# EXPRESS USER MANUAL



## The 10 important steps before you begin

1. Use the username DEMO and password DEMO to access the system.
2. Go to Maintenance, System to setup your own password and remove the user called DEMO. Make sure to set yourself as an administrator and security level 5.
3. On the general tab of system maintenance go ahead and choose the settings that you may need such as tax rates, printers, country of use etc.

4. You can move over to the options and features page and see if you'd like to select any of those features at this time or you can do it later. Exit and return to maintenance menu when done.
5. From the maintenance menu click on our company and setup your company information such as name, address, phone number, etc. Exit and return to maintenance menu when done.
6. From the maintenance menu click on currency and setup your local currency. Be sure to set your local currency to default currency. Enter your foreign currencies with the respective exchange rates. Exit and return to maintenance menu when done.
7. From the maintenance menu click on department and setup your departments. The departments are the top level of organization for your business for example in a supermarket this could be: Beverages, Meats, Baking Goods, Produce. Exit and return to maintenance menu when done.
8. From the maintenance menu click on category and setup your categories. The categories are the next level of organization for your departments. For example in a supermarket under department Beverages, the categories could be: Alcoholic, Non Alcoholic. Exit and return to maintenance menu when done.
9. Now you are ready to enter your inventory, but before you do, you may want to enter the vendors now because you will need to tie them back to the products you enter OR you can select option & features 42 (O&F#42) and enter your vendors later. From the maintenance menu, select on product and enter your inventory items here. If you are using wholesale pricing you will need to select O&F#60.
10. Now you are ready to sell your items and cash out

NOTE: You can setup your clients now or do them from the sales screen. Also you may need to go back to maintenance menu to options and features (O&F) and check options that are best suited to meet your needs.

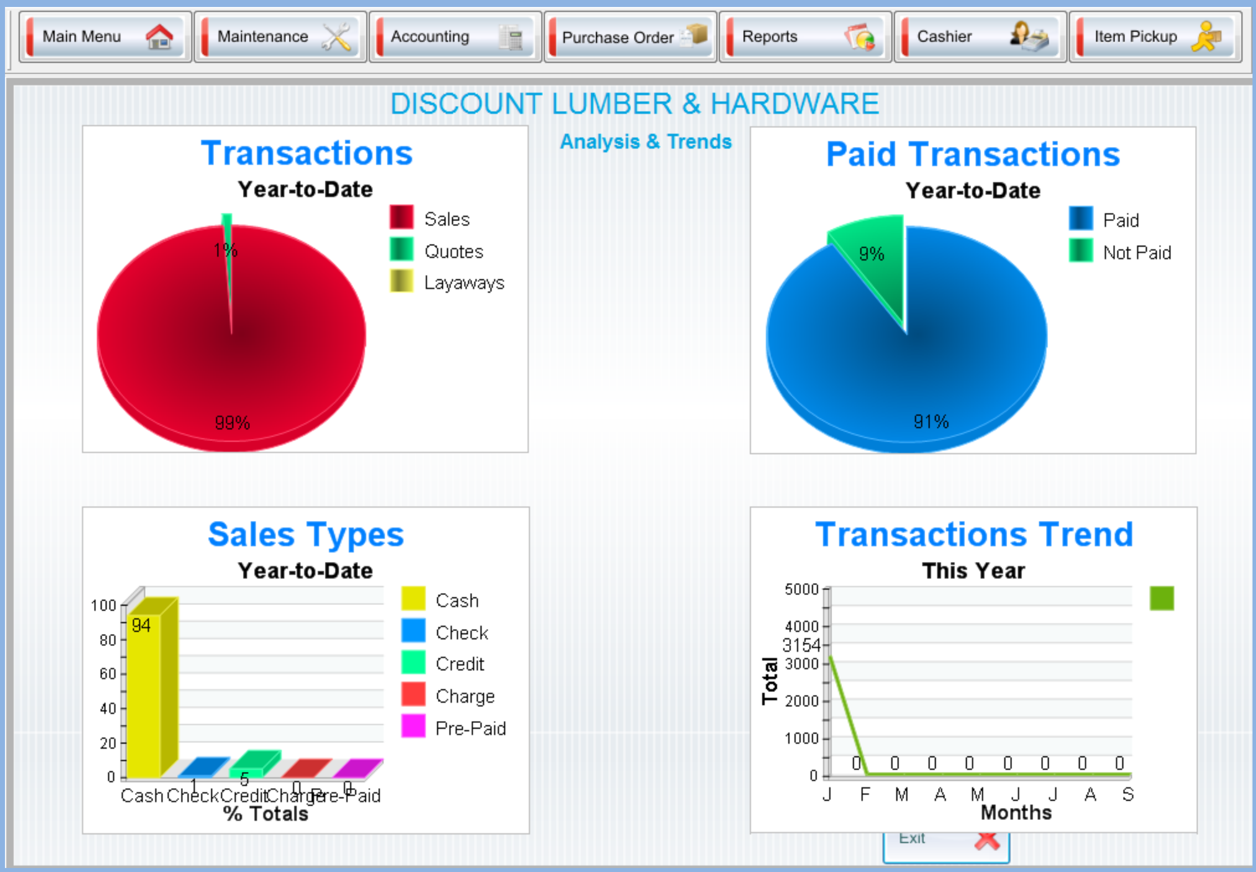
## 2.0 Accessing the System


Figure 1 - Login Screen

1. To Log into PM POS, you can click in the username box, double click on user name, enter your password and click login. You can press enter once you have entered your password, this will also log you in.
2. You can simply type in your username and password and press enter (or click login) to enter system

NOTE: Depending on the preset user settings, you will be directed to the appropriate module assigned to you in the system. Appendix A defines these preset security settings

## 2.1 Main Menu -The PM Systems Dash Board




- The PM Systems Dash Board can be customized to suit the needs of a particular client. By default, this following will come up if not configured:
  - Transactions Year to Date – This graph illustrates the percentages of transactions that were done via Sales Quotations and Layaways
  - Paid Transactions Year to Date – This graph illustrate the percentages of transactions paid vs. that of the transactions not paid. Note that if you are not utilizing our delivery module, your graph should always show a 100% paid at the end of each day close out.
  - Sales Type Year to Date - This graph illustrates the percentages of the transactions based on how they are paid. These are the accepted payment types:
    - Cash - Cash Customers (walk ins) paying cash
    - Cheque – Customers for whom cheques are accepted by you and have paid with a cheque.
    - Credit Card – Transactions paid with credit card.
    - In House Charge – All in house charge transactions
    - Prepaid – All transactions paid with prepaid funds.
- There is an Exit button at the bottom of this screen that can be used to return to the login screen. You can also press the Esc on your keyboard to return to the login screen.

## 2.2 The Shortcut Buttons on the PM Systems Dash Board Menu Panel

- 

Provides access to all modules.
- 

Allows user to maintain data in the system including: Clients, Inventory, etc.
- 

Allows access to the accounting module.
- 

Allows access to the purchase order module.
- 

Allows access to the reports module
- 

Allows access to the Cashier module
- 

Allows access to the delivery module.

## 2.3 The Main Menu

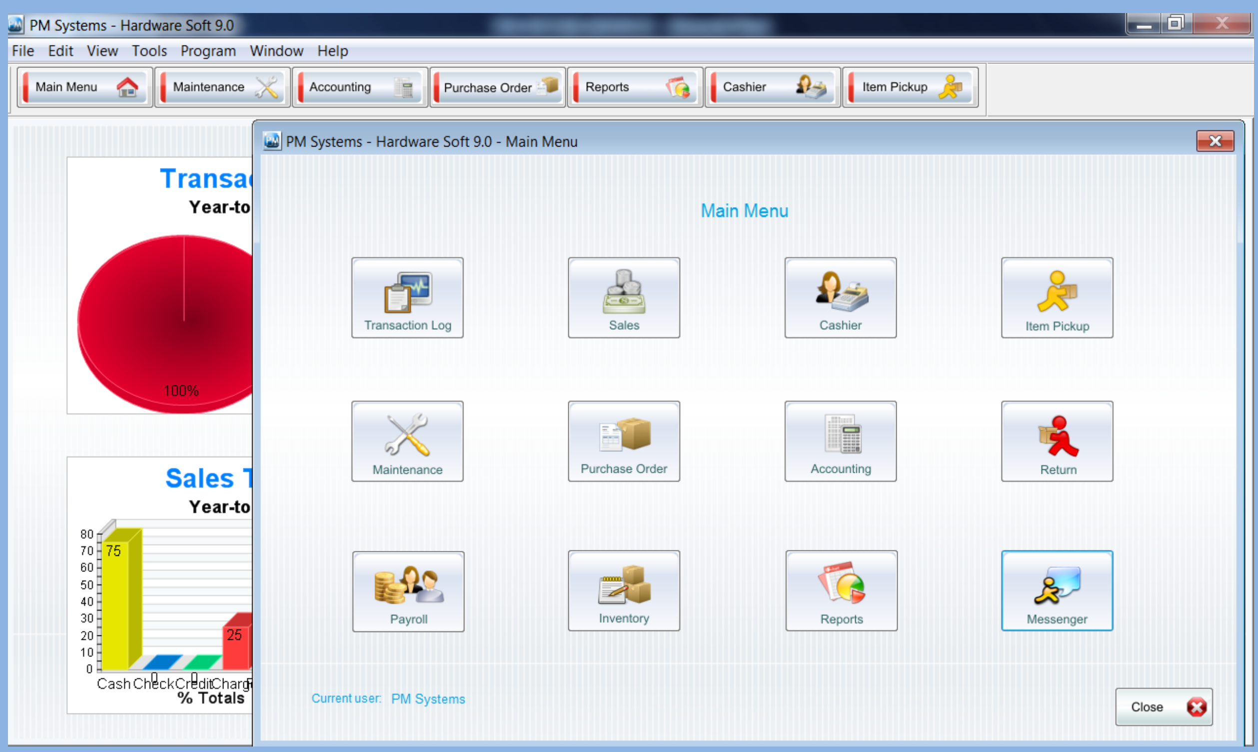



Figure 2 - System Main Modules

## 2.4 The Transaction Log Module

- Transaction Log – Allows user to view/edit all transactions. This is reserved for managers and can be used to efficiently maintain orders.

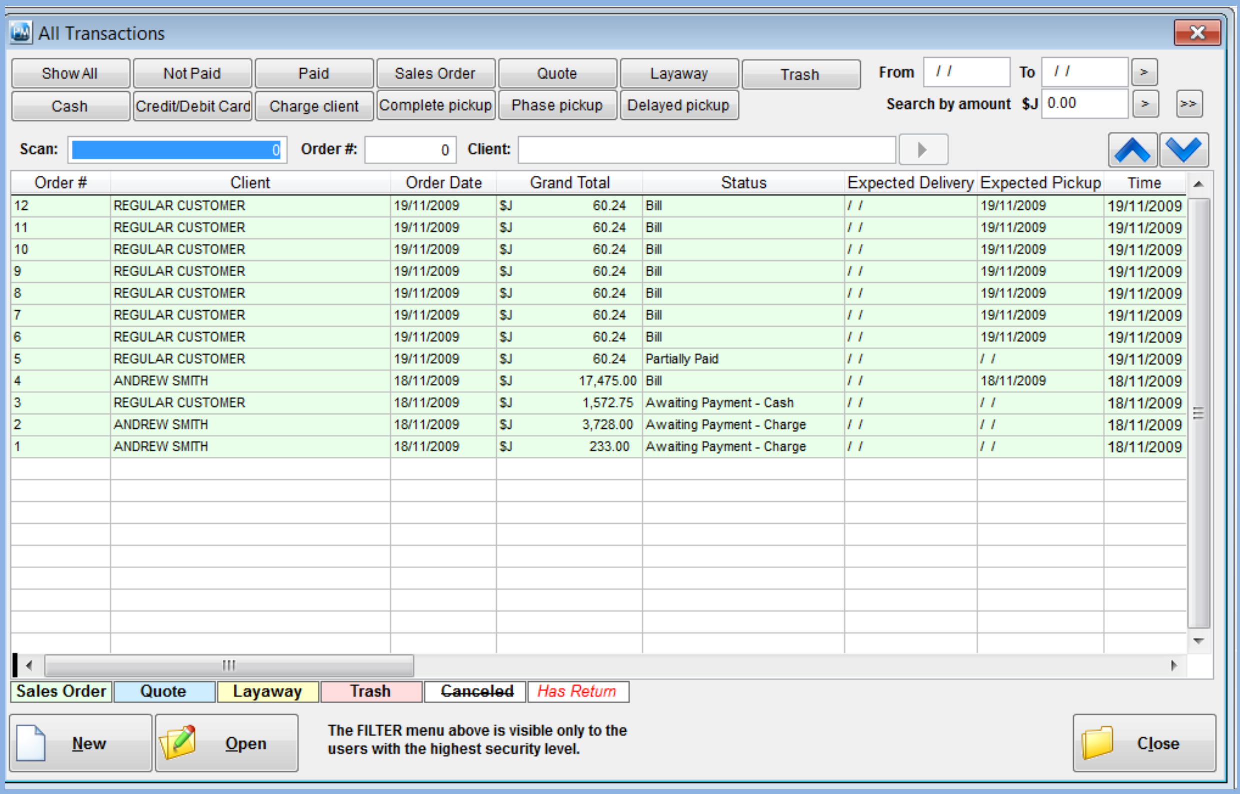
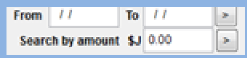
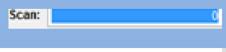



Figure 3 Transaction Log - Used to Find and work with any existing transaction.

- Features of the T-log
  - By clicking on the buttons at the top, the user can filter all the transactions by:
    - Paid, Not Paid, Sales Orders, Quotes, Layaways, Trash, Cash Transactions, Credit Transactions, Charge Transactions and by the type of delivery chosen.
  - User can try to find a transaction by filtering the log by entering info in the following area:
    
    
  - They can enter a date range to filter there list, or they can enter an amount +or – $10.
  - User can also search by the order number 
    
  - O r search by the clients name 
    
    the arrow beside the name can be used to continue to find the same name throughout the log.
  - If the log gets really long, user can use  to go quickly to the top and bottom respectively.

- User can start a new sales order by clicking the new button or they can click on an order and click the open button to open that order.
- This screen can be used to cancel an order and to cancel layaways and return funds. To cancel an order, it has to be paid but NOT delivered. Once this is true, click on the order and click cancel order. This will generate a refund receipt that the client will take and claim money at the cashier. The layaway works in the same way.

# 3.0 Sales and sales related functions

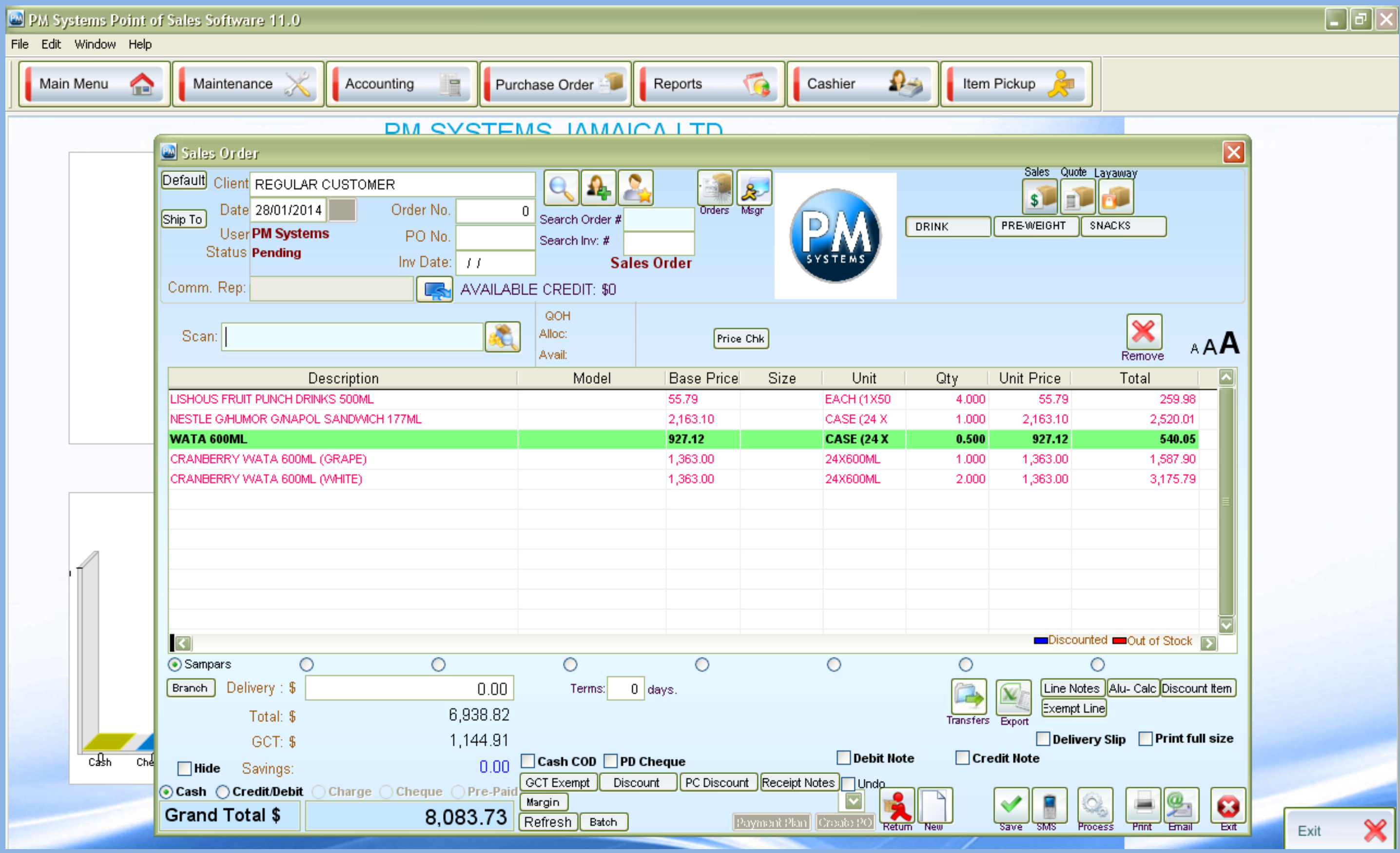


Figure 4 - Sales Module

## 3.1 Explanation of the Screen

For simplicity, we will break up the screen into 3 sections and explain each one. The 3 sections are:

- Top
- Middle
- Bottom

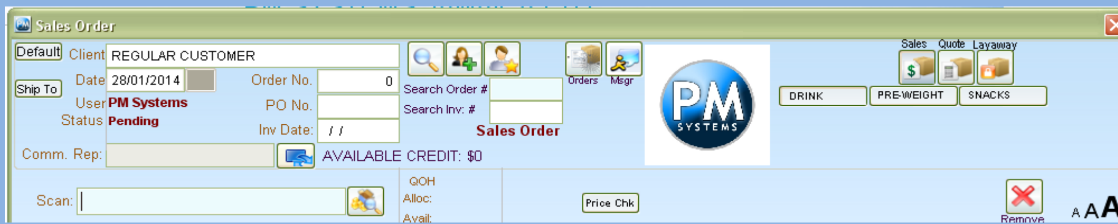
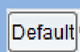
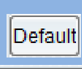
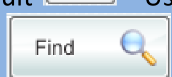
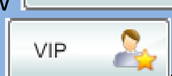
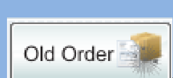
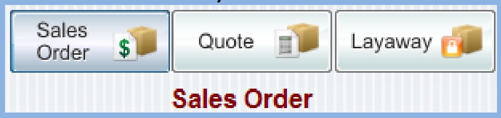



Figure 5 - Top Part of the Sales Screen

- Default Button  is used to switch to a cash customer once a client is selected.
- Information about the order shows up in the fields there namely: Client, Order Date, Order No., Attendant, PO No., Order Status. Let's now explain these labels:
  - **Order Date:** The Date of the Order
  - **Attendant:** The Sales representative working on the current sale or who is accessing the current sale. NOTE: The last person to access the sale and save it now owns it.
  - **Order Status:** The current state of the order
  - **Order No.:** The current order number. NOTE: This number ends up becoming the invoice # once bill is paid. Note also that this number is the quotation and layaway number were the transaction a quote or a layaway
  - **PO No.:** The PO Number that is assigned to the current order would go here.
- **Left Buttons**
  - Default  – Used to switch to regular walk in customer.
  - Find  – Used to select and find a client (Prepaid, In House Charge, Cheque).
- Sales are done for several client types: (These will be explained in more details under client maintenance)
  - Cash Customer (Regular Customer) – Walk-in clients, no database record kept or sales history.
  - In House Charge Customers – Customers taking goods on a line of credit issued by store
  - Pre-Paid Customer – Customers that left money and take goods against the money
  - Check Customer – Customers who you will accept their cheques.

  - New – Used to add/modify a new/existing client.
  - VIP – Used to scan loyalty cards to find clients participating in the vip program.
  - Old Order – Used to pull up an old order.

- The Messenger  – Allows users of this screen to send messages to other users on the system
- The Item Picture – This allows users of this screen to see the picture of the item currently on the screen. NOTE that if you double click on the image it will appear larger. (See product maintenance section for more details about pictures.)
- The Type of Transaction – The default is Sales Order, click on the button to switch the type of transactions at anytime.




- There are 3 types of transactions that can be performed here:
  - Sale – This transaction is sele``1 QActed if the transaction will be completed which means paid in full.
  - Quote – A quote is issued to any client with the intention for it to be turned into a sales order later.  NOTE that if there is a price change in the quote, the selling price will change to the base price of the item and will not reflect any discounts.
  - Layaway – This transaction should be selected if the client wants to make a down payment on select items with the intention of paying for them in full later.  Layaways like quotes are subject to price increases.
- The Legend - Shows you that any items appearing in blue have been discounted or red indicating that the item is out of stock or that the quantity on hand is low.


**The Order Sheet**

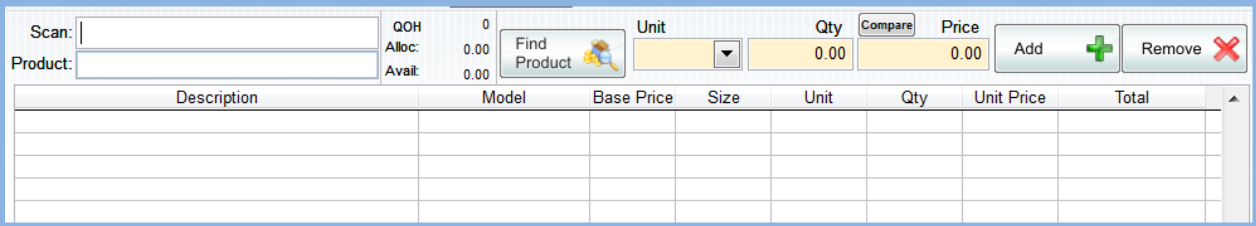
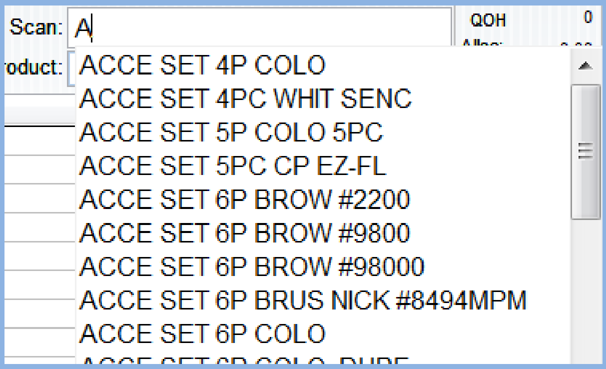



Figure 6 - The Middle Part of the Sales Screen

- The Scan Field  is used to find any product in the system. Products can be found by using 4 different access fields:
  - The Barcode – The most efficient way to pull up an item in the system is to use the barcode

- The Reference – The reference is the next best way to pull up an item because as you type in the scan field, the reference is searched and you will see the item that you are looking for quickly.  Below is an example of this reference search:

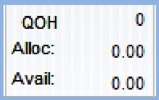



  - The Item Code – This is another code than can be used to pull up the item
  - The Alias – This is another code that can be used to find the item.

    NOTE that these codes will be described in more details in the product maintenance module.

- The Product Field 

– This field that appears below the scan field shows the current item that has been found.

- The inventory snap shot 

– Used to guide the sales rep how to sell this item based on what's going on with this item.  Here is what each count represent:
  - QOH: This is the quantity on hand of the item which included all items paid for but not yet collected
  - Alloc: The quantity of the current item that is (allocated) ordered for but not yet collected
  - Avail: Indicates the quantity available to be sold currently.

- Find Product – This button is another way to search for and find a product. Once this button is clicked, the following screen will appear:

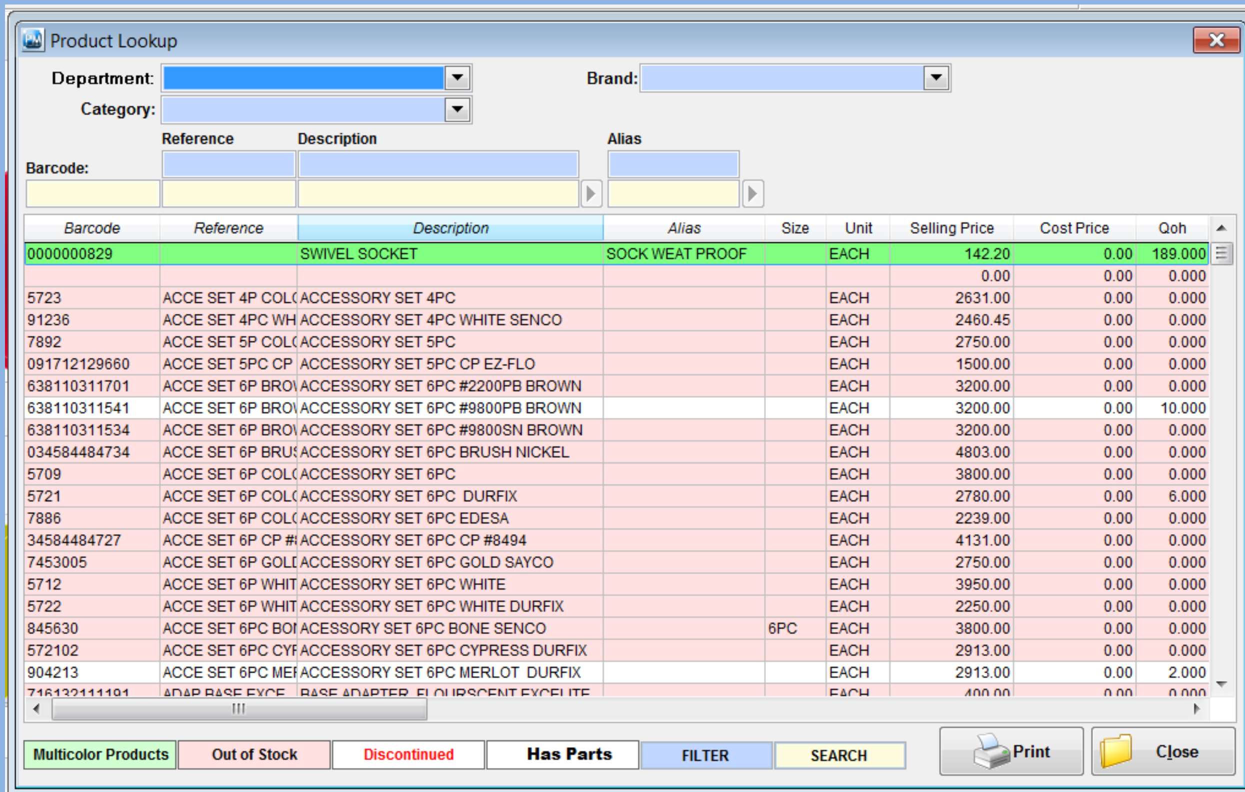



Figure 7 - Product Lookup Screen

- This screen is explained in more details under the product maintenance section. It is used throughout the program to find products in different modules so there is no need to re explain it here. To recap the functions of this screen:
  - The drop down boxes enables you to filter the list of products only showing products respective to the filter selected. So you can filter by a particular department, category or brand.
  - The blue search boxes search for a word within a word, example searching for “PAINT” in the item “WOOD PAINT BRUSH”. If you know a part of the name of the item you are looking for, use the blue boxes to search.
  - Yellow boxes searches from left to right to find an item, so if you were searching for “WOOD PAINT BRUSH” you would type in “WOOD” and the system will find the first item starting with the word “WOOD”. Upon clicking the next button , the system will find the next match and will keep going each time you click next, until it reaches the end of the list.
  - Once you have successfully located the item you are looking for, double click on it to select it.

- Color Matrix – Some products have a color matrix attached to them, once these products are selected, you will see a screen looking like this:

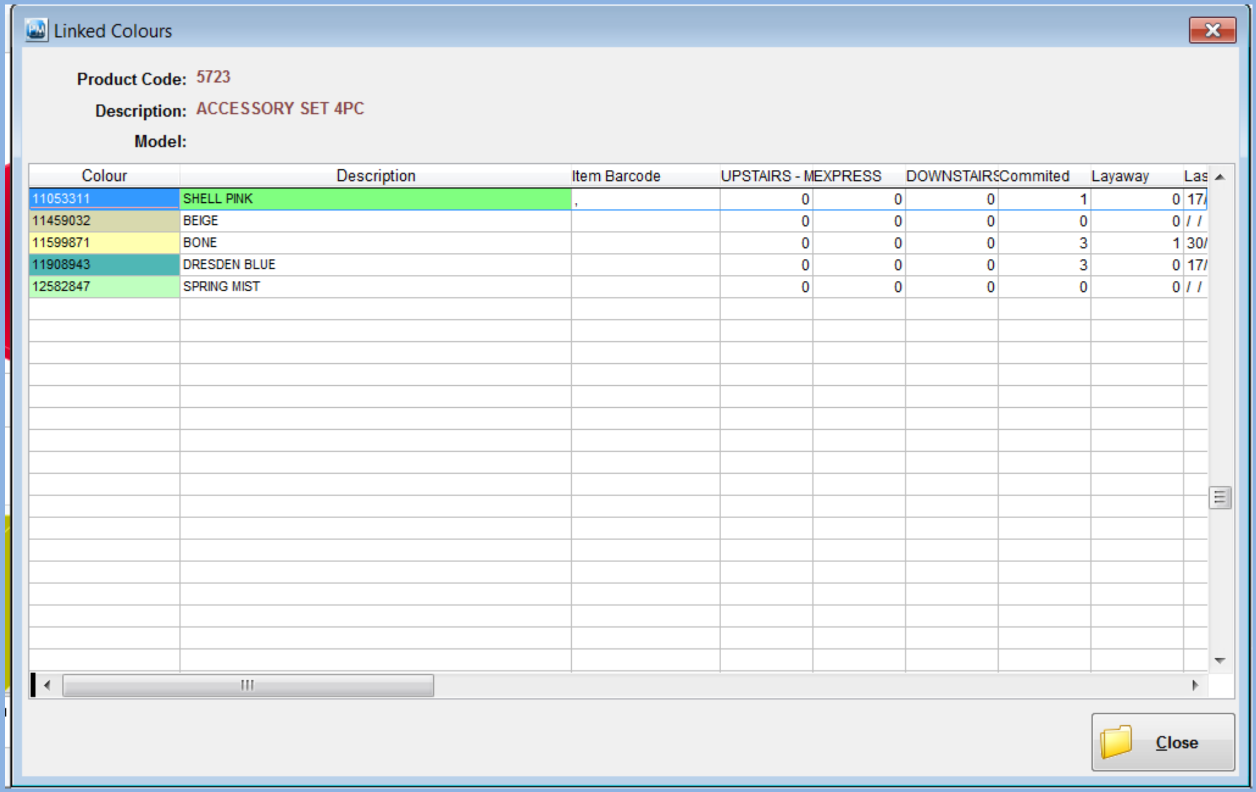
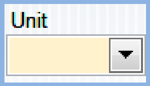
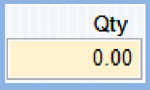



Figure 8 - The Color Matrix Selection Screen

  - This screen allows user to see visually what color to select in an effort to reduce errors in the inventory.

- The Unit Dropdown 

 - The system allows products to be sold in different units, another way to refer to this is a "parent child setup". If the unit doesn't come up when you select the item, this means that the product you have selected can be sold in multiple units (Ex. Cement can be sold by the Bag, Kilograms or Pounds) and you must select the unit you wish to sell in. This multi-unit system is explained more in product maintenance.
- The Quantity Field 

 – Use this field to enter the quantity of the item being purchased. Note that this quantity is based on the unit being sold.
- The Compare Button 

 - Similar products organized usually in the same category can be compared at time of sale to give customer a choice as to which product to purchase based on a price comparison.
- The Price Field – Shows the price of the current item per unit selected. This field CANNOT be adjusted.

- The Add Button 

– Use this button to add each item to order once the item and price have been verified and customer is satisfied with it.
- The Remove button 

– Use this button to remove and item from the order sheet.
- The column is the order sheet are explained as follows:
    - **Description:** The description of the product as it appears on the order
    - **Model:** The model of the item on the current order
    - **Base Price:** The price of the item before any discount is applied
    - **Size:** The size of item
    - **Unit:** The unit that each item on the order is being sold in.
    - **Qty:** The quantity of the item being purchased.
    - **Unit Price:** The extended price to customer after all discounts per unit
    - **Total:** The total price for the item inclusive of taxes

### The Bottom Section

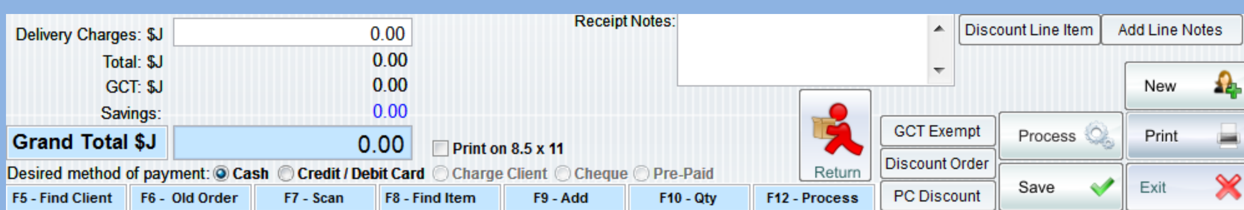
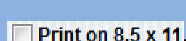
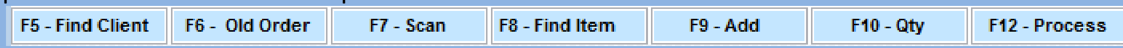


Figure 9 - The Bottom Part of Sales Screen

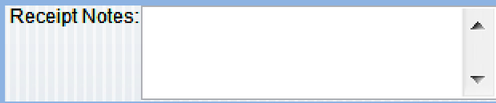
- Delivery Charges - Use this box to add delivery charges onto order
- Total - The Sub total of the order
- GCT- The total taxes for this order
- Grand Total - The Grand total for the current order
- Savings – Any discount applied to the order
- Desired Method of Payment - If not automatically selected, use these options to identify how client plans to pay. The options are Cash, Credit/Debit Card, Cheque (in this case client has to be added as a Cheque client), Pre-Paid (in this case client has to be added as a Pre-Paid client) and Charge Client (in this case client has to be added as an in-house charge client)

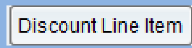

- The Print Big Option 

– Use this option to print on a 8 ½ x 11 sheet as opposed to a receipt printer size paper.
- The Shortcut Keys – The keys are customizable and client can change them according to their preference. The default setup is shown as follows:

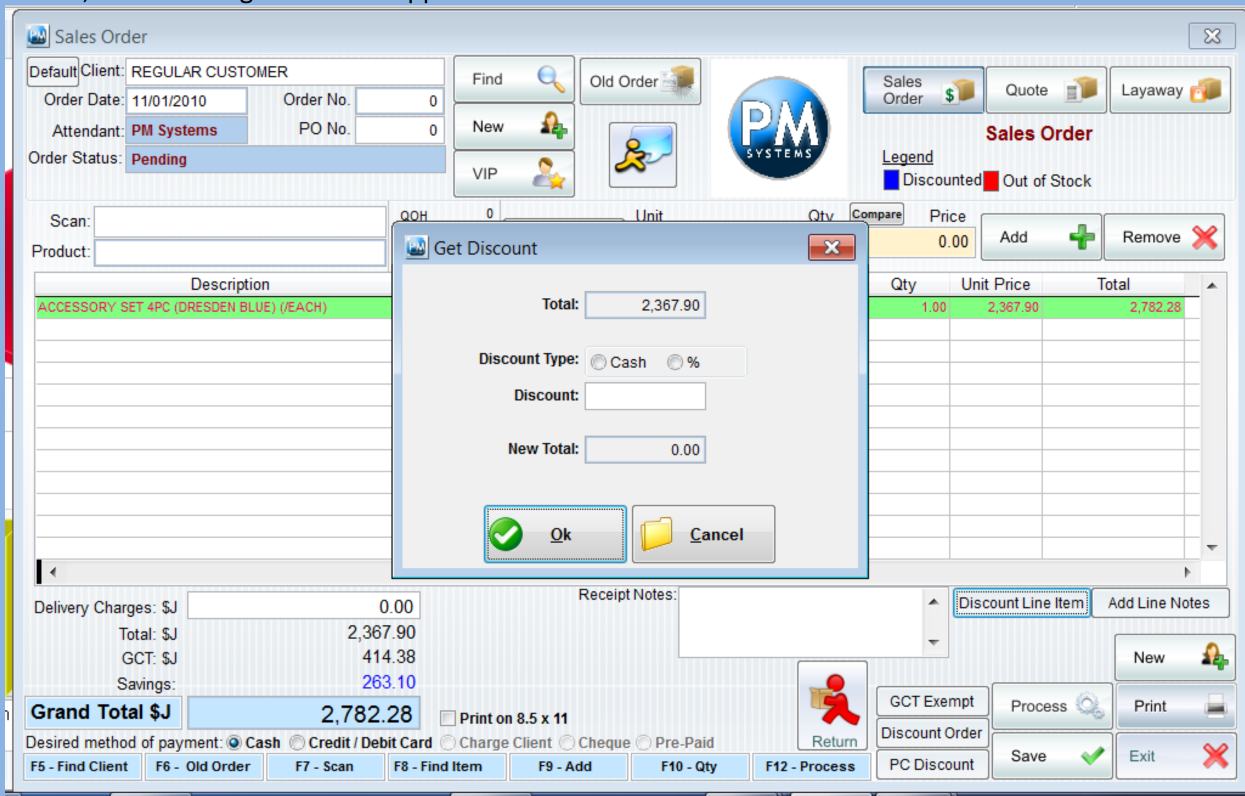


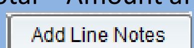

- The Receipt Notes – Used this edit box to type a note that will appear at the bottom of the receipt.



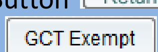

- Discount Line Item 

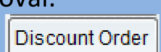
 – Use this button to discount a particular line item. Once clicked, the following screen will appear:

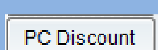



  - The Total is the total before tax
  - Discount type - Cash or Percentage
  - Discount – Amount taken off based on either % or Cash
  - New Total – Amount after percentage is applied.
- Add line Notes 

 – Use this button to add line notes to any item on the order. Once clicked a edit box will appear requesting user to enter additional notes that will appear in the description of the item.
- The Return Button 

 – Use this button to access the return module to process returns
- GCT Exempt 

 - Use this button to exempt taxes from current order. This button will require an approval.
- Discount Order 

 – Used to discount the order based on a percentage or cash amount.
- PC Discount 

 – Used to discount order. For details see the price matrix module.

- The following buttons are used as follows:


  - Process – Processes the order once completed
  - New – Clear current order and start a new one
  - Print – Prints the current order
  - Save – Saves the current order
  - Exit – Closes the sales screen.

### 3.2 How to do a Sale

1. Select Client - Determine the type of client (i.e. Walk in, or a database client (one who's information is stored in the system). For a walk in client you can leave the field as Regular Customer or you can type in the customer's name. Note that this will NOT create a client in your database. To select a database client, you can click the Find button and double click on client's name to select.
2. Find Product – Scan a barcode or start typing in the scan box to select the product. If you want to do a more exhaustive search, click the Find Product button to find a product and double click on the item once located. If there are no multiple units or no color matrix, enter the desired quantity and click add to order (See How to bypass add to order if you don't want to click the add button each time.) Repeat this step until order is completed.
3. Modify Order – Use the features available to modify order, whether you would like to give a discount or add notes to order.
4. Process Order – Click the process button to process order once completed. Depending on the setup you have one of the following will occur:
   - **a.** A ticket is printed to take to cashier for payment
   - **b.** The cashier payout screen appears and payment can be taken immediately
5. Note that you can save this order for later if you don't want to process it at this time.

### 3.3 How to do a quote

A quote is done exactly the same as a sales order. The only difference is that you will select quote option and not sales order for the sale type. Also, when you process a quote, it allows you to print or fax it directly to client. You also have the ability to email a quote.

### 3.4 How to do a layaway

A layaway is done exactly the same as a sales order. The only difference is that you will select layaway option and not sales order for the sale type. Also, you will be required to make a payment at the cashier once order is processed.

**3.4 How to switch between clients and default** – While doing a sale as a regular (cash) customer, click the find button to select a charge client. You can click the find button again to change the charge client if necessary. At any time click the default button to return to a regular (cash) customer.

**3.5 How to give discounts, line item, entire order and PC** – Click on the discount order button to discount entire order by percent or dollar amount. Click on the item you would like to discount and click on line item discount button to discount that line.

**3.6 How to add notes to line items and receipts** – Click on the item for which you would like to add the notes, then click the add notes button and enter the notes to add to that item.

**3.7 How to open an existing order done by current user or another user** – Click the existing order / Old Order button to and search for the order, double click on the order once found to open it.

**3.8 How to authorize a transaction** - The system will prompt you when it's necessary to update an transaction, at that time you will need to enter your username and password to approve the authorization.

**3.9 How to send/receive messages from sales screen** – The systems comes equipped with a messenger system that allows users to communicate. Click on the messenger button, look for an * beside a person's name indicating that they are currently signed in, double click on the name and start typing your message. Click send when done. The recipient will see their messenger icon flashing at which point they would click to retrieve message.

**3.10 How to process a return from sales screen and issue a refund:**

- Click the return button, click scan order button and find the order
- The order will pull up on the left hand side
- Select item to return and click the arrow in middle
- Enter the qty to return
- Repeat these steps until all items are returned
- Click process return which will require authorization.
- **NOTE that if the entire order will be returned, you can go to the transaction log and find order and click cancel.**

**3.11 How to exempt taxes** – Click the GCT exempt button and authorize it.

**3.12 How to put an order on Hold and retrieve it later** – Prepare the order, instead of processing it, save it. Later, use the old order button to find order and retrieve it.

**3.13 How to print a full page invoice** – Select 8.5 x 11 check box and click print.

**3.14 How to change the desired method payments** – Click on the desired method wether cash, credit card or check once you process the order.

**3.15 How to add delivery charges to an order** – Type in the amount in the delivery box and press enter.

**3.16 How to compare prices of similar items** – First find the item, click the compare button. The system will pull up all the items in that category and list the price for all of them. For this to be effective you would put the items in the same category that have similar prices and are practically the same thing.

**3.17 How to process an in house charge /pre-paid order** – These are processed in the same way as regular cash bills, once you select the client the system will know that it's a charge customer and process the bill accordingly.

**3.18 How to change quantity of items on order** – Click on the qty you would like to change and enter the new quantity.

**3.19 How to add/remove items from an order** – Click on the item and click the remove button.

**3.20 How to change an order to a quote or layaway and vice versa** – Pull up the order and click the desired button.

**3.21 How to pull up a VIP client** – Click the VIP button and scan the client's barcode.

**3.22 How to Add/Edit a Database Client** – Find the client and click the new button to edit. Click the new button with no client selected and add a new client.

**3.23 How to add multi-color items to order** – Once the item is entered as a multiple color item, when you select it, it will present you the choices of colors at which point you would chose 1 by double clicking on the desired color.

**3.24 How to add multi-unit items to order** – Multi-unit items are setup as such and the system will prompt you to select the appropriate unit.

**3.25 How to fax/email a quote** – Prepare quote, click the email button and enter email address and click send. Please ensure that the email settings are configured to send emails. To fax, click print and select the fax printer and follow instructions.

**3.26 How to enlarge product picture** – Double click on the picture to enlarge it.

**3.27 How to discard current order and start a new one** – You can't discard and order once it's saved. You may remove all the items from the order but it will remain as an empty order in the system. If the order is NOT saved, click the new button or exit and chose not to save option.

**3.28 How to add a client's PO# to the order** – Enter the PO number in the box provided located under the order number.

How to add name and phone # of a walk in customer to order – Click where it says regular customer and type in the person's name. NOTE that this is NOT saved in the client database file.

## 3.30 CASHING OUT BILLS

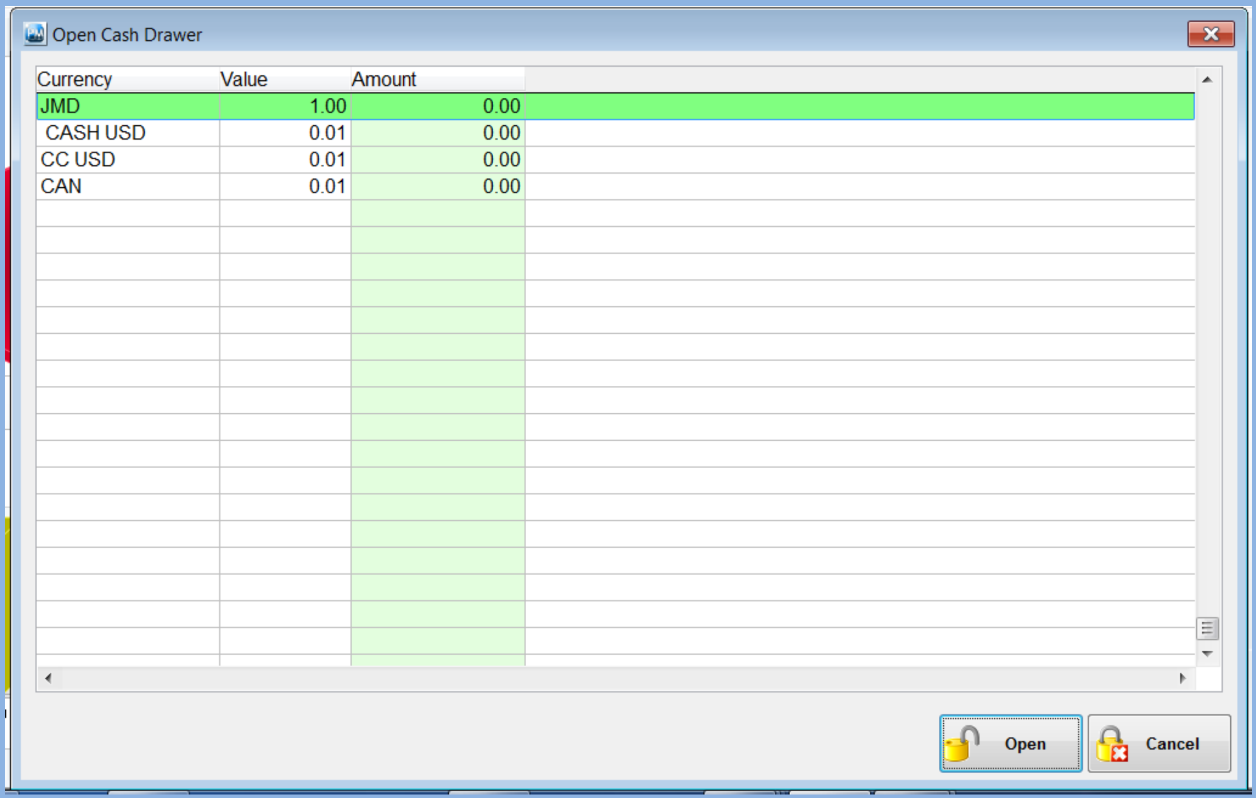



Figure 10 - Open Cash Drawer Screen

### 3.31 How to open

1. Once a cashier signs in, they are prompted to open the drawer with the different currencies. They would simply type under the amount column the amounts of cash they have to make change based on the currency.
2. Once finished, click the open button to continue.

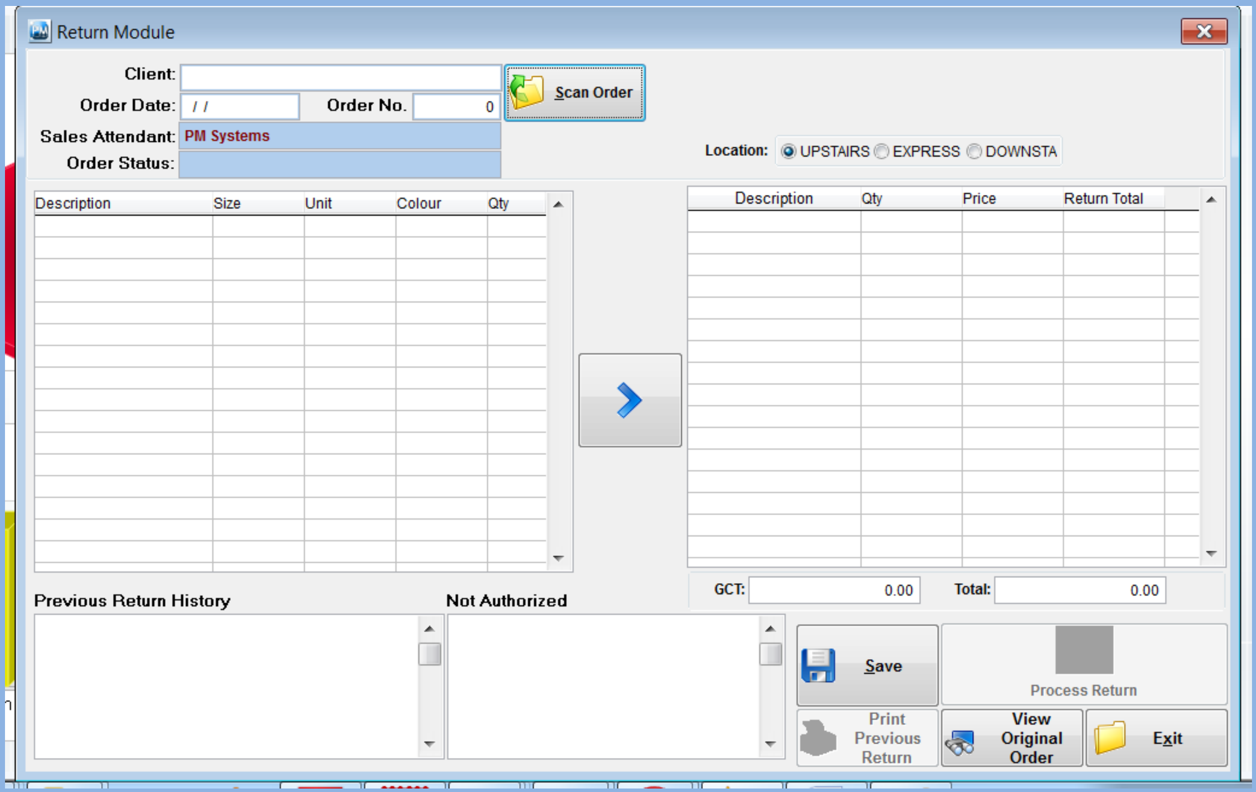
How to process orders.

Once the cashier has opened the following screen will appear:

Figure 11 - The Cashier Screen

At which point the cashier will next scan or type in the order number from ticket. If the system is setup to bypass ticket, then this screen would have already been pre-filled with the order info.

# 3.32 How to process a return

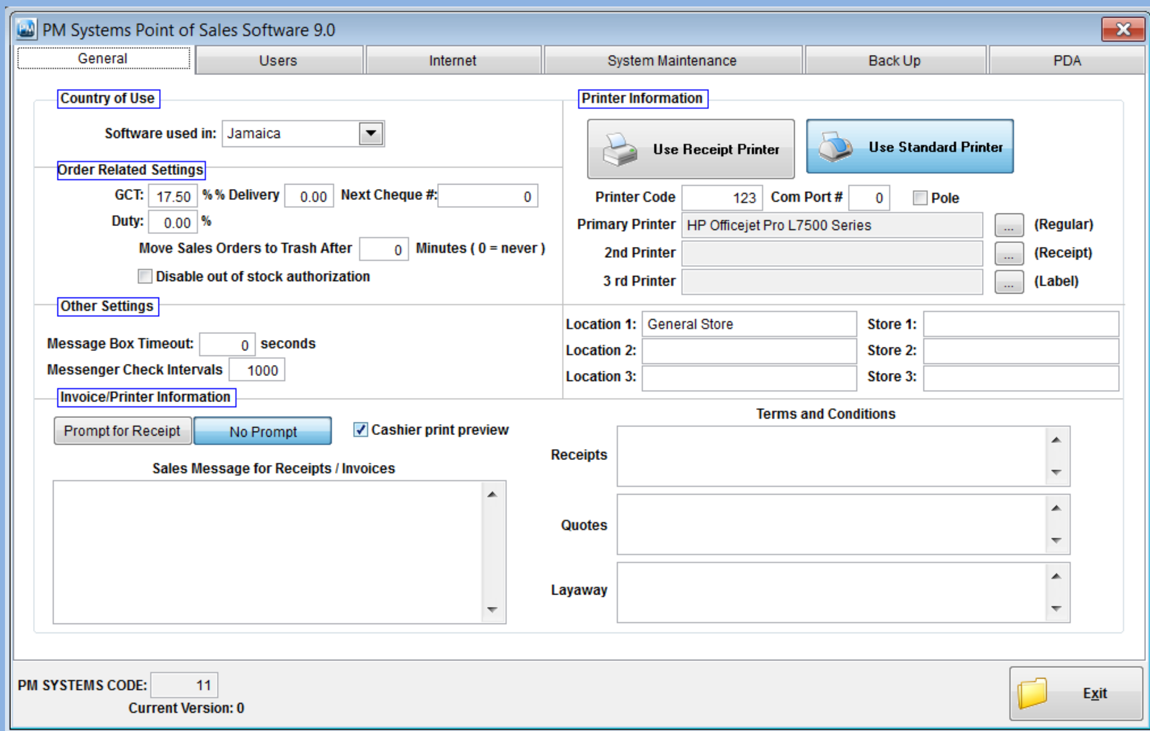



- Click the Scan Order button
- Search for the order
- Once the order is found, double click to open
- The order will appear on the left hand side, click the individual items you would like to return and click the arrow to return, enter the qty as prompted and the returning items will appear on the right hand side.
- You can either save the return to be authorized later by a supervisor or you can process the return which will require authorization.

# 4.0 Maintaining System, Data and Inventory

## 4.1 Setting up users and general settings

Systems maintenance module allows the user to change critical system information to allow the system to function ideally for the particular user.

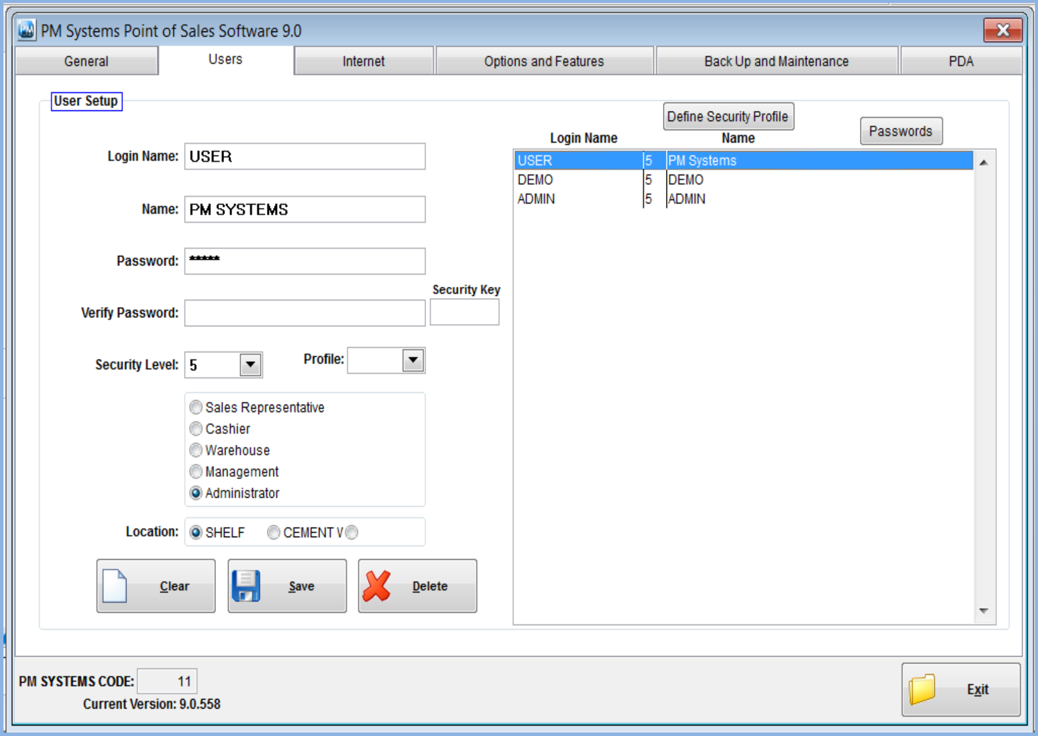



There are several tabs included in this module:

- General – This tab is further broken down into different sections:
  - Country of Use – Select the country for which this software is being used. This is important because different countries have different methods and systems of doing things.
  - Order Related Settings :
    - GCT - Set your tax rate
    - Delivery rate – Set a flat rate for delivery charge
    - Next check # - Set your next check # for accounts payables
    - Duty – Rate as charged by customs for clearings goods.
    - Move Sales Order to trash after xxx minutes – Discard orders not paid after a certain period.
    - Disable Out of Stock Authorization – Allows users to sell out of stock items without authorization.
  - Other Settings
    - Message Box Timeout – Whenever a system notice appears, this time limit determines how long the message will remain on screen until it disappears
    - Messenger check intervals – This determines how long the messenger waits before checking for a new message.
    - Partially Paid Close Out Limits – This determines the limit to accept for short paid invoices. Example an invoice that short by a 1 cent can be accepted and closed out as paid in full.
  - Invoice/Printer Information – Printer and printed material settings are set here:

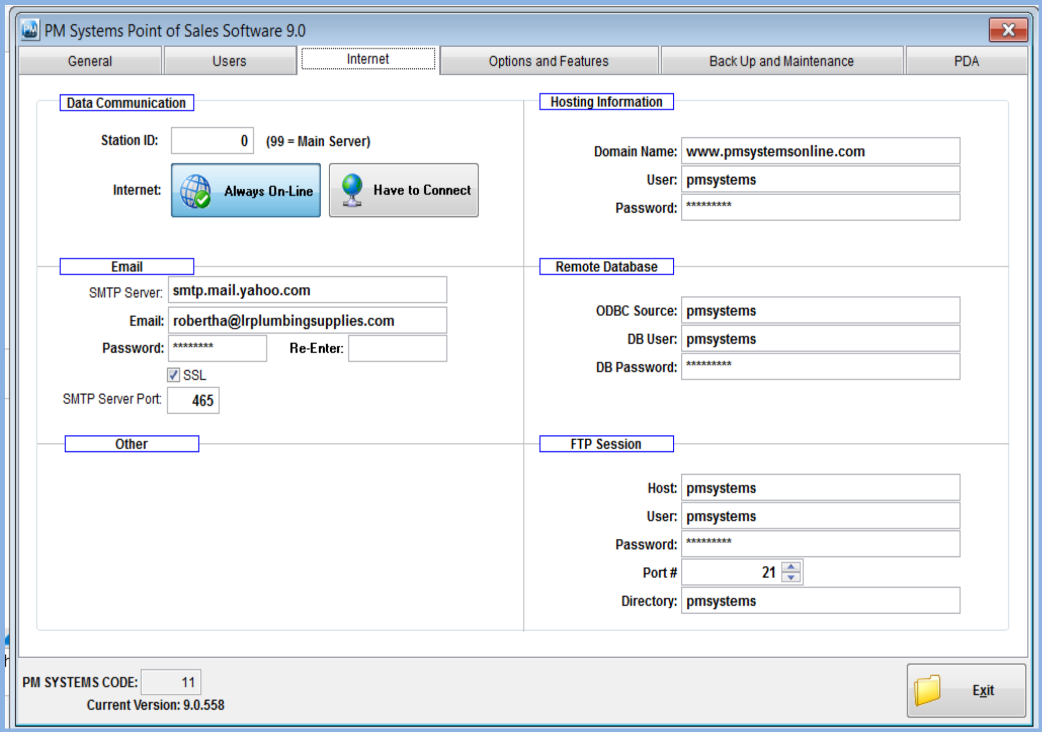
        - Prompt for receipt / No Prompt – Check the option here that best suits your needs. Prompt for receipt will always ask user if they would like a receipt. No prompt will always print one.
        - Cashier print preview – Check this option to allow cashiers to preview all invoices/receipts and determines if they want to print or not.
        - Sales Message for receipts invoices – Whatever is typed here will be displayed at the bottom of the receipt/invoice.
    - Printer Information
        - Use receipt printer / standard printer – Check the appropriate setting that fits your setup. If you check receipt printer, all documents will be printed in the small receipt printer format.
        - Printer Code – Reserved
        - Comm Port – Reserved for the use of a scale peripheral
        - Pole – Used if user has a pole display attached
        - Primary Printer – The system's default printer
        - Secondary Printer – Select your receipt printer here
        - 3rd Printer – Reserved for a third printer example for labeling.
    - Onsite Locations
        - The 3 locations 1-3 are reserved and used for distribution on your inventory on the same site. Example location 1 could be shelf, location 2 can be a secondary holding are and location 3 can be a warehouse in the back.
    - Offsite Locations (Stores)
        - Stores 1-3 is used to link inventory in up to three stores. The names of the stores are entered into store 1-3 slots.
    - Terms and conditions
        - There are three different types of terms and conditions that are used for the respective documents. If you issue receipts, you can enter the terms and conditions for the receipt. You can enter a separate term and condition for Quotations and layaways.
    - PM SYSTEMS code is reserved for PM SYSTEMS use only and cannot be changed by user.
    - Current version refers to the current version of the software being used.

- 4.2 Users

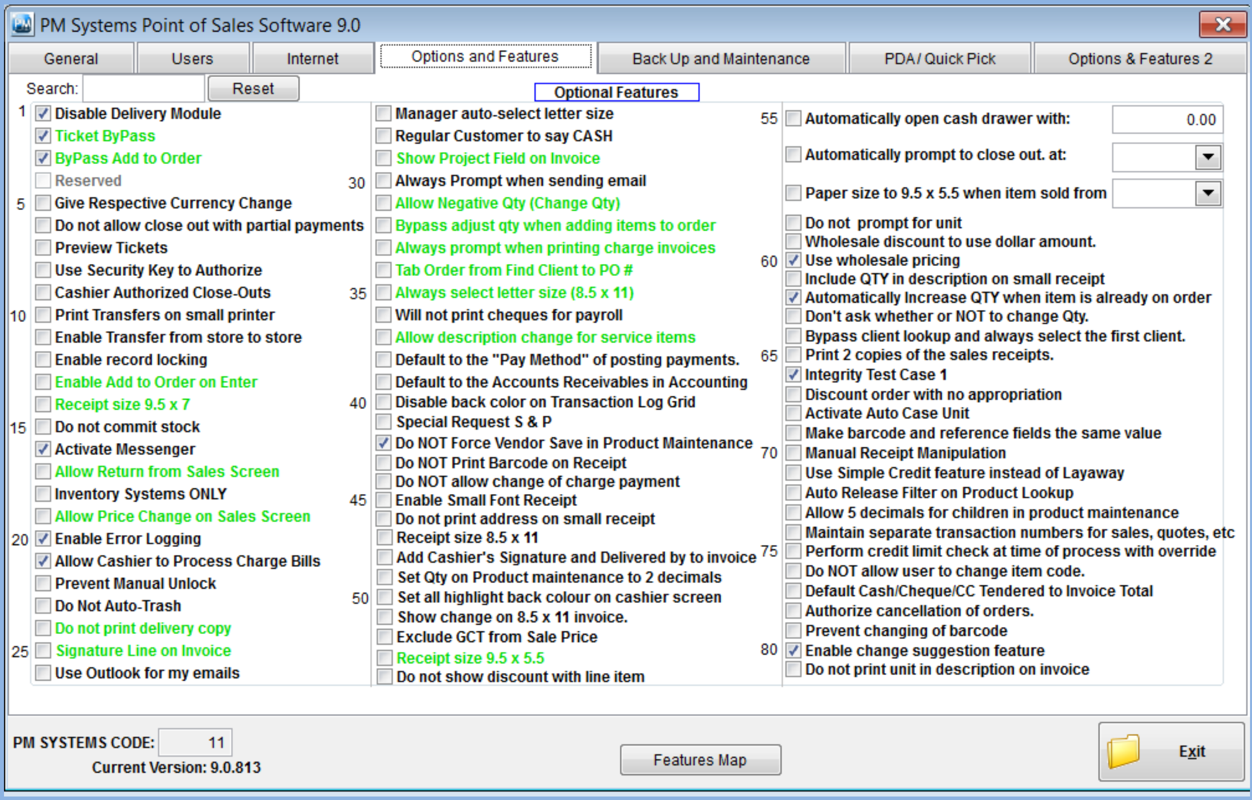



- User Setup
  - Enter , modify and remove users from the system here.
  - To enter a new user, assign a login name, a name which is used to identify users on all documents. Assign a verify a password.
  - Security key is an assigned code that is scanned if the user is a manager they can use this code to authorize transactions.
  - Security Level : 1 – 5. See explanation table below.
  - Select a role for the user
  - Select a location (note that the location of the user will pull from inventory location assigned to user irrespective of where they log in.)
  - Click save when done
  - To modify a user, type in their login name or double click on the name in list to the right, edit info and click save when done.
  - To remove a user, type in their login name or double click on the name in list to the right, click delete button.
  - Click the clear button to clear current user and start a new entry.

- 4.3 **Internet**




  - Data Communication – The system uses these settings when communication on a local area network (LAN) or a wide area network (WAN).
    - Station ID – Used to identify stations
    - Always Online / Have to Connect – Check one to identify the status of your internet connection.
  - Email – In order for the system to send emails, you will need to setup your email account information here.
    - SMTP Server – The smtp server information for you email goes here.
    - Email – Enter your email address here
    - Password – Enter your password and verify it by re-entering it again.
    - SSL – Check this box if your email account requires it to sign on
    - SMTP Server Port – Enter the port through which your email account sends email.
  - Hosting Information – If your software has a web add-on you will need to enter the hosting information of the web server
  - Remote Database – The database information that PM Systems will use to connect to your web site database goes here.
  - FTP Session – Ftp information goes here.
- 4.4 Option and Features

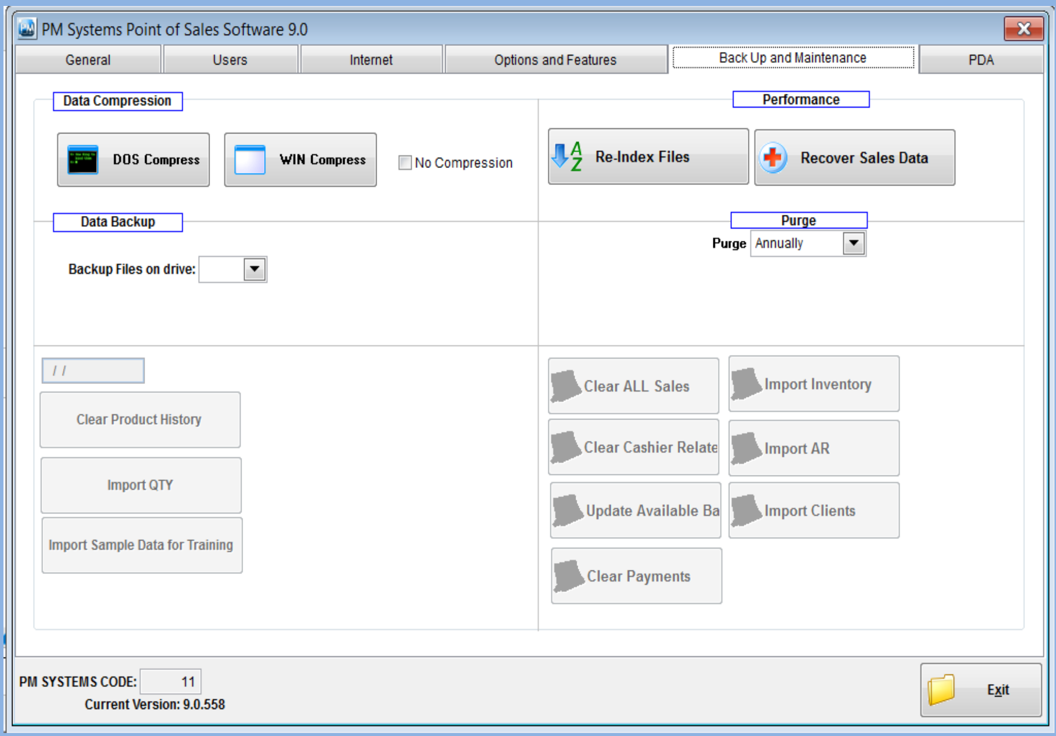



- Disable Delivery Module – The systems comes equipped with an inventory disbursement module used to update inventory once items are issued. If this feature is NOT disabled, you inventory will never update until you dispense the items through this module. Disabling this module to update inventory once client has paid.
- Ticket By-pass – If your establishment does not use the concept of tickets, you should check this option. A ticket is a document received from a sales person, which is then brought to a cashier for payment. The cashier scans the ticket, the customer tenders payment and then an invoice/receipt is printed. If you check this option, the sales person in now the cashier and can receive payment for items purchased.
- Bypass Add to Order – For faster processing, you can choose this option to add items to order without having to click the add button. Once an item is selected, it is automatically added to the order.
- Cashier Authorized Closeouts – If this option is selected, a cashier now requires authorization to see the total monies according to the system.
- Give Respective Currency Change – Enable this feature is the system is to give back change in the currency it collected for payment. Ex. If you collected $USD, the change will show on receipt/invoice in $USD.
- Do not allow closeouts with partial payments – This feature forces cashiers to collect full payment on any sales order before they close out. Failure to do so will prevent them from closing out for the day.

- Preview Tickets – If you are using the ticketing feature, checking this option allows user to view on screen before printing.
- Use security key to authorize - PM SYSTEMS software comes equipped with a scanning barcode feature for managers who need to authorize transactions. Without this feature, managers will be required to enter a username and a password.
- Print transfers on small printer - Once a transfer is completed, check this option to use the receipt printer to print report.
- Enable transfer from store to store – Use this feature, to enable transfer from store to stores. This feature is applicable if user has multiple stores in different locations.
- Enable records locking – Check this feature if system is used in a networking environment. It locks each sale transaction while is use.
- Enable add to order on enter – Check this option to automatically allow item to be added to order once you press enter to confirm qty/price change
- Receipt size 9 ½ x 7 – Check this option if you desire this paper size
- Do not commit stock – If you are not using the delivery module there is no need to commit stock. This feature allows inventory to be committed until delivered. Once the delivered the committed qty is updated.
- Activate messenger – Check this option if you would like your network users to take advantage of our internal messaging system.
- Allow return from Sales Screen – This feature allows users to have access to the return module from the sales screen.
- Inventory Systems Only – Disable all modules and utilize system as a Inventory only system.
- Allow price change on sales screen – Allows users to change the price of an item on the sales screen
- Error Logging – Activate the system's error logging feature which records all errors and sends them to PM SYSTEMS.
- Allow cashiers to process charge bills – Charge bills are typically approved by managers. Check this option to allow cashiers to approve charge bills.
- Prevent Manual Unlock – The system can lock records that are in use by other users. This feature is checked to prevent the override of such a feature.
- Do not auto trash – The system will automatically trash orders that are awaiting payments for more than a day. These are sales orders that were not completed.
- Do not print deliver copy – For charge bills, the system prints 3 copies, file, customer and delivery. Check this option to prevent the printing of the delivery copy.
- Signature line on invoices – Check this option is you would like a line to appear at the bottom of the invoice requesting a signature.
- Use outlook for my emails - The system comes equipped with PM SYSTEMS email module. Check this option to disable PM SYSTEMS email and use outlook instead.
- Manager auto select letter size (8 ½ x 11) – Select this option if a manager always will print invoices on letter size paper.

- Regular Customer to say Cash – The system default for clients not in the database is a regular customer. If you want the system to say “Cash” customer instead on printouts, check this option.
- Show Project field on invoice – Select this option to show activate another field on the sales screen which is printed on the invoices called project. Useful if customers want to identify what project these purchases are to be used for.
- Always prompt when sending email – Check this option to prompt with the email dialogue screen instead of sending email automatically.
- Allow negative quantity – On the sales screen, if you click on the qty and try to change it the system will not accept negative quantities. Check this option to allow negatives.
- Bypass adjust qty when adding items to order – Once an item is scanned and the system identifies the item as being on the order, it will prompt for an adjust in qty. By checking this option, the system will not search for item it will always add a new item to the order even if it’s there already.
- Always prompt when printing charge invoices – Prompt for printer selection when printing charge bills from any screen.
- Tab Order from find client to PO# - If you commonly enter a po number for charge clients orders, this option will request po # immediately after you have selected a charge client.
- Always select letter size ((8 ½ x 11)) – The system will always select letter size for all invoices.
- Will not print cheques for payroll – The system will print instead a pay slip and not a check once payroll is run
- Allow description change for service items – The system will allow users to change the description on the sales screen for service items only. Service items are items that the inventory is NOT tracked.
- Default to “Pay Method” of posting payments – The system will default to post method which indicates that the payments are received and applied later. Check this option if the payments will be applied immediately
- Default to accounts receivables in Accounting – The system will automatically take you to the accounts receivable page once you enter accounting module.
- For the list of explanation of all options and features see the complete listing in the Appendix entitled Options and Features.

- 4.5 Backup and Maintenance

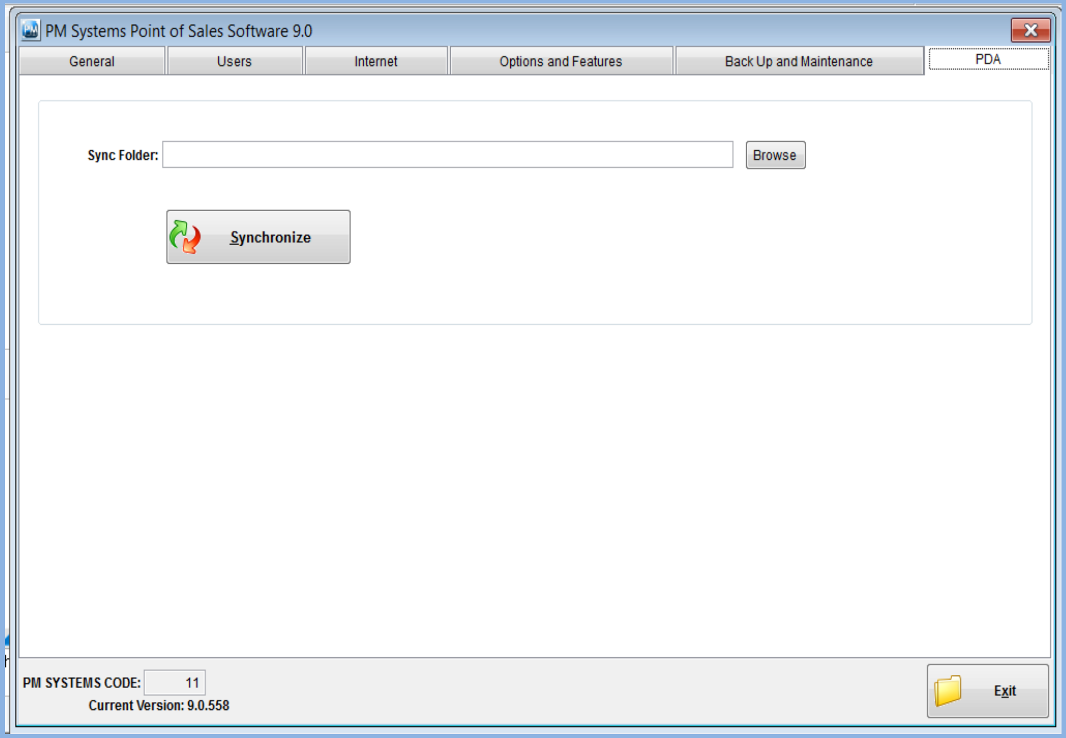



- Data Compression
  - Dos Compression – Check the option is user plans to use a MS DOS based compression tool for compressing data such as pkzip
  - Win Compress - Check the option is user plans to use a WINDOWS based compression tool for compressing data such as winzip
- Performance
  - Re-Index files – If for any reason files become corrupt, this tool will attempt to fix the file.
  - Recover Sales Data – Use this tool to recover backup data.
- Data Backup
  - Select a drive in this section that the system will back up your data on.
- Purge
  - The system can be cleaned out to perform even faster and better. Set the period for which this should be done.
    - Annually
    - Monthly
    - Weekly
    - Daily
  - Purged data is stored in a separate place for later retrieval.

- Clear Product History - You can enter a data and click this button in order to clear your products history from that date backwards.
- Import Qty – If you already have inventory entered and you would like to import only the quantities from an existing application, use this button.
- Import Sample Data for training – Click this button to import sample data for testing and training purposes.

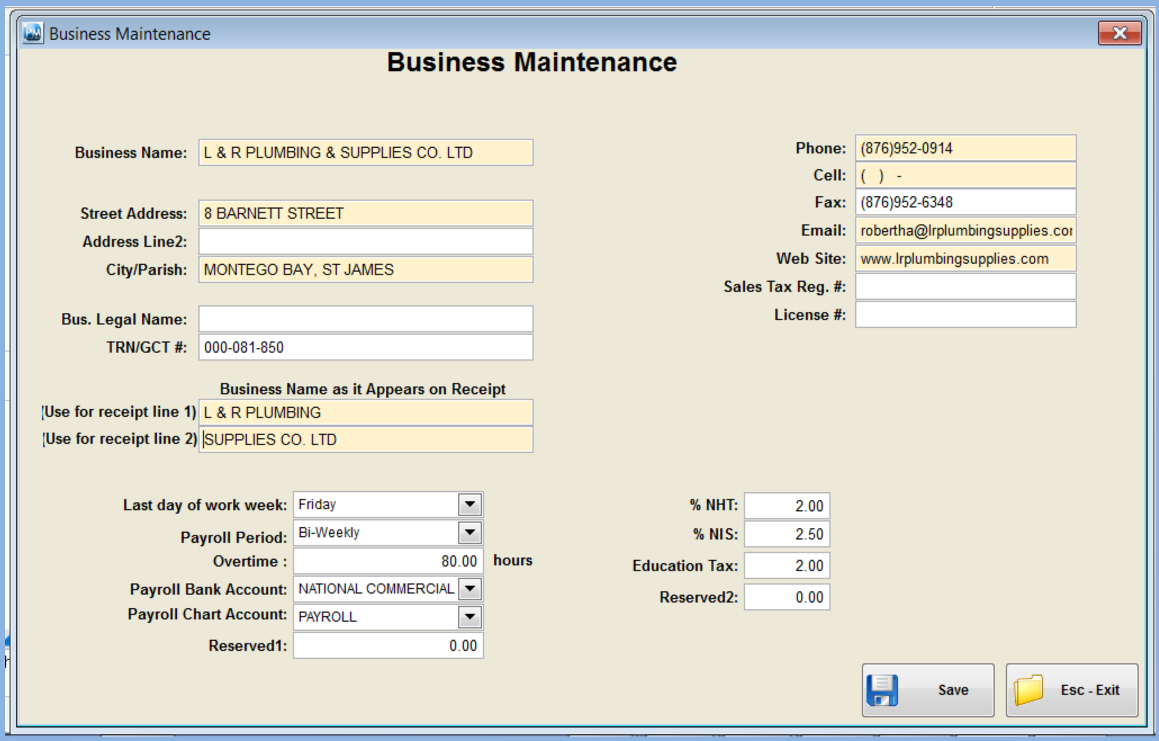
- Clear all sales – While in training mode, use this button to clear all sales from the system. This should only be done in training mode.
- Import Inventory – If you have data from another application, you can click this button to import the inventory data.
- Clear Cashier Related Data – While in your training phase, you may use this button to clear cashier sales as many times as possible.
- Update Available Balance – When importing Accounts Receivables Data, use this feature to calculate the account balances for clients based on open invoices.
- Clear Payments – In training mode, use this feature to clear all payments made by clients.
- Import AR – Use this button to import accounts receivables data from csv/xl format
- Import Clients – Use this feature to import client from a "csv" / XL formatted file.

- 4.6 **PDA**




- Select the folder that will be responsible for synchronization. This folder should only be changed by administrator.

## 4.7 Setting up your company information




Selecting the **Our Company** button from the Maintenance Menu will bring up the Business Maintenance window. Basic company information, such as the business name, address, contact phone numbers, email address, and website can be edited from this window.

NOTE: Your business name, as it appears on your receipts, can be edited from the Business Maintenance window.

Besides basic company information, users can also the Business Maintenance window to set or change the following information:

Sales Tax Registration Number

License Number

Last day of the workweek (sets the last day of the workweek for payroll purposes)

Payroll Period (weekly, bi-weekly, monthly, other)

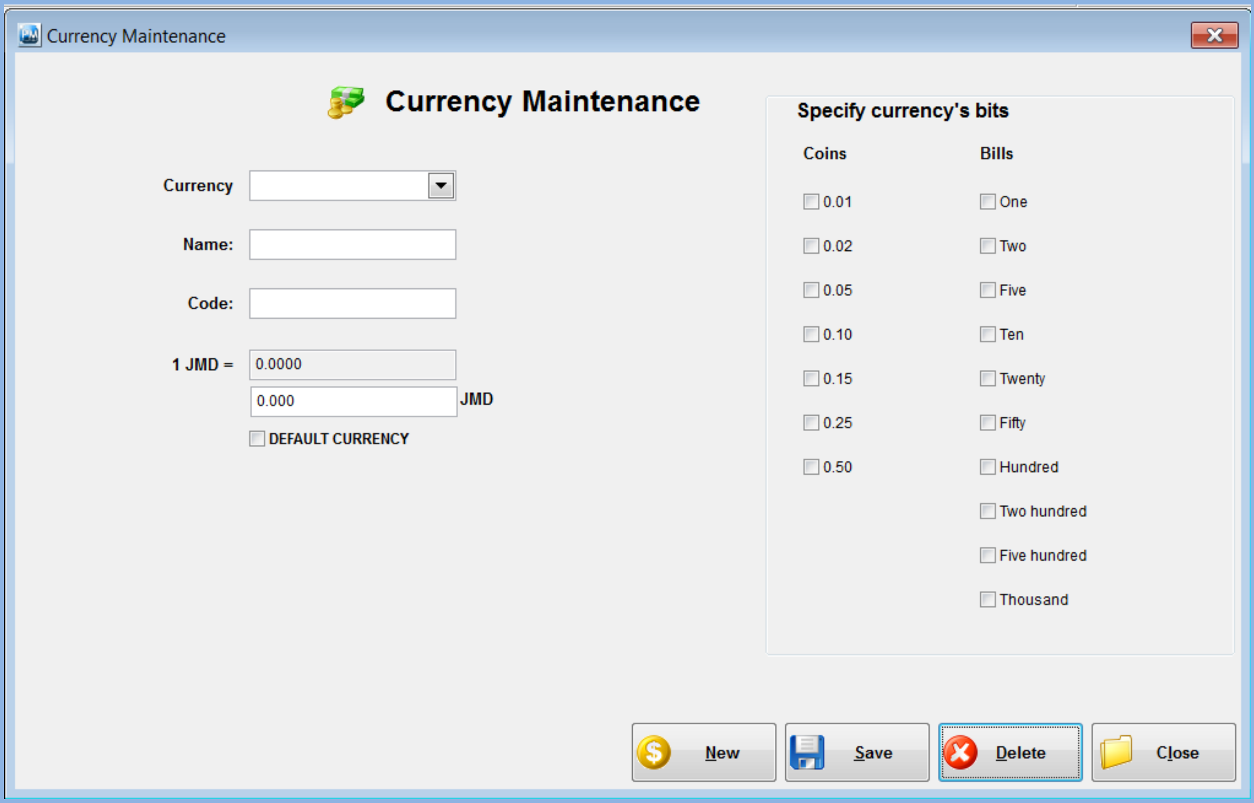
Overtime (sets the minimum amount of hours worked before overtime rates apply)

Payroll Bank Account

Payroll Chart Account

NOTE: After making any changes to your company information, remember to click **Save** before exiting to save your changes.

## 4.8 Currency Setup




The Currency Maintenance window allows Users to view and make adjustments to default currency settings.

The following fields are shown within the Currency Maintenance window:

***Currency:*** this drop-down box shows all currencies currently in the system.

***Name:*** this field defines the currency name

***Code***: this field defines the currency code used in the system.

NOTE: Set your default currency first because all other currencies will be based on the default.

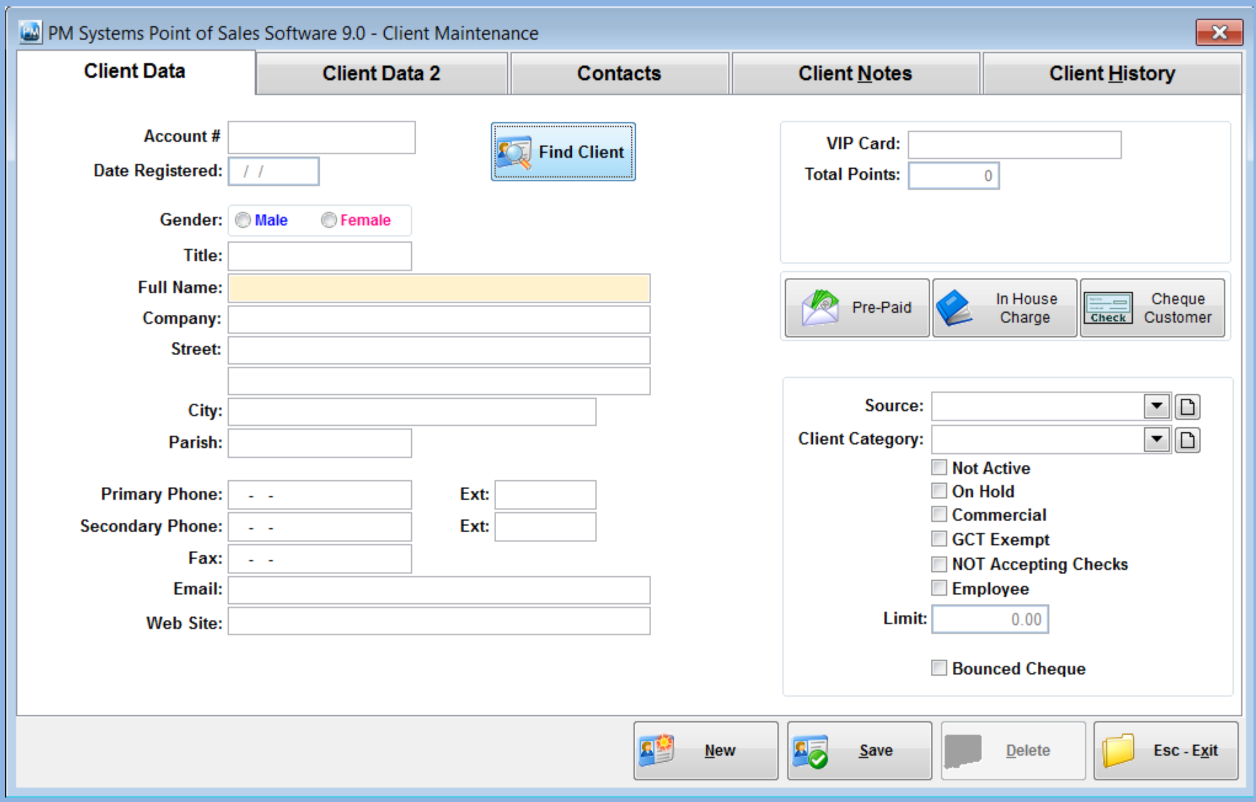
## Adding New Currencies

To add a new default currency type, click the ***New*** button located at the bottom of the Currency Maintenance window. Check the default currency box. Enter your currency name Ex. JMD, and then enter your currency code which can be the same as the name JMD, Click Save.

Now to enter a foreign currency, Click the New Button, enter the name and code, Ex. USD, now the last box above default currency you will see 1 JMD = ____________ USD. Enter the exchange rate there and save. For currencies already saved you can select them from the ***Currency*** drop-down box and modify the rates or remove them if you would like.

NOTE: The currency bits specify the denomination break down for your currency. That is the different coins and notes that are available.

## 4.9 Charge clients




## Adding New Clients to the Database

The following steps describe how to add a new client to the database:

1. Click the **New** button on the bottom of the Client Maintenance screen.
2. Enter the new client's information. When switching between the tabs at the top of the screen (*Client Data, Client Data 2, Contacts, Client Notes, Client History),* any information previously entered will be retained.

NOTE: When creating a new client, the following fields must contain information: Full Name. All other fields are optional.

3. Click the **Save** button to save the new client's information.

## Client Maintenance Tabs

There are five Client Maintenance tabs, listed below:

1. *Client Data*: This tab contains basic client information, such as name, address, phone and fax numbers, email and website. To make any changes, simply edit the appropriate information once a client has been selected and click the **Save** button.

NOTE: The address listed in the *Client Data* tab represents the company address of the client, while the shipping address is located in *Client Data 2.*

If a client has a VIP Card, their card number is listed at the top right of the screen, along with any points they have accrued.

Select one of the following to determine the type of client: **Pre-Paid, In House Charge,** or a **Cheque Customer.** A Pre-Paid Client is a client that deposits a sum of money upfront and then pulls from that money to take items. An In House Charge Client gets a certain amount of credit which is set under client data 2 with the adjust limit button. They can take items on credit until the limit is reached.  A Cheque customer is a client that you have approved and will accept their cheques.

At the bottom right hand of the screen, users can select the *Source* and *Client Category.* The *Source* is the medium you used to find the client. The *Client Category* is used to categorize your clients for reporting purposes. Users can also activate several information boxes in this section of the screen, including:

Not Active: Indicates when a client is no longer active. When activated, all client list in the system will not show this client.

On Hold: We will not be selling any person on hold any items.

Commercial: Denotes that this a commercial client and therefore requires other pertinent information.

GCT Exempt: Automatically exempt the tax on all sales for this client.

NOT Accepting Checks: Indicates that a client is not accepting cheque. When activated, this client cannot present a cheque for payment because the system will not allow it.

Bounced Cheque: Indicates that the client has previously bounced a cheque. When activated, the system will notify sales person that this person has issued a bad cheque before and authorization is required.

2. *Client Data 2:* This tab contains financial information on the selected client, as well as the client's shipping address.

At the top of the screen is the Price Class bar which, depending on the setup of your systems, will contain a **Default** button, as well as buttons numbered from **One** to **Ten**. These classes are used to establish a discount type based on the categories of the items and is explained under price matrix in more details.

The middle section of the screen contains financial information on the client, including the available balance and history of released funds. To release funds, click the **Release Funds** button and enter a User Name and Password that has the appropriate security clearance. Enter the refund amount, and select **Ok.** The release funds button is used to release funds given in advanced such as a pre-paid.

NOTE: Activating the **Balance FWD** box will change the type of statements that are generated.

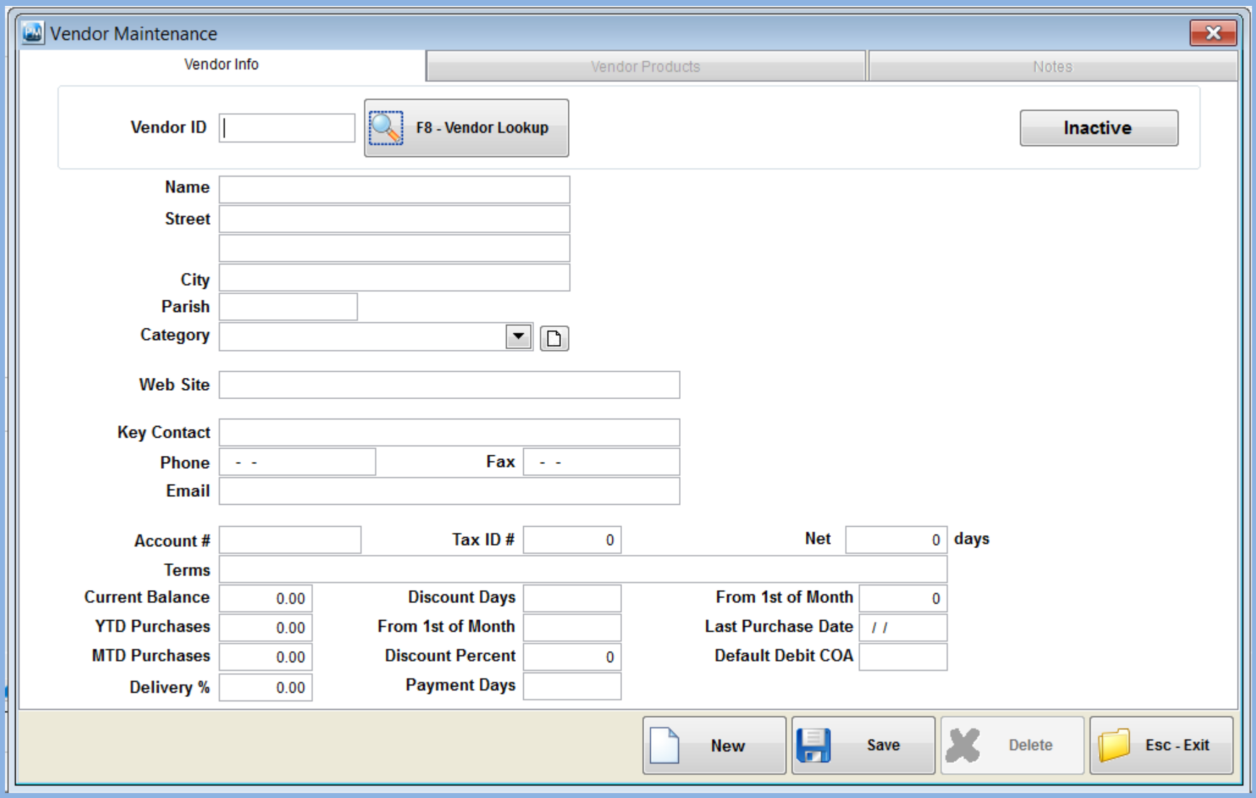
The bottom of the screen contains the shipping address for the client.

3. *Contacts:* This tab contains contact information for the client. Users can enter up to three contacts. When editing contact information, remember to click **Save** to save any changes.

4. *Client Notes:* This tab contains any notes made on the client.

5. *Client History:* This tab contains the history of all sales that the client has done so far.

## 4.10 Setting up your vendors




To add a new vendor to the database, start by clicking the **New** button to clear all fields within the Vendor Maintenance Module. Enter the appropriate vendor information, and click the **Save** button when finished.

To delete a vendor, use the Vendor Lookup tool to select a vendor, and then click the **Delete** button.

There are three main tabs in the Vendor Maintenance window, *Vendor Info, Vendor Products,* and *Notes.*

1. *Vendor Info:* This tab contains basic vendor information, such as name, address, website, and contact information. The following financial settings can also be edited in this tab:
   Account #:
   Tax ID #:
   Net Days:
   Terms:
   Current Balance:

YTD Purchases: The amount of purchases made from this vendor for the year to date.
MTD Purchases: The amount of purchases made from the vendor for the month to date.
Delivery %:
Discount Days:
From 1st of Month:
Discount Percent:
Payment Days:
From 1st of Month:
Last Purchase Date: The date of the last purchase made from this vendor.
Default Debit COA:

> NOTE: When the **Inactive** button is clicked it will turn red, indicating the vendor is no longer active. Inactive vendors do not appear in any vendor lookup lists.

2. *Vendor Products:* This tab contains the products that we get from the vendor.

3. *Notes:* This tab contains any notes made on the vendor. When making notes, use the buttons on the right hand of the screen to add the date and time to a note, as well as add partition lines to separate notes.

## 4.11 Inventory entry and maintenance

**Explanation of the Product Maintenance Screen**


Figure 12 - Page Tabs at Top

- Due to all the information maintained for each product, we have separated the fields under 4 tabs as namely:
    - Product info – Used to collect general information on the product
    - Discounts – Used to set the different discounts available to a product
    - Inventory – Used to set all counts and inventory related information on each product.
    - Messages/Notes – Used to set all the messages and notes as they pertain to each product.

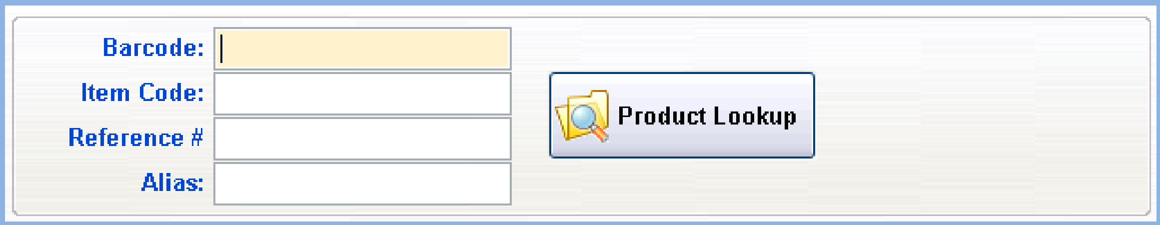



Figure 13 - Lookup Information

- Barcode - Every product must have a barcode and this barcode MUST be unique for each product.
- Item code – A secondary code used to find a product
- Reference – This is a special search code that is used to find a product and MUST follow a certain convention. See search convention.
- Alias – Used as another way of finding a product
- Product Lookup Button – Use this button to begin to search the list of products.

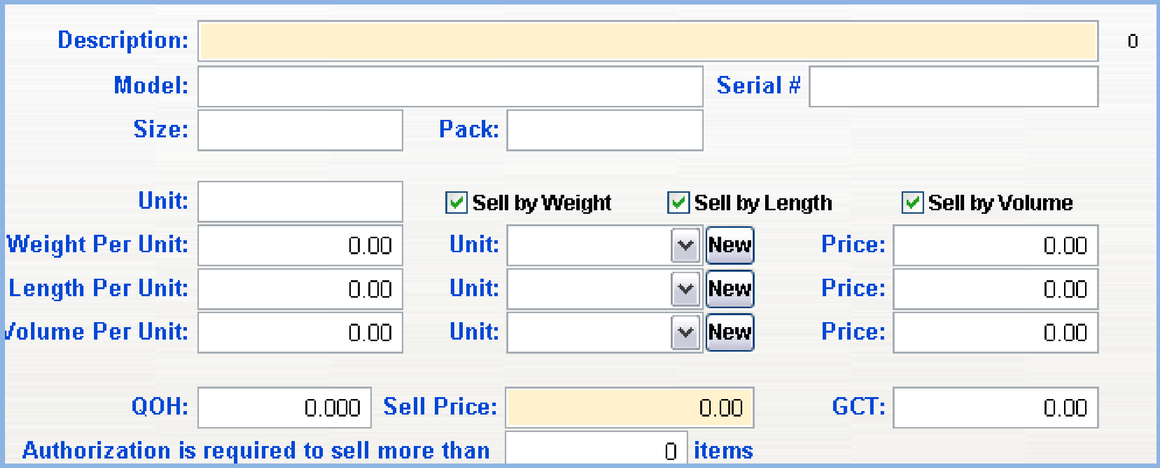



Figure 14 - General Information

- Description – This is the description of the item that will be printed on the receipts and invoice.
- Model – Some products have a model number, if it does, put the model number here
- Serial # – Some products have a serial number, if it does, put the serial number here
- Size – The size of the product goes here it has one
- Pack – If the unit is sold in a pack, put the number of individual items in the pack
- Unit – Put the unit for which the product will be sold here.
- Sell by weight – This is a parent child concept, to be used if the product being entered can be sold by the unit entered and also by another weight unit. Example the main unit can be pounds and the child unit can be grams. In this example weight per unit would be 10, unit would be grams, and price per gram would be $5.00. This will be explained in more details later.
- Sell by Length and Sell by Volume is used in a similar way to above.
- QOH – The quantity on hand of the main product
- Sell Price – the base selling price before any discounts
- GCT – Used to supersede the default GCT in the system

- Authorization is required to sell more than xxx items. – This is used to block the sale of an item is more than xxx units are being sold.


Figure 15 - Organizing products section

- Department – Use this drop down to put the product in a department
- Category – Use this drop down to put the product in a category
- Brand – Use this drop down to assign a brand to product
- Location – Use this drop down to select a location where this product is.
- Setup Prices – Use this button to set the price matrix for this item.

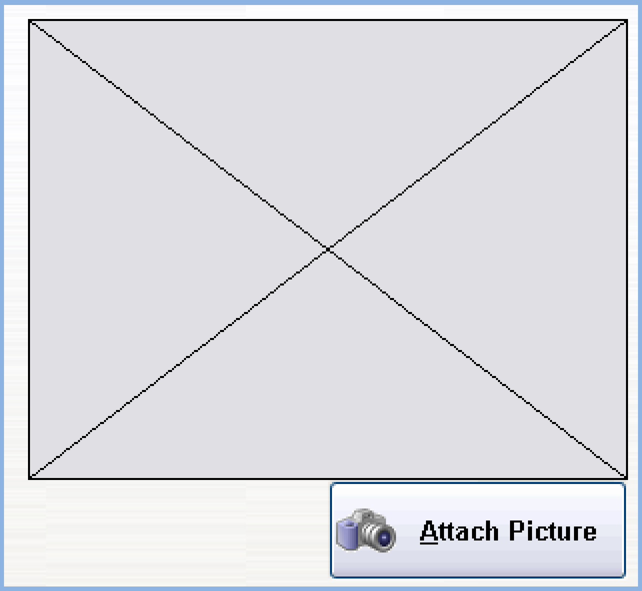



Figure 16 - Picture Section

- Use this section to add a picture of the product to the system.  The picture of the item would be taken and saved in a folder.  User would now click the attach picture button and find the right picture from folder and save it.

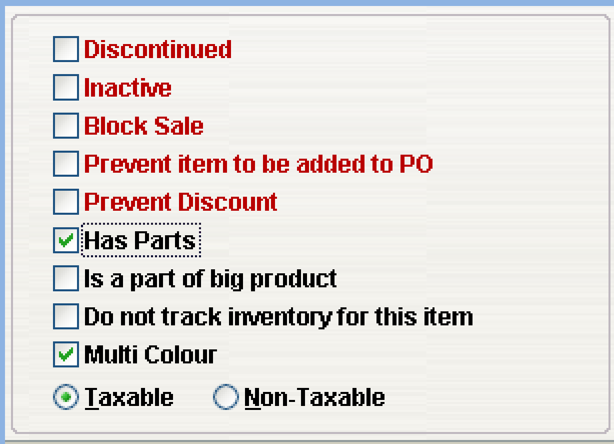



Figure 17 - Set options

- Discontinued – Click this box to prevent sale of item because it's discontinued
- Inactive – Use this option to prevent the sale of the item for any reason
- Block sale- Use this option to block the sale of an item, you will be required to enter the reason why you are blocking the sale.
- Prevent item to be added to PO – Use this option to prevent user from adding item to PO
- Prevent Discount – Use this option to prevent any discounts to be applied to an item
- Has Parts – use this option to allow item to have parts sold together with it.
- Is a part of big product – use this option to identify the parts to be added to a bigger product
- Do not track inventory for this item – Use this option to prevent inventory tracking
- Multicolor – signifies that the item has a color matrix
- Taxable/Nontaxable – check appropriate box accordingly

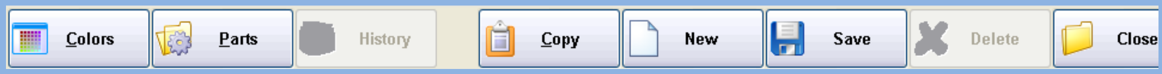



Figure 18 - Main buttons

- Colors – Click this button to access the colour matrix
- Parts – Click this button to add parts to the product
- History – Click this button to see the movement of the product
- Copy – Use this button to copy information from another product
- New – To start entering a new product
- Save – Save the changes of this product
- Delete – Delete the current product
- Close – Exit the screen.

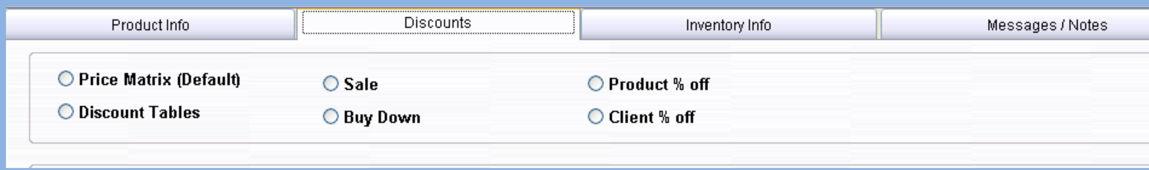



Figure 19 - Discounts Tab

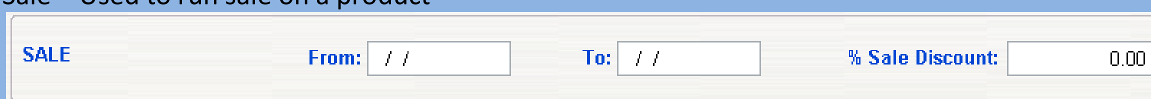
- The Second page tab allows users to setup discounts.
- Price Matrix – A matrix used to setup discounts per client per category


- Setup button used to setup price matrix. See Figure below.

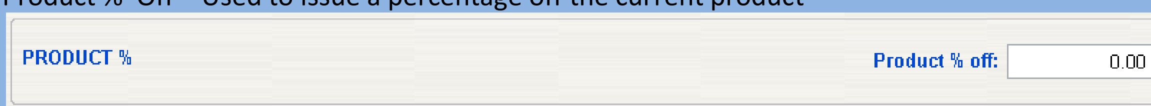
| Category | Default | Class # 1 | Class # 2 | Class # 3 | Class # 4 | Class # 5 | Class # 6 | Class # 7 | Class # 8 | Class # 9 | Class # 1 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| HENKEL PRODUCTS | 12.00 % | 10.00 % | 0.00 % | 0.00 % | 0.00 % | 0.00 % | 5.00 % | 0.00 % | 0.00 % | 0.00 % | 0.00 % |

Figure 20 - Price Matrix Setup

- Price matrix setup is based on category and classes. Each product MUST be in a category and each client MUST be in a class. If the client is not in a class then the default percent is used to apply discounts to product.
- Sale – Used to run sale on a product




- Product % Off – Used to issue a percentage off the current product




- Discount Tables – Used to issue discounts based on the quantities purchased as set up in a table


- Buy Down – Allows a sale to be run on a product at a special price. There is a limit of the item that can be purchased.

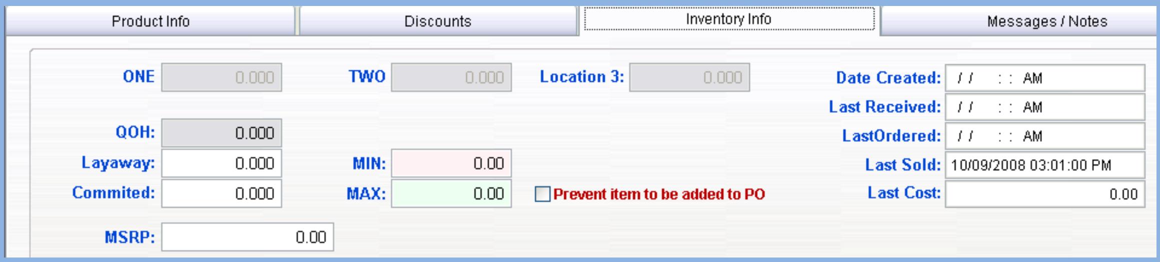
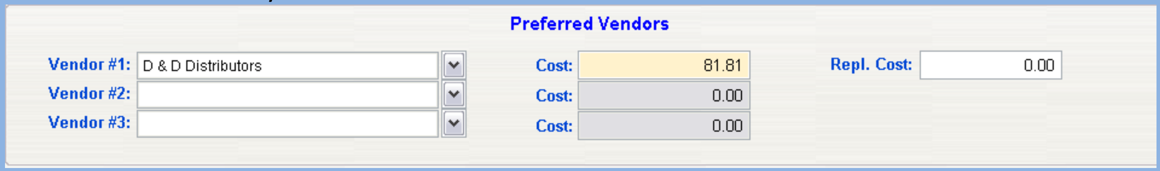
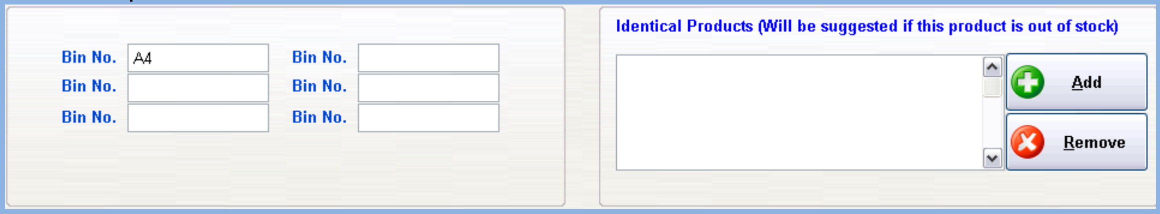



Figure 21 - Inventory Info Page Tab

- **ONE, TWO, Location 3:** - These are used to track the inventory of the current product in 3 different locations.
- **QOH** – The total quantity on hand
- **Layaway** – Total quantity that's on layaway
- **Committed** – Total quantity that's committed to sales
- **Min / Max** – The minimum quantity to have in stock the max quantity to have in stock.
- **Prevent item to be added to PO** – Self explanatory
- **MSRP** – Manufacturer suggested retail price.
- **Date Created, Last received, Last Ordered, Last Sold, Last Cost** – Used to record the dates and times & history of these transactions.




- Vendor #1, #2, #3: Used to identify multiple vendors of the same product with #1 being the priority for purchase order based on price. The cost associated with each vendor tells us what the price is that we buy these goods for from these suppliers.
- Repl. Cost – idk




- Bin No. – There are six of them that identify what bin/bins this item is located in.
- Identical Products – Here you can click the add button to add to the list any other item that is similar to the current one. This will be used at sales time to suggest to buyer an alternative if the one they want is not available or out of stock. Use the remove button to remove an identical item at any time.

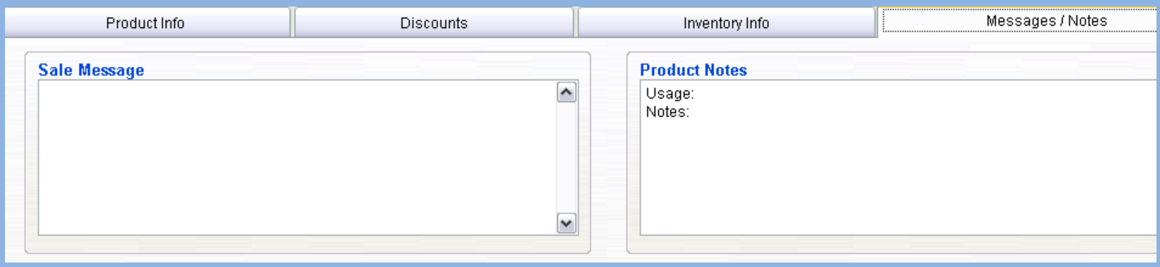



Figure 22 - Page Tab 4 - Notes and Messages

- The fourth page tab is reserved for notes and messages:
  - Sale Message: If there is a message that needs to be displayed at sale time for this product it would be typed here
  - Product Notes: Any notes that need to be kept on the product would be entered here. This is not printed anywhere it's for reference only.


  - Block sale - is used to block the sale of this item and if there is a reason why it would be typed here
  - Prevent Product Discount – Under no circumstances a product can be discounted if that box is checked. There is a notes section to explain why there will be no discounts.

## To enter a new product

Simply enter information in all the compulsory fields and click the save button. The compulsory fields are: barcode which can be filled in with any number, item description, department, category and vendor which can be optional if you select the option and feature #42.

NOTE: For convenience, there are two new shortcut buttons on the product maintenance screen to create a department and a category. Once those screen pop up, type in the department name and click save. For the category it's a similar process except you will first tie it to a department.

## 4.12 Inventory screen a spreadsheet view

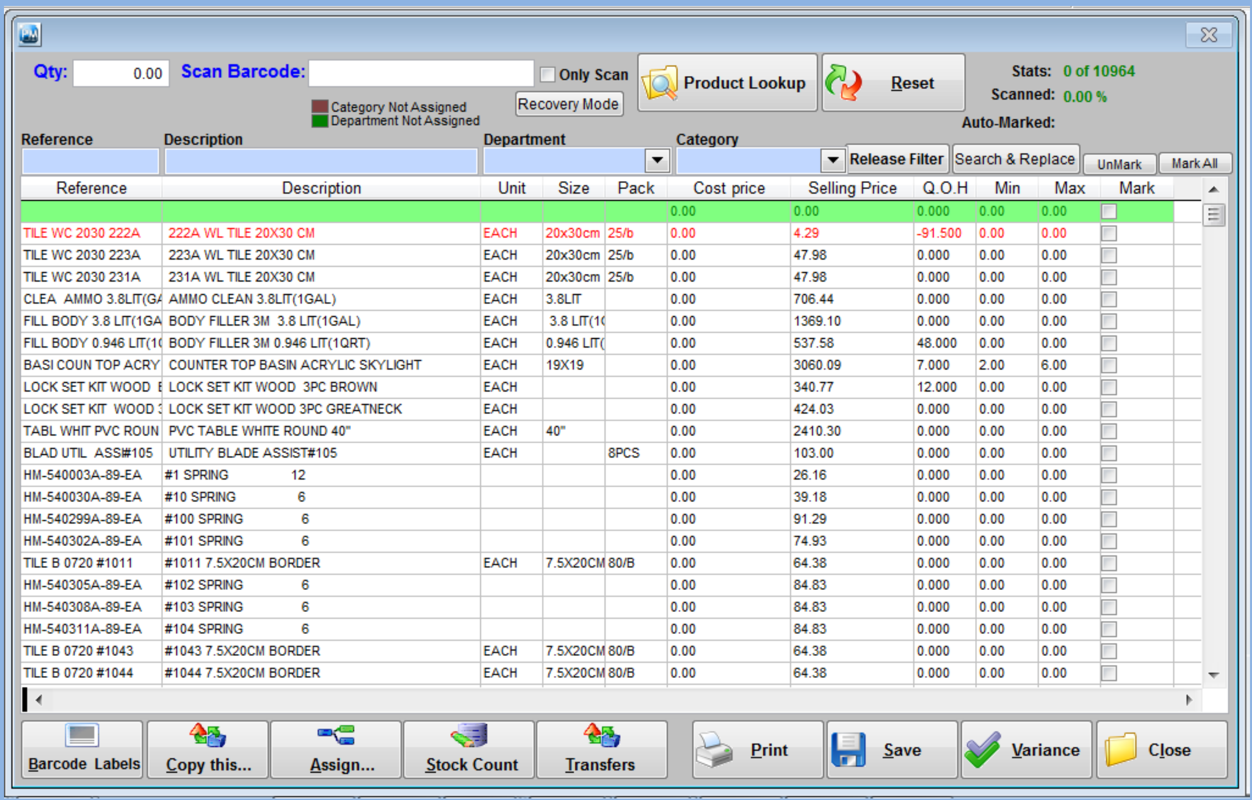



Figure 23 - Inventory Module

Use this tool to:

- Do Stock Count With Scheduling
- Schedule unlimited stock count for employees
- Transfers merchandise from outside, within, to outside
- Barcode labeling (required configuration with printer or software add-on)
- Variance Reports
- Manage multi-location including warehouse
- Recovery mode to recover accidental item deletion

# 5.0 REPORTS

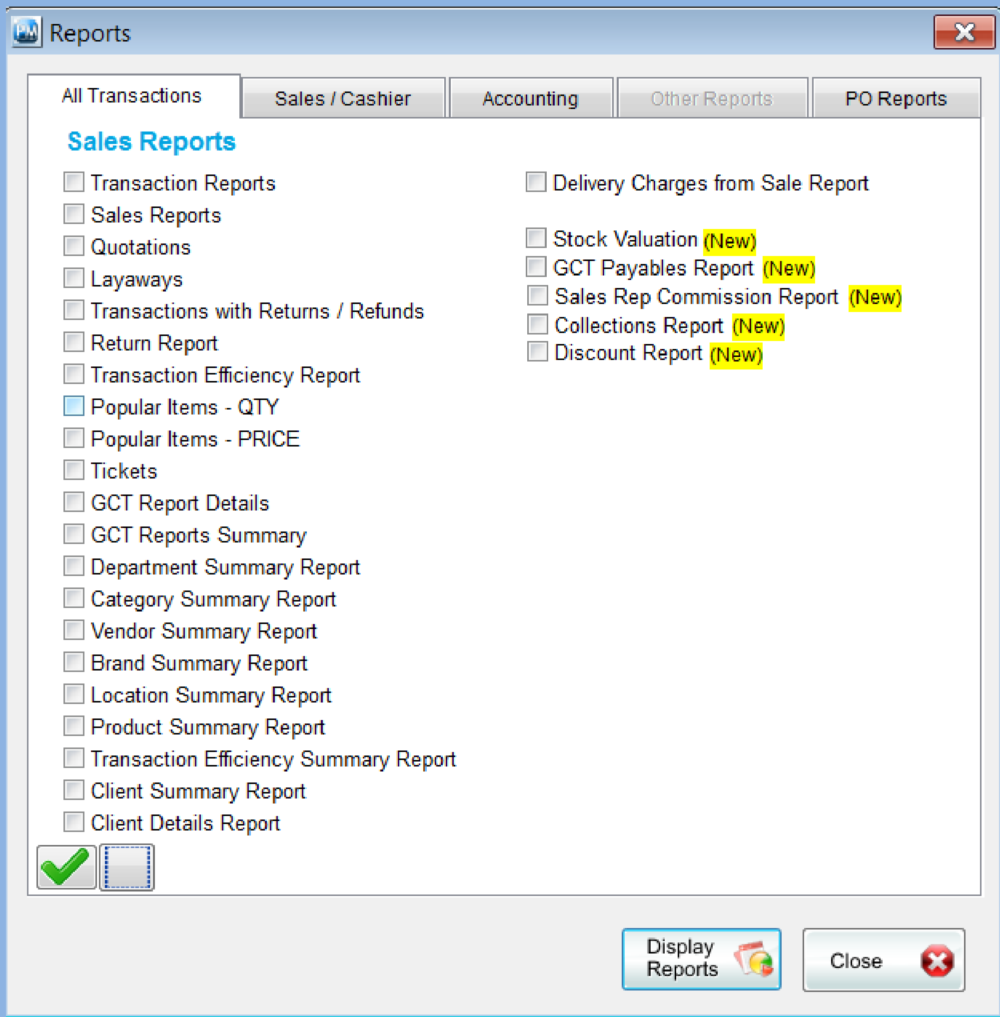
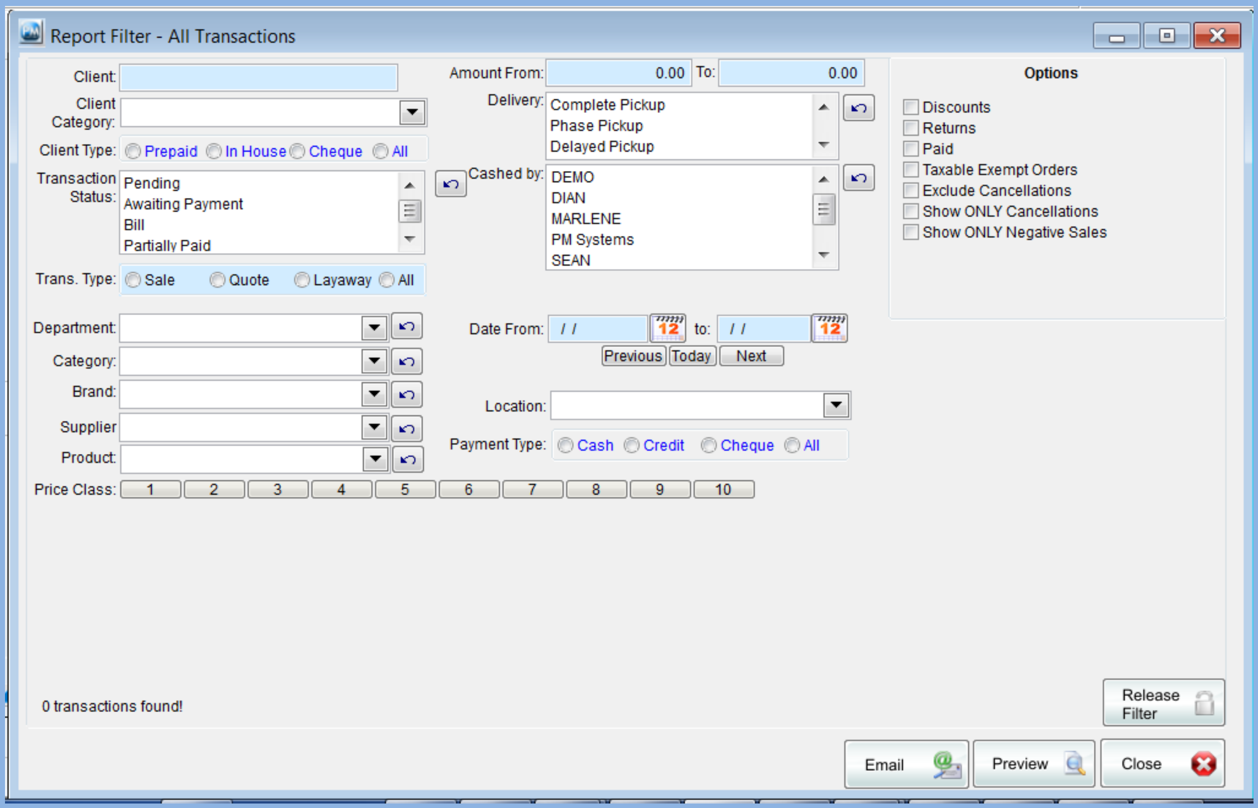



Figure 24 - Report Module

Check the report you would like to see from list above and click display reports.

### 5.1.1 All transaction Reports




To run a report with all transactions enter the date range or click today for today's date, click preview. You can further narrow the report to see specific things such as: All transactions that were cashed by DIAN, you would select the name DIAN from the Cashed by section. You can release the filter at any time and select any option or combination of features then click preview.

### 5.1.2 Sales Reports

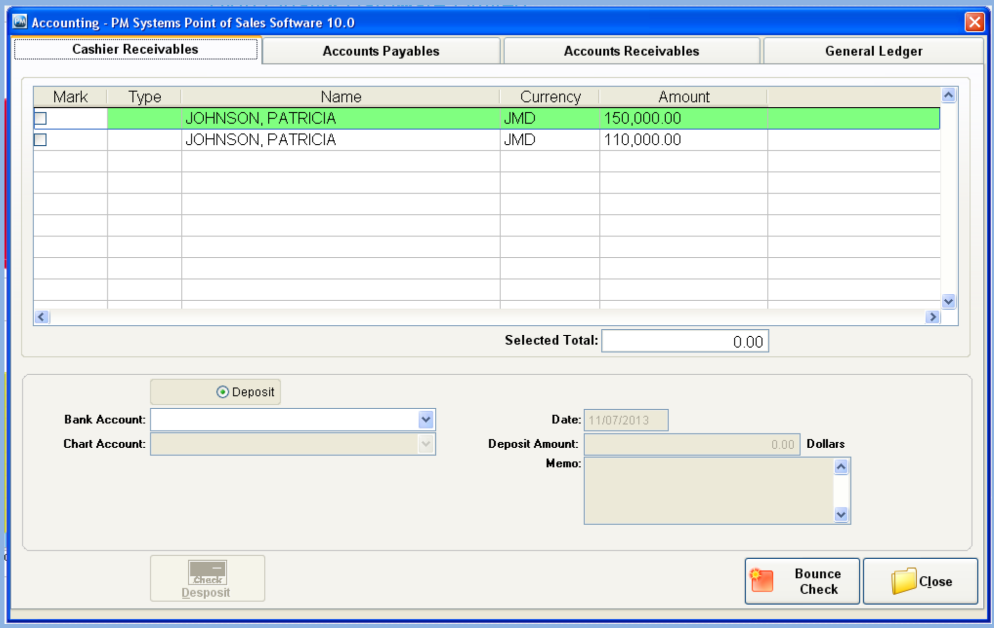
The sales report comes with the exact filter screen as the all transaction report, it will however only allow paid bills to be selected where as the transaction report will allow quotes, layaways which are not paid.

## 5.2 Sales / Cashier

These reports are the reports that have to do with actual moneys collected from cashier.

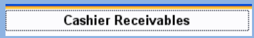
- Cashier closeout Report – Shows the amount of money a cashier should have at time of close and the breakdown of that money.

# 1.0 ACCOUNTING MODULE




The accounting module deals with the processing of payments and collection as well as the storing of financial accounts.

## 1.1 Cashier Receivables

Cashier receivables 

-This section primarily deals with the collection of money from the cashier, deposits of money into a specific account as well as the posting of cheques; whether for employees or  vendors (suppliers)

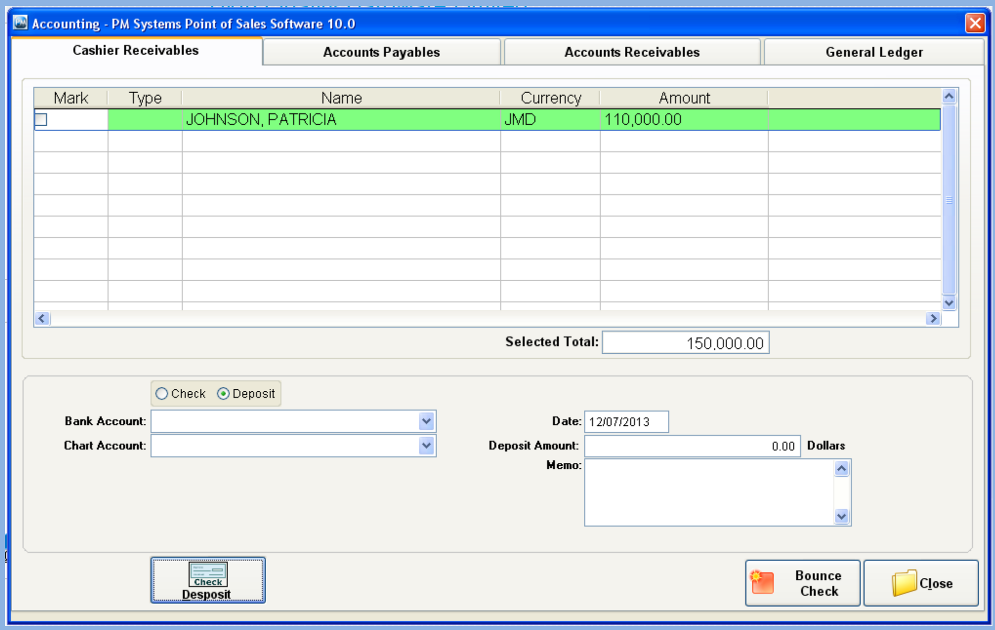
**Mark**- indicates which individual is marked to make a deposit

**Type**- to be updated

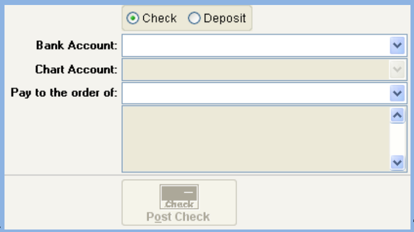
**Name**- the name of the cashier to make the drop

**Currency**- the type of currency in which the money is to be deposited

**Amount**- the amount of money to be deposited




**How to make a deposit**: A deposit is to be made when money has been dropped by the cashier. To make a deposit, the user must access the accounting module, the cashier receivables screen will be the first screen they see, this is where the deposit is made from. The money that was dropped will be shown as well as the person to whom it was dropped, the user will then mark the check box, select the deposit button located beside the check button, click the drop down arrow to choose which bank to deposit the money into and then click the deposit button at the bottom left of the screen.

**Check and Deposit** 

- The check button is used to post a cheque for payment to an employee or a vendor. The deposit button is used to make deposits into specific accounts.

**Bank Account**- this drop down arrow is used to select a bank that the company may choose to deposit money into or to pay a cheque from.

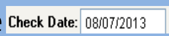
**Chart of accounts**- is a created list of the accounts used by a business entity to define each class of items for which money is spent or received. It is used to organize the finances of the entity and to separate expenditures, revenue, assets and liabilities in order to give interested parties a better understanding of the financial state of the entity. The drop down arrow allows the user to select a chart of account to which he/she would like to make a deposit or to make a payment for.

**Post Check** 

- allows the user to post a cheque for payment.

**Selected Total** 

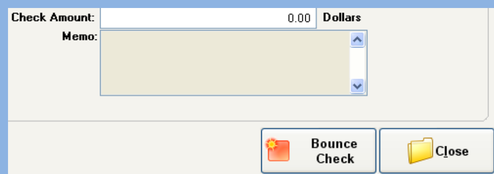
- allows the user to input a total sum of money to be deposited.

**Check date** 

- This indicates the date when the cheque is posted.

**Check Number** 

- shows the number assigned to the cheque to be posted, it also indicates the number of cheques which have been posted.



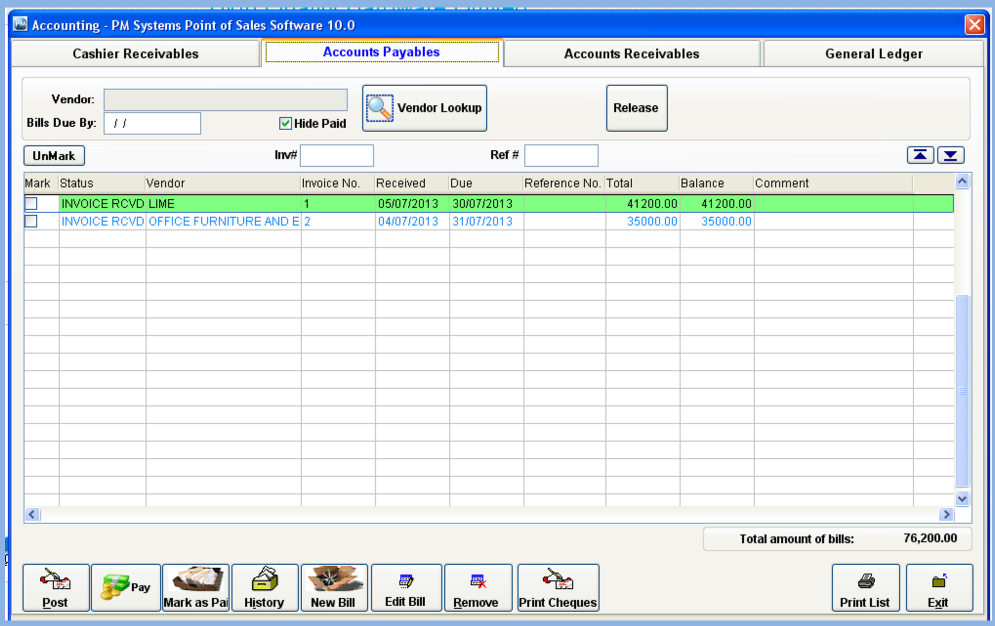

**Check Amount**- Allows the user to type in the amount of money to be written on the cheque.

**Memo**- Allows for additional information about the payee such as address etc.

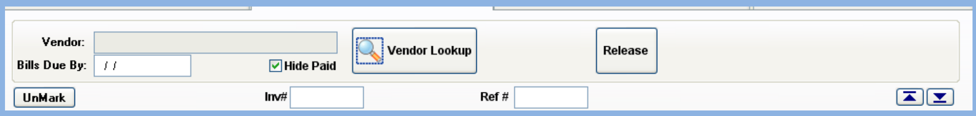
**Bounce Check**- Used to indicate that a client has issued a bounced cheque, therefore no cheque payments will be accepted from that particular client until the matter has been resolved.

**The Close Button**- Used to close the Accounting Module.

## 1.2 Accounts Payable




The Accounts Payable tab contains current bills due to be paid, as well as the history of any previous bills paid. To search through the Accounts Payable log, use the **Vendor Lookup** tool to view any accounts payable transactions for a particular vendor. Users can also search by *Invoice Num*ber and *Reference Number* by filling out the corresponding search box and pressing enter. The screen is broken down into smaller sections for a better explanation below:




**Vendor**- Shows a specific vendor that has sent a bill, it shows information about the bill such as whether it has been paid or partially paid.

**Vendor look up button**- allows the user to search for a vendor when clicked on

**The Release button**- allows for a release after a filter has been made. This action shows the original number of the list of bills.

**Bills Due by** 

- shows the due date for which bills are to be paid.

**Hide Paid** 

- This check box is a filter option which hides the bills that have been paid. The release button that was explained above is used to show the paid bills (it releases the filter).

**Unmark** 

- Used to unmark the bills that have been marked.

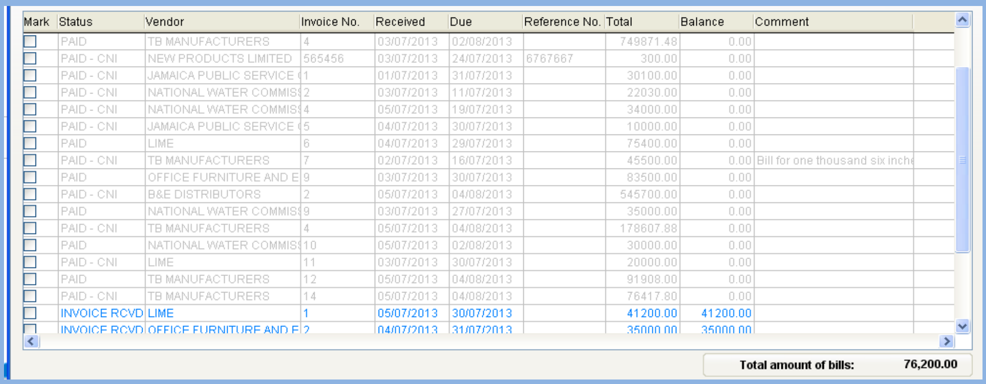
**Invoice Number** 

- This search box allows the user to search for a bill by typing the bill's invoice number into in and pressing enter.

**Reference Number** 

- This is another method of finding a bill; by typing in the bill's reference number and pressing enter the bill will automatically appear.

**Navigation Buttons** - Allows the user to navigate to the top and bottom of the list.



| Mark | Status | Vendor | Invoice No. | Received | Due | Reference No. | Total | Balance | Comment |
|---|---|---|---|---|---|---|---|---|---|
| ☐ | PAID | TB MANUFACTURERS | 4 | 03/07/2013 | 02/08/2013 | | 749871.48 | 0.00 | |
| ☐ | PAID - CNI | NEW PRODUCTS LIMITED | 565456 | 03/07/2013 | 24/07/2013 | 6767667 | 300.00 | 0.00 | |
| ☐ | PAID - CNI | JAMAICA PUBLIC SERVICE ( | 1 | 01/07/2013 | 31/07/2013 | | 30100.00 | 0.00 | |
| ☐ | PAID - CNI | NATIONAL WATER COMMISS | 2 | 03/07/2013 | 11/07/2013 | | 22030.00 | 0.00 | |
| ☐ | PAID - CNI | NATIONAL WATER COMMISS | 4 | 05/07/2013 | 19/07/2013 | | 34000.00 | 0.00 | |
| ☐ | PAID - CNI | JAMAICA PUBLIC SERVICE ( | 5 | 04/07/2013 | 30/07/2013 | | 10000.00 | 0.00 | |
| ☐ | PAID | LIME | 6 | 04/07/2013 | 29/07/2013 | | 75400.00 | 0.00 | |
| ☐ | PAID - CNI | TB MANUFACTURERS | 7 | 02/07/2013 | 16/07/2013 | | 45500.00 | 0.00 | Bill for one thousand six inche |
| ☐ | PAID | OFFICE FURNITURE AND E | 9 | 03/07/2013 | 30/07/2013 | | 83500.00 | 0.00 | |
| ☐ | PAID - CNI | B&E DISTRIBUTORS | 2 | 05/07/2013 | 04/08/2013 | | 545700.00 | 0.00 | |
| ☐ | PAID | NATIONAL WATER COMMISS | 9 | 03/07/2013 | 27/07/2013 | | 35000.00 | 0.00 | |
| ☐ | PAID - CNI | TB MANUFACTURERS | 4 | 05/07/2013 | 04/08/2013 | | 178607.88 | 0.00 | |
| ☐ | PAID | NATIONAL WATER COMMISS | 10 | 05/07/2013 | 02/08/2013 | | 30000.00 | 0.00 | |
| ☐ | PAID - CNI | LIME | 11 | 03/07/2013 | 30/07/2013 | | 20000.00 | 0.00 | |
| ☐ | PAID | TB MANUFACTURERS | 12 | 05/07/2013 | 04/08/2013 | | 91908.00 | 0.00 | |
| ☐ | PAID - CNI | TB MANUFACTURERS | 14 | 05/07/2013 | 04/08/2013 | | 76417.80 | 0.00 | |
| ☐ | INVOICE RCVD | LIME | 1 | 05/07/2013 | 30/07/2013 | | 41200.00 | 41200.00 | |
| ☐ | INVOICE RCVD | OFFICE FURNITURE AND E | 2 | 04/07/2013 | 31/07/2013 | | 35000.00 | 35000.00 | |

Total amount of bills: 76,200.00

**Mark**- Used to mark a specific bill for various reasons such as to pay or to edit.

**Status**- shows the state of the bill; whether it has been paid, received or if it has been paid but the cheque has not been issued. (CNI means cheque not issued)

**Vendor**- Shows which vendor the bill was sent from.

**Invoice Number**- Shows the invoice number for the bill

**Received**- Shows the date on which the bill was received.

**Due**- Shows the due date for payment of the bill

**Reference Number**- Shows the reference number for the bill

**Total**- Shows the total amount of money owed on the bill

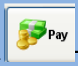
**Balance**- Shows the balance owed for the bill.

**Total Amount of bills** 

- Shows the total amount of money owed on every bill.

**The Post Button** 

- Is used to post a bill for payment

**The Pay Button** 

- used to manually pay a bill

**Mark bill as paid** 

- in the event that a payment was made by not using the system (a face-to-face payment) but the bill is shown in the system as unpaid, this button allows the user to mark that specific bill as paid.

**History** 

- The history button, when clicked shows the vendor, the amount of money to be paid, the balance remaining, the date of payment and the cheque number for a selected bill.

**New bill** 

- Creates new bills. Clicking the **New Bill** button will bring up the Manual Bills form. To complete this form, first select the vendor to which the bill is to be paid. Then enter the *Vendor Invoice Number* and *Amount* into the appropriate fields. The remaining fields are optional, and include *Reference Number, Date Received, Date Due, Apply to Account* and *Comments*. When the correct information is entered into the form, click on **Save** and a confirmation will appear notifying users that the bill is successfully saved.

**Edit Bill** 

- Enables the user to edit a bill after it is selected.

**The Remove button** 

- Removes selected bills. Bills that are partially or fully paid will need to have their transactions canceled before they can be removed.

**Print Cheques** 

- Used to print cheques that are waiting to be printed. To prepare a cheque to be printed: mark the bill by clicking the check button under the label called **mark** click the post button a screen will be brought up:

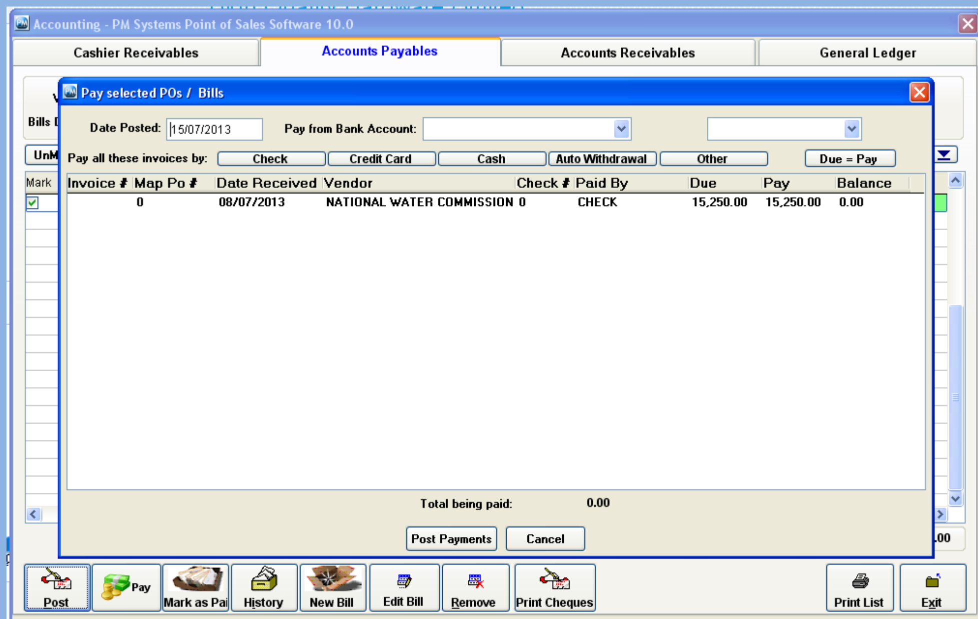



Figure 4- The post payment screen

At the top of this screen, click the drop down arrow beside **pay from bank account** and select the account to pay from, click the other drop down arrow located at the right of that drop down arrow and select the chart of account to pay from, and then click the post payments button to post the cheque. The cheque is now there, so it can be printed by clicking the print cheque button.

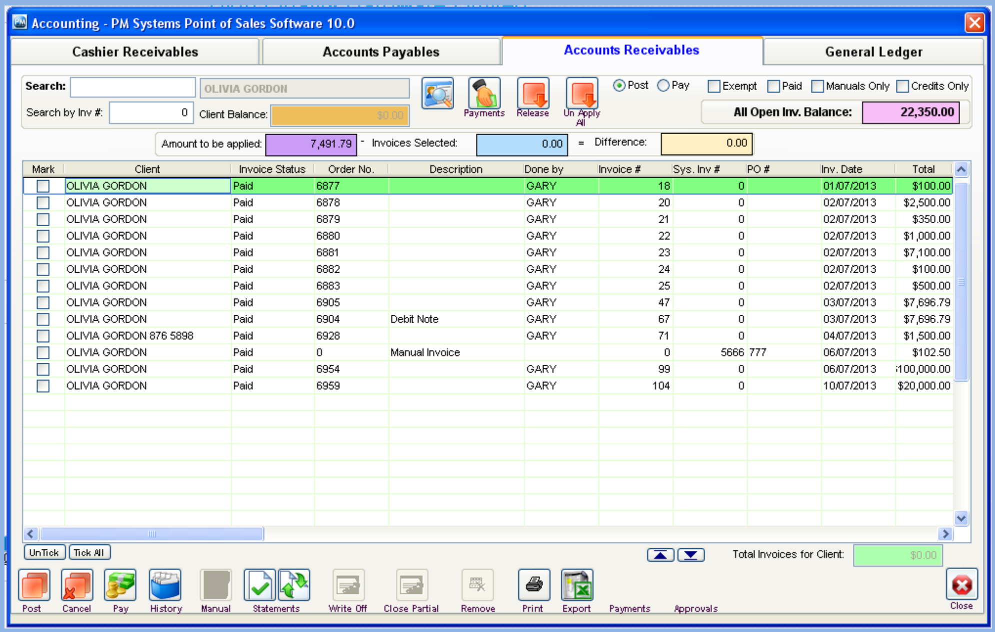
**Print List** 

- Prints a list of invoices associated with cheques.

**Exit** 

- Exits the accounting module

## 1.3 Accounts Receivables




The accounts receivables feature is concerned with the posting of payments to selected invoices.

The screen is broken down into smaller sections for better explanation.

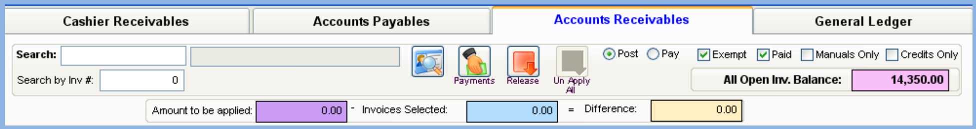



Figure 5: The top section of the accounts receivables screen

**Search**- Used to search for a client by name. As the user enters the letters of a client’s name, ever client whose name is spelled with those letters will appear in a drop down box; the user can click on the required client and press enter.

**Search by invoice number**- Used to search for a client by the invoice number assigned to their goods.

**Client Balance**- Shows how much credit the client has remaining.

**Client look up button**- used to search for a particular charge client

**Payments**- used to select a specific bill to post a payment

**Release**- Used to release any filter feature that was applied, therefore showing all bills whether paid, partially paid or pending.

**Un-apply all**- used to un- apply all payments made by a selected client.

**Post-** this button is selected when a bill is be posted

**Pay**- Another method of paying off items

**Exempt**- A filter feature used to show all exempted clients

**Paid**- A filter feature used to show all paid invoices.

**Manuals only** -A filter feature used to show all manual invoices

**Amount to be applied**- shows the amount of money to be applied to an invoice.

**Invoice selected**- shows the amount of money on a selected bill.

**Difference-** shows the difference after a specific bill is selected to be paid on.

| Mark | Client | Invoice Status | Order No. | Description | Done by | Invoice # | Sys. Inv # | PO # | Inv. Date | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | JOHN BROWN | Paid | 6893 | | GARY | 35 | 0 | | 02/07/2013 | $10,000.00 |
| ☐ | JOHN BROWN | Paid | 6890 | | GARY | 36 | 0 | | 02/07/2013 | $50.00 |
| ☐ | JOHN BROWN | Paid | 6894 | | GARY | 37 | 0 | | 02/07/2013 | $8,000.00 |
| ☐ | SIMEON HICKS | Paid | 6901 | | GARY | 39 | 0 | | 02/07/2013 | $5,000.00 |
| ☐ | SIMEON HICKS | Paid | 6900 | | GARY | 40 | 0 | | 02/07/2013 | $8,000.00 |
| ☐ | SIMEON HICKS | Paid | 6899 | | GARY | 41 | 0 | | 02/07/2013 | $2,000.00 |
| ☐ | SIMEON HICKS | Paid | 6898 | | GARY | 42 | 0 | | 02/07/2013 | $320.00 |
| ☐ | SIMEON HICKS | Paid | 6897 | | GARY | 43 | 0 | | 02/07/2013 | $12.00 |
| ☐ | SIMEON HICKS | Paid | 6896 | | GARY | 44 | 0 | | 02/07/2013 | $11,300.00 |
| ☐ | OLIVIA GORDON | Paid | 6905 | | GARY | 47 | 0 | | 03/07/2013 | $7,696.79 |
| ☐ | JOHN BROWN | Paid | 6923 | | DEMO | 65 | 0 | | 03/07/2013 | $15,844.33 |
| ☐ | SIMEON HICKS | Paid | 6902 | | GARY | 66 | 0 | | 03/07/2013 | $4.65 |
| ☐ | OLIVIA GORDON | Paid | 6904 | Debit Note | GARY | 67 | 0 | | 03/07/2013 | $7,696.79 |
| ☐ | OLIVIA GORDON 876 5898 | Paid | 6928 | | GARY | 71 | 0 | | 04/07/2013 | $1,500.00 |
| ☐ | SIMEON HICKS | Paid | 6931 | | GARY | 73 | 0 | | 04/07/2013 | $2,400.00 |
| ☐ | OLIVIA GORDON | Paid | 0 | Manual Invoice | | 0 | 5666 | 777 | 06/07/2013 | $102.50 |
| ☐ | JOHN BROWN | Paid | 6951 | | GARY | 95 | 0 | | 06/07/2013 | $12,594.31 |
| ☐ | OLIVIA GORDON | Paid | 6954 | | GARY | 99 | 0 | | 06/07/2013 | ;100,000.00 |
| ☐ | JOHN BROWN | Paid | 6957 | | GARY | 102 | 0 | | 07/07/2013 | $8,000.00 |

**Figure 6: the middle section of the accounts receivables screen**

**Mark**- used to mark a specific client

**Client**- shows the clients in the list

**Invoice status-** shows whether the invoice is paid, partially paid or pending

**Order number**- shows the number assigned to a specific order

**Description**- shows whether the invoice is a debit note manual invoice etc

**Done by**- shows which user did a specific invoice

**Invoice number**- shows the number assigned to a specific invoice

**System invoice number**- shows the invoice number that the system assigns to the invoice.

**Purchase order number**- shows the purchase order number assigned to a particular purchase order

**Invoice date**- shows the date the invoice was created

**Payment applied**- shows the amount of payment that has been applied to a specific bill

**Balance**- shows the amount of money left to be paid by the client

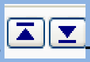
**Terms**- if there was an agreement or date of payment such as: the company agreed that the client would pay for the goods one week from now, this section would show seven days. Terms are therefore the amount of time a client got to make payments.

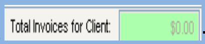
**Tick all** 

- used to tick or mark all clients

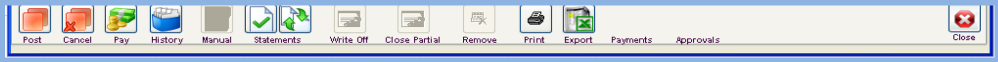
**Un-tick all** 

- used to un-tick or un-mark all clients

**Navigation Buttons**  - Allows the user to navigate to the top and bottom of the list.

**Total invoices for client** 

- shows the total amount of money a specific client owes




**Post** 

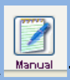
- used to post a payment

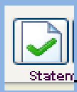
**Cancel** 

- used to cancel a payment. How to cancel a payment: click the client look up button to select the client whose payment is to be cancelled, click the payments button, select which payment is to be cancelled and click the cancel button at the bottom of the screen

**Pay**-  another method of making payments

**History** - shows a specific client’s payment history such as the mode of payment, date of payment, amount paid balance etc.

**Manual** - used to create a manual invoice

**Statements** - used to notify a single client as to how much money he/she owes, it shows information such as:  the date goods were taken, the due date for payment, terms of payment (if any), invoice number, balance due etc.

**Statements** - used to notify database clients as to how much money he/she owes, it shows information such as: as the date goods were taken, the due date for payment, terms of payment (if any), invoice number, balance due etc.

**How to use the statement window:** select the client to whom you would like to send s statement, click the statement button at the bottom of the screen, the statement maintenance window will appear with the information for the selected client. Adjust the respective dates and print or email the statement to the client.

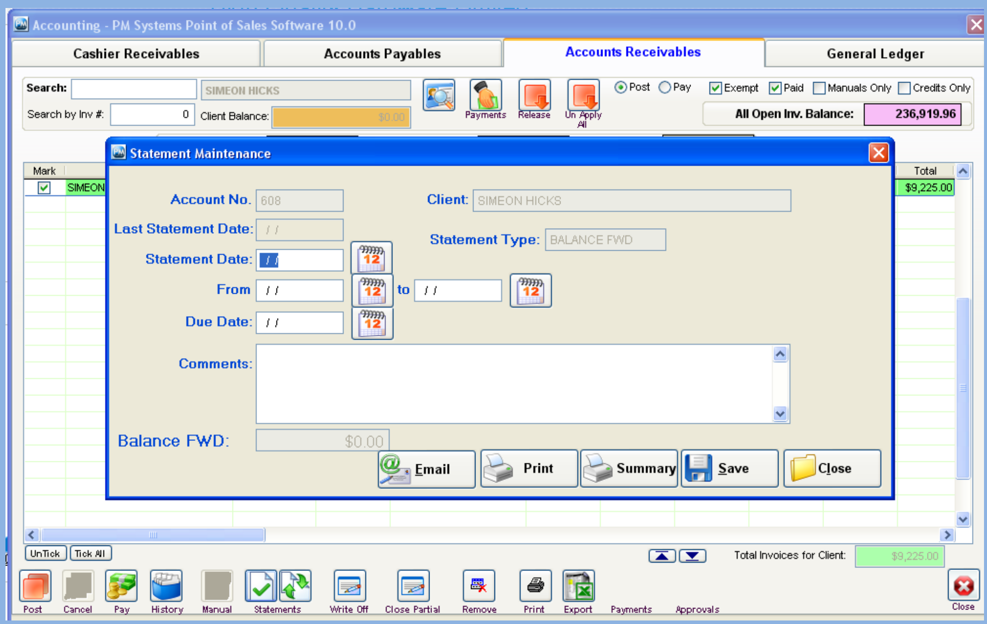
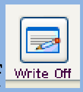
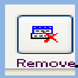



Figure8- the statement maintenance window

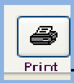
**Write off** 

- used to dismiss a balance owed by a client. Note: this feature is primarily used when only a very small amount of money is owed.

**Close partial**- to be updated

**Remove** 

- used to delete an invoice

**Print** 

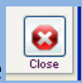
- used to print a list of invoices associated with cheque

**Export** 

- used to export information to an excel format for manipulation

**Payments**- not yet functioning

**Approvals**- not yet functioning

**Close** 

- used to close the accounting module

## 1.4 General journal

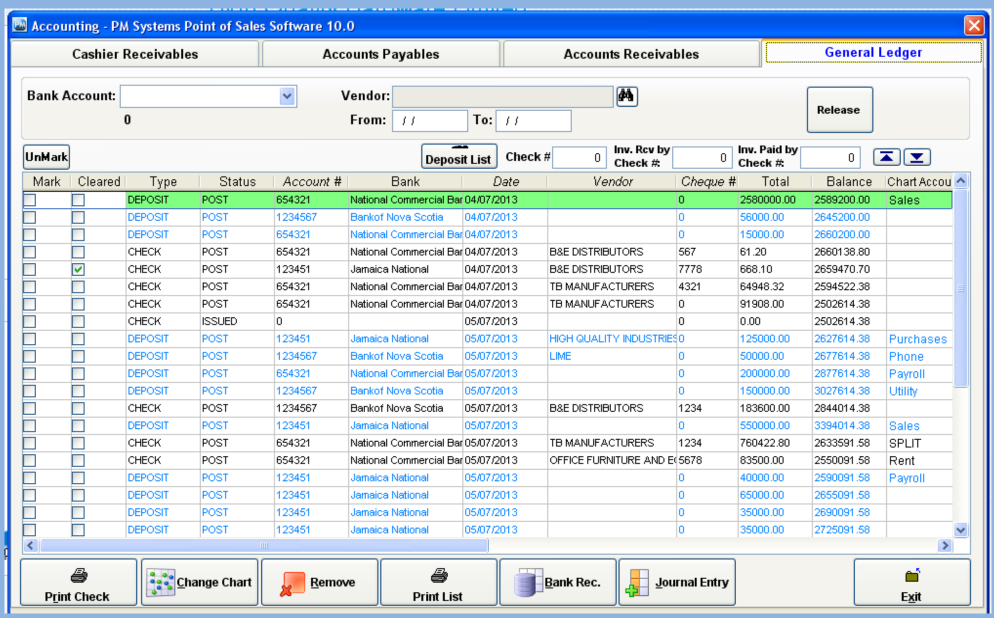
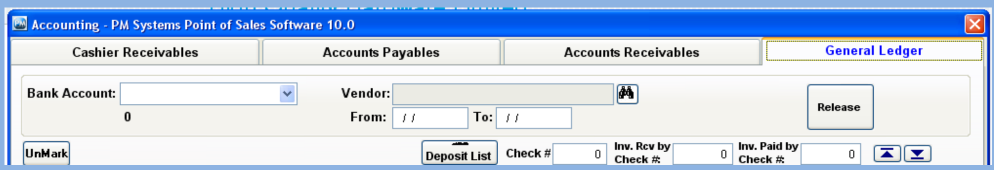



Figure 8: The General Ledger Screen

This feature is concerned with a company's main accounting records; it basically keeps records of money going out (check) and money coming in (deposit). The screen is broken down into smaller sections for better explanation:



**Bank account**- this drop down arrow shows each bank that the company has an account in and how much is in the account.

**Vendor look up**- used to search for a vendor in order to view the financial history between the vendor and the company such as mode of payment, balance, which chart of account money was paid on etc.

**From and To** From: / / To: / / - a filter feature used to set a date range in order to view a specific payment history or deposit history.

**Release**- Used to release any filter feature that was applied, such as a date range that was set or a specific vendor that was selected. The register will return to its default setting

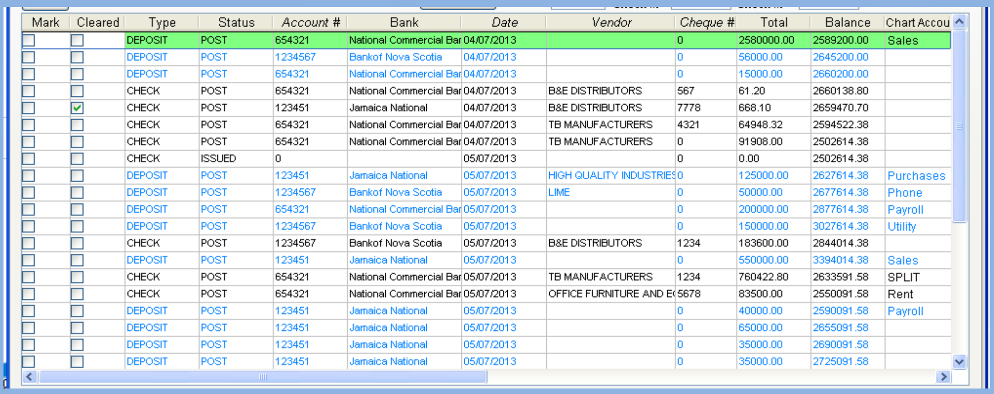
**Un-mark**- used to deselect any financial record that was selected.

**Deposit list**- a filter feature used to show all records of deposit

**Check number**- allows the user to search for a specific cheque by typing the cheque number in the search box

**Invoice received by check**- allows the user to search for an invoice received by cheque by typing in the number assigned to it in the search box.

**Navigation Buttons** - Allows the user to navigate to the top and bottom of the list.



| Mark | Cleared | Type | Status | Account # | Bank | Date | Vendor | Cheque # | Total | Balance | Chart Accou |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | DEPOSIT | POST | 654321 | National Commercial Bar | 04/07/2013 | | 0 | 2580000.00 | 2589200.00 | Sales |
| | | DEPOSIT | POST | 1234567 | Bankof Nova Scotia | 04/07/2013 | | 0 | 56000.00 | 2645200.00 | |
| | | DEPOSIT | POST | 654321 | National Commercial Bar | 04/07/2013 | | 0 | 15000.00 | 2660200.00 | |
| | | CHECK | POST | 654321 | National Commercial Bar | 04/07/2013 | B&E DISTRIBUTORS | 567 | 61.20 | 2660138.80 | |
| | ✓ | CHECK | POST | 123451 | Jamaica National | 04/07/2013 | B&E DISTRIBUTORS | 7778 | 668.10 | 2659470.70 | |
| | | CHECK | POST | 654321 | National Commercial Bar | 04/07/2013 | TB MANUFACTURERS | 4321 | 64948.32 | 2594522.38 | |
| | | CHECK | POST | 654321 | National Commercial Bar | 04/07/2013 | TB MANUFACTURERS | 0 | 91908.00 | 2502614.38 | |
| | | CHECK | ISSUED | 0 | | 05/07/2013 | | 0 | 0.00 | 2502614.38 | |
| | | DEPOSIT | POST | 123451 | Jamaica National | 05/07/2013 | HIGH QUALITY INDUSTRIES | 0 | 125000.00 | 2627614.38 | Purchases |
| | | DEPOSIT | POST | 1234567 | Bankof Nova Scotia | 05/07/2013 | LIME | 0 | 50000.00 | 2677614.38 | Phone |
| | | DEPOSIT | POST | 654321 | National Commercial Bar | 05/07/2013 | | 0 | 200000.00 | 2877614.38 | Payroll |
| | | DEPOSIT | POST | 1234567 | Bankof Nova Scotia | 05/07/2013 | | 0 | 150000.00 | 3027614.38 | Utility |
| | | CHECK | POST | 1234567 | Bankof Nova Scotia | 05/07/2013 | B&E DISTRIBUTORS | 1234 | 183600.00 | 2844014.38 | |
| | | DEPOSIT | POST | 123451 | Jamaica National | 05/07/2013 | | 0 | 550000.00 | 3394014.38 | Sales |
| | | CHECK | POST | 654321 | National Commercial Bar | 05/07/2013 | TB MANUFACTURERS | 1234 | 760422.80 | 2633591.58 | SPLIT |
| | | CHECK | POST | 654321 | National Commercial Bar | 05/07/2013 | OFFICE FURNITURE AND E | 5678 | 83500.00 | 2550091.58 | Rent |
| | | DEPOSIT | POST | 123451 | Jamaica National | 05/07/2013 | | 0 | 40000.00 | 2590091.58 | Payroll |
| | | DEPOSIT | POST | 123451 | Jamaica National | 05/07/2013 | | 0 | 65000.00 | 2655091.58 | |
| | | DEPOSIT | POST | 123451 | Jamaica National | 05/07/2013 | | 0 | 35000.00 | 2690091.58 | |
| | | DEPOSIT | POST | 123451 | Jamaica National | 05/07/2013 | | 0 | 35000.00 | 2725091.58 | |

**Figure 9: the middle Section of the General Ledger Screen**

**Mark**- indicates that a record is marked

**Cleared**- to be updated

**Type**- shows the type of record- cheque or deposit

**Status**- shows whether a cheque or deposit is posted or whether a cheque is issued

**Account number**- shows which account a payment has been made from or which account a deposit has been made into.

**Bank**- shows which bank a payment has been made from or which bank a deposit has been made into.

**Date**- shows the date a deposit has been made, a cheque has been posted or issued.

Vendor- shows the vendor for whom a cheque is issued or posted

**Cheque number**- this is the number assigned to a specific cheque

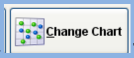
**Total**- shows the total amount of money deposited, posted in the form of cheque or issued in the form of cheque.

**Balance**- shows the amount of money left in a specific bank account

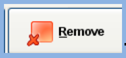
**Chart account**- shows which chart of account money was paid on or which chart or account money as deposited into.

**Print cheque** 

- enables the user to print a cheque to be signed and issued to make payment (s)

**Change chart account** 

- used to change the chart of account that money is paid on, after the user selects the desired record he/she then clicks on this button and chooses the chart of accounts.

**Remove** 

- used to remove a record from the list

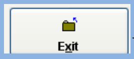
**Print list** 

- prints the list of records

**Bank reconciliation** 

- ask

**Journal entry**- 

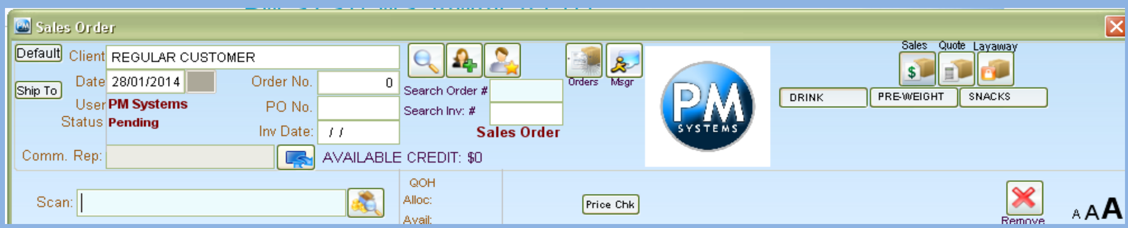

**Exit**- 

used to exit the accounting screen.

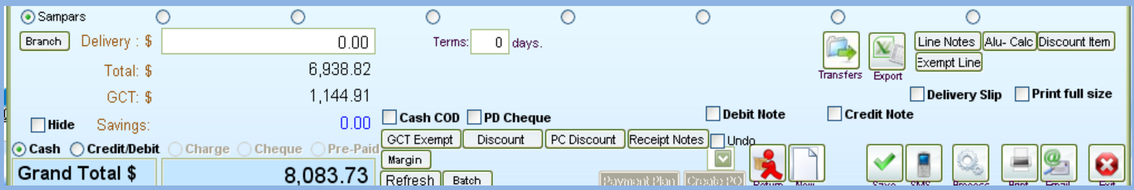
APPENDIX – A

| | Sales Rep | Cashier | Warehouse | Management | Admin |
|---|---|---|---|---|---|
| **1** | Sales / Cash Only | Cashier Module | Delivery Only | Main Menu | All Features Limited |
| **2** | | | | | |
| **3** | | | | | |
| **4** | | | | | |
| **5** | All Features Unlimited | All Features Unlimited | All Features Unlimited | All Features Unlimited | All Features Unlimited |


Scan:
QOH
Alloc:
Avail:
Price Chk
Remove
A A A
Description
Model
Base Price
Size
Unit
Qty
Unit Price
Total
LISHOUS FRUIT PUNCH DRINKS 500ML 55.79 EACH (1X50 4.000 55.79 259.98
NESTLE G/HUMOR G/NAPOL SANDWICH 177ML 2,163.10 CASE (24 X 1.000 2,163.10 2,520.01
WATA 600ML 927.12 CASE (24 X 0.500 927.12 540.05
CRANBERRY WATA 600ML (GRAPE) 1,363.00 24X600ML 1.000 1,363.00 1,587.90
CRANBERRY WATA 600ML (WHITE) 1,363.00 24X600ML 2.000 1,363.00 3,175.79
Discounted
Out of Stock


Sales Order
Default
Client
REGULAR CUSTOMER
Ship To
Date
28/01/2014
Order No.
0
User
PM Systems
PO No.
Status
Pending
Inv Date:
Search Order #
Search Inv: #
Sales Order
Orders
Msgr
Sales
Quote
Layaway
DRINK
PRE-WEIGHT
SNACKS
Comm. Rep:
AVAILABLE CREDIT: $0
Scan:
QOH
Alloc:
Avail:
Price Chk
Remove


Orders


Sampars
Branch
Delivery : $
0.00
Terms:
0
days.
Total: $
6,938.82
GCT: $
1,144.91
Hide
Savings:
0.00
Cash COD
PD Cheque
Debit Note
Credit Note
Transfers
Export
Line Notes
Alu- Calc
Discount Item
Exempt Line
Delivery Slip
Print full size
Cash
Credit/Debit
Charge
Cheque
Pre-Paid
GCT Exempt
Discount
PC Discount
Receipt Notes
Undo
Margin
Grand Total $
8,083.73
Refresh
Batch
Payment Plan
Create PO