



## Level 3 Advanced Training

### POINT OF SALE



Palladium Accounting Enterprise Edition comes standard with a point of sale system. A point of sale system is used for a till point in your business where customers come to ring up their purchases and pay for them.

### Point of Sale Explained

Each POS cashier in Palladium must be assigned a drawer before they can begin to ring up sales. Because of this, you must have users in your Palladium company to run the POS module. There are many different options to running the POS module, and all of them are explained under the company options topic in this manual. Please read though the company options topic before you continue with this section. The most important option is if you will be running in cash mode (no customer is required for each sale) or customer mode (the cashier selects a customer for each sale).

### Point of Sale Hardware

Palladium Accounting can use any standard barcode scanner that conforms to the keyboard wedge standard; this includes USB scanners as well. You can also print from any slip printer

(80mm form templates are provided but you can use others including a full A4 sheet printer and form template). The cash drawer must connect to the printer and must be controlled by the printer (serial attached cash drawers are not supported).

## POS Managers

Many functions inside the POS system require a manager authorization to perform them (returns are an example). If the cashier does not have permission to assign drawers (POS Manager), and wants to perform a protected function, they must have a manager or system administrator approve the transactions. A window will appear for the POS manager or administrator to select their user account and enter their password to approve the transaction.

## Cash Drawers



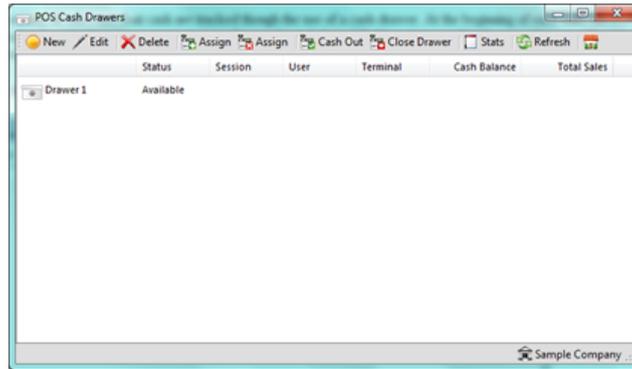
Cash Drawers

In Palladium Accounting all sales and float cash are tracked through the use of a cash drawer. At the beginning of each shift, the POS manager or administrator assigns a cash drawer to a particular user for use through their shift. Note: it is possible for more than one till point to share the same cash drawer by sharing the same user account, however, this is not recommended.

You access cash drawers by clicking on the cash drawers icon in the home window. The following window will appear:

## Creating a new Cash Drawer

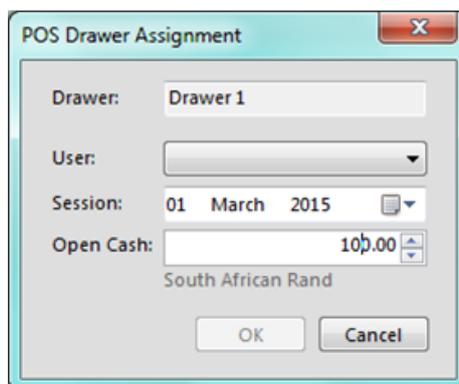
To create a new cash drawer press the new button. The following window will appear:



Here we select the ledger accounts to hold cash, credit cards, and coupons / gift certificates. These accounts will be used as sales are made to record the funds. Later you can use the deposit slip function or the journal entry function to move the money into common cash accounts once the drawer has been closed and cashed up. The expense account for any variance is also selected. This account will be debited for any shortages of cash reported during the cash up process. The final account is the petty cash account. This account will be credited when the drawer is assigned and has an opening balance (float amount). The float is returned to this petty cash account when the drawer is closed and cashed up.

### Assigning Drawer to User – Start of Shift

To assign a drawer to a user, select an available drawer (available status) in the drawers window and press the green assign button. The following window will appear:



Here we select the user we wish to assign the drawer to, the sales date (session date), and the opening cash (float) value. Note: if a drawer has an assigned status, you can return the drawer to available (cancel the assignment) by selecting the drawer and pressing the red assignment button.

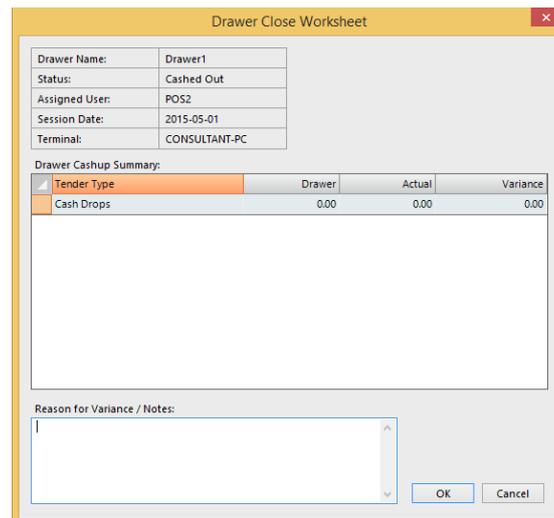
### Forcing a Cash Drawer to Cashed out Status

The normal procedure is for the cashier to press the cash up / close day button in the sales screen. You can force a cash drawer closed by selecting the drawer and pressing the cash out

button. A warning will appear that the session will be closed. If a cashier is using the drawer, they will automatically be taken out of the POS system the next time they try to process a sale.

## Close Drawer

You can only close a drawer that has a cashed out status (either by the cashier cashing out or you forcing cash out). To close the drawer select the drawer in the drawers window and press close drawer. The following window will appear:



The screenshot shows a dialog box titled "Drawer Close Worksheet". It contains a table for "Drawer Cashup Summary" with the following data:

Tender Type	Drawer	Actual	Variance
Cash Drops	0.00	0.00	0.00

Below the table is a text area for "Reason for Variance / Notes" and "OK" and "Cancel" buttons.

Here you enter the actual count values for all the categories of accepted payments as appropriate. A variance will be calculated and entered into the drawers over / short expense account (if any variance exists). When finished press OK. The drawer will return to an available status and can now be assigned to a new cashier for the next shift.

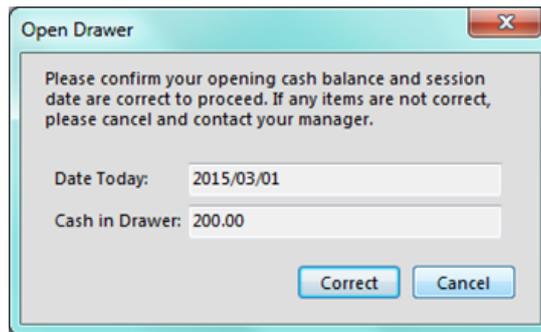
## POS Sales

Sales though the POS are very similar to entering sales in the normal sales window under receivables. There are some differences and they are explained in detail here.

You access sales function by clicking on the sales icon in the home window.

## Opening Drawer

If the drawer the user is assigned to, has an assigned status (has not been used), when that user goes into Sales they will be asked to confirm the date and opening cash (float). The following window will appear:



If the date or cash amounts are incorrect, the user should immediately cancel and contact their POS manager. If the cashier accepts the values listed here the drawer will be opened and a status of "in use" will be shown in the POS drawers manager.



## The Customer Selection (Optional)

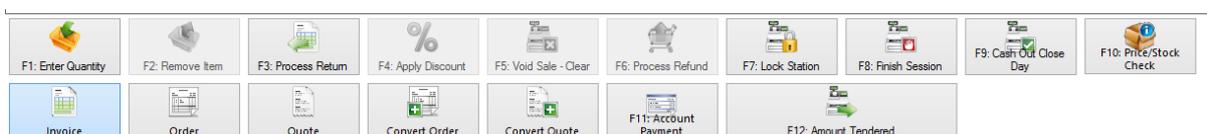
If you are running your POS in customer mode (not cash mode) as set under company options, the cashier must press F11 or click the button to select a customer for each sale.

## Entering a Sale

Number	Description

Unlike the normal invoicing interface in Palladium, the POS cashier only has access to the number column in the POS. They can type a inventory or service code, press the lookup button in the column itself, or just use a barcode scanner to enter the sale for that item.

## The Control panel



· F1 - Item Quantity - To ring up more than one item for each scan / entry, press F1 before you scan that item. Enter the quantity and then scan the item. The item being scanned next will be

multiplied by the quantity entered. To cancel the quantity press F1 again and enter 1 as quantity.

- F2 - - Remove Item - This is a protected function - You can select items to remove from the order as appropriate.

- F3 – Process Return - This is a protected function – You can select this function when processing customer item return.

- F4 - Apply Discount - This is a protected function - you also must have a discount item setup that is linked to the sales discounts linked account to use this function. A window will appear where you can discount the entire sale. If you only wish to discount some of the items, ring those items up first, perform the discount, and then ring up the remaining items you do not wish to discount.

- F5 - Void Sale - This is a protected function - Clears the current sale completely and begins a new sale.

- F6 - Process Refund - This is a protected function - You press the process refund button before you do a refund sale. All items entered on the sale will be processed as negative and a credit note will be generated.

- F7 - Lock Station - This button locks the till point so that only the current cashier or a manager can unlock it. Useful if a cashier goes on break or needs to leave the till point for any reason.

- F8 - Finish Session - Close the current session and go back to the main Palladium home window. The cash drawer is not affected.

- F9 - Cash Out / Close Day - This function tells Palladium that the cashier is finished for the day and to cash out the drawer in Palladium. Cash out report is printed and the drawer can no longer be used for sales.

F10 – Price/Stock check – This function allows you the ability to check availability as well as the price of the stock item at sales level.

- F12 - Amount Tendered - This button concludes each sale and allows the cashier to enter the amount given by the customer. It will also calculate change as appropriate.

## **Cash Drops**

For security reasons it is a very good idea not to keep too much cash in any given POS drawer. In the event of robbery, etc., you want to have a minimal amount of cash stored in any drawer at any given time. The best procedure here is to setup a company policy as to when a cash drop needs to be performed, and by who. You can have Palladium remind and / or force a cash drop when the cash amount in the drawer exceeds a certain value (this feature is setup under company options on the control panel).

## Monitoring Cash in Drawers

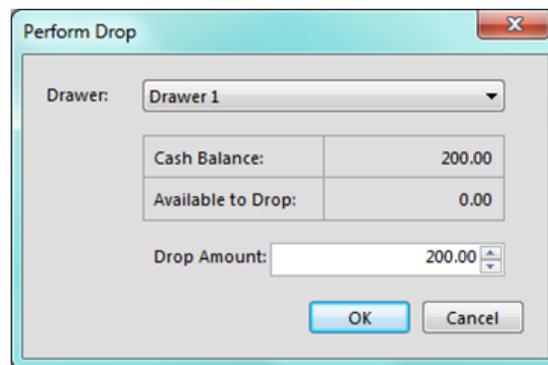
At any time the POS manager can see how much cash is in any drawer by going to the drawers window under the POS tab. The cash balance column shows the current amount of cash being held in any given drawer.

## Performing a Cash Drop

Any user in the system with the cash drop permission may perform this function; however, it is recommended that only your POS manager performs cash drops.

The POS manager determines how much cash they wish to remove from the cashier's drawer as a drop. They should then write up a drop slip and sign it, and put this slip into the drawer itself as proof that the cash was removed by a particular POS manager.

The POS manager goes back to the office where he is logged into Palladium under his own user account (the user account is stored in Palladium to tell who did the drop). That person would then press the cash drop icon in the POS tab, the following window will appear:



Perform Drop	
Drawer:	Drawer 1
Cash Balance:	200.00
Available to Drop:	0.00
Drop Amount:	200.00
OK Cancel	

Select the drawer and the drop amount and press OK. Note you cannot remove any portion of the float cash.

Palladium will record that the cash amount has been dropped (taken out) and show those amounts during the cash up and drawer closing procedures.

## Session Date

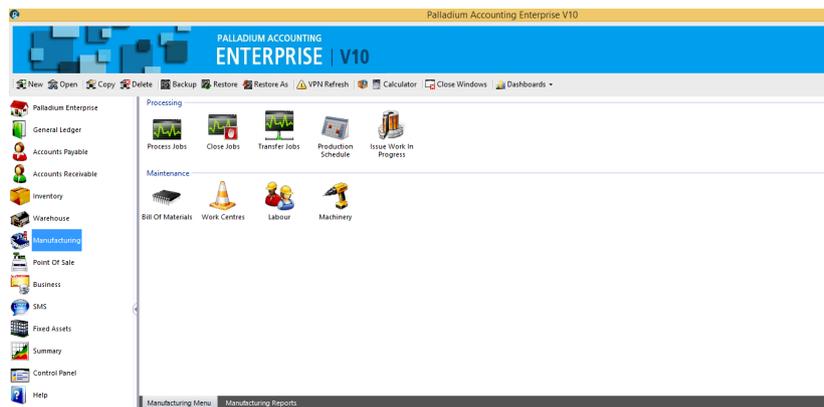
In Palladium Accounting you have the option to change your session date at any time should the need arise, to change the date, from the home window, click the dropdown to select a date and then click the change button.



The session date is the date that is used by all entry windows as default. If you are entering documents for a particular date (like yesterday) it would be more efficient to change your session date to match yesterday's date. That way you don't forget to change the date with each new transaction. If you don't do this, each time you record a transaction the date will be moved

back to the current session date. This helps to increase accuracy and also saves you time during the entry process.

## MANUFACTURING

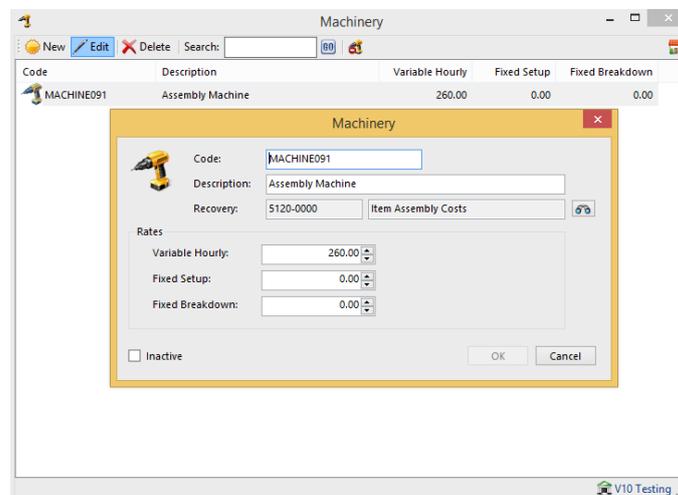


The Process Manufacturing feature is a new module that works independently from the current Assembly Function found under the Inventory section in the Palladium Business and Enterprise editions.

This feature allows you to create Jobs, setup work Centres and post Work in Progress in the form of Inventory, Service, Labour, Machinery and Overhead costs that will remove the Items from stock and post to WIP (Work In Progress) Account. On closing a Job, the total costs get removed from WIP and the Finished Goods get updated with the respective costs.

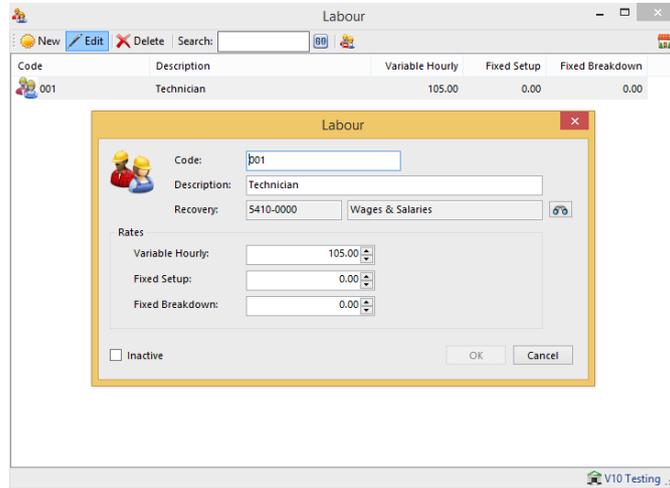
### Machinery

When creating the machinery you need to specify the Recovery Costs General Ledger Account. The machinery setup also provides for setup and breakdown costs as well as hourly rates



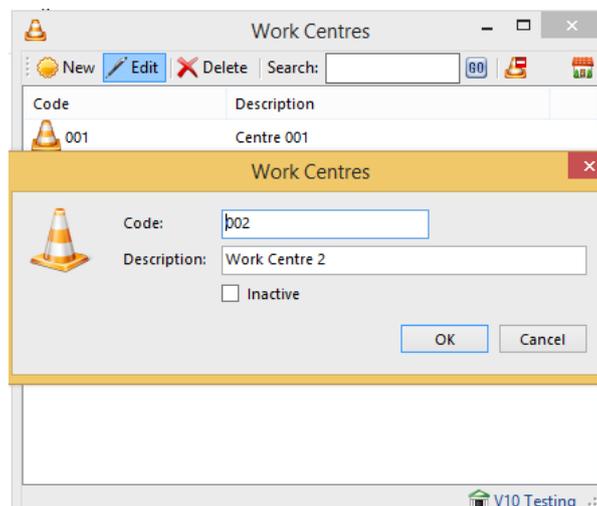
## Labour

As with Machinery the recovery account and costs will be set-up



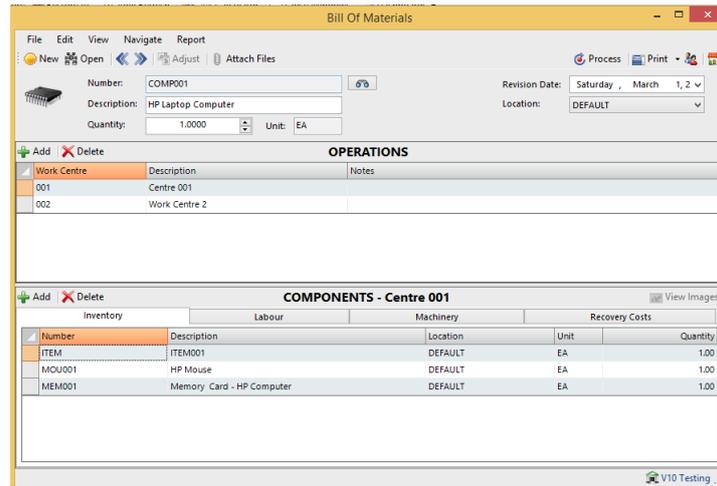
## Work Centres

You can create multiple work centres and transfer Jobs from one work centre to the next



## Bill of Materials

If you refer to the Bill of Material screen you can set a number of Work Centres, in the form of steps, with the ability to Assign, or Issue the Inventory, Labour and Machine Costs and Overhead Costs per Work Centre with the Variances being reported on a per Work Centre basis for optimal Cost Analysis and Variance control



## Process Jobs

Once you have generated your Bill of Materials you can now process jobs

