



# Alliance WebPOS

version 1.1.2

## User's Manual

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## I. STEP 1: NEW USER SIGN UP

If you're a new user, the first step is to click on the **New User Sign-Up** button.



In **New User?** panel, fill in all required fields including an active email address.

A screenshot of a 'New User?' sign-up form. The title is 'New User?' in blue, followed by 'Sign Up for an Account' in green. The form contains several input fields: 'Email Address' with 'dcruz@gmail.com', 'First Name' with 'Diane', 'Last Name' with 'Cruz', 'Phone Number' with '62-589-8745'. Below the phone number is a note: 'Please include country and area code (ie. 632-123-4567)'. There are two password fields, both containing '\*\*\*\*\*'. A 'Security Question' dropdown menu is set to 'Where is your place of birth?'. Below it is an 'Answer' field. A 'Sign Up' button with a person icon is at the bottom right.

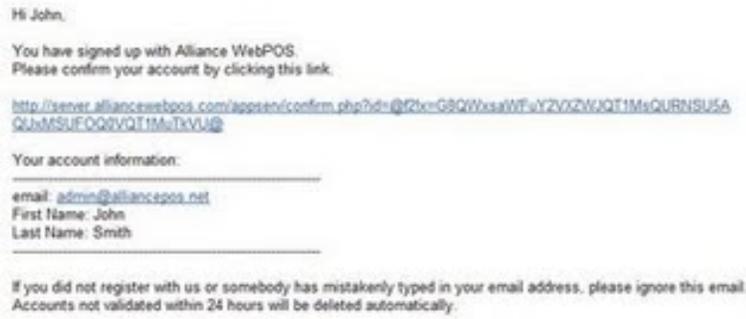
The password that you will encode here is the password you will be using when opening the control Panel and Headquarter modules.

Click on the security question field to select among the 3 available questions and encode your answer.

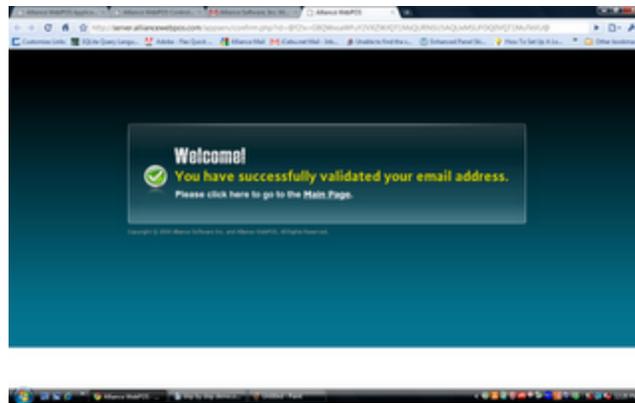
The selected question and encoded answer will be used in case you forget your password in the future. When you're done typing in your information, click Sign Up.

A close-up of the 'Security Question' dropdown menu. The dropdown is open, showing three options: 'Where is your place of birth?' (highlighted in blue), 'What is your middle name?', and 'Who is your favorite actor?'. The 'Answer' field is visible below the dropdown. A 'Sign Up' button is at the bottom right.

An email verification will be sent to the email address you registered. You must click on the link sent to your email address before you can proceed with WebPOS.



Click on the confirm URL to validate your registration. A confirmation page will be displayed as shown below.



We are now ready to login to the control panel and register our company and terminal. Click on the **Main Page**. Click on the **Administration Control Panel** located in the upper right. (You can also click New user sign up).

Now you're ready to set-up your company!

## II. CONTROL PANEL

### II.A. Signing In to Control Panel

Under **Security Verification** in the same page where you registered, type in the registered **email address** and **password** and click **Sign On**.

The image shows a login form titled "Security Verification" for the "Alliance WebPOS Enterprise Retail System V6.14.08.91026". It includes fields for "Email Address" (with the example "admin@alliancepos.net") and "Password". A "Sign On" button is present, along with a "Forgot Password?" link. The footer contains copyright information for Alliance Software, Inc. (2009).

If you forgot your password, click **Forgot Password?** The Reset Password window will prompt for you to encode your registered email address. After typing in your email address, click Verify Email Address for the security question to appear. Type in the answer you registered during initial sign up and click the OK button.

After clicking **Sign On**, you will be redirected to your account's control panel home page for **License Monitoring** (left panel) and **Company Set-up**(right panel).

The screenshot displays the "Alliance WebPOS - Control Panel" interface. The top navigation bar includes "Home", "Manage License", "Maintenance", and "Logout". The main content area is divided into two panels:

- License Monitoring (Left Panel):** Shows a welcome message for "MANUEL BUSANO" and a summary of "2 registered companies" and "1 registered terminal". Below this is a table titled "License Expiring Within 60 days" with columns for "Company Name", "TM#", "Expiry", and "Days Left". One entry is visible: "manuel" with TM# "0101" and "Expired" status.
- Company Set-up (Right Panel):** Titled "List of Company Managed by You", it contains a table with columns "# TM", "Company ID", and "Company Name". Two entries are listed: "1 APOSN-9090882 manuel" and "0 WEBPOS-9110882 sheila".

At the bottom of each panel are buttons for "Show License History", "Refresh", "Detail", "Company", "Terminal", and "Refresh".

## II.B. Registering your company

To create a record for your company, click on the **Company** button located at the bottom of the company panel (right panel).



Make sure to type in a **Company Name**, name of your **Main Branch**, **Initial Cashier ID** and a **General Merchandise Product ID** then click **Save**. Should there be a need to change these default values, you can return to this page and edit fields to new values. These are all alphanumeric fields.

Make sure to check the **Active** checkbox if the company your about to save is in operation.

You may add your company's particulars in fields such as **address**, **telephone number**, **TIN number** and **memo** respectively.

Company Information Managed By MANUEL BUSANO

Company Name:	* Yummy Store
Active:	<input checked="" type="checkbox"/>
Address:	4F, My Mall, Cebu City
	Philippines, 6000
Tel No:	632-458-7845
Tin No:	123-456-789
Memo:	kiddie party store
Sales Tax or VAT (%):	12
Default Tax Type:	Inclusive Tax
Default Product Type:	General Inventory
Name of Main Branch:	* Main Branch
Initial Cashier ID:	* 1
General Merchandise Product ID:	* 001

For initial sales and product information, type in your default **Sales Tax or VAT** in percentage value and select among the default **tax types** available by clicking on the default value. This will open a drop down list of tax types. Select among **Inclusive Tax**, **Exclusive Tax** or **Non Taxable**. Selected tax type will be applied when computing for sales tax. The value encoded in the Sales Tax or VAT (%) field will be applied when Inclusive Tax or Exclusive Tax is selected.

When information is complete, click the **Save** button at the bottom of the page.

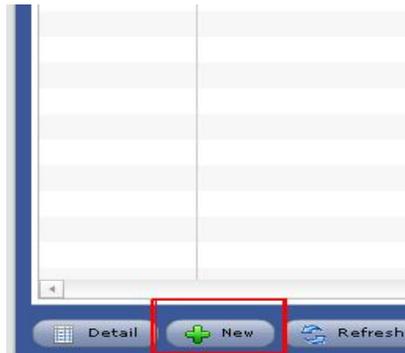
The first Step in setting up the company is done. Now you need to set POS terminals under the company, manage log-ins and security access.

## II.C. Managing your POS Terminal

On the same company registration page, click **Manage POS Terminal** button.



Click the **New** button at the bottom of the page.



In **Manage POS terminals**, you can define the following:

### II.C.i. Terminal Primary Information

Define your POS terminal by typing in a terminal ID. This is a numeric field. A POS registration note can be found right below the Terminal ID field.

A screenshot of a web application form with five tabs: 'Primary Information', 'Basic Setting', 'Computation', 'Reading', and 'Receipt'. The 'Primary Information' tab is selected. Below the tabs, there is a text input field labeled 'Terminal ID: \*' containing the value '0001'. Below the input field, there is a blue text prompt: 'During POS registration, enter the following:'. Below the prompt, there is a line of text: 'Company ID: WEBPOS-9110983 Terminal ID: 0001'.

Use these IDs when running the WebPOS module for the first time.

Other Primary Information fields:

**Active** - enable this checkbox if POS terminal is in operation under your company.

**Expires** - this is a system generated date for WebPOS license expiration.

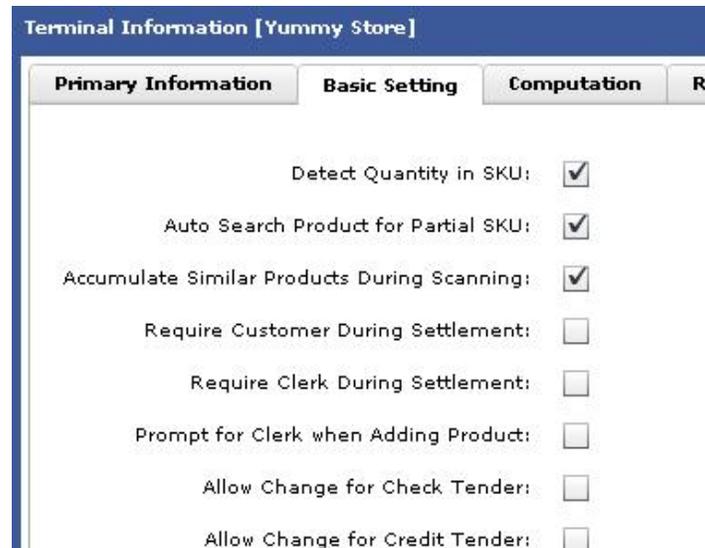
**Memo** - you may add a note or description about the Terminal.

**Located in Branch** - a drop down list/dialog box of branches set in Alliance WebPOS. Select the branch where the POS Terminal should belong.

**Inventory Warehouse** - a drop down list/dialog box of warehouses set in Alliance WebPOS. Select the warehouse where the POS Terminal should belong.

(Note: Setting of Branches and Warehouses will be discussed in Step 2: Headquarters System).

## II.C.ii. Basic Terminal Setting



Setting	Status
Detect Quantity in SKU:	<input checked="" type="checkbox"/>
Auto Search Product for Partial SKU:	<input checked="" type="checkbox"/>
Accumulate Similar Products During Scanning:	<input checked="" type="checkbox"/>
Require Customer During Settlement:	<input type="checkbox"/>
Require Clerk During Settlement:	<input type="checkbox"/>
Prompt for Clerk when Adding Product:	<input type="checkbox"/>
Allow Change for Check Tender:	<input type="checkbox"/>
Allow Change for Credit Tender:	<input type="checkbox"/>

Open the next header, **Basic Setting** and fill in the following fields:

**Detect Quantity in SKU** - enable by checking the box if you want this WebPOS terminal to reflect the quantity of each product transaction (using SKU).

**Auto Search Product for Partial SKU** - enable by checking the box if you want this WebPOS terminal to perform product search when partial SKU has been detected.

**Accumulate Similar Products During Scanning** - enable by checking the box if you want this WebPOS terminal to accumulate the quantity of similar products during a transaction or barcode scanning.

**Require Customer During Settlement** - enable by checking the box if this WebPOS terminal requires a customer ID for every settlement of transaction.

**Require Clerk During Settlement** - enable by checking the box if this WebPOS terminal requires a clerk ID for every settlement of transaction. You may use this to tag each transaction with a clerk and monitor number of transactions per clerk.

**Prompt for Clerk when Adding Product** - enable by checking the box if this WebPOS terminal requires a clerk ID when adding a product in a transaction. You may use this to tag each product (on each transaction) with a clerk and monitor product sold per clerk.

**Allow Change for Check Tender** - enable this by checking the box when this WebPOS terminal is allowed to compute for change when a check payment has been tendered.

**Allow Change for Credit Tender** - enable this by checking the box when this WebPOS terminal is allowed to compute for change when a credit payment has been tendered.

**Allow Change for Other Non Cash Tender** - enable this by checking the box when this WebPOS terminal is allowed to compute for change when a non-cash payment (besides check and credit) has been tendered.

**Days to Retain Sales in Terminal** - type in the number of days (numeric) this WebPOS terminal should retain sales data during offline mode.

**Upload Data for Every n Minutes** - type in a numeric value of minutes this WebPOS terminal should upload data to head quarter's server.

**Download Data for Every n Minutes** - type in a numeric value of minutes this WebPOS terminal should download data from head quarter's server.

### II.C.iii. Computation Setting:

Primary Information	Basic Setting	Computation	Reading
		Sales Tax or VAT (%):	12.00
		Local Tax (%):	0.00
		Service Charge (%):	0.00
		Senior Citizen Discount (%):	20.00
		Max Senior Citizen Discount:	200.00
		Service Charge is Taxable:	<input type="checkbox"/>
		Deduct Discount Before Computing Local Tax:	<input type="checkbox"/>
		Deduct Discount Before Computing Service Charge:	<input type="checkbox"/>

Open the next header, **Computation** and fill in the following fields:

**Sales Tax or VAT(%)** - encode a numeric value of sales tax or value added tax. Value will be applied when computing for tax inclusive or exclusive transactions.

**Local Tax(%)** - encode a numeric value if there is a local tax to be applied on top of the sales tax.

**Service Charge (%)** - encode a numeric value if service charge is to be applied on top of the sales tax and or local tax.

**Senior Citizen Discount (%)** - encode a numeric value for discount to be applied during senior citizen transactions. Discount to be applied will be in *n* percent.

**Max Senior Citizen Discount** - encode a maximum amount of discount to be applied during senior citizen transactions.

**Service Charge is Taxable** - enable by checking the box if service charge in this WebPOS terminal is taxable.

**Deduct Discount Before Computing Local Tax** - enable by checking the box if discount should be applied first before adding tax.

**Deduct Discount Before Computing Service Charge** - enable by checking the box if discount should be applied first before adding service charge.

### II.C.iv. Terminal Reading

Open the next header, **Reading** and fill in the following fields:

**Allow Multiple Reading in a Day** - enable by checking the box if you will allow your WebPOS terminal users to run multiple readings (both X and Z readings) in a day's operation.

**Do Not Print Statistics if Zero** - enable by checking the box if this WebPOS terminal will not include fields with zero values during printing of X and Z readings.

Primary Information	Basic Setting	Computation	Reading	R
Allow Multiple Reading in a Day:	<input checked="" type="checkbox"/>			
Do Not Print Statistics If Zero:	<input checked="" type="checkbox"/>			
Print Product Summary:	Base Product ▼			
Print Media Summary:	<input checked="" type="checkbox"/>			
Save Journal:	<input type="checkbox"/>			
Journal Directory:	<input type="text"/>			
	(example: D:\JOURNAL)			

**Print Product Summary** - click to open a drop down list of how your product summary report should be based on. Select among **Base Product**, **Product Line**, **Division** and **Brand**. If product summary is not required, select **Disabled**.

**Print Media Summary** - enable by checking the box if this WebPOS terminal will include Cash in/out transaction summary during printing of X and Z readings.

**Save Journal** - enable by checking the box if this WebPOS terminal will create and retain a sales summary.

**Journal Directory** - type in the local path/directory where sales journal will be logged or saved. Example: D:\JOURNAL.txt

## II.C.v. Receipt Printing Setup

Primary Information	Basic Setting	Computation	Reading	Receipt Printing	Hardware Interface
Label for Receipt No:	<input type="text" value="OR#"/>				
Activate Printing Attribute:	<input type="checkbox"/>				
Preprint Receipt Header:	<input checked="" type="checkbox"/>				
# of Lines to Skip Before Header:	<input type="text" value="2"/>				
# of Lines to Skip After Footer:	<input type="text" value="2"/>				
Max Characters Per Line (Normal):	<input type="text" value="40"/>				
Max Characters Per Line (Wide):	<input type="text" value="17"/>				

Open the next header, **Receipt Printing** and fill in the following fields:

**Label for Receipt No.** - type in the label of your receipt numbers. Default label is "OR#".

**Activate Printing Attribute** - enable by checking the box if default format of the receipt is to be used and printed.

**Preprint Receipt Header** - enable by checking the box if receipt's header is pre-printed.

**# of Lines to Skip Before Header** - indicate the number of line spaces from the topmost part of the receipt paper (edge) until the receipt header.

**# of Lines to Skip After Footer** - indicate the number of line spaces from the footer to the lower edge of the receipt.

**Max Characters Per Line (Normal)** - indicate the maximum number of characters per line when using a normal POS printer.

**Max Characters Per Line (Wide)** - indicate the maximum number of characters per line when using printers like LX300 (for invoice types).

**Header** - type in text to appear as your receipt's header.

**Footer** - type in text to appear as your receipt's footer.

#### II.C.vi. Settings for Hardware Interface (printer, rotary, drawer)

Primary Information	Basic Setting	Computation	Reading	Receipt Printing	Hardware Interface
Welcome Message:	<input type="text" value="Welcome Shoppers"/>				
	<input type="text" value="Happy to Serve You"/>				
Standby Message:	<input type="text" value="Terminal is CLOSED"/>				

Open the next header, **Hardware Interface** and fill in the following fields:

**Welcome Message** - type in the welcome message to appear in customer Display/Rotary.

**Standby Message** - type in the message to appear in customer Display/Rotary when WebPOS terminal is on stand by mode.

**Printer** - click on the printer field to open a drop down list for printer settings. Select among **Off** (receipt will not be printed), **Text** (receipt data will be stored in notepad) and **EPSON-manual cut** (auto-cut of receipt will be disabled).

**Printer Control Device** - indicate the name of the port where the printer is attached. (COM 1, COM 2, etc.)

**Customer Rotary** - click on the customer rotary field to open a drop down list and select among the available customer rotary brands to use (**ABS Rotary** or **OPOS**). If customer rotary is disabled, select **OFF**.

**Rotary Control Device** - indicate the name of the port where the Rotary is attached. (COM 1, COM 2, etc.)

**Drawer** - click on the drawer field to open a drop down list of drawers to choose from. If drawer is to be disabled, select **OFF**.

**Drawer Control Device**- Indicate the name of the port where the Drawer is attached. (COM 1, COM 2, etc.)

#### II.C.vii. Tenant Settings

Primary Information	Basic Setting	Computation	Reading	Receipt Printing	Hardware Interface	Tenant Setting
Tenant Connection:	<input type="text" value="Off"/>					
Tenant ID:	<input type="text"/>					
Server:	<input type="text"/>					

Open the next header, **Tenant Setting** and fill in the following fields:

**Tenant Connection** - click on the tenant connection field to select between ON and OFF. Select ON if as a tenant you are required to transmit sales data to a mall or building server.

**Tenant ID** - type in your tenant ID.

**Server** – type the server's name.

**Server Connection Info** – type in server's connection information.

**Backup Directory** – type in path name/directory where back-up data will be stored.

Fill in **Tenant Codes 1-5** if applicable.

When you're done with your WebPOS terminal configuration, click the **Save** button at the bottom of the **Terminal Information** page.

Your newly set terminal will appear in the **Terminal List**. To open details of each terminal set, highlight a terminal ID in the list and click the **Detail** button at the bottom of the page.

## II.D. Manage User Log-ins

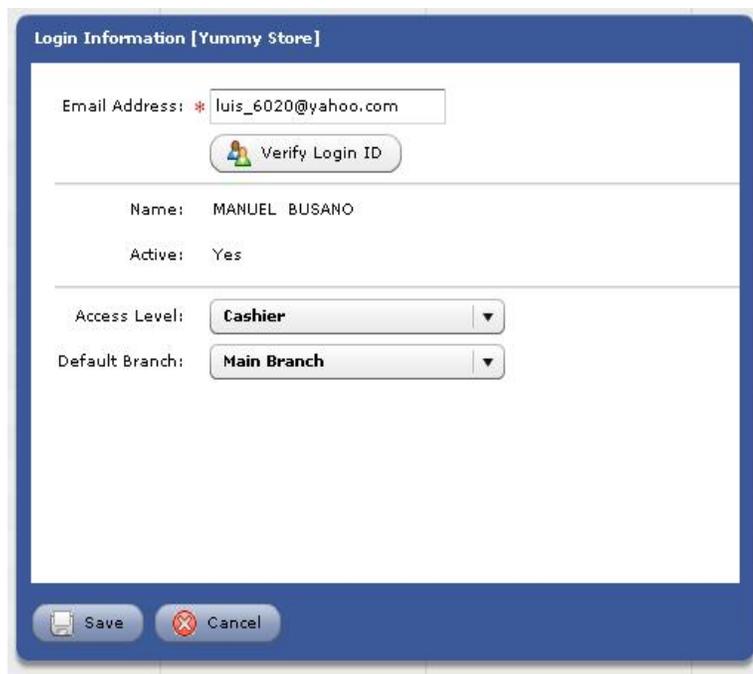
In your **company details** page, click the **Manage Log-In** button.



To add new user credential, click on the **New** button at the bottom of the Manage Logins list.

Type in the registered email address of the user you wish to add and click **Verify Login ID**.

Note: User to add must be registered during **Step 1: New User Sign Up**.

A screenshot of a web form titled "Login Information [Yummy Store]". The form has a blue header and a white body. It contains the following fields and controls:

- Email Address: \* luis\_6020@yahoo.com
- Verify Login ID button (with a person icon)
- Name: MANUEL BUSANO
- Active: Yes
- Access Level: Cashier (dropdown menu)
- Default Branch: Main Branch (dropdown menu)
- Save button (with a floppy disk icon)
- Cancel button (with a red X icon)

Click on the **access level** field and select among **cashier, supervisor, manager, owner** and **administration**. Each access level has pre-defined access rights to the WebPOS. Select the access level of the user and select the default branch designation of the new user.

Click **Save** for new user to be added to the list.

For the new user to appear in the logins list, click on **Refresh** button at the bottom of the page.



### II.E. Manage Security Access

In **Company Details**, click **Manage Security Access** to set access rights per WebPOS function based on the pre-defined Access Levels.



In Security Access page, click **Edit** at the bottom of the window and set access rights for each type of WebPOS transactions using pre-defined **Access Levels**. Some of these transactions/rights include access to the function or report, editing of data, deleting data, printing reports, adding new records, voiding transactions, and other WebPOS transactions.

Click on the **Security Access** fields to open a drop down list of access levels per access right.

Rights	Security Access
Sales: Add New Customer	Supervisor
Sales: Print Cashier Report	Cashier
Sales: Change Discount	Supervisor
Sales: Change Lot	Manager
Sales: Change Price	Owner
Sales: Change Price Level	Administrator

Once done, click **Save** to restore new settings.

### II.F. Changing ownership of company

In **Company Information** page, click on **Change Ownership of Company** button.



Type in **password of the current owner** and **email address of the new owner**. Click **Verify Login ID** button. Email must be registered in **New User Sign In** module. If email address has been verified, the name and active status of the new owner will reflect. Hit **OK** if the data is correct.

### Manage License

In the **Control Panel home page**, there is another way to view and manage your licenses. Click on **Manage License** header.

## Alliance WebPOS - Control Panel



This will show a list of companies and terminals registered with their corresponding license expiration.

Use the Company and Filter buttons to filter licenses of a particular company and/or license expiration (due).

When you want to renew your licenses, highlight a license/terminal and click **Details** at the bottom of the page.

This will redirect you to a detailed view of the selected license. Click **Purchase new License** at the bottom of the page and select the **license type** to purchase. Once you've selected the license type, click **Confirm Purchase** and select **Yes** when asked if you are sure with the purchase. Please allow Alliance Software, Inc. 24 hours to process your order.

If you want to cancel your purchase or a license, highlight the license and click **Cancel Order** at the bottom of the page.

Confirm cancellation by clicking **Yes**. To discard this procedure, click **No**.

Only licenses that are **Posted** (see **status column**) can be used for operation.

### II.G. Maintenance

To change your password, click **Maintenance** header and select **Change Password**.

## Alliance WebPOS - Control Panel



Type in your current password and new password. Re-type the new password in **Confirm Password** field. Hit **OK** for new password to take effect.

To check your user account, click **User Account** under the **Maintenance** header. To edit user particulars, click **Edit** button at the bottom of the page. Click **Save** if you changes to take effect.

## II.H. Logging Out of Control Panel

To end your Control Panel session, select **Log Out**.

## III. STEP 2: HEADQUARTER MODULE

Click on the **Headquarter System** button.



In **Security Verification**, type in your verified email address and password. And click **Sign On**.

If you forgot your password, click **Forgot Password?** The **Reset Password** window will prompt for you to encode your registered email address. After typing in your email address, click **Verify Email Address** for the **security question** to appear. Type in the **answer** you registered during initial sign up and click the **OK** button.

If you've set more than one company, a window with your registered companies will prompt. Highlight the company you want to open and click the **OK** button.



The **Headquarter System** is where you create master records, generate various sales reports and manage your inventory.

### III.A. Homepage

In Home Page, you can view three panels.



These panels represent:

The left panel represents the sales trend per day (30 days). You can change this to:

1. Comparative Sales
2. Month to Date

The upper right panel represents a graphical analysis (bar graph) based on your product sales. This shows you all the products that make up 80% of your sales.

The lower right panel represents customer distribution per hour.

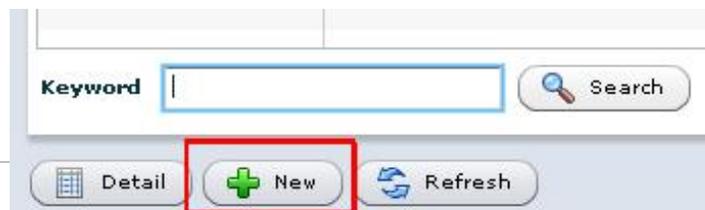
### III.B. Create Master Records

Click on the **Master Records** located in the menu bar. Here you will see master records for the following:

**III.B.i. Product Master** - encode all your company's products here.



To create a record for a new product, go to **Master Records->Product Master->click New** on the button at the bottom of the page.



Fill in data for the following Product Detail fields:

The screenshot shows a 'Product Detail' form with the following fields and values:

- Product ID: \* CHUCK
- Product Name: \* chuck man bag
- Active:
- Memo: chuck man bag
- Tax Type: Inclusive Tax
- I sell this item:
- Unit of Measure ID: PCS
- Standard Cost: 1,250.00
- List Price: 1,300.00
- Generic Name: man bag
- Barcodes: (empty)

**Product ID** – type in a product identification (field is alphanumeric).

**Product Name** – type in the corresponding product name to the product ID.

**Active checkbox** - enable by checking the box if product is for sale or included in inventory.

**Memo** - description or note about the product.

**Tax Type** - select tax type to be applied to this product. Select among **Inclusive Tax**, **Exclusive Tax** and **Non Taxable**.

**I sell this item** - enable by checking the box if product is for sale. If box is unchecked, the item won't be seen on the Cashier terminal.

**Unit of Measure ID** - select the unit of measure applicable to this product. Click on the Unit of Measure ID field to open a drop down list.

**Standard Cost** - encode the standard cost of this product.

**List Price** - encode the selling price of this product.

**Generic Name** - encode the generic name of this product if applicable. This can also be used as keyword in search for products in the cashier terminal.

**Barcodes** - encode the barcode of this product for scanning.

**Product Type** - set the classification of this product. Select among the following:

**General Inventory**

**Lot/Serial Inventory** – products with expiry and/or with warranty

**Services** - non-tangible products

**Drop Ship** - product is direct from supplier

**Kit or Product Set** - a product composed of more than 1 ingredient/component. This can be menu items or assembly items which you need to assign certain ingredients/components.

**Reorder Quantity** - type the minimum quantity required in the inventory. When this quantity has been reached, this product will appear in **Reorder Alert** report. If no reorder tracking is required, type in **0** (zero).

**Reorder per Warehouse** - if reorder quantity is different per warehouse, click **Reorder Per Warehouse** button. Type in the inventory required per warehouse. Click **Save** once finished.

**Product Line** - click on the **Product Line** field to select among the product lines. To set your product lines, go to **Master Records->Product Category**.

**Division** - click on the **Division field** to select among the divisions. To set your divisions, go to **Master Records->Product Category**.

**Brand** - click on the **Brand** field to select among the brands available. To set your brands, go to **Master Records->Product Category**.

Note: Product Line, Division and Brand are types of Major Product Category. This is user-encoded which means you can change and add labels, and assign sub-categories under each anytime. To set your Major and Sub-Category, go to **Master Records → Product Category**.

Click **Save** once you're done with creating a master record of your product.

**III.B.ii Unit of Measure** - Create master record of unit of measure used for your products.



Select **Master Records->Unit of Measure->New** button at the bottom of the page.

Fill in details of the following Unit of Measure fields:

**Uom ID** - type in a unit of measure ID (e.g. PCS, PK, KG, etc.)

**Uom Name** - type in corresponding name of the unit of measurement ID (example: Uom ID: KG; Uom Name: Kilogram).

**Basic Uom** - type in the Base unit of measurement. (example: Base UOM of Kilogram is Gram, encode Gram)

**Decimal Places** - click on the decimal places field and select among the available decimal places applicable to this unit of measurement.

A screenshot of a form titled 'Uom Detail'. The form has a blue header bar with the title. Below the header, there are four fields: 'Uom ID' with a red asterisk and the value 'BUNDLE'; 'Uom Name' with a red asterisk and the value 'BUNDLE' in a text input box; 'Base UOM' with the value 'PIECE' in a text input box; and 'Decimal Places' with a dropdown menu showing the value '0'.

Use the **Add** and **Remove** buttons at the right side of the page to create/edit a conversion table.



After clicking **Add**, type in the **Unit** and the **Multiplier to base**. Example: **Unit:** BUNDLE; **Multiplier to Base:** 12  
**Unit:** Unit of Measure label

**Multiplier to Base:** the value in terms of the Base UOM.

Click **Save** to proceed with conversion table.

To remove a line of conversion, check on the box beside the conversion you want to remove and click **Remove**.

Click **Save** to restore Unit of Measure settings.

### III.B.iii Product Category

Set up to 6 major product categories and dynamic number of sub-categories.



To edit product categories, go to **Master Records->Product Category->Edit** button (located at the bottom of the page).



You may edit the category name. In each category, you can create sub-categories by clicking the **List** button.



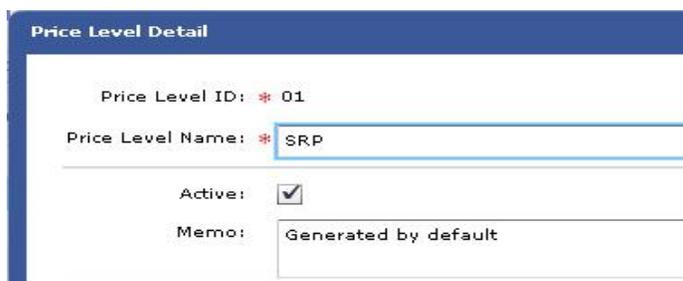
Use the **Add** and **Remove** buttons to set sub categories. Click **Save** when sub-categories have been set.

**III.B.iv. Price Level Master** - create price levels for your products, promos and price extensions which you can also assign to customers.



To create a new price level, go to **Master Records ->Price Level Master->New** (located at the bottom of the page).

In Price Level listing, default price levels are available for use. If you have a different or new price level to set, click **New** button at the bottom of the page.



Price Level Detail

Price Level ID: \* 01

Price Level Name: \* SRP

Active:

Memo: Generated by default

Fill in the following price level fields:

**Price Level ID** - type in an ID for this price level.

**Price Level Name** - type its corresponding price level name.

**Active checkbox** - enable by checking the box if this price level will be in use.

**Memo** - type in description about this price level.

Click **Save** to store new price level details.

**III.B.v. Account Master** - create user and customer accounts of your Alliance WebPOS here. Users include cashiers and sales clerks.



To create a new account for the WebPOS terminal, go to **Master Records->Account Master->New** (located at the bottom of the page)

Fill in the following Account Detail fields:

**Account ID** - type in an account ID for a customer or WebPOS users (username for Alliance WebPOS users).

**Account Name** - type in corresponding name of this user/account.

**Active checkbox** - enable by checking the box if ID is active or in use.

**Memo** - type in description or note about this account.

**This is a customer** - enable by checking the box if this account pertains to a customer.

Account Detail

Account ID: \* PONG

Account Name: \* Pong Bautista

Active:

Memo: pong

This is a customer:  Price Level:

This is a cashier:

This is a sales clerk:

Allow account to logon:

Password: \*

Confirm Password: \*

Access Level: **Supervisor**

Email:

Billing Address:

Phone:

Fax:

**Price Level** - click on the price level field if a specific price level is applicable to this customer account.

**This is a cashier** - enable by checking the box if this account pertains to a cashier.

**This is a sales clerk** - enable by checking the box if this account pertains to a sales clerk.

**Allow account to logon**- enable by checking the box if this account ID is allowed to access the Alliance WebPOS. If checked, password and access level fields will become editable.

**Password** - type in the password to be used by this account ID.

**Confirm Password** - re-type the password.

**Access Level** - click on the Access Level field to open drop down list of access levels. Select this account's access level to the WebPOS.

**Email** - type in the email address of this account.

**Billing Address** - type in the billing address of this account (useful when account belongs to a customer)

**Phone** - type in phone number of this account

**Fax** - type in fax number of this account

Click **Save** after filling up Account detail form.

**III.B.vi. Bank Master** - encode bank names/records for Check payment acceptance.

Master Records Maint

- Product Master
- Unit of Measure
- Product Category
- Price Level Master
- Account Master
- Bank Master**
- Cash Master

To create a record for a bank, go to **Master Records->Bank Master->click New** located at the bottom of the page.

Fill in the following Bank Detail fields:

**Bank ID** - type in a unique Bank Id.

**Bank Name** - type in the corresponding bank name.

**Active checkbox** - enable by checking the box if Bank ID/Name can be used for check payment acceptance.

**Memo** - type in a description or note about this bank record.



Bank ID: \* 05  
Bank Name: \* Allied Bank  
Active:   
Memo: Generated by default

Click **Save** at the bottom of the page to store new bank record.

**III.B.vii. Cash Master** - encode accepted denominations.



Master Records    Mainte  
Product Master  
Unit of Measure  
Product Category  
Price Level Master  
Account Master  
Bank Master  
Cash Master

To create new denominations, go to **Master Records->Cash Master->click the New** button at the bottom of the page.

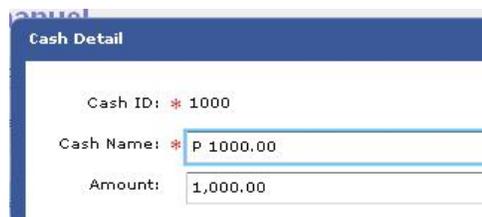
Default denomination records in Philippine Peso are available for you to use.

To add other denominations, Click **New** at the bottom of the page and fill in the following Cash Master fields:

**Cash ID** - type in a unique cash ID.

**Cash Name** - type in the corresponding cash name.

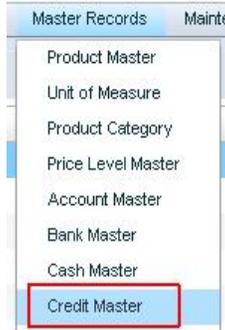
**Amount** - type in the equivalent amount (numeric) of this cash record.



Cash ID: \* 1000  
Cash Name: \* P 1000.00  
Amount: 1,000.00

Click **Save** to store the newly added cash ID.

**III.B.viii. Credit Master** - encode Credit Companies that you will be accepting as Credit card payments.



To create a credit company master, go to **Master Records->Credit Master->click New** at the bottom of the page.

Default credit companies are available for you to use. To add new credit companies for credit card payments, fill in the following Credit Detail fields:

**Credit ID** - type in a credit company ID and name.

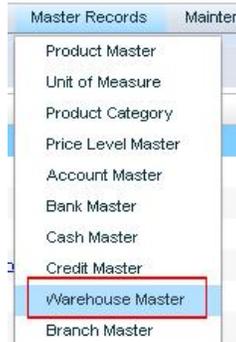
**Credit Name** - type in the credit company's name.

**Memo** - type in a description or note about this credit company.

A screenshot of a "Credit Detail" form. The form has three fields: "Credit ID" with the value "04", "Credit Name" with the value "AMEXCO", and "Memo" with the value "Generated by default". Each field has a red asterisk icon to its left, indicating it is a required field. The form is displayed within a window with a blue header.

Click **Save** to store newly added credit company record.

**III.B.ix. Warehouse Master** - encode warehouse records of your company. This will serve as inventory locations.



To create a new record for a warehouse, go to **Master Records->Warehouse Master->click the New** button at the bottom of the page.

Fill in the following Warehouse detail fields:

**Warehouse ID** - type in a new warehouse ID.

**Warehouse Name** - type in its warehouse name

**Active checkbox** - enable by checking the box if warehouse is in operation.

**Memo** - type in a description or note about this warehouse.

**Address** - type in this warehouse's address.

**Phone** - type in this warehouse's phone number

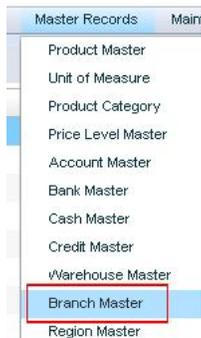
**Fax** - type in this warehouse's fax number.

**Email** - type in this warehouse's email address.



Click **Save** to store newly added warehouse record.

**III.B.x. Branch Master** - encode branches of your company.



To create a new branch record, go to **Master Records->Branch Master->click New** at the bottom of the page.

Fill in the following Branch Detail fields:

**Branch ID** - type in a new branch ID.

**Branch Name** - type its branch name.

**Active checkbox** - enable by checking the box if this branch is in operation.

**Default Warehouse** - click on the warehouse field to open drop down list of warehouses set and select the warehouse where this branch belongs.

**Region** - click on the region field to open a drop down list and select among regions listed where this branch belongs.

**Memo** - type in description or note about this branch

**Address** - type in the address of this branch.

**Phone** - type in this branch's phone number

**Fax** - type in fax number of this branch

**Email** - type in email address of this branch.

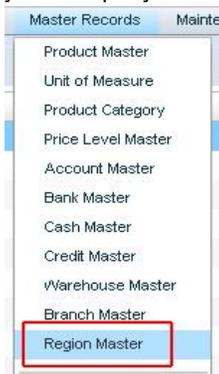


The image shows a 'Bank Detail' form with the following fields:

- Bank ID: \* 05
- Bank Name: \* Allied Bank
- Active:
- Memo: Generated by default

Click **Save** to store newly added branch record.

**III.B.xi. Region Master** - encode the regions where your company or stores operate.



To create a new record for a region, go to **Master Records->Region Master->click New** at the bottom of the page.

Default Philippine regions are ready for you to use. To add new/other regions not yet specified, click the **New** Button at the bottom of the page fill in the following Region Detail fields:

**Region ID** - type in the region's ID

**Region Name** - type in the region's name

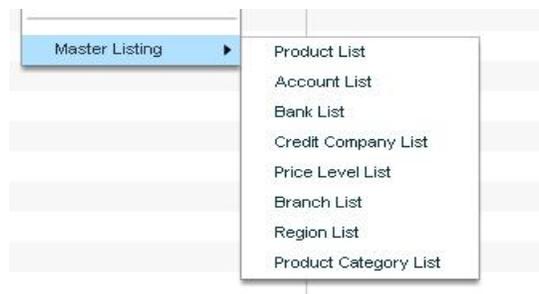
**Active** - enable the checkbox if this region's record will be in use.

**Memo** - type in a description or note of this region.

Click **Save** to store newly added region.

**III.B.xii. Master Listing** - print a list of your master records created.

Go to Master Record->Master Listing. Select among the different listings that you can print.



Each listing will redirect you to a page where you can filter the data you want to appear in your report.

Once you've set conditions of your report, click on either **PDF** or **Excel** buttons at the bottom of the page depending on the format you require.

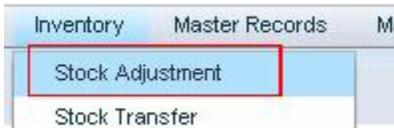


To clear conditions set, click on the **Reset** button.

### III.C Inventory

#### III.C.i. Stock Adjustment

To add your inventory, go to **Inventory->Stock Adjustment->click New** at the bottom of the page.



In the **Type** field of the transaction form, click on the type field and select among the adjustment types you want to make. If it's new inventory of a store or warehouse, select **In**. You can select among **Out**, **Damages**, **Dispose** or **Pilferage** depending on the type of inventory transaction.



Encode a reference code (alphanumeric field) in **Ref Code** field. To edit the transaction date (**Trx Date**), click on the **calendar**. Dates beyond current date are not allowed.

In **Transacting Branch** field, select the branch creating the transaction. In **Warehouse to Adjust**, select the warehouse where inventory is to be added or deducted.

You may add a note about this transaction in the **Memo** field.

Click the **Add** button to add products for inventory and type or select the product (press F12) and type in the additional units/quantity and standard cost of the item. Then click **Save** to restore new data.

The image shows a 'Product Adjustment' dialog box. It has a blue header with the title 'Product Adjustment'. Below the header, there are several input fields: 'Product ID' with a red asterisk and a blue border, containing the text 'CHUCK'; a small button labeled 'F12' and the text 'chuck man bag'; 'Unit' with a dropdown menu showing 'PCS'; 'Quantity' with a red asterisk and an empty text box; and 'Cost' with a red asterisk and the value '1,250.00'. At the bottom of the dialog, there are two buttons: 'Save' with a floppy disk icon and 'Cancel' with a red 'X' icon.

If you're creating an inventory transaction for more than 1 product, click **Batch Select**. Follow the **Search, Select** and **Finalize** steps. **Save** the inventory transaction once completed.



If you want the transaction to be posted, select **Option->Post Document**. To void and or reject a document, click **Option**.



To add a different type of stock adjustment, go to **Inventory->Adjustment Type->click Edit** located at the bottom of the page.



Add new type under **Adjustment Column**. Select between **Add Stock** and **Deduct Stock**. You may add a note about the newly added adjustment type under **Memo**.

Adjustment Type			
Doc ID	Adjustment Name	Type	Memo
0	In	Add Stock	Generated by Default
1	Out	Deduct Stock	Generated by Default
2	Damages	Deduct Stock	Generated by Default
3	Dispose	Deduct Stock	Generated by Default
4	Pilferage	Deduct Stock	Generated by Default
5	Spoilage	Add Stock	
6		Add Stock	
7		Deduct Stock	
8			
9			

Click **Save** to restore new data.

### III.C.ii Stock Transfer



To transfer stock inventory from one branch to another, go to **Inventory->Stock Transfer->click New** at the bottom of the page.

Fill in the following in **Stock Transfer** transaction form:

**Ref Code** - type in a code for this form (alphanumeric).

**Trx Date** - click on the calendar to selection transaction date. Date must not be beyond the current date.

**Transacting Branch** - click on the transacting branch field to open a drop down list. Select the branch where transaction is created.

**From** - select the warehouse where the stocks will be coming from.

**To** - select the warehouse were the stocks will be transferred to.

**Memo** - type in a description or note about this stock transfer transaction.

The screenshot shows the 'Stock Transfer Form' with the following fields and values:
 

- Ref Code: 001
- Ref No: (yellow box)
- Trx Date: 11/09/2009
- Transacting Branch: Main Branch
- From: Main Branch
- To: Main Branch
- Memo: (empty)
- Products to be Adjusted: (empty)
- Batch Select: (button)

 A calendar is open showing November 2009, with the 9th selected.

Click the **Add** button to add products for inventory and type or select the product (press **F12**) and type in the additional units/quantity and standard cost of the item. Then click **Save** to restore new data.

If you're creating a stock transfer for more than 1 product, click **Batch Select**. Follow the **Search, Select** and **Finalize** steps. **Save** the inventory transaction once completed.

If you want the transaction to be posted, select **Option->Post Document**. To void and/or reject a document, click **Option**.

### III.C.iii. Stock Count



To make stock adjustments due to stock discrepancies based on physical count, use **Stock Count**. This will automatically adjust discrepancies. Go to **Inventory->Stock Count->click** at the bottom of the page.

Fill in the following Stock Count transaction form:

**Ref Code** - type in a reference code (alphanumeric field)

**Trx Date** - click on the calendar to select date of the transaction. Date selected cannot be date beyond current date.

**Transacting Branch** - select the branch where the stock count transaction is created.

**Warehouse to Adjust** - select the warehouse where adjustment is to be made.

**Memo** - type in a description or memo about this stock count transaction.

Click the **Add** button, and type in the product for inventory adjustment and the new count based on physical count.

A screenshot of a 'Product Stock Count' form. The form has a blue header and contains several input fields: 'Product ID' with a dropdown menu showing 'CHUCK' and a tooltip 'chuck man bag'; 'Unit' with a dropdown menu showing 'PCS'; 'System Count' with a text box containing '-6'; 'New Count' with a text box containing '10'; 'Variance' with a text box containing '16'; and 'Cost' with a text box containing '1,250.00'. At the bottom of the form are 'Save' and 'Cancel' buttons.

You can use **Batch Select** if you're creating stock counts for more than 1 product.

For changes to take effect, click **Option** at the bottom of the page and select **Post Document**. To see the stock count take effect, select **Refresh System Count** in **Inventory->Stock Count**.

To **print** or filter **Stock Adjustment**, **Stock Transfer** and **Stock Count**, go to **Inventory** and select among the three inventory transactions.

Set conditions as to how you wish to filter your inventory data. Click **Search** to open a list of results based on conditions set.



Highlight a transaction and click **Detail** at the bottom of the page. To print a transaction form, select **Excel** or **PDF** at the bottom of the page.

To change the status of a transaction, see **Option**. If **Post Document** is selected, inventory transaction will take effect and will be posted.

### III.C.iv. Inventory Reports

These reports can be viewed, printed and exported as Excel or PDF files.



Go to **Inventory** and select among the following:

**Stock Status** - shows inventory details such as **warehouse** (of inventory), **lot no/serial**, **quantity** as of date selected, **unit of measurement**.

**Stock Ledger** - shows a product's **stock in/out** and **stock running balance**.

**Stock Movement Summary** - shows movement of stocks both in inventory and sales.

**Reorder Alert** - shows products up for reorder based on the date condition.

**Expiry Alert** - shows products that are about to expire based on the date condition.

### III.D. Price Management

#### III.D.i. Manage Price List

To change prices of your products/services or create pricing schemes for promos, go to **Price Management->Manage Price List**.



Click **New** at the bottom of the page. And fill in the following **Price List Detail** fields:

A screenshot of the 'Price List Detail' form. The form has a blue header bar with the title 'Price List Detail'. Below the header, there are several input fields and checkboxes. The 'Name' field contains 'Annual Sale' and has an 'Active' checkbox checked. The 'Memo' field contains '4th Annual Sale of Manuel. All items on sale'. There are three sections for limiting the price list: 'Limited Period Only' (checked), 'Limited Time Only' (unchecked), and 'Limited to Branches' (unchecked). Below these are buttons for 'Branch List...', 'Price Level List...', and 'Product Price List'. At the bottom, there is a 'Reuse Product Definition' dropdown menu and a 'Category Group Discount' button.

**Name** - type in name of the pricing scheme or promo.

**Active checkbox** - enable by checking the box is pricing scheme or promo is to be used.

**Memo** - type in a description or note about this pricing scheme.

**Limited Period Only** - enable by checking this box if pricing scheme is only for a certain period. Fill in applicable period dates by clicking on the calendars.

**Limited Time Only** - enable by checking this box if pricing scheme is only for a certain period of time in a day. Fill in applicable time in HH:MM format (2400)

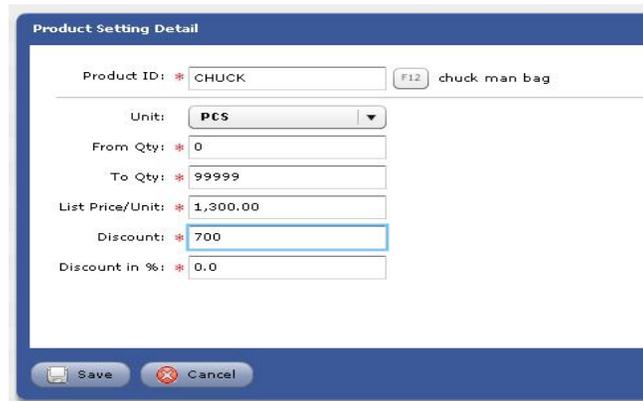
**Limited to Branches** - enable by checking this box if this pricing scheme is applicable to only one branch or select branches.

Click the **Branch List** button and check on the box beside the branches you want to include then click **OK**.

**Limited to Price Level List** - enable by checking this box is this pricing scheme is applicable to select price levels.

To complete the pricing scheme configuration, you may select either **Product Price List**, if changes of your prices will be product based or **Category Group Discount** if your prices will be based on product categories.

Use the **Add/Remove** buttons to add a list of products that will be included in this pricing scheme.



### III.D.ii. Pricing Report

To view and print a report of your product prices, go to **Price Management->Print Product Pricing**.

Fill in filter conditions and select **Search**.

### III.E Sales Report

To view and print sales related reports. Go to **Sales Report**. Use the filters to retrieve exact data you want to view.



**Sales Transaction List** - shows a list of sales transaction/issued receipt. This can be filtered by period, product, cashier/clerk, branch, terminal and customer.

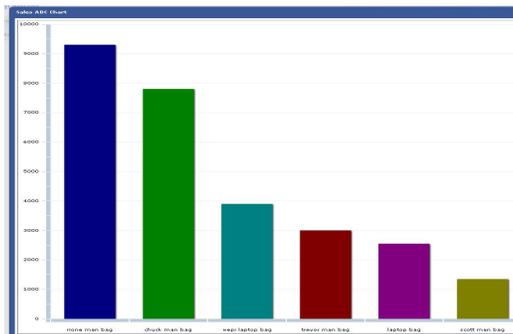
**Cashier Report** - shows a list of transactions created by a cashier and tendered payment details. This report can be viewed as a chart.

**Media Tender Report** - shows a list of tendered payments and details.

**Sales Report by Clerk** - shows a list of transactions created by a clerk.

View your sales summary in a graphical chart by selecting **Sales Report->Sales Summary by Branch** or **Sales Summary by Product** or **Sales Summary Period**.

**Product Movement Analysis** - view analysis of your products' movement in a graphical presentation and save in excel or pdf format.



**Sales Book** - view Z readings of each terminal with this report.

#### IV. STEP 3: DOWNLOADING AND INSTALLING ADOBE AIR

We are now ready to install our cashiering module. But first, we need to prepare our environment by installing the AIR platform from Adobe. This is done only once per PC.

From the live server, click on the following button.

»

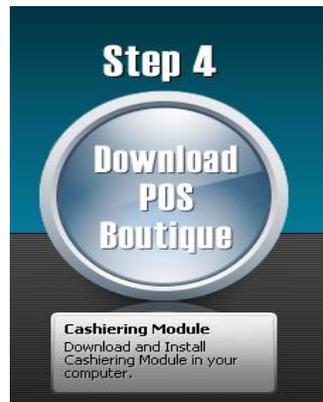
This will bring up the **Adobe AIR Download Page**

»

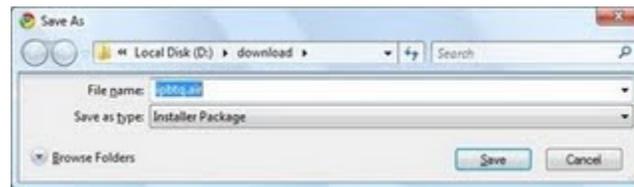
Click **Download Now** and follow the instructions/wizard. Click **yes** to bypass all security alert. Adobe AIR will be installed in your system.

#### V. Step 4: Download POS Boutique

After successfully installing **Adobe Air**, click on the **Download POS Boutique** button.



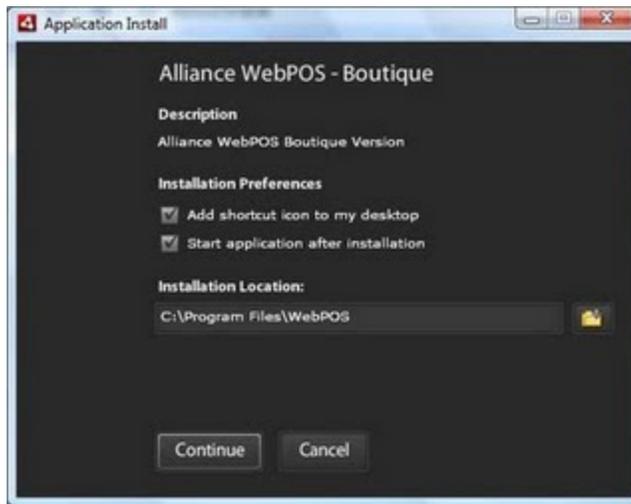
Download and run the package.



A new dialog will appear, click **Install**.

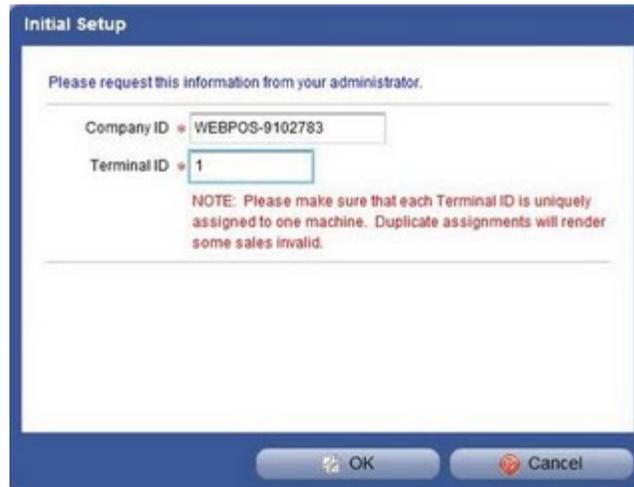


Click **CONTINUE** in the next screen and answer **Yes** to bypass all security alerts.



After the installation, you will be prompted with registration dialog box. Use the **Company ID** and **Terminal ID** that was issued during company registration. This is where it will be used to identify our terminal.  
If you forgot to chat this down, you can go back to headquarter system and access **Maintenance** → **POS Terminal**. Select the terminal from the list and it will show you the registration.

Let's enter our registration as follow:



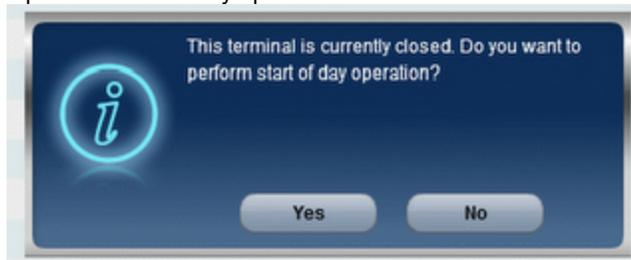
Click **OK** when you're done and wait for few minutes while the system communicates and initializes the data.  
That's it! You have successfully installed and registered your cashiering module.  
NOTE: To start cashiering module, simply click on the **WebPOS Boutique** icon located in the desktop or access "Start" program menu. **Start** → **Alliance** → **WebPOS Boutique** as shown below.



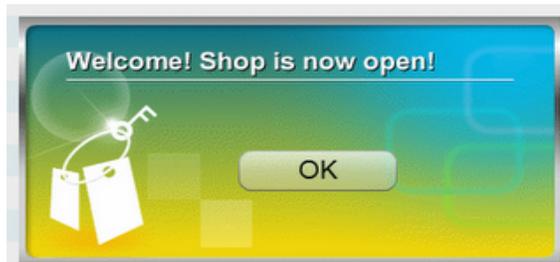
Login to your account using what you set in Account Master.



Click **Yes** when system will ask to perform start of day operation.



The Alliance WebPOS sales window is now ready for use.



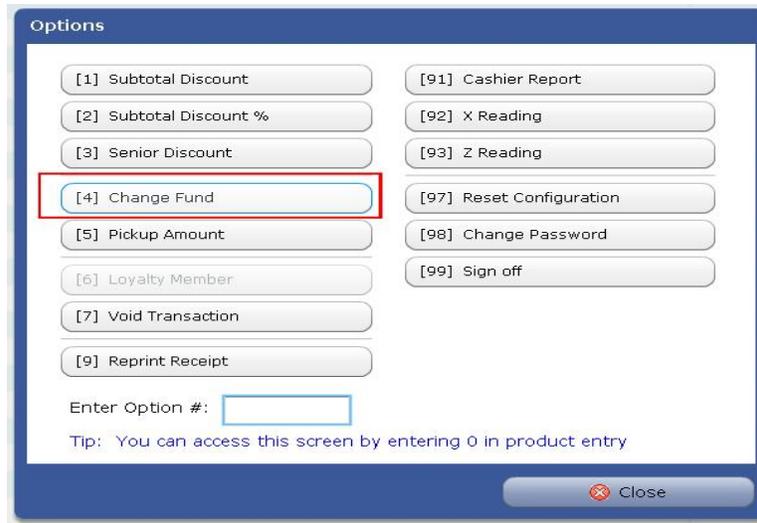
## VI. CHANGE FUND

One of the first things that you might want to set is your petty cash of your cash drawer.

Click **F1-Option** at the bottom of the sales window or press **F1**.



And click on the **Change Fund** button.



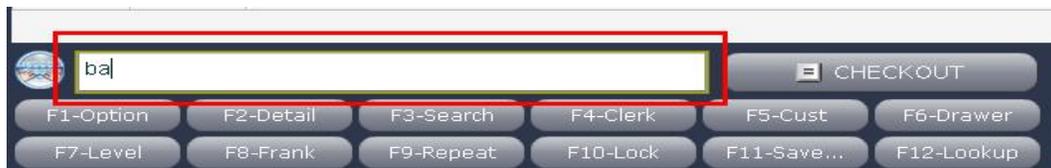
In **Enter Change Fund** window, encode the amount (petty cash). And click **OK** to proceed with cashiering activities.



## VII. BASIC TRANSACTION

After entering the Change Fund amount, you can now start performing transactions.

In **Sales Window**, enter a product ID in product ID field located at the bottom area.



If you are unfamiliar with the product ID, you can do one of the following:

1. Enter a character of the product code in **product entry field** located at the bottom area of the sales window and click **Enter**. Product List/Result containing that character will appear.

Please select product from the list

Product ID	Name	Generic	Alternate	List Price
CHUCK	chuck man bag	man bag		1,300.00
LADY	lady laptop bag	laptop bag		1,000.00
JODA	laptop bag	laptop bag		850.00
MOD	mod laptop bag	laptop bag		1,000.00
RIONE	rione man bag	man bag		1,550.00
SCOTT	scott man bag	man bag		1,350.00
TREVOR	trevor man bag	man bag		1,500.00
WEPI	wepi laptop bag	laptop bag		650.00

OK Cancel

Highlight the product and click **OK**.

2. Click the **Search** button at the bottom area of the sales window or press **F3**.



Type in a keyword in **Keyword** field or directly click **Enter** for all products to appear. Highlight the product and click **OK**.

Search Product

Product ID	Name	Generic	Alternate	List Price
CHUCK	chuck man bag	man bag		1,300.00
LADY	lady laptop bag	laptop bag		1,000.00
JODA	laptop bag	laptop bag		850.00
MOD	mod laptop bag	laptop bag		1,000.00
RIONE	rione man bag	man bag		1,550.00
SCOTT	scott man bag	man bag		1,350.00
TREVOR	trevor man bag	man bag		1,500.00
WEPI	wepi laptop bag	laptop bag		650.00

Keyword  Search 8 record(s) OK Cancel

If there is more than 1 quantity (of the same product), Highlight the product in the Sales Window.

Alliance POS POS POINT OF SALES Cashier @ 0001 Nov 10 (Tue) 4:44 PM Running Balance

chuck man bag x 7 9,100.00

Qty	Unit	Product
4	PCS	chuck man bag
1	PCS	rione man bag

Click **Detail** at the bottom of the sales window or press **F2**.



Once detail window is open, click **F2-Quantity** button at the upper right of the window prompt or simply press **F2**.



Type in the desired quantity of this product and click **OK**.



Do the same procedure when adding products in the same transaction. Or hit **F9** or press **F9-Repeat** located at the bottom of the sales window.

To edit the unit of measurement, click **F2-Detail** or press **F2**.

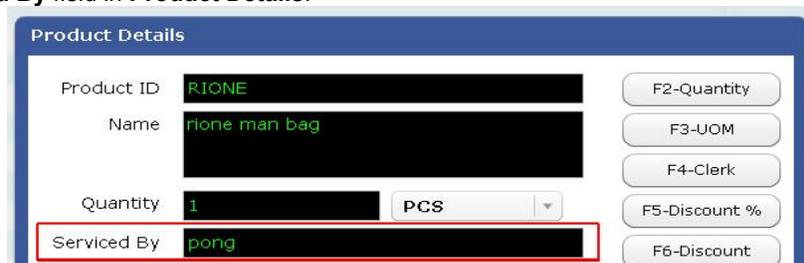
When **Product Details** window opens, click on **F3-UOM** or press **F3** and change the unit of measurement by click on the field to open the drop down list.



To tag a clerk to this product/sale transaction, you can do one of the following:

If clerk must be tagged to a select product:

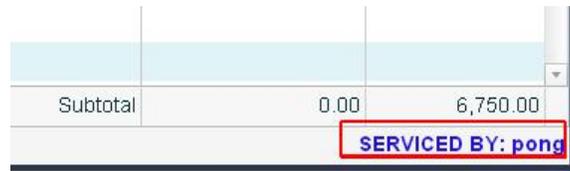
1. Click **F2-Detail** at the bottom of the page or press **F2**. When **Product Details** window opens, click on **F4-Clerk** or press **F4** and type in the **Clerk ID** or click on **F12** button beside the **Clerk ID** field (press **F12** directly) and select the clerk's name from the list. Click **OK** when clerk name has been selected. The name of the clerk will appear beside the product in the sales window and in **Serviced By** field in **Product Details**.



If clerk must be tagged to the entire transaction:

2. Click **F4-Clerk** at the bottom of the window or press **F4**.

Type in the clerk ID or click on **F12** button beside the **clerk ID** field (press **F12** directly) and select the clerk's name from the list. Click **OK** when clerk name has been selected. The name of the clerk will appear at the lower right area of the sales window.



To identify a customer with this transaction, click **F5-Cust** located at the bottom area of the sales window.

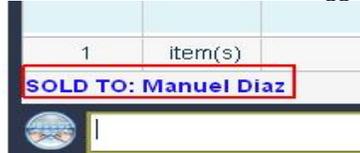


Type in the customer account number or use the **F12** button beside the **cust Acct#** field to open Customer Search List.

If customer is new and has no record yet, click **F11-Add Customer** button or press **F11**.



When new record has been completed, click **OK**. This transaction will be tagged with **SOLD TO: Customer Name**



When adding a discount, you can do either of the following:

1. To give a discount to the entire transaction:

Click **F1-Option** in sales window or press **F1** (or type **0** in product entry field) and click on either **Subtotal Discount** or **Subtotal Discount %**.



Or you can type in **1** for **Subtotal Discount** and **2** for **Subtotal Discount %** in the Enter Option # field at the bottom of this window.



In **Subtotal Discount**, type in a fixed amount of the discount to be given. To use discount percentage, select **Subtotal Discount %**.

2. To give a discount to a particular product/item:

Click **F2-Detail** in sales window or press **F2** and click on either **F5-Discout %** or **F6-Discout** in Product Details window.

When using a fixed amount to give a discount to a product, select **F6-Discout**. If percentage must be used, select **F5-Discout %**.



3. To give a senior citizen discount:

Click **F1-Option** in sales window or press **F1** (or type **0** in product entry field) and click on **Senior Discount** or type in **3** in **Enter Options #** field at the bottom of the **Option** window.  
 Type in the **base amount** (by default, this is total amount of the transaction), **# of guests**, **# of seniors** and the **discount amount**. Click OK when completed.

The Senior Citizen discount will reflect in the lower right panel of the sales window.

### VIII. CLOSE SALES TRANSACTION/PAYMENT

When payment is about to be processed, Press = (equal sign) or click on the **Checkout** button beside the product entry field. This will make the total amount due appear.

Enter the amount paid in Cash Field if payment is in cash.

Change Guide	PCS	Amount	Tender	Amount

After typing in the amount, press the **Enter** key or click **Settle** to conclude sales. A message will prompt to confirm if sales data are correct. Click **Yes** to proceed.

Alliance WebPOS will now post the sale and list a **change guide** (located at the left panel of the current window).

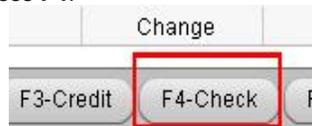


**Memo** – type in a description or note about this credit card payment.

Click **OK** when information has been completed. Credit information will reflect in the **Payment** window's right panel (under **Tender**). Click **Enter** for posting. When transaction has been completed, you can return to the main sales window by pressing the **Enter** key.



If payment is in check, click on **F4-Check** or press **F4**.



Fill in the following fields in check payment window:

Check Tender

Required Amount: 4,350.00

Issuing Bank: Allied Bank

Check No: 12345678

Check Date: 11/10/2009

Format: MM/DD/YYYY

Amount: 4,350.00

Remarks: Issued by Mr. Manuel Diaz

OK Cancel

**Issuing Bank** – click on the Issuing Bank field to open a drop down list of accepted banks for check payments.

**Check No** – encode the check number indicated in the check.

**Check Date** – indicate the check's date in MM/DD/YYYY format.

**Amount** – encode the amount indicated in the issued check payment.

**Remarks** – type in description or note about the check payment.

Click **OK** when information is complete. In the Payment window, check payment details can be found in the **Tender** table located at the right panel of the window. Hit **Enter** for transaction to be processed and completed. To return to the main sales window, press the **Enter** key.

If amount due is to be charged to a customer's account, click **F5-Charge** in payment window or press **F5**.

Type in information for the following fields:

**Cust Acct#** - type in the customer's ID or click the **F12** button or press **F12** to open the customer accounts list.

**Amount** – type in the amount to be charged to this customer account.

**Memo** – type in a description or a note about this payment.

Click **OK** when information is complete. In the Payment window, customer account details can be found in the **Tender** table located at the right panel of the window. Hit **Enter** for transaction to be processed and completed. To return to the main sales window, press the **Enter** key.

If coupons are used as payments, click **F6-Coupon** or press **F6**. Fill in details for the following fields:

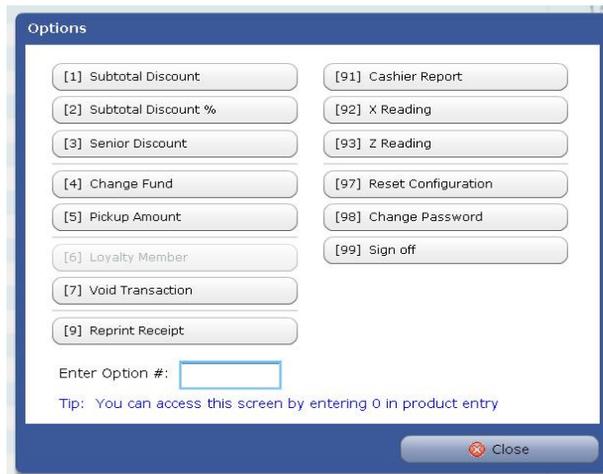
**Coupon No** – type in the coupon number indicated in the coupon.

**Amount** – type in the amount to be charged to the coupon.

**Memo** – type in a description or note about this coupon payment.

Click **OK** when information is complete. In the Payment window, coupon payment details can be found in the **Tender** table located at the right panel of the window. Hit **Enter** for transaction to be processed and completed. To return to the main sales window, press the **Enter** key.

## IX. ADVANCED FUNCTIONS/OPTIONS



Pickup Amount:

F1-Option->Pickup Amount, then identify certain values on the following field:

**Type** – this can be cash in or out

**Amount** – amount to be adjusted (in/out)

**Memo** – this is where you can input remarks

To void a transaction:

Click **F1-Option->Void Transaction->click Yes** to void the transaction.

(Authorization may be required to perform this task)

To reprint a previous transaction (when printer suddenly runs out of paper):

Click **F1-Option->Reprint Receipt->click Yes** to reprint the last transaction.

(Authorization may be required to perform this task)

To print a cashier's report

Click **F1-Option->Cashier Report->click Yes** to print a cashier report.

(Authorization may be required to perform this task)

To run a partial terminal reading/report (X reading)

Click **F1-Option->X Reading->click Yes** to print X reading.

(Authorization may be required to perform this task)

To run the terminal's reading report (Z reading)

Click **F1-Option->Z Reading->click Yes** to print Z reading.

(Authorization may be required to perform this task)

To change the WebPOS information like company and terminal ID  
Click **F1-Option**->**Reset Configuration**->click Yes to continue with reconfiguration.  
(Authorization may be required to perform this task)

To change your password  
Click **F1-Option**->**Change Password**->type in your old and new password.  
Click OK when new password settings have been completed.

To log out of WebPOS  
Click **F1-Option**->**Sign Off**

To set a price level for a transaction  
Click **F7-Level**->select price level for this transaction using the drop down list then click OK.  
(Authorization may be required to perform this task)

For franking:  
Click **F8-Frank**. Insert the paper slip and press **Enter**.

To lock the terminal  
Click **F10-Lock**.  
To unlock the terminal, hit the Escape key twice.

To view a product's price (with or without price levels applied)  
Click **F12-Lookup**. Type in product's code or press **F12** (or click on the **F12** button).