EMPERIUM
WAREHOUSE (CASH & CARRY) TILL PROCEDURE

Use :-

1) Searching product
2) Searching product stock
3) Identifying product sales price
4) Selecting product from different batches
5) Selling item to cash customer
6) Selling item to account customer
7) Provide Performa / quotation to customer
8) Holding sales
9) Providing line discount (Individual product wise discount)
10) Providing Overall discount (Full order discount)
11) Facilitates to identify/manage financial transaction like Petty cash, End of day balancing, Cash drawer transaction, Banking money facility
12) Selling product as Miscellaneous if not into system
13) Attaching bar code to specific product
14) Sales inquiry and refund facility
15) Payment acceptance into cash, card, cheque and into customer account

How to open/ Find :-

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 Till
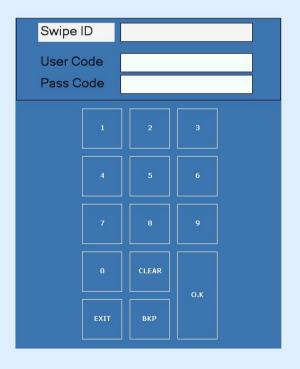
Login Screen

Use :-

This is the entry point of the Emperium **Warehouse (Cash & Carry)** Till module; every user accessing the Emperium **Warehouse (Cash & Carry)** 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 **Warehouse (Cash & Carry) Till** based on this login process.

Enter swipe ID here
(Numeric Value)

Enter Use Name & Password
(Numeric Value)

Swipe ID	
User Code	
Pass Code	

1	2	3
4	5	6
7	8	9
0	CLEAR	O.K
EXIT	BKP	

If screen is touch screen then you can use this numbering menu from screen

After entering user name/password or swipe Id press enter or ok .
If login information is correct then sales screen open other wise not valid user message comes
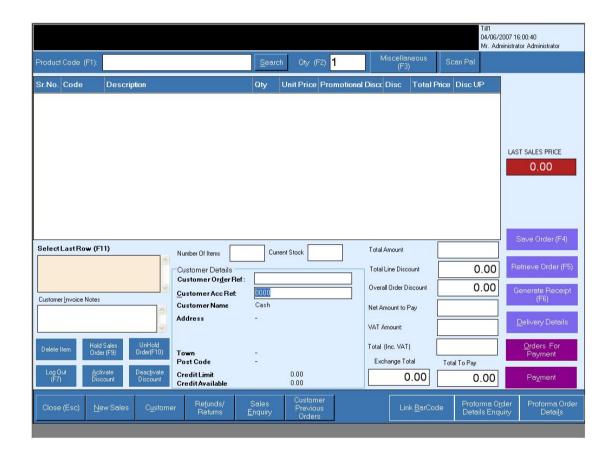
User Code	0001
Pass Code	****

<div align="center">

Main Sales Screen
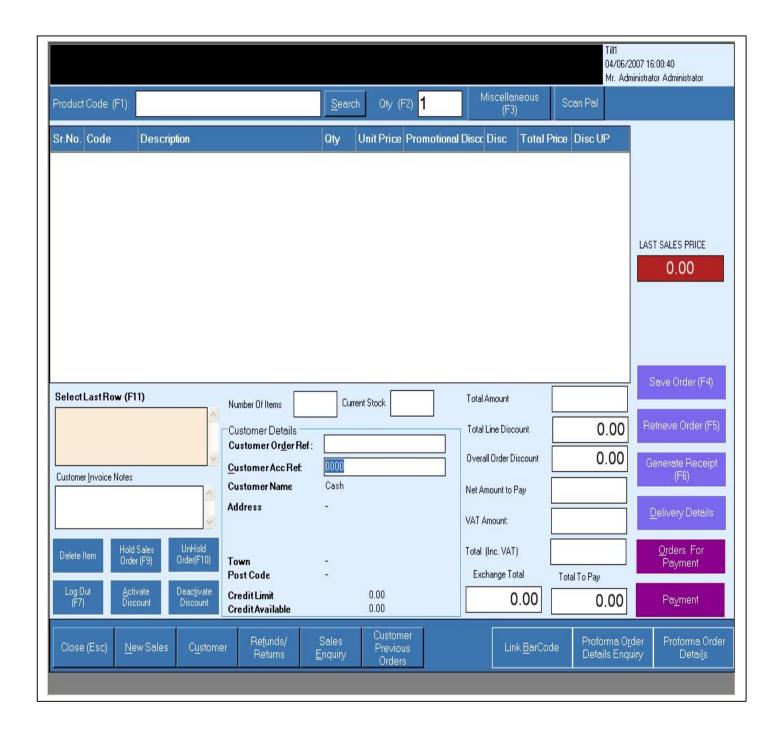
</div>

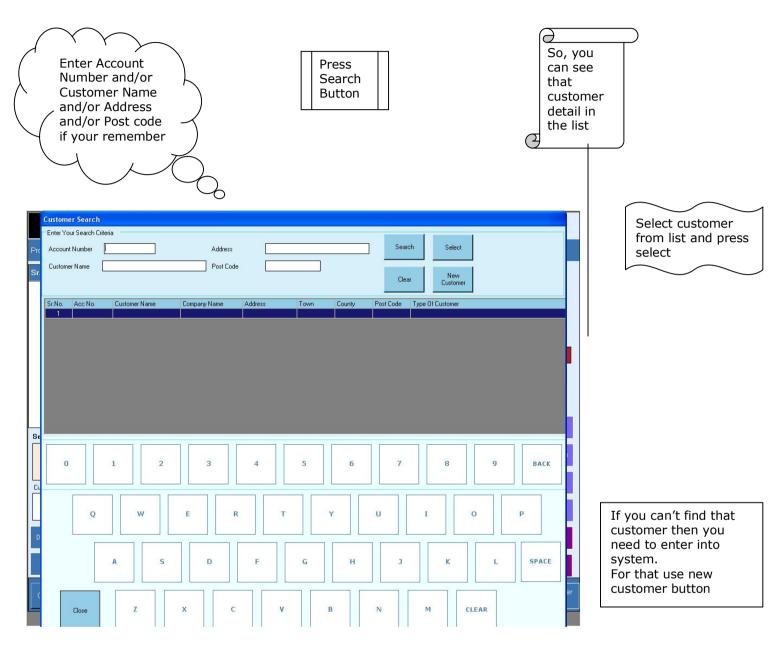Emperium Sales mainly useful into
A) Standard sales(Cash Sales)
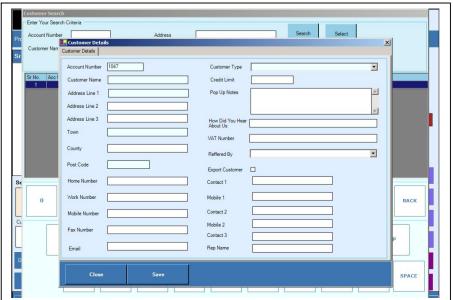B) Account customer sales
C) Performa/Quotation Sales

A)   Standard (Cash) Sales

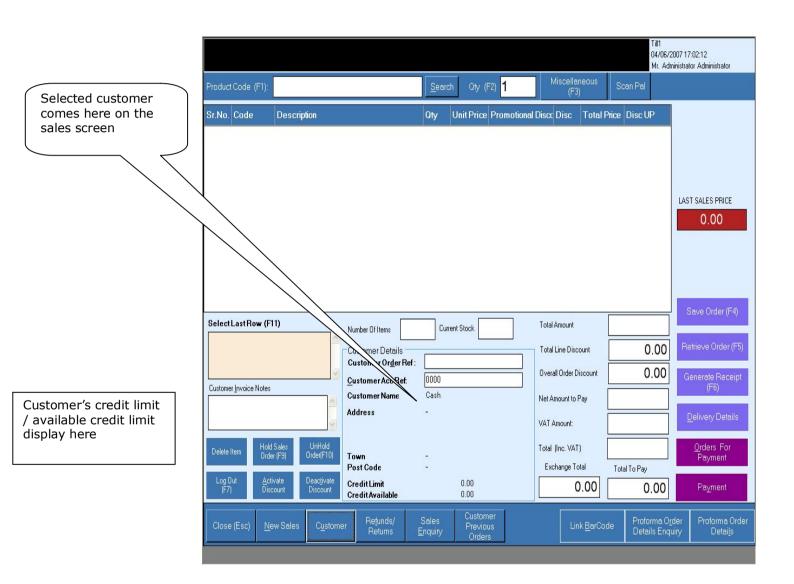## Step :- 1 Selecting/Searching customer from sales screen

Press Customer button

Enter Account Number and/or Customer Name and/or Address and/or Post code if your remember

Press Search Button

So, you can see that customer detail in the list

Select customer from list and press select

Customer Search

Enter Your Search Criteria

Account Number	Address	Search Select
Customer Name	Post Code	Clear New Customer

Sr.No.	Acc No.	Customer Name	Company Name	Address	Town	County	Post Code	Type Of Customer
1								

0	1	2	3	4	5	6	7	8	9	BACK
Q	W	E	R	T	Y	U	I	O	P	
A	S	D	F	G	H	J	K	L	SPACE	
Close	Z	X	C	V	B	N	M	CLEAR		

If you can't find that customer then you need to enter into system.
For that use new customer button

Customer Search

Enter Your Search Criteria

Account Number   Address   Search   Select

Customer Nam

Customer Details

Customer Details

Account Number	1047	Customer Type	
Customer Name		Credit Limit	
Address Line 1		Pop Up Notes	
Address Line 2			
Address Line 3		How Did You Hear About Us	
Town		VAT Number	
County		Reffered By	
Post Code		Export Customer	☐
Home Number		Contact 1	
Work Number		Mobile 1	
Mobile Number		Contact 2	
Fax Number		Mobile 2	
Email		Contact 3	
		Rep Name	

Close   Save

Selected customer comes here on the sales screen

Customer's credit limit / available credit limit display here
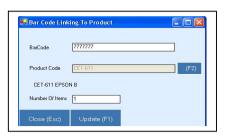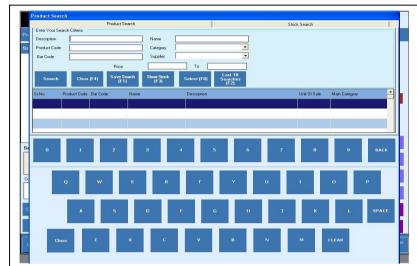
By default when you start system By default Cash customer default comes

Press Update so this barcode automatically attached with selected product from sales point

Bar Code Linking To Product

BarCode   7777777

Product Code   CET-611   ..(F2)

CET-611 EPSON B

Number Of Items 1

Close (Esc)   Update (F1)

Search by Product code and/or product name and/or barcode and/or supplier and/or category and /or price range & select it
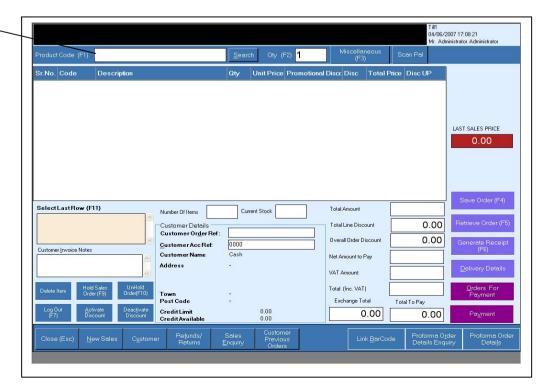
Step 2:- Selecting/Searching Product

Product Search

Product Search   Stock Search

Enter Your Search Criteria

Description   Name
Product Code   Category
Bar Code   Supplier
          Price   To

Search   Clear (F4)   Save Search [F1]   Show Stock [F3]   Select (F8)   Last 10 Searches (F2)

Sr.No. Product Code Bar Code   Name   Description   Unit Of Sale   Main Category

0 1 2 3 4 5 6 7 8 9 BACK

Q W E R T Y U I O P

A S D F G H J K L SPACE

Close Z X C V B N M CLEAR

Yes

Scan product barcode from scanner

If product exist then it comes into list

Emperium Till From Enovations

Product doesn't exist

OK

Press ok

Emperium Till From Enovations

Do you want to link this barcode to a product

Yes   No

Till1
04/06/2007 17:08:21
Mr. Administrator Administrator

Product Code (F1):   Search   Qty (F2) 1   Miscellaneous (F3)   Scan Pal

Sr.No. Code   Description   Qty   Unit Price   Promotional Disc   Disc   Total Price   Disc UP

LAST SALES PRICE
0.00

Select Last Row (F11)   Number Of Items   Current Stock   Total Amount

                              Customer Details   Total Line Discount   0.00
                              Customer Order Ref :
Customer Invoice Notes   Customer Acc Ref: 0000   Overall Order Discount 0.00
                              Customer Name   Cash   Net Amount to Pay
                              Address   –   VAT Amount:

Delete Item   Hold Sales Order (F9)   UnHold Order(F10)   Total (Inc. VAT)
                              Town   –   Exchange Total   Total To Pay
Log Out (F7)   Activate Discount   Deactivate Discount   Post Code   –   0.00   0.00
                              Credit Limit   0.00
                              Credit Available   0.00

Close (Esc) New Sales Customer Refunds/ Returns Sales Enquiry Customer Previous Orders   Link BarCode Proforma Order Details Enquiry Proforma Order Details

Save Order (F4)

Retrieve Order (F5)

Generate Receipt (F6)

Delivery Details

Orders For Payment

Payment
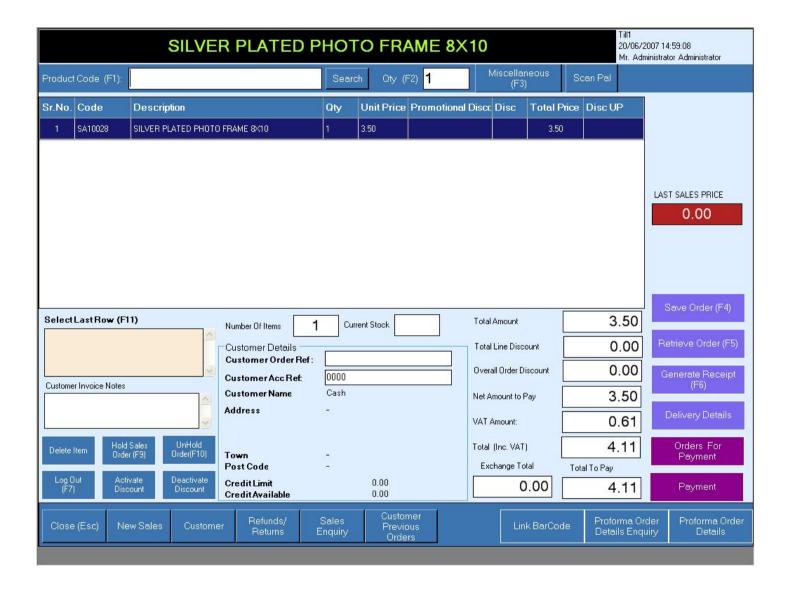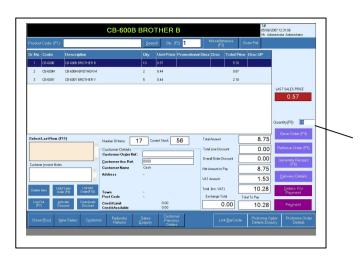
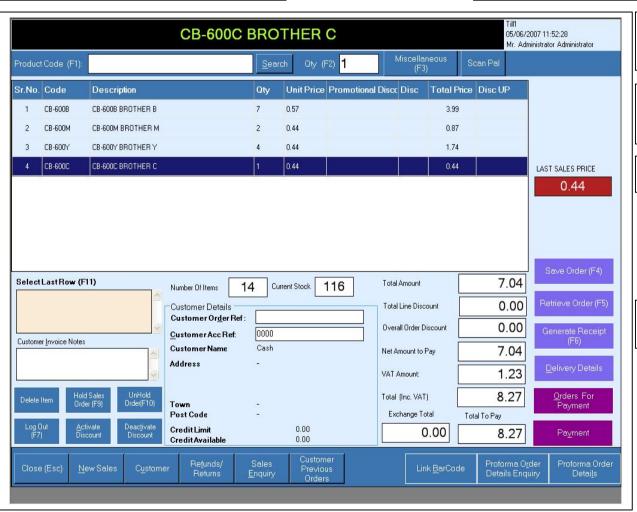Step :- 3 Product exists into system then following screen comes

Want to change qty/Price then chick on qty/price and press enter. So on right box open for changing qty/price. Change qty/price and Press F8 for effect on sale.

Click on Discount & press Enter, So Screen open for entering discount either £ or % with Reason. Press F8 for effect on sale.

Total number of items into order comes here

Current stock for selected product comes here

Last selling price comes here

VAT calculated automatically

Want to remove full list or full order press New sales

Want to remove any product from selected list then select that from and press Delete button

For over all discount on full order press Overall Discount

Enter Over all discount either £ or % with Reason. Press Ok for effect on sale

Step: - 4 (A) Sales Cycle (Including steps like Save, Retrieve, New Sale, Deliver detail & Payment

		Click on save order. So your order is saved
	1	

		Press Retrieve order to amended order
	3	

		Enter Deliver Address press Delivery details
	4	

2

5

Press New sale for entering New order. At that time confirmation message comes on screen

For payment click on payment Receive payment By Cash, Card, Cheque, Voucher, Bank Transfer & Generate credit note

After pressing Done, Message comes for printing Invoice & Delivery note

Step: - 4 (B) Sales Cycle (Including Generate receipt, Order payment , Payment)

Press Cash , So Screen open and amount automatically comes on screen, Check it and press Ok

Use :- In cash sale, Customer given order or list out items he/she require and after 1hr come for pick up. Customer not paying you at that time. But he/she pay you at pick up time. At that time use generate receipt option for confirming customer order or list of item. Follow Step 4(A)'s 1,2,3,4
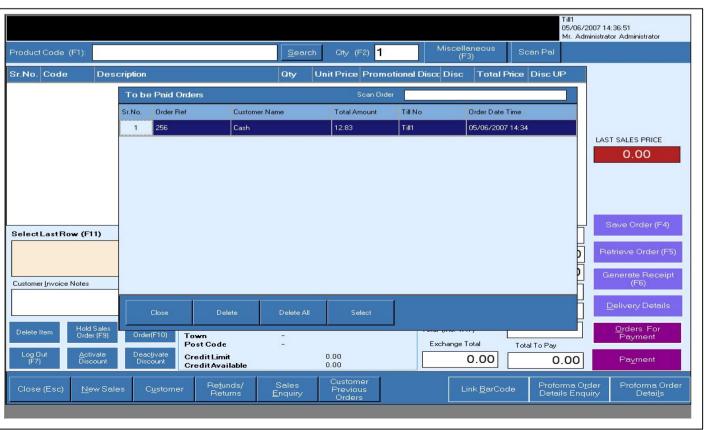

Press generate receipt. So automatically receipt generated and printed

5

Press Order For Payment

6

On your screen a list of unpaid order comes, Select order And follow payment process
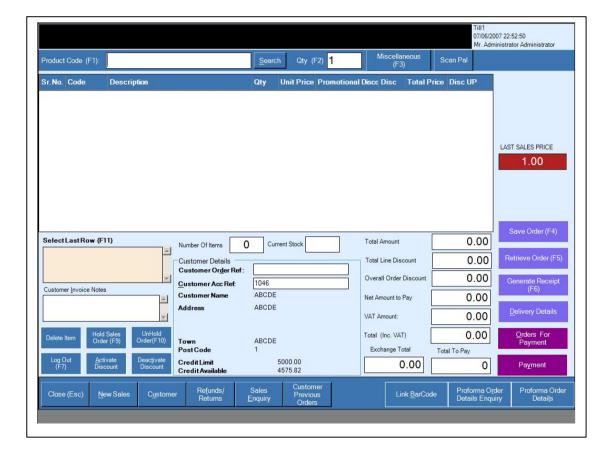
B) Account customer sales

Follow
Step 1 :- Selecting/Searching customer from sales screen
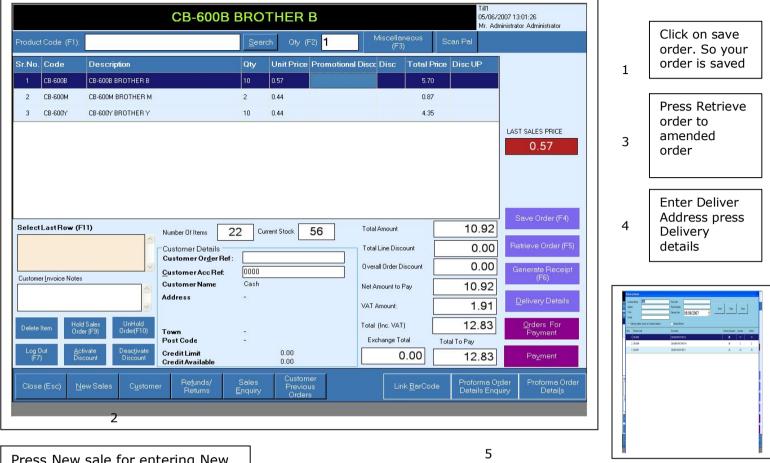**Step 2 :- Selecting/Searching Product**
Step 3 :- Product exists into system then following screen comes
From Standard (Cash) Sales

After Step – 1 Selected customer details comes here

Step: - 4 Sales Cycle (Including steps like Save, Retrieve, New Sale, Deliver detail & Payment

1 — Click on save order. So your order is saved

3 — Press Retrieve order to amended order

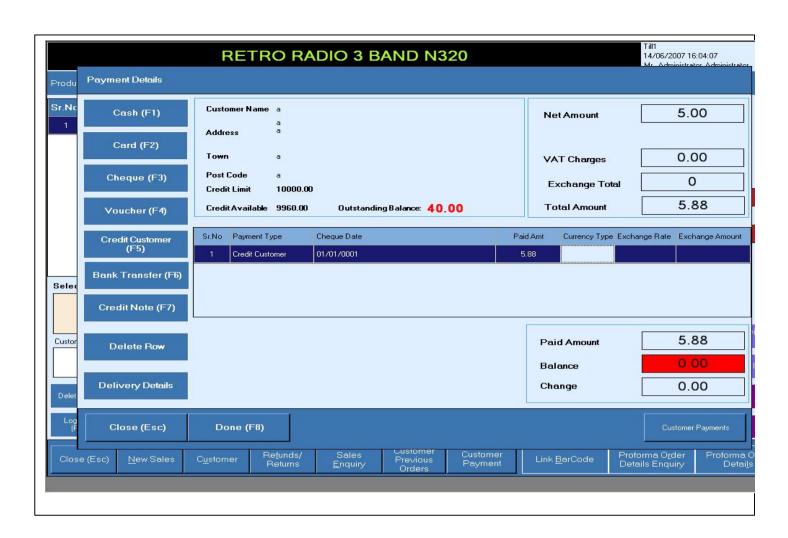4 — Enter Deliver Address press Delivery details

5

Press New sale for entering New order. At that time confirmation message comes on screen

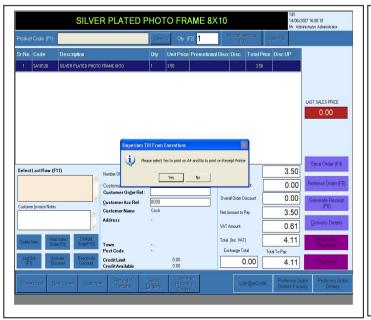For payment click on payment Receive payment By Cash or Credit

Emperium Till From Enovations

Are you sure you want to exit the the Current Order without saving

Yes   No

After pressing Done, Message comes for printing Invoice & Delivery note

---

C) Performa / Quotation customer sales

Follow
Step 1 :- Selecting/Searching customer from sales screen
Step 2 :- Selecting/Searching Product
Step 3 :- Product exists into system then following screen comes
From Standard (Cash) Sales

Step: - 4 Sales Cycle (Including steps like Performa order detail)

Press Performa order details

Tick on this box so selected customer delivery address comes automatically
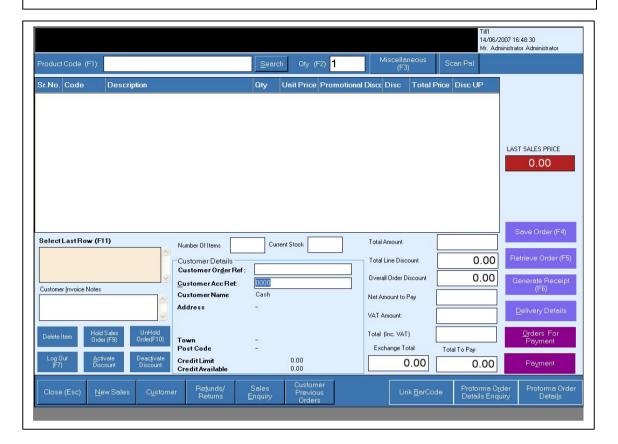Or
Enter delivery address manually

Press Save for generating Performa Order details

So, Message displayed like Order successfully Updated & Print order or Not

Step: - 5 Sales Cycle (Including steps like Performa Inquiry, Payment)

Click on Performa Order Details Inquiry for searching back dated Performa / quotation

Use search criteria for Quotation / Performa

Searched order comes here

Selected order detail comes here

Select order for Payment or Abandoned Order

If you want to print order then press this button

Previous selected item

New Item

Either saves as Performa order again
Or
Take payment

Other Information
(Including Hold, Unhold , Activate discount , deactivate discount , Last sales price ,   Link bar code)

Login Information display here

Last selling price comes here

After scanning product , message comes like Product not exists. Suppose you want to attach barcode to product the click here

Press Hold sales and serve another customer

Click Activate discount for given discount

For Deactivate discount Press Deactivate discount

Press Unhold and select Hold sales for further process

Enter user and password for activating discount

Sales Inquiry (How to search order, Printing Invoice, Delivery Note, Picking List

Use search
criteria and
press search
button

Sales Enquiry

Enter Your Search Criteria

Invoice No:		From Date:	03/07/2007	Credit note No:	
Invoice Date:	✔ 03/07/2007	To Date:	03/08/2007		
Customer Ref:		Select Customer		
Product:		Select Product	Search	Clear

SrNo	Transaction Date	Payment For	Total Value	Paid Amount	Change	Customer AccNo	Invoice no
1	03/07/2007 12:01	Sales	47.00	47.00	0.00	0000-Cash	731

Searched order
comes here

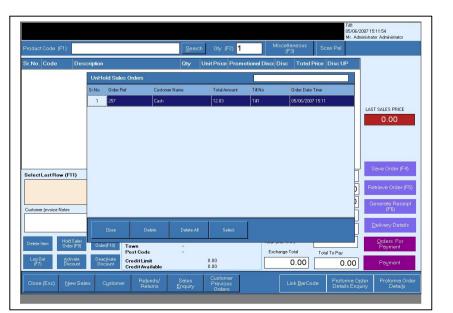| SrNo	Code	Description	Quantity	Unit Price	Promotional Disc	Discount	Total Price	Disc UP
1	397	test1	20	2.000		0.00	40.00	2

Selected order
detail comes here

| Close | Print Invoice | Print Delivery Note | Print Picking Lists |

If you want to print
invoice, Click here

If you want to print Picking list for
this selected order please Click here

If want to print delivery note for
selected order then Click here

Refund / Exchange process

Click here for Refund / Exchange

Click search for searching order

Enter Order Ref number here

Refund Whole order Click here

Selected order comes here

Returns

Till1
Mr. Administrator Administrator
03/07/2007 15:49:40
Order Date 02/07/2007 12:07:41

Select Return qty

Order Ref : 4806   Search   Add Miscellaneous   ☐ Refund Whole Order   Refund

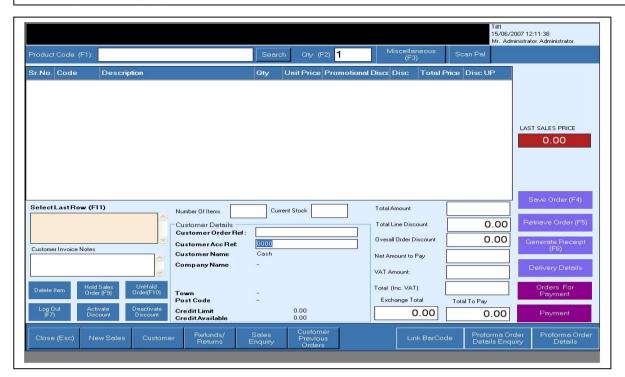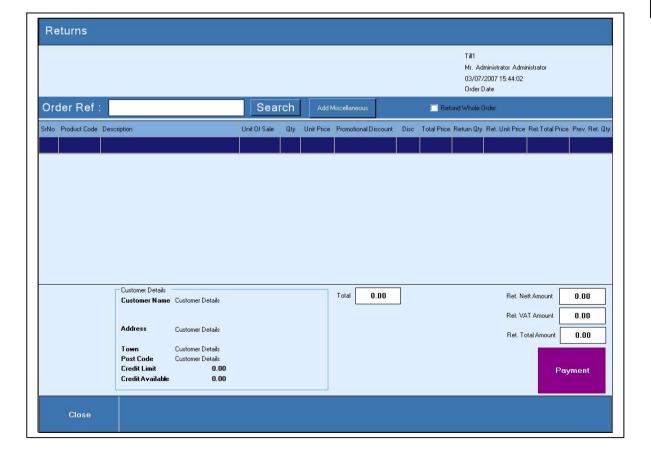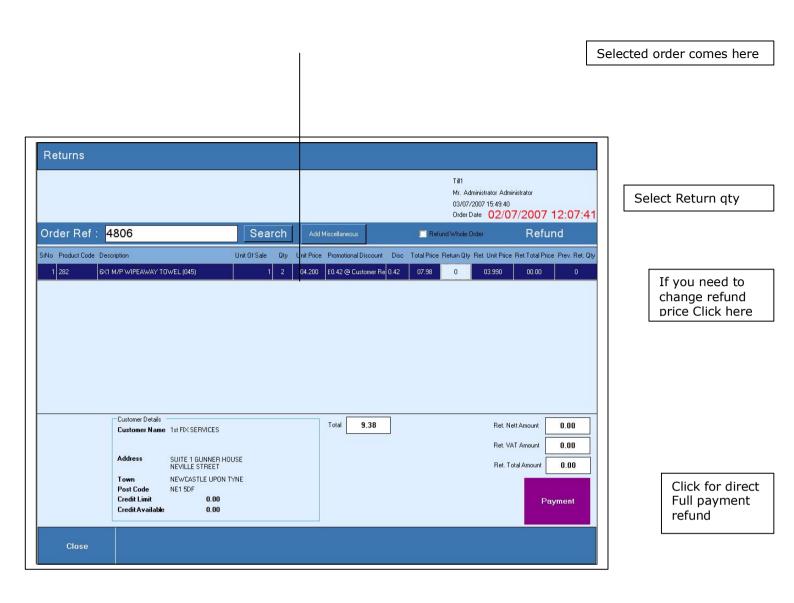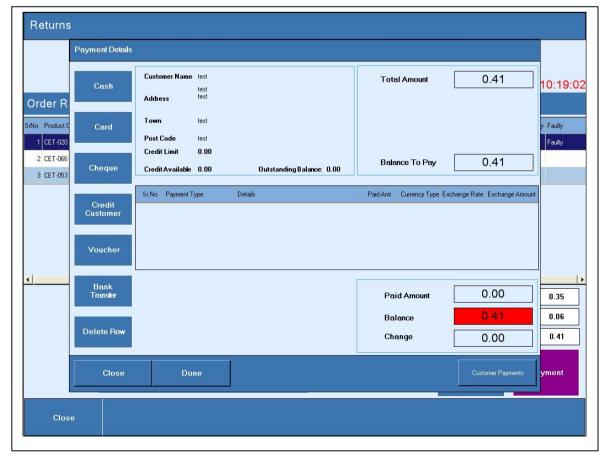| SrNo	Product Code	Description	Unit Of Sale	Qty	Unit Price	Promotional Discount	Disc	Total Price	Return Qty	Ret. Unit Price	Ret.Total Price	Prev. Ret. Qty
1	282	6X1 M/P WIPEAWAY TOWEL (045)	1	2	04.200	£0.42 @ Customer Re	0.42	07.98	0	03.990	00.00	0

If you need to change refund price Click here

Customer Details
Customer Name 1st FIX SERVICES

Address SUITE 1 GUNNER HOUSE
NEVILLE STREET

Town NEWCASTLE UPON TYNE
Post Code NE1 5DF
Credit Limit 0.00
Credit Available 0.00

Total   9.38

Ret. Nett Amount   0.00
Ret. VAT Amount   0.00
Ret. Total Amount   0.00

Payment

Click for direct Full payment refund

Close

Returns

Payment Details

Select option you as per your requirement
And Click done.
So credit note generated

Order R

SrNo	Product C			y	Faulty
1	CET-020				Faulty
2	CET-066				
3	CET-053				

Cash
Card
Cheque
Credit Customer
Voucher
Bank Transfer
Delete Row

Customer Name test
test
Address test
test
Town test
Post Code test
Credit Limit 0.00
Credit Available 0.00   Outstanding Balance: 0.00

Total Amount   0.41

Balance To Pay   0.41

10:19:02

Sr.No	Payment Type	Details	Paid Amt	Currency Type	Exchange Rate	Exchange Amount

Paid Amount   0.00
Balance   0.41
Change   0.00

0.35
0.06
0.41

Close   Done   Customer Payments   yment

Close