

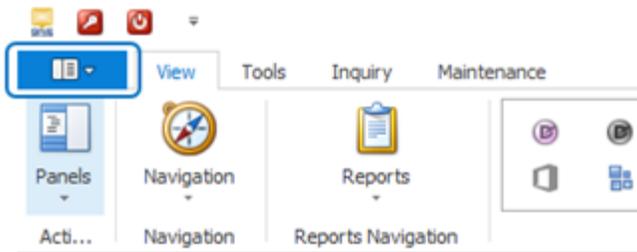
Point Of Sales



Below is the step to enable Optimum Point Of Sales module.

Step 1

As shown in the figure, click the menu from the ribbon bar.



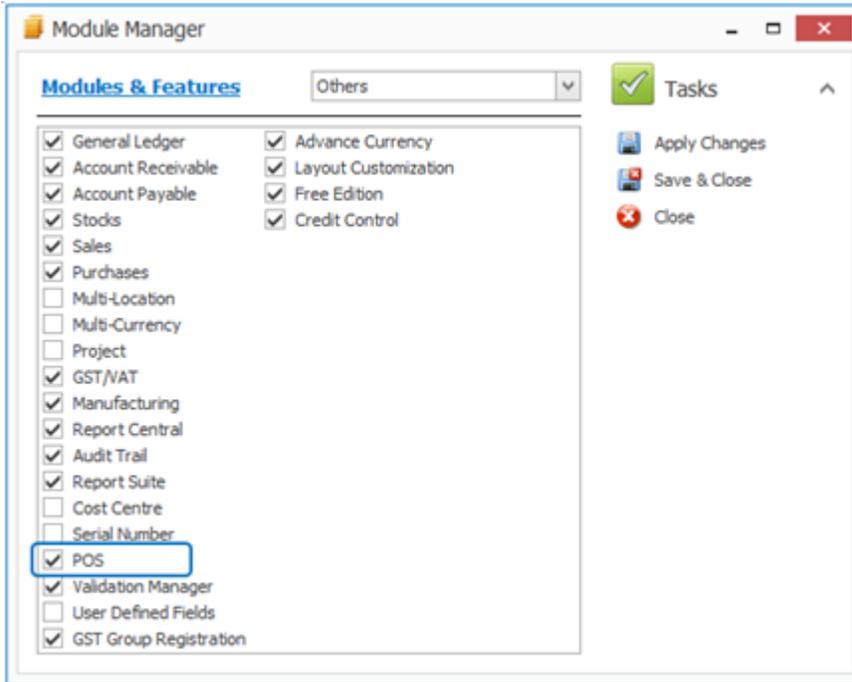
Step 2

Select the “Modules” item form the drop down list.



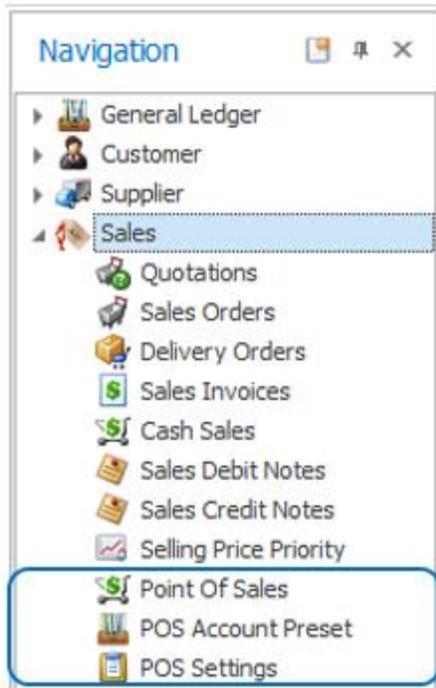
Step 3

Check POS from the Module Manager and save the changes.



Step 4

Point of Sales module is located in the Sales menu.



Point Of Sales

Below is the main interface of Optimum Point Of Sales. Users can enter cash sales transactions in this screen. The left panel display all the function menus and right panel display the summary of the current transaction such as number of items, total quantity of items, total discounted of all items and total tax incurred.

The screenshot shows the Point Of Sales software interface. At the top, the window title is "Point Of Sales" and the user is identified as "ADMIN" with a timestamp of "26/02/2015 9:38:50 AM".

On the left side, there is a vertical menu of function keys:

- F1: Create New / Void
- Ctrl + F2: Delete
- F3: Item
- F4: Quantity
- F5: Unit Price
- F6: Discount
- F7: UOM
- F8: Customer
- F9: Payment
- F10: Reprint
- F11: Full Tax Invoice
- Ctrl + E: Eject Cash Drawer

The main area contains a table for the current transaction:

Stock	Description	Serial No	Qty	UOM	Unit P...	Discount	Tax Code	Tax Am...	Net Amount
AMD-...	AMD XP 1800		1	UNITS	685.00				685.00

Below the table, the "Description" field is set to "AMD XP 1800". To the right, there are input fields for "Qty" (1.00), "Unit Price" (685.00), "Discount", and "UOM" (UNITS). A GST % field is also present, set to 0.00%.

On the right side, a "Detail Summary" panel shows the following values:

- Item Vol: 1
- Quantity: 1
- Discount: 0.00
- Sub Total: 685.00
- Tax Total: 0.00
- Round: 0.00
- Previous Change: 0.00

At the bottom right, a digital display shows the total amount: 685.00.

Description of Controls and Buttons

Below are the description of all the functions and buttons used in Optimum Point Of Sales screen.

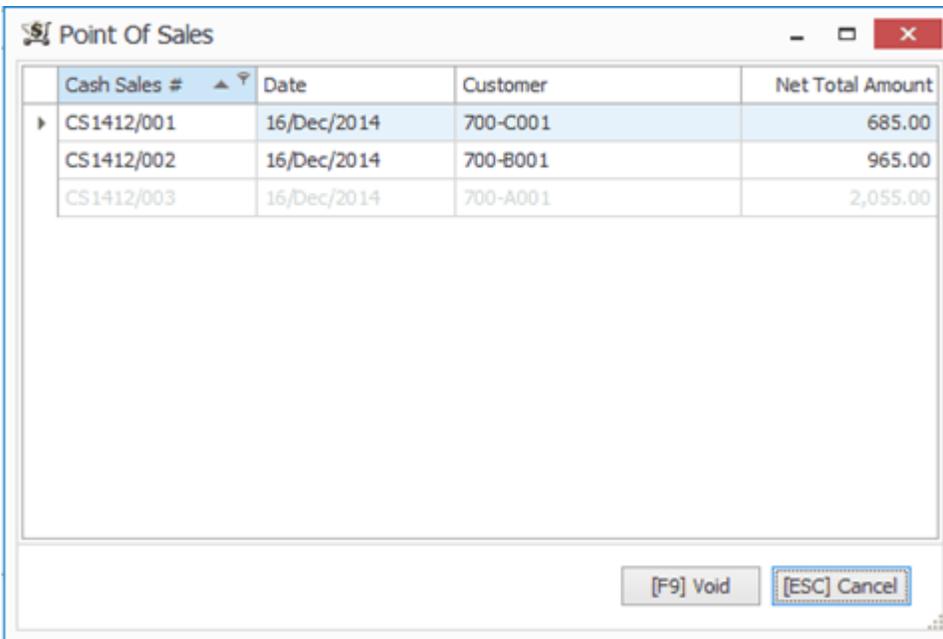
F1 - Cancel and Void



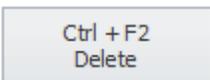
Press  to Cancel Current Bill or Void Past Bill.

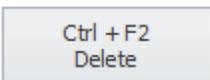


Create New option is to create a new transaction and Void Past Bill is to void previous transactions. When Void Past Bill is selected, the list of previous transactions will be displayed. Press Void (F9) to void the transaction. After voiding a transaction, the details will be grayed out.



Ctrl + F2 - Delete



Press  to delete selected item from the transaction list.

F3 - Stock Item



Press **F3 Item** to add items. A pop-up list will appear and user can select item to be added in to the transaction list. Items can be added using bar code scanner as well.

Stock #	Stock Name	Category	Class	Balance
AMD-XP/1800	AMD XP 1800	CPU	B	(1,323.65)
ASUS-EX	ASUS TECH EX MOTHERBOARD	MB	B	139.88
ASUS-MB	ASUS TECH MB MOTHERBOARD	MB	B	27.00
AZ56K-EXT	AZTECH 56K EXTERNAL MODEM	MDM	B	41.00
AZ56K-INT	AZTECH 56K INTERNAL MODEM	MDM	C	29.00
CANON210SP	CANON BJC-210 SP	PRN	A	118.78

Item details view

User allows to modify item details from here by using function F4 to F7.

Description AMD XP 1800



Enabled For Multi-User
(Additional License Required)

GST %

0.00 %

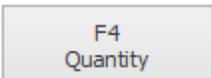
Qty 1.00

Unit Price 685.00

Discount

UOM UNITS

F4 - Quantity



Press **F4 Quantity** to edit the quantity of an item

F5 - Unit Price

Press  to edit the unit price of an item

F6 - Discount

Press  to issue a discount for selected item.

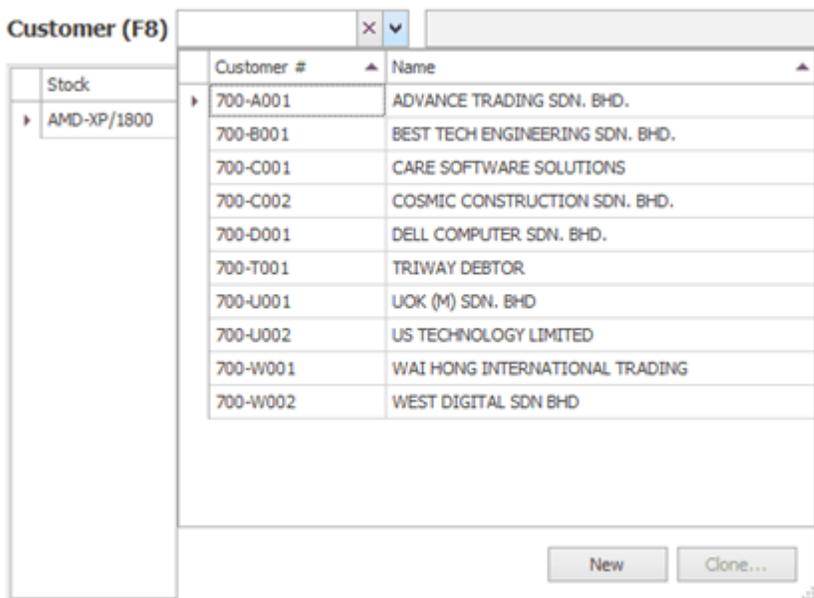
Discount can be set using a specific amount or by percentage.

F7 - UOM

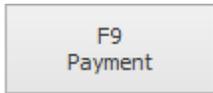
Press  to change unit of measurement of an item.

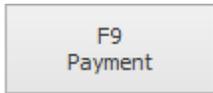
F8 - Customer

Press  to select specific customer from the drop down list.



F9 - Payment



Press  to proceed with payment.

The screenshot shows the 'POS Payment' window with the following details:

- Total:** 685.00
- Discount [F3]:** 0
- Net Total:** 685.00
- Rounding:** 0.00
- Cash [F1]:** 685.00
- Other [F2]:** 0.00
- Change:** 0.00

On the right side, there is a numeric keypad with buttons for digits 1-9, 0, %, a left arrow, and an 'ABC' button. A 'Rounding' checkbox is checked. At the bottom, there are buttons for '[F9] Confirm', '[F2] Other', and '[ESC] Cancel'.

From the payment screen. Press F1 to enter the amount paid by customer using cash

A global discount can be issued by pressing F3. This discount is calculated based on the total amount on the receipt. Discount can be set using a specific amount or by percentage.

Press F2 from the keyboard or "Other" button from the screen to select other payment methods such as credit card, cheque, voucher and etc.

Select the method type by using F5 key and key in the details accordingly in the payment method screen.

The screenshot shows the 'POS Payment' window with the 'Amount to Pay' screen. The total amount to pay is 685.00. Below this, there is a table with the following columns: Type, Amount, Number, Holder Name, Expiry Date, and Authorisation.

Type	Amount	Number	Holder Name	Expiry Date	Authorisation
<input type="checkbox"/> MASTER	0.00				
<input type="checkbox"/> VISA	0.00				
<input type="checkbox"/> AMEX	0.00				

At the bottom, there are buttons for '[F9] Confirm', '[F5] Select Method', and '[ESC] Cancel'.

Press F9 to complete the payment.

F10 - Reprint

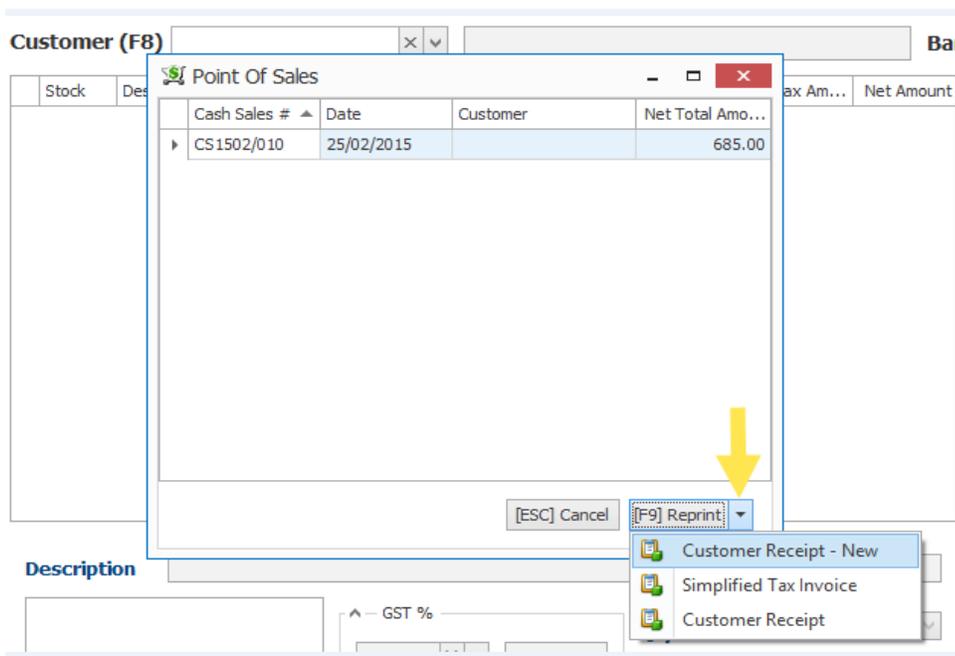


Press **F10 Reprint** to reprint Receipt or Simplified tax invoice of the specific transaction.

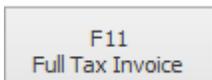
By default, system will print the report(default) based on the setting in the design.

#	Name		Default
<SR>01	Customer Receipt	System	<input type="checkbox"/>
<UDR>01	Customer Receipt - New	ADMIN	<input checked="" type="checkbox"/>
<SR>02	Simplified Tax Invoice	System	<input type="checkbox"/>

User can also select their preferred report format directly from the POS reprint screen by choosing from the list

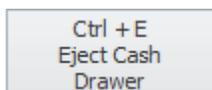


F11 - Full Tax Invoice



Press **F11 Full Tax Invoice** to generate a full tax invoice of the specific transaction.

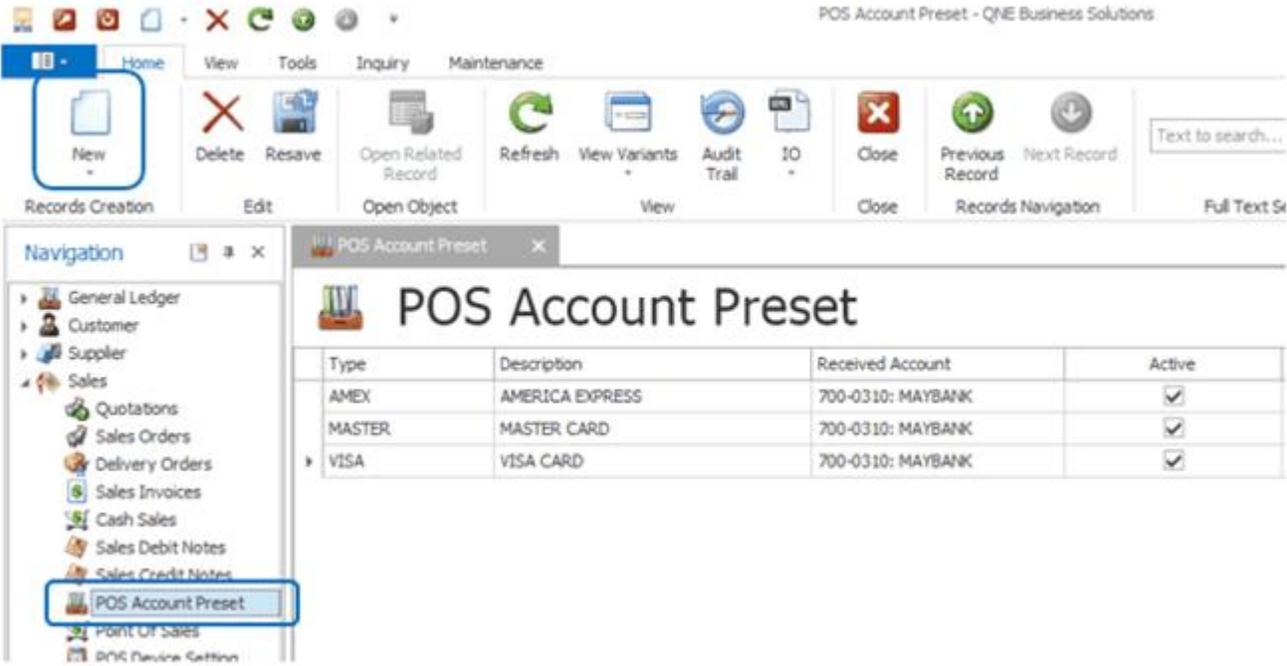
Ctrl + E - Eject Cash Drawer



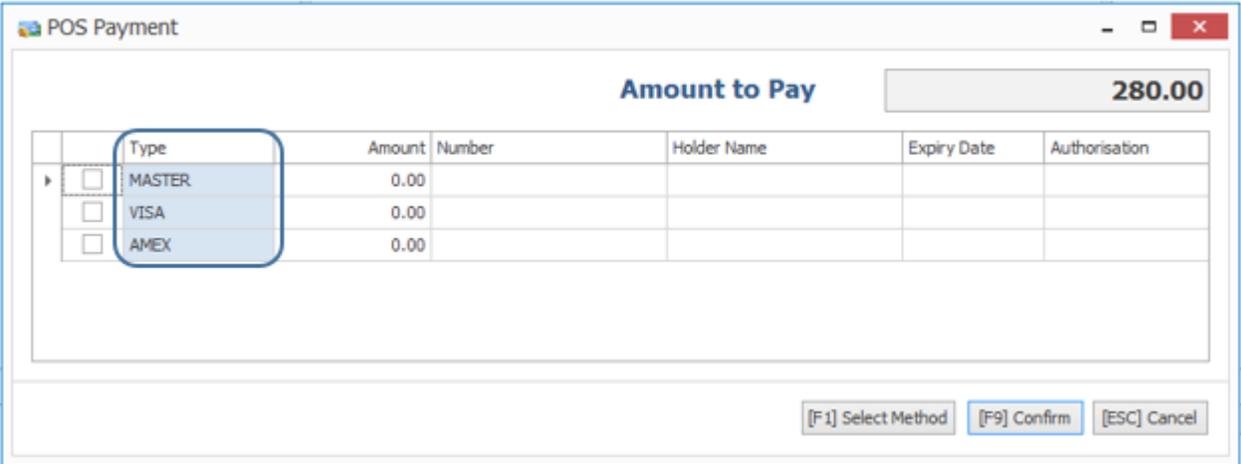
Press **Ctrl + E Eject Cash Drawer** to manual eject cash drawer.

POS Account Preset

User can create additional payment methods in POS Account Preset module which located in the sales menu.

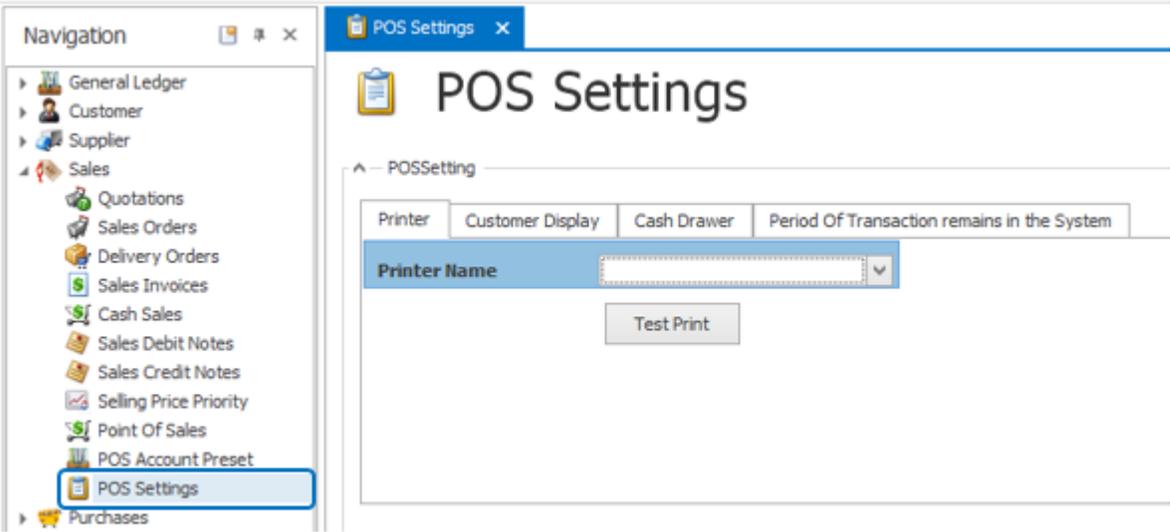


The payment methods will be displaying in the other payment method screen.



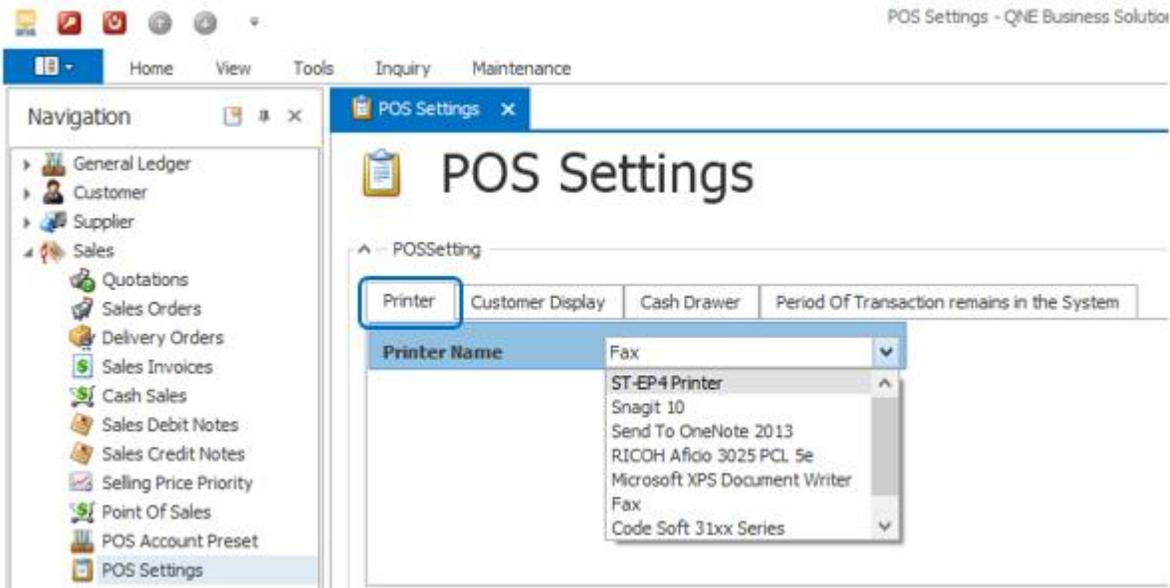
POS Setting

POS Setting module allows user to configure the Point Of Sales hardware devices setting such as printer, customer display and cash drawer.

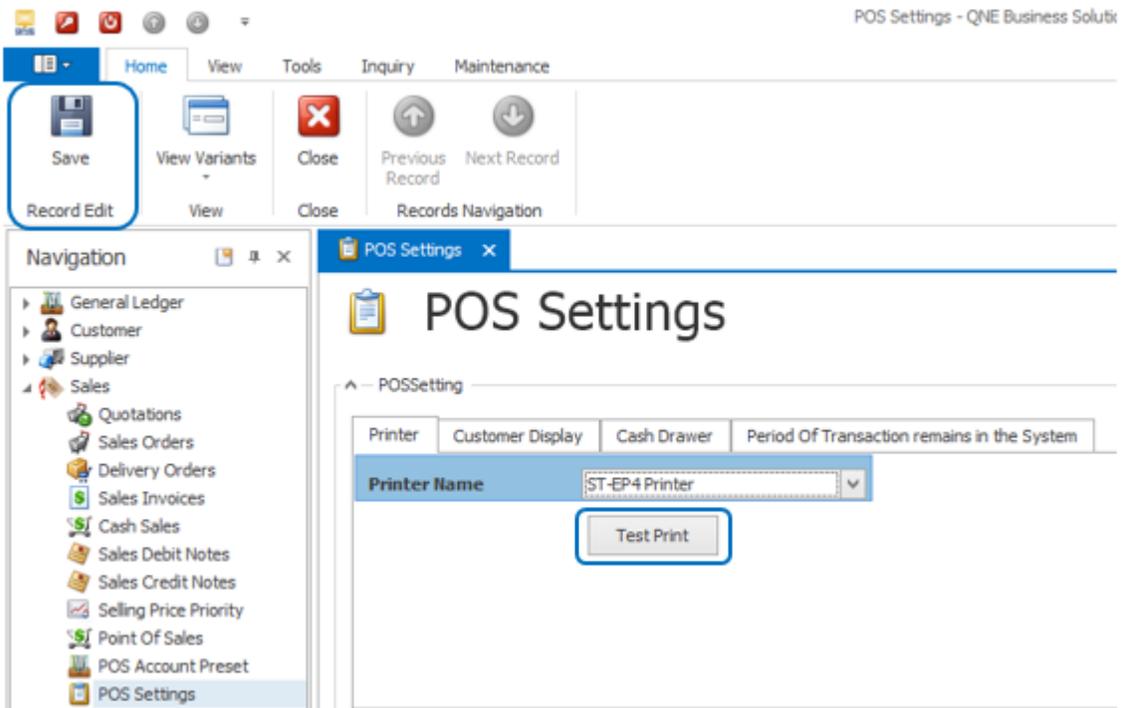


Printer

To configure printer to be used with Optimum POS. Select “Printer” tab on POS Device setting screen and click the button next to “Printer Name” to select available or connected printer to be used.

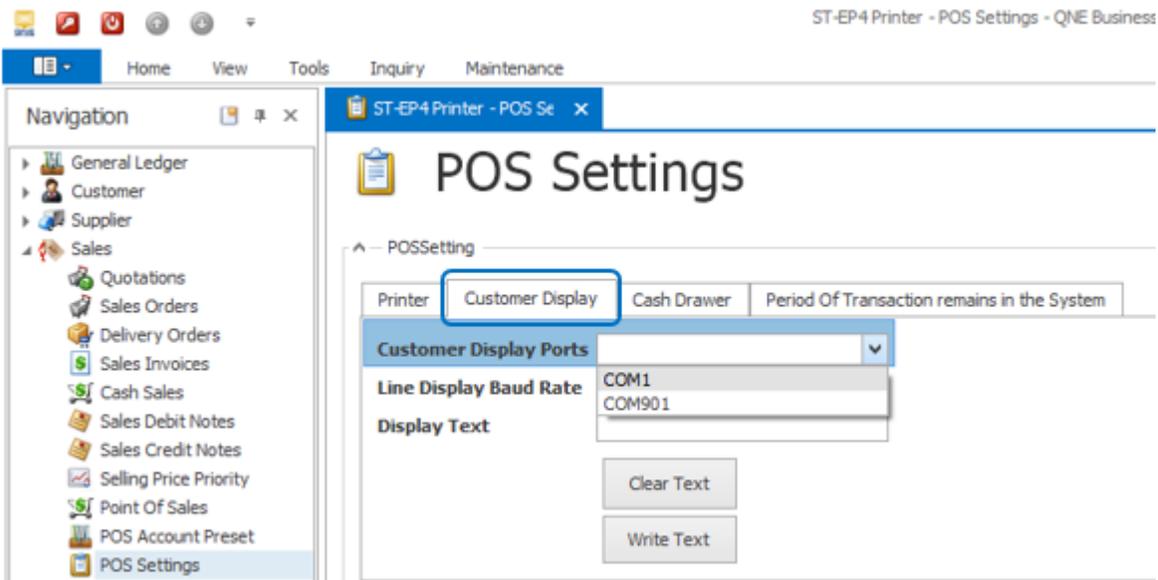


Click “Print Test” to test print. Note: Click “Save” to save all settings.

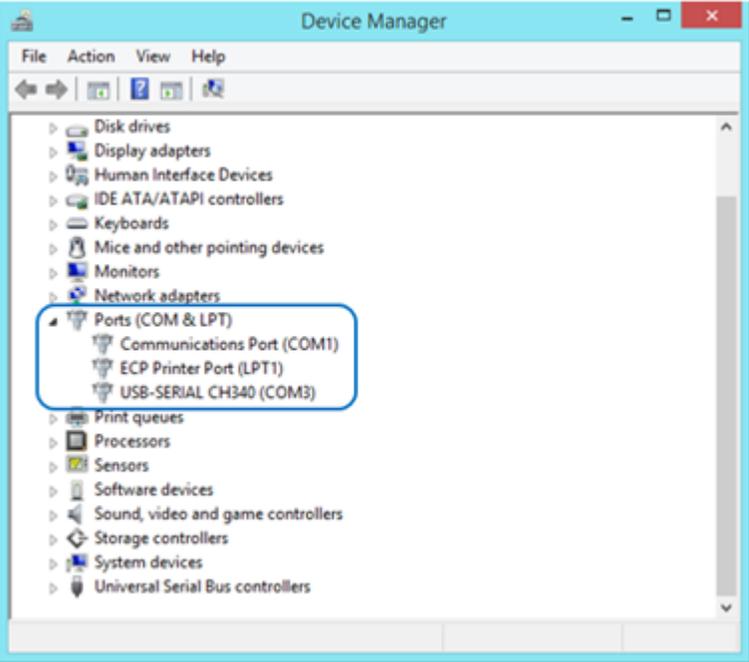


Customer Display

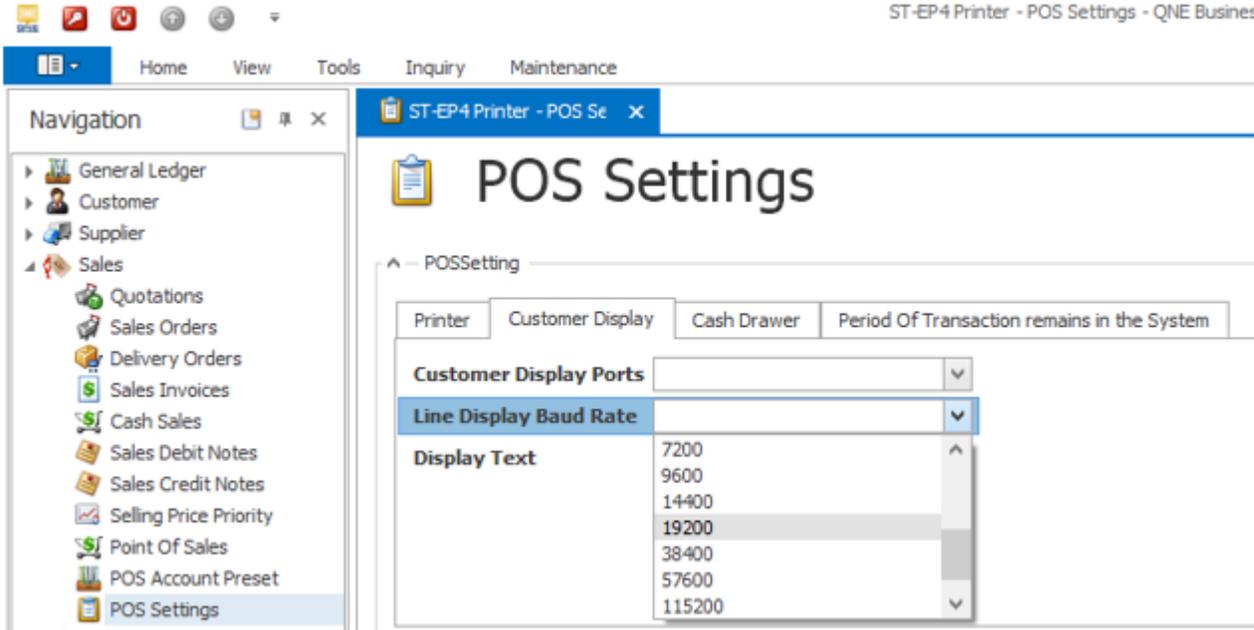
Select “Customer Display” tab on POS Setting screen. Select the “Ports” of which the customer display is connected to your PC.



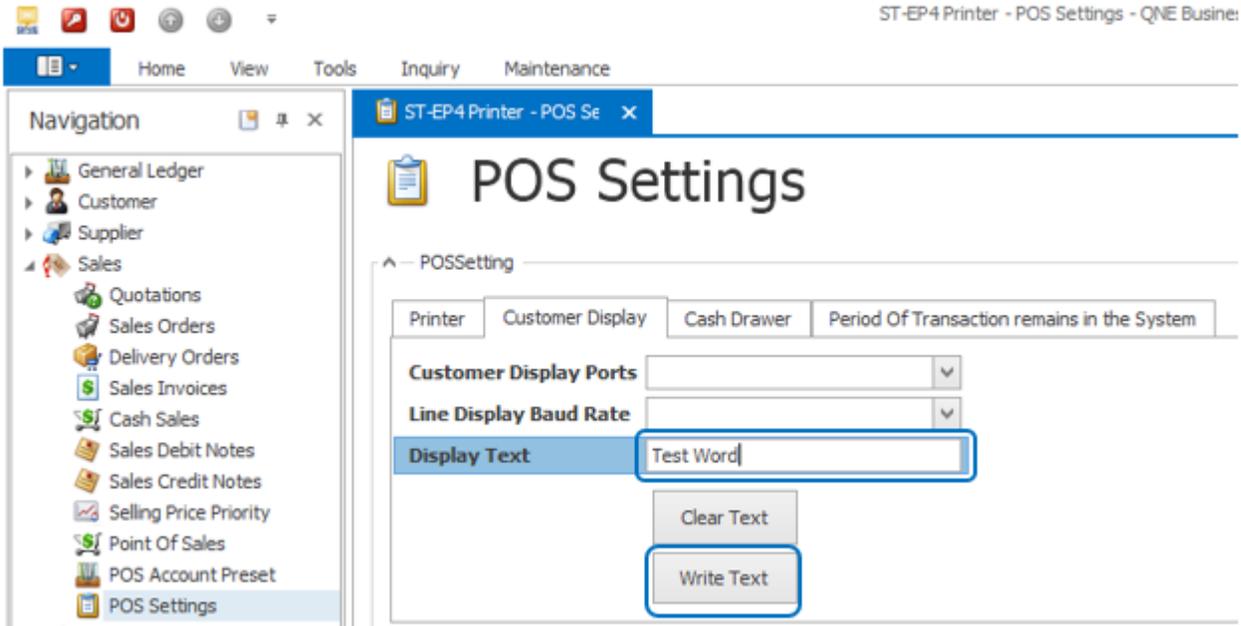
User can check the port in “Device Manager”.



Select the Baud Rate of the Customer Display. User can check the Baud Rate with your Hardware vendor.

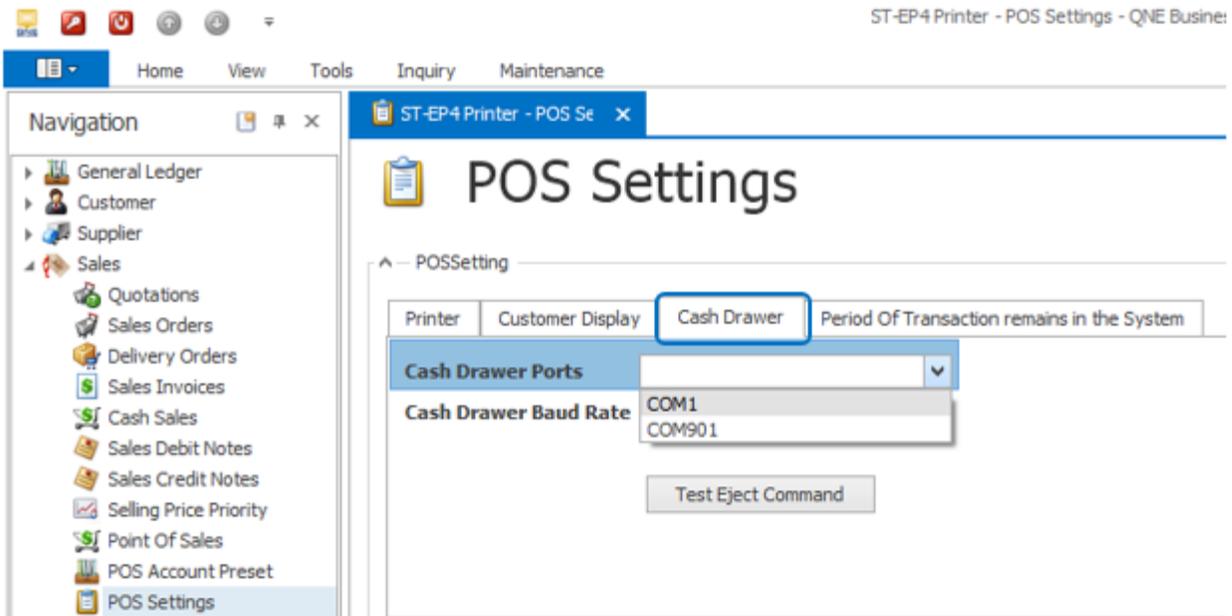


To test the customer display, input text in “Display Test” and click “Write Text”. The text input should be appeared on customer display if is configure properly. Note: Click “Save” to save all settings.

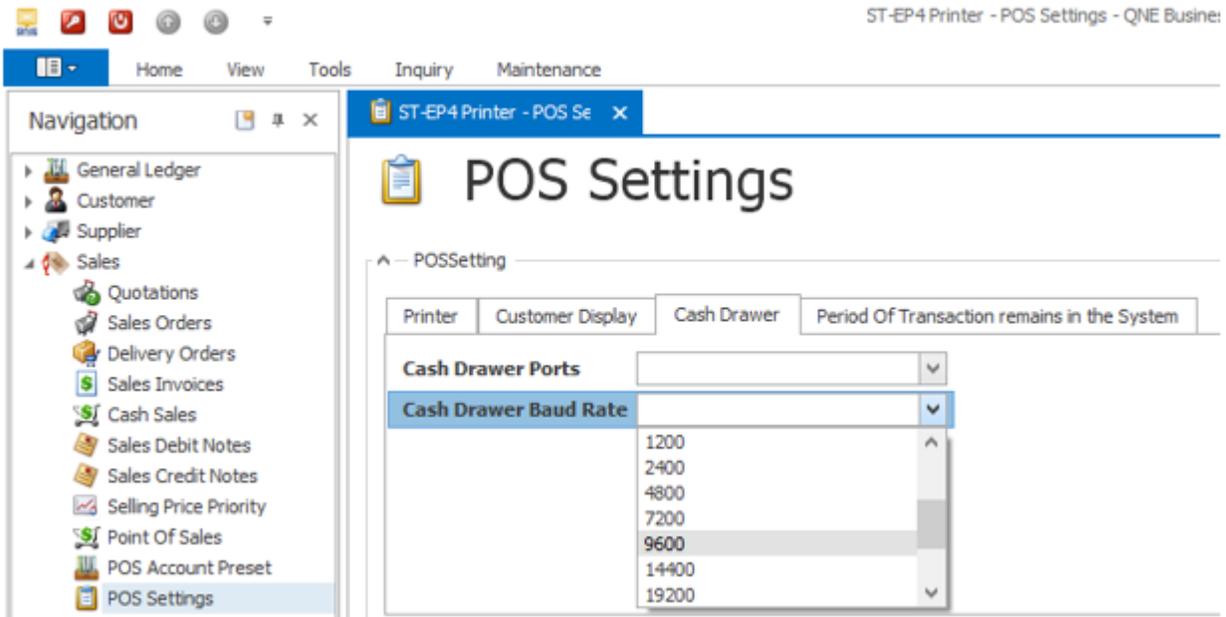


Cash Drawer

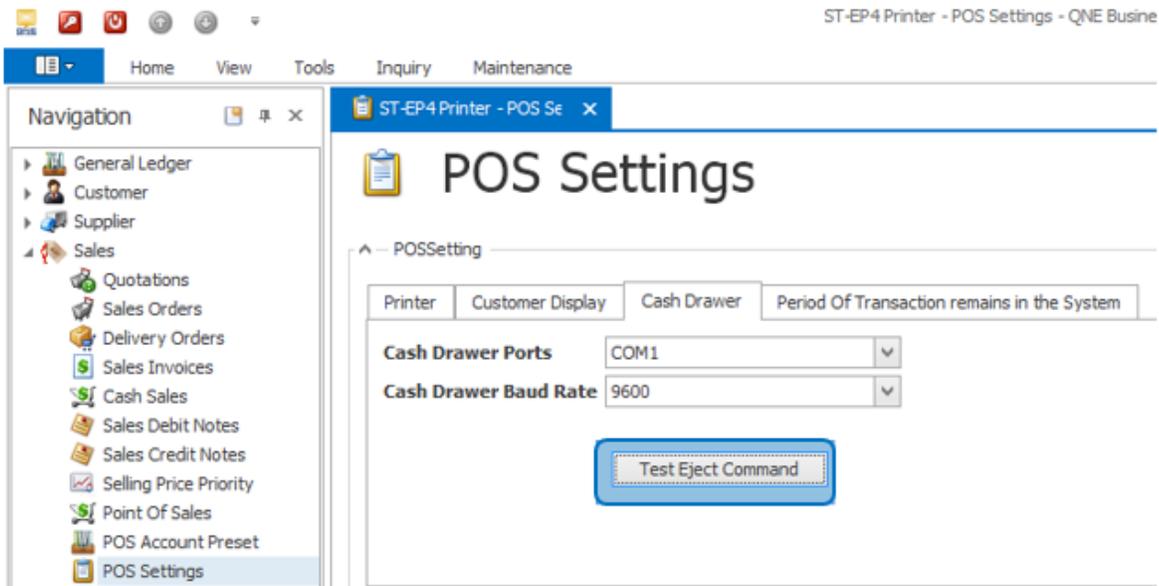
Select “Cash Drawer” tab on POS Setting screen. Select the “Ports” of which the customer display is connected to your PC.



Select the Baud Rate of the Customer Display.



Click “Test Eject Command” to test the cash drawer. Note: Click “Save” to save all settings.



Period Of Transaction remains in the System

Select "Period Of transaction remains in the system" tab on POS Setting screen. User can control the period of transaction record which will show in the system by entering the number of the days here. Note: Click "Save" to save all settings.

