

## Retail / Point-of-Sale Jim2® Business Engine

# Fact Sheet

Jim2 Business Engine Point of Sale or 'Retail' is activated on your choice of network workstations. A simple series of setups are done at these workstations to make Jim2 'behave' in a retail fashion:

- Individual workstations can be linked to your cashdrawers or tills, ensuring payment transactions recorded at those workstations appear as part of that till's takings.
- Barcodes can be scanned at point of sale, as can product serial numbers.
- Jim2 can activate the till drawer open at the end of a sale transaction – and check user identification and security level before doing so.
- Jim2 includes Retail Invoice reports to suit both 76mm and 80mm docket printers. Docket printers can be set as the default for invoice printing at your retail workstations – and users can choose to print an A4 Invoice Report to any other network printer if required.

### Retail Selling Defaults

- Jim2 allows you to define your own generic Customer, Sales type (Item) and Sales reference to help differentiate POS selling from your other types of selling – allowing you to compare selling trends.
- Stock Barcodes can be scanned into the sale to quickly and accurately record what has been sold.



- Stock selections can be scanned by serial number.
- Keyboard shortcuts and scanning modes are enabled in retail mode to make sales entry and invoicing *fast!*
- Default invoice reports can be set at each workstation for both Sales and Service – so your showroom staff can invoice and receive payments for your service work.
- Total Sale Rounding (for cash payments) is automatically journalled by Jim2 to the correct account in your General Ledger.
- Your staff can even accept Debtor (Accounts Receivable) payments via their till.

### Retail Invoice Layout

- Jim2 includes two different-sized Invoice Reports, suited to 76mm impact printers and 80mm thermal transfer printers.
- These reports can be customised to include your returns policy, marketing messages and so on.
- These reports can also include the name of the salesperson serving the customer.
- Users can choose to print or reprint an invoice using any of the other Jim2 Invoice reports (standard A4 layout).

DEMO Company, PO Box 1, DEMOVILLE, NSW, 2111			
ABN:			
<b>TAX INVOICE # 29</b>			
<b>Sale of Goods</b>			
01/04/2005 04:40:39 PM			
Served by Jale Cole			
<b>Description</b>	<b>Qty</b>	<b>Price</b>	<b>Total</b>
LUXURY MOTHERS DAY BUNDLE INC:	1.00	\$200.00	\$200.00
<b>Total</b>	<b>GST</b>	<b>INC</b>	
Includes	<b>\$18.18</b>	<b>\$200.00</b>	
<b>Total</b>	<b>\$18.18</b>	<b>\$200.00</b>	
<b>PAYMENT</b>			
<b>No.</b>	<b>Description</b>	<b>Amount</b>	
16	MasterCard/Visa	\$200.00	
This Invoice has been produced using the Jim2 Business Engine.			

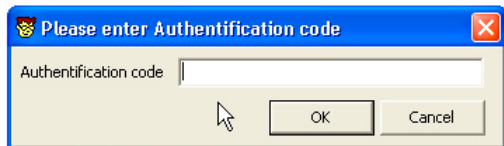
### Cash Drawer Control

- Cash Drawers (tills) that are powered via a docket printer can be set to automatically open at end-of-sale.
- Jim2 can also be set to check user security (and ask for a password) prior to opening the cash drawer.
- To open the cash drawer without selling, any workstation can be given a menu script that will create a till icon that can be clicked. Again, this will activate a security check on the user before the drawer is opened.

## Retail Security

The Invoice Authentication Security Check ensures invoices are logged specifically to the user invoicing – without the need for the user to log into the workstation.

If this new option is activated, at the point of invoice (F6) users will be required to type their Jim2 User login details into a pop-up dialog box. This authentication process will capture the name of the user, and record it within the invoice header.



## Till Reconciliation

Monies received/ recorded at the point of invoicing at each POS workstation will typically be stored in their respective till (cash drawer). This includes all payment types (cash, cheques, EFTPOS, etc). A complete record of each payment can be found in both the Till Reconciliation and Unbanked Funds.

At any time, the contents of a till can be reconciled against recorded payments. Typically this would be an end-of-day routine, but could be done to coincide with banking sessions. Till reconciliations give you the opportunity to monitor accuracy at the POS and make any under/over corrections prior to actually banking the funds.

The process of till reconciliation works very much the same as a banking session. The purpose of the till reconciliation is to compare recorded takings to actual till takings.

To complete a till reconciliation:

- Nominate the Till# you would like to reconcile and select EDIT. A summarised list of all transactions, grouped by their Payment Types and with a transaction count for each type, will be showing with a TOTAL for each payment type. If you would like to see a breakdown on the total for any payment type, click on the 'Show Details' button at the bottom of the screen.
- Having added/counted each payment type total in the till, record the 'real amount' in the column with that header. If the 'Amount' column matches the 'Real Amount' column exactly, the line will turn green – indicating a fully reconciled total. If the real amount differs from the recorded amount, the difference (+/-) will be calculated and placed in the respective column with that name. This difference will become an 'unders/overs' expense, and the + or – amount will now be showing in your Unbanked Funds.
- With the float now accounted for as part of the till cash total, staff need only count and record the exact denominations into the cash calculator – including the float. Automatic calculations of unders/overs will be made via the cash calculator.
- To activate the cash calculator, click on the 'browse' button in the REAL AMOUNT column of the Till Reconciliation screen. In the example below, there have been four cash transactions recorded at this till totalling \$1,511.75. The staff member has activated the Cash Calculator and simply typed in the number for each dollar denomination, float and all.

Payment By	Tran. Count	Amount	Real Amount	Difference
Cash (less \$200.00 float)	4	1511.75		0.00
Cheque	3	3257.50		0.00
Direct De	1	70.00		0.00
MasterCard	1	159.00		0.00
<b>Total</b>		<b>\$1711.75</b>		
Inv#		Total less \$200.00 float	\$1511.75	
				\$874.50
				\$397.50
				\$39.75
				\$200.00

Note/Coin	Qty	Total
\$100	17	\$1700.00
\$50		
\$20		
\$10	1	\$10.00
\$5		
\$2		
\$1	1	\$1.00
\$0.50	1	\$0.50
\$0.20	1	\$0.20
\$0.10		
\$0.05	1	\$0.05
<b>Total</b>		<b>\$1711.75</b>

## Cash Rounding

If you do NOT have Jim2 set with the option to 'round to the nearest 5 cents', then coin (currency) denominations may limit your ability to tender EXACT cash change in some circumstances. For example: an Invoice totals \$19.99. The customer gives you \$20 cash as payment, and you will not be able to give the customer 1 cent cash change (you could, however choose to give them a 1 cent credit for next time...).

It is accepted retail practice to round total invoices up or down to the nearest 5 cents for cash transactions. As such, if an invoice total ends in 1, 2, 6 or 7 cents and the customer is paying by cash, Jim2 automatically rounds the transaction down to end in zero or 5 cents respectively - and moves the odd cents to your new linked Rounding (expense) Account.

If an invoice total ends in 3, 4, 8 or 9 cents and the customer is paying by cash, Jim2 automatically rounds the transaction up to end in 5 or zero cents respectively and moves the odd cents to your new linked Rounding (expense) Account.

Rounding does not effect the invoice total (or Debtor Records) and does NOT take place for other payment types – only cash.

See also: Accounting Fact Sheet  
Stock Control Fact Sheet

