

**A full backup must have been done before continuing.**

**Refer to;**  
**End of Year – Read First**

**Make sure no one is working in the POS Module before continuing**

**End of Year Point of Sale**  
**This is a Generic Manual – Dates may not reflect this year**



### **When to perform the Point of Sale Rollover**

We recommended that you perform the Point of Sale rollover **after the Curriculum or Debtors Rollover** have been performed, so that the data in these 'Snapshot' workareas will contain a full copy of all PoS transactions.

(The reason for this is that unlike the end of year rollover process in other modules the Point of Sale rollover does not create a snapshot of the PoS workarea).

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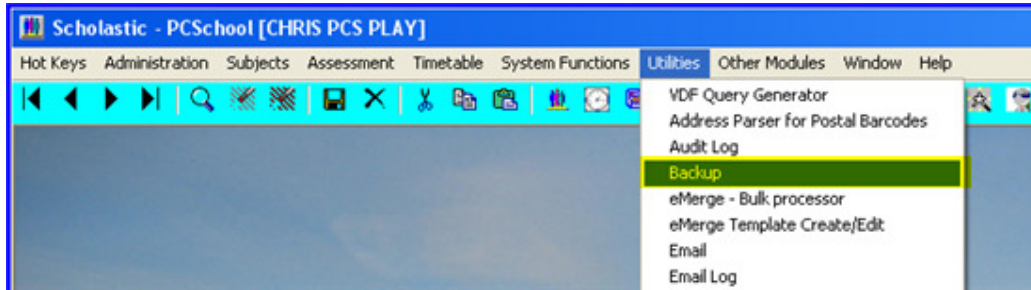
It is advised that you read all of the Information first prior to implementing this process.

### Backup All Files

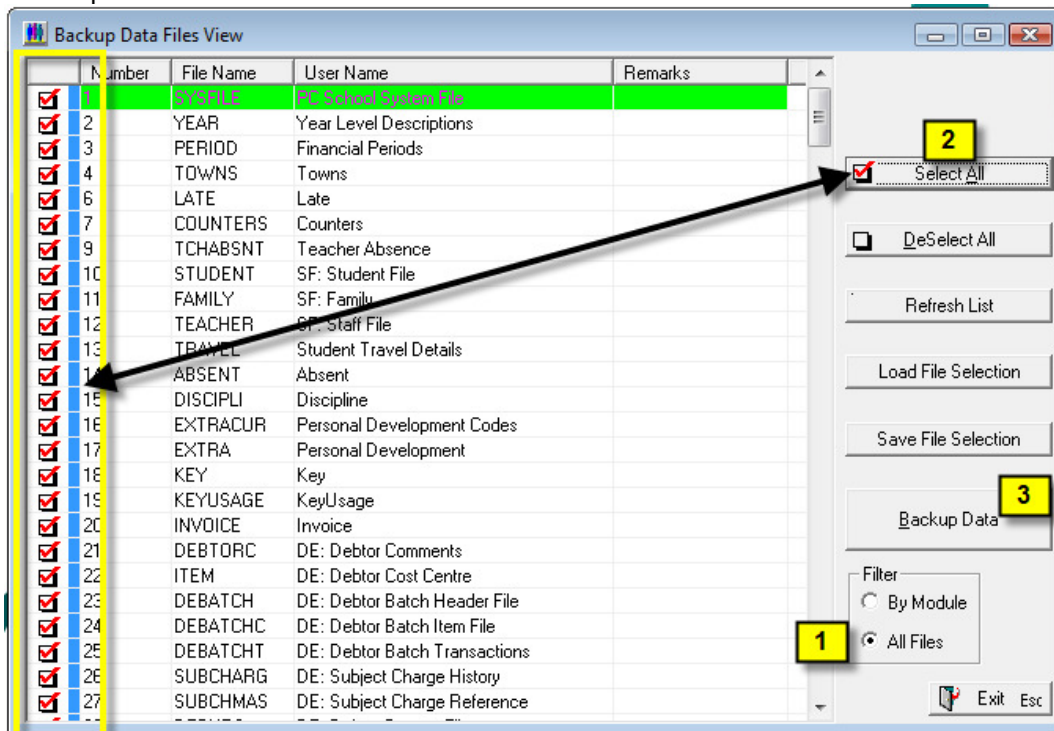
As there is no 'module' backup for Point of Sale it is recommended that you make a Full Backup of all files via the Scholastic Module before continuing.

**Path:** PCSchool → Scholastic Module → Utilities → Backup

Backup.



Make a backup of PCSchool All Files.



- |    |  |
|----|--|
| 1. | Leave the <b>Filter</b> default as <b>By Module</b> .                              |
| 2. | Click <b>Select All</b> – all the files should have a <b>Red</b> tick beside them. |
| 3. | Click <b>Backup Data</b> .   |
| •  | Wait while it creates the Backup.  |

At the next window Save the backup file.

To complete the Backup follow the steps below;

<b>1.</b>	<p>Check the <b>Destination</b>. The default is your local drive <b>PCSchool\Backup</b>;</p> <ul style="list-style-type: none"> <li>This is the best place to save this as it can easily be accessed if it needs to be restored.</li> <li>If you change the destination make sure you know where it is saved.</li> </ul>
<b>2.</b>	You may choose to <b>rename the file</b> , to signify that this is the Point of Sale backup of a particular Year.
<b>3.</b>	Click <b>Create Backup</b> .
•	A Zip file will be created holding all necessary .tmp files.

## Stocktake

The stocktake can be done before or after the Point of Sale End of Year Rollover.

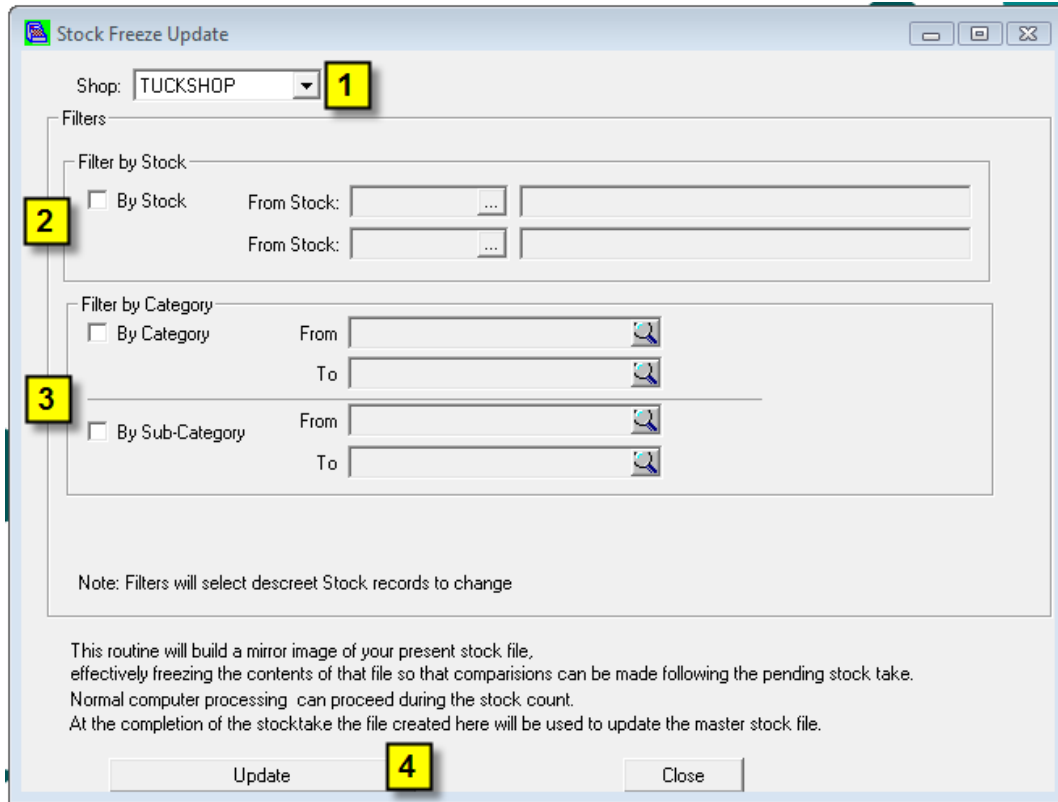
A stocktake can be performed anytime through the year (or several times if needed). Most schools may choose to do a stocktake at the end of the year (or start of the year), however you can do a stocktake each term / month.

### Stocktake Freeze

This allows you to create a list of your stock on hand (SoH) quantities at a certain point in time/date. The list that is created will show you your SoH at the time of freezing, your stock take count and the sales since the freeze occurred.

**Path:** Stock → Stocktake Freeze

Perform the Stock Freeze as follows:



1.	Select the Shop.
2.	Optional: you can choose to only perform a stocktake on a range of stock codes (leave unticked to stocktake all items in the shop).
3.	Optional: you can choose to only perform a stocktake on a range of stock categories and sub-categories (leave unticked to stocktake all items in the shop).
4.	Select Update to create your Stocktake file.

### Stocktake Count / Upload Options

Once you have 'frozen' the SoH figures you can then begin counting the stock.

This can either be counted manually (pen and paper) or using a barcode scanner. You can then record the stocktake count either through the Barcode Reader Stock-Take Upload or manually through the Stocktake view.

#### Option 1: Manual Count

Print the Stocktake Count Report.

**Path:** Stock → Stock Reports

Using this printed report you can then write in the stocktake count for each item:

Tuck Shop		Stocktake Sheets		
Page: 1		Printed: 14/12/2011 3:25:31PM		
Stock Code	Description	On Hand	1st Count	2nd Count
APPLE	Apple (Red / Green)	13.00	12	
BANANA	Banana	42.00	42	
JUICE BOX - ORG/	Orange & Mango Flavour Popper	55.00	56	
JUICE BOX - TROP	Tropical Flavour Popper	100.00	98	
KIWI FRUIT	Kiwi Fruit - Fresh	60.00	60	
MANDARIN	Mandarin	79.00	12	
MARS BAR	Mars Bar	90.00	80	
MILK CHOCOLATE	Chocolate Milk 300ml	74.00	74	
MILK PLAIN	Plain Milk 300 ml	88.00	88	
MILK STAWBERR	Strawberry Milk 300 ml	86.00		

From this printed report you can then type in your stocktake count figures via the Stocktake view:

**Path:** Stock → Stocktake

- |    |   |
|----|---|
| 1. | Type the stock count into the Counted column.                     |
| 2. | As you enter in the Count the Status will change to 'C' - Counted |

Once your figures are entered in your can then print a Stocktake Variance Report to see the difference between Stock on Hand and your Stocktake Count.

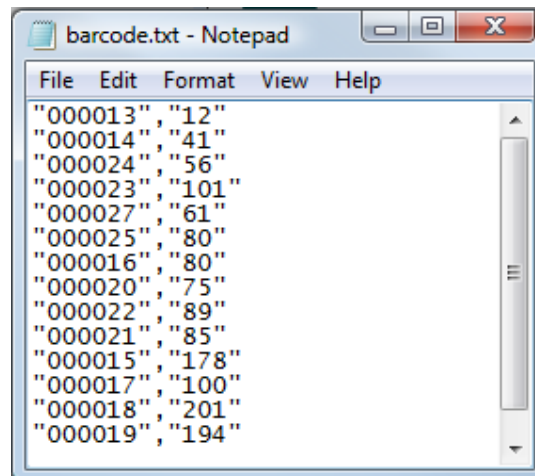
**Path:** Stock → Stock Reports

Tuck Shop							
Stocktake Variance Listing							
		Qty	Valuation	Qty	Valuation	Variance	Variance\$
		Before	Before	After	Before	Qty.	Last Cost
<b>DRINK</b>							
<b>DAIRY FLAVOURED</b>							
MILK CHOCOLATE	Chocolate Milk 300ml	74	74.00	75	75.00	1.00	1.00
MILK STAWBERRY	Strawberry Milk 300 ml	86	73.96	87	74.82	1.00	0.86
							<b>\$1.86</b>
<b>DAIRY FLAVOURED</b>							
<b>DRINK</b>							
<b>DAIRY PLAIN</b>							
MILK PLAIN	Plain Milk 300 ml	88	66.00	87	65.25	-1.00	-0.75
							<b>-\$0.75</b>
<b>DAIRY PLAIN</b>							
<b>DRINK</b>							
<b>FRUIT JUICE / POPPER</b>							
JUICE BOX - ORG/MANG	Orange & Mango Flavour Popper	55	27.50	56	28.00	1.00	0.50
JUICE BOX - TROPICAL	Tropical Flavour Popper	100	43.00	98	42.14	-2.00	-0.86
							<b>-\$0.36</b>
<b>FRUIT JUICE / POPPER</b>							
<b>DRINK</b>							
<b>\$0.75</b>							
<b>FRUIT</b>							
<b>DRIED</b>							
SALTANA BOX	Sultana Box	179	46.54	180	46.80	1.00	0.26
							<b>\$0.26</b>
<b>DRIED</b>							
<b>FRUIT</b>							
<b>FRESH</b>							
APPLE	Apple (Red / Green)	13	5.57	12	5.14	-1.00	-0.43
BANANA	Banana	42	28.00	41	27.33	-1.00	-0.67
KIWI FRUIT	Kiwi Fruit - Fresh	60	55.43	61	56.35	1.00	0.92
MANDARIN	Mandarin	79	31.60	78	31.20	-1.00	-0.40
							<b>-\$0.57</b>
<b>FRUIT</b>							
							<b>-\$0.31</b>
							<b>0.44</b>

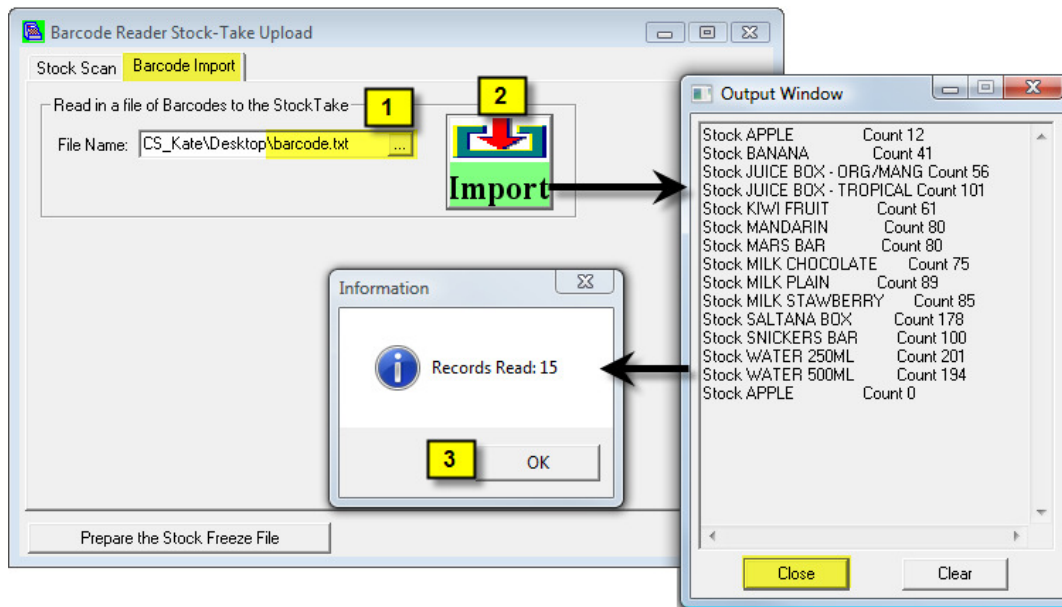
### Option 2: Import Barcode File

If you have a portable barcode scanner that creates txt files you may choose to use this to scan all your stock on your shelves. Your scanner should then allow you to download a \*.txt file that contains a list of stock barcodes and the quantity scanned onto your computer.

Example Barcode.txt file:



**Path:** Stock → Read in Stocktake Barcodes → Barcode Import tab



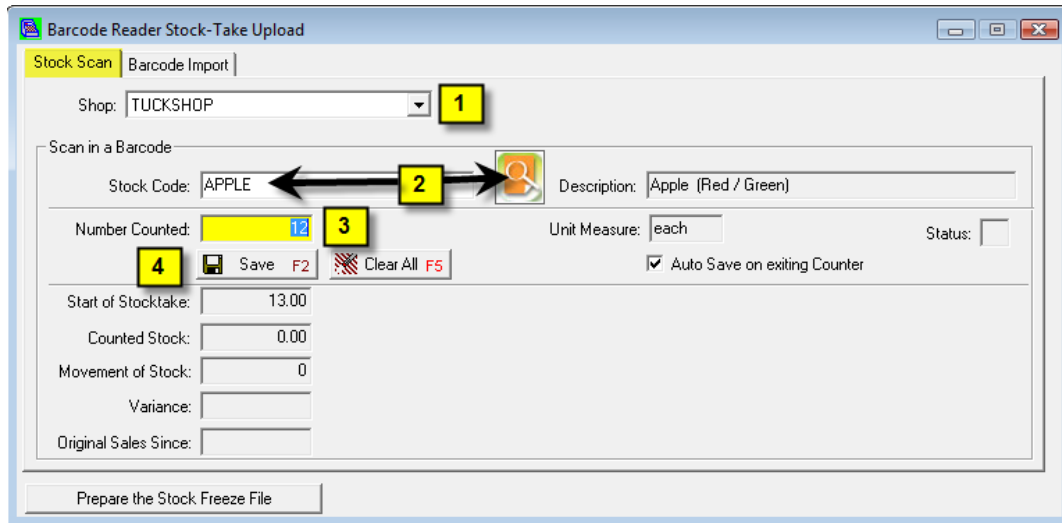
1.	Select the *.txt file from where you saved it on your computer.
2.	Select to Import the barcode file.
3.	The system will give you an Output Window showing the stock as it is imported in, and confirm the number of stock records read in.

Once your stocktake count has been imported it is then recommended that you print a Stocktake Variance Report.

**Option 3: Individually Scan or Select each Stock Item**

This options allows you to scan or select each stock item and enter in the count via the 'Read in Stocktake Barcode' view.

**Path:** Stock → Read in Stocktake Barcodes → Barcode Import tab



- |    |   |
|----|---|
| 1. | Select the correct Shop code.   |
| 2. | With the cursor sitting in the Stock Code field, scan in the stock item, or use the orange button to select the stock item from the list. |
| 3. | Type in the stock count in the Number Counted field.  |
| 4. | Select Save, or tab off the Counted field to save the stocktake count.  |

As you scan in each item and enter in the stock count this information will be updated in the Stocktake view. Once your stocktake count has been entered for all stock items it is then recommended that you print a Stocktake Variance Report.

**Path:** Stock → Stock Reports

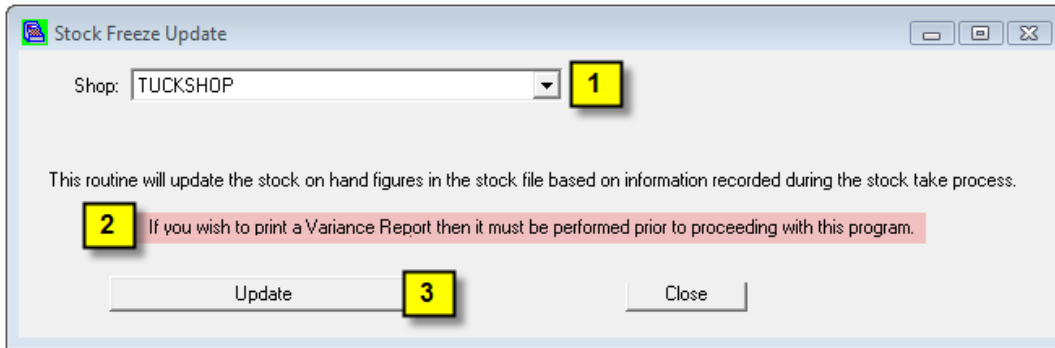
Tuck Shop								
Stocktake Variance Listing								
			Qty Before	Valuation Before	Qty After	Valuation Before	Variance Qty.	Variance\$ Last Cost
<b>DRINK</b>								
<b>DAIRY FLAVOURED</b>								
MILK CHOCOLATE	Chocolate Milk 300ml		74	74.00	75	75.00	1.00	1.00
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<b>FRESH</b>								
<b>-\$0.57</b>								
<b>FRUIT</b>								
<b>-\$0.31</b>								
<b>0.44</b>								

### Update Following Stocktake

It is recommended to make a backup of your POS files before proceeding with this next step.

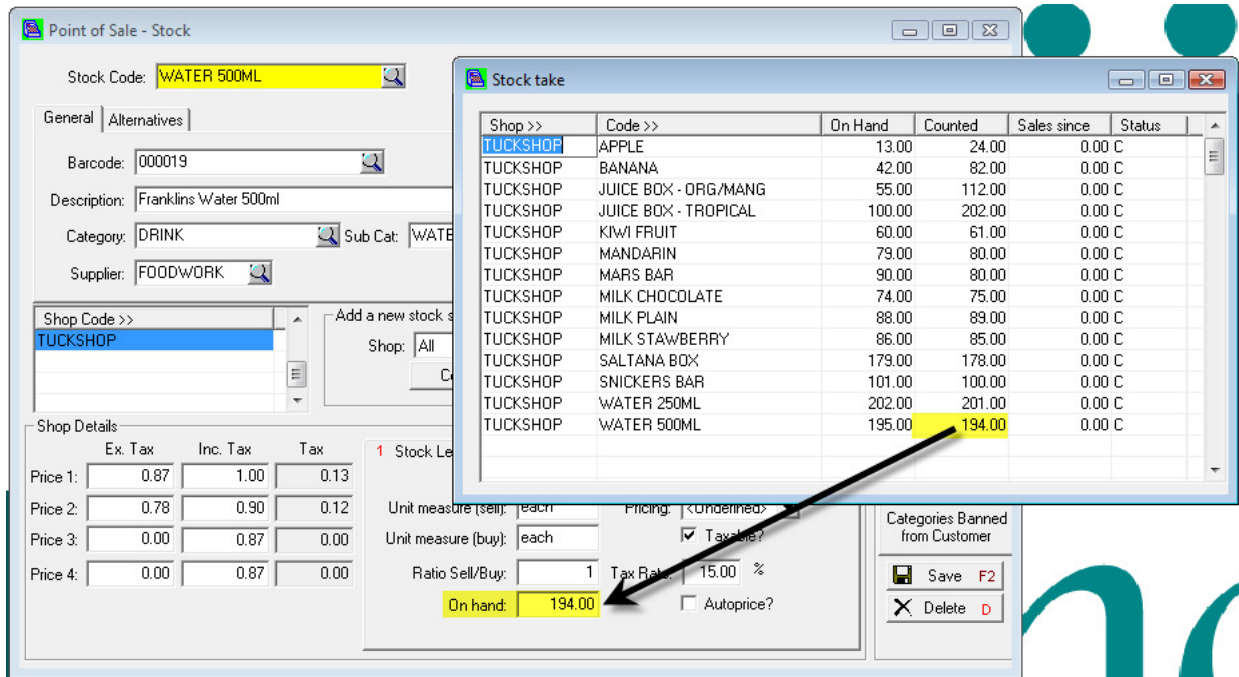
This routine will update your Master Stock File, replacing your current Stock on Hand (SoH) figures with the stocktake count figures.

**Path:** Stock → Update Following Stocktake



- |    |  |
|----|--|
| 1. | Select the correct Shop code.  |
| 2. | Ensure you have printed the necessary Stocktake Reports.   |
| 3. | Select to Update.<br>You will receive a 'Process Complete' message once the update is complete.. |

**Path:** Stock → Stock View



## Unpaid / Outstanding Accounts

If you allow your customers to purchase goods on account (to be paid later) you have two options for how to deal with unpaid accounts at the end of the year. To leave the accounts in the POS module as unpaid (to be paid the following year) or to print a copy of the unpaid accounts then transfer them to the Debtors module to appear on School Fee or Sundry Fee statements.

### Option 1: Leave the Accounts in POS as Unpaid

This option requires that you do nothing, however you may wish to print a copy of all outstanding accounts to post to customers.

**Path:** Sales → Invoice Reports

1.	Select the correct Shop Code.
2.	Select the Invoice Status of 'Active' these will be the invoices with a balance other than \$0.
3.	Select the Report Style of 'Invoice Report'. Most schools should have a customised invoice report with their school / shop logo on it.
4.	Select to Print the report.

Invoices can then be posted to customers.

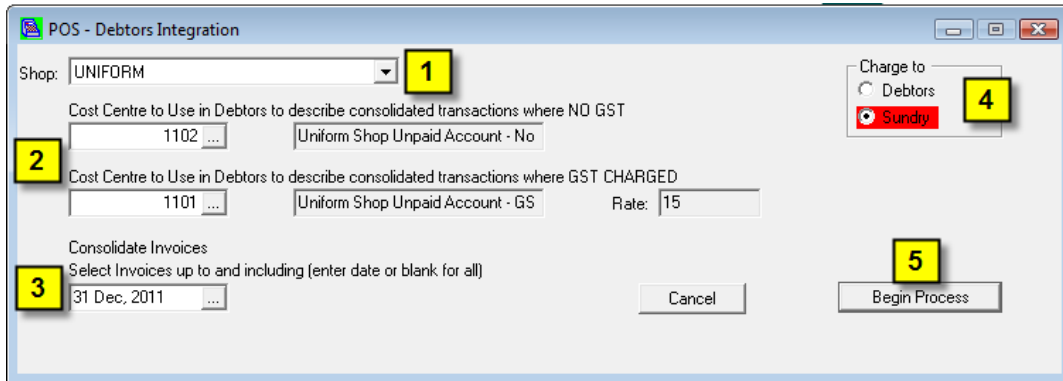
Code	Description	Qty.	Unit	Unit Price	Total
HAT-CR	Crick et Hat	1.00	each	19.50	\$19.50
<b>Total:</b>					\$19.50
<b>GST Included:</b>					\$2.54
<b>Payment Received:</b>					\$0.00
<b>Outstanding:</b>					\$19.50

**Option 2: Transfer Unpaid Invoices to Debtors / Sundries**

Unpaid Point of Sale accounts can be transferred to the Debtors module so that the outstanding balance appears on the customers School Fee account (or Sundry account).

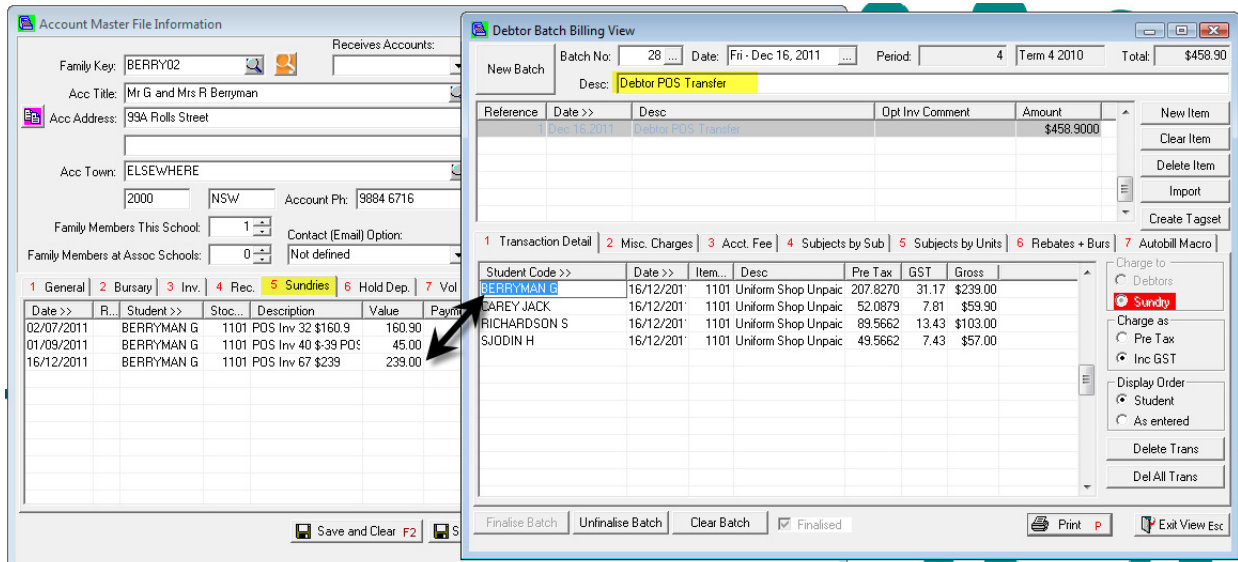
It is recommended that you print a copy of outstanding invoices (as per the instructions for option 1) to include with the Debtor / Sundry Account or to keep on file for your own records.

**Path:** Sales → Transfer to PCSchool



1. Select the correct Shop Code.
2. Select the Debtor Cost Centres for the Uniform Shop:  
**NOTE:** You **must** have two cost centres created (via the Debtors Module) for items without GST and items with GST.
3. Select the Date, or leave blank to transfer all unpaid invoices.
4. Select to transfer the outstanding amount to the Debtors or to the Sundry area within family accounts.
5. Select Begin Process to start the transfer.  
Once the transfer is complete the 'POS-Debtors Integration' view will disappear.

In the Debtors Module the system will create a finalised Debtor POS Transfer batch in the Debtor Batch Billing View, these transactions will then appear in the Invoice or Sundries area of the Family Master File Account as shown below.



## Perform an End of Year Update

The End of Year Update is the same process as the Point of Sale End of Month, however it is at the end of year that you would select to clear finalised customer invoices and stock transactions.

The Point of Sale End of Month routine carries out several important tasks. Firstly it rolls the POS into the next period, which will then enable reports to be produced based on sales for the period etc. Secondly any consignment stock (sold on behalf of a third party) will be transferred to the Creditor Invoice File in readiness for payment to the third party. The routine also allows finalised invoices or stock transactions to be cleared from the Point of Sale system, these options should only be selected when performing an END OF YEAR.

**Path:** System → End of Month Update

•	<b>Ensure you have a FULL BACKUP of PCSchool before proceeding with the next steps.</b>
1.	Select the Shop you wish to perform the End of Year for.
2.	Current Period must be 12 and Next Period must be 1 to perform the End of Year. If not, you will have to roll from month to month until you are in Current Period 12.
3.	End of Year only – tick and enter a date. This will delete all finalised invoice information from the customer file up to the date selected.
4.	End of Year only– tick and enter a date. This will delete all stock transaction information from the stock file up to the date selected.
5.	Select to print a log of customers / stock affected by the update.
6.	Select Update to begin the process.

**BE PATIENT** – this process may take some time as it is deleting transactions and updating records.

## Consignment Stock Payments

Once the End of Month / Year has been performed you may view any payments to sellers of consignment stock through the Creditor Module.

**Path:** Finance → Creditors → Creditor Payments → Outstanding Invoices tab

The screenshot shows the 'Creditor Payments' window with the 'Outstanding Invoices' tab selected. The table below represents the data shown in the interface:

Code	Name	Inv No >>	Date >>	Description	Hold	Due	Tax withh...	Due Date >>	Disc Amt	Disc Date...	Proposed...	Electroni...	Paym...	Tag
BIALD01	Mr A Bialostoki	000336	21/08/2009	000336 - Shirt Qty = 1	<input type="checkbox"/>	0.00	0.00		0.00		0.00		Cheque	<input type="checkbox"/>
BIALD01	Mr A Bialostoki	000337	21/08/2009	000337 - short Qty = 1	<input type="checkbox"/>	10.00	0.00		0.00		0.00		Cheque	<input type="checkbox"/>
BIALD01	Mr A Bialostoki	000341	22/08/2009	000341 - Shirt Qty = 1	<input type="checkbox"/>	10.00	0.00		0.00		0.00		Cheque	<input type="checkbox"/>
BIALD01	Mr A Bialostoki	000342	22/08/2009	000342 - Shorts Qty = 1	<input type="checkbox"/>	16.88	0.00		0.00		0.00		Cheque	<input type="checkbox"/>
BIALD01	Mr A Bialostoki	000346	21/09/2009	000346 - Graphic Calculator (12	<input type="checkbox"/>	78.75	0.00		0.00		0.00		Cheque	<input type="checkbox"/>

Below the table, there are summary statistics:

Date to Record Payment	Expected Value Tagged	Expected Approx Payout
21/09/2009	\$0.00	\$10.00

Here the consignment stock payments will be displayed with the Customer (seller) code and name, the stock barcode will be used as the Invoice Number as well as in the Description together with the stock name and quantity sold. The amount Due will be the agreed cost excluding GST.

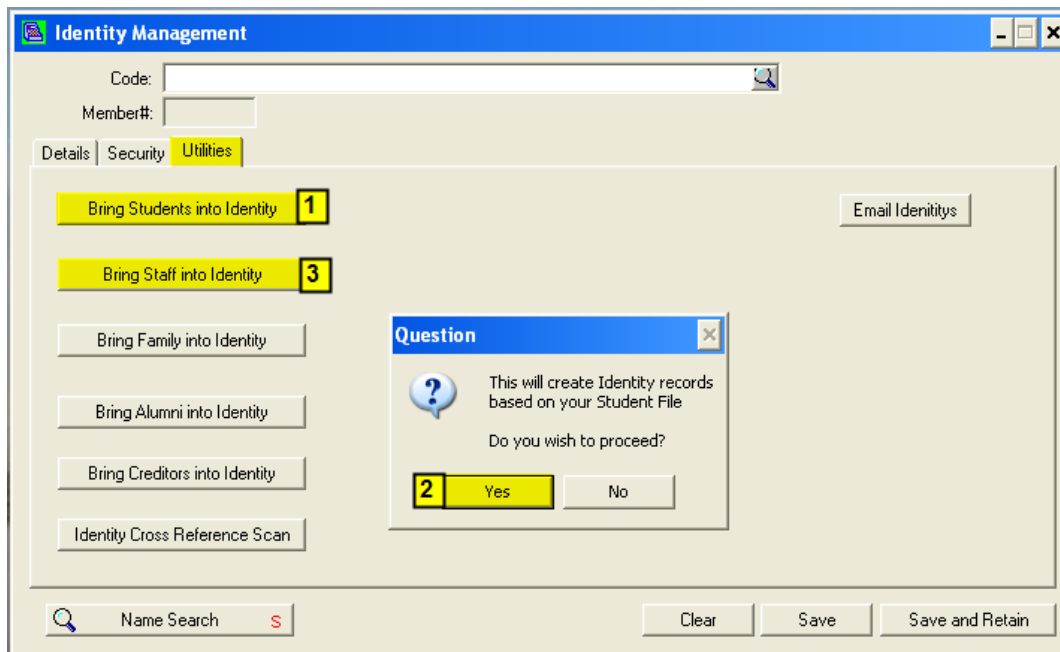
Payments can be processed as part of your normal creditor payment run.

## Customers

You can choose to update your Customer file at any time. This process will bring any new enrolments that have been added to the student database into the Point of Sale Customer file.

### Bring Student and Staff Information into Identity File (Updates Current Identities)

**Path:** Customer → Identities → Utilities Tab

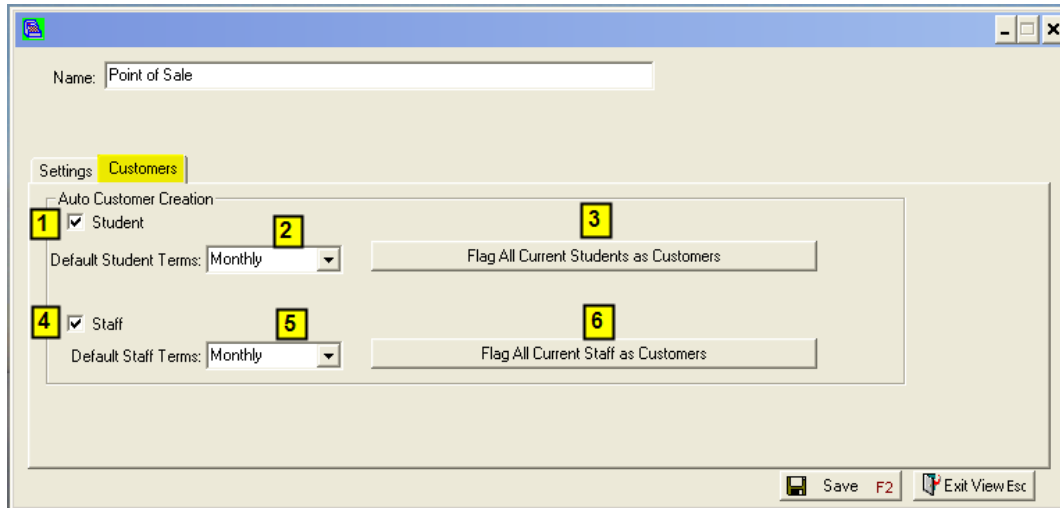


Bring students and staff into identity as follows:

<b>1.</b>	Select to Bring Students into Identity to add any new students to the Identity File and update address information for current identities.
<b>2.</b>	Confirm Yes to proceed with the routine. New students will now appear in your Identity List.
<b>3.</b>	Repeat the process for the Staff to add any new staff to the Identity File.

## Set Current Student and Staff as Customers

**Path:** System → POS System Settings → Customers tab



Set default terms and flag students and staff as customers as follows:

1.	Tick if you wish to flag Current Students as customers in Point of Sale.
2.	Select the default payment terms for Students, eg. Cash on Deliver, Fortnightly, Monthly etc. This can be changed for individual customers if they have different terms to the default.
3.	Press button to begin the process of flagging all current students as customers, this process will also update your existing customer list with new students.
4.	Tick if you wish to flag Current Staff as customers in Point of Sale.
5.	Select the default payment terms for Staff, eg. Cash on Deliver, Fortnightly, Monthly etc. This can be changed for individual customers if they have different terms to the default.
6.	Press button to begin the process of flagging all current staff as customers, this process will also update your existing customer list with new staff.

>>>>> **End of Point of Sale End of Year Tech Tip**<<<<<<

Updated December 2011