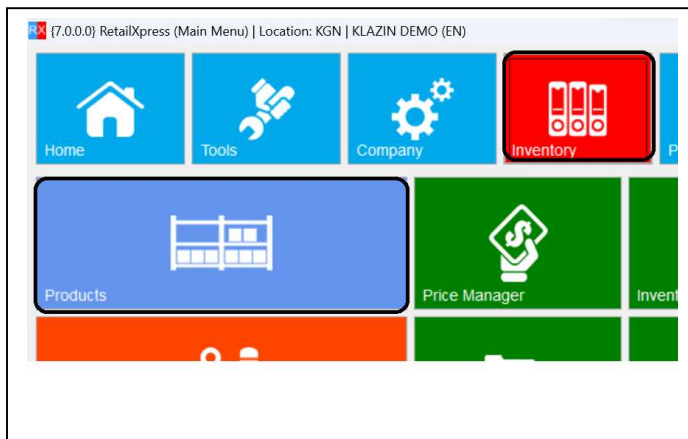


RETAILXPRESS POINT OF SALE

HANDBOOK

ADDING INVENTORY

Click on INVENTORY and then PRODUCTS



click ADD NEW button and then Fill out the highlighted areas.

The screenshot shows the 'Products (EN)' form. At the top, there is a toolbar with buttons: 'First', 'Prev', 'Next', 'Last', 'Add New', 'Edit', 'Save', 'Delete', 'Cancel', 'Search', 'Refresh', 'Adjust', and 'Balance'. Below the toolbar, there are several input fields and buttons. The 'Item No.' field is highlighted with a red border. The 'Auto-Assign' button is highlighted with a red border. The 'Bill Description' field is highlighted with a red border. The 'Sale Description' field is highlighted with a red border. The 'Taxcode' field is highlighted with a red border. The 'Stocking Unit' field is highlighted with a red border. The 'Multiple U.O.M.' field is highlighted with a red border. The 'Last Cost' field is highlighted with a red border. The 'Qty On Hand' field is highlighted with a red border. The 'Packing' section has 'Pack Units' and 'Bulk Units' fields, both highlighted with a red border. A tooltip box is overlaid on the 'Taxcode' field, containing the text: 'Click on icon to choose code 1000 for tax exempt and 1001 for taxable.' Below the form, there is a table with the following data:

Description	Quantity	Price (\$)	Price Level	MarkUp (%)	Profit (%)	Final
PRICE-BREAK # 1	0	0.00	-	0.00	0.00	0.00
PRICE-BREAK # 2	0	0.00	-	0.00	0.00	0.00
PRICE-BREAK # 3	0	0.00	-	0.00	0.00	0.00
PRICE-BREAK # 4	0	0.00	-	0.00	0.00	0.00
PRICE-BREAK # 1 (BULK)	0	0.00	-	0.00	0.00	0.00

Below the table, there is a 'Picture' section with a 'NO PHOTO AVAILABLE' message and a 'NO QR Code' message.

If you are adding price breaks fill out the highlighted. The records shown are example for price breaks for 1 , 3, 6 items

Price Breaks Options Supplier & PO Classification						
Prices						
Description	Quantity	Price (\$)	Price Level	MarkUp (%)	Profit (%)	Final
PRICE-BREAK # 1	1.00	4,500.00	1 > CASH	224,900.00	99.96	4,500.00
PRICE-BREAK # 2	3.00	4,000.00	1 > CASH	199,900.00	99.95	4,000.00
PRICE-BREAK # 3	6.00	3,800.00	1 > CASH	189,900.00	99.95	3,800.00
PRICE-BREAK # 4	0	0.00	-	0.00	0.00	0.00
PRICE-BREAK # 1 (BULK)	0	0.00	-	0.00	0.00	0.00

How to search for an Item and edit. Go to INVENTORY and PRODUCTS.

Click on SEARCH and enter KEY WORD. Select item. If you need to edit item Click on Edit

7.0.0.0) Products (EN)

First Prev 1 of 4 Next Last Add New Edit Save Delete Cancel Search Refresh Adjust Balance

Item No: IM-00000 Auto-Assign Show Active Only ☐ Alphabetical Order ☐

Bill Description: INTEREST PAYME Search Items

Sale Description: EXEMPT (NO TAX)

Taxcode: NON-INVENTORY

Type: Unit Barcode: Pack Barcode: Bulk Barcode:

Items In List: 25 50 100 200 MAX

Key Word:

CONTINUE CLOSE UP DOWN KEYBOARD NUMBERS ADD/EDIT

Item No.	Barcode	Description	Supplier	Department	Category	S
IM-00000			DEFAULT	DEFAULT	DEFAULT	0.
IM-00001		ABC	DEFAULT	DEFAULT	DEFAULT	4.
IM-00002		SAMPLE SERVICE ITEM	DEFAULT	DEFAULT	DEFAULT	0.
IM-00003		sample	DEFAULT	DEFAULT	DEFAULT	0.

Price Breaks Options Supplier & PO Classification

Description	Quantity
PRICE-BREAK # 1	
PRICE-BREAK # 2	
PRICE-BREAK # 3	
PRICE-BREAK # 4	
PRICE-BREAK # 1 (BULK)	
PRICE-BREAK # 2 (BULK)	
PRICE-BREAK # 3 (BULK)	
PRICE-BREAK # 4 (BULK)	

How to change item from taxable to non-taxable.

Select item, click edit and Follow the steps then click save.

The screenshot shows the (7.0.0.0) Products (EN) software interface. The main window has a toolbar with buttons: First, Prev, 4 of 4, Next, Last, Add New, Edit (highlighted with a red box), Save, Delete, Cancel, Search, Refresh, Adjust, and Balance. Below the toolbar, the Item No. is IM-00003, and the Bill Description, Sale Description, and Taxcode fields are all set to 'sample'. The Type is INVENTORY ITEM. The Unit Barcode, Pack Barcode, and Bulk Barcode fields are empty. The Price Breaks, Options, Supplier & PO, and Classification tabs are visible. A Tax Codes dialog box is open, showing a Key Word search field and a table of tax codes. The table has two columns: CODE and DESCRIPTION. The first row is highlighted with a red box and contains the code 1000 and the description EXEMPT (NO TAX). The second row contains 1001 and TAXABLE-1. The third row contains 1002 and TAXABLE-2. The dialog box also has buttons for CONTINUE, CLOSE, UP, DOWN, KEYBOARD, and NUMBERS.

Item No: IM-00003

Bill Description: sample

Sale Description: sample

Taxcode: sample

Type: INVENTORY ITEM

Unit Barcode:

Pack Barcode:

Bulk Barcode:

Price Breaks Options Supplier & PO Classification

Prices

Tax Codes

Key Word:

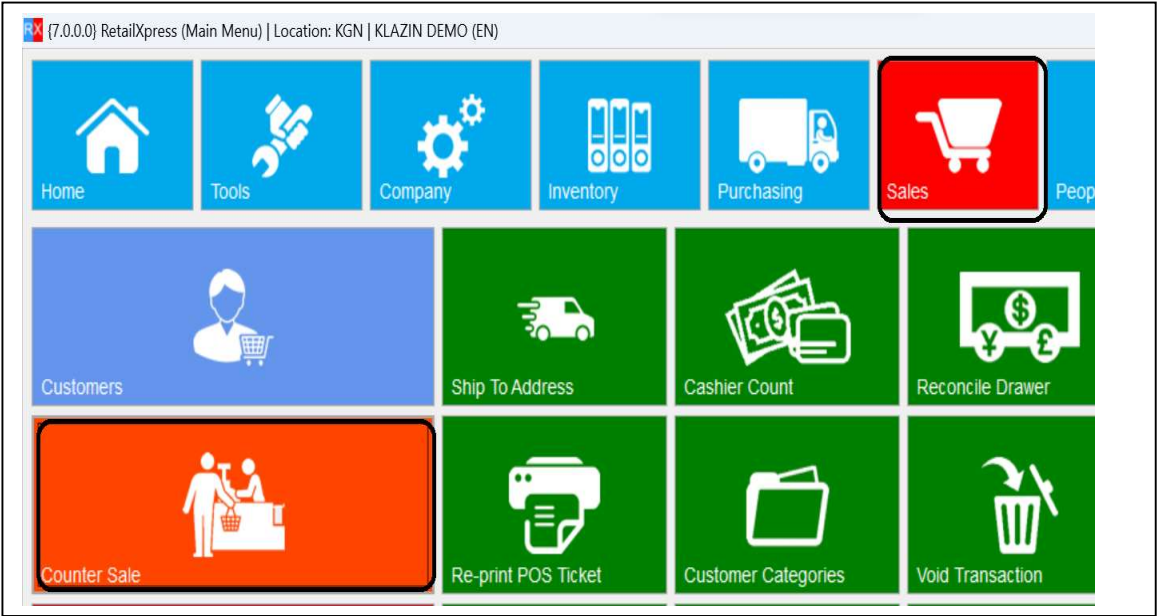
CONTINUE CLOSE UP DOWN KEYBOARD NUMBERS

CODE	DESCRIPTION
1000	EXEMPT (NO TAX)
1001	TAXABLE-1
1002	TAXABLE-2

HOW TO ACCESS POINT OF SALE SCREEN

Counter Sale

Follow the highlighted steps. SALES and COUNTER SALE



Basic point of sale selling. - Follow the numbered steps

After step 3 repeat the process to add more items

The screenshot displays the 'Sales Ticket Entry: (EN)' window. At the top, it shows 'Cashier Id : OPTIMUS' and 'Document # : DF0000029-1001'. Below this, the customer is identified as 'Customer : CASH CUSTOMER (TAXABLE-1)'. A table lists the items added to the ticket:

Item Description	Quantity	Unit	Price	Tax	Extended
SAMPLE SERVICE ITEM	3	EACH	4,000.00	N	12,000.00

Below the table, there is a summary section with the following values:

Item no.	Quantity	Price	Sub-Total
	3	4,000.00	12,000.00

The summary section also includes a 'Sub Total' of \$12,000.00, a 'Sales Tax' of \$0.00, and a 'Total' of \$12,000.00. At the bottom, there are buttons for various functions: F1: Secure Station, F2: Hold, F3: Lookup, F4: Customer, F5: Utilities, F6: Delete Line, F7: Member Points, F8: Charge Bill, F9: Reprint Ticket, F10: Refund, F11: Clear Lines, and F12: Tender.

Step 1, Click on Lookup or press F12 button

Step 2, Enter keyword to search for items and then double click to select

Step 3, Enter Quantity and press enter key

TENDERING INVOICE

Follow the numbered steps.

The screenshot shows the 'Cashier OPTIMUS' software interface. A 'Tender Payment' dialog box is open, allowing a user to enter a tender amount. The dialog box contains a table for selecting the payment type and amount, a numeric keypad, and buttons for 'Complete', 'Close', and 'Document Totals'. The background shows the main sales ticket entry screen with a total of \$12,000.00.

Type	Description	Amount
CASH	FX-1 \$	
CHEQUE	FX-2 \$	
DB CARD	FX-3	
CR CARD	\$10	
LOYALTY PN	\$5	

CASH (BASE) **12,000.00**

Complete **3** Close **2** Document Totals

Receipt No.: DFAR-0000049-1001
Ticket Total: 12,000.00
Net Amount Received: 0.00
Amount Due: 12,000.00

F1: Secure Station F2: Hold F3: Lookup F4: Customer F5: Guides F6: Delete Line
F7: Member Points F8: Charge Bill F9: Reprint Ticket F10: Refund F11: Clear Lines F12: Tender **1**

Step 1, Click on tender of press F12 button

Step 2, Enter amount of money tendered

Step 3, Click on Complete or press the enter key

Click YES or press enter key to complete and print invoice.

Tender Payment

Type	Description	Amount
Tender	CASH	16,000.00

Message

! Ticket Complete?

Yes No

0.00

APPLY PAYMENT

Document Totals

Receipt No.: DFAR-0000049-1001

Ticket Total: 16,000.00

Net Amount Received: 16,000.00

Amount Due: .00

6.0

F6: Dele

Reprint Invoice. Follow the numbered steps. User name Optimus, password Abc123

Select lookup Follow the numbered steps. User name Optimus, password Abc123

The screenshot shows the POS system interface with the following elements:

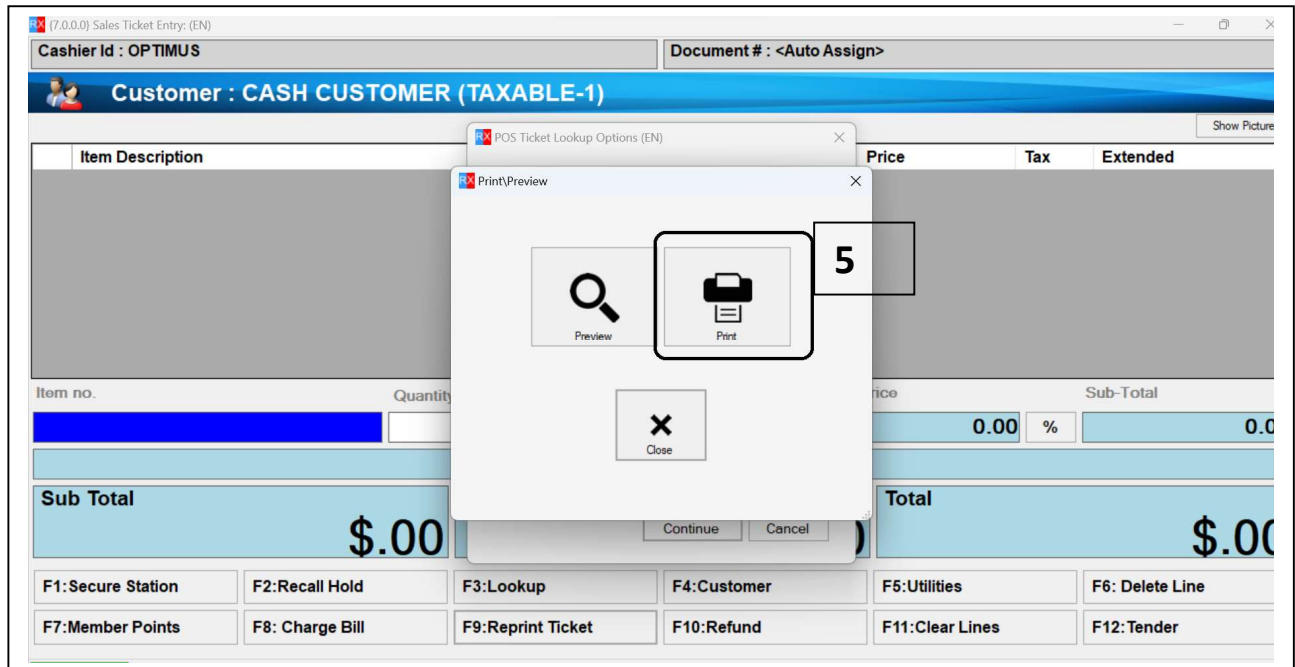
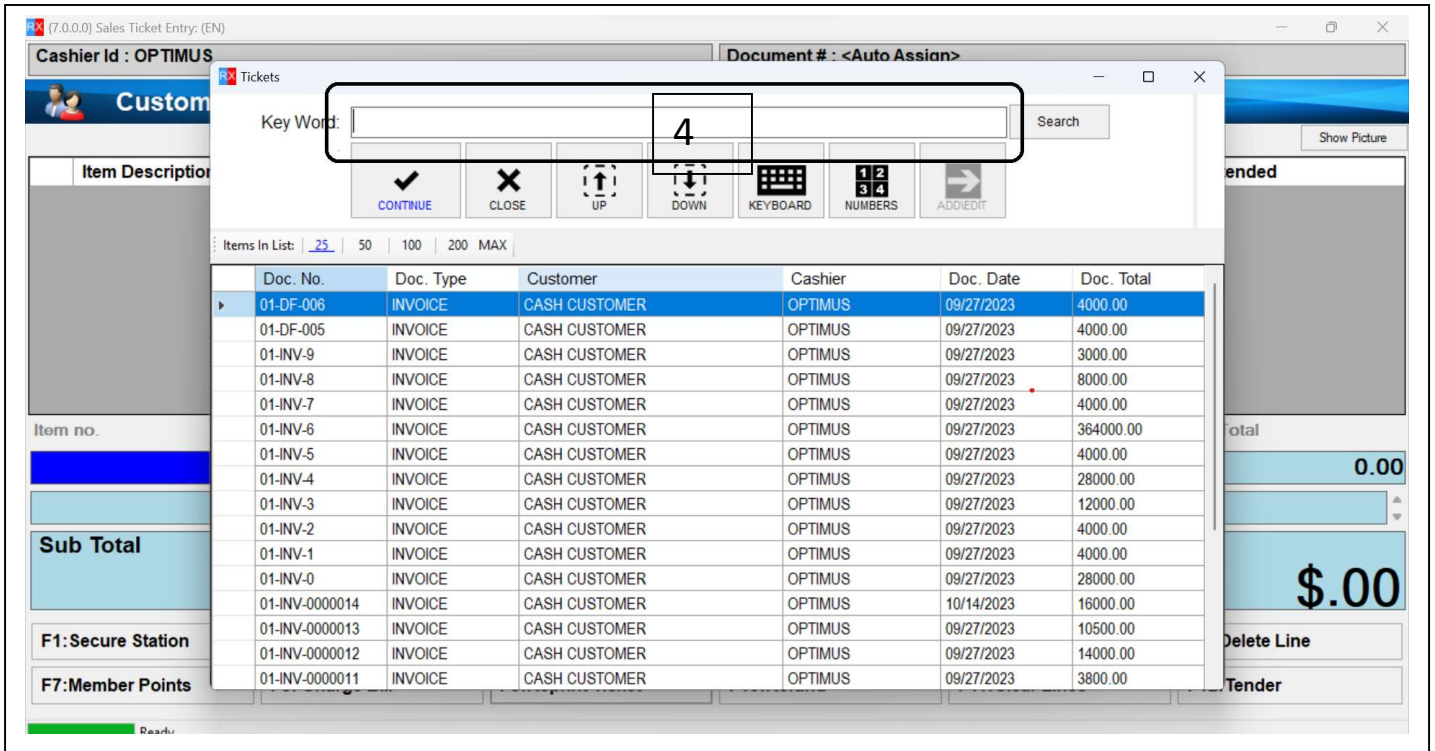
- Cashier Id :** OPTIMUS
- Document # :** <Auto Assign>
- Customer :** CASH CUSTOMER (TAXABLE-1)
- Item Description Table:**

Item Description	Quantity	Unit	Price	Tax	Extended
- Sub Total:** \$0.00
- Sales Tax:** \$0.00
- Buttons:** F1: Secure Station, F2: Recall Hold, F3: Lookup, F4: Customer, F5: Utilities, F6: Delete Line, F7: Member Points, F8: Charge Bill, F9: Reprint Ticket, F10: Refund, F11: Clear Lines, F12: Tender.
- Supervisor Override Dialog Box:** A small dialog box with fields for User name (OPTIMUS) and Password (Abc123). It has buttons for OK, Cancel, Keyboard, and Numbers. A box labeled '2' is placed over the Password field.
- Numbered Step 1:** A box labeled '1' is placed over the F9: Reprint Ticket button.

The screenshot shows the POS system interface with the following elements:

- Document # :** <Auto Assign>
- Customer :** CASH CUSTOMER (TAXABLE-1)
- Item Description Table:**

Item Description	Quantity	Unit	Price	Tax	Extended
- Sub Total:** \$0.00
- Sales Tax:** \$0.00
- Buttons:** F2: Recall Hold, F3: Lookup, F8: Charge Bill, F9: Reprint Ticket, F6: Delete Line, F12: Tender.
- POS Ticket Lookup Options Dialog Box:** A dialog box with three radio button options: Enter POS Ticket No., Lookup/Search By POS Ticket No. (selected), and Lookup/Search By Date. It has buttons for Continue and Cancel. A box labeled '3' is placed over the 'Lookup/Search By POS Ticket No.' option.



Step 1, Click on reprint of F9 Key

Step 2, Select Lookup/Search by POS

Step 3, Click on Complete or press the enter key

Step 4, Enter invoice number, click continue or enter after invoice is found

Step 5, Click print

Refund Invoice. Follow the numbered steps. User name Optimus, password Abc123

{7.0.0.0} Sales Ticket Entry: (EN)

Cashier Id : OPTIMUS Document # : <Auto Assign>

Customer : CASH CUSTOMER (TAXABLE-1)

Show Picture

Item Description	Quantity	Unit	Price	Tax	Extended
<div><div>Supervisor Override</div><div>User name <input type="text"/></div><div>Password <input type="password"/></div><div>2</div><div>OK Cancel Keyboard Numbers</div></div>					
Item no.	Quantity				Sub-Total
	0.00				0.00
Sub Total		Sales Tax		Total	
0.00		0.00		0.00	
F1:Secure Station	F2:Recall Hold	F3:Lookup	F4:Customer	F5:Utilities	F6: Delete Line
F7:Member Points	F8: Charge Bill	F9:Reprint Ticket	F10:Refund	F11:Clear Lines	F12:Tender

1

{7.0.0.0} Sales Ticket Entry: (EN)

Cashier Id : OPTIMUS Document # : <Auto Assign>

Customer : CASH CUSTOMER (TAXABLE-1)

Show Picture

Item Description	Quantity	Unit	Price	Tax	Extended																
<div><div>A/R Refunds (EN)</div><div>Document No: <input type="text"/> - Load -</div><div>Customer: <input type="text"/></div><div>3</div><div>Continue Cancel</div><div><table><thead><tr><th>Yes</th><th>Item Description</th><th>Qty</th><th>Unit</th><th>Price-1</th><th>Sub-Total</th><th>Tax</th><th>Extended</th></tr></thead><tbody><tr><td colspan="8"></td></tr></tbody></table></div><div><div>Sub-Total (\$)</div><div>Document Total: 0.00</div><div>Sales Tax (\$)</div><div>0.00</div><div>Extended (\$)</div><div>0.00</div></div></div>						Yes	Item Description	Qty	Unit	Price-1	Sub-Total	Tax	Extended								
Yes	Item Description	Qty	Unit	Price-1	Sub-Total	Tax	Extended														
Sub Total		Sales Tax		Total																	
0.00		0.00		0.00																	
F1:Secure Station	F2:Recall Hold	F3:Lookup	F4:Customer	F5:Utilities	F6: Delete Line																
F7:Member Points	F8: Charge Bill	F9:Reprint Ticket	F10:Refund	F11:Clear Lines	F12:Tender																

3

3.0) Sales Ticket Entry: (EN)

tier Id : OPTIMUS Document # : <Auto Assign>

Customer : CASH CUSTOMER

Document No: 01-inv-9 - Load -

Customer: CASH CUSTOMER

Yes	Item Description	Qty	Unit	Price-1	Sub-Total	Tax	Extended
<input checked="" type="checkbox"/>	INV-01-ABC	1	EA	3,000.00	3,000.00	N	3,000.00

Sub-Total (\$)

Document Total: 3,000.00

Sales Tax (\$) .00

Extended (\$) 3,000.00

F8: Charge Bill F9: Reprint Ticket F10: Refund F11: Clear Lines

F6: Delete Line F12: Tender

- Step 1, Click on refund of F10 Key
- Step 2, Enter username and password
- Step 3, Enter the full invoice number and click on load
- Step 4, click on the check box for each line item you want to refund
- Step 5, Double click the quantity cell and enter the amount you are refunding
- Step 6, Click continue.
- Step 5, Print Refund

Cashier Count. Checking off the cashier

ier Id : OPTIMUS Document # : <Auto Assign>

Customer : CASH CUSTOMER (TAXABLE-1)

Show P

Item Description	Quantity	Unit	Price	Tax	Extended
<div><div>Calculator</div><div>Count 2</div><div>Ticket Discount (%)</div><div>Cash Pay Out</div><div>Open Drawer</div><div>Price Check</div><div>Print Quote</div><div>Layaway</div><div>Recall Quote</div><div>Charge Receipts</div><div>Reset - Z OUT</div></div>					
IO.	Quantity		Price	Sub-Total	
			0.00	%	
Total	0.00	Sale:	0	Total	0.00

ecure Station	F2:Recall Hold	F3:Lookup	F4:Customer	F5:Utilities 1	F6: Delete Line
ember Points	F8: Charge Bill	F9:Reprint Ticket	F10:Refund	F11:Clear Lines	F12:Tender

Cashier Count

CASHIER: OPTIMUS

CASH

TENDER TYPE	QUANTITY	TOTAL (\$)
Cash Drop	0	.00
\$5,000	3	15,000.00
\$1,000	10	10,000.00
\$500	4	2,000.00
\$100	3	300.00
\$50	10	500.00
\$20	0	.00
\$10	0	.00
\$5	0	.00
\$1	0	.00
Petty Cash	0	.00
TOTAL CASH:		27,800.00

CARDS

TENDER TYPE	AMOUNT (\$)	
CR CARD	45000	
DB CARD	10	
TOTAL CARDS:		45,010.00

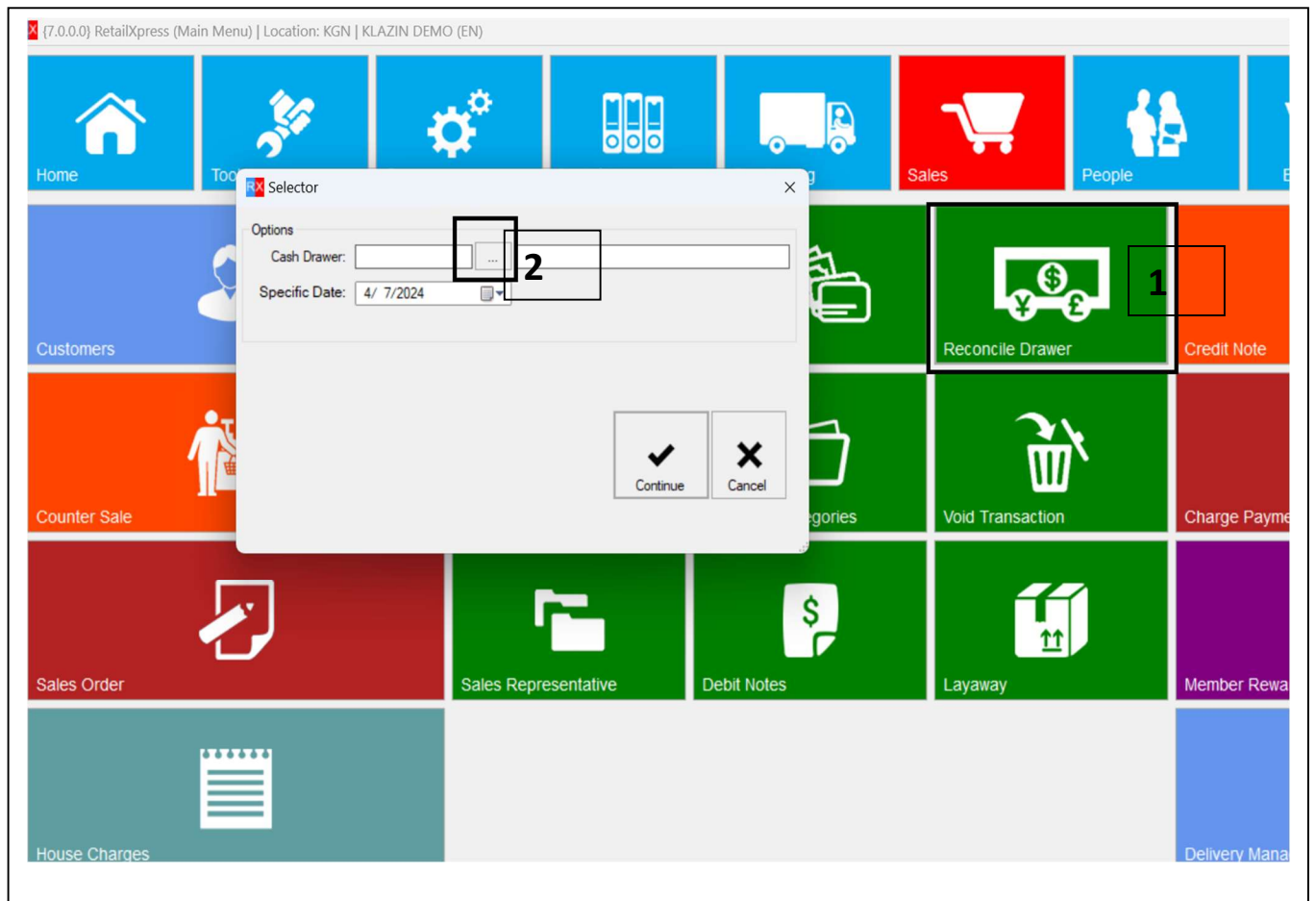
OTHER

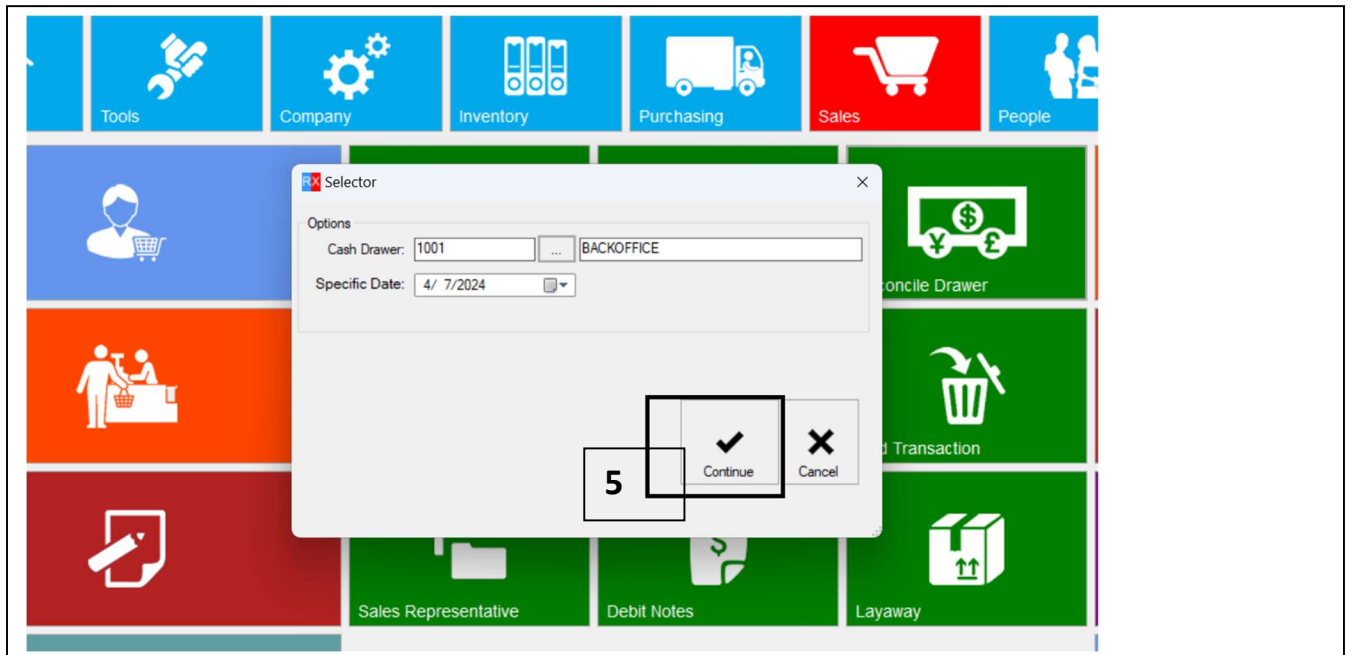
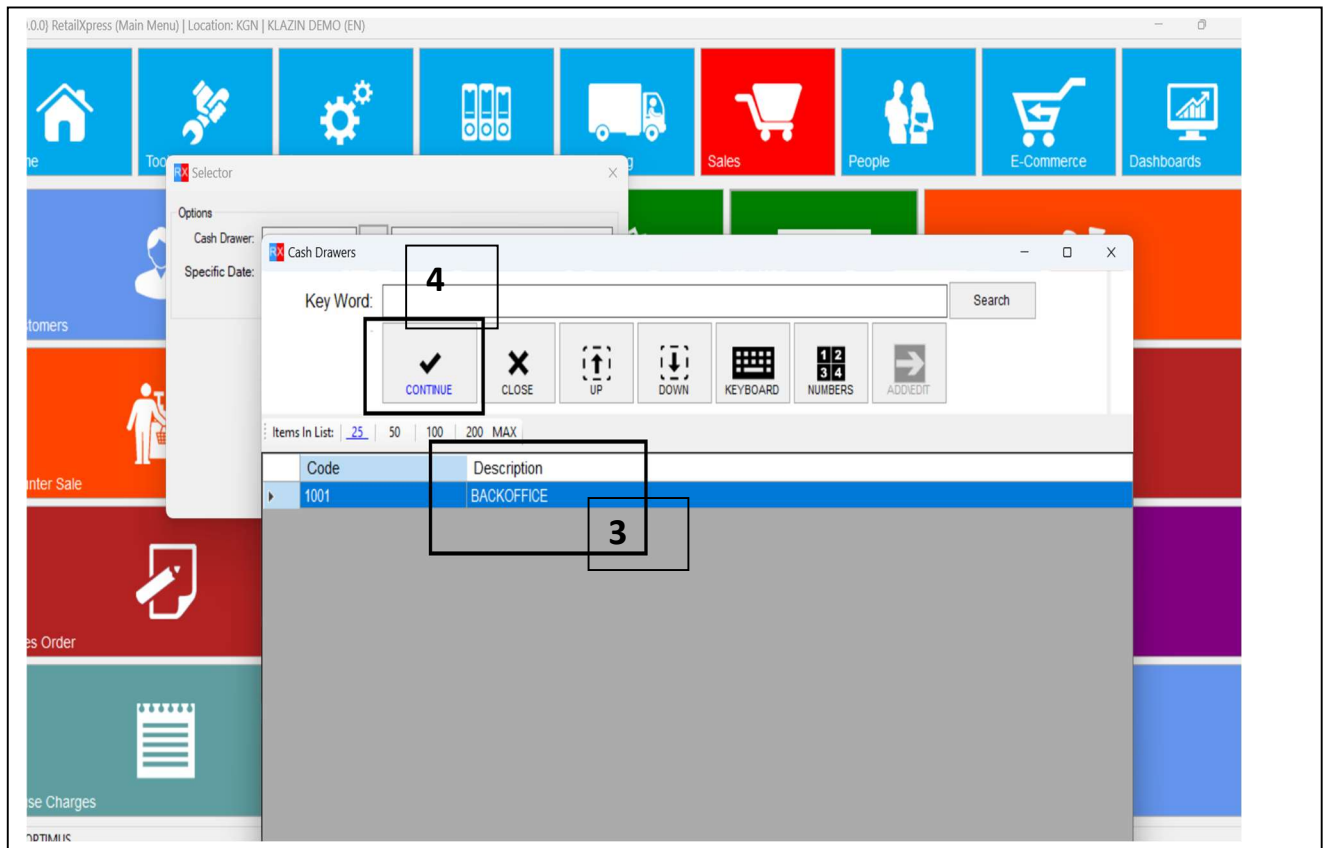
TENDER TYPE	FX RATE	AMOUNT	TOTAL (\$)
FX-1 \$	1.00	100	100.00
FX-2 \$	1.00	0.00	.00
FX-3	1.00	0.00	.00
CHEQUE	1.00	0.00	.00
LOYALTY PNTS	1.00	0.00	.00
TOTAL OTHER:		100.00	

COUNT TOTAL: 72,910.00

6 ☒ SAVE/PRINT ☐ CANCEL

Cashier reconcile





Home

Tools

Commerce

Dashboards

Customers

Counter Sale

Sales Order

House Charges

Cashier Reconciliation

Drawer: 1001 BACKOFFICE

Description	Expected	Counted	Reconciled
CASH	61,500.00	61,500.00	0.00
CR CARD	.00	.00	0.00
DB CARD	.00	.00	0.00
FX-1 \$.00	.00	0.00
FX-2 \$.00	.00	0.00
FX-3	.00	.00	0.00
CHEQUE	.00	.00	0.00
GIFT CARD	.00	.00	0.00
<CUSTOM-1>	.00	.00	0.00
LOYALTY PNTS	.00	.00	0.00

7

Total amount:

61,500.00

61,500.00

0.00

Total over/short :

0.00

PRINT

CLOSE

Delivery Manager

KLAZIN DEMO					
Report ID : POS009		Page 1 of 1 Apr07, 2024 3:34 pm			
Cash Drawer Reconciliation Edit List					
Station: BACKOFFICE					
Sales Date: April 7, 2024					
Drawer Totals					
Sub-Total		Sales Tax		Extended	
61,500.00		0.00		61,500.00	
Drawer Reconciliation					
Description	Amt Expected	Amt Counted	Amt Reconciled	Amt Over/Short	
CASH	61,500.00	61,500.00	61,500.00	0.00	
CR CARD	0.00	0.00	0.00	0.00	
DB CARD	0.00	0.00	0.00	0.00	
FX-1 \$	0.00	0.00	0.00	0.00	
FX-2 \$	0.00	0.00	0.00	0.00	
FX-3	0.00	0.00	0.00	0.00	
CHEQUE	0.00	0.00	0.00	0.00	
GIFT CARD	0.00	0.00	0.00	0.00	
<CUSTOM-1>	0.00	0.00	0.00	0.00	
LOYALTY PNTS	0.00	0.00	0.00	0.00	
<CUSTOM-2>	0.00	0.00	0.00	0.00	
Recon Totals:		61,500.00	61,500.00	61,500.00	0.00
Phone Card	Quantity	Sales	Transaction Type	No. Of Docs	Totalling (\$)
			VOIDED TICKETS	0.00	0.00
			CHARGE INVOICES	0.00	0.00
			CREDIT NOTES/REFUNDS	0.00	0.00

Page No.: 1

Total Page No.: 1

Zoom Factor: 75%

Step 1, Click on reconcile draw

Step 2, Click on draw lookup

Step 3, Select draw then click continue

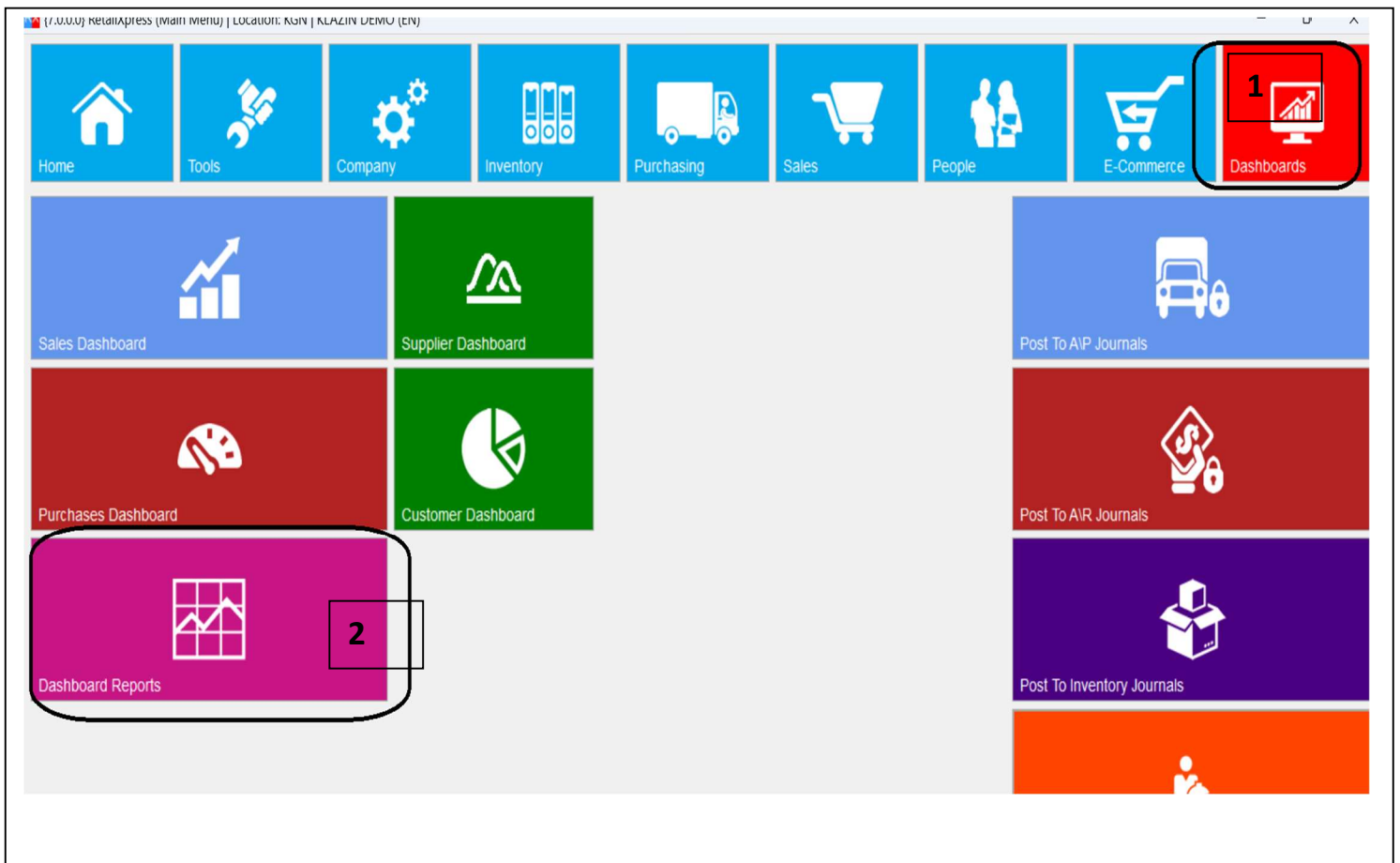
Step 4, Click continue to open cashier reconcile drawer

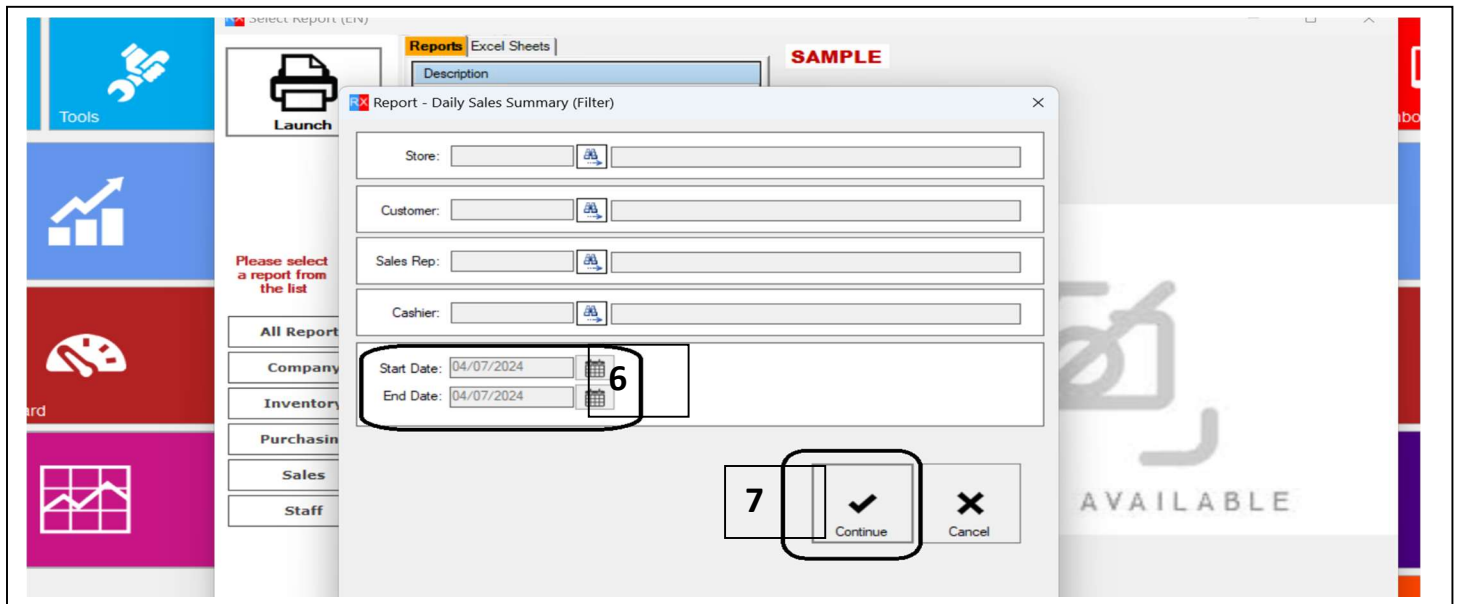
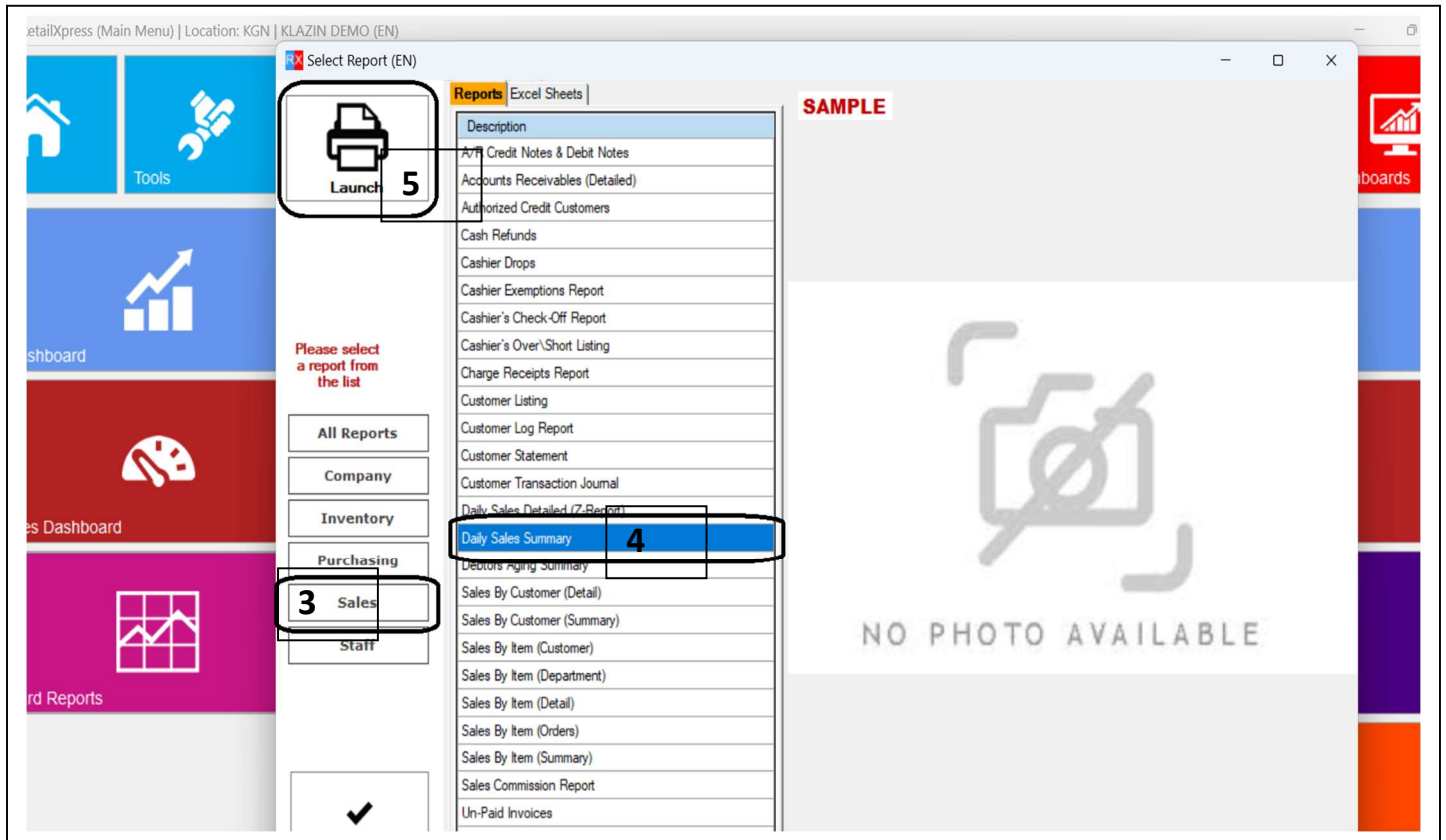
Step 5, Enter amount counted in the reconcile column

Step 6, Click print for the Cashier draw reconcile edit list

How to view daily summary report.

This report is to be used to see daily sales per tender type and tax figure





Report ID : EL002a

KLAZIN DEMO

Page 1 of 1

Daily Sales Summary Report

4/7/2024 4:11:24PM

Period 04/07/2024 To 04/07/2024

April 07, 2024

Customer	Gross Sales	Taxable	Sales Tax	Non-Taxable	Net Sales
POS-SALES					
CASH CUSTOMER	61,500.00	0.00	0.00	61,500.00	61,500.00
POS-SALES	61,500.00	0.00	0.00	61,500.00	61,500.00
Days Totals:	61,500.00	0.00	0.00	61,500.00	61,500.00
Grand Totals:	61,500.00	0.00	0.00	61,500.00	61,500.00
BREAK DOWN					
CASH/CHEQUE PAYMENTS		CARD PAYMENTS		SUMMARY	
Description	Amount	Description	Amount	Total POS:	61,500.00
CASH - POS	61,500.00			Total A/R Charge:	0.00
	61,500.00				61,500.00
				Units:	0.00

Adding User

