

**AC PLUS**  
**ELECTRONIC POINT OF SALE (EPOS)**  
**USER GUIDE**

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AC+ EPOS

Item Code

**New Boosey & Hawkes**

Item Price

Serial Number

Quantity

Discount %

(F1) End Sale	(F7) Layaways	(Shift-F5) Purchases
(F2) Discount	(F8) Account Payments	(Shift-F6) Deposits
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(F5) Credit Entry	(F11) Edit Description	(Shift-F9) Reprint Receipts
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29/06/1998 **Till Receipt**

Total 129.95 for 1 Items

VAT 0.00

Last Change Tendered : 0.00

Quantity	Description	Total
1	New FCN 196P Kimbara	129.95

## EPOS SCREEN

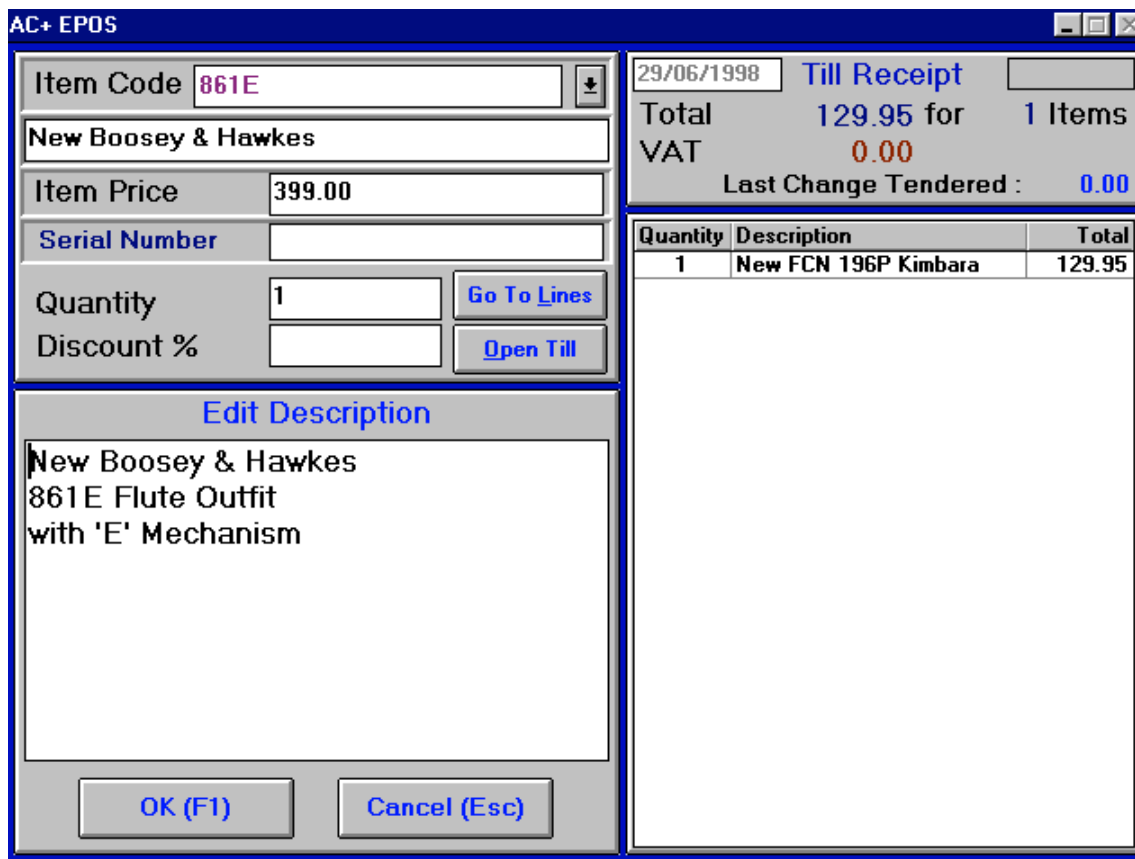
This page shows the standard EPOS screen in the process of making a **STRAIGHTFORWARD SALE** as follows.

Either scan the Bar Code printed on the item or manually enter the item code, if you do not know the code you can press **F4** to reveal the drop down list of 'stock codes'. There is also a very useful stock search facility (described later).

Now press "**Enter**", this will display the description and price for the item. If you wish to change the price, quantity or add the serial number to the receipt (and Datamail if required) use the **Tab key** to move to the required box and fill in the details. Where a serial number exists it must be entered.

Press "**Enter**" again, the item is added to the list to the right of the screen. Repeat this for each item to be sold at this time.

If a small item is to be given away as part of a deal it **must** be entered with a zero price (to keep stock figures correct).



## EPOS SCREEN SHOWING FULL DESCRIPTION AND MESSAGE PANEL

Press **F11** to Reveal and add to the description, this will also display any messages about that particular stock item.

### Miscellaneous Sales

Once the system is fully operational and all of the stock is entered there should not be any miscellaneous sales, that is sales of items which do not have a stock code of their own and are therefore sold using the miscellaneous stock code (usually something like MISC). All items sold under the miscellaneous stock code must be given a comprehensive description so that the stock controller can identify the item and adjust the stock on the proper stock code accordingly. Therefore all items sold on this stock code are listed separately on the stock download report which is sent to head office with the overnight transfer.

### Special Sales

As with Miscellaneous sales Special sales use a special stock code and must be sold using a comprehensive description (especially when selling second hand goods) so that the stock controller can either set up an appropriate stock item or make the necessary adjustments to the relevant stock item. This special stock code would usually be used when selling an item that has been bought by the branch and sold before it has been added to the stock.

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Name	Mr James Henry	08/09/1998	Till Receipt									
Address	19 Catchpool Road Colchester Essex	Total	£528.95 for 2 Items									
Postcode	CO1 1XN	VAT	£78.78									
Telephone	01206 585758	Last Change Tendered : 0.00										
Warranty Exp	09/09/1999	<table border="1"> <thead> <tr> <th>Quantity</th> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>New FCN 196P Kimbara</td> <td>129.95</td> </tr> <tr> <td>1</td> <td>New Boosey &amp; Hawkes</td> <td>399.00</td> </tr> </tbody> </table>		Quantity	Description	Total	1	New FCN 196P Kimbara	129.95	1	New Boosey & Hawkes	399.00
Quantity	Description	Total										
1	New FCN 196P Kimbara	129.95										
1	New Boosey & Hawkes	399.00										
Sales Code	CO1 1XN											
<input checked="" type="radio"/> Normal Format Receipt <input type="radio"/> VAT Receipt												
Amount Due	528.95											
Cash	0.00											
Cheque	528.95											
Credit Card	0.00											
Change	0.00											
<input type="button" value="Process (F1)"/> <input type="button" value="Invoice (F2)"/> <input type="button" value="Close (Esc)"/>												
Cheque Number	321123											

Get Assistant Code

Assistant Reference

bw

## PAYMENT SCREEN

When all items to be sold are entered as previously described press “F1” to reveal the Payment screen. The cursor flashes on the ‘Cash’ Box, use the “Enter” key to move to the required payment box (cash, cheque, credit card) and type in the amount tendered, you can mix the payment types if necessary. The change to be given will be displayed and transferred to the top of the receipt screen on completion.

If this is a small Low Value or Quick Sale press “F1” and type in your assistant reference, press “Enter” to complete the sale. (Cheques and Credit Cards will require a number to be entered)

### ADD NAME AND ADDRESS TO DATAMAIL

For larger sales where you wish to add the Customer’s name and address to your Datamail use the “Enter” key to move to the name and address box. You can now either type in a completely new name and address, enter the full name and press “ALT R” to read the rest of the details, or press “ALT S” and enter any part of the name in the new screen that appears, then F4 to find the required name. Arrow down to highlight the name and F1 to select it for use.

You may then enter a warranty expiry date and sales Code.

Now press F1 and enter your assistant reference and the sale is complete.

If the customer requires a **VAT receipt** simply press “ALT V” to select the VAT Receipt **before** pressing F1 to complete the sale. Press “ALT T” to return to the standard receipt.

If you wish to add notes to the bottom of the Receipt press “ALT N” to reveal the notes screen

## **Function Keys List**

This is a description of the Function Keys and their use as they are displayed on the first EPOS screen. Many of the keys have other uses at other points within the program and they will be explained as they occur later in this manual.

### **F1 End Sale**

This key is used to move into the payment screen after all items are entered onto the receipt list.

### **F2 Discounts**

This key moves the cursor directly into the Discount % box so that a discount that is to apply to all of the goods on this receipt may be entered.

### **F3 Repeat Entry**

Use this key to repeat the last entry.

### **F4 Void Entry**

Use this key after pressing “**ALT L**” to enter the lines and then using the arrow up/down keys to select the relevant entry to remove that entry from the receipt list.

### **F5 Credit Entry**

To Credit an entry enter the stock code in the usual manner but before pressing the “Enter” key to add the item to the list press **F5**. This will automatically make this a Negative (Credit) sale.

### **F6 Change Quantity**

This key moves the cursor directly into the Quantity box enabling you to enter multiple quantities.

### **F7 Layaways**

This key allows you to lay a sale aside and bring it back for completion later.

### **F8 Account Payment**

Use this key to enable you to take an account payment via the till.

### **F9 Stock Search**

This key accesses comprehensive stock search screen.

### **F10 Cancel Sale**

This key can be used at any time up to the point of pressing “F1” to cancel a sale.

### **F11 Edit Description**

Press this key to display the full description of goods plus any messages attached to those goods by the stock controller.

### **F12 Datamail**

This is a shortcut key to the Datamail Program.

### **Shift F5 Purchases**

Use this key to enter the Branch Purchase Screen

### **Shift F6 Deposit**

Use this key to enter the Deposits Screen.

### **Shift F7 Part Exchange**

Use this key to enter the Part Exchange Screen.

**Shift F8 Rentals**

Use this key to enter the Rentals Screen.

**Shift F9 Reprint Receipts**

Use this key to enter the receipt re-print screen.

**Shift F10 Settings**

Only accessible to administrators

**Shift F11 Branch Transfers**

Use this screen to access the branch transfer screen.

**“ALT O”**

Press the “ALT key and hold it while you press the “O” key to open the till drawer.

**“ALT L”**

Press the “ALT key and hold it while you press the “L” key to go to the lines of the sale.



Part Exchange		
Item to be Exchanged		
CASIO KB1 KEYBOARD		
Item Price	100.00	VAT 1 <input checked="" type="checkbox"/> Inc
Book Price	50.00	VAT 1 <input checked="" type="checkbox"/> Inc
Serial Number	8765	
Add (F1)		Close (Esc)

(F1) End Sale	(F7) Layaways	(Shift-F5) Purchases
(F2) Discount	(F8) Account Payments	(Shift-F6) Deposits
(F3) Repeat Entry	(F9) Stock Search	(Shift-F7) Part Exchange
(F4) Void Entry	(F10) Cancel Sale	(Shift-F8) Rentals
(F5) Credit Entry	(F11) Edit Description	(Shift-F9) Reprint Receipts
(F6) Change Quantity	(F12) Datamail	(Shift-F11) Branch Transfer

29/06/1998	Till Receipt	
Total	700.00 for	1 Items
VAT	0.00	
Last Change Tendered :		0.00

Quantity	Description	Total
1	New Casio AP 10F	700.00

## PART EXCHANGE

To sell an item that includes a part exchange, enter the details of the goods to be sold as previously described but **do not press F1 to end the sale**, instead press **“SHIFT F7”** Part Exchange. Type in a **comprehensive** description, price allowed and yellow book price as well as a serial number where applicable using the Tab key to move between boxes. **“Press F1”** to add the part exchange item to the sale, now complete the sale by pressing **F1** and entering the Payment Amount, Name, Address etc.

It is possible to create a deposit / unfinished transaction as well as a part exchange simply by pressing **“SHIFT F6”** instead of **F1** to end the sale and then continue as described later in Deposits.

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Unfinished Transactions			
Dep No	Name	Date	Balance
12	Mr Jones	02/06/1998	0.00
13	Mr Green	05/06/1998	750.00
14	Mr King	05/06/1998	1,100.99
17	Mrs Bloggs	05/06/1998	1,850.00
20	Mr Brown	05/06/1998	0.00

New (F1)   Select (F2)   Reset (F3)   Close (Esc)

Items on Unfinished Transaction		
Description	Qty	Total
New Yamaha AR 100	1	10,999.00
Yamaha EL 90T	-1	-6,000.00

Add Items (F10)   Remove Item (F4)

Payment History				
Date	Value	Rec No	Till	Assistant
05/06/1998	1,999.00			
05/06/1998	3,000.00			

Customer Details		20
Clear (F12)	Save (F5)	Delete (F6)
Print (F7)	Payment (F8)	Finish (F9)
Name	Mr Brown	
Address	The Dandies	
	Fleetwood	
Read		
Search	Postcode	
Telephone		
Balance	0.00	Date Purchased 05/06/1998

## DEPOSITS / UNFINISHED TRANSACTIONS

To create a Deposit Sale, enter details of the goods to be sold as previously described but do not press **F1** to end the sale, instead press "**SHIFT F6**" to access the deposit screen. Now press **F1** (New) and type in the name and address of the customer (when the sale is complete this will update your Datamail program).

Press "**F8**" Payment', to access the payment screen. If the customer is paying **C.O.D.** or for some other reason is not actually paying a deposit at this time, select 'Notes' and type in the reason for "**No Payment**". The system will not allow "**No Payment**" without a reason. Press **F1** to proceed and enter your assistant code.

If the customer is paying a deposit enter the amount in either the cash, cheque or credit card box (cheques and credit cards require numbers) then press **F1** to process the payment and enter your assistant code.

There will be a new balance figure on the screen and the sales payment history will be updated. The stock will be moved to the allocated position and will be sold from that position on completion of the sale.

There are no limits to the number of payments that can be made against a deposit before completion, however the system will not allow a deposit to be completed until the full amount has been paid.

### **Unfinished Transaction List**

Available to Administrators only. From this system settings screen select “**ALT R**” Reports

### **Make a payment against an existing Deposit.**

If you wish to make a payment against an existing Deposit Sale do not enter any goods to be sold. Simply press “**shift F6**” to access the deposit screen. Select the appropriate transaction using the arrow down key, when the required transaction is highlighted press **F2** to select followed by **F8** to make a payment then **F9** to finish etc.

### **To Change Items on Deposit / Unfinished Transactions**

If you wish to change the goods after a deposit has been made, enter the new item on to the receipt screen in the usual way then press “**shift F6**” to select Deposits, use arrow up/down keys to select the required deposit. Press **F2**, “**ALT L**” to move the cursor to the items list, select the item to be removed using the arrow up/down keys, press **F4** to remove the item and **F10** to add the new item.

### **To Search for an Existing Customer**

If the customer has bought from you in the past their Name and Address details may already be held on the Datamail system, type in the Name and Post Code and press the Read button to reveal the full details. If you do not have the full details you can press the Search button and enter the details you do know then press **F3**.

### **Finish Transaction**

When all payments have been made and the goods collected it is necessary to finish the transaction by pressing ‘Finish’ **F9** key. The item will not be removed from the branch stock until this has been done. The cash figure will also be journaled out of Unfinished Transactions and into the relevant Nominal Code.

### **Returned Deposit**

If goods are not going to be sold and you have elected to refund all or part of the deposit payments to date. Press “**shift F6**” to enter the deposit screen and select the relevant Deposit. Now enter the “payment screen” and enter a “**Negative payment**” (put a minus sign before the amount paid), for the amount to be refunded. Now press **F6** to delete the deposit.

# RENTAL

## Rental Sales

If an item is to be purchased on a 3 month extended purchase enter the details in the normal way but instead of pressing **F1** to end the sale, press “**Shift F8**” (Rental) followed by **F1** to create A new Rental Agreement. Enter Name and Address (when Rental is complete this will update your Datamail program), select **F8** to go to the Payments Screen, enter the payment amount and press the enter key to move to the Insurance Box and type in the amount where applicable. Use the enter key to move through the payment boxes and enter the appropriate amount in the box, when complete press **F1** and type in your assistant reference.

If for any reason you are entering a zero payment, the system will insist on a reason being typed in the Notes Field (this will form part of the Head Office download information).

### Rental Agreements

Rent No	Name	Date	Balance
11	Mr Foat	05/06/1998	366.90
12	New Rental	05/06/1998	0.00
13	Mr Stanley	05/06/1998	349.00
14	New Rental	05/06/1998	0.00
15	MR JAMES	29/06/1998	299.00

New (F1)
Select (F2)
Reset (F3)
Close (Esc)

### Rental and Payment Details

Sales Details

Description	Quantity	Total
New Boosey &	1	399.00

Payment History

Date	Value	Rec No	Till	Assistant
29/06/1998	100.00			BW
29/06/1998	10.00			BW

### Customer Details 15

Clear (F12)
Save (F5)
Rental Return (F6)

Payment (F8)
Re Rent (F7)
Rental Purchase (F9)

Name **MR JAMES HENRY**

Address **THE STREET**

Read **THE TOWN**

Search **THE COUNTY**

Postcode **CO1 1CO**

Telephone

Bal **299.00** From **29/06/1998** To **29/09/1998**

### Payments

Rental **100.00**
Insurance **10.00**

Cash

Cheque **110.00**

Credit Card

Total **110.00**

Process (F1)
Notes
Close (Esc)

Cheque Number **321654**

## Re Rent (F7)

In the case of a 're rent' the system automatically adds the amount of the original deposit to the outstanding amount and changes the completion date.

### **Rental return**

If an item is returned before the end of the rental period press **F6**, this will clear the rental from the screen and return the stock to the Branch Stock.

Press "**ESC**" to close the rental screen.

### **To Search for an Existing Customer / Rental**

If the customer has bought from you in the past their Name and Address details may already be held on the Datamail system, type in the Name and Post Code and press the Read button to reveal the full details. If you do not have the full details you can press the Search button and enter the details you do know then press **F3**.

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Purchases		02/06/1998	Till Receipt	103
Item Description S/H FLUTE		Total	£0.00 for	0 Items
Item Price	50.00	VAT	£0.00	
Serial Number	09508	Last Change Tendered : 0.00		
VAT Code	1	<input checked="" type="checkbox"/> Including VAT		
Add (F1)		Close (Esc)		

(F1) End Sale	(F7) Layaways	(Shift-F5) Purchases
(F2) Discount	(F8) Account Payments	(Shift-F6) Deposits
(F3) Repeat Entry	(F9) Stock Search	(Shift-F7) Part Exchange
(F4) Void Entry	(F10) Cancel Sale	(Shift-F8) Rentals
(F5) Credit Entry	(F11) AC+ Stock	(Shift-F9) Reprint Receipts
(F6) Change Quantity	(F12) AC+ Accounts	(Shift-F11) Datamail

Quantity	Description	Total

## PURCHASE AT BRANCH

When making a purchase at the branch select “**shift F5**” to reveal the Red Purchases Screen, type in a description of the item purchased (remember to give enough detail for the stock item to be set up at H/O), the price and serial number. **The VAT code and whether the figure paid includes VAT are imperative** (if in doubt use VAT code 1 and Inclusive).

Select Inclusive of VAT by pressing the space bar whilst the phrase ‘Including VAT’ is highlighted, when this is complete press **F1** to add the item to the receipt. You may then elect to enter another purchase or press **Esc** followed by **F1** to enter the supplier and payment details. If cash is paid at the till press ‘**ALT C**’, if no cash is paid and an invoice is expected at Head Office press ‘**ALT I**’. Press **F1** and enter your assistant reference to continue.

This screen should also be used for **Petty Cash Purchases**.

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### Supplier Details

**Name** JAMES GALLWAY

**Address** POSH STREET  
BALLYSMETHING  
IRELAND

**Postcode** IR1 1IR

**Telephone**

Cash Paid out at Till     Invoice Head Office

02/06/1998    **Till Receipt**    103

Total    £50.00 for    1 Items

VAT    £7.45

Last Change Tendered :    0.00

Quantity	Description	Total
1	S/H FLUTE	50.00

Amount Due    50.00

Cash    0.00

Cheque    0.00

Credit Card    0.00

Change    -50.00

**Get Receipt Notes**

GOOD CONDITION / BUT PAINTED GOLD

## BRANCH PURCHASE / PAYMENTS SCREEN

You may wish to add some details to the Branch Purchases to be included as part of the Download to H/O. Press **"ALT N"** To reveal the **"Notes"** screen.

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Item Code

Item Price

Serial Number

Quantity  **Sell**

Discount %

02/06/1998 **Till Receipt**

Total **£238.97** for **4** Items

VAT **£35.60**

Last Change Tendered : **0.00**

Quantity	Description	Total
1	New FCN 27F Acoustic	209.00
1	200 Glass Slide - Single	2.99
1	Casio AD 12EL Power	16.99
1	Casio AD 5EL Power	9.99

**Layaways**

No	Quantity	Description	Total
104	1	New FCN 27F Acoustic	209.00
104	1	200 Glass Slide - Single	2.99
104	1	Casio AD 12EL Power	16.99
104	1	Casio AD 5EL Power	9.99

## LAYAWAYS

If you are in the middle of a sale which gets interrupted, instead of having to cancel the sale and re enter the details the sale can be laid away and called back at a later time simply by pressing **F7**, this displays a list of existing 'layaways'. Use the arrow up and down key to select the required layaway and press **F5** to restore it to the receipt, you may now continue the sale in the usual manner. (Press F5 to cancel a layaway).



Item Code	<input type="text"/>	17/06/1998	Till Receipt	<input type="text"/>
		Total	£399.00 for	1 Items
Item Price	<input type="text"/>	VAT	£59.43	
Serial Number	<input type="text"/>	Last Change Tendered : 0.00		
Quantity	1	Quantity	Description	Total
Discount %	<input type="text"/>	1	New Boosey & Hawkes	399.00
<b>Branch Transfers</b>				
From	2	Colchester		
To	3	Westcliff		
Process (F1)		Cancel (Esc)		

## BRANCH TRANSFERS

If you wish to transfer goods from your branch to another branch select the item using the Item Code in the usual way then press 'shift F11' to reveal the Branch Transfer Screen. Your branch will be defaulted automatically therefore select the branch to which you wish to transfer the goods by using the drop down arrow, then press F1 to complete the transfer. A note will be produced to be sent with the goods.

Stock Search					
Search for :		Clear (F1)		Exit (Esc)	
<input checked="" type="radio"/> And <input type="radio"/> Or		Size (F4)		Search (F5)	
<input type="checkbox"/> Show only Stock on Hand <input type="checkbox"/> Second Hand		Output Port c:\rw.txt		Print (F10)	
Stock Code	Description	Price	At Branch	On Order	Allocated
10HLC	Shure 10H - LC				
122/6	K & M 122/6 Double	47.95			0
150L	Fender 150 L	6.05	0	0	0
150R	Fender 150 R	6.05			
195M	New FCN 195M Kimbara	129.95			
196P	New FCN 196P Kimbara	129.95	-1		
250L	Fender 250 L	6.05	0		
27F	New FCN 27F	209.00	0		
2P2J	2P2J - Audio Lead	4.99			
2P2P	2P2P - Audio Lead	3.99			
2PSJ	Keyleads 2PSJ Lead	4.49	0	2	0
300B	Windtech Microphone	4.50			
335Q	K & M 335Q	8.85			
3427N	Dixon Microphone Clip	1.99			0
3428Q	Dixon Microphone Clip	2.75			
400LAPS	Helin 400L A.Saxophone	4.50	0		
4202M	Dixon Alto/Tenor	12.95			
4228MCSTD	Dixon MSC65 Straight	13.95			
4440CLPS	Helin 4440 Clarinet	5.35			0
500CU	500 CU Capo D'Astra	3.75			
6390	300 Glass Slide	3.49			
640S	200 Glass Slide	2.99			0

## STOCK SEARCH

If you do not know the code for an item you wish to sell or you want to see what the stock position is for a particular item then press **F9** to reveal the Stock Search screen. This shows the stock list including how many are available at this branch, how many have been allocated to customers (deposit sales) and how many are on order.

If you wish to search for a particular item or group of items, you may enter any part of the description character set and search for all items that include that part. For instance if you enter the word *Guitar* (the character set does not necessarily have to be a whole word) in the first box and press **F5** to search, all items with the word guitar somewhere in the description will be listed including strings etc. To break down the search further you could enter the word *Electric* in the bottom box and select the 'And' box, the screen will now only show items containing both these character sets. It is also possible to display any stock item which shows either *Guitar* or *Electric* by clicking on the 'Or' box.

Use the arrow down key to select the product you require and press Esc to select the item for sale.

Press the **F4** key once or twice to reveal the full description of the items selected.

Having selected an item you may press 'F8' to view the stock at all branches.

**Stock Search**

Search for :

And  Or

Clear (F1) Exit (Esc)

Search (F5) Locations (F8)

Stock by Location					
Code	Name	QOH	Q00	QA	
1	Warehouse				
2	Colchester				
3	Westcliff				
4	Romford				
5	Chatham				
6	Bromley				
8	New Stock Location				

LX900b	New Rockwood LX 900 Electric Guitar - Black				
LX200TR	New Rockwood LX 200TR Electric Guitar - Black				
RP250G	New Rockwood RP 250G Pro Series Electric Guitar - Antique				
EA45CEQ	New Rockwood EA 45CEQ Electro Acoustic Cutaway Guitar -				

## STOCK SEARCH SHOWING QUANTITIES AT BRANCH

If you wish to check stock throughout the company on any given stock item, after selecting the item as previously described, press **F8** to show Stock by Location.

Reprint Receipts

Reprint (F1)      Close (Esc)

Receipt #	Type	Total	Date
146	Rental	699.00	
144	Rental	150.00	
143	Rental	350.00	
142	Rental	100.00	
141	Rental	50.00	
140	Rental	105.00	
139	Narrow	200.00	
136	Rental	366.90	
134	U/F Xns	1,001.99	
133	U/F Xns	100.00	
132	U/F Xns	0.00	
131	U/F Xns	0.00	
130	U/F Xns	0.00	
129	U/F Xns	99.00	
128	Rental	39.90	
126	U/F Xns	100.00	
125	U/F Xns	199.00	
124	U/F Xns	50.00	
123	U/F Xns	99.00	
122	Narrow	193.88	
121	Narrow	151.25	
120	Rental	274.00	
119	U/F Xns	250.00	
118	Wide	23.50	
10	Narrow	9.40	

## Receipt Re-Print

To Re-Print an existing receipt select “**Shift F9**” to reveal the reprint screen, use the arrow up and Down keys to highlight the required receipt and press **F1** to start the re-print.

AC+ Datamail  
Options Datamail Reports Window Systems Created Ltd

Contact Maintenance

**Find Client**

Name: BRIAN WYATT  
 Title:  Don't List 'None'   
 Forename:   
 Code: WYATT

**Client Types**

None  
 Prospect  
 Customer  
 Supplier

Clear Read Save Delete Exit  
 Sales Diary Search Print Label  
 Clear Client Details

**Customer Sales Details** [Close]

Stock Code	Reference	Description	Date	Qty	Goods	VAT
SEAT		KEVLAR SEAT	22/05/1998	1	68.09	11.91
BIKE		ROBINS RELIANT HOME MADE	29/05/1998	1	1,063.83	186.17
BIKE		ROBINS RELIANT HOME MADE	29/05/1998	1	1,063.83	186.17
		old bike	29/05/1998	-1	-250.00	0.00
FBRAKE		FRONT BRAKE SET	02/06/1998	1	15.00	2.63
PEDALSET		COMPLETE PEDAL SET	02/06/1998	1	30.00	5.25
ROCKSHOCK		ROCK SHOCK SUSPENSION	02/06/1998	1	250.00	43.75
TWIST		TWIST GRIP GEAR SET	02/06/1998	1	40.00	7.00

**Sales by Product Group**

Product Group	Qty	Value
BIKE	3	2,195.75

**Sales by Nominal Code**

Nominal Code	Value
1000	1,945.75

**Sales Codes**

Code
<input type="text"/>

## To set up EPOS at branches and transfer takings details to head office

### The EPOS folder should contain

#### EXE Files

Datamail.exe	Customer data and mailing program
EPOS.exe	Electronic point Of Sale (Till) program
Repair.exe	Database repair program (only used under instruction from Systems Created)
SQL.exe	Database access program only used by Systems created
Update.exe	Database update program only used by Systems created

#### INI Files

ACTill.ini	)
Company.ini	) See following pages
Datamail.ini	)

#### MDB Files

Datamail.mdb	Customer Data
EOD.mdb	That days takings used for "Z" reading information. Also includes stock transactions. Forms the basis of the information sent to head office overnight. Cleared after next "Z" reading.

EPOS.mdb	Stock Information accessed by all tills.
New.mdb	used only by Systems Created to add changes to the databases
Till.mdb	Holds information about that till such as Till Name, Receipt Details, Default overlays, Users, Default Nominal Codes etc.
Uftrans.mdb	Holds details of deposit and rental sales

**OVL files** Receipts and other Overlays.

**RPT files** Report Overlays

## INI files

### Company. Ini

WARE

Database Path= \\store\store\epos\

Reports= c:\epos\

BLUEWATER

Database Path= \\till1\c\epos\

Reports= c:\epos\

Database Path     Where the information about Deposits and Rentals are stored (uftrans.mdb)

Reports Path     Where the system looks to find the overlays for receipts and reports.

### Actill.ini

WARE

Upload path= \\server\c\ukfrom\

Archive Path= \\server\c\ukarc\

Download Path= \\server\c\totill\

BLUEWATER

Upload Path= \\bluserver\c\blufrom\

Archive Path= \\bluserver\c\arc\

Download Path= \\bluserver\c\blutotill\

Download path = Where information which is sent from head office Stock etc. is put on the system (EPOS.mdb), and where the tills look when first turned on to see if there is a download from head office. When "EPOS.mdb" appears here you get the message "A new download exists" when entering EPOS. Updating this will transfer the EPOS.mdb to the folder set in the Company.ini ready for use by all tills.

Upload Path = When a "Z" reading is done an mdb file is put into this folder. the file name consists of the till name plus the date (day and month only). Therefore an mdb file from Bluewater number 1 till from the 1<sup>st</sup> March will be BLU10103.mdb. When the head office overnight download is done this file is collected and put into the head office systems "Upload" folder, ready for the information to be transferred to the "Stock" and "Accounts" programs. A file called "Done" is added to the branch "Download" folder.

Archive Path = When a "Z" reading is carried out on the till, the system searches the "Upload" folder for the file "Done". If this file is found, all mdb files in the folder are transferred to the "Archive" Folder.

### Datamail.ini

WARE

Datamail = \\store \store\epos\datamail.mdb

BLUEWATER

Datamail = \\Till1\c\epos\datamail.mdb

This is the folder where Datamail.mdb can be found. This is where the name , address and details of purchases are stored.

## EPOS settings at Head Office

In addition to the normal “Accounts” and “Stock Control” etc. information the head office server, “accounts” folder should contain

Transfer.exe This is the program is used to transfer information from the mdb file created by the “Z” reading into the “Accounts” and “Stock Control” programs.

The program then creates the “EPOS.mdb” file to be sent back to the branches and puts it into the “Download” Folder.

Also in the C:\Windows folder of the machine running “Transfer.exe”, there must be a Configuration settings file (ini) called ACTRANSF.ini, which has the following information.

1upload = \\server\company\fromtill\  
2upload = \\server\company\blufrom\ (There can be up to 5 upload paths)  
Archive = \\server\company\archive\  
Download = \\server\company\download\

If you chose to run Transfer.exe from a folder other than the Accounts folder you will need a Company.ini file in the folder showing the path to the accounts programs.

1upload = Where the “Z” reading information is located for branch 1 (Ware) until the transfer is done and it is moved to archive

2upload = Where the “Z” reading information is located for branch 2 (Bluewater) until the transfer is done and it is moved to archive

Archive = Where the mdb files are copied to when the Transfer is completed.

Download = Where till.mdb is put ready for transfer to the branches

### DONE

If the transfer program sees the file “DONE” in the upload folder it will not complete the transfer of information into the Accounts and Stock programs, as this indicates that no “Z” reading has been done since the last update. Therefore the old mdb files which have already been transferred have not been cleared out from the tills upload folder. An error message will appear when trying to transfer. The old mdb files and the “Done” file must be manually removed from the relevant “Upload” folder at head office. This will be done automatically at the branch when the next “Z” reading is done.



## To Transfer information from the branches to head office and visa versa

Set up an Automated Task in PC Anywhere by adding a new "Remote".

In Connection Info, select "Modem".

In settings use manually entered code and number in the Remote Telephone Number box to enter the number to be called.

In Automated Task select "Properties " and then "Add" select "Receive from host" the "Local" and "Host" folders as below.

### To Collect from the branches.

#### BLUEWATER

Local Folder = \\server\company\fromblu\  
Local Folder = \\server\company\fromblu\

Host Folder = \\bluserver\c\blufrom\\*.mdb  
Host Folder = \\bluserver\c\blufrom\done.\*

Go back to "Add" and select "Send to Host"

Local Folder = c:\done

Host folder = \\bluserver\c\bluefrom\

#### WARE

Local Folder = \\server\company\fromtill\  
Local Folder = \\server\company\fromtill\

Host Folder = \\server\company\fromtill\\*.mdb  
Host Folder = \\server\company\fromtill\done.\*

Go back to "Add" and select "Send to Host"

Local Folder = c:\done

Host folder = \\server\company\fromtill\

### To send stock to the branches.

You need to create another remote as above and in "Add" select "Send to Host"

#### BLUEWATER

Local folder = \\server\company\totill\EPOS.mdb

Host folder = \\bluserver\c\blutotil\

#### WARE

Local folder = \\server\company\totill\EPOS.mdb

Host folder = \\server\company\totill\

Use Windows Scheduler to schedule these automatic tasks using the file name and path as follows

**C:\windows\all users\application data\symantec\pcanywhere\send stock to ware.cef**

**And**

**C:\windows\all users\application data\symantec\pcanywhere\send stock to bluewater.cef**

Use the same path but change the name of the CEF file to the name on the PC Anywhere icon to collect Z readings from the branches.

