



Sage UBS POS Training Material

Sage Product MY

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Part 1 Basic Transaction

1) What is POS?

Point Of Sale is a PC-based cash register system. It is used mainly in payment/cashier counter in retail outlets. It is common that some POS devices (e.g. Cash Drawer, Customer Display, Scanner, Receipt Printer...) are used to make the receipt of payments easier & more convenient.

2) Installation, Create Database & Logon

Installation: Download the Installer & follow the instruction on the screen to install the program. The directory path of the application folder will be C:\UBSPOS2015. A shortcut icon will be displayed on the Desktop.

Create Database: Double click on the shortcut icon, click on **select,OK, OK**

Two new folders **Data & Admin001** will be created: (which can be viewed in Windows Explore')

Log on:

Default user ID : **UBS** (in capital letter)

Default Password : **UBS** (in capital letter)

Click on **Login** & observe that your company name is displayed on the Title Bar.

3) Basic Settings

Company Profile, Accounting Period

Go to **Housekeeping-> Setup-> General Setup (Company)**, key in the company name & address. Click on **General** tab, specify the Last Year Accounting Closing Date (e.g. 31/12/2017) & This Accounting Year Closing Period (e.g. 12).

Print Option

Go to **Housekeeping -> Setup -> Transaction Setting (File Locations)** Double click on the following files & change the Print Option from Just Print to Print Dialog:

Order List#1; Order List#2; Receipt#1; Receipt#2; Voided Receipt

4) Device Setting

Cash Drawer

Go to **Housekeeping -> Setup-> Device Setting (Cash Drawer):**

(Before this, make sure the devices are properly connected. Cash drawer is usually connected to receipt printer; thus, you must have the receipt printer's driver installed)

Tick the checkbox of **Connect to Cash Drawer**.

Communication Port: select the port where your cash drawer (or receipt printer) was connected to.

Baud Rate: set to 9600.

Trigger Drawer Command: select Epson Printer, try others if this didn't work.

No. of attempt when trigger the drawer: set to 1.

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Printer Driver: select the receipt printer or select Default to use the default printer.

Open the drawer when the following action is taken: tick if need to open drawer during such transaction.

Register: click this button only when there is error message prompted (MSCOMMLib.MSComm.1 : OLE connection error!).

Test: click to test if the drawer triggered/opened. If it did not response, check if the receipt printer's driver was installed, correct printer was selected & correct port was selected.

Customer Display

Click on **Customer Display** tab.

Tick the checkbox of **Connect to Customer Display Device**.

Communication Port: select the correct port where the device was connected.

Baud Rate: set to 9600.

Command Set: select CD722(", try others if the former didn't work.

Welcoming Message: will be displayed before transaction took place.

Thanking Message: will be displayed when customers make payment.

Counter Closed Message: will be displayed when the counter iss closed.

Reset back to welcoming message after _ seconds: set to 0, as default.

Test: click to see the effect (welcoming message should be displayed).

Scale (only if applicable)

Scale is a weighing instrument. It produces barcode sticker of transacted items (code, quantity/price).

Flag Digit: must in 2-digit (usually 99).

Item No.: will start from the 3'd digit. To include the **Price** and/or **Quantity** is optional.

To calculate the quantity, the checkboxes of **Price & Obtain quantity based on price** must be ticked, then select the appropriate **Round Up Quantity**. The quantity calculated will be used in stock reports. E.g. if total price is 10.50 & unit price per KG is 0.85 (based on item maintenance), the 10.50

quantity will be calculated as $\frac{10.50}{0.85} = 12.3529411...$ if the Round Up Quantity was set to 4, you will get quantity 12.3529KG.

Apply reverse calculation to quantity:

tick this & the quantity will be calculated correctly when unit price was changed during transaction. E.g. unit price of item was RM5.00 per KG, the weighing scale printed barcode read as 99A00101000 (99=Flag digit, A001=Item No, 01000=Price), it means the total price of item is RM10.00. When this item is scanned during cash bill transaction, the system will automatically

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calculate its quantity = $(\frac{10.00}{5.00} = 2.00 \text{ KG})$, if you change the selling price during transaction to RM4.00, the quantity will be calculated as $\frac{10.00}{4.00} = 2.50 \text{ KG}$.

5) Maintenance – Cashier

Go to **Maintenance-> Personnel Files-> Cashier**, add a cashier.

Cashier ID	Name	Password	Auto Update	Allow to give discount
CASH 01	EDISON	T	No	Yes

If this PC is used by only 1 cashier, you can maintain a figure at Cash Amount & put Yes at Auto Update, whenever this cashier go to Cash Receipt for the first time, the Opening Amount Will be automatically saved in Cash Recoding.

6) Maintenance – Supervisor

Go to **Maintenance-> Personnel Files-> Supervisor**, then Maintain a supervisor.

Supervisor ID	Name	Password
SUP1	JAMES	SW

7) Maintenance – Item

Go to **Maintenance -> Item Files -> Item**, add the following 3 items.

Item No	Description	Unit Of Measure	Unit Cost	Price #1	Quantity B/F
WB250	WHITE BREAD 250 G	UNIT	1.00	3.00	100
CC300R	CHEESE CAKE 300G ROUND	UNIT	5.00	13.00	50
BB250	BROWN BREAD 250G	UNIT	1.50	4.00	50

To make edition, use First, Previous, Next, Last, Listing or Search buttons to locate the item, Edit it & Save.

To print/view the list of Items, go to **Enquiry-> Print Item-> Item List**.

Insert Product Picture: (While adding/edlting an item's detail) right click on the box on upper right to Insert the product picture. In **Transaction Setting (Appearance)**, set the appearance setting of **Product Picture** to **Yes**. During Cash Receipt transaction, the picture of the selected item will be displayed.

Short Code: when original item code is too long, short code can be used to print barcode labels. Short code can be set auto-run (**Housekeeping-> General Setup-> Format**). When printing item labels (**Enquiry->Print Item->Item Label**), the original item code will be used; to use the short code, you need

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to customise the expression of the barcode from "bc_code128(alltrim(itemno))" to "bc_code128(alltrim(shortcode))".

Alternate Item No.: this number cannot be duplicated by another item in Alternate Item No. field.

8) Maintenance – Counter

Go to **Maintenance-> Miscellaneous Files->Counter**, add a counter.

Counter	Description
CT1	COUNTER 1

Go to **Housekeeping->Setup->Transaction setting (Functions)**, tick **Counter**.

Default Counter: **Housekeeping->Setup->Transaction Setting (Miscellaneous) Default Setting, Counter**, to set the PC as a specific counter permanently, Set the default counter & untick the checkbox of **Counter(Transaction setting-> Functions)**

9) Transaction – Open Counter

9.1) **Enquiry-> Open Cash Drawer**, place the opening cash into the drawer (e.g. RM 222.00).

9.2) Transaction -> Cash Recording

This menu is used to record the movement of cash without physical transaction. Click on **Add**, select counter (Counter 1), cashier (Edison), supervisor & password, type of transaction (Opening Amount) RM 222.00, then **Save**.

Opening Amount: cash brought in by the cashier before starting his shift work.

Cash In: cash received without transaction. Example: Additional petty cash/small notes.

Cash Out: cash taken out from the cash drawer without transaction.

10) Transaction – Cash Receipt

10.1) **Case No 1** (Counter 1, Cashier: Edison)

Item	BB250	CC300R	WB250
Quantity	3	2	5

To add an item, use Arrow-Down (**Down**) key to select item, **Enter**, key in quantity, **Enter**. The transacted item will appear on the upper part of the screen.

(Right click on the Item No. to edit or delete the item.) (Click **Other** or press **F8**: you may Void/Print Receipt, Go Back to Header, transaction screen or Sign Out)

Click **Accept-> Cash** (or **F3**), key in amount paid 60.00, **Enter**, the change amount displayed (7.00) Press **Enter** again (or click OK).

***The cash drawer triggered, cashier received the cash & pay the change.**

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***At the same time (if Print Option set to Just Print) receipt printer will start the printing.**

Click on **Preview** to view the receipt to be printed out by receipt printer.

Press Esc twice, go back to transaction screen. Then proceed with next transaction.

10.2) Case No 2

ITEM	BB250	WB250
Quantity	10	10

Repeat the steps in 10.1,

To sign out, Click on **Other-> Sign Out**.

Printing of Cash Receipt: Printing of receipt can be done in several places:

Transaction-> Cash Receipt, upon acceptance of the transaction

Transaction-> Cash Receipt, click on Other, select Print Receipt

Transaction-> Receipt Recording, (use filtering option to locate the bill) click on Print

Enquiry-> Print Bill, select bill type=*Cash Sale*, OR go to *Transaction-> Inventory Transaction-> Cash Sale*, the printing layout is in A4 Format

11) Delete, Void & Un-void Cash Receipt

11.1) How to delete a Cash Receipt?

Accepted Cash receipts cannot be deleted. However, it can be voided & un-voided.

11.2) How to void & un-void a Cash Receipt?

Go to **Maintenance-> Miscellaneous files-> Reason**, Add a reason

Reason	Description
1	Transaction Mistakes

To void cash receipt, go to **Transaction-> Cash Receipt**, Click on **Other-> Void Receipt**.

To un-void (or void) cash receipt, Go to **Transaction-> Receipt Recording**.

12) Calculate Cash & Close Counter

12.1) **Enquiry-> Open Cash Drawer** (the cash drawer will be triggered & opened.)

Calculate the cash amount. (e.g. 275 00)

12.2) **Enquiry-> Close Counter Checkout**

Select Counter & Cashier, key in the cash amount you have counted (RM 275.00) into *Total Collected* field, click on **Check**. Look into the *Variance* to find out If the amount you have just keyed in tallied with the total amount recorded in the system.

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Denomination of notes/coins: at Total Collected row, Cash column, click on the double arrow button next to the text box, key in the quantity of different notes & coins accordingly, then click OK, the total cash is then calculated & displayed.

12.3) Upon leaving the counter & taking away all the cash.

Go to **Transaction-> Cash Recording**, add a **Cash Out** of RM 275.00

13) View Reports

13.1) Reports-> Cash and Receipt Reports-> Receipt Report, OK, Preview

13.2) Reports->Cash and Receipt Reports->Cash Recording Report, OK, Preview

13.3) Reports-> Sales Reports->Product Sales Repot, OK, Preview

13.4) Reports-> inventory Report-> Stock Balance Repot, OK, Preview

13.5) Reports-> inventory Reports-> Stock Card Report, OK, Preview

13.6) Reports-> Management Reports -> Product Analysis, OK, Preview

13.7) Enquiry-> Daily Checkout. *the printout contents can be defined in *Transaction Setting (Printing)*.

13.8) Enquiry-> Counter Status, you may see the status of all the counters

14) Backup and Restore

14.1) **Housekeeping-> Backup and Restore-> Backup**

This is to backup the database folder.

To backup into Pendrive, make sure the Backup To: is

then click on Backup, OK, OK, Close.

The name of the backup file to be generated is: backup.pos

14.2) **Housekeeping-> Backup and Restore-> Backup (Administrative Data)**

This is to backup the Administrative folder: Admin001.

The name of the backup file to be generated is: admin.pos

15) Log Off & Exit

Log Off = to log off the current user & logon again as another user.

Exit= exit from current database (company), either to end the work or getting into another data directory (another company).

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Part 2 Item Setting

16) Item's Category, Group & Shelf

Sometimes items are categorized & grouped for easy administration. Besides, various reports can be printed by category or by group.

Item's Category: Go to *Maintenance-> Item Files -> Category*.

Item's Group: Go to *Maintenance-> Item Files-> Group*.

Item's Shelf: Go to *Maintenance-> Item Files-> Shelf*

Item's Update (with Minimum & Reorder quantity): Now let's update the items with Category, Group, Shelf, Minimum & Reorder quantity. Go to *Maintenance->Item Files-> Item*. The minimum & reorder quantity is used to generate Reorder Advice.

17) Reorder Advice

It can be generated by the system in accordance to the item's Minimum Quantity & Reorder Quantity. Go to *Reports->Inventory Reports -> Reorder Advice*.

18) Item Opening Quantity (Quantity B/F)

Opening quantity of the items can be keyed in at one of the following places:

- (1) *Maintenance-> Item Files-> Item*, key into the textbox of Quantity B/F.
- (2) *Maintenance-> Item Files-> Item Opening Quantity*, click *Edit* to edit Qty B/F, then *Save*.

19) Location Item Opening Quantity

First of all, maintain locations. Go to *Maintenance-> Item Files-> Item Location*.

Secondly, generate items for locations: go to *Maintenance->Item Files->Location Item Opening Quantity*:

To Insert/delete an item for all locations, click Batch Update; Item Update; select Item, click Insert/Delete, Yes, OK.

To insert/delete all items for one location, click Batch Update, Location Update, select a location, click Insert/Delete, Yes, OK.

Thirdly, key in the items' opening quantity by locations: Highlight the item one by one, click Edit, then key in Quantity B/E

Lastly, update the quantity b/f to Item Maintenance. Click Batch Update, select Item Quantity, click Update, Yes, OK, Exit. (Item Opening Quantity module also will be updated)

Default Location Setting

Go to *Housekeeping-> Setup-> Transaction Setting (Miscellaneous)*, under *Default Setting* select 'KL' for *Item Location* (all transaction will go under 'KL' location.) For Multiple Location setting, go to

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Housekeeping-> Setup-> Transaction Setting (Functions), under *Entry Activation*, tick the checkbox of *Multiple Location* (during transaction, need to select location).

Location Sales Report Reports-> Location Reports-> Location Sales Report (maximum 20 locations.)

20) Change Item Code

Go to *Housekeeping->Administrative Tools->Change Data*, Select *Item*, click on *OK*, select the existing item no., key in the new Item no., Click on *OK, Yes, OK*.

(In Other page) **Exchange the category data with group and group with category**: system will exchange the data between Category & Group for all items in Item module.

21) Service Item & Transaction

Maintain A Service Item: *Maintenance-> Item Files-> Service Item*.

Activate Service Item: *Housekeeping->Setup->Transaction Setting (Functions)*, under *Item Function Activation*, tick the checkbox of *Service Item*. In *Appearance* page, set the appearance option of *Service Item Quantity (Functional/Hidden/Disabled)*. In *Miscellaneous* page, under *Default Setting*, select the default *Item Type*, either *Stock Item* or *Service Item*.

Service Transaction: *Transaction->Cash Receipt*, Use *Page Up & Page Down* keys on your keyboard to switch between *Stock Item & Service Item*.

22) Item's Serial Number & Transaction

Add the item with serial Numbers: *Maintenance-> Item Files->Item*, add a new item, tick the checkbox of *Contain Serial No.*, Key in the *Quantity B/F*.

Maintain the Serial Numbers: *Maintenance->Item Files-> Item Serial Nos*. Highlight the item, click *Edit, New*, key in the *Serial Numbers*. Save it one by one, then click *OK, Close*.

Add a Transaction Cash Receipt: Having selected the item, press *Enter*, a list of *Serial Number* will appear for you to select the serial number, tick the checkbox to select the serial number, Click on *OK*. Then Accept the bill & Preview the receipt.

Check status: *Maintenance-> Item files-> Item Serial Nos.*, click on *Edit* to see the status.

View Reports: *Reports->Inventory Reports->Serial No. Report* to see the status & other details.

23) Graded Item & Transaction

Add a new Group with grades: *Maintenance-> Item Files->Groups*, Add a *Group*, click on *Grade*, Key in the *grade Description (Small, Medium, Large, Extra Large) & Size (S,M,L,XL)*, then click on *Save, Exit*.

Add a new item with grades: *Maintenance-> Item Files->Item*, Add a new item, select the *Group-* that grade is maintained early, tick the checkbox of 'Contain Grade', then *Save*. Do Not Key in *Quantity B/F*.

Graded Item Opening Quantity: *Maintenance->Item Files->Grade Opening Quantity*, Click on *Edit*, Key in the opening *Quantity* of each *Grade*, Click on *Save, Exit*.

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*Click on Refresh so that the Quantity B/F in the item maintenance will be updated.

Add Transaction Cash Receipt: Selected the item & keyed in quantity, Enter, a list of Grades will appear & you have to key in the grades' quantity respectively.

View Report: Go to *Reports->Graded Item Reports->Graded Item Balance Report*.

24) Multiple Unit & Transaction

Add a new item with multiple unit of measurement: *Maintenance-> Item files-> Item->* add a new item. Click on Multiple Unit, then key in the factors value & selling price. Factor#1 refers to the basic. (smallest) unit of measurement (unit, piece, sachet...) maintained in the earlier screen, Factor#2 refers to the bigger unit of measurement (pack, box, dozen, carton...).

Set 'Unit Of Measurement' to Functional: *Housekeeping->Setup->Transaction Setting (Appearance)*. Item Appearance, change the option for Unit of Measure from Disabled to Functional.

Add Transaction Cash Receipt: During transaction, select the item & key in the quantity, then select the unit of measurement.

When using fast keys (F9), a multi-unit selection box will be popped up. To disable this, go to Transaction Setting (Functions), tick the checkbox of Suppress Multi-Unit.

View Report-> *Report-> Inventory Report-> Stock Balance Report*.

Suppress Multi-Unit: Go to Transaction Settings (Functions), tick the checkbox of Suppress Multi-Unit Under Fast Key Mode, during transaction, if selected item has multiple unit of measurement, the system will directly pick the smallest unit instead of showing the option box for user to choose.

25) Item Reference

This feature allows many different alternate numbers (reference numbers) to be assigned to one same item. During transaction, when the reference number (or Barcode) is selected (Scanned), The system will point to its master item number (maintained in Item File Maintenance). It can be used for multi units.

Go to *Maintenance-> Item files-> Item reference*, select an item (which have maintained multiple unit), click on Edit, Click New to add a new reference number, select different Unit, then Save, OK, Close.

During transaction, press F9 for Fast Key, Try key in the reference number (Or Scan it with scanner), The Master item description with different type of unit will be retrieved.

26) Discontinue Item

In Item Files Maintenance, Tick the checkbox of Discontinue, the item won't be shown in Cash Receipts Transaction.

27) Bill of Material

Go to *maintenance-> Item Files-> Bill of Material*, select an item (A), Click on Edit, Click New to add Material item number 1 then Save, (& so on for material 2,3...) OK, Close. When This Item (A) is transacted (Cash Receipts), Issue & Receive will be auto generate accordingly.

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Part 3 Transaction

28)Preset Keys

The setting: *Housekeeping->Setup-> Transaction setting(Functions)*, Tick the checkboxes against Preset Quantity, Preset Price & Preset Discount Percent. Then Apply, OK.

The Usage: The Preset Keys are: *=quantity, \$=price, %=discount percent.

The input sequence is (at Item No. Textbox):

Figure (quantity/price/discount percent) -> Preset key (*, \$, %)-> Item Number

29)Payment Modes

The Setting: *Housekeeping->Setup-> Transaction Settings (payment)*, Payment Acceptance, tick the checkboxes of Credit Card, Debit Card, Cheque, Voucher, Deposit & Foreign Currency.

Payment by Cheque: During Transaction, Click on Accept, Select Cheque.

Payment by Deposit: will be discussed later when dealing with Sales Order.

Payment by Credit Card: First, maintain the credit card types at *Maintenance-> Miscellaneous Files->Credit Card*. During transaction, press F4 for credit card payment.

Payment by Foreign Currency: First, go to *maintenance-> Miscellaneous files-> Foreign Currency & Maintain foreign currency*. During Transaction, press F3 (Cash Payment), Click the 'Double arrow' sign next to Paid Amount, Click Foreign Exchange, select currency type & take note of the Exchanged Total, then OK. To change it back to local currency again, click 'double arrow' sign, Foreign Exchange, Local. Click on OK. Preview to preview the receipt.

Payment by Voucher: This feature will be discussed under topic of Membership.

Multiple payments: Press F6 to accept payment by multiple payment modes.

Debit Card: Key in the name of Debit Card(if any, e.g. NETS) in transaction setting(payment), During Transactions, Press F6 (multiple payment), Key in amount into Debit Card Field.

30)Item Grouping

By default, transactions of a same item will be grouped together.

To Disable the item grouping: Go to *Housekeeping-> Setup -> Transaction Setting (Functions)*, un-tick the checkbox of Item Grouping, click on Apply, OK.

31)Repeat Last Item

The Setting: *Housekeeping->Setup-> Transaction setting (Functions)*, Tick on the checkbox of Repeat Last Item to activate it.

The Usage: During transaction, use the right arrow key (->) on your keyboard to repeat the last entered item transaction.

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32) Select Different Prices

Go to *maintenance->Item Files->Item*, maintain different prices for an item, Go to *Housekeeping->Setup->Transactions Setting (Functions)*, Tick the checkboxes of Free of Charge Item & Change Pricing to activate it. During transaction, right click on any of the saved items, click Price Selection to select Price.

33) Exchange or Return Item

The Setting: *Housekeeping->Setup->Transaction Setting (Functions)*, Tick on the checkbox of Exchange or return item to activate it.

The Usage: During transaction, in Quantity text box, you can key in the quantity in negative value (-2.00); Supervisor's approval is then needed to proceed:

(To disable the supervisor's control, go to *Housekeeping->Setup->Transaction Setting (Security)*, un-tick the checkbox of When exchanged or returned of item to deactivate it)

34) Tax

The Setting: *Housekeeping->Setup->Transaction Setting (Tax)*, Tick on the checkbox of Apply Tax to Activate it. Type in the Tax descriptions & its percentage (Government Tax: 6%). Move your mouse cursor to the lower portion (sample), Click & Drag the 'SUBTOTAL * (TAXPERCENT1/100)' to Formula column. (Or, right click on Formula column to select either Normal Tax or GST Tax.)

Look into Compulsory column, 'Yes' means the tax will be imposed even you un-tick Tax in the Summary of the Cash Receipt; 'No' you may select not to impose the tax during transaction (*Cash Receipt->Summary*)... See #

Tax inclusive, Tick if the seller bears the tax (the selling price is including tax). However, you may also decide later (during transaction) either or not to make the tax inclusive... See #

By Default, users are not allowed to make changes of selection during transaction; in order to make it allowable, go to *housekeeping->setups->transaction settings (Controls)*, tick on the checkbox of Allow to edit tax to activate it.

The Usage: During Transaction, press F3 or F4 or F6, click on Summary, tick on the checkbox of Tax * Inclusive to see the effect.

35) Sales Order & Deposit

The Settings: *Housekeeping->Setup->Transaction Setting (Transaction)*, Tick the checkbox of Sales Order/Layway

The Usage: During Transaction, Press F8, Save Order, Yes, Key in Deposit Amount (Cash Field), OK, OK:

To call out the saved order, Press F8, click Edit Order: select the Sales order, OK: Press F6 to see the Deposit & Outstanding Amount. Key in outstanding amount paid & Save.

Deposit (without item transaction) & Refund

- Tick the checkbox of Deposit and Refund in Transaction Setting(Transaction)

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- Upon log in by cashier, ignore the Deposit No. Field on the Header, Click on Deposit, Deposit, Key in the description (or Tel. No; This description will update as 2nd Description in Cash Sales) & Amount. Click Save, Yes, Esc, Exit.

- When Actual Transactions took place, press F11(Header), select Deposit Number, enter transacted items & proceed with the payment.

- To cancel deposit & refund the money, click Deposit, Refund, , select the Deposit Number, save detail, Print.

-Reports-> Cash & Receipt Reports-> Deposit Report, Red Colour Means already knock-off.

-To Print multiples copies, go to Transaction Setting (File Locations), Deposit #1, Deposit Refund #1, Select the number of copies to be printed.

36) On Hold

During transactions, press F2 (or F8, On Hold): Click Yes to Hold the order.

To call out the saved order, press F8, select the sales order to be opened, click on OK, Continue the transaction on this Cash Receipt, add transaction items, edit or just go directly to payment (F3~F6) & key in the amount paid & proceed with necessary steps.

*The different between On Hold & Save Order is the later involves deposit & the earlier does not.

37) Restaurant Transaction

The Setting: Maintenance->Personnel Files->Salesperson/Agent, maintain a waiter;

Maintenance->Miscellaneous Files->Table, Maintain a Table;

Housekeeping->Setups->Transaction Setting (Functions), Ensure the checkbox of Sales Order/Layaway is ticked; then change the Nature of Transactions to Restaurant

Shelf	1	2
Description	KITCHEN	BAR

Maintenance->Item Files-> Item, Add 2 Items;

A001 ICE BLENDED CAPPUCINO; price RM 10.00; shelf no: 2

A002 FRIED RICE SPECIAL; price RM 8.50; shelf no: 1

Housekeeping->Setups-> Transactions Setting (Controls), tick on the checkbox of Allow to proceed when on hand quantity is not enough.

The Transaction- Scenario 1(Pay as when order) for: 2 Units of A001 & 2 units of A002

Go to Housekeeping->Setup-> Transaction Setting(Transactions);

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Print the ordering list after the following transaction: select *Cash Sales*->

Number of order receiving groups: Select 2 Groups

During transaction, go ahead with cash payment as the customer paid cash upon order. Click on Preview to view the note to be printed to kitchen. Then click on Close, Preview to view the note to be printed for Bar Counter.

The Transaction Scenario 2 (Order, Consume then Pay) for: 2 units of A001 & 2 units of A 002

Go to *Housekeeping*-> *Setup*-> *Transactions Setting(Transaction)*:

Print the ordering list after the following transaction: select Sales Order

Number of order receiving groups: select 2 groups (See#)

During transaction, press F8, select on Hold, then click on Yes. Click on Preview to view the Sales Order to be printed; then click on Close, Preview to view the note to be printed for Kitchen; then click on Close, Preview to view the noted to be printed for Bar counter. When the customer wants to have additional items or make payment, press F8, select *Edit Order*-> select the order number, then proceed with the necessary steps.

* In Cash Receipt screen, there is a Print Button used to reprint ordering list / sales order. Go to *Housekeeping*-> *Transaction Setting (Printing)*, tick Group the same item when print the receipt, there will be no grouping when ordering but will group when print receipt.

* Enable Table Control: in Transaction Setting (Functions), tick the checkboxes of Table & Enable Table Control. There will be no table-sharing: if one table is occupied (saved as On Hold), the same table number is not allowed for other Cash Receipt, message: "This table has been occupied" will be prompted.

Selecting 1 Group means the system will only allow user to view the note to be printed for Kitchen, & Bar Counter.

38) Different Time Sections

In *Maintenance*->*Item Files*-> *Item*, For Item A001, Key in Price #2 (5.00), for Item A002, Key in Price #2 (4.25). Go to *housekeeping*->*Setup*->*Transaction Setting(Transaction)*, Tick the checkbox of Time Section; Key in the time & the price selection:

Special Section Time & Pricing	1400~1800; Price B (or Price #2)
Normal Section Time & Pricing	1800~0200; Price A (or Price #1)

During transaction, there will be an indicator showing the time section (Normal or Special) base on the computer clock, & the price will change accordingly.

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39) Inventory Transaction

Inventory Transaction is used mainly to record the increment & decrement of the stock items level. The function of the bills is very similar to those of Sage UBS Inventory & Billing. For example: we use Receive to record the purchases or goods/items received, which will increase the stock & when we add a Purchase Return. it will reduce the stock, etc.

Let's take a look at Cash Sale. As we save the transaction in Cash Receipt, the Cash Sales (in Inventory Transaction menu) will be automatically updated, thus Cash Receipt means Cash Sale. However, there are differences between Cash Receipt & Cash Sale, such as:

- (1) Some information/features in Cash Receipt are not found in Cash Sale, such as: Cashier, Supervisor, Table, Counter, Cheque Information, Credit Card Information, On Hold, etc
- (2) The size & the format of the bill to be printed.
- (3) In POS, Cash Receipt is the most important & frequent type of transaction, we hardly use Cash Sale to generate transaction, unless under special request by customer.

* In Invoice transaction (Header), "Is this a copy from DO?": 'Yes' means not to deduct stock, 'No' means stock will be deducted.

* When generate Receive, you may use Selling price instead of Cost price. The setting: go to the application folder, double click on the file named "system.ini", look under [Inventory], change the ReceivePricing="2' to "1'. (2=cost price, 1=selling price).

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Part 4 Membership

40) Class, Occupation, City, State & Country

BEFORE all, maintain the class, occupation, city, state & country.

Maintenance-> Member File-> Membership Class, Class Page.

Class	GOLD	SILVER
Description	GOLD CARD MEMBERSHIP	SILVER CARD MEMBERSHIP
Itemised Discount	10.00%	10.00%
Summary Discount	5.00%	-
Ratio(Point: Amount)	1:1.00	1:1.00

*Click on Discount tab, Breakdown-Discout Structure allows you to maintain discount rates by category, group & items.

Maintenance-> Member File-> Occupation, City, State, Country

41) Apply Membership

Go to *Housekeeping->Setup->Transaction Setting(Miscellaneous)*, Tick Apply Membership.

42) Membership Number's Format

There are two ways in setting the format of membership numbers.

Auto-run Format: *Housekeeping->Setup->General Setup(Format)*, to set the format of membership numbers (auto-run).

Self-Defined Format: *Housekeeping->Setup->Transaction Setting (Format)*, key in the desired format into the text box of Membership Number, Use "x' to represent alpha-numeric & "9' for numeric data. For example: M9999-999999-99-9999

43) Maintain/Add New Member

In this exercise, we are going to use the method 1 (Auto-run format).

Maintenance->Member File->Member

Membership No.	MEM00001	MEM00002
Name	MEMBER ONE	MEMBER TWO
City	KUALA LUMPUR	KUALA LUMPUR
State	WILAYAH PERSEKUTUAN	WILAYAH PERSEKUTUAN
Country	MALAYSIA	MALAYSIA
Gender	MALE	FEMALE
Race	CHINESE	MALAY
Occupation	BUSINESSMEN	EXECUTIVE
Membership Class	GOLD CARD MEMBERSHIP	SILVER CARD MEMBERSHIP
Registration Date	01/01/2018	01/01/2018
Expired Date	31/12/2018	31/12/2018

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Print Member List: *Maintenance-> Member File-> Print Member List*, OK, Preview

Print Membership Barcode Label: *Maintenance-> Member File-> Membership Label*, select Barcode Label, then click on OK, Preview.

44) Item Discount & Summary Discount

Item discount (discount by items) & Summary discount (discount on the total amount of a receipt) for members can be maintained in 2 places: *Maintenance->Member File-> Membership Class*, OR, *Housekeeping->Setup->Transaction Setting (Miscellaneous)*. Any member assigned with Membership Class will enjoy discount rates maintained at Membership Class. Otherwise, discount rates maintained at Transaction Setting will take effect.

Transaction: *Transaction-> Cash Receipt*, select Member & observe the effect of membership discount. By default, discount is not allowed to change during transaction. To make it changeable, go to *Housekeeping->Setup->Transaction Setting (Appearance)*, Item Appearance, change the option of Discount Percent #1 to Functional. To make the summary discount changeable, go to Functional. Go to *Housekeeping->Setup->Transaction Setting (Controls)*, under Summary Control, Tick the checkbox of Allow to edit discount.

(To reselect member at this screen, press F11 (*Other->Header*); to reselect cashier, press F12)

45) Member Points Award

Bonus point award is only available for membership.

Points Awarding Methods: There are three ways in awarding bonus points: (refer to *Housekeeping->Setup-> Transaction Setting (Misc(1) Points awarded according to item Miscellaneous),Collection Method*.)

- (1) Points awarded according to item
- (2) Points awarded according to gross total purchase amount.
- (3) Points awarded according to net total purchases amount.

Assign Points To Each Item: go to *Maintenance->Item Files-> Item*, select the item, key in the number of points, then click on Save.

The Setting: *Housekeeping->Setup->Transaction Setting (Miscellaneous)*, tick the checkbox against the Implement Bonus Point Collection to activate it. Select the Collection Method: Total Purchased (Gross) & the points awarding ratio is 1 : 1.00 (means 1 point for each RM 1.00 purchased).

Transaction: Add a few transactions to Member One

View Report: To see the effect (points earned), go to *Maintenance-> Member File-> Member*. Also go to *Reports-> Membership Report-> Points Earned Report*, OK, Preview

Redeem Item by Using Points: To redeem items by using points, go to *Transaction->Point Redemption*, Click on Add & select the member number (the points available is then shown), then click on Next Page (Detail).

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Click on Add Item, select the item to be redeemed & its quantity; click on Save Item. Notice that Total Points Redeemed & Point Remained are also displayed. Finally, click on Save, Exit.

History = if this member had previously redeemed some items, you may check out the history record by click on the History, select member number, click on Refresh, Product Redeemed.

For report, go to *Reports->Membership Report->Points Redemption Report*, OK, Preview.

Reset Point: Go to *Housekeeping->Administrative Tools->Reset Point*, you may set the point awards condition.

46) Voucher

Cash Vouchers can be issued to members & vouchers can be used in making payment.

Activate the Setting: *Housekeeping->Setup->Transaction Setting (Payment)*, tick the checkboxes against Voucher & Member Voucher to activate them.

Maintain Types of Voucher: *Maintenance->Miscellaneous Files->Voucher*.

Cash value of RM20.00 means one-piece voucher is equivalent to RM20.00 cash.

Minimum Purchased: minimum gross total purchased required to use the voucher.

Method Of Issuing: blank means just issue without any condition; Point means issue voucher by deducting member's bonus points.

Point Deduction: number of points to be deducted for issuance of 1 piece of voucher.

The date Valid From & Valid To can be selected by right click on the text box.

Issue Voucher: go to *Transaction->Voucher Issue*, select member number, press Enter, Click on New, select voucher type, key in voucher number select issue date (right click), then click on Save.

****Important!!!** After saved all the issued vouchers, click OK to confirm. (If you click Cancel, Nothing will be saved.)

Transaction: *Transaction->Cash Receipt*, select the membership number, having saved the transacted items, press F6 for multiple payments, key in 20.00 for Voucher, & ensure the amount for Cash is 0.00, click on OK, Yes, OK, Select the voucher number then click on OK, Preview to view the receipt.

View Report: Go to *Reports->Membership Report->Voucher Report*, OK, Preview

47) Member Visual Record (Transaction->Member Visual Record)

Members' visual (optical) test result can be recorded here, including information regarding Eye Sight, Spectacle Lens & Contact Lens.

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Part 5 Pricing

48) Function Activation

Go to *Housekeeping->Setup->Transaction Setting (Functions)*, tick to activate the checkboxes of Promotional Item, Free Of Charge Item & Change Pricing

49) Change Pricing

Maintain Different Prices: maintain different prices in Maintenance-> Item Files->Item

Select Default Item Pricing: *Housekeeping->Setup->Transaction Setting (Miscellaneous)* & select Price #1 as the default Item Pricing.

Transaction: right click on a saved Item No, click Price Selection to select the desired price.

50) Free of Charge Item

During transaction, right click on the saved Item No, click Free Item, price will show 0.00. Also, at Transaction Setting (Appearance), change the appearance of Price of Functional. Cash Receipt will allow entering 0.00 prices as a FOC item.

51) Promotional Item

The Setting: *Housekeeping->Setup->Transaction Setting (Appearance)*, set the Price, Discount Percent #1 & Discount to functional.

Set Promotional Items: *Maintenance->Item Files->Promotional Item*, select the item, click on Edit; right click to select the dates for Date from & Date To

Select Offered Type: None, it means there is no offer for this item.

Select Offered Type: Discount, it means there will be a reduction in price for this item, either in discount percentage (%) or in discount amount:

- (1) by key in the percentage (%) to be discounted, e.g. 1% (while an item is under such promotion, the membership discount is not applicable on this item.)
- (2) by key in the amount (RM) to be discounted, e.g. RM 2.00 (while an item is under such promotion, the membership discount is not applicable on this item.)

Select Offer Type: Price, it means a promotional price will be used instead of the prices maintained in Item File. In other words, we change the selling price.

Select Offer Type: Point, it means certain amount of points will be awarded to the members on purchase of this item. The points can be awarded together with Discount or Price type of offer. You have to go to *Housekeeping->Setup-> Transaction Setting (Miscellaneous)* the point Collection Method must change to: Item Point. By setting so, the membership discount is still applicable; the points will be awarded according to the setting in Promotional Item (for example: 1000 points), & not according to Item File Maintenance (20 points).

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Select Offer Type: FOC item, click Free Item, New, select the free item (which to be given with the purchase of the promotional item) & quantity, Save, OK, Save. During transaction, select the promotional item, its FOC item will be added automatically (in Italic font style).

Go to Item File Maintenance, , for those promotional items, there will be a label “Under Promotion” next to the item number.

Sub-Purchased, it means there will be a discount (percentage or amount) for a 2nd purchase of any item purchase of any item.

Consumer: select “All” for all customers, or “Member Only”.

Bonus Point on Total Purchased: Don’t calculate point for this item, (if points collection method is not to base on Item Point but Total Purchase) By ticking this option means this item will be excluded in calculating points to be awarded.

Maximum Quantity: it means maximum quantity of this item can be purchased on a same receipt.

Maximum quantity=0.00 means no limit control.

52) Special Discount

Special Discount is to be given in the footer (on the gross total purchase amount).

Maintain Special Discount: *Maintenance->Miscellaneous Files->Special Discount*

Activate The Setting: *Housekeeping->Setup->Transaction Setting (Payment)*, tick the checkbox of Special Discount to activate it.

Transaction: save the transaction item, press F3 (for Cash Payment), then press F2 (or click on Summary) , click on Discount, select discount type, click OK, OK, OK, Preview.

53) Item Quantity Discount

Item File Maintenance, Price [1] / Price [2] page: here you may set the “Price” (unit price) & “Discount” (amount of discount) when customer purchases certain number of units (quantity). “Price” shouldn’t set lower than “Minimum Price”.

Promotional “Price” or “Discount” will overwrite the “Price” or “Discount” setting in Price(1) / Price(2).

Remarks (1-10, 11-20, 21-30): remarks for reference; during transaction, click on >> button & select Product Data to view.

General Page, Tracking : let you see the simplified stock card, click on Graph to view the graph.

54) Five Types of Discount - A Summary

All the 5 types of discount can be grouped into 2 categories:

Category A. Non-Preset Discount: cashier has to key in discount rate as it is not pre-set.

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- (1) **Itemised Discount:** Go to *Housekeeping->Setup->Transaction Setting (Appearance)*, change the Discount Percent #1, Discount Percent #2 & Discount to Functional.
- (2) **Summary Discount:** Go to *Housekeeping->Setup->Transaction Setting (Controls, Summary Control)*, tick the checkbox of Allow to edit discount.

Category B. Preset Discount: the following discount (though pre-set) can still be changed during transaction; to disable it, undo the setting of type (1) & (2).

- (3) **Membership Discount:** (for both itemised & summary discounts)

Housekeeping->Setup->Transaction Setting (Miscellaneous), tick the checkbox of Membership & key in the discount rate. You may also maintain membership classes & its discount rates. A member can either belong to one of these classes or none.

- (4) **Promotional Discount:** (itemised discount) *Housekeeping->Setup->Transaction Setting (Functions)*, tick the checkbox of Promotional Item. Go to Maintenance->Item Files->Promotional Item to maintain the promotional item.
- (5) **Special Discount:** (for summary discount) *Housekeeping->Setup->Transaction Setting(Payment)*, tick the checkbox of Special Discount, to maintain the types of special discount. During transaction, click Summary, Discount to select the type of special discount.

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Part 6 Others

55) Function Keys

Function keys used during transaction:

F2 = go to On Hold, OR (when in payment Form) go to Summary form

F3 = go to Cash Payment

F4 = go to Credit Card Payment

F5 = drop the pointer at the item number text box; go to Deposit/Refund

F6 = go to Multiple Payment

F7 = go to Cancel Transaction

F8 = go to Other menu (On Hold, Save Order, Edit Order, Void Order, Void Receipt, Print Receipt, Cancel, Header, Go Back, Sign Out)

F9 = fast key screen on/off

F11 = go to Header form (e.g. when forgot to key in membership number)

F12 = go to Cashier Sign In screen (e.g. to change Cashier)

When the pointer is in Item No. text box:

Down-arrow key: search item

Right-arrow key : repeat last item

Page-up key : stock item

Page-down key : service item

Escape Key : open the Other menu if there's no transaction; locate the pointer to the grid if there's transaction made

Right-click key : prompt the side menu (e.g. Product Data) When the pointer is in Transaction Detail grid box:

Delete key : delete the highlighted item

Tab/Escape/ F5: locate the pointer to Item No. text box

Enter key : edit the selected item

Right-click key : prompt the side menu (e.g. Add, Edit, Delete...)

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56) User Control

You may classify the users into different groups & their accessibility can be controlled.

Add A New User Group: go to *Housekeeping->Administrative Tools->Policy Manager*. Add a user group, then click on Save.

Edit The Control On A User Group: Click on Edit, Item List; tick the checkbox against the titles that you would like to set the control of this user group. For example, tick against Point Redemption & Policy Manager, click on OK.

At Form page, look into point redemption & un-tick the checkbox against Edit & Delete; also un-tick the checkbox against Access for Policy Manager, then Save.

Accessible: No means all menus/forms that were not selected (from Item List) are not accessible by this user group. Yes means all menus/forms that were not selected are accessible by this user group. (set Accessible to Yes)

Add A New User: *Housekeeping->Administrative Tools->User Manager*. Add a user by key in the User ID, User Name, Password & select the User Group, then click on Save.

New User Log In: To see the effect, go to *Exit->Log Off*; Log in again user new user ID. Go to *Transaction->Point Redemption*; observe the Edit & Buttons which are barred. Go to *Housekeeping->Administrative Tools*, the menu of Policy Manager is barred.

Example: Hide Product Cost, go to Policy Manger, , select a group, click on Edit, highlight Function tab, click on Item List, Tick the checkbox of Item Unit Cost, OK, un-tick the checkbox in Access column, Save, Exit. Log in as user under tat user group: notice that in Item File Maintenance, Receive & Purchase Return, and the 'Cost Price' Field is hidden.

Direct Access to Cashier Sign In: go to *Housekeeping->Administrative Tools->User Manager*, tick *Launch->Cash Receipt Transaction once login*. User will be prompted directly with Cashier Sign In Window when login.

Change User Password: A user can change his password at *Housekeeping->Change Password or Housekeeping->Administrative Tools->User Manager*. (This menu should be controlled so that general users are not allowed to access to it.)

57) Networking Server/Workstation Import & Export (Batch Updating)

Step 1) Install UBS POS onto 3 PCs, name them "SERVER", "W1" & "W2" respectively.

Step 2) In SERVER PC, create 2 import folders & share them to W1 & W2 PC respectively.

E.g. C:\W1-Server & C:\W2-Server

W1/W2 PC will export transactions to these 2 folders in SERVER PC, and then the SERVER PC will import transactions from here.

Step 3) In W1/W2 PC, create import folder each & share it to SERVER PC respectively.

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E.g. (in W1 PC) C:\Server-W1 & (in W2 PC) C:\Server-W2

SERVER PC will export data to each of the folder in W1/W2 PC, then W1/W2 PC will import data from here respectively.

Step 4) Setting in SERVER PC:

Log on to UBS POS in SERVER PC, *Housekeeping->Import and Export->Server*, Select Properties, OK, Options, tick all checkboxes except "Yesterday" & "Schedule For Import and Export", click OK, OK, ensure the Scenario is set to Batch Updating, Click Add & Maintain the following two workstations (Just click Next to ignore the item location & FTP setting part), Finish, OK, Cancel.

Workstation ID	Description	Import From Folder	Export to Folder
W1	Workstation 1	C:\W1-Server\	\\W1\Server-W1\
W2	Workstation 2	C:\W2-Server\	\\W2\Server-W2\

Step 5) Setting in W1/W2 PC:

Log on to UBS POS in W1 PC, *Housekeeping->Import and Export->Workstation*, select Properties, OK, Setup, type in the Workstation ID (W1) & Description (Workstation 1), Next, ensure it is set Batch Updating, Next, Select the imported Folder (C:\Server-W1\) & Exported Folder (\\SERV Log on to UBS POS in W2 PC & repeat the similar steps like W1 PC.ER\W1-SERVER\), Next, (just click to ignore the FTP setting), Finish, OK, Cancel. Log on to UBS POS in W2 PC & repeat the similar steps like W1 PC.

Step 6) Server PC export data & W1/W2 PC import data:

(In SERVER PC) *Housekeeping->Import and Export->Server*, Select Export, OK, (you can export today's or a customized date's data) OK, Yes, OK Cancel, Cancel.

(In W1 PC) *Housekeeping->Import and Export->Workstation*, Select Import, OK, OK, Yes, OK, Cancel, Cancel.

(In W1 PC) Do the same like W1 PC

* Only maintenance data will be exported from server to workstation

Step 7) W1/W 2 PC export transactions & Server PC import transactions:

(In W1 PC) *Housekeeping->Import and Export->Workstation*, select Export, OK, (you can export today's or a customized date's transactions)

(In W2 PC) Do the same like W1 PC.

(In SERVER PC) *Housekeeping->Import and Export->Server*, Select Import, OK, (you can import today's or a customized date's transactions) OK, Yes, OK, Cancel, Cancel.

* Only transaction data will be exported from workstation to server

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58) Networking Server/Workstation Import & Export (Direct Update)

Step 1) Install UBS POS onto 3 PCs, name them “SERVER”, “W1” & “W2” respectively.

Step 2) Not needed.

Step 3) Not needed.

Step 4) Setting in SERVER PC:

Housekeeping->Import and Export->Server, Select Properties, OK, tick **Direct update via workstation database**, Click Add & maintain the following two workstations, (just click to ignore the item location); then click Finish, OK, Cancel.

Workstation ID	Description	Database Folder
W1	Workstation 1	\\W1\ubs software\ubspost2003\Data\
W2	Workstation 2	\\W2\ubs software\ubspost2003\Data\

Step 5) SERVER PC export/import data:

Now, at SERVER PC you may export/import directly to/from workstations” database folder.

Direct Export: *Housekeeping->Import and Export->Server*, Export, OK, (you can export today’s or a customized date’s data) OK, Yes, OK, Cancel, Cancel.

Direct Import: *Housekeeping->Import and Export->Server*, Import, OK, (you can import today’s or a customized date’s data) OK, Yes, OK, Cancel, Cancel.

Step 6) Setting in W1/W2 PC:

Now, at W1/W2 PC you may export/import directly to/from server’s database folder.

Direct Export: *Housekeeping->Import and Export->Workstation*, Export, OK, (you can export today’s or a customized date’s data) OK, Yes, OK, Cancel, Cancel.

Direct Import: *Housekeeping->Import and Export->Workstation*, Import, OK, OK, Cancel, Cancel.

* For this method, you only need to do Step 4 & 5 to export/import data (which will be done in SERVER PC), or do Step 6 & 7 (which will be done in W1/W2 PC)

59) Tourism (2 methods)

Method A (Commission by item)

1. Item File Maintenance, key in commission (20%).
2. *Housekeeping->Setup->Transaction Setting (Functions)*, tick “Tour Group”.
3. Cash Receipt: upon login, key in the Tour Group number (max 3 digit, numeric only), save transaction.
4. *Report->Tourism Report->Tour Group Sales Report*. Also go to *Enquiry->Tour Group Sales*

Method B (Commission by agency)

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1. *Maintenance->Tourism Files->Tour Guide*, add an agency.
2. *Maintenance->Tourism Files->Tourist*, add a tour guide. You may set a fix Tour Group number.
3. *Maintenance->Tourism Files->Tourist*, define the tourist (Japanese, Chinese...)
4. *Cash Receipt*: upon login, key in the Tour Group number (max 3 digit, numeric only), save transaction
5. *Transaction->Tourism Transaction->Tour Group Log Book*, key in the detail & commission rates. Can also go to *Housekeeping->Setup->Transaction Setting (Tourism)* to fix the default commission rates.
6. *Report->Tourism Report->Tour Group Sales Report*
7. *Trans->Tourism Transaction->Void Tour Group Transaction*, can void all related receipts in one go.

60) Customization

Introduction: For UBS Accounting, Stock Control & Payroll, customization is done by dragging out the field from “data environment”. But for POS & MSB, the above steps won’t work as it will display wrong details. In new product series, the correct steps for customization will be = identify the field name, then add a Field onto Report Designer.

The Steps

1. To identify the field name, in Report Designer, go to *View->Browse* “temp” to identify the correct field name. Jot down the field name (e.g. Refno). Press Esc.
2. To add a field, go to Report Designer again, go to *View->Report Controls Toolbar*, click ‘Field’ button, then click again on the destination empty place.
3. Key in the field name into text box (e.g. Refno), (set the condition & format, if any), then OK. Try to preview the output.

61) Report File Editor

Housekeeping->Administrative Tools->Report File Editor, to change the field format & fonts.

62) File Transfer via internet (FTP)

1. Setting in HQ

Housekeeping->Import and Export->Server, Properties, OK.

(In “FTP” page) tick on FTP Service, Key in Dial Up Name (Steamyx)

(in “Workstation” page) set the Scenario to Batch Updating Click Add, key in (for branch) Workstation ID (PG) & Description (PJ Branch), Next, Next, select Import From Folder (C:\FTP-PG-HQ) & Export to Folder (C:\FTP-HQ-PG), Next, Key in Host Address (ftp.ubs-software.com), Port (21), User Name & Password, Initial Directory(/Program/tnd/hq), Next, Finish, Cancel, Cancel.

2. Export from HQ to FTP

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Housekeeping->Import & Export->Server, Export, OK, Select PJ BRANCH, OK, Yes, OK, Cancel.

Click FTP Site, OK, select PJ BRANCH, Click List to view the list of data in ftp, Cancel, Cancel.

3. Setting in Branch

Housekeeping->Import & Export->Workstation, Properties, OK

(In “General” page) click Setup, key in (for branch) Workstation ID(PJ) & Description(PJ BRANCH), Next, , ensure Batch Update is selected, Next, Select an Imported Folder (c:\ftp-hq-pj\) & Exported Folder (c:\ftp-pj-hq\), Next, Tick FTP Service, Key in Host Address (ftp-ubs-software.com), Port (21), User Name, Password, Initial Directory (/Program/tnd/hq), Dial up name (Streamyx) Next, Finish, OK, Cancel.

4. Import from FTP to Branch

Housekeeping->Import & Export->Workstation, click FTP Site, OK, List to view the list of data in ftp. Cancel.

Click on Import, OK, OK, Yes, OK, Cancel, Cancel.

Check it out in Item File Maintenance.

* You may also Export from Branch to FTP & Import from FTP to HQ

63) Promoter Commission

Maintenance->Personnel Files->Promoter, user may maintain commission rates where Item has the 1st priority, follow by Group, Category & Promoter’s Commission. User also can set commission for Service Item.

Activate The Setting: *Housekeeping->Setup->Transaction Setting (Functions)* , tick the checkbox of Promoter to activate it.

Transaction: select the item, press Enter all the way till system prompt out to select a promoter, then continue with other item(s) & issue the cash receipt.

View Report: go to *Reports->Sales Reports->Promoter Sales Report (View: Commission)*.

64) Post to Accounting

1. Identify the accounting folder: General Setup (Sharing) ; tick “Integrate with Accounting System”, select accounting folder.

2. Assign account number:

a. at Housekeeping level: General Setup (Account); assign GL account number for “Sales Related”, “Purchase Related” & “Payment” types of account.

b. at Group Level: *Maintenance->Item Files->Group*, specify the account numbers to be posted to when transaction involves items under this Item Group.

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c. at Item Level: *Maintenance->Item Files->Item (Account)/Service Item*, specify the account numbers to be posted to when transaction involves this item.

3. Transaction: Add transaction & Save.

4. Posting:

- *Housekeeping->Posting->Post To Accounting*, OK, select Types of Transactions, Next, (click on Result to preview the double entry result), Next, Next, Finish, Yes, OK, Cancel.

- *Go to UBS Accounting System, Periodic->Export/Import->Import from DBF File->Import from GLPOST9.DBF*, OK, select Batch, (click Verify to check), Import, Yes, OK, Cancel, Cancel. Check the effect at the *transaction->Print Batch Summary*, OK.

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Part 7 General Setup

P7.1) Company

Key in the name of company & other related detail.

Apply Multi-Company: tick this checkbox to activate the multi-company feature.

P7.2) General

Last Year Accounting Closing Date: this date will determine the starting date of this accounting year.

This Accounting Year Closing Period: this will determine the closing date of this accounting year.

P7.3) Regional

Currency Symbol: right click on Currency Symbol textbox to choose Yen, Pound or Euro symbol.

For Malaysia, just type RM.

Number Format: Default number format (when leave it blank): Qty/Price/Amount/Unit Cost (9,999,999.99); Cash Amount (9999999.99); Discount percent (999.99); NRIC No= maximum 20 characters. If all members are locals, you may set it as 999999-99-9999.

Date Format: default format is dd/mm/yyyy.

IME window: this is used for different language input method (e.g. Chinese).

P7.4) Sharing

*When POS integrated with UBSSTK: POS will get items' information from STK; any new item then must be added in STK & not POS.

*If POS does not integrate with ACC, POS will get ARCUST & APVEND database from STK. If STK is integrated with ACC, you should also integrate POS with ACC directly as well as being integrated with STK, so that both STK & POS will get ARCUST & APVEND database from ACC.

* Transaction done in POS goes (updates) to STK directly. (Cash Receipt in POS= Cash Sale in STK)

* When STK generated a Transfer Note, all related locations' stock balance updated directly. Similarly for other transaction types like Receive, Purchase Return, DO, Invoice...

P7.5) View

Audit trail: select the desired audit items. The audit trail will only take effect on activity done after this setting. To view it, go to *Housekeeping ->Administrative Tools ->Audit Trail*

P7.6) Format

Auto Run Format: this is to set the auto run format. For membership number setting, refer to Part 4(41)

Date Start From: Select Default; Today, Yesterday Begin of Month. This will affect the Date Range (Date from) when viewing reports.

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Close Counter Check Button: set Close Counter & Daily Checkout numbers auto-run. Set Close Counter Check Button to Hidden (so that can only “Print” but cannot “Check”). The system will generate an auto-running number on each attempt to print Daily Checkout & Close Counter Checkout.

P7.7) Account

Account No. : assign GL account number for “Sales Related”, “Purchase Related” & “Payment” types of account. This is for the purpose of posting to UBS Accounting.

P7.8) Search

Item Find List: go to *Maintenance->Item Files->Item*, Click on Search to see the effects.

Searched Field: to decide the default search field, either Item No. or Alternate No.

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Part 8 Transaction Setting

P8.1) Functions

Entry Activation: to activate the fields in Header portion of Cash Receipt.

Customer: the address of the customer will be displayed when the correct customer code is entered.

Phone searching. User may key in Telephone number to search for a customer.

Pax: number of person at a table. This will be printed on the Order List Printed for Kitchen.

VAT Code: allow user to key in VAT Code (will print out on cash receipt). Also need to maintain a tax item in Tax page. The VAT code can also be specified in Customer/Supplier Maintenance.

Item Function Activation: to activate the functions affecting item transactions.

Suppress Multi-unit: during mode in transaction, if the selected item has multiple unit of measurement, the system will directly pick the smallest unit instead of showing the option box for user to choose.

Retrieve grade code from item no. : This is to include the grade into item label, so that when the label is scanned, it will detect the grade as well. Let say a grade item's number is K12345 (since it has 6 characters, the Grade Position should be set as:7), Insert the Grade Size(Item Group Maintenance, Maximum Length: 3) into label start from position 7; when scanned, the number will read as K12345XXX, where "XXX" represents the grade.

Switch on the Header screen manually using F11: this is to disable the Header portion of Cash Receipt from appear automatically, but user still can call out the Header by pressing F11 during transaction.

P8.2) Appearance

Previous Reference No.: display last used Cash Receipt's number during transaction.

Next Reference No.: to display the coming up/current Cash Receipt's number during transaction.

Historical Price: to display previous pricing during transaction (Price must set as Functional & under functions page, Customer must be ticked).

Set Large Figure to Left: large figure in transaction is aligned to left.

Item Appearance: Function=allow edition; Hidden=field not display; No=not allow to edit.

Quantity On Hand: Yes = display the quantity during transaction; No = not to display.

Product Data: Yes = user can check item info during transaction; No= can't view item's info.

Product Picture: Yes= display picture of item in Cash Receipt; No= not to display.

Grid Lines: select either to have the lines (horizontal & vertical) in transaction box.

Grid Columns: select either to include an extra column for promoter (next to "Amount" column in Cash Receipt transaction).

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Form State: select either Normal or Maximized size for Cash Receipt form.

P8.3) Controls

Items are not allowed to be sold lower than unit cost: during transaction, if price keyed in was lower than Cost Price, you will get this message: "You have sold below cost already!"

Items are not allowed to be sold lower than minimum selling price: if price keyed in was lower than Minimum Price, you will get this message: "You have sold below minimum price already!"

Allow to proceed when on hand quantity is not enough: when quantity transacted exceeds stock balance, a message will be prompted: "The on hand quantity is insufficient for the order".

Do not allow to edit item during transaction: the option "Edit Item" will be barred.

Obtain item on hand quantity and price through location item file: maintain different selling price for different location & the system will capture accordingly (must first maintain at Item Location in Miscellaneous page).

Allow to edit discount/tax: select if allow user to edit discount/tax rates in Summary, Footer.

P8.4) Payment

Payment Acceptance: tick the checkboxes to set the accepted payment modes.

Cheque: tick the checkboxes if those info must be keyed in when payment made by cheque.

P8.5) User Defined

It is used to add a new field into Header and/or Body portion of Cash Receipt. For example, type in a new field called BIRTH DATE (6 digits in numeric only) into Header User Defined & a new field called WARRANTY CARD NO (10 characters in alpha-numeric) into Body User Defined. To display the field, change the expression to temp.brem1

Apply: ticked means to display this Header and/or Body portion.

Description: name of the Header and/or Body.

Length: number of characters.

Format: for numeric: 9,999,999; for alphabet: AAAAAAA; for alpha-numeric: XXXXXX-XX-XXXXXX

P8.6) Tax

This is to activate the tax computation in the Footer.

Default tax (Invoice): It is used for issuing Invoice in Inventory Transaction.

P8.7) Miscellaneous

Default Setting: Set the default value to speed up the transaction process.

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Membership: to activate the membership features, maintain discount for general members & set the bonus point collection method.

Implement Bonus Point collection: to activate the point awards to members. The collection method (mean how to calculate points) can be based on the Item Point or on Total Purchased (Gross/Nett).

P8.8) Format

Reference Number Format: set the numbering auto-run (or otherwise), current number & prefix. It is advisable to use different prefix characters for different locations, so that it won't create conflicts when these locations post their transactions to HQ.

Key Field Format: to set your own defined format; use "9" to represent numeric, "A" for alphabet & "X" for alpha-numeric. E.g. Membership Number: M9999-999999-99-9999, Item Number: 9999-XXXX-9999.

P8.9) File Locations

Here to view the location of few main report files & to set the print option. "#rp" in rptcs#rp.frx stands for "receipt printer". If changed to rptcs#dm.frx, the "dm" means "dot matrix".

P8.10) Transaction

Sales Order/Layaway: to activate Sales Order panel during transaction (Other or **F8**).

Deposit & Refund: to activate deposit/refund.

Invoice: to activate the option to save transaction as Invoice.

Nature of Transaction: select either Retail or Restaurant.

Restaurant Typed Transaction: advance setting for restaurant business (refer to Part 3, point 37 & 38).

P8.11) Security

Supervisor Approval: to set the supervisor's control.

Product Data - Supervisor Authorization: Confidential Data like unit cost, product margin & supplier data in Product Data, Cash Receipt will be hidden if without supervisor's authorization.

P8.12) Inventory

Inventory means *Inventory Transaction*

Stock Receive: the cost price in the Receive (*Transaction->Inventory Transaction->Receive*) will be used to update the item file maintenance.

Item Control: items are allowed to be issued (*Transaction->Inventory Transaction->Delivery Order/ Invoice / Cash Sale / Debit Note*) even on hand quantity is insufficient.

Costing Method: select costing method, either "Fixed Cost", "Moving Average" or "FIFO".

Go to *Item File Maintenance (General)*, Key in Quantity B/F

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Item File Maintenance (Costing), key in respective info

Reports->Inventory Reports->Stores Ledgers, to view the costing details.

P8.13) Formula

This option allows user to select rounding method & its smallest unit (in cents) for the rounding.

By default, the system is rounding the discount amount on normal standard rounding principle.

P8.14) Tourism

It is the commission setting for tourism industry. Refer to Part 6, point 59.

P8.15) Printing

Receipt Printing: special setting when printing Cash Receipts.

Group the same item when print the receipt: If *Item Grouping* is not ticked in functions tab, Transaction Setting, you can tick this option to group the same item together when printing receipt.

Foot Note: foot note will be printed on *Cash Receipt*, 3 lines with max 50 characters each.

Daily Checkout: Select the contents when printing (*Enquiry-> Daily Checkout*)

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