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OCTOPUSTM

Point of Sales is the Retail Business Automation System
for the trend setting retailer.



1. Introducing the Octopus Point-of-Sale (POS) System

The Octopus Point-of-Sale System, unlike other traditional POS, is advanced in that it not only has the following modules:

1. Sales
2. Administration
3. Inventory
4. Purchasing
5. Report
6. Option

but is integrated with Ipad and iPhone/Ipod as a mobile Sales device.

2. Uses of the Sale Module

Main aspect of this module focuses on the sales transactions i.e. Walk in Sales as well as member sales and void sales functions. Walk In sales function is for carrying out normal cash sales whereas for the Member sales function, it includes tracking of past purchase history of members customers up to 36 months so that sales person can target customers according to their buying behavior. Lastly is the voiding of sales invoices can be done using the void sales function, which allows users with higher authority to void certain sales on that day.

3. Using the System

3.1. Initial Login

To start the Octopus™, click on the following icon –



On initial login, screen like the one below will be displayed. Retail staffs using the Retail Point-of-Sale (POS) system are required to login with their unique Login ID and password.

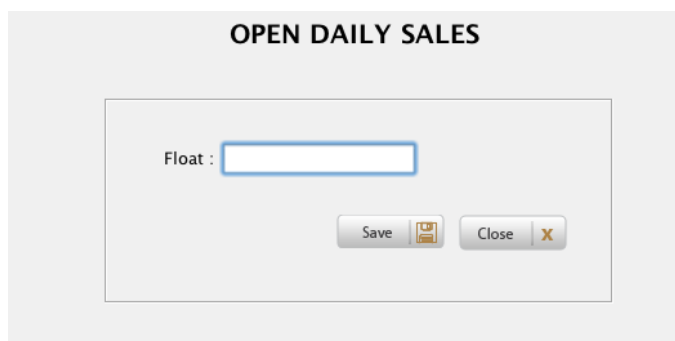


Step 1: Enter unique User ID and Password and click **LOGIN** or pressing **ENTER** key.

3.2. Sales

Before committing each sale, staff will need to login using their unique ID and password so that each transaction is logged. This serves as an audit trail for security and management purposes. Starting the day:

Starting the day requires that the cashier enters the float for the day in dollars and cents:



After entering the desired float amount, click Save and the system will bring you to the default sales memo screen


3.2.1. Walk In

To perform sale transaction for a Walk In customer, staff clicks on menu "Sales", "Sales Memo". The screen below will appear and the staff can scan or enter the product code accordingly.

Sales Delivery Administration Customer Inventory Purchasing Report Option

(CASHIER: 888888, OUTLET: 1) NEW SALES MEMO

CUSTOMER INFORMATION

 Name Birth Date Customer Type
 I/C No Tel No
 Address

INVOICE INFORMATION Sales Person Cashier

Code	Description	Qty	RSP \$	Discount %	Discount \$	NET \$	Edit
009327662856	Creation Scientists Answer Their Cr...	1	32.55	0	0	32.55	EDIT

Qty Product Code All Item Discount (%)

Remarks

Total Qty
Sub-Total

PREVIOUS TRANSACTIONS Total Spent: 0 Reward Points : 0

Date	Net Sales \$	Date	Product Code	Product Description	Qty	Net Sales \$

Upon entering the product code, the item is displayed in the grid and the user can then click on the \$ icon to make a payment. The user is then brought to the payment screen shown below where a single or multi payment mode may be executed for the transaction.

Sales Administration Attendance Customer Inventory Purchasing Report Option

(CASHIER: admin, OUTLET: HQ) VIP PAYMENT

Total Due Amt \$ **Remaining Amt \$** **Change Amt \$**

Payment Amt (SGD) Currency
 Payment Mode Rate
 Credit Type Foreign Amt
 Remarks


Invoice Number

REWARD POINTS
 Existing Points :
 Points To Use :

SELECTED PAYMENT MODES Total Received: \$

Payment Mode	Payment Amt (SGD)	Remarks

A receipt of 80 mm will be generated by default.


OCTOPUS™
 OCTOPUS LIMITED (REPRINT)
 SALES INVOICE
 HEAD OFFICE
 TEL. NO. : --
 CASHIER ID : admin
 GST REG NO : 1234567
 13/11/2012 05:53 1000S00071

PRODUCT ABC 88042983457	1@	\$ 15.00	\$ 15.00
SUB-TOTAL :			\$ 15.00
AMT PAYABLE :			\$ 15.00
CASH			\$ 15.00
GST @7%			\$ 0.98
TOTAL ITEMS :			1

Goods sold are not refundable
 Goods are to be exchanged
 within 7 days from the date of purchase.

3.2.2. Member Sales

Member Sales Transaction

To transact a Member sale, the cashier can go through the following steps:

If the person is a new customer, then the cashier has to register the customer by clicking on the icon ->

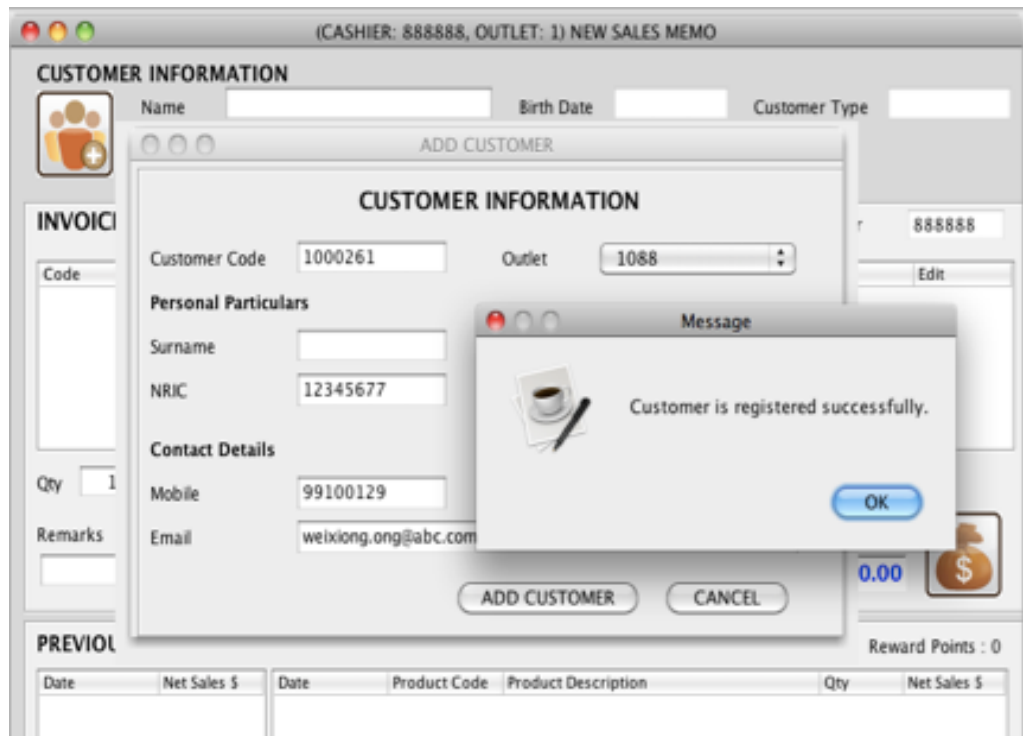


ADD CUSTOMER

CUSTOMER INFORMATION

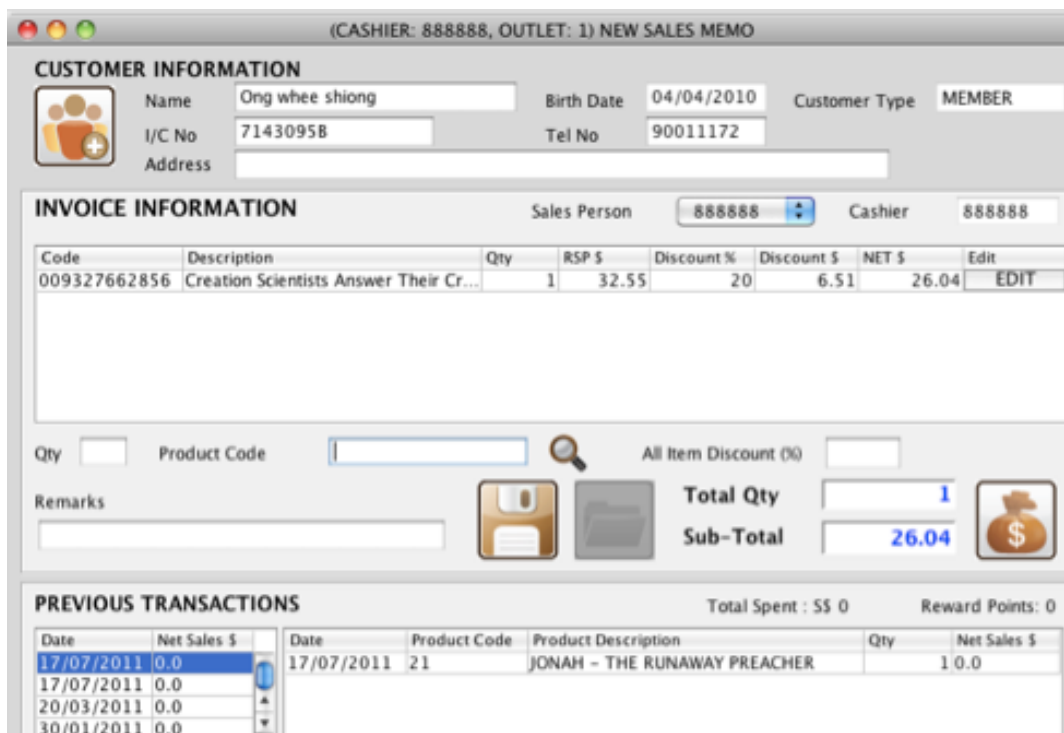
Customer Code	<input type="text" value="1000261"/>	Outlet	<input type="text" value="1088"/>
Personal Particulars			
Surname	<input type="text"/>	Name	<input type="text" value="WEI XIONG"/>
NRIC	<input type="text" value="12345677"/>	Gender	<input type="text" value="Male"/>
Contact Details			
Mobile	<input type="text" value="99100129"/>	Office No.	<input type="text"/>
Email	<input type="text" value="weixiong.ong@abc.com"/>		

The particulars of the new customer can then be entered accordingly and a confirmation will appear.



Once the customer is registered successfully, the customer's name and details will appear in the customer information of the sales memo.

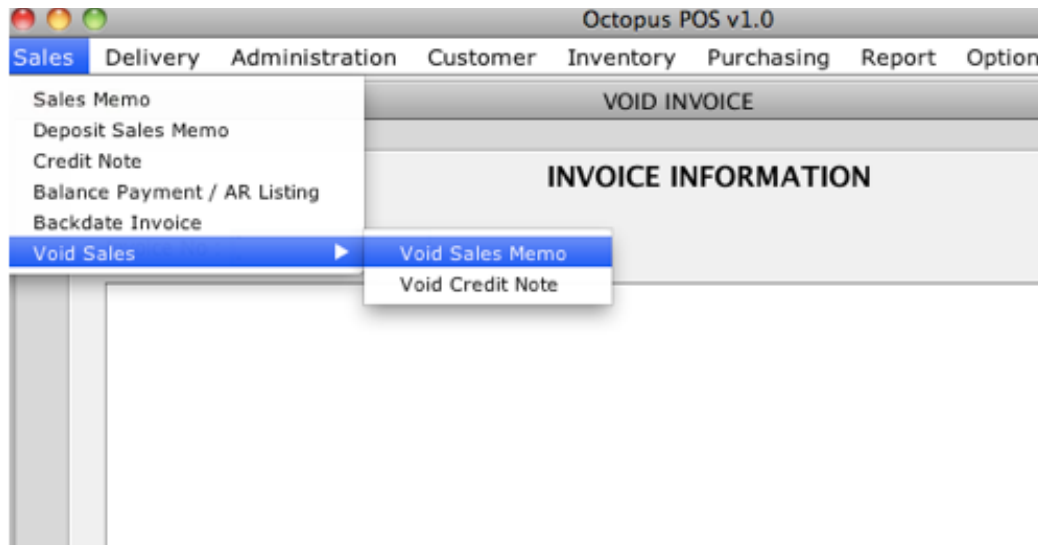
In the following picture, you will see a member sales transaction and note that the item scanned attracts a automatic 20% discount which the administrator can set. Note also the purchase history in the bottom part of the sales memo.



The rest of the transaction occurs exactly like in a walk in Sales Transaction.
For the setup of the discount policies, this will be covered in the later part of the manual. By default once registered, the customer is simply registered as a member.

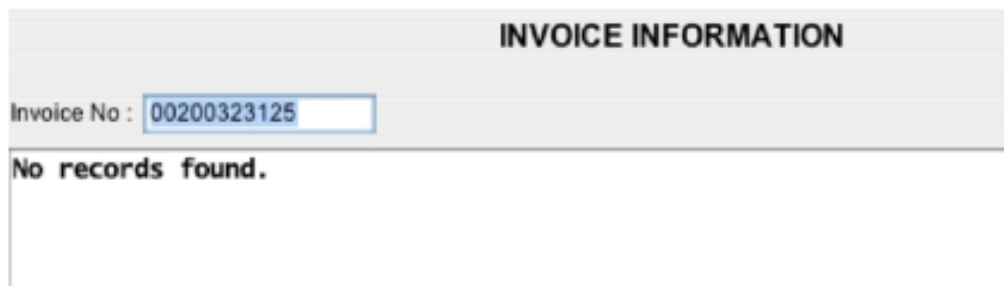
3.2.3 Void Sales

To perform void sale transaction, click on menu "Sales", "Void Sales Memeo". User must have the access to this link in order to void Sale.



Step 1 : To void a receipt, staff need to first key in the receipt no. in invoice no. field and press <ENTER>. The non-voided receipt will be display in the screen once it is retrieved from the database.

If the receipt number entered has been void, "No records found" will be displayed on the screen as shown below:



INVOICE INFORMATION

Invoice No :

DEFAULT LOCATION
 TEL. NO. : --
 CASHIER ID : 88888
 GST REG NO : 1234567
 28/10/2005 00200150812

POWERBOOK (INTEL)			
0000001	1@	3,000.00	3,000.00
ITEM DISC.	: @	25.00%	750.00-
		->	2,250.00

POWERBOOK (INTEL)			
0000001	1@	3,000.00	3,000.00
ITEM DISC.	: @	25.00%	750.00-
		->	2,250.00

THINKPAD T40			
0000002	1@	2,800.00	2,800.00
ITEM DISC.	: @	15.00%	420.00-
		->	2,380.00

SUB-TOTAL	:		6,880.00
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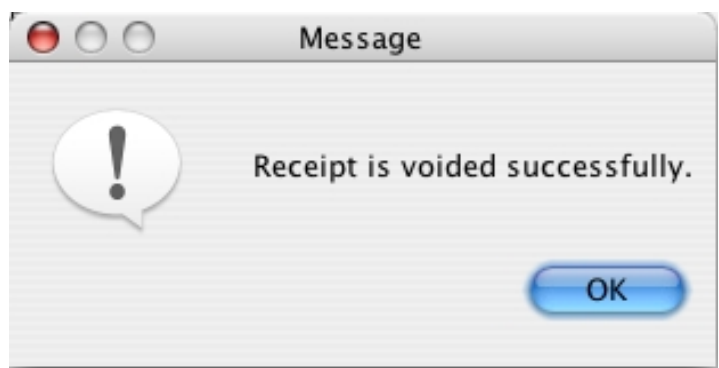
Reason (for voiding) :

Retrieved invoice information

Step 2: To confirm voiding the receipt, staff has to key in reason. If reason is not keyed in, error message like this will occur.



Once voiding reason is entered, click on "**Confirm Void**" button to proceed with the voiding of receipt.



Confirmation window (shown above) will pop out to inform staff on the successful voiding of receipt. After which, staff can print the receipt for documentation purpose.

INVOICE INFORMATION

Invoice No :

09/12/2005 00200345027

17 INCH POWER BOOK
00002 1@ 4,500.00 4,500.00

SUB-TOTAL : 4,500.00
AMT PAYABLE : 4,500.00
CASH : 4,500.00

GST @0% 214.29
TOTAL ITEMS : 1

VIP CARD NO. : 1234567

EXCHANGE FOR UNOPENED GOODS CAN BE MADE WITHIN
3 DAYS OF PURCHASE WITH RECEIPT.
NO CASH REFUND

Reason (for voiding) :

Click "**Print**" button to print out the receipt for documentation.

3.2.4. Scanning a Product

** Scanning barcode


First, click on the Product Code/Barcode field.

Next, scan in barcode and the product will be automatically added in the invoice information table.

Sales Delivery Administration Customer Inventory Purchasing Report Option

(CASHIER: 888888, OUTLET: 1) NEW SALES MEMO


CUSTOMER INFORMATION

 Name Birth Date Customer Type
I/C No Tel No
Address


INVOICE INFORMATION

Sales Person Cashier

Code	Description	RSP \$	Discount %	Discount \$	NET \$	Edit

Qty Product Code  All Item Discount (%)

Remarks

Total Qty
Sub-Total 

PREVIOUS TRANSACTIONS

Total Spent: 0 Reward Points : 0

Date	Net Sales \$	Date	Product Code	Product Description	Qty	Net Sales \$

Click on the text field and scan in the barcode

Alternatively, Staff can also add product by searching the product using the **magnifying glass** function.

This is how it looks like:

PRODUCT SEARCH

Search :

Search By :

Brand Code	Brand Description	Product Code	Product Description
Apple	Apple	0000013	iPod shuffle - 1GB
Apple	Apple	0000017	iPod - 20GB
Apple	Apple	0000016	iPod mini - 6GB
Apple	Apple	0000018	iPod - 60GB

After the search results are being displayed, the user can then double click on the desired product and it will be added to invoice. Alternatively, the user can click on a specific product and click the “**ADD TO INVOICE**” button.

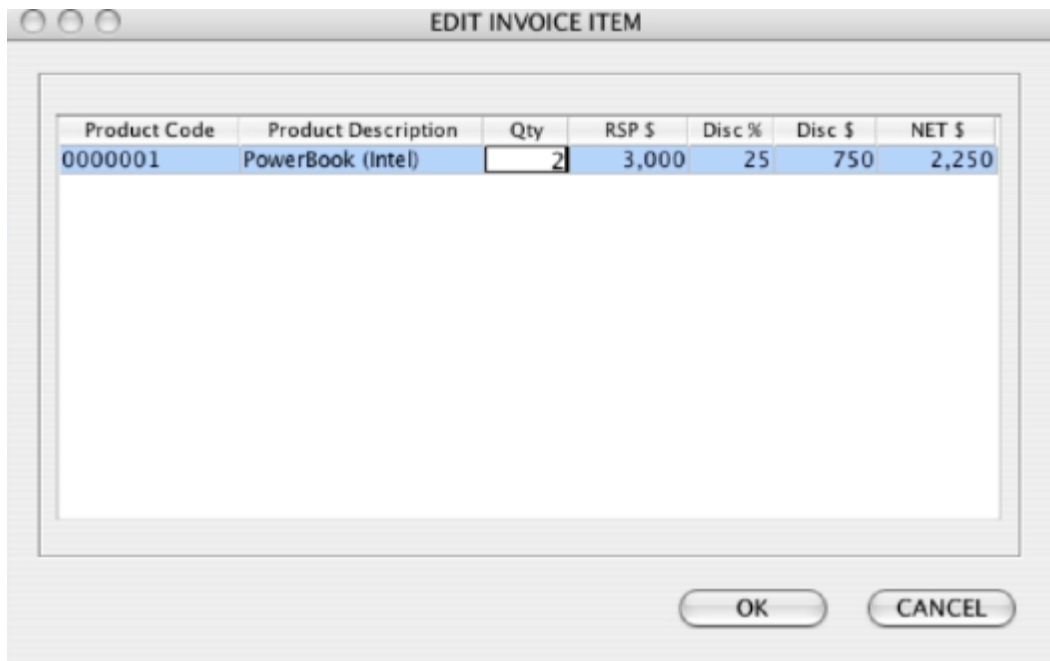
** Edit Product Quantity or Discount

To edit the product quantity or discount, click on the “**EDIT**” button.

INVOICE INFORMATION

Product Code/Barcode : Qty : Cashier ID :

Code	Description	Qty	RSP \$	Discount %	Discount \$	NET \$	Edit
0000001	PowerBook (Intel)	1	3,000	25	750	2,250	<input type="button" value="EDIT"/>

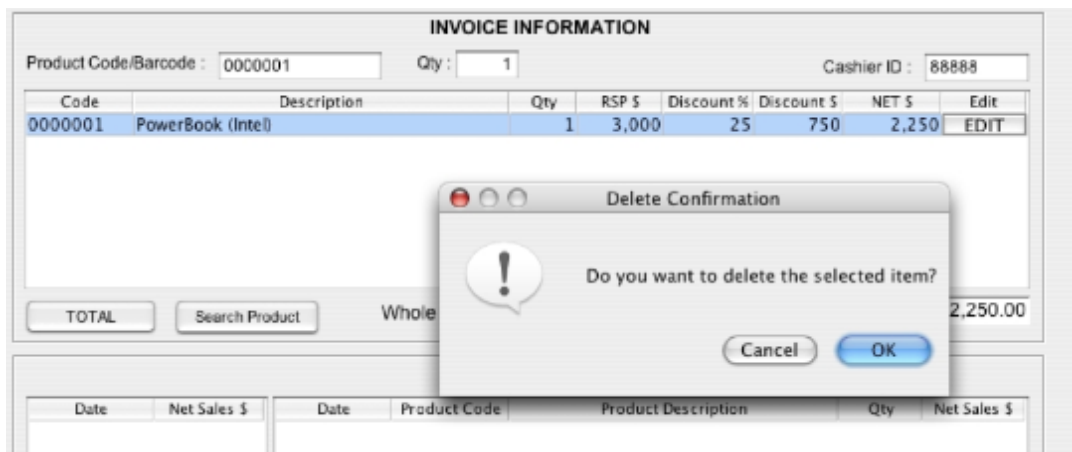


Next, click on “Qty” field to edit the product quantity or alternatively, staff can edit the discount by clicking on the “Disc %” field or “Disc \$” field.

Press “**ENTER**” after editing the fields to register the changes and click “**OK**” after all changes are done.

**** Delete Product**

To delete a product, click on the row of product information and press the keyboard “**del**” key.



3.2.5 Process Payment

Payment by Cash

Below shows how staff handles cash payment.

The screenshot shows a software window titled "(CASHIER: 88888, OUTLET: 002) VIP PAYMENT". At the top, there are three input fields: "Total Due Amt \$" with the value "1,788.00", "Remaining Amt \$" with the value "1,788.00", and "Change Amt \$" with the value "0.00". Below this, there are three labels: "Payment Amt", "Payment Mode", and "Credit Type". The "Payment Amt" field contains "\$ 1788.0". The "Payment Mode" dropdown menu is open, showing options: "Cash" (selected with a checkmark), "Cheque", "Credit Card", "Nets", "Vouchers", and "Reward Points". To the right, there is a "REWARD POINTS" section with "Existing Points:" showing "8224" and "Points To Use:" showing "0". An "Add To List" button is located below the reward points section. At the bottom of the main form area, there is a "SELECTED PAYMENT MODES" section with a table header: "Payment Mode" and "Payment Amt (\$)". The table is currently empty. To the right of the table, there is a "Total Received: \$" field with the value "0.00". At the very bottom, there are two buttons: "Back To Sales" and "Confirm Payment".

Staff chooses the payment mode (in this case is by CASH) and enters the cash amount customer hands to the cashier. After that, staff can either press **“ENTER”** or click the **“Add To List”** button. Lastly, staff confirms the transaction and click **“Confirm Payment”** button before the receipt can be generated for the customer.

Payment by Credit Card

Below shows how staff handles credit card payment.

The screenshot shows a POS system window titled "Sales Administration Inventory Purchasing Report Option" with a subtitle "(CASHIER: 88888, OUTLET: 002) VIP PAYMENT". At the top, there are three input fields: "Total Due Amt \$" with value "1,788.00", "Remaining Amt \$" with value "1,788.00", and "Change Amt \$" with value "0.00". Below this, the "Payment Amt" is set to "\$ 1788.0". The "Payment Mode" dropdown is set to "Credit Card", with a red arrow pointing to it and a text box that says "Select the payment mode as 'Credit Card'". The "Credit Type" dropdown is open, showing options: "✓ Visa", "Master", "Amex", "Diners", and "JCB", with a red arrow pointing to "Visa" and a text box that says "Select the card type here". An "Add To List" button is located to the right of the dropdowns. Below the payment fields, there is a section titled "SELECTED PAYMENT MODES" with a "Total Received: \$" field set to "0.00". A table with two columns, "Payment Mode" and "Payment Amt (\$)", is currently empty. At the bottom of the window, there are two buttons: "Back To Sales" and "Confirm Payment".

Staff chooses the Payment Mode (in this case is by CREDIT CARD) and the Credit Card Type used. Next, staff enters the amount customer wish to charge to the card and either press "ENTER" or click the "Add To List" button. Lastly, staff confirms the transaction and click "Confirm Payment" button before the receipt can be generated for the customer.

Payment by NETS/Debit Card & Other payment types

Below shows how staff handles NETS payment

The screenshot shows a POS system window titled "(CASHIER: 88888, OUTLET: 002) VIP PAYMENT". At the top, there are three input fields: "Total Due Amt \$" with the value "1,788.00", "Remaining Amt \$" with the value "1,788.00", and "Change Amt \$" with the value "0.00". Below this, there are fields for "Payment Amt" (with a dollar sign and a value of "1,788.00"), "Payment Mode" (with a dropdown menu), and "Credit Type". The dropdown menu is open, showing options: "Cash", "Cheque", "Credit Card", "Nets" (which is selected with a checkmark), "Vouchers", and "Reward Points". To the right of these fields is a "REWARD POINTS" section with "Existing Points:" (value "8224") and "Points To Use:" (value "0"). Below this is an "Add To List" button. At the bottom of the main form area, there is a "SELECTED PAYMENT MODES" section with a table header: "Payment Mode" and "Payment Amt (\$)". The table is currently empty. To the right of this section is a "Total Received: \$" field with the value "0.00". At the very bottom of the window are two buttons: "Back To Sales" and "Confirm Payment".

Staff chooses the Payment Mode (in this case is by NETS/Debit Card) and the Credit Card Type used. Next, staff enters the amount customer wish to deduct and either press “**ENTER**” or click the “**Add To List**” button. Lastly, staff confirms the transaction and click “**Confirm Payment**” button before the receipt can be generated for the customer.

For other payment types, select the appropriate payment mode and follow the previous steps as before.

For multi-payment types, simply select the desired payment mode and the payment amount before clicking on “**Add to List**” button.

3.2.6 Credit Note Generation

Credit note Generation

Below shows the process of how staff generates credit notes:

The screenshot shows a software interface with a menu open under the 'Sales' tab. The menu items are: Sales Memo, Account Sales Memo, Credit Note (highlighted), Balance Payment / AR Listing, and Void Sales. The background shows a form with 'CUSTOMER INFORMATION' and 'INVOICE INFORMATION' sections. The 'INVOICE INFORMATION' section includes fields for Product Code, Qty (set to 1), and Sales Man ID. Below these is a table with columns: Code, Description, Qty, RSP \$, and Dis.

Step 1: The credit note can only be generated when the customer presents their invoice. With this invoice number, staff will select the credit note function under sales.

The screenshot shows a window titled '(CASHIER: 888888, OUTLET: 20027) CREDIT NOTE'. It has two main sections: 'CUSTOMER INFORMATION' and 'INVOICE INFORMATION'.
In 'CUSTOMER INFORMATION': Sales Type is 'Cash', Customer Acc is 'CS', Customer Name is 'CASH SALE', Sales Doc is '20027S00088', and Tel No and I/C No are empty.
In 'INVOICE INFORMATION': Salesman Code is '888888', Product Code/Barco... is empty.
Below is a table with columns: Code, Description, Qty, RSP \$, Discount %, Discount \$, NET \$, and Edit. The table is currently empty.
At the bottom, there is a 'TOTAL' button and a 'Sub-Total' field showing '0.00'.
The bottom of the window shows the text 'LAST TRANSACTIONS'.

Step 2: Enter the invoice number for the credit note generation supplied by the customer and hit the 'ENTER' key.

CUSTOMER INFORMATION

Sales Type : Customer Acc :
 Customer Name : Tel No : I/C No :
 Sales Doc :

INVOICE INFORMATION

Salesman Code : Product Code/Barco...

Code	Description	Qty	RSP \$	Discount %	Discount \$	NET \$	Edit

Sub-Total :

Step3: Fill up the product code/Barcode for which the customer desires a credit note and hit the 'ENTER' key.

(CASHIER: 888888, OUTLET: 20027) CREDIT NOTE

CUSTOMER INFORMATION

Sales Type : Customer Acc :
 Customer Name : Tel No : I/C No :
 Sales Doc :

INVOICE INFORMATION

Salesman Code : Product Code/Barco...

Code	Description	Qty	RSP \$	Discount %	Discount \$	NET \$	Edit

INVOICE ITEM

Discount Percentage

Sub-Total :

Date	Net Sales \$	Date	Product Code	Product Description	Qty	Net Sales \$

Step 4: A pop up box will appear verifying the discount that was given(if any) during the original sales process. To confirm, simply hit the 'ENTER' key again.

(CASHIER: 888888, OUTLET: 20027) CREDIT NOTE

CUSTOMER INFORMATION

Sales Type : Customer Acc :
 Customer Name : Tel No : I/C No :
 Sales Doc :

INVOICE INFORMATION

Salesman Code : Product Code/Barco...

Code	Description	Qty	RSP \$	Discount %	Discount \$	NET \$	Edit
9272948 BLU111	SURF INTO SUMMER	1	22.9	0	0	22.9	EDIT

TOTAL Sub-Total :

LAST TRANSACTIONS

Sales Administration Inventory Purchasing Report Option
 (CASHIER: 888888, OUTLET: 20027) CREDIT NOTE

CUSTOMER INFORMATION

Sales Type : Customer Acc :
 Customer Name : Tel No : I/C No :
 Sales Doc :

INVOICE INFORMATION

Salesman Code : Product Code/Barco...

Code	Description	Qty	RSP \$	Discount %	Discount \$	NET \$	Edit
9272948 BLU111	SURF INTO SUM						

TOTAL

Date	Net Sales \$

Print

Printer:

Presets:

Copies & Pages

Copies: Collated

Pages: All
 From: to:

? PDF ▾ Preview Cancel Print

Step 5: Hit the 'Total' Button and a receipt will be generated accordingly.

