

ArmPOS Retail Account Payment Guide

IMPORTANT NOTE AND AGREEMENT:

This guide is used for further reminder purposes only.

Before you use this ArmPOS Retail Account Payment functionality, you have to clearly understand each transaction terms and usage to avoid any lost in transaction. We had taught the ArmPOS Retail Account Payment functionality during our training lesson.

We had provided FREE onsite/offsite training to the responsible hospitality/retail owners/managers/staff for any Aclas products purchased as our company policy to dedicate our efforts to your business development. All undergoing/completed training sessions had been recorded and dated for each customer in our database records for legal purposes to show your fullest cooperation and understanding in each learning session.

Any failure to understand and clarify the software usage or any misinterpretation would display your lack of experience and care in regarding the usage of the product which is beyond Aclas control and responsibility.

Any unofficial Aclas trained staffs that are incompetent in understanding the software functionality and language would be your own responsibility and liability.

Please do not hesitate to call our qualified official Aclass staff for any further enquiry or clarification regarding the software functionality.

We appreciate your interest and support in Aclas products. Thank you.

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1.0 ArmPOS Retail Account Payment Guide

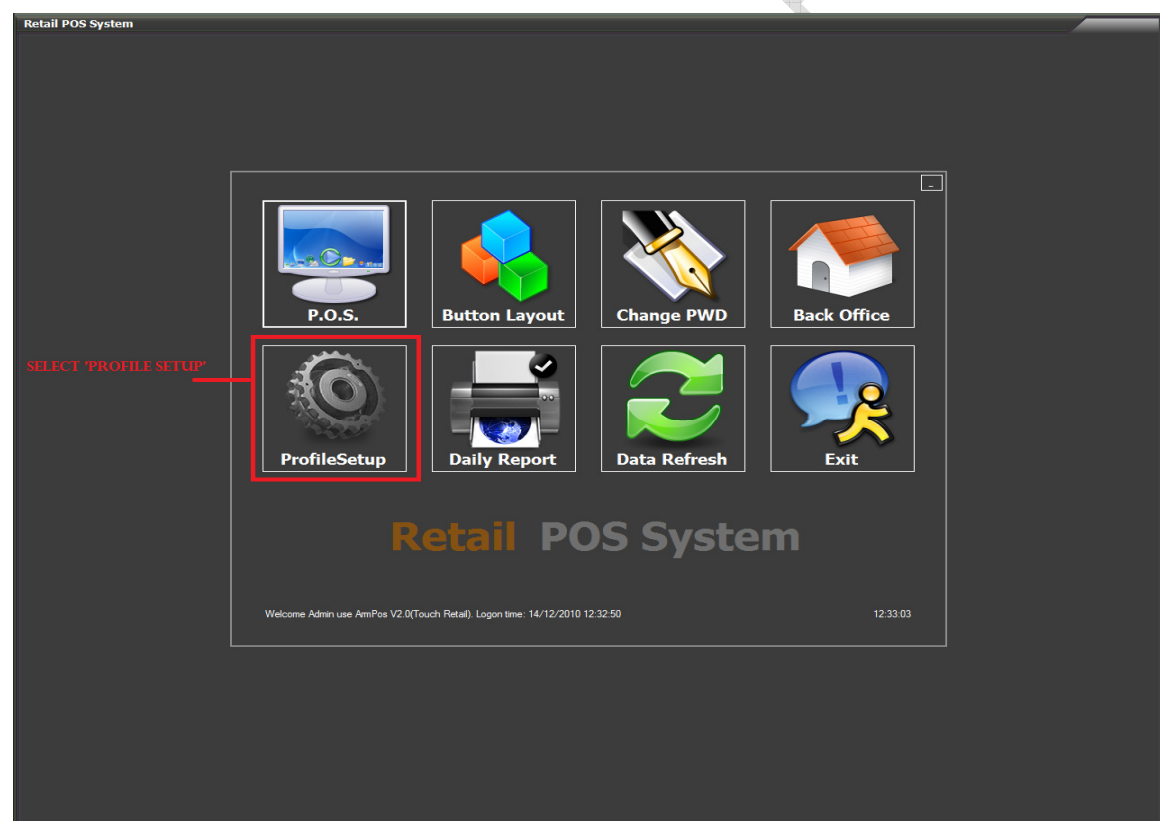
1.1 Introduction

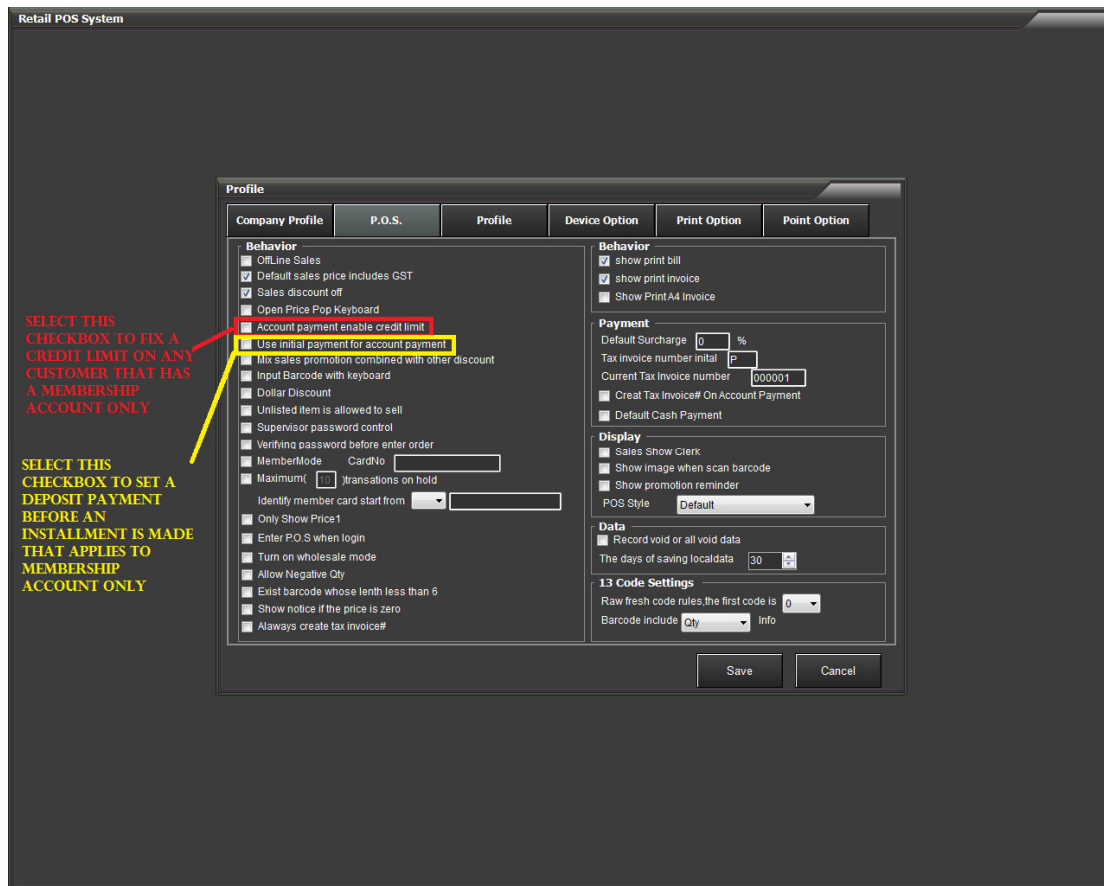
Before we begin the ArmPOS Retail Account Payment Manual, we need to clearly understand the meaning of 2 different types of account payment transactions:

Lay-by: The customer goods remained in the shop until the payment had usefully completed through payment instalment over a period of time.

Credit Sales: The customer takes the goods home at the outset and paid for them over a period of time but the ownership in the goods remains with the vendor until the final payment.

Hence, we begin by following the instructions given:





You are able to choose only one of these two checkbox. Each checkbox has the following functions:

Option 1

Account payment enable credit limit – This allow the shop manager/clerk to set a credit limit to retail customers for instalment payment. This function is used for Credit Sales only.

Option 2

Use initial parameter for account payment – This would allow deposit payment for customers for any items before completing a series of instalment payment before completing the full payment to the retail owner. This option is used for a lay-by transaction only.

1.2 Guide to Create Customer Membership Account Setup



Retail POS System

Customer Utility

Member NO: 1234 Physical Card No: 9999 First Name: banana Last Name: banana Telephone: Account Balance: \$10.00 Loyalty Points: \$5.39 Email:

Customer Edit

Member No: Physical Card No: Telephone: Disc Level: First Name: Last Name: Address: Suburb: Postal Code: Email: Account Balance: 0 Member Point: 0 Add: Credit Limit: 0 Disable Loyalty Point: C.O.D: Note: Issue Date: Tuesday, 14 Dec Expiry Date: Monday, 14 Dec

Save Cancel

Search Print Voucher Exchange Point Voucher New Edit Delete Exit

Annotations:

- FILL IN CUSTOMER DATA DETAILS (points to the Customer Edit form)
- INPUT THE AMOUNT OF CREDIT LIMIT ALLOWED FOR THIS CURRENT CUSTOMER (points to the Credit Limit field)
- CLICK ON 'SAVE' AFTER COMPLETING ALL THE DATA INPUT REQUIRED (points to the Save button)
- SELECT 'NEW' (points to the New button)

Or alternatively you could select 'Account' in POS and make a name query to search customer based on their name as illustrated:

Retail POS System

Member Query

Member NO	First Name	Last Name	Balance	Points	Credit Limit	Telephone
1234	banana	banana	0.00	20.6400	20.00	
4567			0.00	0.0000	50.00	

New Edit OK Cancel History Print Voucher

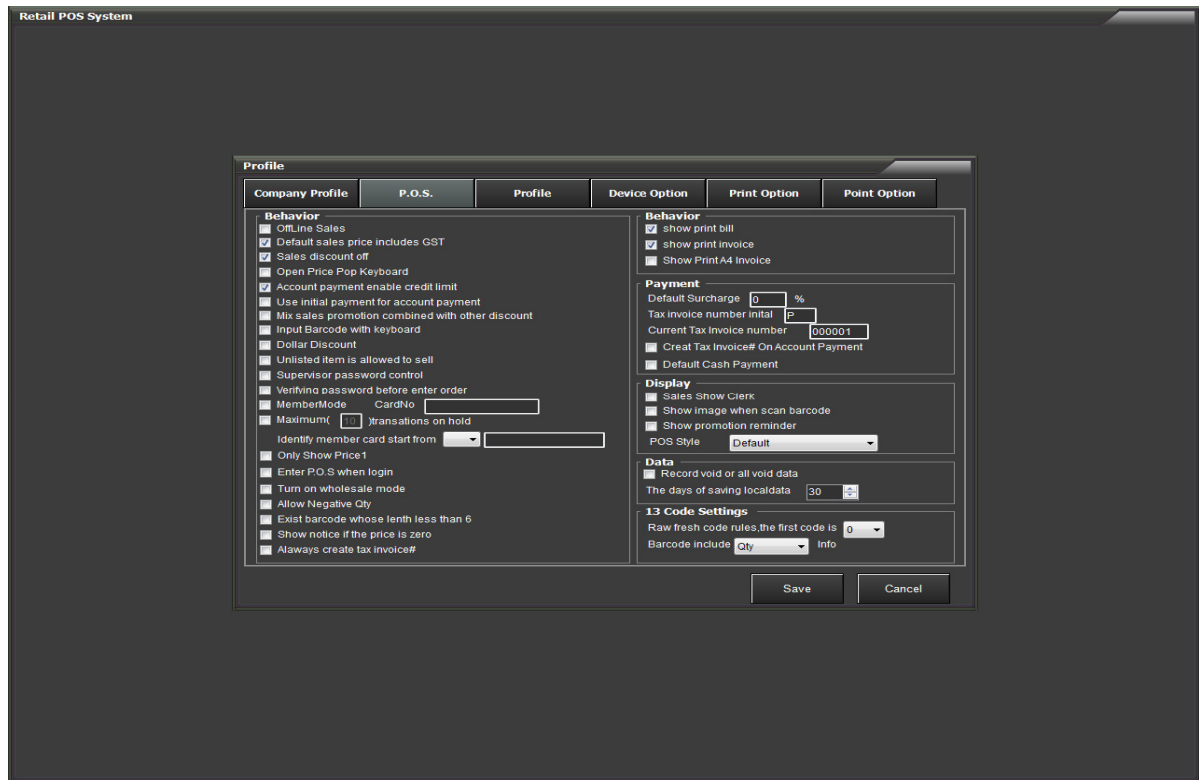
Member NO: First Name: Last Name: Keyboard Advanced Search Member Code Member Name Loyalty Points Loyalty Point Search

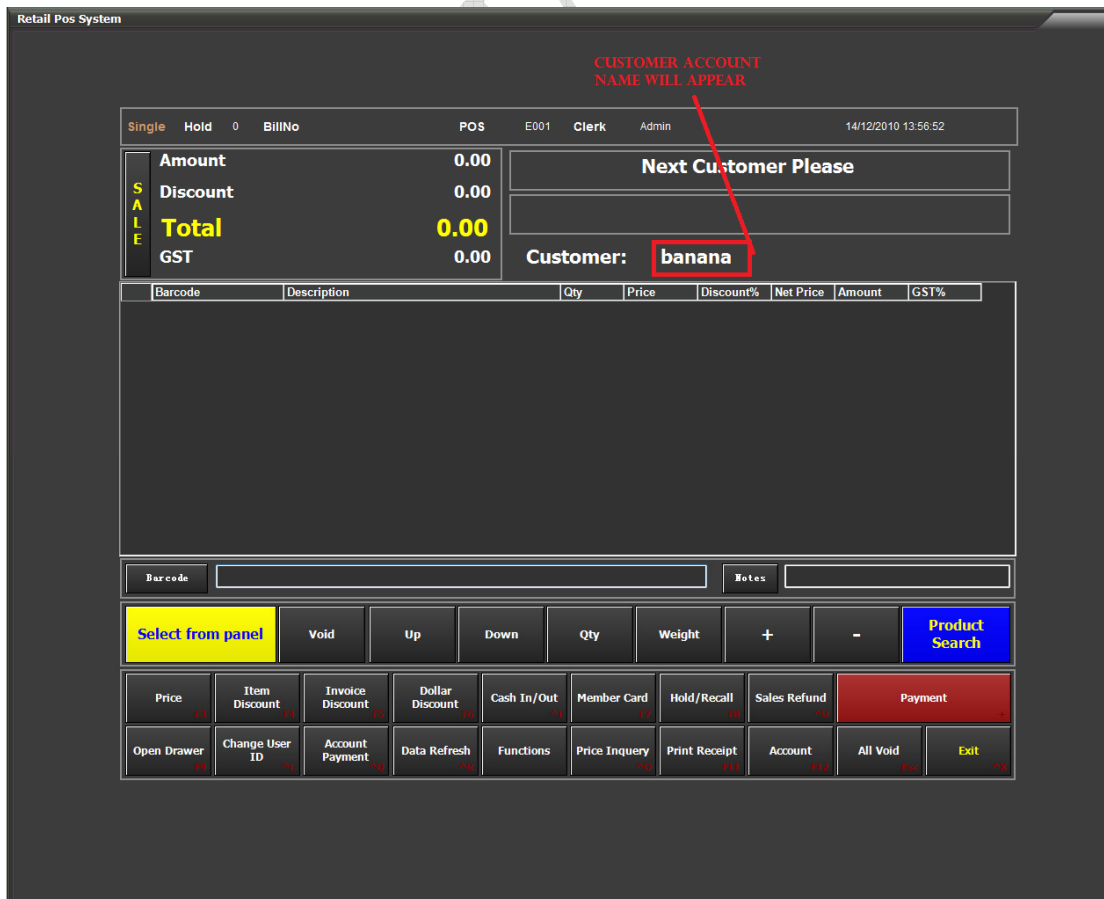
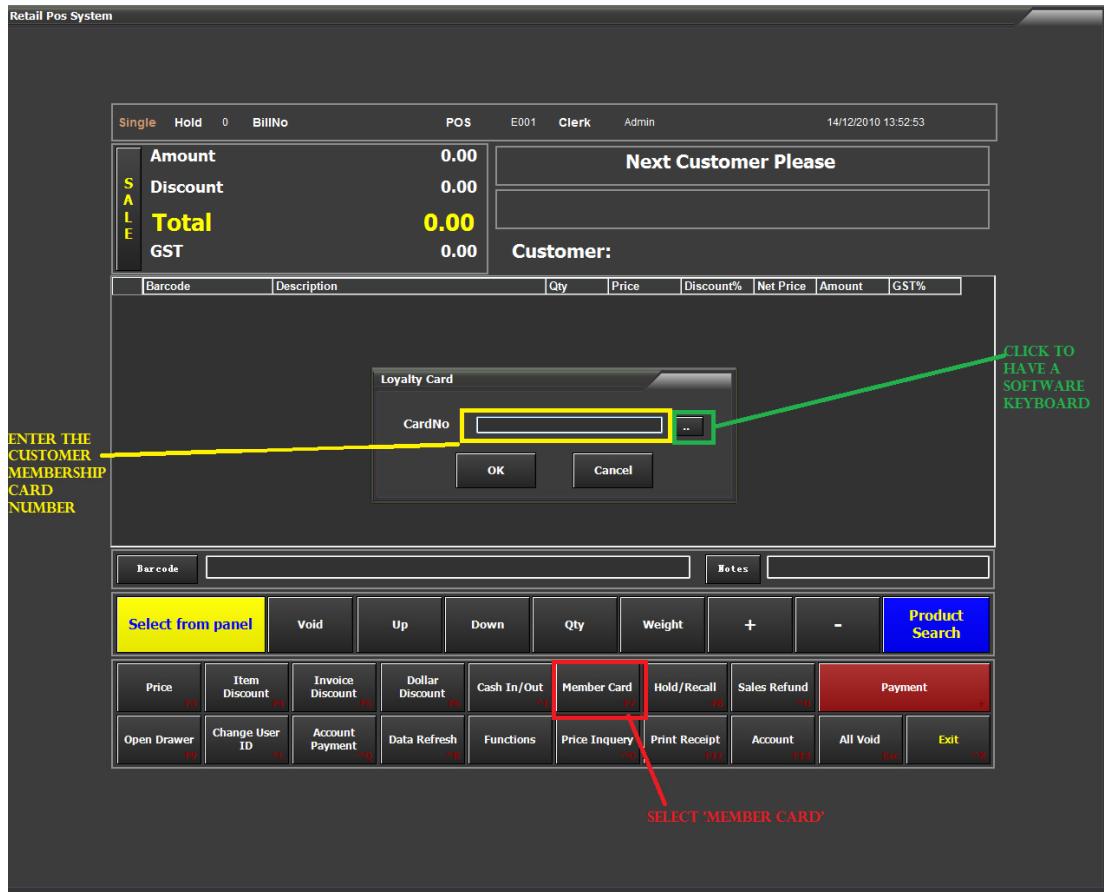
Annotations:

- ENTER CUSTOMER NAME AND A QUERY SEARCH WILL BEGIN. (points to the First Name and Last Name input fields)
- SELECT OK (points to the OK button)

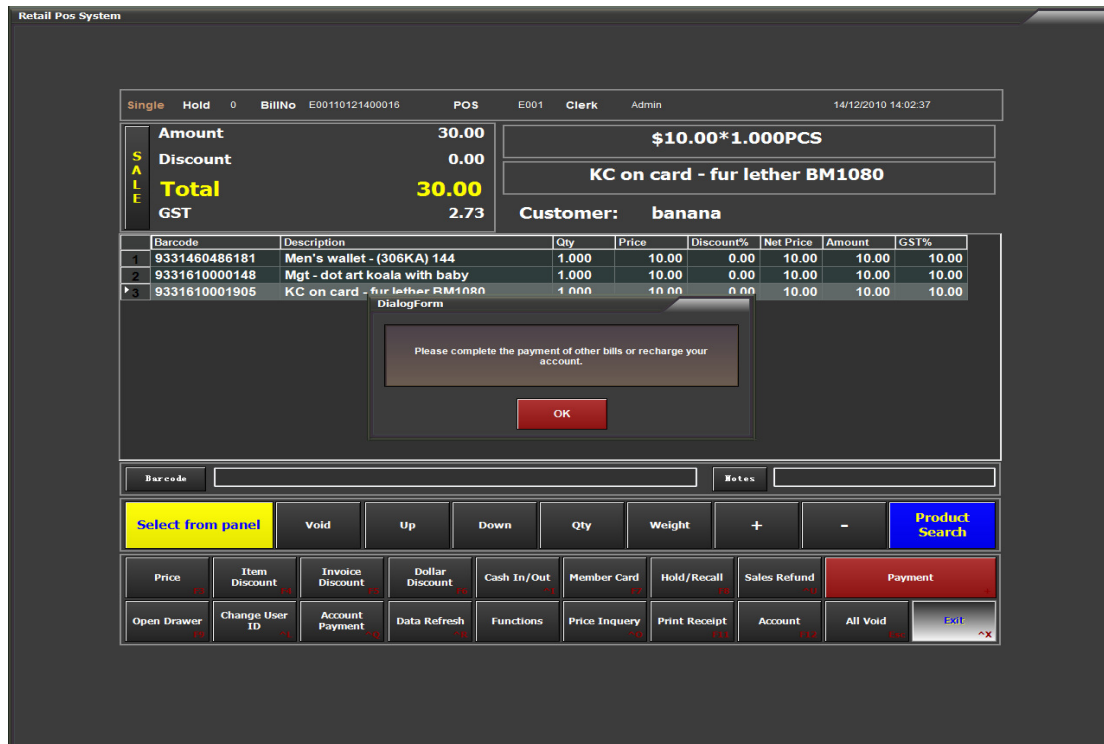
1.3 Guide to Create Account Payment Using Option 1 (Credit Sales)

IMPORTANT NOTE: Please select the settings as shown in the “Profile Setup” settings:





If a pop up box appears with a message “**Please complete the payment of other bills or recharge your account**” usually means that the customer had exceeded the credit limit for this transaction as shown:



Next, a pop up screen would appear that will show the full detail of the account payment layout with a negative amount exceeding credit limit as shown:

Retail Pos System

Single Hold 0 BillNo E00110121400016 POS E001 Clerk Admin 14/12/2010 14:10:02

S A L E	Amount	30.00	\$10.00*1.000PCS	
	Discount	0.00	KC on card - fur leather BM1080	
	Total	30.00		
	GST	2.73	Customer: banana	

Barcode	Description	Qty	Price	Discount%	Net Price	Amount	GST%
9331460486181	Men's wallet - (3			1.00	10.00	10.00	10.00
9331610000148	Mgt - dot art koa			1.00	10.00	10.00	10.00
9331610001905	KC on card - fur			1.00	10.00	10.00	10.00

Items	Amount
Account Balance	\$ 15.00
Total Credit Limit	\$ 10.00
Total Arrears of Unpaid Bill	\$ -32.50
Total Transaction Amount	\$ 30.00
Remain Credit Limit	\$ 0
Exceeding Credit Limit	\$ -37.50

Barcode: OK Cancel

Select from panel Void Up Down Qty Weight + - Product Search

Price Item Discount Invoice Discount Dollar Discount Cash In/Out Member Card Hold/Recall Sales Refund Payment

Open Drawer Change User ID Account Payment Data Refresh Functions Price Inquiry Print Receipt Account All Void Exit

However, if the sales transaction is under the credit limit, the sales would be approved with the remaining credit limit in the account as shown:

Retail Pos System

Single Hold 0 BillNo E00110121400016 POS E001 Clerk Admin 14/12/2010 14:15:48

S A L E	Amount	10.00	\$10.00*1.000PCS	
	Discount	0.00	Men's wallet - (306KA) 144	
	Total	10.00		
	GST	0.91	Customer: banana	

Barcode	Description	Qty	Price	Discount%	Net Price	Amount	GST%
9331460486181	Men's wallet - (3			1.00	10.00	10.00	10.00

Items	Amount
Account Balance	\$ 2.50
Total Credit Limit	\$ 10.00
Total Arrears of Unpaid Bill	\$ 0.00
Total Transaction Amount	\$ 10.00
Remain Credit Limit	\$ 2.50

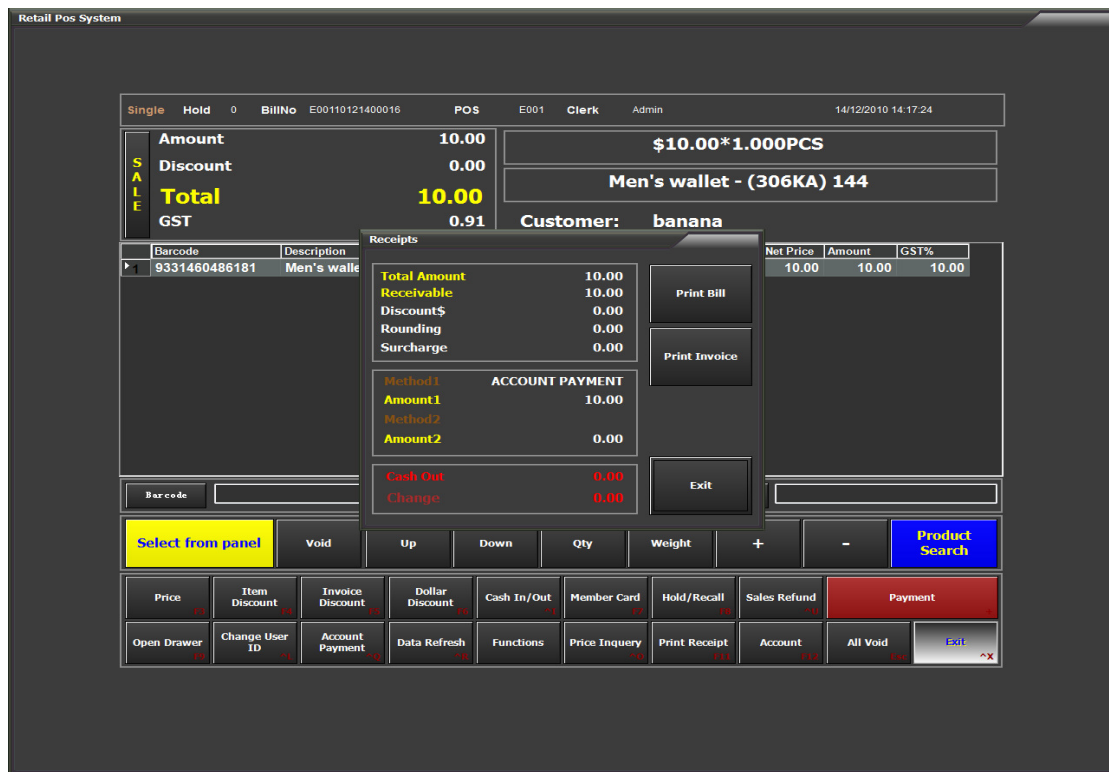
Barcode: OK Cancel

Select from panel Void Up Down Qty Weight + - Product Search

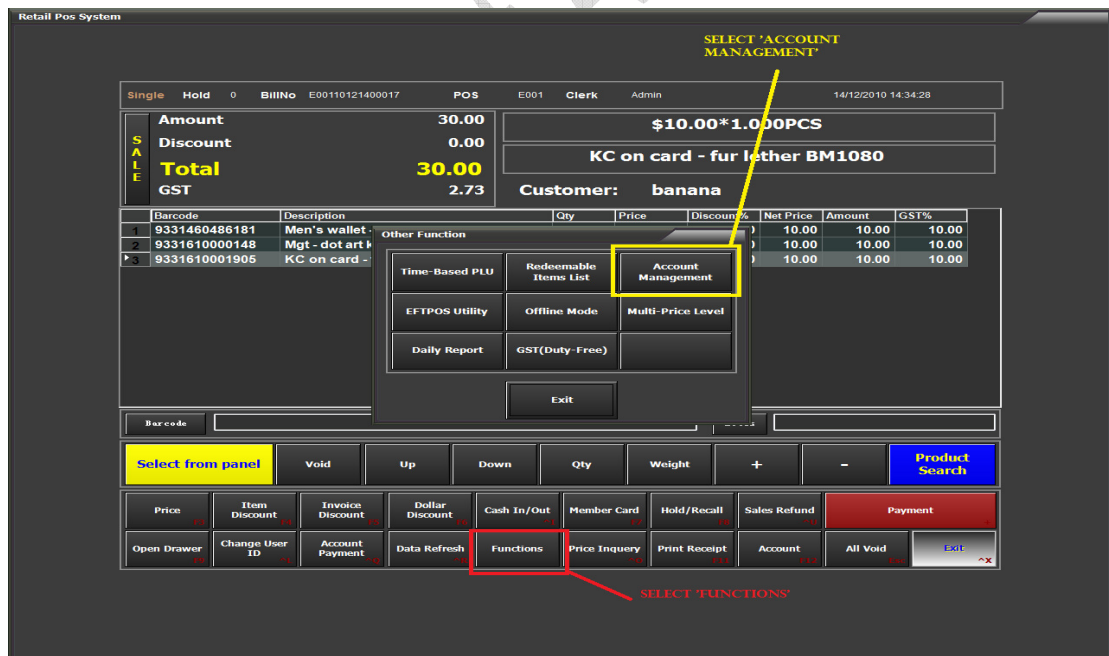
Price Item Discount Invoice Discount Dollar Discount Cash In/Out Member Card Hold/Recall Sales Refund Payment

Open Drawer Change User ID Account Payment Data Refresh Functions Price Inquiry Print Receipt Account All Void Exit

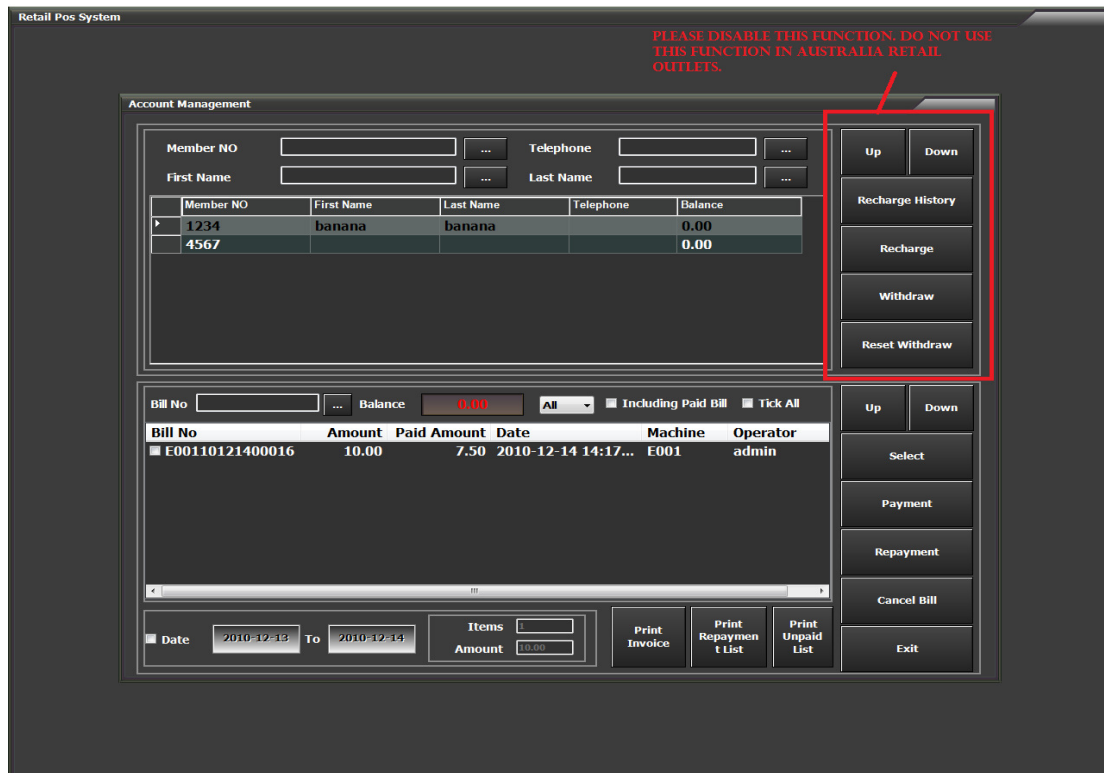
An account payment invoice would be displayed as shown:



If a sales transaction had reached its maximum credit limit, the customer must complete their payment before proceeding as shown:



An Account Management would appear and a list of customer with membership account will be shown on screen:



IMPORTANT NOTE: This Account Management interface do support **Prepaid Recharge** that will allow customers to deposit a certain amount of money in a retail membership business account make payments with their membership card. You can tick 'Disable Account Recharge Functions' in 'Profile Setup' to disable this function

However, this function is widely used in most Australian banks (Commonwealth, NAB, ANZ) due to existence of reliable debit card transaction like EFTPOS. Thus, it is possible to avoid complications and disable this functionality in our software. DO NOT USE IT.

Next, proceed into an account payment process; you are able to select the following sections for specific functionality as illustrated:

Retail POS System

Account Management

Member NO Telephone

First Name Last Name

Member NO	First Name	Last Name	Telephone	Balance
1234	banana	banana		0.00
4567				0.00

Up Down

Recharge History

Recharge

Withdraw

Reset Withdraw

INPUT THE BILL NO. OR
CLICK ON THE CHECKBOX

Bill No Balance (0.00) All Including Paid Bill Tick All

Bill No	Amount	Paid Amount	Date	Machine	Operator
<input checked="" type="checkbox"/> 00110121400018	10.00	10.00	2010-12-14 16:43...	E001	admin
<input checked="" type="checkbox"/> 00110121400017	10.00	10.00	2010-12-14 16:42...	E001	admin
<input checked="" type="checkbox"/> 00110121400016	10.00	10.00	2010-12-14 14:1...	E001	admin
<input checked="" type="checkbox"/> 00110121400014	10.00	10.00	2010-12-14 11:5...	E001	admin
<input checked="" type="checkbox"/> 00110121400013	10.00	10.00	2010-12-14 11:5...	E001	admin
<input checked="" type="checkbox"/> 00110121400012	20.00	20.00	2010-12-14 11:9...	E001	admin
<input checked="" type="checkbox"/> 00110121400011	10.00	10.00	2010-12-14 11:44...	E001	admin
<input checked="" type="checkbox"/> 00110121400010	2.50	2.50	2010-12-14 11:44...	E001	admin

Up Down

Select

Payment

Repayment

Cancel Bill

Exit

DATE 2010-12-13 To 2010-12-14

Items 10

Amount 236.33

Print Invoice

Print Repayment List

Print Unpaid List

SELECT ALL

INCLUDES PAST PAYMENT BILLS FOR TRANSACTION HISTORY

FILTER SALES TRANSACTION BASED A SPECIFIC TIME PERIOD

Hence, to make a simple account payment transaction, you have to do the following steps:

Step 1: Select the bill number that the customer wants to completed the payment. You are allowed to filter the payment based on the bill number or by specifying a date. To make multiple transaction payment, you have to select the tick box "Tick All" and click on "Payment". However, if you want to make a lay-by payment transaction, just select the checkbox at the "Bill No." column for a single transaction and select "Repayment".

1.4 Guide to Create Account Payment Using Option 2 (Lay-By)

IMPORTANT NOTE: Please select the settings as shown in the “Profile Setup” settings:

Profile Setup

Company Profile | **P.O.S.** | **Profile** | **Device Option** | **Print Option** | **Point Option**

Behavior

- ☐ Off-line Sales
- ☒ Default sales price includes GST
- ☒ Sales discount off
- ☐ Open Price Pop Keyboard
- ☐ Account payment enable credit limit
- ☒ Use initial payment for account payment
- ☐ Mix sales promotion combined with other discount
- ☐ Input Barcode with keyboard
- ☐ Dollar Discount
- ☐ Unlisted item is allowed to sell
- ☐ Supervisor password control
- ☐ Verifying password before enter order
- ☐ MemberMode CardNo
- ☐ Maximum transactions on hold
- ☐ Identify member card start from
- ☐ Only Show Price 1
- ☐ Enter P.O.S when login
- ☐ Turn on wholesale mode
- ☐ Allow Negative Qty
- ☐ Exist barcode whose length less than 6
- ☐ Show notice if the price is zero
- ☐ Always create tax invoice#

Payment

- ☒ show print bill
- ☒ show print invoice
- ☐ Show Print A4 Invoice

Default Surcharge %

Tax invoice number initial

Current Tax Invoice number

☐ Create Tax Invoice# On Account Payment

☐ Default Cash Payment

Display

- ☐ Sales Show Clerk
- ☐ Show image when scan barcode
- ☐ Show promotion reminder

POS Style

Data

- ☐ Record void or all void data
- The days of saving localdata

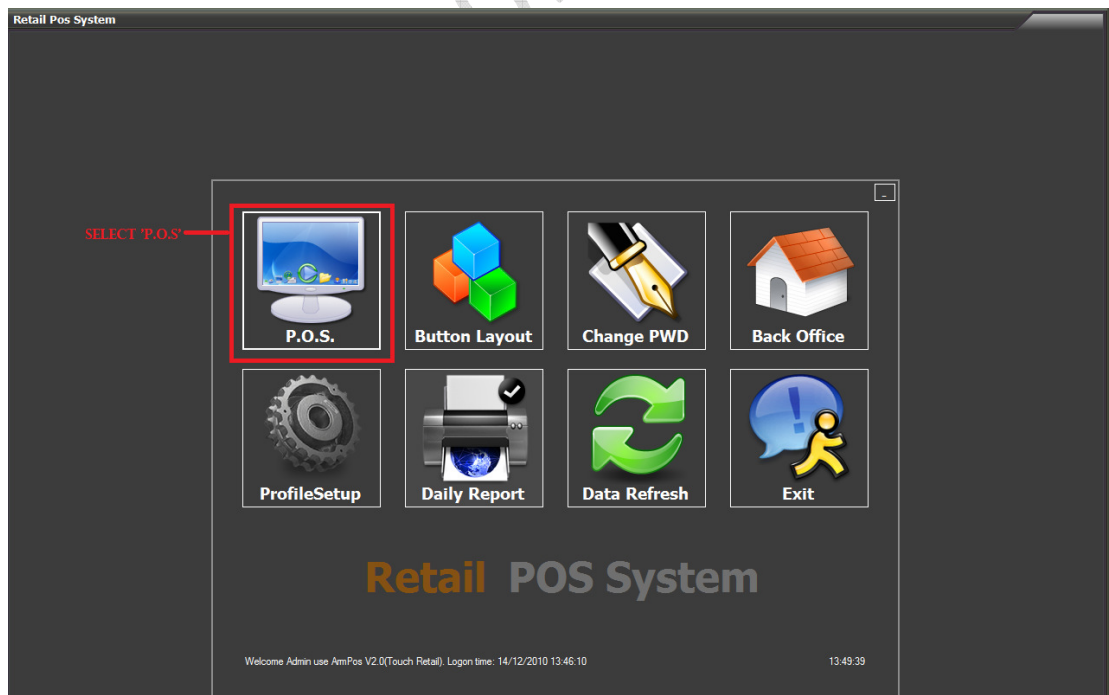
13 Code Settings

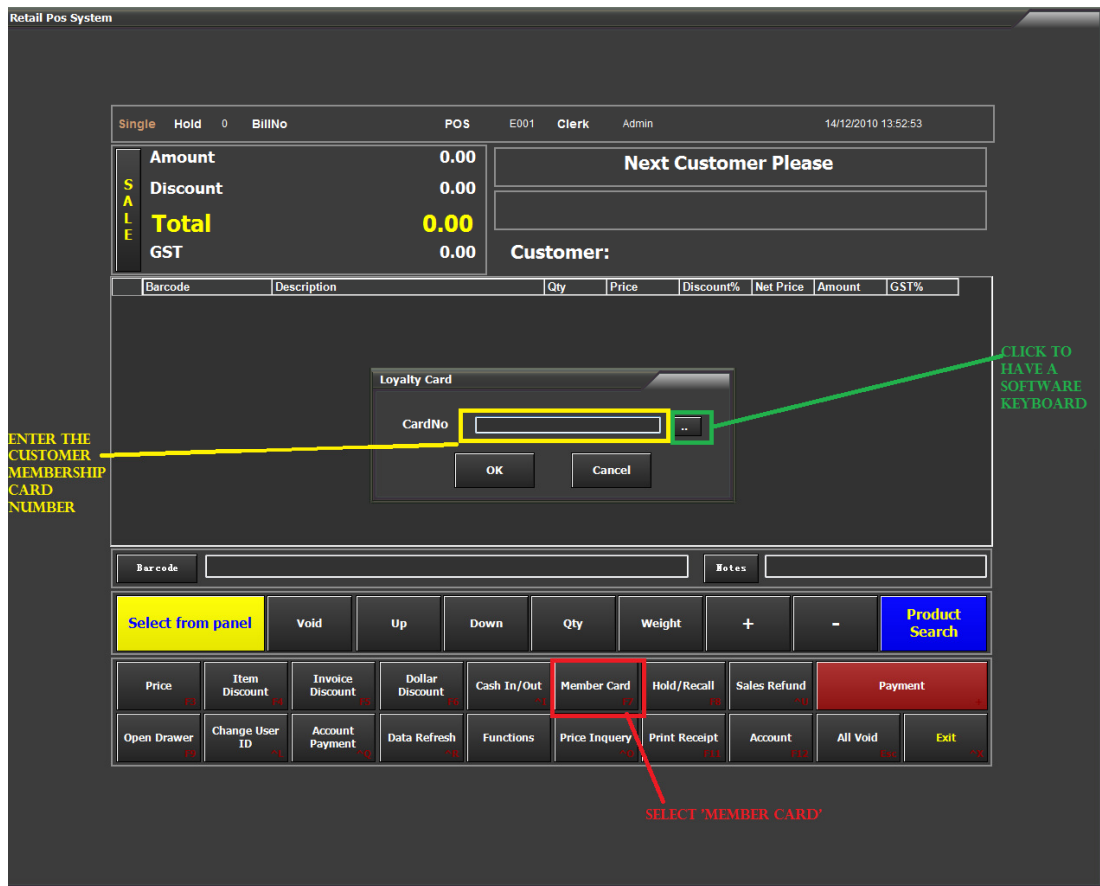
Raw fresh code rules the first code is

Barcode include Info

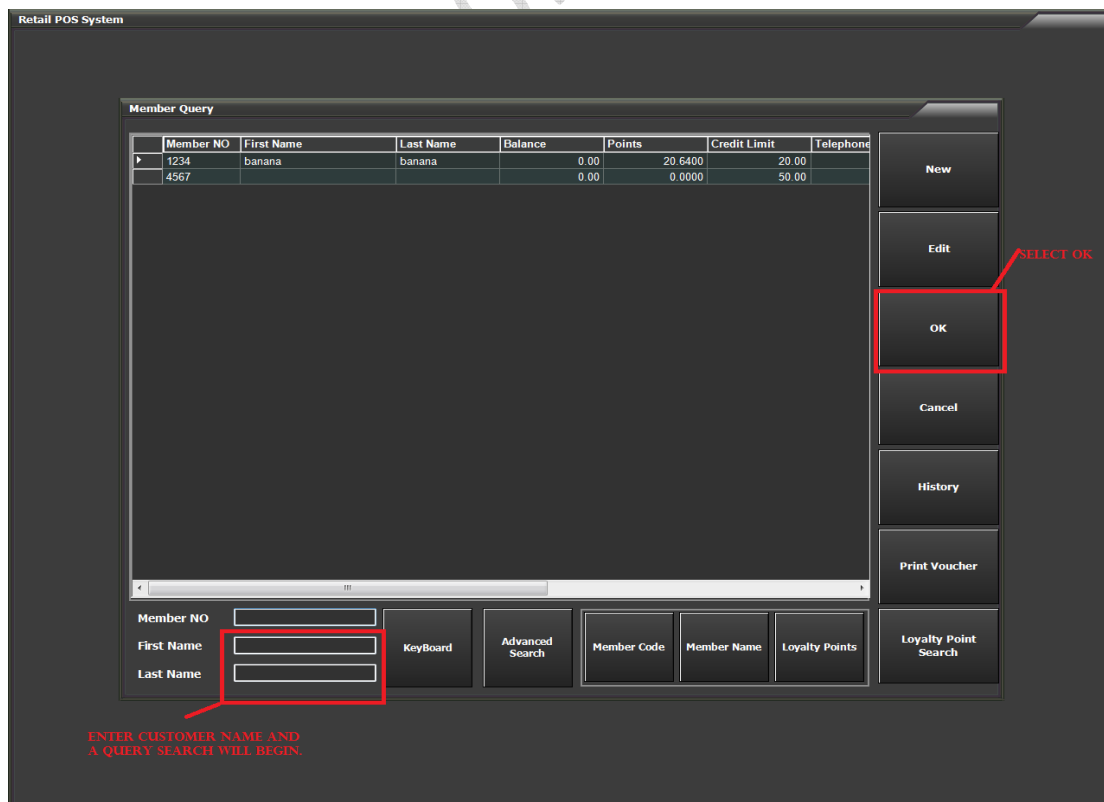
Save **Cancel**

Next, follow the illustrated steps:





Or alternatively you could select 'Account' and make a name query to search customer based on their name as illustrated:



Retail Pos System

Single Hold 0 BillNo E00110121400017 POS E001 Clerk Admin 14/12/2010 14:32:14

SALE	Amount	30.00	\$10.00*1.000PCS	
	Discount	0.00		
	Total	30.00	KC on card - fur lether BM1080	
	GST	2.73	Customer: banana	

Barcode	Description	Qty	Price	Discount%	Net Price	Amount	GST%
9331460486181	Men's wallet - (306KA) 144	1.000	10.00	0.00	10.00	10.00	10.00
9331610000148	Mgt - dot art koala with baby	1.000	10.00	0.00	10.00	10.00	10.00
9331610001905	KC on card - fur lether BM1080	1.000	10.00	0.00	10.00	10.00	10.00

Barcode: Notes:

Select from panel Void Up Down Qty Weight + - Product Search

Price Item Discount Invoice Discount Dollar Discount Cash In/Out Member Card Hold/Recall Sales Refund Payment

Open Drawer Change User ID Account Payment Data Refresh Functions Price Inquiry Print Receipt Account All Void Exit

SELECT 'ACCOUNT PAYMENT'

Next, enter the amount which the customer would like to deposit for the account payment sales transaction as shown:

Retail POS System

Single Hold 0 BillNo E00110121400020 POS E001 Clerk Admin 14/12/2010 17:16:07

SALE	Amount	20.00	\$10.00*1.000PCS	
	Discount	Initial Payment Amount		
	Total	20.00		
	GST			

MemNO 1234
Name banana banana
Balance 20.00

Barcode: 93316100

Prepayment History

Date	Amt

0.

7 8 9 OK
4 5 6
1 2 3
0 . C Cancel

CASH
CASH
EFTPOS
CREDIT CARD
OTHER PAYMENT SELECT

Total 20.00 Bill No E00110121400020
Receivable 20.00 Total 20.00
Surcharge 0.00 Bal Due 20.00
Rounding 0.00 Change 0.00

ST% 10.00 10.00

Select from panel

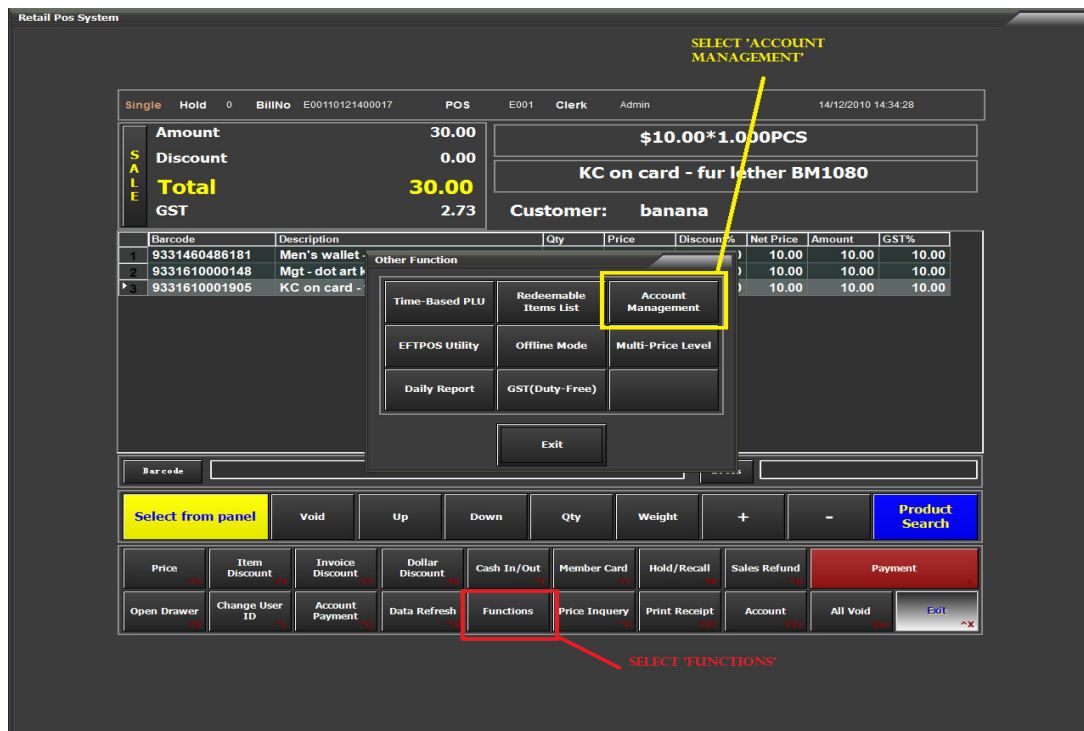
Price Item Discount Invoice Discount Dollar Discount Cash In/Out Member Card Hold/Recall Sales Refund Payment

Open Drawer Change User ID Account Payment Data Refresh Functions Price Inquiry Print Receipt Account All Void Exit

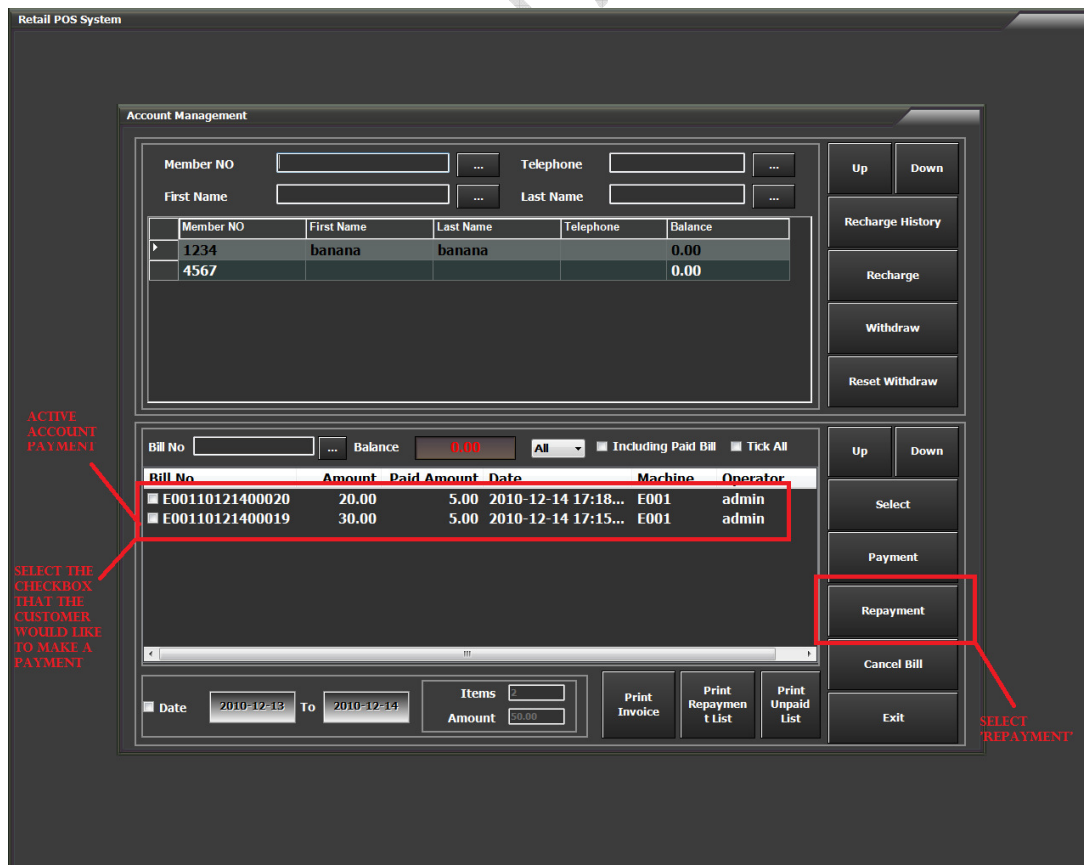
ENTER PAYMENT AMOUNT

SELECT PAYMENT METHOD

When customer come back to shop and want to make repayment, go to Functions->Account Management



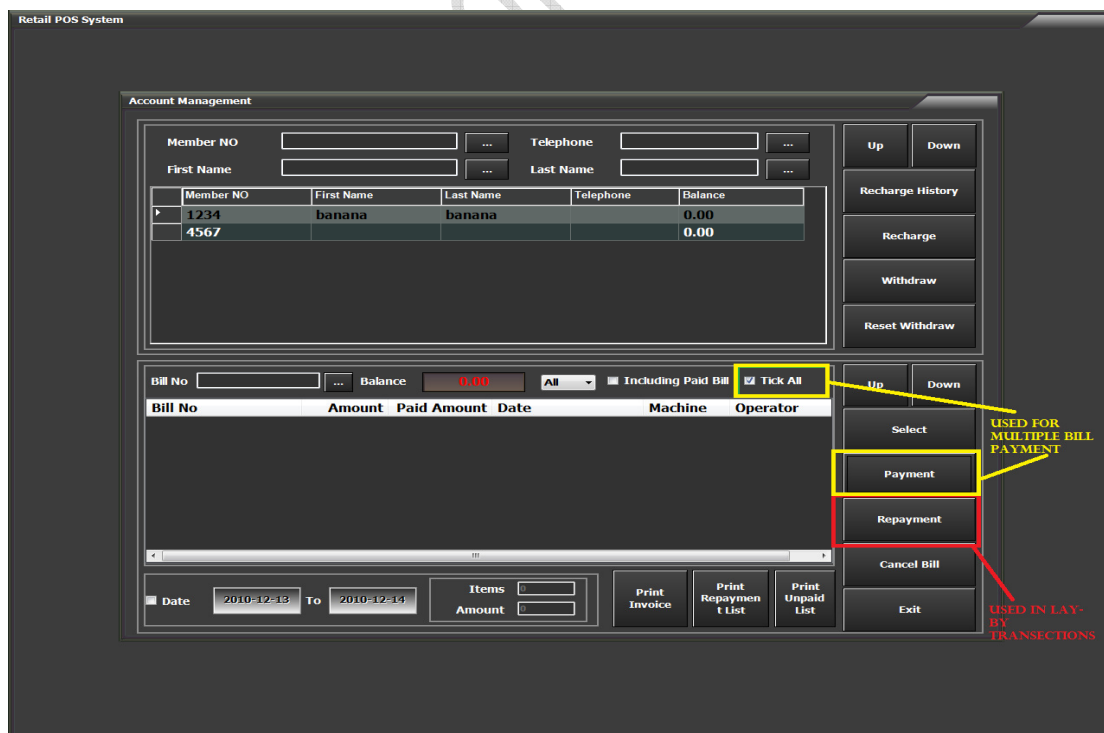
You can search by member or Bill no to find the transactions, if you want to review the details, select transaction and click Print Invoice->View Details





After you select a Bill, you can click repayment button to make repayment, then the clerk/manager is allowed to enter the payment amount and make a confirmation based on the type of payment method. Proceed to confirm the payment by selecting 'OK', a repayment list with repayment history will be printed out.

To make multiple payment transaction you have to follow the next steps:



Step 2: Next, a payment display would appear as shown:

Account Management

Member NO: Telephone:

Recharge:

MemNO: 1234
Name: banana banana
Balance: 40.00

Prepaid History

Date	Amt
2010-12-14 15:17:31	5.00
2010-12-14 14:12:22	10.00
2010-12-14 13:43:49	5.00
2010-12-14 11:51:12	5.00
2010-12-14 11:50:17	10.00
2010-12-14 11:49:26	10.00
2010-12-14 11:48:36	10.00
2010-12-14 11:44:32	0.00
2010-12-14 11:44:19	0.00
2010-12-14 11:42:29	-40.00
2010-12-14 11:33:54	0.00
2010-12-14 11:31:54	500.00
2010-12-14 10:55:18	10.00
2010-12-14 10:54:53	8.99
2010-12-14 10:54:30	0.00
2010-12-14 10:52:03	0.00
2010-12-14 10:48:23	54.84
2010-12-14 10:48:13	10.00
2010-12-14 10:47:41	-56.00
2010-12-14 10:27:32	56.00
2010-12-15 17:19:35	10.00
2010-12-15 17:18:46	10.00

Total: 2.50 Bill No:
Receivable: 2.50 Total:
Surcharge: 0.00 Bal Due:
Rounding: 0.00 Change: 0.00

2.50

CASH

OK

Cancel

OTHER PAYMENT SELECT

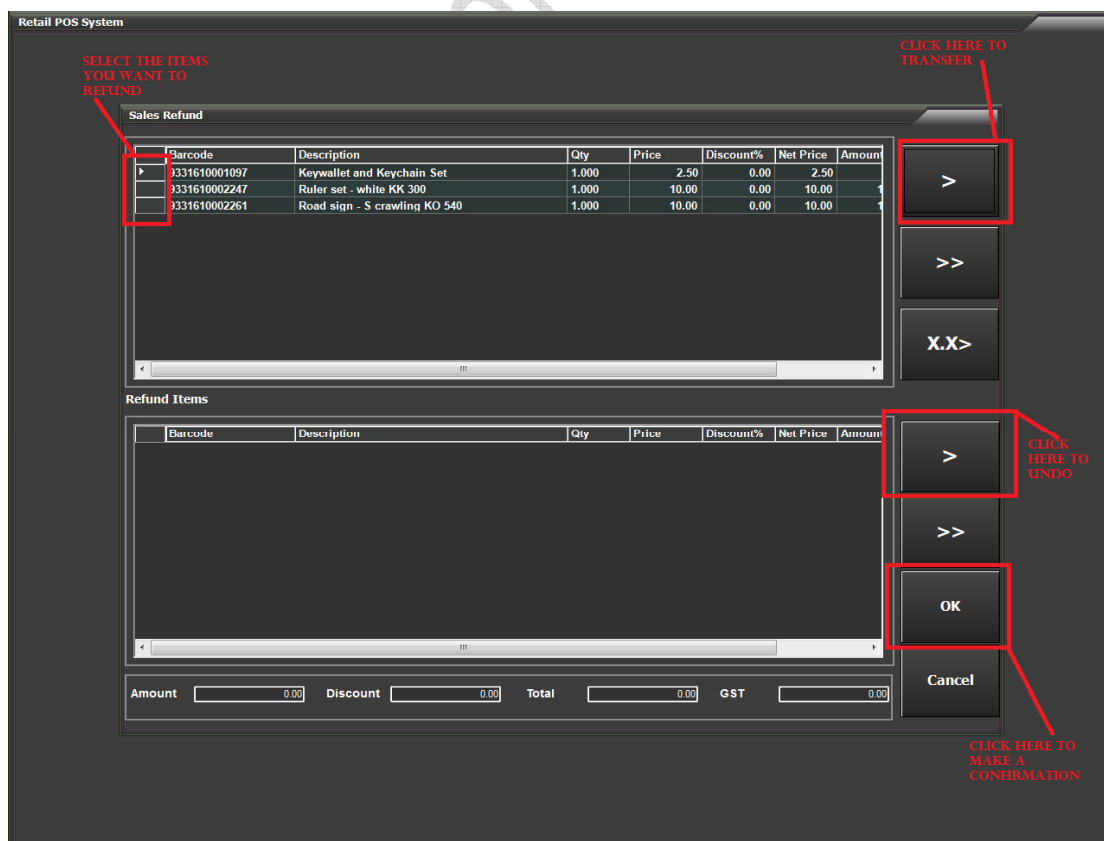
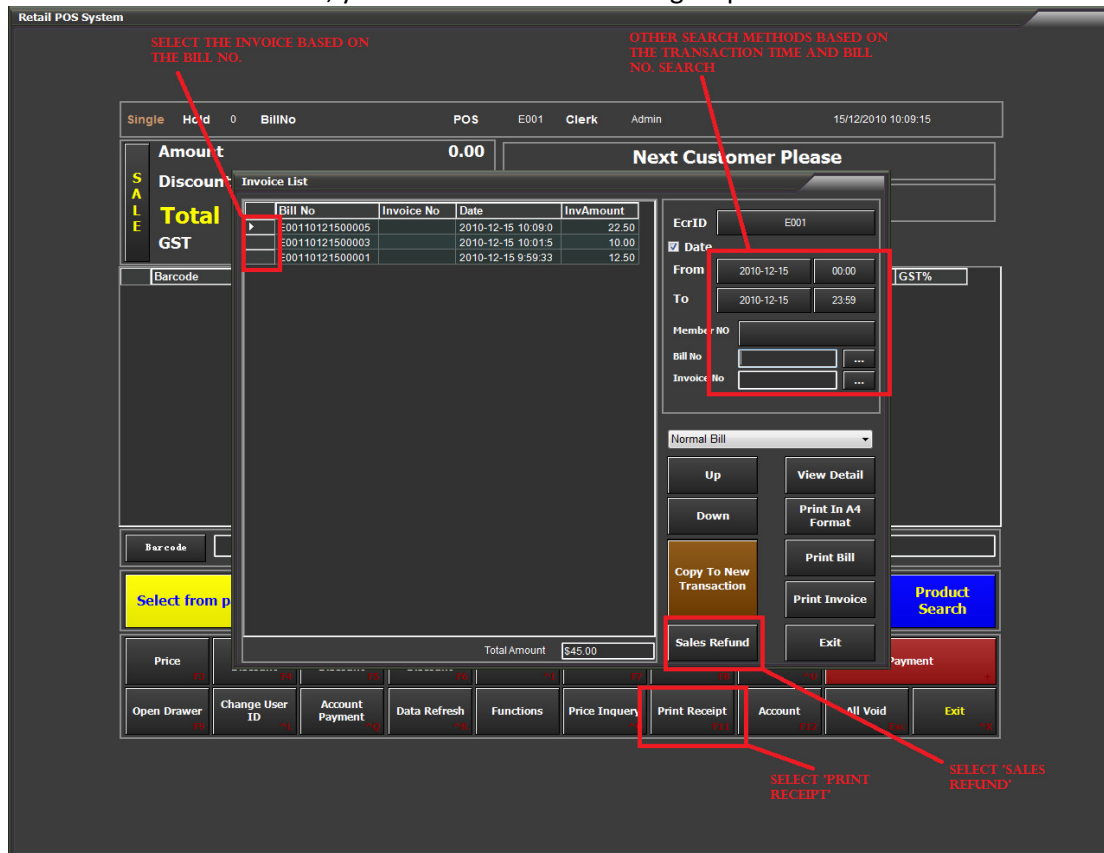
ENTER THE PAYMENT AMOUNT

SELECT PAYMENT METHOD

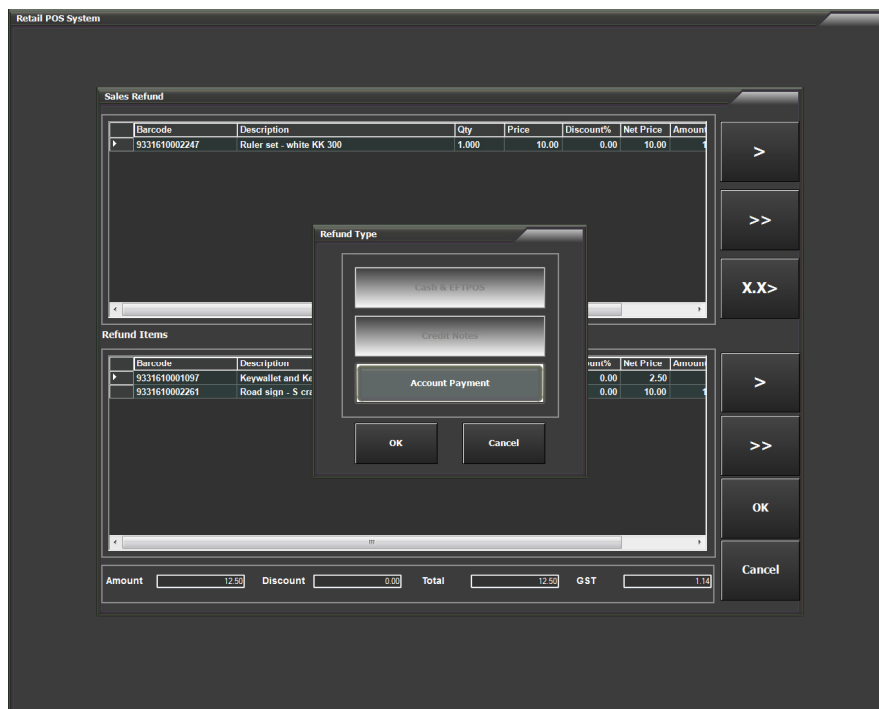
Hence, the clerk/manager is allowed to enter the payment amount and make a confirmation based on the type of payment method. Proceed to confirm the payment by selecting 'OK'.

1.5 Guide to Sales Refund

To make a full sales refund, you need to do the following steps:



Select 'Account Payment' as shown:

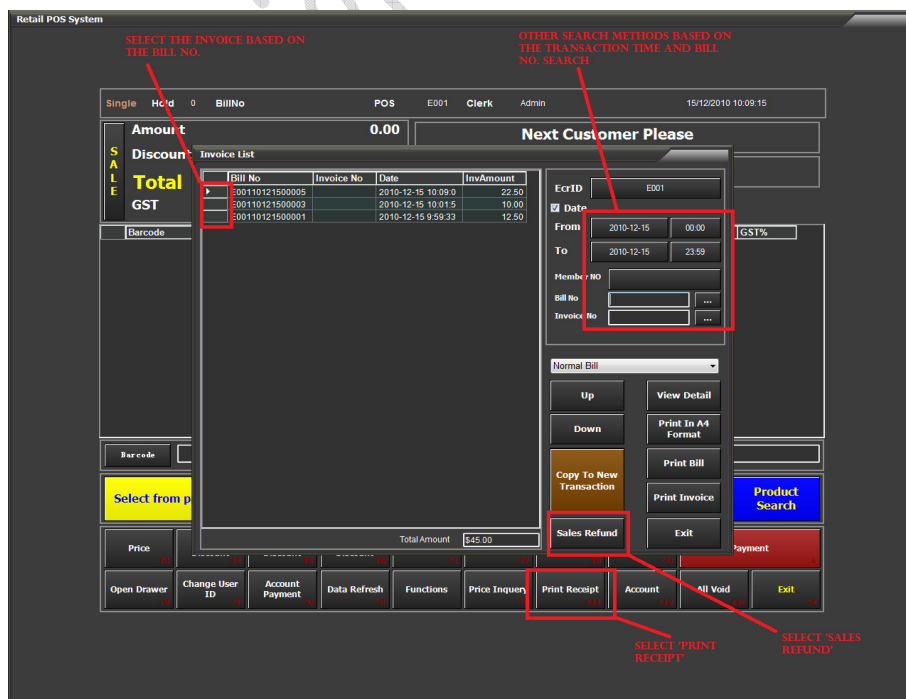


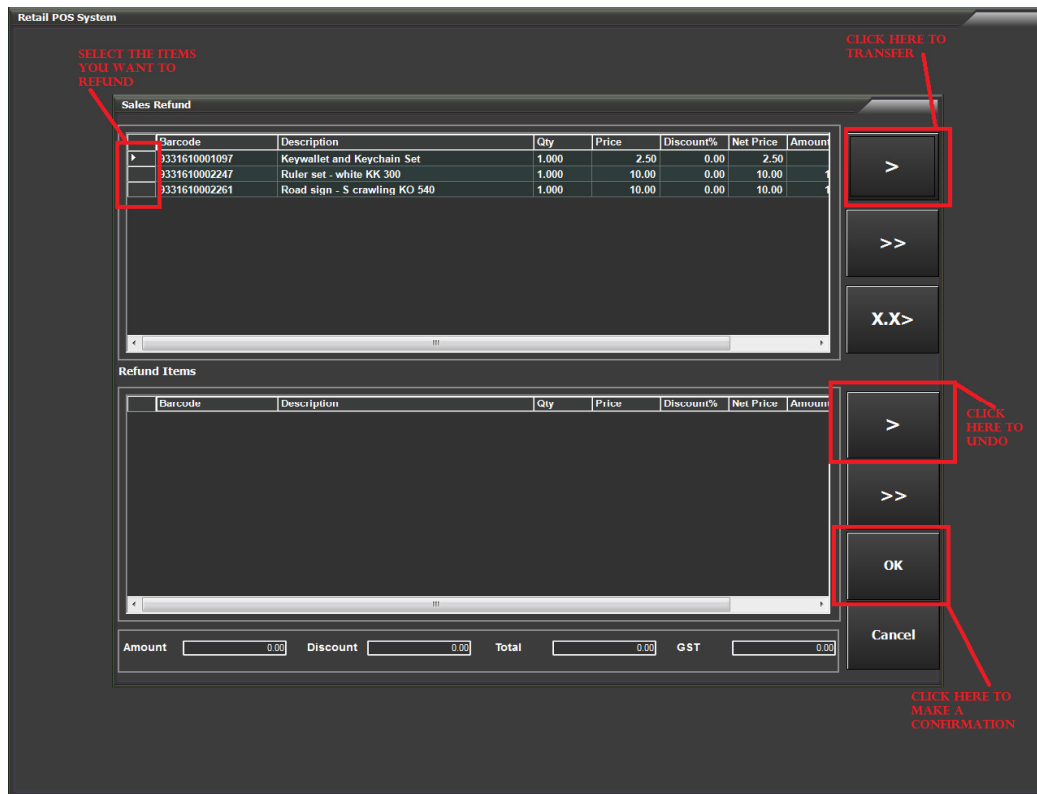
Then click 'OK'

If an account sales bill has not completed payment, only Account Payment will be allowed in sales refund, only the partial payment made by customer will be refunded.

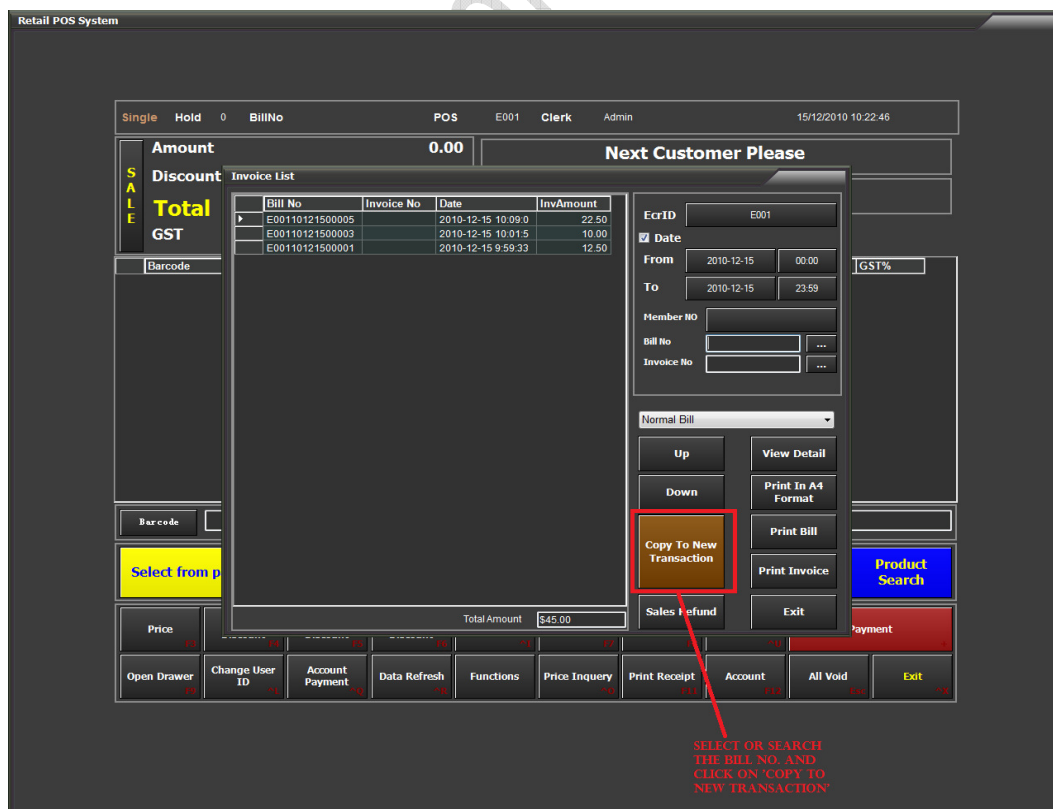
However, if you need to do a partial refund based on selected items due to the customer's demands, follow the illustrated steps:

First, make a full refund transaction as shown:





Note: Make sure you have selected all the items to make a refund. Then click 'OK'. Take note of the transaction bill number.



Now, you are able to make alteration and make a new account payment based on the modified changes as shown in section 1.3 and 1.5 of this manual.

Retail POS System

Single	Hold	0	BillNo	E00110121500007	POS	E001	Clerk	Admin	15/12/2010 10:23:53
--------	------	---	--------	-----------------	-----	------	-------	-------	---------------------

S A L E	Amount	22.50	\$10.00*1.000PCS	
	Discount	0.00		
	Total	22.50	Road sign - S crawling KO 540	
	GST	2.05	Customer: banana	

	Barcode	Description	Qty	Price	Discount%	Net Price	Amount	GST%
1	9331610001097	Keywallet and Keychain Set	1.000	2.50	0.00	2.50	2.50	10.00
2	9331610002247	Ruler set - white KK 300	1.000	10.00	0.00	10.00	10.00	10.00
3	9331610002261	Road sign - S crawling KO 540	1.000	10.00	0.00	10.00	10.00	10.00

Barcode		Notes	
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Select from panel	Void	Up	Down	Qty	Weight	+	-	Product Search
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Price	Item Discount	Invoice Discount	Dollar Discount	Cash In/Out	Member Card	Hold/Recall	Sales Refund	Payment
Open Drawer	Change User ID	Account Payment	Data Refresh	Functions	Price Inquiry	Print Receipt	Account	All Void

EXIT

Aclas Warranty Terms and Conditions:

HARDWARE (NEW)

Warranty period of 1 year* after the purchasing date. (*extended warranty periods can be purchased) During the warranty period, we will offer free-of-charge service if any breakdown of our products in normal* operation. (*as directed in the users manual)

This warranty does NOT cover the cost of:

1. Faulty product(s) caused by accident, fire, water or improper/mis-handling.
2. Repairs to parts of the systems caused by unauthorised modifications made.
3. Damage caused by bugs, insects or vermin
4. Data loss caused by power loss or product failure.
5. Any consequential loss due to product failure.
6. Damage/Repairs done by anyone other than authorised Aclas service persons or from the use of anything other than genuine Aclas Spare Parts.
7. Failure to maintain the product as per the Users Instruction Manual.

Note - We do NOT cover the initial return shipping/postage fees. For a claim to be made the item(s) must be returned at the cost of the sender. Only then, upon validation of the claim (Providing it was fault of our own) can we provide servicing, repairs and shipping back free of charge.(within Australia only).

SOFTWARE

Aclas Pty Ltd expressly disclaims any warranty for software. Software and any related documentation is provided "as is" without warranty of any kind, either expressed or implied, including and without limitation, the implied warranties or merchantability, fitness for a particular purpose, or non infringement. The entire risk arising out of use or performance of Aclas remains with you.

DISCLAIMER

In no event shall Aclas Pty Ltd or its representatives or suppliers be liable for any damages whatsoever (including, without limitation, damages for loss of business profits, business interruption, loss of business information, or any other pecuniary loss) arising out of the use of or inability to use this Aclas product, even if Aclas has been advised of the possibility of such damages.