Manual

dk POS
Tills

Contents

Introduction

This manual is one of several instructions manuals on the dk Business Solutions system.

The user interface of dk Business Solutions is entirely graphical. This has the advantage that multiple and unrelated windows can be opened simultaneously and the data can be viewed from different angles. The same window can even be opened repeatedly, using different selections to view the same information.

This manual covers the use of the dk POS Tills. It is intended to give insight into how the system is constructed and managed on a daily basis. Specialised accounting knowledge is not required in order to use the manual.

dk POS

dk POS is a complete, user-friendly and advanced point of sale solution which seamlessly integrates with dk Business Solutions and is easily installed in your business.

dk POS benefits all point of sales where different user interfaces are needed. The dk POS Back Office is an important element in the dk POS system and we describe it in depth in a specific manual. In the tills-solution it's easy to set up sales transactions, managing the system is simple and the processing semi-automatic. The speed of processing in dk POS is first rate, the interface very user friendly and easy to master.

Speed

The speed of processing is one of the great advantages of dk POS. All item codes are stored in the till itself which makes scanning of items fast and efficient. Simple processing ensures maximum efficiency in customer handling so shops can easily reduce their number of tills.

Flexible display

dk POS is a very flexible system. With ease you can setup buttons as you wish, add or remove buttons as required. The dk POS system offers a choice of using the keyboard, function keys or touch screen. The system offers a multitude of activities but an activity can be added in special circumstances if the need arises.

Safety and reliability

A backup is taken of every sale on all the tills as soon it's completed. In addition information is stored on the tills for future reference. dk POS independence ensures that a sale is not interrupted even though there is an outside disturbance.

Powerful back office system

dk Business Solution and dk POS back office system together make a comprehensive system that is suitable for almost any type of store. The back office process aids the store managers in taking care of the stock and purchases and it is very easy to manage price changes and discounts. The system offers a number of powerful analysis tools.

The back office gives total control of activates within the store, whether it is creating a new sales person, reconciling the cash register or leaving through the memo (log) book.

Sales analysis

Sales analysis is an important part of running a store. Users of dk POS can create reports by sales of items, item groups, tills and clerks. Included in the system are also thorough reports on offers, stocks and register reconciliations.

Built for the future

dk POS is built for the future, based on state of the art technology and can grow as the company grows. The system is moulded for single stores with one, two or three tills or stores with a large number of users and infinite number of stores.

Login – Start a sale
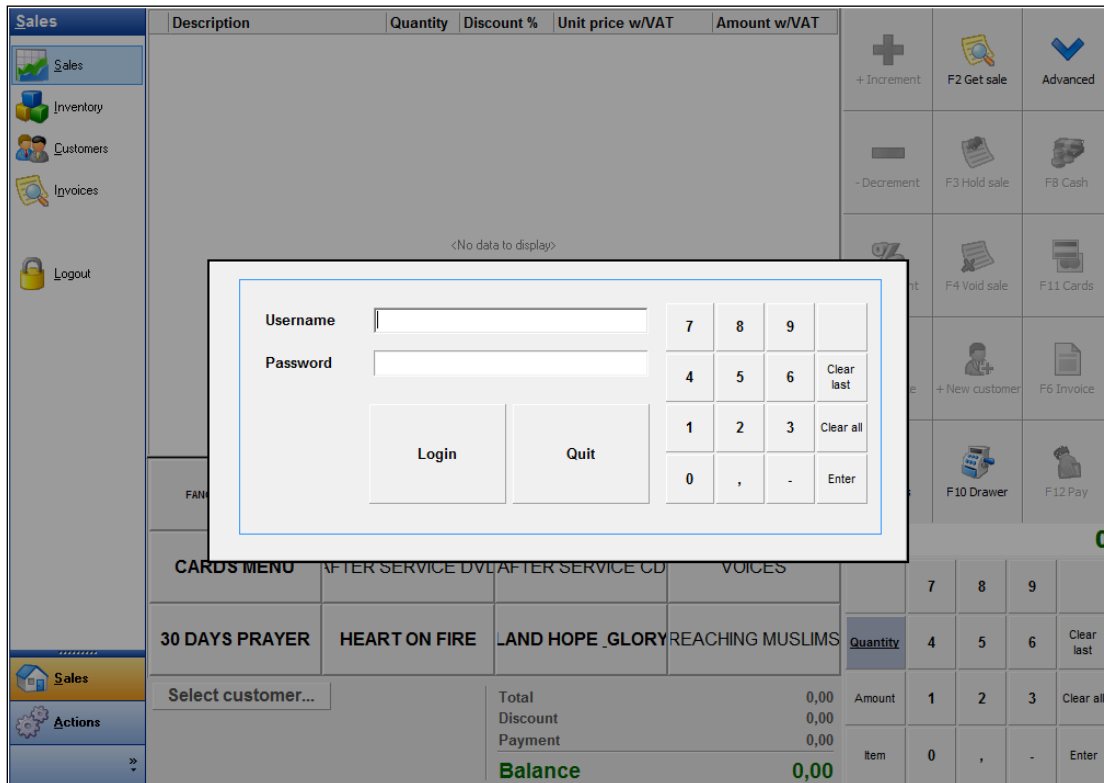
It's possible to set the system so that it´s always open or that every salesperson logs in to every new sale. These settings are made in dk POS Back office.

- System is always open

- Employee logs in and out at the end of a session

- Sales person (employee) logs in to a new sale

Log in is also possible via an employee card through the magnetic card reader in dk POS tills.

dk POS Tills Main Menu

Here we can see the main menu of the dk POS Tills system. Items have been entered and a discount granted. Selling is in full progress.

The main menu is divided into five parts. The navigation bar makes it possible to navigate in the items table, customers table and stored invoices. In the middle is the sales slip made of lines and totals for the invoice as well as information about the customer. By clicking the name of the customer one can change a customer. On the right side are action buttons and a number pad. In the middle there are also shortcut buttons for sales.

A closer look at the process buttons on the left:
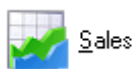
Sales button opens the main sales menu.

Inventory shows a list of all the items in dk POS. Here it is possible to look at a specific item. It is also possible to make a sale from here. If one is selling items that are for example without barcode, click the inventory button and find the item and click add or add/return. See section "Browse Inventory" for further explanation.

Customers shows all customers in dk POS tills. See section "Customers" for further explanation.

Invoices shows all posted invoices. It is possible to make a credit invoice. Also it is possible to reprint all slips regarding an invoice for example credit card slips, tax free slips etc.

This sales menu can be setup for every till/user/shop. This is configured in dk POS back office.

Navigation bar

Navigation bar is divided into "Sales" and "Actions".

In "Sales" it is possible to see a view of inventory, customers, invoices, loans lending, deposits, quotes etc.

In "Actions" one can view the General settings, Event log file and Reports, where close the day for till (Closing report).

The setup of navigation bar buttons is adjustable by the back office. Also it varies what sales persons can view when logging into the system.

Sales

A sale is done as a combination of:

Enter items on the slip (manually or by reading barcodes)

Giving a discount / change price / change quantity

Connect the sale to a customer (cash, account, …). Cash customer is default.

Accepting a payment

Confirm

Let's have a closer look at how we enter items on the slip (invoice lines). We can obviously read the items barcode and the item is then recorded on the slip, or we can click "Inventory" on the navigation bar and figure 3 appears.

Item code	Item description	Group	Unit price 1 w/...	Items on hand
14690	ONE STEP BEYOND	01	7.99	3.00
14691	LIVING STRESS FREE - DVD	23	13.00	1.00
14692	FREE TO WORSHIP	17	13.00	7.00
14693	BEING STRENGTHENED IN ADVERSITY	23	15.99	3.00
14694	STANDING STRONG IN DIFFICULT TIMES	23	17.99	0.00
14695	YOU ARE AN OVERCOMER	23	9.99	0.00
14696	LOVING PEOPLE PB	01	8.99	3.00
14697	BACK TO BASICS- DVD	23	32.00	1.00
14698	COMING OUT HEAD FIRST - DVD	23	14.99	0.00
14699	GOD OF THE NIGHT BEFORE, THE - DVD	23	14.99	0.00

One can click on the appropriate column, enter a search string and then choose the button [Add/Return] or [Add] to enter the item on the slip. The difference is that :
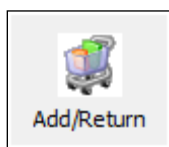
   Adds the item to the slip and then returns to the sales menu
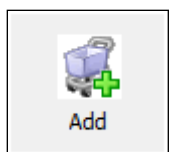
   Adds the item to the slip and stays in this view

To navigate from this menu to the sales menu one can choose between :

Click the [Esc] button, choose "Sales" in the navigation bar or the [Add/Return] button after entering the last item on the slip (to be sold).
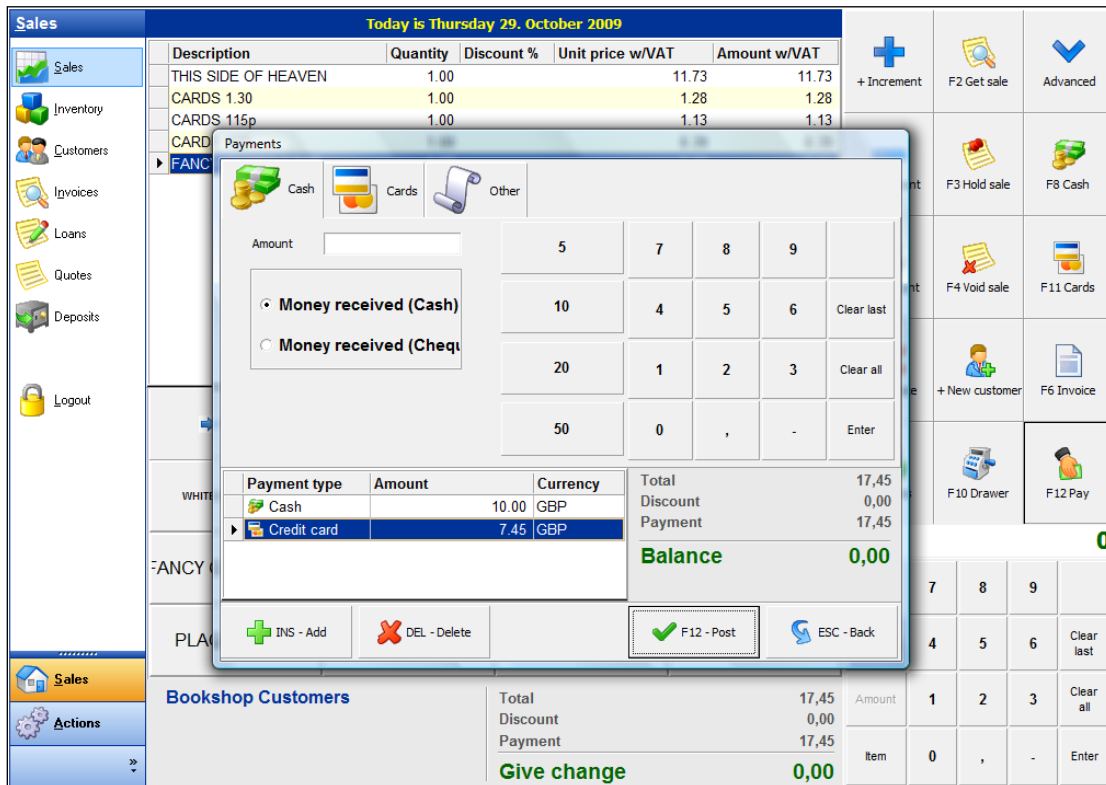
Payments

Payments can be received in many different ways in dk POS after a sale has been entered :

 Swipe a card through the card reader and the sale is completed

 Choose an action button : [F8 – Cash], [F11 – Cards], [F6 – Charge] or [F12 – Pay]

In the [F12 – Pay] it is possible to set up a number of payment methods by using different tabs for the various payment modes (See figure below).

Here we can enter a payment in either cash or cheque and then click [INS – Add] for the amount to appear in the lower window. Finally we click [F12 – post].

Payment methods can vary, from being for example : Cash, cards, charged, currency (can be setup in dk POS back office), credit note, gift certificate, bank transfer etc.

Details about payments

Cash

If the payment mode [F8 – Cash] is chosen, the system suggests that the payment matches the total amount and it is sufficient to click [F12 – post] to complete the sale. On the other hand if the payment is higher than the withdrawal, the amount needs to be entered on the number pad and click   [INS – Add].

Deferring payment

If the payment mode [F6 - Charged] is chosen, a list of all the customers in dk POS appears. A customer is selected and press the [ENT – Select] button and then the sale are posted to this customer.

Number	Name	Address 1	P...	city	Status	Business started	Busin
13923	Akinruli, O				None		
33642	Akinsanya, Abi	36 Fontenell	SE5		None		
20471	Akinsanya, B				None		
5717	Akinsanya, Elsie	Holdcroft	CR8		None		
21254	Akinsanya, Shaki	33c Rowley	NW		None		
1864	Akinsanya, Stephen	69 Glencairn	SW		None		
30539	Akinsehinwa, Olaku	69 Christie (	RM(		None		
19178	Akinsete, 'Deremi	c/o 23 Awol(			None		
38609	Akinsete, Akintunde	70 Montagu	W1(		None		
25057	Akinsete, Delphine !	29 St Mary's	BR8		None		
33384	Akinsete, Inioluwa L	17 Rosebery	HA2		None		
38381	Akinsete, Olatunde	29 St Mary's	BR8		None		
26893	Akinsete, Oluwaseu	17 Rosebery	HA2		None		
10697	Akinsete, Philip Akii	29 St Marys	BR8		None		
18496	Akinsete, Rebecca	Flat 11, 315	W9		None		
37462	Akinsete, Taiwo				None		
30170	Akinseye, Anu (Chil	38 Wesley /	NW		None		

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ENT - Select   ESC - Cancel

Debit/Credit cards

If [F11 – Cards] is used one chooses the type of card click [INS – Add] and then click the [F12 – post] button.
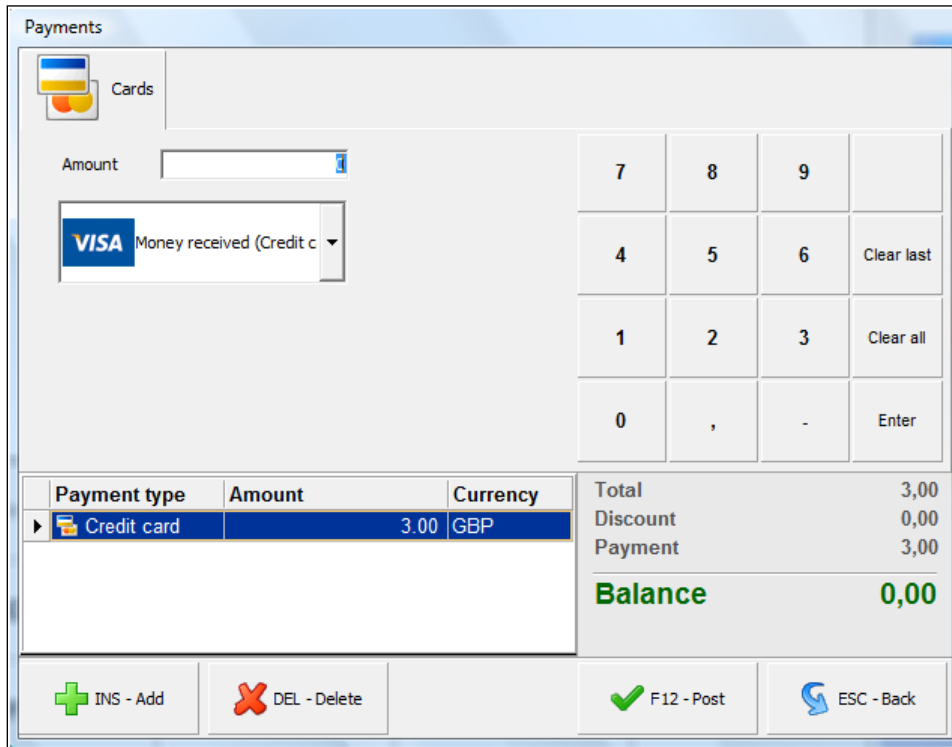
Print selection of slip/invoice

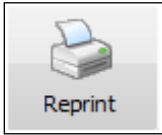When the button [F12 – post] has been pressed, the following figure appears. One of the shortcuts must be selected, in order to start a new sale.
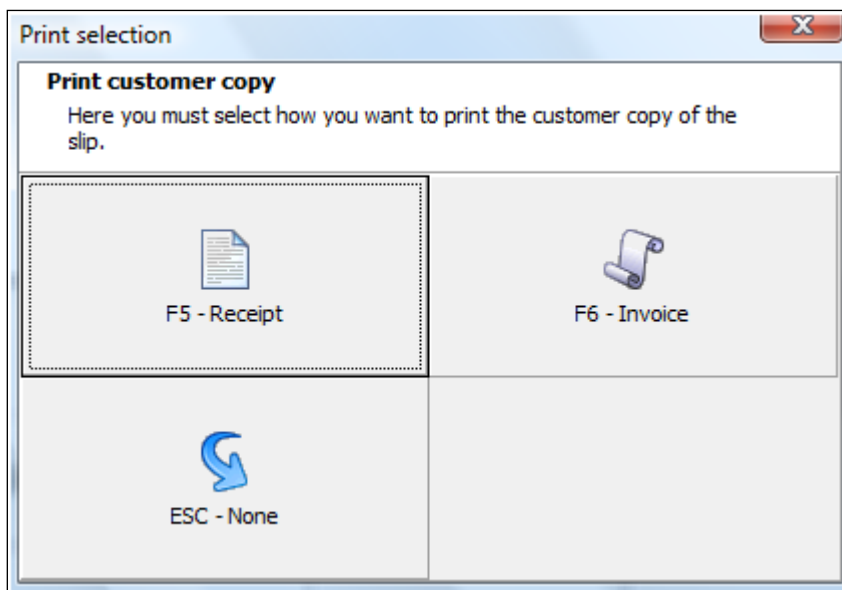
Additional action buttons

A number of additional buttons can be defined as action buttons, below are a few examples :

Reprint last sale

 If a wrong possibility is picked or the client changes his mind and wants a receipt after the sale is completed, it is possible to use the [Reprint] action button. Then the print selection window (figure 8) appears.

Reprint any sale

It is possible to credit a sale by choosing the "Sales" in the navigation bar and finding the appropriate slip/invoice. Then press [F5 – Menu] / Print slip/invoice.
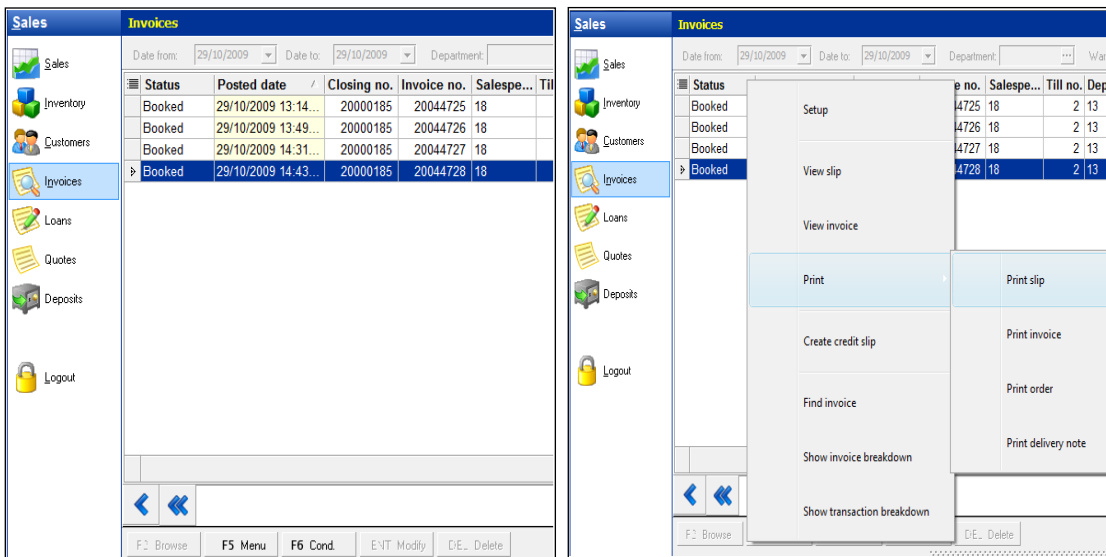
Credit last sale
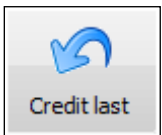
 The action button [Credit last] is used to credit the last sale made.

Browse Inventory

In order to browse the items in the inventory whilst in the middle of a sale, one simply picks Inventory in the navigation bar.

 Adds the item to the slip and is returned to the sale (slip).

 Adds the item to the slip and stays on in the item list.

 Prints barcodes for a chosen item. (See printing barcodes, p. 19).

 Goes back to the sale (slip).

It is also possible to use the [Esc] button on the keyboard to return to sales.

Customers

The customers in dk POS are transferred from dkBS with all the information that are entered there.

Examples of information about a customer entered in dkBS which are used on a cash register:
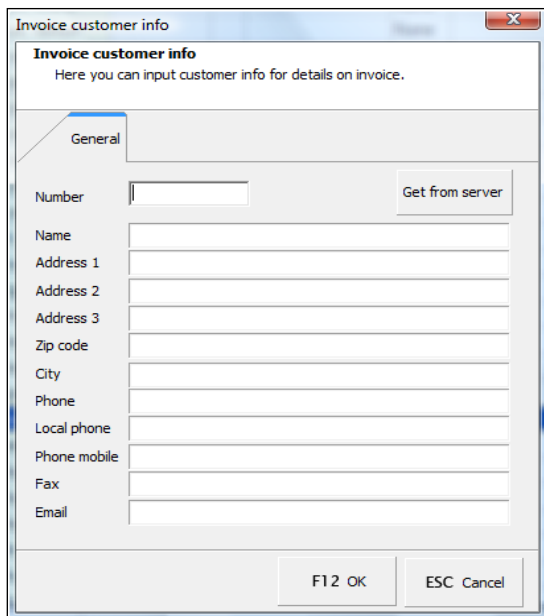
Payment terms (in account)

Limit of credit/limit of withdrawal

Cash discount

 It is also possible to create a customer on the cash register, it is done in Customers in the navigation bar using the shortcut button [INS – Create]. Then a window (figure 12) appears:


In the number field one enters the number of the customer. A customer is later created in dkBS when the sales invoice is posted.

Browse customers

To browse the customer list in the middle of the sale, we choose "Customers" in the navigation bar.

	Number	Name	Address 1	P...	city		Status	Business started	Business stopped	
	30170	Akinseye, Anu (Chil	38 Wesley A	NW			None			
	32760	Akinseye, Anuoluwa	38 Wesley A	NW			None			
	40222	Akinseye, Clara					None			
	14320	Akinseye, Ibikun					None			
	32900	Akinseye, Ibukuwolu	38 Wesley A	NW			None			
	9661	Akinseye, Lara					None			
	6090	Akinseye, Lisie					None			
	32	Akinseye, Orobola	38 Wesley A	NW			None			
	27980	Akinseye, Phillip	17 Roseberr	HAZ			None			
	33	Akinseye, Taiwo Olu	38 Wesley A	NW			None			
	5709	Akinseye, Victoria	106 Blaxland	W1:			None			
	27192	Akinsiki, Tope	3605 Kariya	L5B			None			
	13952	Akinsiku, Stella	8 Carroll Clo	E15			None			
	17460	Akinsinge, Iyabode	48 Taylors L	NW			None			
	2863	Akinsoho, E					None			
	9941	Akinsola, Bisi	25c Shepher	W1:			None			
	4612	Akinsola, Janet					None			
	38931	Akinsola, Oluwabus	Flat 57	N7 (			None			
▶	11423	Akinsolu, Piosi	8 Margaret F				None			
	31181	Akintewe, Yetunde	119 Verney	SE1			None			
	24100	Akintokun, Margaret	19 Mistral	SE5			None			
	29803	Akintokun, Maria	16B Shenley	SE5			None			
	36116	Akintokun, Mariam	16b Shenley	SE5			None			
	31644	Akintola Bello, Oyin	34 Crosaby	SE1			None			
	6852	Akintola, Damilola					None			
	2122	Akintola, E					None			

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Bookshop Customers

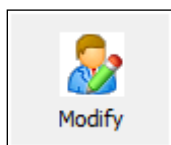|	
Total	12,69
Discount	0,00
Payment	0,00
Balance	**12,69**
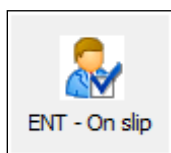
 Adds the chosen customer to the slip and returns to the sale (slip).

 By using this shortcut one can create a customer on the cash register, if the sales person has the rights to do so.

Note! A customer is not transferred to dkBS unless a sale is registered to that customer in the dk POS till.

 Here one can modify the basic information about a customer.

Hold sale

It is possible to hold a sale that has been entered in the dk POS till and retrieve it later. Choose the action button [F3 – Hold sale] which will cause a window to pop up, a short description for the held sale is required.
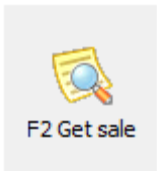
A description of up to 50 letters can be entered, which can be an advantage if it is common practise to put sales on hold.

To get a held sale we click [F2 – Get sale] and browse the descriptions, until we find the sale we were looking for, and press [ENT-Select]

Barcodes

The use of barcodes in dk POS is traditional. The user does not have to point the pointer to a certain location when a barcode is read from an item, credit note or anything else that has a barcode on it. The dk POS system knows whether it has to look for the barcode in the item table, credit note table etc.

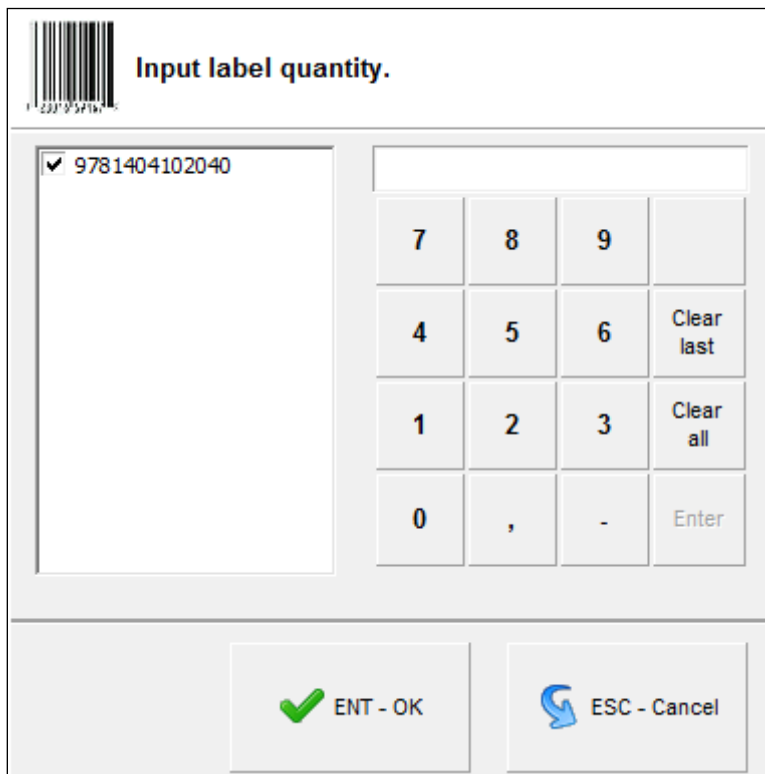Barcodes are entered to the items in dkBS under Inventory.

The setup for barcodes is described in more detail in the Inventory manual. There is a chapter on creating barcodes, types of barcodes, automatic allocation of barcodes and diverse printing i.e. price tags, shelf tags and labels.

Printing of barcodes

Barcodes can be printed on the cash register. The use of specific label printers is required like for example Eltron, Zebra or Dymo. A setup of the right report for the specific label size/printer type has to be done in dk POS back office and then the printer has to be setup at the till.

To print a barcode on the till, choose "Inventory" in the navigation bar and then click the button [Print barcode], which appears on the right side.
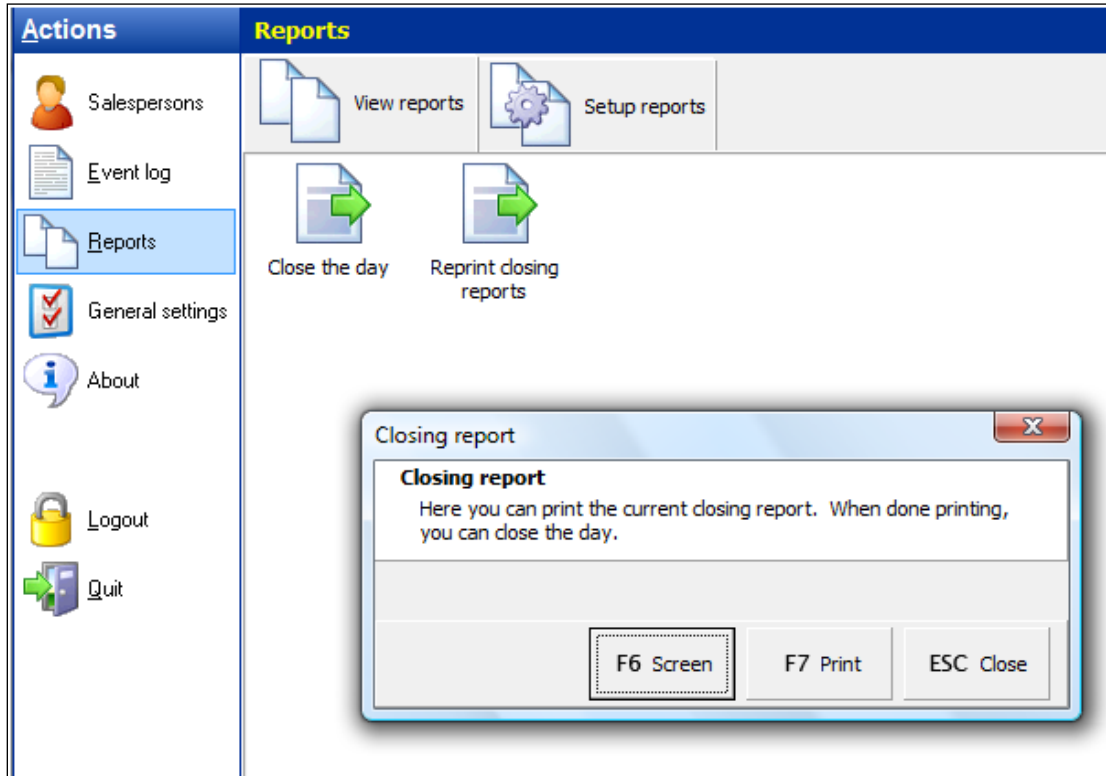

A tic is needed in the field of the barcode to be printed, a number entered for the quantity and then press [ENT – OK].

Closing report

It is possible to print reports at any time, but it is necessary to print the closing report at the end of the day.   To print one enters the navigation bar and chooses *Actions/Reports/Close the day.*

If [F7 – Print] is chosen, the following window appears:
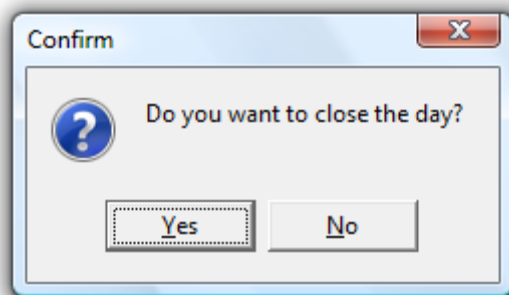
The closing report shows an overview of the period (usually one day). It is also an option to print a closing report for a period or reprint older reports. This is done with [Reprint closing reports] and choosing the type and period for the printing.

In the dk POS back office it is optional if the closing reports include totals for item groups.

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