

Poswizard User Manual



CASH SALE		CHANGE		3.35	
		TOTAL		16.66	

05449000000996 COKE 330ml		8.33
05449000069429 FANTA GRAPE 330ML		8.33
ROUNDING		0.01
CASH		
CHANGE		

Function Menu	Open Taxable	Open Non-Tax
Cash Tend	Credit Card	Fast Plu Menu
7	8	9
4	5	6
1	2	3
.	0	PLU ENTER
R200	R100	R50
R20	R10	R5
R2	R1	CLEAR

Receipt On	Receipt Print	Void	Paid Out	NO-SALE	Store/Recall	XIZ Report	Receive On Account	Account
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POS# 02	TRANSACTION# 29	CASHIER# 1 Wendy Wonka	11:14:45 17/09/2013
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If you have your stock file on your cash register, in Excel or in PLM, you may convert your items into POSWIZARD. Note that you should first create Departments and Suppliers before you do a conversion. To convert from PLM refer to [Convert from PLM](#). If you are an existing STK client you can import your stockfile by clicking on the Convert.exe program located in the PosWiz folder, found in the C drive. Select the Data folder in the Stk folder, the path will read as C:\STK\Data and click on Convert.

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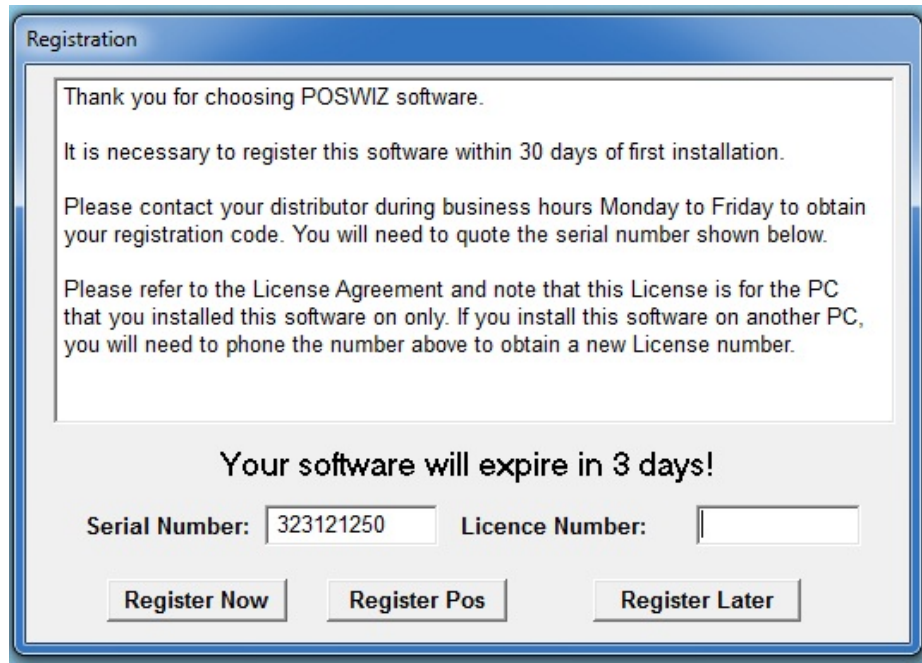
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Introduction

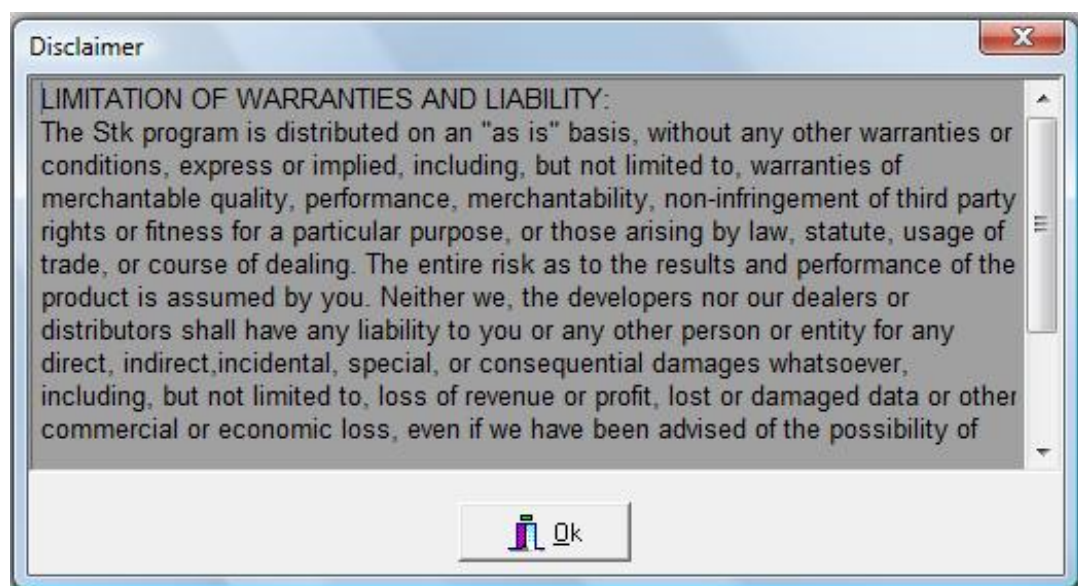
Thank you for purchasing the Poswizard software program. To enjoy this program to its fullest follow the simple steps laid out in this manual. Should you require further assistance please contact your dealer.

USING POSWIZARD FOR THE FIRST TIME

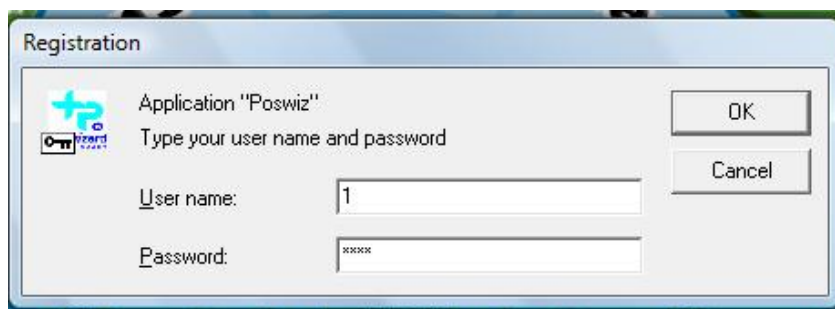
- Double click on the Poswizard icon on your desktop.
- You will be greeted with the registration message below.



- To register the Poswizard program you will need to quote the Serial number that appears on this screen.
- If you wish to enter the program but have not yet obtained a license number, click on Register Later. **(Note that you have 60 days from date of installation in which to license your program. There after the program will expire and you will not be able to gain access to the program until it is licensed. NB: Licenses will only be issued after confirmation of a valid deposit.)**
- Next the disclaimer will pop up, make sure that you read the limitation of warranties and liability listed. Click on Ok.



- You will then be required to enter a Username and Password
- Note that the default User name is 1 and the default Password is 1.
- Enter the User name and the Password and click on OK or press enter.

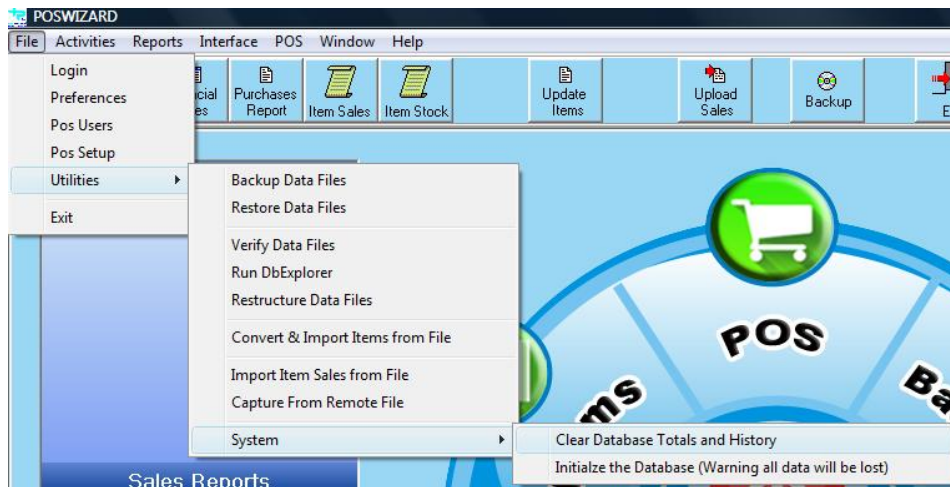


The image shows a Windows-style dialog box titled "Registration". On the left is the Poswiz logo, which consists of a blue stylized 'P' with a plus sign and the text "poswiz" and "SIMPLY SMART" below it. To the right of the logo, the text "Application 'Poswiz'" is displayed. Below this, the instruction "Type your user name and password" is shown. There are two input fields: "User name:" with the value "1" and "Password:" with the value "XXXX". On the right side of the dialog, there are two buttons: "OK" and "Cancel".

- You will then be logged into the main screen of Poswizard.

Explanation of Menus

File



- **Login** – allows user to open software using password
- **Preferences** – made up of 12 sections

- **Pos Users** – setup POS users/cashiers
- **Pos Setup** – setup options for the POS
- **Utilities** – Allows you to
 1. Backup data
 2. Restore data
 3. Verify data files
 4. Run db explorer
 5. Restructure Data Files
 6. Convert and import items from file
 7. Import Item Sales from File
 8. Capture from Remote File
 9. System – refer to your dealer for more info
- **Exit** – Exits the program

Customer Details

- Enter the Name, Address, Telephone and Fax number

Costing Method

- Select between Average Cost, Last Cost or Standard Cost.

Stock Report

- Select your method of print i.e. Gross profit or markup.
- Select if cost price must reflect on stock take sheet.
- Select if stock quantity must reflect on stock take sheet.
- Select use of Report 41 on NX5400

Label Printer

- Select your label printer driver here.

Register Side Modem

- Used to initialise modem for use on ECR.

Application

- Sets selected bitmap or jpeg as the POSWIZARD background.

Capture Remote Device

- Tick this option to enable use of the portable stock take scanner.

Statement Message

- Type a global message that will print at the bottom of the statements

Scale

- Select the path of the file to download to the scale

PLU Items

- Enter the number at which you want auto-numbering to begin.
- Show scanner field???

Stock Receive

- ?????

ESL

- Select whether you want promotional prices to be sent to electronic shelf labels automatically.

Activities



- **Edit item details** – allows you to search for an item and change details eg. Price, department link, supplier, name etc.
- **View items** – allows you to view all items in a spreadsheet format, you may edit an item by clicking on Edit.
- **Quick Set Items** – F2 = Department/ F3 = Price set/ F4=Cascade Set – Press the appropriate F key to auto tab to the required field for quick programming.
- **Stock receive** – allows you to receive stock on an invoice, updating supplier balance as well as your stock.
- **Stock adjustments** – adjust the quantity of stock using a reference. These adjustments are stored in an audit trail.
- **Stock Wastage** – used to adjust stock that is damaged/expired etc.
- **Stock Order** – allows you create a purchase order which you can print and send to your supplier. This stock order can be imported into the Stock receive.
- **Stock Production Processing** – used for manufacturing – ingredient stock is adjusted when (finished) goods are made.
- **Item to Item Stock Transfers** – used to transfer stock of the same item from one location to another, e.g.: PLU1 Coke 330ml(receiving) Location: Stores, can be transferred to PLU2 Coke 330ml(sales) Location: Fridge.
- **Branch Transfer** – used to transfer stock from one branch to another.
- **Branch Receive** – allows you to receive stock from another branch.
- **Branch Orders** – place stock order to another branch.
- **Stock Returns** – return stock to supplier for credit.
- **Payouts** – post payment to creditor account.
- **Price Update** – global price updates
- **Promotions Setup** – setup and maintain like items and sales promotions
- **Print labels** – print barcode or shelf edge labels for items.
- **Print Delivery Labels** – prints a delivery label

- **Accounts** – create accounts for customers, check account history, Month End age accounts and Account journal entries.
- **Department details** – creates new departments. Sales of each department are recorded.
- **Main Department details** – grouping for departments.
- **Supplier details** – creates new suppliers. Supplier balances are recorded.
- **Paid Out Expense Details** – capture expense codes and names e.g.: fuel, wages (paid out from the POS)
- **Branch Details** – capture branch information for transfers.
- **User Details** – capture cashier and supervisor details.
- **Touch Menu** – set fast items for touch screen(also Touch Groups in POS setup).
- **Item Location** – set item locations e.g.: Receiving location, Sales location.
- **Rep details** – Set rep/waiter names.
- **Vat details** – allows user to create the vat or non-vat data with percentages.
- **Stock take** – a 5 step procedure to conduct a stock take:
 1. **Stock take initialize** - sets system for the start of the stock take.
 2. **Stock take sheet print** - allows user to print sheets for the stock take.
 3. **Stock take capture** - user captures the stock physically counted into the system, by either using the capture form, grid or remote stock take scanner.
 4. **Stock take variance report** - shows user the stock variances that he has.
 5. **Stock take extended variance report** – abc???
 6. **Stock take complete** - takes the captured quantities and puts it as current stock.

Reports



Sales reports:

- **Item Sales** – shows sales by date, department, supplier range.
- **Item Sales by Turnover** – shows the turnover percentage by date, department, supplier range

- **Ingredient Sales** – displays and prints all sales of ingredient items.
- **Item Override** – displays a list of all the items that were overridden.
- **Item Price 2 difference** – Price difference of items sold at price level 2 to the normal price.
- **Hourly Sales** – displays the hourly sales stats.
- **Hourly Item Sales** – shows the items sales per hour.
- **Daily Sales Stats** – daily sales information.
- **Monthly Sales** – displays 12 months sales figures.
- **Financial sales** – financial report as per level 2(Z) on POS and cash register, department totals, media totals, tax totals, total voids etc.

Cashier Reports:

- **Cashier sales** – cashier department and financial sales.
- **Cashier Sales Summary** – summary of all cashier financial info.
- **Banking analysis** -
- **Cashier Item Sales** – displays the items sold by a cashier.
- **Current Cashier Totals** – current cashier financial status.
- **Rep Sales** – rep/waiter sales info.
- **Rep Item Sales** – displays the items sold by rep/waiter

Stock Reports:

- **Item Stock** – shows stock on hand by item, department, supplier range.
- **Item Stock Value** – shows cost & retail value with quantities by department, supplier range & by location, detailed or condensed.
- **Stock Movement** – displays the item stock movement.
- **Cascade Items** – generates a list of all the cascaded items.
- **Ingredient Breakdown** – generates a list of all the ingredient items.
- **Lay-Bye Stock** – displays a list of all the items currently on lay-bye.

Re-order Reports:

- **Item Re-Order** – generates a re-order report for stock by item, department, supplier range.
- **Item Last Sold** – shows item last sold by item, department, supplier range.
- **Item Top-Order** – shows quantity needed to top-up stock level.

Purchases Reports:

- **Purchases Report** – shows the purchases as per selected criteria
- **Reprint Purchases** – used to reprint supplier invoices.
- **Item Purchases Report** – shows stock report of items received on invoices.
- **Purchases Claims/Back Order** -
- **Payout Transaction** – creditor payout report.

IBT Reports:

- **Stock Received** – items received from other branches
- **Stock Transferred** – items transferred to branches
- **Stock Transferred Totals** – value of stock transferred

Accounts Reports

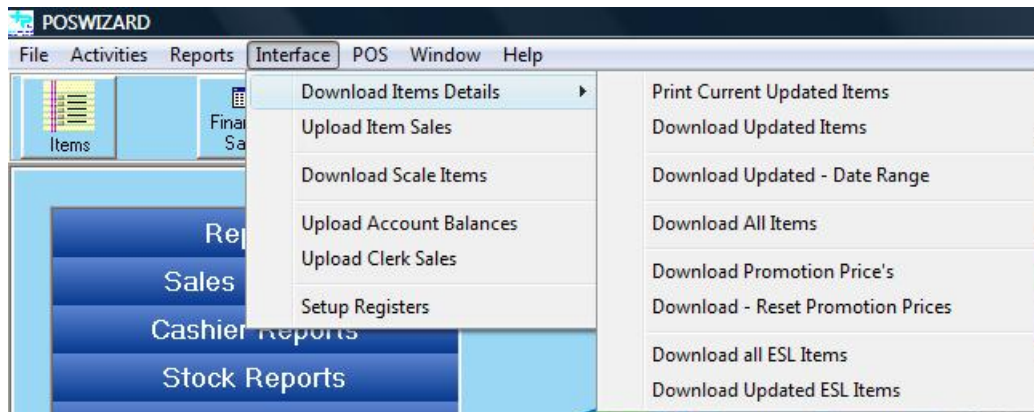
- **Account statements** – displays and prints account statements.
- **Account Age Analysis** – displays and prints account age analysis.
- **Account Item Sales** – displays account sales by item

Audits Reports

- **Cash Sales Transactions** – keeps a complete track of
- **Item Stock Changes** – keeps a complete track of all the changes to an items stock quantity, whether via sales, stock receives, adjustments, etc.
- **Cashup Report Sequence** – displays the sequential report number for cashups down within a specified period.

Lists – provides a list of the Items in the database, an Item Price list, departments, suppliers

Interface



Download Items Details – made up of the following steps

1. **Print Current Updated Items** – shows a print out of all items that have recently been changed.
2. **Download Updated Items** – sends items that have been updated to cash registers.
3. **Download Updated - Date Range** – shows items that have been updated according to dates specified ALSO USEFUL FOR PRICE INCREASE & SPECIALS.
4. **Download All Items** – all items in database are downloaded to cash registers.
5. **Download Promotion Price's** – sends promotion price to selling price one on the cash register.
6. **Download - Reset Promotion Price's** – resets selling price one on the cash register.
7. **Download all ESL Items** – sends all items and prices to electronic shelf labels.
8. **Download Updated ESL items** – downloads updated items and prices to electronics shelf labels.

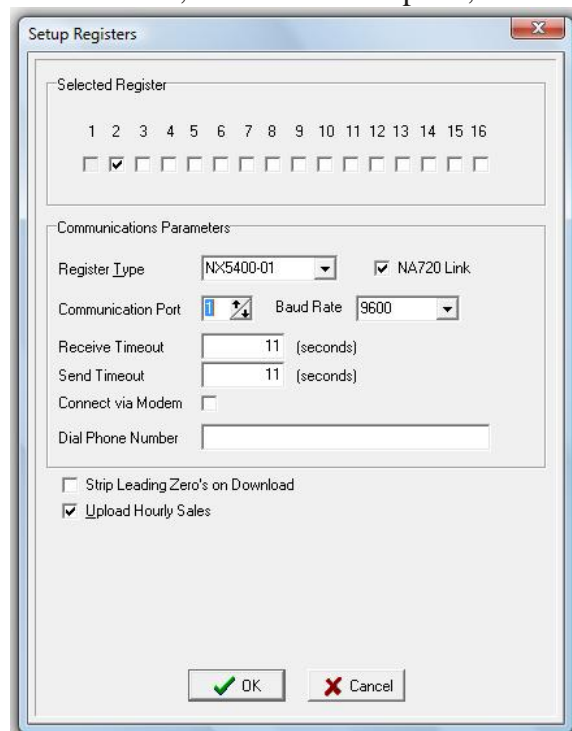
Upload Item Sales – uploads sales from selected cash registers, clearing tills and updating stock.

Download Scale Items – downloads items to the scale.

Upload Account Balances – uploads the account balances stored on the register.

Upload Clerk Sales – uploads the clerk sales on the cash register.

Setup Registers – setup of machine numbers, communication ports, cash register models, modem link



Shortcut Buttons

These are the quick launch buttons found on the main screen of POSWIZARD:



ALLOWS USER TO EDIT OR SEARCH FOR ITEMS



SHOWS FINANCIAL SALES REPORT



SHOWS PURCHASES REPORT



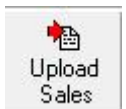
ALLOWS USER TO VIEW ITEMS SALES BY DATE, DEPARTMENT, SUPPLIER



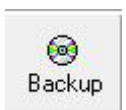
SHOWS ITEM STOCK BY ITEM, DEPARTMENT, SUPPLIER RANGE



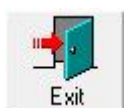
SENDS ITEMS THAT HAVE BEEN EDITED TO CASH REGISTERS



RECEIVES SALES FROM CASH REGISTERS CLEARING THEM AND UPDATING STOCK



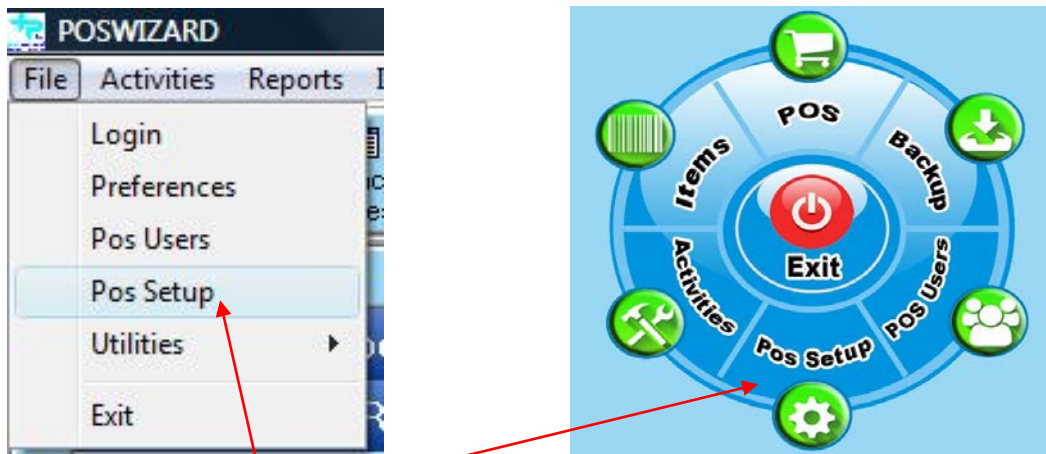
CREATES A BACKUP OF THE STOCKFILE



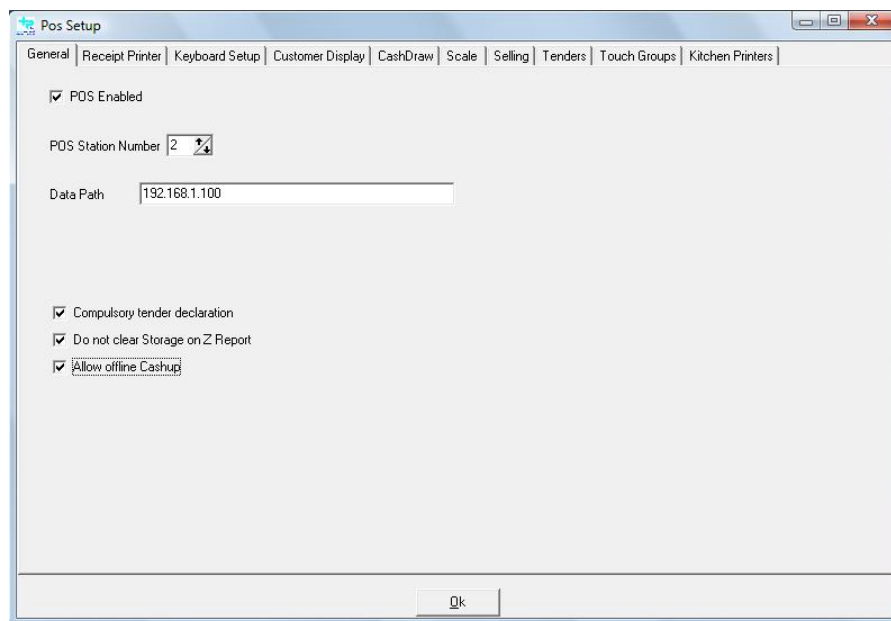
EXITS THE PROGRAM

Pos Setup

1. Select File.



2. Click on Pos setup
3. You will then see the following screen:



General

1. The first tab General, allows you to select whether the PC is to be used as a POS only or if it is to be used as the SERVER - backoffice.
2. If using more than 1 POS and a server, ensure that the network has been setup as per normal and you are able to ping each PC in the network.
3. On the PC that will be used as the server, ensure that POS enabled is not selected and there is no I.P address entered in Data Path. Poswizard will log in directly to the server screen
4. If **POS Enabled** is selected, when Poswizard is opened on this PC it will log directly on to the POS log in screen, hence cashiers will not be able to access the backoffice from their points.
5. **POS Station Number**: this refers to the unique POS number given to each terminal/computer in a system, this should be set once at the beginning of the installation and should not be changed thereafter. Note that no two computers should have the same POS Station Number, as this will create conflicts in reporting data.

6. **Data Path** refers to the I.P. address of the backoffice, please ensure that you enter the I.P. address into this field for each POS in the system.
7. **Individual Cashier reporting:** select this function to enable a cashier to log on to multiple POS points during the day and be able to cash up from the last/any POS
8. **Compulsory tender declaration:** the Z report cannot be finalized without first doing a cash declaration when this function is enabled.
9. **Allow Offline Cashup:** option to cashup offline sales.
10. **Print Item Sales on Cashup:** prints items sold after cashup.
11. **Logout after each transaction:** set if more than one cashier is using the POS at the same time.

Receipt Printer

The screenshot shows the 'Pos Setup' window with the 'Receipt Printer' tab selected. The window has a title bar with standard Windows controls. Below the title bar is a tabbed interface with the following tabs: General, Receipt Printer (selected), Keyboard Setup, Customer Display, CashDraw, Scale, Selling, Tenders, Touch Groups, Kitchen Printers, and Text.

Printer Model: A dropdown menu showing 'Epson TM88'.

Printer Type: A dropdown menu showing 'Serial'.

Port: A dropdown menu showing '1'.

Header: A preview of the receipt header showing 'Poswizard Point of Sale', '414 Commerce Street', 'Mt. Vernon', and '1234'.

Footer: A text box containing 'THANK YOU. PLEASE CALL AGAIN. SEE INSTORE FOR DAILY PROMOTIONS'.

Options:

- ☒ Consolidate items on receipt
- ☒ Reset Transaction number after Z report
- ☒ Print Order Number
- ☒ Receipt Off on POS start
- ☒ Print Logo Graphic

A4 Printer:

- ☒ Account Invoice to A4 Printer
- ☒ Cash Sale to A4 Printer
- ☒ Preview Invoice
- ☒ Invoice Template 2
- ☒ Always to A4
- ☒ No Accounts Balance on
- ☒ Auto Print Account Copy
- ☒ No Account Receipt

Vat Number: A text box containing 'Vat Number: 1234567890'.

A4 Printer: A dropdown menu showing 'Canon MX410 series Printer'.

Buttons: 'Ok' and 'Cancel' buttons at the bottom.

1. Receipt Printer is the next tab. Here you can select the POS printer you are linking to the computer.
2. **Printer Model:** Select Epson TM88 for most printers using the Epson emulation drivers. For USB printers, setup up the OPOS driver for the printer then select OPOS.
3. **Printer Type:** select the type of interface for the printer you are using, i.e. Parallel or Serial.
4. **Port Number:** select the Com port or LPT port number to which you have linked your printer.
5. **Consolidate items on Receipt:** when this option is selected, all like items will be grouped together on the customer receipt. E.g. if the Cashier rings up 2 x 330ml cans of Coke then a 500ml bottle of water then another 330ml can of Coke, the Cokes will print as 3 cans together.
6. **Reset Transaction number after Z report:** select this option to restart the transaction numbers after the Z report has been done.
7. **Print Order Number:** select this option to print an order on each customer receipt.
8. **Receipt Off on POS Start:** sets the POS printer to OFF state on start up.
9. **Header:** this is where you enter the receipt logo which will print at the top of the customer receipt
10. **Vat Number:** enter the store Vat Number, to be printed on the customer receipt.
11. **Footer:** Enter any message here that you want printed at the bottom of the customer receipt.

12. **Print Logo Graphic:** select this option to print a bitmap picture/logo at the top of the customer receipt.
13. **Account Invoice to A4 printer:** select this option to print A4 format invoices for account customers.
14. **Cash Sale to A4 Printer:**
15. **Preview Invoice:** when this option is selected, a preview of the invoice is shown on the screen before you print it.
16. **Invoice template 2: prints totals at the bottom of the invoice.**
17. **Always to A4:**
18. **No Accounts Balance on:** no account balances are printed on the invoice.
19. **Auto Print Account Copy:**
20. **No Account receipt:**
21. **A4 printer:** install the windows drivers for the A4 printer you wish to use, click on the dropdown option and select the printer from the list. The A4 invoices will be printed to this printer.

Tenders

1. Select the Tenders tab.

No	Description	Open Draw	Add To Cid	Change From Cid	Over Tender	Under Tender	Exact Tender	Reference
1	CASH	1	1	0	1	1		0
2	Credit Card	0	0	1	0	1		0
3	Cheque	0	0	1	1	1		0
4	Voucher	1	1	1	1	1		1
5	Tender 5	1	1	1	1	1		0
6	Tender 6	1	1	1	1	1		0
7	Tender7	1	1	1	1	1		0
8	Tender8	1	1	1	1	1		0
9	Tender 9	1	1	1	1	1		0
10	On Account	0	0	0	0	0		0

☒ Allow Credit Card

Ok

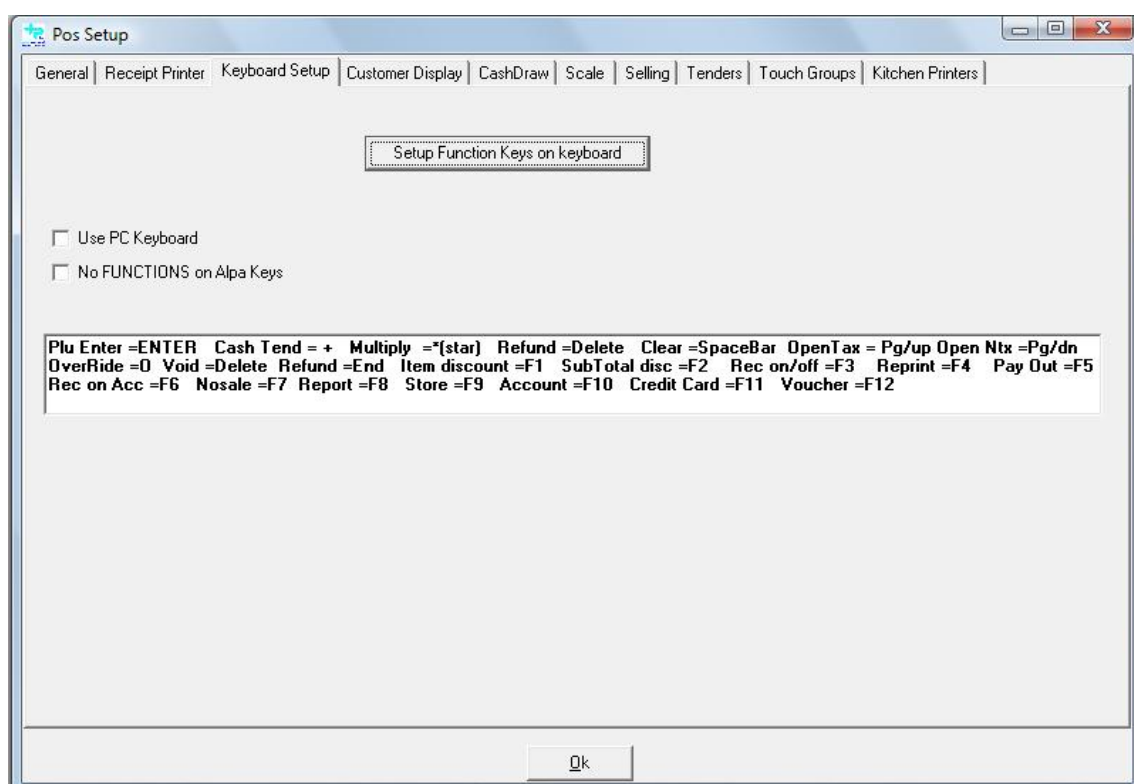
2. Note that **Tender 1** should always remain Cash, **Tender 2**, Credit Card and **Tender 10**, Charge on Account.
3. **Tenders 3 to 9** can be customised as you wish e.g. Cheque, Voucher, Staff etc.
4. **OpenDraw**, set this field to 1 if the tender is allowed to open the drawer, i.e. Cash must always open the drawer so the cashier can place the cash in the drawer and give the customer change. Also you may want to allow the drawer to open when Cheque is tendered to allow the cashier to place the cheque in the drawer, while credit card, should not be allowed to open the drawer.
5. **AddToCID**, this stands for add to cash in drawer, this is used for Cash and maybe Staff, if they pay cash, viz, tenders where the cashier physically places cash in the drawer.
6. **ChangeFromCID**, set this field to 1 if you allow cash to be handed out as change from over tendering on Cheques or Vouchers.

7. **Over Tender**, set this field to 1 if you allow customers to pay with cheques or vouchers of a greater value than the purchase.
8. **Under Tender**, set this field to 1 if you allow multi tenders, e.g. purchase total is R500, the customer has a R200 Voucher and R300 cash. Enter the first amount tendered and the multi tender screen will pop up to allow you to enter the rest of the payment tendered.
9. **Reference**, set this field to 1 if you want to be able to enter a reference for the tender, e.g. Voucher or Cheque Number or credit card details.
10. **Allow Credit Card**:
11. Once you have finished maintaining your tenders you may now go to the Keyboard Setup tab to maintain your function keys. You may skip this step if you are using a touch screen and not a standard keyboard for function keys.

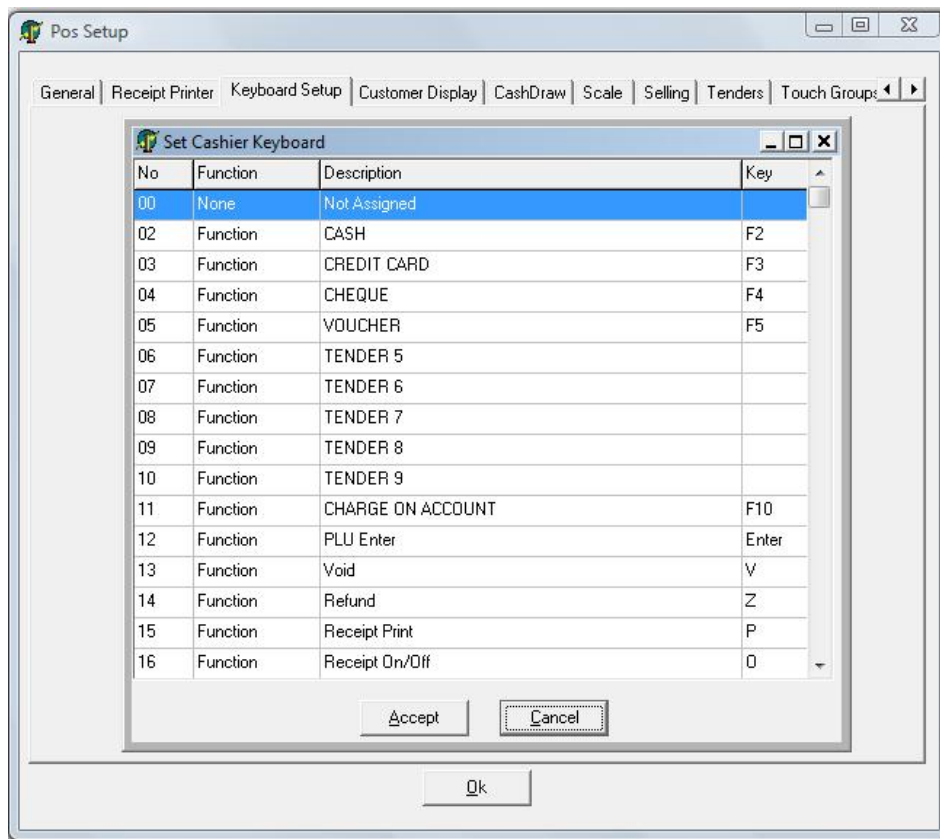
Keyboard Setup

You may skip this step if you are using a touch screen and not a standard keyboard for function keys.

1. Select the Keyboard Setup tab



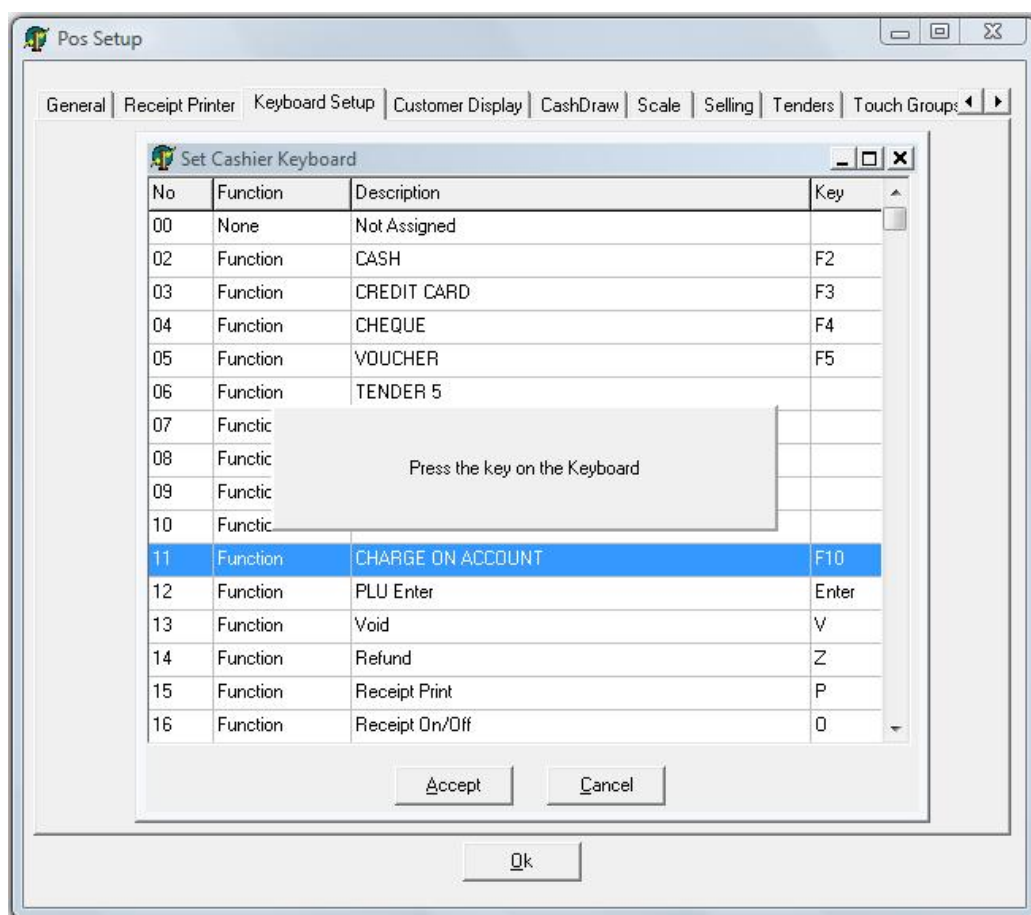
2. Select Use PC keyboard if you wish to use a standard computer keyboard for the POS functions, this will allow you to setup the function keys on the keyboard.
3. Select no FUNCTIONS on Alpha Keys if you still wish to use the alphabets on the keyboard, note that anytime you are using a standard computer keyboard for POS functions, you should not allocate functions to any of the alphabets.
4. Click on Setup Function Keys on Keyboard.



Explanation of POS functions:-

- **CASH** – used when customer pays using cash. Closes transaction with amount tendered
- **Credit Card** – used when customer pays using a credit card. Closes transaction with amount tendered.
- **Cheque** - used when customer pays using a cheque. Closes transaction with amount tendered.
- **Tender 4 – 9** – can be used for other tender options, e.g Staff, Voucher
- **Charge on Account** – used to finalise sale when entering an account transaction
- **PLU Enter** – used for code entry PLU registration and also for PLU lookup
- **Void** – removes the last item rung up while in a transaction.
- **Refund** – used when a customer returns an item after a transaction has been finalised
- **Receipt Print** – prints the last transaction
- **Receipt On/Off** – toggle switch to put the receipt on or off
- **Report** –
- **Account** – used to enter into a sale on account transaction
- **Multiply** – used to ring up multiples of an item
- **Clear** – cancels any information that has been entered before a function key has been pressed, used to clear any errors
- **Item Enquiry** – item search/lookup
- **Store/Recall** – used to store a transaction without finalising and retrieve stored transactions
- **Cancel sale** – voids an entire transaction before it has been finalised.
- **Received on Account** – records an amount of money received into the drawer when no customer transaction has taken place
- **Paid Out** – records an amount of money withdrawn from the cash drawer when no customer transaction has taken place
- **Proforma** – prints a preliminary transaction
- **Menu Functions** – used to access the function buttons

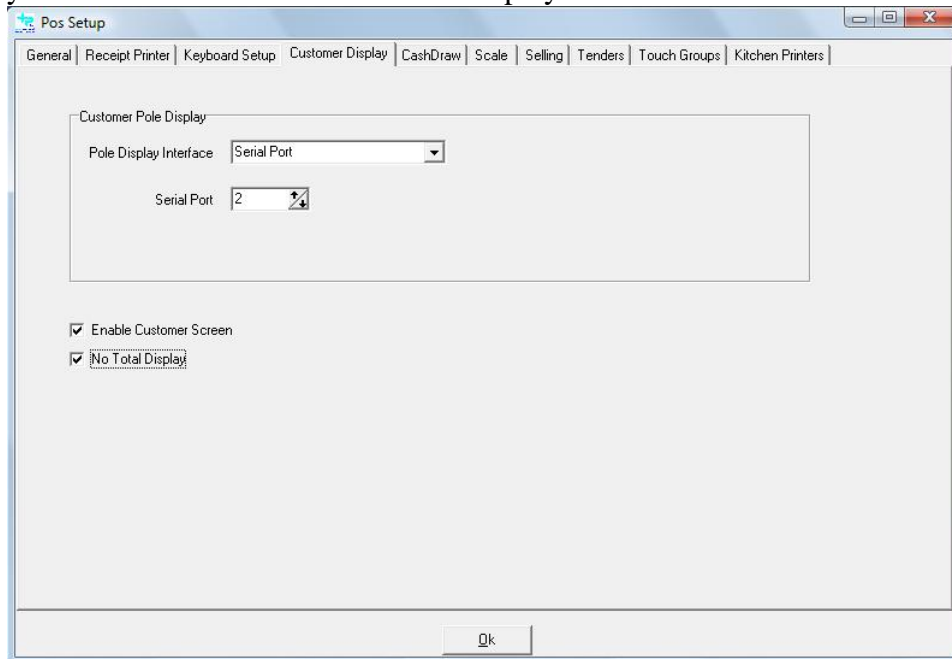
- **Price Override** – used to override the current selling price of an item.
 - **Item Discount** – used to enter a discount on the last item rung up
 - **Subtotal Discount** – used to enter a discount on the subtotal of the transaction
 - **No Sale** – used to open the cash drawer out of a transaction
 - **Open Taxable Item** – used to ring up taxable items which may have not yet been captured or do not wish to capture on the system
 - **Open Non-taxable Item** – used to ring up taxable items which may have not yet been captured or do not wish to capture on the system
5. To program a function to a specific key on your keyboard, highlight the function in the list by clicking once on it. A pop up window will appear, prompting you to press the button on the keyboard you would like to use as the selected function.



6. Press the button on the keyboard and repeat the procedure until you have programmed all the desired functions on your keyboard.
7. Once you have completed selecting keys, click on the Accept button.

Customer Display

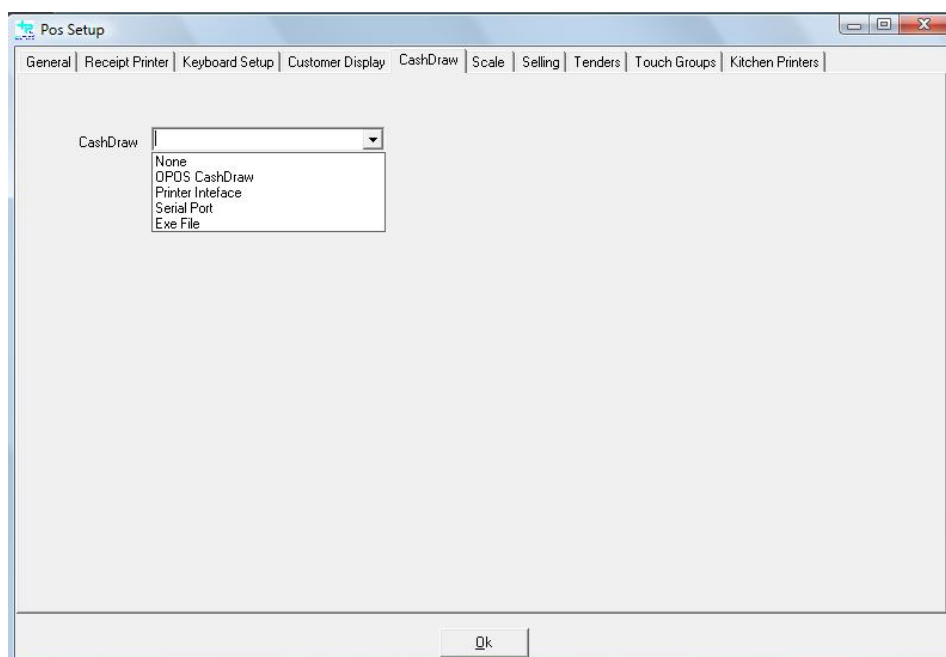
1. **Customer Display**, if you wish to attach a pole display, in **Pole Display Interface**, either select Serial Port and select the serial port number to which the pole display is linked to or install the drivers for the display and click on OPOS and select the display under **OPOS name**



2. **Enable Customer Screen**, tick this box if you wish to use a second VGA monitor as a customer display.
3. **No Total Display**

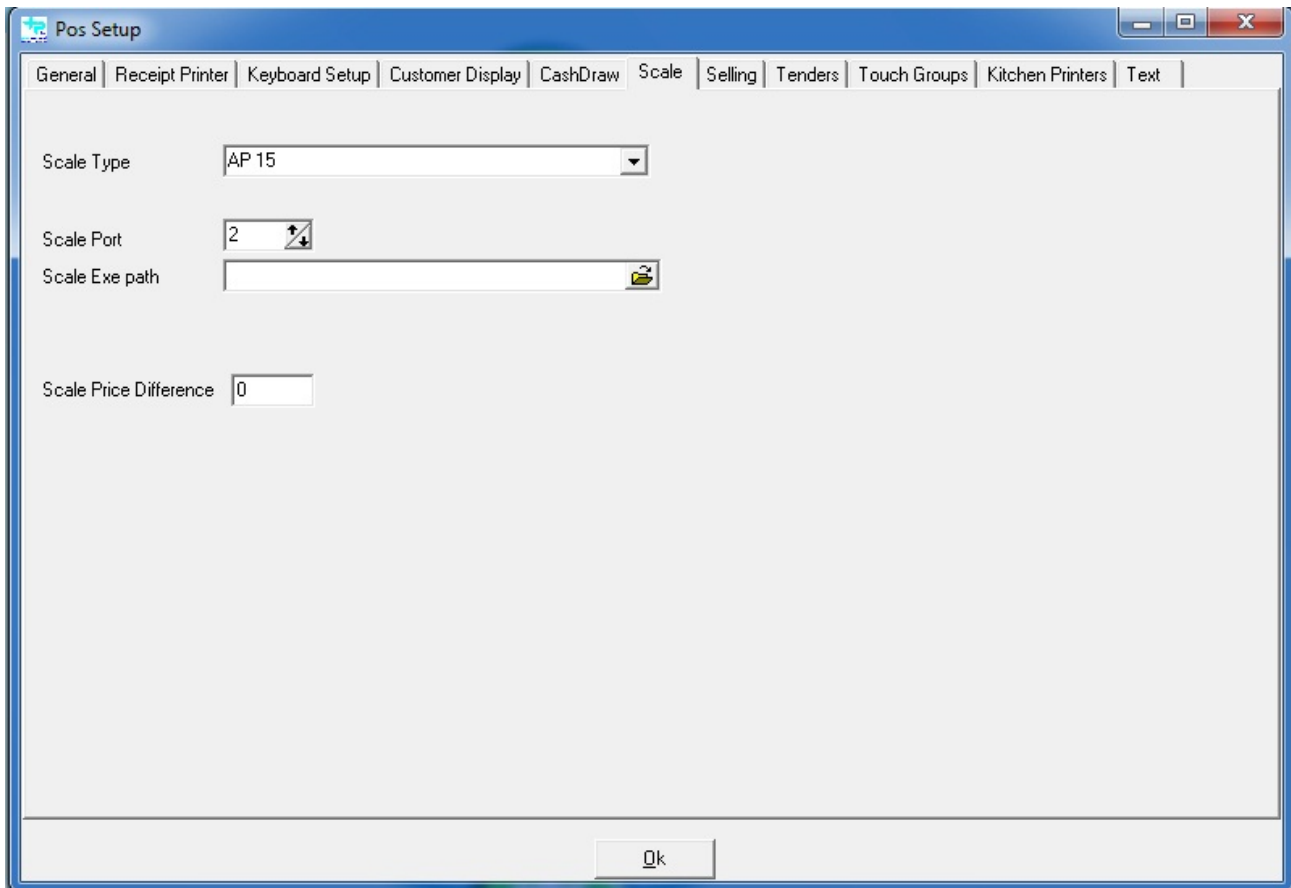
Cash Drawer

1. **CashDraw**, if you are using a drawer which connects to the receipt printer(known as a printer kick), select Printer Interface, if using a serial drawer, you will have to load the OPOS drawer drivers through windows, note you must link the drawer to a port and give the drawer an OPOS name.
2. **Opos Name**, enter the reference name for the OPOS drawer you want to link to here



Scale

1. **Scale Type**, select the scale you want to link to, note you need to load the windows driver for the scale before selecting it here.



2. Select the port number to which the scale is linked.
3. Select the Scale Exe path by clicking on the folder icon, browse the hard drive and select the scale file.
4. Scale price difference
5. Note whenever items are to be weighed on the scale, always ensure that the correct flags are selected under the additional tab of the individual items, viz, Scale item and Scale – Manual Tare Weight, as well as Weight Item on the main item Item Details window.

Selling

1. **Rounding down**, generally stores round to the nearest 5 cents, if so, enter a 5 in the **Round to nearest** field.
2. **Rounding Up**, some stores choose to round up to the nearest 10 cents, please ensure that you check what the company policy is regarding this practice. Generally amounts are rounded up from 7 or 8 cents.
3. **Sell, Quantity Threshold**, This is the maximum number of like items allowed to be registered using the X/times. Cashiers can scan each item individually once the threshold has been reached.

The screenshot shows the 'Pos Setup' window with the 'Selling' tab selected. The 'Rounding Down' section has 'Round to nearest' set to 5 cents. The 'Rounding Up' section has 'Round up from' set to 7 cents. The 'Sell' section has 'Quantity Threshold' set to 5. The 'Embedded Barcode' section has two identical sets of fields: Prefix (20 and 02), Plu Number Start (3), Plu Number Length (4), Price Offset (8), and Price Length (5). The 'Sounds' section has 'Not Found Item' set to 'C:\PosWiz\Beep.wav'. The 'Open Item' section has 'Open Item Taxable' set to 2000 and 'Open Item Non Taxable' set to 2001. The 'Other' section has several checkboxes, with 'Print Hamper Ingredients' and 'Allow Supervisor Sales' checked. An 'Ok' button is at the bottom.

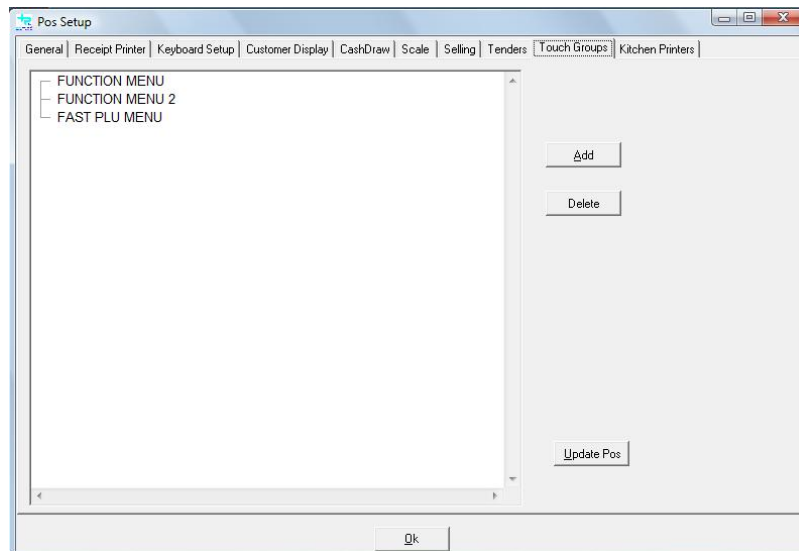
4. **Embedded Barcode** (in-store marking) refers to weight items either prepacked or sold from a printing scale.
5. **Prefix** refers to the first two digits in the embedded barcode.
6. **Plu Number Start** refers to the PLU start point in the embedded barcode, this is always 3 (PLU number starts from the third digit).
7. **Plu Number Length** refers to the number of digits in the PLU, this is typically set to 4, meaning a PLU code used for weight items can be no longer than 4 digits(9999).
8. **Price Offset** or Price Start refers to the start point in the embedded barcode, depending on the length of the PLU code, it is typically set to 8 if the PLU code is set to 4.
9. **Price Length** refer to the number of digits in the price, this is typically set to 5 when using a 4 digit PLU code.
10. You may find that you could have more than one type of embedded barcode used in your store, e.g. one that comes of your butchery scale and another that may come of prepacked frozen chickens purchased from a supplier. If this is the case, you may enter the prefix and other settings for the second embedded barcode in the second set of fields.
11. Note you need to set your weight/scale items as detailed under the Scale/weight Items section in the manual.
12. Note if you are using two different embedded barcode, ensure that the PLU numbers do not conflict, i.e. are not the same.
13. Sounds, point to the path of a .wav file, when selected, the POS will sound the selected file with the item not found message to alert the cashier that the item scanned is not on the system.

14. Open Item, select the PLU number of an open item created. You may choose to create a separate department(e.g. Open Vat and Open Non Vat) first and then create the PLU Open Vat and Open Non Vat and link them to the respective departments. Make a note of the PLU numbers for the two open items and enter them into the field.

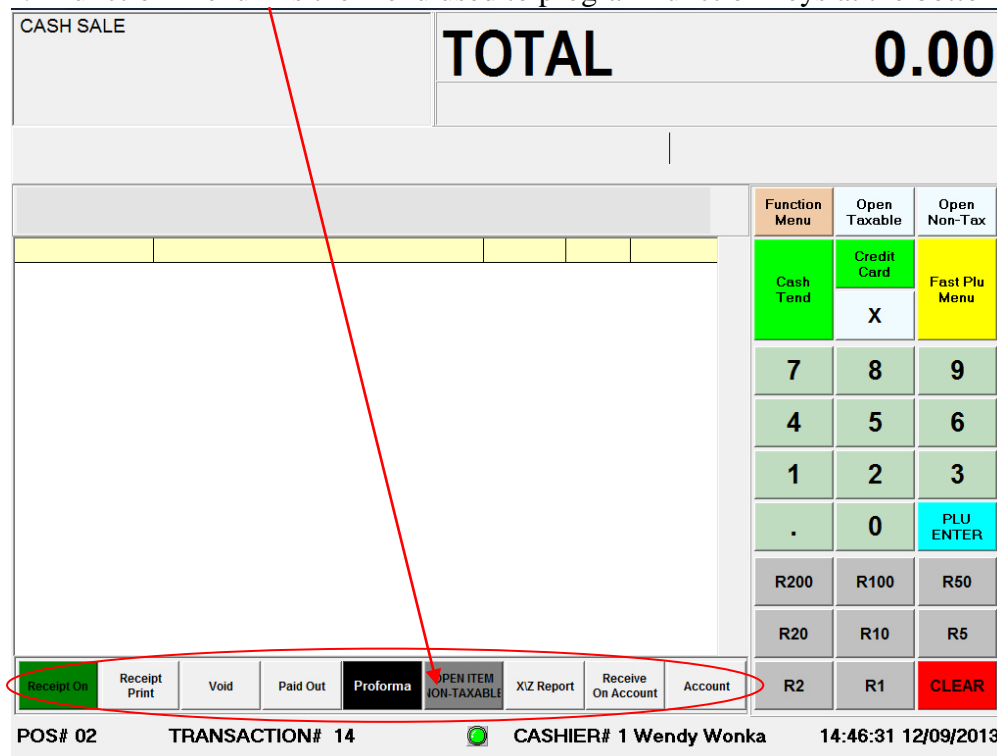
15. Other:

- **Storage Reference Prompt:**
- **Print Hamper Ingredients:**
- **Lay-bye adjust stock on final payment:**
- **Rep Entry Compulsory:**
- **Allow Supervisor Sales:**
- **Show cost on Item Lookup**
- **Account Reference Summary**

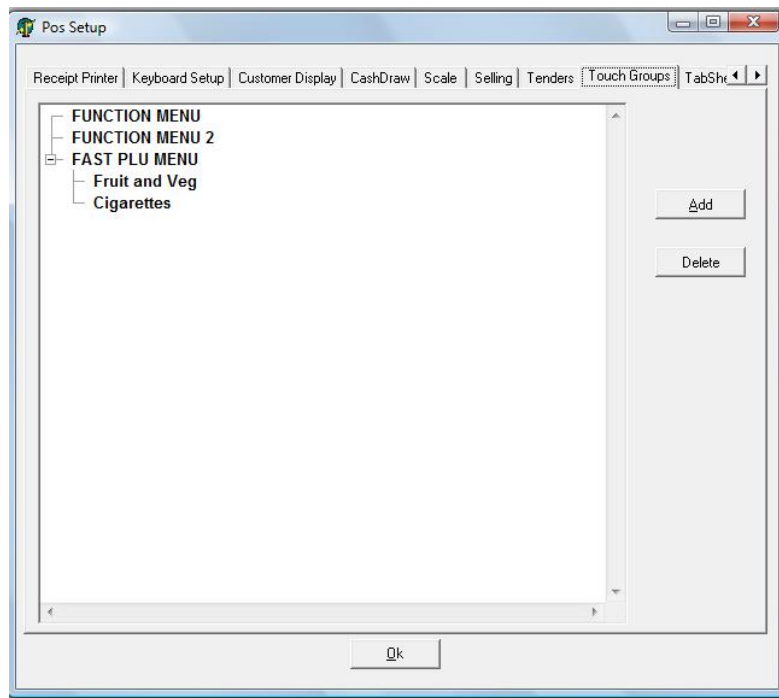
Touch Groups/ Touch Menu



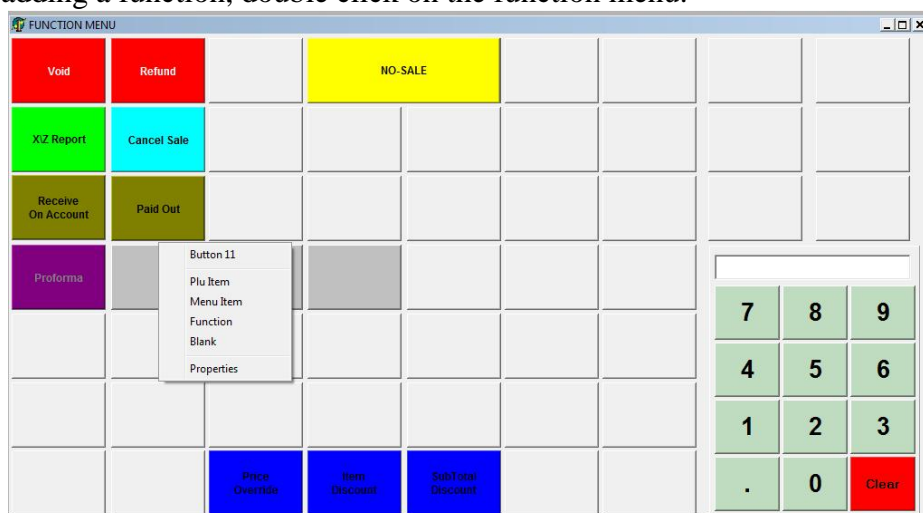
1. Function Menu is the menu used to program all the function keys you would need on the touch screen, e.g tenders, discounts, correction buttons etc. This menu can be access controlled in the Users maintenance page.
2. Function Menu 2 is the menu used to program function keys at the bottom of the POS screen



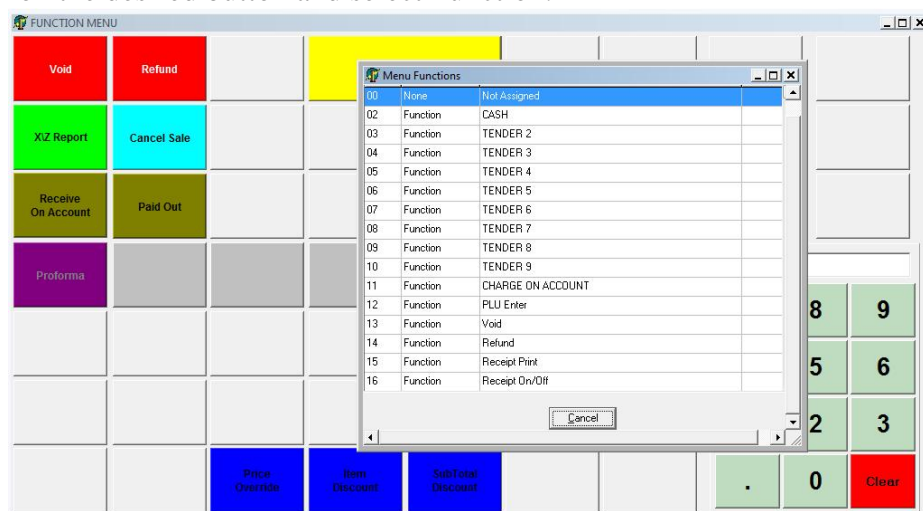
3. Fast PLU Menu is used to link fast selling items and items with no barcodes to the touch menu for quick access. If you have many items to be placed on the Fast PLU menu, it is suggested that you group them together and use the sub-menus
4. To add sub-menus(departments) to the Fast PLU menu, click once on the Fast PLU menu to highlight it, then select Add.



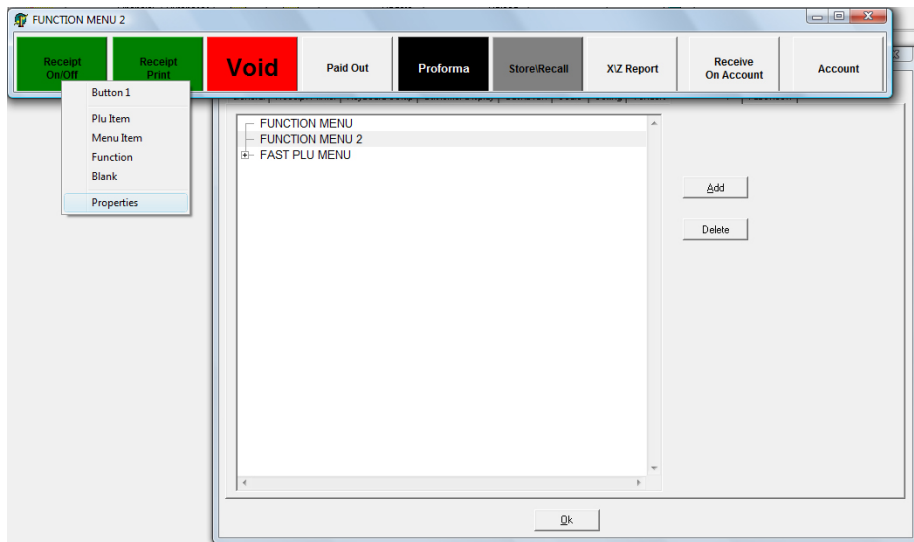
5. Type in the name of the Menu, e.g. Dairy or Fruit and Veg etc.
6. Double click on a menu to view and maintain the menu.
7. If you are adding a function, double click on the function menu.



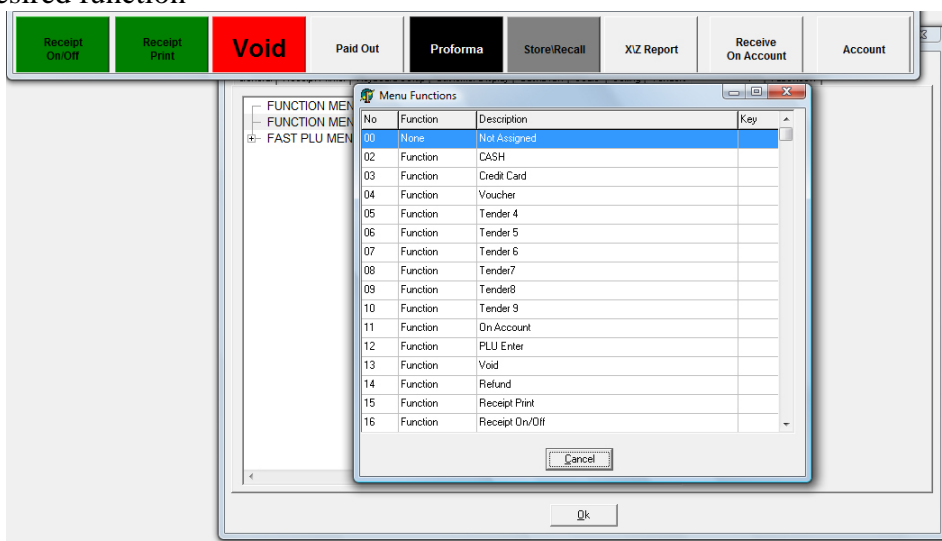
8. Right click on the desired button and select Function.



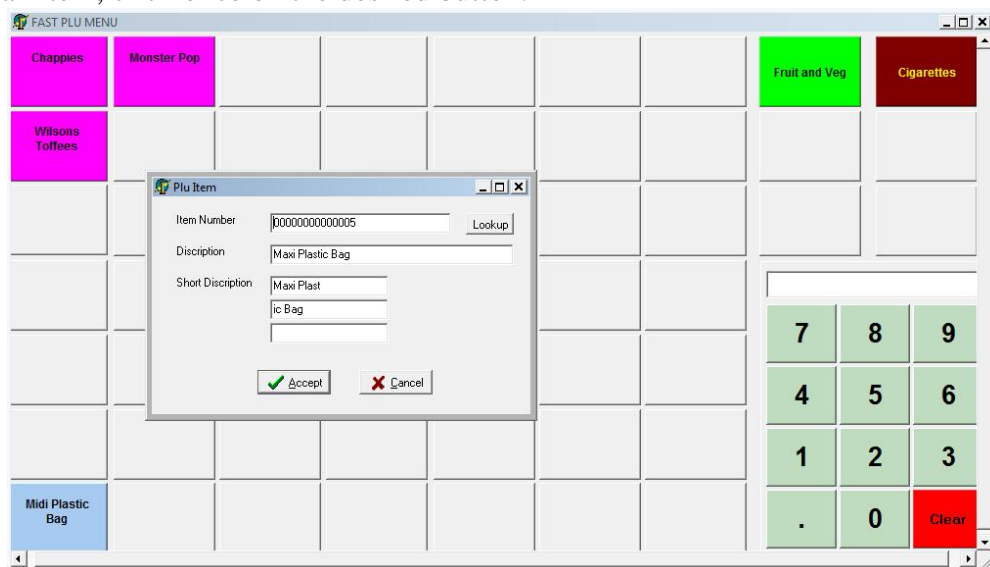
9. Scroll through the list of functions and click on the desired function.
10. If you want to add function buttons to the bottom of the POS menu, select Function Menu 2



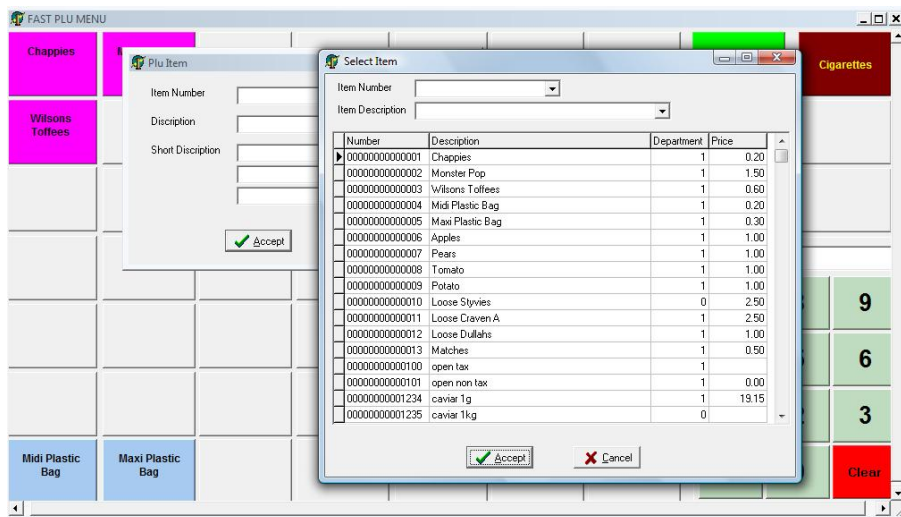
11. Right click on the button you want to program, select Function and scroll through the options and select the desired function



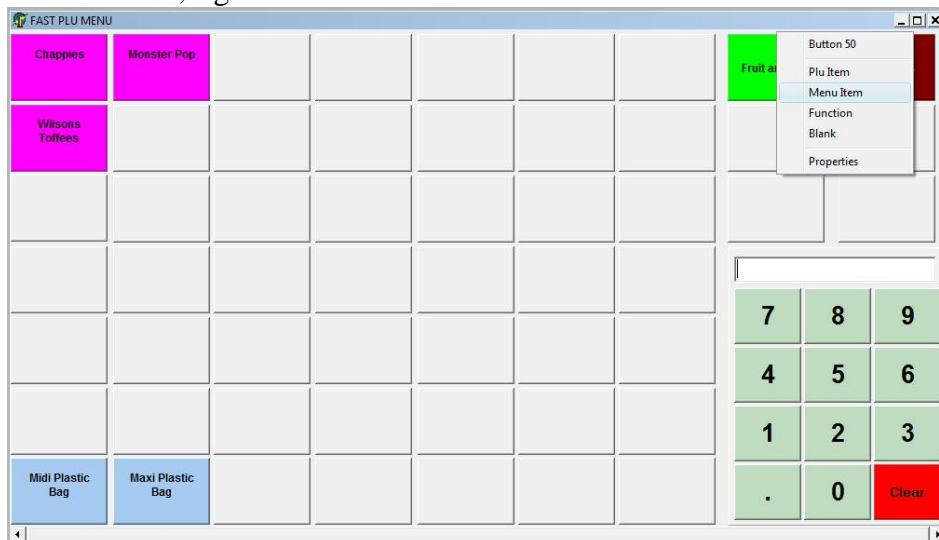
12. If adding an item, click once on the desired button.



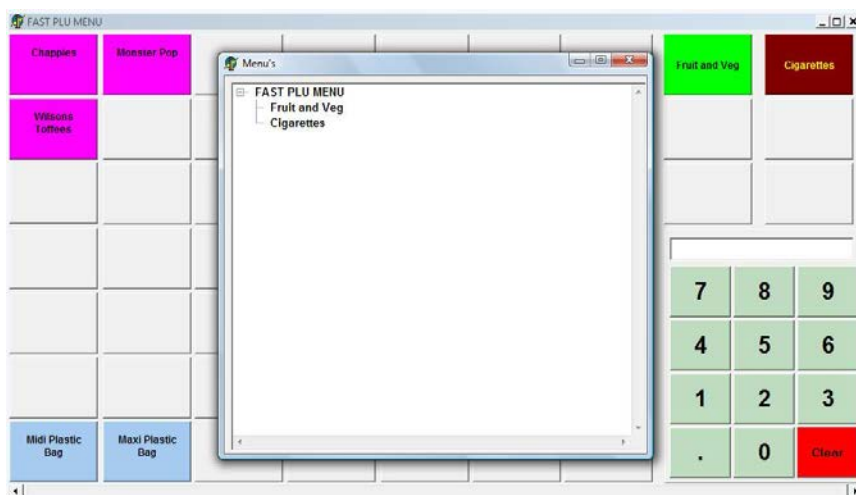
13. Enter the PLU code in the item number field or if you don't know the PLU code, click on the Lookup button



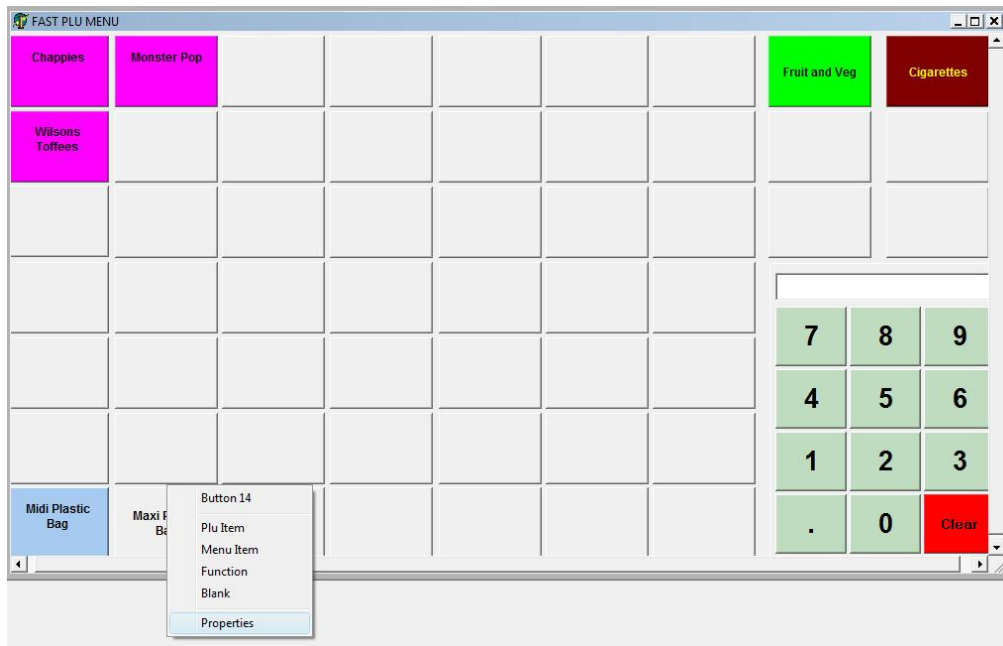
14. You can now either enter the description in the Item Description field to search for the item or use the scroll bar to manually search for the item.
15. Once you have found the item, click on the item so it is highlighted then click on accept.
16. If you have created Fast PLU sub-menus, you should place menu buttons on the Fast PLU menu to be able to access the sub-menus when transacting on the POS.
17. To create menu buttons, right click on the desired button and select menu item.



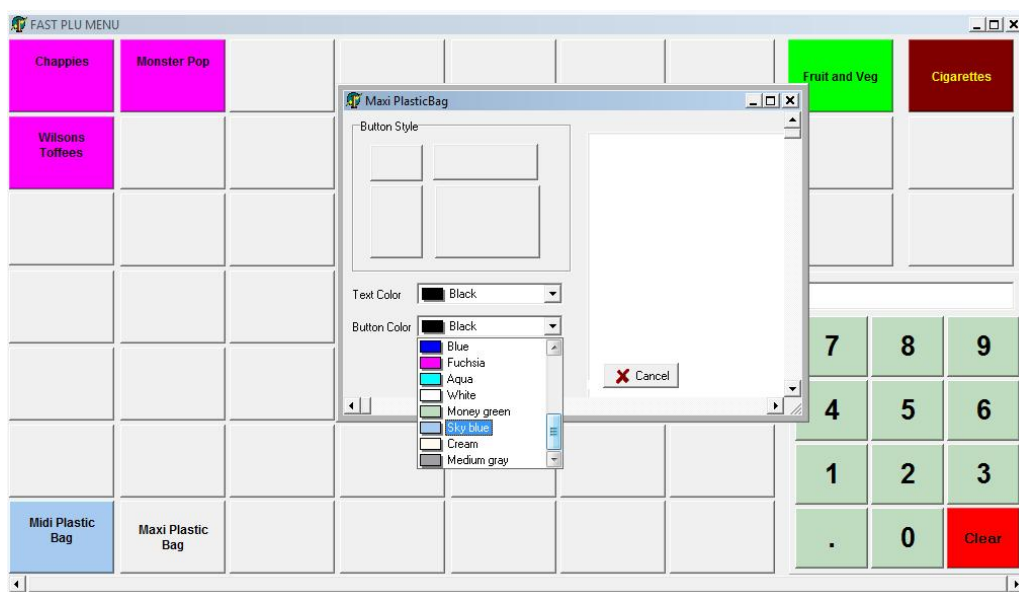
18. Then select the desired sub-menu or the main menu by clicking on the name in the list of created menus.



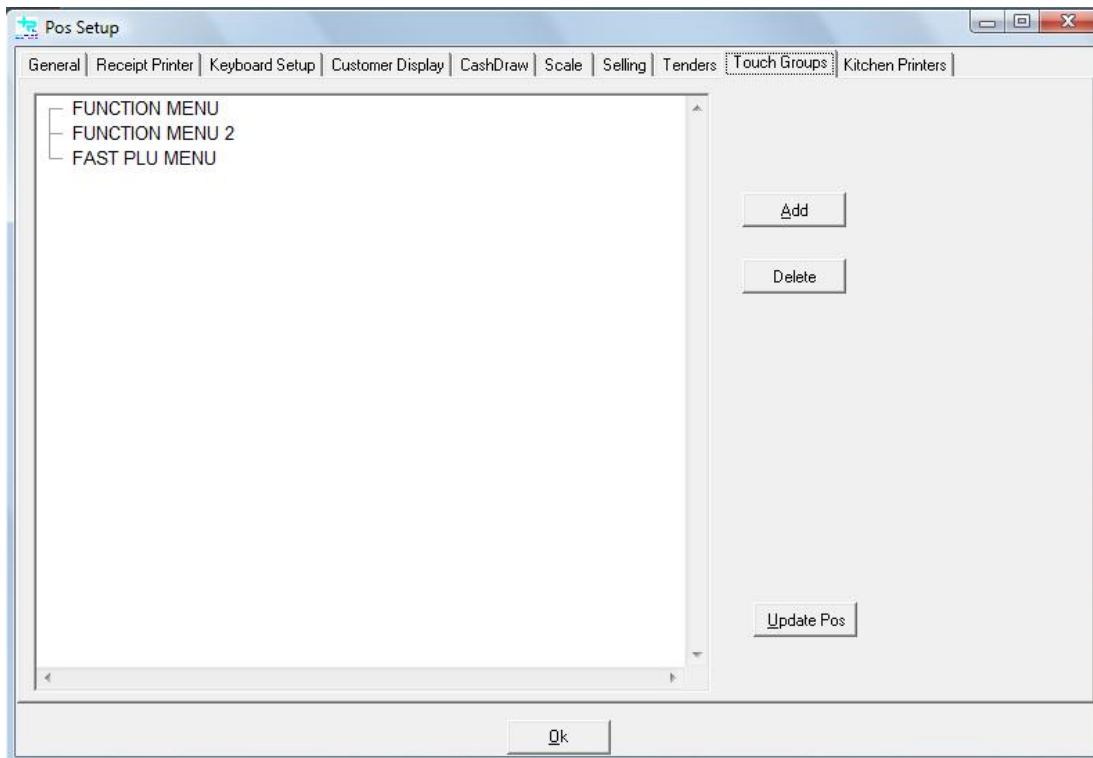
19. You can add colour to a button as well as change the font colour. To do this right click on the button and select properties.



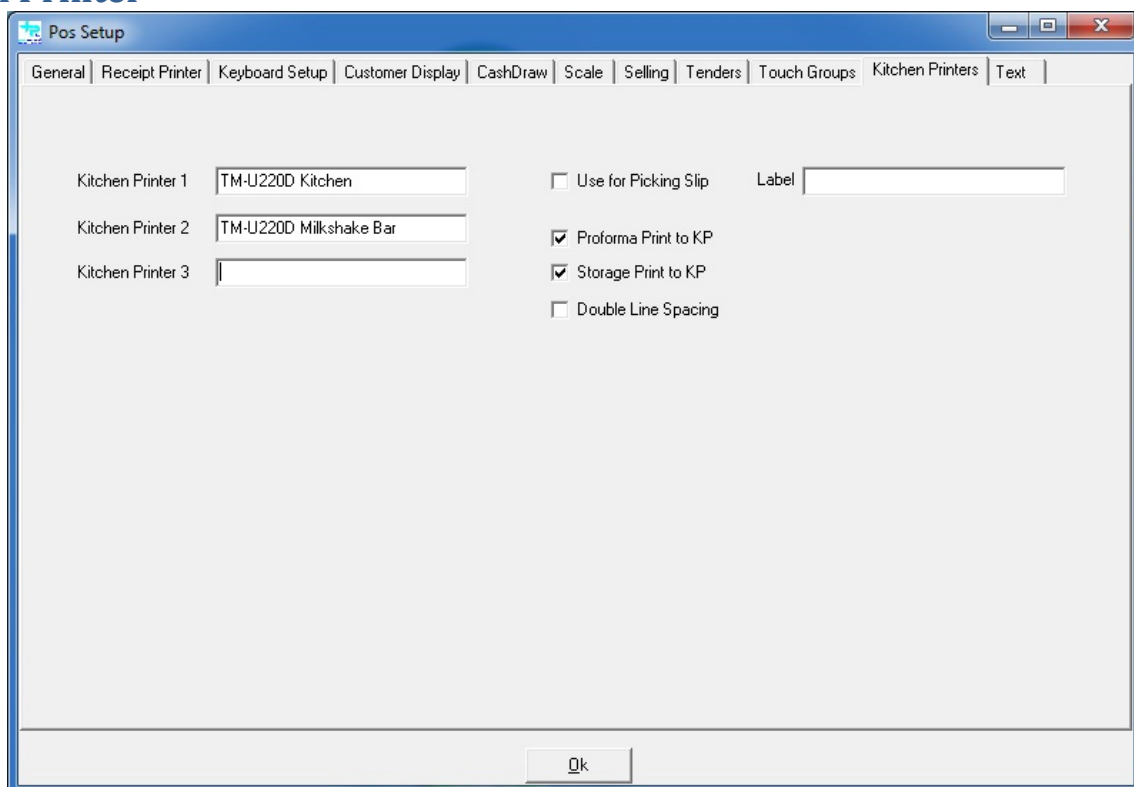
20. Select the text colour and button colour



21. You may also choose a button style; this will change the size of the button. Ensure that there are no other buttons used already in the adjacent sides as the larger button size will overwrite the existing items programmed on those buttons.
22. Once you are done, click on **Accept** and then **Update POS**



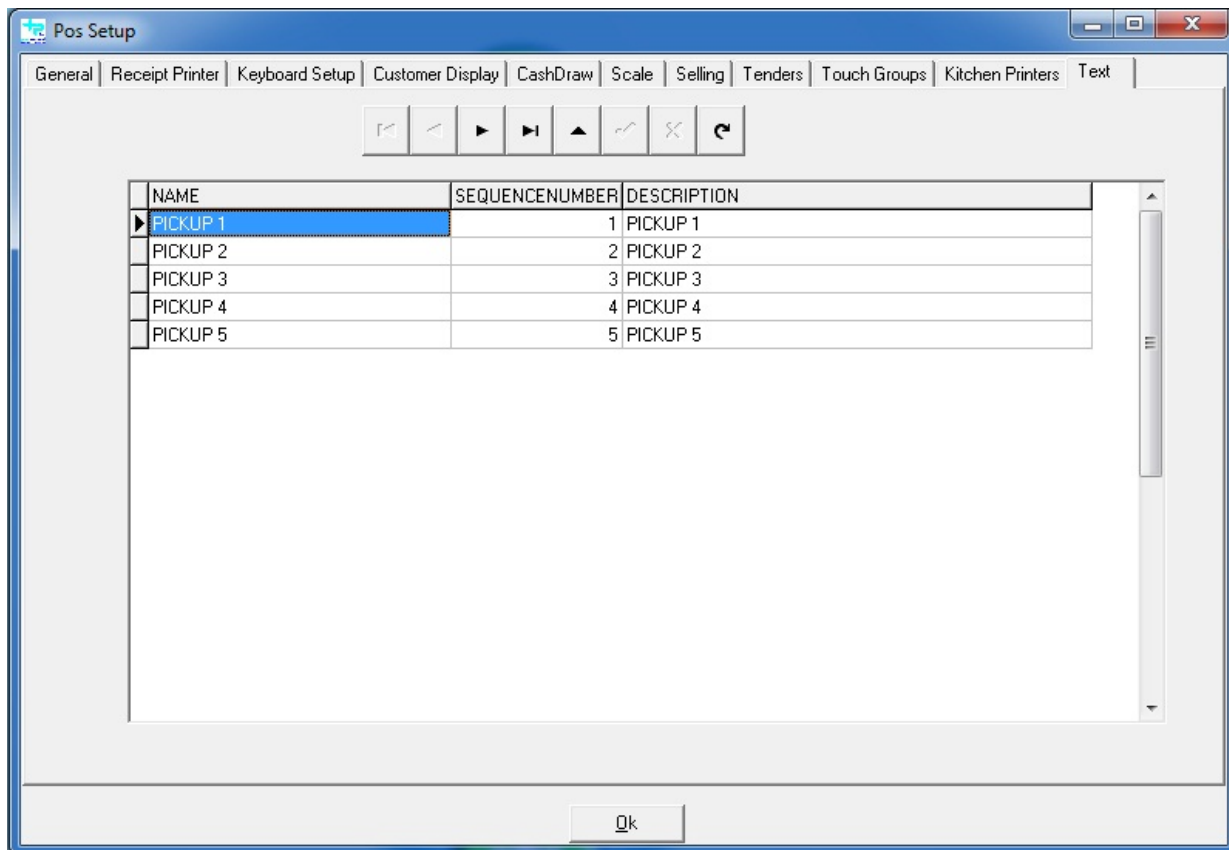
Kitchen Printer



1. Install the windows drivers for the kitchen printers you wish to use.
2. If you are using more than one printer, ensure that you give each printer a unique name which will help identify it, e.g TM-U220D BAR
3. Enter the name of the kitchen printer into the **Kitchen Printer 1, 2, 3** fields.
4. Make a note of which printer you have inserted into each field as you will need to know which printer to select when maintaining items to be printed to the kitchen printers.

5. Use for Picking Slip:
6. Proforma Print on KP:
7. Storage Print on KP:
8. Double line spacing:
9. Label:

Text



NAME	SEQUENCENUMBER	DESCRIPTION
PICKUP 1	1	PICKUP 1
PICKUP 2	2	PICKUP 2
PICKUP 3	3	PICKUP 3
PICKUP 4	4	PICKUP 4
PICKUP 5	5	PICKUP 5

Ok

Name:
Sequence number
Description

POS Users

1. Poswizard is setup with two default users, User1 which is a cashier and supervisor1 which allows you access to all aspects of the software.
2. The default ID and password for cashier1 is ID:1 and password: 1, while supervisor1's defaults are ID:999 and password:999
3. It is recommended that you maintain the Users setup before allowing cashiers access to the POS as the default username and password for the backoffice is also ID: 1 and password: 1
4. To maintain POS Users, click on POS Users on the main screen



5. To add a new user, click on the plus (+).

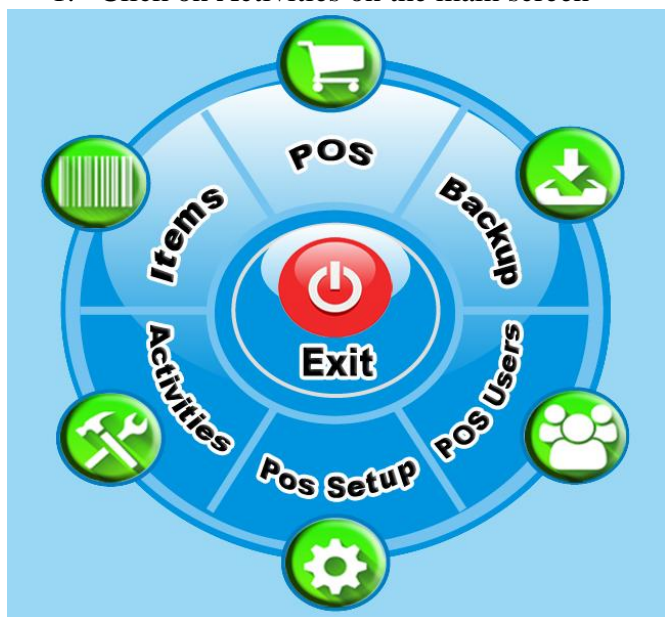
The screenshot shows a window titled "Cashier" with a toolbar at the top containing navigation and action buttons. On the left is a list box with "Supervisor" and "Cashier1". The main area contains form fields for "Number:" (value 1), "Name:" (value Supervisor), "ID:" (value 999), "Swipe ID:" (empty), and "Password:" (value 999). Below these fields is a grid of checkboxes for permissions, including Void, Refund, Override, Item Discount, Subtotal Discount, NoSale, Create Item, Receipt On/Off, Reprint, Account Create, Account Sale, Account Receive, Reports, Sell Below Cost, Item Refund, Show Cost on Item Enquire, Float, Pickup, Storage, Cancel Transact, Payout, Menu, Zero Price, and No Cash Draw. A "Reset Cashier Logon" button is at the bottom left.

6. Enter the name of the user in the Name field.
7. Give the user an ID, you may choose to use a number or the name of the user as their ID.
8. Enter a unique password for the user.
9. Swipe ID: Swipe the supervisor/cashier card for this User in this field if using magnetic strip cards.
10. Select the operations which you wish to allow the user access to by checking the tick boxes, if you uncheck a box, the user will not able to perform that operation,
11. You may edit the existing users by clicking on their name in the window on the left or by using the scroll buttons.
12. Reset Cashier Logon:
13. Once you are done creating or editing a user, click on the tick (✓)

Create Main Department

This is useful for reporting purposes, as you can group like departments together under a main department.

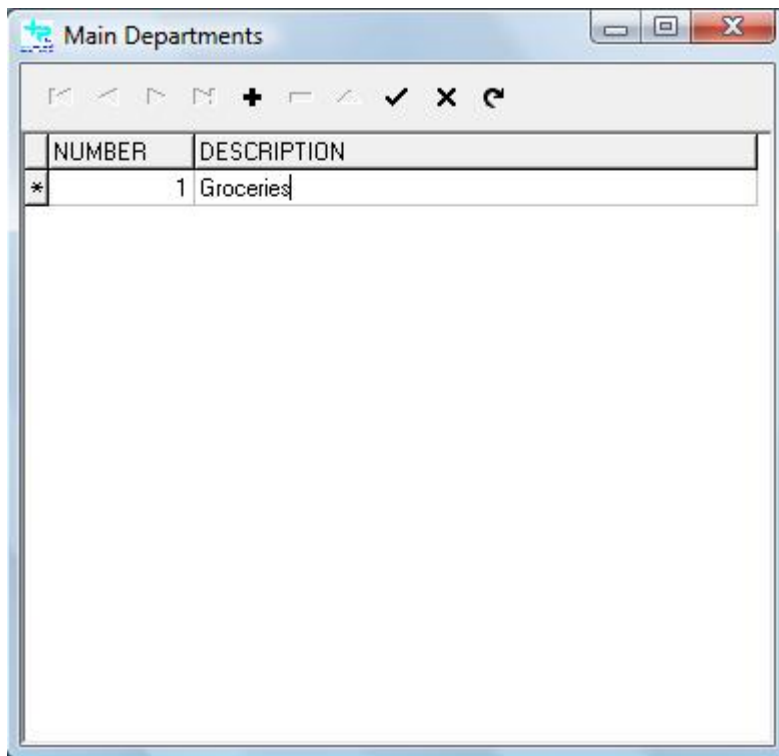
1. Click on Activities on the main screen



2. Click on Create/Maintain



3. Select Main Department Details



4. Click on the PLUS to add a new Main Department.
5. Enter the Number of the main department and then Click on Description and enter the Name of the main department.
6. To save the new main department click on the tick ✓.
7. To cancel a new main department you have just entered, click on the X.
8. To delete a main department, select the main department by either using the dropdown search by description or number list or the next button, then click on the – (minus).

Create Departments

1. Click on **Activities** on the main screen



2. Click on **Maintain/Create**.
3. Select **Department Details** from the drop down menu.



4. Click on the + (PLUS) to insert a new department.
5. Enter the number of the department in the **Number** field. (Always start your numbering from one (1) and never use zero (0) as a department number)
6. Enter the name of the department in the **Description** field.
7. If you are using main departments, select the main department you wish to link this department to by clicking on the down arrow at the end of the **Main Department** field
8. To save the new department click on the tick ✓.
9. To cancel a new department you have just entered, click on the X.
10. To delete a department, select the department by either using the dropdown search by description or number list or the next button, then click on the - (minus).

Create Suppliers

1. Click on **Activities** on the main screen



2. Click on **Maintain/Create**
3. Select **Supplier Details** from the drop down menu.

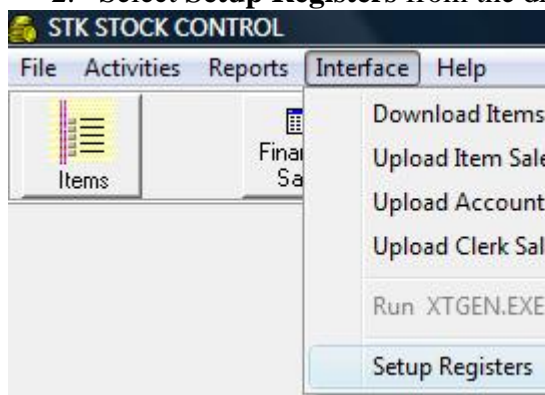


4. Click on the + (PLUS) to insert a new supplier
5. Enter a number in the **Number** field. (Remember to NOT use a zero).
6. Enter the name of the supplier in the **Description** field.
7. Enter the contact details in the relevant fields.
8. To save the new supplier, click on the tick ✓.
9. To edit an existing supplier select the relevant supplier using the drop down search or the next/previous(◀▶) button and click on the triangle (▲) button, when done with your changes click on the tick to save the changes.

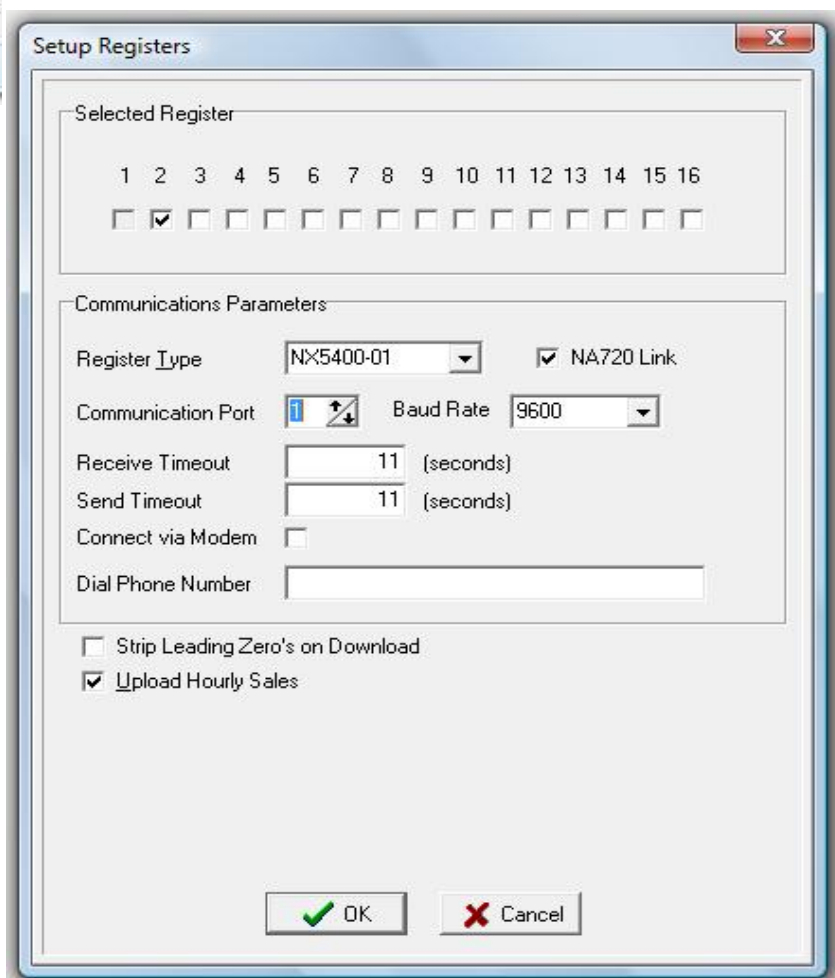
10. To cancel any changes click on the X.
11. To delete a supplier select the supplier and click on the –(minus)

Setup Register Link

1. Click on the **Interface** menu
2. Select **Setup Registers** from the drop down menu

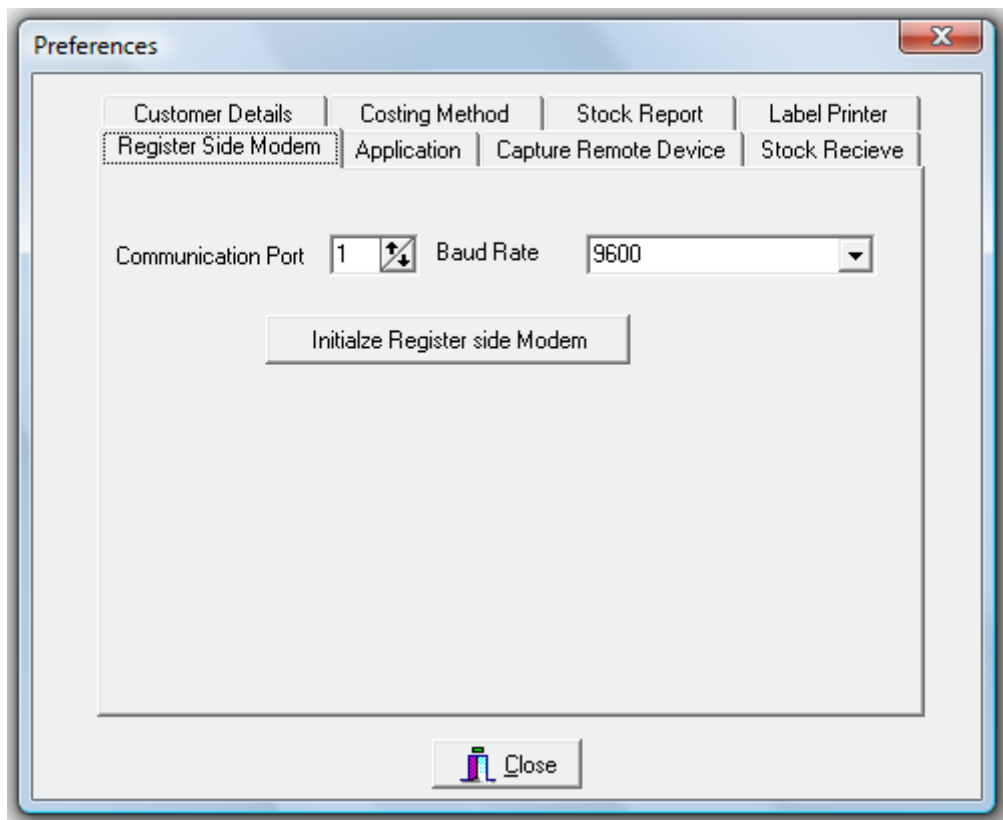


3. Select the **Register Type** of the cash register you are using in the Communication Parameters box viz: NX-5400-1, NX-5400-2, LX5000, PXLXEX05 or XT
4. If you have more than one cash register linked to the PC, tick the **NA720 link** box, note that machine number will be greyed out as the NA720 assumes machine number 1.
5. In **Selected Register**, tick the corresponding register numbers you have linked to the PC. Note that the register numbers will start from 2 if using the NA720 adaptor.
6. Select the number of the **Communication Port** you have plugged your serial cable into on the PC, in the Communication Port field.
7. The Default setting for **Receive timeout** is 60(seconds) – if uploading large PLU files, increase this setting in 30 second increments.
8. The standard **Baud Rate** is usually 9600, ensure that the baud rate on the cash register and in POSWIZARD are the same, otherwise you will receive a communications fault when trying to upload or download.
9. If using a modem, tick the **Connect via Modem** box and enter the phone number that the modem is linked to in Dial Phone Number. [See Setup Modem Link for further details\(Pg14\).](#)
10. **Strip leading Zero's:**
11. If you wish to view the hourly sales report ensure that the **Upload Hourly Sales** box is checked.
12. When done with all changes, click on the **OK** button.



Setup Modem Link

1. If you wish to connect via Modem, you will need to install a modem on the communication port of your pc and program a string on the register modem.
2. Load the windows drivers for the modem connected to the PC.
3. You will then have to program the modem you use the for the register, to do this either flash the modem in POSWIZARD from the preferences menu by clicking on **Initialze Register Side Modem** or from PLM2000, hyperterminal or command prompt by sending the following string:-
MODE COM1:9600,N,8,1
ECHO AT &FO S0=3 B0 E0 Q1 V0 &CO &DO &R1 &K0 &W0>COM1
4. In Setup Register make sure the **Via Modem** box is ticked.
5. Ensure that you have the correct port selected.
6. Enter the number to which you are dialling in Setup Registers e.g.: 0331234567



Create Items

1. Click on Items on the main screen



Or click on the **Items**



button on the toolbar on the main page of POSWIZARD

NOTE: YOU ARE NOT TO USE THE COMMA(,) OR ANY OTHER FOREIGN CHARACTER WHEN CREATING ITEMS. USE OF CERTAIN CHARACTERS, ESPECIALLY THE COMMA WILL RESULT IN DATA COMMUNICATIONS ERRORS WHEN DOWNLOADING OR UPLOADING FROM THE CASH REGISTER

2. Click on **New Item**

Item Details

Search

Number Description

Copy Paste

Item Details Additional

Item Number: 06001240540466 EAN13

Description: LIQUI BERRY BLAZE 340ML

Supplier Code: 06001240540466

Department: 200 Cooldrinks Tax Code: Standard Rate Loc: <None>

Supplier: 2 ABI

Unit Description

Cost Price	Exclusive	Inclusive
Standard Cost	3.50	3.99
Last Cost	3.50	3.99
Average Cost	3.50	3.99

Selling Price	Price 1	Price 2	Price 3
Markup %	87.97	75.19	-100.00
Exclusive	6.58	6.13	0.00
Inclusive	7.50	6.99	0.00
Gross Profit %	46.80	42.92	0.00
Price Break			

Re-order Level: 5

Reorder Quantity: 10

Cascade Number: ...

Cascade Quantity: 0

Cascade Units:

Current Stock: 28.000

Last Sold: Date: 29/06/2015 15:37:00

Qty: Value: 2.00 15.00

Item Breakdown: ☐ Weight Item: ☐

Non Register Item: ☐ Non Stock Item: ☐

Print Label

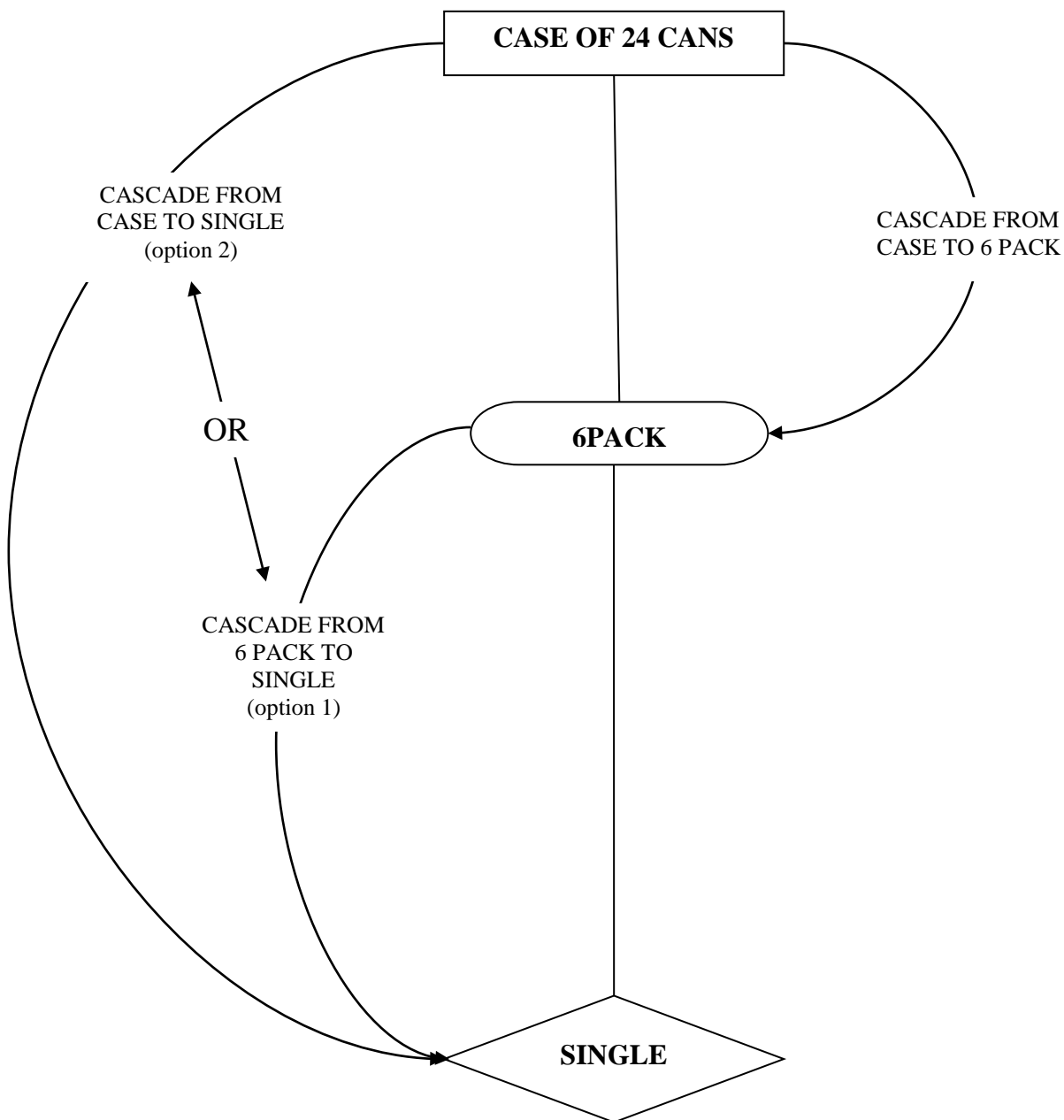
3. Enter a PLU number or scan the items barcode. **Note that no two items can have the same stock number, once you have entered the number click on the OK button.**
4. Enter the name of the item in the **Description** field, note that only the first 12-24 characters of the name will appear on the cash register. Also when typing in descriptions, try to use a uniform naming system, as this will help when searching for items later on. Press the Tab button to move to the next field on click on to the department drop down. The second line of the description field can be used to add a further description for reference purposes.
5. If the item has a separate supplier code to the item/barcode you may enter it into the **Supplier Code** field, this is useful for placing orders.
6. Select the **Department** by either clicking on the down arrow of the dropdown list & scrolling to the relevant department, by entering the number of the department or by typing the name of the department in the department description drop down box. Press tab or click on the Supplier field.
7. Select the **Supplier**, this is done in the same fashion as the department.
8. Select the appropriate Tax Code, **S** being 14% VAT and **Z** being NonVat. (**Set tax rate 1 on the cash register to 14.000 and tax rate 2 to 0.000, refer to On [how to set the tax rate on the cash register.](#))
9. Enter the **Location**(bin) number, this number is used to locate an item on a shelf etc. (Helpful for stock taking).
10. Enter the unit of issue in the **Unit** field. (Note that this only a reference. Useful for reporting)
11. Enter the standard cost price of the item into the **Standard Cost** field, you may enter either the exclusive or inclusive amount, POSWIZARD will fill in the remaining field for you.
12. **Re-Order Level** is the minimum quantity the item can reach before it needs to be re-ordered.
13. **Re-Order Quantity** is the quantity of the item to be ordered once it has reached the re-order level.
14. **Cascade Number** (used for pre-packs, case lots, e.g. 24 to single) refers to bulk item stock code number.
15. **Cascade Quantity** refers to the pre-pack stock to be taken out of the bulk item.
16. **Cascade Unit** refers to the number of singles/units on this stock item. For further details on how to do cascading refer to [Cascading made simple](#)
17. Enter the normal selling price of the item in **Selling Price 1** or you can enter a percentage markup of the item in the % Markup field, the program will automatically work out the selling price for you. Happy hour/ House special/ Discount prices can be entered into the Selling Price 2.
18. **Promotion Price**, enter your promotion price into this field. This price overrides selling price 1 when you download Promotion Prices to the cash register. To revert back to selling price 1, use the Reset Promotion Price option found in the Interface menu.
19. **Price Break**, enter a quantity which when reached, the item will be sold at that price level, e.g. each sold at R10.00, 3 and above sold at R9.00 each and 10 and above sold at R8.00 etc.
20. **Item Breakdown**, tick this box to link ingredients to this item. [See Item Breakdown for further details.](#)
21. **Weight Item**, tick this box if the item is being sold by weight, e.g per kg or per litre. Enter the price per kg or litre in the selling price field. This function is useful for cash registers that do not support weight embedded barcodes. POSWIZARD calculates the unit sold by dividing the sales amount by the selling price per kg/l. [See Scale/Weight Items for further details.](#)
22. **Non Register Item**, tick this box if the item is an ingredient which will never be sold and is therefore not sent to the cash register. E.g. 50ml oil for frying.
23. **Non Stock Item**, tick this box for items you create in store which are never purchased, e.g. Toasted chicken and mayo sandwich. Stock will not move on this item but on the ingredients linked to this item.
24. Click on **Copy** if you are creating like items, e.g variants of Simba chips 120g
25. Click on the tick to save the details of your new item.

26. To **edit** an item, select the item by either using the Next and Prior record buttons (◀▶) or by using the drop down search list(▼), you can either search by number or description.
27. Once you have selected the item, click on the Edit triangle (▲).
28. Make the necessary changes to the item.
29. Once done click on the tick ✓ to save your changes. **N.B: If you do not click on the tick before going to new item or closing the item screen, the item may not be saved.**
30. If you clicked on **Copy** on the previous item, after entering in the new item number, click on **Paste** to enter the details of the previous item and then simply edit the relevant details.
31. To **delete** an item, select the item, then click on the –(minus).
32. If an item needs to have a negative price, e.g. cool drink bottle and crate deposit, you must NOT enter a minus into the price field. To create a negative item click on the Additional tab and tick the **PLU is negative** box.

The screenshot shows the 'Item Details' window with the 'Additional' tab selected. The 'PLU Functions' section is expanded, showing various checkboxes for item configuration. The 'PLU is negative' checkbox is highlighted with a red circle. Other checkboxes include 'PLU not printed', 'Scale Item', 'KP 1', 'Scale Confirm Barcode', 'Scale-Manual Tare Weight', 'KP 2', 'Track Item', 'Scale-Decimal Number Entry', 'KP 3', 'Zero unit price permitted', 'Manager input required', 'Capture Serial Number', 'Open Price Item', 'Hamper Item', 'Item To Item Transfer', 'Transfer To Item', 'Transfer Units', 'Non Receive Item', 'Barcode Number Size', 'ESL Tag Number', 'Promotion Flash', 'Shelf Life', 'Stock Production Processing', 'Production Item', 'Conversion Rate', 'Auto Transfer To', 'Airtime Item', and 'Code'.

33. Should you have an item which you do not charge for but want to still track the stock of, e.g. serviettes or straws, tick the **Zero unit price permitted** box.
34. **Open Price Item**, tick this box for items that have no set selling price, e.g. departments or weight items.
35. If an item is to be sold on a scale linked to the cash register, select **Open Price Item, Scale Item AND Scale Manual Tare Weight**
36. **Manager input required**, select this option if this item should not be allowed to be sold unless authorised by a manager.
37. **Condiment Item**, select this option for condiments, eg, sauces and extras, the item will be indented to the right when it prints on the kitchen receipt to tell staff that it is a condiment.
38. **KP 1-3**, if the item is to be printed to a kitchen printer, select the number of the kitchen printer you want the item to print to.
39. **Item to Item Transfer**

- 40. **Transfer to Item**
- 41. **Transfer Units**
- 42. **Non Receive Item**
- 43. **Barcode Number size**
- 44. **Shelf Life**, enter the shelf life of the item here, this will aid to print a sell by date on scale labels.
- 45. **ESL Tag Number**, enter the unique ESL ID number here to which you want this item details to be sent to
- 46. **Stock Production Processing**
 - Production Item
 - Conversion Rate
 - Auto Transfer to
- 47. Airtime Item
- 48. Code



Item Details

00000000001111

Number Description

Item Details Additional

Number 00000000001111 EAN13 Description Coke 330ml Cans Case

Department 6 Cooldrinks Tax Code S Location

Supplier 2 ABI Unit Case Cans

Cost Price	Exclusive	Inclusive
Standard Cost	105.26	120.00
Last Cost	105.26	120.00
Average Cost	105.26	120.00

Selling Price	Price 1	Price 2	Promotion Price
Markup %	40%		
Exclusive	147.37	0.00	0.00
Inclusive	168.00		
Gross Profit %	29%	%	%

Re-order Level 5

Reorder Quantity 5

Cascade Number

Cascade Quantity

Cascade Units 24

Current Stock 10

Last Sold

Date

Qty : Value

Item Breakdown ☐ Weight Item ☐

Non Register Item ☐ Non Stock tem ☒

Print Label

1. First create the bulk/case item as shown in the example above.
2. Enter all the relevant information for the item, link it to the correct department, etc as you normally would.
3. In **Cascade Units** enter the amount of singles there are in the bulk/case item, e.g. there are **24** cans of cool drink in a case. ***This is important for correct stock sales and reporting. If you do not enter any value in this field your items will not cascade correctly.***
4. Note you do NOT enter any values in Cascade number and Cascade Quantity for the bulk/case item.
5. Make a note of the item number for the bulk/case item.

Item Details

00000000001112 Number Description

Item Details Additional

Number 00000000001112 EAN13 Description Coke 330ml Cans 6pack

Department 6 Cooldrinks Tax Code 5 Location

Supplier 2 ABI Unit 6pack cans

Cost Price	Exclusive	Inclusive
Standard Cost	26.32	30.00
Last Cost	26.32	30.00
Average Cost	26.32	30.00

Selling Price	Price 1	Price 2	Promotion Price
Markup %	40%		
Exclusive	36.84	0.00	0.00
Inclusive	42.00		
Gross Profit %	29%	%	%

Re-order Level

Reorder Quantity

Cascade Number 00000000001111

Cascade Quantity 4

Cascade Units 6

Current Stock

Last Sold

Date

Qty : Value

Item Breakdown ☐ Weight Item ☐

Non Register Item ☐ Non Stock tem ☒

Print Label

1. Create the smaller packed item, e.g. a 6 pack of coke.
2. In **Cascade Number** enter the item number of the bulk/case item, in this example the Cascade number is 1111, which is the item number of the Coke 330ml case.
3. In **Cascade Quantity** enter the number of packs you will get out of the bulk/case item (Divide the units in the bulk/case item by the pack, e.g.: **24CANS IN A CASE / 6CANS IN A SIX PACK = 4**).
4. In **Cascade Units** enter the number of units in the pack, e.g. there are **6** cans in a six pack.

Option 1

Item Details

Item Number: 00544900000870 | Description: Coke 330ml Can

Department: 6 - Cooldrinks | Tax Code: S | Location: | Unit: Single Can

Supplier: 2 - ABI

Cost Price		Selling Price			
	Exclusive	Inclusive	Price 1	Price 2	Promotion Price
Standard Cost	4.39	5.00	40%		
Last Cost	4.39	5.00	Exclusive	6.14	0.00
Average Cost	4.39	5.00	Inclusive	7.00	
			Gross Profit %	29%	%

Re-order Level: | Reorder Quantity: |

Cascade Number: 0000000001112 | Cascade Quantity: 6 | Cascade Units: 1

Current Stock: | Last Sold: | Date: | Qty : Value: |

Item Breakdown: ☐ | Weight Item: ☐ | Non Register Item: ☐ | Non Stock tem: ☐ | **Print Label**

1. Create the single item.
2. In **Cascade Number** enter the item number of the packed item, in this example the Cascade Number is 1112, which is the item number of Coke 330ml 6pack.
3. In **Cascade Quantity** enter the number of units/packs you will get out of the packed item (divide the units in the pack item by the single, e.g.: **6 CANS IN A 6PACK / 1 CAN IN A SINGLE = 6**)
4. In **Cascades Units** enter the number of units in the pack, e.g. **1** can makes up a single.

OR

Option 2

Item Details

00544900000870 Number Description

Item Details Additional

Number 00544900000870 EAN13 Description Coke 330ml Can

Department 6 Cooldrinks Tax Code S Location

Supplier 2 ABI Unit Single Can

Cost Price

	Exclusive	Inclusive
Standard Cost	4.39	5.00
Last Cost	4.39	5.00
Average Cost	4.39	5.00

Selling Price

	Price 1	Price 2	Promotion Price
Markup %	40%		
Exclusive	6.14	0.00	0.00
Inclusive	7.00		
Gross Profit %	29%	%	%

Re-order Level

Reorder Quantity

Cascade Number 00000000001111

Cascade Quantity 24

Cascade Units 1

Current Stock

Last Sold

Date

Qty : Value

Item Breakdown ☐ Weight Item ☐

Non Register Item ☐ Non Stock tem ☐

Print Label

1. Create the single item.
2. In **Cascade Number** enter the item number of the bulk/case item, in this example the Cascade Number is 1111, which is the item number of Coke 330ml case.
3. In **Cascade Quantity** enter the number of units/packs you will get out of the packed item (divide the units in the pack item by the single, e.g.: **24 CANS IN A CASE / 1 CAN IN A SINGLE = 24**)
4. In **Cascades Units** enter the number of units in the pack, e.g. **1** can makes up a single.

NOTE THAT YOU WILL ONLY RECEIVE STOCK ON THE BULK/CASE ITEM.

DO NOT ENTER THE NUMBER OF AN ITEM INTO IT'S OWN CASCADE NUMBER FIELD.

Item Breakdown

1. **Item breakdown** is used to track the stock on prepared goods. i.e. A hamburger, consists of a bun, patty, lettuce, onion, tomato etc.
2. The ingredients must all be correctly checked as either an **Item Breakdown**, **Non Register Item** or **Non Stock Item**. (See Pg ?? for explanation.)
3. On the prepared/finished product, tick the **Item Breakdown** box. An **Item Breakdown** tab will appear next to the **Additional** tab.
4. To add the ingredients to your finished product, click on the **Item Breakdown** tab.

Item Details

Number: 0000000000100 EAN13 Description: Cheese & Tomato Health Roll

Department: 10 Sandwiches & Rolls Tax Code: S Location: Unit: Single

Supplier: 3 In Store

	Exclusive	Inclusive
Standard Cost	6.67	7.60
Last Cost	6.67	7.60
Average Cost	1.84	2.10

	Price 1	Price 2	Promotion Price
Markup %	143.42%	-100%	-100%
Exclusive	16.23	0.00	0.00
Inclusive	18.50		
Gross Profit %	59%	%	%

Re-order Level: Current Stock: 0 Last Sold: Date: Qty: Value:

Cascade Number: Cascade Quantity: Cascade Units:

Item Breakdown ☒ Weight Item ☐
 Non Register Item ☐ Non Stock item ☒

Print Label

(Select **Non Stock Item** so that the finished product does not go into minus when sold.)

Item Details

Number: 0000000000100 Description: Cheese & Tomato Health Roll

Item Number	Description	Quantity	Unit	Cost
00000000000098	Wholewheat roll	1	Single	1.84
00000000000096	Butter	1	Spread	0.35
00000000000097	Cheese slice	2	Slice	1.93
00000000000099	Tomato Slice	2	Slice	2.11
00000000000095	Lettuce	1	Single	0.44

Standard Cost: Exclusive 6.67 Inclusive 7.60

Print Label

5. Click on **Add Ingredient Item**

6. Select the ingredient item, either by number or description.
7. In **Quantity** enter the amount of the item to be used.
8. Click on **OK**.

Item Details

00000000000100

Number Description

Item Details | Additional | Item Breakdown

Item Number	Description	Quantity	Unit	Cost
00000000000098	Wholewheat roll	1	Single	1.84
00000000000096	Butter	1	Spread	10.53
00000000000097	Cheese slice	1	Single	1.84
00000000000099	Tomato Slice	1	Single	1.84
00000000000095	Lettuce	1	Single	1.84

Add Ingredient Item

Remove Ingredient Item

Item Number: 00000000000095
Item Description: Lettuce
Quantity: 1

OK Cancel

Exclusive Inclusive
Standard Cost 6.23 7.10

Print Label

9. Continue doing this for each item.
10. Note that the costing of the finished product is worked out for you by the program.
11. Once you have added all your ingredients, you may then maintain your selling price in accordance to the calculated cost price.
12. Once this is done, every time the finished product is sold, the corresponding quantity of each ingredient will be subtracted from stock.
13. Note that you will not receive stock on the finished product but on the individual ingredients themselves.

14. Should you wish to remove an ingredient from the **Item Breakdown**, highlight the item you want removed.
15. Click on the **Remove Ingredient Item** button.
16. A confirmation screen will pop up, click on **Yes**, the item will then be removed from the Item Breakdown list.

Item Details

Cheese & Tomato Health Roll

Number Description

Item Details | Additional | Item Breakdown

Item Number	Description	Quantity	Unit	Cost
00000000000098	Wholewheat roll	1	Single	1.84
00000000000096	Butter	1	Spread	10.53
00000000000097	Cheese slice	1	Single	1.84
00000000000099	Tomato Slice	1	Single	1.84
00000000000095	Lettuce	1	Single	1.84

Add Ingredient Item

Remove Ingredient Item

Confirm

Confirm deletion of Item: 00000000000095 Lettuce
Quantity: 1

Yes No Cancel

Exclusive Inclusive
Standard Cost 16.85 19.20

Print Label

N.B.: IF POSSIBLE ALWAYS LINK ITEMS THAT GO INTO MINUS TO THE LAST DEPARTMENT, SO WHEN LOOKING AT STOCK VALUATION REPORTS YOU CAN EXCLUDE THAT DEPARTMENT

Global Price updates

1. If you need to update the price of a group of items or your entire stock file by a Rand value or markup percentage, you may do so using the Price Update feature.
2. Click on Activities on the main screen



3. Select Items



4. Select Item Price Update

Price Updates

Base Price

☒ Update Price 1 Price1 By fixed Amount By Percent 1.00

☐ Update Price 2 Price2 By fixed Amount By Percent

☐ Update Price 3 Price3 By fixed Amount By Percent

Value

☒ By fixed Amount ☐ By Percent

Items

Start Number End Number

☒ Containing ☐ Beginning with

Department

Start Number End Number

Supplier

Start Number End Number

NUMBER	DESCRIPTION	DEPAR	SUPPL	PRICE	PRICE2	PRICE3
1544900009746	COKE 1.25L	4	0	3.00	0.09	0.36
15002703062501	COKE STRAWS	4	123	6.90	0.06	0.26
1000054491472	COKE 500ml	4	0	8.90	0.08	0.34
15449000054227	1L COKE NON-RETURN	1	0	11.90	0.12	0.46
15000112508468	COKE STRAWS	1	0	6.95	0.07	0.29
15449000050223	2LT COKE LIGHT	0	0	16.95	0.17	0.69
15449000131843	2LT COKE ZERO	0	0	16.95	0.17	0.69
15449000050205	330ML COKE LIGHT	0	0	6.50	0.06	0.26

5. You can select a range of items by PLU number by entering the Start number and the End number or by description using the Containing and Beginning with fields or you can select all the items in a department or range thereof or choose to update the prices for all the items from a selected supplier. To update the prices of every item in your stockfile leave the Item, Department and Supplier fields blank.
6. Select the prices you wish to update, e.g. If you wish to update selling price 2, select Update Price 2.
7. Choose the Base Price from which you wish to update the prices, this is the price which will be used to calculate the update. E.g. if you use selling price 2 of an item for happy hour and want the items to all be R2.00 less than selling price 1. Then select Price1 as your Base price with a fixed amount (Rand value) of -2.00
8. You can update the selected prices by either a fixed amount or by a percentage, select the relevant option.
9. Enter the value by which you wish to update the items. E.g. select By Percent and enter 10 in Value to increase the price by 10% or select by fixed amount and enter -1.50 to decrease the price by R1.50
10. After you have entered all the relevant criteria, click on Select.
11. A list of the items you have chosen will be displayed in the pane on the right.
12. You may deselect any items you do not wish to change prices for by unticking them.
13. Once you are complete, click on the Accept button to update the prices.

Scale/Weight Items

1. Create a department for the main cut item, e.g. BEEF FORE QUARTER.
2. Create the main cut item, e.g. BEEF FORE QUARTER.

The screenshot shows the 'Item Details' window for a new item. The 'Number' field is '0000000001100' and the 'Description' is 'BEEF FORE QUARTER'. The 'Department' is '99 BEEF FORE QUARTER', 'Tax Code' is 'S', and 'Unit' is 'KG'. The 'Supplier' is '1 AB ABATTOIR'. The 'Cost Price' section shows 'Standard Cost', 'Last Cost', and 'Average Cost' all at '100.00' (Exclusive) and '114.00' (Inclusive). The 'Selling Price' section shows 'Markup %' at '31.58%', 'Price 1' at '131.58', 'Price 2' at '0.00', and 'Promotion Price' at '0.00'. The 'Gross Profit %' is '24%'. The 'Current Stock' is empty. The 'Last Sold' date is empty. The 'Re-order Level' is empty. The 'Reorder Quantity' is empty. The 'Cascade Number' is empty. The 'Cascade Quantity' is empty. The 'Cascade Units' is empty. The 'Item Breakdown' checkbox is unchecked. The 'Weight Item' checkbox is checked. The 'Non Register Item' checkbox is unchecked. The 'Non Stock item' checkbox is unchecked. The 'Print Label' button is visible.

3. Enter the name, link to the department you created for this item. (This is to enable you to get an average GP% across all the cuts in the fore/hind quarter etc.)
4. In Units enter KG. (This is just a reference)
5. Enter the cost price per kilogram in Standard Cost price
6. Select Weight Item at the bottom of the screen
7. Click on Additional and select Open Price Item. (This allows you to sell fractions of the item.)
8. Save the main item.
9. You may now start creating each of the cuts which the main cut item consists of.
10. Click on New Item.
11. Enter the PLU code ONLY for the cut and not the entire price embedded barcode.

The screenshot shows the 'Item Details' window for a new item. The 'Number' field is '0000000001101' and the 'Description' is 'STEWING BEEF'. The 'Department' is '99 BEEF FORE QUARTER', 'Tax Code' is 'S', and 'Unit' is 'KG'. The 'Supplier' is '1 AB ABATTOIR'. The 'Cost Price' section shows 'Standard Cost', 'Last Cost', and 'Average Cost' all at '100.00' (Exclusive) and '114.00' (Inclusive). The 'Selling Price' section shows 'Markup %' at '-29.82%', 'Price 1' at '70.18', 'Price 2' at '0.00', and 'Promotion Price' at '0.00'. The 'Gross Profit %' is '-42%'. The 'Current Stock' is empty. The 'Last Sold' date is empty. The 'Re-order Level' is empty. The 'Reorder Quantity' is empty. The 'Cascade Number' is empty. The 'Cascade Quantity' is empty. The 'Cascade Units' is empty. The 'Item Breakdown' checkbox is checked. The 'Weight Item' checkbox is checked. The 'Non Register Item' checkbox is unchecked. The 'Non Stock item' checkbox is checked. The 'Print Label' button is visible.

12. Enter the details of the cut as per normal, link to the main cut department.

13. Do not enter a cost price for the cut, this will be entered automatically by the system.
14. Select Item Breakdown.(This is to deduct this cut from the main cut every time you sell it). N.B: an Item Breakdown tab will appear next to the Additional tab
15. Select Weight Item. (This is to work out the amount(kg's) sold from the price embedded barcode)
16. Select Non Stock Item. (You tick this so that the item does not go into a minus stock figure)
17. Next click on additional and select Open Price Item. (It is essential that you do this or you won't be able to sell fractions of the cut.)
18. Click on the Item Breakdown tab.
19. Click on Add ingredient Item

The screenshot shows the 'Item Details' window with the 'Item Breakdown' tab selected. A dialog box titled 'Add Ingredient Item' is open, allowing the user to add a new ingredient. The dialog box contains the following fields:

- Item Number: 0000000001100
- Item Description: BEEF FORE QUARTER
- Quantity: 1

The dialog box has 'OK' and 'Cancel' buttons. In the background, the 'Item Details' window shows the 'Item Breakdown' tab with a table containing one row:

Item Number	Description	Quantity	Unit	Cost
0000000001100	BEEF FORE QUARTER	1	KG	100.00

20. Select the Item Number of the main cut or search by Item Description for it.
21. In Quantity, enter 1. (This means you will be deducting one unit/kilogram of this cut from the main cut every time you sell one unit/kilogram.)
22. Once done, click on OK.

The screenshot shows the 'Item Details' window with the 'Item Breakdown' tab selected. The table now contains two rows:

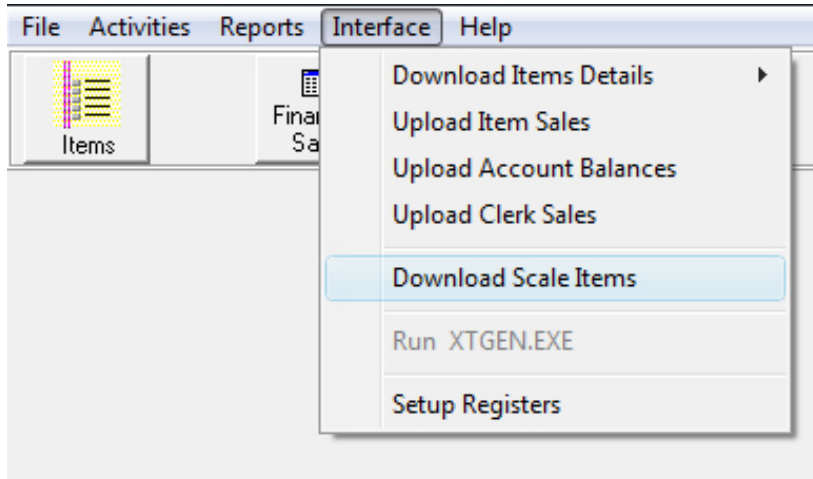
Item Number	Description	Quantity	Unit	Cost
0000000001100	BEEF FORE QUARTER	1	KG	100.00

At the bottom of the window, the 'Standard Cost' is calculated as 114.00. The 'Exclusive' cost is 100.00 and the 'Inclusive' cost is 114.00.

23. You will see at the bottom of the screen that the system has calculated the Standard Cost of the cut as per the cost of the main cut. Do not alter or change this cost even though certain cuts of meat may be cheaper than the cost of the main cut and the GP percentages may go into a negative percentages.

GP percentages for your cuts and main cut will have to be taken as an average across all the cuts and the main cut.

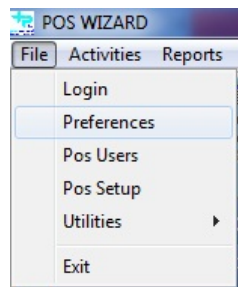
24. Click on Item Details.
25. You may now enter your selling price per kilogram for the cut into Selling Price 1.
26. Click on the tick to save your new item.
27. Repeat steps 10 – 26 to create other cuts.
28. If you have linked scales to the POSWIZARD software, you may now download your items to the scales. (Remember to do this anytime you add new scale items or change the prices of scale items.)
29. To send the items to the scales, click on interface and select Download Scale items.



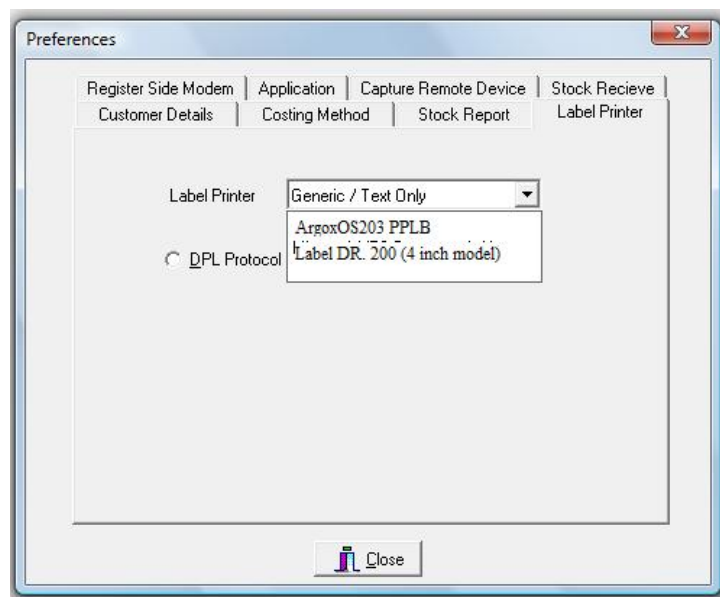
30. Remember to download the items to your cash registers.
31. To sell the scale items, simply scan the barcode produced by the scale and the correct price will be rung up on the till and correct weight will be deducted from stock once the upload is done.
32. To view the average GP of the all the cuts and the main cut, after you have done an upload, Click on Item Sales and select the department you created for your main cut.
33. You will be able to see a unit quantity (kilograms) of the main cut sold as well as the sales amounts and a total average of the GP.
34. NB: Item stock will only reflect on the main item and therefore stock should only be received on the main item.

Create Bar codes and Shelf Edge labels.

1. To print labels through the program you will have to install the windows drivers for the label printer and select the printer in POSWIZARD.
2. To do this run the driver setup supplied with the printer. Following the setup, click on the **File** menu.
3. Click on **Preferences**



4. Click on the **Label Printer** tab.
5. Select the correct Label Printer from the drop down menu.



6. Select **DPL** protocol for the Datamax printer and **EPL** for the Zebra, Argox and Brava printers.
7. You are now ready to use your label printer.
8. Click on the **Activities** menu on the main screen



9. Select **Print Labels** from the dropdown menu.



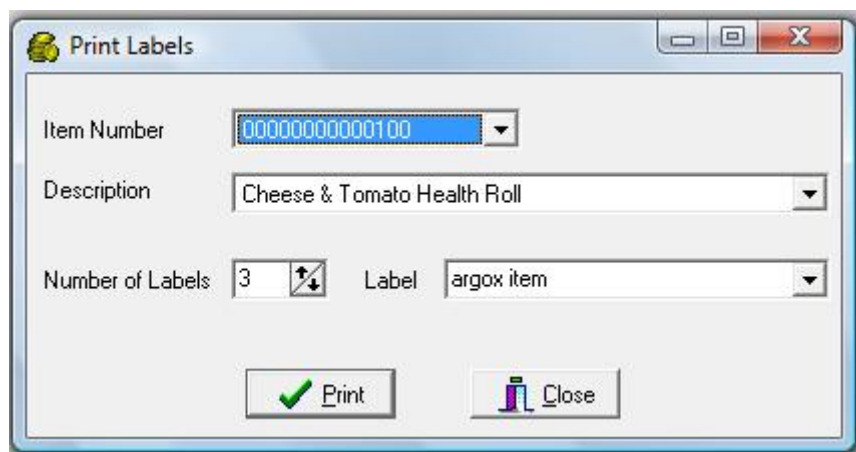
10. Click on Print Labels

11. Select either shelf edge or barcode label, as **Label**, depending on what you want to print.

12. Select the item you wish to print labels for.

13. Enter the amount of labels you wish to print in **Number of Labels**.

14. Click on **Print**.



15. Alternately you can print shelf edge and barcode labels while receiving stock.

16. To do this simply click on the **Print Label** button on the receive item stock screen and print as explained before.

Receive Item Stock

Supplier: 2
Name: ABI
21 Grix Street
Willowton

Invoice Reference:
Received Date: 24/10/2010

Retrieve From Orders

Item	Description	Quantity	Total (Excl)	Total (Inc)
00000000001111	Coke	10	1052.60	1199.96

Taxable Total: 1052.60
Tax Total: 147.36
Non Tax Total: 0.00
Actual Invoice Total: 1199.96

Accept OK Cancel

Payment Reference:
Difference: -1199.96
Amount Paid: 0.00

Print Labels

Item Number: 00000000001111
Description:
Number of Labels: 10 Label: argox item

Print Close

	Exclusive	Inclusive	Gross Profit %
105.26	118.42	135.00	29%
120.00	135.00	11%	

Print Label OK Cancel

17. You can also print labels from the **Item Details** screen

Item Details

Number: 00000000001111 EAN13 Description: Coke 330ml Cans Case

Department:
Supplier:
Cost Price:
Standard Cost:
Last Cost:
Average Cost:
Re-order Level: 5
Reorder Quantity: 5
Cascade Number:
Cascade Quantity:
Cascade Units: 24

Print Labels

Item Number: 00000000001111
Description: Coke 330ml Cans Case
Number of Labels: 10 Label: argox item

Print Close

Promotion Price: 0% 0%
05.26 118.42
20.00 135.00
% 11%

Date:
Qty: Value:
Item Breakdown:
Weight Item:
Non Register Item:
Non Stock item:
Print Label

Accounts

Creating an Account

1. Go to Activities
2. Go to Accounts
3. Select Account Details



4. Click on Add New.

A screenshot of the 'Account Details' form in the POS WIZARD application. The form is titled 'Account Details' and has a close button (X) in the top right corner. It contains several sections for entering account information. At the top, there are two dropdown menus and two buttons: 'Add New' and 'Delete'. Below these, there are fields for 'Number' (containing '1') and 'Name' (containing 'Lee Smith'). There are tabs for 'Details', 'Terms', and 'Cyclic Charge', with 'Details' being the active tab. The 'Details' section is divided into two columns. The left column contains fields for 'Address' (1024 Wallaby Way, Sydney), 'Account Info' (Account Disabled checkbox, Interest on Overdue 2.5, Credit Limit 1000, Tax Exempt checkbox, Exclusive on Invoice checkbox), and a text area for 'Allow Mrs Smith use of the account'. The right column contains fields for 'Contact' (ID Number 8105070053083, Telephone 012 345 67890, Mobile, Fax, Email leesmith@email.co.za, VAT#), 'Account Type' (Standard Account dropdown), 'Price Level' dropdown, 'Cost Plus %', 'Swipe Code', and 'Pin Code'. At the bottom of the form are 'OK' and 'Cancel' buttons.

5. Enter the relevant information under details

6. Account disabled:
7. Interest on overdue
8. Credit Limit: this is the maximum amount that the account holder is allowed to purchase on account for.
9. Tax exempt:
10. Exclusive on invoice
11. Account type:
12. Price level
13. Cost Plus %
14. Swipe Code
15. Pin Code
16. Click on OK once done.

Account History

Account history is a ledger of all the transactions for a selected account within a selected period.

1. Click on Activities
2. Go to Accounts
3. Select Account History



4. Select the account which you want to view

Account History

Number: 1 Name: Lee Smith

From: 01/04/2016 To: 14/04/2016

Search

☒ Balances ☒ Payments ☒ Deposits ☒ Invoices ☒ Journal Entries

Date	ACC NO.	REFERENCE	Name	DESCRIPTION	POS	TRANSAC	CSH#	AMOUNT	BALANCE
14/04/2016 14:49:00	1		Lee Smith	Invoice	1	0	2	400.00	400.00
14/04/2016 14:50:00	1		Lee Smith	Invoice	1	1	2	100.00	500.00
14/04/2016 14:51:00	1		Lee Smith	Payment	1	2	2	-200.00	300.00

Print Statement Print Invoice Print History

5. Select the dates and tick the transaction types you want to view
6. Press the Search button

Account Journal Entry

1. Account Journal Entry is used to post amounts to different periods and to perform debits and credits which do not fall under the normal transactions.
2. Click on Activities
3. Go to Accounts



4. Select Account Journal Entry
5. Select an account

Account Journal Entry

GroupBox1

Number: 5 Name: Cathy Clark

Address

Contact

ID Number

Telephone

Mobile

Fax

Email

Due

Current	30 Days	60 Days	90 Days	90 Days +	Balance
0.00	39.60	34.00	0.00	62.00	135.60

Entry

Period

☐ Current
 ☐ 90 Days
 ☐ 30 Days
 ☒ 90 Days+
 ☐ 60 Days

Adjustment: -62.00

Reference: incorrect posting

Period Balance: 0.00

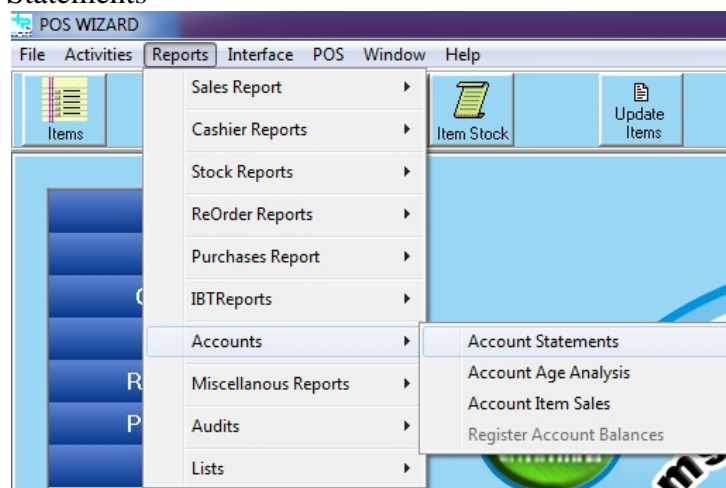
New Balance: 73.60

Accept Cancel

6. Ensure that the correct period is selected
7. Enter an amount in the **Adjustment** field
8. Enter a reason for the post in the **Reference** field
9. Click on Accept once done.

Account Statements

1. Always ensure that all relevant transactions e.g. journal entries, credits, payments etc. are always done before printing statements and aging accounts
2. Click on Reports
3. Select Accounts
4. Click on Account Statements



5. Select the type of accounts for which you want to print statements
6. Select the account by number or name

Account Selection

Print Statements

Account Type:

☒ By Account Number ☐ By Account Name

☐ Skip zero balance ☐ Skip Credit Balance

Account

Account Number: Account Name:

Statement Message

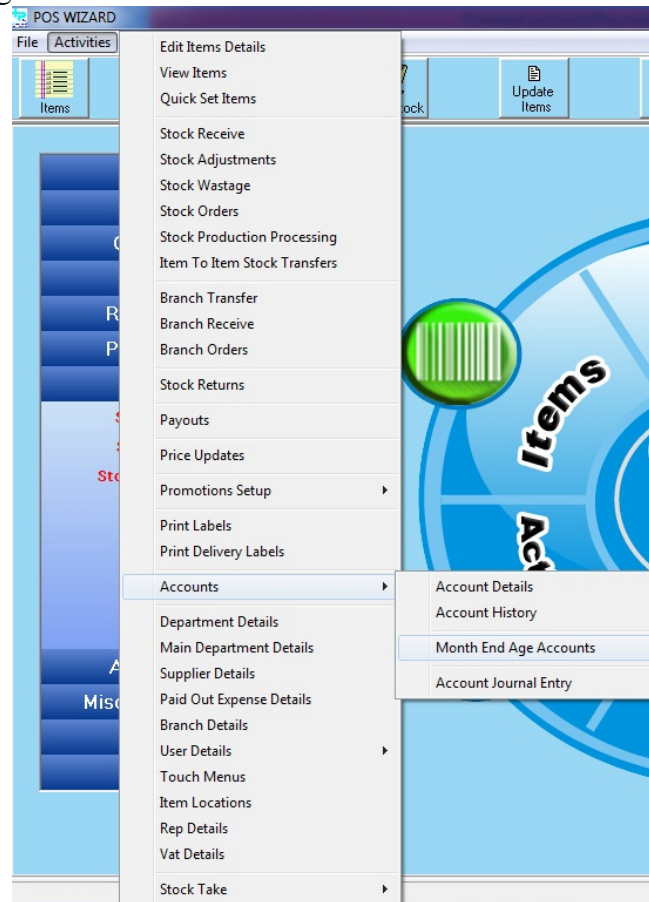
7. Click on Display
8. Print the statement by clicking on the icon of the printer or save the statement by clicking on the icon of the diskette

Print Preview

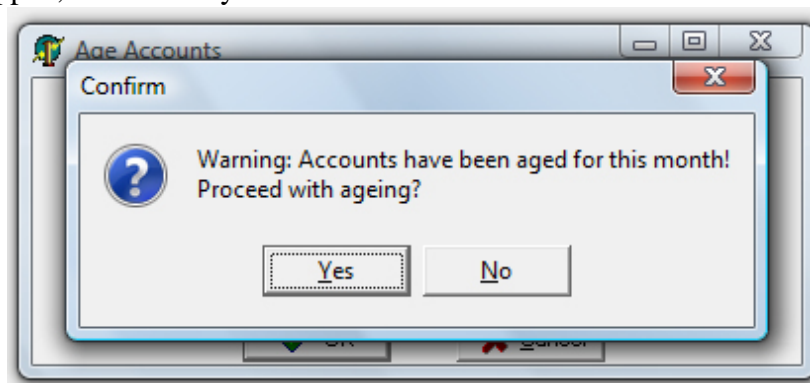
Poswizard 123 Evergreen Terrace Chelsea Business Park Pelham 1234 Tel: 012 345 6789 Fax: 023 456 7890		STATEMENT Date Printed 16/09/2013		
Account For: Cathy Clark 22 Primrose Lane Tiger Valley		Account Number: 5 Terms:		
Date	Transaction	Reference	Amount	Balance
16/09/2013	Balance B/F		0	135.60

Month End Age Accounts

1. This must be done on the last trading day of the month, after statements have been printed. This moves transactions from the current period to the next period, 30 days, 30 days to 60 days etc
2. Ensure that all relevant transactions are done and statements have been printed before aging the accounts.
3. Click on Activities
4. Go to Accounts
5. Select Month End Age Accounts

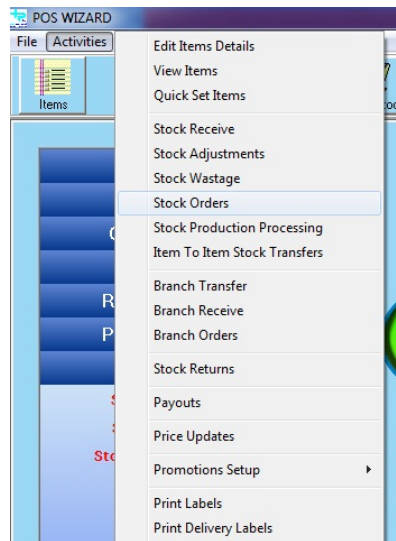


6. Click on OK to age the accounts
7. Note that this should only be done once or the periods will be aged even further and amounts which should be reflecting in 30 days will reflect in 60 days etc
8. Poswizard will warn you should you click on Age Accounts twice within the same period.
9. Should this happen, ensure that you click on No



Stock Orders

1. Click on **Activities**.
2. Select **Stock Order**.



3. Select the **Supplier** who you want the create the Stock Order for.
4. You may enter an alpha-numeric **Reference**.

A screenshot of the 'Order Item Stock' dialog box. It contains several input fields: 'Supplier' (dropdown menu showing '2'), 'Name' (dropdown menu showing 'ABI'), 'Order Number' (text box with '6'), 'Reference' (text box with '1212'), and 'Process Date' (calendar icon showing '20/10/2010'). There are also empty text boxes and a field containing '012 345 6789'. Below these fields is a table with columns: 'Item', 'Description', 'Last Cost', 'Quantity', 'CostPrice', and 'TotalCost'. At the bottom right, there are four summary fields: 'Taxable Total' (0.00), 'Tax Total' (0.00), 'Non Tax Total' (0.00), and 'Invoice Total' (0.00). At the bottom left, there are four buttons: 'Accept' (with a green checkmark), 'Save' (with a green checkmark), 'Retrieve' (with a green checkmark), and 'Cancel' (with a red X).

5. Select the current date in the **Process Date** field.
6. Click on the +(plus) button to begin adding the items you wish to order from the supplier.

7. Select the item by either **Item Number** or **Item Description**.
8. Enter the quantity of the item you want to order in the **Quantity** field.

The screenshot shows the 'Order Item Stock' dialog box. The 'Supplier' is set to 2, 'Order Number' is 6, and 'Reference' is 1212. The 'Name' field contains 'ABI'. A sub-dialog box titled 'Receive Item Stock' is open, showing the following details:

- Item Number:** 0000000001111
- Item Description:** Coke 330ml Cans Case
- Receive:**
 - Quantity:** 10
 - Cost Price (Ex):** 105.26
 - Cost Price (Inc):** 120.00
 - Total Cost:** 1052.60
- Current Costing:**
 - Last Cost:** 105.26
 - Standard Cost:** 105.26
 - Average Cost:** 105.26
- Selling Price:**

	Price 1	Price 2	Promotion Price
Markup %	40%	0%	
Exclusive	147.37	105.26	0.00
Inclusive	168.00	120.00	
Gross Profit %	29%	%	%

Buttons at the bottom of the sub-dialog include 'Print Label', 'OK', and 'Cancel'. The main dialog has buttons for 'Accept', 'Save', 'Retrieve', and 'Cancel'.

9. Enter the cost price of the item into either the **Cost Price (Ex)** or **Cost Price (Inc)** field, the program will calculate the remaining fields for you.
10. Click on **OK** to add the item to the Stock Order.
11. Repeat steps 6 – 10 to add further items to the Stock Order.

12. Once you have finished adding all the items to your Stock Order, click on **Accept**.

Order Item Stock

Supplier: 2 Order Number: 6
Name: ABI Reference: 1212
Process Date: 20/10/2010

Item	Description	Last Cost	Quantity	CostPrice	TotalCost
00000000001111	Coke 330ml Cans Case	105.26	10	105.26	1052.60

Taxable Total: 1052.60
Tax Total: 147.36
Non Tax Total: 0.00
Invoice Total: 1200

Accept Save Retrieve Cancel

13. A print preview of the Stock Order you have just created will display. You may then click on the printer icon to print a copy of the Stock Order which can then be sent to your supplier.

Print Preview

Order Items STK STOCK CONTROL 20/10/2010 11:56:48 AM

Supplier: 2 Order Number: 6
Name: ABI Reference: 1212
Address: Received Date: 20/10/2010

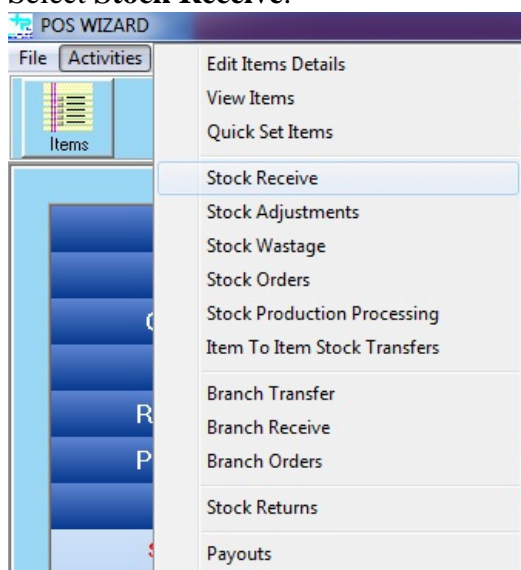
Item Number	Description	Quantity	Unit Cost	Total Cost
00000000001111	Coke 330ml Cans Case	10.00	105.26	1052.60

Taxable Total: 1052.60
Tax Total: 147.36
Non Tax Total: 0.00
Invoice Total: 1199.96

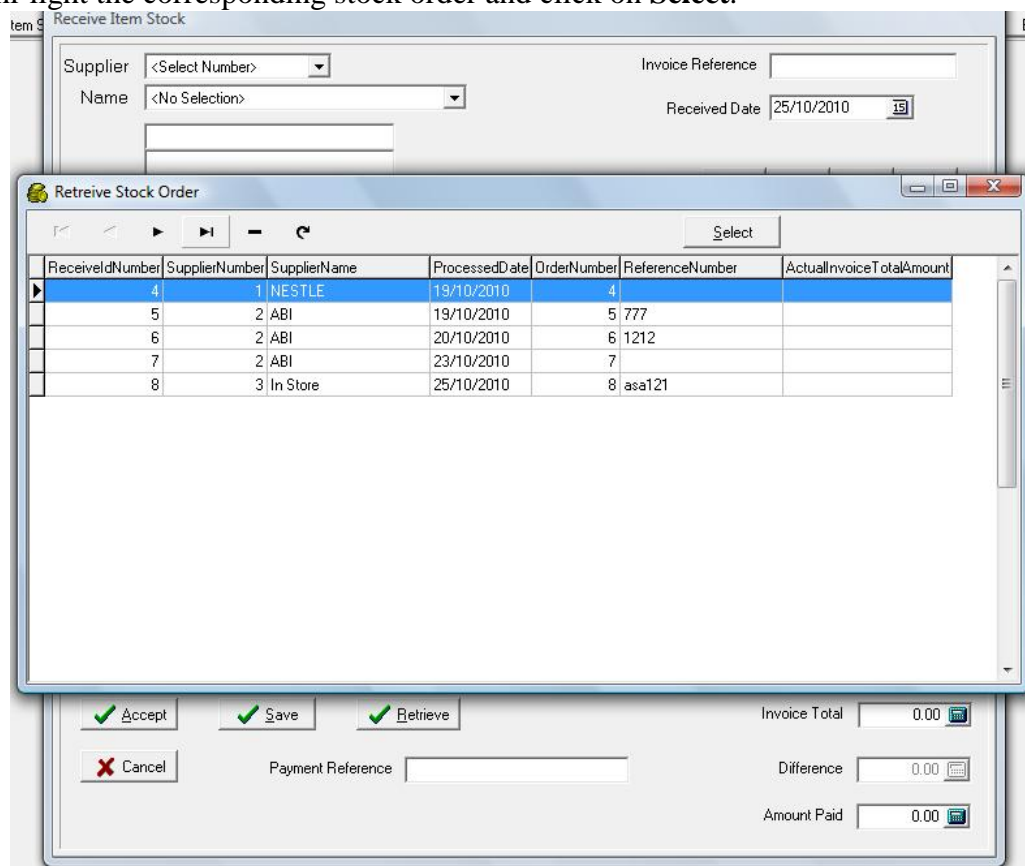
14. When you receive the stock from your supplier, you don't have to re-enter the items in Stock Receive, simply click on the **Retrieve from Orders** button and select the corresponding Stock Order

Stock Receive (GRV's)

1. Click on **Activities**.
2. Select **Stock Receive**.



3. If you have previously created a **Stock Order** for this invoice, click on the **Retrieve From Orders** button, hi-light the corresponding stock order and click on **Select**.



4. The items from the Stock Order will be carried forward into the GRV (goods received voucher) for you.
5. Check that the items on the invoice received is the same as the stock order, once you are satisfied with the invoice, click of **Accept** to finalise the invoice and update your stock.
6. If entering an invoice which you have not previously created a Stock Order for, enter the invoice following the steps laid out below:-

7. Select the **Supplier**, either by Number or by Name.

Supplier: 2
Name: ABI
Invoice Reference: 1234
Received Date: 2010/10/20
012 345 6789

Retrieve From Orders

Item	Description	Last Cost	Quantity	CostPrice	Vat	Total (Excl)	Total (Inc)
00000000001111	Coke 330ml Cans Case	R 105.26	10	R 105.26	R 147.36	R 1 052.60	R 1 199.96

Taxable Total: 1052.64
Tax Total: 147.36
Non Tax Total: 0.00
Actual Invoice Total: 1200.00

Discount/Surcharge Reference: rounding

Accept Save Retrieve Cancel

Payment Reference: CASH -paid to Adrian

Taxable Total: 1052.60
Tax Total: 147.36
Non Tax Total: 0.00
Discount/Surcharge: 0.04
Invoice Total: 1200.00
Difference: 0.00
Amount Paid: 600.00

8. Enter the **invoice number** in the **Invoice Reference** field.

9. Select the **date** of the invoice in **Received Date**.

10. Enter the **Taxable Total** as you see it on your invoice, on the left-hand side of the screen.

11. Enter the **Tax Total** as you see it on your invoice, on the left-hand side of the screen.

12. Enter the **Non Tax Total** as you see it on your invoice, on the left-hand side of the screen.

13. Enter the **Actual Invoice Total** as you see it on your invoice, on the left-hand side of the screen.

Note that if you selected Use Actual Invoice Total in Preferences, it is then important that you enter this value in as these are the totals which will be posted to the purchases report and supplier balances.

14. Click on the +(plus) to **add items** to the GRV.

15. Select the item by either **Item number** or **Item description**.
16. Enter the quantity received in the **Quantity** field.
17. Enter the cost price of the item as it appears on the invoice, either in **Cost Price (Ex)** or **Cost Price (Inc)**.
18. Click on **OK**.
19. If the cost price of the item has changed, you will be given the opportunity to change the selling price of the item at this stage, enter the new selling price and click on **OK** or click on **Cancel** to maintain the pricing at a later stage.
20. If you find there to be an item on your GRV which is not in your stock file, you can create the item while still in the GRV by clicking on the **New Item** button found on the top right-hand corner. Enter the details of the new item as you normally would create any new item, after clicking on the **OK** button to accept the new item, click on the X to close the new item screen, you may now continue with your GRV.
21. Repeat steps 14 – 18 to enter more items.
22. Enter the amount of payment you have made for this invoice in the **Amount Paid** field. This amount will be subtracted from the supplier balance.
23. Enter a method of payment along with any other useful note into the **Payment Reference Field**.
E.g.: PAID BY CHEQUE#12345.
24. You may choose to save the GRV at any point, if you do not have the time to complete the GRV or have to log out of the program urgently by clicking on the **Save** button.

25. To resume capturing a saved GRV click on the **Retrieve** button.

The screenshot shows two overlapping windows. The top window is 'Receive Item Stock' with fields for Supplier, Name, Invoice Reference, and Received Date. The bottom window is 'Retrieve Stock Receive Invoice' with a table of stored GRVs. The table has columns: IdNumber, ReceivedNumber, ProcessedDate, SupplierNumber, SupplierName, ReferenceNumber, and OrderNumber. The first row is highlighted in blue. Below the table are buttons for Accept, Save, Retrieve, and Cancel, along with fields for Non Tax Total, Actual Invoice Total, Discount\Surcharge Reference, Invoice Total, Difference, and Amount Paid.

IdNumber	ReceivedNumber	ProcessedDate	SupplierNumber	SupplierName	ReferenceNumber	OrderNumber
40	672	08/09/2010	49		in101310	
41	4	25/10/2010	1	NESTLE		

26. Hi-light the relevant stored GRV and click on **Select**.

27. You may then continue with the GRV as normal.

28. Once you have entered all the items on the invoice and have a 0.00 **Difference**, you may then finalise your GRV.

29. Click on **Accept** to finalise the GRV.

Purchases Invoice		STK STOCK CONTROL		2010/10/20 11:29:05 AM	
Supplier: 2		Reference: 1234			
Name: ABI		Received Date: 2010/10/20			
Address:					
Item Number	Description	Quantity	Unit Cost	Total Cost	
0000000001111	Coke 330ml Cans Case	10	105.26	1052.60	
Actual Invoice Taxable Total:		1052.64	Taxable Total:	1052.60	
			Tax Total:	147.36	
Actual Invoice NonTaxable		0.00	Non Tax Total:	0.00	
Discount\Surcharge Reference		rounding	Discount\Surcharge	0.04	
Actual Invoice Total:		1200.00	Invoice Total:	1200.00	
			Payment: CASH -paid to Adrian	600.00	

30. A print preview of the GRV you just captured will display. You may choose to print or save it.

31. To save, click on the Save icon, save the reports folder which is found in the data folder.

32. Enter a name for the report, e.g.: ABI1234

33. Click on **Save**. This allows you to view and reprint the GRV at a later stage.

34. The stock is automatically updated after finalising the GRV.

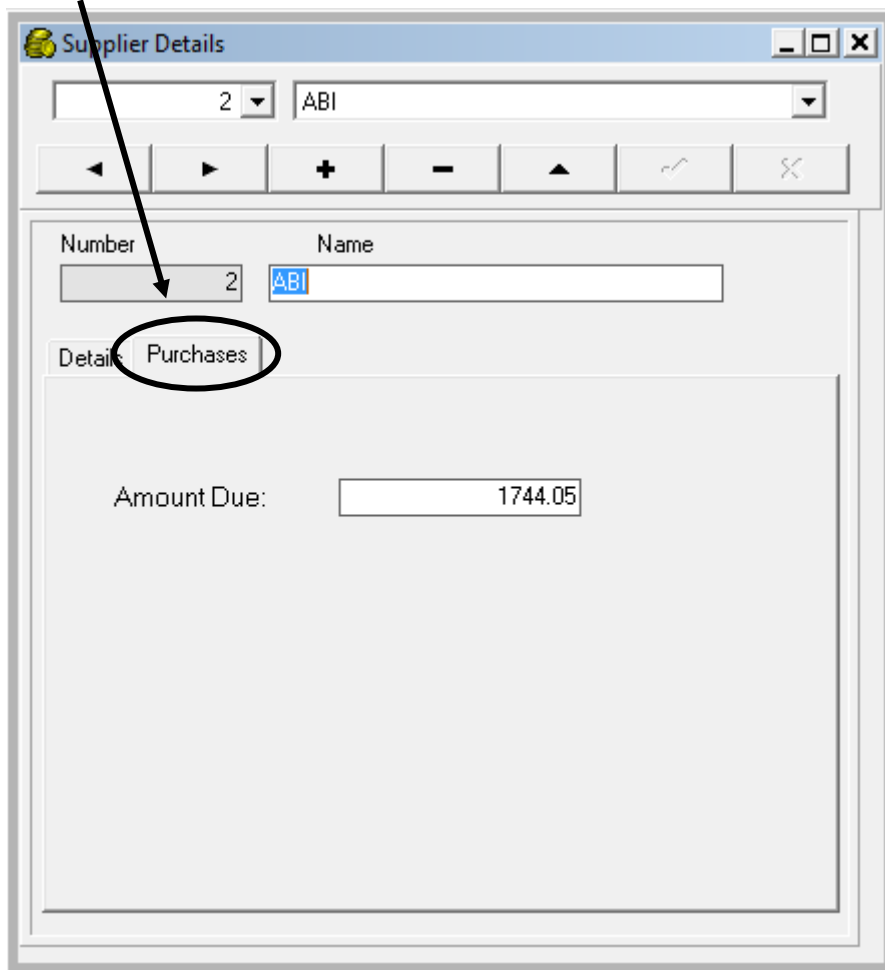
Credit Notes

To capture a credit note, the procedure is exactly the same as in **Stock Receive**, with the exception of the quantities being negative.

Payments

To record payments to suppliers after the invoice has been captured

1. Simply go to **Stock Receive**.
2. Enter the **Supplier** whom you wish to pay.
3. Select the **Date** on which payment is being made.
4. Enter the **invoice number** of which you are making payment for in the **Reference** field.
5. Leave the **Item** fields empty.
6. Enter the amount you are paying into the **Amount Paid** field.
7. Enter a reference in **Payment Reference**, e.g.: CASH, CHEQUE or EFT, etc.
8. Click on **Accept**, your payment has now been posted to the supplier.
9. To view any outstanding balances you may have with a supplier,
10. Click on **Activities**.
11. Select **Supplier Details**
12. Click on the **Purchases** tab.



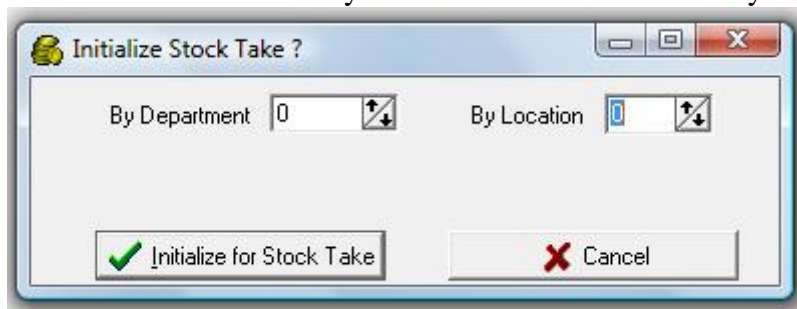
The screenshot shows a software window titled "Supplier Details". At the top, there is a dropdown menu showing "2" and a text field containing "ABI". Below this is a row of navigation buttons: left arrow, right arrow, plus, minus, up arrow, checkmark, and close. The main area has two tabs: "Details" and "Purchases". The "Purchases" tab is selected and circled in red. An arrow points from the "Purchases" tab to the "Number" field, which contains the value "2". The "Name" field contains "ABI". At the bottom, the "Amount Due:" is displayed next to a text field containing "1744.05".

Stock Take

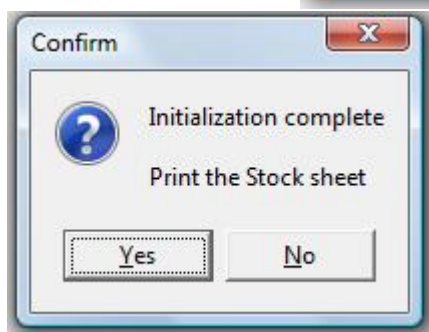
1. Click on **Activities**.
2. Go to **Stock Take**.
3. Select **Step 1: Stock Take Initialize**



4. **Stock Take Initialize:** sets the system for the start of the stock take
5. You may do your stock **By Department** or **By Location**. Select the department or location you are taking stock of or leave both fields as 0 if you want to do a stock take for your entire stock file.



6. Click on **Initialize for Stock Take**.



7. You will now have the option to **Print the Stock sheets**, to do your actual stock count of items you physically have in stock. You may choose to do so now by clicking on **Yes** or click on **No** to allow you to change the print layout before printing the sheets.

8. Next click on **Activities**.
9. Go to **Stock Take**.



10. Select **Step 2: Stock Take Sheet Print**.
11. You may now select different criteria on how you want the stock take sheets to print, i.e. you may choose to exclude any stock items which have a zero stock and therefore will not be on your shelves. To do this, select **Zero Skip Stock**.
12. Once you have selected your print options, click on **OK**.

13. A preview of your Stock Take Sheet will display, click on the print icon to print the sheets.

Print Preview

STK STOCK CONTROL 20/10/2010 12:46:46 PM

ITEM: 00000000000000 TO 99999999999999

Number	Description	Price	Units	Counted Stock
000000000000001	Grocery Vat	1.40		
000000000000002	Grocery N/Vat	0.00		
000000000000003	Dairy	0.00		
000000000000004	Sweets & Chocs	0.00		
000000000000005	Fruit & Veg	0.00		
000000000000006	Cooldrinks	0.00		
000000000000100	Cheese & Tomato Health Roll	0.00		
00000000001111	Coke 330ml Cans Case	168.00	Case	
00000000001112	Coke 330ml Cans 6pack	42.00	6pack	
00544900000870	Coke 330ml Can	7.00	Single	

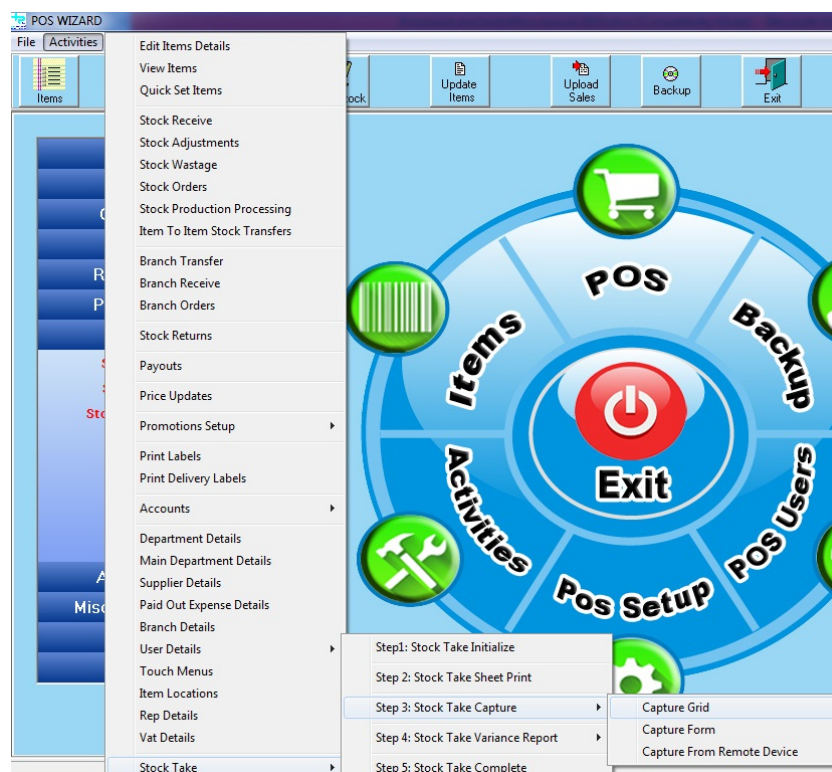
14. Once you have printed your stock take sheets, you may then proceed to do your physical stock count, entering the quantities in the space provided under **Counted Stock**.

15. After counting the physical stock you will have to capture these quantities in POSWIZARD. To do this, proceed to step 3 of the stock take procedure.

16. Click on **Activities**.

17. Go to **Stock Take**.

18. Select **Step 3: Stock Take Capture, Capture Grid**

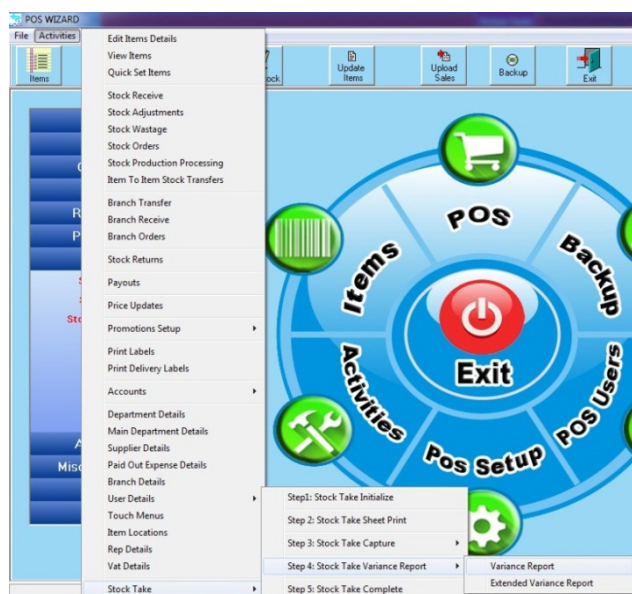


19. Enter the quantities written on your printed stock take sheets in the **Stock Take Count** column.

Number	Description	Stock	Stock Take Count
00000000000001	Grocery Vat	10.00	0.00
00000000000002	Grocery N/Vat	0.00	0.00
00000000000003	Dairy	0.00	0.00
00000000000004	Sweets & Chocs	0.00	0.00
00000000000005	Fruit & Veg	0.00	0.00
00000000000006	Cooldrinks	0.00	0.00
00000000000095	Lettuce	-5.00	5.00
00000000000096	Butter	7.00	7.00
00000000000097	Cheese slice	-10.00	2.00
00000000000098	Wholewheat roll	-5.00	0.00
00000000000099	Tomato Slice	-10.00	0.00
00000000000100	Cheese & Tomato Health Roll	0.00	0.00
00000000000111	Coke 330ml Cans Case	18.00	17.00
00000000000112	Coke 330ml Cans 6pack	0.00	3.00
00544900000870	Coke 330ml Can	0.00	4.00

20. You may close the **Item Capture List** at any time while capturing your stock and re-open it without any data loss.

21. On completion of capturing your stock count, you may then print a **Variance Report**, this will show you any discrepancies between the stock on the system and counted stock.



22. Click on **Activities**.

23. Go to **Stock Take**.

24. Select **Step 4: Stock Take Variance Report**.

25. Select either **All Locations** or **Selected Locations**.

26. If you don't want to print items with a zero variance tick **Skip zero variance**.

27. Click on **OK**.

Stock Take Variance Report without zero skip

Stock Take Variance		STK STOCK CONTROL			20/10/2010	
ALL LOCATIONS						
Number	Description	Cost	Current	Captured	Variance	Value
00000000000001	Grocery Vat	23.00	10.000	10.000	0	0.00
00000000000002	Grocery N/Vat	0.00		0.000	0	0.00
00000000000003	Dairy	0.00		0.000	0	0.00
00000000000004	Sweets & Chocs	0.00		0.000	0	0.00
00000000000005	Fruit & Veg	0.00		0.000	0	0.00
00000000000006	Cooldrinks	0.00		0.000	0	0.00
00000000000100	Cheese & Tomato Health Roll	0.00		5.000	5	0.00
00000000001111	Coke 330ml Cans Case	105.26	20.000	18.000	-2	-210.52
00000000001112	Coke 330ml Cans 6pack	26.32		0.000	0	0.00
00544900000870	Coke 330ml Can	4.39		0.000	0	0.00
TOTAL		158.96		33.000	3.000	-210.52

Stock Take Variance Report with zero skip

Stock Take Variance		STK STOCK CONTROL			20/10/2010	
ALL LOCATIONS						
Number	Description	Cost	Current	Captured	Variance	Value
00000000000100	Cheese & Tomato Health Roll	0.00		5.000	5	0.00
00000000001111	Coke 330ml Cans Case	105.26	20.000	18.000	-2	-210.52
TOTAL		158.96		33.000	3.000	-210.52

28. Should there be any variances between counted stock and stock on the system, you will need to ascertain any reason as to the variance and double check the count and possibly edit the captured count.
29. Once you are satisfied with the captured count you may proceed to the last step in the stock take procedure.



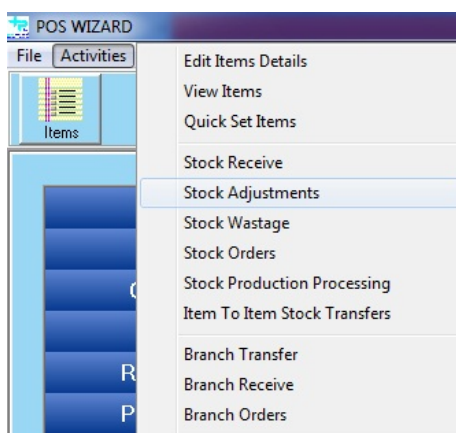
30. Click on **Activities**.
31. Go to **Stock Take**.
32. Select **Step 5: Stock Take Complete**.
33. Once you run Step 5 the counted stock will become current stock.



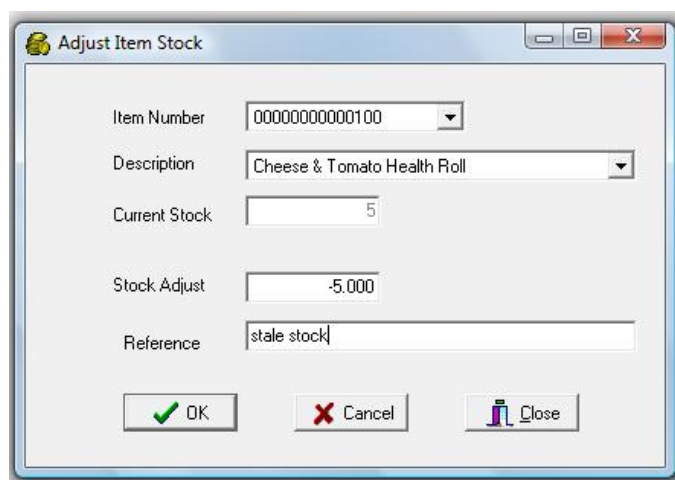
34. Click on **Yes** to complete stock take.

Adjust Stock

1. From time to time you may need to adjust the stock quantities on items.
2. Click on **Activities**.
3. Select **Stock Adjustments**.



4. Select the item which you want to adjust the stock quantity on, either by number or by name.



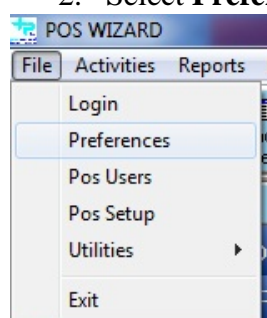
5. You will be able to view the current stock quantity for the selected item in the **Current Stock** field.

6. If you want to add to the current stock, enter the number you want to increase the stock by. E.g.: if the current stock shows 5 and it should be 7, enter 2 in **Stock Adjust**.
7. To subtract stock, enter the quantity you want to decrease the stock by, preceded by a minus sign, e.g.: if the current stock shows 5 and it should be 0, enter -5 in **Stock Adjust**.
8. In the **Reference** field, make a note of the reason for adjusting the stock
9. Click on **OK** to accept the adjustment.

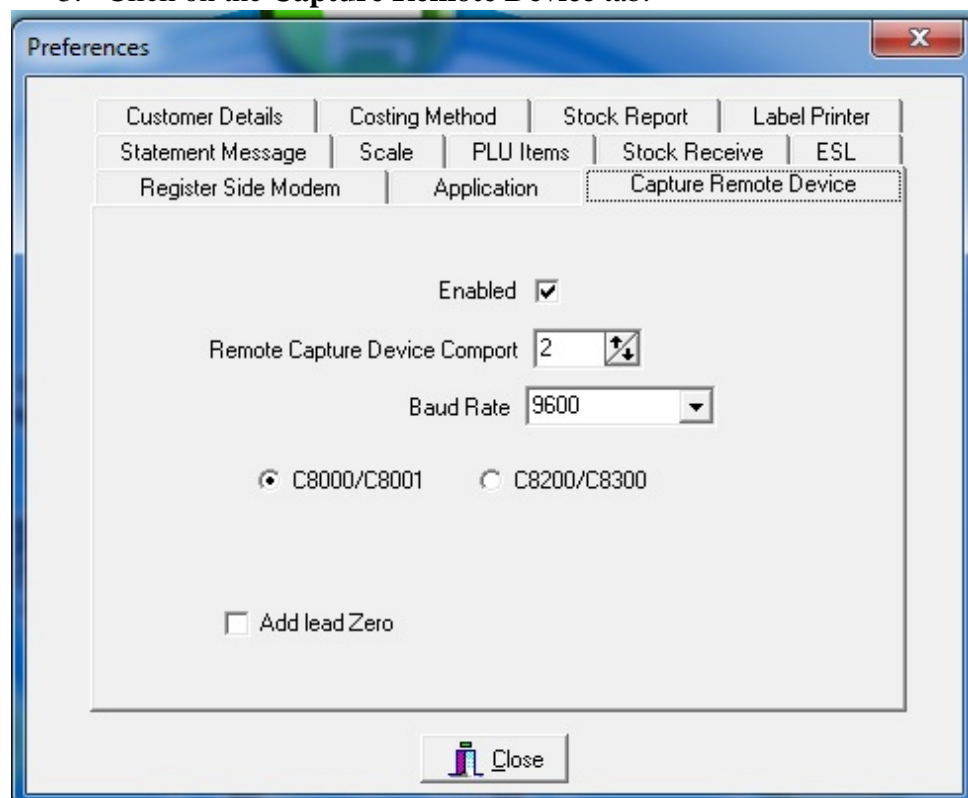
Stock Take Capture using a Remote Scanner

To use the remote stock take scanner in POSWIZARD, you will have to firstly download the base program UNIMENU1 to the scanner via the AG8000 program, if you are unsure on how to do this please contact your dealer for further details. After downloading the base program to the scanner you need to enable the scanner in POSWIZARD. Below are the steps to enable the device:

1. Click on **File**.
2. Select **Preferences**.



3. Click on the **Capture Remote Device** tab.

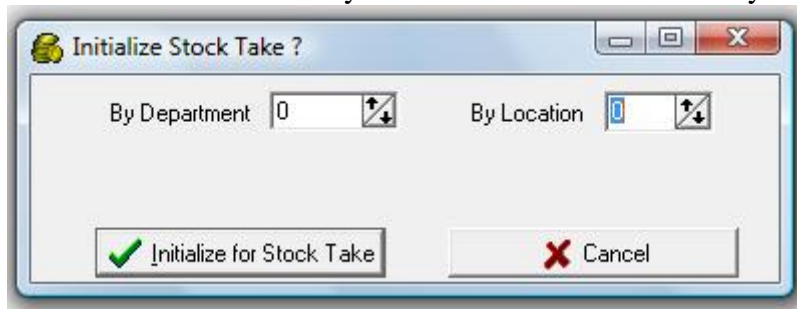


4. Tick the **Enabled** box.
5. Select the number of the **Remote Capture Device Comport**, which you have linked the scanner to.
6. Select the **Baud Rate** that you have set the scanner to.
7. Select the model of scanner you are using
8. Tick add lead Zero to add an extra zero to the barcodes sent to the scanner.

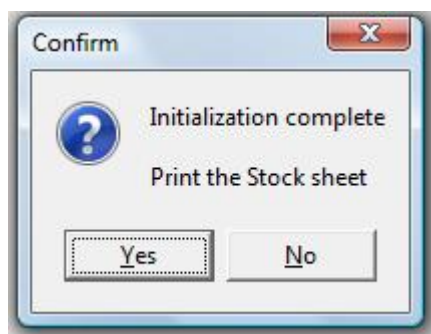
9. You must now exit the program and log back in for the settings to take effect.
10. You are now ready to use the device.
11. Click on **Activities**.
12. Go to **Stock Take**.
13. Select **Step 1: Stock Take Initialize**



14. **Stock Take Initialize:** sets the system for the start of the stock take
15. You may do your stock **By Department** or **By Location**. Select the department or location you are taking stock of or leave both fields as 0 if you want to do a stock take for your entire stock file.

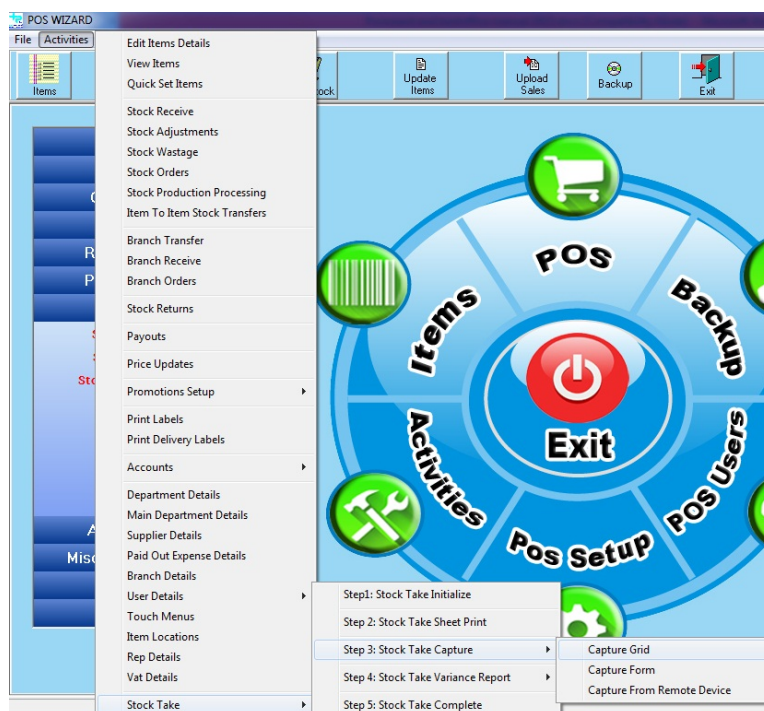


16. Click on **Initialize for Stock Take**.



17. You will now have the option to **Print the Stock sheets**, to do your actual stock count of items you physically have in stock. Click on **No** as you will be doing the stock take on the scanner and do not require to print stock take sheets.

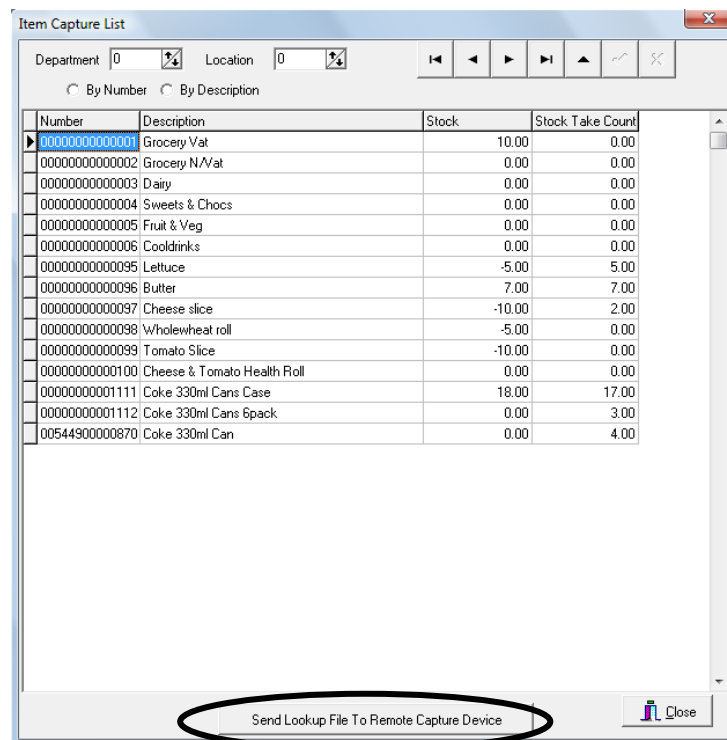
18. Click on **Activities**.
19. Go to **Stock Take**.
20. Select **Step 3: Stock Take Capture, Capture Grid**



21. On the scanner itself, select option 3 **Utilities** and then option 8 **RECEIVE**.
22. Insert the scanner in the cradle.



23. Click on **Send Lookup File to Remote Capture Device.**
24. The stock take items will be sent to the scanner.
25. A message will pop up once the file has been sent to the scanner, click on **OK.**



26. You are now ready to start your physical stock count.
27. On the scanner select option 1 **CAPTURE**, then option 1 **Stock Take**, at **BAR:** you may scan the barcode or enter the PLU number of items and enter the physical quantity in **QTY:**



28. Once you have completed capturing your count, you will have to upload the quantities to POSWIZARD.



29. Press **ESC** to return to the main screen.

30. Select option 2. **SEND**.

31. Insert the scanner in the cradle.



32. Click on **Activities**.

33. Go to **Stock Take**.

34. Select **Step 3: Stock Take Capture**.

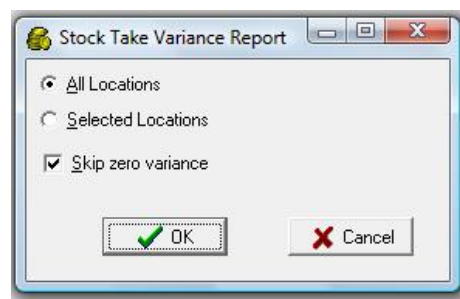
35. Select **Capture From Remote Device**.

36. The captured quantities will then be uploaded into POSWIZARD.

37. Click on **YES** to view the data received



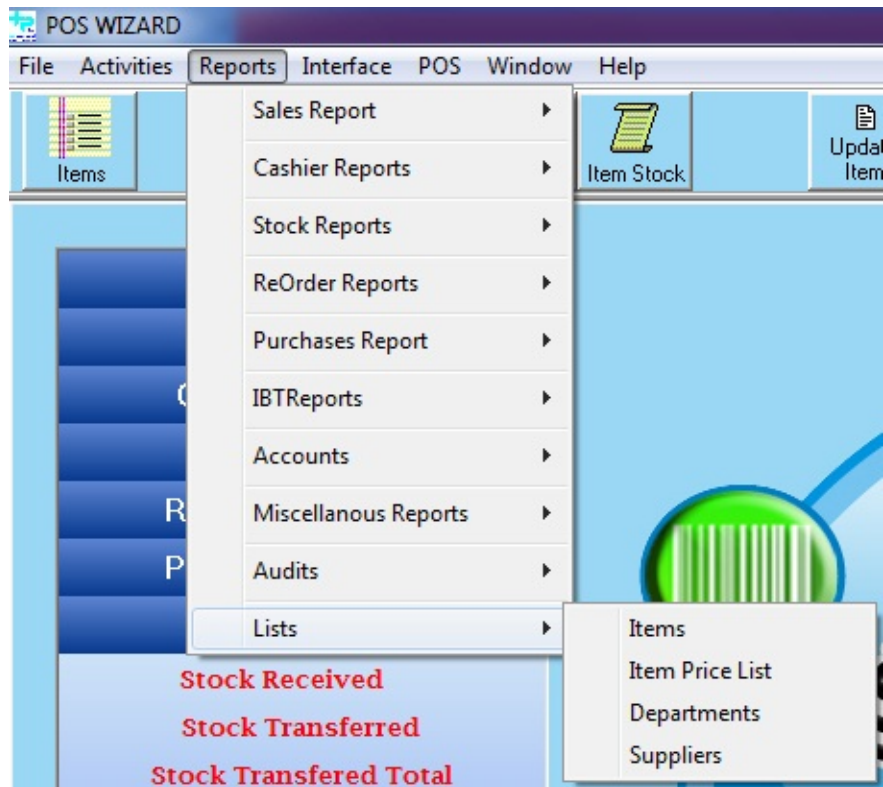
38. Click on **Activities**.
39. Go to **Stock Take**.
40. Select **Step 4: Stock Take Variance Report**.
41. Select either **All Locations** or **Selected Locations**.
42. If you don't want to print items with a zero variance tick **Skip zero variance**.
43. Click on **OK**.
44. Check your variances, if necessary, re-count any items with discrepancies.
45. Note the scanner keeps a record of your initial count, should you need to increase quantities, simply enter the extra amount to the initial value. If you need to decrease quantities, go to the **Reduce QTY** menu on the scanner.
46. Once you are satisfied with the count, upload the new quantities into POSWIZARD.
47. You may proceed to the last step in the stock take procedure.



48. Click on **Activities**.
49. Go to **Stock Take**.
50. Select **Step 5: Stock Take Complete**.
51. Once you run Step 5 the counted stock will become current stock.
52. Click on **Yes** to complete stock take.



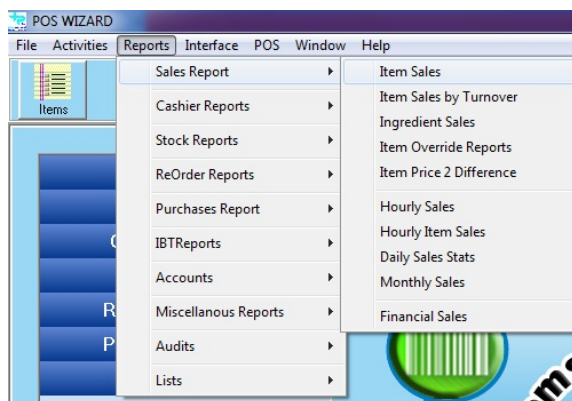
Reports



POSWIZARD has a number of comprehensive reports for your benefit. To view a report, simply click on **Reports** and select the report you want to view. Select the view/print options and click on **OK**.

Item Sales Report

1. Click on **Reports**.
2. Select **Item Sales**.



THIS REPORT WILL SHOW INDIVIDUAL ITEM SALES FOR THE DAY OR SPECIFIED DATE PERIOD.

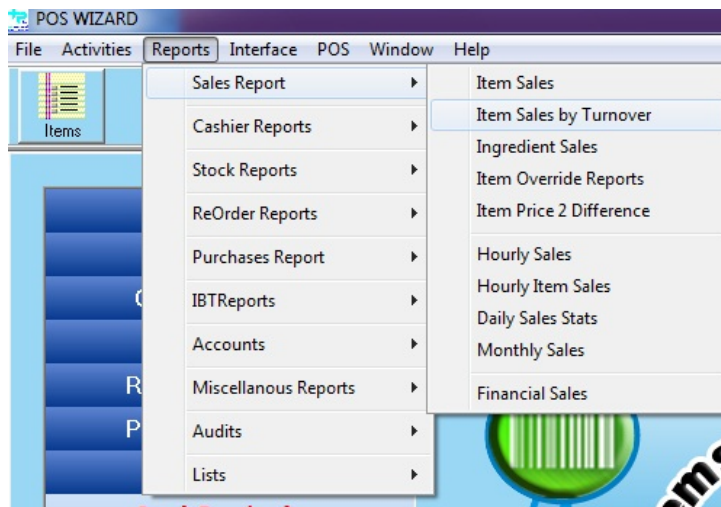
3. Select the report criteria that you want included/excluded from your report.

A screenshot of the 'Report Criteria' dialog box. The dialog box has several sections for selecting report criteria. The 'Date Range' section has 'From' and 'To' fields, both set to '21/10/2010'. The 'Items' section has 'Start Number' and 'End Number' fields, and radio buttons for 'Containing' and 'Beginning with'. The 'Department' section has 'Start Number' and 'End Number' dropdown menus, and a checkbox for 'All'. The 'Supplier' section has 'Start Number' and 'End Number' dropdown menus. The 'Location' section has 'Location', 'Register', and 'Report Number' dropdown menus. The 'Taxable Selection' section has radio buttons for 'All', 'Taxable', and 'None Taxable'. At the bottom, there are buttons for 'Export Report', 'OK', and 'Cancel'.

4. Click on **OK** to view the report.
5. You may export the Item Sales report to EXCEL, to do this, click on **Export Report**.

Item Sales by Turnover

1. Click on **Reports**.
2. Select **Item Sales by Turnover**.



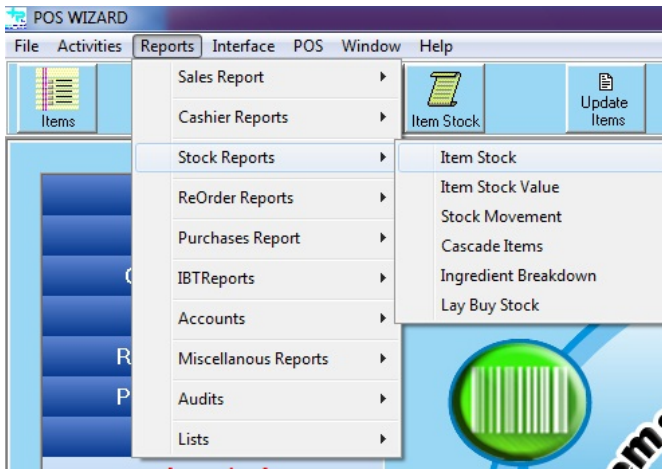
3. Select the report criteria that you want included/excluded from your report.

A screenshot of the 'Report Criteria' dialog box. It contains several sections for configuring the report: 'Date Range' with 'From' and 'To' date pickers set to 21/10/2010; 'Items' with a 'Number of Items' spinner set to 0; 'Ordered By' with radio buttons for 'Amount' (selected), 'Quantity', 'Ascending', and 'Descending'; 'Department' with 'Start Number' and 'End Number' dropdowns set to '<None>'; 'Supplier' with 'Start Number' and 'End Number' dropdowns set to '<None>'; and 'Location' with a spinner set to 0. At the bottom are 'OK' and 'Cancel' buttons.

4. Click on **OK** to view the report.

Item Stock Report

1. Click on **Reports**.
2. Select **Item Stock**.



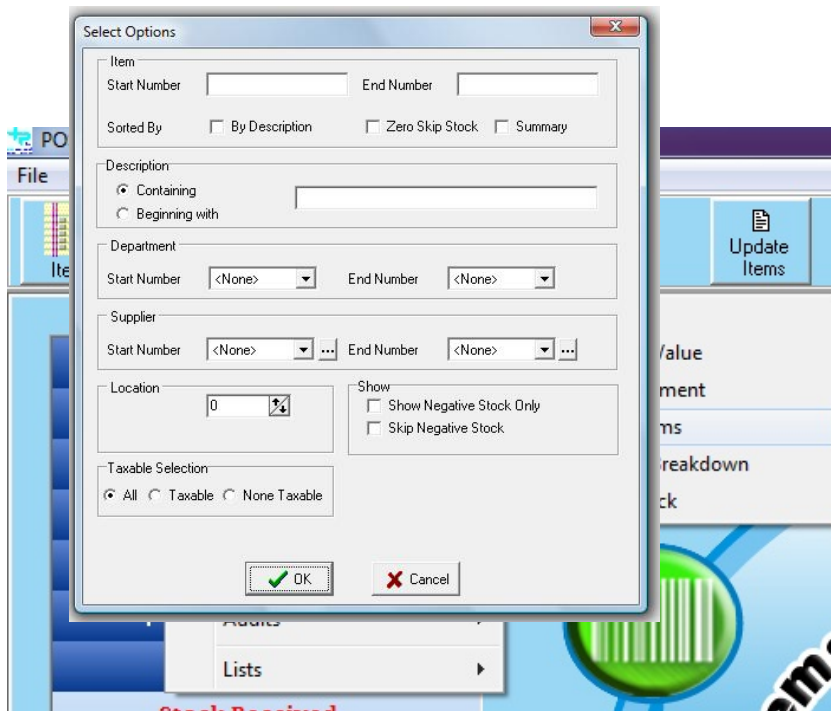
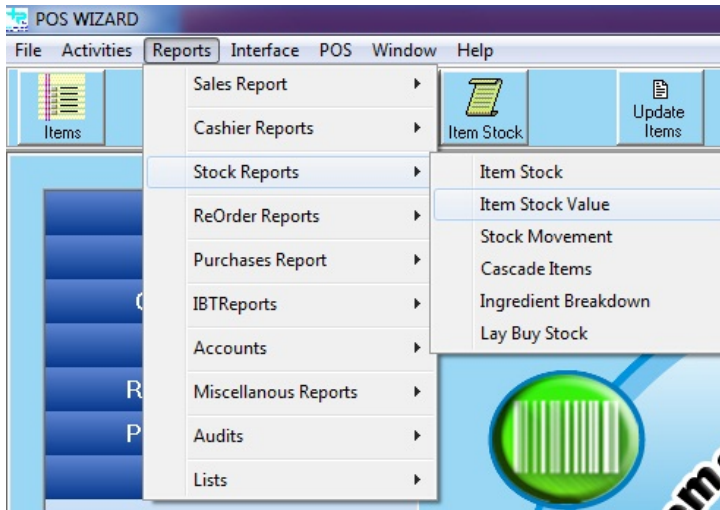
3. Select the report criteria that you want included/excluded from your report.

A screenshot of the 'Select Options' dialog box in the POS WIZARD application. The dialog box contains several sections for configuring the report criteria. The 'Item' section has 'Start Number' and 'End Number' text boxes. The 'Sorted By' section has two checkboxes: 'By Description' and 'Zero Skip Stock'. The 'Description' section has two radio buttons: 'Containing' (selected) and 'Beginning with', followed by a text box. The 'Department' section has 'Start Number' and 'End Number' dropdown menus, both set to '<None>'. The 'Supplier' section has 'Start Number' and 'End Number' dropdown menus, both set to '<None>'. The 'Location' section has a dropdown menu set to '0'. The 'Taxable Selection' section has three radio buttons: 'All' (selected), 'Taxable', and 'None Taxable'. At the bottom, there are 'OK' and 'Cancel' buttons.

4. Click on **OK** to print.

Item Stock Value Report

1. Click on **Reports**
2. Select **Item Stock Value Report**.



3. Select the report criteria that you want included/excluded from your report.
4. Click on **OK** to view the report.

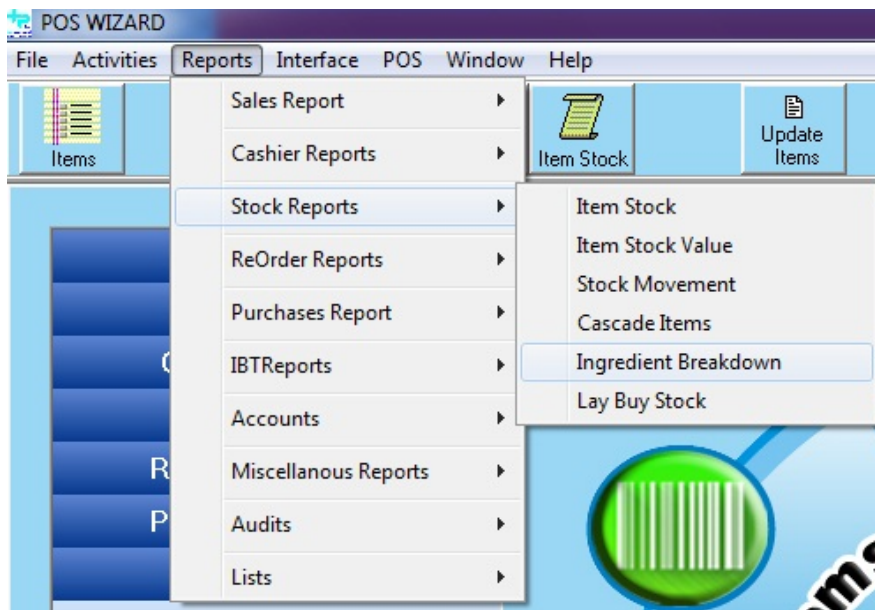
Cascade Items Report

1. Click on **Reports**.
2. Select **Cascade Items**.
3. All the cascaded items and their stock will be displayed.
4. Below is a preview of the **Cascade Items** Report.

Print Preview

CASCADE ITEMS		STK STOCK CONTROL			21/10/2010 01:38:44 PM	
Number	Description	Unit Descr.	Cascade Qty	Cascade Units	Stock	Unit Stock
00000000001111	Coke 330ml Cans Case	Case Cans	0.00	24.00	18.00	432.00
00000000001112	Coke 330ml Cans 6pack	6pack cans	4.00	6.00	0.00	0.00
00544900000870	Coke 330ml Can	Single Can	6.00	1.00	0.00	0.00
TOTAL:						432.00

Item Breakdown Report



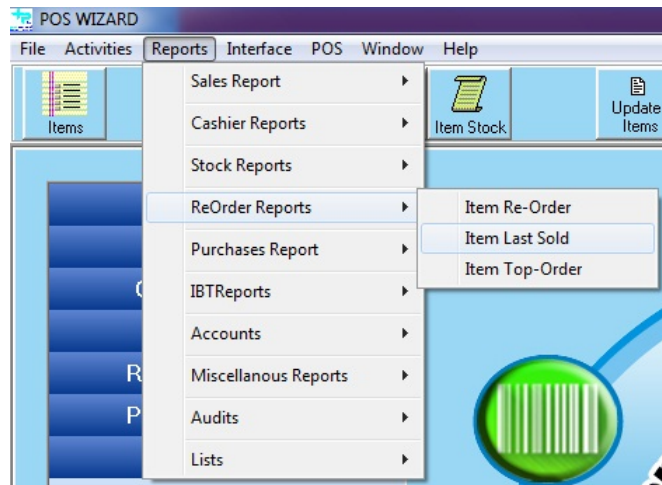
1. Click on **Reports**.
2. Select **Item Breakdown**.
3. A list of all the items with ingredients linked to them will be displayed.
4. Below is a preview of the **Item Breakdown** report.

Print Preview

ITEM BREAKDOWN LIST		STK STOCK CONTROL		
Number	Description	Dep	Cost	Price
00000000000100	Cheese & Tomato Health Roll	10	6.67	18.50
00000000000095	Lettuce		0.44	1.00
00000000000096	Butter		0.35	1.00
00000000000097	Cheese slice		1.93	2.00
00000000000098	Wholewheat roll		1.84	1.00
00000000000099	Tomato Slice		2.11	2.00

Item Last Sold

1. Click on **Reports**.
2. Select **Item Last Sold**



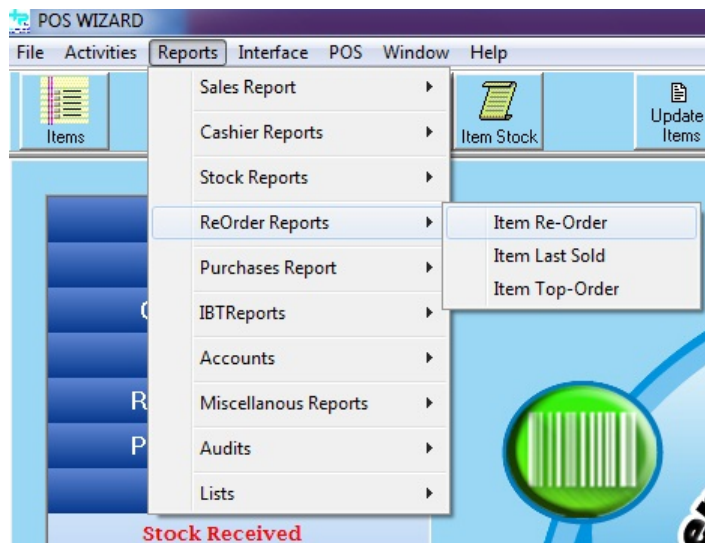
3. Select the criteria you wish to include/exclude in your report

4. Click on **OK** to view the report
- A preview of the **Item Last Sold Report**.

ITEM LAST SOLD REPORT			STORE NAME1		26/10/2010 04:31:56 PM		
ITEM: 00000000000000			TO 99999999999999				
Number	Description	Dept.	Price (Ex.)	Price (Inc.)	Date	Quantity	Value
000000000000001	Coke 330ml	1	0.00	0.00	29/04/2010	8	224.00
000000000000002	EGGS	86	0.00	0.00	21/08/2010	1	16.00
000000000000003	VEGETABLES	83	0.00	0.00	13/08/2010	0	0.10
000000000000004	CHICKEN	84	0.00	0.00	23/08/2010	1	37.00
000000000000005	Ginger	1	0.00	0.00	30/04/2010	1	0.01
000000000000006	Cadbury Dairy Milk	1	0.00	0.00	10/08/2010	2	300.01
000000000000007	Chappies	1	0.00	0.00	30/04/2010	1	0.01
000000000000008	Condense Milk	85	0.00	0.00	23/08/2010	0	-168.00
000000000000021	Nivea Body Lotion	2	28.00	28.00	22/07/2010	1	28.00
000000000000022	Coconut Oil	2	25.00	25.00		0	0.00

Item Re-Order Report

1. Click on **Reports**.
2. Select **Item Re-Order**.



3. Select the print options for the report.

Select Options

Item
Start Number End Number
☐ By Description ☐ Zero Skip Stock

Description
☒ Containing
☐ Beginning with

Department
Start Number End Number

Supplier
Start Number End Number

Location

Taxable Selection
☒ All ☐ Taxable ☐ None Taxable

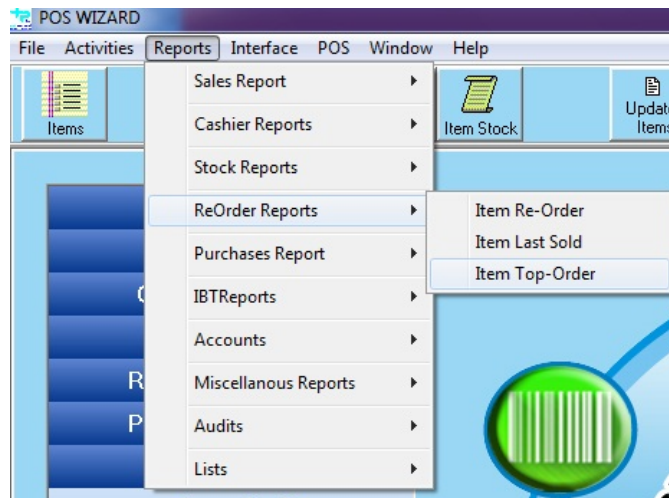
☒ OK ☐ Cancel

4. Below is a preview of a **Re-Order Report**

Plu Re-Order		STK STOCK CONTROL		26/10/2010 04:47:19 PM			
Number	Description	Supplier	LastCost	Stock	R.O.P	Reorder	
00000000000082	LIQUID WASH	8 CASA DEL MAR	40.00	-2	2	2	2
00000000000083	ROSE OIL SOAP	8 CASA DEL MAR	16.00	-3	2	2	2
00000000000084	OLIVE OIL SOAP	8 CASA DEL MAR	22.00	0	3	2	2
00000000000085	DEO MOUSSE	8 CASA DEL MAR	26.25	-1	1	2	2
00000000000086	DEO SPRAY	8 CASA DEL MAR	26.25	0	1	10	2
00000000000087	MOISTURE GEL	8 CASA DEL MAR	35.00	0	1	10	2
00000000000088	HAND CREAM	8 CASA DEL MAR	75.00	2	3	2	2
00000000000089	HEALING BALM	8 CASA DEL MAR	68.00	1	2	2	2
00000000000090	ARTHRO-FLEX	8 CASA DEL MAR	41.00	0	1	2	2
00000000000091	ROSE CANDLE	8 CASA DEL MAR	0.00	0	1	2	2
00000000000092	ROSE PETAL BALM	8 CASA DEL MAR	82.50	-1	1	2	2
00000000000093	PETULI OIL	8 CASA DEL MAR	35.00	-1	1	2	2

Item Top-Order Report

1. Click on **Reports**.
2. Select **Item Top-Order**. (Top up)



3. Select the print options for the report.

Select Options

Item
Start Number End Number
☐ By Description ☐ Zero Skip Stock

Description
☒ Containing
☐ Beginning with

Department
Start Number End Number

Supplier
Start Number End Number

Location

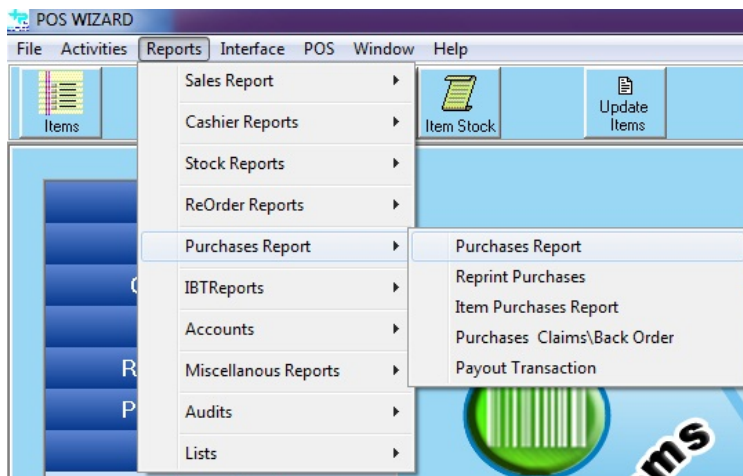
Taxable Selection
☒ All ☐ Taxable ☐ None Taxable

OK Cancel

4. Click on **OK** view the report.
5. Below is a preview of the **Item Top-Order Report**.

Plu Top Up		STK STOCK CONTROL		26/10/2010 04:55:39 PM			
Number	Description	Supplier	LastCost	Stock	R.O.P	Reorder	TopUp
00000000000082	LIQUID WASH	8 CASA DEL MAR	40.00	-2	2	2	4
00000000000083	ROSE OIL SOAP	8 CASA DEL MAR	16.00	-3	2	2	5
00000000000084	OLIVE OIL SOAP	8 CASA DEL MAR	22.00	0	3	2	2
00000000000085	DEO MOUSSE	8 CASA DEL MAR	26.25	-1	1	2	3
00000000000086	DEO SPRAY	8 CASA DEL MAR	26.25	0	1	10	10
00000000000087	MOISTURE GEL	8 CASA DEL MAR	35.00	0	1	10	10
00000000000089	HEALING BALM	8 CASA DEL MAR	68.00	1	2	2	1
00000000000090	ARTHRO-FLEX	8 CASA DEL MAR	41.00	0	1	2	2
00000000000091	ROSE CANDLE	8 CASA DEL MAR	0.00	0	1	2	2
00000000000092	ROSE PETAL BALM	8 CASA DEL MAR	82.50	-1	1	2	3
00000000000093	PETULI OIL	8 CASA DEL MAR	35.00	-1	1	2	3

Purchases Report



1. Click on **Reports**.
2. Select **Purchases Report**.
3. Click on **Purchases Report**
4. Select the print options for the report.

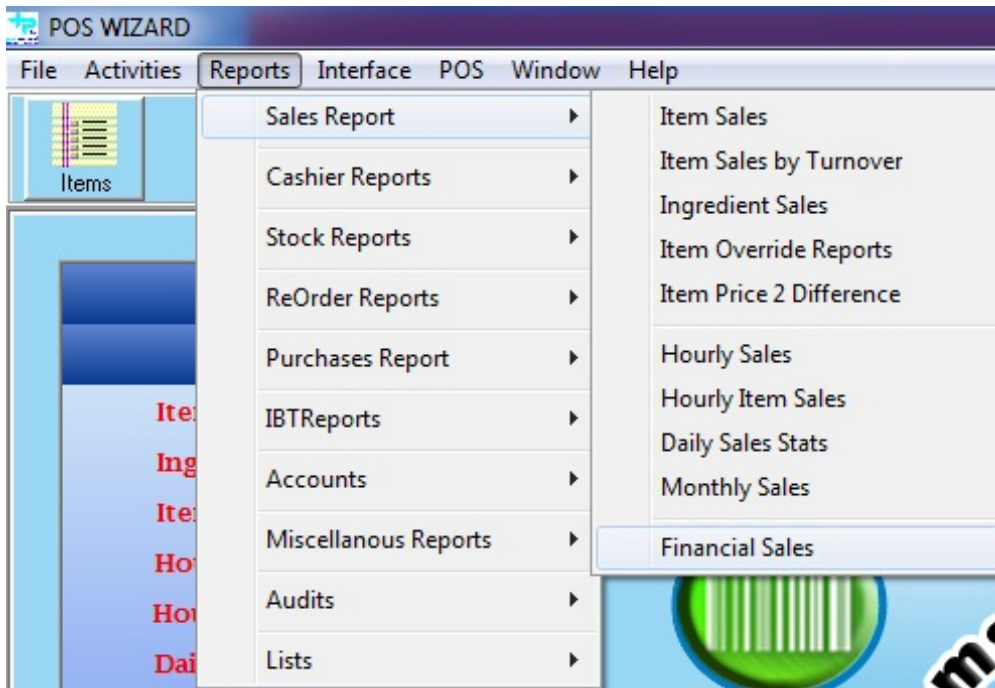
The screenshot shows the 'Purchases Report Criteria' dialog box. It has three sections: 'Date Range' with 'From' and 'To' date pickers set to 21/10/2010; 'Supplier' with 'Number' and 'Name' dropdown menus both set to '<No Selection>'; and 'Detail' with a 'Summary Only' checkbox. At the bottom are 'OK' and 'Cancel' buttons.

5. Below is a preview of the **Purchases Report**.

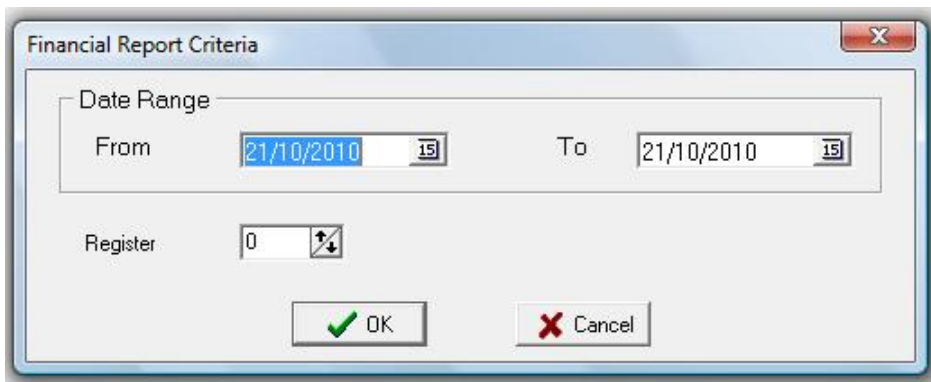
Purchases Report		STK STOCK CONTROL				26/10/2010 04:08:16 PM		
REPORT PERIOD: 01/09/2010 TO 26/10/2010								
Process Date	Reference	Taxable Total	Tax	Non Tax	Invoice Total	Payment Ref	Paid Amount	
Supplier: 1 NESTLE								
18/10/2010	12	8.80	1.23		10.03		0.00	
	Actual Invoice Totals				10.03			
18/10/2010	122				0.00	cash	10.00	
	Actual Invoice Totals				0.00			
Supplier: 2 ABI								
20/10/2010	1234	1052.60	147.36		1200.00	CASH -paid to	600.00	
	Actual Invoice Totals	1052.64	147.36		1200.00			
25/10/2010	121	126.36	17.69		144.05		0.00	
	Actual Invoice Totals				144.05			
Total Purchases:		1187.76	166.29	0.00	1354.09	Total Paid:	610.00	
Actual Total Purchases:		1052.64	147.36	0.00	1354.08			

Financial Sales

1. Click on **Report**.
2. Select **Financial Sales**.



3. Select the **Date Range** and **Register**.



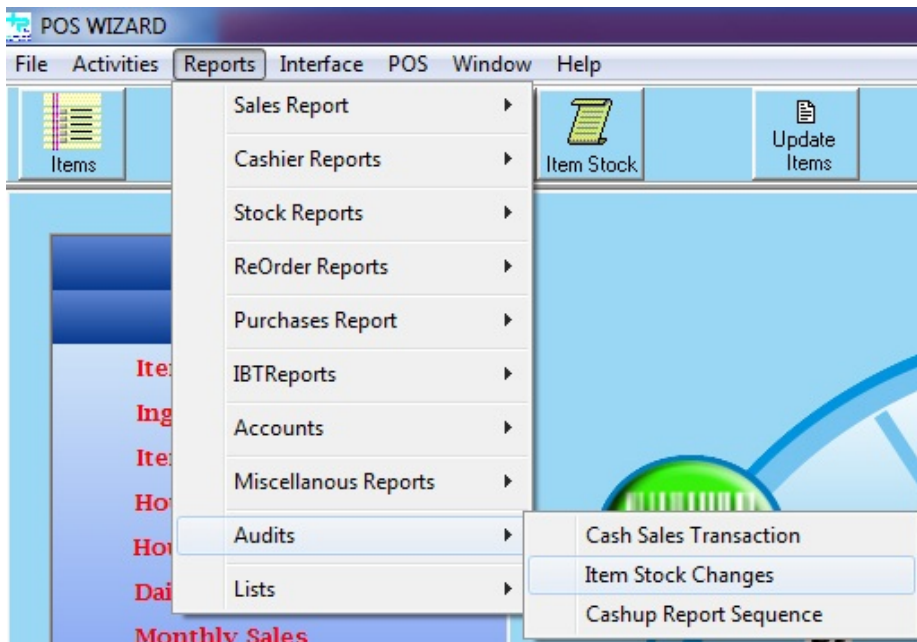
4. Click on **OK** to display report.

5. Below is a preview of the Financial Sales Report

Register Financial Sales		STK STOCK CONTROL		26/10/2010 07:06:45 PM
REPORT PERIOD: 21/07/2010		TO 21/07/2010		
8101	DEPT 1 - TOTAL SALES	791	18798.40	
8164	DEPT 64	32	223.39	
0	TOTAL	823	19021.79	
1662	REFUND	1	4.40	
1131	STAFF		3107.52	
1135	CASH		15914.27	
0	TOTAL		19021.79	
131	TAXABLE SALES 1		14406.40	
132	NON TAXABLE SALES 2		2598.40	
0	TOTAL		17004.80	
141	TAX 1		2016.99	
0	TAX TOTAL		2016.99	
1681	TRANSACTION COUNT	178		
1682	NO SALE	2		

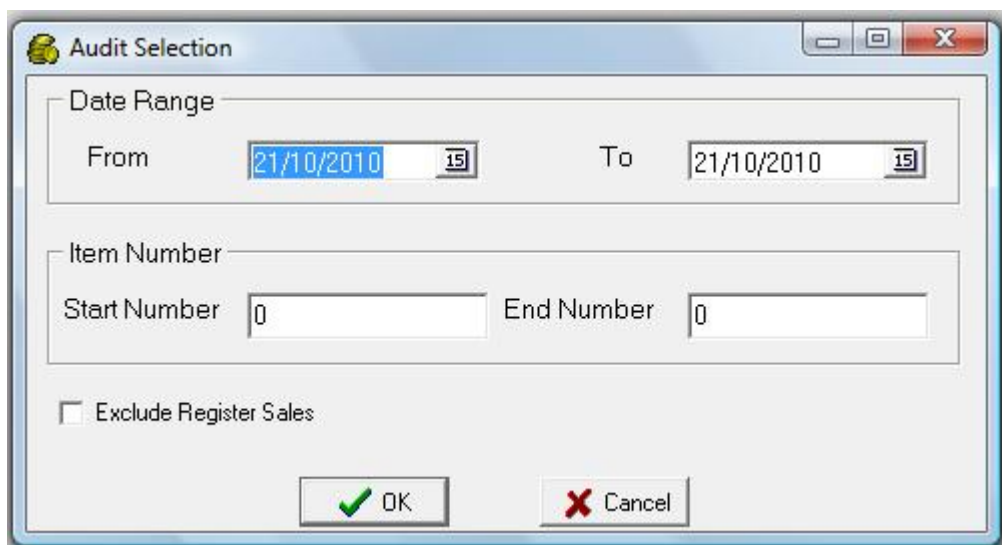
Item Stock Changes – Audit Trail

The item audit trail can be useful when you need to track the stock changes on an item or items.



1. Click on **Reports**.
2. Scroll to **Audits**.
3. Select **Item Stock Changes**.

4. Select the **Date Range**.
5. In **Start Number** enter the first item number of the item you wish to view, in **End Number**, enter the item number of the last item. If you want to view the report for a single item, enter that item number in both **Start Number** and **End Number**. If you want to view the audit trail for all items, leave **Start** and **End Number** blank.
6. If you don't want the register sales to print in the report, tick the **Exclude Register Sales** box.



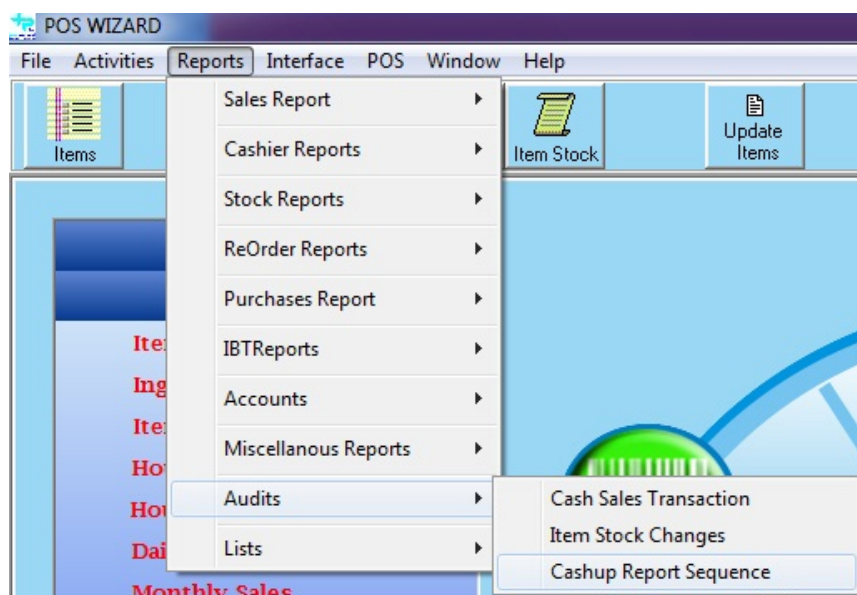
7. Click on **OK** to display the report.

8. Below is a preview of the **Item Stock Changes Report**.

Audit Report		STK STOCK CONTROL		21/10/2010 02:02:45 PM		
				Old Stock	Change	Stock
21/10/2010 11:16:44	00000000000001	Grocery Vat	StockTake Complete	10	0	10
21/10/2010 11:16:44	00000000000100	Cheese & Tomato Health Roll	StockTake Complete	0	5	5
21/10/2010 11:16:44	00000000000002	Grocery N/Vat	StockTake Complete	0	0	0
21/10/2010 11:16:44	00000000000003	Dairy	StockTake Complete	0	0	0
21/10/2010 11:16:44	00000000000004	Sweets & Chocs	StockTake Complete	0	0	0
21/10/2010 11:16:44	00000000000005	Fruit & Veg	StockTake Complete	0	0	0
21/10/2010 11:16:44	00000000000006	Cooldrinks	StockTake Complete	0	0	0
21/10/2010 11:16:44	00000000001112	Coke 330ml Cans 6pack	StockTake Complete	0	0	0
21/10/2010 11:16:44	00000000001111	Coke 330ml Cans Case	StockTake Complete	20	-2	18
21/10/2010 11:16:44	00544900000870	Coke 330ml Can	StockTake Complete	0	0	0
21/10/2010 01:54:28	00000000000100	Cheese & Tomato Health Roll	Adjust: stale stock	5	-5	0
21/10/2010 01:54:28	00000000000099	Tomato Slice	Adjust ItemBreakdown:	0	-10	-10
21/10/2010 01:54:28	00000000000098	Wholewheat roll	Adjust ItemBreakdown:	0	-5	-5
21/10/2010 01:54:28	00000000000097	Cheese slice	Adjust ItemBreakdown:	0	-10	-10
21/10/2010 01:54:28	00000000000095	Lettuce	Adjust ItemBreakdown:	0	-5	-5
21/10/2010 01:54:28	00000000000096	Butter	Adjust ItemBreakdown:	0	-5	-5

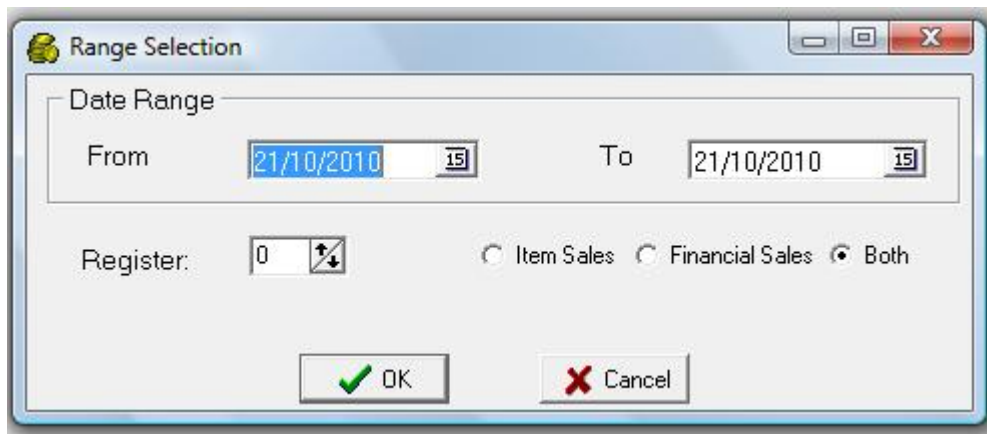
Cashup Report Sequence Report

This report is used to check readings have been cleared on the cash registers in between uploads to POSWIZARD.



1. Click on **Reports**.
2. Scroll to **Audits**.
3. Select **Cashup Report Sequence**.

4. Select the **Date Range**.



The image shows a 'Range Selection' dialog box. It has a title bar with a green icon and standard window controls. The main area is titled 'Date Range'. It contains two date pickers: 'From' and 'To'. Both are set to '21/10/2010'. Below these, there is a 'Register' field with a dropdown arrow, currently showing '0'. To the right of the register field are three radio buttons: 'Item Sales', 'Financial Sales', and 'Both'. The 'Both' radio button is selected. At the bottom, there are two buttons: 'OK' with a green checkmark icon and 'Cancel' with a red X icon.

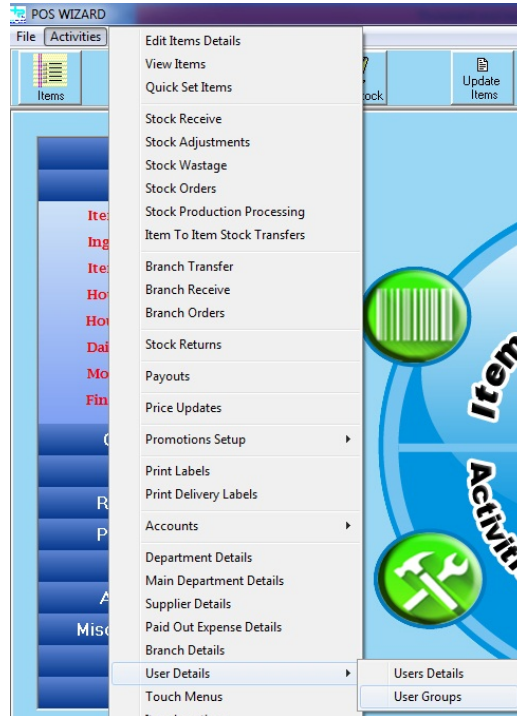
5. Select the **Register** you want to view the report for, if you want to view all cash registers, leave the fields 0.
6. Select whether you want to view **Item Sales** or **Financial Sales** or **Both**.
7. Click on **OK** to view the report.
8. Below is a preview of the **Cashup Report Sequence**.

Report Numbers		STK STOCK CONTROL		26/10/2010 07:55:54 PM	
PERIOD: 06/07/2010		TO 31/07/2010			
Report Date	Report Type	Register Number	Report Number	Processed Amount	
07/07/2010 16:08	ITEM SALES REPORT	2	206	21490.78	
07/07/2010 16:08	FINANCIAL REPORT	2	71	21190.78	
09/07/2010 16:16	ITEM SALES REPORT	2	209	31565.94	
09/07/2010 16:16	FINANCIAL REPORT	2	72	30465.94	
12/07/2010 16:06	ITEM SALES REPORT	2	212	14986.36	
12/07/2010 16:06	FINANCIAL REPORT	2	73	14986.36	
14/07/2010 16:09	ITEM SALES REPORT	2	215	15992.24	
14/07/2010 16:09	FINANCIAL REPORT	2	74	15092.24	
16/07/2010 16:14	ITEM SALES REPORT	2	218	34733.61	
16/07/2010 16:14	FINANCIAL REPORT	2	75	33063.37	
19/07/2010 16:10	ITEM SALES REPORT	2	221	12933.76	
19/07/2010 16:10	FINANCIAL REPORT	2	76	12933.76	
21/07/2010 16:13	ITEM SALES REPORT	2	224	19021.79	
21/07/2010 16:13	FINANCIAL REPORT	2	77	15914.27	
23/07/2010 16:11	ITEM SALES REPORT	2	227	29998.04	
23/07/2010 16:11	FINANCIAL REPORT	2	78	29698.04	
26/07/2010 16:09	ITEM SALES REPORT	2	230	14553.21	

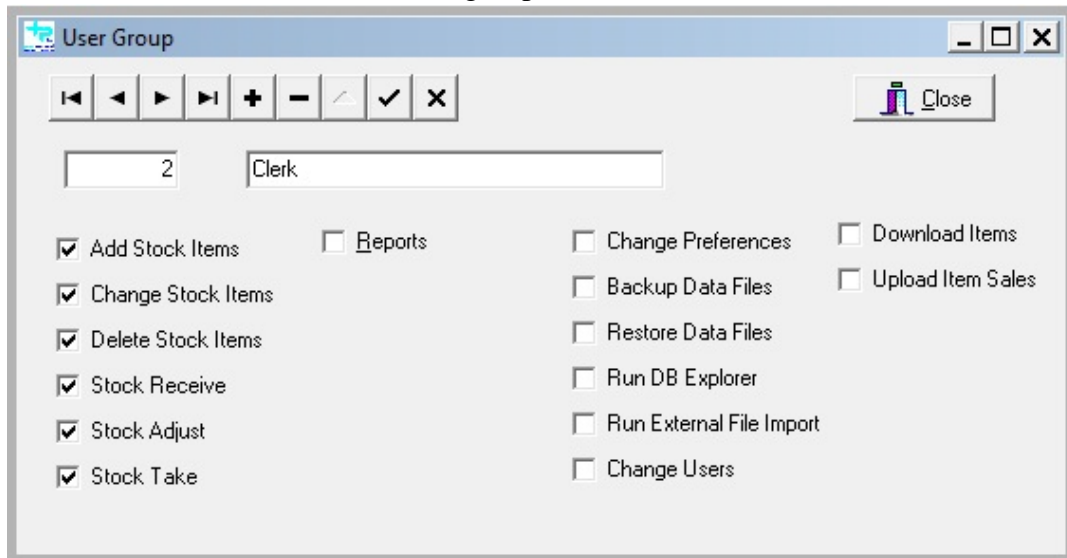
User Groups

Users groups are used to maintain the level of access each person using the program has. For instance, managers may be allowed access to all aspects of the program, while data capture clerks are not allowed access to the upload and stock adjustment features.

1. Click on **Activities**.
2. Scroll down to **User Details**.
3. Select **User Groups**



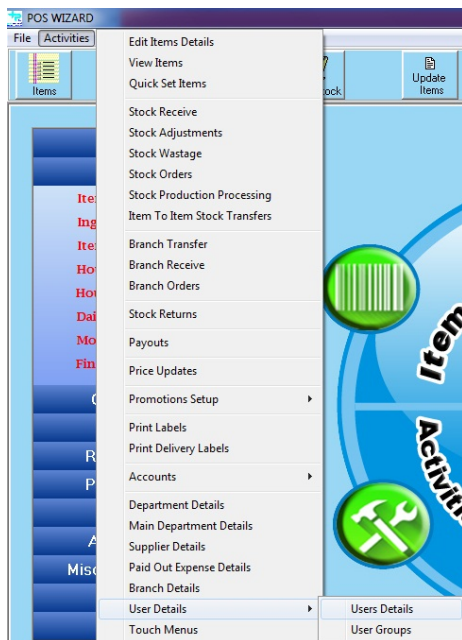
4. Click on the +(PLUS) to add a new user group.



5. Give the user group a number.
6. Enter a description, e.g.: SUPERVISOR.
7. Tick the modules which this user group can obtain access to.
8. Click on the tick ✓ to save.

Users

1. Click on **Activities**.
2. Scroll down to **User Details**.
3. Select **Users Details**.



4. Click on the +(PLUS) to add a new user.

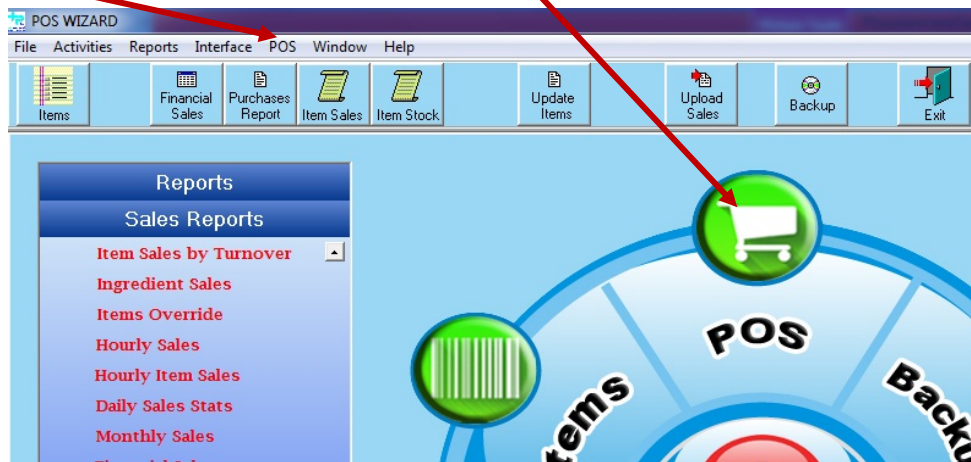
A screenshot of the 'Users' dialog box in the POS WIZARD application. On the left is a list box containing 'Susan Green' and 'Amy Lee', with 'Amy Lee' selected. On the right are several input fields: 'User Number' (containing '2'), 'User Name' (containing 'Amy Lee'), 'User Group' (a dropdown menu showing '1'), 'User ID' (containing '2'), and 'Password' (containing 'abc123'). At the top of the dialog is a toolbar with navigation buttons and a '+' button for adding new users. A 'Close' button is in the top right corner.

5. The system will enter a unique number in **User Number**.
6. Enter the name of the user in the **User Name** field.
7. Select the level of access you want the user to have in the program in **User Group**.
8. In **User ID**, enter the name/ID that the user will enter at the login screen.
9. Enter a **Password** for the user, also to be entered by this user at the login screen.
10. Click on the tick ✓ to save the new user's details.
11. **Always take care when deleting user details, as not to delete the incorrect user. If in the event of you deleting your user details please re-enter them before exiting the program as you will not be able to gain access to the program. In the event of this happening please contact your dealer for further details.**

POS

Using the POS - Logging in to the pos

1. If the terminal is POS enabled when you double click on the Poswizard icon on the desktop, the software will open on the POS log in screen, if you want to access the POS from the backoffice click on POS menu on your main screen or on the POS button which will then take you to the POS log in



2. Enter the user ID in the ID field and password in the PIN CODE field, as you had created in the POS Users.

CASH SALE

TOTAL 0.00

User Verification

POS Login

Enter your ID and PIN CODE

ID

PIN CODE

ACCEPT Cancel

Open Taxable	Open Non-Tax
Credit Card	Fast Plu Menu
X	
8	9
5	6
2	3
0	PLU ENTER
R100	R50
R20	R10
R2	R1
	CLEAR

Receipt On Receipt Print Void Paid Out NO-SALE Store/Recall XIZ Report Receive On Account Account

POS# 02 TRANSACTION# 16 CASHIER# 16:01:58 12/09/2013

3. Click on ACCEPT.

4. You are now at the main POS screen.

CASH SALE		TOTAL		0.00	
				Function Menu	Open Taxable
				Cash Tend	Credit Card
					X
					Fast Plu Menu
				7	8
				4	5
				1	2
				.	0
				R200	R100
				R20	R10
				R2	R1
					PLU ENTER
					R50
					R5
					CLEAR
Receipt On	Receipt Print	Void	Paid Out	Proforma	OPEN ITEM (NON-TAXABLE)
				XIZ Report	Receive On Account
				Account	
POS# 02		TRANSACTION# 14		CASHIER# 1 Wendy Wonka	
				14:46:31 12/09/2013	

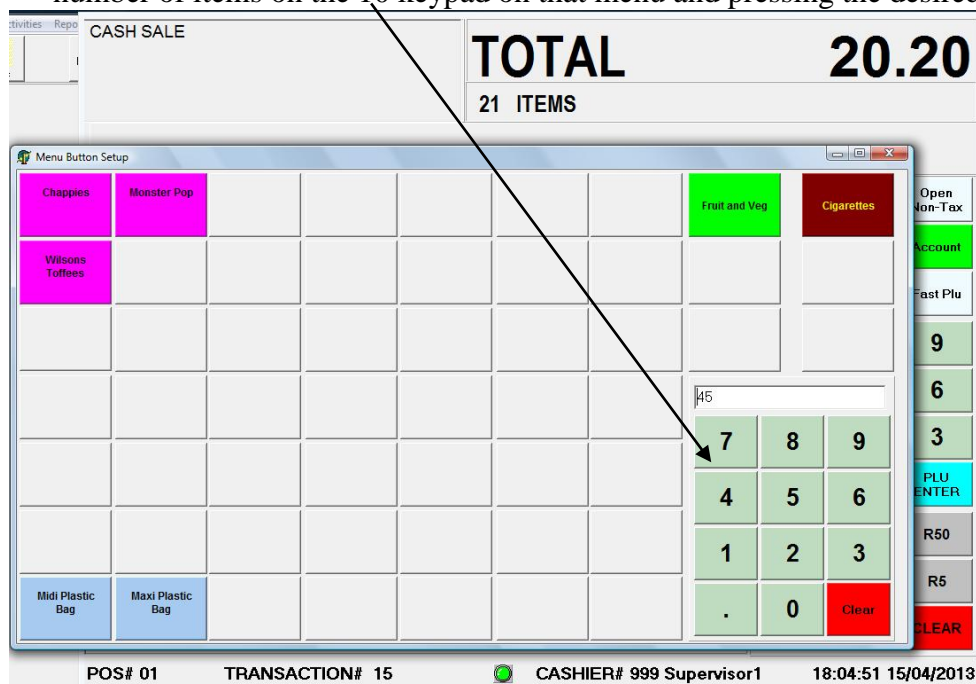
Explanation of POS buttons

- **Function Menu** – press this button to give you a menu of the functions you had previously set up in the Function Touch Group. E.g. Void, refund, Paid Out, Discounts etc
- **Open taxable** – Taxable open department, enter an amount and press this button to quickly ring up items that are not on the system.
- **Open Non-Tax** – Non-Taxable open department, enter an amount and press this button to quickly ring up items that are not on the system.
- **Cash Tend** – enter the amount and press this button to finalise a sale, when the customer pays by cash. If you press this button without entering an amount the multi-tender window will open.
- **Credit Card** – press this button when the customer pays by credit card.
- **Account** – enter the account number and press this button to ring up items to a customer's account.
- **X** – Multiply. Enter the amount, then scan the item or enter the PLU code to ring up multiples of the item.
- **Fast Plu Menu** – press this button to access and ring up the Fast PLU's you have created on the Fast PLU Touch Group.
- **PLU ENTER** – enter the PLU number of an item then press this button to ring up the item, if you press this button without entering a PLU number, a lookup window will open, allowing you to search for an item. You may use this feature as a price lookup.
- **R1 –R200** – quick notes, press the denominations to quickly enter the amount tendered by the customer
- **CLEAR** – press this button to cancel the last amount entered.
- **Receipt On/Off** – toggle button to set the receipt printer on or off.
- **Receipt Print** – press this button to reprint the last sales receipt
- **Store/Recall** – press this button while in the middle of a sale to store the sale. You may continue with other sales in the interim, press it again while not in a sale to recall a sale.

- **X/Z Reports** – press this button to Cash up at the end of the day.
- **Charge on Account** – used to finalise sale when entering an account transaction
- **Void** – removes the last item rung up while in a transaction.
- **Refund** – used when a customer returns an item after a transaction has been finalised
- **Account** – used to enter into a sale on account transaction
- **Cancel sale** – voids an entire transaction before it has been finalised.
- **Received on Account** – records an amount of money received into the drawer from an account customer
- **Paid Out** – records an amount of money withdrawn from the cash drawer when no customer transaction has taken place
- **Proforma** – prints a preliminary transaction/quotation
- **Price Override** – used to override the current selling price of an item.
- **Item Discount** – used to enter a discount on the last item rung up
- **Subtotal Discount** – used to enter a discount on the subtotal of the transaction
- **No Sale** – used to open the cash drawer out of a transaction

Ring up items

1. To ring up items, simply either scan the barcode or enter the PLU number and press the PLU ENTER button, if the cashier does not know the PLU number, press the PLU ENTER button and search for the item by either entering the name in the description field or by using the scroll bar or if it is an item that you linked to your Fast Plu menu, press the Fast Plu button on the screen and select the desired item, you can sell multiples of the item by entering the number of items, pressing the X button and scanning the barcode, of if it is a Fast Plu, go to the appropriate Fast Plu menu, enter the number of items on the 10 keypad on that menu and pressing the desired Plu.



2. As the cashier rings up the items, the total at the top adjusts according, showing the total due by the customer.
3. Once all the items have been rung up, the cashier must then enter the amount tendered. This can be done by pressing the fast amounts on the main screen or by entering the value in using the ten keypad and pressing the appropriate tender button.
4. If the customer intends on paying by using more than one payment method, the cashier should then press the Cash Tend button, a multi-tender screen will popup where the cashier can enter the different amounts to each tender type.

CASH SALE		TOTAL		488.77	
1 x ABE					
000000000000001	PALLET - NPC				
06002065004577	ABE BRIXEAL 20L				

Enter Payment Amount

Total

Due

CASH

Credit Card

Voucher

Tender 4

Tender 5

Tender 6

Tender 7

Tender 8

Function Menu	Open Taxable	Open Non-Tax
Cash Tend	Credit Card	Fast Plu Menu
	X	
7	8	9
4	5	6
1	2	3
.	0	PLU ENTER
R200	R100	R50
R20	R10	R5
R2	R1	CLEAR

POS# 02 TRANSACTION# 14 CASHIER# 1 Wendy Wonka 15:05:48 12/09/2013

5. As the cashier enters the amounts paid to each tender, the amount will be deducted from the total and the amount still owing will reflect in the amount Due field.

CASH SALE		TOTAL		488.77	
1 x ABE					
000000000000001	PALLET - NPC				
06002065004577	ABE BRIXEAL 20L				

Enter Payment Amount

Total

Due

CASH

Credit Card

Voucher

Tender 4

Tender 5

Tender 6

Tender 7

Tender 8

Function Menu	Open Taxable	Open Non-Tax
Cash Tend	Credit Card	Fast Plu Menu
	X	
7	8	9
4	5	6
1	2	3
.	0	PLU ENTER
R200	R100	R50
R20	R10	R5
R2	R1	CLEAR

POS# 02 TRANSACTION# 14 CASHIER# 1 Wendy Wonka 15:07:20 12/09/2013

6. Once the amount Due reflects as 0.00, click on the Accept button to finalise the sale.

Exiting the POS

- To exit the POS press the ALT button and the F4 button simultaneously or click on the Exit POS found at the bottom left hand corner of the POS screen.

No Sale

1. To open the drawer outside of a transaction, press the No Sale button. You will find it either in the Function menu or on the Function bar at the bottom of the POS screen depending on where you have chosen to program it.
2. If it is in the function menu. Press the Function Menu button and then press the No Sale button

CASH SALE		TOTAL		0.00	
				Function Menu	Open Taxable
				Cash Tend	Fast Plu Menu
				X	
				7	8
				4	5
				1	2
				.	0
				R200	R100
				R20	R10
				R2	R1
				CLEAR	
Receipt On	Receipt Print	Void	Paid Out	Proforma	OPEN ITEM NON-TAXABLE
POS# 02		TRANSACTION# 14		CASHIER# 1 Wendy Wonka	
				14:46:31 12/09/2013	

Voids

1. Voids are performed when a customer wishes to return an item before the transaction has been finalised or to remove items which may have been scanned in error.
2. To perform a void, press the Void button, either on the function bar at the bottom of the POS screen or press the Function Menu button and then press the Void button
3. If the cashier does not have permission to perform a void, manager override screen will appear prompting for the manager user id and password.
4. Select the item you wish to void by scanning it or entering the PLU number and pressing the PLU ENTER button or by selecting the item from the Fast PLU Menu.

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: left;"> <p>CASH SALE</p> </div> <div style="text-align: right; font-size: 2em; font-weight: bold;"> TOTAL </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div>3 ITEMS</div> <div style="text-align: right; font-size: 3em; font-weight: bold;">103.07</div> </div>	
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-1 x ADAPTOR 2X15A BI				
06009513220374	ADAPTOR 2X15A BI	26.23	1	26.23
06009513220374	ADAPTOR 2X15A BI	26.23	1	26.23
06001743045505	ADHESIVE CONTACT (250ml) (ALK) (P/S	46.93	1	46.93
06009624750210	BARREL BOLT STR 64MM CP (VK)	29.91	1	29.91
06009513220374	ADAPTOR 2X15A BI	26.23	-1	-26.23

Function Menu	Open Taxable	Open Non-Tax
Cash Tend	Credit Card	Fast Plu Menu
	X	
7	8	9
4	5	6
1	2	3
.	0	PLU ENTER
R200	R100	R50
R20	R10	R5
R2	R1	CLEAR

Receipt On	Receipt Print	Void	Paid Out	NO-SALE	Store/Recall	XIZ Report	Receive On Account	Account
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POS# 02

TRANSACTION# 16

CASHIER# 1 Wendy Wonka

16:45:04 12/09/2013

5. Finalise the sale as normal.

Refunds

1. Refunds are performed when a customer to return an item after the sale has been finalised.
2. To perform a refund, press the Refund button on the function bar at the bottom of the POS screen or press the Function Menu button then the Refund button.
3. If the cashier does not have permission to perform a refund, manager override screen will appear prompting for the manager user id and password.
4. Next select the item the client is returning by scanning the barcode or entering the PLU code and pressing the PLU ENTER button or by selecting it from the Fast PLU Menu.

CASH REFUND		TOTAL		-189.47	
		-1 ITEMS			
CASH REFUND					
-1 x PALLET - NPC				Function Menu	Open Taxable
000000000000001	PALLET - NPC	189.47	-1	-189.47	Open Non-Tax
				Cash Tend	Fast Plu Menu
				X	
				7	8
				4	5
				1	2
				.	0
				PLU ENTER	
				R200	R100
				R20	R10
				R50	R5
				R2	R1
				CLEAR	
Receipt On	Receipt Print	Void	Paid Out	NO-SALE	Store/Recall
XIZ Report	Receive On Account	Account			
POS# 02		TRANSACTION# 17		CASHIER# 1 Wendy Wonka	
				16:48:11 12/09/2013	

5. Press the CASH button to finalise the transaction

Cancel Sales

1. If a customer decides to cancel his purchase, you can cancel the entire sale by pressing the Cancel sale button either on the function bar at the bottom of the POS screen or press the Function Menu button and then the Cancel Sale button
2. If you do not have permission to perform a Cancel Sale operation a manager override screen will appear prompting for the manager user id and password.

The screenshot shows a POS interface with a 'CASH SALE' header. At the top right, it displays 'TOTAL 308.42' and '2 ITEMS'. A 'Cancel Transaction' dialog box is centered, prompting the user to 'Enter your ID and PIN CODE'. The ID field contains '999' and the PIN CODE field contains '***'. There are 'ACCEPT' and 'Cancel' buttons. The background interface includes a numeric keypad, function buttons like 'Receipt On', 'Receipt Print', 'Void', 'Paid Out', 'NO SALE', 'Store/Recall', 'XIZ Report', 'Receive On Account', and 'Account', and a bottom status bar showing 'POS# 02', 'TRANSACTION# 17', 'CASHIER# 1 Wendy Wonka', and the time '17:00:34 12/09/2013'.

3. Once the password has been accepted the sale will be cancelled.

This screenshot shows the POS screen after the transaction has been cancelled. The 'TOTAL' remains at '308.42' for '2 ITEMS'. The item list now includes:

Item ID	Description	Price	Qty	Total
000000000000001	PALLET - NPC	189.47	1	189.47
000000000000002	PALLET - STANGER B&T	118.95	1	118.95
	CANCEL TRANSACTION			

 The interface also shows the same numeric keypad and function buttons as the previous screenshot, with the status bar indicating 'POS# 02', 'TRANSACTION# 17', 'CASHIER# 1 Wendy Wonka', and the time '17:02:09 12/09/2013'.

Price override

1. Price overrides are used to manually override the system price of an item.
2. To perform a price override, enter the new price you wish to sell the item at then press the Price Override button on the function bar at the bottom of the POS screen or in the Function Menu.

CASH SALE		TOTAL		459.56																															
		1 ITEM																																	
PRICE OVERRIDE 450.00																																			
06003398035436	CABINET MAHOGANY 2 DOOR	459.56	1	459.56																															
<table border="1"> <tr> <td>Function Menu</td> <td>Open Taxable</td> <td>Open Non-Tax</td> </tr> <tr> <td>Cash Tend</td> <td>Credit Card</td> <td>Fast Plu Menu</td> </tr> <tr> <td></td> <td>X</td> <td></td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>.</td> <td>0</td> <td>PLU ENTER</td> </tr> <tr> <td>R200</td> <td>R100</td> <td>R50</td> </tr> <tr> <td>R20</td> <td>R10</td> <td>R5</td> </tr> <tr> <td>R2</td> <td>R1</td> <td>CLEAR</td> </tr> </table>						Function Menu	Open Taxable	Open Non-Tax	Cash Tend	Credit Card	Fast Plu Menu		X		7	8	9	4	5	6	1	2	3	.	0	PLU ENTER	R200	R100	R50	R20	R10	R5	R2	R1	CLEAR
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Receipt On	Receipt Print	Void	Paid Out	NO-SALE	Store/Recall	XIZ Report	Receive On Account	Account																											
POS# 02 TRANSACTION# 17 CASHIER# 1 Wendy Wonka 08:57:45 13/09/2013																																			

3. If you do not have permission to perform a Price Override operation a manager override screen will appear prompting for the manager user id and password, if so, you may proceed with the Price Override once the manager id and password has been successfully entered.
4. Ring up the item by scanning the barcode or entering the PLU number and pressing the PLU ENTER button or by selecting it from the Fast PLU Menu.
5. The item will be rung up at the amended price.

CASH SALE		TOTAL		909.56																															
		2 ITEMS																																	
1 x CABINET MAHOGANY 2 DOOR																																			
06003398035436	CABINET MAHOGANY 2 DOOR	459.56	1	459.56																															
06003398035436	CABINET MAHOGANY 2 DOOR	450.00	1	450.00																															
<table border="1"> <tr> <td>Function Menu</td> <td>Open Taxable</td> <td>Open Non-Tax</td> </tr> <tr> <td>Cash Tend</td> <td>Credit Card</td> <td>Fast Plu Menu</td> </tr> <tr> <td></td> <td>X</td> <td></td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>.</td> <td>0</td> <td>PLU ENTER</td> </tr> <tr> <td>R200</td> <td>R100</td> <td>R50</td> </tr> <tr> <td>R20</td> <td>R10</td> <td>R5</td> </tr> <tr> <td>R2</td> <td>R1</td> <td>CLEAR</td> </tr> </table>						Function Menu	Open Taxable	Open Non-Tax	Cash Tend	Credit Card	Fast Plu Menu		X		7	8	9	4	5	6	1	2	3	.	0	PLU ENTER	R200	R100	R50	R20	R10	R5	R2	R1	CLEAR
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POS# 02 TRANSACTION# 17 CASHIER# 1 Wendy Wonka 08:59:16 13/09/2013																																			

6. Continue and finalise the transaction as normal.

Item Discount

1. You can discount an individual item either by a percentage or a Rand value.
2. To discount an item, ring up the item as per normal and then press the Item discount button, either on the function bar at the bottom of the POS screen or in the Function Menu.
3. If you do not have permission to perform an Item Discount operation a manager override screen will appear prompting for the manager user id and password, if so, you may proceed with the Item Discount once the manager id and password has been successfully entered.

CASH SALE

TOTAL 646.40

1 ITEM

1 x COOLBOX CHILLER

ITEM DISCOUNT

10

Percent

Rand Value

Clear

Cancel

POS# 02 TRANSACTION# 18 CASHIER# 1 Wendy Wonka 09:22:34 13/09/2013

4. Enter the percentage or Rand value by which you want to discount the item by and press the Percent button or Rand Value button. E.g. enter 10 and press Percent to give a 10% discount.
5. The system will calculate the amount to be discounted on the item last rung up.

CASH SALE

CHANGE 18.25

TOTAL 581.76

06200023020144 COOLBOX CHILLER SAFARI F/G 12LT 646.40 1 646.40

DISCOUNT 10% -64.64

ROUNDING -0.01

CASH 600.00

CHANGE 18.25

POS# 02 TRANSACTION# 19 CASHIER# 1 Wendy Wonka 09:26:38 13/09/2013

6. Continue the transaction as normal.

Subtotal Discount

1. You can discount an entire transaction either by a percentage or a Rand value.
2. To discount a transaction, ring up the items as per normal and then press the Subtotal discount button, either on the function bar at the bottom of the POS screen or in the Function Menu.
3. If you do not have permission to perform an Subtotal Discount operation a manager override screen will appear prompting for the manager user id and password, if so, you may proceed with the Subtotal Discount once the manager id and password has been successfully entered.

CASH SALE

TOTAL 426.49

4 ITEMS

1 x ELECTRIC

06001477570267	CURTAIN TIE BACK	29.39	1	29.39
06009693690361	DOOR 2 PANEL DEEP	296.40	1	296.40
06001008660429	DRILL BIT HSS 8.5mm	22.72	1	22.72
06002844050207	ELECTRICAL COMBO	77.98	1	77.98
	DISCOUNT			-26.49
	Credit Card			400.00

Discount Value: 26.49

Subtotal Discount

Percent

Rand Value

Clear

Cancel

Function Menu: Cash Tend, Credit Card, Fast Plu Menu

Open Taxable: X

Open Non-Tax: Fast Plu Menu

POS# 02 TRANSACTION# 19 CASHIER# 1 Wendy Wonka 10:25:47 13/09/2013

4. Enter the percentage or Rand value by which you want to discount the transaction by and press the Percent button or Rand Value button. E.g. enter 10 and press Percent to give a 10% discount or 10 and press Rand Value to give a R10.00 discount.
5. The system will calculate the amount to be discounted on all the items rung up.

CASH SALE

CHANGE 0.00

TOTAL 400.00

400

06001477570267	CURTAIN TIE BACK HOOK 34MM PR	29.39	1	29.39
06009693690361	DOOR 2 PANEL DEEP MOULD	296.40	1	296.40
06001008660429	DRILL BIT HSS 8.5mm BI	22.72	1	22.72
06002844050207	ELECTRICAL COMBO PACK 14 ELLIES	77.98	1	77.98
	DISCOUNT			-26.49
	Credit Card			400.00

Function Menu: Cash Tend, Credit Card, Fast Plu Menu

Open Taxable: X

Open Non-Tax: Fast Plu Menu

POS# 02 TRANSACTION# 19 CASHIER# 1 Wendy Wonka 10:33:46 13/09/2013

6. Finalise the transaction as normal.

Proforma

1. A Pro-forma invoice can be created as a quotation to a customer.
2. To create a Pro-forma invoice, you can either ring up the items first and then press the Proforma button on the Function bar at the bottom of the POS screen or in the Function Menu or press Proforma button first and the ring up the items.
3. When you have pressed the Proforma button, a window will pop-up, select Create new Proforma

CASH SALE

TOTAL 0.00

Proforma Invoices

Create new Proforma

PROFORMANUM	NAME	PROCESSED DATE	QUANTITY	AMOUNT
13	P Shermin	13/09/2013 10:49:00	13	3302.45
14	B Wayne	13/09/2013 10:53:00	4	4786.31

Select Cancel

POS# 02 TRANSACTION# 21 CASHIER# 1 Wendy Wonka 10:53:40 13/09/2013

4. Enter the details of the customer into the relevant fields.

PROFORMA 0

TOTAL 3112.98

12 ITEMS

1 x RYC

06003398043943
06001773111003
04960673637247

Proforma Details

Number 13 Name P Shermin

Address 42 Wallaby Way

Contact Telephone 012 345 6789 Mobile 089 123 4567

Accept Cancel

POS# 02 TRANSACTION# 19 CASHIER# 1 Wendy Wonka 10:46:10 13/09/2013

5. Then press the accept button.

6. If you have already rung up all items, press the Proforma button again to finalise.
7. Ring up the items you want added to the pro-forma and press the Proforma button.

PROFORMA 13 P Shermin 42 Wallaby Way				<h1 style="margin: 0;">TOTAL</h1> <h2 style="margin: 0;">3302.45</h2>																																																										
				13 ITEMS																																																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Item</th> <th style="width: 40%;">Description</th> <th style="width: 10%;">Unit Price</th> <th style="width: 10%;">Quantity</th> <th style="width: 20%;">Total</th> </tr> </thead> <tbody> <tr> <td>06003398043943</td> <td>LAMINATED PINE SHELF 1200X400</td> <td>136.14</td> <td>10</td> <td>1361.40</td> </tr> <tr> <td>06001773111003</td> <td>LAMP- GAS 100CP HANDI LITE CADAC (W</td> <td>307.81</td> <td>1</td> <td>307.81</td> </tr> <tr> <td>04960673637247</td> <td>RYOBI BELT SANDER 100X560MM 1150W</td> <td>1443.77</td> <td>1</td> <td>1443.77</td> </tr> <tr> <td>00000000000001</td> <td>PALLET - NPC</td> <td>189.47</td> <td>1</td> <td>189.47</td> </tr> <tr> <td colspan="4" style="text-align: right;">PROFORMA INVOICE</td> <td>3302.45</td> </tr> </tbody> </table>				Item	Description	Unit Price	Quantity	Total	06003398043943	LAMINATED PINE SHELF 1200X400	136.14	10	1361.40	06001773111003	LAMP- GAS 100CP HANDI LITE CADAC (W	307.81	1	307.81	04960673637247	RYOBI BELT SANDER 100X560MM 1150W	1443.77	1	1443.77	00000000000001	PALLET - NPC	189.47	1	189.47	PROFORMA INVOICE				3302.45	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Function Menu</td> <td style="text-align: center;">Open Taxable</td> <td style="text-align: center;">Open Non-Tax</td> </tr> <tr> <td style="text-align: center;">Cash Tend</td> <td style="text-align: center;">Credit Card</td> <td style="text-align: center;">Fast Plu Menu</td> </tr> <tr> <td style="text-align: center;">7</td> <td style="text-align: center;">8</td> <td style="text-align: center;">9</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">6</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: center;">.</td> <td style="text-align: center;">0</td> <td style="text-align: center;">PLU ENTER</td> </tr> <tr> <td style="text-align: center;">R200</td> <td style="text-align: center;">R100</td> <td style="text-align: center;">R50</td> </tr> <tr> <td style="text-align: center;">R20</td> <td style="text-align: center;">R10</td> <td style="text-align: center;">R5</td> </tr> <tr> <td style="text-align: center;">R2</td> <td style="text-align: center;">R1</td> <td style="text-align: center;">CLEAR</td> </tr> </table>		Function Menu	Open Taxable	Open Non-Tax	Cash Tend	Credit Card	Fast Plu Menu	7	8	9	4	5	6	1	2	3	.	0	PLU ENTER	R200	R100	R50	R20	R10	R5	R2	R1	CLEAR
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<div style="display: flex; justify-content: space-between;"> Receipt On Receipt Print Void Paid Out NO SALE Store/Recall XIZ Report Receive On Account Account </div>																																																														
POS# 02 TRANSACTION# 20 CASHIER# 1 Wendy Wonka 10:49:58 13/09/2013																																																														

8. A pro-forma invoice will now be printed out.
9. If at a later stage, the customer decides to accept the pro-forma, you can convert the pro-forma into an invoice, to do so, press the Proforma button, select the relevant pro-forma by clicking on it and pressing the Select button

CASH SALE		<h1 style="margin: 0;">TOTAL</h1> <h2 style="margin: 0;">0.00</h2>	
-----------	--	--	--

Create new Proforma

PROFORMANUM	NAME	PROCESSEDATE	QUANTITY	AMOUNT
13	P Shermin	13/09/2013 10:49:00	13	3302.45
14	B Wayne	13/09/2013 10:53:00	4	4786.31

Select
Cancel

Receipt On
Receipt Print
Void
Paid Out
NO SALE
Store/Recall
XIZ Report
Receive On Account
Account

POS# 02
TRANSACTION# 21
CASHIER# 1 Wendy Wonka
10:53:40 13/09/2013

10. Finalise the sale as normal

Store/Recall

1. Press this button while in the middle of a sale to store the transaction. You may then continue with other sales in the interim.

CASH SALE

TOTAL 0.00

Transaction Storage

STORAGENUMBER	PROCESSED DATE	QUANTITY	AMOUNT
2	2013/09/13 12:09:35 PM	3	715.70
3	2013/09/13 12:10:18 PM	3	307.63
4	2013/09/13 12:10:49 PM	99	2092.86

Select Cancel

Function Menu Open Taxable Open Non-Tax

Cash end Credit Card X Fast Plu Menu

7 8 9

4 5 6

1 2 3

. 0 PLU ENTER

R200 R100 R50

R20 R10 R5

R2 R1 CLEAR

Receipt On Receipt Print Void Paid Out NO-SALE Store/Recall XIZ Report Receive On Account Account

POS# 02 TRANSACTION# 23 CASHIER# 1 Wendy Wonka 12:11:40 13/09/2013

2. To continue and finalise a stored transaction, ensure that you are not in the middle of another sale and then press the Store/Recall button click on the relevant transaction and then click on Select

Paid Out

1. Paid out is used when an amount of cash is removed from the drawer, generally to make payment to suppliers
2. Press the Paid Out button either on the function bar at the bottom of the POS screen or in the function menu
3. Enter the amount of cash being paid out in the Payout Amount field

The screenshot displays the POS system interface. At the top, a 'CASH SALE' screen shows a 'TOTAL' of 0.00. A 'Paid Out' dialog box is open, allowing the user to enter a 'Payout Amount' (100) and a 'Reference' (Courier fees). An arrow points from the 'Paid Out' button in the function menu to the 'Payout Amount' field. The background shows a numeric keypad and various function buttons like 'Receipt On', 'Receipt Print', 'Void', 'Paid Out', 'NO-SALE', 'Store/Recall', 'XIZ Report', 'Receive On Account', 'Account', 'R200', 'R100', 'R50', 'R20', 'R10', 'R5', 'R2', 'R1', and 'CLEAR'.

4. Enter a reason in the Reference field.
5. Click on Accept once done.
6. The amount paid out will be deducted from the cash in drawer total.

Ring up items to an account

1. Press the Account button on the function bar at the bottom of the POS screen or in the function menu
2. Select the account which you wish to ring items up to, either by number or name

CASH SALE **TOTAL** **0.00**

Select Account

3 John Smith Create Account

Number: 3 Name: John Smith Balance Total: 120.22

Current: 120.22 30 Days: 60 Days: 90 Days: 90 Days+:

Address: 100 Wallaby Way Sydney

Contact: ID Number: 7812040056084 Telephone: 012 345 6789 Mobile: Fax: Email: johnsmith@email.co.za

Allow Mrs Smith use of the account

Accept Cancel

POS# 02 TRANSACTION# 14 CASHIER# 1 Wendy Wonka 14:46:31 12/09/2013

3. If you have not already created an account for the customer, you may do so now by pressing the Create Account button
4. Click Accept to begin ringing up items to the customer account

ACCOUNT 3
John Smith
ACCOUNT TYPE: STANDARD
PRICE LEVEL: 1

TOTAL **120.22**
2 ITEMS

1 x Gas Heater

Function Menu	Open Taxable	Open Non-Tax
Cash Tend	Credit Card	Fast Plu Menu
7	8	9
4	5	6
1	2	3
.	0	PLU ENTER
R200	R100	R50
R20	R10	R5
R2	R1	CLEAR

00600123918628 Extension Cord on Reel 10m 20.23 1 20.23

04043006700013 Gas Heater 99.99 1 99.99

Receipt On Receipt Print Void Paid Out Proforma OPEN ITEM NON-TAXABLE XIZ Report Receive On Account Account

POS# 01 TRANSACTION# 14 CASHIER# 999 Supervisor1 17:40:31 15/04/2013

5. Ring up the items as normal

6. To finalise the transaction press the Account button again

ACCOUNT 3 John Smith ACCOUNT TYPE: STANDARD PRICE LEVEL: 1					TOTAL		120.22	
					2 ITEMS			
					Function Menu	Open Taxable	Open Non-Tax	
00600123918628	Extension Cord on Reel 10m	20.23	1	20.23	Cash Tend	Credit Card	Fast Plu Menu	
04043006700013	Gas Heater	99.99	1	99.99		X		
	CHARGE ON ACCOUNT			120.22				
					7	8	9	
					4	5	6	
					1	2	3	
					.	0	PLU ENTER	
					R200	R100	R50	
					R20	R10	R5	
					R2	R1	CLEAR	
<div> <div>Receipt On</div> <div>Receipt Print</div> <div>Void</div> <div>Paid Out</div> <div>Proforma</div> <div>OPEN ITEM (NON-TAXABLE)</div> <div>XIZ Report</div> <div>Receive On Account</div> <div>Account</div> </div>								
POS# 01		TRANSACTION# 15		CASHIER# 999 Supervisor1		17:42:05 15/04/2013		

7. You may now continue with sales as normal

Receive on Account

1. When a customer wishes to make payment to their account, press the Receive on account
2. Select the account either by number or name

CASH SALE

TOTAL 0.00

Select Account

5 Cathy Clark Create Account

Number 5 Name Cathy Clark Balance Total R 185.60

Current R 39.60 30 Days R 34.00 60 Days R 0.00 90 Days R 112.00 90 Days+ R 0.00

Address: 22 Primrose Lane Tiger Valley

Contact: ID Number 7703041234567 Telephone 021 789 0123 Mobile 078 901 1234 Fax Email cclark@email.com

Accept Cancel

Receipt On Receipt Print Void Paid Out NO-SALE Store/Recall X/Z Report Receive On Account Account R2 R1 CLEAR

POS# 02 TRANSACTION# 24 CASHIER# 1 Wendy Wonka 14:46:30 13/09/2013

3. Click on Accept
4. Enter the amount received and a reference
5. Click on Accept

ACCOUNT 5
Cathy Clark
22 Primrose Lane
Tiger Valley

TOTAL 0.00

Received

Received Amount 50.00

Reference Cash received by Wendy

Accept Cancel

Receipt On Receipt Print Void Paid Out NO-SALE Store/Recall X/Z Report Receive On Account Account R2 R1 CLEAR

POS# 02 TRANSACTION# 24 CASHIER# 1 Wendy Wonka 15:03:13 13/09/2013

6. Enter the amount tendered and press the corresponding tender button

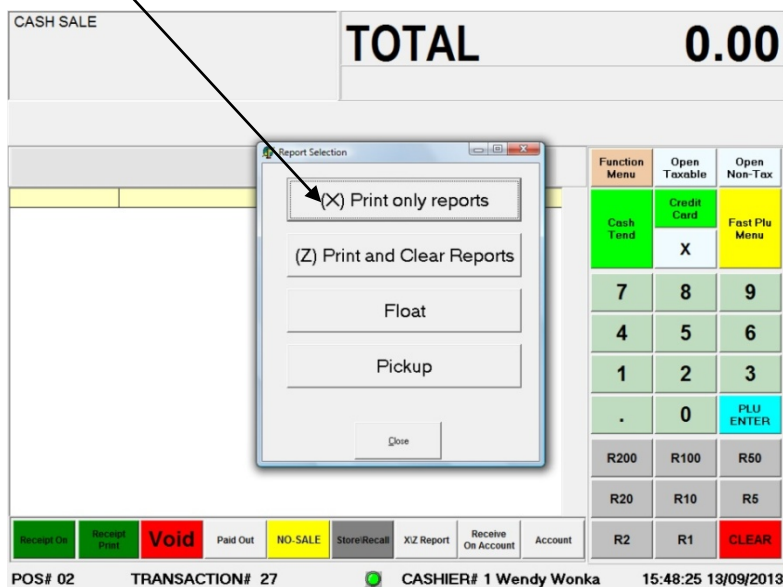
ACCOUNT 5 Cathy Clark 22 Primrose Lane Tiger Valley		CHANGE		0.00
		TOTAL		50.00

					Function Menu	Open Taxable	Open Non-Tax
RECEIVE	Cash received by Wendy		1	50.00	Cash Tend	Credit Card	Fast Plu Menu
	CASH			50.00		X	
					7	8	9
					4	5	6
					1	2	3
					.	0	PLU ENTER
					R200	R100	R50
					R20	R10	R5
					R2	R1	CLEAR
					Receipt On Receipt Print Void Paid Out NO-SALE Store/Recall XIZ Report Receive On Account Account		

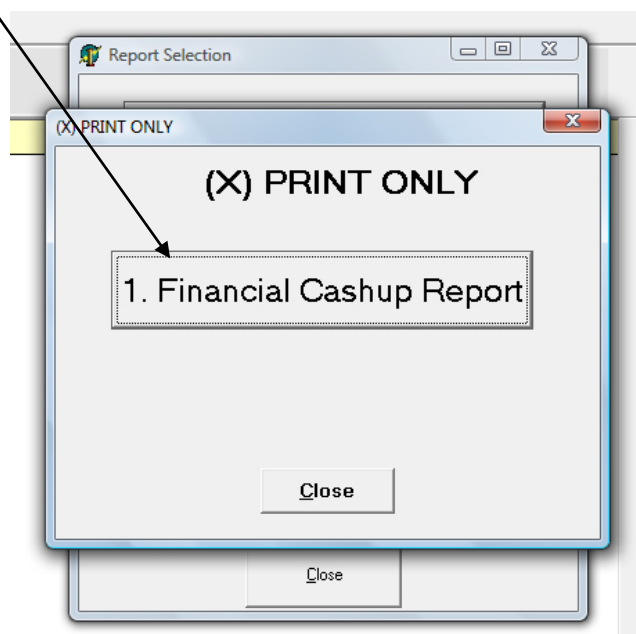
POS# 02 TRANSACTION# 25 CASHIER# 1 Wendy Wonka 15:08:31 13/09/2013

X/Z Reports (Cashup)

1. The X/Z Report button is used to view(X) and clear(Z) the daily Cashup report, as well to enter a float and account for cash pickups during the day
2. The X report can be done any number of times during the day to view the current sales totals for the day.
3. The Z report allows you to view and **clear** the daily totals. This is usually done everyday at the end of trade to enable the system to take a reading and clear the days takings and ready the system for the next days sales, if the Z report is not done the report totals will accumulate and consolidate on the day/period you do take the reading.
4. To view the days sales without clearing, press the X/Z report button either on the function bar at the bottom of the POS screen or in the Function menu
5. Press the (X) Print only reports button



6. Press the Financial Cashup report button



7. The X report will then be displayed on the screen, you may choose to print the report by pressing the Print button or close the report by pressing the Close button

The screenshot shows a window titled 'Display' with a 'FINANCIAL REPORT' inside. The report contains the following text:

```

=====
(X) REPORT NUMBER: 00000
POS      : 000
CASHIER: 1 Wendy Wonk
=====
REPORT RUN INFORMATIO
FROM    :20:33 19/06/201
TO      :16:26 13/09/201
=====
DEPT    0
                        1      R 1.50
DEPT    1 dept
                        30     R 7 521.56
DEPT    99
                        7      R 39.00
-----
NET SALES                38     R 7 562.06
=====

ROUNDING                  R-0.43

RECEIVED ON ACC+         2      R 150.00

TENDER INFO
-----
CASH                    38     R 13 693.80
Credit Card             1      R 400.00
Voucher                  1      R 50.00
-----
  
```

At the bottom of the window are two buttons: 'Print' and 'Close'.

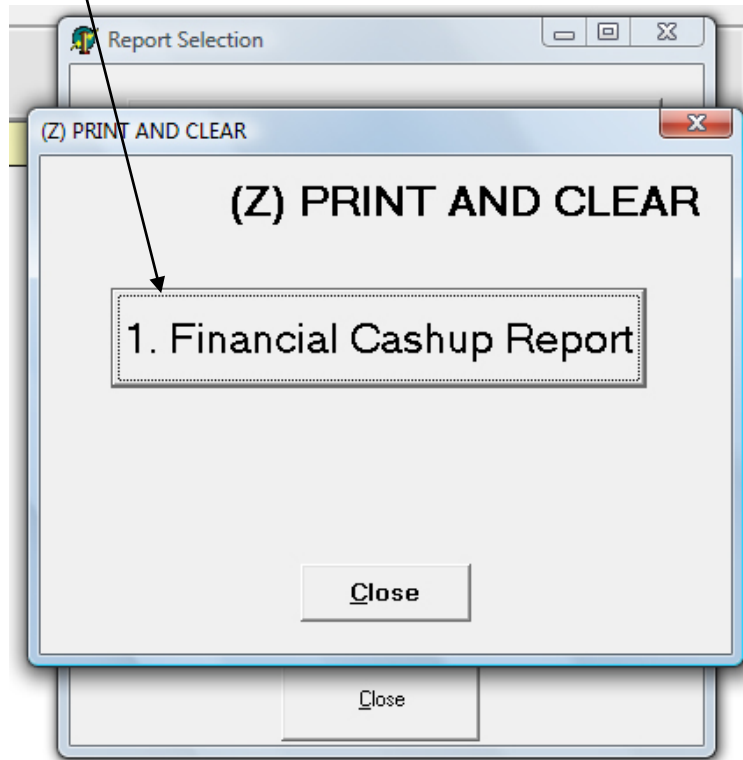
8. To view and clear the financial report press the X/Z report button on the function bar at the bottom of the POS screen or in the function menu
9. Press the (Z) Print and Clear Reports button

The screenshot shows the POS screen with a 'Report Selection' dialog box open. The dialog box has the following options:

- (X) Print only reports
- (Z) Print and Clear Reports
- Float
- Pickup
- Close

The background POS screen shows a 'CASH SALE' with a 'TOTAL' of '0.00'. At the bottom, there is a function bar with buttons: Receipt On, Receipt Print, Void, Paid Out, NO-SALE, Store/Recall, XIZ Report, Receive On Account, Account, R200, R100, R50, R20, R10, R5, R2, R1, and CLEAR. The status bar at the bottom displays: POS# 02, TRANSACTION# 27, CASHIER# 1 Wendy Wonka, and 15:48:25 13/09/2013.

10. Press the Financial Cashup Report Button



11. Count the cash in the drawer and enter the values of the denominations into the corresponding fields.

12. Once you are done, press the Okay button

13. You will then be logged of from the POS, if you wish to log in again, enter your user id and password.

User Verification

POS Login

Enter your ID and PIN CODE

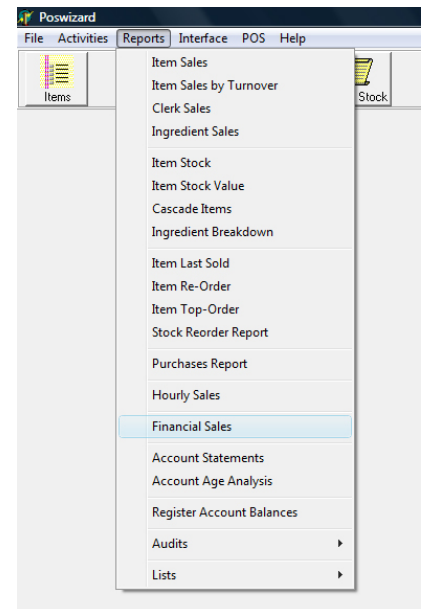
ID 1

PIN CODE *****

ACCEPT Cancel

Clear		TAB
7	8	9
4	5	6
1	2	3
0	00	.

14. Note that Z reports can be reprinted via the backoffice using date, POS or report number. Simply go to Reports and select Financial report.
15. Enter the desired dates, if you want to see the Z report for a specific POS, enter the POS number in the register field or leave blank for all POS.
16. If you want to view a specific report and know the number of the report, enter the number into the report number field



17. Click on OK

18. The Z report will now be displayed

Financial Sales Report		Poswizard	16/09/2013
REPORT PERIOD: 13/09/2013 TO 16/09/2013			
Grocery	2	3.00	
Hardware	62	15253.98	
Electrical	14	78.00	
NET SALES	78	15334.98	
ROUNDING		-0.88	
RECEIVED ON ACCOUNT+	4	300.00	
TENDER INFO			

CASH	78	27717.40	
Credit Card	2	800.00	
Voucher	2	100.00	
TENDER TOTAL	82	28617.40	
CID ANALYSIS			

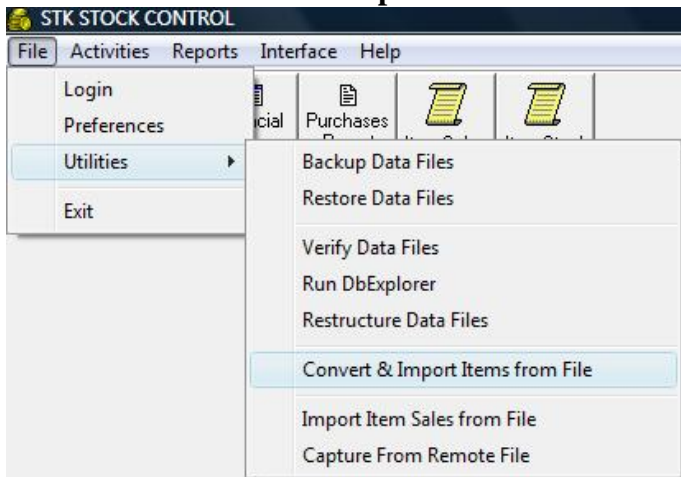
CASH	78	27717.40	
PAID OUT-	8	826.48	
FLOAT+	1	568.95	
CASH IN DRAW		29112.83	
TRANSACTION INFO			

OVERRIDES	6	2640.00	
OVERRIDE DIFF	6	422.82	
VOIDS	4	-61.06	
REFUNDS	4	-757.88	
ITEM DISCOUNT	2	-129.28	
SUBTOTAL DISCOUNT	2	-52.98	
NO SALE	2		
CUSTOMER COUNT	76		
TAX INFO			

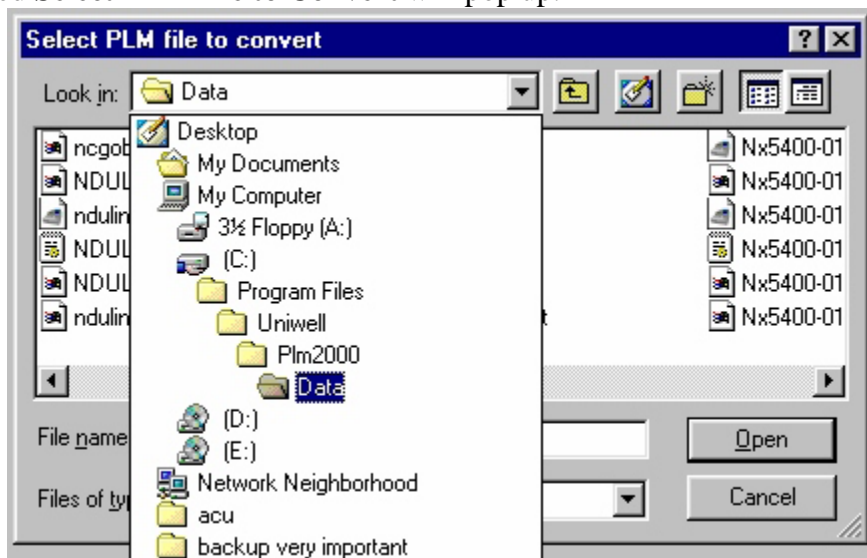
NON TAXABLE TOTAL		11001.34	
TAXABLE TOTAL (EXCL TAX)		15190.19	
TAX TOTAL		2126.65	
SALES [INCL TAX]		28318.18	

Convert from PLM

1. Click on **File**.
2. Scroll to **Utilities**.
3. Select **Convert & Import Items from File**.

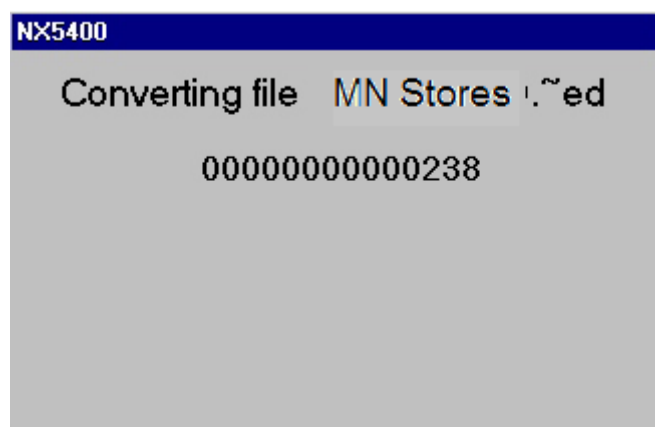


4. A screen titled **Select PLM file to Convert** will pop up.

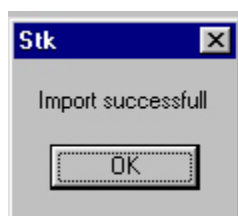


5. In the **Look in:** box, select [C:]
6. Select **Program Files** from the list of files and folders.
7. Select the **Uniwel** folder.
8. Select **PLM2000**.
9. Select the **Data** folder.
10. In here you will find a list of your PLM files.
11. Select the most current uploaded file.
12. Click on **Open**.

13. A screen will appear with PLU numbers running, your file is now being converted into POSWIZARD.

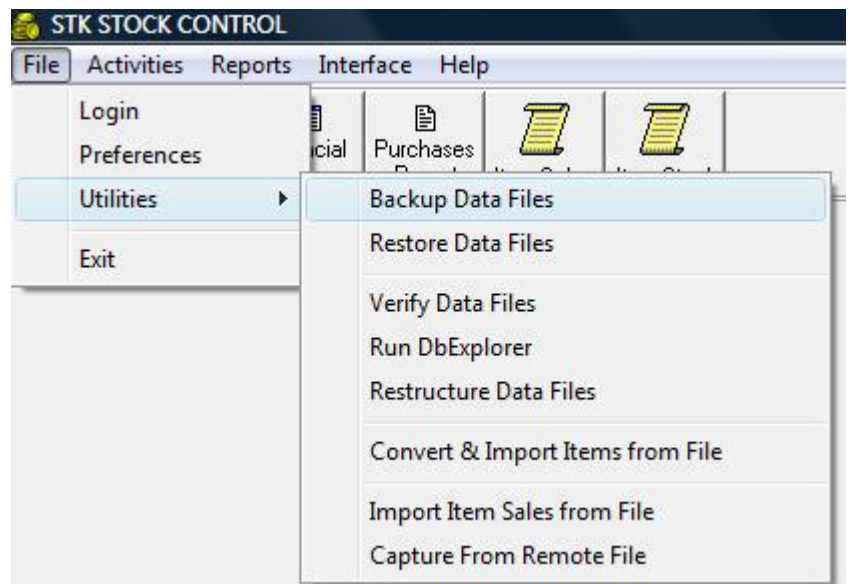
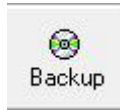


14. A message will appear, stating: **Import Successful**. Click on **OK**.

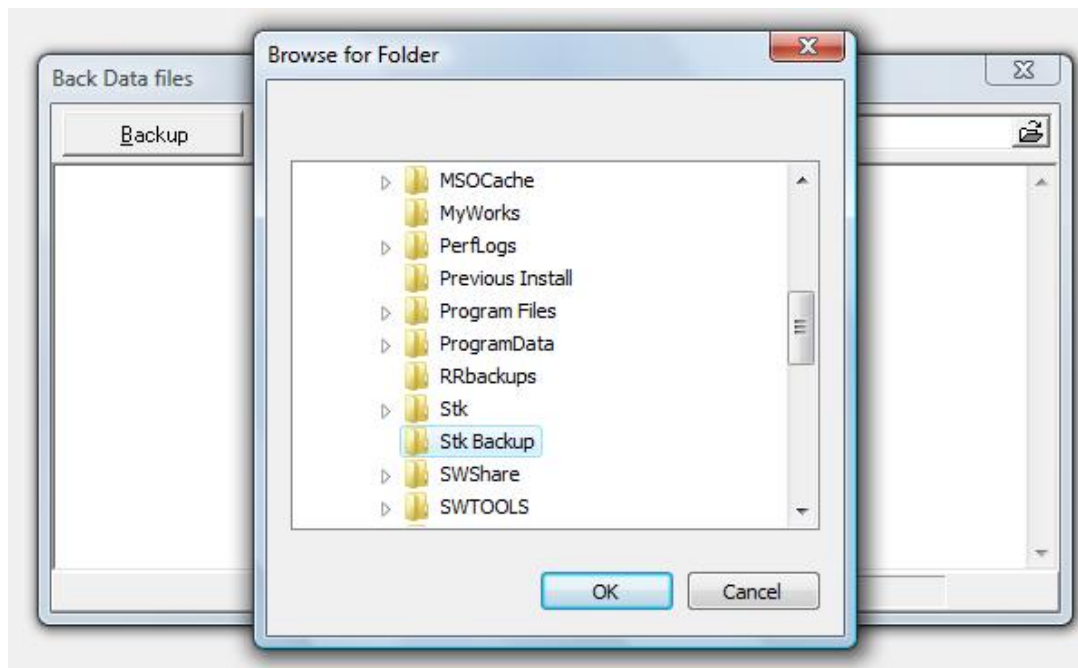


Backup Data Files

1. Click on **File**
2. Scroll to **Utilities**.
3. Select **Backup Data Files**.
4. Or click on **Backup** on the toolbar.

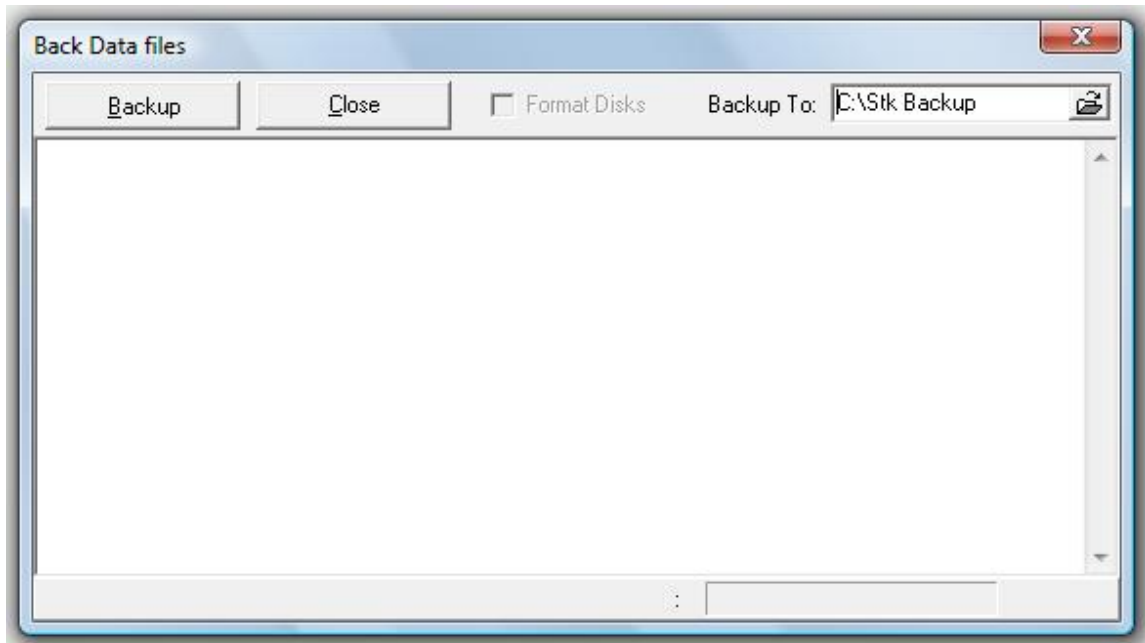


5. Select where you want to backup to.

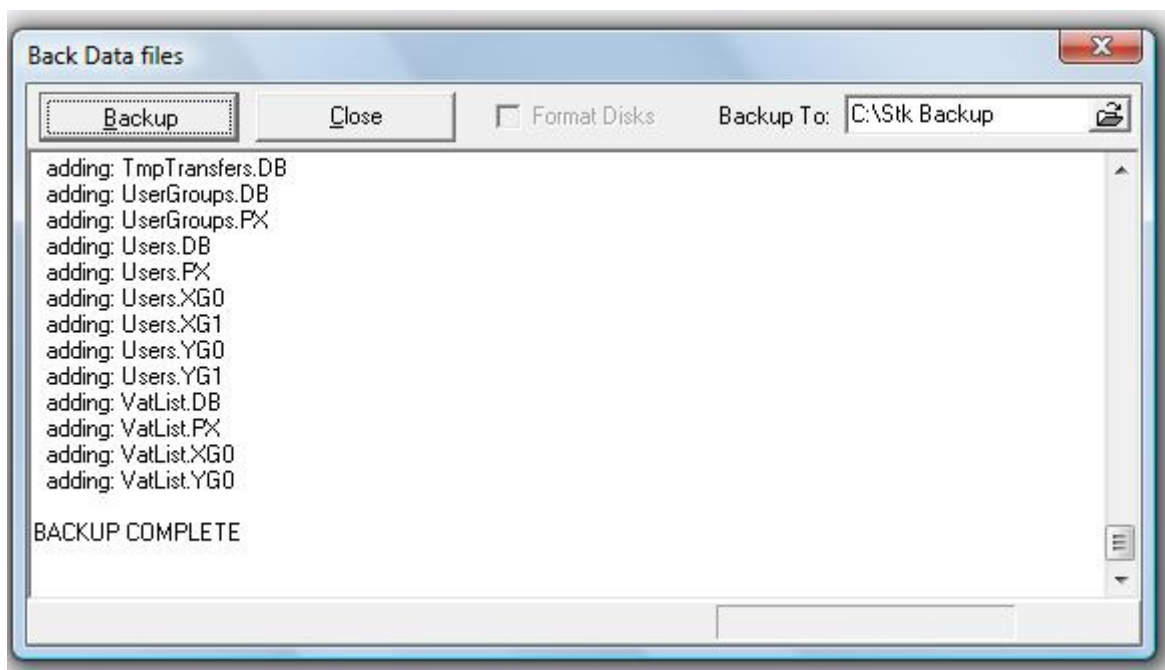


6. Click on **OK**.

7. Click on **Backup**



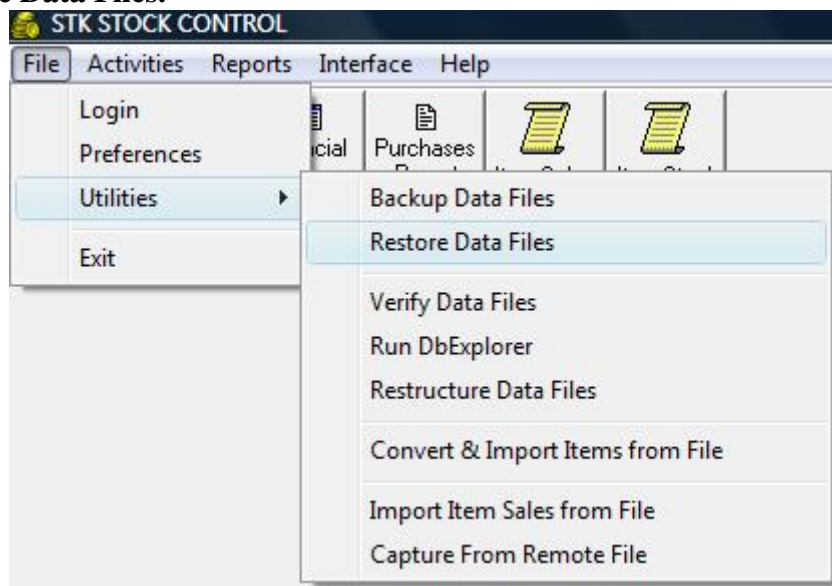
8. The files will start backing up to your selected path.



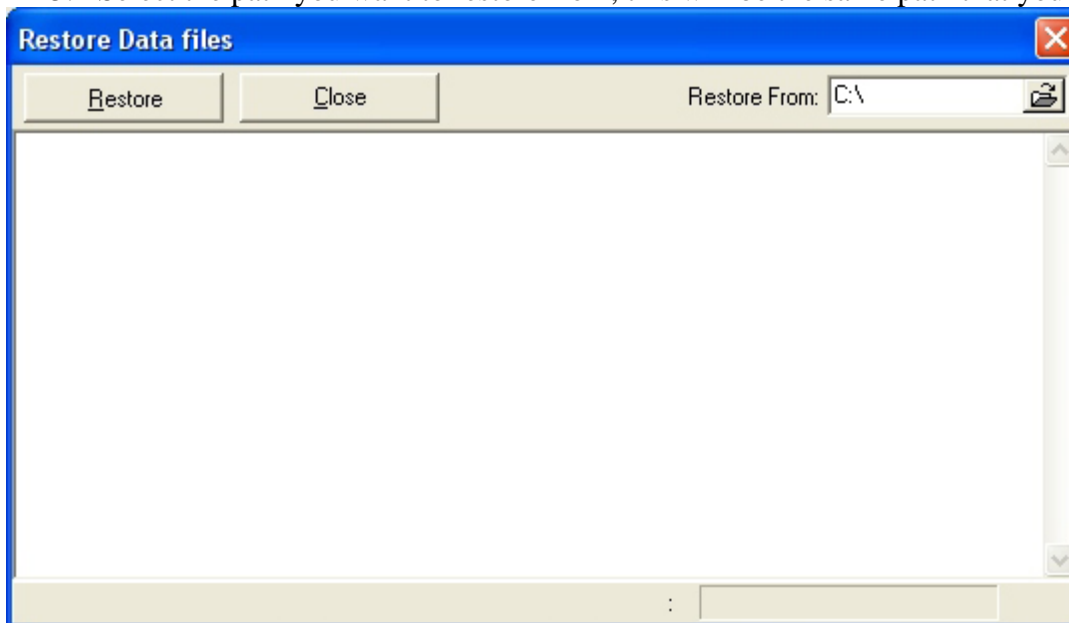
9. You have successfully created a backup of your data files.

Restore Data Files

1. To restore data you have backed up, firstly rename your data folder in the POSWIZARD folder on the C drive to OLDDATA.
2. Click on **File**.
3. Scroll to **Utilities**.
4. Select **Restore Data Files**.



5. Select the path you want to restore from, this will be the same path that you have backed up to.



6. Click on **Restore**.
7. The files will be unloaded into a folder titled **Restore**.
8. In the POSWIZARD folder on the C drive, rename the **Restore** folder to **Data**.
9. Your backed up data has now been restored to POSWIZARD.

Cash Register Day End Procedure

Step1

Go to Cash Register

Turn key to the **X** position

Enter **62**

Press **X**, Press **CASH**

(To check for open accounts/tables)

Should you require to close any accounts/ tables:

Turn key to **R** and close the accounts/tables

Turn key to **X**

Enter **10**

Press **X**, Press **CASH**

Turn key to **Z1/P**

Enter **1**

Press **X**, Press **CASH**

Step 2

Go to computer

Double click on POSWIZARD

Enter username and password

Click once on upload sales

Click on OK

Wait.....

Click on interface

Click once on upload account balances

Click on OK

Wait.....

Click on interface

Click once on upload clerk sales

Wait.....

Step 3

When complete

Click on Financial sales

Click on OK

Will display - Print if needed

Click on Item sales

Click on OK

Will display - Print if needed

Click on reports

Click on Account Balances

Click on OK

Will display - Print if needed

Click on reports

Click on Clerk Sales

Click on OK

Will display - Print if needed

Step 4

Click on Backup

Select folder/drive to backup to

Click on Backup

Step5

Close Program.

FLAG SETTINGS ON ECR FOR DIRECT COMMUNICATION

NX5400-01

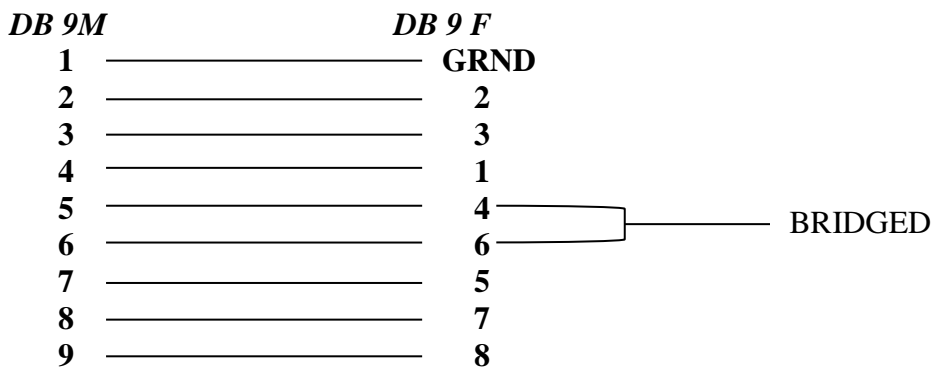
TURN KEY TO SP
ENTER 100
PRESS X
ENTER 62
PRESS POINT
ENTER 00000000
PRESS X
ENTER 66
PRESS POINT
ENTER 01000010
PRESS X
ENTER 00100000
PRESS X
ENTER 00111111
PRESS X
PRESS CL TWICE
TURN KEY BACK TO R

NX5400-02

TURN KEY TO SP
ENTER 100
PRESS X
ENTER 90
PRESS POINT
ENTER 00000000
PRESS X
ENTER 01000010
PRESS X
ENTER 00100000
PRESS X
ENTER 00111111
PRESS X
PRESS CL TWICE
TURN KEY BACK TO R

Cable Configuration

From PC to Till



FLAG SETTINGS ON ECR USING (NA700/720 ADAPTER & SCANNER)

NX5400-01

TURN KEY TO SP

ENTER 100

PRESS X

ENTER 62

PRESS POINT

ENTER 01000000

PRESS X

ENTER 66

PRESS POINT

ENTER 01000010

PRESS X

ENTER 00100000

PRESS X

ENTER 00111111

PRESS X

ENTER 75

PRESS POINT

ENTER 00010100

PRESS X

ENTER 00001000

PRESS X

PRESS CL TWICE

TURN KEY BACK TO R

NX5400-02

TURN KEY TO SP

ENTER 100

PRESS X

ENTER 5

PRESS POINT

ENTER 00000001

PRESS X

ENTER 73

PRESS POINT

ENTER 00010100

PRESS X

ENTER 00001000

ENTER 89

PRESS POINT

ENTER 00001000

PRESS X

ENTER 01010000

PRESS X

ENTER 00101010

PRESS X

ENTER 00000100

PRESS X

ENTER 01111111

PRESS X

PRESS CL TWICE

TURN KEY BACK TO R

NA 700 ADAPTER DIP SWITCH

SETTINGS:

S1 = 1,3,5,6,7,8 OFF

2,4,9,10 ON(19200 BAUD RATE)

OR

1,2,9,10 ON(9600 BAUD RATE)

S2 = 1 - 8 OFF

IMPORTANT

**SYSTEM FLAG 29 MUST BE SET TO
01000000**

ON BOTH THE VERSION 1 AND 2

FLAG SETTINGS Px5700

SF5 = 00000001
SF29 = 11000011
SF89 = 00000000
SF90 = 00100000
SF94 = 01000001
SF95 = 00111111
SF102 = 00100000

Vs2200 FLAT BED SCANNER TO Nx5400

SF90 = 01000000
SF91 = 00100010
SF92 = 00100000
SF93 = 00111111

TO SET TAX RATES ON THE NX CASH REGISTERS

NX5400

TURN KEY TO **SP**
ENTER **107**
PRESS **X**
ENTER **1**
PRESS **POINT**
ENTER **14.000**
PRESS **X**
ENTER **0.000**
PRESS **X**
PRESS **CL** TWICE

DS 788 SCALE LINK TO POSWIZARD

ON THE SCALE:

PUSH THE RE-ZERO BUTTON AND 141
USE + TO MOVE TO THE NEXT SPEC
SPEC3=0011
SPEC4=0100
SPEC5=1000
SPEC6=0001
SPEC7=0000
PUSH TARE BUTTON TO END SETTINGS.

ON THE ECR(LX5600):

SET SYSTEM FLAGS:

SF5 = 00001001
SF90 = 00100000
SF94 = 01000010
SF102 = 00100100
CREATE THE SCALE AND TARE
BUTTONS (222) & (236)

IN POSWIZARD:

WHEN CREATING THE PLU, SELECT THE ADDITIONAL
FLAGS OPEN PRICE ITEM, SCALE ITEM AND SCALE
MANUAL TARE WEIGHT

Trouble Shooting

As with any software, it is important to run a backup every day or at least once a week, so in the event of a system failure resulting in data loss, you will be able to revert to your latest backup, thus avoiding major down time.

Common Errors in POSWIZARD:

Key Violation.

Causes: In most instances, a key violation error will arise when the program has not been exited correctly. This usually occurs after a power failure or surge.

Suggested course of action: Run the [Restructure](#) function. In the event of the Restructure not rectifying the problem, you may need to empty your audit table in the database explorer. If you are unfamiliar with the database explorer it is suggested you refer to your dealer for assistance.

Communications Error.

Causes: there are a host of reasons for a communications error arising. Incorrect system flags being set on your cash registers. Incorrect settings in **Setup Registers**. Incorrect/faulty data comms cable. Use of comma's (,) in the item description field. An item with a 0(zero) PLU number. Faulty ports on either the cash register or PC.

Suggested course of action: Systematically check for the above causes. Ensure that your cables are correctly wired and plugged in securely. Check your system flags on the cash registers and in [Setup Registers](#). To search for comma's in your database, click on **Item Stock** on your toolbar, in the description field, check the **Containing** box and type in a comma (,). Click on OK. Should there be any items in the report, make a note of these items and go to edit item details to delete the comma's. To check for an item with no item number (all zero's), go to View Items, you will be able to see here if such an item exists in your stock file, delete this item. Lastly, run the [Restructure](#) function.

Invalid Password.

Causes: Incorrect password being entered. No password being entered.

Suggested course of action: ensure that your Num Lock and Cap Lock are on. Click in the password field. Re-enter the password then click on OK.

Unable to enter your Password?

Causes: POSWIZARD was closed incorrectly, minimised and closed.

Suggested course of action: maximise the screen, then enter in your password.

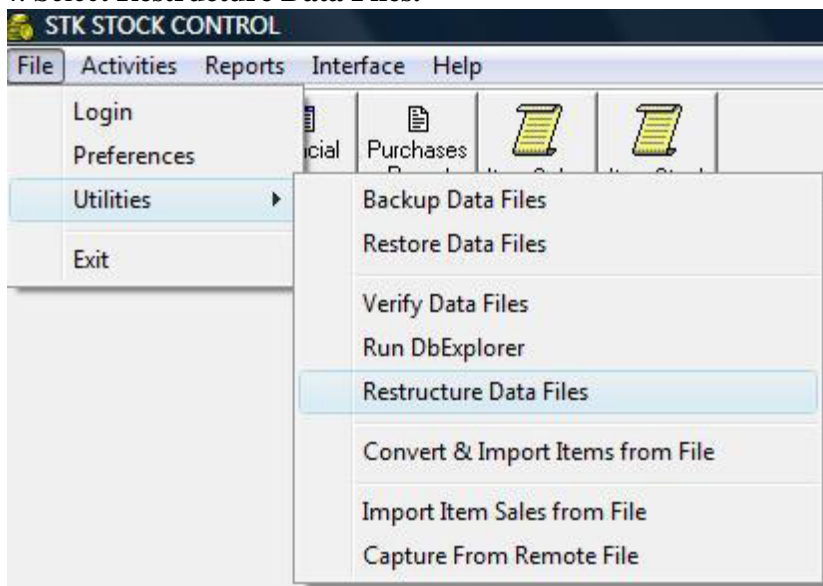
Why are the stock quantities not being updated after my stock take?

Causes: You probably have not completed the stock take procedure.

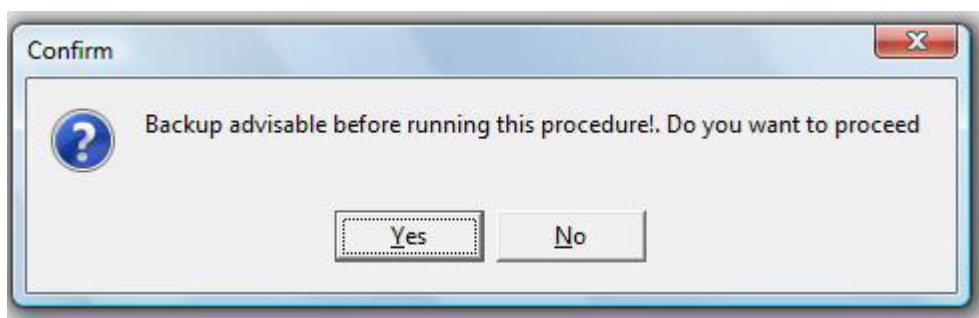
Suggested course of action: ensure that you have done step 5 of the [Stock Take Procedure](#).

How to do a Restructure

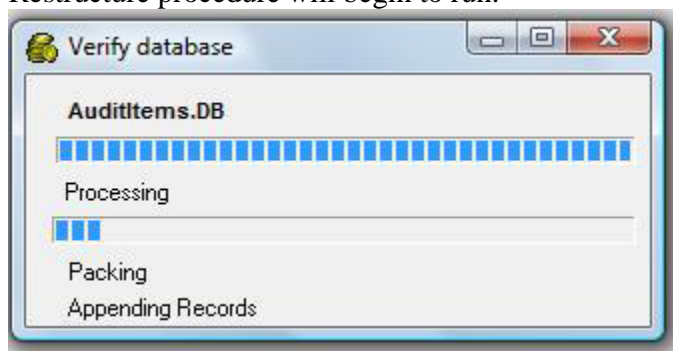
1. Before doing a Restructure, it is suggested you do a back up of your data files. Note that if you have corruption in your data files, do not overwrite any existing backups, instead back up to a new path.
2. Click on **File**.
3. Scroll to **Utilities**.
4. Select **Restructure Data Files**.



5. A message will pop up, advising you to do a backup before running the Restructure. If you have already done the backup click on **Yes**, otherwise click on **No** and do a backup.



6. Upon clicking on Yes, the Restructure procedure will begin to run.



7. The procedure will run through the tables, restructuring each one, which should rectify any errors in the database.