

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 your 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

- Login Screen
 - § Login Screen
- Company Information
 - § Company/Branch Information
 - § Till Settings
 - § Exchange Rate Screen
- Employees
 - § Employees/Staff
 - § Access Rights
- Products
 - § Categories
 - § Sub Categories
 - § Brands
 - § Suppliers
 - § Unit Of Measure

 - § Products
 - § Products Sizes List
 - § Products Colors List
 - § Products Fittings List
 - § Multiple Products
 - § Family Grouping
 - § Default Miscellaneous Descriptions
 - § Promotions
- Purchase Orders
 - § Purchase orders
 - § Invoice Entry
 - § Remits / Adjustments
 - § Non Inventory based Reasons Lists
- Inventory
 - § GRN
 - § Locations
 - § Stock Movement
 - § Stock Conversion
 - § Stock Adjustment
 - § Stock Movement Reasons Listing
 - § Stock Adjustment Reasons Listing
 - § Stock In
- Sales
 - § Petty Cash
 - § Discount Reasons List
 - § Sales Enquiry

- § [Cash Drawer](#)
 - § [End of Day Balancing Denominations](#)
 - § [End of Day Balancing](#)
- Customers
 - § [Customer Types](#)
 - § [Customers](#)
 - § [Customer Loyalty Settings](#)
 - § [Customer Vouchers](#)
 - § [Customer Payments](#)
 - § [Delivery Grouping](#)
 - § [Customer Magazine Linking](#)
 - § [Customer Deliveries sorting](#)
 - § [Magazine Rounding](#)
 - § [Customer Magazines Invoicing](#)
- Miscellaneous
- - § [Deleted Products](#)
 - § [Deleted Barcodes](#)
- Reporting
 - § [Reporting](#)

§ EMPERIUM TILL

- § [Login Screen](#)
- § [Sales](#)
- § [Sales Enquiry](#)
- § [Refunds](#)
- § [Petty Cash](#)
- § [End Of Day Balancing](#)
- § [Cash Drawer](#)
- § [Till Settings](#)
- § [Customer Payments](#)

§ EMPERIUM CLOCK IN

- § [Emperium Clock In](#)

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

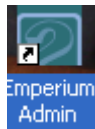
Emperium Admin deals with the Product Definition (SKU), Inventory, Employees and Reporting,

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

Swipe ID	<input type="text"/>
User Code	<input type="text"/>
Pass Code	<input type="text"/>

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

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

Files Company Information Employees Products Purchase Orders Inventory Sales Module Customers Reports Miscellaneous

Company Information

Branch Details

Branch Code: EH

Branch Name: E-Novations London Ltd

Address Line1: 225 Marshwall

Address Line2: Angel House

Town: Docklands

County: London

Post Code: E14 9FW

Vat Number: 830590342

Phone No1: 0870605100

Fax:

Email: www.e-novations.co.uk

Refund Days: 14 Days

Head Office: ☒

Corporate Information

Receipt Text

THANKS FOR YOUR VISIT
FOR SPECIAL OFFER OF THE WEEK PLEASE VISIT www.e-novations.co.uk.

Bank Account Details

Sr.No	Bank Name	Sort Code	Account Number
1		333 333	333
2			

Vat Percentage

Sr.No	Vat Percentage	Standard
1	17.50	<input checked="" type="checkbox"/>
2	00.00	<input type="checkbox"/>
3	05.00	<input type="checkbox"/>
4		<input type="checkbox"/>

Close Save

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

The screenshot shows the 'Till Settings' window. On the left is a sidebar with icons and labels for: Company Information, Customers, Employees, Inventory, Products Module, Purchase Orders, Reports, and Sales Module. The main area has a title bar 'Till Settings' and a large light blue content area. In the center of this area is a form with the following fields:

TILL NO :	Till1
SALES RECEIPT PRINTER:	EPSON Stylus Photo RX420 Series
REFUND PRINTER :	EPSON Stylus Photo RX420 Series
PETTY CASH PRINTER:	EPSON Stylus Photo RX420 Series
CUSTOMER CARD PRINTER:	EPSON Stylus Photo RX420 Series
PICKING LIST:	
DEFAULT PRINTER:	
CREDIT CARD RECEIPT:	
BAR CODE:	
TILL FLOOR LIMIT:	100

At the bottom of the main area are two buttons: 'Close' and 'Save'.

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

Files Company Information Employees Products Purchase Orders Inventory Sales Module Customers Reports Miscellaneous

Company Information
Customers
Employees
Inventory
Products Module
Purchase Orders
Reports
Sales Module

Exchange Rate Screen

Sr.No	Currency Display	Exchange Rate	Last Modified At	Modified By
1	Dollar	1.60000	05/05/2006 12:55	Mr. Administrator Administrator
2	Euro	1.75000	05/05/2006 12:55	Mr. Administrator Administrator
3	Euro Buying	3.95000	11/04/2006 09:32	Mr. Administrator Administrator
4				

Close Save Exchange Rate Log

1

Pic 5

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.

Sr.No.	Name	Address	Town	County	Post Code	Phone Number	Mobile Number	User Code
1	Mr. Charlie Isaac	123 Hollow Avenue	Sandhurst	Bucks	W12 612			1999
2	Miss. Christiana Lucy	225	Marshwall	London	E14 9FW			1000
3	Mr. Danny Kourosh	225 Marshwall Road	ff	ff	fff			1998
4	Mrs. Dipa Sudra	225	Marshwall	London	E14 9FW			12
5	Mr. dss sdds	dsds	sd	sdds	sdds			22
6	Miss. ff ff	ff	ff	f	f	f	f	3333
7	Mr. Nina Gupta	225 Marshwall	London	London	E14 9FW			10001
8	Mrs. Patel...	0002
9	Miss. Raj....	5678
10	Mr. Samatha Anderson	225 Marshwall	London	London	E14 9FW			1111

1 2 3 4

Pic 6

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

The screenshot shows a software window titled "Employee Information". Inside, there is a form with the following fields: Title (dropdown), First Name, Middle Name, Last Name, Address, Town, County, Post Code, Phone Number, Mobile Number, Email, User Code, PassCode, Swipe ID, External Employee (checkbox), Salary/Year, Employee Type (dropdown), and a numeric input field. At the bottom of the window are three buttons: "Close", "Save", and "Payment Log".

Annotation 1: An arrow points from the number "1" to the "Salary/Year" field.

Annotation 2: An arrow points from the number "2" to the "Employee Type" dropdown menu.

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 ¹Excluding VAT on Sales

Employee Commissions

Employee Details

User Code: 1999
Mr. Charlie Issac
123 Hollow Avenue
Sandhurst W12 612

Commission For Month: June 2006
Commission Type: Flat Commission Rate
Flat Commission On Products: %

Replicate Commissions

Commission Month:
Selected Month
Range of Months
Commission To Next:
Commission To:
Replicate Commission

Close Save

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.

Sr.No.	Target Amount	Comm (%)
1	100.00	2.00
2	300.00	3.00
3	500.00	5.00
4		

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.

Files Company Information Employees Products Purchase Orders Inventory Sales Module Customers Reports Miscellaneous

Access Rights

Select User: 1000-Miss. Christiana Lucy

Company Info	Employee Information	Products	Purchase
<input type="checkbox"/> Select All <input type="checkbox"/> Company Info <input type="checkbox"/> Exchange Rate <input type="checkbox"/> Till Settings	<input type="checkbox"/> Select All <input type="checkbox"/> Access Rights <input type="checkbox"/> Clock In Adjustment <input type="checkbox"/> Employee Information <input type="checkbox"/> Name Titles List	<input type="checkbox"/> Select All <input checked="" type="checkbox"/> Brands <input checked="" type="checkbox"/> Categories <input checked="" type="checkbox"/> Colors List <input type="checkbox"/> Family/Grouping <input checked="" type="checkbox"/> Fittings List <input checked="" type="checkbox"/> Multi Products <input checked="" type="checkbox"/> Products <input checked="" type="checkbox"/> Promotions <input checked="" type="checkbox"/> Sizes List <input checked="" type="checkbox"/> Suppliers <input checked="" type="checkbox"/> Unit Of Measure	<input type="checkbox"/> Select All <input type="checkbox"/> Invoice Entry <input type="checkbox"/> Non Inventory Based Invoice Re <input type="checkbox"/> Purchase Order List <input type="checkbox"/> Remits/Adjustments
Inventory	Sales	Customers	Reports
<input type="checkbox"/> Select All <input type="checkbox"/> GRN <input type="checkbox"/> Locations <input type="checkbox"/> Stock Adjustment <input type="checkbox"/> Stock Adjustment Reasons List <input type="checkbox"/> Stock Conversion <input type="checkbox"/> Stock In <input type="checkbox"/> Stock Movement <input type="checkbox"/> Stock Movement Reasons List	<input type="checkbox"/> Select All <input checked="" type="checkbox"/> Add Miscellaneous <input checked="" type="checkbox"/> Cash Drawer <input type="checkbox"/> Discount <input type="checkbox"/> Discount Reason Lists <input checked="" type="checkbox"/> End Of Day Balancing <input checked="" type="checkbox"/> End Of Day Denominations <input checked="" type="checkbox"/> Petty Cash <input checked="" type="checkbox"/> Refunds <input checked="" type="checkbox"/> Sales <input checked="" type="checkbox"/> Sales Enquiry	<input type="checkbox"/> Select All <input type="checkbox"/> Customer List <input type="checkbox"/> Customer Magazines Delivery <input type="checkbox"/> Customer Magazines Link <input type="checkbox"/> Customer Payments <input type="checkbox"/> Customer Types <input type="checkbox"/> Loyalty Screen <input type="checkbox"/> Magazine Types	<input type="checkbox"/> Select All <input type="checkbox"/> Reporting <input type="checkbox"/> Reports Customers <input type="checkbox"/> Reports Employees <input type="checkbox"/> Reports Inventory <input type="checkbox"/> Reports Products <input type="checkbox"/> Reports Sales <input type="checkbox"/> Reports Summary <input type="checkbox"/> Reports Suppliers

Close Save

Pic 10

Name Titles List

Files Company Information Employees Products Purchase Orders Inventory Sales Module Customers Reports Miscellaneous

Name Titles List

Sr.No	Title
1	Mr.
2	Mrs.
3	Sir.
4	Miss.
5	

Close Save Please Suffix the Title with dot (.)

Pic 11

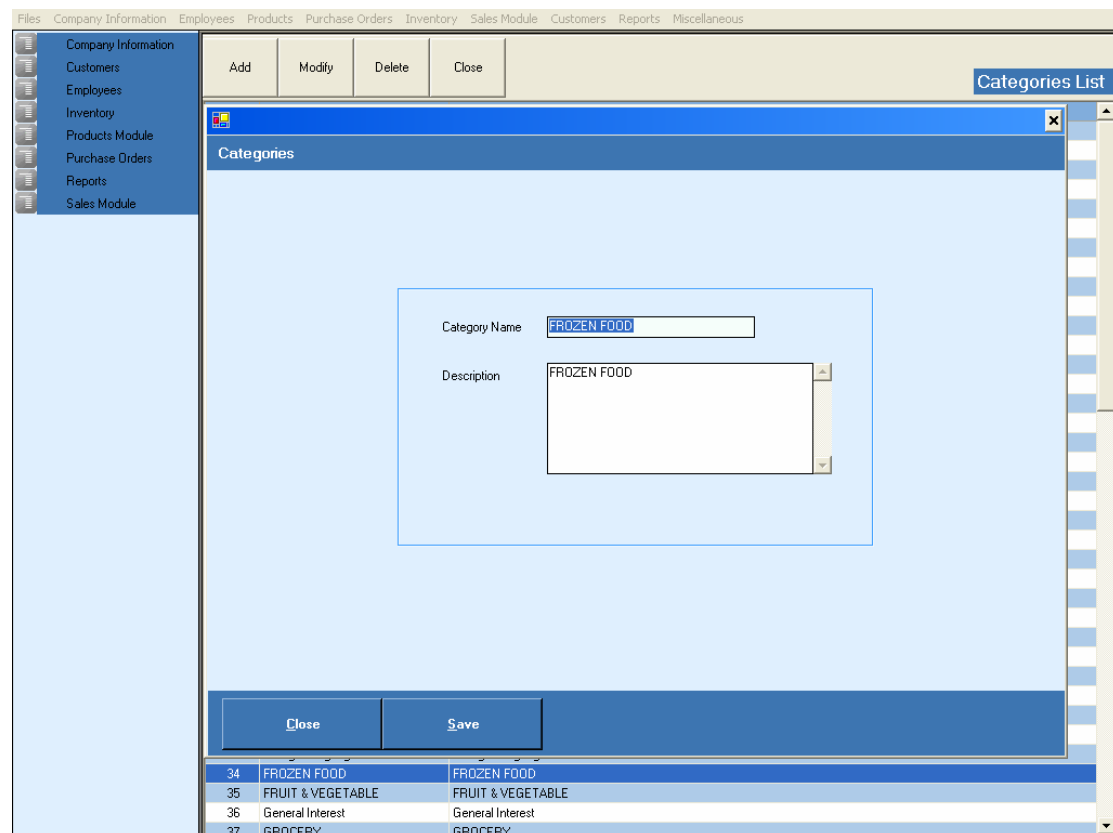
Name Titles are defined to link to employee Titles, this is a Master List.

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.

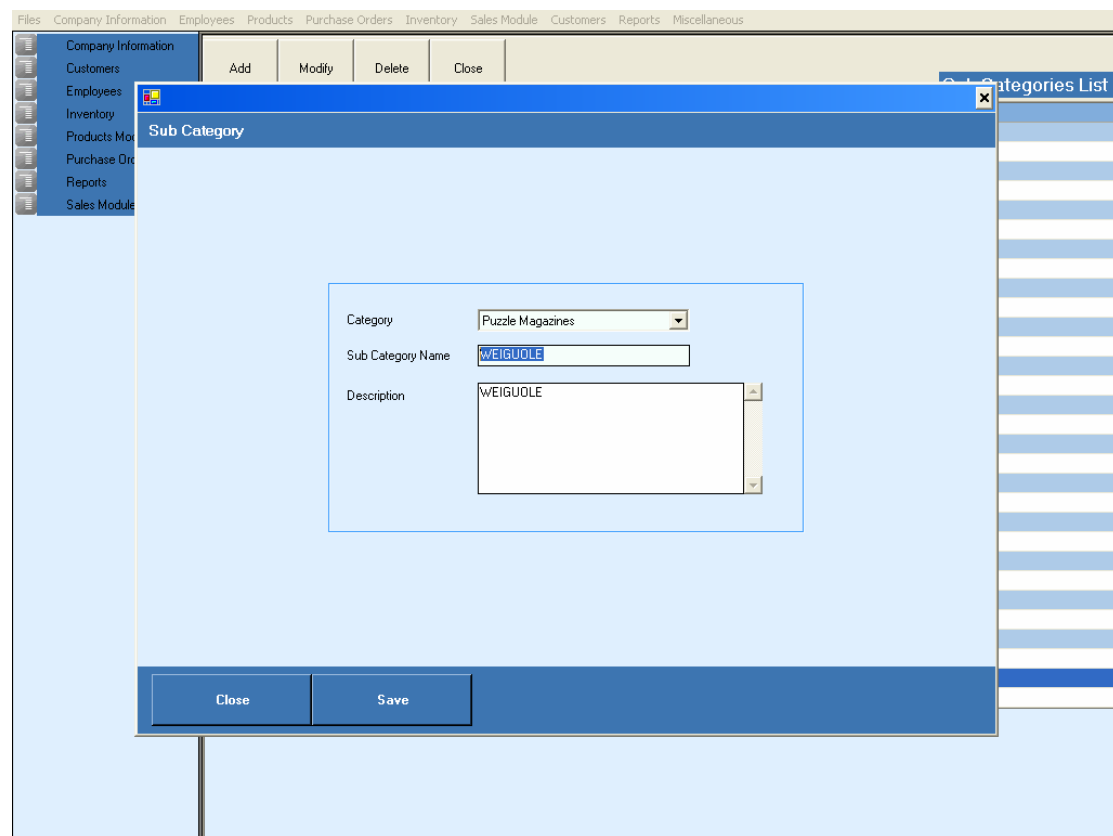
Sub Categories

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.

Sr.No.	Name	Description	Category
1230	ROBERTSONS	ROBERTSONS	GROCERY

Brands

Category: GROCERY
Brand Name: ROBIN
Description: ROBIN

Close Save

1265	SAMYANG FOODS	SAMYANG FOODS	GROCERY
1266	SAN HO	SAN HO	BOTTLE

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.

The screenshot displays the 'Suppliers' screen within the EMPIRIUM EPOS application. The interface includes a top menu bar with options like 'Files', 'Company Information', 'Employees', 'Products', 'Purchase Orders', 'Inventory', 'Sales Module', 'Customers', 'Reports', and 'Miscellaneous'. A left-hand navigation pane lists various modules. The main area is titled 'Suppliers' and contains a form with the following fields:

- Supplier Code: ENOV
- Name: E-NOVATIONS (LONDON) LTD
- Address Line 1: ENOVATIONS CENTRE
- Address Line 2: MARSH WALL
- Town: DOCKLANDS
- County: LONDON
- Post Code: E14
- Phone Number1: 087070605100
- Phone Number2:
- Fax:
- Mobile Number:
- Email:
- Contact Person: SUKU/RICHARD
- Lead Time:
- Credit Limit: 0.00
- Conditions of Purchase:
- Description:
- Pop Up Notes: TECHNICAL SUPPORT FOR RETAIL/ECOM/WEB SITE
- Currency Type:
- Bank Name:
- Sort Code:
- Acc Number:

Buttons for 'Add', 'Modify', 'Delete', and 'Close' are located at the top of the form. A 'Suppliers List' button is on the right. At the bottom of the form are 'Close' and 'Save' buttons.

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.

The screenshot shows the 'Unit Of Measure' screen within the EMPIRIUM EPOS application. The top menu bar includes: Files, Company Information, Employees, Products, Purchase Orders, Inventory, Sales Module, Customers, Reports, and Miscellaneous. On the left, a vertical navigation pane lists: Company Information, Customers, Employees, Inventory, Products Module, Purchase Orders, Reports, and Sales Module. The main window has a title bar 'Unit Of Measure List' and a toolbar with 'Add', 'Modify', 'Delete', and 'Close' buttons. The central area is titled 'Unit Of Measure' and contains a form with two fields: 'Unit Name' (with the value 'Pack of 10') and 'Description' (with an empty text area). At the bottom of the form are 'Close' and 'Save' buttons.

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.

Files Company Information Employees Products Purchase Orders Inventory Sales Module Customers Reports Miscellaneous										
<div>Company Information</div> <div>Customers</div> <div>Employees</div> <div>Inventory</div> <div>Products Module</div> <div>Purchase Orders</div> <div>Reports</div> <div>Sales Module</div>	Add Modify Delete Show All Search Close					Products List				
	Sr.No.	Product Code	Name	Description	Vat	Max. Level	Min. Level	Unit Of Sale	Main Category	
17	9771479150	220 TRIATHLON	220 TRIATHLON		0	10	1	Each	Sport	
18	9771473252	25 BEAUTIFUL GAR	25 BEAUTIFUL GARDE		0	10	1	Each	Home Interest	
19	9771369529	25 BEAUTIFUL HOI	25 BEAUTIFUL HOMES		0	10	1	Each	Women's Interests	
20	9771467912	25 BEAUTIFUL KIT	25 BEAUTIFUL KITCHE		0	10	1	Each	Home Interest	
21	978085116977	301 PUZZLE SPEC	301 PUZZLE SPEC		0	10	1	Each	Specials	
22	9771470438	3D Flowers	3D Flowers		17.5	3	1	Each	Children's Magazines	
23	9771475618	4X 4	4X 4		0	10	1	Each	Motoring & Motorcycling	
24	9771466300	40 PLUS THEMES	40 PLUS THEMES		0	10	1	Each	Adult	
25	9770963785	40 PLUS	40 PLUSm		0	10	1	Each	Adult	
26	9771529525	40 SOMETHING	40 SOMETHING		0	10	1	Each	Adult	
27	9771475541	40UP	40UP		0	10	1	Each	Adult	
28	9771357580	4X4 MART	4X4 MART		0	10	1	Each	Motoring & Motorcycling	
29	9771473404	5 TO 7 EDUCATOR	5 TO 7 EDUCATOR		0	10	1	Each	Trade & Professional	
30	9771357384	50 OVER	50 OVER		0	10	1	Each	Adult	
31	9771476708	50 UP	50 UP		0	10	1	Each	Adult	
32	9771471853	52w	52w		0	10	1	Each	Buying & Selling	
33	9771479219	60 UP	60 UP		0	10	1	Each	Adult	
34	9770959878	911 PORSCHE W/D	911 PORSCHE WORLD		0	10	1	Each	Motoring & Motorcycling	
35	9771475190	A CENTURY OF CA	A CENTURY OF CARS		17.5	10	1	Each	Partworks	
36	9770269469	A I ARTIST ILLUST	A I ARTIST ILLUSTRAT		0	10	1	Each	Leisure Interests	
37	9771743069	A PLACE IN THE SI	A PLACE IN THE SUN		0	10	1	Each	Buying & Selling	
38	9770962229	ABERDEEN EVEN	ABERDEEN EVEN EX-C		0	10	1	Each	Newspapers	
39	9770957529	ABERDEEN LEOPA	ABERDEEN LEOPARD		0	10	1	Each	News & Current Affairs	
40	9770967284	ABERGAVENNY CH	ABERGAVENNY CHRO		0	10	1	Each	Newspapers	
41	9771617516	ABERGAVENNY VI	ABERGAVENNY VISIT		0	10	1	Each	Newspapers	
42	9771477122	ABILITY NEEDS M	ABILITY NEEDS MAGA		0	10	1	Each	General Interest	
43	528533	GUINOT	Absolue Minceur - Inten		17.5	10	1	Each	BODY	
44	456252	MINCEUR TONICIT	Absolue Minceur - Inten		17.5	10	1	Each	Salon products	
45	9771358886	ABSOLUTE HORSE	ABSOLUTE HORSE		0	10	1	Each	Leisure Interests	
46	9771477671	ABTA TRAVELSPIF	ABTA TRAVELSPIRIT		0	10	1	Each	Leisure Interests	
47	9770963755	ACCRINGTON OBS	ACCRINGTON OBS FRI		0	10	1	Each	Newspapers	
48	9771363467	ACE	ACE		0	10	1	Each	Sport	
49	9771743157	ACTION GTX	ACTION GTX		0	10	1	Each	Children's Magazines	
50	9771479793	ACTION HERO	ACTION HERO		0	10	1	Each	Children's Magazines	
51	9771364075	ACTION MAN	ACTION MAN		0	10	1	Each	Teenage Magazines	
52	454761	SOIN AROMATIC	Activateur - Starter (Les		17.5	10	1	Each	Salon products	
53	9771744534	ACTIVITY FIJIN	ACTIVITY FIJIN		0	10	1	Each	Teenage Magazines	

Pic 17

The Products list loads up 100 products by default,

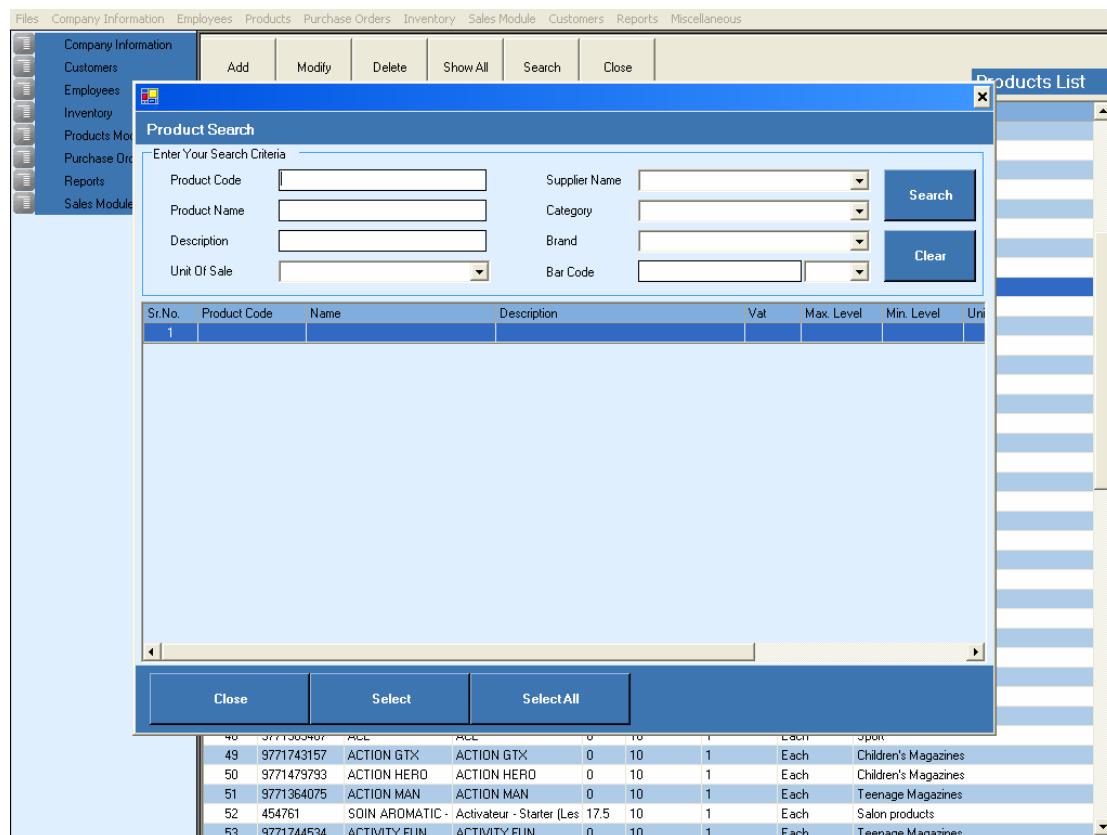
To Add a Product Click on Add, Product in detail would be explained below.

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

1 Product Code 9770959878

2 Name 911 PORSCHE WORLD

3 Description 911 PORSCHE WORLD

4 Category Motoring & Motorcycling New

5 Sub Category Motoring New

6 Brand Motoring - Classics New

7 VAT Percentage 0

8 Unit Of Sale Each New

9 Weight 0 Kgs

10 Hot Product ☒

11 Dimensions

12 Not to Re-Ordered ☐

13 Non Stockable Item ☐

14 Catalogue Page No. N

15 Catalogue Description N

16 Pop Up Notes

17 Max Level 10

18 Re-Order Level 1

19 Current Stock 0 Update Stock Product History

20 Back Order 0 View Orders

Close Save

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

21 22 23 24 25 26 27

Products

Product Details Pricing & BarCodes

Supplier Codes

Sr.No	Bar Code	Supp. Name	Supp. Code	Description	Purchase Price	VAT (%)	Lead Time	Unit Of Purchase	E
1	9770959878	AANDA2 Ltd.	AANDA2	911 PORSCHE W0	1.000	0.00		Each	1
2									

Generate Bar Code New Supplier

Cost Price Per Unit 1.000

Product Pricing

Sr.No	Quantity	Price (inc VAT.)	Margin (%)
1	1	3.950	74.68
2			

Multiple Products

Sr.No	Code	Description	%	Unit Of Sale

Close Save

Extension of Supplier Codes

Unit Of Purchase	Equivalent UOS	Not Available	Catalogue Pg No.	Recommended Retail Price
Each	1	<input type="checkbox"/>		0.00
		<input type="checkbox"/>		

28 29 30 31

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 put 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

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.

Sr.No	Description
1	7-40
2	7.5-41
3	8-42
4	8.5-43
5	8.5-44
6	32*34
7	34*36
8	7
9	9
10	11
11	12
12	13
13	

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.

Sr.No	Description
1	Black
2	Brown
3	White
4	Light Brown
5	Grey
6	

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.

Sr.No	Description
1	a
2	b
3	c
4	d
5	e
6	f
7	g
8	h
9	

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

Products

Product Details

Product Code: Category:

Name: Sub Category:

Description: Brand:

Supplier: VAT Percentage:

Unit Of Sale: Cost Price: Margin:

Selling Price:

Sr.No	Size	Color	Fitting	Min	Max	Physical Qty	Bar Code	Pop Up Notes	Cat. Pg No.	Cat. Description	BackOrder
1	7-40	Black	a	1	33	0	5000000000040		dsfdfs	dsfdfs	0
2	7-40	Brown	a	1	34	0	5000000000041			N	0
3	7-40	White	b	1	35	0	5000000000042			N	0
4	7-40	Light Brown	a	1	22	0	5000000000061			N	0
5											

11 12 13 14 15 16 17 18 19 20 22 21

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.

Sr.No.	Central Code	Product Name	Description	Val	Unit Of Sale	Main Category	@ 1	@ 3
1	111081	MD FORMULATI	Vit-A-Plus Illuminating Serum30ml	17.50	Each	FACE	25.5	24
2	11142	MD FORMULATI	Vit-A-Plus Illuminating Masque75m	17.50	Each	FACE	25.5	24
3								

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.

Sr.No	Reason
1	Tickets
2	Travel Card
3	Lottery
4	Hardware
5	Kitchen
6	Electric
7	Groceries
8	Books
9	Cassettes
10	Pens
11	

Pic 28

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

Till2 Mr. Administrator Administrator 18/06/2006 17:05:05

Qty 1 Code: Search Misc Sales Enquiry Refunds/Returns Petty Cash Open Cash Drawer Close

Add Miscellaneous Item

Description: [Text Field]

Price: [Text Field]

Grid of Item Categories:

- Tickets
- Travel Card
- Lottery
- Hardware
- Kitchen
- Electric
- Groceries
- Books
- Cassettes
- Pens

Numeric Keypad:

- 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, ., 00, CLEAR, BKP

Customer Details:

- Name
- Address
- Town
- Post Code
- Credit Limit
- Credit Available

Buttons: Activate Discount, Close, Done, Log Out, New Sales, Customer, Print Last Receipt, Payment

Pic 29

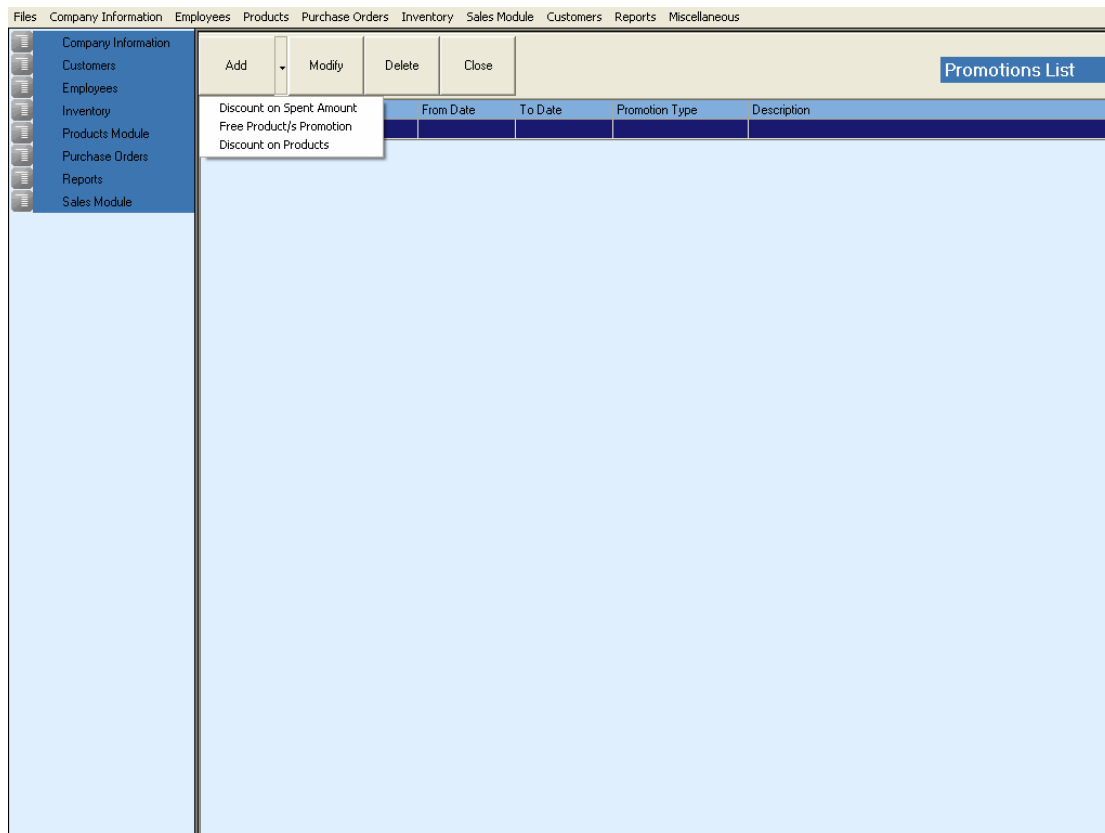
Promotions

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.

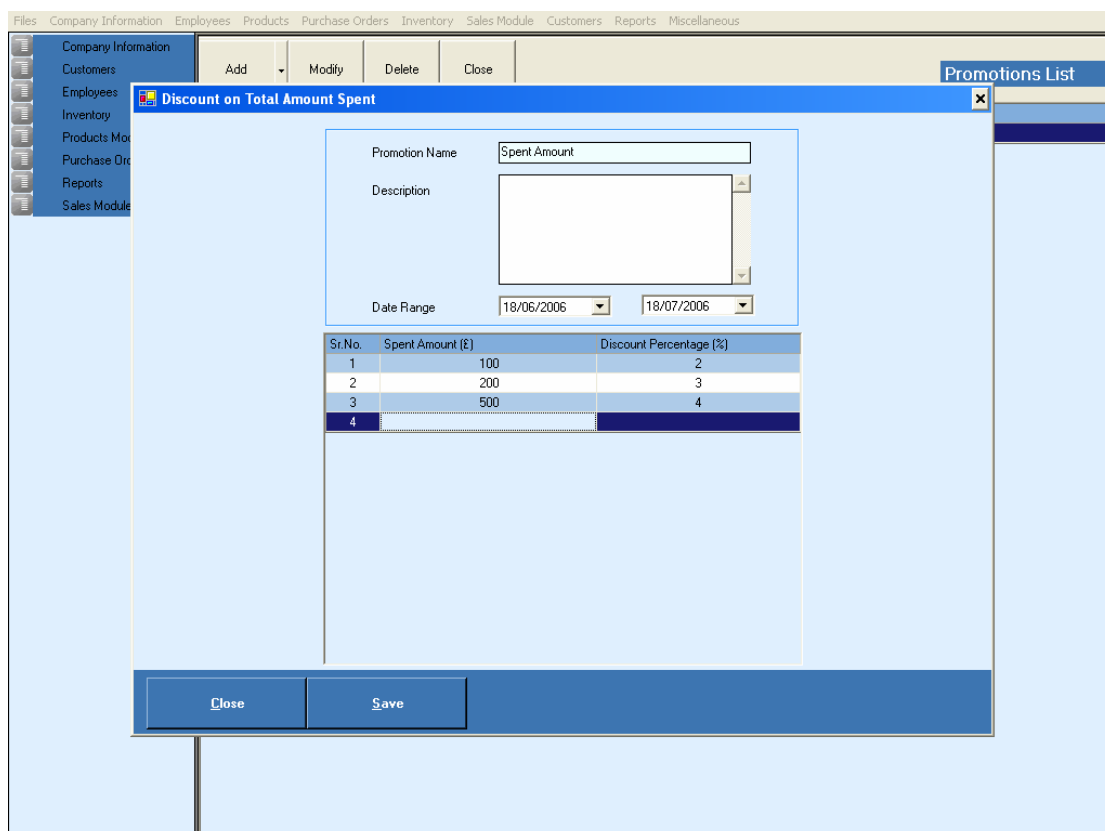
Click on Button arrow to get access to every promotion.



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.

St.No.	Buying Qty	Promotion Qty	Promotion Disc %	Buying Products List	Promotion Products List
1	1	1	100	2 - Gel Blancheur - Whitening Gel Newlightube	9770962389 - 100 WDRDSEARCH
2				2 - Lotion Hydra Fraicheur T.P. - Refreshing Tor	

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.

The screenshot shows the 'Products Discount Promotion' window. The 'Promotion Name' is 'Discount On Products'. The 'Date Range' is from 18/06/2006 to 18/07/2006. Below the form is a table with product details and a summary table at the bottom.

Sr.No.	Product Code	Product Name	Description	Variable	Unit Of Sale	Main Category
1	11002	MD FORMULATION	Advanced Hydrating Complex Gel30ml	17.50	Each	FACE
2						

Sr.No.	Quantity	Price (£)	Promotional Price (£)	Disc (%)	Disc (£)
1	1	34.50	30.00	13.04	4.50

Buttons: Close, Save

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

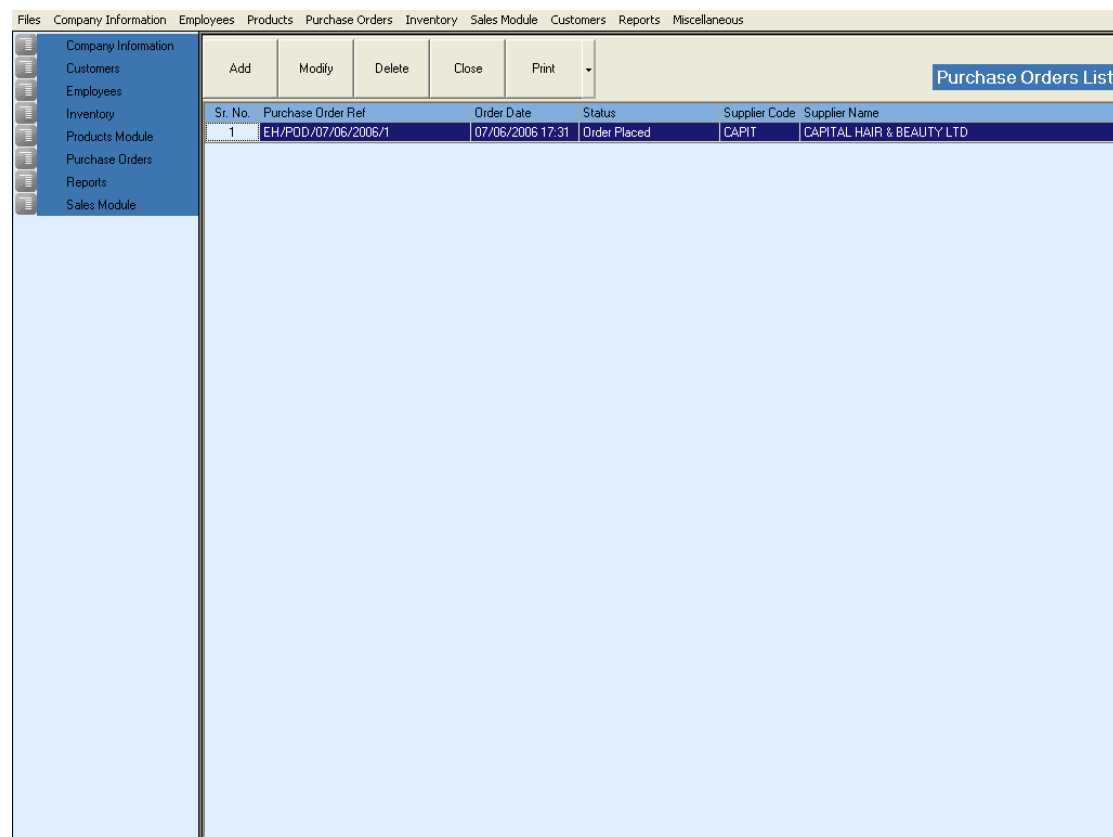
To access this screen Click on Purchase Orders> Purchase Orders List

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.

Add	Modify	Delete	Close	Print	
Sr. No.	Purchase Order Ref	Order	Suppliers Purchase Order		
1	EH/POD/07/06/2006/1	07/06	Internal Purchase Order		

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.

The screenshot shows the 'Purchase Order' form with the following details:

- Supplier Code:** AANDA2-AANDA2 Ltd. (Callout 1)
- Notes:** Please deliver between 12:00 to 16:00. (Callout 2)
- Expected Delivery Date:** 25/06/2006 (Callout 3)
- Product Table:**

Sr. No.	Product Code	Product Description	Supp. Prod. Code	UOP	Cost Price/UOP	Qty in UOP	Line Price	VAT	Line Price INC VAT	Qty in UOS	Qty Received	Purchase Price	Original Cost
1	45PG	Chicken Masala 100		pack of 3	5.000	5	25.00	17.50	29.38	15	0	1.667	1.700
2													
- Product Summary:**

		Last Order Quantity	Last Cost Price	Last Purchased	Avg Sales Week 1		Order Value (Exc VAT)	
AANDA2-AANDA2 Ltd.		0.00	0.00			0	25.00	
		0.00	0.00			0	VAT Value	4.38
						1	Total Order Value	29.38
- Buttons:** Close, Save, Add New Product, Update the Prices, Select Product (Callout 21)

Callouts 1-25 point to specific fields and buttons as indicated in the image.

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 supplier, once you receive the stock, the next step would be getting the Invoice from the supplier, 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.

The screenshot shows the 'Invoice Entry' window with the following fields and callouts:

- 1**: Left sidebar menu (Company, Customer, Employee, Inventory, Product, Purchase, Reports, Sales M)
- 2**: Order Type dropdown (Inventory Based)
- 3**: Supplier dropdown (CAPITAL HAIR & BEAUTY LTD)
- 4**: Supplier Inv Ref field (1234)
- 5**: Select button next to Supplier
- 6**: Internal Purchase Ref field (EH/POD/07/06/2006/1)
- 7**: Select button next to Internal Purchase Ref
- 8**: Order Status dropdown (Order Placed)
- 9**: Invoice Date dropdown (19/06/2006)
- 10**: Notes field (This is sampel Invoice entry)
- 11**: Table header row
- 12**: Table row 1
- 13**: Table row 2
- 14**: Table row 3
- 15**: Table row 4
- 16**: Table row 5
- 17**: Goods Total (Exc VAT) 25.00
- 18**: Delivery Charges field
- 19**: Delivery VAT (%) field
- 20**: VAT Value 4.38
- 21**: Total Order Value 29.38
- 22**: Close button
- 23**: Save button
- 24**: Select Items button

Sr No.	Supp Prod Code	Product Description	Internal Product Code	Qty in UOP	Cost Price	Line Price	VAT	Line Price INC VAT
1	97709623891	100 WORDSEARCH	9770962389	5.00	5.00	25.00	17.50	29.38

Goods Total (Exc VAT) 25.00
 Delivery Charges
 Delivery VAT (%)
 VAT Value 4.38
 Total Order Value 29.38

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 from, 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

Files Company Information Employees Products Purchase Orders Inventory Sales Module Customers Reports Miscellaneous

Remits/Adjustments.

Supplier Details
 Supplier: CAPITAL HAIR & BEAUTY LTD Credit Limit: 1000.00 ☒ Payment ☐ Adjustment

Address Details: THE OLD COACH HOUSE
 110 OLD LONDON RD
 PATCHAM/BRIGHTON
 BN18YA Bank Details:

Notes

Sr.No	Supplier Invoice Ref.	Invoiced Date	Type	Goods Total	Delivery Charges	VAT	Total Inc. VAT	Paid	Balance	Pay	Val. to Alloc.
1	1234	20/06/2006	Invoice	25.00	0.00	4.38	29.38	0.00	29.38	<input checked="" type="checkbox"/>	20.00

Totals: 25.00 0 4.38 29.38 0 29.38

Payment Details
 Payment Type: Discount:
 Bank: Payment Amount: 20.00
 Payment Ref:
 Sort Code: Account Number:

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.

Sr.No	Reason
1	Rent
2	Electricity
3	Insurance
4	Travel Expenses
5	

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.

Files Company Information Employees Products Purchase Orders Inventory Sales Module Customers Reports Miscellaneous

Company Information

Customers

Employees

Inventory

Products Module

Purchase Orders

Reports

Sales Module

Add	<div></div>	Modify	Delete	Close	Print	<div></div>	Print Labels
Add Delivery Note		Purchase Order Ref		Status	Gm Date	Supplier Code	Supplier Name
Add Goods Receipt		/2006/20	EH/POD/05/10/2004/1	Full Order Received	10/02/2006 10:46	FREEM	FREEMANS
2	EH/GRN/21/10/2005/19	EH/POD/21/10/2005/30	Full Order Received	21/10/2005 12:27	MDH	MDH MASALAS	
3	EH/GRN/21/10/2005/18	EH/POD/21/10/2005/30	Partial Order Received	21/10/2005 12:26	MDH	MDH MASALAS	
4	EH/GRN/20/10/2005/17	EH/POD/20/10/2005/29	Full Order Received	20/10/2005 11:16	ENOV	E-NOVATIONS (LONDON) LTD	
5	EH/GRN/23/08/2005/16	EH/POD/23/08/2005/27	Full Order Received	23/08/2005 12:39	CAPIT	CAPITAL HAIR & BEAUTY LTD	
6	EH/GRN/03/05/2005/15	EH/POD/03/05/2005/24	Full Order Received	03/05/2005 17:36	AROMA	Aromatherapy Associates Ltd	
7	EH/GRN/03/05/2005/14	EH/POD/03/05/2005/24	Partial Order Received	03/05/2005 17:35	AROMA	Aromatherapy Associates Ltd	
8	EH/GRN/04/03/2005/13	EH/POD/04/03/2005/23	Full Order Received	04/03/2005 12:40	ENOV	E-NOVATIONS (LONDON) LTD	
9	EH/GRN/04/03/2005/12	EH/POD/04/03/2005/23	Partial Order Received	04/03/2005 12:39	ENOV	E-NOVATIONS (LONDON) LTD	
10	EH/GRN/11/01/2005/11	EH/POD/11/01/2005/22	Full Order Received	11/01/2005 14:21	ENOV	E-NOVATIONS (LONDON) LTD	
11	EH/GRN/11/01/2005/10	EH/POD/11/01/2005/21	Full Order Received	11/01/2005 13:49	ENOV	E-NOVATIONS (LONDON) LTD	
12	EH/GRN/11/01/2005/9	EH/POD/11/01/2005/20	Full Order Received	11/01/2005 11:23	ENOV	E-NOVATIONS (LONDON) LTD	
13	EH/GRN/02/12/2004/8	EH/POD/02/12/2004/19	Full Order Received	02/12/2004 10:16	LYNTO	LYNTON LASERS LTD	
14	EH/GRN/02/12/2004/7	EH/POD/02/12/2004/18	Full Order Received	02/12/2004 10:14	LYNTO	LYNTON LASERS LTD	
15	EH/GRN/01/12/2004/6	EH/POD/01/12/2004/17	Full Order Received	01/12/2004 16:49	LYNTO	LYNTON LASERS LTD	
16	EH/GRN/10/11/2004/5	EH/POD/10/11/2004/10	Full Order Received	10/11/2004 17:33	CAPIT	CAPITAL HAIR & BEAUTY LTD	
17	EH/GRN/08/11/2004/4	EH/POD/08/11/2004/5	Full Order Received	08/11/2004 11:10	BELLE	BELLE SANTE INTERNATIONAL LTD	
18	EH/GRN/20/10/2004/3	EH/POD/20/10/2004/4	Full Order Received	20/10/2004 13:19	ENOV	E-NOVATIONS (LONDON) LTD	
19	EH/GRN/20/10/2004/2	EH/POD/20/10/2004/3	Partial Order Received	20/10/2004 12:41	ENOV	E-NOVATIONS (LONDON) LTD	
20	EH/GRN/15/10/2004/1	EH/POD/15/10/2004/2	Full Order Received	15/10/2004 14:12	ENOV	E-NOVATIONS (LONDON) LTD	

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.

Goods Receipt Note

Supplier: CAPIT-CAPITAL HAIR & BEAUTY LTD

Purchase Order Ref: EH/POD/07/06/2006/1

Notes:

Order Summary

Ordered Date: 07/06/2006 17:31:02 Order Status: **Order Placed**

Sr. No.	Product Code	Product Description	Supp. Prod. Code	Supp. Description	Ordered Qty	Qty Received	Qty to be Confirmed	Qty Pending	Qty Delivered
1	9770962389	100 WORDSEARCH	9770962389	100 WORDSEARCH	5	0	0	5	5

Close Save

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

Goods Receipt Confirmation

Supplier : AANDA-AANDA Ltd. **Show Order**

Purchase Order Ref: EH/POD/20/06/2006/2 **Clear**

Delivery Note: **Notes**

Order Summary
 Ordered Date: 20/06/2006 22:44:05 Order Status: **Order Placed**
 Order Ref:

Sr. No.	Product Code	Product Description	Supp. Prod. Code	Ordered Qty	Qty Received	Qty to be Confirmed	Qty Pending	Qty Checked	Location	Multiple	UOS Qty
1	50183063055	clipper	5018306305908	5	0	0	5	5	SHOP	1	5

Product Pricing
 Cost Price: 0.45

Sr.No	Quantity	Price	Margin
1	1	0.650	18.65
2	5	0.550	3.86

Close Save Double Click to see the Locations if the Multiple is checked against the Selected Product Update Product Details

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.

Locations

Location Code: SH0P

Description: SH0P

Shop Floor: ☒

External Branch: ☐

Service Location: ☐

Close Save

Locations List

Pic 43

Stock Movement

To access this screen Click on Inventory>Stock Movement

Stock Movement

Sr.No	Product Code	Product Description	From Location	Avail. Quantity	Quantity to be Moved	To Location	Reason For Movement
1	11001	Advanced Hydrating Complex Creme30	SH0P	11	2	To Location	Reason For Movement
2							

Close Save & Print

External
MASSAGE
NEW LOCATION
SH0P
Warehouse

Pic 44

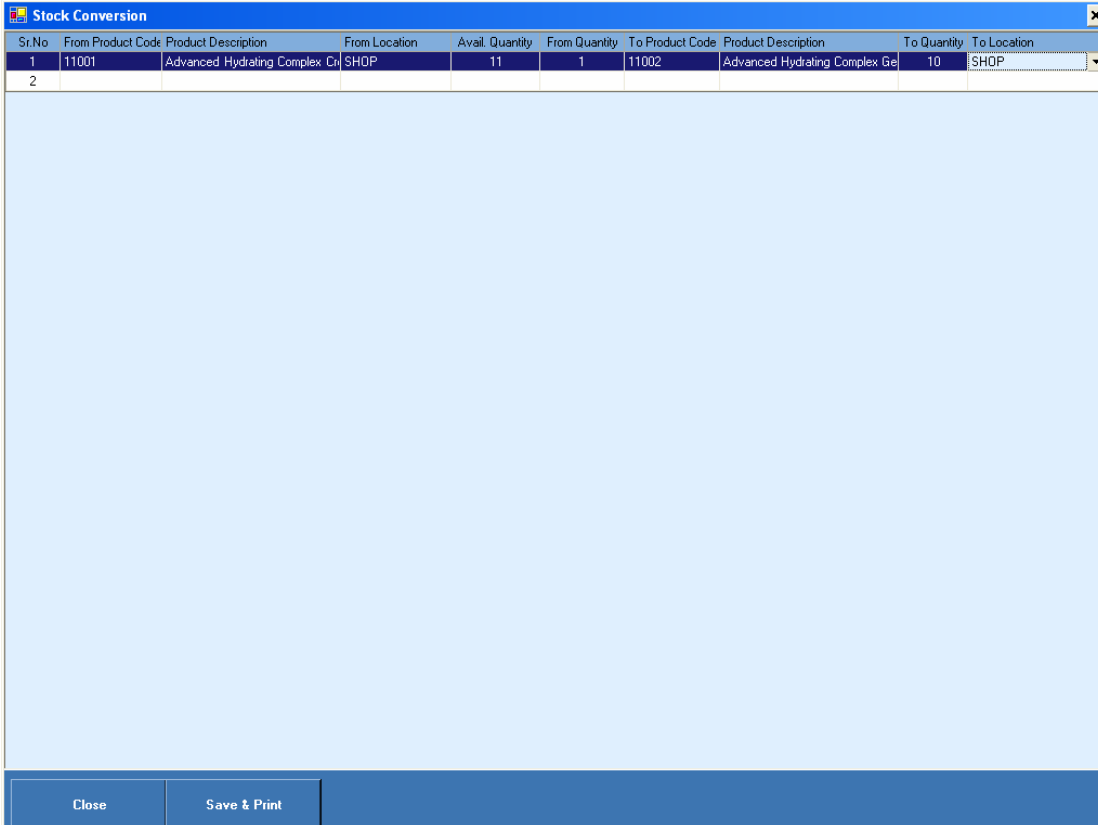
Stock movement is the Transfer between two locations, the destination location can be external branch or the different location i.e. warehouse to shop.

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.



Sr.No	From Product Code	Product Description	From Location	Avail. Quantity	From Quantity	To Product Code	Product Description	To Quantity	To Location
1	11001	Advanced Hydrating Complex Cr	SHOP	11	1	11002	Advanced Hydrating Complex Ge	10	SHOP
2									

Close Save & Print

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.

The screenshot displays the 'Stock Adjustment' screen. On the left is a navigation menu with options like Company Information, Customers, Employees, Inventory, Products Module, Purchase Orders, Reports, and Sales Module. The main area has tabs for 'Adjust Stock', 'Search', 'Show All', and 'Close'. A 'Multi Products Adjustment / New Stock Upload' button is located at the top right. Below it is a 'Stock Adjustment List' table. An 'Adjust Stock' dialog box is open, showing a search for Product Code 11017, which is 'Facial Lotion 60ml'. The dialog box has a table with columns for Sr.No, Location, Quantity, Reason For Adjustment, and Previous Qty. The table shows one entry: 1, SHOP, 10.00, Discrepancy, 0.00. The dialog box has buttons for Close, Confirm, and Add Line. An arrow labeled '1' points to the 'Multi Products Adjustment / New Stock Upload' button.

Sr.No	Product Code	Description	Physical Qty	Back Order Qty	Max Level	Min Level	Main Category
1	00100 - 0	sfdidsfids.../34*36/Light Brown	0.00	0.00	11	1	Home Interest
2	00100 - 1	sfdidsfids.../32*34/Black	0.00	0.00	10	1	Home Interest
3	00100 - 2	sfdidsfids.../32*34/Brown	0.00	0.00	10	1	Home Interest
28	123	te	0.00	0.00	5	1	aaaa
29	1231	sdfisdf	0.00	0.00	3	1	Adult
30	1234 - 1	CLAK/7-40/Black/a	0.00	0.00	12	1	Shoes
31	1234 - 2	CLAK/34*36/Brown	0.00	0.00	56	33	Shoes
32	1234 - 3	CLAK/32*34/Grey	0.00	0.00	44	2	Shoes
33	2456	Onions	0.00	0.00	0	0	Vegetables
34	413712	Gel Blancheur - Whitening Gel Newlightube 100n	0.00	0.00	10	1	Salon products
35	440070	Crème Massage - Modeling Cream1 000 ml	0.00	0.00	10	1	Salon products
36	440182	Lait Hydra Fraicheur T. P. - Refreshing Cleansing	0.00	0.00	10	1	Salon products
37	440192	Gel Hydra Purifié P.G. - Purifying Cleansing Gel / I	0.00	0.00	10	1	Salon products

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.

The screenshot shows the 'Stock Adjustment Screen' with the following fields and buttons:

- Form Fields:**
 - Bar Code / Product Code: [Text Box]
 - Qty: [Text Box]
 - Product Code: [Text Box]
 - Description: [Text Box]
 - Location: [Dropdown Menu, currently showing 'SHOP']
 - Reason: [Dropdown Menu, currently showing 'New Stock']
- Buttons:** 'Add Line', 'Update Product', 'Clear'.
- Table:**

Sr.No	Bar Code	Product Code	Description	Location	Qty	Stock Adjustment Reason
1		11001	Advanced Hydrating Complex Creme30ml	SHOP	5.00	New Stock
- Bottom Buttons:** 'Close', 'Adjust Stock', 'Upload New Stock', 'Add New Product', 'Add Multiple New Product', 'Select Product'.

Pic 47

1

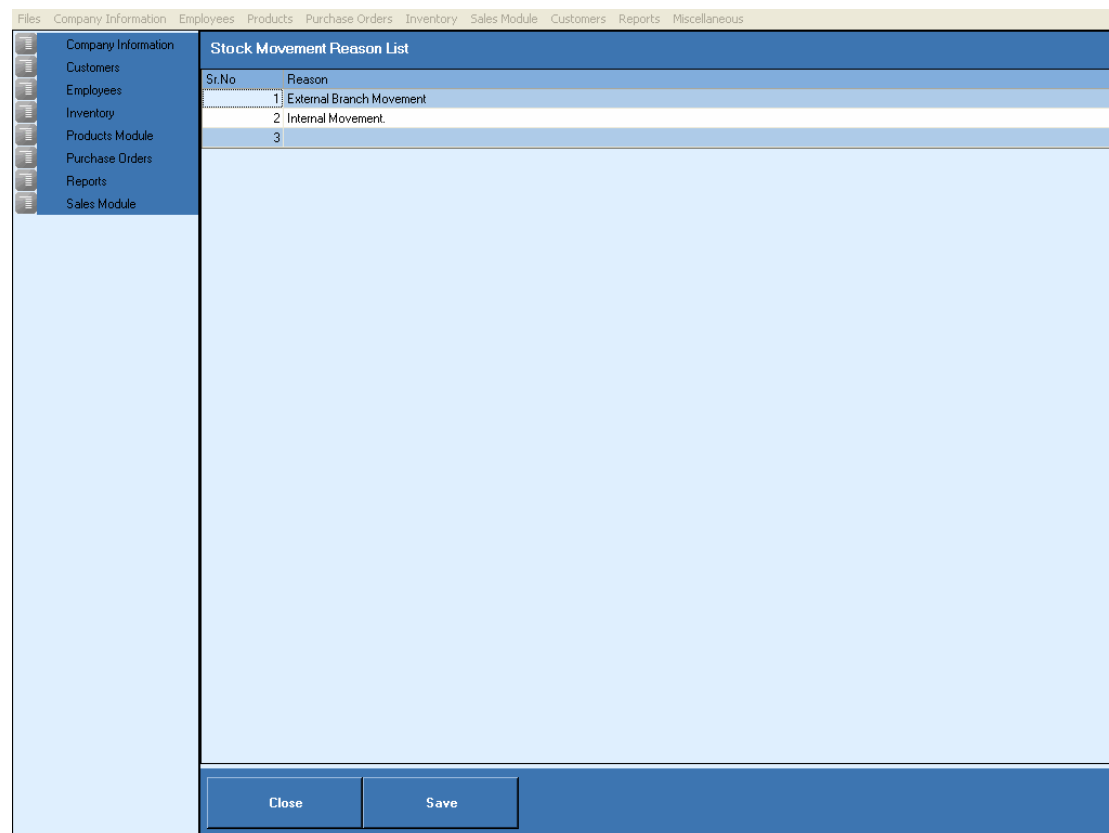
2

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.

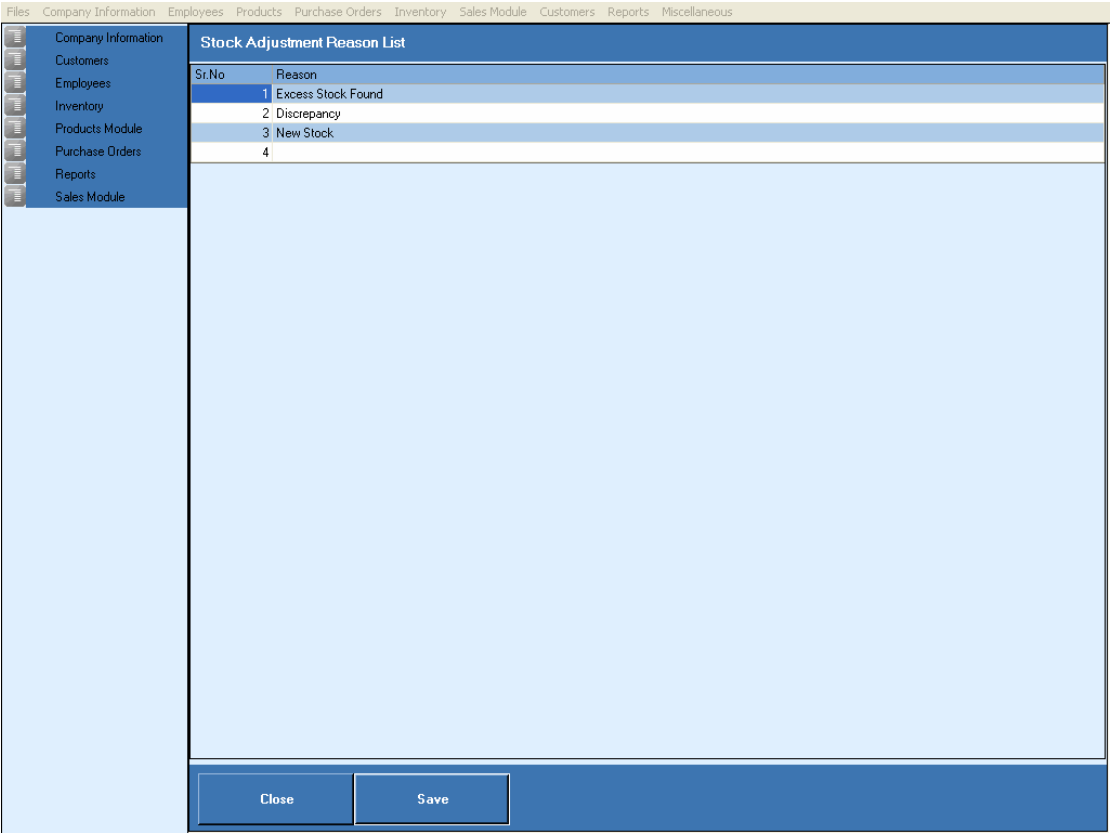


Pic 48

Stock Adjustment Reasons Listing

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

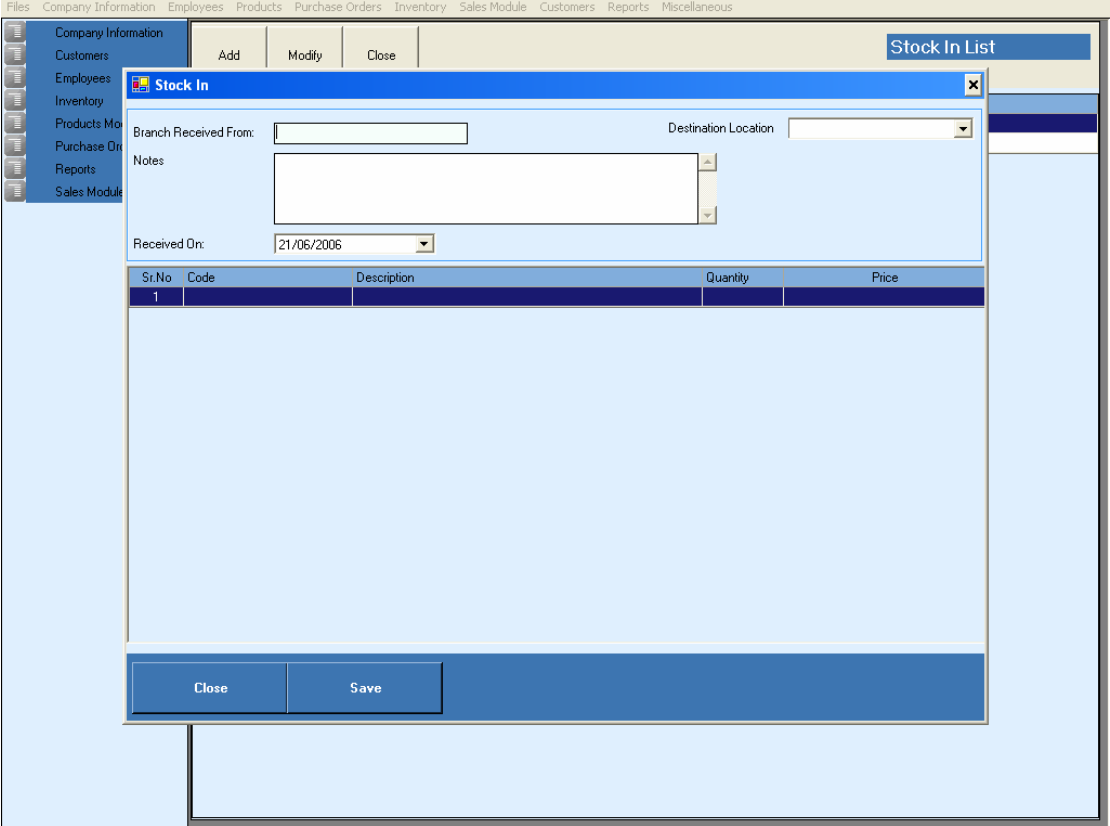
Here the stock Adjustment reasons list can be added, these reasons would be listed in the reasons of the stock Adjustment.



Pic 49

Stock In

To access this screen Click on Inventory>Stock In



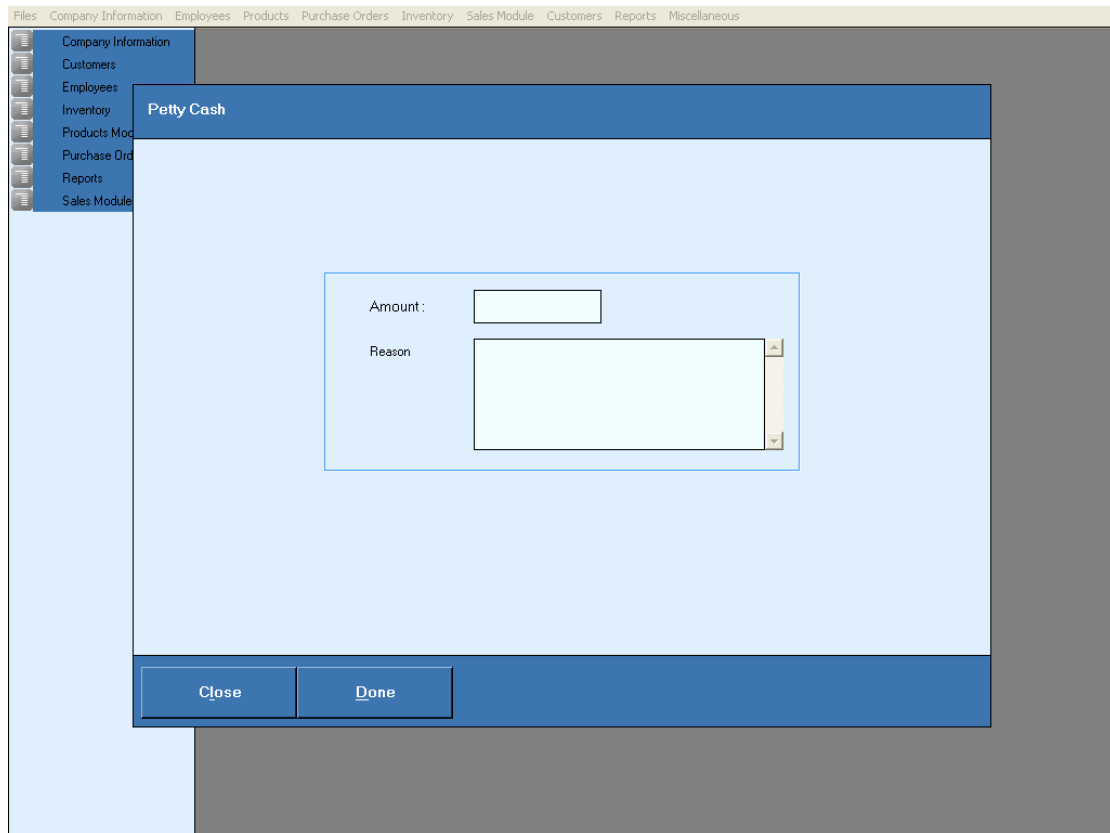
Pic 50

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.

The screenshot shows the 'Petty Cash' window within the EMPIRIUM EPOS application. The window has a title bar 'Petty Cash' and a menu bar with options: Company Information, Customers, Employees, Inventory, Products Mod, Purchase Ord, Reports, and Sales Module. The main area contains two input fields: 'Amount:' with a text box and 'Reason' with a larger text box. At the bottom, there are two buttons: 'Close' and 'Done'.

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.

St.No	Reason
1	Special Customer
2	Regular Customer
3	Customer Type Disc
4	

Close Save

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.

Enter Your Search Criteria

Sales Order Ref: From Date: Search Clear

Order Date: ☒ 21/06/2006 To Date:

Customer Ref: Select Customer

StNo	Transaction Date	Payment For	Total Value	Paid Amount	Change	Customer AccNo

StNo	Code	Description	Quantity	Unit Price	Promotional Discount	Discount	Total Price

Close Print Transaction Receipt

Pic 53

Cash Drawer

To access this screen Click on Sales Module>Cash Drawer

The screenshot shows the 'Cash Drawer Details' window. On the left is a navigation menu with icons and labels for: Company Information, Customers, Employees, Inventory, Products Module, Purchase Orders, Reports, and Sales Module. The main area contains the following fields and controls:

- Till No.:** A dropdown menu currently showing 'Till1'. To its right, it says 'Last Date Time of End of Day Balancing 06/06/2006 13:29:37'.
- Current Balance:** A section with three input fields: 'Total Transactions Amount' (0.00), 'Total Opening Balance' (0.00), and 'Current Balance' (0.00).
- Floor Limit:** An input field showing '100.00'. To its right, 'Total Bank Amount' (0.00) and 'Amount above Floor Limit' (0.00).
- Opening Balance:** A section with an 'Amount' input field (50), a 'Verified By' dropdown menu, and a 'Confirm' button.
- Bank Money:** A section with an 'Amount' input field (0.00), a 'Verified By' dropdown menu, and a 'Confirm' button.
- Banked By:** A dropdown menu.
- Close:** A button at the bottom left of the window.

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.

St.No	Denomination Display	Denomination Equivalent
1	£ 1	1
2	£ 2	2
3	£ 5	5
4	£ 10	10
5	50 PENCE	0.5
6	1 Euro	0.6012
7	Credit cards	1
8	Visa	1
9	mastercard	1
10	10 pence	0.1
11	1 pence	0.01
12	2 pence	0.02
13	20 pence	0.2
14		

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.

1 2 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

Save

Total Till Amount

Denomination Total

Variance

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

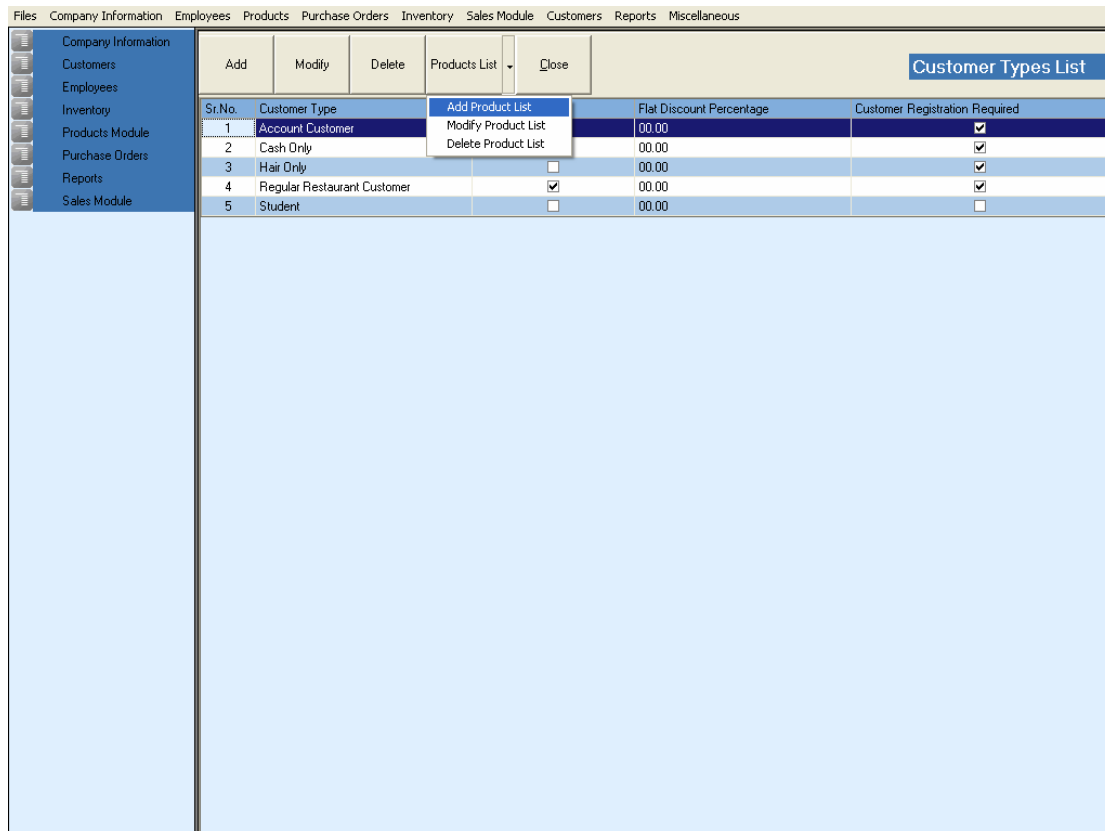
Customer Types is the master list for grouping customers, the grouping helps to group customers for various combinations ,such as flat and certain percentage of discount on certain products.

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

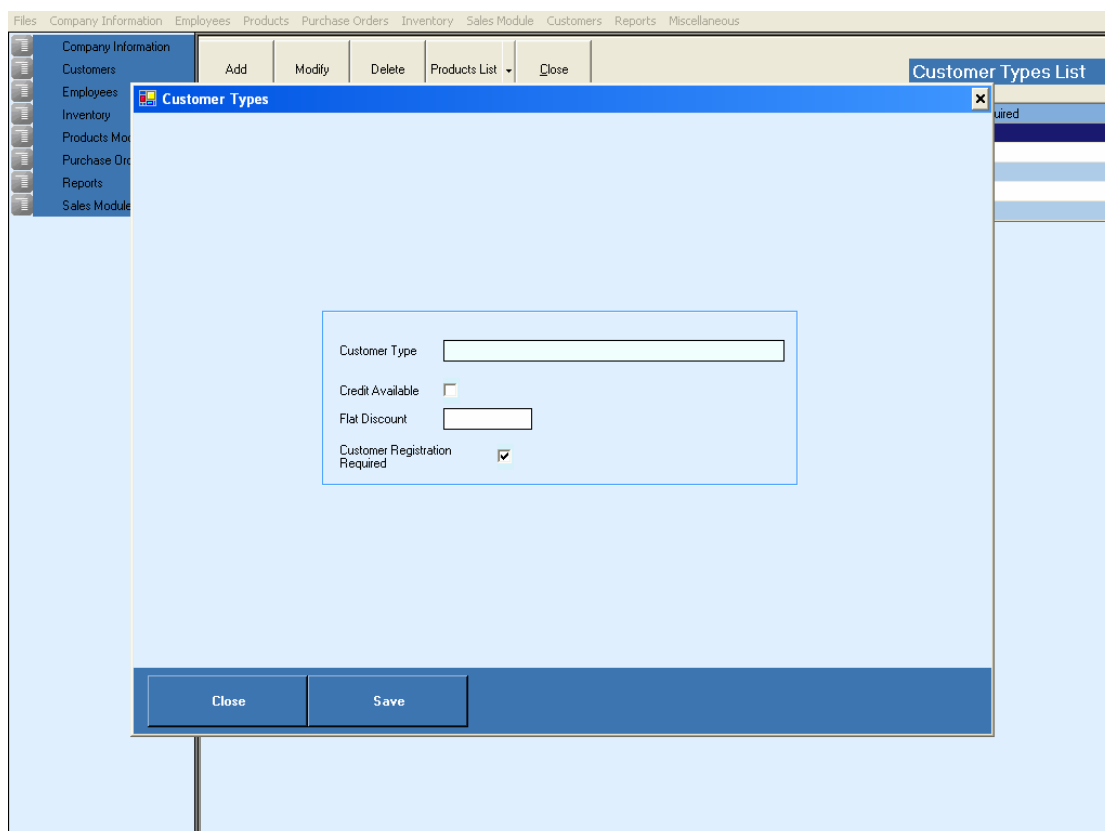
To Modify click on Modify

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

The screenshot shows the 'Customer Type Items List' dialog box in the EMPERIUM EPOS software. The 'Products List' tab is active, showing a table of products linked to the selected customer type. The table has the following data:

Sr.No.	Product Code	Product Name	Description	VAT	Unit Of Sale	Main Category
1	11002	MD FORMULATION	Advanced Hydrating Complex Gel30ml	17.50	Each	FACE

Below the main table, there is a smaller table showing a discount calculation:

Sr.No.	Quantity	Price (£)	Customer Price (£)	Disc (%)	Disc (£)
1	1	34.50	30.00	13.04	4.50

The dialog box also includes a 'Close' button and a 'Save' button at the bottom.

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

Customer Details

Account Number: 1

Customer Name: STENLAKE

Address Line 1: 2 ABERDANE CLOSE

Address Line 2:

Town: WEST WICKHAM

County:

Post Code: BR4

Home Number:

Work Number:

Mobile Number:

Fax Number:

Email:

Customer Type: Account Customer

Credit Limit: 1

Pop Up Notes:

How Did You Hear About Us:

Account Number	Customer Name	Address	Town	Post Code	Customer Type
129	COOK	38 CHESSINGTON,	WEST WICKH	BR4	Account Customer
13	POWLEY	16 ASH GROVE,	WEST WICKH	BR4	Account Customer
130	GEARING	40 CHESSINGTON,	WEST WICKH	BR4	Account Customer
131	JANE SMITH	50 CHESSINGTON	WEST WICKH	BR4	Account Customer

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

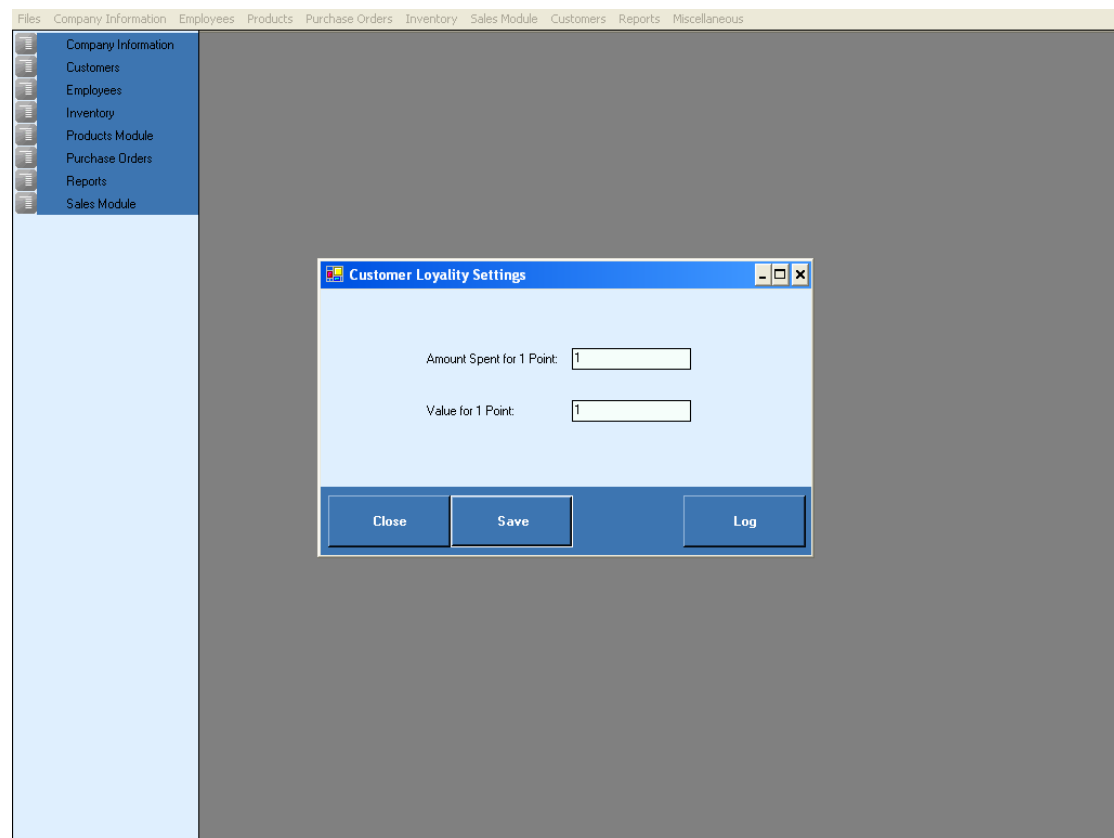
This is sought of reminder set against the customer, whenever customer is accessed in different modules, the pop up or reminder notes is popped up. For e.g. you want to pass a message about customer to the person working on the till, if you have set once, whenever any one accesses this customer, the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

Customer Vouchers

Customer:

Sr.No	Customer Acc No.	Name	Address Details	Total Amount	Total Points	Voucher Value	Generate Voucher
1	E36	Mr.Elliot	123 Avenue Le Fleche,Swindon,Wiltshire,SN	72.64	73.00	73	<input type="checkbox"/>

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.

The screenshot shows the 'Customer Payments' window. On the left is a navigation menu with options: Company Information, Customers, Employees, Inventory, Products Module, Purchase Orders, Reports, and Sales Module. The main window has a header bar with the title 'Customer Payments'. Below the header, there are two sections: 'Customer Details' and 'Address Details'. The 'Customer Details' section includes a 'Customer' field with the value '1', a 'Select' button, 'Credit Limit: 0.00', and 'Credit Available: 0.00'. The 'Address Details' section includes a text area with the address 'STENLAKE, 2 ABERDANE CLOSE, WEST WICKHAM, BR4'. Below these sections is a 'Notes' text area. At the bottom of the window, there is a table with columns: Sr.No, Invoice Ref., Invoiced Date, Type, Total Inc. VAT, Paid, Balance, Pay, and Val. to Alloc. The table is currently empty. Below the table, there is a 'Totals' section showing '0' for 'Total Inc. VAT', '0' for 'Paid', and '0' for 'Balance'. To the right of the 'Totals' section is a 'Payment Details' button and a 'Payment Amount' text field. At the very bottom of the window, there are three buttons: 'Close', 'Save', and 'View Customer Transactions'.

Sr.No	Invoice Ref.	Invoiced Date	Type	Total Inc. VAT	Paid	Balance	Pay	Val. to Alloc.
-------	--------------	---------------	------	----------------	------	---------	-----	----------------

Totals: 0 0 0

Payment Details Payment Amount:

Close Save View Customer Transactions

Pic 63

Magazines Deliveries/Delivery Grouping

To access this screen Click on Customers>Delivery Grouping

The screenshot shows the 'Delivery Grouping' window. On the left is a navigation menu with options: Company Information, Customers, Employees, Inventory, Products Module, Purchase Orders, Reports, and Sales Module. The main window has a header bar with the title 'Delivery Grouping'. Below the header, there is a table with columns: Sr.No and Reason. The table contains three rows: 1. LANE E6, 2. lanes e7, and 3. Below the table, there are two buttons: 'Close' and 'Save'.

Sr.No	Reason
1	LANE E6
2	lanes e7
3	

Close Save

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

Files Company Information Employees Products Purchase Orders Inventory Sales Module Customers Reports Miscellaneous

Company Information
Customers
Employees
Inventory
Products Module
Purchase Orders
Reports
Sales Module

Customer Magazines Linking

Sr.No	Acc.No	Account Type	Customer Name	Address Line 1	Address Line 2	Delivery Notes	Active	Delivery Group
1	E147	Account Customer	enovations	innovation cent	marshwall road		<input checked="" type="checkbox"/>	LANE E6
2	E43	Account Customer	Mr.Elliot	78 Selsdon rd			<input checked="" type="checkbox"/>	LANE E6
3	E99	Account Customer	Mr.Elliot	sda			<input checked="" type="checkbox"/>	lanes e7
4	E45	Account Customer	sddsa	sadsad	dass	fdiddf	<input checked="" type="checkbox"/>	lanes e7
5	E119	Account Customer	test	Unit 6	Elgar Business Centre		<input checked="" type="checkbox"/>	LANE E6
6							<input type="checkbox"/>	

Sr.No	Code	Description	Magazine Type	Start Date
1	9771357384	50 OVER	Monday	20/04/2006
2	9771357566	AMATEUR VIDEO	Tuesday	21/04/2006
3	9771741396	ADOBE PHOTOSHOP FOCUS GD	Fortnight	13/04/2006
4	weekly2day	weekly 2 day	Weekly	27/02/2006

Save

Please save for every Customer when Magazines are set

Close **No Deliveries**

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.

Customer Deliveries Sorting

Delivery Group: LANE E6

Sr.No	Acc.No	Customer Name	Address Line 1	Address Line 2	Post Code	Sorting Order
1	E147	enovations	innovation centre	marshwall road		1
2	E119	test	Unit 6	Elgar Business Centre	WR2 6NJ	2
3	E43	Mr.Elliot	78 Selsdon rd		E14 9FW	3

Close Save

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.

Sr.No	Acc No	Customer Name	Address Line 1	Code	Description
1	E99	Mr. Elliot	sda	9771741853	52w

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,

Files Company Information Employees Products Purchase Orders Inventory Sales Module Customers Reports Miscellaneous

Customer Magazine Invoicing

Name: Address Line 1:

Sr.No	Acc.No	Customer Name	Address Line 1	Delivery Notes	Last Generated Month	Last Generated Year
1	E147	enovations	innovation cent		8	2006
2	E43	Mr.Elliot	78 Selsdon rd		6	2006
3	E99	Mr.Elliot	sda			
4	E45	sddsa	sadsad	fdiddf		
5	E119	test	Unit 6			

Generate Invoice For: Jun 2006

Sr.No	Code	Description	Delivery Date	Magazine Type	Price
1	9771357384	50 OVER	05/06/2006	Monday	3.99
2	weekly2day	weekly 2 day	05/06/2006	Weekly	0.65
3	9771357566	AMATEUR VIDEO	06/06/2006	Tuesday	6.10
4	9771357384	50 OVER	12/06/2006	Monday	3.99
5	9771741396	ADOBE PHOTOSHOP FOCUS GD	12/06/2006	Fortnight	7.99
6	weekly2day	weekly 2 day	12/06/2006	Weekly	0.65
7	9771357566	AMATEUR VIDEO	13/06/2006	Tuesday	6.10
8	9771357384	50 OVER	19/06/2006	Monday	3.99
9	weekly2day	weekly 2 day	19/06/2006	Weekly	0.65
10	9771357566	AMATEUR VIDEO	20/06/2006	Tuesday	6.10
11	9771357384	50 OVER	26/06/2006	Monday	3.99
12	weekly2day	weekly 2 day	26/06/2006	Weekly	0.65
13	9771357566	AMATEUR VIDEO	27/06/2006	Tuesday	6.10
14	9771741396	ADOBE PHOTOSHOP FOCUS GD	27/06/2006	Fortnight	7.99

Total : 58.94

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

Files Company Information Employees Products Purchase Orders Inventory Sales Module Customers Reports Miscellaneous

Company Information
Customers
Employees
Inventory
Products Module
Purchase Orders
Reports
Sales Module

Activate Delete Show All Close

Code Search
Description Clear Deleted Products List

Sr.No.	Product Code	Name	Description	Vat	Max. Level	Min. Level	Unit Of Sale	Main Category
1	9771468089	100 BIKER	100 BIKER	0	10	1	Each	Bath and Shower
2	9771474101	100 CODECRACKE	100 CODECRACKERS	0	10	1	Each	Adult
3	9770957536	100 CROSSWORD	100 CROSSWORDS	17.5	10	1	Each	Bath and Shower
4	9771356339	100 REAL WIVES	100 REAL WIVES	0	10	1	Each	Adult
5	00100 - 3	Jeans	sfd/sdfs/34*36/Grey	17.5	10	1	Each	Home Interest

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.

Files Company Information Employees Products Purchase Orders Inventory Sales Module Customers Reports Miscellaneous

Company Information
Customers
Employees
Inventory
Products Module
Purchase Orders
Reports
Sales Module

Activate Delete Show All Close

Bar Code Search
Description Clear Deleted Bar Codes List

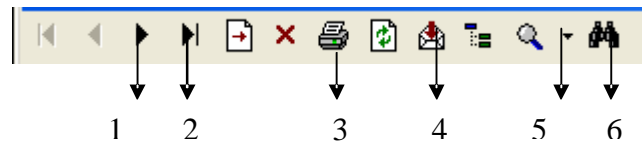
Sr.No	Bar Code	Product Code	Name	Description	Supplier	Main Category
1	2345	9771474101	100 CODECRACKERS	100 CODECRACKERS	AANDA Ltd.	Adult
2	9770957536	9770957536	100 CROSSWORDS	100 CROSSWORDS		Bath and Shower
3	97713563391	9771356339	100 REAL WIVES	100 REAL WIVES	AANDA Ltd.	Adult
4	3500465285334	528533	GUINOT	Absolue Minceur - Intensive Contouring	R.ROBSON LT BODY	
5	50000000000053	00100 - 3	Jeans	sfd/sdfs/34*36/Grey	FREEMANS	Home Interest

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.

SalesSold 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.

InventoryLocations 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.

CustomersCustomers 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

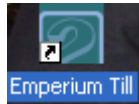
This is the VAT Summary calculated from the sales and purchases, the summary is calculated from the sales VAT summary – purchase VAT summary

Profit/Loss Summary

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

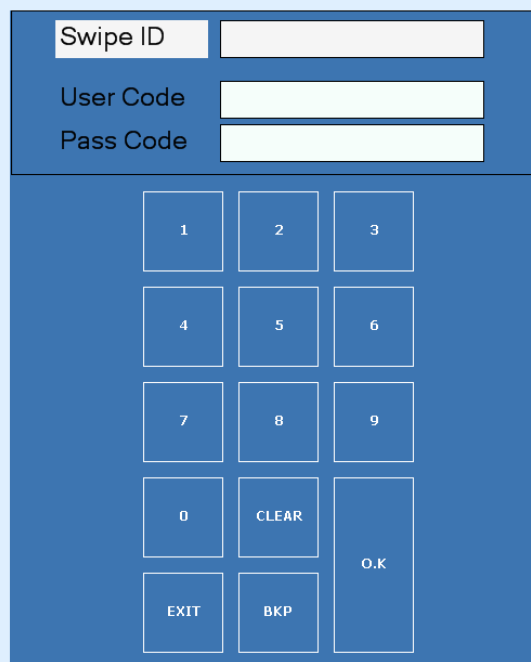
EMPERIUM TILL

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

The login screen for the Emperium Till module. It has a blue background. At the top, there are three input fields: 'Swipe ID' (light grey), 'User Code' (light green), and 'Pass Code' (light green). Below these fields is a numeric keypad with buttons for digits 1 through 9, 0, and a 'CLEAR' button. At the bottom, there are three buttons: 'EXIT', 'BKP', and 'O.K'.

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

The screenshot shows the Sales Screen interface with the following components and callouts:

- Header Bar:** Till2, Mr. Administrator Administrator, 24/06/2006 15:56:39.
- Search Bar:** Qty 1, Code, Search.
- Product List Table:**

Description	Qty	Unit Price	Disc	Total Price
Advanced Hydrating Complex Gel30ml	2	34.500	£ 5	59.00
- Customer Details:** Name, Address, Town, Post Code, Credit Limit, Credit Available.
- Products Summary:**

Hold Sales Order	UnHold Sales Order	Up Arrow	Down Arrow
Products		Number Of Items: 2	Total Amount: 69.00
		Line Discount: 10.00	Overall Discount (%): 0.00
		Products Total:	59.00
- Bottom Menu Bar:**
 - Activate Discount, Deactivate Discount, Delete Item, Admin, Log Out, New Sales, Customer, Print Last Receipt.
 - Payment button (red).
- Right Side Panel:**
 - Misc, Sales Enquiry, Refunds/Returns, Petty Cash, Close.
 - Adult, Bath and Shower, BODY, Buying Selling, Children's Magazines, Computing.
 - Countryside County, Drinks, EYES, FACE, FEET, fizi drinks.
 - Cheeks, Lips.
 - Advanced Hydrating Complex Gel30ml.

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.

The screenshot displays the EMPIRIUM EPOS software interface. At the top, it shows 'Till2', 'Mr. Administrator Administrator', and the date/time '24/06/2006 15:40:35'. Below this is a header bar with buttons for 'Qty' (set to 1), 'Code', 'Search', 'Misc', 'Sales Enquiry', 'Refunds/Returns', 'Petty Cash', and 'Close'. The main area is divided into several sections. On the left, there's a 'Description' field and a 'Customer Details' section with fields for Name, Address, Town, Post Code, Credit Limit, and Credit Available. Below this are buttons for 'Activate Discount', 'Deactivate Discount', 'Delete Item', and 'Admin'. In the center, a 'QUANTITY OF THE PRODUCT' overlay is active, showing a numeric keypad (0-9, ., 00, £/€, %, CLEAR, BKP) and 'CLOSE'/'O.K.' buttons. To the right of the keypad, there's a list of product categories: 'Buying Selling', 'Children's Magazines', 'Computing', 'FACE', 'FEET', and 'fizi drinks'. At the bottom, there's a 'Payment' button and a 'Print Last Receipt' button.

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				
<input type="text"/>				%
1	2	3	4	Discount Reason Customer Type Disc Regular Customer Special Customer
5	6	7	8	
9	0	.	00	
£/€	%	CLEAR	BKP	
CLOSE		O.K		

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.

Add Miscellaneous Item

Description: Tickets

Price: 40

Buttons: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, 00, CLEAR, BKP, Done

Category Grid:

- Tickets, Travel Card
- Lottery, Hardware
- Kitchen, Electric
- Groceries, Books
- Cassettes, Pens

Close

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,

Till2 Mr. Administrator Administrator 24/06/2006 16:59:16

Qty **1** Code Search

Description	Qty	Unit Price	Disc	Total Price
Advanced Hydrating Complex Gel30ml	1	34.500		34.50

Customer Details

Name
Address
Town
Post Code
Credit Limit
Credit Available

Hold Sales Order UnHold Sales Order

Products Number Of Items **1**
Total Amount **34.50**
Line Discount **0.00**
Overall Discount (%) **0.00**
Products Total **34.50**

Activate Discount Deactivate Discount Delete Item Admin
Log Out New Sales Customer Print Last Receipt

Payment

Payment Details

St.No Payment Type Paid Amt

Total Amount **34.50**

Paid Amount **.000**
Balance **34.500**
Change **0.00**

CASH £
CARD
CHEQUE
VOUCHER
ACCOUNT
BANK TRANSFER

£5 £10 £20 £50
7 8 9 CLEAR
4 5 6 BKP
1 2 3 **35**
0 00 .

Delete Row

↑ B

→ A

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

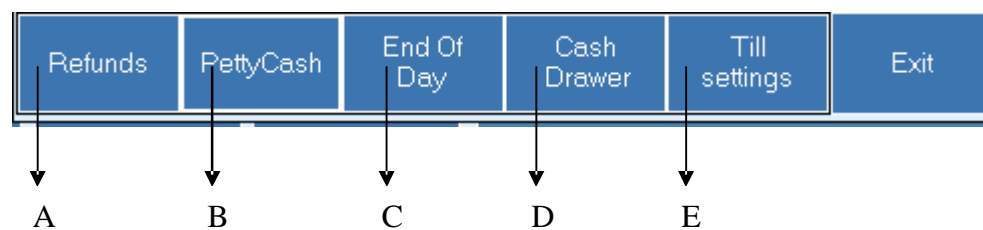
If you disable printing sales receipt in Till settings and want to print Sales receipt, then click on print last receipt, this only prints the last Transaction receipt.

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.

Sales Enquiry																						
Enter Your Search Criteria																						
Sales Order Ref:	<input type="text"/>	From Date:	<input type="text" value="21/06/2006"/>																			
Order Date:	<input type="text" value="21/06/2006"/>	To Date:	<input type="text" value="21/07/2006"/>																			
Customer Ref:	<input type="text"/>	<input type="button" value="Select Customer"/>																				
<table border="1"> <thead> <tr> <th>SlNo</th> <th>Transaction Date</th> <th>Payment For</th> <th>Total Value</th> <th>Paid Amount</th> <th>Change</th> <th>Customer AccNo</th> </tr> </thead> <tbody> <tr><td colspan="7" style="height: 50px;"></td></tr> </tbody> </table>							SlNo	Transaction Date	Payment For	Total Value	Paid Amount	Change	Customer AccNo									
SlNo	Transaction Date	Payment For	Total Value	Paid Amount	Change	Customer AccNo																
<table border="1"> <thead> <tr> <th>SlNo</th> <th>Code</th> <th>Description</th> <th>Quantity</th> <th>Unit Price</th> <th>Promotional Discount</th> <th>Discount</th> <th>Total Price</th> </tr> </thead> <tbody> <tr><td colspan="8" style="height: 100px;"></td></tr> </tbody> </table>							SlNo	Code	Description	Quantity	Unit Price	Promotional Discount	Discount	Total Price								
SlNo	Code	Description	Quantity	Unit Price	Promotional Discount	Discount	Total Price															
<input type="button" value="Close"/>		<input type="button" value="Print Transaction Receipt"/>																				

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.

Returns

Till2
Mr. Administrator Administrator
24/06/2006 18:28:58
Order Date 24/06/2006 17:06:01

Order Ref : 32 Search Refund

StNo	Product Code	Description	Unit Of Sale	Qty	Unit Price	Promotional Discount	Discount	Total Price	Return Qty	Ret. Unit Price	Ret. Total Price	Prev. Ret. Qty
1	11002	Advanced Hydrating Complex Gel	Each	1	34.500		0	34.50	0	34.500	00.00	0

Customer Details
Customer Name
Address
Town
Post Code
Credit Limit
Credit Available

Total 34.50 Ret. Nett Amount 0.00

Payment

Close

1 Return Qty

4

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.

The screenshot shows the 'Petty Cash' dialog box within the EMPIRIUM EPOS application. The dialog box has a blue header bar with the title 'Petty Cash'. Below the header, there is a light blue area containing two input fields: 'Amount:' with a small text box, and 'Reason' with a larger text box and a vertical scrollbar. At the bottom of the dialog box, there are two buttons: 'Close' and 'Done'. The background of the application window shows a menu bar with options like 'Files', 'Company Information', 'Employees', 'Products', 'Purchase Orders', 'Inventory', 'Sales Module', 'Customers', 'Reports', and 'Miscellaneous'. A sidebar on the left lists various modules: 'Company Information', 'Customers', 'Employees', 'Inventory', 'Products Mod', 'Purchase Ord', 'Reports', and 'Sales Module'.

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.

1 ←

2 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.

D Cash Drawer

Files Company Information Employees Products Purchase Orders Inventory Sales Module Customers Reports Miscellaneous

Company Information
Customers
Employees
Inventory
Products Module
Purchase Orders
Reports
Sales Module

Cash Drawer Details

Till No. Last Date Time of End of Day Balancing 06/06/2006 13:29:37

Current Balance

Total Transactions Amount Total Opening Balance Current Balance

Floor Limit Total Bank Amount Amount above Floor Limit

Opening Balance

Amount Verified By

Bank Money

Amount Verified By

Banked By

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

Till Settings

TILL NO :	Till2
SALES RECEIPT PRINTER:	CBM1000 Partial Cut
REFUND PRINTER:	CBM1000 Partial Cut
PETTY CASH PRINTER:	
CUSTOMER CARD PRINTER:	
DEFAULT PRINTER:	
CREDIT CARD RECEIPT:	
BAR CODE:	
TILL FLOOR LIMIT:	0
PRINT RECEIPT:	<input checked="" type="checkbox"/>

Close Save

1

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.

FilesCompany InformationEmployeesProductsPurchase OrdersInventorySales ModuleCustomersReportsMiscellaneous

Company InformationCustomersEmployeesInventoryProducts ModulePurchase OrdersReportsSales Module

Customer Payments

Customer Details

Customer:1SelectCredit Limit:0.00Credit Available:0.00

Address Details:STENLAKE2 ABERDANE CLOSEWEST WICKHAMBR4

Notes

Sr.No	Invoice Ref.	Invoiced Date	Type	Total Inc. VAT	Paid	Balance	Pay	Val. to Alloc.
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Totals:000

Payment DetailsPayment Amount:

CloseSaveView Customer Transactions

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

The screenshot shows the Emperium Sign In/Sign Out interface. At the top, a blue header bar contains 'Emperium Sign In/Sign Out' on the left and the date/time '25/06/2006 14:21:17' on the right. Below the header, a red message reads 'Hello ,Mr. Administrator Administrator'. Underneath, in blue, it says 'Last Signed Out At:28/10/2005 12:26:03'. The main area is light blue and contains a central form with three input fields: 'Swipe ID' (masked with ****), 'User Code' (containing '0001'), and 'Pass Code' (masked with ****). To the right of these fields are three large buttons: 'Sign In', 'Sign Out', and 'Adjust Sign Out'. Below the input fields is a numeric keypad with buttons for digits 1-9, 0, and 'CLEAR'. At the bottom of the keypad are buttons for 'EXIT', 'BKP', and 'O.K'.

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.