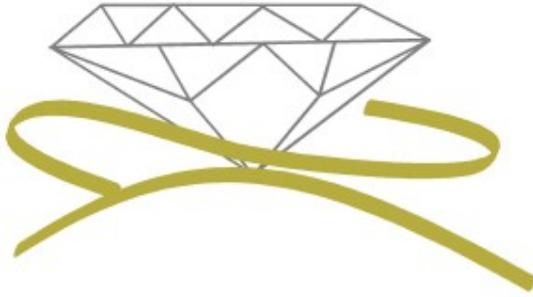


# *The Jewellery Shopkeeper*



## Point Of Sale **MANUAL ONE**

- Sales, Returns
- Customers, Payments
- Quotes, Duplicates

**Revised July 2008**

**\$hopkeeper  
Solutions ¢¢**



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# OPENING JSK

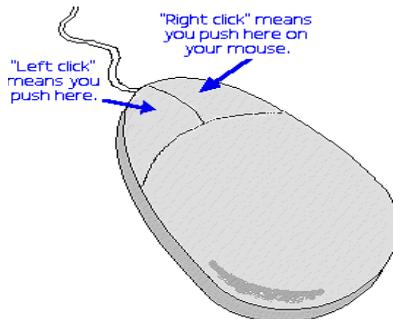
- To open JSK, double left-click on the JSK icon



- JSK icon



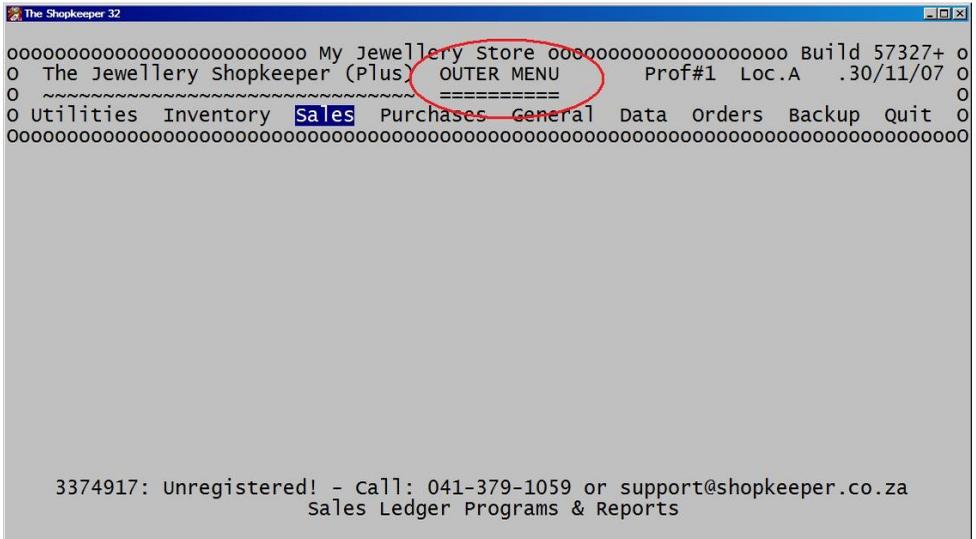
- Illustration of “left-click”



# OUTER MENU – NAVIGATION



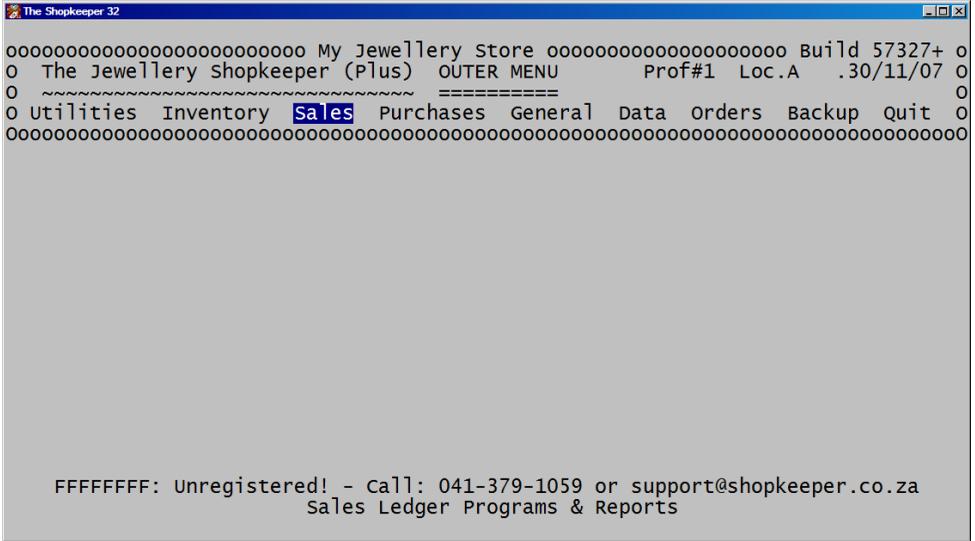
- Press <Enter> at this point when starting The Shopkeeper.



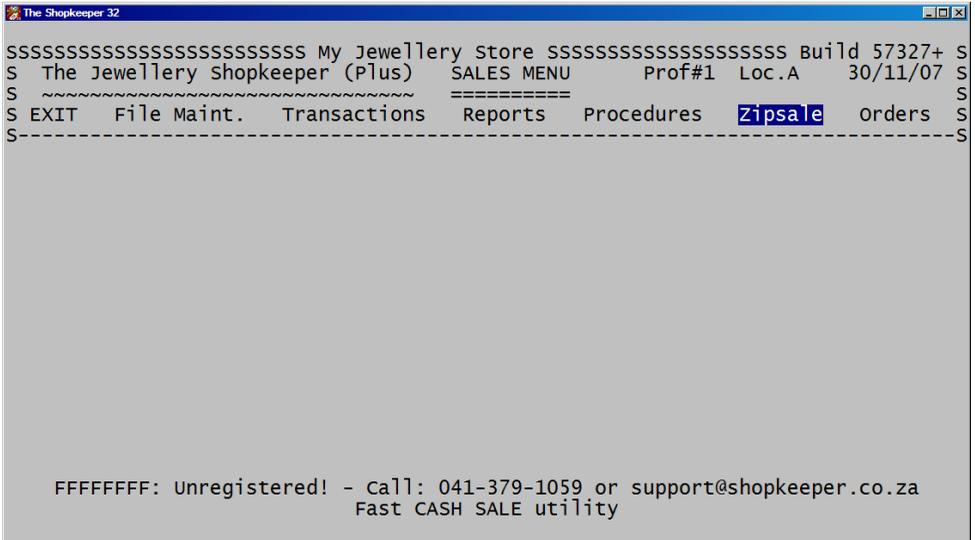
- This is the Outer Menu as it is labelled on the top of the screen.  
\* Press <Esc> until you return to this menu to navigate between Sales, Inventory, etc.

# ZIPSALE

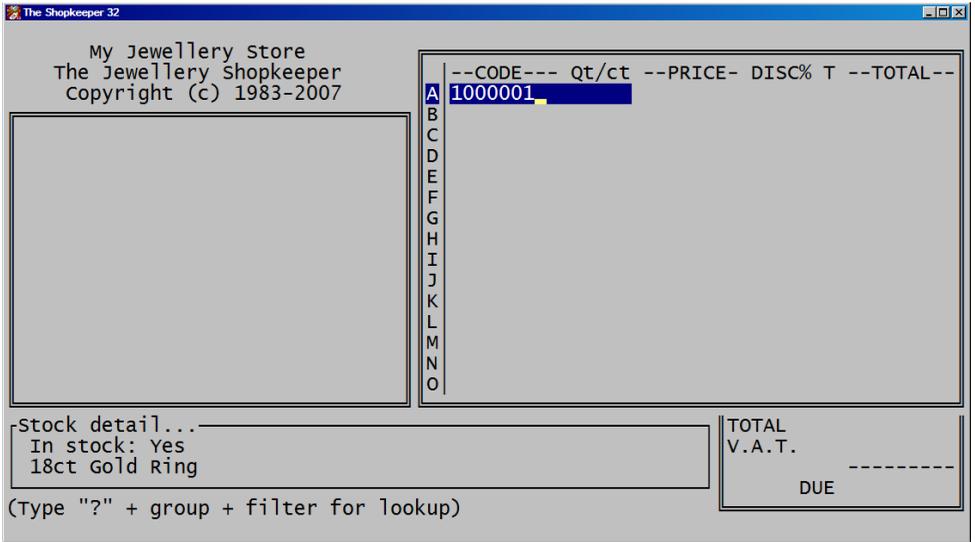
A Zipsale is used to process a quick sale when it is not necessary to save the customer's personal details. E.g. a watch battery.



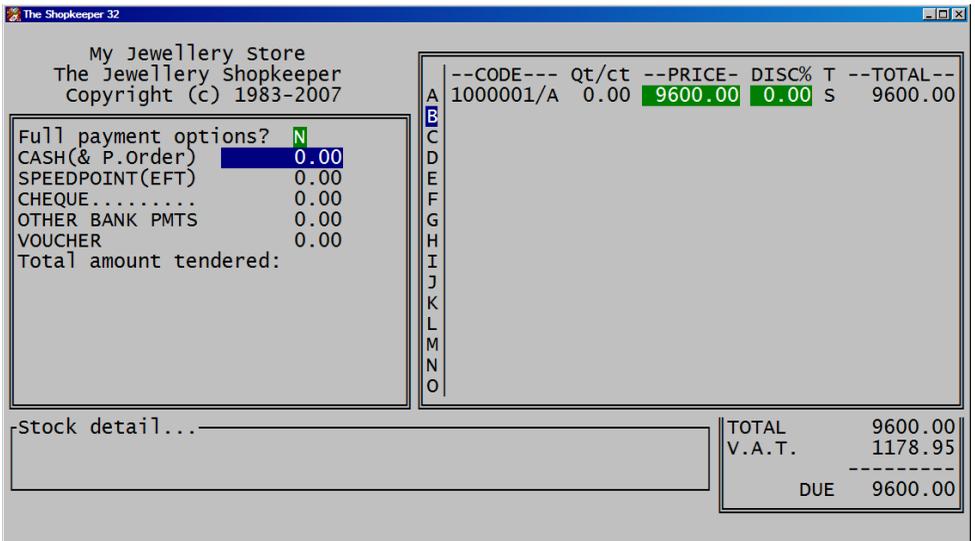
- From the Outer Menu, <Enter> on 'Sales'.



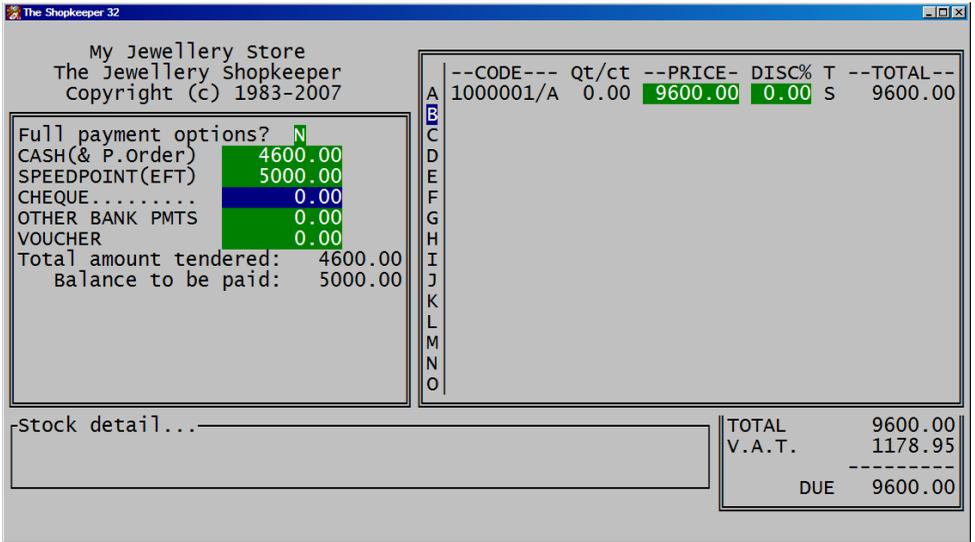
- Use the right arrow key to move the highlight to 'Zipsale'
- Press <Enter>



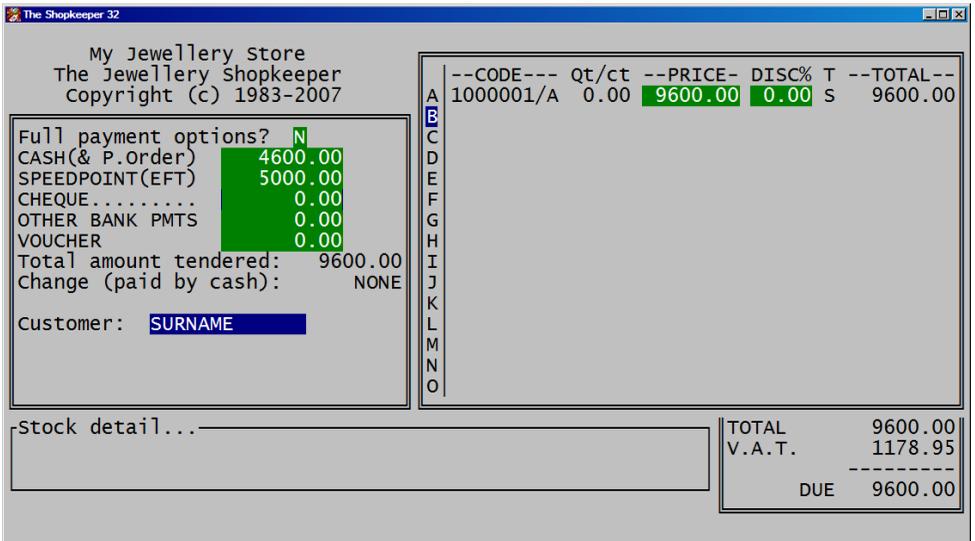
- Use a scanner to scan or type in the merchandise code
- Press <Enter>



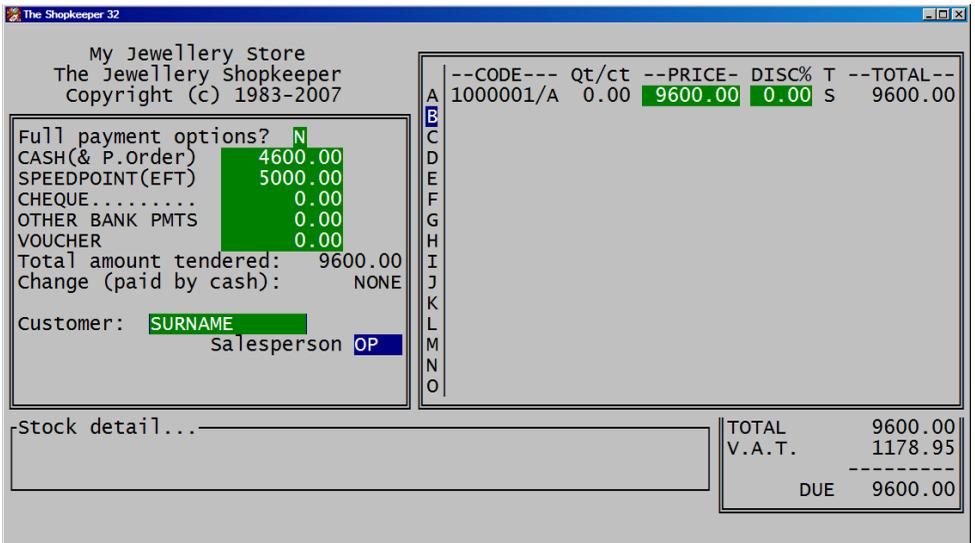
- Press <Enter> on the sale price if correct as shown on item/s label
- <Enter> on 'DISC%' if no discount is to be given. If a discount is to be given either type in the percentage discount here, or type the new amount under “PRICE”
- <Enter> again until '0.00' is highlighted as shown above



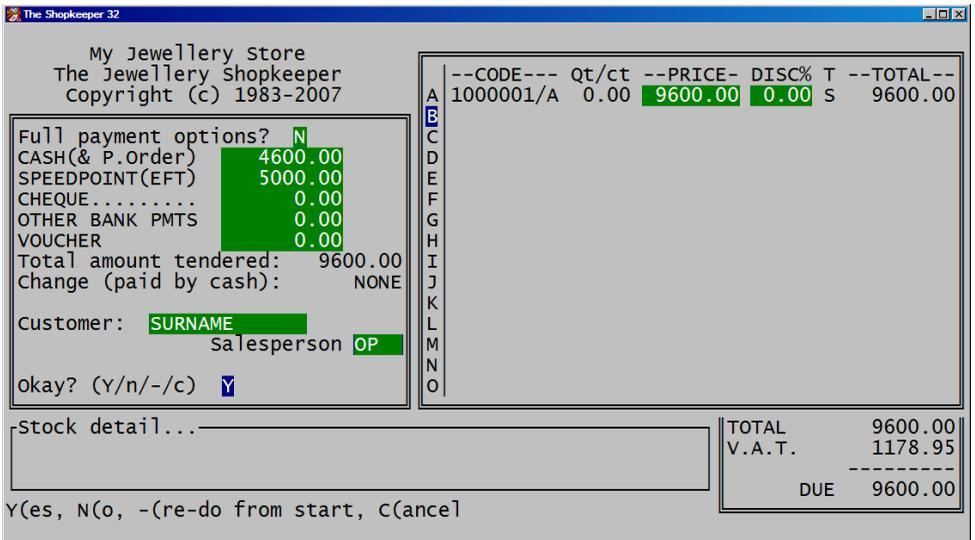
- Type in the correct amount/s paid next to the payment type, then press <Enter>.
  - \* eg. (above): **R4600** paid by **cash**, and **R5000** paid by **speedpoint**



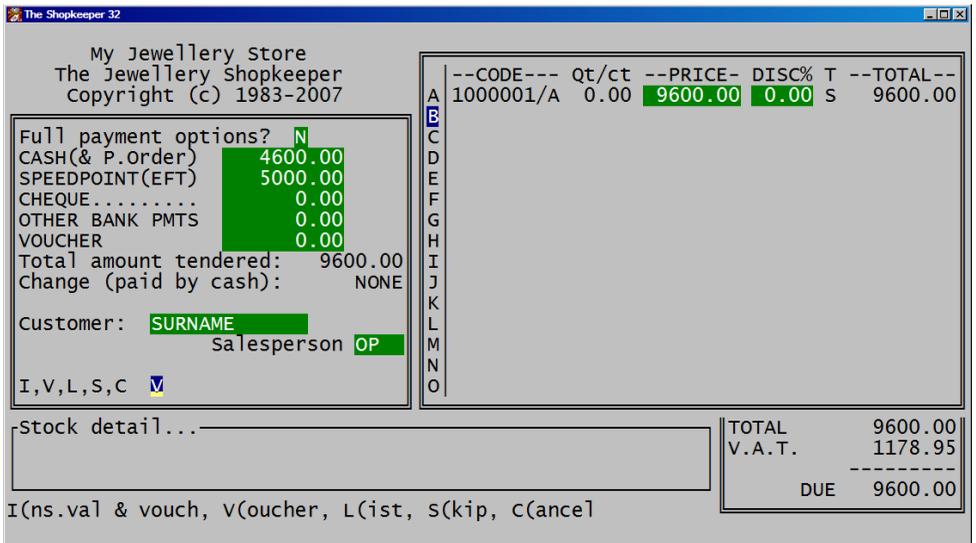
- Type in the customer's name and/or surname
  - \* *This is especially important for higher value sales, and sales not paid by cash*
- Press <Enter>



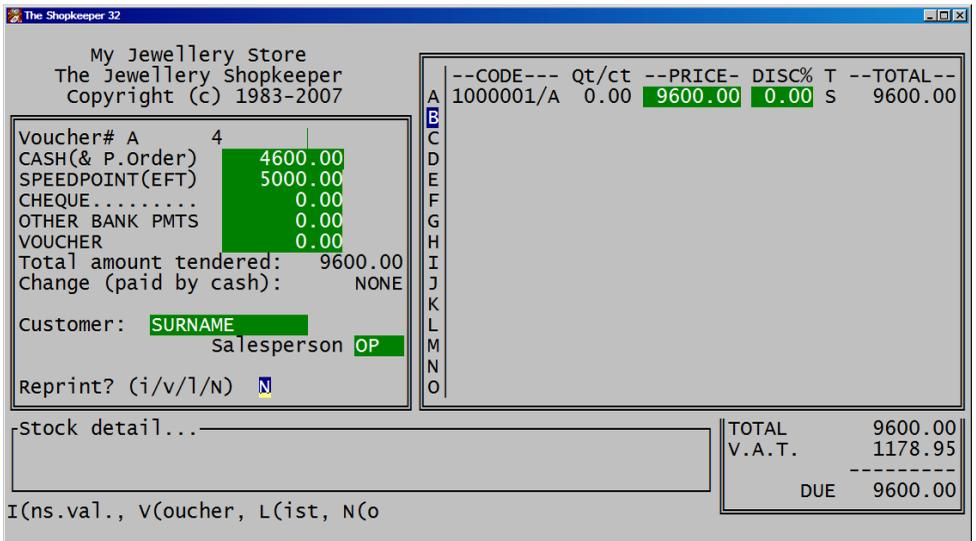
- At 'Salesperson' type in your initials
- Press <Enter>



- If you are confident about the entries, <Enter> on 'Y' for 'Yes'
- If you have made a mistake, type a <-> (minus sign) which will take you back to the code entry, but will save all your previously entered information (see hints at the bottom of the screen – these are always there to help you!)



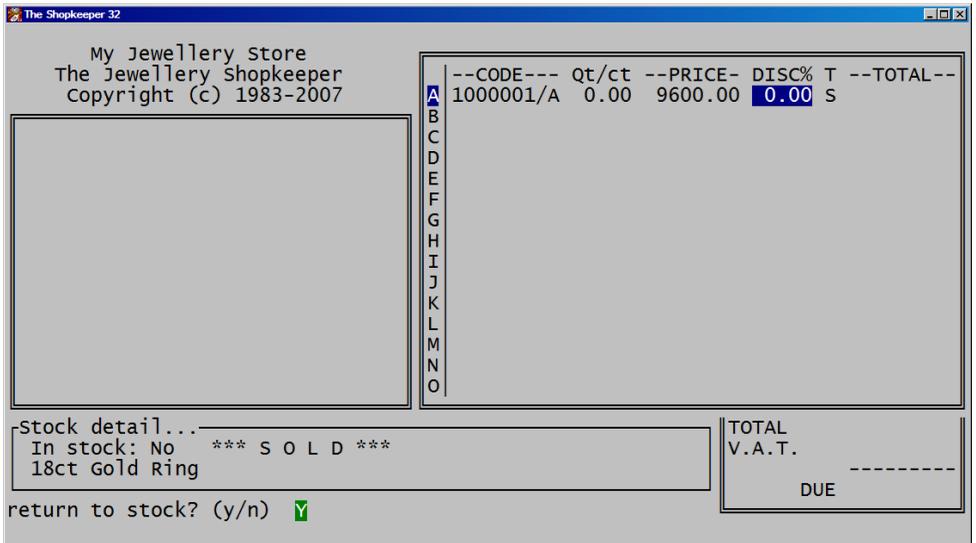
- <Enter> on 'V' to print a 'voucher'
- A message may flash on your screen saying “Transaction Processed”



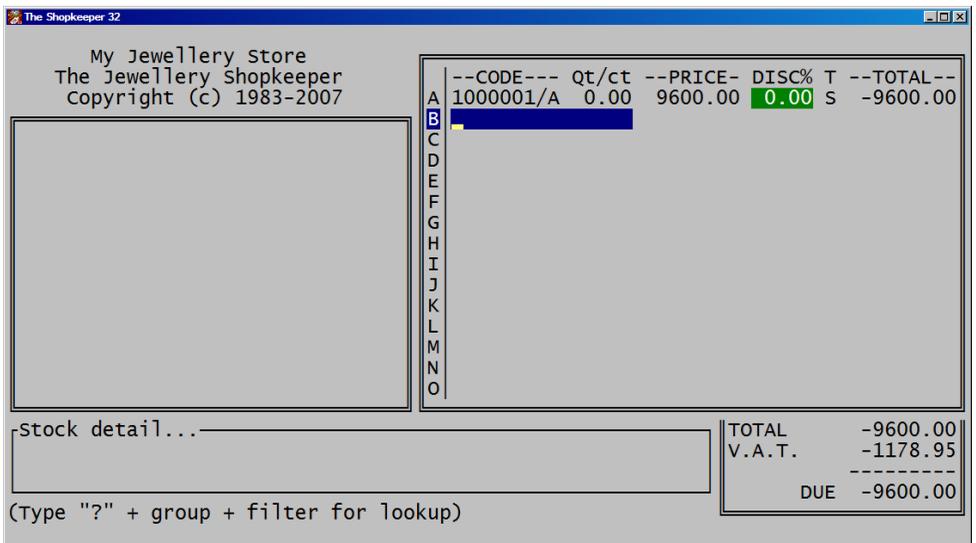
- If the voucher printed correctly, press <Enter> on 'N' for 'No' to not reprint.

*The zipsale is now complete.*

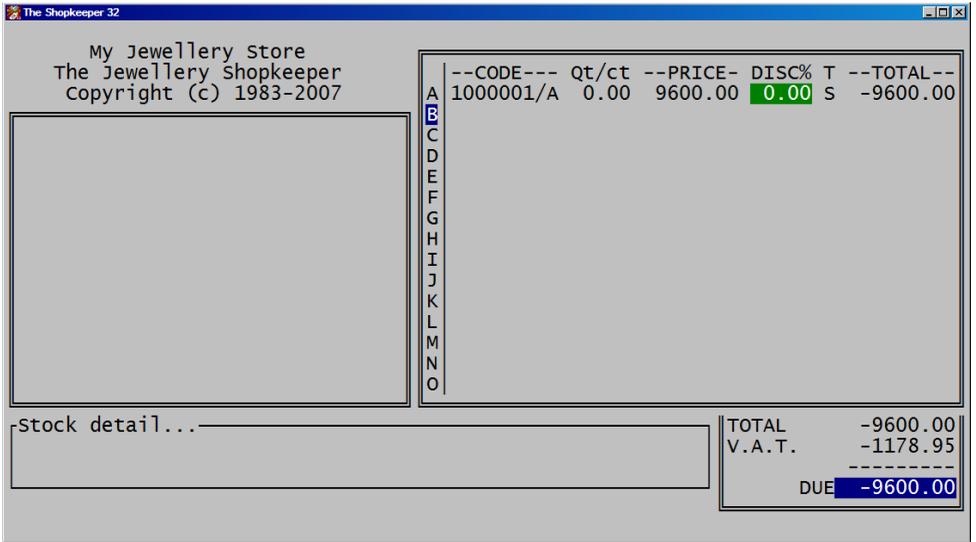




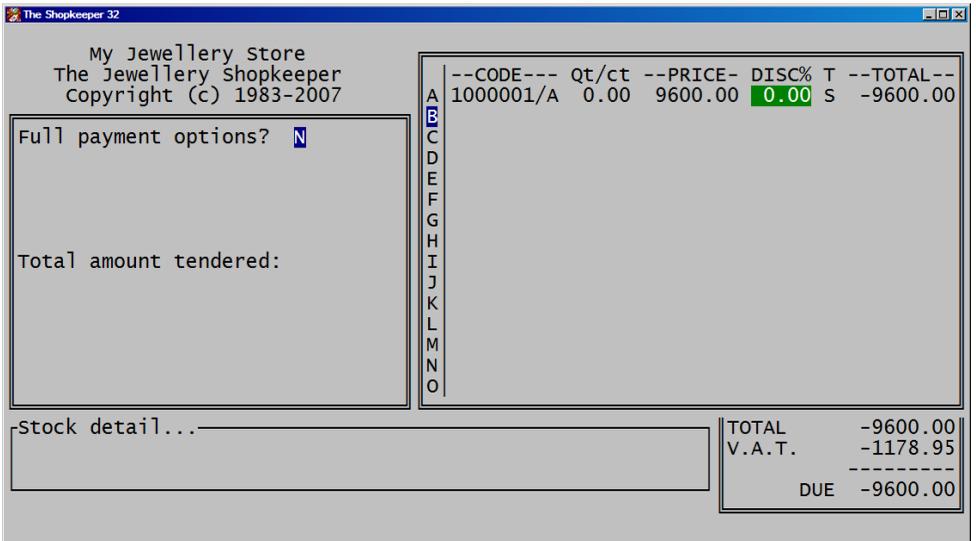
- At the discount (“DISC%”) only type in a percentage if you wish to refund the customer less than what they paid for the item. Otherwise press <Enter>. *If discount was given when the sale was made, the end selling price will be shown in the “PRICE” column.*



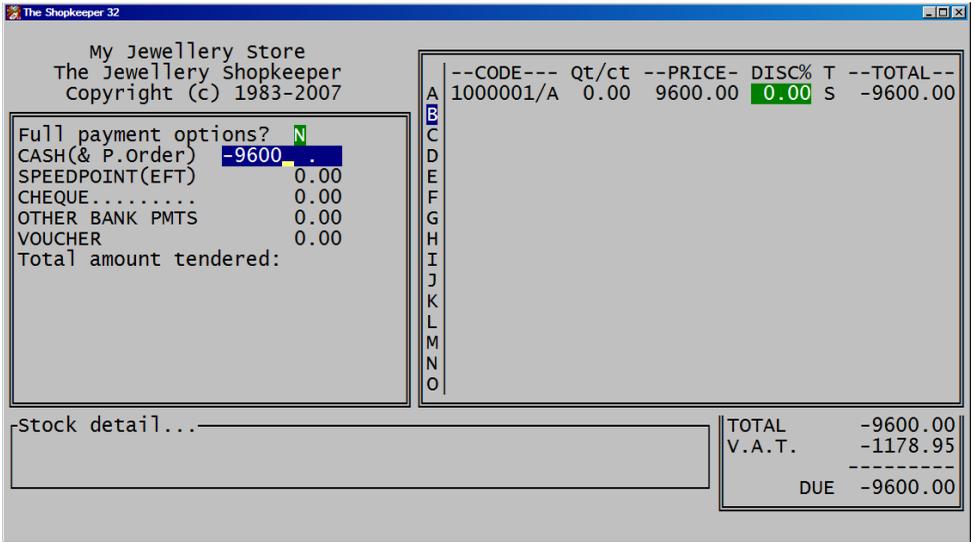
- Type in the next code to be returned, or press <Enter> to continue.



- You are then asked to confirm the amount to be refunded. You can adjust this figure if you are not refunding the full amount.

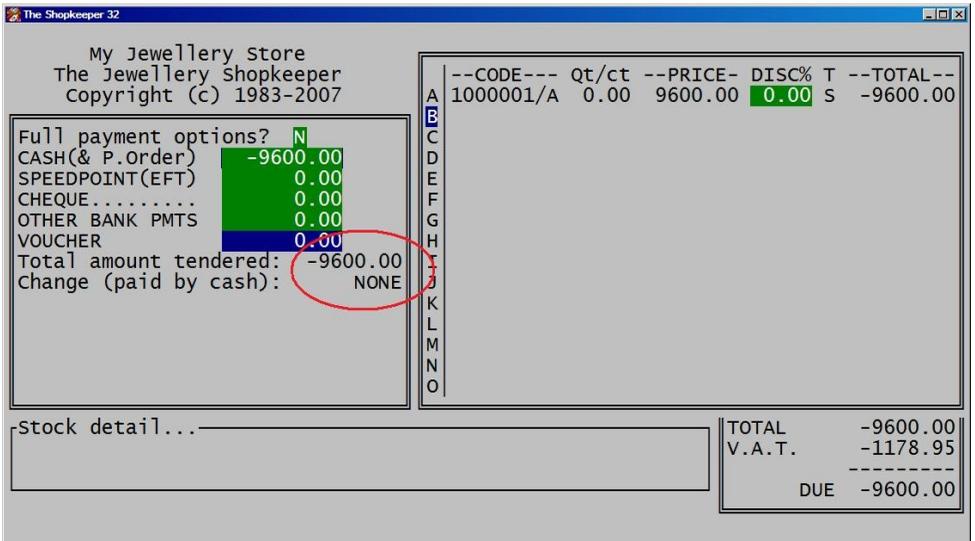


- Always <Enter> on 'N' for 'No' at “Full payment options” unless you are dealing in foreign currency.

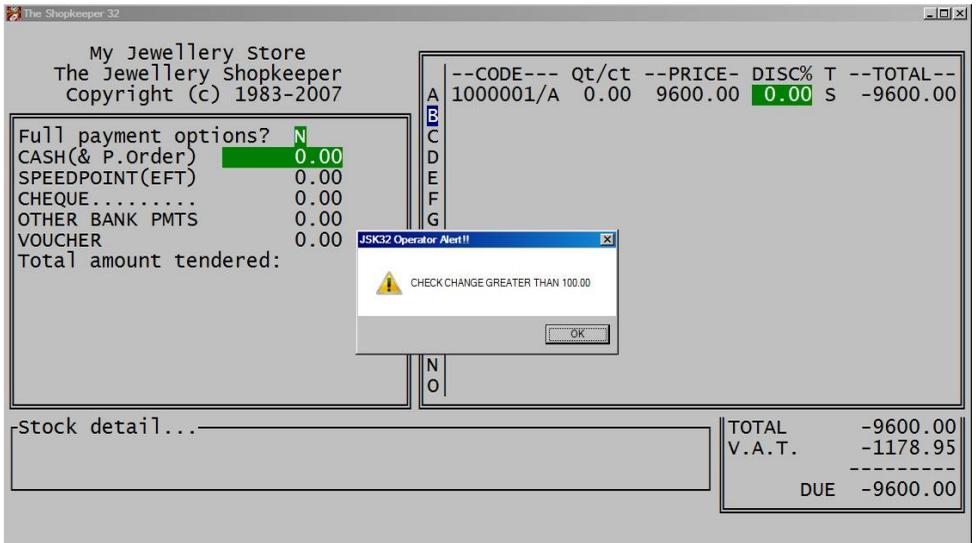


**\*\*\*NB\*\*\* Ensure you type a minus sign! (“-”)**

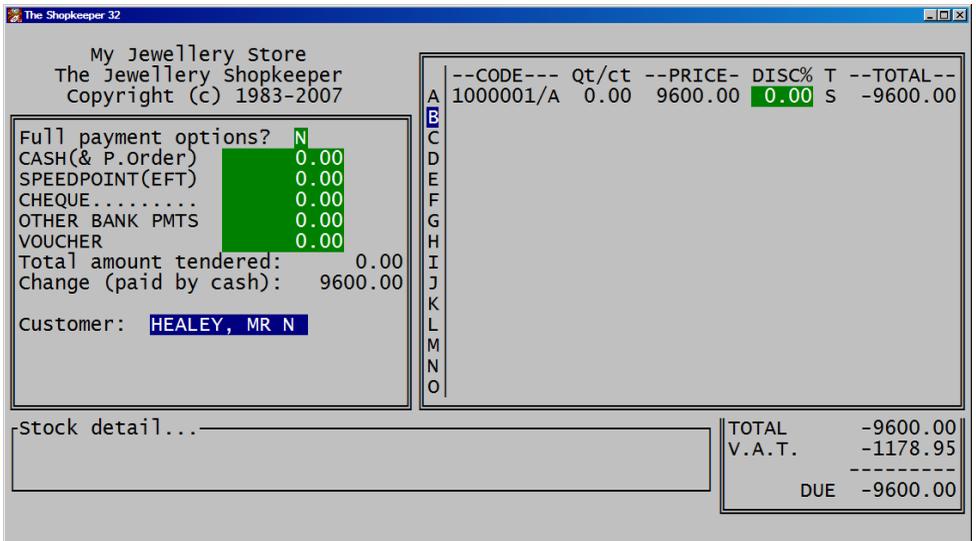
- Type in a minus sign (-) and the amount to be refunded next to the method which the refund will be made.



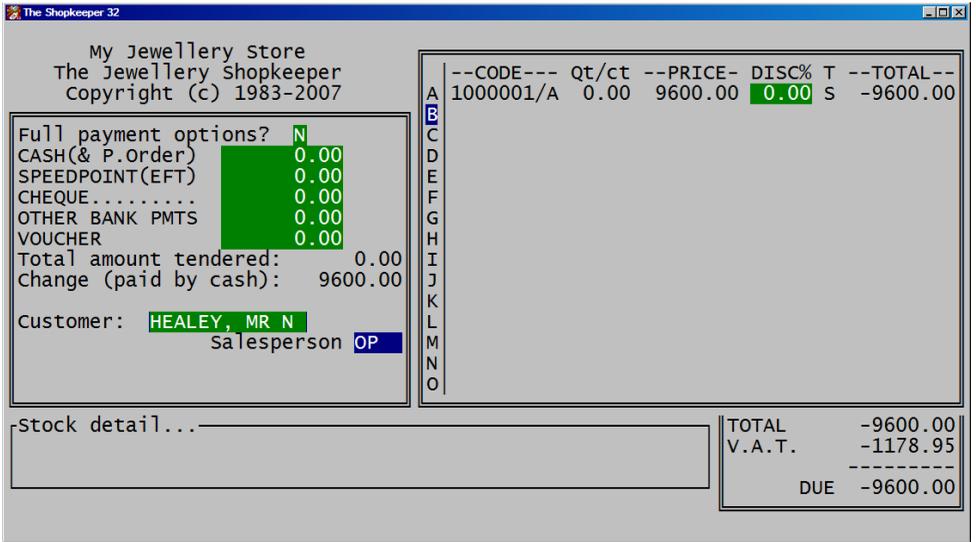
- If you are refunding in cash, ensure that the “Total amount tendered” is correct as shown on the screen, and that “Change” should be none as circled in the screenshot above.



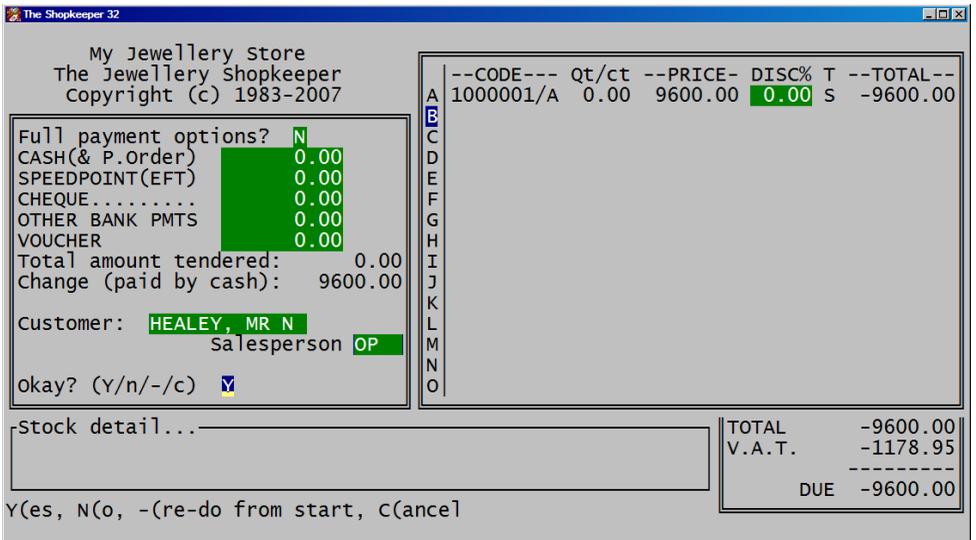
- If you are not refunding cash, and instead you are giving the customer a credit voucher, a warning will be given on screen that the amount entered is too low. This message will also be given if a minus sign was not put in front of a cash amount. You may ignore the warning message if you are certain that you wish to give the customer a credit voucher.
- <Enter> until the next relevant field is shown.



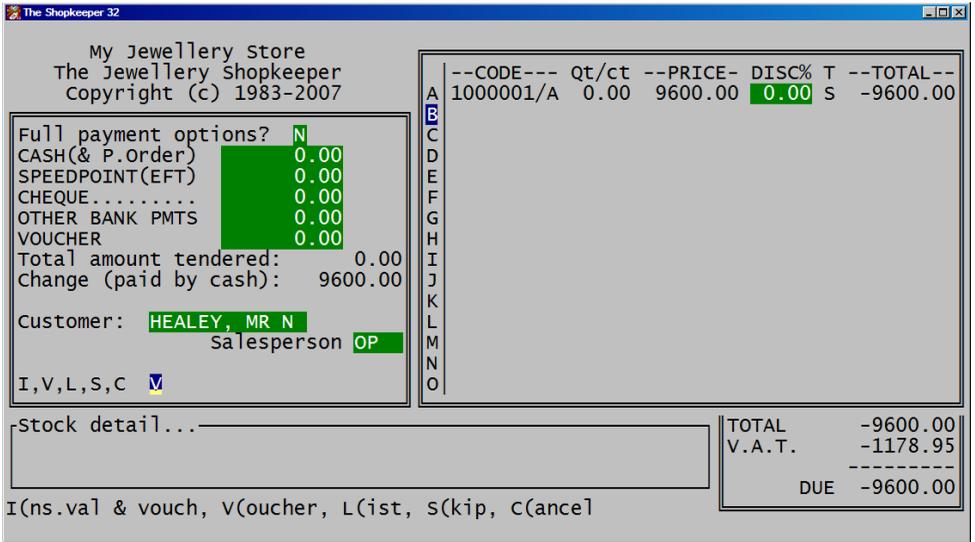
- It is a good idea to keep a note of the customer's name for future reference. However, this is not a compulsory field.



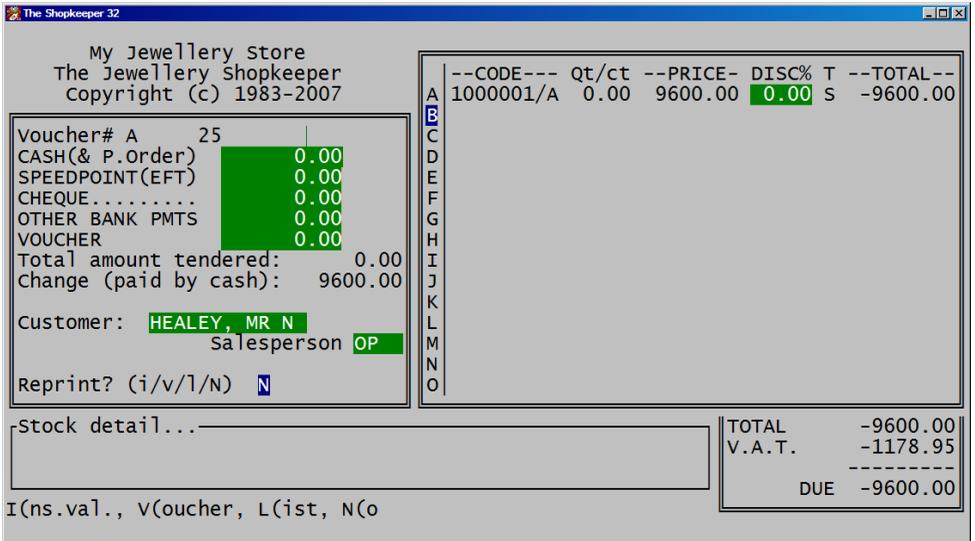
- It is compulsory to type in the salesperson's initials.



- If you are satisfied that the return is correct you may <Enter> on 'Y' for 'yes'. If you are unhappy with the payment description you may press <N> for 'no'. Or if you wish to start the return from the beginning you may type a "-" (minus sign).



- You are now prompted to choose a printing option. See the bottom of the screen for the full list of options.
- <Enter> on 'V' for 'voucher' which will print to your invoice printer.



- You are offered the choice to reprint the return. <Enter> on 'N' for 'no' if you do not wish to reprint, or follow the prompts at the bottom of the screen. ("I" for Ins. Valuation, "V" for Voucher.)

The Zipsale return is complete.



- If you wish to add another customer of the same name, type <9><9> in the “Reference number/Letters” field (where it asks for a name), and an “Add or edit customer” window will allow you to add the details.

- Type the full name of the customer in the form: SURNAME, TITLE FIRSTNAME  
*\* This is for easy filing to search by customer surname, and for mailing purposes later on.*
- It is up to your company to decide how much information to store for each customer.
- Press <Enter> to move to the next field.  
*\* Press <Pg Dn> to skip to the bottom of the screen.*  
*\* Additional information such as birth dates and anniversary dates are ideal for advertising and marketing purposes at a later stage.*  
*\* You can also view the customer's current owing balance on the right hand side of this screen if the customer already exists.*

The Shopkeeper 32

### Add or Edit Customers

---

Ref: 10010 Name **MATTHEWS, MR PAUL** Branch **A** Type **█**  
 (Converts to --> MR PAUL MATTHEWS) (ABCDE) (-,H,O,L,Q)

ID # **█** Slsman **█** Grade **0** (0-3)

Address **█**  
 Suburb **█** Code **█**

Tel. **█** Work/Fax. **█**  
 Cell **█** Email **█**

Collection address **█**  
 (Leave blank if same as normal address)

Terms **█** Allow finance charges (Y/n) **Y**

cred lim **0.00** Mnthly Pmt **0.00**

Arrears **0.00** V.A.T. Number: **█**

VAT Mode: (Inclusive(?/Y/N) or Zero(Z) or blank) **█**

Current:	0.00
30 day:	0.00
60 day:	0.00
90+Over:	0.00
Balance:	0.00
Lst pmt:	0.00
Pmt dt.:	
Last ref:	0
Ref dt.:	
Turn sls:	0.00
Turn lst:	0.00

Comments: **█**

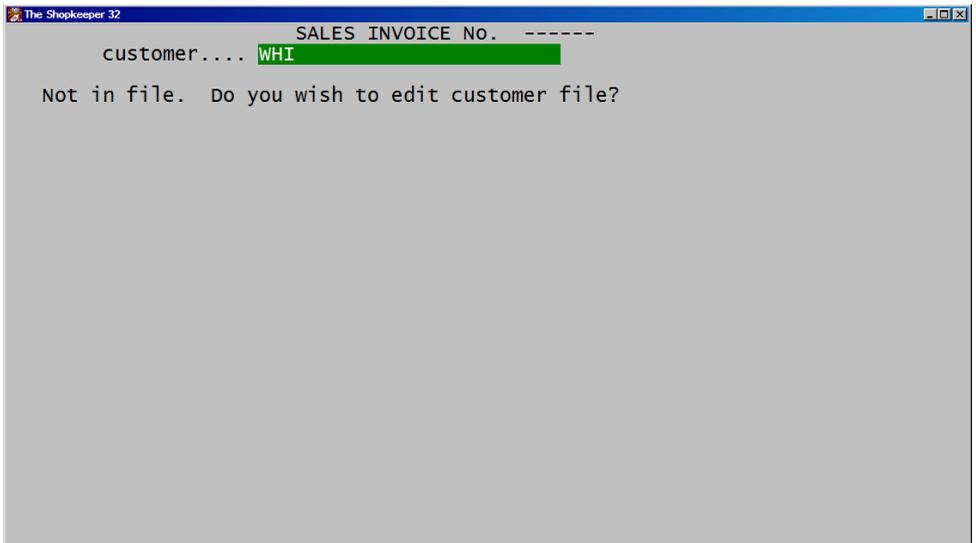
Mailing: List Include Codes **█**  
 D.O.B. **█/█/█**

ok? (Esc to cancel) (D(ebit order details) (A(ppointments) **Y**

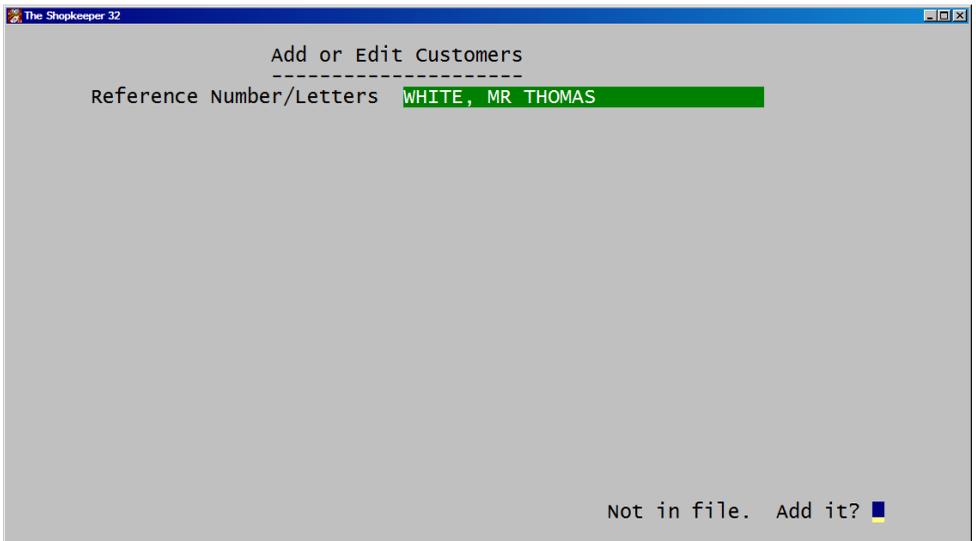
- At the bottom of the screen when prompted “Ok?” <Enter> on 'Y' for 'yes' if the content is correct, or press <N> for 'no' to return to the top of the page. Or press <A> for 'appointments' to create an appointment for the customer, or simply add extra notes concerning the customer.

The customer has been added successfully.





- Type in the surname of the customer. If the customer is “Not in file” press <Y> for 'yes' if you want to create it.  
*\* Only type in the first few letters of the surname to avoid recreating a customer if a spelling mistake may have previously been made.*



**NB: Customer name should be created as “Surname, Title First Name”!**

- <Enter> after the name then press <Y> for 'yes' at “Add it?”

The Shopkeeper 32

### Add or Edit Customers

---

Ref: 10005 Name **WHITE, MR THOMAS** Branch **A** Type **█**  
 (Converts to --> MR THOMAS WHITE) (ABCDE) (-,H,O,L,Q)

ID # \_\_\_\_\_ Slsman **OP** Grade **0** (0-3)

Address \_\_\_\_\_  
 Suburb \_\_\_\_\_ Code \_\_\_\_\_  
 City \_\_\_\_\_

Tel. \_\_\_\_\_ Work/Fax. \_\_\_\_\_  
 Cell **082 222 2222** Email \_\_\_\_\_

Current:	0.00
30 day:	0.00
60 day:	0.00
90+Over:	0.00
Balance:	0.00
Lst pmt:	0.00
Pmt dt.:	
Last ref:	0
Ref dt.:	
Turn sls:	0.00
Turn lst:	0.00

Collection address \_\_\_\_\_  
 (Leave blank if same as normal address)

Terms \_\_\_\_\_ Allow finance charges (Y/n) **Y**  
 cred lim \_\_\_\_\_ 0.00 Mnthly Pmt \_\_\_\_\_ 0.00  
 Arrears \_\_\_\_\_ 0.00 V.A.T. Number: \_\_\_\_\_

VAT Mode: (Inclusive(?/Y/N) or Zero(Z) or blank) **█**

Comments: \_\_\_\_\_

Mailing: List Include Codes \_\_\_\_\_  
 D.O.B. \_\_\_\_\_

ok? (Esc to cancel) (D(ebit order details) (A(ppointments) **Y**

- It is up to your company to decide how much information to store for each customer. Press <Enter> to move to the next field.
  - \* Press <Pg Dn> to skip to the bottom of the screen.
  - \* Additional information such as birth dates and anniversary dates are ideal for advertising and marketing at a later stage.
- The customer is automatically assigned a customer number. Press <Enter> to continue. Press <Y> for 'yes' if the information is correct.

The Shopkeeper 32

SALES INVOICE No. -----

customer.... 10005 WHITE, MR THOMAS ( 0)

Ph: \_\_\_\_\_ Salesman: **OP** Terms \_\_\_\_\_ Bal: 0.00

Comment \_\_\_\_\_

okay? **█**

- <Enter> if there is no further information to input, then press <Y> for 'yes' to continue the sale.

The Shopkeeper 32

SALES INVOICE No. -----  
customer.... 10005 WHITE, MR THOMAS ( 0)

Ph: Salesman: OP Terms Bal: 0.00  
Comment

Ln	Code	Description	mass\ct\qty	Value (incl.)	-%	Price
1	1000001/A	18ct Gold Ring	>	9600.00	0.0	9600.00
2			>			
3			>			
4			>			
5			>			
6			>			
7			>			
8			>			
9			>			
10			>			
11			>			
12			>			
13			>			
14			>			
15			>			

Line to edit (0 to end) 0 Total Incl.Tax R 9600.00

- Scan or type in the inventory item code you wish to sell. <Enter> on the code, <Enter> on “Value”, type in the percentage discount (if any, or type in the price you wish to sell the item under “Value”), and <Enter> again. Scan or type in the next item on Line 2 if there is more than one item, etc.

The Shopkeeper 32

SALES INVOICE No. -----  
customer.... 10005 WHITE, MR THOMAS ( 0)

Ph: Salesman: OP Terms Bal: 0.00  
Comment

Ln	Code	Description	mass\ct\qty	Value (incl.)	-%	Price
1	1000001/A	18ct Gold Ring	>	9600.00	0.0	9600.00
2			>			
3			>			
4			>			
5			>			
6			>			
7			>			
8			>			
9			>			
10			>			
11			>			
12			>			
13			>			
14			>			
15			>			

Line to edit (0 to end) 1 Total Incl.Tax R 9600.00

- If you have made a mistake in the entry you can correct the line on which you made a mistake by typing in the line number at “Line to edit” at the bottom of the screen. *E.g. Typing number <1> will take you back to the first code you entered. Press <Enter> on “Line to edit: 0” to move onto the next screen.*



The Shopkeeper 32

SALES INVOICE DETAILS

VOUCHER TO: 10005 SHIPPED TO: (?xx = lookup)

-----

WHITE, MR THOMAS

Comment:

Total including VAT	9600.00	
	1178.95	(V.A.T.)
	-----	
TOTAL	9600.00	
	=====	
Amount now paid	9600.00	Method CASH
(negative for refund)		

USE CURSOR KEYS THEN <RETURN> TO SELECT METHOD OF PAYMENT

- Type in the amount being paid upfront and press <Enter>.
  - Select the 'Method' of payment by using the Up and Down arrow keys, or use the short-cut keys: <C> for Cheque, <S> for Speedpoint, and <M> for Mixed.
- \* Method of payment is VERY important to ensure that your banking is correct at the end of the day*

The Shopkeeper 32

SALES INVOICE DETAILS

VOUCHER TO: 10005 SHIPPED TO: (?xx = lookup)

-----

WHITE, MR THOMAS

Comment:

Total including VAT	9600.00	
	1178.95	(V.A.T.)
	-----	
TOTAL	9600.00	
	=====	
Amount now paid	9600.00	Method CASH
(negative for refund)		
Order #	GOLD RING	

- “Order #” is a freetext field to type in a basic description of the sale for easy reference at a later stage (e.g. “GOLD RING”).

The Shopkeeper 32

SALES INVOICE DETAILS

VOUCHER TO: 10005 SHIPPED TO: (?xx = lookup)

WHITE, MR THOMAS

Comment:

Total including VAT	9600.00	
	1178.95	(V.A.T.)
	-----	
TOTAL	9600.00	
	=====	
Amount now paid	9600.00	Method CASH
(negative for refund)		
Order # GOLD RING		
Balance due (this invoice)	0.00	
Old bal. 0.00	New bal. 0.00	
okay ? (Y/n/-) <u>Y</u> (Y=Yes, N=No, -=Previous screen)		

- Pressing <Enter> on “Okay? (Y/n/-) Y” will complete the sale.
- Typing <N> for 'no' will take you back to the top of the current screen if you need to make a correction
- Typing a <-> (minus sign) will take you back to the previous screen to make any corrections.

The Shopkeeper 32

SALES INVOICE DETAILS

VOUCHER TO: 10005 SHIPPED TO: (?xx = lookup)

WHITE, MR THOMAS

Comment:

Total including VAT	9600.00	
	1178.95	(V.A.T.)
	-----	
TOTAL	9600.00	
	=====	
Amount now paid	9600.00	Method CASH
(negative for refund)		
Order # GOLD RING		
Balance due (this invoice)	0.00	
Old bal. 0.00	New bal. 0.00	
O K A Y T O P R I N T ? (s(kip, v(oucher, e(mail or c(ancel) <u>Y</u>		

- Pressing <Enter> on “OKAY TO PRINT Y” will print the voucher.

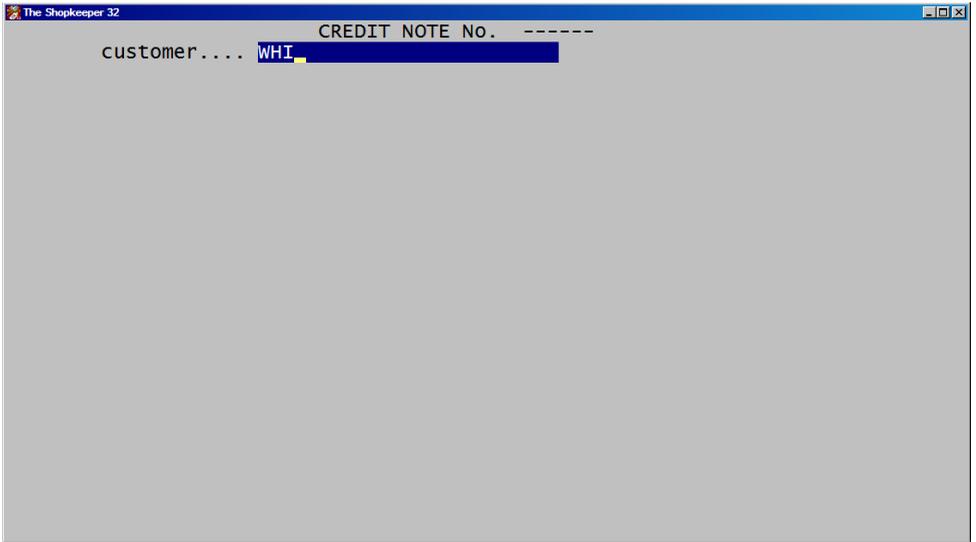
```
The Shopkeeper 32
POSTING TRANSACTION - DO NOT INTERRUPT
(Saved 'temp\ODACER\duptem_1.xpf')
(Copied 'temp\ODACER\dupbod_1.dbf')
(Added sale to journal)
(Updated merchandise number 1000001)
(Added to journals and history)
Posting completed.file)
(Updated control account)
(Updated VAT control)

Reprint? (i/v/s/l/e/n) █
I(ns.val., V(oucher, S(ave, L(ist, E(mail, N(o
```

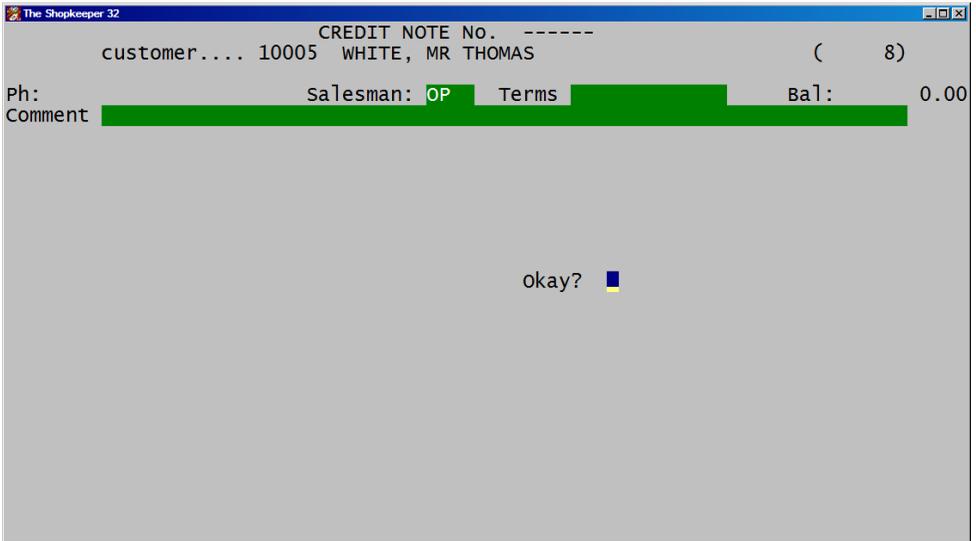
- The sale is now processed, and you will be prompted if you would like to reprint the voucher, create an Insurance Valuation, E-mail the voucher, etc. (see hints at bottom of the screen).
- Press <N> for 'no' to return to the Sales Menu.

The sale is now complete.





- Type in the client's name. Typing in the first few letters will ensure the correct account is found.



- Press <Y> for 'yes' if the client is correct and the 'Comment' has been read.

The Shopkeeper 32

CREDIT NOTE No. -----  
customer.... 10005 WHITE, MR THOMAS ( 8)

Ph: Salesman: OP Terms Bal: 0.00

Comment

Ln	Code	Description	mass\ct\qty	Value (incl.)	-%	Price
1	1000001/A	18ct Gold Ring	>	9600.00	0.0	-9600.00
2			>			
3			>			
4			>			
5			>			
6			>			
7			>			
8			>			
9			>			
10			>			
11			>			
12			>			
13			>			
14			>			
15			>			

Line to edit (0 to end) 0 Total Incl.Tax R -9600.00

- Type or scan in the code of the item/s and press <Enter> ensuring the correct item/s have been selected.  
\* **NB. Do not type any minus signs as the program does this automatically!**

The Shopkeeper 32

C R E D I T N O T E D E T A I L S  
VOUCHER TO: 10005 SHIPPED TO: (?xx = lookup)  
-----  
WHITE, MR THOMAS

Comment:

Total including VAT	-9600.00	
	-1178.95	(V.A.T.)
T O T A L	-9600.00	=====

okay ? (Y/n/-)

(Y=Yes, N=No, -=Previous screen)

- Identical to the sale, the return will prompt for a “SHIPPED TO:” address. Press <Enter> to continue.
- The “TOTAL” will be given as a negative automatically. Press <Enter> to continue.
- If the information given is correct, press <Enter> on 'Y' to continue.

The Shopkeeper 32

C R E D I T   N O T E   D E T A I L S

VOUCHER TO: 10005      SHIPPED TO: (?xx = lookup)

-----

WHITE, MR THOMAS

Comment:

Total including VAT	-9600.00	
	-1178.95	(V.A.T.)
	-----	
T O T A L	-9600.00	
	=====	

Amount REFUNDED    0.00

Order # RING RETURN  
Balance due (this invoice)    -9600.00

Old bal.            0.00    New bal.    -9600.00  
okay ? (Y/n/-)        (Y=Yes, N=No, -=Previous screen)

- You will be prompted for an “Amount REFUNDED”. If you leave this amount blank, the program will print a **credit note** for the customer giving the customer a credit balance on their account.

The Shopkeeper 32

C R E D I T   N O T E   D E T A I L S

VOUCHER TO: 10005      SHIPPED TO: (?xx = lookup)

-----

WHITE, MR THOMAS

Comment:

Total including VAT	-9600.00	
	-1178.95	(V.A.T.)
	-----	
T O T A L	-9600.00	
	=====	

Amount REFUNDED    9600.00      Method CASH

USE CURSOR KEYS THEN <RETURN> TO SELECT METHOD OF PAYMENT

- If you are refunding the customer cash or speedpoint, type the amount ***without a minus sign*** at “Amount REFUNDED” and ***ensure that the method is correct*** otherwise the end of day banking will not balance. This is the most common mistake made when processing returns!      \* *Shortcut keys are <C> for Cheque, <S> for Speedpoint, and <M> for Mixed.*

The Shopkeeper 32

C R E D I T   N O T E   D E T A I L S

VOUCHER TO: 10005      SHIPPED TO: (?xx = lookup)

-----

WHITE, MR THOMAS

Comment:

Total including VAT	-9600.00	
	-1178.95	(V.A.T.)
	-----	
T O T A L	-9600.00	
	=====	
Amount REFUNDED	9600.00	Method CASH

Order # RING RETURN

Balance due (this invoice) 0.00

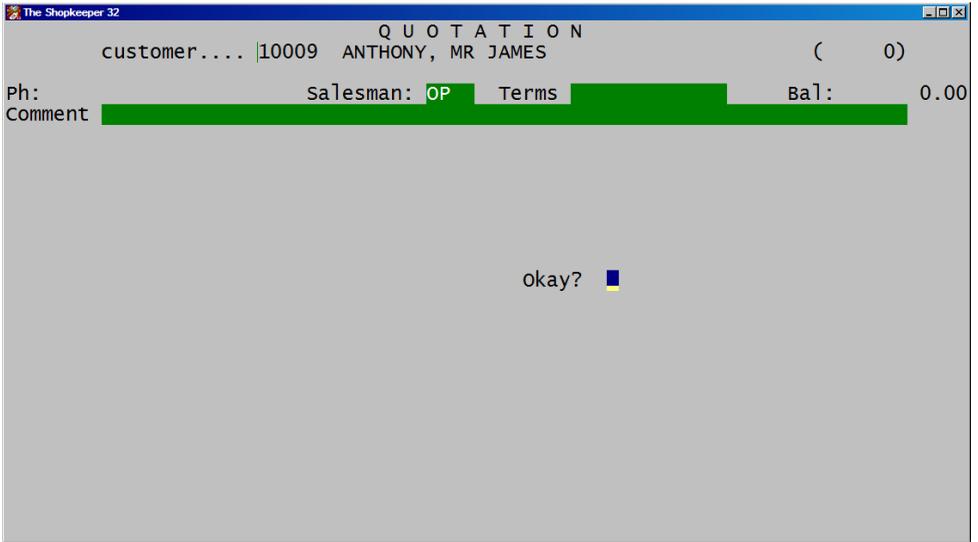
Old bal. 0.00    New bal. 0.00

O K A Y   T O   P R I N T ? (s(kip, v(oucher, e(mail or c(ancel) M

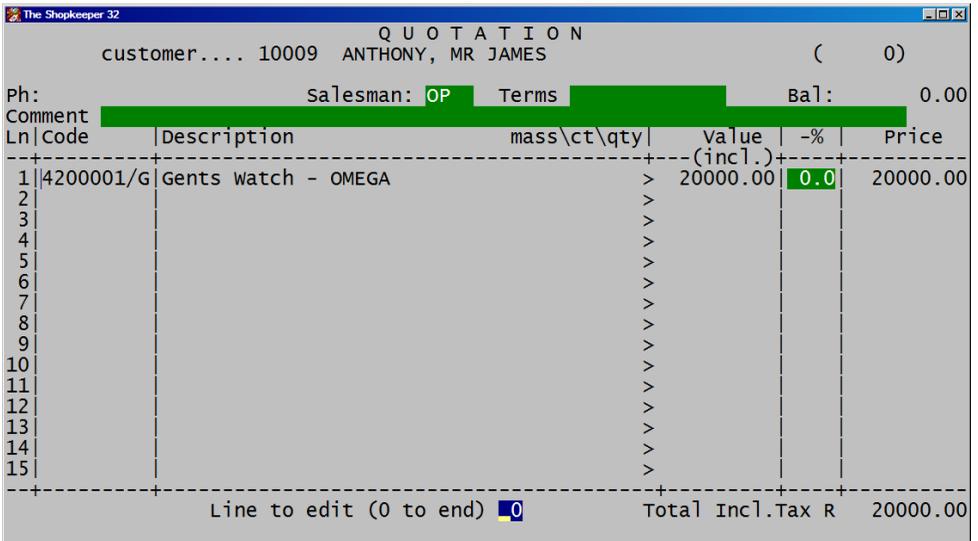
- Identical to a sale, <Enter> on 'Y' for 'Yes' if all the details are correct. Then <Enter> on “V” for voucher to print.

*The return is complete.*

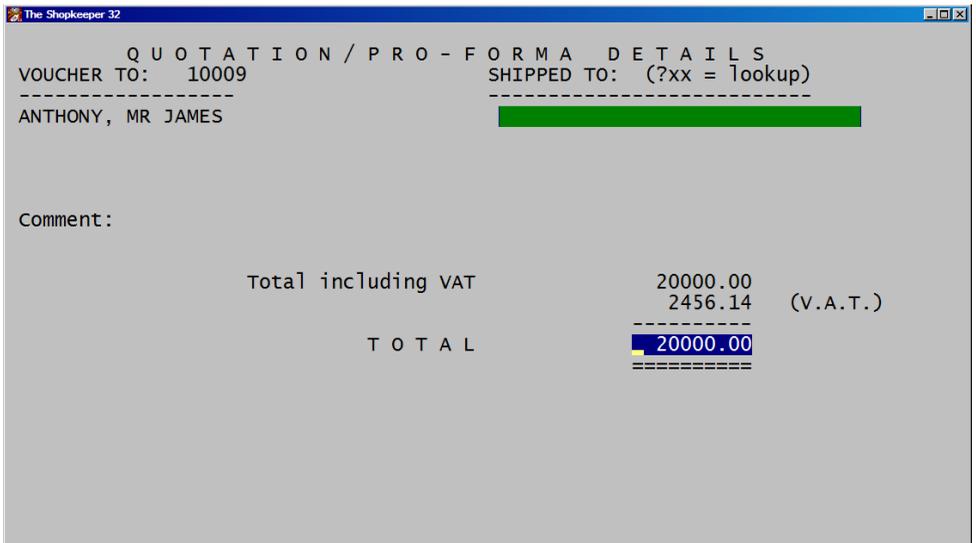




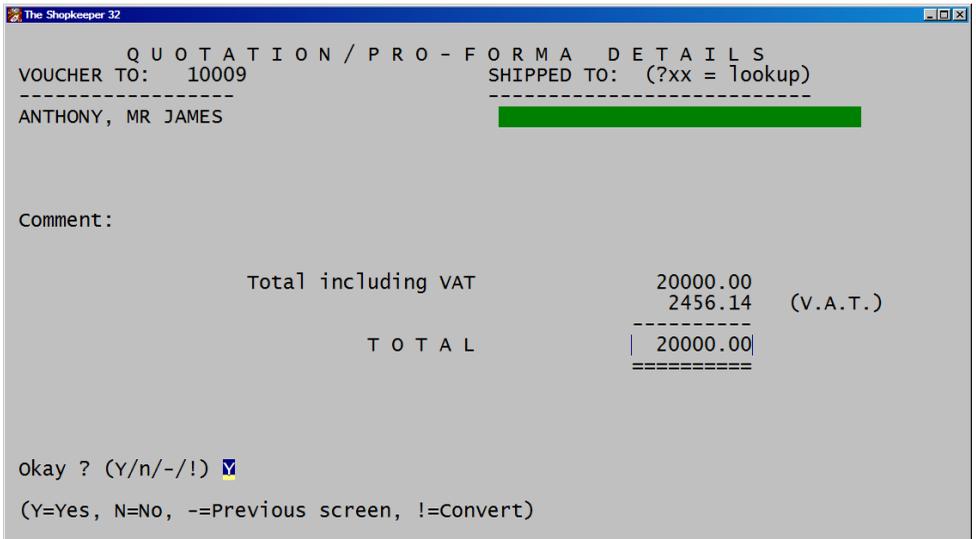
- Type in your Salesperson initials and press <Enter> until 'Okay?'
- Type <Y> for 'yes' to continue.



- Type, or scan in the code of the item you are quoting on, and press <Enter>.
- “Line to edit (0 to end) 0” allows you to go back into editing the quote . If all is correct, press <Enter> at “0”.



- “SHIPPED TO:” allows a second address to be printed on the quote. Type in the second address or press <Enter> to continue.
- The “TOTAL” can be changed if you wish to give an overall discount in the quote. Press <Enter> to continue.



- <Enter> on 'Y' for 'yes' to continue. Press <N> for 'no' to go back to the top of the screen. Press <-> (minus sign) to go back to the previous screen.  
Press <!/> (exclamation mark) to convert to a sale.



```

The Shopkeeper 32
          POSTING TRANSACTION - DO NOT INTERRUPT
(Saved 'temp\ODACER\duptem_1.xpf')
(Copied 'temp\ODACER\dupbod_1.dbf')
(posted 'QU' to inventory movement journal)

Posting complete --- SAVE COPY OF VOUCHER TO DISK FILE ---
(Use S(ales, T(rans., D(up., N(o, Y(es to reprint)
Save as (?=list): q1000901
(Printout will be saved in all formats)
All right? Y

```

- The system will automatically give a name to the quote in the form of 'q' for 'quote', the customer number, and a number starting from '01' (the next quote saved being '02'). *G. q1000901*
- <Enter> on “All right? Y” to save in this format, or press <N> for 'no' to rename (case sensitive when reloading the quote).

```

The Shopkeeper 32
          POSTING TRANSACTION - DO NOT INTERRUPT
(Saved 'temp\ODACER\duptem_1.xpf')
(Copied 'temp\ODACER\dupbod_1.dbf')
(posted 'QU' to inventory movement journal)

Posting completed.

Reprint? (i/v/s/l/e/n) ■
I(n.s.val., v(oucher, s(ave, l(list, e(mail, n(o

```

- Press the corresponding letter of the reprint methods (see bottom of the screen), or press <N> for 'no', or <Esc>, to return to the menu.  
*The quote is complete.*



The Shopkeeper 32

Q U O T A T I O N

10009 ANTHONY, MR JAMES ( 0)

Ph: Salesman: OP Terms Bal: 0.00

Comment

okay?

- Retype your Salesman initials if necessary, and press <Enter> until “Okay?” then press <Y> for 'yes'.

The Shopkeeper 32

Q U O T A T I O N

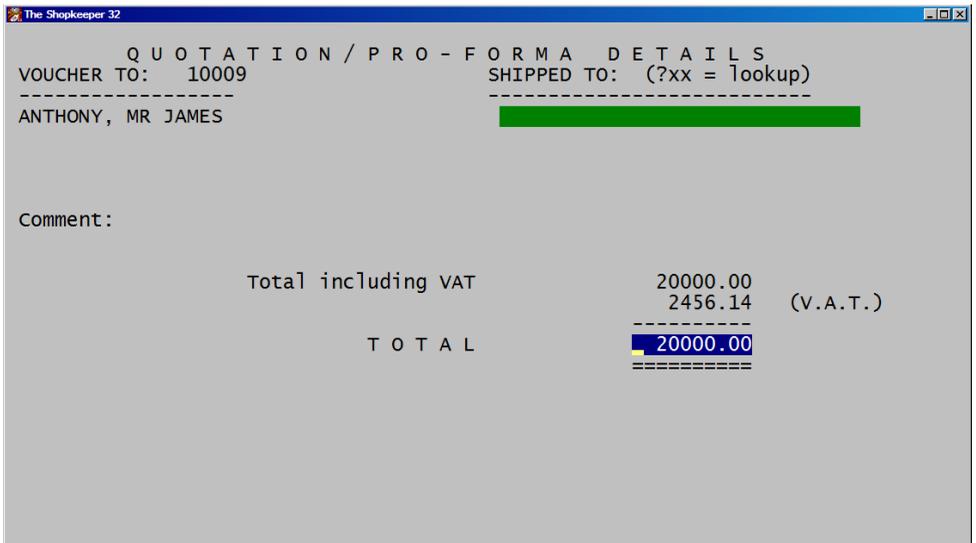
10009 ANTHONY, MR JAMES ( 0)

Ph: Salesman: OP Terms: Bal: 0.00

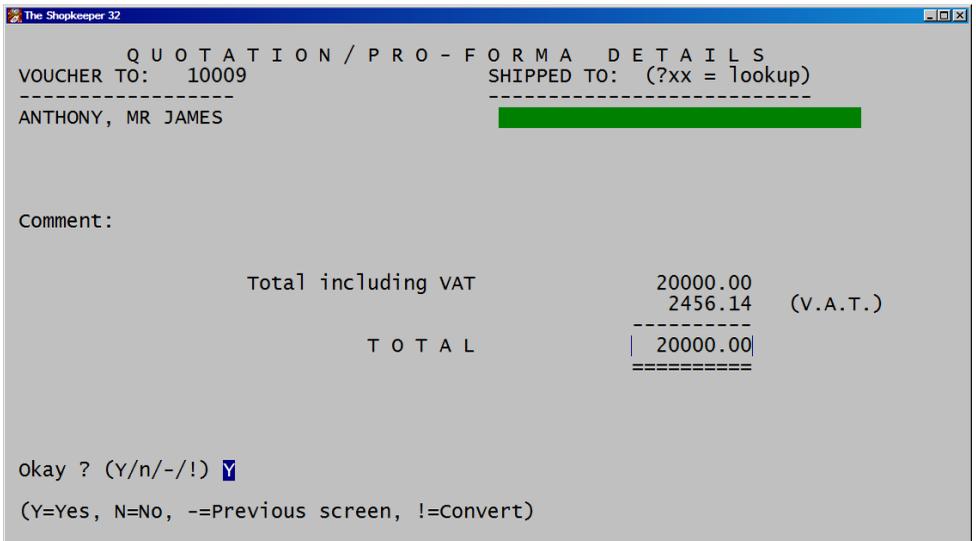
Comment:

Ln	Code	Description	mass\ct\qty	value (incl.)	-%	Price
1	4200001/G	Gents watch - OMEGA	x 1	20000.00	0.0	20000.00
2			>			
3			>			
4			>			
5			>			
6			>			
7			>			
8			>			
9			>			
10			>			
11			>			
12			>			
13			>			
14			>			
15			>			
Line to edit (0 to end) <input type="checkbox"/>				Total Incl.Tax R		20000.00

- If the content of the quote is correct, <Enter> on “0” to proceed to the next screen, or type in the line number you wish to edit at “Line to edit”.



- “SHIPPED TO:” allows a second address to be printed on the quote. Type in the second address or press <Enter> to continue.
- The “TOTAL” can be changed if you wish to give an overall discount on the invoice. Press <Enter> to continue.



- **To finally convert the quote to an invoice, at this “Okay?” press a <!> (quotation mark(<Shift><1>)).**
- A message will show on your screen saying “Converted: Quotation --> Sales Invoice” and return to the previous screen to ensure the contents on the invoice.

The Shopkeeper 32

SALES INVOICE No. -----  
10009 ANTHONY, MR JAMES ( 0)

Ph: Slsman: OP Terms: Bal: 0.00  
Comment:

Ln	Code	Description	mass\ct\qty	Value (incl.)	-%	Price
1	4200001/G	Gents watch - OMEGA	x 1	20000.00	0.0	20000.00
2			>			
3			>			
4			>			
5			>			
6			>			
7			>			
8			>			
9			>			
10			>			
11			>			
12			>			
13			>			
14			>			
15			>			
Line to edit (0 to end) 0				Total Incl.Tax R		20000.00

- At the previous screen you can again check the contents, and edit lines if needed. Press <Enter> at “Line to edit 0” to proceed.

The Shopkeeper 32

S A L E S I N V O I C E D E T A I L S

VOUCHER TO: 10009 SHIPPED TO: (?xx = lookup)  
-----  
ANTHONY, MR JAMES

Comment:

Total including VAT	20000.00	
	2456.14	(V.A.T.)
T O T A L	20000.00	

- Again, “SHIPPED TO:” allows a second address to be printed on the quote. Type in the second address or press <Enter> to continue.
- And the “TOTAL” can be changed if you wish to give an overall discount on the invoice. Press <Enter> to continue.

The Shopkeeper 32

SALES INVOICE DETAILS

VOUCHER TO: 10009 SHIPPED TO: (?xx = lookup)

-----

ANTHONY, MR JAMES

Comment:

Total including VAT	20000.00	
	2456.14	(V.A.T.)
T O T A L	20000.00	

okay ? (Y/n/-/!)

(Y=Yes, N=No, -=Previous screen, !=Convert)

- <Enter> on 'Y' for 'yes' to continue. Press <N> for 'no' to go back to the top of the screen. Press <-> (minus sign) to go back to the previous screen. Press <!> (exclamation mark) to convert back to a quote.

The Shopkeeper 32

SALES INVOICE DETAILS

VOUCHER TO: 10009 SHIPPED TO: (?xx = lookup)

-----

ANTHONY, MR JAMES

Comment:

Total including VAT	20000.00	
	2456.14	(V.A.T.)
T O T A L	20000.00	

Amount now paid 10000 .

(negative for refund)

- Type in the amount immediately paid for the item at “Amount now paid”.

The Shopkeeper 32

SALES INVOICE DETAILS

VOUCHER TO: 10009 SHIPPED TO: (?xx = lookup)

ANTHONY, MR JAMES

Comment:

Total including VAT	20000.00	
	2456.14	(V.A.T.)
TOTAL	20000.00	

Amount now paid 10000.00 (negative for refund) Method CASH

USE CURSOR KEYS THEN <RETURN> TO SELECT METHOD OF PAYMENT

- Select the “Method” of payment by using the Up and Down arrow keys, or using the shortcut keys: <C> for 'cheque', <S> for 'speedpoint', or <M> for 'mixed' (e.g. cash and speedpoint)  
*\* Method of payment is VERY important to ensure that your banking is correct at the end of the day*

The Shopkeeper 32

SALES INVOICE DETAILS

VOUCHER TO: 10009 SHIPPED TO: (?xx = lookup)

ANTHONY, MR JAMES

Comment:

Total including VAT	20000.00	
	2456.14	(V.A.T.)
TOTAL	20000.00	

Amount now paid 10000.00 (negative for refund) Method SPEEDPNT/BANK

Order # MEN'S WATCH

- Type a brief description of the invoice at “Order #” - this appears on the customer's invoice and statement for quick reference.

The Shopkeeper 32

SALES INVOICE DETAILS

VOUCHER TO: 10009 SHIPPED TO: (?xx = lookup)

-----

ANTHONY, MR JAMES

Comment:

Total including VAT 20000.00  
2456.14 (V.A.T.)

T O T A L 20000.00

Amount now paid 10000.00 Method SPEEDPNT/BANK  
(negative for refund)

Order # MEN'S WATCH  
Balance due (this invoice) 10000.00

old bal. 0.00 New bal. 10000.00 Months to pay 0

- If the customer is buying on credit, you can type in a numeric quantity of months in which the customer is expected to repay.  
\* <Enter> on “0” for a 30 day account.

The Shopkeeper 32

SALES INVOICE DETAILS

VOUCHER TO: 10009 SHIPPED TO: (?xx = lookup)

-----

ANTHONY, MR JAMES

Comment:

Total including VAT 20000.00  
2456.14 (V.A.T.)

T O T A L 20000.00

Amount now paid 10000.00 Method SPEEDPNT/BANK  
(negative for refund)

Order # MEN'S WATCH  
Balance due (this invoice) 10000.00

old bal. 0.00 New bal. 10000.00 30 day account

Okay? (Y/n/-) Y (Y=Yes, N=No, -=Previous screen)

- <Enter> on “Okay? (Y/n/-) Y” to complete the sale. Type <N> for 'no' to go back to the top of the current screen. Type a <-> (minus sign) to return to the previous screen.

```

The Shopkeeper 32
SALES INVOICE DETAILS
VOUCHER TO: 10009 SHIPPED TO: (?xx = lookup)
-----
ANTHONY, MR JAMES
-----

Comment:

Total including VAT                20000.00
                                     2456.14 (V.A.T.)
-----
TOTAL                               20000.00
=====
Amount now paid                     10000.00
(negative for refund)                Method SPEEDPNT/BANK
Order # MEN'S WATCH
Balance due (this invoice) 10000.00

Old bal. 0.00 New bal. 10000.00 30 day account
O K A Y T O P R I N T ? (s(kip, v(oucher, e(mail or c(ancel) V

```

- <Enter> on “V” to print a voucher, or type <E> to e-mail, or select one of the options at the bottom of the screen.  
*\* Do not escape as the sale has not yet been processed.*

```

The Shopkeeper 32

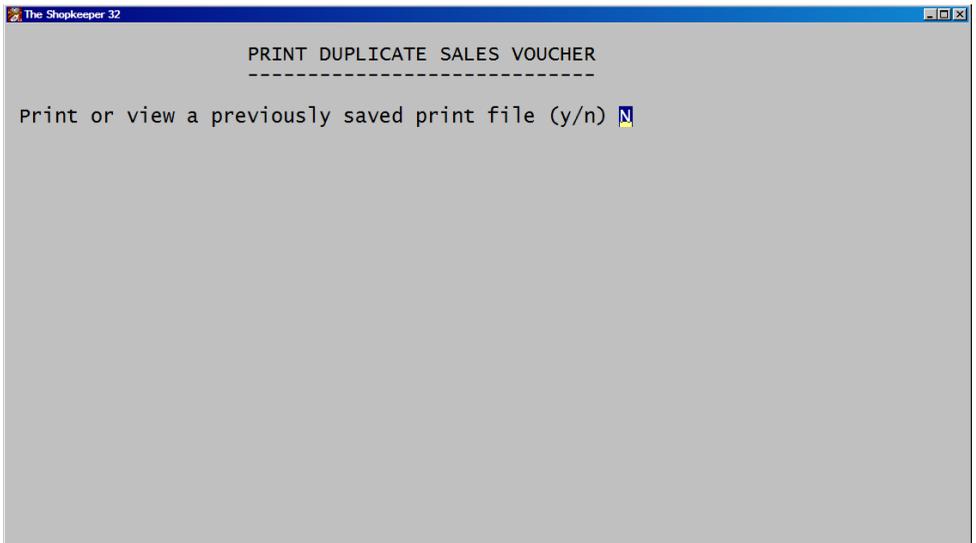
POSTING TRANSACTION - DO NOT INTERRUPT
(Saved 'temp\ODACER\duptem_1.xpf')
(Copied 'temp\ODACER\dupbod_1.dbf')
(Added sale to journal)
(Updated merchandise number 4200001)
(Added to journals and history)
Posting completed.file)
(Updated control account)
(Updated VAT control)

Reprint? (i/v/s/l/e/n) █
I(ns.val., V(oucher, S(ave, L(ist, E(mail, N(o

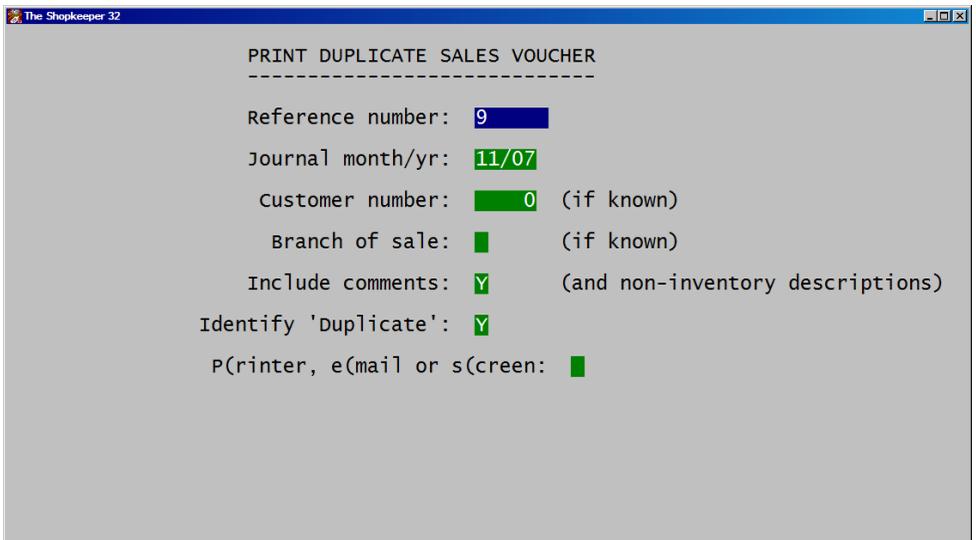
```

- A message will flash saying “Transaction processed”, and the sale has been completed.
- Choose to reprint or return to the sales menu by using the options at the bottom of the screen.

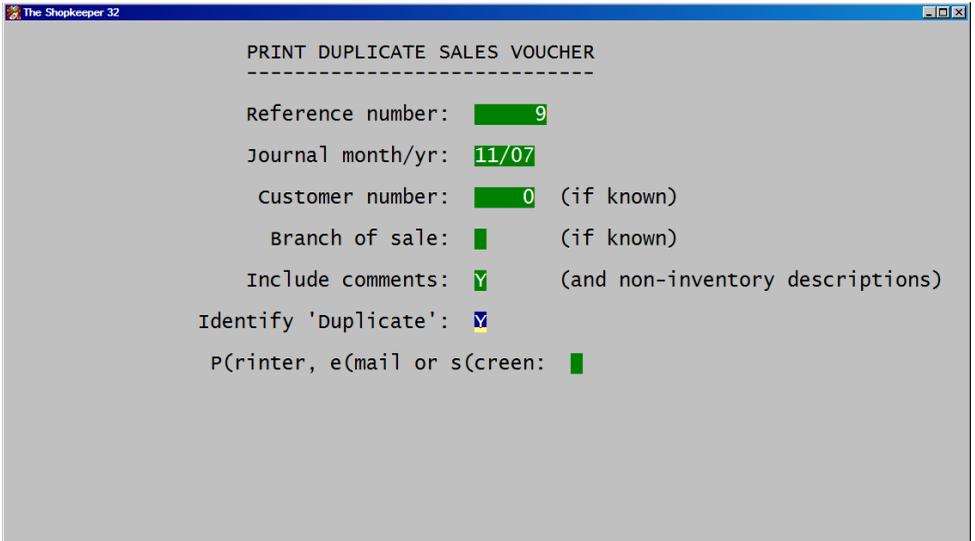




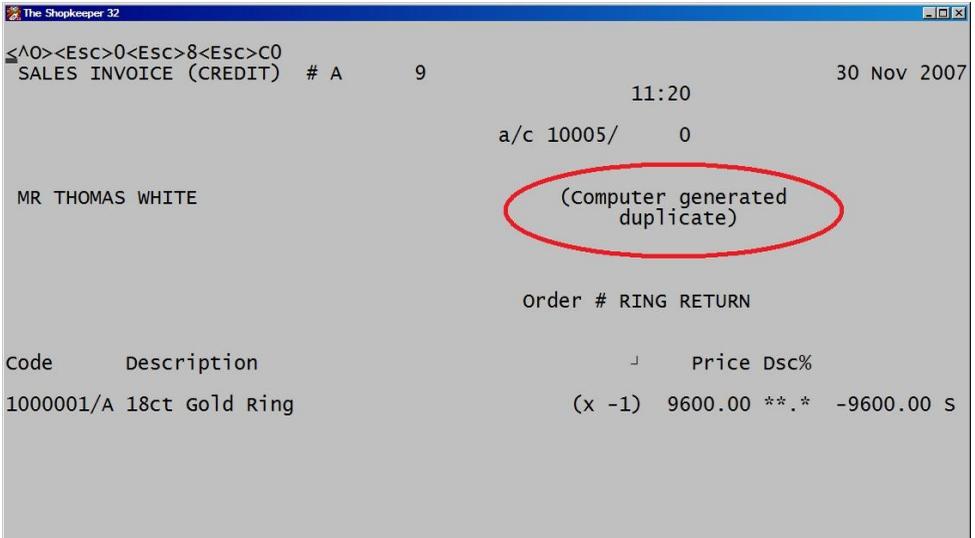
- Press <N> for 'no' at “Print or view a previously saved print file”.



- You must type in the invoice number as well as the correct month and year in which the invoice was processed.
- If you are more than one branch you may define your selection by adding the branch letter and customer number.

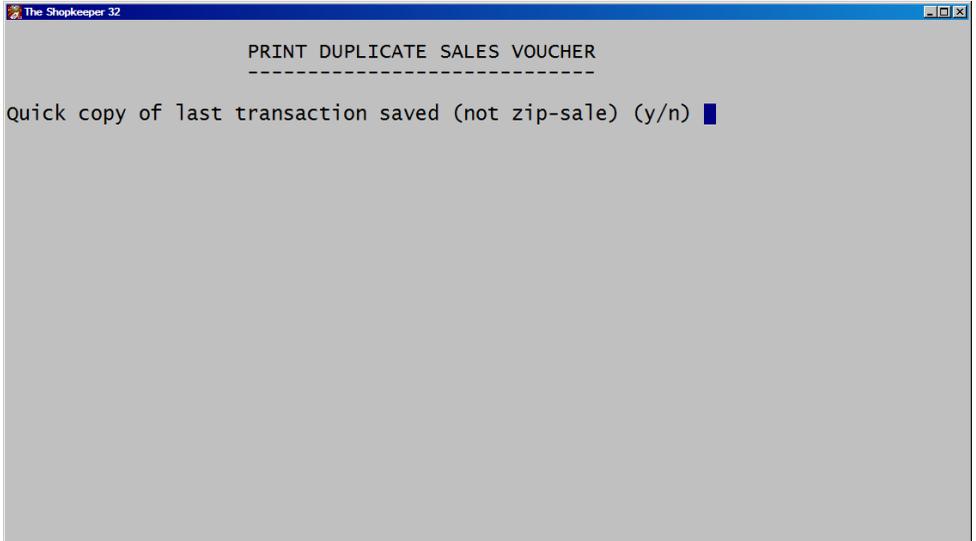


- “Include comments” is defaulted to 'Y' for 'yes' – only changed this if the program prompts you to do so.
- Press <N> for 'no' at “Identify 'Duplicate'” if you do not want the program to print “Computer generated duplicate” on the voucher. *G. Circled in red below.*
- You may choose to press <P> to print a voucher, <E> to send an e-mail, or <S> to view the voucher on screen.

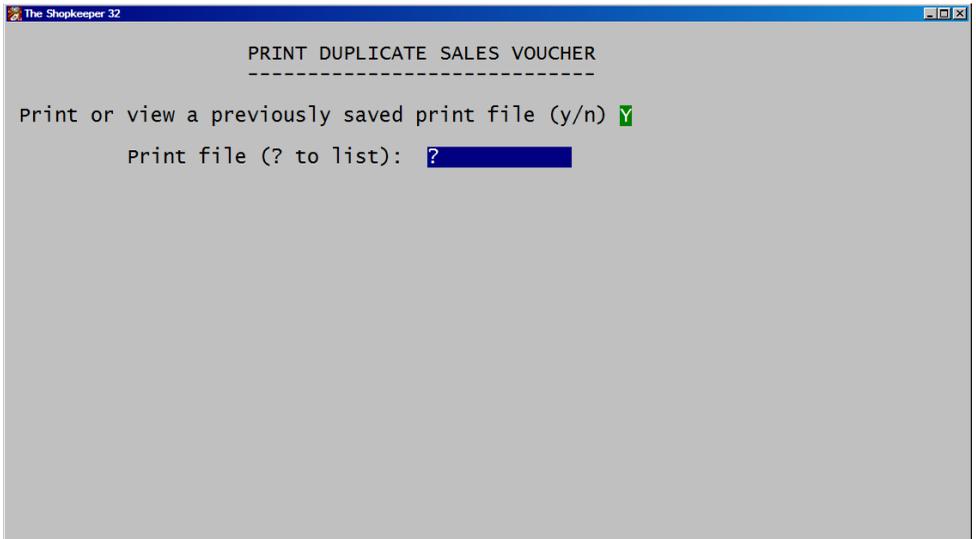


Sales transaction duplicate is complete

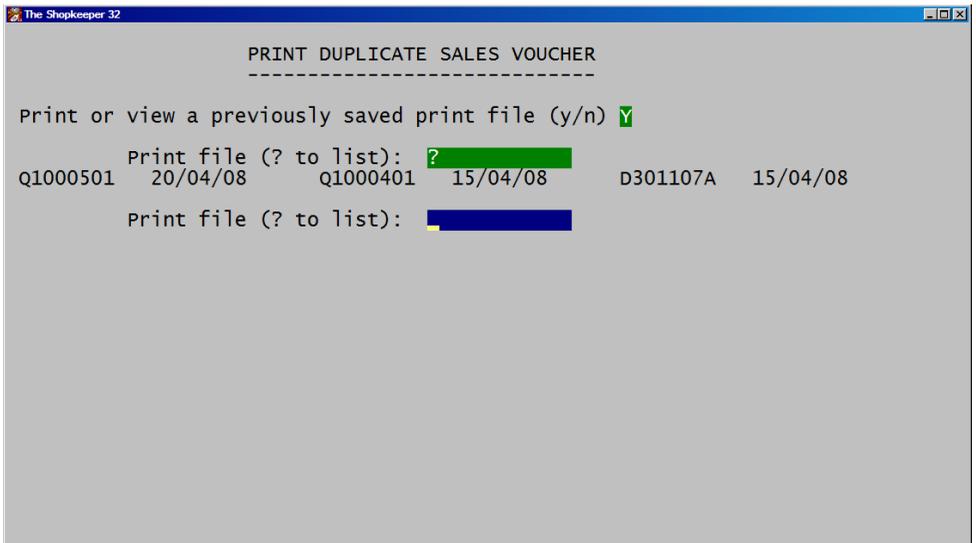
# DUPLICATE – Quote



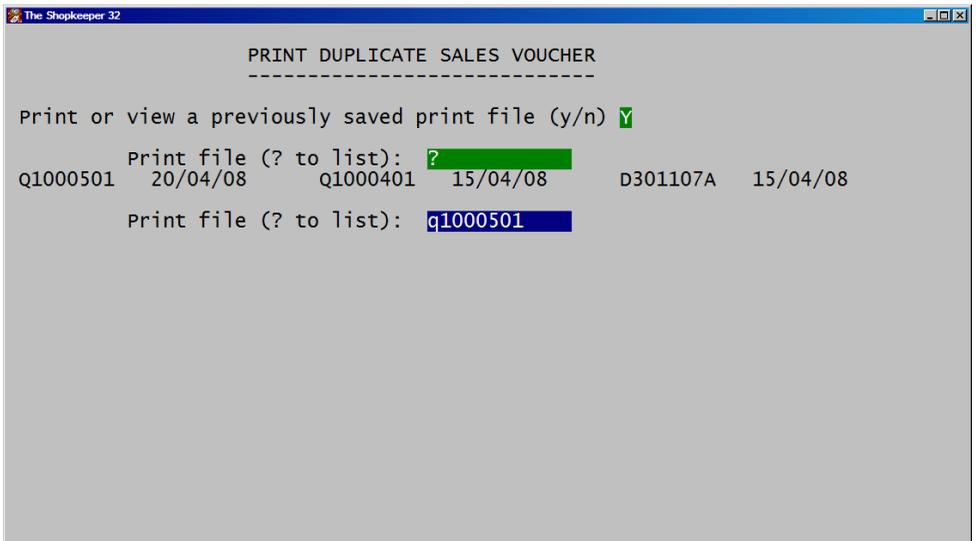
- Press <N> for 'no' at “Quick copy of last transaction”.



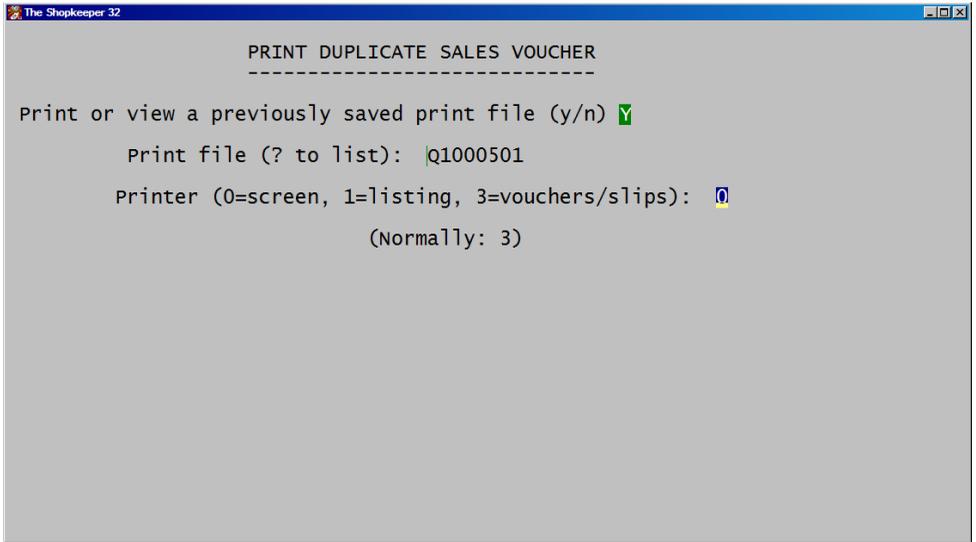
- Press <Y> for 'yes' at “Print or view a previously saved print file”.
- Press <Enter> on “Print file (? to list)” to list all saved quotes.



- A list of all quotes made will be shown in the format of “q” for 'quote', then customer number (10005), then a number beginning with 01 as the first quote to that particular customer, then 02, etc.



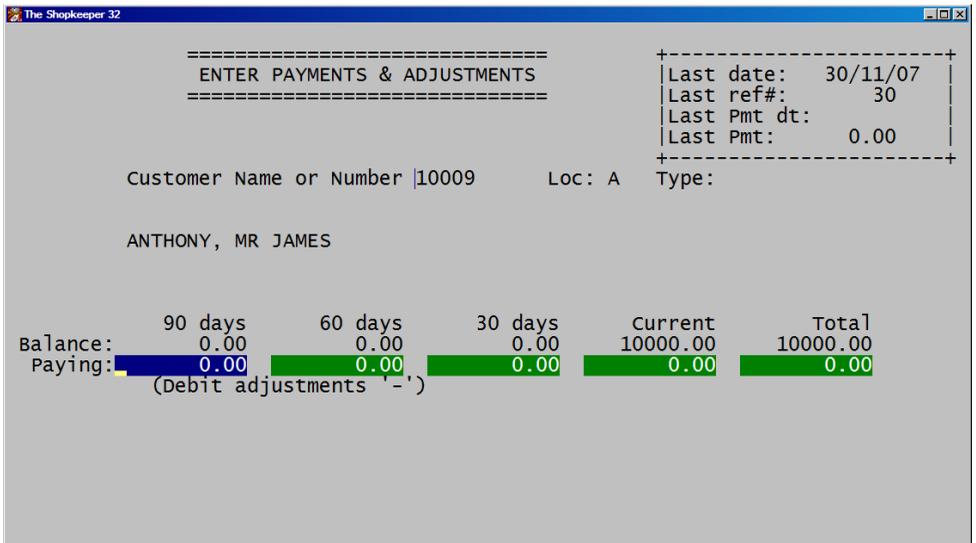
- Type in the saved file name of the quote (case sensitive) and press <Enter>.



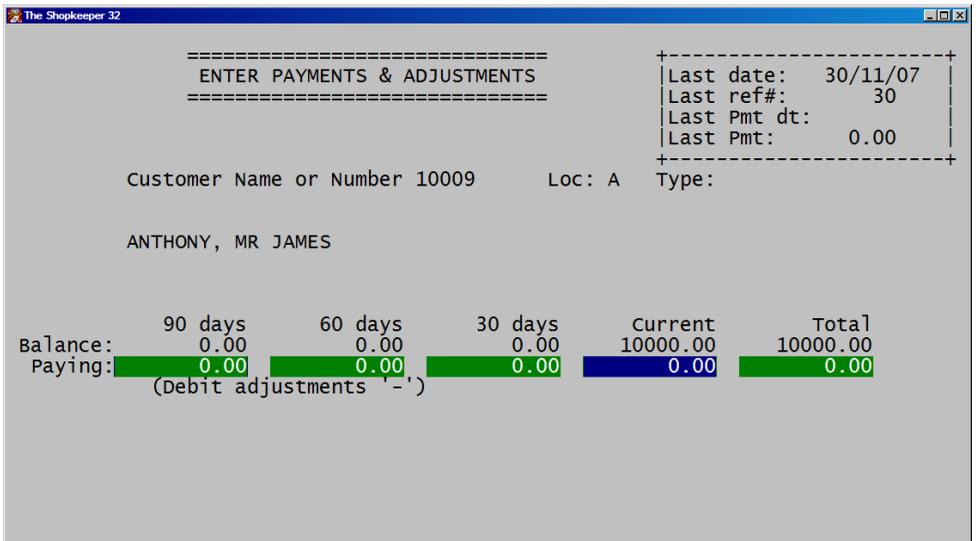
- Follow the prompt on how you wish to view the quote:  
0=screen      1=listing      2=voucher  
Press <0> (zero) to view the quote on screen, or press <1> (one) to print to a laser printer, or press <3> to print to a voucher.

The duplicate is complete.

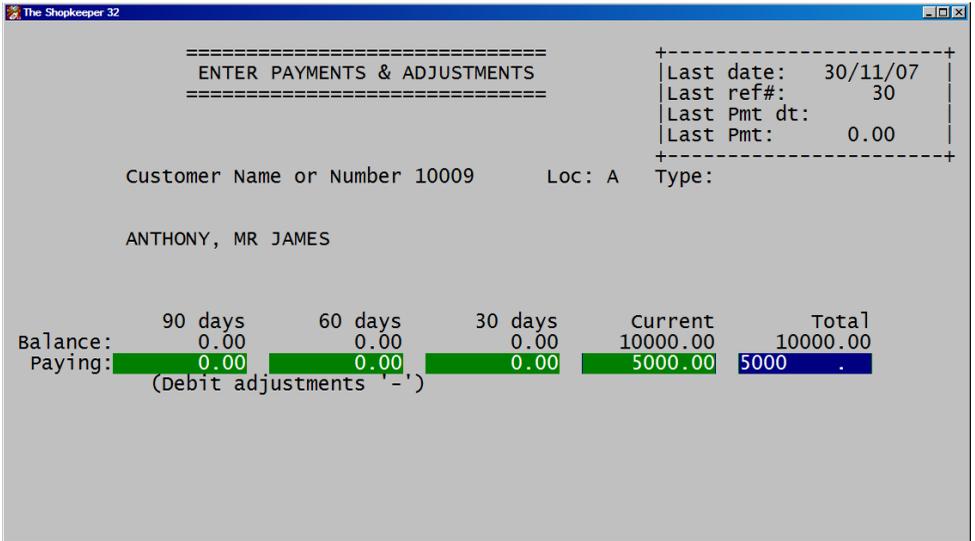




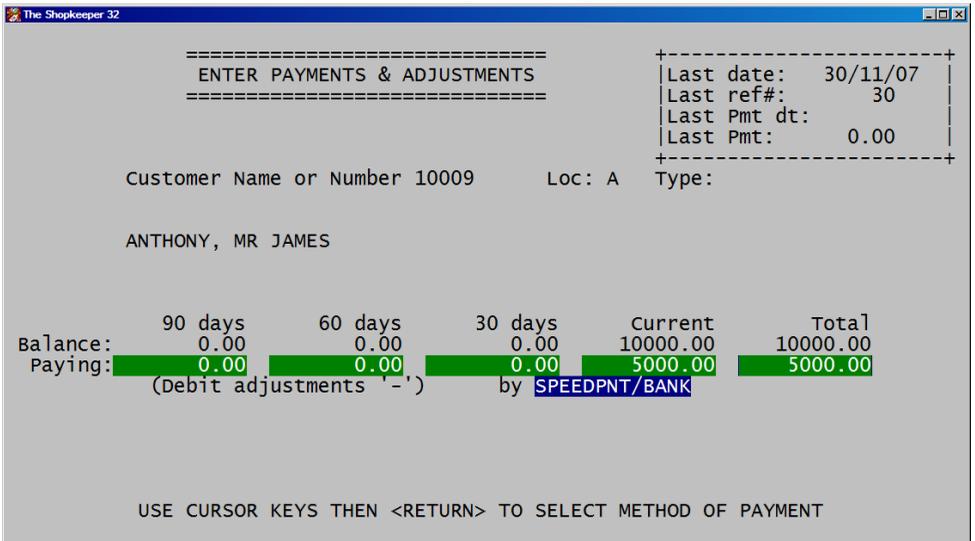
- Ensure you have selected the correct customer name, and note the values under '90 days', '60 days', '30 days' and 'Current' should match the amount under 'Total'.



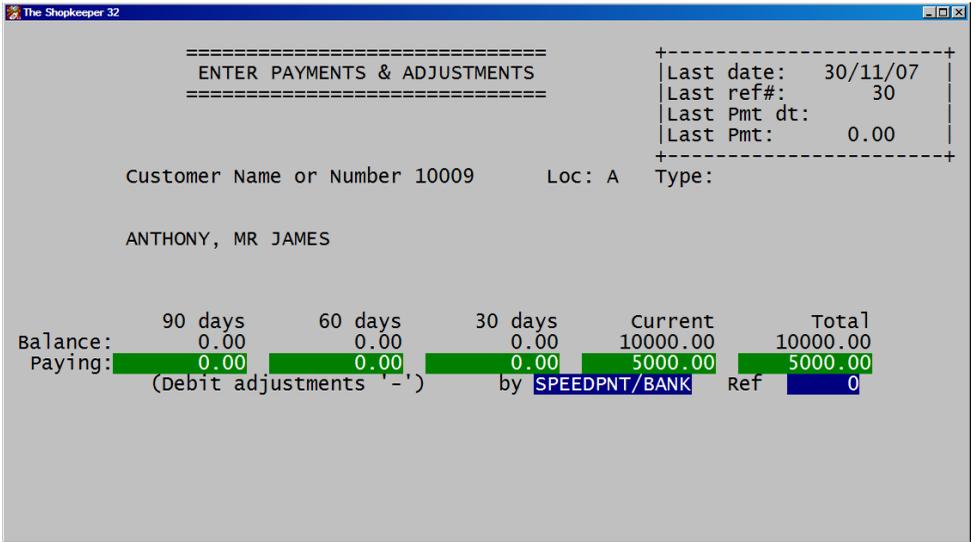
- If the customer is paying the full amount which appears under “Total”, the amount paid may be typed once in any column.
- If the customer is only paying part of the “Total” amount, <Enter> until the field is highlighted underneath a value greater than zero.



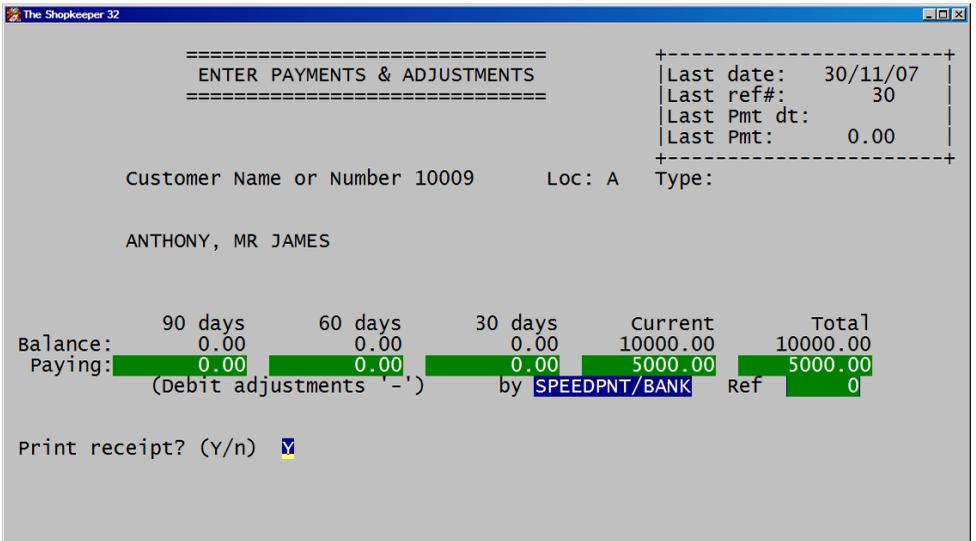
- Type the amount being paid underneath the value which is greater than zero, then press <Enter>. Type the amount again beneath 'Total', then press <Enter>



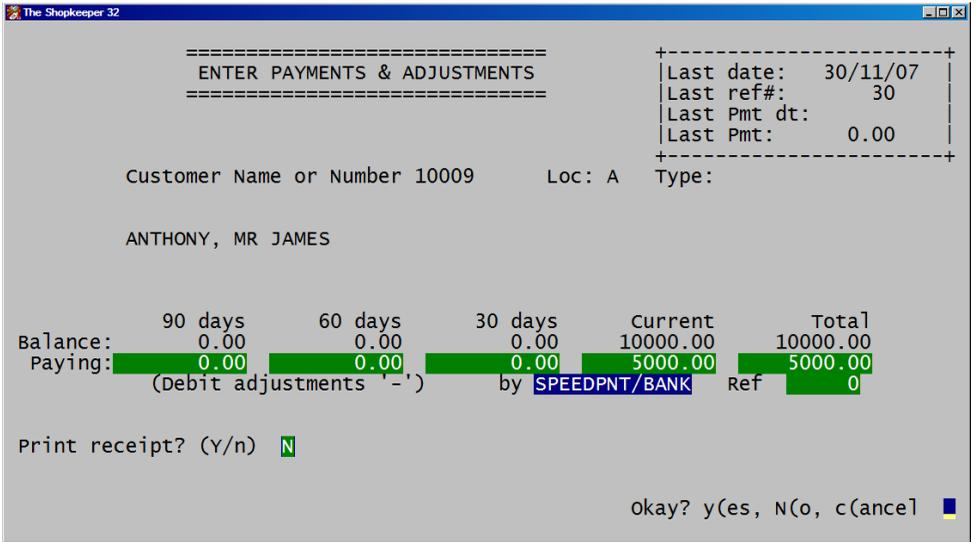
- Select the “Method” of payment by using the Up and Down arrow keys, or use the short-cut keys: <C> for 'cheque', <S> for 'speedpoint', or <M> for 'mixed' (e.g. cash and speedpoint)  
*\* Method of payment is VERY important to ensure that your banking is correct at the end of the day*



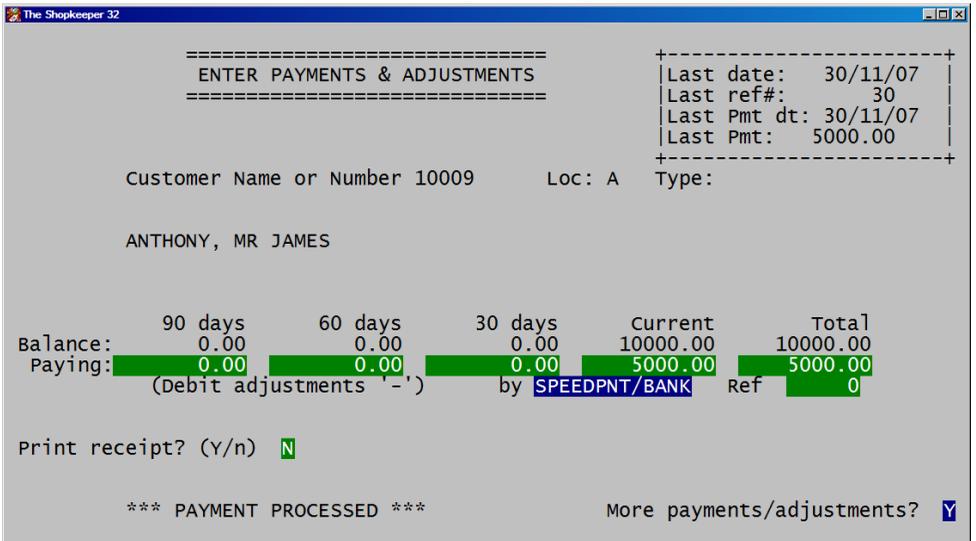
- 'Ref' is important if the customer is paying by cheque, then the cheque number would be typed in here. Press <Enter> to continue.



- <Enter> on 'Y' for 'yes' if you wish to print a receipt, or type <N> for 'no' to not print a receipt.



- Accept the payment by typing <Y> for 'yes' at “Okay?” otherwise type <N> for no to make corrections, or <C> for 'cancel' to return to the sales menu.



- If you are processing more than one payment, <Enter> on 'Y' for 'yes' to process another payment, or type <N> for 'no' or press <Esc> to return to the sales menu.  
*The payment is complete.*





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