

MODULE 7: ADMINISTRATION

Module Overview

The administration of a business includes the performance or management of business operations and decision making as well as the efficient organization of people and other resources to direct activities toward common goals and objectives.

Administration menu will help to do a lot of Overall Posibolt Administration Jobs. Like configure general appearance, user and role maintenance, Printing parameters can be set from this section, etc.

Objectives:

- How to create an organization
- How user can logged in with terminal
- View all the Roles that already exists, as well as to add new Roles, view and edit them
- Add new Users, view and edit them as when needed
- Keep Customer records
- View, create and manage Vendors
- Create different payments terms
- Discuss how to create a business partner that includes customers, vendors and employees & group your business partners such that they use same price-list etc..
- View, create and manage products.
- Setting Up Tax For Your Products
- Setting up a Client Configuration
- Discuss hardware configuration setups

Organization

An Organization is often a legal entity or sub-unit for which transactions are processed. Usually, a client will have multiple organizations under its authority.

To create a new organization

- From main menu Go to **Administration** → **Organization**
- Click on 'Create New' icon.

Fields	Description
Name	Enter a unique name for the organization
Description	Optional short description of the organization.
Tax	The Tax ID field identifies the legal Identification number of this Entity.
Active	The organization is active in the system only if this is selected
Allow CRO without reference order	Enabling this option will allow Customer Return without entering the reference number.
Show sold items in Close Till Print	Enabling this option displays the sold items in the close till print out.
Image Upload	You can upload the company logo image here.
Receipt Footer Message	The message printed on the receipt footer.
Show Promotion Lines Separately	Promotions in a sale will be displayed as a separate line in the cart.
Address	The contact details of the organization.

Terminals

In Posibolt, Terminal is a powerful and convenient concept. A User is always logged into a Terminal. The Terminal brings all the details together – from the price list you are using to the default warehouse information.

On creating a client, these are created by default

- A terminal named, **Terminal 1 and a Cash Bank Account**

- **Cash Customer**
- **Purchase and Sales Price-list**

The first time user sign in Posibolt, they are prompted to select a terminal on which they can work with.

- Enter the name as Terminal 1 and press Enter Key
- The right hand side is populated with the Price-list, warehouse, Bank Account, Customer details.

Think of the Terminal as a cash register that's as smart as a computer. A terminal can be considered as a till in a shop, or a single computer. So, it may have many terminals in just one single shop. Whenever a transactions made, Posibolt will use the relevant information from the Terminal where user is logged in. For instance, perform a Stock transfer function, Posibolt will use the warehouse of the Terminal to access the inventory.

How to Manage a Terminal :

From the main menu navigate to **Administration** → **Terminals**.

- Clicking on Search will display all the terminals of all organizations.

Icons used in the Terminal page:

- **Create new Terminal** – Directs to the page where we create new Terminals
- **Edit** - **Edit** the terminal and check if the *Cash Bank Account is created or not*. If user wish to Edit any terminals, click on the **Edit button**. The cash bank account created for the terminal is highlighted
- **View Terminals** - A view of the created terminal is displayed.
- **Reset** - Clicking on this will reset the currently logged in Terminal. After log out and log in you will get the choose Terminal page.

Adding a Terminal:

Navigate to terminals, and click on Create new terminal icon

It will be directed to a new page where user need to enter the details to create a new

terminals and Click on Save .

Fields	Description
Name	Enter the name of the terminal. It is a mandatory field and unique name within a Client.
Organization	Choose the terminal organization
Active	The terminal is active in the system only if this is selected. .
Cash Customer	The default customer used for sales.
Warehouse	The default warehouse for your organization is set here
Purchase Price List	The default price list used for the terminal purchases
Sales Price List	The default price list used for the terminal sales.
Payment Types	You can enable the following payment types for a terminal. You can set the bank account for a payment . In the drop down you will find the bank account details which are already saved in the system. Once enabled then these are found in the cash sale screens.
Transfers	Tells where to transfer each type of transactions (Cash, Card, Cheque) at the time of close till. *There are two options : Cash Book and Bank Account . This is meant for giving the transfer account details when a close till happens. You can transfer the amount from your specified cash bank account to either a cashbook or to other bank account. When a new terminal is saved a new cashbook will be created for that terminal.
Cursor To Stop at Quantity	In cash sale, after adding an item to the cart, the cursor is highlighted in the bar-code text box. When you tick this option, the cursor will stop at the quantity text box.
Set default focus on name (POS Screen)	In cash sales, you set the default focus on the cursor to the sales screen.

Procedure: How User Can Login To Another Terminals

- From main menu navigate to Administration → Terminals
- Search for the terminal which user want to log into. All terminals will be listed as below
- Click on the down arrow icon, as pointed by the red arrow to update the terminal.
- Log out from POSibolt. In the next log in, user will be logged in to the new terminal.

ROLE

In an organization, several employees have different access to the system and this access is directly related to their jobs. From the main menu navigate to Administration . Select Role from the Administration menu list. It will be directed to a page where user can search for any existing Roles from the search box.

On Menu bar shows the following buttons

Icons	Description
Create Role	To create a new Role
Edit Role	To edit a role to make desired changes.
View Role	To view the details of the role.
Edit Organization Access	To make a role available only for certain stores or for the whole organization
Edit Department Access	role available only for certain department or for the whole department
Set Role Configuration	To give special permission to a particular Role.

Provide Or Restrict Access To Menus

An admin has access to all the menus in the system while another role can be a sales rep, who has a restricted access to the menus. For example a sales rep can view the cash sales

and credit sales menu but cannot have access to administration menus

- Show the list of available menus
- Click on sub menus
- Select the check-boxes of the sub menus or click on Select All
- Set a default page for the role, so when the user logs in he can see that page.

For example, you can set for a sales rep to see the cash sales screen after log in.

- Click on Save.

Edit The Role:

Search for the role and highlight it and edit a role to make desired changes.

View Role:

Search for the role and highlight it. Now click on View Role, which shows the details of the role.

Edit Organization Access:

To make a role available only for certain stores or for the whole organization by clicking on the Edit Organization Access. Search for that role ,select the role and click “**Edit Organization Access**” button.

Edit Access: This will enable full access to windows, tasks, reports, etc.

Read Access: This means the role has the access to view the organization reports in certain menus like: Stock Valuation, Product Information etc..

When you open Edit Organization Access page, by default Role has given access only to * organization. User need to give edit access to their organization also. After that only it will be able to set the role configuration.

Set Role Configuration

This functionality is good to give special permission to a particular Role.

For example ,We can allow the role to have product create and edit rights by enabling Product screen Setting options.

Choose a Role and click on “**Set Role Configuration**” icon on the top right side of the page.

- Choose the options you want to give to the selected Role. Put a tick mark on the check box and click Save.

SO & PO SETTINGS

Fields	Description
Invoice No	User can manually enter the Invoice number for the order.
Order description	A text filed comment is added to the sales screen where you can add description for an order.
Order No	Instead of system generating an order number, we can manually enter one
Price Limit	The limit price is displayed, up-to which discounts can be applied
Price Std	Standard price will be added on the Product Details tab.
Product Description	You can edit the description of the product in sales and purchase screen by using the keyboard short-key Alt+E
Reference Number	You can add reference number to an order

CLOSE TILL SCREEN SETTINGS

Fields	Description
Close All Till *	The role will be able to close tills in all organizations.

PRODUCT SCREEN SETTINGS

Fields	Description
Allow Edit	The role is able to edit a product only
Allow Create	The role can create new products

OTHER SETTINGS

Fields	Description
Allow Add Attachment	Allows the role to add an attachment in reports
Allow Delayed Delivery	Allows to do a delayed delivery sale
Allow Draft Document	Allows to save an order and then later complete it
Allow Edit Credit Limit & BP Group *	The role will be able to edit the credit limit BP group while creating customers
Allow Edit Inactive Price-list	If enabled, the inactive price-lists will be listed in Price-list filters in Reports
Allow Edit Document *	Allows the user to edit an Order – Sales or Purchase
Allow Edit Sales Rep *	Displays the list of all sales rep in the Sales Screen
Allow Lay Buy *	Enables the Lay buy option in the Payment Mode in Sales Screen
Allow Negative Discount *	Allows to add negative discounts, that is increase the price of a product.
Allow Shipment Qty greater than PO	If you have placed a purchase order for 10 products and the supplier has shipped 15. This configuration helps for the same.
Can View Cost Price *	Displays cost price in reports
Display Purchase Price *	Displays purchase price in reports
Enable Rich Text for Product Description	When enabled will display the rich text format for product description
Allow Asset creation while generating Invoice *	When enabled will display isAsset check – box, in the attributes pop up box to create the product as Asset after receiving goods.
Allow Bom Visible In Update Inventory *	The bill of materials are displayed in the Update Inventory page.
Allow Customer Creation in Sales *	This will add a Create New Customer icon in the Sales Order screen.

Allow Edit of Attendance Details *	Allows the role to edit the Attendance Details
Allow Edit Date Accounting *	Displays Date Of Accounting text field to add a past date.
Allow Edit Payment Term *	The payment term of the vendor can be edited from the Purchase Screen.
Allow Edit Price Without Validation In RG *	When enabled, the sales price can be added without validating the purchase price.
Allow To Apply Leave For Other Users	The user can apply leaves for other users as well.
Allow Posting of Payroll *	After a payroll is processed, these need to posted to the ledger. When enabled, the user will be able to post a payroll
Allow Re-Posting of Payroll *	Re-posting can be enabled if any mistakes occur during the first post. The re-posting is allowed in the Department heads.
Receive Requisition from RG *	The requisition orders can be received from the RG screen.
Allow Set As Vendor Price From PO Screen *	From the Purchase Order, edit a product price, and this price can be saved for a Vendor.
Allow Locking of Shifts *	The shifts will be locked preventing the users from editing them.
Allow To Add/Edit Dashboard For Other Users *	
Disable Create PO From RG	Create PO check-box will be disabled in the RG screen.
Disable Generate Invoice From RG	Disable the generate Invoice check-box from the RG Screen.
Display all Work Requests	The role will be bale to see all work requests from all departments.
Display all Work Requests in the	The role will able to see the work requests from his department only.

Department *	
Display Qty Reserved Excluding Stock *	If enabled, the stock will be displayed excluding the quantities reserved.
Add Product Price from Sales*	You can change the price of the product from the sales screen itself
Edit Royalty Amount *	You can edit the royalty amount
Save Screen Preferences *	The user can save screen preferences
Support engineer privileges *	In Asset Management, the engineer will be displayed.

In the next log in user with that Role can view the selected options in that particular page.

- This configurations , If set will be enabled for all organizations.

Users

To be able to access the POS, you need to create users for the employees working in your organization. The process is very straightforward. The minimum Posibolt needs is a unique username, a password and a role for the user.

Create a User:

From main menu navigate to **Administration** → **Users**

- Click on **Create New User**

The User creation interface will appear with the fields to be filled.

- Select the role for the user from the drop down box.
- Leave the **organization** as *.
- Enter the name, and pin . You can set the same password as pin also.
- Check the **Active** check-box.

- If the user is also a sales representative then check the **Sales Representative check box** as well.
- Posibolt provides additional fields, so that users can add the usual information that goes with an employee, such as his or her address.

Fields	Description
Role	Please assign a role to the user that has been created previously. Tailor each role to fit your business needs. Be sure each member of your staff has the privileges that will enable the employee to perform the actions you want him or her to.
Organizations	From the drop down either you can select * or a particular Organization.
Name	Name of the user. It is a mandatory field and must be unique.
Password	The Password for this User. Passwords are required to identify authorized users.
User Pin	The PIN used for the user log-in
Active	The user is active in the system only if this is selected.
Sales Representative	The user is also a sales representative if this option is selected
Supervisor	Assign a Supervisor to user. The drop down will display other users saved in the system.
Calculation Basis	Specifies how the commission is calculated for the particular sales representative. Calculation is based on Invoice, Order, or Payment Receipts.
Commission %	The percentage of commission.
Terminal	You can set a default terminal for the user.

- Click on **Save**.

CUSTOMERS

This is a great option to take full advantage of. It lets track customers, including their recent purchases, filter and analyze their shopping patterns, and make special offers. Just enter the details of each customer want to be track. **Only the customer name is mandatory**. Now, you'll have an easy way to communicate with them, market to them, and build customer loyalty.

- Customer page indicating the Create and Import icon
- **Export** the customers to a **CSV file**.
- Print labels with customers by clicking on **Print**.
- Click on **Add** icon to **Create New Customer**.

In the details form

- Enter the name of the customer.
- If selected any organization, then the customer is visible only to that organization .
- You can choose the invoice rule, delivery rule and payment rule for the customer.
- Selecting a sales rep here, will assign the customer to that sales rep.
- You make a customer tax exempt by clicking on the check-box, **Tax Exempt**.
- Checking on Active will make the customer active.
- You can set credit details for the customer, provided the role has the privileges.
- Choose the BP Group.
- Enter the Address and Delivery Address of the customer.
- You can add memos for the customer. Upload any attachments. These are then view from Credit management of that customer.

- Click on deactivate icon. You can still click on activate icon to make that customer active.

Importing Customers

- Import customer details to the system, if you have many of them.
- To import customers the whole list must be classified along with customer details, in an excel sheet which is then saved in .csv format.
*The CSV is then imported to the system.
- Click on Import Icon

Fields used in CSV

Account Number	This is the business partner id of the customer. During the import this is taken as the reference id.
Name	The name of the customer
Address1, Address 2, Address 3,Postal Code	The permanent address and postal code of the customer.
Street Address 1, Street Address 2, Street Address3	The shipment address of the customer. This is not mandatory if the customer uses the permanent address as the shipment address.
Contact, Phone, Fax, Mobile	The contact details of the customer.
Payment Term	This field contains the number of days within which the customer must clear all his payments.
Credit Limit	This field contains the the maximum amount of credit that a customer is authorized to use.
Total Open Balance	This field contains the balance amount the customer has to pay.
Sales Rep	This field specifies the name of the sales representative who will assist the customer.
Price List	This field specifies the price list of the particular organization. Invoice Rule, Payment Rule and Delivery Rule

Tax No,& CST Number	Tax number of the customer.
Bank, Bank Account Number	Bank details of the customer.
Email	Email address of the customer. These fields have to be necessarily in the same order and written in the same way. These fields are case sensitive, please be careful while naming the fields.

- Browse the file.
- Click on **Import**. If the import is successful, the customer details are displayed.

VENDORS

Vendors are suppliers who supply the system with products so that the system does not run out of stock.

To access the Vendor master screen, From main menu Go to **Administration** → **Vendors**. This page allows you to view, create and manage Vendors. Click on the search to view all existing vendors. You can also export existing customers into a CSV file.

To create new vendors, click on the **Create New** button.

Fields	Description
Name	Enter the name of the Vendor
Organization	Select an organization for the vendor. The vendor will be visible only in this organization.
Group	Similar vendors with same price-list, discounts etc are grouped as Business Partner Group. Select this group from the drop down.
Price-list	Choose a price-list for the vendor.

Active	Select the active check – box to make the vendor available in the system
Payment Term	Choose a payment term from the drop down for the vendor. The time period within which vendor must pay back, by default we have immediate payment term.
Invoice Rule	This rule determines the conditions under which an invoice is generated for the order
Delivery Rule	This field determines the conditions under which a shipment is generated for this order.
Payment Rule	A vendor can save a preferred payment mode. If a vendor has check set as his payment mode, then when he is selected, his payment mode changes to check.
Currency	Select the currency for the vendor
TDS Group	Choose the TDS Group from the drop down.

Procedure: Creating A Vendor

If a new vendor starts supplying products to the system, you should create a vendor.

To create a vendor:

- Click on Add New Vendor
- Enter the name of the Vendor.
- If selected any organization, then the vendor is visible only to that organization.
- Choose the invoice rule, delivery rule and payment rule for the Vendor.
- Set currencies for the vendor
- To make a Vendor tax exempt by clicking on the check-box, **Tax Exempt.**

- Checking on Is Active will make the Vendor active.
- Enter the Address and Delivery Address of the customer.
- Choose the vendor liability and prepayment accounts
- User can add memos for the vendor. Upload attachments if any by click on Add Attach File button
- Click on Save.
- Import vendor details to the system, if you have many of them.
- To import vendors the whole list must be classified along with vendor details, in an excel sheet which is then saved in .csv format.
*The CSV is then imported to the system.

Editing and Viewing a Vendor

If a vendor details change for example the fax no or phone no, you should update it in the system.

To edit a vendor:

- Click on Edit Button
- Change the details if you have any.
- Click on save.

To view a vendor:

- Enter the vendor name and click on View Vendor , shows the vendor details with changes made.

Payment Terms

Posibolt lets you create different payments terms that you offer to your Business Partners when paying invoices and also those terms which your Vendors offer you for payment of your invoices.

Procedure: Creating A Payment Terminal

To create a new payment term, from the main menu go to Administration and click on Payment terminal.

Click on + button will be directed to a new page where to enter the details

Fields	Description
Payment Terms	Name given to the payment term.
Net Days	Net days in which payment is due. Indicates the number of days after invoice date that payment is due. This is ignored, when Fixed due date is selected.
Fix Month Day	Enter a day of the month, the payment will be due on that day fro every month. Eg: if the user enter 20, then on 20 th of every month
Fix Month Offset	Number of months (0=same, 1=following). The Fixed Month Offset indicates the number of months from the current month to indicate an invoice is due. A 0 indicates the same month, a 1 the following month. This field will only display if the fixed due date check box is selected.
Fix Month Cutoff	Last day to include for next due date. The Fix Month Cutoff indicates the last day invoices can have to be included in the current due date. This field only displays when the fixed due date check box has been selected.
After Delivery	Due after delivery rather than after invoicing.
Active	The record is active in the system.
Discount Days	Number of days from invoice date to be eligible for discount.
Discount Days 2	Number of days from invoice date to be eligible for discount.

Many businesses use the traditional payment term of 30 days from the end of the month in which an invoice is dated, as it is convenient for systems that operate on a monthly

aging cycle. This behavior can be emulated in Posibolt using a payment term with the following settings:

- Fixed Due Date = Yes
- Fixed Month Date = 30
- Fixed Month Cutoff = 31
- Fixed Month Offset = 1

BUSINESS PARTNER

A person, organization, group of persons, or group of organizations in which a **company** has a **business** interest. For this purpose, you **define** the general data of the **business partner** once and you assign **business partner** roles (BP roles) to the **business partner**. Specific data is stored for each **business partner** role.

In Posibolt, From main menu, Go to Administration → Business Partner

Click on Search button will list all the existing business partners

Business Partner Groups:

If you need to group your business partners such that they use same price-list etc.. Posibolt allows you to do so using Business Partner Groups.

From the main menu G to Administration → Bpartner Groups. Click on Search will display all the existing Bpartner Groups.

To create a new Bpartner group, click on Create New Icon. It will direct to a new page to enter the details

Fields	Description
Name	Enter the name of the BP Group.
Description	Description for the group.
Price-List	You can specify the price-list for BP Group
Discount Schema	Clicking on the drop down you will get the create new discount schema.

Click On Save.

Product Administration

No matter what types of products you sell - Toys, sweets, bottles of water, or anything else – It can be managed easily using Posibolt. Before selling the products want to be entered into POSibolt

To access the Product Administration page,

1. From the Main menu, click **Administration**.
2. Look up for the **Products**.
3. Click **Product Administration**.

The Product Administration page records information about and managing of the products.

The screenshot shows the 'PRODUCT ADMINISTRATION' page in the Posibolt system. The page is divided into several sections. At the top, there's an orange header with the Posibolt logo and the title 'PRODUCT ADMINISTRATION'. Below this is a navigation bar with tabs: 'Product Details', 'UoM Conversion', 'Advanced Settings', 'Product Price', 'Product Attributes', 'Account', and 'Vendor Product Price'. The 'Product Details' tab is selected. The main content area is titled 'General' and contains various input fields and options for product management. Fields include UPC, sku (with an 'Auto' checkbox), Product Name, Description, Organisation, Product Category, Tax Category (with 'SS Rate % 0'), UOM (set to 'Each'), Attribute Set, Group 1 (with 'Add New' button), Group 2 (with 'Add New' button), Units Per Pack, Active/Consigned (with 'Active' checked), Product Type (with 'Item' selected), Barcode Type (with 'Normal' selected), Sale/Purchase (with 'Saleable' and 'Purchasable' checked), Commodity Code, HS Code, Cost Price (with a note: 'Will be affected only if standard costing is enabled'), Image Type, Image Upload (with 'Browse...' button and 'No file selected.'), Detailed Description (with a text area), and WebStore Featured (with 'WebStore Featured' checkbox). At the bottom right are 'SAVE' and 'BACK' buttons.

Search for an existing product by specifying the name, barcode, description or product categories. Clicking on Search will display the product.

Give a blank search which will list all the products saved in the system.

Click on Create New icon to add new products.

The tool bars are available for users with Product Create/Edit permission. This is enabled from the role configuration of the user. Go to Administration → **Role** → Choose the Role to change the configuration. Click on the **Set Role Configuration** icon on the top right. Under the **Product Screen Settings** tab, Select the check-box Allow Edit and Allow Create, click on **Save**.

Product details

The first tab in the create product form is the Product Details tab. This tab contains many of the key fields required to record a product, such as UPC, Name, UOM etc.

Fields in the product details screen are as follows:

Field	Description
UPC	Universal Product Code is the bar code of the product
SKU	Stock Keeping Unit, enter a number or code as an alternative of the UPC. It is used to identify each unique product for a sale.
Product Name	Enter a name to identify the product. It can be used for search and filter purposes in transactions and reports.
Description	The information you enter in the description field is used for printing purposes on your slip receipt and for searching products at the checkout point.
Organization	Selecting an organization will restrict the availability of the item to a single store.
Product Category	Choose a category for the product from the drop down. This category must be created beforehand. For example, products like caps, t-shirts, shirts, will come under “Clothing” category.
Tax Category	Choose a tax rate for the product, like 14% etc.
UOM	Choose a common unit of measure for the product, for example, each, pack, box
Units per Pack	It is the number of products in a pack.
Image Upload	Associate a picture of the item created to have a visual reference when searching for a product. Photos can also be very helpful in verifying prices.
Image Type : 1. POS	Posibolt offers the following image types to choose while importing.

2. Catalog	This image is displayed in sales screen and other reports in small size of 90 x 68 pixels, These images can be of any size. These are displayed in PDF file which generated in some reports. These can downloaded and viewed.
Active	Checking 'active' will make the product visible in the system
Consigned	Select the check-box if this product is used in consigned sale or purchase.
Product type : 1. Item 2. Service	Product is divided into two types Items are the goods we are purchasing or selling in our organization It is a Service offered to any customer or vendor. Its quantity is 0.
Bar code type 1. Normal 2. Weighed* 3. Price*	These are of three types: Normal bar code is added to the product When you are weighing a product, the scale will generate a bar code. This product when added to the cart, the weight of the product is determined from the last digits added to the bar code. Some scale weighs the product and adds price to the bar code. This product when added to the cart, the price of the product is determined from the last digits added to the bar code. The quantity is then adjusted according to the price encoded in the bar code.
Group 1 & 2	If you would further like to categorize a product you can add new groups. Click on Add New check-box to create new groups
Sale/Purchase	Select the check-box if the product is salable and purchasable product
Commodity code	commodity code needs to be used for clubbing similar items using a code. For example generic name for pharmacy products; a code for tissues or rice, without having to bother about which brand it is
HS Code	HS code is used to group products with similar tax rates.

Cost Price	The total amount of money that it costs a manufacturer to produce a given product or provide a given service.
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After entering the product details, click on Save after which you can enter the prices of the product.

Product Price tab

In the Product Price tab, we enter the prices of the product. The price-list that are displayed first are the default price – lists set for the terminal. Rest of the price – lists are listed below. The mandatory ones are marked with a *.

These are the fields available in the Product price Tab.

Fields	Description
Price List	Lists all the price lists saved in the system
Price List Type	The price lists are of two types – Sales and Purchase
Standard Price	Enter the base price of the product.
List Price (MRP)	Enter the price with which you are selling the product. This price is often subject to discounts
Limit Price	The lowest price at which the product can be sold after discounts.
Valid From	By default, From Today check-box is selected. Or else you can enter the date from which these prices needs to be added to the product.

In the Product Price tab, we enter the prices of the product. The price-list that are displayed first are the default price – lists set for the terminal. Rest of the price – lists are listed below. The mandatory ones are marked with a *.

These are the fields available in the Product price Tab.

Fields	Description
Price List	Lists all the price lists saved in the system
Price List Type	The price lists are of two types – Sales and Purchase
Standard Price	Enter the base price of the product.

List Price (MRP)	Enter the price with which you are selling the product. This price is often subject to discounts
Limit Price	The lowest price at which the product can be sold after discounts.
Valid From	By default, From Today check-box is selected. Or else you can enter the date from which these prices needs to be added to the product.

To list all the price-lists Click on **See All Price-list**.

*If the products are created under * organization, then all organizations created under that domain will be able to view these products. This is ideal when all your organizations will be selling the same products. In case you do not want this to happen, you must select the organization, from the drop down menu.*

Advanced Settings

This tab holds the additional settings which can add for a product. Click on **Edit Settings** on top right. It displays all fields and text-boxes.

This page has three sections

1. Product Advance Settings

To add additional features for the product like – Weight, volume, Thickness, length and breadth. These are used for products like sheets

2. Product PO Details

Posibolt allows to add the product owner details to a product.

Fields	Description
Vendor Name	Select the vendor name.
Manufacturer	Enter the name of the manufacturer
Description	The description / remarks given here appears in the A4 print
Royalty Amount	Enter the Royalty amount to be paid to the vendor
Royalty %	Enter the royalty amount in %.

Current vendor	Current vendor indicates if the products are re-ordered this vendor
Minimum Order	Minimum quantity to be ordered while placing a re – order.
Re-Order Point	Inventory level of an item which signals the need for a replenishment order.
Valid From	From when this feature should be active.

3. Related Products

If there are similar products then they can be entered as Related Products.

- i. Click on the + button to add a related product
- ii. Under related type you will find – Alternate and Spare. Choose the type.
- iii. Enter the name of the product.
- iv. Is Active will make this a related product.
- v. Click on **Save**

Import Products

To import products the whole list must be classified along with its price-list, in an excel sheet which is then saved in .csv format. The CSV is then imported to the system.

1. From the Main menu , Go to Administration → Import/Export
2. It will be directed to the Import/Export page
3. Choose the Type as Product.
4. Click on Product Template. A download box will open asking to save the template file.
5. While opening the file , a pop up box will get generated . Please

make sure that the separator option is selected as Comma.

6. Open the file, It have the import template with headers and their explanation.
7. Delete first column and second row in the example csv file.
8. Now add the product details according to the headers and save the file with extension .csv
9. In the import page, select the Import button.
10. A pop up box to browse and attach files will displayed .
11. Click on OK.
12. To Edit a set of products, Save the changes in a CSV file and while uploading enable the option is Existing.
13. If all headers have been correctly inserted, the products will be successfully uploaded into the system.
14. After the products have been successfully imported and created into the system, sales transactions can now be effected.

Product Category

Categorizing products is a key and powerful feature within Posibolt. It will also determine how your sales representative can search products. You can define different categories in which a product falls into.

Let's use a retail organization as an example. A typical retail organization might have departments like:

- Clothing, Shoes and Jewelry
- Movies, Music and Books
- Electronics and Books, etc.

Then each of these departments would have categories within them. For example, the 'Clothing, Shoes and Jewelry' department might have categories like: Men's Shoes and Women's Shoes, etc.

From main menu,Go to Administration → Product Category

- Search for the existing the categories by clicking on the search button.

User can filter the searches using the following filters

Fields	Description
Filter by	There are two types of filter used in the report – Fixed and Custom.
Fixed – Quick View	Helps you to search the categories created on Today, Yesterday, Current week, Month or Year etc..
Custom – Date Range	Helps to search the categories providing a date range.
Product Category	Help to Search for a particular product category
Active	Help to search for active or non active categories
Parent Product Category	Search with the help of a parent product category
Organization	Help to search the product categories created under specific organization

Create New Product Category

To create new category → click on the create New icon. Fill up the form with the following details

Fields	Description
Product Category Name	Enter the name of the product
Parent Name	Choose any categories as parent category
Asset Group	Select the asset group from the drop down.
Organizations	Select an organization from the drop down.
Description	Enter any description for the product Category
Product Category item	Select if the category is for an Item or Service !

Attribute Set	Select an attributes set for the product Category
Sequence Prefix	Enter a sequence to be set as Prefix for the SKU, if auto SKU Attributes is enabled.
No Of Labels	Number of labels to be printed from the barcode printer
Active	Select to make the category active in the system
Default	Make this category default in the system
Auto SKU Attributes	Enable this feature to append SKU with attributes.

Procedure: Creating Or Editing A Product Category

- Enter the name of the product category
- Select the product category type as Item
- Select the Active check-box.
- Click on Save

Tax

Taxes are derived from products and charges. Not all the products and services have the same tax rate. There are tax exempt products and there are products or services to which a higher tax rate applied just because the type of product or service is provided.

A tax category allows to group and manage similar product or services tax rates. Each tax category must have at least one tax rate. Let us see how to create a category and tax rate. By default a standard tax category with rate of 14 is created. If you want to create other tax category or rates this is how you do it.

Procedure : Create A Tax Category

- From main menu navigate to Administration → Tax
- Click on the add button to create new category
- Fill up the form
- Enabling the default option will make this category the default for this

organization.

- Click on Save

Creating A Tax Rate For The Category

Toggle the tax category drop down

- In the Tax rate page', *you can* search for existing tax or create new one.
- By default, these taxes are created
- Click on the create new button
- Fill up the form below
- Enter the name of the Tax rate.
- The Tax Category provides a method of grouping similar taxes. For example, Sales Tax or Value Added Tax. Choose the tax category from the drop down.
- The **Valid From date** indicates the first day of a date range
- **The Parent Tax** indicates a tax that is a reference for multiple taxes. This allows you to charge multiple taxes on a document by entering the Parent Tax.
- **Rate** indicates the percentage to be multiplied by the source to arrive at the tax or exchange amount. Enter the rate for eg: 14 for 14%
- **SO / PO Type:** Sales Tax applies to sales situations, Purchase Tax to purchase situations
- The Default check-box indicates if this record will be used as a default value. For example, setting this tax as default will list this tax while creating a product.
- Click on the **active check-box**.
- **SO Tax exempt:** Business partner is exempt from tax
- The Requires Tax Certificate indicates that a tax certificate is required for a Business Partner to be tax exempt.
- **Document Level:** Tax is calculated on document level (rather than line by line)

- **Sales Tax:** This is a sales tax (i.e. not a value added tax). If selected AP tax is handled as expense, otherwise it is handled as a VAT credit.
- **Summary Level:** This is a summary entity A summary entity represents a branch in a tree rather than an end-node. Summary entities are used for reporting and do not have own values.
- **Tax Indicator:** The Tax Indicator identifies the short name that will print on documents referencing this tax.
- Click on **Save**.

CLIENT CONFIGURATION

We have a set of configurations which are based on the clients. Earlier we have used Role configurations, that is those are set for each roles and which defines the configurations of the role in the system. Similarly, these are the configurations for the clients. Setting up a client configuration can be understood well if there are many clients. We can define certain settings for specific clients – fair enough. You might be wondering if there is only one client then why the configuration? If this configuration is set, then this will be applicable to all the organizations of the client.

Printing

These are the configurations used for Printing in Posibolt.

Fields	Description
Slip Print Format	Here you can choose from the available formats for the slip print.
Description	Shows the description of product in slip print
Name with Description	Shows the name and description of product in slip print
Name	Shows only the name of the product in slip print
Category	Shows the category of product in slip print

Name with Discount	Shows the discount amount with name of the product in slip print
Jasper Report	If you want to print in another language, choose jasper report
A4 Format	Formats for the A4 print is listed in the drop down. We choose the default option
Minimum Amount of Slip Print	Enter the minimum amount above which when a sale is done, Posibolt will print the sales slip. This will not print when sales are done below the mentioned above.
Bar Code Split Position	Determines the position of barcode in slip print.
Number Of Copies To Print	If you wish to print more than one copy of the slip print, enter the number here.
Display Discount Amount in Slip	To display the discount amounts in the slip print, select the check box.
Print Barcode in Slip	if checked, prints the barcode of product in the slip print.
Display Unit Price in Slip	if selected, displays the unit price of the product in slip print.
Display UOM in Slip	if you wish to see the UOM of the product in the clip print, select the check-box.

Sales

These are the configurations used for sales

Fields	Description
Show Re-print Option in Sales	This will display a re-print button in the invoice page (the page we get after completing a sale). We get a slip print out after clicking check-out. In case we need another slip print, just click on re-print button.
Enable Prepare Order	When enabled, instead of check – out button we get a prepare button. This feature is used to display the order details.
Allow Negative Qty	This feature allows entering negative number in the

in POS Order	quantity field. If your organization or shop allows exchange of goods, then you can allow to do sales for negative quantity.
Default to Smallest UOM for Sales.	If there is any UOM conversion set for a product, by default the highest UOM is displayed in all screens. By enabling this feature in the sales screen it displays the Smallest UOM of the product. For example, if the product has UOMs KG and Each - after enabling this feature, Each will be displayed in the Sales Screen.
Allow Selling Non Existing Product	When you add a non-existing product in the Sales screen, you will get error message "Product not found". Selecting this feature will display a pop up telling Product not Found, do you wish to create new Product with given details . You can create the product from the sales screen and sell that product too.
Disable Selling Non Stock Product	We can to sell non stock product in POSibolt. The quantity will be displayed as negative. If this feature is enabled, you get a warning message and will not be able to add a product which is not in stock.
Enable Unique Reference No	Posibolt has a role configuration to add Reference Nos in the sales screen. You can add same reference to more than one order and search using the reference number will display all the orders saved with it. This feature prevents the duplicate entry of Reference Numbers.
Enable Attribute Variant Matrix pop up	When a product with attribute set is added to the cart, all the products with attribute combinations are listed in a suggestion box and you need to select from them. This new feature will display Matrix pop up box where all product combinations are displayed. Enter the quantity of the product and it will be added to the cart.
Block SO To Overdue Customers	Block Sales Order for customers who has not cleared their dues.

Ref User1 Label & Ref User2 Label	This feature was included for our pharmacy client, where they needed to enter the name of the doctor and patient while making a sale (medicines). When enabled we will get two text fields, with the label name mentioned in the client configuration.
Use Dr/Cr instead of +ve/-ve	
Show Match Words	When enabled, the role can enter the customer code and phone number with exact match.

Purchases

These are the configurations for purchases

Purchase Invoice Credit Only	Most of our clients prefer for a purchase order with credit payment order, if any client choose other modes for purchase order, they just need to disable this feature, then they will get all modes of payment for PO.
Enable Prepare Order	The order will be prepared and the details will be displayed before carrying on with check- out.
Display Price in RG	In the RG screen the price of the products will be displayed.
Ask MRP For New Attribute Set	When a new attribute Set is found, MRP text field is displayed to enter if there are any price changes.
Take Purchase Price As Cost	If this feature is enabled then the purchase price itself is taken as cost price. Else the real cost will be calculated and added.
Allow Partial Receipt in RG	This feature will allow you to receive only partial goods in an order and complete. At a later point of time you can complete the rest.

Allow Destination Port in Purchase Order	If this option is enabled, this will list all the in-transit warehouses while creating a Purchase Order with a new drop down named - Destination Ports.
Allow Color Indication for Quantity IN RG	When we enter quantities while receiving goods, we can see a green color in the quantity field indicating a correct entry and red color for incorrect entry. This feature can be disabled if we do not wish to see the indication.
Round Off Total In PO	The total amount in the PO can be rounded off.
Round Off Total In RG	After creating PO from RG, you need round of the total amount, enable this feature. Like if the amount is 1205.36 – you change it to 1200.00
Show all products from Vendor	Posibolt has a feature to set vendors as product owner for a product. When any such vendor is selected to create a Purchase Order, all the product which he owns will be added to the cart.

Miscellaneous:

Fields	Description
Show List Price For Products	In Product Administration, under the Product Price tab, a new column List Price has been added.
Set vendor as Group2	Vendor names can be categorized as Group 2 of products. Set the vendor as the Product PO from Administration - Products. This feature allows user to filter by Vendor names using group 2.
Auto Confirm Stock Transfer	If any stock has been transferred to your organization, they is no need to manually count and confirm it.
Enable Secure Login	This feature will remove the PIN field from the login page. The user will have to enter the user name and password.
List Warehouse as Suggest	The warehouse names will be listed as

Box	suggest box if this feature is enabled. Else we get a drop down box.
Description Mandatory	Description is made mandatory for some of the reports in the Accounting Menu. You will find a * next to the Description field which are mandatory.
Allow RG To Other Orgs	Allows to receive goods to other organizations
Close Day Extended Hour	Extends the closing of the till
Allow Tax Selection From PO and RG	Tax drop down is displayed in the Purchase Order and Receive Goods screen.
Default customer Payment Rule	You can set any payment rule as default for all the customers in your organization. This is applicable only to new customers which are created after setting the payment rule.
Invoice Rule for Customer/Vendor	Same as above you can also set the invoice rule for customer or vendor
Max Shift Time	Enter the maximum shift an employee can work for a day
Academic Year	Enter the current academic year
Show Product Name As Suggestion	Displays the product name as suggestion box in sales order page.
Maximum Number of Records to be Displayed in Reports	The number entered will be the number of records displayed in a page.

Accounting:

Fields	Description
Allow Foreign Currency	This will enable the foreign currency while doing a purchase.
PDC Effect Accounting	This feature must be enabled if your organization supports post dated

	check(PDC) payments. On enabling you need to create two new accounts in the system - PDC Receipt Account and PDC Payment Account
Allow -ve Payment	This for cash bank accounts. It will not allow the cash account balance to go below zero
Rounding Off Decimals	Choose the type of round off to be used, like half up or half down etc..
Default customer Payment Rule	Set a default payment rule for the customer – like cash or credit. This is applicable on all customers.

HARDWARE CONFIGURATION

To connect hardware to POSibolt, just declare and configure each device you intend to use at each of your PC/POS stations, such as your slip printer, pole display, bar code printer and cash drawer. POSibolt supports Windows and Linux operating systems.

Once you set up your hardware locally, just go to Preferences and set which devices you want to use in POSibolt. Click on Save. You only have to perform this operation once. Make sure everything links up flawlessly.

Setting Up Preferences:

From the POSibolt main menu navigate to Administration → Preferences, and set the preferences for

- Slip Print
- A4 Print
- Pole Display
- Label Printing.

Under Printing, the options must be selected for all printing purpose.

Fields	Description
Enable Printing	What are you printing, whether slip print or bar-code label, the enable printing option must be selected.
Enable Cash Drawer	Enable this option if you have any cash drawers attached to POSibolt.
Use Java Applet	When enabled, POSibolt uses the java applet installed in your browser to work with the hardware connected.
Enable Server Print	This is used, if the hardware is connected to the Server. From your POS machine, when you do sales or try to print labels, the hardware connected to the server will produce the prints.

Invoice Print In Slip or A4

Slip Printer and A4 Printer options comes under Printing, which have the following options here:

- Set Enable Printing as **Yes**.
- Set Enable Cash Drawer as **Yes** if a cash drawer is connected.
- Set Use Java Applet as **No**.
- Set Enable Server Print as **Yes**, if the printer is connected to the server.
- Server Printer : If server printer is enabled, then name of the printer will be displayed under server printer drop down. Else you need to select Print to device or set Printer Name.
- Printer name : Choose the Printer name from the drop down.
- Printer Type : Choose from the from down menu, by default it is Slip Thermal forslip printing. For pdf print, choose the type as Normal.

- Print Width : 56 (This is the default value for slip printer, for a pdf print you can ignore it)
- Click on **Save**.

Now from the sales invoice page, user will get the invoice printed in slip. If click on the printer icon the invoice will be printed in the A4 sheet.

Barcode Label Printing

The settings under Label Printing

Print to device	In a Linux machine, the path of the device is set here.
Print name	if using a Windows machine printer name will be displayed here
Server Printer	If the hardware is connected to a server, it will be listed here
Company name	Name of the company if needs to appear on the label
Select the check-box Show advanced Options, then you get the following options.	
Custom Label Print	Choose yes if you wish to customize your label print. You get the X-Offset and Y-Offset tabs for the label entries.
These are the fields available in Custom Label print.	
Print Language	Based on the printer, you can set the Print Language – PPLB, ZPL or EPL2
Barcode Encoding	From the drop down, you can choose the encoding which determines how the blacks and whites appear in a bar – code.
Heat Density	Heat density used by the printer for printing on Thermal Bar code label, this varies from 1 to 15. Default value is 6.
Label type	If using thermal Labels then select Thermal Transfer option.
Barcode bar width	Narrow: Value can vary from 1 to 10. Optimal point is obtained with 2. Wide: Value can vary from 1 to 10. Optimal point is

	obtained with 5.
<p>For products with long bar-codes, if the bar-code</p> <ul style="list-style-type: none"> – is entirely numerical we can print up to 18 characters, it overflows with 20 – is entirely alphabets we can print up to 10 characters – is a mix of numbers and alphabets at a time we can print 12 figures. <p>[above observations are made with narrow width = 2 and wide width = 5.]</p>	
Barcode height	This can vary from 1-100, optimal point is obtained with 60.
Label width	Total width of the bar code label (80 mm)
Label height	Length of a single label (25 mm)
Gap length	Gap between two consecutive labels
Origin X*	10
Origin Y*	20
These are the horizontal and vertical position of the print in the label	
Print Speed	Select 2 or 3 inches per second.
No: Labels per line	2 or up to 3 is supported.
Print direction	Print from top is preferred over Print from bottom as free space appears in the latter.
Label 1 Offset	200 [These can be set according to the labels]
Label 2 Offset	525
Max no: of characters	25 per line per label
Test Print	You will get Test label print with default values. You can check if the position of any fields is correct or not before printing the bar codes.

Pole Display

Connect the hardware to the system. From main menu navigate to Administration → Preferences panel.

Under Pole Display, will find the following settings,

Fields	Description
Select the Enable Pole Display	Yes
Print to device	Type in the device path in Linux machine
No. of lines (default value is 2)	Number of lines to be displayed in the pole display
Welcome message starts	Enter the welcome message when a new transaction
Display Product Name or description	Select the name or description of the product to be displayed.