



POS USER GUIDE
with
INTEGRATED EEE

Magenta Retail Support

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HINTS & TIPS

COMMON KEYS THAT ARE USED



The **ENTER** key moves you forward to the next screen.



The **ESC** key takes you back to the previous screen.



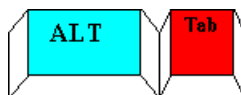
F4 is used for searching. E.g. Products and customers.



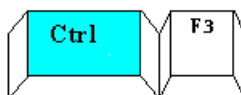
Press **TAB** to move to the next field in the screen you are in.



Press **Pg Dn** and **Pg Up** to move between screens when there are multiple screens. E.g. Customer Details.



To go to another application. E.g. Switch from PoS to Back Office



This will bring up the comments box in a sale so you can add comments to the sale

PRODUCT SEARCHING

You can use all of the searches in other transactions as well – some examples are transfers, purchase orders, goods receipts

1ST WORD SEARCH

Products are sorted on the first word of the description

1. From within the selling screen press **<F4>** (Product Search)
2. Start keying the 1st word of the product description
3. Press **<tab>** then ↓ to highlight the product
4. Press **<enter>** to select the product and return to the selling screen

ADVANCED SEARCH

Finds products based on what is entered into any of the fields. E.g. You could search for products that belong to a particular supplier

1. From within the selling screen press **<F4>** (Product Search)
2. Press **<F7>** (Advanced Search)
3. Press **<tab>** to go to a field then key in the criteria or press **<F4>** to search within a field
4. Press **<enter>** to start the search
(the products will display)
5. ↓ to highlight the product
6. Press **<enter>** to select the product and return to the selling screen

STYLE SEARCH

The system will display a matrix that shows all colours and sizes belonging to that style

1. From within the selling screen press **<Ctrl S>** (Style Search)
(if you know the style code you can key it in at the scan product prompt and press **<enter>**)
2. Press **<tab>** then ↓ to highlight the style
(if you can't see the style, press **<F6>** then key in the style description)
3. Press **<enter>** to select the product and return to the selling screen

SUPPLIER STOCK CODE SEARCH

This would be used if you have suppliers product codes loaded against your products

1. From within the selling screen key in a . (full stop) then the suppliers stock code, press **<enter>**
(the product that belongs to this stock code will be selected)
-  you can also search via **<Ctrl S>** (Style Search)

EEE Integration

The following screen is used to configure EEE Integration in Enabler. On the example below, all EEE functions have been turned on.

The screenshot shows the 'EEE Integration Setup' dialog box with the title bar 'EEE Integration Setup [Change]'. It contains a list of checkboxes for various EEE functions. Most are checked, except for 'Local (Branch Level) Inventory balance updates'. There is a text input field for 'Stock Display Delay (ms)' with the value '5000'. At the bottom, there are three buttons: 'ok' (with 'Enter' below it), 'cancel' (with 'Esc' below it), and 'help' (with 'F1' below it).

- ☒ Perform transfers in EEE
- ☒ Perform goods receiving in EEE
- ☒ Perform stock take via EEE
- ☒ Perform stock adjustments via EEE
- ☐ Local (Branch Level) Inventory balance updates
- ☒ Use EEE Stock Levels
- Stock Display Delay (ms)
- ☒ Use EEE for User and User Class maintenance
- ☒ Use EEE Sales Targets
- ☒ This store has a EEE HO

Buttons: ok (Enter), cancel (Esc), help (F1)

In addition to the settings above, Customers can also be configured so that searching is performed online to EEE and any customer changes are automatically updated in EEE. This allows all customers to be available in any store without the requirement of exporting EVERY customer to every store.

The screenshot shows the 'Customer Database Setup' dialog box with the title bar 'Customer Database Setup [Change]'. It has three tabs: 'Customer Database Setup', 'EEE/HO Online Options', and 'Layout/Validation'. The 'EEE/HO Online Options' tab is selected. It contains a list of checkboxes for online search and update settings. There are also text input fields for 'EEE screen to use for editing' (value 'store') and 'Loyalty Gift Card prefix - GC' (value '5'). At the bottom, there are three buttons: 'ok' (with 'Enter' below it), 'cancel' (with 'Esc' below it), and 'help' (with 'F1' below it).

Customer Database Setup | EEE/HO Online Options | Layout/Validation

- ☒ Real time EEE/HO database updates
- ☒ Customer search operates on EEE/HO database
- ☒ Online searches default to wildcard ending
- ☐ Customer Lookup operates locally when Enterprise Query Server in use
- ☐ Customer History operates locally when Enterprise Query Server in use
- ☒ POS main screen customer search defaults to online
- ☒ Customer record edit via EEE (Sales)
- EEE screen to use for editing
- ☐ No duplicate checking in EEE when adding customers
- ☒ Use online Loyalty Gift Cards
- Loyalty Gift Card prefix - GC (enter a number between 1 to 9)
- ☒ Automatically assign customers to this Category
- @LIST Loyalty Club
- Loyalty Customer Category
- ☒ Refresh customer details from EEE when associating customer with a sale

Enabler was unable to contact EEE at Head Office. Please contact your helpdesk.

Message to display when searching online from sales screen and Q/S unavailable

Buttons: ok (Enter), cancel (Esc), help (F1)

In order for all the Integrated EEE functionality to work correctly, the HO Server tab (shown below) in Transaction Processing/Comms->Communication must be configured. As a minimum, there should be a configuration for Enterprise query server and also the EEE URL and EEE Company Name.

The screenshot shows the 'Communications Setup [Change]' dialog box with the 'HO Server' tab selected. The dialog is divided into three sections: 'Main', 'HO Server', and 'External'. The 'HO Server' section contains the following fields and options:

- ☐ **Enabler H/O Server on-line**
 - Field: (Head Office server UNC name)
 - Field: (Queries to HO timeout (ms))
 - Field: (No. of Comms channels to open)
- ☒ **Use Enterprise query server**
 - Field: (Protocol)
 - Section: **Server Addresses**
 - 1.
 - 2.
 - 3.
 - 4.
 - Field: (Server Port)
 - Field: (Queries to query server timeout (ms))
 - Field: (Connect to query server timeout (ms))
 - ☒ **Log query server operations**
- ☒ **Receive notifications from Enabler Enterprise**
 - Field: (Notifications path)
 - Field: (EEE URL (E.g. http://MyServer/EEE))
 - Field: (EEE Training URL (E.g. http://Train/EEE))
 - Field: (EEE Company Name)
 - Field: (EEE Training Company Name)

At the bottom of the dialog are three buttons: 'ok' (with 'Enter' below it), 'cancel' (with 'Esc' below it), and 'help' (with 'F1' below it).

TAKEN SALE (Cash & Carry Sale)

1. From the Main PoS Screen, press **<enter>** to display the User ID box
2. Key in your User ID then press **<enter>**
(if you are prompted for a password key it in then press **<enter>**)
3. Scan the barcode on the product/s
(if you can't scan a barcode there are many ways a product can be selected, refer to the section on **Product Searching**)
4. Press **<enter>** to go to the tendering screen
5. Key in the amount being tendered then press **<enter>**
(you could press the F? (function key) beside the tender to select the tender type)
6. ↓ to highlight the tender type then press **<enter>**
7. The cash drawer will open and the customer docket prints

VOIDING A TRANSACTION

Voiding the current transaction

1. From within the selling screen, press **<esc>** until you see the message
"Do you wish to void this transaction?"
2. Press **<enter>** to confirm you wish to escape out of the transaction

Voiding a transaction that has already been completed

1. From within the selling screen, press **<F9>** (Options) then **V** (Void Previous)
2. Press **<F4>** to search for the transaction
3. Press **<tab>** then ↓ to highlight the transaction and press **<enter>**
(once you have highlighted the transaction you can press **<Alt J>** (view journal) to look at the original sales docket OR **<Alt E>** (Detail) to look at items on the original sale)
4. Press **<enter>** then ↓ to select a reason code and press **<enter>**
5. Press **<enter>** to go to the tendering screen
(key in the customers details if prompted)
6. Key in the amount to be refunded then press **<enter>**
(you could press the F? (function key) beside the tender to select the refund tender type)
7. ↓ to highlight the refund tender type then press **<enter>** to complete the transaction

REPRINTING A DOCKET

Reprinting the Last Docket/Transaction

1. From within the selling screen, press **<Ctrl R>**
2. Press **<enter>** to re-print the docket

Selecting a Docket/Transaction to be Reprinted

1. From within the selling screen, press **<F9>** (Options) then **D** (Docket Reprint)
2. Press **<F4>** to search for the transaction
3. Press **<tab>** then **↓** to highlight the transaction.
(once you have highlighted the transaction you can press **<Alt J>** (View Journal) to look at the original sales docket OR press **<Alt E>** (Detail) to look at items on the original sale)
4. Press **<enter>** to select the transaction and re-print the docket

SUSPENDING AND RETRIEVING A TRANSACTION

Suspending

1. From within the selling screen, press **<F7>** (Suspend/Retrieve).
(all types of transactions can be suspended e.g transfers, goods receipts, laybys etc)
2. Key in the customer's name and press **<enter>**
3. The transaction is now suspended.
(a suspended docket might print)

Retrieving

5. From within the selling screen scan the barcode on the docket OR press **<F7>** (Suspend/Retrieve)
6. Press **<tab>** then **↓** to highlight the transaction.
(you can hold down **<Alt E>** to look at items belonging to the transaction)
7. Press **<enter>** to retrieve the transaction

SELLING A GIFT VOUCHER

1. From within the selling screen, key in the gift voucher product code OR press **<F4>** (Product Search) to search for the gift voucher product
(you could try keying in **GV** as the product code)
2. Key in the value of the gift voucher when prompted, press **<enter>**
(key in the customers details if prompted)
3. Press **<enter>** to go to the tendering screen
(A system generated gift voucher could be printed)

SELLING A GIFT CARD

A requirement for using Gift Cards is that EEE must be available and Query Server configured (*Transaction Processing/Comms->Communication->HO tab*).

1. From within the selling screen, scan the gift card or type in the gift card number. Alternatively, type in the Gift Card product code OR press **<F4>** (Product Search) to search for the gift card product
(you could try keying in **GC** as the product code)
If the Gift Card product code was used, you will be prompted for the Gift Card number on the next screen.
2. Key in the value of the gift card when prompted, press **<enter>**
(key in the customers details if prompted. Use F12 to select an existing customer)
3. Press **<enter>** to go to the tendering screen
(A system generated gift voucher could be printed)

RETURNING AN ITEM AND GIVING A REFUND

1. From within the selling screen press **<tab>**, key in **-1** then press **<enter>**
(If the original sales docket has a barcode you can scan it to return all items on the docket, then go to step 3)
(a return can also be processed by selecting **<F9>** (Options), **R** (Return) from within the selling screen, then go to Step 2)
2. Key in the product code of the item being returned OR scan the barcode on the item
3. ↓ to highlight a reason code then press **<enter>**
4. Press **<enter>** to return to the selling screen
5. Repeat steps 1 to 4 for more items
6. Press **<enter>** to go to the tendering screen
(key in the customers details if prompted)
7. Key in the amount to be refunded then press **<enter>**
(you could press the F? (function key) beside the tender to select the refund tender type)
8. ↓ to highlight the refund tender type then press **<enter>** to complete the transaction
(you might like to issue a store credit (NOC) as the refund)

EXCHANGING AN ITEM

1. From within the selling screen press **<tab>**, key in **-1** then press **<enter>**
2. Key in the product code of the item being returned OR scan the barcode on the item
3. ↓ to highlight a reason code then press **<enter>**
4. Press **<enter>** to return to the selling screen
5. Scan the barcode on the product/s that you want to sell
(if you can't scan a barcode there are many ways a product can be selected, refer to the section on **Product Searching**)
6. Press **<enter>** to go to the tendering screen
7. If there is a refund due to the customer the amount will be prefixed with a – (minus)
8. Key in the amount being tendered then press **<enter>**
(you could press the F? (function key) beside the tender to select the tender type)
9. ↓ to highlight the tender type then press **<enter>**
10. The cash drawer will open and the customer docket prints

DISCOUNTS

Discounting One Item

1. From within the selling screen scan the barcode on the product/s
(if you can't scan a barcode there are many ways a product can be selected, refer to the section on **Product Searching**)
2. Press **<tab>** twice then ↓ to highlight the item that you want to discount
3. Press **<F2>** (Change)
4. Press **<tab>** then key in the new price, press **<enter>**
(If you want to give a % or \$ discount, press **<tab>** to go to the field, key in the discount then press **<enter>**)
5. ↓ to highlight the reason code then press **<enter>**
6. Press **<enter>** to return to the selling screen

DISCOUNTING ALL ITEMS

1. From within the selling screen scan the barcode on the product/s
(if you can't scan a barcode there are many ways a product can be selected, refer to the section on **Product Searching**)
2. Press **<Ctrl D>** (Total Discount)
3. Key in the % of the discount to be given OR press **<tab>** and key in the \$ discount
4. Press **<enter>** then ↓ to highlight a reason code then press **<enter>**
5. Press **<enter>** to go to the tendering screen

OVERRIDING THE PRICE OF AN ITEM

1. From within the selling screen scan the barcode on the product/s
(if you can't scan a barcode there are many ways a product can be selected, refer to the section on **Product Searching**)
2. Press **<tab>** twice then ↓ to highlight the item that you want to change the price of
3. Press **<F2>** (Change)
4. Press **<tab>** then key in the new price
(if you mark the price down you will be prompted to select a discount reason code)
5. Press **<enter>** to go to the selling screen

CHARGE ACCOUNT SALES

Charge Account Sale

1. From within the selling screen scan the barcode on the product/s
(if you can't scan a barcode there are many ways a product can be selected, refer to the section on **Product Searching**)
2. Press **<enter>** to go to the tendering screen
3. Key in the amount being tendered then press **<enter>**
(you could press the F? (function key) beside the tender to select the tender type)
4. ↓ to highlight the **Charge Account** tender type then press **<enter>**
5. Press **<F4>** to search and select the customer
(only charge account customers will be displayed in the list)
6. The cash drawer will open and the customer docket prints

MAKING A PAYMENT

1. From within the selling screen press **<F9>** (Options) then **<P>** (Payment)
2. Press **<F4>** to search for and select the customer
3. Press **<enter>** to go to the payment screen
4. Key in the payment amount then press **<enter>** to return to the selling screen
5. Press **<enter>** to go to the tendering screen

LAYBYS

Creating a New Layby

1. From within the selling screen scan the barcode on the product/s
(if you can't scan a barcode there are many ways a product can be selected, refer to the section on **Product Searching**)
2. Press **<F9>** (Options) then **<L>** (layby) and press **<enter>**
(the system assumes all items are on layby, to take an item off layby, highlight it then press **<F9>** (Options) and then **<T>** (taken))
3. Press **<enter>** to go to the customer selection box
4. Press **<F4>** to search and select an existing customer or **<Alt A>** to add a new customer
(within the customer browse you can check other laybys or orders that the customer might have)
5. Press **<enter>** to go the layby deposit screen
6. Key in the deposit amount then press **<enter>**
(the default deposit amount is displayed, this can be overridden if your user ID is authorised to do so)
7. Press **<enter>** to go to the tendering screen
(if the customer hasn't put all items on layby the system will be prompting for the deposit amount plus the total of taken items)
8. The layby docket/s will print

Making a Payment on a Layby

6. From within the selling screen press **<F9>** (Options) then **<L>** (Layby) and **<P>** (Payment)
(if you have the layby docket you can scan the layby barcode at the scan product prompt to select the correct layby and customer)
7. Press **<F4>** to search for and select the customer
(once the customer is highlighted you can press **<Alt L>** (**Laybys**) to view all laybys for this customer)
8. Press **<enter>** to go to the layby payment screen
(if the customer has more than one layby you need to press **<F4>** to select the layby that the payment is to be made against)
9. Key in the payment amount then press **<enter>** to return to the selling screen
(if the payment amount you key in is equal to the layby balance you might be prompted to finalise the layby)
10. Press **<enter>** to go to the tendering screen
11. The layby payment docket/s will print

Cancelling a Layby

1. From within the selling screen press **<F9>** (Options) then **<L>** (Layby) and **<C>** (Cancel)
(if you have the layby docket you can scan the layby barcode at the scan product prompt to select the correct layby and customer)
2. Press **<F4>** to search for and select the customer
(once the customer is highlighted you can press **<Alt H>** (Sales History) to view all history on this layby)
3. To give a full refund press **<enter>** at the **Amount to withdraw** field
(if you aren't refunding all monies, key in the refund amount)
4. Press **<enter>** to go to the tendering screen, then select the refund tender type
5. The layby cancellation docket/s will print

Returning a Layby Item Back into Stock

1. From within the selling screen press **<F9>** (Options) then **<L>** (Layby) and **<R>** (Rtn to Stock)
(this option is used when you want to put the item back into stock but keep the layby open – you wouldn't be refunding the deposit. If you need to refund the deposit at a later stage you would need to process a layby cancellation)
2. Press **<F4>** to search for and select the customer
(once the customer is highlighted you can press **<Alt H>** (Sales History) to view all history on this layby)
3. Press **<enter>** to finish the transaction
(the system will not take you to the tendering screen as the deposit is still be held on the layby)

CUSTOMER ORDERS

Creating a New Order

1. From within the selling screen scan the barcode on the product/s
(if you can't scan a barcode there are many ways a product can be selected, refer to the section on **Product Searching**)
2. Press **<F9>** (Options) then **<O>** (Orders) then **<O>** (Cust Order)
(Your customer order button might be different to O, it could also have a different description)
3. Press **<enter>** to go to the customer selection box
4. Press **<F4>** to search and select an existing customer or **<Alt A>** to add a new customer
(within the customer browse you can check other orders or laybys that the customer might have)
5. Press **<enter>** to go the order deposit screen
6. Key in the deposit amount then press **<enter>**
(the default deposit amount is displayed, this can be overridden if your user ID is authorised to do so)
7. Press **<enter>** to go to the tendering screen
(if the customer hasn't put all items on order the system will be prompting for the deposit amount plus the total of taken items)
8. The customer order docket/s will print

Making a payment on a customer order

1. From within the selling screen press **<F9>** (Options) then **<O>** (Orders) and **<P>** (Payment)
(if you have the customer order docket you can scan the barcode at the scan product prompt to select the correct order and customer)
2. Press **<F4>** to search for and select the customer
(once the customer is highlighted you can press **<Alt O>** (Orders) to view all orders for this customer)
3. Press **<enter>** to go to the order payment screen
(if the customer has more than one order you need to press **<F4>** to select the order that the payment is to be made against)
4. Key in the payment amount then press **<enter>** to return to the selling screen
(if you want to you can sell an item in the same transaction)
5. Press **<enter>** to go to the tendering screen
6. The order payment docket/s will print

Making a Final Payment and Settling the Customer Order

1. From within the selling screen press <F9> (Options) then <O> (Orders) and <E> (Edit)
(if you have the customer order docket you can scan the barcode at the scan product prompt to select the correct order and customer)
2. Press <F4> to search for and select the customer
(once the customer is highlighted you can press <Alt O> (Orders) to view all orders for this customer)
3. Press <F9> (Options) then <T> (Taken)
(this converts the customer order to being settled once the outstanding balance is paid)
4. Press <enter> until you are at the tendering screen
5. The docket/s will print and the customer order will be finalised

Cancelling a Customer Order

1. From within the selling screen press <F9> (Options) then <O> (Orders) and <C> (Cancel)
(if you have the customer order docket you can scan the barcode at the scan product prompt to select the correct order and customer)
2. Press <F4> to search for and select the customer
(once the customer is highlighted you can press <Alt H> (Sales History) to view all history on this order)
3. To give a full refund press <enter> at the **Amount to withdraw** field
(if you aren't refunding all monies, key in the refund amount)
4. Press <enter> to go to the tendering screen, then select the refund tender type
5. The layby cancellation docket/s will print

PAYOUTS (Petty Cash)

This function might be used for petty cash or expenses

1. From the POS main screen select **<Ctrl N>** (Payouts)
2. Key in your User ID then press **<enter>**
(if you are prompted for a password key it in then press **<enter>**)
3. Key in the amount you want to remove *OR* add to the cash drawer
4. Press **<F11>** (Remove) *OR* **<F12>** (Add)
5. Press **<enter>** then ↓ to highlight a reason code and press **<enter>**
6. Press **<enter>** until the transaction is saved
(The GST amount will be displayed, you might be prompted to key in extra detail)

CASH CLEARANCES (Clearing Cash from a Till)

When you perform End of Day balancing, any cash clearances will be taken into account and displayed in the **Clearance** column. You might see a red flashing message in the selling screen when a clearance is required.

1. From the POS main screen select **<Ctrl B>** (Balancing)
2. Key in your User ID then press **<enter>**
(if you are prompted for a password key it in then press **<enter>**)
3. → then press **<enter>** to select **Cash Clearance**
(if a list of tills is displayed press ↓ to highlight the correct till then press **<enter>**)
4. Press **<enter>** then key in the amount to be cleared
(If different tender types are displayed ↓ to highlight the tender to be cleared then press **<enter>**)
5. Press **<enter>** to save the transaction
6. A clearance docket might be printed

BALANCING (End Of Day)

You can perform balancing from PoS or Back Office.

1. From the POS main screen select **<Ctrl B>** (Balancing)
2. Key in your User ID then press **<enter>**
(if you are prompted for a password key it in then press **<enter>**)
3. Press **<enter>** to select **End of Day**
(You might be prompted to key in the date, if a list of tills is displayed ↓ to highlight the till to be balanced then press **<enter>**)

A list of all the valid tender types will be displayed. If you highlight a tender you can select:

<Alt L> (List Clearances) this will list all the clearances that have been done for this tender
<Alt V> (Explain Variances) if you don't balance this tender you can select a reason code that relates to why that tender didn't balance
<Alt J> (View Journal) this option will display all transactions for the selected tender
4. ↓ to select **Cash** then press **<enter>**
5. Key in how many you have of each cash denomination then press **<enter>**
(e.g. if you have 2 \$100 notes then key in 2 and press **<enter>** continue for each denomination)
6. ↓ to select another tender then press **<enter>**
7. Key in the value then press **<enter>**
(if you have balanced there will be no amount in the variance column)
8. Once balancing has been completed for the till press **<enter>**
(You can highlight a till then select **<Alt M>** (mark as balanced). If selected you won't be able to make any more changes for that day for that till)
9. When finished press **<enter>**
(if you have any variances the system will prompt you to try again)

SALES TARGETS

Sales targets are maintained in EEE (when the option “Use EEE for Sales Targets” is turned on). Targets can be established for the store and then applied to individual staff members. If the option “Display Dashboard” is turned on (Display->Pos Control Bar & General Settings) as dashboard showing performance against targets is available from the POS screen. An example of this is shown below.

1. From the Back Office main screen select **<Alt A>** (Administration)
2. **↓** to **Edit Daily Sales Targets** then press **<enter>**
3. Key in your User ID then press **<enter>**
(if you are prompted for a password key it in then press **<enter>**)
4. You will be logged into EEE and the system will assume you are entering targets for the current week. From the dropdown boxes, you can select a different year and/or different week
(Weeks are based on the financial calendar maintained in EEE)
5. Use **↓↑** keys to move around then key in the sales target for each staff member
(all staff will be displayed in this screen)
6. Select **<Save>** button when you are finished making changes to save the changes.

Dashboard in Enabler:



When using the Dashboard for the first time, there is a SQL job that needs to be enabled so that the actual sales appear as well as budget sales.

The job is called `EEE_BuildPOSDashboardCache` where EEE is the name of your database. By default this job is not enabled, so once enabled, it will run every 5 minutes. From EEE v1.45, this SQL job can be enabled from within EEE from Utilities->Configuration->Database Task Schedules.

STOCK TRANSFERS

Stock Transfer Out (Using EEE)

1. From within the selling screen press <F9> (Options) <S> (Stock) then <O> (Transfer Out)
2. This will log you directly into EEE Transfer out screen where the Transfer Out is performed. The branch code of the user logged in will automatically default as the source branch. User must enter destination branch and press enter to continue.

Source Branch: 0721

Brisbane Test Store 1 - A Grade

Destination Branch: [Yellow Dropdown] F4*

Continue Alt - S Cancel Alt - C Retrieve Suspended Transfer Alt - R

EEE Inter Branch Transfer Header Record Logged in: 0721\1, Enabler Enterprise Edition Version 1.36.0.10

User is then required to enter/scan product codes and quantity being transferred out then Select (Enter) to add to Transfer.

Once completed select “Finish” committing the stock to be sent or “Suspend”, to be retrieved at a later stage for committing. If Transfer is not required “Cancel Transfer” is available. Once transfer is completed screen will return to POS sales screen.

Suspend/Retrieve whilst Processing a Transfer Out

To suspend a Transfer Out while logged in the Transfer Out details screen in EEE select “Suspend” (Alt-E) button.

To retrieve a Suspended Transfer log into Transfer Out screen via Enabler Transfer out options

F9 Options

S – Stock

O – Transfer Out

This will log you directly into EEE transfer out screen which includes “Retrieve Suspended Transfer” (Alt-R) button.

The screenshot shows the REBEL POS system interface. At the top is a dark header with the REBEL logo. Below it, the main area has a pink background. On the left, there are labels for 'Source Branch' and 'Destination Branch'. The 'Source Branch' field contains '0721'. The 'Destination Branch' field contains 'Brisbane Test Store 1 - A Grade'. Below these fields are three buttons: 'Continue Alt - S', 'Cancel Alt - C', and 'Retrieve Suspended Transfer Alt - R'. At the bottom of the screen, there is a status bar that reads 'EEE Inter Branch Transfer Header Record' and 'Logged In: 0721\1, Enabler Enterprise Edition Version 1.36.0.10'.

Selecting this will display all suspended Transfer Out records. If only one transfer record is listed the screen will automatically display the details of the single suspended Transfer Out. Finish Transfer and commit or option to suspend again is also available. A Transfer Out can be repeatedly suspended and will stay listed as suspended until it is committed to send or cancelled.

Stock Transfer In (using EEE)

1. From within the selling screen press <F9> (Options) <S> (Stock) then <I> (Transfer In)
2. This will log user directly into EEE Inter-Branch Transfers screen where it will list all Open Transfers from branch logged in.

Transfer Number	Destination Branch	Source Branch	Created By	Creation Date	Status	Finalised Date
IN 14	0721: Brisbane Test Store 1 - A Grade	99: Head Office	0721\sa	7/02/2006	Sent	
OUT16	0722: Brisbane Test Store 2	0721: Brisbane Test Store 1 - A Grade	0721\1	7/02/2006	Sent	
OUT17	0722: Brisbane Test Store 2	0721: Brisbane Test Store 1 - A Grade	0721\1	7/02/2006	Sent	
OUT19	0722: Brisbane Test Store 2	0721: Brisbane Test Store 1 - A Grade	0721\1	7/02/2006	Sent	
OUT20	0722: Brisbane Test Store 2	0721: Brisbane Test Store 1 - A Grade	0721\1	7/02/2006	Sent	
OUT23	0722: Brisbane Test Store 2	0721: Brisbane Test Store 1 - A Grade	0721\1	7/02/2006	Sent	
OUT24	0722: Brisbane Test Store 2	0721: Brisbane Test Store 1 - A Grade	0721\1	7/02/2006	Sent	
IN 31	0721: Brisbane Test Store 1 - A Grade	0722: Brisbane Test Store 2	0721\1	14/02/2006	To Finalise	
IN 33	0721: Brisbane Test Store 1 - A Grade	0722: Brisbane Test Store 2	0721\1	14/02/2006	Sent	
IN 34	0721: Brisbane Test Store 1 - A Grade	0722: Brisbane Test Store 2	0721\1	14/02/2006	Sent	
IN 37	0721: Brisbane Test Store 1 - A Grade	0722: Brisbane Test Store 2	0721\1	14/02/2006	Sent	
IN 47	0721: Brisbane Test Store 1 - A Grade	99: Head Office	99\sa	11/04/2006	Sent	
IN 50	0721: Brisbane Test Store 1 - A Grade	0722: Brisbane Test Store 2	0722\1	23/05/2007	Sent	
IN 51	0721: Brisbane Test Store 1 - A Grade	0722: Brisbane Test Store 2	0722\1	23/05/2007	Sent	
IN 53	0721: Brisbane Test Store 1 - A Grade	0722: Brisbane Test Store 2	0722\1	23/05/2007	To Finalise	
IN 54	0721: Brisbane Test Store 1 - A Grade	0722: Brisbane Test Store 2	0722\1	24/05/2007	Sent	
IN 55	0721: Brisbane Test Store 1 - A Grade	0722: Brisbane Test Store 2	0722\1	24/05/2007	To Finalise	
IN 59	0721: Brisbane Test Store 1 - A Grade	0722: Brisbane Test Store 2	0722\1	31/05/2007	Sent	
IN 61	0721: Brisbane Test Store 1 - A Grade	0722: Brisbane Test Store 2	0722\1	31/05/2007	Sent	
IN 73	0721: Brisbane Test Store 1 - A Grade	0722: Brisbane Test Store 2	0722\1	28/06/2007	Sent	
OUT87	0722: Brisbane Test Store 2	0721: Brisbane Test Store 1 - A Grade	0721\1	4/07/2007	Sent	
IN 97	0721: Brisbane Test Store 1 - A Grade	0722: Brisbane Test Store 2	0722\1	5/07/2007	UnCommitted	
OUT100	0722: Brisbane Test Store 2	0721: Brisbane Test Store 1 - A Grade	0721\1	17/07/2007	Sent	
OUT101	0722: Brisbane Test Store 2	0721: Brisbane Test Store 1 - A Grade	0721\1	17/07/2007	Sent	
OUT102	0722: Brisbane Test Store 2	0721: Brisbane Test Store 1 - A Grade	0721\1	17/07/2007	Sent	
OUT103	0722: Brisbane Test Store 2	0721: Brisbane Test Store 1 - A Grade	0721\1	17/07/2007	Sent	
OUT104	0722: Brisbane Test Store 2	0721: Brisbane Test Store 1 - A Grade	0721\1	17/07/2007	Sent	
OUT105	0722: Brisbane Test Store 2	0721: Brisbane Test Store 1 - A Grade	0721\1	18/07/2007	Sent	

The branch code of the user logged in will automatically default the screen to display all open transfers Only to Or From that branch.

The User has the ability to search transfers by the following criteria.

Transfer Number

Status

Destination Branch

Source Branch

Creation from/To date

User must highlight Transfer record and select “Detail” (Alt- W) to display products/quantities linked to Transfer number.

REBEL
S P O R T

Receipt in Progress in
Batch 14 Response to Unsolicited Send

Destination Branch: 0721 - Brisbane Test Store 1 - A Grade
Source Branch: 99 - Head Office
Total Qty: 0
Total Value: 0.00

Enter item code: *
Quantity: *
Unit Cost: *

SKUs (F4) Styles (CTRL+S) Bypass Search Screen

Pack Size:
Pack Name:

i	Product Code	Style Code	Description	Sent Qty	Received Qty	Cancelled Qty	Equiv no of Packs	Unit Cost
i 1			prod 1	10	0	0		20.00

Select Alt - Q [Enter]
Detail Alt - W
Cancel Line Alt - X
Delete Line Alt - D
History Alt - R
Print Alt - F

Receive all Alt - D
UnRecve all Alt - U
Cancel Edit Alt - A
Finish Alt - S
Suspend Alt - E

EEE Interbranch transfers - DETAIL
Logged in: 0721\1, Enabler Enterprise Edition Version 1.36.0.10

Once in the details screen the user has can receive line items individually by highlighting and entering a quantity or User can select the “Receive All” button which will accept all the quantities sent as the amount received for all lines.

Other options available in this screen are view History, Print Transfer, Cancel Transfer Line or Suspend Transfer quantities entered as received.

Once User is completed entering all quantities received the Transfer can be completed by selecting the “Finish” (Alt -) Button. This will commit the Transfer as received and User can return to POS by selecting Esc or cancel.

User can also perform a New Request or New Send from this screen. Also has the option to “Commit” a Transfer with an Un-Committed status (Suspended).

For more details on performing stock transfers with EEE Integrated Stock functionality, refer to the document “EEE Stock Transfers.doc”.

GOODS RECEIPTS

When performing a Goods Receipt in enabler POS sales screen the system will automatically log user into the EEE Receiving Stock screen and set the branch code by default in the “Receiving on behalf of Branch” field

POS Sales Screen

- F9-Options
- S-Stock
- G- Goods Receipt

Enter Receiving Item Number (Order number) and select Receive (Alt-F) to view order details or press **F4** to search and select order number

The screenshot displays the 'Enabler - Point of Sale' application window with the 'magentaretail' logo. The main interface has a light pink background. At the top, there is a header bar with the application name and logo. Below the header, the 'Receiving on behalf of branch' field contains the value '0721'. The 'Receiving Item Number' field is highlighted in yellow. Below these fields are three buttons: 'Receive From Supplier v/o PO (Alt-F)', 'Receive (Alt-F)', and 'Cancel (Alt-C)'. The bottom status bar shows 'Rental Store' on the left and 'Logger ID: C72131, Enabler Enterprise Edition Version 1.38.0.0' on the right.

The search screen will then display all outstanding order types available for receiving.

Stock Distributions – Orders from suppliers received at Warehouse and then distributed to store

Inter Branch Transfers – Stock transferred between stores

Purchase Orders – Orders from suppliers

Orders can be searched for by the following criteria

- Item Number
- Type
- Creation Date From – To
- Only Purchase Orders by Supplier

magentaretail

Item Number: Type: Search Alt - S

Creation Date from: To: F4

Destination Branch: Only Transfers From Branch: Only Purchase Orders from Supplier:

i	Type	Number	Destination Branch	Origin Description	Created By	Creation Date
	Stock Distribution	24T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	05/09/2007
		25T0721	0721: Test Store 1	STORE98: Warehouse	99\WH	28/08/2007
		26T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	28/08/2007
		27T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	28/08/2007
		28T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	28/08/2007
		29T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	28/08/2007
		30T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	28/08/2007
		33T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	28/08/2007
		34T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	29/08/2007
		42T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	10/09/2007
		43T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	10/09/2007
		44T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	10/09/2007
		51T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	24/09/2007
		68T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	04/10/2007
		69T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	04/10/2007
		70T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	04/10/2007
		79T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	18/10/2007
	Inter-Branch Transfer	24	0721: Test Store 1	0722: Test Store 2	0722\2	11/10/2007
	Purchase Order	22480721	0721: Test Store 1	Supplier: Bosch	99\sa	28/12/2007

Receive Alt - R Cancel Alt - C

EEE Receive Stock Against Maintenance Logged in: 0721\1, Enabler Enterprise Edition Version 1.38.0.0

Receiving in a Purchase Order

Highlight required Purchase order number and press “Receive Alt-R” to enter invoice details. The screen also offers is an option to search, view details of an order or unlock order.

Once an order has been highlighted and receive button selected the following screen will appear. Enter Invoice details and select Continue Alt-Q to continue through to receiving in order.

Purchase Order 224B0721

Supplier Invoice Number *

Supplier Invoice Date F4*

Date To Pay F4

Receive into Stock Bin MAINSTOCK F4

Reference

Continue Alt - Q

Cancel Alt - C

Supplier Invoice Number – Enter Supplier Invoice number (Mandatory field if so configured)

Supplier Invoice date – Manually enter Invoice date or press F4 to select (Mandatory field)

Date to Pay – Enter Date the Invoice is due for payment (if not configured to Invoice match at H/O)

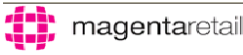
Receive into Stock Bin – Select location code stock to be received into system if so configured. System will default to Mainstock.

Reference – Free text field to enable reference details to be added to Goods Receipt

Continue Alt-Q – Continue to receiving in screen

Cancel Alt-C - Cancel out of Stock receiving screen without saving any data

The system will automatically receive all units on purchase order if configured to receive Purchase order by exception. This then enables the user the ability to make any changes to received quantities prior to completing the receiving in process. If not configured to receive by exception the user can either manually highlight each line item on order and manually enter in amount being received or alternatively select the receive all option which will receive full quantity for all line items



Receiving

224B0721

Receiving at:

0721 - Test Store 1

Total Qty

90.00

Enter item code

SKUs (F4)

Styles (CTRL+S)

Bypass Search Screen

Quantity

Pack Size

Pack Name

i	Line #	Product Code	Style Code	Description	Supplier Stock Code	Pack Size	Pack Name	Balance Quantity	(Pack) Rcd Qty
i	1	ABC130		Nuvo Sound System 130	123	1		10	10
i	2	ABC129		Nuvo Sound System 9	123	1		10	10
i	3	ABC128		Nuvo Sound System 8	123	1		10	10
i	4	ABC127		Nuvo Sound System 7	123	1		10	10
		GFS1	style1	GFS1	1			50	50

Delete Line
Alt - D

Style Detail
Alt - W

Reset
Alt - L

Print
Alt - F

Receive all
Alt - D

UnRecve all
Alt - U

Finish
Alt - S

Suspend
Alt - E

Void
Alt - V

EEE Goods Receipt

Logged in: 0721\1, Enabler Enterprise Edition Version 1.38.0.0

Options Available when Receiving a Purchase Order

Delete Line Alt-D – When items are added to an order the option to delete these lines is available when highlighted. Cannot delete lines that were created with original order

Style Detail – Displays the sizes colours and quantities linked to the style code.

Reset Alt – L – All quantities and cost entered as received will be reset to original amount on order

Print – Enables you to print order Goods Receipt docket to printer message will display in red at bottom of screen to confirm what printer Goods Receipt printed to

Goods receiving details sent to the following Receipt Printer: \\bnetest04\Generic Text Only

Receive All Alt-D – By selecting this button all quantities will be received. System will adjust the (Pack) Rc'd Qty to value that was listed as balance quantity on order

When this option is selected a screen will display requesting confirmation to apply change all items on order.

UnReceive All Alt-U – This option will reverse all quantities that have been received. The confirmation screen will also display to confirm to apply change to all items on order

Finish Alt-S – Select finish completing Goods Receipt once all items have been received. System will display screen requesting confirmation that goods Receipt is complete.

Suspend Alt-E – This option suspends the order retaining all details entered to enable user to go back into order at a later stage to complete.

Void – This option escapes out of the Goods Receipt back previous screen without saving any changes.

Screen will list all details of order

In the top section of screen contains the order details

Receiving	224B0721	Receiving at:	0721 - Test Store 1	Total Qty	10.00
-----------	----------	---------------	---------------------	-----------	-------

Receiving - Order Number being received

Receiving At: -Location where order is being received from

Total Qty - Total Quantity of items received in

Below that section is the option to add more items to order.

Enter item code		SKUs (F4)	Styles (CTRL+S)	☐ Bypass Search Screen
Quantity		Pack Size		
		Pack Name		

Enter Item Code – Either manually enter SKU or Style code or Press SKUs (F4) or Style (CTRL+S) to search and select code.

Quantity – Enter quantity of items being received in

Pack Size – System will display pack size set for SKU/Style selected

Pack Name – System will display pack name set for SKU/Style selected

The middle section of screen will list details of all items available to be received. User can manually highlight individual order lines and enter in received quantity.

i	Line #	Product Code	StyleCode	Description	Supplier Stock Code	Pack Size	Pack Name	Balance Quantity	(Pack) Rc'd Qty
i	1	ABC130		Nuvo Sound System 130	123	1		10	10
i	2	ABC129		Nuvo Sound System 9	123	1		10	10
i	3	ABC128		Nuvo Sound System 8	123	1		10	10
i	4	ABC127		Nuvo Sound System 7	123	1		10	10
i			GF\$1	style 1	GFSTYLE1	1		50	50

Line # - Line number of item in order

Product Code – Sku code of Item

Style Code – Style code of item

Description - Product description

Supplier Stock Code – Stock code linked to product item

Pack Size – Pack size set for product item

Pack Name – Pack name set for Product item

Balance Quantity - Totals quantity of item on order. If pack size is greater than 1, Balance Quantity will be number of packs.

(Pack) Rc'd Qty - Totals quantity of items/packs received

Receive from Supplier without Purchase Order

If “Receive from Supplier w/o PO “is selected a similar invoice details screen appears to capture invoice details but the difference being no Purchase Order Number is displayed. Enter Invoice details and select Continue Alt-Q to continue through to receiving in order.

Supplier F4*

Supplier Invoice Number *

Supplier Invoice Date F4*

Date To Pay F4

Receive into Stock Bin F4

Reference

Continue Alt - Q Cancel Alt - C

Adding Cost / Charges to a Completed Goods Receipt

When Goods Receipt is finished, meaning all item quantities are received and the Finish option has been selected and Goods Receipt is flagged as complete. If so configured the following screen will appear to enable any additional cost/ charges or discounts to be added. If no additional information is added select Continue to complete the Goods receipt, System will request confirmation that goods receipt is complete.

Note: this screen can be suppressed with an option in Utilities->Configuration->Configuration Settings and the Goods Receipt tab

Additional charges (e.g. freight)	0.00
Discount	0.00
Calculated GST (incl additional charges)	250.00
GST Paid	250.00
GST Adjustment	0.00
TOTAL	2250.00

Continue
Alt - S

Cancel
Alt - C

Once order is complete User is taken back to list of outstanding orders to proceed with receiving another order. Select Cancel button or press escape on keyboard to return to the POS sale screen.

Receiving In a Stock Distribution

A stock distribution order is a Centralised Purchase Order (CPO) that was created at H/O to be delivered to Warehouse and once received, distributed to stores via the store distribution option in the EEE Purchase order option located under Inventory. These order types are distinguished by the number which is made up of the sequential stock distribution number for store, the letter T and store branch code ie 88T0721

POS Sales Screen

- F9-Options
- S-Stock
- G- Goods Receipt

Manually Enter number or Press **F4** to search and select store distribution number.

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Item Number: Type: <all> Search Alt - S

Creation Date from: To:

Destination Branch: 0721 Only Transfers From Branch:

Only Purchase Orders from Supplier:

i	Type	Number	Destination Branch	Origin Description	Created By	Creation Date
	Stock Distribution	24T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	05/09/2007
		25T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	28/08/2007
		26T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	28/08/2007
		28T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	28/08/2007
		29T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	28/08/2007
		30T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	28/08/2007
		33T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	28/08/2007
		34T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	29/08/2007
		42T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	10/09/2007
		43T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	10/09/2007
		44T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	10/09/2007
		51T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	24/09/2007
		68T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	04/10/2007
		69T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	04/10/2007
		70T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	04/10/2007
		79T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	18/10/2007
		80T0721	0721: Test Store 1	STORE98: Warehouse	99\sa	28/12/2007
	Purchase Order	22480721	0721: Test Store 1	SUP04: Bosch	99\sa	20/12/2007

Detail Alt - W
Unlock Alt - U

Receive Alt - R
Cancel Alt - C

EEE Receive Stock Against Maintenance
Logged In: 0721\1, Enabler Enterprise Edition Version 1.38.0.0

Highlight required Store Distribution number and press “Receive Alt-R” to enter invoice details. This screen also offers is an option to search and view details or the store distribution.

Stock Distribution 25T0721

Receive into Stock Bin: F4

Reference:

Continue Alt - Q
Cancel Alt - C

Select Continue Alt-Q to display order details and receive in quantities.

Receive Into Stock Bin – If configured accordingly stock can be received into other stock bins by selecting location via F4. The system will receive order into MAIN stock bin by default.

Reference – Free text field where details can be entered linking to goods receipt

Once all receive quantities have been entered select Finish to confirm order complete.

Receiving 25T0721 Receiving at: 0721 - Test Store 1 Total Qty 0.00

Enter item code SKUs (F4) Styles (CTRL+S) Bypass Search Screen

Quantity Pack Size Pack Name

Line #	Product Code	Style Code	Description	Supplier Stock Code	Pack Size	Pack Name	Balance Quantity	(Pack) Rcd Qty
1	DUFF		Duff Beer		12	4		0

Style Detail Alt - W
Reset Alt - L
Print Alt - F

Receive all Alt - D UnRecve all Alt - U Finish Alt - S Suspend Alt - E Void Alt - V

EEE Goods Receipt Logged in: 0721\1, Enabler Enterprise Edition Version 1.38.0.0

Once order is complete User is taken back to list of outstanding orders to proceed with receiving another order. Select Cancel button or press escape on keyboard to return to the POS sale screen.

Receiving In an Inter-Branch Transfer

Inter branch Transfers are internal transfers of stock between branches. Normally an Inter branch Transfer can be received via the Stock>Transfers options in Enabler but Transfers can be received in through Enabler Goods Receipt option if set up to perform online, as they are listed as outstanding stock to be received in.

Refer to EEE Stock Transfers document for details in performing a Inter Branch Transfer In.

Unlock an Order

User can unlock a locked order by highlighting the locked transfer listed in the orders details screen via Goods Receipt functionality in Enabler and selecting the Unlock (Alt-U) button.

Print a Goods Receipt

A Goods Receipt transaction will automatically print locally after transaction is finished but the user can reprint a Goods Receipt by highlighting the transfer line and selected Print (Alt-F) button.

To enable Goods Receipt to print in a domain environment the local printer needs to be shared and EEEServices account needs access to the shared printer, but when setup with local accounts, then the EEEServices account needs to be created on each computer as well.

For more details on performing goods receipts with EEE Integrated Stock functionality, refer to the document “EEE Goods Receipt.pdf”.

STOCK ADJUSTMENTS

Products

1. From the POS main screen select **<Alt V>** (Inventory)
2. ↓ to **Stock Adjustment** then press **<enter>**
3. Key in your User ID then press **<enter>**. You will be automatically logged into EEE.
(if you are prompted for a password key it in then press **<enter>**)
4. Press **<F4>** to search and select a product code. Once a product code has been selected, the quantity on hand will be displayed on the screen.
5. Press ↓ to select a reason code
6. Press **<tab>** for the Location field. Default stock location is Main Stock Bin. Use ↓ to select a different stock location
7. Press **<tab>** then key in the adjustment quantity
(if you key in 10 you will increase the SOH by 10, if you key in -10 you will decrease the SOH by 10)
8. Press **<tab>** to the Unit Cost Field. The default unit cost is displayed. This cost can be changed if required
9. Press **<enter>** to update stock on hand

Styles

1. From the POS main screen select **<Alt V>** (Inventory)
2. ↓ to **Stock Adjustment** then press **<enter>**
3. Key in your User ID then press **<enter>**. You will be automatically logged into EEE.
(if you are prompted for a password key it in then press **<enter>**)
4. Press **<CTRL S>** to search and select a style code.
5. Press **<tab>** then ↓ to select a reason code
6. Press **<tab>** for the Location field. Default stock location is Main Stock Bin. Use ↓ to select a different stock location

7. Press **<tab>** to the Unit Cost Field. The default unit cost is displayed. This cost can be changed if required. If multiple costs apply to this style, then this **Unit Cost Multiple Costs Exist** will display on the screen.
8. Press **<enter>** and you will be taken to the style grid. Type in the quantity adjustments required and use the arrow keys to move around the style grid.
(if you key in 10 you will increase the SOH by 10, if you key in -10 you will decrease the SOH by 10)
9. Press **<enter>** to update stock on hand

RETURNING STOCK TO THE SUPPLIER (RTS)

1. From within the selling screen press **<F9>** (Options) **<S>** (Stock) then **<S>** (Return to Supplier). You will be automatically logged into EEE.
2. Key in the supplier code or press **<F4>** to search and select
3. Press **<tab>** and then key in the Return Authority Number. This is a mandatory field
4. Press **<tab>** and then key in the Reference for this return. This field will accept up to 20 characters.
5. Press **<enter>** to proceed to the return details screen
6. Type in a product or style code or press **<F4>** to search and select a product code or Press **<CTRL S>** to search and select a style code
7. Press **<tab>** and then enter the quantity of items being returned
8. Press **<tab>** to the cost field. The default cost will be displayed and can be changed if required.
9. Press **<enter>** to complete the return of this product. You are returned to the item code field to enter more items to be returned
10. When finished, press **<ALT S>** to complete the RTS transaction. A confirmation box will appear so press **<enter>** to confirm the transaction is complete
11. If configured to print a receipt, this will print on the receipt printer and you will be returned to Enabler

STOCKTAKE

Can I perform a stocktake during trading hours?

Yes you can, but you would need to have procedures in place to handle this – in the past a stocktake result has proven to be a lot more accurate when the stocktake is performed outside of trading hours.

You would need to select the **Freeze Stock (Prepare for Stocktake)** option, this takes a snap shot of what the SOH is for each product at that time. Enabler takes into account all movements of stock whilst it is frozen, if the store physically receives stock whilst the stocktake is in process you need to process the goods receipt or transfer in in Enabler but **DON'T** count the stock in the stocktake.

If you froze the stock after store close on say a Monday night, count over the next day or so as if it were Monday night – even if it is Wednesday.

When you create a new layby are you configured to move the stock to another location e.g. the layby bin? If so, you still need to count the layby stock when you count the rest of the store.

Using Enabler stock take online to EEE – Manual count

To perform a stock take online to EEE you need to ensure Enabler is configured correctly.

In the configuration setup screen, select **EEE Integration** and then ensure **Perform stock take via EEE** is flagged on.

You should firstly check that EEE has received ALL sales and stock movement data for your branch from Enabler. There should be no unresolved EEE Data Loader Error Log entries for your branch.

1. Access the Stocktake menu via POS main screen **<Alt V> Inventory**. Press the right arrow key to access the Stocktake menu
2. Select **Freeze Stock (Prepare for Stocktake)** to count all stock.
(if an item isn't counted SOH will be reset to 0) or select **Prepare for Quick Stocktake** this will prepare for a full or partial Stocktake without freezing stock.
3. Press **<enter>** at the next screen to freeze all stock
(You can select a range of stock to freeze by division, department, class or supplier, leaving these fields blank freezes ALL stock)
4. System will log into EEE and request a confirmation that EEE has received all sales and stock movements for the branch and that there are no unresolved data errors before proceeding, Press **<Alt Q> Continue** to proceed with Stocktake and **<OK >**to continue.
5. Once the stock freeze has completed successfully select **<Close>** to return to enabler to prepare and perform manual count.
6. Select **Reports (from Inventory->Stocktake)** to access online the EEE Stocktake reports and Stocktake sheets
7. Highlight **Stocktake Sheets** [or Stocktake Sheets (No SOH)] and press **<Select Printer>** to print sheets to specific printer. Select **<Close>** to return to Enabler.
8. Count the stock, use the count sheets to manually record the counts for each product

9. To enter the manual counts Select **Manual Stock Count Entry** (*from Inventory->Stocktake*) to enter in the counts in the Stocktake Entry screen.
10. Enter bin or bay number if applicable, these fields are optional
11. In Product field scan or manually enter product code or press F4 to select product code, press **<tab>** to move to Quantity field and enter amount counted for product.
12. Press **<enter>** to save count and repeat to enter all products and quantities.
13. Press **<ESC>** to exit from Stocktake entry screen
14. Select type of Stocktake docket to print
15. Select **Calculate Variances** (*from Inventory->Stocktake*) to load the stocktake counts
16. Select **Yes** when prompted to view variances.
17. The EEE Stocktake Variances screen lists all items with a positive or negative variance by default. The variance list can be further refined by defining various criteria at the top of the screen and selecting **Search**.
18. To perform re-counts or correct counts you will need to **Cancel** out of the Stocktake Variance Screen and add or deduct items via the manual stock count entry screen. If making adjustments you will need to return to Step 11, and then proceed with the adjustments and then calculate and view the variances again. (Note you cannot simply re-enter total product count as this will add these items to the initial count. You must enter the additional items counted or enter a negative quantity to deduct from the initial count.)
19. Once satisfied with all stock counts, select **Post Stocktake** (*from Inventory->Stocktake*).
20. The Post Stocktake EEE screen will display with the totals for theory, actual and variances in both \$(WAC) and units. Select **<Alt P>** (Post) if satisfied the stocktake is correct or **Cancel** to go back and re-enter or adjust counts.
21. When Post is selected you will be given two warnings that the stock is about to be updated. Select **Yes** to both these warnings. When stock count has successfully posted a message will display in red at the top of the screen stating 'Stocktake post succeeded'. You can then select **Close** to return to POS.

Using Enabler stock take online to EEE – Portable scanner

The following procedure would be used for stocktakes where you are counting the stock via a hand held scanner and then uploading the data to your computer.

The Stock Valuation Report includes stock in all locations.

Stocktake Overview:

Where?	What?
Enabler PoS	Select Inventory, then Stocktake Select Freeze Stock (Prepare for Stocktake)
Portable Scanner	Start scanning the stock When finished, connect the scanner to the computer (usually using a cradle) and follow the scanner procedures to upload the file to the computer
Enabler PoS	Select Load Stocktake from PDT from the Stocktake menu Select the docket printing option that you require Select Calculate Variances Select View Stocktake Variances Select Post Stocktake to update the stores stock on hand

1. Access the Stocktake menu via POS main screen **<Alt V> Inventory**. Press the right arrow key to access the Stocktake menu
2. Select **Freeze Stock (Prepare for Stocktake)** to count all stock.
(if an item isn't counted SOH will be reset to 0) or select **Prepare for Quick Stocktake** this will prepare for a full or partial Stocktake without freezing stock.
3. Press **<enter>** at the next screen to freeze all stock
(You can select a range of stock to freeze by division, department, class or supplier, leaving these fields blank freezes ALL stock)
4. System will log into EEE and request a confirmation that EEE has received all sales and stock movements for the branch and that there are no unresolved data errors before proceeding, Press **<Alt Q> Continue** to proceed with Stocktake and **<OK >**to continue.
5. Once the stock freeze has completed successfully select **<Close>** to return to enabler.
6. Scan all items being counted with the handheld scanner
(there will be a separate manual explaining the functionality of the scanner. Any scanner can be used provided it uploads its file in the required format and to the required folder.)
7. Once scanning has completed, follow the scanner procedure for uploading the stocktake file to the computer.
8. Select **Load Stocktake from PDT** from the Enabler Stocktake menu (*from Inventory->Stocktake*).

9. Select type of Stocktake docket to print
10. Select **Calculate Variances** (*from Inventory->Stocktake*) to load the stocktake counts
11. Select **Yes** when prompted to view variances.
12. The EEE Stocktake Variances screen lists all items with a positive or negative variance by default. The variance list can be further refined by defining various criteria at the top of the screen and selecting **Search**.
13. To perform re-counts or correct counts you will need to **Cancel** out of the Stocktake Variance Screen and add or deduct items via the manual stock count entry screen or scan further items using the handheld scanner. If making adjustments, refer to steps 11 to 18 of the manual count process. (Note you cannot simply re-enter total product count as this will add these items to the initial count. You must enter the additional items counted or enter a negative quantity to deduct from the initial count.)
14. Once satisfied with all stock counts, select **Post Stocktake** (*from Inventory->Stocktake*).
15. The Post Stocktake EEE screen will display with the totals for theory, actual and variances in both \$(WAC) and units. Select **<Alt P>** (Post) if satisfied the stocktake is correct or **Cancel** to go back and re-enter or adjust counts.
16. When Post is selected you will be given two warnings that the stock is about to be updated. Select **Yes** to both these warnings. When stock count has successfully posted a message will display in red at the top of the screen stating 'Stocktake post succeeded'. You can then select **Close** to return to POS.

REPORTS

Enabler reports all work on databases held locally, which is fine for sales transactions, but when using EEE for Inventory, reports such as Goods Receiving, Stock Movements, Transfers, Stock Adjustments, etc, won't be correct when run in Enabler as Enabler won't "see" the transactions performed directly in EEE.

While you can login to EEE and run the reports accessing inventory information, an alternative is to do all reporting via EEE. This is done via a configuration setting in Enabler shown below. Setting the "Report Application" to Enabler Enterprise will mean that when the Reports menu is accessed in Enabler, the user will be logged into EEE to run the report.

Database Setup [Change]

Database Setup BDE Settings

Path

Local c:\enabler\local

Lan transactions c:\enabler\lantran

☒ System uses local database for lan master file database (only for non-dedicated LAN server running dBase)

Lan master files c:\enabler\local

Lan maintenance c:\enabler\lanmnt

Training database base c:\enabler\training

☐ Update training database with live data during end of day

Select Report Application

Enabler

Enabler Enterprise

Stand Alone

Web

URL

ok Enter

cancel Esc

help F1