

POSWiz

Inventory Management System



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Getting Started

Upon starting POSWiz you will be prompted for a PIN (Fig 1.0), if you have just installed it, enter the administration override pin (OVR) and click OK.



Fig 1.0 – The Login Panel

This will then bring to the main screen (Fig 1.1).

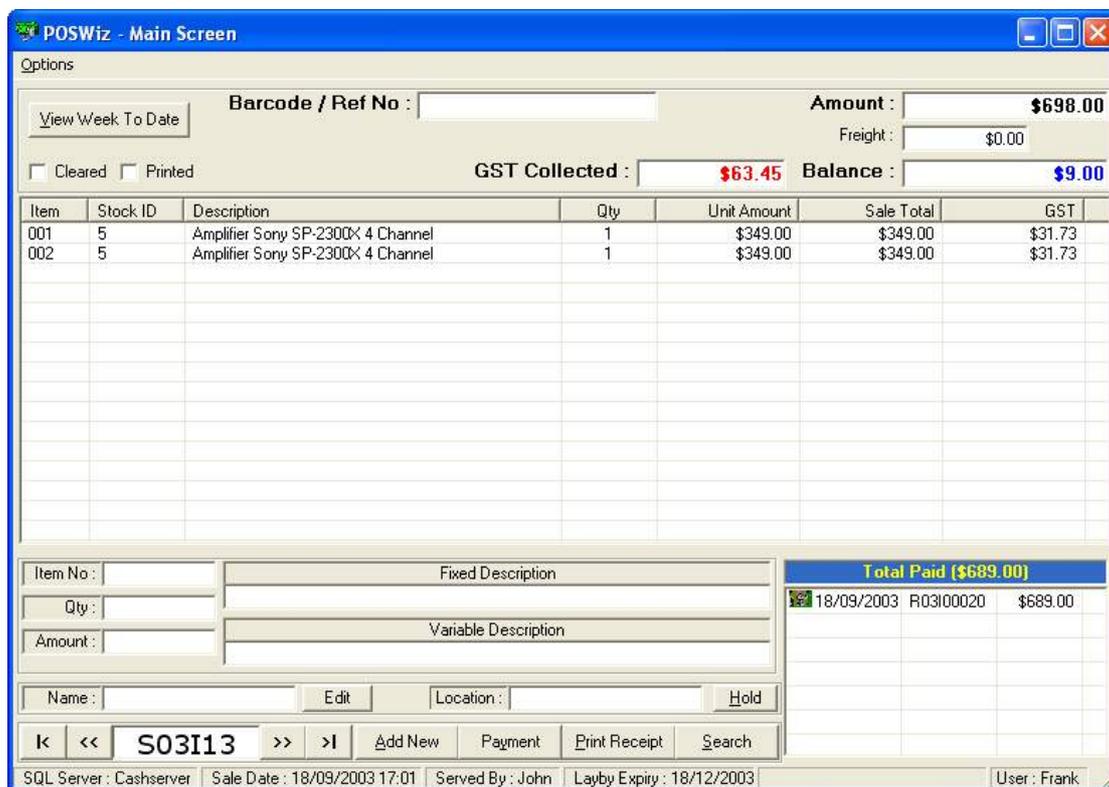


Fig 1.1 – POSWiz Main Screen

Creating a Sale

You will automatically be taken to the most recent sale. If this is the first run, there will be no data. You will need to add yourself as an employee on the system before continuing (see Employee PIN Security, pg 16). To add a sale, simply click the 'Add New' button, this will assign a new sale number for the deal and enter the sale details (time of sale, sale PIN etc). Next, scan the items barcode (or type in the items Stock ID and hit Enter) in the 'Barcode / Ref No' field; this will automatically add the relevant item to the current sale. Stock items are booked in using the Inventory Panel (See Inventory Management, pg 9)

Any altering of the price, quantity or item description can be achieved by clicking on the item you wish to edit and altering the corresponding fields at the bottom of the screen. To delete a sale item, simply right click on the item you wish to delete and choose 'Delete This Item' from the menu.

Completing a Sale

Once you are happy with the sale you have added, click the 'Payment' Button to proceed to the 'Point of Sale Payment Panel' (Fig 1.2).



The screenshot shows a software window titled "Point of Sale Payment Screen". On the left side, there is a vertical list of payment method icons: a person icon, "CHEQUE", "eFtpos", "G", "VISA", "MasterCard", and "other credit". Each icon is next to an empty input field. A blue line connects the "VISA" input field to the "Less Tendered" field on the right. On the right side, there are several fields: "Sale Amount : \$698.00", "Less Discount :", "Add Freight :", "Less Already Paid : 0", "Less Tendered :", "= New Balance : \$698.00", and "Change :". At the bottom, there are two buttons: "Pay Out" and "Cancel".

Fig 1.2 – The Point of Sale Payment Panel

Upon entering this screen you will see that the total amount of the sale is shown in the 'Sale Amount' field (top right). Simply enter the amount that you receive from the customer in the corresponding field (Cash, EFT, Visa etc) and the balance (if any) will be shown in the 'New Balance' field. The 'Change' field will show any change the customer is due (if applicable).

Next click the 'Pay Out' button to continue. Depending on your settings, a receipt may be printed automatically or you may be prompted to print one. A receipt can be printed at any time by clicking the 'Print Receipt' button on the main form (See Fig 1.1).

You will be returned to the main screen and will notice that a new receipt entry will be shown in the 'Total Paid' section of the screen (bottom right) and the sale 'Cleared' box will be checked if the total amount of the sale has been paid.

Laybys

When a sale is done, be it a layby or not, it is possible to assign a customer to that sale, making it easier to find at a later date if they lose their receipt.

To add a customer to a layby, simply type their name in the 'Name' field on the main screen (use the format: Surname, Given Names) and then right-click on their name. A menu will appear with all the matches that you currently have on record. Note partial searches also work, for example: typing "S, Billy" would return all customers with the first name "Billy" and surname that begins with "S", so both "Smith, Billy" and "Simpson, Billy" would both be returned (see Fig 1.3).

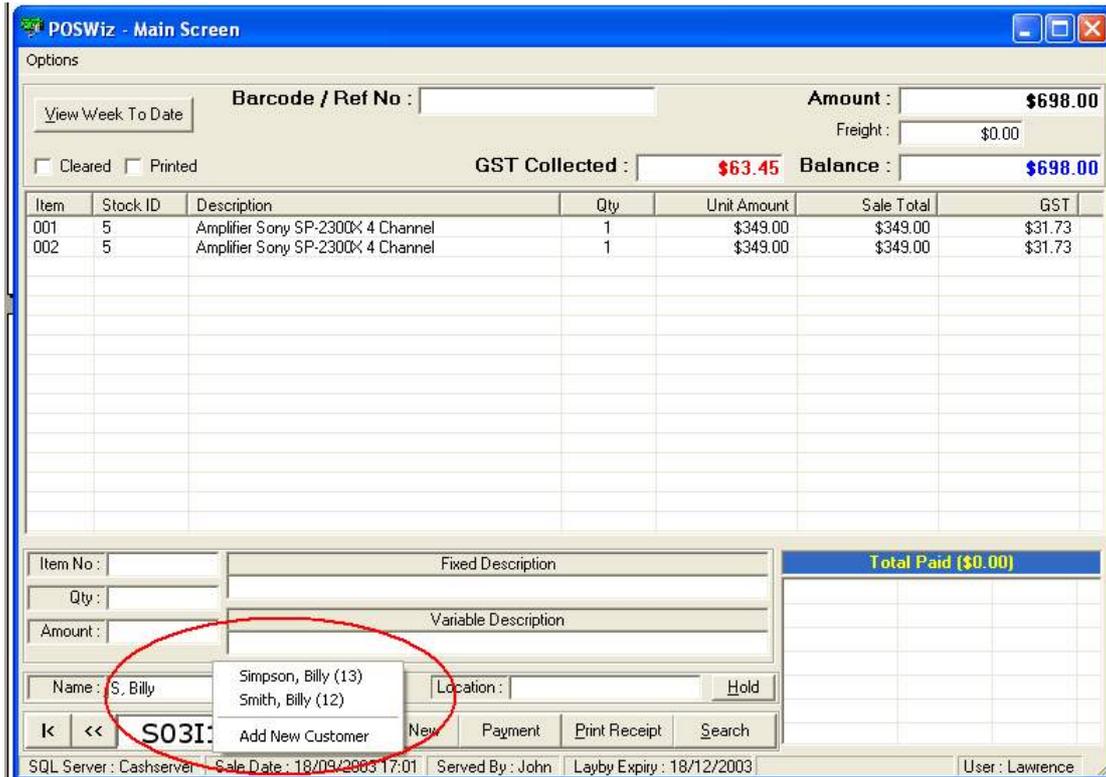


Fig 1.3 – Highlights Name Results with search criteria

If the desired customer name appears in the results then it is just a matter of clicking on their name, this automatically assigns the selected customer to the sale. If the customer's name isn't there, and they don't exist on your system, choose the 'Add New Customer' option at the bottom of the menu.

Adding / Editing Customer Details

This will bring you to the 'Add New Layby Name Details' Panel (Fig 1.4).



The screenshot shows a dialog box titled "Add New Layby Name Details". It contains the following fields and controls:

- Surname: S
- Given Names: Billy
- Phone: (empty)
- ABN: (empty)
- Notes: (empty text area)
- Organisation
- Address** section:
 - Dwelling Name: (empty)
 - Flat / Level / Unit / Bay: (empty)
 - From: (empty)
 - To: (empty)
 - Street Name: (empty)
 - Type: (empty)
 - Suburb: (empty)
 - P / C: (empty)
- Buttons: Add, Cancel

Fig 1.4 - Layby Name Details

Once here, you fill in the customer's details and click the 'Add' button, this will add them to your customer database and attach them to the sale. This same screen can be reached to edit existing customer's details by clicking the 'Edit' button on the main screen, located next to the 'Name' field (See Fig 1.1).

Hold / Extensions

Putting a hold on a layby will stop it from becoming overdue. To achieve this, from the main screen, you simply choose the layby you want to put a hold on, and click the 'Hold' button. From here you will enter the 'Layby - Hold Info' Panel (Fig 1.5).

Sale No	Transaction Expiry	Next Payment	Last Hold Expiry
S03I13	18/12/2003	02/10/2003	

Hold ID	New Hold	Staff	Spoke To	Notes

New Hold Expiry	Staff	Spoke To	Notes
	Lawrence		

Buttons: Add New, Cancel

Fig 1.5 – The Hold Info Panel

Once here, click the 'Add New' Button. You will notice that the 'Add New' button has now changed to a 'Save' button. Today's date will automatically be inserted into the 'New Hold Expiry' field, as an indicator of the correct format. Change this to the required date, enter the name of the person who requested the hold, add any relevant notes and click the 'Save' button.

This will return you to the main screen, and you will notice that the Hold date is displayed at the top of the sale (See Fig 1.6).

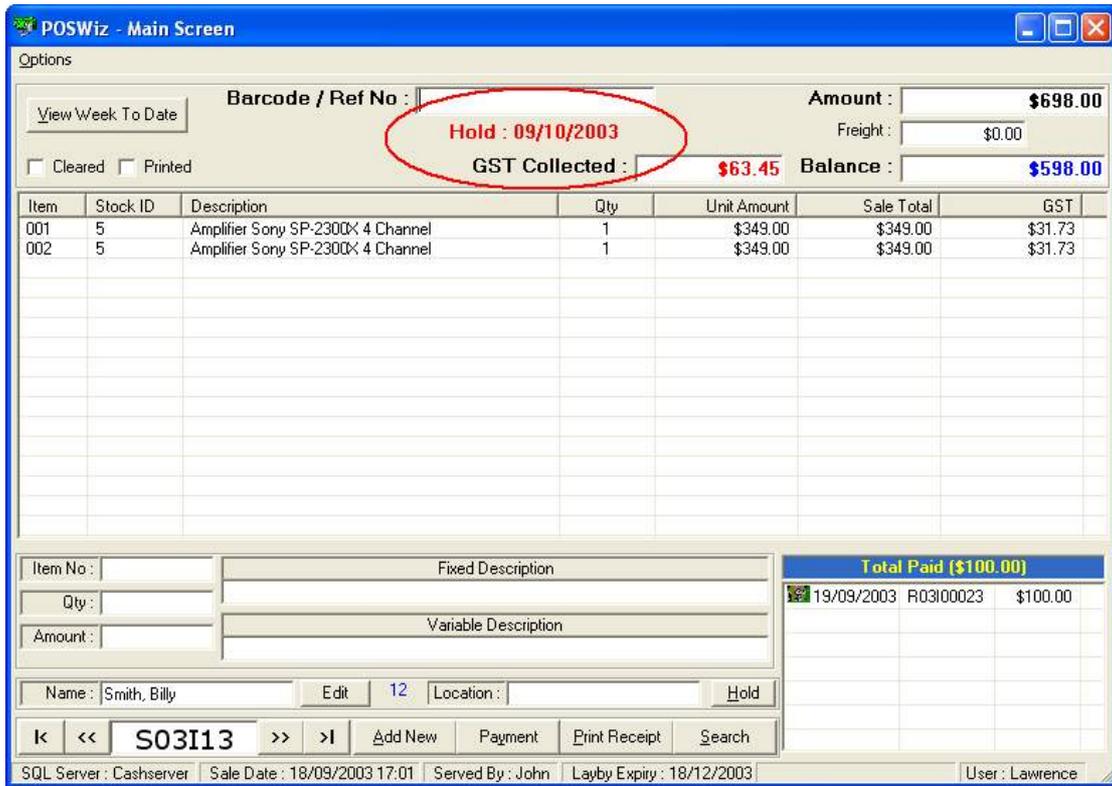
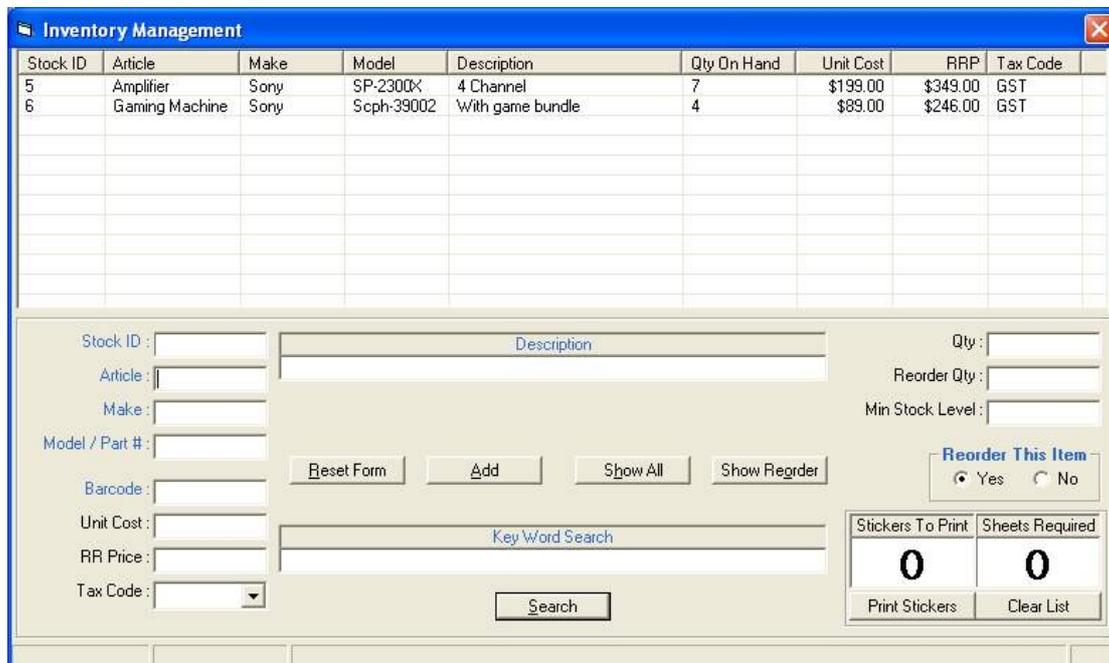


Fig 1.6 – The Hold date is displayed on the sale header

Inventory Management

From the main screen, click on the 'Options' menu and choose 'Inventory' (or press CTRL + I). You will then see the 'Inventory' Panel (Fig 1.7).



The screenshot shows the 'Inventory Management' window. At the top is a table with the following data:

Stock ID	Article	Make	Model	Description	Qty On Hand	Unit Cost	RRP	Tax Code
5	Amplifier	Sony	SP-2300X	4 Channel	7	\$199.00	\$349.00	GST
6	Gaming Machine	Sony	Scph-39002	With game bundle	4	\$89.00	\$246.00	GST

Below the table is a form with the following fields and controls:

- Stock ID: [text box]
- Article: [text box]
- Make: [text box]
- Model / Part #: [text box]
- Barcode: [text box]
- Unit Cost: [text box]
- RR Price: [text box]
- Tax Code: [dropdown menu]
- Description: [text box]
- Qty: [text box]
- Reorder Qty: [text box]
- Min Stock Level: [text box]
- Key Word Search: [text box]
- Search: [button]
- Reset Form: [button]
- Add: [button]
- Show All: [button]
- Show Reorder: [button]
- Reorder This Item: [radio buttons Yes/No]
- Stickers To Print: [display 0]
- Print Stickers: [button]
- Sheets Required: [display 0]
- Clear List: [button]

Fig 1.7 – The Inventory Management Panel

Booking Stock In

To add a new item that you haven't stocked before, click the 'Add' Button. This will add a new stock entry and position the cursor in the 'Article' field ready to add your new stock item. As you type the article in, if you right-click in the article field, a menu will drop down with all previous stock articles that match your entry. Once you have filled in all the appropriate fields, clicking the 'Show All' Button, or selecting another stock item from the list will save your new entry. The 'Minimum Stock Level' field is used to gauge when you need to reorder a stock item.

Edit Stock Items

To edit an existing stock item, simply click on the item you wish to edit. This will put all the corresponding data into the panel below, and you are ready to edit.

Print Stock Stickers

To print stock stickers for a particular item, right-click on the stock item and choose 'Print Stickers for the Item' from the dropdown menu, you will then be prompted to enter the amount of stickers to print for that item. This queues the stickers to be printed, and keeps a tally in the bottom right-hand corner of the panel. When you are ready to print the stickers, place the amount of sticker sheets in the 'Sheets Required' field into your printer and click the 'Print Stickers' button. When the stickers have been successfully printed, the sticker tally text will turn grey. Clicking the 'Clear List' button will purge the tally of stickers to be printed.

View Stock that needs Re-Ordering

To view any stock that has a quantity lower than its minimum stock level, simply click the 'Show Reorder' button. This function is also available in report format from the Administration Panel.

The Inventory Management panel also doubles as a stock search. To use this enter your search criteria into any of the fields highlighted in blue, and click on the search button. Your search result will be displayed in the top grid.

Refunds

From the main screen, click on the 'Options' menu and choose 'Refunds' (or press CTRL + R). You will then see the 'Refunds' Panel (Fig 1.9).

Creating / Editing a Refund

To create a new refund, right-click on the sale item you wish to refund (on the main screen), and choose 'Refund This Item' from the dropdown menu (See Fig 1.8).

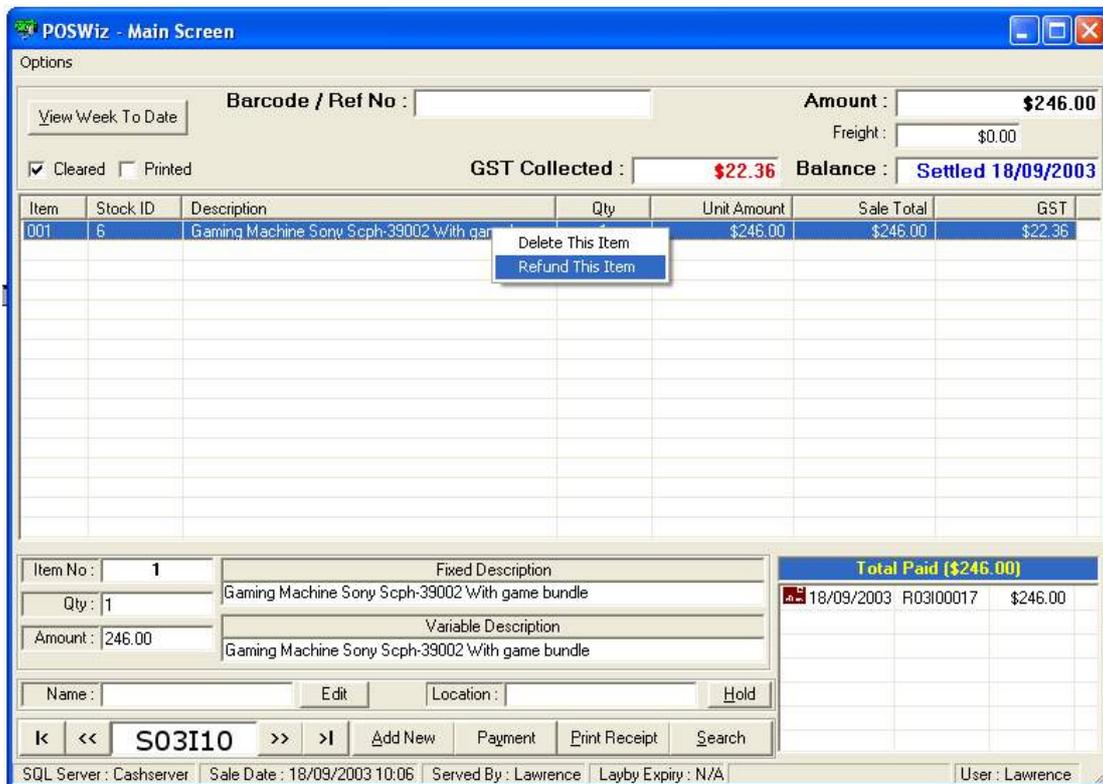


Fig 1.8 – Refunding a sale item

This will create a new refund and display the 'Refunds' panel (Fig 1.9).

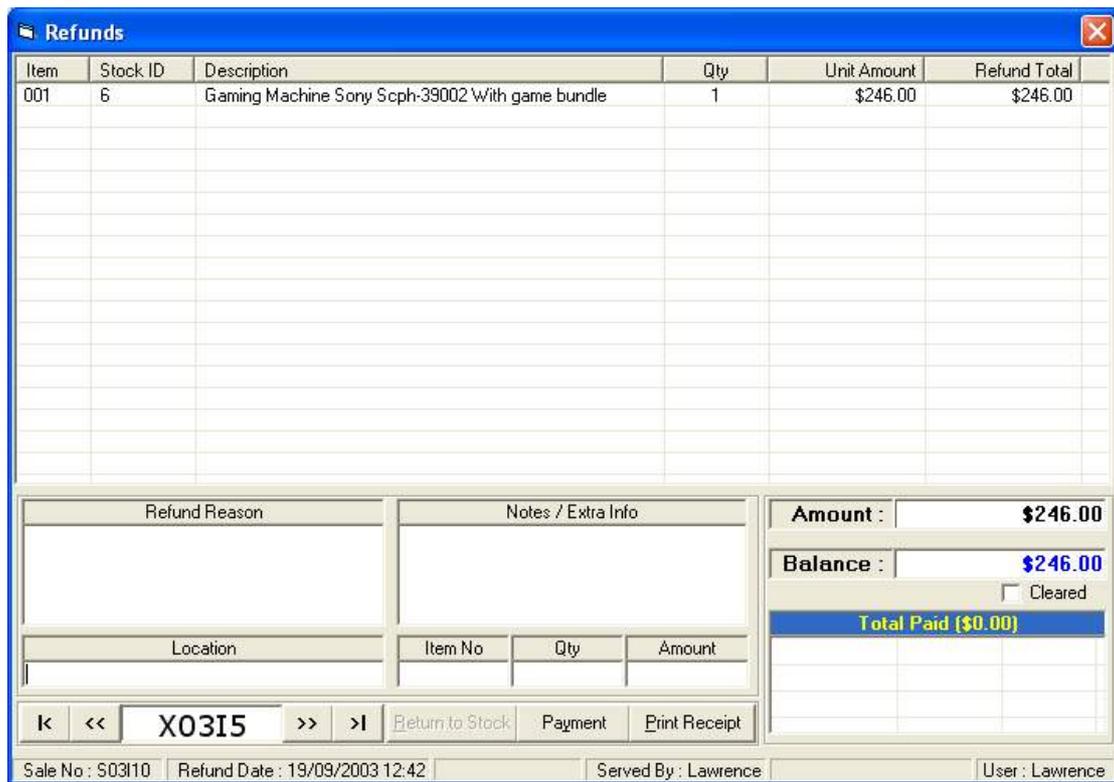


Fig 1.9 – The Refunds Panel showing latest Refund

Once here, you can enter a reason for the refund and the location of the refunded goods. Also if there are any notes or other info relevant to the refund they can be entered here.

Editing / Deleting Refund Items

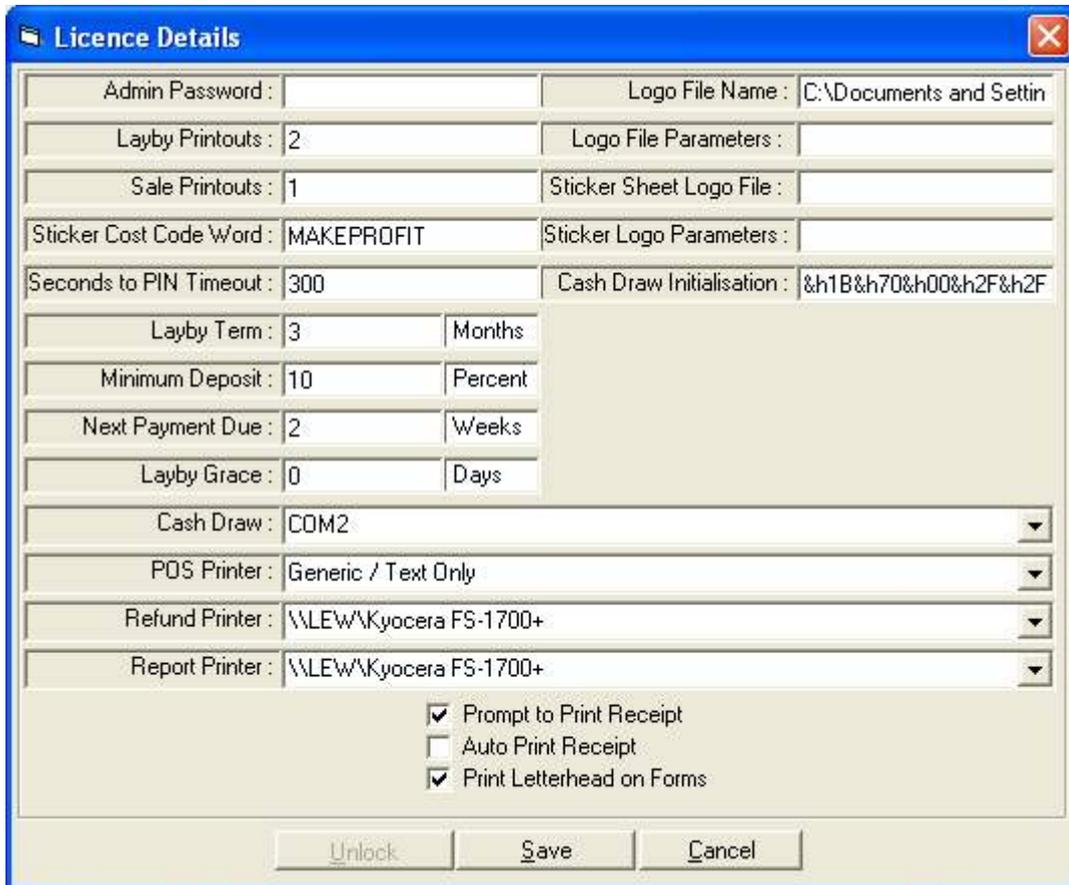
Any altering of the price or quantity can be achieved by clicking on the item you wish to edit and altering the corresponding fields at the bottom of the screen. To delete a Refund item, simply right click on the item you wish to delete and choose 'Delete This Item' from the menu.

Completing a Refund

As with a sale, once you are happy with the refund you have added, click the 'Payment' Button to proceed to the 'Point of Sale Payment Panel' (Fig 1.2). (See "Completing a Sale" on page 3).

Licence Details

The Licence Details panel holds your entire program 'Personal Settings'. You can reach this panel from than main screen by clicking on the options menu and choosing 'Licence Details'. Once here, to edit the details, click the 'Unlock' Button (Fig 2.0). If you have an 'Admin Password' set then you will be prompted for it.



The screenshot shows a window titled "Licence Details" with a blue title bar and a close button. The window contains a grid of input fields and checkboxes. The fields are arranged in two columns. The first column contains: Admin Password (empty), Layby Printouts (2), Sale Printouts (1), Sticker Cost Code Word (MAKEPROFIT), Seconds to PIN Timeout (300), Layby Term (3) with a dropdown for "Months", Minimum Deposit (10) with a dropdown for "Percent", Next Payment Due (2) with a dropdown for "Weeks", Layby Grace (0) with a dropdown for "Days", Cash Draw (CDM2) with a dropdown, POS Printer (Generic / Text Only) with a dropdown, Refund Printer (\\LEW\Kyocera FS-1700+) with a dropdown, and Report Printer (\\LEW\Kyocera FS-1700+) with a dropdown. The second column contains: Logo File Name (C:\Documents and Sett...), Logo File Parameters (empty), Sticker Sheet Logo File (empty), Sticker Logo Parameters (empty), and Cash Draw Initialisation (&h1B&h70&h00&h2F&h2F). At the bottom, there are three checkboxes: "Prompt to Print Receipt" (checked), "Auto Print Receipt" (unchecked), and "Print Letterhead on Forms" (checked). At the very bottom, there are three buttons: "Unlock", "Save", and "Cancel".

Fig 2.0 – The Licence Details Panel

The Licence Details panel includes the following fields:

- Admin Password – The admin password (if set) will be requested whenever someone tries to enter the administration panel, or unlock the licence details panel.
- Layby Printouts – The Number of Receipts to print for a layby
- Sale Printouts – The Number of Receipts to print for a sale
- Sticker Cost Code Word – A secret codeword to be printed on the sticker to represent the cost of that item (ie using the above example, if an items cost was \$150, then MPT would be printed on the stock sticker)
- Seconds To PIN Timeout – The number of seconds that the program can be idle before the Screen Saver is displayed
- Layby Term – The length of time (in months) that a layby can last
- Minimum Deposit – The percentage of the sale total that must be provided for a layby

- Next Payment Due – The Maximum length of time (in weeks) that a layby can go without a payment made
- Layby Grace – The amount of days overdue a layby can be before it is returned to stock
- Logo File Name – The path to the logo file that is to be used in your letterhead
- Logo File Parameters – The X, Y, Scale X and Scale Y figures for changing the letterhead logo position
- Sticker Sheet Logo File – The path to the logo file that is to be used on your stock stickers
- Sticker Logo Parameters - The X, Y, Scale X and Scale Y figures for changing the sticker logo position
- Cash Draw Initialisation – The initialisation string needed for your cash draw.
- Cash Draw – The network (or local) connection for your cash draw
- POS Printer – The network (or local) connection for your POS Printer
- Refund Printer – The network (or local) connection for your Refund Printer
- Report Printer - The network (or local) connection for your Report Printer
- Prompt to Print Receipt – If checked, the user will be prompted to print a receipt whenever a payment is made.
- Auto Print Receipt – A receipt will be automatically printed whenever a payment is made
- Print Letterhead on Forms – If checked, your company letterhead will be printed on all forms

Administration Panel

YTD Figures

Upon entering the 'Administration' Panel, your Year to Date Figures are automatically calculated and displayed at the top of the screen (see Fig 2.1)

The screenshot shows a software window titled "Administration" with a blue header and a red close button. Below the header is an "Options" section. The main area is divided into two parts: "Store Stats" and "Reports".

Store Stats

	Today	This Week	This Month	This YTD	Last YTD	Since Start
Sales :	\$100.00	\$8,493.00	\$8,493.00	\$8,493.00	\$0.00	\$8,493.00
Refunds :	\$0.00	\$2,592.00	\$2,592.00	\$2,592.00	\$0.00	\$2,592.00
Store Surplus :	\$100.00	\$5,901.00	\$5,901.00	\$5,901.00	\$0.00	\$5,901.00

Reports

Stock On Hand
 Stock Re Order
 Sale Summary
 Refund Summary
 Cost of Sales
 Employee Summary

From: 19/09/2003 To: 26/09/2003

	Count	Cost	RRPrice
Stock On Hand :	11	\$987.00	\$1,894.00
Laybys On Hand :	4		\$1,539.00
Overdue Laybys :			

Fig 2.1 - The Administration Panel

Your Stock Figures are also calculated and displayed in the bottom right-hand corner of the panel.

Reports

The Administration reports cover all aspects of the retail business. Simply choose which report to print, choose the dates that you want to see, and click print.

Sale, Layby, and Refund Wording

From the Administration panel you can access the Wording Panel. Choose Options and the wording you wish to edit (Sale, Layby or Refund). This wording will appear on your Receipts. Once you have edited the wording to your satisfaction, click OK, it's that simple.

Employee PIN Security

The Employee PIN Security panel (Fig 2.2) is where you Add, Delete and modify employee details.

The screenshot shows the 'Employee PIN Security' window. It contains several sections:

- Employee Details:** Staff ID (10), PIN (FXB ****), D.O.B (01/01/1983), Surname (Black), Given Names (Frank Xavier), Position, Phone (9291 4040), Email (frank@cashcity.com.au).
- Security Rights:** A list of checkboxes for permissions such as 'Ammend Receipts', 'Cash Drawer', 'Delete Receipts', 'Delete Sale Items', 'Discount 10 %', 'Edit Locations', 'Edit Sale Items', 'Hold Layby 3 Days', 'Refunds', 'Reports', 'Administration', 'Stock On Hand', 'Stock Re Order', 'Sale Summary', 'Refund Summary', 'Cost of Sales', and 'Employee Summary'.
- Employment Details:** Dwelling Name, F/L/U/B, From (1), To, Street Name (Two), Type (St), Suburb (Threetown), P/C (90210), Commenced (18/09/2003), and Ceased (Current).
- Employee List:** A table with columns for ID, Surname, First Name, DOB, and Phone.
- Buttons:** 'Add', 'Delete', and 'Save Changes' at the bottom.

ID	Surname	First Name	DOB	Phone
1	West	Lawrence Eric	03/04/1983	0421 696 253
4	Stockdale	Bruce John	01/01/1860	
10	Black	Frank Xavier	01/01/1983	9291 4040
11	Citizen	John	22/03/1969	9265 5648

Fig 2.2 - The Employee PIN Security Panel

Add / Edit an Employee

To add an employee, simply click the 'Add' button, you will be prompted to enter the new employee's surname. Once you have done that, you will be prompted to enter a PIN for them.

Then you will see their name appear in the grid at the bottom of the panel. To enter the rest of their details, simply select them in the grid. Their details will now be available for editing in the fields at the top of the form.

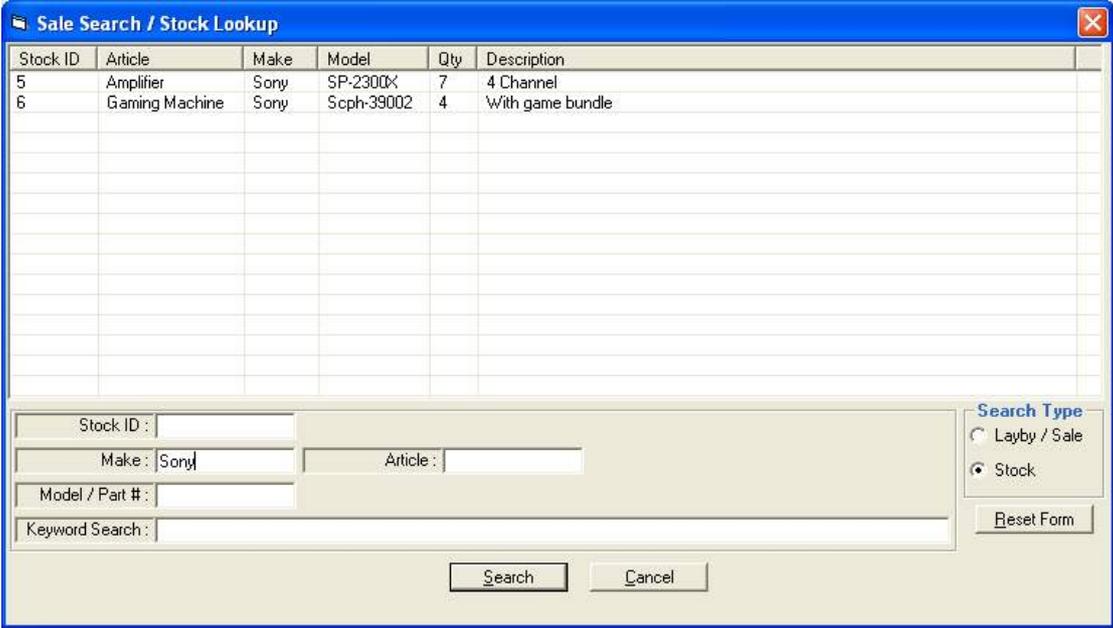
Their security rights will also be displayed on the right hand side of the form, initially, they will have no rights at all. Assign them the rights that are applicable to what they will be doing and either click the 'Save Changes' Button or select another employee to save the changes.

Deleting an Employee

To delete an employee, simply select their name in the grid and click the delete button. When an employee is deleted, their 'Ceased Employment' field will be set to the date they were deleted.

Stock Lookup Mode

To toggle Stock Lookup Mode, click the 'Stock' Option in the Search Type box, located at the bottom right-hand side of the panel (See Fig 2.4)



The screenshot shows a window titled "Sale Search / Stock Lookup". It contains a table with the following data:

Stock ID	Article	Make	Model	Qty	Description
5	Amplifier	Sony	SP-2300X	7	4 Channel
6	Gaming Machine	Sony	Scph-39002	4	With game bundle

Below the table is a search form with the following fields and controls:

- Stock ID : []
- Make : Sony | Article : []
- Model / Part # : []
- Keyword Search : []
- Search Type: Layby / Sale, Stock
- Reset Form []
- Search [] Cancel []

Fig 2.4 – The Search Panel (Stock Lookup Mode)

Once you have toggled Stock Lookup Mode, you will now be searching in your stock on hand. The 'Keyword Search' Feature searches the article, make, model and description fields for keywords. The results are displayed in the grid above. To add any of the search results to a sale simply double-click on the item you wish to add. You will automatically be taken to the main screen with your selection loaded as a sale item. Clicking the 'Reset Form' button will set the search panel back to Layby Search Mode.

Hopefully this manual has helped you getting started with POSWiz. If you have any further questions, comments or suggestions, please don't hesitate to contact us.

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Thank you for your ongoing support.

The ComWiz 32Bit Development Team.