Point of Sale
Setting up Point of Sale
User Guide (POS)

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Introduction

The PCSchool Point of Sale module (POS) is a tool for running and managing a shop environment at a school. The Point of Sale module is written specifically with the school environment in mind, and is integrated closely with your PCSchool database.

The module includes:

<u>Setting up multiple shops as per the schools requirement. Each store may have</u>:
- Independent stock levels, terms and limits
- The ability to have different printer, cash drawer and other hardware setups
- Differing payment methods

<u>Stock and Stocktaking</u>
- Monitor stock levels over multiple shops
- Easily import and export stock levels
- Alerts and messages related to stock levels
- The ability to alter stock levels based on criteria such as the date
- Categorisation of stock items
- Consignment Stock Items
- Global Stock changes

<u>Customers</u>
- Integration with PC School's Identities including Students, Families and Teachers
- Customer management
- Setting of terms
- Banning Stock Items
- Banning Stock Categories
- Restrict to certain payment methods

<u>Sales</u>
- Touch Screen Interface
- Bar Code scanning
- Customer Alerts
- Banned items
- Automatic adjustment of Stock Levels
- Popular stock shortcut programmable keys

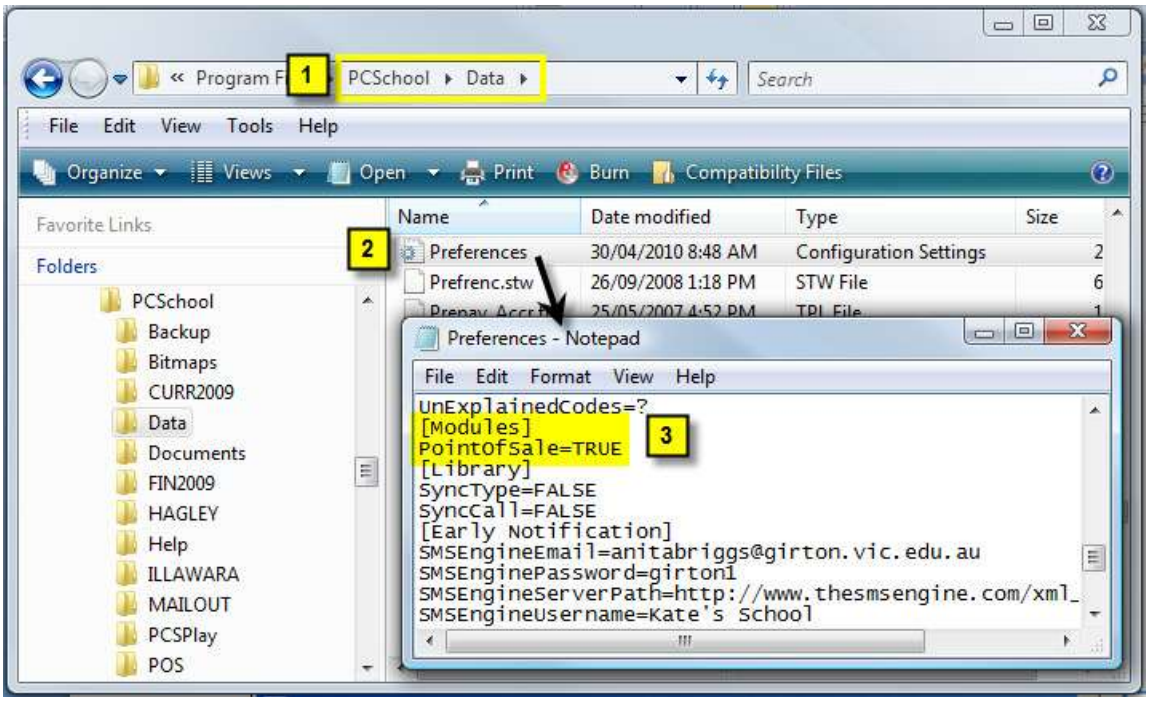
This Tech-tip is designed to give a general overview of the Point of Sale module. It will not attempt to cover all areas of the Point of Sale module. It focuses on setting up the module, from creating *Shops*, adding and editing *Stock Items*, adding and editing *Customers* and making *Sales*.

The Point of Sale is a separate module and can be accessed via the PCSchool Main Menu:

Setting up Point of Sale for the first time

Point of Sale Activation

To 'Activate' the Point of Sale module you will need to add a few lines of code to the Preferences.ini file. The preferences.ini file is found in the PCSchool\Data folder.

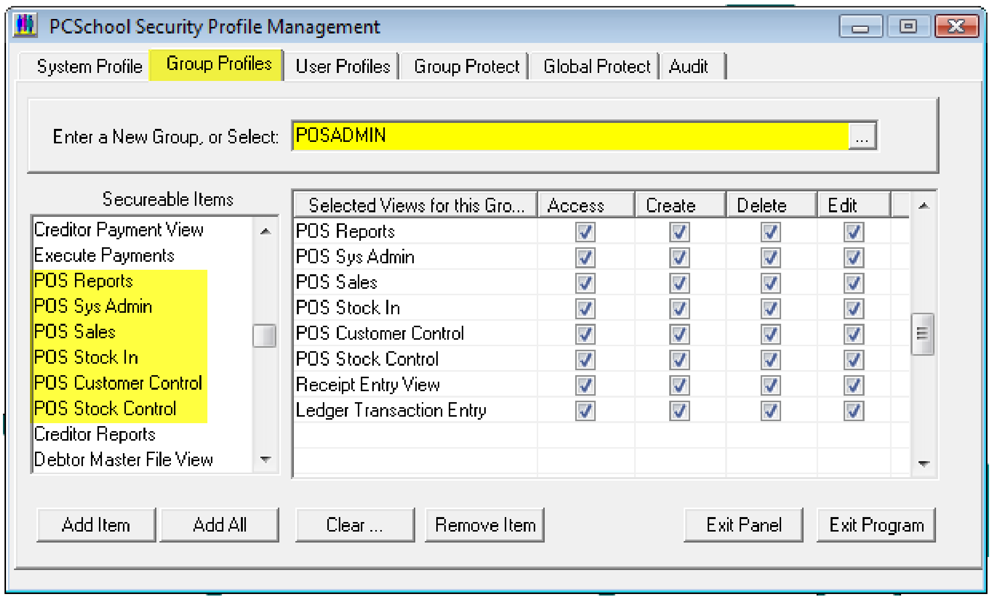


1.	Find the **PCSchool\Data** folder on the server.
2.	Inside the Data folder find the **Preferences.ini** file and open it with Notepad.
3.	Enter in the following two lines into the document: **[Modules]** **PointOfSale=TRUE**

Once you have added this code to your Preferences.ini file the Point of Sale button will become available in the PCSchool Main Menu View:

Point of Sale Security Settings

To access various areas of the Point of Sale module you will need to allocate staff with the required security items. The security items required to access the Point of Sale are outlined below.



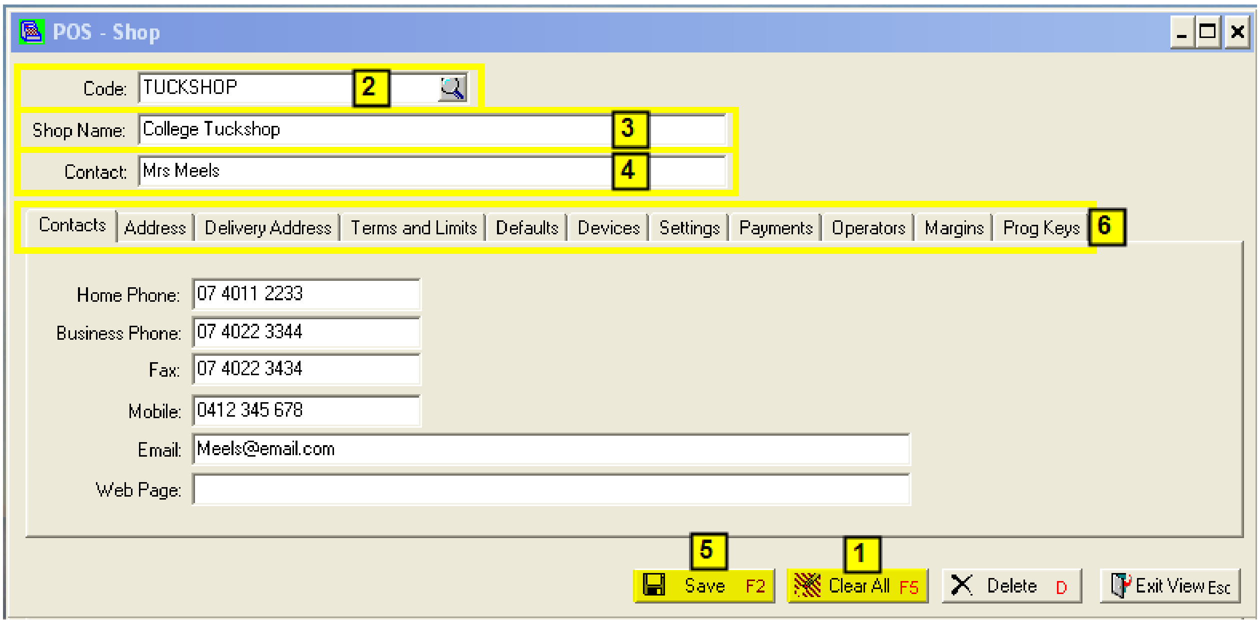
POS Reports	Gives rights to print Point of Sale reports
POS Sys Admin	Gives rights to Point of Sale Shop Details, System Settings, Global & Quick Changes and End of Shift / Update routines.
POS Sales	Gives rights to process customer and cash sales
POS Stock In	Gives rights to update the stock order information.
POS Customer Control	Gives rights to edit or add to the customer file.
POS Stock Control	Gives rights to edit or add to the stock file.
Receipt Entry View	Gives rights to receipt to into a Debtor Receipt Batch – necessary to pay POS invoices on Account and for performing an End of Shift.
Ledger Transaction Entry	Gives rights for the system to create the necessary records in the General Ledger when performing an End of Shift.

.Set-up New Shop Details

The Point of Sale Module allows you to set up as many shops as you need. You could create one for the school canteen, book store, uniform shop or any number of school outlets. Each shop must be entered into the system along with its contact details and defaults and settings.

Path: System → Shop Details

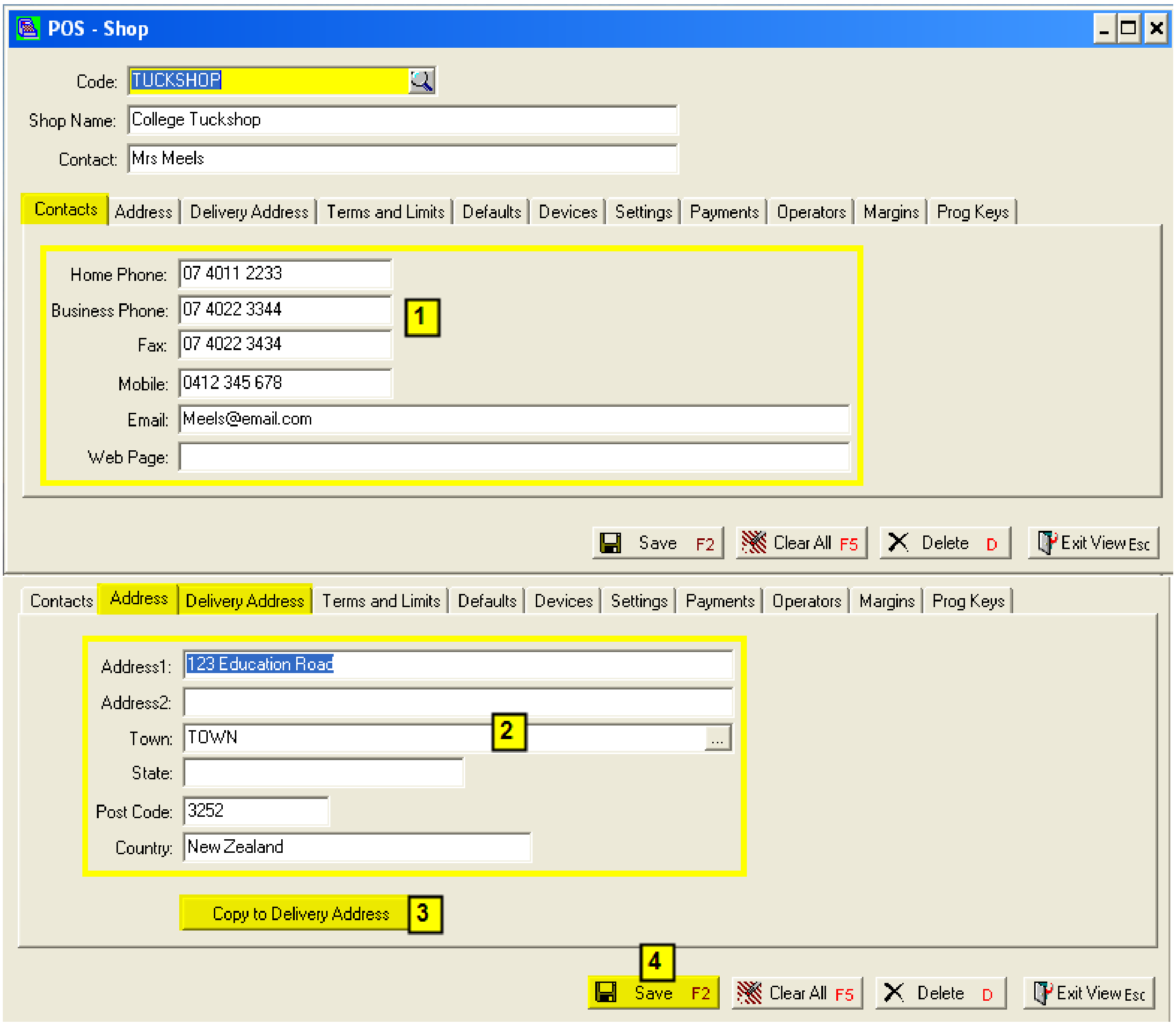
Create a New Shop



To create a new shop follow these steps

4.	Select Clear All or press F5 to clear the view
5.	Enter in a unique Code. The code can be alpha-numeric and should be no longer than ten characters long. For example BOOKSTORE or CANTEEN or UNIFORMSTR
6.	Enter in the full or descriptive name of the shop
7.	Enter in the name of the main contact person for the shop.
8.	Select Save or press F2 to save the record.
9.	You may now enter the relevant information into each of the tabs (see below for details).

Contact and Address Details Tabs

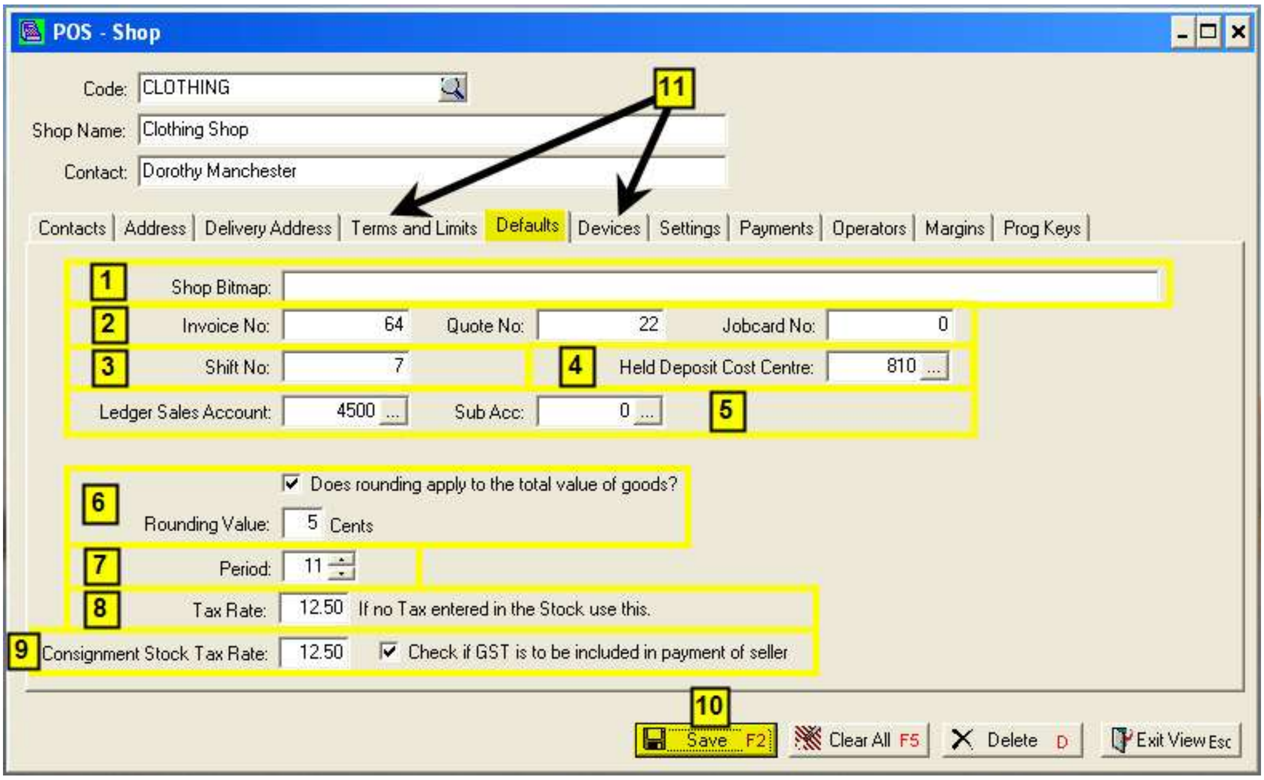


Enter the contact and address details as follows:

1.	Enter the telephone and email contact details for the main contact person (Home Phone and Mobile Phone) and store (Business Phone, Fax
2.	Enter the Address details for the store. This will generally be the physical address of the store but may be the postal address.
3.	If the Delivery Address is the same as the Address you can copy this information by clicking - 'Copy to Delivery Address'.
4.	Select Save to save the contact and address information.

Defaults Tab

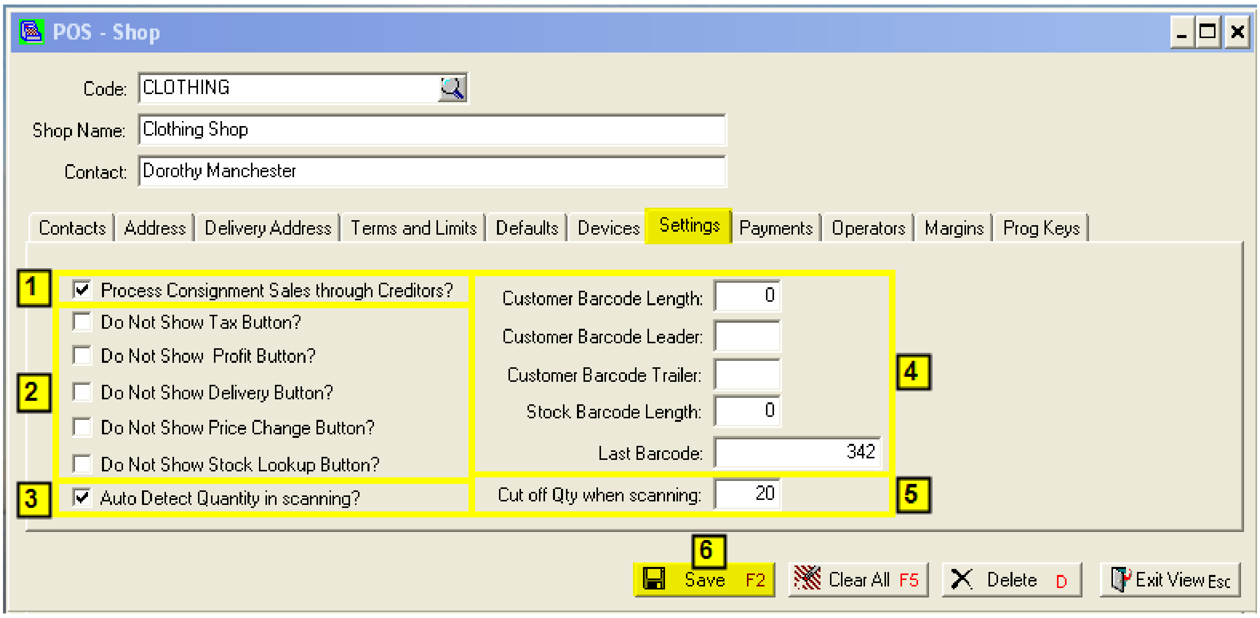
The Defaults tab contains information regarding the last Invoice, Quote and Jobcard numbers used. Current Shift number and Period. GL and Cost Centre numbers to be used when processing sales and the relevant GST rates and settings.



Enter the Defaults as follows:

1.	*Optional:* leave as blank or enter the link for the logo or letterhead of the shop.
2.	*Optional:* leave as blank or enter the next Invoice, Quote and Jobcard number to be used.
3.	*Optional:* leave blank or enter in the next Shift Number to be used (NOTE: shifts are used when processing sales and are usually closed at the end of each day).
4.	If customers have the option to pay via prepaid deposits the Held Deposit Cost Centre (from Debtors) must be selected here.
5.	Select the General Ledger account and sub account to be used for store sales. All sales will go to the one GL Account, reports can be produced from the POS module that will give detailed information income from individual products.
6.	Tick if you wish to use rounding in the sale of goods and enter the amount you wish to round to. (eg. to the nearest 5 cents or nearest 10 cents).
7.	Select which period you wish to begin your shop in. This will change automatically after each End of Month Update is performed.
8.	Enter the Tax Rate to be used. This rate will be the default for stock tagged as being taxable but where no tax rate is has been entered in the stock file.
9.	Enter the Tax Rate to be used for Consignment Stock (stock being held by the store for a 3rd party, such as second hand sales) and tick if the GST is to be included in payment to the 3rd party (schools should check with their auditor / accountant as to the correct option).
10.	Select Save to save your default settings
11.	The tabs 'Terms and Limits' and 'Devices' will be covered in the more detailed POS Manual

Settings Tab



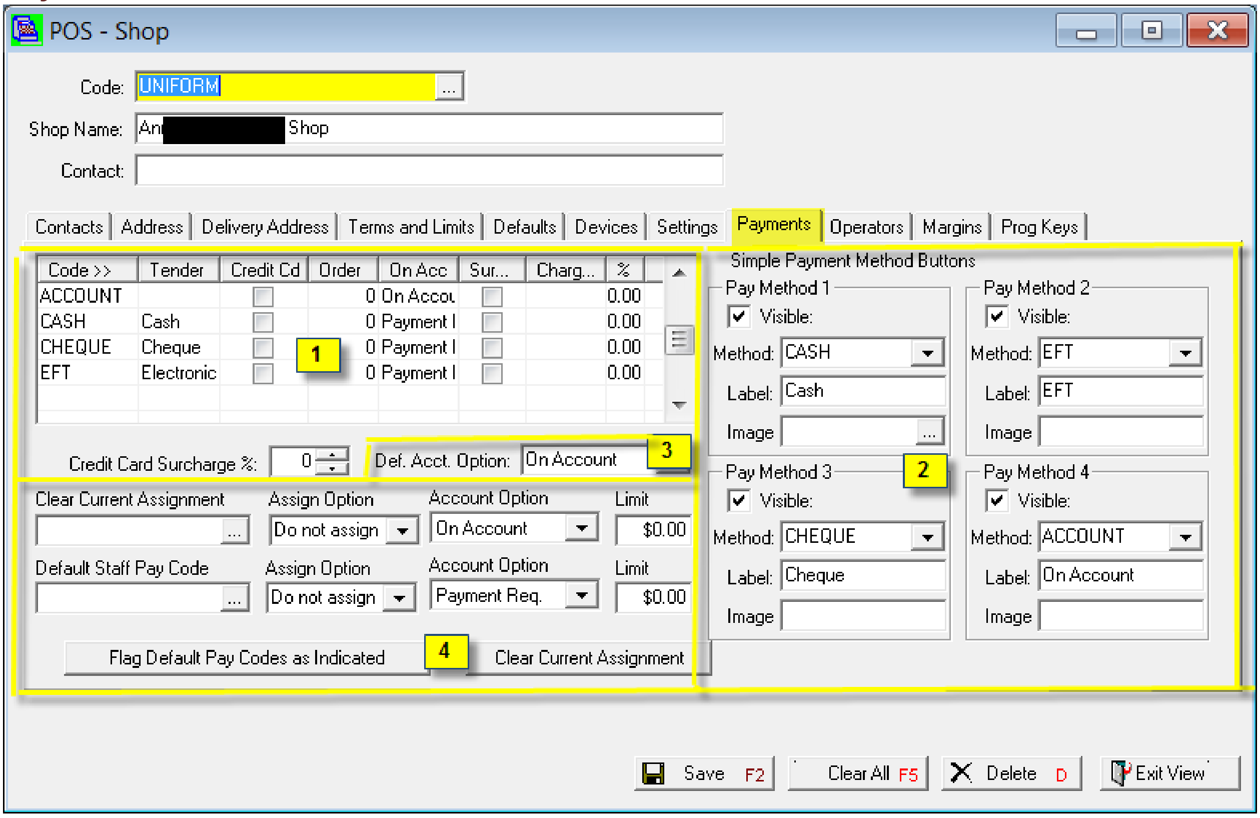
Enter the Settings as follows:

1.	Tick to process any consignment sales (for 3rd parties) through the Creditors module.
2.	Tick to hide various buttons in the Product Sales view.
3.	Tick to allow detection of quantities being purchased in the scanning field
4.	Enter in the Barcode details for the store including Customer and Stock barcode lengths and Customer barcode leader or trailer
5.	Enter a Cut Off Quantity, this will be the maximum quantity allowed to be purchased by each customer at any one time.
6.	Select Save to save your Settings.

Operators Tab

Operator setup is currently disabled and will be covered in detail in the Users Manual.

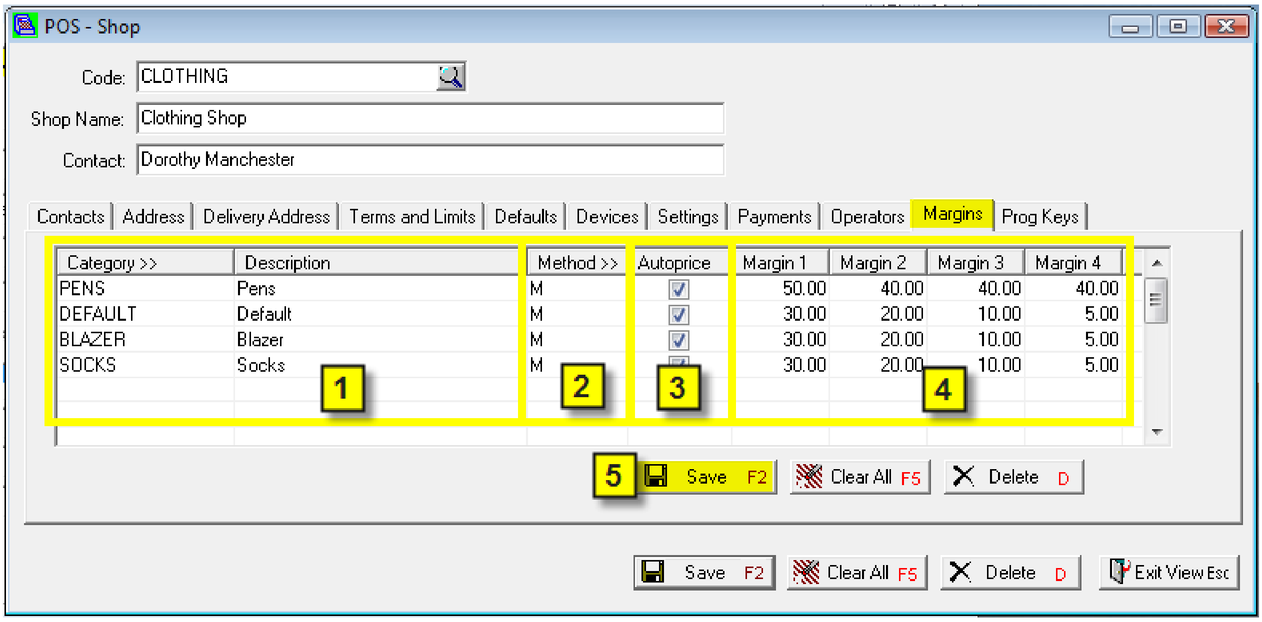
Payments Tab



Setup Payment Methods as follows:

1.	Here is where you enter in the Payment Methods available for this store. These may include on Account, by Cash, by drawdown on a pre-paid Deposit or by Credit or Debit card. **1.** Enter in a Code for the payment method, eg. ACCOUNT **2.** Select a Tender if relevant (for Cash, Electronic, Cheque etc). **3.** Tick if payment method includes Credit Card payments. **4.** Enter in the preferred order. **5.** Select the action required for the account, eg if payment is required on purchase, or a pre-paid deposit must exist, or that the amount will be added to an account. **6.** If Credit Card tick if a surcharge applies to purchases. **7.** Enter the Credit Card Stock Code to be used (needs to be created via Stock – Stock View, see the 'Stock File' instructions of this manual. Page 24). **8.** Enter the surcharge percentage, eg. 2% of purchase price.
2.	Once you have set up your Payment Methods you can set them up to appear on the Product Sales view as short cut buttons, you are allowed a maximum of four shortcut or simple buttons. **1.** To create a simple button place a tick in the 'Visible' tick box under Pay Method 1. **2.** Select the Payment Method from the drop down list. **3.** Type in a label or name for the button. **4.** *Optional:* You can select an image to appear on the button. **5.** Repeat for Pay Method 2, 3 and 4 using different Payment Methods.
3.	Select a Default Account Option for the store, this would be the most frequently used payment method used for cash sales.
4.	These options allow you to create a default Payment Method, account option and limit for staff and students. **NOTE:** It is best to leave the 'Assign Option' as Do not assign as this will allow you to create a shorter list of customers with settings different to the default under Customers → Set Tender Defaults for Customers
5.	Select Save to save your Payment settings

Margins Tab



Enter Profit Margin information as follows:

1.	Here you can create a default margin, or margins for specific stock categories. Type in DEFAULT or select a stock category from the drop down list.
2.	Select if the method to be used to calculate the sale price of the item is by: • **Discount:** will calculate based on the BUY price LESS the margin percentage (used if the supplier gives a discount off the retail amount). • **Margin:** will calculate based on the BUY price PLUS the margin percentage.
3.	Tick Autoprice to have the system automatically calculate the sale price when using the category selected.
4.	Enter the percentage value for the Profit Margin, you can enter four margin values that can be used with selling items to different customers. Eg. Students receive a mark-up of 50%, staff a mark-up of 30% etc.
5.	Select Save to save your Margin settings.

Programmable Keys Tab

Select frequently used stock items to appear as 'Quick Stock' shortcut keys as follows:
1. Click on the prompt button to bring up a list of stock.
2. Use the Search button to find stock by Stock Code.
3. Highlight the stock item you wish to add to the Quick Stock view.
4. Click OK to select the stock item. You have a maximum of 25 programmable keys to use.