Emperium Warehouse (Cash & Carry) Management

Angel House
225 Marsh Wall
Docklands
London
E14 9FW
Tel: 08707 605 100
Fax: 08701 319 236

Website: www.e-novations.co.uk

Introduction

Welcome to your Emperium Epos services, which have one simple aim…. To offer you a service that represents real value for money. This means working hand in hand with you.

Emperium Epos is a powerful Warehouse management solution. The entire range of the Emperium Modules can control a Wide Area Network through to a Global Area Network of retail stores through one Emperium Head Office source.

This document will take you through the sales processes and guide you through managing your staff and products inventory.

We listen carefully to what you tell us about your needs so as to develop a thorough understanding of your business. We will strive to work with you in a way that's professional, transparent and fair, including explaining how you can comment on our service.

Help us to help you

It will help us to provide you with a high standard of service if you make sure you let us know as soon as possible if you change your contact name, business name, address, email address, telephone number or any other detail.

We would also welcome you comments and suggestions to improve the level of service and to enhance our product.

This booklet

This booklet forms part of any other relating documentation that may be supplied with the purchase of the Emperium range of software. This booklet will describe the user processes to make efficient use of our Emperium Epos.

Please do not hesitate to contact us by email on: technical@e-novations.co.uk with your comments or questions about the software.

Technical support
Please contact our UK support centre on 08707 605 100 selecting option 2 for technical support.

EMPERIUM ADMIN

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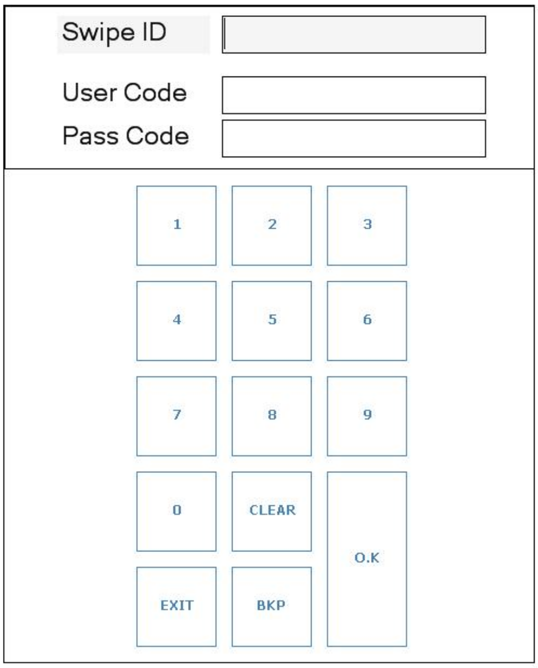
EMPERIUM ADMIN

To open this module you can double click on the following icon which is on the desktop of screen, you can also find in Start > Programs>Emperium Admin

Login Screen



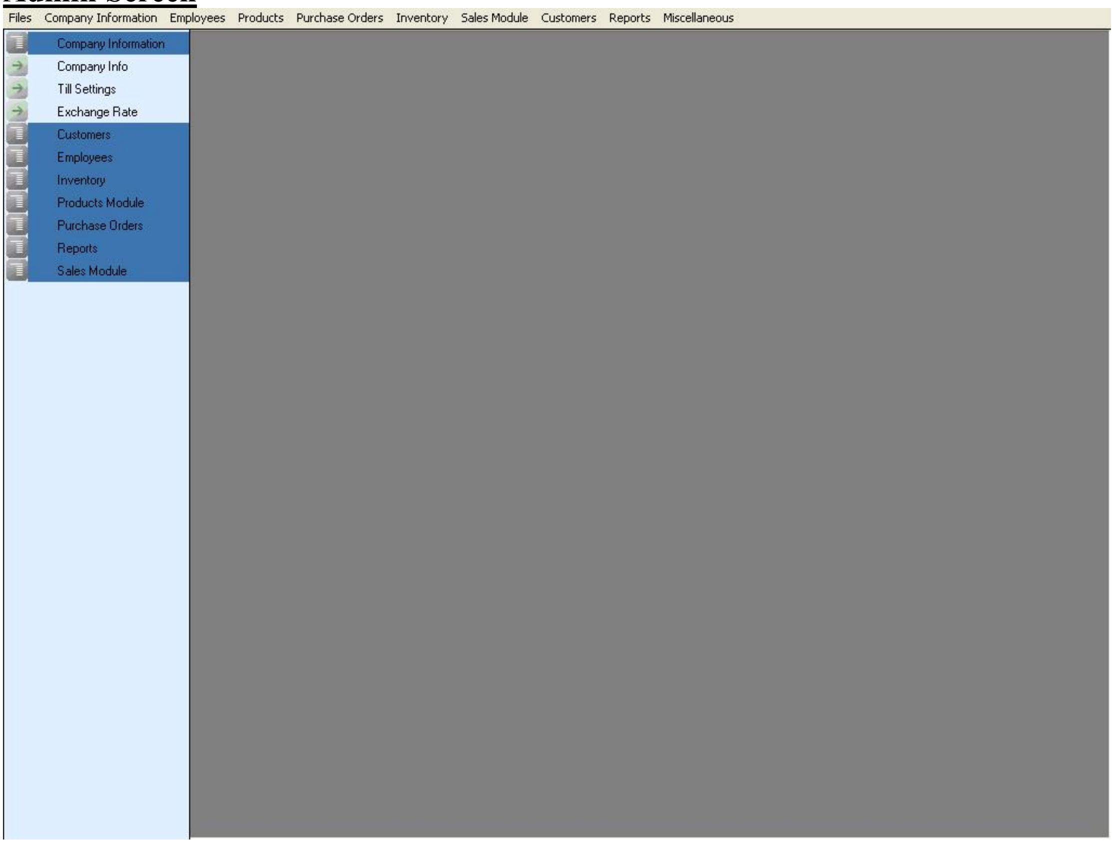
Pic 1

This is the entry point of the Emperium Admin module; every user accessing the Emperium EPOS is identified by a unique Swipe ID or user code and pass code.

User can either enter the Swipe Id or User Code and Pass code

All transactions carried out by the user are recorded into the Emperium EPOS based on this login details.
Note: The Emperium software is provided with an Administrator User Code and Pass Code. The password can be changed later.

Admin Screen



Pic 2

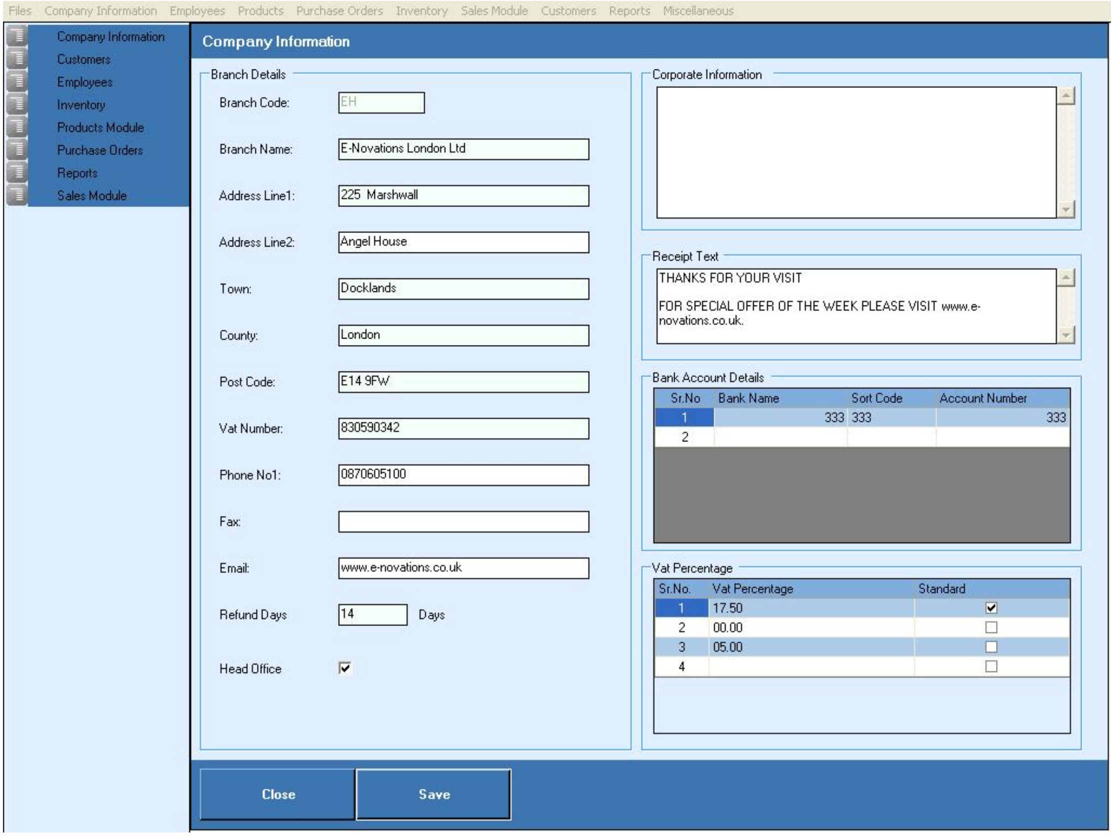
All the screens can be accessed by menu on the top (indicated above as 1) or menu on Left Hand side (indicated above as 2)

Note: The menu changes based upon the user rights

Company/Branch Information

This screen can be accessed from the Company Information on the Admin screen

Click on Company Information>Company Information to access this screen



1

2

Pic 3

Here the company/Branch (if you have multiple Branches) Information of the business is defined, Fields with blue in colour are mandatory.

The Branch Information values entered are reflected on the Till Receipt and all the Management Reports.

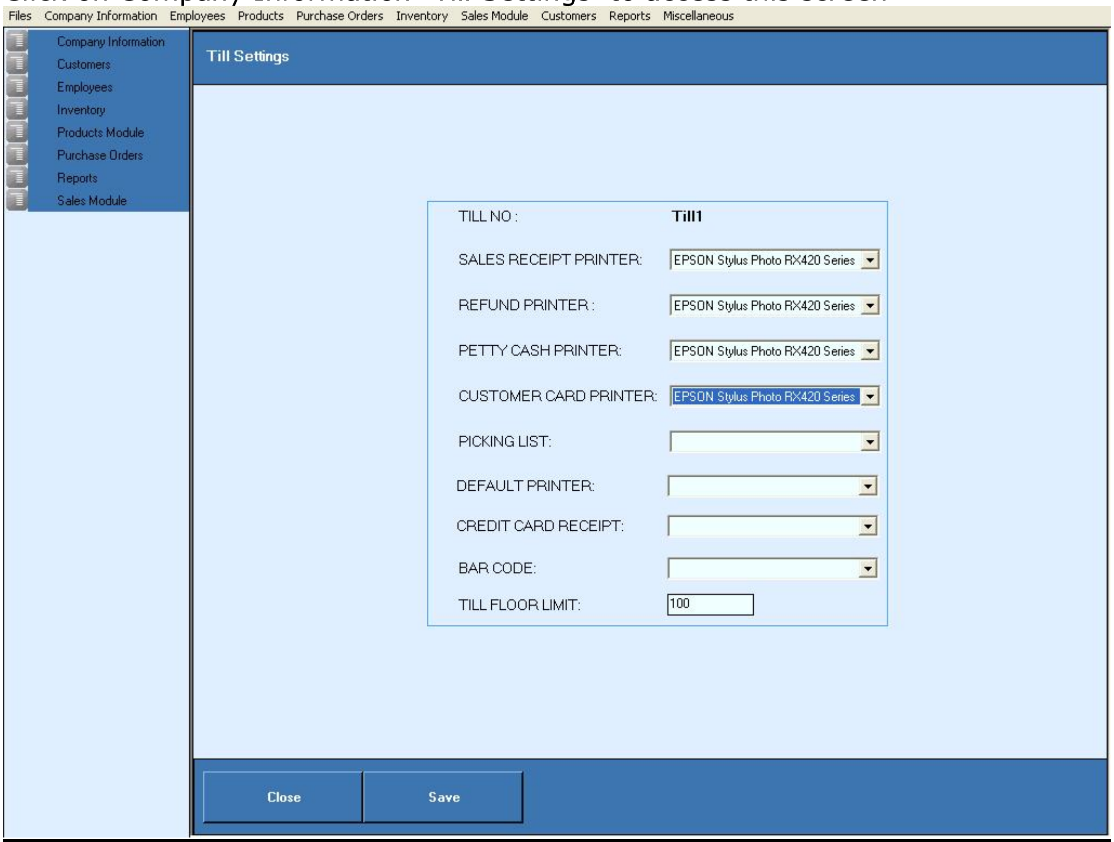
1 Receipt Text
This is printed at the bottom of Till Receipt; you can define your description at the bottom such as Thank you for your visit or any new promotions to promote your sales.

2 VAT Percentage
Here different VAT Percentages are defined which are in turn linked to products.

Note: If you are having multiple branches, please make sure Branch code is unique

Till Settings

Click on Company Information>Till Settings to access this screen



Pic 4

Every Individual Computer is identified by a Till Number; this helps in finding out through which system the Transaction has taken place.

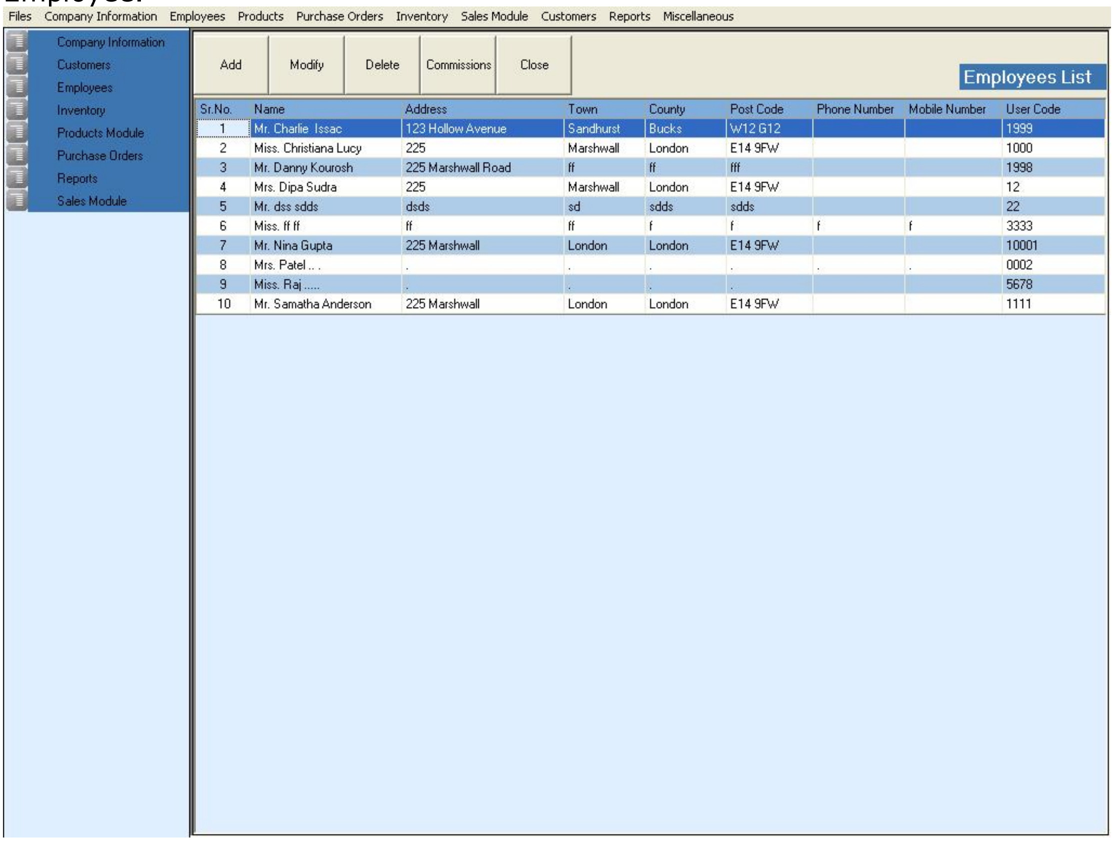
By default all the printers installed are displayed on the drop down. Once set and saved the receipts would be printed to the set printer.

Note: Please set the Till Settings from the Emperium Till Module

Employees

Click on Employees>Employee Information to access this screen

To Identify the Transactions, every Employee is identified by unique Swipe Id/User Code and Pass code, this screen gives access to add/modify/delete an Employee.



Pic 5

1 2 3 4

1 Add

To **Add** a new Employee click on Add button.

2 Modify

To **Modify**, select the Employee from the list and click on Modify button.

3 Delete

To **Delete,** select the Employee from the list and click on Delete button

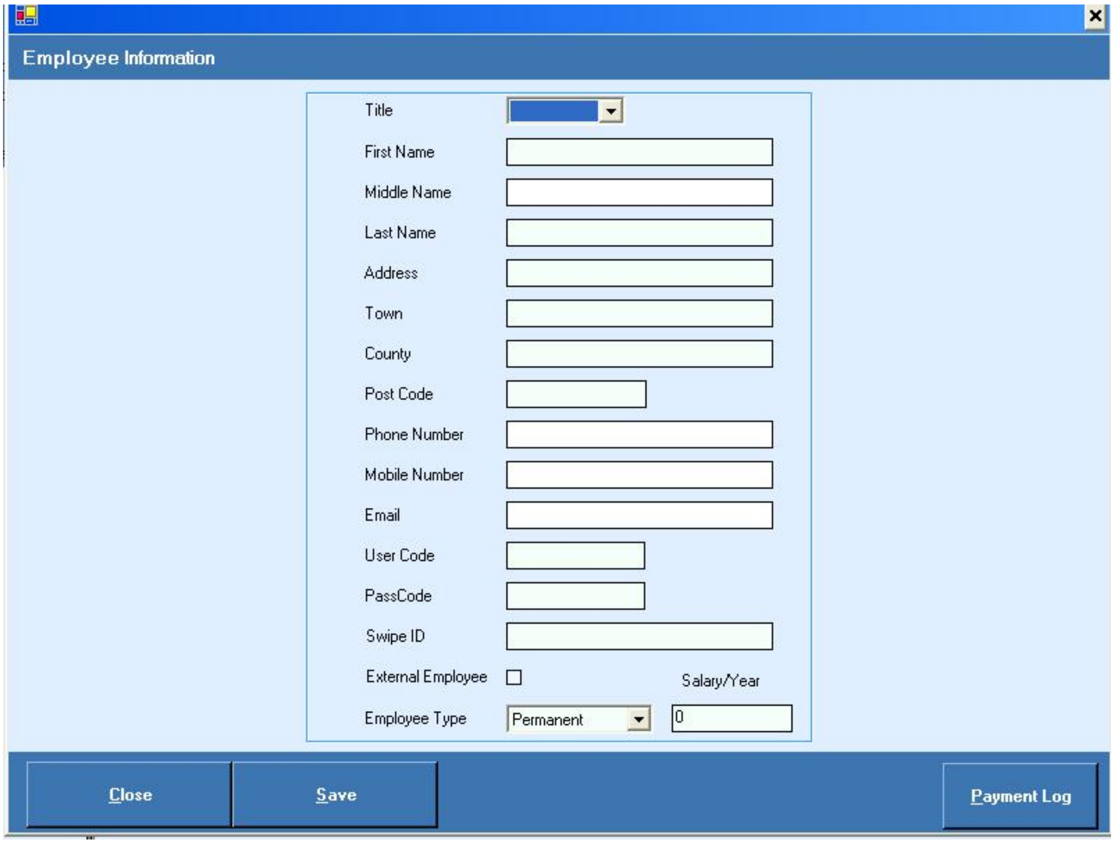
Note: Employee won't be deleted permanently from the system, if any of the Transactions are recorded against the employee

4 Commissions

To **define** Commission for employees, click on Employees, Commissions would be explained in detail below.

Employee Screen

This screen is popped up when Add/Modify is clicked on Employees List screen



1

Pic 6

2

Titles for New Employee can be added from the Employees > Name Titles List..

1 External Employee

External Employee is to identify people like cleaners, paper rounding boys and other staff who are not part of sales, this helps in finding out attendance of external employees.

2 Employee Type

Here this field identifies whether the employee is permanent or on Contract, this information helps in calculating the Salaries based on the Number of Hours worked, which can be traced from the Clock In Module.

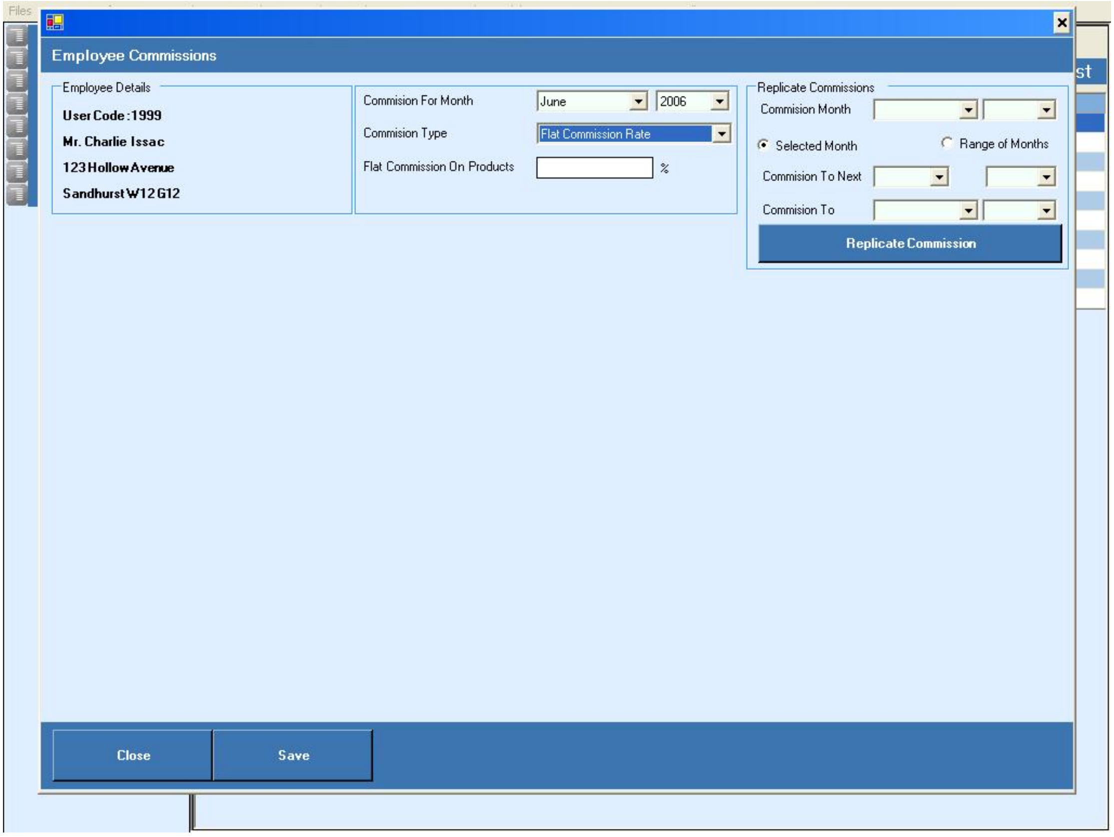
Commissions

This screen helps in defining the Commissions of Employees, this screen can be accessed from Employees>Commissions.

Commissions are of two types Flat Rate/ Commission on sales Range

Note: Commission is calculated on Sales after Excluding VAT on Sales

1

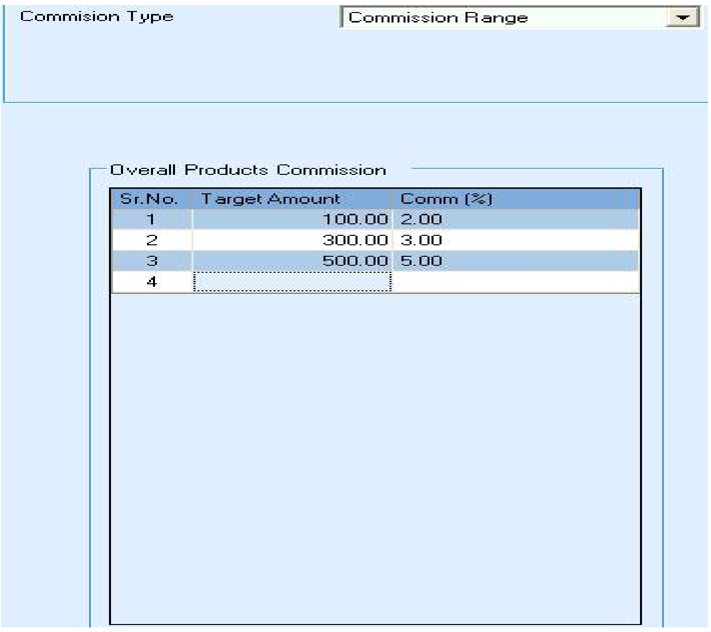


Pic 7

1 Commission Type

This helps in identifying whether the commission is flat or is on a range of sale, if flat commission rate is selected, it would calculate commission for every sale after excluding VAT.

If the commission is Commission range, it can be defined by selecting commission range from down which is displayed as shown in Pic 9,here we can define different commission range based on sales as shown in Pic 9.



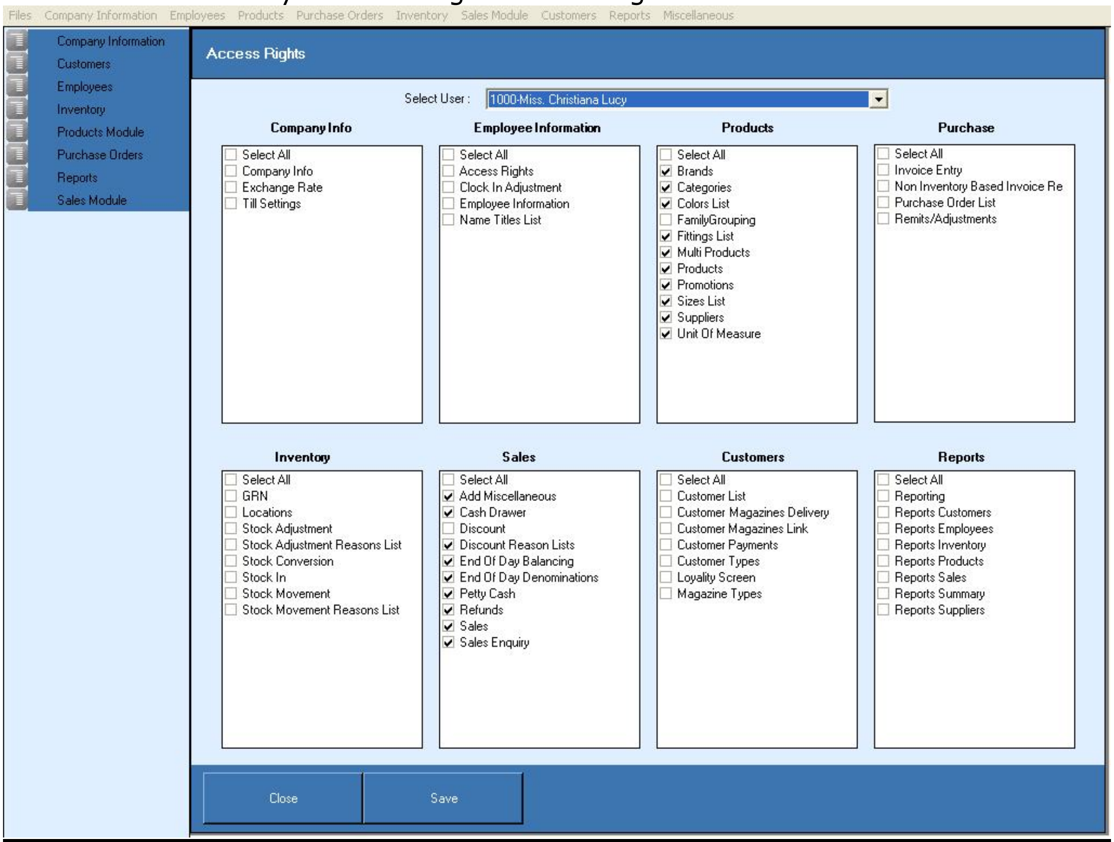
Pic 8

Access Rights

Click on Employees>Access Rights to access this screen

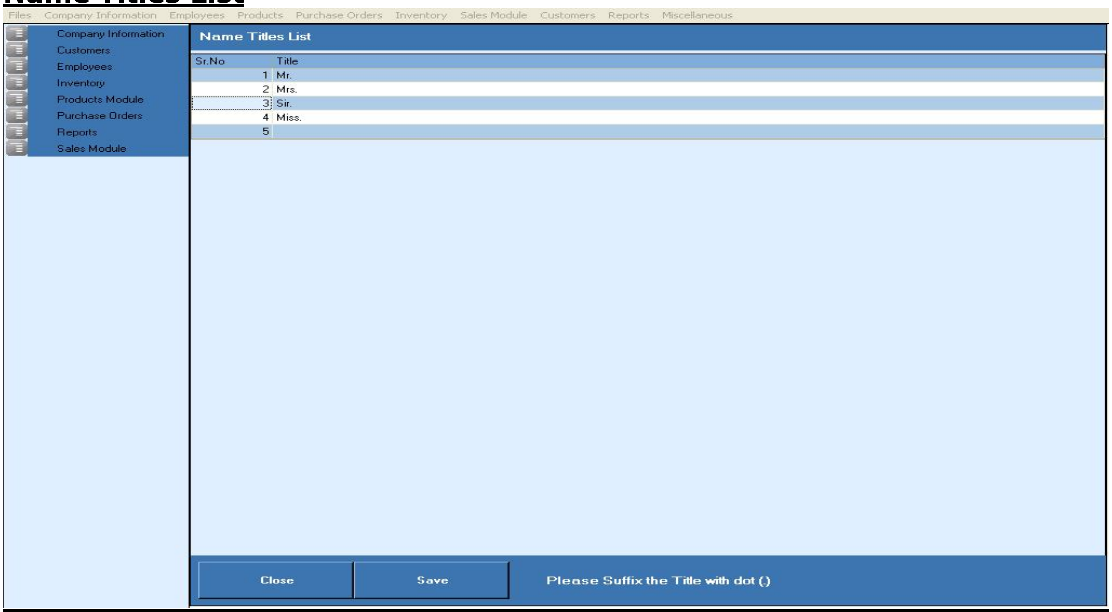
Every Employee/Staff working should be given privileges to access Menu/Modular screen, once the importance of every module is identified, then the access rights screen can be set.

Select the employee from the drop down box provided and then check the check box for which you want to give access rights and then click save.



Pic 9

Name Titles List



Pic 10

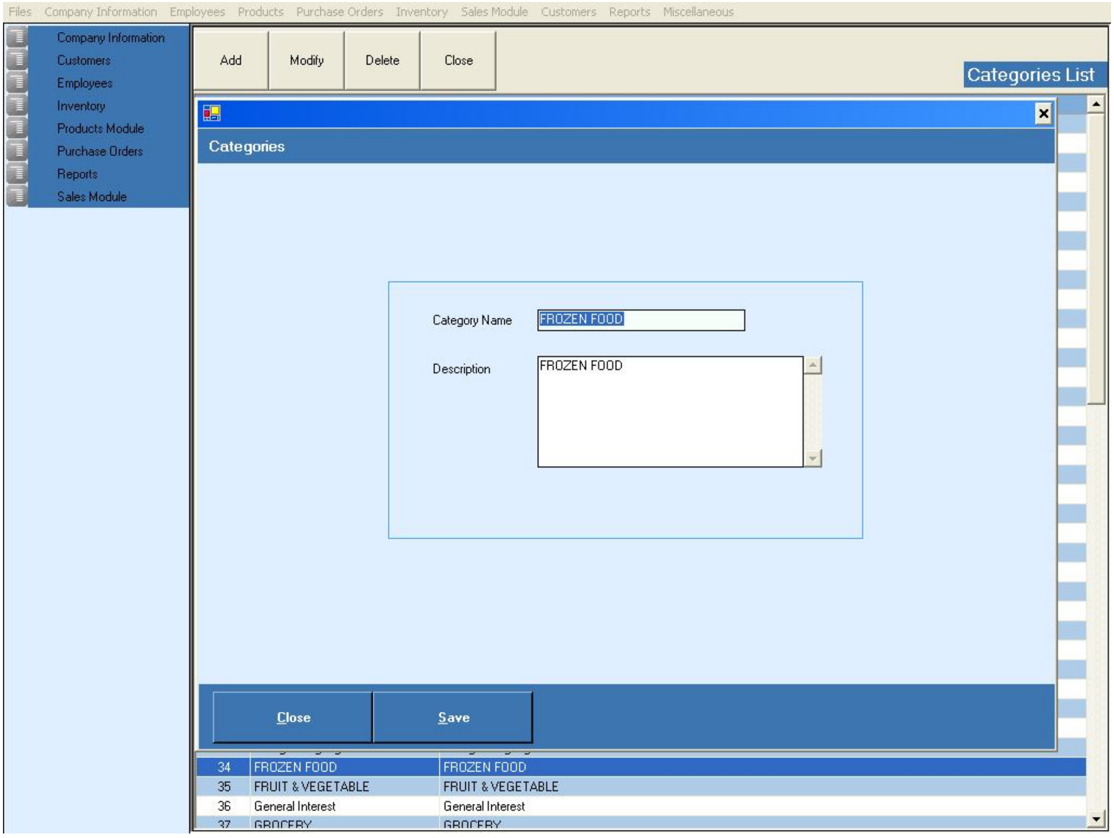
Name Titles are defined to link to employee Titles, this is a Master List.

Categories

Click on Products>Categories to access this screen

Every Product (SKU) is identified under a particular category, Categories are defined to group similar products. Categories grouping help in identifying products more quickly.

Reports are generated to identify how the sales are on every category, which identifies the performance of category and thus indicate to the management to take necessary steps to further improve the performance.



Pic 11

To Add a Category Click on **Add**

Category Name should be unique.

To Modify the Category Click on **Modify** Category

To Delete a category, Click on **Delete**

Note: Categories can only be deleted provided, they don't have any sub categories, and Brands or Products linked to them.
Categories can be added from Products screen directly.

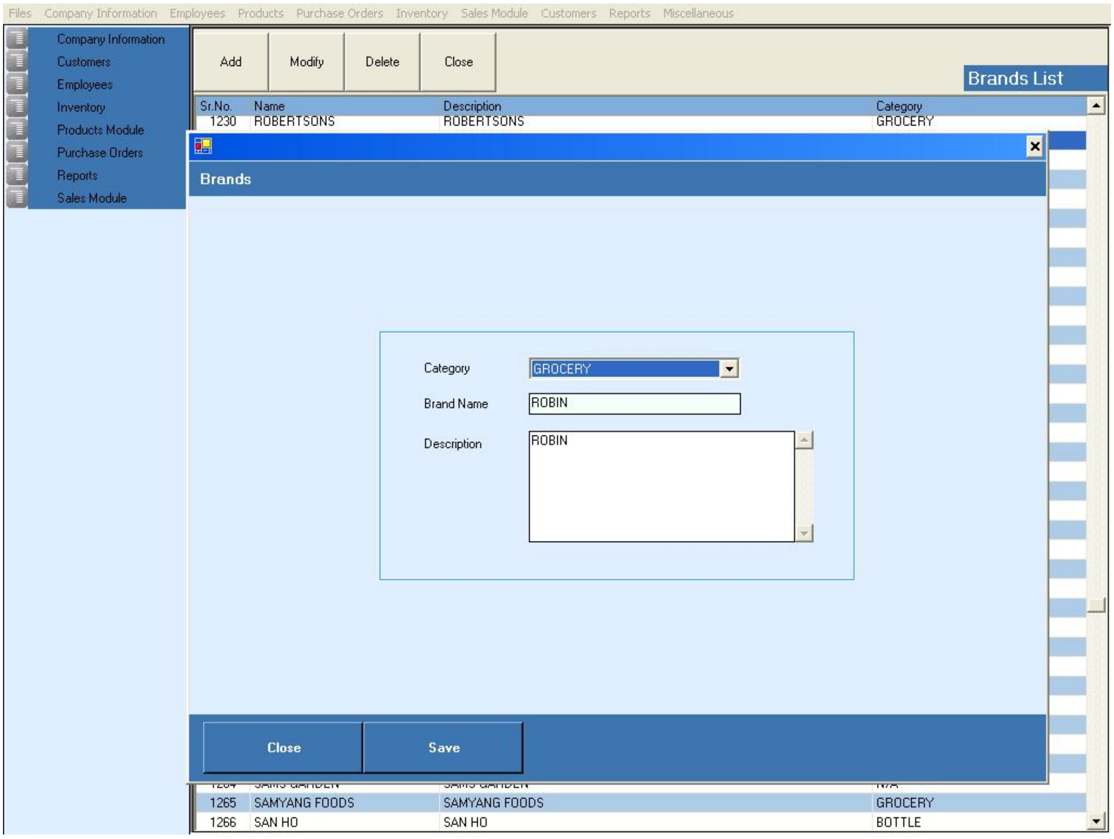
Brands

Click on Products> Brands to access this screen

Every Product (SKU) is identified under a particular Brand.

Reports are generated to identify how the sales are on every Brand, which identifies the performance of Brand and thus indicate to the management to take necessary steps to further improve the performance.

Eg. Performance sales of Brand this year for Christmas, would give an estimate of how much should be bought for next year.



Pic 12

To Add a Brand Click on **Add**

Under Every Category Brand Name should be unique.

To Modify the Brand Click on **Modify**

To Delete a Brand, Click on **Delete**

Note: Brands can only be deleted provided, they don't have any Products linked to them.
Brands can be added from Products screen directly.

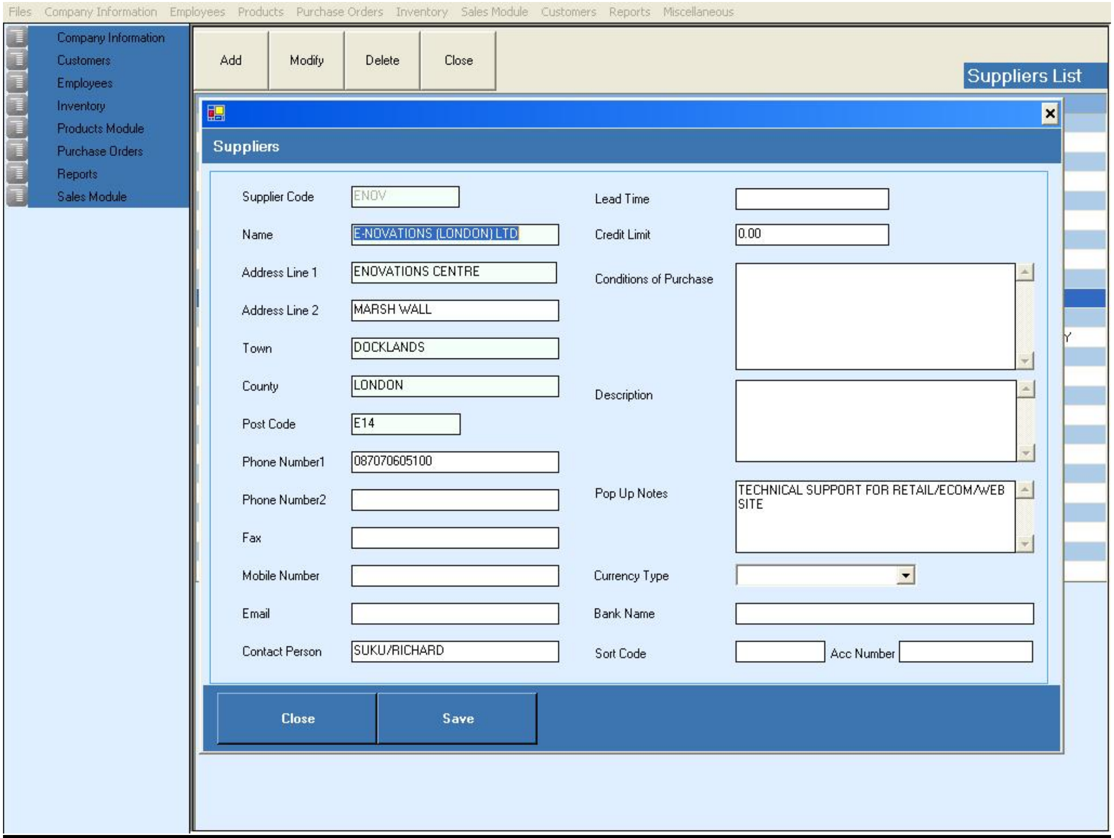
Eg. Greeting Cards can be different Brands like Hallmark/Archies etc.

Suppliers

Click on Products> Suppliers to access this screen

Every Product has to be bought, for this product has to be linked to supplier who would be supplying the products, this screen acts as Master screen for adding all the suppliers who supply the product.

Note:Non Product Based suppliers like Electricity supplier etc can also be added to identify the outgoings.



Pic 13

To Add a Supplier Click on **Add**

Supplier Code should be Unique.

To Modify the Supplier Click on **Modify**

To Delete a Supplier, Click on **Delete**

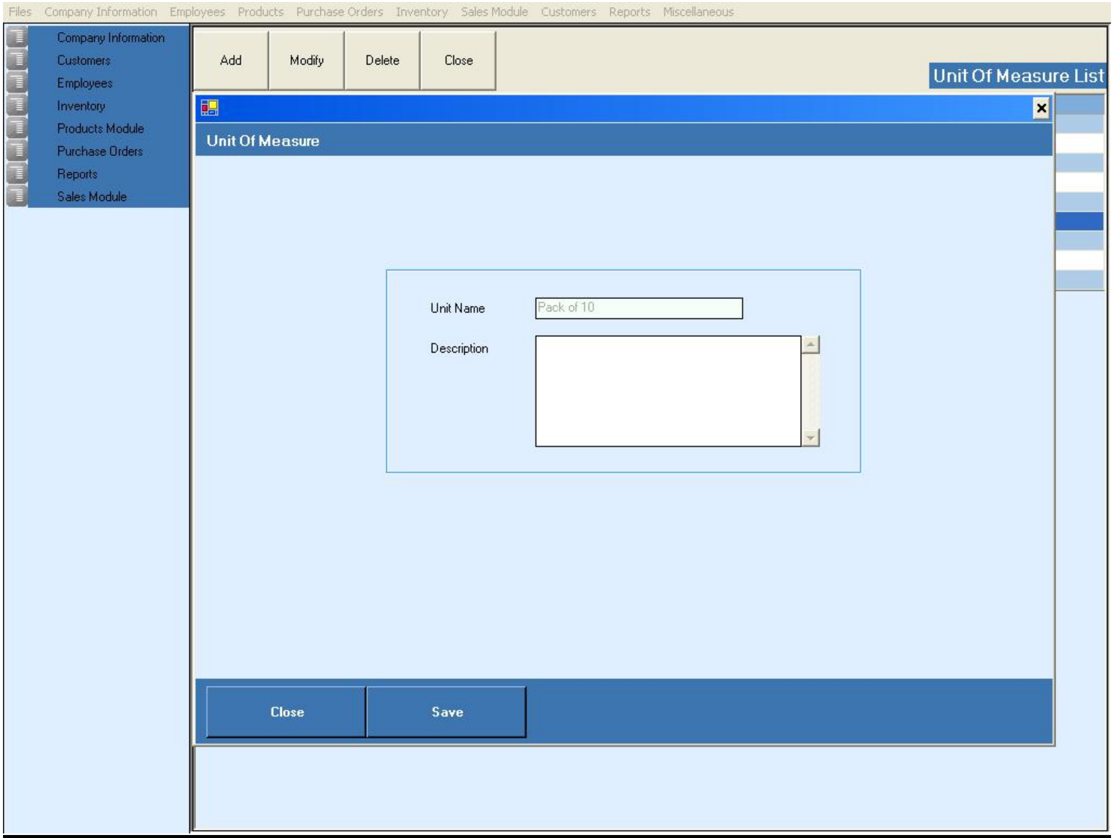
Bank Details of supplier are added to help the system to get details automatically while doing payments to supplier.

Note: Suppliers can be added from Products screen directly

Unit Of Measure

Click on Products> Unit Of Measure to access this screen

Unit of Measure defines the product pack type, like whether it is Each, Pack of 10, Pack of 6,Most of the Time it would be Each.



Pic 14

To Add a Unit Click on **Add**

Unit Name should be Unique.

To Modify the Unit Click on **Modify**

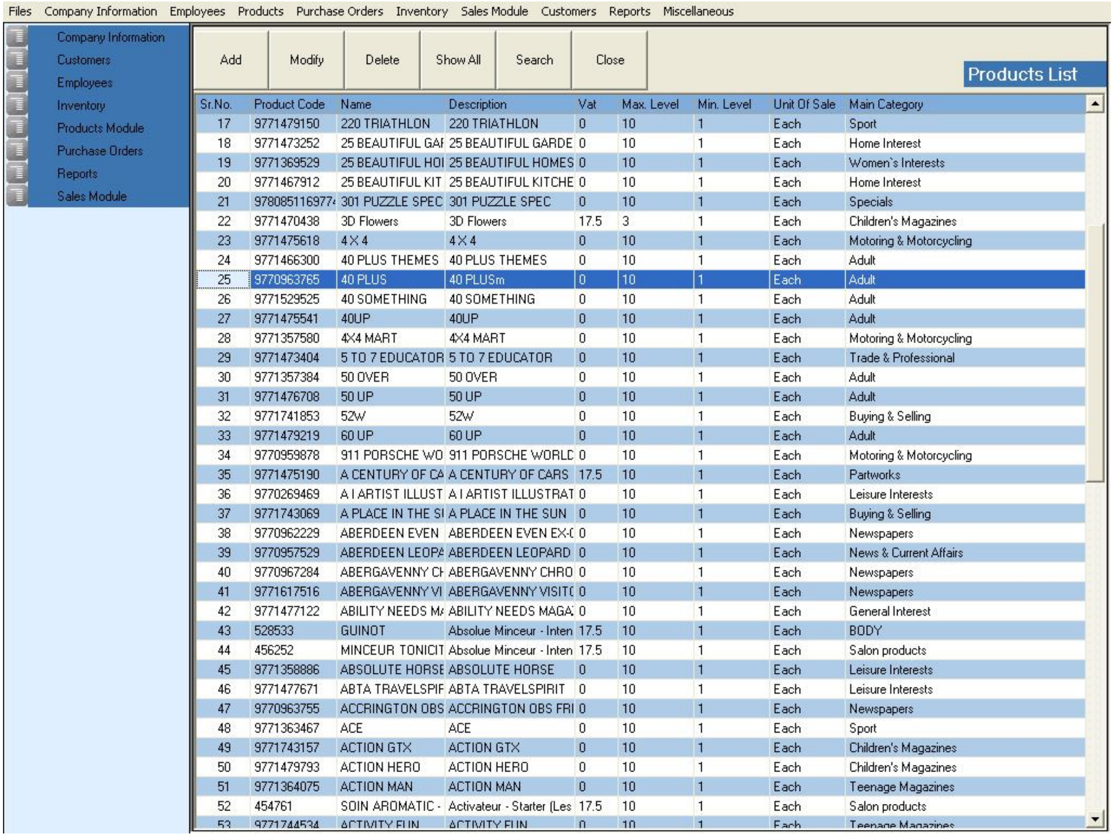
To Delete a Unit, Click on **Delete**

Note: Unit of measure can be added from Products screen directly

Products

Click on Products > Products to access this screen

This is core of Emperium EPOS System, every Transaction recorded against a product starts from here.



Sr.No.	Product Code	Name	Description	Vat	Max. Level	Min. Level	Unit Of Sale	Main Category
17	9771479150	220 TRIATHLON	220 TRIATHLON	0	10	1	Each	Sport
18	9771473252	25 BEAUTIFUL GAI	25 BEAUTIFUL GARDE	0	10	1	Each	Home Interest
19	9771369529	25 BEAUTIFUL HOI	25 BEAUTIFUL HOMES	0	10	1	Each	Women`s Interests
20	9771467912	25 BEAUTIFUL KIT	25 BEAUTIFUL KITCHE	0	10	1	Each	Home Interest
21	978085116977	301 PUZZLE SPEC	301 PUZZLE SPEC	0	10	1	Each	Specials
22	9771470438	3D Flowers	3D Flowers	17.5	3	1	Each	Children's Magazines
23	9771475618	4 X 4	4 X 4	0	10	1	Each	Motoring & Motorcycling
24	9771466300	40 PLUS THEMES	40 PLUS THEMES	0	10	1	Each	Adult
25	9770963765	40 PLUS	40 PLUSm	0	10	1	Each	Adult
26	9771529525	40 SOMETHING	40 SOMETHING	0	10	1	Each	Adult
27	9771475541	40UP	40UP	0	10	1	Each	Adult
28	9771357580	4X4 MART	4X4 MART	0	10	1	Each	Motoring & Motorcycling
29	9771473404	5 TO 7 EDUCATOR	5 TO 7 EDUCATOR	0	10	1	Each	Trade & Professional
30	9771357384	50 OVER	50 OVER	0	10	1	Each	Adult
31	9771476708	50 UP	50 UP	0	10	1	Each	Adult
32	9771741853	52W	52W	0	10	1	Each	Buying & Selling
33	9771479219	60 UP	60 UP	0	10	1	Each	Adult
34	9770959878	911 PORSCHE WO	911 PORSCHE WORLD	0	10	1	Each	Motoring & Motorcycling
35	9771475190	A CENTURY OF CA	A CENTURY OF CARS	17.5	10	1	Each	Partworks
36	9770269469	A I ARTIST ILLUST	A I ARTIST ILLUSTRAT	0	10	1	Each	Leisure Interests
37	9771743069	A PLACE IN THE SI	A PLACE IN THE SUN	0	10	1	Each	Buying & Selling
38	9770962229	ABERDEEN EVEN	ABERDEEN EVEN EX-(	0	10	1	Each	Newspapers
39	9770957529	ABERDEEN LEOPA	ABERDEEN LEOPARD	0	10	1	Each	News & Current Affairs
40	9770967284	ABERGAVENNY CH	ABERGAVENNY CHRO	0	10	1	Each	Newspapers
41	9771617516	ABERGAVENNY VI	ABERGAVENNY VISIT(	0	10	1	Each	Newspapers
42	9771477122	ABILITY NEEDS MA	ABILITY NEEDS MAGA	0	10	1	Each	General Interest
43	528533	GUINOT	Absolue Minceur - Inten	17.5	10	1	Each	BODY
44	456252	MINCEUR TONICIT	Absolue Minceur - Inten	17.5	10	1	Each	Salon products
45	9771358886	ABSOLUTE HORSE	ABSOLUTE HORSE	0	10	1	Each	Leisure Interests
46	9771477671	ABTA TRAVELSPIF	ABTA TRAVELSPIRIT	0	10	1	Each	Leisure Interests
47	9770963755	ACCRINGTON OBS	ACCRINGTON OBS FRI	0	10	1	Each	Newspapers
48	9771363467	ACE	ACE	0	10	1	Each	Sport
49	9771743157	ACTION GTX	ACTION GTX	0	10	1	Each	Children's Magazines
50	9771479793	ACTION HERO	ACTION HERO	0	10	1	Each	Children's Magazines
51	9771364075	ACTION MAN	ACTION MAN	0	10	1	Each	Teenage Magazines
52	454761	SOIN AROMATIC -	Activateur - Starter (Les	17.5	10	1	Each	Salon products
53	9771744534	ACTIVITY FUN	ACTIVITY FUN	0	10	1	Each	Teenage Magazines

Pic 15

The Products list loads up 100 products by default,

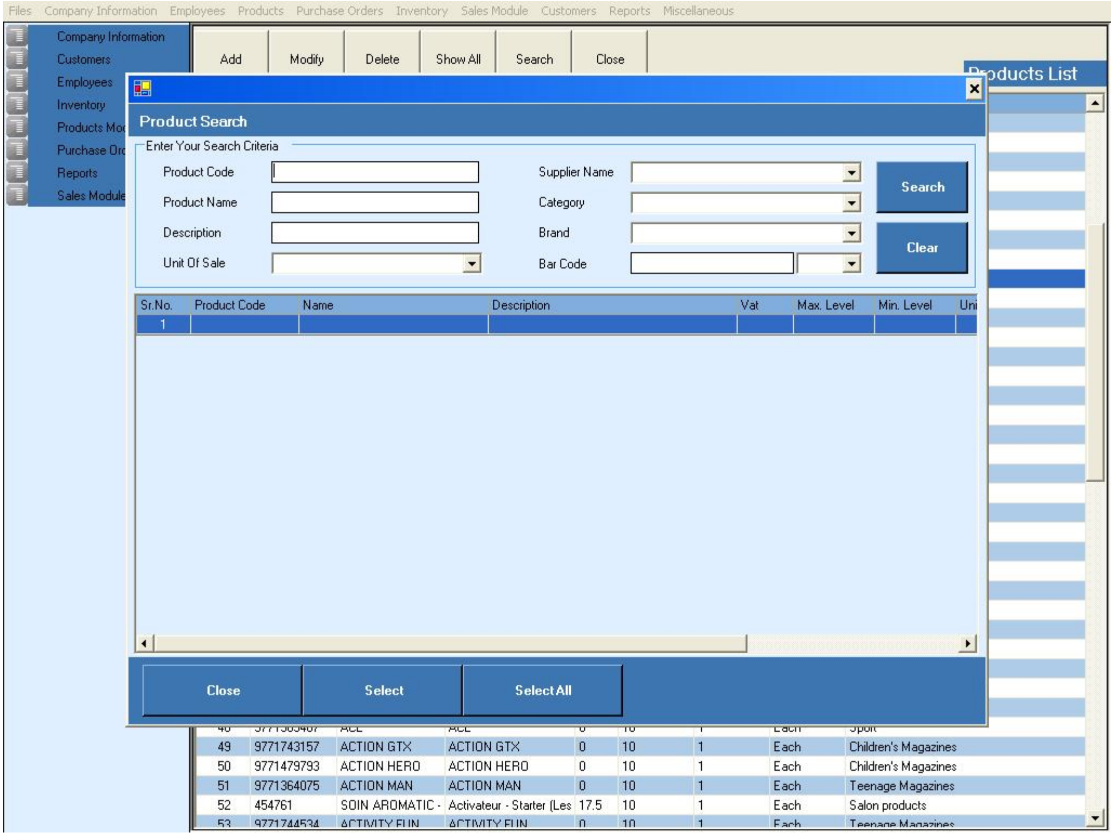
To Add a Product Click on **Add,** Product in detail would be explained below.

To Modify the Unit Click on **Modify**

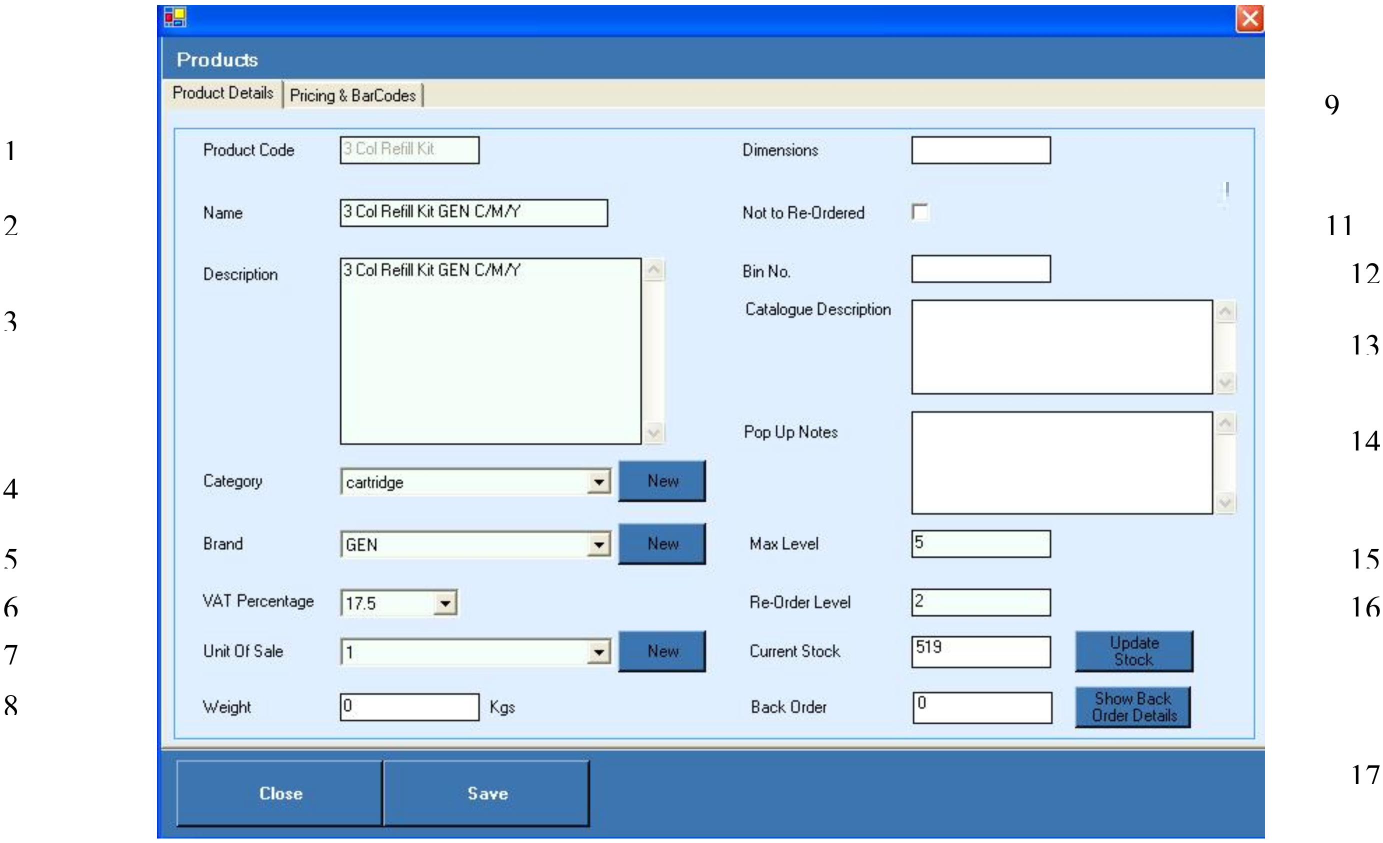
To Delete a Unit, Click on **Delete**

To see all Products at a time, Click on Show All.

To search a particular product, Click on Search and you are provided with different options in search criteria, which is displayed below.



Pic 16



Pic 18

18

1 Product Code

Every Product is defined by Unique Product code, which is Central Product Code, once created, this cannot be edited, and all the Product Transactions are recorded against the Product Code.
This is a mandatory field.

2 Product Name

This is short description of product. This is a mandatory field.

3 Product Description

Product Description is one of the integral part of the system, every product is defined with unique product description, by which it is identified. Product description is displayed in every Inventory Transaction of the system.

All the reports related to Inventory carry the Product Description.

This is a mandatory field.

Note: Product Description is printed on the Receipt

4 Category

Every Product falls under a Category, the category is linked to product by selecting it from the Dropdown

This is a mandatory field.

Category helps in grouping similar products together. If a new category needs to be added, Click New button which is adjacent to the Category Drop down

5 Brand

Every Product falls under a Brand, the Brand is linked to product by selecting it from the Drop down

This is a mandatory field.

If a new Brand needs to be added, Click New button which is adjacent to the Brand Drop down

6 Vat Percentage

Every Product defined must be linked to a VAT Percentage, as this helps in giving VAT Summary based on your sales.

This is a mandatory field.

7 Unit Of Sale

Every Product falls should be linked to its packing size.

This is a mandatory field.

If a new Unit Of Sale needs to be added, Click New button which is adjacent to the Unit Of Sale Drop down.

8 Weight

This helps in finding out the delivery weight of products, if delivery module is linked, this helps in finding out the weight of whole sales order

9 Dimensions

Dimensions of the product are defined here

11 Not to be Reordered

If the product reordering has to be stopped then check this option.

Note: Once you check this option, Product won't be reflected in purchase orders

12 Bin No

Enter location number for this product.

13 Catalogue Description

If you need to enter location detail then you enter here.

14 Pop Up Notes

Pop up notes is sought of reminder message linked to product, whenever the product is accessed in different modules, the pop up message is reflected.

15 Max Level

Max Level is the maximum stock level, which has to be maintained in the store at any point of time. This can be estimated either on the season sale/shelf space/Previous sales History.

16 Min/ Reorder Level

Reorder Level is the minimum stock level, for which the system pops up in reorder reports if the product is equal or falls below the reorder level.

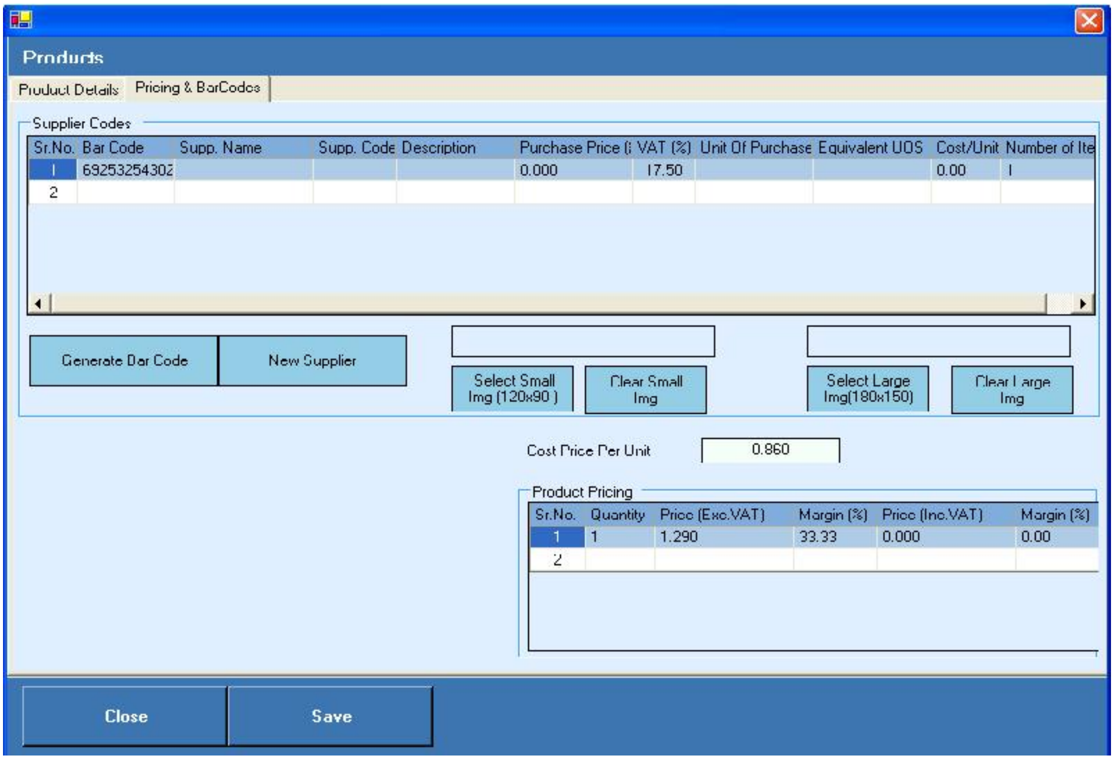
19 Update Stock

Once product is saved, the physical quantity of the stock can be updated from here.

20 Back Order

Once purchase orders are raised against the product, the product back order is recorded under Back Order until the stock is received, to check the existing back orders against the product click View Orders.

Pricing and Bar Codes Tab



Pic 19

21 Barcode

Product has to be linked to barcode, Bar code can be linked to a product here. Barcode has to be unique for product.
Multiple Barcodes can be linked to different products.

If you want to put supplier reference code, you can pit it in the Barcode field and link it to supplier, the barcode can still be added to next line.

Note: For faster and accurate data entry put the cursor focus on the Barcode and scan the Product using scanner.

22 Supplier Name

The product can be linked to supplier who supplies the product, the link can be done from the selected drop down.

23 Supplier Code

The supplier code is popped up in the field automatically when the supplier name is selected.

24 Description

Description is the product description, how the supplier recognises the product, most of the times, it would be Product description.

25 VAT

This is VAT Percentage of the product, how much the supplier Product VAT is.

26 Unit Of Purchase

Unit of Purchase is the supplier packing size, for e.g., if a supplier sells in pack of 10 and if it is sold in each/single, Unit Of Purchase is Pack of 10 and Unit of sale is each/single.

27 Equivalent UOS

Equivalent UOS (Unit of Sale) is one of the important fields, when product is linked to supplier for reordering products, Equivalent UOS has to be defined. This helps in updating stock when you receive stock from supplier.

For e.g. when a supplier Pack size is Pack Of 10 and you sell it in each/single, the Equivalent UOS would be 10.
So when you buy one unit from supplier, the physical stock level increases by 10.

28 Cost/Unit price

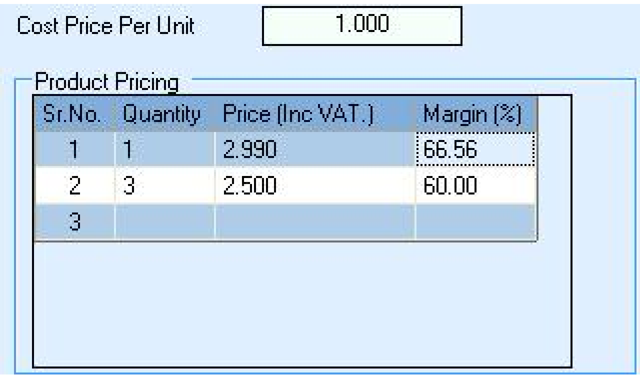
This is the cost price per unit for the product, this is generally calculated based on the average price of the product or from your supplier invoice.

29 Number of Item
Need to enter how many item into this particular bar code.

30 Cost price
Enter product cost price. Depends on cost price margin generated automatically.

31 Quantity

This is the important part of Products selling price, here the quantity break down can be defined, and the system is flexible of setting selling multiple selling prices based upon the quantity.



Pic 20

For e.g. 1 @ 3.95
3 @ 3.50

Note: please make sure you are setting the price on unit price not package if you want to set price for quantities greater than 1.

32 Price (Ex VAT)

This is the selling price of the product excluding VAT, when selling price is entered the margin is automatically calculated.

33 Margin

This is the Profit Margin of the product, when margin is entered the selling price is automatically calculated.

34 Price (Inc VAT)

This is the selling price of the product, when selling price is entered the margin is automatically calculated.

35 Margin

This is the Profit Margin of the product, when margin is entered the selling price is automatically calculated.

36 Generate Barcode

If a product doesn’t have any barcode for a product, click on Generate Bar Code, which generates a unique number.

37 New Supplier

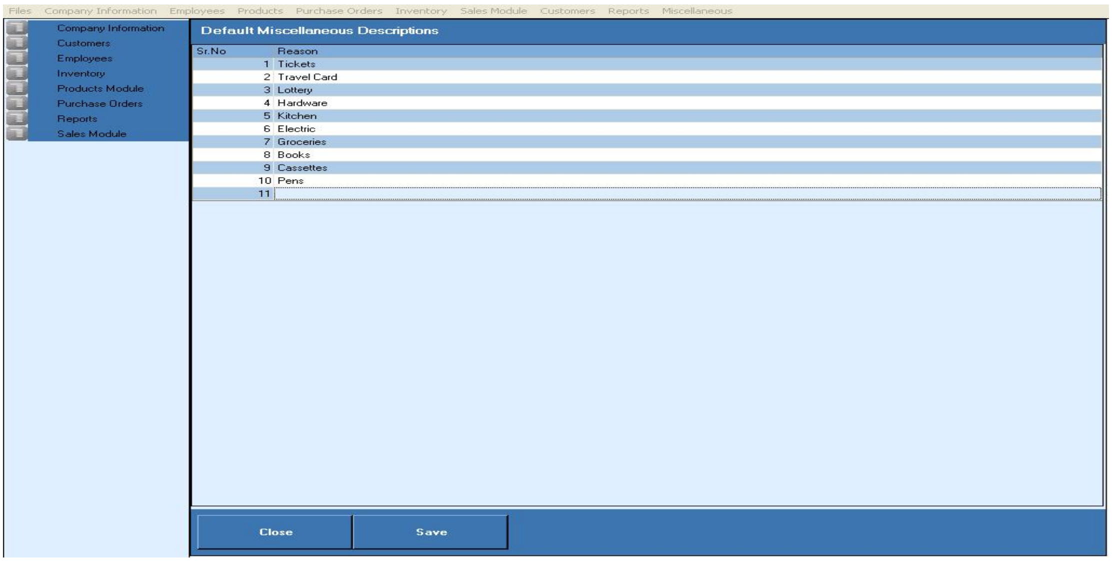
If a New supplier has to be added, just click on New supplier, which opens up the supplier screen for addition.

38 Save

Save all details for product.

Default Miscellaneous Descriptions

When a product is not recognised by the system and if it is sold under Miscellaneous Item, to avoid the delay in sale, the system is having flexibility of defining 10 miscellaneous descriptions in the system.



Pic 21

When you click miscellaneous button on sales screen, this descriptions is reflected automatically on the screen as below.

Pic 22

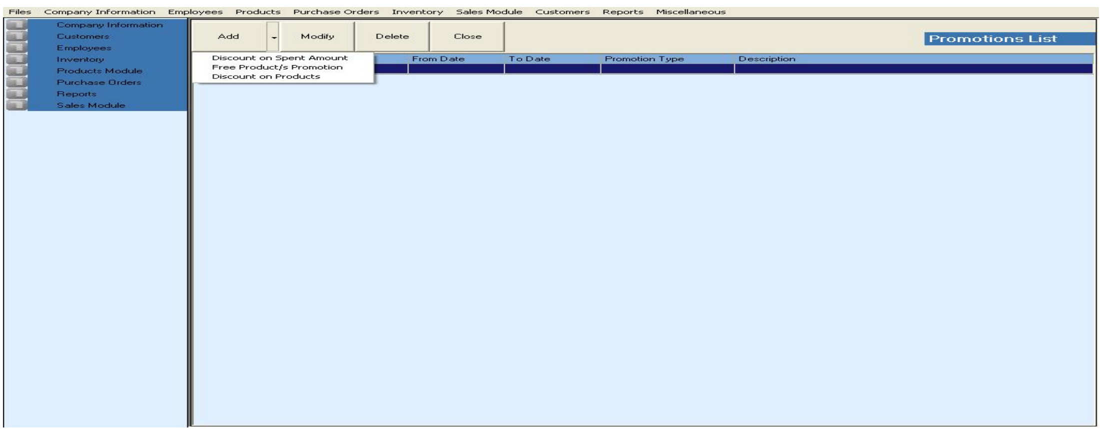
Promotions

To access this screen Click on Products>Promotions

The Application handles 3 different types of promotions, you can set promotions with Date Range.

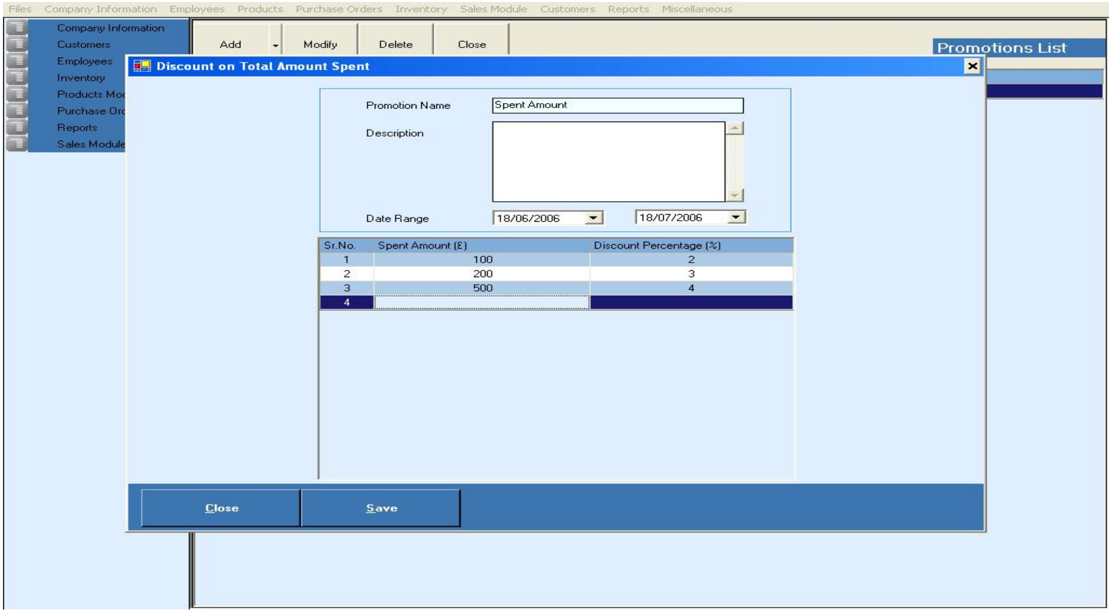
Discount on Spent Amount
Free Products Promotion
Discount on Products.

Click on Button arrow to get access to every promotion.



Pic 23

Discount on Spent Amount
This promotion gives discount in percentage at spent amount.



Pic 24

For above e.g. if the amount spent is less than 100,then discount is 0 percentage

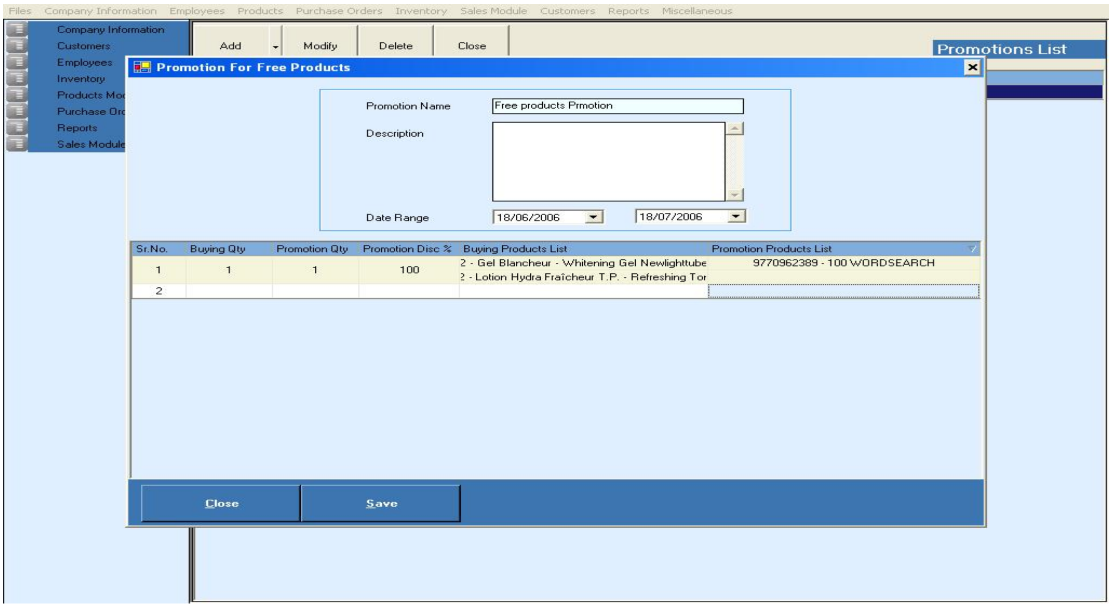
If the amount spent is equal or greater than 100 and less than 200, then discount is 2 percentage

If the amount spent is equal or greater than 200 and less than 500, then discount is 3 percentage

If the amount spent is equal or greater than 500 then discount is 4 percentage

Free Products Promotion

This promotion gives discount on products, for e.g. If you buy 2 of A Product you get 50 % discount on B Product, or if you buy 2 different products you get 3 product free.

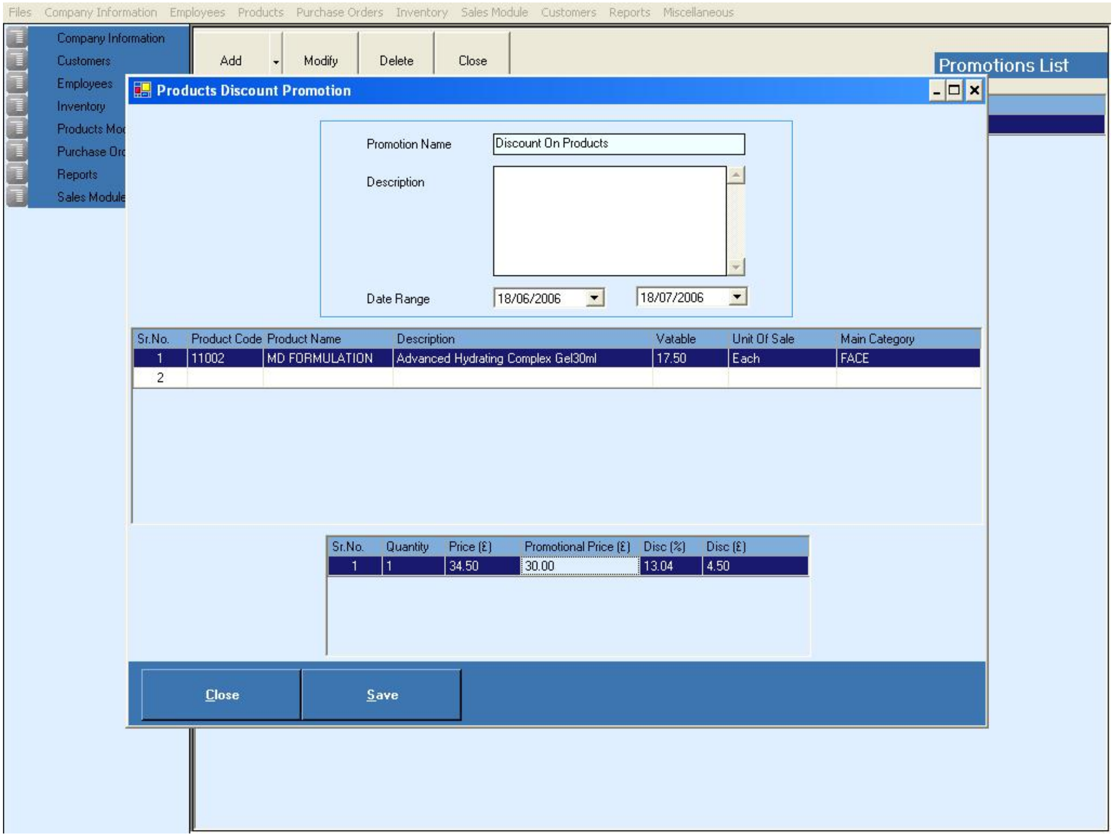


Pic 25

Just double click on the grid to pick a product from product search, enter the Buying qty how much you want to set and enter the promotion Qty how many you want to give discount on and Promotion Disc % is the discount percentage on Promotion product.

Discount on Products

This promotion gives discount on products, this is price reduction on products.



Pic 26

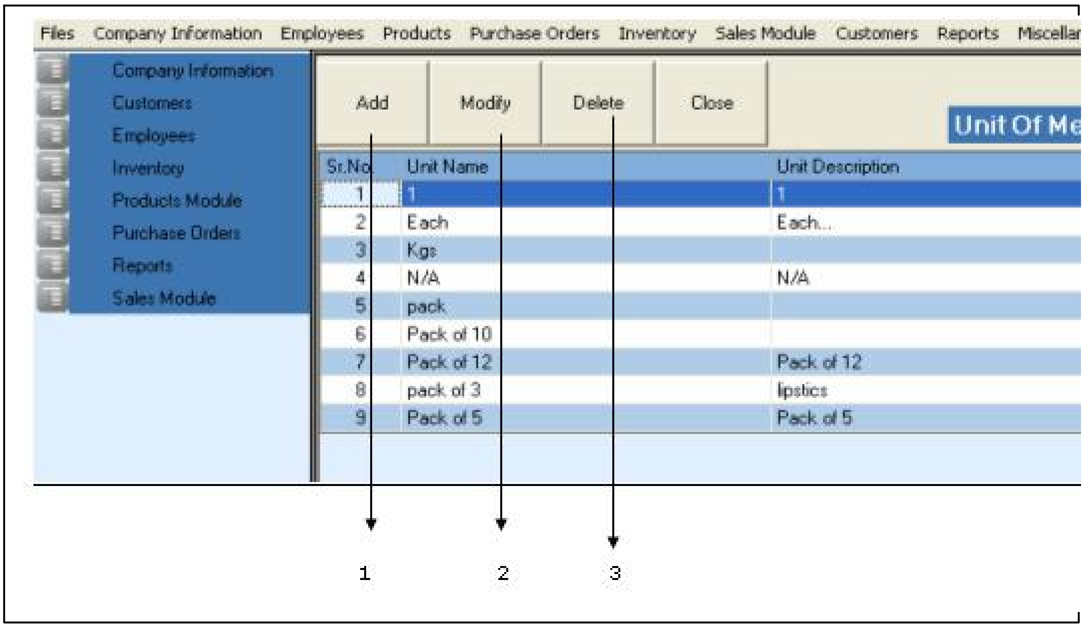
Just double click on the grid to pick a product from product search, at the bottom grid, enter the Promotional price for the product.

Note: Every promotion Sales can be tracked from Reports>Sales>Sales Discount Summary

Unit Of Measure

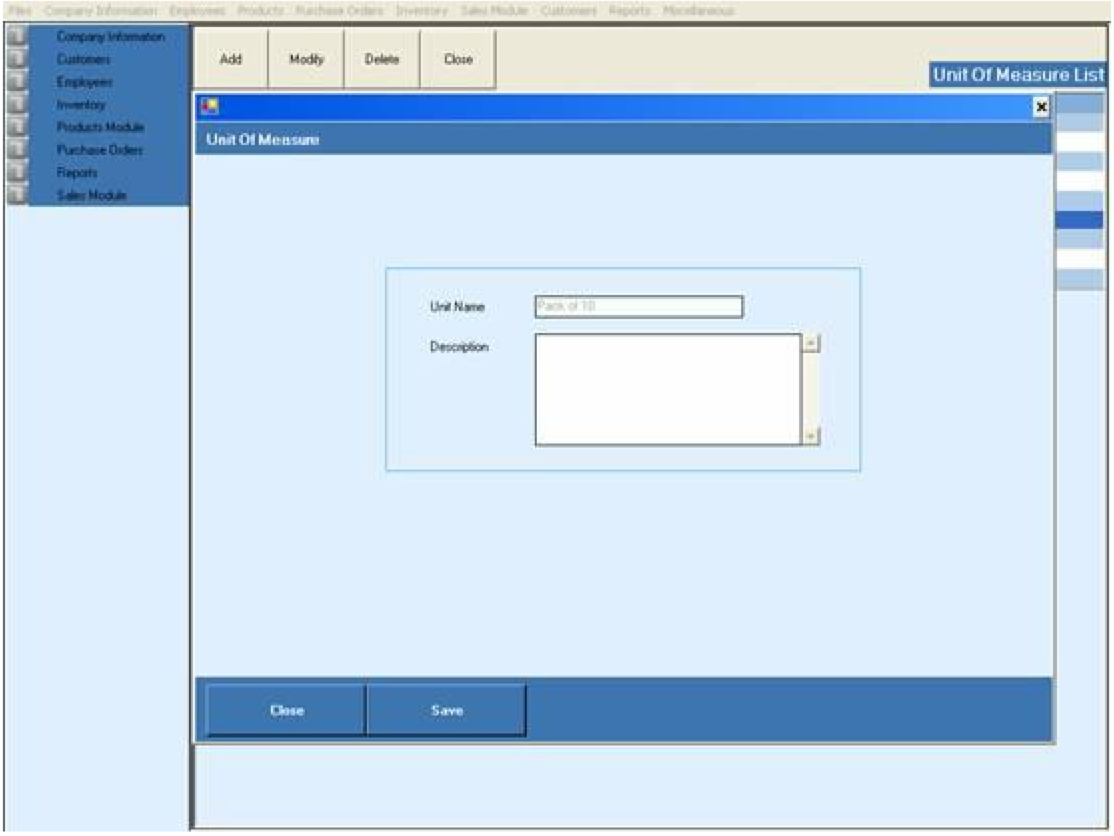
Click on Products> Unit Of Measure to access this screen

Unit of Measure defines the product pack type, like whether it is Each, Pack of 10, Pack of 6,Most of the Time it would be Each.



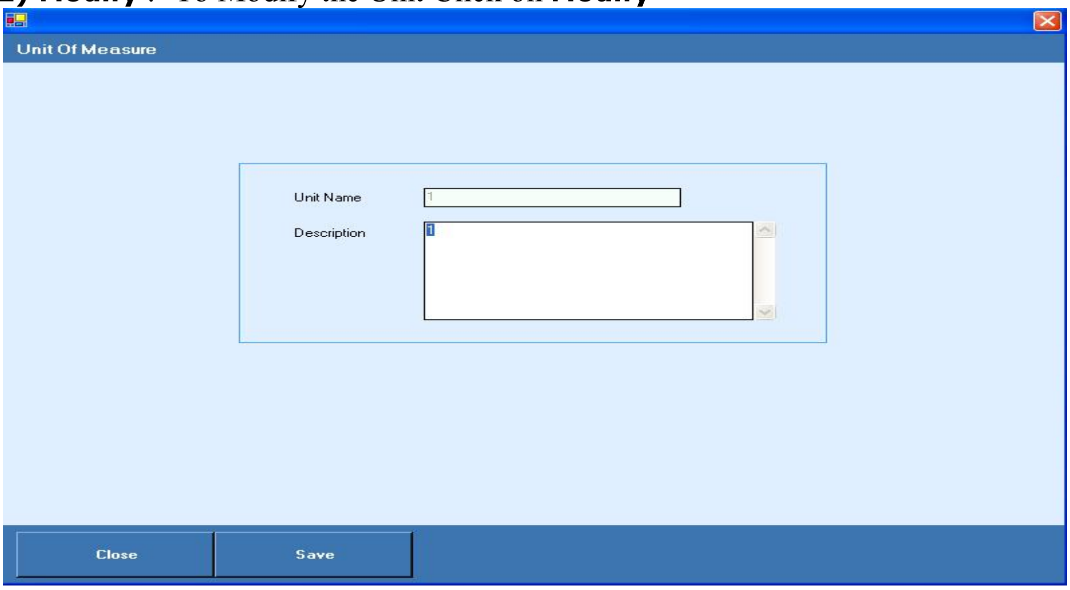
Pic 27

1) Add :- To Add a Unit Click on **Add** Unit Name should be Unique.



Pic 28

2) Modify :- To Modify the Unit Click on **Modify**



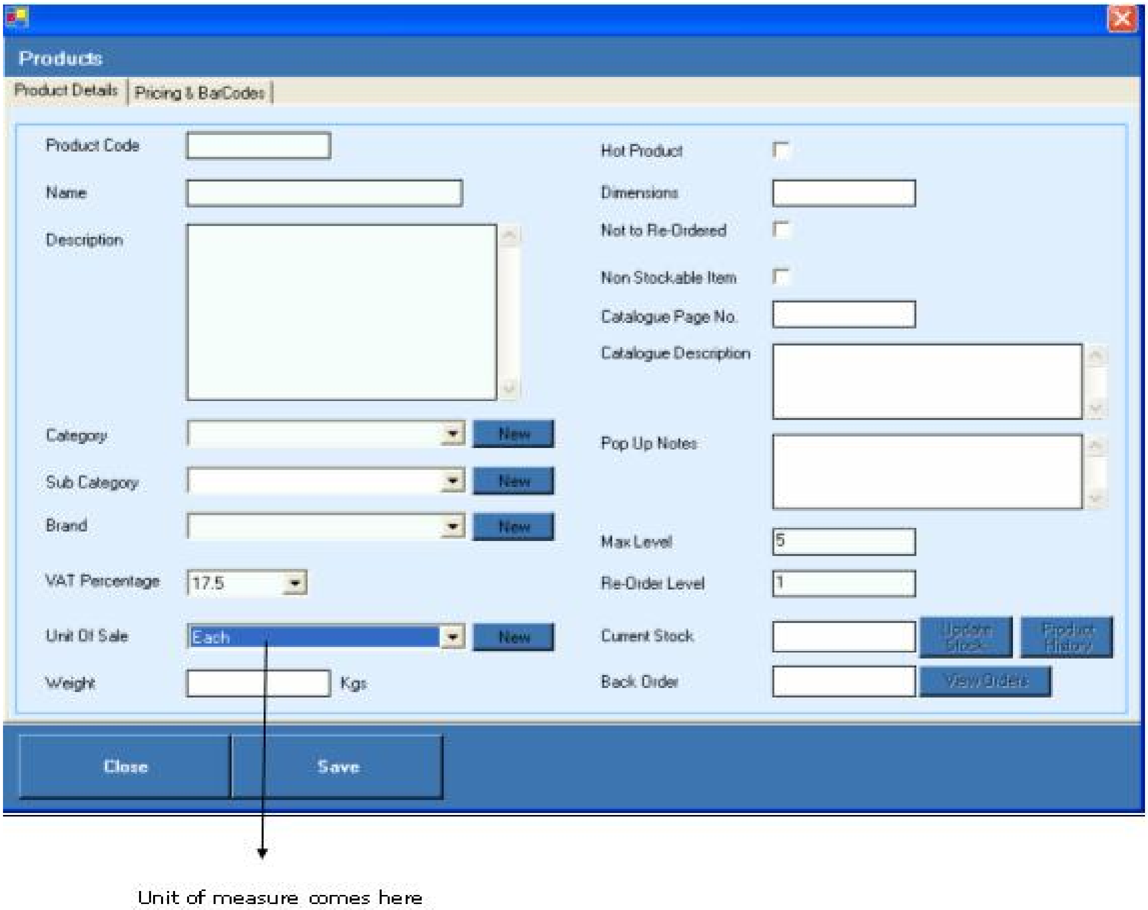
Pic 29

3) Delete :- To Delete a Unit, Click on **Delete**

Note:-Unit of measure can be added from Products screen directly

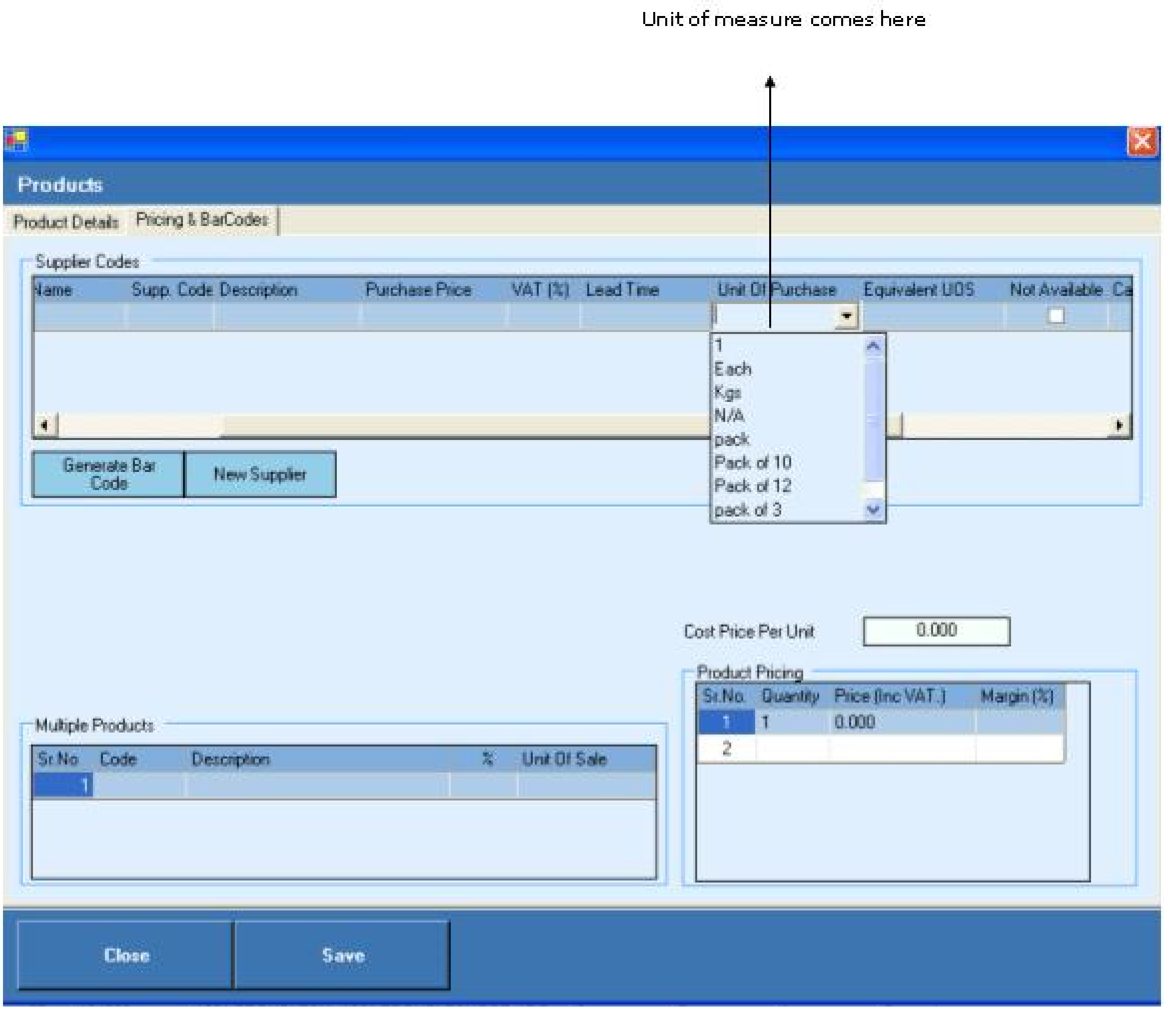
Note :- Inserted Unit of measure Comes in drop down box called unit of sale displayed in below Picture 1 and Picture 2.

Picture 1



Pic 30

Picture 2



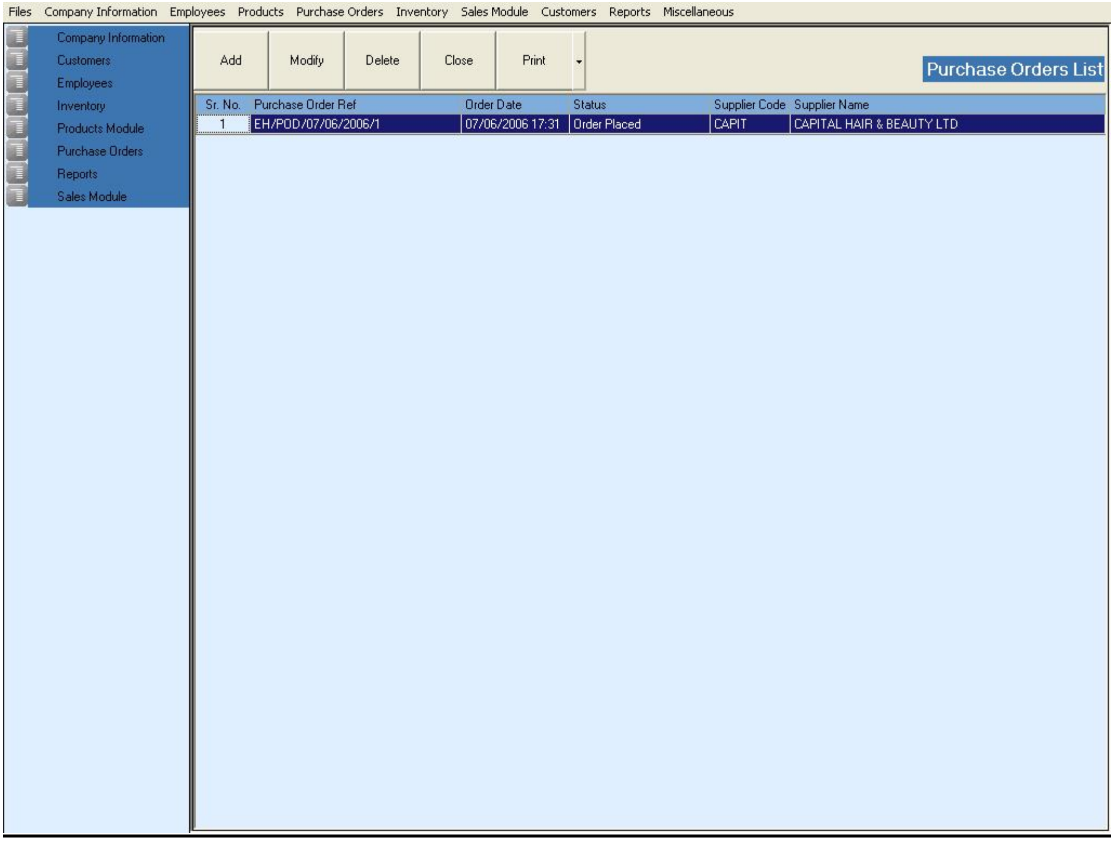
Pic 31

Purchase Orders

To access this screen Click on Purchase Orders> Purchase Orders List

Purchase orders is raising the orders for product from the supplier, this is core part of business as it helps in deciding how much you need to stock up based on various parameters like Lead Time, sales and best supplier for that product.

Purchase orders generally would be in one of status,
When you raise the Order, it is in Order Placed Status
If you receive partial stock from the Placed Order, it is in Partial Order Received status
If you receive full stock from the Placed Order, it is in Full Order Received status



Pic 32

Click on Add to Add a New Purchase Order (In detail would be explained below)

Click on Modify to Edit Purchase Order

Note: You cannot edit a purchase order, once the whole stock is received from the supplier

To delete a purchase order click On Delete.

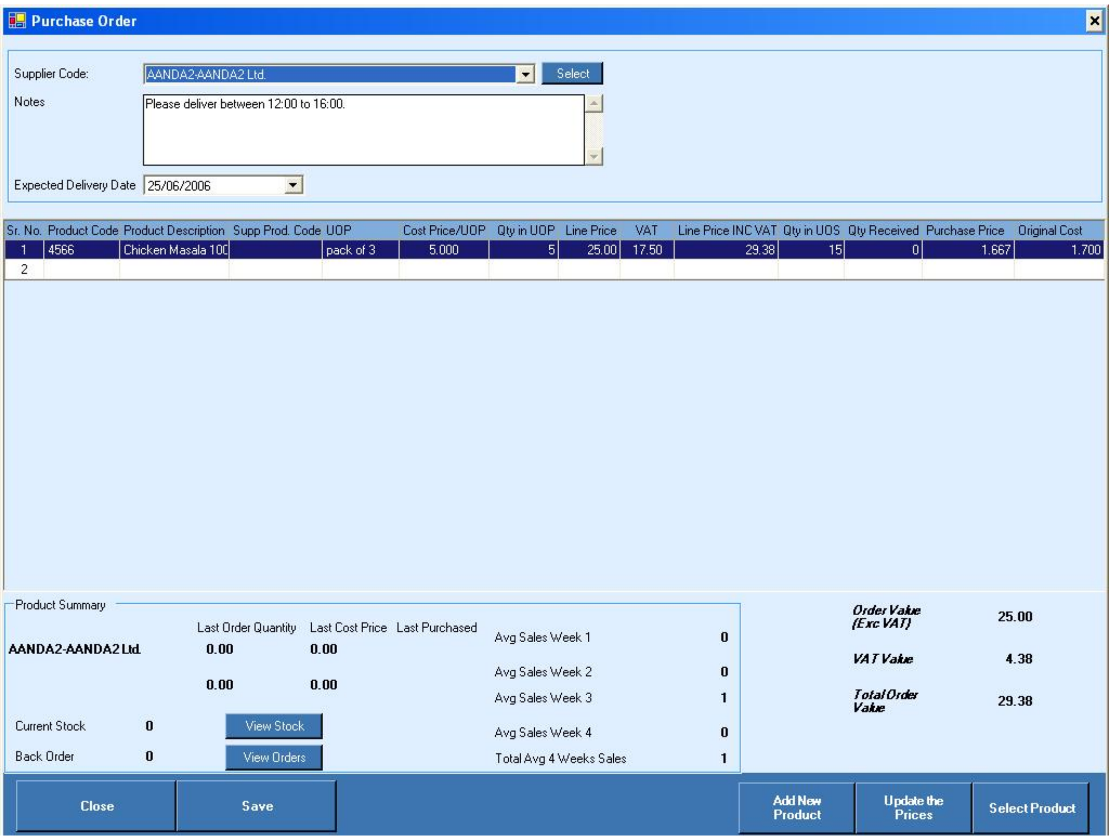
Note: You cannot delete a purchase order only if the status is order placed status.

Pic 33

Purchase order Printing has two reports, one is Internal Purchase Order, which generally carries the prices of the products.

Second one is Supplier Purchase order, which has the supplier's details along with the product details.

Adding / Modifying Purchase Order.



Pic 34

1 Supplier

Based on the Reorders list report for a supplier which is in Reports> Inventory > Reorder Products List Supplier Wise.

Supplier can be picked from the Supplier drop down, once the Supplier code is selected the Products which are to be reordered are reflected automatically in grid, these would be reflected based upon the min and max levels you set in the Product definition. Click here to go to Max Level

2 Select

If you have too many suppliers, you can pick up the supplier by clicking select.

3 Notes

This are the comments written to supplier when raising the Purchase order, this would be reflected on the purchase order copies when sent to supplier.

4 Expected Delivery Date

This is the expected delivery date for the products to be received from the supplier, these helps in tracking the products back order when they are expected.

5 Product Code

This is product code of the product, which is defined in the product definition.

6 Product Description

This is description of the product, which is defined in the product definition, these would be reflected in the purchase orders and is popped up automatically once the product is selected.

7 Supp. Product Code

This is product reference of the supplier, it's not mandatory but if you add the reference, while linking the product to the supplier. Click here how to set the product reference of the supplier.

8 UOP (Unit Of Purchase)

This is the supplier Pack size, how you buy from the supplier, whether the pack size is pack of 10, pack of 20 or box with 100 items etc.
This gets printed on supplier copy of Invoice, just to make sure you get right quantity.

9 Cost Price UOP

This is the supplier cost price, if you set the purchase price in Product definition, the Cost Price per UOP would be reflected automatically, if not you can override with the new Cost Price, once set here would reflect on next purchase order automatically.

10 Qty in UOP

This is the quantity you are buying in supplier units, this can be based on your Qty in UOS.

For e.g. you need 15 units in Unit Of Sale and supplier supplies in pack of 3, the Quantity in UOP would be 5 and Qty in UOS would be 15.

Note: Please make sure you are checking UOS while setting the UOP as UOS.

11 Line Price

Line Price is Total of Quantity * Cost Price Per UOP, this is calculated automatically once both fields are entered.

12 VAT

This is the VAT percentage on the product, once set would reflect on next purchase order against the product.
13 Line Price Inc VAT

This is VAT Value, which is calculated on Line Price plus the Line Price.

Line Price Inc VAT=Line Price + (Vat Percentage/100) * Line Price

14 Qty in UOS

This is the Qty in Unit of sale, basically your units, the stock levels would be updated by this quantity when you receive stock.

For above e.g. when supplier supplies 5 pack of 3,the stock gets automatically increased by 15 as each pack is having 3 individual units in it.

15 Qty Received

This is the qty received against the line, if you are trying to edit the order after receiving the order, you can see the qty received.

16 Purchase Price

This gives an estimate of how much you are buying for every single unit, once you put the Line Price and Qty in UOS. Purchase price is Line Price/Qty in UOS.

17 Original cost

This gives current cost price per unit set in product definition, this is given so that, if the purchase price is varying from cost price per unit, you can update the cost price by clicking update the prices against the selected line.

18 Selected Supplier

This particular information is about the previous purchase details from the selected supplier, this helps in negotiating the price, in case if there is any variance.

19 Last purchased From

This gives information about the supplier where the product is last bought, It can be the same selected supplier.

20 Current Stock

This gives information about current physical stock.

21 Back Order

This gives information about back orders on the selected line, to view back orders in detail click in view orders.

22 Average sales for Last 4 weeks.

This gives information about average sales for Last 4 weeks, this helps in estimating how many has to be bought.

23 Add New Product

If the new Product is to be added, click on Add New Product.

24 Update the Prices

If you want to prices when there is new price, click on Update the Price.

25 Select Product

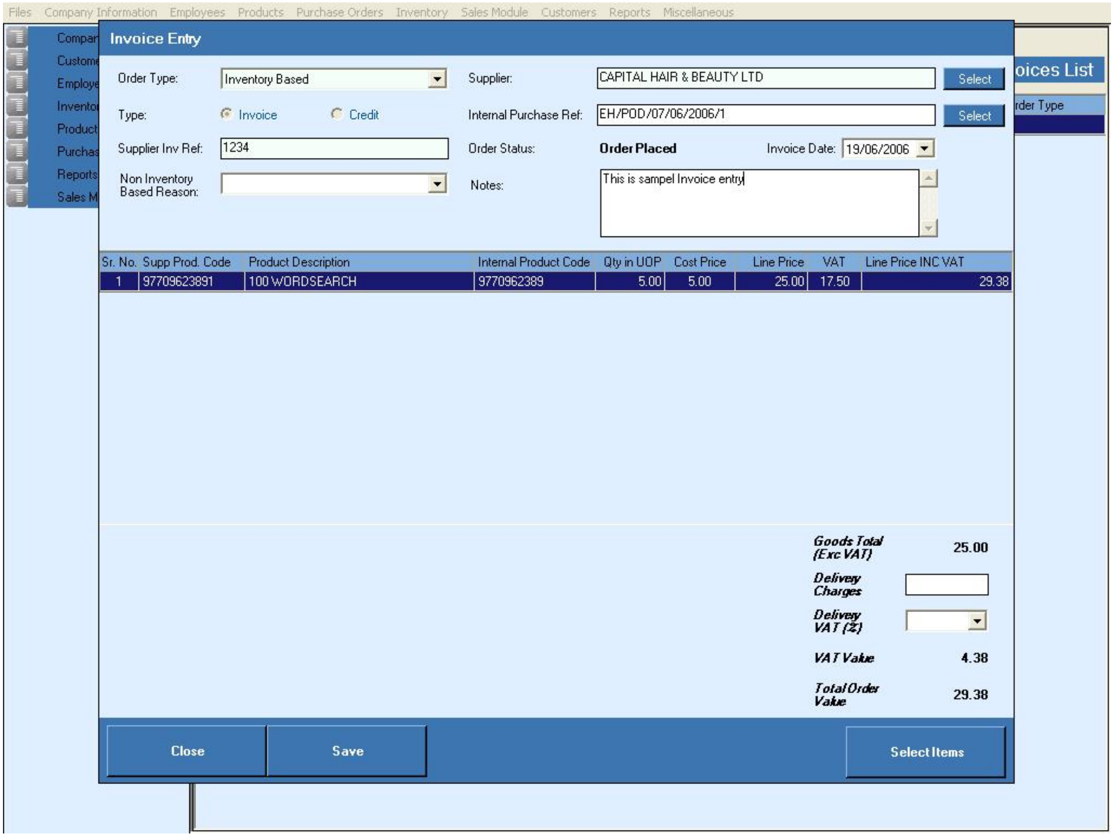
If you want to add a new product which is not in reorder list items, you can click select product, which gives list of products selected by the supplier and click on select to select the product.

Invoice Entry

To access this screen Click on Purchase Orders> invoice Entry

When you raise purchase order to the suppler, once you receive the stock, the next step would be getting the Invoice from the suppler, You can also enter Invoices which are Non Inventory based something like overheads over here.

The reason for entering this information is you can track the out goings for the business and also claim VAT on the Purchases.



Pic 35

1 Order Type

This gives the Invoice entry type, whether it is an Inventory based or Non Inventory based Purchase order.

2 Invoice / Credit

This specifies the whether the data entered is Invoice / Credit.

3 Supplier Inv Reference

This is the place where you can enter the supplier Invoice number for future reference

4 Non Inventory Based Reason

Here the non-inventory based reason is selected, if order Type is Non Inventory based. Once you select the Non Inventory based reason, which are basically your overheads, the invoices would be reflected in Profit/Loss statement.

5 Supplier

When Invoice entry is done, the supplier has to be specified where the Invoice came for, the supplier is selected here. Click select to pick the order

6 Internal Purchase Reference

If it is an Inventory based Invoice, you can pick up the purchase order here against which the Invoice entry is done. Click select to pick the order

7 Invoice Date

This is the date when the invoice is received from the supplier this helps in finding out how many days the invoice is due to be paid.

8 Notes

This is just a note, which can be entered while entering the Invoice.

10 Supplier Product Code

This code is automatically popped up, if you pick up the Inventory based purchase order, if not you can enter product code for Non Inventory based Invoice.

11 Product Description

This description is automatically popped up, if you pick up the Inventory based purchase order, if not you can enter description for Non Inventory based Invoice.

12 Internal Product Code

This is the product code from product definition, which would be popped up automatically, if you pick Inventory based purchase order.

13 Qty in UOP

This is number of units you bought from the supplier against the product.

14 Cost Price

This is the cost price of the product excluding VAT, this is popped up automatically, if you pick up Inventory based Purchase order, if not just enter the value, which you received from the supplier for e.g. Electricity bill value etc.

15 Line Price

This is Qty in UOP * Cost price value.

16 VAT

This VAT value is automatically popped up, if you pick up the Inventory based purchase order, if not you can enter VAT for Non Inventory based Invoice.

17 Delivery Charges

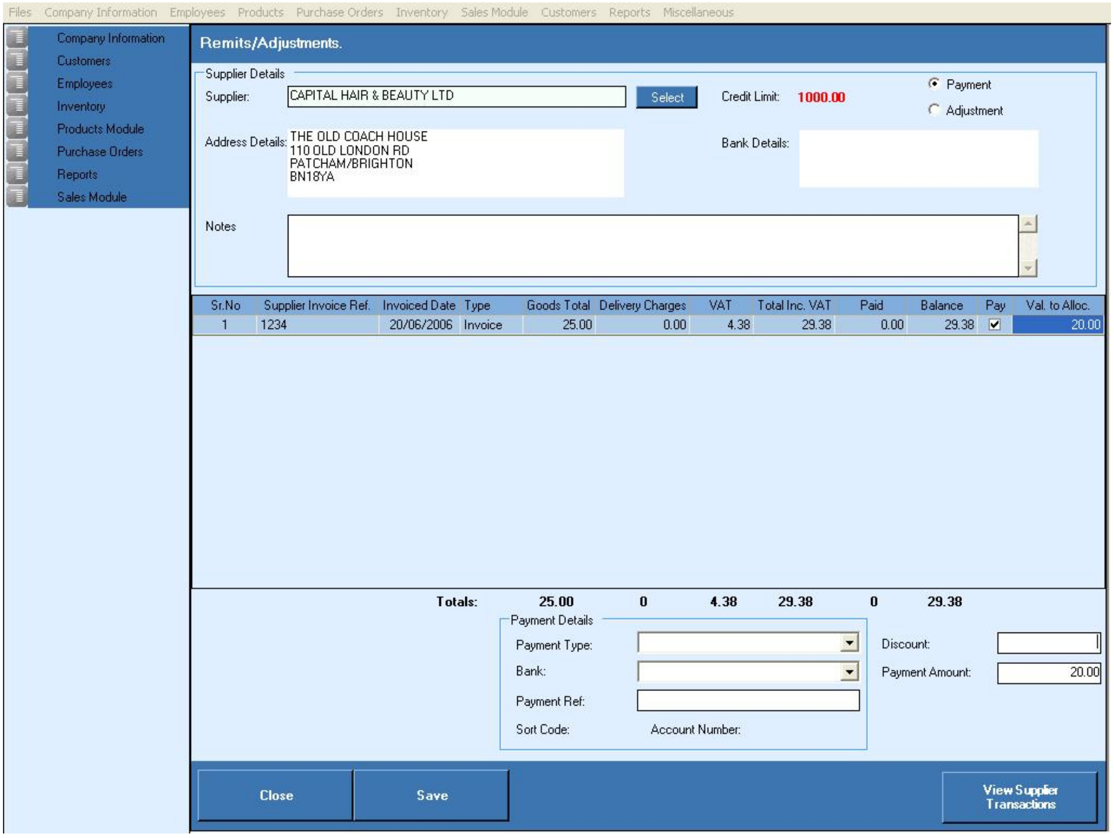
Here deliver charges can be entered, if supplier is charging any Delivery charges.

18 VAT on Delivery Charges

This is VAT percentage, which would be applied on delivery charges.

Remits / Adjustments

To access this screen Click on Purchase Orders> Remits / Adjustments

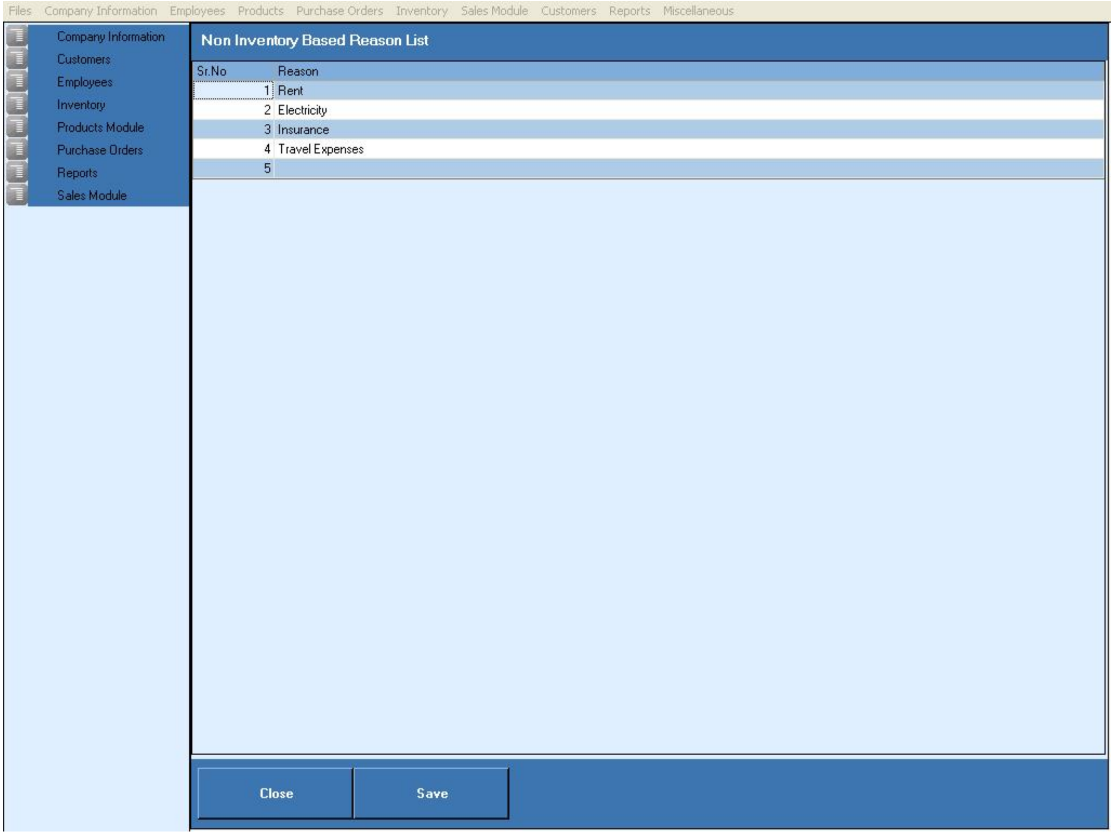


Pic 36

Once you enter the Invoice from the supplier, the next step would be you paying to the supplier, here is the place, where you can post your payments to the supplier. Click on pay for which the Invoice has to be paid and if you want to pay partial amount, you can edit Val. To Allocate and enter whatever amount you want to enter. Once posted the Remittance advice would be printed which you can post it to supplier.

Non Inventory Based Reasons List

To access this screen Click on Purchase Orders> Non Inventory based Reason List.



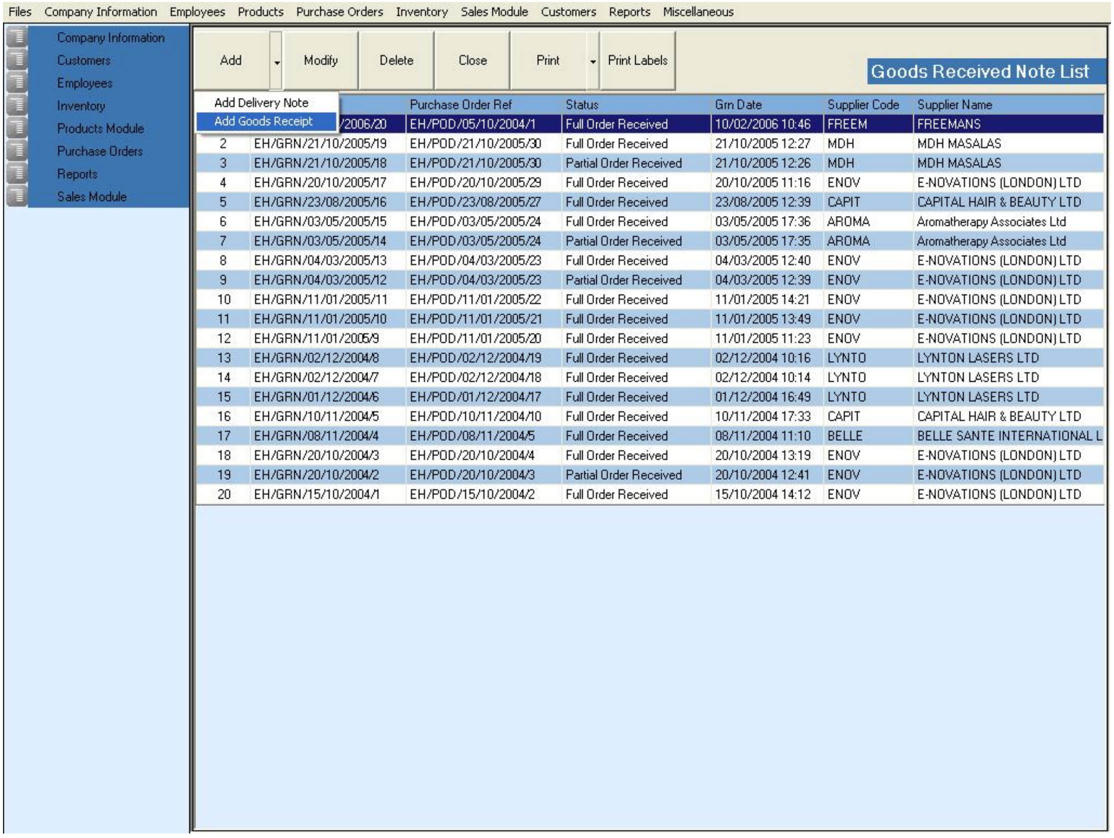
Pic 37

Here is the place where you can enter the different overhead reasons, these would be reflected in Non Inventory based reasons for Non Inventory based invoices.

GRN (Goods Received Note)

To access this screen Click on Inventory>GRN

Once you raise purchase orders, you receive stock from the supplier, here is the place, where you would check and enter the quantities against your purchase order.



Pic 38

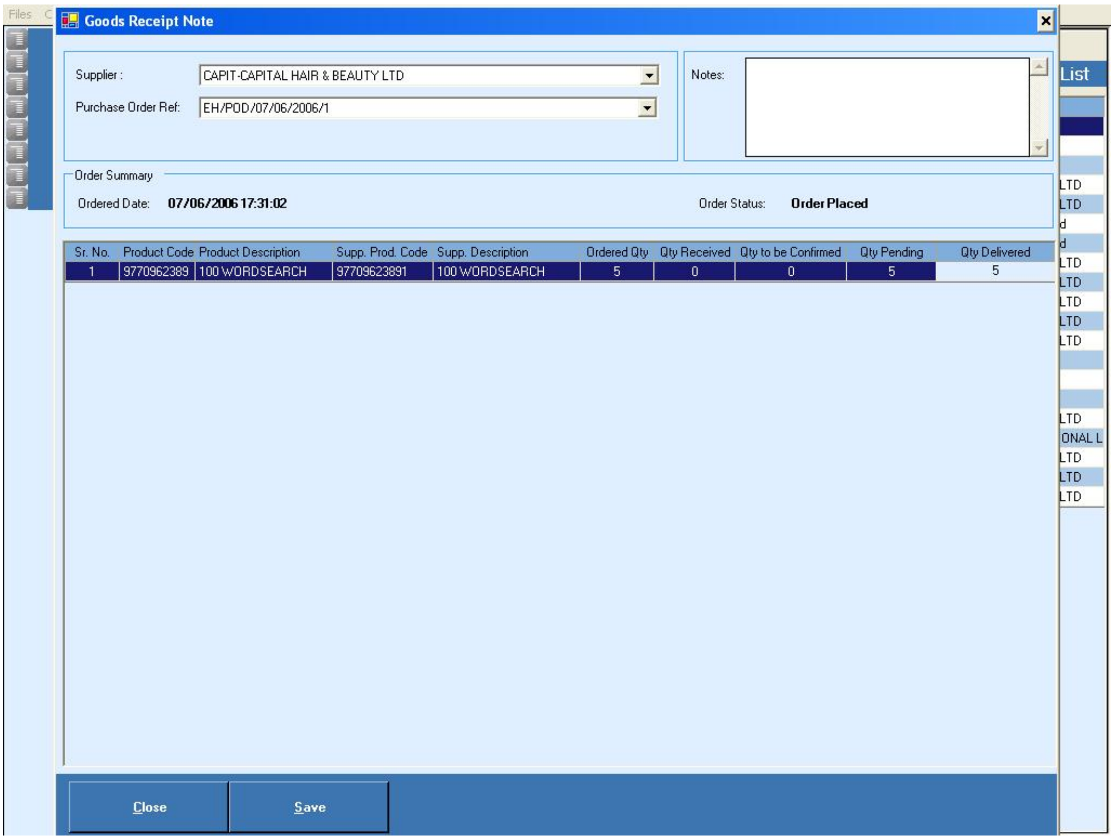
These can be done in two ways.

1> First do the delivery note, where you just enter the quantities against the Purchase order as in delivery note of the supplier and later on do the final check, which is Goods Receipt Note.
2> If not you can directly do the Goods Receipt Note.

Add Delivery Note

This is place where you enter the stocks as in delivery note and you won't have time to check stocks. To do this just enter the quantity in Qty Delivered field.

Note: If you do not want to delay the process of GRN, you can directly start from Add GRN Note.



Pic 39

Add Goods Receipt

Here you can update the stock against the purchase order, here the location is selected and stock is entered, if you want to allocate stock to multiple locations, check on multiple locations.

1 Qty Checked

Here is the place where the checked quantity is entered, once you enter the Qty checked the Qty in UOS is automatically increased based on the pack size of Qty Checked.

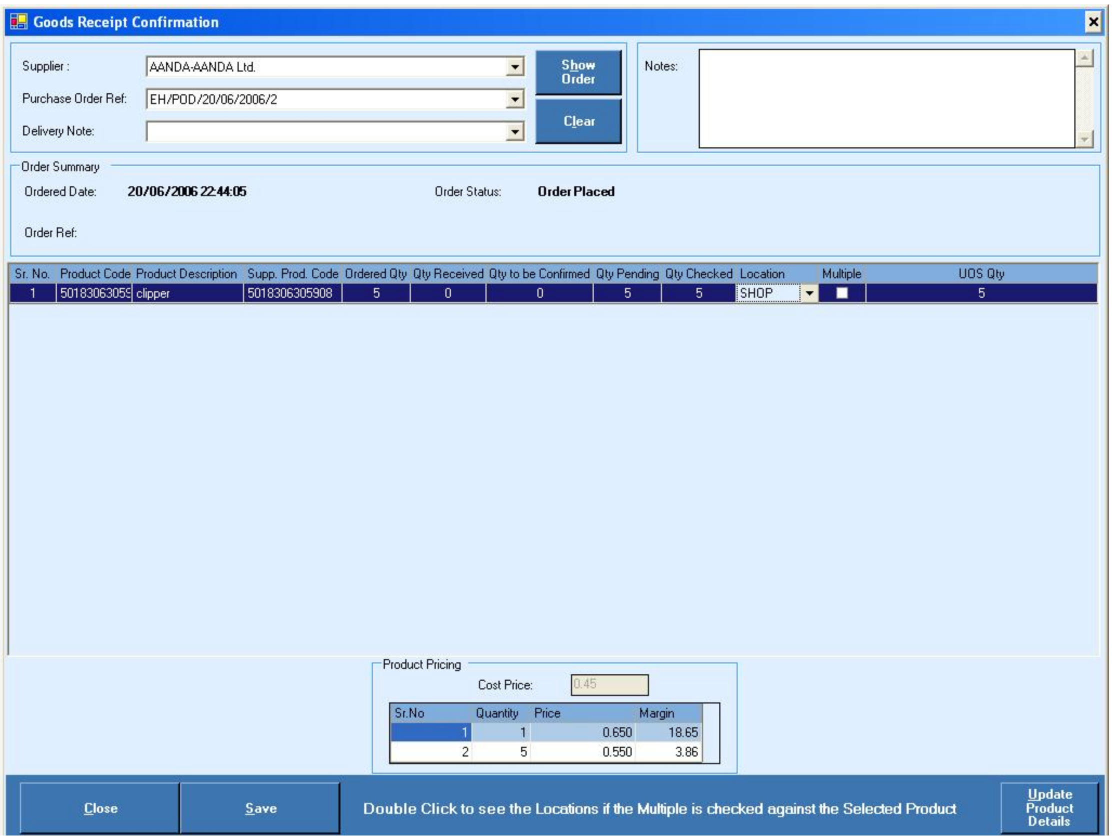
2 Location

Here the stock location can be selected, where the stock would be allocated.

3 Multiple

If you want to allocate stock to multiple locations, click on multiple.

1 2 3



Pic 40

If you want to update the new prices, in case if there is new cost price, you can update by clicking update product prices.

Note: As the quantity is updated against the purchase order, the purchase order status changes. If you receive partial stock the purchase order it is Partial order status, if you receive full order it is Full order received.

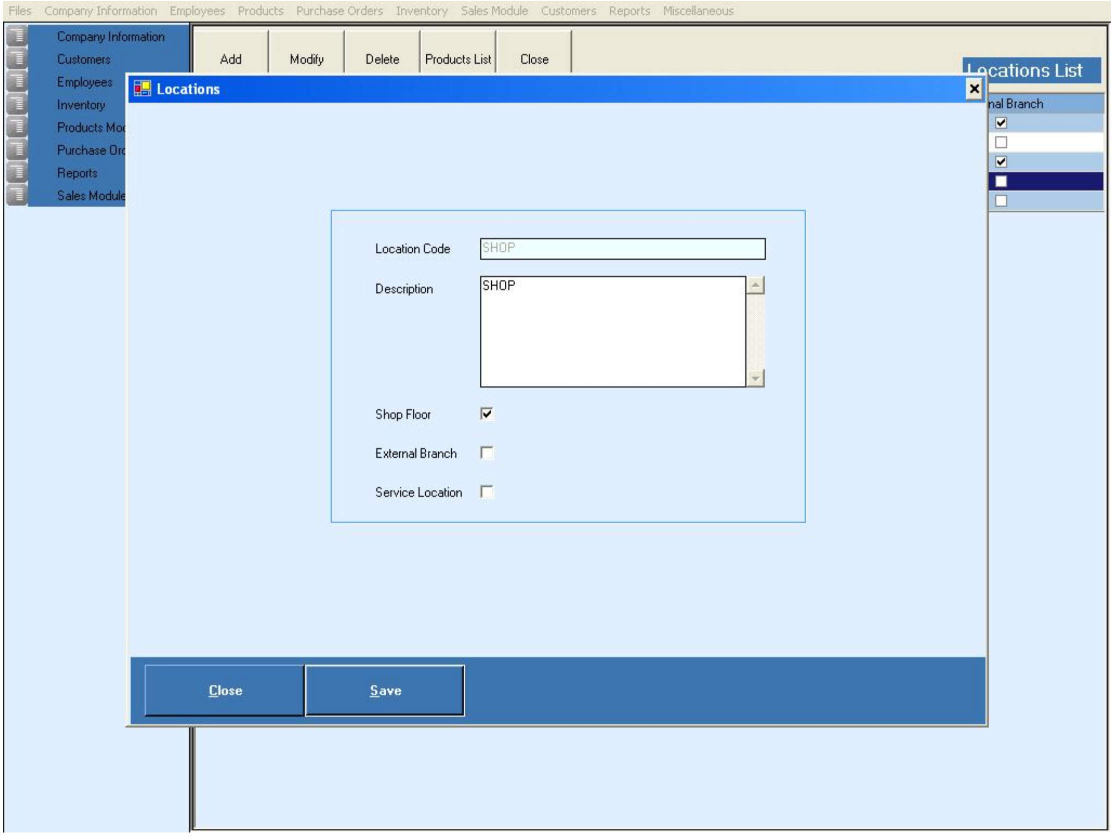
On GRN list you can print the GRN report as well as labels, in case if the products aren't bar-coded.

Locations

To access this screen Click on Inventory>Locations
Here the Locations of the business are defined, e.g. Warehouse, External Locations, Shop Location. In the Emperium system, A SHOP location has to be defined in the system, these is important as the stock gets deducted from the Shop Location.

Note: You can have only one shop floor in the system

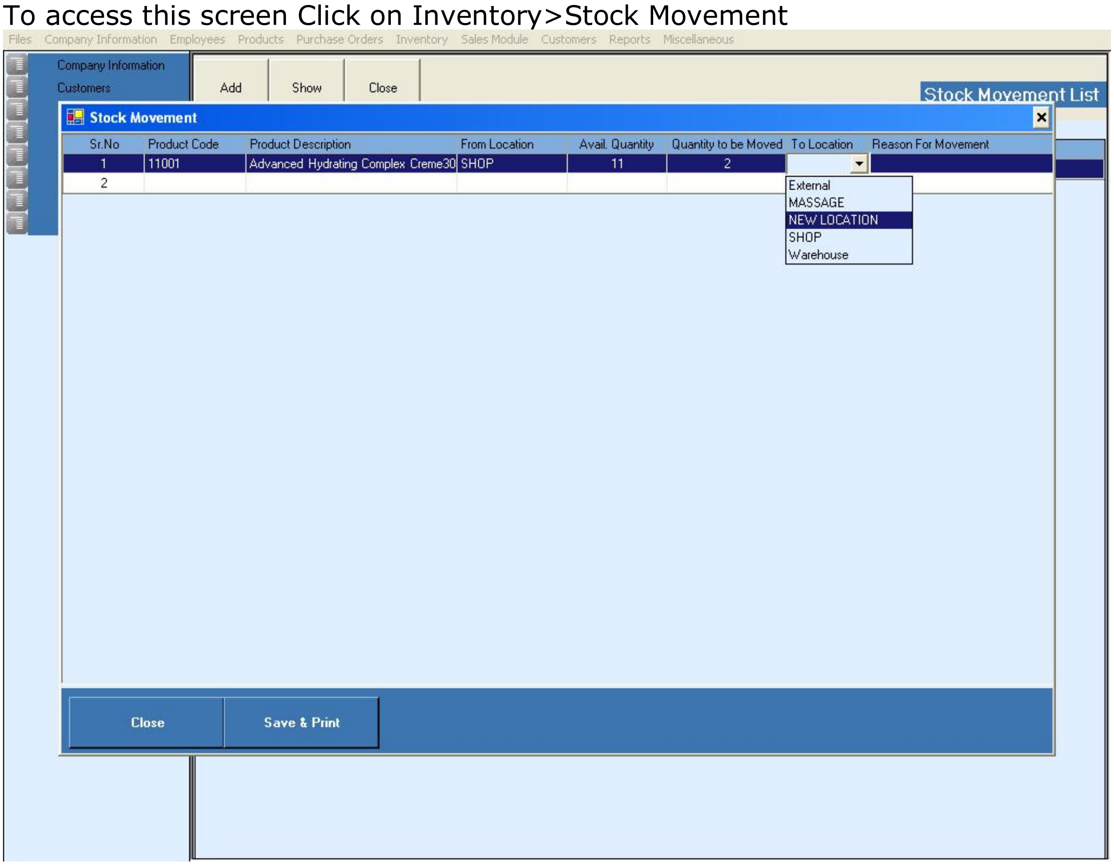
Here if you check the External Location, it is considered as different branch.



Pic 41

Stock Movement

To access this screen Click on Inventory>Stock Movement



Pic 42

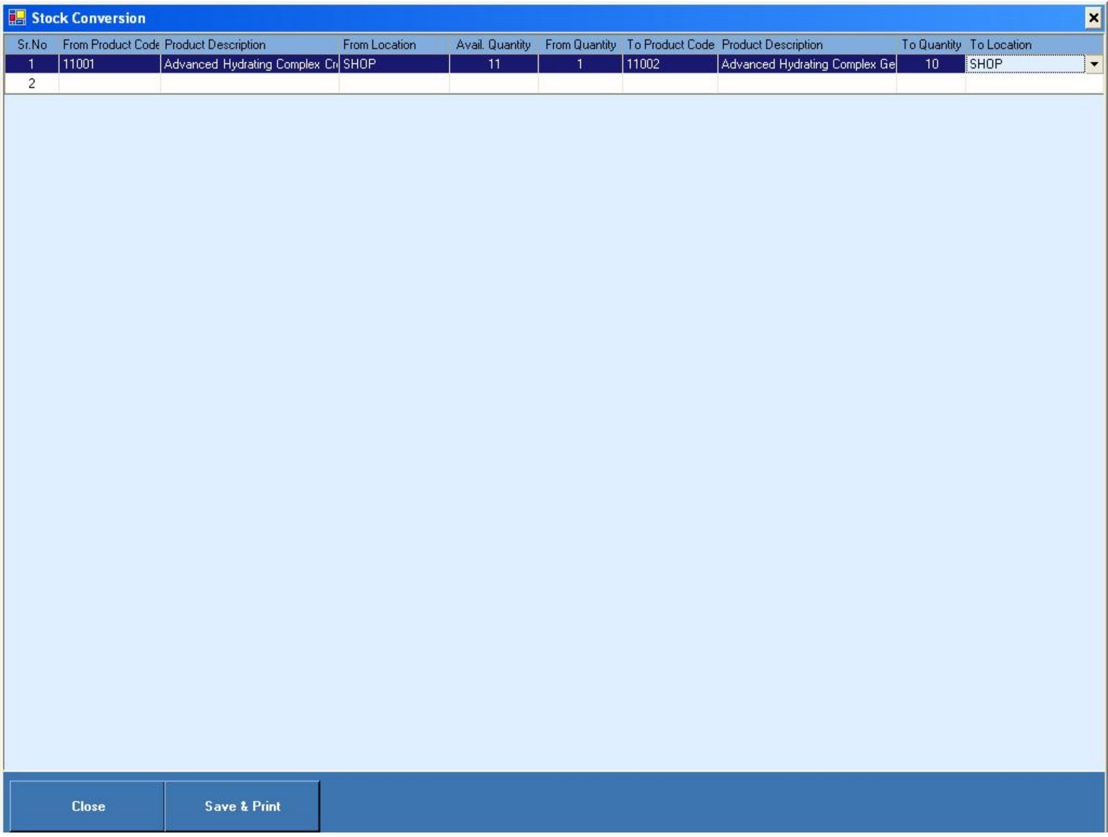
Stock movement is the Transfer between two locations, the destination location can be external branch or the different location i.e. warehouse to shop.

To move stock, double click on product code and pick the product which you want to move, then pick the locations which would be automatically popped up based on the product selected, pick the location and enter the Quantity to be moved to the destination location with the reason specified.

Stock Conversion

To access this screen Click on Inventory>Stock Conversion

This is breaking of single product to multiple quantities, for e.g. you add 10 pack noodle and singles separately into the system, here you can convert 1 10 pack to 10 singles.



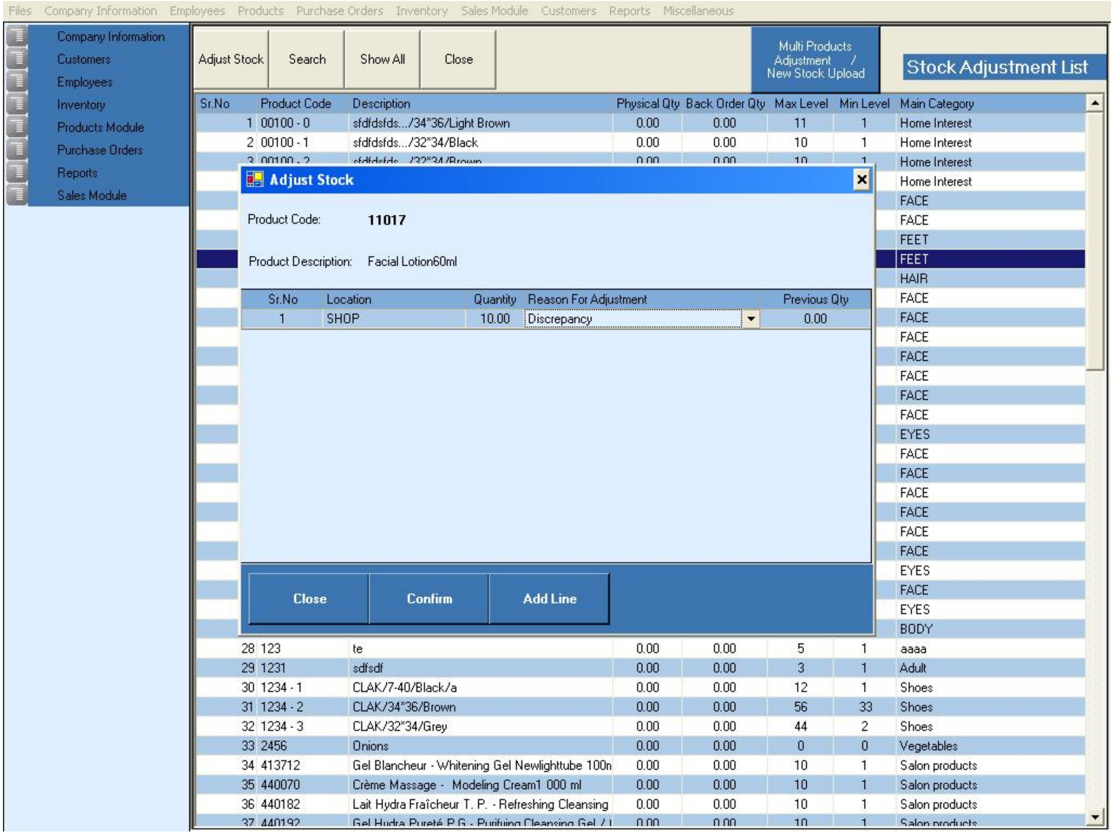
Pic 43

Double click on From product code from which you want to convert, then pick the location, enter the From quantity and double click on To Product code to which you want to convert and then enter the destination location, where the to product code stock has to reflect.

Stock Adjustment

To access this screen Click on Inventory>Stock Adjustment

Here the stock adjustment for discrepancies is done, if you are adjusting stock for single product only, then pick the product from the search and adjust stock, every adjustment transaction is registered into the system.



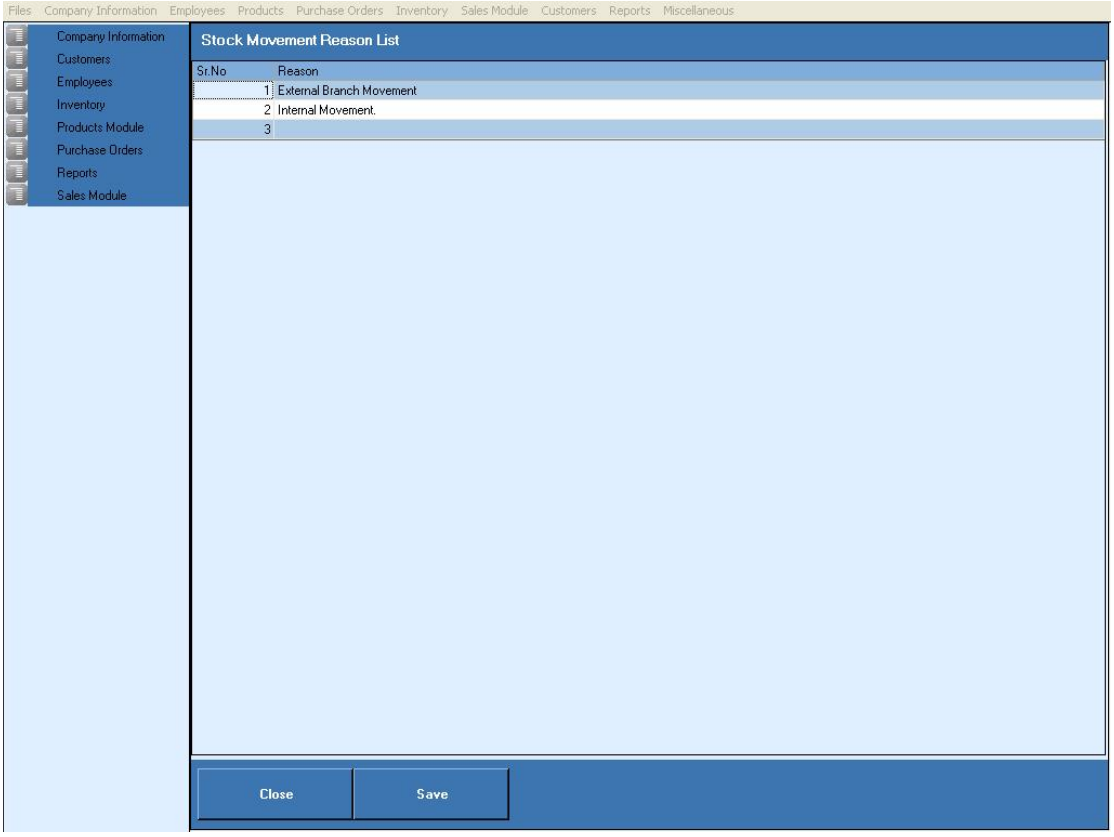
Pic 44

If you want to adjust multiple stocks at a time, you can click Multi product Adjustment / New stock upload (as indicated 1), if you want to upload new stock levels without raising the purchase orders, you can using the following screen which is Multi Product Adjustment / New stock Upload.

Stock Movement Reasons Listing

To access this screen Click on Inventory>Stock Movement Reasons Listing

Here the stock movement reasons list can be added, these reasons would be listed in the reasons of the stock movement.

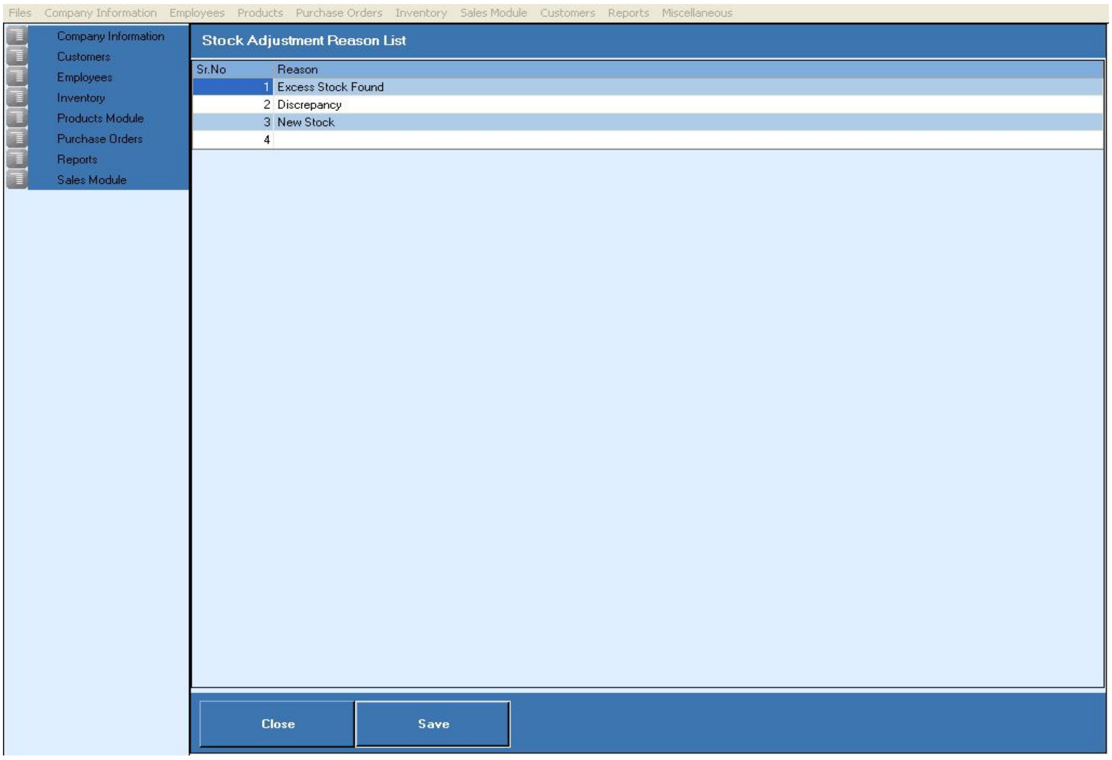


Pic 45

Stock Adjustment Reasons Listing

To access this screen Click on Inventory>Stock Adjustment Reasons Listing

Here the stock Adjustment reasons list can be added, these reasons would be listed in the reasons of the stock Adjustment.

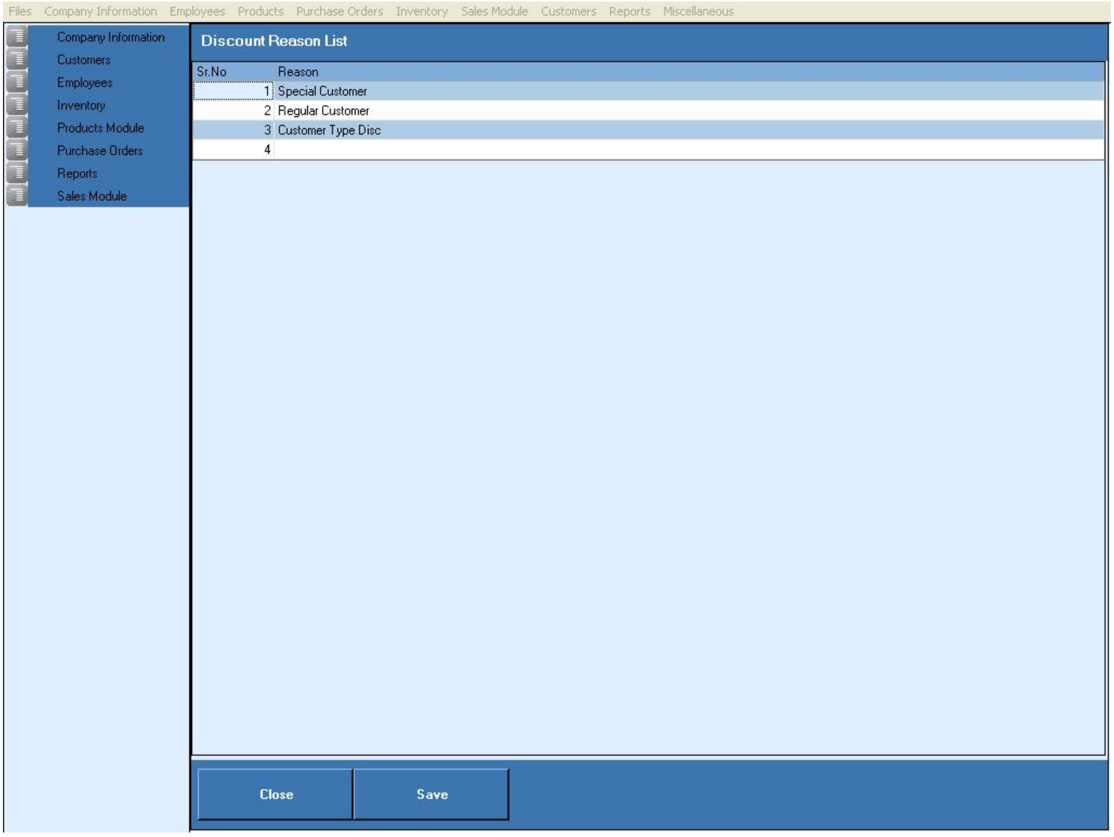


Pic 46

Discount Reasons List

To access this screen Click on Sales Module>Discount Reasons List

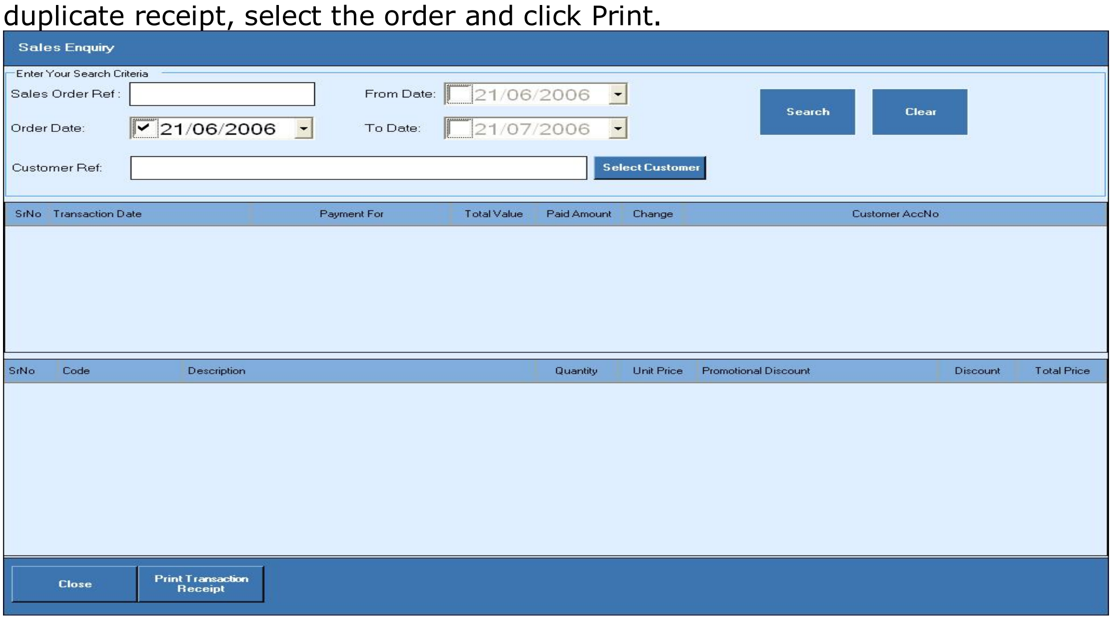
Here the discount reasons are entered into the EPOS system, these are reflected while you are giving discount on sales.



Pic 47

Sales Enquiry

To access this screen Click on Sales Module -->Sales Enquiry
Here the sales transactions history can be viewed, if you want to print a duplicate receipt, select the order and click Print.

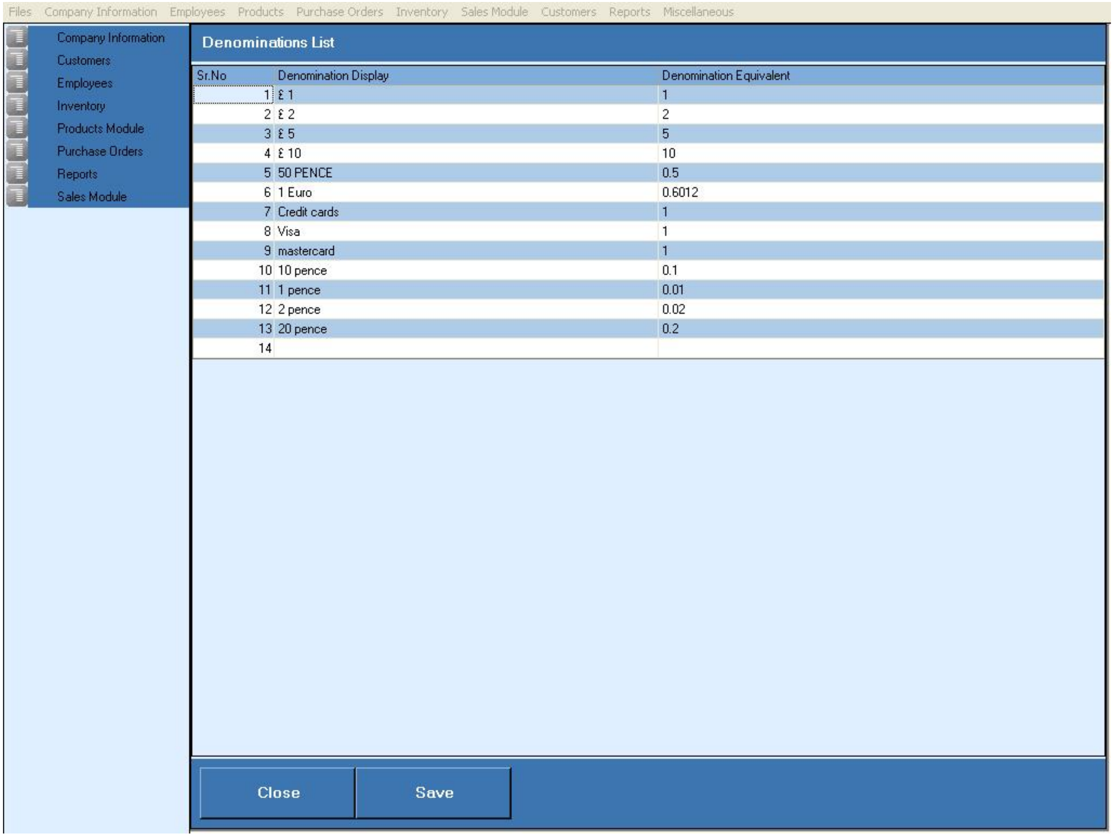


Pic 48

End Of Day Balancing Denominations

To access this screen Click on Sales Module>End of day Balancing Denominations

Here the currencies are entered for Till Transactions verification, here different currencies are entered and equivalent amounts are entered.



Pic 49

These denomination equivalent values are reflected on the End Of Day Balancing screen when you click on the Till

End Of Day Balancing

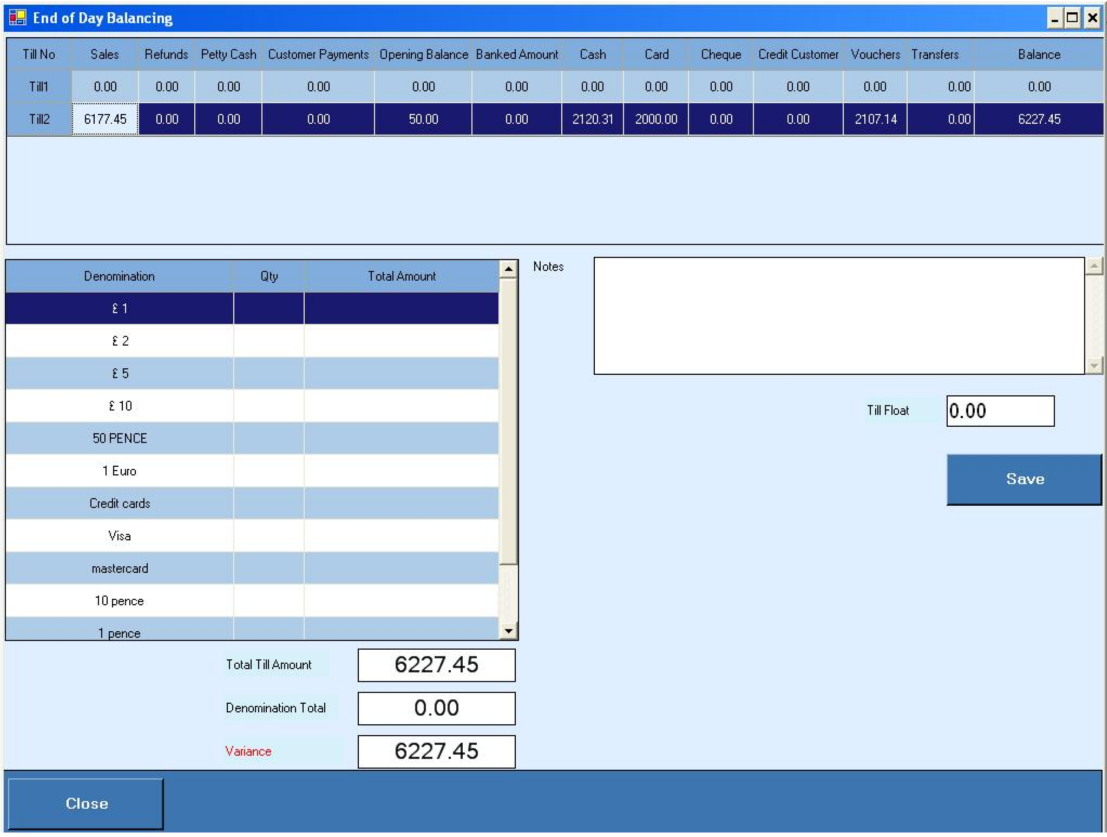
To access this screen Click on Sales Module>End of day Balancing

Here the Till Payments Totals are verified against the Till Transactions, when there is variance in the Till Totals against the Balance of the Till, you can print the Transactions summary Report to recheck, this can be printed from Reports>Sales> Transactions Summary.

Click on the Till for which the amount has to be verified, automatically all the denominations would be popped up, just enter the quantity of denominations and Totals would be updated.

2 1 3 4 5 6 7 8 9 10 11 12 13 14

1



Pic 50

1 Till No

Here all the Tills used in the business are displayed.

2 Sales

Here all the sales Totals for that till are reflected from the last End of Day balancing.

3 Till No

Here all the Refund Totals for that till are reflected from the last End of Day balancing.

4 Petty Cash

Here all the Petty cash Transactions Totals for that till are reflected from the last End of Day balancing.

5 Customer Payments

Here all the Customer outstanding payment Totals for that till are reflected from the last End of Day balancing.

6 Opening Balance

Here the opening balance/Till float Totals for that till are reflected from the last End of Day balancing.

7 Banked Amount

Here the Banked amount Totals for that till are reflected from the last End of Day balancing.

8 Cash

Here all the cash Transactions Totals for that till are reflected from the last End of Day balancing.

9 Card

Here all the Card Transactions Totals for that till are reflected from the last End of Day balancing.

10 Cheque

Here all the Cheque Transactions Totals for that till are reflected from the last End of Day balancing.

11 Credit Customer

Here all the Credits against the customers Totals for that till are reflected from the last End of Day balancing.

12 Vouchers

Here all the Voucher Transactions Totals for that till are reflected from the last End of Day balancing.

13 Transfers

Here all the Bank Transfer Transactions Totals for that till are reflected from the last End of Day balancing.

14 Balance

Here all the
Balance =Sales-Refunds-Petty Cash+ Customer Payments + Opening Balance

You can put the Till float/opening balance after the amount is verified against the Till before save is clicked.

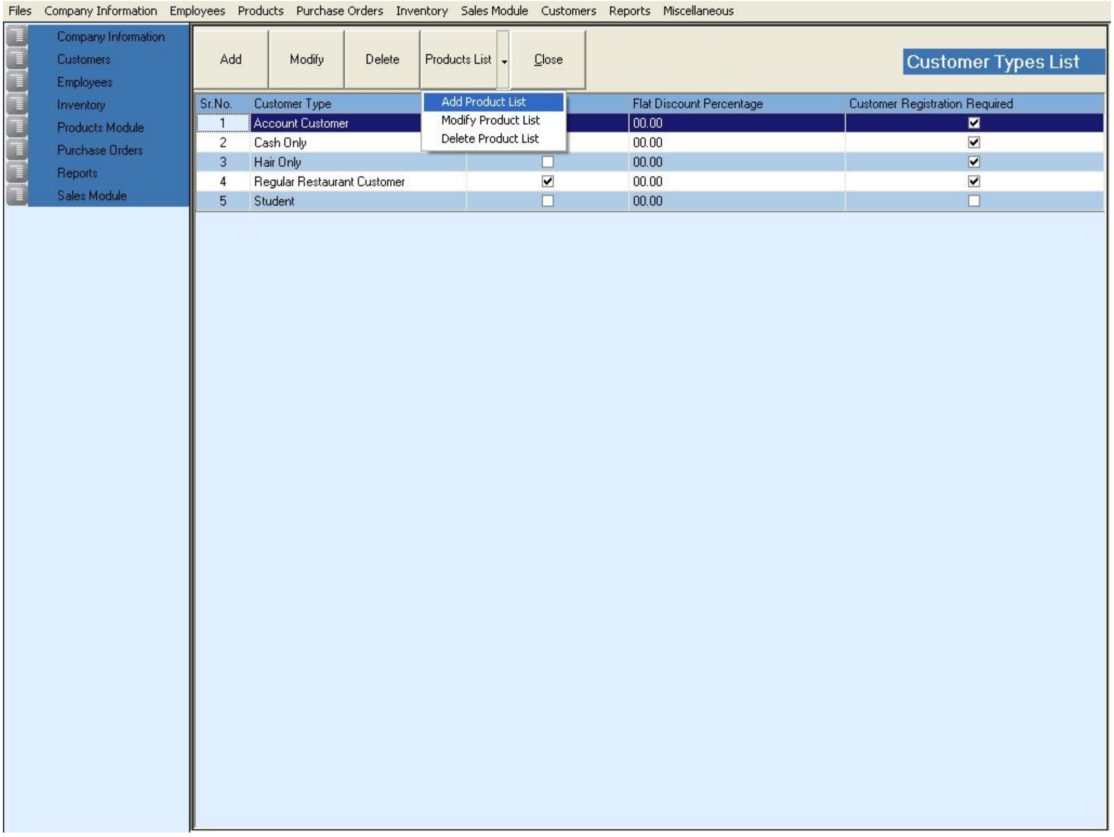
Customer Types

To access this screen Click on Customers>Customer Types

Customer Types is the master list for grouping customers, the grouping helps to group customers for various combinations ,such as flat and certain percentage of discount on certain products.

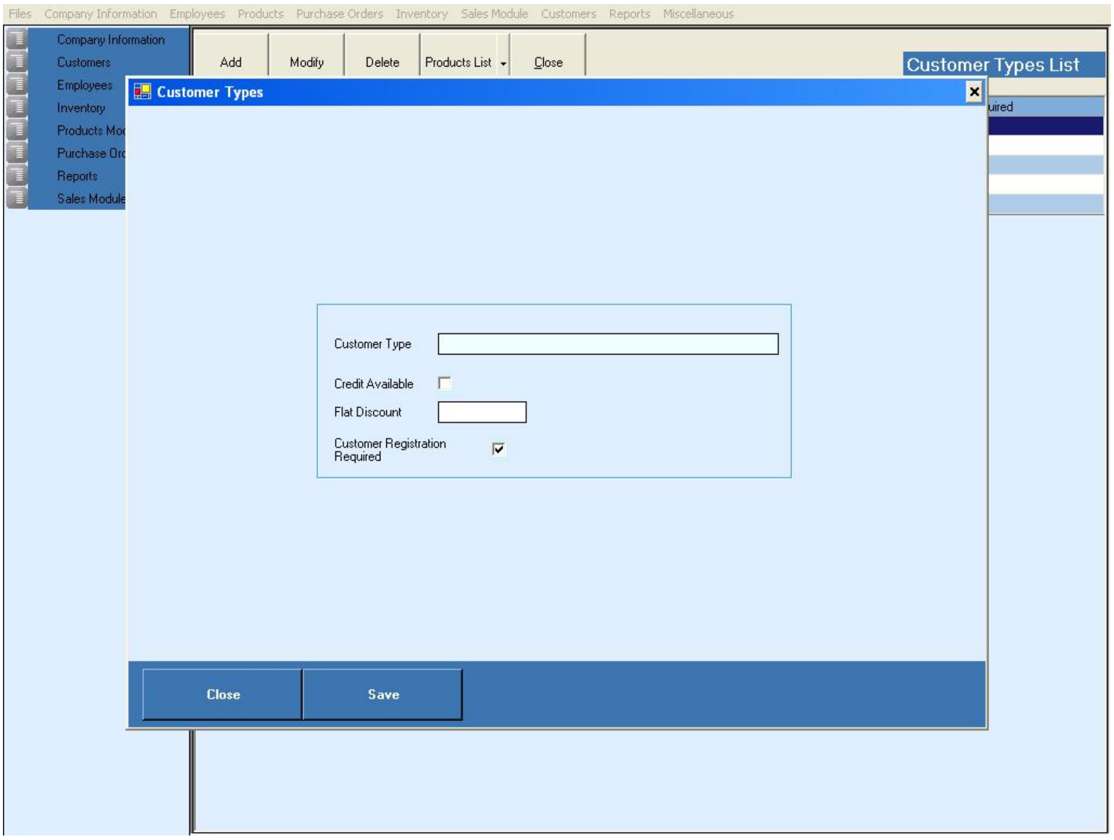
Here you can define student type customers or Old age people, if you want to give any specific discount percentage, you do not need to register for them to get discount.

To add Customer Type click on Add
To Modify click on Modify
To delete click on delete



Pic 51

Adding/Modifying Customer Type



Pic 52

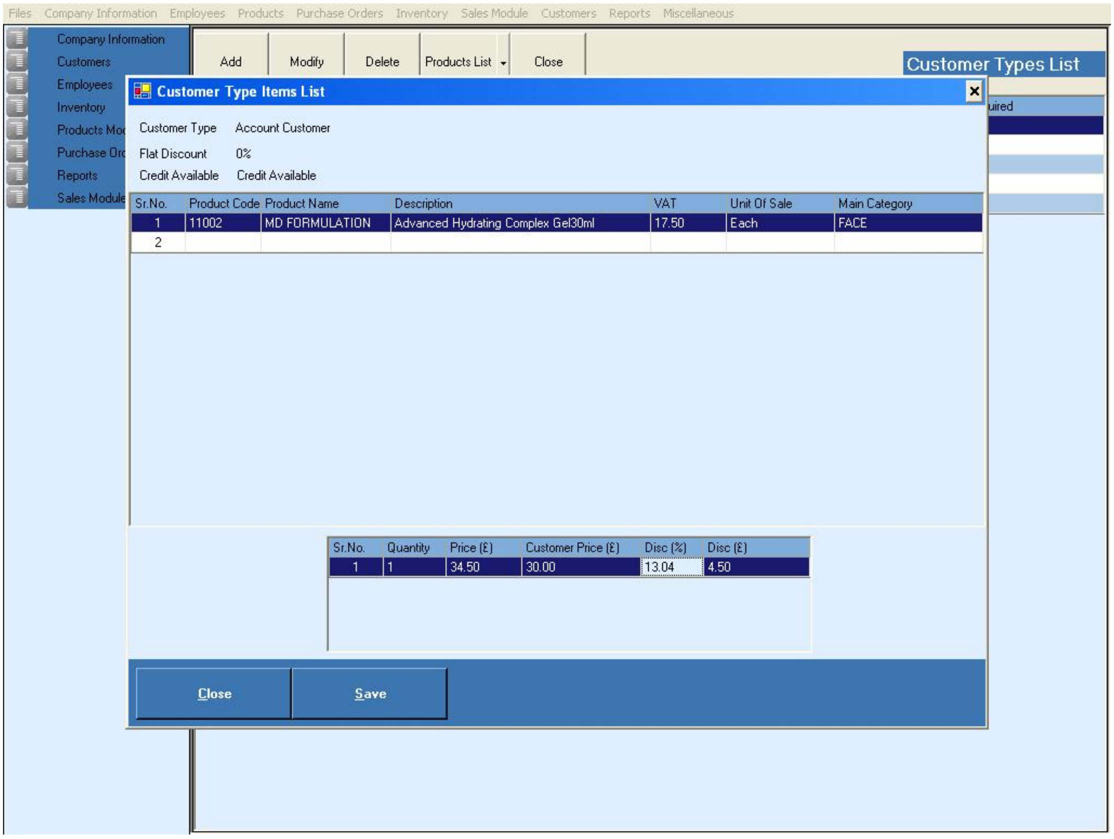
Here enter the Customer Type, whether he is a student, credit customer, non-credit customer etc.

Credit available is if you tick this option when you add customer and link customer to this Customer type, they can set credit limit for the customer.

Flat Discount is the flat discount percentage you can set against the customer type where in customer would get flat discount as set on whatever they buy. Something like burtons, they get 15 % discount whatever they buy, you can set those sought of discounts here.

Customer registration required is the option whether the account type needs Customer registration, for e.g. students, Railway staff don't require customer registration as their ID reflects they are students/Railway staff.

Products List for Customer Type



Pic 53

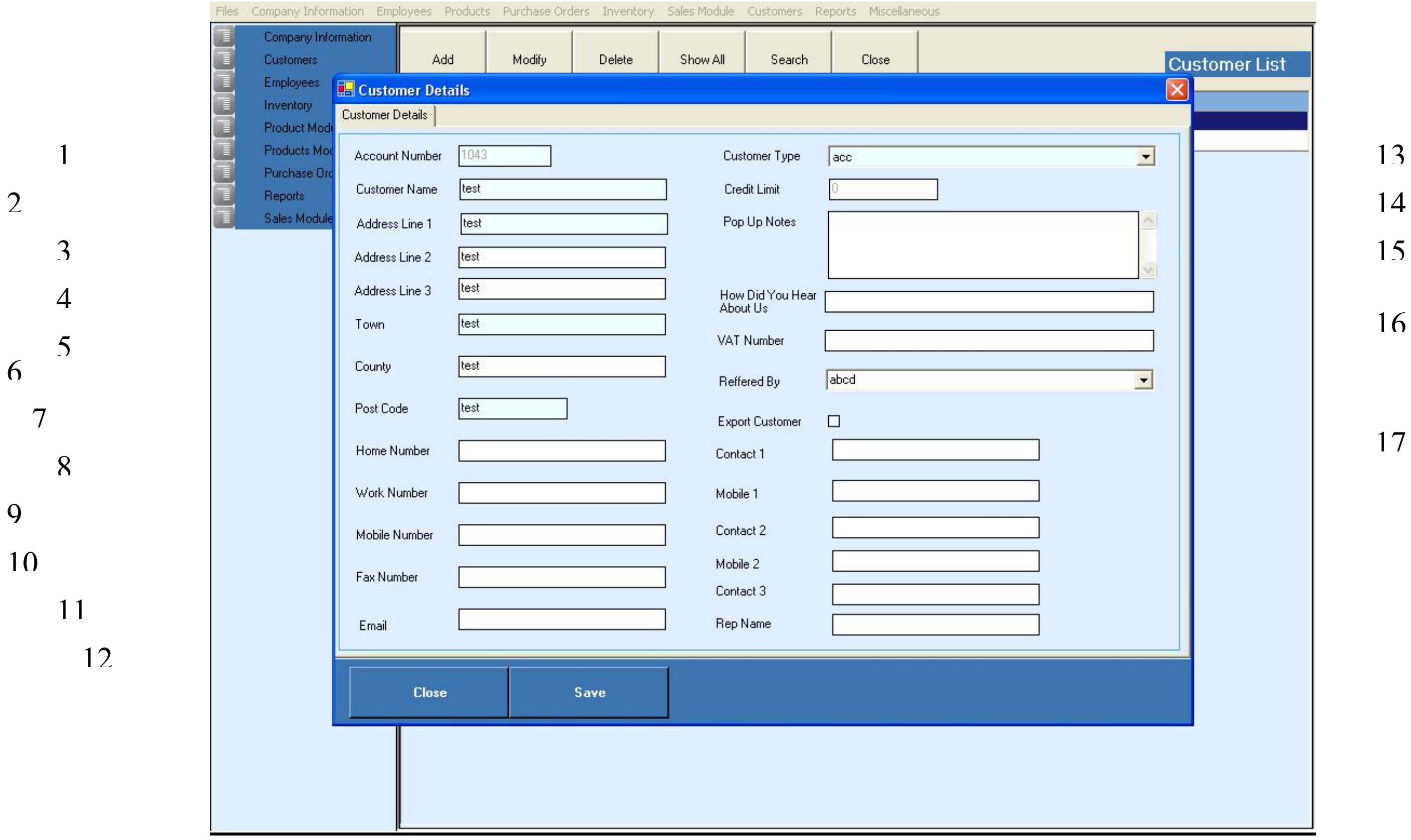
Here the specific products can be linked against a product for a specific discount on the products, double click on the top grid and search for the product for which you want to give discount against and enter the customer price.

You can modify the product list for customer type by selecting customer type and click on Modify products list.

These customer types when linked against the customers, they would get discount as defined when the discount products are selected.

Customers

To access this screen Click on Customers>Customer List



Pic 54

Here the customers are added,
Note : Customers can be added from Till as well
To Add click Add on customer list screen
To Modify click Modify on customer list screen
To Delete click Delete on customer list screen
To Search click search on customer list screen

Customer carries the following information.

1 Account Number

Unique account number identifies every customer, and here the account number is entered

2 Customer Name

Customer Name is entered here, it can be company name or individual name.

3 Address Line1

First line of address is entered here.

4 Address Line 2

Second line of address is entered here.

5 Town

Town of the customer is entered here.

6 County

County of the customer is entered here.

7 Postcode

Postcode of the customer is entered here.

8 Home Number

Home number of the customer is entered here.

9 Work Number

Work Number of the customer is entered here.

10 Mobile Number

Mobile Number of the customer is entered here.

11 Fax

Fax of the customer is entered here.

12 Email

Email of the customer is entered here.

13 Customer Type

Here the customer grouping can be defined, once you define the customer type, you can set credit limit or based on customer type, customer would be getting discount on products according to products list set on customer type or flat discount on customer type.

Note :To give credit to customers, you have to set the credit limit to the customer.

14 Credit Limit

Credit limit is set against the customer, based upon this amount, customer is entitled to get credits.

15 Pop up Notes

This is sought of reminder set against the customer, whenever customer is accessed in different modules, the pop up or reminder notes is popped up. For e.g. you want to pass a message about customer to the person working on the till, if you have set once, whenever any one accesses this customer, the pop up is popped up automatically.

16 How did you hear about US

This is to just get details about how they know about their business, as part of marketing.

17 Export customer

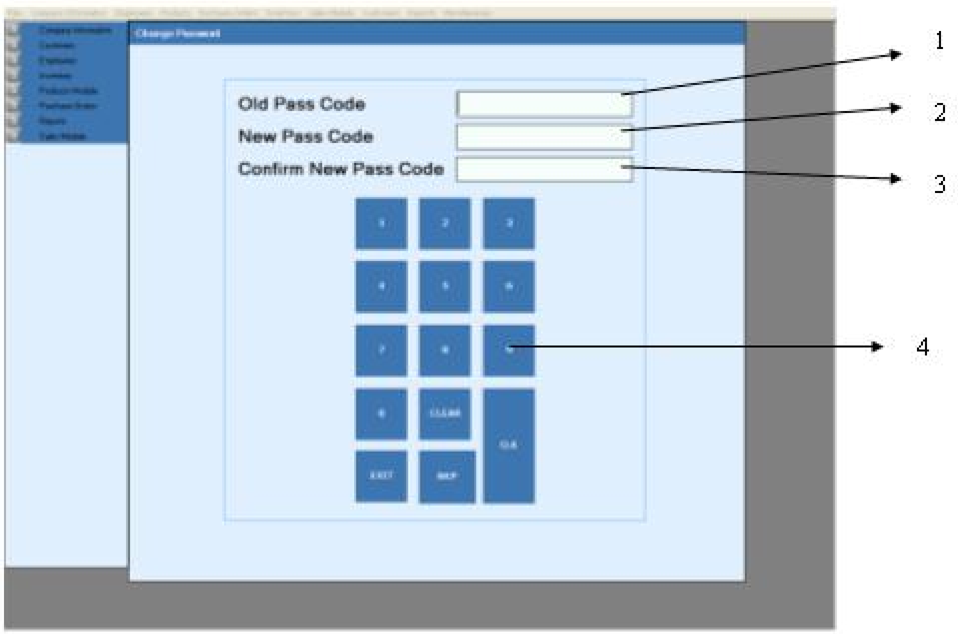
By clicking export customer, VAT become Zero.

Miscellaneous

Change Password

To access this screen Click on Miscellaneous>Change Password

Here the password can be changed for the employee



Pic 55

1) Enter old password

2) Enter new password

3) Confirm new password

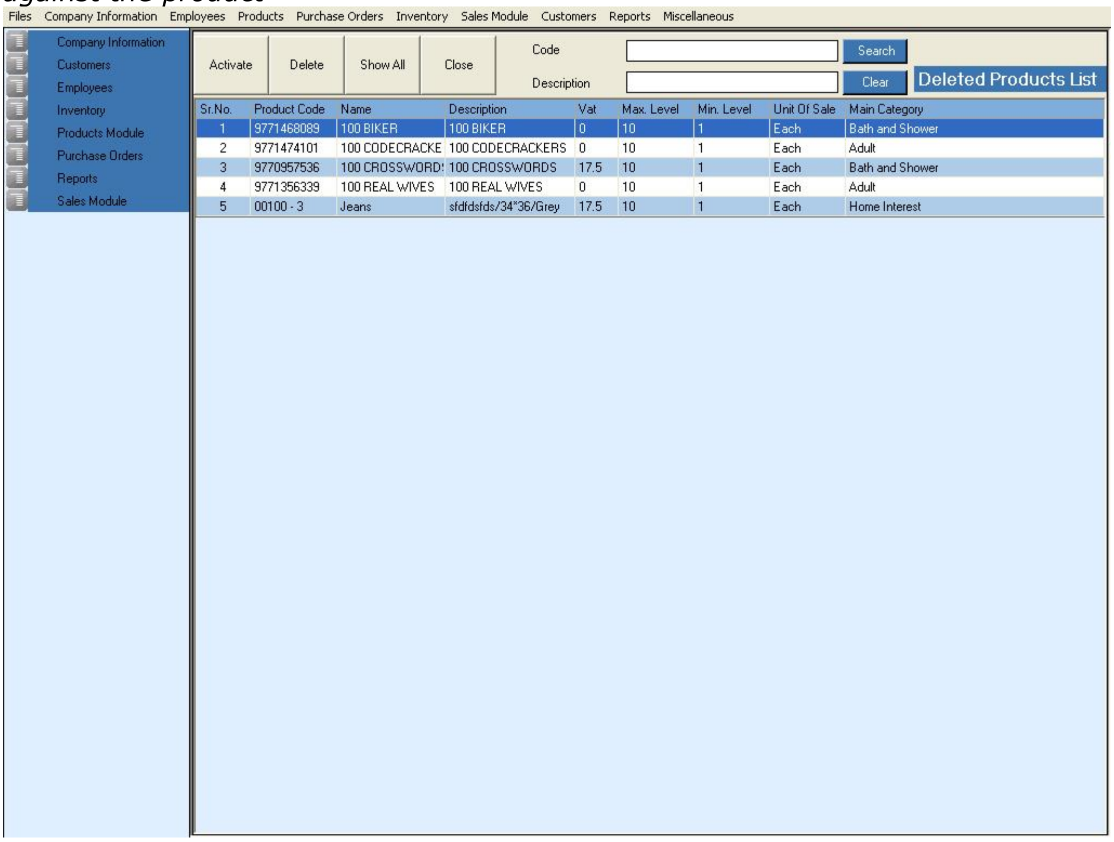
4) Use key pad for new entry or clear entry

Deleted Products

To access this screen Click on Miscellaneous>Deleted products

This acts as recycle bin, once the products are deleted from the products list, they fall in this list, and you can delete permanently or activate the product again.

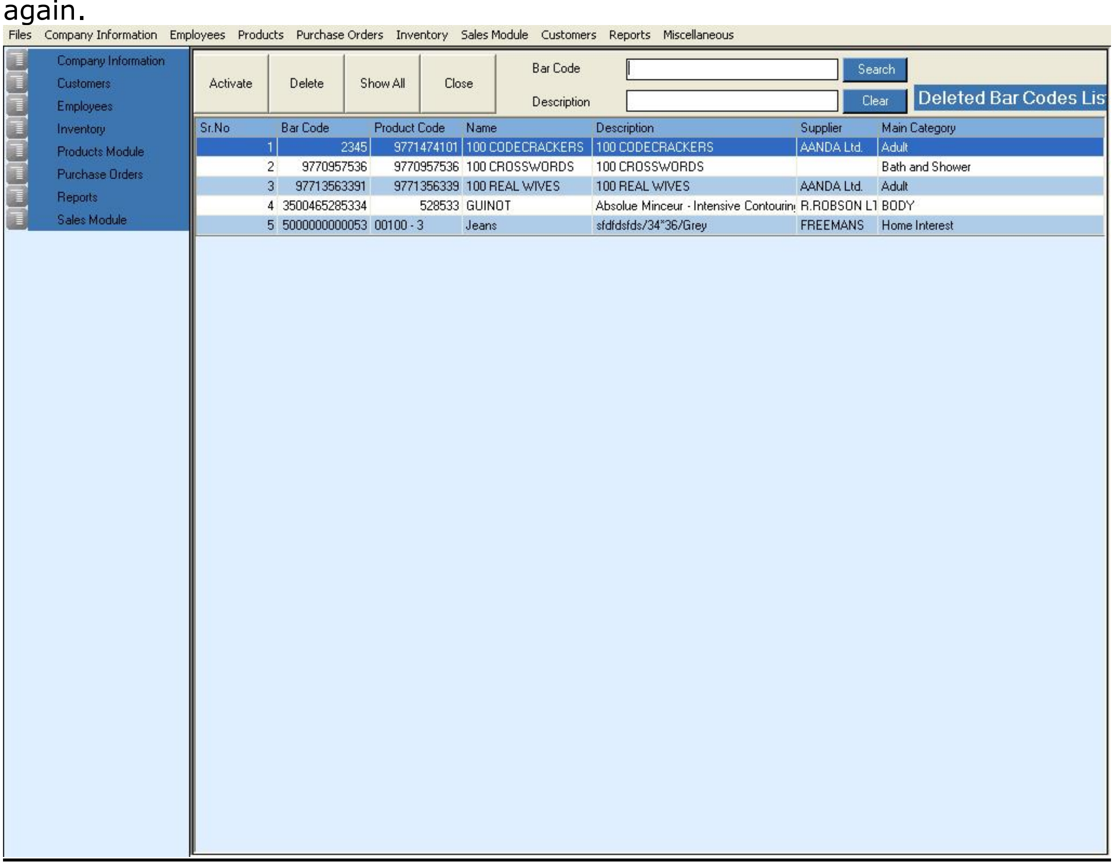
Note : You cannot delete product completely once it records transactions against the product



Pic 56

Deleted Bar codes

To access this screen Click on Miscellaneous>Deleted Bar codes
This acts as recycle bin, once the Bar codes are deleted from the products, they fall in this list, and you can delete permanently or activate the barcode again.



Pic 57

REPORTING OVERVIEW

Click on Reports>Reporting

Reports are designed on modular basis.
Reports are displayed on the screen first, if you want to print the report click the Print button that would take you to the Report screen.


Pic 58

1 2 3 4 5 6

1 Indicates you can move to the next page of the report.
2 Indicates you can go to the last page.
3 Print to the printer, this would be popped up with the printers connected to you system
4 You can export the report to various formats like PDF, WORD, and EXCEL.
5 Zooms the report
6 If you want to search for any particular thing, you can click here.

Products

Categories

Here you can pull out all the categories.

Brands

Here you can pull out all the Brands.

Products List

Here the products list is displayed here.

Price List

Here you the price list of the products with their cost prices and selling prices are displayed.

Sales Price List

Sales Price is in the report, which gives only the selling prices, this is for the customer to look up.

Changes Log

Here the changes log done to the product is recorded.

Shelf Edge Tickets

Here you can print out you barcodes, shelf edge tickets, you have got different types of bar codes available based upon the size of the label you are looking, you can print 24, 27 and 65 per sheet, with price or without price.
To pick the product double click on the grid and search for the product and enter the quantity of labels you would like to print.
Note : You have filter option to pick up products according to your search

Employees

Employees List

Employees List is displayed here.

Employees Commission Definition

If you set commissions against the employees, the employee commission is calculated based upon their sales.

Employees Working Hours

Based on the clock in feature of the system, the employee working hours are calculated here..

Employee Sales details

Here the employee sales details are displayed.

Employees Payment summary

Based on the number of working hours and the salary you have set for employee plus the commission if you have set the employee payment summary is calculated and displayed here.

Employee Deliveries

Here the paper rounding can be displayed.

Suppliers

Suppliers List

Here the supplier's list is displayed.

Suppliers Product List

Here the list of products supplied by that supplier is displayed.

Inventory Based Purchase Orders

Here the list of purchase orders related to Inventory is displayed.

Purchase Ledger Analysis

Here the list of purchase orders is displayed with the Total Net amount.

Transaction Analysis

Here the Transaction done against the supplier is recorded, like posting and payment of invoices.

VAT Summary

Here the VAT Summary of all the posted invoices is displayed.

Outstanding Invoices General

Here the list of purchase orders is displayed with the Total Net amount.

Sales

Sold Items Summary List

Here the summary of sales of every individual product is displayed, the sales figure is excluding VAT. The lines are displayed by product group

Sold Items Individual List

Here the individual sales of every individual product is displayed, the sales figure is excluding VAT.

Products sales Hit parade

Here the Top and bottom products are displayed, the top/bottom can be displayed based on price/quantity.

Sales Turn over by Category

Here the sales Turn Over by Category are displayed.

Sales Turn over by sub Category

Here the sales Turn Over by sub Category are displayed.

Sold Turn by Hour and day of week

Here the summary of sales for every hour is calculated against the day of the week.

Cash drawer Transactions

Here the cash drawer transactions like opening balance and banking is displayed.

Sales/VAT summary

Here the Sales VAT Summary is displayed

Transactions Summary

Here the summary of every transaction recorded against the Till is displayed, if you have variance while doing End of Day Balancing, you print this and check against the amount.

End Of Day Balancing

Here the End Of Day Balancing summary can be printed.

Sales Discount summary

Here the discount summary on sales is displayed.

Note: Check the Filter criteria like dates according the reports would be printed.

Inventory

Locations List

Here the List of all inventory locations is displayed

Stock Above Max Level

Here the products which are above stock level is displayed, the maximum level is set in product definition

Reorder Products List

Based on your minimum level set in product definition, the reorder products list is displayed.

Reorder Products List Supplier Wise

Based on your minimum level set in product definition, the reorder products list is displayed according the supplier.

Stock History

This report displays all the Inventory Transactions based upon the Transaction Type.

Stock Valuation

Here the current stock valuation is displayed.

Note: The stock is calculated based upon First In First out

Locations Wise Stock List

Location wise stock list is displayed here.

Stock Adjustment Summary By Reasons

Here the stock adjustment by reason is displayed.

Product Stock History

Here stock history of products is displayed.

Customers

Customers List

List of customers is displayed here

Top/Bottom Customers

List of customers is displayed here based upon their spending

Customer Statements

Here monthly statements of the customers can be printed.

Customer Yearly Sales Summary

Here the customer spending per month is displayed.

Customer Outstanding Invoices

Here the customer outstanding invoices are displayed.

Customer List By Types

Here customers list is displayed by the customer type.

Customer Type Products List

Here the customer discount products are displayed based upon the Group.

Customer Delivery Summary

This is summary of paper rounding against the customer

Summary Reports

Products Summary

This gives summary of every individual product for the last 4 weeks from the day selected.

Yearly Sales Summary Comparison

This displays the sales summary against the same month for the years selected.

Monthly Sales Comparison In a Year

This displays the monthly sales summary for the year selected.

VAT Summary

This is the VAT Summary calculated from the sales and purchases, the summary is calculated from the sales VAT summary – purchase VAT summary

Profit/Loss Summary

This is calculated based upon the Sales, purchases and overheads.