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 → Programs → UBS Software → UBS Point of Sale 2003.
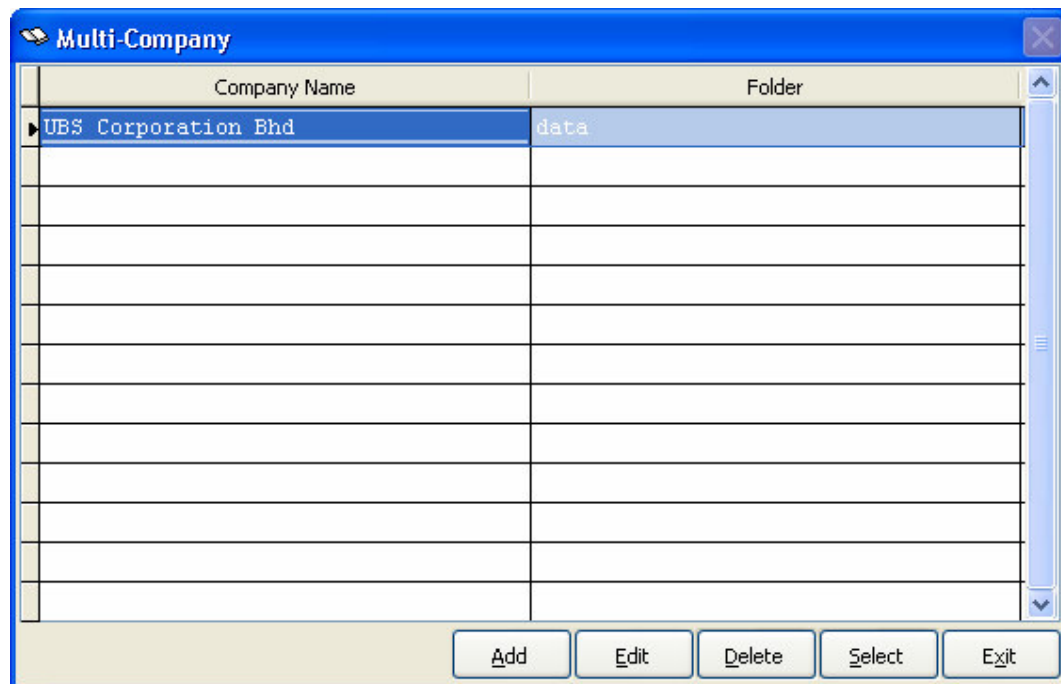

* Please take note that this screen is optional. To disable the multi company function, go to Housekeeping→Setup→General Setup.

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.
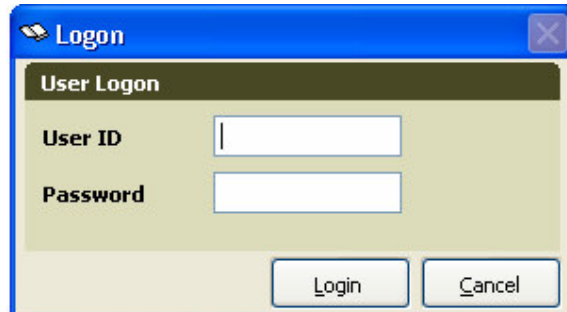Different company should keep into different data folder.

Create Database

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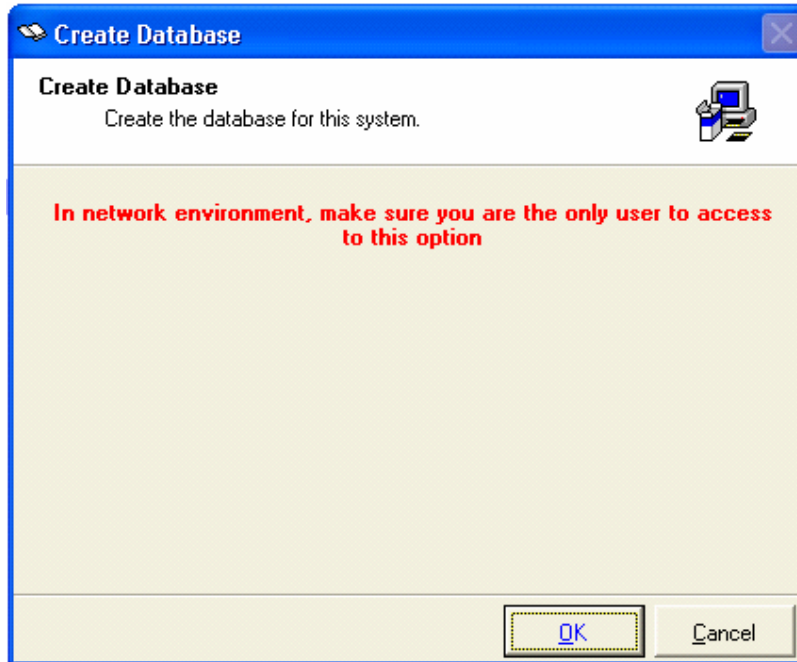
User Login

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**.

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

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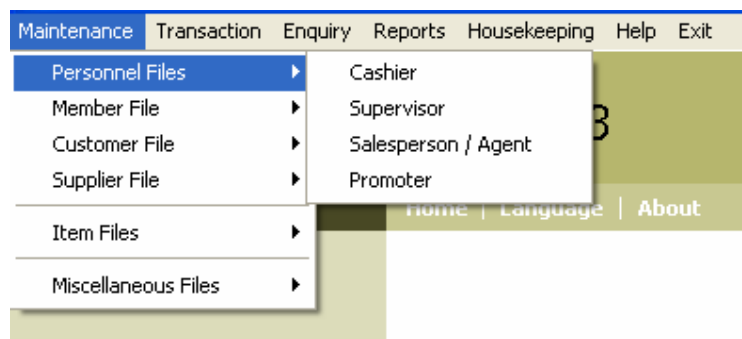# (Maintenance)

CONTENTS

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.
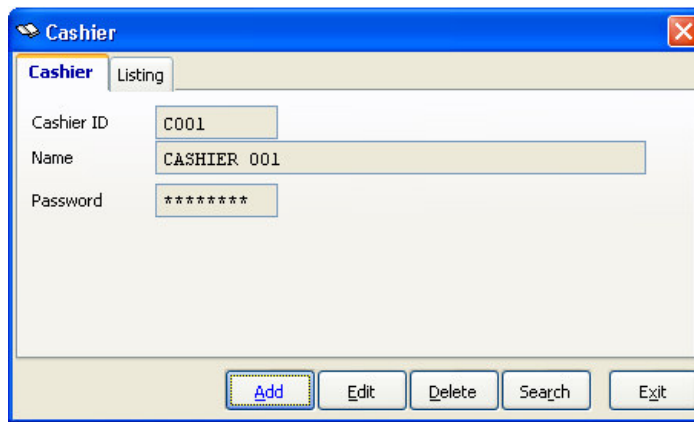
The Personnel Files maintenance drop down menu allows you to create the particular of: -
1. Cashier
2. Supervisor
3. Salesperson/Agent
4. Promoter

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 ID.　　　　　- Assign an ID for your Cashier.

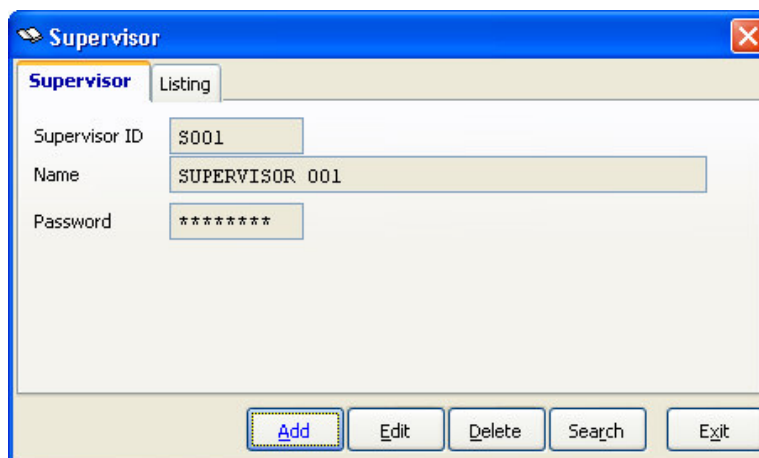**Name**　　　　　　　- Key in the Cashier Name.

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.
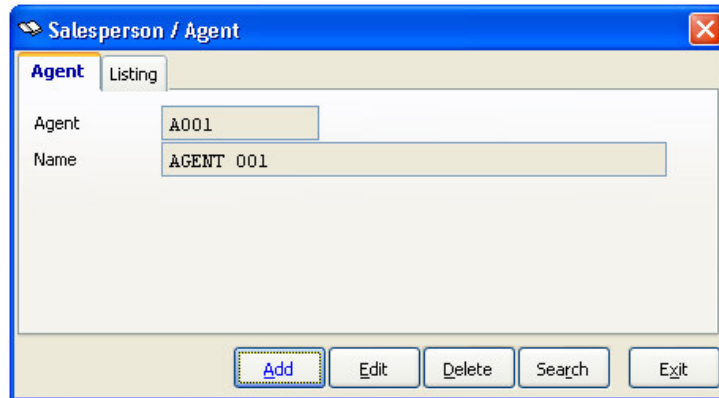

Supervisor ID.　　　- Assign an ID for your Supervisor.

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.
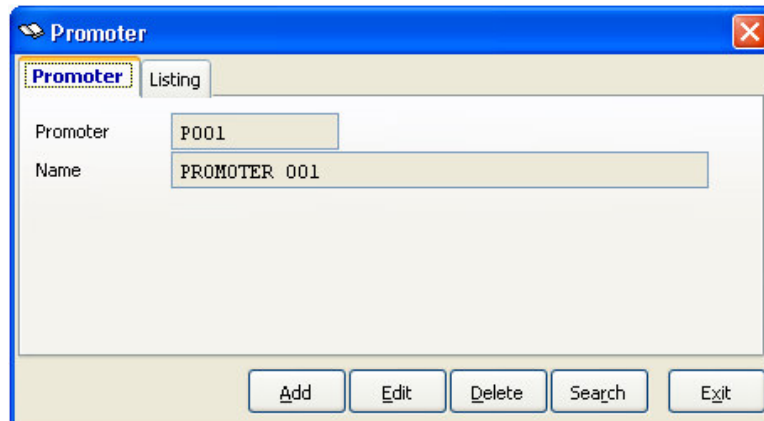

Agent   - Assign an ID for Salesperson/Agent.

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.

Promoter   - Assign a code for Promoter.

Name   - Key in the Promoter Name.
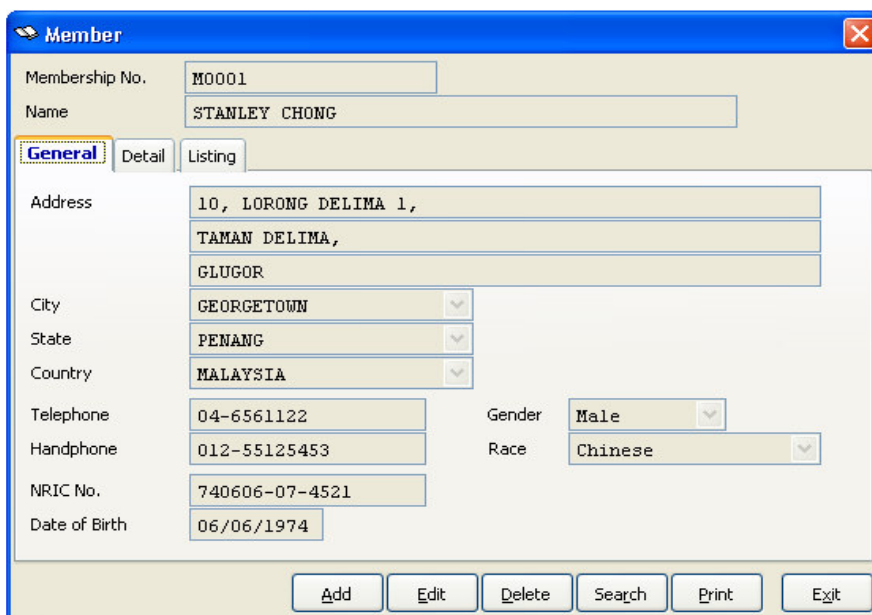
1.2.   Member File

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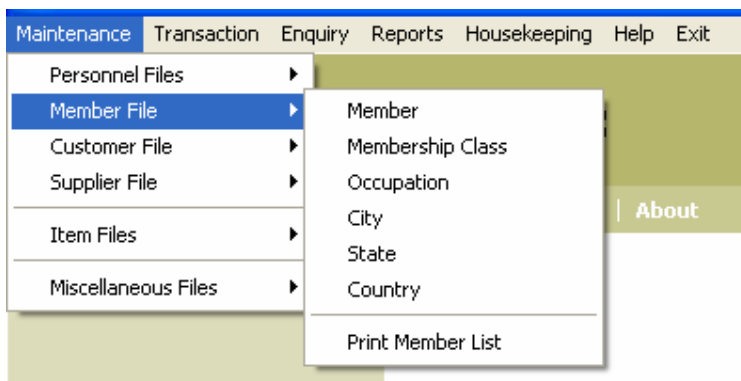
1.2.1. Member

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.

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. General

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

ii. Detail

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.

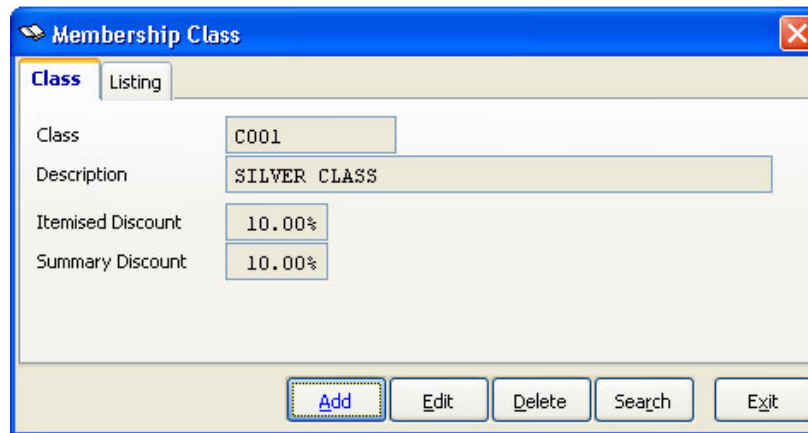**Point Available** - Points that claimed by the member throughout the purchase.

iii. Listing

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

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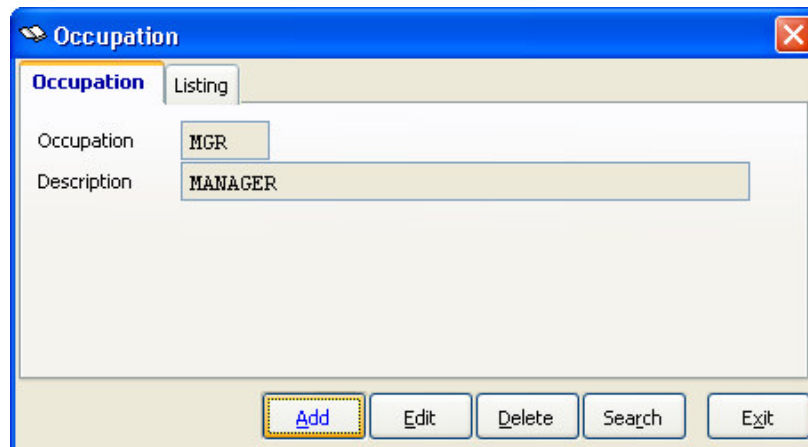
Some company issuing membership for their customer. Membership Class is to classify the member type and discount can be given.

Class   - Assign a code for the Membership Class.

Description   - Key in the Membership Class Name.

Itemized Discount   - Discount given for individually item purchase.

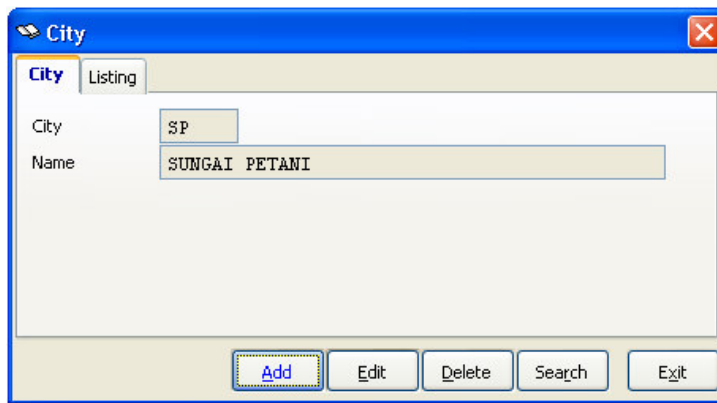**Summary Discount**   - Total Summary Discount for the item(s) purchase.

1.2.3. Occupation

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

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.
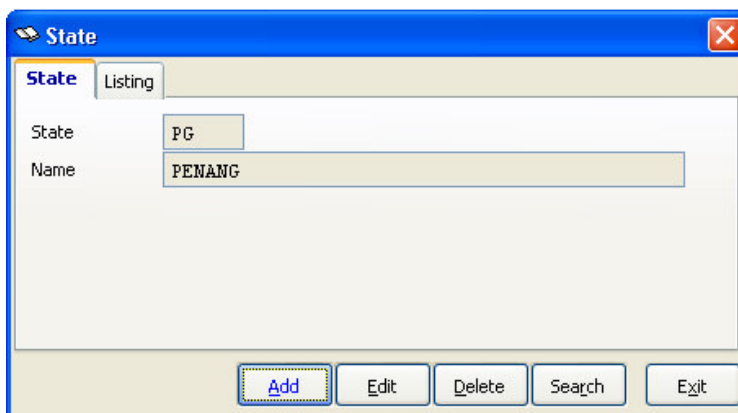
City   - Assign a City Code.
Name   - Key in City Name.

1.2.5. State

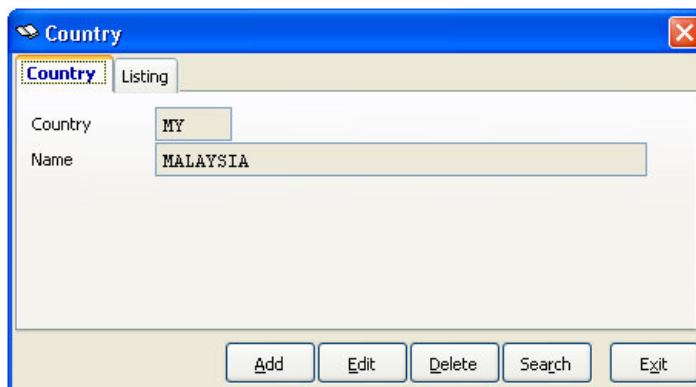This option enables you to maintain State list for use in Member Maintenance.

State   - Assign a State Code.
Name   - Key in the State Name.

1.2.6. Country

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

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 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.

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

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

ii.   Detail

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

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.

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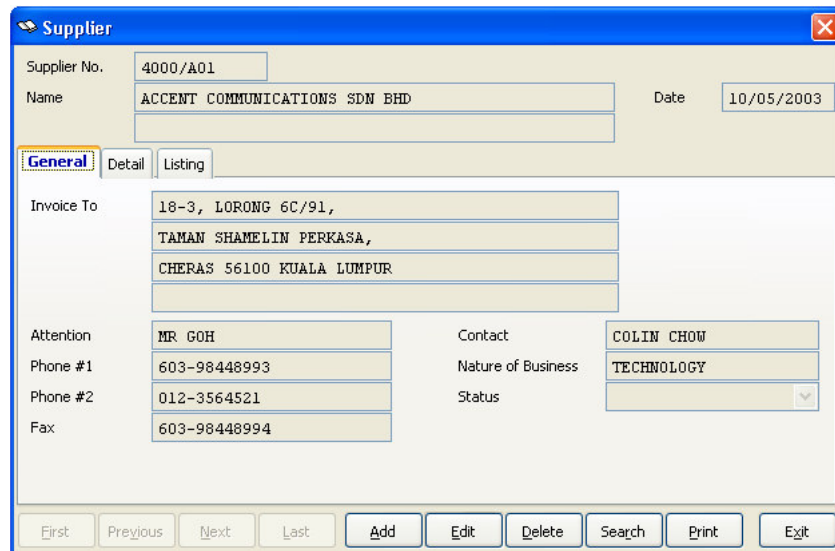**View**   - Select to print out the typical or details report.

1.4.   Supplier File

Supplier Maintenance consists of Supplier File Maintenance and Supplier List.
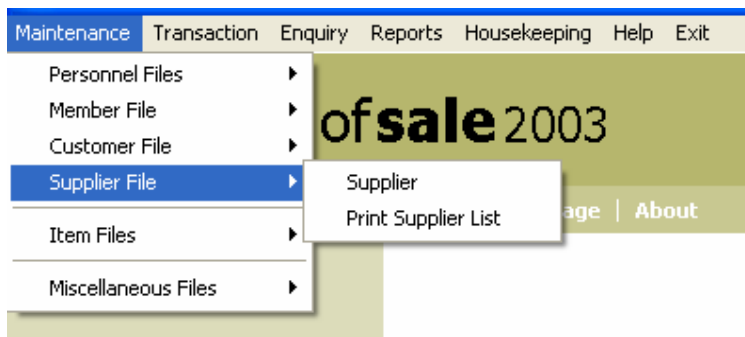
1.4.1. Supplier

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

Status   - Indicating the black listing Supplier.

Supplier File Maintenance consists of three (3) pages.

i.   General

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

ii.   Detail

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 - Key in the email address.

Web Site Address   - Key in the home page address.

Currency   - Key in the currency code and symbol.

* There must be entry at the Currency Maintenance first.

iii.   Listing

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.

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.
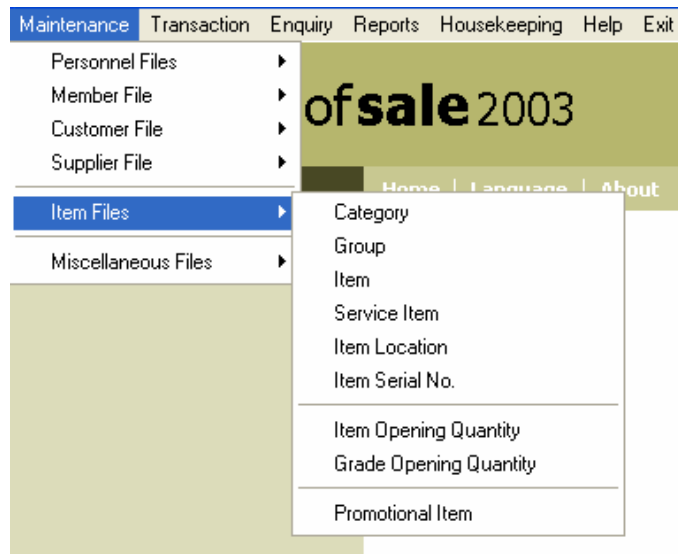
1.5.1. Category

Enables you to classify various type of stock into the correct classification and it will be similar to stock category.
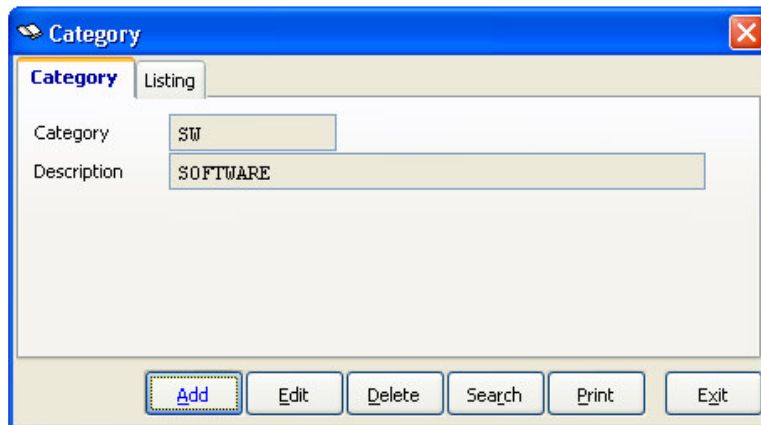
Click **Add** button and assign a category code, follow by its description.

e.g. | **Category** | **Description** |
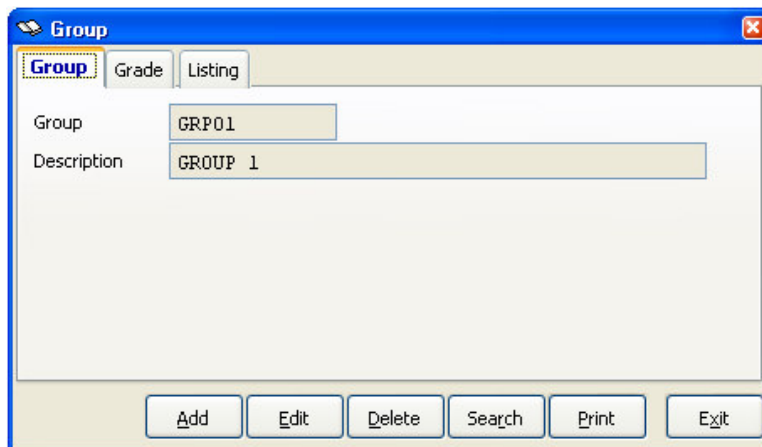|---|---|
| HW | HARDWARE |
| SW | SOFTWARE |

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

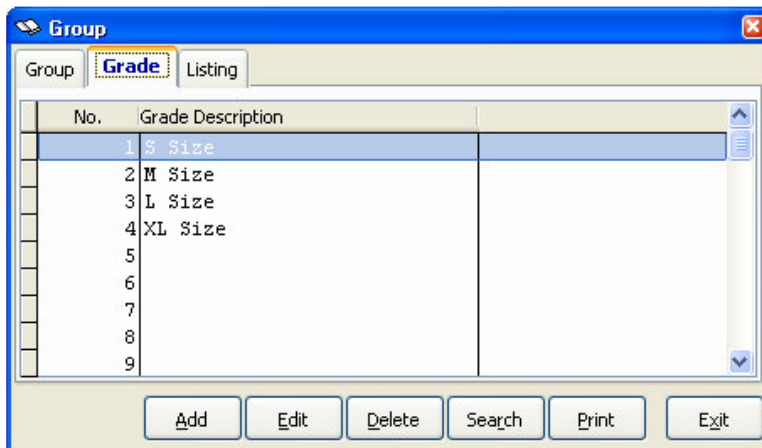Enable you to define each category into group details and the item grade.

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

e.g.   **Group**   **Description**
        HWP   PRINTER
        HWS   SCANNER

Grade

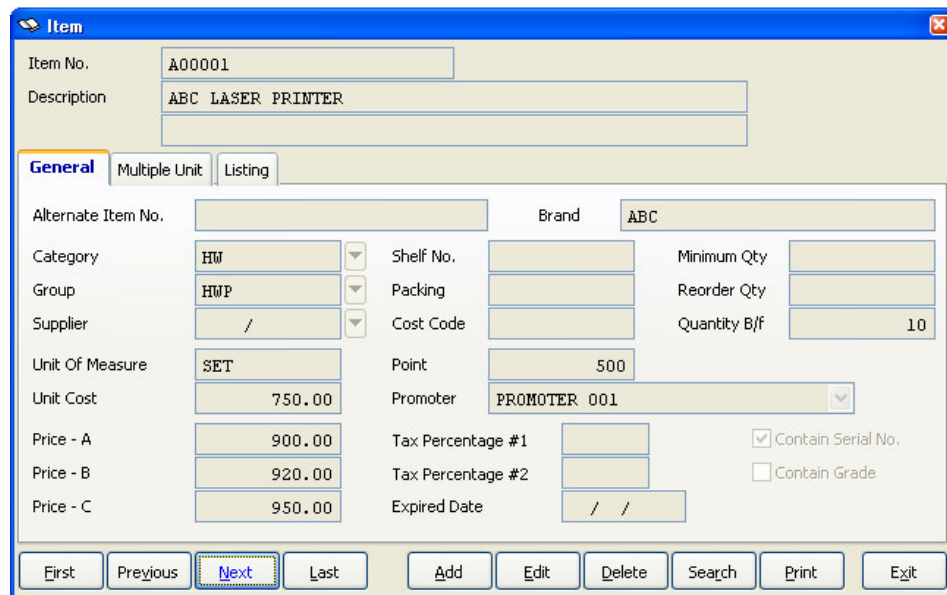Key in the Grade Description for this specify group.

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.

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.   General

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	- The group of which this item belong to e.g. computer, 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.

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   - You can indicate the percentage (%) of your tax.
Tax percentage #2

Expired Date - Indicate 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 advice will advise you to order this quantity.
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	
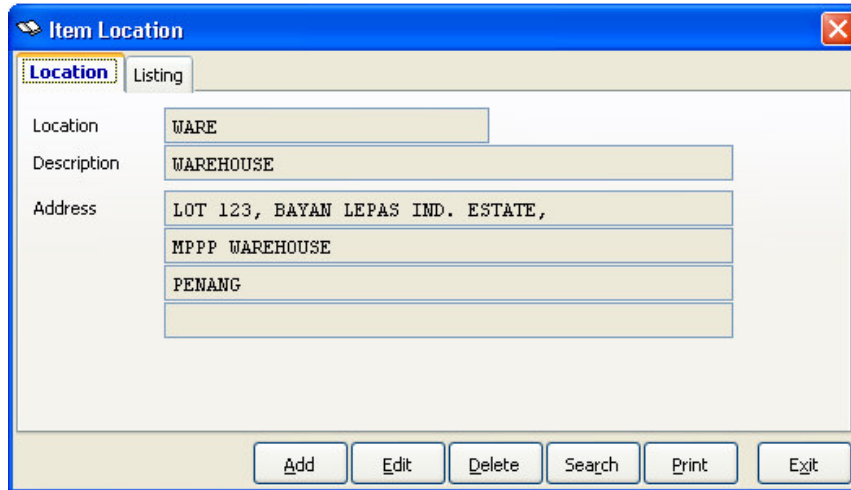
Unit   - An alternative unit of measurement. E.g.

UOM	Unit
Pieces	Dozen
Box	Carton

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.

1st Unit	2nd 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. Listing

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.

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.
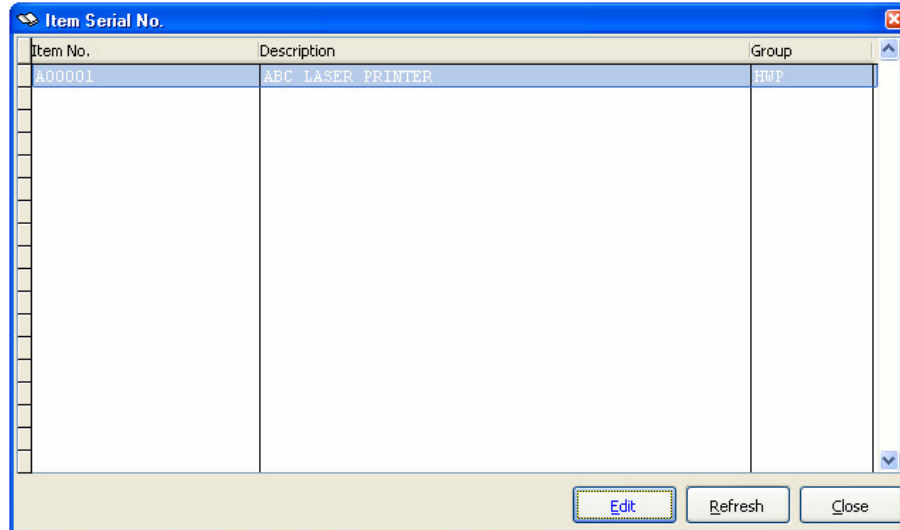
1.5.6. Item Serial No.

Enable you to maintain item serial number with expiry date.
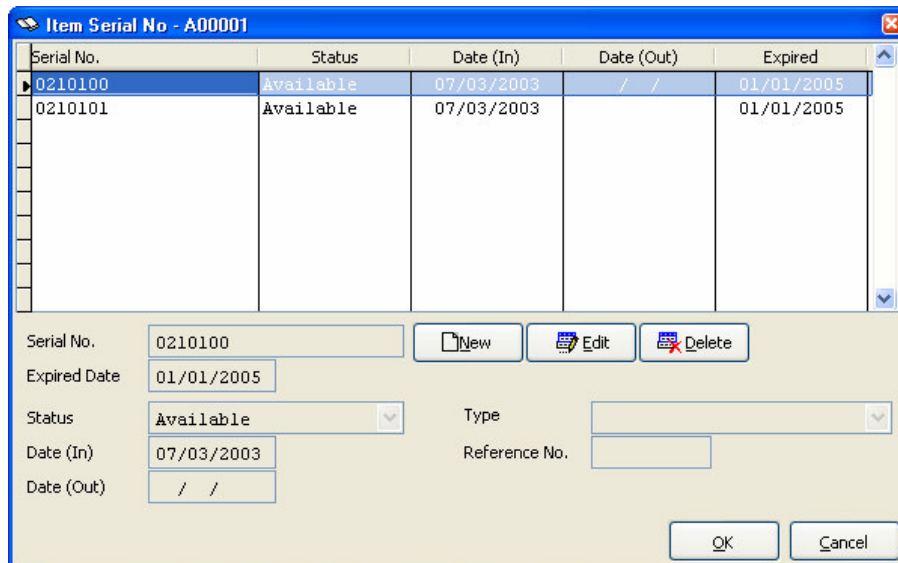
Click on the Edit button to maintain the item serial number.

Click on the New button to insert the Item Serial No. together with their expired date, status, date in and out.
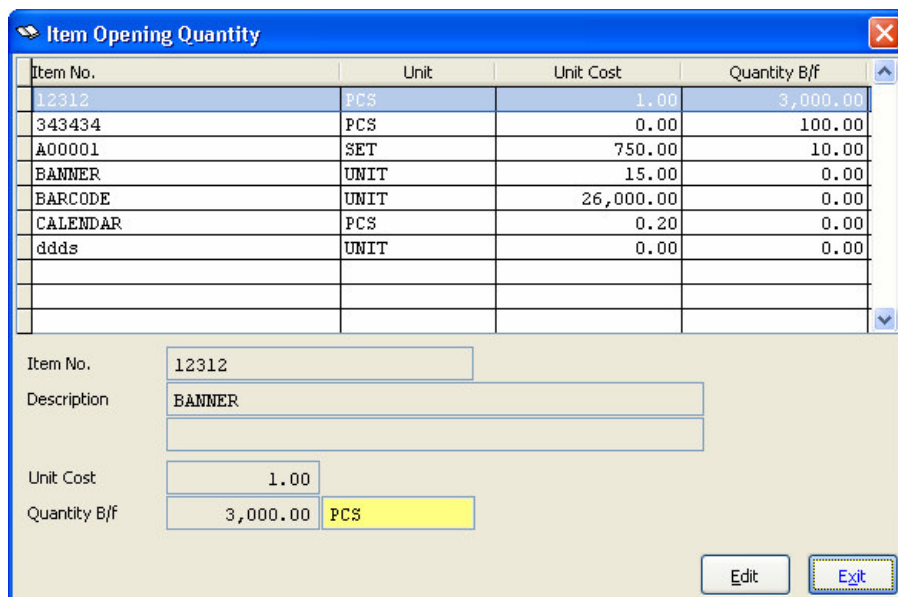
In order to update the Item serial number, you have to click on the Contain Serial No. check box in Item Maintenance.

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.

1.5.8. Grade Opening Quantity

You are able to maintain the grade opening quantity in this option.
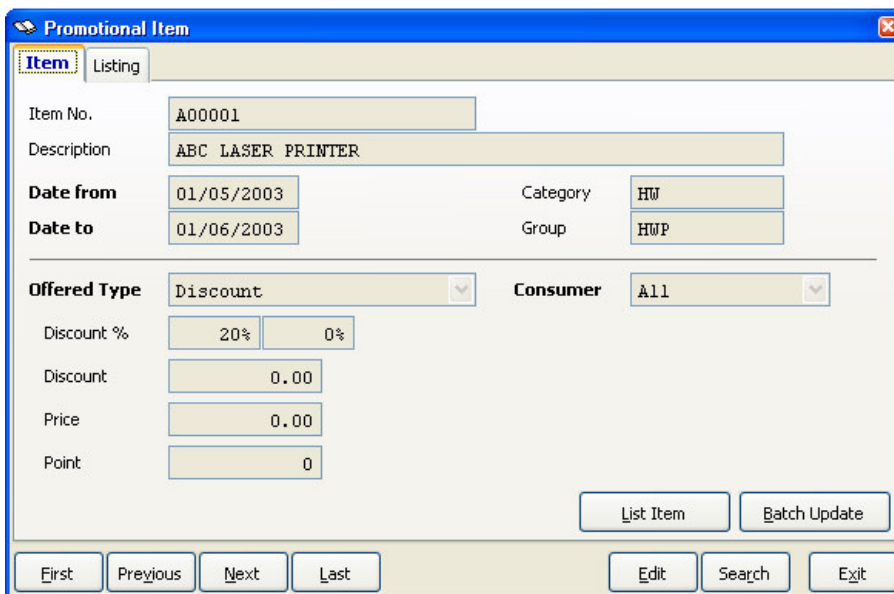
* In order to update the Item Grade quantity, you have to click on the Contain Grade. check box in Item Maintenance.

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.

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 →
Setup → Transaction Setup, Function → Item Function Activation to tick on the
Promotional check box.*

Batch Update

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.
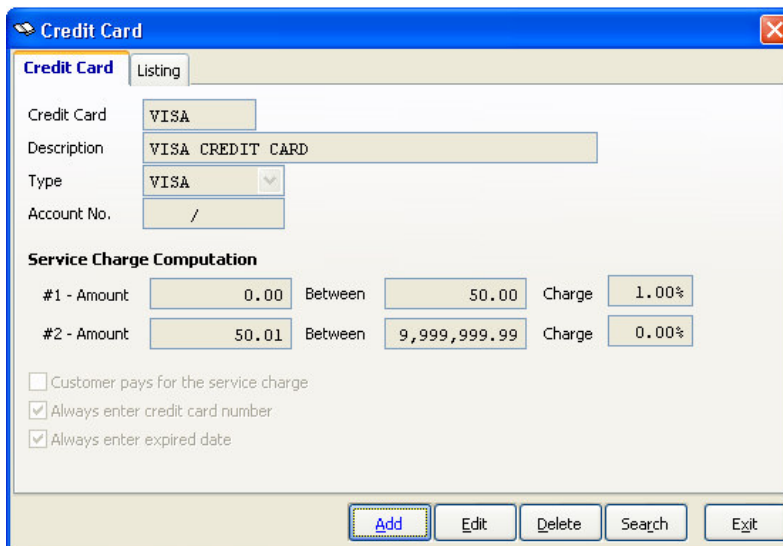
1.6.   Miscellaneous Files

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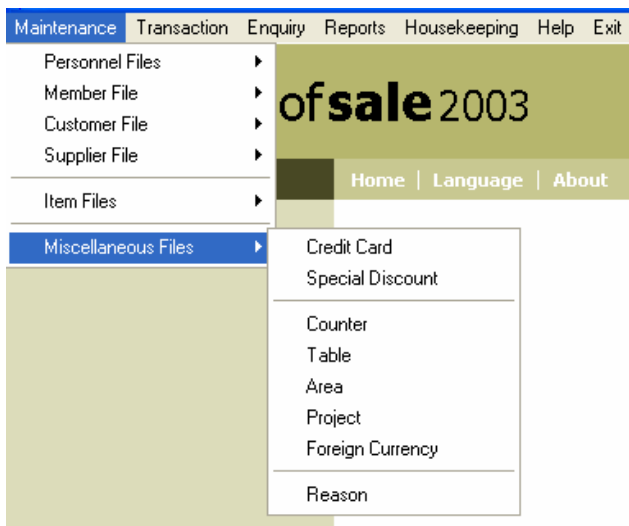
1.6.1. Credit Card

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	- Assign a code for the credit card.
Description	- Then key in the description on the above code.
Type	- Select the Credit Card Type.
Account No.	- Specify the Account No for this credit card.
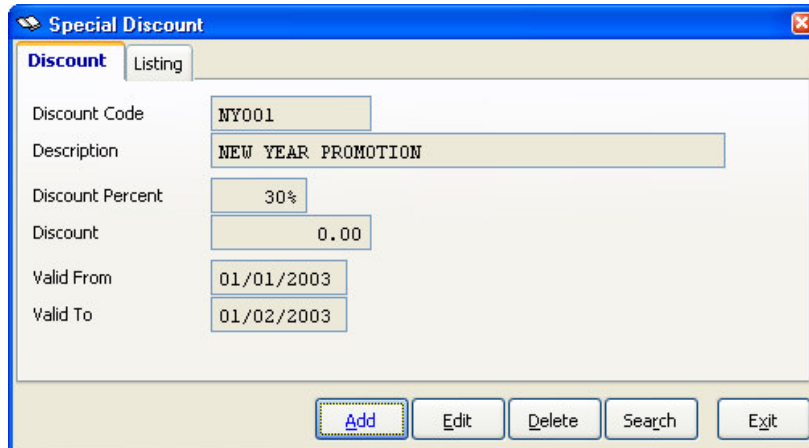
Service Charge   - If the amount exceeded certain limit, then key in the
                                 limit and the percentage to be charged.

Customer pays for the   - If you tick this check box, the service charge
Service charge   will be paid by customer.

Always enter credit card   - The system require to key in the credit card
number   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).
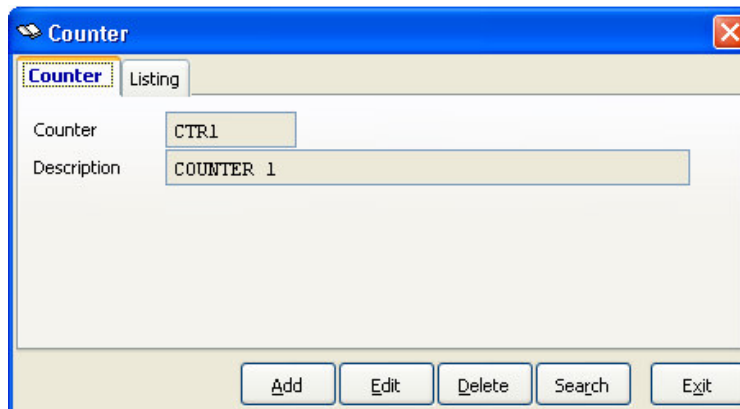
** In order to activate the Special Discount function, you have to go to Housekeeping →
Setup → Transaction Setup, Payment to tick on the Special Discount check box.*

1.6.3. Counter

Each counter should assign a code/name to certify the group of transactions.
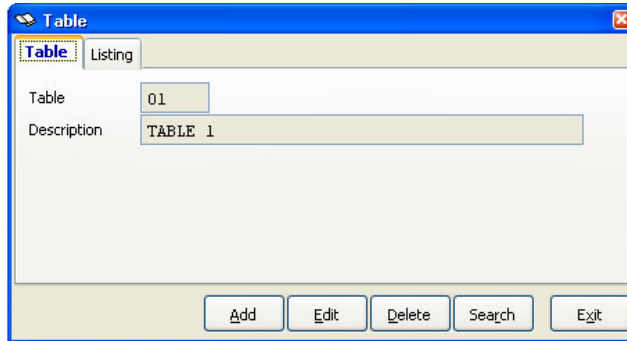
1.6.4. Table
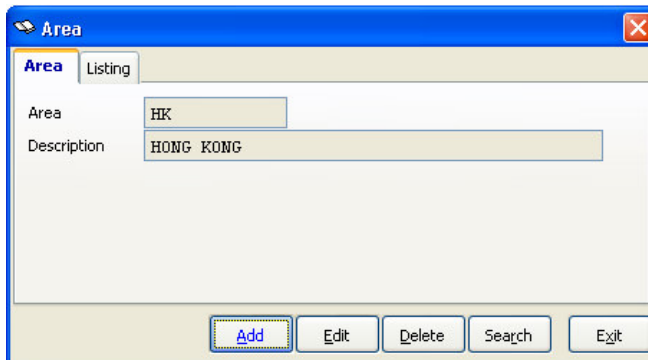
If your nature of business is restaurant, you might require to record down the table no. you have in your restaurant.

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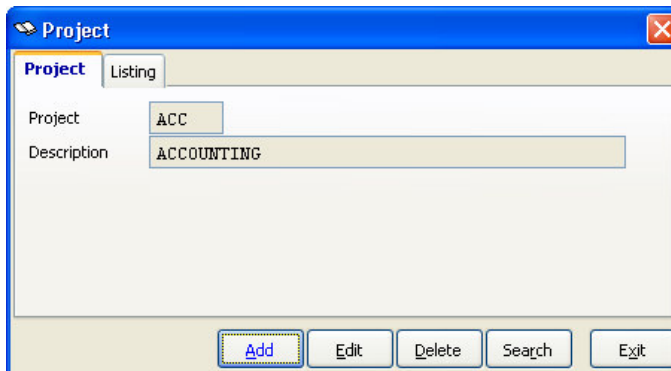
1.6.5. Area

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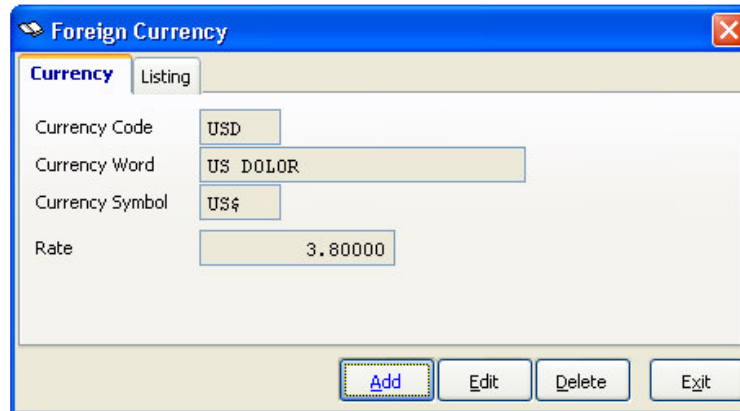
1.6.6. Project

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

1.6.7. Foreign Currency

Enable you to maintain multi currencies, which is required for companies engaging in foreign trades.
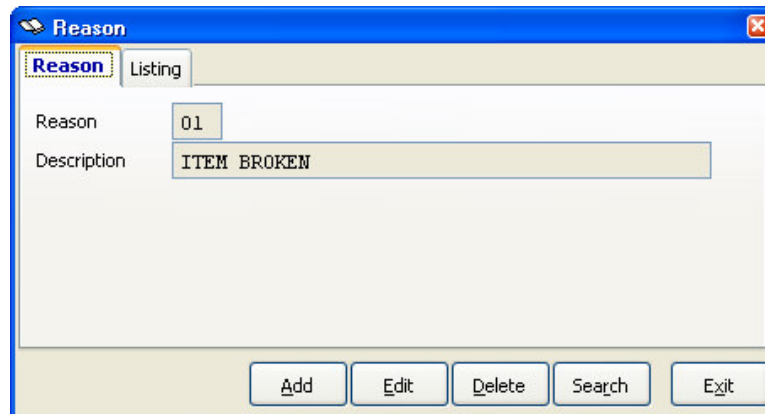
* Recommended to set the Currency Code according to the international standard.

1.6.8. Reason

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

Point Of Sale

User Manual

(Transaction)

CONTENTS

Chapter 2: TRANSACTION

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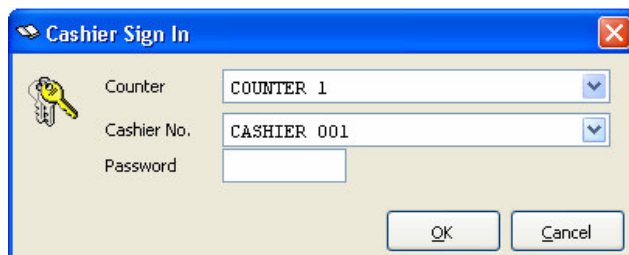
Once you have entered the correct password from the login screen, you will proceed into this screen to enter sales detail like item purchase, quantity, price, and discount.

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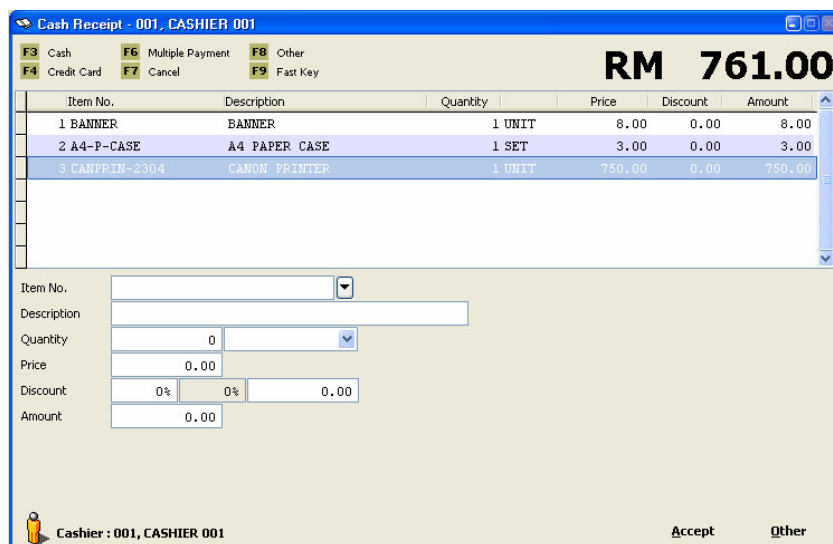
To hide or display the full entry columns, press   F9   **Fast Key**.

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%	0.00%	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 → Setup → Transaction Setting and Appearance → Item Appearance.

Cash Payment- Press   F3

Cash Payment	
Total	761.00
Paid	761.00
Change	0.00
OK	Cancel	Summary
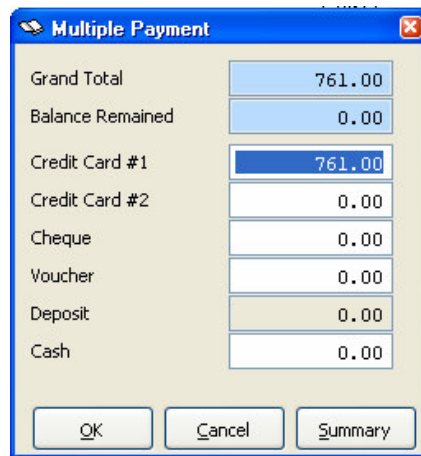
Credit Payment   - Press   F4

Credit Card Payment #1	
Credit Card Type	MASTER CREDIT CARD
Card No.	
Expired Date	/
Approval Code	
Service Charge	0.00
OK	Cancel	Summary
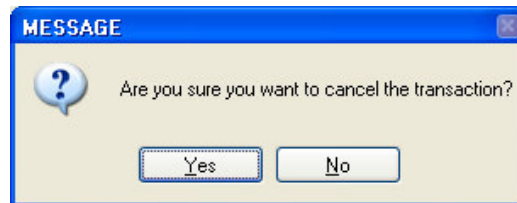
Multiple Payment   - Press   F6

Multiple Payment

Grand Total	761.00
Balance Remained	0.00
Credit Card #1	761.00
Credit Card #2	0.00
Cheque	0.00
Voucher	0.00
Deposit	0.00
Cash	0.00

OK   Cancel   Summary

Cancel   **-** Press   F7
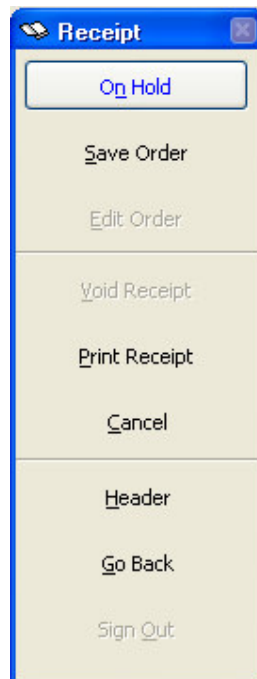
MESSAGE

Are you sure you want to cancel the transaction?

Yes   No

Other   **-** Press   F8

Receipt

On Hold

Save Order

Edit Order

Void Receipt

Print Receipt

Cancel

Header
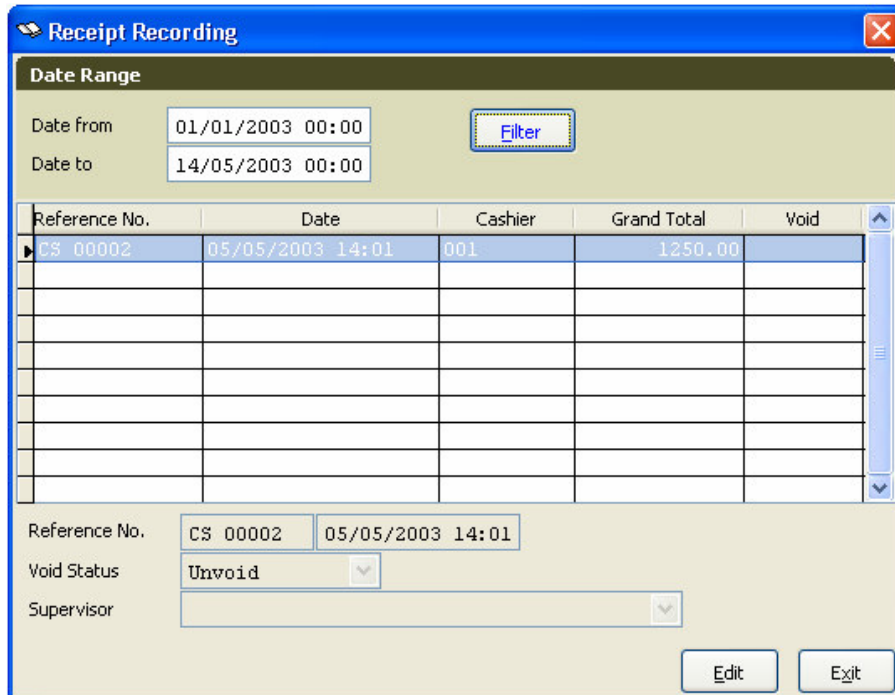
Go Back

Sign Out

On Hold   -   Hold the Order.

Save Order   -   Save as Sales Order.

Edit Order   -   Edit the on hold Order or Sales Order.

Print Receipt -   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

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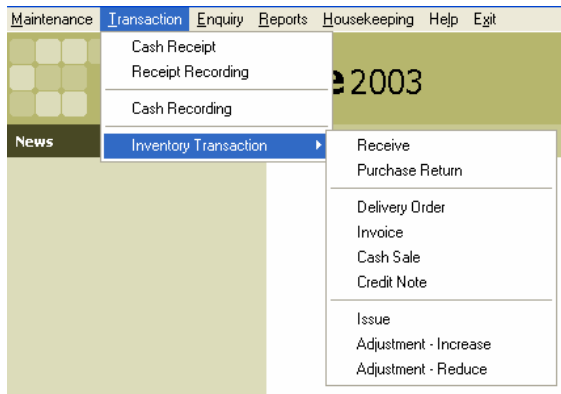
Cash Out is the money the cashier withdraws before she/he changing shifts or finish work.

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.
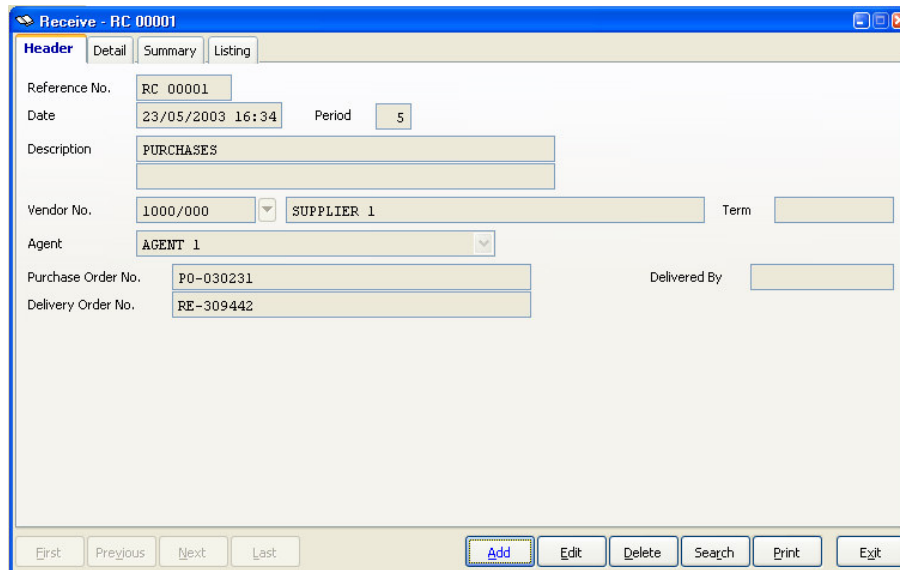
2.4.1. Receive

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

Detail

Summary

2.4.2. Purchase Return

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

Header

Detail

Summary

2.4.3. Delivery Order

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

Header

Detail

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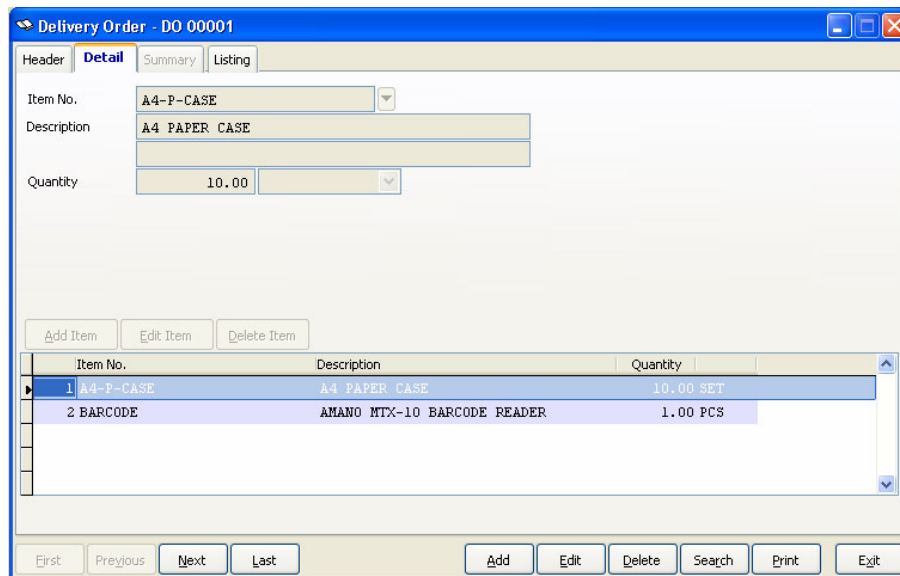
Invoice enables you to enter a list of goods sold to customers on credit with price changes.

Header

Detail

Summary

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

Detail

Summary

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

Details

Summary

2.4.7. Issue

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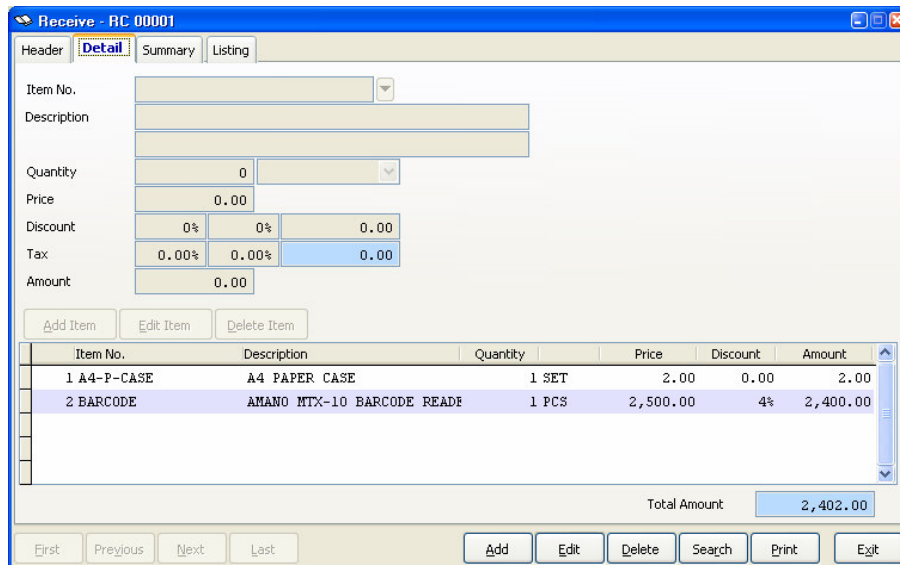
Header

Detail

```
Issue - ISS00001                                               _ □ X

Header  Detail  Summary  Listing

Item No.        BARCODE                    ▼
Description     AMANO MTX-10 BARCODE READER


Quantity              1.00              ▼
Price             2,500.00
Discount     0.00%    0.00%          0.00
Tax          0.00%    0.00%          0.00
Amount            2,500.00

  Add Item    Edit Item    Delete Item

      Item No.          Description       Quantity      Price    Discount    Amount   ▲
►  1 BARCODE         AMANO MTX-10 BARCODE READE   1.00 PCS   2,500.00     0.00   2,500.00
   2 CANPRIN-2304    CANON PRINTER              1.00 UNIT     530.00     0.00     530.00



                                                              ▼
                                         Total Amount            3,030.00

  First   Previous   Next   Last           Add    Edit   Delete   Search   Print   Exit
```
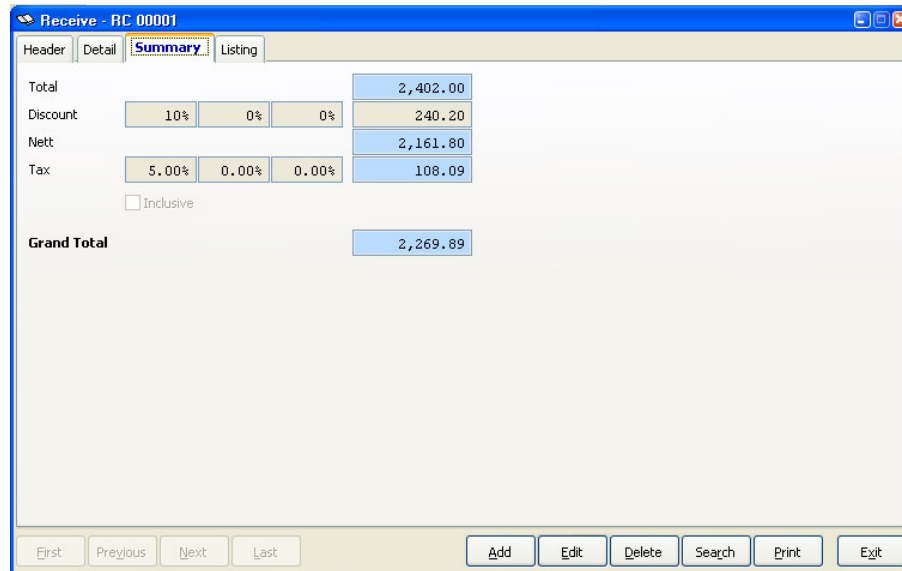
Summary
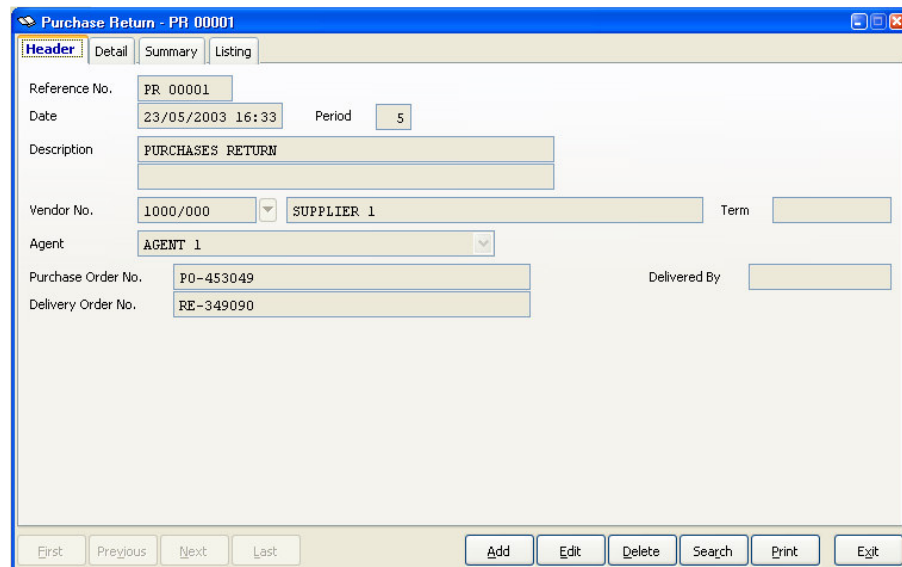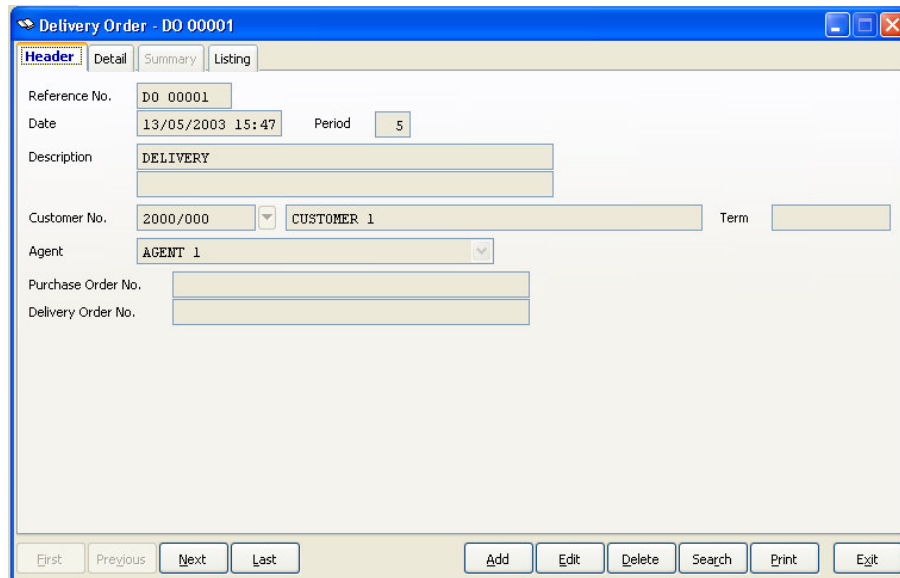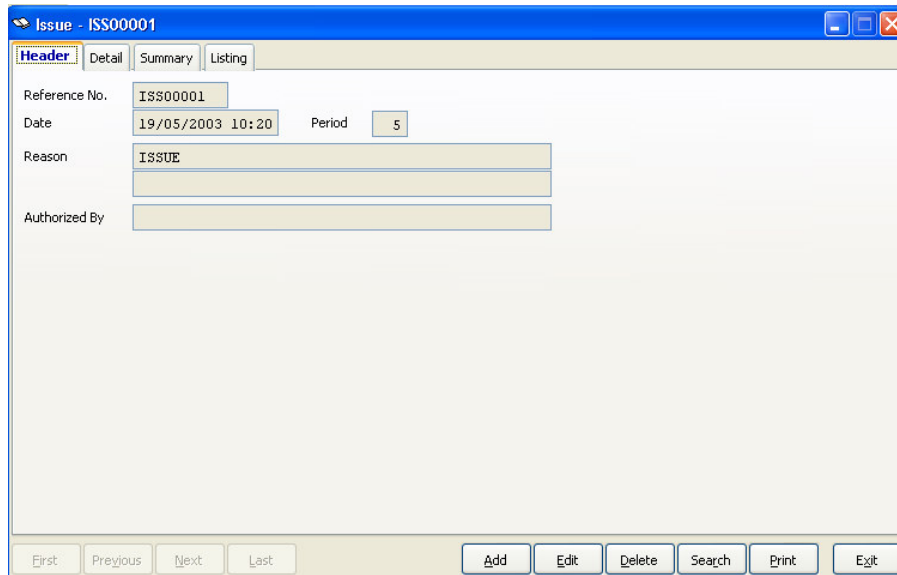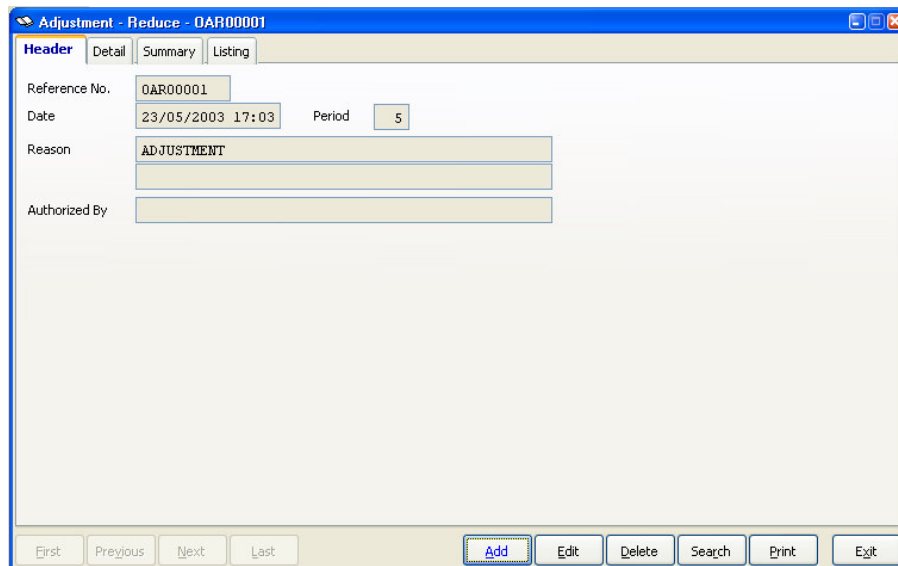
```
Issue - ISS00001                                               _ □ X

Header  Detail  Summary  Listing

Total                              3,030.00
Discount       0%     0%     0%        0.00
Nett                               3,030.00
Tax          0.00%  0.00%  0.00%       0.00
             □ Inclusive


Grand Total                        3,030.00










  First   Previous   Next   Last           Add    Edit   Delete   Search   Print   Exit
```

2.4.8. Adjustment – Increase

The option enables you to increase the stock quantity.

Header

Detail

Summary

2.4.9. Adjustment – Reduce

The option enables you to decrease the stock quantity.

Header

Detail

Summary

Point Of Sale

User Manual

(Enquiry)

CONTENTS

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.

Select Enquiry → Print Bills → 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.
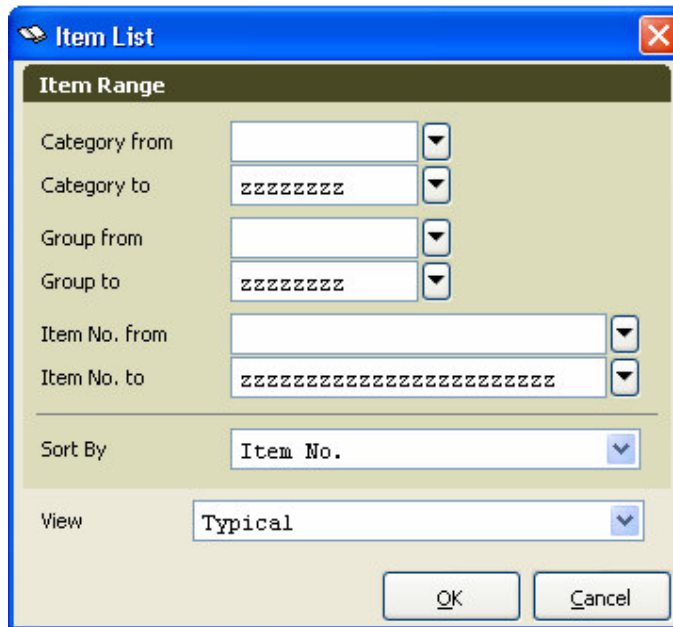
3.2.   Print Item

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

| Maintenance | Transaction | Enquiry | Reports | Housekeeping | Help | Exit |

Print Bills ▶
Print Item ▶ → Item List
  Item Label
Daily Checkout
  Category List
Open Cash Drawer   Group List
Message Display   Service Item List
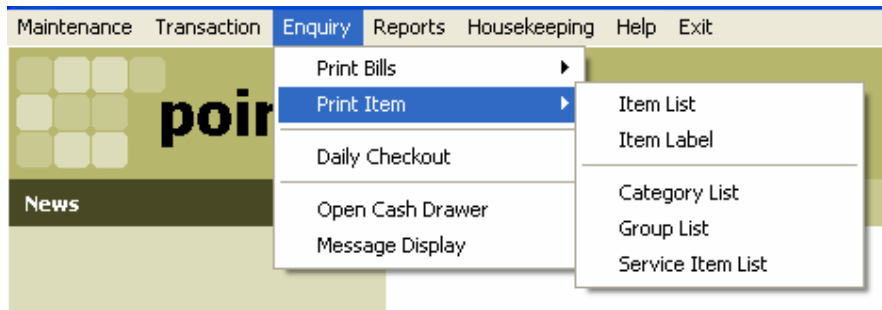
3.2.1. Item List

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

Select Enquiry → Print Item → 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.
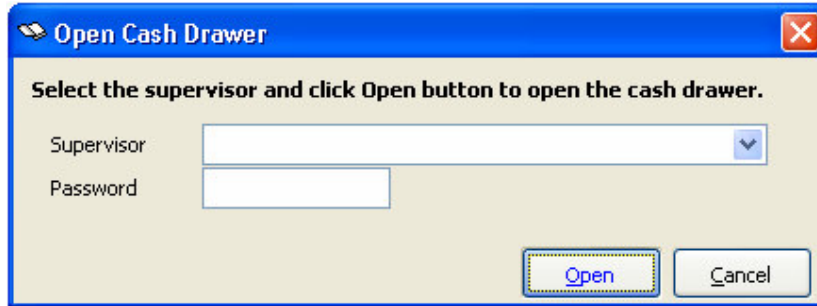
3.2.2. Item Label

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

3.2.3. Category List

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

Select Enquiry → Print Item → 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.

Select Enquiry → Print Item → 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.

Select Enquiry → Print Item → 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.

3.3. Daily Checkout

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

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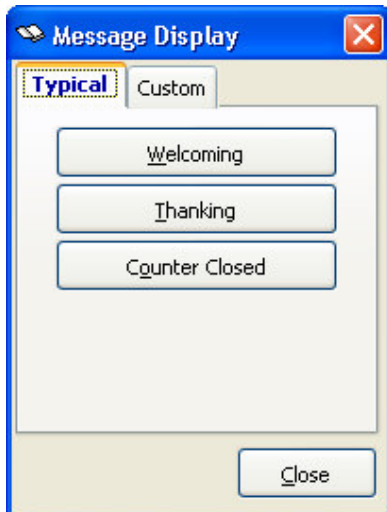
The option enables you to open the cash drawer. Select the Supervisor ID and enter the password to open the cash drawer.

3.5.   Message Display

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

Point Of Sale

User Manual

(Reports)

CONTENTS

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
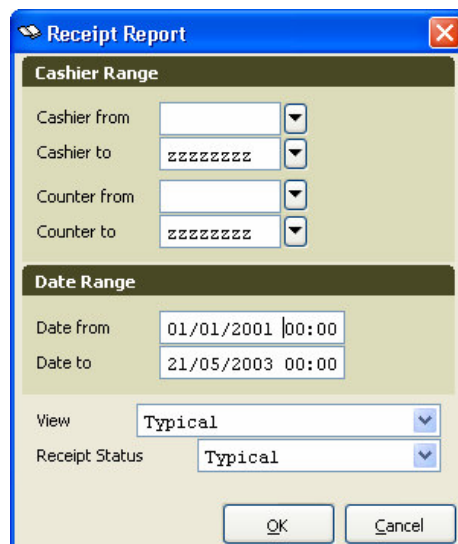
4.1. Cash and Receipt Reports

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.
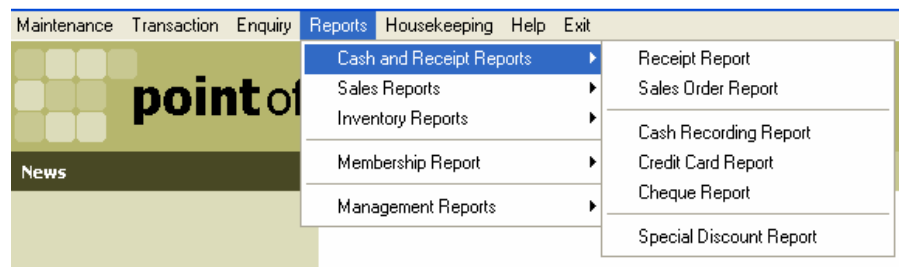
4.1.1. Receipt Report

Receipt Report indicating the type of payment made by Customer including the receipt number and amount paid.
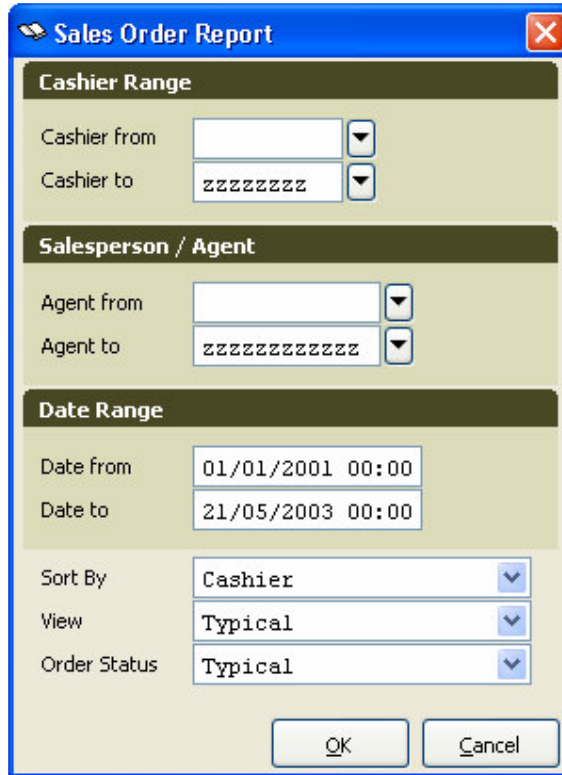
Select Reports → Cash and Receipt Reports → Receipt Report, key in the Cashier number, counter and date. Select the view type whether to print out Typical, Summary, Credit Card, Credit Card Summary, Transaction Detail, Tax Details or Payment Analysis. Choose the Receipt Status and click on OK button 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.
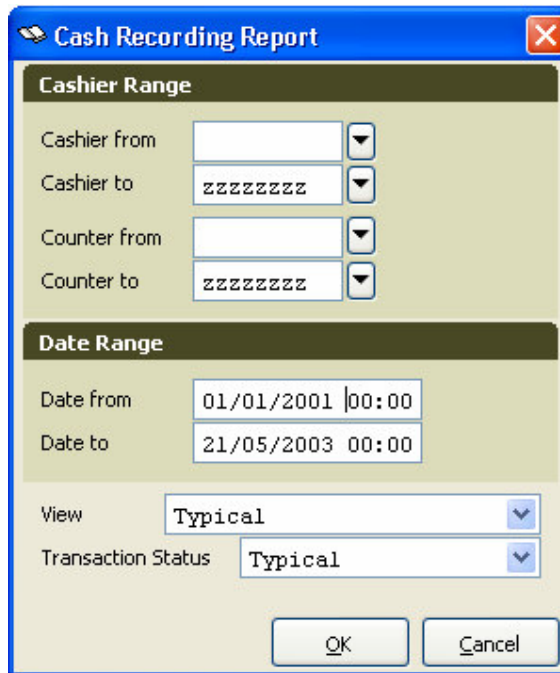
Select Reports → Cash and Receipt Reports → Sales Order Report, key in the Cashier no., Agent code and date. Select the view type to print out Typical or Summary Report. Choose the Order Status and Click on the OK button to view and print the Sales Order Report.

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.

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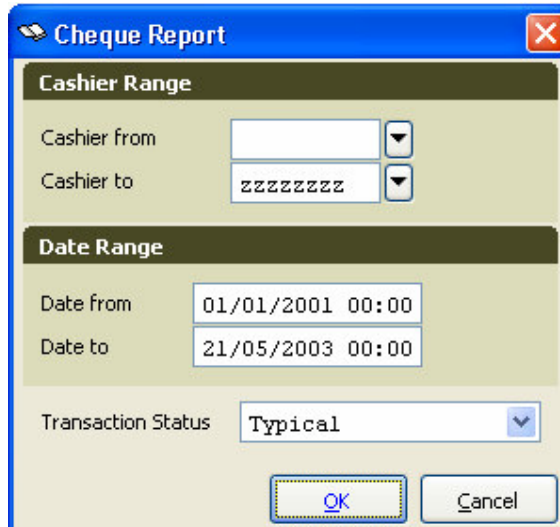
Select Reports → Cash and Receipt Reports → Credit Card Report, key in the Cashier no., Credit Card Type and date. Select the view type to print out Typical or Summary Report.

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

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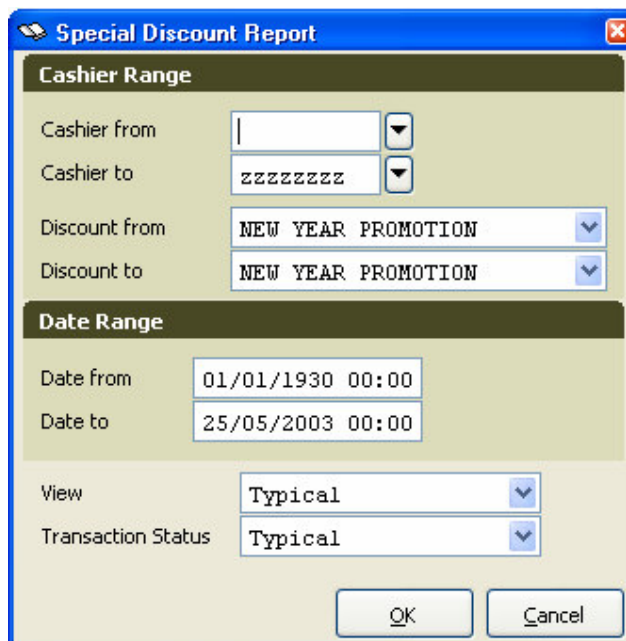
Cheque Report enables you to view and print the sales paid by Cheque.

Select Reports → Cash and Receipt Reports → 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.

Select Report → Cash and Receipt Report → 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.
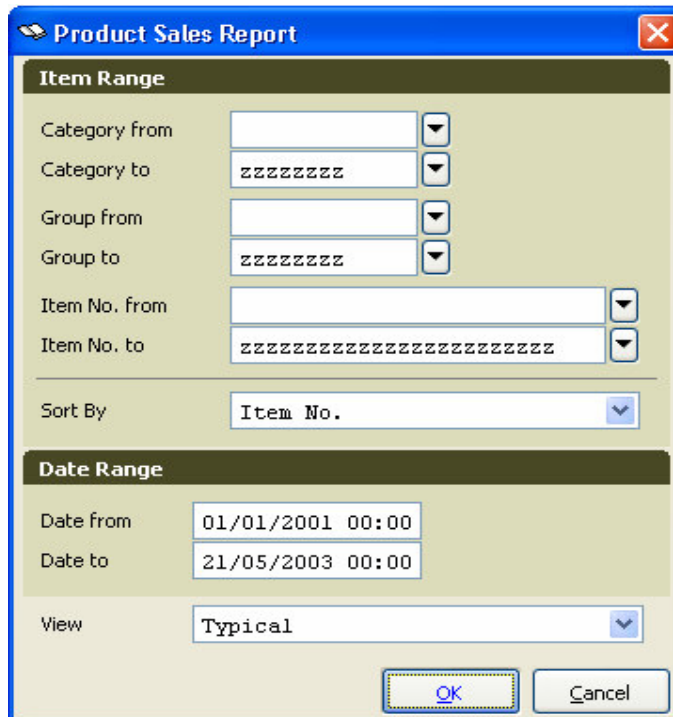
4.2. Sales Reports

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.
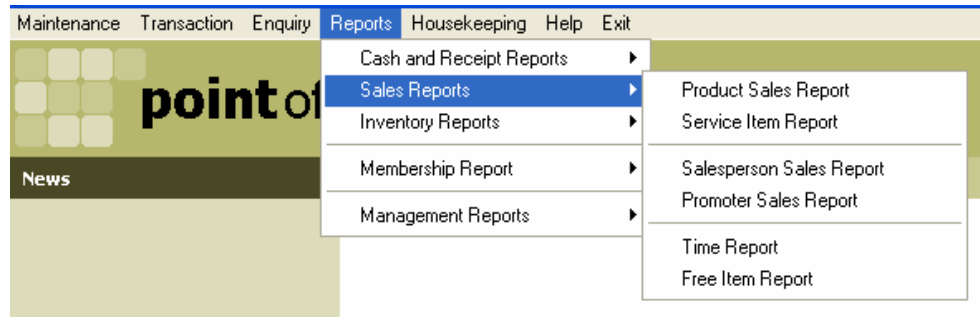
4.2.1. Product Sales Report

Product Sales Report enables you to view and print sales value by product.
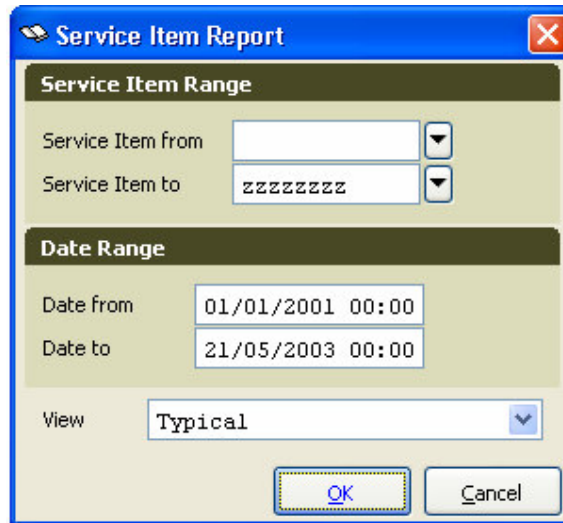
Select Reports → Sales Reports → Product Sales Report, key in the Category, Group, Item No., and date then click OK button, you will able to see the Product Sales Report. You are able to sort the report by item no, group and category. Select the View Type to print out the Typical report, Monthly Sales, 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.

Select Reports → Sales Reports → 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.

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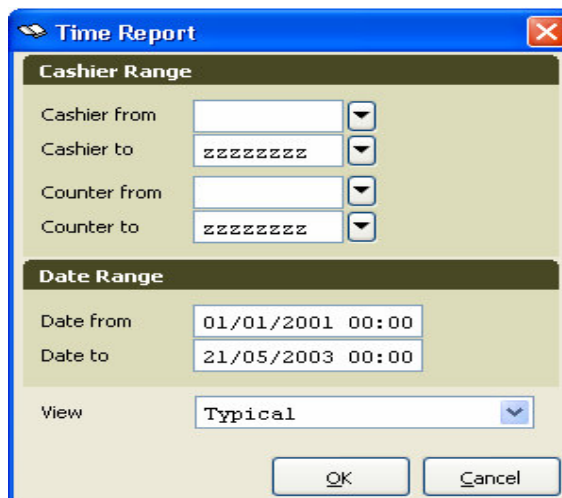
Promoter Sales Report enables you to view and print the sales value by promoter.

Select Reports → Sales Reports → 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.

Select Reports → Sales Reports → 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.

Select Reports → Sales Reports → 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.

4.3.1. Stock Balance Report

Stock Balance Report indicates those stocks are still available.

Select Reports → Inventory Reports → 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.

Select Reports → Inventory Reports → 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.

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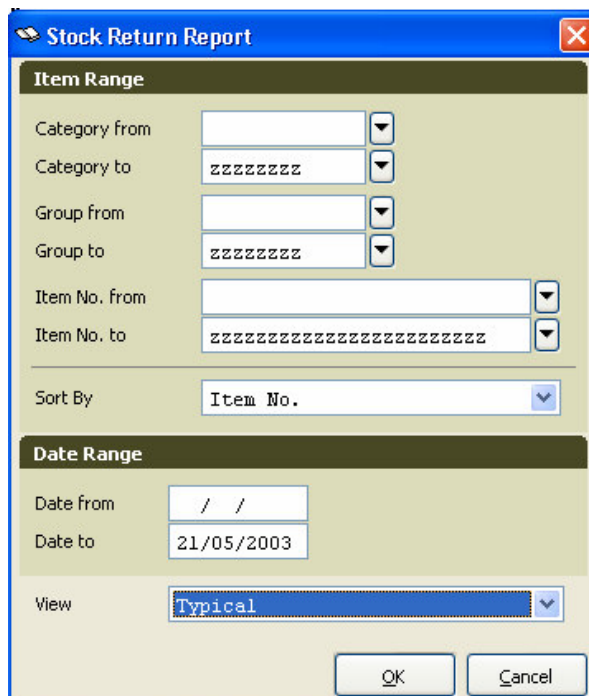
Select Reports → Inventory Reports → Stock Receive Report and select the category, group, item no., and date then click on OK button to view and print the report. You are able to sort the report by item no, group and category. Select the View Type to print out the Typical or Detail report.

4.3.5. Stock Return Report

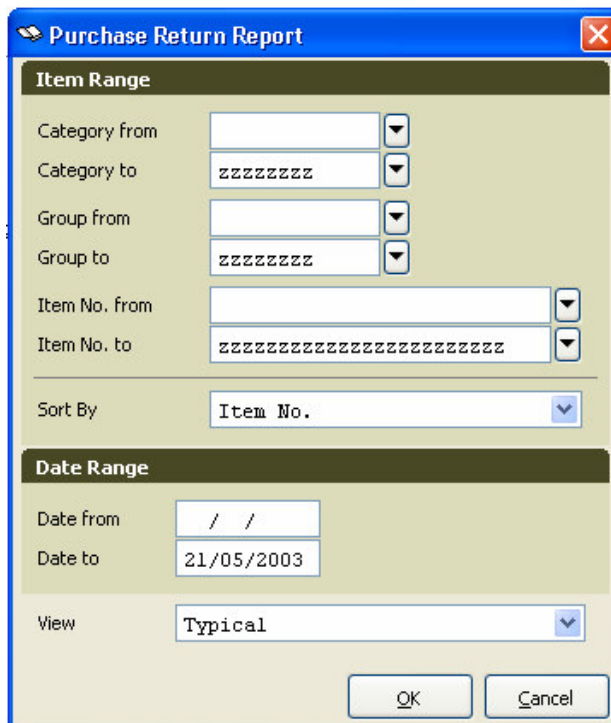Stock Return Report enables you to view and print Stock Return by product.

Select Reports → Inventory Reports → 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.

Select Reports → Inventory Reports → 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.

Select Reports → Inventory Reports → 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.

Select Reports → Inventory Reports → 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.
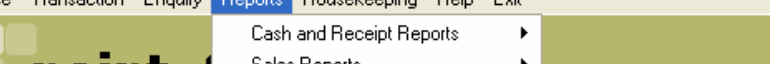
4.3.9. Item Grade Report

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:

Select Reports → Inventory Reports → 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

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.

Select Report → Membership Reports → 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

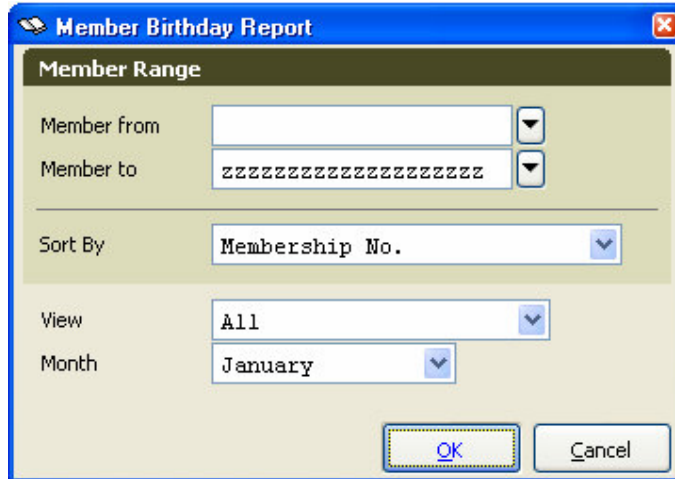Point Accumulated Report enables you to view and print he Points collected by the Members.

Select Report → Membership Reports → 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.
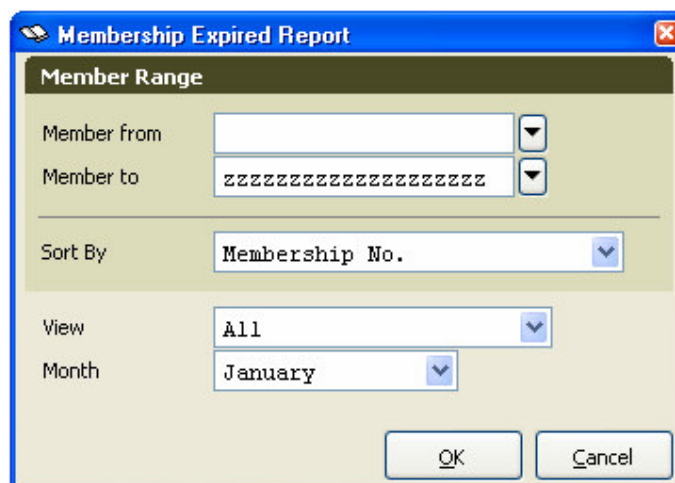
4.4.3. Member Birthday Report

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

Select Report → Membership Reports → 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.

Select Report → Membership Reports → 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.
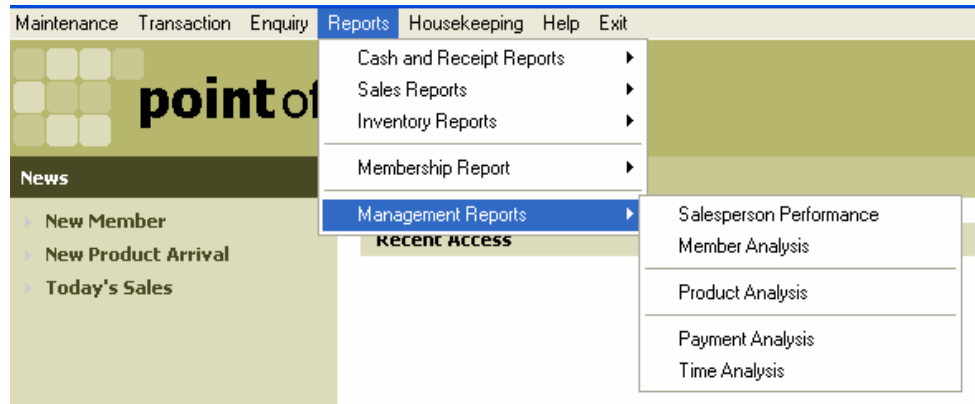
4.5.1. Salesperson Performance

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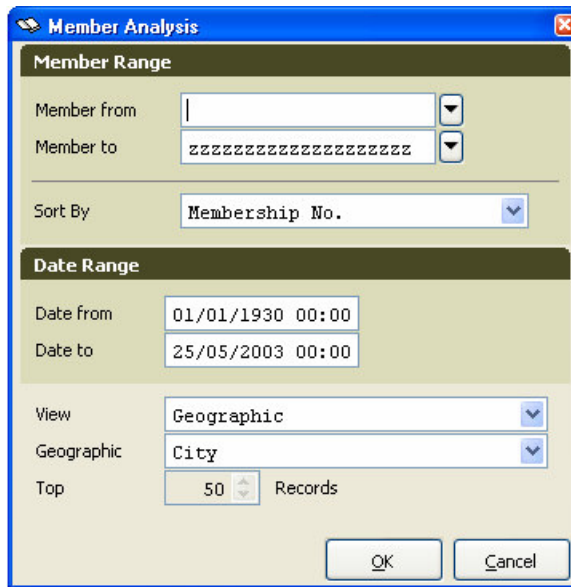

Select Report → Management Report → Salesperson Performance and select the Salesperson/Agent No. and date then click on OK button to view and print the Salesperson Performance Report. You are able to sort the report by Total Transaction, Gross Total or by Grand Total.

4.5.2. Member Analysis

Member Analysis enables you to view and print the member's geographical area, demographic age or top purchases member.
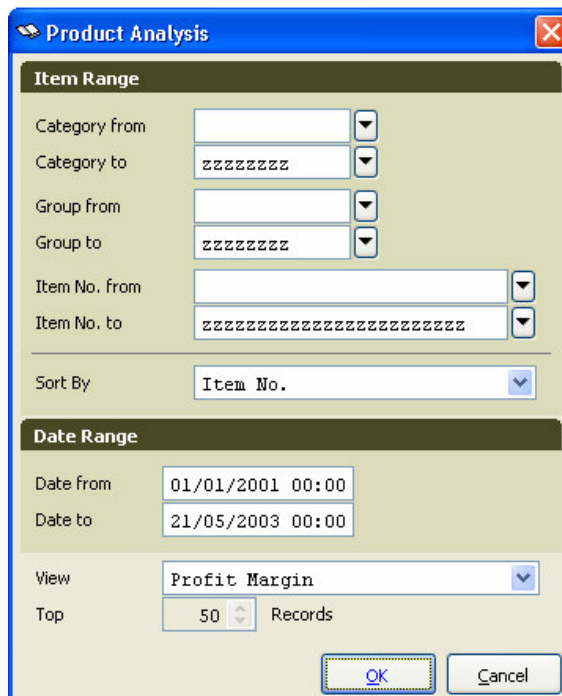
Select Report → Management Reports → Member Analysis and select the Member ID., date and other necessary option then click on OK button to view and print the Member Analysis Report.

4.5.3. Product Analysis

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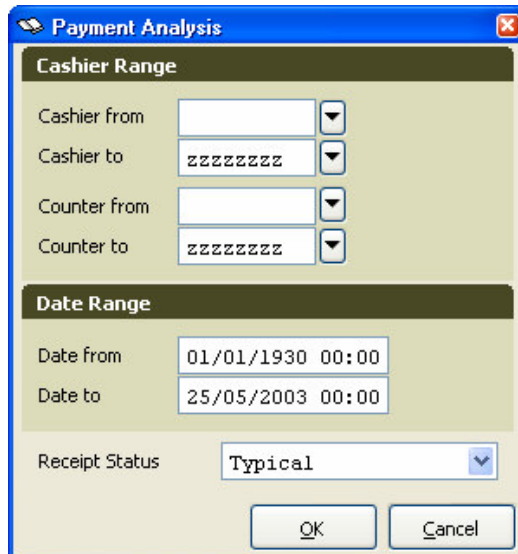

Select Reports → Management Reports → Product Analysis and select the category, group, item no., and date then click on OK button to view and print the report. You are able to sort the report by item no, group and category. Select the View Type to print out the Profit Margin, Top Sales Product or Low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

4.5.4. Payment Analysis

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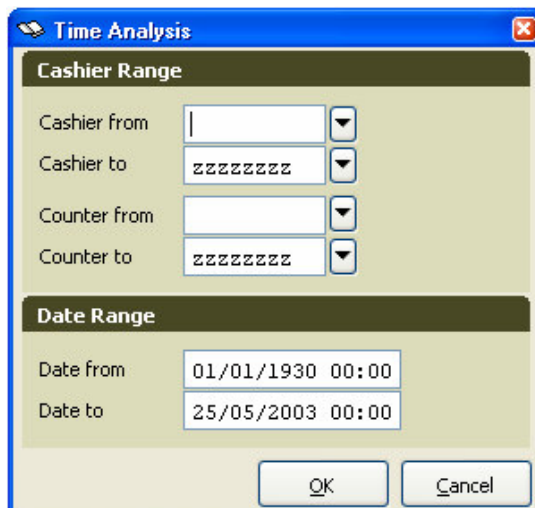

Select Report → Management Reports → Payment Analysis and select the Cashier Code, Counter No., date and other necessary option then click on OK button to view and print the Payment Analysis Report.

4.5.5. Time Analysis

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

Select Report → Management Reports → 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.
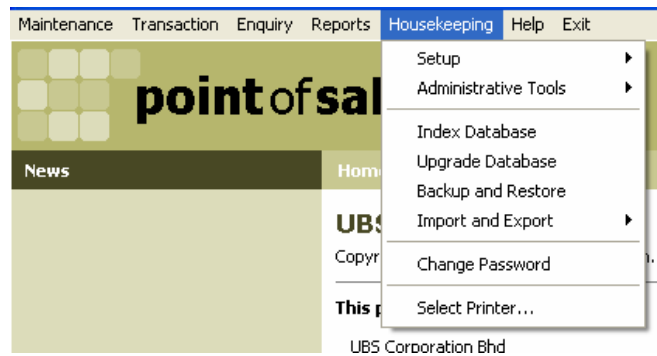
Point Of Sale

User Manual

(Housekeeping)

# CONTENTS

Chapter 5: HOUSEKEEPING

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
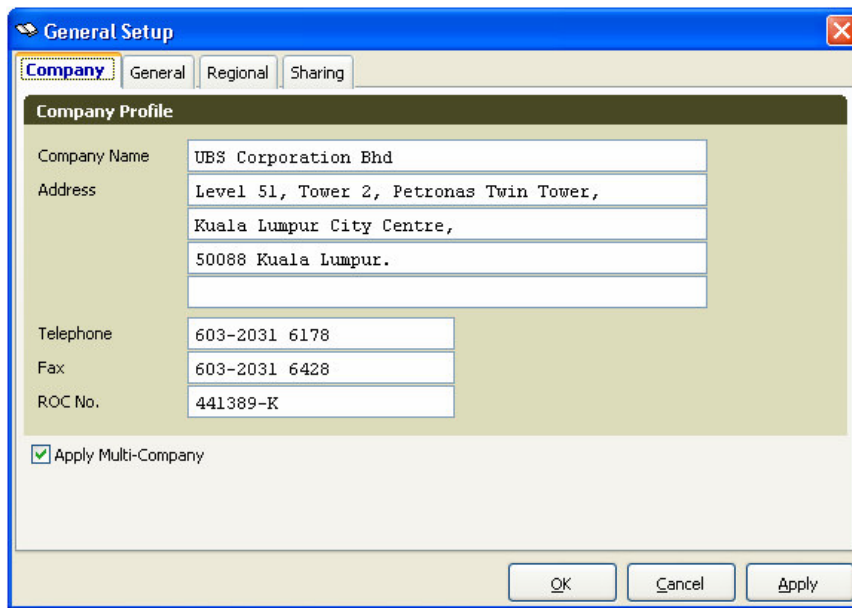5.8.   Select Printer

5.1.   Setup

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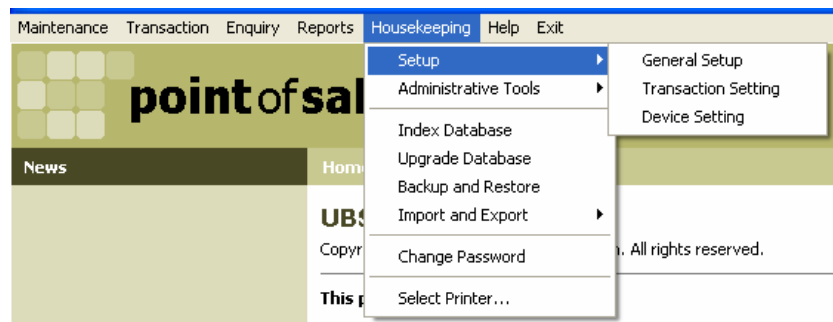
5.1.1. General Setup

Company

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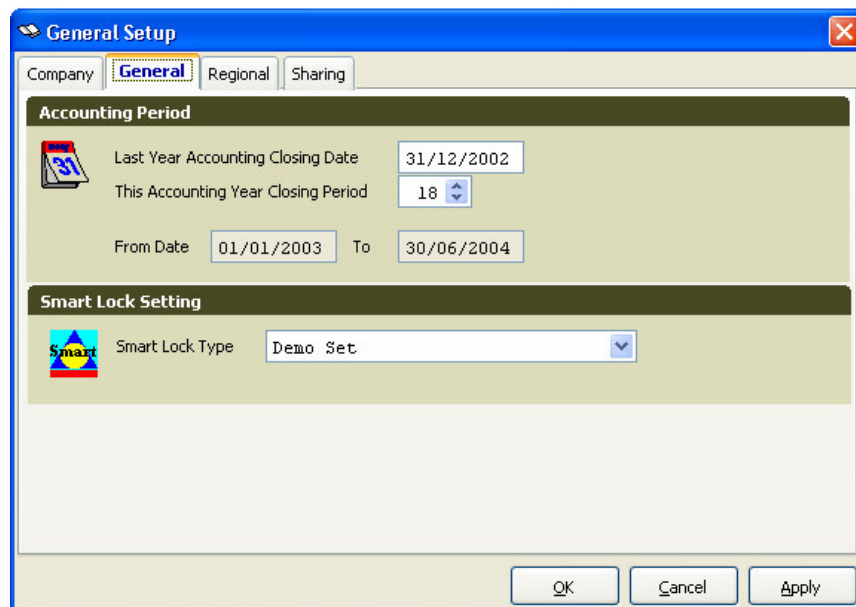
The Company screen involves licensing not only company who purchase the software, it also concern the registry of the accounting entry and output. Please indicate the company with correct ROC number, so the account can be recognized as valid. If you prefer to have multi-company account, please tick the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

Apply Multi-Company -   allows user to create multiple company to maintain different sets of P.O.S. system.

General

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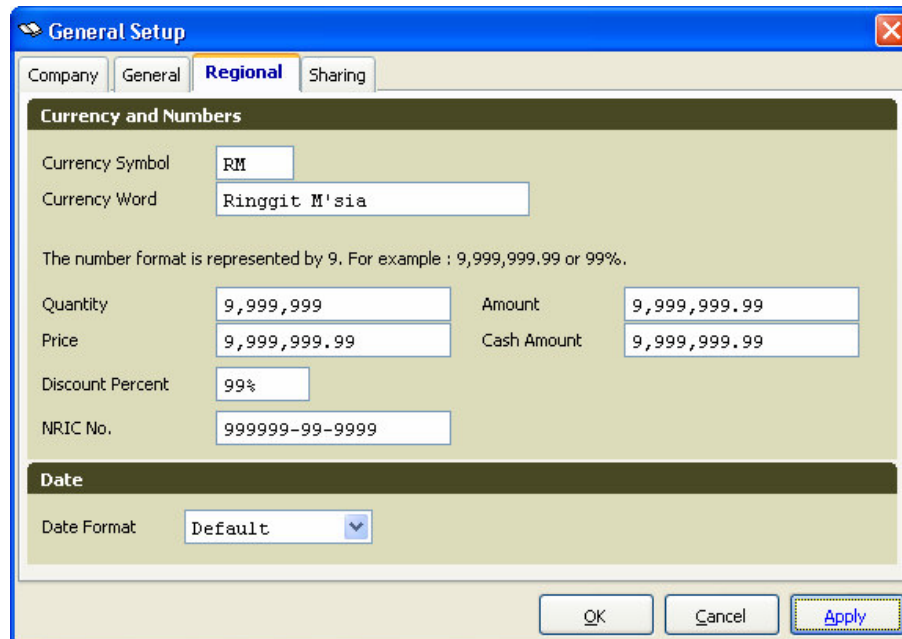
Smart Lock Type   -   Please take note that if you purchased and setup the full version of P.O.S. system, there should display a word Licensed edition at the Login screen when you run the P.O.S. system.

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 | **Regional** | Sharing |

Currency and Numbers

Currency Symbol   RM
Currency Word   Ringgit M'sia

The number format is represented by 9. For example : 9,999,999.99 or 99%.

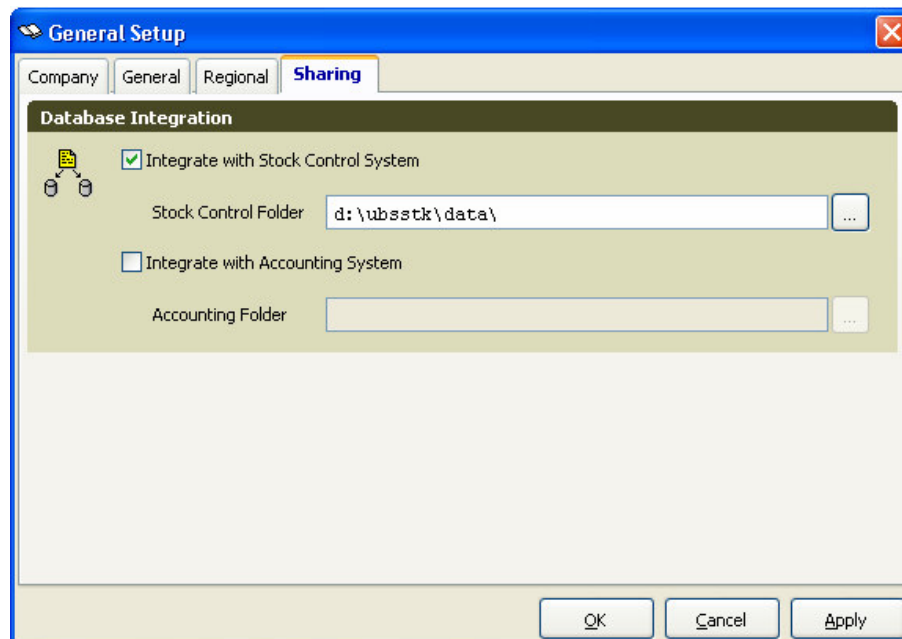| Quantity | 9,999,999 | Amount | 9,999,999.99 |
Price	9,999,999.99	Cash Amount	9,999,999.99
Discount Percent	99%		
NRIC No.	999999-99-9999		

Date

Date Format   Default

[OK] [Cancel] [Apply]

Sharing

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

General Setup

| Company | General | Regional | **Sharing** |

Database Integration

☑ Integrate with Stock Control System

Stock Control Folder   d:\ubsstk\data\   [...]

☐ Integrate with Accounting System

Accounting Folder   [ ]   [...]

[OK] [Cancel] [Apply]

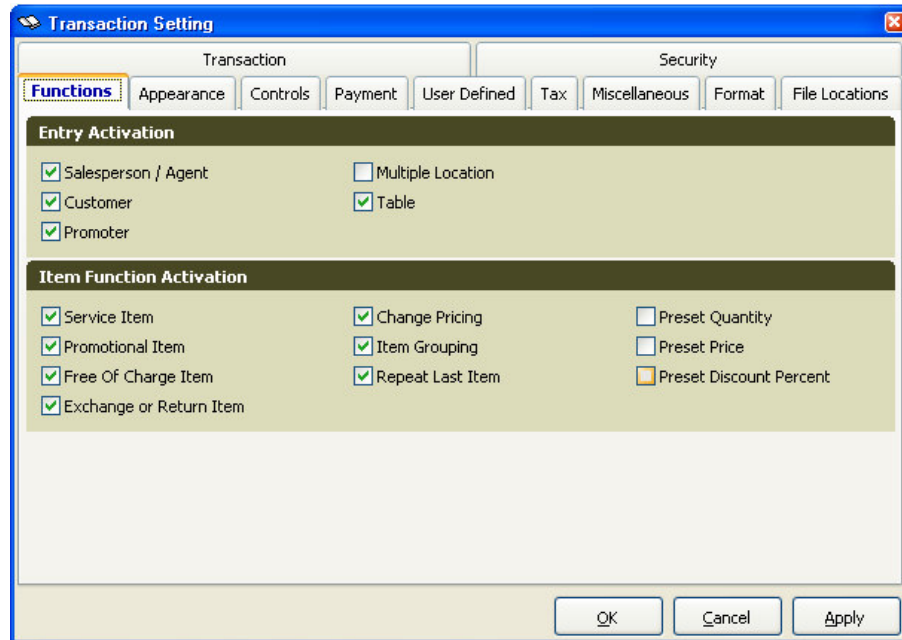Integrate with Stock Control System -   This allows you to integrate the P.O.S. system with Stock Control system by direct it to the specific directory.

Integrate with Accounting System   -   This allows you to integrate the P.O.S. system with Accounting system by direct it to the specific directory.

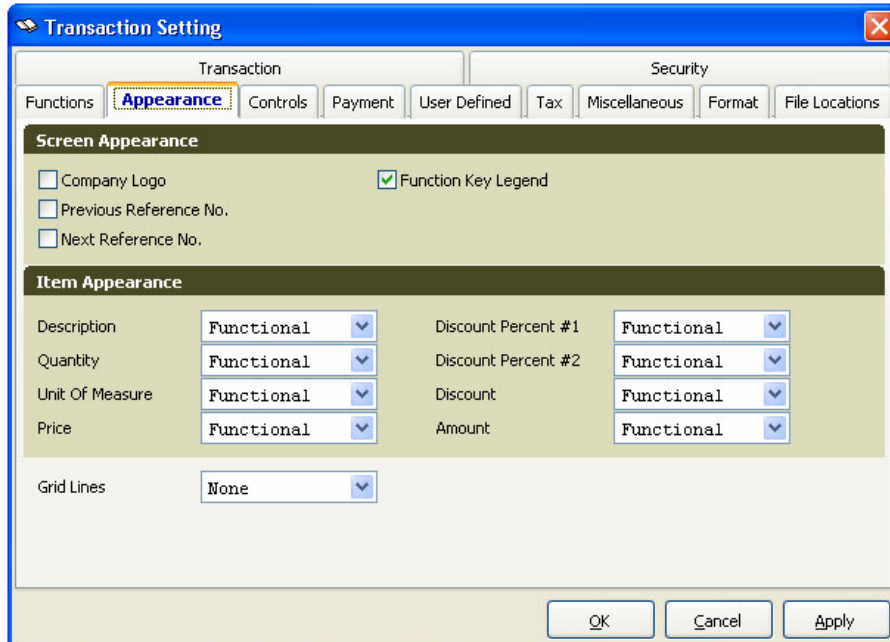### 5.1.2. Transaction Setup

Function

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
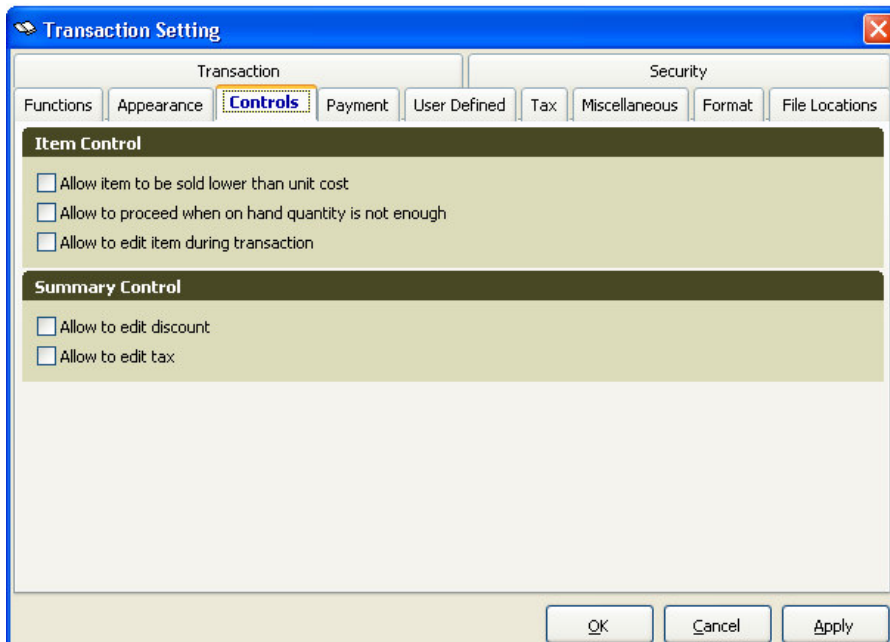- Preset Price
- Preset Discount Percent

Appearance

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
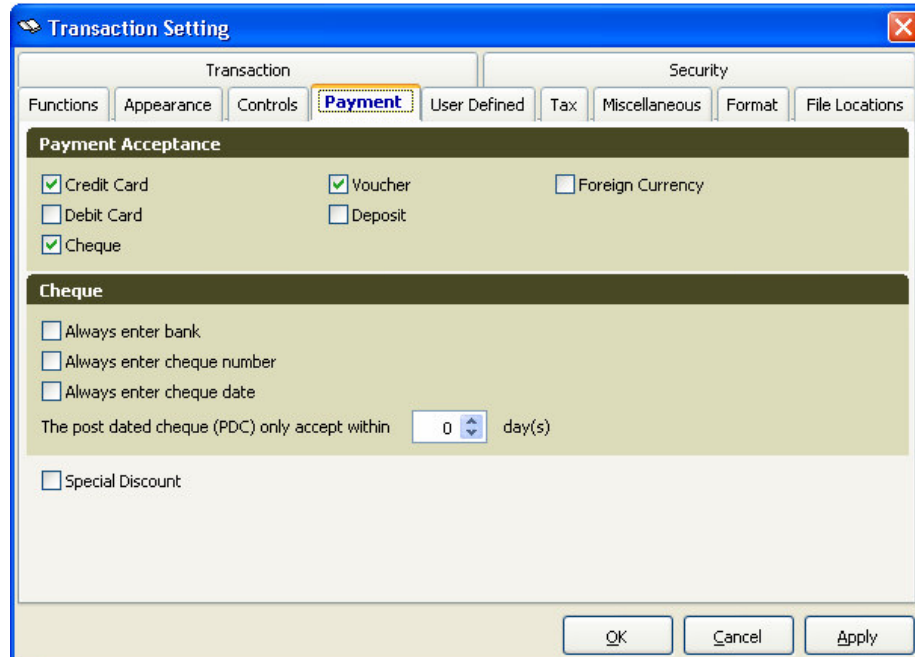
The Item Control and Summary Control consist of:-
- Allow item to be sold lower than unit cost
- Allow to proceed when on hand quantity is not enough
- Allow to edit item during transaction
- Allow to edit discount
- Allow to edit tax
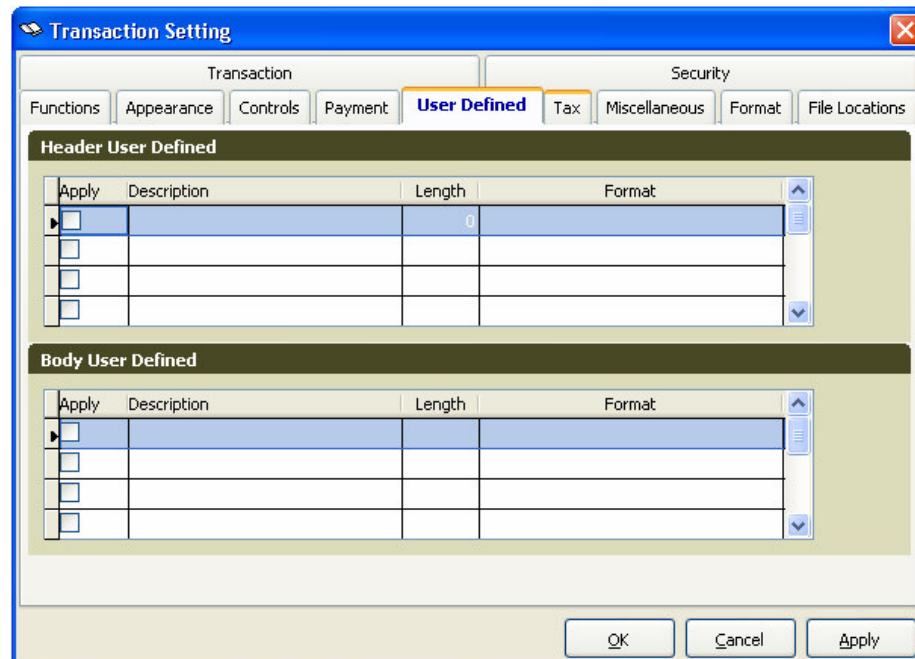
Payment

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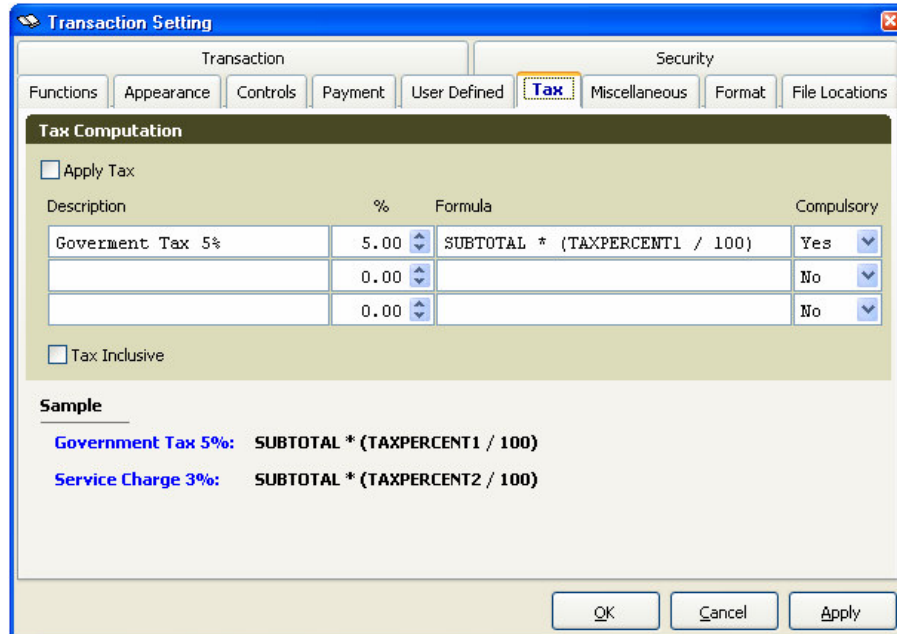
User Defined

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

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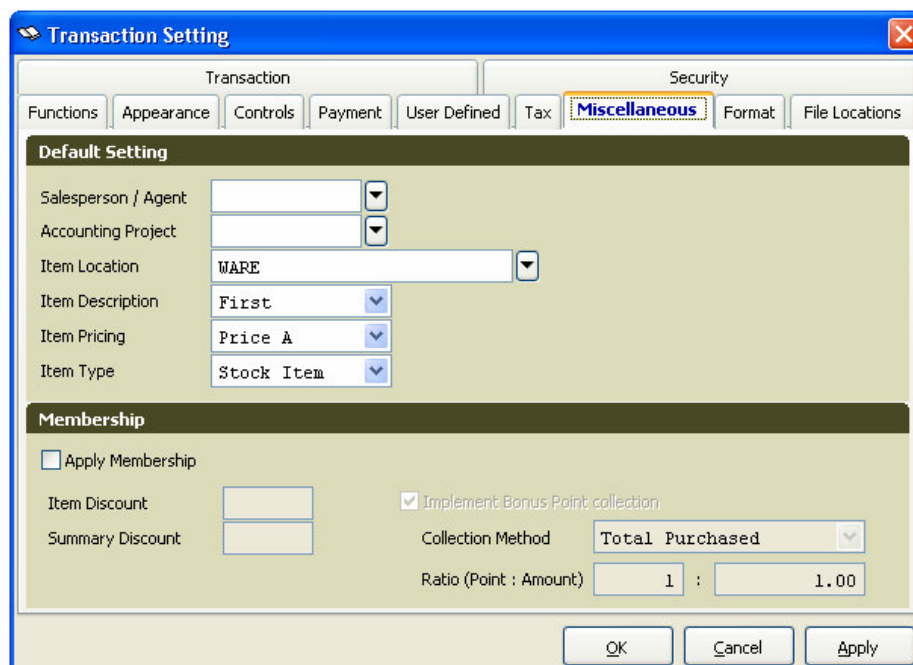
Select the checkbox "Apply Tax" if you want to calculate tax on the total of that transaction.

| Description | - enter the description for tax so that it will appear in the cash receipt. |

Description   - enter the description for tax so that it will appear in   the cash receipt.

Percentage   - enter the percentage (%) so that it will appear on the cash receipt.

Formula   - enter the formula to calculate the tax amount.

Miscellaneous

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

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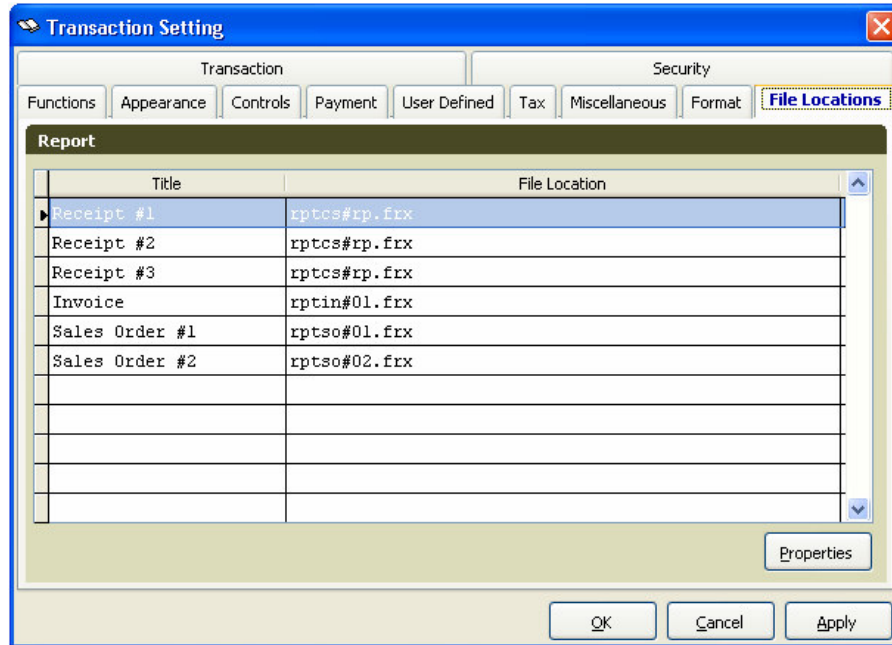
Click on the Properties button to select the format file for Receipts, Invoice and Sales Order. This option allows you to set and customize the format of the report to be printed.

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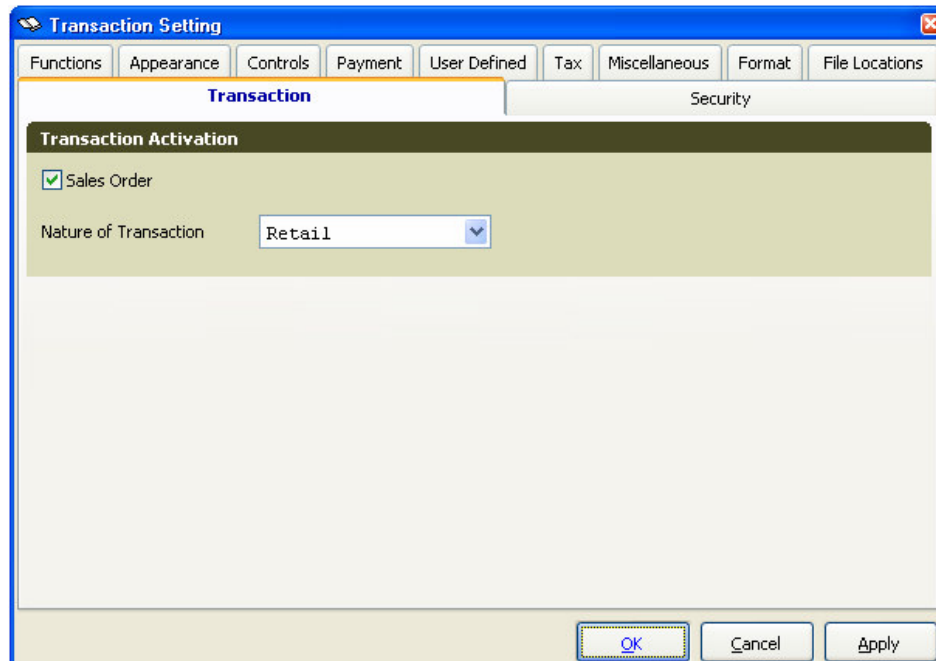
Click on the Sales Order check box to activate the Sales Order function and select the nature of business of your company whether is Retail shop or Restaurant.

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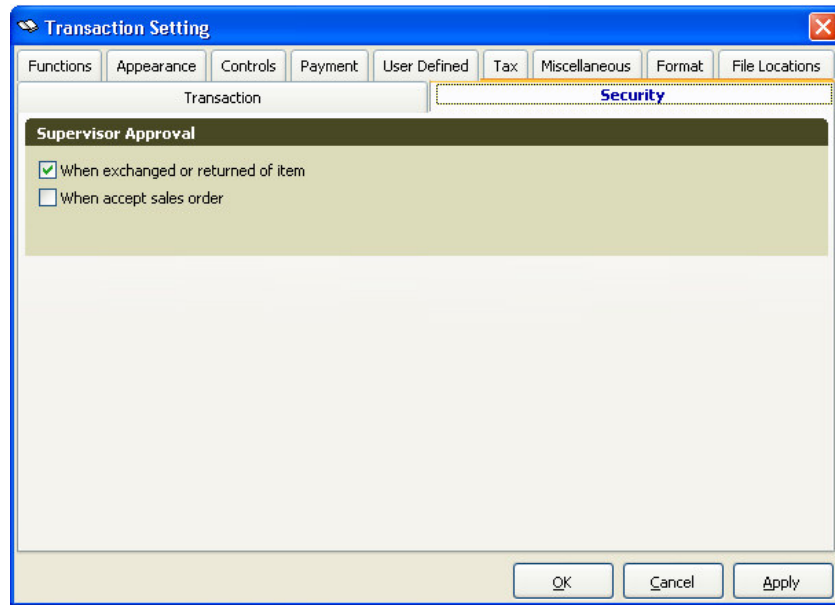
To set the security level as management wishes and have to determine whichever necessary check box to be ticked.

5.1.3. Device Setup

Cash Drawer

This section allows you to configure setting for the Cash Drawer.
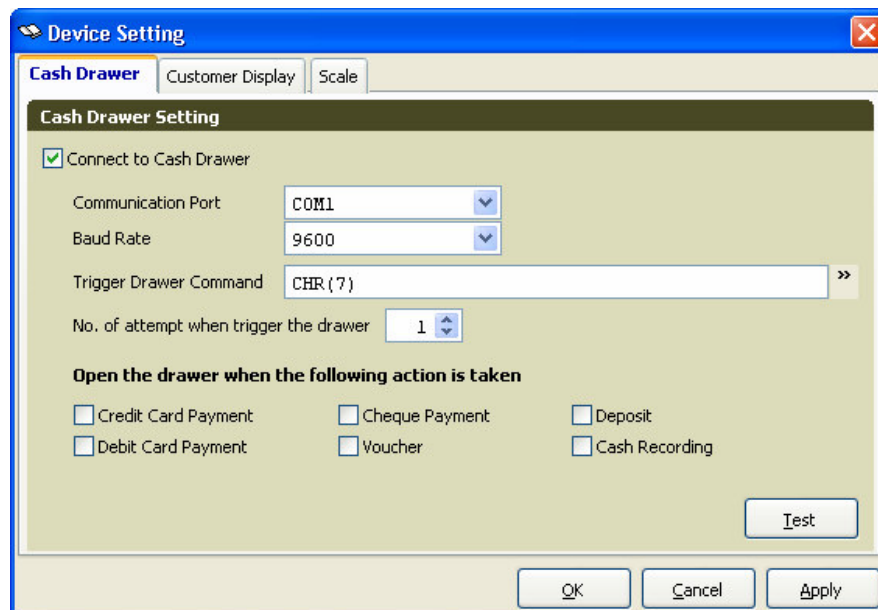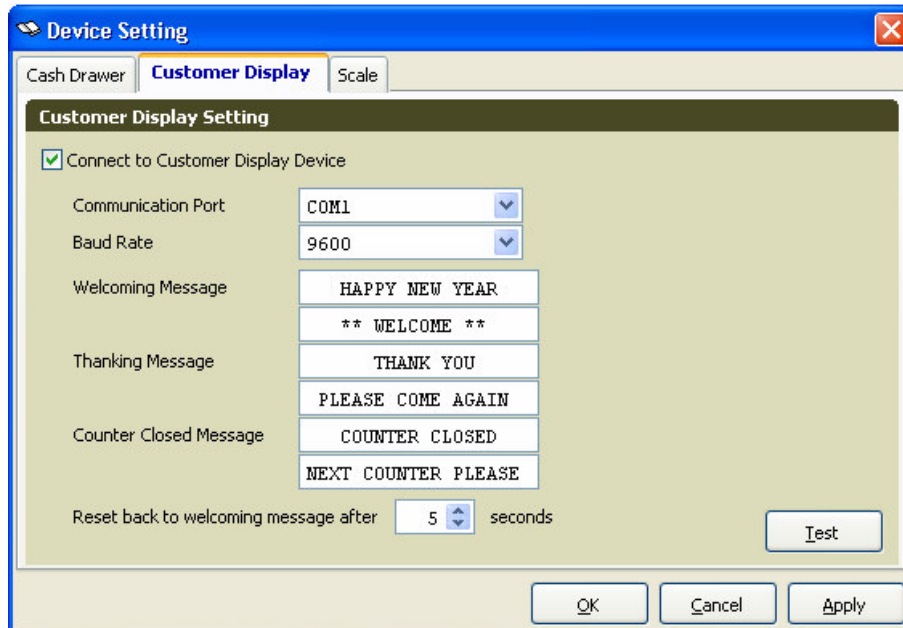
Connect to Cash Drawer - Tick check box to enable the control link to the cash drawer.

* 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.
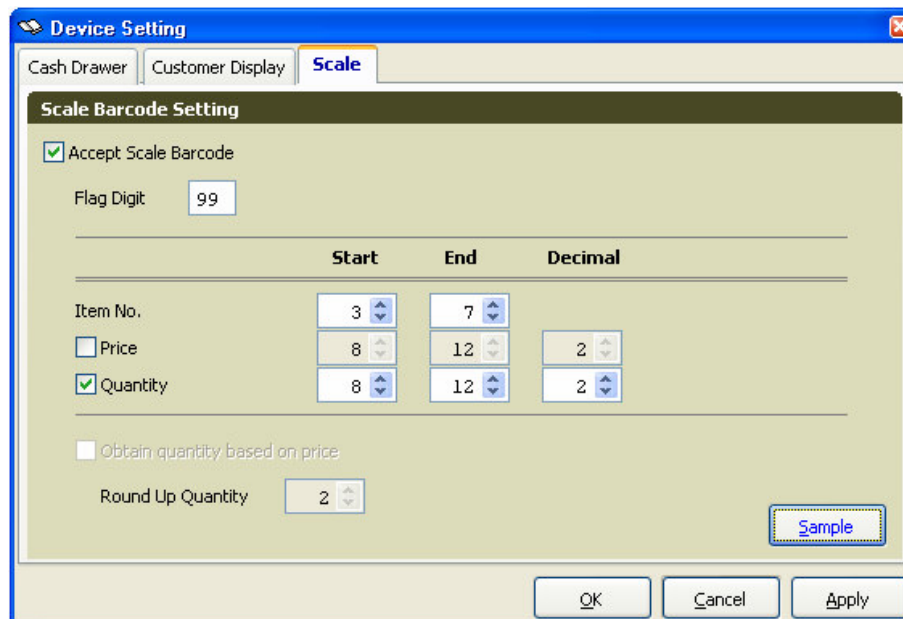
Scale

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

5.2.   Administrative Tools

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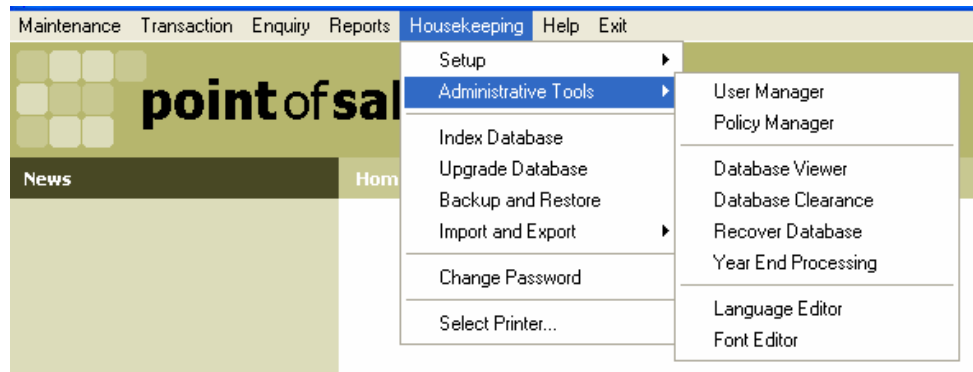
5.2.1. User Manager

This option enables the user to create the user login id and assign the access level to the user.
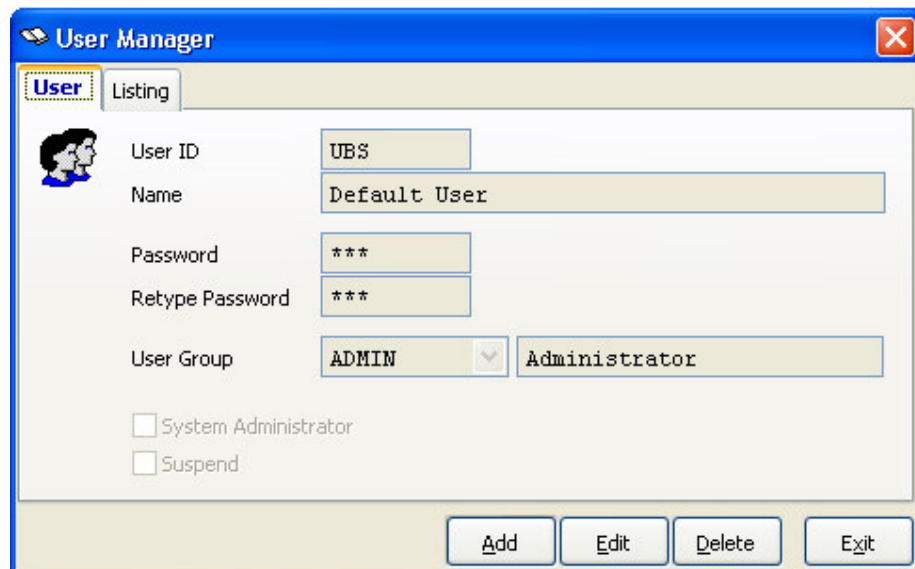
1. Click on the **"Add"** button to add a new use id. Next, type in the user id, name and password.

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.

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.
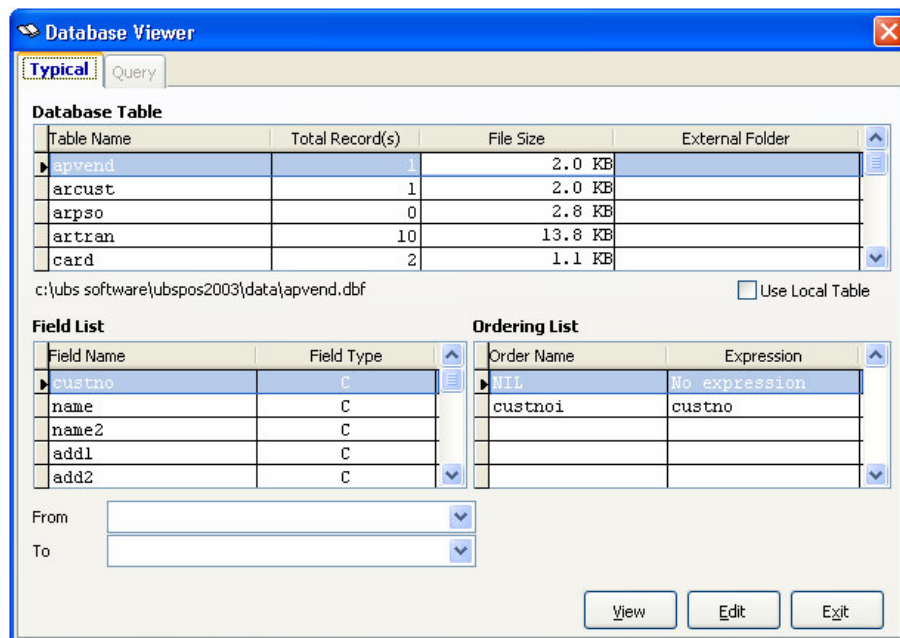
1. To view the record, select the table name from the list and click on the **"View"** button.

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.
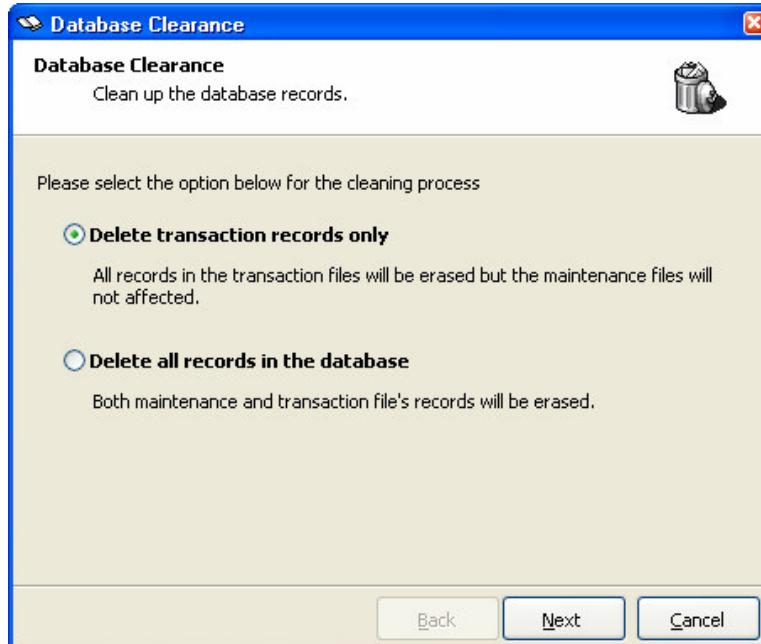
1. Select the option to delete the records.

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.
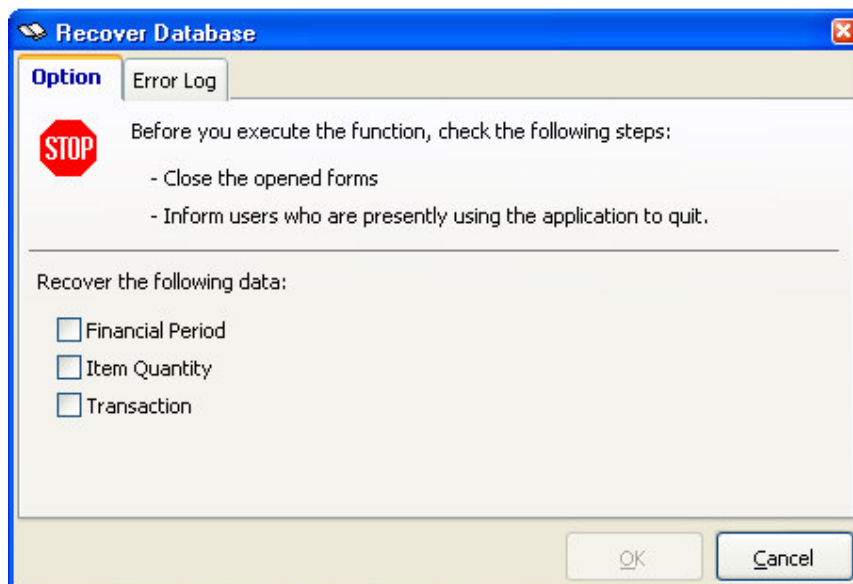
5.2.6. Year End Processing

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

5.2.7. Language Editor

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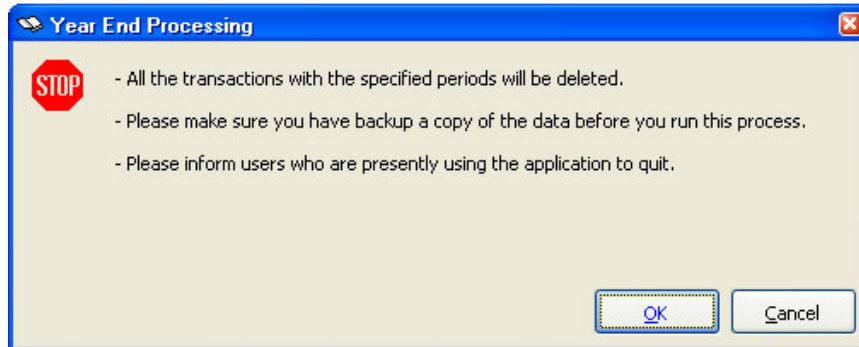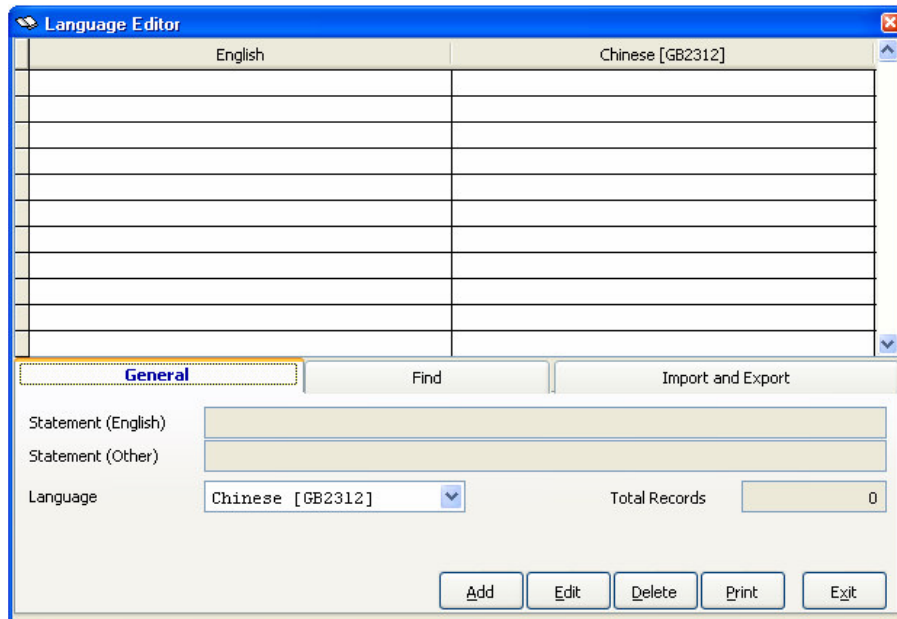
5.2.8. Font Editor

This option enables the user to reset or change the system's font style and font size.
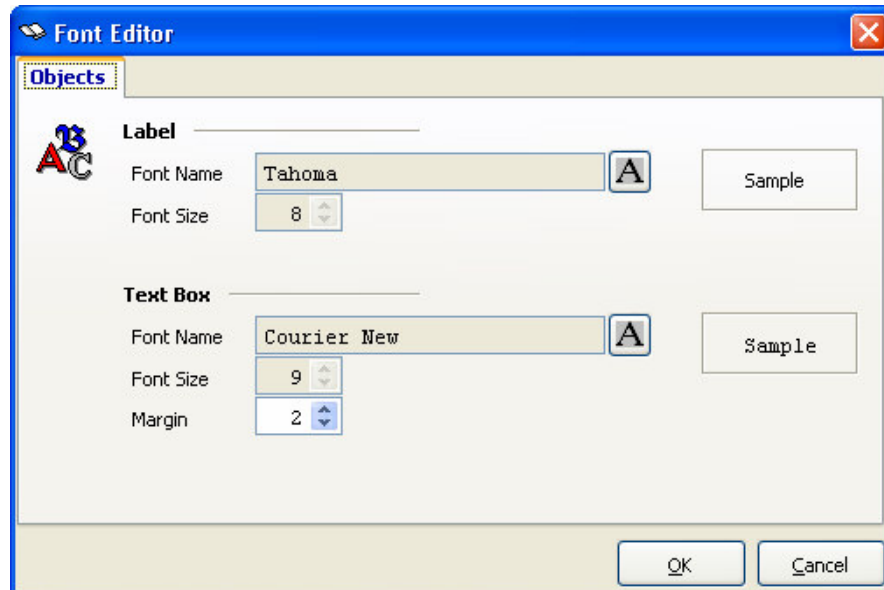
1. Click on the button beside the font name to change the font style and font size.

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.

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.

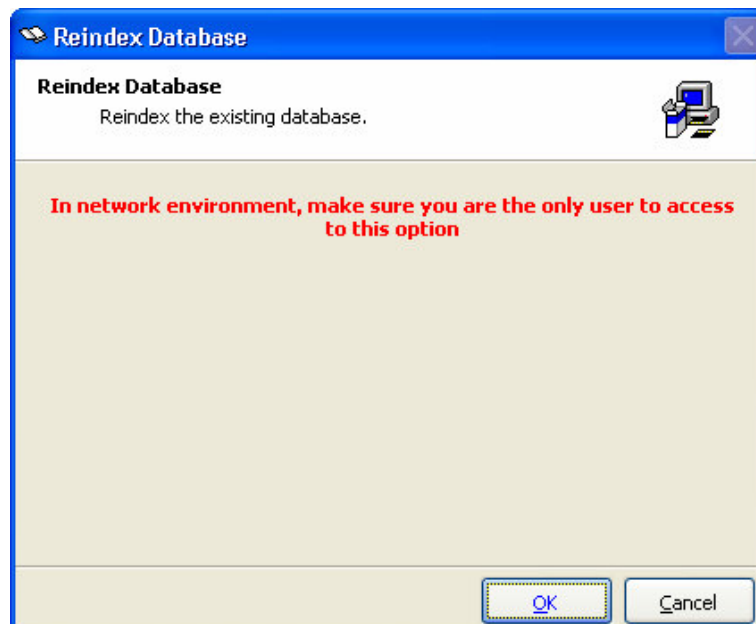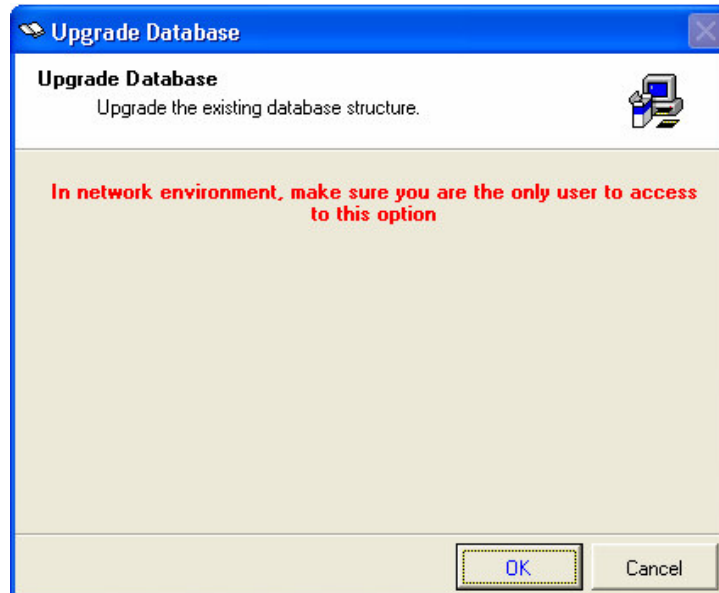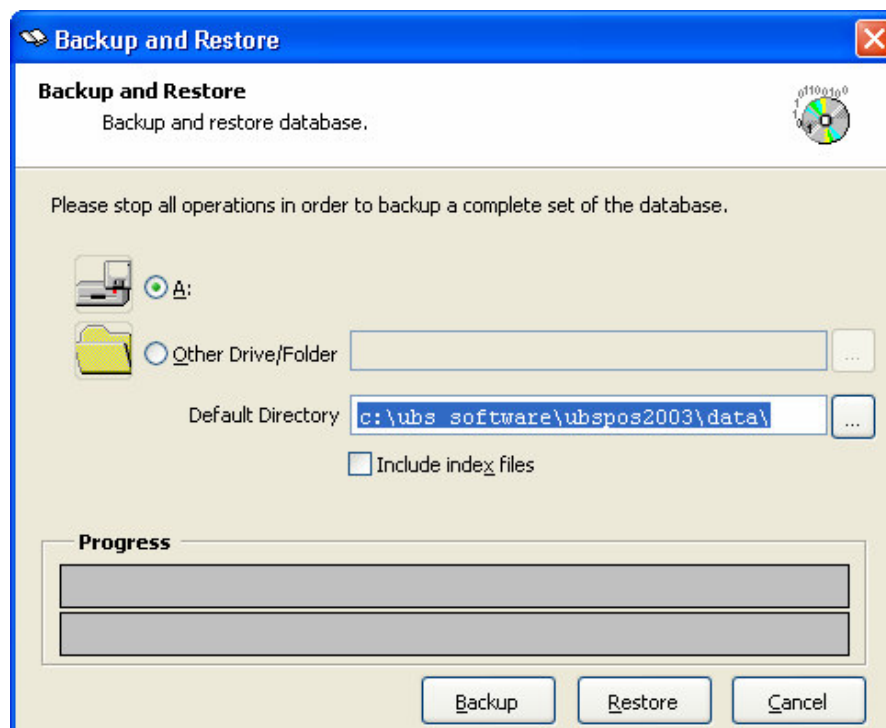1. Click on the **"OK"** button to start database indexing.

2. Click on the **"Cancel"** button to exit.

5.5.   Backup and Restore

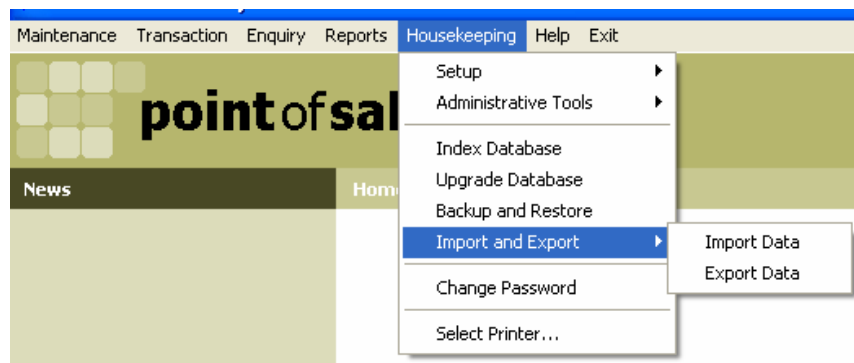This option enables the user to backup and restore all the data files.

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.

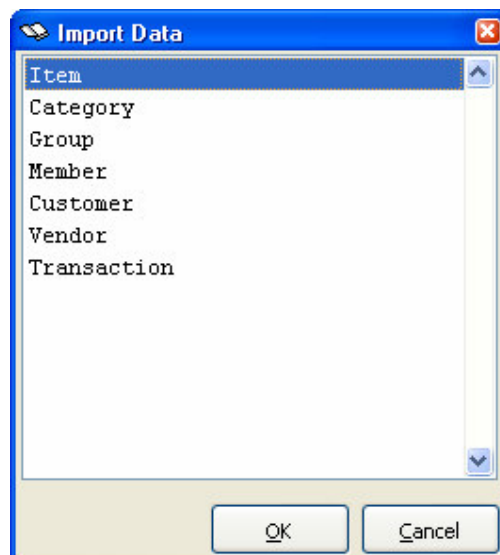3. Click on the **"Restore"** button to start restore.

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.

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.
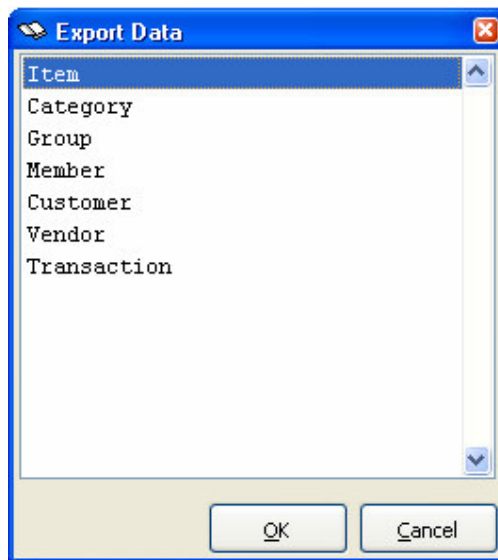
1. Select the type of information you wish to export.

2. Filter the criteria in the reference no. and date and specify the destination folder.

3. Click on OK button to start the export.
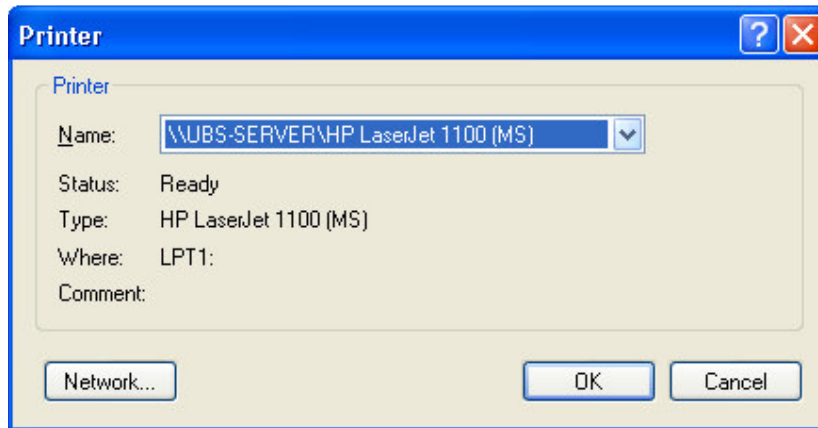
5.7. Change Password

This option enables the user to change the user password.

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.

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

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 → 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 → File Statistics.