



POINT OF SALE

A component of Intech's Inventory Software

Overview

Intech's SHOPCOUNTER Point of Sale package is designed to operate in a PC Based cash register (ECR) environment. The ECR may either be a purpose built unit or a standard PC incorporating a cash drawer, slip printer, barcode scanner and eftpos device. SHOPCOUNTER can function as a stand-alone system or alternatively it may operate in a network environment. When operating in stand-alone mode the electronic data transfer of sales transactions to the host system is necessary. The host system can be either an Intech package such as Invoicing or Retail Stock, or alternatively it may be a third party software package which may run on the same ECR or more probably it will run on a remote located computer. SHOPCOUNTER holds price look-up files (PLU's) which contain product descriptions and pricing information. A client file, lay-by and stop list files can also be held. These files are typically updated with maintenance transactions during the overnight data interchange phase though real-time interfaces are available.

SHOPCOUNTER provides all the functionality available in a conventional cash register with a strong emphasis on speed of entry and simplicity of operation. In addition to sales transaction processing, SHOPCOUNTER's prime function is the collection and validation of data for subsequent processing by a host system. A comprehensive range of transactions and sales summaries are produced along with banking schedules. Sales summaries are available for the day, week or financial period. Screen inquiry is also available. The security facilities provided by the Intech Management System ensure that operators only have access to the functions they will require and are permitted to access.

Options

A comprehensive table of system options which are selected at the time of initial system set-up enables SHOPCOUNTER to be tailored to meet the needs of individual users. The Options selection provides the flexibility necessary to adapt the package to suit a variety of environments. Options include:

Company: A two digit company code and associated description is entered. The system caters for multiple companies.

Shop: A two digit shop / store code is available within each company together with an associated description.

Registers: Up to 99 registers are available for each shop.

Slip Printer Header and Footers: The user can define two variable lines of text for printing on the sales docket or invoice.

GST: Valid options are no GST, GST exclusive or GST inclusive.

Lay-by Sales: Lay-by's may optionally be treated as 'sales' as soon as a lay-by is made or when the last payment is received.

Auto Change: An optional register function to calculate change against the amount tendered for sale.

Colour: Red and black ribbons may be used on the slip printer for contra entries.

Quantity Decimals: Indicates the number of decimal places, if any, that are required to apply to quantity entries.

Printer Type: This option identifies what width of slip printer is to be used.

Sales Docket: The spacing between sales dockets can be user defined.

Multi Level: Product Codes can be structured as multi-level for multi tier pricing and reporting purposes.

Discounts: There are nine cash discount categories. Each can be calculated or applied by four different methods. There are a range of discounts for account customers.

Currencies: Nine foreign currencies and associated exchange rates can be stored. SHOPCOUNTER can convert values into the local currency.

Transaction Descriptions: A full description of 10 characters and a short description of five characters are provided.

Function Keys: The user can define specific function keys for individual transaction types.

Minimum Value / Floor Limit: A minimum transaction value is usually specified for credit cards. If a nominated floor limit is exceeded special action is required to complete the transaction. This is commonly used in a fall back situation whereby the EFTPOS device can not be connected to the EFTPOS network.

Surcharge: A choice of surcharge methods is available. The most common of these is a fixed value such as cheque duty.

Rounding: There are options for five / ten cent rounding (none, nearest, up or down).

Account Masks: These can be specified for each Credit Card type – Amex, Visa, Mastercard etc.

Sales Assistants: Up to 99 sales assistants can be defined for each shop. Each assistant may be restricted to a maximum of five registers. The shop manager may have access to all registers.

Register Specifics: Register characteristics including cash float, customer display and keyboard type.

Information held by the system

Product Details: A table of products is stored including SKU code of up to nine digits, product description and list price. Pricing updates are provided for and a pending 'new price' can also be recorded.

Client Details: Client information is held for invoicing and reporting purposes.

Lay-by Information: Details stored include Customer name and address, telephone number, product description, purchase date, purchase value and balance outstanding

Stop List: This may be manually maintained or alternatively there are import and export capabilities.

Daily Processing Procedures

Selection of an Assistance code provides access to the transaction entry screen. Product identification may be by way of SKU or alpha key – a search facility is also provided. Alternatively if bar codes are used the label or tag can be wanded or scanned. The quantity sold is then entered. Multiple sale transactions can be recorded sequentially and a running total of the purchase value is displayed. A payment method is then selected by function key. Multiple payment methods may be applied to a single transaction. Additional information may be required (card number – expiry date – cheque drawer etc). Transactions may be placed on hold and recalled or cancelled. Upon completing the transaction a sale docket is printed and the next transaction may be entered.

End of Day Routines

An end-of-day close off routine process takes only a few moments. Once completed a range of processing summaries can be produced for banking and reporting purposes.

The daily summaries produced would typically include the banking schedule, lay-by schedule, sales person's reports as well as transaction and audit summaries. Once all reports have been produced a transmission update is performed. Where there are multiple registers this update merges the data from each register's archive file into a composite transaction file for the day. The transaction file can be transferred to the host system by a variety of communication methods.

Reports and Listing

The Transaction Summary records the value of sales by transaction type and payment method with a statistical summary of customer numbers and sales. The Transaction Listing records all transactions in transaction number sequence and lists the payment method, SKU code, quantity and value. The audit summary details transactions within each payment category.

Banking Schedule: Provides a schedule of payments received by type in a summary form.

Lay-by Movements: This report provides a detailed listing of individual transactions affecting lay-by accounts that occurred during the previous trading period.

Sales Person Report: This report provides a summary of sales by value for the day, week and month.

Product List: A hard copy listing of products is available with user defined options relating to both content and sequence.

Client List: A client master list is available with choices in relation to content. The listing may be produced for all clients, amendments, new accounts, current accounts or overdue accounts.

Lay-by list: The Lay-by list can again be user-defined in content and sequence. All lay-by's can be listed, only those recorded after a since date or only those recorded against a specific date.

Stop List: This list reports all clients on stop credit status.

Inquiry

Screen inquiries are available for products, clients and lay-by's. A run control display also provides a trading summary. The information available is as follows:

Product Inquiry: The product description is displayed along with the current and new prices. There is also a sales value summary for the day, week, period and life to date.

Client Inquiry: This shows client name and address details plus current balances, credit control information and minimum payment required.

Lay-by Inquiry: Details of the lay-by purchase are displayed in a similar format to the original entry under the maintenance selection. In addition an audit trail of purchases is displayed in date sequence.

Contact Details



For further information relating to the Intech POINT OF SALE Application suite

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