AnotherPOS Pro
User's Guide

Installation

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Download and Installation

You may download the software (anotherpos_pro.zip) from http://www.anotherpos.com. Next, unzip the file (Safari will unzip it for you automatically) to produce a new folder named 'AnotherPOS Pro'. Inside, you will find the AnotherPOS Pro icon and a data folder. Put that folder into the Application folder. It is a good idea to put the application in the Dock folder easy access later. To do this, drag the AnotherPOS Pro icon to the dock.

Getting Start
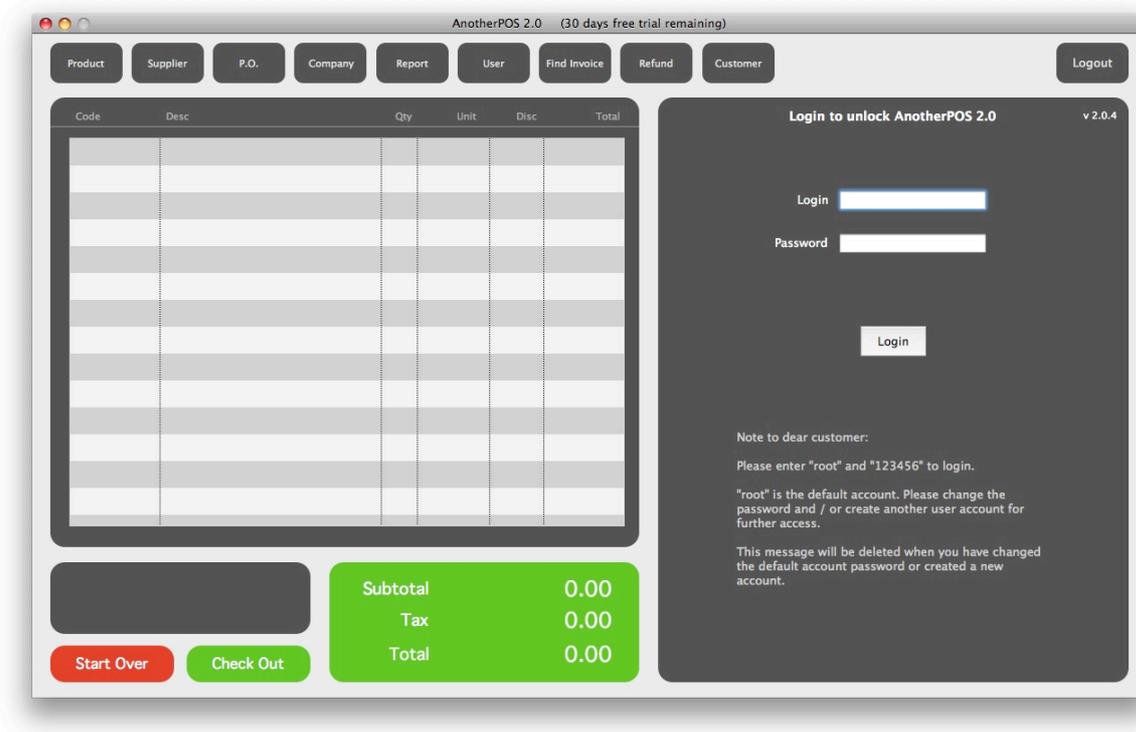
Launching AnotherPOS Pro

To launch AnotherPOS Pro, click the AnotherPOS Pro icon in the dock or double click the AnotherPOS Pro icon from the AnotherPOS Pro folder. You should see the AnotherPOS Pro window shows up on the screen in a second. Notice that a database file will be created inside the data folder the first time you launch AnotherPOS Pro. This folder is a place for storing your data such as products and transaction, etc. Therefore it is a good idea to backup this folder regularly for later recovery.

Logging In

The default login name and password is 'root' and '123456' respectively. Enter both values in the text fields and then click the 'Login' button to unlock the AnotherPOS Pro.
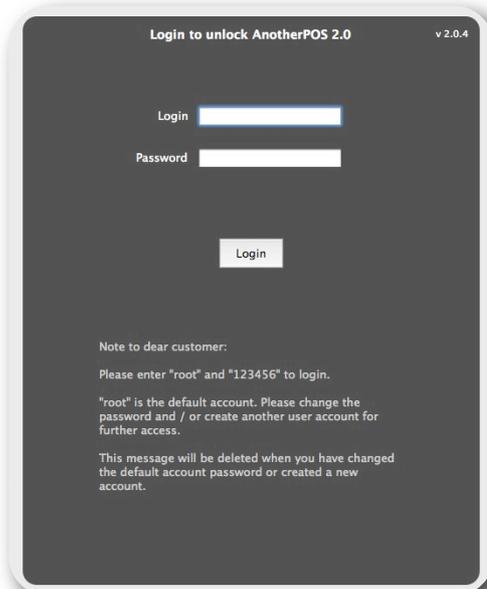
Logging Out

Click -> **Logout**
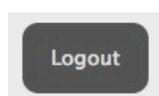
Introducing the User Interface

The base of the user interface is the area for selling products. From here you will find the 'Invoice Panel' the 'Amount Panel', the 'Payment Panel', the 'Search Panel' and the 'Shortcut Basket'. There are some icons at the top area of the main window. These icons are the management tools to organize your shop such as Company setup, product input and report printing. More detail will be covered later in this user's guide.

Panel

Invoice Panel
A place to display the product you are currently selling. It shows the product code, description, quantity, discount and the total in a row. Separate row will be added for different products.

Code	Desc	Qty	Unit	Disc	Total
00201	Classic Coca Cola	1	6.00	0.00	6.00

Amount Panel
A place to display the total amount of the current order.

Subtotal	6.00
Tax	0.06
Total	6.06

Search panel
A place to search for product to sell.

Code	Desc	Color	Size	Inventory
00201	Classic Coca Cola	NA	NA	48
ML1002002	Color Classic	NA	NA	0
ML1002003	Color Classic II	NA	NA	0
ML20030...	iPod Classic	NA	NA	0

Shortcut Basket

A place to store 6 popular products for easy access.
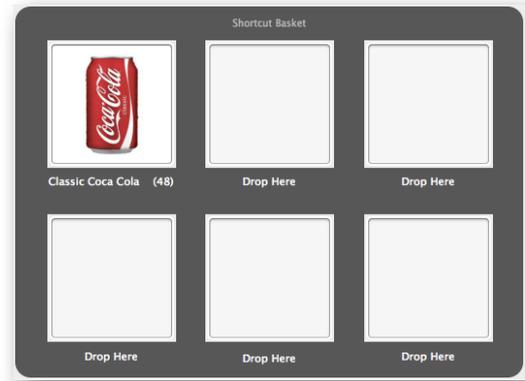
Tool Bar

Locates at the top of the screen. They change color as you move your mouse of them. Click on them to activate their preset function.
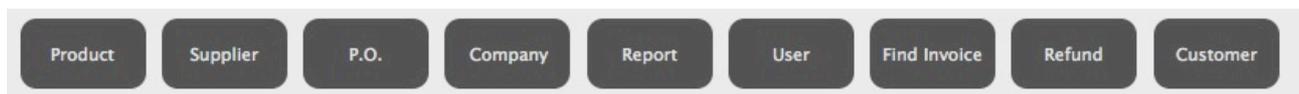
Product

A tool to manage your product. Basic functions such as add, update and delete as well as inventory control.

Supplier

A tool to manage your suppliers.

P.O.

A tool to create, print and manage your purchase orders.

Company

A tool to manage your company information.

Report

A tool to generate reports.

User

A tool to manage your staff information.

Find Invoice

A tool to find and reprint the saved invoice.

Refund

A tool to process refund.

Customer

A tool to collect information from your customer.

Create your Company

Launch the Company Setup

Click -> **Company**

Fill in the Company Information

Enter your Company name, Phone, Fax, Web, Email and the Address in the available fields. The information will be printed on the invoice and purchase order therefore they must be accurate.

Click the 'Save' button to save the changes.

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Logo
Click the '+' button and select your company logo graphics file. Click the 'Open' button to add. The image will be resized and saved to the database.

Preference - General

Require login for every sale
Enable it will force the current user to logout after each transaction. Use it if you have multiple staffs sharing the same program.

Auto Print Invoice
Enable it to skip the print confirmation dialog after each transaction.

Show Color/Size Column
Enable it to show the color and the size column in the search panel.

Currency Sign
It is a sign preceding the dollar value which will be used in the invoice and in the report.

Custom Payment Method
Here you can define a custom payment method. E.g. Put 'Personal Check' if you are willing to accept personal check for the payment.

Invoice Number Prefix
Here you can define a prefix for your invoice number. E.g. Put an I in the field will format the invoice number into this; I-0000001

Preference - Print

Invoice Type
Select a type which fits your business nature. Selected type will be the title of the invoice.

Invoice Size
Select A4 if you want your invoice to be printed in full A4 paper size.

Select A5 if you want your invoice to be printed in A5 paper size.

Select Receipt if you have a receipt printer installed.

Note: You will need to change to default paper size in the System Preferences to match your selected invoice size.

Font Size Adjustment
Adjust the font size of the invoice.

Printable Content
Product Color - Enable this option will include the color description on the sale invoice.
Product Size - Enable this option will include the size description on the sale invoice.
Company Logo - Enable this option will print your company logo at the top of the sale invoice.

Row Height
Change the row height of each item printed on the sale invoice.

Fineprint
A message for your customer which will be printed at the bottom of the invoice.

Margin
Set the margin around the edges. Default is 0, set it to a higher value if the content of the invoice is trimmed off by the printer.

Preference - Tax

Primary Tax & Secondary Tax
Here you can define the primary and secondary tax. Primary Tax is the default tax system that AnotherPOS Pro will be used for tax calculation for every products. Enable the secondary tax option if your country runs 2 taxes system.
Name both taxes and enter the tax rate to the available fields to meet your country tax requirement.

Include tax in selling price
Enable this option if tax is already included in final price of the product.

Preference - Barcode Scanner, Shortcut Basket and Text Search

Select the 'Add product to invoice directly' option if you to put the item to the invoice directly after a scan.

Select the 'Show product info window' will bring up a product info window after a scan. The product info window allows you to set additional information before it goes to the invoice.

You can set the quantity, set the discount and alter the selling price from the Product info window.

Create your Users

It is a good idea to setup account for every sales person in your shop because AnotherPOS Pro will glue both the sales representatives and the invoices together for the reasons of accountability and commission.

Launch the User Setup

Click -> **User**

Adding a user

Click the 'New' button and enter your staff information in the available fields. Pick a login name and a password for your staffs to login the system. Select an access level for the user. Click the 'Save' button to create a new account.

Access Level
Sales: Responsible for selling product only.

Shop Manager: Sales + all other functions such as User Account setup, Product setup, Company setup and Report printing, etc.

Editing a user

Double click a user from the list. Edit the necessary information and then click the 'Save' button to save the changes.

Closing the User Account Setup

Click the 'Close' button to close the window.

Creating your Supplier List

Launching the Supplier Setup

Click -> **Supplier**

Creating a supplier

Click the 'New Supplier' and then enter the supplier information to the available fields. Click the 'Save' button to create the supplier record.

Editing a supplier

Select a supplier from the list. Edit the necessary information and then click the 'Save' button to save the changes.

Create your Products

Launch the Product Setup

Click -> **Product**
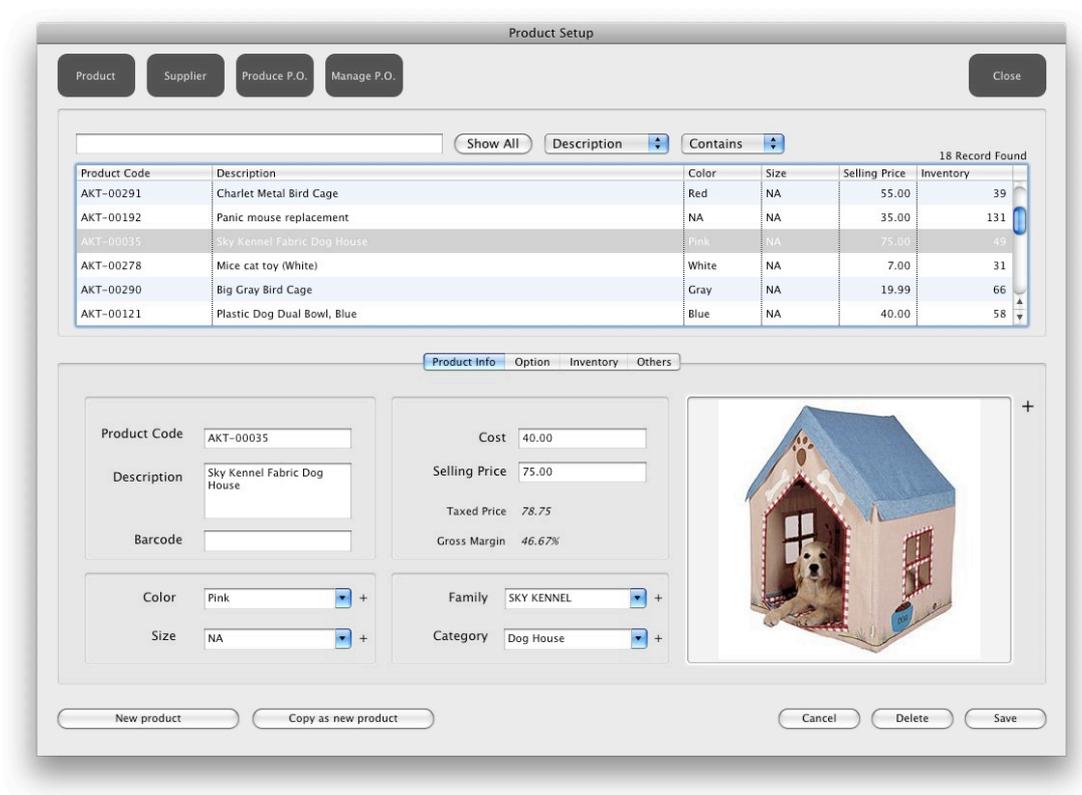
Adding a new product

Click the 'New Product' button and then enter the following information. Click the 'Save' button to save the changes.

Product Code

Product code is a reference code provided by your supplier. If you do not have one, you leave it blank or make up one for your reference.

Description
A brief description of your product. The length of the description is not limited, however, you should keep the length under 35 characters because characters beyond 35 will not be printed on the invoice and on the report.

Barcode
If you have a keyboard interface barcode reader installed, click on the barcode text field and then use your barcode reader to read the barcode from the product. A set of number should be appeared in the password text field.

Cost
Enter the cost of the product. This value will be used to calculate the profit in the sale report.

## Selling Price
The default selling price of this product.

Color and Size
A Color and Size description of the product. If you cannot find the description from drop down list, you can create your own description. Click the '+' button next to the text field, enter a new description in the text field and then press the 'return' key to save.

Family
Family refers to the name of the manufacturer. e.g. Apple, Pepsi, Philips, etc.
Click the '+' button next to the text field, enter a new Family in the text field and then press the 'return' key to save.
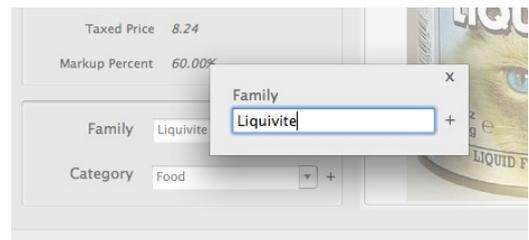
Category
Category refers to the type of your product. e.g. iPod, notebook, accessories, pants, etc.
Click the '+' button next to the text field, enter a new category in the text field and then press the 'return' key to save.

Image
This image helps you verify the product visually during the transaction.
Drag the image of your product into the image area or Click the '+' button next to the image area and find the image file from the file chooser.

Preference - Option

Discountable
Enable this option to allow your staff to edit the discount rate during a transaction.

Max discount rate %
The maximum discount rate of this product.
e.g. if the maximum discount rate is 10, the maximum discount you can give to a $100 product is $10 or 10%. Any value higher than these number will receive an error message.

Allow price mark down
Enable this option will allow your staff to mark down the selling price when selling this product.

Lowest price $
The maximum mark down price of this product. Enable this option if you willing to change the selling price instead of giving discount.
E.g. If the selling price is $10 and the maximum mark down price is $6, any value lower then $6 will receive an error message.

Allow price mark up
Enable this option will allow your staff to mark up the selling price when selling this product.

Highest price $
The maximum mark up price of this product.

Consignment
Enable this option to mark this product as a consignment product.

Consigner's Share %
Inventoried product reflects the logical quantity in database and the physical quantity in your shop. When an inventoried product is sold, the logical quantity in database will be decreased. By default this option is turned on.

Inventoried
Inventoried product reflects the logical quantity in database and the physical quantity in your shop. When an inventoried product is sold, the logical quantity in database will be decreased. By default this option is turned on.

Discontinued
Enable this option when the product is no longer available for sale but you don't want to delete it from the database yet.

Tax Exemption
Enable this option if the product is tax exempted from the selected tax.

Finding your Products

Start typing the description of your product in the search field. The search will begin as you type. You can search for specific item by changing the search criteria and the criteria option.

Your search is summarized in the table. Click on the record in the table to see the detail of the product.
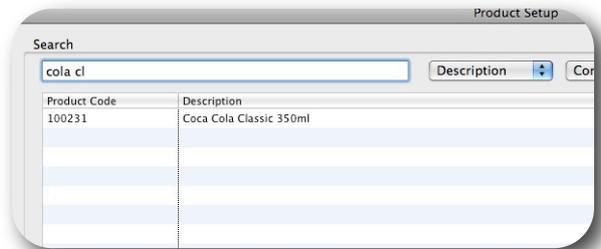
Updating your Products

Find your product and then edit the product information when necessary. Click the 'Save' button to save the changes.

Building the Inventory

There are two ways to build your inventory. If you prefer to create a purchase order and then enter the stock when the items is received, please skip this section and go to the next Chapter, **Purchase Order**, otherwise please continue.

To build an inventory, search the product and then click the 'Build Stock' button under the Inventory tab to bring up the 'New Stock' window. Select a supplier from the drop down list and enter the quantity in the Qty text field. Click the 'Build' button to build the inventory.

If you enabled the inventoried option from the option tab, the inventory balance will decrease as
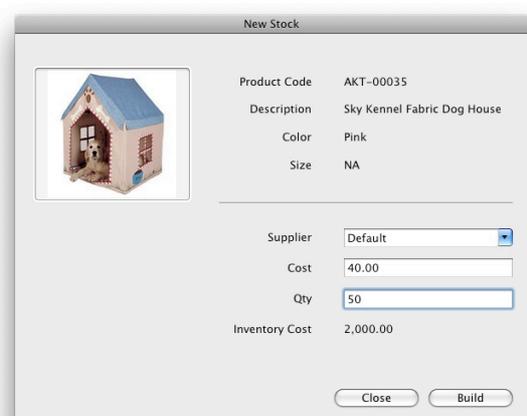
you sold a product. The list box on the right hand side shows you a very detail inventory movement of this product such as stock, sold, return, etc.
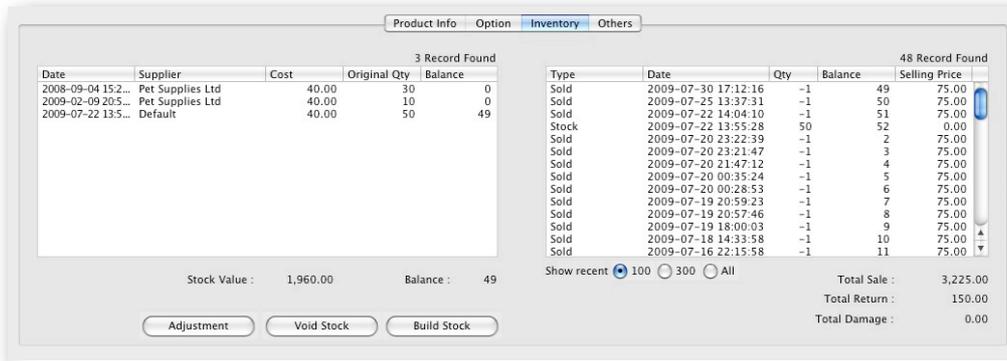
The figures under the list boxes gives you a quick summary of the current product.

Stock Adjustment

Use the Stock Adjustment tool to alter the stock level of an inventory.
Under the Inventory tab, select a stock record from the list on the left. Click the 'Adjustment' button to bring up the Stock Adjustment window. Enter a positive number to increase the stock count. Enter a negative number to decrease the stock count. Click the 'Adjust' button to confirm.
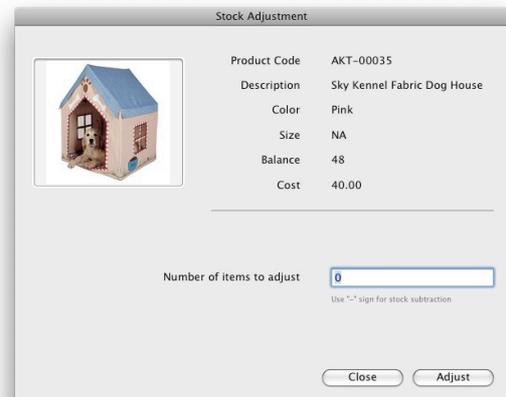
Void

Use the Void Stock tool to void the stock from the inventory.
Under the Inventory tab, select a stock record from the list on the left. Click the 'Void Stock' button to bring up the Void Stock window. Enter a number item you want remove from the stock. Click the 'Void' button to confirm.
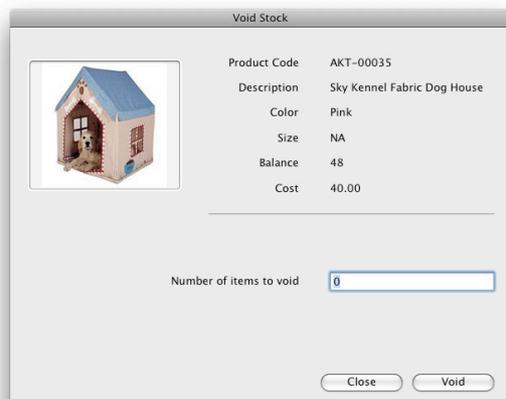
Purchase Order

Launch the Produce Purchase Order

Click -> **P.O. -> Produce P.O.**

Creating Purchase Order

1. Click the 'New PO' button. A new PO-number will be generated and displayed at the top left corner.
2. Search for the product you would like to order from your supplier. Double click on it and then enter the quantity. You can adjust the unit price for this order. Click the 'Add' button to add it to the list on the right hand side. You can add more items to the same P.O.
3. Select a supplier from the Supplier drop down menu. If supplier is not in the list, you can create one from the Supplier Setup.
4. Enter the payment and shipping terms in the available fields.
5. Click the 'Save' button to create a new purchase order.

6. A dialog box of 'Do you want to print this PO?' will popup. Click 'Yes' to print this purchase order.

P.O. Sample

Purchase Order   PO–0000036

Another System   **Supplier Info**   **Terms**

Philip Fu   Pet Supplies Ltd   Payment Terms: Cash in Advance
808–288–2009   Philip Fu   Shipping Terms: CIF
support@anotherpos.com   808–000–1020   Delivery Date: 2009–07–31
http://www.another-system.com

2888 Ala Ilima St.   1002 Ala Ilima St.   Conditions: na
HI 96826   HI 96826
Hawaii

Created: 2009–07–31
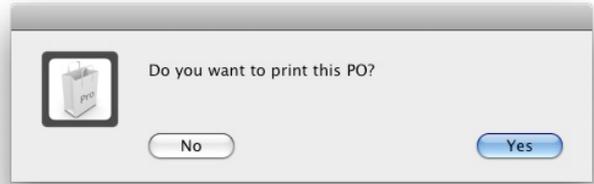
Product Code	Description	Size	Color	Unit Price	Qty	Amount
AKT–00278	Mice cat toy (White)	NA	White	$2.00	10	$20.00
AKT–00291	Charlet Metal Bird Cage	NA	Red	$40.00	10	$400.00

Page 1   Signature _____   **Total** $420.00

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Launch the Manage Purchase Order

Click -> **P.O. -> Manage P.O.**
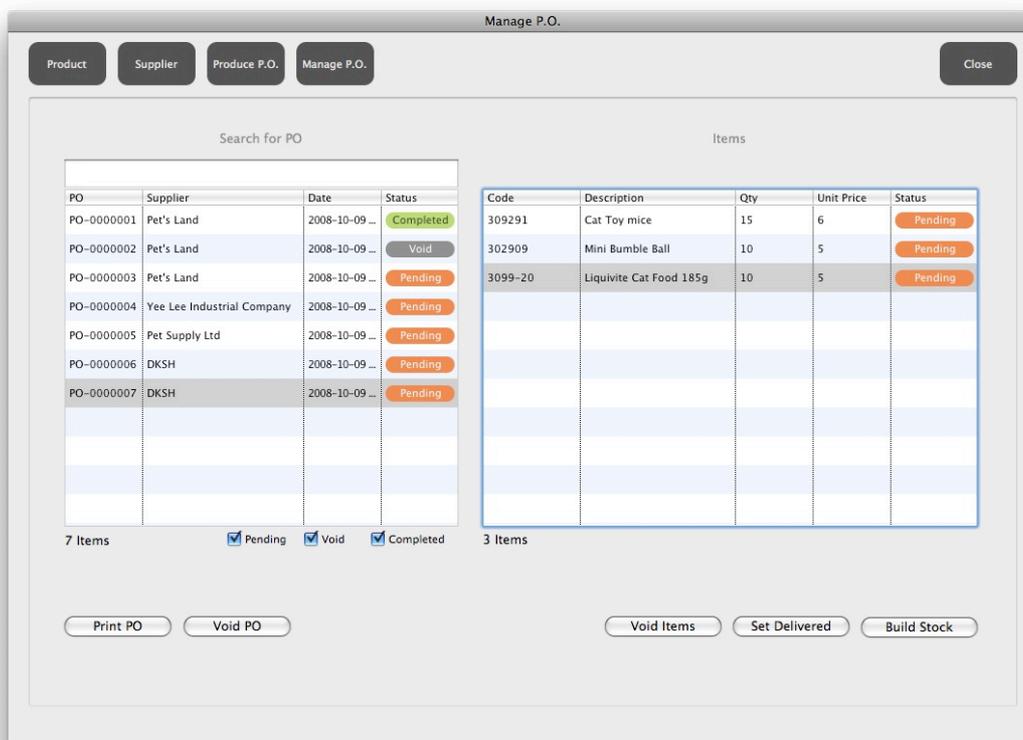
With this tool, you can search for orders, reprint, void and build the inventory when your orders are delivered.

P.O. Status
Pending - Newly created purchase order.
Void - A cancelled purchase order.
Completed - All items of a purchase order has been set delivered.

P.O. Item Status
Pending - Newly created purchase order item.
Void - A cancelled purchase order item.
Delivered - Item has been set delivered.
Stock - Item has been sent to the inventory.

Searching a Purchase Order

To search a purchase order, type either the PO number or the supplier name in the search field. The search will begin as you type and the result will be listed under the search field. You can enable or disable the 'Pending', 'Void' and 'Completed' checkbox to sort out the unnecessary information.

Select a purchase order from the list to reveal the items belongs to the selected purchase order on the right hand side. The 'Status' flag reflects the current status of a purchase order.

Setting Purchase Order Item Status

When your supplier delivers an item, you may want to update the record of this item. First, search for a P.O. by entering the P.O. number or the supplier name. Select the P.O. that the item belongs to. Next, select that item from the list and then click the 'Set Delivered' button. A dialog box will popup for you to enter the number of item delivered and then click the 'Set' button. You should see that the status of that item is changed to 'Delivered'. When all items' status are set to 'Delivered', the purchase order status will be changed to 'Completed'.

If you want to cancel an item from a purchase order, select that item and then click the 'Void Item' button. The status will be changed to 'Void'.
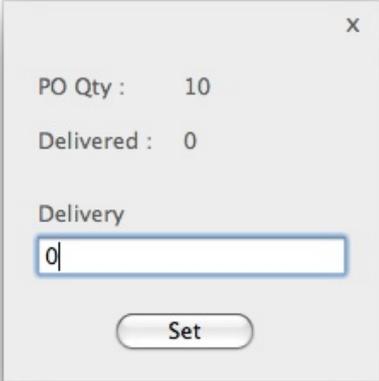
Building the Inventory

Basically this process is exactly the same as you do in the 'Building the Inventory' of the Product Setup section except for the purchase order creation part.
When an purchase order item has arrived, select that item and then click the 'Build Stock' button. The status of this item will be changed to 'Stock'.
If you go back to the 'Product Setup' and check the inventory of the product, you should see a new stock movement has just been added to the list and the inventory level is incremented.

Selling Product
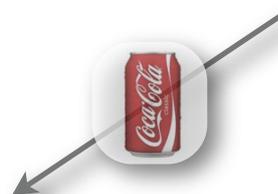
Creating the Invoice

Selling product in AnotherPOS Pro is so easy. With only a few steps, you can create a sales invoice and check out your customers in just a few seconds. There are three ways to add product to an invoice. You can do this by either scanning the barcode, performing a text search or clicking an item in the shortcut basket.

Barcode Scan

Scan the barcode using a keyboard interface barcode scanner. If it is a registered product, it will be listed in the search table. Press the 'return' key to add it to the invoice.

You can enable the 'Add product to invoice directly' option under the 'Company Setup->Barcode Scanner' to speed up the process.
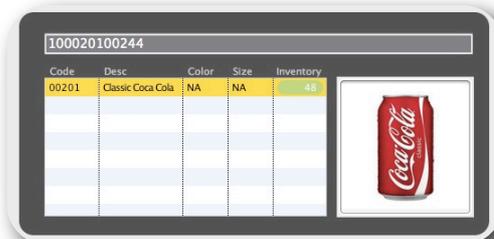
Text Search

AnotherPOS Pro does not require barcode scanner to work with. The search engine helps you find your product fast. By typing a few letters of your product such as code, description, family, category, size or color, the search will begin and keep narrowing down the result as more letters are given. The search phrase can be arranged in any order and in any combination you like. The best matches will be listed in the search table and ordered by the hit rate. Press the 'return' or the 'enter' key and use the up/down arrow to move along the list. Press the 'return' or the 'enter' key again to add the product to the invoice.

Shortcut Basket

Shortcut basket is a super fast way to add product to an invoice. With that, you are always one click away from your product.

You can build your own shortcuts simply by dragging and dropping the product's photo from search panel.

First, search your product from 'Search Panel'.

Second, drag the product's photo to the available shortcut basket.

Note - Shortcut is replaceable with another product.
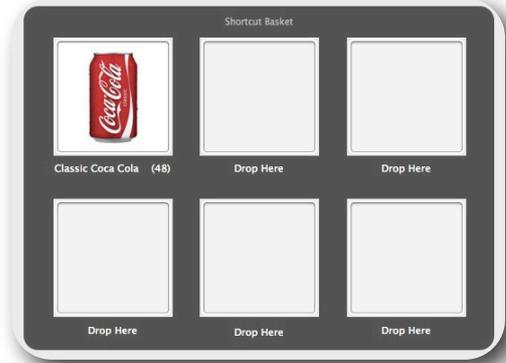
Filling in the Extra Information

You should see this window after the search. Accept the default value by pressing the 'return' key until the 'Done' got the focus, press the 'return' key again to close this window.

If the product has the 'Allow Selling Price Mark Down' option enabled, you may alter the selling price in this window. Note that the new selling price you are entering is governed by the value of the 'Lowest down price' field from the Product Setup section. A warning message will popup if the altered selling price is lower than the designated value.

If you enabled the 'Discountable' option in the product setup, you can enter discount rate. The rate is governed by the 'Max discount rate' from the Product Setup section.

In the 'Discount' text field, you can enter the discount value or the discount rate.

Example 1 - Discount value
if the selling price is 50, the Discount field is 10 and the Qty is 1, the sell total will be equal to 40.

Example 2 - Discount rate
if the selling price is 50, the Discount field is 10% and the Qty is 1, the sell total will be equal to 45.

The "Per Item' option allows you to control the behavior of the discount calculation. When it is enabled, the discount value will apply to every item, else, the discount value will apply to the final sell total.

Example 1 - Per Item is enabled
if the selling price is 50, the Discount field is 10 and the Qty is 2, the sell total will be 30.

Example 2 - Per Item is disabled
if the selling price is 50, the Discount field is 10 and the Qty is 2, the sell total will be 40.

Payment

A new line should be listed in the Invoice Panel at this point. The line contains the Product Code, Description, Quantity, Unit Price, Discount and Total. The 'Amount Panel' summarized the Subtotal, Tax value and the Total of this Invoice.

Code	Desc	Qty	Unit	Disc	Total
coke	Coca Cola Classic 350ml	1	0.90	0.00	0.90

Subtotal	0.90
TAX	0.03
Total	0.93

Start Over   Check Out

Next, click the 'Check Out' button or press the 'F1' key on your keyboard to process the payment. A 'Payment Panel' will pop up. By default, Select a payment type by clicking on it. By default, the payment amount is the same as the invoice total. You can change it by typing a new value in the cash text field. Press the 'return' key to update the Change value. To clear the payment amount, press the 'esc' key.

You can change the payment method to VISA, Master Card and American Express. To change it, click corresponding icon. Use the credit card terminal provided by your bank to process the payment and then enter the authorization code and the last four digits of the credit card into the available fields.

Cash	Customer's Credits
VISA	Paypal
Master	Personal Check
AMEX	Discover

Memo   Reference

Cash	1.00	Change
		0.07

Pay

| Total | 0.93 |

Start Over   Check Out

Next, click the 'Pay' button or press the 'F1' key on your keyboard to accept the payment. Click the 'Yes' button or press the 'return' key to confirm the transaction.

Confirm Transaction?

No   Yes
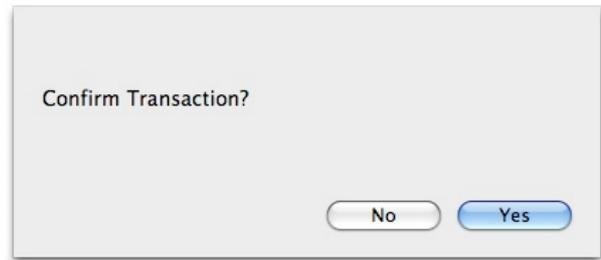
Printing the Invoice

After confirmed the transaction, you will be asked to print the invoice. Make sure your printer is online and paper is loaded.

Answer 'Yes' to print the invoice.

Product Code	Description	Unit Price	Qty	Disc	Total
coke	Coca Cola Classic 350ml	$0.90	1	0	$0.90

Receipt   I–0000005

Another System

2888 Ala Ilima St.
HI 96826
Hawaii   Created 8/2/09

808–288–2009
support@anotherpos.com
http://www.another–system.com

Cash 1.00
Ref:

Helped by: Memo   Subtotal $0.90
Philip Fu
                                              TAX $0.03

                                              Total   **$0.93**

Refund must be made within 30 days of purchase   Payment (Cash) $1.00

Page 1   Signature _____   **Change**   **$0.07**

If you wish to print another copy, answer 'Yes'
from this dialog box.

Do you want to print another copy?

No   Yes
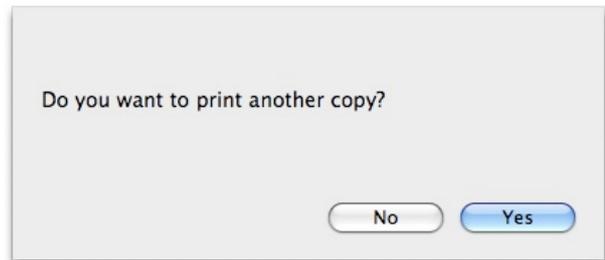
Return to the Invoice

If you want to go back to the invoice for further editing, click the 'Check Out' button or click the "X" button at the top right corning to click the Payment Panel.

Editing the Invoice

You can edit the invoice item by highlighting it and then press the 'enter' or the 'return' key on your keyboard. It will bring up the product information window. You can edit the quantity and the discount for the item.

You can also delete individual item from the 'Invoice Panel'. Click on a item to highlight it. Press the 'delete' or the 'backspace' key on your keyboard to remove the item.

Canceling the Invoice

Click the 'Start Over' button to clear the invoice.

Entering Customer's Information
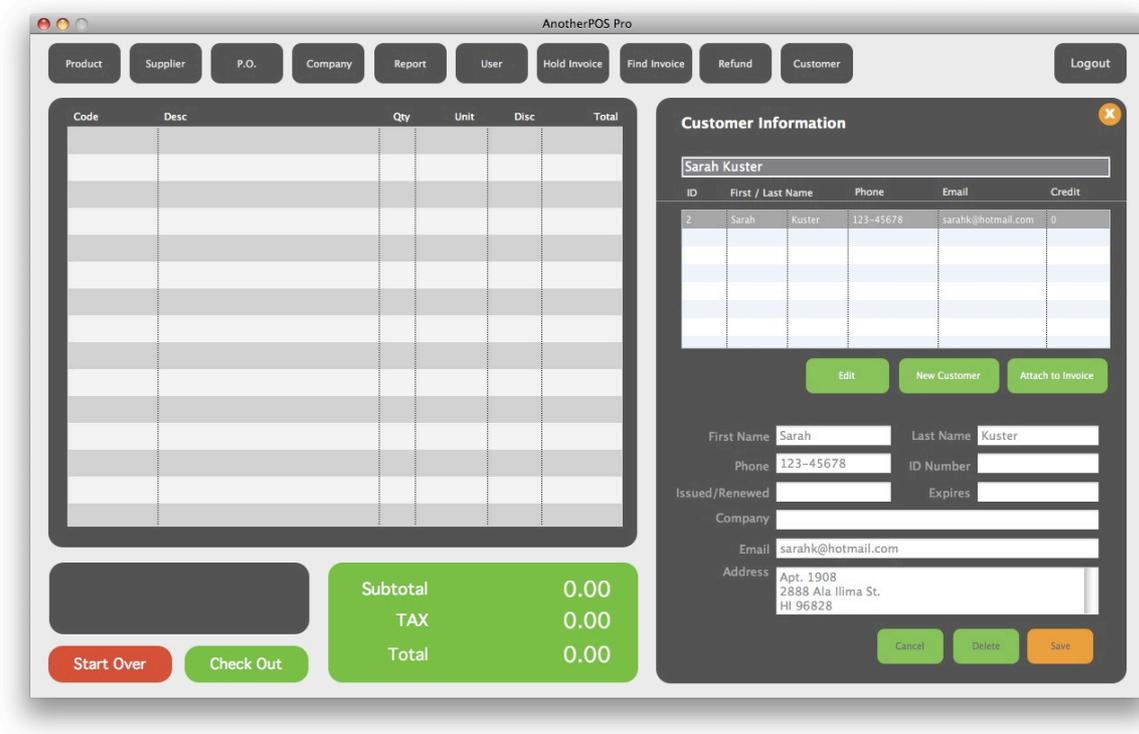
Launch the Customer Information

Click -> **Customer** or Press F2 key

Add New Customer

Click the "New Customer" button and then enter your customer's information in the available fields. Click the "Save" button to save the record.

Search Customer's Info

You can search customer's info by first name, last name, phone or email. The search will begin as you start typing your search. The closest match will be listed in the table.

Attach Customer to Current Invoice

Once you have found your customer, highlight the record and then click the "Attach to Invoice" button. Attached record will be highlighted in Red. To undo the action, click the "Attach to Invoice" again.

The search and attach process is a lot smoother by using keyboard. After the search, press the "return" or the "enter" key to jump down to the search list table. Use the "up" and "down" key to navigate the through list. Press the "return" or the "enter" key to attach the selected record to the current invoice.

Once you have done the attachment, you can quit this function by pressing the "esc" key.

Printing Reports

Launch the Reports Viewer

Click -> **Product**

Day End Report

This report summarize the end of day of the shop income, payment break down, top five products and the returned items.

Income Summary

A summary of the total number of item sold, total receive, total sales, total tax and the profits. The profit is calculated from this equation. Profit = selling price - tax - discount - cost

Payment Break Down

A summary of all payment methods.

Top Five Products

Summary of the top five products sold in a day.

Returned Items

A list of returned items in a day includes the invoice number, product code, description, number of returns and refund amount.

Sales Report

A summary of invoices processed between the selected range of dates. This report includes the date of sale, invoice number, assigned sales person, received and profits.

Employee Performance Report

A report of employees performance between the selected range of dates.

The first part of this report is a summary of all employees' sales figures. Each row consists of the name of the employee, number of invoices created, received, sales figures and profits.

The second part is a break down of products that the employees sold.

Refund Procedure

AnotherPOS Pro makes the refund procedure easier than ever. With the help of the product's photo, you can verify the return product is exactly the same as the one you sold from the invoice. All you have to do is to find the invoice, mark the return product and the click the 'Check Out' button.

Launch the Refund Program

Click -> **Refund**
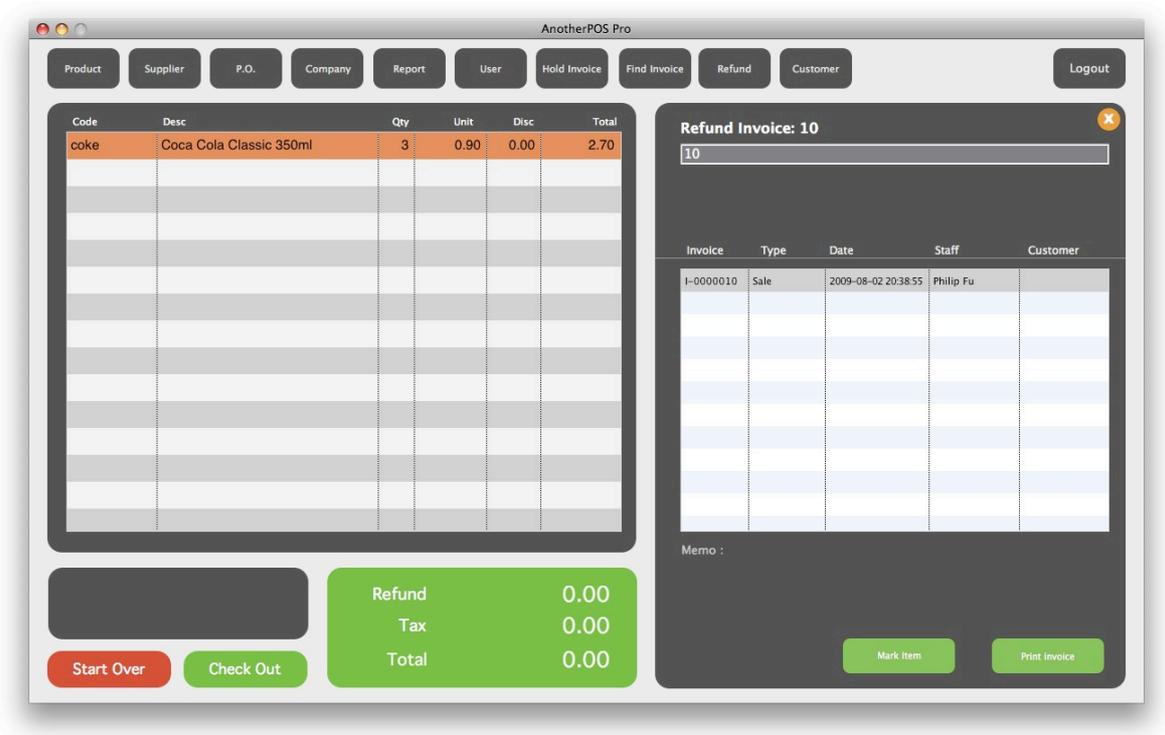
Finding the Invoice

Type the invoice number in the search field. For example, if the invoice number is I-0000019, type 19 and then press the 'return' key to search for that invoice. The result will be listed in the table under the search field. Click the record to view the content of the invoice.

Marking the Refund Item

Click an item from the 'Invoice Panel' to select it. Click the 'Mark Item' button or press the 'return' key to mark the item.

Enter the number of items to be returned in the 'Qty to refund' text field.

Choose a place where the item should be returned to. If the item is in good condition and re-sellable, choose the 'Return to stock' option. By doing so, the inventory balance of this product will be added. Choose 'Send to damage container' if the item is damaged.

Click the 'Done' button to confirm the selection.

A red line will draw across the item that you are about to return. The red line is an indicator to tell that the item has been marked as the return item. The 'Amount Panel' calculates the total refund amount to your customer.

Repeat the same steps above if you have multiple items to be returned.

Click the 'Check Out' button to confirm the transaction and a refund invoice will be printed.

Multiple Refund

Sometimes your customer would like to refund items from the same invoice over and over again. AnotherPOS Pro makes it easy to handle such case in order to minimize the risk of abuse and dispute.

To begin with, search the invoice number. AnotherPOS Pro will detect if there is any refund record was made previously and it will list out all related invoices.

The first record on the top of the list is marked as "Sale" meaning that it was the original sales invoice. The other records marked as "Refund" were the refund invoices. The last record at the bottom is the last refund invoice.
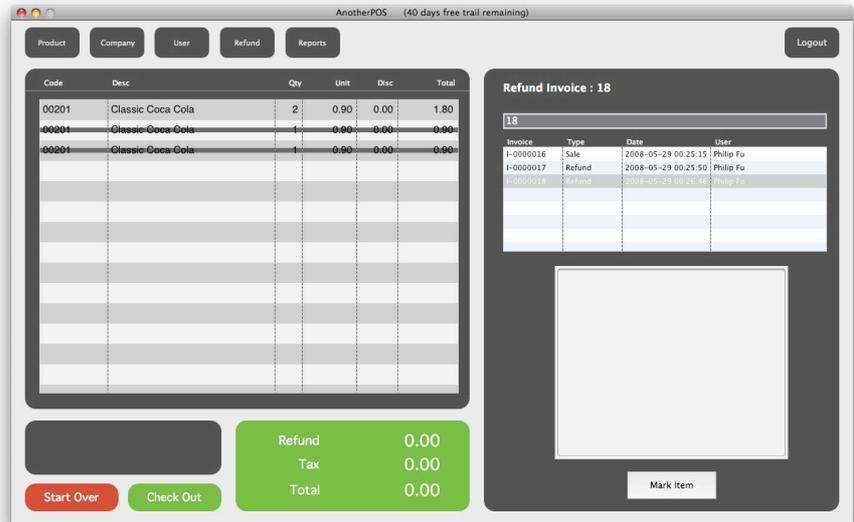
Click on the records to see the details of the invoice. Returned item is marked by a thick gray line draw across the record. You cannot return the returned item again.

Split Payment

Split payment is a feature that you can split the payment of an invoice into two or more parts and each part pays a portion of the payment until balance reaches zero. Unlike the layaway feature, item will be removed from the inventory until the balance is due.

Splitting the Payment

Build an invoice as usual, during checkout, select a payment type and then enter a payment amount less than the invoice amount. The balance will be calculated and displayed inside the parentheses for you automatically. Click the Pay button to confirm and to print the invoice.

The invoice will look like this;

Receipt

Another System

2888 Ala Ilima St.
HI 96826
Hawaii

808-288-2009
support@anotherpos.com
http://www.another-system.com

I–0000011

Created 8/2/09

Product Code	Description	Unit Price	Qty	Disc	Total
AKT–00035	Sky Kennel Fabric Dog House	$75.00	1	0	$75.00

Cash 10.00
Ref:

Helped by: Memo
Philip Fu

Refund must be made within 30 days of purchase

Page 1   Signature _____

Subtotal	$75.00
TAX	$2.25
Total	**$77.25**
Payment	$10.00
Balance	**$67.25**

Completing the Payment
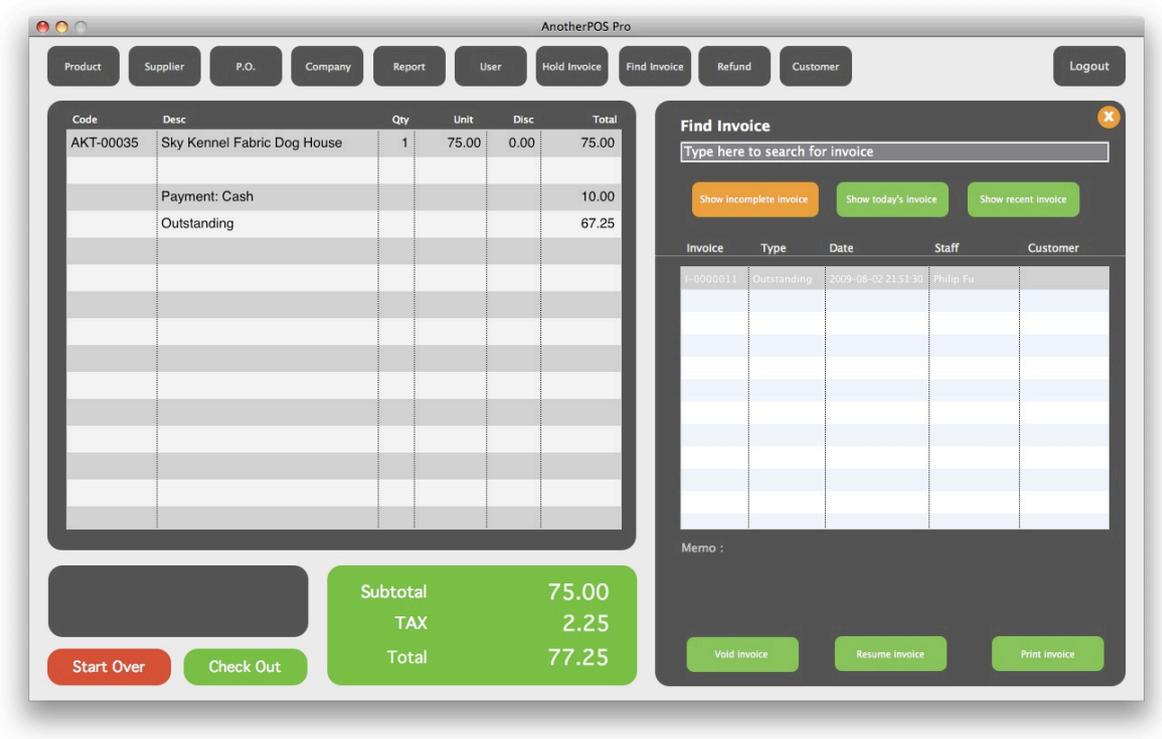
From the example above, an outstanding balance of $67.25 needs to be settled, AnotherPOS will marked this invoice as an outstanding invoice.

To find an outstanding invoice, click the 'Find Invoice' button and then click the 'Show incomplete invoice' button, or search the invoice number. Click the record from the list to view the content of the invoice. Notice that the content will also display the Payment amount and the Outstanding amount. To continue, click the "Resume invoice' button, click the 'Check Out' button to view Payment Panel. Pick a payment type and will fill in the balance for you automatically. Click the 'Pay' button to finalize the transaction.