free Item Report
						_	

4.2.1. Product Sales Report

Product Sales Report enables you to view and print sales value by product.

🦘 Product Sales Report 🛛 🔀		
Item Range		
Category from		
Category to	ZZZZZZZ	
Group from		
Group to	ZZZZZZZ –	
Item No. from		
Item No. to	ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ	
Sort By	Item No.	
Date Range		
Date from	01/01/2001 00:00	
Date to	21/05/2003 00:00	
View	Typical	
	<u>OK</u> <u>Cancel</u>	

Select Reports \rightarrow Sales Reports \rightarrow Product Sales Report, key in the Category, Group, Item No., and date then click OK button, you will able to see the Product Sales Report. You are able to sort the report by item no, group and category. Select the View Type to print out the Typical report, Monthly Sales, Monthly Volume, Quarterly Sales, Detail report or Typical Receipt Layout.



4.2.2. Service Item Report

Service Item Report enables you to view and print the sales value and transaction of Service Item.

🥸 Service Item Report 🛛 🛛 🔀		
Service Item P	Range	
Service Item fror Service Item to		
Date Range		
Date from Date to	01/01/2001 00:00 21/05/2003 00:00	
View Typ	pical 💌	
	OK Cancel	

Select Reports \rightarrow Sales Reports \rightarrow Service Item Report and key in the Service Item Code and date then click OK button, you will able to see the Service Item Report. Select the View Type to print out the Typical or transaction report.

4.2.3. Salesperson Sales Report

Salesperson Sales Report enables you to view and print the Sales Value, Sales Transaction, Product Detail and Performance Analysis by Salesperson.

🥸 Salesperson Sales Report 🛛 🛛 🔀			
Salespers	on / /	Agent	
Agent from		•	
Agent to		22222222222	
Date Rang	je		
Date from		01/01/2001 00:00	
Date to		21/05/2003 00:00	
18	_		
View	Typical 🎽		
Sort By	Total Transaction 🛛 💟		
		<u>o</u> k	Cancel

Select Reports \rightarrow Sales Reports \rightarrow Salesperson Report and key in the Salesperson/Agent Code and date then click OK button, you will able to see the Salesperson Sales Report. Select the View Type to print out the Typical Report, Transaction, Product Detail or Performance Analysis. For Performance Analysis Report, you are able to sort by Total Transaction, Gross Total or Grand Total.



4.2.4. Promoter Sales Report

Promoter Sales Report enables you to view and print the sales value by promoter.

🥸 Promoter Sales Report 🛛 🛛 🔀			
Promoter Ran	Promoter Range		
Promoter from Promoter to	▼ zzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzz		
Date Range			
Date from Date to	01/01/2001 00:00 21/05/2003 00:00		
	<u>o</u> k	<u>C</u> ancel	

Select Reports \rightarrow Sales Reports \rightarrow Promoter Sales Report and key in the Promoter Code and date then click OK button, you will able to view and print the Promoter Sales Report.

4.2.5. Time Report

Time Report is indicating the time of the Salesperson selling the product to the customer. Usually this time will appear on the receipt of the Salesperson.

🤏 Time Repor	t	
Cashier Range		
Cashier from		
Cashier to	zzzzzzz 🔽	
Counter from		
Counter to	zzzzzzz 🔽	
Date Range		
Date from	01/01/2001 00:00	
Date to	21/05/2003 00:00	
View	Typical	~
	<u>o</u> k	<u>C</u> ancel

Select Reports \rightarrow Sales Reports \rightarrow Time Report, key in the Cashier no., counter and date. Select the view type to print out Typical or Analysis Report. Click on the OK button to view and print the Time Report.

4.2.6. Free Item Report

Free Item Report enables you to view and print Free Item, which it comes together with the item. If you have already keyed in the free item then you will be able to print this report.



🤏 Free Item Re	port 🛛 🛛
Item Range	
Category from	
Category to	zzzzzzz
Group from	
Group to	2222222
Item No. from	•
Item No. to	222222222222222222222
Sort By	Item No.
Date Range	
Date from	01/01/1930 00:00
Date to	25/05/2003 00:00
View	Typical 💌
	<u>O</u> K <u>C</u> ancel

Select Reports \rightarrow Sales Reports \rightarrow Free Item Report and select the category, group, item no., and date then click on OK button to view and print the report. You are able to sort the report by item no, group and category. Select the View Type to print out the Typical or Detail report.

4.3. Inventory Reports

Inventory Reports consists of Stock Balance Report, Inventory Physical Worksheet, Stock Receive Report, Purchase Return Report, Stock Return Report, Stock Adjustment Report, Reorder Advice and Serial No. Report.

Maintenance Hansaction Enquiry hepoits housekee	oing	Help	Exit	_	
Cash and Receip	t Rep	orts	×		
noint of Sales Reports			- •		
Inventory Report			×	Stock Balance Report	
Membership Ber	t		•	Inventory Physical Worksheet	
News				Stock Receive Report	
Management Re	ports		•	Purchase Return Report	
				Stock Return Report	
				Stock Adjustment Report	
				Reorder Advice	
				Serial No. Report	
				Item Grade Report	



4.3.1. Stock Balance Report

Stock Balance Report indicates those stocks are still available.

🤏 Stock Balan	ce Report 🛛 🔀
Item Range	
Category from	
Category to	ZZZZZZZ
Group from	
Group to	ZZZZZZZ
Item No. from	
Item No. to	
Sort By	Item No.
Date Range	
Date from	11
Date to	21/05/2003
View	Typical 💌
Stock Status	Typical
	OK Cancel

Select Reports \rightarrow Inventory Reports \rightarrow Stock Balance Report and select the category, group, item no., and date then click on OK button to view and print the report. You are able to sort the report by item no, group and category. Change the view type from Typical to Detail to see the detail report. To print out only Active Item, you can change the Stock Status from Typical to Active Item.

4.3.2. Inventory Physical Worksheet

Inventory Physical Worksheet like a check list for the user to do the Inventory check.

🤏 Inventory Physical Worksheet 🛛 🛛 🔀				
Item Range				
Category from				
Category to	ZZZZZZZ			
Group from				
Group to	zzzzzzz 💌			
Item No. from				
Item No. to	ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ			
Sort By	Item No.			
Date Range				
Date from	1.1			
Date to 21	/05/2003			
	<u>Q</u> K <u>C</u> ancel			



Select Reports \rightarrow Inventory Reports \rightarrow Inventory Report and select the category, group, item no., and date then click on OK button to view and print the report. You are able to sort the report by item no, group and category.

4.3.3. Stock Receive Report

Stock Receive Report will indicate the stock received for viewing and printing purposes.

🥸 Stock Receiv	re Report 🛛 🔀
Item Range	
Category from	
Category to	ZZZZZZZZ V
Group from	
Group to	ZZZZZZZZ 🔽
Item No. from	
Item No. to	222222222222222222222222
Sort By	Item No.
Date Range	
Date from	11
Date to	21/05/2003
View	Typical 💌
	<u>O</u> K <u>Cancel</u>

Select Reports \rightarrow Inventory Reports \rightarrow Stock Receive Report and select the category, group, item no., and date then click on OK button to view and print the report. You are able to sort the report by item no, group and category. Select the View Type to print out the Typical report, Monthly Purchase, Monthly Volume, Quarterly Purchase or Detail report.

4.3.4. Purchase Return Report

Purchase Return Report enables you to view and print a list of transaction on Purchase Return in details.


🤏 Purchase Ret	urn Report 🛛 🔀
Item Range	
Category from	
Category to	ZZZZZZZ
Group from	
Group to	ZZZZZZZ 💌
Item No. from	
Item No. to	2222222222222222222222
Sort By	Item No.
Date Range	
Date from Date to 2	/ / 21/05/2003
View	Typical 💌
	<u>O</u> K <u>C</u> ancel

Select Reports \rightarrow Inventory Reports \rightarrow Stock Receive Report and select the category, group, item no., and date then click on OK button to view and print the report. You are able to sort the report by item no, group and category. Select the View Type to print out the Typical or Detail report.

4.3.5. Stock Return Report

Stock Return Report enables you to view and print Stock Return by product.

🤏 Stock Return I	Report 🛛 🔀
Item Range	
Category from	
Category to	ZZZZZZZ
Group from	
Group to	ZZZZZZZ –
Item No. from	
Item No. to	ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ
Sort By	Item No.
Date Range	
Date from	1.1
Date to 2	1/05/2003
View	Ypical 💌
	<u>OK</u> <u>Cancel</u>



Select Reports \rightarrow Inventory Reports \rightarrow Stock Return Report and select the category, group, item no., and date then click on OK button to view and print the report. You are able to sort the report by item no, group and category. Select the View Type to print out the Typical or Detail report.

4.3.6. Stock Adjustment Report

Stock Adjustment Report enables you to view and print if there is any stock adjustment transaction.

🤏 Stock Adjusti	ment 🛛
Item Range	
Category from	
Group from	
Group to	ZZZZZZZ
Item No. from	
Item No. to	ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ
Sort By	Item No.
Date Range	
Date from Date to	/ / 25/05/2003
View	Typical 💌
	<u>Q</u> K <u>C</u> ancel

Select Reports \rightarrow Inventory Reports \rightarrow Stock Adjustment Report and select the category, group, item no., and date then click on OK button to view and print the report. You are able to sort the report by item no, group and category. Select the View Type to print out the Typical or Detail report.

4.3.7. Reorder Advice

Reorder Advice enables you to view and print item's reorder list when the quantity on hand is lower than the minimum level.



🤏 Reorder Advic	e 🛛 🔀
Item Range	
Category from	
Category to	ZZZZZZZ
Group from	
Group to	zzzzzzz 💌
Item No. from	
Item No. to	ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ
Sort By	Item No.
Date Range	
Date from	1.1
Date to 2	1/05/2003
View T	ypical 💌
	<u>Q</u> K <u>C</u> ancel

Select Reports \rightarrow Inventory Reports \rightarrow Reorder Advice and select the category, group, item no., and date then click on OK button to view and print the report. You are able to sort the report by item no, group and category. Select the View Type to print out the Typical or Detail report.

4.3.8. Serial No. Report

Serial No. Report enables you to view and print the serial numbers' status. Item's serial number such as hand phone, the serial number comes together with the item.

🥸 Serial No. Rep	port 🛛 🕅
Item Range	
Category from	
Category to	2222222
Group from	
Group to	zzzzzzz 🔽
Item No. from	
Item No. to	zzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzz
Sort By	Item No.
Date Range	
Date from	01/01/1930 00:00
Date to	25/05/2003 00:00
View	A11 💌
	<u>OK</u> <u>Cancel</u>



Select Reports \rightarrow Inventory Reports \rightarrow Serial No. Report and select the category, group, item no., and date then click on OK button to view and print the report. You are able to sort the report by item no, group and category. Select the View Type to print out the all, available item or sold item.

4.3.9. Item Grade Report

Item Grade Report enables you to view and print the graded item list. If you have assigned any item with grades, then you will be able to see the regent as below:

🤏 Item Grade A	leport (X
Item Range		
Category from		
Category to	ZZZZZZZ	
Group from		
Group to	ZZZZZZZ 	
Item No. from	•	
Item No. to	ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ	
Sort By	Item No.	
Date Range		
Date from	01/01/1930 00:00	
Date to	25/05/2003 00:00	
View	Status 💌	
	<u>OK</u> <u>C</u> ancel]

Select Reports \rightarrow Inventory Reports \rightarrow Item Grade Report and select the category, group, item no., and date then click on OK button to view and print the report. You are able to sort the report by item no, group and category. Select the View Type to print out the item status or sold item.

4.4. Membership Reports

Maintenance	Transaction	Enquiry	Reports	Housekeeping	Help	Exit	
	point of			and Receipt Rep Reports htory Reports	oorts	* * *	
News		Membership Report			Þ	Member Sales Report	
		Mana	agement Reports		▶.	Point Accumulated Report	
							Member Birthday Report Membership Expired Report



Membership Reports consists of Member Sales Report, Point Accumulated Report, Member Birthday Report and Membership Expired Report.

4.4.1. Member Sales Report

Member Sales Report enables you to view and print the Membership's transaction records.

🍄 Member Sales Report 🛛 🛛 🛛						
Member Range	e					
Member from Member to	 ▼ ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ					
Sort By	Membership No. 💌					
Date Range						
Date from Date to	01/01/1930 00:00 25/05/2003 00:00					
View	Typical 💌					
	<u>O</u> K <u>C</u> ancel					

Select Report \rightarrow Membership Reports \rightarrow Member Sales Report and select the Membership No. and the transaction date then click on the OK button to view and print the Member Sales Report. You are able to sort the report by Membership No. or Name.

4.4.2. Point Accumulated Report

Point Accumulated Report enables you to view and print he Points collected by the Members.

🌣 Point Accumulated Report 🛛 🔯					
Member Range					
Member from					
Member to	ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ				
Sort By	Membershin No	-			
Dore by	Rembership No.				
View	A11 💌				
	OK Cancel				

Select Report \rightarrow Membership Reports \rightarrow Point Accumulated Report and select the Member ID. and click on the OK button to view and print the Point Accumulated Report.



You are able to sort the report by Membership No. or Name and change the view type to print only active member.

4.4.3. Member Birthday Report

Member's Birthday Report enables you to view and print the member's birthday date.

🤏 Member Birthday Report 🛛 🔯				
Member Range				
Member from				
Member to	ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ			
Sort By	Membership No.			
View	A11 💌			
Month	January 👻			
	<u>OK</u> <u>C</u> ancel			

Select Report \rightarrow Membership Reports \rightarrow Member Birthday Report and select the Member ID. and birthday month and click OK button to view and print the Member Birthday Report. You are able to sort the report by Membership No. or Name and change the view type to print only active member.

4.4.4. Membership Expired Report

Membership Expired Report enables you to view and print report on the member's expiration date.

👒 Membership Expired Report 🛛 🛛 🔯				
Member Range				
Member from Member to	▼ 222222222222222222			
Sort By	Membership No. 💌			
View Month	All 💙 January 🔽			
	<u>O</u> K <u>C</u> ancel			

Select Report \rightarrow Membership Reports \rightarrow Membership Expired Report and select the Member ID. and birthday month and click OK button to see and print the Membership Expired Report. You are able to sort the report by Membership No. or Name and change the view type to print only active member.



4.5. Management Reports

Management Report enables you to view and print the reports like Salesperson Performance, Member Analysis, Product Analysis, Payment Analysis and Time Analysis.

Maintenance Transa	action	Enquiry	Reports	Housekeeping	Help	Exit	
pointo			Cash Sales Inver	and Receipt Rep Reports ntory Reports	oorts	* * *	
News			- Meini	Deisnip nepolit			
New Member		Mana	agement Reports		×	Salesperson Performance	
New Product Ar	rival		Re	cent Access			Member Analysis
Today's Sales						Product Analysis	
						Payment Analysis	
							Time Analysis

4.5.1. Salesperson Performance

Salesperson Performance Report enables you to view and print report base on the sales value.

🥸 Salesperson	Performance	3
Salesperson /	Agent	
Agent from Agent to		
Date Range		
Date from Date to	01/01/1930 00:00 25/05/2003 00:00	
Sort By Tot	al Transaction 💌	
	<u>O</u> K <u>C</u> ancel]

Select Report \rightarrow Management Report \rightarrow Salesperson Performance and select the Salesperson/Agent No. and date then click on OK button to view and print the Salesperson Performance Report. You are able to sort the report by Total Transaction, Gross Total or by Grand Total.

4.5.2. Member Analysis

Member Analysis enables you to view and print the member's geographical area, demographic age or top purchases member.



🤏 Member Anal	ysis 🗵
Member Range	<u>•</u>
Member from	
Member to	222222222222222222
Sort By	Membership No.
Date Range	
Date from	01/01/1930 00:00
Date to	25/05/2003 00:00
View	Geographic 💌
Geographic	City 🍟
Тор	50 🔷 Records
	QK Cancel

Select Report \rightarrow Management Reports \rightarrow Member Analysis and select the Member ID., date and other necessary option then click on OK button to view and print the Member Analysis Report.

4.5.3. Product Analysis

Product Analysis Report enables you to print out the product's profit margin, top sales and low demand product.

🤏 Product Ana	ılysis 🔀
Item Range	
Category from Category to	
Group from	
Item No. from	
Item No. to	ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ
Sort By	Item No.
Date Range	
Date from	01/01/2001 00:00
Date to	21/05/2003 00:00
View	Profit Margin 💌
Тор	50 📚 Records

Select Reports \rightarrow Management Reports \rightarrow Product Analysis and select the category, group, item no., and date then click on OK button to view and print the report. You are able to sort the report by item no, group and category. Select the View Type to print out the Profit Margin, Top Sales Product or Low Demand Product.



4.5.4. Payment Analysis

Payment Analysis Report enables you to view and print the total sales value by different payment mode.

🤏 Payment Ana	alysis	8
Cashier Range		
Cashier from Cashier to	▼ 22222222 ▼	
Counter from		
Counter to	2222222	
Date Range		
Date from	01/01/1930 00:00	
Date to	25/05/2003 00:00	
Receipt Status	Typical	~
	<u>o</u> k	<u>C</u> ancel

Select Report \rightarrow Management Reports \rightarrow Payment Analysis and select the Cashier Code, Counter No., date and other necessary option then click on OK button to view and print the Payment Analysis Report.

4.5.5. Time Analysis

Time Analysis Report enables you to view and print reports on number og sales made with certain timeframe.

🥸 Time Analysi	s 🛛
Cashier Range	
Cashier from Cashier to Counter from	
Counter to	2222222
Date Range	
Date from Date to	01/01/1930 00:00
	<u>O</u> K <u>C</u> ancel

Select Report \rightarrow Management Reports \rightarrow Time Analysis and select the Cashier Code, Counter No. and date and then click on OK button to view and print the Time Analysis Report.



Point Of Sale

User Manual

(Housekeeping)



CONTENTS

Chapter 5 Housekeeping

- 5.1. Setup
- 5.2. Administrative Tools
- 5.3. Index Database
- 5.4. Upgrade Database
- 5.5. Backup and Restore
- 5.6. Import and Export
- 5.7. Change Password
- 5.8. Select Printer



Chapter 5: HOUSEKEEPING



The HOUSEKEEPING menu is not just dedicated to data maintenance only, it also involves in configuring the entire system settings. The Housekeeping pull down menu consists of:-

- 5.1. Setup
- 5.2. Administrative Tools
- 5.3. Index Database
- 5.4. Upgrade Database
- 5.5. Backup and Restore
- 5.6. Import and Export
- 5.7. Change Password
- 5.8. Select Printer

5.1. Setup

Setup menu consists of General Setup, Transaction Setup and Device Setup.



5.1.1. General Setup

Company

User needs to enter their Company Detail, General Setting, Regional Setting and Database Integration Setting accordingly.



🤏 General Setup		
Company General	Regional Sharing	
Company Profile		
Company Name	UBS Corporation Bhd	
Address	Level 51, Tower 2, Petronas Twin Tower,	
	Kuala Lumpur City Centre,	
	50088 Kuala Lumpur.	
Telephone	603-2031 6178	
Fax	603-2031 6428	
ROC No.	441389-K	
Apply Multi-Compa	DV	
	"7	
	<u>QK</u> <u>C</u> ancel	Apply

The Company screen involves licensing not only company who purchase the software, it also concern the registry of the accounting entry and output. Please indicate the company with correct ROC number, so the account can be recognized as valid. If you prefer to have multi-company account, please tick the Apply Multi-Company check box.

Apply Multi-Company -

allows user to create multiple company to maintain different sets of P.O.S. system.

General

🤏 Gener	al Setup	×
Company	General Regional Sharing	_
Account	ting Period	
	Last Year Accounting Closing Date 31/12/2002 This Accounting Year Closing Period 18 🗢	
	From Date 01/01/2003 To 30/06/2004	
Smart L	.ock Setting	
Smart	Smart Lock Type Demo Set	
	<u>QK</u> <u>Cancel</u> Apply	

Last Year Accounting Closing Date -

Closing date indicate the last accounting year. It must be same with UBS Stock Control system.

This Accounting Year Closing Period - Closing period indicate the number of months for this accounting year. It must be same with UBS Stock Control system.



Smart Lock Type

Please take note that if you purchased and setup the full version of P.O.S. system, there should display a word Licensed edition at the Login screen when you run the P.O.S. system.

Regional

This option enables you to maintain the currency use by company and to set the quantity, price, discount percentage, NRIC and date format use in the system.

🥸 General Setup			×
Company General R	egional Sharing		
Currency and Numb	ers		
Currency Symbol	RM		
Currency Word	Ringgit M'sia		
The number format is re	epresented by 9. For example :	9,999,999.99 or 99%	
Quantity	9,999,999	Amount	9,999,999.99
Price	9,999,999.99	Cash Amount	9,999,999.99
Discount Percent	99%		
NRIC No.	999999-99-9999		
Date			
Date Format De	fault 💌		
		<u></u> K	Cancel Apply

Sharing

This option enables you to set the linkage to Stock Control and Accounting System.

Company General Regional Sharing Database Integration	
Database Integration	
🛐 🔽 Integrate with Stock Control Suctors	
Stock Control Folder d: \ubsstk\data\]
Integrate with Accounting System	
Accounting Folder	



Integrate with Stock Control System -

Integrate with Accounting System -

This allows you to integrate the P.O.S. system with Stock Control system by direct it to the specific directory. This allows you to integrate the P.O.S. system with Accounting system by direct it to the specific directory.

5.1.2. Transaction Setup

Function

Setting				×	
Tran	isaction	Security			
Functions Appearance	Controls Payment User D	efined Tax Mis	scellaneous Fc	ormat File Locations	
Entry Activation					
 Salesperson / Agent Customer Promoter 	🗌 Multiple Locat 🔽 Table	ion			
Item Function Activatio	n				
 Service Item Promotional Item Free Of Charge Item Exchange or Return Ite 	✔ Change Pricir ✔ Item Groupin ✔ Repeat Last I m	g J tem	Preset Qu Preset Pri Preset Dis	iantity ce count Percent	
			K <u>C</u> an	icel <u>Apply</u>	

Tick the Entry Activation check box to activate the entry screen for the Salesperson/Agent, Customer, Promoter, Multiple Location and Table.

Item Function Activation uses to control the following functions:-

- Service Item
- Graded Item
- Promotional Item
- Free of Charge Item
- Exchange or Return Item
- Change Pricing
- Item Grouping
- Repeat Last Item
- Preset Quantity
- Preset Price
- Preset Discount Percent



Appearance

🌤 Transaction	Setting					×
	Transaction			Security		
Functions Appe	Controls	Payment	User Defined Tax	Miscellaneous	Format File Locati	ions
Screen Appear	ance					
Company Log	5		Function Key Legend			
Previous Refe	rence No.					
Next Referen	te No.					
Item Appearan	ice					
Description	Functional	~	Discount Percent #1	Functions	al 💌	
Quantity	Functional	~	Discount Percent #2	Functions	al 💌	
Unit Of Measure	Functional	~	Discount	Functions	al 💌	
Price	Functional	~	Amount	Functions	al 🚩	
Grid Lines	None	~				
				<u>OK</u> <u>C</u> a	ancel <u>A</u> pply	·

Allow the system to set to show, hide or disable the company logo, Reference No., Function Key, Item Description, Quantity, Unit of Measurement, Price, Discount Percentage, Discount, Amount and Grid Line.

Controls

🌣 Transaction Settin	g						×
TI	ansaction				Secur	ity	
Functions Appearance	Controls	Payment	User Defin	ed Tax	Miscellaneous	Format	File Locations
Item Control							
Allow item to be sold	lower than unit	cost					
Allow to proceed whe	n on hand qua	ntity is not e	nough				
Allow to edit item dur	ing transaction						
Summary Control							
Allow to edit discount							
Allow to edit tax							
					<u>o</u> k	⊆ancel	Apply

The Item Control and Summary Control consist of:-

- Allow item to be sold lower than unit cost
- Allow to proceed when on hand quantity is not enough
- Allow to edit item during transaction
- Allow to edit discount
- Allow to edit tax



Payment

🍄 Transaction Setting			×
Transaction Functions Appearance Controls Payr	user Defined T	Security ax Miscellaneous For	mat File Locations
Payment Acceptance V Credit Card Debit Card Debit Card Cheque	pucher [sposit	Foreign Currency	
Always enter bank Always enter cheque number Always enter cheque date The post dated cheque (PDC) only accept wi	:hin 🛛 🏮 day(s)		
Special Discount			
			el <u>A</u> pply

This page is use to set the payment acceptance and the require fields to fill in if pay by cheque.

🍄 Transaction Setting		
Transaction		Security
Functions Appearance Controls Payment	User Defined	Tax Miscellaneous Format File Locations
Header User Defined		
Apply Description	Length	Format
	0	
Body User Defined		
Apply Description	Length	Format
		~
		OK Cancel Apply

User Defined

Users are able to define their own field into database for the user to update during Cash Receipt in transaction.



Тах

🤏 Transac	tion Setting									
	Tra	nsaction					Secu	rity		
Functions	Appearance	Controls	Payment	User De	fined	ах	Miscellaneous	Format	File Loca	ations
Tax Com	putation									
Apply 1	Tax									
Descripti	on		%	Forr	nula				Comput	sory
Govern	nent Tax 5%		5.00	😂 su	BTOTAL *	(Tł	XPERCENT1	/ 100)	Yes	~
			0.00	\$					No	~
			0.00	\$					No	~
🗌 Tax Iı	nclusive									
Sample										
Govern	 nment Tax 5%	SUBTO	TAL * (TAX	PERCEN	F1 / 100)					
Service	e Charge 3%:	SUBTO	TAL * (TAX	PERCEN	F2 / 100)					
						_			_	
							<u>o</u> k	Cancel	Арр	ly 🔰

Select the checkbox "Apply Tax'' if you want to calculate tax on the total of that transaction.

Description	- enter the description for tax so that it will appear in cash receipt.	the
Percentage	- enter the percentage (%) so that it will appear on the careceipt.	ash
Formula	- enter the formula to calculate the tax amount.	

Miscellaneous

ᡐ Transaction Setti	ng			X
	Transaction		Security	
Functions Appearance	Controls Payment	User Defined Tax	Miscellaneous Format	File Locations
Default Setting				
Salesperson / Agent				
Accounting Project				
Item Location	WARE			
Item Description	First 💌			
Item Pricing	Price A 🛛 💌			
Item Type	Stock Item 🛛 🚩			
Membership				
Apply Membership				
Item Discount		Implement Bonus Poin	t collection	
Summary Discount		Collection Method	Total Purchased	~
		Ratio (Point : Amount)		1.00
			<u>O</u> K <u>C</u> ancel	Apply



The page enables you to set the default value for the Salesperson/Agent, Accounting Project, Item Location, Item Description, Item Pricing and Item Type.

For those who want to maintain the membership type of system, please preset the membership's structure in the above page.

Format

Setting							
Transaction					Sec	urity	
Functions Appearance Controls	Payment	User Defined	Tax	Miscellan	eous	Format	File Locations
Reference Number Format							
Туре	Auto	Current No.		Prefix	~		
▶ Cash Recording	v		3	CIO			
Credit Note	 Image: A set of the set of the		1	CN			
Cash Sales	~		7	CS			
Delivery Order	✓		3	DO			
Invoice	~		2	INV			
Issue	✓		2	ISS	-		
Key Field Format							
Item Number							
Marchauchie Nurshau							
				OK		Cancel	Apply
						Cancer	

Having trouble to allocate the reference numbers for transaction?

This Reference Number Format section allows you to set your transaction reference number to auto-run and prefix it. These will also eliminate the chances of duplicated reference number.

On the Key Field Format section, it allows you to indicate the number format for item entry and membership number.

* Please take note that Item Number Format must be same with Stock Control system if integrated.



File Locations

🌣 Transaction Setting		X
Transaction	Security	
Functions Appearance Control	Payment User Defined Tax Miscellaneous Format File Location	ions
Report		
Title	File Location	~
▶Receipt #l	rptcs#rp.frx	
Receipt #2	rptcs#rp.frx	
Receipt #3	rptcs#rp.frx	
Invoice	rptin#01.frx	
Sales Order #1	rptso#01.frx	
Sales Order #2	rptso#02.frx	
		<u>×</u>
	Properties	;
	<u>OK</u> <u>C</u> ancel <u>Appl</u>	У

Click on the Properties button to select the format file for Receipts, Invoice and Sales Order. This option allows you to set and customize the format of the report to be printed.

Transaction

🥸 Transac	ction Setting								×
Functions	Appearance	Controls	Payment	User Defir	ned T	ax	Miscellaneous	Format	File Locations
	Transaction Security								
Transact	ion Activation	ı							
🗹 Sales (Order								
Nature of	Transaction	Retai	1	~					
							<u>ok</u>	⊆ancel	Apply

Click on the Sales Order check box to activate the Sales Order function and select the nature of business of your company whether is Retail shop or Restaurant.



Security

🤏 Transa	ction Setting								X
Functions	Appearance	Controls	Payment	User Def	fined	Tax	Miscellaneous	Format	File Locations
	Tra	nsaction					Secu	ʻity	
Supervis	or Approval								
When (exchanged or re	sturned of ite	em						
🗌 When a	accept sales orc	ler							
							<u>o</u> k	<u>C</u> ancel	Apply

To set the security level as management wishes and have to determine whichever necessary check box to be ticked.

5.1.3. Device Setup

Cash Drawer

This section allows you to configure setting for the Cash Drawer.

ᡐ Device Setting								
Cash Drawer Customer Displ	ay Scale							
Cash Drawer Setting								
Connect to Cash Drawer								
Communication Port	сомі 💌							
Baud Rate	9600 💌							
Trigger Drawer Command	CHR(7)	»						
No. of attempt when trigge	r the drawer 🛛 1 🗘							
Open the drawer when	the following action is taken							
Credit Card Payment	Cheque Payment	Deposit						
Debit Card Payment	Voucher	Cash Recording						
		Iest						
L	[OK Cancel Apply						

Connect to Cash Drawer - Tick check box to enable the control link to the cash drawer.

* Baud Rate and Trigger Drawer Command are common setting, changes could be needed for different hardware.



Customer Display

Ever notice the small screen or LCD that display your purchase payment above the cash dispenser in supermarket? This screen allows you to make some arrangements and settings for the mechanism.

🌤 Device Setting	
Cash Drawer Customer Displa	Y Scale
Customer Display Setting	
Connect to Customer Display I	Device
Communication Port	сомі 💌
Baud Rate	9600
Welcoming Message	HAPPY NEW YEAR
	** WELCOME **
Thanking Message	THANK YOU
	PLEASE COME AGAIN
Counter Closed Message	COUNTER CLOSED
	NEXT COUNTER PLEASE
Reset back to welcoming mes	sage after 5 📚 seconds
	Tow
	<u>Q</u> K <u>C</u> ancel <u>Apply</u>

Scale

This section allows you to set the barcode's scale.

Sevice Setting				
Cash Drawer Customer Display	Scale			
Scale Barcode Setting				
Accept Scale Barcode				
Flag Digit 99				
	Start	End	Decimal	
Item No.	3 🗘	7 🜲		
Price	8 🤤	12 😂	2 🤤	
🗹 Quantity	8 🤤	12 🤤	2 🤤	
Obtain quantity based on	price			
Round Up Quantity	2 🤤			[]
				<u>S</u> ample
			<u>o</u> k	Cancel Apply



5.2. Administrative Tools

This option contains of user manager, policy setup, database viewer, language editor and font editor.

Maintenance	Transaction	Enquiry	Reports	Housekeeping	Help	Exit		
				Setup				
	noir	it of	Feal	Administrativ	/e Tools	5	•	User Manager
	Pon		Jui	Index Datab	ase			Policy Manager
News			Hom	Upgrade Da	itabase			Database Viewer
			Backup and	Restor	e		Database Clearance	
				Import and B	Export		•	Recover Database
				Change Pas	sword			Year End Processing
				Select Printe	er			Language Editor Font Editor
							Font Editor	

5.2.1. User Manager

This option enables the user to create the user login id and assign the access level to the user.

ᡐ User Manager			×
User			
User ID	UBS		
Name	Default Use	er	
Password	***		
Retype Password	***		
User Group	ADMIN	Administrator	
System Administr	ator		
		<u>A</u> dd <u>E</u> dit <u>D</u> elete E <u>x</u> it	

- 1. Click on the **"Add"** button to add a new use id. Next, type in the user id, name and password.
- 2. Select the appropriate user group. Refer 4.3.1 for user group setup.
- 3. System administrator has the authority to access into all the system, click on the **"System Administrator"** check box to assign a system administrator.
- 4. For any in-active user id, click on the **"Suspend"** check box to terminate the user access right.
- 5. Click on the **"Save"** button once you have completed key in the relevant information.
- 6. Click on the **"Edit"** button for you to modify the description.



- 7. To delete the record, click on the **"Delete"** button.
- 8. Click on the **"Exit"** button to exit.

5.2.2. Policy Manager

This option enables the user to define the user group's accessibility into the system.

ᡐ Grou	p Policy								×
Policy	Listing								
2	Group	ADMIN						Item List	
	Name	Administ	rator						
Forn	n Func	tion						Delete Deta	il
Item			Туре	Access	Create	Edit	Delete	Print	^
									- 1
									- 1
									1
									- 1
									- 1
									1
									~
	<u>A</u> dd <u>E</u> dit <u>D</u> elete <u>Exit</u>								

- 1. Click on the "Add" button, key in the group id and name.
- 2. There are two ways to set the authority for the group.
 - a. Click on "Item List" button
 - i. Click on the "**Item List**" button and select the form name from the list to assign the authority of the group to access to the form.
 - b. Click on "Capture" button
 - i. Click on the **"Capture"** button, the group policy form will be minimized to the bottom of the screen.
 - ii. Activate the form you want to capture.
 - iii. Press and hold the **Ctrl** button, use your mouse to point to the edge of the form until you see a text icon displayed.
 - iv. Drag and drop the text icon into the "Tray" show on the top of your screen.
 - v. Click on the "Tray" button once you have done.
- 3. There are 5 types of control to the form you are assessing Access, Create, Edit, Delete and Print.
 - i. Access Enable/disable the user to access to the form.



- ii. Create Enable/disable the user to add a new record.
- iii. Edit Enable/disable the user to edit the existing record.
- iv. Delete Enable/disable the user to delete the record.
- v. Print Enable/disable the user to print the report/listing.
- 4. Click on the **"Save"** button once you have finished setup.
- 5. To delete the form name, use your cursor to point to the record and click on the **"Delete Detail"** button.
- 6. If you want to delete the group policy, click on the **"Delete"** button.
- 7. Click on the **"Exit"** button to exit.

5.2.3. Database Viewer

This option enables the user to access and edit the data files without system control. The user is not advisable to edit the data files from here unless the user is familiar to the system logic and database structure, otherwise, it will cause the system error.

Φ	👒 Database Viewer 🛛 🔀								
T	ypical	Query							
C	atabase	e Table							
	Table Na	ame	Total Record(s)			File Size		External Folder	^
	apven	प	1			2.0	KB		
	arcus	t	1			2.0	KB		↓
	arpso		0			2.8	KB		1
	artra	n	10			13.8	KB		
L	card		2		_	1.1	KB		
6	::\ubs sof	tware\ubspos2003\dat	:a\apvend.dbf					📃 Use Local Tab	ble
F	ield List				e)rdering List			
Ιſ	Field Na	me	Field Type	~	IГ	Order Name		Expression	
	custn	0	C		1	NIL		No expression	
	name		С	1		custnoi		custno	†
	name2		С	Ι					I
	addl		С	Ι					I_
	add2		С	~					×
F	rom			~	1				
T	0			~					
						ſ	View		
						l	VIEW		

- 1. To view the record, select the table name from the list and click on the **"View"** button.
- 2. To edit the record, select the table name from the list and click on the **"Edit"** button.
- 3. Click on the **"Exit"** button to exit.



5.2.4. Database Clearance

This option enables the user to purge all the data files in the system. After purging, the data files will not able to recover back.

🥸 Database Clearance	
Database Clearance Image: Clean up the database records.	
Please select the option below for the cleaning process	
All records in the transaction files will be erased but the maintenance files will	
not affected.	
O Delete all records in the database	
Both maintenance and transaction file's records will be erased.	
Back <u>N</u> ext <u>C</u> ancel	

- 1. Select the option to delete the records.
- 2. Click on the "Next" button and following the instruction until finished.

5.2.5. Recover Database

This option enables you to recover the Financial Period, Item Quantity and Transaction data if there is data lost or inconsistency due to power failure or unforeseen reason.

🥸 Recov	ver Database	×
Option	Error Log	
STOP	Before you execute the function, check the following steps: - Close the opened forms - Inform users who are presently using the application to quit.	
Recover	the following data:	
Iter	m Quantity Insaction	
		:



5.2.6. Year End Processing

This option enables the user to close the current year's transactions and proceed to the next fiscal year.

🥸 Year	End Processing	\mathbf{X}
STOP	 All the transactions with the specified periods will be deleted. Please make sure you have backup a copy of the data before you run this process. Please inform users who are presently using the application to quit. 	
	<u>OK</u> <u>Cancel</u>	

5.2.7. Language Editor

The language editor is use to maintain the multi-languages library.

a	Language Editor									
		English					Chinese [GB2312	2]		^
										I
_										-
-										-
F										
										t
_										
-										
٢	General			Circl			Terrauk	and Evenue		9
Ľ	General			FILIU			Import	anu export		
	Statement (English)									
	Statement (Other)									
	Language	Chinese [GB2312]	1	/		Total Records		C	ו
				ſ	Add	<u>E</u> dit	Delete	Print	Exit	ור



5.2.8. Font Editor

This option enables the user to reset or change the system's font style and font size.

🤏 Font B	ditor		×
Objects			
A 22	Label		
	Font Name	Tahoma A Sample	
	Font Size	8 🗘	
	Text Box —		
	Font Name	Courier New A Sample	
	Font Size	9 🗘	
	Margin	2 🗘	
			٦

- 1. Click on the button beside the font name to change the font style and font size.
- 2. Click on the "OK" button to exit.

5.3. Index Database

This option enables the user to re-index all the database files in the system.

🥸 Reindex Database	\mathbf{X}
Reindex Database Reindex the existing database.	P
In network environment, make sure you are the only user to this option	to access
	<u>C</u> ancel

- 1. Click on the **"OK"** button to start database indexing.
- 2. Click on the "Cancel" button to exit.



5.4. Upgrade Database

This option enables the user to upgrade the database into a latest version.

🥸 Upgrade Database	\mathbf{X}
Upgrade Database Upgrade the existing database structure.	
In network environment, make sure you are the only use to this option	r to access
ОК	Cancel

- 1. Click on the **"OK"** button to start database indexing.
- 2. Click on the "Cancel" button to exit.

5.5. Backup and Restore

This option enables the user to backup and restore all the data files.

🤏 Backup and Restore	
Backup and Restore Backup and restore database.	5 ¹¹⁰ 010 ⁰
Please stop all operations in order to backup a complete set of the database.	
Progress	
<u>Backup</u> <u>R</u> estore	ancel



To Backup

- 1. Select the disk drive or directory that you want to save your backup files.
- 2. Specify the directory where the data files located into Default Directory.
 - 3. Click on the **"Backup"** button to start backup.

To Restore

- 1. Select the disk drive or directory that your backup files located.
- 2. Specify the directory to restore the data files.
- 3. Click on the "Restore" button to start restore.

5.6. Import and Export

Import and Export enables you to transfer the existing data from one computer to another.



5.6.1. Import Data

This option enables the user to import the Item, Category, Group, Member, Customer, Vendor and Transaction data into database.

🤝 Import Data 🛛 🛛
Item 🔼
Category
Group
Member
Customer
Vendor
Transaction
×
<u>O</u> K <u>C</u> ancel



- 1. Select the data you wish to import and specify the data folder.
- 2. Click on OK button to start the import.

5.6.2. Export Data

This option enables the user to export the Item, Category, Group, Member, Customer, Vendor and Transaction data from database.

🌤 Export Data	
Item	^
Category	
Group	
Member	
Customer	
Vendor	
Transaction	
	~
	_
<u>O</u> K <u>C</u> ance	

- 1. Select the type of information you wish to export.
- 2. Filter the criteria in the reference no. and date and specify the destination folder.
- 3. Click on OK button to start the export.

5.7. Change Password

This option enables the user to change the user password.

🌣 Change Password 🛛 🛛 🛛			
P	User ID Pass w ord		
	New Password		
		ОК	Cancel

- 1. Key in the user id.
- 2. Key the existing password and the new password.
- 3. Click on "Exit" button to accept and exit.



5.8. Select Printer

This option enables you select the printer you are using.

Р	rinter	? 🗙
	Printer	
	<u>N</u> ame:	VUBS-SERVERVHP LaserJet 1100 (MS)
	Status:	Ready
	Туре:	HP LaserJet 1100 (MS)
	Where:	LPT1:
	Comment	:
	Network.	OK Cancel

- 1. Click on the arrow down button to select the printer you are using.
- 2. Click on **"OK"** button to accept and exit.



Point Of Sale User Manual

(Help)



CONTENTS

Chapter 6 Help

- 6.1. About
- 6.2. File Statistics



Chapter 6: HELP

This section allows the user to check the system's version, product license information, the program directory and file statistics.

6.1. About

This option enables the user to check the system's version, product license information and the program directory. Go to Help \rightarrow About.

6.2. File Statistics

This option enables the user to choose the file statistics such as the file name, total fields, total records, file size and last modified date. Go to Help \rightarrow File Statistics.