

End of Year 2018

Point of Sale

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Information – Please Read first

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.

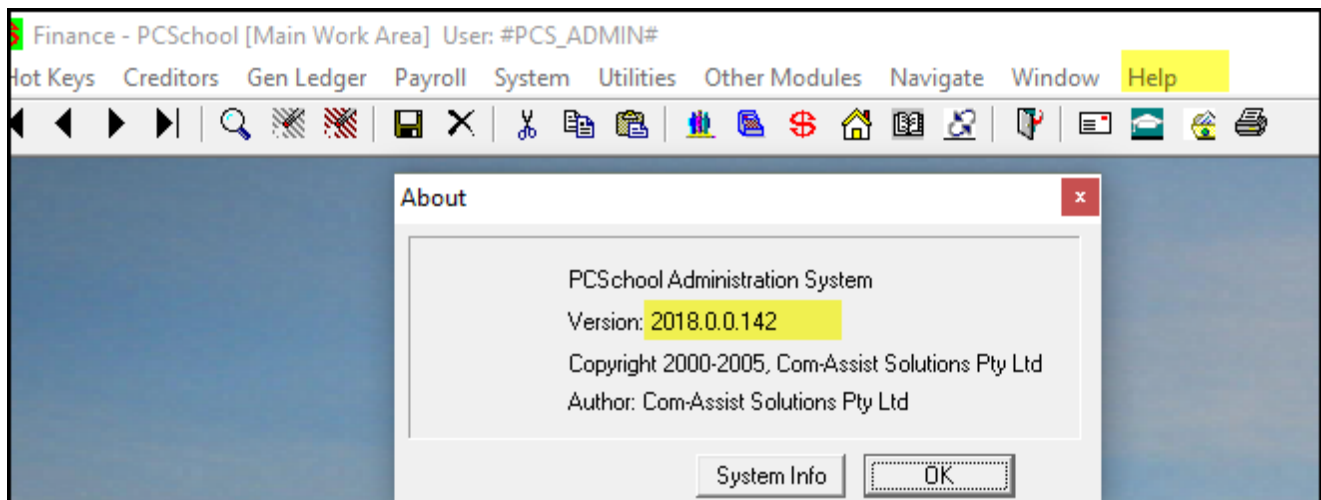
(The reason for this is that unlike the end of year rollover process in other modules the Point of Sale rollover does not create a snapshot of the PoS workarea).

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

Step 1 Make sure you are on the correct version

For, please ensure your version is at least 2018.0.0.142 or higher

Path: *Finance > Help > About*

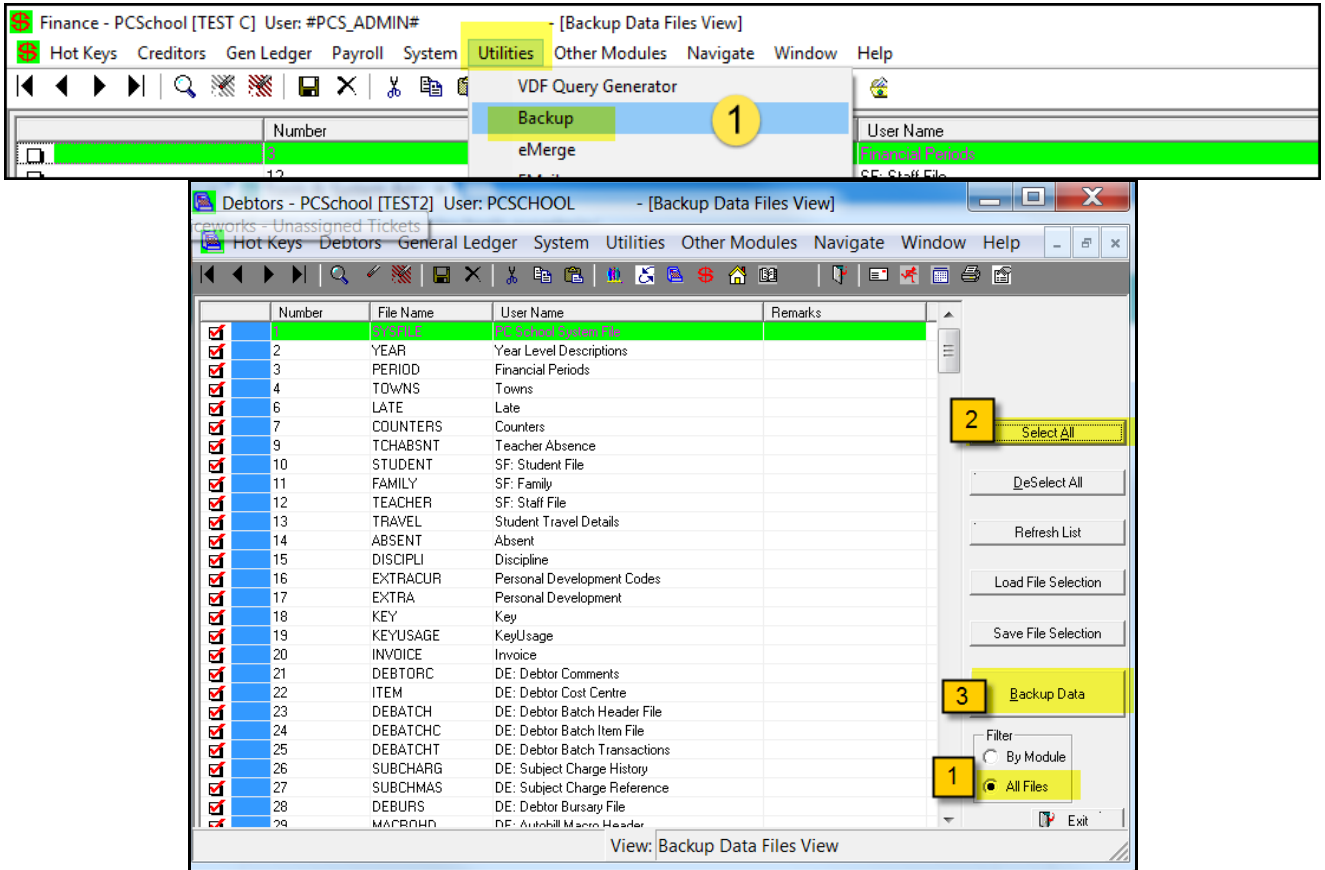


If not, download the latest followup from our website
<http://www.pcschool.net/support/updates-downloads/>

Step Note: We strongly recommend that you use the ‘fastest’ PC available, the server generally being the ideal choice.

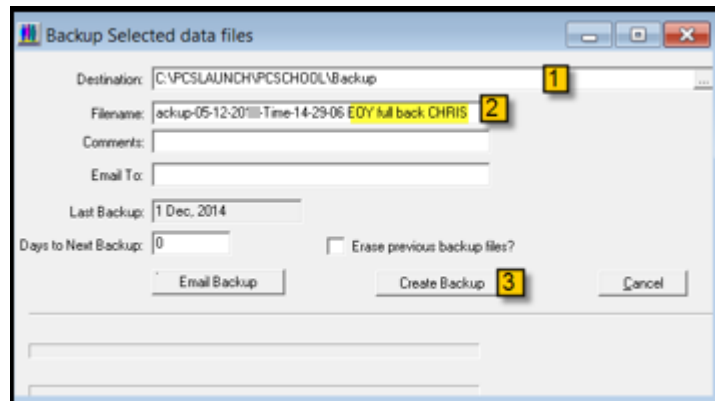
Step 2 Do a Full Backup within PCSchool

Path: Utilities > Backup



- | | |
|----|--------------------|
| 1. | Select – All Files |
| 2. | Select All |
| 3. | Backup Data |

This process may take some time and once it's completed, it will show the below screen asking where to copy the backup to.



- | | |
|----|---|
| 1. | Destination – (By default it's copied to the "Backup" folder inside the local "PCSLaunch\Backup" folder.)
This can be changed – you could save it to desktop then transfer, or save it to your PCSchool Server |
|----|---|

2.	File Name – (The backup files are zipped and has the time stamp on the file name) <ul style="list-style-type: none"> Change name to “EOY Full Back (if backing up another workarea - type the work areas name) as per example
3.	Select - Create Backup

It is critical that you check that this file has been created.

The logged in user must have permission to write to the default location, or this needs to be changed prior to pressing the “Create Backup” button.

- After completion, **ALWAYS** browse to the location to check that the file is present
- Open the file so you can see all the files – if not, **DO NOT PROCEED** – contact PCSchool

Name	Type	Compressed size	Password p...	Size	Ratio	Date modified
ABSENT.tmp	TMP File	1 KB	No	3 KB	84%	5/12/2014 2:34 PM
ACCRED.tmp	TMP File	7 KB	No	67 KB	91%	5/12/2014 2:35 PM
ACHIEVE.tmp	TMP File	1 KB	No	1 KB	59%	5/12/2014 2:35 PM
ACTION.tmp	TMP File	0 KB	No	0 KB	0%	5/12/2014 2:35 PM
ACTIVITY.tmp	TMP File	1 KB	No	5 KB	79%	5/12/2014 2:35 PM
ALHCODE.tmp	TMP File	1 KB	No	1 KB	20%	5/12/2014 2:35 PM
ALPPLAN.tmp	TMP File	0 KB	No	0 KB	0%	5/12/2014 2:35 PM
ALPROG.tmp	TMP File	0 KB	No	0 KB	0%	5/12/2014 2:35 PM
ALUMAPP.tmp	TMP File	0 KB	No	0 KB	0%	5/12/2014 2:35 PM
ALUMFUND.tmp	TMP File	0 KB	No	0 KB	0%	5/12/2014 2:35 PM
ALUMHIST.tmp	TMP File	2 KB	No	18 KB	92%	5/12/2014 2:35 PM

This process must be repeated on different work areas before they are rolled over.

Step 3 Stocktake

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

[Please see the manual on how to do a Stocktake](#)

<http://www.pcschool.net/wp-content/pcschool-uploads/pos/posstocktake.pdf>

Step 4 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;

- Leave the accounts in the POS module as unpaid (to be paid the following year)
- Print a copy of the unpaid accounts and transfer them to the Debtors module to appear on School Fee or Sundry Fee statements.


Option 1: Leave the Accounts in POS as Unpaid

Path: Sales > Invoice Reports

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

1.	[Shop Code] Select the correct Shop Code.
2.	[Invoice Status] Select the Invoice Status of 'Active' these will be the invoices with a balance other than \$0.
3.	[Report Style] select '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

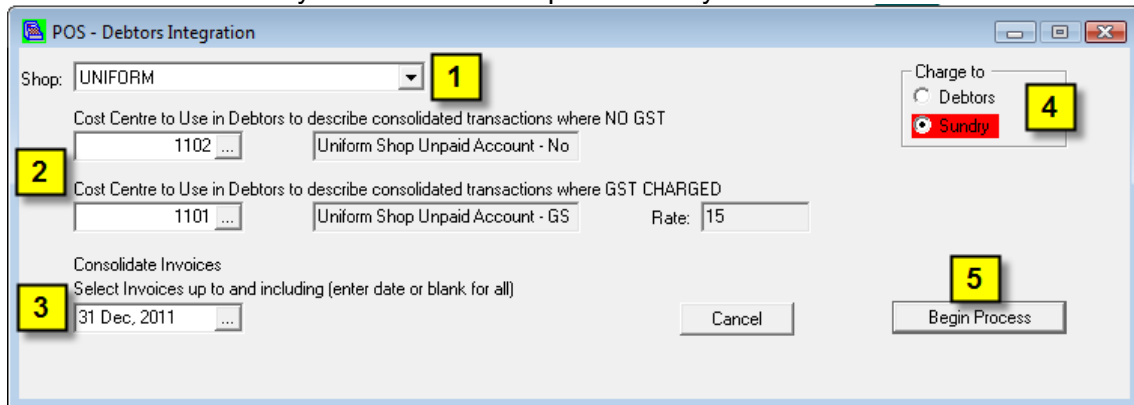
	Bedwin Trading Company <small>100 Victoria Ave. Sydney NSW 2000 Phone: (02) 9211 1111 Fax: (02) 9211 1111 Email: sales@bedwin.com.au</small>	23/06/2011 Invoice Number: 16			
ARMSTRONG Keighan Mr G and Mrs N Armstrong 77 Bowen Street SOMEWHERE 2000		ARMSTRONG K ARMST 01 11 1			
ABN: 92 110 108 100					
Code	Description	Qty.	Unit	Unit Price	Total
HAT-CR	Crick et Hat	1.00	each	19.50	\$19.50
Total:					\$19.50
GST Included:					\$2.54
Payment Received:					\$0.00
Outstanding:					\$19.50

Option 2: Transfer Unpaid Invoices to Debtors / Sundries

Path: Sales > Transfer to PCSchool

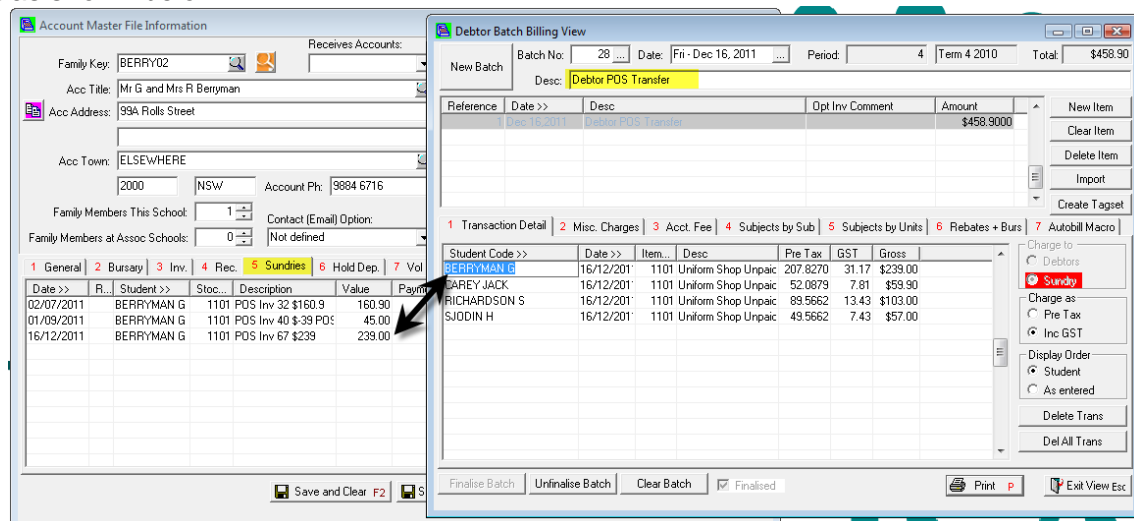
Unpaid Point of Sale accounts can be transferred to the Debtors module so that the outstanding balance appears on the Customers School Fee account (or Sundry account).

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.



- | | |
|----|---|
| 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.



Reference	Date	Desc	Opt Inv Comment	Amount
	Dec 15 2011	Debtor POS Transfer		\$458,900.00

Student Code	Date	Item	Desc	Pre Tax	GST	Gross
BERRYMAN G	16/12/2011	1101	Uniform Shop Unpaic	207,8270	31.17	\$239.00
BAREY JACK	16/12/2011	1101	Uniform Shop Unpaic	52,0879	7.81	\$59.90
RICHARDSON S	16/12/2011	1101	Uniform Shop Unpaic	89,5662	13.43	\$103.00
SIODIN H	16/12/2011	1101	Uniform Shop Unpaic	49,5662	7.43	\$57.00

Step 5 Perform a POS End of Year Update

Path: System > End of Month Update

Ensure you have a **FULL BACKUP** of PCSchool before proceeding with the next steps

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;

- 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.

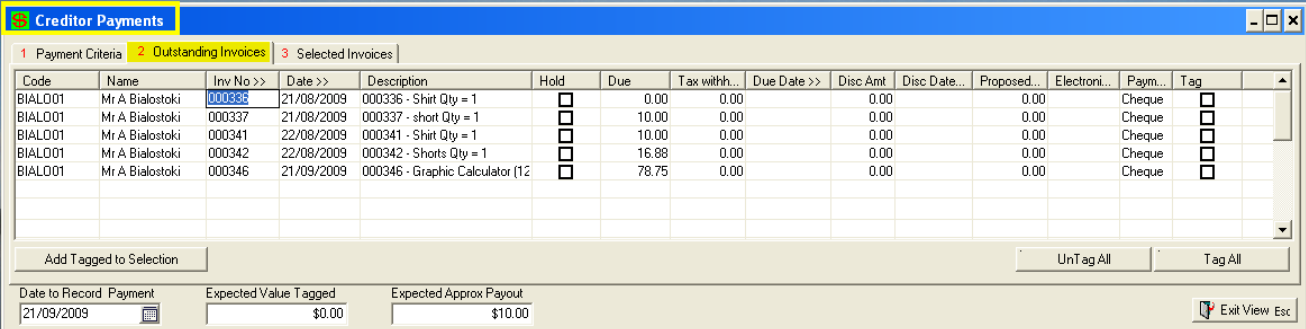
1.	Select the [Shop] you wish to perform the End of Year for.
2.	[Current Period] must be 12 and Next Period must be 1 to perform the End of Year. If not, you will have to roll from month to month until you are in Current Period 12.
3.	[Clear Finalised Invoices] - End of Year only – tick and enter a date e.g. last day of year. This will delete all finalised invoice information from the customer file up to the date selected.
4.	[Clear Stock Transactions] End of Year only – tick and enter a date e.g. last day of the year. This will delete all stock transaction information from the stock file up to the date selected.
5.	Select [Show Log] 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.

Step 6 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



Code	Name	Inv No >>	Date >>	Description	Hold	Due	Tax withh...	Due Date >>	Disc Amt	Disc Date...	Proposed...	Electroni...	Paym...	Tag
BIALO01	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"/>
BIALO01	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"/>
BIALO01	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"/>
BIALO01	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"/>
BIALO01	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"/>

Add Tagged to Selection UnTag All Tag All

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

Exit View Esc

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.

Step 7 Set Current Student and Staff as Customers

Path: System > POS System Settings > Customers tab

Once scholastics has been rolled over you should be able to flag all students as customers. Set default terms and flag students and staff as customers as follows

Select [Customers tab]:

1.	Tick [Students] if you wish to flag Current Students as customers in Point of Sale.
2.	[Default Student Terms:] 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.	[Flag all current students as customers], this process will also update your existing customer list with new students - Press button to begin the process
4.	Tick [Staff] if you wish to flag Current Staff as customers in Point of Sale.
5.	[Terms] 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.	[Flag All Current Staff as Customers] 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.
7.	Optional to flag departed students (Year 99) as Non Customers. This will remove them from your customer lookup screen, resulting in less records to look through when searching for a student.