



Front End Operation Manual

Version December 2008

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Getting Started**Assign New Cashier**

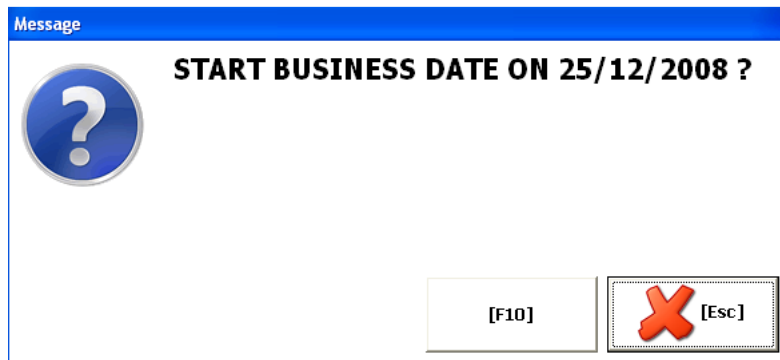
BUSINESS DATE
Confirm new Business Date

25/12/2007

25/12/2008 09:20:11 AM

Type in a new business date for a new starting business, click on [YES] button to confirm new business.



Message

 **START BUSINESS DATE ON 25/12/2008 ?**

[F10]  [Esc]

Confirm the business date by click the [F10] button or press function key [F10] to proceed.



The VPOS main menu screen will appeared after accept the business date as below, type in cashier ID by pressing the button number (touch screen) or use keyboard's (keyboard based) follow by cashier's password, press [YES] button to continue.



System will prompt out a message asking user to confirm whether this cashier need to sign in as a cashier for this terminal if no cashier found for this terminal.

Press [F10] button or function key [F10] to continue to sign in this cashier or [Esc] to cancel.

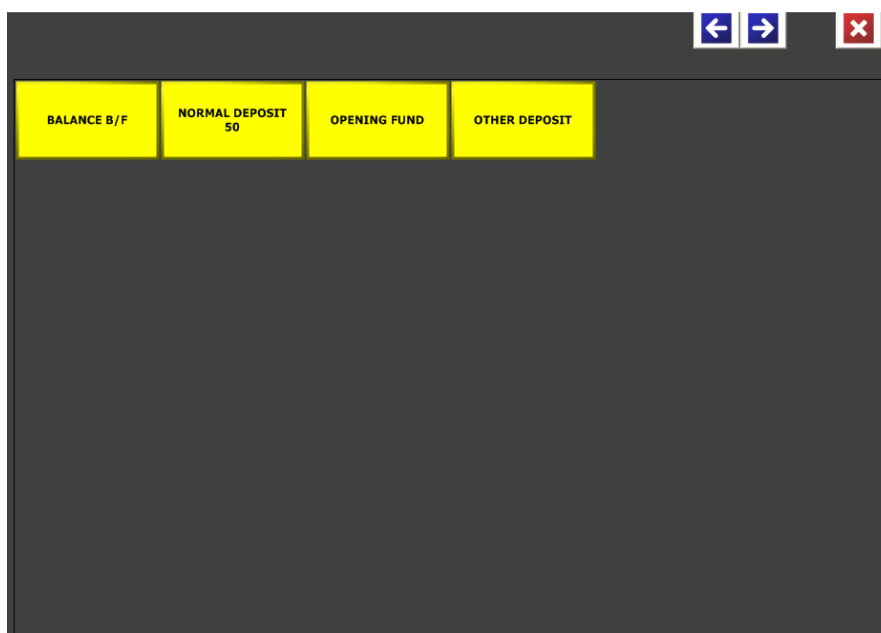
Message

**ENTER OPENING FUND ?**

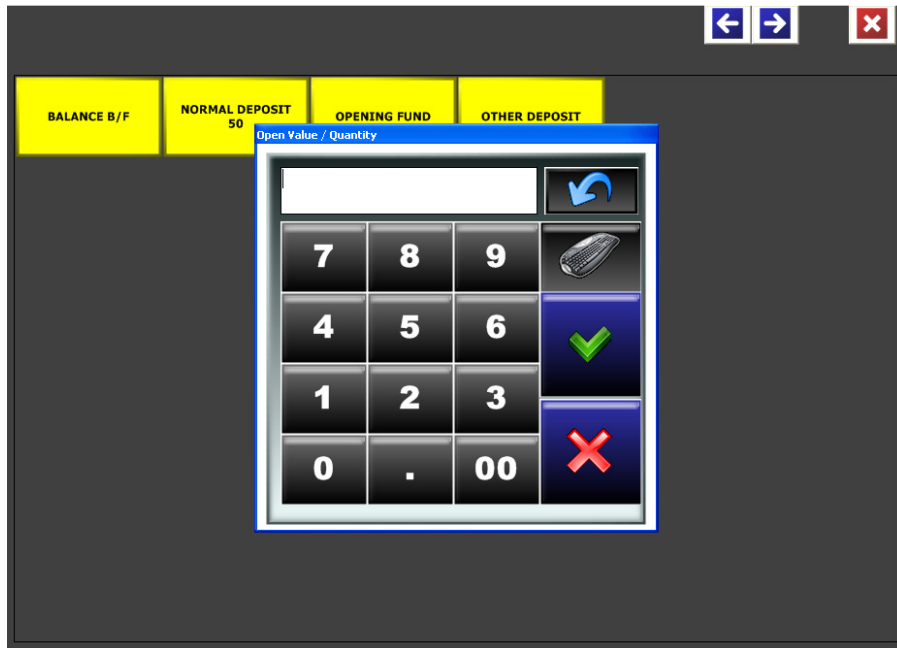
[F10]



System will then prompt out another message asking user to enter opening fund, if cashier need to put in some float as an opening fund, press [F10] to continue, else press [Esc] to cancel.



Different type of paid in description will prompt out, click on the [OPENING FUND] button to enter your fund.



Type in the value of opening fund by using numbering button or keyboard, press [YES] to accept.



Click on [F10] button to accept or [Esc] button to reject.

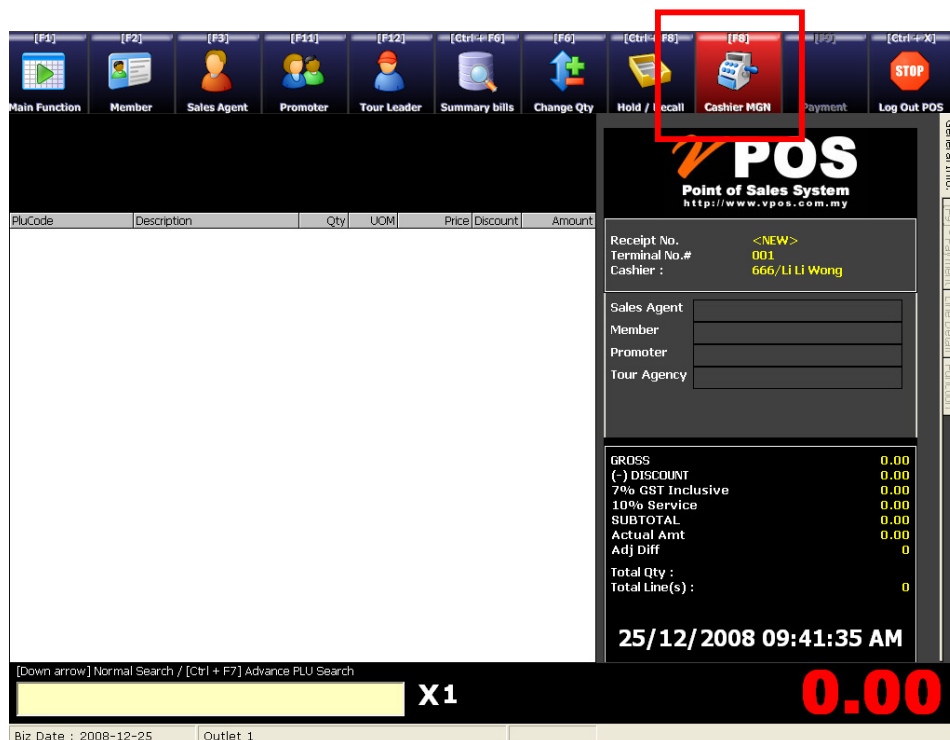
Cashier management

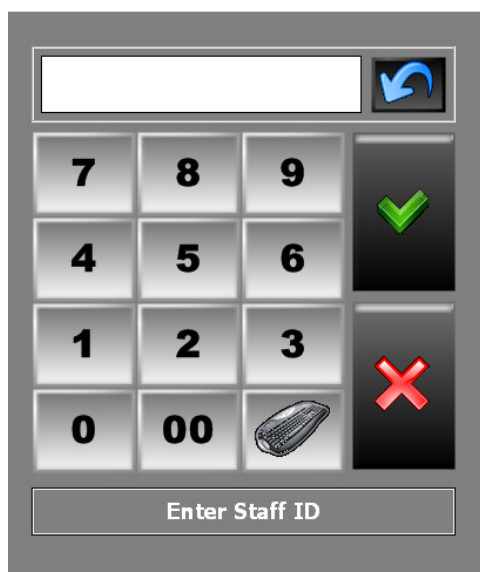
Cashier management function allow cashier to perform either [PAID IN] or [PAID OUT] action, e.g :

Cashier need to withdraw 300.00 to paid some expenses, then [PAID OUT] action will applied. If cashier need to deposit in some cash note or coins into the drawer, [PAID IN] action will applied.

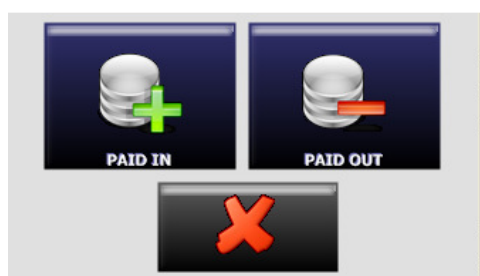
Action

[Sales Entry Screen] – Press [F8] function key or click on the button as below screen to start this function.

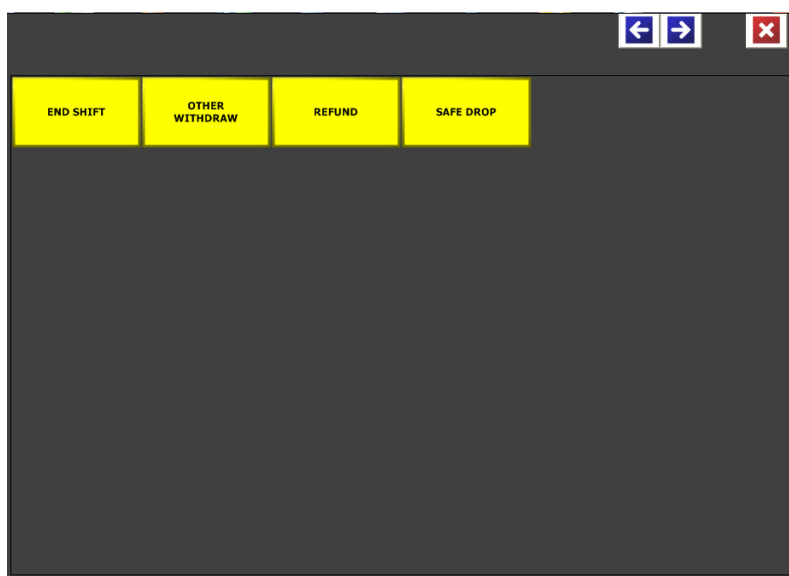




A cashier verification screen will prompt out, type in cashier ID and password, click on [YES] button to continue or [No] button to Exit.



Select [PAID IN] or [PAID OUT] button.



Click on the description to continue for the action.

Open Drawer

This function allow cashier to open cash drawer, each time cashier open drawer, system will record into a log file for audit purposes.

Action

[Sales Entry Screen] – Press [F1] function key or click on the button as below screen to start this function.



Key in the cashier's ID and password to accept and drawer will kick out automatically.

Sales Entry

Adding New Sales transaction

To add in a new sales item use the following method:-

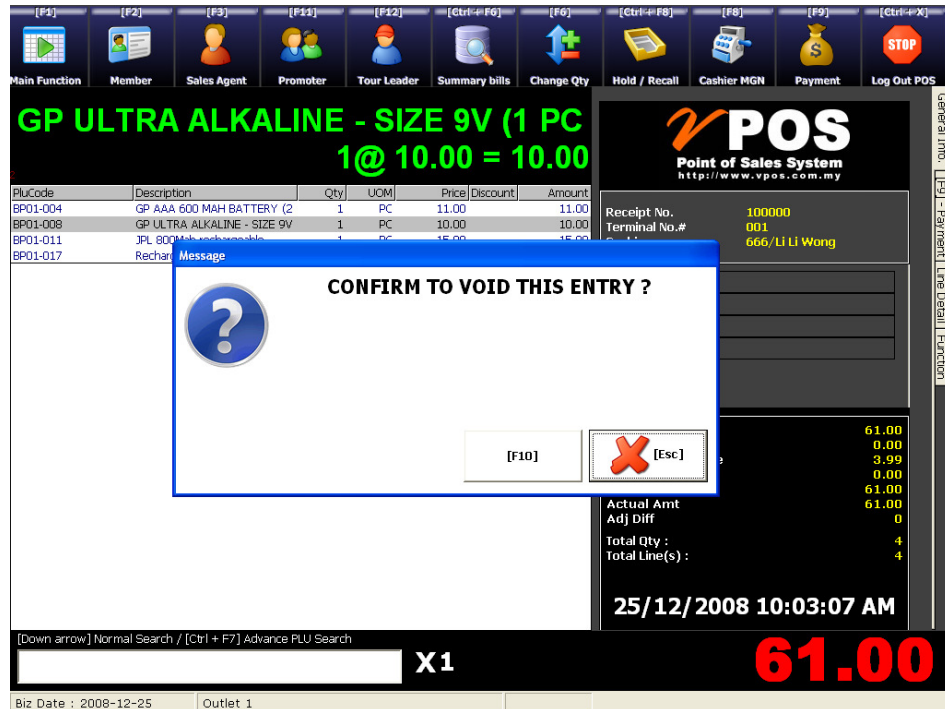
1. Scan your product barcode
2. Type in manually
3. Normal Searching by Product [Down arrow key]
4. Advance Searching by Product [Ctrl + F7 function key]



If users wish to change the default quantity before scan, press [F6] function key or press the button shown in the above screen [B].

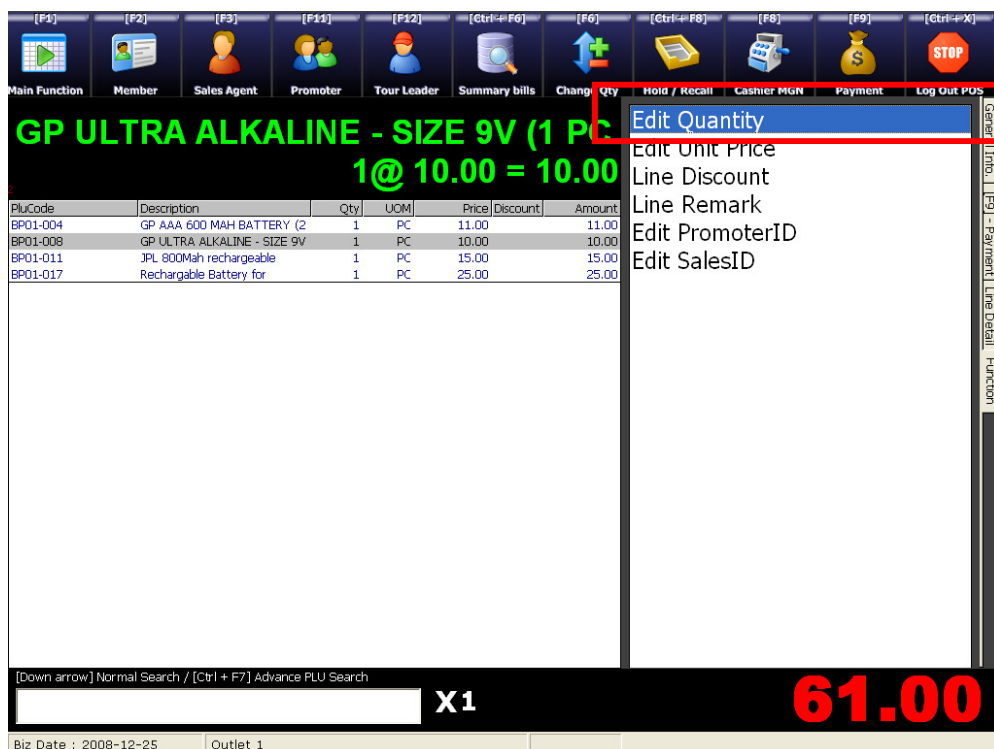
Voiding Sales transaction

If users wish to void those transaction already saved, use keyboard up or down arrow key to highlight the transaction and press keyboard [Delete] key.



Edit transaction's quantity

If users wish to edit the quantity for those transaction already saved, use keyboard up or down arrow key to highlight the transaction and press keyboard [Space Bar] key, and a screen will prompt out as shown at below.



Click on the Edit quantity and press [ENTER] to execute, type in a new quantity value and press [OK] to save.

Edit transaction's Unit Price

If users wish to edit the Unit Price for those transaction already saved, use keyboard up or down arrow key to highlight the transaction and press keyboard [Space Bar] key, and a screen will prompt out as shown at below.

Rechargeable Battery for NextBase
1@ 25.00 = 25.00

PluCode	Description	Qty	UOM	Price	Discount	Amount
BP01-004	GP AAA 600 MAH BATTERY (2	1	PC	11.00		11.00
BP01-008	GP ULTRA ALKALINE - SIZE 9V	1	PC	10.00		10.00
BP01-011	JPL 800Mah rechargeable	1	PC	15.00		15.00
BP01-017	Rechargeable Battery for	1	PC	25.00		25.00

Edit Quantity
Edit Unit Price
 Line Discount
 Line Remark
 Edit PromoterID
 Edit SalesID

[Down arrow] Normal Search / [Ctrl + F7] Advance PLU Search

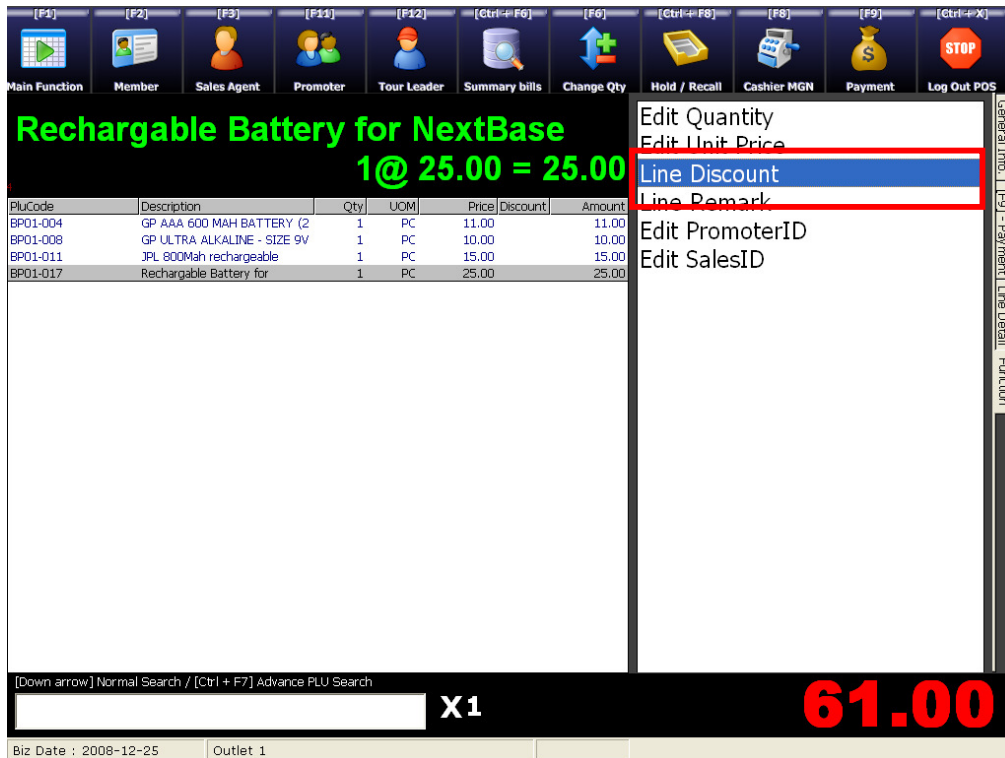
X1 **61.00**

Biz Date : 2008-12-25 Outlet 1

Click on the Edit Unit Price and press [ENTER] to execute, type in a new price value and press [OK] to save.

Apply Item level Discount

If users wish to apply item level discount for those transaction already saved, use keyboard up or down arrow key to highlight the transaction and press keyboard [Space Bar] key, and a screen will prompt out as shown at below.



Rechargeable Battery for NextBase
1@ 25.00 = 25.00

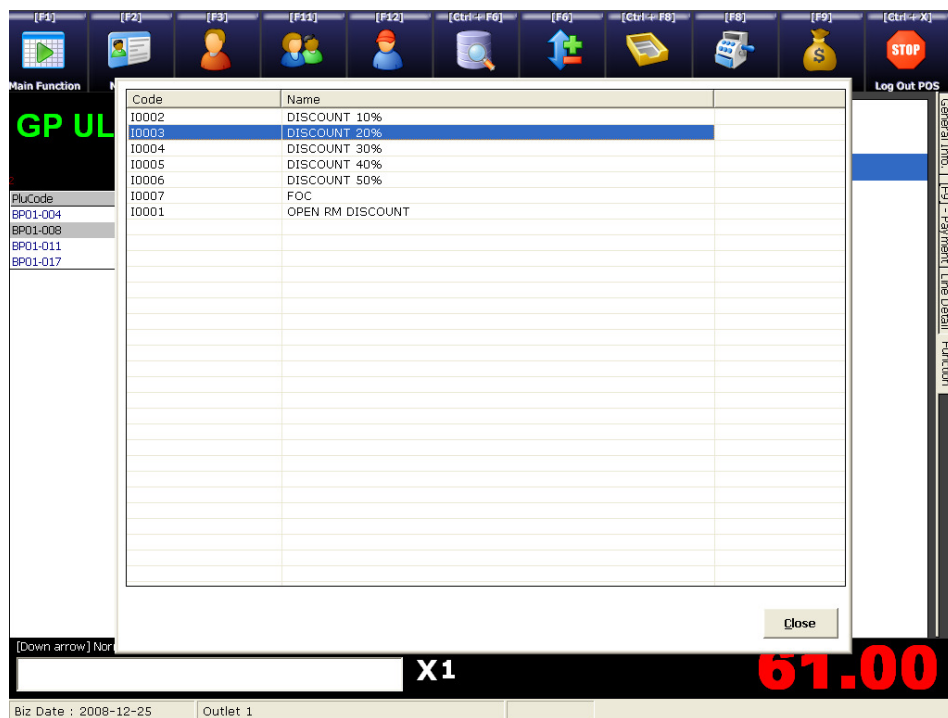
PluCode	Description	Qty	UOM	Price	Discount	Amount
BP01-004	GP AAA 600 MAH BATTERY (2	1	PC	11.00		11.00
BP01-008	GP ULTRA ALKALINE - SIZE 9V	1	PC	10.00		10.00
BP01-011	JPL 800Mah rechargeable	1	PC	15.00		15.00
BP01-017	Rechargeable Battery for	1	PC	25.00		25.00

Line Discount

61.00

Biz Date : 2008-12-25 Outlet 1

Click on the Line discount and press [ENTER] to execute.



GP UL

Code	Name
I0002	DISCOUNT 10%
I0003	DISCOUNT 20%
I0004	DISCOUNT 30%
I0005	DISCOUNT 40%
I0006	DISCOUNT 50%
I0007	FOC
I0001	OPEN RM DISCOUNT

61.00

Biz Date : 2008-12-25 Outlet 1

Select the discount type user wish to apply, press [ENTER] button to save.

Apply Item additional remark

If users wish to apply item additional remark for those transaction already saved, use keyboard up or down arrow key to highlight the transaction and press keyboard [Space Bar] key, and a screen will prompt out as shown at below.

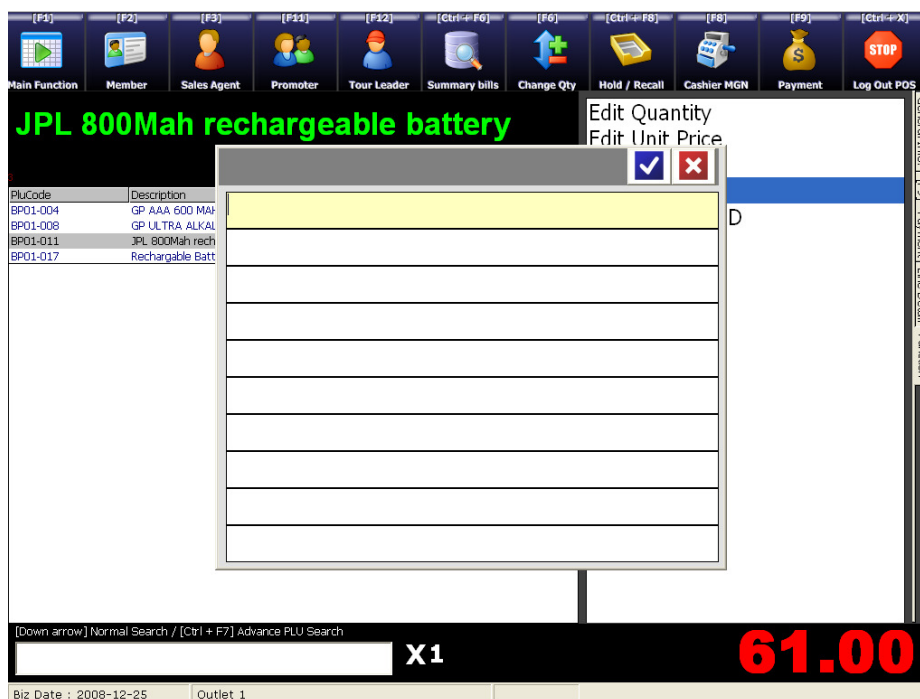
PLUCode	Description	Qty	UOM	Price	Discount	Amount
BP01-004	GP AAA 600 MAH BATTERY (2	1	PC	11.00		11.00
BP01-008	GP ULTRA ALKALINE - SIZE 9V	1	PC	10.00		10.00
BP01-011	JPL 800Mah rechargeable	1	PC	15.00		15.00
BP01-017	Rechargeable Battery for	1	PC	25.00		25.00

Line Remark

61.00

Biz Date : 2008-12-25 Outlet 1

Click on the Line Remark and press [ENTER] to execute, type in the remark and press [ENTER] to save as below screen.



Hold / Recall Bill

If users wish to hold or recall bill, press [Ctrl+F8] function or press the button as show at below screen.

JPL 800Mah rechargeable battery
1@ 15.00 = 15.00

PluCode	Description	Qty	UOM	Price	Discount	Amount
BP01-004	GP AAA 600 MAH BATTERY (2	1	PC	11.00		11.00
BP01-008	GP ULTRA ALKALINE - SIZE 9V	1	PC	10.00		10.00
BP01-011	JPL 800Mah rechargeable	1	PC	15.00		15.00
BP01-017	Rechargeable Battery for	1	PC	25.00		25.00

VPOS
Point of Sales System
<http://www.vpos.com.my>

Receipt No. **100000**
 Terminal No.# **001**
 Cashier : **666/LI LI Wong**

Sales Agent
 Member
 Promoter
 Tour Agency

GROSS **61.00**
 (-) DISCOUNT **0.00**
 7% GST Inclusive **3.99**
 10% Service **0.00**
 SUBTOTAL **61.00**
 Actual Amt **61.00**
 Adj Diff **0**
 Total Qty : **4**
 Total Line(s) : **4**

25/12/2008 10:17:01 AM

[Down arrow] Normal Search / [Ctrl + F7] Advance PLU Search

X1 **61.00**

Biz Date : 2008-12-25 Outlet 1

Press [Hold] button to hold the bill or [Recall] button to recall as below screen.

Time	BillNo	SubTotal	Discount	Tax	Amount	V	R	Cashier	
09:58:44	100000	0.00	0.00	0.00	0.00	F	F		

Hold
ReCall

Biz Date : 2008-12-25 Outlet 1

Payment

Settlement by Cash

To perform settlement by Cash, from the sales entry screen, press function key [F9] or press the button show at below screen.

JPL 800Mah rechargeable battery
1@ 15.00 = 15.00

PluCode	Description	Qty	UOM	Price	Discount	Amount
BP01-004	GP AAA 600 MAH BATTERY (2	1	PC	11.00		11.00
BP01-008	GP ULTRA ALKALINE - SIZE 9V	1	PC	10.00		10.00
BP01-011	JPL 800Mah rechargeable	1	PC	15.00		15.00
BP01-017	Rechargeable Battery for	1	PC	25.00		25.00

VPOS
Point of Sales System
<http://www.vpos.com.my>

Receipt No. **100000**
 Terminal No.# **001**
 Cashier : **666/Li Li Wong**

Sales Agent
 Member
 Promoter
 Tour Agency

GROSS **61.00**
 (-) DISCOUNT **0.00**
 7% GST Inclusive **3.99**
 10% Service **0.00**
 SUBTOTAL **61.00**
 Actual Amt **61.00**
 Adj Diff **0**
 Total Qty : **4**
 Total Line(s) : **4**

25/12/2008 10:21:26 AM

[Down arrow] Normal Search / [Ctrl + F7] Advance PLU Search

X1 **61.00**

Biz Date : 2008-12-25 Outlet 1

A Payment Settlement screen will show as below



Type in the collected value manual or press the fast cash note button as show as above. Click [ENTER] key or [PAY] button to settle.

Settlement by Other Payment Mode

If cashier need to settle payment other than cash mode, click on the function key [Ctrl+O] or press button as below screen.

PluCode	Description	Qty	UOM	Price	Discount	Amount
BP01-004	GP AAA 600 MAH BATTERY (2	1	PC	11.00		11.00
BP01-008	GP ULTRA ALKALINE - SIZE 9V	1	PC	10.00		10.00
BP01-011	JPL 800Mah rechargeable	1	PC	15.00		15.00
BP01-017	Rechargeable Battery for	1	PC	25.00		25.00

Enter Cash Value

RM 61.00

RM 5.00

RM 10.00

RM 50.00

RM 100.00

CANCEL PAYMENT

PAY

61.00

Biz Date : 2008-12-25 Outlet : 1

Select other payment mode as cashier need to apply by using keyboard up and down arrow key to choice, press [ENTER] key to apply.

PluCode	Description	Qty	UOM	Price	Discount	Amount
BP01-004	GP AAA 600 MAH BATTERY (2	1	PC	11.00		11.00
BP01-008	GP ULTRA ALKALINE - SIZE 9V	1	PC	10.00		10.00
BP01-011	JPL 800Mah rechargeable	1	PC	15.00		15.00
BP01-017	Rechargeable Battery for	1	PC	25.00		25.00

FOREX

VISA

MASTER

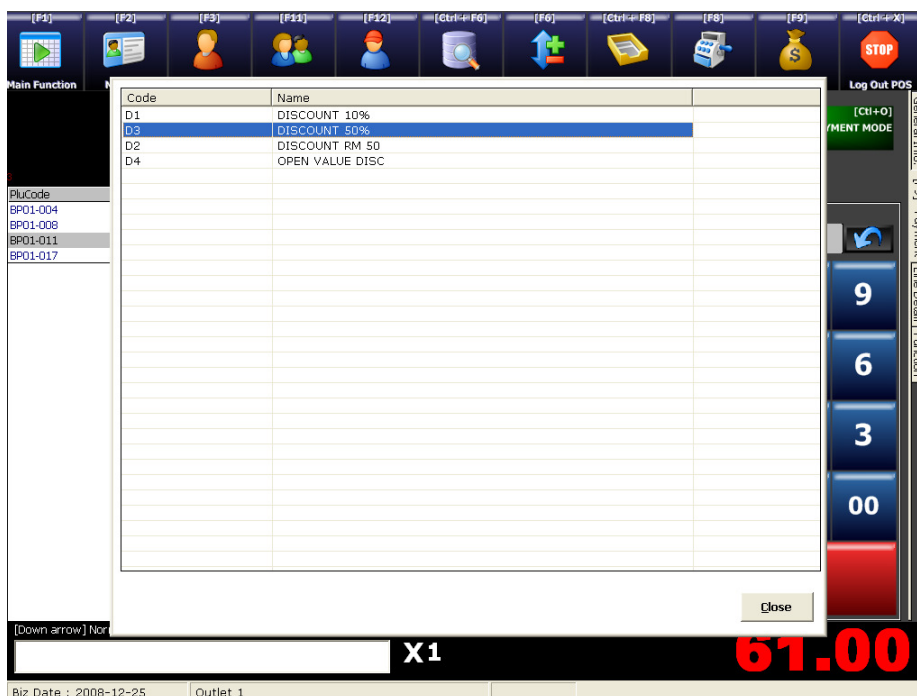
AMEX

61.00

Biz Date : 2008-12-25 Outlet : 1

Apply Bill level discount

If cashier need to apply bill level discount, click on the function key [Ctrl+D] or press button as below screen.



Select the different type of bill level discount by using keyboard up and down arrow to choice and press [ENTER] to apply.

Others**Reversal Bill**

Reversal Bill means, if cashier need to cancel those bill already perform settlement, system will then create a new bill receipt number with all the transaction in a reverse way.

Action

[Sales Entry Screen] – Press [Ctrl+F6] function key or click on the button as below screen to start this function.

The screenshot displays the VPOS Point of Sales System interface. At the top, a toolbar contains various function buttons, with the 'Summary bills' button (labeled [Ctrl+F6]) highlighted by a red rectangle. The main area of the screen is divided into a table for transaction details and a summary panel on the right. The table has columns for PLU Code, Description, Qty, UOM, Price, Discount, and Amount. The summary panel on the right shows the receipt number, terminal number, cashier name, and a list of items with their respective prices and quantities. The total amount is displayed as 0.00. The bottom status bar shows the business date as 2008-12-25 and the outlet as 1.

PLU Code	Description	Qty	UOM	Price	Discount	Amount

Receipt No. <NEW>
Terminal No.# 001
Cashier : 666/LI LI Wong

Sales Agent
Member
Promoter
Tour Agency

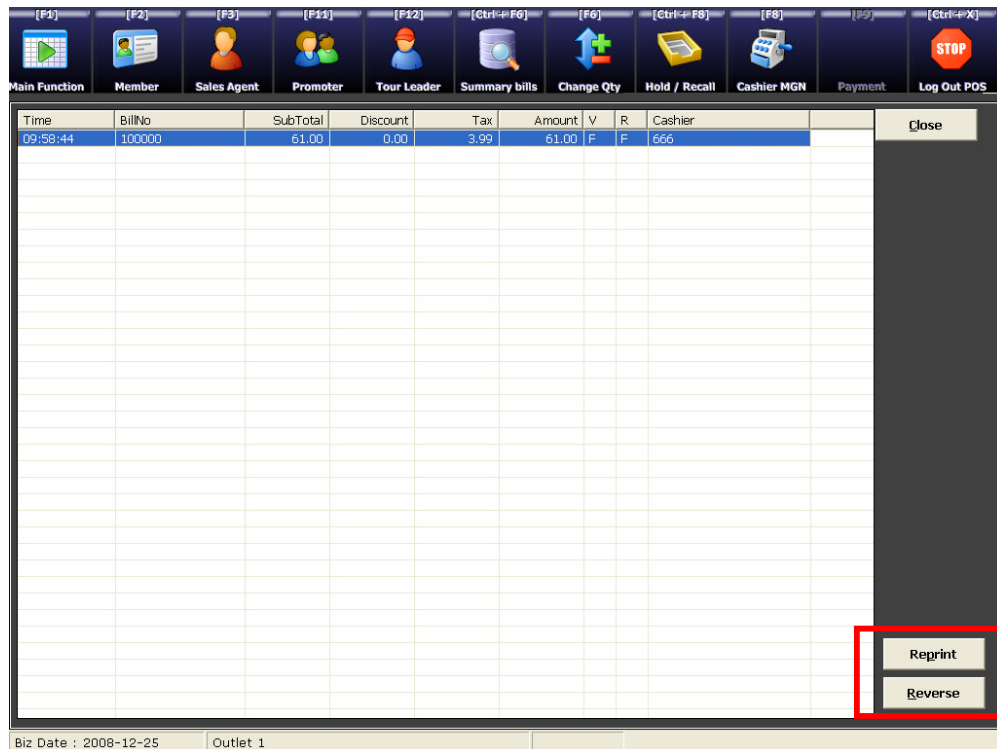
GROSS 0.00
(-) DISCOUNT 0.00
7% GST Inclusive 0.00
10% Service 0.00
SUBTOTAL 0.00
Actual Amt 0.00
Adj Diff 0
Total Qty :
Total Line(s) : 0

25/12/2008 10:35:38 AM

[Down arrow] Normal Search // [Ctrl + F7] Advance PLU Search

X1 0.00

Biz Date : 2008-12-25 Outlet 1



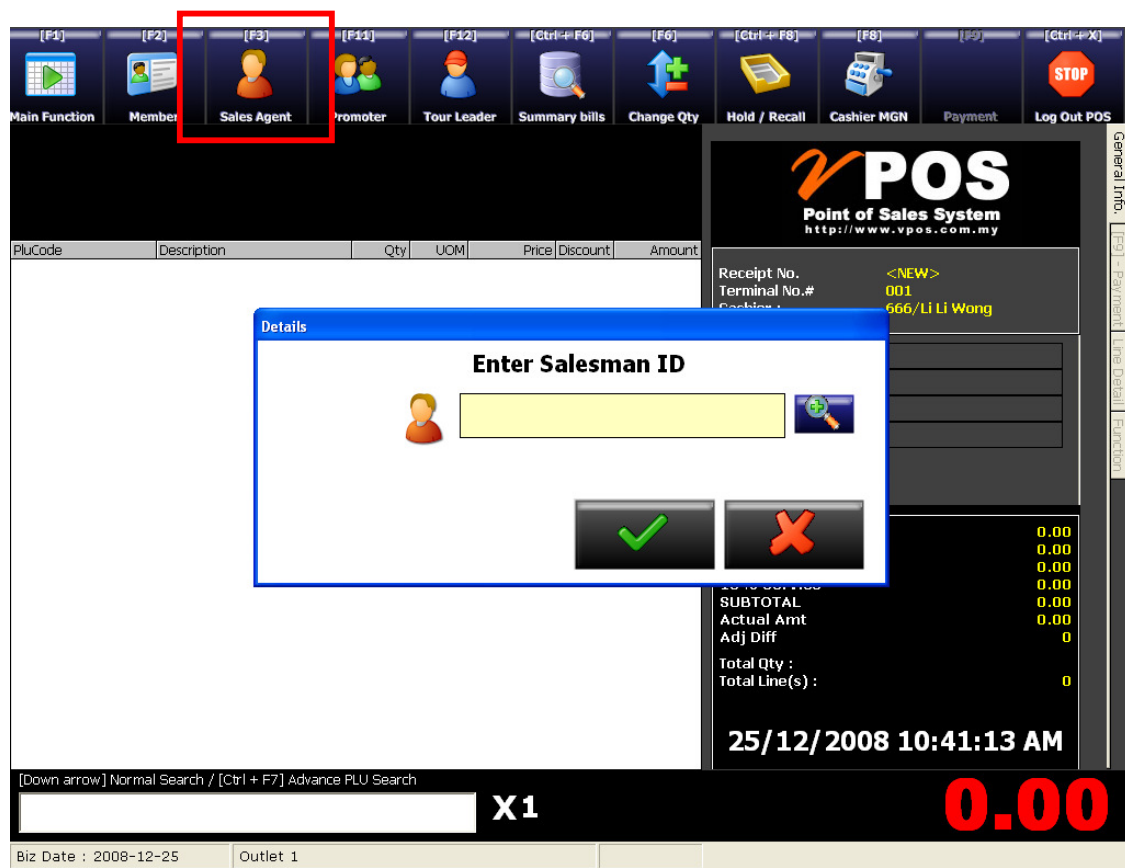
Press the [Reverse] Button and a remark screen will prompt out asking user to key in reason of reversal.

Re Print Bills

Select or highlight those bill user need to reprint , click on the button [Reprint] to print.

Sales Agent

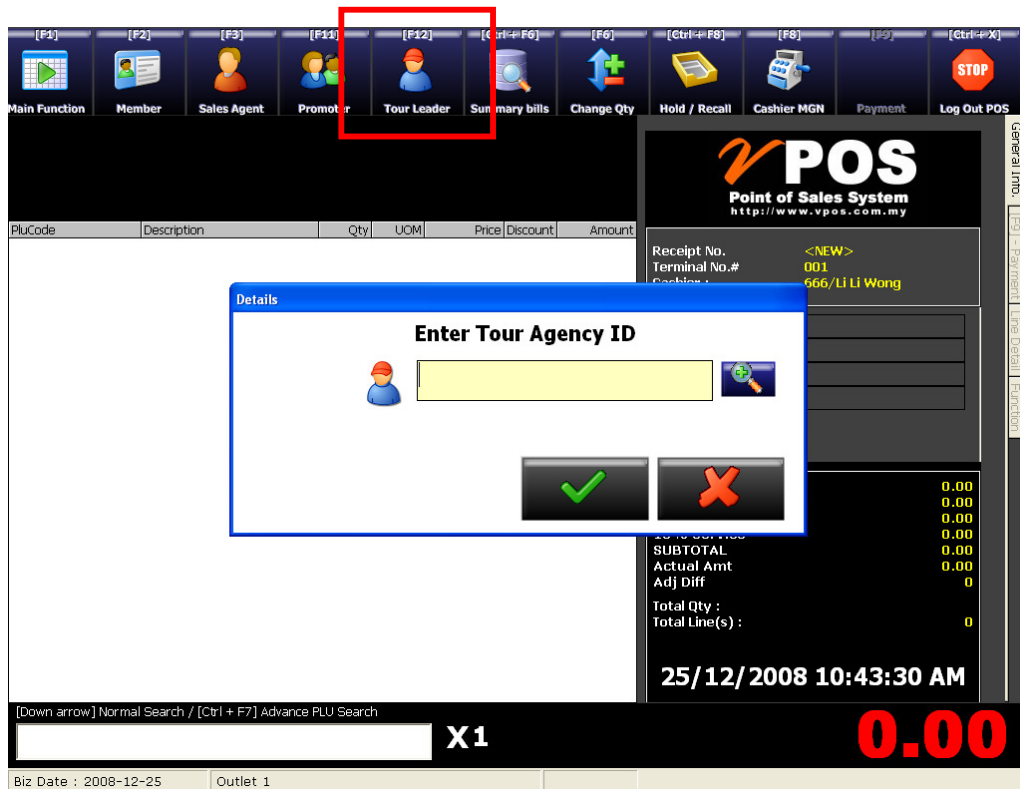
If user wishes to add in sales agent for this bill, Press [F3 function] key or pressing the button shows below.



Key in the Salesman ID and press [YES] to save.

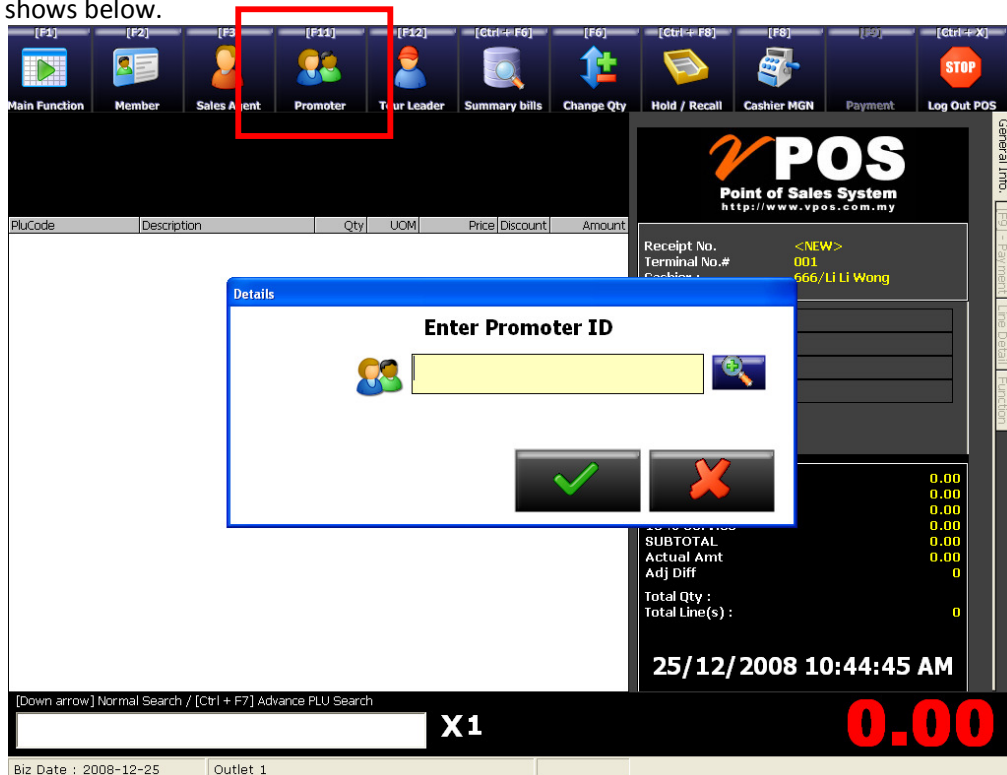
Tour Leader

If user wishes to add in Tour Leader for this bill, Press [F12 function] key or pressing the button shows below.



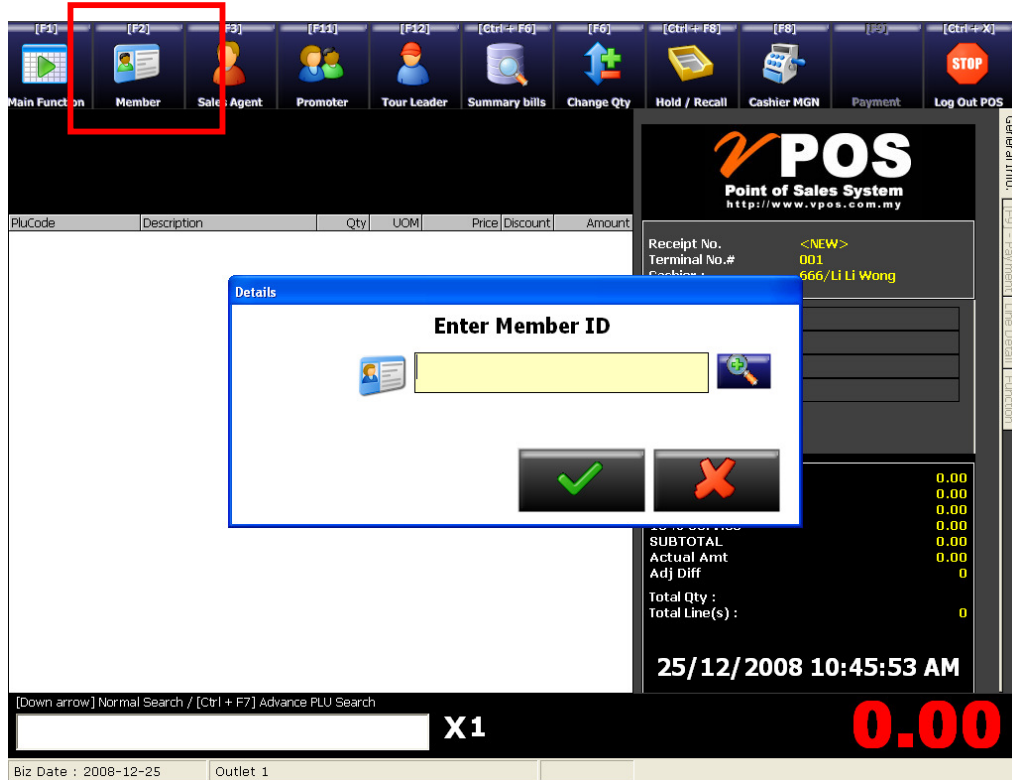
Promoter

If user wishes to add in Promoter for this bill, Press [F11 function] key or pressing the button shows below.



Member

If user wishes to add in Member for this bill, Press [F12 function] key or pressing the button shows below.



Main Function

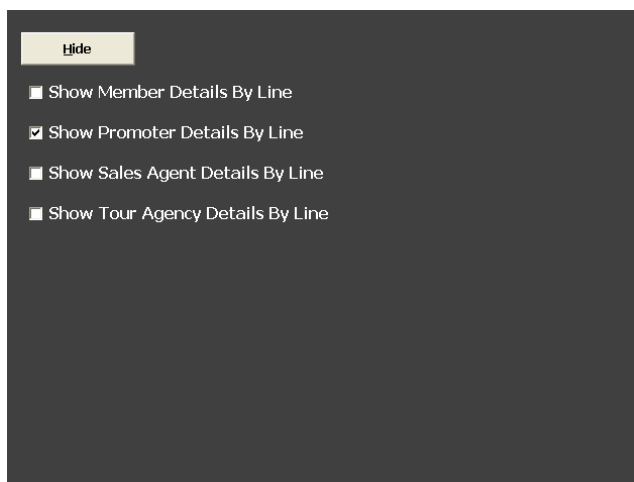
Press [F1] function key or click on the button show below to execute main function.



Alt + 0	Show Details	Details listing for each transaction line
Alt + 1	Back Office	Execute Back office System
Alt + 2	POS Report	Execute Front End POS Report
Alt + 3	Member enquiry	Perform member enquiry
Alt + 5	Log Files	Viewing audit log
Alt + 6	Forex Table	Foreign Exchange table
Alt + Q	Stock Enquiry	Perform Stock Enquiry

Alt + 0	Show Details	Details listing for each transaction line
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Click on the function key [Alt + 0] and below screen will appeared, tick on those detail user wanted to show out in front of the screen.

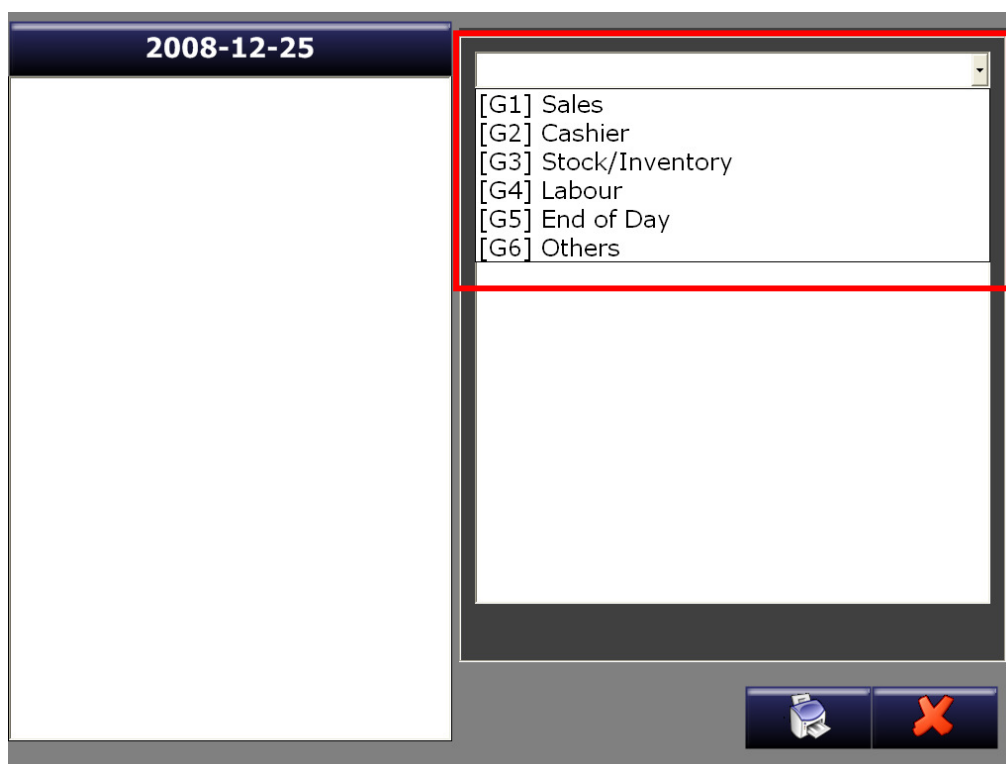


Alt + 1	Back Office	Execute Back office System
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Please Refer to Back End user manual

Alt + 2	POS Report	Execute Front End POS Report
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Click on the function key [Alt + 2] and below screen will appear.



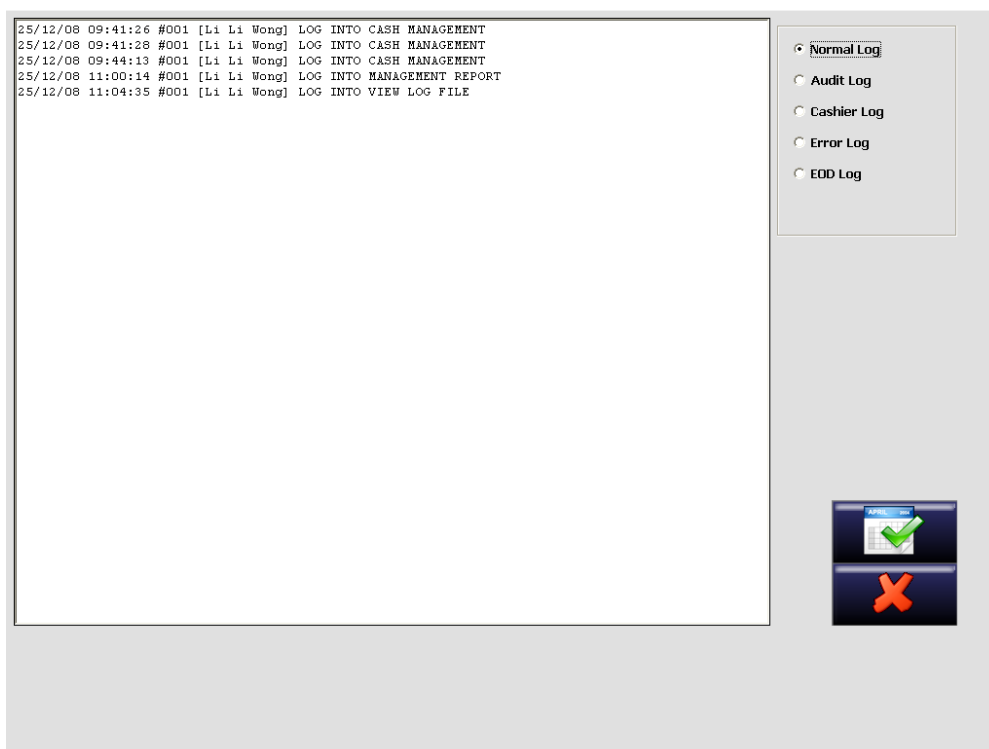
Select those reports by clicking the category as above screen.

Click on the function key [Alt + 3] and below screen will appear.

Card No.	M0002	 	
Member ID#	M0002		
Member Name	Member 2		
Address			
TelePhone			
Hand Phone			
Type	GN	Current Value	200.00
Class	PREPAID		
Date Joined	10/10/2007		
Date Expire	10/10/2008		
Status	Active		

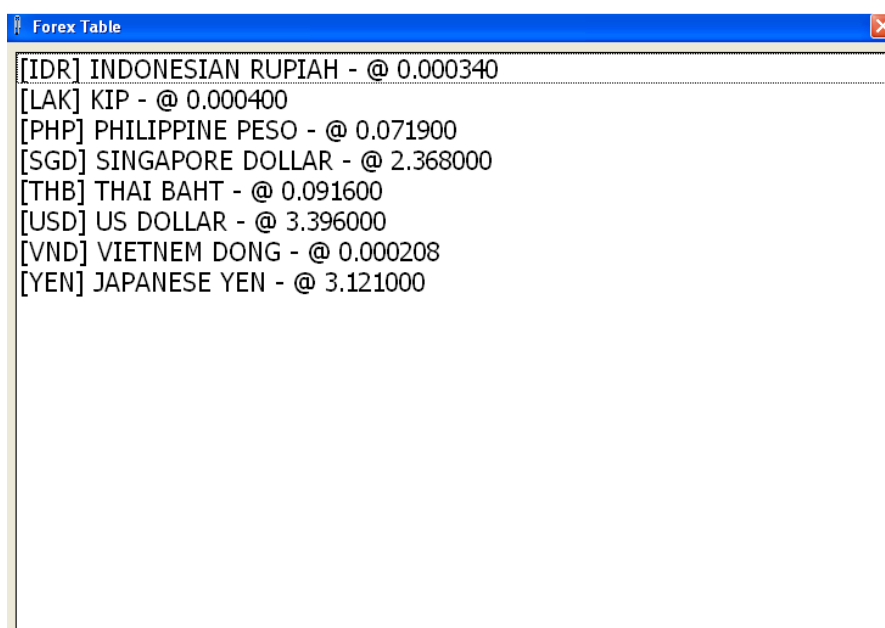
Alt + 5	Log Files	Viewing audit log
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Click on the function key [Alt + 5] and below screen will appear.



Alt + 6	Forex Table	Foreign Exchange table
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Click on the function key [Alt + 6] and below screen will appear.



Alt + Q	Stock Enquiry	Perform Stock Enquiry
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Click on the function key [Alt + Q] and below screen will appear.

The screenshot displays the VPOS Stock Enquiry interface. At the top, the date 25/12/2008 is shown. The interface is divided into two main sections. The left section contains input fields for 'Plu Code' (BP01-025), 'Item Code' (BP01-025), 'Item Name' (Ansmann Max-e Battery AAA 800mAH), 'Pos Description' (Ansmann Max-e Battery AAA 800mAH), 'Unit Price' (10.00), 'Cost Code', and 'Status' (Active). The right section displays stock information: 'On Hand' (0), 'Min Quantity' (0), 'Max Quantity' (0), and 'Reorder Qty' (0). A vertical toolbar on the right side of the right section contains icons for 'Stock On Hand', 'Price', 'Picture', and 'Cost'. A search icon is located next to the 'Plu Code' field.

Cashier End Shift

Perform Cashier End Shift by press the button show below.



RM 0.05 Coin	X	= 0.00
RM 0.10 Coin	X	= 0.00
RM 0.50 Coin	X	= 0.00
RM 1.00	X	= 0.00
RM 5.00	X	= 0.00
RM 10.00	X	= 0.00
RM 50.00	X	= 0.00
RM 100.00	X	= 0.00



0.00

Open up the cash drawer and count number of different note and coin, then key in into the system as show above, press [YES] to continue.

Day End Process (EOD)

Every End, Cashier have to perform Day End Process at end of day, or else transaction business date will not bring forward to a new date. Perform only once a day only.



Press the button as above screen,

2008-12-25	END OF DAY PROCESS
	Business Date : 2008-12-25 Prepared By : Li Li Wong Terminal : 001





Confirm the business date, press [YES] to start process.