FastPoint
EST. 1989

Training Manual

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Introduction

Fastpoint is a point of sale system that was initially developed in 1989 for the Retail Industry. Since then the software has been developed for liquor stores, restaurants and various other applications.

This software is designed to control and maintain the following:

- Stock
- Sales
- Purchases
- Debtors
- General Expenses
- Turn over and Gross Profit

This manual will cover the essential steps to run your system successfully. In many ways every system works differently, due to the fact that every organization trades differently. So this document will cover the basic steps.

For any queries or more information, please contact us at:

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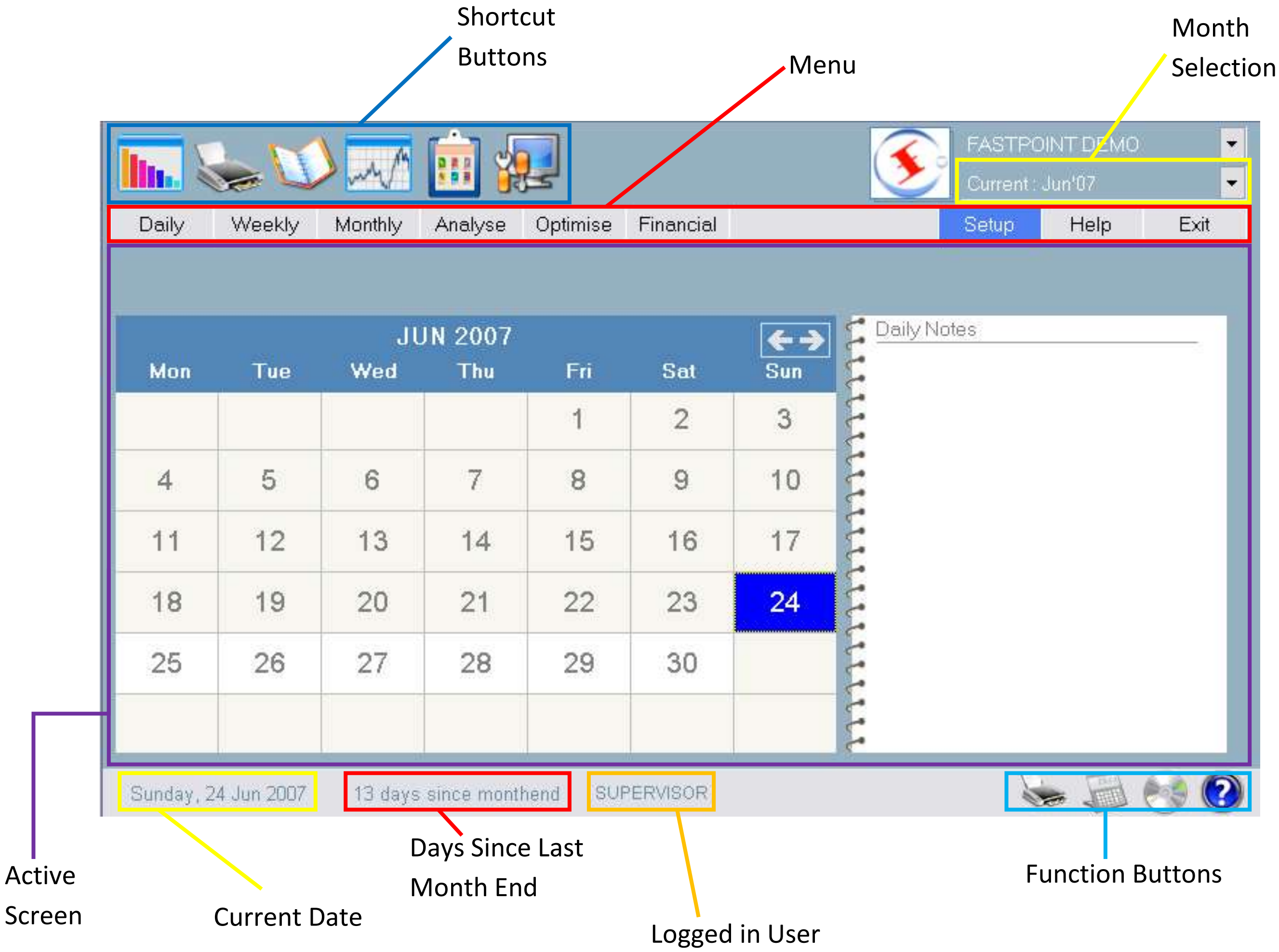
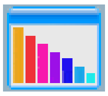
Back Office Interface

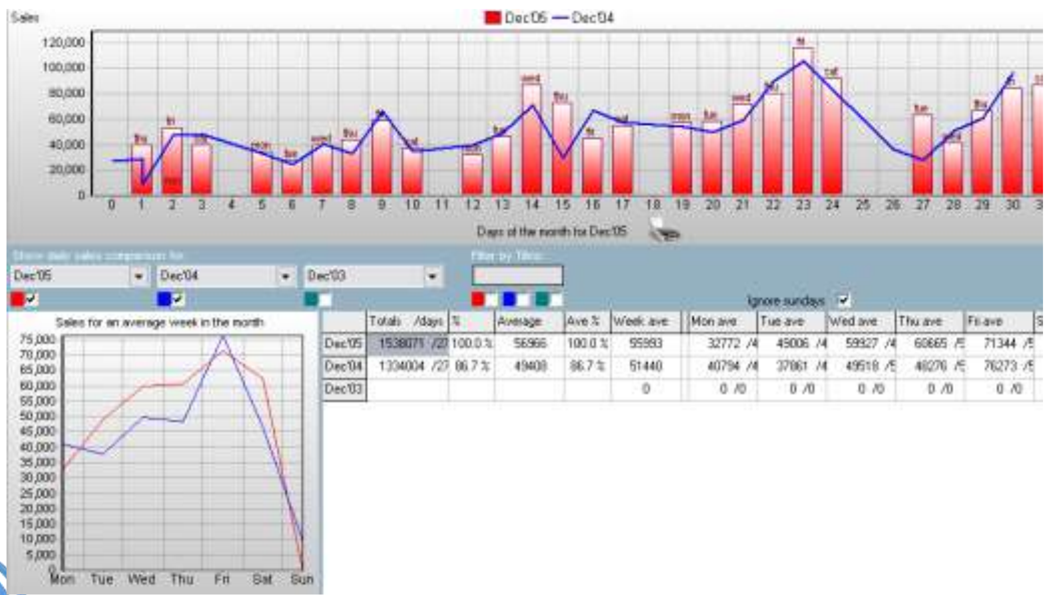


Shortcut Buttons



Graphical Sales Analysis per Month

This Chart will show your monthly Sales turnover compared to previous a previous month based on specific days (Monday compared to last month's Monday):



Recommended Reports

This button will display a list of recommended reports that is from your history. The following screen will be displayed:

Calendar

The calendar is the default view when entering the system. It displays the current month in calendar form and will show money icons on each day sales are imported and stock takes will be noted as well. On the right hand side is a notepad where notes can be taken for each day.

Graphical Sales Analysis per year

The system displays a Turn Over and Profit Chart with performance details at the bottom of the Active screen.

Performance   To   From Jan'05   Dec'05

Month	Jan'05	Feb'05	Mar'05	Apr'05	May'05	Jun'05	Jul'05	Aug'05	Sep'05	Oct'05	Nov'05	Dec'05	Totals	Average
Sales	641832.94	650019.12	810012.76	592459.39	648696.67	596931.33	684734.27	559896.39	678789.69	705638.21	806410.03	1538093.35	8913514.19	742792.85
Profit	211119.06	164024.32	205592.55	153305.41	182170.94	159426.30	169014.80	149557.98	173445.19	170033.94	143589.46	412397.30	2293677.25	191139.77
GP %	37.5 %	28.8 %	28.9 %	29.5 %	32.0 %	30.4 %	28.1 %	30.4 %	29.1 %	27.5 %	20.3 %	30.6 %		29.4 %
Variance	0.00	-8415.54	-10801.06	0.00	769.09	-7165.61	-7632.98	983.00	3750.82	-11473.66	0.00	-22522.68	-62508.63	-5209.05
Closing Stock	115158.15	123357.61	136861.76	126385.42	99122.06	167721.40	89316.57	117045.42	145932.94	210173.59	176326.60	142118.86	1649520.37	137460.03

Item Lookup Shortcut

This button is a shortcut to the 'Item Lookup' (a List of all your selling items and other detail). The Item Lookup is discussed later in this document.

Function Buttons

 Prints the 'Active Screen'

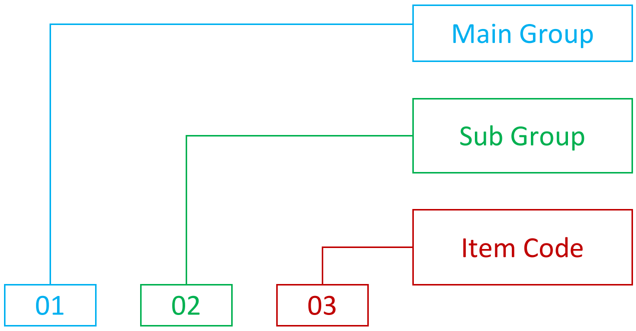
 Opens Windows' Calculator Function

 Opens Backup Screen

Main Groups and Sub Groups

The Concept

Every item in the database has an item code, for example: 010203. This code is broken up in to the following grouping:



An example of a typical group layout in a retail store:

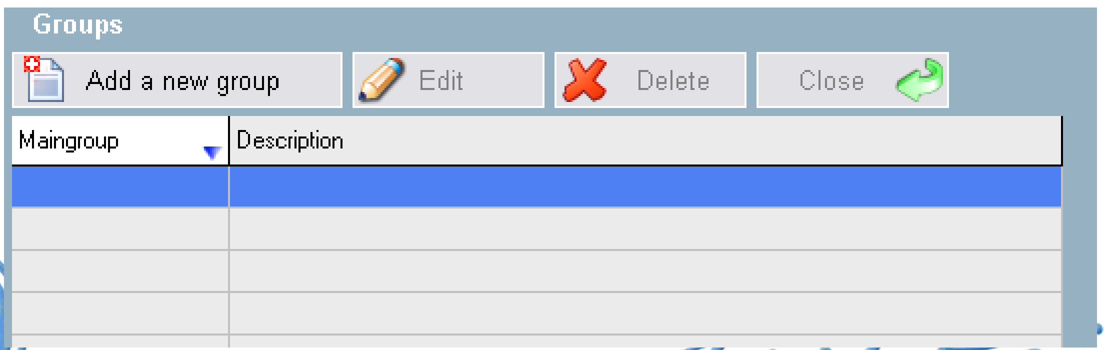
Main Group	Sub Group	Description
01		Sodas
	01	340ml
	02	500ml
	03	1 litre
	04	2 litre
02		Juices
	01	250ml
	02	500ml
	03	1 litre
	04	2 litre

Creating these groups is most probably the most important part of starting a system. Considering that these groups will determine how future reports are laid out, it is vital to decide what these has to look like.

Creating Groups

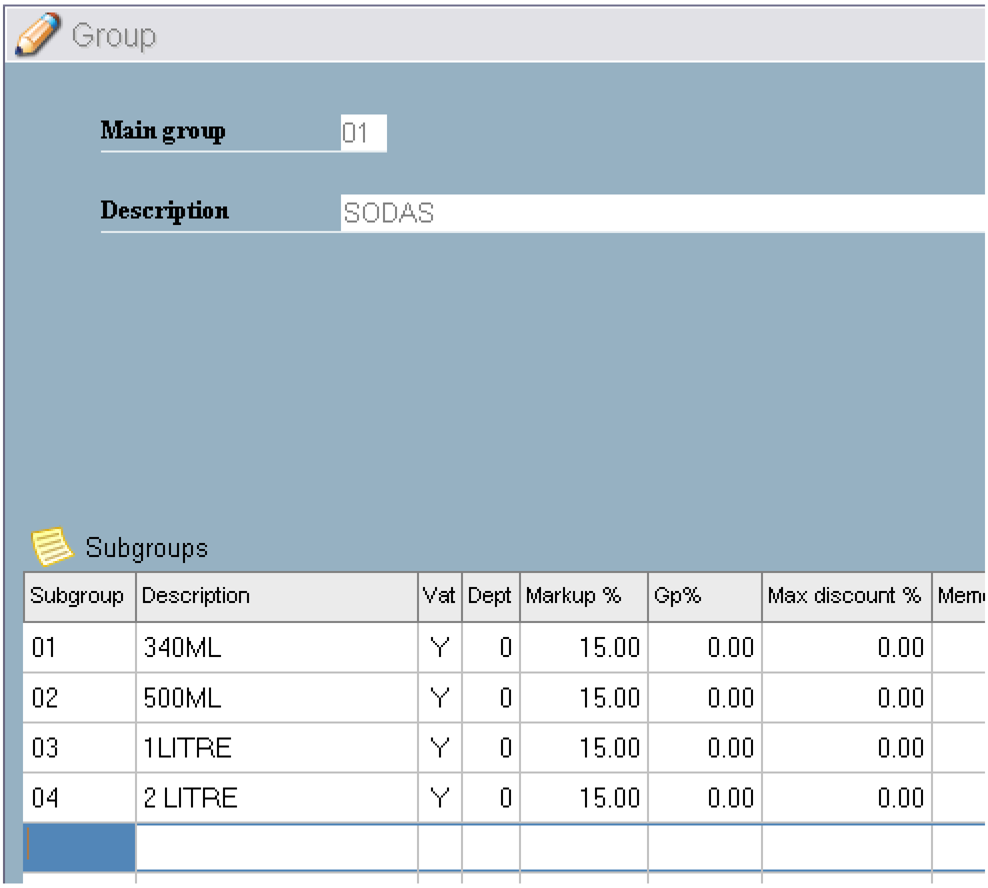
Step1:

In the Daily Menu, go to 'Groups and Departments' and then to 'Edit Groups'. This will lead you to the following screen:



Step2:

Click on 'Add a new group' which will bring you to the following screen:


Group

Main group 01

Description SODAS

Subgroups

Subgroup	Description	Vat	Dept	Markup %	Gp%	Max discount %	Mem
01	340ML	Y	0	15.00	0.00	0.00	
02	500ML	Y	0	15.00	0.00	0.00	
03	1LITRE	Y	0	15.00	0.00	0.00	
04	2 LITRE	Y	0	15.00	0.00	0.00	

Step3:

Insert the main group code with the appropriate two digits (01, 02, 03, etc.), and the Description.

Step4:

Insert the subgroup code with the appropriate two digits (01, 02, 03, etc.), Description, VAT Status and Mark-up %. Complete all sub groups for this main group.

Please note the following sub group field definitions:

Subgroup	=	Subgroup code (two digits)
Description	=	Description of Sub Group
VAT	=	VAT Status (Y or N)
Mark-up %	=	Suggested mark up % for Subgroup

Suggested mark-ups will be displayed when creating items and setting new prices based on cost prices.

Repeat step2 to step 4 to complete all main and sub groups.

Item Maintenance

The Concept

The item Database is most probably the most important part of your system simply because all reports and functions will be based on this.

Every item will consist of the following:

Item Code	=	Item codes will determine to which main and sub group it belongs to.
Size	=	Size and Unit should by default be '1 EA' or '6 PK', etc.
Unit	=	See above
Description	=	Description of Items should include distinctive characteristics
Cost	=	Cost Price is always **exclusive of VAT**
Price	=	Selling price is always **inclusive of VAT**
M%	=	Mark up % is automatically calculated
Profit	=	Profit is automatically calculated excluding VAT
Supplier	=	The supplier it is link to, but not displayed in a new system.
Vat	=	Status (Y, N)

A typical Item would display as follows:

Code	Description	Size	Cost	Price	Mark up
010201	COKE 500	1 EA	4.10	5.50	17.67

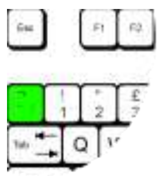
Creating Items

Step1:

In the 'Daily' menu, go to 'Items', 'Create new items' and 'Edit Batch'. This step will take you the following section:

Code	Size	Unit	Description	Cost	Price	M%	Profit	Barcode	Supplier	Vat
010201	1	EA	COKE 500	4.100	5.50	17.7	0.7	54491472		Y

Step2:



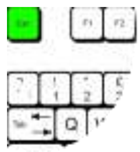
In the Code column, press the '~' key (next to the '1' Key), choose the main group by pressing enter followed by the subgroup. Enter the size, unit, description, cost, selling price and barcode.

Things to know:

1. If you know the main and sub group of the item you would like to create, you can insert it and the system will assign the item section after hitting the enter key.
2. If you 'enter' on the code section, the system will generate the next item code with the previous main and sub group selection.
3. It is advisable to use '1 EA' for size and unit and specifying the 'ml' or 'g' in the description of the item. This will enable cashiers and you to view different products by looking at the

description. It also becomes vital when producing shelf talkers.
4. Cost price is always exclusive of VAT
5. Selling Price is always including VAT. If you have set the Suggested Mark up in sub groups, the system will automatically assign a selling price as soon as the cost is inserted.

Repeat Step 2 until all items are created.

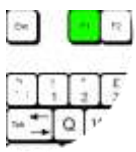


Step3:
Once you've completed the Batch, press 'esc' and 'enter' on 'Finalize Batch'. The system will show you a print preview of the batch you have just created. If you would like to print this, you can do so.

Changing Prices

Step1:
In the 'Daily' menu, go to 'Items', 'New prices' and 'Edit batch'. This step will take you the following section:

Code	Pack	Description	Size		Cost	Price	M%
010201	1	COKE 500	1	EA	4.100	5.50	17.7



Step2:
In the Code column, press the 'F1' key, choose the item by pressing 'enter'. Change the cost or selling respectively.

Repeat Step 2 until all the prices are changed.

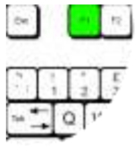
Step3:
Once you've completed the Batch, press 'esc' and 'enter' on 'Finalize Batch. The system will show you a print preview of the batch you have just changed. If you would like to print this, you can do so.

Changing Items

Step1:
In the 'Daily' menu, go to 'Items', 'Advanced', 'Change Items' and 'Edit batch'. This step will take you the following section:

Code	Size	Unit	Description	Vat	New code	Barcode
010201	1	EA	COKE 500	Y	010201	54491472

Step2:



In the Code column, press the ‘F1’ key, choose the item pressing enter. Change the size, unit, description, VAT status, Item code or barcode respectively.

When changing the Item code, make sure that the following aspects are considered:

1. The item can not be listed in a purchase or any other batch.
2. This item is not sold on the till yet.
3. There are no items linked to this item.

Repeat Step 2 until all the changes are made.

Step3:

Once you’ve completed the Batch, press ‘esc’ and ‘enter’ on ‘Finalize Batch. The system will show you a print preview of the batch you have just changed. If you would like to print this, you can do so.

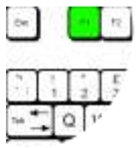
Deleting Items

Step1:

In the ‘Daily’ menu, go to ‘Items’, ‘Advanced’, ‘Delete Items’ and ‘Edit batch’. This step will take you the following section:

Code	Delete	Description	Size	Price	Current soh	Last sold	Last purchased	Memo
010201	Y	COKE 500	1	5.50	0	2007/06/12	2007/06/12	

Step2:



In the Code column, press the ‘F1’ key, choose the item pressing enter. Insert ‘Y’ in the ‘Delete’ column and enter to the next line.

An item can only be deleted if the following criteria is met:

1. Item has to carry 0 stock
2. No sales for the current month on the item.
3. No other transactions link to this item (like Purchases) in the current month.

Repeat Step 2 until all the changes are made.

Step3:

Once you’ve completed the Batch, press ‘esc’ and ‘enter’ on ‘Finalize Batch. The system will show you a print preview of the batch you have just deleted and whether the item has been deleted. If not, the explanation will follow. If you would like to print this, you can do so.

Generate 'New Prices Batch'

Step1:

In the 'Daily' menu, go to 'Items', 'Advanced', 'Generate Proposed new prices' and 'Edit batch'. Insert the first item you would like to include and 'enter' followed by the last item. The system will ask whether you would like to calculate new prices according to group mark-up, if you answer yes it will take the suggested group mark-ups in consideration.

Things to consider in the 'from' and 'to' dialog window:

1. You can insert the main group, main and sub group or the whole item code.
2. If you insert 01 to 01, it will produce a list of the 01 main group.
3. If you insert 0101 to 0101, it will produce a list of the 0101 subgroup.
4. If you insert 010101 to 010105, it will produce a list of item 10101, 010102, 010103, etc.
5. This dialog windows will appear in various areas in the program, all the above mentioned will apply.

Step2:

Once step1 has been completed, got to the 'New Prices' section and 'Edit Batch'. You will discover that the specified range of items is listed in the batch. If you asked the system to enforce group markups, you'll find a batch similar to this one:

Code	Pack	Description	Size		Cost	Price	M%
010101	1	COKE 340	1		Old: 0.00 ↑ 3.450	Old: 4.50 ↑ 4.52	Old: 0.0 15.0
010102	1	FANTA 340	1		Old: 0.00 ↑ 3.450	Old: 4.50 ↑ 4.52	Old: 0.0 15.0
010103	1	SPRITE 340	1		Old: 0.00 ↑ 3.450	Old: 4.50 ↑ 4.52	Old: 0.0 15.0
010104	1	SODA WATER 340	1		Old: 0.00 ↑ 3.450	Old: 4.50 ↑ 4.52	Old: 0.0 15.0
010201	1	COKE 500	1		Old: 0.00 ↑ 4.100	Old: 5.50 ↓ 5.38	Old: 0.0 15.0

The system will show you the old and new cost or selling price. If you have selected the mark-up option, the system will automatically update the selling price according to group mark-up.

Step3:

Once you've completed the Batch, press 'esc' and 'enter' on 'Finalize Batch. The system will show you a print preview of the batch you have just changed. If you would like to print this, you can do so.

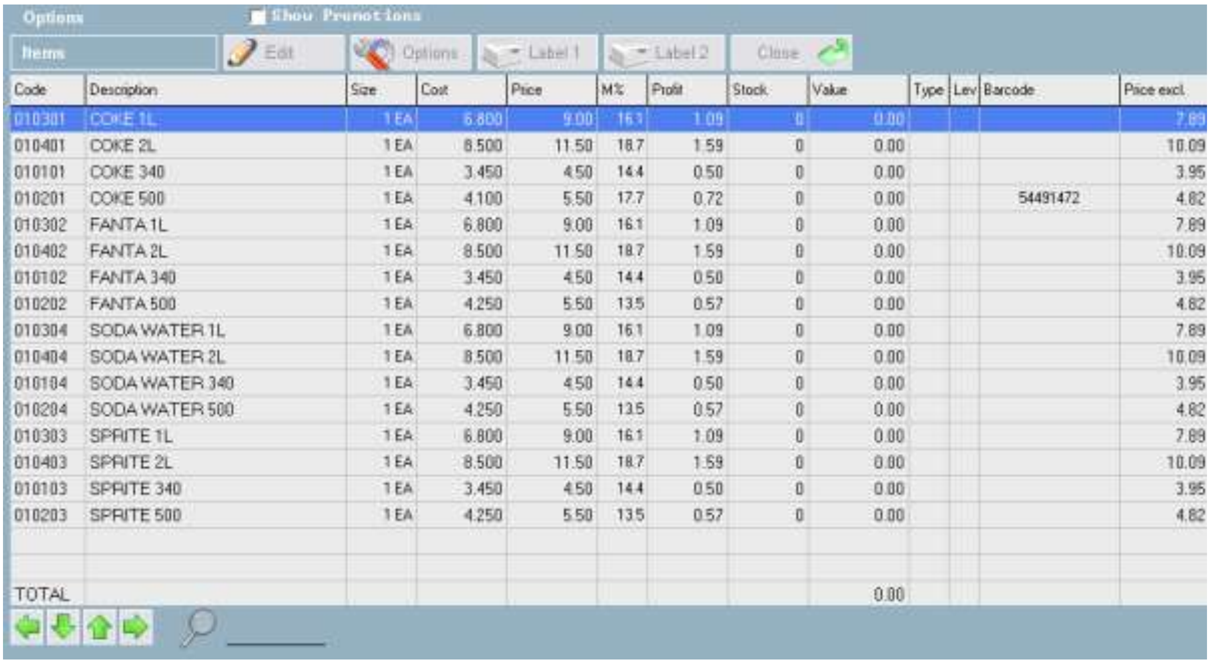
This function is very useful when certain product has been increased in cost, like cigarettes.

Item Lookup

Concept and Layout

The item lookup is a view of the item database. Even though there is a lot of information linked to every item, only the essential is displayed in this view. Other vital information can be obtained in other sections of the item lookup.

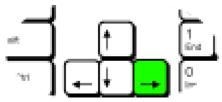
When you enter the Item Lookup, you will see the following:



Code	Description	Size	Cost	Price	M%	Profit	Stock	Value	Type	Lev	Barcode	Price excl
010301	COKE 1L	1 EA	6.800	9.00	16.1	1.09	0	0.00				7.89
010401	COKE 2L	1 EA	8.500	11.50	18.7	1.59	0	0.00				10.09
010101	COKE 340	1 EA	3.450	4.50	14.4	0.50	0	0.00				3.95
010201	COKE 500	1 EA	4.100	5.50	17.7	0.72	0	0.00			54491472	4.82
010302	FANTA 1L	1 EA	6.800	9.00	16.1	1.09	0	0.00				7.89
010402	FANTA 2L	1 EA	8.500	11.50	18.7	1.59	0	0.00				10.09
010102	FANTA 340	1 EA	3.450	4.50	14.4	0.50	0	0.00				3.95
010202	FANTA 500	1 EA	4.250	5.50	13.5	0.57	0	0.00				4.82
010304	SODA WATER 1L	1 EA	6.800	9.00	16.1	1.09	0	0.00				7.89
010404	SODA WATER 2L	1 EA	8.500	11.50	18.7	1.59	0	0.00				10.09
010104	SODA WATER 340	1 EA	3.450	4.50	14.4	0.50	0	0.00				3.95
010204	SODA WATER 500	1 EA	4.250	5.50	13.5	0.57	0	0.00				4.82
010303	SPRITE 1L	1 EA	6.800	9.00	16.1	1.09	0	0.00				7.89
010403	SPRITE 2L	1 EA	8.500	11.50	18.7	1.59	0	0.00				10.09
010103	SPRITE 340	1 EA	3.450	4.50	14.4	0.50	0	0.00				3.95
010203	SPRITE 500	1 EA	4.250	5.50	13.5	0.57	0	0.00				4.82
TOTAL								0.00				

Moving to the right with the cursor key, you will find additional information like:

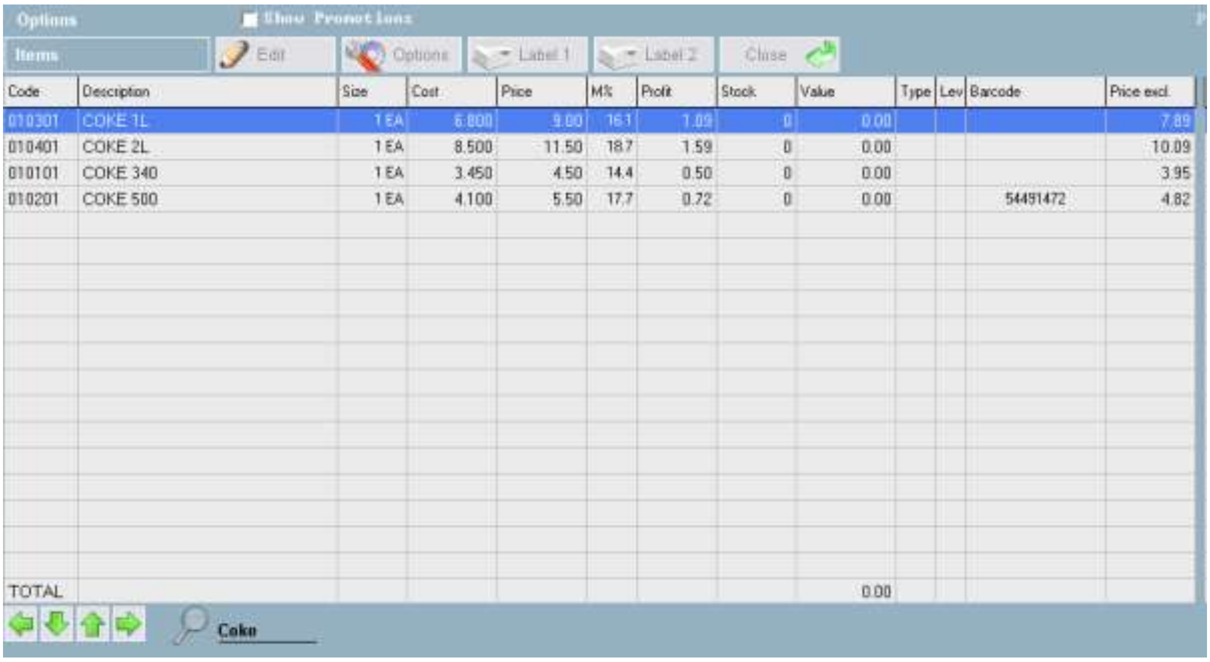
1. Stock Variances
2. Written off quantities and values
3. VAT Status
4. Supplier
5. Last date sold
6. Last date purchased
7. Cost + 10%
8. Cost + 5%



Sorting and Searching

You can sort by any column by clicking on the appropriate column. The system will arrange the items by the selected column.

The item lookup has an intelligent search function. When you type letters the system will search descriptions and if you type numbers it will either search the code or barcode depending what you have typed. A typical search will display as follows:



When an item is selected and you press ‘enter’. The system will display a sub menu with the following options:

- Edit Item
- Multiple Barcodes
- Monthly Item Analysis
- Item Movement Analysis
- Ingredient Analysis

Edit Item

In the ‘Edit Item’ option the system will reveal more information. It is the same information displayed when you move to the right of the item lookup, but in table form and specifically for the selected item.

Multiple Barcodes

Multiple barcodes are used when the same product has more than one barcode. This does not include different flavours, but rather a product like wine where the barcode changes every year.

Monthly Item Analysis

This option will produce a report with daily information regarding the following:

1. Stock takes
2. Purchases
3. Returns
4. Sales

Item Movement Analysis

This option will produce a report with monthly information regarding the following stock quantities:

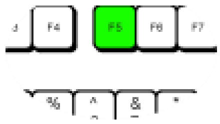
1. Opening Stock
2. Purchased Stock
3. Written off
4. Sales
5. Linked Sales
6. Stock Variances
7. Closing Stock

Ingredient Analysis

Later in this manual we will cover linked items. This option produces a report showing you to which items this item is linked to.

Item Types

To change the item type, select the item in Item Lookup and click the ‘options’ button or press ‘F5’, which will display the following menu:



Normal Stock Item

A normal stock item is an item that is purchased as a unit and then sold as a unit. Selecting this item also changes other item types into normal stock items.

Linked Item

A linked item is an item that subtracts a specified quantity of stock from another item. More than one item can be linked to such an item. The following scenarios will help explaining this in more detail:

Example: Orange Juice

If you purchase orange juice by the litre and sell it in 250ml containers, the 250ml item will link to the 1 litre 0.25 times.

'010101 Orange Juice 250' will link to '010102 Orange Juice 1 litre at a quantity of 0,25.
If the orange juice is purchased in 10 litre containers, it is advisable to keep the main item per litre. A linked item is not a stock item, the item it links to is the stock item, and therefore it will be easier to keep stock if you work in round figures.

Step 1:

In item lookup, press 'F5' or click options on the item you would like to change. Select 'linked item' which will display the following screen:

Retailno	Description	Size	U	Qty	Cost
020301	ORANGE JUICE 1L	1	EA	0.250	1.6250

Step 2:

In the 'Retailno' column, press 'F1' and select the item you would like to linked to. In the 'Qty' column, specify the decimal amount that the item has to subtract from the linked item when it is sold.

Step 3:

Press 'Esc' to get back to Item Lookup.

Things to consider when linking items:

1. Be sure not to delete an item that has been linked to, otherwise you will sell items and no stock will be subtracted.
2. The stock and cost price will be controlled by the quantity you have linked to.
3. Linked items can be sold but not purchased or taken stock of, only the items they link to.

Empty

When you mark an item as an empty, the item will ring a negative amount at the till and put the item back in to stock. This is typically used for the return of empty bottles. The client is paid out and the empty bottle is returned in to stock.

In the 'Item Lookup' select the item you would like to mark as an negative item, press 'F5' or the 'Options' button and select 'Empties (Negative)' and enter. You'll notice that an 'e' appears in the 'Type' column.

Linked Empty

An empty can be linked to another item, when it is sold it will add stock to the item it is linked to.

In the ‘Item Lookup’ select the item you would like to mark as an negative item, press ‘F5’ or the ‘Options’ button and select ‘Linked Empties (Negative)’ and enter. You’ll notice that an ‘e’ appears in the ‘Type’ column.

Non Sales

A non sales item is typically a stock item that is not sold at the till.

If you buy orange juice by the litre and only sell it in 250ml bottles, you’ll have the following item layout:

Code	Description	QTY	Type
010101	Orange Juice 250	1	Linked Item
010102	Orange Juice 1L	0.25	Non Sales Item
010103	250ml Bottle	1	Non Sales Item

In the ‘Item Lookup’ select the item you would like to mark as an negative item, press ‘F5’ or the ‘Options’ button and select ‘Non Sales Item’ and enter. You’ll notice that a ‘n’ appears in the ‘Type’ column.

Consumable Item

When marking an item as a ‘Consumable Item’ it will appear separately in certain reports in the system.

In the ‘Item Lookup’ select the item you would like to mark as an negative item, press ‘F5’ or the ‘Options’ button and select ‘Consumable item’ and enter. You’ll notice that a ‘C’ appears in the ‘Type’ column.

Critical Item

When marking an item as a ‘Critical Item’ it can be tracked through daily sales. This Function can be utilized when certain items are suspected in stock loss, or if promotions need to be tracked.

In the ‘Item Lookup’ select the item you would like to mark as an negative item, press ‘F5’ or the ‘Options’ button and select ‘Critical item’ and enter. You’ll notice that a ‘C’ appears in the ‘Lev’ column.

Reordering

The concept

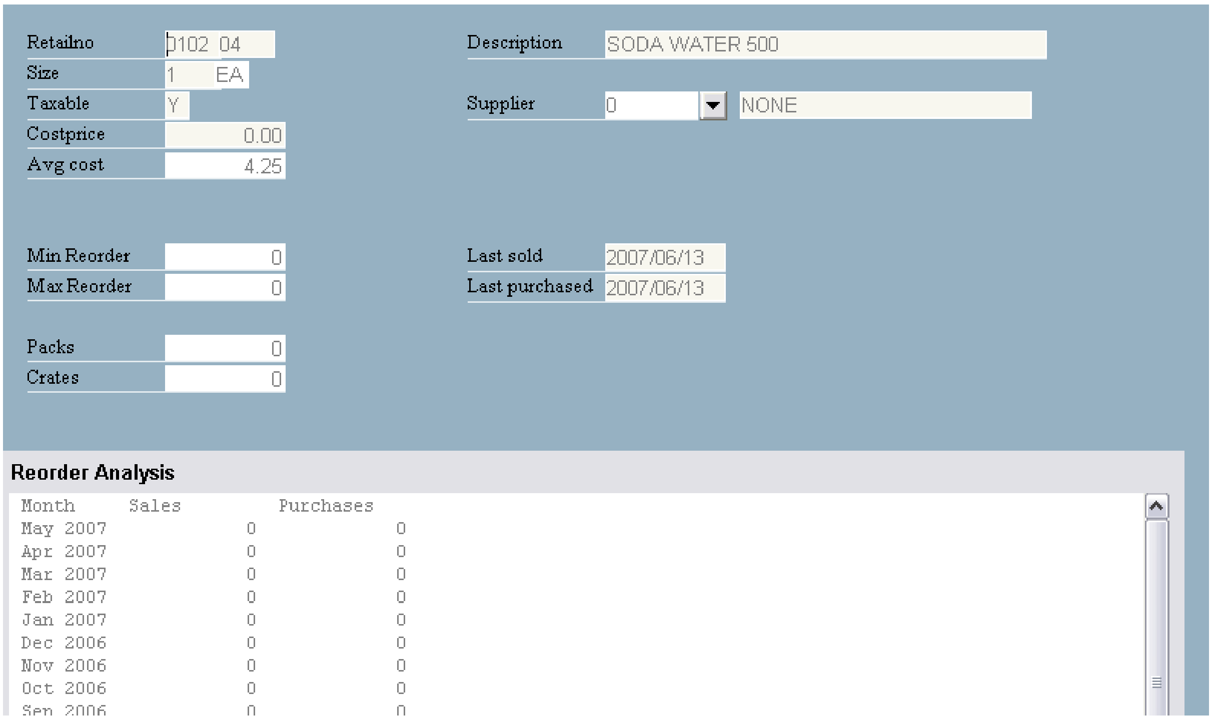
Once stock control is obtained in the system, you can setup reorder levels. This feature only works well if stock is accurate within the system. The fact that a new system does not have any sales data, it is suggested leaving this feature for later.

Reorder by Item

In this section you set each items reorder levels. Reorder levels is set individually.

Step 1:

In the Daily menu go to 'Items', 'Reordering' and 'Reorder by Item'. Select the Item you would like to set and press enter. This will lead you to the following screen:



Step 2:

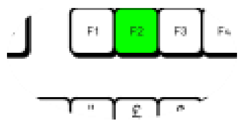
Complete the following fields with the relevant information:

Min Reorder	=	Minimum Stock Level
Max Reorder	=	Maximum Stock Level
Packs	=	Pack Size
Crates	=	Crate Size

The system will display how many items have to be ordered based on the maximum level. The minimum level displays the absolute minimum of what the stock level should be. Pack and Crate sizes assists you in calculating what to order.

The system will display the purchases and sales history of the selected item at the bottom of the screen.

Step 3:
Once completed, press ‘F2’ or the ‘Update’ button and ‘esc’ to the item list.



Reorder by Supplier

Once you have set your reorder levels and purchased the items from their appropriate suppliers, the system will generate a reorder list for items bought from the selected supplier.

In the Daily menu go to ‘Items’, ‘Reordering’ and ‘Reorder by Supplier’. Select the supplier you would like to order from and press enter. This will lead you to the following screen:

Items Edit Close

Code	Description	Size	Stock	Reorder min	Reorder max	Order	Supplier	Pack qty	Case qty
010201	COKE 500	1 EA	0	0	0		ALPHA TRADERS	0	0
010404	SODA WATER 2L	1 EA	0	0	0		ALPHA TRADERS	0	0
010304	SODA WATER 1L	1 EA	0	0	0		ALPHA TRADERS	0	0
010204	SODA WATER 500	1 EA	0	50	90	90*	ALPHA TRADERS	6	24
010103	SPRITE 340	1 EA	0	0	0		ALPHA TRADERS	0	0
010403	SPRITE 2L	1 EA	0	0	0		ALPHA TRADERS	0	0
010303	SPRITE 1L	1 EA	0	0	0		ALPHA TRADERS	0	0
010203	SPRITE 500	1 EA	0	0	0		ALPHA TRADERS	0	0
010102	FANTA 340	1 EA	0	0	0		ALPHA TRADERS	0	0
010402	FANTA 2L	1 EA	0	0	0		ALPHA TRADERS	0	0
010302	FANTA 1L	1 EA	0	0	0		ALPHA TRADERS	0	0
010202	FANTA 500	1 EA	0	0	0		ALPHA TRADERS	0	0
010101	COKE 340	1 EA	0	0	0		ALPHA TRADERS	0	0
010401	COKE 2L	1 EA	0	0	0		ALPHA TRADERS	0	0
010301	COKE 1L	1 EA	0	0	0		ALPHA TRADERS	0	0
010104	SODA WATER 340	1 EA	0	0	0		ALPHA TRADERS	0	0

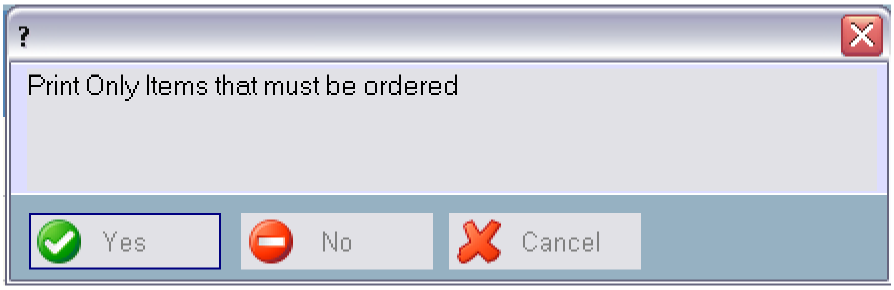
Selecting this screen will allow you to request stock from a supplier telephonically.

Reorder Reports

Reorder reports can be produced as well. Typically used when another person has to order the items. Two reports are available:

Reorder by Group:	Sorted and Grouped items and reorder levels
Reorder by Supplier:	Supplier specific items and reorder levels

When selecting these reports, the system will ask whether you would like to list only the stock that needs reordering. Even though this might seem like a logical decision, if your maximum level is 20 and you carry 21 in stock, nothing will display and you might run short.

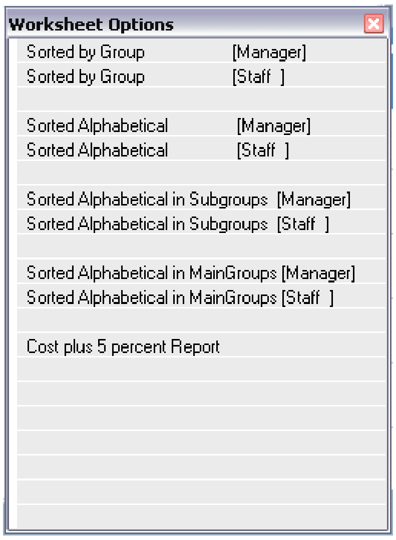


Item Reports

When printing reports on items, the 'from' and 'to' selection will appear, enabling you to select specific items for the reports. This procedure was documented earlier in the 'Generate New Price Batch' section in this manual.

Worksheets

Worksheets can be produced for both managers and staff. Manager reports will include costing and stock values.

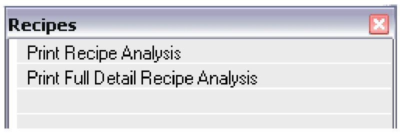


The options include the following:

- Sorted by Group (Main and Sub groups)
- Sorted Alphabetical (from A to Z)
- Sorted Alphabetical in Subgroups (A to Z in Main and Sub groups)
- Sorted Alphabetical in Main Groups (A to Z only in Main Groups)
- Cost plus 5 % Reports (List of items with 5% Mark-up added)

Recipe & Linked Items

This report prints all Recipes and Linked Items with the content of each item. The following options are available:



- Recipe analysis (Basic list with content)
- Full Detail Recipe Analysis (will display a recipe within a recipe)

Price List

Price lists are item reports that will display selling prices and other relevant information to enable staff to check or mark items in the shop.

These reports include:

- Price sorted by Description (Alphabetical)
- Price sorted by Group (in Main and Sub groups)
- Price sorted by barcode (Numerically sorted by Barcode)
- Big Price list (Prints Bigger)
- Stock Unit Analysis (Displays Pack and Case sizes of Items)
- Price sorted by Price (Numerically sorted by Price)
- Item Cost analysis (Report include Last cost and Average cost)

Variance History

This report will display the variance of the current month's stock takes, Stock on Hand, Monthly variance quantity and amount.

Write off Items

Items can be written off at cost in this section, typically when a product expires or breaks.

Step 1:

In the 'Daily' menu go to 'Items', 'Write off items', 'Enter items to be written off' and 'Edit Batch'. The system will open the following screen:

Code	Qty	Description	Size		Amount	Date	Reason
010301	5	COKE 1L	1	EA	34.00	07/06/18	FAULTY PACKAGING

Step2:

In the Code column, press the 'F1' key, choose the item by pressing enter. Specify the quantity that needs to be written off, the date and the reason for writing it off.

Step3:

Once you've completed the Batch, press 'esc' and 'enter' on 'Finalize Batch. The system will show you a print preview of the items you have written off. If you would like to print this, you can do so.

Creditors & Suppliers

Creditors or Suppliers are companies you purchase your stock from.

Adding a Supplier

Step 1:

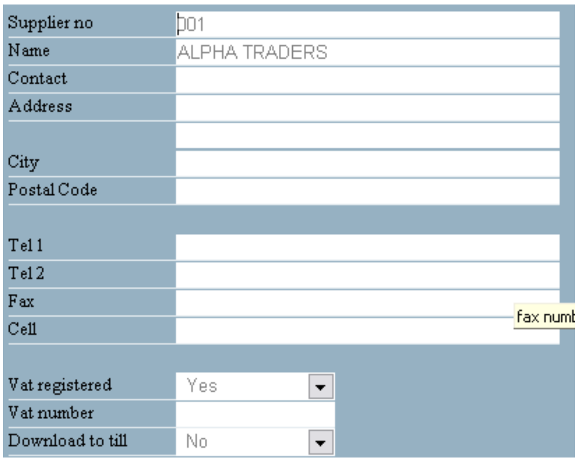
In the 'Daily' menu go to 'Creditors Suppliers' and 'Suppliers Creditors'. The system will take you to the following screen:

Add a new supplier | Edit | Delete | Print all | Print | Close

Accountno	Supplier	Balance	Current	30 days	60 days	90 days	120 days
001	ALPHA TRADERS	0.00	0.00	0.00	0.00	0.00	0.00

Step 2:

Click on the 'Add a new supplier' button, which will lead you to this screen:



Complete the following essential information:

1. Supplier no (only digits)
2. Name of Supplier
3. VAT registered (Yes/No)
4. Download to till (Yes or No) – for payout purposes.

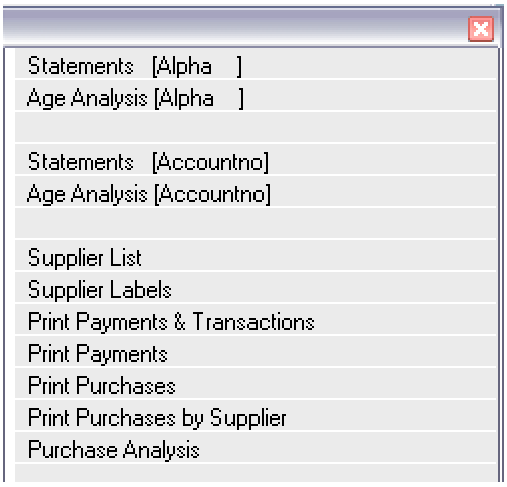
Feel free to complete all other information.

Step 3:

Once complete, press 'F2' or the 'Update' button and 'esc' to the Supplier list.

Reports

The following Supplier reports can be obtained:



- Statement (Monthly Transaction and Payment History)
- Age Analysis (Current, 30, 60 and 90 day projection)
- Supplier List (List of Suppliers
- Payments and Transactions (all payment and transactions)
- Payments (Only payments)
- Purchases (List of purchases)
- Purchase analysis (itemized purchase analysis)

Setup

In this section you can set the statement messages and other information. You can recalculate balances as well.

Supplier Lookup Codes

This section shows you the items with the supplier codes linked to them. As you enter purchases the system will automatically attach supplier codes to the items you purchase from the supplier.

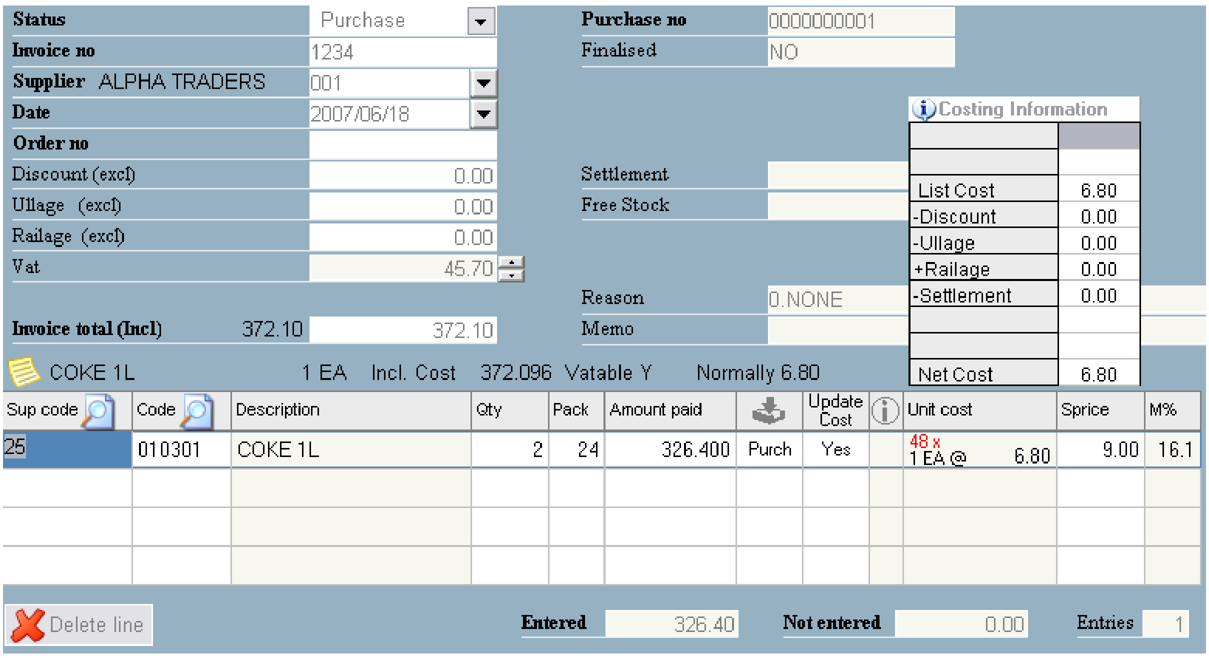
Purchases

When new stock is purchased, you will update the information in this section of the system.

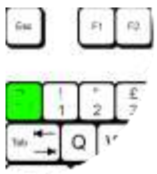
Adding a Purchase

Step 1:

In the 'Daily' menu go to 'Purchases' and Click on the 'Add a new purchase' button. The system will take you to the following screen:



Step 2:



Select and insert the relevant information:

- Status > Choose Purchase or Return
- Invoice no >The Supplier's Invoice Number
- Supplier >Use the '~' (tilt) key to lookup suppliers and enter on the appropriate one.
- Date >Date of invoice
- Order no >Order number if applicable
- Discount >Total Discount amount (excluding VAT)
- Ullage >Total Ullage amount (excluding VAT)
- Railage >Total Railage amount (excluding VAT)
- Invoice Total >Invoice total (Including VAT

Step 3:

1. In the 'Sup code' column, insert supplier code if available.
2. In the 'Code' column, press 'F1' and select the item you are purchasing. Note that if you have purchases this item previously, the item will automatically appear after inserting the supplier code.
3. In the 'Qty' column, insert the amount of stock purchased. Be aware of the next step, if you are purchasing 2 cases of a product this field will contain the 2, and the next field the pack size.
4. In the 'Pack' column, insert the pack size. Once the quantity and pack is inserted, the system will multiply the two figures to get to the total amount of stock purchased.
5. In the 'Amount paid' column, insert the VAT exclusive total of the purchased product.
6. Go to the next line and repeat above until all items are added.

Thing to consider:

1. Unit cost is calculated by dividing the sum of quantity and pack with the amount paid.
2. Once you have purchased an item the following fields will be automatically updated in the purchase:
   a. Code
   b. Pack
   c. Amount paid
3. The 'Amount paid' column is added up in the 'Entered' field at the bottom of the screen. The difference between the 'Invoice total' less VAT and the 'Entered' field will display in the 'Not entered' field. The 'Not entered' field has to amount to zero; otherwise the purchase can not be finalized.
4. If the difference amounts to a couple of cents, the issue should be VAT related. The VAT can be adjusted by pressing the up and down arrows () next to the VAT field.
5. Discount, Ullage and Railage will be divided into the cost of each item based on the percentage of the total invoice amount.

Step 4:

Once all the information is completed, press 'esc' back to the purchase list.

Finalizing a Purchase

In the ‘Daily’ menu go to the system will take you to the purchases list. Select the purchase you would like to finalize by high lighting it. Press ‘F9’ or the ‘Finalize’ button. From this section you can finalize all, edit and print purchases as well.

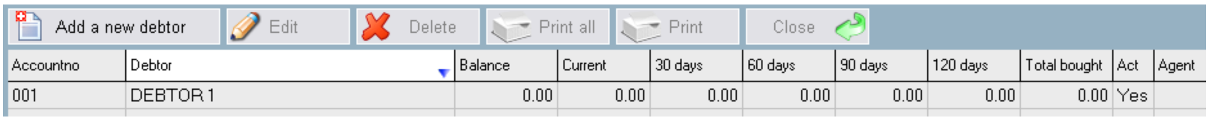
Debtors

Debtors are companies or individuals that purchase stock from you, on account.

Adding a Debtor

Step 1:

In the ‘Daily’ menu go to ‘Debtors’ and ‘Debtors’. The system will take you to the following screen:



Step 2:

Click on the ‘Add a new debtor’ button, which will lead you to this screen:

Complete the following essential information:

- Debtor no (only digits)
- Name of Debtor
- Enabled (Yes/No/Cash Only)
- Active (Yes or No)

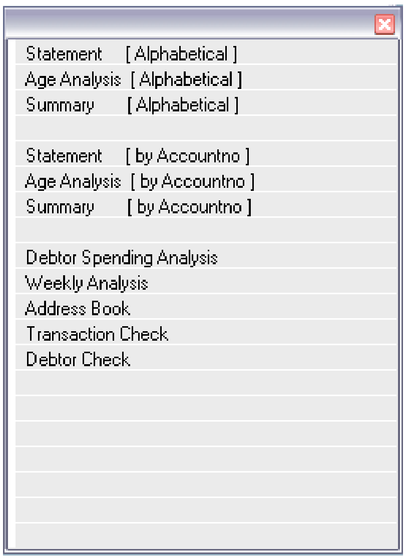
Feel free to complete all other information.

Step 3:

Once complete, press ‘F2’ or the ‘Update’ button.

Reports

The following Debtor reports can be obtained:



- Statement (Monthly Transaction and Payment History)
- Age Analysis (Current, 30, 60 and 90 day projection)
- Debtor Spending Analysis (Money spend per Debtor)
- Transaction Check (all payment and transactions)
- Debtor Check(Debtor Invoices)

Setup

In this section you can set the statement messages and other information. You can recalculate balances as well.

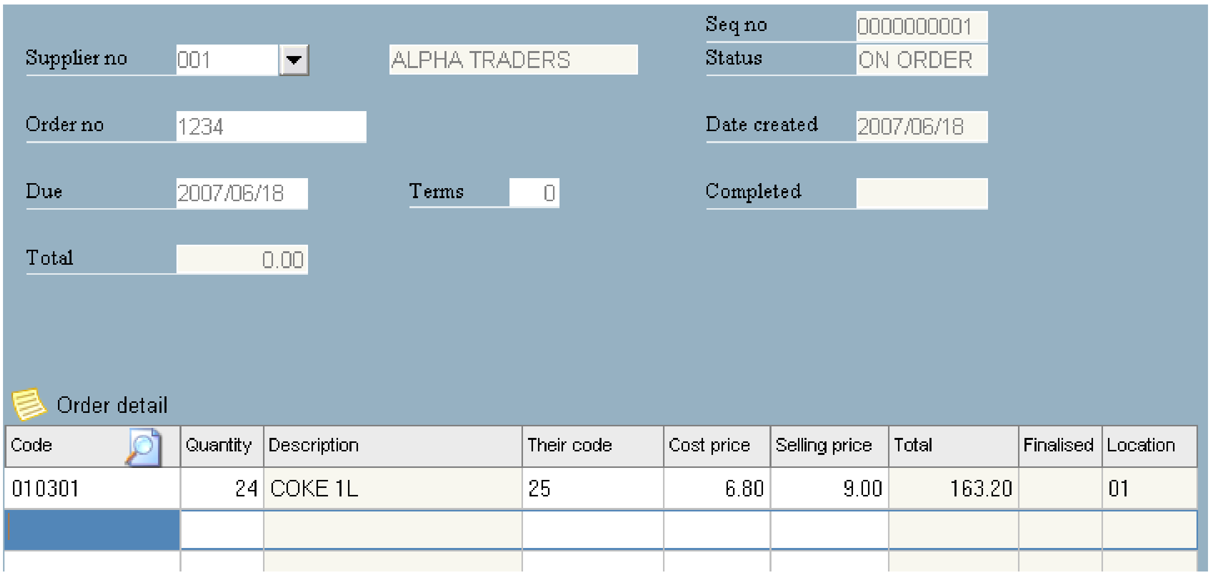
Orders

The system allows you to generate an order of items from suppliers

Adding an Order

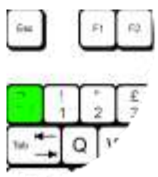
Step 1:

In the ‘Daily’ menu go to ‘Orders’, ‘Enter Orders’ and click on the ‘Add a new order’ button. The system will take you to the following screen:



Step 2:

Select and insert the relevant information:



- Supplier no > Choose Supplier by pressing the ‘~’ (tilt) key.
- Invoice no >Insert an order number
- Due >Insert the delivery due date for order
- Code >Select Item by pressing ‘F1’
- Quantity >Insert Total Quantity Requested
- Their code >If necessary insert Supplier’s code for product
- Cost Price >Insert unit cost of product

Step 3:

Once all the information is completed press ‘esc’ back to the order list.

Receiving an Order

Step 1:

In the Order list section, highlight the order you received, and click the ‘Received’ button. The system will ask you if you are sure, click ‘Yes’.

Step 2:

Go to the ‘Purchases’ section in the ‘Daily’ menu. You will find the order listed amongst the purchases. Alter the purchase if necessary and finalize.

Reports

Three reports are available for orders that has not been received or cancelled. They list as follows:

1. Print Orders > Print all orders
2. Outstanding Orders > Print all outstanding Orders
3. Outstanding Orders by Supplier > Print all outstanding Orders by Supplier

Stock Take

Taking stock is a vital task for keeping your system accurate. Not only to keep track of stock levels, but if stock is adjusted frequently, the financials are being kept in good order.

The system allows for two types of stock take, method 1 and 2.

Method 1

Method 1 is a shelf based stock take. By using this method, you are able to capture stock in the same order as they are in the shelves. You need to consider that this method involves adding the items manually for each shelf and at some stage you might miss an item that is not added yet.

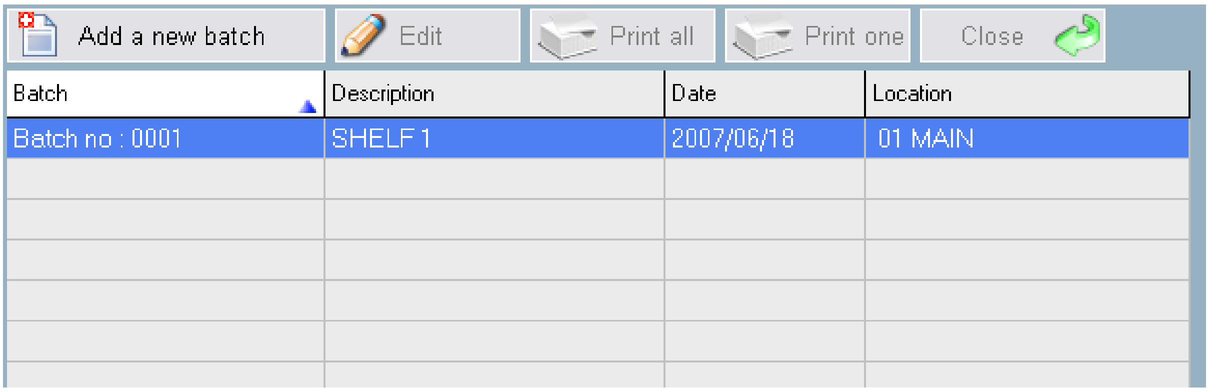
Start new stock take

In the 'Monthly' menu go to 'Stock Take', 'Method One', 'Start new stock take' and carefully choose one of the following:

1. Delete old Shelves – Deletes all shelves
2. Keep shelves Delete entries – Keep Shelves and deletes item content
3. Clear entries – Keep Shelves and content and clears stock figures

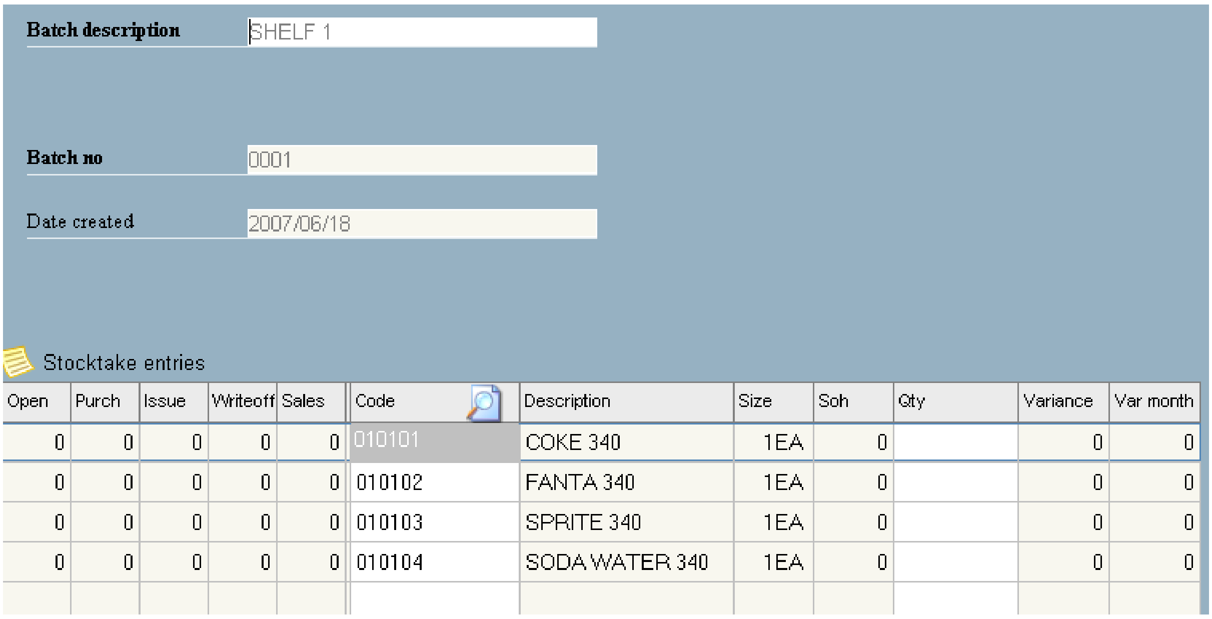
Capture Stock

Once stock take has been initialized, got to 'Capture Stock (by Shelf)' and press enter. The system will take you to the following screen:



If you have already created a shelf (batch) it will display in this list. You can edit the shelf by highlighting and entering the shelf.

To create a new shelf click on the 'Add a new batch' button which will take you to this screen:



Insert the 'Batch Description' field insert the Shelf Name. In the code column press 'F1' select the appropriate item and enter. In the 'Qty' column insert the current stock on hand.

Thing to know:

1. Once you have set your shelve lay out, be sure to only choose the 'Clear entries' option when starting the next stock take.
2. If a new item is created, remember to add the item to the appropriate shelf.
3. When taking Stock, you can print stock sheets from the shelf list by clicking the 'Print one' or 'Print all' buttons.
4. As you enter stock, the 'Variance' and 'Var month' columns will indicate current variance and monthly variance respectively

Print Items Omitted

This report will produce a list of items that was counted. Items that were not altered will be excluded if the prompt is answered correctly.

Variance Report

This report produces a list of items with their variance quantities and values.

Finalize Stock Take

Once everything is in order, enter on 'Finalize Stocktaking' and wait until the system displays the 'Stock Finalized Successfully' message.

Method 2

Method two is the more commonly used and fail-safe method.

Start new stock take

In the ‘Monthly’ menu go to ‘Stock Take’, ‘Method Two’, ‘Start new stock take’ and ‘Create by Group’.

Print Stock take Sheet

Print a stock take sheet. When prompted choose one of the following options:

0 = By Group codes
1 = Alphabetically in Sub Groups
2 = Alphabetically

Capture Stock

Once the stock take has been initialized, capture stock by your preferred method.

If you select ‘By Group’ the system will show sub groups and by selecting the sub group the following screen appears:

Open	Purch	Writeoff	Sales	Code	Description	Size	Soh	Qty	Variance	Var month
10	0	0	0	010101	COKE 340	1EA	10		0	10
20	0	0	0	010102	FANTA 340	1EA	20		0	20
10	0	0	0	010103	SPRITE 340	1EA	10		0	10
5	0	0	0	010104	SODA WATER 340	1EA	5		0	5

Enter the counted Stock on Hand totals in the ‘Qty’ Column.

When selecting the ‘By Code’, ‘Aplha’ or ‘Alpha Grp’ option, the instructions above will apply excluding the sub group selection.

Variance Report

This report produces a list of items with their variance quantities and values.

Finalize Stock Take

Once everything is in order, enter on ‘Finalize Stocktaking’ and wait until the system displays the ‘Stock Finalized Successfully’ message.

Accounts

The Concept

Even though the system allows basic income and expense functionality, you need to realize that this is a stock control system and not an integrated accounting system. The system will produce an income statement but not bank reconciliation.

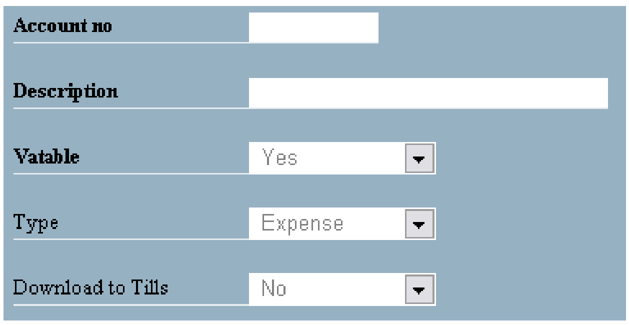
The system has pre-created accounts. These accounts should not be changed or deleted. The default accounts are:

480	Interest received	Income
501	Rent	Expense
505	Electricity & water	Expense
510	Stationary	Expense
515	Advertising	Expense
520	Petrol	Expense
525	Vehicle maintenance	Expense
530	Staff refreshments	Expense
580	Interest paid	Expense
585	Bank charges	Expense
596	Debtors Adjustments	Expense
597	Creditors Adjustments	Expense
701	Employee 1	Wage
702	Employee 2	Wage
793	Pension	Expense
801	Petty cash	Petty Cash
805	Bank	Bank
850	Debtors control	Asset
860	Creditors control	Liability

When adding new accounts, try starting with 001 to ensure that your accounts does not conflict with others.

Add/ Edit Accounts

In the ‘Daily’ menu go to ‘Accounts’, ‘Account Lookup’ and click the ‘Add an account’ button. Complete the following screen:



Account no > Only digits
Description >Account Name
Vatable >Yes or No
Type >Type of Account
Download >For payout function

Once all relevant information is completed, press ‘F2’ to save record.

Display Transactions

This option will display all transactions done in the accounts.

Print Transactions

This option produces a report of all account transactions done for the month.

Employees

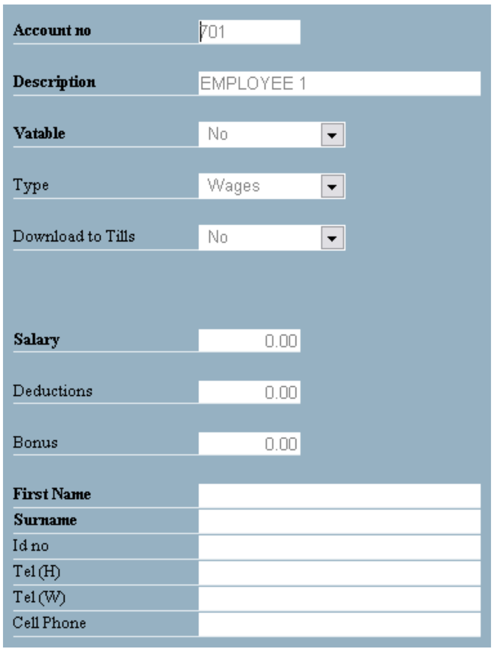
Concept

The system offers a basic wage system. You can specify how much you have paid your employees, but it does not cover TAX, UIF or PAYE.

Add/ Edit Employees

Step 1:

In the ‘Daily’ menu go to ‘Employees’ and ‘Edit Employees’ and click on the ‘Add new employee’ button.



Step 2:

Complete the following information:

- Account no > 701, 702, 703 ...
- Description >Employee Name
- Vatable >No
- Type >Wages or Salaries
- Download to Tills >Yes or No
- Salary >If applicable
- Deductions >Set deductions
- First Name >Employee’s Name
- Surname > Employee’s Surname
- Id no >Identification Number

Wage Slips

To print wage slips go to ‘Wage Slips’ and follow screen instructions.

Note that the wage slip will include an ‘Advances’ field. This will contain an amount if a payout was made from the till on the employee’s name.

Wage payments will be covered in the next section (‘Payments and Receipts’) of this manual.

Payments and Receipts

In this section you will adjust payments and balances of Debtors and Suppliers, and insert general expenses.

Debtor Payments

Step 1:

In the ‘Daily’ menu, go to ‘Payments and Receipts’, “Choose the Month”, ‘Debtor payments’ and ‘Enter Debtor direct deposit’:

Date	Debtor	Amount	Description	Invoice no	Aging
07/06/01	D001,DEBTOR 1	200.00	DIRECT DEPOSIT	1234	0

Step 2:

Insert relevant information as follows:

1. Insert the date (yy/MM/dd) in the ‘Date’ column or click the calendar icon ( ) and select date.
2. Select the debtor by pressing the ‘~’ (tilt) key in the ‘Debtor’ column.
3. Insert the amount that you have received from the debtor.
4. Insert a description if need be.
5. Insert the appropriate invoice number in the ‘Invoice no’ column.
6. Insert aging (0, 30, 60 or 90)

Step 3:

Press ‘esc’ and select ‘Finalise’.

Debtor Adjustments

Step 1:

In the ‘Daily’ menu, go to ‘Payments and Receipts’, “Choose the Month”, ‘Debtor adjustments’ and ‘Debtor adjustments’:

Date	Debtor	Amount	Description	Aging
07/06/01	D001,DEBTOR 1	500.00	DEBTOR ADJUSTME	0
07/06/01	D001,DEBTOR 1	-200.00	DEBTOR ADJUSTME	0

Step 2:

Insert relevant information as follows:

1. Insert the date (yy/MM/dd) in the ‘Date’ column or click the calendar icon ( ) and select date.
2. Select the debtor by pressing the ‘~’ (tilt) key in the ‘Debtor’ column.
3. Insert the amount that you would like to adjust from the debtor. Note that if you need to insert a negative adjustment start with a “-“ (minus).
4. Insert a description if need be.
5. Insert aging (0, 30, 60 or 90)

Step 3:

Press ‘esc’ and select ‘Finalise’.

Creditor Payments

Step 1:

In the ‘Daily’ menu, go to ‘Payments and Receipts’, “Choose the Month”, ‘Creditor payments’ and ‘Enter Creditor cheque payments’:

Date	Creditor	Amount	Chequeno	Description	Invoice no	Aging
07/06/01	C001,ALPHA TRADERS	500.00	#1234	PAYMENT	12134	0
/ /						

Step 2:

Insert relevant information as follows:

1. Insert the date (yy/MM/dd) in the ‘Date’ column or click the calendar icon ( ) and select date.
2. Select the Creditor by pressing the ‘~’ (tilt) key in the ‘Creditor’ column.
3. Insert the amount that you have paid the creditor.
4. Insert the cheque number.
5. Insert a description if need be.
6. Insert the appropriate invoice number in the ‘Invoice no’ column.
7. Insert aging (0, 30, 60 or 90)

Step 3:

Press ‘esc’ and select ‘Finalise’.

Creditor Adjustments

Step 1:

In the ‘Daily’ menu, go to ‘Payments and Receipts’, “Choose the Month”, ‘Creditor adjustments’ and ‘Creditor adjustments’:

Date	Creditor	Amount	Description	Aging
07/06/01	C001,ALPHA TRADERS	100.00	CREDITOR ADJUSTI	0
07/06/01	C001,ALPHA TRADERS	-150.00	CREDITOR ADJUSTI	0
/ /				

Step 2:

Insert relevant information as follows:

1. Insert the date (yy/MM/dd) in the ‘Date’ column or click the calendar icon ( ) and select date.
2. Select the debtor by pressing the ‘~’ (tilt) key in the ‘Creditor’ column.
3. Insert the amount that you would like to adjust from the creditor. Note that if you need to insert a negative adjustment start with a “-“ (minus).
4. Insert a description if need be.
5. Insert aging (0, 30, 60 or 90)

Step 3:

Press ‘esc’ and select ‘Finalise’.

Cashbook (Expenses)

Step 1:

In the 'Daily' menu, go to 'Payments and Receipts', "Choose the Month", 'Cash book(Expenses paid by Cheque)' and 'Enter Cashbook payments':

Date	Expense account	Amount	Chequeno	Description	Invoice no
07/06/01	701,Employee 1	1500.00	#1234	WEEKLY WAGE	
07/06/01	505,Electricity & water	320.00	#1235	KOOPKRAG	568974
/ /					

Step 2:

Insert relevant information as follows:

1. Insert the date (yy/MM/dd) in the 'Date' column or click the calendar icon ( ) and select date.
2. Select the Account by pressing the '~' (tilt) key in the 'Expense account' column.
3. Insert the amount that you have paid.
4. Insert the cheque number.
5. Insert a description if need be.
6. Insert the appropriate invoice number in the 'Invoice no' column.

Step 3:

Press 'esc' and select 'Finalise'.

Month End Procedure

Checklist

The following factors needs to be checked prior to a month end:

1. All purchases and returns needs to be finalized.
2. All Debtor payments and adjustments needs to be finalised.
3. All Creditor payments and adjustments needs to be finalised.
4. Debtor Statements needs to be printed.
5. All Cashbook and Petty cash transactions need to be finalised.
6. All sales have to be imported.
7. Stock take needs to be finalized if you are still busy with one.

Procedure

In the 'Monthly' menu, enter on the following options and follow screen prompts to complete:

Recommended reports
StockTake 18 Jun 2007

Finalise stock month end 11 Jun 2007
Finalise creditors month end
Finalise debtors month end

Finalise year end
Final stock movement report

1. Finalise stock month end
2. Finalise creditors month end
3. Finalise debtors month end

Financial Periods

This section will produce Turn Over, Gross Profit, GP % and MU %. A typical Financial Report will consist of the following:

Sales	74708.39	**Total Sales from Sales Points**
Cost of sales	64310.48	**Opening Stock + Purchases + Empty Purchases - Closing Stock**
Opening stock	484624.86	**Stock Value as at Previous Month end**
Purchases	143773.41	**Sum of All finalised purchases and returns**
Empty Purchases	734.91	**Total Empties Purchased**
	629133.18	**Opening Stock + Purchases + Empties**
Closing stock	564822.70	**Current Stock on Hand**
GROSS PROFIT	10397.91	**Sales - Cost Of Sales**
Gross Profit %	13.92	**GP/Sales %**
Markup %	16.17	**GP/Cost of Sales %**

Incorrect mark up and gross profit percentages are caused by incorrect information in either Opening stock, Purchases, Empty purchases or Closing Stock. This is why it is essential that your stock figures are accurate.

Empties and stock takes have to be accurate. When a stock take has a major variance this is work into your cost of sales since the closing stock decreases. The following table will reflect the effects of change:

	Financial	**Adjust Opening Stock**	**Adjust Purchases**	**Adjust Empties**	**Adjust Closing Stock**
Sales	74708.39	74708.39	74708.39	74708.39	74708.39
Cost of sales	64310.48	61185.62	61037.07	61175.57	61133.18
Opening stock	484624.86	**481500.00**	484624.86	484624.86	484624.86
Purchases	143773.41	143773.41	**140500.00**	143773.41	143773.41
Empty Purchases	734.91	734.91	734.91	**-2400.00**	734.91
	629133.18	626008.32	625859.77	625998.27	629133.18
Closing stock	564822.70	564822.70	564822.70	564822.70	**568000.00**
GROSS PROFIT	10397.91	13522.77	13671.32	13532.82	13575.21
Gross Profit %	13.92	18.10	18.30	18.11	18.17
Markup %	16.17	**22.10**	**22.40**	**22.12**	**22.21**

As projected above you can see how and why percentages are affected by incorrect stock.

In the ‘Financial’ menu, go to ‘Daily Financial Reports’, “Chooses a Month” and ‘Income statement:

Detailed income statement for [jun'07], printed on 24 Jun 2007 at 13:5 Page 1
DEMO

	Schedule	Amount	Vat
INCOME			
	Incl	R	
Sales	85167.56	74708.39	10459.17
Cost of sales		432205.25	
Opening stock		484624.86	
Purchases	163901.69	143773.41	20128.28
Empty Purchases	837.80	734.91	102.89
		629133.18	
Closing stock		564822.70	
GROSS PROFIT		10397.91	
Gross Profit %		13.92	
Markup %		16.17	
		10397.91	
OTHER INCOME			
OTHER INCOME		0.00	0.00
EXPENSES			
STATIONARY		12.28	1.72
ADVERTISING		150.00	21.00
REPAIRS & MAINT - PREMISES		400.00	56.00
TOTAL EXPENSES	640.99	562.28	78.72
WAGES			
JACO		1460.00	
CINDY		2400.00	
CASUAL		800.00	
TOTAL WAGES		4660.00	
NETT PROFIT		5175.63	

By utilizing ‘Payments and Receipts’, ‘Debtor Adjustments’ and ‘Wages’ in the Back Office along with payouts via the till, the system will list all expense and wage totals that was processed. This will enable you to produce a ‘Nett Profit’.

The system assumes that Debtors and Creditors is paid, and will only affect the income statement when if a debtor or creditor has been adjusted.

Tips & Tricks

The system as various built-in functions, which can be accessed through everyday maintenance procedures.

Shortcut Keys

The following functions have the following effects:

F1	>	Calls item list in Code columns
F2	>	Update or Save records
F5	>	Calls the ‘Options’ menu in Item Lookup
F8	>	Prints from various locations like Debtor and Supplier lists
F9	>	Finalizes Purchase or deletes a line.

VAT Function

In any numeric field the following key stroke will have the specified effect:

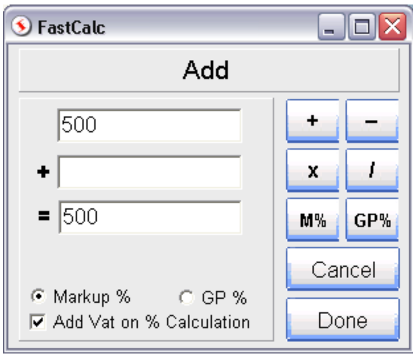
X	>	Subtracts VAT (14%)
C	>	Clears the field
V	>	Adds VAT (14%)

Calculator Function

In any numeric field you can access the calculator function. Insert the initial amount, and then press a math function to start the calculator.

These functions include:

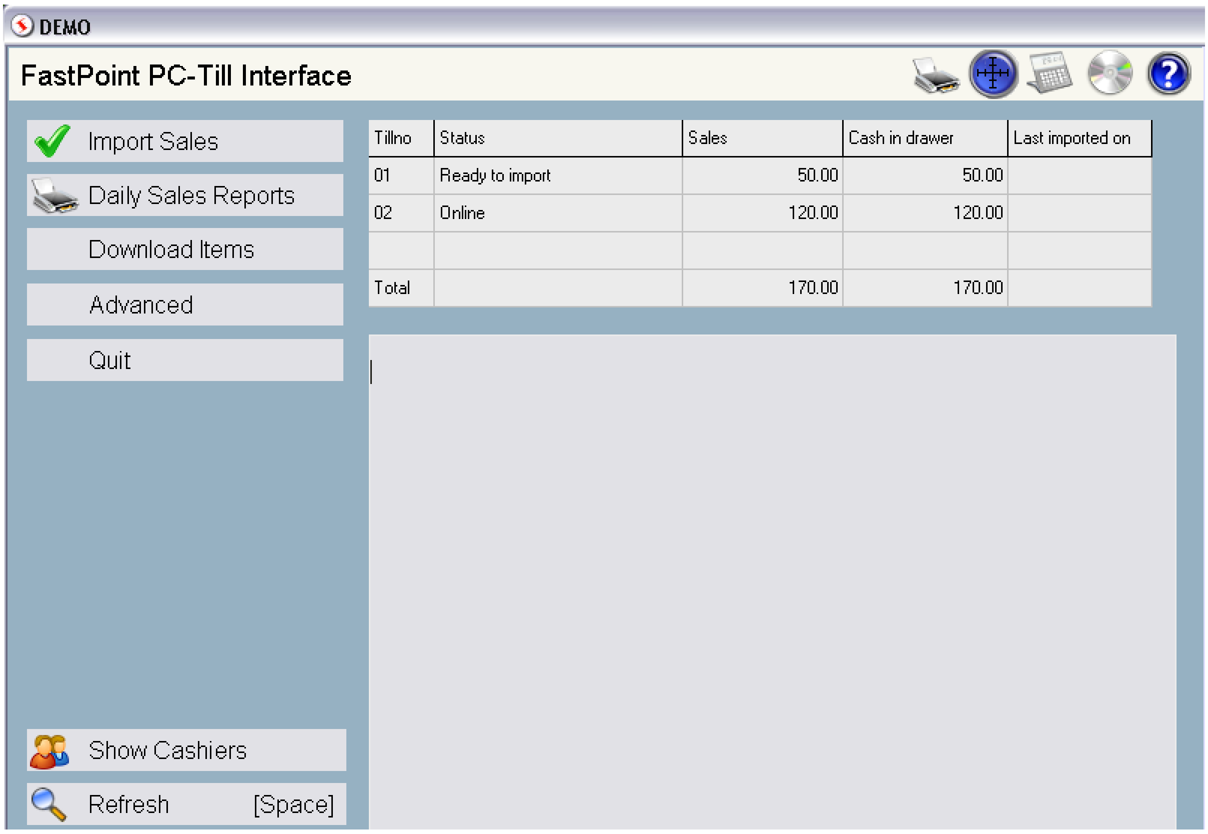
/	>	Divide
*	>	Multiply
-	>	Minus
+	>	Plus



Point of Sale

The Concept

This section is where Sales are uploaded and back office data is downloaded. In the 'Daily' menu go to 'Point of Sale':



On the left you'll find all the menus and options to maintain the till points. On the right you'll find the till's status.

The system does not refresh the status automatically, you need to press the 'Refresh' Button to update the status. The tills will display 3 types of status:

Online	> Till is idle
Busy	> Cashier is busy with a transaction
Ready to import	> Till has been finalised
Not available	> Communication problem with till

Importing Sales

Once the tills has been finalised at their end, the status will change from 'Online' or 'Busy' 'to 'Ready to import'.

At this point you will be able to import the sales to the back office by clicking on the 'Import Sales' button. The system will ask you which till needs to be imported. Insert 'GL' for all or specify the till number (01 or 02).

Daily Sales Report

When sales are imported, the system will automatically display the report dialog. Choose the appropriate reports you need to keep record of.

Note that all the information will be stored in 'Sales and Banking' discussed later in the manual. Print only reports that needs to be filed.

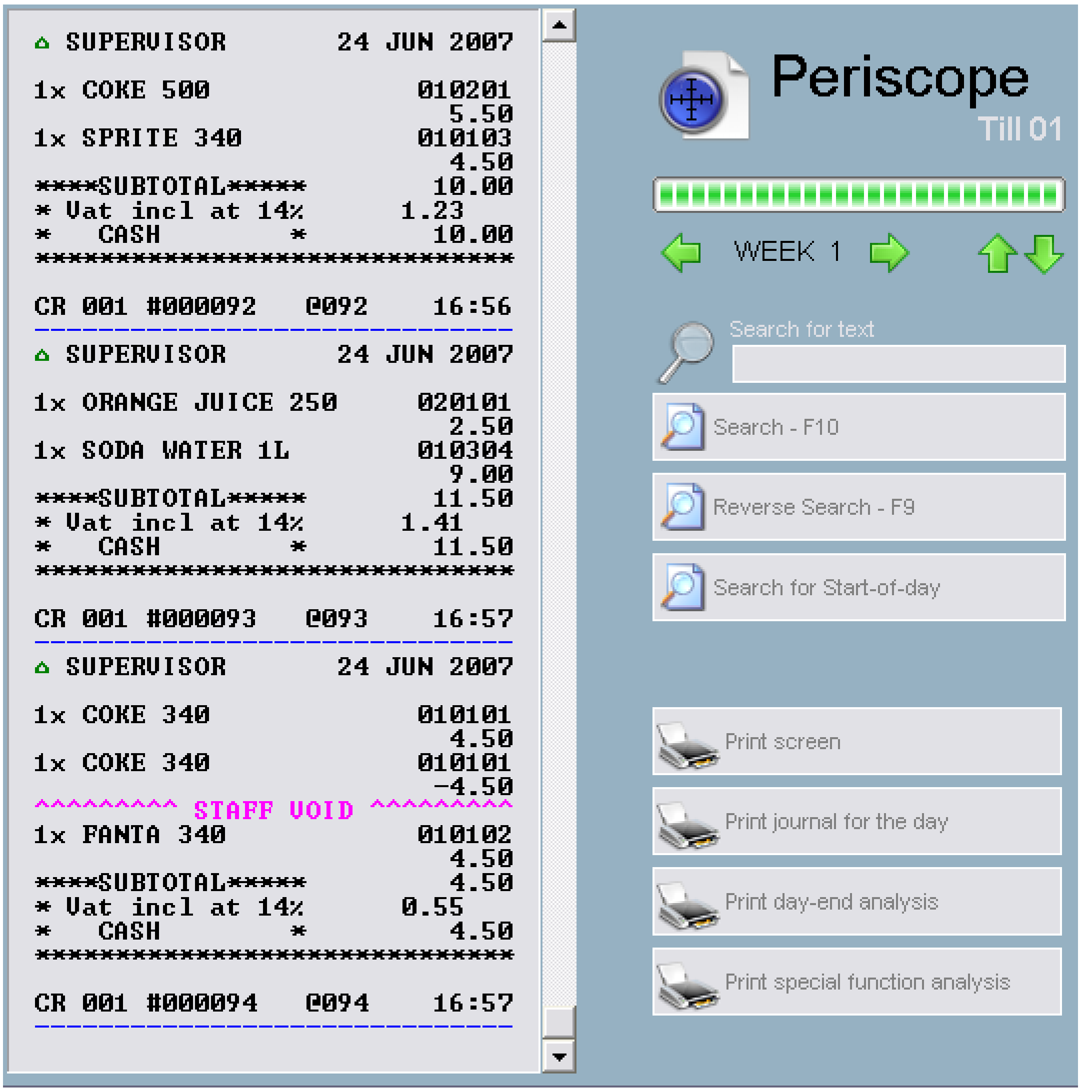
Download Items

This function downloads all the items to tills. Whenever an item is changed or new items have been created, you need to download items.

Advanced

Periscope

The periscope is a useful tool to sort any discrepancies of the day's transactions. Like a Cash Register the till keeps a journal of each transaction. Type a distinctive phrase of what you would like to search (like an item code or date) and press 'F10'. The system will search the specified phrase and highlight it. Press 'F10' for next result.



Download Range of Items

This option allows you to specify a range of items to download to tills (010101 to 020502).

Download Debtors

This option downloads all the debtors to the tills for on account transactions.

Download Accounts

This option downloads all the suppliers and accounts to the tills for payout purposes.

Download Promotions

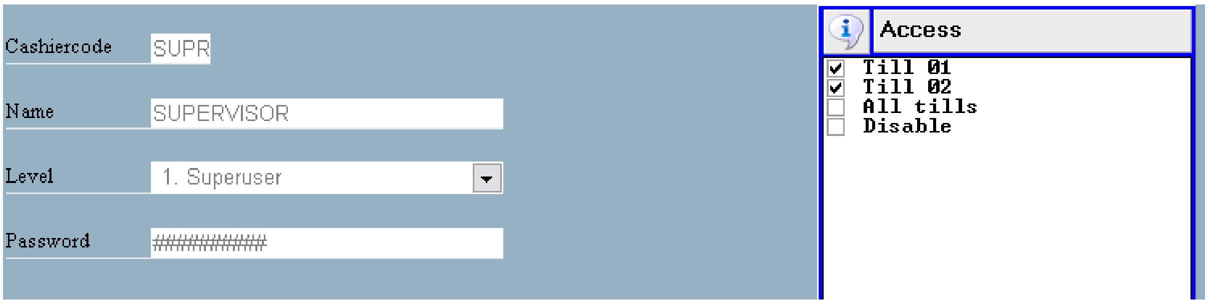
This option downloads normal and debtor promotions to tills.

Till Setup

The tills are set in this section; it is not advisable to change anything in this section unless a support person requests it.

Edit Cashiers

In this section you can either add or edit cashiers:



The cashiers' code consists of a 4 character Cashier code and a password.

The various levels will allow and disallow certain functions. The following functions is enabled by default but can be altered by a support person:

Level	1	2	3	4
Login				
Print Slip				
Payout				
Account Query				
Receive on Account				
Discounts				
Price Overide				
No Sale				
Void				
Staff Void				
Cash off Transaction				
Program				
X-Report				
Finalise Till				
Exit Program				

Tools

Import cashiers

Import Cashiers from till to Back Office.

Clear Problem file

If an item was deleted from the back office and sold on the till, it will create a file specifying the item. The system will warn you of the situation when this issue arises. If you would like to clear this file choose this option.

Show Cashiers

On the bottom left of the Point of Sale screen is a 'Show Cashiers' button. This button will display the cashiers and their sales on each till.

Refresh

On the bottom left of the Point of Sale screen is a refresh button. This button will refresh the status of the till.

Sales and Banking

In the 'Daily' menu go to Sales and Banking' and then to 'Daily Sales and Banking:

Options ☑ Combine days ☐ Show stocktakes ☑ Show only last 3 months

Sales records | Edit | Print | Close

Auditno	Dow	Date	Till	Sales	Integrity	Cash/cards	Cash	Cards	Short/over
POS0000001	sun	24 Jun 07	gl	1292.50		1292.50	0.00	0.00	-1292.50

The system will display every day's sales detail. If select a specific date, the system will display the till information separately:

Sales for 24 jun 2007 | Edit | Print | Close

Auditno	Dow	Date	Till	Sales	Integrity	Cash/cards	Cash	Cards	Short/over
POS0000001	sun	24 Jun 07	01	302.50		302.50	0.00	0.00	-302.50
POS0000002	sun	24 Jun 07	02	990.00		990.00	0.00	0.00	-990.00

By pressing 'F8' or the 'Print' button the system will allow you to select and print all reports on data kept from each till:

Print General Report
Print Items Sold
Print Items Sold with ingredients
Print Ingredients sold
Print Critical Items
Print Group Sales Totals
Print Maingroup Sales Totals
Print Cashiers
Print Items sold by Cashiers
Print Journal
Print Special function log

Barcodes

Explanation of Standard Barcodes

A standard barcode is classified as EAN-13, a barcode consisting of 13 digits. The first two digits (called a prefix) is the country code, the rest a product specification. These barcodes are registered and each item has its own individual code.

6 001237 012822

Weight embedded Barcodes

When "weight embedded" barcodes are used, you are limited with a prefix code from 20 to 29. An "weight embedded" barcode consists of five sections:

2 000766 010204

20	> Prefix
0076	> PLU Number
6	>Check digit for PLU
01020	> Weight
4	> Check digit for Weight

The barcode above tells the system that 1,020 kg of PLU 76 is scanned. When creating a weight embedded icon in the system the barcode has to be programmed as 'W200076'.

The check digits are calculated from the numbers before itself, and ensure that the right information is sent to the till. If the check does not amount correctly, the barcode will not register.