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User's Manual

COUGAR V8

**THIS IS VERSION 8.0.0.1 OF THIS MANUAL
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PREPARED BY INTER-REGISTER COMMUNICATIONS (M) SDN BHD

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Chapter 1. Getting Started

1.1. Conventions

Menu Paths: Menu paths are shorthand instructions that tell you how to get from Cougar POS Office main menu to a particular screen or program area.

IrcPosW : File Maintenance/Store Setup>Region

The menu path tells you to select **Store Setup** from the **File Maintenance** menu, and then select **Region** from menu tree of Store Setup.

Often the path will be abbreviated by omitting the first couple of selections, assuming that you are already in the neighborhood.

Screen Buttons: Screen buttons are buttons that are found on the application. It is printed like this when you are expected to click it:

OK, Cancel and Agreement

Date Entering: You are expected to type in information when you see format below:

Data Entry



Notes/Tips

A note provides hints, tips, advice, or suggestions.



Cautions

Cautions alert you to incorrect procedures or unfavorable conditions that could damage the user's system or database.



1.2. License Server

The License Server control the number of Stores that can be created and instances of Users that can access the POS System concurrently.

Take a look at figure below. It shows sample of a typical License Information.

Example:

Let's say we bought a copy of license with 2 Stores and 3 Users. We can create up to 2 stores and maximum of 3 users can access the POS System concurrently.

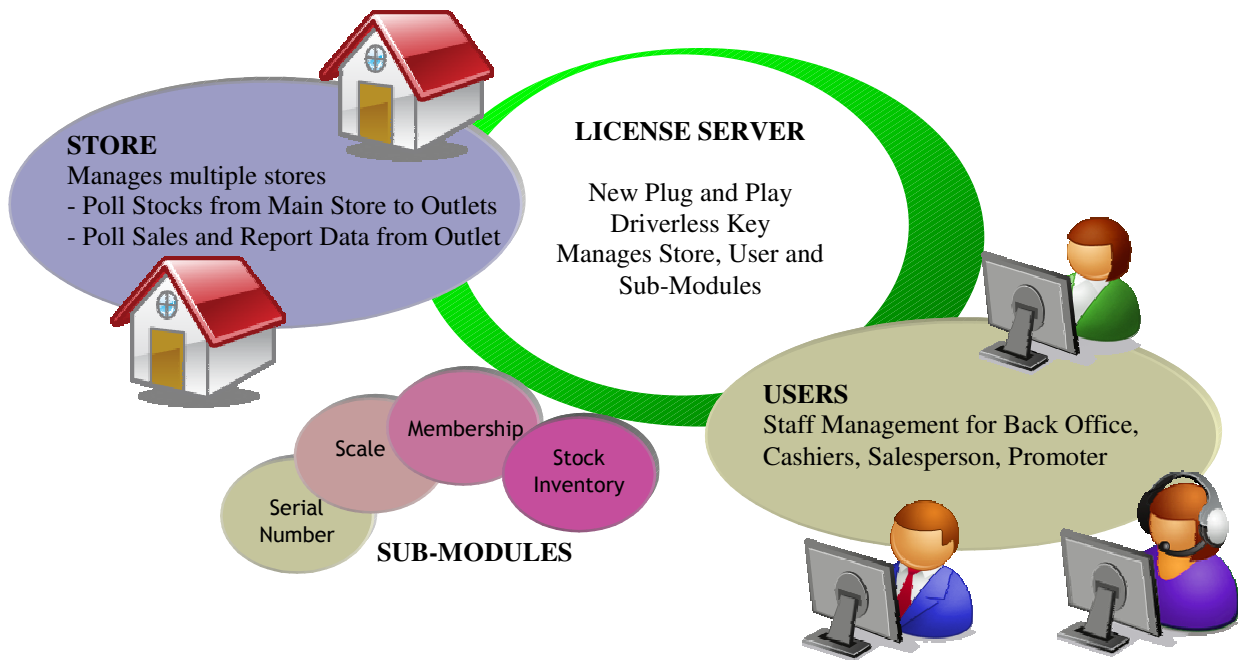


Figure 1-1. License Server information



Chapter 2. Starting Cougar POS System

2.1. Login Screen

Start your application by clicking on the Cougar POS Office icon. The icons are added to the Cougar POS Office Program Folder during setup.

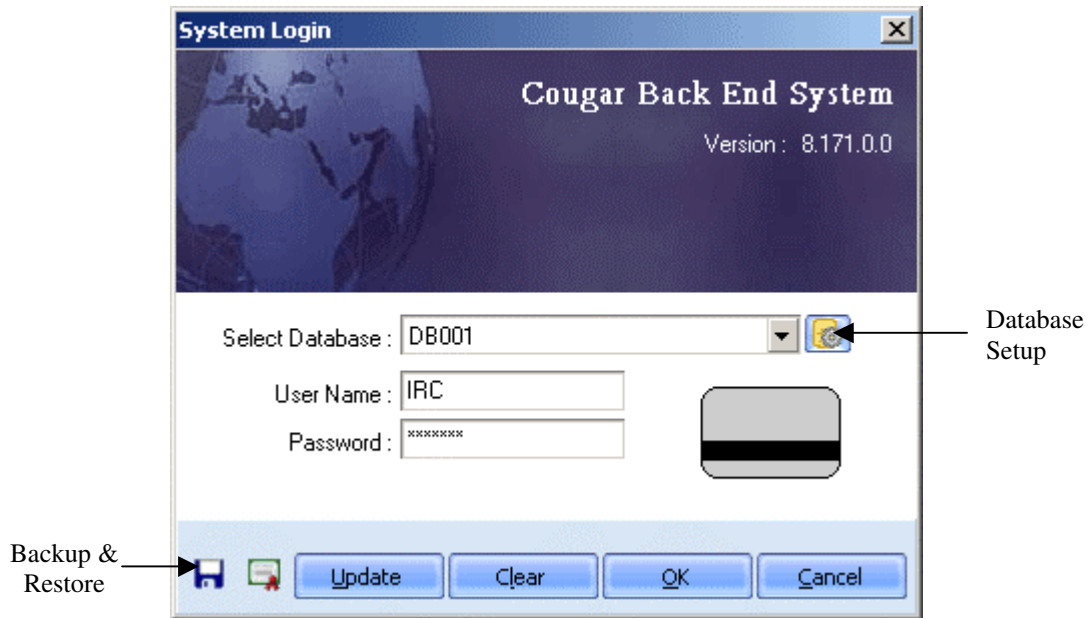


Figure 2-1. Overview of the login screen

The system will automatically start the License Server. Once the application loads, you will be greeted with a Login Screen. Each time you login, you need to provide a Code and Password for the system to verify. This is to make sure that only authorized users are allowed entry.

Login Screen description:

- User Name** - Enter your User ID here. A user is the person who uses the application.
- Password** - Enter your Password here.
Note: You can swipe your magnetic card to login
- Select Database** - Indicate database in use. You can select another database.
Example: Active database and Training Database to use as training for new staff.



2.2. Backup, Restore and Repair Database

Database Maintenance

It is recommended to backup your database every week. Then repair and reconstruct database every month.

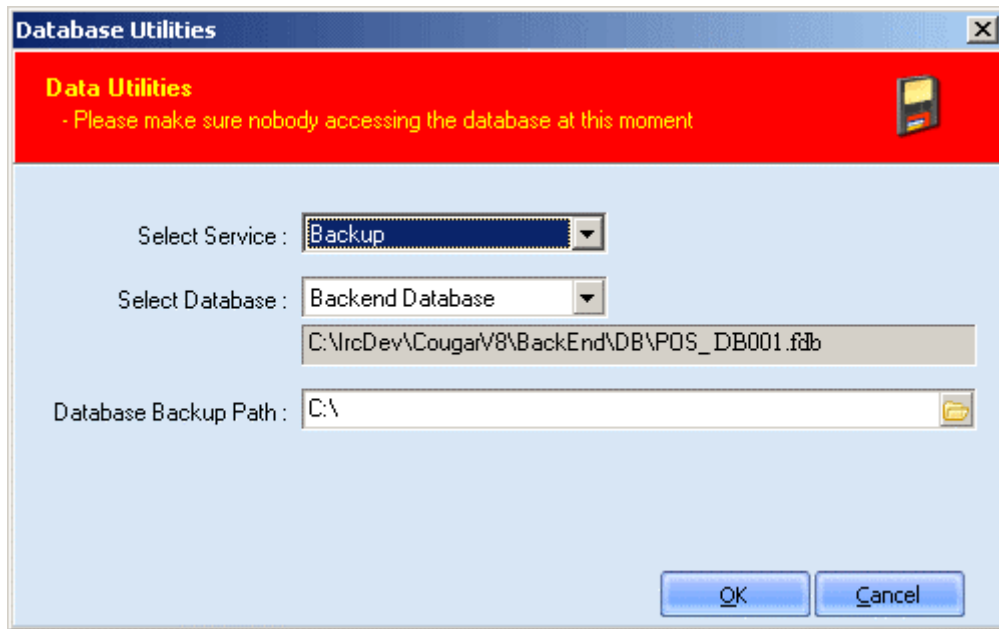


Figure 2-2. Overview of the Database Utilities

First, make sure all users are offline. At the login screen, click on the Backup and Restore button. After key-in the password, you will be taken to the Database Utilities.

Database Utilities description:

- Select Service** - You can select to Backup, Restore, Repair, or Repair and Reconstruct your database.
- Select Database** - You can select the Backend Database or POS Closing Database
- Database Backup Path** - Select the path where you want your backup database to be kept.



2.3. Changing User Name and Password

User name and passwords are identifier provided to system users to login to the system.

Users can change their password and username at the Change Password section.

Please follow the steps below to change:

- i. Click on the **Change Password** icon located at the *Main Toolbar*
Main Toolbar > Cougar > Change Password
- ii. The change password form will pop-up.

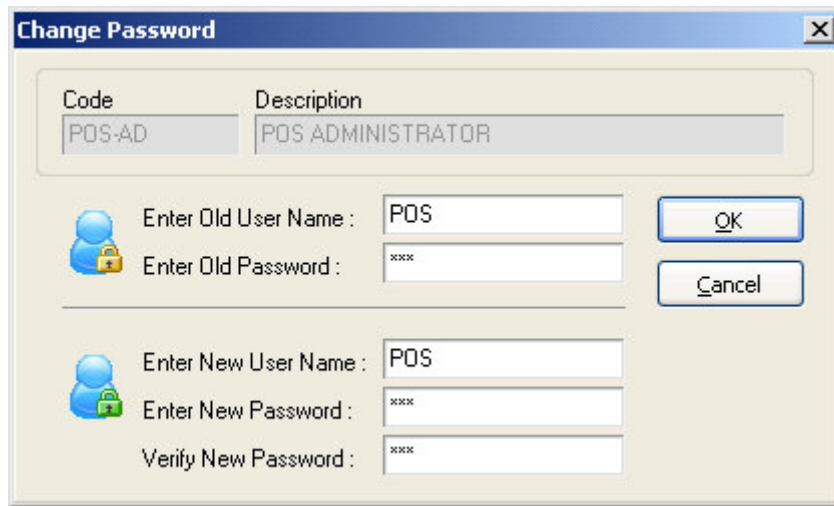


Figure 2-3. Overview of Password form with Change Password selected

- iii. Enter your Old User Name and Old Password to change. Then, type in your **New User Name** or **New Password**. Repeat your new password at field **Verify Password**.
- iv. Press button **OK**.

Change Password is especially useful for main office to create login for outlet staff. New staffs can change to their preferred name and password easily.

It is also used to recycle staff identity for part-time and temporary staffs. With Change Password, only the user name and password is changed without changing the access card and user security.



If you have lost your Username / Password or if it is your first time login, please consult our Support Personnel for the Access Key.

System Access Key:

Id: _____ Password: _____

Please keep access key in a safe place.



2.4. Creating User and User Group

User Group

First, create the User Group for System Administrator and groups who will use the system such as Manager, Back Office, Store Manager, Supervisor and Cashier.

Security Level > User Group

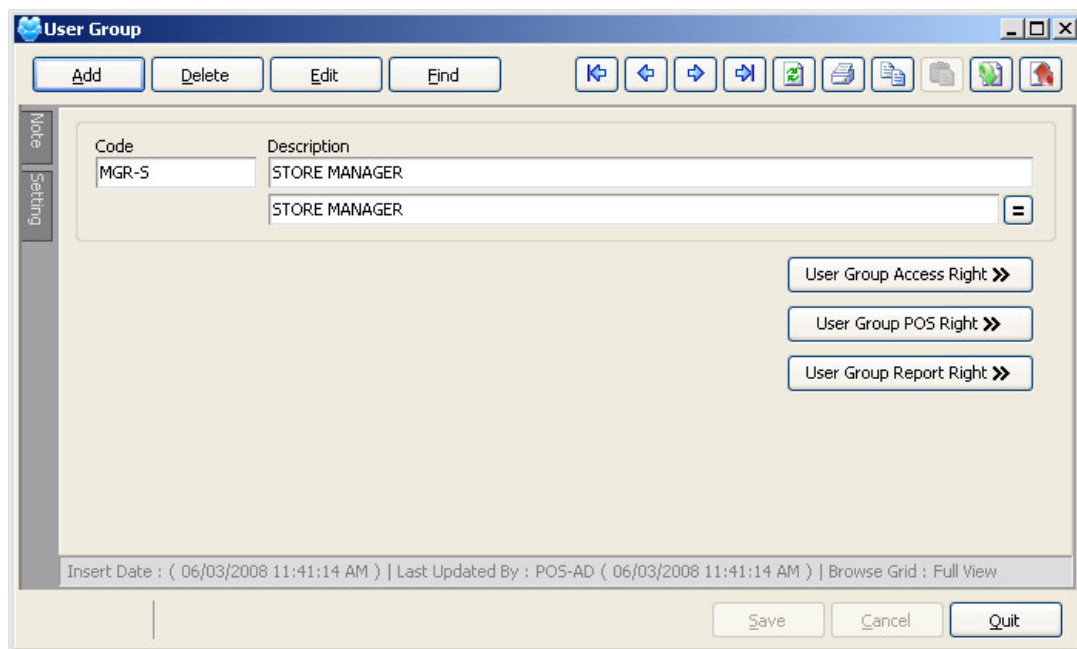


Figure 2-4. Overview of User Group

There are three types of access rights in Cougar V8:

- a. User Group Access Right
Access rights for users and group security, data entry and maintenance for stock, supplier and customer, AP and AR entry and membership maintenance.
- b. User Group POS Right
Control access rights for pos terminal users.
- c. User Group Report Right
Control access rights for reporting.



User Group Right

For each access rights, users are granted 8 types of permissions:

- Execute - Access right to run the resource
When this right is not assigned, the user will be blocked from accessing the resource
- Add - Access right to add new item into the resource
- Delete - Access right to delete item from resource
- Edit - Access right to amend the resource
- Post - Access right to post the Stock AR / AP document
- Print - Access right to output/print the document
- Design - Access right to design and amend documents and reports
- Validate - Access right to override and give access to other non-rights user.

For instance, Cashier has no access to Change Price, but require Supervisor permission to give her the access.

The screenshot shows a window titled 'User Group Right [User Group : MGR-5]'. It contains a table with columns for 'Description', 'Execute', 'Add', 'Delete', 'Edit', 'Post', 'Print', 'Design', and 'Validate'. The table is divided into two sections: 'POS : a) General' and 'POS : b) Functions'. The 'Execute' column is checked for all items in both sections. The 'Edit' column is checked for 'POS Setting' in the General section. The 'Post' column is checked for 'Receive Amount' in the Functions section. The status bar at the bottom indicates '76 records' and 'Last Updated By : POS-AD (06/03/2008 3:53:52 PM)'. There are also buttons for 'Save', 'Cancel', and 'Quit'.

Description	Execute	Add	Delete	Edit	Post	Print	Design	Validate
POS : a) General								
Day End Closing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Price Enquiry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
POS Setting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Printer Setup	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Select Counter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
POS : b) Functions								
Transaction Void	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Re-Print Receipt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Non Found PLU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Refund	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Price Change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Item Discount (%)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Item Void	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
All Void	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Item Discount (-)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paid Out	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Receive Amount	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Safe Drop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
No Sale	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Price Level	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 2-5. Overview of User Group Rights



User

To define and manage system user and security access level for all categories. Users can be created and managed on site or at main store.

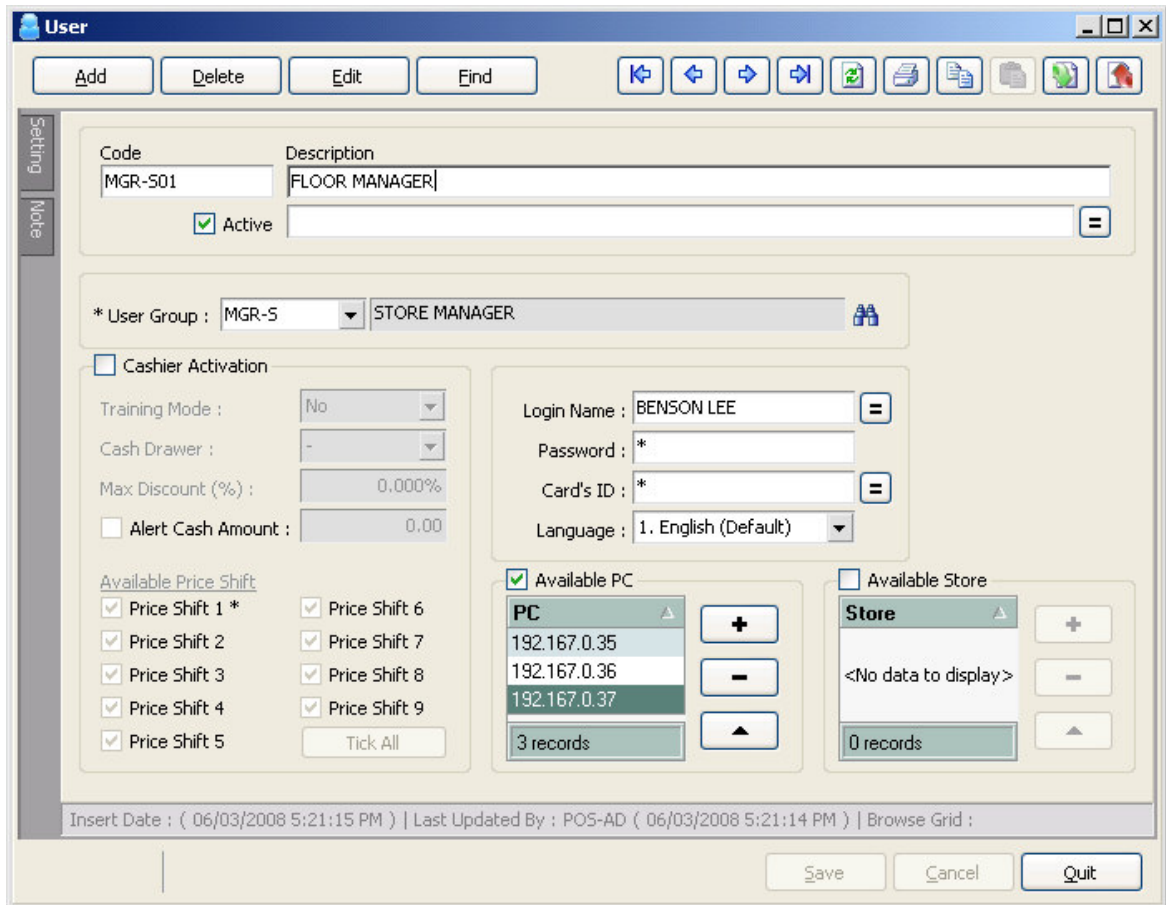


Figure 2-6. Overview of User Setting

Table 2-1. Input information User

Item	Description
Maintenance > Security Level > User	
Code	Unique identification code to identify user. Cannot edit after create <i>E.g. Outlet Manager, Supervisor, Purchasing</i>
Description	Column to input Code Description
Active	Only active users are allowed to login the system Non active users are barred from the system
User Group	To set the Group Security level for the user
To login and use the system, User must key in their Login Name and Password.	



User can also swipe the magnetic card to login	
Login Name	User login name
Password	User Password
Card's ID	Card ID for magnetic swipe card
Language	User prefer language The system will run in User's selected language
Available PC	Tick to limit User PC access List down the accessible PC IP address
Available Store	Tick to limit User Store access List down the accessible Store
Cashier Activation	Only active cashier can login the POS System
Training Mode	Enable for cashier training
Cash Drawer	To set the active cash drawer for cashier
Max Discount (%)	Maximum % discount allow for POS transaction
Alert Cash Amount	To alert cashier when cash in drawer amount is exceeded
Available Price Shift	Price Shift 1 is enable by default Tick to enable Users access to other Price Shifts

Add A User

- In User screen, press button [**ADD**].
- Next, key in the USER CODE and DESCRIPTION.
User Code and Description is a unique primary key use to describe and find the user. For instance, User Code MGR-S01 is used to describe Floor Manager.
Make sure the checkbox Active is selected so that active users can login to the system.
- Next, select the User Group. User Group is the group access to restrict/permit users operation and system functionality.
- Then, key in the LOGIN NAME, PASSWORD and CARD ID (where applicable).
The beauty of the system is, that you can manage your system accessibility by USER CODE and DESCRIPTION instead of by user. For instance, temporary/part-time worker. These are not permanent workers and thus, can change very frequent. Instead of deleting and generating new user login, you can directly change the login name, the new worker can use back the User Code and Card ID.
- CASHIER ACTIVATION is applicable for users who uses the front operation.
You can set the Cashier Training Mode, Cash Drawer number, Maximum discount %, Alert Cash Amount, and Price Shift available for use.
- In AVAILABLE PC, the system only allows the user to login to the listed PC only. Users will not be able to login to PC not listed.
- In AVAILABLE STROE, the system only allows the user to login to the listed store only. Users will not be able to login at another store.



Edit A User

1. In User screen, press button [**EDIT**].
You can only edit the user after the button edit is pressed.

NOTE: Always select button [**EDIT**] before any editing. This is applicable for all backend functions and documents.

Delete A User

1. Browse to the selected User. You can use find to find the User.
2. Next, press button [**DELETE**].
The system will confirm with you, press button OK if you want to delete the User.



Chapter 3. POS Back Office Maintenance

This module contains functions required for you to setup and maintain your store, system users, staff, stock, suppliers and customers. Proper planning is important because it will affect your reports and data structure.

In Cougar V8, Maintenance items are grouped together in one section to enable easy and user friendly access. Let's take a brief tour on each maintenance items.

3.1. Store Setup

Store Setup is used to do store maintenance, for instance update existing stores information, add or delete stores. In Cougar V8, Stores can be divided by Zone, Region and Area. Each store can be assigned different Store Group, depend on the function (Main Office, Outlet, Warehouse) or store brand. Each Store can share same price level or assign own prices for their stocks.



Figure 3-1. Overview of Store Setup

The list below shows the items in Store Setup and its usage.

- i. Zone, Region, Area - To define the locality for your store.
e.g. Kuala Lumpur, Kuantan and Johor Bahru.
- ii. Store Group - To define the type of store or different store branding.
e.g. HQ, Branch and Warehouses
- iii. Store - To define the list of stores that you have.



Store Zone

You can define your store zone here.

Example are geographical locality by Country (Malaysia, Singapore, Thailand) or by Region (Peninsula, Sabah & Sarawak).

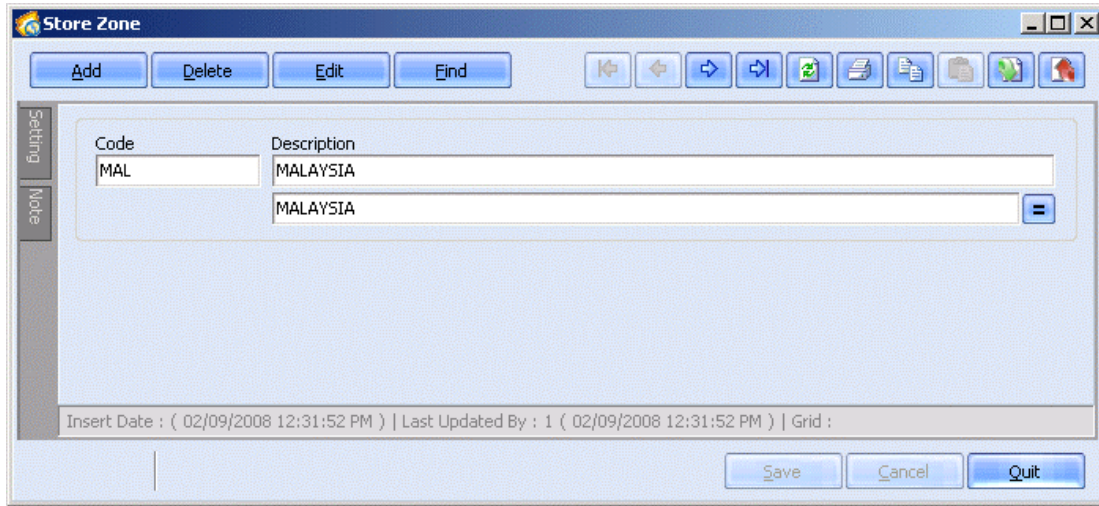


Figure 3-2. Overview of Store Zone

Table 3-1. Input information Store Zone

Item	Description
Maintenance > Store Setup > Store Zone	
Code	Unique identification code to identify Store Zone. Cannot edit after create
Description	Column to input Description
Description 2	Column to input Description 2



Store Region and Area

You can define your store region or area here. To add store region and area, first, you must select Store Zone. Next, you can create Store Region for each zone and under each region, you can create Store Area.

Example are Store Zone (Malaysia) > Store Region (Sabah) > Store Area (Kota Kinabalu, Sandakan)

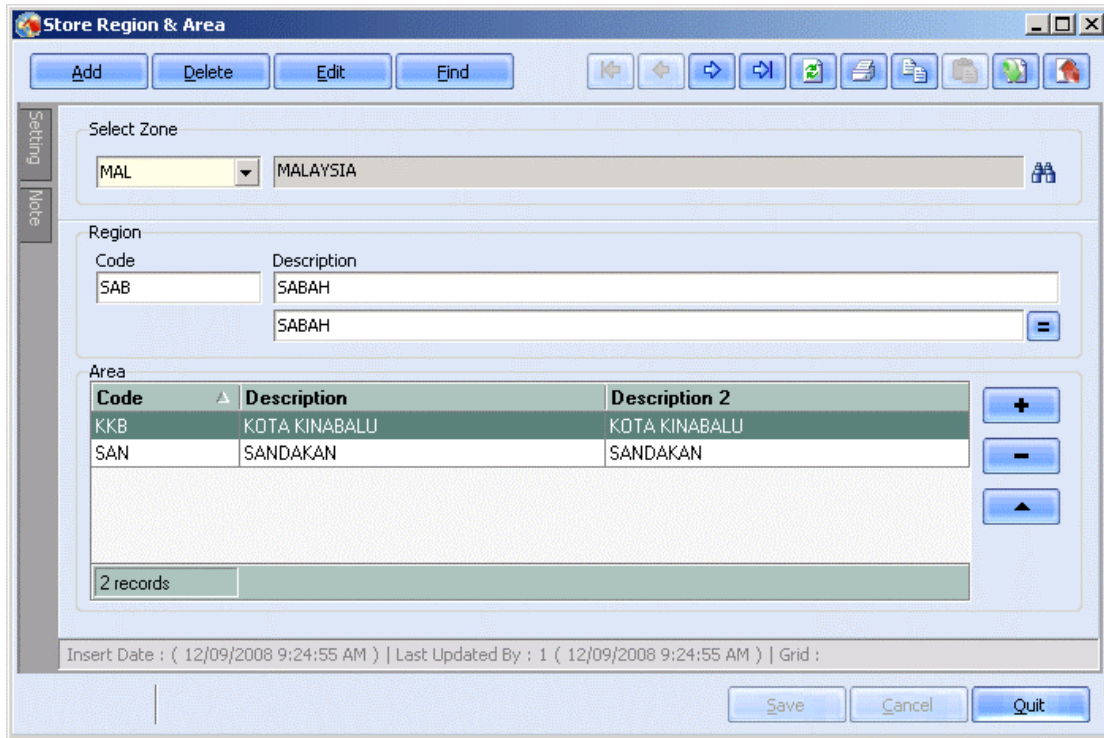


Figure 3-3. Overview of Store Region and Area

Table 3-2. Input information Store Region & Area

Item	Description
Maintenance > Store Setup > Store Region & Area	
Select Zone	First, you are required to select Store Zone.
Region Code	Unique identification code to identify Store Region. Cannot edit after create
Description / Description 2	Column to input Region Description and Description 2
Area Code	Unique identification code to identify Store Area. Cannot edit after create
Description / Description 2	Column to input Area Description and Description 2



Store

You can manage POS Terminal, forecast sales target, customize store Header and Footer and Document ID for every instance of Store.

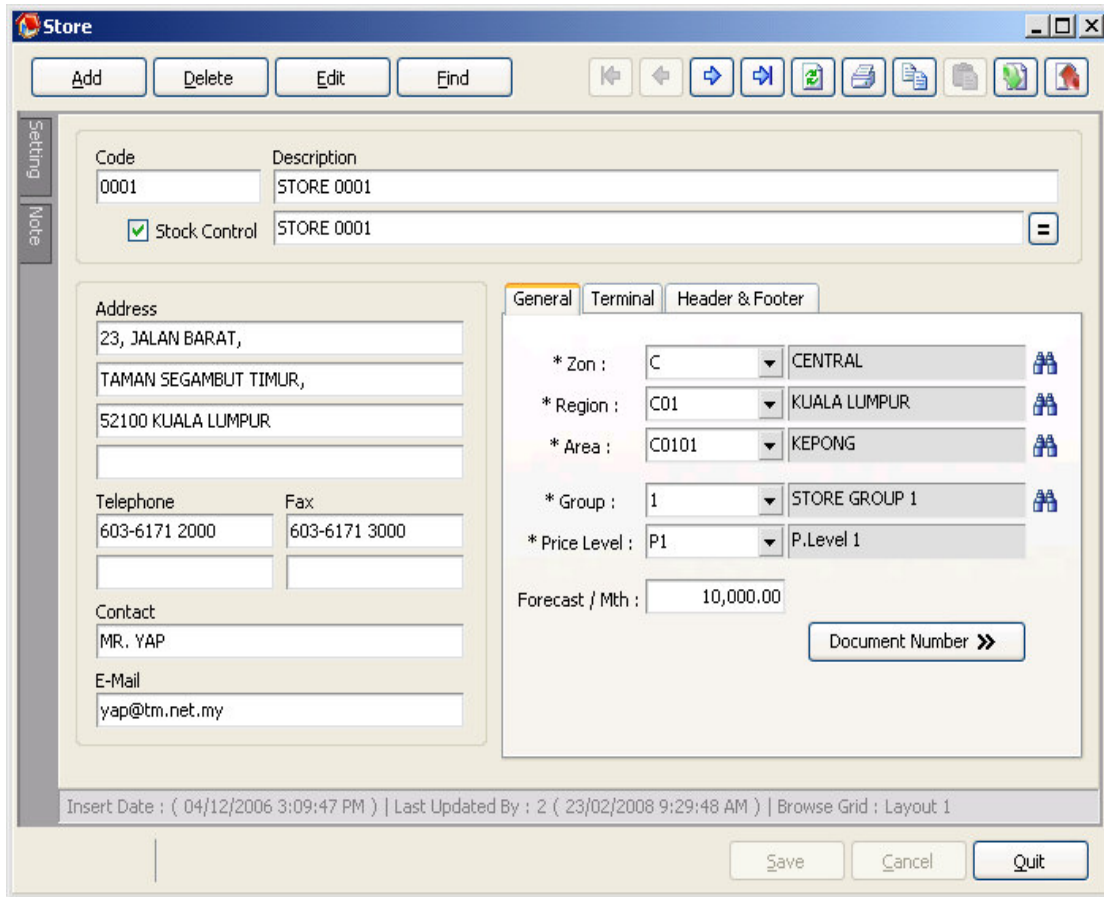


Figure 3-4. Overview of Store

Table 3-3. Input information Store

Item	Description
Maintenance > Store Setup > Store	
Code	Unique identification code to identify store. Cannot edit after create
Description	Column to input Code Description
Stock Control	Only Active Stock Control can access the Stock Maintenance



Contact Details	
Address	To input store address
Telephone / Fax	To input Telephone and Fax
Contact	To input contact person
E-mail	To input contact e-mail
General	
Zon / Region / Area	Link Store to Zone, Region and Area
Group	Link to Store Group
Price Level	Link to Store Price Level. Default Price Level 1. Can set up to Max 9 Price Level, with 9 Price Shifts per level. <i>e.g. Price Level 1: Divide by Zone – Johor, Melaka, Kelantan</i> <i>Price Shift : Normal Price, OfferPrice, Member Price per Price Level</i>
Monthly Forecast	To input Store Sales Forecast/Target per month
Document Number	To input Document ID for easy identification. You can set the ID Format, Next Number and Auto Numbering
Terminal	
Code	Unique identification code to identify Store Terminal
Description	To input Terminal description
Active	Activate/Inactivate POS Terminal for transactions <i>Note: Extra terminals can be created to accommodate sales. After sales, these terminals can be deactivated.</i>
Header & Footer	
Document Header	To insert document header/footer. Use in Document and Report.
Document Footer	



3.2. Personnel Maintenance

With Personnel Maintenance, you can manage back office staff, counter staff, in-store salesperson and even promoter and agent.

a. Salesperson/Agent

To define and manage store Salesperson and handle the commission and sales forecast.

To define Supplier Agent servicing the store. And also to define own Store Agent serving the customer.

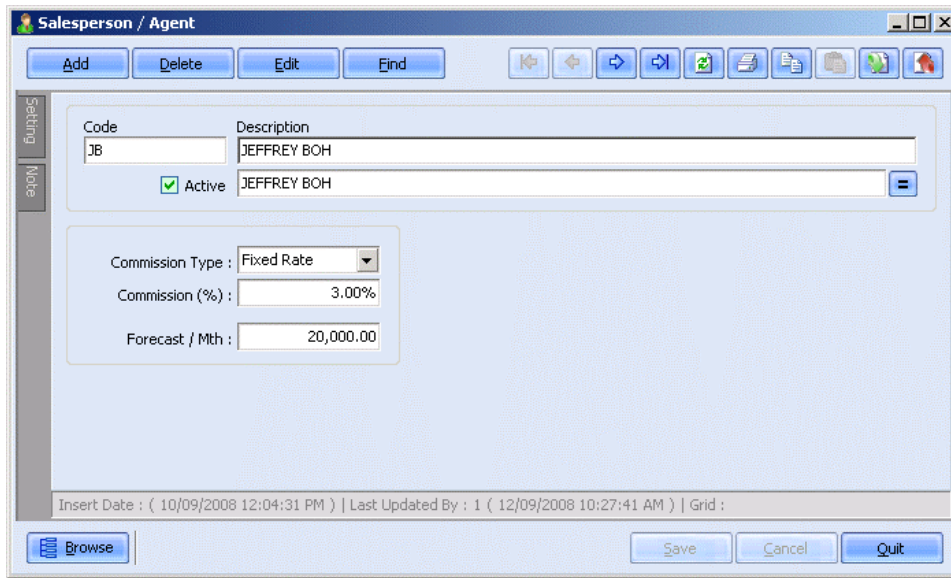


Figure 3-5. Overview of Salesperson/Agent

Table 3-4. Input information Salesperson / Agent

Item	Description
Maintenance > Personnel Maintenance > Salesperson / Agent	
Code	Unique identification code to identify Salesperson/Agent. Cannot edit.
Description	Column to input Description
Active	To set Active/Inactive Salesperson/Agent
Commission Detail	
Commission Type	To select Commission Type – None, Fixed Rate, Stock Rate <i>None – No commission</i> <i>Fixed Rate – Commission by Receipt Total</i> <i>Stock Rate – Commission by Stock Rate</i>
Commission (%)	To input commission by percentage
Forecast / Month	To input Salesperson / Agent forecast by month



b. Promoter

Promoter is a person who promotes and sell certain products. The promoter is usually linked to the products' supplier.

The screenshot shows the 'Promoter' form with the following data:

- Code:** EW
- Description:** ELLA WONG
- Active:**
- * Supplier:** A0001 (AAA SDN BHD)
- Commission Type:** Stock Rate
- Commission (%):** 7.00%
- Forecast / Mth:** 10,000.00

At the bottom, it shows: Insert Date : (10/09/2008 12:06:36 PM) | Last Updated By : 1 (04/12/2008 3:55:51 PM) | Grid :

Figure 3-6. Overview of Promoter

Table 3-5. Input information Promoter

Item	Description
Maintenance > Personnel Maintenance > Promoter	
Code	Unique identification code to identify Promoter. Cannot edit.
Description	Column to input Description
Active	To set Active/Inactive Promoter
Supplier	
Supplier	To select Supplier
Commission Detail	
Commission Type	To select Commission Type – None, Fixed Rate, Stock Rate <i>None – No commission</i> <i>Fixed Rate – Commission by Receipt Total</i> <i>Stock Rate – Commission by Stock Rate</i>
Commission (%)	To input commission by percentage
Forecast / Month	To input Salesperson / Agent forecast by month



c. Employee Group

Employee can be grouped into Employee Group and Employee Class. For instance, outlet staff and main office staff

Example:

Employee Group 1: Mid Valley staff, KLCC staff, Main Office staff

Employee Group 2: Permanent Staff, Temporary Staff, Promoter

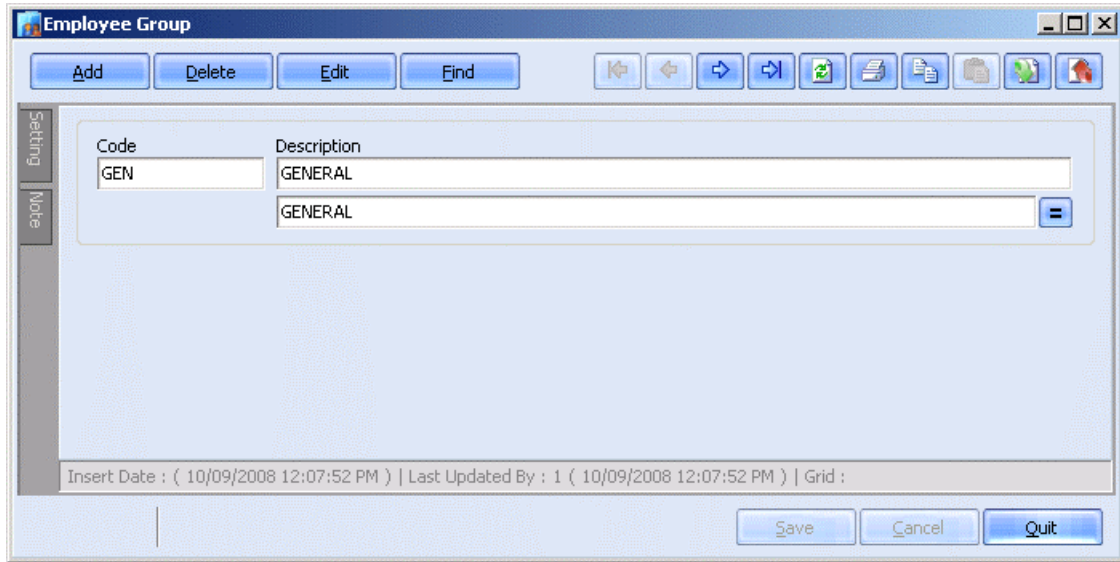


Figure 3-7. Overview of Employee Group

Table 3-6. Input information Employee Group

Item	Description
Maintenance > Personnel Maintenance > Employee Group	
Code	Unique identification code to identify Employee Group. Cannot edit.
Description	Column to input Description



d. Employee Class

Beside Employee Group, you can also group employee by class.

Example:

Employee Class : Cashier, Supervisor, Manager

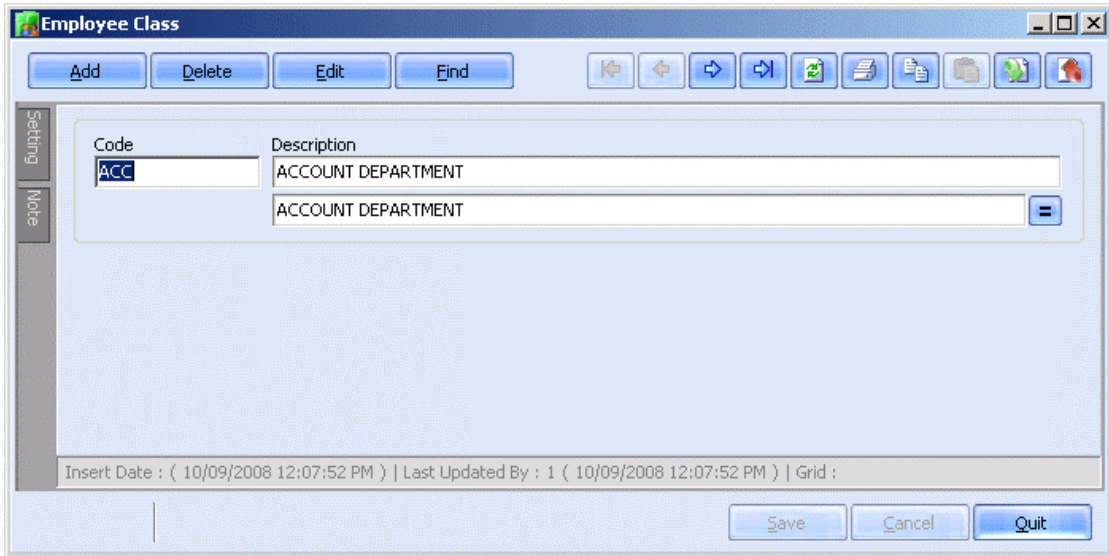


Figure 3-8. Overview of Employee Class

Table 3-7. Input information Employee Class

Item	Description
Maintenance > Personnel Maintenance > Employee Class	
Code	Unique identification code to identify Employee Class. Cannot edit.
Description	Column to input Description



e. Employee

Employee are persons hired by a company to perform tasks. You can use Cougar V8 to list employees in your company. You can link the employees to group and class.

Among the details you set are the employee's contact, address, e-mail, emergency contact details, marital information, hire date and resignation date.

Figure 3-9. Overview of Employee

MyKad Reader

Do you know that you can use MyKad to directly input your Personnel (Promoter, Agent, Employee) and Customer information?


Follow the steps below to automatically capture information from the My Kad.

- STEP 1: Make sure you have a valid MyKad Reader attached.
- STEP 2 : Press the button MyKad and the capture screen will be loaded.
- STEP 3 : Once the device is detected, insert your MyKad into the Card Reader and press button READ to start capturing information.



My Kad [X]

My Kad Reader
- Read My Kad data



Device ID :

Name : ALEX WONG

New IC : 590831-14-3333 Old IC : 5908316

Date Of Birth : 31-08-2008 Gender : LELAKI

Place Of Birth : KUALA LUMPUR

Citizenship : WARGANEGARA Race : CINA

Issue Date : 01-01-2001 Religion : BUDDHA

Address : 34, JALAN TANJUNG SD 13/1
BANDAR SRI DAMANSARA
52200 KUALA LUMPUR
MALAYSIA




Figure 3-10. Overview of MyKad capture screen

STEP 4 : Once the information is captured, it will be displayed on the capture screen.

STEP 5 : Press button Download to transfer information to your employee details.

STEP 6 : Press Close to close the MyKad capture screen.



Table 3-8. Input information Employee

Item	Description
Maintenance > Personnel Maintenance > Promoter	
Code	Unique identification code to identify Promoter. Cannot edit.
Description	Column to input Description
Active	To set Active/Inactive Promoter
Contact Detail	
Address	Column to input address
Telephone	Column to input telephone number
Mobile	Column to input mobile number
Nick Name	Column to input nick name
Title	Column to input title
E-mail	Column to input e-mail
General Detail	
Race	Column to select race
Religion	Column to select religion
Group	Column to select Employee Group
Class	Column to select Employee Class
Emergency Contact Details	
Contact	Column to input emergency contact name
Relationship	Column to input emergency contact's relationship; e.g. mother, father, sister, relative, friends, etc
Telephone	Column to input emergency contact's telephone number
Mobile	Column to input emergency contact's mobile number
Details	
Gender	Column to input gender; e.g. male, female
Marital Status	Column to input marital status; e.g. single, married
Nationality	Column to input nationality
NRIC No	Column to input NRIC number
Date of Birth	Column to input date of birth
Hire Date	Column to input hire date
Resigned Date	Column to input resigned date



3.3. POS Maintenance

Maintenance at the front counters is easier using POS Maintenance. You can set the shift at the front counter, define the payment types, set the discount and premium rate, easier cash declaration, tax and questionnaire setting and update promotion at your finger tips.

- a. Shift - to define the shifts.
e.g. Morning Shift set to 6:00 – 15:00
Afternoon Shift set to 12:00 – 21:00
Evening Shift set to 15:00 – 23:59
 Shifts are used at Front POS to record front staff (cashier, supervisor, manager) login to the system. X/Z Sales Report can be retrieved by shift.

Figure 3-11. Overview of Shift

- b. Discount - to set the discount rates.
 You can set the rate in term of Percentage or Amount.
e.g. 10%, 20% and 30%.or RM10 and RM20
 For Open Discount (Percentage/Amount), please set "0".

There are three types of discount, all deductible under Item/Subtotal discount:

- Discount;
- Store Voucher; and
- Supplier Voucher

You can set the discount to Disable After Subtotal, where item after discount, cannot discount during subtotal.



You can set Active Date range for discount. Once date range is activated, discount is only valid for dates fall in the range only.

You can also set the rounding for discount, and rounding to preferred cents:

- a. Round Nearest

Example:

Round Nearest to 5

End Digit	Round to	Example
1, 2	0	12.01 → 12.00
3, 4	5	12.33 → 12.35
6, 7	5	12.67 → 12.65
8, 9	10	12.99 → 13.00

- b. Round Down

Round down will round to the number downwards to the next lowest number. Example Round Down to 5:

12.01 → 12.00 12.33 → 12.30
 12.67 → 12.65 12.99 → 12.95

- c. Round Up

Round up will round the number upwards to the next highest number.

Example Round Up to 5:

12.01 → 12.05 12.33 → 12.35
 12.67 → 12.70 12.99 → 13.00

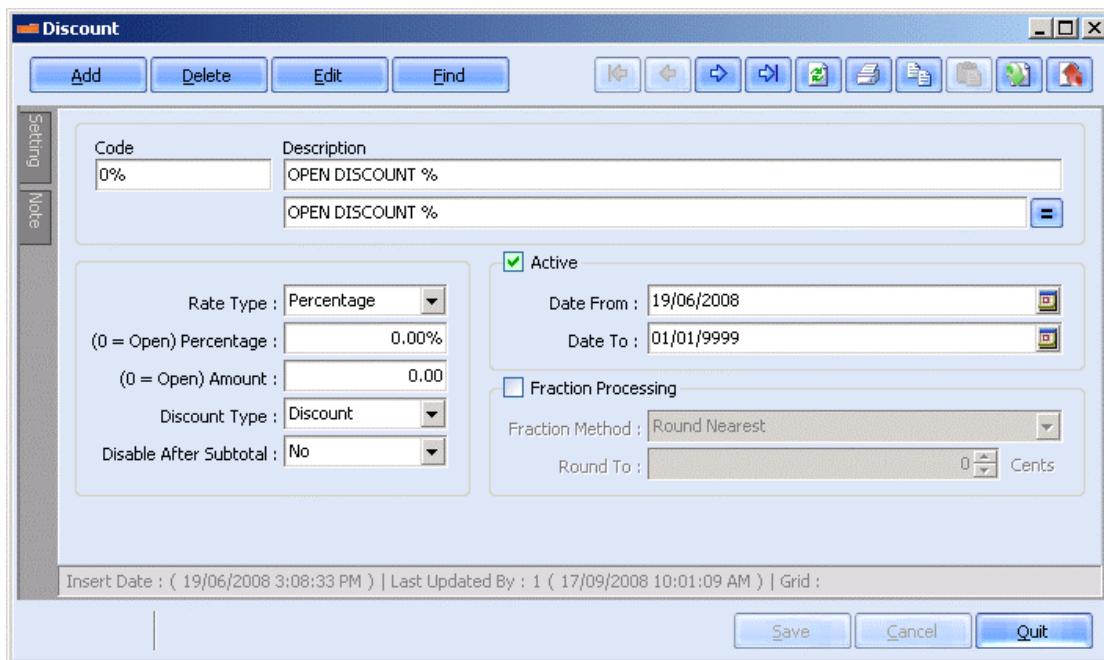


Figure 3-12. Overview of Discount



- c. Premium / Charge - to set the premium rates. Premium is additional charges, for example, when customer uses credit facility to pay their merchandise.

You can set Premium rate by Percentage or Amount

e.g. 2%, 3% or RM10, RM20

For Open Premium (Percentage/Amount), please set “0”.

You can set the premium to Disable After Subtotal, where item after premium, cannot premium again during subtotal.

You can set the Active Date Range for the premium to take effect. Once date range is activated, premium is only valid for dates fall in the range.

You can also set the rounding type and the preferred rounding cents.

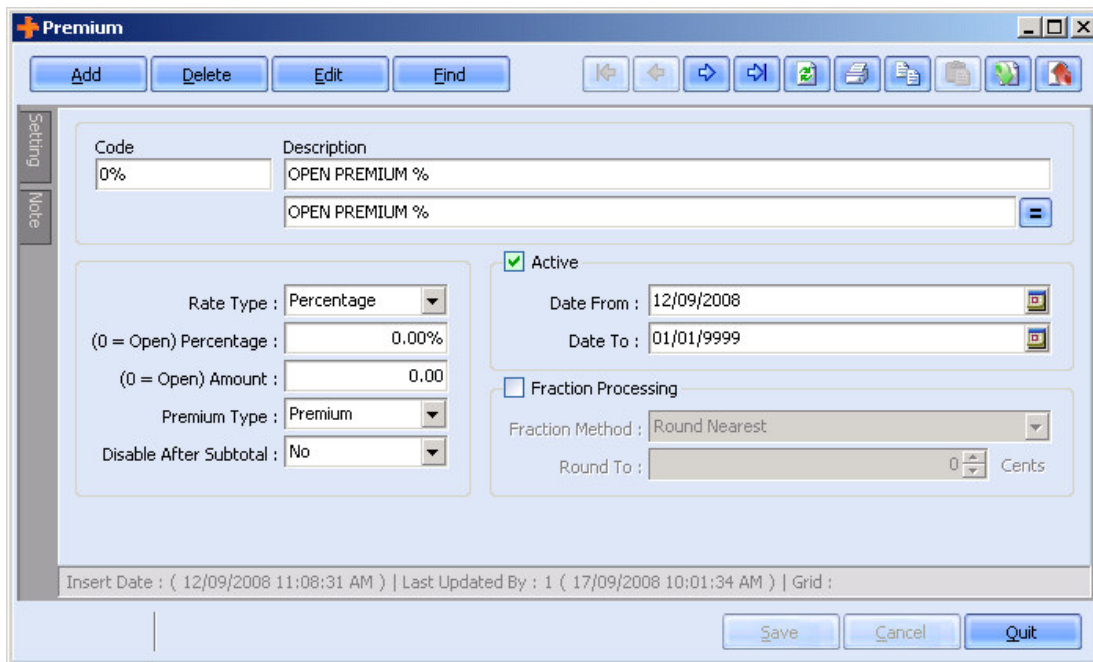


Figure 3-13. Overview of Premium



- d. Payment - to define the payment types.
e.g. Cash, Credit Cards, Prepaid, Cheque, Gift Vouchers and Coupons.
 - a. Click button **Set As Default** to set the default payment type. Only one payment type can be set as default.
 - b. High / Low Limit
 All Payment type has a predefined High / Low limit to control tender amount at front terminals and also to reduce scanning mistakes.
 - c. Over Tender Limit
 Over tender limit is used to control the amount of money received does not exceed the sales amount limit.
 - d. Rounding
 Rounding is applied to the Subtotal Payment at Front POS. You can bind rounding to the Payment Type. For instance, only Cash is applied rounding. If there are multiple payment, Cash is selected last.

Example:

CASH, Round Nearest 5 cent.

TOTAL	38.53
Rounding Adjust	0.02
CASH	38.55

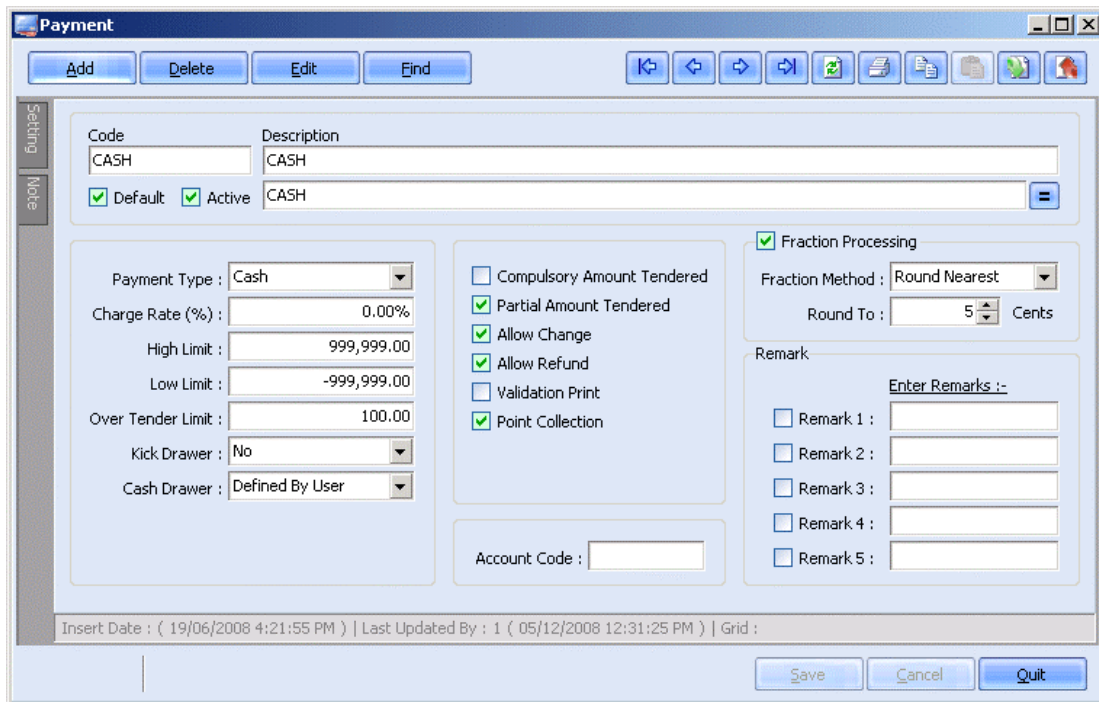


Figure 3-14. Overview of Payment



- e. Money Note - to define the money notes use during transactions. Money Note is use to facilitate cash declaration at closing. *e.g. RM1, RM5, RM10, RM50*

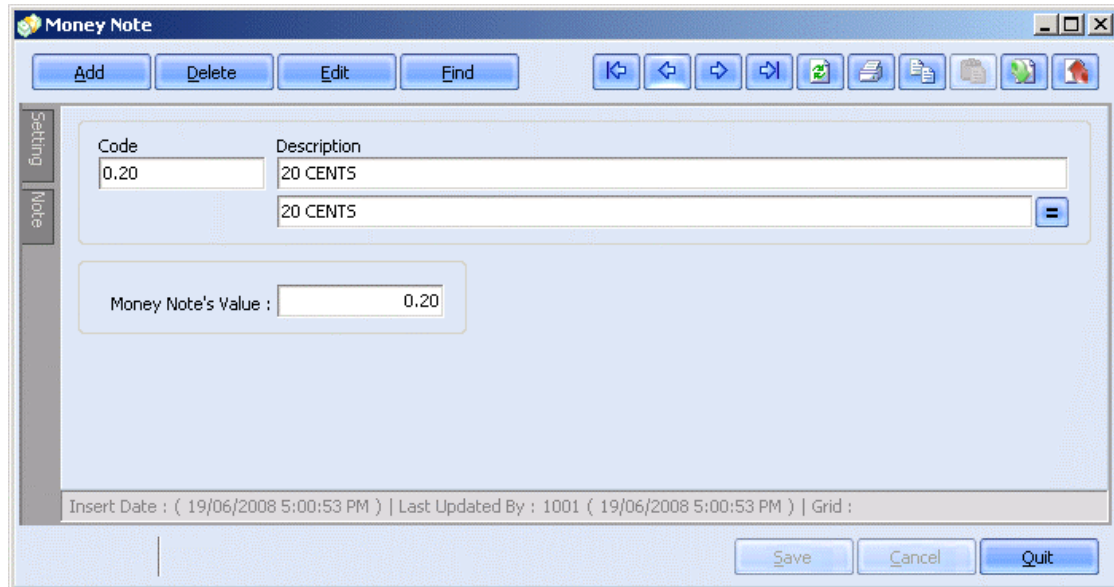


Figure 3-15. Overview of Money Note

- f. Tax System - comprehensive tax table to define tax for transaction purpose.
- Tax System :: None / Canadian / Singapore
First, you must select the type of tax system
The tax table for both tax systems are readily available, you just need to set the appropriate value. For Canadian tax system, you can set up to 4 tax rates and for Singapore tax system, you can set up to 3 tax rates.
 - Rate (%)
Set the tax rate here. Digit for decimal follows the System Configuration Format of Percentage.
 - Round Method
There are three rounding methods as below:
 - a. Round Off
 - b. Round Up
 - c. Cut Off
 Round method is applied to the amount after tax.



c. Tax On Tax

Example :

Tax 1 = Rate 10%

Tax 2 = Rate 10%

Value = RM100

Tax 1 (100 x 0.10) = RM 10

Total after Tax 1 = RM110

Tax 2 (110 x 0.10) = RM 11

Total Amount = RM121
 =====

- Item Disc / Subtotal Disc
You can set the tax to apply before or after a discount
- Active
You can set the active tax. Only active tax will take effect.

g. Questionnaire- questionnaire listing for survey purpose.

For instance survey of age group and gender against their spending habit

- Unlimited Questions and Answer
For each survey questions, you can set unlimited answer. There's no limit on the questions asked.
You can set the sequence for each Question and Answer. You can also set the Default Answer for the question.
- Question Sequence
You can set the question sequence here.
- Active Question
You can set to active the questions you want to ask. Non active questions will not be asked. At front POS, you can set the survey to compulsory/non-compulsory.

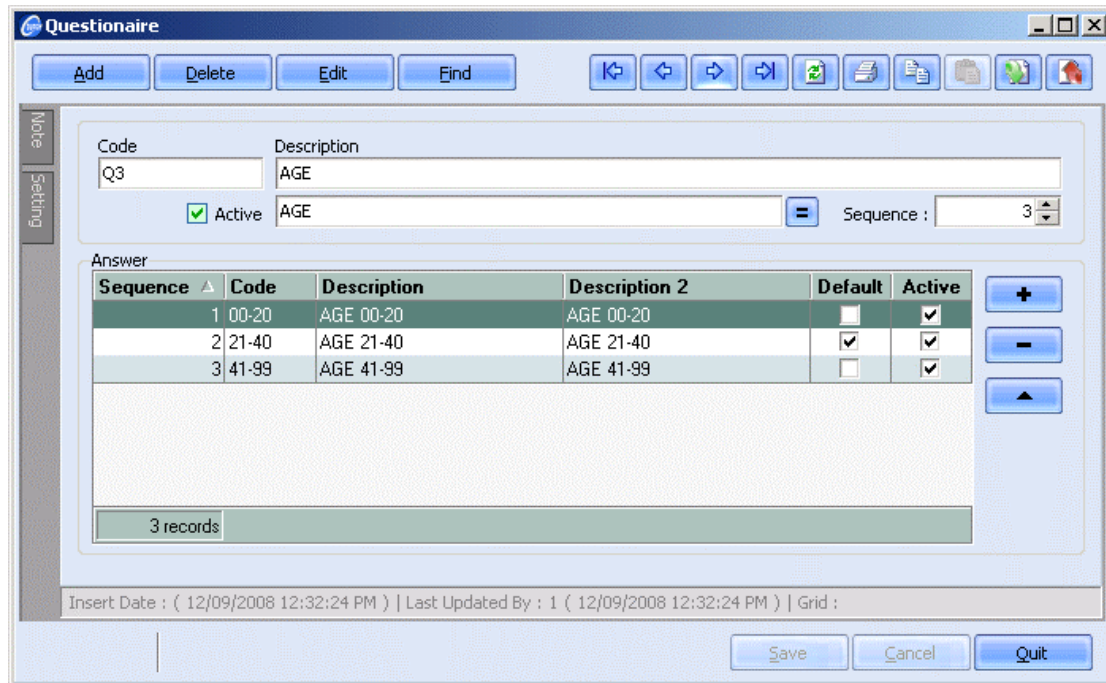


Figure 3-17. Overview of Survey Questionnaire



h. Promotion

Cougar V8 is developed to cater for the growing needs of retailers and supermarkets that offer numerous sales and perks to attract customers. Promotion feature is readily available and users only need to activate it before using.

Customers are freed the hassle of queuing at separate counters just to redeem the promotion items. Retailers save on the need to set up special counter to cater for this group of purchase and can even view their promotion report in the front counters directly.

The following are promotions provided in Cougar V8:

1. Purchase With Purchase (PWP)

PWP allows user to buy promotion item once the subtotal amount is reached.

Example:



VALENTINE PROMOTION
 Buy RM 100 above at supermarket and bring home “I LOVE YOU TEDDY BEAR” at only RM 20.00.
 Teddy Bear worth RM 90.00. Limit to 100 units per outlet. Valid until stock lasts.

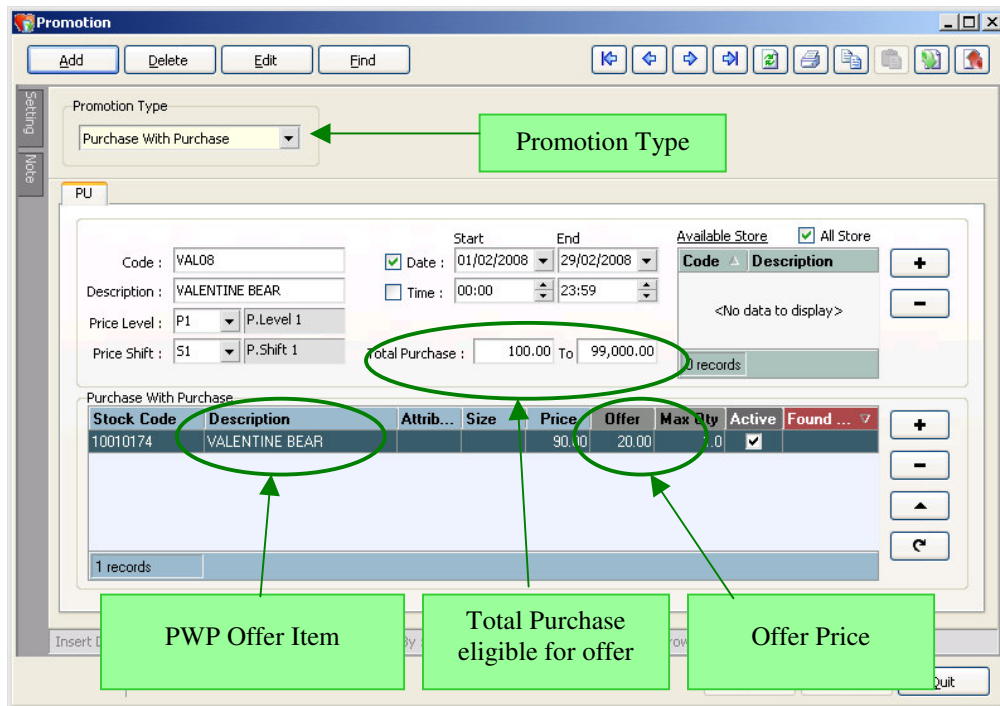


Figure 3-10. Overview of Promotion – Purchase With Purchase



2. Buy X Free Y

Promotion Buy X Free Y allows customer to buy X number of items and directly get Y number of items free directly from the POS counter.

Example:

HEALTH DRINK PROMOTION
 Buy two packets of 2kg Milo at RM 30 each at supermarket and FREE Milo Fuze
 Valid until stock lasts.

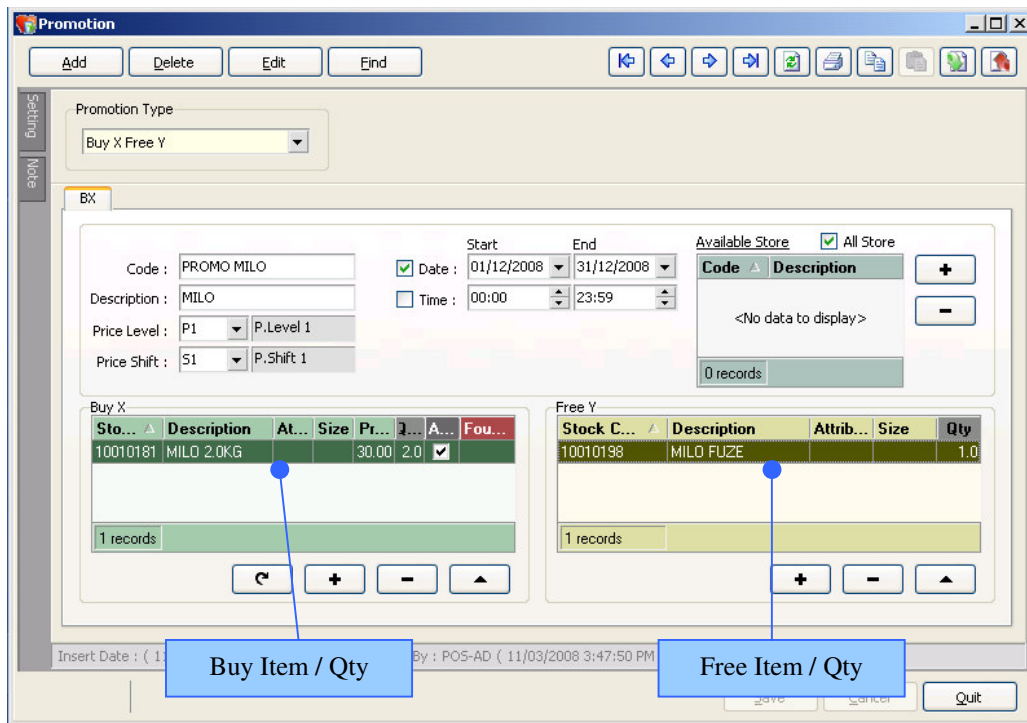


Figure 3-11. Overview of Promotion – Buy X Free Y



3. Multibuy

Multibuy allows customer to buy selected items at promotion price.

Example:



CAMERA PACKAGE
CAMCORDER DVD + 4GB SD CARD
AT RM 2999 only

Valid until stock lasts.

The screenshot shows the 'Promotion' window with the 'Multi Buy' tab selected. The 'Amount To Discount' field is set to 11.00. The 'Multi Buy' table lists two items: CAMCORDER (2,950.00) and 4GB SD CARD (60.00). The total amount before discount is 3,010.00.

Stock Code	Description	Attribute	Size	Price	Active	Found Activated
10010204	CAMCORDER			2,950.00	<input checked="" type="checkbox"/>	
10010211	4GB SD CARD			60.00	<input checked="" type="checkbox"/>	

Annotations in the image point to:

- Multibuy Items:** Points to the 'Description' column in the table.
- Multibuy Discount:** Points to the 'Amount To Discount' field.
- Amount before discount:** Points to the total amount '3,010.00' at the bottom of the table.

Figure 3-12. Overview of Promotion – Multibuy



4. Promotion Within Promotion

For Promotion within Promotion, two timelines are used.

For instance first promotion is from 1st to 14th of the month. Second promotion is within the first promotion date range, e.g. 2nd to 6th of the month.

On normal price grid, only one level of promotion can be set. But using Promotion Within Promotion, user can set two promotion level within the same date range.

Criteria for using is 2nd Promotion must always fall within First Promotion Range.

Take a look at figure below:

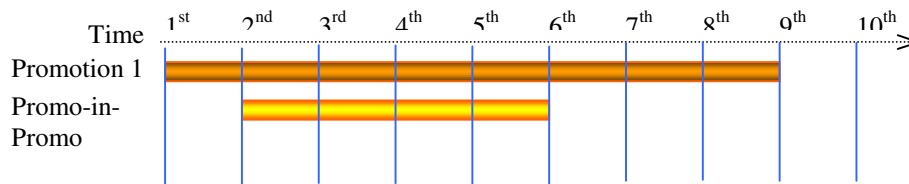


Figure 3-13. Promotion-within-Promotion must always within promotion date range

5. Quantity Pricing

Quantity Pricing allows you to set the pricing of items by quantity purchase. It is applicable for Attribute and Size Items whereby users can mix and match the colour and size purchased. It is also applicable to Single Unit normal item.

Example: Assorted ladies blouse retail at RM20 per unit.

Buy 2nd piece at RM18 per unit

Buy 5th piece at RM16 per unit



6. Quantity Discount

Quantity Discount allows you to set the item discount by quantity purchase. It is applicable for Attribute and Size and also Single Unit normal item.

Example: Assorted shampoo retail at RM4 per unit.

Buy 3 units at RM10, discount RM2

Buy 5 units at RM15, discount RM5





3.4. Stock Maintenance

Stock Maintenance lets you maintain your stock, department planning and stock pricing with ease.

Stock can be organized into Group, Department, Sub-Department, Category and Brand, depending on the requirement of your store. Shelf, Supplier and Promoter information is also saved into the database.

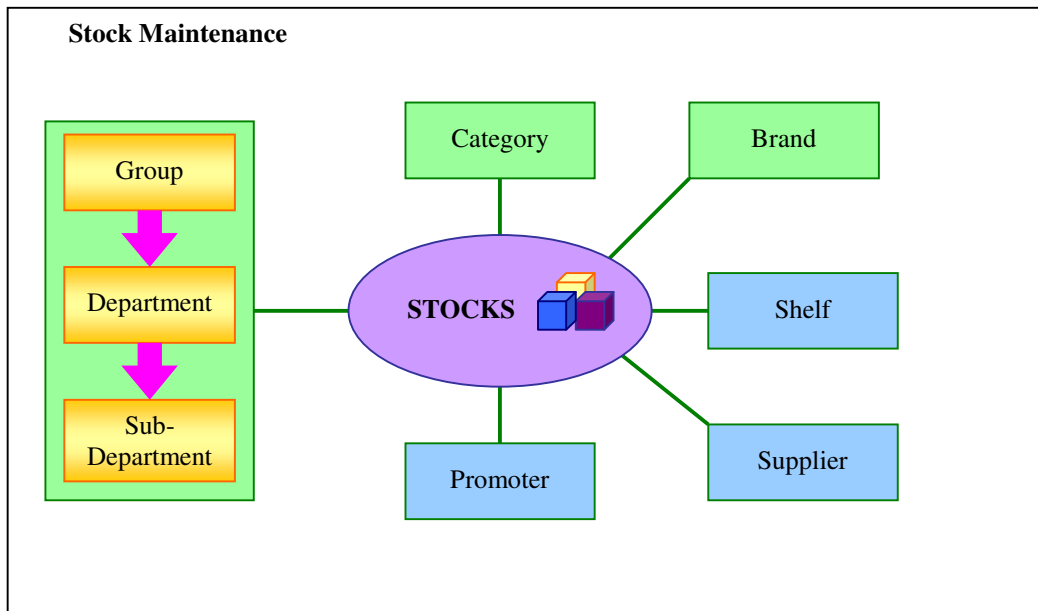


Figure 3-14. Stock Maintenance diagram

a. Department Planning

In many retail businesses, related merchandise is grouped together into smaller manageable departments. These departments are created to aid in monitoring past performance and in making future buying decisions. Planning your department is a very important step. In Cougar V8, these departments are called Linkage. You can define up to 5 tiers of Linkage: Group, Department, Sub-Department, Category and Brand.

Generally, the optimal planning depends on how you evaluate performance of your merchandise and how you plan your buying. For instance, if you need to be able to compare the performance of two groups of items, those items should be assigned to two departments. Likewise if you budget purchasing for local fruits or imported fruits, then you will need separate departments for these fruits.

Although Cougar V8 support an unlimited number of departments, you will get the most useful information if you carefully plan your departments, using only as much as you need to manage your purchasing effectively. Too many departments can result in too much detail on reports, making it difficult to get useful consolidated data.



Example Department Planning

Sample below are three-tiered code used in departmental stores:

Tier 1: Group	Description
10	Supermarket
20	Health & Beauty
40	Apparel
50	Babies & Kids

Tier 2: Department	Description
5010	Babies Wear
5020	Babies Product
5030	Kid's Apparel
5040	Kid's Shoes
5050	Toys

Tier 3: Sub-Department	Description
505010	Educational VCD
505020	Soft-toy
505030	Board Game

b. Consignment

Next, the products can be Categorized into Consignment or Non Consignment. Consignment Stock can be linked to Brand, Supplier and Promoter for easy commission calculation.

c. Code Planning

Let's say you are using EAN 13 Code, you will have 12-digits item code and a last check digit. You can set Cougar V8 to automatically assign a check digit to your 12-digit codes.

EAN 13: _ _ _ _ _ _ _ _ _ _ _ _ CD
 1 2 3 4 5 6 7 8 9 . . . 13

You can assign the first 6-digits as Linkage code, next 6-digits as item code, and the last check digit. For instance:

<u>Group</u>	<u>Department</u>	<u>Sub-Dept</u>	<u>Item Code</u>	<u>Description</u>	<u>Check Digit</u>
50	50	10	230569	Barney & Friends DVD	7

The resulting EAN Code is: 5050102305697



Sample below show the Stock Entry screen for item above.

You must enter all stock items that you wish to track into the system. You can also enter the non stock items or items that you do not track into the system, for instance service item like labour charges.

Figure 3-15. Overview of Stock

Table 3-9. Input information Stock

Item	Description
Maintenance > POS Maintenance > Stock	
Group	Column to select Group linkage. Cannot edit.
Department	Column to select Department linkage. Cannot edit.
Stock Code	Unique identification code to identify Stock. Cannot edit.
Description	Column to input Description
Attribute / Size	Column to identify Stock Attribute and Size Attributes are colors, shapes and model, e.g. pink, blue and purple. Size like S, M, L, XL or 23, 24, 25.
Active	To set Active/Inactive Stock



Tab 1: General	
Stock Type	Column to select Stock Type
UOM	Column to specify unit of measurement, e.g. unit, carton, bottle and pieces.
Non Found PLU	Temporary stock created at Cashier Terminal is marked as Non Found PLU in back office.
Stock Control	Check to enable stock control. When Stock Control is enabled, stock movement will be tracked and reports generated. For non stock items like Services, Labour charges and Transport charges, not required to tick.
Serial Number	Check to enable Serial Number Tracking
Barcode	Column to input barcodes. Accept multiple barcodes
Sub-Dept	Column to select Sub-Dept. Can select Sub-Department listed under Department.
Category	Column to select Category.
Brand	Column to select Brand.
Promoter	Column to select Promoter.
Supplier	Column to select promoter's Supplier.
Cost Type	Column to select supplier's Cost Type.
Shelf	Column to input multiple Shelf information. Shelf is the place where stocks are displayed.
Unit Cost	Column to input default Unit Cost.
Mark Up %	Column show Mark Up%. Auto calculate
Margin %	Column to input Margin %. Automatic calculate Margin and Standard Price
Standard Price	Column show Standard Price. Press the [=] button to copy Standard Price to Price Shift 1, and Unit Cost to Minimum Price
Minimum Price	Column to input Minimum Price allow to sell at cashier terminal. Default = Unit Cost.
Price Shift 1 – 9	Column for Price Level 1 Column to input selling Prices. Default Price Level 1 - Price Shift 1. Each stock item can set up to 9 Price Levels Can set up to 9 Price Shifts per Price Level
Tab 2: Detail	
Minimum level	Column to input Minimum Level. When stock quantity drop to minimum level, Stock Alert Report will be generated.
Maximum level	Column to input Maximum Level.
Reorder level	Column to input Reorder Level. Once stock quantity drops to Reorder Level and below, Stock Reorder Report is generated.



Reorder Quantity	<p>Column to input Reorder Quantity. Reorder Quantity is the multiply factor use to calculate the Suggested quantity. For example:</p> <p>Minimum Level : 5 units Maximum Level : 120 units Reorder Level : 20 units Reorder Quantity : 24 units per carton</p> <p>If current quantity drop to 20, then Reorder Report will be generated The Order Quantity will be below Maximum Level in multiple of Reorder Quantity 24 units.</p> <p>Besides suggesting the stock reorder quantity, the report also show the estimate values of suggested stock reorder and current stock balance, its amount and commit in/out stocks.</p> <p>Stock Level can be set by Store.</p>
Block Order	<p>When Block Order is active, it will not generate stock reorder/alert report for the blocked item.</p> <p>You can block order for inactive items or items under manual order.</p>
Block Discount	To block discount at front pos terminal
Block Refund	To block refund at front pos terminal
Block If Below Cost	To block sales at front pos terminal if item is below cost
Block If Below Min Price	To block sales at front pos terminal if item is below minimum cost
Prompt Promoter	To prompt for promoter when item is selected
Allow Open Price	To allow item sold at open price
Allow '-' or '0' Unit Price	To allow item sold at FOC
Expiry Stock	To set stock expire status
Consignment	To set stock supplier consignment status and rate (%)
Commission Type	To set stock promoter commission type [Percentage Amount]
Percentage	To set the promoter commission percentage
Amount	To set the promoter commission amount
Extra # Of Receipt Print	To set the number of duplicate item receipt print at front pos
Max Quantity Per Receipt	To set the number of maximum quantity allow to sell per receipt
Tax 1 ~ 4	To enable Tax 1 ~ 4
Photo	To set stock photo. Stock photo will display at front pos terminal
Reward Item	For item redemption. To enable item for redemption
Point To Give	For itemise point collection. To set points to give when item is purchased
Point To Redeem	For item redemption. To set points to deduct when item is redeem
Fast Track Amount + Point	For item redemption. To set points and amount to deduct when item is redeem



Tab 3: Price	
<p>To set Price Level 2 – Price Level 9. Each price level can accommodate up to 9 different prices (price shifts) For example, retail store that has outlets in different regions. Regional outlets prices can be managed using different Price Level, assigning Price Shift 1 to Normal customers, and Price Shift 2 to Membership.</p>	
Level	To assign Price Level 2 – 9.
Description	Column to input Price Level Description
Min Price	Column to input Minimum Price for Price Level
Price Shift 1 ~ 9	Column to input Price Shifts.
Tab 4: Cost	
Supplier Description	Column to set Supplier Item Cost. Able to set unlimited Supplier Cost.
Order Cost	Supplier Order Cost. Order cost is use during purchasing.
New Cost New Date	New Supplier Order Cost. For future date use. Will automatically revert to new cost at New Date.
Offer Cost Offer From Date / Offer To Date	Supplier Offer Cost. Will automatically revert to Offer Cost when date fall within offer date range.
Tab 5: Supplier	
Supplier Description	Column to set Supplier. For use at purchasing. Can use Supplier's Code and Description for Purchase Order.
Supplier's Stock Code	Column to set Supplier's Stock Code.
Supplier's Stock Description	Column to set Supplier's Stock Description.
Tab 6: Customer	
Customer Description	Column to set Customer. For use at back end sales. Can use Customer's Code and Description for Quotation, Delivery Order and Sales Order.
Customer's Stock Code	Column to set Customer's Stock Code.
Customer 's Stock Description	Column to set Customer's Stock Description.
Tab 7: Store	
Store Description	Column to set Store. Is use to generate Stock Reorder/Alert Report for each stores.
Minimum Level	Column to set Stock Minimum Level.
Maximum Level	Column to set Stock Maximum Level.
Reorder Level	Column to set Stock Reorder Level.
Reorder Quantity	Column to set Stock Reorder Quantity.



Add A Stock

1. In Stock screen, press button [**ADD**].
2. Next, select the Group and Department. Key in the Stock Code and Stock Description.
Make sure checkbox Active is selected. Only active items can be transacted at the cashier counter.
3. Then, select the Stock Type, such as normal stock, package item, attribute and size, stock by weight or price.
4. You can also select the Cost calculation type. Usually the default cost calculation type is already preset during configuration.
Example, if the Cost Type is COST – PRICE – MARGIN
You have to key in the Stock Cost, follow by the selling price. The system will automatically calculate the margin.
5. Next, update the other price levels, such as normal price, member price and staff price.

For stock Condiment and Queue, please refer to Chapter 4. POS Maintenance for Hospitality.

Stock Price Change by Linear Editor

1. In Stock screen, press button [**LINEAR EDIT**].
You will be taken to the stock browse screen in linear form.

Stock Code	Description	Attribute	Size	NORMAL	MEMBER	STAFF
1101	FILLET O FISH			5.00	4.50	4.00
1102	MC CHICKEN			4.00	3.50	3.00
1103	CHICKEN CHOP			8.00	8.50	8.00
1104	LAMB CHOP			10.00	9.50	9.00
1105	KAMPUNG FRIED RICE			5.90	5.50	5.00
1106	YANG CHAU FRIED RICE			5.90	5.50	5.00
1107	THAI FRIED RICE			5.90	5.50	5.00
1108	HOKKIEN MEE			4.90	4.50	4.00
1109	PRAWN MEE			4.90	4.50	4.00
1110	CURRY LAKSA			4.90	4.50	4.00
1111	MUSHROOM 120g			2.50	0.00	1.50
1201	FRENCH FRIES (B)			2.50	0.00	1.50
1202	FRENCH FRIES (S)			2.00	0.00	1.00
1203	FRENCH FRIES TWIST (B)			3.50	0.00	2.50
1204	FRENCH FRIES TWIST (S)			3.00	0.00	2.00
1205	MUSHROOM SOUP			5.00	0.00	4.00
1206	ABC SOUP			5.00	0.00	4.00
2101	COKE (B)			2.50	0.00	1.50
2102	COKE (S)			2.00	0.00	1.00
2103	SPRITE (B)			2.50	0.00	1.50
2104	SPRITE (S)			2.00	0.00	1.00
2105	ORANGE JUICE			5.00	0.00	4.00

40 records

Insert Date : [17/12/2008 2:07:34 PM] | Last Updated By : 1 [23/01/2009 3:29:10 PM] | Grid :

Save Cancel Quit

Figure 3-16. Overview of Stock Linear Editor

2. Press button [**EDIT**] to enable data edit.
3. Double click to highlight the price level of Stock you want to change price. Key in the new price.
4. Press button [**SAVE**] to save the new price.



3.5. Miscellaneous Maintenance

- a. Reason
Reasons for Stock AR/AP entry. Currently applicable for Stock Adjustment.
- b. Nature of Business
Entry to classify Supplier / Customer by nature of business.
- c. Area
Entry to classify Supplier / Customer by area.
- d. Currency Rate
With exchange table by date
For use with front terminal transactions, suppliers and customers.
- e. Terms
Entry for Payment terms. For use by Supplier / Customer.
- f. Cost Type
Entry for Cost Type. For use by Supplier. Automatically calculate the Standard Price / Mark Up / Mark Down.
- g. Discount Type
Entry for Discount Type – Discount %. For use by Customer / Membership
- h. Race
Entry to classify Membership by Race. Can be use to generate Mailing List for major celebration, e.g. Hari Raya, Chinese New Year, Deepavali, Christmas, etc.
- i. Religion
Entry to classify Membership by Religion. Can be use to generate Mailing List.

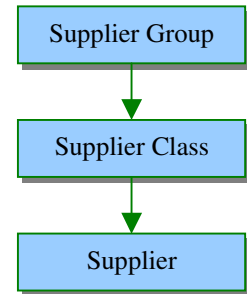


3.6. Supplier Maintenance

Suppliers are any entity such as persons/companies who supplies goods to retail organizations. Suppliers can be the supply manufacturer or vendors.

Suppliers are used at Purchase Order, Receiving and Return Out. To view supplier transaction history, users can refer to the supplier purchase history.

Suppliers are grouped into Supplier Group and Class for easy management and categorization.



Lead Time & Order Frequency

Supplier Lead Time will override Default Shipping Date. Lead time is used at Purchase Order.

Order Frequency on the other hand is the frequency of ordering between PO intervals. User can use the field as a reference.

Table 3-10. Input information Supplier

Item	Description
Maintenance > Supplier Maintenance > Supplier	
Code	Unique identification code to identify Supplier. Cannot edit.
Description	Column to input Description.
Active	To set Active/Inactive Supplier.
Address	Column to input Address.
Telephone	Column to input Telephone.
Fax	Column to input Fax.
Mobile	Column to input Mobile number.
Contact	Column to input person to contact.
Title	Column to input title of person, e.g. Mr. Mrs.
E-mail	Column to input E-mail address.
Web	Column to input Web address.
Tab 1: General	
Business	Column to select nature of business.
Area	Column to select area.
Agent	Column to select agent / representative.
Group	Column to select Supplier Group.
Class	Column to select Supplier Class.
Cost Type	Column to select supplier cost type.
Currency	Column to select currency.
Terms	Column to select terms – cash, 30 days, 60 days, 120 days, etc



Tab 2: Detail	
Credit Limit	Supplier Credit Limit.
Block If Exceed Credit Limit	To block supplier if credit limit is exceeded.
Creditor Code	Column to input Creditor Code. To use in export supplier's Stock AP (Purchase, Receiving) to external accounting software.
Lead Time (Days)	Column to input Lead Time. Lead time is used at PO, and indicate days to wait for stocks to arrive.
Order Frequency (Days)	Column to input Order Frequency. Order frequency is frequency of order between PO.
Consignment Rate (%)	Column to input supplier consignment rate by percentage.
Min Order Amount	Column to input stock minimum order amount.
Stop Payment	Column to activate stop payment to supplier. For use in Stock AP.
Tab 3: Branch	
Code	Unique identification code to identify supplier branch. Cannot edit.
Description	Column to input supplier branch description.
Active	Column to set supplier branch active/inactive.
Address	Column to input supplier branch address.
Telephone	Column to input supplier branch telephone.
Fax	Column to input supplier branch fax.
Mobile	Column to input supplier branch mobile number.
Contact	Column to input supplier branch person to contact.
Title	Column to input supplier branch contact title. E.g. Mr., Mrs.
E-mail	Column to input supplier branch contact e-mail.
Note	Column to input supplier branch note.



3.7. Customer Maintenance

Customers are entity such as persons/companies who purchase goods from retail organizations such as retail outlets, supermarket and fashion stores.

Customers can purchase goods directly from the Point-of-Sales counter or through back office AR, such as Delivery Order, Sales Order and Quotations.

Customers are grouped into Customer Group and Class for easy management and categorization.

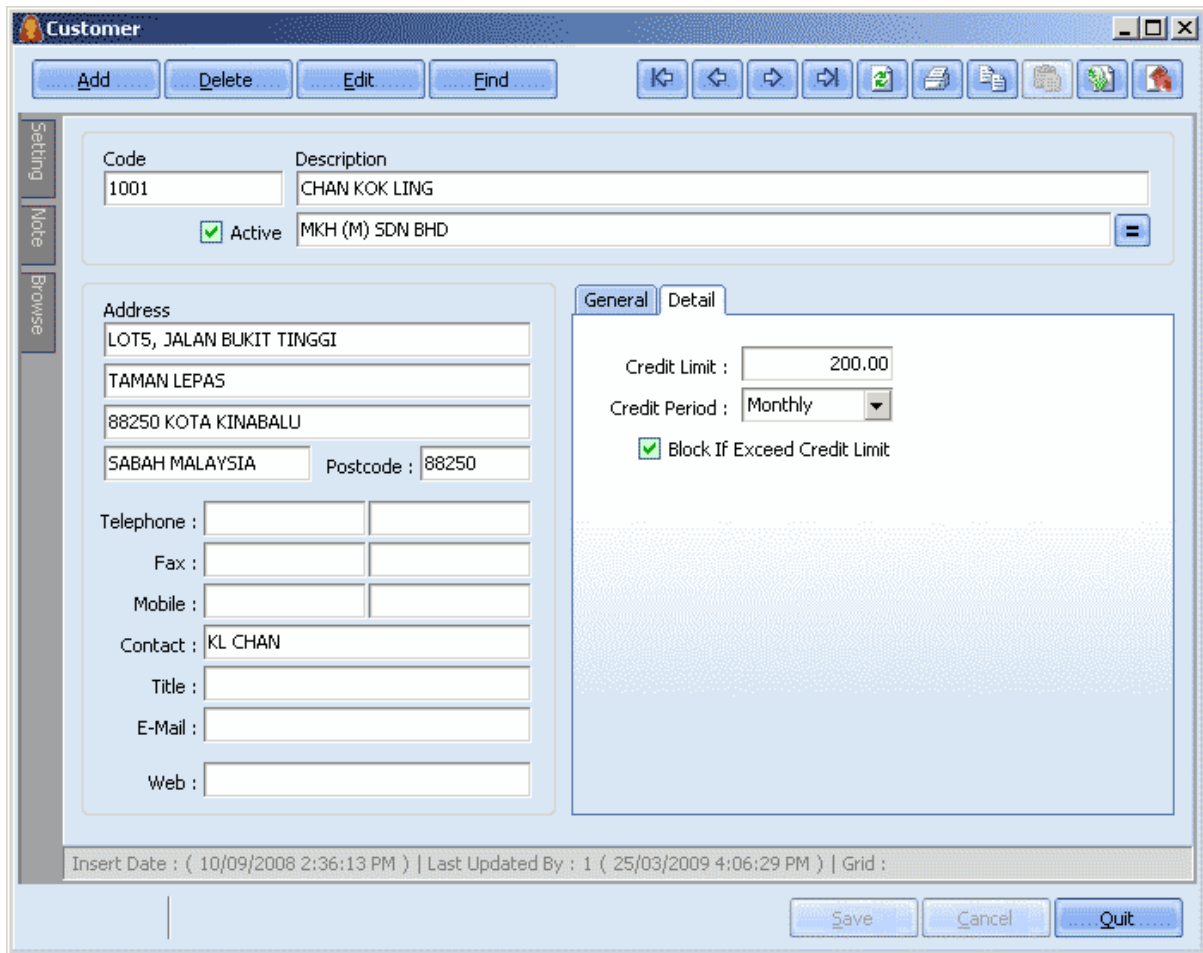
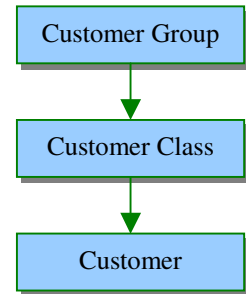


Figure 3-17. Overview of Customer screen



Table 3-11. Input information Customer

Item	Description
Maintenance > Customer Maintenance > Customer	
Code	Unique identification code to identify Customer. Cannot edit.
Description	Column to input Description.
Active	To set Active/Inactive Customer.
Address	Column to input Address.
Telephone	Column to input Telephone.
Fax	Column to input Fax.
Mobile	Column to input Mobile number.
Contact	Column to input person to contact.
Title	Column to input title of person, e.g. Mr. Mrs.
E-mail	Column to input E-mail address.
Web	Column to input Web address.
Tab 1: General	
Business	Column to select nature of business.
Area	Column to select area.
Agent	Column to select agent / representative.
Group	Column to select customer group.
Class	Column to select customer class.
Price Shift	Column show customer price shift. Follow customer class.
Disc Type	Column to select disc type.
Currency	Column to select currency type.
Terms	Column to select payment terms.
Tab 2: Detail	
Card No.	Customer Card Number. For Customer who uses card as identification at POS Counters.
Debtor Code	Column to input Debtor Code. To use in export customer's Stock AR (Quotation, Sales Order, Delivery Order) to external accounting software.
Sales Limit	Customer sales limit.
Sales Period	Sales limit period; select Daily, Monthly or Yearly.
Block If Exceed Sales Limit	To block customer if sales limit is exceeded.
Credit Limit 1	Level 1 of customer credit limit. The system enable up to two level of credit limits.
Credit Period 1	Credit limit period; select Daily, Monthly or Yearly.



Block If Exceed Credit Limit 1	To block customer if credit limit is exceeded.
Credit Limit 2	Level 2 of customer credit limit.
Credit Period 2	Credit limit period; select Daily, Monthly or Yearly.
Block If Exceed Credit Limit 2	To block customer if credit limit is exceeded.
Sales Condition	
Basic Monthly	Basic monthly credit top up at start of each month.
Max Monthly	Maximum monthly credit allowed to be bought forward to next month.
Monthly C/F	Automatically carry forward credit every month. Capped at maximum monthly.
Yearly Reset	Automatically reset sales limit to 0 at end of year. e.g. Amount not utilized will be forfeited at end of year.
Tab 3: Credit Planner	
Credit planner is a utility to cater for credit of sales limit which is not part of the general setting.	
Year	Year crediting take place.
Month	Month crediting take place.
Description	Description for the credit limit. e.g. Recognition Award, Maternity Leave, Extended Holiday, etc
Amount	Amount to be credited (addition/deduction).
Tab 4: Branch	
Code	Unique identification code to identify customer branch. Cannot edit.
Description	Column to input customer branch description.
Active	Column to set customer branch active/inactive.
Address	Column to input customer branch address.
Telephone	Column to input customer branch telephone.
Fax	Column to input customer branch fax.
Mobile	Column to input customer branch mobile number.
Contact	Column to input customer branch person to contact.
Title	Column to input customer branch contact title. E.g. Mr., Mrs.
E-mail	Column to input customer branch contact e-mail.
Note	Column to input customer branch note.



Add A Customer

1. In Customer screen, press button [**ADD**].
2. Next, key in the CODE and DESCRIPTION.
Code is a unique primary key use to describe and find the customer. For example, Code 1001 is used to describe customer "Chan Kok Ling".
Make sure the checkbox Active is selected. The system only allows Only active customers are allowed for transactions.
3. TAB: GENERAL
Key in the Customer's personal particulars such as address, telephone, fax, mobile, contact, title, e-mail and web address.
4. Next, select the Group and Class. Group/Class is use at the customer report for filter and categorization. Select the Price Shift applicable to the customer.
5. TAB: DETAIL
Set the Credit Limit and Credit Period. To block customer from using more than the allotted limit, make sure you tick the checkbox "Block If Exceed Credit Limit"
6. Press button SAVE.

Edit A Customer

1. In Customer screen, press button [**EDIT**].
You can only edit the customer after button edit is pressed.

NOTE: Always select button [**EDIT**] before any editing. This is applicable for all backend functions and documents.

Change Customer Credit Limit

1. In Customer screen, press button [**EDIT**].
Go to Tab Detail.
2. Change the Credit Limit.

Delete A Customer

1. Browse to the selected Customer. You can use find to search for the Customer.
2. Next, press button [**DELETE**].
The system will confirm with you, press button OK if you want to delete the Customer.



Advance : How to use Credit Limit and Credit Planner

Below is example of a Meal Subsidy Plan using Credit Limit and Credit Planner.

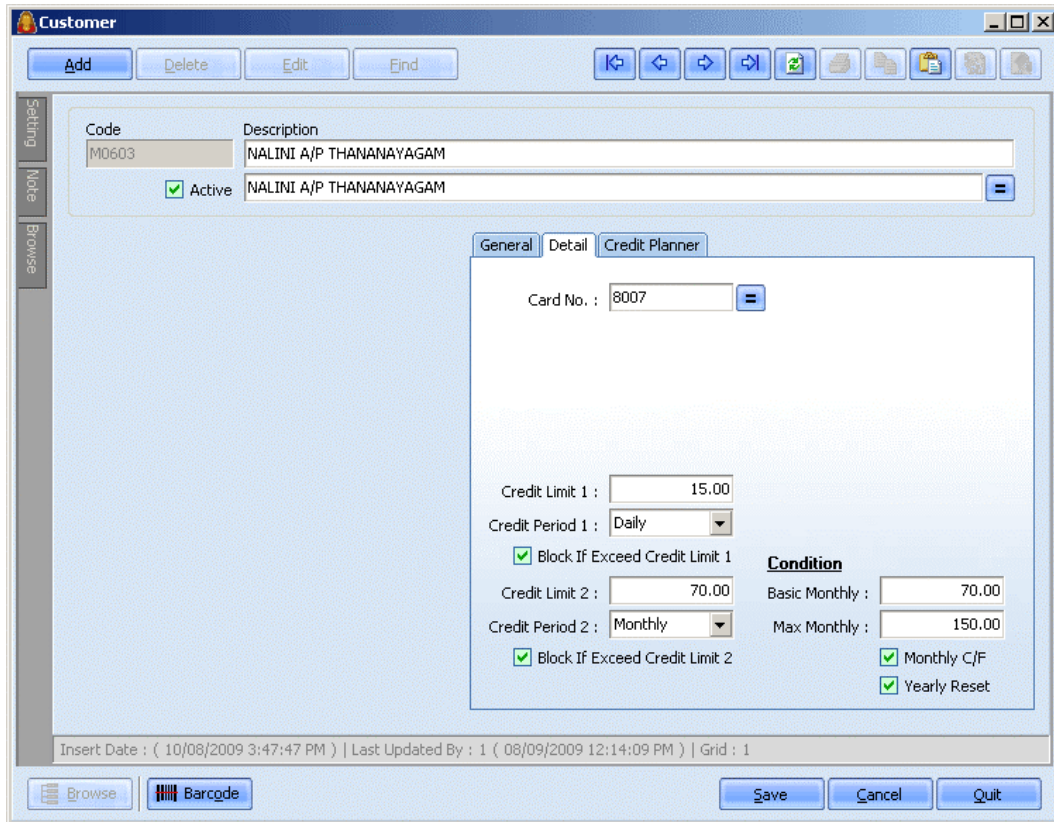


Figure 3-18. Customer Credit Limit and Credit Planner

CASE 1: Simple Credit Limit

Nalini is eligible for meal subsidy plan. Each day, the company provides up to RM15 subsidy for her meal at the canteen. (*Credit Limit Level 1*)

Her subsidy is capped to maximum RM70 every month. (*Credit Limit Level 2*)

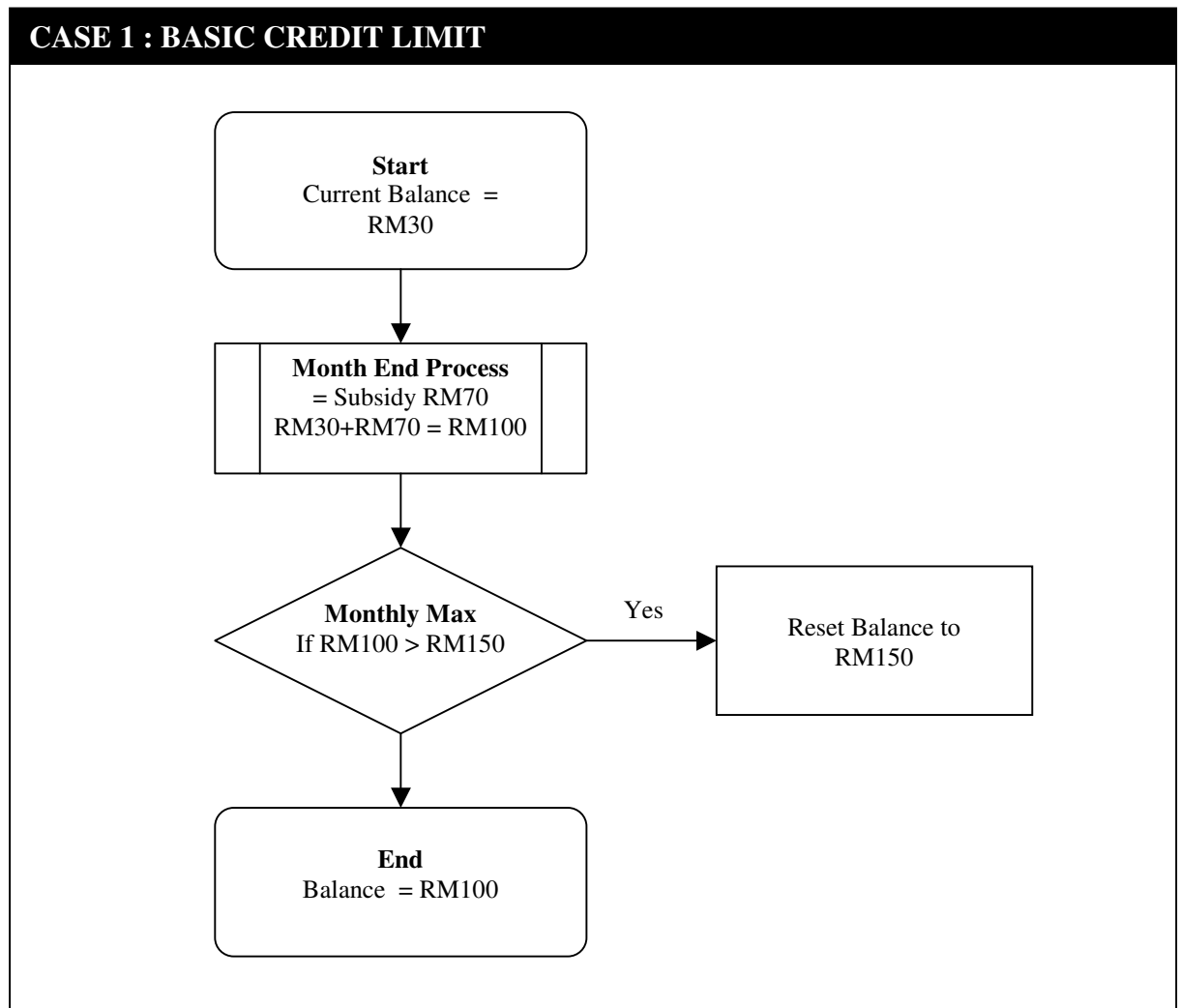
At the end of each month, the company will top up RM70 credit into her account. (*Basic Monthly*)

Her unused credit balance will be carried forward to next month and the total credit limit is capped at RM150 per month. (*Monthly C/F and Max Monthly*)

At end of each year, the unused credits will be forfeited. (*Yearly Reset*)



The case study above can be explained with the diagram below:





CASE 2: Credit Limit and Credit Planner

Nalini receives a distinction award for her service and receives an additional allowance in the beginning of Year 2010. She is also expected to be on maternity leave for two months from Jun 2010 to Jul 2010. See figure below:

Year	Month	Description	Amount
2010	1	DISTINCTION REWARD	50.00
2010	6	MATERNITY LEAVE	-70.00
2010	7	MATERNITY LEAVE	-70.00

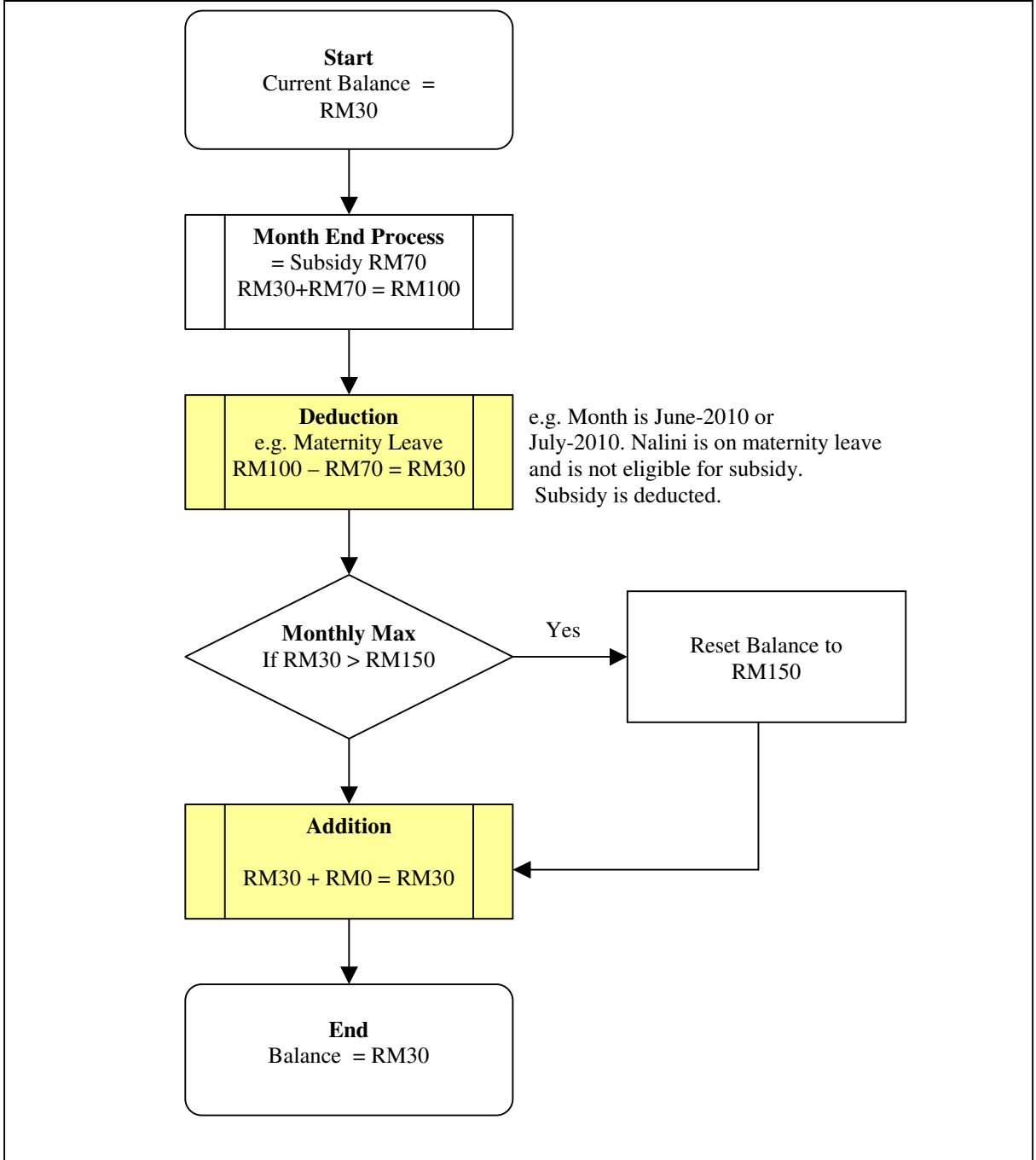
3 records

Figure 3-19. Customer Credit Planner





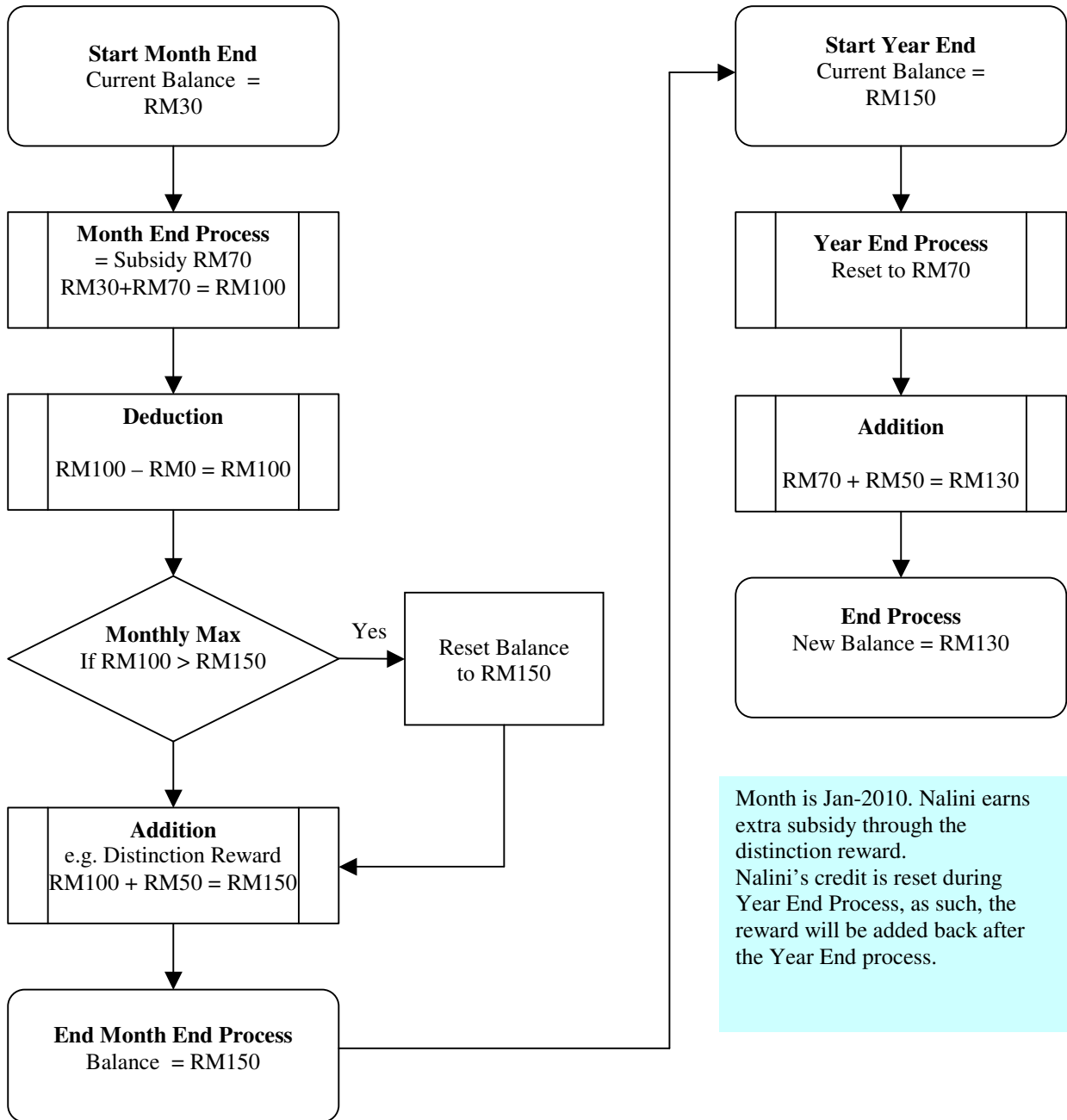
CASE 2A : CREDIT LIMIT & CREDIT PLANNER
Monthly Credit Addition and Deduction







CASE 2B : CREDIT LIMIT & CREDIT PLANNER
Yearly Reset and Credit Addition



Month is Jan-2010. Nalini earns extra subsidy through the distinction reward. Nalini's credit is reset during Year End Process, as such, the reward will be added back after the Year End process.



3.8. Membership Maintenance

Membership are entity such as persons/companies who purchase goods from retail organizations such as retail outlets, supermarket and fashion stores.

Membership collects points for gift redemption and you can organize mailing list for membership promotion – e.g. send greetings by Hari Raya, Chinese New Year, Deepavali or Christmas.

Each member can assign more than one membership card. E.g. You can have a principal card and limitless supplementary cards.

You can declare country, state and city for membership use. E.g. Report and mailing list sort by these places.

You can also group the members into different class of occupations – high earning professionals, housewives with different degree of expenses, etc.

Membership can also be grouped into group and class for easy management.

You can also create different point tables to accommodate different types of members.

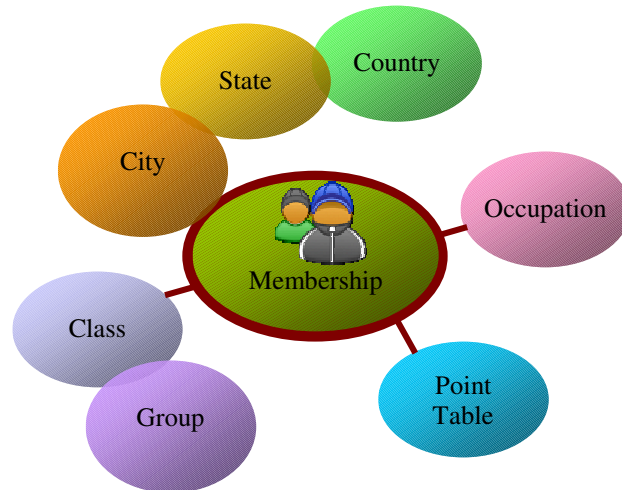




Table 3-12. Input information Membership Point Table

Item	Description
Maintenance > Membership Maintenance > Membership Point Table	
Code	Unique identification code to identify Membership Point Table. Cannot edit.
Description	Column to input Description.
Activate Point Collection	To set Active/Inactive Point Table for collection.
Point Collection Method	Column to select collection type: Stock Fixed Point – base on Stock Point To Give. Stock Sales Ratio –by stock item, base on point ratio. Total Sales Ratio – by receipt total, base on point ratio.
Sales Base On	For Stock and Total Sales Ratio. To set Gross Amount (before discount) or Net Amount (after discount).
Point Ratio (Amount : Point)	Column to input the point ratio. Example, 1.50 = 1.00. For every RM1.50 spent, 1 point will be given.

Table 3-13. Input information Membership

Item	Description
Maintenance > Membership Maintenance > Membership	
Code	Unique identification code to identify Membership. Cannot edit.
Description	Column to input Description.
Active	To set Active/Inactive Membership.
Address	Column to input Address.
Country, State, City	Column to select Country, State and City.
Telephone	Column to input Telephone.
Mobile	Column to input Mobile number.
E-mail	Column to input E-mail address.
Tab 1: General	
Race	Column to select member race.
Religion	Column to select member religion.
Occupation	Column to select member occupation.
Group	Column to select membership group.
Class	Column to select membership class.
Price Shift	Column show membership price shift. Follow membership class.
Disc Type	Column to select disc type.



Point Table	Column to select member point table.
Tab 2: Detail	
Gender	Column to select member sex – male, female.
Marital Status	Column to select member marital status – single, married, widow.
Nationality	Column to select member nationality.
NRIC No.	Column to input member National Identification Number.
Date Of Birth	Column to input member birth date.
Register Date	Column to input member registration date.
Tab 3: Membership Card	
Add First Card	Press button to add first membership card. Primary Active card .
Card No.	Unique identification code to identify membership. Cannot edit. Each subsequent membership card's card number cannot overlap.
Primary Card	Column to set card as primary card. Only one card per membership set as primary card.
Active	Column to set card as active.
Full Name	Column to input member full name. Press button [=] to copy from Description.
Card Name	Column to input membership name print on card. Press button [=] to copy from Full Name.
Gender	Column to input member sex.
Date Of Birth	Column to input member birth date.
Valid From	Column to input member valid from date.
Valid Thru	Column to input member valid to date. Valid thru is to set card expiry date.

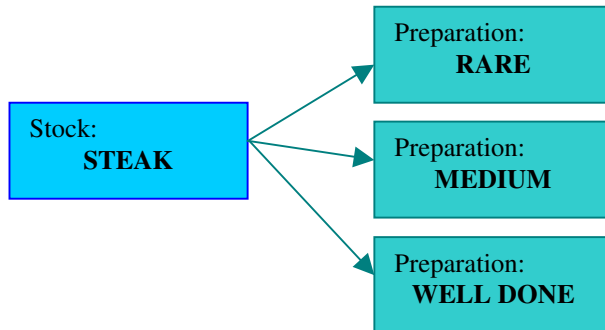


Chapter 4. Pos Maintenance for Hospitality

We incorporate functions to cater for simple hospitality, such as condiment and order print queue.

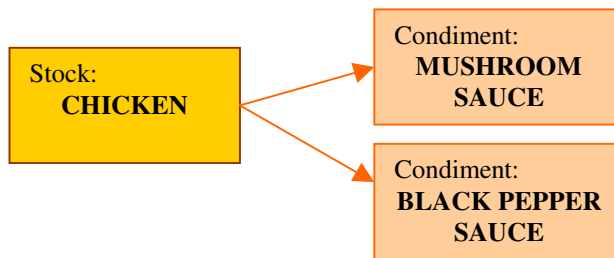
Example 1: Preparation

The customer can order their steak to be prepared rare, medium or well done.



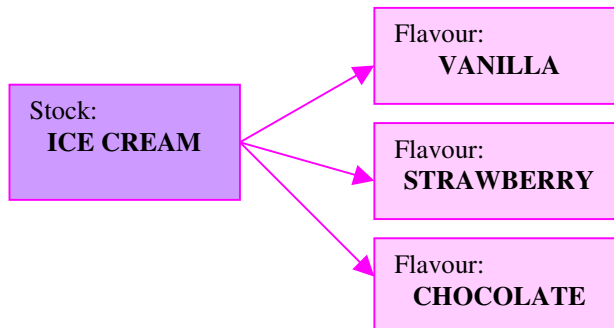
Example 2: Condiment

The customer can order their chicken to be served/cooked with black pepper or mushroom sauce.



Example 3: Flavour

The customer can order their ice cream with vanilla, strawberry or chocolate flavour.





4.1. Condiment

Cougar V8 is built for straightforward simple use. First, list down all the items above including condiments, preparations and flavours into the condiment list. See sample image below:

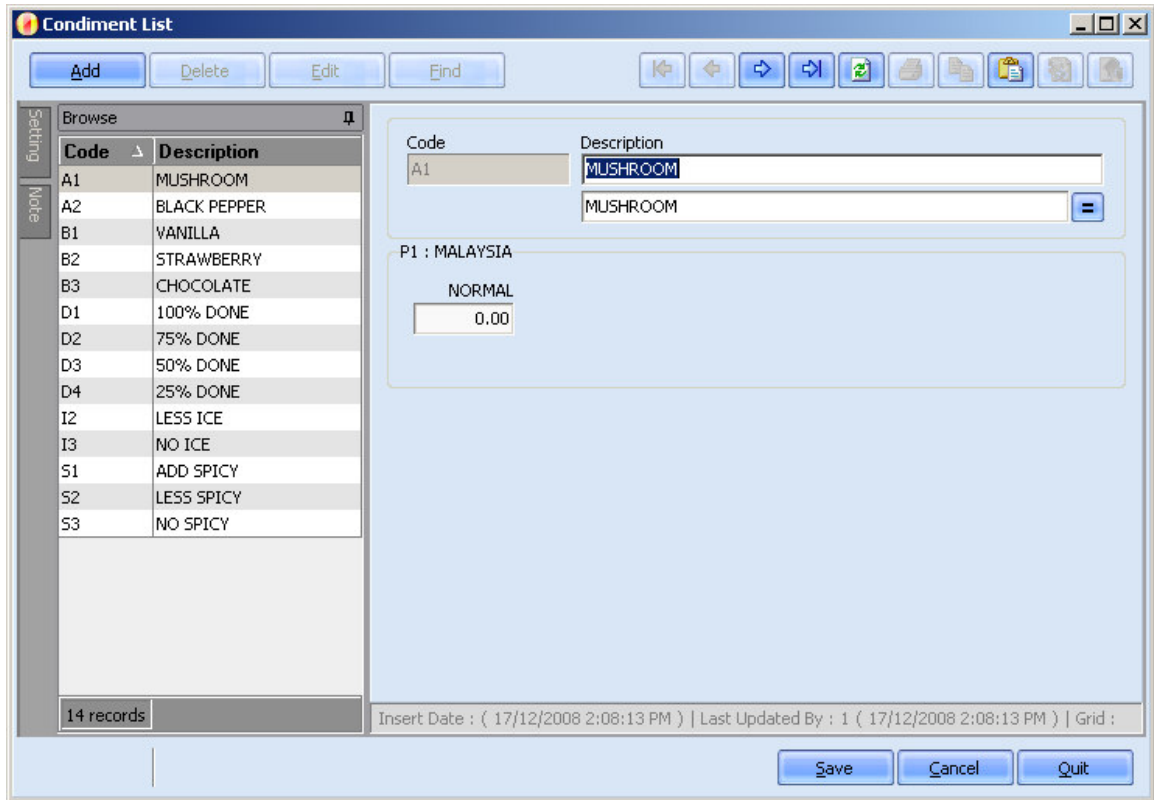


Figure 4-1. Overview of Condiment List

If you decide to charge for the condiment, simply type in the price level. Example above shows condiment MUSHROOM is free.



Next, you have to group the condiment together. For instance, ice cream can have three flavours; vanilla, strawberry and chocolate.

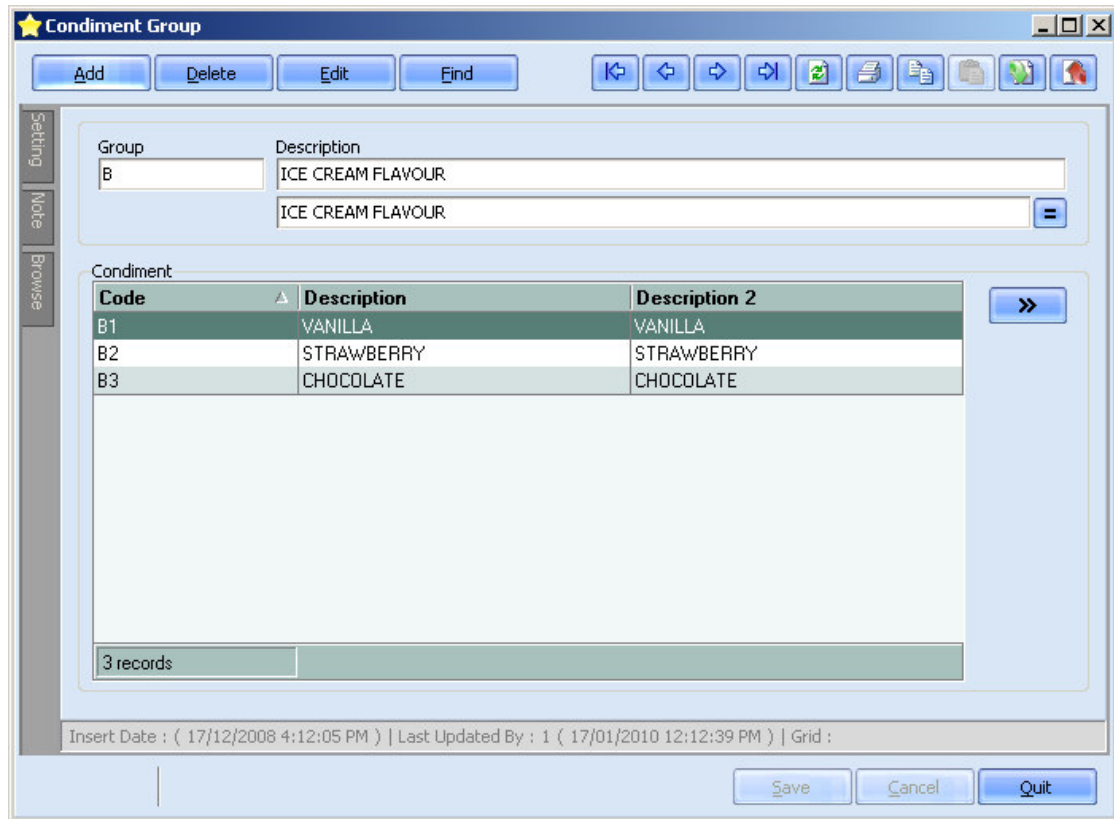


Figure 4-2. Overview of Condiment Group

Then, at Stock, you must set the condiment group. You can set many condiment groups per stock item. You can also limit the number of condiments per group.



For instance, we will create a Deluxe Banana Boat. For this item, the customer can choose ice cream flavours for Condiment-1 and fruits as Condiment-2. For ice cream flavour, customer is allowed to choose 3 flavours.

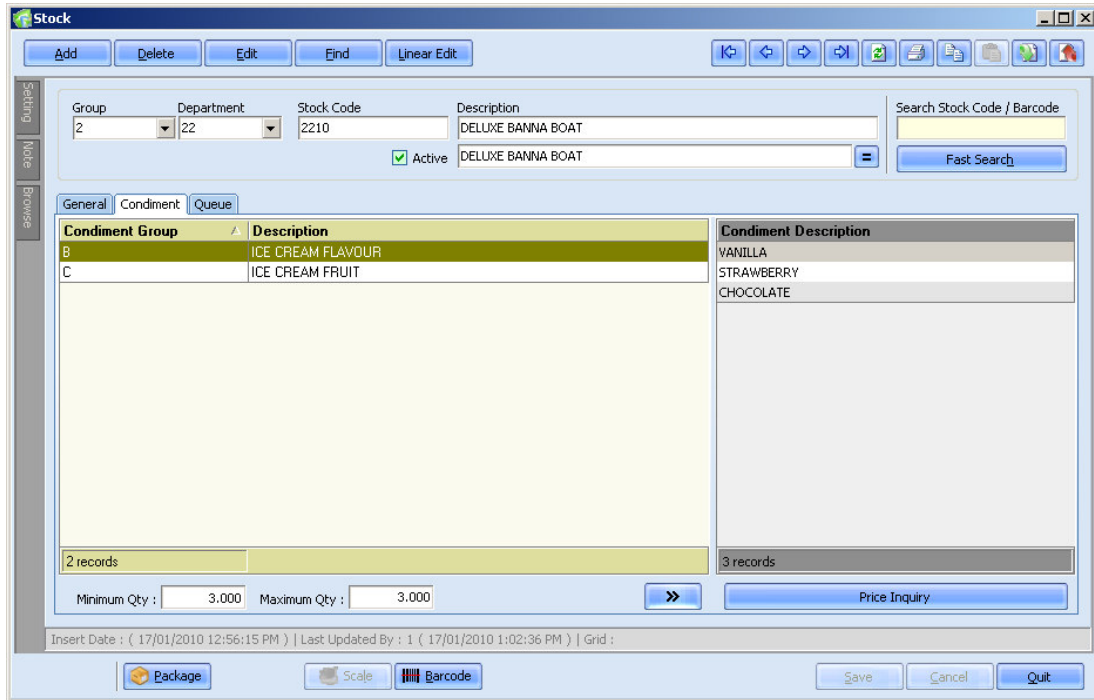


Figure 4-3. Overview of Stock With Condiment and Condiment List

At front pos counter, when condiment minimum quantity starts with 0, it is optional. However, if condiments are more than 0, then it is compulsory. Quantity is the total condiment that can be chosen.

Example 1: Mix and Match Condiments

DELUXE BANANA BOAT

Condiment 1 : ICE CREAM FLAVOUR (Vanilla, Strawberry, Chocolate)

Condiment 2 : ICE CREAM FRUIT (Corn, Lychee, Mango)

Minimum Qty : 3 Maximum Qty : 3

From the above, we can choose 3 types of condiments mix and match between Condiment 1 and 2. For instance, customer can choose all three ice cream flavours from Condiment 1 (Vanilla, Strawberry, Chocolate) but no fruits or mix and match between Condiment 1 and 2 (Vanilla, Corn and Mango)



Below is the Front POS example for Deluxe Banana Boat. Here we can see that there are two condiment groups and user need to select 3 condiments from the list.

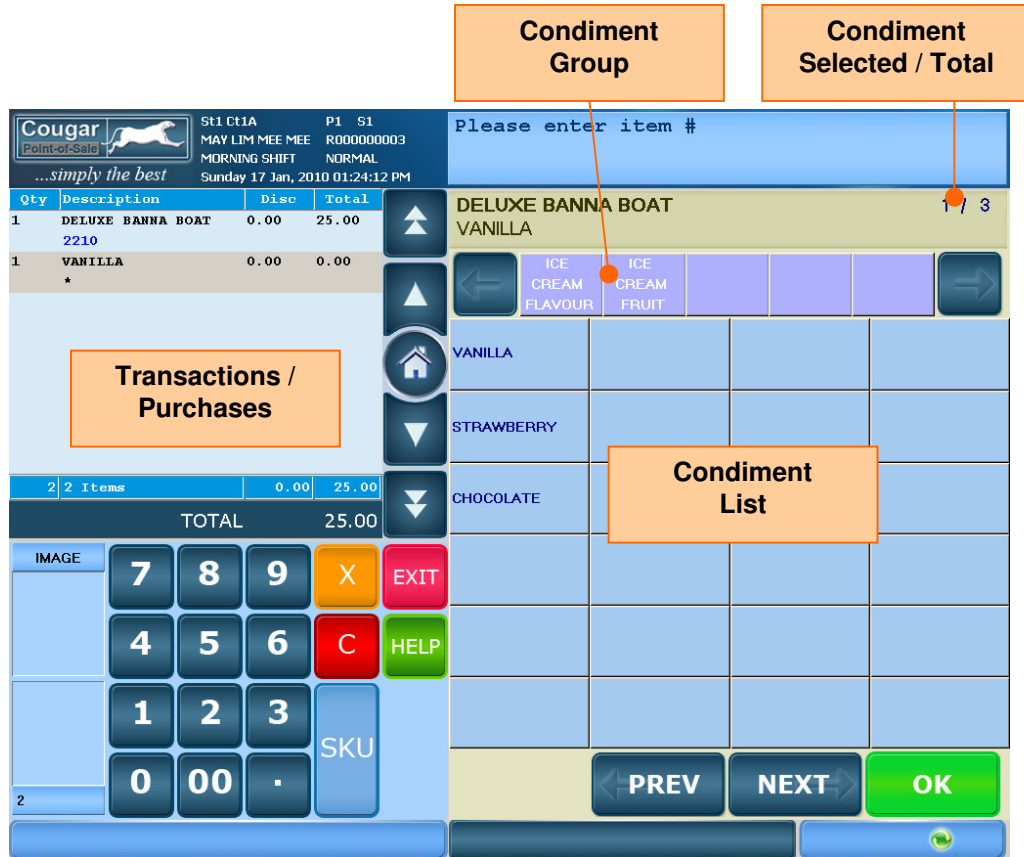


Figure 4-4. Overview of Stock With Condiment and Condiment List

Example 2: Optional Condiment

For optional condiment type, set the minimum quantity to 0. For instance, Chinese Tea Ice by default is has ice. However, you can allow the customer to choose less ice or no ice as condiment. Condiment list will only show when button for the condiment is selected.



4.2. Print Queue

You can control the printing operation using the print queue. Example below shows that more than one spooler can be set, such as the kitchen and bar spooler. Food such as main entrée and dessert are sent to the kitchen spooler, and printed out on different printer. Drinks are sent to the bar spooler and printed out on the bar printer.

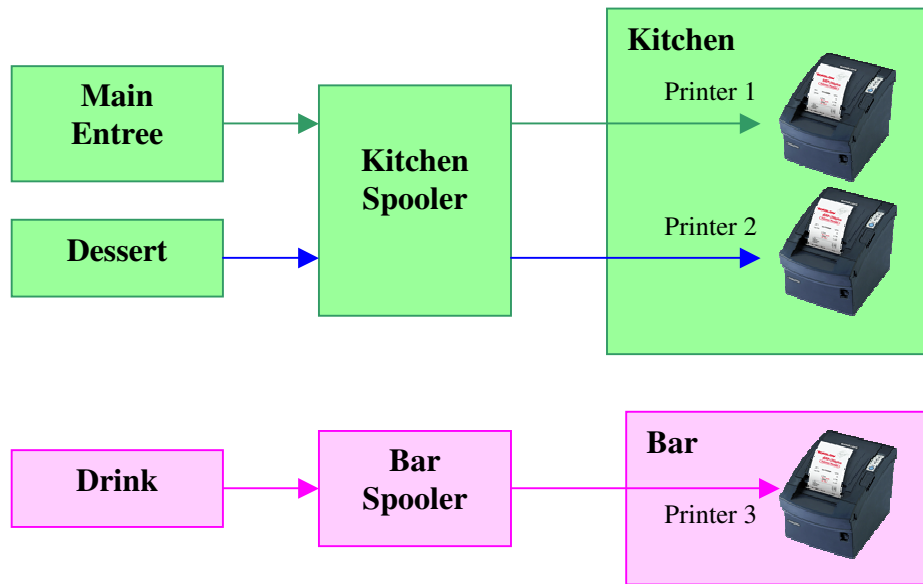


Figure 4-5. Print Queue configuration

To set the print spooler, first, open the Queue screen from POS Maintenance. Next, click button [**Printer**] to open Printer Properties.

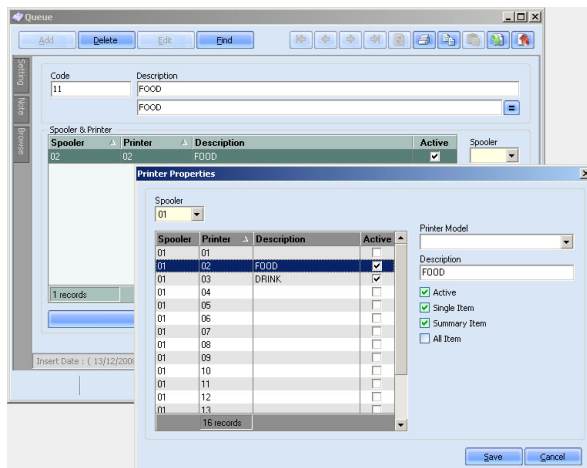


Figure 4-6. Printer properties



Select the **Spooler**, and Active Printer. Only Active printer will print.

Then select the printer model.

And, select to print the following:

- a. Single Item – one item per print
- b. Summary Item – all items send for the printer per print
- c. All Item – all items in receipt

Example:

Qty	Description	Disc	Total
1	COKE (B) 2101	0.00	2.50
1	SPRITE (B) 2103	0.00	2.50
1	KAMPUNG FRIED RICE 1105	0.00	5.90
3 3 Items		0.00	10.90
TOTAL			10.90

Customer purchase COKE, SPRITE and KAMPUNG FRIED RICE.

COKE and SPRITE are drinks, meanwhile KAMPUNG FRIED RICE is food.

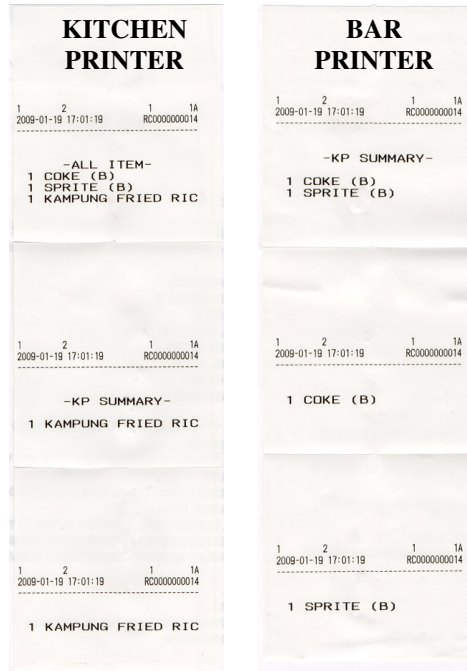
All foods will be sent to Kitchen Printer.

All drinsk will be sent to Bar Printer.

Kitchen Printer will print All Item list.

Both Kicthen and Bar Printers will print Summary Item.

Below is the sample Printout from Kitchen Printer and Bar Printer:





Next, in Queue, press the Add button [+] to add a master spooling code and set the spooler. Then, go to Stock and assign the spooler to the queue.

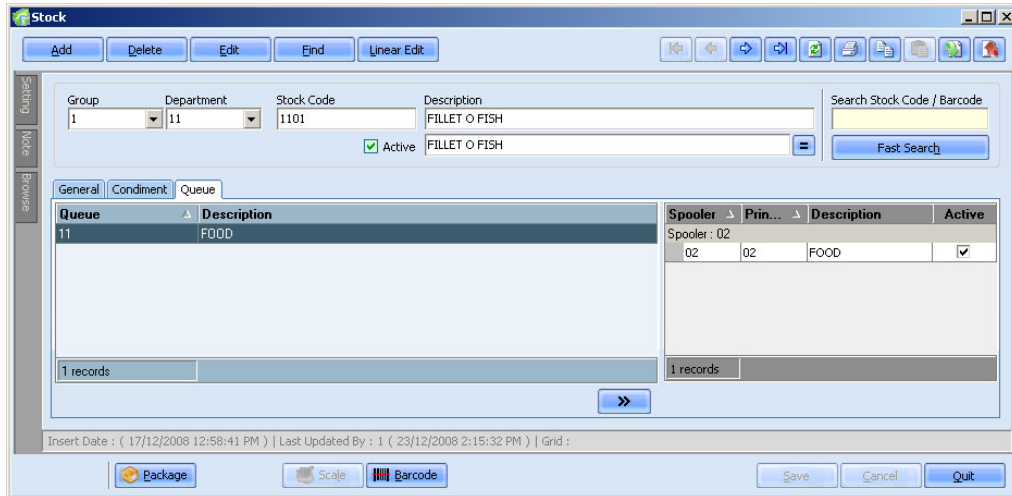


Figure 4-7. Stock print queue

Kitchen Printer Service Manager

KP Service Manager is the spooler main engine that manage print queues. KP Service Manager must be installed onto each terminal with printer attached. The KP Service Manager connects to a master spooler which can reside in any terminal.

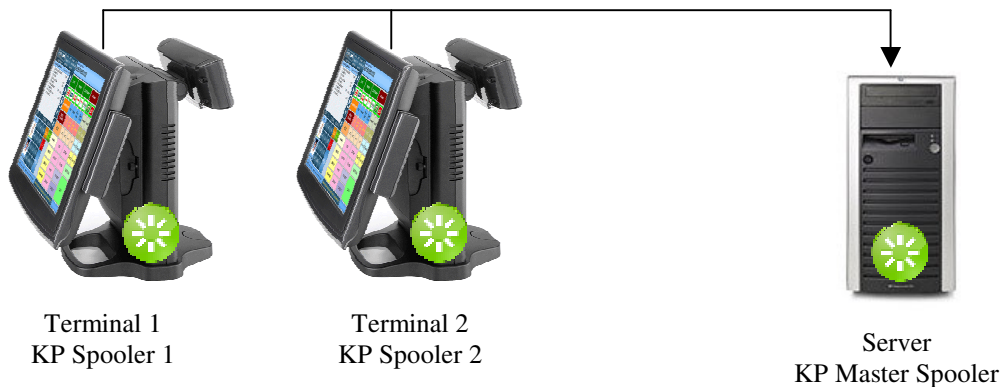


Figure 4-8. Kitchen Printer Spooler Configuration



Tab 1: Database Setup

First, make sure the KP Service Manager is off. Press the button [**Setup**].
 KP Setup will be displayed:

KP Setup

Database Setup | General Setup | KP Share Folder

Back Office Database

Database IP Address: 192.167.0.1

Database File Name: C:\IrcDev\BAT\BACKEND\Db\POS_2009.fdb

User Name: Leave blank, if it is default

Password: Leave blank, if it is default [Test Connection](#)

Front POS Database

Database IP Address: 192.167.0.1

Database File Name: C:\IrcDev\BAT\FrontPos\Data\T\POS.fdb

User Name: Leave blank, if it is default

Password: Leave blank, if it is default [Test Connection](#)

KP start when application launch

Figure 4-9. KP Setup – Database Setup

First, you need to set the path to the Back Office database and Front POS database. Make sure you test the connection each time the database path is changed.

Example above shows that the Back Office and Front POS database is reside at network path.



Tab 2: General Setup

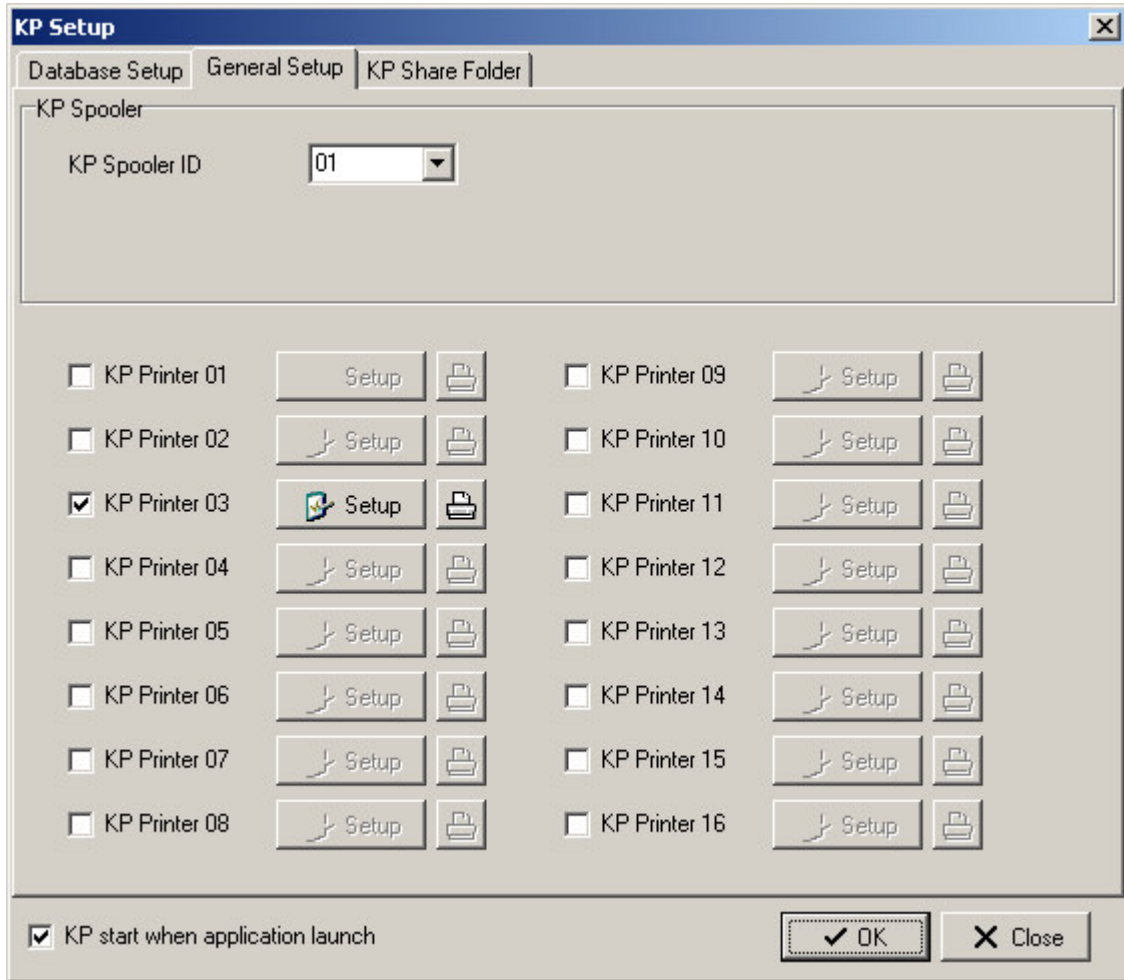


Figure 4-10. KP Setup – General Setup

Next, set the spooler for each terminal in General Setup.

Make sure the Spooler ID is different for each terminal. You can set up to 16 spooler ID for 16 different terminals. You can set up to 16 Kitchen Printers per Spooler ID.

Press button [**Setup**] to setup the Kitchen Printer.



Tab 2.1 : Printer Setup – Default Setting

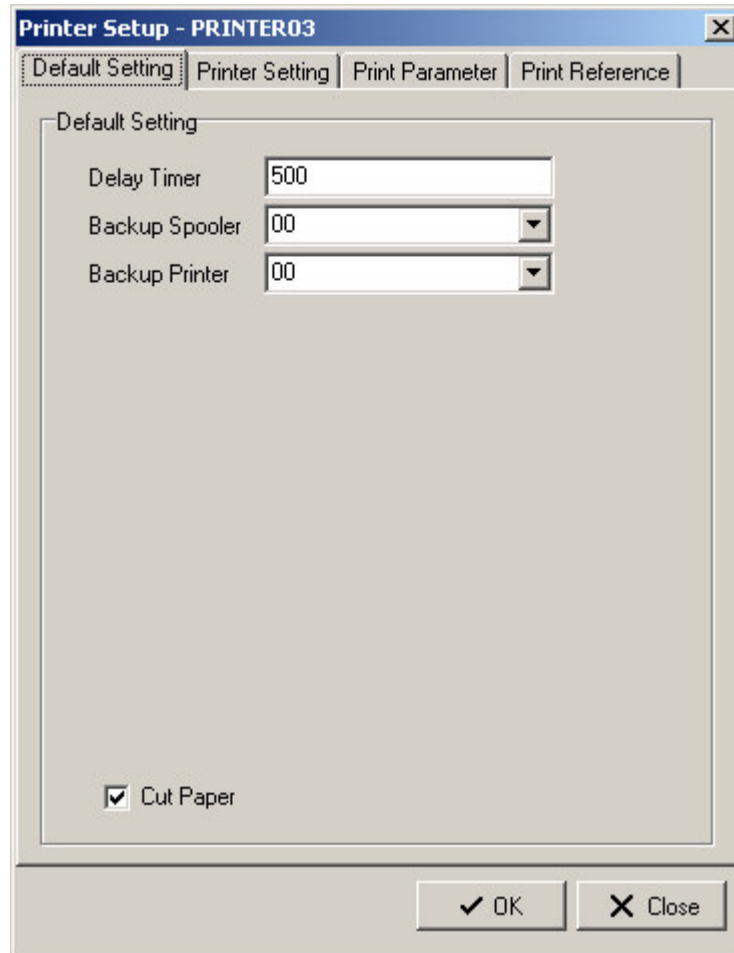


Figure 4-11. KP Printer Setup – Default Setting

In Default Setting, you can set the Delay time for each print in millisecond.

You can also set the Backup Spooler and Backup Printer.

For instance, if the system cannot access Spooler 1, it can automatically switch to Spooler 2.

In Backup Printer, if the printer has error printing, **NEXT** print command will be sent to the backup printer.



Tab 2.2 : Printer Setup – Printer Setting

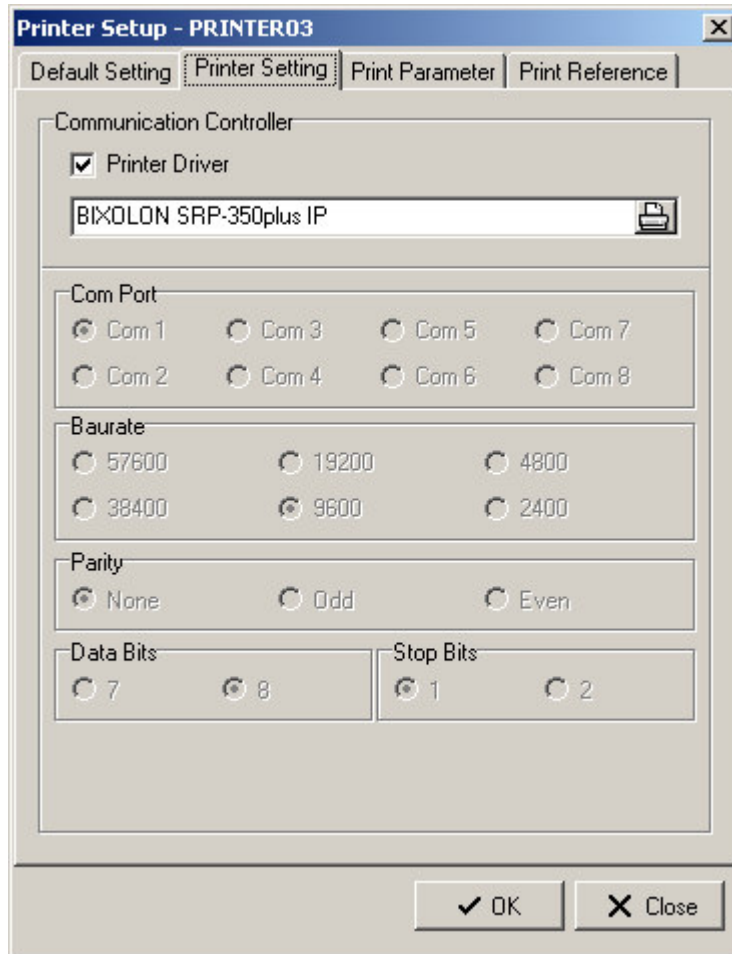


Figure 4-12. KP Printer Setup – Printer Setting

You can set the Communication Controller here. You can select the Printing Type : by Print Driver or Manual setting.

In Printer Driver, please install the printer driver first. All setting must refer to the manufacturer’s guidelines.

For manual setting, you must manually set the COM port, baud rate, parity and data bits.



Tab 2.3 : Printer Setup – Print Parameter

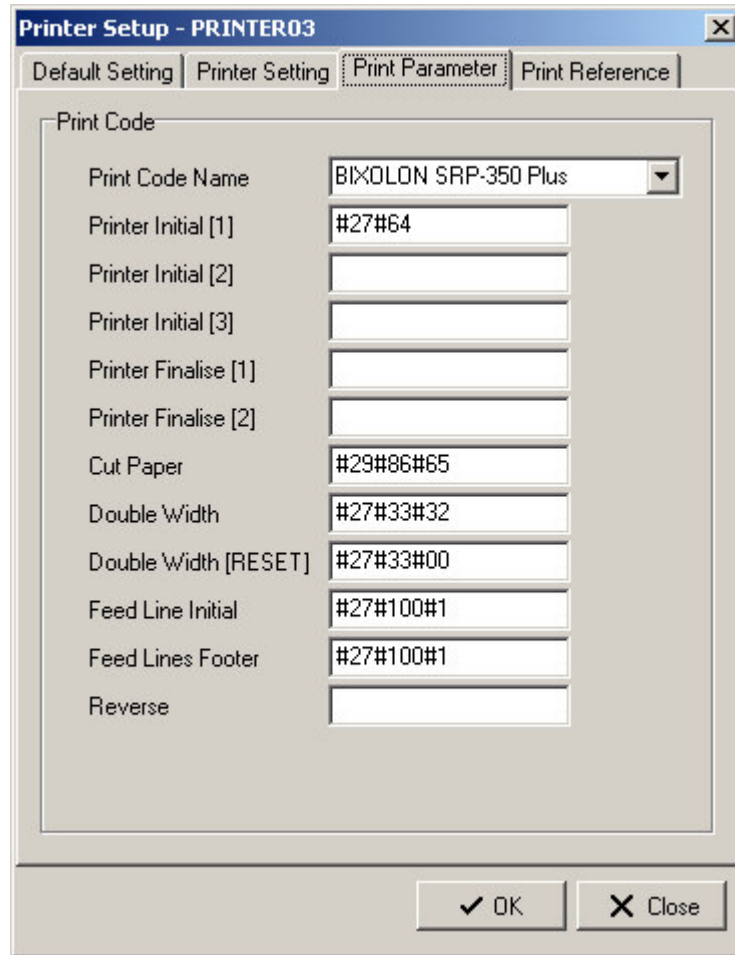


Figure 4-13. KP Printer Setup – Print Parameter

Print parameter sets the looks and feel of the print output. Please refer to manufacturer’s guide on thorough parameter.

You can also refer to the Print Reference. However, print reference is only a brief guide.

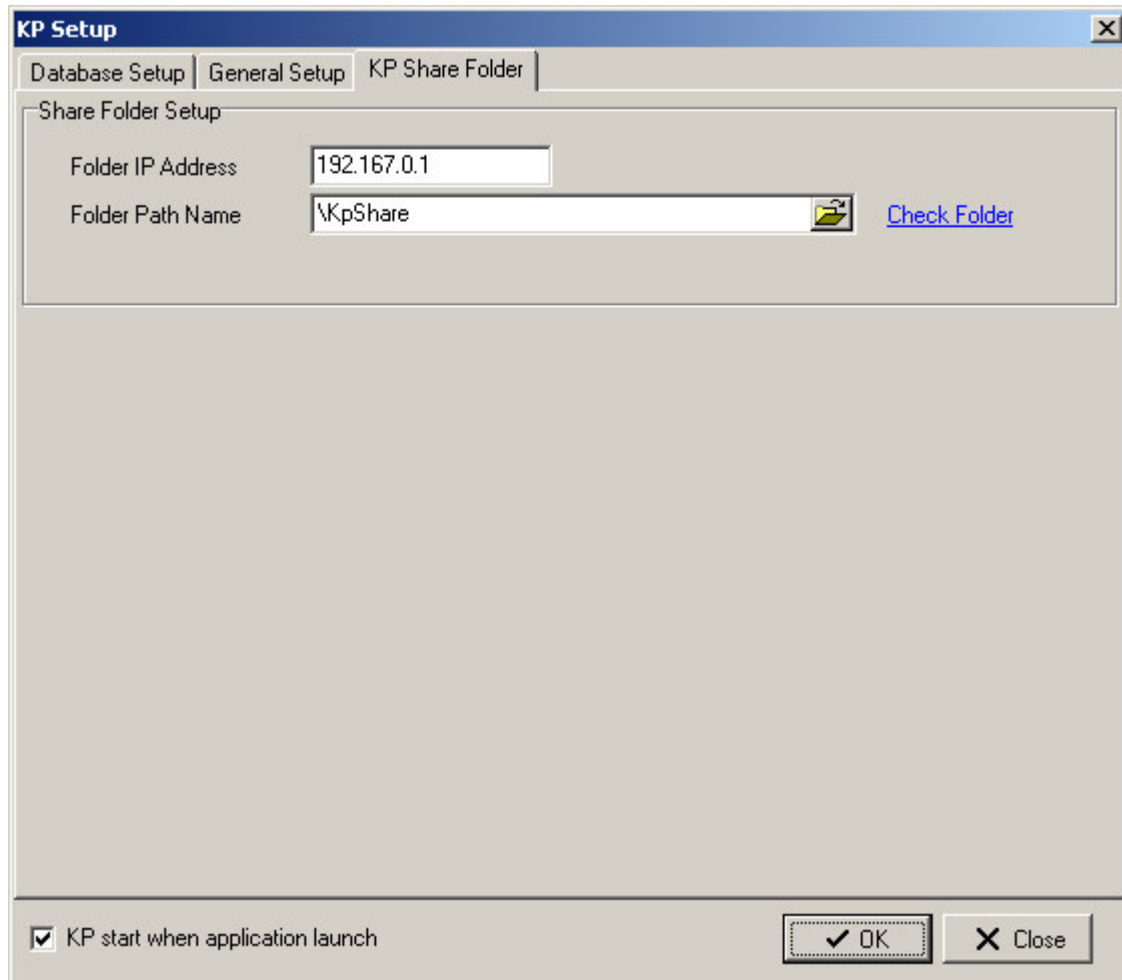
**Tab 3: KP Share Folder**

Figure 4-14. KP Setup – KP Share Folder

This is the KP Master Spooler. All spooled files must be sent here for the master spooler to distribute print work.

Please make sure all terminals' master spooler path are same.



Chapter 5. Stock Inventory

Stock inventory are used to record in-store stock movement, e.g. stock transfer between store, department, stock movement in /out, quantity adjustment, cost adjustment, production of hamper package and stock take.

Notes: For transaction that is related to Supplier and Customers, please browse to menu Supplier and Customer.

5.1. Stock In/Stock Out



Figure 5-1. Overview of Stock-In / Stock-Out

Sample below shows the Stock In screen.

No.	Stock Code	Description	Attribute	Size	Qty	UOM	Unit Cost	Amount
1	9556068606575	JACOB'S HI FIBRE	Attribute	Size	12	UNIT	6.00	72.00

Gross Total :	72.00
Sub Total :	72.00
Net Total :	72.00
Grand Total :	72.00

Figure 5-2. Overview of Stock-In screen

5.2. Stock Requisition and Transfer Between Stores

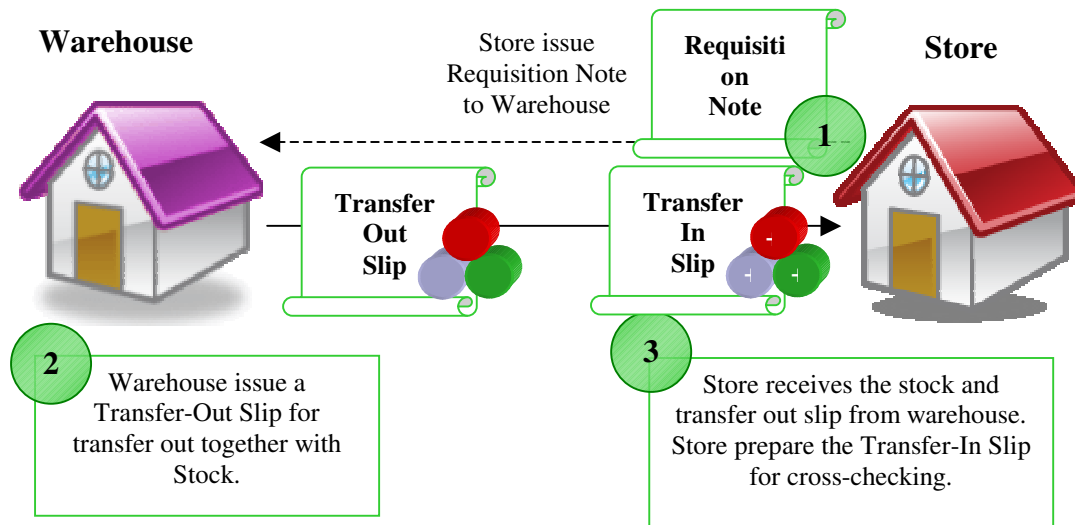


Figure 5-3. Overview of Stock Requisition and Transfer

Stock requisition and transfer slips are documents used to process and record merchandise transferred between stores.

a. Requisition Note

Requisition Note is a document that is used by a store to request for stocks from another store (warehouse, factory, branches). On posting, Requisition Note does not affect the stock movement record.

b. Transfer In Slip

Transfer In Slip is used to track merchandise physically transferred in from another store. On posting, Transfer In Slip will add to the stock balance. For greater security, the transfer in slip is cross-checked against the transfer out slip when the stock arrives at the destination store.

c. Transfer Out Slip

Transfer Out Slip is used to track merchandise transfer out from an active store to another store. On posting, Transfer In Slip will deduct the stock balance.



Create a Requisition Note

1. On Requisition Note, first [**SELECT STORE**]. This is the store that request stocks.
Next press button [**ADD**].
And select the destination store where you plan to requests stock, [**TO STORE**]. Example:
Warehouse
Press button [**SAVE**].

2. Tick [**EDIT MODE**] to enable add merchandise.
You can add stocks manually or download using the data terminal.
Press button [+] to add stocks.
After you are satisfied with the list of stocks, you can POST the document.

3. Press button [**POST**] to post document.
Alternatively, you can press the arrow beside the button POS for the following:
POST → PRINT
- Post and print the document automatically
POST → ADD
- Post and add new document automatically
POST → PRINT → ADD
- Post, print and add new document automatically

DOCUMENT OPTIONS FOR REQUISITION NOTE

a. Default Quantity and Cost of Requisition

You can set the default number of quantity per stock request. You can also set the cost to unit cost or 0.00 in Requisition Note. This setting can be configured at **COUGAR > PREFERENCES > DOCUMENTARY OPTIONS**.

b. Commit Out Stock At Warehouse

Once the Requisition Note is posted, the system can set the commit out stock at the destination store (**TO STORE**).

c. Document Approval(s)

You can also set the document approval before posting up to two levels by two different persons. Only approved documents can be post.



Requisition Note Select Store : 1 MINI MARKET

Process At : 1 MINI MARKET
 Store : 1 MINI MARKET
 To Store : W01 TRADING HOUSE Commit

Description : REQUISITION NOTE

Doc No : REQ-000002
 Doc Date : 22/10/2008
 Agent :
 Ship Date : 22/10/2008
 Ref No :

Hold
 Retrievable
 Un-Retrieve

Detail

No.	Stock Code	Description	Attribute	Size	Qty	UOM	Unit Cost	Amount
1	9556068024904	JACOB'S HI FIBRE 157g			24		5.00	120.00
2	9556068606575	JACOB'S HI FIBRE 900g			12	UNIT	6.00	72.00
2 records					36			192.00

Gross Total : 192.00
 Sub Total : 192.00
 Net Total : 192.00
Grand Total : 192.00

Remark :
 Disc : 0.00% 0.00 0.00% 0.00 0.00
 Tax : 0.00% 0.00 0.00% 0.00 0.00
 Fee : 0.00% 0.00 0.00% 0.00 0.00

Insert Date : (22/10/2008 10:26:13 AM) | Last Updated By : 1 (22/10/2008 11:25:47 AM) | Browse Grid : | Detail Grid :

Post Cancel Hold Save Cancel Quit

Figure 5-4. Overview of Requisition Note screen

Below is the sample of Requisition Note document printout.

**INTER-REGISTER COMMUNICATIONS (M) SDN BHD
 REQUISITION NOTE**

DOCUMENT NO. : REQ-000002
 DOCUMENT DATE : 22/10/2008
 STATUS / KEY : H 1
 STORE : 1 MINI MARKET

AGENT	REFERENCE NO.	DESCRIPTION	PAGE
		REQUISITION NOTE	1 of 1

NO. CODE	DESCRIPTION	ATTR	SIZE	QUANTITY	UOM	UNIT COST	DISCOUNT	AMOUNT
1	95560680249 JACOB'S HI FIBRE 157g			24		5.00	0.00	120.00
2	95560686065 JACOB'S HI FIBRE 900g			12	UNIT	6.00	0.00	72.00

REMARK :

GROSS TOTAL :	192.00
DISCOUNT : 0.00	NET TOTAL : 192.00
TAX : 0.00	SUB TOTAL : 192.00
FEE : 0.00	GRAND TOTAL : 192.00

Authorised Signature(s) * ADMIN : 1 * 22/10/2008 11:46:37 AM

Figure 5-5. Overview of Requisition Note print-out



The Requisition Note can be sent electronically to the warehouse. You can use the Requisition Note as a stock picking slip at warehouse.

Create a Warehouse Picking Slip

1. Press button [**REPORT**].

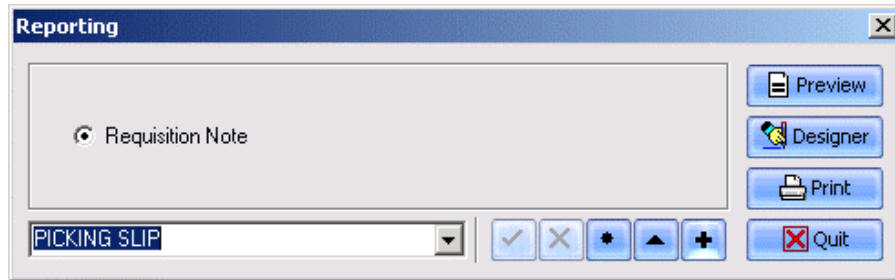


Figure 5-6. Create a new warehouse Picking Slip

2. Add a new Report by pressing button new [+].
Type in the report name : Picking Slip.
Press button save [✓].
3. To design the picking slip, press button [**DESIGNER**]. After you are satisfied with your design, please save the file.
4. Next, print the Picking Slip, and your store keeper can start picking the stocks.

INTER-REGISTER COMMUNICATIONS (M) SDN BHD
PICKING SLIP

DOCUMENT NO. : REG-000002
DOCUMENT DATE : 22/10/2008
STATUS /KEY : H 1
STORE : 1 MINI MARKET

AGENT	REFERENCE NO.	DESCRIPTION	PAGE
		REQUISITION NOTE	1 of 1

NO. CODE	DESCRIPTION	ATTR	SIZE	QUANTITY UOM
1	9556068024904 JACOB'S HI FIBRE 157g			24
2	9556068606575 JACOB'S HI FIBRE 900g			12 UNIT
TOTAL QTY :				36

Authorised Signature(s)

* ADMIN : 1 * 22/10/2008 11:46:37 AM

Figure 5-7. Overview of Picking Slip from Requisition Note



The store keeper can edit the printout as necessary during picking. E.g. Stock not enough, no stock.

After that, the warehouse can create a Transfer Out document and retrieve items from the Requisition Note and update as necessary.

Next, send the Transfer Out slip together with the stocks to requesting store.

Create a Transfer Out Slip

1. On Transfer Out Slip, first [**SELECT STORE**]. Store is the warehouse that prepare stocks for transfer out to store.

Next press button [**ADD**].

And select the destination store where you plan to send the stocks. Example: Branches

Press button [**SAVE**].

2. Tick [**EDIT MODE**] to enable add merchandise.

There are a few ways to add stocks. You can add stocks manually, download from the data terminal or retrieve from the Requisition Note.

Press button [+] to add stocks.

After you are satisfied with the list of stocks, you can POST the document.

3. Press button [**POST**] to post document.

Alternatively, you can press the arrow beside the button POS for the following:

POST → PRINT

- Post and print the document automatically

POST → ADD

- Post and add new document automatically

POST → PRINT → ADD

- Post, print and add new document automatically

DOCUMENT OPTIONS FOR TRANSFER OUT SLIP

- a. Default Quantity and Cost of Transfer

You can set the default number of quantity per stock request. You can also set the cost to follow unit cost or 0.00 in Transfer Out. You can set the cost apply to destination store (**TO STORE**).

- b. Update Stock At Destination Store

Once the Transfer Out Slip is posted, the system can update the stock balance at destination store (**TO STORE**).

- c. Document Approval(s)

You can also set the document approval before posting up to two levels by two different persons. Only approved documents can be post.



Once the requesting store receives stock from warehouse, it can create the Transfer In Slip. Transfer In Slip can be used as a security for cross checking the physical items transfer out from warehouse and arrives at store.

Create a Transfer In Slip

1. On Transfer In Slip, first [**SELECT STORE**]. Store is the destination where stocks are transfer in from warehouse.

Next press button [**ADD**].

And select the source where stocks are transfer out. Example: Warehouse

Press button [**SAVE**].

2. Tick [**EDIT MODE**] to enable add merchandise.

There are a few ways to add stocks. You can add stocks manually, download from the data terminal or retrieve from the Requisition Note.

Press button [+] to add stocks.

After you are satisfied with the list of stocks, you can **POST** the document.

3. Press button [**POST**] to post document.

Alternatively, you can press the arrow beside the button POS for the following:

POST → PRINT

- Post and print the document automatically

POST → ADD

- Post and add new document automatically

POST → PRINT → ADD

- Post, print and add new document automatically

DOCUMENT OPTIONS FOR TRANSFER IN SLIP

- a. Default Quantity and Cost of Transfer

You can set the default number of quantity per stock request. You can also set the cost to follow unit cost or 0.00 in Transfer Out. You can set the cost apply by Amount/Qty at Store.

- b. Update Stock At Store

Once the Transfer In Slip is posted, the system can deduct the stock balance at source store (**FROM STORE**). You can also choose to update costs by the following:

- i. Update Stock (Unit Cost) With [Cost Apply]
- ii. Update Stock (Unit Cost) With [Cost Apply – Zero]
- iii. Update Movement Costing Value With [Cost Apply - Zero]

- c. Document Approval(s)

You can also set the document approval before posting up to two levels by two different persons. Only approved documents can be post.



5.3. Quantity and Cost Adjustment



Figure 5-8. Overview of Quantity and Cost Adjustment

You can use Cougar V8 to adjust stock quantity and stock costs. Once the adjustments are posted, it will update the stock quantity and costs. All new transactions will be based on the new quantity and costs. Transactions before the adjustment will not be affected.

Create a Quantity Adjustment

1. On Quantity Adjustment, first [**SELECT STORE**]. All stock adjustment action will be effected under this store.
Next press button [**ADD**].
Type the Description for the adjustment. You can enter a short remark for the adjustment.
Example: Damaged Goods.
Press button [**SAVE**].
2. Tick [**EDIT MODE**] to enable add merchandise.
Stocks can be enter manually or download from the data terminal.
Press button [**+**] to add stocks.
After you are satisfied with the list of stocks, you can **POST** the document.
3. Press button [**POST**] to post document.
Alternatively, you can press the arrow beside the button **POS** for the following:
POST → PRINT
 - Post and print the document automatically
POST → ADD
 - Post and add new document automatically
POST → PRINT → ADD
 - Post, print and add new document automatically



DOCUMENT OPTIONS FOR QUANTITY ADJUSTMENT

a. Default Quantity

You can set the default number of quantity per stock entry.

b. Document Approval(s)

You can also set the document approval before posting up to two levels by two different persons. Only approved documents can be post.

Create a Cost Adjustment

1. On Cost Adjustment, first [**SELECT STORE**]. All adjustment will be effected under this store. Next press button [**ADD**].

Type the Description for the adjustment. You can enter a short remark for the adjustment.

Example: Frozen Food Cost Adjustment.

Press button [**SAVE**].

2. Tick [**EDIT MODE**] to enable add merchandise.

Stocks can be enter manually or download from the data terminal.

Press button [+] to add stocks. Tick Update to update Stock Unit Cost.

After you are satisfied with the list of stocks, you can **POST** the document.

3. Press button [**POST**] to post document.

Alternatively, you can press the arrow beside the button POS for the following:

POST → **PRINT**

- Post and print the document automatically

POST → **ADD**

- Post and add new document automatically

POST → **PRINT** → **ADD**

- Post, print and add new document automatically

DOCUMENT OPTIONS FOR COST ADJUSTMENT

a. Update Stock Unit Cost

Cost adjustment adjust the stock movement cost. You can set to update the unit cost by default.

b. Enable to select Cost Type

Stock movement table keeps all the fixed, latest and average cost. Cougar V8 allows you to select and adjust the costs above.

c. Document Approval(s)

You can also set the document approval before posting up to two levels by two different persons. Only approved documents can be post.



5.4. Production

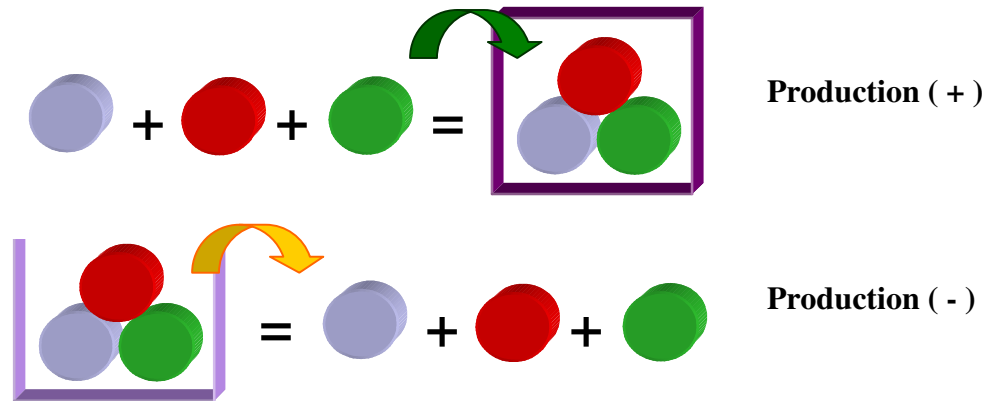


Figure 5-9. Overview of Stock Production (+ / -)

Production is used to package and unpackage stocks item. Package items are like festive hampers, gift basket and items sold in pack. When a package item is created through production, the appropriate quantity will be deducted from individual stock items, and vice versa. Packaged items can be same item or a combination of items. Only stock type **Packaging** can be used to package and unpackage items.

Take a look at the example below:

Create Stock For Packaging : Combination Items

1. First, make sure all stocks required to create the packaging item is available. Or you can create the stock at Stock Entry screen.

Example, we will create a stock for Package First Aid Kit.

FIRST AID KIT PACKAGE

Contents:

PANADOL 150'S	1 BOTTLE
ANTIBIOTIC OINTMENT	1 TUBE
ANTACID TABLET 10'S	1 UNIT
COLD PACK	1 UNIT
ADHESIVE BANDAGES	20 UNITS
STERILE DRESSING 3"	2 UNITS
GLOVES	2 UNITS
SCISSORS	1 UNIT
DRESSING PIN	2 UNITS



- Next, create the package item. Make sure the Stock type is Packaging. Click on the **PACKAGE** button and you are ready to add items into the package.

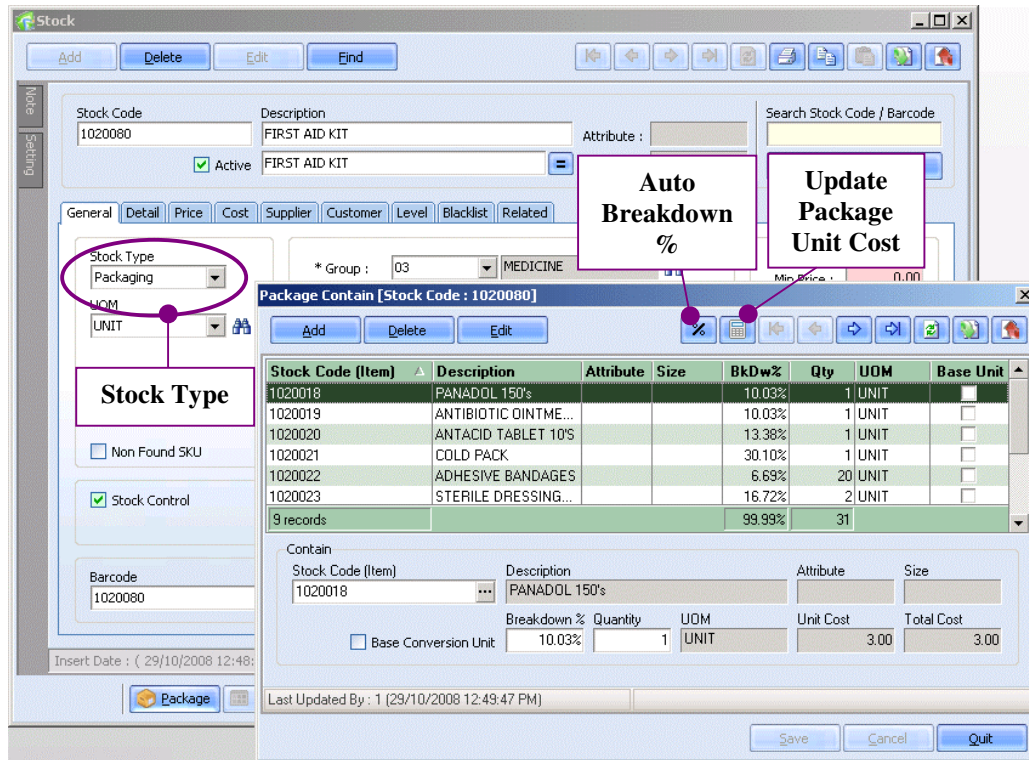


Figure 5-10. Overview of Stock – Packaging Item

After the items are added, click on the button **AUTO BREAKDOWN [%]** to breakdown the item by total pack percentage. You can manually breakdown by key in the **BkDw%** column.

Next, click the **UPDATE PACKAGE UNIT COST** button to calculate package total and update to the package cost.

Click button **SAVE** to save the package items.

Create Stock For Packaging : Pack of Same Item

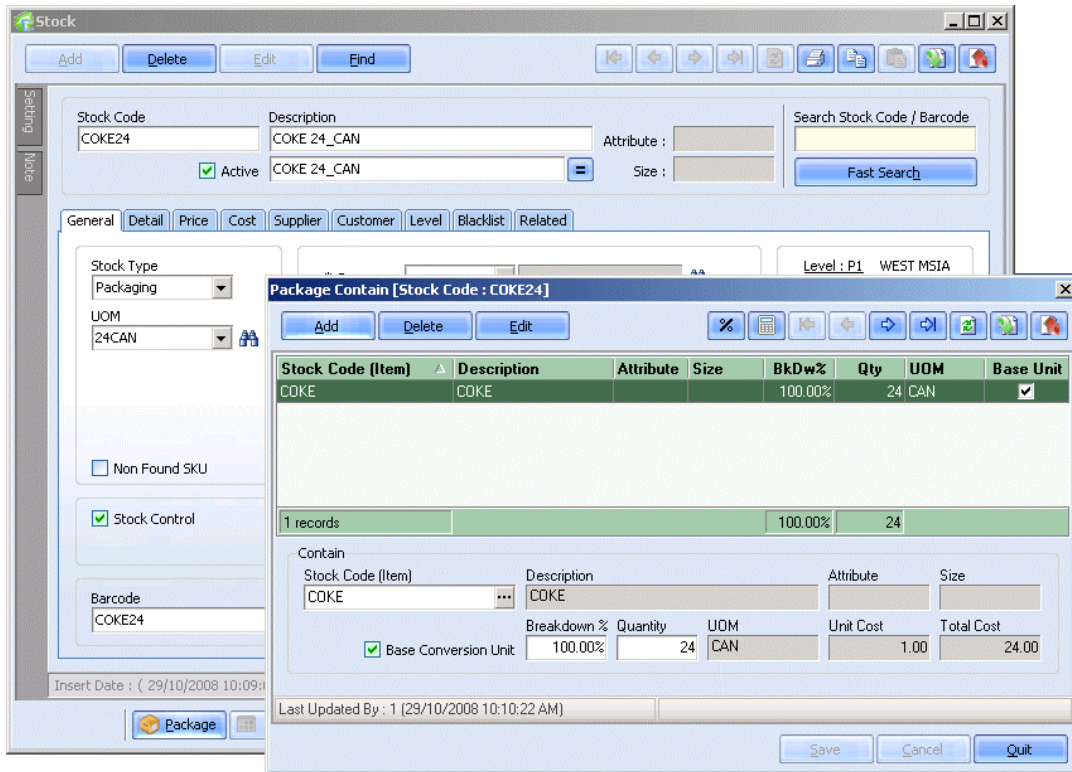
- Usually this package is for stocks that are received in carton and unpack to sell as individual units. For example, soft drinks. Instead of keeping track of how many cans of soft drinks, which can go up to few hundred cans, we can keep track of soft drinks by unopened cartons and loose package. In example below, we will create a sample package of COKE.

Example, **COKE CARTON**

1 CARTON OF COKE = 24 CANS OF COKE



- Next, create the package item. Make sure the Stock type is Packaging. Click on the **PACKAGE** button and you are ready to add items into the package.



- Tick on the Base Conversion Unit.

Base Conversion Unit is used at Stock Reporting to show stocks in package units and loose units. For example, if the store has 60 cans of COKE, the report will show as:

60 CANS = 2 CARTON AND 12 CANS,
where each carton contains 24 cans

Base Conversion Unit is meant for the above. If you do not intend to view the stock as pack and loose unit, do not tick base conversion unit.

Base Conversion Unit does not affect other parts of the system, which includes normal calculation and front pos.



Production For Package Stock

1. On Production, first [**SELECT STORE**]. All stocks produced will be effected under this store.
Next press button [**ADD**].
Type the Description for the production. Example: FIRST AID KITPACKAGE.
Press button [**SAVE**].
2. Tick [**EDIT MODE**] to enable add merchandise.
Stocks can be enter manually or download from the data terminal.
Press button [+] to add stocks.
After you are satisfied with the list of stocks, you can POST the document.

Take a look at the PRODUCTION screen below. To view package items, click on the button **PACKAGE**. See example below:

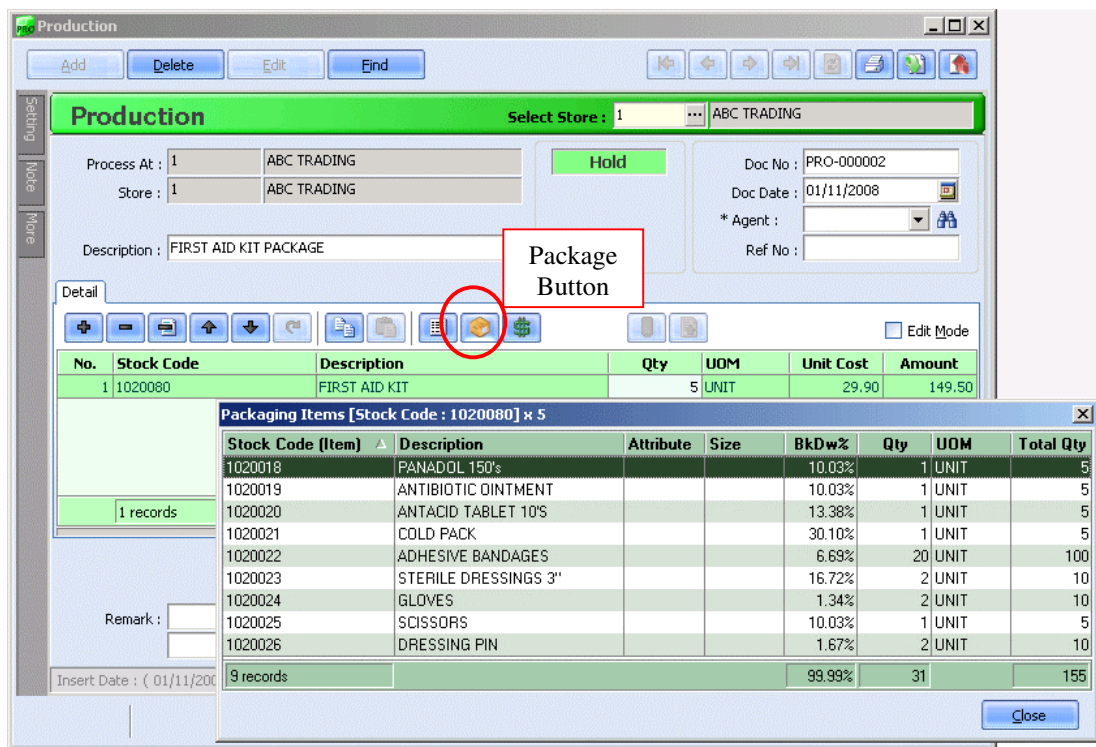


Figure 5-11. Overview of Production with Package Item Listing



3. Press button [**POST**] to post document.

Alternatively, you can press the arrow beside the button POS for the following:

POST → PRINT

- Post and print the document automatically

POST → ADD

- Post and add new document automatically

POST → PRINT → ADD

- Post, print and add new document automatically

DOCUMENT OPTIONS FOR PRODUCTION

- a. Default Quantity

You can set the default number of quantity per stock entry.

- b. Document Approval(s)

You can also set the document approval before posting up to two levels by two different persons. Only approved documents can be post.



5.5. Stock Take

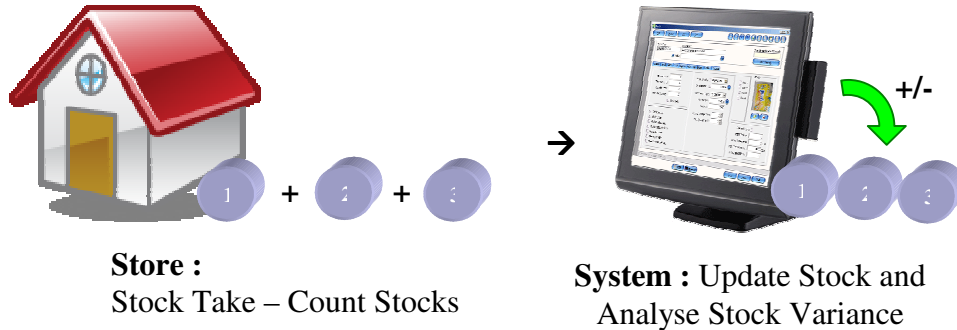


Figure 5-12. Overview of Stock Take

Stock Take is used to check the physical stock at store and compare to the stock in the system. Stock Variance Report will be generated for store owners to valuate and check the stock variance. During stock take, users are not encouraged to use the system to generate documents.

Create a Stock Take Preparation

Stock Take Preparation is used to initialize all stocks to 0. Once the stocks are counted, the stock quantity will be updated into the system and the system will calculate the stock variance.

1. On Preparation, first [**SELECT STORE**].

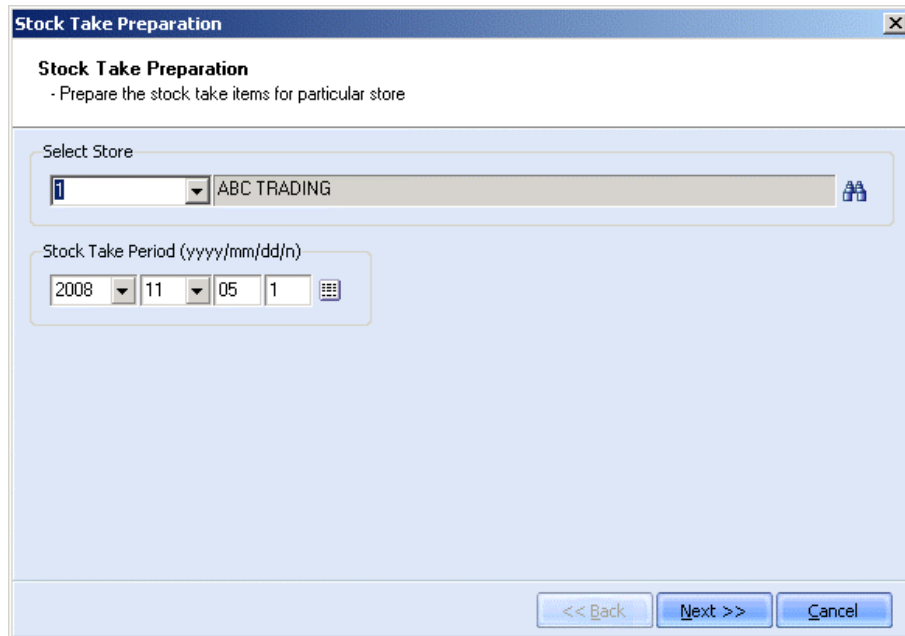


Figure 5-13. Stock Take Preparation



- Next, select the Stock Take Period.

Stock Take Period: YYYY / MM / DD / N

Year / Month / Day / Number

Number is the count of stock take cycle. For instance, the store decides to do the stock take twice daily. So, **1** will be assigned to the number column, and later assign **2** to the next stock take.

- Press button [**NEXT**]. The system will request for stock filter. You can filter by range or by multiple selection. Example of filter by range and multi-select :

STOCK CODE	FILTER BY RANGE	MULTI_SELECT
1000		1000
1001	1001	
1002	1002	1002
1003	1003	
1004		1004
1005		1005
1006		

You can filter the following items in Stock Take Preparation:

Stock Code	Category	Cost Type
Group	Brand	Shelf
Department	Promoter	
Sub-Department	Supplier	

- Press button [**NEXT**] to continue.

Make sure you have backup your database before continue.

You can press button [**PREVIEW**] to view the stock take preparation list.

After you are satisfied with the list, press button [**OK**] to continue.

The system will prompt you password for preparation. Type **PREPARE** and press [**OK**] .

The system will initialize the stock and is ready for Stock Take Entry.

After the Stock Take Entry, you have to do Stock Take Finishing before resume normal operation.

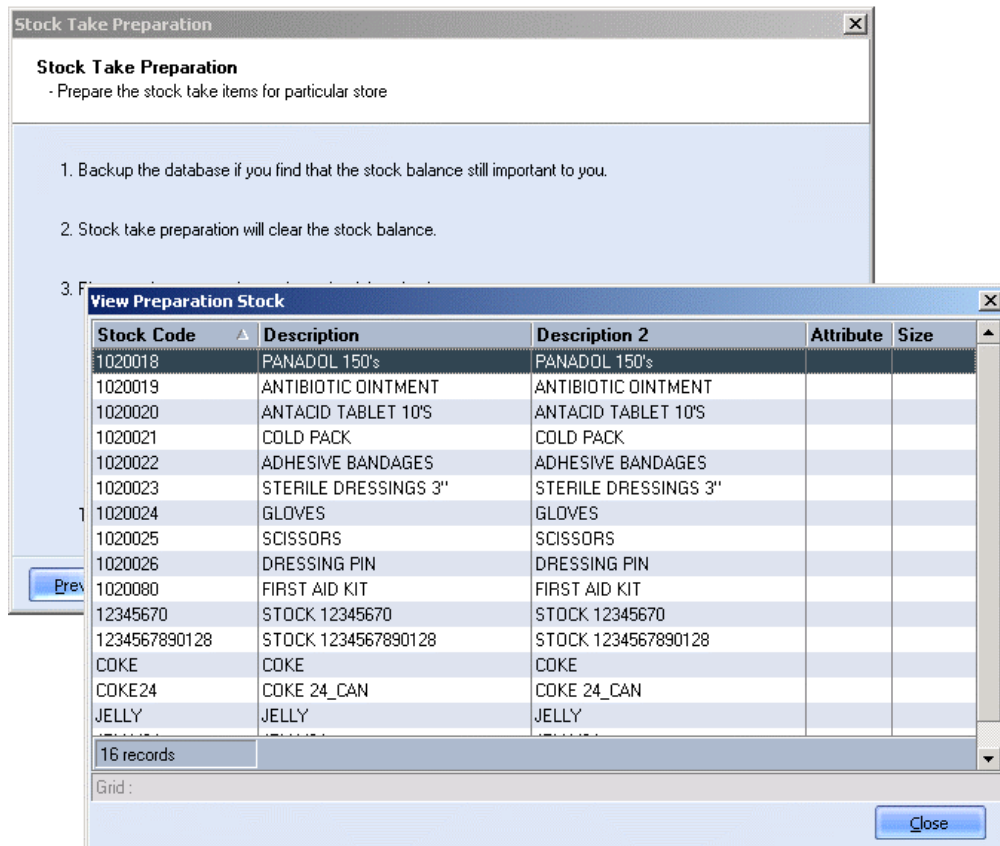


Figure 5-14. Stock Take Preparation List

Create a Stock Take Entry

After you have manually calculated the stocks in your store, you can update the stock through Stock Take Entry.

1. On Stock Take Entry, first [**SELECT STORE**]. All actions will be effected under this store.
Next press button [**ADD**].
Type the Description for the stock take entry.
Press button [**SAVE**].
2. Tick [**EDIT MODE**] to enable add merchandise.
Stocks can be enter manually or download from the data terminal.
Press button [**+**] to add stocks.
After you are satisfied with the list of stocks, you can **POST** the document.
3. Press button [**POST**] to post document.
Alternatively, you can press the arrow beside the button **POS** for the following:



POST → PRINT

- Post and print the document automatically

POST → ADD

- Post and add new document automatically

POST → PRINT → ADD

- Post, print and add new document automatically

DOCUMENT OPTIONS FOR STOCK TAKE

a. Default Quantity

You can set the default number of quantity per stock entry.

b. Document Approval(s)

You can also set the document approval before posting up to two levels by two different persons. Only approved documents can be post.

Stock Take Finishing

After Stock Take Entry is done, you have to run the Stock Take Finishing. Once done, you can check on the Stock Variance Report.

1. On Stock Take Finishing, first [**SELECT STORE**]. Next **Select the Period** you want to do the finishing. You can also view all the stores unfinished period by ticking on the box below.

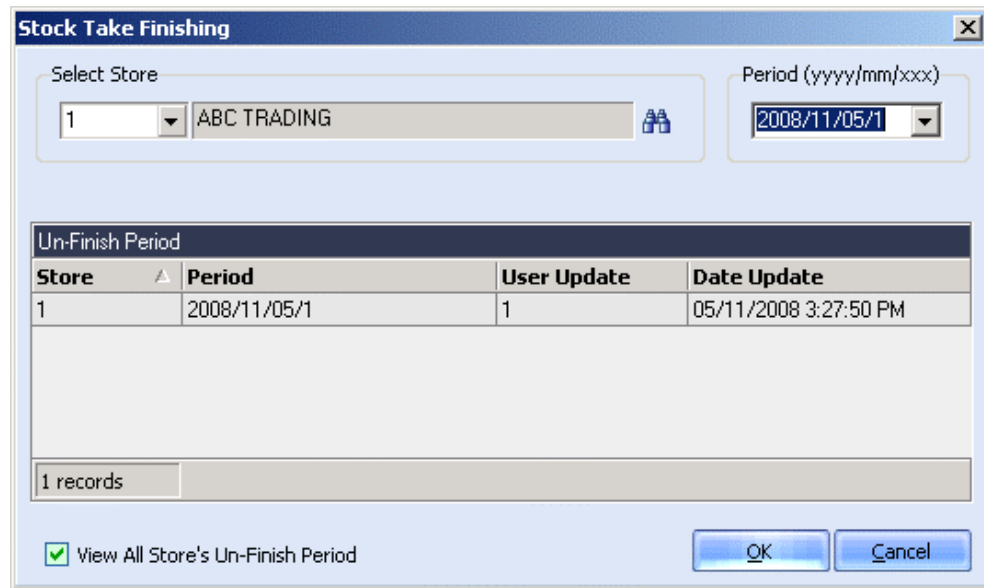


Figure 5-15. Stock Take Finishing

3. The system will prompt for password, type **FINISH** and press **OK**.



Chapter 6. Entry For Supplier



Tab Supplier is used to record transactions between Supplier and Store, these documents include purchase request, purchase order, stock receive and goods return.

Notes: For transaction that is related to in-Store and Customer, please browse to menu Inventory and Customer.

6.1. Purchase Request

Purchase request is a document generated by Store and sent to supplier. Purchase Request is different from Purchase Order as there is no commitment to purchase the stocks. Store can use it to request for stock prices or negotiate a better deal.

Once a deal is through, it can be committed through the Purchase Order. The purchase order can be a single purchase request or a combination of a few purchase requests from different stores.

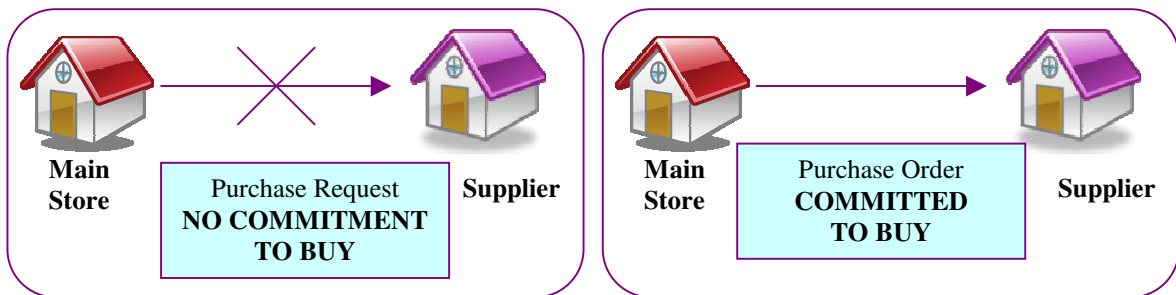


Figure 6-1. Overview of Purchase Request

Create a Purchase Request

1. On Purchase Request, first [**SELECT STORE**]. All actions will be effected under this store. Next press button [**ADD**].
Type the Description for the purchase request.
2. Tick Retrievable if you want to retrieve the Purchase Request from Purchase Order.
Untick Retrievable if you don't want to retrieve the Purchase Request from Purchase Order.

The status beneath Retrievable will show Un-Retrieve or Retrieve to show the document retrieve status from Purchase Order.

3. Press button [**SAVE**].
4. Tick [**EDIT MODE**] to enable add merchandise.



Stocks can be enter manually or download from the data terminal. You can also retrieve through stock filter.

Press button [+] to add stocks.

After you are satisfied with the list of stocks, you can POST the document.

5. Press button [**POST**] to post document.

Alternatively, you can press the arrow beside the button POS for the following:

POST → PRINT

- Post and print the document automatically

POST → ADD

- Post and add new document automatically

POST → PRINT → ADD

- Post, print and add new document automatically

DOCUMENT OPTIONS FOR PURCHASE REQUEST

- a. Quantity

You can set the default number of quantity per stock entry by stock reorder quantity or specific number of quantity.

- b. Unit Cost

You can set the default cost in purchase request to Zero, Unit Cost or Supplier Cost.

When Purchase Order retrieves documents from Purchase Request, it will reflect the costs in Purchase Request.

- c. Document Approval(s)

You can also set the document approval before posting up to two levels by two different persons. Only approved documents can be post.



6.2. Purchase Order

Purchase order is a document to order stocks from supplier. Purchase order can be created from purchase requests or created from a blank purchase order form.

Once the purchase order is posted, the stocks in stock movement will show quantity of stocks item as commit in.

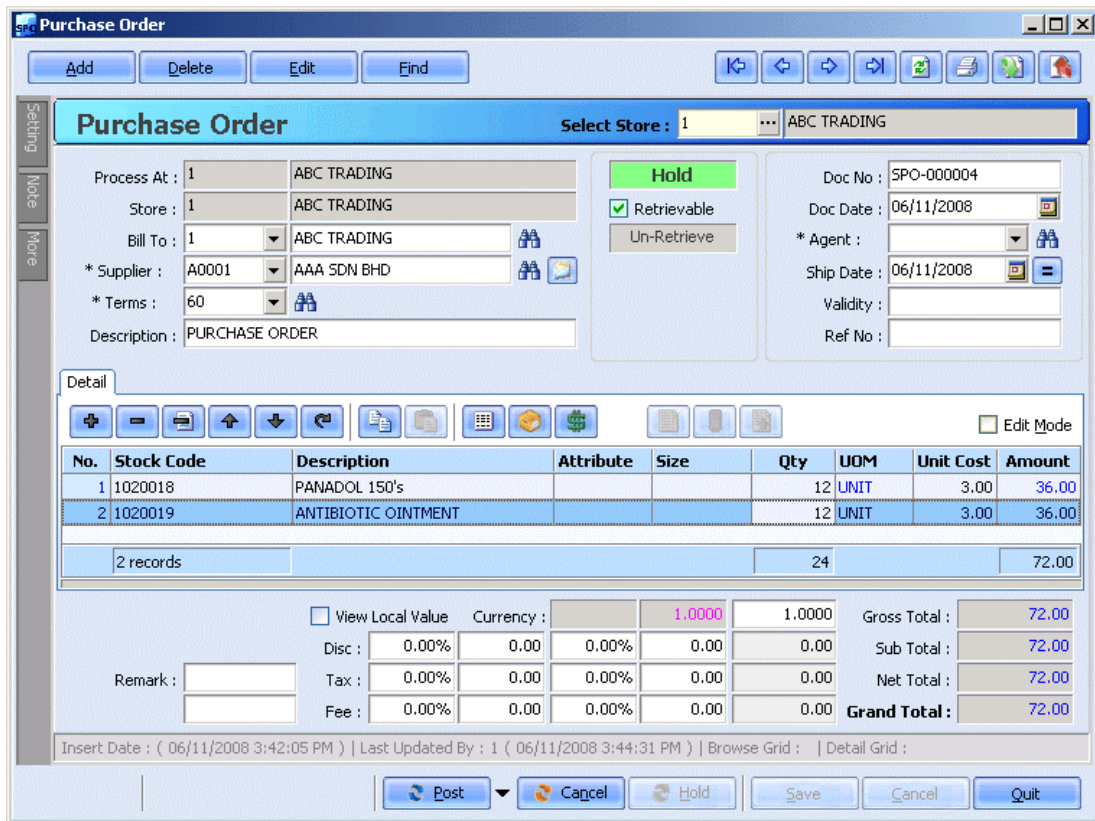


Figure 6-2. Overview of Purchase Order screen

Create a Purchase Order

1. On Purchase Order, first [**SELECT STORE**]. All actions will be effected under this store.
Next press button [**ADD**].
Type the Description for the purchase order.
2. Select the store to bill the Purchase Order.
Select the Supplier for whom you want to purchase the stocks from.
3. Tick Retrievable if you want to retrieve the Purchase Order from Stock Receive.
Untick Retrievable if you don't want to retrieve the Purchase Order from Stock Receive.



The status beneath Retrievable will show Un-Retrieve or Retrieve to show the document retrieve status from Stock Receive.

4. Press button [**SAVE**].

5. Tick [**EDIT MODE**] to enable add merchandise.
Stocks can be enter manually or download from the data terminal. You can also retrieve through stock filter.
Press button [+] to add stocks.
After you are satisfied with the list of stocks, you can POST the document.

6. Press button [**POST**] to post document.
Alternatively, you can press the arrow beside the button POS for the following:
POST → PRINT
- Post and print the document automatically
POST → ADD
- Post and add new document automatically
POST → PRINT → ADD
- Post, print and add new document automatically

DOCUMENT OPTIONS FOR PURCHASE ORDER

a. Quantity

You can set the default number of quantity per stock entry by stock reorder quantity or specific number of quantity.

b. Unit Cost

You can set the default cost in purchase request to Zero, Unit Cost or Supplier Cost.

When Stock Receive retrieves documents from Purchase Order, it will reflect the costs in Purchase Order.

c. Document Approval(s)

You can also set the document approval before posting up to two levels by two different persons. Only approved documents can be post.



6.3. Stock Receive

Stock Receive is use to document the stocks receive from supplier. You can retrieve items in Stock Receive document from Purchase Order or created from a blank stock receive form.

Once the Stock Receive document is posted, the stocks in stock movement will update the quantity of stocks received.

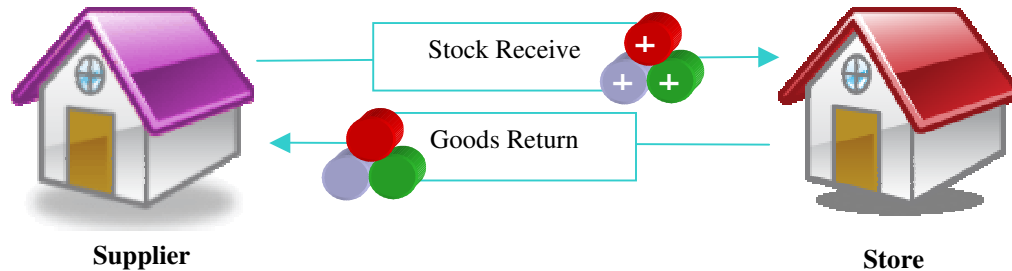


Figure 6-3. Overview of Stock Receive and Goods Return

Create a Stock Receive

1. On Stock Receive, first [**SELECT STORE**]. All actions will be effected under this store.
Next press button [**ADD**].
Type the Description for the stock receive.
2. Select the store to bill the Stock Receive.
Select the Supplier for whom you want to receive the stocks from.
Press button [**SAVE**].
3. Tick [**EDIT MODE**] to enable add merchandise.
Stocks can be enter manually or download from the data terminal. You can also retrieve through stock filter.
Press button [+] to add stocks.
After you are satisfied with the list of stocks, you can POST the document.
4. Press button [**POST**] to post document.
Alternatively, you can press the arrow beside the button POS for the following:
POST → PRINT
- Post and print the document automatically
POST → ADD
- Post and add new document automatically
POST → PRINT → ADD
- Post, print and add new document automatically



DOCUMENT OPTIONS FOR STOCK RECEIVE

a. Quantity

You can set the default number of quantity per stock entry.

b. Unit Cost

You can set the default cost in purchase request to Zero, Unit Cost or Supplier Cost.

c. Cost Apply

Cost Apply will calculate and update the stock cost by Unit Cost or Amount/Qty.

d. Update Stock Cost and Movement Cost Value

Allows you to select the stock/movement cost value as below:

- i. Update Stock [Unit Cost] With [Cost Apply]
- ii. Update Stock [Unit Cost] With [Cost Apply - Zero]
- iii. Update Movement Costing Value With [Cost Apply - Zero]

e. Document Approval(s)

You can also set the document approval before posting up to two levels by two different persons. Only approved documents can be post.

6.4. Supplier Goods Return

Goods Return is use to document the stocks returned to supplier. You can retrieve stocks from Stock Receive or created from a blank form.

Once the Goods Return document is posted, the stocks in stock movement will update the quantity of stocks deducted.

Create a Supplier Goods Return

1. On Goods Return, first [**SELECT STORE**]. All actions will be effected under this store.
Next press button [**ADD**].
Type the Description for the Goods Return document.
2. Select the store to CN the Goods Return.
Select the Supplier for whom you want to return the stocks.
Press button [**SAVE**].
3. Tick [**EDIT MODE**] to enable add merchandise.
Stocks can be enter manually or download from the data terminal. You can also retrieve through stock filter.
Press button [**+**] to add stocks.
After you are satisfied with the list of stocks, you can **POST** the document.



4. Press button [**POST**] to post document.
 Alternatively, you can press the arrow beside the button POS for the following:
 POST → PRINT
 - Post and print the document automatically
 POST → ADD
 - Post and add new document automatically
 POST → PRINT → ADD
 - Post, print and add new document automatically

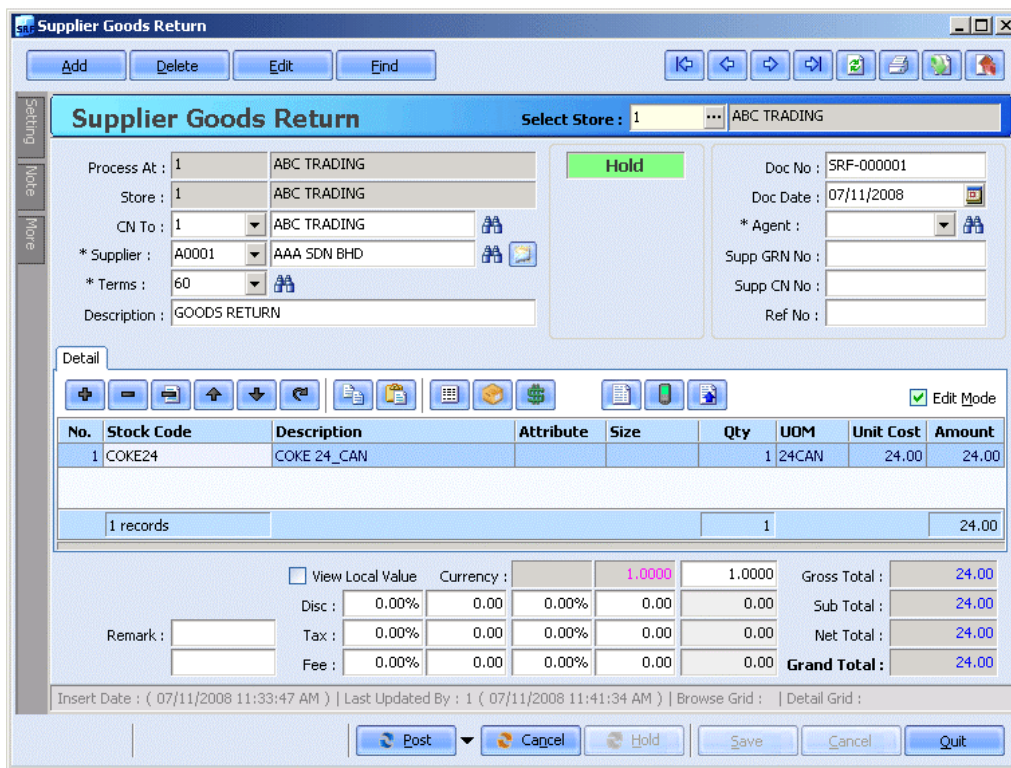


Figure 6-4. Overview of Goods Return screen

DOCUMENT OPTIONS FOR GOODS RETURN

- a. Quantity
 You can set the default number of quantity per stock entry.
- b. Unit Cost
 You can set the default cost in purchase request to Zero, Unit Cost or Supplier Cost.



c. Cost Apply

Cost Apply will calculate and update the stock cost by Unit Cost or Amount/Qty.

d. Update Movement Costing Value

You can choose to “Update Movement Costing Value With [Cost Apply - Zero]”

e. Document Approval(s)

You can also set the document approval before posting up to two levels by two different persons. Only approved documents can be post.

View Stock Movement Information / Stock Ledger History In Document

Do you know that you can view the stock movement information and stock ledger history directly from the active document?

Select the stock, and click the **View Movement Info [F3]** button.

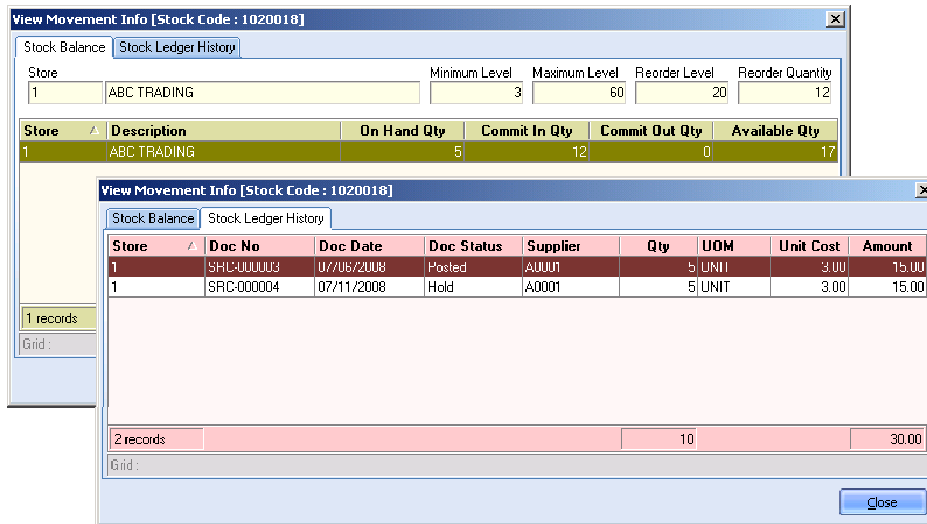


Figure 6-5. Overview of Stock Movement Info and Stock Ledger History by stock code

Information can be viewed by the store and stock code. You will know at once the stock levels (minimum, maximum, reorder level and reorder quantity). You will also get information on stocks on hand(document), how many pieces was already committed in/out and the current available quantity.

You can also view the stock ledger history by the document type. For instance, at Stock Receiving, you can check on the stock ledger history, the documents that was created for the stocks and the status of the documents.



Chapter 7. Entry For Customer



Tab Customer is use to record transactions between Customer and Store, these documents include quotation, sales order, delivery order and goods return.

Notes: For transaction that is related to in-Store stock, membership and suppliers, please browse to menu Inventory, Membership and Supplier.

7.1. Quotation

Quotation is a document that list particulars of goods offered to customers for sale, including price level and payment terms. The Quotation is linked to Sales Order. You can directly call the Quotation from the Sales Order. Quotation does not affect the stock balance.

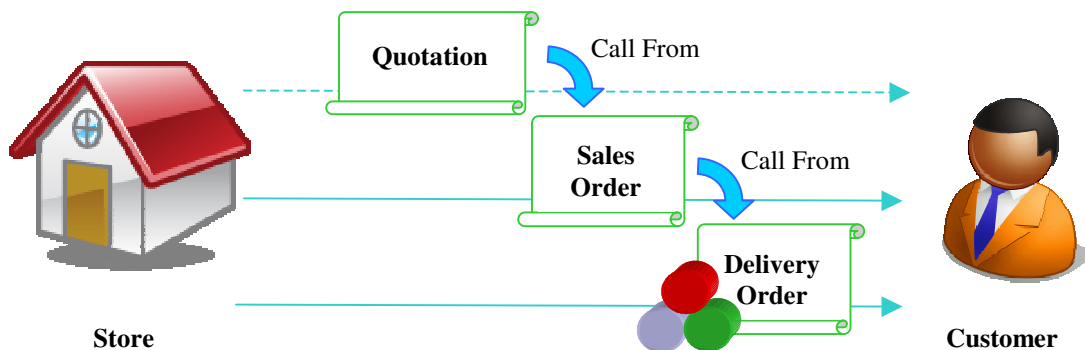


Figure 7-1. Overview of Customer Sales

Create a Quotation

1. On Quotation, first [**SELECT STORE**]. All actions will be effected under this store.
Next press button [**ADD**].
Type the Description for the Quotation.
2. Tick Retrievable if you want to retrieve the Quotation from Sales Order.
Untick Retrievable if you don't want to retrieve the Quotation from Sales Order.

The status beneath Retrievable will show Un-Retrieve or Retrieve to show the document retrieve status from Sales Order.

3. Select [**CUSTOMER**].
Select [**TERMS**].
Press button [**SAVE**].
4. Tick [**EDIT MODE**] to enable add merchandise.



Stocks can be enter manually or download from the data terminal. You can also retrieve through stock filter.

Press button [+] to add stocks.

After you are satisfied with the list of stocks, you can POST the document.

5. Press button [**POST**] to post document.

Alternatively, you can press the arrow beside the button POS for the following:

POST → PRINT

- Post and print the document automatically

POST → ADD

- Post and add new document automatically

POST → PRINT → ADD

- Post, print and add new document automatically

DOCUMENT OPTIONS FOR QUOTATION

- a. Quantity

You can set the default number of quantity per stock entry by stock reorder quantity or specific number of quantity.

- b. Document Approval(s)

You can also set the document approval before posting up to two levels by two different persons. Only approved documents can be post.



7.2. Sales Order

Sales Order is a document to record customer orders. Once the Sales Order is posted, stock movement will show items as commit out.

In a committed out product, the item is not deducted from the system inventory. It only reflects the state of the product as committed out. This is to help the end user identify the committed item, and thus aids in decision-making. For instance, during Purchase Order, a purchasing clerk can identify the committed out products and take these into considerations before placing orders.

There are few ways to place a Sales Order. You can either create a Sales Order from new document or directly call from the Quotation created earlier.

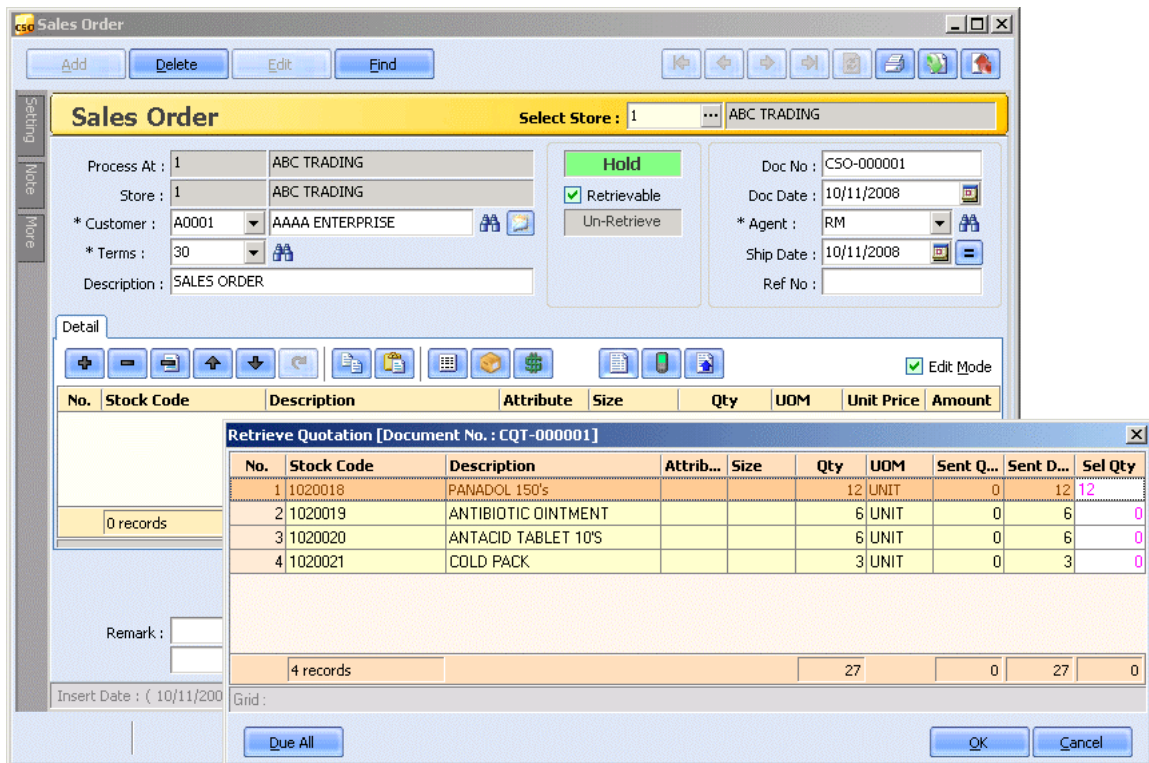


Figure 7-2. Overview of Sales Order with Retrieve from Quotation



Create a Sales Order

1. On Sales Order, first [**SELECT STORE**]. All actions will be effected under this store.
Next press button [**ADD**].
Type the Description for the Sales Order.

2. Tick Retrievable if you want to retrieve the Sales Order from Delivery Order.
Untick Retrievable if you don't want to retrieve the Sales Order from Delivery Order.

The status beneath Retrievable will show Un-Retrieve or Retrieve to show the document retrieve status from Delivery Order.

3. Select [**CUSTOMER**].
Select [**TERMS**].
Press button [**SAVE**].
4. Tick [**EDIT MODE**] to enable add merchandise.
Stocks can be enter manually or download from the data terminal. You can also retrieve through stock filter or posted Quotation.
Press button [+] to add stocks.
After you are satisfied with the list of stocks, you can POST the document.
5. Press button [**POST**] to post document.
Alternatively, you can press the arrow beside the button POS for the following:
POST → PRINT
- Post and print the document automatically
POST → ADD
- Post and add new document automatically
POST → PRINT → ADD
- Post, print and add new document automatically

DOCUMENT OPTIONS FOR SALES ORDER

a. Quantity

You can set the default number of quantity per stock entry by stock reorder quantity or specific number of quantity.

b. Document Approval(s)

You can also set the document approval before posting up to two levels by two different persons. Only approved documents can be post.



7.3. Delivery Order

Delivery Order is a document to record stocks delivered to customers. Once the Delivery Order is posted, the stocks will be deducted from the stock inventory.

There are few ways to place a Delivery Order. You can either create a Delivery Order from new document or directly call from the Sales Order created earlier.

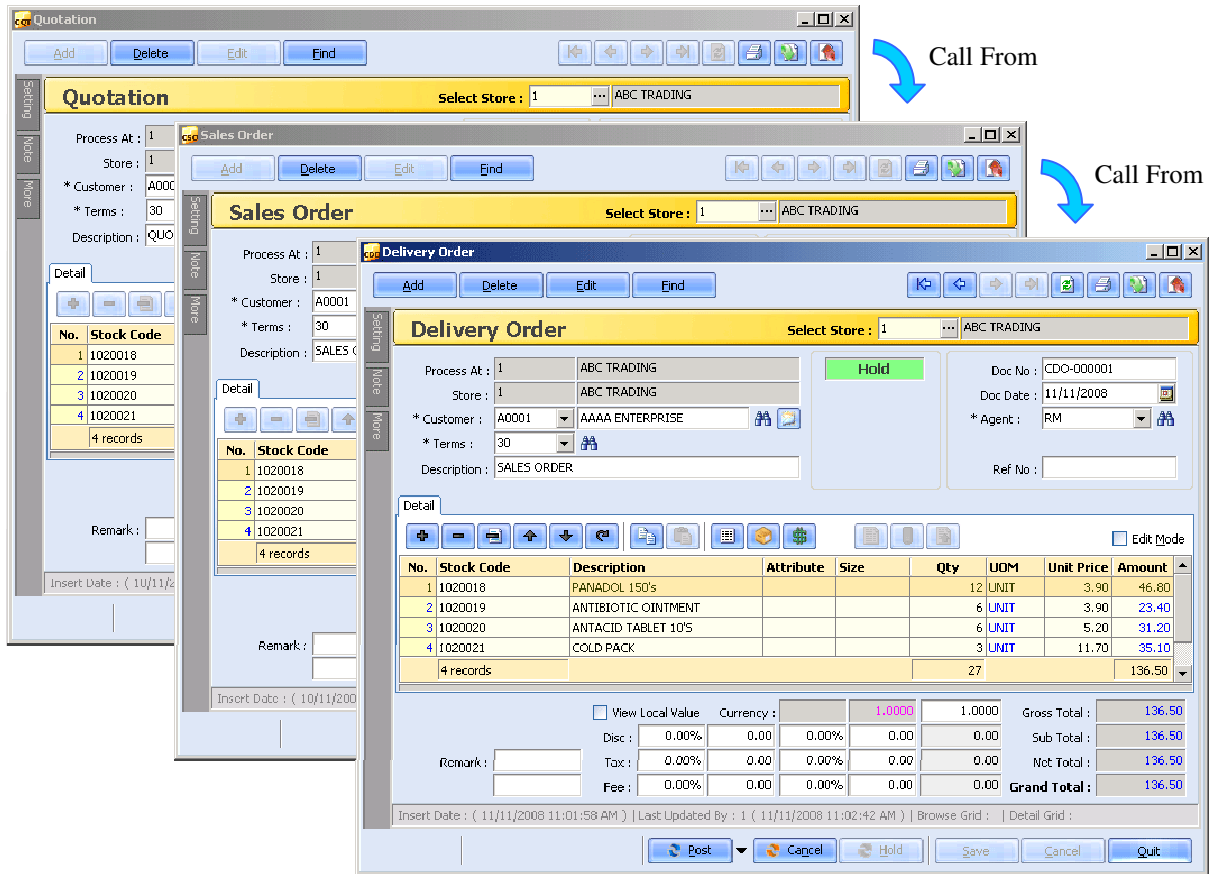


Figure 7-3. Overview of Customer linked documents

Create a Delivery Order

1. On Delivery Order, first [**SELECT STORE**]. All actions will be effected under this store.
Next press button [**ADD**].
Type the Description for the Delivery Order.
2. Select [**CUSTOMER**].
Select [**TERMS**].
Press button [**SAVE**].



3. Tick [**EDIT MODE**] to enable add merchandise.
Stocks can be enter manually or download from the data terminal. You can also retrieve through stock filter or posted Delivery Order.
Press button [+] to add stocks.
After you are satisfied with the list of stocks, you can POST the document.
4. Press button [**POST**] to post document.
Alternatively, you can press the arrow beside the button POST for the following:
POST → PRINT
 - Post and print the document automatically
 POST → ADD
 - Post and add new document automatically
 POST → PRINT → ADD
 - Post, print and add new document automatically

DOCUMENT OPTIONS FOR DELIVERY ORDER

- a. Quantity
You can set the default number of quantity per stock entry by stock reorder quantity or specific number of quantity.
- b. Document Approval(s)
You can also set the document approval before posting up to two levels by two different persons.
Only approved documents can be post.

7.4. Goods Return

Goods Return is a document to record stocks returned from customers. Once the Goods Return is posted, the stocks will be added back into the stock inventory.

Create a Goods Return

1. On Goods Return, first [**SELECT STORE**]. All actions will be effected under this store.
Next press button [**ADD**].
Type the Description for the Goods Return.
2. Select [**CUSTOMER**].
Select [**TERMS**].
Press button [**SAVE**].



3. Tick [**EDIT MODE**] to enable add merchandise.
Stocks can be enter manually or download from the data terminal..
Press button [+] to add stocks.
After you are satisfied with the list of stocks, you can POST the document.

4. Press button [**POST**] to post document.
Alternatively, you can press the arrow beside the button POST for the following:
POST → PRINT
- Post and print the document automatically
POST → ADD
- Post and add new document automatically
POST → PRINT → ADD
- Post, print and add new document automatically

DOCUMENT OPTIONS FOR GOODS RETURN

- a. Quantity
You can set the default number of quantity per stock entry by stock reorder quantity or specific number of quantity.
- b. Cost Apply
Cost Apply will calculate and update the stock cost by Unit Cost or Amount/Qty.
- c. Update Stock Cost and Movement Cost Value
Allows you to select the stock/movement costing value with Cost Apply - Zero
- d. Document Approval(s)
You can also set the document approval before posting up to two levels by two different persons.
Only approved documents can be post.



Appendix A. File Setting > Preferences

A. General Setup

Tab A: Settings

- a. Magnetic Card Reader
Set the reading time of magnetic card reader in millisecond. Default : 500msec

- b. Theme Style
You can change the theme of Cougar Back Office here.
You can also set the Tool Bar Caption to show/hide.

- c. Alert Messages
You can set alert messages to prompt on the following:
 - i. Database Size More than (MB). Default : 2048MB
 - ii. Hard Disk Free Space Less than (MB). Default : 1024MB

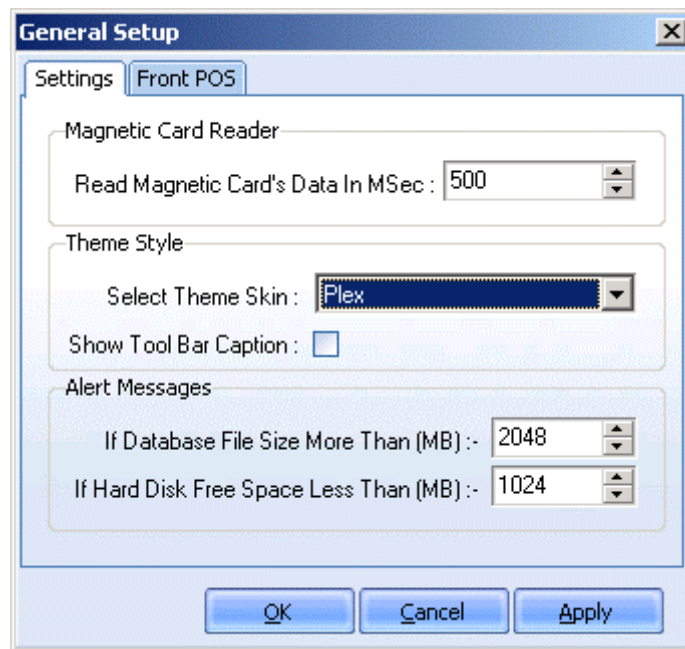


Figure A-1. Overview of General Setup

Tab B: Front POS

- a. Front POS Application
Set the shortcut link to Front POS.



B. System Configuration

Tab A: General

a. Store Definition

i. Define Store Location

Define your store location here. Store Location is the location the machine is.

ii. Define Default Store For Inventory Purpose

You can separately define a default store for inventory purpose here. For example, warehouse.

b. Options

Below is the Search Dialog view options:

- i. View Active Stocks Only in Search Dialog
- ii. View Active Supplier Only in Search Dialog
- iii. View Active Customer Only in Search Dialog
- iv. View Active Membership Only in Search Dialog

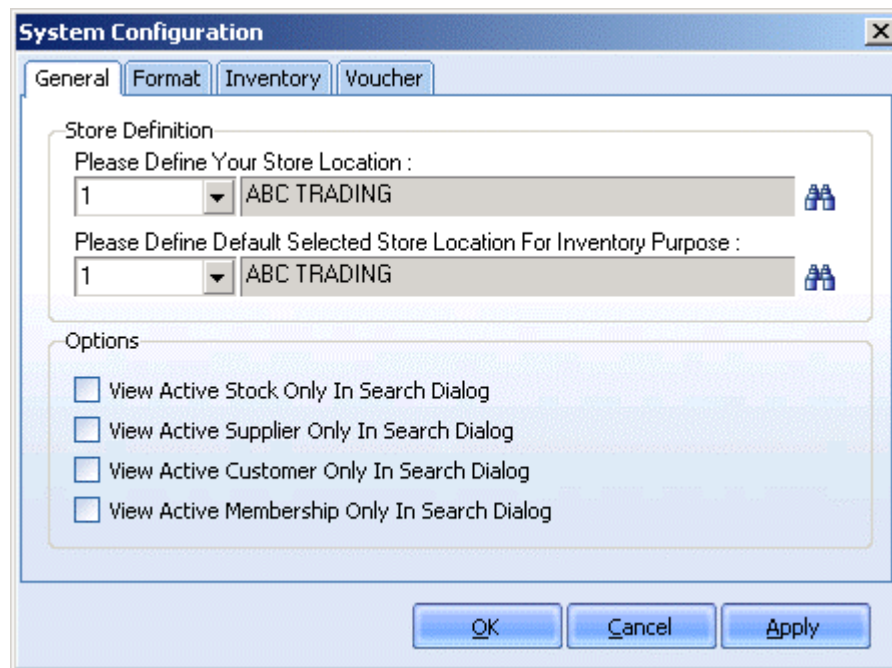


Figure A-2. Overview of System Configuration



Tab B: Format

Format is use to set the numeric format in terms of the display format, decimal digit and rounding value.

- a. Numeric Value Format
 - i. Percentage (%)
 - ii. Currency Rate
 - iii. Stock Quantity
 - iv. Stock Price
 - v. Stock Cost
 - vi. Account Value
 - vii. Member Point

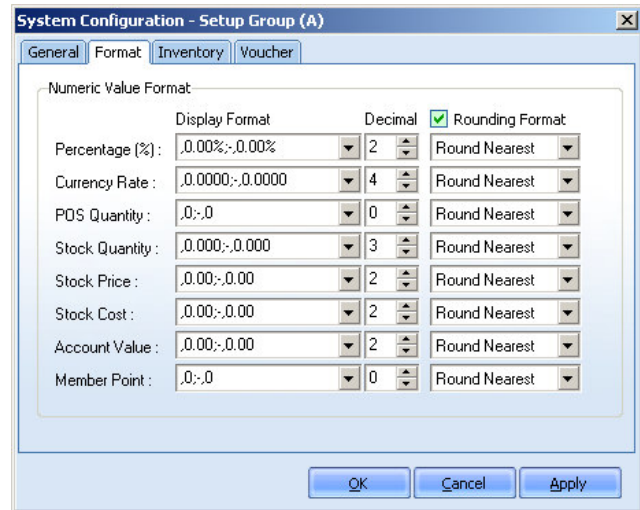


Figure A-3. Overview of System Configuration - Format

Tab C: Inventory

- a. Costing Method

Costing method is used in the Cougar POS system to calculate the inventory costs after each inventory movement.

The following costing method can be set :

 - i. Fixed
 - follow value set in inventory
 - ii. Latest
 - follow value in inventory movement, e.g. Receiving
 - iii. Average
 - system calculation after inventory movement

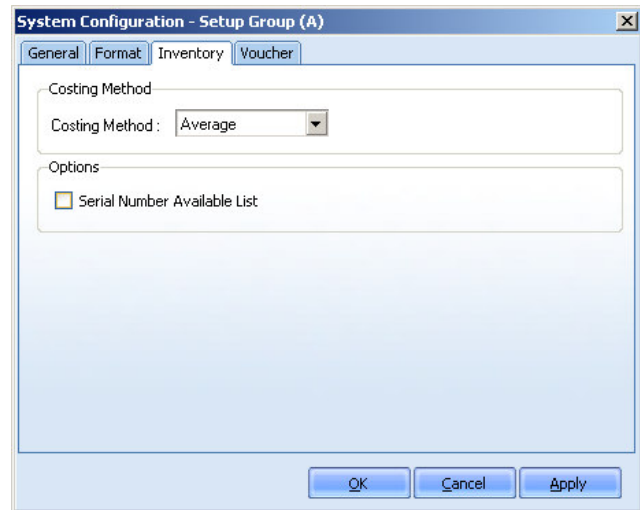


Figure A-4. Overview of System Configuration - Inventory

- b. Options

You can set the Serial Number Available List here, if serial number is used in your inventory.



Tab D: Voucher

a. Scanning Voucher Option

Tick to activate voucher scanning option. With voucher scanning, you can add barcode to the voucher.

You can choose between voucher serialize tracking or voucher price tracking.

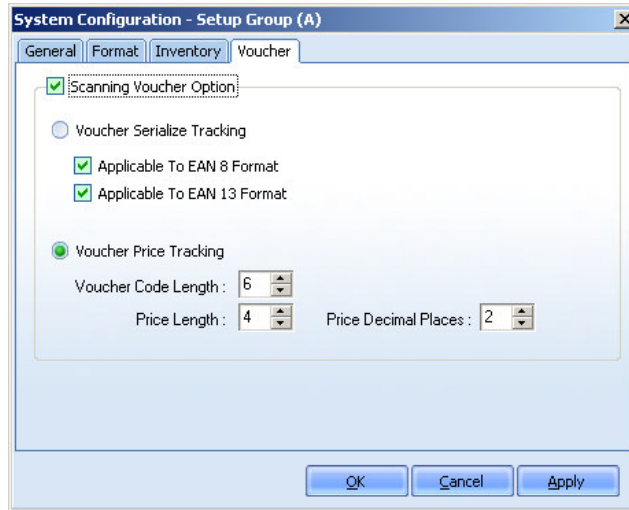


Figure A-5. Overview of System Configuration - Voucher

i. Voucher Serialize Tracking

You can set the barcode format for serial number:

- Applicable to EAN 8 Format
- Applicable to EAN 13 Format

ii. Voucher Price Tracking

You can set the voucher serial number format by the following:

Voucher Code Length + Price Length + Price Decimal Length

Example	Length	Sample
Voucher Code Length	6	Code: 789107
Price Length	4	
Price Decimal Places	2	Price: RM15.20
7 8 9 1 0 7 + 0 0 1 5 + 2 0		

In the example above, the barcode will be 789107001520.



C. Barcode Configuration

Barcode Configuration is used to assign barcode printers to different types of barcode prints. You can set different label sizes to different types of prints.

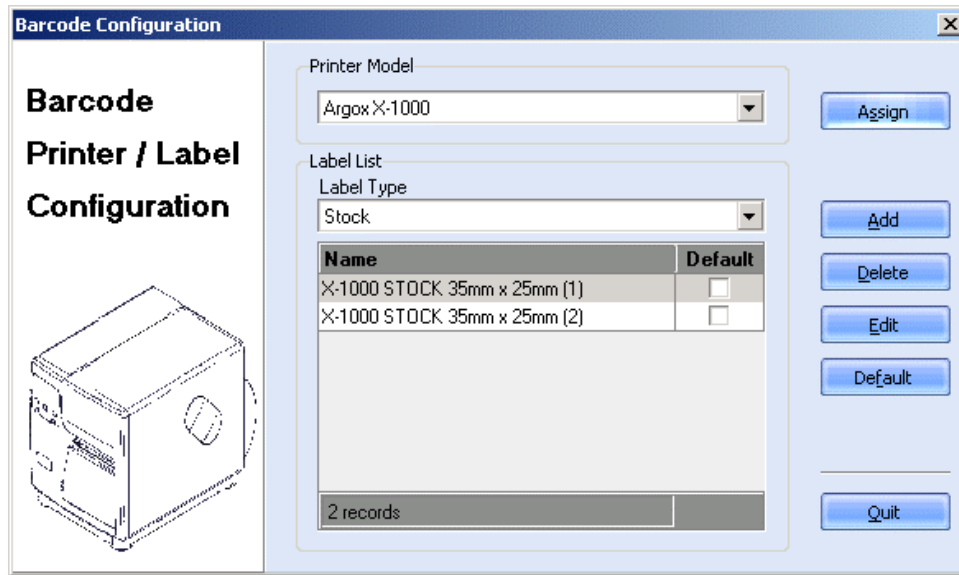


Figure A-6. Overview of Barcode Configuration

Assign Label Types and Barcode Printer

1. First, you need to select the **Printer Model**.
2. Next, define the **Label Type** for Stock, Supplier, Membership and Customer.
3. Next, press the [**ASSIGN**] button to assign default labels for each of the label types.

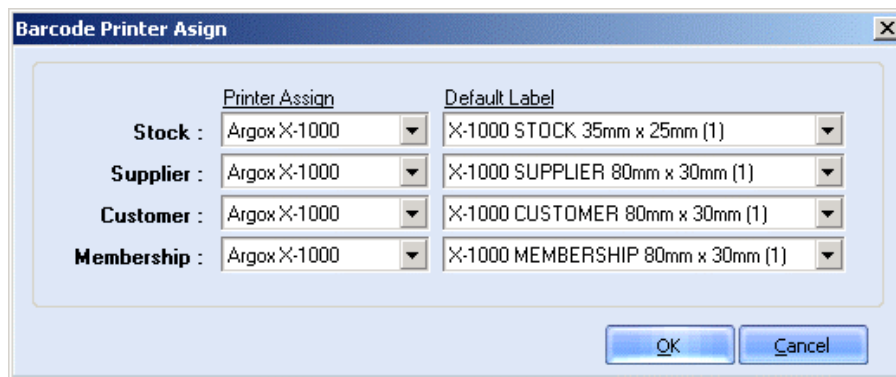


Figure A-7. Overview of Barcode Printer Assign

4. For each types (Stock, Supplier, Customer, Membership), you can assign default barcode printers and default label sizes. Default labels can also be assigned at maintenance screen. Just click button [**Barcode**].



D. Scale Configuration

Scale Configuration is use by PLU with Price and PLU with Weight item. It is use to define Stock Code length and Price/Weight Length with decimal places.

Once in place, front POS will read PLU with Price/Weight items based on the configuration above.

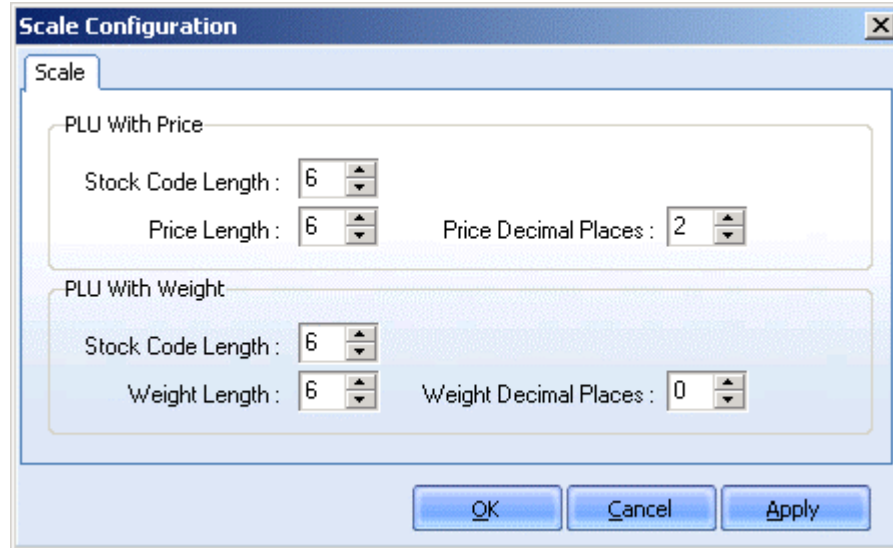


Figure A-8. Overview of Scale Configuration

Example:

PLU With Price

Stock Code Length : 6
 Price Length : 6 Decimal Places : 2

Sample PLU Code :

9 0 0 1 2 3 + 0 0 2 0 3 0

From sample above, first six digit is Stock Code (900123) and last six digit is Price (002030), price of item is RM20.30 where last two digits of Price Code is decimal places.



E. Maintenance Option

Maintenance Option is currently use to control the operation of back office maintenance screens. For instance, item disappearance control the user authority to access and use certain information in each screen. You can also set the stock’s default status, stock control and processing rules.

Section I. Stock

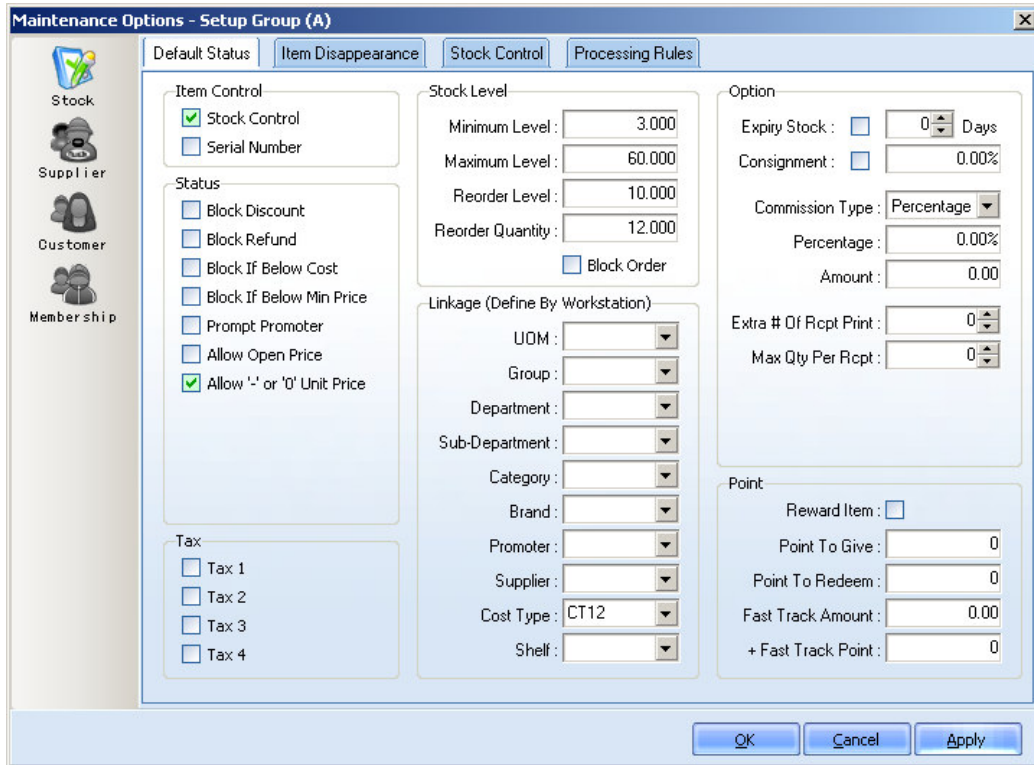


Figure A-9. Overview of Stock Maintenance Option – Default Status

Tab A: Stock - Default Status

Set the default status for new stock creation. Once new stock is created, it will follow the status set in here.

a. Item Control

- i. Stock Control
- ii. Serial Number

b. Status – the status below is use at front cashier terminal

- i. Block Discount
- ii. Block Refund
- iii. Block if Below Cost
- iv. Block if Below Min Price
- v. Prompt Promoter
- vi. Allow Open Price
- vii. Allow '-' or '0' Unit Price



c. Tax

Tax 1 ~ Tax 4

d. Stock Level

- i. Minimum Level
- ii. Maximum Level
- iii. Reorder Level
- iv. Reorder Quantity
- v. Block Order

e. Linkage – can be defined by workstation. Different workstation can have different default linkage status.

- i. UOM
- ii. Group
- iii. Department
- iv. Sub-Department
- v. Category
- vi. Brand
- vii. Promoter
- viii. Supplier
- ix. Cost Type
- x. Shelf

f. Option

- i. Expiry Stock ... default number of days
- ii. Consignment ... default percentage commission
- iii. Commission Type ... Percentage | Amount
- iv. Extra Number of Receipt Print ... 0 ~ 9
- v. Max Quantity Per Receipt ... 0 ~ 99

g. Point

- i. Reward Item
- ii. Point to Give
- iii. Point to Redeem
- iv. Fast Track Amount + Fast Track Point



Tab B: Stock - Item Disappearance

Control the Stock screen available view by terminal. You can hide the item from being viewed by unauthorised users. Tick to hide items, untick to show items.

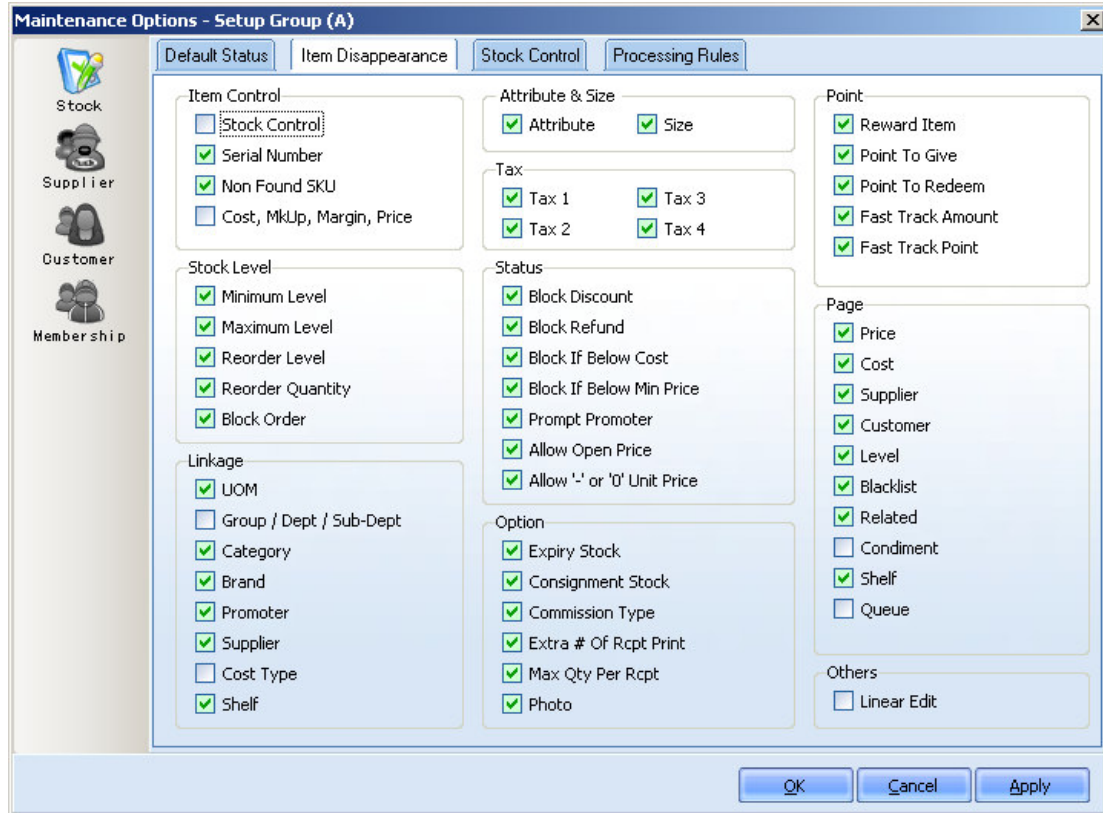


Figure A-10. Overview of Stock Maintenance Option – Item Disappearance

a. Item Control

- i. Stock Control
- ii. Serial Number
- iii. Non Found SKU
- iv. Cost, Mark Up, Margin, Price

b. Stock Level

- i. Minimum Level
- ii. Maximum Level
- iii. Reorder Level
- iv. Reorder Quantity
- v. Block Order



c. Linkage

- | | |
|-----------------------------|----------------|
| i. UOM | v. Promoter |
| ii. Group / Dept / Sub-Dept | vi. Supplier |
| iii. Category | vii. Cost Type |
| iv. Brand | viii. Shelf |

d. Attribute & Size

- | | |
|--------------|----------|
| i. Attribute | ii. Size |
|--------------|----------|

e. Tax

Tax 1 ~ Tax 4

f. Status

- | | |
|------------------------------|-----------------------------------|
| i. Block Discount | v. Prompt Promoter |
| ii. Block Refund | vi. Allow Open Price |
| iii. Block if Below Cost | vii. Allow '- ' or '0' Unit Price |
| iv. Block if Below Min Price | |

g. Option

- | | |
|-----------------------|-----------------------------------|
| i. Expiry Stock | iv. Extra Number of Receipt Print |
| ii. Consignment Stock | v. Max Quantity Per Receipt |
| iii. Commission Type | vi. Photo |

h. Point

- | | |
|-------------------|------------------------------------------|
| i. Reward Item | iii. Point to Redeem |
| ii. Point to Give | iv. Fast Track Amount + Fast Track Point |

i. Page

- | | |
|---------------|-----------------|
| i. Price | vi. Blacklist |
| ii. Cost | vii. Related |
| iii. Supplier | viii. Condiment |
| iv. Customer | ix. Shelf |
| v. Level | x. Queue |

j. Others

Linear Edit



Tab C: Stock - Stock Control

Stock Control lets you control items such as applicable stock type, stock code format and check digit.

Tick to allow items to be managed. Untick for items that are not being use. For example, if your store do not have item by price, untick the PLU With Price.

However, items that are previously created will remain in the system even though the stock control does not allow it to be managed.

Information:

It is advisable not to change the Stock Control setting once the system is up and running.

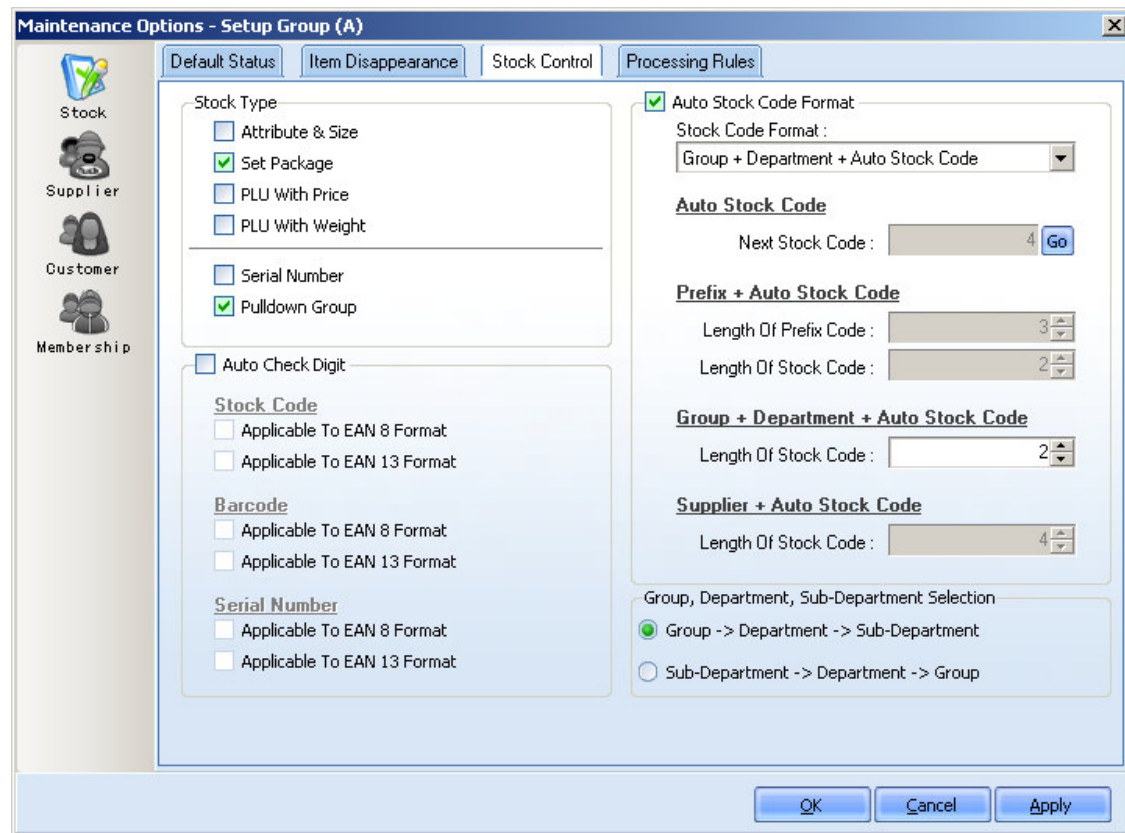


Figure A-11. Overview of Stock Maintenance Option – Stock Control

a. Stock Type

- i. Attribute & Size
- ii. Set Package
- iii. PLU With Price
- iv. PLU With Weight
- v. Serial Number
- vi. Pulldown Group



b. Auto Check Digit

i. Stock Code

Applicable to EAN 8 Format
Applicable to EAN 13 Format

ii. Barcode

Applicable to EAN 8 Format
Applicable to EAN 13 Format

iii. Serial Number

Applicable to EAN 8 Format
Applicable to EAN 13 Format

c. Auto Stock Code Format

i. Stock Code Format

a. Auto Stock Code

Set the Next Stock Code. Press button Go to get the next stock code.

b. Prefix + Auto Stock Code

When creatin new item, type the prefix code. The system will append next stock code.

c. Group + Department + Auto Stock Code

You must select the Group and Department for each new item and the system will automatically append next stock code.

d. Supplier + Auto Stock Code

For creating new Stock, select Supplier first. The system will automatically append next stock code.

d. Group, Department, Sub-Department Selection

Decides the way group group, department and sub-department are selected in the stock screen.

i. Group → Department → Sub-Department

ii. Sub-Department → Department → Group



Tab D: Stock - Processing Rules

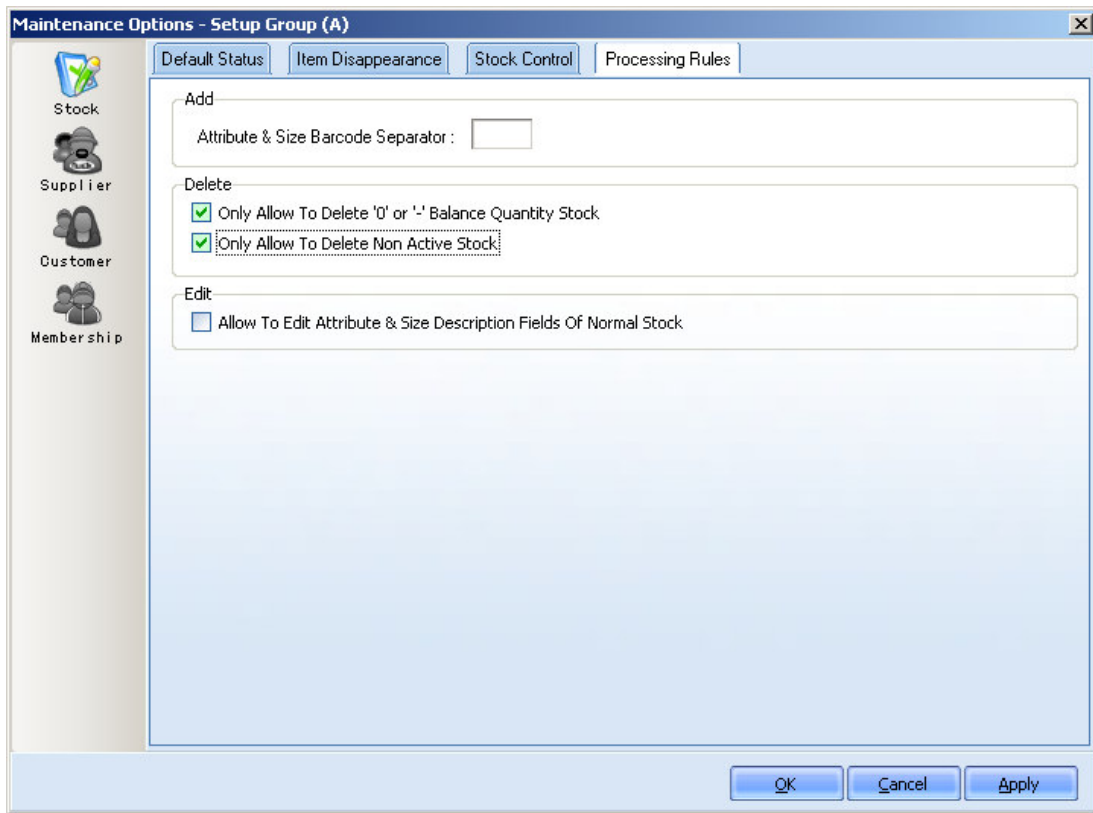


Figure A-12. Overview of Stock Maintenance Option – Processing Rules

a. Add

i. Attribute & Size Barcode Separator

To set the default Attr&Size barcode separator. Example:

Barcode Separator = -
Attr & Size Code = 12345678-001-001

Barcode Separator = (empty)
Attr & Size Code = 12345678001001

b. Delete

i. Only Allow to Delete '0' or '-' Balance Quantity Stock

ii. Only Allow to Delete Non Active Stock

c. Edit

i. Allow to Edit Attribute & Size Description Fields of Normal Stock



Section II. Supplier

Tab A: Supplier – Item Disappearance

Control the Supplier screen available view by terminal. You can hide columns from unauthorised users. Tick to hide items, untick to show items.

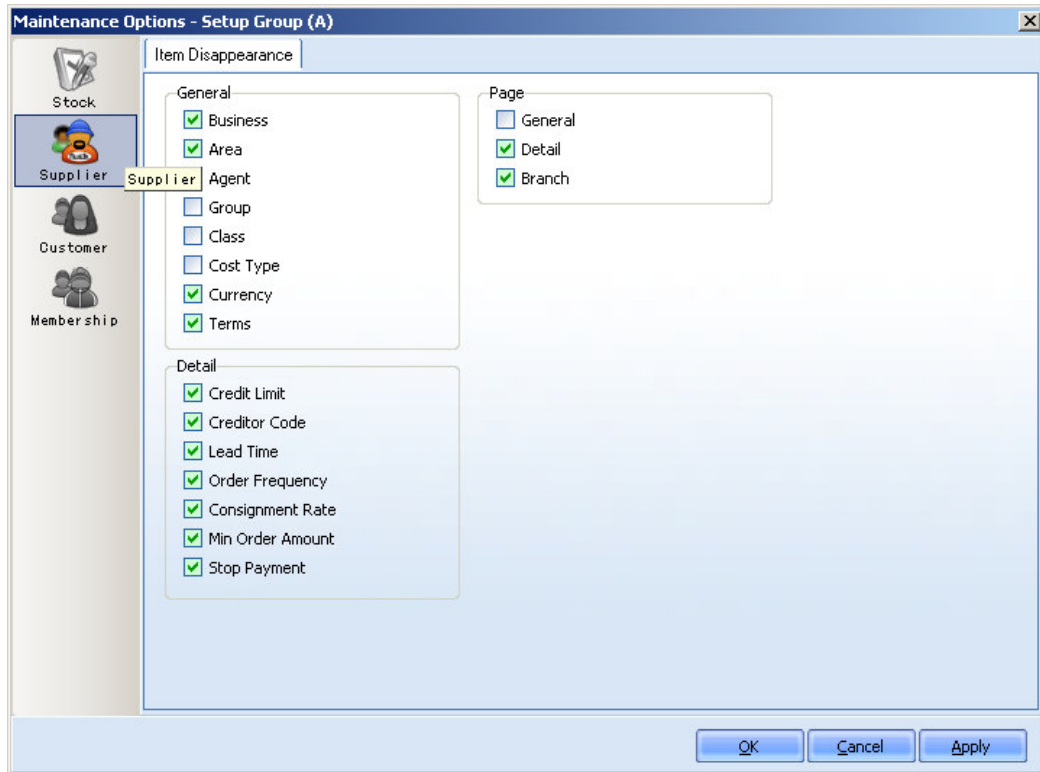


Figure A-13. Overview of Supplier Maintenance Option – Item Disappearance

a. General

- | | | |
|---------------|-------------|---------------|
| i. Business | ii. Area | iii. Agent |
| iv. Group | v. Class | vi. Cost Type |
| vii. Currency | viii. Terms | |

b. Detail

- | | | |
|---------------------|---------------------|----------------------|
| i. Credit Limit | ii. Creditor Code | iii. Lead Time |
| iv. Order Frequency | v. Consignment Rate | vi. Min Order Amount |
| vii. Stop Payment | | |

c. Page

- | | | |
|------------|------------|-------------|
| i. General | ii. Detail | iii. Branch |
|------------|------------|-------------|



Section III. Customer

Tab A: Customer – Item Disappearance

Control the Customer screen view by terminal. Columns can be hidden from unauthorized users. Tick to hide items, untick to show items. To disable users from accessing the customer data, disallow the user rights completely.

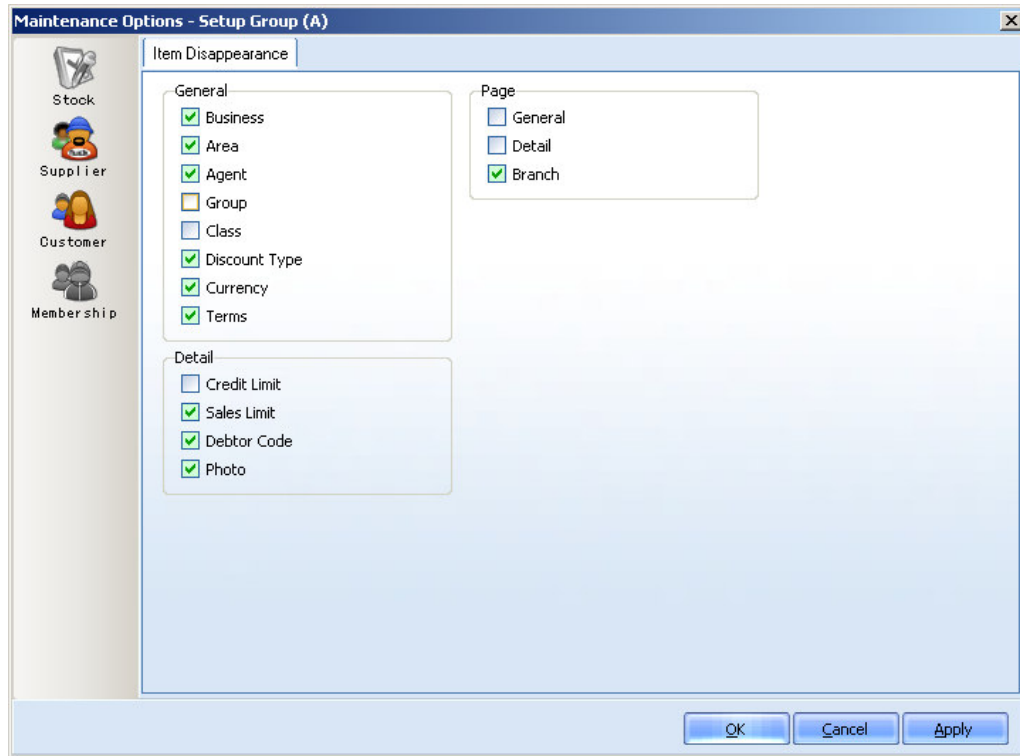


Figure A-14. Overview of Customer Maintenance Option – Item Disappearance

a. General

- | | | |
|---------------|-------------|-------------------|
| i. Business | ii. Area | iii. Agent |
| iv. Group | v. Class | vi. Discount Type |
| vii. Currency | viii. Terms | |

b. Detail

- | | |
|------------------|-----------------|
| i. Credit Limit | ii. Sales Limit |
| iii. Debtor Code | iv. Photo |

c. Page

- | | | |
|------------|------------|-------------|
| i. General | ii. Detail | iii. Branch |
|------------|------------|-------------|



Section IV. Membership

Tab A: Membership – Item Disappearance

Control the Membership screen view by terminal. Columns can be hidden from unauthorized users. Tick to hide items, untick to show items. To disable users from accessing the membership information, disallow the user rights completely.

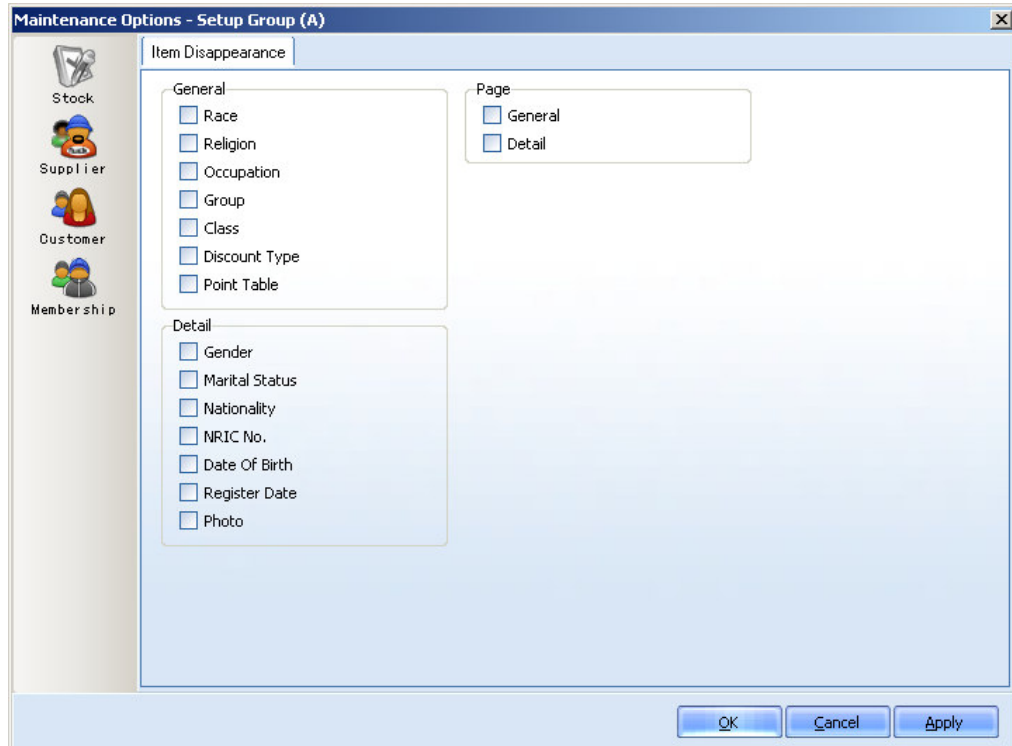


Figure A-15. Overview of Membership Maintenance Option – Item Disappearance

a. General

- | | | |
|------------------|--------------|-------------------|
| i. Race | ii. Religion | iii. Occupation |
| iv. Group | v. Class | vi. Discount Type |
| vii. Point Table | | |

b. Detail

- | | | |
|--------------|--------------------|-------------------|
| i. Gender | ii. Marital Status | iii. Nationality |
| iv. NRIC No. | v. Date Of Birth | vi. Register Date |
| vii. Photo | | |

c. Page

- | | |
|------------|------------|
| i. General | ii. Detail |
|------------|------------|



F. Documentary Option

Documentary Option is use to control the document processes for inventory, supplier and customers.

Section I. Inventory

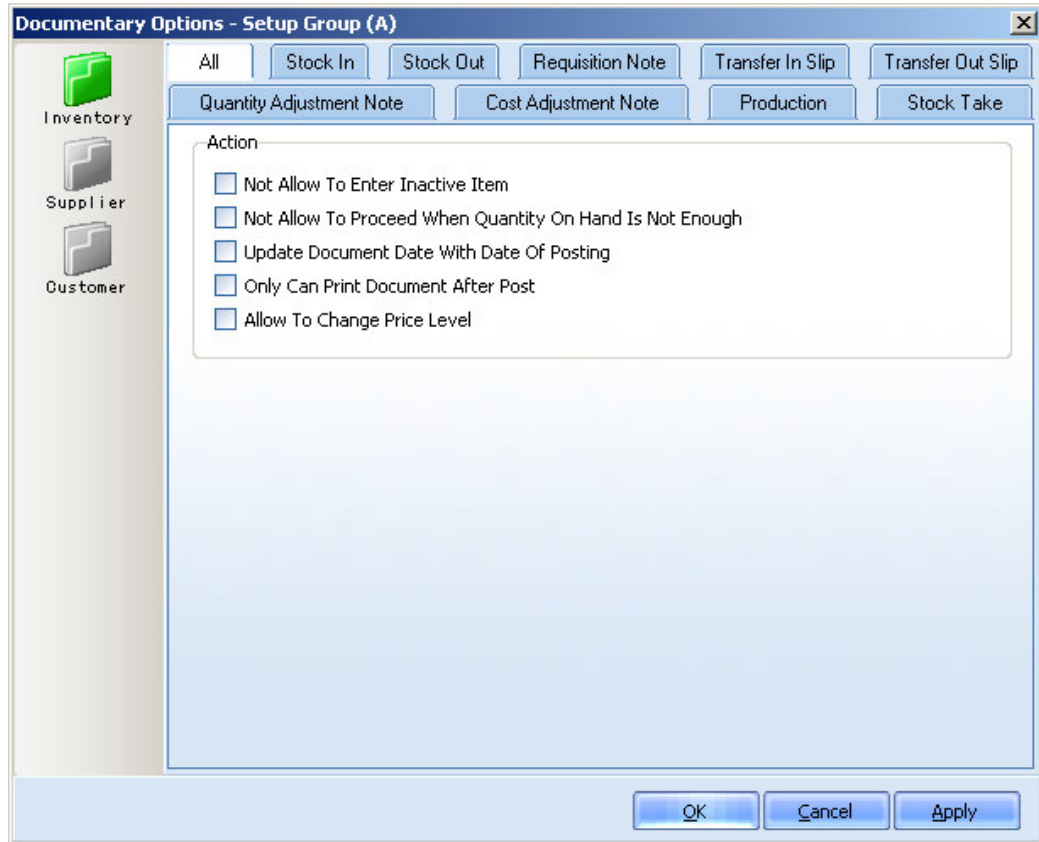


Figure A-16. Overview of Inventory Documentary Option – All

Tab A: Inventory - All

a. Actions

- i. Not Allow to Enter Inactive Item
- ii. Not Allow to Proceed when Quantity on Hand is not Enough
For instance, the system does not allow to process Customer Delivery Order when quantity on hand is not enough.
- iii. Update document date with date of posting
- iv. Only Can Print Document After Post
- v. Allow to Change Price Level





Tab B: Inventory – Stock In

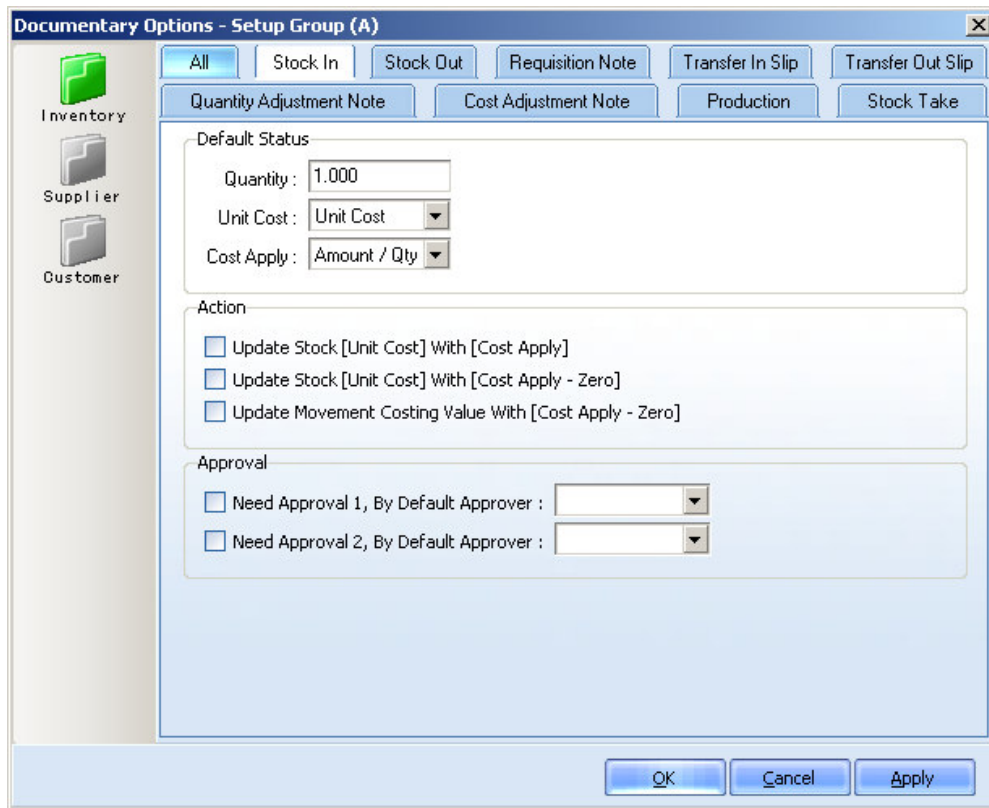


Figure A-17. Overview of Inventory Documentary Option – Stock In

a. Default Status

Define the following as default when creating new stock in document:

- i. Quantity
- ii. Unit Cost [Zero | Unit Cost]
- iii. Cost Apply [Unit Cost | Amount / Qty] – for stock/movement cost calculation. See **Action** below.

b. Action

- i. Update Stock [Unit Cost] With [Cost Apply]
- ii. Update Stock [Unit Cost] With [Cost Apply - Zero]
- iii. Update Movement Costing Value With [Cost Apply - Zero]

c. Approval

You can set up to two persons to approve a document. You can also set the default approver.

If document need approval, only approved documents can be posted.

- i. Need Approval 1, By Default Approver _____
- ii. Need Approval 2, By Default Approver _____



Tab C: Inventory – Stock Out

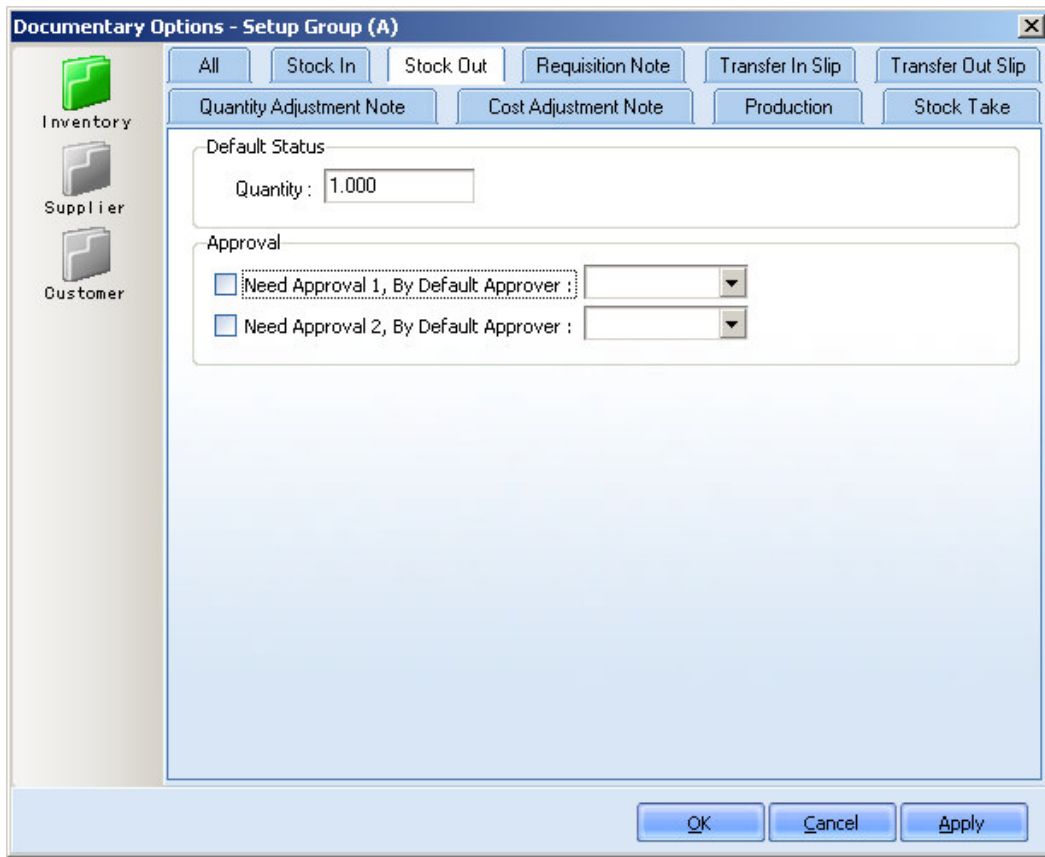


Figure A-18. Overview of Inventory Documentary Option – Stock Out

a. Default Status

Define the following as default when creating new stock out document:

- i. Quantity

b. Approval

- i. Need Approval 1, By Default Approver _____
- ii. Need Approval 2, By Default Approver _____



Tab D: Inventory – Requisition Note

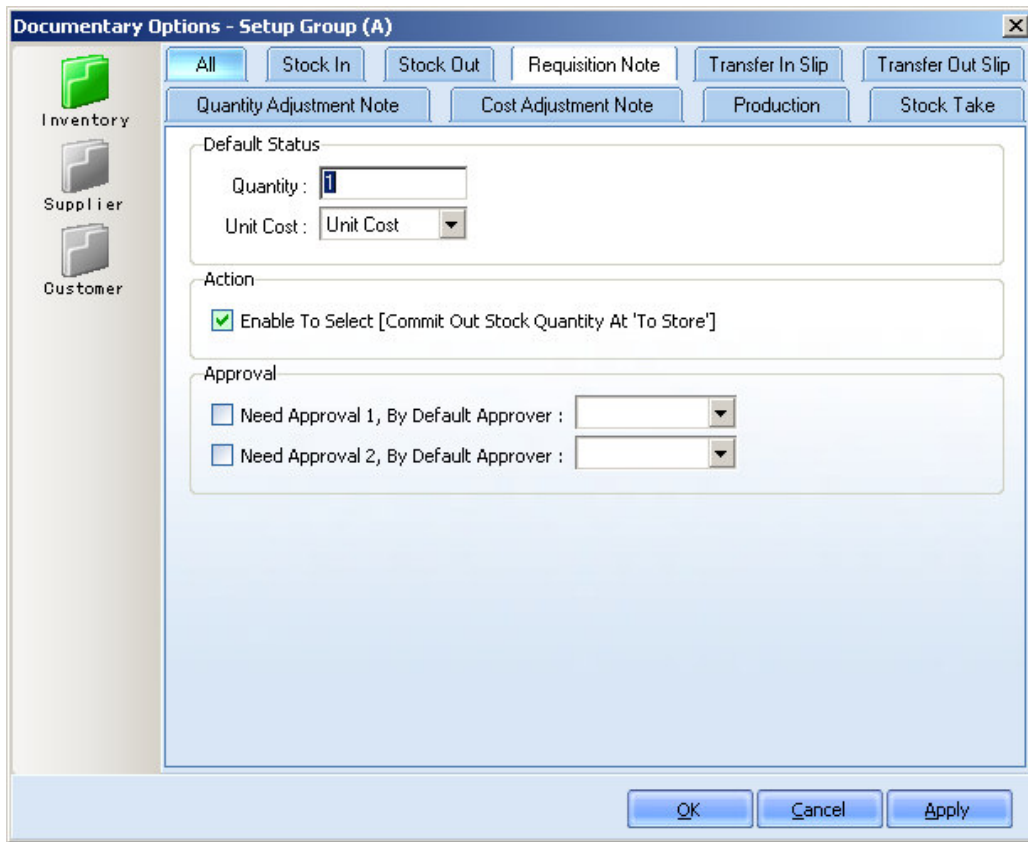


Figure A-19. Overview of Inventory Documentary Option – Requisition Note

a. Default Status

- i. Quantity
- ii. Unit Cost [Zero | Unit Cost]

b. Action

- i. Enable To Select [Commit Out Stock Quantity At ‘To Store’]
When the checkbox commit out in Requisition Note is selected, the To Store stock commit balance will be updated once the document is posted.

Commit Out (Requisition Note), Deduct (Transfer In Slip) and Add (Transfer Out Slip) is applicable for use in centralize stock control. It is not applicable for remote control operation.

Note: When you change the commit status at Requisition Note, the system will ask your approval to change the commit status at Transfer In Slip and Transfer Out Slip.

c. Approval

- i. Need Approval 1, By Default Approver _____
- ii. Need Approval 2, By Default Approver _____



Tab E: Inventory – Transfer In Slip

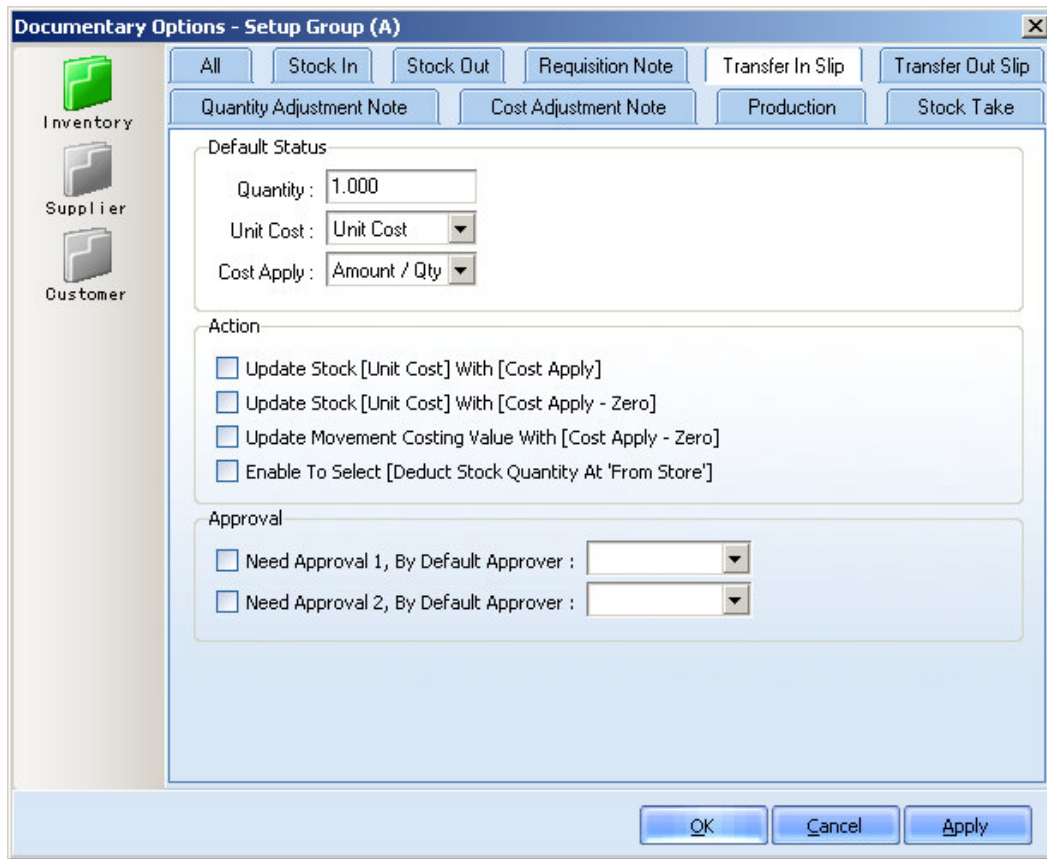


Figure A-20. Overview of Inventory Documentary Option – Transfer In Slip

a. Default Status

- i. Quantity
- ii. Unit Cost [Zero | Unit Cost]
- iii. Cost Apply [Unit Cost | Amount/Qty]

b. Action

- i. Update Stock [Unit Cost] With [Cost Apply]
- ii. Update Stock [Unit Cost] With [Cost Apply - Zero]
- iii. Update Movement Costing Value With [Cost Apply - Zero]
- iv. Enable to Select [Deduct Stock Quantity At 'From Store'] - for centralize stock control only

c. Approval

- i. Need Approval 1, By Default Approver _____
- ii. Need Approval 2, By Default Approver _____



Tab F: Inventory – Transfer Out Slip

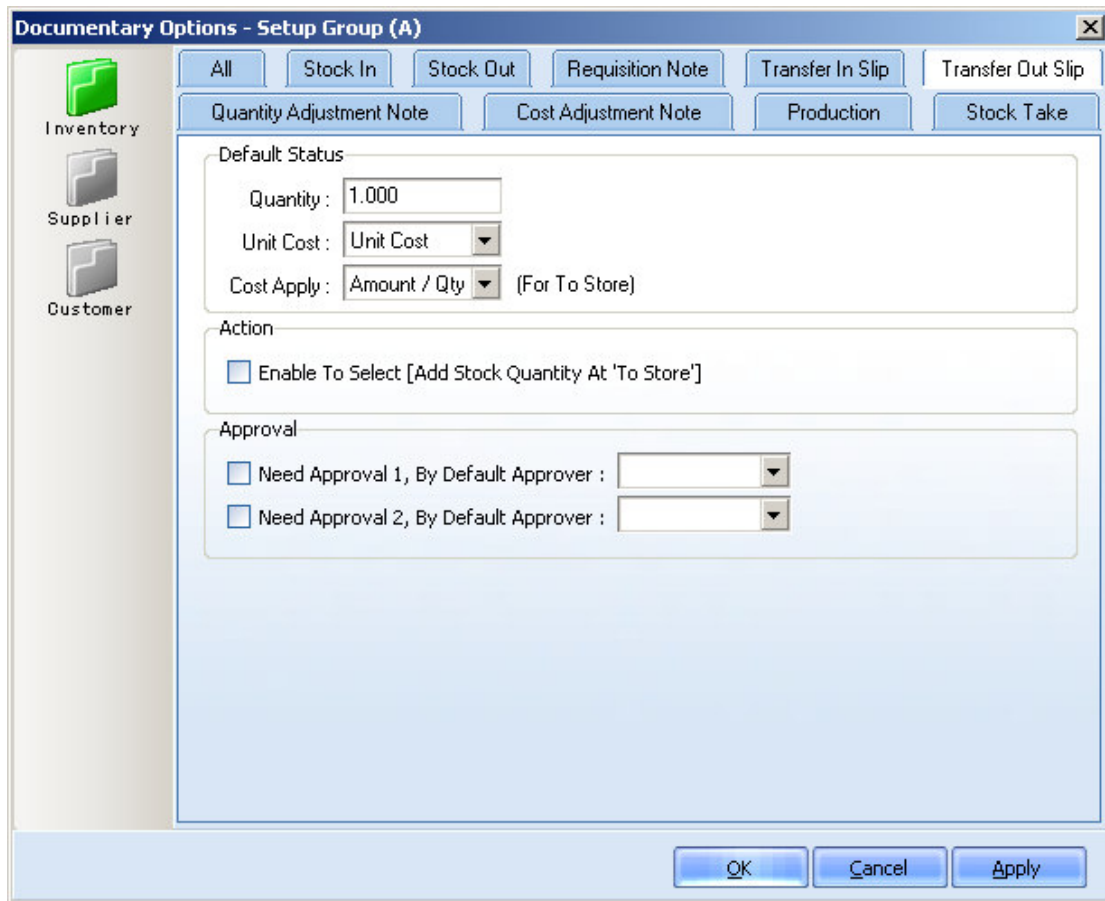


Figure A-21. Overview of Inventory Documentary Option – Transfer Out Slip

a. Default Status

- i. Quantity
- ii. Unit Cost [Zero | Unit Cost]
- iii. Cost Apply [Unit Cost | Amount/Qty] (For To Store)

b. Action

- i. Enable to Select [Deduct Stock Quantity At 'From Store'] - for centralize stock control only

c. Approval

- i. Need Approval 1, By Default Approver _____
- ii. Need Approval 2, By Default Approver _____



Tab G: Inventory – Quantity Adjustment Note

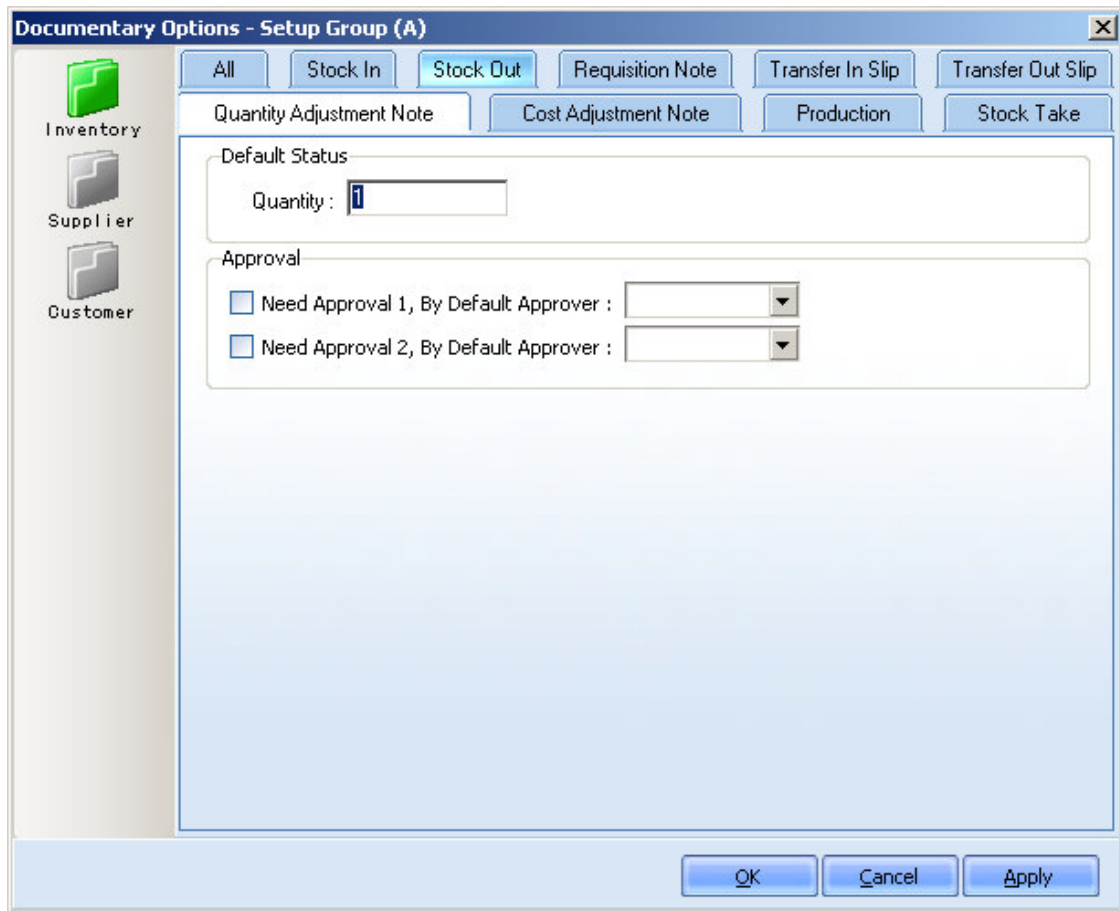


Figure A-22. Overview of Inventory Documentary Option – Quantity Adjustment Note

- a. Default Status**
 - i. Quantity

- b. Approval**
 - i. Need Approval 1, By Default Approver _____
 - ii. Need Approval 2, By Default Approver _____



Tab H: Inventory – Cost Adjustment Note

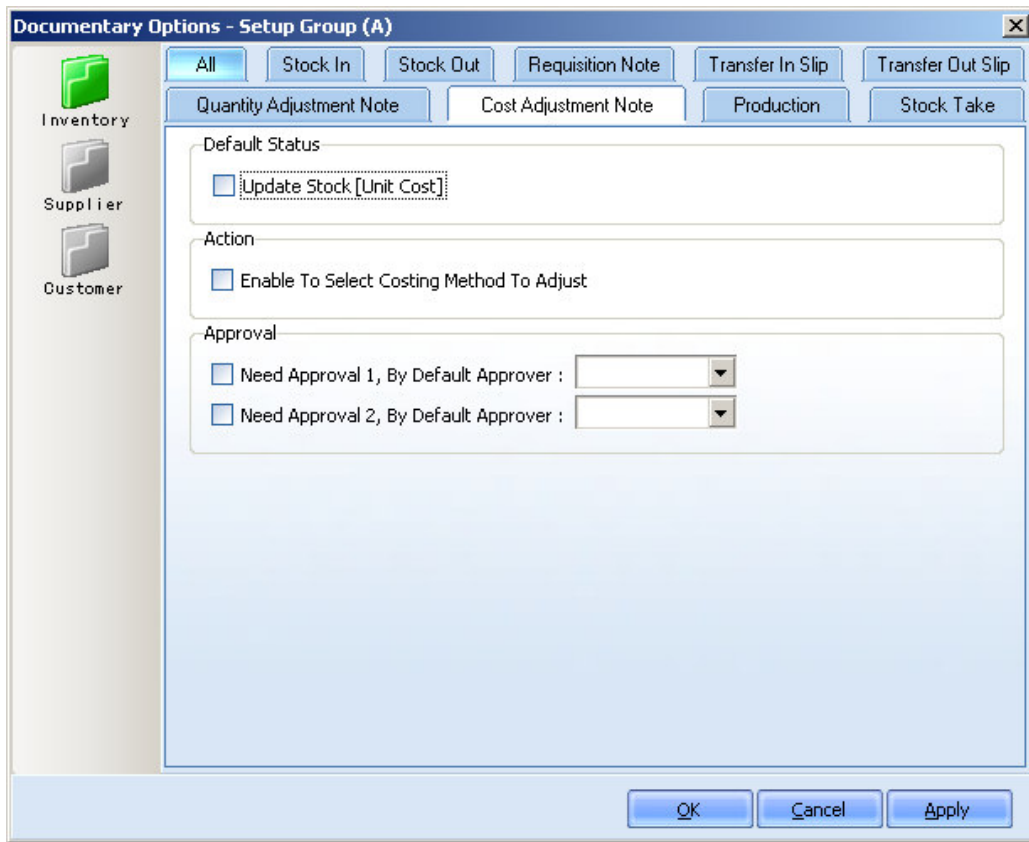


Figure A-23. Overview of Inventory Documentary Option – Cost Adjustment Note

a. Default Status

- i. Update Stock [Unit Cost]

b. Action

Enable to Select Costing Method to Adjust

Users can select the Costing Method that will affect [Fixed | Latest | Average] in the Cost Adjustment Note.

c. Approval

- i. Need Approval 1, By Default Approver _____
- ii. Need Approval 2, By Default Approver _____



Tab I: Inventory – Production

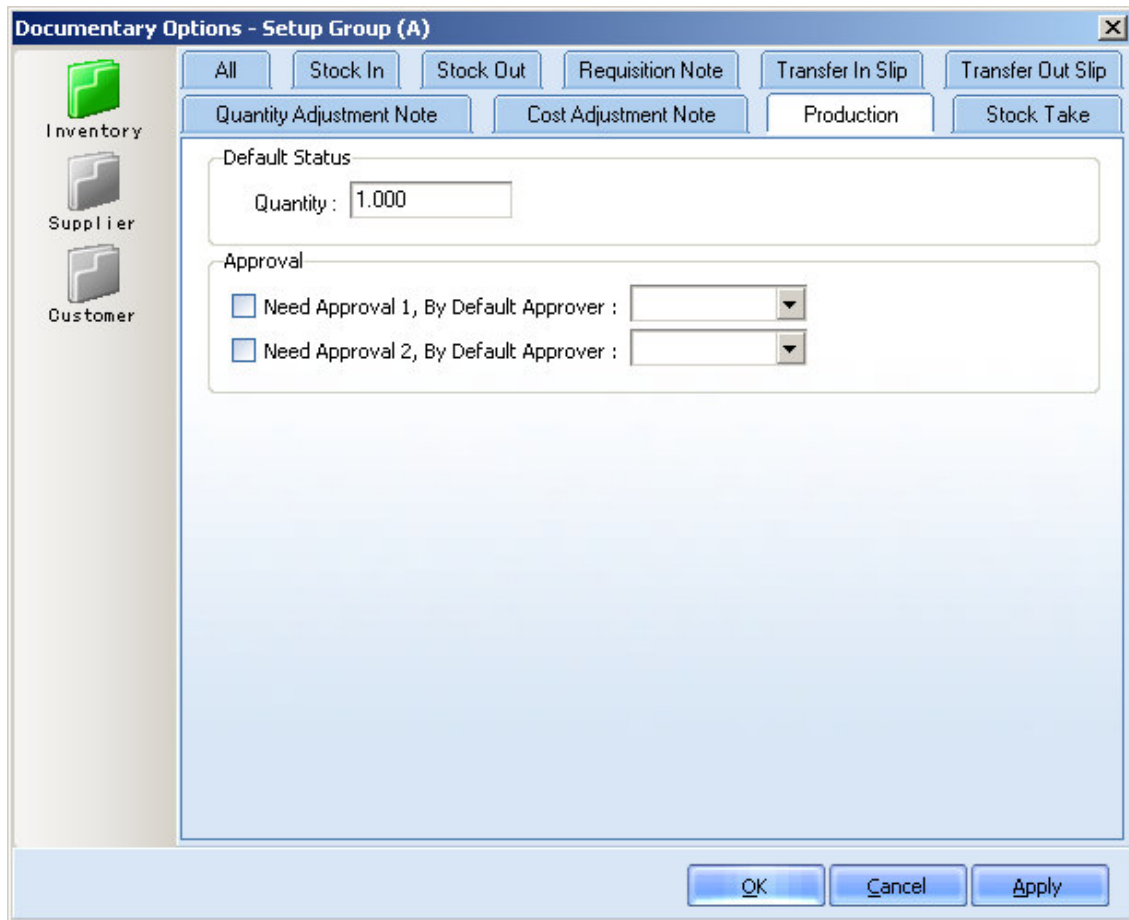


Figure A-24. Overview of Inventory Documentary Option – Production

- a. Default Status**
 - i. Quantity

- b. Approval**
 - i. Need Approval 1, By Default Approver _____
 - ii. Need Approval 2, By Default Approver _____



Tab J: Inventory – Stock Take

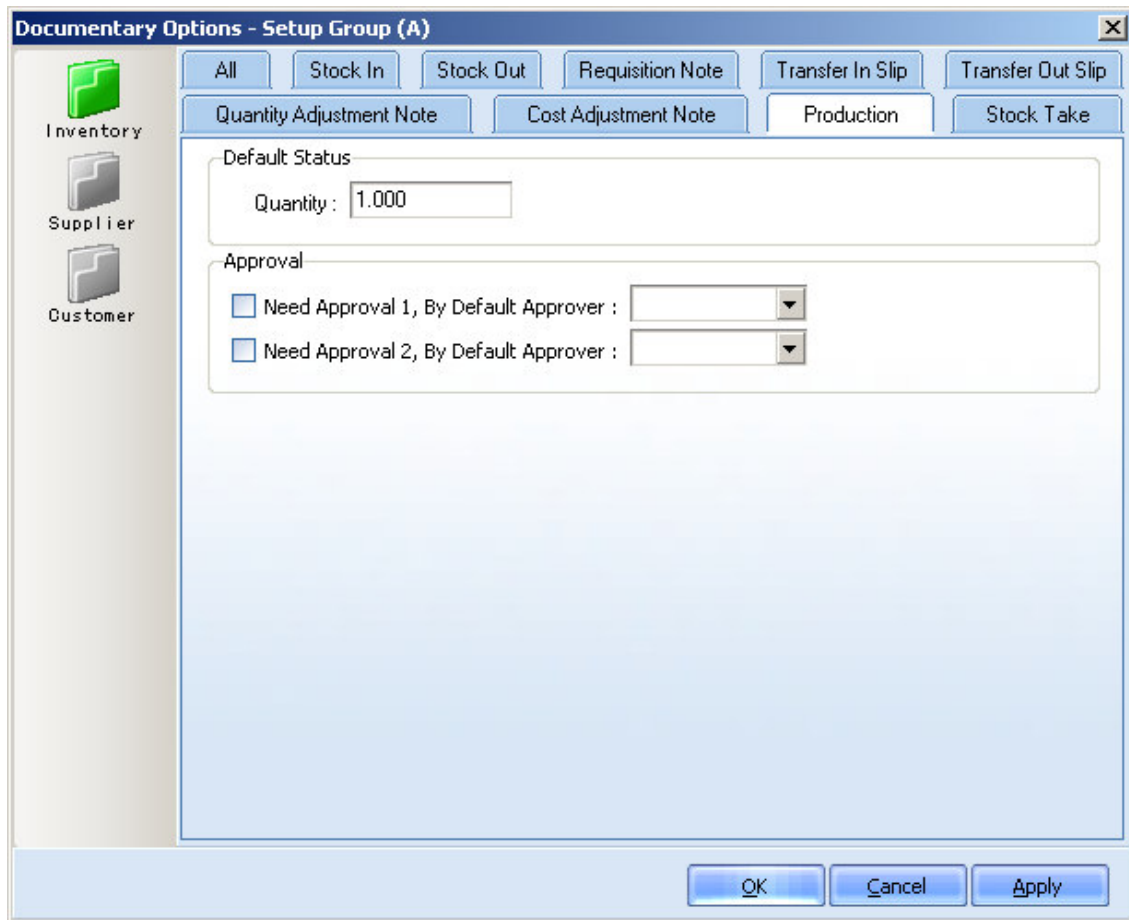


Figure A-25. Overview of Inventory Documentary Option – Stock Take

- a. Default Status**
 - i. Quantity

- b. Approval**
 - i. Need Approval 1, By Default Approver _____
 - ii. Need Approval 2, By Default Approver _____



Section II. Supplier

Tab A: Supplier - All

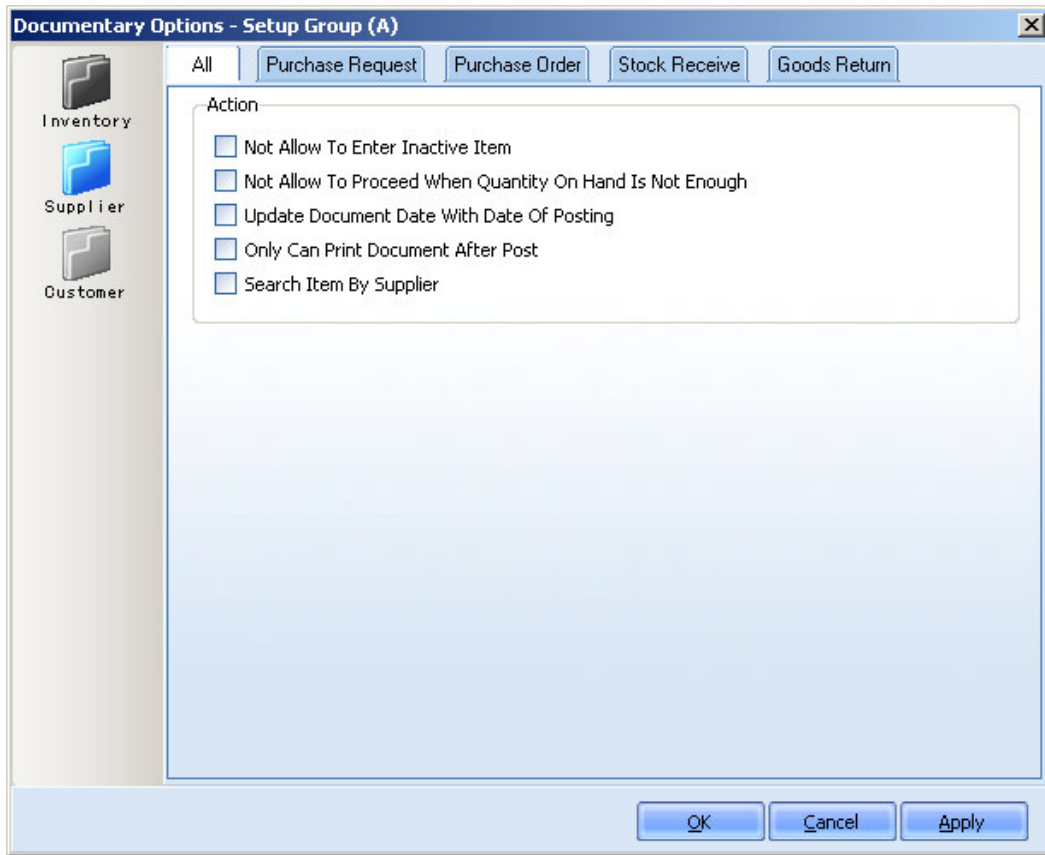


Figure A-26. Overview of Supplier Documentary Option – All

a. Action

- i. Not Allow to Enter Inactive Item
- ii. Not Allow to Proceed when Quantity on Hand is not Enough
- iii. Update Document Date With Date of Posting
- iv. Only Can Print Document After Post
- v. Search Item By Supplier



Tab B: Supplier – Purchase Request

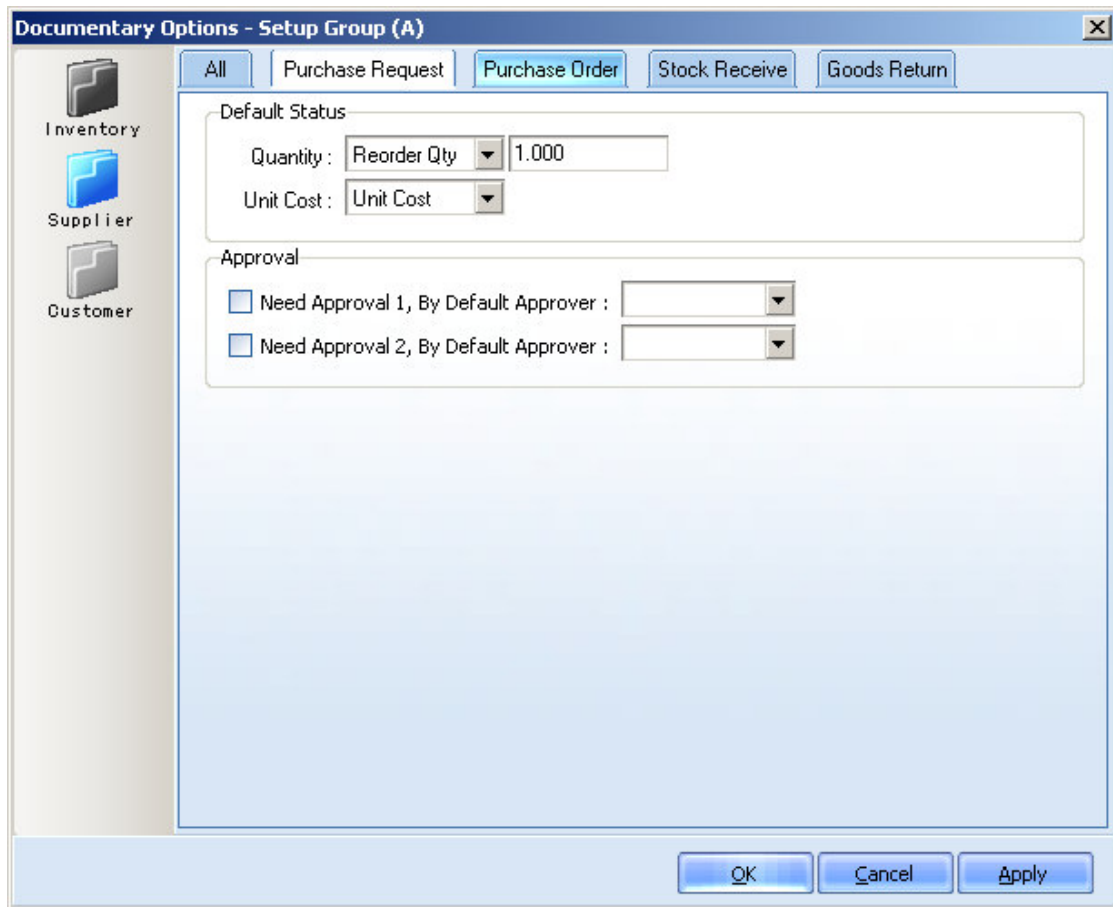


Figure A-27. Overview of Supplier Documentary Option – Purchase Request

a. Default Status

- i. Quantity [Reorder Qty | Specify _____]
- ii. Unit Cost [Zero | Unit Cost | Supplier Cost]

b. Approval

- i. Need Approval 1, By Default Approver _____
- ii. Need Approval 2, By Default Approver _____



Tab C: Supplier – Purchase Order

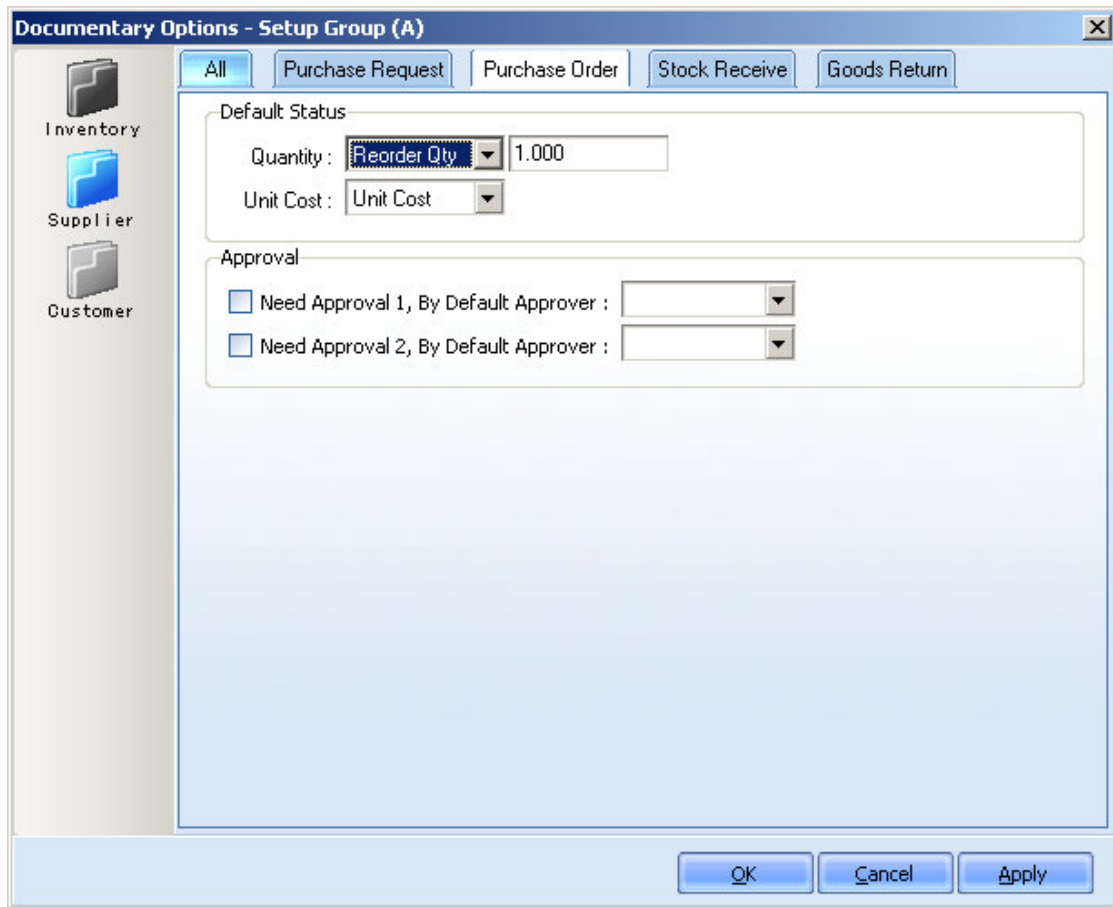


Figure A-28. Overview of Supplier Documentary Option – Purchase Order

a. Default Status

- i. Quantity [Reorder Qty | Specify _____]
- ii. Unit Cost [Zero | Unit Cost | Supplier Cost]

b. Approval

- i. Need Approval 1, By Default Approver _____
- ii. Need Approval 2, By Default Approver _____



Tab D: Supplier – Stock Receive

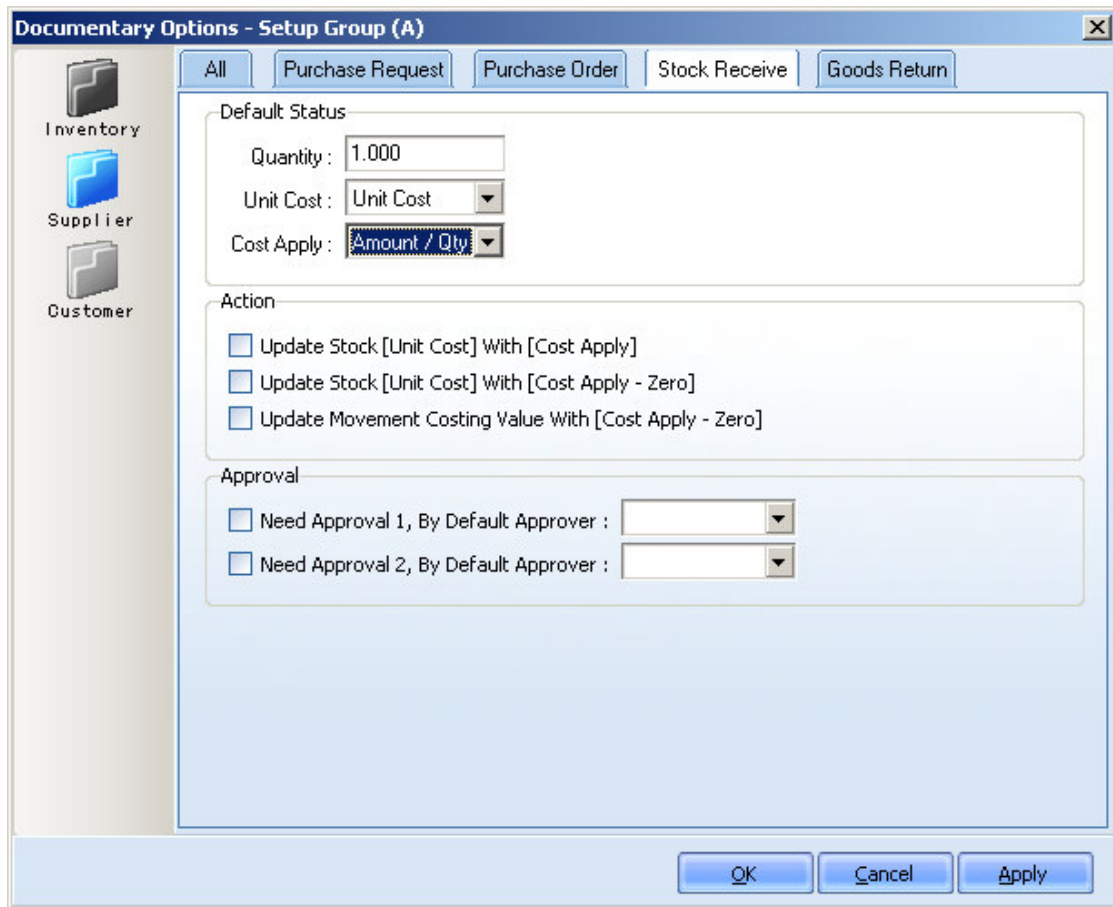


Figure A-29. Overview of Supplier Documentary Option – Stock Receive

a. Default Status

- i. Quantity
- ii. Unit Cost [Zero | Unit Cost | Supplier Cost]
- iii. Cost Apply [Unit Cost | Amount/Qty]

b. Action

- i. Update Stock [Unit Cost] With [Cost Apply]
- ii. Update Stock [Unit Cost] With [Cost Apply - Zero]
- iii. Update Movement Costing Value With [Cost Apply - Zero]

c. Approval

- i. Need Approval 1, By Default Approver _____
- ii. Need Approval 2, By Default Approver _____



Tab E: Supplier – Goods Return

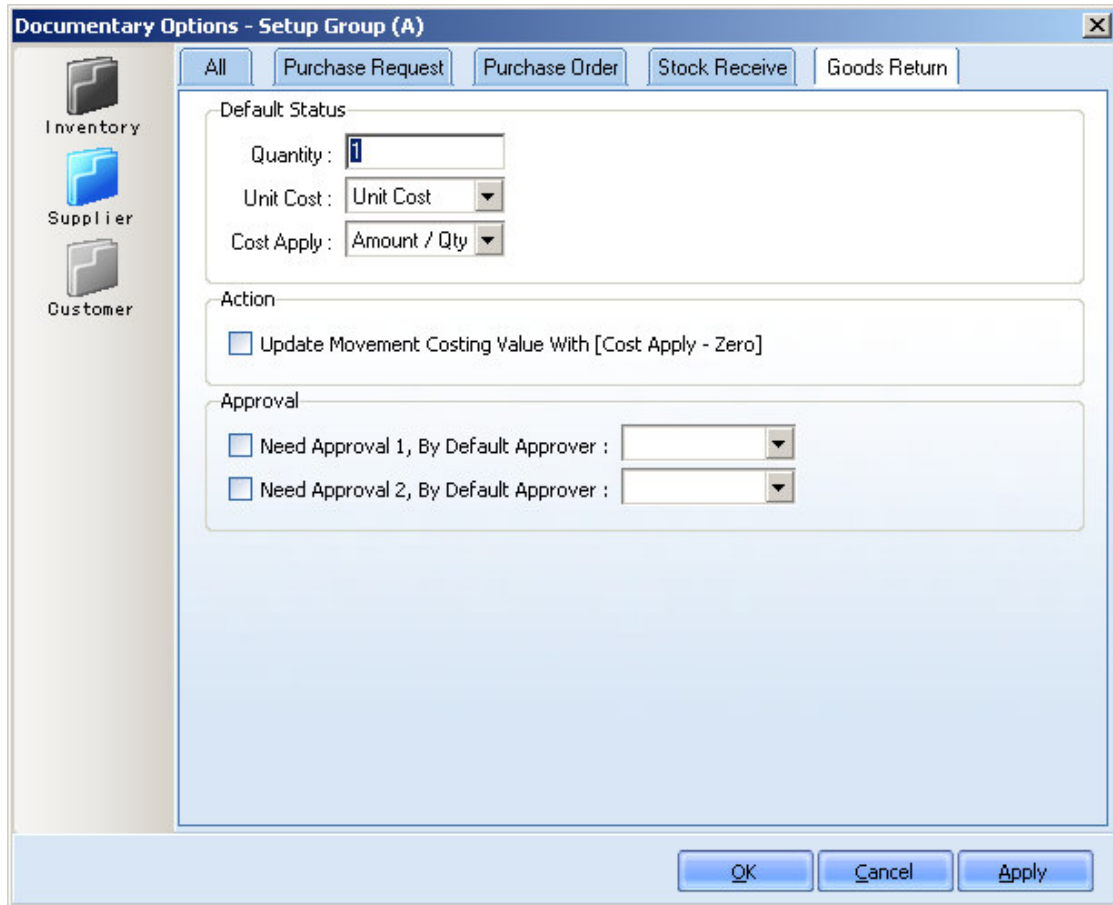


Figure A-30. Overview of Supplier Documentary Option – Goods Return

a. Default Status

- i. Quantity
- ii. Unit Cost [Zero | Unit Cost | Supplier Cost]
- iii. Cost Apply [Unit Cost | Amount/Qty]

b. Action

- i. Update Movement Costing Value With [Cost Apply - Zero]

c. Approval

- i. Need Approval 1, By Default Approver _____
- ii. Need Approval 2, By Default Approver _____



Section III. Customer

Tab A: Customer - All

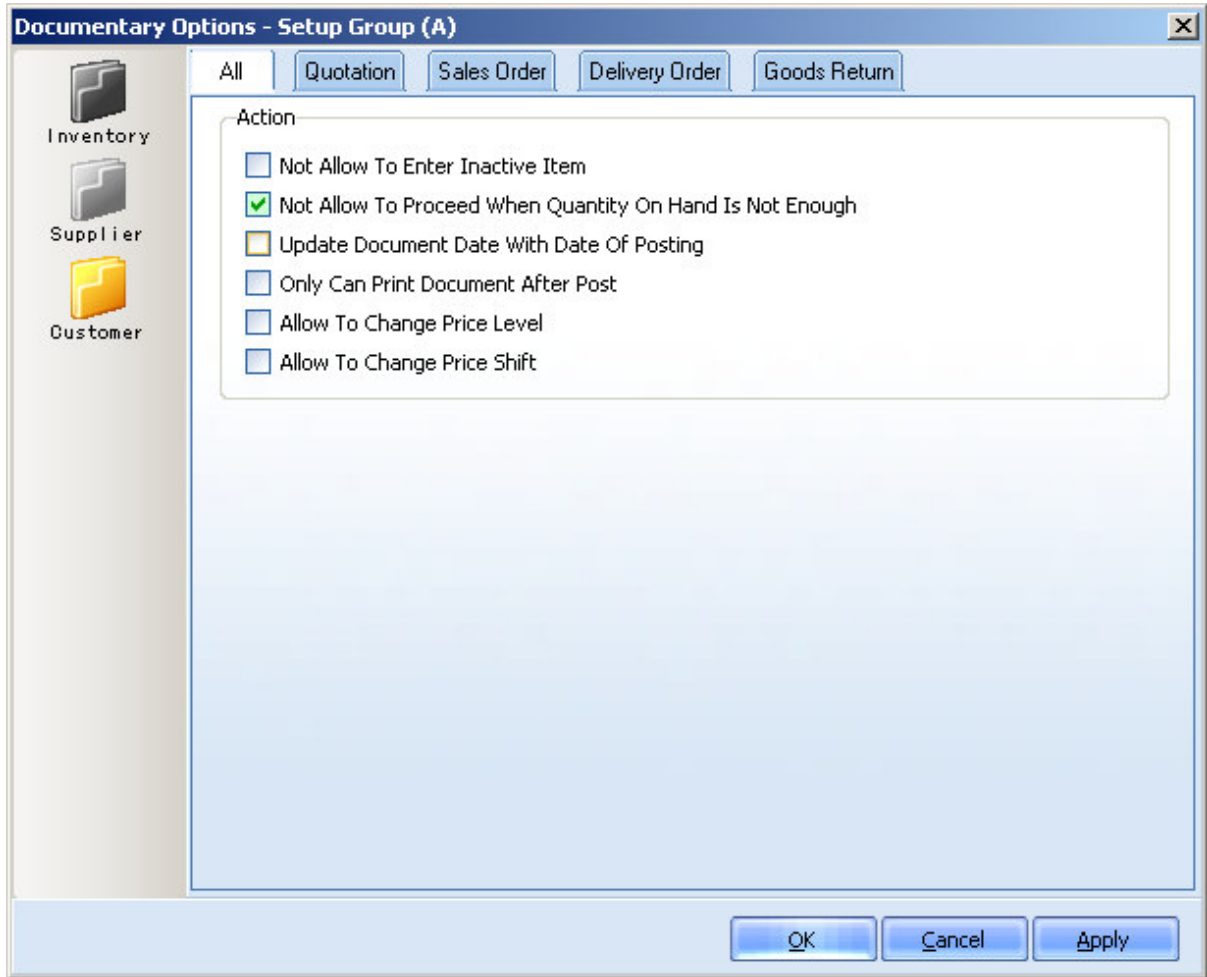


Figure A-31. Overview of Customer Documentary Option – All

a. Action

- i. Not Allow to Enter Inactive Item
- ii. Not Allow to Proceed when Quantity on Hand is not Enough
- iii. Update Document Date With Date of Posting
- iv. Only Can Print Document After Post
- v. Allow to Change Price Level
- vi. Allow to Change Price Shift



Tab B: Customer - Quotation

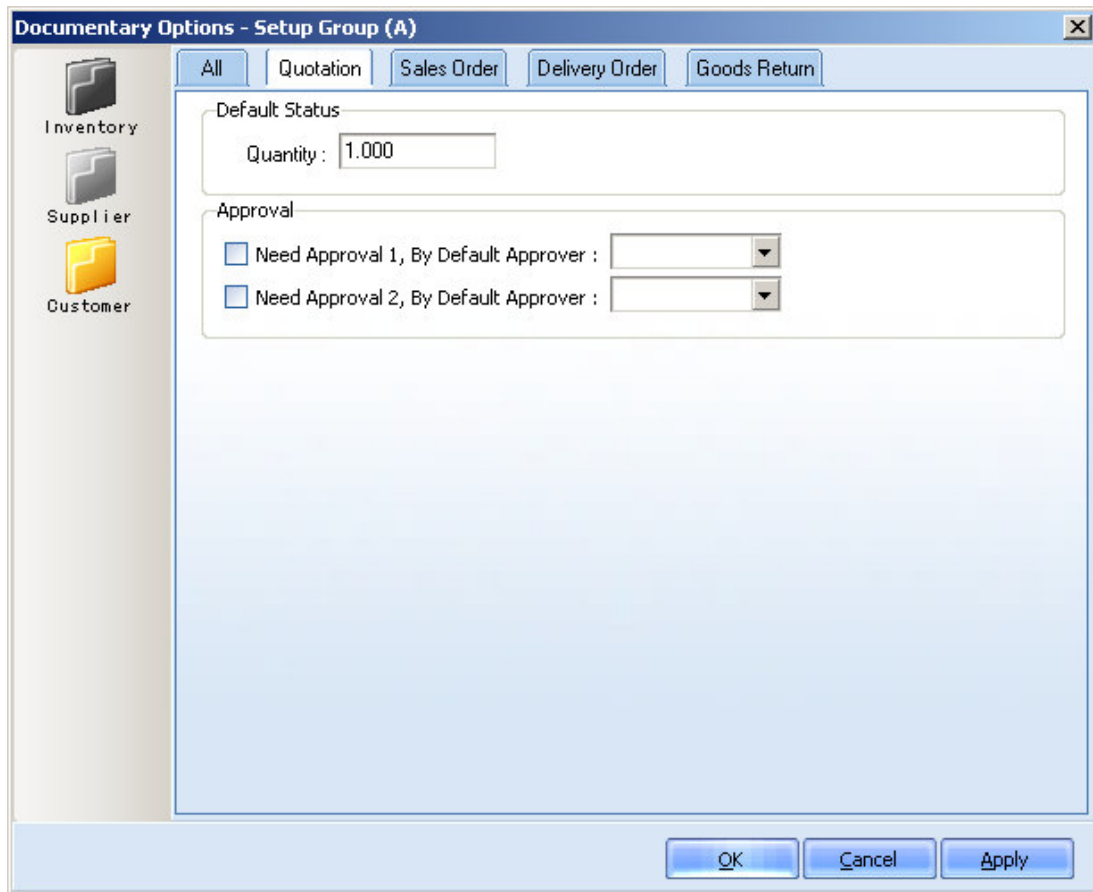


Figure A-32. Overview of Customer Documentary Option – Quotation

a. Default Status

- i. Quantity

b. Approval

- i. Need Approval 1, By Default Approver _____
- ii. Need Approval 2, By Default Approver _____



Tab C: Customer – Sales Order

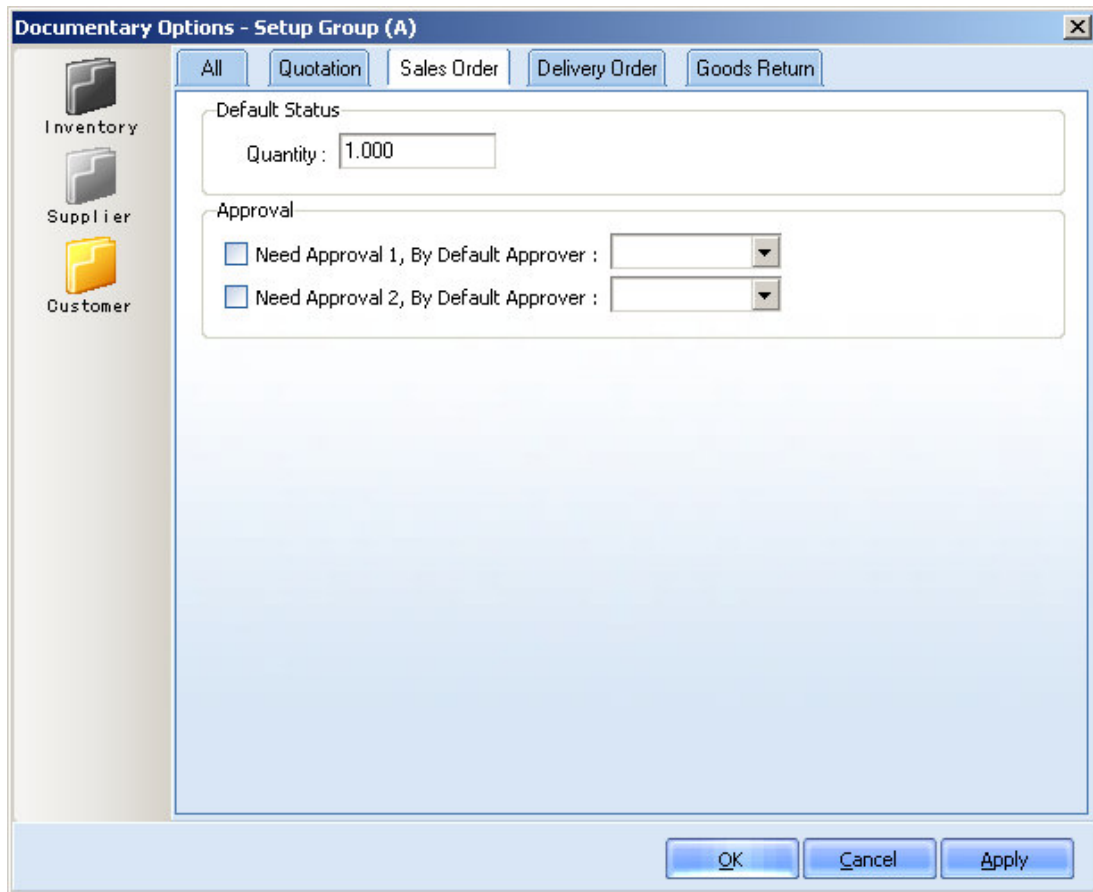


Figure A-33. Overview of Customer Documentary Option – Sales Order

a. Default Status

- i. Quantity

b. Approval

- i. Need Approval 1, By Default Approver _____
- ii. Need Approval 2, By Default Approver _____



Tab D: Customer – Delivery Order

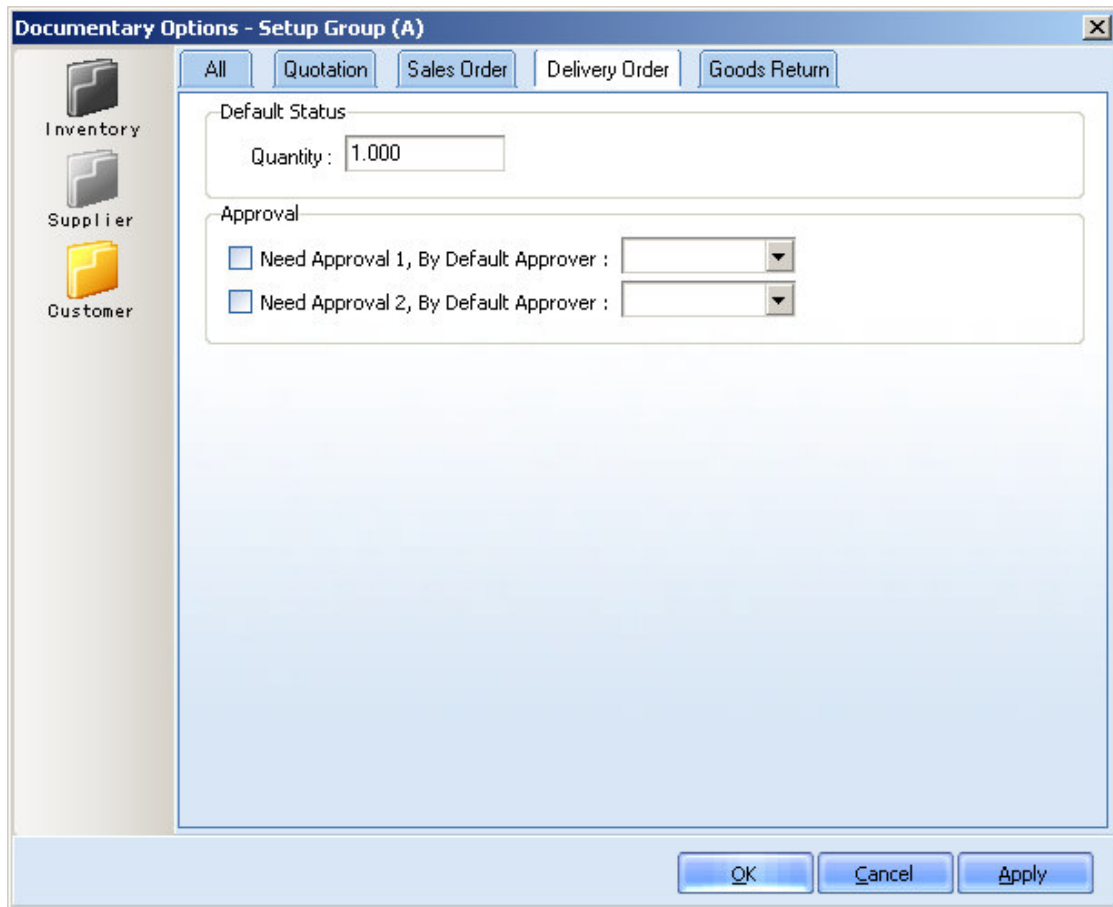


Figure A-34. Overview of Customer Documentary Option – Delivery Order

a. Default Status

- i. Quantity

b. Approval

- i. Need Approval 1, By Default Approver _____
- ii. Need Approval 2, By Default Approver _____



Tab E: Customer – Goods Return

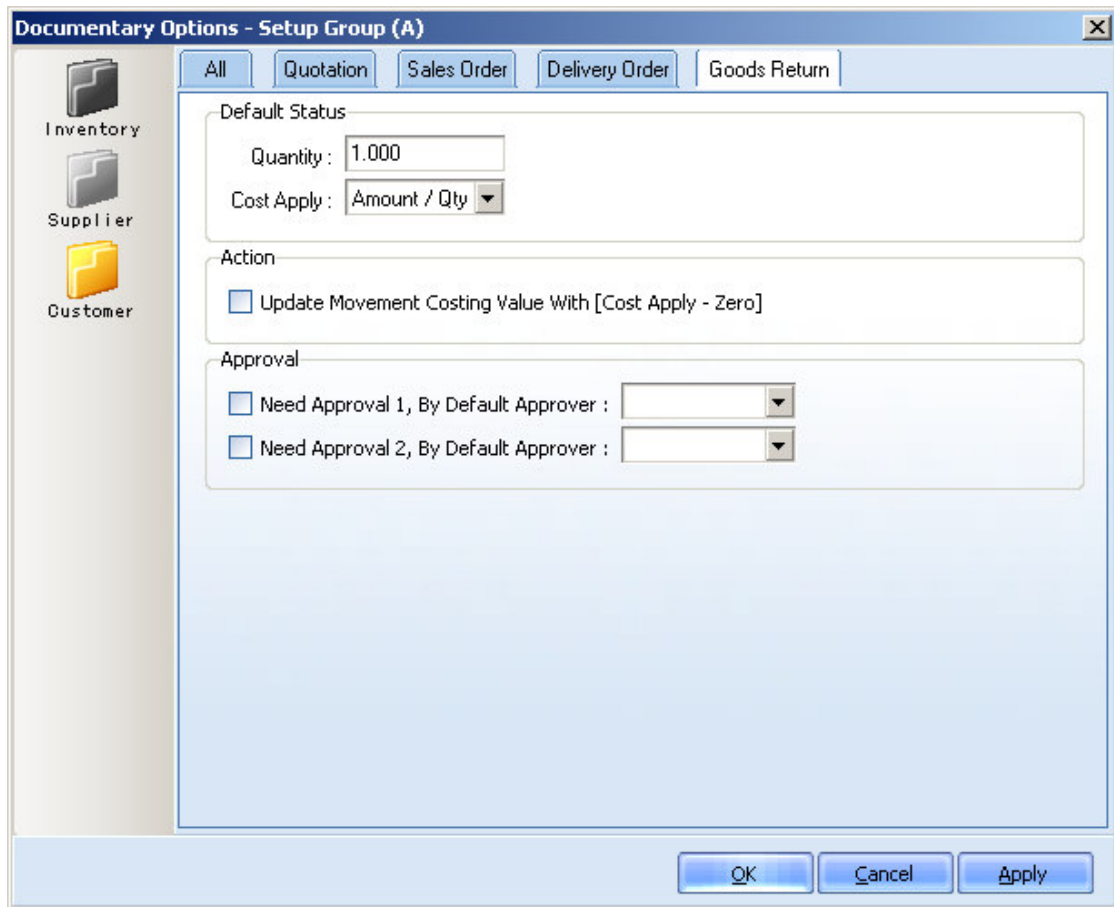


Figure A-35. Overview of Customer Documentary Option – Goods Return

a. Default Status

- i. Quantity
- ii. Cost Apply [Unit Cost | Amount/Qty]

b. Action

- i. Update Movement Costing Value With [Cost Apply - Zero]

c. Approval

- i. Need Approval 1, By Default Approver _____
- ii. Need Approval 2, By Default Approver _____



G. Price Level

Cougar V8 provides up to 9 Price Level for your business perusal. Each Price Levels in turn can support up to 9 Price Shifts, which translates to you can set up to 49 prices per stock item.

In Price Level maintenance, you have to select the Price Level to use and make sure it is active for use.

Price Level 1 (P1) is the default price level and it will always be active.

POS users can only see and access Active Price Level.

Inactive Price Level will be invisible to the POS user.

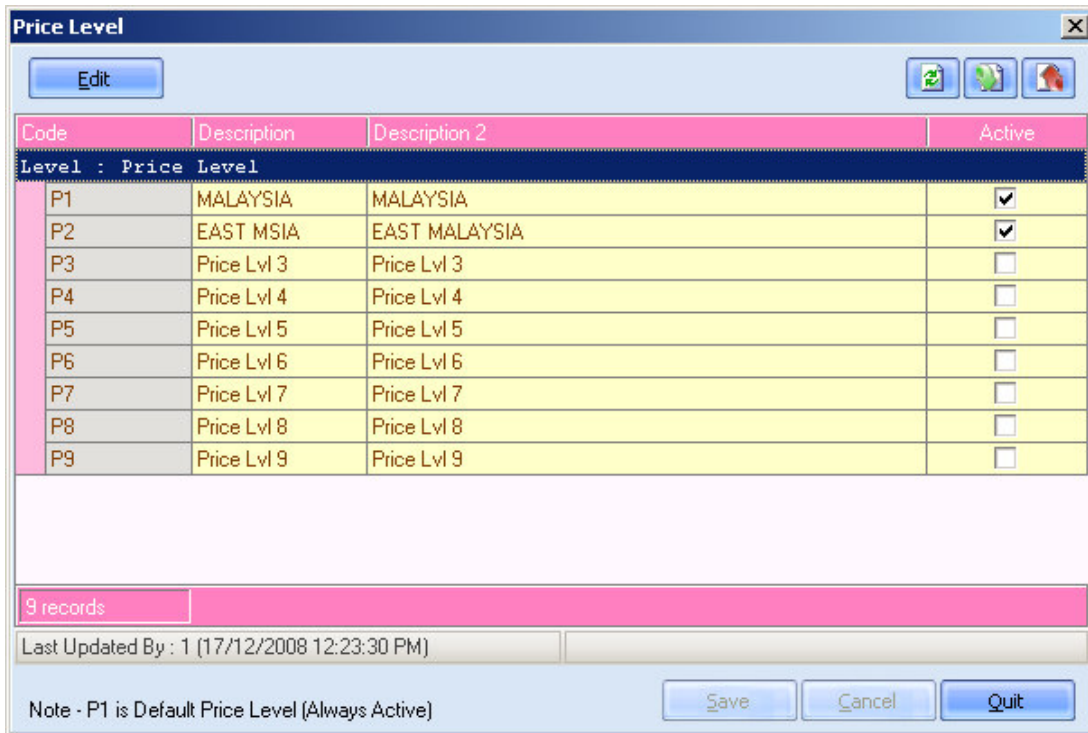


Figure A-36. Overview of Price Level



H. Price Shift

Price Shifts are sub prices under each Price Level. Example below shows that you can use Price Shifts to define your normal selling price, member price, staff price.

You can set your default Store Price Level and Price Shift.

If you have a pool of registered customer such as member or staff, you can set their default Price Level and Price Shift. Cougar Front POS will always follow the default price setting.

Code	Description	Description 2	Active
Shift : Price Shift			
S1	NORMAL	NORMAL PRICE	<input checked="" type="checkbox"/>
S2	MEMBER	MEMBER PRICE	<input checked="" type="checkbox"/>
S3	STAFF	STAFF PRICE	<input checked="" type="checkbox"/>
S4	Price Shf 4	Price Shf 4	<input type="checkbox"/>
S5	Price Shf 5	Price Shf 5	<input type="checkbox"/>
S6	Price Shf 6	Price Shf 6	<input type="checkbox"/>
S7	Price Shf 7	Price Shf 7	<input type="checkbox"/>
S8	Price Shf 8	Price Shf 8	<input type="checkbox"/>
S9	Price Shf 9	Price Shf 9	<input type="checkbox"/>

9 records

Last Updated By : 1 (10/09/2008 1:05:02 PM)

Note - S1 is Default Price Shift (Always Active)

Figure A-37.Overview of Price Level



I. Voucher Setup

Voucher Setup - Voucher Serialize Tracking										
Voucher ID	Description	Amount	Count	Total Count	Used	Balance	Balance Amt	Expiry	Expired Date	Status
88953	SLIMMING PACKAGE	500.00	<input checked="" type="checkbox"/>	1000	0	1000	500,000.00	<input checked="" type="checkbox"/>	31/03/2009	Active
88964	BEAUTY SPA	150.00	<input checked="" type="checkbox"/>	1000	0	1000	150,000.00	<input checked="" type="checkbox"/>	31/03/2009	Active
88991	FACIAL PACKAGE	200.00	<input checked="" type="checkbox"/>	1000	0	1000	200,000.00	<input checked="" type="checkbox"/>	31/03/2009	Active
3 records				3,000	0	3,000	850,000.00			
Insert Date : { 23/01/2009 12:17:07 PM } Last Updated By : 1 { 23/01/2009 12:17:07 PM } Grid :										
+ Add By Range = Copy By Range							Save	Cancel	Quit	

Figure A-38. Overview of Voucher Setup – Multiple Voucher Count

Voucher with multiple counts, are like vouchers that are printed in multiple copies such as magazines, or flyers. You can set the maximum number of vouchers in use and the voucher discount. It is a form of voucher serialize tracking, with voucher barcode and number of use count.

Voucher Setup - Voucher Serialize Tracking										
Voucher ID	Description	Amount	Count	Total Count	Used	Balance	Balance Amt	Expiry	Expired Date	Status
2231080100009	RM100 Voucher	100.00	<input type="checkbox"/>	1	0	1	100.00	<input checked="" type="checkbox"/>	31/03/2008	Active
2235690050006	RM50 Voucher	50.00	<input type="checkbox"/>	1	0	1	50.00	<input checked="" type="checkbox"/>	31/03/2008	Active
2 records				2	0	2	150.00			
Insert Date : { 23/01/2009 12:22:01 PM } Last Updated By : 1 { 23/01/2009 12:22:01 PM } Grid :										
+ Add By Range = Copy By Range							Save	Cancel	Quit	

Figure A-39. Overview of Voucher Setup – Serialize Tracking With Voucher Amount

You can use the Voucher Serialize Tracking with the Voucher ID as unique Serial Number. Each Voucher Number can be use once only.



Voucher ID	Description	Expiry	Expired Date	Status
332610010000	RM100 HOTEL ACCOMODATION	<input checked="" type="checkbox"/>	31/03/2009	Active
332655005000	RM50 FUNLAND VOUCHER	<input checked="" type="checkbox"/>	31/03/2009	Active
335236002000	RM20 LUNCH VOUCHER	<input checked="" type="checkbox"/>	31/03/2009	Active

3 records

Insert Date : { 23/01/2009 12:26:57 PM } | Last Updated By : 1 { 23/01/2009 12:29:07 PM } | Grid :

Figure A-40. Overview of Voucher Setup – Price Tracking

You can also set the Voucher ID to contain Price. Each time the voucher is scanned, price will be automatically assigned to the receipt. The Tracking ID's Code length and Price length is set at System Configuration – Voucher. You can even set the Price Decimal Number.

Please refer to **APPENDIX A PREFERENCES > SYSTEM CONFIGURATION** for more information.



Appendix B. File and Maintenance Setting

A. Printer Setup

Printer setup is use to setup report printer. All reports will print to this printer instead of the default system printer. Follow the steps below to setup printer:

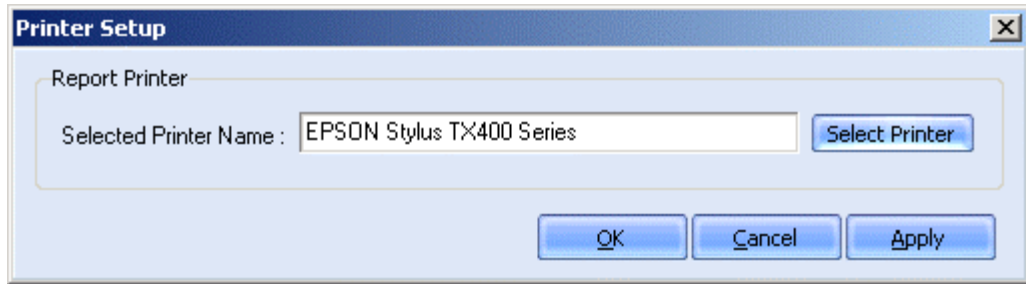


Figure B-1. Overview of Printer Setup

Setup Report Printer

1. Press button [**SELECT PRINTER**].
2. **Print Setup** dialog will pop up. Select the printer you want to use as report printer. Press button [**OK**].
3. The selected printer will be displayed on the Printer Setup dialog. Press button [**OK**] again.

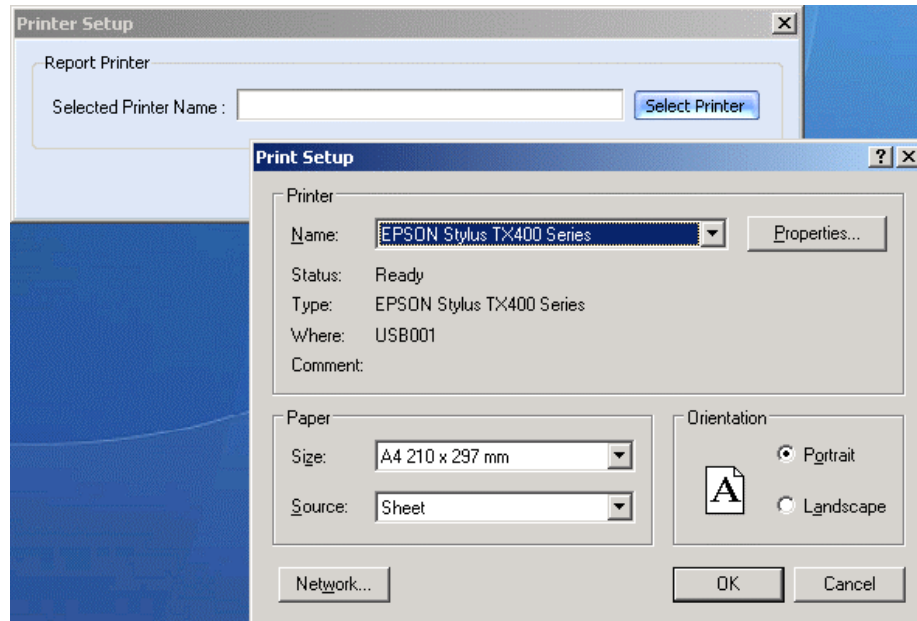
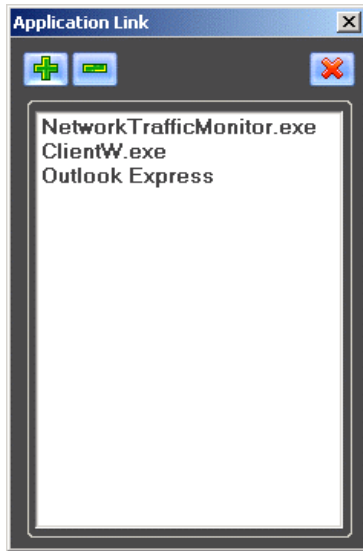


Figure B-2. Select default report printer in Print Setup dialog

If no default printer is defined, the report will print to Windows default printer.



B. Application Link



Application link is a shortcut to open pc applications. Follow the steps below to add application link:

Figure B-3. Overview of Application Link

Create Application Link

1. Press button [+].
2. **Add Application** dialog will pop up. Type the name of the application and press button browse to browse for the application.

Press button [**ADD**]. A shortcut will be created at Application Link.

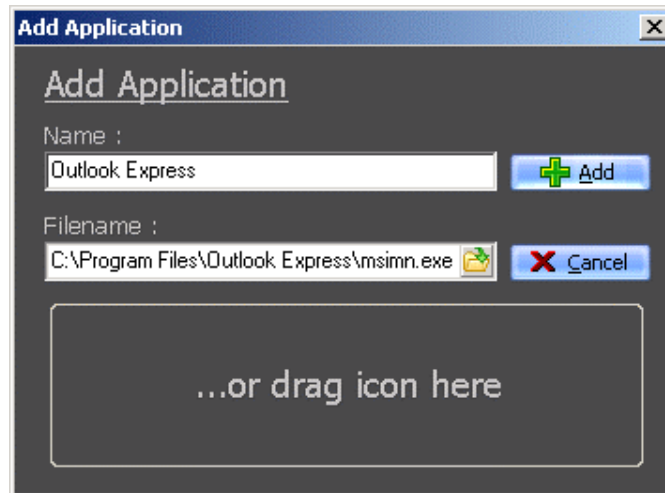


Figure B-4. Add Application shortcut key



C. Preferences Setting

Please refer to **APPENDIX A PREFERENCES** for more information.

D. Select Language

Cougar V8 default language is English. However, you can select other languages to suit your requirement. Cougar V8 accepts new language input. For more information, please refer to our authorized dealers and salesperson.

Note: You can also set each users to use their preferred language.

E. Command Navigator

Command Navigator is a quick link to all Cougar V8 functions.

Select View from Main Menu and select Command Navigator.

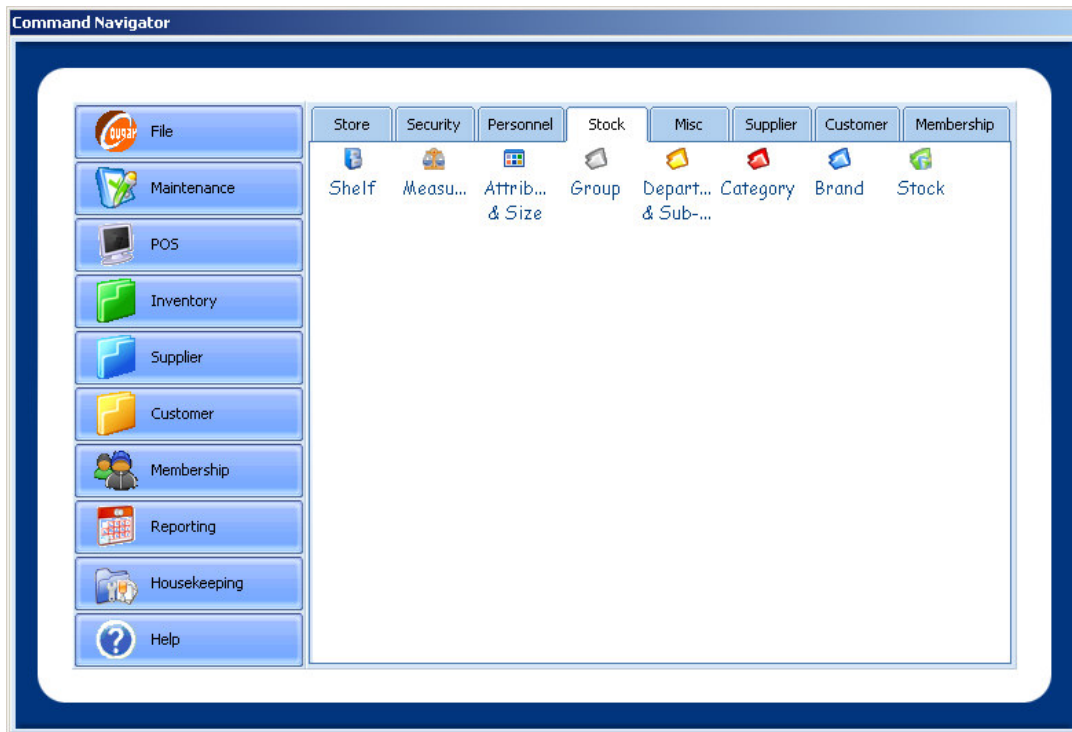


Figure B-5. Command Navigator screen



F. System Personalisation

Cougar V8 takes into considerations that our users are individual with different needs and requirements. That’s why Cougar V8 allows for desktop personalization by terminals and users.

A. Save Form Position and Size

When Save Form Position and Size is selected, Cougar V8 remembers the coordinate and size of your form and when you open the form again next time, it will display at the last position you left it.

It is applicable by terminal.

Save Form Position and Size can be accessed through main menu View.

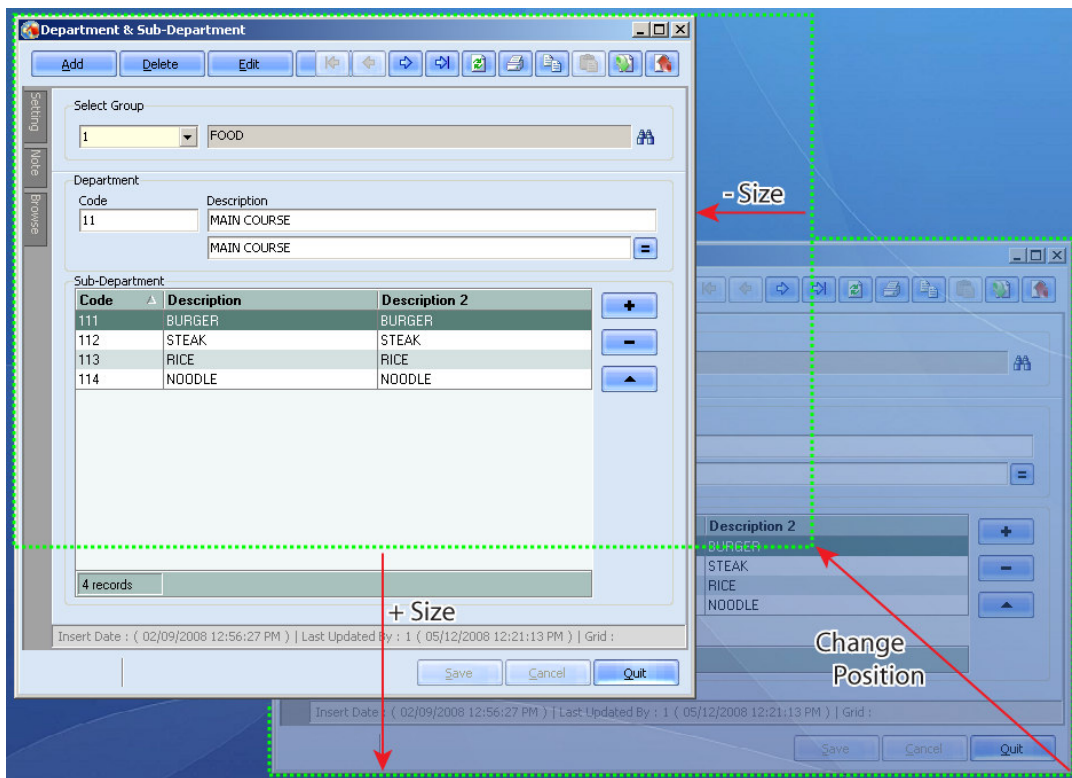


Figure B-6. Changing Form Position and Sizes



B. Preferred Grid Layout

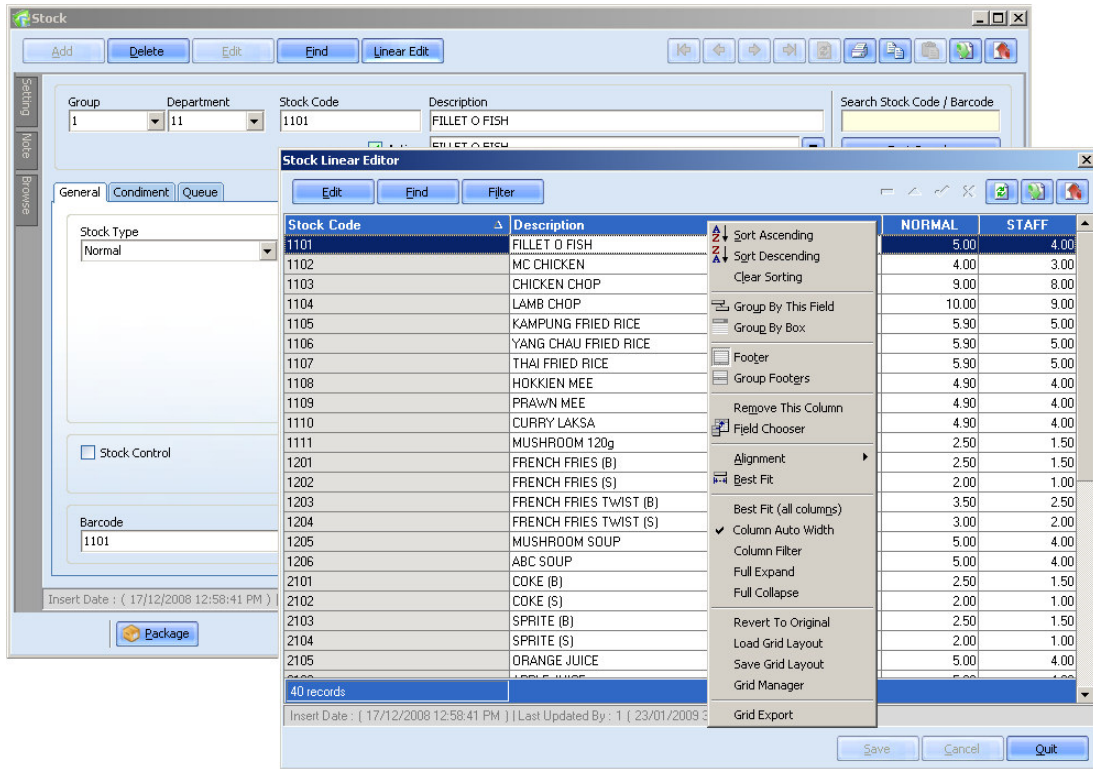


Figure B-7. Personalisation of Columns and Arrangements

You can personalized each screen in Cougar V8 by terminal or by users. In personalisation by users, the customized grid layout will be displayed when users log in another terminal.



You can add, delete and arrange columns according to your preference.

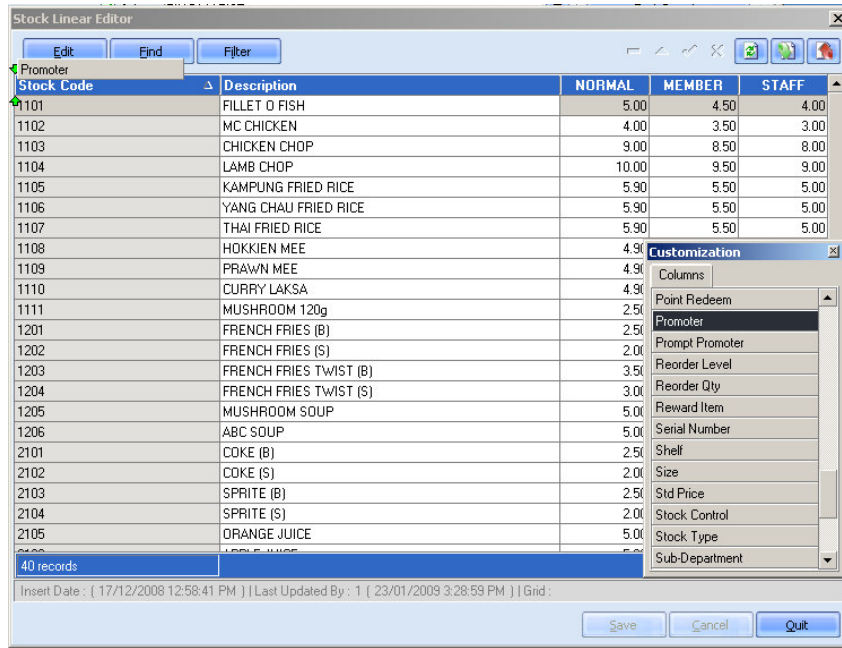


Figure B-8. Personalisation of Columns and Arrangements – Add Field

You can change the field grouping, add or hide the footer, and create a count in the footer. After you are satisfied with the arrangement, you can save the grid and export it to another terminal.

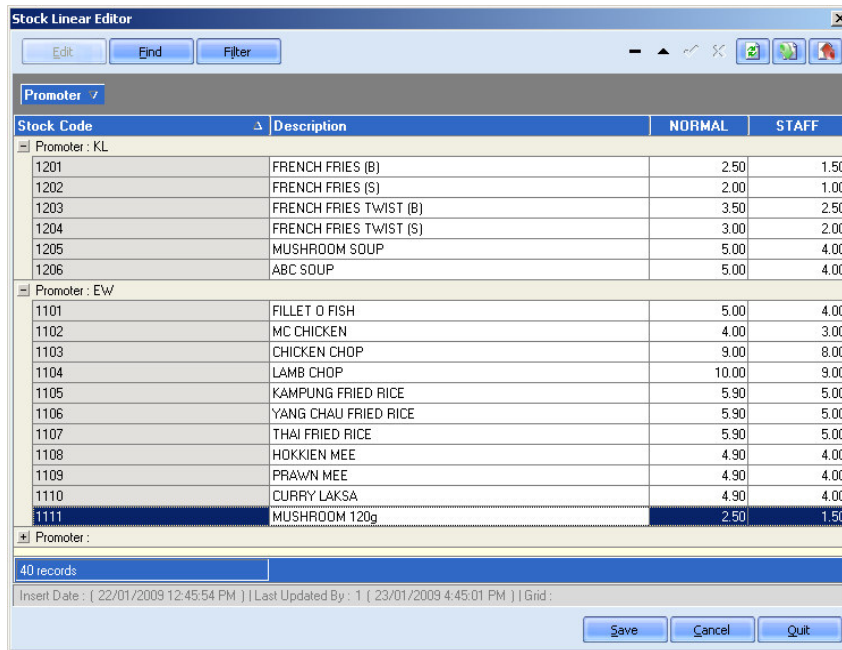


Figure B-9. Personalisation of Columns and Arrangements – Grid Grouping



G. Quick Desktop

You can run desktop applications quickly by enabling quick desktop.

Just move your mouse over to the top-left-corner and the quick link will be displayed. Click on the application you want to run.

Without quick desktop, you have to click many buttons to access the desktop before double clicking to run the application you want.

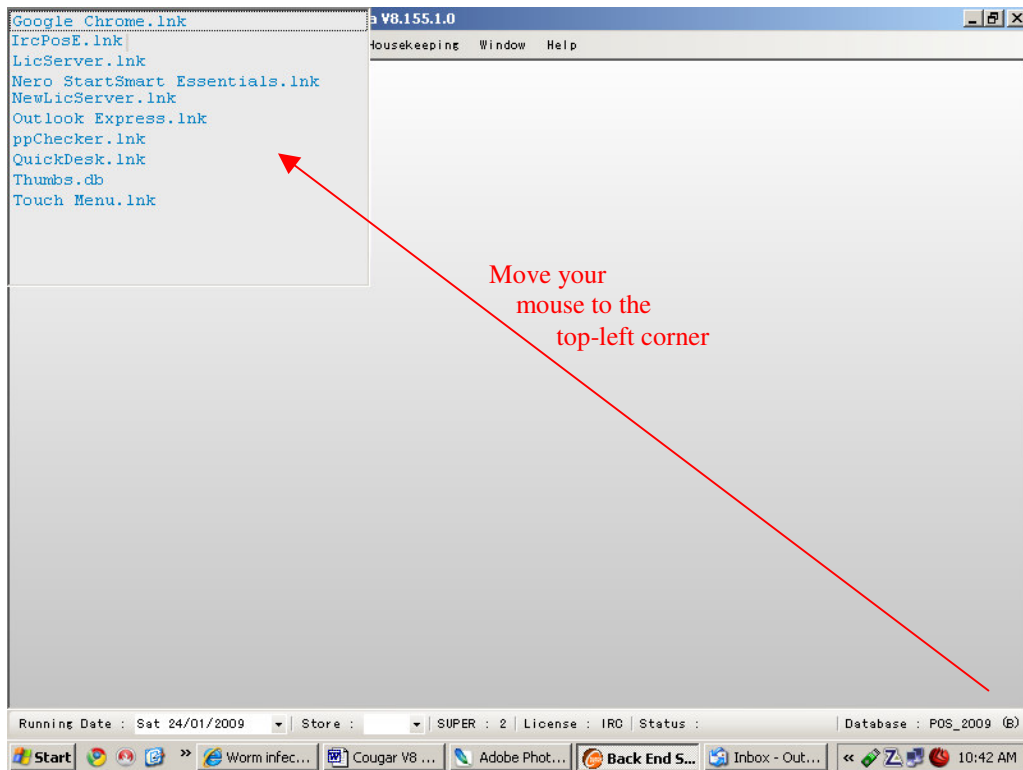


Figure B-10. Quick Desktop