

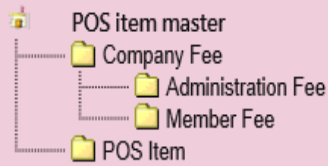
Billing item setup – POS item

Add POS item Category at Master > POS item > Category

POS item

Category List Search New

POS item master



Category is used to group POS item. Sub-categories can be added and there is no limitation on the number of levels.

Press <Show POS item> to display all POS item under the categories.

>Show deleted

>Show pos item

New pos item category

Close

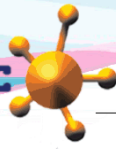
Press <New POS item category> to add the first level of category.

New pos item category

Type	<input checked="" type="radio"/> Contain pos item <input type="radio"/> Contain sub category	Select if the category contains POS item or sub-category
Name	Administrative charges	(Must input , Maximum 255 characters)
Description	Administrative charges	(Maximum 255 characters)

Input Name and Description, then press <Submit> to create a new POS item category.

Submit Reset Cancel



POS item

Category List Search New

POS item master

- POS item master
 - Administrative charges
 - Company Fee**
 - Administration Fee
 - Member Fee
 - POS Item

Press category name to view the category details

Can select to view another category

Press arrow to go to previous level

POS item master > Company Fee [dropdown arrow] [back arrow]

POS item category

Type	Contain sub category
Name	Company Fee
Description	
Created at	

Sub category

POS item category	Type	Created at
Administration Fee	Contain pos item	10-Sep-2013 11:51
Member Fee	Contain pos item	17-Sep-2013 12:13

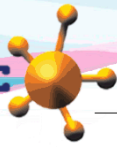
Press sub-category to view the next level.

>Show deleted

Back | POS item category **Edit pos item category** **New pos item sub category** Close

Authorized user can edit and delete category. However, category including sub-category or POS item cannot be deleted.

Press to add a new sub-category.












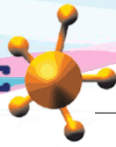
Add POS item at Master > POS item > New

POS item Category List Search New

New pos item

Code	<input type="text" value="C01"/> <small>(Maximum 20 characters, must input. Please avoid input ', !, @, \$, #, %, ^, &, *, space.)</small>								
Category	<input type="text" value="Company Fee\Administration Fee"/>								
Name	<input type="text" value="手續費"/> <small>(Maximum 20 characters, must input. Please avoid input ', !, @, \$, #, %, ^, &, *, space.)</small>	Input POS item code, name and price. Select POS item category and press <Submit> to add POS item.							
Description	<div style="border: 1px solid gray; height: 80px; width: 100%;"></div> <small>(Maximum 1000 characters.)</small>								
Division	<input type="text" value="Unspecified"/> <input type="button" value="New"/>								
Brand	<input type="text" value="Unspecified"/> <input type="button" value="New"/>								
Price	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right; font-weight: bold; font-size: small;"><u>List price</u></td> <td style="text-align: right; font-weight: bold; font-size: small;"><u>Item discount</u></td> <td style="text-align: right; font-weight: bold; font-size: small;"><u>Net price</u></td> </tr> <tr> <td> <input type="text" value="\$100"/> </td> <td> <input type="text"/> </td> <td> <input type="text" value="\$100"/> </td> </tr> </table>	<u>List price</u>	<u>Item discount</u>	<u>Net price</u>	<input type="text" value="\$100"/>	<input type="text"/>	<input type="text" value="\$100"/>	Input other necessary information. System has no input control on other fields.	
<u>List price</u>	<u>Item discount</u>	<u>Net price</u>							
<input type="text" value="\$100"/>	<input type="text"/>	<input type="text" value="\$100"/>							
Discount period	Start date <input type="text" value="Day"/> / <input type="text" value="Month"/> / <input type="text"/> <input type="button" value="Calendar"/> Expiry date <input type="text" value="Day"/> / <input type="text" value="Month"/> / <input type="text"/> <input type="button" value="Calendar"/> <input type="button" value="Quick select"/>								
Launch period	From <input type="text" value="--"/> / <input type="text" value="--"/> / <input type="text"/> to <input type="text" value="--"/> / <input type="text" value="--"/> / <input type="text"/> <input type="button" value="--Quick select--"/>								
Status	<input type="checkbox"/> Inactive Active pos item is sellable. Inactive pos item is not sellable.								

-  Code: It represents the POS item, and cannot be duplicated. It will be displayed on invoice.
-  Category: Groups for classifying POS item.
-  Name: Brief description of the POS item that will be displayed on invoice.
-  Description: Detailed description of the POS item that will not be displayed on invoice.
-  Division/Brand: Only for classification and analysis purpose. Press <New> to add new division/ brand.
-  Price: It includes list price, item discount and net price. User may input any list price; an amount deduction or a percentage discount are accepted for item discount and the net price will be calculated automatically by system. The three values will be displayed on invoice that authorised user can make appropriate amendments.
-  Discount period: Time range that item discount is effective and displayed on invoice. When invoice date is not included in discount period, item discount will not be displayed on invoice and net price will be equal to list price.
-  Launch period: Time range that the POS item is available for sale.
-  Status: The POS item is default as active. Active POS item can be sellable. If a POS item is ticked as inactive, inactive POS item will be not sellable.



Search POS item at Master > POS item > Search

POS item

Category List Search New

Search pos item

Code	<input type="text"/>
Name	<input type="text"/>
Category	Company Fee <input type="button" value="v"/> All <input type="button" value="v"/>
Division	All <input type="button" value="v"/>
Brand	All <input type="button" value="v"/>

Input search criteria, press <Submit> to search POS item.



POS item count : 6

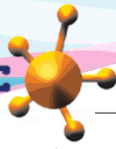
POS item search results

Code	Category	Name	Division	Brand	Action
ANNUAL	Administration Fee	Annual Fee			<input type="button" value="Edit"/> <input type="button" value="Delete"/>
C01	Administration Fee	手續費			<input type="button" value="Edit"/> <input type="button" value="Delete"/>
DIAMOND	Member Fee	Diamond Member Fee			<input type="button" value="Edit"/> <input type="button" value="Delete"/>
GOLD	Member Fee	Gold Member Fee			<input type="button" value="Edit"/> <input type="button" value="Delete"/>
REFUND	Administration Fee	Refund Fee			<input type="button" value="Edit"/> <input type="button" value="Delete"/>
SILVER	Member Fee	Silver Member			<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Press POS item code, category or name to view POS item details.

Authorized user can edit and delete POS item

[> Show deleted](#)



POS item

Category List Search New

View pos item

Code	C01		
Category	Company Fee\Administration Fee		
Name	手續費		
SKU	C1		
Description			
Division	Unspecified		
Brand	Unspecified		
Price	<u>List price</u> \$ 100	<u>Item discount</u> Nil discount	<u>Net price</u> \$ 100
Discount period	Nil discount period		
Launch period	Not specified		
Status	Active		
	Active pos item is sellable. Inactive pos item is not sellable.		
Created at	S001(beauty) 27-Sep-2016 14:52		
Last updated	S001(beauty) 27-Sep-2016 14:52		

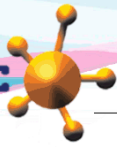
POS item can be edited and deleted in POS item details

Back | View | **Edit** | Volume discount | SKU | **Shop** | **Delete** Close

Press <Shop> to select which shop the POS item can be sold at.

Allow 手續費 (C01) to be sold at following selected shop

	<input type="button" value="Select All"/>	
HK	<input checked="" type="checkbox"/>	Tick the shop then press <Submit>
MK	<input checked="" type="checkbox"/>	



Back | View | Edit | **Volume discount** | SKU | Shop | Delete

Close

Press here to add volume discount

New volume discount

Quantity (>=) (Must input)

Unit discount (Must input)

Total discount (Must input)

Input quantity and unit discount/total discount, then press <Add> to add to volume discount list.

Add

Volume discount list

Quantity (>=)	Unit discount	Total discount	Action
<input type="text" value="20"/>	<input type="text" value="20"/> % v	<input type="text" value="20"/> % v	<input type="button" value="Delete"/>
<input type="text" value="10"/>	<input type="text" value="10"/> % v	<input type="text" value="10"/> % v	<input type="button" value="Delete"/>

Can input more than one volume discounts.

Submit

Back | View | Edit | Volume discount | **SKU** | Shop | Delete

Close

If there are more than one code for the POS item, you can input them as SKU.

Edit item master

Item code	C01
Item name	手續費
Description	
Category	Administration Fee
Type	POS item
SKU	<input type="text" value="C1"/> <small>(Maximum 20 characters. Please avoid input ^, &, *, space.)</small>
SKU	<input type="text"/> <small>(Maximum 20 characters. Please avoid input ^, &, *, space.)</small>
SKU	<input type="text"/> <small>(Maximum 20 characters. Please avoid input ^, &, *, space.)</small>
SKU	<input type="text"/> <small>(Maximum 20 characters. Please avoid input ^, &, *, space.)</small>
SKU	<input type="text"/> <small>(Maximum 20 characters. Please avoid input ^, &, *, space.)</small>
SKU	<input type="text"/> <small>(Maximum 20 characters. Please avoid input ^, &, *, space.)</small>
SKU	<input type="text"/> <small>(Maximum 20 characters. Please avoid input ^, &, *, space.)</small>
SKU	<input type="text"/> <small>(Maximum 20 characters. Please avoid input ^, &, *, space.)</small>
SKU	<input type="text"/> <small>(Maximum 20 characters. Please avoid input ^, &, *, space.)</small>
SKU	<input type="text"/> <small>(Maximum 20 characters. Please avoid input ^, &, *, space.)</small>

Input SKU and Press <Submit>.

SKU can be inputted at invoice and system will change it into POS item code automatically.
SKU cannot be duplicated with any item codes.

Submit Reset Cancel