Emperium Retail

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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 retail 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

Emperium system is divided into 3 modules, which are Emperium Admin, Emperium Till and Emperium Clock In.

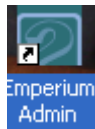Emperium Admin deals with the Product Definition (SKU), Inventory, Employees and Reporting,

Emperium Till deals with the sales.

Emperium Clock in deals with the employee clock in.

Details of every module are defined in detail below.

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

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

Exchange Rate Screen

Click on Company Information>Exchange Rate to access this screen

<div align="center">Pic 5</div>

If you take other currencies apart from the Local currency, you can define the exchange rate values against the country Currency. The exchange rate would be reflected when sales are done.

1 Exchange Rate Log

Here system would be giving the log of exchange rates edited.

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 6

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

Pic 7

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

Pic 8

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 9

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 10

Name Titles List

Pic 11

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.
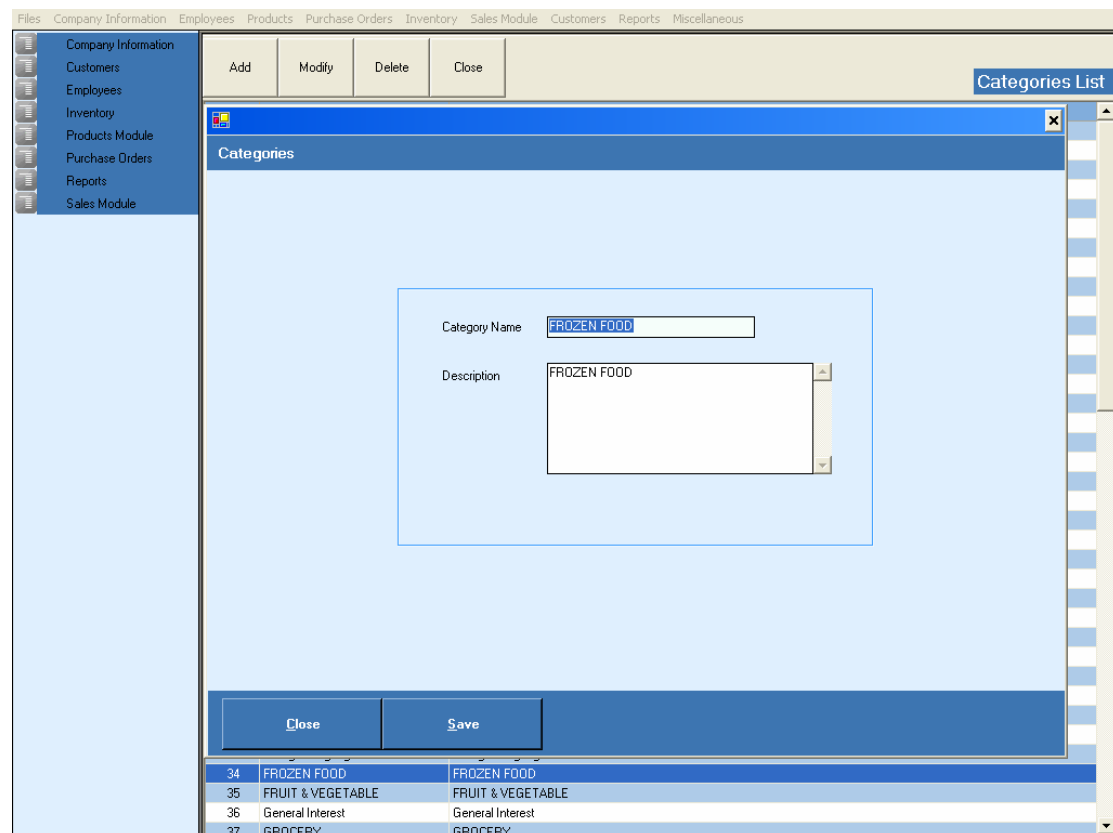
Pic 12

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.

Sub Categories

Click on Products> Sub Categories to access this screen

Every Product (SKU) is identified under a particular Sub category, Sub Categories are defined to group similar products much more in detail compared to Category.

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

Eg. Performance sales of sub category this year for Christmas, would give an estimate of how much should be bought for next year.
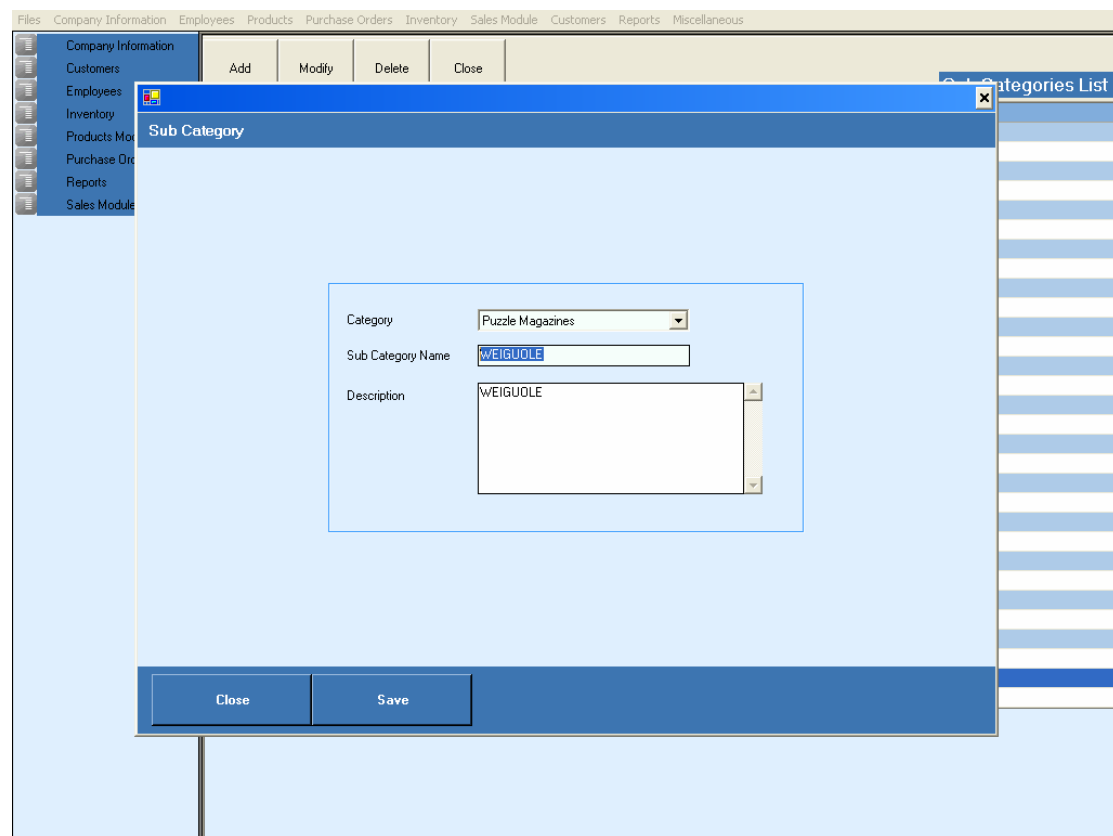
Pic 13

To Add a Sub Category Click on Add

Under Every Category Sub Category Name should be unique.

To Modify the Sub Category Click on Modify

To Delete a Sub category, Click on Delete

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

 For e.g. Greeting Cards is a category
          Anniversary/Birthday etc Greetings are Sub Categories

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 14

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 15

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 16

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.

Pic 17

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 18

Product Definition

Pic 19

20

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 Sub Category

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

This is a mandatory field.

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

6 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

7 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.

8 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.

9 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

10 Hot Product

This is another important field in the Product Definition, if a product cannot be scanned or if it is frequently selling product, then this can be identified as Hot Product.

Once you select a product as Hot Product, it would be displayed on sales screen all the time as below.

Pic 20

Hot Product

11 Dimensions

Dimensions of the product are defined here

12 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

13 Non Stock Item

If you want to deliver a product directly from supplier to customer without maintaining the stock level, then check this option.

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

14 Catalogue Page Number

If you maintain a catalogue of all the products, the catalogue page number can be entered here.

15 Catalogue Description

If you maintain a catalogue of all the products, the catalogue description can be entered here.

16 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.

17 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.

18 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 21

Extension of Supplier Codes

Unit Of Purchase	Equivalent UOS	Not Available	Catalogue Pg No.	Recommended Retail Price
Each	1	☐		0.00
		☐		

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 Lead Time

This is lead-time in days for the product to be supplied from the supplier.

27 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.

28 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.

29 Not Available

If the supplier stops selling the product temporarily or you do not want to order that particular product from the supplier, check the Not Available option.

30 Catalogue page Number.

This is page number of the product from suppliers catalogue.

31 Recommended Retail Price

This is the recommended retail price requested by the supplier.

Note: This is not the selling price of the product.

32 Cost Price Per Unit

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.

 33 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.

Cost Price Per Unit	1.000

Product Pricing

Sr.No.	Quantity	Price (Inc VAT.)	Margin (%)
1	1	2.990	66.56
2	3	2.500	60.00
3			

Pic 22

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.

34 Margin

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

35 Price (Inc VAT)

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

Multiple Products
This option helps in packaging different products together and helps in grouping together.
For e.g., you sell balloons and balloon pump separately. if you to sell as a package, you can add this 2 products individually here.
This helps in updating the stock for individual products.

38 Code

To add Code double click on Code and you can pick the product from the product search screen.

39 Description

This field is popped up automatically when the product is selected from the product search.

40 % of Product

This is percentage of the product, for example whether you are using 10% or 100% of the product.

41 Unit Of sale

This field is popped up automatically when the product is selected from the product search.

Products Sizes List

Click on Products>Products Sizes List to access this screen

If you sell products with same description and price and only vary in size / color /fitting such as Nail paints, shoes, clothing etc.

This is the place you can enter the Master size lists for the products.

Pic 23

Add or the edit the value in description field and Click save.

Products Colors List

Click on Products>Products Colors List to access this screen

If you sell products with same description and price and only vary in size / color /fitting such as Nail paints, shoes, clothing etc.

This is the place you can enter the Master Colors lists for the products.

Pic 24

Add or the edit the value in description field and Click save.

Products Fittings List

Click on Products>Products Fittings List to access this screen

If you sell products with same description and price and only vary in size / color /fitting such as Nail paints, shoes, clothing etc.

This is the place you can enter the Master Colors lists for the products.

Pic 25

Add or the edit the value in description field and Click save.

Multiple Products

Click on Products>Multiple products to access this screen

If you sell products with same description and price and only vary in size / color /fitting such as Nail paints, shoes, clothing etc, this is screen where you can enter the product details

Pic 26

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 once entered appends size, color and fitting to it and 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 Supplier
The product can be linked to supplier who supplies the product, the link can be done from the selected drop down.

5 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

6 Sub Category

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

This is a mandatory field.

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

7 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

8 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.

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.

9 Cost Price (Per Unit)

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.

10 Selling Price
Here the selling price is set against the product, once the selling price is entered, the system calculates the margin

11 Size

Here selecting size from the selected drop down uniquely identifies the product.

12 Color

Here selecting Color from the selected drop down uniquely identifies the product.

13 Fitting

Here selecting Fitting from the selected drop down uniquely identifies the product.

14 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.

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 Physical Qty

Once product is saved, the physical quantity of the stock can be updated from Update stock button, once updated this is reflected at Physical qty.

17 Barcode

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

18 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.

19 Catalogue Page Number

If you maintain a catalogue of all the products, the catalogue page number can be entered here.

20 Catalogue Description

If you maintain a catalogue of all the products, the catalogue description can be entered here.

21 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.

22 Generate Barcode

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

Family Grouping

Click on Products>Family Grouping List to access this screen

Multi pricing for different products can be grouped together in family grouping. Products of same type with same pricing, but identified with different product description are grouped together here.

Pic 27

E.g. Chicken Noodles if they buy 1 it is .35 pence
If you buy 5 at a time each would be   .25 pence, this is if you set under multi pricing of product please click here to check multi pricing

Similarly if the pricing is same for Mushroom Noodles.

Under family grouping you can set mix n match of different noodles under 1 group, which helps while selling, i.e. if you sell 2 of chicken noodles and 3 of mushroom noodles, it would apply 5 price which would be .25.

This helps in improving the sales.

Other Examples would be hangers with different colors, soft drinks etc.

To Add a new Family Group Click on Add button and click search to select a product.

To Modify, select the Family Group and click on Modify button.

To Delete, select the Family Group from the list and click on Delete button

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 28

When you click miscellaneous button on sales screen, this descriptions are reflected automatically on the screen as below.
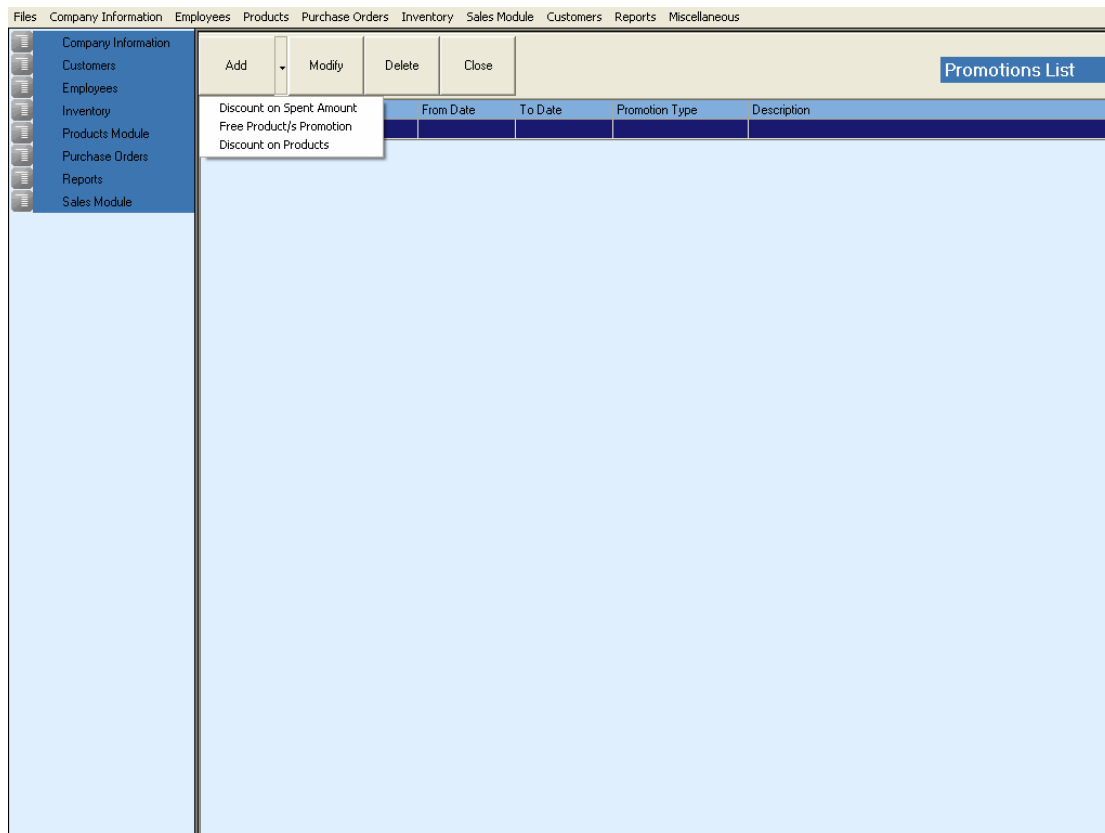
Pic 29

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
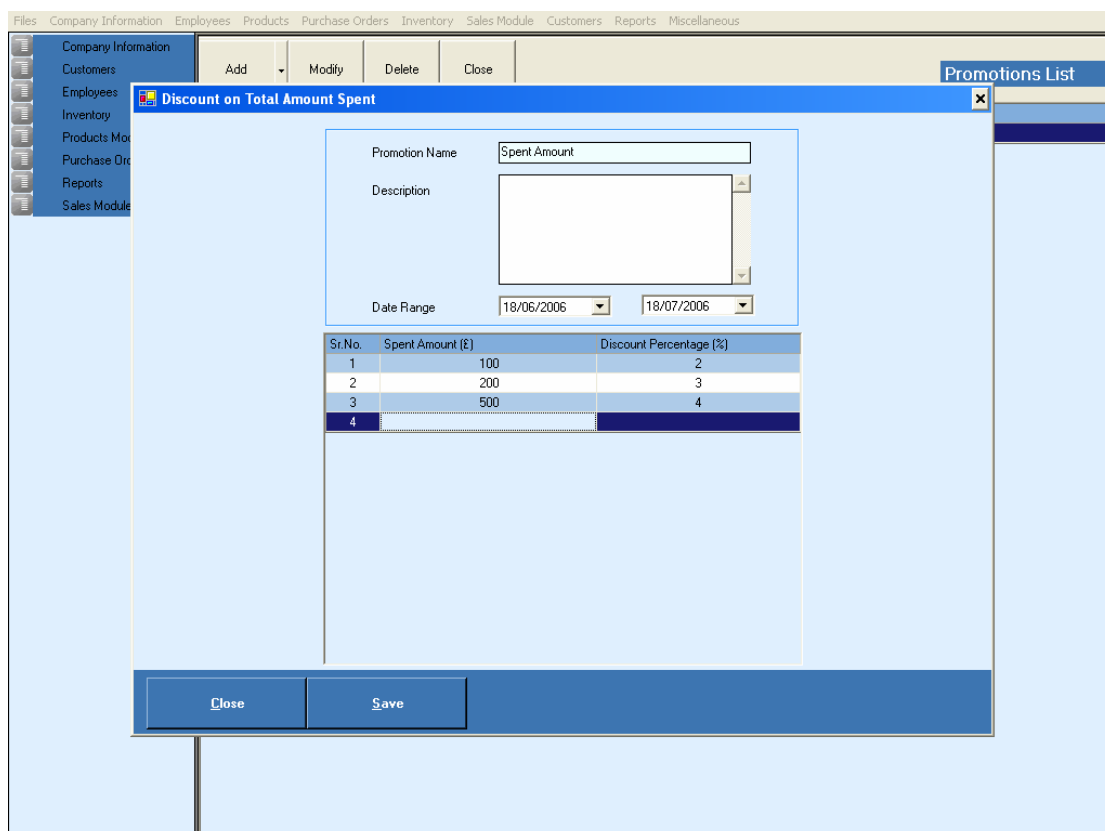Free Products Promotion
Discount on Products.

Click on Button arrow to get access to every promotion.

Pic 30

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

Pic 31

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 32

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 33

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
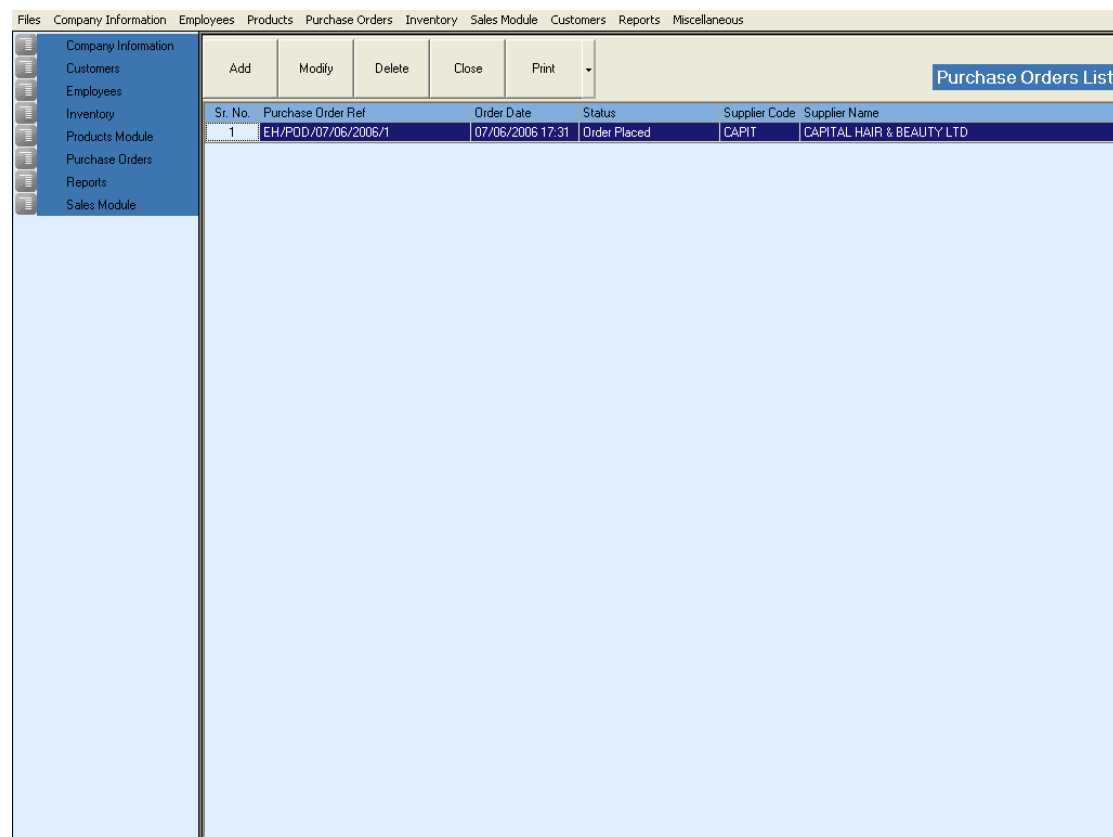
Purchase Orders

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 34

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 35

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 36

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 37

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 38

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 39

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 40

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 41

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 42

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 43

Stock Movement

To access this screen Click on Inventory>Stock Movement
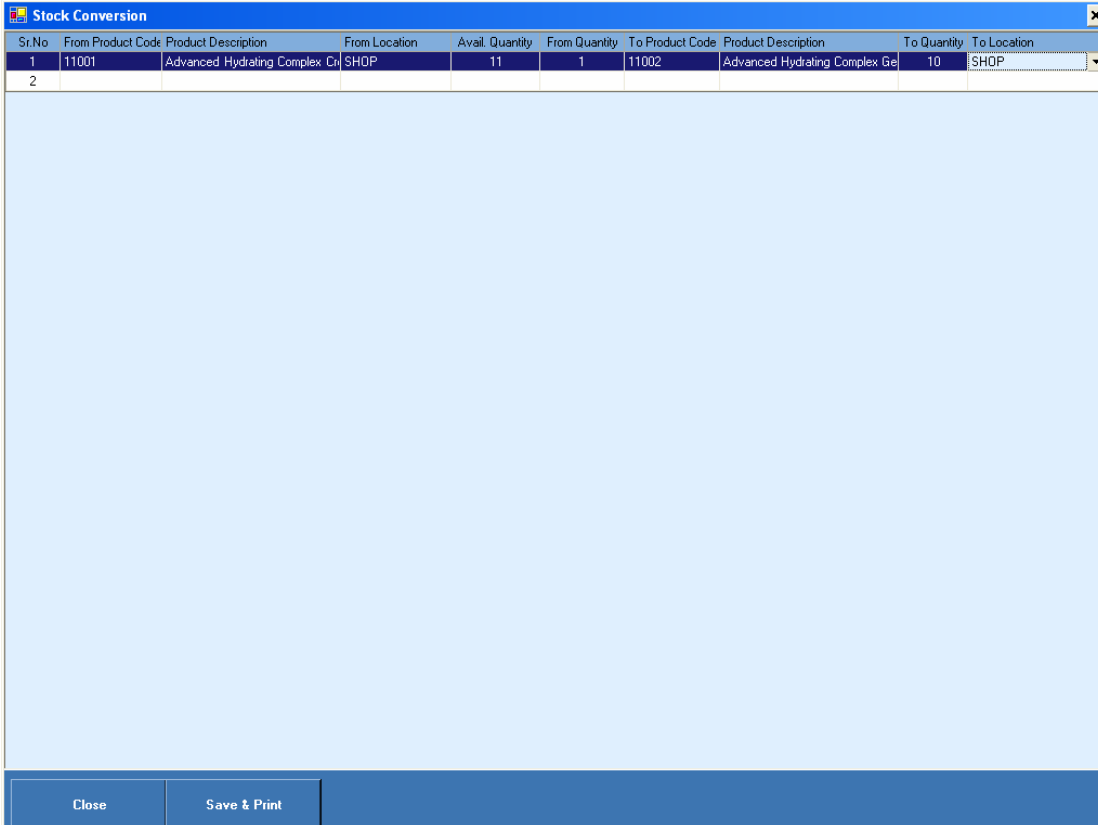

Pic 44

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 45

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 46

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.

Pic 47

Scan the item or search product, if product is not recognised, enter the quantity, how much you want to upload or adjust and then click on Adjust stock, if it is adjusting of stock (1) and Upload New Stock, if it is Uploading of New Stock (2).

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.
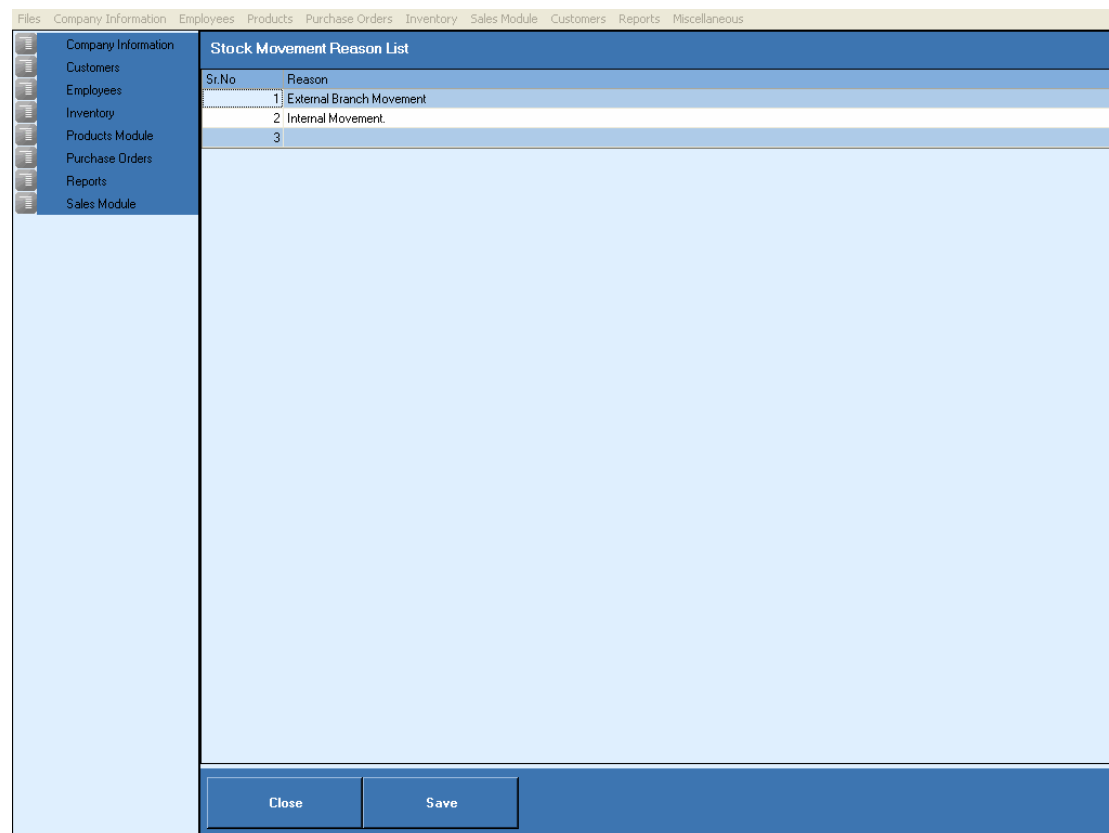
Pic 48

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.
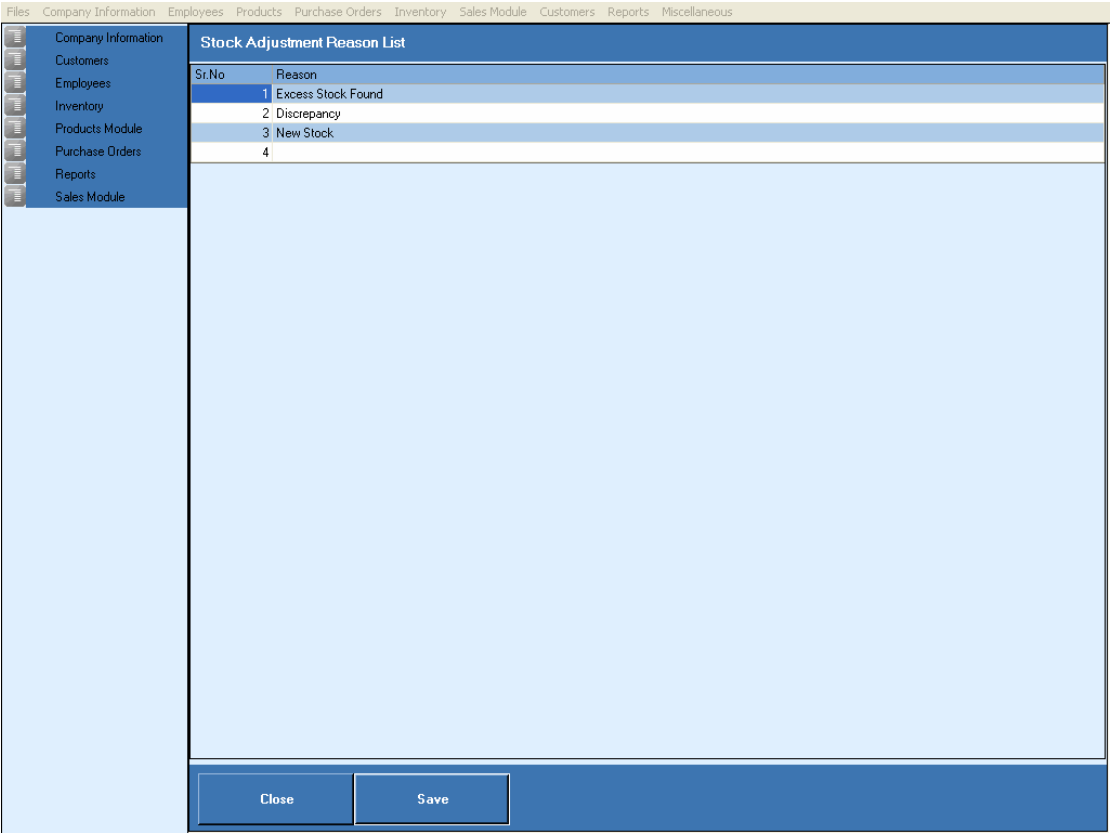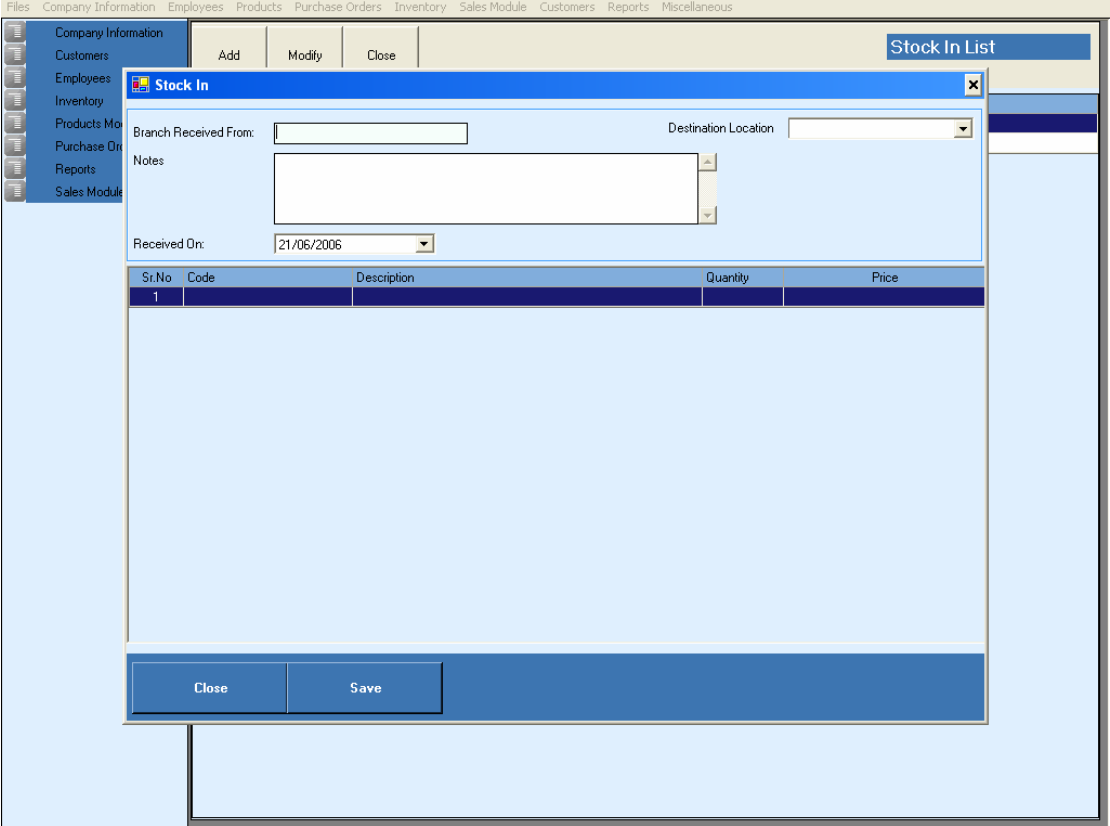
Pic 49

Stock In

To access this screen Click on Inventory>Stock In
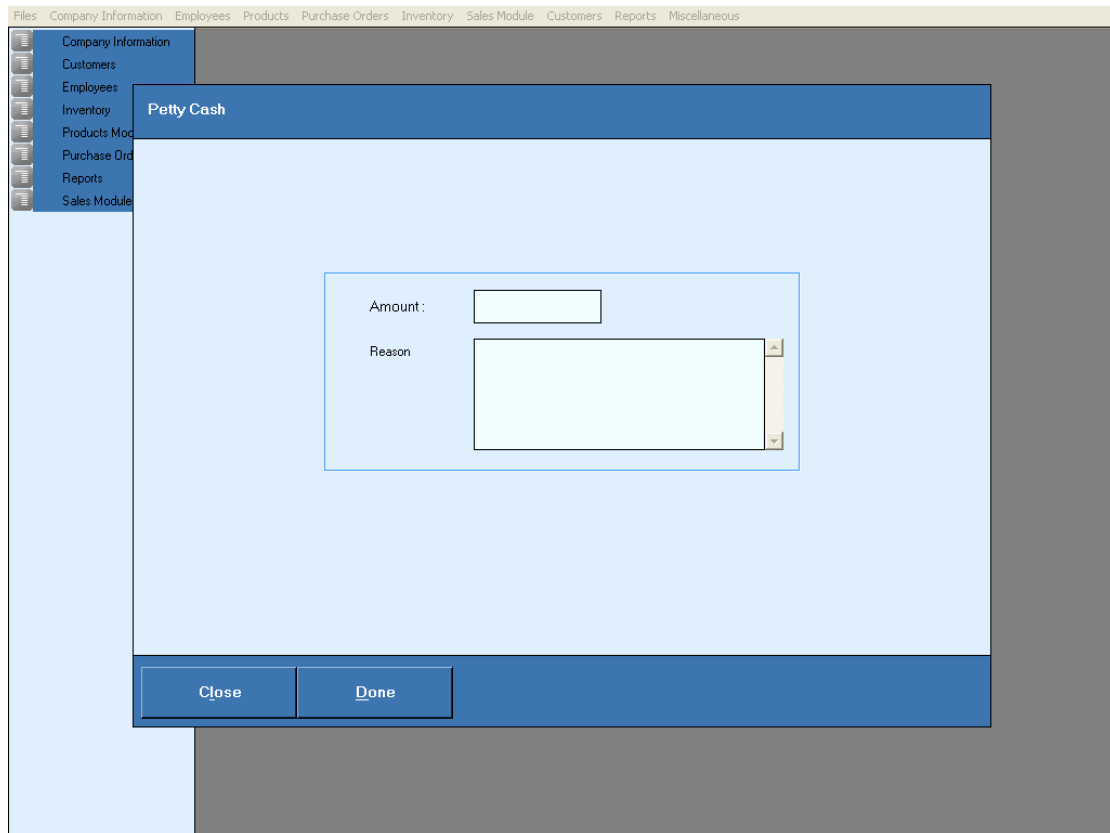
Pic 50

Here is the place where you upload your stock when you get from external branch, double click on code, enter quantity and cost price of the product here.

Petty Cash

To access this screen Click on Sales Module>Petty Cash

Here the Petty cash Transactions are posted, enter the amount and the reason for the petty cash. This would be recorded in the end of balancing totals.

Pic 51

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 52

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 53

Cash Drawer

To access this screen Click on Sales Module>Cash Drawer

Pic 54

Here the opening balance/ float amount can be entered when you start the day or when change is finished in the till, pick the till from the Till No drop down and enter the bank amount.

Here the Cash drawer details such as Total cash transaction amount, the reason for showing is to bank the excess amount above the basic float amount, this is to avoid theft.

If you bank the amount pick the Till No and enter the Bank amount, this bank amount would be reflected on End of Day Balancing.

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 55

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

End of Day Balancing

Till No	Sales	Refunds	Petty Cash	Customer Payments	Opening Balance	Banked Amount	Cash	Card	Cheque	Credit Customer	Vouchers	Transfers	Balance
Till1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Till2	6177.45	0.00	0.00	0.00	50.00	0.00	2120.31	2000.00	0.00	0.00	2107.14	0.00	6227.45

Denomination	Qty	Total Amount
£ 1		
£ 2		
£ 5		
£ 10		
50 PENCE		
1 Euro		
Credit cards		
Visa		
mastercard		
10 pence		
1 pence		

Notes

Till Float 0.00

Save

Total Till Amount	6227.45
Denomination Total	0.00
Variance	6227.45

Close

Pic 56

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.
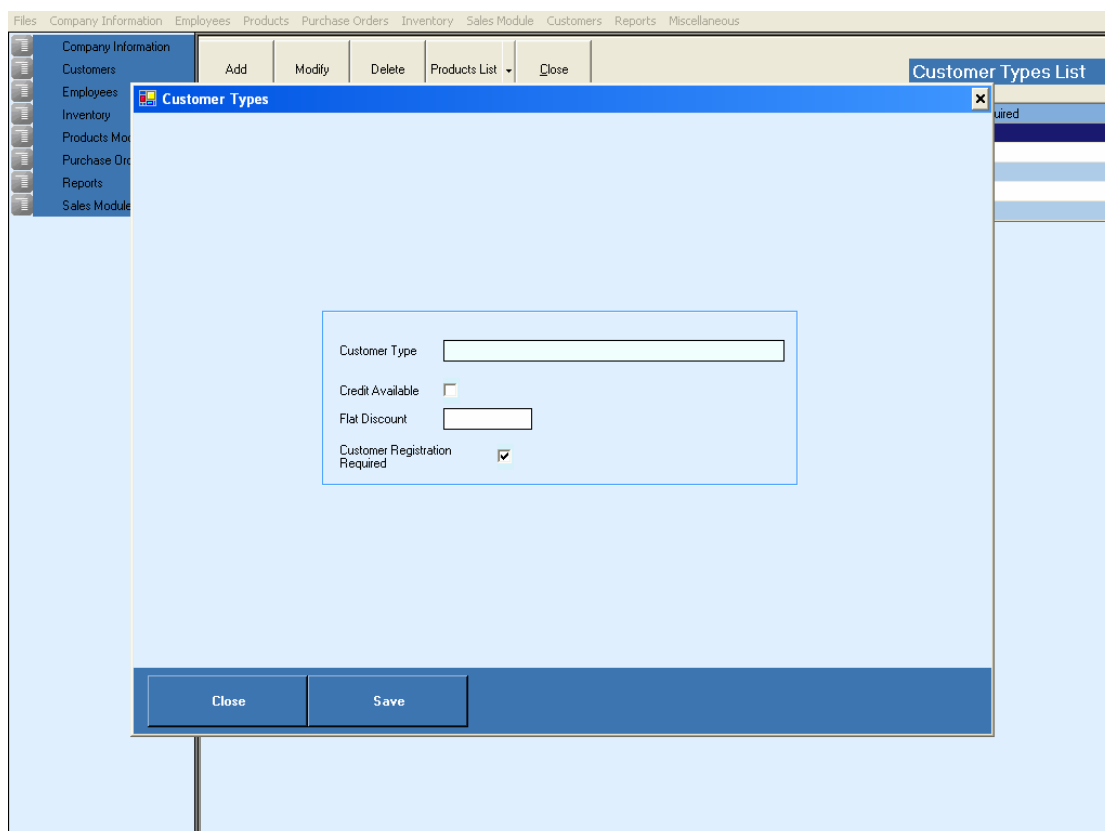
To add Customer Type click on Add
To Modify click on Modify
To delete click on delete
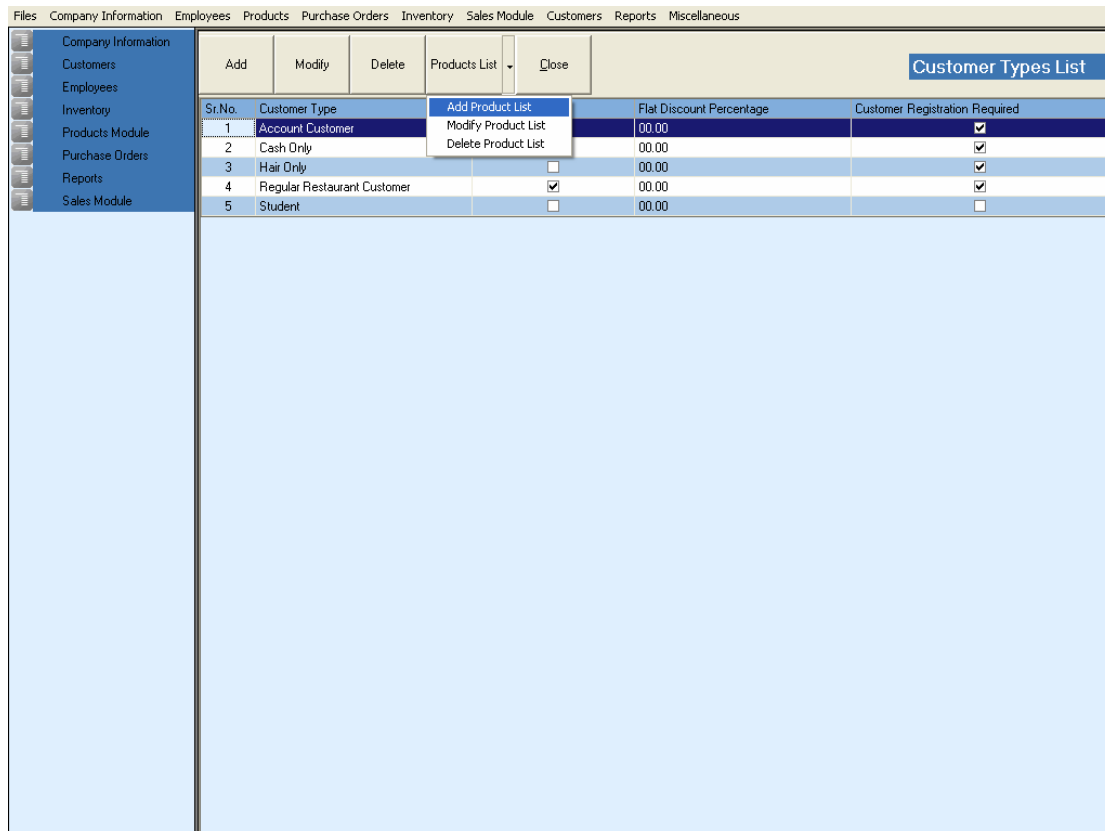
Pic 57

Adding/Modifying Customer Type

Pic 58

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 59

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 60

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.

Customer Loyalty Settings

To access this screen Click on Customers>Customer Loyalty Settings
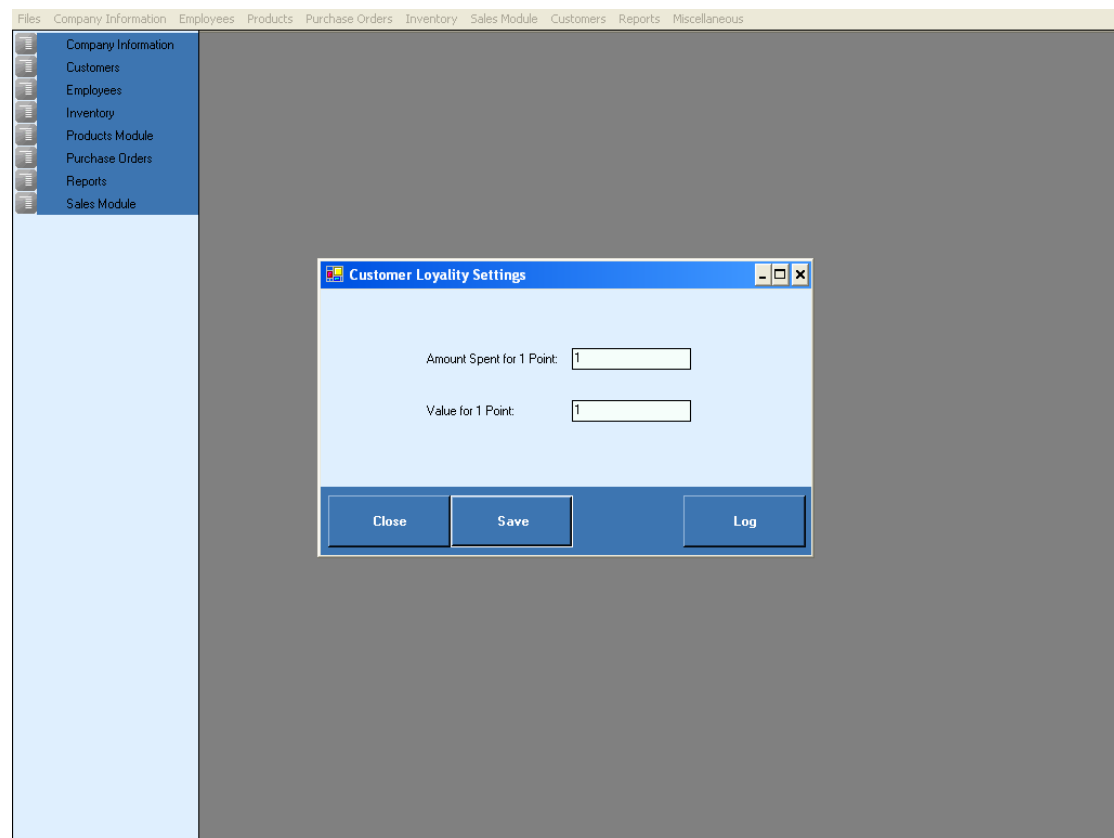
Pic 61

Here the Customer Loyalty settings can be set, you can set how much has to be spent for single point and how much value has toe be declared for 1 point

Customer Vouchers

To access this screen Click on Customers>Customer Vouchers

This is other loyalty setting where vouchers are generated against their spending based upon the Loyalty settings.

Note: To activate the Loyalty scheme, please speak to your account manager.

Pic 62

Here the voucher value is automatically displayed based on customer spending, check the generate voucher option and click on Generate Voucher.

Customer Payments

To access this screen Click on Customers>Customer Payments

Here the customer outstanding payments can be posted, click on select to pick the customer automatically all the outstanding invoices would be pulled into the grid, just click on pay and enter what ever amount you want to enter in Val. To allocate, if customer is not paying the full amount.

Enter the amount against which the customer is paying and click on payment details to take the necessary payments.

Once entered the values are reflected on Customer payments of the End of day balancing.

Pic 63

Magazines Deliveries/Delivery Grouping

To access this screen Click on Customers>Delivery Grouping

Pic 64

Here the customer paper rounding area wise groups are divided, the reason for dividing into Delivery grouping to sort the order of rounding of magazine once the customers are linked to a particular delivery group.

Customer Magazine Linking

To access this screen Click on Customers>Customer Magazine Linking

Pic 65

Here the magazines are linked against the customer and the dates when they should be delivered, also here the weekly delivery charges should be added while setting the magazines, to set this add delivery price related products, product code should be like

1DayWeekly – 3.00
2DayWeekly – 4.00
3DayWeekly – 5.00

To add linking of magazines, double click on the Top grid, pick the customer from the search screen, specify whether the customer is active or not and allocate the customer to the delivery group.

In the bottom grid, double click and pick, whichever magazine they want to be delivered and pick the day of the week when they want it.
Please click on save when customer and magazines are set for every individual customer.

To stop deliveries on particular days, select the customer on the Top grid and click No Deliveries and set the days when they don't want magazine to be delivered.

Customer Deliveries sorting

To access this screen Click on Customers>Customer Deliveries sorting

Here the sorting against the delivery groups are set.

Pic 66

Pick the delivery group from the drop down list, the customers would be automatically popped up, set the sorting order and click save.

Magazine Rounding

To access this screen Click on Customers>Customer Magazine Rounding

Here the paper rounding is linked against the employees on day to day basis, pick the Delivery group, automatically all the customers are popped up based up on the day and the delivery group, link it to the employee and click save.

Pic 67

A4 report is generated for employee to deliver the magazines, the delivery list is according to delivery group sorting.

Customer Magazines Invoicing

To access this screen Click on Customers>Customer Magazine Invoicing

Here the Customer Invoicing is raised against the customers paper rounding, pick the customer from the Top grid and select the month for which you want to raise Invoice and click get list, you would be getting list for which you want to raise Invoice and click Generate Invoice ,this would be generating the invoice,

Pic 68

Change Password

To access this screen Click on Miscellaneous>Change Password

Here the password can be changed for the employee

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 69

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.

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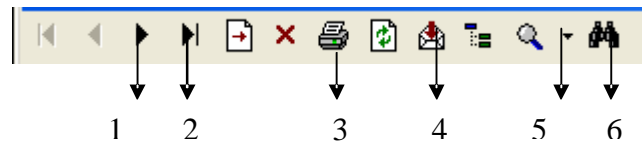
1 Indicates you can move to the next page of the report.
2 Indicates you can go to the last page.
3 Print to the printer, this would be popped up with the printers connected to you system
4 You can export the report to various formats like PDF, WORD, and EXCEL.
5 Zooms the report
6 If you want to search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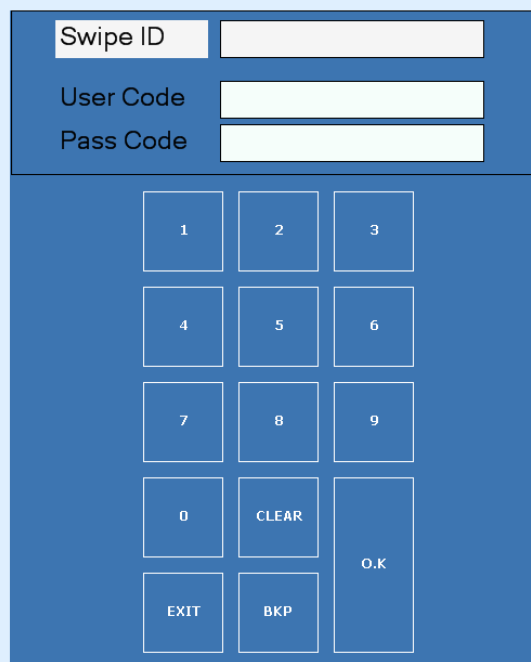
EMPERIUM TILL

All the sales related Transactions are carried in this module.
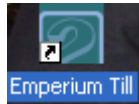
To open this module you can double click on the following icon which is on the desktop of screen, you can also find in Start > Programs>Emperium Till

Login Screen

This is the entry point of the Emperium Till 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 process.

Sales Screen

1 Qty

Here the quantity against the item that is scanned is entered, when click it pops up with number pad as shown in the picture below, where number can be entered and click ok.

2 Barcode/Product code

Here the barcode or product is scanned, once scanned automatically gets the price details as defined in the product definition.

3 Search

If the product is not recognised you can click on search feature and based on the search results you can pick the product.

4 Qty

If the quantity of product has to be edited, you can click on the Qty column of the grid and edit the quantity.

5 Line Discount

If you want to give discount on the item line, you can click discount, discount can be given either percentage/ fixed amount.

To give % discount click on % else if you want to give fixed discount click £/€, the discount you would be giving, the amount you would be giving is on overall line value.

Discount Against Product

1	2	3	4
5	6	7	8
9	0	.	00
£/€	%	CLEAR	BKP

CLOSE   O.K

Discount Reason

Customer Type Disc
Regular Customer
Special Customer

6 Overall discount

To give discount on overall order, i.e. for all the item lines click on Overall discount.

7 Misc

If the item is not scanned or not recognised and if you know the price of the item, you can sell the product under miscellaneous feature.

Click on miscellaneous, pick the default descriptions (to add default description, you need to go to Admin module and go to Products> Default descriptions menu on the top), if it one of the default description, you can click on description field and enter the value.

Enter the Price and click done.

8 Hot Product Categories

If you check a product as Hot Product in product definition of Admin module, the category button is automatically displayed here.

9 Hot Product Sub Categories

If you check a product as Hot Product in product definition of Admin module, the sub category button is automatically displayed here.

10 Hot Products

If you check a product as Hot Product in product definition of Admin module, the Hot Product button is automatically displayed here.

Note: The up and down buttons beside category, sub category and product are the scroll buttons.

11 Products Scrolling Up

This is for scrolling of products upwards

12 Products Scrolling down

This is for scrolling of products downwards

13 Hold sales order

This is holding of sales order to serve other customer.

14 Unholding Sales Order

This is Unholding of sales order for order to move forward.

15 Activate Discount

If the customer do not have privilege to give discount, the person who ever has access right to give discount can activate the discount.

16 Deactivate Discount

To deactivate the discount click deactivate discount.

17 Delete Item

To delete an order line, select the line, which has to be deleted and click on Delete.

18 New Sales

To cancel the sales order or reset the sales, click on New Sales.

19 Customer

This is for Credit customers, if the sale is for a customer, you can click on customer, which takes you to customer search screen and pick the customer, you can add new customer from customer screen.

Note: Here if you want to take customer outstanding payments, close the sales screen, go to Customers> Customer payments from the menu.
Customer payments can be done as follows

20 Payment

Once the order is done, next stage is payment of the order, click on payment to confirm the payment,

A Rounded Total
Based on the order total the nearest rounded amount is displayed in that.

Enter the amount for e.g. if 34.50 and customer pays 34.50, please enter as 3450 and click on the type of payment, whether it is cash or card or cheque, here you can take mixed payments such as partial amount is paid in card and remaining is paid in cash.

B Delete
If you want to delete the payment type for some reason, click on delete.

Once the payment is done, receipt is printed on the printer and the change details are displayed.

21 Print Last Receipt

If you disable printing sales receipt in Till settings and want to print Sales receipt, then click on print last receipt, this only prints the last Transaction receipt.

23 Sales Enquiry

Here the sales transactions history can be viewed, if you want to print a duplicate receipt, select the order and click Print.

22 Admin

A REFUNDS

Here the refunds are issued against the sales, the sales receipt which is issued to the customer is scanned and automatically pulls out the sales line, if customer doesn't have the receipt, the sales order can be searched based upon the date of buying the items.

1 Return Qty

Return quantity is entered is entered here.

2 Return Unit Price

Return unit price can be entered, by default the return unit price would be sales price after discount, but you can over ride considering the handling charges, its at your discretion of entering the return unit price

3 Previous Return Qty

Previous return quantity is displayed here, this is previous returned quantity value for previous returns against the same invoice.

4 Customer Details

If the invoice is related to credit customer, the customer details are popped up automatically.

5 Payment

After the Return item quantity is entered, click on payment and issue the amount.

Note: If you do not want to give back the cash, you can give the payment as voucher and customer to produce it for next purchase, tear it once you do sales against that voucher.
Note: For refunds, which do not have invoice against them, you can give the refund through petty cash.

B Petty Cash

Here the Petty cash Transactions are posted, enter the amount and the reason for the petty cash. This would be recorded in the end of balancing totals.

C 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.

Pic 56

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.

D Cash Drawer

Pic 54

Here the opening balance/ float amount can be entered when you start the day or when change is finished in the till, pick the till from the Till No drop down and enter the bank amount.

Here the Cash drawer details such as Total cash transaction amount, the reason for showing is to bank the excess amount above the basic float amount, this is to avoid theft.

If you bank the amount pick the Till No and enter the Bank amount, this bank amount would be reflected on End of Day Balancing.

E Till Settings

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

1 Print Receipt

Here you can disable receipt for every sale by un checking Print Receipt.

Customer Payments

Here the customer outstanding payments can be posted, click on select to pick the customer automatically all the outstanding invoices would be pulled into the grid, just click on pay and enter what ever amount you want to enter in Val. To allocate, if customer is not paying the full amount.

Enter the amount against which the customer is paying and click on payment details to take the necessary payments.

Once entered the values are reflected on Customer payments of the End of day balancing.

EMPERIUM CLOCK IN

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 Clock In

This module tracks the employee working hours.

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

Click OK after details are entered.

If you are signing in, click Sign In option
If you are signing out, click Sign Out option

If you have missed signing In/ Signing out, Adjust sign out details, this is for only privileged users not every one can access this screen, the privileges can be set in Access rights of Employees.