

RETAIL MAN

Quick Start & Shortcuts



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Introduction

The Retail Man was designed for business people who have only limited knowledge of accounting principles.

The system makes it easy for users with only a partial accounting background to start entering information on the computer without worrying too much about debit and credit principles.

The whole idea behind the system is that it is very similar to the paperwork side of the business, but much faster. This can save the business thousands of dollars in many ways including:

- Faster debit collection
- On-time payment to creditors
- Smaller accountants bills
- Faster tax returns
- And more . . .

The user interface of the system is very simple and errors made during data-entry can be corrected as easily as they are made.

All needed information is always at your fingertips so saving you time.

The Retail Man System runs under the operating system Windows 9x, 2000, XP and most network systems that are Windows compatible. It is year 2000 compliant and has no end-of-period posting.

In the multi-user version, several users can access the data at the same time.

Retail-Man now comes with internet support. The user can email the clients, suppliers or contacts directly from within with great ease. It also supports email broadcasting; giving the user a very valuable quick and inexpensive advertising tool.

Quick Start Guide

Trying to implement an electronic accounting and stock control system in the business can be overwhelming. You are probably asking yourself *where do I start first?*

This quick start guide gives you a clear step-by-step approach with a minimum of fuss.

The overall task is broken into separate, simple steps that you can follow in sequence to achieve the required result.

Step 1

Decide which users are going to be using the system and their access levels.

When first installed. Retail-Man comes with five users. Users 1 and 2 have access to all parts of the system.

If you need to make the system secure, you should allocate a password to each user at the earliest opportunity.

If you do not need security on the system, simply blank the password of the master user.

To assign security, select **Maintenance**, then **Users File Maintenance**, and add or remove users as you need.

You can give users one of four possible access levels. These are:

- 0 No access
- 1 Read only
- 2 Read and Write
- 3 Full access (Read, write, Modify, and Delete)

- ① *The first two users (Master User and Manager) will always have a full access to all parts of the system regardless of what their access levels are set to.*
- ① *Use Ctrl + F12 to change users from anywhere in the system*

Step 2

Select **Maintenance**, then **System Setup** to set up your company name and other details. Refer to the corresponding section below for further information.

Step 3

Select **Sales**, then **Add/Modify Clients** to add the client details. You are recommended to create a client name called *CASH SALES* for all cash sales.

Step 4

Select **Purchase**, then **Add/Modify Suppliers** to add supplier details. You are recommended to create a supplier name called *CASH PURCHASE* for all cash purchases.

Step 5 (Optional)

Select **Stock**, then **Stock Group Maintenance** to create or modify stock groups. For example, typical groups for a computer shop might be:

- Computers
- Monitors
- Printers
- Software
- Etc . . .

Whilst you are setting up the stock groups, you are also recommended to create expenses groups such as Electricity, Telephone, Bank Charges etc.

Step 6

Select **Stock**, then **Add/Modify Stock** to add the stock and services your business sells. You are also recommended to add all the services and expenses that the system buys, for example Electricity, Power, Telephone Charges, Car Maintenance etc.

This way, the business can process all creditors from one section, which is purchasing.

Step 7

If your business is already established, select **STOCK**, then **Stock Quantity Adjustment** to add the quantities of stock you already hold.

Another way of adding the stock is to enter it by selecting **Purchases**, then **Purchasing**.

Step 8

If your business is already established, you need to enter the outstanding clients and suppliers accounts. To do that, you can create a Sales or purchase invoice for each outstanding account. The invoice date has to reflect the account period. Use '*' in the part Number column, then under details, enter 'Starting Balance', Qty with 1, and the amount. This will ensure a correct tax figures and also allows you to modify the information in the future if the need arises.

Once the above steps have been done, then trading can be started.

The Retail-Man System comes with a standard chart of accounts. An important account is *1001 – Cash On Hand*. Use this as a temporary account to hold all the income that comes to the business from all kinds of sales. For example, assuming your business processes five invoices as follows :

Invoice No.	Amount	Payment Method
1	\$100	Cash
2	\$150	Check
3	\$90	Credit card
4	\$50	Credit
5	\$80	Direct debit to your bank

Payments for Invoices 1, 2 and 3 should be posted as received by *1001 – Cash On Hand Account*.

Invoice # 4 was not paid so its payment should not be processed.

Invoice # 5 payment should be processed to the *1002 – Bank Account*.

At the end of day we will create a deposit slip with the payments of the first three invoices which total to $\$100 + \$150 + \$90 = \240 and send it to the bank.

To reflect this transaction, select **Accounts**, then **Journal Posting** to create a journal as follows:

1. With the cursor in the **Journal Number** field, press **Enter**. This will assign a new journal number.
2. Enter the bank account of *1002* at the top account
3. In the next section, enter the *1001 – Cash On Hand account* with the date and amount.
4. Save the transaction.

Once this is done, the balance of the Bank Account is increased by \$240, while the Cash On Hand Account goes back to 0, (assuming it started out with 0).

When the bank statement is received, you will notice that it will exactly match the computerized record by showing two transactions on that day, the first one will be for the amount of \$80 that went directly to the bank, while the other will be the \$240.

Select **Accounts**, then **Bank Reconciliation** to reconcile the bank statement. You have to add all the bank charges that appear on the statement through the purchasing section. The payment account of these charges has to be *1002 – Bank Account*.

Hints, Tips and Shortcuts

Entering Dates

Most date fields will be pre-filled with today's date. If you wish to alter this date, you can either:

1. Overtyping the date.
2. Right mouse click on the date field and enter the date interactively.

Entering Supplier and Customer Details

Suppliers and customers can be selected from their respective lists by entering either the code in the code field or the name in the name field. If the information you supply is valid, the screen details will be filled. If the information is invalid or incomplete, a list will be presented for you to select interactively. The list will be displayed with the name closest matching to the partial name you entered, or if you entered a partial code in the code field, the list will be displayed with the code closest matching to the partial code you entered.

Sort Order on List Screens

List screens are used for the following:

- *Clients List* screen (select **Sales, Add/Modify Clients**)
- *Stock List* screen (press **F9** or **F10**)
- *Suppliers List* screen (select **Purchases, Add/Modify Suppliers**)
- *Select Account* screen (select **Accounts, Chart of Accounts**)

When viewing these screens, you can change the sort order of the first two columns by clicking on the column heading. The information listed will be sorted in to order according to the column heading you clicked on.

Function Keys

Use the following function keys for speed and simplicity:

F1 : Activate help system.

This function key activates the Windows style built-in help. It is active throughout the system.

F2 : Save Transaction.

The F2 function key is used in the data entry forms throughout the system and allows the user to use the keyboard to save the entered data by pressing F2.

F3 : Print Transaction.

The F3 function key is used to print reports, invoices, quotes, purchase orders and more. To choose the printer destination, you have to use the mouse and right click on the F3 Print key to access the printer dialog box.

F4 : Delete Transaction (Invoicing & Purchasing).

The F4 function key is used to delete transactions in the data entry screens such as invoicing, purchasing and more. The system will ask for delete confirmation before proceeding.

F5 : Process Payment (Invoicing & Purchasing).

Pressing the F5 function key in the invoicing the purchasing screens will activate the payment screen to pay a single invoice or purchase.

F7 : Produce a list of outstanding invoices in invoicing and purchasing

Pressing F7 in the invoicing or purchasing screens will produce a list of all of the invoices or purchases for the past 12 months. To view a list of invoices for either one client or supplier, enter the client or supplier code before pressing F7 in the invoicing or purchasing screen.

F8 : Search by Serial Number.

Pressing F8 will prompt the user to supply a serial number to search for. The serial number has to be exactly as entered, otherwise the search will fail. If you have more than one serial number for 2 different items, you can use the UP/DOWN arrow keys to scroll through them.

F9 : Search by Part Number.

Pressing F9 will prompt the user to supply a part number to search for, if the part number did not exist, the system will display the stock list with the nearest part number highlighted.

Shift+F9 : Search by Equivalent Part Number

Pressing the SHIFT and F9 combination will prompt the user to supply an equivalent part number to search for.

F10 : Search by Part Details

Pressing F10 will prompt the user to enter an item details to search for, You can enter the first few letters of the item details and the system will produce the stock list sorted by item details with the search string or its nearest at the top of the list.

SHIFT+F10 : Search by Parts Other Details

Pressing the SHIFT and F10 key combination will prompt the user to enter the item other details to search for. To view the items other details in the stock search list, it should have been enabled from the **Maintenance > System Setup > Stock menu**

F11 : Calendar.

Pressing F11 will show the calendar with the current date highlighted. Use the arrow keys to move between dates, then press <Enter> to transfer the date from the calendar to a date field.

F12 : Calculator

Pressing F12 key will open the Windows calculator. Pressing F12 again will open another instance of the Windows calculator.

<Alt>+F12 : Open Cash Drawer if connected

Pressing Alt and F12 key combination will open the cash drawer if installed and connected. To install a cash drawer, go to **Maintenance > System Setup > Hardware**.

<Ctrl>+F12 : System Lock / Change user

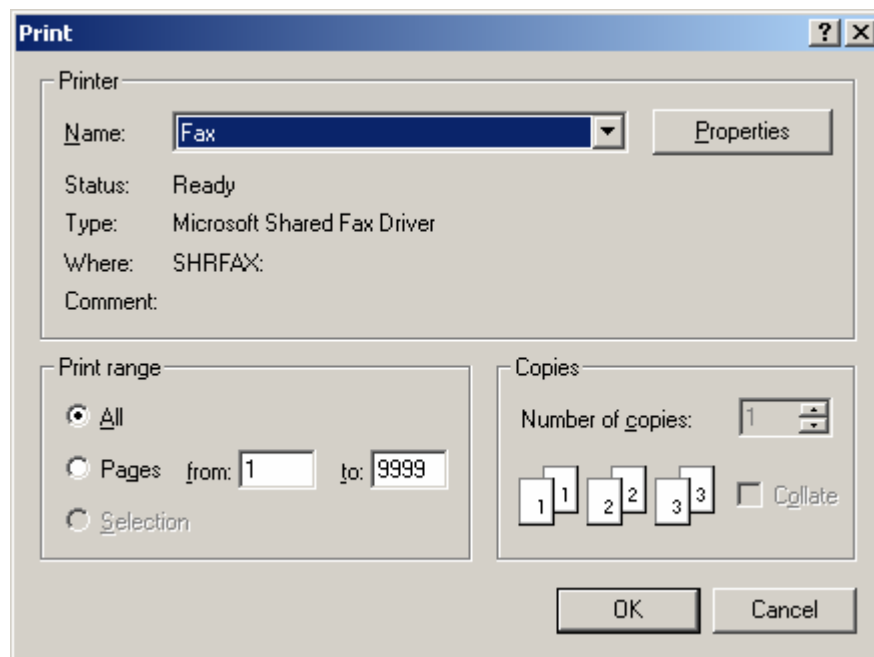
Press the Control and F12 keys combination allows the system to change the logged in user, if an invalid password was entered 3 times, the system will close down.

<Shift>+F12 : Print Labels in Invoicing & Purchasing screens

Use this key combination to print labels and barcodes for your stock items. The output can be directed to any printer and can be started from any position on the page by choosing the row and column values.

Print (F3) and Windows Print Dialog Box

To print to the default printer, select **Print (F3)** anywhere this print button is available, If you **right-click** on the **Print (F3)** button, the Windows print dialog will be displayed.



This will allow you to choose the printer/destination. This could be a local printer, network printer or a fax. (to send invoices, quotes or purchase orders as a fax, you need to have a modem installed or connected to your system with fax software on your system. Windows comes with a fax software you can use. Otherwise, there are many packages that you can use as Fax Software.