MICRELEC

Manual for Managers

LMS BOS

Series 9500 – 9600 – 9700
POS software as from version 9.10

MANUAL

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1. INTRODUCTION

1. 1. Key definition

In both LMS versions, the **graphic** BOS version and the **character based** version, you can use the keyboard to navigate through the different windows and menus, enter text and select options. In the graphic BOS version, you can also use the mouse.

The windows have almost the same lay-out in both versions and one and the same action, performed in the graphic or the character based version, will always result in the same outcome.

Below, you will find a list of key definitions that apply to both LMS versions. In the graphic BOS version, you can also use the mouse.

<ENTER>
To confirm entries, select an item or execute a command.
You will use this key to:
- Consult and complete fields and confirm entries.
- Choose a selected item (line) in a list.
- Choose a selected option in a menu.
- Execute a selected command in a window.
In most cases, you will jump to the next field or window.

"Choose xxxxx ..."
To choose the selected line.
You will have to perform this instruction with the following keys:
Use the **<↓>** and **<↑>** keys to go to line 'xxxxx...' in a menu or list and press **<ENTER>** to confirm your choice.

<TAB>
To complete the current action and save all data.
The action you are performing at that moment will be finished and all data will be saved and confirmed.

<Esc>
To terminate the current action without saving data.
The action you are performing at that moment will be terminated and the data will not be saved. In most cases, you will go back to the previous screen.

<SPACE>
To check (☑) or uncheck (☐) a box.

<↑>
To move the cursor to the previous field or to select a previous line.
If the cursor is in a field, you can use this key to move it to the previous field to the left or higher (the cursor will appear in first position).
In a list, this key will allow you to select a previous line.

<↓>
To move the cursor to the next field or to select the next line.
If the cursor is in a field, you can use this key to move it to the next field to the right or below (the cursor will appear in first position).
In a list, this key will allow you to select the next line.

<←>
To move the cursor one field position to the left or to select the previous line.
If the cursor is in a field, you can use this key to move it one position to the left. If the cursor was already in the first position in that field, it will jump to the previous field in first position.
In a list, this key will allow you to select a previous line.

<→>
To move the cursor one field position to the right or to select the next line.

If the cursor is in a field, you can use this key to move it one position to the right. If the cursor was already in the last position in that field, it will jump to the next field in first position.
In a list, this key will allow you to select the next line.

<PgUp>/<PgDn>   To open a previous page (Page Up) or a next page (Page Down).
If a list consists of more than one page (screen), you can use these keys to browse through the different pages.

<Home>   To move the cursor to the beginning of a field, menu, list, page or window.
- In a *menu*, this key will allow you to jump to the first item.
- In a *list*, this key will allow you to:
  - Select the first visible line on the current *page.*
  - In case of several pages, go to the previous *pages* up until the first visible line on the first page of the list.
- In a *window,* this key will allow you to move the cursor:
  - To the first position in the current *field.*
  - To the first visible field in the current *window.*
- You can use this key several times to move the cursor to previous first positions (example: jump from a line on the current page to the first line on the first page).

<End>   To move the cursor to the end of a field, menu, list, page or window.
- In a *menu*, this key will allow you to jump to the last item.
- In a *list*, this key will allow you to:
  - Select the last visible line on the current *page.*
  - In case of several pages, go to the last *pages* up until the last visible line on the last page of the list.
- In a *window,* this key will allow you to move the cursor:
  - To the last position in the current *field.*
  - To the first position of the last visible *field* in the current window.
  - To the last position of the last visible *field* in the current window.
- You can use this key several times to move the cursor to the next last positions (example: jump from a line on the current page to the last line of the last page).

<Insert>   To add a new element.
In certain windows, this key will allow you to add new elements.
Example: a new item, another barcode, etc.

<CTRL><P>   To open a list of options.
If the cursor is in a field which contains a list of options, you can make those appear using this command.

Pointer	*How to prevent deleting field information by accident?*
	When you open an LMS window, it is possible for the cursos to appear in a field with valid information. One touch of a ley can be enough to erase all information at once!
	You can prevent deleting information in a field by moving the cursor at least one position in that field. Use the cursor keys <→> and <←> or the mouse.

1. 2. Report processing

Via LMS, you can request several reports, like a shift report, period report, a list of items, a list of suppliers, etc. Such report is generated by the system and send to your PC.
You can choose the way the requested report is being processed, i.e. in which format the system provides it. The report can be printed, edited with a word processor, viewed in PDF format or converted to RTF format. You can choose from these options at any moment.

Upon the installation of the LMS program, one of the five ways described below will be configured by a technician. You can view this configuration in the menu '**Report'** marked with a '●'.
This way of processing remains active as long as the default configuration is not being modified. If you choose another option during the processing of a report, the first option will remain active until the LMS program is being closed.

To view the current report processing or to modify it, proceed as follows:

- Choose 'Report' in the status bar of the LMSM window.
  The default configuration for processing of reports is marked with a '●'.
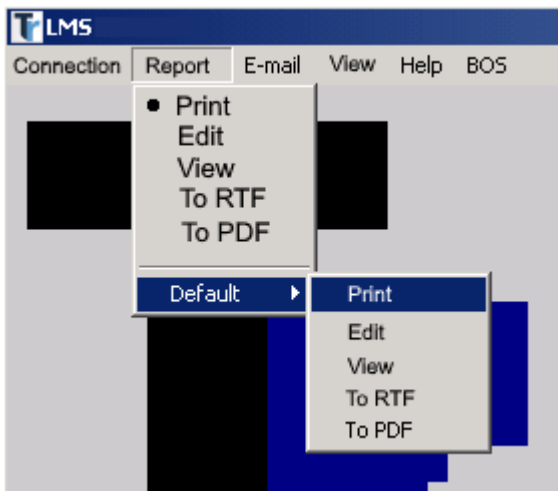
- To determine how the last report should be processed, choose:

Print	If you want to print the report.
Edit	If you want to see the report with control characters for printer.
View	If you want to see the report on the screen.
To RTF	If you want to have the report converted to RTF.
To PDF	If you want to have the report converted to PDF.

- To determine how all the next reports should be processed by default, select the correct option in 'Set Default':

Print   The report is sent to the printer and printed as soon as the system has sent it to the LMS PC.

Edit   Edit and print.
The report is opened in its original form in a text editor, like Notepad, also showing the control characters for the printer. These characters define the format of the printed report (such as font, character height, colour, etc.). It is possible to open a print preview and to select a part of the report to be printed, if necessary.

View   First, all control characters for the printer are deleted from the report and then the adjusted report is showed in a text editor like Notepad.

Due to these adjustments, the report can no longer be printed in its original form since it lost all information about format.

If you still wish to print it in its original form, close the word processor without saving the report and choose '**Report'**/**'Print'**.

To RTF
The report is converted to Rich Text Format (extension .rtf) and can be found in this format in the LMS directory: C:\LMS\lmsreprt.rtf.

RTF format is recognised by most text processors in Windows, such as Word, Word Perfect, etc. The conversion allows the report to be opened in one of those text processors and to be adjusted before having it printed.

Moreover, a report in RTF format can be printed onto another printer then the one from the Hewlett Packard deskjet series, supported by MICRELEC.

If you wish to save this report, rename the document while doing so.

To PDF
in this
The report is converted to Portable Document Format (extension: .pdf) and can be found format in the LMS directory: C:\LMS\lmsreprt.pdf.

If you wish to save this report, rename the document while doing so.

Pointer	***Rename a report in rtf or pdf format when saving it!***
	If you wish to save a report in rtf of pdf format, rename it when doing so before requesting a new report.
	A new report always gets the same name and it will overwrite the previous one.
	You will find these reports in C:\LMS\lmsreprt.rtf and C:\LMS\lmsreprt.pdf.

1. 3. Electronic mail

Some sites use the LMS electronic mails for communication between the gas company's HQ and the site.

You can interrupt LMS at any moment to view an electronic message or to prepare one before sending it. For electronic messages, you will use a text editor that will be started in DOS.

Afterwards, you can leave the editor and go back to LMS.

Choose **'E-mail'** in the status bar of the LMS window:
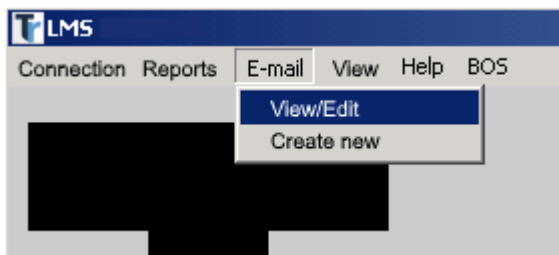
To request the last received message, choose: **'View/Edit'**.

The text editor starts up allowing you to view the last received message. This message has a fixed name: "lastmail.txt". The message is opened and can be printed.

LMS saves each incoming message in the directory \LMS\E_MAIL.IN. The name is a combination of the date and time of reception.

The HQ can also send drawings (FAX), text documents, tables, etc.

To create a new message, choose **'Create new'**.

The text editor starts up allowing you to type and send a message to HQ.

A message is named automatically. The name is a combination of the date and time of creation. If the message is ready and saved, it is automatically compressed and prepared to be sent during the next communication with HQ.

This way, several messages can be sent at the same time, if necessary, even with drawings (FAX), text documents, tables, etc.
LMS saves all messages, that are ready to be sent, in the directory \LMS\E_MAIL.OUT and in the archive folder emailout.zoo.

2. STARTING LMS

In most cases, LMS is started via the icon on your Windows desktop. The technician will explain this during the installation.

REMARKS:
To be able to use LMS, you will need a PC keyboard.
On certain sites, the stripped version of LMS is available on the WinPOS itself, for example in case there is no separate LMS Back Office PC. This Back Office programme is limited to maintenance and reporting of normal items and special items such as empties. This manual describes these functionalities in chapter 6. Item Management).
For reporting purposes, an A4 printer can be connected directly onto the WinPOS system (without additional drivers or hardware).

Double click the LMS icon on the desktop to start the programme.
You will see the LMS start screen with password window.
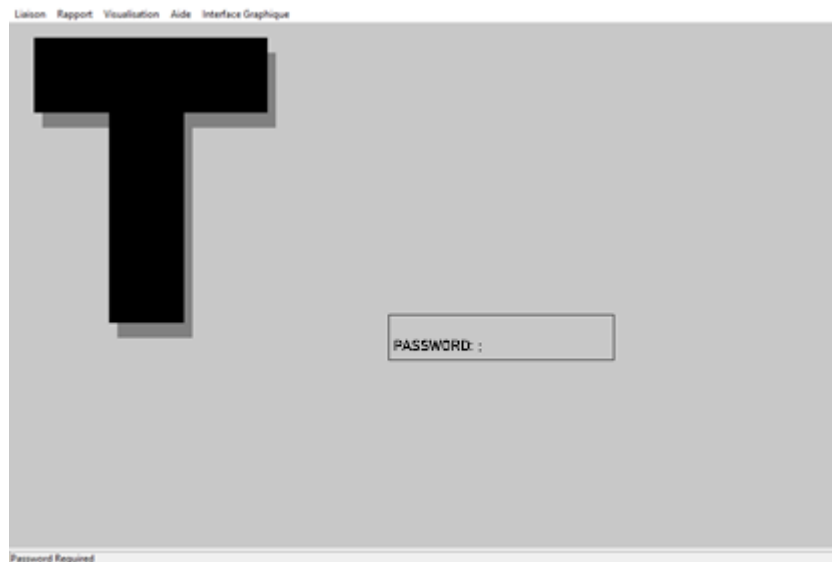
Enter your manager password and confirm. You will receive this basic password upon installation of LMS.
The password will be checked while the menu '**LOCAL MANAGEMENT**' appears:
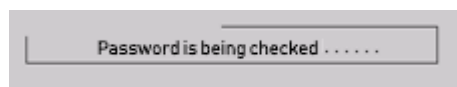
You can access the '**General Site Facilities Menu**' for fuel management or LMS BOS/'**General POS Facilities'** for shop management.

REMARKS:
- The manager password consists of a series of random characters (maximum of 10).
  If you have the rights, you can change this password in LMS. Go to 'General Site Facilities Menu' → 'Options + various → 'Change terminal password'.
- The screens of the character based version, started via the ''**General POS Facilities'**, are almost identical. However, you can only use the keyboard to navigate through the menus.

- It is possible that some functionalities (options) are not accessible in the menus (the texts are in a lighter colour).
  Possible reasons why this could be the case:
    - The functionality has no purpose at that instant.
    - The functionality is blocked to guarantee that a certain group of gas stations within the same company use the same parameters.
    - The functionality has not been configured on for your site, for example, because this option does not apply there.

2. 1. General Site Facilities Menu

The functionalities in menu '**General Site Facilities Menu**' relate to all that concerns fuel on a gas station. You can open this menu from the LMS start screen:

Enter your password '**xxx...**' and press **<ENTER>** to confirm.

```
LOCAL MANAGEMENT

General Site Facilities
General POS Facilities
POS → Back Office data transfer
Back office → POS data transfer
System data transfer / backup
Synchronisation of GUI BOS version
```

In the menu 'LOCAL MANAGEMENT', choose '**General Site Facilities Menu'**.

```
GENERAL SITE FACILITIES

Print period closure
Print price closure
Print fuel closure
Print month closure
Print index and level ticket
Fuel price change
Start fuel closure
Start period fuel closure
Start month closure
Terminal Management  >>
Fuel Management      >>
Options + various    >>
```

2. 2. Back Office System (BOS)

Start LMS as described above.
In the menu bar of the LMS start screen, click '**BOS**' to start the graphic BOS user interface.
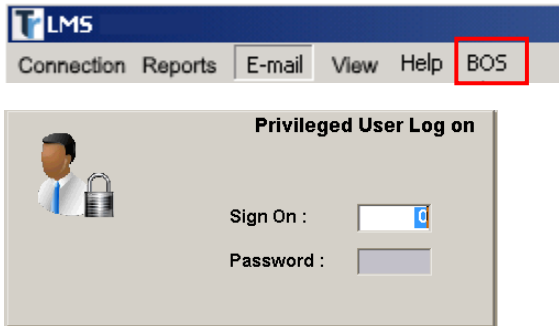
Enter sign on and password.

The main menu will appear on the screen. From here, you can access the different LMS functionalities. The access is defined per type of user. Functionalities that are blocked for this user number, appear as non-accessible on this man screen (lighter text). For example, you may not be able to access the '**Local Accounts**' functionality with your user number, like in the example below.
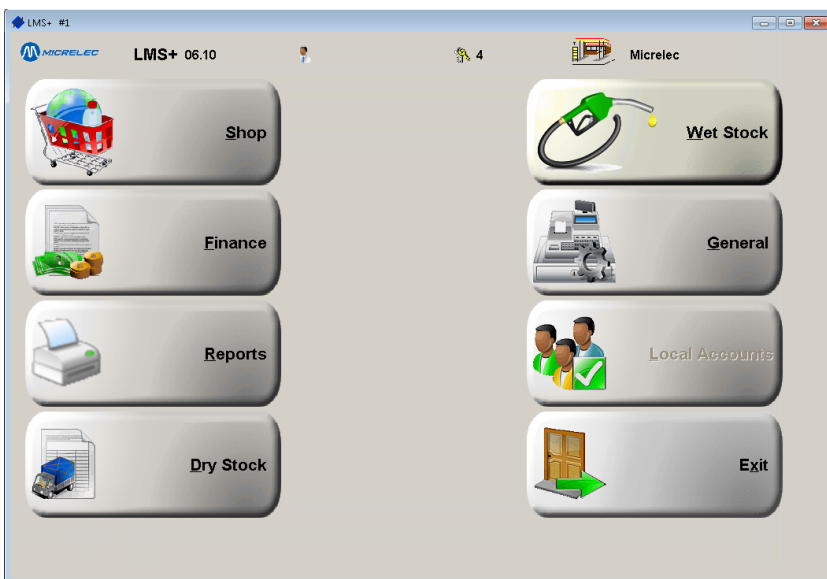
REMARK:
The functionalities in the character based version and in the graphic version are the same. One and the same action, performed in both versions, will always result in the same outcome.

3. BASIC SITE CONFIGURATION

To be able to get started on a gas station, first, all general information should be determined, such as cashiers, site information, POS configuration, information that should appear on receipts, customer messages, etc.
Then, items and financial aspects can be defined. Later on, orders and deliveries can be entered, if desired.

We always start from the **main screen**.
You can access these basic configurations via the menu 'General'.
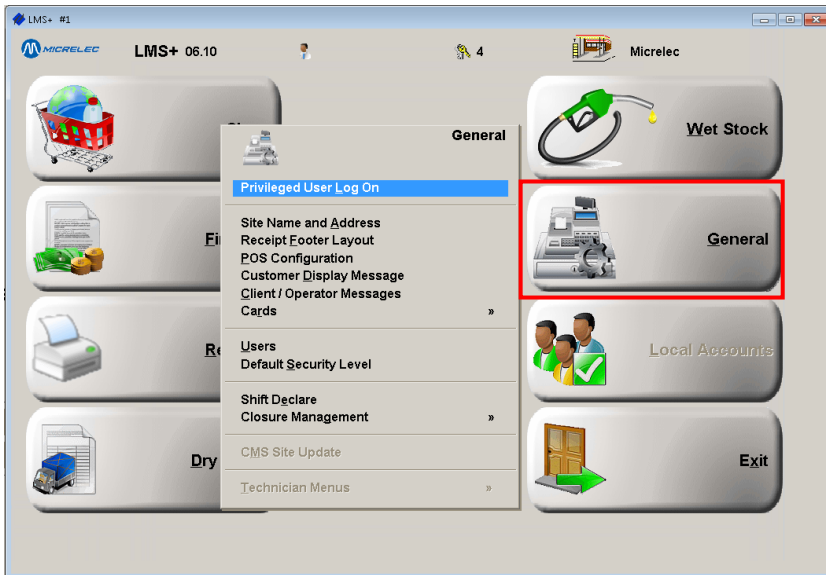
3. 1. Privileged User Log On
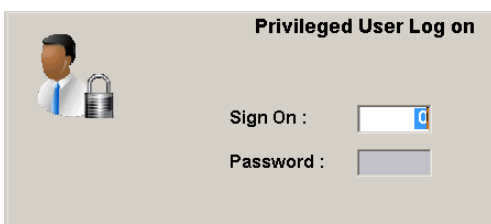
To be able to use the BOS software, the cashier number and password have to be entered. This is especially practical when several staff members are using the BOS software, as you are able to allocate different rights by defining different access levels.
This way, each cashier can only access the menus that are allowed for his/her access level.

If another user uses BOS, proceed as follows.

Procedure:
- Start from the **main menu** and choose **'General'**.
- Choose '**Privileged User Log on'**.
  On the screen:

- In the window '**Privileged User Log on'** you can enter the new user's access number and pasword.
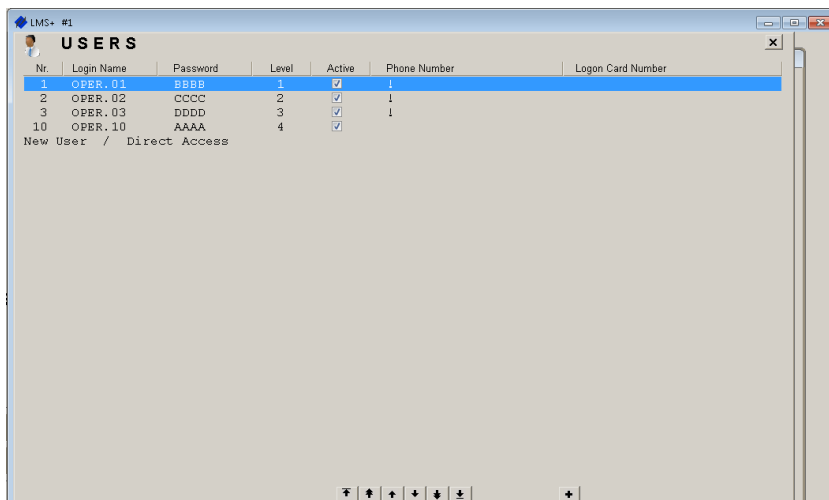
3. 2. Operators

You can define a cashier/operator number and password for each employee.
On the reports, you will see which shift belongs to which cashier.

To allocate different rights to the users, there are 4 access levels in LMS: 1, 2, 3 and 4. Users with level '1', which is the operator level, have the fewest rights. Users with level '4', which is the manager level, have the most rights. Only cashiers with level '4' have access to all menus, as long as they apply to the site.

Procedure:
- Start from the **main menu**.
- Go to menu '**General**' and choose '**Users**'.

- If the cashier already exists, select it and confirm with <**ENTER**>.
  - If you wish to change the user's information, select '**Edit User**'. Modify the necessary information.
  - If you wish to delete the user, select '**Delete User**'. The operator is erased.
  - If you do not wish to make any changes, select '**No action**'. You can select another cashier.
- If you want to add a new cashier, select the line '**New User** / **Direct Access'** and confirm with <**ENTER**>
  - Complete all information, confirm each field with <**ENTER**>.

Parameter definition:

Number   The number assigned to the cashier, allowing him/her to access the system. This access number can go from 1 until and including 90.

Login Name   The cashier's name. A maximum of 8 characters can be entered.

Password   The code allowing the cashier to access the system. This access code can have a maximum of 6 characters.

Security Level   This parameter allows you to define the cashier's access level. Select option '1' for the lowest level and '4' for the highest level.

User active   This parameter allows you to activate (box checked) or deactivate (box unchecked) a cashier. This will determine whether the cashier has access to the system or not.

Logon Card Number   This is the number of the card the cashier can use to identify him/herself on the POS.

Full Name
Phone Number
Address

Here you can add extra information about the cashier.

A cashier can identify him/herself with the cashier number and password or by swiping the identification card through the card reader.
This card is to be registered onto the POS (WinPOS) via <**MENU**> **/** '**Supervisor Menu**' **/** '**Cards**' **/** '**Operator Mag. Stripe Association**'. Swipe the card through the card reader and choose the cashier in the list.
The registration can also be done on the back office (LMS BOS) via '**General**'**/** '**Users**' **/ Select user /** '**Edit User'** **/** '**Logon Card Number**'.
This card number cannot be edited or erased.

Warning!	*Keep a cashier ACTIVE as long as his/her SHIFT is still OPEN.*
	If a cashier is deactivated, he/her will no long have access to the system. The operator will no longer be able to close an open shift.
	Moreover, another operator will also be unable to start a new shift on that same POS, since there is still one open.
	You cannot delete a cashier as long as his/her shift is still open.

3. 3. Definition access levels

To be able to give the users access to the different system functionalities in an efficient way, a few access levels have to be defined.
Each system functionality can be configured to be enabled or disabled to give a user with a certain level access or not to that functionality.

Per level, you can determine which rights the users will get, using the parameters below.
A cashier with level 4 basically has access to all menus in the Supervisor Menu.
A cashier with levels 1 to 3 has access to:
• SITE CONTROLLER Window
• SHOP AND STOCK MAINTENANCE
• SALES BROWSER. The sales can only be consulted and no tickets can be printed.

Parameter definition for all levels:

Void transaction   Void an entire unpaid transaction.

Void payment   Void methods of payment, when the transaction has not yet been paid for entirely.

Void fuel   Void a fuel transaction, or in other words, transfer the transaction from the sales screen back to the pump screen.

Void dry goods   Void unpaid shop sales.

Refunds   Refund dry goods.

Receipts   Print receipts.

Discounts   Assign discounts on the POS. (The manager is the one to set up discounts.)

Bonuses   Not used.

Paid Out/Paid In	Enter Paid outs and Paid ins on the POS. (The manager is the one to define Paid ins/outs).
Open drawer without selling	Can the drawer be opened using a button on the POS without selling.
Open, close, suspend shifts	Open and close shifts.
Site controller window	Cannot be configured. This is accessible from every level.
Sales browser	0:on, 1: off. Levels 1 to 3 only allow to consult sales. Receipts cannot be printed.

Parameter definition for level 4: (Levels 1 to 3 never have access to the following menus)

Cashier maintenance	Define and edit cashiers (cashier number, name, password, access level and activate/deactivate).
Setup security levels	Edit the default cashier access levels (1 to 4).
Period end	Gives access to the menu where one can activate the manual month closure. (**'Closure options'/' Closure configuration'**)
MOP maintenance	Add and edit MOPS (Methods of Payment), print list of MOPS and define MOP keys.
Tax maintenance	Access '**VAT**' in menu '**Finance**' on LMS BOS or '**Tax Rates Configuration'** in menu '**Financial'** on the POS (WinPOS).
Items maintenance	Access '**Items**' in menu '**Shop**' on LMS BOS or **'Item Configuration'** in menu **'Shop And Stock Maintenance'** on the POS (WinPOS).
Departments maintenance	Access '**Department Editing**' in menu '**Shop**' on LMS BOS or **'Department Configuration'** in menu **'Shop And Stock Maintenance'** on the POS (WinPOS).
System configuration	Access the menus '**Site Name and Address**', '**Receipt Footer Layout**', '**POS configuration'**, '**Customer Display Message'** and '**Client/Operator Messages'**.
System time & date	Edit the time, limited to 1 hour per modification.
Wet Price Changes	Edit fuel prices.
Transfer between items	

REMARK:
If the parameters '**MOP maintenance'** and '**Tax maintenance'** are blocked, the entire menu '**Finance**' in the Supervisor Menu on the POS (WinPOS) or LMS BOS will not be available. This means that you will not be able to define '**Paid in**/**Paid out'** and '**Discounts'**.

Procedure:
- Start from the main menu and go to menu '**General'**.
- Then go to '**Default Security Level'**.
- In the '**Security Levels'** window, choose the right level.

SECURITY LEVELS

```
1
2
3
4
5
7
9
New Security Level
```
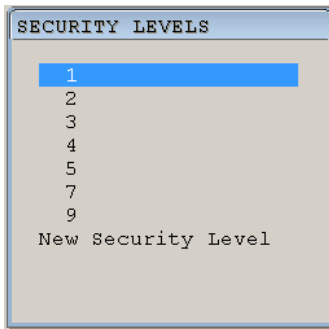
There are 4 levels for cashiers, '1' being the lowest (i.e. 'operator' level) and '4' the highest level (i.e. 'manager' level).
Level '7' is reserved for supervisors, level '9' for Micrelec technicians.

SECURITY LEVEL 2 (1)

```
Void transaction ..................  ☑
Void payment ......................  ☑
Void fuel .........................  ☑
Void dry goods ....................  ☑
Refunds ...........................  ☑
Receipts ..........................  ☑
Discounts .........................  ☑
Bonuses ...........................  ☐
Paid Out ..........................  ☑
Paid In ...........................  ☑
Open drawer without selling .......  ☑
Open, close, suspend shifts .......  ☑
Cashier maintenance ...............  ☐
..................................  ☐
Setup security levels .............  ☐
     Next              C a n c e l
```

SECURITY LEVEL 2 (2)

```
Period end ........................  ☑
MOP maintenance ...................  ☐
Tax maintenance ...................  ☐
Items maintenance .................  ☐
Departments maintenance ...........  ☐
System configuration ..............  ☐
System time & date ................  ☐
..................................  ☐
..................................  ☐
Wet Price Changes .................  ☐
..................................  ☐
..................................  ☐
..................................  ☐
..................................  ☐
..................................  ☐
     Next              C a n c e l
```

SECURITY LEVEL 2 (3)

```
..................................  ☐
SC Window disabled ................  ☐
Sales browser disabled ............  ☐
DSO: Inter-Item Transfer ..........  ☐
Disable Item search in Sales ......  ☐
Declaration of one's own Shifts only ☐
Sell Price swap ...................  ☐
..................................  ☐
..................................  ☐
..................................  ☐
..................................  ☐
..................................  ☐
..................................  ☐
..................................  ☐
..................................  ☐
     OK                C a n c e l
```

- Go over all functions and check their corresponding boxes (with mouse or <**SPACE**>) to make them accessible for the users having the selected access level.
- Choose '**Next**' or press <**TAB**> to go to the next page.
  If you wish to leave this window without saving any parameters, click '**Cancel**'.

- When all necessary parameters have been configured, click <**OK**> on the last page.
  The modified parameters are saved.
  You can now choose another access level, if necessary.

REMARKS:
The edited access level is not immediately copied to the operators. If this access level has to be activated for a certain operator, all parameters for this operator will have to be re-confirmed in the menu '**General'/'Users'**.
For some companies, it is possible that this option has been blocked.

3. 4. Site information on receipt header

Procedure:
- Start from the main menu and go to **'General'**.
- Then, go to **'Site Name and Address'**.
  On the screen:

- Enter de correct information and confirm each field with <**ENTER**>.
- To apply these changes, press <**LOCK**> on each POS and log back in.

Parameter definition:
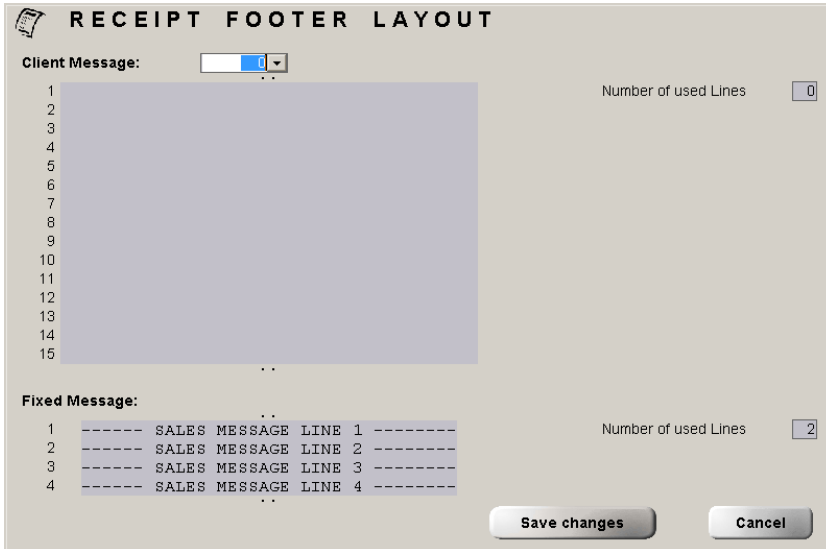
Company Nr.	The company number, maximum of 4 characters (informative).
Site Nr.	The site number of 4 digits. This is automatically copied from the Site Controller configuration files (informative) and cannot be modified.
Name	This name, mostly site or company name, is printed in double width and bold at the top of the receipt.
Address	The site's address or the text you would like to appear onto the receipt header. In case of a 3-stage or thermal printer, the five address lines are always printed. (even though only 2 are filled in). In case of a small printer, only the first 3 lines are printed.
Telephone number	The site's phone number.

3. 5. Receipt footer

At the bottom of the receipt, a customer message AND a general footer can be printed.
Configuring and defining a **customer message** is only possible via LMS.
The **general footer** can be defined via the POS as well as via LMS.

Procedure:
- Start from the main menu and go to **'General'**.
- Then go to **'Receipt Footer Layout'**.

- If a customer message needs to be printed at the bottom of the receipt, enter the message number.
  Enter a non-existing number to see the list of available customer messages.
  If no customer message should appear on the receipt, enter '**0**'.
  Enter the general footer and also the number of lines that should be printed onto the receipt.
- To apply these changes, press <**LOCK**> on each POS and log back in, in case of a WinPOS till. In case of a Lucas till, you can disconnect and reconnect.

In the receipt footer, you will first see the customer message (if there is one) and then the general message.

3. 6. POS configuration

These are a few general system parameters that can be modified by the manager.

Procedure:
- Start from the main menu and choose **'General'**.
- Then go to **'POS Configuration'**.

```
POS CONFIGURATION

VAT Nr.                               BE1234567890
Receipt Auto Printing                 ☐
Forced Tendering                      ☐
Safe Drop Enable                      ☑
Multiply Limit                        99
Slip Printer                          ☐
Print Cheques                         ☐
Cheques Payable To

Open Cash Drawer without Sales        ☑
EFT Merchant Nr.                      0987654321
Audit Roll Enable                     ☑
Default Currency Symbol               EUR

Shop Takeover List at Shift End:
 Printed on Till Number               0
 Current Stock Snapshot printed       ☐
 Automatic Copy for next day          ☐


   Save changes                          C a n c e l
```

- Modify the necessary parameters by checking the boxes using the mouse or <**SPACE**> key.
  Confirm each field with <**ENTER**>. The entire menu can be confirmed at once using the <**TAB**> key.
- To apply these changes, press <**LOCK**> on each POS and log back in, in case of a WinPOS till. In case of a Lucas till, you can disconnect and reconnect.

Parameter definition:

VAT Nr.	The site's VAT number preceded by the country code. Example: BE123456789. The VAT number can only be edited by a Supervisor or Micrelec technician.
Receipt Auto Printing	If you enable this parameter, a receipt will be printed automatically after each payment.
Forced Tendering	If you enable this parameter, you are forcing the cashier to enter the amount paid by the customer during each payment even if the correct amount was given. After that, the method of payment can be selected.
Safe Drop Enable	General parameter to enable the safe drop function. Moreover, the limit for safe dropping has to be configured per method of payment. If that limit has been reached, the system will warn the cashier that money needs to be transferred to the safe.
Multiply limit	This number indicates the maximum number of times that an item can be sold in one sales line. The maximum amount is 99.
Slip Printer	This parameter does not have to enabled at all times.
Print Cheques	If this parameter is enabled, the system will ask if a cheque has to be printed in case of payments with cheques. For printing, a 3-stage printer has to be connected onto the system. .
Open Cash Drawer without Sales	If this parameter is enabled, the cash drawer can be opened (without key) without an ongoing sale.
EFT Merchant Nr.	Not used.

Audit Roll Enable

This parameter has to be enabled for the electronic journal to be saved.
If there is a 3-stage printer, the journal can be printed onto the right strip.

Default Currency Symbol

Not used.

Shop Takeover List at Shift End:
Printed on Till Number
Current Stock Snapshot printed
Automatic Copy for next day

3. 7. Customer display message

The manager can define the message that appears on the customer display (CDU)

Procedure:
- Start from the main screen and go to **'General'**.
- Then go to **'Customer Display Message'**.
- Enter the number of the POS that should display the message + **<ENTER>**.

```
MESSAGES TO APPEAR ON THE CUSTOMER DISPLAY WHEN NOT SELLING

Context Line  Text to display            Customer Display on till  1
   4     0    @
   4     0    Welcome at Micrelec_              Context:
   4     0                                      0...Line not used
   4     0                                      1...POS Closed
                                                2...Between sales
                                                3...Sale suspended
                                                4...In all cases

                                                Line:
                                                0...Line not fixed
                                                    text will rotate

                                                1-4 Allocate text
                                                    fixed on this
                                                    line

                                                Special text:
                                                @...on first position
                                                    -> date / time
                                                    information

                                                <Tab> to confirm all
```

- Enter the parameters and the message lines. The explanation for parameters Context and Line appear on the right.
  Use **<→>** to go to the next parameter:

Context   Define when this message has to be displayed:
                     0   Line not used
                     1   POS Closed
                     2   Between sales
                     3   Sale suspended
                     4   In all cases.

Line   0: Line not fixed, text will rotate
                     1-4: Allocate text fixed on this line.

Text to display Message that will appear on the customer display unit.
                     If you want the date and time to appear on the display unit, type '@' in first position.

- When all information has been entered, press <**TAB**>.
  If this configuration is only meant for this POS, press <**ENTER**>.
  If this configuration has to be used for all POS, press <↓> + <**ENTER**>.
- To apply these changes, press <**LOCK**> on each POS and log back in, in case of a WinPOS till. In case of a Lucas till, you can disconnect and reconnect.

3. 8. Client / Operator messages

It is possible to create several local customer messages.

For each message, a maximum of 15 lines can be configured. The number of used lines can be specified. You can also set a date for when this message has to be deleted automatically.

Customer messages can be used for different purposes:

- When an item is being sold, for example, a promotional message. The customer message is then printed right under the item line on the receipt. The customer message had to be configured in this menu and can be selected in the item file.
- As part of the receipt footer, right before the general footer.

Customer messages can also be sent via POS-import/TMS. (Only for sites with a POS Import license).

Procedure:

- Start from the main screen and go to general **'General'**.
- Then go to **'Client/Operator Messages'**.

```
C L I E N T    /    O P E R A T O R    M E S S A G E S

Number   Type   Prio-   Deletion    Nr.of   Text
                rity    Date        Lines
     1     1      0      !              0    Open from 7.00 until 19.30
     2     1      0      !              0    **DISCOUNT**
New Message / Access by Number
```
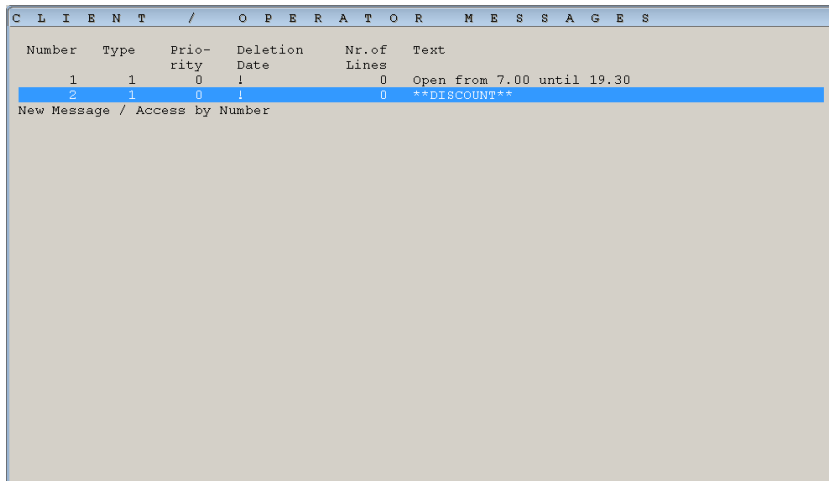
- Select the message you wish to edit and choose **'Edit Message'**.
- To add a message, choose **'New Message/Access by Number'**. Then, enter a number and confirm with <ENTER>. Choose **'Add new Message'**.

```
C L I E N T    /    O P E R A T O R    M E S S A G E

Number   3                      Type    1  Message printed on Receipt        ▼

                                        Message Text:
Priority                    0        1  Have you checked your oil level?_
Date of automatic deletion  !        2
Number of Text Lines to use 0        3
                                     4
                                     5
                                     6
                                     7
                                     8
                                     9
                                    10
                                    11
                                    12
                                    13
                                    14
                                    15

                          Save changes            C a n c e l
```
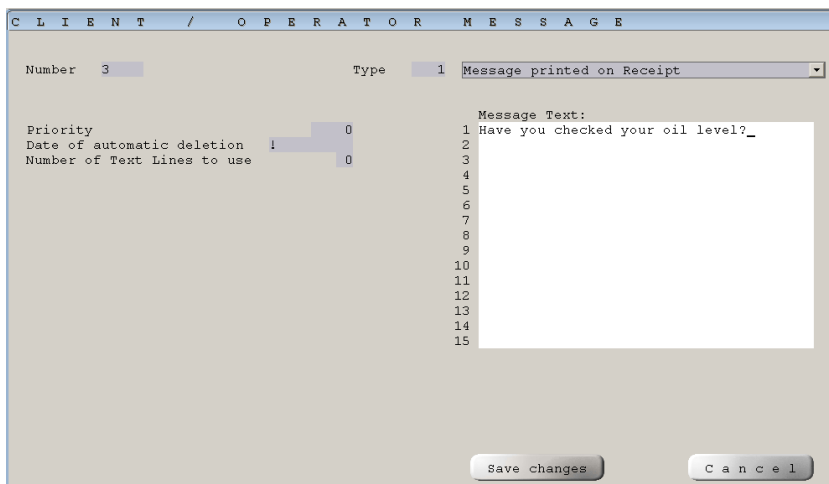
- Enter the parameters.

Parameter definition:

Number   You can define up to 99 messages. Depending on the configuration, the system might allow less.

Type	Select an option in the dropdown menu.
Priority	Not used.
Date of automatic deletion	The message will be deleted from this date on. It will not be available anymore.
Number of text lines to use	Number of lines that have to be printed onto the receipt.
Message text	You can type up to 15 lines.

- After specifying the parameters, confirm them with <**ENTER**> or with **'Save changes'**. To cancel the message without saving, you can undo everything using the '**Cancel**' button.

When the messages have been entered, they can be linked to a receipt footer or item.
You can do this in LMS BOS, respectively in the menu '**General'** / '**Footer'** and via '**Shop'** / **Items'**.

The receipt will printed as shown below:

```
            MICRELEC BELGIUM N.V.
              Poortakkerstraat 90
           9051 Sint-Denijs-Westrem
               VAT-NR. BExxxxx
  17/02/05 14:21  1.10.0002.1    00027

   PUMP 3 SUPER+ 98            16,45 Litres
   #6  EUR 1,191/l            EUR  19,59
  ----------------------------------------------------
   #3 COCA COLA 1,5L                    1,75
          ***  PROMOTION  ***
   TOTAL VAT incl EUR                  21,34
   CASH                      EUR    25,00
   Change                              3,66

     %          EXCL      VAT      INCL
   #2  6,00       1,65     0,10      1,75
   #6 21,00      16,19     3,40     19,59


    *08094 / 59818699 / 00002134 / 76855228*
        OPEN FROM 7.00 TO 19.30
        CLOSED EVERY TUESDAY
          **** THANK YOU ****
  **************************************
```

4. FINANCE

In LMS, you can create different methods of payment. Some can be defined as preferred, others are reserved for payment cards, PTI totals, etc.
Moreover, LMS also allows you to define certain types of paid ins and paid outs to justify the other amounts entering or exiting the drawer. Examples: additional change, cash payments of suppliers, etc.
The system accepts up to 9 different VAT rates.

Starting from the main menu, you can access the financial management part of LMS via '**Finance**'.
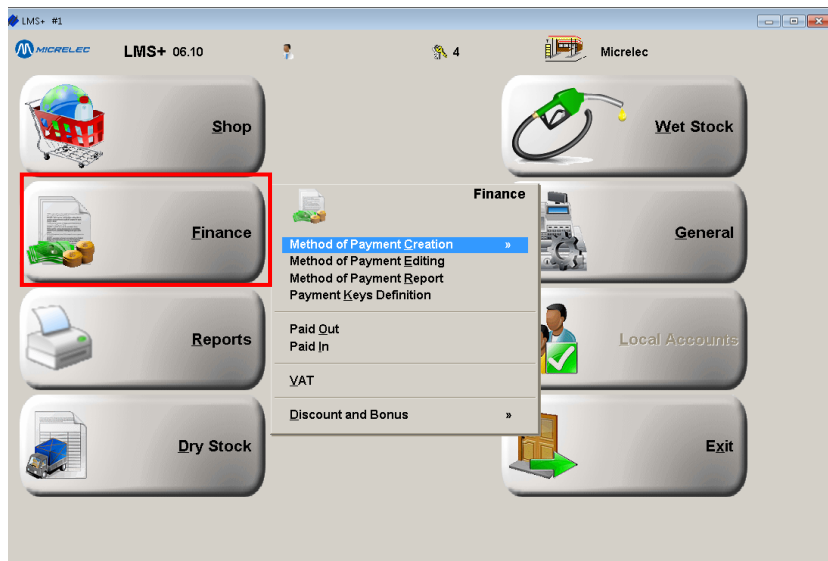
4. 1. Methods of payment

The system can manage up to 99 methods of payment (MOPS), of which the first few can be defined as preferred. Others are reserved for payment cards, PTI totals, etc.

There are 5 groups of MOPS that can be defined as you wish:
- CASH: always MOP number 1.
- CHEQUE: always MOP number 2.
- FOREIGN CURRENCY: for example GB Pound, US dollar, etc.
- OTHER PAYMENTS: for example manual visa, test, drive off, etc.
- VALUE VOUCHERS: for example: coupons, fuel coupons, etc.

MOP types EFT and PTI are not to be defined by the manager, but by Micrelec NV.

REMARK:
The MOP '**Value Voucher**' can apply to coupons, which customers can use to pay with.
Value vouchers often have a barcode, so that they can be scanned. However, they can also be entered by selecting them in the list of MOPS or via the MOP keys.
Typical for value vouchers is that they can already be entered or scanned during a sale (unlike other MOPS that can only be booked after the sale has been entered entirely).
A value voucher that has been entered, can be cancelled in the same way a simple sales line is cancelled, as long as you have not entered another MOP other that a value voucher.

- A first group of value vouchers are coupons that can only be used when their total value is lower or equal to the total value of the purchased foods. For this group, the parameter 'Change (Overpayment) Allowed' cannot be enabled.
- A second group of value vouchers are fuel coupons, for example, that can be used to pay for the purchased goods, even if the total value of these coupons is higher that the total value of the purchased goods. For his the group, the parameter 'Change (Overpayment) Allowed' has to be enabled.

For the MOP 'Value vouchers', certain parameters are not used: Change, float at shift start, reconciliation at shift end, maximum for authorisation, accepted difference and open cash drawer.

Parameter definition:

Number Each MOP has a unique number, from 1 to and including 99.

Description The description can be up to 15 characters.

Type These are the different types of MOP:
1   Cash
2   Cheque
3   EFT MOP (offline)
4   Other Payment
5   Foreign Currency
8   PTI group 1
9   PTI group 2
10   Value voucher
90   Local account

Minimal Value Only to be entered in case of a foreign currency.
This is the minimal amount to be entered on the POS for a payment with this MOP. All amounts higher than this minimal amount are allowed. The minimal amount will be rejected. This parameter could, for example, be set to the amount of the smallest note for that foreign currency.

Maximal Value This is the maximal amount to be entered on the POS for a payment with this MOP. All amounts lower than this maximal amount are allowed. The maximal amount will be rejected.
Enter this value with care. It will allow you to prevent mistakes like entering amounts with one zero too many!!
.

Ask for Authorisation if Value Above It is possible to enter a limit for a MOP, like Cheque. If the transaction amount for this MOP is higher than the preset limit, the system will ask for an authorisation number. This number can vary between 1 to 999999999. This method is also used with manual processing of credit cards.

Ask Float at Shift Start If this option is enabled, the POS will ask to enter float at shift start.

Reconcile at Shift End If this option is enabled, the POS will ask to enter the counted amount for that MOP at shift end.

Accepted Difference Not used at the moment.
This is the maximum difference that the system will allow between the entered/counted amount and the theoretical amount at shift end.

Safe drop – Type	Safe dropping is transferring money from the drawer to the safe. The type can be an amount (V) or a quantity (T). Safe dropping is only possible if the general parameter for safe dropping has been activated in the POS configuration. Enter (N) if you want to disable this function.
Safe drop - Limit	This is the limit that will indicate when safe dropping has to be done. If this limit is exceeded, the following message will appear on the POS: '**Safe Drop Required**'. You can, however, continue selling and perform the safe drop as soon as there are no customers.
Discount	This is used when the 'Discount' module has been activated. Information on discounts can you be found in the special manual '*Discounts and Bonuses*'.
New Exchange Rate	This parameter is only used for foreign currencies. The rate is always configured as follows: 10000.- in the base currency, is XXXXX.XX in the foreign currency. For example: 10 000 EUR = 6 172,00 GBP. The value XXXXX.XX had to be entered in the field 'New Exchange Rate'. If the configuration allows it, the system will work with a preset exchange rate: the rate entered in this field will only become active after the next period closure. It depends on the configuration whether this parameter is available or not.
Current Exchange Rate	This parameter is only used for foreign currencies. The rate is always configured as follows: 10000.- in the base currency, is XXXXX.XX in the foreign currency. (see example above). The value XXXXX.XX had to be entered in the field 'Current Exchange Rate'. If the configuration allows it, the system will work with immediate rate change: if this field is being modified, this new exchange rate will be taken into account during the next sale with this foreign currency. It depends on the configuration whether this parameter is available or not.
Refund Allowed	It is allowed to refund the customer with this MOP, when a refund is done on the POS and the total amount of the transaction is negative. (This parameter is of no importance for the MOP CASH. The amount to be paid can always be negative.).
Change (Overpayment) Allowed	If this function is active, then overpayment is allowed for this MOP. Example: To pay 24,50 EUR paid CHEQUE 25,00 change 0,50 (CASH)
Change in Foreign Curr. Possible	This parameter is only used for foreign currencies. If this function is not enabled, the change will always appear in the base currency in case of overpayments. (In Belgium, it is obligatory by law to give change in EUR). If this function is enabled, the operator can choose to give change in the base or foreign currency (which was used to pay) in case of overpayment.
Open Cash Drawer	Indicates whether the drawer should open when selecting this MOP.

Number	This parameter is only used for foreign currencies. It is possible to have a foreign currency stocked in a second cash drawer to keep it separate from all other MOPS in the first cash drawer.
VAT Analyse Printed	Always enabled.
Invoice Generation Allowed	Not used.
Loyalty Scheme	Not used.
TMS MOP Number	MOP number used in TMS (Tele Management System). This will, among others, allow different MOPS to be grouped per site for TMS.
Client Message Number	Not used.
Commission Formula	Number of the used commission formula.
Split Payment Allowed	Choose whether this MOP can be combined with other MOPS.
Rounding Rule	Number code indicating the rounding rule applicable: 1 No rounding. 2 Round down (0,09 --> 0,00). 3 Round off (0,05 --> 0,10 en 0,04 --> 0,00). 4 Round up (0,01 --> 0,10). 5 Round down (0,9 --> 0,0). 6 Round off (0,5 --> 1,00 en 0,4 -->0,00). 7 Round up (0,1 --> 1,0).
Currency Symbol	This is the abbreviation for the currency, maximum of 3 characters.

4. 1. 1. Add a method of payment
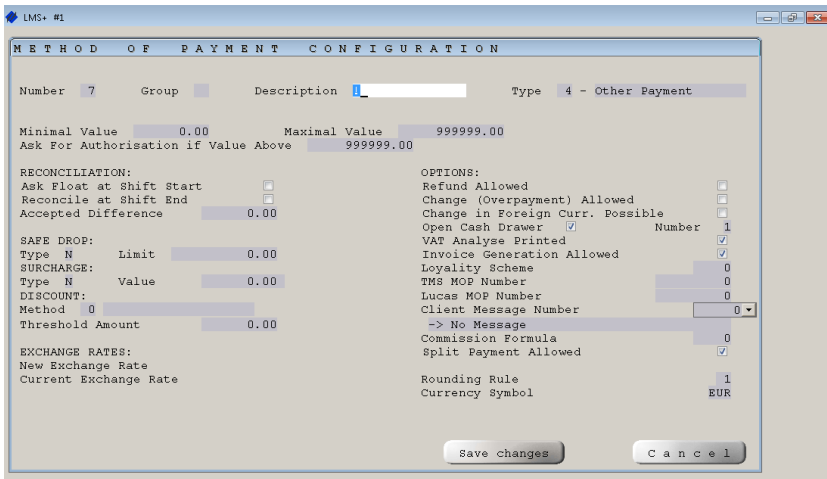
You will never be able to add MOPS such as Cash and Cheque are MOPS. However, their parameters can be edited at all times. (If the MOPS have been defined by the HQ, the manager will only be able to edit a few parameters).
When adding MOPS, the first free MOP number will be selected automatically.
Take into account that the MOPS are printed according to MOP number on closure reports. Think about the sequence of the MOPS before creating them.

Procedure:
- Start from the main screen and go to **'Finance'**
- Then go to **'Method of Payment Creation'**.
- Choose the type of MOP you wish to create and confirm with <**ENTER**>:
    - Other Payment
    - Foreign Currency
    - Value Voucher

- Complete all parameters, default values are already suggested.
  (The boxes can be checked using the mouse or <**SPACE**> key.)
  See more info about these parameters in chapter **4.1. Methods of payment**.

REMARK:
It is possible that the option '**Method of Payment Creation**' is not available (greyed out), in order to maintain a unique list op MOPS for all sites of the same company.

4. 1. 2. Edit a method of payment

Procedure:
- Start from the main menu and go to **'Finance'**.
- Choose **'Method of Payment Editing'**.
- Choose a MOP in the list that appears on screen.

- Edit the desired parameters.
  (The boxes can be checked using the mouse or <**SPACE**> key.)
  See more info about these parameters in chapter **4.1. Methods of payment**.
- Choose '**Save changes**'.
  Or go over the entire menu by pressing the <**ENTER**> key, or press the <**TAB**> key once to save all changes.
  (If you press <**ESC**>, the changes will not be saved).

REMARK:
The parameters for the EFT and PTI MOPS can only be consulted. These cannot be configured by the manager. This is done by Micrelec NV.

4. 1. 3. Print the list of methods of payment

This function will allow you to print a list of all shop keys.

Procedure:
- Start from the main screen and go to **'Finance'**.
- Then choose '**Method of Payment Report**'.
- The list of all MOPS is printed. Example:

Micrelec
STAND. OFA NL Rel. 9.19
Poortakker 96
!
Printed 02/07/2018 at 14:23:54

METHODS OF PAYMENT

Payment Nr.	Description	Currency Symbol	Hot Key	Type	Round Rule	Float	Decla-ration	Safe Drop Type &	Drop Limit	Current Exchange Rate	Refund	Change	Payment Max. Value	Payment HALO Value	Cash Drawer	Discount Method
1	CASH	EUR	A	1	1	Yes	Yes	V	2.00		Yes	Yes	25000.00	0.00	1	
2	CHEQUE	EUR	E	2	1	No	Yes	N			No	Yes	2500.00	174.00		
3	PART1 S/P	EUR		4	1	No	No	N			No	No	999999.00	999999.00	1	
4	CREDIT	EUR		4	1	No	No	N			No	No	100.00	999.00		
5	BON GRATUIT	EUR		10	1	No	No	N			No	No	100.00	999.00	1	
6	BON SANDW.	EUR		10	1	No	Yes	V	500.00		Yes	Yes	1000.00	999.00		
37	EFT DCB	EUR		3	1	No	No	N			No	No	1000.00	999.00		
38	EFT DCB2	EUR		3	1	No	No	N			No	No	1000.00	999.00		
39	EFT EDC	EUR		3	1	No	No	N			No	No	1000.00	999.00		
46	EFT UTA	EUR		3	1	No	No	N			No	No	2478.94	2478.91		
48	EFT DKV	EUR		3	1	No	No	N			No	No	99999.00	9999.00		
55>98	PTO AUTRE	EUR		9	1	No	No	N			No	No	1000.00	999.00		
56>89	PTI UTA	EUR		8	1	No	No	N			No	No	1000.00	2478.91		
57>98	PTO UTA	EUR		9	1	No	No	N			No	No	1000.00	2478.91		
58>89	PTI PRIMAGAZ	EUR		8	1	No	No	N			No	No	1000.00	999.00		
59>89	PTI POWER	EUR		8	1	No	No	N			No	No	1000.00	999.00		
60>89	PTI AUTRE	EUR		8	1	No	No	N			No	No	1000.00	999.00		
61>89	PTI OCTAPASS	EUR		8	1	No	No	N			No	No	1000.00	999.00		
62>89	PTI AVIA	EUR		8	1	No	No	N			No	No	1000.00	999.00		
63>89	PTI AMEX	EUR		8	1	No	No	N			No	No	1000.00	999.00		
64>89	PTI VISA	EUR		8	1	No	No	N			No	No	1000.00	999.00		
65>89	PTI DINERS	EUR		8	1	No	No	N			No	No	1000.00	999.00		
66>89	PTI EC/MC	EUR		8	1	No	No	N			No	No	1000.00	999.00		
67>89	PTI DKV	EUR		8	1	No	No	N			No	No	1000.00	999.00		
68>89	PTI FLEETPASS +	EUR		8	1	No	No	N			No	No	1000.00	999.00		
69>89	PTI BANKCARD	EUR		8	1	No	No	N			No	No	1000.00	999.00		
70>89	PTI MAESTRO	EUR		8	1	No	No	N			No	No	1000.00	999.00		
71>89	PTI PROTON	EUR		8	1	No	No	N			No	No	1000.00	999.00		
72>98	PTO AVIA	EUR		9	1	No	No	N			No	No	1000.00	999.00		
73>98	PTO AMEX	EUR		9	1	No	No	N			No	No	1000.00	999.00		
74>98	PTO VISA	EUR		9	1	No	No	N			No	No	1000.00	999.00		
75>98	PTO DINERS	EUR		9	1	No	No	N			No	No	1000.00	999.00		
76>98	PTO EC/MC	EUR		9	1	No	No	N			No	No	1000.00	999.00		
77>98	PTO DKV	EUR		9	1	No	No	N			No	No	1000.00	999.00		
78>98	PTO FLEETPASS +	EUR		9	1	No	No	N			No	No	1000.00	999.00		
79>98	PTO OCTAPASS	EUR		9	1	No	No	N			No	No	1000.00	999.00		
80>98	PTO POWER	EUR		9	1	No	No	N			No	No	1000.00	999.00		
81>98	PTO BNA	EUR		8	1	No	No	N			No	No	1000.00	999.00		
82>98	PTO PRIMAGAZ	EUR		9	1	No	No	N			No	No	1000.00	999.00		
83>89	PTI COMPANY	EUR		8	1	No	No	N			No	No	9999.00	9999.00		
85>98	PTO ICOMPANY	EUR		9	1	No	No	N			No	No	9999.00	9999.00		
86>98	PTO COMPANY	EUR		9	1	No	No	N			No	No	9999.00	9999.00		
87>98	PTO BANKCARD	EUR		9	1	No	No	N			No	No	9999.00	9999.00		
88>98	PTO MAESTRO	EUR		9	1	No	No	N			No	No	9999.00	9999.00		
89	PTI TOTAAL	EUR	2	8	1	No	No	N			Yes	Yes	1000.00	999.00		
90	CREDIT(LACC)	EUR		90	1	No	No	N			No	No	2500.00	25000.00		
91	TOT. BNA	EUR		0	1	No	No	N			No	No	9999.00	9999.00		
92	TOT. BNA2	EUR		0	1	No	No	N			No	No	9999.00	9999.00		
93	TOT. TEST MODE	EUR		0	1	No	No	N			No	No	9999.00	9999.00		
94	CASH MAN.MODE	EUR		0	1	No	No	N			No	No	9999.00	9999.00		
98	PTO TOTAL	EUR		9	1	No	No	N			No	No	9999.00	9999.00		

4. 1. 4. Define method of payment keys

It can be useful to print the MOP list first, because these keys are defined based on the MOP numbers.

Procedure:
- Start from the main menu and go to '**Finance**'.
- Then go to '**Payment Key Definition**'.

```
PAYMENT KEYS DEFINITION

     Z    89  PTI TOTAAL        EUR
Inser new Key / Access via Key
```
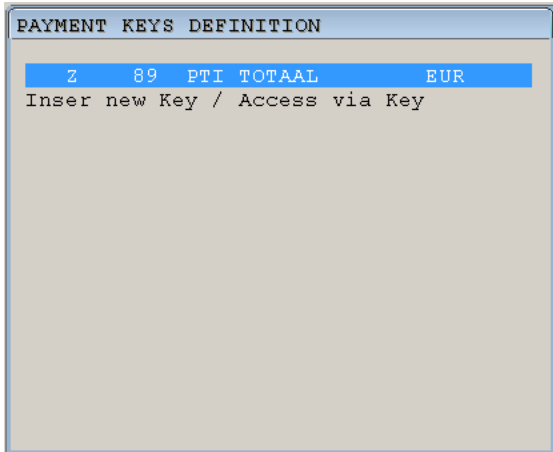
- If you wish to edit or delete an existing key, select that key and press <**ENTER**>.

```
  Amend       Delete      No action
```

- If '**Amend**', press <**ENTER**>.
  Enter the desired MOP number.
  The selected MOP will be linked to this key.
- If '**Delete**', press <↓> + <**ENTER**>.
  The MOP key has been erased.

- If you wish to create a new MOP key, choose '**Insert new Key/Access via Key**' in the '**Payment Keys Definition**' window and press <**ENTER**>.
- Press the desired keyboard key + <**ENTER**>.
- Enter the desired MOP + <**ENTER**>.
  The MOP key has been configured.

REMARKS:
For certain companies, it is possible that the MOP key definition has been blocked.
If the MOPS are configured on one level of the alphabet keys, they have a higher priority than the (sub)departments or items that have been defined on those same keys. So, make sure that a key contains or a MOP or an item/(sub)department.

If 26 keys (1 level) are not enough to define MOPS as well as items/(sub)departments, this can be expanded to 2 levels.
This means that 26 keys can be used for items/(sub)departments (first level) and another 26 keys for MOPS (second level). This can be modified by a Micrelec technicians. If the MOPS are configured on the second level of alphabet keys, the <**CHEQUE**> key can be used as shift key to the second level.

This function cannot be used on a Lucas POS.

4. 2. Paid in/paid out

Paid ins and paid outs are amounts that are added into or removed from the POS without them being connected to a certain sale.
An example of a paid in: additional change (a shortage of 5 EUR notes), etc.
An example of a paid out: internal consumption, cash payment of a supplier, etc..

4. 2. 1. Define reasons for paid in/out

Defining reasons for paid ins and paid outs is done is a similar way.

Procedure:
- Start from the main menu and choose '**Finance**'.
- Then go to '**Paid Out**' or '**Paid In**' .
- If you wish to define a new reason for paid out, select '**Insert New Payment Reason / Direct access**' and confirm with <**ENTER**>.

```
P A I D   O U T   R E A S O N

Number    Description        Min. Amount    Max. Amount    Active
   1      PAID OUT               0.00         99999.00      Yes
   2      PAYMENT SUPPLIE        0.00         99999.00      Yes
   3      ADVANCE                0.00         99999.00      Yes
  99      FUEL PREPAY            0.00         99999.00      Yes
Insert new Payment Reason / Direct access
```

- Enter the desired number + <**ENTER**>. You will see the following screen:

```
P A I D   O U T   R E A S O N


   Number:            4
   Description:

   Minimum Amount:        0.00
   Maximum Amount:    99999.00


   Active:            ☑


    ┌─────────────────────────────┐
    │ Edit Payment Reason         │
    │ Add new Payment Reason      │
    │ Delete Payment Reason       │
    │ Enable / Activate           │
    │ Disable                     │
    │ No action                   │
    └─────────────────────────────┘
```

- Choose '**Add new Payment Reason**' + <ENTER>.
- Fill in a description, maximum of 15 characters + <**ENTER**>.
- Then, enter a minimum and maximum amount, if necessary. Confirm each entry with <**ENTER**>.

- If you wish to edit or delete an existing paid out reason, select the correct reason and confirm with <**ENTER**>.

- If you do not need to make modifications, choose '**No action**' or press the <**ESC**> key. You can select another paid out reason.
  - Or choose '**Delete Payment Reason**'. You will see a warning.
    Then, choose '**Delete this Payment Reason**' to confirm. The paid out reason is erased.
  - Or choose '**Edit Payment Reason**'. You will be able to edit the description and maximum/minimum amounts.
  - Or choose '**Disable**' to deactivate this paid out reason. Operators will no longer be able to use this paid out reason.

4. 2. 2. Paid in/paid out totals

On the integrated period report, the totals for paid in and paid outs are mention separately, in the MOP sections 106 (paid out) and 107 (paid in).

Example paid in 12.00€ cash
MOPS

POS   1 OPERATOR   1 10
SHIFT   5 From: 01/12/03-16:45

No. MOPS	TRANSACTIONS	AMOUNT EUR		START	SALE	ENTERED	ENTERED EUR	DIFFERENCE EUR
VOLUME								
/ 11 CASH	1	0,00	0,00	0,00	0,00	0,00	0,00	0,00
/1070 Suspended paym.	1	0,00	0,00	0,00	12,00	12,00	12,00	0,00
/1100 TOTAAL	1	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Total:		0,00			12,00	12,00	0,00	

DEPARTMENTS
Total:				
SHOP	0	0,00	0	0,00
FUEL	0,00	0,00	0,00	0,00

Total:				
SHOP	0	0,00	0	0,00
FUEL	0,00	0,00	0,00	0,00

REMARK:
For some gas stations, the **Extended Mode for Paid ins and Paid outs** will be activated, requested by their HQ. This means that several MOPS can be chosen to settle a transaction.
(Example: Cash, PTI, Other Payment or Foreign Currency).

Two new item departments will be necessary: *Department 92 for paid ins* and *Department 93 for paid outs*. Both departments will get 0 as *subdepartment*, used for individual paid in/out. These subdepartments do not appear in 'Department Editing', however, they will be shown in the report of item departments.
Since these departments are send via TMS or the Back Office software, the manager can no longer create these via the POS (the menu will remain accessible, but will have no function).
On the integrated period report, the paid ins and paid outs are totalised as department sales.
The paid ins are totalised in department 92, the paid outs in department 93 and the individual paid ins and outs are totalised in subdepartments (92/1, 92/2, … en 93/1, 93/2, …).

Since the payment method can be chosen, the sold goods as well as the paid ins/paid outs will be taken up in the individual MOPS (Cash, PTI, Vouchers, etc.). This applies to POS (shift and period) reports as well as the integrated period report. A paid out is considered as a refund (REFUND key on POS).

The totals on the integrated period report (Shop total drawer, Shop total, Total) only include the sold goods (=return), so NO paid ins/outs. This means that the sum of the used MOPS is NOT the same as the totals as mentioned on this report (see example).

4. 3. VAT rates
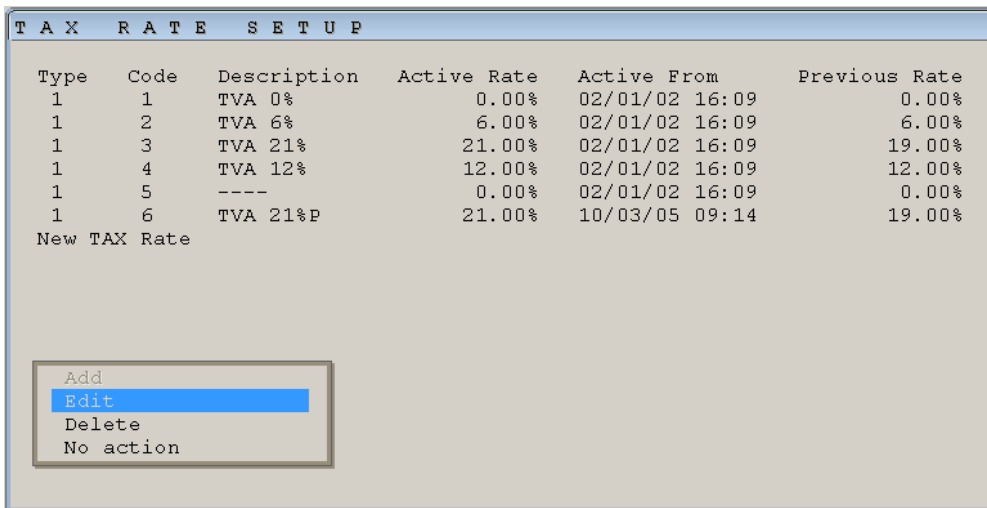
The system uses 9 VAT codes. In other words, you can define up to 9 different VAT rates.
Example:

VAT code	VAT rate	
11	0,00%	
12	6,00%	
13	21,00%	used for shop items
14	12,00%	
15	Not used	
16	21,00% P	used for fuels
17	Not used	
18	Not used	
19	Not used	

Procedure:
- Start from the main menu and go to **'Finance'**.
- Then go to **'VAT'**.

```
T A X   R A T E   S E T U P

  Type   Code   Description   Active Rate   Active From        Previous Rate
   1      1     TVA 0%             0.00%     02/01/02 16:09           0.00%
   1      2     TVA 6%             6.00%     02/01/02 16:09           6.00%
   1      3     TVA 21%           21.00%     02/01/02 16:09          19.00%
   1      4     TVA 12%           12.00%     02/01/02 16:09          12.00%
   1      5     ----               0.00%     02/01/02 16:09           0.00%
   1      6     TVA 21%P          21.00%     10/03/05 09:14          19.00%
  New TAX Rate


      Add
      Edit
      Delete
      No action
```

The VAT type will always be 1. The code can be numbered from 1 to 9.
- If you wish to edit the code, choose '**Edit**'.
  You can edit the description and/or the current rate.
  When editing the VAT rate, the old rate is automatically moved to the column 'Previous Rate'.
- If you wish to delete the code, choose '**Delete**'.
  The VAT code is erased.
- If you do not to edit any record, choose '**No action**' or <**ESC**>.
  You can now choose another VAT code.
- If you wish to add a new code, select '**New Tax Rate**'.
  Enter the desired code and choose '**Add**' to add it.
  Enter a description and the current rate.
  The date is automatically filled in and the field in the column 'Previous rate' is set to 0,00%.

REMARK:
For certain companies, it is possible that the configuration of VAT rates has been blocked.

If all fuels have the same VAT rate, VAT code 16 is used for all fuel sales.
The manager is not authorised to modify the relation between fuel-VAT code.
If you wish to have a separate VAT total for fuels and shop sales on your reports, you can allocate another VAT code than code '16' to (sub)departments/items.

If not all fuels have the same VAT rate, the MICRELEC technician will communicate the correct VAT code.

4. 4. Discounts

Procedure:
- Start from the main menu and go to **'Finance'**.
- Then go to **'Discount and Bonus'**.

For more information, see manual **'Discounts and Bonuses'**.

5. DEPARTMENT MANAGEMENT

Before creating items, you will have to define departments and, if necessary, subdepartments.
Thanks to these, you will be able to group items that belong together.

You can quickly select these departments, subdepartments and certain items on the POS by allocating them to keyboard keys.
These shop keys only work on the WinPOS and not on the Lucas POS.

Start from the main menu. To access the departments, go to '**Shop**'.
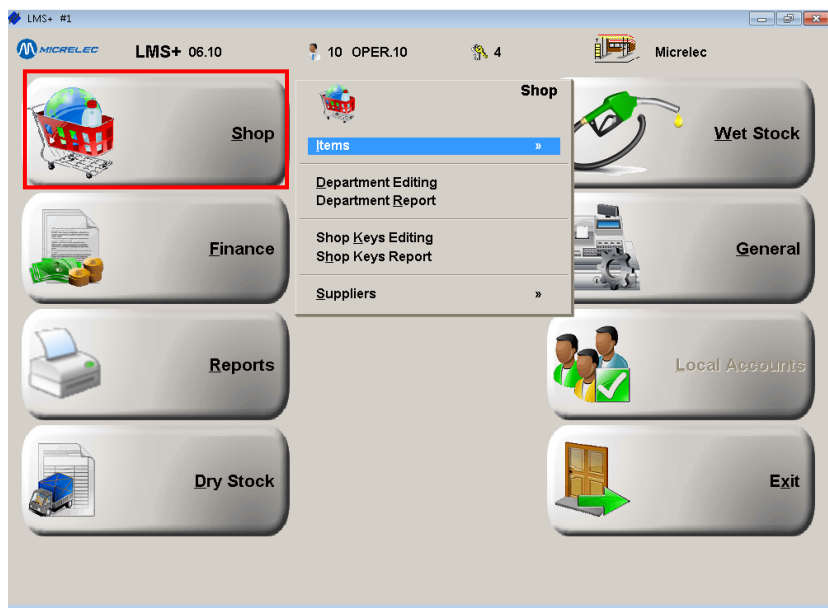
5. 1. Departments

You will create departments in order to group items that belong together.

The (main) departments can be divided into subdepartments.
Example: the department 'Smoking items' has been created. This can be divided into the following subdepartments: Cigarettes, Cigarillos, Tobacco, etc.

If you are using subdepartments, first make a new department with '0' as subdepartment number. Then you will be able to add a subdepartment.

REMARK:
When you have a Lucas POS, the use of subdepartments is obligatory.

Parameter definition:

Enabled

The (sub)department status is enabled or blocked.
If a department is blocked, it means that an open department sale is no longer possible. An item belonging to this department, however, can still be sold.

Number

Numbers assigned to item departments and subdepartments. These can vary between 1 to and including 90.
Numbers higher than 90 are reserved for special goals:
Department 99 with its subdepartments has already been allocated to all fuels.
Departments 92 and 93 with their subdepartments, respectively, are used for PAID INS and PAID OUTS.

Description

Department description. You can enter up to 15 characters, of which 13 will appear on screen and 15 on the receipt.

Department locked

If enabled, the department can be blocked via POS Import (or in a certain customer standard). If the department has been blocked, items cannot be added to it on site. Items, parameters and key definitions for this department will not be modifiable.

Sell Price exception

If enabled, the department will be blocked. However, locally, the sales prices of items belonging to this department will be modifiable.

Sales Message

Here, you will be able to select a previously created customer message from the dropdown menu. (See also chapter **3.8. Client / Operator messages**).

Discount Group
Bonus Group

This will be used if the 'discount' module has been enabled.
If the 'discount' module has not been activated, choose 'bonus 0'.
For more information about Discounts and Bonuses, see the special manual '**Discounts and Bonuses**'.

Minimum price

This is the minimum price imposed to all item belonging to this (sub)department) to prevent entries by the operator that are too low.
Example: the minimum price is EUR 2.00 for the department Smoking items, this means that the POS will show an error message if a price lower than EUR 2.00 is entered when selling smoking items via an 'open department' (so not when selling on item level).

Maximum price	This is the maximum price imposed to all item belonging to this (sub)department) to prevent entries by the operator that are too high. Example: the maximum price is EUR 1.00 for the department Smoking items, this means that the POS will show an error message if a price higher than EUR 1.00 is entered when selling smoking items via an 'open department' (so not when selling on item level).
Department Key	If a key has been defined for this (sub)department, it will appear here as information. As mentioned before, this only applies to WinPOS. MOP keys cannot be configured for the Lucas POS.
Refund Allowed	If enabled, the operator can refund items belonging to this (sub)department (negative sale). After pressing the <**REFUND**> button, the operator can perform a negative sale via the 'open department'.
Linked item	Not used.
EFT Options	Not used.
EFT Restriction code 1/2	The EFT code is used for checks during payments via the payment terminal (PTI). By means of this code, the system can check whether the items belonging to this (sub)department can be purchased with that payment card (see remarks). The first EFT restriction code is used for checks by, for example, the PTI (when company cards are used, only in Belgium) and by the application 'Local Accounts'. The second EFT restriction code is used for checks by the EFT application (offline card payments). For 'Local Accounts', the second EFT restriction code can be used in certain situations.
VAT code	The VAT code allocated to this (sub)department.

When Exported (CMS):

REMARKS:
- The function described above, only apply to sales via 'open departments'.
- Specifying EFT restriction codes has to be done in a very precise manner, since gas stations should avoid customers purchasing items with certain payment cards that are not allowed for these cards.
  Many sites therefore use a standard list of departments. This is certainly the case for large petrol companies, for which the standard department list is often part of wider standardisation agreements.

5. 1. 1. Edit, add, delete and (de)activate a department

Procedure:
- Start from the main menu and go to '**Shop'**.
- Then go to **'Department Editing'**.
  The function **'Department Report'** allows you to print a list of all departments and their configuration.

Number	Description	VAT Code	VAT	EFT Codes 1	EFT Codes 2	Max. Price	Min. Price	Allow Refund	Discount Group	Bonus Group	Dept. Locked
1/	FOOD	12	6.00%	0	7	99999.00	0.00	✓	00	0	
1/ 1	SNACKS	12	6.00%	0	7	99999.00	0.00	✓	00	0	☐
1/ 2	BAKERY	12	6.00%	0	7	99999.00	0.00	✓	00	0	☐
1/ 3	SANDWICHES	12	6.00%	0	7	99999.00	0.00	✓	00	0	☐
1/ 4	ICE CREAM	12	6.00%	0	7	99999.00	0.00	✓	00	0	☐
1/ 5	VEGET./FRUIT	12	6.00%	0	7	99999.00	0.00	✓	00	0	☐
1/ 6	FOOD AN	12	6.00%	0	7	99999.00	0.00	✓	00	0	☐
1/ 7	FOOD	12	6.00%	0	7	99999.00	0.00	✓	00	0	☐
1/ 8	RESTAURANT 12%	14	12.00%	0	7	99999.00	0.00	✓	00	0	☐
2/	DRINKS	12	6.00%	0	7	99999.00	0.00	✓	00	0	☐
2/ 1	HOT DRINKS	16	21.00%	0	7	99999.00	0.00	✓	00	0	☐
2/ 2	N/A DRINKS	12	6.00%	0	7	99999.00	0.00	✓	00	0	☐
2/ 3	ALC. DRINKS	16	21.00%	0	7	99999.00	0.00	✓	00	0	☐
2/ 4	DAIRY	12	6.00%	0	7	99999.00	0.00	✓	00	0	☐
2/ 5	DRINKS 6%	12	6.00%	0	7	99999.00	0.00	✓	00	0	☐
2/ 6	DRINKS 21%	16	21.00%	0	7	99999.00	0.00	✓	00	0	☐
3/	READING	12	6.00%	0	7	99999.00	0.00	✓	00	0	☐
3/ 1	PAPERS 0%	11	0.00%	0	7	99999.00	0.00	✓	00	0	☐
3/ 2	MAGAZINE 6%	12	6.00%	0	7	99999.00	0.00	✓	00	0	☐
3/ 3	ROAD MAPS	12	6.00%	0	7	99999.00	0.00	✓	00	0	☐
3/ 4	ROAD MAPS	16	21.00%	0	7	99999.00	0.00	✓	00	0	☐
3/ 5	READING 0%	11	0.00%	0	7	99999.00	0.00	✓	00	0	☐
3/ 6	READING	12	6.00%	0	7	99999.00	0.00	✓	00	0	☐
3/ 7	READING 21%	16	21.00%	0	7	99999.00	0.00	✓	00	0	☐
4/	AUTO/MOTO	16	21.00%	0	7	99999.00	0.00	✓	00	0	☐

Insert New Department / Access via Department Number

WARNING	It is possible that the option **'Department Editing'** is not available (greyed out).
	Certain companies draw up one generic list of departments at HQ and send this list to a group of sites.

To add a new (sub)department, follow the procedure as described below:
- Choose the last line **'Insert New Department'**.
- Enter the number for the new (sub)department + <**ENTER**>
- Confirm by selecting the option '**Add new department**'
- Fill in all parameters.
  Use <**ENTER**> to go over all fields.
  Use the <**SPACE**> key or the **left mouse button** to check the checkboxes.
  Save all parameters with the <**TAB**> key. Use the <**ESC**> key to cancel all changes. t

To edit an existing (sub)department, follow the procedure as described below:
- Select the (sub)department you wish to edit.
- Choose '**Edit department'**.
- Edit the necessary parameters.
  Use <**ENTER**> to go over all modifiable fields.

When editing the VAT code, the following screen will appear in the bottom right corner of the screen.
Select 'Yes' to have the system edit the VAT rates for all items belonging to this (sub)department.

```
Tax Code has changed.
Do you want to change the Tax Code
for all Items belonging to this Department?


        Yes       No
```

When editing the EFT restriction code, the following screen will appear in the bottom right corner of the screen. Select 'Yes' to have the system edit the EFT restriction codes for all items belonging to this (sub)department.

```
EFT Restriction Code has changed.
Do you want to change the EFT Restriction Code
for all Items belonging to this Department?


        Yes       No
```

WARNING	*Pay attention to the EFT restriction codes if your systems works with payment cards.*
	The 'Manual for Managers' contains a list of used restriction codes.

To erase an existing (sub)department, follow the procedure as described below:
- Select the desired department.
- Choose **'Delete department'**.

WARNING	*A department or subdepartment can only be deleted when it no longer contains any item.*
	A department can only be erased when it no longer contains any subdepartment.
	If you erase a (sub)department, it will not immediately disappear from the system. The system erases the (sub)department only when all sales related to this department are older than a preset period of time.
	Within this period of time, in most cases 2 months, you will not be able to use the number of that deleted department.

To enable/disable an existing (sub)department, follow the procedure as described below:
- Select the desired department.
- Choose '**Enable/Activate**' or **'Disable**', depending on the status you wish to allocate to that (sub)department.

To cancel a selection of a (sub)department:
- Choose '**No action**' or <**ESC**>.

5. 1. 2. Print a list of departments

This function allows you to print a list of all departments and their configuration.

Procedure:
- Start from the main menu and go to **'Shop'**
- Then choose **'Department Report'**.

Below an example:

STAND. OFA NL Rel. 9.19   Poortakker 96
!
————————— Printed 04/07/2018 at 11:43:46 —————

DEPARTMENT REPORT

Nr.	Description	VAT	Restr.Codes EFT1	EFT2	Max. Price	Min. Price	Allow Refunds	Dept. Active	Discount Group	Bonus Group	EFT Options	Departm. locked	Sell Price Exception
1	FOOD	12 - 6.00%	0	7	99999.00	0.00	Yes	Yes	00	0	0	No	No
1/ 1	SNACKS	12 - 6.00%	0	7	99999.00	0.00	Yes	Yes	00	0	0	No	No
1/ 2	BAKERY	12 - 6.00%	0	7	99999.00	0.00	Yes	Yes	00	0	0	No	No
1/ 3	SANDWICHES	12 - 6.00%	0	7	99999.00	0.00	Yes	Yes	00	0	0	No	No
1/ 4	ICE CREAM	12 - 6.00%	0	7	99999.00	0.00	Yes	Yes	00	0	0	No	No
1/ 5	VEGET./FRUIT	12 - 6.00%	0	7	99999.00	0.00	Yes	Yes	00	0	0	No	No
1/ 6	FOOD AN	12 - 6.00%	0	7	99999.00	0.00	Yes	Yes	00	0	0	No	No
1/ 7	FOOD	12 - 6.00%	0	7	99999.00	0.00	Yes	Yes	00	0	0	No	No
1/ 8	RESTAURANT 12%	14 - 12.00%	0	7	99999.00	0.00	Yes	Yes	00	0	0	No	No
2	DRINKS	12 - 6.00%	0	7	99999.00	0.00	Yes	Yes	00	0	0	No	No
2/ 1	HOT DRINKS	16 - 21.00%	0	7	99999.00	0.00	Yes	Yes	00	0	0	No	No
2/ 2	N/A DRINKS	12 - 6.00%	0	7	99999.00	0.00	Yes	Yes	00	0	0	No	No
2/ 3	ALC. DRINKS	16 - 21.00%	0	7	99999.00	0.00	Yes	Yes	00	0	0	No	No
2/ 4	DAIRY	12 - 6.00%	0	7	99999.00	0.00	Yes	Yes	00	0	0	No	No
2/ 5	DRINKS 6%	12 - 6.00%	0	7	99999.00	0.00	Yes	Yes	00	0	0	No	No
2/ 6	DRINKS 21%	16 - 21.00%	0	7	99999.00	0.00	Yes	Yes	00	0	0	No	No
3	READING	12 - 6.00%	0	7	99999.00	0.00	Yes	Yes	00	0	0	No	No
3/ 1	PAPERS 0%	11 - 0.00%	0	7	99999.00	0.00	Yes	Yes	00	0	0	No	No
3/ 2	MAGAZINE 6%	12 - 6.00%	0	7	99999.00	0.00	Yes	Yes	00	0	0	No	No
3/ 3	ROAD MAPS	12 - 6.00%	0	7	99999.00	0.00	Yes	Yes	00	0	0	No	No
3/ 4	ROAD MAPS	16 - 21.00%	0	7	99999.00	0.00	Yes	Yes	00	0	0	No	No
3/ 5	READING 0%	11 - 0.00%	0	7	99999.00	0.00	Yes	Yes	00	0	0	No	No
3/ 6	READING	12 - 6.00%	0	7	99999.00	0.00	Yes	Yes	00	0	0	No	No
3/ 7	READING 21%	16 - 21.00%	0	7	99999.00	0.00	Yes	Yes	00	0	0	No	No
4	AUTO/MOTO	16 - 21.00%	0	7	99999.00	0.00	Yes	Yes	00	0	0	No	No
99	Fuel	16 - 21.00%	1	1	9999.00	0.01	No	Yes	00	0	0	No	No
99/ 1	SUPER	16 - 21.00%	1	26	9999.00	0.01	No	Yes	00	0	0	No	No
99/ 2	NORMALE	16 - 21.00%	1	22	9999.00	0.01	No	Yes	00	0	0	No	No
99/ 3	DIESEL	16 - 21.00%	1	30	9999.00	0.01	No	Yes	00	0	0	No	No
99/ 4	LPG	16 - 21.00%	1	34	9999.00	0.01	No	Yes	00	0	0	No	No
99/ 5	OCTA 95	16 - 21.00%	1	22	9999.00	0.01	No	Yes	00	0	0	No	No
99/ 6	GASOIL	16 - 21.00%	1	36	9999.00	0.01	No	Yes	00	0	0	No	No
99/ 7	EURO NORMALE	16 - 21.00%	1	22	9999.00	0.01	No	Yes	00	0	0	No	No
99/ 8	OCTA 98	16 - 21.00%	1	21	9999.00	0.01	No	Yes	00	0	0	No	No
99/ 9	DIESEL CAR	16 - 21.00%	1	30	9999.00	0.01	No	Yes	00	0	0	No	No
99/10	DIESEL TRUCK	16 - 21.00%	1	30	9999.00	0.01	No	Yes	00	0	0	No	No
99/11	ADBLUE	16 - 21.00%	1	41	9999.00	0.01	No	Yes	00	0	0	No	No
99/12	OIL DIESEL MOT	16 - 21.00%	1	42	9999.00	0.01	No	Yes	00	0	0	No	No
99/13	PETROLEUM	16 - 21.00%	1	37	9999.00	0.01	No	Yes	00	0	0	No	No
99/14	MIXED	16 - 21.00%	1	35	9999.00	0.01	No	Yes	00	0	0	No	No

5. 2. Shop keys

5. 2. 1. Allocating departments and/or items to keys

As mentioned before, this is only possible for WinPOS. It is not possible to configure shop keys for the Lucas POS.

Procedure:
- Start from the main screen and go to **'Shop'**.
- Then go to **'Shop Keys Editing'**.
- Choose the desired alphabet key: <**A**>, <**B**>, <**C**> ... <**Z**>.
- Press <**ENTER**>
- If the key has not yet been configured, you have 3 options. Choose the type of key:
  - Open Department
  - Preset Department
  - Item

```
SHOP KEYS CONFIGURATION

  Key Letter:  A
  Key Type:
                  POSSIBLE KEY TYPES

                     Open Department
                     Preset Department
                     Item
```
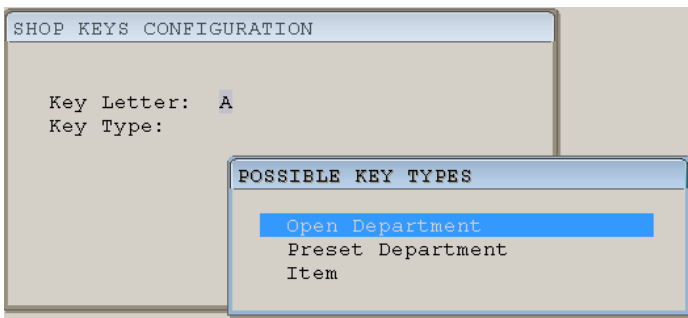
5. 2. 1. 1) Open Department key

Choose '**Open Department**' if you wish to allocate a new department:

```
SHOP KEYS CONFIGURATION

  Key Letter:  A
  Key Type:    Open Department


  Department Number:   1/  1 ▼
  Description:         SNACKS
```
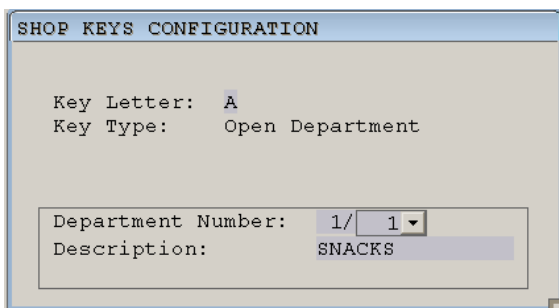
- Enter the department number, if known.
  Enter '**0**' as department number, if unknown. On screen, you will see a list of existing (sub)departments to choose from.
- Select the correct (sub)department and confirm with <**ENTER**>.
- Press <**ENTER**> to save the key configuration.

```
Save configuration ?
     Yes       No
```
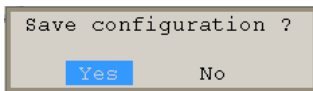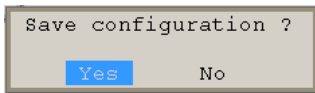
5. 2. 1. 2) Preset Department key

Choose '**Preset Department**' if you wish to set a fixed price that will appear on the POS every time a sale is done via this department key.

```
SHOP KEYS CONFIGURATION

  Key Letter:  A
  Key Type:    Preset Department


  Department Number:   1/  1 ▼
  Description:         SNACKS
  Preset Value:            2.40
```
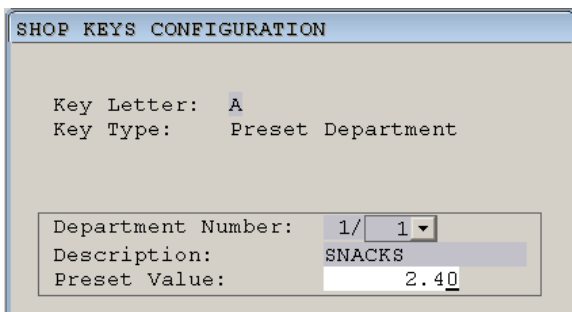
- Enter a department number and confirm with <**ENTER**>.
- Enter a fixed price that has to appear on the POS every time a sale is done via this department key and confirm with <**ENTER**>.

- Press <**ENTER**> to save the key configuration.
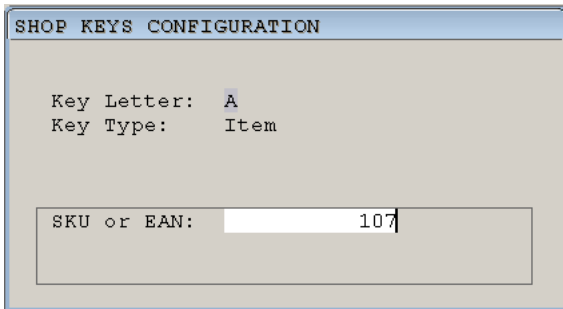
```
Save configuration ?
    Yes      No
```

5. 2. 1. 3) Item key

Choose '**Item**' if you wish to assign an item or barcode, instead of a department, to this key:
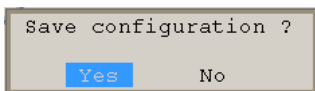
```
SHOP KEYS CONFIGURATION

    Key Letter:   A
    Key Type:     Item



    SKU or EAN:            107
```

- Enter the item number or barcode and confirm with <**ENTER**>.
- Press <**ENTER**> to save the key configuration.

```
Save configuration ?
    Yes      No
```

If the selected key has already been configured (for example, as Open Department), you have the following options:

- Choose '**Amend**' if you wish to enter another department number
  Enter the new department number and press <**ENTER**> to save the NEW key configuration.
- Choose '**Delete**' if you wish to erase the department from that key.
- Choose '**No action**' or press <**ESC**> if you do not wish to save anything. You can then enter another key.

REMARKS:
- If a key has already been configured for a department, for example, and you would like to configure it for an item, then first erase the department key and define it as item key afterwards.
- If the system uses subdepartments, you will have to enter both the department and subdepartment.
- It is possible for certain keys to be reserved.
  In the Netherlands, the <Z> key is used to start up online transactions.
  In Belgium, the <X> or <Z> keys are used to start up online transactions with the PTI.
- It is possible that the configuration of department and item keys has been blocked on your system.

5. 2. 2. Print list of configured shop keys

This function allows you to print a list of all shop keys.

Procedure:
- Start from the main menu and go to '**Shop**'
- Then choose '**Shop Keys Report**'.
  The list is printed.

Example

```
    Micrelec                        STAND. OFA NL Rel. 9.19        Poortakker 96
                                    !
                                    ─────────── Printed 04/07/2018  at 12:27:04 ───────

KEY MAP REPORT
Key        Department        Item Nr.        Description
────────────────────────────────────────────────────────
A          5/ 1                              TABAC
B          1/ 1                              SNACKS
C          1/ 1              107             COCA COLA
```

In the example above:

If an item has been assigned to a key, the item number is shown.
On keys A and B, a (sub)department has been configured.
On key C, the item 107 has been configured.

6. ITEM MANGEMENT

The menu '**Shop**' / '**Items**' is used for managing items as well as retrieving item reports. We distinguish items with stock and items without stock.

Start from the main menu. To access the items, go to '**Shop**'.
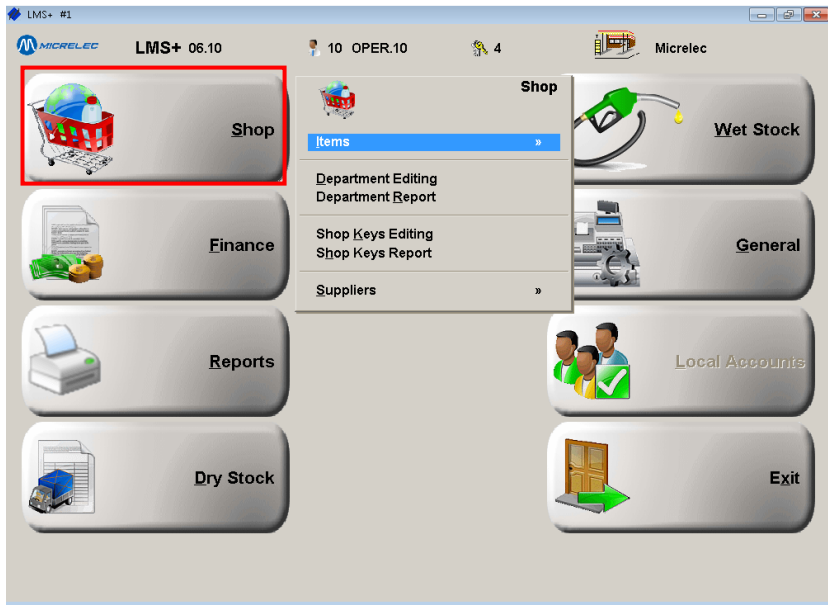
6. 1. Item types

Items with stock are the **normal, individual** items. Their stock is kept track of and they can be ordered and delivered.

Items without stock are **special** items composed of normal items, the so called sales packs or baskets, or they can be services without any delivery of goods.
The stock for sales packs and baskets is not tracked, but that of their base items is, so these items can only be ordered and delivered via the base items.

For each of the 3 types of items without stock, the following criteria apply:

Sales Pack: Consist of 2 or more pieces of one and the same base item.
Example: carton of cigarettes, six pack of Cola, etc.
Stock will be tracked only for the base item.
When selling, the stock of the base item will decrease with the number of pieces in a sales pack.

Basket: Consists of different base items.
Example: coffee + sandwich, Snickers + Twix, etc.
This can be useful when defining sales promotions.
Stock will be tracked only for the base items.
The sale will be booked for the basket, not for the base items.

Service: For this type, you are not selling goods, but you are providing services.
Example: carwash, etc.

The items are defined in a database with an item number, description, barcode (optional) and supplier item reference (optional, only for items with stock). Items can be looked up and sorted according to each of these parameters.

To avoid unnecessary and time consuming searches in the database, it can be useful to look up limited lists. LMS allows you to configure different search queries. Example: all items belonging to 1 (sub)department, items with last sale during the previous month, etc.

Procedure:
- Start from the main menu and go to **'Shop'**
- Then go to **'Items**'
  On the screen, you will see the menu '**Items**'.
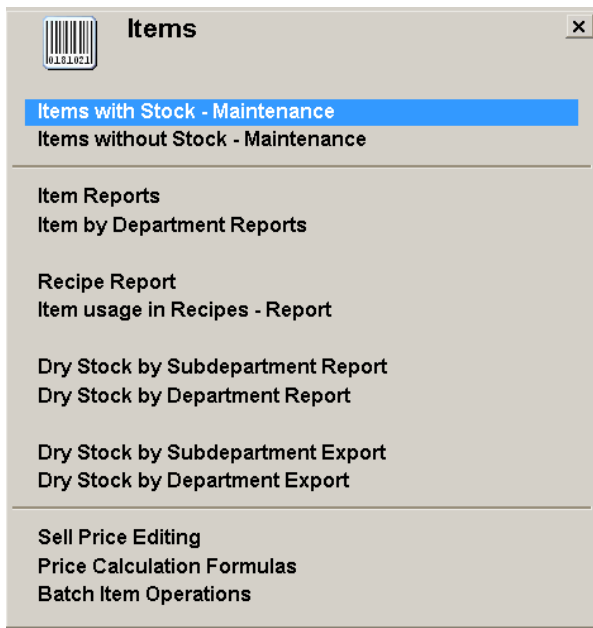
You can now choose between 'Items with stock', the individual items, or 'Items without stock', or the sales packs, baskets and services.

REMARK:
Before you can add an item, you will have to define a supplier and (sub)department.
When creating an item, at least one supplier has to be defined. You can add suppliers via the Item screen, see also chapter **9. Supplier management**.

6. 2. Item access

This chapter explains how items, and even sales packs, baskets and services, can be looked up.

The items can be sorted according to item number, barcode, description, etc.

If the database contains a lot of items, setting the item access filter can accelerate the search query and limit the shown item list. For example, it allows you to look only for items within a certain subdepartment or items with last sales last month, etc.

6. 2. 1. Look up items with stock (normal items)

There are 4 ways to look up an item with stock (normal item):

Via item number: Each item has one unique item number.
The item number consists of a maximum of 6 digits.

Via barcode: An item can have one or more barcodes.
The barcode consists of 13 digits.

Via description: An item can be described with a maximum of 15 characters.

Via the supplier item reference: Each supplier of that item, can have an own reference (supplier reference).
The system allows several suppliers, and thus also supplier codes.

Start from menu **'Shop'** and go to **'Items'**. Then go to **'Items with stock'**. The '**item access'** window appears.
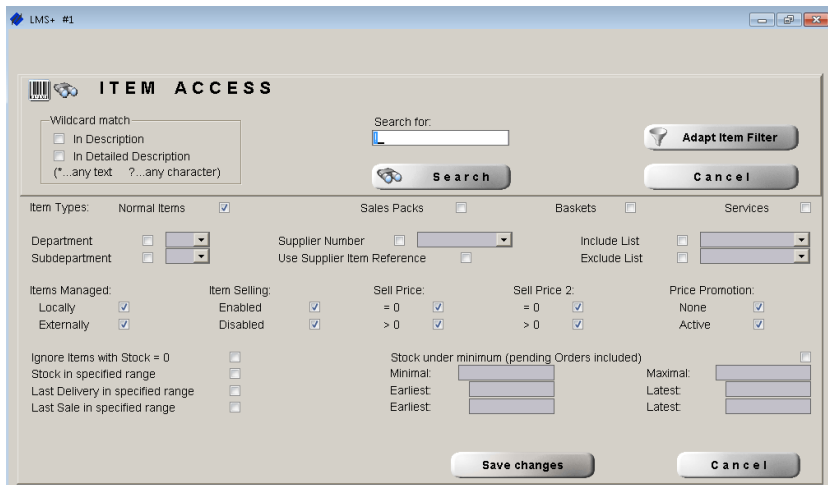
You will always start from the '**Item Access**' window to look up an item:
You can enter up to 16 characters in the 'Search' field.
By entering the type of character (digits or letters) and the number of characters in an efficient manner, you can automatically indicate how LMS has to look for the item and how it should sort the list.

Normal selection possibilities:

If you enter digits, LMS usually searches/sorts based on item number or barcode. If you enter letters, LMS will search/sort based on description.

You enter…	and LMS will see…	ultimately, LMS will give you….
1 to maximum 6 digits (*). In the alternative configuration, this is also possible as from 8 digits.	an item number	an item list sorted by item number. The cursor highlights the item with the number from the search query or, if this item does not exist, the next one in the list.
7 or more digits (*). In the alternative configuration, exactly 7 digits.	a barcode	an item list sorted by barcode. The cursor highlights the item with the barcode from the search query or, if this item does not exist, the next one in the list.
Only one or more letters	a description	an item list sorted by description. The cursor highlights the item with the description from the search query or, if this item does not exist, the next one in the list.

Note: (*) In the system configuration, it has been defined how LMS should interpret the number of entered digits.

Special selection possibilities:

- If the parameter '**Use Supplier Item Reference**' in the '**Item Filter**' is enabled. (First, the supplier has to be enabled), the number entered in the '**Item Access'** window will be automatically considered to be the supplier item reference.
The displayed item list is now sorted according to the main supplier references and the cursor highlights the item with the supplier item reference from the search query or the item with the next corresponding reference, if the searched reference does not exist.

- If one of the parameters '**In Description'** or '**In Detailed Description'** in the **'Item Access'** window is enabled. In this case, you can use the so-called 'jokers' when searching for item descriptions. This means that the entered text is automatically interpreted as a part of the entire description or detailed description.

The list shown is sorted alphabetically.
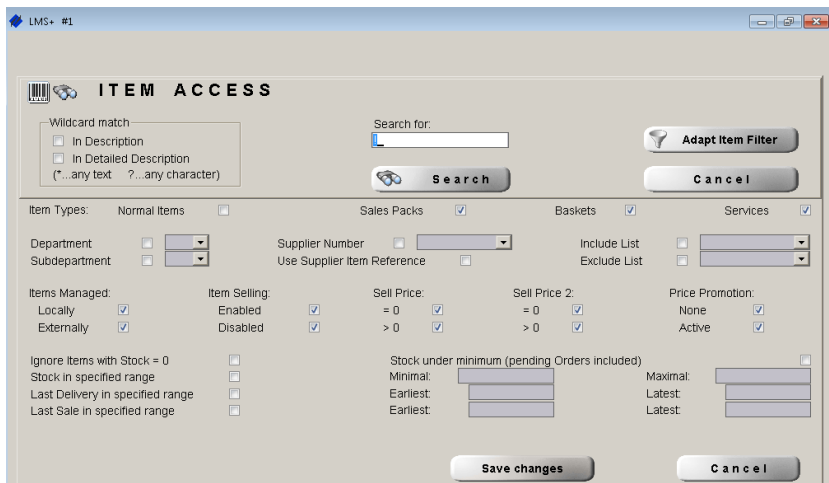
You enter …	*and LMS will see …*	*ultimately, LMS will give you….*
Only digits	a supplier item reference. Conditions: the supplier is enabled and the box next to '**Use Supplier Item Reference**' is checked.	an item list sorted by supplier item reference from the main supplier. The cursor highlights the item with the searched supplier reference, or, if it does not exist, the next in the list.

6. 2. 2. Look up items without stock (sales packs, baskets or services)

There are 3 ways to look up 'items without stock':

Via item number: Each item has one unique item number.
         The item number consists of a maximum of 6 digits.
Via barcode: An item can have one or more barcodes.
         The barcode consists of 13 digits.
Via description: An item can be described with a maximum of 15 characters.

From the menu **'Items'**, go to '**Items without stock**'.

You will always start from the '**Item Access**' window to look up an item:
You can enter up to 16 characters in the 'Search' field.
By entering the type of character (digits or letters) and the number of characters in an efficient manner, you can automatically indicate how LMS has to look for the item and how it should sort the list.

Normal selection possibilities:
- LMS will automatically detect a number with 1 to 6 digits as item number.
- As from the 7th digit, LMS will see the number as barcode.
- LMS will automatically consider text as item name, i.e. a shirt description of maximum 15 characters.

If the item number, the barcode or the description exists, you will get access to the item window.
If not, LMS will open the option menu below:

```
Specified item was not found, or it does not fit current access conditions

                    Rekey item specification
                    Display item list
                    Create new item
```
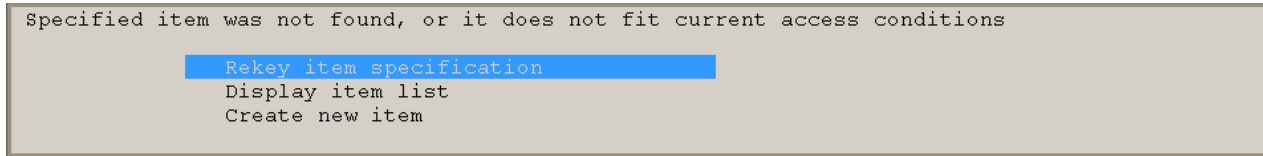
⇨ If you choose '**Rekey item specification**', you will return to the **'Item Access'** window.
⇨ If you choose '**Display item list'**, you will see a list of all existing items without stock. These are sorted according to item number, barcode or description, depending on your entry. The cursor highlights the next item that does exist.
⇨ If you choose '**Create new item'**, you will be able to enter a new item.

6. 2. 3. Item filter

It can sometimes be useful if the system only shows a few items, that correspond to certain conditions. The functionality '**Item Filter'** allows the system to do so.
This way of searching can be used for **'Items with stock'** as well as **'Items without stock'**. When looking up **'Items without stock'**, certain parameters, however, will make no sense, since there is no stock tracking for these type of items. Example: 'Last Delivery in specified range' or 'Stock within certain range'.

To be able to set conditions for the search query, press the button '**Adapt Item Filter**'. You will then see the screen as shown below.

After filling in the conditions (confirm each one with <**ENTER**>), you can press the **'Save changes'** button. The system will go back to the **'Item Access'** window, where you can define how the list should be sorted by completing the item number, barcode, description or even the supplier item reference.
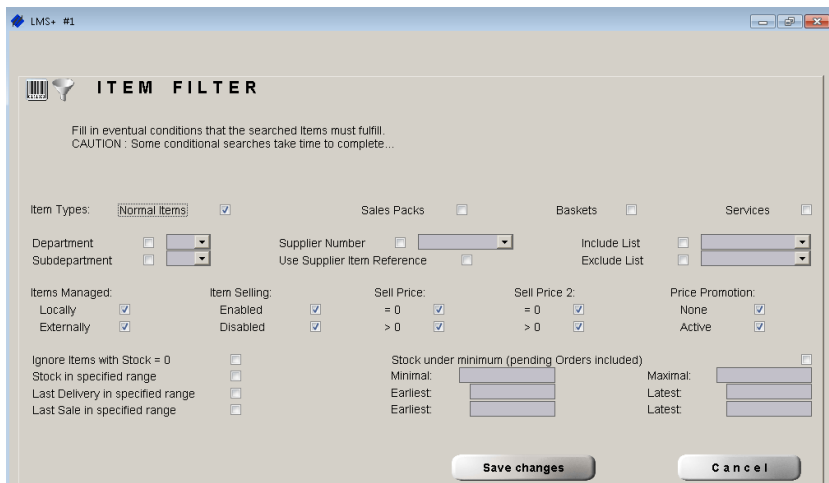
Parameter definition:

Item types   With these 4 checkboxes, you can determine which types of items LMS should look up: normal Items (with stock), sales packs, baskets, services.

- If you chose 'Items with stock' in the menu '**Items**', LMS will only look for for normal items. You will only be able to tick the box for 'Normal Items'. You will not be able to edit the other boxes, they remain unchecked (deactivated).
- If you chose 'Items without stock' in the menu '**Items**', you can have LMS look for 'Sales Packs', 'Baskets' and/or 'Services'. Make a choice by ticking the correct boxes. You will not be able to tick the box for 'Normal Items', it remains unchecked (deactivated).

Department/Subdep.   Check the *first box* to search an item based on its department number.
Enter the department number in the corresponding field or select one in the *dropdown menu*.
To open the complete list of department numbers, put the cursor in the corresponding field and press <**CTRL**>+<**P**> or enter '0'.
If the system is configured to work with subdepartments, you will also be able to search based on that criteria. In that case, you will be able to enter both numbers.
Remark: If you enter a non-existing (sub)department, you will get a list of all (sub)departments. You can make your selection here.

Supplier number   If this parameter has been activated, the supplier number can be entered. If the parameter 'Supplier Item reference' is disabled, the list will only show the items that have this supplier set as main supplier.

Use Supplier Item Ref. If a supplier has been selected, the supplier item reference can also be activated.
If this parameter has been enabled, the number entered the 'Search for' field in the 'Item Access' window, will automatically be interpreted as supplier item reference and the list will then be sorted according to supplier reference. The cursor will highlight the item with a supplier reference matching the search query or the item with the next existing supplier reference, if the reference from the search query does not exist. (If the parameter 'Supplier Item Reference' is not active, the list will only show those items that have the set supplier as main supplier.)

Stock under minimum   If this parameter is enabled, the list will only show items with a current stock below their minimum stock. (The value for the minimum stock is to be configured in the item window).

Stock in specified range (Minimal/ Maximal): If this parameter is enabled, the list will only show items with a stock within the specified range.
By entering a negative range ('-999999' to '-1'), you will be able to find the items for which not all deliveries were entered into the system.
If the stock is below 0, it is still possible to sell this item.

Last Delivery in specified range (Earliest /Latest): This parameter allows to look up items based on their delivery date.
For example: items that have not been delivered for a longer period of time (delivery for a certain date).
For example: items that were delivered yesterday.
The time of the latest delivery is updated every time a delivery is entered into the system for a certain item.

Last Sale in specified range (Earliest /Latest): This parameter allows you to look up items based on the sales date.
Based on this criteria, you can make decisions to remove items that have not been sold for a longer period of time from the shop.
This will also allow you to look up items that were sold during a certain period, like last week, for example.

Items Managed: Locally - Externally: If the parameter 'Locally' is enabled, the list will only include items that are managed locally. If the parameter 'Externally' is enabled, the list will only include items that are managed externally, by HQ.

Item selling: Enabled - Disabled: When creating an item, it is possible to block that item.
This can be useful when an item has not been entered entirely, like when the sales price is not known yet.
Disabled items cannot be sold at the POS.
By default, the item list will include enable as well as disabled items.
This parameter can be useful to look up blocked items.

Sell Price = 0
If the sales price remains 0 when creating a new item, it can be useful to quickly track those items.
Remark: items with sales price 0 CAN be 'sold'. (For example: free items).

Wildcard match
(In Description / In Detailed Description)
The joker signs are '*" (this sign replaces a random long text of random characters) and '?' (this sign replaces 1 random character).
Example of how to use jokers:
- 'A*': a description that starts with a capital A (the rest is of no importance).
- 'A?': a description of 2 characters with a capital A in the first position and a random character in the second position.

Looking up items with the help of a joker can be useful if the item description is more or less known, but the item number, the barcode, the exact description or the supplier reference are unknown. You can look based on the short description of 15 characters, and in the detailed description of 50 characters.
If the parameter '**Wildcard match**' is enabled, the text entered in the 'Search for' field in the '**Item Access**' window will be considered as a part of the description or detailed description. This text, maximum of 16 characters, can also contain jokers and will be used as search query.
The system will show an alphabetically sorted item list and the text entered in the search query will appear in the descriptions.
Remark: the system will distinguish between capitals and lower case.

'Save Changes' or <TAB> In the window '**Item Filter**', this key and button have the same function.
This button or key allows you to save the current search query in this window.
These will be applied to the next search.
The system opens the window '**Item Access**' where you can enter a new search query according to the parameters you have just selected.

'Cancel' or <ESC>
In the window '**Item Filter**' key and button have the same function.
This button or key allows you to cancel all changes made in this window.
The system opens the window '**Item Access**' where you can enter a new search query according to the previous parameters that remain unchanged.

If you get the '**Item Access**' window immediately after opening the '**Items**' menu, the parameters are automatically configured so that all items correspond. In other words, there will be no restrictions of the search query. When you return to the menu '**Items**', you cancel all parameter modifications.

The <**ENTER**> key allows you to go over all the modifiable parameters field by field.

After entering and confirming the parameters in the '**Item Filter** window, the cursor will automatically be in the first position of the 'Search for' field in the '**Item Access**' window (field with '!').
Now you can enter the item reference, i.e. item number, barcode or description. (This will determine how the item list has to be sorted).

The configured parameters remain valid until you return to the '**Items**' menu.
This means that all parameters in the window '**Item Filter**' will stay the same after you close the item list with the <**ESC**> key.

To reset the parameters to their default values, it suffices to press <**ESC**> to go back to the '**Items**' menu and, from there, to return to the **'Item Access'** window by pressing <**ENTER**>.

In case of a large item database (about 1000 items), the system needs some time to look up the items. Only when the system has gone over all items, or if the system has enough items to fill the screen, will the list, or a part of it, appear on screen.
The search will take a longer time, especially when the set parameters are so specific that only a few items in the entire database will match.

If you do not have to perform a specific search, it is better to not change the default values of the parameters, so as to not decrease the search speed.
The search speed also depends on the number of tasks with a higher priority (example: POS application!) the system has to perform at that moment.

The system allows you to combine random parameters without warning you whether the combination makes sense. Keep in mind that you will have to wait until the entire search has been completed before you can continue working on the system.

6. 3. View/edit an item

The '**Items with stock**' menu is used to edit or consult the parameters for a normal item.

Procedure:
- Start from the menu '**Shop**'.
- Then go to **'Items'** and '**Items with stock**'.
- The '**Item Access**' window will appear on screen and, if opened, the window '**Item Filter**'
- In the '**Item Access**' window, enter the item number, barcode, description or supplier reference.

When the system has found the searched items, the item list appears.
Choose the desired item.
On screen, you will see the item configuration window containing all information for the selected item and a menu to edit this item.

6. 3. 1. Edit an item

The item parameters that will be edited most can be changed directly in the item configuration window. Choose the option '**Edit Item Configuration**' in the bottom left corner.

MICRELEC

```
I T E M   C O N F I G U R A T I O N
Enabled      Number      Barcode   Description        Department
             107         54037007  COCA COLA          1/ 1  SNACKS          ▼

             Sell    Sell 2     Buy  Average Buy   Price Promotion        0
Price        2.00     0.00   0.0000      0.00    Profit            100.00%
Stock Value  0.00                0.00      0.00

             Delivered -    Sold +  Opening =   Current  On Order   Minimal   Maximal
Stock        0.00         0.00      0.00       0.00      0.00      0.00      0.00
Last Change      ↓            ↓

Detailed Item Description    COCA COLA 1.5L

Refund Allowed              ☑        Sales Message
Price Entered when Sold     ☐          0    -> No Message                    ▼
Sell Item by Weight         ☐        Discount Group   ☐
Sell Item by Volume         ☐        Bonus Group      ☐
Sales Unit Description         ↓
Volumetric Unit       0.000 ↓        Order Formula        0 -> Default        ▼
Item is Empty (Bottle,...)  ☐        Base Order Quantity                 0
Linked Item                          Quantity in One Package         1.000
Number of Shelf Labels      1        Package Description            ↓
Disable Sales when sold out ☐        Shelf Life (days)                   0
                                     Supplier    1    DUMMY                  ▼
EFT Restriction Code 1      0        Supplier Item Reference       532
EFT Restriction Code 2      7
Tax Code       12 - TVA 6%      ▼       Save changes        C a n c e l
```

Some item parameters cannot be edited via this window, but are available via other functionalities. (Example: edit barcodes, stock changes, etc.).

There are parameters that can never be changed. (Example: the average purchase price, the number of sold pieces, etc). These parameters are automatically calculated by the system.

If you wish to change the item number, the system will check whether the new number has not yet been assigned to an existing item. If this is the case, the system will not accept the new number.

The item can be moved to another (sub)department by editing the (sub)department number. When doing so, the VAT code and EFT restriction codes 1 and 2 are modified automatically so that the values of these codes is identical with those of the department to which this item now belongs.
When creating a new item, the codes will be automatically copied from the department to which this item belongs.

Change the desired parameters and confirm with <**ENTER**>.
(The boxes can be checked using the mouse or <**SPACE**> key).
If the cursor is in the '(sub)department' field, the list of departments can appear by pressing <**Ctrl**> + <**P**> or by entering '0'.
If the necessary parameters have been modified, all parameters have to be confirmed with the <**ENTER**> key.
Or, you can also confirm the entire screen with the <**TAB**> key.

Parameter definition:

Enabled / Disabled   Only items that are enabled can be sold on the POS.
A disabled item has been blocked and can therefore not be sold.
To block an item, choose '**Disable**' in the menu for editing the item (bottom left corner).

Number   The item number consist of up to 6 digits (maximum is: 999998).
This number can be edited, even if the item was already used. Each item has one unique item number.
Items that are only evoked via their barcodes do not need an item number (that is, item number=0). However, it is advisable to number each item (for example, for reporting purposes).
If you use the possibility to sell items via their item number, it can be useful to allocate short numbers to items that are frequently sold.
The item number does not have to be related to the department to which it belongs. However, it can be useful to use the department number in the item number. If a report then sorts according to item numbers, the items will also be sorted by department.

Barcode	The barcode is a number of at least 7 and at most 13 digits. Each item can have an unlimited number of barcodes. One and the same item delivered by another supplier/manufacturer can have another barcode (for example: a can of Coke produced in Germany and in France). It is impossible, however, to allocate one barcode to several items. If there is no barcode on the item packaging, but you want to be able to evoke this item by its barcode during a sale, you have the possibility to define your own barcodes and to print them (see also chapter **6.3.2. Program a barcode**).
Description	This is the short item description, maximum 15 characters. When selling this item, the first 13 characters will appear on screen and the 15 characters will appear on the customer display and receipt.
Department	Number and description of the department (and, if used, subdepartment) to which the item belongs. If you use the key combination <**Ctrl**>+<**P**> or if you enter '0' when the cursor is in the department field, the entire list of departments appears on screen. By changing the number of the (sub)department, you can move an item to another department. The VAT code and EFT restriction codes of the item will be modified automatically.
Sell	The current item sales price, VAT included. This is defined per unit, piece, litre, kilo, etc. The value in this field can also by edited when entering a delivery.
Sell 2	If the price of an item, like cigarettes, will change within a certain period of time. The manager can configure the new price in advance. The activation of the new sales price is done at the POS when all items with old sales price have been sold.
Buy	The price at which the item was last bought. This is defined per unit, piece, litre, kilo, etc. This field can only be filled in when creating a new item or when entering a delivery.
Average Buy	Weighted average of the item purchase price. The value in this field is calculated by the system and cannot be edited.
Price Promotion	Not used.
Profit	$\left(\dfrac{\text{VKP excl. BTW} - \text{AKP}}{\text{VKP excl. BTW}} \right) \times 100$ is the profit in %.
Stock Value	The total value of the current stock for this item, or the number of units (pieces, litre, kg, etc.) in stock multiplied with the price. The fields are calculated based on the latest purchase price, sales price and average sales price and it cannot be edited.
Stock Delivered -	Sum of the delivered units (pieces, litre, kilo, etc.). Calculated starting from the moment the item is created or when the 'current stock' of this item has been updated. The quantity in the field 'Delivered' is reset to 0 with each 'Stock Adjustment'. This parameter is only impacted by deliveries.

Stock Sold +   Sum of all sold units (pieces, litre, kilo, etc.).
                            Calculated starting from the moment the item is created or when the 'current stock' of this item has been updated.
                            This field is automatically updated by the system every time this item is sold.
                            The quantity in this field is reset to 0 with each 'Stock Adjustment'.

Opening (stock)   Can only be filled in when creating a new item and changes every time the 'current stock' is updated. At that moment, the base stock/opening stock then gets the same value as the current stock.

Current (stock)   Stock in units (pieces, litre, kilo, etc.) at this moment.
                            = base stock/opening stock + sum of all deliveries – sum of all sales.
                            The 'current stock' decreases with each sale of this item and can become negative if deliveries are not done (regularly).
                            The 'current stock' can be set to a new value via a 'Stock adjustment'. Such adjustment can be done after a stock count, for example. The entered value then becomes the new reference value, or in other words, the new base stock/opening stock. (The quantities in the fields 'Delivered' and 'Sold' are reset to 0).

Minimal (stock)   This is the minimal stock that has to be present in the shop.
                            If the 'current stock' is lower than this value, this item has to be ordered again. This parameter can be used when making automatic orders.

Maximal (stock)   This is the maximal stock that has to be present in the shop.
                            If the 'current stock' exceeds this value, this item cannot be ordered again. This parameter can be used when making automatic orders.

On Order   Number of pieces on order for this item.

Last Change   Date of the latest delivery and latest sale for this item.
                            These dates cannot be modified, since they are entered automatically by the system.

Detailed Item Description Detailed description of the item.
                            The text in this field, maximum 50 characters, is used when printing shelf labels. This information is printed as 2 lines of 25 characters so you can use translations. For example: first line Dutch, second line English.
                            It is also possible to look up items based on the information in this field, for example, all items with the text 'OIL'.
                            The first 13 positions of this description are used on the order if the supplier reference for this item was not entered.

Refund Allowed   This parameter defines whether the operator can refund and take back an item that was sold (for example, in case of a complaint).

Price Entered when Sold This parameter is used for items with a varying price.
                            When selling this item, the operator has to enter a price manually.

Sell Item by Weight   This parameter is used for items sold by weight.
                            When selling this item, the operator has to enter the weight.
                            Remark: when selling per weight, the POS operator will be unable to use a multiplier.

Sell Item by Volume   This parameter is used for items sold by volume.
                            When selling this item, the operator has to enter the volume.
                            Remark: when selling per volume, the POS operator will be unable to use a multiplier.

Sales Unit Description In this field (maximum 4 positions), you can enter an abbreviation of the sales unit. For example: pc (piece), kg, L (litre), etc.
For items sold by weight of volume, this abbreviation appears on the receipt and sales screen.
This term also appears when entering a quantity on an order or delivery.

Volumetric Unit This is the item weight or volume. (This is used to calculate the price per kilo or per litre so that this information can be added onto the shelf labels).
An abbreviation of maximum 6 positions has to be entered for volumetric units (kg, litre, pieces), like: kg, L, pc.
For example: 0,250 kg / 1,500 L / 1 piece

Item is Empty (bottle,..) An item regarded as an empty will often be sold along with another item as linked item. It will automatically be considered as refund if it entered separately onto the POS.
That way, the stock for empties can also be tracked.

Linked Item In this field, you can specify an item, by its number or barcode, that will always be sold as second item to the base item. This will also be the case when using a multiplier or the REFUND button.
This functionality is typically used for empties.
For example: Soda at a certain VAT rate has an empty as linked item (at another VAT rate). The existence of the 'linked item' is not checked in this case. If the linked item does not exist, the POS will show an error message: 'Item not found'.
Remark: A 'linked item' cannot have another 'linked item'.

Number of Shelf Labels If this item is located in several spots in the shop, this function will allow you to print several shelf labels automatically at the same time.

EFT restriction EFT restriction codes are used for payments with payment or chip cards.

Codes 1 en 2 Some cards have to meet with purchase restrictions.
The system checks whether the customer can use his card to pay for certain goods.
The items have the same EFT restriction codes as the department to which they belong.
To avoid mistakes, modifying EFT restriction codes is often blocked. This way, the defined EFT restriction codes that were configured originally remain correct. The first EFT restriction codes is used, for example, for PTI, local accounts, etc. The second EFT restriction code is used for the EFT application (offline card payments).

Tax code Code for this item's VAT rate.
If the cursor is in the field 'Tax code', you can use the key combination
<**Ctr**l> + <**P**> to see the list of all available codes. Or you can enter '0'.
Remark: An item always has the same VAT code as the (sub)department to which it belongs.

Sales Message This message can be printed onto the receipt when this item is sold. This can be a promotional message, for example.

Discount Group Discount group to which the department of this item belongs.

Order Formula This parameter defines how many pieces have to be ordered extra in an automatic order.

Quantity in One Package The number of items in an order unit.
For items that are sold per weight or per volume, this is the number of sales units used for this item.

Package Description This term is used when entering quantities for an order or delivery, among others.

Supplier   The main supplier for this item.
It is not possible to create an item without defining a supplier. To see the list of existing suppliers, put the cursor in the field 'Supplier' and press the key combination **<Ctrl>+<P>** or enter '0'.
Remark: At least one supplier should be created.

Supplier Item Ref.   Number used by the main supplier for this item.
This code can be up to 13 characters long.

6. 3. 2. Program a barcode

In the menu in the bottom left corner, you can add, edit, view or delete barcodes via the option '**Edit Item Barcodes**'.
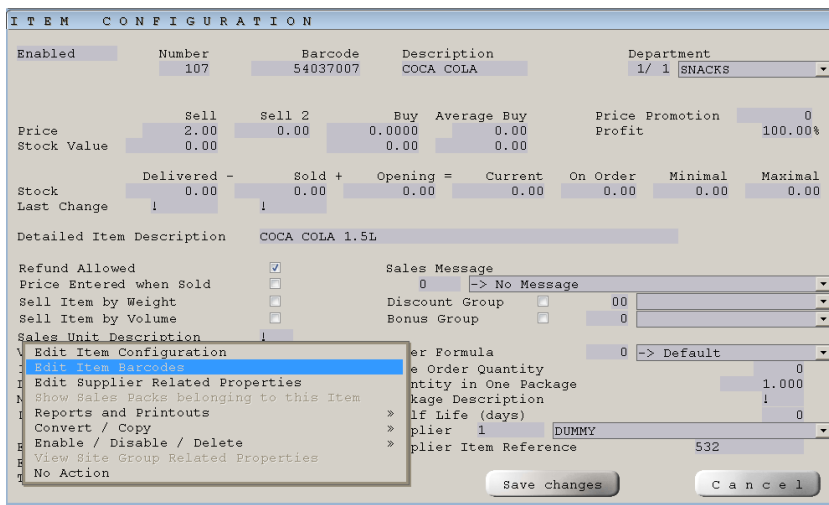
When creating a new item, the first barcode can be entered directly in the barcode field in the item window, after having entered all other field.
If the item already has one or more barcodes, the list will appear on screen:
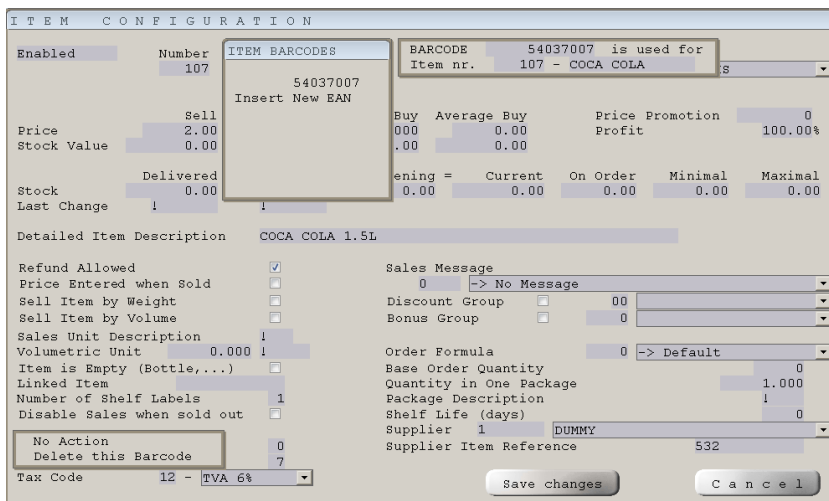
To erase a barcode, select this barcode in the list. Select '**Delete this Barcode**' in the bottom left corner and confirm with <**ENTER**>.

For each new barcode, the system will check whether this is a correct barcode or whether this code was already assigned to another item. After this check, during which the system has to go over all already defined barcodes, it can take a while before the new list appears on screen again.
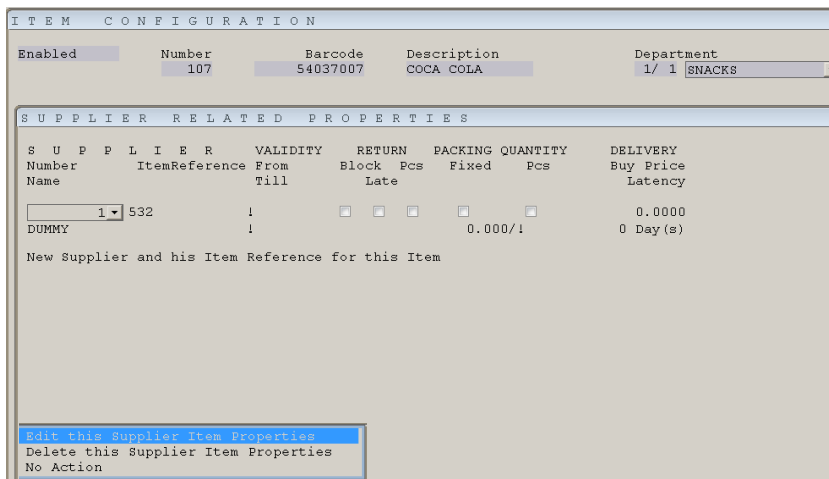
When you enter a not normalised barcode, you have 3 options:
- The barcode can be entered again.
- The system can accept the barcode as a 'special barcode'.
- The system will correct the barcode so that it becomes a correct one.

6. 3. 3. Edit supplier and related info

In the menu in the left bottom corner, you can edit, view, add or erase suppliers and related info via the option '**Edit Supplier Related Properties**'. If necessary, you can also complete a few additional parameters.

On screen, you will see a list of suppliers for this item and their supplier reference. It is possible to add a new supplier and/or a new supplier item reference, or to edit or erase an existing reference.

```
I T E M    C O N F I G U R A T I O N

Enabled          Number          Barcode    Description            Department
                  107            54037007    COCA COLA              1/ 1  SNACKS              ▼

S U P P L I E R    R E L A T E D    P R O P E R T I E S

S  U  P  P  L  I  E  R     VALIDITY    RETURN    PACKING QUANTITY    DELIVERY
Number        ItemReference From       Block  Pcs  Fixed     Pcs    Buy Price
Name                        Till        Late                        Latency

        1 ▼ 532             ↓         □    □    □      □       □       0.0000
DUMMY                       ↓                       0.000/↓          0 Day(s)

New Supplier and his Item Reference for this Item




Edit this Supplier Item Properties
Delete this Supplier Item Properties
No Action
```

Parameter definition:

VALIDITY From.. Until   Indicates the validity of the supplier.
                            After this date, you will not be able to order this item with this supplier.

RETURN Block   Is returning items to this supplier allowed?

RETURN Late   Is returning items to this supplier allowed after the validity date has expired?

RETURN Pcs   Returning can only be done in pieces. When returning the size of the order unit is changed to one.

PACKING QTY Fixed   The size of the order unit and the description cannot be edited.
                            An order in pieces is not allowed.

PACKING QTY Pcs   The size of the order unit can be edited to pieces during a delivery. If the goods are delivered in a package that is different than the original one normally used during deliveries, the entry can be done in pieces.

Units/Order unit	If the value in this field is different from 0, this value will be used instead of the corresponding field in the item screen when creating a dry stock operation.
Package description	Description of the packaging unit (maximum 5 characters).
Buy Price	if the value in this field is different from 0, this value will be used instead of the corresponding field in the item screen when creating a dry stock operation.
Latency	Delivery period for this item.

6. 3. 4. Print a shelf label

To print a label for this item, go to '**Reports and Printouts'** in the menu in the left bottom corner.
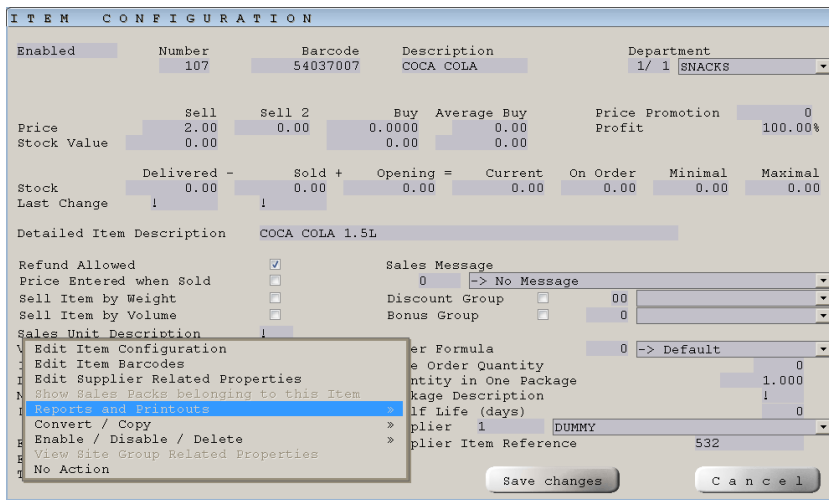
Below, you will find a list of reports you will be able to print:

```
Print Shelf Label
Print Item Operations History
Print Detailed Item Sales History
Print Item History per Period
Print Item Links
No action
```

Then, choose the option '**Print Shelf Label**'.
The system will automatically show a print preview:
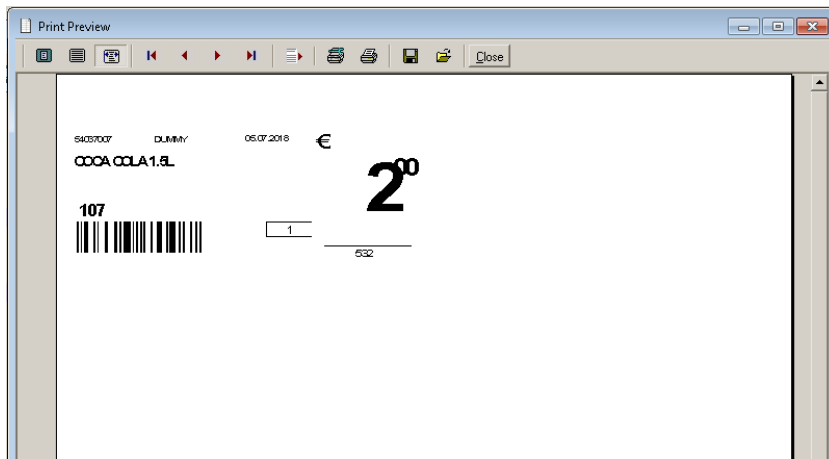
The shelf label for the selected item can be printed immediately by clicking the print icon. It is more efficient, however, to first select labels for other items and to print all of those together.

Close the window by clicking 'Close'. The following window appears:
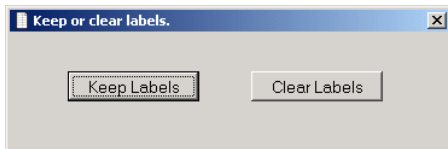
To keep the labels for later use, choose 'Keep labels'.
The labels can be printed when the page is fully used, for example.
To erase the labels, choose 'Clear labels'.
The labels will not be saved. The next label you will want to print, will again appear in the left top corner on the page.

6. 4. Add a new item

Before creating a new item, you will have to define a supplier. The supplier has to be entered in the item window.

Procedure:
- Start from the main menu and go to **'Shop'**.
- Then go to **'Items'**.
- Choose '**Items with stock**'
- On the screen, you will see the '**Item Access**' window, where you can filter items.
  Here, you can enter the item number, barcode or description that you wish to allocate to the new item. (Do net enter the supplier item reference*).

REMARK:
(*) A new item cannot be defined with a supplier item reference:
If there is already an existing item with the chosen number, barcode or description, the system will open the item configuration for that item. In this window, choose '**No action**' or press the <**ESC**> key to access the item list.
If the item does not yet exist, you will immediately see the item list. The list is sorted, depending on your previous choice, by number, barcode or description.

In the list of all items or filtered items, press the <**Insert**> button or choose the last line '**Insert new Item / Access Item directly**'.
In the empty field, defined by your previous choice, enter an item number, barcode or description that is not used yet and confirm with <**ENTER**>.
On the screen, an empty item screen will appear. Only the field 'Number', 'Barcode' or 'Description' will be completed, and this cannot be edited.
Enter the parameters for the new items.

Some parameters are not available and are completed by the system.
The supplier item reference and additional barcodes can only be filled in after the item has created.

When creating a new item, the opening stock of the item can be filled in. This stock is immediately copied as 'current stock'.
Later stock adjustments can no longer be done via the item window.

When creating this new item, the first barcode can be entered directly in the barcode field in the item window.
Later, barcodes will have to be added via '**Edit Item Barcodes**' (see also chapter **6.3.2. Program a barcode**).

The system can basically handle an unlimited amount of items (99,998).
Each item belongs to a certain (sub)department.
If you are working with subdepartments, this value has to be defined for all items.

All items from one and the same department have the same VAT code and EFT restriction codes.
The system has been configured so as to copy these codes from the department when creating a new item.

Warning:
If an item is transferred to another department by editing the department number in the item window, the VAT code and EFT restriction codes will be automatically modified.
When departments are edited (Main menu > '**Shop'** > '**Department Editing'**), you can also cause all items belonging to one and the same department get the same VAT code and EFT restriction codes.

6. 5. View/edit sales packs, baskets, services

'**Items without stock**' is used to edit or view the parameters for special items, like sales packs, baskets and services.
The item type can be chosen when you are creating an item.
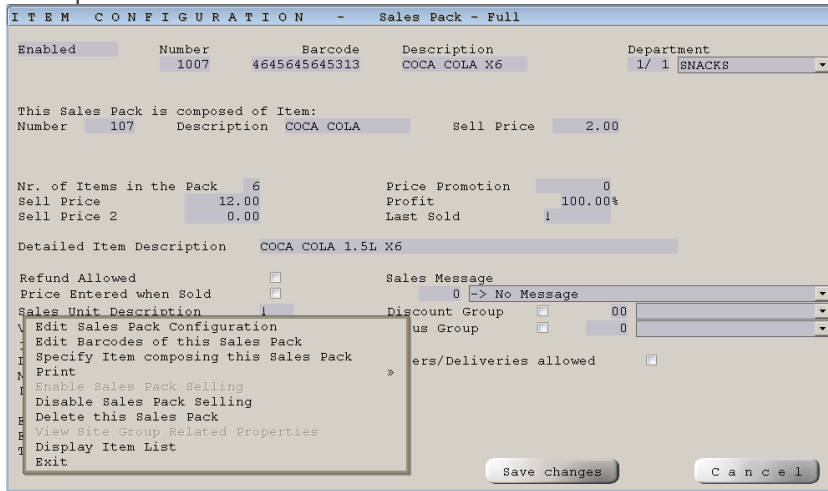
Procedure:
- Start from the main menu and go to '**Shop'**.
- Then go to '**Items**'.
- And chose '**Items without stock**'.
- On the screen, you will see the '**Item Access**' window, where you can filter items.
  If necessary, complete the parameters for the search query.
  Then, enter the item number, barcode or description in the '**Item Access**' window.
    - If the item number, barcode or description exists, the item window will open.
    - If the item number, barcode or description does not exist, the following pop up will appear.
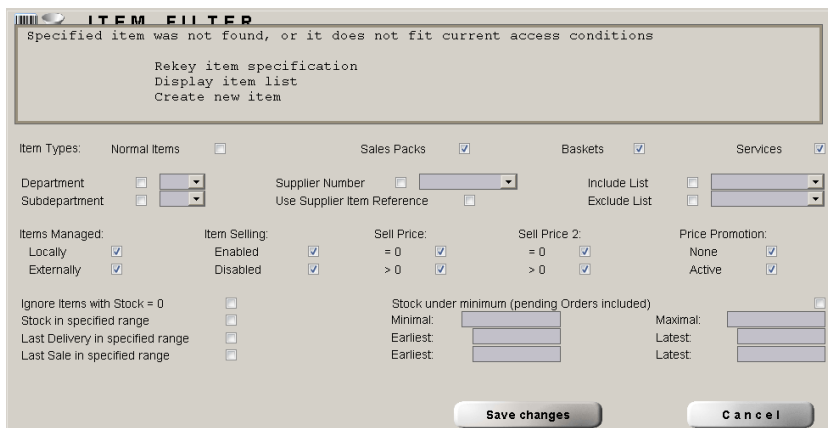
- ⇨ Or, choose '**Rekey item specification**' and the program will return to the '**Item Access**' window. You can now enter another item number or barcode.
- ⇨ Or, choose '**Display item List**' and the list of all existing items will appear on screen, the cursor highlighting the number closest to the search query. Move the cursor to the desired item.
- ⇨ Or, choose '**Create new Item**' to create a new item without stock.

When you select the option '**Display item List**', you can open the desired item by choosing it from the list of existing items. On the screen, you will see the item window containing all information for the choosing item along with a menu to edit it.

Example:

Here, you can choose **'Display item List'** or press <**ESC**> to go back to the item list.

When you edit an existing item or when you add a new item, you will see the parameters below.

Parameter definition:

Number
This is the item number (maximum 6 digits) of the sales pack, basket or service.
This number can be edited, even if the item has already been used. Each item has one unique item number.
Items that are only evoked via their barcodes do not need an item number (that is, item number=0). However, it is advisable to number each item (for example, for reporting purposes).
If you use the possibility to sell items via their item number, it can be useful to allocate short numbers to items that are frequently sold.

Barcode
The barcode is a number of at least 7 and at most 13 digits.
Each item can have an unlimited number of barcodes. One and the same item delivered by another supplier/manufacturer can have another barcode (for example: a can of Coke produced in Germany and in France). It is impossible, however, to allocate one barcode to several items.
If there is no barcode on the item packaging, but you want to be able to evoke this item by its barcode during a sale, you have the possibility to define your own barcodes and to print them (see also chapter **6.3.2. Program a barcode**).

Description
This is the short item description, maximum 15 characters.
When selling this item, the first 13 characters will appear on screen and the 15 characters will appear on the customer display and receipt.

Enabled / Disabled
Only items that are enabled can be sold on the POS.
A disabled item has been blocked and can therefore not be sold.
To block an item, choose '**Disable**' in the menu for editing the item (left bottom corner).

Department
Number and description of the department (and, if used, subdepartment) to which the item belongs. If you use the key combination <**Ctrl**>+<**P**> or if you enter '0' when the cursor is in the department field, the entire list of departments appears on screen.
By changing the number of the (sub)department, you can move an item to another department. The VAT code and EFT restriction codes of the item will be modified automatically.

Last Sold	Date of the latest sale for this item. This date cannot be edited, since it is updated automatically by the system.
Detailed Item Descr.	Detailed description of the item. The text in this field, maximum 50 characters, is used when printing shelf labels. This information is printed as 2 lines of 25 characters so you can use translations. For example: first line Dutch, second line English. It is also possible to look up items based on the information in this field, for example, all items with the text 'OIL'.
Refund Allowed	This parameter defines whether the operator can refund and take back an item that was sold (for example, in case of a complaint).
Price Entered when Sold	This parameter is used for items with a varying price. When selling this item, the operator has to enter a price manually.
Sales Unit Description	In this field (maximum 4 positions), you can enter an abbreviation of the sales unit. For example: pc (piece), kg, L (litre), etc.
Volumetric Unit	This is the item weight or volume. (This is used to calculate the price per kilo or per litre so that this information can be added onto the shelf labels).
Item is Empty (bottle,..)	An item regarded as an empty will often be sold along with another item as linked item. It will automatically be considered as refund if it entered separately onto the POS. That way, the stock for empties can also be tracked.
Linked Item	In this field, you can specify an item, by its number or barcode, that will always be sold as second item to the base item. This will also be the case when using a multiplier or the REFUND button. This functionality is typically used for empties. Example: Item number 150 CRATE JUPILER' (with a certain VAT rate) has item number 300 as linked item: 'Empty 4.5' (with another VAT rate). The existence of the 'linked item' is not checked in this case. If the linked item does not exist, the POS will show an error message: 'Item not found'. *Remark:* A 'linked item' cannot have another 'linked item'.
EFT restriction	EFT restriction codes are used for payments with payment or chip cards.
Codes 1 en 2	Some cards have to meet with purchase restrictions. The system checks whether the customer can use his card to pay for certain goods. The items have the same EFT restriction codes as the department to which they belong. To avoid mistakes, modifying EFT restriction codes is often blocked. This way, the defined EFT restriction codes that were configured originally remain correct. The first EFT restriction codes is used, for example, for PTI, local accounts, etc. The second EFT restriction code is used for the EFT application (offline card payments).
Tax code	Code for this item's VAT rate. If the cursor is in the field 'Tax code', you can use the key combination <**Ctrl**> + <**P**> to see the list of all available codes. Or you can enter '0'. *Remark:* An item always has the same VAT code as the (sub)department to which it belongs.
Sales Message	This message can be printed onto the receipt when this item is sold. This can be a promotional message, for example.
Discount Group	Discount group to which the department of this item belongs.

Number of Shelf Labels If this item is located in several spots in the shop, this function will allow you to print several shelf labels automatically at the same time.

6. 5. 1. Edit a sales pack

A sales pack consists of several pieces of one and the same base item.
Examples: a box of Marlboro (contains 10 times the individual item 'Marlboro'), a six pack of Coke (contains 6 times the individual item 'Coca Cola'), etc.
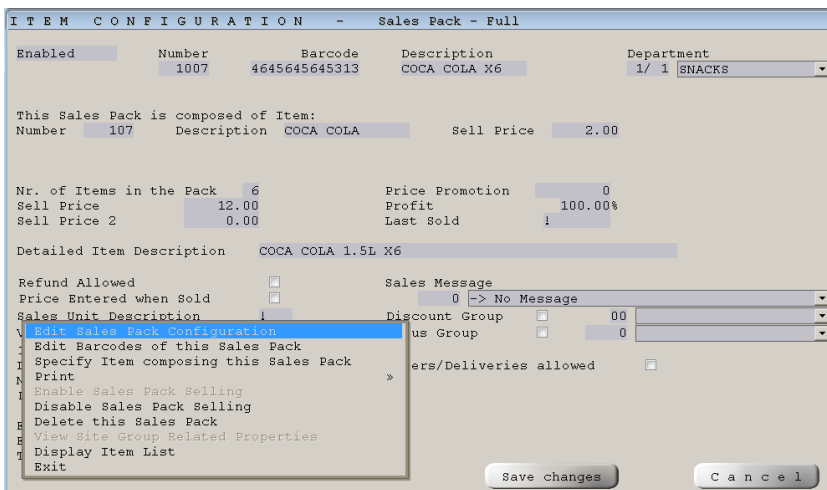
In terms of sales and configuration, the sales pack behaves the same way as the base item. In terms of stock and orders, however, it is different. Sales packs are, just like base items, *sold with their own description, item number and barcode.*

The stock for sales packs it *not tracked*, since it is tracked based on their base items. When selling a sales pack, the stock for the base item is automatically decreased with the number of pieces in that pack.
Parameters such as department, VAT code and EFT restriction codes are copied from the base item.

Most parameters for a sales pack can be edited in the item window that opens after selecting '**Edit Sales Pack Configuration'** in the bottom left corner.
Here, you will be able to edit, among other, the number of items in a pack and the sales price.

Sales pack screen:

```
I T E M   C O N F I G U R A T I O N   -   Sales Pack - Full

Enabled          Number        Barcode      Description              Department
                  1007     4645645645313   COCA COLA X6              1/ 1 SNACKS

This Sales Pack is composed of Item:
Number    107     Description  COCA COLA         Sell Price      2.00

Nr. of Items in the Pack    6         Price Promotion        0
Sell Price            12.00           Profit             100.00%
Sell Price 2           0.00           Last Sold          ↓
Detailed Item Description    COCA COLA 1.5L X6

Refund Allowed             □          Sales Message
Price Entered when Sold    □            0 -> No Message
Sales Unit Description    ↓          Discount Group    □    00
  Edit Sales Pack Configuration      us Group          □     0
  Edit Barcodes of this Sales Pack
  Specify Item composing this Sales Pack
  Print                          »   ers/Deliveries allowed    □
  Enable Sales Pack Selling
  Disable Sales Pack Selling
  Delete this Sales Pack
  View Site Group Related Properties
  Display Item List
  Exit                                      Save changes        C a n c e l
```

The following information on the base item for the sales pack is displayed: item number, description and sales price.

Parameter definition:

Nr. of Items in the Pack Indicates how many base items there are in this sales pack. Every time this sales pack is sold, the stock of the base item will decrease with the number entered here.

Sell Price   The current sales price of the item, VAT included.
                This is calculated as 'Number of items in sales pack' x 'Base item sales price'.
                This sales price can be edited by the manager.
                Remark: this price is NOT automatically updated when you change the base item sales price. The price, however, will be adjusted if you update the number of items in the sales pack.

Sell Price 2	If the price of an item, like cigarettes, will change within a certain period of time, the manager can configure the new price in advance. The activation of the new sales price is done at the POS when all items with old sales price have been sold.
Profit	The profit is calculated as the relation of the purchase price (of the sales pack) and the sales price, VAT excluded.
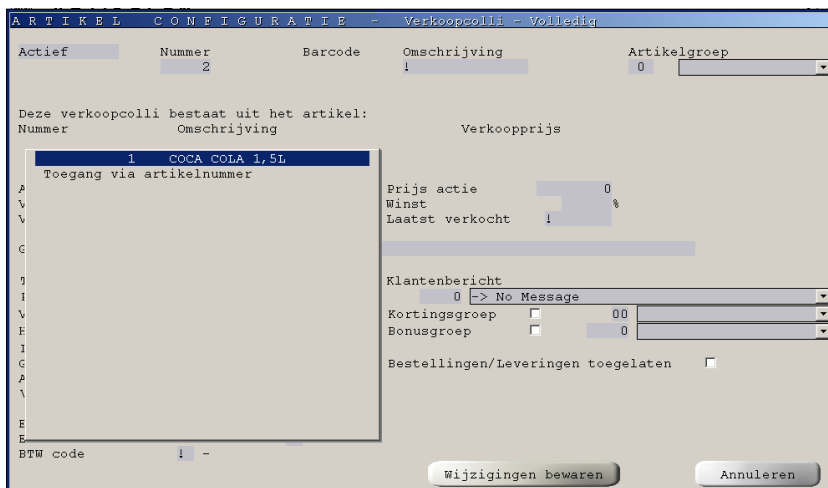
6. 5. 2. Edit the base item for a sales pack

To change the base item of a sales pack, go to '**Specify Item composing this Sales Pack**' in the bottom left corner.

You can select a base item by specifying the item number. Choose an item from the list or go to '**Access by typing the Item number**' and enter the desired item number.

Warning: the sales price of the sales pack is not automatically updated if that of the base item changes.

Sales pack screen:

6. 5. 3. Edit baskets and services

A basket is a composition of different base items.
Example: coffee and croissant (promotional basket), menus in a restaurant, basket of local beers, etc.
If you wish to create a new basket, you will have to enter a description and sales price first, and then add base items.
If a basket is sold, the stock of the ingredients of this basket will be updated. A basket can have its own barcodes.
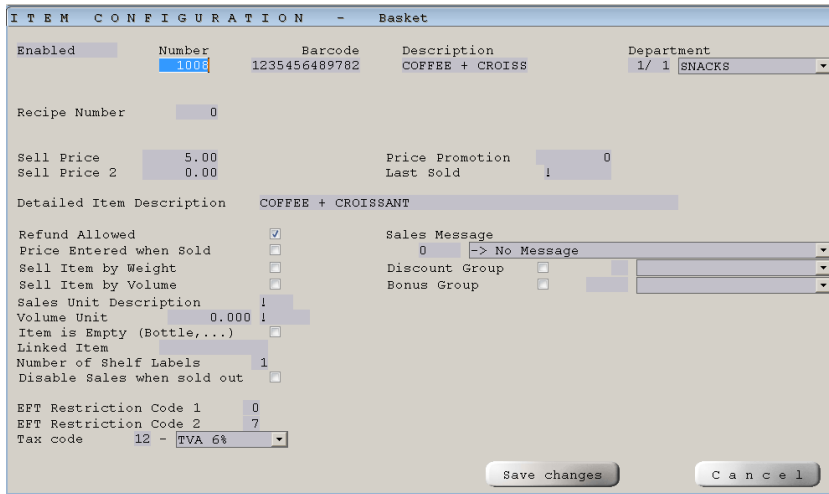
An item created as 'Service' is used for sales where you will not sell goods but a service.
This item does not have a stock, but it can have barcodes.

Most parameters for a basket or service can be edited in the item window after selecting '**Edit Item Configuration**' in the bottom left corner.

Example:

Parameter definition:

Recipe Number   The composition for each basket is numbered. This number is assigned when the basket ingredients are being defined.
(This parameter is not used for 'Services).
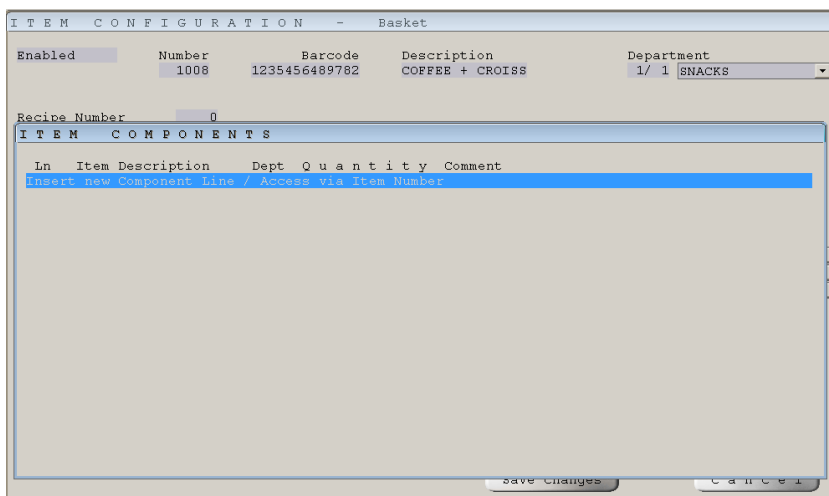
Sell Price   The current item sales price, VAT included.

Sell Price 2   The price of an item, like cigarettes, will change within a certain period of time. The manager can configure the new price in advance.
The activation of the new sales price is done at the POS when all items with old sales price have been sold.

6. 5. 4. Edit basket composition

To edit the composition of a basket, go to '**Edit Item Components**' in the menu in the bottom left corner.

On the screen:

To edit an existing ingredient, select it and choose '**Edit Component**'.
To add a new ingredient, go to '**Insert new Component Line**'.

Choose the **item number** in the list or go to **'Access via Item Number'** and enter the desired item number.

Then, specify the quantity of this item in the basket. You can also enter a comment.
The item number, description and department of the ingredient is also displayed.

6. 5. 5. Program barcode

To add, edit, view or delete barcodes, choose '**Edit Item Barcodes**' in the menu in the bottom left corner.
When creating a new item, the first barcode can be entered directly in the barcode field of the item window.
If the item already has one or more barcodes, this list will appear on screen.
To erase a barcode, select it from the list and choose '**Delete this Barcode**' and confirm with <**ENTER**>.

For each new barcode, the system will check whether this is a correct barcode or whether this code was already assigned to another item. After this check, during which the system has to go over all already defined barcodes, it can take a while before the new list appears on screen again.

6. 5. 6. Erase an item
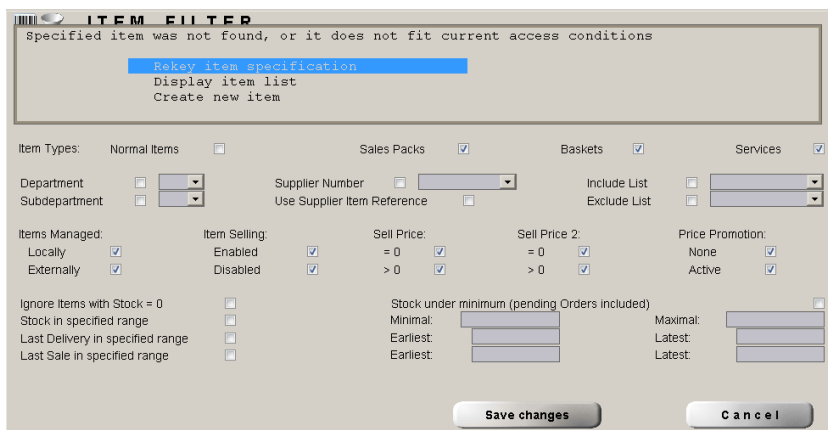
To erase a sales pack, basket or service, choose '**Delete this Sales Pack**' or '**Delete this Item**' respectively.
Select '**Delete this Item and its belongings**' to confirm.

After confirming this, any access to this item will be destroyed. This means that the item number and all barcodes allocated to this item will be marked and will no longer be retrievable.
The item will only be really erased when the system no longer has historical reports that still mention this item. The period of time before the item will be entirely erased, depends on the system configuration and is set to 2 months by default.

6. 6. Creating a new sales pack, basket or service

Procedure:
- Start from the main screen and go to **'Shop'**
- Go to **'Items'**
- Then choose **'Items without stock'**
- On the screen, you will see the '**Item Access**' window, where you can filter items.
  Choose how you wish enter items: item number, barcode or description.
  If you enter an item number that does not yet exist, you will see the following screen:

⇨ Or, choose '**Rekey item specification**' and the program will return to the '**Item Access**' window. You can now enter another item number or barcode.
⇨ Or, choose '**Display item List**' and the list of all existing items will appear on screen, the cursor highlighting the number closest to the search query. Move the cursor to the desired item.

⇨ Or, choose '**Create new Item**' to create a new item without stock.

When you choose '**Create new Item**', you will have 3 options to create an item:
- Sales pack: an item consisting of several identical items.
- Basket: an item consisting of a mix of different items.
- Service: like car wash.

Choose the desired type of item. An empty item window will appear.
Fill in all parameters for the new item. In case of a sales pack, you will have to select a base item first.

Some parameters are not available and are completed by the system.
Other can only be filled in after the item has been created. This is, among others, the case for the basket ingredients.

The first barcode of the new item can be entered directly in the barcode field of the item window. Other barcodes have to be added via the option '**Edit Item/Sales Pack Barcodes**'.

Warning:
If an item number or barcode is already used by another item, it will not be accepted when you are creating a sales pack, basket or service.

6. 7. Edit the sales price

If you have access to this functionality, you can quickly change the sales price of items.

Procedure:
- Start from the main menu and go to '**Shop**'
- Go to '**Items**' and choose '**Sell Price Editing**'.
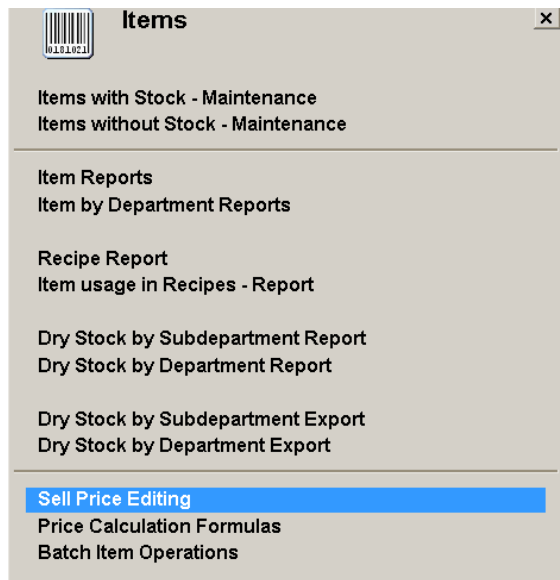
Use the recently opened '**Item Access**' window to look up the correct items.
You will get an overview of all searched items.

Select the item and edit the sales price and, if necessary, the second sales price. Confirm each entry with
<**ENTER**>.
This way, you can also go over the prices of the other items and edit them.

Immediately after having modified the sales price of an item, this item is sold at that new price. If the shift report is printed with a section on the items, a separate line for each sales price of that item with item totals will be printed.

6. 8. Batch Item Operations via LMS/XMS

Batch item operations are operations for several items performed at once. These operations can be configured in advance so that they are executed at a certain time and, if needed, and are only valid for a certain period of time.

*Example 1: Sales p*romotion.
Configure a promotional price for certain items, execute that price as from a certain time and undo it after the promotional period.

Example 2: Remove items from the database that are not being sold.
Configure in advance which items need to be deleted, having these items deleted at a certain time.

For batch item operations, a fictional or 'virtual' supplier has to be created. Use a name that clearly indicates the reason for the operation.
Example: 'Monthly sales promotion', 'Item maintenance', etc.

Via the document that you will have to set up for each batch item operation, you can adjust the operation per item, enable or disable the execution, print an operation report and labels and then remove the operation again.

If you activate a temporary operation (like a sales promotion), the system automatically links a second operation to it. This second operation will reset the situation to its original state after the end of the first one.
The documents for the 2 linked operations have an identical list of items. The first document (start of the temporary price change) contains the promotional prices and the start date and time of the sales promotion. The second document (end of the temporary price change) contains the original prices and the end date and time of the promotion.

Start from the main menu, go to '**Shop**' and open the **'Items'** menu.
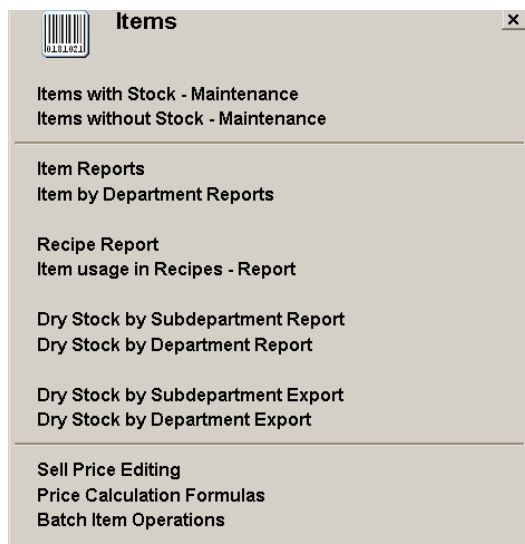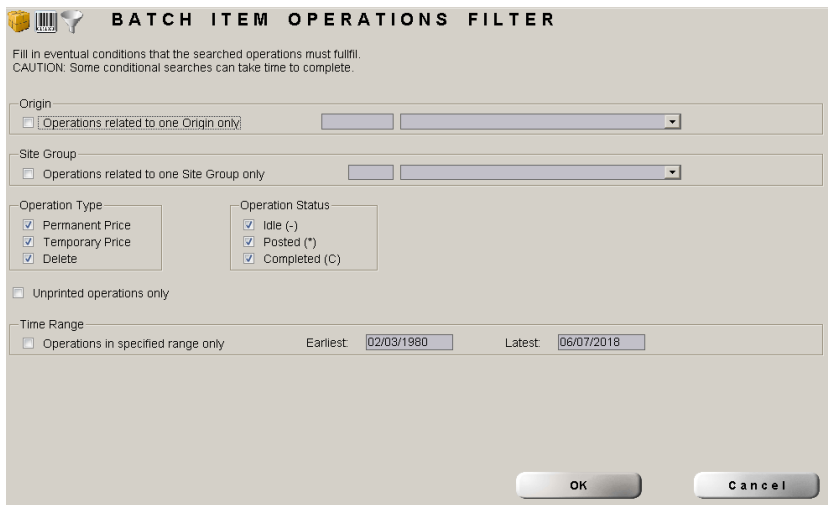
6. 8. 1. Look up batch item operations - Filter
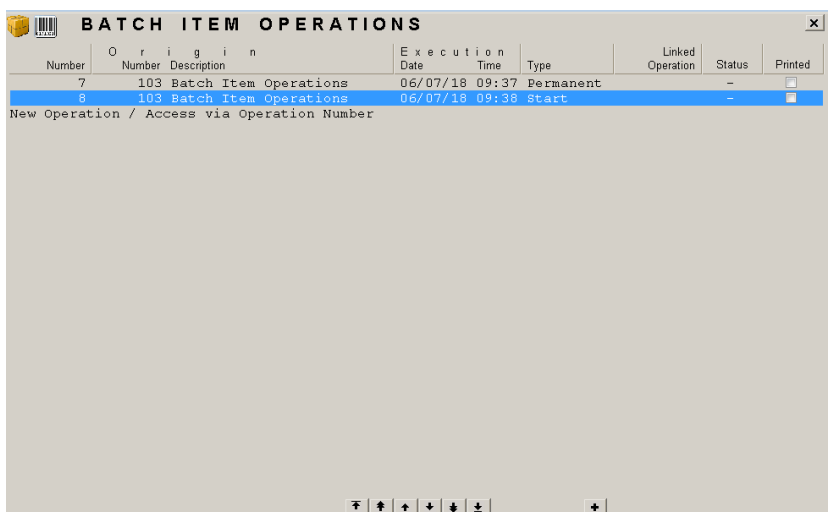
Open the menu **'Shop'**, **'Items**' and select: '**Batch Item Operations**'.
You will see the filter window '**Batch Item Operations Filter'**.

Here, you can find a complete overview of existing documents if you accept all search conditions. However, you can also limit the results by adapting the necessary conditions.

If you would like to see a *complete overview* of all batch item operations, press <**TAB**>.
If you would like to see a *filtered overview* or if you would like to limit the search time:
Change and/or select the necessary conditions first. See the parameter definitions below.
Confirm your choice with the <**TAB**> key or press '**OK**' to save the conditions for later search queries.
If you would like to *leave* this filter, press <**CANCEL**>. You will return to the '**Items**' menu.
Depending on your choice, you will see a complete or limited overview (see example below).

The following list explains all search conditions for batch item operations.

Parameter definition:

Operations related to one Origin only: Check this box to only filter the batch item operations that have been executed with a certain fictional 'supplier'. This 'virtual' supplier is selected in the 'Origin' field.

Origin   If you have enabled 'Operations related to one Origin only', select the desired 'supplier' in the dropdown menu.
Here are examples for 'virtual' suppliers:
• New item prices: new item prices have to be activated.

- Monthly sales promotion: temporary promotional prices have to be activated. (Promotional prices apply as long as the promotion lasts, after that, the system resets prices to the original prices).
- Item maintenance: items will be erased.
- Etc.

Operations related to one Site Group only: (not used, reserved for future application)

| **Site Group** | (not used, reserved for future application) |

| **Operations Type/Status** | Check the boxes to look for operations of the following types: |

- 'Permanent Price': operations for permanent price changes.
- 'Temporary Price': operations for temporary price changes.
- 'Delete': operations to erase items.

- 'Idle (-)': operations that have not yet been activated.
- 'Posted (*)': operations that have been activated.
- 'Completed (C)': operations that have been completed.

| **Unprinted operations only** | Check this box to only filter the operations for which you have not yet printed a report. |

| **Operations in specified range** | Check this box and enter dates in the fields 'Earliest' and 'Latest' to look for operations that were executed in that certain time range. |

6. 8. 2. Create, edit or delete batch item operations

We start from the overview of all existing batch item operations (for more details, see **6.8.1.**).

Open a new document
If you would like to create a new batch item operation, select '**New Operation / Access via Operation Number**' at the bottom of the list.
If necessary, press the <**END**> key twice to go to the bottom of the list.
The system will automatically show the first free operation number.

REMARK:
LMS numbers all operations in order of use without making a difference between operations for dry stock of those for fuels.
This means that the numbers of consecutive item operations will not necessarily follow each other directly. It is possible for an intermediary number (example: 31, between already used numbers 30 and 32) to be used for fuel price changes.

Press <**ENTER**> for a new item operation with the suggested number.
You will see a document window called '*Batch item operation*' and a selection window called '*Item operation type selection*'.

In selection	*In document*	*In overview*
'Permanent price change'	'Permanent price change'	'Permanent'
'Temporary price change'	'Start of temporary price change' (automatically linked to 'end')	'Start' (linked to 'End')
No option (because linked operation)	'End of temporary price change' (automatically linked to 'start')	'End' (linked to 'Start')
'Delete of items'	'Delete of items'	'Delete'
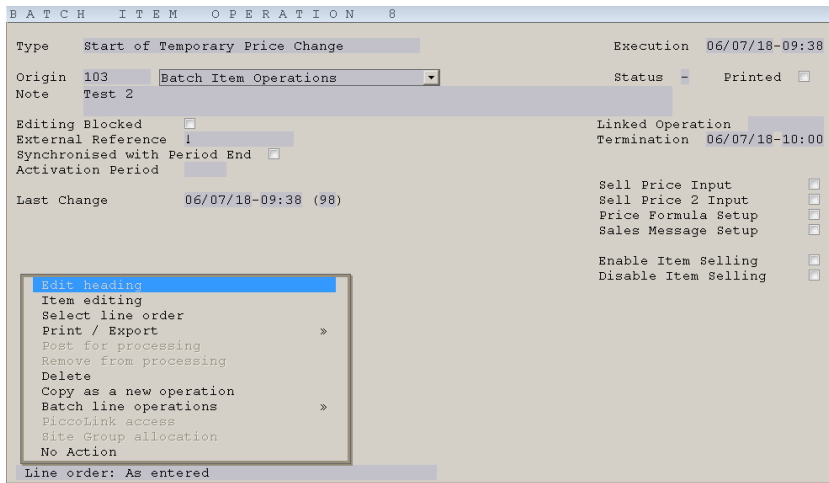
Select the type of item operation in the selection window. See parameter definition below.

In the document window, you can now continue setting up the item operation. Follow the guide lines that also apply to viewing an existing document (see below).

Open an existing document
In the overview 'Batch Item Operations', select the line for the correct item operation.

In the opened document window, you can set up, edit or erase the item operation. In this case, it cannot be activated. The **Status** has to be '-'.

The options in the **selection menu** below, you perform the following actions (if they are available, see REMARK*):

Edit heading	Edit the header for this item operation.
Item editing	Add or edit new item lines.
Select line order	Define the order of the item lines in the overview.
Print/Export	Show on screen and/or print:

- A report of the item operation
- Print item book
- Print shelf labels

Post for processing	Activate the item operation, if it has not yet been activated.
Remove from processing	If possible, deactivate the activated item operation.
Delete	Erase the item operation.
Copy as a new operation	Create a new item operation, identical to the current one.
Batch line operations	Automatically create new lines.
Sales message setup.	
Price setup.	

REMARK:
*The options are only available if they can be executed.
The operation status and type along with the selected parameters define which operations you can (black text) and cannot (grey text) perform.

Edit header
In the menu, select 'Edit heading' to set up the header.
Go over all header parameters one by one.
Edit if needed, but confirm each parameter with <**ENTER**>.
See parameter definition below.

- **'Execution'**: set the date and time for the operation to be executed.
- **'Origin'**: choose the correct 'virtual' supplier.
- '**Note**': enter accompanying text, if necessary. This is not mandatory.
- '**Termination'**: the date and time for the operation to end.

- '**Sell Price (2) Input**': decide whether the sales price and the second sales price can be modified in this operation.
- '**Sales Message Setup**': choose if a message can be set up. If checked, the option will become available in the menu.
- Decide whether all items in the operation:
  - Can be **sold**. Check 'Enable Item Selling'.
  - Have to be **blocked**. Check 'Disable Item Selling'
- Confirm all information on the header with <**ENTER**>.

After confirming, you will see the selection menu.

Parameter definition of the Batch Item Operation window:

Type	Type of operation.
	When activated, the operation will be executed as follows depending on the different types (see also 'Status'):

- **Permanent price change:** at the moment of the 'Execution', the sales price will be activated and it will remain valid until the next price change.
- **Temporary price change or start of temporary price change** at the moment of the 'Execution', the new sales price will be activated and it will remain valid until the 'End'.
- **End of temporary price change:** This type is not available in the selection menu, since it is an automatically created operation that is 'linked' to a 'Temporary price change'.
  As soon as the 'Temporary price change' is activated, the system will automatically link an operation 'End of temporary price change' to it. At the end of the price change, it will reset the prices to their original state.
- **Deletion of items:** at the moment of the 'Execution', the selected items will be deleted.

The type is mentioned differently in the selection menu, the document 'Batch Item Operation' and the overview. See table below:

In selection	In document	In overview
'Permanent price change'	'Permanent price change'	'Permanent'
'Temporary price change'	'Start of temporary price change' (automatically linked to 'end')	'Start' (linked to 'End')
No option (because linked operation)	'End of temporary price change' (automatically linked to 'start')	'End' (linked to 'Start')
'Delete of items'	'Delete of items'	'Delete'

Execution   Moment of execution:
If the operation has been activated, the system can execute it on this date and time.
You can modify the date and time only when the operation has not yet been activated and if the deadline has not been reached yet.

Origin   Enter the number and name of the fictional or 'virtual' supplier.
Some examples:
 'Monthly sales promotion': apply temporary promotional prices.
(Promotional prices remain so as long as the promotion is active. After that the original prices are reset with a linked operation.)
'New item prices': apply new item prices.
'Item maintenance': delete items.

Note	You can enter 2 lines of text concerning the operation. This is optional.
Status	The system will indicate here to what extent the operation has been executed:
	'-' The operation has not been activated and cannot be executed.
	'*' The operation has been activated. The system can execute the operation as from the moment of 'Execution'.
	'C' The operation has been executed ('Completed').
Printed	The system will automatically check this box if the operation report has been printed.
Linked Operation	Only applies to temporary price changes.
	If you activate a '(Start of) temporary price change', the system will automatically link an 'End of temporary price change' to it. Both operations are connected. See also 'Type' and 'Termination'.
Termination	Moment, *date* and *time*, when the operation '(Start) Temporary price change' has to come to an end.
	This is also the moment when the linked operation 'End of Temporary price change' has to be executed. See also 'Type' and 'Linked operation'.
	You can modify the date and time only when the operation has not yet been activated and if the deadline has not been reached yet..
Sell Price Input	Check this box when the new item price has to be entered.
Sell Price 2 Input	Check this box when the second new item price has to be entered.
Sales Message Setup	Check this box if a sales message has to be configured.
Enable Item Selling	Check this box to allow sales of all items of the operation. Leave the box as it is to keep to the current configuration of each item.
Disable Item Selling	Check this box to block sales of all items of the operation. Leave the box as it is to keep to the current configuration of each item.
Editing blocked	The system will automatically check this box to prevent editing of prices in case of an 'End of Temporary price change' operation.
External Reference	The system can enter a reference here (Example in case of CMS operation).
Synchronised with period end	(not currently used)
Activation period	If the operation has been completed (status 'C'), the system will indicate the period in which it was activated here.
Last Change	Here, the system will indicate the *date* and *time* at which the document was last changed and by which user (*log on*).

Add, edit and delete item lines
Choose '**Item editing**' in the option menu in the bottom left corner to add, edit or delete an item line.
This will open on overview of (previously) entered item lines (empty in case of a new document).

```
B A T C H   I T E M   O P E R A T I O N    8

Type      Start of Temporary Price Change              Execution   06/07/18-09:38

Origin   103      Batch Item Operations        ▼         Status   -      Printed  ☐
Note     Test 2

I  n  d  e  x  Description        Sell Price   Sell Price 2  P r i c e   F o r m u l a    Sales Message   Set
    1     107 COCA COLA            2.00         0.00         0 |-> Default    ▼|    -1 |-> Keep ▼|
New Line / Direct access via Item specification



                                     ⊤ | ⊤ | ↑ | ↓ | ↓ | ⊥       + |               ✕

Line order: As entered                                                             1
```

If you want to modify an existing item line, select it in the list. Select '**Edit Item Line**' in the menu in the upper left corner.

```
Edit Item Line
Delete Item Line
Add New Item Line
Mark as First Line in a Set
Mark as Last Line in a Set
No Action
```

Change the sales prices. Press <**ENTER**> to confirm or press <**ESC**> to cancel the editing.


```
B A T C H   I T E M   O P E R A T I O N    7

Type      Permanent Price Change                        Execution   06/07/18-09:37

Origin   103      Batch Item Operations        ▼         Status   -      Printed  ☐
Note     Test 1

I  n  d  e  x  Description        Sell Price   Sell Price 2  P r i c e   F o r m u l a    Sales Message   Set
    1     107 COCA COLA            2.00         0.00         0 |-> Default    ▼|    -1 |-> Keep ▼|
New Line / Direct access via Item specification



                                     ⊤ | ⊤ | ↑ | ↓ | ↓ | ⊥       + |               ✕

Line order: As entered                                                             1
```

The next line is automatically selected to allow you to edit it too, if needed.
Repeat the previous steps for each item line that needs to be edited.

If you would like to add a new item line, choose '**New Line / Direct access via Item specification**' and follow these steps for each new item line.
Search the item in the '**Item Access**' window.

For this item, a new line is added to the list of item lines.

Select '**Add New Item Line**' in the menu in the upper left corner.
Edit the prices, if needed.
Confirm with <**ENTER**> to add the new line to the list.
Repeat the previous steps for each new item line.

If you want to delete an existing item line, select it in the list and choose '**Delete Item Line**' in the menu in the upper left corner.

When all lines have been edited, press <**ESC**> to go back to the document window of the batch item operation.

If you would like to change the order of the item lines in the list, select '**Select line order**' in the menu in the bottom left corner of the document window. This will open the menu '**Select line order**' where you can choose the desired order.

If you would like to print a report for this batch operation, labels with the new prices or an item book, select '**Print/Export**' in the menu in the bottom left corner of the document window.

6. 8. 3. Activate a batch item operation

Starting from the overview '**Batch Item Operations**', select the item operation you would like to activate.
You will see the document window with options menu in the bottom left corner.
Select the option <**Post for processing**>.
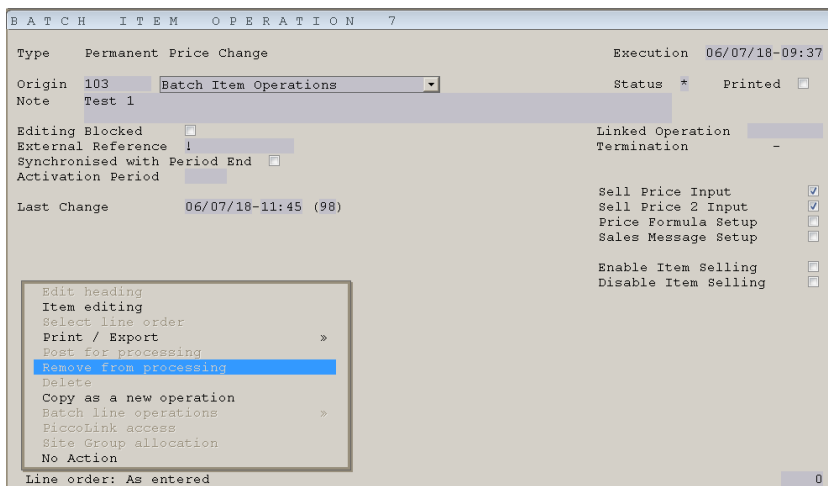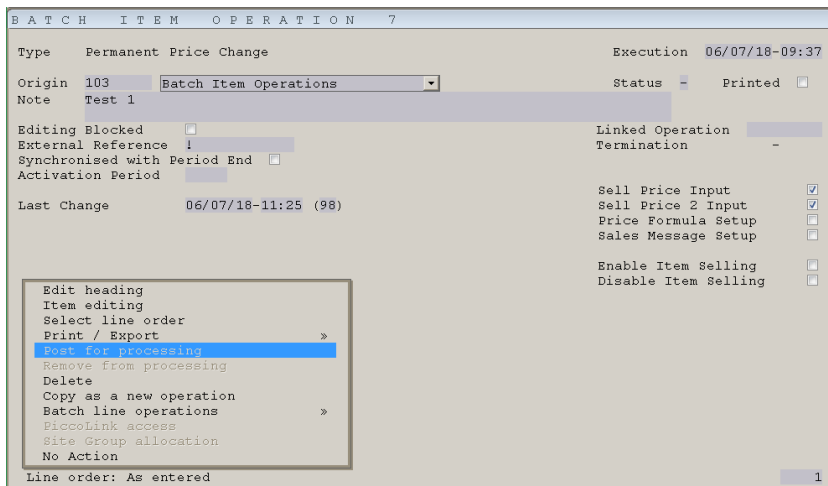
In this option menu, the options '**Post for processing**' and '**Edit heading**' become unavailable (greyed out) and the option '**Remove from processing**' becomes available (black text).
In the document window, the **Status** will become '*', indicating that the operation has been activated.

Press <ESC> to return to the overview 'Batch Item Operations'. You will also see the updated status in this list. Because this item operation has been activated, you will no longer be able to modify its parameters (in the document) ('Edit heading' is greyed out). The item lines can only be consulted.
When the system executes the operation at the moment of 'Execution', the status 'C' will indicate that the item operation has been 'completed'.

REMARK:
To be able to edit an activate item operation, you will have to deactivate it first.

6. 8. 4. Deactivate a batch item operation

You can deactivate a batch item operation if the moment of execution has not been reached yet.
Starting from the overview 'Batch Item Operations'; select he item operation (with status '*') that has to be deactivated. You will see the document window and the options menu in the bottom left corner.
Select the option 'Remove from processing'.

In the document window, the status '-' will indicate that the item operation has been deactivated. In this options menu, the option 'Remove from processing' will be unavailable (greyed out), the options 'Post for processing' and 'Edit heading' become available again (black text).
Because this item operation has been deactivated, you can adjust the item operation again (in the document, you can edit the header, add/edit/delete item lines). Do not forget to re-activate the item operation, if necessary.

You can also cancel the item operation by choosing 'Delete' in the options menu.
Press <ESC> to go back to the overview 'Batch Item Operations'. Here, you will also see the updated status.

6. 9. Centrally vs locally managed items

A company that applies **centralised management** can manage items from its HQ.
The CMS (Central Management System) maintains the central item database and the TMS (Tele Management System) sends all item information (operations) to the sites.
Depending on the specific configuration, the item operations have to be checked and confirmed locally, if necessary.

The following management functions can be performed centrally:
• Add items
• Delete items
• Edit item prices

When assigning item numbers, the company can reserve a certain range of items purely for **local** management.
Example: In the entire item range, 1 to 999,998, the local range can be set from 100,00 to 110,000.
If a site has received a batch item operation, the manager will get a message on screen when logging on (see procedure below).
By accepting the message, the manager confirms that he takes note of the new batch item operations. It is his responsibility to check these operations, and to edit and activate them, if necessary.

Procedure:
If, when logging on, you receive a warning message, it means that HQ has sent '**Batch item operations**'.
Pres
Press <OK> or <ESC> to close the message.
Starting from the main menu, choose '**Items**' to open the menu bearing the same name.
There, you can select '**Batch Item Operations**'.
Press <TAB> to open the (filtered) overview of 'Batch Item Operations'.
If needed, use <END> to go to the end of the list.
Select the sent modification operation to open the document. The **status** should be '**-**'.
In the options menu in the bottom left corner, choose '**Item editing**' to view the lines of the item operation and to adapt the prices, if necessary.

If you agree with the operation (and when you have made the necessary modifications):
Press <**ESC**> to return to the document.
Select '**Post for processing**' in the options menu in the bottom left corner to activate the item operation.
Press <**ESC**> to return to the overview of operations.

In the document and in the overview, the activated item operation will get **status '*'** and after the price change, **status 'C'**.

REMARKS:
Later on, you can only change the sales prices for centrally managed items.
You can view all parameters for centrally managed items, but you cannot edit them all.
Only sales prices can be edited later on.
Follow the steps in chapter **6.7. Edit the sales price**.

On rare occasions, 'Batch Item Operations' can be available for a site without warning message for the manager!
It may occur that ' Batch Item Operations' are sent to the sites from HQ, but that the manager does not get a warning message.
Example: during an intervention, it is possible that the helpdesk read the message without activating the item operation. The operations that need to be executed, however, remain available so that the manager can check and activate them.
So, to avoid missing a central item operation, it is advisable for the manager to always check the overview 'Batch Item Operations' after logging on, even if he did not receive a message.

7. REPORTS
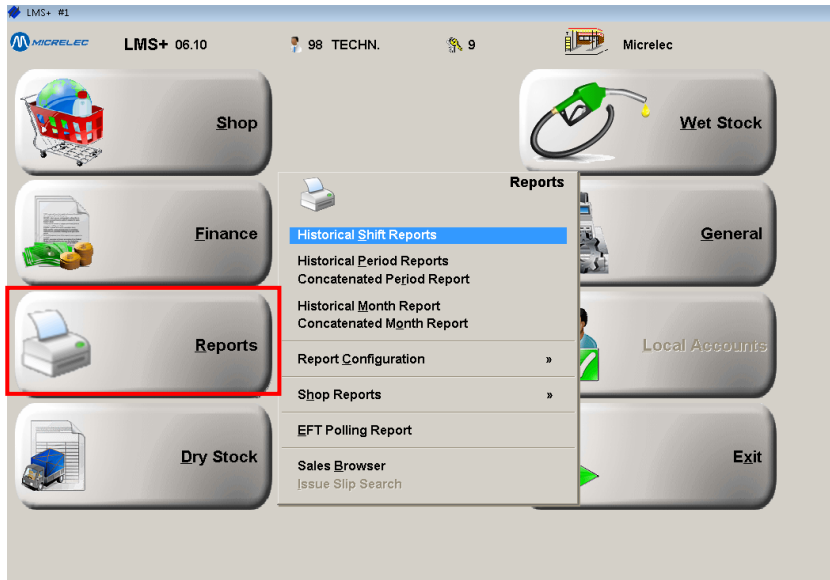
7. 1. Item reports

For each type of item, you can create different reports containing all kinds of information about those items. The method of working is the same for normal items, sales packs, baskets and services.
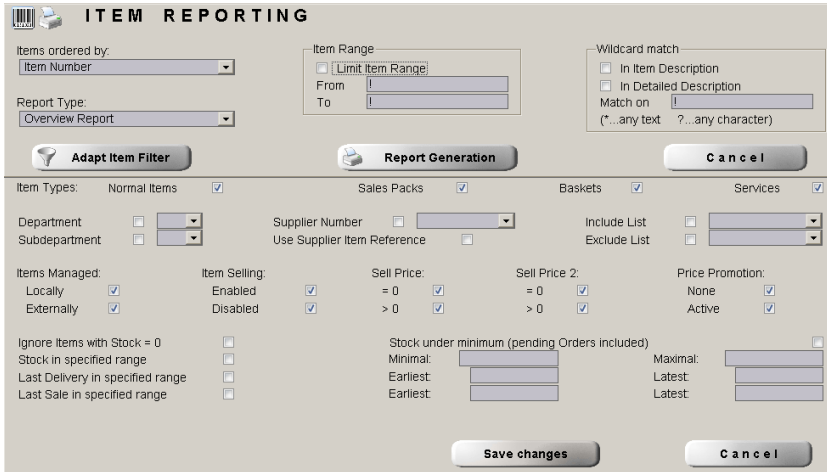
Procedure:

- Start from the main menu and go to **'Shop'**
- Choose **'Items'**
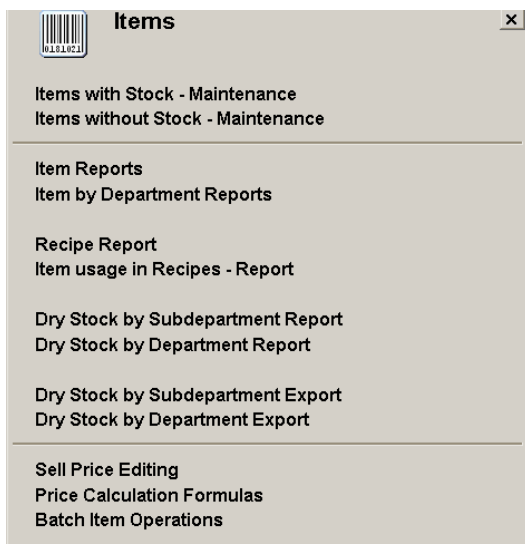
- Select '**Item Reports**'.
  Here you will be able to choose the correct item report at a later stage: for normal items, sales packs, baskets or services.

In the 'Item Reporting' window that opens next, you will find the conditions the items in the report will have to meet. You can adapt these before generating the report.
Press 'Cancel' to close the window.

Press 'Adapt Item Filter' to edit the search conditions.
The cursor will move to the conditions.
Edit them if necessary. Confirm each modifications with <ENTER>. See chapter 6.2. Item access for the parameter definitions.

Confirm everything with the <TAB> key.
Now, choose in the dropdown menu 'Items ordered by' how you would like to have your items sorted: by item number, barcode, description or supplier item reference.
To change the sorting method, you will have to deselect the chosen one and select the new one.

Check the box for 'Item Range' if you would like to define within which range the system should look.
Depending on the sorting method, this range can be expressed in numbers, barcodes, description or supplier item reference.

Choose the desired *report type*:
- Overview report: this report will show an overview of the parameters used in item definitions. It will also mention sales prices.
- Sell price report: this report will show sales and purchases prices for the filtered items.
- Item operations history: this report will show all stock operations performed on the filtered items.
- Item sales history: this report will show all sales for the filtered items.
- Discount and bonus info: this report will show all discount and bonus info for the filtered items.
- Stock valuation: this report will show the stock value per item, calculated based on the purchase price, sales price and average purchase price.
  If you create this report for all items of 1 department, it will also mention the total stock value for the entire department.
- Inventory report: this report will show all filtered items and a column in which you can enter the counted stock.
- Shelf labels: this will show a print preview of the shelf labels for the filtered items. You can click the print icon.
- Item book: this report will allow you to print a book of all barcodes for the filtered items.

Then click 'Report generation' or the <TAB> to create the report.

The system searches for all items that match the configured search conditions and creates a report in the format that has been preset, like pdf.

REMARK:
These reports can also be created via the menu '**Reports – Shop reports**'.

STOCK VALUATION

ITEM Number	Barcode	Description	DEPARTMENT Nr.	Description	STOCK	PRICE Sell	Buy	Average	STOCK VALUE BY Sell Price	Buy Price	Average Pr.	SellP.ExVAT	LINE
1	1000000000009	SNACKS	1/ 1	SNACKS	-6.000	0.00	0.0000	0.00	0.00	0.00	0.00	0.00	1
2	2000000000008	BOISSONS ALC	2/ 3	ALC. DRINKS	-1.000	0.00	0.0000	0.00	0.00	0.00	0.00	0.00	2
3	3000000000007	BOISSONS N/A	2/ 2	N/A DRINKS	-1.000	2.00	0.0000	0.00	-2.00	0.00	0.00	-1.89	3
4	4000000000006	HUILE	4/ 1	OIL	-1.000	0.00	0.0000	0.00	0.00	0.00	0.00	0.00	4
5	5000000000005	AUTRE AUTO/MOT	4/ 7	AUTRE AUTO/MOT	-1.000	0.00	0.0000	0.00	0.00	0.00	0.00	0.00	5
6	6000000000004	TABAC	5/ 1	TABAC	-1.000	0.00	0.0000	0.00	0.00	0.00	0.00	0.00	6
7	7000000000003	DIVERS	10/ 1	DIVERS 0%	-1.000	0.00	0.0000	0.00	0.00	0.00	0.00	0.00	7
8	8000000000002	DIVERS 6%	10/ 2	DIVERS 6%	-1.000	0.00	0.0000	0.00	0.00	0.00	0.00	0.00	8
9	9000000000001	DIVERS 12%	10/ 3	DIVERS 12%	-1.000	0.00	0.0000	0.00	0.00	0.00	0.00	0.00	9
10	1100000000006	DIVERS 21%	10/ 4	DIVERS 21%	-1.000	0.00	0.0000	0.00	0.00	0.00	0.00	0.00	10
11	54008892	AUSTIN 40	5/ 1	TABAC	-5.000	9.80	0.0000	0.00	-49.00	0.00	0.00	-49.00	11
12	54140868	MARLBORO ME 20	5/ 1	TABAC	0.000	6.70	0.0000	0.00	0.00	0.00	0.00	0.00	12
13	54140851	MARLBORO G 20	5/ 1	TABAC	0.000	6.50	0.0000	0.00	0.00	0.00	0.00	0.00	13
14	54137691	MARLBORO G 25	5/ 1	TABAC	0.000	8.00	0.0000	0.00	0.00	0.00	0.00	0.00	14
15	54140998	MARLBORO G 28	5/ 1	TABAC	0.000	8.90	0.0000	0.00	0.00	0.00	0.00	0.00	15
16	54140813	MARLBORO 20	5/ 1	TABAC	-1.000	6.60	0.0000	0.00	-6.60	0.00	0.00	-6.60	16
17	54141490	MARLBORO 22	5/ 1	TABAC	0.000	7.30	0.0000	0.00	0.00	0.00	0.00	0.00	17
18	54141506	MARLBORO 26	5/ 1	TABAC	0.000	8.00	0.0000	0.00	0.00	0.00	0.00	0.00	18
19	7622300771966	STIMOROL ORI B	1/ 1	SNACKS	0.000	5.20	0.0000	0.00	0.00	0.00	0.00	0.00	19
20	5410228080459	JUPILER 33	2/ 3	ALC. DRINKS	0.000	1.40	0.0000	0.00	0.00	0.00	0.00	0.00	20

7. 2. Report for baskets

There are 2 types of reports for compositions (baskets).
The '**Recipe report**' gives a summary of all existing baskets and their composition, or the items composing the basket.
The '**Item usage in Recipes – Report**' gives a summary of all items used in baskets.

Items

Items with Stock - Maintenance
Items without Stock - Maintenance

Item Reports
Item by Department Reports

Recipe Report
Item usage in Recipes - Report

Dry Stock by Subdepartment Report
Dry Stock by Department Report

Dry Stock by Subdepartment Export
Dry Stock by Department Export

Sell Price Editing
Price Calculation Formulas
Batch Item Operations

Procedure:
- Start from the main menu and go to **'Shop'**
- Choose **'Items'**.
- Choose the following reports:

7. 2. 1. Recipe report

Go to menu **'Shop'**, '**Items'** and '**Recipe Report'**.

This report shows an overview of all existing baskets along with their item numbers, description and department. Per basket, it also shows the composing items and their item numbers, descriptions, departments, quantity (in pieces) per basket and comments, if there are any.

```
 RECIPE   REPORT

_____
|Recipe:  1              B  A  S  K  E  T                               |
|                        Number   Description       Department  Sales Unit |
|                        _____|
|                         1008    COFFEE + CROISS    1/ 1        !       |
|_____|

Line   Item Nr.  Description     Department    Quantity    Comment
  1       3      BOISSONS N/A    2/ 2          1.0000 !    ESPRESSO
  2       1      SNACKS          1/ 1          3.0000 !    3 CROISSANTS
```

7. 2. 2. Item usage in recipes - report

Go to menu **'Shop'**, '**Items'** and '**Item usage in Recipes – Report'** .
This report shows an overview of all the different base items used in compositions.

```
 ITEM   USAGE   IN   RECIPES

Item Nr.  Description   Department   Recipe   Line   Quantity    Comment
_____
   1      SNACKS        1/ 1            1       2    3.0000 !    3 CROISSANTS
   3      BOISSONS N/A  2/ 2            1       1    1.0000 !    ESPRESSO
```

Example:
Item 1 appears 3 times in basket number 1.
This item appears in line 2 for this basket.

7. 3. Reports by department

For each type of item, you can also create reports per department.
The method of working is identical for normal items, sales packs, baskets and services.

Procedure:
- Start from the main menu and go to **'Shop'**.
- Go to '**Items'** and choose the following reports.
  OR
- Start from the main menu and go to **'Reports'**
- Then choose **'Shop reports'**
- Select the following reports:

7. 3. 1. Item by department reports

This report shows an overview of normal items, sales packs, baskets or services by department. You will be able to enter search conditions.

Select the correct report 'Normal', 'Sales Pack', 'Basket' or 'Services'.
Follow the same procedure used for an item report.

7. 3. 2. Dry stock by department report

This report shows an overview of the departments and mentions their total stock value, calculated based on purchase price, sales price and average purchase price.

Select '**Dry Stock by Department Report**'.

STOCK BY DEPARTMENT

			C U R R E N T		S T O C K		O R D E R E D			
			Number	Stock Value by Buy Price		Stock Value by Sell Price		Number	Stock Value	Stock Value	Line
DEPARTMENT			of Items	Excl. VAT	Incl. VAT	Excl. VAT	Incl. VAT	of Items	by Buy Price	by Sell Pr.	
Nr.	Description										
1	FOOD		-6.000	0.00	0.00	0.00	0.00	0.000	0.00	0.00	1
2	DRINKS		85.000	70.80	75.05	128.77	136.50	0.000	0.00	0.00	2
3	READING		0.000	0.00	0.00	0.00	0.00	0.000	0.00	0.00	3
4	AUTO/MOTO		-2.000	0.00	0.00	0.00	0.00	0.000	0.00	0.00	4
5	TOBACCO		-7.000	0.00	0.00	-55.60	-55.60	0.000	0.00	0.00	5
6	PHONE		0.000	0.00	0.00	0.00	0.00	0.000	0.00	0.00	6
7	SHOP NON-FOOD		0.000	0.00	0.00	0.00	0.00	0.000	0.00	0.00	7
8	LOTTERY		-1.000	0.00	0.00	0.00	0.00	0.000	0.00	0.00	8
9	COUPONS		0.000	0.00	0.00	0.00	0.00	0.000	0.00	0.00	9
10	DIVERS		-4.000	0.00	0.00	0.00	0.00	0.000	0.00	0.00	10
			65.000	70.80	75.05	73.17	80.90	0.000	0.00	0.00	

7. 4. Shift and period reports

Start from the main menu, go to '**Reports**' or press 'R' and choose '**Historical Shift Reports**' or '**Historical Period Reports**'.

7. 4. 1. Configuration for shift, period and month reports

The manager can configure the formats for shift, period an month reports.
A closure reports can be a document with just a header or a document with very detailed information. If there is just 1 shift per period, the report will mostly be limited to a header.
If the report format is edited, this format will only be applied as from the next closure on the POS.
Afterwards, historical shift and period reports can be downloaded in another format on the POS or via LMS. The format should first be adjusted in order to do so. After having edited the format, all historical reports will be printed according to this edited format.
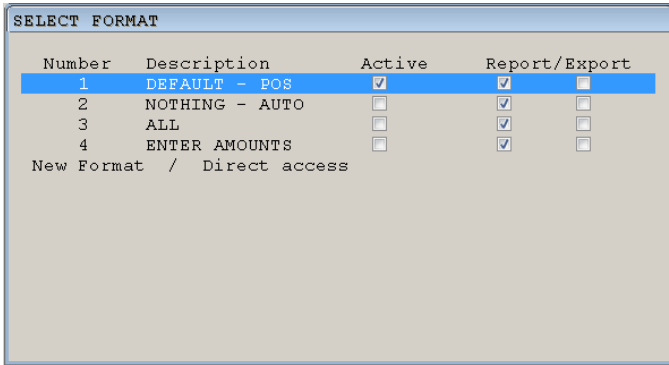
Procedure;
• Go to menu **'Reports'**.
• Choose **'Report Configuration'** or press 'F'
• A window bearing the same name will appear on screen.
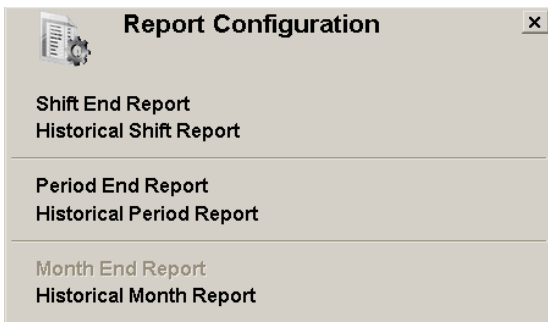
- Here, you can select the report type for which you would like to configure the printing configuration.
- Select in the '**Select format**' window the existing format you would like to view or edit. Example: choose 'Standard, 'All', etc.
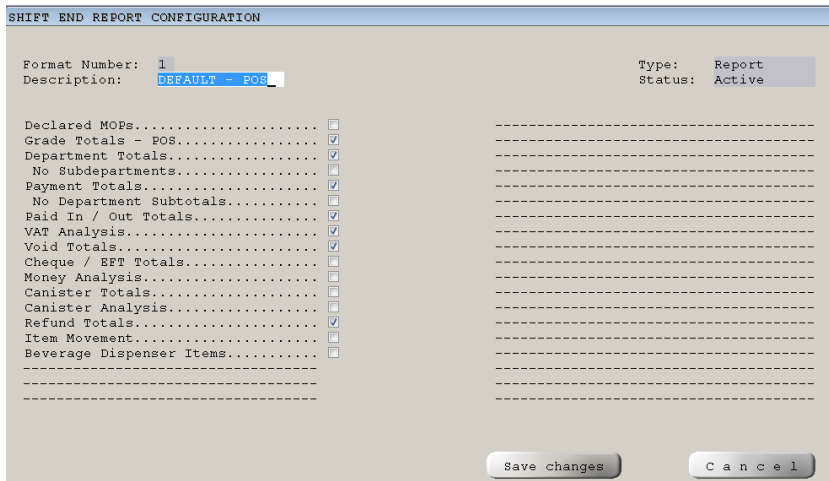
```
SELECT FORMAT

  Number   Description      Active     Report/Export
     1     DEFAULT - POS      ☑          ☑          ☐
     2     NOTHING - AUTO     ☐          ☑          ☐
     3     ALL                ☐          ☑          ☐
     4     ENTER AMOUNTS      ☐          ☑          ☐
  New Format  /  Direct access
```

- Or select '**New Format**' if you would like to create a new format. In this case, enter a number between 1 and 9 that has not yet been used.

As an example, you will see the format '**Default**' below.
You will see the '**Shift End Report Configuration**' window, where you can edit the necessary parameters.

```
SHIFT END REPORT CONFIGURATION

  Format Number:  1                        Type:    Report
  Description:    DEFAULT - POS            Status:  Active

  Declared MOPs..................... ☐    ---------------------------------------
  Grade Totals - POS................ ☑    ---------------------------------------
  Department Totals................. ☑    ---------------------------------------
   No Subdepartments................ ☐    ---------------------------------------
  Payment Totals.................... ☑    ---------------------------------------
   No Department Subtotals.......... ☐    ---------------------------------------
  Paid In / Out Totals.............. ☑    ---------------------------------------
  VAT Analysis...................... ☑    ---------------------------------------
  Void Totals....................... ☑    ---------------------------------------
  Cheque / EFT Totals............... ☐    ---------------------------------------
  Money Analysis.................... ☐    ---------------------------------------
  Canister Totals................... ☐    ---------------------------------------
  Canister Analysis................. ☐    ---------------------------------------
  Refund Totals..................... ☑    ---------------------------------------
  Item Movement..................... ☐    ---------------------------------------
  Beverage Dispenser Items.......... ☐    ---------------------------------------
  -------------------------------          ---------------------------------------
  -------------------------------          ---------------------------------------
  -------------------------------          ---------------------------------------

                          Save changes        C a n c e l
```

- Enter a number that has not yet been used, below 'Report configuration' (between 1 and 9).
- Name this format appropriately with a description that has not yet been used.
- Enable this format by checking the 'Active' box.
- Change the necessary parameters and activate them by checking the corresponding boxes/deactivate them by unchecking the boxes. See the parameter definitions below.
- Press '**Save changes**' to save your parameter configuration.

This is the format that will be used for the next printed report.

| *Warning!* | *You can only apply one report at the same time.* |
| | *You can configure up to 9 formats per report type.* |

Parameter definition (shift report):

Declared MOPs   MOP totals

Grade Totals – POS	Total of all fuel products sold via the POS.
Department Totals	Totals per department.
No subdepartments	Only shows totals per main department. If the list of departments and subdepartments is very extensive, it can be useful to leave out the subdepartments.
Payment Totals	These are the entered amounts at the end of a shift for certain MOPS. This parameter can be activated per MOP.
No Department Totals	Totals without making a distinction between the departments.
Paid In / Out Totals	Totals per type of paid in/paid out.
VAT Analysis	The totals are dived per VAT rate: amount without VAT, amount of VAT and amount VAT included VAT 21%P is for fuel transactions that have been settled at the POS.
Void Totals	Totals of all cancellations (VOID) done at the POS.
Cheque / EFT Totals	List of all transactions paid with 'Cheque' or via 'EFT'. EFT (Electronic Fund Transfer, offline card transactions) has to be activated for the site. For each transaction, the report mentions the card number, the amount and the date/time.
Money Analysis	Analysis of the amount in CASH that should be present in the cash drawer at shift end. You will see the following POS balance and their difference: - Theoretical POS balance: CASH amount that should be in the cash drawer - Actual POS balance: remaining CASH amount counted and entered by the operator. *Remark*: change, or money that has been returned on cheques or foreign currencies, is not categorised under CASH.
Canister Totals	Totals of all safe drops done at the POS.
Refund Totals	The items refunded during that shift and the time of refund.
Item Movement	Overview of all sales, orders, inventories of items.
Beverage Dispenser Items	/

PERIOD REPORT

From the menu '**Reports**', choose '**Report Configuration**' to open the window bearing the same name.
There, you can select '**Period End Report**'.
In the '**Select Format**' window that appears on screen, select the desired format (like 'Default' to open the default format).

You will see the '**Period End Report Configuration**' window, where you can edit the necessary parameters.

```
PERIOD END REPORT CONFIGURATION

  Format Number:  1                          Type:     Report
  Description:    DEFAULT - POS               Status:   Inactive

  Grade Totals - POS................ ☑     VAT Analysis...................... ☑
  Pump/Nozzle Totals................ ☑     Void Totals - Sales............... ☐
  Wet Product Totals................ ☑     Item Movement..................... ☐
  Wet Indexes on POS................ ☐      -> Filter       0 -> Default      ▼
  Terminal / Product Totals......... ☑     Profit / Item..................... ☐
  Measured Wet Stock................ ☐       -> Line Order:
  Calculated Wet Stock.............. ☐                                        ▼
  Fuel Deliveries................... ☐     Loyalty Analysis.................. ☐
  Department Totals................. ☑       -> Number of Report lines:
   No Subdepartments................ ☐     -----------------------------------
  Profit / Department............... ☐     -----------------------------------
   -> Line Order:                           -----------------------------------
                                     ▼      -----------------------------------
   No Subdepartments................ ☐     -----------------------------------
   Additional % Info................ ☐     -----------------------------------
  Department Stock Statistics....... ☐     -----------------------------------
  Payment Totals.................... ☑     -----------------------------------
   No Dept Subtotals................ ☐     -----------------------------------
  Paid In / Out Totals.............. ☑     -----------------------------------


                          Save changes         C a n c e l
```

Parameter definition (period report):

Grade Totals – POS   Total of all fuel products sold via the POS.

Pump/Nozzle Totals   Totals and indexes per pump and per nozzle.
                                In case of multi-product pumps, the totals and indexes are split up per pump and per nozzle.
                                On a site with BNA, the columns 'Too much' and 'Too little' are added:
                                '**Too much**' means that the pump started sooner that the prepaid amount.
                                In other words, 'too much' money (in cash or barcode credit in case of BNA with barcode reader) has been received.
                                '**Too little**' occurs with pump that do not have valves for low flows, they dispense more product than the amount that was entered (these are always very low amounts).

Wet Product Totals   Total sold per product.

Wet Indexes on POS   Volume index and amount index per fuel product sold via the POS.

Terminal / Product Totals   Totals and indexes per terminal (POS, OPT, BNA, etc.).

Measured Wet Stock   Information of the fuel tanks, if the site is equipped with an electronic gauging system.

Calculated Wet Stock   Overview of fuel stock calculated based on deliveries.

Fuel Deliveries   Summary of all fuel deliveries during that period.

Department Totals   All shop sales totalised per (sub)department, refunds also mentioned.

No Subdepartments   Only shows totals per main department. If the list of departments and subdepartments is very extensive, it can be useful to leave out the subdepartments.

Profit / Department   Profit per department:

$$\left(\frac{\text{Tot. VKP excl. BTW} - \text{Tot. AKP}}{\text{Tot VKP excl. BTW}} \right) \times 100$$

The value of the profit is calculated based on the latest purchase price and the average purchase price.

→ Line Order	Indicates the order of departments on the report: according to item number, sold quantity, sales value, profit based on latest purchase price or profit based on average purchase price.
Additional % Info	Percentage value of the profit. You will also see how many items have a purchase price still set to 0.
Department Stock Statistics	Stock statistics per department.
Payment Totals	The money received is split up into the different MOPS. Foreign currencies are converted to the base currency.
No Dept Subtotals	If this parameter is **not** enabled, the report will split up the used MOPS per department. *Warning*: at the moment, this function is only used to split up certain MOPS into Shop (Department 98) and Fuel (Department 99). This is configured by the Micrelec technician.
Paid In / Out Totals	Totals per type of paid in/paid out.
VAT Analysis	The totals are dived per VAT rate: amount without VAT, amount of VAT and amount VAT included VAT 21%P is for fuel transactions that have been settled at the POS.
Void Totals – Sales	Totals of all cancellations (VOID) done at the POS.
Item movement	Sales, orders, inventories of items.
Winst / Item	Profit per item:

$$\left(\frac{\text{VKP excl. BTW} - \text{AKP}}{\text{VKP excl. BTW}} \right) \times 100$$

The value of the profit is calculated based on the latest purchase price and the average purchase price.

→ Line Order	The order of items can be configured: according to item number, sold quantity, sales value, profit based on latest purchase price or profit based on average purchase price.

MONTH REPORT

From the menu '**Reports**', choose '**Report Configuration**' to open the window bearing the same name.
There, you can select '**Month End Report**'.
In the '**Select Format**' window that appears on screen, select the desired format (like 'Default' to open the default format).

You will see the '**Month End Report Configuration**' window, where you can edit the necessary parameters.

Parameter definition (month report):

Grade Totals – POS	Total of all fuel products sold via the POS.

7. 4. 2. Print shift and period reports

Procedure:
- Start from the main menu and go to **'Reports'** or press the 'R' key.
- Choose **'Historical Shift Reports'** or **'S'** or choose **'Historical Period Reports'** of **'P'**

On the screen, you will see a list of available shift or period reports, depending on the type you chose.

Select the desired report.
This report is printed according to the selected format.

> *Warning:* *Shift and Period reports remain available during 2 months. After that, they are automatically erased by the system.*

7. 4. 3. Example of shift report

The shift report contains all information concerning a shift, this means also the PTI totals and the breakdown in the different cards, if the PTI is connected to the POS.
The OPT appears in a separate shift.

Historical shift report from the POS:

MICRELEC NV Poortakkerstraat 90 9051 Sint-Denijs-Westrem
_____ Printed 13/02/2005 at 14:54:45 _

HISTORICAL   SHIFT   REPORT

Shift Nr. / Till	123 / 01	Shift Start	08:20 12/02/05	First sale	00005051	Period Nr. 123
Shift Nr. / Operator	1 / 10 OPER.10	Shift End	19:30 12/02/05	Last sale	00005131	Period Start Date 11/02/05

GRADE TOTALS – POS

Grade	Unit Price	Volume	Amount	VAT	Amt.Ex.VAT	Discount Quantity	Discount Amount	Amt before Discount
DIESEL	0,963	871,62	839,38	21,00%	693,70	0,00	0,00	839,38
EURO 95	1,168	448,99	524,43	21,00%	433,42	0,00	0,00	524,43
SUPER+	1,196	216,28	258,69	21,00%	213,80	0,00	0,00	258,69
		1536,89	1622,50		1340,92	0,00	0,00	1622,50

DEPARTMENT TOTALS

DEPARTMENT Nr.	Description	SOLD Quantity	Amount	Amt.Ex.VAT	REFUND Quantity	Amount	Amt.Ex.VAT	SOLD – REFUND Quantity	Amount	Amt.Ex.VAT	DISCOUNT Quantity	Amount
10/	CANDY	29,00	23,60	22,27	0,00	0,00	0,00	29,00	23,60	22,27	0,00	0,00
10/ 1	CANDY	12,00	7,80	7,35	0,00	0,00	0,00	12,00	7,80	7,35	0,00	0,00
10/ 2	GUM	7,00	5,70	5,38	0,00	0,00	0,00	7,00	5,70	5,38	0,00	0,00
10/ 3	PASTILLE	4,00	4,30	4,06	0,00	0,00	0,00	4,00	4,30	4,06	0,00	0,00
10/ 4	DIVERS CANDY	6,00	5,80	5,48	0,00	0,00	0,00	6,00	5,80	5,48	0,00	0,00
20/	OIL AND FATS	5,00	25,55	21,20	0,00	0,00	0,00	5,00	25,55	21,20	0,00	0,00
20/ 1	OIL	5,00	25,55	21,20	0,00	0,00	0,00	5,00	25,55	21,20	0,00	0,00
30/	SMOKING ITEMS	1,00	0,65	0,54	0,00	0,00	0,00	1,00	0,65	0,54	0,00	0,00
30/ 1	SMOKING ITEMS	1,00	0,65	0,54	0,00	0,00	0,00	1,00	0,65	0,54	0,00	0,00
40/	TOBACCO	34,00	140,15	140,15	0,00	0,00	0,00	34,00	140,15	140,15	0,00	0,00
40/ 1	CIGARETTES	32,00	131,75	131,75	0,00	0,00	0,00	32,00	131,75	131,75	0,00	0,00
40/ 2	TOBACCO	1,00	3,80	3,80	0,00	0,00	0,00	1,00	3,80	3,80	0,00	0,00
40/ 3	CIGARS	1,00	4,60	4,60	0,00	0,00	0,00	1,00	4,60	4,60	0,00	0,00
50/	SODA	12,00	15,80	14,91	0,00	0,00	0,00	12,00	15,80	14,91	0,00	0,00
50/ 1	SOFT DRINKS	9,00	10,75	10,14	1,00	1,00	0,94	8,00	9,75	9,20	0,00	0,00
50/ 2	WATER/JUICE	1,00	0,75	0,71	0,00	0,00	0,00	1,00	0,75	0,71	0,00	0,00
50/ 3	SPORT / ENERGY	3,00	5,30	5,00	0,00	0,00	0,00	3,00	5,30	5,00	0,00	0,00
51/	ALCOHOL	3,00	3,75	3,10	0,00	0,00	0,00	3,00	3,75	3,10	0,00	0,00
51/ 1	BEER	3,00	3,75	3,10	0,00	0,00	0,00	3,00	3,75	3,10	0,00	0,00
54/	SNACKS	8,00	8,15	7,69	0,00	0,00	0,00	8,00	8,15	7,69	0,00	0,00
54/ 1	CHIPS	1,00	0,65	0,61	0,00	0,00	0,00	1,00	0,65	0,61	0,00	0,00
54/ 2	OTHER SNACKS	7,00	7,50	7,08	0,00	0,00	0,00	7,00	7,50	7,08	0,00	0,00
55/	COOKIES	2,00	2,35	2,22	0,00	0,00	0,00	2,00	2,35	2,22	0,00	0,00
55/ 1	WAFFLE/COOKIES	1,00	0,50	0,47	0,00	0,00	0,00	1,00	0,50	0,47	0,00	0,00
55/ 2	WAFFLE /COOKIES FAM	1,00	1,85	1,75	0,00	0,00	0,00	1,00	1,85	1,75	0,00	0,00
60/	FRESH FOOD	1,00	1,20	1,13	0,00	0,00	0,00	1,00	1,20	1,13	0,00	0,00
60/ 5	DAIRY	1,00	1,20	1,13	0,00	0,00	0,00	1,00	1,20	1,13	0,00	0,00
70/	SERVICES 0%	2,00	30,00	30,00	0,00	0,00	0,00	2,00	30,00	30,00	0,00	0,00
70/ 4	PREPAY PHONE	2,00	30,00	30,00	0,00	0,00	0,00	2,00	30,00	30,00	0,00	0,00
		98,00	252,20	244,07	1,00	1,00	0,94	97,00	251,20	243,13	0,00	0,00

PAYMENT TOTALS

Nr.	Payment		TOTALISED Qty	Volume	Value	Conversion	VOIDED Qty	Value	DECLARED Value	Conversion	FLOATED Value	DIFFERENCE Value	Conversion
1	CASH	EUR	66		1430,53 EUR	1430,53	0	0,00 EUR	555,33 EUR	555,33	125,00	-0,20 EUR	-0,20
40	EFT UTA	EUR	1	55,25	53,21 EUR	53,21	0	0,00 EUR					
64>89	PTI VISA	EUR	3		153,52 EUR	153,52	0	0,00 EUR					
/9900	Fuel		3	140,68	153,52 EUR	153,52	0	0,00 EUR					
66>89	PTI EUROCARD	EUR	4		128,12 EUR	128,12	0	0,00 EUR					
/9800	Shop		1		1,40 EUR	1,40	0	0,00 EUR					
/9900	Fuel		4	114,78	126,72 EUR	126,72	0	0,00 EUR					
67>89	PTI AMEX	EUR	2		65,01 EUR	65,01	0	0,00 EUR					
/9800	Shop		2		6,60 EUR	6,60	0	0,00 EUR					
/9900	Fuel		1	60,65	58,41 EUR	58,41	0	0,00 EUR					
69>89	PTI BANKCARD	EUR	2		52,97 EUR	52,97	0	0,00 EUR					
/9800	Shop		1		8,95 EUR	8,95	0	0,00 EUR					
/9900	Fuel		1	37,69	44,02 EUR	44,02	0	0,00 EUR					
70>89	PTI MAESTRO	EUR	1		36,01 EUR	36,01	0	0,00 EUR					
/9900	Fuel		1	30,83	36,01 EUR	36,01	0	0,00 EUR					
89	PTI TOTAAL	EUR	12		435,63 EUR	435,63	0	0,00 EUR					
TOTAL			79			1919,37	0			555,33			-0,20

PAID OUT TOTALS

Nr. & Description	Quantity	Amount

PAID IN TOTALS

Nr. & Description	Quantity	Amount
1 PAYMENT INVOICE	1	45,67
	1	45,67

VAT ANALYSIS

Nr. Description	Rate%	VAT	Amnt.Ex.VAT	Amnt.Inc.VAT
#1 VAT 0%	0,00	0,00	170,15	170,15
#2 VAT 6%	6,00	2,88	48,22	51,10
#3 VAT 12%	12,00	0,00	0,00	0,00
#4 VAT 21%	21,00	5,19	24,76	29,95
#5 ----	0,00	0,00	0,00	0,00
#6 VAT-P 21%	21,00	281,58	1340,92	1622,50
TOTAL		289,65	1584,05	1873,70

VOID TOTALS

ITEM Nr.	Description	DEPARTMENT Nr.	Description	Qtity	Date	Time	Value	Issue Lsip Number
411038	BELGA RED FILT	41/ 1	CIGARETTES	1,00	12/02/2005	14:45	4,45	
511057	COCA COLA REG.B	51/ 1	SOFT DRINKS	1,00	12/02/2005	16:29	1,00	
							5,45	

CHEQUES

Trans.nr.	Cheque	Card nr.	Canister nr.	Date	Time	Amount	Void
						0,00	

EFT TRANSACTIONS

Trans.nr.	EFT Nr.	Card nr.	Date	Time	Amount	Void
5114	53	70600012345612347=0601010	12/02/2005	15:37	53,21	
					53,21	

MONEY ANALYSIS

Fuel Sales	1622,50
(Fuel Discounts	0,00)
Department Sales	252,20
(Department Discounts	0,00)
Department Returns	-1,00
Paid In	45,67
Paid Out	0,00
Total	1919,37

CASH ANALYSIS

	EUR
Payments	1430,53
Float	125,00
Safe Drop	-1000,00
Exchange (not on CASH)	0,00
Amount to Account For	555,53
Declared Amount	555,33
--> Difference	-0,20

CANISTER TOTALS

Canister Nr.	Payment Description	Number	Volume	Date	Time	Currency Symbol	Value
1	CASH			12/02/2005	13:33	EUR	500,00
2	CASH			12/02/2005	15:03	EUR	500,00

REFUND TOTALS

Item Nr.	Description	DEPARTMENT Nr.	Description	Qtity	Date	Time	Value	Issue Slip Number
529	LIPT.ICE TEA 33	51/ 1	SOFT DRINKS	1	12/02/05	09:21	1,00	
							1,00	

ITEMS

ITEM Number	Barcode	Description	Department	Sell Price	SOLD Quantity	Amount	- REFUNDED Quantity	Amount	= TOTAL Quantity	Amount	TOTAL IN BUY PRICES Last	Average	Total Excl.VAT	Line
0	4001686354032	HARIBO KL	10\ 1	0,15	1	0,15	0	0,00	1	0,15	0,10	0,10	0,14	1
0	5420001501774	LOLLY WOOD BEER	10\ 4	1,10	1	1,10	0	0,00	1	1,10	0,73	0,73	1,04	2
0	5425010090004	PAPER MINTS	10\ 3	1,30	1	1,30	0	0,00	1	1,30	0,86	0,86	1,23	3
0	5413729203006	PAY&GO 15	70\ 4	15,00	2	30,00	0	0,00	2	30,00	0,00	0,00	30,00	4
0	5000159339759	MARS	10\ 1	0,65	5	3,25	0	0,00	5	3,25	2,14	2,14	3,05	5
105	3033710242535	LION KING SIZE	10\ 1	0,75	5	3,75	0	0,00	5	3,75	2,47	2,47	3,54	6
107	5000159314732	SNICKERS CRUNCH	10\ 1	0,65	1	0,65	0	0,00	1	0,65	0,42	0,42	0,61	7
112	57031705	V6-STRONG.MINT	10\ 2	1,50	1	1,50	0	0,00	1	1,50	0,98	0,98	1,42	8
120	57038933	STIMOROL AIR RU	10\ 2	0,70	2	1,40	0	0,00	2	1,40	0,92	0,92	1,32	9
121	8711400403019	SPORTLIFE SMASH	10\ 2	0,70	4	2,80	0	0,00	4	2,80	1,84	1,84	2,64	10
131	80051350	TIC-TAC EXTRA S	10\ 3	0,65	1	0,65	0	0,00	1	0,65	0,42	0,42	0,61	11
132	87301724	MENTOS ACTION	10\ 3	0,55	1	0,55	0	0,00	1	0,55	0,36	0,36	0,52	12
137	7610700607046	RICOLA LEMON MI	10\ 3	1,80	1	1,80	0	0,00	1	1,80	1,19	1,19	1,70	13
153	4001686383025	COLAROLLEN HARI	10\ 4	0,25	2	0,50	0	0,00	1	0,50	0,32	0,32	0,48	14
154	5410601598076	A.P.GUMS ASS.20	10\ 4	1,40	3	4,20	0	0,00	3	4,20	2,77	2,77	3,96	15
220	5411035290109	ADVA. 10W-40 1L	20\ 1	8,95	1	8,95	0	0,00	1	8,95	4,94	4,94	7,40	16
231	5411035570102	CHAIN OIL	20\ 1	4,15	4	16,60	0	0,00	4	16,60	9,15	9,15	13,72	17
411	54029170	BARCLAY 200 20	40\ 1	3,90	4	15,60	0	0,00	4	15,60	12,48	12,48	15,60	18
415	54030022	BASTOS RED FILT	40\ 1	4,45	6	26,70	0	0,00	6	26,70	21,36	21,36	26,70	19
425	40307954	DAVIDOFF CLASSI	40\ 1	4,00	1	4,00	0	0,00	1	4,00	3,20	3,20	4,00	20
427	87217124	DUNHILL INTERNA	40\ 1	4,60	1	4,60	0	0,00	1	4,60	3,68	3,68	4,60	21
436	40235479	L M ULTRA LIGHT	40\ 1	4,45	2	8,90	0	0,00	2	8,90	7,12	7,12	8,90	22
438	54027169	LM BOX 25	40\ 1	4,45	3	13,35	0	0,00	3	13,35	10,68	10,68	13,35	23
441	54027008	MARLBORO 200 20	40\ 1	3,85	9	34,65	0	0,00	9	34,65	27,72	27,72	34,65	24
442	54027022	MARLBORO LIGHT	40\ 1	3,90	4	15,60	0	0,00	4	15,60	12,48	12,48	15,60	25
444	54027473	MARLBORO MEDIUM	40\ 1	3,90	1	3,90	0	0,00	1	3,90	3,12	3,12	3,90	26
453	54039216	RICHMOND FILTER	40\ 1	4,45	1	4,45	0	0,00	1	4,45	3,56	3,56	4,45	27
475	8710900061002	DRUM MEDIUM 50G	40\ 2	3,80	1	3,80	0	0,00	1	3,80	3,04	3,04	3,80	28
479	8719800200139	LA PAZ MINI WIL	40\ 3	4,60	1	4,60	0	0,00	1	4,60	3,68	3,68	4,60	29
490	54034181	RIZLA+ BLUE 136	44\ 1	0,65	1	0,65	0	0,00	1	0,65	0,37	0,37	0,54	30
509	54491472	COCA COLA 0,5L.	50\ 1	1,25	3	3,75	0	0,00	3	3,75	2,36	2,36	3,54	31
510	54492387	COCA COLA LIGHT	50\ 1	1,25	3	3,75	0	0,00	3	3,75	2,36	2,36	3,54	32
529	5410033820103	LIPT.ICE TEA 33	50\ 1	1,00	2	2,00	1	1,00	1	1,00	0,63	0,63	0,94	33
530	5410033820707	LIPT.ICE TEA PE	50\ 1	1,25	1	1,25	0	0,00	1	1,25	0,79	0,79	1,18	34
541	4000177816004	CAPRI-SUN ORANG	50\ 2	0,75	1	0,75	0	0,00	1	0,75	0,47	0,47	0,71	35
557	90162909	RED BULL	50\ 3	1,90	2	3,80	0	0,00	2	3,80	2,39	2,39	3,58	36
561	90490668	AQUARIUSPOMPEL	50\ 3	1,50	1	1,50	0	0,00	1	1,50	0,95	0,95	1,42	37
5126	5410228080459	JUPILER BLIK 33	51\ 1	1,25	3	3,75	0	0,00	3	3,75	2,07	2,07	3,10	38
5411	8710398601629	CHIPS NATUREL 45G	54\ 1	0,65	1	0,65	0	0,00	1	0,65	0,41	0,41	0,61	39
5423	54008540	BI-FI ROLL	54\ 2	1,40	3	4,20	0	0,00	3	4,20	2,64	2,64	3,96	40
5433	5410033210300	FRANK 24X1P	54\ 2	0,90	2	1,80	0	0,00	2	1,80	1,13	1,13	1,70	41
5439	5410033211574	BI-FI MONO ZWAN	54\ 2	0,75	2	1,50	0	0,00	2	1,50	0,95	0,95	1,42	42
5505	5410041014600	CENT WAFERS	55\ 1	0,50	1	0,50	0	0,00	1	0,50	0,31	0,31	0,47	43
5521	5410471220008	VIRTUOSO 125G.D	55\ 2	1,85	1	1,85	0	0,00	1	1,85	1,17	1,17	1,75	44
6011	8713300074566	CECEMEL 0,33CL	60\ 5	1,20	1	1,20	0	0,00	1	1,20	0,75	0,75	1,13	45
		TOTAL:			98,00	252,20	1,00	1,00	97,00	251,20	161,54	161,54	243,11	45

MICRELEC NV   Poortakkerstraat 90   9051 Sint-Denijs-Westrem
_____ Printed 13/02/2005 at 14:56:13 _____

   HISTORICAL SHIFT REPORT
Shift Nr. / Till   119 / 99 Shift Start   19:32 11/02/05 First sale   00001929   Period Nr. 123
Shift Nr. / Operator   1 / 96 OPT OFFL   Shift End   19:30 12/02/05 Last sale 00001931
Start date period 11/02/05

GRADE TOTALS - POS

Grade	Unit price korting	Volume	Amount	VAT	Amnt.Ex.VAT	Discount Quantity	Discount Amount	Amnt before Discount
DIESEL	0,963	1319,01	1270,21	21,00%	1049,76	0,00	0,00	1270,21
		1319,01	1270,21	1049,76	0,00	0,00	1270,21	

DEPARTMENT TOTALS

DEPART. Nr.	Description	SOLD Qty	Amount	Amt.Ex.VAT	REFUND Qty	Amount	Amt.Ex.VAT	SOLD – REFUND DISCOUNT Qty	Amount	Amt.Ex.VAT	Qty	Amount
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	

PAYMENT TOTALS

Payment Nr. Description	TOTALISED Qty	Volume	Value	Conversion	VOIDED Qty	DECLARED Value	Conversion	FLOATED Value	DIFFERENCE Value	Conversion
41 EFT DKV EUR	3		5.00 EUR	5.00	0	0.00 EUR	0.00	0.00EUR	-5.00EUR	-5.00
TOTAL	3	1270,21	0	0,00	0,00					

VAT TOTALS

Nr. Description	Rate%	VAT	Amnt.Ex.VAT	Amnt.Inc.VAT
#1 VAT 0%	0,00	0,00	0,00	0,00
#2 VAT 6%	6,00	0,00	0,00	0,00
#3 VAT 12%	12,00	0,00	0,00	0,00
#4 VAT 21%	21,00	0,00	0,00	0,00
#5 ----	0,00	0,00	0,00	
#6 VAT-P 21%	21,00	220,45	1049,76	1270,21
TOTAL		220,45	1049,76	1270,21

CHEQUES

	Trans.nr.	Cheque card number	Canister nr.	Date	Time	Amount	Void
						0,00	

EFT TRANSACTIES

Trans.nr.		EFT Nr.	Card number	Date	Time	Amount	Void
1929		2038	70431024123400030=0903002	12/02/2005	10:23	239,80	
1930		2039	70431024123400014=0903002	12/02/2005	10:53	375,57	
1931		2041	70431024123400022=0903002	12/02/2005	18:16	654,84	

1270,21

MONEY ANALYSIS

Fuel Sales	1270,21
(Fueld Discounts	0,00)
Department Sales	0,00
(Department Discounts	0,00)
Department Returns	0,00
Paid In	0,00
Paid Out	0,00
Total	1270,21

7. 4. 4. Example of period report

HISTORICAL PERIOD REPORT

PERIOD 123   START 19:32   11/02/2005   END 19:30   12/02/2005

GRADE TOTALS - POS

Grade	Unit price	Volume	Amount	VAT	Amnt.Ex.VAT	Discount Qty		Discount Amnt.		Amnt. Before disc.
DIESEL	0,963	2190,63	2109,59	21,00%		1743,46		0,00	0,00	2109,59
EURO 95	1,168	448,99	524,43	21,00%	433,42	0,00	0,00	524,43		
SUPER+	1,196	216,28	258,69	21,00%	213,80	0,00	0,00	258,69		
		2855,90	2892,71		2390,68	0,00	0,00	2892,71		

TOTALS AND INDEXES PER PUMP / NOZZLE

Pump/ Nozzle	Grade	Volume	Amount	Transactions	Volume index	Amount index	Too much	Too few
1 / 1	DIESEL	886,35	853,59	30	364139,680	329430,420	0,00	0,00

1 / 2	EURO 95	430,58	502,93	13	167596,480	193200,310	0,00	0,00
1 / 3	SUPER+	176,71	211,35	5	77942,700	92025,330	0,00	0,00
1		1493,64	1567,87	48	609678,860	614656,060	0,00	0,00
2 / 1	DIESEL	596,04	573,99	15	215786,240	195412,830	0,00	0,00
2 / 2	EURO 95	256,80	299,94	8	121703,220	140378,670	0,00	0,00
2 / 3	SUPER+	256,22	306,45	7	55970,780	66207,770	0,00	0,00
2		1109,06	1180,38	30	393460,240	401999,270	0,00	0,00
3 / 1	DIESEL	374,49	360,63	12	483718,540	436215,630	0,00	0,00
3 / 2	EURO 95	305,29	356,59	12	97545,540	112553,290	0,00	0,00
3 / 3	SUPER+	143,43	171,55	3	59162,800	69902,910	0,00	0,00
3		823,21	888,77	27	640426,880	618671,830	0,00	0,00
4 / 1	DIESEL	1319,01	1270,21	3	2675620,190	448241,400	0,00	0,00
4		1319,01	1270,21	3	2675620,190	448241,400	0,00	0,00
T o t a l:		4744,92	4907,23 108		4319186,170	2083568,560	0,00	0,00

TOTALS PER GRADE

Grade	Volume	Amount	Transactions	Volume index	Amount index
DIESEL	3175,89	3058,42	60	3739264, 650	1409300,280
EURO 95	992,67	1159,46	33	386845,240	446132,270
SUPER+	576,36 6	89,35	15	193076,280	228136,010
	4744,92	4907,23	108	4319186,170	2083568,560

TOTALS PER TERMINAL / GRADE

TERMINAL: PTO online

Grade	Volume	Amount	Transactions
DIESEL	2304,27	2219,04	35
EURO 95	543,68	635,03	18
SUPER+	360,08	430,66	9
	3208,03	3284,73	62

TERMINAL: POS

Grade	Volume	Amount	Transactions
DIESEL	871,62	839,38	25
EURO 95	448,99	524,43	15
SUPER+	216,28	258,69	6
	1536,89	1622,50	46

DEPARTMENT TOTALS

DEPARTMENT		SOLD			REFUND			SOLD – REFUND			DISCOUNT	
Nr.	Description	Qty	Amount	Amnt.Ex.BTW	Qty	Amount	Amnt.Ex.BTW	Qty	Amount	Amnt.Ex.BTW	Qty	Amount
10/	CANDY	29,00	23,60	22,27	0,00	0,00	0,00	29,00	23,60	22,27	0,00	0,00
10/ 1	CANDY	12,00	7,80	7,35	0,00	0,00	0,00	12,00	7,80	7,35	0,00	0,00

Nr.	Description											
10/ 2	GUM	7,00	5,70	5,38	0,00	0,00	0,00	7,00	5,70	5,38	0,00	0,00
10/ 3	PASTILLE	4,00	4,30	4,06	0,00	0,00	0,00	4,00	4,30	4,06	0,00	0,00
10/ 4	DIVERSE CANDY	6,00	5,80	5,48	0,00	0,00	0,00	6,00	5,80	5,48	0,00	0,00
20/	OIL AND FATS	5,00	25,55	21,20	0,00	0,00	0,00	5,00	25,55	21,20	0,00	0,00
20/ 1	OIL	5,00	25,55	21,20	0,00	0,00	0,00	5,00	25,55	21,20	0,00	0,00
30/	SMOKING ITEMS	1,00	0,65	0,54	0,00	0,00	0,00	1,00	0,65	0,54	0,00	0,00
30/ 1	SMOKING ITEMS	1,00	0,65	0,54	0,00	0,00	0,00	1,00	0,65	0,54	0,00	0,00
40/	TOBACCO	34,00	140,15	140,15	0,00	0,00	0,00	34,00	140,15	140,15	0,00	0,00
40/ 1	CIGARETTES	32,00	131,75	131,75	0,00	0,00	0,00	32,00	131,75	131,75	0,00	0,00
40/ 2	TOBACCO	1,00	3,80	3,80	0,00	0,00	0,00	1,00	3,80	3,80	0,00	0,00
40/ 3	CIGARS	1,00	4,60	4,60	0,00	0,00	0,00	1,00	4,60	4,60	0,00	0,00
50/	SODA	12,00	15,80	14,91	0,00	0,00	0,00	12,00	15,80	14,91	0,00	0,00
50/ 1	SOFT DRINKS	9,00	10,75	10,14	1,00	1,00	0,94	8,00	9,75	9,20	0,00	0,00
50/ 2	WATER/JUICE	1,00	0,75	0,71	0,00	0,00	0,00	1,00	0,75	0,71	0,00	0,00
50/ 3	SPORT/ENERGY	3,00	5,30	5,00	0,00	0,00	0,00	3,00	5,30	5,00	0,00	0,00
51/	ALCOHOL	3,00	3,75	3,10	0,00	0,00	0,00	3,00	3,75	3,10	0,00	0,00
51/ 1	BEER	3,00	3,75	3,10	0,00	0,00	0,00	3,00	3,75	3,10	0,00	0,00
54/	SNACKS	8,00	8,15	7,69	0,00	0,00	0,00	8,00	8,15	7,69	0,00	0,00
54/ 1	CHIPS	1,00	0,65	0,61	0,00	0,00	0,00	1,00	0,65	0,61	0,00	0,00
54/ 2	OTHER SNACKS	7,00	7,50	7,08	0,00	0,00	0,00	7,00	7,50	7,08	0,00	0,00
55/	COOKIES	2,00	2,35	2,22	0,00	0,00	0,00	2,00	2,35	2,22	0,00	0,00
55/ 1	WAFFLES/COOK.	1,00	0,50	0,47	0,00	0,00	0,00	1,00	0,50	0,47	0,00	0,00
55/ 2	WAFFLES/COOK.	1,00	1,85	1,75	0,00	0,00	0,00	1,00	1,85	1,75	0,00	0,00
60/	FRESH FOOD	1,00	1,20	1,13	0,00	0,00	0,00	1,00	1,20	1,13	0,00	0,00
60/ 5	DAIRY	1,00	1,20	1,13	0,00	0,00	0,00	1,00	1,20	1,13	0,00	0,00
70/	SERVICES 0%	2,00	30,00	30,00	0,00	0,00	0,00	2,00	30,00	30,00	0,00	0,00
70/ 4	PREPAY PHONE	2,00	30,00	30,00	0,00	0,00	0,00	2,00	30,00	30,00	0,00	0,00

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| | 98,00 | 252,20 | 244,07 | 1,00 | 1,00 | 0,94 | 97,00 | 251,20 | 243,13 | 0,00 | 0,00 |

PROFIT PER DEPARTMENT

DEPARTMENT		SOLD	BUY PRICE				SELL PRICE			PROFIT		LINE
Nr.	Description	QTY	Latest buy price VAT excl		Average buy price VAT incl		Latest price VAT excl.	Average price VAT incl.				

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10/ 1	CANDY	12,00	5,13	5,44	5,13	5,44	7,36	7,80	2,23	2,23		1
		30,31%	30,31%									
10/ 2	GUM	7,00	3,74	3,97	3,74	3,97	5,38	5,70	1,64	1,64		2
		30,40%	30,40%									
10/ 3	PASILLE	4,00	2,83	3,00	2,83	3,00	4,06	4,30	1,23	1,23	3	
		30,29%	30,29%									
10/ 4	DIVERSE CANDY	6,00	3,82	4,05	3,82	4,05	5,48	5,80	1,66	1,66	4	
		30,29%	30,29%									
20/ 1	OIL	5,00	14,09	17,05	14,09	17,05	21,20	25,55	7,11	7,11		5
		33,54%	33,54%									
30/ 1	SMOKING ITEMS	1,00	0,37	0,46	0,37	0,46	0,54	0,65	0,17	0,17	6	
		31,48%	31,48%									
40/ 1	CIGARETTES	32,00	105,40	105,40	105,40	105,40	131,75	131,75	26,35	26,35		7
		20,00%	20,00%									
40/ 2	TOBACCO	1,00	3,04	3,04	3,04	3,04	3,80	3,80	0,76	0,76		8
		20,00%	20,00%									
40/ 3	CIGARS	1,00	3,68	3,68	3,68	3,68	4,60	4,60	0,92	0,92	9	
		20,00%	20,00%									

50/ 1	SOFT DRINKS	8,00	6,14	6,50	6,14	6,50	9,20	9,75	3,06	3,06		10
	33,31% 33,31%											
50/ 2	WATER/JUICE	1,00	0,47	0,50	0,47	0,50	0,71	0,75	0,24	0,24	11	
	33,53% 33,53%											
50/ 3	SPORT / ENERGY		3,00	3,34	3,54	3,34	3,54	5,00	5,30	1,66	1,66	12
	33,18% 33,18%											
51/ 1	BEER	3,00	2,07	2,19	2,07	2,19	3,10	3,75	1,03	1,03		13
	33,32% 33,32%											
54/ 1	CHIPS	1,00	0,41	0,43	0,41	0,43	0,61	0,65	0,20	0,20		14
	32,95% 32,95%											
54/ 2	OTHER SNACKS		7,00	4,73	5,01	4,73	5,01	7,07	7,50	2,34	2,34	15
	33,16% 33,16%											
55/ 1	WAFFLES/COOKIES		1,00	0,31	0,33	0,31	0,33	0,47	0,50	0,16	0,16	16
	33,06% 33,06%											
55/ 2	WAFFLES/COOKIES		1,00	1,17	1,23	1,17	1,23	1,75	1,85	0,58	0,58	17
	33,14% 33,14%											
60/ 5	DAIRY	1,00	0,75	0,80	0,75	0,80	1,13	1,20	0,38	0,38		18
	33,63% 33,63%											
70/ 4	PREPAY PHONE		2,00	0,00	0,00	0,00	0,00	30,00	30,00	30,00	30,00	19
	!! 0 price: 1x !! 0 price: 1x 100,00% 100,00%											

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          97,00   161,54 166,67 161,54 166,67 243,11 251,20 81,57 81,57   19
       !! 0 price: 1x !! 0 price: 1x 33,55% 33,55%

PAYMENT TOTALS

PAYMENT		TOTALISED				VOID		
Nr.	Description	Qty	Volume	Amount	Conversion	Qty	Amount	
1	CASH EUR	66		1430,53 EUR	1430,53	0	0,00 EUR	
40	EFT UTA EUR	1	55,25	53,21 EUR	53,21	0	0,00 EUR	
41	EFT DKV EUR	3	1319,01	1270,21 EUR	1270,21	0	0,00 EUR	
64>89	PTI VISA EUR	3		153,52 EUR	153,52	0	0,00 EUR	
	/9900 Fuel	3	140,68	153,52 EUR	153,52	0	0,00 EUR	
66>89	PTI EUROCARD EUR	4		128,12 EUR	128,12	0	0,00 EUR	
	/9800 Shop	1		1,40 EUR	1,40	0	0,00 EUR	
	/9900 Fuel	4	114,78	126,72 EUR	126,72	0	0,00 EUR	
67>89	PTI AMEX EUR	2		65,01 EUR	65,01	0	0,00 EUR	
	/9800 Shop	2		6,60 EUR	6,60	0	0,00 EUR	
	/9900 Fuel	1	60,65	58,41 EUR	58,41	0	0,00 EUR	
69>89	PTI BANKCARD EUR	2		52,97 EUR	52,97	0	0,00 EUR	
	/9800 Shop	1		8,95 EUR	8,95	0	0,00 EUR	
	/9900 Fuel	1	37,69	44,02 EUR	44,02	0	0,00 EUR	
70>89	PTI MAESTRO EUR	1		36,01 EUR	36,01	0	0,00 EUR	
	/9900 Fuel	1	30,83	36,01 EUR	36,01	0	0,00 EUR	
89	PTI TOTAAL EUR	12		435,63 EUR	435,63	0	0,00 EUR	

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TOTAL 82   3189,58   0

PAID OUT

Nr. & Description	QTY	Amount

PAID IN

Nr. & Description	QTY	Amount
1 Paym. invoice	1	45,67
1	45,67	

VAT TOTALS

Nr. Description	Rate%	VAT	Amnt.Ex.VAT	Amnt.Inc.VAT
#1 VAT 0%	0,00	0,00	170,15	170,15
#2 VAT 6%	6,00	2,88	48,22	51,10
#3 VAT 12%	12,00	0,00	0,00	0,00
#4 VAT 21%	21,00	5,19	24,76	29,95
#5 ----	0,00	0,00	0,00	
#6 VAT-P 21%	21,00	502,03	2390,68	2892,71
TOTAL		510,10	2633,81	3143,91

ITEM

ITEM Number Barcode Description group	SOLD - Price Qty Amount	REFUNDS Qty	= TOTAL Amount	Qty	TOT. IN BUY PRICE Amount Last Average			Total VAT excl.	Line
0 4001686354032 HARIBO KL 0,10 0,10 0,14	10\ 1 1	0,15	1	0,15	0	0,00	1	0,15	
0 5420001501774 LOLLY WOOD BEER 1,10 0,73 0,73	10\ 4 1,04 2	1,10	1	1,10	0	0,00	1		
0 5425010090004 PAPER MINTS 0,86 0,86 1,23	10\ 3 3	1,30	1	1,30	0	0,00	1	1,30	
0 5413729203006 PAY&GO 15 0,00 0,00 30,00	70\ 4 4	15,00	2	30,00	0	0,00	2	30,00	
0 5000159339759 MARS 2,14 3,05 5	10\ 1	0,65	5	3,25	0	0,00	5	3,25	2,14
105 3033710242535 LION KING SIZE 3,75 2,47 2,47	10\ 1 3,54 6	0,75	5	3,75	0	0,00	5		
107 5000159314732 SNICKERS CRUNCH 0,65 0,42 0,42	10\ 1 0,61 7	0,65	1	0,65	0	0,00	1		
112 57031705 V6-STRONG.MINT 0,98 0,98 1,42	10\ 2 8	1,50	1	1,50	0	0,00	1	1,50	
120 57038933 STIMOROL AIR RU 0,92 0,92 1,32	10\ 2 9	0,70	2	1,40	0	0,00	2	1,40	
121 8711400403019 SPORTLIFE SMASH 2,80 1,84 1,84	10\ 2 2,64 10	0,70	4	2,80	0	0,00	4		
131 80051350 TIC-TAC EXTRA S 0,42 0,42 0,61	10\ 3 11	0,65	1	0,65	0	0,00	1	0,65	
132 87301724 MENTOS ACTION 0,55 0,36 0,36	10\ 3 0,52 12	0,55	1	0,55	0	0,00	1		

137	7610700607046	RICOLA LEMON MI	10\ 3	1,80	1	1,80	0	0,00	1				
	1,80	1,19	1,19	1,70	13								
153	4001686383025	COLAROLLEN HARI	10\ 4	0,25	2	0,50	0	0,00	1				
	0,50	0,32	0,32	0,48	14								
154	5410601598076	A.P.GUMS ASS.20	10\ 4	1,40	3	4,20	0	0,00	3				
	4,20	2,77	2,77	3,96	15								
220	5411035290109	ADVA. 10W-40 1L	20\ 1	8,95	1	8,95	0	0,00	1				
	8,95	4,94	4,94	7,40	16								
231	5411035570102	CHAIN OIL	20\ 1	4,15	4	16,60	0	0,00	4	16,60			
	9,15	9,15	13,72	17									
411	54029170	BARCLAY 200 20	40\ 1	3,90	4	15,60	0	0,00	4	15,60			
	12,48	12,48	15,60	18									
415	54030022	BASTOS RED FILT	40\ 1	4,45	6	26,70	0	0,00	6	26,70			
	21,36	21,36	26,70	19									
425	40307954	DAVIDOFF CLASSI	40\ 1	4,00	1	4,00	0	0,00	1	4,00			
	3,20	3,20	4,00	20									
427	87217124	DUNHILL INTERNA	40\ 1	4,60	1	4,60	0	0,00	1	4,60			
	3,68	3,68	4,60	21									
436	40235479	L M ULTRA LIGHT	40\ 1	4,45	2	8,90	0	0,00	2	8,90			
	7,12	7,12	8,90	22									
438	54027169	LM BOX 25	40\ 1	4,45	3	13,35	0	0,00	3	13,35	10,68		
	10,68	13,35	23										
441	54027008	MARLBORO 200 20	40\ 1	3,85	9	34,65	0	0,00	9	34,65			
	27,72	27,72	34,65	24									
442	54027022	MARLBORO LIGHT	40\ 1	3,90	4	15,60	0	0,00	4	15,60			
	12,48	12,48	15,60	25									
444	54027473	MARLBORO MEDIUM	40\ 1	3,90	1	3,90	0	0,00	1	3,90			
	3,12	3,12	3,90	26									
453	54039216	RICHMOND FILTER	40\ 1	4,45	1	4,45	0	0,00	1	4,45			
	3,56	3,56	4,45	27									
475	8710900061002	DRUM MEDIUM 50G	40\ 2	3,80	1	3,80	0	0,00	1				
	3,80	3,04	3,04	3,80	28								
479	8719800200139	LA PAZ MINI WIL	40\ 3	4,60	1	4,60	0	0,00	1				
	4,60	3,68	3,68	4,60	29								
490	54034181	RIZLA+ BLUE 136	44\ 1	0,65	1	0,65	0	0,00	1	0,65			
	0,37	0,37	0,54	30									
509	54491472	COCA COLA 0,5L.	50\ 1	1,25	3	3,75	0	0,00	3				
	3,75	2,36	2,36	3,54	31								
510	54492387	COCA COLA LIGHT	50\ 1	1,25	3	3,75	0	0,00	3	3,75			
	2,36	2,36	3,54	32									
529	5410033820103	LIPT.ICE TEA 33	50\ 1	1,00	2	2,00	1	1,00	1				
	1,00	0,63	0,63	0,94	33								
530	5410033820707	LIPT.ICE TEA PE	50\ 1	1,25	1	1,25	0	0,00	1				
	1,25	0,79	0,79	1,18	34								
541	4000177816004	CAPRI-SUN ORANG	50\ 2	0,75	1	0,75	0	0,00	1				
	0,75	0,47	0,47	0,71	35								
557	90162909	RED BULL	50\ 3	1,90	2	3,80	0	0,00	2	3,80	2,39		
	2,39	3,58	36										
561	90490668	AQUARIUSPOMPEL	50\ 3	1,50	1	1,50	0	0,00	1	1,50			
	0,95	0,95	1,42	37									
5126	5410228080459	JUPILER BLIK 33	51\ 1	1,25	3	3,75	0	0,00	3				
	3,75	2,07	2,07	3,10	38								
5411	8710398601629	CHIPS NATUREL 45G	54\ 1	0,65	1	0,65	0	0,00	1				
	0,65	0,41	0,41	0,61	39								
5423	54008540	BI-FI ROLL	54\ 2	1,40	3	4,20	0	0,00	3	4,20	2,64		
	2,64	3,96	40										

5433	5410033210300	FRANK 24X1P	54\ 2	0,90	2	1,80	0	0,00	2	1,80
	1,13	1,13	1,70	41						
5439	5410033211574	BI-FI MONO ZWAN	54\ 2	0,75	2	1,50	0	0,00	2	
	1,50	0,95	0,95	1,42	42					
5505	5410041014600	CENT WAFERS	55\ 1	0,50	1	0,50	0	0,00	1	
	0,50	0,31	0,31	0,47	43					
5521	5410471220008	VIRTUOSO 125G.D	55\ 2	1,85	1	1,85	0	0,00	1	
	1,85	1,17	1,17	1,75	44					
6011	8713300074566	CECEMEL 0,33CL	60\ 5	1,20	1	1,20	0	0,00	1	
	1,20	0,75	0,75	1,13	45					

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TOTAL: 98,00 252,20 1,00 1,00 97,00 251,20 161,54 161,54 243,11 45

PROFIT PER ITEM

ITEM Nr.	Description	SOLD Qty	BUY PRICE Last buy price VAT excl.	Average VAT incl.	SELL PRICE Last VAT excl.	Average VAT incl.	PROFIT VAT excl.	VAT incl.	LINE
0	MARS 5,00	2,14	2,28 2,14	2,28	3,05	3,25	0,91 0,91		1
0	PAY&GO 15	2,00	0,00 0,00	0,00	0,00	30,00	30,00 3000	30,00	2
0	PAPER MINTS	1,00	0,86 0,91	0,86	0,91	1,23	1,30 0,37	0,37	3
0	LOLLY WOOD BEER	1,00	0,73 0,77	0,73	0,77	1,04	1,10 0,31	0,31	4
0	HARIBO KL	1,00	0,10 0,11	0,10	0,11	0,14	0,15 0,04	0,04	5
105	LION KING SIZE	5,00	2,47 2,63	2,47	2,63	3,54	3,75 1,07	1,07	6
107	SNICKERS CRUNCH	1,00	0,42 0,46	0,42	0,46	0,61	0,65 0,19	0,19	7
112	V6-STRONG.MINT	1,00	0,98 1,05	0,98	1,05	1,42	1,50 0,44	0,44	8
120	STIMOROL AIR RU	2,00	0,92 0,98	0,92	0,98	1,32	1,40 0,40	0,40	9
121	SPORTLIFE SMASH	4,00	1,84 1,96	1,84	1,96	2,64	2,80 0,80	0,80	10
131	TIC-TAC EXTRA S	1,00	0,42 0,46	0,42	0,46	0,61	0,65 0,19	0,19	11
132	MENTOS ACTION	1,00	0,36 0,39	0,36	0,39	0,52	0,55 0,16	0,16	12
137	RICOLA LEMON MI	1,00	1,19 1,26	1,19	1,26	1,70	1,80 0,51	0,51	13
153	COLAROLLEN HARI	2,00	0,32 0,35	0,32	0,35	0,48	0,50 0,16	0,16	14
154	A.P.GUMS ASS.20	3,00	2,77 2,94	2,77	2,94	3,96	4,20 1,19	1,19	15
220	ADVA. 10W-40 1L	1,00	4,94 5,97	4,94	5,97	7,40	8,95 2,46	2,46	16
231	CHAIN OIL 4,00	9,15	11,07 9,15	11,07	13,72	16,60	4,57 4,57		17
411	BARCLAY 200 20	4,00	12,48 12,48	12,48	12,48	15,60	15,60 3,12	3,12	18
415	BASTOS RED FILT	6,00	21,36 21,36	21,36	21,36	26,70	26,70 5,34	5,34	19
425	DAVIDOFF CLASSI	1,00	3,20 3,20	3,20	3,20	4,00	4,00 0,80	0,80	20
427	DUNHILL INTERNA	1,00	3,68 3,68	3,68	3,68	4,60	4,60 0,92	0,92	21
436	L M ULTRA LIGHT	2,00	7,12 7,12	7,12	7,12	8,90	8,90 1,78	1,78	22
438	LM BOX 25 3,00	10,68	10,68 10,68	10,68	13,35	13,35	2,67 2,67		23
441	MARLBORO 200 20	9,00	27,72 27,72	27,72	27,72	34,65	34,65 6,93	6,93	24
442	MARLBORO LIGHT	4,00	12,48 12,48	12,48	12,48	15,60	15,60 3,12	3,12	25
444	MARLBORO MEDIUM	1,00	3,12 3,12	3,12	3,12	3,90	3,90 0,78	0,78	26
453	RICHMOND FILTER	1,00	3,56 3,56	3,56	3,56	4,45	4,45 0,89	0,89	27
475	DRUM MEDIUM 50G	1,00	3,04 3,04	3,04	3,04	3,80	3,80 0,76	0,76	28
479	LA PAZ MINI WIL	1,00	3,68 3,68	3,68	3,68	4,60	4,60 0,92	0,92	29
490	RIZLA+ BLUE 136	1,00	0,37 0,46	0,37	0,46	0,54	0,65 0,17	0,17	30
509	COCA COLA 0,5L.	3,00	2,36 2,50	2,36	2,50	3,54	3,75 1,18	1,18	31
510	COCA COLA LIGHT	3,00	2,36 2,50	2,36	2,50	3,54	3,75 1,18	1,18	32
529	LIPT.ICE TEA 33	1,00	0,63 0,67	0,63	0,67	0,94	1,00 0,31	0,31	33
530	LIPT.ICE TEA PE	1,00	0,79 0,83	0,79	0,83	1,18	1,25 0,39	0,39	34
541	CAPRI-SUN ORANG	1,00	0,47 0,50	0,47	0,50	0,71	0,75 0,24	0,24	35
557	RED BULL 2,00	2,39	2,53 2,39	2,53	3,58	3,80	1,19 1,19		36

561	AQUARIUSPOMPEL	1,00	0,95	1,00	0,95	1,00	1,42	1,50	0,47	0,47	37
5126	JUPILER BLIK 33	3,00	2,07	2,19	2,07	2,19	3,10	3,75	1,03	1,03	38
5411	CHIPS NATUREL 45G	1,00	0,41	0,43	0,41	0,43	0,61	0,65	0,20	0,20	39
5423	BI-FI ROLL 3,00	2,64	2,80	2,64	2,80	3,96	4,20	1,32	1,32		40
5433	FRANK 24X1P 2,00	1,13	1,20	1,13	1,20	1,70	1,80	0,57	0,57		41
5439	BI-FI MONO ZWAN	2,00	0,95	1,00	0,95	1,00	1,42	1,50	0,47	0,47	42
5505	CENT WAFERS	1,00	0,31	0,33	0,31	0,33	0,47	0,50	0,16	0,16	43
5521	VIRTUOSO 125G.D	1,00	1,17	1,23	1,17	1,23	1,75	1,85	0,58	0,58	44
6011	CECEMEL 0,33CL	1,00	0,75	0,80	0,75	0,80	1,13	1,20	0,38	0,38	45

_____

| | | 97,00 | 161,54 | 166,67 | 161,54 | 166,67 | 243,11 | 251,20 | 81,62 | 81,62 | 45 |

7. 5. Concatenated reports

It is possible to have the system cumulate a series of successive reports. It will totalise all reports into 1.

Procedure:
- Start from the main menu and go to **'Reports'** or press the **'R'** key.
- Choose **'Concatenated Period/Month Report'**

Since the generation of a concatenated report can take up a lot of time, a warning will appear on screen.
If you wish to proceed anyway, choose '**Generate concatenated report'**.
In the list of period/month reports, choose the first report that should be included in the concatenated report.
Then, in the second list of period/month reports, select the last report to be included in the concatenated report.

A window will appear indicating that a cumulated report is being created. You can abort this process at any moment by clicking the '**Cancel**' button.

The configuration for the cumulated report corresponds to the configuration that was set for that type of report (Historical period/month report).

7. 6. Sales browser

The POS saves sales details during up to 40 days.

These sales can be looked up based on the receipt number, type of MOP or card number.
You will even be able to print the receipt.
Not only can you look up POS sales, but also OPT and BNA transactions.

So, it is possible to look up a transaction paid on the PTI via the card number used for this transaction or to print a receipt for an OPT transaction.

Since paid ins and paid outs are treated as sales, you will also be able to print receipts for these actions.

Procedure:
- Start from the main menu and choose **'Reports'**
- Then, select **'Sales Browser'**

Some examples:

7. 6. 1. Look up a transaction via the receipt number

- Choose '**Normal (by Receipt Number)**'+ <ENTER>
- Select the payment terminal (=source of the transaction)   + <ENTER>
  On screen: example:

```
 Sale Source:
     Indoor Point Of Sales
 Search Method:
     Sale Receipt Number

 Terminal:  1          Payment Type:

 Search Key:
     !
```

- Enter the receipt number and press <**ENTER**>.
- To see the latest transaction, enter 99999, for example.
  The list of receipts will appear on screen.

```
Number Date   Time        Amount Items
       6 27/02-16:03         5.00      1
      11 28/06-13:26         6.60      1
      13 28/06-13:30        10.00      1
      14 28/06-13:33        49.00      1
      15 02/07-16:26       -20.00      1
      16 02/07-16:27        10.00      1
      17 02/07-16:27      -200.00      1
      18 03/07-11:23         2.00      1
      19 03/07-11:24        11.90      1
      20 03/07-11:27         2.25      2
```

- Select the right receipt.
- Press <**ENTER**>
  - If this is not the desired sale, press <**ESC**>.
- Press <**ENTER**> to confirm.
  On screen:

- If there are more item lines and/or methods of payment then what the system can display on screen, choose '**Browse Sales Lines**' or '**Browse Payment Information**', respectively.
- To print a receipt, choose '**Print Info Receipt**'.

7. 6. 2. Look up a transaction via the type of payment

- Choose '**Type of Payment (by Payment Number)**'   + <**ENTER**>
- Select the payment terminal (=source of the transaction) + <**ENTER**>
  Example: '**Indoor via Point of Sale**'
  On screen:

```
Select Payment Type

    Cash Payment             ( 1)
    Cheque Payment           ( 2)
    Torex EFT Payment        ( 3)
    Other Payment            ( 4)
    Foreign Currency Payment ( 5)
    Payment Terminal Group 1 ( 8)
    Payment Terminal Group 2 ( 9)
    Value Voucher Payment    (10)
    Local Account Payment    (90)
    Loyalty Bonus Attribution (95)
    Local Account Personification (99)
```

- Select the desired MOP, like MOP 4 or Other Payment + <**ENTER**>.
  On screen:

```
 Sale Source:
     Indoor Point Of Sales
 Search Method:
     Payment Type and Number

 Terminal:  1        Payment Type:   4

 Search Key:
     !
```

- To see the latest transaction, enter 99999, for example + <**ENTER**>.
  The list of transactions for this MOP will appear on screen.
- Choose the desired transaction and press <**ENTER**>.
- The receipt is displayed on the screen.
  - If this is not the desired sale, press <**ESC**>.
- Press <**ENTER**> to confirm.
  On screen:

```
Possible Operations

  Browse Sale Lines
  Browse Payment Information
  Print Info Receipt
  Late Loyalty Attribution
  Late Personification
  Remove Late Personification
  Print Issue Slips
  Leave Menu
```

- To print a receipt, choose '**Print Info Receipt**'.

REMARK:
The numbers in the selection window (Payment Type) are sequential numbers per used MOP. (These numbers do not correspond to receipt numbers).

If several MOPS were used to settle 1 sale, this means that there will be 2 MOP numbers for that sale. For example, a sale that has been partially paid with 'Other Payment' and 'CASH' can be found via both MOPS.

7. 6. 3. Look up a transactions via the card number

Via this method, you can look up transactions based on the card number.
This can be useful for payments done at the OPT or PTI.

- Choose '**Card Payment (by Card Number)**'   + <**ENTER**>
- Select the payment terminal (=source of the transaction) + <**ENTER**>
  Example: **Outdoor Card Payment online**.
  On screen:

```
Sale Source:
    Outdoor Card Payment on-line
Search Method:
    Payment Card Number



Search Key:
    !_
```

- Enter the card number + <**ENTER**>.
  The list of transactions for this card will appear on screen.
- Choose the desired transaction and press <**ENTER**>.
- The receipt is displayed on the screen.
  - If this is not the desired sale, press <**ESC**>.
- Press <**ENTER**> to confirm.
  On screen:

```
Possible Operations

  Browse Sale Lines
  Browse Payment Information
  Print Info Receipt
  Late Loyalty Attribution
  Late Personification
  Remove Late Personification
  Print Issue Slips
  Leave Menu
```

- To print a receipt, choose '**Print Info Receipt**'.

7. 7. EFT Polling report

The EFT status report provides information concerning the black list (of offline cards) and transactions paid with an EFT card.
This report is automatically printed with each period closure, and can be retrieved manually by the manager.

Procedure:
- Start from the main menu and choose '**Reports'**
- Choose 'EFT Polling Report'
- The EFT report is printed.

MICRELEC

```
Micrelec                        STAND. OFA NL Rel. 9.19      Poortakker 96
                                !
                                          ──── Printed 09/07/2018 at 15:06:51 ────


        EFT STATUS
09/07/2018  15:06           Disabled
POL AGENCY   : MICRELEC
TERMINAL NUMBER:      12345678900

 BLACKLIST INFORMATION
Version:              000000 00/00/00
Transfer currently busy:            N

 TRANSACTION TRANSFER INFORMATION
Version:              000000 20/10/04
Transfer currently busy:            N
Last transferred period nr:         0
Transactions to be transferred:     0
Transaction storage space usage:   0%
```

Parameter definition:

EFT enabled/disabled	EFT can be enabled/disabled on a site.
POL AGENCY	Company managing the transactions and the black list.
TERMINAL NUMBER	Account number with the server.
BLACKLIST INFORMATION	The version number increases with each newly sent black list. Date of the last sent black list. Is a black list being sent at this moment?
TRANS. TRANSFER INFO.	The version number increases every time transactions are being sent. Date of the last call. Is a transaction file being sent at this moment?
Last transferred period nr.	During the last call, all transactions, including those of the POS period closure mentioned here, sent to the server.
Trans. to be transferred	There are, in this case, 0 transactions to be retrieved by the server. These belong to the POD period closure mentioned above and higher. (See remark).
Trans. Storage space usage	x% of the system buffer is being used by the number of transactions mentioned in the line above.

REMARKS:

In normal circumstances, the system is being called every night by Micrelec or another server company.
During this call, a new black list (or an update) is sent to the site and, at the same time, the EFT transactions are being retrieved.

Only the EFT transactions of previous periods are being read. In other words, you have to make sure that a period closure is done every night. If not, the final payment for the card transactions will be postponed.
If transactions have been retrieved correctly by Micrelec, this will only be confirmed during the next call.
This means that the number of transactions of the previous day is added up to the number of transactions to be sent. If, due to circumstances, the system has not been called during several days (for example, due to a technical problem of the phone line or modem), all transactions of the previous periods will be retrieved at once.
About 3000 EFT transactions can be buffered by the system (this is the number of transactions that have not yet been retrieved by the server).

At 80% buffer capacity, the operator will be warned that the system will not be able to accept much more EFT transactions. At 90%, the entire EFT application will shut down. Cards will no longer be accepted until the transactions, that have taken place, have been retrieved by the server.

8. CLOSURES

8. 1. Shift declaration

If a shift was suspended on a POS, the operator should not necessarily enter the amounts onto POS where the shift was suspended. This can also be done on another POS, or even via LMS.
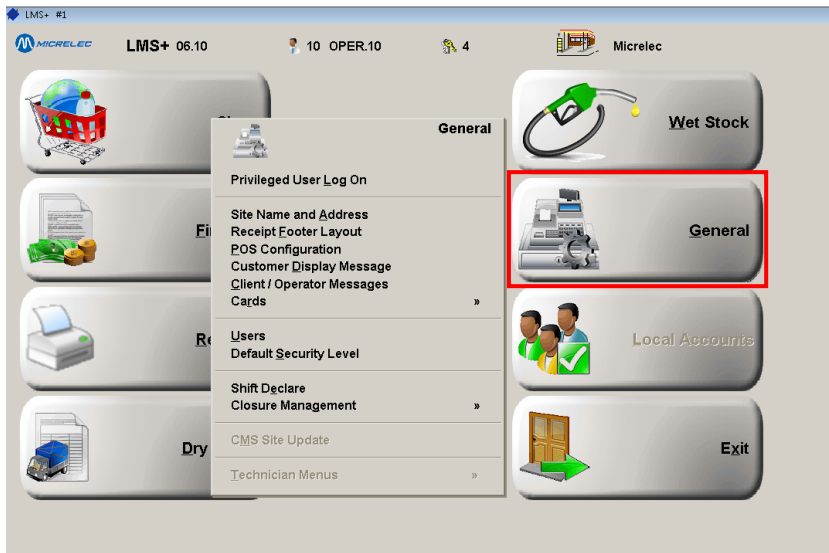
Procedure:
- Start from the main menu and go to '**General**'.
- Choose '**Shift Declare**'.
  On screen:

- Select the correct shift in the list that appears on screen.
- Select the desired MOP.
- Enter the counted amount and confirm with <**ENTER**>.
  If necessary, repeat this step for other MOPS.
- When all amounts have been entered appropriately, press <**ESC**>.
- You will see the following menu on screen:
  - Report shift declare: a report of the entered amounts is displayed.

- Shift report: a shift end report is created.
- Close shift: the shift is closed.
- Re-enter amounts: you can edit the entered amounts.
- End menu without closing: you can leave this menu without entering amounts.

- Choose '**Close shift**' to end and confirm
- If there are more suspended shifts, the list of suspended shifts is displayed, allowing you to enter amounts for those too.

8. 2. Manual month closure

A manual month closure is often used in special cases, like if a month closure, that will not coincide with the last day of the month, has to be activated.
It depends on the system configuration if you can perform a manual month closure.
In some cases, only a supervisor can do this.
Activating the parameter for the manual month closure has to be done BEFORE the last period closure belonging to this month.
When starting a period closure, the month closure will also be generated.

Procedure:
- Start from the main menu and go to '**General**'.
- Choose '**Closure Management**'.
- Select '**End Current Month at the End of Current Period**'.
- This month closure will be automatically made with the next period closure.
  This month closure will not be printed automatically.

REMARK:
If the parameter for month closures has been activated, it can still be disabled before the period closure has been made.
Choose '**Don't End current Month at the End of Current Period**'. The month closure will not take place.

9. SUPPLIER MANAGEMENT

To be able to create items in LMS, you will have to define at least 1 supplier, since you have to enter a mandatory supplier when creating an item.

There are different types of suppliers: real and virtual ones. When those have been set, it can not be modified. Most suppliers are real ones:

- Real suppliers are used when creating orders and processing deliveries.
- Virtual suppliers are used for operations such as price changes, transfer of items, stock compensations, batch item operations (locally and centrally) and others.

Starting from the main menu, you will access '**Suppliers**' via menu **'Shop'**.

9. 1. Create/edit supplier

Procedure:

- Start from the main menu and go to '**Shop**'.
- Open the menu **'Suppliers'**.
- You have 4 options:
    - You can open a list of suppliers sorted by number.
    - You can open a list of suppliers sorted by name.
    - You can generate a report of all suppliers and their configuration.
    - You can leave this menu by pressing the <**ESC**> menu.

- Select **'Suppliers by Number'** or **'Suppliers by Name'** to get an overview of existing suppliers by number or name.

SUPPLIERS

Number	Name	Phone Number	Type
1	DUMMY		Normal (Orders / Deliveries)
2	Trendy foods		Normal (Orders / Deliveries)
3	Loterie nationale		Normal (Orders / Deliveries)
4	octa plus		Normal (Orders / Deliveries)
5	dahin		Normal (Orders / Deliveries)
6	colruyt		Normal (Orders / Deliveries)
7	car motor plus		Normal (Orders / Deliveries)
8	vinolentus		Normal (Orders / Deliveries)
9	Delhaize		Normal (Orders / Deliveries)
10	Colruyt		Normal (Orders / Deliveries)
11	conway		Normal (Orders / Deliveries)
100	INVENTARIS		Stock Compensations
101	STOCK FIX (EXPIRATION)		Stock Compensations
102	STOCK FIX (PERLE)		Stock Compensations
103	Batch Item Operations		Batch Item Operations
104	Permant price change		Batch Item Operations

Insert New Supplier / Access via Supplier Number

- To edit an existing supplier, select the desired line.
  Click '**Edit Supplier**'.
- To create a new supplier, select '**Insert New Supplier / Access via Supplier Number**' .
- Choose a free number for this new supplier. Make sure it ranges within the local numbers.
  Example: local range: 10 001 – 99 999.
- In case of wrong entry, the system will show an error message stating that the number entered is already used.

- Choose '**Add new Supplier**' to enter all information for the new supplier.
- Choose '**No action**' to go back to the overview without making any changes.
- Choose '**Edit Supplier**' to access the supplier information.
- Complete all information and parameters. See also the parameters definition below.
- Press '**Save Changes**' to save all changes or press '**Cancel**' to cancel everything. In both cases, the system will return to the supplier overview.

Parameter definition:

Supplier type In the dropdown menu, select the type of supplier. It can be a real or virtual one:
- *'Normal (Orders/Deliveries)'*: for normal orders and deliveries.
- *'Site <-> Site Movements'*: to transfer items from one site to another (remote follow-up).

- *'Inter-Item Transfers'*: to replace items that were entered incorrectly by correct ones, even after activation of deliveries.
- *'Batch Item Operations'*: to perform batch operations for dry stock (price changes, deletions and additions).
- *'Stock compensations'*: used for inventories.
- *'Wet Stock Batch Price Changes'*: to execute batch price changes for fuel products.
  If this functions is allowed on site, the necessary virtual suppliers will alreay be created.

```
Normal (Orders / Deliveries)
Site <-> Site Movements
Inter-Item Transfers
Batch Item Operations
Stock Compensations
Wet Stock Batch Price Changes
```

Warning! *The type of supplier cannot be edited after it has been saved.*

Item Reference obligatory   By enabling this, you will make the use of an item reference obligatory for this supplier.

Ordering disabled   By enabling this, you will block orders for this supplier.
For some suppliers, you will not be able to make orders at all, especially in case of virtual ones (example: transfers between items).

Base Delivery Latency   Define the delivery time in days.

O p e r a t i o n p r o c e s s i n g o p t i o n s :
Automatic Post if Imported   If you enable this, the stock operations will be activated immediately when imported.

Synchronise with Period End   If you enable this, the stock operations will be activated at period closure on the POS.

Trigger Period End   If you enable this, the POS will try and force a period closure when the stock operation is being activated, possibly under certain conditions.

Import method   Not used.

Export method   Used in case of remote follow-up.

Site Number   Used in case of remote follow-up.

Defaul Stock Operation:

When defining suppliers, you can set certain parameters for dry stock operations. The selected type of suppliers determines which options are available in the dropdown menus.

Here is a list of all possible options:

Parameter	*Selection menu*
Direction Sign	Options:

- Positive stock operation (+)
- Negative stock operation (-)
- Both operations allowed.

In packs / items	Options:
	• In items only
	• User selectable
	• In packs and in items

Item Line Order	Options:
	• As entered
	• Supplier item reference
	• Item number
	• Item description
	• Item barcode

Item Buy Price	
	• Editing allowed
	• Editing prohibited

Item Sell Price	
	• Editing allowed
	• Editing prohibited

9. 2. Add a supplier

Procedure:
- Start from the main menu and go to **'Shop'**.
- Select '**Suppliers**' to open the menu bearing the same name..
- Choose '**Suppliers by Number**' to get on overview of existing suppliers.
- Choose the last line '**Insert New Supplier / Access via Supplier Number**' to open a new information file.
- Complete all necessary parameters for this new supplier. Confirm with <**ENTER**> or <**TAB**>.
  Consult the parameters definition in **9.1. Create/Edit supplier**.

9. 3. Delete a supplier

More or less follow the same steps as described to edit supplier info.

Procedure:
- Go to the overview of existing suppliers.
  Choose '**Suppliers by Number**' or '**Suppliers by Name**'.
- Select the supplier that has to be deleted.
- Choose '**Delete Supplier**' to erase it from the system or '**No action**' to keep it in the system without editing it.
  In both cases, you will go back to the overview.

9. 4. Print the suppliers report

Procedure:
- Start from the main menu and go to **'Shop'**.
- Choose '**Suppliers**' to open the menu bearing the same name.
- Choose '**Suppliers Report**'.
- A list of suppliers, like the example below, will be printed.

```
Micrelec                              STAND. OFA NL Rel. 9.19        Poortakker 96
                                      !
────────────────────────────────────────────────── Printed 09/07/2018 at 17:11:12 ──────


SUPPLIER   REPORT


 1 DUMMY
   ADDRESS :                    Default Stock Operation       +
                                Supplier Type                 0
                                Item Reference obligatory     No
                                Ordering disabled             No
   PHONE NR.:                   Import Method                 0
   VAT NR.  : !                 Export Method                 0
                                Site Number                   0
                                Delivery Latency              0 Day(s)


 2 Trendy foods
   ADDRESS :                    Default Stock Operation
                                Supplier Type                 0
                                Item Reference obligatory     No
                                Ordering disabled             No
   PHONE NR.:                   Import Method                 0
   VAT NR.  :                   Export Method                 0
                                Site Number                   0
                                Delivery Latency              0 Day(s)


 3 National Lottery
   ADDRESS :                    Default Stock Operation
                                Supplier Type                 0
                                Item Reference obligatory     No
                                Ordering disabled             No
   PHONE NR.:                   Import Method                 0
   VAT NR.  :                   Export Method                 0
                                Site Number                   0
                                Delivery Latency              0 Day(s)
```

10. DELIVERIES, ORDERS, STOCK CORRECTIONS

'Dry stock operations' is an overarching name for everything that is related to changes in item stock.

More specifically, it concerns:
- Orders and deliveries (General dry stock operations)
- Transfers between items
- Batch price changes
- Inventories

In this manual, the term 'document' is used as general name for order documents, delivery documents and all other documents that are related to stock changes (like stock corrections due to theft).

All dry stock operations are executed based on these 'documents'.

Each newly created document, gets a sequence number.

Each document has lines per item of which the stock should be adjusted. These lines contain information concerning the number of units that should be added to or deduced from the stock.

A document is always created for 1 supplier, a real one or a virtual one.

A dry stock operation is carried out in 4 steps:
1) Creating a new document.
   - possibility to copy an existing document.
   - possibility to start from a document that was already defined.
2) Adjusting this document.
   - Example: edit item lines to match the supplier's delivery note.
   - Example: manual correction of an automatically generated order.
3) Printing the created document. (Not mandatory)
   - Example: print a full report.

- Example: print the order.
4) Processing this document. This means that the stock for the items included in the document will be updated.

These 4 steps do not have to be executed consecutively. It is possible to first prepare several documents for ordering and to later print them. Then, each document can be edited, printed and processed after every delivery. In the meantime, new 'documents' (orders) can also still be created.

To be able to execute certain dry stock operations, like batch price changes, stock corrections (theft, damage, expiration, etc.), transfer between items, you will have to create special, fictional suppliers. Make sure you name them so that the reason for the dry stock operation is clear. This way, stock corrections can be grouped functionally.

Old documents are erased automatically by the system at night. It depends on the system configuration at which moment this takes place exactly. In most cases, this parameter is set to 2 months.

Despite the fact that old documents are erased regularly, the number of available documents on the system can be high. Because of this, use the access options (filter) described below to easily look up documents.

A document can have different statuses:
- The document has not yet been released for processing, or, in other words, it has not yet been activated.
- The document has been released for processing, or, in order words, it has been activated, but not yet processed.
  Explanation: a document does not have to be immediately processed after it has been activated. This means that the corresponding stock operation will not be executed immediately. You can postpone the execution of the document for a later date and time.
- The document has already been processed.
  Explanation: the document has been processed and the corresponding stock operations have been executed so that the stock had been updated.

10. 1. Dry stock operations - filter

Since the list of dry stock operations can be extensive, it can be useful to make a selection using certain access options. It is easier to look for a certain document in a shorter list.
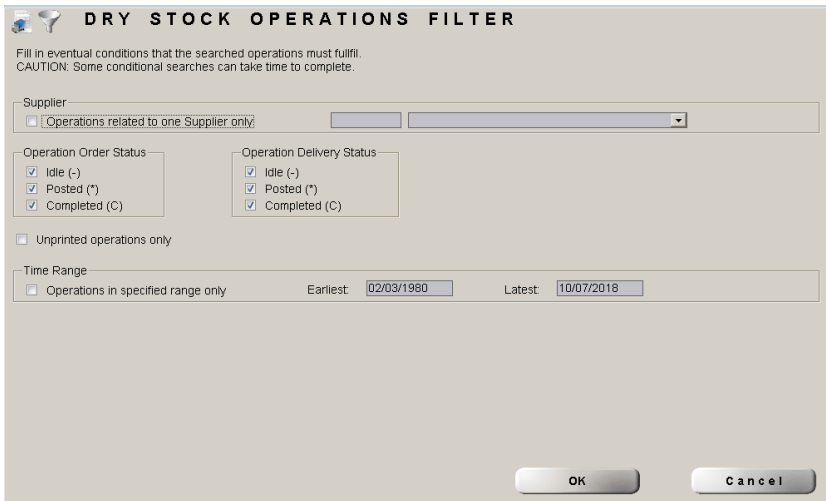
If you open the '**Dry Stock Operations Filter**' window for the first time, the parameters will be configured in such a way that they will not impose limitations. In other words, all document will be shown.
If certain parameters are edited, these changes will remain active until the '**Dry Stock Operations**' function is closed.

To return to the default parameters, it is enough to close the '**Dry Stock Operations**' and, if needed, re-open this menu.

Editing the access options only makes sense if you are looking for an existing document, that would be difficult to find in the long list of documents.

On the screen, you will see the '**Dry Stock Operations Filter**' window:

To edit the options: change the parameters and use the <**ENTER**> key to jump to the next parameter.
- If all parameters have been configured, they can be confirmed at once using the <**TAB**> key.
- If you wish to retain the preset parameters, or if you want to see a list of all documents, press the <**TAB**> key without changing the parameters.
- To close the window without retaining the preset parameters, press the <**ESC**> key.

Parameter definition:

Operations related to one Supplier only:

                In the list, you will see all documents for 1 supplier;
                If this parameter is enabled, you will have to enter the supplier number.

Supplier:

                The supplier number has to be entered if the option above has been enabled. Press <**Ctrl**> + <**P**> to see the list of all existing suppliers.
                Only the documents for this supplier will be displayed on screen.

Status: Order / Delivery

                In the list, you will only see the documents with order and/or delivery status as indicated here (idle, posted, completed):

                -   Idle: The document has not been activated or processed yet.

                *   Posted: When a document has been released for processing, this does not have to take place immediately.
                You can postpone the processing by entering a later date and time for this document.
                The actual stock adjustment will be done when the date and time specified in the document match the date and time of the system.
                This can be used if, for example, the stock adjustment has to be done along with a price change that can only be active as from the next day or at midnight.

                C   Completed: Only documents that already have been processed, or, in other words, the documents for which the stock was already updated.

Unprinted operations only:

                Limits the list to those documents that have not yet been printed.

Documents within certain range:
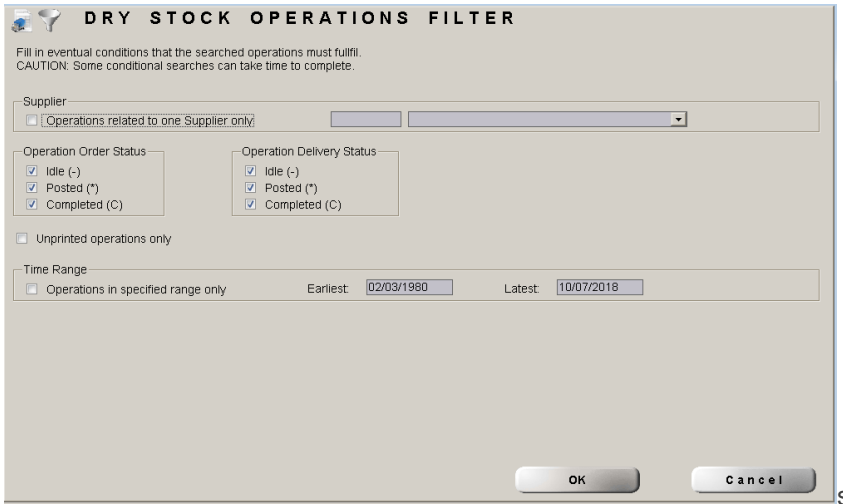
                Only those documents with date and time within the specified time range.
                Example: only the documents from yesterday, last week, etc.

10. 2. View/edit document

Procedure:
- Start from the main menu and go to '**Dry Stock'**.
- Then go to '**General Dry Stock Operations**'.
- On the screen, you will see **'Dry Stock Operations Filter'**:
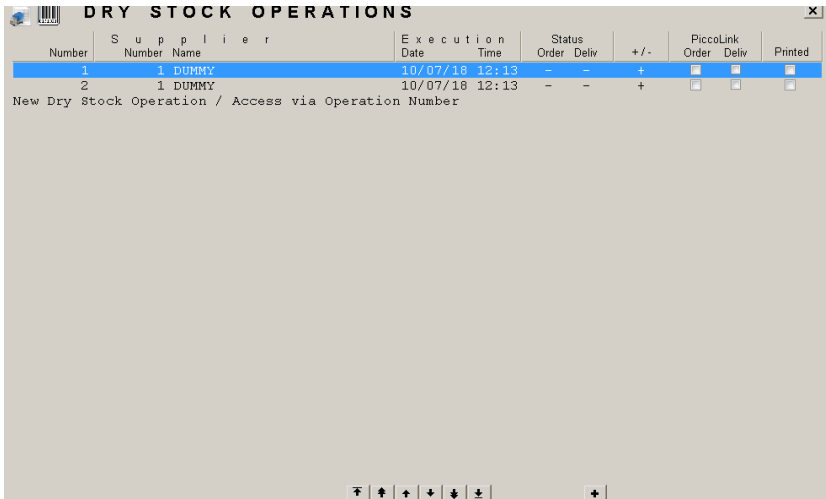
> If you wish to see a list of all existing documents, press <**TAB**> without changing any parameter.
> If you only wish to see the documents that meet certain conditions, complete the necessary parameters and press <**TAB**>. Consult the parameters definitions below.

- You will see the **'Dry Stock Operations'** window with an overview of all documents or only a few, depending on the parameters you filled in.

The documents in the list are sorted by number. This number is assigned when creating the documents.

Parameter definition:

Number	Each document automatically gets a sequential number. The documents are sorted according to these numbers and they cannot be edited.
Supplier - number	Each supplier has his own number of maximum 8 digits. This number is used to specify the supplier in documents like these. Each document can be made for 1 supplier only. If the cursor is in the 'Number' field, you can use the key combination <**Ctrl**> + <**P**> to have a dropdown menu containing all suppliers appear on screen.
Supplier - name	Supplier name that was defined when creating it. After entering the supplier number, the name is completed automatically.
Execution Date/Time	On this date and at this time, the system will update the stock using the information in this document, provided that it has been released for stock adjustment. The date and time suggested by the system can always be overwritten. If this date and time are not edited, the stock adjustment will take place immediately after activating the document.
Status Order/ Deliv.	Shows the order and/or delivery status.
'C'	This means 'Completed'. In other words, the stock was already updated based on the information in the document.
'*'	This symbol means that the document was already activated, or, in other words, released to be processed. The system will wait until the specified date and time to process the document.
Printed	Indicates whether the document was already printed.

The document header contains the following parameters:

Positive / negative	Indicates the direction sign of this dry stock operation. This can be configured when defining the supplier. If not, the system will ask whether the operation is positive or negative when creating the dry stock operation. A positive operation results in a stock addition, a negative one in a stock reduction (return to the supplier, damage, etc.)
Note	A random 2-line text that will be printed onto the document (order, etc.).
Editing Blocked	Some dry stock operations cannot be edited, regardless of their status.
External Reference	Used in case of remote follow-up of orders/deliveries.
Supplier Reference	If a supplier uses its own references, it can be entered here. Example: in case of order confirmation.
Activation Period	This is the period during which the stock operation was activated. This field is completed by the system.
Order Sent	This is the day that the dry stock operation was activated as order. This field is completed by the system.
Delivery Expected	The day when you are expecting the delivery. This field is completed by the system based on the delivery time completed in the supplier parameters.

Last Change	Day and time of the last change done for this dry stock operation. (This can also be the date/time of creation).
Input Given in Packs	If this option is enabled, the quantities in this document can be entered in packs. The pack size and the total quantity in pieces is also mentioned. If this option is not enabled, the quantities have to be entered in pieces. This parameter can only be edited if it has be configured that way in the supplier parameters.
Sell Price Input	Can the sales price be edited? This parameter can only be changed if this has been configured that way in the supplier parameters.
Buy Price Input	Can the purchase price be edited? This parameter can only be changed if this has been configured that way in the supplier parameters.

10. 3. Orders and deliveries

Orders

The creation of orders can be done automatically, semi-automatically or manually.

The system is able to automatically generate a list of items that have to be ordered. This list contains items with a current stock lower than the minimal stock.
This order document can be used directly as purchase order.

It is also possible to manually edit the document that was generated by the system.

The last possibility when creating an order is that you manually enter an order, item per item without automatic help from the system.

Deliveries

A delivery is usually preceded by an order. This means that there is already an existing document for it.
This document can now be edited in order to make it match the actual (supplier) delivery note.

REMARK:

When returning goods to a supplier, you will have to enter a negative delivery. There are 2 ways:

- Enter a negative quantity for each item line of the document.
- Select the negative operation when creating the document. This, however, is only an option if you have not entered any parameter for 'Direction sign' in the supplier parameters. (This can be edit via '**Edit Supplier**').

Stock corrections

When implementing a stock adjustment or correction, for example after a stock count, you can create a fictional, negative delivery.

A fictional delivery is used to edit information in the system if, after a stock count for example, it turns out that the quantity of certain items in reality does not match the stock in the system. This is possible when goods have been destroyed, stolen or if they are expired.
Such fictional deliveries can contain items for which the stock has to be adjusted. The delivered quantity will be negative.
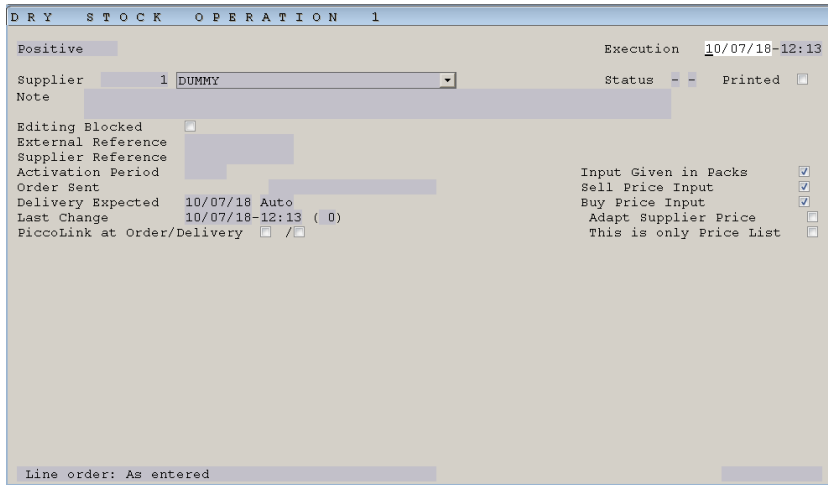
It can be useful to create fictional suppliers for this type of deliveries. Their name should clearly state the reason for the executed operation, like 'Theft', 'Expired goods', etc.

10. 3. 1. Create a new general dry stock operation

You can create orders and deliveries via the general dry stock operations.

On the screen, you will see a list of existing documents, displayed by the system based on the conditions you selected.

- •   Choose the last line **'New Dry Stock Operation'**
- •   The next free document number is suggested. Confirm with <**ENTER**>.
- •   Complete the document header.
- •   The list of suppliers can be displayed on screen by pressing the key combination <**Ctrl**> + <**P**>. The suppliers that will only allow positive dry stock operations, are marked with '**+**'.

```
D R Y    S T O C K    O P E R A T I O N    1

Positive                                   Execution   10/07/18-12:13

Supplier         1 DUMMY                ▼    Status  - -   Printed  □
Note

Editing Blocked          □
External Reference
Supplier Reference
Activation Period                           Input Given in Packs    ☑
Order Sent                                  Sell Price Input        ☑
Delivery Expected    10/07/18 Auto          Buy Price Input         ☑
Last Change          10/07/18-12:13 ( 0)    Adapt Supplier Price    □
PiccoLink at Order/Delivery  □ /□           This is only Price List □




Line order: As entered
```
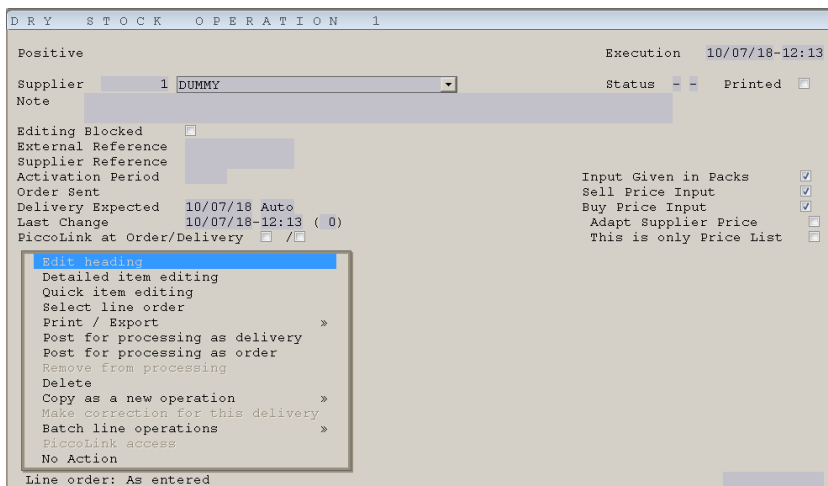
- •   The screen **'Dry stock operation'** with options menu in the left bottom corner appears.

The document exists as soon as the header is created, but it does not contain items yet.
As from this point, the document is edited like any other existing document.

10. 3. 2. Edit a general dry stock operation

On the screen, you will see a list of existing documents, displayed by the system based on the conditions you selected.

- •   Select the line for the document you wish to edit.
- •   On the screen, you will see the header of the selected document.
  Example:

```
D R Y    S T O C K    O P E R A T I O N    1

Positive                                   Execution   10/07/18-12:13

Supplier         1 DUMMY                ▼    Status  - -   Printed  □
Note

Editing Blocked          □
External Reference
Supplier Reference
Activation Period                           Input Given in Packs    ☑
Order Sent                                  Sell Price Input        ☑
Delivery Expected    10/07/18 Auto          Buy Price Input         ☑
Last Change          10/07/18-12:13 ( 0)    Adapt Supplier Price    □
PiccoLink at Order/Delivery  □ /□           This is only Price List □
 ┌────────────────────────────────┐
 │ Edit heading                   │
 │ Detailed item editing          │
 │ Quick item editing             │
 │ Select line order              │
 │ Print / Export              »  │
 │ Post for processing as delivery│
 │ Post for processing as order   │
 │ Remove from processing         │
 │ Delete                         │
 │ Copy as a new operation     »  │
 │ Make correction for this delivery │
 │ Batch line operations       »  │
 │ PiccoLink access               │
 │ No Action                      │
 └────────────────────────────────┘
Line order: As entered
```

How to use the options in this menu:

Edit heading

This option allows you to edit the general information of the document: supplier, note, date and time for the processing, etc.

The header can only be edited for document that have not yet been activated as delivery. If they have been activated as order, the supplier cannot be edited.

Detailed item editing

The list of items included in this document appears on screen. For each item, you will see the current and minimal stock, the quantity in pieces ordered, the sales price, etc.

You can still add, edit or delete items in documents that have not yet been processed. In a document that has already been processed as order, you will only be able to edit the delivered quantities.

I n d e x		Description	S t o c k			New Purchase	New Buy Price	New Sell Price	Set
			Current	Ordered	Minimal				
1	328	COCA 0,50	0.00	0.00	0.00	24	0.0000	1.50	
2	299	COCA 1,50 L	0.00	0.00	0.00	24	0.0000	2.50	
3	298	COCA ZERO 1,5L	0.00	0.00	0.00	24	0.0000	2.50	
4	331	FANTA 0,50	0.00	0.00	0.00	24	0.0000	1.50	
5	397	FANTA 1,5	24.00	0.00	0.00	24	0.8000	1.50	
6	341	FANTA LEMON	0.00	0.00	0.00	24	0.0000	1.20	

New Dry Stock Item / Access via Item

Quick item editing

Just like with the 'Detailed item editing', you will see a list of items included in this document, but with a limited amount of information: item number, description, number of packs, number of pieces per pack, number of pieces and purchase price/piece.

I n d e x		Description	S t o c k			In Packs	Pack Size	In Pieces	Buy Price / Piece	Set
			Current	Ordered	Minimal					
1	328	COCA 0,50	0	0	0	24 *	1 =	24	0.0000	
2	299	COCA 1,50 L	0	0	0	24 *	1 =	24	0.0000	
3	298	COCA ZERO 1,5L	0	0	0	24 *	1 =	24	0.0000	
4	331	FANTA 0,50	0	0	0	24 *	1 =	24	0.0000	
5	397	FANTA 1,5	24	0	0	1 *	24 =	24	0.8000	
6	341	FANTA LEMON	0	0	0	24 *	1 =	24	0.0000	

New Dry Stock Item / Access via Item

Select line order

The items are displayed as they were entered, but you can also change this order:
- By Supplier's item number
- By Item number
- By Description
- By Barcode

Print / Export
- **Print full report**: Report made based on all available information concerning the items.
  A part of this report is also a financial and fiscal analysis of the impact that this dry stock operation would have on the stock of the items included in this document. (Department totals and VAT analysis are mentioned).
  The items on the report are printed in the sequence that was selected.
- **Print Order Form**: This order can be used to order the items with the specified supplier.
  The items on the order (document) are printed in the sequence that was enabled at that moment.
  Below 'Your item reference', you will find the item reference, or the first 13 characters of the detailed description, if there is not item reference present in the item file.
- **Print Item Checklist**: In this list of all items included in this document, you will be able to write down the counted quantities. This can be useful when checking a delivery.
- **Print Shelf Labels**: This option will allow you to print the labels for all items included in this document. These labels can be used on the shop shelves.

Post for processing as delivery

This document is considered as delivery and is prepared to be processed: the document will receive status '*'.
If the date and time mentioned on the document have passed, compared to the current system date and time, the stock of the items included in this document will be updated according to the information present in this document.
At that moment, the document status will change to '**C**' ('Completed').

Post for processing as order

This document is considered as order and is prepared to be processed: the document will receive status '*'.
If the date and time mentioned on the document have passed, compared to the current system date and time, the entered (=ordered) quantities of the items included in the document will be considered as delivery quantities.
At that moment, the document status will change to '**C**' ('Completed').

Remove from processing

An 'activated' document with a date/time in the future, will get status '*'.
The stock for these items will not be yet be updated.
A document with this status can still be deactivated. This means that the entered stock adjustment in this document can be suspended. The document loses its '*' status and can be edited as before.

Delete

A document that has not yet been activated (as order AND delivery) can still be deleted.

Copy as a new operation

You can copy any existing document. This new document can be edited, if necessary, and activated.
This way, creating orders and deliveries can be made less labour-intensive.

Make correction for this delivery

Not yet used.

Automatic order generation

The system can automatically create a document with a list of items to be ordered, items for which the price needs to be changed, for which a stock count should take place, etc.

PiccoLink access

This line is only available if a PiccoLink was installed onto your system.
This option will allow you to define which operator can register orders or deliveries via the PiccoLink and at which moment. If necessary, it will also be possible to change the purchase and/or purchase price at the same time.
For more information, please consult the PiccoLink Manual.

10. 3. 3. Edit items in a document

Procedure:
- Starting from the '**Dry stock operation**' window, the options menu is opened in the left bottom corner of the screen.

- Choose '**Detailed item editing**' (for more item information) or '**Quick item editing**'.
  You will see a list of all items included in this document.
- Select the desired item.
  You will see a menu, where you can choose whether you want to edit or delete the item.
- Select '**Edit Item Line**' to access the item parameters.

Remark	If the item list contains locally as well as externally managed items, the available items depend on the selected supplier.

- In the window that appears now, like in the example below, you will be able to edit the item parameters.

Detailed editing:

Quick editing:

```
D R Y   S T O C K   O P E R A T I O N   10

Positive                                          Execution   10/07/18-14:56

Supplier        1 DUMMY                    ▼       Status  - -    Printed  ☐
Note

                    S    t    o    c    k                                     Buy Price
I  n  d  e  x  Description   Current Ordered Minimal  In Packs  Pack Size  In Pieces  / Piece  Set
     1    328  COCA 0,50          0      0      0      24  *      1   =      24     0.0000
     2    299  COCA 1,50 L        0      0      0      24  *      1   =      24     0.0000
     3    298  COCA ZERO 1,5L     0      0      0      24  *      1   =      24     0.0000
     4    331  FANTA 0,50         0      0      0      24  *  1.000   =      24     0.0000
     5    397  FANTA 1,5         24      0      0       1  *     24   =      24     0.8000
     6    341  FANTA LEMON        0      0      0      24  *      1   =      24     0.0000
New Dry Stock Item / Access via Item




                         ⊤ ↟ ↑ ↓ ↡ ⊥          +                          ×

Line order: As entered                                    6           19.20
```

The items are displayed in the order they were entered by default. However, if an order was configured in the supplier configuration, this one will be respected.
You can also change the item order via the document options menu. Choose '**Select line order**'.

Parameter definition ('Detailed item editing'):

New purchase (in packs)   Enter the number of pack to be ordered.
The number following the '✳' symbol is the 'number of pieces per pack' (copied from the item configuration.
You can change the 'number of pieces per pack', which can be useful to take a 'number of pieces' instead of 'packs' in stock or to execute stock corrections in 'pieces'.

Pieces to be ordered   = number of packs ✳ pack size.

New Buy Price (in packs)   Enter the new purchase price per pack, if necessary.
The system immediately converts this to the new unit price per item.
If the number of items per pack is changed, the purchase price will also change.

Parameter definition ('Quick item editing'):

In packs   Enter the number of packs to be ordered.
The number following the '✳' symbol is the 'number of pieces per pack' (copied from the item configuration.
You can change the 'number of pieces per pack', which can be useful to take a 'number of pieces' instead of 'packs' in stock or to execute stock corrections in 'pieces'.

Pack size   This is the number of pieces per pack. This is copied from the item configuration.

In pieces   This is the total order in pieces per item line. This is automatically calculated based on the parameters above.

10. 3. 4. Add new items to the item list

Procedure:
- Starting from the **'Dry stock operation'** window, the options menu is opened in the left bottom corner of the screen.

- Choose '**Detailed item editing**' (for more item information) or '**Quick item editing**'.
  You will see a list of all items included in this document.
- Press the <**Insert**> key or choose **'New Dry Stock Item'**.
  On the screen, you will see the '**Item Access**' window.
- Select the desired item.
- Press <**ENTER**> to open the '**Item Selection**' window.

Remark	*The search queries configured when looking for the first item remain valid as long as the list is being edited.*

- Enter the quantities and purchase/sales price.

10. 3. 5. Activate an order/create an order form

After all items have entered, you can print the order form. Then, the document has to be activated as order (posted for processing as order).

Since the same document can be used for the order as well as the delivery, it can first be activated as order, and later as delivery.

On the screen, you will see the '**Dry Stock Operation**' and the options menu to edit it.

To print a purchase order, select '**Print / Export**' and '**Print Order Form**'.
Choose '**Post for processing as order**' to activate the document as order.
The entered quantities are now considered as ordered quantities and cannot be edited.
The delivered quantities can still be modified.

```
   Micrelec                          STAND. OFA NL Rel. 9.19      Poortakker 96
                                     !
                                                        ── Printed 10/07/2018 at 16:17:08 ──


                                     DUMMY
                                     Address line 1
                                     Address line 2
                                     Address line 3
                                     Address line 4

O R D E R
Our Reference :      10
Your Reference :
Order Sent :
Delivery Expected :  10/07/2018
Note :


      Our                                                  Units per    Quantity
 Ln   Item Number        Item Barcode  Your Item Reference  Our Item Description    Packing    in Packs      Total Price
 ──────────────────────────────────────────────────────────────────────────────────────────────────────────
  1    328      54492387                          COCA 0,50        1.000    24.000!      0.00
  2    299  5449000000439                         COCA 1,50 L      1.000    24.000!      0.00
  3    298  5449000133335                         COCA ZERO 1,5L   1.000    24.000!      0.00
  4    331      40822938                          FANTA 0,50       1.000    24.000!      0.00
  5    397  5449000052926                         FANTA 1,5       24.000     1.000pack  19.20
  6    341  5449000006004                         FANTA LEMON      1.000    24.000!      0.00

                                                                               19.20
```

The following reports can also be printed:

Full Report: This report shows the ordered items. The totalisation per department and the VAT analysis are also mentioned. (Depending on the system configuration).

Checklist: This can be useful to check the delivered quantities.

Shelf Labels: You can print labels for all items included in this document. This can be especially useful if the item sales price has been edited.

10. 3. 6. Activate a delivery

After all items have been checked and/or entered, the document has to be activated as delivery.
The same document as the one used for the order can be used.

- On the screen, you will see the **'Dry Stock operation'** window and the options menu to edit it in the left bottom corner.
- Select **'Post for processing as delivery'** to activate the document as delivery.
  The current stock increases with the entered delivered quantities.
  These quantities can no longer be edited.

10. 3. 7. PiccoLink access

Orders and deliveries can be entered via the PiccoLink, if it has been installed onto your system.
The manager first has to allow access to an operator.

- Choose '**PiccoLink access**'
- Then select '**Grant access**'
- Define which operator can open the session, the start date/time and, if necessary, the session reference.
- The session can now be opened on the PiccoLink by the operator chosen and starting from the moment entered in the previous step.

For more information on how to use the PiccoLink, please read the **'PiccoLink'** manual.

REMARKS:
- If you use the PiccoLink to enter orders and deliveries, this can be done in 2 ways:
  - If the session had not been closed after the order, you have direct access to the session for the delivery in the PiccoLink.
  - If not, you have to go back to the '**PiccoLink access**', enter again which operator can access this session. This way, you can edit the delivered quantities.
- The manager can edit via LMS while a session is still opened on the PiccoLink.
- If you no longer need the session on the PiccoLink, you need to close it. You can also do this by selecting '**Stop access**' in LMS.

10. 4. Automatic orders

Procedure:
- On the screen, you will see the **'Dry Stock operation'** window and the options menu to edit it in the left bottom corner.

```
D R Y   S T O C K   O P E R A T I O N   10

Positive                                       Execution   10/07/18-14:56

Supplier         1 DUMMY                   ▼        Status  - -    Printed  ☑
Note

Editing Blocked       □
External Reference
Supplier Reference
Activation Period                              Input Given in Packs    ☑
Order Sent                                     Sell Price Input        ☑
Delivery Expected    10/07/18 Auto            Buy Price Input         ☑
Last Change          10/07/18-14:57 ( 0)        Adapt Supplier Price  □
PiccoLink at Order/Delivery  □ /□              This is only Price List  □
   ┌──────────────────────────────────────┐
   │ Edit heading                         │
   │ Detailed item editing                │
   │ Quick item editing                   │
   │ Select line order                    │
   │ Print / Export                    »  │
   │ Post for processing as delivery      │
   │ Post for processing as order         │
   │ Remove from processing               │
   │ Delete                               │
   │ Copy as a new operation           »  │
   │ Make correction for this delivery    │
   │ Batch line operations             »  │
   │ PiccoLink access                     │
   │ No Action                            │
   └──────────────────────────────────────┘
Line order: As entered
```

- After having selected **'Automatic order generation'**, the '**Item Filter**' window has to be filled in.
  Or choose '**Batch Line Operations**' and '**Automatic order generation**'.


```
D R Y   S T O C K   O P E R A T I O N   10

▥ ⏚  I T E M   F I L T E R

      Fill in eventual conditions that the searched items must fulfill.
      CAUTION : Some conditional searches take time to complete...

Item Types:    Normal Items  ☑        Sales Packs  □      Baskets  □          Services  □

Department        □  ▼     Supplier Number      □    ▼     Include List  □      ▼
Subdepartment     □  ▼     Use Supplier Item Reference  □   Exclude List  □      ▼

Items Managed:     Item Selling:    Sell Price:      Sell Price 2:       Price Promotion:
Locally     ☑      Enabled   ☑      = 0  ☑           = 0  ☑             None    ☑
Externally  ☑      Disabled  ☑      > 0  ☑           > 0  ☑             Active  ☑

Ignore Items with Stock = 0   □       Stock under minimum (pending Orders included)        ☑
Stock in specified range      □         Minimal:  [        ]        Maximal:  [        ]
Last Delivery in specified range  □     Earliest: [        ]        Latest:   [        ]
Last Sale in specified range      □     Earliest: [        ]        Latest:   [        ]

                        ( Save changes )              ( C a n c e l )

Line order: As entered
```

This filter has been configured in such manner that you confirm it with the <**TAB**> key, an automatic order is being generated according to the following conditions:
- The supplier for the items is the one selected in the stock operation document.
- The current stock of the items is below their minimum stock.

These preset filter parameters can be modified.

The normal method to look up items is according to item number (from 1 up to 999998). This can be edited by using the parameter called 'Use Supplier Item Reference'. In this case, only the items with an existing supplier item reference (for the supplier selected here) will appear in the list, sorted by item reference.

The number of pieces to order, is calculated as follows: **quantity to be ordered = minimal stock – current stock + automatic order formula**.
The 'quantity to be ordered' is rounded up, taking into account the number of pieces per pack.

The automatically generated list can be edited manually.
A wrong list can easily be deleted and a new list can be generated with other filter parameters.

Strategy for automatic orders:
There are 2 basic strategies that are different in how many times one checks whether an item should be ordered compared to how fast this item is being sold and disappears from the stock.
2 typical opposites are: whiskey and cigarettes.

Cigarettes are quickly rotating items, due to which they have to be ordered at least once a week, since their stock will always be below their minimum stock. The ideal order quantity will be a quantity that allows them to get through 1 week, until the next delivery comes in.

Whiskey is bought much less frequently. If one checks every week whether whiskey should be ordered, one should order as soon as the stock comes below the minimum stock. You will not order whiskey to get through 1 week, but you will order 1 or 2 packages, enough for a longer period of time.

For items like the whiskey, that are not ordered as frequently, but for which you will often have to check whether it has to be re-ordered, it can be useful to enter a higher value in the field 'automatic order formula' in the item configuration, so that, when the next order takes place, one or 2 packages (packs) are being ordered automatically.

With quickly rotating items, like the cigarettes, it is better to leave the 'automatic order formula' to 0 and to enter a value that corresponds to the consumption between 2 orders in the minimum stock field. Also take into account the backup stock and the consumption during the delivery time.

10. 5. Inter-item transfer

You will use transfer between items to correct mistakes in the stock, due to an incorrectly delivered item, that was not noticed at the moment of the delivery.
This special method of dry stock operations can be used to perform a stock transfer from one item to another.

For this operation, a supplier type 2 has to be created.

The current stock and delivered stock of the source item will decrease with the transferred quantity, while the current stock and delivered stock of the target item will increase with that same quantity.
The transferred quantity can only be entered in pieces.

REMARKS:
The transfer is also allowed if the sales unit of the source and target items are non-identical.
There is no impact on the average purchase price of involved items.

Procedure:
- Start from the main menu and go to '**Dry Stock**'.
- Then go to '**Inter-Item Transfer**'.
  On the screen, you will see a list of existing documents.
- To add a new document, go to the last line called '**New Inter-Item Transfer Operation**'.
- The next free document number is suggested. Confirm with <**ENTER**>.
- Complete the document header.
- Enter '**0**' or press <**Ctrl**> + <**P**> to have the list of suppliers displayed in a dropdown menu. Only the suppliers created of item transfers will be available.

Parameter definition:

Execution   On this date and at this time, the system will update the stock using the information in this document, provided that it has been released for stock adjustment.
The date and time suggested by the system can always be overwritten.
If this date and time are not edited, the stock adjustment will take place immediately after activating the document.
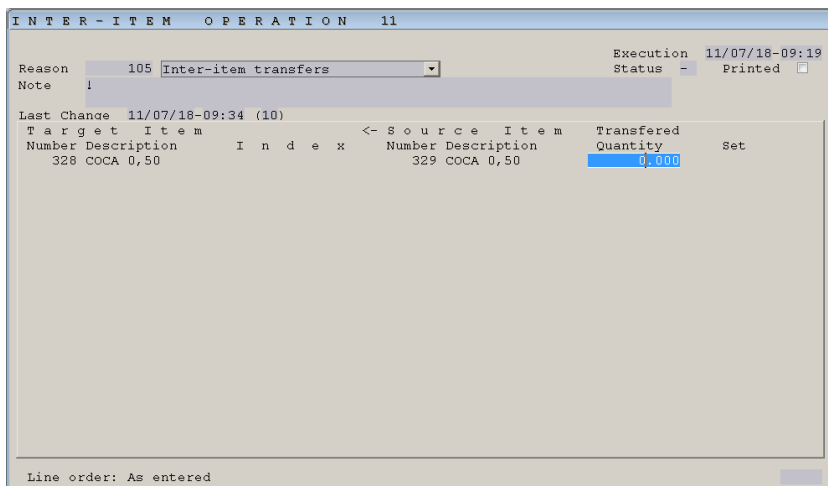
Reason	Here, you can enter the fictional supplier for this document.
Status	Indicates the document status.
'C'	This means 'Completed'. In other words, the stock was already updated based on the information in the document.
'*'	This symbol means that the document was already activated, or, in other words, released to be processed. The system will wait until the specified date and time to process the document.
Printed	Indicates whether the document was already printed.
Note	A random 2-line text that will be printed onto the document.
Last change	Day and time of the last change done for this dry stock operation. (This can also be the date/time of creation).

10. 5. 1. Add/edit an item

Procedure:

- Choose '**Item editing**'
    - To edit an item:
        - Go to the desired line and press <**ENTER**>.
        - Choose '**Edit Item Line**'
        - You can now change the number of items to be transferred. Confirm with <**ENTER**>.

    - To add an item:
        - Go to '**New Transfer Line**' and press <**ENTER**>.
        - Specify the target item. This is the item for which the stock will increase.
        - Specify the source item. This is the item for which the stock will decrease.
        - Choose '**Add New Item Line**'
        - Enter the number of items to be transferred and confirm with <**ENTER**>.

10. 5. 2. Activate the item transfer

When all item lines have been entered, press <**ESC**>.
The options menu to edit the document appears in the left bottom corner.
Select '**Post for processing**'.
The stock change will be executed as defined in the document.

10. 6. Dry stock operations reports

Procedure:

- Start from the main menu and go to **'Dry Stock'**.
- Choose '**Dry Stock Operations Reports/Exports**'.

You will be able to retrieve the following reports:

10. 6. 1. Totals per supplier report

This report shows totals for all suppliers of, for example, delivered quantities, the total cost according to purchase and sales price.
It is possible to retrieve this information for dry stock operations with a certain status, like 'Completed', of for all dry stock operations within a certain time range.

DRY STOCK OPERATIONS TOTALS

FILTER SETUP:

Operations with Order status:	Idle	Yes		Operations with Delivery status:	Idle	Yes
	Posted	Yes			Posted	Yes
	Completed	Yes			Completed	Yes

Unprinted Operations only No   Operations in specified range No   From: Till:

Supplier Number Name	PURCHASE			PURCHASE COST			
	Ordered	Delivered	Idle	Buy Price Excl. VAT	Buy Price Incl. VAT	Sell Price Excl. VAT	Sell Price Incl. VAT
1 DUMMY	0.00	0.00	144.00	19.20	20.35	242.26	256.80
2 Trendy foods	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3 National Lottery	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4 Supplier 4	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5 Supplier 5	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6 Supplier 6	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7 Supplier 7	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8 Supplier 8	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9 Supplier 9	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10 Supplier 10	48.00	48.00	0.00	40.20	42.61	79.25	84.00
11 Supplier 11	0.00	48.00	0.00	38.40	40.70	67.92	72.00
100 INVENTARIS	0.00	-1.00	0.00	-0.88	-0.93	-1.89	-2.00
101 STOCK FIX (EXPIRATION)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
102 STOCK FIX (PERLE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
103 Batch Item Operations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
104 Permant price change	0.00	0.00	0.00	0.00	0.00	0.00	0.00
105 Inter-item transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	48.00	95.00	144.00	96.93	102.74	387.55	410.80

10. 6. 2. Concatenated dry stock operation report

This report shows an overview of, for example, delivered quantities, the total cost according to purchase and sales price per item, and per department.
This is possible for 1 supplier, or for all suppliers.

CONCATENATED DRY STOCK OPERATION REPORT

FILTER SETUP:
Selected Supplier:

Operations with Order Status:	Idle	Yes		Operations with Delivery Status:	Idle	Yes
	Posted	Yes			Posted	Yes
	Completed	Yes			Completed	Yes

Unprinted Operations only No   Operations in specified range No   From: Till:

ITEM TOTALS

Item Number Description	PURCHASE			PURCHASE COST			
	Ordered	Delivered	Idle	Buy Price Excl. VAT	Buy Price Incl. VAT	Sell Price Excl. VAT	Sell Price Incl. VAT
3 BOISSONS N/A	0.00	0.00	0.00	0.00	0.00	0.00	0.00
214 CHRISTALINE 1,5	0.00	0.00	0.00	0.00	0.00	0.00	0.00
215 CHAUDFONTAINE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
216 SPA 1,50L	0.00	0.00	0.00	0.00	0.00	0.00	0.00
217 JUPILER 0,0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
218 JUPILER 0%X4	0.00	0.00	0.00	0.00	0.00	0.00	0.00
241 HOEGAARDEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249 RADLER	0.00	0.00	0.00	0.00	0.00	0.00	0.00

11. STOCK ADJUSTMENTS

11. 1. Edit the current stock

A stock adjustment can be done via the function called '**Stock Adjustment**'.

Procedure:
- Start from the main menu and go to **'Dry Stock'**.
- Go to '**Stock Adjustment**'.
  On the screen, you will see the '**Item Access**' window, where you can filter items.
- Choose the desired access method.
  (This functionality is not available for supplier item references.)
- On the screen, you will then see the '**Item Stock Adjustment'** window displaying a list of items you have just filtered:

- Choose the item line for which you would like to adapt the stock.
  On the screen, you will see the item configuration of the selected item. In this window, you will only be able to edit the '**Current stock**' field.

Current Stock = Opening stock + sum of deliveries over a certain time range ('Delivered') – sum of sales over that same time range ('Sold')

The time span starts when the item is created or after the last change of the 'current stock'.

When the 'current stock' is adapted, the new value is immediately copied to the field 'Opening stock', and the values in the fields 'Delivered' and 'Sold' are reset to 0.

It is possible that the '**Stock Adjustment'** function has been blocked on your system.
A stock adjustment done following this procedure, is not being recorded. This means that, later, you will not be able to track when and why this stock adjustment was done.
To avoid this, this function can be blocked. In this case, the stock can only be influenced with deliveries, for which you will be able to print reports.

Sometimes, the VAT declaration is based on the goods you have in stock, and not on sales.
In this case, the field 'Delivered' will be important. At regular moments, a manipulation is done with the 'current stock' so that the totalisation fields are reset to 0.

11. 2. Parameters for item ordering

The parameters 'Minimal Stock' and 'Order Formulas' can be edited in a quick and clear way via this menu.
On the screen, the current stock is also mentioned for your information.

Procedure:
- Start from the main screen and go to **'Dry Stock'**
- Then go to '**Ordering Configuration'**. The following options are available:
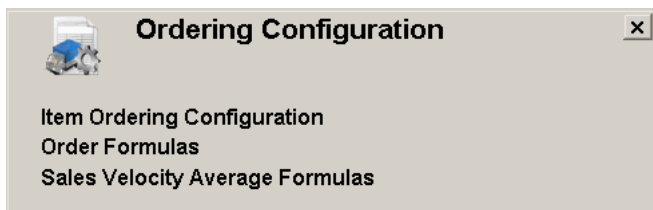
Choose <**ESC**> to leave this menu.

11. 2. 1. Order formulas

When you select the second option '**Order Formulas**', you will see the screen below:
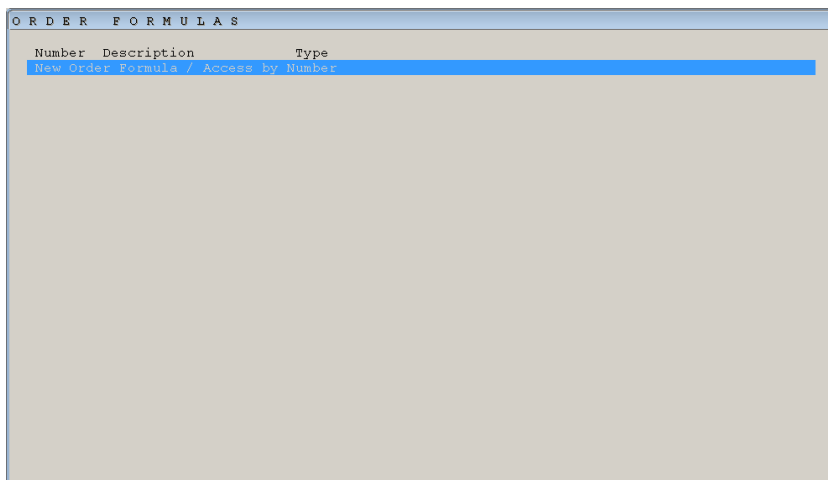
Here, you will be able to create order formulas or edit existing ones.

Procedure:

- Select the last line called **'New Order Formula / Access by Number'** to create a new formula.
- Enter a number and, in the box in the left bottom corner, select '**Add new – Blank**' or '**Add new – As a Copy**'. Enter a description and choose a type of formula.
- When you are selecting an existing formula, you can choose '**Edit**'.
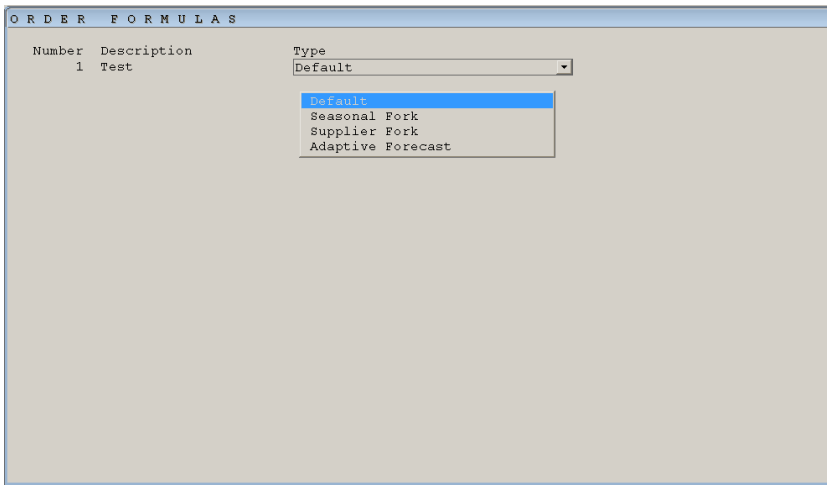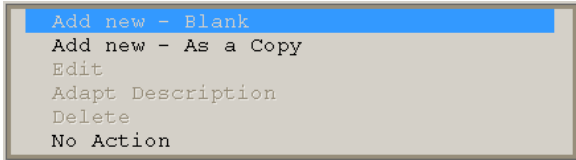
Type of formula:

Default You can select the default formula suggested by system. You do not have to configure it.

Seasonal Fork This function allows you to configure periods (from-to date) to which a certain formula will apply.
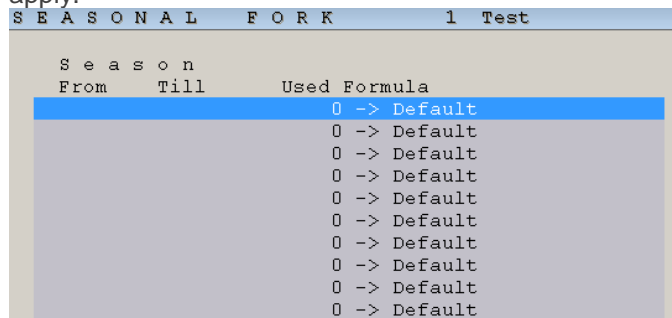
Supplier Fork This function allows you to configure formulas for specific suppliers. For each order with this supplier, this formula will apply.

Adaptive Forecast

With this function you can complete some parameters to allow the system to make a forecast of what to order and when.

11. 2. 2. Sales velocity average formulas

When you select the third option '**Sales Velocity Average Formulas**', you will see the screen below:
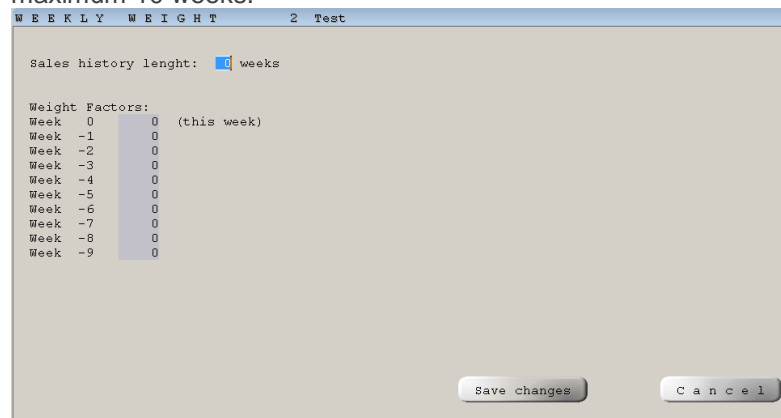
Type of formula:

Daily weight
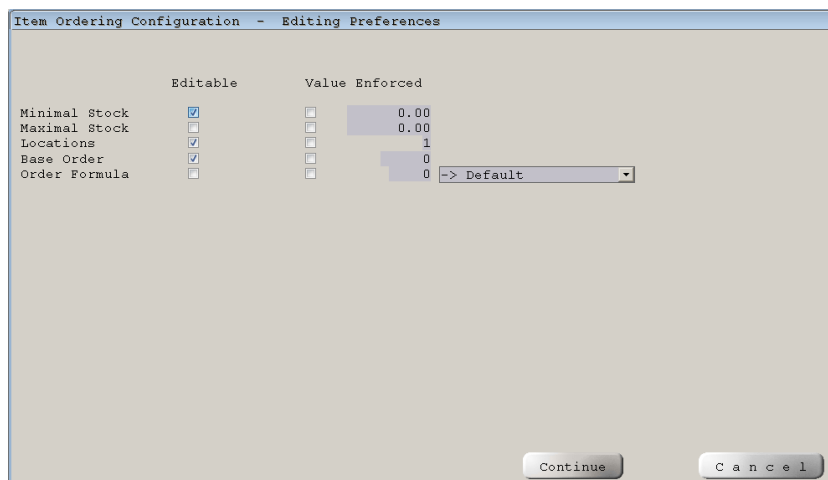This function will allow you to define the average sales velocity per day for a period of maximum 15 days.

```
D A I L Y   W E I G H T        2  Test


Sales history lenght:   0  days


Weight Factors:
Day   0        0   (today)
Day  -1        0
Day  -2        0
Day  -3        0
Day  -4        0
Day  -5        0
Day  -6        0
Day  -7        0
Day  -8        0
Day  -9        0
Day -10        0
Day -11        0
Day -12        0
Day -13        0
Day -14        0




                                    Save changes        C a n c e l
```
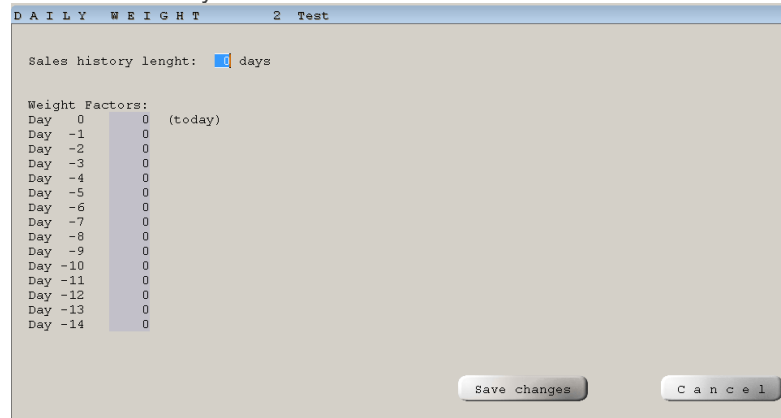
Weekly weight
This function will allow you to define the average sales velocity per week for a period of maximum 10 weeks.

```
W E E K L Y   W E I G H T        2  Test


Sales history lenght:   0  weeks


Weight Factors:
Week   0        0   (this week)
Week  -1        0
Week  -2        0
Week  -3        0
Week  -4        0
Week  -5        0
Week  -6        0
Week  -7        0
Week  -8        0
Week  -9        0




                                    Save changes        C a n c e l
```

11. 2. 3. Item ordering configuration

When you select the first option '**Item Ordering Configuration**', you will see the screen below:

```
Item Ordering Configuration  -  Editing Preferences


              Editable      Value Enforced

Minimal Stock    ☑           ☐      0.00
Maximal Stock    ☐           ☐      0.00
Locations        ☑           ☐         1
Base Order       ☑           ☐         0
Order Formula    ☐           ☐         0  -> Default           ▼




                              Continue        C a n c e l
```

Parameter definition:

Minimal stock   Here, you can impose a fixed value or you can make this value editable per item. Check the correct box.

Maximal stock   Here, you can impose a fixed value or you can make this value editable per item. Check the correct box.

Locations   Here, you can define to how many locations in the shop this configuration will apply. You can also choose to make this value editable per item. Check the correct box.

Base Order   Here, you can impose a fixed value or you can make this value editable per item. Check the correct box.

Order Formula   Here, you can impose an order formula or you can make it editable per item. Checkt the correct box.

When these values have been completed, you can click '**Continue**'. The '**Item Access**' window will open, so that you can filter items. After having completed the filter, you will see a list of filtered items.
Select the correct line and edit the following values (if they have been set to 'Editable', as explained above).:
- Minimal stock
- Maximal stock
- Locations
- Base order
- Order formula

11. 3. Stock reset

If, at one point, you would like to start managing the stock of your items, it can be useful to reset the stock of those items to 0 first. It is also possible to reset the stock some selected items to 0, like all items of 1 department, all items with a negative stock.

Procedure:
- Start from the main menu and go to **'Dry Stock'**
- Then go to **'Batch Item Stock Reset'**. You will see the following screen:

Batch Item Stock Reset Menu

Reset Stock of All Items to Zero
Selective Reset of Item Stock to Zero
No Action

⇨ Or choose **'Reset Stock of all Items to Zero'**.
The stock of all items is set to 0.
⇨ Or choose **'Selective Reset of Item Stock to Zero'**.
The '**Item Access'** window will appear on screen.
Configure the desired search queries and confirm with <**TAB**>.
The stock of the items corresponding to the search query, are reset to 0.
⇨ Or choose **'No action'** to return to the '**Dry Stock**' menu.

REMARK:
The stock of all items can only be reset to 0 once. After that, this option will be blocked.

12. INVENTORY

12. 1. Start an inventory session

An inventory sessions always has to be started via LMS and you gave to grant an operator access before he can open the session.
An inventory session can be opened on the POS, LMS BOS or on the PiccoLink.

An inventory session can have the following statuses:
0 - New   The session has been created, but it contains no data.
1 - Busy   The operator has the session opened on the PiccoLink or POS. The manager cannot edit the session via LMS at this moment.
2 - Ready   The user has closed the session on the PiccoLink or POS.
3 - Partially processed   A compensation delivery was made for at least 1 inventory line.
4 - Closed   A compensation delivery was made for all inventory lines.

12. 1. 1. Create an inventory session

Procedure:
- Start from the main menu and go to **'Dry Stock'**.
- Then go to **'Inventory Management'**. You will see a list of existing inventories.

Via this overview, you can view or edit existing sessions, but in this case, we are going to create a new one:
- Select the last line called '**New Dry Stock Inventory / Direct Access via Inventory Number**'.
- Press <**ENTER**> to create a new inventory session using the document number the system suggests. You will see the screen below:
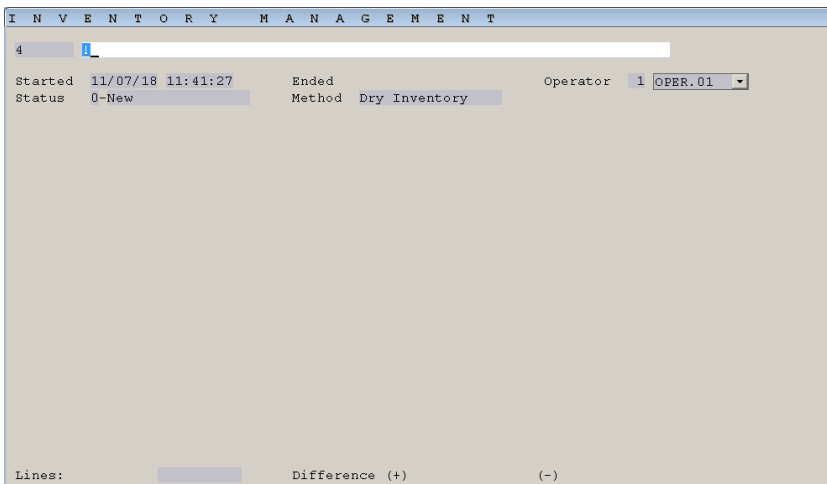
Complete the document header and confirm each entry with <**ENTER**>:
- Where you see the ‚**!**', enter a description for the session.
- In the '**Started**' field, enter the date and time of when the session can start.
- In the dropdown menu '**Operator**', select the user that can open the session.
- Confirm with <**ENTER**>.

In the options menu that opens in the left bottom corner, you can, among others, change session information, import checklists, print a report and delete the session if necessary.

The session is now available, but it is empty.
You can add lines to the session using the option '**Edit Inventory Lines**' (line per line) or '**Import Lines from Checklist**' (see chapter **12.4.5. Checklist for inventory**). You can also do this step in the '**Inventory Input**' menu.
Or you can leave the document empty and the operator can start the empty session via the POS, LMS BOS or PiccoLink.

Press <**ESC**> to close the inventory window.

The new inventory session will appear in the '**Inventory Management**' overview.
Its status will be '**0 – New**', since there is no inventory information included in this document.

12. 2. Select an inventory session

If the user has opened the session on the PiccoLink, POS or via LMS BOS, the session will get the status '**1 – Busy**'. At this moment, the manager can no longer edit the session via LMS.
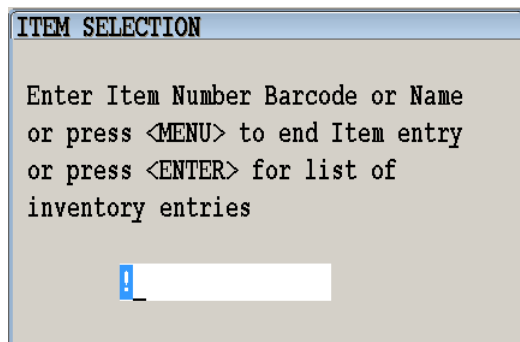
On the PiccoLink:
If the option '**Inventory**' is selected on the PiccoLink, a menu containing all available inventory sessions for this user will be displayed. The operator can select the session he would like to work on.
For more information on how to use the PiccoLink, read the '**PiccoLink**' manual.

On the POS:
- Press <**MENU**>
- Choose '**Supervisor Menu**'
- Choose '**Shop And Stock Maintenance**'
- Choose '**Dry Stock Inventory**'.
- Select the desired session

On the screen:

```
ITEM SELECTION

Enter Item Number Barcode or Name
or press <MENU> to end Item entry
or press <ENTER> for list of
inventory entries

    !_
```

- Scan the item, or enter the item number, barcode or description.
  If the item number, barcode or description does not exist, the list of items appears on screen. Select the correct item.

On the screen:

- Enter the counted quantity in pieces.
- By pressing <**ENTER**>, the 'Counted Stock' will be updated to match the entered value.
  At the same time, the immediate date / time and the stock of the item as known by the POS is retrieved and saved.

It is possible that the counted stock of an item has to be edited.
- Enter the item, via its item number, barcode or description.
  Or press <**ENTER**> to see the list of all present inventory lines.

'Edit Counted Value only':	The counted stock can be edited, but the time at which it was originally counted, will not change.
'Reenter Completely':	The counted stock can be edited, and the time will also be updated.
'Delete':	The item is removed from the inventory.
'**No action'**:	You will leave the menu without saving any changes.

Via LMS BOS:
Open the session via the menu '**Inventory Input**'. Choose the desired session:
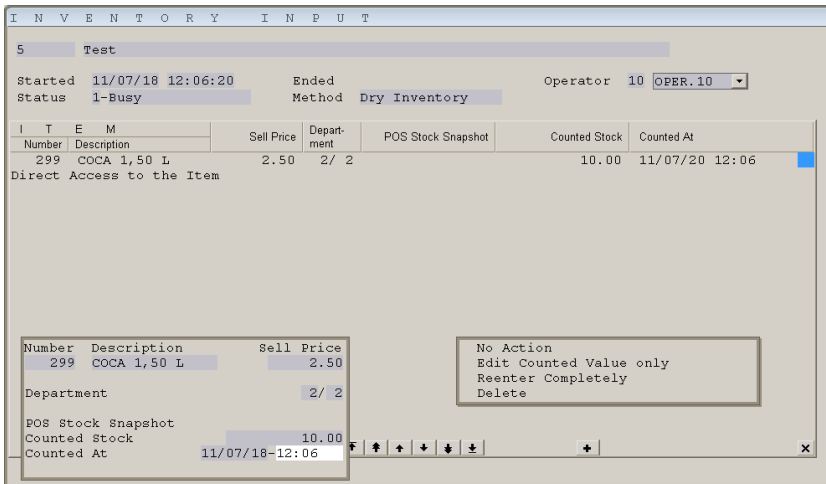
Enter the values:

'Edit Counted Value only':   The counted stock can be edited, but the time at which it was originally counted, will not change.

'Reenter Completely':   The counted stock can be edited, and the time will also be updated.

'Delete':   The item is removed from the inventory.

'**No action'**:   You will leave the menu without saving any changes.

12. 3. Close an inventory session

When the stock for all items has been counted and entered, the session should be closed. Only then will the manager have access again to this session via LMS.

On the PiccoLink:
The inventory session can be closed by pressing the escape key <**F1**>, when the screen for item specification (displaying the text '**ENTER ITEM**') is visible.

On the POS:
Press <**MENU**> or the <**ESC**> key.

A menu will appear allowing you to leave the inventory session open to continue working on it later, or to close it when all information in this session has been completed successfully.
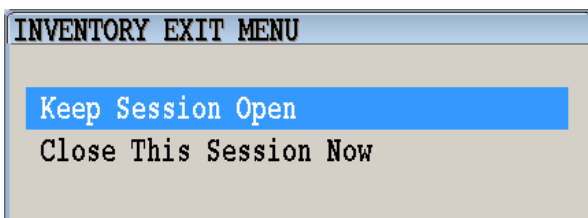
Choose **'Close This Session Now'**.

On LMS BOS:

When all values have been entered, you can leave the '**Inventory Input**' menu by press the **<ESC>** key; A menu appears allowing you to leave the inventory session open to continue working on it later, or to close it when all information in this session has been completed successfully.

```
I N V E N T O R Y    I N P U T

5       Test

Started  11/07/18 12:06:20     Ended            Operator  10 OPER.10 ▼
Status   1-Busy                Method  Dry Inventory




┌INVENTORY EXIT MENU────────────────┐
│                                   │
│ Keep Session Open                 │
│ Close This Session Now            │
│                                   │
└───────────────────────────────────┘
```
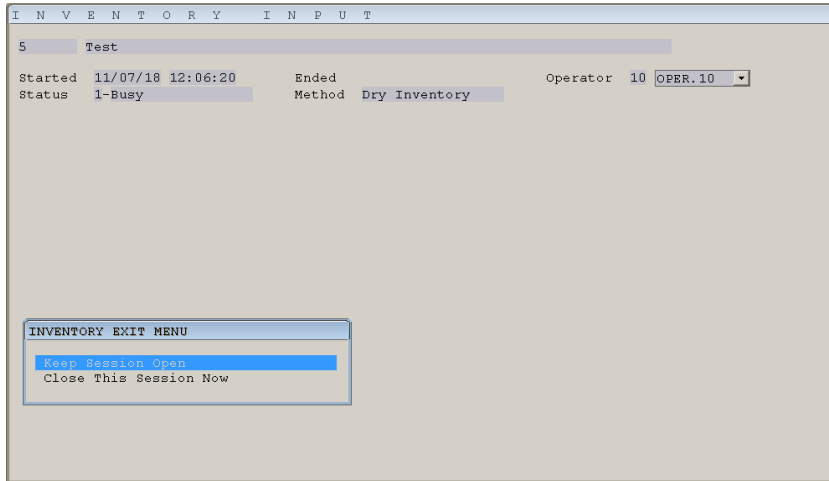
Choose '**Close This Session Now**'.

12. 4. Stock adjustment after inventory

When the operator has closed a session on the PiccoLink, POS or LMS BOS, this session can be opened again in LMS. The session will have status '**2 – Ready**'.

The following steps have to be executed successively in the menu '**Inventory Management'** on LMS BOS:
1. The session can be checked and edited by the manager.
2. Then, you will have to allocate a supplier to the items in this session.
3. A compensation delivery has to be created.
4. To carry out the stock adjustment, the compensation delivery has to be activated.

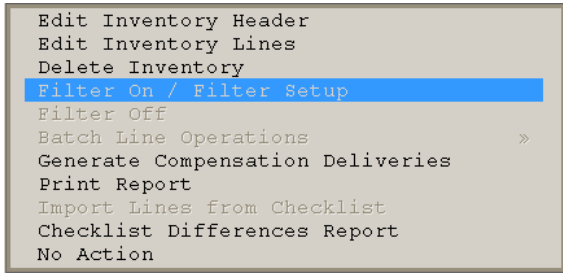Before you can do these steps, we will discuss operations on item lines and the use of the filter.

Operations on item lines

There are a few operations that can be done on 1 item line and/or all item lines at the same time (=batch operations).

Edit	Edit the counted stock or stock as known by the POS.
Disable	An item can be disabled. (This item will get status '**x**'). This way, you can make sure an item is no longer displayed in this list (temporarily). (See also filter usage).
Enable	An item that has been disabled, can be enable again.
Delete	The item is permanently deleted from the document. (Example: if the counted stock matches the stock known by the POS).
Supplier Allocation	This is necessary to be able to create compensation deliveries. Choose a supplier from the list (Inventory, Loss, Expiration).

<u>**Filter usage**</u>

If the actions described above have to be executed for several items at the same time, you can use a filter.

```
Edit Inventory Header
Edit Inventory Lines
Delete Inventory
Filter On / Filter Setup
Filter Off
Batch Line Operations              »
Generate Compensation Deliveries
Print Report
Import Lines from Checklist
Checklist Differences Report
No Action
```

'**Filter On / Filter Setup'**

If you wish to select all items, press <**TAB**>.

The items can also be selected based on certain queries in the '**Item Access**' window.

Department   Filter only the items belonging to 1 department.

Items with Supplier

- Already allocated: only the items to which a supplier has already been allocated. In this case, you can select a specific supplier.
- Not allocated yet: only the items to which a supplier has not yet been allocated.

Items

- Idle: these are the items for which no operations has been selected yet.
- Disabled: items that have been disabled.
- Already processed: already incorporated into a compensation delivery.

Items with Difference

- None: counted stock is OK.
- Positive: counted stock is higher that the stock known by the POS.
- Negative: counted stock is lower that the stock known by the POS.
- Minimal difference in: pieces, buy amount and sell amount.

This function will allow you to select items with differences in pieces, purchase price or sales price smaller that the value entered in the fields.

The result will be all items that will correspond to at least one of these criteria.

For example, this can be used to filter out items with small differences, and to disable them (temporarily), so that you can first treat the items with big differences.
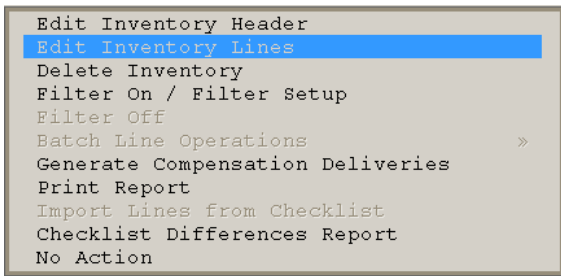
When the filter has been activated, some operations (like disable, supplier allocation) can be executed for several items at the same time.

Choose '**Batch Line Operations**'.

After using this option, the filter has to be turned off again via '**Filter off**'.

12. 4. 1. Edit an inventory session

Select the desired inventory session in the '**Inventory Management'** menu.

```
Edit Inventory Header
Edit Inventory Lines
Delete Inventory
Filter On / Filter Setup
Filter Off
Batch Line Operations            »
Generate Compensation Deliveries
Print Report
Import Lines from Checklist
Checklist Differences Report
No Action
```

The manager can now check this document and edit it using the '**Edit Inventory Lines**' option, if necessary.
You can use the filter to execute operations (like delete, deactivate) on multiple lines at the same time.
If the modifications have been applied, press <**ESC**> to leave this screen.

12. 4. 2. Allocate a supplier

To be able to allocate a supplier to items in an inventory session, you will have to create a 'Stock compensation' supplier .
You can assign a supplier in the menu '**Inventory Management**'.
A supplier can be allocated to several items at the same time if you use the Filter.

Procedure:
- Choose '**Filter on / Filter Setup**'
- If you wish to select all items, press <**TAB**>.
- Or you can select the items corresponding to certain search queries and confirm with <**TAB**>.

```
Edit Inventory Header
Edit Inventory Lines
Delete Inventory
Filter On / Filter Setup
Filter Off
Batch Line Operations            »
Generate Compensation Deliveries
Print Report
Import Lines from Checklist
Checklist Differences Report
No Action
```
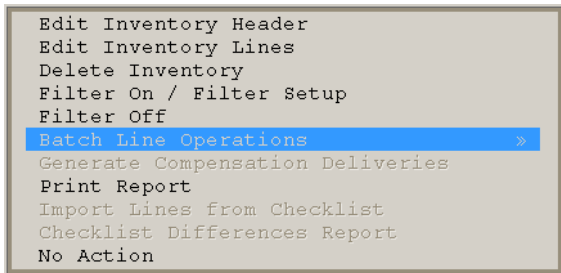
- Choose '**Batch Line Operations**'
- Choose '**Supplier Allocation**'
- Select the desired supplier. (Only the suppliers of type 4 will be shown.)
- Choose '**Filter Off**'

If you are not using the filter, proceed as follows:

- Immediately go to the inventory lines via '**Edit Inventory Lines**'.
- Choose the line you wish to assign a supplier to.
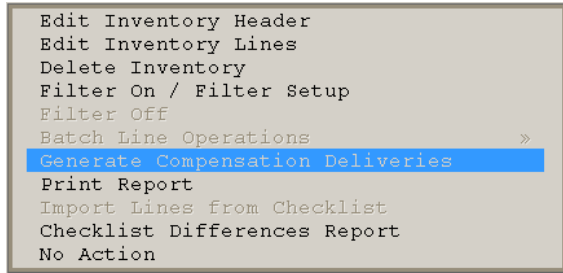- Choose '**Supplier Allocation**'.

OR

- Immediately go to '**Batch Line Operations**' to allocate a supplier to all lines.
- Choose '**Supplier Allocation**'.

12. 4. 3. Create a compensation delivery

A compensation delivery can only be created for items that are enabled, and to which a supplier has been assigned.

Starting from the menu '**Inventory Management**' choose the desired inventory session and then '**Generate Compensation Deliveries**' in the options menu that appears in the left bottom corner.

```
Edit Inventory Header
Edit Inventory Lines
Delete Inventory
Filter On / Filter Setup
Filter Off
Batch Line Operations                          »
Generate Compensation Deliveries
Print Report
Import Lines from Checklist
Checklist Differences Report
No Action
```

Items that have been incorporated in that compensation delivery, get the status '**C**'.
If the compensation delivery has been made, press <**ESC**> to leave this screen.

The compensation delivery can be found as new document in the menu '**General Dry Stock Operations**'.

REMARK:

It is possible to create several compensation deliveries for the same inventory session. A new document will be created for each compensation delivery in the menu '**General Dry Stock Operations**'.

12. 4. 4. Stock adjustment

To adjust the stock of the items, this compensation delivery has to be activated.

Procedure:
- Start from the main menu and go to **'Dry Stock'**
- Go to '**General Dry Stock Operations**'.
- Press <**TAB**> to skip the filter.
- Select the document that was created for the compensation delivery as consequence of the step explained in **12.4.3. Create a compensation delivery** (this is the last document).
  This document has reference 'Inventory x compensation', where x is the number of the inventory session.
- Select '**Post for processing as delivery**'.

The compensation delivery is now activated and, as a consequence, the stock has been adjusted for these items.
The inventory session status is '**3 – Partially processed**', if a compensation delivery has been done for at least 1 line, or '**4 – Closed**' if a compensation delivery has been made for all lines of this inventory.

REMARK:
The manager can erase an inventory session. When the compensation delivery has been created and activated, the inventory is not important anymore.
A session cannot be erased if the status is '**1 – Busy**'.
The last inventory session can only be erased if it has status '**0 – New**'.
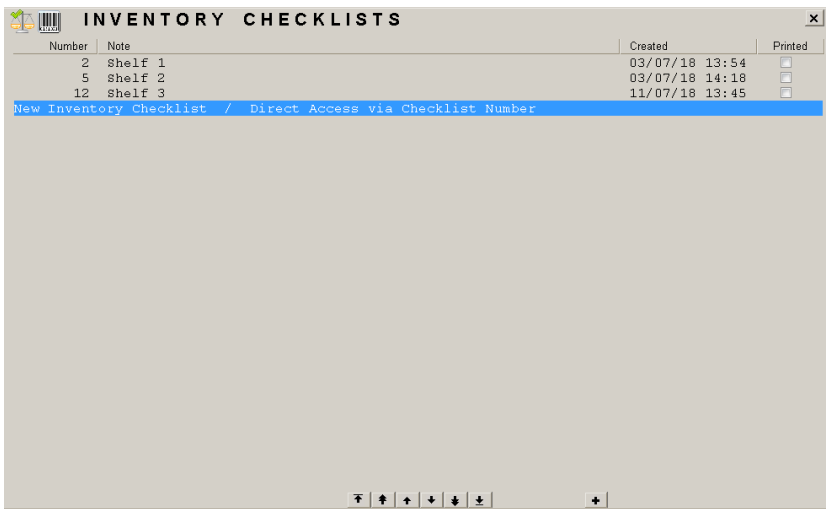
12. 4. 5. Checklist for inventory

You can start a session when it is empty, that is without items, meaning that the items will be added during the session.
It is, however, also possible to create checklists to have those imported in an inventory session (see also **12.1. Start an inventory session**). For example, this could be a list containing all cigarettes.
This way, the operator only has to go through this list of items on the PiccoLink, POS or via LMS BOS and enter counted quantities for them.

Procedure:
- Start from the main menu and go to **'Dry Stock'**
- Then go to **'Inventory Checklists'**.
- A list of existing checklist will appear.
  Here, you will be able to edit existing lists or creating new ones.

- To create a new checklist, click '**New Inventory Checklist / Direct Access via Checklist Number**'
- Then enter a number and confirm with <**ENTER**>.
- Enter a description and a supplier.
- In the menu in the left bottom corner, you can choose to edit the checklist lines or to perform batch line operations to add several items at the same time.
- Complete the '**Item Access**' window to filter items.

12. 4. 6. Reports

General report
Via '**Print Report**', you can retrieve a report at any time showing the status of the inventory session at that moment: the counted stock, the stock on the POS and the differences between both.

D R Y   S T O C K   I N V E N T O R Y

5   **Test**

Started 11/07/18 12:06:20   **Ended** 11/07/18 12:29:31   **Operator** 10 OPER.10
Status 2 - Ready   **Method** 0 - Dry Inventory

I T E M Nr./Barcode	Description	Sell Pr.	DEPT. Nr.	COUNTED AT Date	Time	S T O C K Counted	Snapshot	D I F F E R E N C E Pieces	Buy Amount	Sell Amount	Sta tus	S U P P L I E R Number Name	Line Nr.
299	COCA 1,50 L	2.50	2/ 2	11/07/18	12:06:20	10.00	0.00	10.00	0.00	25.00			1

(+):								10.00	0.00	25.00	
(−):								0.00	0.00	0.00	

Checklist differences report

This report is very useful to check whether all items that had to be counted, have been added to the inventory session. It is possible that certain items were no longer in stock at the time of counting, due to which they were not included in the inventory session.

First, you will have to create a checklist via the main menu, **'Dry Stock'**, **'Inventory Checklists'**.
Choose a name for this document so that you can recognise it easily.
If necessary, use the search queries to create this list, like a list of all cigarettes.

To print the report:
- Starting from the main menu, go to '**Dry Stock'** and '**Inventory Management**'.
- Select the desired inventory session.
- Select the option '**Checklist Differences Report'**

```
C H E C K L I S T   S E L E C T I O N

                                                    Created
    Number  Note                                    Date      Time
        2  Shelf 1                                  03/07/18  13:54
        5  Shelf 2                                  03/07/18  14:18
       12  Shelf 3                                  11/07/18  13:45
Access via Checklist Number
```

- Select the document that has to be compared with the inventory session. This is the checklist you have created.
- A report is made containing all items that only appear in one of both documents.

CHECKLIST / INVENTORY DIFFERENCES

Checklist   2 Shelf 1
Inventory   5 Test

I T E M Number	Barcode	Description	DEPT. Number	PRESENT IN Checklist	Inventory	LINE
3	3000000000007	BOISSONS N/A	2/ 2	+	−	1
214	3274080001005	CHRISTALINE 1,5	2/ 2	+	−	2
215	5449000111692	CHAUDFONTAINE	2/ 2	+	−	3
216	5410013110026	SPA 1,50L	2/ 2	+	−	4
217	5410228239420	JUPILER 0,0%	2/ 2	+	−	5
218	5410228239437	JUPILER 0%X4	2/ 2	+	−	6
241	5410228202929	HOEGAARDEN	2/ 2	+	−	7
249	5410263918670	RADLER	2/ 2	+	−	8
252	90162909	RED BULL 25	2/ 2	+	−	9
253	9002490206482	RED BULL 35	2/ 2	+	−	10
254	9002490211028	RED BULL 473 ML	2/ 2	+	−	11

REMARK:

This report can already be retrieved before the inventory session has been closed on the POS, PiccoLink or via LMS BOS, allowing you to add items that are missing to the session.

If the inventory session has already been closed on the POS, PiccoLink or on LMS BOS, you will no longer be able to add items via LMS. In this case, you will have to create a new document with the necessary changes. After that, you will have to activate the document with the option '**Post for processing as delivery**'.

13. PRINT LABELS

The module for printing labels is a separate program in Windows2000 or WindowsXP that works in combination with LMS, or with the limited version (=stripped LMS).
LMS will generate a file that will be used by this module.
This file contains a record with the necessary parameters for each item that needs a label.
Printing of labels is done on an A4 printer.

This method of working requires strict follow-up by the manager to guarantee the effectiveness of this function.

REMARK:
On some sites, the limited LMS BOS version will be available on the WinPOS itself, if, for example, there is no separate back office PC.

This back office function is limited to maintenance and reporting of normal items and special items like 'empties'.

To print labels, you will need an A4 printer that is directly connected onto the WinPOS system. Additional drivers or hardware will not be necessary.

(Contact Micrelec NV to have your A4 printer connected).

13. 1. Methods to select items

Item labels can be requested in different ways.
Printing labels via dry stock operations can only be done in the complete LMS version.

13. 1. 1. Print a label for an individual item

Procedure:
- Start from the main menu and go to '**Shop**'
- Then choose '**Items**'
- Choose '**Items with stock**' or '**Items without stock**'
- Select the desired item.
- In the menu in the left bottom corner, choose the option '**Reports and Printouts**'.
- Then choose '**Print Shelf Label**'.
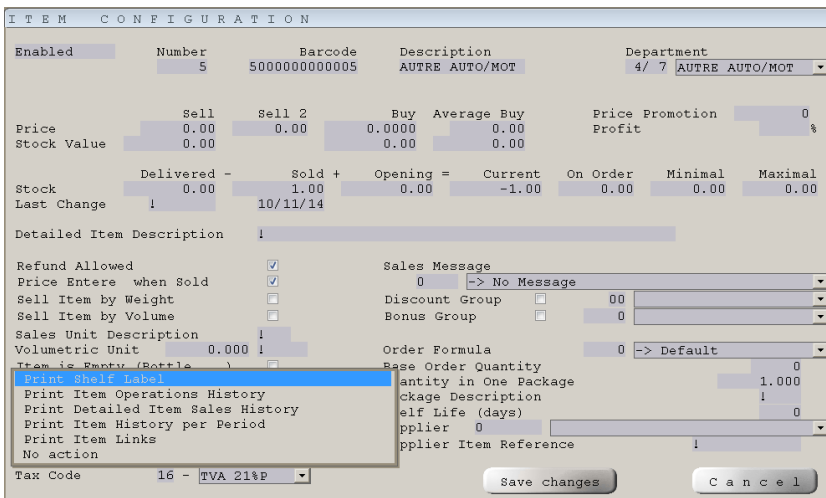
The label for the selected item can be printed immediately. However, it can be useful to first select other items for label printing. This way, you can fill an entire page with labels.

## 13. 1. 2. Printing labels via item reports

Via an item report, you have the possibility to select items that need shelf labels. In other words, you will be able to print multiple labels at the same time.

Procedure:
- Start from the main menu and go to **'Shop'**
- Then choose '**Items**'
- Select **'Item Reports'**
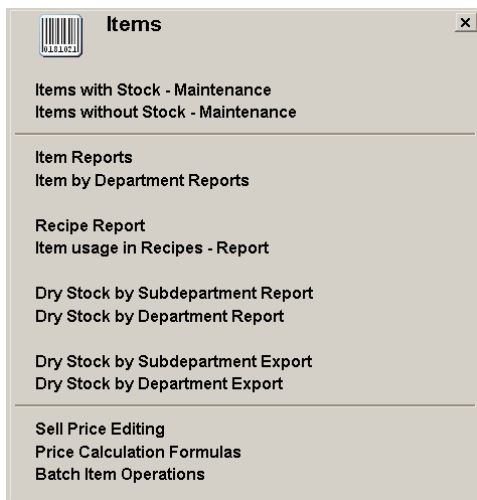
- Enter the desired parameters.
  - In the left top corner, select the report type: '**Shelf Labels'**.
  - Adjust the filter using the **'Adapt Item Filter'** button.
- Then click the **'Report Generation'** button.
  On the report, you will see the labels of all items corresponding to the filter.
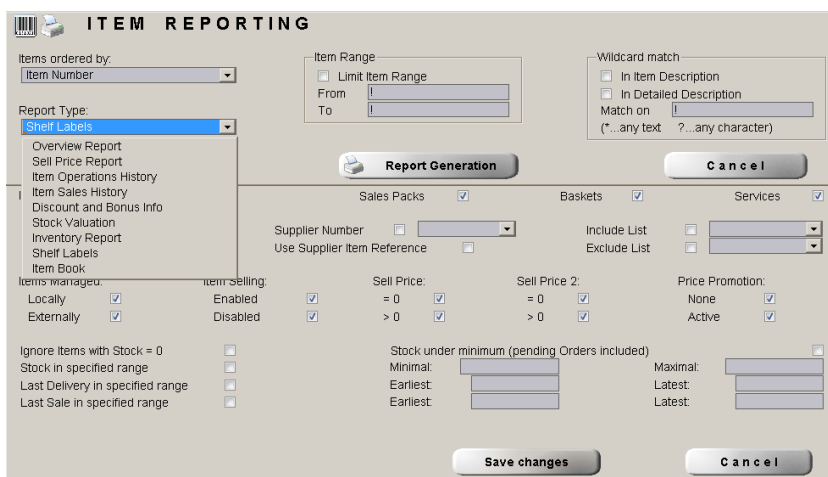
13. 1. 3. Print labels via dry stock operations

The 'Dry Stock Operations' menu is only available in the complete LMS version.

Procedure:
- Start from the main menu and choose '**Dry Stock**'.
- Choose '**General Dry Stock Operations**'.
- Select the desired document.
  In a dry stock operation, you can print labels for all items.
- In the '**General Dry Stock Operations**' menu: choose '**Print/Export**' / '**Print Shelf Labels**'.
- In the '**Batch Price changes**': choose '**Print labels**'

Print labels via the menu '**Dry Stock Operations**' can be advantageous in that items can easily be added to or removed from this document.

REMARK: Dry stock operations only stay in the system during a limited amount of time. After 2 months, they are erased.

13. 2. Label format and layout

There are a few preset formats for labels. A label can have a different size, layout and different information mentioned on the label.
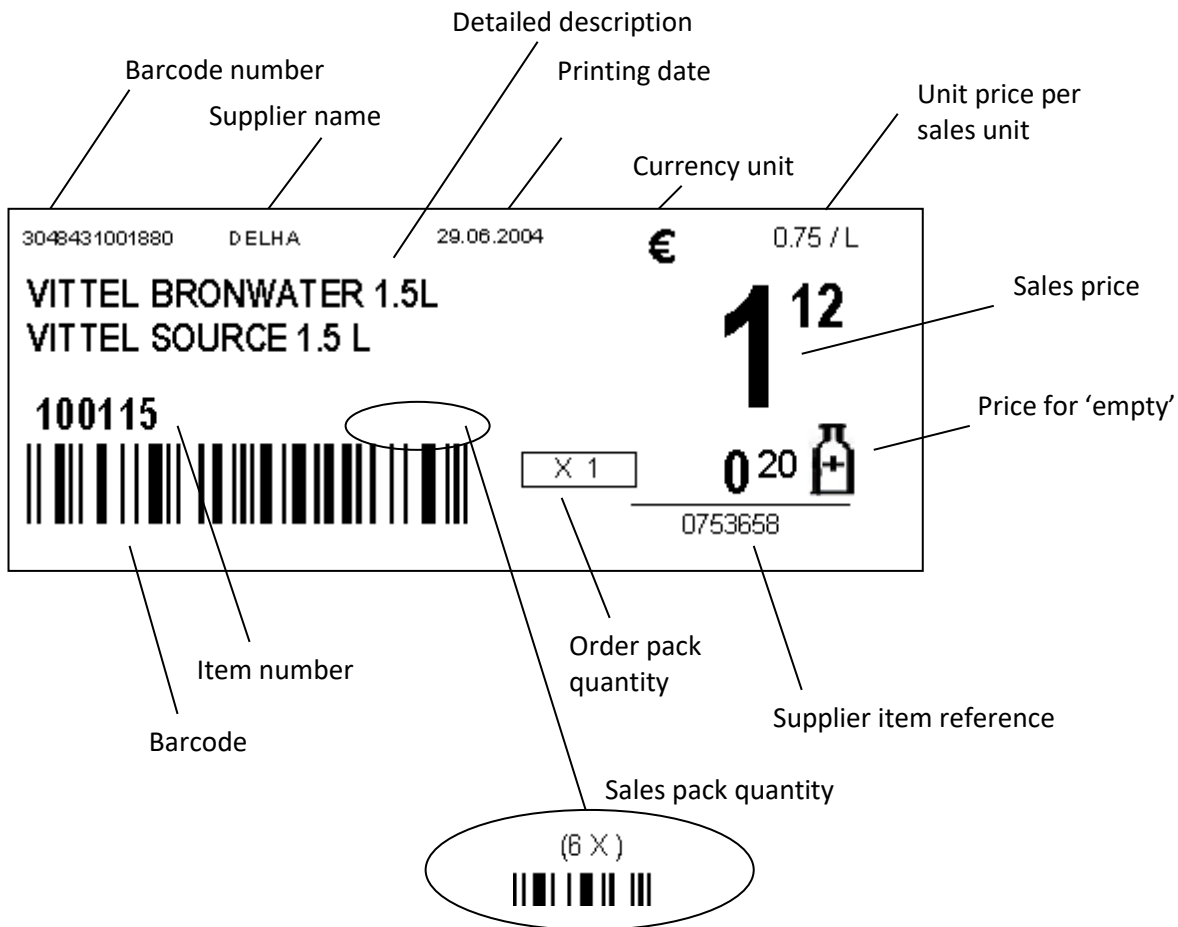
Labels are printed on A4 pages/
You can print several labels on 1 A4 page.
If you are using labels with a format like in the example below, you will be able to print 14 labels on 1 page.

The page is filled per column. This means that the first label is put in the left top corner.

Example of a label:
Below, you will find all parameters that can be put on a label.

Barcode number
Supplier name
Detailed description
Printing date
Currency unit
Unit price per sales unit
Sales price
Price for 'empty'
Item number
Barcode
Order pack quantity
Sales pack quantity
Supplier item reference

3048431001880   DELHA   29.06.2004   €   0.75 / L

VITTEL BRONWATER 1.5L
VITTEL SOURCE 1.5 L

100115

1 12

X 1

0 20

0753658

(6 X)

13. 3. Item information on the label

The information on a label contains several item parameters that can only be entered in LMS and not via the POS.

These parameters can also be edited via the limited LMS BOS version, remotely via XMS or via another back office package linked to the POS via POS-import, that maintains all of these parameters.
This means that these parameters can also be edited remotely via TMS and based on POS-import.

Detailed description This field of 50 characters is divided into 2 parts of 25 characters. The first part can be used for the Dutch description (first line) and the second part for the French description (second line), for example.

Item number This is mentioned if it has been completed in the item configuration (not mandatory).

Barcode (EAN code) The first barcode is printed. An item can have several barcodes.

Sales price and currency unit The sales price of the item, VAT included. This is the sales price per unit, like per piece, litre, kg, etc.
The currency unit is copied from the regional institutions in Windows (accessible via the Windows configuration screen).

Unit price and sales unit	The price per kg/litre/piece calculated based on the 'Volumetric unit' and the 'Sales price' of the item. Therefore, these parameters have to be entered correctly. For the volumetric unit (kg, litre or pieces) an abbreviation of maximum 5 positions have to be entered, like Kg, L, PC.
Date	This is the date the label was created.
Supplier name	The first characters of the supplier's name. You could enter supplier names in such a way that the first 30 positions are an abbreviation, followed by the complete name (30 characters in total). In case of a sales pack, the supplier of the base item is used.
Supplier item reference	Supplier item reference for the main supplier, if this info has been entered. This is the supplier that has been defined in the item configuration. In case of a sales pack, the item reference of the base item is used.
Order pack quantity	The quantity of the order pack that is mentioned for the main supplier of the item. If this field has not been completed, the parameter 'Quantity in One Package' is used. In case of a sales pack, the quantity of the item reference for the base item is used.
Sales pack quantity	The size of the sales pack is only mentioned if the item is a sales pack. This is the number of base items in the sales pack.
Price of 'empty'	This is only mentioned if the item has a linked item that is an 'Empty'.

13. 4. Print preview

If the printing of labels is started via LMS, a file will be generated that will automatically show a **print preview**.
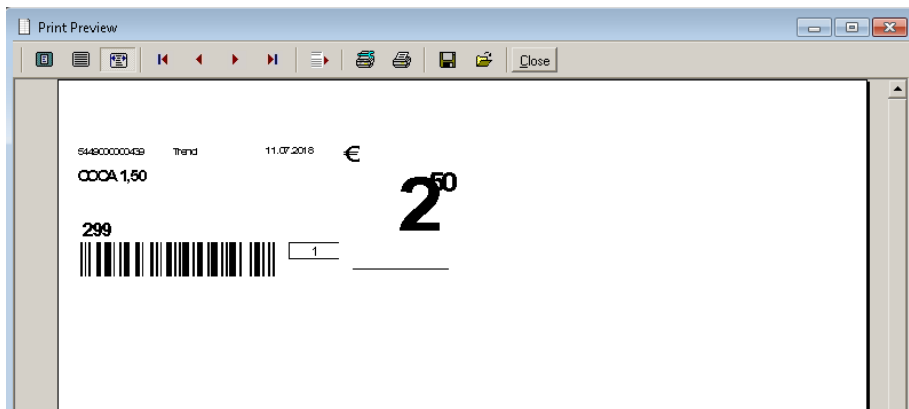
The labels are printed on A4 pages.
For labels in default format, these are 2 columns of 7 labels.

The page is filled per column. This means that the first label will be printed in the left top corner. When the first column is full, the next label will appear in the right top corner.

This print preview can be closed by clicking '**Close**' or <**ESC**>.
You then have 2 options:
- **Keep labels:** the labels are saved and can, for example, be printed if the page is full.
- **Clear labels:** the labels are not saved. The first requested label will again appear in the top left corner of the page.

When the page is full, it can be printed by clicking the printer icon.

REMARK:
The labels are saved by selecting 'Keep labels' when closing the print preview.
This cannot be saved by clicking the 'Save Report' icon.

14. ELECTRONIC JOURNAL

14. 1. Fiscal seal

To comply with the new legal provision concerning the digital saving of receipts (electronic journal), a 'seal' has to be printed onto each receipt as from July 1 2002.
On each receipt, you will find the seal for the previous transaction and the newly calculated seal.
Reference of the legal provision: provision number E.T. 103.018 dd 27/06/2002.
Administrative decision concerning the saving of receipts.

Example of a receipt:

```
                MICRELEC NV
              POORTAKKERSTRAAT 90
              9051 Sint-Denijs-Westrem
                 TEL. 09/ 296 45 20
                VAT NR. BE123456789

   18/03/03  18:20  1.10.00001.1     00000022

     PUMP 2  SUPER          17,10 Litres
     #6 EUR 1,023/L  EUR 17,49
   --------------------------------------------------------

 #1 CIGARETTES 3,20    ----------------------------------
     TOTAL VAT Inc  EUR  20,69
              CASH    EUR   25,00
              Change EUR 4,31

       %        EXCL   VAT    INCL
     #1      0,00    3,20   0,00    3,20
     #3     21,00   14,45   3,04   17,49

   *02295 / 42645994 / 00002069 / 45694535*

       THANK YOU AND GOODBYE
```

The new seal is calculated based on:
- Date
- POS number
- Receipt number
- Sum of individual sales lines
- Site number
- Seal for the last sale
- Total of the transaction

MICRELEC NV
POORTAKKERSTRAAT 90
9051 Sint-Denijs-Westrem
TEL. 09/ 296 45 20
BTW NR. BE123456789

18/03/03 18:23 1.10.00001.1   00000023

#3 DRINKS   1,05
#1 CIGARETTES
5 x   EUR 3,20   16,00   --------------------------

TOTAL VAT Inc EUR 17,05
CASH   EUR   20,00
Change EUR 2,95

%   EXCL   VAT   INCL
#1   0,00   16,00   0,00   16,00
#3   21,00   0,87   0,18   1,05

02295 / 45694535 / 00001705 / 48741985

THANK YOU AND GOOBYE

14. 2. Electronic journal on the LMS PC

The electronic journal is created on the POS. About every minute, the new sales information is added to the file 'current.prn'. If there is more than 1 POS, this file is made separately on each POS.

Every night, an electronic journal is compressed on the POS (one or more) and saved as ejPxx.zoo, P being the POS number and xx the sequential number of the that day of the month. The numbering starts at the beginning of the month, so that each POS saves journals during a month.

The electronic journal file is automatically transferred to the LMS PC if the LMS application on the back office PC is active at night. If LMS is not active at night, the file will be send the next night, along with the next file.

The electronic journal will be automatically compressed and saved as an ASCII file on the LMS PC (**c:\ejournal\ejPxx.prn**). Here, the information will also be saved for 1 month only.
It is the site manager's responsibility to move or copy the files from the c:\ejournal directory at least once every month. It could be possible, for example, to create a subfile per month called MMMJJJ (e.g. c:\ejournal\oct2017). Or the journals per month could be saved in a compressed file called MMMJJJJ.ZEP (e.g. oct2017.zip). This way, you can also save storage space.

The backup of the journals from the LMS PC hard disk to another medium is the site manager's responsibility. This could, for example, be a cd-rom.

When installing the electronic journal, the Micrelec technician will configure Windows so that when you open a .PRN file it will be opened with notepad. This way, the file is immediately readable.
Using the standard search functions included in this text editor, it is possible to look for certain information.
Example: looking up a transaction based on the card number used.
Example: looking up a transaction based on the time.
Example: looking up a transaction based on the amount or volume.

In the electronic journal file, different information is saved (like transaction information, opening and closing shifts, period closure, power failures if the system is equipped with a UPS, etc.). This information is displayed in a clear and readable format.

If LMS was not active during the night, or if you need the current journal, you can always retrieve this journal at any given moment.

To do so, go to the LMS main menu and select '**System data transfer / backup**'. The missing information will then be retrieved by the POS. (Warning: this could take a while).

The current journal of the (master) POS will be saved in the **c:\ejournal\current.prn** directory.

The current journal of possible other POS, will be saved in the **c:\ejournal\currentP.prn** directory, P being the POS number.

Since a journal should legally be saved during several years, you can also retrieve these journals via TMS. This way, a company can archive journals globally for several stations.

Example: part of an electronic journal:

```
01/03/05 08:34    10 OPER.10  logged on
01/03/05 08:34  Shift 1 started    (10)
Op.10- 01/03/05 08:34 Start sales mode

01/03/05 08:40  1.10.00005.1   00000008
P 1 DIESEL        38,35L EUR   33,13
CASH                   50,00
*End sale. Net VAT In      33,13*
*08094 / 78231490 / 00003313 / 79281537*

01/03/05 08:44  1.10.00005.1   00000009
P 2 DIESEL        28,00L EUR   24,19
CASH                   25,00
* End sale. Net VAT In      24,19*
*08094 / 79281537 / 00002419 / 80328903*

01/03/05 08:48  1.10.00005.1   00000010
P 3 SUPER+ 98     40,30L EUR   47,99
    3 x MARLBORO 200 20         11,55
SMASH PTI     4506631994101023=040   0
SMASH PTI                59,54
* End sale. Net VAT In      59,54*
*08094 / 80328903 / 00005954 / 81386875*

01/03/05 08:48  1.10.00005.1   00000011
P 4 EURO 95        38,15L EUR   44,55
       CIGARETTES            3,90
CASH                   50,00
* End sale. Net VAT In      48,45*
*08094 / 81386875 / 00004845 / 82441521*

01/03/05 09:03  1.10.00005.1   00000012
P 2 DIESEL        52,90L EUR   45,70
CASH                   50,00
* End sale. Net VAT In      45,70*
*08094 / 82441521 / 00004570 / 83495343*

01/03/05 09:03  1.10.00005.1   00000013
P 1 DIESEL        61,20L EUR   52,87
SMASH PTI     67037331401542134=15   0
SMASH PTI                52,87
* End sale. Net VAT In      52,87*
*08094 / 83495343 / 00005287 / 84551317*

01/03/05 09:03  1.10.00005.1   00000014
P 3 SUPER+ 98     58,70L EUR   69,91
    CANDY                 0,40
    2 xCANDY              1,16
      FUEL CHEQUE        -10,00
```

CASH   65,00
* End sale. Net VAT In   71,47*
08094 / 84551317 / 00007147 / 85612872

01/03/05 09:08 1.10.00005.1   00000015
Payment   1-INVOICE PAYMENT.:   45,67
CASH   45,67

15. POS → BACK OFFICE DATA TRANSFER

This is the transport mechanism of files that are transferred from the POS to the back office (LMS) PC.

By default, files from the period closure are copied from the POS to the LMS PC.
These files are in a ASCII format. This means that they can be read in Excel, for example.
If these files are converted, they can be read into an administrative or accounting package.

Starting from the screen '**LOCAL MANAGEMENT**', choose 'POS → Back office data transfer'.

16. BACKUP

If you leave LMS open at night (LMS base screen of the '**LOCAL MANAGEMENT**' screen), a transfer will be done for all specific station parameters from the POS to the LMS PC. (The screen itself can be turned off at night).

This means that a copy of all important station information is made onto a location other that the POS: the LMS PC.

The information can also be retrieved by the manager (from the POS to the LMS PC).

Pointer	Only start a backup if it is necessary. The data transfer from the POS to the LMS PC is time consuming and can slow down POS processed. The backup is mostly done at night, unless there is no other option.

Starting from the screen '**LOCAL MANAGEMENT'.**
Choose '**System data transfer** / **backup'**.

REMARK:
This backup is necessary:
To keep track of the electronic journal and to save it on the LMS PC.
If a site used the 'Local accounts' package.

This appendix contains a list of terms used in LMS and their definition:

System
Electronic equipment provided by MICRELEC NV.
A basic version of the system is often used in smaller stations. It is a control unit (computer) to which a keyboard, screen ticket printer and pumps have been connected.
Customer display, level gauging system, payment terminals and other peripherals are optional.

Site Controller
Part of the system that is responsible for controlling the equipment and appliances present on site: pumps, payment terminals, level gauging system, price signs, etc.
In case of an integrated system (or 'IS'), on a smaller station, the site controller and POS form a whole.
On bigger sites, there are several POS. On the really big sites, often located close to highways, the site controller is a separate controller that is connected to the POS in a network.
On medium-sized sites, with 2 POS for example, the site controller forms a physical whole with the controller of 1 of the POS.

Payment terminal
A fixed electronic payment terminal or a person with an electronic payment device, like a POS, OPT, BNA, etc.

Possible terminal types:

- BNA (Banc Note Acceptor): outdoor terminal for bank notes.
- IPT (Indoor Payment Terminal): indoor terminal for cards (= PTI).
- PTI (Payment Terminal Indoor): indoor terminal for cards (= IPT).
- OPT (Outdoor Payment Terminal): outdoor terminals for cards.

A payment terminal is authorised to release pumps and to receive payments by customers for fuel transactions.

Transaction
The entire process of a fuel sale via a pump along with all the information coming from the site controller on this matter.

Index
Continuous software counter per nozzle per pump.
Electronic registration system that sums up the volumes and amounts for each nozzle separately for fuel transactions.
Not every pump has electronic counters that register indexes. If the pump indexes cannot be read, the system will create them by totalising fuel transactions.

Item
In LMS, 'item' means base item, sales pack, basket or service, expect when it regards stock.

Base item
A can of Coke, a pack of Marlboro, etc. Everything that is being sold in the shop, having a specific name and for which it is necessary to track stock.
An item is unambiguously defined by an item number or barcode.
Sometimes the identification can be done with a name.

Sales pack
Type of item that contains several pieces of 1 base item.
Examples: a box of Marlboro (contains 10 times the base item 'pack of Marlboro'), a 6-pack of Coke (contains 6 times the base item 'can of Coke'),

etc.

In terms of sales and configuration, the sales pack is processed the same way the base item is, but not if it regards stock and ordering.

Sales packs are sold with their own description, item number or barcode, just like base items.

The stock of sales packs is not tracked, since it is tracked for their base items. When selling a sales pack, the stock of the base item is automatically reduced with the number of pieces in the sales pack.

Parameters such as department, VAT code and EFT restriction codes are copied from the base item.

Sales packs cannot be ordered. Their base items can.

Basket

Type of item that is a composition of different base items.

Example: coffee and a croissant, basket of different beers, etc.

If you wish to create a new basket, you will have to first enter a description and a sales price, and then add base items.

Service

Type of item where you will not sell goods, but services.

Example: car wash, repairs, etc.

Barcode

Number of minimum 7 and maximum 13 digits used to identify the item. The barcode can be read by a barcode scanner.

Department

Groups items belonging together, like non-alcohol drinks, beer, food, candy, etc.

Dry goods

All shop items that are being sold on a gas station, except the fuels.

Goods

Dry goods and fuels.

Stock

Dry stock is the number of dry goods in stock.

Operator

Person operating the POS.

The operator can only start working on the POS after having logged on with an access number and password.

Shift

The minimal accounting time span for an individual POS.

A shift is the time during which an operator works on the POS and consists of the sales performed during this time.

For each shift, an 'historical shift report' can be retrieved via LMS or the POS.

The operator opens and closes his own shift. He has to close his shift before the next operator can open a new one on the same POS. To be able to leave the POS to the next user as fast as possible, he can suspend his shift and declare it afterwards, if necessary.

Shift declare

The amounts for a suspended shift can be entered later on that same POS, another POS or via LMS.

If an operator has to enter the total of received amounts (for several MOP) at the end of his shift, he can suspend this shift to free his POS to the next user. The next operator can open a new shift on that same POS.

When the first operator has counted his money, he still has to enter the counted amounts for his 'suspended shift'. He can wait until the POS is free again, or he can declare his shift on another POS. This can also be done the next day, by administrative staff via LMS.

The shift closure will be completed only when the entered amounts have been accepted.

Period   Minimal accounting time span for a complete gas station.
A period comprises at least 1 shift. The time span of a period depends on the company's operation procedure, but it usually coincides with 1 day.
After closing a period, a new one is automatically opened.
A period can be closed by an operator, but only after he has closed or suspended the last shift for this period.
The period report includes a sales overview of all its shifts, per shift and cumulated. It gives a detailed summary of fuel sales per pump, per nozzle and per payment terminal, the fuel levels per tank, differences between the real and theoretical stock and other information concerning the functioning of the gas station.
An 'Historical period report' can be retrieved via LMS or the POS for each period.